

HCPC BUDGET  
For Fiscal Year July 2017 – June 2018

&

WORK PLAN



**FOR APPROVAL BY THE HCPC FULL COMMISSION**

May 22, 2017

## INTRODUCTION

These are the preliminary estimates for the HCPC's budget and work plan for the 2017-2018 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 a planning technician/administrative assistant. The budget also includes several subcontracts, which are explained below.

## II. REVENUE

As shown in Table 1, total revenue is estimated at \$466,660 compared to the \$463,083 that was expected for FY-17. The final numbers will likely change as the status of various funding sources becomes clear. This budget includes \$176,200 in subcontracts and specialized program expenses. These are explained in Table 4. *The estimated revenues are based on optimistic assumptions about pending grants plus additional unspecified contracts. Several funding sources are facing cuts in both the state and federal budget.*

Table 1 shows only the amounts that are due or estimated for the fiscal year. Payments due on contracts before July 1, 2017 or after June 30, 2018 are not shown. 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) refers to 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 \$14,000. Municipal dues would amount to \$40,363 if all towns paid. However, since some towns will not be members, actual dues are estimated at \$38,273. Combined county and town appropriations are estimated at \$52,273 for FY-17-18. 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-18-19. HCPC will send towns notice of this assessment in November 2017 for municipal budgetary planning purposes. The actual billing would occur in July 2018.

We are budgeting for level funding from the DAFC-MPAP (Department of Agriculture, Forestry and Conservation- Municipal Planning Assistance Program, see #20118 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-17 we received supplemental MPAP funding to provide provisional planning assistance for a portion of the towns in the former Penobscot Valley Council of Governments (PVCOG).

We will continue to provide Community Development Block Grant (CDBG) technical assistance (#20218). 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.

Our general MaineDOT funding is projected to be \$10,000 (#20317). We have a signed contract with MaineDOT through December 31, 2017 and expect the contract to be renewed for the 2018 calendar year. We will continue our work with the Blackwoods, Acadia, and Schoodic byways and our analysis of high-crash-locations.

HCPC will be entering the second year of a three-year \$400,000 U.S. Environmental Protection Agency (EPA) Brownfields Assessment grant (#22217) The primary use of grant funds is to pay an environmental consulting firm to conduct assessment and clean-up plans for brownfields sites. We also submitted on behalf of the town of Hancock a clean-up grant. While we would provide grant oversight services, most of the money would be used for contracting services.

We have a pending application to the U.S. Department of Agriculture's Rural Utility Service 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. This would continue work funded through the FY-17 grant.

The staff will do some limited contractual work with towns in comprehensive planning, zoning, and mapping. This includes ongoing work on the Orland comprehensive plan. There is possible work in Amherst and in the former PVCOG area.

The Municipal Review Committee (MRC) rents office space from HCPC. Our annual rental income is \$5,400. We anticipate about \$5,400 in support staff services to the MRC. 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 \$16,000.

TABLE 1	HCPC ANTICIPATED REVENUE FY July 2017- June 2018		
PROJECT NUMBER #	PROJECT DESCRIPTION / REVENUE SOURCE <sup>1</sup>	ANTICIPATED REVENUE	STATUS <sup>2</sup>
10100	Proposal Development	\$14,000	dues/county
10300	General Administration	\$38,273	dues/county
20118	State General Fund /CZM contract	\$32,500	Expected
20218	CDBG Technical Assistance	\$20,000	Expected
20317	MDOT-Transportation Planning	\$10,000	Signed
21415	Blackwoods Byway	\$17,650	signed
21416	Acadia Byway	\$15,000	signed
21500	High Crash Locations	\$10,000	expected
21300	MDOT Comp Plan work	\$2,500	expected
21301	MDOT Road Hazard Safety	\$2,500	Signed
20717	USDA Solid Waste FY-17	\$9,000	Signed
20718	USDA Solid Waste FY-18	\$6,000	Possible
22000	Bucksport Brownfields Planning	\$4,000	Pending
22418	US-EPA Clean Up 1	\$85,000	Possible
22217	US EPA Assessment FY 17	\$120,000	Signed
	Other state/federal contracts	\$15,000	estimated
30100	Local Assist/Reimbursable	\$1,500	estimated
20000	CDBG Admin and Special Services	\$1,000	possible
55555	MRC rental and Labor	\$16,000	signed
30200	Amherst Comp Plan	\$1,000	possible
51000	WCCOG Work	\$13,000	Expected
52000	Clifton Comp Work	\$8,000	Pending
32516	Orland Comp Plan	\$7,237	Signed
50000	Other local contracts	\$15,000	Possible
	Miscellaneous Income	\$2,500	Possible
<b>Total Anticipated Revenue:</b>		<b>\$466,660</b>	
<p><sup>1</sup><b>Note:</b> This table refers to amounts that are billable for the <u>fiscal year</u>. Amounts that will be billed before July 1, 2017 or after June 30, 2018 are not reflected here. It does <b>not</b> 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><sup>2</sup><b>Note:</b> "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><sup>3</sup><b>NOTE:</b> Some MaineDOT contracts are on a calendar year basis. The signed contract expires December 31, 2017.</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 planning technician/administrative assistant and an intern.

<b>TABLE 2 HANCOCK COUNTY PLANNING COMMISSION MEMBER BILLING RATES FOR FY-7/17-6/18</b>	
<b>POSITION</b>	<b>HOURLY RATE</b>
Executive Director	\$77.00
Planner II	\$52.00
Administrative Assistant/Planning Technician	\$38.00
Secretary (temporary employee)	\$25.00
Intern	\$20.00

### IV. PERSONNEL

Payroll and related personnel costs are presently projected at \$240,847 (see Table 3). This reflects the cost of employing two full-time planners and a planning technician/administrative assistant. 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.* 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 percent of the insurance premium increase for their coverages up to a maximum increase of \$10 per month. Insurance costs were reduced in 2015-2016 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 that may affect their health care coverage. Workers' Compensation insurance is based on the rates developed by the MMA for the January 2017-January 2018 policy period.

Staff may use the agency's tax-sheltered annuity (TSA) for their retirement fund. The administrative costs of establishing and maintaining an employer-sponsored program

means this option would not work for a small agency. The staff may request that an amount up to the maximum allowed by 403(b) regulations be deposited in the TSA.

## **V. EXPENSES**

Total office costs are projected at \$35,840, Compared to last year's estimate of \$37,740 (see *Table 3*). Expenditure estimates for FY-18 were based on a review of previous years' 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. Given the history of the building and its age, some unforeseen repairs may be likely.

No operating deficit is anticipated for FY-17. This should help keep costs low since none of the FY-17-18 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 17-18 HCPC EXPENDITURES**

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

CATEGORY		2016-2017 BUDGETED COST	2017-2018 ESTIMATED COST
<b>A. PERSONNEL</b>			
1.	Gross Base Payroll	\$169,821	\$169,821
2.	FICA (SS & Medicare)	\$12,991	\$12,991
3.	Unemployment Security	\$390	\$390
4.	MMEHT Insurance (est. 10% increase Jan)	\$60,358	\$56,420
5.	Workers Comp. Ins. Premium	\$1,225	\$1,225
	<b>Subtotal</b>	\$244,785	\$240,847
<b>B. OTHER EXPENDITURES</b>			
1.	Bank Service Charges	\$40	\$40
2.	Building & Grounds Maintenance	\$2,800	\$2,800
3.	Building & Grounds Upgrade	\$2,800	\$3,600
4.	Computer Upgrade	\$2,500	\$1,500
5.	Dues & Subscriptions	\$1,200	\$1,200
6.	Equipment & Furniture Purchase	\$2,000	\$1,500
7.	Equipment Maintenance	\$1,000	\$1,000
8.	Insurance (Prop. & Casualty, Liability, Public Officials)	\$4,300	\$3,900
9.	Library Publications	\$500	\$500
10.	Miscellaneous	\$1,500	\$1,500
11.	Office Supplies	\$2,400	\$2,400
12.	Postage & Delivery	\$2,500	\$2,300
13.	Printing/Reproduction/Advertising	\$1,600	\$1,000
14.	Telephone & Internet Service	\$3,200	\$3,200
15.	Travel	\$3,000	\$2,500
16.	Utilities	\$5,300	\$5,300
17.	Workshops & Meetings	\$1,100	\$1,500
	<b>Subtotal</b>	\$37,740	\$35,840
<b>C. SUBCONTRACTS</b>		\$161,200	\$176,200
<b>TOTAL EXPENDITURES</b>		\$443,725	\$456,228

## 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.

<b>TABLE 4</b>	
<b>ANTICIPATED SUBCONTRACTS</b>	
<b>FY JULY 2017 – JUNE 2018</b>	
Description	
<b><u>General Contracts:</u></b>	
Foster and Company (auditor):	\$3,500
Janitorial Services:	\$2,100
<b>Sub Total:</b>	<b>\$6,200</b>
<b><u>Project-Related Contracts:</u></b>	
FY-17 Brownfields Assessment	\$110,000
FY-17 Clean-up Parcel 1	\$60,000
<b>Sub Total:</b>	<b>\$170,000</b>
<b>ANTICIPATED TOTAL:</b>	<b>\$176,200</b>

## **VII. WORK PLAN**

The work plan for FY-18 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 high-crash-location 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. 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-18 is shown in Table 5. A detailed services policy is available from the HCPC.

## **IX. SUMMARY OF FY-18 REVENUES AND EXPENDITURES**

The projected FY-18 budget, based on revenues and expenditures, is as follows:

Projected Revenue:	\$466,660
Projected Expenditures:	\$456,228
Contingency:	\$10,432

The proposed budget is optimistic with a much smaller contingency than was projected in recent years. 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 7/17 – 6/18**

<b><u>STAFF TIME</u></b>	<b><u>MEMBER</u></b>	<b><u>NON-MEMBER</u></b>
Executive Director	\$77/hr	\$116/hour
Planner II	\$52/hr	\$77/hour
Intern	\$20/hr	\$30/hour
Administrative Assistant/Planning Technician	\$38/hr	\$55/hour
Secretary	\$25/hr	\$38/hour
<b><u>MATERIAL EXPENSES</u></b>		
Paper - 8 1/2 x 11 white	\$.04/sheet	\$.08/sheet
- 8 1/2 x 11 color	\$.05/sheet	\$.12/sheet
- 8 1/2 x 14 white	\$.05/sheet	\$.10/sheet
- 11 x 17 white	\$.06/sheet	\$.12/sheet
<b><u>PHOTOCOPIES</u></b>		
- 8 1/2 x 11 white	\$.17/sheet	\$.25/sheet
- 8 1/2 x 11 color	\$.20/sheet	\$.31/sheet
- 8 1/2 x 14 white	\$.18/sheet	\$.27/sheet
- 11 x 17 white	\$.25/sheet	\$.38/sheet
<b><u>ENVELOPES</u></b>		
- #10 standard	\$.05/each	\$.08/each
- Manila 6x9	\$.10/each	\$.15/each
- Manila 10x13	\$.13/each	\$.20/each
<b><u>MAILING LABELS</u></b>		
- 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
<b><u>POSTCARDS</u></b>		
- - laser	\$.20/each	\$.30/each
<b><u>POSTAGE</u></b>		
<b><u>GIS MAP PRINTING (in-house)*</u></b>	\$ At Cost	\$ 1.5 x Cost
<b><u>REPRODUCIBLES</u></b>	\$1.20/sq. ft	\$ 1.80/sq. ft.
<b><u>REDUCTIONS / ENLARGEMENTS</u></b>	.\$ At Cost	\$ 1.5 x Cost
<b><u>TRAVEL</u></b>	\$ At Cost	\$ 1.5 x Cost
	\$.44/mile	\$.66/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.