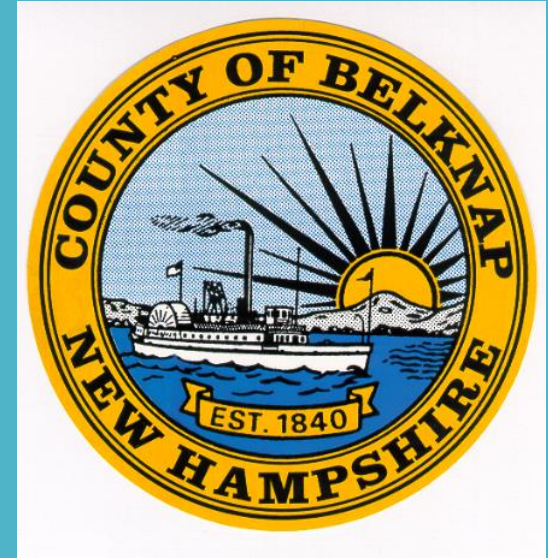


2019 Budget

County Commissioners Recommendation

12/13/2018



Welcome! A little about the County...

The Board of Commissioners is responsible for the overall operation of the County and for the facilities and assets owned by the County.

They employ a full time Administrator to manage the day to day operation and to ensure that their policies and procedures are implemented.

The Commissioners supervise 4 Department Heads and the County Administrator:

- Nursing Home Administrator, Shelley Richardson

- Facilities Manager, Dustin Muzzey

- Corrections Superintendent, Keith Gray

- Restorative Justice Director, Mike MacFadzen

- County Administrator, Deb Shackett

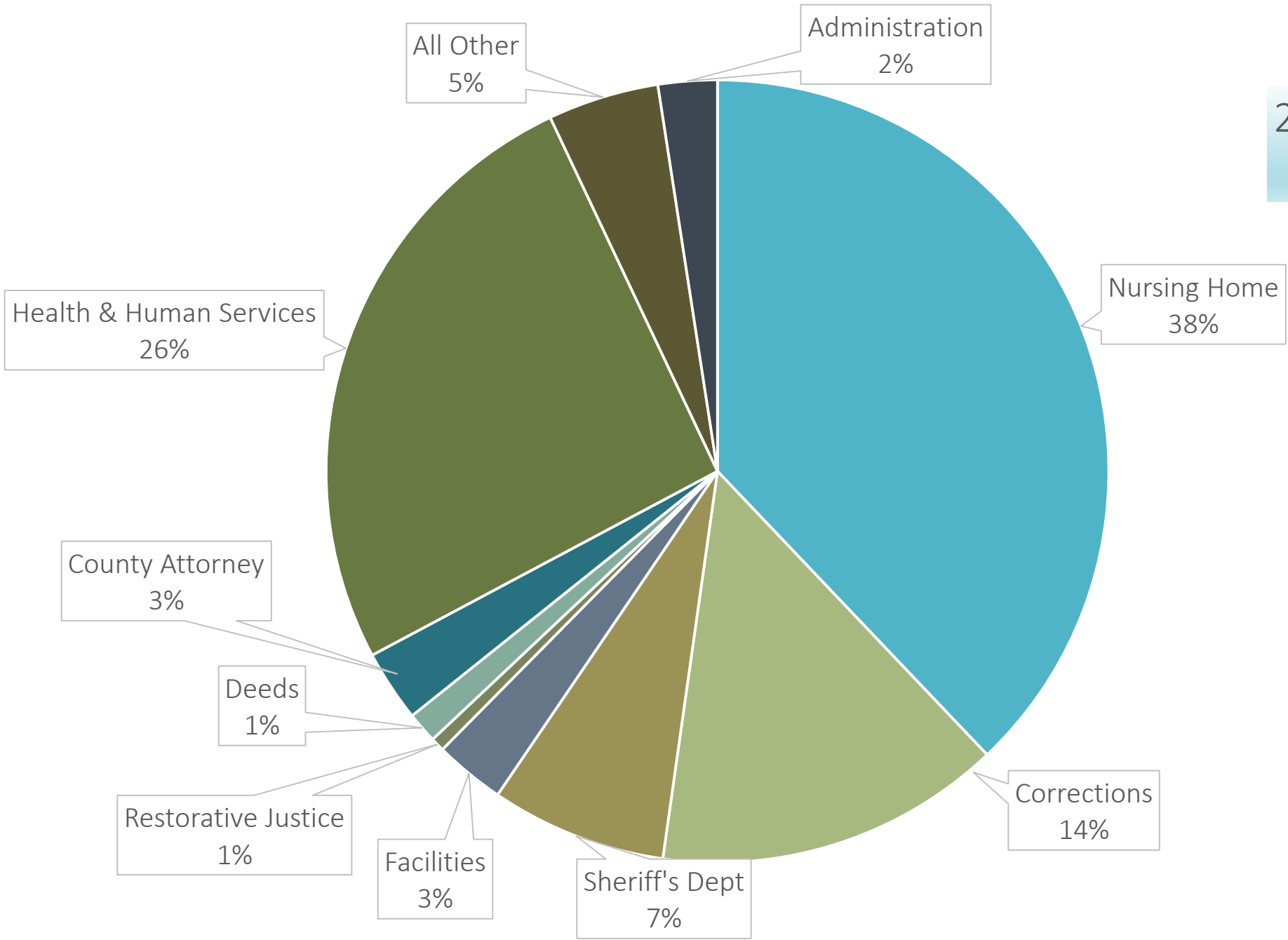
Additionally, there are 3 elected Department Heads:

- Sheriff, Mike Moyer

- Register of Deeds, Judy McGrath

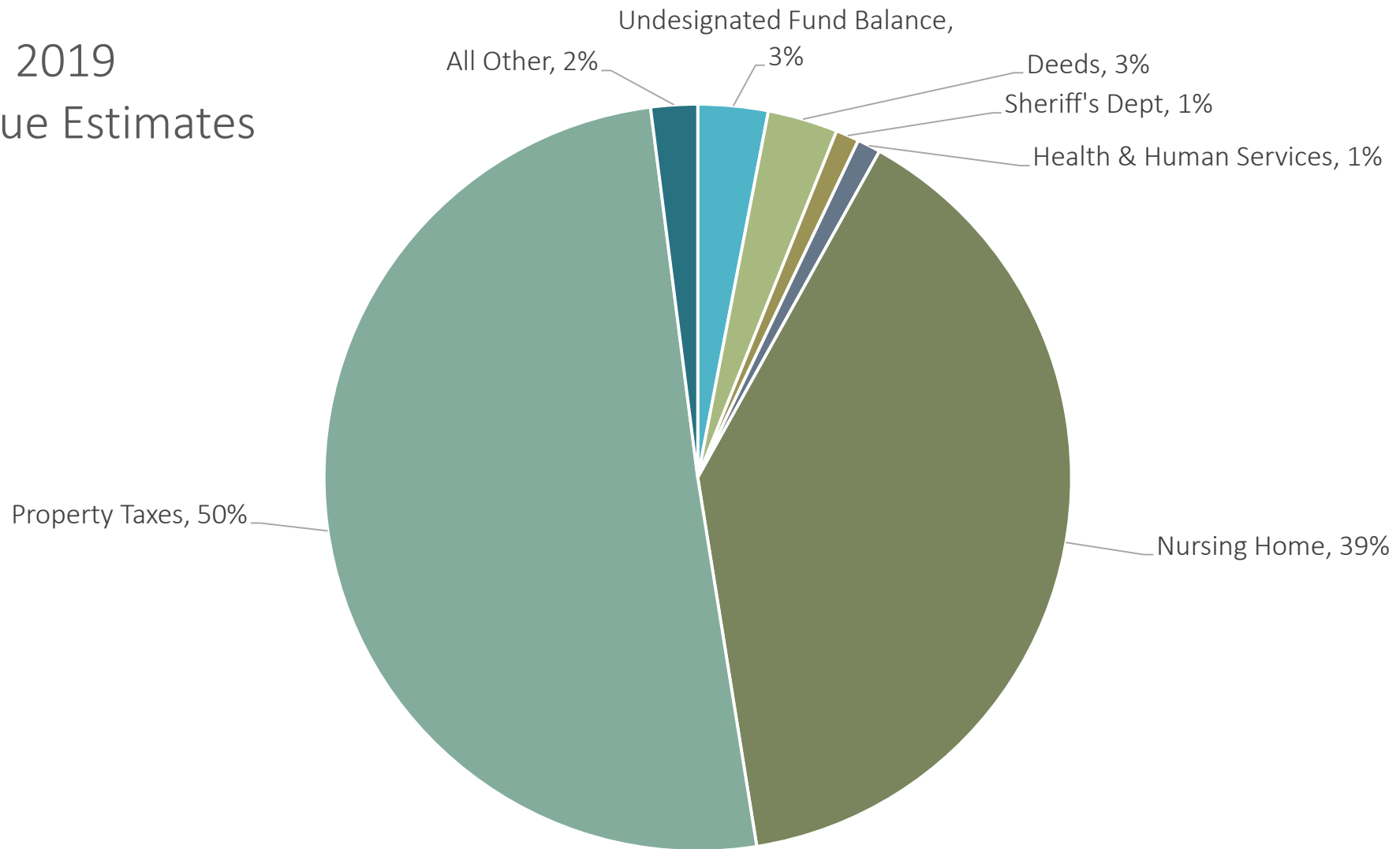
- County Attorney, Andrew Livernois

2019 Expense Budget

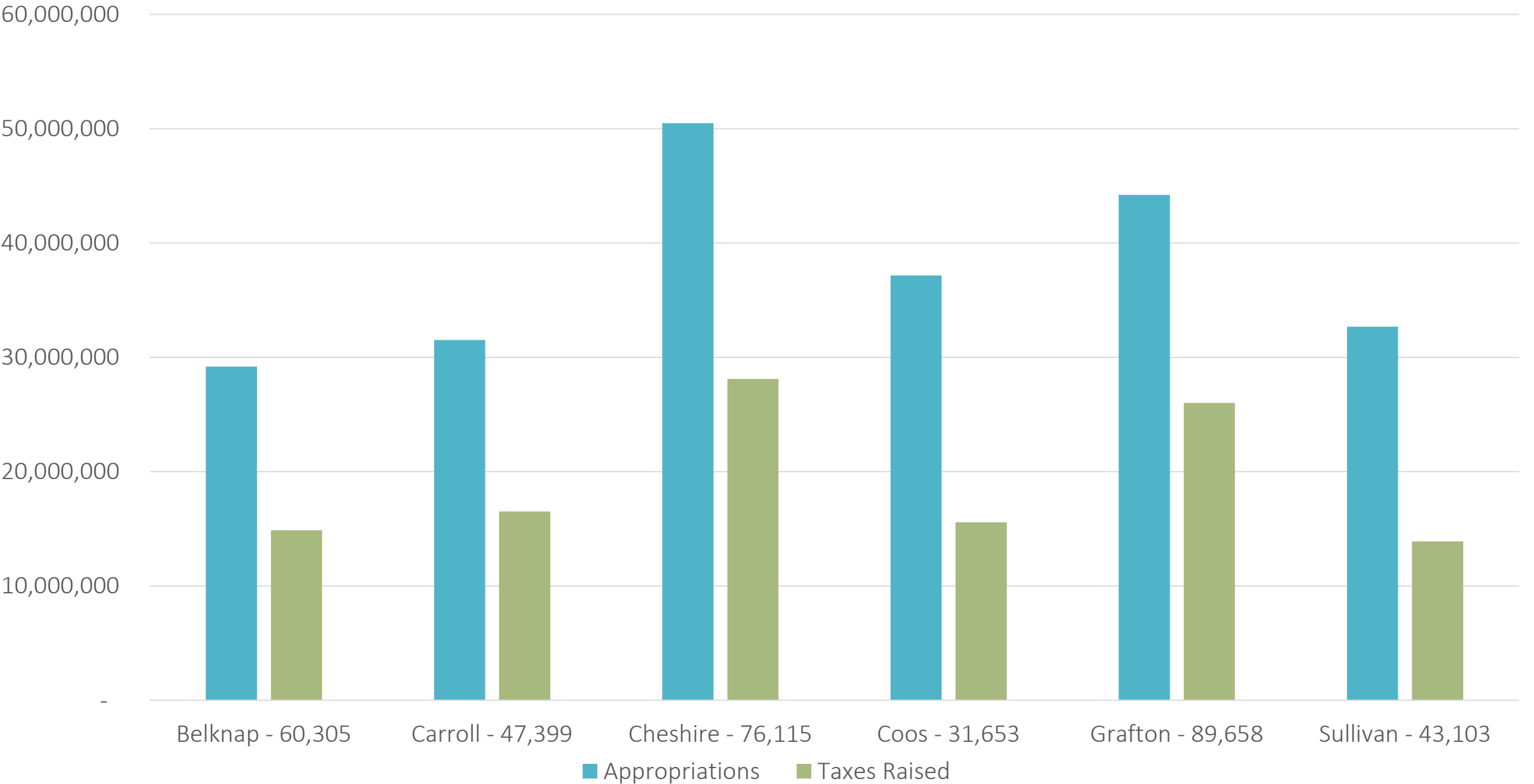


Other:
County Convention
IT
Contingency
Outside Agencies
Debt Service
Capital Projects

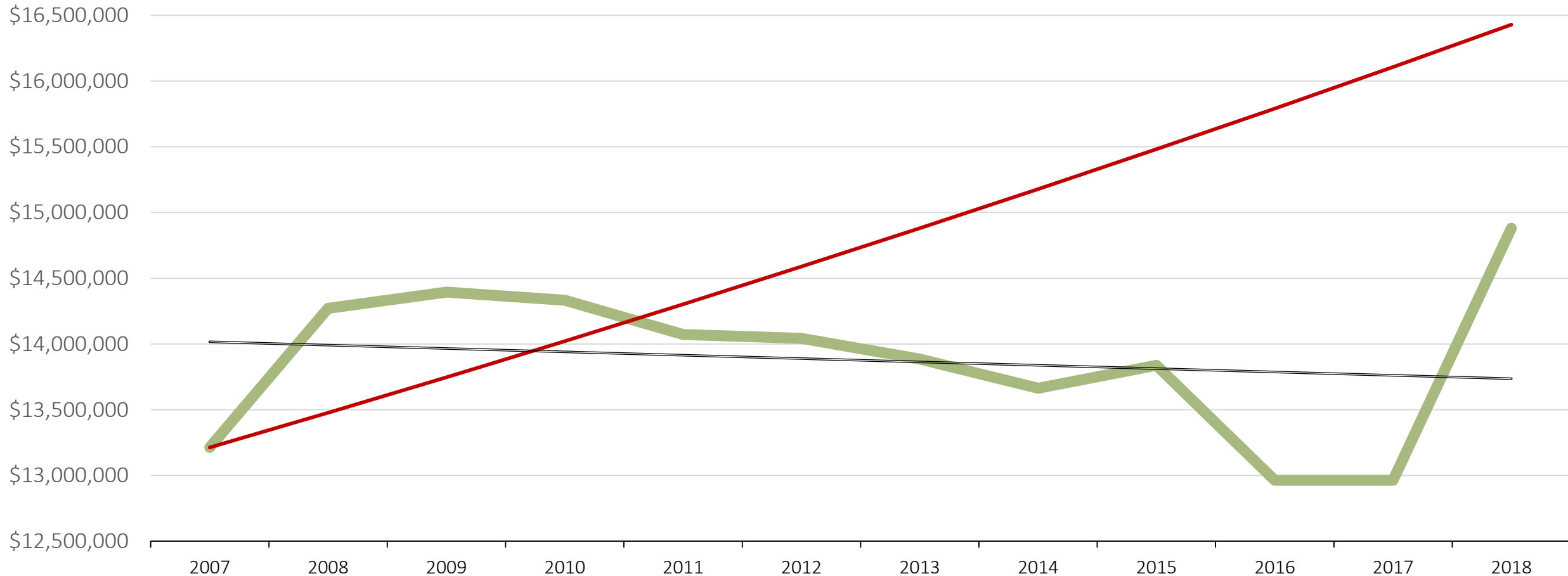
2019 Revenue Estimates



2018 Comparison of Counties under 100K Population



Consider the amounts raised through County taxes since 2007:



Red line indicates a steady 2% rate of growth each year. Green reflects actual taxes raised. Black is the actual trend.

Undesignated Fund Balance

Each year, any excess revenues collected added together with any surplus remaining after all expenses are paid, is added to the County's "fund balance". The fund balance that has not been reserved or designated for a specific purpose, is available to assist with cash flow and to be used to offset the amount of taxes to be raised.

The Commissioners have adopted a policy regarding the amount of fund balance to be kept on hand, as well as the amount to be used each year.

The recommended balance is between \$3.5m and \$5m.

The amount used should not exceed the amount added in the prior year.

Historic look at Fund Balance:

as of 12/11/18

	1-Jan	Excess	Operational	Fund Bal	31-Dec
	Balance	Revenue	Savings	Used	Balance
2007	5,981,295	(21,125)	1,301,345	2,500,000	4,761,515
2008	4,761,515	(127,752)	1,403,966	2,000,000	4,037,729
2009	4,037,729	1,003,854	2,555,995	1,050,000	6,547,578
2010	6,753,775	1,153,043	2,761,082	2,433,465	8,234,435
2011	6,899,214	1,891,776	1,352,511	4,882,000	5,261,501
2012	5,261,501	1,462,196	932,646	3,750,000	3,906,343
2013	3,906,343	1,521,332	627,480	2,350,000	3,705,155
2014	3,705,155	1,442,829	418,049	1,775,000	3,791,033
2015	3,791,033	1,232,782	1,238,009	1,775,000	4,486,824
2016	4,486,824	(179,613)	1,241,870	2,380,000	3,169,081
2017	3,169,081	(383,889)	1,005,987	2,205,515	1,585,664
2018	1,585,664	<i>1,500,000</i>	<i>650,000</i>	<i>1,000,000</i>	2,735,664
2019	2,735,664	<i>500,000</i>	<i>600,000</i>	<i>1,000,000</i>	2,835,664
2020	2,835,664	<i>500,000</i>	<i>621,100</i>	<i>500,000</i>	3,456,764
				Forecasted amounts	

Budget Process:

We hope you'll learn more about each department of the county and have an opportunity to hear from the members of our management team about their respective operations. They're happy to answer your questions!

We've provided each of you with a budget book, full of detailed information about the budget and supporting documentation that will answer some of your questions.

The Departments are separated by tabs and each contains revenues and expenditures along with several years of historic actual results. We've included a printout for each department showing any detail calculations that were entered for particular requests, as well as a narrative by line item provided by the department heads.

There's also a wage sheet included for every department, showing exactly how the wage numbers were calculated.

Here's an introduction to each department and a few statistics:

County Attorney, Andrew Livernois

The County Attorney's Office is responsible for prosecuting all felony crimes which occur in the County.

Cases are investigated by local police, the Sheriff's Department, and other State and Federal Law Enforcement agencies including: Attorney General's Drug Task Force, Fish & Game, State Police, Health and Human Services (welfare fraud), Fire Marshalls, Liquor Enforcement, Land and Forests, Marine Patrol, Social Security Administration, FBI and Homeland Security.

We also provide advice and guidance to local law enforcement officers, oversee investigations, and receive immediate notification of any untimely death which occurs in the County.

There are 9 full time employees and one part time employee in the CA's office.

The recommended budget for this department is \$926,000. A 1.6% increase over last year.

County Administrator, Debra Shackett

Responsible for general oversight of administrative functions, including Human Resources, Finance, Information Technology, Debt Service, Human Services, and any other areas not specifically covered by a Department Head.

There are 6 full time employees in Administration.

The administration provides centralized services and resources to all of the county departments, elected officials, and public.



Register of Deeds, Judy McGrath

The Registry of Deeds records documents that become part of the permanent chain of title for each property in the County.

The procedure is as follows: Documents are recorded, indexed, proofed, scanned & processed.

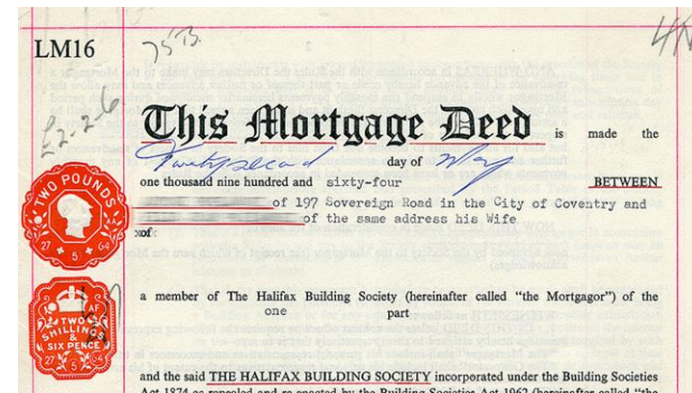
Instruments recorded include: Deeds, Mortgages, Discharges of Mortgage, Surveys, Amendments, Declarations, Current Use, Corrective, as well as Liens - IRS, City/Town Tax Liens, Writ of Attachments, State of NH etc.

The bookkeeping function is done on a daily basis in relation to the fees collected for recording etc.

Information is provided to the 10 towns & 1 city regarding the sale of property for tax purposes.

There are 3 full time employees, including the Register.

The recommended budget is just under \$400,000.



Facilities Manager, Dustin Muzzey

This department is responsible for the maintenance and operation of the County's buildings and infrastructure (grounds, roads, driveways, utilities).

They work to ensure a safe, clean and comfortable work and living environment for the users of our buildings.

Through proper and timely maintenance they strive to extend the longevity of our assets and plan for their replacement in the future when necessary.

The Commissioners recommended budget is \$686,000 for Facilities and \$225,000 for Capital Projects.

There are 4 full time employees in this department.



Sheriff, Mike Moyer

The Sheriff's Department is first and foremost a Law Enforcement agency. The Sheriff and his Deputies have state wide jurisdiction for all criminal matters.

In addition to the normal law enforcement functions associated with local and state police agencies, the Sheriff's Department serves all civil process. These process can range from notice of Court dates, evictions, divorce and serving judgements to the taking of real property, funds, and even children from unfit parents.

The Sheriff's Department is also the primary transport, custody and control entity for the inmates of the various correctional facilities when they are delivered to court, medical and dental appointments, or other supervised releases from the correctional facility.

When not fulfilling the primary duties of the Sheriff's Department the Deputies are assisting outside agencies with training, investigations, task force duties, or other specialized services in conjunction with or beyond the capabilities of the local agencies.

There are 18 full time employees (including the Sheriff), with one more full time Dispatcher recommended in this budget.

The Commissioners recommend \$2,277,000 for this department.

Corrections Superintendent, Keith Gray

The Dept. of Corrections provides for the care, custody & control of all inmates court ordered for incarceration, in either the jail or the Community Corrections Center. This includes providing medical and mental health care, food, clothing, educational, vocational, religious and lifestyle improvement programs.

Our average daily population is about 85 inmates. Additionally, we monitor inmates on electronic bracelets and those participating in work release programs.

Our goal is to return offenders to our community with an opportunity to become healthy, productive, law-abiding citizens.

There are 36 full time employees in Corrections and this budget includes a request for 2 additional positions (1 corrections officer & 1 nurse).

The recommended budget is \$4,490,000.



Restorative Justice Director, Mike MacFadzen

Restorative Justice provides court diversion services for both adult misdemeanor and felony level offenses, as well as for juvenile cases. We work closely with the schools for early intervention programs as part of our accredited juvenile program.

Additionally, we assist the community corrections program with classes, pretrial services, and working to move clients into the appropriate programming.

We also work closely and are part of the Recovery Court team, along with Corrections, Probation Dept. and the County Attorney's office.

The department consists of 4 part time employees and our budget is recommended at approximately \$180,000.00.



And last but certainly not least....

The county Nursing Home!



Nursing Home Administrator, Shelley Richardson

The County Nursing Home was established to be a “safety net” for the indigent, frail & elderly in our community. We’ve maintained this philosophy since the 1800’s and have expanded into Acute and Palliative, as well as Rehabilitative services in order to meet the ever changing needs of the community.

We have 94 beds and we strive to keep them all full.

Our Nursing Home is truly home for the people who live there, and our staff does all they can, to make sure it feels that way.

There are 105 full time employees.

The recommended budget is \$11,874,000. Offsetting revenue is \$12,326,000.

Social Service Agencies:

The County provides funding to several agencies in our community. These agencies are very important to our residents and taxpayers.

In an effort to save A LOT of paper, we will email all of their applications and supporting documentation to you. The originals are all available for review in the county administrator's office and if you'd like a printed copy, we'll be happy to provide it.

The organizations recommended for funding are:

- Genesis
- Community Action Program
- Belknap Economic Development
- UNH Cooperative Extension
- Conservation District

Additionally, this budget includes funding for the Integrated Delivery Network (IDN) of \$1.2m.



In conclusion...

We look forward to working with you as you make decisions on funding County services.

We ask that you funnel your requests for information through the County Administrator's office, where they will be promptly answered.

We would like to schedule a day to provide you with tours of the county facilities; the nursing home, jail, all other departments, and the court house.

We would like to invite you & encourage you to attend our Commission meetings; they're held on the 1st & 3rd Thursdays of each month at 5:15pm.

Please remember to fill out the contact information sheets that are in tonight's packet. Most information is communicated through email. It is our intention to make sure all of your questions are answered and you are provided with full information to accomplish this very important responsibility.

Thank you!