

HCPC BUDGET  
For Fiscal Year July 2009 – June 2010

&

WORK PLAN



Preliminary Draft

May 26, 2009

**FOR APPROVAL BY THE HCPC FULL COMMISSION**

## I. INTRODUCTION

These are the current estimates for the HCPC's budget and work plan for the 2009-2010 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. There will also be at least one summer intern to work on a special project. The budget also includes several subcontracts, which are explained below.

## II. REVENUE

As shown in Table 1, total revenue is estimated at approximately \$398,983 compared to the \$405,183 that was expected for FY-09. The final numbers will likely be changed as the status of various funding sources becomes clear. It presently appears, however, that there will be about \$6,200 less revenue than last year.

Table 1 shows only the amounts that are due or estimated for the fiscal year. Payments due on contracts before July 1, 2009 or after June 30, 2010 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 land use ordinance 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 status column indicates whether the contracts are signed and/or the likelihood of funding.

The county appropriation this year is projected to be \$16,400. Municipal dues would amount to \$33,125 if all towns paid. However, since some towns will not be members, actual dues are estimated at \$30,520. *This budget assumes a three percent increase in dues for FY 09-10.* Combined county and town appropriations are estimated at \$46,920. For internal budgeting purposes, the dues and county funds are divided into the proposal development, executive board business and general administration categories.

We are expecting level funding from the SPO (State Planning Office) for the upcoming year for general land use planning (grant #20109 on Table 1). These funds are used for technical assistance, including work with code enforcement and flood plain management. They are also used to help towns on shoreland zoning, harbor planning and growth management. While three existing comprehensive plan contracts will continue, no new contracts are expected. The scenic SPO views assessment, initiated in late 2008-2009 will continue into at least the first quarter of 2009-2010.

We also expect to remain active in transportation planning and are budgeting \$40,000 for regional transportation projects (#20309). The HCPC will continue its work with the Schoodic and Blackwoods Byways (#21309 & 21409). We also expect to be working with MaineDOT on the proposed STAR (Strategic Transportation and Recreation) Center in Ellsworth (22500). This contract was initially budgeted for 2008-2009 and was delayed. The status of other MaineDOT grants will need to be reviewed.

<b>TABLE 1</b>	<b>HCPC ANTICIPATED REVENUE FY July 2009-June 2010</b>		
<b>PROJECT NUMBER #</b>	<b>PROJECT DESCRIPTION / REVENUE SOURCE</b>	<b>ANTICIPATED REVENUE</b>	<b>CONTRACT STATUS</b>
10100	Proposal Development	\$6,000	dues/county
10200	Executive Board business	\$6,000	dues/county
10300	General Administration	\$32,920	dues/county
10400	Newsletter	\$2,000	dues/county
20110	SPO Land Use Planning	\$25,413	expected
20120	SPO Scenic Viewshed Assessment	\$20,000	signed
20210	CDBG Technical Assistance	\$20,000	expected
20310	MDOT-Transportation Planning	\$38,000	expected
21310	Schoodic Byways	\$25,000	expected
21410	Blackwoods Byway	\$5,000	expected
22309	School Trail Plan	\$5,000	signed
22500	Ellsworth STAR	\$60,000	expected
20809	US-EPA Brownfields	\$67,000	Signed
20910	Overboard Discharge	\$5,000	estimated
21010	Small Community Grants	\$10,000	estimated
21333	Schoodic Byways Marketing	\$6,000	signed
23009	Other State/Federal contracts	\$20,000	estimated
30100	Local/Assist Reimbursable	\$2,500	est. hours
30110	GIS mapping	\$2,000	estimated
30901	Castine Comp Plan	\$5,000	Signed
31052	Cranberry Isles Comp Plan	\$5,000	Signed
31100	Tremont Comp Plan Update	\$8,650	Signed
31242	Deer Isle LUO	\$1,000	Signed
33765	Trenton SZO	\$1,500	possible
34100	other local contracts	\$15,000	possible
34200	other CDBG Admin	\$5,000	possible
<b>Total Anticipated Revenue:</b>		<b>\$398,983</b>	

**Note:** This table refers to amounts that are billable for the fiscal year. Amounts that will be billed before July 1, 2009 or after June 30, 2010 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 \$30,520 and the county appropriation is estimated at \$16,400. All expense items in the "10000" category will be charged to these two accounts, including Proposal Development, Executive Board Business, General Administration and Newsletter.

We plan to remain active in Community Development Block Grant (CDBG) technical assistance (# 20210). 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 economic development activities. We will also continue to administer CDBG projects. Potential projects include assisting with projects in Winter Harbor and Franklin.

The HCPC will be starting the second year of a three-year \$200,000 U.S. Environmental Protection Agency (EPA) Brownfields assessment grant. These funds are being used for an assessment of potential brownfields sites. The majority of these funds are being used to pay for an environmental consultant.

Staff will continue to work with the DEP on the small community grant program (# 21008). This would involve helping towns process the paperwork for these programs and working with contractors to assure implementation. We anticipate some overboard discharge work. Other water and waste water work may become available as a result of the federal stimulus package.

The staff will continue to do some limited contractual work with towns in developing land use ordinances. We also expect to do some minor revisions on other zoning ordinances and maps (#30100). We may also do additional digitizing of town base and zoning maps (#301010).

### III. BILLING RATES

Official 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. While there are no plans to hire additional full-time staff, the secretary position has an established billing rate in the event that temporary staff is needed. The intern position is for the summer period only and will work exclusively on the scenic view assessment project.

POSITION	HOURLY RATE
Executive Director	\$68.00
Senior Planner	\$62.00
Intern	\$21.00
Administrative Assistant/Planning Technician	\$34.00

### IV. PERSONNEL

Payroll and related personnel costs are presently projected at \$232,291. This is enough money to employ a staff of two full-time planners and an administrative assistant/planning technician. The agency is aiming to have a competitive salary and benefit structure and this is reflected in the proposed raises. These raises assume a 3.5 percent cost of living increase for all employees and merit increases where applicable. If there is a shortfall in funding, these numbers may have to be revised. As of late FY 08-09, the planner I position is vacant and its filling may not occur during FY-09-10. 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. Insurance costs for both the employee and employer have been contained by use of a point of service plan through the Maine Municipal Association's Employee Health Trust. Health insurance costs, however, continue to increase. Spouses who are covered by their employer's program will not receive HCPC coverage. Staff may use the agency's tax-sheltered annuity for their retirement benefits. Health insurance and benefit 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. Health insurance premiums have been based on the estimates provided by the Maine Municipal Association Employee Health Trust. Employees will pay 25% of the insurance premium increase up to a maximum of \$10 per month. Workers' Compensation insurance is based on the rates developed by the MMA for the policy period January 2009 to January 2010.

## V. EXPENSES

Total office costs are projected at \$43,370 compared to \$50,020 for FY-09 (*see Table 3*). Expenditure estimates for FY-10 were based on a review of FY-08 and FY-09 expenditures as well as anticipated needs for the upcoming fiscal year. Reduced staffing has meant that some expenditures are less.

The line item for workshops and meetings has been reduced by only \$200 since the agency will assist in staff expenses in retaining American Institute of Certified Planners certification. There is now a requirement that certified planners earn 32 education credits every two years. Staff take annual leave or compensatory time to attend those training sessions that cannot be charged to a specific grant.

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. One unknown is the photocopier. The building and grounds upgrade line item is primarily to make some improvements to the exterior, including the fire escape, rear deck and filling in the abandoned septic tank. Given the history of the building and its age, some unforeseen repairs are likely.

No operating deficit is anticipated for FY-09. This should help keep costs low since none of FY-09's budget will be used to pay past due accounts. The HCPC has not borrowed on the line of credit since FY-91. 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 worse case scenario, staff hours could be reduced.

**TABLE 3  
PROPOSED FY 7/09-6/10 HCPC EXPENDITURES**

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

CATEGORY		2008-2009 PROJECTED COST	2009-2010 ESTIMATED COST
<b>A. PERSONNEL</b>			
1.	Gross Base Payroll	\$163,124	\$172,439
2.	FICA (SS & Medicare)	\$12,480	\$12,833
3.	Unemployment Security	\$375	\$413
4.	MMEHT Insurance (est. 10% increase Jan)	\$40,480	\$44,918
5.	Workers Comp. Ins. Premium	\$1,315	\$1,688
<b>Subtotal</b>		\$217,774	\$232,291
<b>B. OTHER EXPENDITURES</b>			
1.	Bank Service Charges	\$20	\$20
2.	Building & Grounds Maintenance	\$3,000	\$2,800
3.	Building & Grounds Upgrade	\$8,000	\$4,000
4.	Computer Upgrade	\$2,500	\$2,200
5.	Dues & Subscriptions	\$1,600	\$1,600
6.	Equipment & Furniture Purchase	\$1,500	\$1,300
7.	Equipment Maintenance	\$1,500	\$1,200
8.	Insurance (Prop. & Casualty, Liability, Public Officials)	\$3,800	\$3,750
9.	Library Publications	\$600	\$500
10.	Miscellaneous	\$1,500	\$1,300
11.	Office Supplies	\$2,700	\$2,500
12.	Postage & Delivery	\$3,100	\$3,200
13.	Printing/Reproduction/Advertising	\$3,600	\$3,500
14.	Telephone & Internet Service	\$3,800	\$3,800
15.	Travel	\$6,400	\$6,000
16.	Utilities	\$4,900	\$4,900
17.	Workshops & Meetings	\$1,500	\$1,300
<b>Subtotal</b>		\$50,020	\$43,870
<b>C. SUBCONTRACTS</b>		\$114,300	\$109,800
<b>TOTAL EXPENDITURES</b>		\$382,094	\$397,961

## 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 temporary clerical staff that may be used while the administrative assistant is on leave.

Project-related contracts are used to hire special expertise for agency services. The Campbell Environmental contract is for the brownfields contract. The University of Maine Machias GIS subcontract is part of the SPO Scenic Viewshed Assessment.

<b>TABLE 4</b>	
<b>ANTICIPATED SUBCONTRACTS</b>	
<b>FY JULY 2009 – JUNE 2010</b>	
<b>Description</b>	
<b><u>General Contracts:</u></b>	
Foster, Carpenter and Black (auditor)	\$2,800
Temporary employees	\$600
Janitorial Services	\$2,100
<b>Sub Total:</b>	<b>\$5,500</b>
<b><u>Project-Related Contracts:</u></b>	
Ellsworth STAR	\$40,000
Campbell Environmental	\$54,300
Byway subcontracts	\$5,000
U-Maine Machias GIS	\$5,000
<b>Sub Total:</b>	
<b>ANTICIPATED TOTAL:</b>	<b>\$121,800</b>

## VII. WORK PLAN

The work plan for FY-10 reflects the diversity of our services. We will continue to work, albeit at a reduced level, with towns on comprehensive plans and land use ordinances. Our transportation-related endeavors will include various scenic byways projects and the Ellsworth STAR in addition to work with the regional transportation committees. We hope to increase communication between MDOT and local towns.

We expect to remain active in helping towns with solid waste issues and DEP Small Community Grants. CDBG remains another focus. Brownfields will be a major facet of work and may lead to additional 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-10 for professional labor reflects staff raises since 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-10 REVENUES AND EXPENDITURES

The projected FY-10 budget, based on revenues and expenditures, is as follows:

### **FY 09-10 PROJECTED BUDGET SUMMARY**

Projected Revenue:	\$ 398,983
Projected Expenditures:	\$ 385,961
Contingency:	\$ 13,022

If these figures prove over-optimistic, we are still assured enough funds to provide a basic level of service to the region. Many of the current projects have the potential to serve as seeds for future work.

**Table 5  
HCPC FEE SCHEDULE FOR  
FY 7/09 – 6/10**

<b><u>STAFF TIME</u></b>	<b><u>MEMBER</u></b>	<b><u>NON-MEMBER</u></b>
Executive Director	\$68/hr	\$103/hour
Senior Planner	\$62/hr	\$93/hour
Intern	\$31/hr	\$47/hour
Administrative Assistant	\$34/hr	\$52/hour
Secretary	\$26/hr	\$39/hour
<b><u>MATERIAL EXPENSES</u></b>		
Paper - 8 1/2 x 11 white	\$.03/sheet	\$.06/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
<b><u>PHOTOCOPIES</u></b>		
- 8 1/2 x 11 white	\$.16/sheet	\$.26/sheet
- 8 1/2 x 11 color	\$.19/sheet	\$.31/sheet
- 8 1/2 x 14 white	\$.18/sheet	\$.29/sheet
- 11 x 17 white	\$.19/sheet	\$.31/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	\$.37/each
- 1 x 2 3/4 laser labels per sheet of 30	\$1.00/sheet	\$1.50/sheet
<b><u>COMPUTER DISKS</u></b>		
- 3 1/2 disk	\$1.28/each	\$1.92/each
- CD Disk	\$1.50/each	\$2.00/each
<b><u>POSTCARDS</u></b>		
- - laser	\$.17/each	\$.25/each
<b><u>POSTAGE</u></b>		
<b><u>GIS MAP PRINTING (in-house)*</u></b>	\$ At Cost	\$ 1.5 x Cost
<b><u>MAPS (blue line, out-of-house)</u></b>	\$1.10/sq. ft	\$1.60/sq. ft.
<b><u>REPRODUCIBLES</u></b>	\$ At Cost	\$ 1.5 x Cost
<b><u>REDUCTIONS / ENLARGEMENTS</u></b>	\$ At Cost	\$ 1.5 x Cost
<b><u>TRAVEL</u></b>	\$.42/mile	\$.50/mile

*\*Note: Above prices for GIS map printing are for copies made from camera-ready masters. Additional fees may be charged for staff time if files are not camera-ready.*

### **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.