



*Maine*  
Cumberland **County**

COUNTY OF CUMBERLAND  
ANNUAL BUDGET 2016

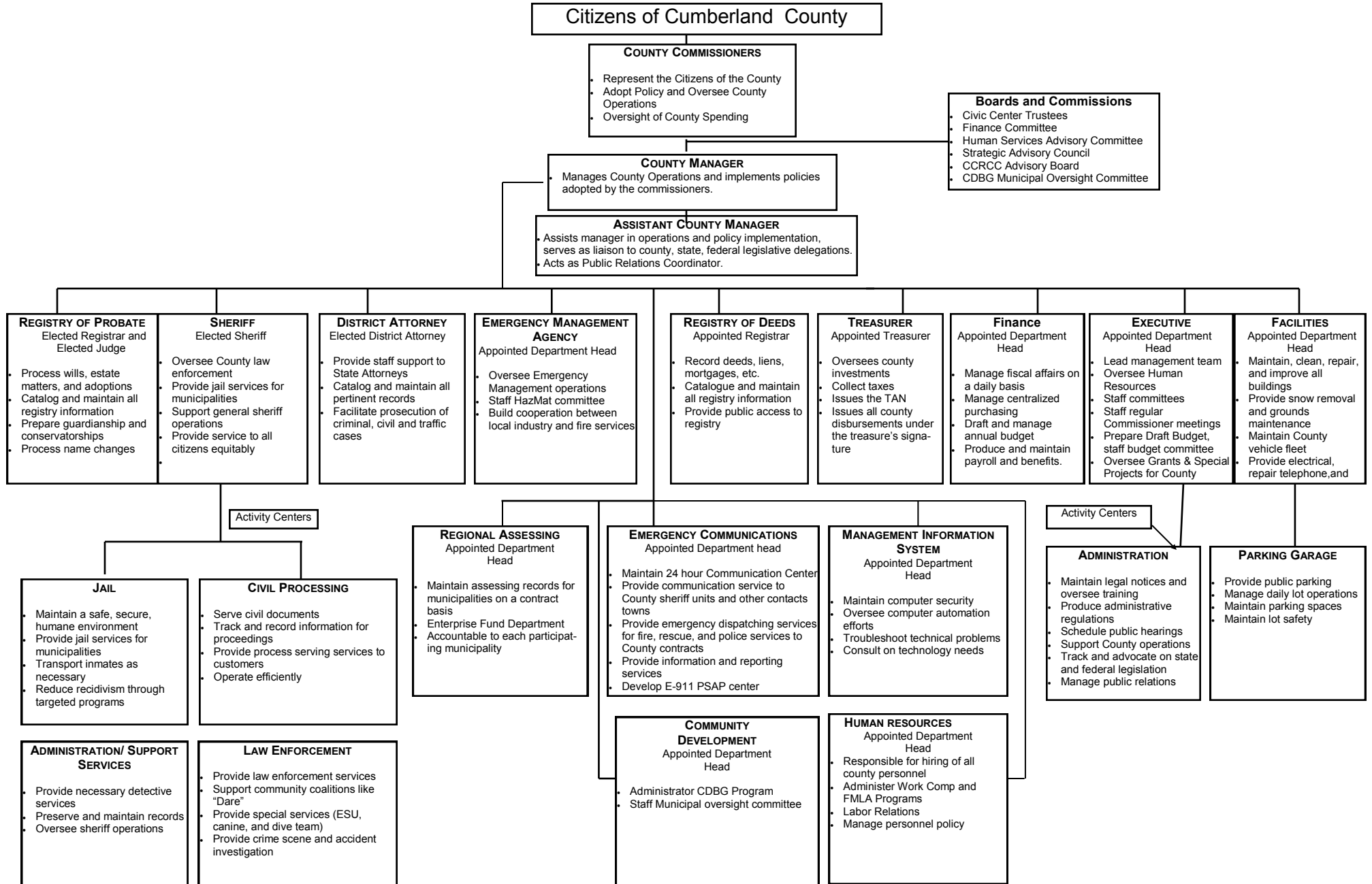


[www.cumberlandcounty.org](http://www.cumberlandcounty.org)

142 Federal Street  
Portland, ME 04101

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**FY2016  
COUNTY OF CUMBERLAND  
ORGANIZATION CHART**



# ***County of Cumberland***

## ***Elected and Appointed Officials***

***2016***

### ***Elected Board of Commissioners***

### ***Phone***

District 5	James Cloutier	871-8380
District 4	Thomas S. Coward	871-8380
District 2	Susan Witonis	871-8380
District 1	Neil Jamieson	871-8380
District 3	Steve Gorden	871-8380

### ***Elected Officials***

District Attorney	Stephanie Anderson	871-8384
Judge of Probate	Joseph Mazziotti	871-8382
Register of Probate	John O'Brien	871-8382
Sheriff	Kevin Joyce	774-1444

### ***Appointed Officials***

County Manager	Peter Crichton	871-8380
Assistant County Manager	William Whitten	871-8380
Chief Deputy Sheriff	Naldo Gagnon	774-1444
Deputy District Attorney	Megan Elam	871-8384
Deputy Register of Deeds	Mary Haupt	871-8399
Deputy Register of Probate	Kelly Bunch	871-8382
Finance Director, Treasurer	Alex Kimball	699-1988
Emergency Management Agency, Director	Jim Budway	892-6785
Facilities, Director	Bruce Tarbox	871-8380
Human Resources Director	Martha Sumner	775-6809
Information Technology	Aaron Gilpatric	774-1444
Jail Administrator	John Costello	774-5939
Emergency Communications Director	William Holmes	893-2810
Community Development Director	Aaron Shapiro	871-8380
Regional Assessing	Gary James	699-2475
Register of Deeds	Nancy Lane	871-8399

# FINANCE COMMITTEE - FY 2016

Name	Email Address/Phone	Term Expires	Elected
<b>District 1</b>			
Shawn Babine 1 Summerfield Lane Scarborough, ME 04074	<a href="mailto:sbabine@ci.scarborough.me.us">sbabine@ci.scarborough.me.us</a> Cell: 274-0805	2017	2015
Vacant		2017	2015
<b>District 2</b>			
Holly Hancock PO Box 148 Casco, ME 04015	<a href="mailto:Holly.hancock@cascomaine.org">Holly.hancock@cascomaine.org</a> Cell: 207-650-0238	2017	2015
Vacant		2017	2015
<b>District 3</b>			
Dan Harris 1 Mountain Ash Ave. Brunswick, ME 04011	<a href="mailto:DEHarris@gwi.net">DEHarris@gwi.net</a> Home: 373-1778 Cell: 841-6123	2017	2015
Vacant			
<b>District 4</b>			
Justin Costa City of Portland 389 Congress Street Portland, Me 04101-3503	<a href="mailto:JCosta@portlandmaine.gov">JCosta@portlandmaine.gov</a> Tel: 207-522-2004	2017	2015
Vacant		2017	2014
<b>District 5</b>			
David Brenerman City of Portland 389 Congress St. Portland, ME 04101-3503	<a href="mailto:DBrenerman@portlandmaine.gov">DBrenerman@portlandmaine.gov</a> Tel: 207-807-4053	2017	2015
Vacant		2017	2015

## TIMELINE FLOWCHART FROM NEW CHARTER

5.6.1 The County Manager shall compile all operational and capital budgets and present to the Board

**AUGUST**

5.6.2 Prior to Board adopting budget, public hearings held on the Manager's recommendations

**SEPTEMBER**

Should be accomplished in September

5.6.3 After such hearings, the Board will review the budget from Mgr., make necessary changes and then submit to FC

**OCTOBER**

No later than 55 business days before EOY  
October 13, 2015 (11 weeks)

5.4.2 On call of the Board, FC shall meet 90 days before EOY to select chair and subcommittees

**OCTOBER**

Should meet by October 1, 2015

5.6.4 After deliberations, the FC may accept/amend by a majority vote of the full committee only on appropriations paid by county taxes

**NOVEMBER**

Need to return to Board by November 18, 2015  
with 30 business days of EOY

5.6.5 The Board shall meet to accept/modify the provisional budget, and can reinstate or accept FC changes.

**NOVEMBER/DECEMBER**

Need to adopt final budget within 10 business days EOY  
by December 17, 2015

# *County of Cumberland*



**Peter J. Crichton**  
*County Manager*

**William E. Whitten**  
*Assistant County Manager*

January 21, 2016

Dear Citizens,

On behalf of the Board of Commissioners, I am pleased to present the County's FY16 Budget. It seems every year the budget is a difficult and challenging document to prepare. The greatest single challenge with this budget has been the uncertainty over the amount of state funding for the Cumberland County Jail. At one point, it appeared we could have a shortfall up to possibly \$3.5 million. In the final action by the legislature, the shortfall for the County of Cumberland Jail turned out to be \$1.6 million. By itself, this could have equated to a 6.4% county tax increase.

Of course, the jail issues were not the only challenge. We also had to deal with a 20% increase for the Maine State Retirement System and an increase of 9% in our health insurance. The good news is we were able to develop a strategy for the jail shortfall that produced a reasonably modest budget for our municipalities and citizens, meeting most but not all of the organization's budgetary goals. As you will read, due to the jail funding shortfall there has been some sacrifice involved with this budget.

## **INTRODUCTION**

Finally, after several months of preparation, review and discussion, a county tax increase of 3.25% was approved by the Board of Commissioners for our 2016 county budget. This represents an overall increase of \$870,928 over our current county assessment. There are three primary drivers of the County's budget:

- \$243,809 in the County's portion or .91%,
- The Jail with an increase of \$347,268 or 1.30%,
- An increase of \$279,850 in the Cross Insurance Arena or 1.05% as shown in Table 1.

This modest tax increase was achieved by everyone working together. Although never an easy process, setting budget priorities is always the right thing to do. In doing so, in the FY16 Budget the County has continued to make public safety a priority by assuring that none of the positions eliminated with this budget were from our Law Enforcement Division or the Cumberland County Regional Communications Center. Due to the jail shortfall, we have unfortunately had to cut the jail budget when we would like to be making a

greater investment in the jail. Hopefully, in addition to the housing contract that we have entered into with Oxford County we are successful in the months ahead in having other counties enter into similar agreements.

Another major driver of our budget is the Cross Insurance Arena, formerly the Cumberland County Civic Center, with an increase of \$279,850 due to the scheduled debt service on the modernization of the arena. This brings the County's total annual contribution to the CIA at \$2,954,900 for our FY16 Budget.

In a perfect world, if not for the challenges cited, we would be allocating more resources important to the future of Cumberland County Government and our municipalities, such as law enforcement, dispatch/911, regional hazmat funding and new, innovative technologies like GIS and regional county services such as assessing and tax collection. However, we know that in order to present a reasonable budget, we must make tough decisions to cut by reducing several of the operational accounts in the departments, as well as the elimination of positions through attrition. After your review, I believe you will find that this is a reasonable budget.

### **BUDGET HIGHLIGHTS**

As County Manager it is my job to present a budget that takes into account the needs of the organization as well as the fiscal pressures and challenges that our communities and citizens are facing. In doing so, I am pleased to present you with the highlights of this budget which strives to strike a balance between the region's needs and the continued demand for a high standard of performance by Cumberland County Government. The highlights can be divided into three categories: 1) Organizational; 2) Management; and 3) Capital Needs.

#### **Organizational**

- 1) First and foremost, the \$1.6 million dollar question for this budget was how the County would be able to close its jail funding gap? The answer to this question was the key to how we were going to provide for a safe and effective jail operation, reduce the fiscal impact on the other areas of Cumberland County Government, and minimize the tax burden to our municipalities and taxpayers. As the result of a great team effort, a Three Point Plan was developed which is based on the following:
  - a) Change the staffing in the pods with savings of \$327,570 for this fiscal year;
  - b) Enter into a contract with Oxford County with projected annual revenues of \$450,000; and
  - c) If necessary, seek a supplemental funding request from the Legislature of up to \$300,000 if the first two strategies do not provide sufficient funding.
- 2) Cumberland County Government invests almost \$3 million annually in taxpayer dollars for our employees' health insurance. Recognizing the importance of this issue, Cumberland County has adopted a No Smoking Policy, initiated a Wellness Program to create a culture of health and well-being, and last year the County introduced an alternative voluntary health insurance program called PPO 2500 with a much lower premium to gain further control over the rising costs of health insurance. Unfortunately, we still have a lot of work to do with an



increase of 9% for a budget impact of \$135,000 to the County's budget. In addition to this change, another increase to the organization is due to the state's 3rd consecutive year of increasing the County's Maine State Retirement System contribution by 20% for an increase of \$86,566.

- 3) In 2013 a Compensation Study was conducted to ensure that all our employees are within the appropriate pay ranges as compared to their counterparts in municipal and adjacent county governments, as well as the private sector where applicable. Phase one was implemented in 2015, generally for lower wage scale positions, as well as a new pay classification system. Phase two of the study is meant to recognize the length of service by our long time serving employees with a longevity plan that has been developed by a broad based group of employees. The Longevity Plan is being recommended for implementation with this budget for an investment in our employees of \$165,000.

### **Management**

- 1) In order to stay competitive with the surrounding municipalities there is a modest 2% COLA included in this budget.
- 2) No new positions are being added and a few vacant positions have been targeted for elimination due to attrition in order to achieve savings.
- 3) The Human Services funding has been cut by \$10,559.
- 4) The Ferguson Group is a national consulting firm based in Washington, D.C. Since the beginning of the year The Ferguson Group has been under contract with the County for \$65,000 to seek out grant funding and advocate on behalf of Cumberland County and the region. Working primarily with Nadeen Daniels, our Community Liaison for Special Projects & Grants, it is estimated that The Ferguson Group has contributed to grants totaling more than \$900,000, including a Second Chance Grant for the Jail and a grant to a Gorham farmer. This budget eliminates funding for the Ferguson Group. My hope is that the County will be able to restore this funding in 2017.

### **Capital Needs**

- 1) In November of 2010, the voters of Cumberland County approved our first County Charter. One of the more positive outcomes of this historic milestone was increasing the bonding authority for the County. The Commissioners have utilized this effectively by authorizing a biennial Capital Improvement Program. This began in 2012-2013, and continues this year. Our Capital Improvement Program (CIP) has identified facilities and technology improvement projects within a 5 year time period that are necessary in order to address existing deficiencies. Items such as exterior repointing of the granite for the Cumberland County Courthouse/Government Center and the enhancement of service levels like the Zetron Console Replacements for the Cumberland County Regional Communications Center, are but a few of the many needs being addressed.

- 2) The Capital Improvement Program provides sound financial planning and management of projects which preserve the County's existing facilities, property, and technology. The debt service for the FY16 Budget is \$179,400 for bonded projects totaling \$1,174,500 with the non-debt cost at \$88,500 for a total fiscal impact of \$267,900. More Information on the CIP can be found on the last page of this budget document.

## **THE FUTURE**

There can be no doubt that these are challenging times. It is becoming increasingly necessary for the County and our municipalities to look for additional ways to work together collaboratively. And in response to the needs of our communities, it is precisely because of our unique economies of scale and the use of new technology - combined with the fiscal pressures on our municipalities and citizens - that it is more important than ever that Cumberland County and our municipalities continue to strive for these types of partnerships.

With our population of 285,000, Cumberland County is one of the most efficient local governments in Maine with our annual assessment of about \$88 per capita and an average tax bill to our citizens of \$135.49 per year. In my view, this is one of the reasons why Cumberland County Government has a special obligation to be a part of the solution. We have shown that we can in many cases provide cost efficient and effective regional services for municipalities, such as dispatching and assessing. For more than a decade our track record with our regional initiatives clearly shows that we are committed to the principles of trust in our partnership with the municipalities.

There are different reasons why communities have chosen to participate with the County on our regional initiatives. For example, with the Cumberland County Regional Communications Center (CCRCC) the County is providing a quality service while saving the participating municipalities collectively about \$1 million dollars annually. For example, the Town of Gorham has saved over \$2 million since they joined the CCRCC and the Town of Gray over \$1 million. We are also seeing a similar result with our regional assessing program with the Town of Falmouth saving tens of thousands of dollars each year and the Town of Yarmouth achieving some significant savings with their revaluation that is being overseen by the County. As we look ahead to the challenges that are facing our communities and this region, I expect that all of us will increasingly be forced to explore new ways of doing business.

Currently, the Greater Portland Council of Governments (GPCOG) and Cumberland County Government are working together more closely than ever before on a host of initiatives. The possibilities are a real opportunity for two strongly-aligned organizations by combining the membership strengths of GPCOG as well as their EDD designation and Cumberland County's advantages as a government entity to better serve the needs of our communities, citizens and region. By working together even more collaboratively we can become the leading provider of integrated services that our municipal officials believe can best be delivered on a regional basis.

## **CONCLUSION**

As with all budgets, this has been difficult to prepare and clearly a team effort with some sacrifice by everyone involved. Only by choosing to take the attitude we have toward this budget can we achieve the goals that we are all aspiring for our communities and the citizens of Cumberland County.

I would like to thank my budget team starting with our Finance Director Alex Kimball for the countless hours, talent and leadership that he has devoted to this process, as well as Assistant County Manager Bill Whitten and Human Resources Director Martha Sumner. Their assistance has been invaluable.

Finally, I would like to take this opportunity to express my appreciation and gratitude to the department heads and their staffs for all of their hard work during this process. They deserve special thanks in presenting budgets that did not need serious revision. On behalf of my budget team, the department heads, and county staff, I would like to express our sincere appreciation to the Board of Commissioners and County Finance Committee for their participation and commitment during this budget process.

Sincerely,

A handwritten signature in blue ink that reads "Peter J. Crichton". The signature is written in a cursive, flowing style.

Peter J. Crichton  
County Manager

# The Budget Process and Financial Management Policies

## THE BUDGET PROCESS

In 2009, the County of Cumberland made a decision to form a charter commission for the purposes of defining the scope of procedures for the County of Cumberland. The proposed charter was written and submitted to the citizens for a referendum vote in November 2010. The charter passed successfully, and the process that is defined herein reflects the new charter procedures.

## 5: FINANCE

### General Provisions:

**5.1 Budget:** The Board of County Commissioners is responsible for the review of the County Manager's preliminary budget, its submittal to the County's Finance Committee (FC) and for the preparation and presentation of the final annual operating budget and capital program to their citizens prior to its adoption. The annual County budget process shall be transparent and as detailed as necessary to ensure a knowledgeable understanding by the electorate of the entire County's expenditures and revenues; it shall be described in the Bylaws and shall receive the oversight of the County's FC. A copy of the accepted final budget document shall be filed with the State in accordance with State law.

**5.2 Fiscal Year:** The fiscal year of the County shall be determined in the Bylaws.

**5.3 Appropriation Authority:** The County Commissioners shall have the authority to appropriate money according to their budgetary requirements; in addition, the County shall have all taxing authority prescribed by the State Constitution and the authority to present any and all tax information to its electorate.

### 5.4 Finance Committee (FC)

**5.4.1 Committee Membership:** Representatives to the FC shall be municipally elected officials from the Commissioner District in which their municipality resides.

Municipally elected officials of each Commissioner District may appoint two (2) representatives to serve on the FC for a three (3) year term; a representative shall not serve more than two consecutive terms. No municipality shall have more than one representative unless it serves more than one half ( $\frac{1}{2}$ ) of a District's population. A District Commissioner may appoint representatives to fill FC vacancies occurring 120 calendar days prior to the commencement of the Board's fiscal year. A FC vacancy shall immediately occur when representatives no longer qualify for membership.

**5.4.2 Finance Committee Meetings:** On the call of the County Commissioners or at least 90 calendar days prior to the commencement of the fiscal year, the FC shall meet. The FC shall select a chairman from its full membership. It shall also appoint such other officers as it may deem necessary and create such sub-committees as may be necessary to perform its duties.

**5.5 General Budget Procedures:** The County Commissioners shall present their preliminary budget to the FC with dispatch and at least fifty five (55) business days prior to the end of their fiscal year. The budget shall also present a 3 year estimated revenue projection. The County, through the Board, shall provide the Committee with all the reasonable resources necessary to scrutinize the budget, transparency being the imperative. The FC shall act on the budget with dispatch and take action no later than thirty (30) business days prior to the end of the County's fiscal year or the Board's preliminary budget shall be considered FC endorsed. Upon receipt of the FC's provisional Budget and at least ten (10) business days prior to the end of the County's fiscal year, the Commission shall adopt their final budget. The Board may modify and reinstate any and all of the proposed FC's changes by a recorded majority vote of a full Board; the Board shall provide written definitive reasons to the public for their revisions.

**5.6 Operating and Capital Budget Process:** Annually each County entity shall submit a detailed budget including revenues as may be required by the County Manager.

**5.6.1 Preparation:** The County Manager shall compile all operational and capital budget requests, prepare a preliminary budget, including revenue estimates therein and submit the same to the Board of Commissioners for their review and approval. The operating budget shall include a three (3) projection of total revenues based upon expressed assumptions; the capital program shall include a five (5) year projection of capital programs and bonding.

**5.6.2 Notification:** Prior to the Commissioners adopting their preliminary budget, they shall notify the Finance Committee (FC) and hold one or more public hearings throughout the County and present the Manager's preliminary budget.

**5.6.3 Budget Modifications:** After said hearing(s), the Commissioners shall review the preliminary budget as submitted by the County Manager, together with the Manager's recommendations, and make such additions, deletions or modifications as they deem necessary to insure the proper fiscal performance of County government and submit the preliminary budget to the FC.

**5.6.4 Provisional Budget:** After deliberation of the Board's preliminary budget, the FC may accept or amend it by a majority vote of a full Committee; the changes shall be limited to gross department amounts and shall relate solely to the proposed appropriations paid by County taxes. Once the review is completed it shall be presented to the Board of Commissioners at a public meeting.

**5.6.5 Annual Budget Acceptance:** The Board shall meet to accept and/or modify the provisional budget. They may reinstate any or all of the proposed FC's changes to the preliminary budget by a recorded majority vote of a full Board; the Board shall provide written definitive reasons to the public for each of their revisions and decisions.

**5.6.6 Unauthorized Budget:** In the event the budget is not authorized before the start of a fiscal year, the County shall, until a final budget is adopted, operate on an interim budget which shall be no more than 80% of the previous year's budget.

**5.7 Emergency Appropriations:** Emergency appropriations may be made by the Board of County Commissioners; it requires ratification by a majority of the full FC. The chairman of the FC shall call a special meeting within seven (7) business days of the Board's action to formally ratify the emergency appropriation; non-action by the FC is ratification. If FC ratification is not obtained, then the Commission must go through the formal process per Section 5.6.5.

## **5.8 Borrowing**

**5.8.1 Revenue Securities:** The Board shall have the authority to issue revenue bonds, notes or other securities and financial instruments that are totally project remunerated and shall not negatively affect the County's tax rate; each project shall be run as a profit center. The Board of County Commissioners may issue any form of tax, grant or bond anticipation certificate or note as authorized by 30 M.R.S.A. §401-A, or by the Constitution or general laws of the State.

**5.8.2 Tax Securities:** The Board of County Commissioners may issue any form of tax, grant or bond anticipation certificate or note as authorized by 30 M.R.S.A. §401-A, or by the Constitution or general laws of the State. Annually, the Board of County Commissioners shall have the authority to issue tax supported bonds, notes or other securities and financial instruments of the County up to 1/10 of one mil based upon the County's property valuation, or greater upon approval of the electorate in a County-wide referendum.

**5.9 Transfer of Appropriations:** To the extent permitted by its appropriation and within the last three months of each fiscal year, on request of the manager, the Board of Commissioners may transfer any unencumbered balance of an appropriation or portion thereof to another account, department, office, or agency of the County unless such funds were derived from income restricted to the specific purpose for which they were originally appropriated. Year end balances may be used to pay down debt if authorized by the Board of County Commissioners

## **THE BUDGET AND STRATEGIC PLANNING**

Cumberland County Government's 2001-2005 Strategic Plan has resulted in the implementation of more than 70% of the twenty-six (26) recommendations being implemented. The recommendations included 1) expansion of the Cumberland County Regional Communication Center 2) funding has been placed into county reserves for possible future expansion of the inmate medical facility at the Jail as well as construction of a Day Reporting Center to help provide alternatives to incarceration of inmates. During 2006 was an update of the Strategic Plan for a new five year (2006-2010) plan that will help serve as a roadmap for the future. The direction of regionalization and any new demand for services will certainly shape the future of County budgets. Critical decisions concerning new revenue sources, expanded fees for service, and ongoing challenges with the Cumberland County Jail will certainly influence the future relationship between the County, our communities, and the State.

The County is now in its second strategic planning process, having completed its 2006 Strategic Plan. Implementation of the 2006 plan began in June of 2007. The mission of the Cumberland County Advisory Council is to work with the county commissioners, the county manager, and others to review the subcommittee reports, as well as to help determine the best path of action for implementing the 43 recommendations. In doing so, they are helping to shape strategic investments and changes for Cumberland County Government to chart a course for the future

The 2006 planning process included over 100 town managers, business leaders, nonprofit executives and others. There were nine subcommittees, including five external or visionary subcommittees: 1) Public Services, 2) Public Health/Human Services, 3) Regional Relationships, 4) Economic Development, and 5) Schools-Support Services. In addition to this, as in 2001, there were four subcommittees that focused on internal topics: 6) Space Needs, 7) Finance, 8) Technology, and 9) Justice and Public Safety.

## THE BUDGET DOCUMENT

The expenditure portion of the County of Cumberland's budget is presented by department and details the estimated funds deemed to be required for its operation. Some departments are also subdivided into activity centers. Each department and activity center is detailed with line item accounts, with an explanation of the requirement for that account. The revenue portion of the budget is presented by categories of anticipated sources.

Proposed and adopted budget figures are presented in a format that allows anyone to compare them to the budgets of the current and prior years.

Other information provided by the budget document include departmental mission statements, objectives, programs and activities, as well as organization charts, descriptions, personnel allocations, and graphic statistical presentations.

## SYSTEM OF ACCOUNTING

The County of Cumberland uses a form of accounting accepted by the Government Finance Officers Association called modified accrual accounting. The modified accrual method is practiced under generally accepted accounting principles (GAAP) which require the County to acknowledge revenues in the budget period they are measurable and available, and expenditures in the period the liability is made. Under this system the County measures expenditures based on the time a commitment is made for a good or service. In other words, the County considers an item purchased when the good or service is ordered, regardless of when the item is delivered. This means department's track their spending based on orders, not payments, so the County never accidentally exceeds its authority to spend. If circumstances warrant overspending an account line department heads will consult with the County Manager to review circumstances and have the manager approve the transaction prior to overspending the account.

The County also uses the Modified Accrual Accounting for budgetary purposes. The County encourages department heads to accurately reflect expenditures in appropriate accounts even if in so doing it causes overspending. Department heads consider it a point of pride not to overspend budgetary appropriations and County elected/appointed department heads work hard to avoid any overspending in the operation of their departments.

The County uses Enterprise Funds to represent activity with Sheriffs contracts and regional activities. GASB allows creation of funds where activities are financed and operated in a manner similar to private business enterprises.

The County of Cumberland has two principle sources of revenue: fees collected for services rendered, and an indirect tax levy. The tax levy is administered through the municipal tax assessment based on the property valuation of each community. Fee for service revenues are generated primarily through the Registrar of Deeds and the Cumberland County Jail. The Sheriff's Office raises revenues through fees paid for the boarding of prisoners from the State of Maine, federal agencies, and other counties.

Under terms of modified accrual accounting, revenues are identified based on when they become measurable and available. For fees, this means the revenue is measured after the service is rendered and the fee is collected; however, experience allows the County to forecast future revenues based on traditional use patterns through reliable and conservative projections. The County of Cumberland has the authority to close its budget gap through taxes levied indirectly through towns. Its taxes are therefore instantly recognizable and are due from towns by state statute on September 30<sup>th</sup> but are typically transferred from the municipalities at the end of the 60 day grace period on November 30<sup>th</sup>.

## FUND BALANCE

There are various definitions of the term "fund balance." Generally, the term can be defined as "the cumulative difference of all revenues and expenditures from the government's creation." Fund balance can also be defined as "the difference between fund assets and fund liabilities, and can be known as fund equity or surplus." It should be noted that the unreserved portion of the fund balance may not represent "specific assets" of the fund (e.g., cash or a particular investment).

The County fund balance is normally divided into a reserved and an unreserved account. The reserved account consists of funds that are legally restricted to a specific future use (such as "reserved for debt service"), or are not available for appropriation or expenditure (such as "reserved for inventories"), or are reserved for a specified project, (such as "technology" or "future space needs"). If tentative management plans for future actions require financial resources, then a portion of the fund balance may be designated for those purposes. The undesignated portion of the unreserved fund balance is the financial resource that may be made available to meet unplanned or unforeseen contingencies and other emergency working capital requirements.



Based on legislation in 2002 the amount counties may retain as the undesignated fund balance is up to 20%. Excess and unencumbered surplus funds may be used to restore the contingent account, reduce the tax levy, fund a county charter commission, or establish a capital reserve account. If not used for these purposes, any remaining funds may not be expended but are retained as working capital for the use and benefit of the County.

### Internal Controls

Management of the County of Cumberland is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the government are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principals. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The county manager meets regularly with the Finance Director to review financial reports and discuss their finances of the county. In FY2001 a Department of Finance was created to provide daily oversight of the county's fiscal affairs.

### Budgetary Controls

Budgetary control is maintained at the fund and department level with departments having on-line access to account information. Additionally, department heads are provided a monthly printout of financial data for each activity center in the department. These reports display approved budget amounts, detailed item by item expenditure transactions, and remaining budget balances by line item.

The County Commissioners, County Manager, Assistant County Manager, and the County Finance Director review reports on a monthly basis. In addition, the department heads receive monthly reports on their expenditures.

### ***Operating Budget Policies***

1. To maintain the integrity of the County budget process, all expenditures will be established by a full budget process prior to authorization.
2. Budgeted line item amounts will not be exceeded without written authorization by the County Manager.
3. Emergency expenditure items will be brought before the County Commissioners at a regular Commissioner's meeting, but wherever possible items will be authorized through a full budget process.
4. The County Manager will issue budget guidance annually to assist departments in preparing their budgets.

### ***Revenue Policies***

1. The County will establish all user fees at a level as close to full cost (the cost of delivering the service) as possible, or at rates that reflect market levels.
2. The County will seek to maintain as diversified and stable a revenue system as allowed by law.
3. The County will review all fees for potential change at least every 3 years.
4. The County will aggressively seek new revenue opportunities.

### ***Investment Policies***

1. The County affirms its commitment to investments policies developed previously. Investment policies are structured to maximize safety, maintain appropriate liquidity, and allow for appropriate return on investment.
2. The County will deposit all revenues within 48 hours of receipt and wherever possible during the same working day.
3. To the extent possible the County will attempt to match its investments with anticipated cash flow requirements.
4. The County will aggressively collect revenues.

### ***Reserves***

1. The County will seek to increase its General Fund reserves to appropriate levels as allowed by statute.
2. The County will maintain its reserves at allowable levels to decrease the County's vulnerability to short term market fluctuations.

### ***Auditing***

1. An independent audit will be performed annually.
2. The County will conform to Generally Accepted Accounting Principals (GAAP) as established by the Governmental Accounting Standards Board.
3. The County will maintain other internal auditing procedures as recommended by the independent auditor.

### ***Bonded Debt***

1. The County will maintain and improve its credit rating.
2. Bonded debt will never be used to fund operating expenses.
3. Bonded debt will never be structured for the debt to last longer than the facility.
4. Capital projects will be considered for bonded debt if they have a relatively long useful life and require large amounts of capital investment.
5. The County Manager will assess refinancing options on all current debt issues annually.

### ***Capital Investments***

1. The County will review and update its Capital Investment Program (CIP) annually.
2. Current year CIP recommendations will be integrated into departmental budgets.
3. Where appropriate, CIP items will be considered for bonded debt programs.
4. The County will seek to invest 10% of its General Operating Reserves for approved capital improvements.
5. The County will maintain its physical assets to protect its capital investment and minimize the need for future capital investments.
6. The County will consider using lease-purchase agreements for items with a useful life longer than one year where circumstances favor leasing. However, leases will not be approved for periods exceeding the useful life of the equipment.

### ***Short- Term Financial Goals***

1. The county will conduct an in-depth analysis of the fiscal and operational trends affecting future budgets.
2. The county will track internal and external issues that will affect preparation of the next year's annual budget.
3. The county will be proactive on legislative issues affecting county revenues and expenditures.
4. Management of the county's day-to-day fiscal affairs has continued to improve with the creation of a separate Finance Department approved during the FY2001 budget.

## **How to read the Budget**

The budget is formatted in a way that is designed to give readers quick access to specific information, yet completely and professionally display budget data. Descriptive terms have been substituted for jargon but the document also contains a glossary of useful terms. This section is designed to highlight each section of departmental requests that make the heart of the budget and examples are given in key sections.

## **Department or Activity Center Sections**

Each section begins with an introductory cover page to orient the reader.

### ***Departmental Details***

Departments with multiple subsections have been divided into activity center. Each activity center has a separate focus and budget emphasis. The organization chart graphically depicts the various units that combine to create each department.

### ***Department Mission and Objectives***

Each departmental section begins by listing the department's mission and associated objectives. Departmental mission statements capture the values held by each department in relation to tasks assigned for completion. Objectives are offered in support of the mission and identify items vital to the function of each department. Performance measures are listed to identify the standard of performance each department uses. Objectives and performance measures are evaluated annually.

### ***Statistics***

Where appropriate, departmental statistics are provided as an overview of volume of activity *within* the department.

Additionally, the brief spreadsheet lists the total of personnel and where appropriate identifies elected officials. Detail for these summary pages follow in the Personnel Section of the Budget.

## Department Summary Pages

Each department spreadsheet begins with a department or activity center summary. The summary is designed to give a historical perspective to departmental expenditures for personnel, operations and maintenance, and capital.

The spreadsheet header includes the accounting account number for the department displayed which uses a five-digit code. This account number would match designations of account reports from the County's accounting program. Next there is a listing of the department or activity center name to help orient readers. A sample heading follows, and each column heading will be described.

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY					ACTIVITY CENTER: EMERGENCY MANAGEMENT			
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET

**ACCT #** - This line lists the County-wide account number that corresponds to the account within which funds are designated. In practice, the various accounts are accounting tools used throughout the year to monitor departmental spending within and between accounts.

**ACCOUNT DESCRIPTION** – This line contains the descriptive title each account is assigned. Account descriptions are universal so comparisons between departments are made as closely as possible. For example, the **Clothing – Uniforms** account in the Jail activity center is similar to the account in the Facilities department even though the uniforms purchased are different.

**2014 ACTUAL** - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2011 Actual would record expenditures for 2011. This line is included purely for comparative purposes.

**2015 ACTUAL** - This line records the departments actual expenditure for each account during 2012. For the 2013 budget this represents the prior year allocation which is useful for comparing current allocations.

**2015 ADOPTED BUDGET** - The amount approved at the end of the prior year's budget process. This is the amount departments are currently authorized to expend.

**2016 BUDGET REQUEST** - The 2016 request contains the appropriation requested by departments for each line item. This figure represents the

department's expert assessment of the resources necessary to operate the department at appropriate service levels and to fulfill legal mandates.

**MANAGER RECOMM** - Requests are scrutinized twice prior to finalizing figures in this column. The County Manager reviews each request and in consultation with department heads offers revisions to departmental requests based on justification received. The County Manager makes revisions as a result of the overall County budget. Once the County Manager has revised departmental requests, the budget is reviewed with the County Commissioners prior to their consideration of the budget and subsequent review by the Finance Committee.

**2016 FINANCE COMM** - Finance Comm represents the allocations recommended by the Finance Committee(FC). The FC reviews the budget and holds public hearings on the budget prior to returning their recommendations to the County Commissioners. The sum of the FC recommendations are contained in this column.

**2016 ADOPTED BUDGET** - After careful review and consideration of the FC recommendations and public input, the County Commissioners adopt a final budget. Occasionally the Commissioners alter FC recommendations and the sum of their adopted budget is entered in the approved column. This column will form the basis for the next fiscal budget.

## **Detail Pages**

Following the ACTIVITY CENTER BUDGET SUMMARY pages is a separate spreadsheet listing Line Item Budget Justifications. At first glance these spreadsheets seem identical; however, their purpose is as different as their format is similar. The format is standardized to help readers interpret and compare data; however, additional information is added to the justification spreadsheets. The change is found in the Line Item Budget Request Justification column. Additionally, the justification pages lose two years of historical (actual) data to allow room in the spreadsheet for justifications.

## **Understanding Line Item Justification**

The line item justification is generated by departments to detail the proposed use of each requested account. Lines briefly detail the general use of accounts in ways that highlight needs and help track use. A wealth of data is contained in the line item justifications as departments detail the general use funds are requested to fulfil. The line item request justification column is listed between the 2016 request made by departments and the column containing the managers recommendation. Often the lines can be compared to deduce the

items the manager might recommend departments remove from their requests. Detailed reductions are not made by the County Manager to allow departments maximum latitude in managing their departments within guidelines allowed by approved resources. This is not true of FC recommendations which are often quite specific.

## **Putting It All Together**

With the recently revised budget format readers are offered a complete view of not only the County budget but also the budgeting process. All key steps in the budgeting process are recorded in the spreadsheets as recommendations and are considered and reviewed at various stages. A careful reading will indicate the thoroughness of the review given to the County budget. However, the budget is also a functional document as departments review listings throughout the year and prepare for future budgets. Therefore, the design allows rapid access to vital summary information both for the departmental user and the lay reader not interested in exhaustive comparisons. Finally, the County budget is a living document incorporating changes as the needs of the County change.

**COUNTY OF CUMBERLAND: FINAL BUDGET 2016**

DEPARTMENT	2015 ADOPTED BUDGET	2015 ACTUAL EXPENSES	2016 BUDGET REQUEST	Dollars over 2015	Manager Adjustments	2016 PRELIM	2016 FC RECOMM	2016 FINAL Budget	% Increase over 2015
Emergency Mgmt Agency	577,299	288,966	592,135	14,736	(9,687)	582,448	582,448	581,286	0.89%
District Attorney	1,600,556	716,181	1,711,186	110,629	(600)	1,710,586	1,710,586	1,705,391	6.87%
Facilities	1,918,134	864,894	1,934,148	16,014	(5,265)	1,928,883	1,928,883	1,925,138	0.56%
Registry of Deeds	778,326	358,620	816,684	38,358	(5,538)	811,146	811,146	809,145	4.22%
Registry of Probate	528,458	250,096	556,141	27,683	(17,275)	538,866	538,866	537,562	1.97%
Finance	481,675	261,558	416,201	(65,474)	-	416,201	416,201	415,385	-13.59%
Communications	2,718,580	1,379,467	2,842,832	124,252	(2,700)	2,840,132	2,840,132	2,832,239	4.47%
Executive-Admin	749,033	408,849	735,051	(13,982)	-	735,051	735,051	733,024	-1.87%
Facilities-Garage	77,513	26,088	75,756	(1,757)	-	75,756	75,756	75,484	-2.27%
Information Technology	832,365	443,795	824,958	(7,407)	-	824,958	824,958	824,023	-0.89%
Human Resources	388,376	172,958	384,699	(3,677)	(500)	384,199	384,199	383,303	-1.08%
Sheriff-Admin	990,537	468,086	956,279	(34,258)	(3,500)	952,779	952,779	950,757	-3.81%
Sheriff-Law Enforcement	4,988,941	2,191,007	5,114,704	125,764	-	5,114,704	5,114,704	5,114,704	2.52%
Sheriff-Civil	300,971	139,297	308,846	7,875	-	308,846	308,846	308,846	2.62%
Debt Service-Principal	555,000	208,031	585,000	30,000	-	585,000	585,000	585,000	5.41%
DebtService- Interest	159,037	64,747	166,593	7,556	-	166,593	166,593	166,593	4.75%
Debt Expense - TAN Loans	49,000	36,336	49,000	-	-	49,000	49,000	49,000	0.00%
					-	-			
Grants	182,624	91,312	182,624	-	(21,500)	161,124	161,124	180,564	-11.77%
Human Services	241,311	118,655	241,311	0	(28,500)	212,811	212,811	232,812	-11.81%
Courthouse Security			1,080	1,080	-	1,080	1,080	1,080	
Pension Life- Retirees	2,800	3,647	2,800	-	-	2,800	2,800	2,800	0.00%
Contingent Account	30,000	21,704	30,000	-	-	30,000	30,000	30,000	0.00%
Sal./ Ben./ Term. Pay	204,300	-	224,300	20,000	-	224,300	224,300	224,300	9.79%
Unemployment Insurance	40,000	5,856	40,000	-	-	40,000	40,000	40,000	0.00%
Referendum and Public Info	110,000	60,031	55,000	(55,000)	-	55,000	55,000	55,000	-50.00%
Capital Improvement Res.	70,080	-	88,500	18,420	-	88,500	88,500	88,500	26.28%
							-		
Total Expenditure Summary	18,574,916	8,580,182	18,935,828	360,812	(95,065)	18,840,762	18,840,762	18,851,937	1.43%
Change			360,912	360,912		265,847	265,846	277,022	
Tax Calculation	2013 BUDGET	2014 BUDGET	2015 BUDGET	2016 BUDGET REQUEST	2016 PRELIM	2016 FC RECOMM	2016 FINAL Budget		
COUNTY									
Total Estimated Expenditures	16,559,906	17,825,395	18,575,502	18,935,828	18,840,762	18,840,762	18,851,937		
Total Estimated Revenues	(5,179,080)	(5,996,443)	(6,052,558)	(6,085,184)	(6,085,184)	(6,085,184)	(6,085,184)		
Designated Surplus	(350,000)	(350,000)	-	-	-	-	-		
Tax Revenue Required	11,030,826	11,478,952	12,522,944	12,850,644	12,755,578	12,755,578	12,766,753		
Net Dollar Change		448126	1,043,992	327,700	232,634	232,634	243,809		
Percent from prior year		4.06%	9.46%	2.62%	1.86%	1.86%	1.95%		



Board of Corrections Budget									
Tax Calculation	2008	2013-14	2014-15	2015-16	2016 PRELIM	2016 FC RECOMM	2016 FINAL Budget	% Increase	
Total Estimated Expenditures	16,506,896	17,561,598	18,017,000	18,089,065	18,089,065	18,089,065	18,089,065		0.40%
Total Estimated Revenues	(4,931,294)	(5,985,996)	(6,441,398)	(6,166,195)	(6,166,195)	(6,166,195)	(6,166,195)		-4.27%
Designated Surplus	-	-	-	-	-	-	-		
Tax Revenue Required	11,575,602	11,575,602	11,575,602	11,922,870	11,922,870	11,922,870	11,922,870		
	11,575,602	11,575,602	11,575,602	11,922,870	11,922,870	11,922,870			
Amount fixed by statute				347,268	-				
Civic Center Budget									
Tax Calculation	2013 BUDGET	2014 BUDGET	2015 BUDGET	2016 BUDGET REQUEST	2016 MGR RECOMM	2016 FC RECOMM	2016 FINAL Budget	% Increase	
Bond Principal	410,500	602,500	790,500	974,500	974,500	974,500	974,500		
Bond Interest	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000		
Revolving Line of Credit	206,616	406,250	459,550	450,400	450,400	450,400	450,400		
Operational Subsidy	150,000	350,000	425,000	456,646	456,646	456,646	530,000		
Tax Revenue Required	1,767,116	2,358,750	2,675,050	2,881,546	2,881,546	2,881,546	2,954,900		
Net Dollar Change		591,634	316,300	206,496	206,496	206,496	279,850		
Percent from prior year		33.48%	13.41%	7.72%					
COMBINED TAX PRESENTATION									
Tax Calculation	2013 BUDGET	2014 BUDGET	2015 BUDGET	2016 BUDGET REQUEST	2016 PRELIM	2016 FC RECOMM	2016 FINAL Budget	% Increase	
Total Estimated Expenditures	34,833,918	37,745,743	39,267,552	39,906,439	39,811,373	39,811,373	39,895,902		
Total Estimated Revenues	(10,110,374)	(11,982,439)	(12,493,956)	(12,251,379)	(12,251,379)	(12,251,379)	(12,251,379)		
Designated Surplus	(350,000)	(350,000)	-	-					
Tax Revenue Required	24,373,544	25,413,304	26,773,596	27,655,060	27,559,994	27,559,994	27,644,523	-	
Net Dollar Change		1,039,760	1,360,292	881,464	786,399	786,398	870,928		
Percent from prior year		4.27%	5.35%	3.29%	2.94%	2.94%	3.25%		
Budget Requests	General County Impact			327,700				1.22%	Total
	Jail Impact			347,268				1.30%	
	Civic Center Impact			206,496				0.77%	3.29%
Finance Committee	General County Impact				232,634			0.87%	Total
	Jail Impact				347,268			1.30%	
	Civic Center Impact				206,496			0.77%	2.94%
Final Budget	General County Impact						243,809	0.91%	Total
	Jail Impact						347,268	1.30%	
	Civic Center Impact						279,850	1.05%	3.25%

# COUNTY OVERVIEW:

## Revenue and Expenses from all Sources

### ***COUNTY OF CUMBERLAND: BUDGET 2016-ASSESSMENT***

Tax Calculation	Budget 2012	Budget 2013	Budget 2014	Budget 2015	2016 BUDGET REQUEST	2016 PRELIM	2016 FC Recommend	2016 FINAL Budget
Total Estimated Expenditures	33,401,366	34,833,918	37,745,743	39,267,552	39,906,439	39,811,373	39,811,373	39,895,902
Total Estimated Revenues	(10,006,869)	(10,110,374)	(11,982,439)	(12,493,956)	(12,251,379)	(12,251,379)	(12,251,379)	(12,251,379)
Designated Surplus	(350,000)	(350,000)	(350,000)	-	-	-	-	-
Tax Revenue Required	23,044,497	24,373,544	25,413,304	26,773,596	27,655,060	27,559,994	27,559,994	27,644,523
					3.29%	2.94%		

### ***COUNTY OF CUMBERLAND: Enterprise Funds 2016***

**Enterprise Funds:** (See next page for details)

The County has contracts to provide services beyond the basic services provided by the County. See the Enterprise section of the budget for details.

Budget			2016 Budget
Total Estimated Expenditures	Enterprise		2,382,775
Total Estimated Revenues	Enterprise		2,382,775
Tax Revenue Required			\$0.00

### ***COUNTY OF CUMBERLAND: Grants and other Funds 2016***

**Grants and Other Funds:** (See next page for details)

The County receives Grants from other Federal agencies for special programs and services.

Funds are also received from inmate commissary funds and from the Department of Corrections for other services

Budget			2016 Budget
Total Estimated Expenditures	Grants and Other		1,803,098
Total Estimated Revenues	Grants and Other		1,803,098
Tax Revenue Required			\$0.00

### ***COUNTY OF CUMBERLAND: Summary Budget from all Sources 2016***

**Summary Overview**

This is a presentation of all dollars that come into the County, regardless of source.:

Budget                      Grants  
 Enterprise Recreational District

Budget			2016 Budget
Total Estimated Expenditures			44,081,775
Total Estimated Revenues			(44,081,775)
Designated Surplus			-
Tax Revenue Required			\$ -



## Cross Insurance Arena

### "Recreational District"

*Cumberland County taxpayers are responsible for the financial operation of the Civic Center  
This page illustrates the dollars that the taxpayers must contribute over last year.*

		2014 Actual	2015 BUDGET	2016 BUDGET REQUEST		2016 FC RECOMM	2016 FINAL Budget	TAX Impact
<b>From the County Taxes</b>								
Total Estimated Expenditures		2,334,050	2,675,050	2,881,546		2,881,546	2,954,900	
Total Estimated Revenues								
Tax Revenue Required			2,675,050	2,881,546		-	2,954,900	1.05%
<b>Net Dollar Change</b>				206,496	\$	26,773,596	279,850	
				Increase		2015 Tax Assessment		

Cross Insurance Arena									
	From the County	2014 Actual Expenses	2015 ADOPTED BUDGET	2015 ACTUAL EXPENSE	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM		2016 FINAL BUDGET
	County Commitment	1,000,000	1,000,000		1,000,000	For Civic Center expenses ie debt	1,000,000		1,000,000
	<u>CIA \$33M Bond</u>					(2015 Debt Payment is \$1.791 M)			
	Principal & Interest	602,500	790,500		974,500	New Civic Center Referendum for Modernization Civic center Contribution	974,500		974,500
	CC operational Subsidy	417,000	425,000		456,646	To Fund the Operational Budget from 6/30/2015	456,646		530,000
	<u>Bonded Debt:</u>								
	CC Bond Principal	314,550	409,550		400,400	Debt service for Capital needs	400,400		400,400
	CC Bond Interest		50,000		50,000		50,000		50,000
	<b>Total to Civic Center</b>	<b>2,334,050</b>	<b>2,675,050</b>	<b>-</b>	<b>2,881,546</b>		<b>2,881,546</b>	<b>-</b>	<b>2,954,900</b>

**INCREASE OVER FY 2015  
FY 15 COUNTY ASSESSMENT  
ADDITION TO THE 2016 TAXES**

**\$ 279,850  
\$ 26,773,596  
1.05%**

## Enterprise Activities-Law Enforcement

**This Enterprise/ Contract section is listed for informational purposes and is not part of the County Budget because operational expenses are offset by user charges/revenue.**

The County has contracts with towns and organizations interested in securing enhanced service. Contracts provide equipment and salaries for Patrol officers located within the town.

Per the Governmental Accounting Standards, " enterprise funds are to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges". (Definition per GASB Standards)

Acct #	Sheriff's Office Services	PERIOD	EMPLOYEES	2015/16 REVENUES	2015/16 EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	334,914	334,914
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	223,413	223,413
21204	Town of Harrison	7/1 to 6/30	1	87,908	87,908
21212	Town of Standish	7/1 to 6/30	5.5	436,517	436,517
21207	SAD #6	9/1 to 6/30	1	55,904	55,904
21225	Maine Drug Enforcement (Reimburse )	1/1 to 12/31	2	124,704	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998	74,998
	Town of Gray	7/1 to 6/30	1	92,005	92,005
	TOTAL FULL-TIME CONTRACTS		<b>16.5</b>	<b>1,430,363</b>	<b>1,430,363</b>
	SUMMER CONTRACTS		Part Time		
21215	Long Island	Summer	1	28,158	28,158
	Town of Chebeague	Summer	1	24,208	24,208
	TOTAL SUMMER CONTRACTS		<b>2</b>	<b>52,366</b>	<b>52,366</b>
<b>TOTAL FROM NON-BUDGET ACTIVITIES</b>				<b>1,482,729</b>	<b>1,482,729</b>

## Enterprise Activities-Facilities

**This Enterprise/ Contract section is listed for informational purposes and is not part of the County Budget because operational expenses are offset by user charges/revenue.**

The County has a contract with the State of Maine to provide custodial and maintenance needs for the court addition,

Per the Governmental Accounting Standards, " enterprise funds are to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges". (Definition per GASB Standards)

	State Court Custodial Program	PERIOD	EMPLOYEES	2016 REVENUES	2016 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	227,394	227,394
			Supply	84,209	84,209
	<b>TOTAL FROM NON-BUDGET ACTIVITIES</b>			<b>311,603</b>	<b>311,603</b>

## Enterprise Activities- Assessing Department

**This Enterprise/ Contract section is listed for informational purposes and is not part of the County Budget because operational expenses are offset by user charges/revenue.**

2016 Will be the 3rd year for the county Office of Regional Assessing, and as such, revenues and expenses are still very much in flux as new towns are added. The budget shown assumed 5 towns involved, but this amount could change during the year. All operating costs will be 100% reimbursed by the towns that participate in this service

Per the Governmental Accounting Standards, " enterprise funds are to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges". (Definition per GASB Standards)

Regional Assessing		PERIOD	EMPLOYEES	2016 REVENUES	2016 EXPENSES
21227	Regional Assessing fees paid according  to contracts with participating Municipalities	1/1 to 12/31	3	384,443	384,443
<b>Revenues (Estimated breakdown)</b>			<b>Expenses</b>		
	Town of Cumberland	\$	70,035	Lead Assessor	\$ 98,850
	Town of Falmouth	\$	139,259	Assistant Assessor	\$ 66,300
	Town of Yarmouth	\$	95,149	Appraiser	\$ 42,800
	Town of Casco	\$	44,000	Benefits	\$ 82,835
	5th Town (in negotiations)	\$	40,000	Vision Software	\$ 30,000
	Total Revenues	\$	388,443	Assessing Maps	\$ 25,000
				All other	\$ 42,658
				Total Costs	\$ 388,443

## Enterprise Activities-Civil Division

**This Enterprise/ Contract section is listed for informational purposes and is not part of the County Budget because operational expenses are offset by user charges/revenue.**

The County uses "outside civil deputies" to service the smaller communities located in the County. They work in "on call status" depending upon the volume of paperwork. Their expenses are reimbursed directly from the attorney payments.

Per the Governmental Accounting Standards, " enterprise funds are to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges". (Definition per GASB Standards)

	Outside Civil Deputies	PERIOD	EMPLOYEES	2016	2016
				REVENUES	EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Department. Their compensation is paid by users of the civil service activities	1/1 to 12/31	6	200,000	200,000

**GRANTS AND OTHER FUNDING- CDBG Dept****Federally Funded Community Development Block Grant**

Aaron Shapiro, County Community Development Director

**This Grant and other Funding section is listed for informational purposes and is not part of the County Budget because expenses are offset by funds from other sources.**

The County has access to funds from Federal grants (CDBG) which allows for the hiring of personnel to perform activities under the grant. Cumberland County is the only county in New England to have established "Urban County" receiving annual Community Development Block Grant funds. The County works collaboratively with a municipal oversight committee (MOC) to oversee programs

	<b>Community Development Block Grant and Other Federal programs</b>	<b>PERIOD</b>	<b>EMPLOYEES</b>	<b>2015-16 REVENUES</b>	<b>2015-16 EXPENSES</b>
	HUD CDBG Program Grant for	7/1 to 6/30	1	1,416,000	1,416,000
	CDBG-R Recovery Act Funds	1/1 to 12/31			
	Homeless Prevention Rapid Recovery Act HPRP	1/1 to 12/31			
	Neighborhood Stabilization Program	1/1 to 12/31			
				1,416,000	1,416,000

	<b>GRANT FUNDED PROGRAMS</b>	<b>PERIOD</b>	<b>EMPLOYEES</b>	<b>2016 REVENUES</b>	<b>2016 EXPENSES</b>
51286	Domestic Violence grant	1/1 to 12/31	0	161,905	161,905
51352	Drug Free Communities (DFC)	1/1 to 12/31	1.5	150,086	150,086
51264	COPS Fast program	1/1 to 12/31	1	75,107	75,107
	<b>TOTAL GRANT FUNDED PROGRAMS</b>		<b>2.5</b>	<b>387,098</b>	<b>387,098</b>



# **2016 County of Cumberland**

## **Budget Reduction Record**

### **PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS**

Net Assessment for 2015 \$26,773,596

Department Request Expenditure Budget 2016 \$39,906,439

Revenues for 2016 -\$12,251,379

Tax Subsidy for 2016 \$0

Net Assessment 2016 \$27,655,060

**Net Dollar Increase \$881,464**

**Tax Increase from 2015 3.29%**

### **ADJUSTED BY MANAGER'S RECOMMENDATION**

#### **Department Requests**

101 **EMA** -\$9,687

102 **District Attorney** -\$600

103-01 **Exec-Administration** \$0

103-02 **IT** \$0

103-03 **Exec-Garage** \$0

103-04 **HR** -\$500

104 **Treasurer** \$0

105 **Facilities** -\$5,265

106-05 **Sheriff-Admin** -\$3,500

106-06 **Sheriff-LEC** \$0

106-07 **Sheriff-Jail-Now part of BOC** \$0

1006-08 **Sheriff-Civil** \$0

107 **Deeds** -\$5,538

108 **Probate** -\$17,275

109 **Finance** \$0

110 **Communications** -\$2,700

Other **Other** -\$50,000

**Total Mgr Cuts to Expenses -\$95,065**

**Net Increase in the Expenses over 2015 Expenses \$786,399**

Summary: **Total Expenditures Manager's Recom.** \$39,811,373

Total Estimated Revenues \$ (12,251,379)

Designated Surplus \$ -

**Net Budget from Mgr. FY 2016 \$ 27,559,994**

**Dollar Increase over 2015 \$ 786,399**

**Net Increase over Last year 2.94%**

		<b>ADJUSTED BY THE FINANCE COMMITTEE</b>	
		<i>No Changes</i>	-
		<b>NET TAX DECREASE - FC</b>	<b>\$0</b>
		<b>Percent Increase over 2015</b>	<b>2.94%</b>
		<b>Total operational budget recommended by FC</b>	<b>\$27,559,994</b>
		<b>ADJUSTED BY COUNTY COMMISSIONERS</b>	
		<b>Commissioners agreed with FC from above</b>	
		Decreased funding for Health Insurance Increase	(23,825)
		Increased funding to Grants and Human Services	35,000
		Increase to CIA Subsidy	73,354
		<b>Net Tax Increase</b>	<b>84,529</b>
		<b>Voted/approved by Commissioners on 12/14/2015</b>	<b>\$27,644,523</b>
		<b>Percent Increase over 2015</b>	<b>3.25%</b>

## PROJECTED REVENUE

COUNTY OF CUMBERLAND  
FISCAL YEAR 2016

## Revenues

Acct #	Source	2013 Actual	2014 Actual	2015 Budget	2016 Budget	2017 Budget
11-001-4003	Supreme Court Rental	2,400	2,400	2,400	2,400	2,400
11-001-4004	State Court Rent / Reimbursements					
11-101-4101	Emergency Management Allocation	270,536	319,023	327,460	330,812	330,812
11-101-4102	AT&T Tower Lease	10,872	10,387	12,000	12,000	12,000
11-102-4100	District Attorney	113,385	115,264	110,000	110,000	110,000
11-103-01-4100	Executive	147	157			
11-103-03-4100	Garage Operations	97	41,380			
11-103-03-4301	Garage Daily Parking	143,403	114,407	150,000	150,000	150,000
11-103-03-4302	Garage Monthly Parking <i>Inc Monthly \$100 to \$110</i>	264,647	328,647	290,000	290,000	290,000
11-104-4401	Treasurer Income (Interest, etc.)	4,885	41	-	-	-
11-105-4100	Facilities Misc Revenue	16,660				
11-105-4100	Facilities Salvage					
11-106-05-4100	Sheriff Misc Revenues	43,349	49,701	65,000	65,000	65,000
11-110-4100	CCRCC Revenues	999,770	1,042,196	1,107,528	1,152,472	1,152,472
11-106-08-4100	Civil Process	258,607	303,166	300,000	300,000	300,000
11-107-4100	Register of Deeds - Misc. Revenue	4,908	2,605	2,500	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	1,507,654	1,333,656	1,910,000	1,910,000	1,910,000
11-107-4702	Register of Deeds - Transfer Tax	857,566	956,979	800,000	800,000	800,000
11-107-4703	Register of Deeds - Copies	413,296	448,191	450,000	450,000	450,000
11-108-4801	Register of Probate - Fees	438,503	404,563	420,000	420,000	420,000
11-108-4802	Register of Probate - Notices	40,900	41,588	40,000	40,000	40,000
11-108-4803	Register of Probate - Abstracts	24,233	23,237	20,000	20,000	20,000
11-108-4804	Register of Probate -Forms	7,765	9,794	8,000	8,000	8,000
11-108-4805	Register of Probate - Visitor fees	18,685	29,803	18,000	22,000	22,000
	Fees for heirs & advertising			19,670	-	-
	<b>Total Revenues</b>	<b>5,442,268</b>	<b>5,577,185</b>	<b>6,052,558</b>	<b>6,085,184</b>	<b>6,085,184</b>
	<b>Designated Surplus</b>					
	<b>Total Revenues &amp; Surplus</b>	<b>5,442,268</b>		<b>6,052,558</b>	<b>6,085,184</b>	<b>6,085,184</b>
		<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Budget</b>	<b>2016 Budget</b>	<b>2017 Budget</b>

PROJECTED REVENUE

**FY2016 COUNTY OF CUMBERLAND-****Final Valuation**

The tax distribution schedule describes the amount of tax required from each municipality based on their equalized valuation to provide the revenue necessary for county operations. Previous year information is provided for comparison purposes. The tax calculation table at the bottom of the schedule shows the factors of expenditures revenues, and surplus used to calculate the amount of county property tax assessed on the real and personal property in each municipality.

**The State of Maine Valuation for 2016 shows overall County increase of** **Valuation Growth**

Tax Distribution Schedule						
	1.97%		3.62%			
Town	State 2015 Valuation	2015 Tax	State 2016 Valuation	Val Change %	2016 Tax	Percent Tax Change
Baldwin	146,000,000	99,264	147,150,000	0.8%	99,688	0.43%
Bridgton	961,500,000	653,709	942,750,000	-2.0%	638,665	-2.30%
Brunswick	2,000,400,000	1,360,042	2,082,600,000	4.1%	1,410,855	3.74%
Cape Elizabeth	1,723,250,000	1,171,612	1,840,800,000	6.8%	1,247,048	6.44%
Casco	645,350,000	438,764	640,200,000	-0.8%	433,703	-1.15%
Chebeague Island	194,350,000	132,136	193,650,000	-0.4%	131,188	-0.72%
Cumberland	1,099,350,000	747,431	1,144,550,000	4.1%	775,374	3.74%
Falmouth	2,141,950,000	1,456,279	2,253,100,000	5.2%	1,526,360	4.81%
Freeport	1,385,250,000	941,811	1,462,950,000	5.6%	991,074	5.23%
Frye Island	158,400,000	107,694	151,000,000	-4.7%	102,295	-5.01%
Gorham	1,467,850,000	997,969	1,541,700,000	5.0%	1,044,423	4.65%
Gray	846,050,000	575,217	884,000,000	4.5%	598,865	4.11%
Harpswell	1,846,200,000	1,255,204	1,852,450,000	0.3%	1,254,940	-0.02%
Harrison	484,800,000	329,608	492,400,000	1.6%	333,576	1.20%
Long Island	140,650,000	95,626	145,250,000	3.3%	98,399	2.90%
Naples	692,450,000	470,786	732,250,000	5.7%	496,062	5.37%
New Gloucester	470,300,000	319,750	485,300,000	3.2%	328,766	2.82%
North Yarmouth	431,500,000	293,370	442,700,000	2.6%	299,907	2.23%
Portland	7,707,200,000	5,240,009	7,996,350,000	3.8%	5,417,119	3.38%
Pownal	214,100,000	145,563	228,250,000	6.6%	154,628	6.23%
Raymond	953,050,000	647,964	998,250,000	4.7%	676,263	4.37%
Scarborough	3,667,300,000	2,493,342	3,791,950,000	3.4%	2,568,852	3.03%
Sebago	378,700,000	257,472	372,050,000	-1.8%	252,045	-2.11%
South Portland	3,580,100,000	2,434,056	3,696,350,000	3.2%	2,504,088	2.88%
Standish	977,050,000	664,282	1,004,900,000	2.9%	680,768	2.48%
Westbrook	1,838,750,000	1,250,138	1,884,650,000	2.5%	1,276,754	2.13%
Windham	1,788,800,000	1,216,178	1,867,050,000	4.4%	1,264,831	4.00%
Yarmouth	1,438,950,000	978,320	1,532,200,000	6.5%	1,037,987	6.10%
	39,379,600,000	26,773,597	40,806,800,000	3.62%	27,644,523	3.25%
Tax Calculation	2013	2014	2015		2016	
Total Estimated Expend	34,833,918	37,745,743	39,267,552		39,895,902	
Total Estimated Revenue	(10,110,374)	(11,982,439)	(12,493,956)		(12,251,379)	
Designated Surplus	(350,000)	(350,000)	-		-	Net Increase
Tax Revenue Required	24,373,544	25,413,304	26,773,596		27,644,523	3.25%
	2013	2014	2015		2016	
Mil Rate	0.0005542936	0.0006580382	0.0006798849		0.0006774489	
Per \$1,000	0.5542936	0.6580382	0.679884907		0.677448937	
Amount for \$200,000	\$ 110.86	\$ 131.61	\$ 135.98		\$ 135.49	
Increase		\$ 20.75	\$ 4.37		\$ (0.49)	

## NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND  
FISCAL YEAR 2016

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 Actual	2015 FINAL BUDGET	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
		<b>PRINCIPAL</b>								
11-120	9112	2002 General Obligation Refunding Bonds Jail-	-	-		-	-	-		
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment		400,000	600,000	790,000	972,000	972,000	972,000	972,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	170,301	170,301	337,581	170,301	400,400	400,400	400,400	400,400
11-120		2012-County Debt under Charter- Principal \$2.775M	-	330,000	330,000	320,000	210,000	210,000	210,000	210,000
		2014- County CIP Debt				150,000	150,000	150,000	150,000	150,000
		2016- County CIP Debt				-	140,000	140,000	140,000	140,000
		<b>TOTAL BOND DEBT SERVICE</b>	<b>255,301</b>	<b>985,301</b>	<b>1,352,581</b>	<b>1,515,301</b>	<b>1,957,400</b>	<b>1,957,400</b>	<b>1,957,400</b>	<b>1,957,400</b>
		<b>INTEREST</b>								
11-120	9212	2002 General Obligation Refunding Bonds Jail-	52,625	52,625		-				
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	537,753	1,002,500	1,004,655	1,002,500	1,002,500	1,002,500	1,002,500	1,002,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	67,681	64,069	60,516	60,456	56,950	56,950	56,950	56,950
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	36,315	36,315	56,250	36,315	50,675	50,675	50,675	50,675
11-120		2012-County Debt under Charter- Interest \$2.775M	-	-		58,405	45,405	45,405	45,405	45,405
		2014- County CIP Debt				40,176	24,838	24,838	24,838	24,838
		2016- County CIP Debt				-	39,400	39,400	39,400	39,400
		<b>TOTAL BOND DEBT INTEREST</b>	<b>694,374</b>	<b>1,155,509</b>	<b>1,121,421</b>	<b>1,197,852</b>	<b>1,219,768</b>	<b>1,219,768</b>	<b>1,219,768</b>	<b>1,219,768</b>
		<b>DEBT EXPENSE - LOANS</b>								
11-120	9205	TAN Bank Charge/and Rating Agencies	14,778	20,869	26,890	24,000	24,000	24,000	24,000	24,000
11-120	9210	TAN Legal Fees	4,542	4,542	5,125	5,000	5,000	5,000	5,000	5,000
11-120	9220	TAN Interest	(39,080)	6,032	12,144	20,000	20,000	20,000	20,000	20,000
		<b>TOTAL DEBT EXPENSE - LOANS</b>	<b>(19,760)</b>	<b>31,443</b>	<b>44,159</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>
		<b>NON-DEPARTMENTAL</b>								
11-140	5520	Retiree Life Insurance	2,600	4,200	5,132	2,800	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	20,000	25,634	2,016	40,000	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	(4,766)	(4,766)	-	204,300	224,300	224,300	224,300	224,300
11-141	9526	County Capital Improvement Reserve for CIP	426,750	261,421	117,812	70,080	88,500	88,500	88,500	88,500
11-141	9500	Civic Center Operational Subsidy	-	-	411,033	600,000	456,646	456,646	456,646	530,000
11-141	5502	Contingent Appropriation	23,965	5,000	738	30,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	24,459	(161)	78,206	110,000	110,000	110,000	110,000	110,000
		<b>TOTAL NON-DEPARTMENTAL</b>	<b>493,008</b>	<b>291,328</b>	<b>614,938</b>	<b>1,057,180</b>	<b>952,246</b>	<b>952,246</b>	<b>952,246</b>	<b>1,025,600</b>
		<b>TOTAL NON-DEPARTMENTAL &amp; DEBT SERVICE</b>	<b>1,422,923</b>	<b>2,463,581</b>	<b>3,133,099</b>	<b>3,819,333</b>	<b>4,178,414</b>	<b>4,178,414</b>	<b>4,178,414</b>	<b>4,251,768</b>

359,081

359,081

359,081

432,435

DEBT SERVICE

CUMBERLAND COUNTY

PERSONNEL

2016

**Overview**

The Personnel portion of the County Budget consists of two sections. The first section is a Personnel Summary which lists all approved County positions for F/Y 2016.

The first section is the Position Classification Plan which is a listing of employee positions by title, position grade, and salary range. Positions within a union are identified.

The second section is a Personnel Pay Schedule which provides insight into the base salary of County employees. Listed salaries do not include overtime or mid-year pay changes, if applicable.

The District Attorney and Assistant District Attorneys are State employees who receive pay and benefits directly from the State of Maine; however, all other positions within the District Attorney's office are County employees, and are therefore listed.

**COUNTY OF CUMBERLAND, MAINE  
FISCAL YEAR 2016  
POSITION CLASSIFICATION PLAN**

**MANAGEMENT**

<u>TITLE</u>	<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>
County Manager	17	\$90,976 – 129,193
Assistant County Manager	16	\$84,246 – 119,628
Director Regional Assessing Chief Deputy Finance Director	15	\$78,014 – 110,777
Register of Deeds Community Development Coordinator Information Technology Director Emergency Communications Director Emergency Management Agency Director Facilities Manager Human Resources Director Jail Administrator	14	\$72,235 – 102,575
Domestic Violence Coordinator	12	\$61,934 – 87,946
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations Network Administrator	11	\$57,346 – 81,432
Human Resources Specialist	9	\$49,166 – 69,811
Administrative Investigator Assistant Assessor Deputy Communications Director Deputy EMA Director Deputy Register of Deeds Deputy Register of Probate Grants/Projects Liaison	8	\$45,531 – 64,661



## GENERAL GOVERNMENT POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Purchasing Clerk	8	\$21.89 – 31.09
Clerk/Supervisor Custodian Supervisor Paralegal	7	\$120.27 – 27.63
Computer Specialist Finance Assistant Fleet Automotive Technician Maintenance Technician Parking Garage Operator Planner Drug Fee Project Coord	6	\$18.42 – 25.11
Clerk II Restitution Clerk Trial Assistant .	5	\$16.75 - 22.82
Receptionist	4	\$15.23 – 20.76
Parking Garage Attendant Clerk I Custodian	3	\$13.85 – 18.86

## CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Accounts Supervisor	9	\$23.63 – 33.57
Payroll Supervisor Human Resources Generalist	8	\$21.89 – 31.09
Executive Assistant	7	\$20.27 – 27.63
Investigations Clerk Inmate Communications Clerk	6	\$18.42 – 25.11
Administrative Assistant Payroll Clerk	5	\$16.75 – 22.82

## PROFESSIONAL/TECHNICAL

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Electrician Supervisor Drug Free Program Coordinator Assistant Director/Safety Coordinator	11	\$27.57 – 39.15
Business & Communication Coordinator Chaplin Coordinator/Rehabilitation & Diversion	10	\$25.53 – 36.26
Community Development Assistant Emergency Management Program Coordinator Legal Administration Supervisor	9	\$23.63 – 33.57
Accreditation Coordinator Facilities Supervisor Fleet Automotive Supervisor Maintenance Supervisor Software Specialist Victim Assistant	8	\$21.89 – 31.09
Electrician Public Information Officer	7	\$20.27 – 27.63
Building Technician Legal Secretary	6	\$18.42 – 25.11
Appraiser	5	\$16.75 – 22.82

**SHERIFF'S OFFICE/JAIL BARGAINING UNIT F/Y 2015-16**

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Librarian	N1	\$16.26 – 19.84
Records Clerk Lobby Receptionist Receptionist Clerk	N2	\$17.21 – 21.08
Complaint Officer	N3	\$17.64 – 21.52
Administrative Secretary Crime Analyst Education Technician	N4	\$18.22 – 22.43
Administrative Civil Deputy Civil Deputy	N5	\$18.63 – 22.88
Corrections Officer – Probation	1	\$17.75
Corrections Officer I	2	\$18.46 – 22.32
Corrections Officer II Lobby Receptionist-CO	3	\$18.89 – 22.77
Property Officer Transportation Officer	4	\$19.45 – 23.68
Community Program Officer Recreation Officer Staff Development Specialist Trustee Coordinator	5	\$19.88 – 24.14

**LAW ENFORCEMENT TEAMSTER UNIT 2016**

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Deputy	\$21.17 – 26.00
Detective	\$21.97 – 26.77
Sergeant	\$27.21 – 30.76
Lieutenant	\$29.81 – 33.31

## COMMUNICATIONS BARGAINING UNIT 2015

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Dispatcher	\$17.78 – 22.63
Shift Supervisor	\$21.43 – 25.31

## JAIL SUPERVISORS TEAMSTER UNIT F/Y 2015-16

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Administrative Officer	\$23.72 – 29.15
Food Service Manager	
Sergeant	\$21.54 – 25.59
Lieutenant	\$25.86 – 30.68

## JAIL COOKS TEAMSTER UNIT F/Y 2015-16

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Cook	\$16.88 – 22.08

## RESERVE / PART-TIME

<u>TITLE</u>	<u>HOURLY RATE</u>
Patrol Deputy	\$15.00 - \$16.00
Dispatcher	\$16.00

## ELECTED OFFICIALS

<u>TITLE</u>	<u>ANNUAL SALARY</u>
County Commissioners	\$10,353
Judge of Probate	\$64,445
Register of Probate	\$47,240
Sheriff	\$94,136

This schedule is a representation of positions within departments.										
	2015					2016				
	Approved		Grant & Contract			Approved		Grant & Contract		
Job Title	FT	PT	FT	PT		FT	PT	FT	PT	
<b>EXECUTIVE</b>										
Administration										
Commissioners	5					5				
County Manager	1					1				
Executive Assistant/Deputy Clerk	1					1				
Assistant County Manager	1					1				
DV Coordinator		1					1			
Grant/Special Project Liaison		1					1			
Public Information Officer	1									
Drug Free Grant										
Drug Free Program Coordinator				1					1	
Drug Free Project Coordinator				1					1	
CDBG										
Community Development Coordinator			1					1		
Community Development Assistant				1					1	
garage moved to facilities 2015	9	2	1	3		8	2	1	3	
<b>INFORMATION TECHNOLOGY</b>										
Information Technology Director	1					1				
Network Administrator	1					1				
Computer Specialist	1					1				
Public Safety Software Specialist	0					0				
Software Specialist	2					2				
	5					5				
<b>Human Resources</b>										
Human Resources Director	1					1				
Human Resources Specialist	1					1				
Human Resources Generalist	1					1				
Executive Assistant	1					1				
	4					4				
<b>Finance Department</b>										
Director of Finance	1					1				
Purchasing Clerk	1									
Accounts Supervisor	1					1				
Payroll Supervisor	1					1				
Payroll Clerk	1					1				
	5					4				

	2015				2016			
	Approved		Grant & Contract		Approved		Grant & Contract	
<b>DISTRICT ATTORNEY</b>								
Business & Communication Coordinator	1				1			
Executive Assistant	1				1			
Intern		6				6		
Paralegal	1				1			
Legal Administration Supervisor	2				2			
Receptionist	2				2			
Trial Assistant	11				11			
Victim Assistant	4				4			
Coord of Rehab & Diversion Program	1				1			
Restitution Clerk		1						
	23	7			23	6		
<b>FACILITIES</b>								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Maintenance Technician I	0				0			
Custodian	4	2	3		4	1	3	
Electrician Supervisor	1				1			
Electrician	2				2			
Building Technican	1				1			
Maintenance Technician II	4		3		4		3	
Asst Maintenance Tech								
Fleet Automotive Supervisor	1				1			
Fleet Automotive Technician	1				1			
Executive Assistant	1				1			
Asst. Director & Safety Coordinator	1				1			
Parking Garage added to facilities 2015								
Parking Garage Operator	1				1			
Parking Garage Attendant		1				1		
	21	3			21	2		
<b>DEEDS</b>								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk/Supervisor	1				1			
Clerk II	7				7			
Clerk 1	1				1			
	11				11			
<b>PROBATE</b>								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	3				3			
Judge of Probate	1				1			
Legal Secretary	1				1			
	7				7			

	2015				2016			
	Approved		Grant & Contract		Approved		Grant & Contract	
<b>EMERGENCY MANAGEMENT AGENCY</b>								
EMA Director	1				1			
Deputy EMA Director	1				1			
Planner	3				3			
Program Coordinator	1				1			
LEPC Planner	1				1			
Finance Assistant		1				1		
	7	1			7	1		
<b>SHERIFF</b>								
Administration/Support Services								
Sheriff	1				1			
Chief Deputy	1				1			
Administrative Investigator	1				1			
Inmate Communications Clerk	1				1			
Executive Assistant	1				1			
Investigations Clerk	2	1			2			
Receptionist/Clerk	1				1			
Captain-Support Services	1				1			
Accreditation Compliance Coordinator	1				1			
Administrative Assistant	1				1			
	11	1			11	0		
<b>Law Enforcement</b>								
Captain - Law Enforcement	2				2			
Lieutenant	3				3			
Sergeant	7				7			
Deputy/Community Relations Officer	19		15	3	19		15	3
Detective	8		1		8		1	
Complaint Officer	1				1			
Crime Analyst	1				1			
	41		16	3	41		16	3
<b>Civil Process</b>								
Administrative Civil Deputy	1				1			
Civil Deputy	3			6	3			6
	4			6	4			6
<b>Communications</b>								
Communications Director	1				1			
Deputy Communications Director	1				1			
Shift Supervisor	6				6			
Dispatcher	29.5	5			29.5	5		
	37.5				37.5			
<b>Regional Assessing</b>								
Director of Regional Assessing			1				1	
Assistant Assessor			1				1	
Appraiser			1				1	
Administrative Assistant				1				1
			3				3	
<b>Total Budget Employees Only</b>	185.5	14	20	12	183.5	11	20	12



[illegible]



## Emergency Management

James Budway, Director

*The Cumberland County Emergency management Agency is committed to providing quality services in the protection of all its citizens and their property.*

REVENUES	2013 Actual	2014 Actual	2015 Actual	2016 Budget
EMA Allocation	\$ 261,531	\$ 270,536	\$ 319,023	\$ 330,812
AT&T Tower Lease	\$ 12,085	\$ 10,872	\$ 10,387	\$ 12,000
Total Revenues	\$ 273,616	\$ 281,408	\$ 329,410	\$ 342,812

EXPENSES	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Labor	\$ 272,166	\$ 299,906	\$ 423,642	\$ 437,591
O&M	\$ 93,468	\$ 39,509	\$ 52,657	\$ 48,857
Capital	\$ 50,000	\$ 50,182	\$ 101,000	\$ 96,000
CIP*	\$ 50,000	\$ 50,000	\$ -	\$ -
Total Expenses	\$ 415,634	\$ 439,597	\$ 577,299	\$ 582,448

<b>Net Cost</b>	<b>\$ 142,018</b>	<b>\$ 158,189</b>	<b>\$ 247,889</b>	<b>\$ 239,636</b>
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\*CIP includes amounts previously listed in the CIP Budget

### Budget Objectives

Works with 28 communities to provide technical hazard planning, preparedness, recovery and mitigation from disasters; coordinates the HazMat training grants to municipalities, coordinates county wide NIMS compliance; develops, manages and reviews Homeland Security Grant Programs for Cumberland County government; works in conjunction with state agencies in planning, preparedness, and recovery from Public Health emergencies.

### Grant Funding:

*See last page of this section for data on the Grant funded activities of this department*

### Personnel

EMA Positions	Full Time	Part Time	Grant
EMA DIRECTOR	1		
DEPUTY EMA DIRECTOR	1		
PLANNER	3		
PROGRAM CCORD	1		
LEPC Planner	1		
FINANCE ASSISTANT		1	
	7	1	

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY				ACTIVITY CENTER: EMERGENCY MANAGEMENT					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	215,665	232,059	318,912	164,711	329,662	329,662	329,662	329,662
				3,736		-	-	-	-
5401	Overtime	384	798	2,000	-	2,000	1,000	1,000	1,000
5500	Benefits	56,117	67,049	98,994	53,647	108,216	106,929	106,929	105,767
	TOTAL PERSONNEL SERVICES	272,166	299,906	423,642	218,359	439,878	437,591	437,591	436,429
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	5,395	4,167	6,000	2,234	6,000	6,000	6,000	6,000
6131	Gasoline					500	500	500	500
6231	Base Radio Repair	474	510	500	-	500	100	100	100
6232	Mobile Radio Repair	-	-	500	-	500	100	100	100
6400	Insurance- Building & Contents	2,697	2,819	3,751	1,837	3,751	3,751	3,751	3,751
6401	Insurance- Liability	5,892	6,159	8,196	4,013	8,196	8,196	8,196	8,196
6404	Insurance- Radio Equipment	532	556	740	362	740	740	740	740
6500	Office Supplies	979	2,704	1,800	473	1,800	1,800	1,800	1,800
6501	Training Supplies	187	-	750	-	750	750	750	750
6505	Printing & Engraving	(145)	706	500	78	700	500	500	500
6506	Postal Expenses	1,198	1,425	1,800	748	1,800	900	900	900
6507	Advertising	-	1,173	500	-	500	-	-	-
6508	Dues	50	-	100	50	100	100	100	100
6509	Books, Periodicals, & Subscriptions	990	81	200	165	200	200	200	200
6512	Training, Education, & Seminars	918	319	500	-	500	500	500	500
6513	Leases & Service Agreements	3,910	2,767	4,700	2,262	4,500	4,500	4,500	4,500
6800	Telephone & Communication	6,061	5,373	5,300	2,620	5,300	5,300	5,300	5,300
6801	Electricity Utility	3,549	3,799	4,200	1,152	3,200	3,200	3,200	3,200
6802	Gas Utility	268	2,476	3,500	3,155	4,500	4,500	4,500	4,500
6803	Water Utility	558	598	720	212	720	720	720	720

EMERGENCY MANAGEMENT AGENCY

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6806	Fuel Oil	2,700	-	3,000	-	1,000	1,000	1,000	1,000
6903	Food & Groceries	2,065	2,331	2,000	1,110	2,000	2,000	2,000	2,000
6904	Institutional Supplies	510	320	400	137	400	400	400	400
6913	Safety Equipment	4,680	1,226	3,000	-	3,000	3,000	3,000	3,000
6914	Non-Food Items Purchases					100	100	100	100
6950	Other	50,000	-	-	-	-	-	-	-
	TOTAL O&M	93,468	39,509	52,657	20,607	51,257	48,857	48,857	48,857
	CAPITAL OUTLAY								
71701	Homeland Security HazMat/WMD CIP		50,002	100,000	50,000	100,000	95,000	95,000	95,000
7350	Office Equipment		180	1,000	-	1,000	1,000	1,000	1,000
7355	Computer Hardware			-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	50,182	101,000	50,000	101,000	96,000	96,000	96,000
	TOTAL DEPARTMENT	365,634	389,597	577,299	288,966	592,135	582,448	582,448	581,286
						14,836	5,149	5,149	3,987
						2.6%	0.9%	0.9%	0.7%

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY					ACTIVITY CENTER: EMERGENCY MANAGEMENT			
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	318,912	164,711	329,662	Wages for full & part time staff. Proposed changes in staffing include: savings of \$15k for new hire of Deputy Director at lower salary, increased hours for Cushing @ 2.5/wk. and Somma @ 4 hrs./wk. -- at 2015 rates -- \$2347.80 & \$3663.56 respectively (total \$6210.36). Decreased hours (by 7.5) which equals \$7043/yr for Eastwood which covers the increase for Cushing & Somma. ** Need for Director to discuss in detail the plan with Finance Director of refilling Dep Dir. position at lower rate and cost savings from this.	329,662	329,662	329,662
	Wages & Salaries (PT)	3,736			Zeroed out as part time Finance Ass't position incorporated into 5120 line.			
5401	Overtime	2,000		2,000		1,000	1,000	1,000
5510	Health Insurance	54,584	28,492	61,134		61,134	61,134	59,972
5520	Retirement	15,251	7,940	17,386		17,386	17,386	17,386
5530	Social Security	24,836	13,753	25,372		24,085	24,085	24,085
5540	Workers Comp	950	666	950		950	950	950
5560	Deferred Comp	3,374	2,797	3,374		3,374	3,374	3,374
5500	Total Employee Benefits	98,994	53,647	108,216	Taxes and benefits for departmental employees. Proposed new hire of Deputy Director and FB increase for Cushing and Somma . Estimate \$524 for Somma and \$912 for Cushing for a total of \$1436 - possible savings from less hours from Eastwood?	106,929	106,929	105,767
	TOTAL PERSONNEL SERVICES	423,642	218,359	439,878	TOTAL	437,591	437,591	436,429
OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	6,000	2,234	6,000	Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections. Hazard Mitigation meetings and IMAT Communications work.	6,000	6,000	6,000
6131	Gasoline		28	500	Fuel Line requested for acquired 2004 Tahoe (from CCSO).	500	500	500
6231	Base Radio Repair	500		500	Base radio repair expenses.	100	100	100

EMERGENCY MANAGEMENT AGENCY

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6232	Mobile Radio Repair	500		500	Mobile radio repair expenses.	100	100	100
6400	Insurance- Building & Contents	3,751	1,837	3,751	Agency share of insurance costs.	3,751	3,751	3,751
6401	Insurance- Liability	8,196	4,013	8,196	Agency share of insurance costs.	8,196	8,196	8,196
6404	Insurance- Radio Equipment	740	362	740	Insurance on EMA radio equipment.	740	740	740
6500	Office Supplies	1,800	473	1,800	General office supplies. Adjusted to reflect actual.	1,800	1,800	1,800
6501	Training Supplies	750		750	Supplies, equipment, and programs used to provide community classes.	750	750	750
6505	Printing & Engraving	500	78	700	<b>Letterhead printing, business cards, and print/copy costs of which \$200 reallocated from lease line.</b>	500	500	500
6506	Postal Expenses	1,800	748	1,800	<b>Postage costs for mailing correspondence/reports and Red Bag Courier Service.</b>	900	900	900
6507	Advertising	500		500	Posting position openings and advertising for bid proposals	-	-	-
6508	Dues	100	50	100	CCFC Dues, MEMA Director and Council dues	100	100	100
6509	Books, Periodicals, & Subscriptions	200	165	200	<b>Portland Press Herald and Professional Journals.</b>	200	200	200
6512	Training, Education, & Seminars	500		500	Training classes not offered free by the Maine Emergency Management Agency.	500	500	500
6513	Leases & Service Agreements	4,700	2,262	4,500	<b>Dish Network, Avaya, photocopier lease, postage meter lease.</b>	4,500	4,500	4,500
6800	Telephone & Communication	5,300	2,620	5,300	OTT - costs including long distance fees.	5,300	5,300	5,300

EMERGENCY MANAGEMENT AGENCY

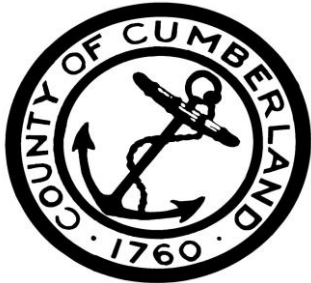
LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
					AT&T Mobile phone for Director Seacoast Security Testing Quarterly TWC roadrunner service			
6801	Electricity Utility	4,200	1,152	3,200	Power for EMA bunker decreased to reflect actual.	3,200	3,200	3,200
6802	Gas Utility	3,500	3,155	4,500	Natural gas increased to reflect actual.	4,500	4,500	4,500
6803	Water Utility	720	212	720	Water fees for EMA bunker	720	720	720
6806	Fuel Oil	3,000		1,000	Diesel Fuel for Generator 1 (newly installed 2014)	1,000	1,000	1,000
6903	Food & Groceries	2,000	1,110	2,000	Operational & emergency food and supplies	2,000	2,000	2,000
6904	Institutional Supplies	400	137	400	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	400	400	400
6913	Safety Equipment	3,000		3,000	MRE's for 15 people x 3mealsx 3 days Replacement and maintenance for emergency management equipment; EPI & handouts.	3,000	3,000	3,000
6914	Non-Food Items Purchases	100	4	100	New line for EMA supplies.	100	100	100
		-	-	-		-	-	-
	TOTAL O&M	52,757	20,635	51,257	TOTAL	48,857	48,857	48,857
	CAPITAL OUTLAY							
71701	Homeland Security HazMat/WMD CIP	100,000	50,000	100,000		95,000	95,000	95,000
7111								
7350	Office Equipment	1,000		1,000		1,000	1,000	1,000
7355	Computer Hardware							
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	101,000	50,000	101,000	TOTAL	96,000	96,000	96,000
	TOTAL EMA	577,399	288,994	592,135	TOTAL	582,448	582,448	581,286
				14,736		5,049	5,049	3,887
				2.6%		0.9%	0.9%	0.7%

EMERGENCY MANAGEMENT AGENCY

COUNTY OF CUMBERLAND



# DISTRICT ATTORNEYS OFFICE

Stephanie Anderson, DA

*The District Attorney is committed to ensuring public safety and promoting public respect for government through the prompt, effective and compassionate prosecution of cases in a manner that advocates for all victims, respects law enforcement agencies, responsibly stewards public resources, and holds offenders accountable while at the same time protecting the constitutional and legal right of the accused.*

## REVENUES

## EXPENSES

2016

	2012 Actual	2013 Actual	2014 Actual	2016 Budget		Labor	O&M	Capital	TOTAL
DA	\$ 125,813	\$ 113,385	\$ 115,264	\$ 110,000		1,436,144	273,442	1,000	1,710,586

*The Office has approx 17 District Attorneys, who are employees of the State,  
and salary and benefits are paid directly from the State  
By statute, the County is responsible to pay and provide support to the Office.*

## Budget Objectives

## Personnel

	DISTRICT ATTORNEY	Full Time	Part Time
Prosecutes approx 12,000 cases per year	Business & Communication Coordinator	1	
Coordinates Check Enforcement Program which returns approx \$6500 to merchants from bad checks	Executive Assistant	1	
Coordinates the "Deferred Disposition Program"	Intern		6
	Paralegal	1	
Coordinates collection and disbursement of approx \$494,000 each year back to victims.	Legal Administrative Supervisor	2	
Has five teams of attorneys dedicated to Adult Felony and Misdemeanor, Juvenile, and Domestic Violence Crimes	Receptionist	2	
	Trial Assistant	11	
	Victim Assistant	4	
	Coord of Rehab & diversion program	1	1
	Restitution Clerk		1
		23	7



## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	780,207	798,003	875,855	440,848	960,552	960,552	960,552	960,552
5205	Wages & Salaries (PT)			-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	68,779	73,524	81,981	29,233	78,981	78,981	78,981	78,981
3500	Employee Benefits & Taxes	254,861	279,681	356,853	176,689	396,611	396,611	396,611	391,416
	TOTAL PERSONNEL SERVICES	1,103,847	1,151,208	1,314,689	646,770	1,436,144	1,436,144	1,436,144	1,430,949
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	17,538	19,763	22,000	4,021	22,000	22,000	22,000	22,000
6301	Professional Services	74,478	1,200	74,478	25	74,478	74,478	74,478	74,478
6305	Stenographer-Transcripts	3,549	2,309	4,000	5,539	4,000	8,000	8,000	8,000
6307	Witness Fees & Expenses - DA	7,310	19,373	18,000	6,553	8,000	8,000	8,000	8,000
6308	Witness Fees & Expenses - AG	3,744	16	3,000	-	1,000	1,000	1,000	1,000
6309	Laboratory Tests			1,000	-	1,000	1,000	1,000	1,000
6400	Insurance - Building & Contents (Bath)	2,245	2,424	3,225	1,579	2,600	2,600	2,600	2,600
6401	Insurance- Liability	3,233	3,834	4,000	1,861	5,000	5,000	5,000	5,000
6500	Office Supplies	13,088	18,902	19,000	8,634	16,000	16,000	16,000	16,000
6505	Printing and Engraving	4,375	8,984	7,000	2,384	7,000	7,000	7,000	7,000
6506	Postal Expenses	5,695	6,052	7,000	2,915	6,000	6,000	6,000	6,000
6507	Advertising	2,874	2,505	4,200	469	3,000	1,000	1,000	1,000
6508	Dues	12,935	20,009	22,264	16,650	22,264	22,264	22,264	22,264
6509	Books, Periodicals, & Subscriptions	21,446	25,154	22,000	6,428	19,000	19,000	19,000	19,000
6511	Equipment Rental	9,279	10,328	14,000	4,778	13,500	13,500	13,500	13,500
6512	Training, Education, & Seminars	25,083	3,705	10,800	124	8,800	8,800	8,800	8,800
6513	Leases & Service Agreements	36,796	28,608	33,000	2,283	45,300	45,300	45,300	45,300
6800	Telephone & Communication	12,887	11,395	15,100	4,885	15,100	12,500	12,500	12,500
	TOTAL O&M	256,555	184,561	284,067	69,127	274,042	273,442	273,442	273,442

DISTRICT ATTORNEY

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,721	800	1,800	284	1,000	1,000	1,000	1,000
7355	Computer Hardware	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	2,721	800	1,800	284	1,000	1,000	1,000	1,000
	TOTAL DEPARTMENT	1,363,123	1,336,569	1,600,556	716,181	1,711,186	1,710,586	1,710,586	1,705,391
						110,629	110,029	110,029	104,834
						6.9%	6.9%	6.9%	6.5%

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY								
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	875,855	440,848	960,552	Wages for full-time departmental staff.	960,552	960,552	960,552
5205	Wages & Salaries (PT)				Elimination of Part-time Restitution Clerk Impact of Comp study \$53,898			
5401	Overtime		926		Wages for part-time departmental staff.			
5210	Seasonal/Temporary/Intern	81,981	29,233	78,981	Wages for Interns.-Largest block of Intern time and other temporary positions	78,981	78,981	78,981
5510	Health Insurance	244,133	120,021	273,429		273,429	273,429	268,234
5520	Retirement	30,083	16,104	34,295		34,295	34,295	34,295
5530	Social Security	73,274	34,593	79,524		79,524	79,524	79,524
5540	Workers Comp	3,385	2,570	3,385		3,385	3,385	3,385
5560	Deferred Comp	5,978	3,401	5,978		5,978	5,978	5,978
5500	Employee Benefits & Taxes	356,853	176,689	396,611	Taxes and benefits for departmental employees.	396,611	396,611	391,416
	TOTAL PERSONNEL SERVICES	1,314,689	646,770	1,436,144	TOTAL	1,436,144	1,436,144	1,430,949
	OPERATIONS AND MAINTENANCE							
6130	Transportation & Lodging	22,000	4,021	22,000	Departmental travel expenses including those incurred by providing service to satellite courts. Transportation to lodging for and meal expenses at conferences. Transportation costs associated with traveling to meetings with State agencies	22,000	22,000	22,000
6301	Professional Services	74,478	25	74,478	Contract with Sheriff's Office to provide a detective for the Domestic Violence program	74,478	74,478	74,478
6305	Stenographer- Transcripts	4,000	5,539	4,000	Court transcripts required for case preparation and appeals.	8,000	8,000	8,000
6307	Witness Fees & Expenses- DA	18,000	6,553	8,000	Allocation for legislative requirement.	8,000	8,000	8,000
6308	Witness Fees & Expenses- AG	3,000		1,000	Allocation for legislative requirement.	1,000	1,000	1,000

DISTRICT ATTORNEY

## COUNTY OF CUMBERLAND

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
					books and subscriptions for additional attorneys- projected savings by reductions in subscriptions		-	-
6511	Equipment Rental	14,000	4,778	13,500		13,500	13,500	13,500
					Copier Expenses-New copier for one space		-	-
					Water Cooler rental \$ -		-	-
6512	Training, Education, & Seminars	10,800	124	8,800	Maine Prosecutor's Conference Registration.	8,800	8,800	8,800
					Staff training Seminars		-	-
					ADA CLE Seminars		-	-
					Nat'l center for prosecution of DV training		-	-
					National District Attorney Assoc. Board Meetings and Training Conference		-	-
					New Case management software training		-	-
6513	Leases & Service Agreements	33,000	2,283	45,300	Ricoh service agreement increase with new copier equipment - cost per page expense increased with new machines	45,300	45,300	45,300
					Maintenance Costs for JustWare database + annual %5 increase		-	-
					Confidential Destruction		-	-
					JusticeWeb maintenance contract \$11K		-	-
							-	-
6800	Telephone & Communication	15,100	4,885	15,100	Telephone Service expenses	12,500	12,500	12,500
					Wireless Service			
					Air Card for Computer			
					language Translation Line			
					Connection to state Metro line			
					Remote internet access			
		-	-	-		-	-	-
	TOTAL O&M	284,067	69,127	274,042	TOTAL	273,442	273,442	273,442
	CAPITAL OUTLAY							

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
7325	Furniture & Fixtures	1,800	284	1,000	To replace chairs & furniture & furnishings as they break.	1,000	1,000	1,000
7355	Computer Hardware		-					
7400	Capital Improvement Program	-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	1,800	284	1,000	TOTAL	1,000	1,000	1,000
	TOTAL DISTRICT ATTORNEY	1,600,556	716,181	1,711,186	TOTAL	1,710,586	1,710,586	1,705,391
		110,629				110,029	110,029	104,834
		6.9%				6.9%	6.9%	6.5%

DISTRICT ATTORNEY

## Executive Administration

Peter Crichton, County Manager

*The County of Cumberland is committed to providing quality services to all citizens equitably, in a responsive and caring manner. The mission of the Executive Office is to implement the County Board's policies, represent the interests of the County with other governmental agencies and groups, as well as provide leadership to the departments to achieve the organization's goals and objectives.*

### REVENUES

EXEC					
	\$ -	\$ -	\$ -	\$ -	\$ -

### EXPENSES

2016

Labor	O&M	Capital	TOTAL
581,432	153,619	-	735,051

### Grant & Enterprise Funding:

See last page of this section for data on the

Grant funded activities of this department

### BUDGET OBJECTIVES

### Personnel

### REGULAR

### GRANT & CONTRACT

		Full Time	Part Time	Full Time	Part Time
Provide leadership and general administration of the county	COUNTY MANAGER	1			
Provide administrative assistance to County Manager and Assist County Manager, provide Public Information for County to constituents	EXECUTIVE ASSISTANT/PI OFFICER	1			
Assist County Manager with leadership and general administration	ASSISTANT COUNTY MANAGER	1			
Coordinate Domestic Violence Intervention Program	DV COORDINATOR	0	1		
Lead and coordinate several county strategic initiatives for more cost efficient, effective delivery of public services on a regional or county wide basis, such as services on a regional or county wide basis.	GRANT/PROJECTS LIASON	0	1		
Casco Bay CAN reduce alcohol and drugs in schools, from grant money, as the leader of the program.	DRUG FREE PROGRAM COORD				1
Project co-ordinator and admin assistant to Casco Bay CAN program co-ordinator	DRUG FREE PROJECT COORD				1
Community Development Block Grant co-ordinator responsible for distribution of over one million dollars in Federal CDBG funding to all County communities	CDBG DEVEL COORD			1	
Part time assistant to CDBG Co-ordinator assisting with grant follow through and commitments, also part time with S. Portland CDBG program	CDBG DEVEL ASST				1
Set county policy and provide guidance to county manager	COMMISSIONERS	5			
		8	2	1	3

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: ADMINISTRATION					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	256,153	286,618	330,990	177,836	303,639	303,639	303,639	303,639
5205-01	Wages & Salaries (PT)	73,990	73,174	96,541	44,172	98,472	98,472	98,472	98,472
5401-01	Overtime	2,842	2,308	3,500	2,510	3,500	3,500	3,500	3,500
5500-01	Employee Benefits & Taxes	99,214	122,118	174,133	91,136	175,821	175,821	175,821	173,794
	TOTAL PERSONNEL SERVICES	432,199	484,218	605,164	315,655	581,432	581,432	581,432	579,405
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	19,660	18,609	20,000	12,580	20,000	20,000	20,000	20,000
6301-01	Professional Services	45,790	42,749	24,199	28,424	24,199	24,199	24,199	24,199
6302-01	Legal Services	69,382	26,097	45,000	21,423	45,000	45,000	45,000	45,000
6400-01	Building & Contents Insurance	3,575	3,736	4,972	2,435	4,972	4,972	4,972	4,972
6407-01	Surety Bond Premiums	3,018	3,155	4,198	2,056	4,198	4,198	4,198	4,198
6500-01	Office Supplies	4,908	4,061	5,000	3,235	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	1,954	1,955	2,500	310	2,000	2,000	2,000	2,000
6506-01	Postal Expenses	2,801	2,029	2,500	1,171	2,500	2,500	2,500	2,500
6507-01	Advertising	2,009	4,677	500	11	50	50	50	50
6508-01	Dues	17,159	11,219	17,900	15,502	27,900	27,900	27,900	27,900
6509-01	Books periodicals, subs	541	548	500	402	500	500	500	500
6512-01	Training, Education, & Seminars	7,130	9,239	6,000	2,121	8,000	8,000	8,000	8,000
6513-01	Leases & Service Agreements	6,128	6,663	6,300	2,529	6,300	6,300	6,300	6,300
6609-01	Equipment Repair	220	-	300	-	-	-	-	-
6800-01	Telephone & Communication	3,660	3,860	4,000	997	3,000	3,000	3,000	3,000
	TOTAL O&M	187,935	138,597	143,869	93,194	153,619	153,619	153,619	153,619
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip								
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	620,134	622,815	749,033	408,849	735,051	735,051	735,051	733,024
						(13,982)	(13,982)	(13,982)	(16,009)
						-1.9%	-1.9%	-1.9%	-2.1%

EXEC-ADMINISTRATION



## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE			ACTIVITY CENTER: ADMINISTRATION					
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL							
5120-01	Wages & Salaries (FT)	330,990	177,836	303,639	Wages for full-time departmental staff.	303,639	303,639	303,639
5401-01	Overtime	3,500	2,510	3,500		3,500	3,500	3,500
5205-01	Wages & Salaries (PT)	96,541	44,172	98,472	DV & Special projects	98,472	98,472	98,472
5510	Health Insurance	105,725	55,102	106,662		106,662	106,662	104,635
5520	Retirement	19,255	9,824	21,951		21,951	21,951	21,951
5530	Social Security	32,974	17,501	31,029		31,029	31,029	31,029
5540	Workers Comp	1,345	1,004	1,345		1,345	1,345	1,345
5560	Deferred Comp	14,834	7,706	14,834		14,834	14,834	14,834
5500-01	Employee Benefits & Taxes	174,133	91,136	175,821	Benefits and taxes for departmental employees.	175,821	175,821	173,794
	TOTAL PERSONNEL SERVICES	605,164	315,655	581,432	TOTAL	581,432	581,432	579,405
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	20,000	12,580	20,000	Transportation and costs associated with traveling to meetings with county and municipal officials, as well as to testify at legislative hearings and participate in conferences	20,000	20,000	20,000
6301-01	Professional Services	24,199	28,424	24,199	Arbitration, dispute resolution and other required services.	24,199	24,199	24,199
					Funding to public health initiatives agreement		-	-
6302-01	Legal Services	45,000	21,423	45,000	Legal fees associated with consultation and pending law suits.	45,000	45,000	45,000
6400-01	Building & Content Insurance	4,972	2,435	4,972	Departmental share of insurance premium.	4,972	4,972	4,972
6407-01	Surety Bond Premiums	4,198	2,056	4,198	Bond obtained through MCCA.	4,198	4,198	4,198

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6500-01	Office Supplies	5,000	3,235	5,000	Departmental office supply costs.	5,000	- 5,000	- 5,000
6505-01	Printing & Engraving	2,500	310	2,000	General printing costs to include county budget, annual report, budget	2,000	- 2,000	- 2,000
6506-01	Postal Expenses	2,500	1,171	2,500	Departmental postage costs.	2,500	- 2,500	- 2,500
6507-01	Advertising	500	11	50	Legal notices and job postings in area newspapers.	50	- 50	- 50
6508-01	Dues	17,900	15,502	27,900	Professional Memberships International City/County Managers Assoc. Maine Municipal Association. NACO Association Maine County Commissioners Association. Maine County Administrators Association. Local/regional Chamber of Commerce ME Town & City Management Association. Northeast county caucus GPCOG Membership	27,900	- 27,900	- 27,900
6509-01	Books periodicals, subs	500	402	500		500	- 500	- 500
6512-01	Training, Education, & Seminars	6,000	2,121	8,000	MCCA Convention, MMA seminars and NACO conference	8,000	- 8,000	- 8,000
6513-01	Leases & Service Agreements	6,300	2,529	6,300	Lease agreement/ copier maintenance agreement for copier Postage meter lease/ maintenance. Postage machine service agreement.	6,300	- 6,300	- 6,300
							-	-
							-	-
							-	-
							-	-
							-	-

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6609-01	Equipment Repair	300		-	Equipment maintenance not covered under service agreement.	-	-	-
6800-01	Telephone & Communication	4,000	997	3,000	Provides for local and long distance calls, and associated communication.	3,000	3,000	3,000
	TOTAL O&M	143,869	93,194	153,619		153,619	153,619	153,619
	CAPITAL OUTLAY		-					
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL ADMINISTRATION	749,033	408,849	735,051	TOTAL	735,051	735,051	733,024
				(13,982)		(13,982)	(13,982)	(16,009)
				-1.9%		-1.9%	-1.9%	-2.1%

EXEC-ADMINISTRATION



## Information Technology

Aaron Gilpatric Director

*Information Technology is responsible for providing guidance, technical assistance, support and general supervision required to properly utilize the central computer system as well as personnel system computers throughout the County.*

### REVENUES

				2016 Budget		Labor	O&M	Capital	TOTAL
		"No revenue"		-		371,958	378,000	75,000	824,958
				\$ -					

### EXPENSES

### 2016

### Statistics

IT supports 400 users County Wide. Provide technical assistance and support to all users. Maintains all servers, personal computers, printers, and network equipment. Maintains mobile data systems for Patrol Deputies. Supports Assessing department and external users with cloud based storage and hosting.

### Personnel

	Full Time	Part Time
IT DIRECTOR	1	
NETWORK ADMINISTRATOR	1	
COMPUTER SPECIALIST	1	
SOFTWARE SPECIALIST	1	
	4	

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: INFORMATION TECHNOLOGY				ACTIVITY CENTER: INFORMATION TECHNOLOGY					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	255,657	238,348	265,752	126,696	273,580	273,580	273,580	273,580
5500	Employee Benefits & Taxes	<u>72,152</u>	<u>69,354</u>	<u>87,113</u>	<u>40,589</u>	<u>98,378</u>	<u>98,378</u>	<u>98,378</u>	<u>97,443</u>
	TOTAL PERSONNEL SERVICES	327,809	307,702	352,865	167,285	371,958	371,958	371,958	371,023
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,517	1,090	5,000	1,616	3,000	3,000	3,000	3,000
6301	Professional Services	4,989	25,215	33,500	-	22,000	22,000	22,000	22,000
6500	Office Supplies	354	673	2,000	1,611	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	39,280	47,217	35,000	16,320	31,000	31,000	31,000	31,000
	Printing & Engraving			15,000		12,000	12,000	12,000	12,000
6512	Training, Education, & Seminars	4,647	5,549	11,000	1,500	8,000	8,000	8,000	8,000
6514	maintenance Contracts	80,142	142,622	207,000	174,876	207,000	207,000	207,000	207,000
6811	Computer Repair	9,122	9,276	10,000	2,781	8,000	8,000	8,000	8,000
6800	Telephone & Communication	<u>34,371</u>	<u>74,443</u>	<u>86,000</u>	<u>39,518</u>	<u>86,000</u>	<u>86,000</u>	<u>86,000</u>	<u>86,000</u>
	TOTAL O&M	177,422	306,085	404,500	238,222	378,000	378,000	378,000	378,000
	CAPITAL OUTLAY								
7355-02	Computer Hardware	<u>53,108</u>	<u>51,863</u>	<u>75,000</u>	<u>38,288</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
	TOTAL CAPITAL OUTLAY	53,108	51,863	75,000	38,288	75,000	75,000	75,000	75,000
	TOTAL ACTIVITY CENTER	558,339	665,650	832,365	443,795	824,958	824,958	824,958	824,023
						(7,407)	(7,407)	(7,407)	(8,342)
						-0.9%	-0.9%	-0.9%	-1.0%

INFORMATION TECHNOLOGY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	265,752	126,696	273,580	Wages for full-time departmental staff.	273,580	273,580	273,580
5510	Health Insurance	48,082	20,710	49,204		49,204	49,204	48,269
5520	Retirement	17,745	9,883	27,289		27,289	27,289	27,289
5530	Social Security	20,330	9,283	20,929		20,929	20,929	20,929
5540	Workers Comp	956	713	956		956	956	956
5560	Deferred Comp							
5500	Employee Benefits & Taxes	87,113	40,589	98,378		98,378	98,378	97,443
	TOTAL PERSONNEL SERVICES	352,865	167,285	371,958		371,958	371,958	371,023
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	5,000	1,616	3,000	Mileage Expense	3,000	3,000	3,000
6301	Professional Services	33,500		22,000	On site Technical Assistance	22,000	22,000	22,000
					GIS Service for Municipalities		-	-
							-	-
							-	-
6500	Office Supplies	2,000	1,611	1,000	General Office Supplies	1,000	1,000	1,000
							-	-
6503	Computer, Software, & Supplies	35,000	16,320	31,000	Software, upgrades and licensing	31,000	31,000	31,000
							-	-
	Printing and Engraving	15,000	4,890	12,000	Printer and Toner cartridges	12,000	12,000	12,000
							-	-
6512	Training, Education, & Seminars	11,000	1,500	8,000	System training	8,000	8,000	8,000
							-	-
6514	Maintenance Contracts	207,000	174,876	207,000	Spillman Maint Agreement	207,000	207,000	207,000
					Picture Link Maint (photos, web, facial/finger recognition)		-	-
					G Mail		-	-

INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6611	Computer Repair	10,000	2,781	8,000	Open Fox Messenger FATPOT Repair equipment formerly under maintenance contract.	8,000	- - 8,000	- - 8,000
6800	Telephone & Communication	86,000	39,518	86,000	System wide internet, wireless access and fiber lines	86,000	86,000	86,000
	TOTAL O&M	404,500	243,112	378,000	TOTAL	378,000	378,000	378,000
7355	Computer hardware for County	75,000	38,288	75,000	Communications, server and network hardware	75,000	75,000	75,000
	TOTAL CAPITAL OUTLAY	75,000	38,288	75,000	TOTAL	75,000	75,000	75,000
	TOTAL IT	832,365	448,685	824,958	TOTAL	824,958	824,958	824,023
				(7,407)		(7,407)	(7,407)	(8,342)
				-0.9%		-0.9%	-0.9%	-1.0%

INFORMATION TECHNOLOGY (IT)



## Human Resources

Martha Sumner, Director

*The County of Cumberland Human Resource Office is committed to creating a work environment which enables employees to thrive as individuals & contributors to Cumberland County Government mission & goals.*

### REVENUES

	2012 Actual	2013 Actual	2013 Budget	2016 Budget		EXPENSES 2016			
						Labor	O&M	Capital	TOTAL
					No Revenues	313,744	66,455	4,000	384,199
				\$ -					

### Statistics

Responsible for servicing of over 430 full time employees
Responsible for recruitment of all new employees
Responsible for union contract negotiations
Responsible to coordinate all testing and emp. evaluations
Provides all union grievance management
Resolution of all employee matters
Maintain legal employee compliance in FMLA, W/C, etc.

### Personnel

	Full Time	Part Time
HUMAN RESOURCE DIRECTOR	1	
HUMAN RESOURCE SPECIALIST	1	
EXECUTIVE ASSISTANT	1	
HR GENERALIST	1	
	4	



## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES				ACTIVITY CENTER: HUMAN RESOURCES					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	189,365	193,138	230,957	117,090	227,707	227,707	227,707	227,707
5500	Employee Benefits & Taxes	47,175	50,378	82,976	33,640	86,037	86,037	86,037	85,141
	TOTAL PERSONNEL SERVICES	236,540	243,516	313,933	150,729	313,744	313,744	313,744	312,848
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	206	728	1,000	393	1,250	1,250	1,250	1,250
6301	Professional Services	15,671	36,629	59,100	18,523	53,875	53,875	53,875	53,875
6500	Office Supplies	2,032	2,765	2,200	861	2,500	2,500	2,500	2,500
6505	Printing & Engraving	-	189	-	-	-	-	-	-
6506	Postal Expenses	1,020	1,411	1,420	443	2,000	1,500	1,500	1,500
6508	Dues	180	165	375	60	470	470	470	470
6509	Books, Periodicals, & Subscriptions	754	754	748	824	3,205	3,205	3,205	3,205
6512	Training, Education, & Seminars	645	1,354	4,100	180	3,155	3,155	3,155	3,155
6800	Telephone & Communication	445	290	-	-	500	500	500	500
	TOTAL O&M	20,953	44,285	69,443	21,402	66,955	66,455	66,455	66,455
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	3,708	1,294	5,000	827	4,000	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	3,708	1,294	5,000	827	4,000	4,000	4,000	4,000
	TOTAL ACTIVITY CENTER	261,201	289,095	388,376	172,958	384,699	384,199	384,199	383,303
						(3,677)	(4,177)	(4,177)	(5,073)
						-0.9%	-1.1%	-1.1%	-1.3%

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES						
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	230,957	117,090	227,707	Wages for full-time departmental staff.	227,707	227,707	227,707
5510	Health Insurance	46,394	16,131	47,170		47,170	47,170	46,274
5520	Retirement	18,096	7,196	20,629		20,629	20,629	20,629
5530	Social Security	17,668	8,715	17,420		17,420	17,420	17,420
5540	Workers Comp	818	610	818		818	818	818
5560	Deferred Comp		988			-		
5500	Employee Benefits & Taxes	82,976	33,640	86,037	Benefits and taxes for departmental employees.	86,037	86,037	85,141
	TOTAL PERSONNEL SERVICES	313,933	150,729	313,744	TOTAL	313,744	313,744	312,848
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,000	393	1,250	Travel between offices for all HR staff HR Convention - Lodging HR Convention/Training Meals	1,250	1,250	1,250
6301	Professional Services	\$59,100	\$18,523	\$53,875	Group Dynamics Section 125 FSA Admin Fee 875.00 Group Dynamics Section 125 HRA Admin Fee 500.00 Employee Advisory Committee 0.00 Got Health Wellness Initiative/Contract 50,000.00 Affirmative Action/EEO EE Plan for Fed/grants 2,500.00	\$53,875	53,875	53,875
6500	Office Supplies	\$2,200	\$861	\$2,500	Departmental office supply costs.	\$2,500	2,500	2,500
6505	Printing & Engraving							
6506	Postal Expenses	\$1,420	\$443	\$2,000	Departmental postage costs. Wellness Program postage costs	\$ 1,500	1,500	1,500
6508	Dues	\$375	\$60	\$470	MLGHRA - Dawn & Martha/\$25.00 each	50.00	\$470	470

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6509	Books, Periodicals, & Subscriptions	\$748	\$824	\$3,205	LERA - Dawn & Martha/\$10.00 each 20.00 LERA Meetings (3 meetings) 60.00 HRASM - Martha 75.00 HRASM - Martha 2 mtgs/Dawn 1 mtg 75.00 SHRM - Martha 190.00 IPMA - Martha 149.00 Books for HR/Training 411.00 Jobs in Me Subscription \$ 2,645	\$3,205	3,205	3,205
6512	Training, Education, & Seminars	\$4,100	\$180	\$3,155	Effective Supervisory Practices 1,250.00 Annual HR Conference - Samoset 730.00 MMA Convention 375.00 MLGHRA HR Conference 150.00 LERA Conference 150.00 500.00	\$3,155	3,155	3,155
6800	Telephone expense	500	118	500		500	500	500
	TOTAL O&M	69,443	21,402	66,955		66,455	66,455	66,455
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.	5,000	827	4,000	For employee ergonomic needs to reduce medical costs	4,000	4,000	4,000
		-	-	-		-	-	-
		5,000	827	4,000	TOTAL	4,000	4,000	4,000
		388,376	172,958	384,699	TOTAL	384,199	384,199	383,303
				(3,677)		(4,177)	(4,177)	(5,073)
				-0.9%		-1.1%	-1.1%	-1.3%

HUMAN RESOURCES



## Facilities Department

Bruce Tarbox, Director

*Mission to provide a useable, quality environment to the public and occupants of all County buildings, by maintaining the structures, systems, grounds and vehicles to the highest standards. The department is responsible for the physical operations of the County Courthouse complex, the County Jail, Law Enforcement Center, Pre-Release Center, Emergency Management Agency, the County Parking Garage, and the new County Communications Center.*

### REVENUES

	2011	2012	2013	2014
FAC	-	-	-	-

### EXPENSES

2016

Labor	O&M	Capital	TOTAL
1,061,886	863,197	3,800	1,928,883
<b>ENTERPRISE</b>			311,603
<b>TOTAL DEPT</b>			2,240,486

### Enterprise Activities:

See last page of this section for data on the other funded activities of this department

### Statistics

### Personnel

Statistics	Facility	Full Time	Part Time	Court lease	Jail
Responsible for Fleet maintenance of over 93 Vehicles	FACILITIES MANAGER	1			
Responsible for 7 buildings, and over 416,350 sq feet	MAINTENANCE SUPERVISOR	1			
Responsible to maintain operations for:	FACILITIES SUPERVISOR	0			1
EMA Probate Executive	CUSTODIAN SUPERVISOR	1			
DA Finance Garage	CUSTODIAN	4	3	3	
Treasurer CCRCC	ELECTRICIAN SUPERVISOR	1			
Deeds Sheriff Office	ELECTRICIAN	1			1
Negotiate over \$1 million dollars in Utility costs	BUILDING TECH I	1			
	MAINTENANCE TECHNICIAN II	1		3	4
	FLEET AUTOMOTIVE SUPERVIROR	1			
	FLEET AUTOMOTIVE TECHNICIAN	1			
	EXECUTIVE ASSISTANT	1			
	ASST DIRECTOR & SAFETY COORD	1			
		15	3	6	6

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES									
ACCT #	ACCOUNT DESCRIPTION	2011Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)*	584,197	583,124	672,545	351,325	703,508	703,508	703,508	703,508
5210	Seasonal/Temporary/Intern	21,212	8,339	13,716	22,011	13,716	13,716	13,716	13,716
5401	Overtime	14,462	15,777	16,000	12,645	16,000	16,000	16,000	16,000
5500	Employee Benefits & Taxes	225,843	225,708	311,694	151,963	328,662	328,662	328,662	324,918
	TOTAL PERSONNEL SERVICES	845,714	832,948	1,013,955	537,945	1,061,886	1,061,886	1,061,886	1,058,141
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,002	910	1,400	233	1,200	1,200	1,200	1,200
6131	Gas, Oil, & Grease	23,445	48,372	43,500	8,084	43,500	43,500	43,500	43,500
6132	Vehicle Repair	50,007	82,380	92,000	34,588	92,000	92,000	92,000	92,000
6301	Professional Services	4,946	16,434	11,100	975	10,000	10,000	10,000	10,000
6303	Contract Special Services	5,696	6,643	9,040	9,787	7,040	7,040	7,040	7,040
6304	Security Services	365	2,012	1,400	997	1,400	1,400	1,400	1,400
6400	Insurance- Building & Contents	38,156	39,882	53,072	25,987	53,072	53,072	53,072	53,072
6401	Insurance- Liability	2,097	2,192	2,917	1,428	2,917	2,917	2,917	2,917
6402	Vehicle Insurance	9,988	10,440	13,893	6,803	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	5,892	6,159	8,196	4,013	8,196	8,196	8,196	8,196
6406	Insurance- Deductible	-	-	5,000	-	5,000	-	-	-
6500	Office Supplies	414	969	1,500	577	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	7,379	9,893	9,600	2,747	8,600	8,600	8,600	8,600
6504	Maintenance Supplies	10,065	14,194	15,500	10,239	13,000	15,500	15,500	15,500
6505	Printing & Engraving	31	681	550	784	550	550	550	550
6506	Postal Expenses	258	49	300	23	300	300	300	300
6507	Advertising	991	2,172	1,200	-	200	200	200	200
6508	Dues	-	150	535	173	535	350	350	350
6509	Books, Periodicals, & Subscriptions	122	320	680	-	680	100	100	100
6510	Tools & Implements	558	2,225	3,000	673	1,500	2,500	2,500	2,500
6511	Equipment Rental	7,165	5,611	4,710	2,293	2,210	4,710	4,710	4,710
6512	Training, Education, & Seminars	253	427	1,600	-	600	600	600	600
6513	Lease & service Agreements	-	113,108	148,000		163,000	163,000	163,000	163,000

FACILITIES

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6514	Maintenance Contracts	37,969	61,602	72,500	34,307	57,500	57,500	57,500	57,500
6600	Cleaning & Sanitary	1,676	1,647	2,500	2,454	2,000	2,500	2,500	2,500
6601	Snow Removal	1,560	1,392	5,500	5,509	5,500	5,500	5,500	5,500
6602	Lot & Grounds Maintenance	6,954	3,117	3,400	1,258	2,000	2,000	2,000	2,000
6603	Building & Structure Repair	11,056	18,925	21,000	13,037	17,000	17,000	17,000	17,000
6604	Heating & Cooling (HVAC) Repair	27,273	15,500	18,000	8,874	15,000	15,000	15,000	15,000
6605	Electrical Repair	13,529	17,386	13,500	6,481	12,500	12,500	12,500	12,500
6606	Painting Repair	5,157	3,847	4,400	2,675	2,000	2,000	2,000	2,000
6607	Plumbing Repair	4,492	4,011	8,200	1,737	7,000	7,000	7,000	7,000
6608	Elevator Repair	460	1,960	1,500	-	1,500	1,500	1,500	1,500
6609	Equipment Repair	4,527	4,354	4,000	4,029	2,000	2,000	2,000	2,000
6612	Furniture Repair	3,127	-	2,200	-	1,200	1,200	1,200	1,200
6800	Telephone & Communication	1,428	1,301	3,000	148	3,000	3,000	3,000	3,000
6801	Electricity Utility	129,068	112,480	137,600	59,726	137,600	137,600	137,600	137,600
6802	Gas Utility	34,317	35,577	104,900	49,687	114,900	114,900	114,900	114,900
6803	Water Utility	5,912	5,354	8,300	2,111	8,466	8,466	8,466	8,466
6804	Sewer Utility	22,292	20,095	18,336	8,348	18,703	18,703	18,703	18,703
6805	Rubbish Removal	10,937	12,910	18,000	4,577	18,000	12,000	12,000	12,000
6806	Fuel Oil	-	-	250	-	-	-	-	-
6906	Paper Goods	7,929	7,780	9,500	5,109	8,000	8,000	8,000	8,000
6908	Clothing- Uniforms	1,105	2,317	2,400	2,336	-	-	-	-
6909	Clothing- Cleaning	2,156	2,049	2,300	1,301	2,300	2,300	2,300	2,300
6913	Safety Equipment	631	2,464	2,400	822	1,400	1,400	1,400	1,400
6950	misc expense PRC	-	-	-	-	-	-	-	-
TOTAL O&M		502,385	701,291	892,379	324,927	868,462	863,197	863,197	863,197

FACILITIES

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	-	-	-	-	-	-	-	-
7315	Electrical Capital	1,944	1,765	5,000	-	-	-	-	-
7335	Maintenance Capital			-	-	-	-	-	-
7350	Office Equipment	-	195	400	381	400	400	400	400
7355	Computer Hardware	271	114	400	-	400	400	400	400
7365	Radio Equipment			6,000	1,642	3,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	2,215	2,074	11,800	2,023	3,800	3,800	3,800	3,800
	Remove 2008 Budgets & transfer to Jail BOC								
	TOTAL DEPARTMENT	1,350,314	1,536,313	1,918,134	864,894	1,934,148	1,928,883	1,928,883	1,925,138
						16,014	10,749	10,749	7,004
						0.8%	0.6%	0.6%	0.4%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES							
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	672,545	351,325	703,508	Wages for full-time departmental staff. Impact of Comp Study \$28,434	\$ -	703,508	703,508
5205	Wages & Salaries (PT)							
5210	Seasonal/Temporary/Intern	13,716	22,011	13,716	Wages for substitute custodians/ maint./ special projects.		13,716	13,716
5401	Overtime	16,000	12,645	16,000	Wages for required overtime work and call in work.		16,000	16,000
5510	Health Insurance	188,245	83,039	197,077			-	-
5520	Retirement	41,198	20,770	46,966			197,077	193,333
5530	Social Security	53,723	28,318	56,092			46,966	46,966
5540	Workers Comp	22,234	16,591	22,234			56,092	56,092
5560	Deferred Comp	6,294	3,245	6,294			56,092	56,092
							22,234	22,234
							6,294	6,294
5500	Employee Benefits & Taxes	311,694	151,963	328,662	Taxes and benefits for departmental employees.		328,662	328,662
	TOTAL PERSONNEL SERVICES	1,013,955	537,945	1,061,886		TOTAL	1,061,886	1,058,141
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,400	233	1,200	Departmental travel expenses including for training.	\$ 1,400	1,200	1,200
6131	Gas Oil & Grease	43,500	8,084	43,500	Gas, oil, grease, and maintenance for departmental vehicles and machines.	\$ 7,000	43,500	43,500
					Tires for Sheriff vehicles.	\$ 32,000		
					Oil & grease for Sheriff vehicles.	\$ 4,500		
6132	Vehicle Repair	92,000	34,588	92,000	Parts and labor for automobile and machine repair.	\$ 6,000	92,000	92,000
					Sheriff Administration/ Support Services	\$ 11,000		
					Sheriff Law Enforcement	\$ 44,000		
					Sheriff General	\$ 7,000		
					New Vehicle equipment set up	\$ 24,000		

FACILITIES



LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6301	Professional Services	11,100	975	10,000	Consultants: chemical, etc. \$ 1,000 Indoor Air Quality tests. \$ 4,900 Elevator/lift inspections. \$ 4,100	10,000	10,000	10,000
6303	Contract Special Services	9,040	9,787	7,040	Pest control. ( Courthouse & EMA) \$ 3,040 Hazardous Mats (lamp) \$ 3,000 Window Cleaning outside \$ 500 Recycling Costs \$ 500	7,040	7,040	7,040
6304	Security Services	1,400	997	1,400	Alarm monitoring Intrusion and Fire \$ 1,400	1,400	1,400	1,400
6400	Insurance -Building & Contents	53,072	25,987	53,072	Courthouse. \$ 53,072 Garage.	53,072	53,072	53,072
6401	Insurance- Liability	2,917	1,428	2,917	Departmental share of insurance. \$ 2,917	2,917	2,917	2,917
6402	Vehicle Liability	13,893	6,803	13,893	Departmental share of insurance. \$ 13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	4,013	8,196	Departmental share of insurance. \$ 8,196	8,196	8,196	8,196
6406	Insurance- Deductible	5,000		5,000	Deductible for any insurance claim.	-		
6500	Office Supplies	1,500	577	1,500	Office supplies and copy paper. \$ 1,500	1,500	1,500	1,500
6502	Cleaning Supplies	9,600	2,747	8,600	Custodial supplies. (Does not include Jail secure area.) Car Cleaning Supplies \$ 100 Courthouse. \$ 6,500 Garage. \$ 600 EMA & Dispatch \$ 1,100 25 Pearl Street \$ 300	8,600	8,600	8,600
6504	Maintenance Supplies	15,500	10,239	13,000	Repair supplies. Courthouse \$ 12,000	15,500	15,500	15,500

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
					Garage. \$ 825			
					EMA. \$ 850			
					Law Enforcement Center. \$ 725			
					Communications \$ 1,100			
6505	Printing & Engraving	550	784	550	Printing for work orders, forms, and blueprints. \$ 550	550	550	550
6506	Postal Expenses	300	23	300	Departmental postage costs. \$ 300	300	300	300
6507	Advertising	1,200		200	For material bids and personnel \$ 200	200	200	200
6508	Dues	535	173	535	NFPA \$ 200	350	350	350
					AFE (American Facilities Eng.) \$ 50			
					ASHRAE (Heating and AC Eng.) \$ 50			
					NSEE (Energy Engineers.) \$ 50			
					Electrician Licensing Fees. \$ 50			
6509	Books, Periodicals, & Subscriptions	680		680	Manager's Legal Bulletin. \$ 100	100	100	100
					Vehicle manuals.			
					ASHRAE Handbooks.			
					Means Data Books.			
					Reference manuals and code books.			
6510	Tools & Implements	3,000	673	1,500	Hand tools. \$ 2,500	2,500	2,500	2,500
6511	Equipment Rental	4,710	2,293	2,210	Pagers. \$ 700	4,710	4,710	4,710
					Offsite Storage \$ 2,000			
					Safety Kleen for Mechanic/Jail (oil) \$ 200			
					Copier \$ 1,500			
					Concrete cutter & others as needed \$ 310			

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6512	Training, Education, & Seminars	1,600		600	OSHA Training Training for Electrician Act 1000 training Local seminars.	600	600	600
6513	Leases and Service Agreements	148,000	76,174	163,000	Leased Office Space and Common Charges \$ 163,000 Lease 10,000 square feet	163,000	163,000	163,000
6514	Maintenance Contracts	72,500	34,307	57,500	HVAC contract. CCRCC new building \$ 3,000 CCCH & EMA \$ 27,000 Sprinkler system. \$ 2,300 Extinguishers. \$ 1,000 Fire alarm. \$ 3,200 Elevator/lifts. \$ 17,500 Telephone \$ 6,000 Garage gate equipment. \$ 3,500 Identicard \$ 2,500 Work order Systems Support \$ 5,000 Automatic Doors \$ 1,500	57,500 -	57,500	57,500
6600	Cleaning & Sanitary	2,500	2,454	2,000	Carpets cleaned in-house for cost and quality assurance. Courthouse. (done in house) \$ 2,000 EMA. \$ 250 Law Enforcement Center. \$ 250	2,500	2,500	2,500
6601	Snow Removal	5,500	5,509	5,500	Courthouse complex (includes parking lot). \$ 5,000 EMA & Dispatch. \$ 500	5,500	5,500	5,500
6602	Lot & Grounds Maintenance	3,400	1,258	2,000	Loam, seed, sod. Flowers, shrubbery. Landscape timbers, fencing. Asphalt maintenance or repair:	2,000	2,000	2,000
6603	Building & Structure Repair	21,000	13,037	17,000	Doors, walls, ceilings, stairs, & windows. \$ 3,000	17,000	17,000	17,000

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6604	Heating & Cooling (HVAC) Repair	18,000	8,874	15,000	Replacement locks and keys	\$ 3,000	15,000	15,000
					Roof patches and repairs.	\$ 2,500		
					CCCH Replacement Air Conditioners	\$ 2,500		
					Carpeting and repairs	\$ 7,000		
					Exterior building repairs.	\$ 2,000		
					Replacement ceiling tiles.	\$ 1,000		
					Heating & Cooling (HVAC) Repair			
6605	Electrical Repair	13,500	6,481	12,500	Courthouse.	\$ 11,000	12,500	12,500
					Garage.	\$ 500		
					EMA.	\$ 3,500		
					Law Enforcement Center.	\$ 3,000		
					Identocard and control repairs.	\$ 4,500		
6606	Painting Repair	4,400	2,675	2,000	Lighting-lamps and ballast, light bulbs	\$ 3,000	2,000	2,000
					Power outlets & wiring.	\$ 2,000		
					Electrical repairs.	\$ 4,000		
					Preventative & ongoing maintenance.			
					Courthouse.	\$ 2,500		
6607	Plumbing Repair	8,200	1,737	7,000	Garage.	\$ 1,000	7,000	7,000
					EMA. & communications	\$ 500		
					Law Enforcement Center.	\$ 400		
					Preventative/ ongoing maintenance.			
					Courthouse.	\$ 6,000		
6608	Elevator Repair	1,500		1,500	Garage.	\$ 700	1,500	1,500
					EMA. And Communications	\$ 1,000		
					Law Enforcement Center.	\$ 500		
6609	Equipment Repair	4,000	4,029	2,000	Non-contract repairs	\$ 1,500	1,500	1,500
					Repair for County equipment.	\$ 4,000	2,000	2,000

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6612	Furniture Repair	2,200		1,200	Repair material for any County furniture. \$ 2,200	1,200	1,200	1,200
6800	Telephone & Communication	3,000	148	3,000	Telephone Costs \$ 3,000	3,000	3,000	3,000
6801	Electricity Utility	137,600	59,726	137,600	Electricity costs for county properties Communications \$ 31,048 Garage \$ 29,852 CCCH \$ 52,055 LEC \$ 17,545 Pearl Street \$ 7,100	137,600	137,600	137,600
6802	Gas Utility	104,900	49,687	114,900	Natural Gas costs for county properties Communications- generator LEC \$ 22,000 CCRCC Communication Bldg EMA \$ 6,000 Courthouse \$ 72,900 25 Pearl Street \$ 4,000	114,900	114,900	114,900
6803	Water Utility	8,300	2,111	8,466	Courthouse LEC EMA Communication 25 Pearl Garage. \$ 500 25 Pearl Street \$ 1,300	8,466	8,466	8,466
6804	Sewer Utility	18,336	8,348	18,703	25 Pearl Courthouse Lec EMA Communications LEC \$ 18,336	18,703	18,703	18,703
6805	Rubbish Removal	18,000	4,577	18,000	Courthouse. Law Enforcement Center. EMA & Dispatch Garage Pearl Street	12,000	12,000	12,000
6806	Fuel Oil	250		-				
6906	Paper Goods	9,500	5,109	8,000	Toilet paper, sanitary napkins, paper towels. \$ 8,000	8,000	8,000	8,000
6908	Clothing- Uniforms	2,400	2,336	-	CCCH complex. (4 sets) \$ 2,400			

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6909	Clothing- Cleaning	2,300	1,301	2,300	Mechanic Uniforms. \$ 2,300	2,300	2,300	2,300
6913	Safety Equipment	2,400	822	1,400	Safety shoes. \$ 2,400 Gloves & wipes for chemicals & blood pathogens. First-aid kit maintenance.	1,400	1,400	1,400
		-	-	-		-	-	-
-2.7%	TOTAL O&M	892,379	401,101	868,462	TOTAL	863,197	863,197	863,197
	CAPITAL OUTLAY							
7305	Building & Building Improvement		-					
7315	Electrical Capital	\$ 5,000		\$ -	Energy controls (lighting) courthouse \$ 5,000			
7335	Maintenance Capital							
7350	Office Equipment	400	381	400	Replace misc office equipment 400	400	400	400
7355	Computer Hardware	\$ 400		\$ 400	Upgrades \$ 400	400	400	400
	Safety Program	\$ 6,000	1,642	\$ 3,000	new safety training program \$ 3,000	3,000	3,000	3,000
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	11,800	2,023	3,800	TOTAL	3,800	3,800	3,800
	TOTAL FACILITIES	1,918,134	941,068	1,934,148	TOTAL	1,928,883	1,928,883	1,925,138
		14		16,014		10,749	10,749	7,004
				0.8%		0.6%	0.6%	0.4%

ENTERPRISE ACTIVITIES TOTAL	311,603
OVERALL DEPARTMENTAL EXPENSES	2,240,486

FACILITIES



## Facilities-Garage Operation

*Mission of the parking garage is to provide a safe parking environment for staff and visitors of the Cumberland County Courthouse and surrounding areas, including business and residential customers.*

### REVENUES

	2012 Actual	2013 Actual	2014 Actual	2016 Budget
GAR	1,219	97	41,380	-
GAR	103,653	143,403	114,407	150,000
GAR	305,747	264,647	328,647	290,000
GAR				
GAR	\$ 410,619	\$ 408,147	\$ 484,434	\$ 440,000

### EXPENSES

2016

Labor	O&M	Capital	TOTAL
72,606	3,150	-	75,756

### Statistics

Gross spaces available in the Garage	328
Dedicated to the Portland Police Dept.	-52
Monthly contacts with the State	-100
Monthly contracts with local business	-130
County Employee parking daily	-50
Public parking for Jury Duty and General Public	varies

### Personnel

	Full Time	Part Time
PARKING GARAGE OPERATOR	1	
GARAGE ATTENDANT		1
	1	1

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: Facilities		ACTIVITY CENTER: PARKING GARAGE							
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120-03	Wages & Salaries (FT)	39,067	39,380	41,817	16,752	38,315	38,315	38,315	38,315
5205-03	Wages & Salaries (PT)	26,525	26,827	14,306	1,804	13,520	13,520	13,520	13,520
5401-03	Overtime	1,739	1,278	500	-	500	500	500	500
5500-03	Employee Benefits & Taxes	14,742	15,838	17,540	6,948	20,271	20,271	20,271	19,999
	TOTAL PERSONNEL SERVICES	82,073	83,323	74,163	25,504	72,606	72,606	72,606	72,334
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	419	381	400	190	400	400	400	400
6503-03	Computer Software & Supplies			-	-	-	-	-	-
6505-03	Printing & Engraving	1,598	1,804	2,000	-	2,000	2,000	2,000	2,000
6507-03	Advertising			100	-	-	-	-	-
6510-03	Tools & Implements			-	-	-	-	-	-
6609-03	Equipment Repair	175	-	-	-	-	-	-	-
6800-03	Telephone & Communication	333	145	750	395	750	750	750	750
6905-03	Medical Supplies	-	-	100	-	-	-	-	-
	TOTAL O&M	2,525	2,330	3,350	584	3,150	3,150	3,150	3,150
	CAPITAL								
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	84,598	85,653	77,513	26,088	75,756	75,756	75,756	75,484
						(1,757)	(1,757)	(1,757)	(2,029)
						-2.3%	-2.3%	-2.3%	-2.6%

PARKING GARAGE





## Sheriff's Office-Administration

Kevin Joyce , Sheriff

*Administration and support services are responsible for providing administrative services to all aspects of the Sheriff's Office. Areas included are the Office of the Sheriff, Chief Deputy, Administrative Investigator, and Business Office. The administration focuses on the managerial needs of the organization, while the Business Office supports the financial coordination of the entire department*

### REVENUES

	2012 Actual	2013 Actual	2014 Actual	2016 Budget
SHER	64,648	43,349	49,701	65,000
	\$ 64,648	\$ 43,349	\$ 49,701	\$ 65,000

### EXPENSES

2016

Labor	O&M	Capital	TOTAL
716,878	232,901	3,000	952,779

### Objectives

*Coordinate agendas and provide analysis for all Sheriff Office Activities*  
*Provide leadership for strategic planning and budget development and implementation*  
*Lead and coordinate Sheriff initiatives for more contracts with communities for cost efficient, effective delivery of law enforcement services.*

### Personnel

	Full Time	Part Time
SHERIFF	1	
CHIEF DEPUTY	1	
ADMINISTRATIVE INVESTIGATOR	1	
INMATE COMM CLERK	1	
EXECUTIVE ASSISTANT	1	
INVESTIGATIONS CLERK	2	1
RECEPTION/CLERK	1	
CAPTIAN-SUPPORT SERVICES	1	
ACCREDITATION COORD	1	
ADMINISTRATIVE ASST.	1	
	11	1

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES							
ACCT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	431,324	482,188	511,466	244,262	513,067	513,067	513,067	513,067
5205-05	Wages & Salaries (PT)	22,231	20,949	20,770	10,371	-	-	-	-
5401-05	Overtime	75	1,259	1,000	16,342	1,000	1,000	1,000	1,000
5500-05	Employee Benefits & Taxes	126,233	150,864	200,188	91,622	202,811	202,811	202,811	200,789
	TOTAL PERSONNEL SERVICES	579,863	655,260	733,424	362,597	716,878	716,878	716,878	714,856
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	3,795	6,530	11,000	2,705	7,500	7,500	7,500	7,500
6131-05	Gas, Oil, & Grease	11,763	10,325	11,200	2,236	8,000	8,000	8,000	8,000
6301-05	Professional Services	17,565	11,249	11,300	7,009	11,300	11,300	11,300	11,300
6302-05	Legal Services	7,234	17,708	20,000	4,416	17,500	17,500	17,500	17,500
6401-05	Insurance - Liability	49,595	51,839	68,983	33,777	68,983	68,983	68,983	68,983
6402-05	Insurance- Vehicle	17,555	18,350	24,418	12,279	24,418	24,418	24,418	24,418
6500-05	Office Supplies	12,242	16,307	14,000	2,615	10,000	10,000	10,000	10,000
6505-05	Printing & Engraving	6,850	9,499	9,000	4,635	9,000	9,000	9,000	9,000
6506-05	Postal Expenses	5,203	4,546	5,000	2,978	5,000	5,000	5,000	5,000
6507-05	Advertising	15,557	10,227	7,000	92	6,000	2,500	2,500	2,500
6508-05	Dues	2,867	3,682	4,000	3,193	4,000	4,000	4,000	4,000
6509-05	Books, Periodicals, & Subscriptions	9,557	6,165	6,000	3,350	5,000	5,000	5,000	5,000
6511-05	Equipment Rental	8,981	10,274	10,712	8,723	10,700	10,700	10,700	10,700
6512-05	Training, Education, & Seminars	5,086	5,398	12,000	3,367	12,000	12,000	12,000	12,000
6800-05	Telephone & Communication	38,418	22,754	30,000	12,283	30,000	30,000	30,000	30,000
6908-05	Clothing- Uniforms	5,108	6,724	7,000	1,244	6,000	6,000	6,000	6,000

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6910-05	Criminal Investigation	1,623	880	1,500	-	1,000	1,000	1,000	1,000
	TOTAL O&M	218,999	212,457	253,113	104,900	236,401	232,901	232,901	232,901
	212,457								
	CAPITAL OUTLAY								
7350-05	Office Equipment	3,064	3,969	4,000	588	3,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	3,064	3,969	4,000	588	3,000	3,000	3,000	3,000
	TOTAL ACTIVITY CENTER	801,926	871,686	990,537	468,086	956,279	952,779	952,779	950,757
						(34,258)	(37,758)	(37,758)	(39,779)
						-3.5%	-3.8%	-3.8%	-4.0%

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF			ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES					
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES							
5120-05	Wages & Salaries (FT)	511,466	244,262	513,067	Wages for full-time departmental staff.	513,067	513,067	513,067
5205-05	Wages & Salaries (PT)	20,770	10,371		Eliminate Part-Time Position			
5401-05	Overtime	1,000	16,342	1,000	Wages for required overtime work.	1,000	1,000	1,000
5510	Health Insurance	107,863	43,436	106,400		106,400	-	-
5520	Retirement	31,566	16,789	42,682		42,682	106,400	104,378
5530	Social Security	40,793	21,056	39,326		42,682	42,682	42,682
5540	Workers Comp	12,687	9,467	12,687		39,326	39,326	39,326
5560	Deferred Comp	7,279	874	1,716		12,687	12,687	12,687
					Benefits	1,716	1,716	1,716
5500-05	Employee Benefits & Taxes	200,188	91,622	202,811	Taxes and benefits for departmental employees.	202,811	202,811	200,789
	TOTAL PERSONNEL SERVICES	733,424	362,597	716,878	TOTAL	716,878	716,878	714,856
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	11,000	2,705	7,500	Departmental mileage and travel expenses *CALEA.	7,500	7,500	7,500
6131-05	Gas, Oil, & Grease	11,200	2,236	8,000	To provide gas for vehicles assigned to the administration bureau. (2986 gal @\$2.60).	8,000	-	-
6301-05	Professional Services	11,300	7,009	11,300	Polygraph and psych testing. Transcription services emergency needs. Pre-employment Medical Evals - \$4100.	11,300	8,000	8,000
6302-05	Legal Services	20,000	4,416	17,500	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.	17,500	-	-
							-	-

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6401-05	Insurance - Liability	68,983	33,777	68,983	Provides departmental share of liability insurance.	68,983	68,983	68,983
6402-05	Insurance- Vehicle	24,418	12,279	24,418	Fleet insurance needs through current carrier.	24,418	24,418	24,418
6500-05	Office Supplies	14,000	2,615	10,000	General Administrative needs from pens to paper.	10,000	10,000	10,000
6505-05	Printing & Engraving	9,000	4,635	9,000	Generic printing needs of the department from business cards to letterhead and includes recognition program (coins, community policing).	9,000	9,000	9,000
6506-05	Postal Expenses	5,000	2,978	5,000	Departmental postage expenses & rate increase.	5,000	5,000	5,000
					Postage meter rental 171x4.		-	-
					Postage meter maintenance agreement.		-	-
6507-05	Advertising Expense	7,000	92	6,000	Recruiting and other necessary advertisements for Sheriff's Office.	2,500	2,500	2,500
							-	-
							-	-
6508-05	Dues	4,000	3,193	4,000	Funding to continue affiliation with local police and law enforcement organizations, CALEA, and support networks. Assoc.: Maine Sheriff Assoc., Maine Chief of Police, National Sheriff's Assn., American Jail Assoc., International Associations.	4,000	4,000	4,000
							-	-
6509-05	Books, Periodicals, & Subscriptions	6,000	3,350	5,000	Legal reference material, new title updates. Clear search database for LEC.	5,000	5,000	5,000
							-	-
							-	-

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6511-05	Equipment Rental	10,712	8,723	10,700	Rental of equipment used in the facility. Base rental for copiers (2) 426 x 12. Naples Copier. Copier fees based on estimated copies. Circuit to tie to ME Public Safety for data.	10,700	- 10,700	- 10,700
6512-05	Training, Education, & Seminars	12,000	3,367	12,000	Ongoing educational needs (usually outside the facility). Includes 1 to Southern Police Inst for Command Officers Development. Administrative support task development training at 7 Educational reimbursements for dept. Administration. Law Enforcement.	12,000	12,000	12,000
6800-05	Telephone & Communication	30,000	12,283	30,000	Telephone services. In-State/Out State service. Wireless Phone Services Replacement-wireless equipment. Substation service. Phone maintenance. Pagers for key personnel \$142 X 12.	30,000	30,000	30,000
6908-05	Clothing- Uniforms	7,000	1,244	6,000	Provided to staff.	6,000	6,000	6,000
6910-05	Criminal Investigation	1,500		1,000	General expenses for investigations including CD/DVD, batteries (Internal investigations).	1,000	1,000	1,000

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
		-	-	-	Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process.	-	-	-
	TOTAL O&M	253,113	104,900	236,401	TOTAL	232,901	232,901	232,901
	CAPITAL OUTLAY							
7350-05	Office Equipment	4,000	588	3,000	Misc replacement of broken/worn furniture. 4,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	4,000	588	3,000		3,000	3,000	3,000
	TOTAL ADMIN/ SUPPORT SERVICES	990,537	468,086	956,279	TOTAL	952,779	952,779	950,757
				(34,258)		(37,758)	(37,758)	(39,779)
				-3.5%		-3.8%	-3.8%	-4.0%

ADMINISTRATION/ SUPPORT SERVICES



## Sheriff's Office- Law Enforcement

Kevin Joyce, Sheriff

*The Law Enforcement Division maintains the responsibility to protect life, and welfare of residents of the County. As evidence of this commitment the agency patrols assigned neighborhoods, implements community policing initiatives, investigates crimes, arrests suspected violators, maintains hostage response teams, provides emergency services, maintains search and rescue teams, and supports other agencies throughout Cumberland County.*

### REVENUES

	2012 Actual	2013 Actual	2013 Budget	2016 Budget
LEC			-	
ENTERPRISE				1,278,945
				\$ 1,278,945

### EXPENSES

2016

Labor	O&M	Capital	TOTAL
4,110,893	592,438	411,373	5,114,704
ENTERPRISE			1,278,945
TOTAL DEPT.			6,393,649

#### Enterprise Fund:

See last page of this section for data on the Enterprise activities of this department

### Statistics

Department includes Patrol and Detectives  
Patrol deputies respond to approx 24,000 calls annually  
Detectives investigate approx. 700 cases per year

The department performs, crime scene investigation  
polygraph exams, community policing, accident  
reconstruction, marine patrol, OUI roadblocks,  
license and OAS activities, drug investigations,  
maintain local sex offender registry, works with  
local television to promote "fugitive files"

The Department has 13 contracts with  
communities and school districts for police  
services

### Personnel

#### Regular

#### Grant & Contract

	Full Time	Part Time	Full Time	Part Time
CAPTAIN	2			
LIEUTENANT	3			
SERGEANT	7			
DEPUTY	19		15	3
DETECTIVE	8		1	
COMPLAINT OFFICER	1			
CRIME ANALYST	1			
	41	0	16	3



## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: LAW ENFORCEMENT					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
PERSONNEL SERVICES									
5120-06	Wages & Salaries (FT)	1,851,589	1,896,862	2,344,719	1,048,288	2,384,567	2,384,567	2,384,567	2,384,567
5401-06	Overtime	514,044	616,131	438,192	348,162	446,956	446,956	446,956	446,956
5500-06	Employee Benefits & Taxes	862,552	976,387	1,180,610	573,171	1,279,370	1,279,370	1,279,370	1,279,370
	TOTAL PERSONNEL SERVICES	3,228,185	3,489,380	3,963,521	1,969,621	4,110,893	4,110,893	4,110,893	4,110,893
OPERATIONS & MAINTENANCE									
6130-06	Transportation & Lodging	12,354	8,835	12,000	10,245	12,000	12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	209,203	221,958	266,000	61,874	200,000	200,000	200,000	200,000
6232-06	Mobile Radio Repair	3,918	6,881	13,500	4,151	13,500	13,500	13,500	13,500
6501-06	Training Supplies	26,970	16,219	33,000	6,180	41,398	41,398	41,398	41,398
6509-06	Books, Periodicals, & Subscriptions	510	4,411	4,000	1,779	4,000	4,000	4,000	4,000
6512-06	Training, Education, & Seminars	153,422	105,137	207,600	30,269	204,540	204,540	204,540	204,540
6905-06	Medical Supplies	-	-	3,500	2,634	3,500	3,500	3,500	3,500
6908-06	Clothing- Uniforms	35,317	44,821	50,000	20,960	50,000	50,000	50,000	50,000
6910-06	Criminal Investigation	44,026	36,231	48,153	34,201	48,000	48,000	48,000	48,000
6911-06	Canine Supplies & Equipment	6,327	11,133	10,000	3,396	10,000	10,000	10,000	10,000
6950-06	CALEA Expenses			9,500		5,500	5,500	5,500	5,500
	TOTAL O&M	492,047	455,626	657,253	175,687	592,438	592,438	592,438	592,438
CAPITAL OUTLAY									
7345-06	Vehicles	108,129	173,498	316,371		367,200	367,200	367,200	367,200
7350-06	Office Equipment	2,975	6,703	7,900	3,428	3,500	3,500	3,500	3,500
7360-06	Employee Safety Equipment	28,230	32,985	23,396	42,270	21,673	21,673	21,673	21,673
	Dive Team			2,500		2,500	2,500	2,500	2,500
	Emergency Services Unit			10,000		10,000	10,000	10,000	10,000
	Community Policing			8,000		6,500	6,500	6,500	6,500
	TOTAL CAPITAL OUTLAY	139,334	213,186	368,167	45,698	411,373	411,373	411,373	411,373
	TOTAL ACTIVITY CENTER	3,859,566	4,158,192	4,988,941	2,191,007	5,114,704	5,114,704	5,114,704	5,114,704
						125,764	125,764	125,764	125,764
						2.5%	2.5%	2.5%	2.5%

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT						
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
5120-06	PERSONNEL SERVICES Wages & Salaries (FT)	2,344,719	1,048,288	2,384,567	Wages for full-time departmental staff.	2,384,567	2,384,567	2,384,567
5401-06	Overtime	438,192	348,162	446,956	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes.	446,956		
							446,956	446,956
5510	Health Insurance	664,289	306,162	732,426		732,426	732,426	732,426
5520	Retirement	219,079	96,894	245,983		245,983	245,983	245,983
5530	Social Security	212,893	106,016	216,612		216,612	216,612	216,612
5540	Workers Comp	79,671	59,449	79,671		79,671	79,671	79,671
5560	Deferred Comp	4,678	4,651	4,678		4,678	4,678	4,678
5500-06	Employee Benefits & Taxes	1,180,610	573,171	1,279,370	Benefits and taxes for departmental employees.	1,279,370	1,279,370	1,279,370
	TOTAL PERSONNEL SERVICES	3,963,521	1,969,621	4,110,893	TOTAL	4,110,893	4,110,893	4,110,893
	OPERATIONS & MAINTENANCE							
6130-06	Transportation & Lodging	12,000	10,245	12,000	To pay Sheriffs office expenses for required travel (training, firearms training, etc.). Includes overnight lodging, meals, tolls, and other costs incidental to travel.	12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	266,000	61,874	200,000	To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 77,139 gals at \$2.60).	200,000	-	-
							200,000	200,000

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6232-06 New	Mobile Radio Repair Electronic Equipment Repair	13,500	4,151	13,500	Fund repairs for all mobile and portable radios the Sheriff's Office (Approx 100 radios). \$7,500 Radar Calibration. \$3,500 Accident Reconstruction cables/license. \$2,500	13,500	- - 13,500 - - - -	- - 13,500 - - - -
6501-06	Training Supplies	33,000	6,180	41,398	Required firearm training. 40 Cal Duty Law Enforcement, ESU (Reg&night) - \$12800 +10000 = \$22800. \$26,220* Shotgun - \$800. \$920* Rifle 223 cal - \$900. \$1,035* Rifle .308 cal - \$650. \$748* 9mm - \$500. \$575* Targets, range rental, lumber - \$2700. Power DMS - \$2000. Taser cartridges and download equipment - \$7200. * Ammunition increased in cost by 15%, same amount of ammo required	41,398	41,398 - - - - - - - - -	41,398 - - - - - - - - -
6509-06	Books, Periodicals, & Subscriptions	4,000	1,779	4,000	Law enforcement statute literature required by law. incl. LEOM's and Street Smarts. Maintain ongoing yearly needs. New Title 29 and 17A updates .	4,000	- 4,000 - - -	- 4,000 - - -
6512-06	Training, Education, & Seminars	207,600	30,269	204,540	Provide all in-house certifications and State, Academy, or Federally required training. 2 officers x 40 hrs/week x 18 weeks x 40.00. <u>\$57,600</u>  Mandatory minimums of 20 hrs. 42 deputies X 20 hrs (MCJA) X 40. \$33,600 CALEA Training \$1,500	204,540	- 204,540 - - - -	- 204,540 - - - -

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
					Canine Handler training-3 Dep x 280 hrs x \$40 \$33,600.		-	-
					Accident reconstruction training (4 deputies x40x \$40) \$6,400.		-	-
					Reconstruction Certification (Blackbox) \$2,000		-	-
					ESU Training (6x192hrs./yr.x40) \$46080.		-	-
					ESU Practical Scenarios (1) (15x8x\$40) \$4,800.00		-	-
					Leadership Training. \$3,600		-	-
					Dive team training (4x\$40x96 hrs) \$15360.		-	-
							-	-
							-	-
6905-06	Medical Supplies	3,500	2,634	3,500	Mandatory inoculation for: Hepatitis B, TB,PPE equip.	3,500	3,500	3,500
							-	-
6908-06	Clothing- Uniforms	50,000	20,960	50,000	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID.	50,000	50,000	50,000
							-	-
6910-06	Criminal Investigation	48,153	34,201	48,000	For drug analysis, lab supplies and chemicals used in the booking process.	48,000	48,000	48,000
					"Buy Money" for Investigations.		-	-
					Metro Forensic Unit \$32,650.		-	-
							-	-
6911-06	Canine Supplies & Equipment	10,000	3,396	10,000	General supplies for canine requirements.	10,000	10,000	10,000
					Food, equipment, Boarding of K9 Dogs and medical expenses for dog (drug search, article search, tracking) - \$10,000.		-	-
							-	-
					Canine Replacement - \$0.00		-	-
							-	-
							-	-
							-	-

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6950-06	CALEA Expenses	9,500	9,040	5,500	CALEA Expenses.	5,500	5,500	5,500
		-	-	-		-	-	-
	TOTAL O&M	657,253	184,727	592,438	TOTAL	592,438	592,438	592,438
	CAPITAL OUTLAY							
7345-06	Vehicles	23,500		23,500	Cost of reinstalling all equipment on new vehicle; on old vehicle remove decals, repaint, repair rust, and refurbish. New light bars-on other rotation.	23,500	23,500	23,500
		59,951		-	Vehicle lease for the 2012 package.	-		
		55,200		55,200	Vehicle fit up - 8 new vehicles @ \$6900.	55,200		
		189,000		222,000	6- 4x2 Tahoes - \$37,000. ea	222,000		
		33,000		40,000	1- 4x4 SUV @ \$40,000.	40,000		
		25,800		26,500	1 - CID Cruiser @ \$26,500.	26,500		
		(70,080)		-	Minus existing Non-Debt CIP.	-		
		316,371	346,007	367,200		367,200	367,200	367,200
7350-06	Office Equipment	7,900	3,428	3,500	Replace broken and worn out equipment. Internet access for 4 substations at \$50 month.	3,500	3,500	3,500
7360-06	Employee Safety Equipment	23,396	42,270	21,673	Equipment for employees that enhance Department and public safety. 7- protective safety vests@ \$600 each \$4200. 2 Tactical Vests @\$2,300 \$4,600 Replacement equipment ( 2 radar units) \$5200.  2 Shotguns-\$1000	21,673	21,673	21,673

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
					2 AR 15 - \$2700. Small item electronics - \$1000. 1 portable radio units P25 - \$1315. 1 Mobile Radios - \$1658.			
	Dive Team	2,500		2,500	Dive Team Equipment (tanks, resp, wet suit replaced). Tank fills = \$3000 per year incl. inspection, cert., etc.	2,500	2,500	2,500
	Emergency Services Unit	16,000		10,000	Replace ESU Equipment (smoke canister, short/long range ammo, non lethal rounds, distraction reloads) - \$6000. Miscellaneous equipment \$3000 Night Vision Scope Batteries - \$1000.	10,000	10,000	10,000
	Community Policing	8,000		6,500	Misc. equipment VIPS and Explorers - \$4000. Honor Guard - \$2500.	6,500	6,500	6,500
		-	-	-	Total	-	-	-
	TOTAL CAPITAL OUTLAY	374,167	391,705	411,373	TOTAL	411,373	411,373	411,373
	TOTAL LAW ENFORCEMENT	4,994,941	2,546,054	5,114,704	TOTAL	5,114,704	5,114,704	5,114,704
				119,764		119,764	119,764	119,764
				2.4%		2.4%	2.4%	2.4%

ENTERPRISE ACTIVITIES TOTAL	1,482,729
OVERALL DEPARTMENTAL EXPENSES	6,597,433

LAW ENFORCEMENT

Cumberland County Jail FY 15-16 Budget							
		2012/13 Budget	2014/15 Budget	2014/15 Actual	2015-16 BOC Budget	2015-16 Revised Budget	Explanations
	<b>EXPENSES</b>						
	<b>PERSONNEL SERVICES</b>						
5120	Wages & Salaries (FT)	\$8,092,712	\$8,222,603	7,637,077	\$8,457,145	\$8,504,761	
					\$44,787	-\$327,570	Shift Change
						-\$50,711	Per B Tarbox
5401	Overtime	\$774,225	\$1,217,366	1,888,071	\$1,166,360	\$1,166,360	
5510	Health Insurance	\$1,713,920	\$1,892,263	1,936,877	\$1,978,539	\$1,968,539	
5520	Retirement	\$374,400	\$568,402	559,371	\$594,564	\$620,297	
5530	Social Security	\$678,321	\$720,781	706,367	\$739,624	\$710,902	
5540	Workers Compensation	\$280,000	\$240,000	236,725	\$240,000	\$240,000	
5560	Deferred Comp	\$55,000	\$47,000	50,696	\$47,000	\$47,000	
	<b>TOTAL PERSONNEL:</b>	<b>\$11,968,578</b>	<b>\$12,908,415</b>	<b>\$13,015,184</b>	<b>\$13,268,019</b>	<b>\$12,879,578</b>	
	<b>OPERATIONS &amp; MAINT.</b>						
6130	Transportation & Lodging	\$8,000	\$8,000	9,619	\$8,000	\$8,000	
6131	Gas, Oil, & Grease	\$40,000	\$37,000	30,354	\$37,500	\$37,500	
6132	Vehicle Repair	\$10,000	\$25,000	21,044	\$26,000	\$26,000	
6231	Base Radio Repair	\$4,000	\$4,000	5,577	\$5,000	\$5,000	
6300	Audit Services	\$6,000	\$5,400	4,100	\$5,400	\$5,400	
6301	Professional Services	\$15,000	\$12,000	43,218	\$13,000	\$13,000	
6303	Contract Special Services	\$2,843,945	\$2,398,733	2,396,739	\$2,455,000	\$2,500,000	Per A Kimball
6304	Security Services	\$2,400	\$750	1,054	\$800	\$800	
6400	Insurance - Building & Contents	\$85,000	\$91,052	84,999	\$91,052	\$91,052	
6401	Insurance - Liability	\$133,000	\$176,800	133,000	\$176,800	\$176,800	
6402	Insurance- Vehicle	\$16,000	\$17,160	16,000	\$17,160	\$17,160	
6500	Office Supplies	\$25,000	\$30,000	32,475	\$30,000	\$30,000	
6501	Training Supplies	\$7,000	\$7,000	6,947	\$7,000	\$7,000	
6502	Cleaning & Disinfecting Supplies	\$0	\$2,074	2,585	\$0	\$0	
6504	Maintenance Supplies	\$18,045	\$16,000	15,340	\$17,000	\$15,500	Per B Tarbox
6505	Printing & Engraving	\$350	\$500	4,620	\$750	\$750	
6506	Postal Exense	\$1,800	\$1,800	1,961	\$1,800	\$1,800	
6507	Advertising	\$7,500	\$5,000	4,797	\$5,000	\$5,000	
6508	Dues	\$1,100	\$1,550	1,889	\$1,550	\$1,550	
6509	Books, Periodicals, & Subscript.	\$500	\$250	109	\$300	\$300	
6510	Tools and Implements	\$700	\$750	2,868	\$750	\$750	
6511	Equipment Rental	\$17,000	\$13,000	14,174	\$13,000	\$11,000	Per B Tarbox
6512	Training, Education, & Seminars	\$220,000	\$220,000	40,865	\$220,000	\$220,000	
6514	Maintenance Contracts	\$46,500	\$45,000	49,327	\$46,000	\$43,000	Per B Tarbox
6600	Cleaning & Sanitary	\$49,000	\$49,000	100,953	\$53,000	\$53,000	
6601	Snow removal & Grounds	\$6,000	\$6,000	7,261	\$6,000	\$6,000	
6602	Lots & Grounds maintenance	\$0	\$0	7,125	\$2,000	\$1,500	Per B Tarbox

		2012/13 Budget	2014/15 Budget	2014/15 Actual	2015-16 BOC Budget	2015-16 Revised Budget	Explanations
6603	Building & Structure Repair	\$13,400	\$13,000	28,756	\$13,000	\$10,000	Per B Tarbox
6604	Heating & Cooling (HVAC) Repair	\$27,000	\$30,000	19,977	\$31,000	\$31,000	
6605	Electrical Repair	\$22,000	\$20,000	26,377	\$20,500	\$18,500	Per B Tarbox
6606	Painting Repair	\$3,500	\$3,500	14,969	\$3,500	\$0	Per B Tarbox
6607	Plumbing Repair	\$7,000	\$7,000	5,925	\$7,250	\$7,250	
6609	Equipment Repair	\$22,000	\$22,000	18,400	\$22,000	\$18,000	Per B Tarbox
6800	Telephone & Communication	\$13,000	\$12,000	8,753	\$12,000	\$12,000	
6801	Electricity Utility	\$370,000	\$275,000	223,477	\$260,000	\$260,000	
6802	Gas Utility	\$150,000	\$200,000	301,352	\$220,000	\$240,000	Per B Tarbox
6803	Water Utility	\$18,750	\$19,785	16,985	\$19,775	\$19,775	
6804	Sewer Utility	\$140,000	\$140,000	124,828	\$140,000	\$140,000	
6805	Rubbish Removal	\$28,750	\$18,500	19,323	\$18,500	\$18,500	
6806	Fuel Oil	\$3,000	\$4,676	4,396	\$4,700	\$4,700	
6901	Medical, Surgical, Dental	\$3,000	\$0	517	\$0	\$0	
6900/02	Alternative Sentencing	\$4,000	\$2,975	3,701	\$3,000	\$3,000	
6903	Food & Groceries	\$600,000	\$615,000	619,675	\$615,000	\$615,000	
6904	Institutional Supplies	\$43,000	\$50,000	43,355	\$50,000	\$50,000	
6906	Paper Goods	\$0	\$650	421	\$0	\$0	
6907	Clothing- Prisoners	\$55,000	\$50,000	46,373	\$45,000	\$45,000	
6908	Clothing- Uniforms	\$50,000	\$65,000	58,414	\$60,000	\$60,000	
6912	Booking Supplies	\$13,500	\$10,000	11,661	\$10,000	\$10,000	
6914	Non Food Items - Kitchen	\$34,000	\$36,000	43,978	\$36,000	\$36,000	
9220	TAN Interest	\$25,000	\$9,830		\$0	\$0	
6950	DOC 20% funds Pre Trial	\$199,452	\$190,000	235,656	\$190,000	\$190,000	
	<b>TOTAL O&amp;M</b>	<b>\$5,409,192</b>	<b>\$4,968,735</b>	<b>\$4,916,265</b>	<b>\$5,021,087</b>	<b>\$5,066,587</b>	
	<b>CAPITAL OUTLAY</b>						
7305	Camera	\$3,578	\$4,000	8,631	\$4,500	\$4,500	
7325	Furniture & Fixtures	\$10,850	\$10,850		\$10,900	\$9,900	Per B Tarbox
7345	Vehicles	\$35,000	\$35,000	(5,717)	\$37,000	\$35,000	
7350	Office Equipment	\$2,500	\$3,000	289	\$3,500	\$3,500	
7355	Computer hardware	\$15,000	\$20,000	8,235	\$20,000	\$20,000	
7360	Safety Equipment	\$16,900	\$17,000	34,847	\$20,000	\$20,000	
7410	Fixtures/CIP	\$100,000	\$50,000	5,000	\$100,000	\$50,000	Per A Kimball
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$183,828</b>	<b>\$139,850</b>	<b>\$51,285</b>	<b>\$195,900</b>	<b>\$142,900</b>	
	<b>Total Expenses</b>	<b>\$17,561,598</b>	<b>\$18,017,000</b>	<b>\$17,982,734</b>	<b>\$18,485,006</b>	<b>\$18,089,065</b>	



		2012/13 Budget	2014/15 Budget	2014/15 Actual	2015-16 BOC Budget	2015-16 Revised Budget	Explanations
	<b>NON TAX Revenues</b>						
4100	<i>Jail Misc revenue</i>		\$2,400	\$11,617	\$2,400	\$2,400	
4600	<i>Jail Term Reimbursements</i>	\$30,000	\$75,000	\$40,303	\$75,000	\$75,000	
	<b>BOP DOC INMATES</b>	\$200,000	\$200,000	\$71,471	\$200,000	\$100,000	Per A Kimball
40	<b>BOP US Marshall Service-</b>	\$2,476,538	\$2,850,000	\$2,447,630	\$2,850,000	\$2,450,000	Per A Kimball
2.11	<b>BOP INS Service-20</b>		\$100,000	\$37,830	\$100,000	\$50,000	Per A Kimball
	<b>BOP Work Release</b>	\$65,000	\$33,808	\$56,906	\$33,808	\$33,808	
	<b>Other County Inmates</b>					\$456,250	Oxford
	<b>Use of Fund Balance</b>		\$217,000	\$181,186	\$0	\$0	
	<b>Other County Inmates</b>					\$500,000	Androscoggin
	<b>NON TAX Revenues</b>	<b>\$2,771,538</b>	<b>\$3,478,208</b>	<b>\$2,846,942</b>	<b>\$3,261,208</b>	<b>\$3,667,458</b>	
	<b>State Funding &amp; CAP</b>	<b>2012/13 Budget</b>	<b>2014/15 Budget</b>	<b>2014/15 Actual</b>	<b>2015-16 Request</b>	<b>2015-16 Revised Budget</b>	
11001	<i>Tax Cap County Taxes</i>	\$11,575,602	\$11,575,602	\$11,575,602	\$11,575,602	\$11,922,870	Max Increase
11001	<i>BOC Tax payments</i>	\$2,220,663	\$1,969,396	\$2,566,396	\$2,654,402	\$2,412,024	Latest projections
10607	<i>DOC 20% Funds</i>	\$198,759	\$198,759	\$198,759	\$198,759	\$0	
10607	<i>Dept of Correction Reimb</i>	\$795,035	\$795,035	\$795,035	\$795,035	\$0	
	<b>Funding Gap</b>					\$86,713	
	<b>State Funding &amp; CAP</b>	<b>\$14,790,059</b>	<b>\$14,538,792</b>	<b>\$15,135,792</b>	<b>\$15,223,798</b>	<b>\$14,421,607</b>	
	<b>Overall Budget</b>	<b>2012/13 Budget</b>	<b>2014/15 Budget</b>	<b>2014/15 Actual</b>	<b>2015-16 Request</b>	<b>2015-16 Revised Budget</b>	
	<b>NON TAX REVENUES</b>	\$2,771,538	\$3,478,208	\$2,846,942	\$3,261,208	\$3,667,458	
	<b>STATE &amp; CAP FUNDING</b>	\$14,790,059	\$14,538,792	\$15,135,792	\$15,223,798	\$14,421,607	
	<b>TOTAL REVENUES</b>	<b>\$17,561,598</b>	<b>\$18,017,000</b>	<b>\$17,982,734</b>	<b>\$18,485,006</b>	<b>\$18,089,065</b>	
	<b>EXPENSES</b>	<b>-\$17,561,598</b>	<b>-\$18,017,000</b>	<b>-\$17,982,734</b>	<b>-\$18,485,006</b>	<b>-\$18,089,065</b>	
	<b>CASH FLOW NEEDS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>LD 1 Cap Maximum increase allowed</b>		<b>3.00%</b>		\$ 347,268.06	\$ 347,268.06	
			<u>Total Taxes</u>		\$11,575,602	\$11,922,870	
	Actual Increase				\$0	\$347,268	
	Amount under/(over) cap				N/A	\$ 0.00	



## Sheriff's Office-Civil Division

Kevin Joyce, Sheriff

*The Civil Processing Division services documents through the Sheriff's Department to individuals throughout the County. A key aspect of the division is the record keeping and review that ensures process serving is complete in every case. Documents involved in the civil process include civil complaints, summonses, divorce complaints, notices to quit, forcible entry and detainees, subpoenas, debtor capias, petitions, motions and orders.*

### REVENUES

	2012 Actual	2013 Actual	2014 Actual	2016 Budget
CIV	343,553	258,607	303,166	300,000
				\$ 300,000

### EXPENSES

2016

Labor	O&M	Capital	TOTAL
261,986	46,110	750	308,846

#### Enterprise Fund:

*See last page of this section for data on the Enterprise activities of this department*

### Statistics

The Civil Division of the Sheriff's Office served approximately 10,000 services per year  
(See above list for types of services)

Areas served from this office:

Portland  
South Portland  
Cape Elizabeth  
Scarborough  
Westbrook  
Windham

*Other areas served by "outside enterprise deputies"*

### Personnel

ADMINISTRATIVE CIVIL DEPUTY  
CIVIL DEPUTY

Full Time	Part Time	ENTERPRISE
1		
3		6
4	0	6

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: CIVIL PROCESS					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	182,796	185,371	192,323	87,061	194,884	194,884	194,884	194,884
5500-08	Employee Benefits & Taxes	58,050	61,600	60,315	32,637	67,103	67,103	67,103	67,103
	TOTAL PERSONNEL SERVICES	240,846	246,971	252,638	119,698	261,986	261,986	261,986	261,986
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	22,078	21,794	29,960	12,403	29,960	29,960	29,960	29,960
6500-08	Office Supplies	1,232	1,944	1,750	968	1,750	1,750	1,750	1,750
6506-08	Postal Expenses	9,124	7,615	10,000	4,675	10,000	10,000	10,000	10,000
6509-08	Books, Periodicals, & Subscriptions		1,078	900	-	900	900	900	900
6513-08	Leases & Service Agreements	173	112	373	-	-	-	-	-
6800-08	Telephone & Communication	2,633	3,287	3,400	1,554	2,300	2,300	2,300	2,300
6908-08	Clothing- Uniforms	1,306	1,200	1,200	-	1,200	1,200	1,200	1,200
	TOTAL O&M	36,546	37,030	47,583	19,599	46,110	46,110	46,110	46,110
	CAPITAL OUTLAY								
7350-08	Office Equipment	-	-	750	-	750	750	750	750
	TOTAL CAPITAL OUTLAY	-	-	750	-	750	750	750	750
	TOTAL ACTIVITY CENTER	277,392	284,001	300,971	139,297	308,846	308,846	308,846	308,846
						7,875	7,875	7,875	7,875
						2.6%	2.6%	2.6%	2.6%

CIVIL PROCESS

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF			ACTIVITY CENTER: CIVIL PROCESS					
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
PERSONNEL SERVICES								
5120-08	Wages & Salaries (FT)	192,323	87,061	194,884	Wages for full-time Civil Deputies.	194,884	194,884	194,884
5510	Health Insurance	31,553	16,521	36,353		36,353	36,353	36,353
5520	Retirement	7,858	4,865	9,650		9,650	9,650	9,650
5530	Social Security	14,713	6,632	14,909		14,909	14,909	14,909
5540	Workers Comp	6,191	4,620	6,191		6,191	6,191	6,191
5560	Deferred Comp							
5500-08	Employee Benefits & Taxes	60,315	32,637	67,103	Benefits and taxes for Civil Deputies.	67,103	67,103	67,103
	TOTAL PERSONNEL SERVICES	252,638	119,698	261,986	TOTAL	261,986	261,986	261,986
OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	29,960	12,403	29,960	Mileage reimbursements for process serving.	29,960	29,960	29,960
6500-08	Office Supplies	1,750	968	1,750	Departmental office supplies including extra copy charges, special form printing, and business card printing for process serving.	1,750	1,750	1,750
6506-08	Postal Expenses	10,000	4,675	10,000	Postage fees for process serving.	10,000	10,000	10,000
6509-08	Books, Periodicals, & Subscriptions	900		900	Statute updates.	900	900	900
6513-08	Leases & Service Agreements	373		-	Pager rentals. (3)	-	-	-
6800-08	Telephone & Communication	3,400	1,554	2,300	Departmental phone expenses. Purchase Iphones (\$200*3=\$600)monthly data plans \$45 month *12 *3=\$1,620	2,300	2,300	2,300
6908-08	Clothing- Uniforms	1,200		1,200	Uniform and clothing expenses. - 3@\$400	1,200	1,200	1,200
	TOTAL O&M	47,583	19,599	46,110	TOTAL	46,110	46,110	46,110
CAPITAL OUTLAY								
7350-08	Office Equipment	750	-	750	Office equipment for Civil division.	750	750	750

CIVIL PROCESS

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	TOTAL CAPITAL OUTLAY	750		750	TOTAL	750	750	750
	TOTAL CIVIL PROCESS	300,971	139,297	308,846	TOTAL	308,846	308,846	308,846
				7,875		7,875	7,875	7,875
				2.6%		2.6%	2.6%	2.6%

ENTERPRISE ACTIVITIES TOTAL	260,000
OVERALL DEPARTMENTAL EXPENSES	568,846

♦

CIVIL PROCESS



## Registry of Deeds

### Nancy Lane Registrar of Deeds

*Mission is to maintain and preserve all documents recorded in the Registry, and to provide the public with rapid and convenient access to all recorded documents in a professional and courteous manner. The Registry is the office that processes information as it relates to the buying and selling of real property. It maintains and preserves documents such as mortgages, contracts liens and plans of surveyed property. Data is available on the internet as well as the Registry.*

#### REVENUES

	2012 Actual	2013 Actual	2014 Actual	2016 Budget
Deeds	2,760	4,908	2,605	2,500
Deeds	1,400,526	1,507,654	1,333,656	1,910,000
Deeds	680,526	857,566	956,979	800,000
Deeds	447,030	413,296	448,191	450,000
Deeds				
Deeds	\$ 2,530,842	\$ 2,783,423	\$ 2,741,431	\$ 3,162,500

#### EXPENSES

2016

Labor	O&M	Capital	TOTAL
607,096	200,050	4,000	811,146

#### Statistics

Approx number of recorded documents each year, deeds etc	70,000
Average number of plans	600
Revenues derived from recording is \$1.4 million	
Transfer tax to State at 90%	\$ 8,000,000
Transfer tax to the County	\$ 800,000

#### Personnel

	Full Time	Part Time
REGISTER OF DEEDS	1	
DEPUTY REGISTER	1	
CLERK/SUPERVISOR	1	
CLERK II	6	
CLERK I	1	
	10	

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS									
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	407,680	415,864	396,611	195,717	442,505	442,505	442,505	442,505
5401	Overtime	(5,315)	-	500	-	500	-	-	-
						-	-		
5500	Employee Benefits & Taxes	121,686	127,163	145,315	79,288	164,629	164,591	164,591	162,590
	TOTAL PERSONNEL SERVICES	524,051	543,027	542,426	275,005	607,634	607,096	607,096	605,095
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,502	1,504	4,000	2,237	4,000	4,000	4,000	4,000
6500	Office Supplies	10,249	9,989	15,000	3,249	15,000	11,000	11,000	11,000
6505	Printing & Engraving	579	630	1,000	-	1,000	500	500	500
6506	Postal Expenses	13,428	18,804	16,500	5,327	13,000	13,000	13,000	13,000
6507	Advertising	-	260	500	-	500	-	-	-
6508	Dues	570	570	700	655	700	700	700	700
6512	Training & Education	945	2,411	3,000	300	3,000	3,000	3,000	3,000
6513	Leases & Service Agreements	136,999	139,831	184,200	64,558	160,850	160,850	160,850	160,850
6800	Telephone & Communication	2,222	1,449	7,000	4,031	7,000	7,000	7,000	7,000
	TOTAL O&M	166,494	175,448	231,900	80,357	205,050	200,050	200,050	200,050
	CAPITAL OUTLAY								
7350	Office Equipment	7,663	4,536	4,000	3,258	4,000	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	7,663	4,536	4,000	3,258	4,000	4,000	4,000	4,000
	TOTAL DEPARTMENT	698,208	723,011	778,326	358,620	816,684	811,146	811,146	809,145
						38,358	32,820	32,820	30,819
						4.9%	4.2%	4.2%	4.0%

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	396,611	195,717	442,505	Wages for full-time departmental staff.	442,505	442,505	442,505
					Impact of Comp Study \$30,618			
5401	Overtime	500		500	Wages for required overtime work.	-	-	-
							-	-
5510	Health Insurance	90,547	53,407	105,272		105,272	105,272	103,272
5520	Retirement	16,633	6,519	17,711		17,711	17,711	17,711
5530	Social Security	30,379	15,048	33,890		33,852	33,852	33,852
5540	Workers Comp	1,529	1,141	1,529		1,529	1,529	1,529
5560	Deferred Comp	6,227	3,173	6,227		6,227	6,227	6,227
5500	Employee Benefits & Taxes	145,315	79,288	164,629	Taxes and benefits for departmental employees.	164,591	164,591	162,590
	TOTAL PERSONNEL SERVICES	542,426	275,005	607,634	TOTAL	607,096	607,096	605,095
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,000	2,237	4,000	Travel expenses to be associated with Registry meetings and MCCA Convention. PRIA Conference Participating/testifying at legislative hearings	4,000	4,000	4,000
6500	Office Supplies	15,000	3,249	15,000	General office supplies used in the Registry. Subscription to Portland Press Herald	11,000	11,000	11,000
6505	Printing & Engraving	1,000		1,000	Printing letterhead, stationary, & business cards.	500	500	500
6506	Postal Expenses	16,500	5,327	13,000	Registry postal costs in mail back of original docs Yearly fee for postal box rental.	13,000	13,000	13,000
6507	Advertising	500		500	Posting position vacancies.			
6508	Dues	700	655	700	Membership fees associated with the Registry of Deeds Association, PRIA	700	700	700

REGISTRY OF DEEDS



LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6512	Training & Education	3,000	300	3,000	Seminars & Supervisor Training, PRIA Conference	3,000	3,000	3,000
6513	Leases & Service Agreements	184,200	64,558	160,850	ACS contract (with maintenance.) Lease copy machines. (2) Plan machine contract. Water Cooler Parking Leases for 10 vehicles for \$145+ Postage Meter lease/maintenance Time Warner Cable Records retention	160,850	160,850	160,850
6800	Telephone & Communication	7,000	4,031	7,000	Telephone exp at Pearl Street @ \$300 month Time warner \$390 month	7,000	7,000	7,000
	TOTAL O&M	231,900	80,357	205,050	TOTAL	200,050	200,050	200,050
	CAPITAL OUTLAY							
7350	Office Equipment	4,000	3,258	4,000	Plan cabinets , Bookcases, stools and fatigue mats	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	4,000	3,258	4,000	TOTAL	4,000	4,000	4,000
	TOTAL DEEDS	778,326	358,620	816,684	TOTAL	811,146	811,146	809,145
				38,358		32,820	32,820	30,819
				4.9%		4.2%	4.2%	4.0%

REGISTRY OF DEEDS



## Registry of Probate

John O'Brien , Registrar

*Mission is to fulfill legal requirements for processing estates, guardianships, name changes and adoptions. The Probate Code and rules govern the department procedures. We are dedicated to high quality service, friendly, helpful and efficient.*

### REVENUES

### EXPENSES

2016

	2012 Actual	2013 Actual	2014 Actual	2016 Budget		Labor	O&M	Capital	TOTAL
Prob	390,024	438,503	404,563	420,000	Register of Probate - Fees	423,117	115,749	-	538,866
Prob	39,440	40,900	41,588	40,000	Register of Probate - Notices				
Prob	19,355	24,233	23,237	20,000	Register of Probate - Abstracts				
Prob	10,207	7,765	9,794	8,000	Register of Probate - Handling				
Prob	27,694	18,685	29,803	22,000	Register of Probate - Forms				
Prob	\$ 486,720	\$ 530,086	\$ 508,985	\$ 510,000					

### Statistics

### Personnel

		PROBATE	Full Time	Part Time
<b><u>Some general statistics:</u></b>		REGISTER OF PROBATE	1	
<b><u>Cases</u></b>		DEPUTY REGISTER	1	
Estate Matters	1,155	CLERK II	3	
Guardianship Matters	270	JUDGE OF PROBATE	1	
Name Changes	294	LEGAL SECRETARY	1	
Adoption Matters	133			
Annual types of cases:	<u>1,852</u>		7	

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	269,581	272,330	293,269	139,294	309,308	309,308	309,308	309,308
5500	Employee Benefits & Taxes	80,310	84,452	105,665	48,462	113,809	113,809	113,809	112,505
	TOTAL PERSONNEL SERVICES	349,891	356,782	398,934	187,756	423,117	423,117	423,117	421,813
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,805	2,337	2,500	486	2,500	2,000	2,000	2,000
6301	Professional Services	10,967	11,549	16,000	6,365	16,000	12,000	12,000	12,000
6305	Stenographer - Transcripts	800	-	500	125	500	500	500	500
6306	Attorneys - Court Appointed	26,244	35,216	30,000	14,177	36,000	25,000	25,000	25,000
6401	Insurance- Liability	376	387	349	171	349	349	349	349
6500	Office Supplies	4,586	3,782	6,500	1,101	6,500	6,500	6,500	6,500
6505	Printing & Engraving	2,055	2,226	3,000	636	3,000	2,000	2,000	2,000
6506	Postal Expenses	6,380	6,733	8,400	4,027	8,400	8,400	8,400	8,400
6507	Advertising	6,742	7,159	10,000	2,869	10,000	10,000	10,000	10,000
6508	Dues	575	525	500	431	500	500	500	500
6509	Books, Periodicals, & Subscriptions	2,278	2,881	3,000	1,997	3,000	3,000	3,000	3,000
6512	Training, Education, & Seminars	-	737	1,500	8,747	1,500	1,000	1,000	1,000
6513	Leases & Service Agreements	2,354	5,839	8,300	4,832	8,300	7,000	7,000	7,000
6610	Office Equipment Repair	-	-	1,000	-	-	1,000	1,000	1,000
6700	Abstract Fees	8,599	10,115	9,975	5,511	9,975	12,000	12,000	12,000
6800	Telephone & Communication	1,555	1,014	3,500	581	3,500	1,500	1,500	1,500
6807	Visitor Expenses	21,806	27,522	23,000	10,285	23,000	23,000	23,000	23,000
	TOTAL O&M	98,122	118,022	128,024	62,340	133,024	115,749	115,749	115,749
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	1,984	500	-	-	-	-	-
7350	Office Equipment	-	1,000	1,000	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	2,984	1,500	-	-	-	-	-
	TOTAL DEPARTMENT	448,013	477,788	528,458	250,096	556,141	538,866	538,866	537,562
						27,683	10,408	10,408	9,104
						5.2%	2.0%	2.0%	1.7%

REGISTRY OF PROBATE

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
PERSONNEL								
5120	Wages & Salaries (FT)	293,269	139,294	309,308	Wages for full-time departmental staff.	309,308	309,308	309,308
5510	Health Insurance	67,425	30,885	68,653		68,653	68,653	67,349
5520	Retirement	7,424	2,655	13,113		13,113	13,113	13,113
5530	Social Security	22,435	10,603	23,662		23,662	23,662	23,662
5540	Workers Comp	1,016	758	1,016		1,016	1,016	1,016
5560	Deferred Comp	7,365	3,560	7,365		7,365	7,365	7,365
5500	Employee Benefits & Taxes	105,665	48,462	113,809	Benefits and taxes for departmental employees.	113,809	113,809	112,505
	TOTAL PERSONNEL SERVICES	398,934	187,756	423,117	TOTAL	423,117	423,117	421,813
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,500	486	2,500	Direct travel expenses related to judicial conferences, educational sysposia, seminars and workshops, plus community outreach trips	2,000	2,000	2,000
6301	Professional Services	16,000	6,365	16,000	Paralegal Services for the Judge of Probate Increasing Work Load	12,000	12,000	12,000
6305	Stenographer - Transcripts	500	125	500	Expenses for recording and transcription	500	500	500
6306	Attorneys - Court Appointed	30,000	14,177	36,000	Appointed counsel for unprotected wards in judicial proceedings-Maine law requirement.	25,000	25,000	25,000
6401	Insurance- Liability	349	171	349	Department Liability Insurance premium	349	349	349
6500	Office Supplies	6,500	1,101	6,500	Paper, electronic storage media, toner, docket pages, case folders and label system, r reproduction supplies, office sundries	6,500	6,500	6,500

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6505	Printing & Engraving	3,000	636	3,000	Printing of official probate and court forms for resale: general office printing, including letterhead, envelopes, will security labels, receipts, forms, cards: public information and education materials and brochures	2,000	2,000	2,000
6506	Postal Expenses	8,400	4,027	8,400	Postage	8,400	8,400	8,400
6507	Advertising	10,000	2,869	10,000	Newspaper legal notice advertising, employment-recruitment advertising	10,000	10,000	10,000
6508	Dues	500	431	500	Professional organization dues, including:Registers Association, Judge groups etc.	500	500	500
6509	Books, Periodicals, & Subscriptions	3,000	1,997	3,000	Bar Directory, Law books and statutes updates Probate, Family Law, Civil Proc books,	3,000	3,000	3,000
6512	Training, Education, & Seminars	1,500	8,747	1,500	Continuing legal education seminars	1,000	1,000	1,000
6513	Leases & Service Agreements	8,300	4,832	8,300	Photo copier Web Hosting Icon Support	7,000	7,000	7,000
6610	Office Equipment Repair	1,000				1,000	1,000	1,000
6611	Computer Repair							
6700	Abstract Fees	9,975	5,511	9,975	Required recording fees for Register of Deeds for deed transfers concerning probated estates-prices increased 33%	12,000	12,000	12,000

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6800	Telephone & Communication	3,500	581	3,500	Local and long distance telephone charges, mobile telephone services, radio paging services for on call response	1,500	1,500	1,500
6807	Visitor /Fingerprint Expe	23,000	10,285	23,000		23,000	23,000	23,000
		-	-	-		-	-	-
	TOTAL O&M	128,024	62,340	133,024	TOTAL	115,749	115,749	115,749
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	500			Judges chambers, lights, chair paint			
7350	Office Equipment	1,000			Court Recording			
7355	Computer Hardware	-	-	-	Court Recording	-	-	-
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	1,500	-	-	TOTAL	-	-	-
	TOTAL PROBATE	528,458	250,096	556,141	TOTAL	538,866	538,866	537,562
				27,683		10,408	10,408	9,104
				5.2%		2.0%	2.0%	1.7%

REGISTRY OF PROBATE



## FINANCE DEPARTMENT

Alex Kimball, Director

*Mission of the Finance Office is to administer to the financial needs of the County, in a prudent and professional manner in accordance with the generally accepted accounting practices called GAAP. To provide strategic financial advice to the Manager and Commissioners of the County.*

### REVENUES

	2012 Actual	2013 Actual	2013 Budget	2016 Budget
		No revenues		
				\$ -

### EXPENSES

2016

Labor	O&M	Capital	TOTAL
339,061	76,140	1,000	416,201

### Statistics

Process cash exceeding \$40 million dollars annually  
 Produce over 21,000 paychecks annually  
 Administer benefits for 400 employees  
 Purchase orders for over \$1.3 million annual  
 Pay over 10,000 invoices annually  
 Provide all financial reporting and analysis  
 Preparation and completion finance audit

### Personnel

	Full Time	Part Time
Finance Director	1	
Accounts Supervisor	1	
Payroll Supervisor	1	
Payroll/Rest. Clerk	1	
	4	

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE				FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	249,381	254,371	307,526	139,553	249,308	249,308	249,308	249,308
5401	Overtime	4,835	6,164	5,000	16,374	5,000	5,000	5,000	5,000
5500	Employee Benefits & Taxes	71,638	75,764	95,809	45,680	84,754	84,754	84,754	83,937
	TOTAL PERSONNEL SERVICES	325,854	336,299	408,335	201,606	339,061	339,061	339,061	338,245
6130	Transportation & Lodging	1,058	775	2,300	72	2,300	2,300	2,300	2,300
6300	Accounting & Audit Fees	12,000	14,000	20,000	15,900	20,000	20,000	20,000	20,000
6401	Insurance- Liability	266	103	370	24	370	370	370	370
6500	Office Supplies	1,287	790	2,000	2,437	3,500	3,500	3,500	3,500
6505	Printing & Engraving	649	2,483	2,500	3,204	3,500	3,500	3,500	3,500
6506	Postal Expenses	5,544	6,373	11,400	5,554	11,100	11,100	11,100	11,100
6508	Dues	1,145	1,145	1,200	1,170	1,170	1,170	1,170	1,170
6509	Books, Periodicals, & Subscriptions	-	-	50	-	50	50	50	50
6512	Training, Education, & Seminars	-	-	2,000	35	2,000	2,000	2,000	2,000
6513	Leases and Service Agreements	-	-	3,000		3,000	3,000	3,000	3,000
6514	Maintenance Contract	21,096	22,121	27,000	26,159	29,150	29,150	29,150	29,150
6800	Telephone & Communication	156	102	520	50	-	-	-	-
	TOTAL O&M	43,201	47,892	72,340	54,606	76,140	76,140	76,140	76,140
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	1,000	5,346	1,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	-	-	1,000	5,346	1,000	1,000	1,000	1,000
	DEPARTMENT TOTAL	369,055	384,191	481,675	261,558	416,201	416,201	416,201	415,385
						(65,474)	(65,474)	(65,474)	(66,290)
						-13.6%	-13.6%	-13.6%	-13.8%



LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	307,526	139,553	249,308	Wages for full-time departmental staff.	249,308	249,308	249,308
5401	Overtime	5,000	16,374	5,000	Wages for required overtime work.	5,000	5,000	5,000
5510	Health Insurance	50,881	21,016	42,964		42,964	42,964	42,148
5520	Retirement	20,020	11,746	20,335		20,335	20,335	20,335
5530	Social Security	23,908	11,866	19,455		19,455	19,455	19,455
5540	Workers Comp	1,000	788	1,000		1,000	1,000	1,000
5560	Deferred Comp		264	1,000		1,000	1,000	1,000
5500	Employee Benefits & Taxes	95,809	45,680	84,754	Taxes and benefits for departmental staff.	84,754	84,754	83,937
	TOTAL PERSONNEL SERVICES	408,335	201,606	339,061		339,061	339,061	338,245
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,300	72	2,300	Costs to attend conferences and mileage	2,300	2,300	2,300
6300	Accounting & Audit Fees	20,000	15,900	20,000	Annual Audit Fees and CAFR prep	20,000	20,000	20,000
6401	Insurance- Liability	370	24	370	Departmental share of insurance costs.	370	370	370
6500	Office Supplies	2,000	2,437	3,500	Departmental office supply costs.	3,500	3,500	3,500
6505	Printing & Engraving	2,500	3,204	3,500	Envelope, pr checks, ap checks and printing .	3,500	3,500	3,500
6506	Postal Expenses	11,400	5,554	11,100	Postage costs. Courier Service	11,100	11,100	11,100

FINANCE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6508	Dues	1,200	1,170	1,170	GFOA. For Finance and County	1,170	-	-
							1,170	1,170
6509	Books, Periodicals, & Subscriptions	50		50	Subscription to Payroll Updates	50	-	-
							50	50
6512	Training, Education, & Seminars	2,000	35	2,000	NESGFOA Conference, day classes	2,000	-	-
							2,000	2,000
6513	Leases & Service Agreements	3,000	1,470	3,000	New copier for move to Federal Street	3,000	-	-
							3,000	3,000
6514	Maintenance Contract	27,000	26,159	29,150	Maintenance contract for munis software	29,150	-	-
					Add Project Accounting Module		29,150	29,150
							-	-
							-	-
6800	Telephone & Communication	520	50	-	Phone expenses.		-	-
	TOTAL O&M	72,340	56,076	76,140		76,140	76,140	76,140
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,000	5,346	1,000	Office replacement needs.	1,000	1,000	1,000
	CAPITAL OUTLAY	1,000	-	1,000		1,000	1,000	1,000
	TOTAL FINANCE	481,675	257,682	416,201	TOTAL	416,201	416,201	415,385
				(65,474)		(65,474)	(65,474)	(66,290)
				-13.6%		-13.6%	-13.6%	-13.8%

FINANCE



**Cumberland County Regional Communications Center**  
 William Holmes, Director

*Mission to provide the citizens of Cumberland County, and the public safety agencies that we service, with the highest possible standards of Public Safety communications by providing well trained communications officers, updated technology and by working together with the communities we serve to reach these goals.*

**REVENUES**

**2016**

Revenue	Service	2015 REVENUES	2016 REVENUES		Labor	O&M	Capital	TOTAL
Baldwin	Fire & Rescue	9,814	9,958		2,529,388	295,744	15,000	2,840,132
Casco	Fire & Rescue	24,080	24,435					
Chebeague Island	Fire & Rescue	2,195	2,227					
Cumberland	Fire/Res/PD	137,586	139,605					
Frye Island	Fire/Res/PD	8,904	9,035					
Gorham	Fire/Res/PD	312,549	317,136					
Gray	Fire & Rescue	49,942	50,679					
Harpswell	Fire & Rescue	30,502	30,952					
Harrison	Fire & Rescue	17,568	17,568					
Long Island	Fire & Rescue	1,480	1,502					
Naples	Fire & Rescue	24,916	25,284					
New Gloucester	Fire & Rescue	35,663	36,189					
Raymond	Fire & Rescue	28,546	28,967					
Windham	Fire/Res/PD	324,379	334,070					
Bridgton	PP/FD/EMS	99,407	100,866					
Verizon Lease			24,000					
Pop Adj. Revenue								
		<b>1,107,528</b>	<b>1,152,472</b>					

**Statistics**

The CCRCC provides emergency communications service to 15 communities with the County. They also provide service to the Sheriffs Office and the American Red Cross.

The CCRCC processed 87,616 calls for service in 2014

The CCRCC processed 30,709 emergency 9-1-1 calls in 2014

**Personnel**

Communications	Full Time	Part Time
COMMUNICATIONS DIRECTOR	1	
DEPUTY DIRECTOR	1	
SHIFT SUPERVISOR	6	
DISPATCHER	29.5	5
	<b>37.5</b>	<b>5</b>

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS				ACTIVITY CENTER: COMMUNICATIONS					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	1,185,715	1,351,648	1,581,864	783,172	1,640,638	1,640,638	1,640,638	1,640,638
5205	Wages & Salaries (PT)	109,739	113,506	71,080	12,812	31,702	31,702	31,702	31,702
5401	Overtime	158,227	246,260	170,000	122,361	170,000	170,000	170,000	170,000
5500	Employee Benefits & Taxes	408,586	483,611	623,235	299,095	687,048	687,048	687,048	679,456
	TOTAL PERSONNEL SERVICES	1,862,267	2,195,025	2,446,179	1,217,439	2,529,388	2,529,388	2,529,388	2,521,795
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	6,355	8,627	7,000	4,628	7,000	10,000	10,000	10,000
6131	Gas, oil and Grease	1,880	2,130	4,800	1,774	4,800	4,800	4,800	4,800
6230	Radio Site Rental	63,889	66,792	86,779	41,373	89,072	89,072	89,072	89,072
6231	Base Radio Repair	10,506	7,919	10,000	6,692	10,000	10,000	10,000	10,000
6301	Professional Services	-	750	2,000	-	2,000	1,500	1,500	1,500
6401	Insurance-Liability	-	-	-	181	300	300	300	-
6500	Office Supplies	5,053	5,342	6,500	3,017	6,500	6,500	6,500	6,500
6505	Printing & Engraving	776	175	1,500	1,374	1,500	500	500	500
6506	Postal Expenses	964	1,141	900	575	900	-	-	-
6507	Advertising	4,011	1,694	3,000	-	3,000	1,000	1,000	1,000
6508	Dues	125	564	1,200	466	1,200	1,200	1,200	1,200
6509	Books, Periodicals, & Subscriptions	80	304	500	-	500	200	200	200
6511	Equipment Rental	1,653	623	1,000	97	1,000	-	-	-
6512	Training, Education, & Seminars	31,196	18,143	52,000	32,117	52,000	52,000	52,000	52,000
6513	Leases & Service Agreements	3,738	4,302	45,922	46,115	79,372	79,372	79,372	79,372
6609	Equipment Repair	-	378	1,000	-	1,000	1,000	1,000	1,000
6800	Telephone & Communication	20,159	22,766	32,300	13,743	32,300	32,300	32,300	32,300
6908	Clothing & Uniforms	6,043	4,400	6,000	1,181	6,000	6,000	6,000	6,000
	TOTAL O&M	156,428	146,050	262,401	153,334	298,444	295,744	295,744	295,444
CAPITAL OUTLAY									
7350	Office Equipment	1,509	900	-	-	-	-	-	-
7365	Radio Equipment	6,521	16,960	10,000	8,693	15,000	15,000	15,000	15,000
	TOTAL CAPITAL OUTLAY	8,030	17,860	10,000	8,693	15,000	15,000	15,000	15,000
	TOTAL COMMUNICATIONS	2,026,725	2,358,935	2,718,580	1,379,467	2,842,832	2,840,132	2,840,132	2,832,239
						124,252	121,552	121,552	113,659
						4.6%	4.5%	4.5%	4.2%

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS								
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
5120	PERSONNEL SERVICES Wages & Salaries (FT)	1,581,864	783,172	1,640,638	Wages for full-time departmental staff.	1,640,638	1,640,638	1,640,638
5210-05	Seasonal/ Temporary/ Intern	71,080	12,812	31,702	Wages for part-time departmental staff. (4 trainees x 40 hours x 18 weeks @ \$ per hour	31,702	31,702	31,702
5401	Overtime	170,000	122,361	170,000	Wages for required overtime work.	170,000	170,000	170,000
5510	Health Insurance	354,545	158,620	399,596		399,596	399,596	392,004
5520	Retirement	123,415	65,066	140,693		140,693	140,693	140,693
5530	Social Security	139,455	71,181	140,939		140,939	140,939	140,939
5540	Workers Comp	5,545	4,138	5,545		5,545	5,545	5,545
5560	Deferred Comp	275	91	275		275	275	275
5500	Employee Benefits & Taxes	623,235	299,095	687,048	Taxes and benefits for departmental employees.	687,048	687,048	679,456
	TOTAL PERSONNEL SERVICES	2,446,179	1,217,439	2,529,388		2,529,388	2,529,388	2,521,795
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	7,000	4,628	7,000	Lodging, Food, Travel and mileage reimbursements	10,000	10,000	10,000
6131	Gas, Oil and Grease	4,800	1,774	4,800	Gas for Communication vehicle/ Diesel	4,800	4,800	4,800
6230	Radio Site Rental	86,779	41,373	89,072	Rental of tower services to connect Patrol vehicle communication throughout the State. Towers at Harrison,Portland,Gray, Harpswell	\$ 76,932 89,072	89,072	89,072
						EMERGENCY COMMUNICATIONS CCRCC		

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
					Towers at Casco and CCRCC Add 5 % annual increase Included \$ 89,072			
6231	Base Radio Repair	10,000	6,692	10,000	Funds radio transmitter and receiver repairs and preventative maintenance. \$7200 for annual contract	10,000	10,000	10,000
6301	Professional Services	2,000		2,000	Legal Reviews and transcription	1,500	1,500	1,500
6401	Insurance-Liability		181	300		300	300	300
6500	Office Supplies	6,500	3,017	6,500	General Administrative needs from pens to paper. Paper, envelopes, notebooks, paper clips Fax machine printer cartridges. Toner cartridges. Recorder tapes.	6,500	6,500	6,500
6505	Printing & Engraving	1,500	1,374	1,500	Letter head paper., Business cards, and badges and Year end reports	500	500	500
6506	Postal Expenses	900	575	900	Departmental postage expenses.			
6507	Advertising	3,000		3,000	Ads for personnel vacancies in local paper	1,000	1,000	1,000
6508	Dues	1,200	466	1,200	National Emergency Number Association (2). APCO Membership -2, News	1,200	1,200	1,200
6509	Books, Periodicals, & Subscriptions	500		500	Legal reference materials. News from several local source subscriptions	200	200	200

EMERGENCY COMMUNICATIONS  
CCRCC

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6511	Equipment Rental	1,000	97	1,000	Rental of equipment used by the communications center.  Paggers			
6512	Training, Education, & Seminars	52,000	32,117	52,000	Yearly Mandated Training CTO/ETC/911/METRO/CPR Out of State Spillman (1) Out of State APCO	52,000	52,000	52,000
6513	Leases & Service Agreements	45,922	46,115	79,372	Acorn Recorder Maintenance \$ 2,450 Lease new photo copier \$ 1,620 Copy charges. \$ 500 Comtronix Service Agreement \$ 41,802 Code Red Annual plus 9-1-1 Data \$ 27,000 Schedule Express \$ 6,000	79,372	79,372	79,372
6609	Equipment Repair	1,000		1,000	Funds to support ongoing equipment maintenance. Shredder, fax, recorder maintenance. Equipment repairs not covered by the maintenance contract.	1,000	1,000	1,000
6800	Telephone & Communication	32,300	13,743	32,300	Telephone services. Wireless Data Connections In-state charges (500/month) Out of state charges (100/month) Line charges on 14 lines. Cell Phone for Director of Communications	32,300	32,300	32,300

EMERGENCY COMMUNICATIONS  
CCRCC

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2015 Actual Expense	2016 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
6908	Clothing- Uniforms	6,000	1,181	6,000	Cell phone for comm center ESCB 911 Lines Cell Phone for Deputy Director  Uniforms for dispatchers	6,000	6,000	6,000
		-	-	-		-	-	-
	TOTAL O&M	262,401	153,334	298,444		295,744	295,744	295,744
	CAPITAL OUTLAY							
7350	Office Equipment		-		Dispatcher chair replacement			
7365	Needed Equipment	10,000	8,693	15,000	Telephones / Appliances / UPS / Television Workstation parts / Schredder / Misc Radio equipment Guardian Tracker	15,000	15,000	15,000
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	10,000	8,693	15,000		15,000	15,000	15,000
	TOTAL COMMUNICATIONS	2,718,580	1,379,467	2,842,832		2,840,132	2,840,132	2,832,539
				124,252		121,552	121,552	113,959
				4.6%		4.5%	4.5%	4.2%

EMERGENCY COMMUNICATIONS  
CCRCC



## NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND  
FISCAL YEAR 2016

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2012 ACTUAL	2013 ACTUAL	2014 Actual	2015 FINAL BUDGET	2016 BUDGET REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
		<b>PRINCIPAL</b>								
11-120	9112	2002 General Obligation Refunding Bonds Jail-	-	-		-	-	-		
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment		400,000	600,000	790,000	972,000	972,000	972,000	972,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	170,301	170,301	337,581	170,301	400,400	400,400	400,400	400,400
11-120		2012-County Debt under Charter- Principal \$2.775M	-	330,000	330,000	320,000	210,000	210,000	210,000	210,000
		2014- County CIP Debt				150,000	150,000	150,000	150,000	150,000
		2016- County CIP Debt				-	140,000	140,000	140,000	140,000
		<b>TOTAL BOND DEBT SERVICE</b>	<b>255,301</b>	<b>985,301</b>	<b>1,352,581</b>	<b>1,515,301</b>	<b>1,957,400</b>	<b>1,957,400</b>	<b>1,957,400</b>	<b>1,957,400</b>
		<b>INTEREST</b>								
11-120	9212	2002 General Obligation Refunding Bonds Jail-	52,625	52,625		-				
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	537,753	1,002,500	1,004,655	1,002,500	1,002,500	1,002,500	1,002,500	1,002,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	67,681	64,069	60,516	60,456	56,950	56,950	56,950	56,950
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	36,315	36,315	56,250	36,315	50,675	50,675	50,675	50,675
11-120		2012-County Debt under Charter- Interest \$2.775M	-	-		58,405	45,405	45,405	45,405	45,405
		2014- County CIP Debt				40,176	24,838	24,838	24,838	24,838
		2016- County CIP Debt				-	39,400	39,400	39,400	39,400
		<b>TOTAL BOND DEBT INTEREST</b>	<b>694,374</b>	<b>1,155,509</b>	<b>1,121,421</b>	<b>1,197,852</b>	<b>1,219,768</b>	<b>1,219,768</b>	<b>1,219,768</b>	<b>1,219,768</b>
		<b>DEBT EXPENSE - LOANS</b>								
11-120	9205	TAN Bank Charge/and Rating Agencies	14,778	20,869	26,890	24,000	24,000	24,000	24,000	24,000
11-120	9210	TAN Legal Fees	4,542	4,542	5,125	5,000	5,000	5,000	5,000	5,000
11-120	9220	TAN Interest	(39,080)	6,032	12,144	20,000	20,000	20,000	20,000	20,000
		<b>TOTAL DEBT EXPENSE - LOANS</b>	<b>(19,760)</b>	<b>31,443</b>	<b>44,159</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>
		<b>NON-DEPARTMENTAL</b>								
11-140	5520	Retiree Life Insurance	2,600	4,200	5,132	2,800	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	20,000	25,634	2,016	40,000	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	(4,766)	(4,766)	-	204,300	224,300	224,300	224,300	224,300
11-141	9526	County Capital Improvement Reserve for CIP	426,750	261,421	117,812	70,080	88,500	88,500	88,500	88,500
11-141	9500	Civic Center Operational Subsidy	-	-	411,033	600,000	456,646	456,646	456,646	530,000
11-141	5502	Contingent Appropriation	23,965	5,000	738	30,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	24,459	(161)	78,206	110,000	110,000	110,000	110,000	110,000
		<b>TOTAL NON-DEPARTMENTAL</b>	<b>493,008</b>	<b>291,328</b>	<b>614,938</b>	<b>1,057,180</b>	<b>952,246</b>	<b>952,246</b>	<b>952,246</b>	<b>1,025,600</b>
		<b>TOTAL NON-DEPARTMENTAL &amp; DEBT SERVICE</b>	<b>1,422,923</b>	<b>2,463,581</b>	<b>3,133,099</b>	<b>3,819,333</b>	<b>4,178,414</b>	<b>4,178,414</b>	<b>4,178,414</b>	<b>4,251,768</b>

359,081

359,081

359,081

432,435

DEBT SERVICE

## GRANT REQUESTS

COUNTY OF CUMBERLAND  
FISCAL YEAR 2016

These organizations receive funding from varied sources and provide services to residents throughout Cumberland County. Each year requests for funding are reviewed and evaluated based on services provided to the County.

No estimate column is listed since all grants are expended in quarterly invoices.

11-130 Grants								
ACCT #	DESCRIPTION	2013 FINAL BUDGET	2014 FINAL BUDGET	2015 FINAL BUDGET	2016 GRANT REQUEST	2016 PRELIM	2016 FC BUDGET	2016 FINAL BUDGET
8002	Cumberland County Extension Association	123,110	130,395	145,124	145,124	128,039	128,039	145,124
8003	Cumberland County Soil & Water	16,646	17,500	20,000	20,000	17,645	17,645	20,000
8005	Portland Public Library	10,237	11,808	12,250	12,250	10,808	10,808	10,808
8007	So. Maine Emergency Medical Services	3,768	4,500	4,500	4,500	3,970	3,970	3,970
8008	Threshold to Maine	765	750	750	750	662	662	662
					-			
Total		154,526	164,953	182,624	182,624	161,124	161,124	180,564

**Cumberland County Extension Association:** Programs are focused in major issue areas of agriculture and natural resources; families, health, and nutrition; youth, 4-H, and child development; business and economics;

**Cumberland County Soil & Water:** Provides for the conservation of the soil and water resources of Cumberland County and for the control and prevention of soil erosion.

**Portland Public Library:** Provides a full range of services to Cumberland County residents to include lending library materials, interlibrary loans, access to computerized data banks, and is a community resource center.

**Southern Maine Emergency Medical Services:** Supports the training and licensing requirements necessary for emergency service personnel at the basic emergency medical technician and advanced life support levels, and develops community outreach programs such as training first responders in industrial settings.

**Threshold to Maine:** Provides information, education and support to community residents advocating for natural resource protection through community restoration. Programs are initiated, sponsored, and directed to improve

<i><b>HUMAN SERVICE AGENCIES IN CUMBERLAND COUNTY</b></i>			
The county will distribute to agencies that meet the "new four criteria" model established by the Commissioners.			

<i><b>HUMAN SERVICE AGENCIES IN CUMBERLAND COUNTY</b></i>			
The county will distribute to agencies that meet the "new four criteria" model established by the Commissioners.			

[illegible]

[illegible]

# COUNTY OF CUMBERLAND

## BONDED CIP PROJECTS

# DEBT PLANNING- CIP NEEDS FOR 6 YEARS

Project Code	Project Title	2016	#YRS	2017	#YRS	2018	#YRS	2019	#YRS	2020	#YRS	2021	#YRS
FACL-12-002	Exterior repointing of granite at CCCH	250,000	30	250,000	30								
FACL-12-013	Exterior window housing repair CCCH	200,000	25	400,000	25								
New	HVAC Controls	90,000	10			220,000	10						
FACL-12-014	Identicard upgrades	75,000	15	66,000	15								
FACL-12-015	Complete Inmate cell area	17,000	15	27,000	15								
FACL-17-05	Road Pavement EMA/CRCC	37,500	30										
FACL-18-001	Parking Garage Repairs					75,000	30						
FACL-12-001	Roof Repair older section CCCH							90,000	30				
Jail	Snow removal equipment					43,000	15						
FACL-17-04	Sidewalk Repair CCCH					25,000	30						
FACL-17-03	DA's HVAC Upgrade with 3 zones					43,000	30						
FACL-12-022	Upgrade HVAC in Probate, Admin, DA					250,000	25	225,000	25				
FACL	LED Lighting Garage					195,000							
FACL	Building Efficiency Upgrades											400,000	20
FACL	Building Addition									8,000,000	30		
Jail	Exterior repointing of granite at Jail	40,000	25			150,000	25	175,000	25				
Jail	Phone System					120,000	15						
Jail	Elevator Repairs					71,000	25						
Jail	Camera Upgrades			90,000	10								
Jail	Pre-Release Refurbish							130,000	25				
COMM-16	Phone System	70,000	15										
IT	Spillman Server Replacement	30,000	5										
New	Expand the footprint of CCRCC							1,000,000	30			400,000	30
New	CCRCC Microwave System Replace									275,500	10		
New	Acorn Recorder CCRCC							150,308	10				
New LEC	Evidence Van			30,000	10								
New CCRCC	Zetron Console Replacement	365,000	10										
<b>Total CIP Allocation</b>		<b>1,174,500</b>		<b>863,000</b>		<b>1,192,000</b>		<b>1,770,308</b>		<b>8,275,500</b>		<b>800,000</b>	
<b>Summary Totals</b>		<b>2016</b>		<b>2017</b>		<b>2018</b>		<b>2019</b>		<b>2019</b>		<b>2019</b>	
<b>Two Year Total</b>		<b>2,037,500</b>		<b>2,962,308</b>		<b>9,075,500</b>							

## Non-Debt CIP

Project Code	Project Title	2016	#YRS	2017	#YRS	2018	#YRS	2019	#YRS	2020	#YRS	2021	#YRS
FACL-12-016	Energy Saving upgrades all locations			11,750		11,750	15						
EMA 12-002	HazMat Equipment Replacement	20,500	10	20,500	10	20,500	10	20,500	10	20,500	10	20,500	10
IT-1-001	Technology Upgrades	35,000	5	35,000	5	35,000	5	35,000	5	35,000	5	35,000	5
IT-1-004	Patrol and CID Upgrades	20,000	5	20,000	5	20,000	5	20,000	5	20,000	5	20,000	5
New LEC	Ballistic Vests	3,000	5	3,000	5	3,000	5	3,000	5	3,000	5	3,000	5
New LEC	In-Vehicle Cameras	10,000	5	10,000	5	10,000	5	10,000	5	10,000	5	10,000	5
FACL-17-02	Security Upgrade LEC			23,000	10								
FACL-12-018	ADA upgrades all locations					35,000	15						
Jail	Window replacement			50,000		50,000		50,000		50,000		50,000	
<b>Non-Debt Total</b>		<b>88,500</b>		<b>173,250</b>		<b>185,250</b>		<b>138,500</b>		<b>138,500</b>		<b>138,500</b>	

Yearly Debt Service                      \$ 179,400  
Total Annual Debt Service                267,900