

HCPC REVISED DRAFT BUDGET  
For Fiscal Year July 2011 – June 2012

&

WORK PLAN



May 24, 2011

**FOR APPROVAL BY THE HCPC FULL COMMISSION**

## I. INTRODUCTION

These are the current estimates for the HCPC's budget and work plan for the 2011-2012 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 \$332,052 compared to the \$413,091 that was expected for FY-11. 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 \$77,039 less revenue than last year. This figure includes \$26,200 in subcontracts and specialized program expenses. These are explained in Table 5.

Table 1 shows only the amounts that are due or estimated for the fiscal year. Payments due on contracts before July 1, 2011 or after June 30, 2012 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) 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. *There is more uncertainty on funding this fiscal year than in recent years.*

The county appropriation this year is projected to be \$12,240. Municipal dues would amount to \$35,055 if all towns paid. However, since some towns will not be members, actual dues are estimated at \$32,300. *This budget authorizes a three percent increase in dues for FY 12-13.* Notice of this assessment will be sent to towns during FY 11-12, but will not be billed until FY 12-13. Combined county and town appropriations are estimated at \$44,540 for FY 11-12. 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 #20112 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. No new comprehensive plan contracts are expected. It is possible that there will be some minimal wrap-up work on the Tremont comprehensive plan.

We also expect to remain active in transportation planning and are budgeting \$51,250 for regional transportation projects (#20312). The HCPC will continue its work with the Schoodic and Blackwoods Byways (#21311 & 21411). We also will work with MaineDOT on the proposed STAR (Strategic Transportation and Recreation) Center in Ellsworth (22511). The status of other MaineDOT grants will need to be reviewed.

<b>TABLE 1</b>		<b>HCPC ANTICIPATED REVENUE FY July 2011-June 2012</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	\$30,540	dues/county
10400	Newsletter	\$2,000	dues/county
20112	SPO Land Use Planning	\$25,512	Estimated
20212	CDBG Technical Assistance	\$25,000	Estimated
20312	MDOT-Transportation Planning	\$45,000	Possible
21311	Schoodic Byways	\$20,000	Possible
21411	Blackwoods Byway Round 2	\$10,000	Possible
20346	Ellsworth STAR Center	\$5,000	Estimated
20311	Safe Routes to School	\$3,000	Possible
22303	Acadia Byway	\$7,500	Possible
21433	Geo-tourism	\$4,000	Estimated
21612	Transportation Safety	\$1,000	Possible
20711	USDA Solid Waste-11	\$7,000	Signed
20712	USDA Solid Waste 12	\$32,000	Possible
22209	US EPA Brownfields FY 09	\$20,000	Signed
20912	USDA RUS Technical Assistance & Training	\$18,000	Doubtful
21900	Other state and federal contracts	\$20,000	Estimated
30000	Other local contracts	\$10,000	Possible
30100	Local Assist/Reimbursable	\$2,500	Estimated
30101	GIS mapping	\$2,000	Estimated
33608	Tremont Comp Plan Update	\$2,000	Possible
30903	Castine Mapping	\$1,000	Signed
34200	CDBG Admin	\$2,000	Possible
40012	Healthy Communities	\$25,000	Estimated
<b>Total Anticipated Revenue:</b>		<b>\$332,052</b>	

**Note:** This table refers to amounts that are billable for the fiscal year. Amounts that will be billed before July 1, 2011 or after June 30, 2012 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 \$32,300 and the county appropriation is estimated at \$12,240. 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 (# 20212). 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 work includes assisting with projects in Amherst and Gouldsboro.

The HCPC will be concluding the final year of a three-year \$200,000 U.S. Environmental Protection Agency (EPA) Brownfields assessment grant. These funds have been used for assessments and clean-up plans for brownfields sites. The majority of these funds are used to pay for an environmental consultant.

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 (#30101). Some additional work with the Healthy Communities Coalition is possible (#40012). This would involve data collection and analysis.

### 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. There is position for a temporary secretary in the event of the absence of the administrative assistant/planning technician.

<b>TABLE 2 HANCOCK COUNTY PLANNING COMMISSION MEMBER BILLING RATES FOR FY-7/11-6/12</b>	
<b>POSITION</b>	<b>HOURLY RATE</b>
Executive Director	\$68.00
Senior Planner	\$62.00
Administrative Assistant/Planning Technician	\$34.00
Secretary (temporary employee)	\$26.00

#### **IV. PERSONNEL**

Payroll and related personnel costs are presently projected at \$229,401. This is enough money to employ a staff of two full-time planners and an administrative assistant/planning technician. While the agency aims to have a competitive salary and benefit structure, no raises are proposed for FY-12 due to the tight fiscal situation. The budget figures will be reviewed mid-year to see if bonuses are feasible. As of late FY 10-11, the planner I position is vacant and it is doubtful it will be filled during FY-11-12. 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 (MMA) 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 current premiums and on the estimates provided by the MMA 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 2011 to January 2012.

## V. EXPENSES

Total office costs are projected at \$38,920 compared to \$40,620 for FY-11 (see *Table 3*). Expenditure estimates for FY-12 were based on a review of FY-10 and FY-11 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 remains level 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. A good portion of these credits can be earned through web-based training sessions at an employee's desk.

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. To reduce travel expenses, the agency may want to examine if it is cost effective to invest in Skype™ or similar video conferencing technology. The building and grounds upgrade assumes only minor repairs. Given the history of the building and its age, some unforeseen repairs are likely. Further mold remediation may be necessary.

No operating deficit is anticipated for FY-11. This should help keep costs low since none of FY-12's budget will be used to pay past due accounts. The HCPC has not borrowed on a 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 7/11-6/12 HCPC EXPENDITURES**

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

<b>CATEGORY</b>		<b>2010- 2011 PROJECTED COST</b>	<b>2011-2012 ESTIMATED COST</b>
<b>A. PERSONNEL</b>			
1.	Gross Base Payroll	\$172,607	\$169,307
2.	FICA (SS & Medicare)	\$13,456	\$12,952
3.	Unemployment Security	\$520	\$390
4.	MMEHT Insurance (est. 10% increase Jan)	\$43,514	\$45,354
5.	Workers Comp. Ins. Premium	\$1,425	\$1,398
<b>Subtotal</b>		\$231,522	\$229,401
<b>B. OTHER EXPENDITURES</b>			
1.	Bank Service Charges	\$20	\$20
2.	Building & Grounds Maintenance	\$2,800	\$2,800
3.	Building & Grounds Upgrade	\$2,000	\$2,500
4.	Computer Upgrade	\$2,500	\$2,500
5.	Dues & Subscriptions	\$1,600	\$1,600
6.	Equipment & Furniture Purchase	\$1,300	\$1,500
7.	Equipment Maintenance	\$1,000	\$1,000
8.	Insurance (Prop. & Casualty, Liability, Public Officials)	\$3,800	\$3,900
9.	Library Publications	\$500	\$400
10.	Miscellaneous	\$1,300	\$1,300
11.	Office Supplies	\$2,400	\$2,400
12.	Postage & Delivery	\$2,900	\$2,500
13.	Printing/Reproduction/Advertising	\$3,000	\$2,000
14.	Telephone & Internet Service	\$3,600	\$3,600
15.	Travel	\$5,700	\$4,700
16.	Utilities	\$4,900	\$4,900
17.	Workshops & Meetings	\$1,300	\$1,300
<b>Subtotal</b>		\$40,620	\$38,920
<b>C. SUBCONTRACTS</b>		\$106,805	\$26,200
<b>TOTAL EXPENDITURES</b>		\$378,947	\$294,521

## 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 project. The other contract is for various transportation-related projects being done in conjunction with the Washington County Council of Governments. If some projects scheduled for completion in FY-11 are delayed, there may be some additional subcontracts.

<b>TABLE 4</b>	
<b>ANTICIPATED SUBCONTRACTS</b>	
<b>FY JULY 2011 – JUNE 2012</b>	
Description	
<b><u>General Contracts:</u></b>	
Foster, Carpenter and Black (auditor)	\$3,500
Temporary employees	\$600
Janitorial Services	\$2,100
<b>Sub Total:</b>	<b>\$6,200</b>
<b><u>Project-Related Contracts:</u></b>	
Campbell Environmental	\$15,000
Washington County COG	\$5,000
<b>Sub Total:</b>	<b>\$20,000</b>
<b>ANTICIPATED TOTAL:</b>	<b>\$26,200</b>

## VII. WORK PLAN

The work plan for FY-12 reflects the diversity of our services. We will continue to work, albeit at a reduced level, with towns on land use ordinances. Our transportation-related endeavors will include various scenic byways projects in addition to work with the regional transportation committees.

We expect to remain active in helping towns with solid waste issues and DEP Small Community Grants. CDBG remains another focus. We will be concluding our three-year brownfields grant. We plan to seek additional funding, but that grant would

not start until FY 12-13. 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-12 for professional labor reflects increased staff costs 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-12 REVENUES AND EXPENDITURES**

The projected FY-12 budget, based on revenues and expenditures, is as follows:

#### **FY 11-12 PROJECTED BUDGET SUMMARY**

Projected Revenue:	\$ 332,052
Projected Expenditures:	\$ 294,521
Contingency:	\$ 37,531

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 7/11 – 6/12**

<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/Planning Technician	\$34/hr	\$52/hour
Secretary	\$26/hr	\$39/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	\$.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	\$.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
<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>COMPUTER DISKS</u></b>		
- CD Disk	\$1.75/each	\$2.63/each
<b><u>POSTCARDS</u></b>		
- - laser	\$.20/each	\$.30/each
<b><u>POSTAGE</u></b>	\$ At Cost	\$ 1.5 x Cost
<b><u>GIS MAP PRINTING (in-house)*</u></b>	\$1.20/sq. ft	\$ 1.80/sq. ft.
<b><u>MAPS (blue line, out-of-house)</u></b>	\$ At Cost	\$ 1.5 x Cost
<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>	\$.46/mile	\$.69/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.