



Maine
Cumberland **County**

COUNTY OF CUMBERLAND
ANNUAL BUDGET 2017

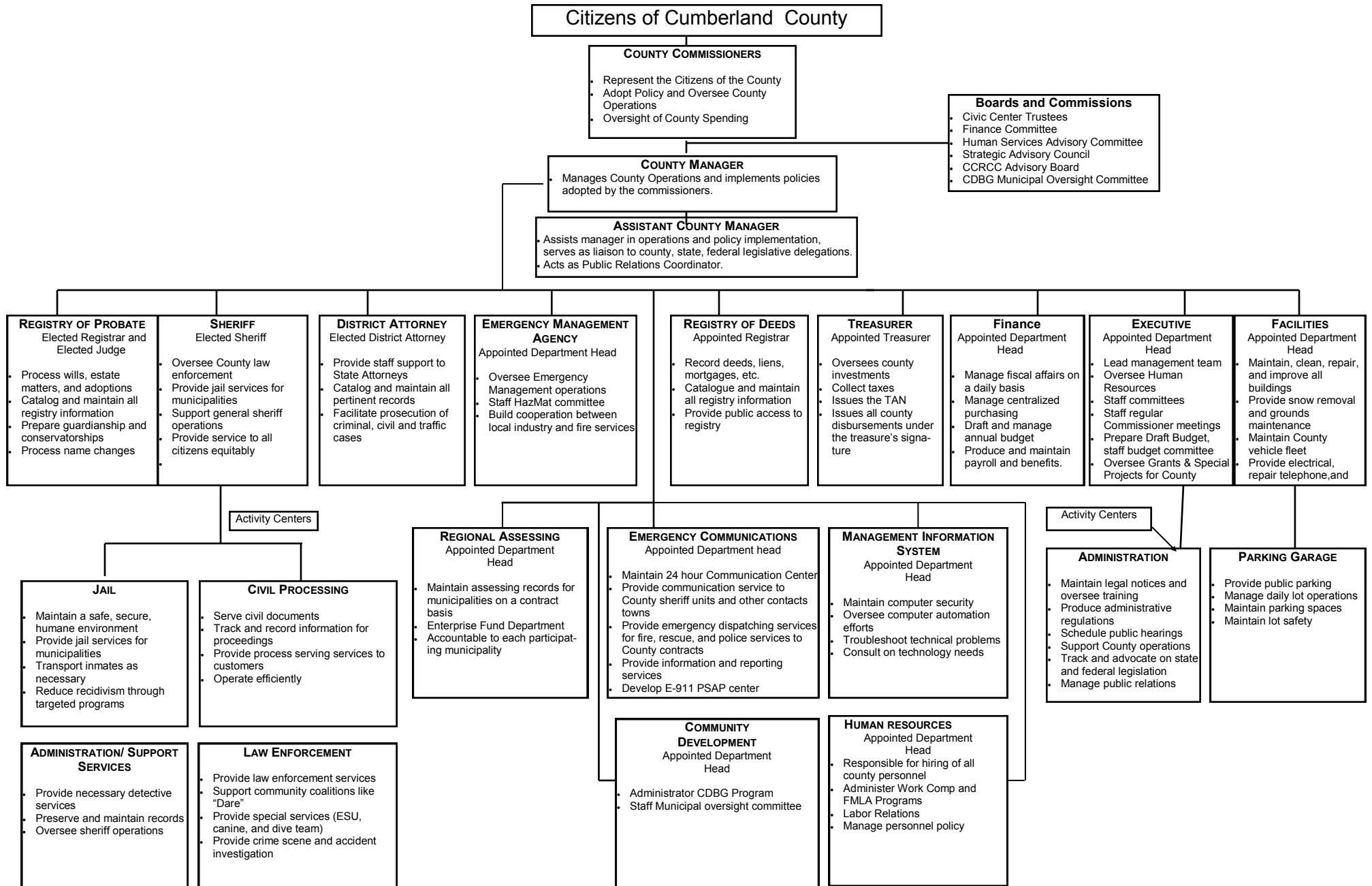


www.cumberlandcounty.org

142 Federal Street
Portland, ME 04101

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**FY2017
COUNTY OF CUMBERLAND
ORGANIZATION CHART**



County of Cumberland

Elected and Appointed Officials

2017

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	TBD	871-8382
Sheriff	Kevin Joyce	774-1444

Appointed Officials

County Manager	Peter Crichton	871-8380
Assistant County Manager	Jim Gailey	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	Rene LaChappelle	699-2475
Register of Deeds	Nancy Lane	871-8399

FINANCE COMMITTEE - FY 2017

Name	Email Address/Phone	Term Expires	Elected
District 1			
Shawn Babine 1 Summerfield Lane Scarborough, ME 04074	sbabine@ci.scarborough.me.us Cell: 274-0805	2017	2015
Vacant		2017	2015
District 2			
Holly Hancock PO Box 148 Casco, ME 04015	Holly.hancock@cascomaine.org Cell: 207-650-0238	2017	2015
Vacant		2017	2015
District 3			
Vacant		2017	2015
Vacant			
District 4			
		2017	2015
Vacant		2017	2014
District 5			
		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 12, 2016 (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, 2016

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 16, 2016 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 16, 2016

Cumberland County

Peter Crichton
County Manager

James H. Gailey
Assistant County Manager

January 23, 2017

Dear Municipal Leaders and Citizens,

On behalf of the Board of Commissioners, I would like to take this opportunity to present to you the County's FY17 Budget. This year the budget was a particularly difficult and challenging one. The primary challenge was the jail with a drop in non-tax revenues of \$190,000 and simultaneously a net increase in jail expenditures of roughly \$612,000. Together these two items amounted to about 50% of the county's tax increase of 5.93%. Or put another way, without the jail's fiscal impact on the budget the county tax increase would have been 3.2%.

Similar to last year, our budget process was once again delayed as we worked to secure funding from Oxford County to house their inmates. However, this time we lost out to the Two Bridges Regional Jail in Lincoln County. So, as we began our budgetary process the County was looking at more than a 10% county tax increase with a loss of \$800,000 in Oxford County revenues. A major challenge by any definition. The good news is that we were able to increase revenues with our federal inmates, as well as bring in additional revenues from other counties' inmates to reduce the \$800,000 loss down to \$120,000.

On the expense side, we also had an increase in jail expenditures of \$612,208. Part of the solution to dealing with this was for the County to go back to how things were being run prior to the creation of the Maine Board of Corrections (MBOC) in 2009. We did this by transferring roughly \$470,000 from the jail's facilities operation back into the County's Facilities Department budget. Thereby, allowing us to stay within the 3% cap on jail increases

As background, when the BOC was created the State of Maine and the Maine Department of Corrections strongly encouraged all counties to set up our county and regional jail budgets as though they were separate enterprise funds. As a result, counties did exactly that. And in our case, we ended up transferring over \$1 million in facilities costs for the operation of the jail from the County's General Fund facilities budget into the jail budget.

Now fast forward to today. Without a BOC and the state not covering all the increased costs of the jails, coupled with a 3% cap on increased jail expenditures, counties have been forced to go back to the pre-BOC days. The \$470,000 was transferred in order to keep the County within the 3% cap on jail increases and begins what will be a multi-year process of transferring facilities operational costs from the jail back into the County's Facilities Department budget.

Of course, the jail issues are not the only challenge we were faced with in the development of the budget. We have also had to deal with a 6% increase by the state for the Maine State Retirement System, an increase of 13% in our health insurance, and other factors that drove the budget increases.

BUDGET OVERVIEW

As previously mentioned, after several months of preparation, review and discussion, a county tax increase of 5.93% was approved by the Board of Commissioners for our 2017 County Budget. This represents an overall increase of \$1,638,539 over our current county assessment. Besides the Jail there are three other primary drivers of the County's budget:

- \$881,490 in the County Fund portion of the budget when you subtract out the \$471,870 transferred from the jail's facility operations to the County's Facilities Department or 3.19%
- The Jail with an increase of \$612,208 in expenditures and revenues decrease of \$190,000 or 2.90%,
- A decrease of \$45,147 in the Cross Insurance Arena or -.16% for a total cost to the County of \$2,909,753.

BUDGET HIGHLIGHTS

As County Manager it is my job with the support of my budget team – the Finance Director, Assistant County Manager, and Human Resources Director – to work with the Department Heads to prepare and present a budget that takes into account the needs of the organization as well as the fiscal pressures and challenges facing our communities. In doing so, here are some highlights of this budget which strives to strike a balance between the region's needs and the demands on Cumberland County Government. The highlights can be divided into three categories: 1) Organization; 2) Management; and 3) Capital Needs.

Organization

- 1) With regard to the jail, the County has closed a second half pod to save an estimated \$250,000 annually. In addition, the County has been housing inmates from other counties, such as Penobscot and Kennebec, to generate revenues. The FY17 Budget has also continued the change in staffing for the pods that was made with the FY16 Budget for annual savings of \$327,270.
- 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 two years ago 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 13% for a budget impact of \$237,876 to the County's budget. Additionally, for

the fourth consecutive year there was another increase in the Maine State Retirement System of 6% for a cost of \$75,396.

Management

- 1) In order to stay competitive with the surrounding municipalities there is a modest 2% COLA included in this budget.
- 2) Two new Patrol Deputy positions have been added for shift relief.
- 3) One Diversion Clerk position to assist in the continued diversion of people from the jail.
- 4) The Human Services funding has been cut by \$59,802.

Capital Needs

- 1) In November of 2010, the voters of Cumberland County approved our first County Charter. One of the results of this historic milestone was increased bonding authority for the County. Beginning in 2012-2013, the Commissioners have utilized this financial tool by authorizing a biennial Capital Improvement Program and this practice has continued to our present Two Year CIP Plan for 2016-2017. We also have a non-debt CIP wherein the County is paying for certain capital needs with cash. A summary of the Bonded and Non-Debt CIP projects for 2017 includes the following:
 - 2)
 - Second year of the exterior repointing to the Cumberland County Courthouse & Government Center for \$250,000;
 - Second year of the exterior window housing repair to the Cumberland County Courthouse & Government Center for \$400,000;
 - Identicard upgrades for \$66,000;
 - Complete the inmate cell area at the Courthouse for \$27,000;
 - Camera upgrades with the jail for \$90,000;
 - Evidence van for \$30,000; and
 - Energy saving upgrades, hazmat equipment, technology upgrades and patrol and criminal investigation division upgrades for \$130,250.

THE PAST, PRESENT AND FUTURE

For nearly two decades Cumberland County Government has been working increasingly with the region's twenty-eight (28) municipalities to better respond to the needs of the communities. We have at varying times been a convener, facilitator and service provider depending on the situation. Our goal has always been -- and continues to be -- to add value to our communities and citizens. To cite three examples out of many deserving programs, we have done this through the establishment of the Cumberland County Community Development Block Grant (CDBG) Program beginning in 2007, as well as the Cumberland County Regional Communications Center, and our most recent venture the Cumberland County Regional Assessing Program.

In the case of our CDBG Program, with a Municipal Oversight Committee to help guide and direct the program, the County has brought in close to \$20 million dollars in federal funding over the past ten years to help our communities, including public infrastructure needs, downtown revitalization work, and economic development jobs. The example of the Cumberland County Regional Communications Center is another good case of a value added service by providing dispatch service to 15 municipalities and E911 to 19 municipalities. With these services we are currently saving municipalities around \$1 million dollars collectively on an annual basis. Just in the case of Gorham, we have saved this municipality over \$2.5 million dollars since they joined the CCRCC in 2005. Our Regional Assessing Program is now starting its fourth year and providing assessing services to the towns of Yarmouth, Falmouth and Casco. We expect this program will continue to develop.

There can be no argument that these are challenging times. It is obvious to all and becoming increasingly necessary for the County and our municipalities to look for additional ways to work together collaboratively. In response to the needs of our communities, it is because of the County's unique economies of scale and the use of new technology that we have an obligation to do more. With the fiscal pressures on our municipalities and citizens, 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 less than \$140 per year. In my view, this is one of the reasons why Cumberland County Government has a responsibility 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.

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. What lies in the future no one can predict, but there are many possibilities for a strengthened partnership between these two organizations that I am confident will even better serve the needs of our communities, citizens and region. By working together even more collaboratively we can

develop new and highly effective integrated services that our municipal leaders and citizens will be pleased to see.

CONCLUSION

As with all budgets, this has been difficult to prepare and clearly a team effort. 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 Jim Gailey 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 require 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 style with a large initial "P".

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 30th but are typically transferred from the municipalities at the end of the 60 day grace period on November 30th.

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	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 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. 2014 Actual would record expenditures for 2014. This line is included purely for comparative purposes.

2015 ACTUAL - This line records the departments actual expenditure for each account during 2015. For the 2017 budget this represents the prior year allocation which is useful for comparing current allocations.

2016 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.

2017 BUDGET REQUEST - The 2017 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.

2017 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.

2017 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 2017

DEPARTMENT	2016 ADOPTED BUDGET	2016 ACTUAL EXPENSES	2017 BUDGET REQUEST	Dollars over 2016	Manager Adjustments	2017 MGR	2017 FC RECOMM	2017 FINAL Budget	% Increase over 2016
Emergency Mgmt Agency	581,286	286,631	635,958	54,572	(11,000)	624,958	624,958	624,958	7.51%
District Attorney	1,705,391	851,736	1,866,722	161,331	(5,100)	1,861,621	1,861,621	1,861,621	9.16%
Facilities	1,925,138	920,050	2,020,806	95,668	358,269	2,379,075	2,379,075	2,379,075	23.58%
Registry of Deeds	809,145	402,623	776,682	(32,463)	(3,950)	772,732	772,732	772,732	-4.50%
Registry of Probate	537,562	242,399	544,194	6,632	(7,000)	537,194	537,194	542,194	-0.07%
Finance	415,385	256,480	445,219	29,834	-	445,219	445,219	445,219	7.18%
Communications	2,832,239	1,450,250	2,973,151	140,912	(11,750)	2,961,401	2,961,401	2,961,401	4.56%
Executive-Admin	733,024	227,891	787,321	54,296	-	787,321	787,321	787,321	7.41%
Facilities-Garage	75,484	21,845	75,778	294	-	75,778	75,778	75,778	0.39%
Information Technology	824,023	521,301	893,270	69,246	(19,000)	874,270	874,270	874,270	6.10%
Human Resources	383,303	191,328	415,148	31,845	25,750	440,898	440,898	413,648	15.03%
Sheriff-Admin	950,757	486,555	1,035,865	85,108	(7,536)	1,028,330	1,028,330	1,028,330	8.16%
Sheriff-Law Enforcement	5,114,704	1,323,334	5,461,155	346,451	(74,420)	5,386,735	5,386,735	5,386,735	5.32%
Sheriff-Civil	308,846	160,940	325,887	17,040	-	325,887	325,887	325,887	5.52%
Debt Service-Principal	585,000	232,797	585,000	-	-	585,000	585,000	585,000	0.00%
DebtService- Interest	166,593	27,950	151,955	(14,638)	-	151,955	151,955	151,955	-8.79%
Debt Expense - TAN Loans	49,000	6,023	92,500	43,500	-	92,500	92,500	92,500	88.78%
					-	-			
Grants	180,564	45,141	180,564	-		180,564	180,564	196,598	0.00%
Human Services	232,812	58,203	232,812	(0)		232,812	232,812	156,977	0.00%
Courthouse Security	1,080		1,080	-	(1,080)	-			-100.00%
Pension Life- Retirees	2,800	2,567	7,000	4,200	-	7,000	7,000	7,000	150.00%
Contingent Account	30,000	3,517	30,000	-	-	30,000	30,000	30,000	0.00%
Sal./ Ben./ Term. Pay	224,300	-	356,000	131,700	(56,000)	300,000	300,000	300,000	33.75%
Unemployment Insurance	40,000	11,777	40,000	-	-	40,000	40,000	40,000	0.00%
Referendum and Public Info	55,000	22,945	55,000	-	-	55,000	55,000	55,000	0.00%
Capital Improvement Res.	88,500	-	173,250	84,750	57,000	230,250	230,250	230,250	160.17%
							-		
Total Expenditure Summary	18,851,938	7,754,283	20,162,316	1,310,278	244,183	20,406,499	20,406,500	20,324,449	8.25%
Change			1,310,378	1,310,378		1,554,562	1,554,562	1,472,511	
Tax Calculation	2014 BUDGET	2015 BUDGET	2016 BUDGET	2017 BUDGET REQUEST	2017 MGR	2017 FC RECOMM	2017 FINAL Budget		
COUNTY									
Total Estimated Expenditures	16,559,906	17,825,395	18,851,938	20,162,316	20,406,499	20,406,500	20,324,449		
Total Estimated Revenues	(5,179,080)	(5,996,443)	(6,085,184)	(6,205,118)	(6,205,118)	(6,205,118)	(6,205,118)		
Designated Surplus	(350,000)	(350,000)	-	-	-	-	-		
Tax Revenue Required	11,030,826	11,478,952	12,766,754	13,957,198	14,201,381	14,201,382	14,119,331		
Net Dollar Change		448126	1,287,802	1,190,444	1,434,628	1,434,628	1,352,577		
Percent from prior year		4.06%	11.67%	9.32%	11.24%	11.24%	10.59%		

Jail Budget									
Tax Calculation	2008	2014-15	2015-16	2016-17	2017 MGR	2017 FC RECOMM	2017 FINAL Budget	% Increase	
Total Estimated Expenditures	16,506,896	18,017,000	18,089,065	18,870,763	18,230,186	18,230,186	18,230,186		4.32%
Total Estimated Revenues	(4,931,294)	(6,441,398)	(6,166,195)	(5,323,232)	(5,976,208)	(5,976,208)	(5,976,208)		-13.67%
Designated Surplus	-	-	-	-	-	-	-		
Tax Revenue Required	11,575,602	11,575,602	11,922,870	13,547,531	12,253,978	12,253,978	12,253,978		
	11,575,602	11,575,602	11,922,870	13,547,531	12,253,978	12,253,978	12,253,978		
Amount fixed by statute				1,624,661	331,108	331,108	331,108		
Civic Center Budget									
Tax Calculation	2014 BUDGET	2015 BUDGET	2016 BUDGET	2017 BUDGET REQUEST	2017 MGR RECOMM	2017 FC RECOMM	2017 FINAL Budget	% Increase	
Bond Principal	602,500	790,500	974,500	954,500	954,500	954,500	954,500		
Bond Interest	1,000,000	1,000,000	1,000,000	1,100,000	1,100,000	1,100,000	1,100,000		
Revolving Line of Credit	406,250	459,550	450,400	591,250	591,250	591,250	591,250		
Operational Subsidy	350,000	425,000	530,000	200,000	200,000	200,000	264,003		
Tax Revenue Required	2,358,750	2,675,050	2,954,900	2,845,750	2,845,750	2,845,750	2,909,753		
Net Dollar Change		316,300	279,850	(109,150)	(109,150)	(109,150)	(45,147)		
Percent from prior year		13.41%	10.46%	-3.69%					
COMBINED TAX PRESENTATION									
Tax Calculation	2014 BUDGET	2015 BUDGET	2016 BUDGET	2017 BUDGET REQUEST	2017 MGR	2017 FC RECOMM	2017 FINAL Budget	% Increase	
Total Estimated Expenditures	37,745,743	39,267,552	39,895,902	41,878,829	41,482,435	41,482,436	41,464,388		
Total Estimated Revenues	(11,982,439)	(12,493,956)	(12,251,379)	(11,528,350)	(12,181,326)	(12,181,326)	(12,181,326)		
Designated Surplus	(350,000)	-	-	-					
Tax Revenue Required	25,413,304	26,773,596	27,644,523	30,350,479	29,301,109	29,301,110	29,283,062	-	
Net Dollar Change		1,360,292	870,927	2,705,956	1,656,586	1,656,587	1,638,539		
Percent from prior year		5.35%	3.25%	9.79%	5.99%	5.99%	5.93%		
Budget Requests	General County Impact			1,190,444				4.31%	Total
	Jail Impact			1,624,661				5.88%	
	Cross Insurance Arena Impact			(109,150)				-0.39%	9.79%
MGR Budget	General County Impact				1,434,628			5.19%	Total
	Jail Impact				331,108			1.20%	
	Civic Center Impact				(109,150)			-0.39%	5.99%
Final Budget	General County Impact						1,352,577	4.89%	Total
	Jail Impact						331,108	1.20%	
	Civic Center Impact						(45,147)	-0.16%	5.93%

COUNTY OVERVIEW:

Revenue and Expenses from all Sources

COUNTY OF CUMBERLAND: BUDGET 2017-ASSESSMENT

Tax Calculation	Budget 2013	Budget 2014	Budget 2015	Budget 2016	2017 BUDGET REQUEST	2017 PRELIM	2017 FC Recommend	2017 FINAL Budget
Total Estimated Expenditures	34,833,918	37,745,743	39,267,552	39,895,902	41,878,829	41,482,435	41,482,436	41,464,388
Total Estimated Revenues	(10,110,374)	(11,982,439)	(12,493,956)	(12,251,379)	(11,528,350)	(12,181,326)	(12,181,326)	(12,181,326)
Designated Surplus	(350,000)	(350,000)	-	-	-	-	-	-
Tax Revenue Required	24,373,544	25,413,304	26,773,596	27,644,523	30,350,479	29,301,109	29,301,110	29,283,062
					9.79%	5.99%		

COUNTY OF CUMBERLAND: Enterprise Funds 2017

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			2017 Budget
Total Estimated Expenditures	Enterprise		2,564,711
Total Estimated Revenues	Enterprise		2,564,711
Tax Revenue Required			\$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 2017

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			2017 Budget
Total Estimated Expenditures	Grants and Other		1,984,991
Total Estimated Revenues	Grants and Other		1,984,991
Tax Revenue Required			\$0.00

COUNTY OF CUMBERLAND: Summary Budget from all Sources 2017

Summary Overview

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

Budget Grants
Enterprise Recreational District

Budget			2017 Budget
Total Estimated Expenditures			46,032,137
Total Estimated Revenues			(46,032,137)
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.*

		2015 Actual	2016 BUDGET	2017 BUDGET REQUEST		2017 FC RECOMM	2017 FINAL Budget	TAX Impact
From the County Taxes								
Total Estimated Expenditures		2,675,050	2,954,900	2,845,750			2,909,753	
Total Estimated Revenues								
Tax Revenue Required			2,954,900	2,845,750		-	2,909,753	-0.16%
Net Dollar Change				(109,150) \$	27,644,523		(45,147)	
				Increase	2016 Tax Assessment			

Cross Insurance Arena									
	From the County	2015 ADOPTED BUDGET	2016 ADOPTED BUDGET	2015 ACTUAL EXPENSE	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM		2017 FINAL BUDGET
	County Commitment	1,000,000	1,000,000		1,100,000	For Civic Center expenses ie debt	1,100,000		1,100,000
	<u>CIA \$33M Bond</u>					(2017 Debt Payment is \$2.055 M)			
	Principal & Interest	790,500	974,500		954,500	New Civic Center Referendum for Modernization Civic center Contribution	954,500		954,500
	CC operational Subsidy	425,000	530,000		200,000	To Fund the Operational Budget from 6/30/2016	200,000		264,003
	<u>Bonded Debt:</u>								
	CC Bond Principal	409,550	400,400		491,250	Debt service for Capital needs	491,250		491,250
	CC Bond Interest	50,000	50,000		100,000		100,000		100,000
	Total to Civic Center	2,675,050	2,954,900	-	2,845,750		2,845,750	-	2,909,753

INCREASE OVER FY 2016	\$ (45,147)
FY 16 COUNTY ASSESSMENT	\$ 27,644,523
ADDITION TO THE 2017 TAXES	-0.16%

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)

	Sheriff's Office Services			2016/17	2016/17
Acct #		PERIOD	EMPLOYEES	REVENUES	EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	324,843	324,843
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	187,889	187,889
21204	Town of Harrison	7/1 to 6/30	1	99,444	99,444
21212	Town of Standish	7/1 to 6/30	5.5	493,574	493,574
21207	SAD #6	9/1 to 6/30	1	57,452	57,542
	SAD #15 SRO	7/1 to 6/30	1	96,886	96,886
21225	Maine Drug Enforcement (Reimburse)	1/1 to 12/31	2	124,704	124,704
	Town of Gray	7/1 to 6/30	1	138,020	138,020
	TOTAL FULL-TIME CONTRACTS		16.5	1,522,812	1,522,902
	SUMMER CONTRACTS		Part Time		
21215	Long Island	Summer	1	26,533	26,533
	Town of Chebeague	Summer	1	22,846	22,846
	TOTAL SUMMER CONTRACTS		2	49,379	49,379
TOTAL FROM NON-BUDGET ACTIVITIES				1,572,191	1,572,281

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	2017 REVENUES	2017 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	327,204	327,204
			Supply	94,908	94,908
	TOTAL FROM NON-BUDGET ACTIVITIES			422,112	422,112

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.

2017 Will be the 4rd 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	2017 REVENUES	2017 EXPENSES
21227	Regional Assessing fees paid according to contracts with participating Municipalities	1/1 to 12/31	3	370,408	370,408
Revenues (Estimated breakdown)			Expenses		
Town of Falmouth	\$	139,259	Lead Assessor	\$	98,850
Town of Yarmouth	\$	95,149	Assistant Assessor	\$	66,300
Town of Casco	\$	44,000	Appraiser	\$	42,800
4th Town (in negotiations)	\$	92,000	Benefits	\$	82,835
Total Revenues	\$	370,408	Vision Software	\$	30,000
			Assessing Maps	\$	25,000
			All other	\$	24,623
			Total Costs	\$	370,408

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	2017	2017
				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

	Community Development Block Grant and Other Federal programs	PERIOD	EMPLOYEES	2016-17 REVENUES	2016-17 EXPENSES
	HUD CDBG Program Grant for	7/1 to 6/30	1	1,500,000	1,500,000
	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			
				1,500,000	1,500,000

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2017 REVENUES	2017 EXPENSES
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
	2nd Chance Grant	1/1 to 12/31	N/A	173,000	173,000
	TOTAL GRANT FUNDED PROGRAMS		1.5	484,991	484,991

2017 County of Cumberland

Budget Reduction Record

PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS

Net Assessment for 2016 \$27,644,523

Department Request Expenditure Budget 2017 \$41,878,829

Revenues for 2017 -\$11,528,350

Tax Subsidy for 2017 \$0

Net Assessment 2017 \$30,350,479

Net Dollar Increase \$2,705,956

Tax Increase from 2016 9.79%

ADJUSTED BY MANAGER'S RECOMMENDATION

Department Requests

101 EMA -\$11,000

102 District Attorney -\$5,100

103-01 Exec-Administration \$0

103-02 IT -\$19,000

103-03 Exec-Garage \$0

103-04 HR \$25,750

105 Facilities \$358,269

106-05 Sheriff-Admin -\$7,536

106-06 Sheriff-LEC -\$74,420

106-07 Sheriff-Jail (net change in cost to taxpayers) -\$1,293,553

1006-08 Sheriff-Civil \$0

107 Deeds -\$3,950

108 Probate -\$7,000

109 Finance \$0

110 Communications -\$11,750

Other Other -\$80

Total Mgr Cuts to Expenses -\$1,049,370

Net Increase in the Expenses over 2016 Expenses \$1,656,586

Summary: Total Expenditures Manager's Recom. \$40,829,459

Total Estimated Revenues \$ (11,528,350)

Designated Surplus \$ -

Net Budget from Mgr. FY 2017 \$ 29,301,109

Dollar Increase over 2016 \$ 1,656,586

Net Increase over Last year 5.99%

		ADJUSTED BY THE FINANCE COMMITTEE	
		No Changes	-
		NET TAX DECREASE - FC	\$0
		Percent Increase over 2016	5.99%
		Total operational budget recommended by FC	\$29,301,109
		ADJUSTED BY COUNTY COMMISSIONERS	
		Commissioners agreed with FC from above	
		Increased to CIA Subsidy	64,003
		Remove FT Wellness position from HR	(27,250)
		Increase Grant Funding	16,034
		Decrease Human Services	(75,835)
		Increase Probate Judge Salary	5,000
		Net Tax Decrease	(18,048)
		Voted/approved by Commissioners on 12/13/2016	\$29,283,061
		Percent Increase over 2016	5.93%

PROJECTED REVENUE

COUNTY OF CUMBERLAND
FISCAL YEAR 2017

Revenues

Acct #	Source	2014 Actual	2015 Actual	2016 Budget	2017 Budget	2018 Budget
11-001-4003	Supreme Court Rental	2,400	2,000	2,400	2,400	2,400
11-001-4004	State Court Rent / Reimbursements					
11-101-4101	Emergency Management Allocation	319,022	334,966	330,812	330,812	330,812
11-101-4102	AT&T Tower Lease	10,387	11,764	12,000	12,000	12,000
11-102-4100	District Attorney	115,907	135,433	110,000	135,000	135,000
11-103-01-4100	Executive	157	18,292			
11-103-02-4100	IT				50,000	50,000
11-103-03-4100	Garage Operations	41,380	39,957			
11-103-03-4301	Garage Daily Parking	114,407	110,607	150,000	138,000	138,000
11-103-03-4302	Garage Monthly Parking <i>Inc Monthly \$100 to \$110</i>	328,647	299,749	290,000	320,000	320,000
11-104-4401	Treasurer Income (Interest, etc.)	41	0	-	-	-
11-105-4100	Facilities Misc Revenue	-	20,711			
11-105-4100	Facilities Salvage					
11-106-05-4100	Sheriff Misc Revenues	49,701	65,349	65,000	65,000	65,000
11-110-4100	CCRCC Revenues	1,042,196	1,135,057	1,152,472	1,187,406	1,187,406
11-106-08-4100	Civil Process	303,166	245,155	300,000	292,000	292,000
11-107-4100	Register of Deeds - Misc. Revenue	2,605	2,118	2,500	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	1,333,656	1,531,605	1,910,000	1,910,000	1,910,000
11-107-4702	Register of Deeds - Transfer Tax	956,979	1,147,329	800,000	800,000	800,000
11-107-4703	Register of Deeds - Copies	448,191	428,028	450,000	450,000	450,000
11-108-4801	Register of Probate - Fees	404,563	428,747	420,000	420,000	420,000
11-108-4802	Register of Probate - Notices	41,588	48,663	40,000	40,000	40,000
11-108-4803	Register of Probate - Abstracts	23,237	27,763	20,000	20,000	20,000
11-108-4804	Register of Probate -Forms	9,794	17,749	8,000	8,000	8,000
11-108-4805	Register of Probate - Visitor fees	29,803	33,169	22,000	22,000	22,000
	Fees for heirs & advertising			-	-	-
	Total Revenues	5,577,827	6,084,211	6,085,184	6,205,118	6,205,118
	Designated Surplus					
	Total Revenues & Surplus	5,577,827	6,084,211	6,085,184	6,205,118	6,205,118
		2014 Actual	2015 Actual	2016 Budget	2017 Budget	2018 Budget

PROJECTED REVENUE

FY2017 COUNTY OF CUMBERLAND-**Final 2017 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 2017 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
	1.97%		3.27%			
Town	State 2016 Valuation	2016 Tax	State 2017 Valuation	Val Change %	2017 Tax	Percent Tax Change
Baldwin	147,150,000	99,688	150,050,000	2.0%	104,271	4.60%
Bridgton	942,750,000	638,665	969,700,000	2.9%	673,846	5.51%
Brunswick	2,082,600,000	1,410,855	2,184,050,000	4.9%	1,517,700	7.57%
Cape Elizabeth	1,840,800,000	1,247,048	1,915,450,000	4.1%	1,331,050	6.74%
Casco	640,200,000	433,703	637,100,000	-0.5%	442,722	2.08%
Chebeague Island	193,650,000	131,188	180,350,000	-6.9%	125,326	-4.47%
Cumberland	1,144,550,000	775,374	1,171,250,000	2.3%	813,904	4.97%
Falmouth	2,253,100,000	1,526,360	2,338,100,000	3.8%	1,624,750	6.45%
Freeport	1,462,950,000	991,074	1,520,550,000	3.9%	1,056,633	6.61%
Frye Island	151,000,000	102,295	151,700,000	0.5%	105,417	3.05%
Gorham	1,541,700,000	1,044,423	1,602,450,000	3.9%	1,113,546	6.62%
Gray	884,000,000	598,865	888,850,000	0.5%	617,664	3.14%
Harpswell	1,852,450,000	1,254,940	1,862,850,000	0.6%	1,294,498	3.15%
Harrison	492,400,000	333,576	505,450,000	2.7%	351,238	5.29%
Long Island	145,250,000	98,399	152,500,000	5.0%	105,973	7.70%
Naples	732,250,000	496,062	741,450,000	1.3%	515,235	3.87%
New Gloucester	485,300,000	328,766	493,500,000	1.7%	342,934	4.31%
North Yarmouth	442,700,000	299,907	466,000,000	5.3%	323,824	7.97%
Portland	7,996,350,000	5,417,119	8,501,550,000	6.3%	5,907,743	9.06%
Pownal	228,250,000	154,628	234,900,000	2.9%	163,232	5.56%
Raymond	998,250,000	676,263	1,046,300,000	4.8%	727,076	7.51%
Scarborough	3,791,950,000	2,568,852	3,899,350,000	2.8%	2,709,666	5.48%
Sebago	372,050,000	252,045	364,450,000	-2.0%	253,257	0.48%
South Portland	3,696,350,000	2,504,088	3,738,700,000	1.1%	2,598,030	3.75%
Standish	1,004,900,000	680,768	1,024,950,000	2.0%	712,240	4.62%
Westbrook	1,884,650,000	1,276,754	1,945,800,000	3.2%	1,352,140	5.90%
Windham	1,867,050,000	1,264,831	1,877,500,000	0.6%	1,304,678	3.15%
Yarmouth	1,532,200,000	1,037,987	1,575,000,000	2.8%	1,094,470	5.44%
	40,806,800,000	27,644,523	42,139,850,000	3.27%	29,283,062	5.93%
Tax Calculation	2014	2015	2016		2017	
Total Estimated Expend	37,745,743	39,267,552	39,895,902		41,464,388	
Total Estimated Revenue	(11,982,439)	(12,493,956)	(12,251,379)		(12,181,326)	
Designated Surplus	(350,000)	-	-		-	Net Increase
Tax Revenue Required	25,413,304	26,773,596	27,644,523		29,283,062	5.93%
	2014	2015	2016		2017	
Mil Rate	0.0006580382	0.0006798849	0.0006774489		0.0006949019	
Per \$1,000	0.6580382	0.6798849	0.67744893		0.694901892	
Amount for \$200,000	\$ 131.61	\$ 135.98	\$ 135.49		\$ 138.98	
Increase		\$ 4.37	\$ (0.49)		\$ 3.49	

NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND
FISCAL YEAR 2017

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 Actual	2016 FINAL BUDGET	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail-	-	-		-	-	-		
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment	400,000	600,000	790,500	972,000	1,100,000	1,100,000	1,100,000	1,100,000
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	337,581	400,400	400,400	550,400	550,400	550,400	550,400
11-120		2012-County Debt under Charter- Principal \$2.775M	330,000	330,000	320,000	210,000	210,000	210,000	210,000	210,000
		2014- County CIP Debt			130,000	150,000	150,000	150,000	150,000	150,000
		2016- County CIP Debt				140,000	140,000	140,000	140,000	140,000
		TOTAL BOND DEBT SERVICE	985,301	1,352,581	1,725,900	1,957,400	2,235,400	2,235,400	2,235,400	2,235,400
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail-	52,625							
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	1,002,500	1,004,655	1,002,500	1,002,500	954,500	954,500	954,500	954,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	64,069	60,516	56,844	56,950	49,513	49,513	49,513	49,513
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	36,315	56,250	36,315	50,675	65,000	65,000	65,000	65,000
11-120		2012-County Debt under Charter- Interest \$2.775M	-		23,235	45,405	41,205	41,205	41,205	41,205
		2014- County CIP Debt			28,713	24,838	21,838	21,838	21,838	21,838
		2016- County CIP Debt				39,400	39,400	39,400	39,400	39,400
		TOTAL BOND DEBT INTEREST	1,155,509	1,121,421	1,147,606	1,219,768	1,171,455	1,171,455	1,171,455	1,171,455
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge/and Rating Agencies	20,869	26,890	27,050	24,000	27,000	27,000	27,000	27,000
11-120	9210	TAN Legal Fees	4,542	5,125	7,500	5,000	5,500	5,500	5,500	5,500
11-120	9220	TAN Interest	6,032	12,144	18,964	20,000	60,000	60,000	60,000	60,000
		TOTAL DEBT EXPENSE - LOANS	31,443	44,159	53,514	49,000	92,500	92,500	92,500	92,500
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	4,200	5,132	6,382	2,800	7,000	7,000	7,000	7,000
11-140	5550	Unemployment Insurance	25,634	2,016	29,932	40,000	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	(4,766)	-	204,300	224,300	300,000	300,000	300,000	300,000
11-141	9526	County Capital Improvement Reserve for CIP	261,421	117,812	68,980	88,500	173,250	230,250	230,250	230,250
11-141	9500	Civic Center Operational Subsidy	-	411,033	425,000	530,000	200,000	200,000	200,000	264,003
11-141	5502	Contingent Appropriation	5,000	738	1,510	30,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	(161)	78,206	104,750	55,000	55,000	55,000	55,000	55,000
		TOTAL NON-DEPARTMENTAL	291,328	614,938	840,853	970,600	805,250	862,250	862,250	926,253
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,463,581	3,133,099	3,767,874	4,196,768	4,304,605	4,361,605	4,361,605	4,425,608

107,838

164,838

164,838

228,841

CUMBERLAND COUNTY

PERSONNEL

2017

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 2017.

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 2017
POSITION CLASSIFICATION PLAN**

MANAGEMENT

<u>TITLE</u>	<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>
County Manager	17	\$92,796 – 131,778
Assistant County Manager	16	\$85,931 – 122,021
Director Regional Assessing Chief Deputy Finance Director	15	\$79,574 – 112,993
Register of Deeds Community Development Coordinator Information Technology Director Emergency Communications Director Emergency Management Agency Director Facilities Manager Human Resources Director Jail Administrator	14	\$73,679 – 104,627
Domestic Violence Coordinator	12	\$63,224 – 89,705
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations Network Administrator	11	\$58,493 – 83,061
Human Resources Specialist	9	\$50,149 – 71,207
Administrative Investigator Assistant Assessor Deputy Communications Director Deputy EMA Director Deputy Register of Deeds Deputy Register of Probate Grants/Projects Liaison	8	\$44,442 – 65,954

GENERAL GOVERNMENT POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Clerk/Supervisor Custodian Supervisor Paralegal	7	\$20.67 – 28.18
Computer Specialist Finance Assistant Fleet Automotive Technician Maintenance Technician Parking Garage Operator Planner Drug Fee Project Coord	6	\$18.79 – 25.61
Clerk II Restitution Clerk Trial Assistant .	5	\$17.09 – 23.28
Receptionist	4	\$15.54 – 21.18
Parking Garage Attendant Clerk I Custodian	3	\$14.13 – 19.24

CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Accounts Supervisor	9	\$24.10 – 34.24
Payroll Supervisor Human Resources Generalist	8	\$22.33 – 31.71
Executive Assistant	7	\$20.67 – 28.18
Investigations Clerk Inmate Communications Clerk	6	\$18.79 – 25.61
Administrative Assistant Payroll Clerk	5	\$17.09 – 23.28

PROFESSIONAL/TECHNICAL

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Electrician Supervisor Assistant Director/Safety Coordinator	11	\$28.12 – 39.93
Business & Communication Coordinator Chaplin Coordinator/Rehabilitation & Diversion	10	\$26.04 – 36.97
Community Development Assistant Emergency Management Program Coordinator Legal Administration Supervisor	9	\$24.10 – 34.24
Accreditation Coordinator Facilities Supervisor Fleet Automotive Supervisor Maintenance Supervisor Software Specialist Victim Assistant	8	\$22.33 – 31.71
Electrician Public Information Officer	7	\$20.67 – 28.18
Building Technician Legal Secretary	6	\$18.79 – 25.61
Appraiser	5	\$17.09 – 23.28

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

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

COMMUNICATIONS BARGAINING UNIT 2017

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Dispatcher	\$18.50 – 23.54
Shift Supervisor	\$22.80 – 26.84

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	\$10,560
Judge of Probate	\$65,734
Register of Probate	\$48,185
Sheriff	\$96,019

This schedule is a representation of positions within departments.									
	2016				2017				
	Approved		Grant & Contract		Approved		Grant & Contract		
Job Title	FT	PT	FT	PT	FT	PT	FT	PT	
EXECUTIVE									
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									
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
<i>garage moved to facilities 2015</i>	8	2	1	3	8	2	1	3	
INFORMATION TECHNOLOGY									
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				
Human Resources									
Human Resources Director	1				1				
Human Resources Specialist	1				1				
Wellness Coordinator					1				
Human Resources Generalist	1				1				
Executive Assistant	1				1				
	4				5				
Finance Department									
Director of Finance	1				1				
Accounts Supervisor	1				1				
Payroll Supervisor	1				1				
Finance Clerk	1				1				
	4				4				

	2016				2017			
	Approved		Grant & Contract		Approved		Grant & Contract	
DISTRICT ATTORNEY								
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			
Diversion Clerk					1			
	23	6			24	6		
FACILITIES								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Maintenance Technician I	0				0			
Custodian	4	1	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	2			21	2		
DEEDS								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk/Supervisor	1				1			
Clerk II	7				6			
Clerk 1	1				1			
	11				10			
PROBATE								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	3				3			
Judge of Probate	1				1			
Legal Secretary	1				1			
	7				7			

	2016				2017			
	Approved		Grant & Contract		Approved		Grant & Contract	
EMERGENCY MANAGEMENT AGENCY								
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		
SHERIFF								
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				2			
Receptionist/Clerk	1				1			
Captain-Support Services	1				1			
Accreditation Compliance Coordinator	1				1			
Administrative Assistant	1				1			
	11	0			11	0		
Law Enforcement								
Captain - Law Enforcement	2				2			
Lieutenant	3				3			
Sergeant	7				7			
Deputy/Community Relations Officer	19		15	3	21		15	3
Detective	8		1		9			
Complaint Officer	1				1			
Crime Analyst	1				1			
	41		16	3	44		15	3
Civil Process								
Administrative Civil Deputy	1				1			
Civil Deputy	3			6	3			6
	4			6	4			6
Communications								
Communications Director	1				1			
Deputy Communications Director	1				1			
Shift Supervisor	6				6			
Dispatcher	29.5	5			29.5	5		
	37.5				37.5			
Regional Assessing								
Director of Regional Assessing			1				1	
Assistant Assessor			1				1	
Appraiser			1				1	
Administrative Assistant				1			1	
			3				3	
Total Budget Employees Only	183.5	11	20	12	187.5	11	19	12

[illegible]



Emergency Management

James Budway, Director

Wages for full & part time staff.

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	2017 Budget
EMA Allocation	\$ 270,536	\$ 319,022	\$ 334,966	\$ 330,812
AT&T Tower Lease	\$ 10,872	\$ 10,387	\$ 11,764	\$ 12,000
Total Revenues	\$ 281,408	\$ 329,409	\$ 346,730	\$ 342,812

EXPENSES	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Labor	\$ 415,848	\$ 420,305	\$ 436,429	\$ 474,751
O&M	\$ 40,862	\$ 51,355	\$ 48,857	\$ 54,207
Capital	\$ -	\$ 100,698	\$ 96,000	\$ 96,000
CIP*	\$ 50,000	\$ 50,000	\$ -	\$ -
Total Expenses	\$ 456,709	\$ 622,358	\$ 581,286	\$ 624,958

Net Cost	\$ 175,301	\$ 292,949	\$ 239,636	\$ 282,146
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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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)	315,097	316,632	329,662	179,047	358,281	347,281	347,281	347,281
5401	Overtime	772		1,000	-	1,000	1,000	1,000	1,000
5500	Benefits	99,979	103,673	105,767	59,060	126,470	126,470	126,470	126,470
	TOTAL PERSONNEL SERVICES	415,848	420,305	436,429	238,107	485,751	474,751	474,751	474,751
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	6,070	8,721	6,000	5,372	9,000	9,000	9,000	9,000
6131	Gasoline		179	500		300	300	300	300
6231	Base Radio Repair		451	100	-	500	500	500	500
6232	Mobile Radio Repair			100	399	500	500	500	500
6400	Insurance- Building & Contents	2,952	2,939	3,751	1,291	3,751	3,751	3,751	3,751
6401	Insurance- Liability	6,449	6,421	8,196	2,822	8,196	8,196	8,196	8,196
6404	Insurance- Radio Equipment	582	580	740	255	740	740	740	740
6500	Office Supplies	1,618	1,826	1,800	683	1,800	1,800	1,800	1,800
6501	Training Supplies	674	-	750	480	750	750	750	750
6505	Printing & Engraving	69	519	500	-	250	250	250	250
6506	Postal Expenses	2,338	1,960	900	726	2,000	2,000	2,000	2,000
6507	Advertising			-	-	-	-	-	-
6508	Dues	50	50	100	50	100	100	100	100
6509	Books, Periodicals, & Subscriptions	165	165	200	189	200	200	200	200
6512	Training, Education, & Seminars	180	152	500	1,530	500	500	500	500
6513	Leases & Service Agreements	3,596	4,988	4,500	2,345	4,800	4,800	4,800	4,800
6800	Telephone & Communication	5,604	5,439	5,300	2,878	5,700	5,700	5,700	5,700
6801	Electricity Utility	4,095	3,746	3,200	1,733	3,300	3,300	3,300	3,300
6802	Gas Utility	3,677	3,971	4,500	1,443	4,200	4,200	4,200	4,200
6803	Water Utility	601	712	720	298	720	720	720	720

EMERGENCY MANAGEMENT AGENCY

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6806	Fuel Oil		3,325	1,000	-	1,000	1,000	1,000	1,000
6903	Food & Groceries	1,398	2,099	2,000	1,543	2,100	2,100	2,100	2,100
6904	Institutional Supplies	322	285	400	102	400	400	400	400
6913	Safety Equipment	364	2,724	3,000	634	3,000	3,000	3,000	3,000
6914	Non-Food Items Purchases	59	107	100		400	400	400	400
6950	Other				-	-	-	-	-
	TOTAL O&M	40,862	51,355	48,857	24,774	54,207	54,207	54,207	54,207
	CAPITAL OUTLAY								
71701	Homeland Security HazMat/WMD CIP		100,000	95,000	23,750	95,000	95,000	95,000	95,000
7350	Office Equipment		698	1,000	-	1,000	1,000	1,000	1,000
7355	Computer Hardware			-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	100,698	96,000	23,750	96,000	96,000	96,000	96,000
	TOTAL DEPARTMENT	456,709	572,358	581,286	286,631	635,958	624,958	624,958	624,958
						54,672	43,672	43,672	43,672
						9.4%	7.5%	7.5%	7.5%

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY					ACTIVITY CENTER: EMERGENCY MANAGEMENT			
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT) Wages & Salaries (PT)	329,662	179,047	358,281	Wages for full & part time staff.	347,281	347,281	347,281
5401	Overtime	1,000	-	1,000		1,000	1,000	1,000
5510	Health Insurance	59,972	34,155	77,190		77,190	77,190	77,190
5520	Retirement	17,386	7,069	15,128		15,128	15,128	15,128
5530	Social Security	24,085	14,092	27,408		27,408	27,408	27,408
5540	Workers Comp	950	1,013	1,283		1,283	1,283	1,283
5560	Deferred Comp	3,374	2,730	5,461		5,461	5,461	5,461
5500	Total Employee Benefits	105,767	59,060	126,470	Taxes and benefits for departmental employees.	126,470	126,470	126,470
	TOTAL PERSONNEL SERVICES	436,429	238,107	485,751	TOTAL	474,751	474,751	474,751
OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	6,000	5,372	9,000	Increase to reflect actual. Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections. Hazard Mitigation meetings and IMAT Communications work	9,000	9,000	9,000
6131	Gasoline	500	115	300	Decreased to reflect actual.	300	300	300
6231	Base Radio Repair	100	-	500	Reinstate Base radio amount for repair expenses.	500	500	500
6232	Mobile Radio Repair	100	399	500	Reinstate Mobile radio repair expenses.	500	500	500
6400	Insurance- Building & Contents	3,751	1,291	3,751	Agency share of insurance costs.	3,751	3,751	3,751
6401	Insurance- Liability	8,196	2,822	8,196	Agency share of insurance costs.	8,196	8,196	8,196
6404	Insurance- Radio Equipment	740	255	740	Insurance on EMA radio equipment.	740	740	740
6500	Office Supplies	1,800	683	1,800	General office supplies. Adjusted to reflect actual.	1,800	1,800	1,800

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6501	Training Supplies	750	480	750	Supplies, equipment, and programs used to provide community classes.	750	750	750
6505	Printing & Engraving	500		250	Letterhead printing, business cards, and print/copy costs decreased slightly based on actual.	250	250	250
6506	Postal Expenses	900	726	2,000	Postage costs for mailing correspondence/reports and Red Bag Courier Service increased to reflect actual.	2,000	2,000	2,000
6507	Advertising	-		-	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	189	200	Portland Press Herald and Professional Journals.	200	200	200
6512	Training, Education, & Seminars	500	1,530	500	Training classes not offered free by the Maine Emergency Management Agency.	500	500	500
6513	Leases & Service Agreements	4,500	2,345	4,800	Increased to reflect actual for Dish Network, Avaya, photocopier lease, postage meter lease.	4,800	4,800	4,800
6800	Telephone & Communication	5,300	2,878	5,700	Increased line to reflect actual for OTT long distance fees, TWC roadrunner service, AT&T Mobile phones and wifi booster, Seacoast Security for Quarterly Testing.	5,700	5,700	5,700
6801	Electricity Utility	3,200	1,733	3,300	Power for EMA bunker.	3,300	3,300	3,300

EMERGENCY MANAGEMENT AGENCY

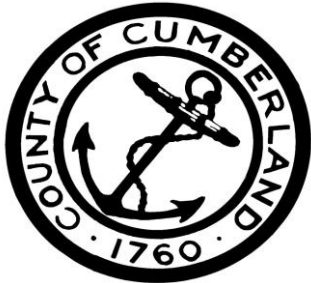
LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6802	Gas Utility	4,500	1,443	4,200	Natural gas decreased to reflect actual.	4,200	4,200	4,200
6803	Water Utility	720	298	720	Water fees for EMA bunker	720	720	720
6806	Fuel Oil	1,000		1,000	Diesel Fuel for Generator 1.	1,000	1,000	1,000
6903	Food & Groceries	2,000	1,543	2,100	Operational & emergency food and supplies increased slightly to reflect actual.	2,100	2,100	2,100
6904	Institutional Supplies	400	102	400	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	400	400	400
6913	Safety Equipment	3,000	634	3,000	MRE's for 15 people x 3 meals x 3 days Replacement and maintenance for emergency management equipment; EPI & handouts.	3,000	3,000	3,000
6914	Non-Food Items Purchases	100	308	400	Other EMA supplies.	400	400	400
		-	-	-		-	-	-
	TOTAL O&M	48,857	24,889	54,207	TOTAL	54,207	54,207	54,207
	CAPITAL OUTLAY							
71701	Homeland Security HazMat/WMD CIP	95,000	23,750	95,000		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	96,000	23,750	96,000	TOTAL	96,000	96,000	96,000
	TOTAL EMA	581,286	286,746	635,958	TOTAL	624,958	624,958	624,958
				54,672		43,672	43,672	43,672
				9.4%		7.5%	7.5%	7.5%

EMERGENCY MANAGEMENT AGENCY

COUNTY OF CUMBERLAND



DISTRICT ATTORNEYS OFFICE

Stephanie Anderson, DA

Wages for full & part time staff.

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

2017

	2014 Actual	2015 Actual	2015 Actual	2017 Budget		Labor	O&M	Capital	TOTAL
DA	\$ 115,907	\$ 135,433	\$ 135,433	\$ 135,000		1,657,186	203,435	1,000	1,861,621

*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 11,000 cases per year	Business & Communication Coordinator	1	
Coordinates Check Enforcement Program	Executive Assistant	1	
Coordinates the "Deferred Disposition Program"	Intern		6
Coordinates collection and disbursement of approx \$600,000 each year back to victims.	Paralegal	1	
Has five teams of attorneys dedicated to Adult Felony and Misdemeanor, Juvenile, and Domestic Violence Crimes	Legal Administrative Supervisor	2	
	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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)	839,255	902,045	960,552	515,815	1,071,807	1,123,502	1,123,502	1,123,502
5205	Wages & Salaries (PT)	6,428	-	-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	62,145	70,722	78,981	31,818	68,000	68,000	68,000	68,000
3500	Employee Benefits & Taxes	327,865	362,387	391,416	201,123	439,243	465,685	465,685	465,685
	TOTAL PERSONNEL SERVICES	1,235,693	1,335,154	1,430,949	748,756	1,579,050	1,657,186	1,657,186	1,657,186
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	18,763	16,890	22,000	5,837	22,000	22,000	22,000	22,000
6301	Professional Services	74,478	74,503	74,478	20,238	77,487	-	-	-
6305	Stenographer-Transcripts	3,272	7,207	8,000	359	5,000	5,000	5,000	5,000
6307	Witness Fees & Expenses - DA	19,310	1,123	8,000	2,602	6,000	6,000	6,000	6,000
6308	Witness Fees & Expenses - AG	7,195		1,000	203	1,000	1,000	1,000	1,000
6309	Laboratory Tests	(312)		1,000	-	1,000	250	250	250
6400	Insurance - Building & Contents (Bath)	2,538	2,526	2,600	895	2,600	2,600	2,600	2,600
6401	Insurance- Liability	4,551	4,537	5,000	1,721	5,000	5,000	5,000	5,000
6500	Office Supplies	15,546	19,988	16,000	8,021	16,000	16,000	16,000	16,000
6505	Printing and Engraving	6,824	6,720	7,000	2,049	7,000	7,000	7,000	7,000
6506	Postal Expenses	7,079	5,823	6,000	2,503	6,500	6,500	6,500	6,500
6507	Advertising	130	969	1,000	78	1,000	1,000	1,000	1,000
6508	Dues	19,917	21,120	22,264	1,437	32,885	27,885	27,885	27,885
6509	Books, Periodicals, & Subscriptions	18,627	15,930	19,000	7,145	19,000	19,000	19,000	19,000
6511	Equipment Rental	12,631	12,030	13,500	6,477	13,900	13,900	13,900	13,900
6512	Training, Education, & Seminars	5,790	4,530	8,800	3,865	10,800	10,800	10,800	10,800
6513	Leases & Service Agreements	33,090	44,730	45,300	33,787	47,500	47,500	47,500	47,500
6800	Telephone & Communication	11,252	11,054	12,500	5,279	12,000	12,000	12,000	12,000
	TOTAL O&M	260,682	249,679	273,442	102,496	286,672	203,435	203,435	203,435

DISTRICT ATTORNEY

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	855	5,805	1,000	484	1,000	1,000	1,000	1,000
7355	Computer Hardware	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	855	5,805	1,000	484	1,000	1,000	1,000	1,000
	TOTAL DEPARTMENT	1,497,230	1,590,638	1,705,391	851,736	1,866,722	1,861,621	1,861,621	1,861,621
						161,331	156,231	156,231	156,231
						9.5%	9.2%	9.2%	9.2%

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY								
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	960,552	515,815	1,016,807	Wages for full & part time staff.	1,068,502	1,068,502	1,068,502
				55,000	Diversion Clerk/Specialist	55,000	55,000	55,000
5205	Wages & Salaries (PT)				Wages for part-time departmental staff.			
5401	Overtime							
5210	Seasonal/Temporary/Intern	78,981	31,818	68,000	Wages for Interns-Largest block of Intern time	68,000	68,000	68,000
		-			and other temporary positions			
5510	Health Insurance	294,714	131,528	297,253		302,435	302,435	302,435
5520	Retirement	39,096	20,887	44,699		61,699	61,699	61,699
5530	Social Security	79,524	40,233	82,988		87,248	87,248	87,248
5540	Workers Comp	3,385	3,608	4,570		4,570	4,570	4,570
5560	Deferred Comp	5,978	4,867	9,734		9,734	9,734	9,734
5500	Employee Benefits & Taxes	391,416	201,123	439,243	Taxes and benefits for departmental employees.	465,685	465,685	465,685
	TOTAL PERSONNEL SERVICES	1,430,949	748,756	1,579,050	TOTAL	1,657,186	1,657,186	1,657,186
	OPERATIONS AND MAINTENANCE							
6130	Transportation & Lodging	22,000	5,837	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	20,238	77,487	Contract with Sheriff's Office to provide a detective for the Domestic Violence program	-	-	-
		-		-				
6305	Stenographer- Transcripts	8,000	359	5,000	Court transcripts required for case preparation and appeals.	5,000	5,000	5,000
		-		-				
6307	Witness Fees & Expenses- DA	8,000	2,602	6,000	Allocation for legislative requirement.	6,000	6,000	6,000
		-		-				
6308	Witness Fees & Expenses- AG	1,000	203	1,000	Allocation for legislative requirement.	1,000	1,000	1,000

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6309	Laboratory Tests	1,000	-	1,000	State legislated requirement for medical testing fees for victims of crime	250	250	250
		-		-				
6400	Insurance - Building & Contents	2,600	895	2,600	Insurance for Bath office.	2,600	2,600	2,600
		-		-				
6401	Insurance Liability	5,000	1,721	5,000	Liability insurance	5,000	5,000	5,000
		-		-				
6500	Office Supplies	16,000	8,021	16,000	Departmental office supplies	16,000	16,000	16,000
		-		-				
		-		-				
6505	Printing and Engraving	7,000	2,049	7,000	Case Folders, letterhead, envelopes	7,000	7,000	7,000
		-		-				
6506	Postal Expenses	6,000	2,503	6,500	mail costs associated with the prosecution of criminal cases and statewide business	6,500	6,500	6,500
		-		-				
6507	Advertising	1,000	78	1,000	Job Placement ads	1,000	1,000	1,000
		-		-	Victim Brochure development and printing	-	-	-
		-		-				
6508	Dues	22,264	1,437	32,885	Board of Bar Overseers. (18 memberships)	27,885	27,885	27,885
		-		-	National District Attorney's Association. (1 DA membership)			
		-		-	National District Attorney Assoc. (3 associate memberships)			
		-		-	Cumberland Bar Assoc			
		-		-	Maine Prosecutor's Association membership.			
		-		-	Victim Advocate's Association. (5)			
		-		-	Maine Trial Lawyers. (1 membership)			
		-		-	MEDATs:Justware database upgrade and template mgt services, educ and training - 10% rate increase			
		-		-				
		-		-				
		-		-				
6509	Books, Periodicals, & Subscriptions	19,000	7,145	19,000	Yearly Expenses for statute updates, reference	19,000	19,000	19,000

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
		-		-	books and subscriptions for additional attorneys-projected savings by reductions in subscriptions			
6511	Equipment Rental	-		-				
		13,500	6,477	13,900	Copier Expenses-New copier for one space where new position is going	13,900	13,900	13,900
		-		-				
		-		-	\$ -			
		-		-				
6512	Training, Education, & Seminars	-		-				
		8,800	3,865	10,800	Maine Prosecutor's Conference Registration.	10,800	10,800	10,800
		-		-	Staff training Seminars			
		-		-	management training			
		-		-	ADA CLE Seminars			
		-		-	Extradition training			
		-		-	Nat'l center for prosecution of DV training			
		-		-	National District Attorney Assoc. Board Meetings and Training Conference			
		-		-	JustWare software training Conference			
6513	Leases & Service Agreements	-		-				
		45,300	33,787	47,500	Ricoh service agreement increase with new copier equipment - cost per page expense increased with new machines	47,500	47,500	47,500
		-		-	Maintenance Costs for JustWare database + annual %5 increase			
		-		-	Confidential Destruction			
		-		-	JusticeWeb maintenance contract \$11K			
		-		-				
6800	Telephone & Communication	-		-				
		12,500	5,279	12,000	Telephone Service expenses	12,000	12,000	12,000
					Wireless Service			
					Air Card for Computer			
					language Translation Line			
					Connection to state Metro line			
					Remote internet access			
		-	-	-		-	-	-

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	TOTAL O&M	273,442	102,496	286,672	TOTAL	203,435	203,435	203,435
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,000	484	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	1,000	484	1,000	TOTAL	1,000	1,000	1,000
	TOTAL DISTRICT ATTORNEY	1,705,391	851,736	1,866,722	TOTAL	1,861,621	1,861,621	1,861,621
				161,331		156,231	156,231	156,231
				9.5%		9.2%	9.2%	9.2%

DISTRICT ATTORNEY



Executive Administration

Peter Crichton, County Manager

Wages for full & part time staff.

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

2017

Labor	O&M	Capital	TOTAL
623,551	163,770	-	787,321

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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	381,754	344,974	303,639	Wages for fu	317,577	317,577	317,577	317,577
5205-01	Wages & Salaries (PT)	49,913	91,364	98,472	47,099	100,903	100,903	100,903	100,903
5401-01	Overtime	4,613	5,501	3,500	3,159	5,000	5,000	5,000	5,000
5500-01	Employee Benefits & Taxes	160,878	174,986	173,794	87,829	200,070	200,070	200,070	200,070
	TOTAL PERSONNEL SERVICES	597,158	616,826	579,405	138,087	623,551	623,551	623,551	623,551
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	21,349	24,441	20,000	6,387	25,000	25,000	25,000	25,000
6301-01	Professional Services	23,091	30,155	24,199	35,970	30,000	30,000	30,000	30,000
6302-01	Legal Services	17,287	46,902	45,000	14,213	45,000	45,000	45,000	45,000
6400-01	Building & Contents Insurance	3,912	3,895	4,972	1,712	4,972	4,972	4,972	4,972
6407-01	Surety Bond Premiums	3,303	3,289	4,198	1,445	4,198	4,198	4,198	4,198
6500-01	Office Supplies	8,148	7,070	5,000	2,918	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	(147)	2,046	2,000	291	1,000	1,000	1,000	1,000
6506-01	Postal Expenses	2,967	3,102	2,500	404	1,500	1,500	1,500	1,500
6507-01	Advertising	210	11	50	961	500	500	500	500
6508-01	Dues	11,420	26,892	27,900	15,078	27,900	27,900	27,900	27,900
6509-01	Books periodicals, subs	762	1,745	500	492	500	500	500	500
6512-01	Training, Education, & Seminars	9,760	8,410	8,000	4,074	8,000	8,000	8,000	8,000
6513-01	Leases & Service Agreements	10,414	8,277	6,300	4,894	8,200	8,200	8,200	8,200
6609-01	Equipment Repair			-	-	-	-	-	-
6800-01	Telephone & Communication	2,799	1,827	3,000	966	2,000	2,000	2,000	2,000
	TOTAL O&M	115,277	168,061	153,619	89,804	163,770	163,770	163,770	163,770
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip								
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	712,435	784,887	733,024	227,891	787,321	787,321	787,321	787,321
						54,296	54,296	54,296	54,296
						7.4%	7.4%	7.4%	7.4%

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE			ACTIVITY CENTER: ADMINISTRATION					
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL							
5120-01	Wages & Salaries (FT)	303,639	161,072	317,577	Wages for full & part time staff. Wages for full-time departmental staff.	317,577	317,577	317,577
		-						
5401-01	Overtime/Taping	3,500	3,159	5,000	<i>Adjusted to actual</i>	5,000	5,000	5,000
		-						
5205-01	Wages & Salaries (PT)	98,472	47,099	100,903	DV & Special projects	100,903	100,903	100,903
		-						
5510	Health Insurance	104,635	50,789	114,783		114,783	114,783	114,783
5520	Retirement	21,951	11,531	24,676		24,676	24,676	24,676
5530	Social Security	31,029	16,403	32,396		32,396	32,396	32,396
5540	Workers Comp	1,345	1,434	1,816		1,816	1,816	1,816
5560	Deferred Comp	14,834	7,673	26,400		26,400	26,400	26,400
5500-01	Employee Benefits & Taxes	173,794	87,829	200,070	Benefits and taxes for departmental employees.	200,070	200,070	200,070
	TOTAL PERSONNEL SERVICES	579,405	299,159	623,551	TOTAL	623,551	623,551	623,551
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	20,000	6,387	25,000	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	25,000	25,000	25,000
		-						
		-						
6301-01	Professional Services	24,199	35,970	30,000	Arbitration, dispute resolution and other required services. Funding for the Cumberland District Public Health Council.	30,000	30,000	30,000
		-						
		-						
6302-01	Legal Services	45,000	14,213	45,000	Legal fees associated with consultation and pending law suits.	45,000	45,000	45,000
		-						
6400-01	Building & Content Insurance	4,972	1,712	4,972	Departmental share of insurance premium.	4,972	4,972	4,972
		-						
6407-01	Surety Bond Premiums	4,198	1,445	4,198	Bond obtained through MCCA.	4,198	4,198	4,198

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6500-01	Office Supplies	- 5,000	2,918	5,000	Departmental office supply costs.	5,000	5,000	5,000
6505-01	Printing & Engraving	- 2,000	291	1,000	General printing costs to include county budget, annual report, budget	1,000	1,000	1,000
6506-01	Postal Expenses	- 2,500	404	1,500	Departmental postage costs.	1,500	1,500	1,500
6507-01	Advertising	- 50	961	500	Legal notices and job postings in area newspapers.	500	500	500
6508-01	Dues	- 27,900	15,078	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	492	500		500	500	500
6512-01	Training, Education, & Seminars	- 8,000	4,074	8,000	MCCA Convention, MMA seminars and NACO conference	8,000	8,000	8,000
6513-01	Leases & Service Agreements	- 6,300	4,894	8,200	Lease agreement/ copier maintenance agreement for copier Postage meter lease/ maintenance. Postage machine service agreement.	8,200	8,200	8,200
		-						
		-						
		-						
		-						
		-						
		-						
		-						

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6609-01	Equipment Repair	-			Equipment maintenance not covered under service agreement.	-	-	-
6800-01	Telephone & Communication	3,000	966	2,000	Provides for local and long distance calls, and associated communication.	2,000	2,000	2,000
	TOTAL O&M	153,619	89,804	163,770		163,770	163,770	163,770
	CAPITAL OUTLAY		-					
	TOTAL CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL ADMINISTRATION	733,024	388,963	787,321	TOTAL	-	-	-
					TOTAL	787,321	787,321	787,321
				54,296		54,296	54,296	54,296
				7.4%		7.4%	7.4%	7.4%

EXEC-ADMINISTRATION



Information Technology

Aaron Gilpatric Director

Wages for full & part time staff.

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

				2017 Budget		Labor	O&M	Capital	TOTAL
		"No revenue"		-		395,270	404,000	75,000	874,270
				\$ -					

EXPENSES

2017

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	2	
	5	

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: INFORMATION TECHNOLOGY					ACTIVITY CENTER: INFORMATION TECHNOLOGY				
ACCT #	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120	Wages & Salaries (FT)	235,861	265,048	273,580	148,723	287,625	287,625	287,625	287,625
5500	Employee Benefits & Taxes	<u>73,142</u>	<u>84,900</u>	<u>97,443</u>	<u>50,142</u>	<u>107,645</u>	<u>107,645</u>	<u>107,645</u>	<u>107,645</u>
	TOTAL PERSONNEL SERVICES	309,003	349,948	371,023	198,865	395,270	395,270	395,270	395,270
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,218	3,155	3,000	1,532	4,000	4,000	4,000	4,000
6301	Professional Services	29,084	29,468	22,000	-	22,000	25,000	25,000	25,000
6500	Office Supplies	1,050	2,008	1,000	743	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	21,608	39,790	31,000	29,755	31,000	36,000	36,000	36,000
	Printing & Engraving	14,116	16,110	12,000		12,000	12,000	12,000	12,000
6512	Training, Education, & Seminars	8,052	11,827	8,000	3,095	8,000	12,000	12,000	12,000
6514	maintenance Contracts	219,946	209,535	207,000	194,598	249,000	218,000	218,000	218,000
6811	Computer Repair	12,347	7,851	8,000	3,799	8,000	8,000	8,000	8,000
6800	Telephone & Communication	<u>78,910</u>	<u>83,382</u>	<u>86,000</u>	<u>46,252</u>	<u>88,000</u>	<u>88,000</u>	<u>88,000</u>	<u>88,000</u>
	TOTAL O&M	388,331	403,125	378,000	279,774	423,000	404,000	404,000	404,000
	CAPITAL OUTLAY								
7355-02	Computer Hardware	<u>75,883</u>	<u>70,804</u>	<u>75,000</u>	<u>42,662</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
	TOTAL CAPITAL OUTLAY	75,883	70,804	75,000	42,662	75,000	75,000	75,000	75,000
	TOTAL ACTIVITY CENTER	773,217	823,878	824,023	521,301	893,270	874,270	874,270	874,270
						69,246	50,246	50,246	50,246
						8.4%	6.1%	6.1%	6.1%

INFORMATION TECHNOLOGY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2015 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	273,580	148,723	287,625	Wages for full & part time staff.	287,625	287,625	287,625
5510	Health Insurance	48,269	24,727	55,883		55,883	55,883	55,883
5520	Retirement	27,289	13,303	28,468		28,468	28,468	28,468
5530	Social Security	20,929	11,093	22,003		22,003	22,003	22,003
5540	Workers Comp	956	1,019	1,291		1,291	1,291	1,291
5560	Deferred Comp							
5500	Employee Benefits & Taxes	97,443	50,142	107,645		107,645	107,645	107,645
	TOTAL PERSONNEL SERVICES	371,023	198,865	395,270		395,270	395,270	395,270
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,000	1,532	4,000	Mileage Expense	4,000	4,000	4,000
		-		-				
6301	Professional Services	22,000		22,000	On site Technical Assistance	25,000	25,000	25,000
		-		-	GIS Service for Municipalities			
		-		-				
6500	Office Supplies	1,000	743	1,000	General Office Supplies	1,000	1,000	1,000
		-		-				
6503	Computer, Software, & Supplies	31,000	29,755	31,000	Software, upgrades and licensing	36,000	36,000	36,000
		-		-				
6505	Printing and Engraving	12,000	6,868	12,000	Printer and Toner cartridges	12,000	12,000	12,000
		-		-				
6512	Training, Education, & Seminars	8,000	3,095	8,000	System training	12,000	12,000	12,000
		-		-				
6514	Maintenance Contracts	207,000	194,598	249,000	Spillman Maint Agreement	218,000	218,000	218,000
		-		-	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	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
		-		-	Open Fox Messenger			
		-		-	FATPOT			
		-		-				
6611	Computer Repair	8,000	3,799	8,000	Repair equipment formerly under maintenance contract.	8,000	8,000	8,000
		-		-				
		-		-				
6800	Telephone & Communication	86,000	46,252	88,000	System wide internet, wireless access and fiber lines	88,000	88,000	88,000
	TOTAL O&M	378,000	286,642	423,000		404,000	404,000	404,000
					TOTAL			
7355	Computer hardware for County	75,000	42,662	75,000	Communications, server and network hardware	75,000	75,000	75,000
	TOTAL CAPITAL OUTLAY	75,000	42,662	75,000		75,000	75,000	75,000
					TOTAL			
	TOTAL IT	824,023	528,169	893,270		874,270	874,270	874,270
					TOTAL			
					69,246	50,246	50,246	50,246
					8.4%	6.1%	6.1%	6.1%

INFORMATION TECHNOLOGY (IT)



Human Resources

Martha Sumner, Director

Wages for full & part time staff.

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

	2013 Actual	2014 Actual	2013 Budget	2017 Budget		EXPENSES 2017			
						Labor	O&M	Capital	TOTAL
					No Revenues	371,829	36,819	5,000	413,648
				\$ -					

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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	189,365	193,138	227,707	Wages for fu	239,991	303,741	303,741	276,491
5500	Employee Benefits & Taxes	47,175	50,378	85,141	43,852	95,338	95,338	95,338	95,338
	TOTAL PERSONNEL SERVICES	236,540	243,516	312,848	162,933	335,329	399,079	399,079	371,829
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	206	728	1,250	1,211	3,680	3,680	3,680	3,680
6301	Professional Services	15,671	36,629	53,875	19,435	55,375	17,375	17,375	17,375
6500	Office Supplies	2,032	2,765	2,500	702	2,000	2,000	2,000	2,000
6505	Printing & Engraving	-	189	-	80	500	500	500	500
6506	Postal Expenses	1,020	1,411	1,500	617	1,500	1,500	1,500	1,500
6508	Dues	180	165	470	454	370	370	370	370
6509	Books, Periodicals, & Subscriptions	754	754	3,205	-	3,294	3,294	3,294	3,294
6512	Training, Education, & Seminars	645	1,354	3,155	1,045	6,275	6,275	6,275	6,275
6515	Wellness				2,569	1,500	1,500	1,500	1,500
6800	Telephone & Communication	445	290	-	173	325	325	325	325
	TOTAL O&M	20,953	44,285	66,455	26,286	74,819	36,819	36,819	36,819
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	3,708	1,294	4,000	2,109	5,000	5,000	5,000	5,000
	TOTAL CAPITAL OUTLAY	3,708	1,294	4,000	2,109	5,000	5,000	5,000	5,000
	TOTAL ACTIVITY CENTER	261,201	289,095	383,303	191,328	415,148	440,898	440,898	413,648
						31,845	57,595	57,595	30,345
						8.3%	15.0%	15.0%	7.9%

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES						
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	227,707	119,081	239,991	Wages for full & part time staff. Wages for full-time departmental staff.	303,741	303,741	276,491
5510	Health Insurance	46,274	24,382	55,103		55,103	55,103	55,103
5520	Retirement	20,629	8,670	18,554		18,554	18,554	18,554
5530	Social Security	17,420	8,842	18,359		18,359	18,359	18,359
5540	Workers Comp	818	872	1,104		1,104	1,104	1,104
5560	Deferred Comp		1,087	2,217		2,217	2,217	2,217
5500	Employee Benefits & Taxes	85,141	43,852	95,338	Benefits and taxes for departmental employees.	95,338	95,338	95,338
	TOTAL PERSONNEL SERVICES	312,848	162,933	335,329	TOTAL	399,079	399,079	371,829
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,250	1,211	3,680	Travel between offices for all HR staff \$ 1,500 HR/Worker's Comp Convention - Lodging (Martha PHR Cont. Ec \$ 780 HR/W/C Convention/Training Meals (Higher Level W/C claims) 1400	3,680	3,680	3,680
6301	Professional Services	53,875	\$19,435	55,375	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 12,000.00 Affirmative Action/EEO EE Plan for Fed/grants 3,900.00	\$17,375	17,375	17,375
6500	Office Supplies	2,500	\$702	2,000	Departmental office supply costs.	2,000	2,000	2,000
6505	Printing & Engraving		\$80	500	Wellness Brochures/Promotional Items	500	500	500
6506	Postal Expenses	1,500	\$617	1,500	Departmental postage costs. \$ 1,500 Wellness Program postage costs	1,500	1,500	1,500
6508	Dues	470	\$454	370	MLGHRA Membership - Dawn & Martha & Mary/\$25.00 each 75.00 LERA Membership - Dawn & Martha/\$15.00 each 30.00 HRASM Membership - Martha 75.00	370	370	370

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
					SHRM Membership - Martha 190.00			
6509	Books, Periodicals, & Subscriptions	3,205		3,294	IPMA - Martha 149.00 Books for HR/Training 500.00 Jobs in Me Subscription \$ 2,645	3,294	3,294	3,294
6512	Training, Education, & Seminars	3,155	\$1,045	6,275	Supervisory Training (based on 15 participants County wide) 5,400 MMA Conference/Martha/1 other - October - Augusta/Bangor 170 MLGHRA HR Conference/Martha/1 other - June (Thomas Colleg 150 LERA Conference/Martha/Dawn - Sept (Italian Heritage Center) 150 LERA Meetings (3 meetings Martha/2 meetings Dawn) - (MTA) 75 HRASM - Martha 3 mtgs/Dawn & Mary 1 mtg each - (Clarion Hot 130 Personnel Training - HR Assistant 200	6,275	6,275	6,275
6515	Wellness		2,569	1,500	Wellness	1,500	1,500	1,500
6800	Telephone expense	500	173	325		325	325	325
	TOTAL O&M	66,455	26,286	74,819		36,819	36,819	36,819
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.	4,000	2,109	5,000	For employee ergonomic needs to reduce medical costs	5,000	5,000	5,000
		-	-	-		-	-	-
		4,000	2,109	5,000	TOTAL	5,000	5,000	5,000
		383,303	191,328	415,148	TOTAL	440,898	440,898	413,648
				31,845		57,595	57,595	30,345
				8.3%		15.0%	15.0%	7.9%

HUMAN RESOURCES



Facilities Department

Bruce Tarbox, Director

*Mission to provide a use Wages for full & part time staff.
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

2017

Labor	O&M	Capital	TOTAL
1,497,311	877,764	4,000	2,379,075
ENTERPRISE			311,603
TOTAL DEPT			2,690,678

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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)*	674,326	716,563	703,508	392,484	740,449	988,793	988,793	988,793
5210	Seasonal/Temporary/Intern	14,769	33,540	13,716	14,086	-	-	-	-
5401	Overtime	7,296	2,701	16,000	12,543	16,000	31,563	31,563	31,563
5500	Employee Benefits & Taxes	300,649	325,195	324,918	180,911	369,593	476,955	476,955	476,955
	TOTAL PERSONNEL SERVICES	997,039	1,077,999	1,058,141	600,025	1,126,042	1,497,311	1,497,311	1,497,311
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,243	890	1,200	110	1,200	1,200	1,200	1,200
6131	Gas, Oil, & Grease	37,719	38,526	43,500	1,872	43,500	43,500	43,500	43,500
6132	Vehicle Repair	77,773	75,627	92,000	28,671	92,000	82,000	82,000	82,000
6301	Professional Services	6,756	6,968	10,000	11,325	10,500	10,500	10,500	10,500
6303	Contract Special Services	4,480	14,316	7,040	6,468	7,040	12,040	12,040	12,040
6304	Security Services	1,135	1,357	1,400	403	1,400	1,400	1,400	1,400
6400	Insurance- Building & Contents	41,762	41,577	53,072	18,272	53,072	53,072	53,072	53,072
6401	Insurance- Liability	2,295	2,285	2,917	1,004	2,917	2,917	2,917	2,917
6402	Vehicle Insurance	10,932	10,884	13,893	4,783	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	6,449	6,421	8,196	2,822	8,196	8,196	8,196	8,196
6406	Insurance- Deductible			-	-	-	-	-	-
6500	Office Supplies	1,499	2,994	1,500	1,147	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	7,226	6,264	8,600	4,989	8,600	8,600	8,600	8,600
6504	Maintenance Supplies	16,864	15,914	15,500	3,496	17,500	17,500	17,500	17,500
6505	Printing & Engraving	641	2,807	550	-	550	550	550	550
6506	Postal Expenses	244	83	300	2	300	300	300	300
6507	Advertising			200	470	350	350	350	350
6508	Dues	326	323	350	783	550	550	550	550
6509	Books, Periodicals, & Subscriptions	50		100	553	150	150	150	150
6510	Tools & Implements	2,368	4,041	2,500	1,532	2,500	2,500	2,500	2,500
6511	Equipment Rental	6,265	5,629	4,710	4,220	4,710	5,710	5,710	5,710
6512	Training, Education, & Seminars	188	164	600	289	600	600	600	600
6513	Lease & service Agreements	140,483	130,584	163,000		179,000	179,000	179,000	179,000

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6514	Maintenance Contracts	52,501	53,354	57,500	34,461	62,000	62,000	62,000	62,000
6600	Cleaning & Sanitary	2,454	3,338	2,500	469	2,500	2,500	2,500	2,500
6601	Snow Removal	6,882	5,545	5,500	3,713	5,500	5,500	5,500	5,500
6602	Lot & Grounds Maintenance	7,560	2,546	2,000	6,912	4,000	4,000	4,000	4,000
6603	Building & Structure Repair	9,217	20,951	17,000	21,262	21,000	21,000	21,000	21,000
6604	Heating & Cooling (HVAC) Repair	24,733	25,523	15,000	10,321	18,000	18,000	18,000	18,000
6605	Electrical Repair	16,200	13,211	12,500	8,836	13,500	13,500	13,500	13,500
6606	Painting Repair	7,167	3,661	2,000	262	2,900	2,900	2,900	2,900
6607	Plumbing Repair	5,292	2,970	7,000	144	8,200	8,200	8,200	8,200
6608	Elevator Repair	588		1,500	-	1,000	1,000	1,000	1,000
6609	Equipment Repair	3,697	5,350	2,000	4,173	3,000	3,000	3,000	3,000
6612	Furniture Repair	750	1,749	1,200	6,140	1,200	1,200	1,200	1,200
6800	Telephone & Communication	410	2,589	3,000	3,285	3,000	3,000	3,000	3,000
6801	Electricity Utility	136,080	150,330	137,600	63,421	137,600	137,600	137,600	137,600
6802	Gas Utility	82,260	72,988	114,900	33,772	104,900	90,900	90,900	90,900
6803	Water Utility	5,105	8,272	8,466	2,258	8,300	8,300	8,300	8,300
6804	Sewer Utility	18,975	30,758	18,703	11,414	22,336	22,336	22,336	22,336
6805	Rubbish Removal	10,573	10,026	12,000	5,892	12,000	12,000	12,000	12,000
6806	Fuel Oil	1,351	1,577	-	21	-	-	-	-
6906	Paper Goods	11,502	11,687	8,000	6,496	8,000	10,000	10,000	10,000
6908	Clothing- Uniforms	1,926	3,118	-	63	500	500	500	500
6909	Clothing- Cleaning	2,285	3,036	2,300	1,355	2,300	2,300	2,300	2,300
6913	Safety Equipment	1,976	1,450	1,400	589	2,000	2,000	2,000	2,000
6950	misc expense PRC	420	132	-	-	-	-	-	-
TOTAL O&M		777,603	801,815	863,197	318,468	893,764	877,764	877,764	877,764

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	1,761	-	-	-	-	-	-	-
7315	Electrical Capital	745	5,541	-	37	-	-	-	-
7335	Maintenance Capital		381	-	-	-	-	-	-
7350	Office Equipment	4,361		400	149	200	200	200	200
7355	Computer Hardware		247	400	826	800	800	800	800
7365	Safety Equipment	1,467	3,414	3,000	545	-	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	8,334	9,582	3,800	1,557	1,000	4,000	4,000	4,000
	TOTAL DEPARTMENT	1,782,977	1,889,396	1,925,138	920,050	2,020,806	2,379,075	2,379,075	2,379,075
						95,668	453,937	453,937	453,937
						5.0%	23.6%	23.6%	23.6%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES							
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.			
5120	Wages & Salaries (FT)	703,508	392,484	740,449	Wages for full-time departmental staff. \$ -	988,793	988,793	988,793
5205	Wages & Salaries (PT)							
5210	Seasonal/Temporary/Intern	13,716	14,086	-	Wages for substitute custodians/ maint./ special projects.			
5401	Overtime	16,000	12,543	16,000	Wages for required overtime work and call in work.	31,563	31,563	31,563
		-						
5510	Health Insurance	193,333	97,526	220,410		288,491	288,491	288,491
5520	Retirement	46,966	25,053	53,613		73,170	73,170	73,170
5530	Social Security	56,092	30,862	57,868		76,428	76,428	76,428
5540	Workers Comp	22,234	23,702	30,016		30,016	30,016	30,016
5560	Deferred Comp	6,294	3,768	7,686		8,850	8,850	8,850
5500	Employee Benefits & Taxes	324,918	180,911	369,593	Taxes and benefits for departmental employees.	476,955	476,955	476,955
	TOTAL PERSONNEL SERVICES	1,058,141	600,025	1,126,042	TOTAL	1,497,311	1,497,311	1,497,311
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,200	110	1,200	Departmental travel expenses including for training. \$ 1,200	1,200	1,200	1,200
6131	Gas Oil & Grease	43,500	1,872	43,500	Gas, oil, grease, and maintenance for departmental vehicles and machines. \$ 7,000	43,500	43,500	43,500
					Tires for Sheriff vehicles. \$ 32,000			
					Oil & grease for Sheriff vehicles. \$ 4,500			
6132	Vehicle Repair	92,000	28,671	92,000	Parts and labor for automobile and machine repair. \$ 6,000	82,000	82,000	82,000
					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	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6301	Professional Services	10,000	11,325	10,500	Consultants: chemical, etc. \$ 1,500 Indoor Air Quality tests. \$ 4,900 Elevator/lift inspections. \$ 4,100	10,500	10,500	10,500
6303	Contract Special Services	7,040	6,468	7,040	Pest control. (Courthouse & EMA) \$ 3,040 Hazardous Mats (lamp) \$ 3,000 Window Cleaning outside \$ 500 Recycling Costs \$ 500	12,040	12,040	12,040
6304	Security Services	1,400	403	1,400	Alarm monitoring Intrusion and Fire \$ 1,400	1,400	1,400	1,400
6400	Insurance -Building & Contents	53,072	18,272	53,072	Courthouse. \$ 53,072 Garage.	53,072	53,072	53,072
6401	Insurance- Liability	2,917	1,004	2,917	Departmental share of insurance. \$ 2,917	2,917	2,917	2,917
6402	Vehicle Liability	13,893	4,783	13,893	Departmental share of insurance. \$ 13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	2,822	8,196	Departmental share of insurance. \$ 8,196	8,196	8,196	8,196
6406	Insurance- Deductible				Deductible for any insurance claim.			
6500	Office Supplies	1,500	1,147	1,500	Office supplies and copy paper. \$ 1,500	1,500	1,500	1,500
6502	Cleaning Supplies	8,600	4,989	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	3,496	17,500	Repair supplies. Courthouse \$ 12,000 Garage. \$ 825	17,500	17,500	17,500

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
					EMA. \$ 1,850			
					Law Enforcement Center. \$ 725			
					Communications \$ 2,100			
6505	Printing & Engraving	550		550	Printing for work orders, forms, and blueprints. \$ 550	550	550	550
6506	Postal Expenses	300	2	300	Departmental postage costs. \$ 300	300	300	300
6507	Advertising	200	470	350	For material bids and personnel \$ 200	350	350	350
6508	Dues	350	783	550	NFPA \$ 200	550	550	550
					AFE (American Facilities Eng.) \$ 50			
					ASHRAE (Heating and AC Eng.) \$ 50			
					NSEE (Energy Engineers.) \$ 250			
					Electrician Licensing Fees. \$ 250			
6509	Books, Periodicals, & Subscriptions	100	553	150	Manager's Legal Bulletin. \$ 150	150	150	150
					Vehicle manuals.			
					ASHRAE Handbooks.			
					Means Data Books.			
					Reference manuals and code books.			
6510	Tools & Implements	2,500	1,532	2,500	Hand tools. \$ 2,500	2,500	2,500	2,500
6511	Equipment Rental	4,710	4,220	4,710	Pagers. \$ 700	5,710	5,710	5,710
					Offsite Storage \$ 2,000			
					Safety Kleen for Mechanic/Jail (oil) \$ 200			
					Copier \$ 1,500			
					Concrete cutter & others as needed \$ 310			
6512	Training, Education, & Seminars	600	289	600	OSHA Training \$ 600	600	600	600
					Training for Electrician			

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6513	Leases and Service Agreements	163,000	88,316	179,000	work order system Local seminars. Leased Office Space and Common Charges \$ 179,000 Lease 10,000 square feet	179,000	179,000	179,000
6514	Maintenance Contracts	57,500	34,461	62,000	HVAC contract. CCRCC new building \$ 3,000 CCCH & EMA \$ 22,400 Sprinkler system. \$ 2,300 Extinguishers. \$ 1,100 Fire alarm. . \$ 3,200 Elevator/lifts. \$ 14,500 Telephone \$ 3,000 Garage gate equipment. \$ 3,500 Identicard \$ 2,500 Work order Systems Support \$ 5,000 Automatic Doors \$ 1,500	62,000	62,000	62,000
6600	Cleaning & Sanitary	2,500	469	2,500	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	3,713	5,500	Courthouse complex (includes parking lot). \$ 5,000 EMA & Dispatch. \$ 500	5,500	5,500	5,500
6602	Lot & Grounds Maintenance	2,000	6,912	4,000	Loam, seed, sod. Flowers, shrubbery. Landscape timbers, fencing. Asphalt maintenance or repair:	4,000	4,000	4,000
6603	Building & Structure Repair	17,000	21,262	21,000	Doors, walls, ceilings, stairs, & windows. \$ 3,000 Replacement locks and keys \$ 3,000 Roof patches and repairs. \$ 2,500	21,000	21,000	21,000

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6604	Heating & Cooling (HVAC) Repair	15,000	10,321	18,000	CCCH Replacement Air Conditioners	\$ 2,500	18,000	18,000
					Carpeting and repairs	\$ 7,000		
					Exterior building repairs.	\$ 2,000		
					Replacement ceiling tiles.	\$ 1,000		
					Heating & Cooling (HVAC) Repair Courthouse.	\$ 11,000		
6605	Electrical Repair	12,500	8,836	13,500	Garage.	\$ 500	13,500	13,500
					EMA.	\$ 3,500		
					Law Enforcement Center.	\$ 3,000		
					Identocard and control repairs.	\$ 4,500		
					Lighting-lamps and ballast, light bulbs	\$ 3,000		
6606	Painting Repair	2,000	262	2,900	Power outlets & wiring.	\$ 2,000	2,900	2,900
					Electrical repairs.	\$ 4,000		
					Preventative & ongoing maintenance. Courthouse.	\$ 1,500		
					Garage.	\$ 500		
					EMA. & communications	\$ 500		
6607	Plumbing Repair	7,000	144	8,200	Law Enforcement Center.	\$ 400	8,200	8,200
					Preventative/ ongoing maintenance. Courthouse.	\$ 6,000		
					Garage.	\$ 700		
					EMA. And Communications	\$ 1,000		
					Law Enforcement Center.	\$ 500		
6608	Elevator Repair	1,500		1,000	Non-contract repairs	\$ 1,000	1,000	1,000
6609	Equipment Repair	2,000	4,173	3,000	Repair for County equipment.	\$ 3,000	3,000	3,000
6612	Furniture Repair	1,200	6,140	1,200	Repair material for any County furniture.	\$ 1,200	1,200	1,200
6800	Telephone & Communication	3,000	3,285	3,000	Telephone Costs	\$ 3,000	3,000	3,000

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6801	Electricity Utility	137,600	63,421	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	114,900	33,772	104,900	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	90,900	90,900	90,900
6803	Water Utility	8,466	2,258	8,300	Courthouse LEC EMA Communication 25 Pearl Garage. \$ 500 25 Pearl Street \$ 1,300	8,300	8,300	8,300
6804	Sewer Utility	18,703	11,414	22,336	25 Pearl Courthouse Lec EMA Communications LEC \$ 18,336	22,336	22,336	22,336
6805	Rubbish Removal	12,000	5,892	12,000	storm water charges \$ 4,000 Courthouse. Law Enforcement Center. EMA & Dispatch Garage Pearl Street	12,000	12,000	12,000
6806	Fuel Oil		21					
6906	Paper Goods	8,000	6,496	8,000	Toilet paper, sanitary napkins, paper towels. \$ 8,000	10,000	10,000	10,000
6908	Clothing- Uniforms		63	500	CCCH complex. (4 sets) \$ 500	500	500	500
6909	Clothing- Cleaning	2,300	1,355	2,300	Mechanic Uniforms. \$ 2,300	2,300	2,300	2,300
6913	Safety Equipment	1,400	589	2,000	Safety shoes. \$ 2,000 Gloves & wipes for chemicals & blood pathogens.	2,000	2,000	2,000

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
		-	-		First-aid kit maintenance.	-	-	-
-100.0%	TOTAL O&M	863,197	406,784	893,764	TOTAL	877,764	877,764	877,764
	CAPITAL OUTLAY							
7305	Building & Building Improvement							
7315	Electrical Capital		37		Energy controls (lighting) courthouse	\$ 5,000	-	\$ -
7335	Maintenance Capital							
7350	Office Equipment	400	149	200	Replace misc office equipment	200	200	200
7355	Computer Hardware	400	826	800		\$ 800	800	800
	Safety Program	3,000	545	2,000	new safety training program	\$ 3,000	3,000	3,000
		-	-	1,000	TOTAL	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	3,800	1,557					
	TOTAL FACILITIES	1,925,138	1,008,366	2,020,806	TOTAL	2,379,075	2,379,075	2,379,075
		14		95,668		453,937	453,937	453,937
				5.0%		23.6%	23.6%	23.6%

ENTERPRISE ACTIVITIES TOTAL	311,603
OVERALL DEPARTMENTAL EXPENSES	2,690,678

FACILITIES



Facilities-Garage Operation

Wages for full & part time staff.

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

	2013 Actual	2014 Actual	2015 Actual	2017 Budget
GAR		41,380	39,957	-
GAR		114,407	110,607	138,000
GAR		328,647	299,749	320,000
GAR				
GAR	\$ -	\$ 484,434	\$ 450,313	\$ 458,000

EXPENSES

2017

Labor	O&M	Capital	TOTAL
70,428	5,350	-	75,778

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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120-03	Wages & Salaries (FT)	39,404	34,794	38,315	11,704	39,081	39,081	39,081	39,081
5205-03	Wages & Salaries (PT)	26,936	1,804	13,520	-	13,520	13,520	13,520	13,520
5401-03	Overtime			500	-	1,000	1,000	1,000	1,000
5500-03	Employee Benefits & Taxes	17,238	14,276	19,999	7,367	16,827	16,827	16,827	16,827
	TOTAL PERSONNEL SERVICES	83,579	50,874	72,334	19,071	70,428	70,428	70,428	70,428
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	474	480	400	369	400	400	400	400
6503-03	Computer Software & Supplies			-	-	-	-	-	-
6505-03	Printing & Engraving	1,670		2,000	500	2,500	2,500	2,500	2,500
6507-03	Advertising			-	-	-	-	-	-
6510-03	Tools & Implements			-	-	-	-	-	-
6609-03	Equipment Repair	294	6,016	-	1,242	1,700	1,700	1,700	1,700
6800-03	Telephone & Communication	790	847	750	664	750	750	750	750
6905-03	Medical Supplies	41	-	-	-	-	-	-	-
	TOTAL O&M	3,269	7,343	3,150	2,774	5,350	5,350	5,350	5,350
	CAPITAL								
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	86,847	58,217	75,484	21,845	75,778	75,778	75,778	75,778
						294	294	294	294
						0.4%	0.4%	0.4%	0.4%

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: FACILITIES					ACTIVITY CENTER: PARKING GARAGE			
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL							
5120-03	Wages & Salaries (FT)	38,315	11,704	39,081	Wages for full & part time staff. Wages for full-time departmental staff.	39,081	39,081	39,081
5205-03	Temporary	13,520		13,520	Wages for part-time departmental staff.	13,520	13,520	13,520
		-						
5401-03	Overtime	500		1,000	Wages for required overtime work.	1,000	1,000	1,000
		-						
5510	Health Insurance	14,028	4,456	10,071		10,071	10,071	10,071
5520	Retirement	-		-		-	-	-
5530	Social Security	4,004	814	4,100		4,100	4,100	4,100
5540	Workers Comp	1,967	2,097	2,655		2,655	2,655	2,655
5560	Deferred Comp					-	-	-
5500-03	Employee Benefits & Taxes	19,999	7,367	16,827	Taxes and benefits for departmental employees.	16,827	16,827	16,827
	TOTAL PERSONNEL	72,334	19,071	70,428	TOTAL	70,428	70,428	70,428
	OPERATIONS & MAINTENANCE							
6500-03	Office Supplies	400	369	400	General office supplies used in garage operation.	400	400	400
6505-03	Printing & Engraving	2,000	500	2,500	60,000 garage tickets + shipping. (Now only available in 20k lots.)	2,500	2,500	2,500
6507-03	Advertising				Newspaper job advertisements			
6609-03	Equipment Repair		1,242	1,700	Repair material for gate swing-arms, and mechanical readers. In Facilities	1,700	1,700	1,700
6800-03	Telephone & Communication	750	664	750	Garage telephone costs. New system bank connection	750	750	750
						-	-	-

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6905-03	Medical Supplies			-	Replacement medical supplies. (Expiration of existing medical supplies.)			
	TOTAL O&M	3,150	2,774	5,350	TOTAL	5,350	5,350	5,350
	CAPITAL OUTLAY							
7325-03	Furniture & Fixtures		-					
7365-03	Radio Equipment							
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL GARAGE	75,484	21,845	75,778	TOTAL	75,778	75,778	75,778
				294		294	294	294
				0.4%		0.4%	0.4%	0.4%

PARKING GARAGE



Sheriff's Office-Administration

Kevin Joyce , Sheriff

Wages for full & part time staff.

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 of the managerial needs of the organization, while the Business Office supports the financial coordination of the entire department

REVENUES

	2013 Actual	2014 Actual	2015 Actual	2017 Budget
SHER	-	49,701	65,349	65,000
	\$ -	\$ 49,701	\$ 65,349	\$ 65,000

EXPENSES

2017

Labor	O&M	Capital	TOTAL
783,429	241,901	3,000	1,028,330

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	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120-05	Wages & Salaries (FT)	463,139	481,654	513,067	258,564	547,182	547,182	547,182	549,522
5205-05	Wages & Salaries (PT)	22,558	10,371	-	-	2,340	2,340	2,340	
5401-05	Overtime	11,316	12,708	1,000	8,846	25,000	18,000	18,000	18,000
5500-05	Employee Benefits & Taxes	178,763	171,479	200,789	105,968	216,442	215,907	215,907	215,907
	TOTAL PERSONNEL SERVICES	675,776	676,212	714,856	373,378	790,964	783,429	783,429	783,429
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	7,732	7,682	7,500	2,756	10,000	10,000	10,000	10,000
6131-05	Gas, Oil, & Grease	8,251	4,918	8,000	1,722	8,000	8,000	8,000	8,000
6301-05	Professional Services	2,214	11,822	11,300	4,256	11,300	11,300	11,300	11,300
6302-05	Legal Services	11,755	21,151	17,500	14,202	17,500	17,500	17,500	17,500
6401-05	Insurance - Liability	54,283	54,041	68,983	23,750	68,983	68,983	68,983	68,983
6402-05	Insurance- Vehicle	19,215	19,129	24,418	8,729	24,418	24,418	24,418	24,418
6500-05	Office Supplies	18,461	13,235	10,000	6,999	10,000	10,000	10,000	10,000
6505-05	Printing & Engraving	3,960	6,324	9,000	3,330	9,000	9,000	9,000	9,000
6506-05	Postal Expenses	3,645	5,139	5,000	1,430	5,000	5,000	5,000	5,000
6507-05	Advertising	2,922	421	2,500	269	2,500	2,500	2,500	2,500
6508-05	Dues	4,931	5,104	4,000	3,474	4,000	4,000	4,000	4,000
6509-05	Books, Periodicals, & Subscriptions	7,732	5,961	5,000	1,884	5,000	5,000	5,000	5,000
6511-05	Equipment Rental	12,338	18,362	10,700	5,369	10,700	10,700	10,700	10,700
6512-05	Training, Education, & Seminars	5,650	8,495	12,000	11,492	12,000	12,000	12,000	12,000
6800-05	Telephone & Communication	32,179	26,670	30,000	14,848	32,500	32,500	32,500	32,500
6908-05	Clothing- Uniforms	1,711	3,104	6,000	5,974	6,000	6,000	6,000	6,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6910-05	Criminal Investigation	1,073	50	1,000	195	5,000	5,000	5,000	5,000
	TOTAL O&M 211,608	198,052	211,608	232,901	110,677	241,901	241,901	241,901	241,901
	CAPITAL OUTLAY								
7350-05	Office Equipment	5,178	850	3,000	2,500	3,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	5,178	850	3,000	2,500	3,000	3,000	3,000	3,000
	TOTAL ACTIVITY CENTER	879,007	888,670	950,757	486,555	1,035,865	1,028,330	1,028,330	1,028,330
						85,108	77,572	77,572	77,572
						9.0%	8.2%	8.2%	8.2%

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF			ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES					
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.			
5120-05	Wages & Salaries (FT)	513,067	258,564	547,182	Wages for full-time departmental staff.	547,182	547,182	547,182
				2,340	Re-classify Inmate Comm. To Admin. Investigator	2,340	2,340	2,340
5205-05	Wages & Salaries (PT)							
5401-05	Overtime/On-Call Administrator	1,000	8,846	25,000	Wages for required overtime work.	18,000	18,000	18,000
		-						
5510	Health Insurance	104,378	51,704	116,852		116,852	116,852	116,852
5520	Retirement	42,682	17,115	36,625		36,625	36,625	36,625
5530	Social Security	39,326	20,243	43,772		43,236	43,236	43,236
5540	Workers Comp	12,687	15,893	17,127		17,127	17,127	17,127
5560	Deferred Comp	1,716	1,013	2,066		2,066	2,066	2,066
					Benefits			
5500-05	Employee Benefits & Taxes	200,789	105,968	216,442	Taxes and benefits for departmental employees.	215,907	215,907	215,907
	TOTAL PERSONNEL SERVICES	714,856	373,378	790,964	TOTAL	781,089	781,089	781,089
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	7,500	2,756	10,000	Departmental mileage and travel expenses *CALEA.	10,000	10,000	10,000
		-		-				
6131-05	Gas, Oil, & Grease	8,000	1,722	8,000	To provide gas for vehicles assigned to the administration bureau. (2986 gal @\$2.60).	8,000	8,000	8,000
		-		-				
6301-05	Professional Services	11,300	4,256	11,300	Polygraph and psych testing.	11,300	11,300	11,300
		-		-	Transcription services emergency needs.			
		-		-	Pre-employment Medical Evals - \$4100.			
		-		-				
6302-05	Legal Services	17,500	14,202	17,500	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.	17,500	17,500	17,500

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6401-05	Insurance - Liability	- 68,983	23,750	- 68,983	Provides departmental share of liability insurance.	68,983	68,983	68,983
6402-05	Insurance- Vehicle	- 24,418	8,729	- 24,418	Fleet insurance needs through current carrier.	24,418	24,418	24,418
6500-05	Office Supplies	- 10,000	6,999	- 10,000	General Administrative needs from pens to paper.	10,000	10,000	10,000
6505-05	Printing & Engraving	- 9,000	3,330	- 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	1,430	- 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	- 2,500	269	- 2,500	Recruiting and other necessary advertisements for Sheriff's Office.	2,500	2,500	2,500
		-		-				
		-		-				
6508-05	Dues	- 4,000	3,474	- 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	- 5,000	1,884	- 5,000	Legal reference material, new title updates.	5,000	5,000	5,000
		-		-	Clear search database for LEC.			

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6511-05	Equipment Rental	- - 10,700	- - 5,369	- - 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	- 11,492	- 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	- 14,848	- 32,500	Telephone services. In-State/Out State service. Wireless Phone Services Replacement-wireless equipment. Substation service. Phone maintenance. Pagers for key personnel \$142 X 12. GPS Units-ESU/K-9 (\$2,500)	32,500	32,500	32,500
6908-05	Clothing- Uniforms	- 6,000	- 5,974	- 6,000	Provided to staff.	6,000	6,000	6,000
6910-05	Criminal Investigation	- 1,000	- 195	- 5,000	General expenses for investigations including CD/DVD, batteries (Internal investigations).	5,000	5,000	5,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
		-	-	-	Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process. IAPro/Blue Team Annual Maint. (\$3,200)	-	-	-
	TOTAL O&M	232,901	110,677	241,901	TOTAL	241,901	241,901	241,901
	CAPITAL OUTLAY							
7350-05	Office Equipment	3,000	2,500	3,000	Misc replacement of broken/worn furniture. 4,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	3,000	2,500	3,000		3,000	3,000	3,000
	TOTAL ADMIN/ SUPPORT SERVICES	950,757	486,555	1,035,865	TOTAL	1,025,990	1,025,990	1,025,990
				85,108		75,232	75,232	75,232
				9.0%		7.9%	7.9%	7.9%

ADMINISTRATION/ SUPPORT SERVICES



Sheriff's Office- Law Enforcement

Kevin Joyce, Sheriff

Wages for full & part time staff.

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

	2013 Actual	2014 Actual	2013 Budget	2017 Budget
LEC			-	
ENTERPRISE				1,278,945
				\$ 1,278,945

EXPENSES

2017

Labor	O&M	Capital	TOTAL
4,486,512	416,750	483,473	5,386,735
ENTERPRISE			1,278,945
TOTAL DEPT.			6,665,680

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	
DETECTIVE	9			
COMPLAINT OFFICER	1			
CRIME ANALYST	1			
	42	0	15	0

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: LAW ENFORCEMENT					
ACCT #	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
PERSONNEL SERVICES									
5120-06	Wages & Salaries (FT)	2,155,199	2,161,359	2,384,567	Wages for full	2,428,136	2,428,136	2,428,136	2,428,136
						148,840	148,840	148,840	148,840
5401-06	Overtime	672,017	766,712	446,956	418,788	455,895	556,475	556,475	556,475
5500-06	Employee Benefits & Taxes	1,107,608	1,175,570	1,279,370	678,879	1,353,061	1,353,061	1,353,061	1,353,061
	TOTAL PERSONNEL SERVICES	3,934,824	4,103,642	4,110,893	1,097,666	4,385,932	4,486,512	4,486,512	4,486,512
OPERATIONS & MAINTENANCE									
6130-06	Transportation & Lodging	8,535	29,733	12,000	5,255	16,200	16,200	16,200	16,200
6131-06	Gas, Oil, & Grease	244,890	157,837	200,000	55,950	175,000	175,000	175,000	175,000
6232-06	Mobile Radio Repair	5,053	11,427	13,500	2,924	15,100	15,100	15,100	15,100
6501-06	Training Supplies	15,525	23,996	41,398	34,513	45,352	45,352	45,352	45,352
6509-06	Books, Periodicals, & Subscriptions	4,349	6,279	4,000	51	4,000	4,000	4,000	4,000
6512-06	Training, Education, & Seminars	25,660	46,765	204,540	26,297	227,554	52,554	52,554	52,554
6905-06	Medical Supplies	3,811	4,334	3,500	42	3,500	3,500	3,500	3,500
6908-06	Clothing- Uniforms	36,685	51,650	50,000	26,175	40,000	40,000	40,000	40,000
6910-06	Criminal Investigation	41,560	44,261	48,000	44,794	49,544	49,544	49,544	49,544
6911-06	Canine Supplies & Equipment	8,690	7,826	10,000	4,498	10,000	10,000	10,000	10,000
6950-06	CALEA Expenses		12,012	5,500		5,500	5,500	5,500	5,500
	TOTAL O&M	394,757	384,109	592,438	200,499	591,750	416,750	416,750	416,750
CAPITAL OUTLAY									
7345-06	Vehicles	279,485	316,371	367,200		426,900	426,900	426,900	426,900
7350-06	Office Equipment	623	5,572	3,500	3,355	3,500	3,500	3,500	3,500
7360-06	Employee Safety Equipment	46,128	37,843	21,673	21,813	25,073	25,073	25,073	25,073
	Dive Team			11,000		3,000	3,000	3,000	3,000
	Emergency Services Unit			17,500		17,500	17,500	17,500	17,500
	Community Policing			8,000		7,500	7,500	7,500	7,500
	TOTAL CAPITAL OUTLAY	326,236	359,786	428,873	25,168	483,473	483,473	483,473	483,473
	TOTAL ACTIVITY CENTER	4,655,817	4,847,538	5,132,204	1,323,334	5,461,155	5,386,735	5,386,735	5,386,735
						328,951	254,531	254,531	254,531
						6.4%	5.0%	5.0%	5.0%

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT						
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
5120-06	PERSONNEL SERVICES Wages & Salaries (FT)	2,384,567	1,170,200	2,428,136	Wages for full & part time staff. Wages for full-time departmental staff.	2,428,136	2,428,136	2,428,136
				148,840	ADD: 2 Patrol Deputies	148,840	148,840	148,840
5401-06	Overtime	446,956	418,788	455,895	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes and training	556,475		
							556,475	556,475
5510	Health Insurance	732,426	351,473	752,152		752,152	752,152	752,152
5520	Retirement	245,983	117,294	251,009		251,009	251,009	251,009
5530	Social Security	216,612	120,016	232,015		232,015	232,015	232,015
5540	Workers Comp	79,671	84,931	107,556		107,556	107,556	107,556
5560	Deferred Comp	4,678	5,165	10,330		10,330	10,330	10,330
5500-06	Employee Benefits & Taxes	1,279,370	678,879	1,353,061	Benefits and taxes for departmental employees.	1,353,061	1,353,061	1,353,061
	TOTAL PERSONNEL SERVICES	4,110,893	2,267,866	4,385,932	TOTAL	4,486,512	4,486,512	4,486,512
	OPERATIONS & MAINTENANCE							
6130-06	Transportation & Lodging	12,000	5,255	16,200	To pay Sheriffs office expenses for required travel (training, firearms training, etc.). Includes overnight lodging, meals, tolls, and other costs incidental to travel.	16,200	16,200	16,200
6131-06	Gas, Oil, & Grease	200,000	55,950	175,000	National Forensic Institute 4,200 To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 77,139 gals at \$2.60).	175,000	175,000	175,000

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6232-06	Mobile Radio Repair	-						
New	Electronic Equipment Repair	13,500	2,924	15,100	Fund repairs for all mobile and portable radios the Sheriff's Office (Approx 100 radios). \$7,500 Radar Calibration. \$3,850 Accident Reconstruction cables/license/subscription \$3,800	15,100	15,100	15,100
6501-06	Training Supplies	41,398	34,513	45,352	Required firearm training. 40 Cal Duty Law Enforcement, ESU (Reg&night) - \$28,842* Shotgun - \$1015* Rifle 223 cal - \$1,139* Rifle .308 cal - \$823* 9mm - \$633* Less Lethal \$1,000 Targets, range rental, lumber - \$2700. Power DMS - \$2000. Taser cartridges and download equipment - \$7200. * Ammunition increased in cost by 10%, same amount of ammo required	45,352	45,352	45,352
6509-06	Books, Periodicals, & Subscriptions	4,000	51	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	204,540	26,297	227,554	<i>Italicized descriptions expensed in Overtime</i> <i>Provide all in-house certifications and State, Academy, or Federally required training. 2 officers x 40 hrs/week x 18 weeks x 41.00. \$59,040</i> <i>Mandatory minimums of 20 hrs.</i> <i>42 deputies X 20 hrs (MCJA) X 41. \$41,328</i>	52,554	52,554	52,554

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
		-			CALEA Training \$1,530			
		-			Canine Handler training-3 Dep x 280 hrs x \$41 \$34,440			
		-			Accident reconstruction training (3 deputies x40x \$41)			
		-			\$4,920.			
		-			Reconstruction Certification (Blackbox) \$2,500			
		-			ESU Training (6x192hrs./yr.x41) \$47,232.			
		-			ESU Practical Scenarios (1) (15x8x\$41) \$4,920.00			
		-			Leadership Training. \$7,400			
		-			Dive team training (4x\$41x96 hrs) \$15,744.			
		-			National Forensic Institute \$8,500			
		-						
		-						
6905-06	Medical Supplies	3,500	42	3,500	Mandatory inoculation for: Hepatitis B, TB,PPE equip.	3,500	3,500	3,500
		-						
		-						
6908-06	Clothing- Uniforms	50,000	26,175	40,000	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID.	40,000	40,000	40,000
		-						
		-						
6910-06	Criminal Investigation	48,000	44,794	49,544	For drug analysis, lab supplies and chemicals used in the booking process.	49,544	49,544	49,544
		-			"Buy Money" for Investigations.			
		-			Metro Forensic Unit \$32,650.			
		-			LEEDS On-Line \$4,750			
		-			Video Camera Replacement \$30,000 (moved to CIP)			
		-						
6911-06	Canine Supplies & Equipment	10,000	4,498	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	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6950-06	CALEA Expenses	- - - 5,500	6,080	5,500	CALEA Expenses.	5,500	5,500	5,500
		-	-	-		-	-	-
	TOTAL O&M	592,438	206,579	591,750	TOTAL	416,750	416,750	416,750
	CAPITAL OUTLAY							
7345-06	Vehicles	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.			
					Vehicle fit up - 8 new vehicles @ \$6900.			
					6- 4x2 Tahoes - \$39,000. ea 1- 4x4 SUV @ \$42,500. 1 - CID Cruiser @ \$30,000. Minus existing Non-Debt CIP. ADD: 1 4x2 Tahoe \$65,200	-		
		367,200	266,810	426,900		426,900	426,900	426,900
7350-06	Office Equipment	3,500	3,355	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	21,673	21,813	25,073	Equipment for employees that enhance Department and public safety. 7- protective safety vests@ \$700 each \$4900. 2 Tactical Vests @ \$2,550 each \$5,100	25,073	25,073	25,073

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
					Replacement equipment (3 radar units) \$7400. 2 Shotguns-\$1000 2 AR 15 - \$2700. Small item electronics - \$1000. 1 portable radio units P25 - \$1315. 1 Mobile Radios - \$1658.			
	Dive Team	2,500	39	3,000	Dive Team Equipment (tanks, resp, wet suit replaced). Tank fills = \$3000 per year incl. inspection, cert., etc.	3,000	3,000	3,000
	Emergency Services Unit	10,000		17,500	Replace ESU Equipment (smoke canister, short/long range ammo, non lethal rounds, distraction reloads) - \$6000.	17,500	17,500	17,500
		-			Miscellaneous equipment \$3000			
		-			Night Vision Scope Batteries - \$1000.			
		-			Waiting for Description \$7,500			
	Community Policing	6,500		7,500	Misc. equipment VIPS and Explorers - \$5000. Honor Guard - \$2500.	7,500	7,500	7,500
					Total			
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	411,373	292,016	483,473	TOTAL	483,473	483,473	483,473
	TOTAL LAW ENFORCEMENT	5,114,704	2,766,462	5,461,155	TOTAL	5,386,735	5,386,735	5,386,735
				346,451		272,031	272,031	272,031
				6.8%		5.3%	5.3%	5.3%

ENTERPRISE ACTIVITIES TOTAL	1,572,191
OVERALL DEPARTMENTAL EXPENSES	6,958,926

LAW ENFORCEMENT

Cumberland County Jail FY 16-17 Proposed Budget

		2014/15 Budget	2014/15 Actual	2015-16 Budget	2016-17 Proposed
	EXPENSES				
	PERSONNEL SERVICES				
5120	Wages & Salaries (FT)	\$8,222,603	7,637,077	\$8,126,480	\$7,952,666
5401	Overtime	\$1,217,366	1,888,071	\$1,166,360	\$1,174,124
5510	Health Insurance	\$1,892,263	1,936,877	\$1,968,539	\$2,076,683
5520	Retirement	\$568,402	559,371	\$620,297	\$649,530
5530	Social Security	\$720,781	706,367	\$710,902	\$699,829
5540	Workers Compensation	\$240,000	236,725	\$240,000	\$260,000
5560	Deferred Comp	\$47,000	50,696	\$47,000	\$49,018
	TOTAL PERSONNEL:	\$12,908,415	\$13,015,184	\$12,879,578	\$12,861,850
	OPERATIONS & MAINT.				
6130	Transportation & Lodging	\$8,000	9,619	\$8,000	\$8,000
6131	Gas, Oil, & Grease	\$37,000	30,354	\$37,500	\$32,000
6132	Vehicle Repair	\$25,000	21,044	\$26,000	\$26,000
6231	Base Radio Repair	\$4,000	5,577	\$5,000	\$5,500
6300	Audit Services	\$5,400	4,100	\$5,400	\$5,400
6301	Professional Services	\$12,000	43,218	\$13,000	\$13,000
6303	Contract Special Services	\$2,398,733	2,396,739	\$2,500,000	\$2,650,000
6304	Security Services	\$750	1,054	\$800	\$800
6400	Insurance - Building & Contents	\$91,052	84,999	\$91,052	\$91,052
6401	Insurance - Liability	\$176,800	133,000	\$176,800	\$176,800
6402	Insurance- Vehicle	\$17,160	16,000	\$17,160	\$17,160
6500	Office Supplies	\$30,000	32,475	\$30,000	\$30,000
6501	Training Supplies	\$7,000	6,947	\$7,000	\$10,000
6502	Cleaning & Disinfecting Supplies	\$2,074	2,585	\$0	\$0
6504	Maintenance Supplies	\$16,000	15,340	\$15,500	\$15,500
6505	Printing & Engraving	\$500	4,620	\$750	\$1,000
6506	Postal Expense	\$1,800	1,961	\$1,800	\$1,800
6507	Advertising	\$5,000	4,797	\$5,000	\$5,000
6508	Dues	\$1,550	1,889	\$1,550	\$1,550
6509	Books, Periodicals, & Subscript.	\$250	109	\$300	\$300
6510	Tools and Implements	\$750	2,868	\$750	\$750
6511	Equipment Rental	\$13,000	14,174	\$11,000	\$11,000
6512	Training, Education, & Seminars	\$220,000	40,865	\$220,000	\$220,000
6514	Maintenance Contracts	\$45,000	49,327	\$43,000	\$43,000
6600	Cleaning & Sanitary	\$49,000	100,953	\$53,000	\$75,000
6601	Snow removal & Grounds	\$6,000	7,261	\$6,000	\$6,000
6602	Lots & Grounds maintenance	\$0	7,125	\$1,500	\$1,500
6603	Building & Structure Repair	\$13,000	28,756	\$10,000	\$10,000
6604	Heating & Cooling (HVAC) Repair	\$30,000	19,977	\$31,000	\$31,000
6605	Electrical Repair	\$20,000	26,377	\$18,500	\$18,500
6606	Painting Repair	\$3,500	14,969	\$0	\$7,500
6607	Plumbing Repair	\$7,000	5,925	\$7,250	\$7,250
6609	Equipment Repair	\$22,000	18,400	\$18,000	\$18,000
6800	Telephone & Communication	\$12,000	8,753	\$12,000	\$12,000
6801	Electricity Utility	\$275,000	223,477	\$260,000	\$260,000
6802	Gas Utility	\$200,000	301,352	\$240,000	\$240,000
6803	Water Utility	\$19,785	16,985	\$19,775	\$19,775
6804	Sewer Utility	\$140,000	124,828	\$140,000	\$140,000
6805	Rubbish Removal	\$18,500	19,323	\$18,500	\$18,500
6806	Fuel Oil	\$4,676	4,396	\$4,700	\$4,700
6900/02	Alternative Sentencing	\$2,975	3,701	\$3,000	\$3,000
6903	Food & Groceries	\$615,000	619,675	\$615,000	\$622,500
6904	Institutional Supplies	\$50,000	43,355	\$50,000	\$50,000
6906	Paper Goods	\$650	421	\$0	\$0

		2014/15 Budget	2014/15 Actual	2015-16 Budget	2016-17 Proposed
6907	Clothing- Prisoners	\$50,000	46,373	\$45,000	\$45,000
6908	Clothing- Uniforms	\$65,000	58,414	\$60,000	\$60,000
6912	Booking Supplies	\$10,000	11,661	\$10,000	\$15,000
6914	Non Food Items - Kitchen	\$36,000	43,978	\$36,000	\$36,000
9220	TAN Interest	\$9,830		\$0	
6950	DOC 20% funds Pre Trial	\$190,000	235,656	\$190,000	\$190,000
	TOTAL O&M	\$4,968,735	\$4,915,748	\$5,066,587	\$5,256,837
	CAPITAL OUTLAY				
7305	Camera	\$4,000	8,631	\$4,500	\$6,000
7325	Furniture & Fixtures	\$10,850		\$9,900	\$20,000
7345	Vehicles	\$35,000	(5,717)	\$35,000	\$37,000
7350	Office Equipment	\$3,000	289	\$3,500	\$3,500
7355	Computer hardware	\$20,000	8,235	\$20,000	\$20,000
7360	Safety Equipment	\$17,000	34,847	\$20,000	\$25,000
7410	Fixtures/CIP	\$50,000	5,000	\$50,000	\$0
	TOTAL CAPITAL OUTLAY	\$139,850	\$51,285	\$142,900	\$111,500
	Total Expenses	\$18,017,000	\$17,982,217	\$18,089,065	\$18,230,187
	NON TAX Revenues	2014/15 Budget	2014/15 Actual	2015-16 Budget	2016-17 Proposed
4100	<i>Jail Misc revenue</i>	\$2,400	\$11,617	\$2,400	\$2,400
4600	<i>Jail Term Reimbursements</i>	\$75,000	\$40,303	\$75,000	\$75,000
	<i>BOP DOC INMATES</i>	\$200,000	\$71,471	\$100,000	\$100,000
40	<i>BOP US Marshall Service-</i>	\$2,850,000	\$2,447,630	\$2,450,000	\$2,650,000
2.11	<i>BOP INS Service-20</i>	\$100,000	\$37,830	\$50,000	\$50,000
	<i>BOP Work Release</i>	\$33,808	\$56,906	\$33,808	\$33,808
	<i>Other County Inmates</i>			\$456,250	\$538,000
	<i>Use of Fund Balance</i>	\$217,000	\$181,186	\$0	
	<i>Other County Inmates</i>			\$500,000	
	NON TAX Revenues	\$3,478,208	\$2,846,942	\$3,667,458	\$3,449,208
	State Funding & CAP	2014/15 Budget	2014/15 Actual	2015-16 Budget	2016-17 Proposed
11001	<i>Tax Cap County Taxes</i>	\$11,575,602	\$11,575,602	\$11,922,870	\$12,253,979
11001	<i>BOC Tax payments</i>	\$1,969,396	\$2,566,396	\$2,412,024	\$2,527,000
10607	<i>DOC 20% Funds</i>	\$198,759	\$198,759	\$0	\$0
10607	<i>Dept of Correction Reimb</i>	\$795,035	\$795,035	\$0	\$0
	Funding Gap			\$86,713	
	State Funding & CAP	\$14,538,792	\$15,135,792	\$14,421,607	\$14,780,979
	Overall Budget	2014/15 Budget	2014/15 Actual	2015-16 Budget	2016-17 Proposed
	NON TAX REVENUES	\$3,478,208	\$2,846,942	\$3,667,458	\$3,449,208
	STATE & CAP FUNDING	\$14,538,792	\$15,135,792	\$14,421,607	\$14,780,979
	TOTAL REVENUES	\$18,017,000	\$17,982,734	\$18,089,065	\$18,230,187
	EXPENSES	-\$18,017,000	-\$17,982,217	-\$18,089,065	-\$18,230,187
	CASH FLOW NEEDS	\$0	\$517	\$0	\$0
	LD 1 Cap Maximum incr	3.00%		\$ 347,268.06	\$357,686
	Total Taxes			\$11,922,870	\$12,253,979
	Actual Increase			\$347,268	\$331,109
	Amount under/(over) cap			\$ 0.34	\$26,577



Sheriff's Office-Civil Division

Kevin Joyce, Sheriff

Wages for full & part time staff.

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

	2013 Actual	2014 Actual	2015 Actual	2017 Budget
CIV	-	303,166	245,155	292,000
				\$ 292,000

EXPENSES

2017

Labor	O&M	Capital	TOTAL
276,087	49,050	750	325,887

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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120-08	Wages & Salaries(FT)	185,964	187,378	194,884	99,685	196,672	196,672	196,672	196,672
5500-08	Employee Benefits & Taxes	62,700	65,487	67,103	39,469	79,415	79,415	79,415	79,415
	TOTAL PERSONNEL SERVICES	248,664	252,866	261,986	139,154	276,087	276,087	276,087	276,087
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	26,232	26,076	29,960	12,076	29,000	29,000	29,000	29,000
6500-08	Office Supplies	1,358	1,814	1,750	149	1,750	1,750	1,750	1,750
6505-08	Printing & Engraving	1,229	2,686	-	1,300	1,500	1,500	1,500	1,500
6506-08	Postal Expenses	7,179	5,740	10,000	5,631	12,000	12,000	12,000	12,000
6509-08	Books, Periodicals, & Subscriptions			900	-	900	900	900	900
6513-08	Leases & Service Agreements			-	-	-	-	-	-
6800-08	Telephone & Communication	2,094	2,713	2,300	1,030	2,300	2,300	2,300	2,300
6908-08	Clothing- Uniforms	1,600	1,865	1,200	1,600	1,600	1,600	1,600	1,600
	TOTAL O&M	39,692	40,893	46,110	21,786	49,050	49,050	49,050	49,050
	CAPITAL OUTLAY								
7350-08	Office Equipment	-	-	750	-	750	750	750	750
	TOTAL CAPITAL OUTLAY	-	-	750	-	750	750	750	750
	TOTAL ACTIVITY CENTER	288,357	293,759	308,846	160,940	325,887	325,887	325,887	325,887
						17,040	17,040	17,040	17,040
						5.5%	5.5%	5.5%	5.5%

CIVIL PROCESS

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: CIVIL PROCESS				
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
PERSONNEL SERVICES								
5120-08	Wages & Salaries (FT)	194,884	99,685	196,672	Wages for full & part time staff.	196,672	196,672	196,672
5510	Health Insurance	36,353	18,588	42,009		42,009	42,009	42,009
5520	Retirement	9,650	6,543	14,002		14,002	14,002	14,002
5530	Social Security	14,909	7,738	15,045		15,045	15,045	15,045
5540	Workers Comp	6,191	6,600	8,358		8,358	8,358	8,358
5560	Deferred Comp							
5500-08	Employee Benefits & Taxes	67,103	39,469	79,415	Benefits and taxes for Civil Deputies.	79,415	79,415	79,415
	TOTAL PERSONNEL SERVICES	261,986	139,154	276,087	TOTAL	276,087	276,087	276,087
OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	29,960	12,076	29,000	Mileage reimbursements for process serving.	29,000	29,000	29,000
6500-08	Office Supplies	1,750	149	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
6505-08	Printing & Engraving	-	1,300	1,500		1,500	1,500	1,500
6506-08	Postal Expenses	10,000	5,631	12,000	Postage fees for process serving.	12,000	12,000	12,000
6509-08	Books, Periodicals, & Subscriptions	900		900	Statute updates.	900	900	900
6513-08	Leases & Service Agreements	-			Pager rentals. (3)			
6800-08	Telephone & Communication	2,300	1,030	2,300	Departmental phone expenses.	2,300	2,300	2,300
		-			Purchase Iphones (\$200*3=\$600)monthly data plans \$45 month *12 *3=\$1,620			
		-						
		-						
6908-08	Clothing- Uniforms	1,200	1,600	1,600	Uniform and clothing expenses.- 3@\$400	1,600	1,600	1,600
	TOTAL O&M	46,110	21,786	49,050	TOTAL	49,050	49,050	49,050

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
7350-08	CAPITAL OUTLAY							
	Office Equipment	750		750	Office equipment for Civil division.	750	750	750
	TOTAL CAPITAL OUTLAY	750		750	TOTAL	750	750	750
	TOTAL CIVIL PROCESS	308,846	160,940	325,887	TOTAL	325,887	325,887	325,887
				17,040		17,040	17,040	17,040
				5.5%		5.5%	5.5%	5.5%

ENTERPRISE ACTIVITIES TOTAL	260,000
OVERALL DEPARTMENTAL EXPENSES	585,887

CIVIL PROCESS

♦



Registry of Deeds

Nancy Lane Registrar of Deeds

Wages for full & part time staff.

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

	2013 Actual	2014 Actual	2015 Actual	2017 Budget
Deeds	4,908	2,605	2,118	2,500
Deeds	1,507,654	1,333,656	1,531,605	1,910,000
Deeds	857,566	956,979	1,147,329	800,000
Deeds	413,296	448,191	428,028	450,000
Deeds				
Deeds	\$ 2,783,424	\$ 2,741,431	\$ 3,109,080	\$ 3,162,500

EXPENSES

2017

Labor	O&M	Capital	TOTAL
570,932	197,800	4,000	772,732

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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES								
				Wages for full & part time staff.					
5120	Wages & Salaries (FT)	434,909	405,177	442,505	229,561	411,369	411,369	411,369	411,369
5401	Overtime			-	-	-	-	-	-
						-	-		
5500	Employee Benefits & Taxes	148,375	153,394	162,590	83,392	159,563	159,563	159,563	159,563
	TOTAL PERSONNEL SERVICES	583,284	558,571	605,095	312,953	570,932	570,932	570,932	570,932
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,087	4,931	4,000	2,849	4,500	4,500	4,500	4,500
6500	Office Supplies	8,123	10,479	11,000	2,771	11,000	8,000	8,000	8,000
6505	Printing & Engraving	82	376	500	26	500	250	250	250
6506	Postal Expenses	15,966	16,623	13,000	6,677	13,000	13,000	13,000	13,000
6507	Advertising		406	-	-	-	-	-	-
6508	Dues	150	795	700	150	700	500	500	500
6512	Training & Education	2,776	2,289	3,000	1,650	3,500	3,000	3,000	3,000
6513	Leases & Service Agreements	155,724	174,226	160,850	71,732	160,850	160,850	160,850	160,850
6800	Telephone & Communication	8,102	7,950	7,000	3,815	7,700	7,700	7,700	7,700
	TOTAL O&M	192,010	218,075	200,050	89,671	201,750	197,800	197,800	197,800
	CAPITAL OUTLAY								
7350	Office Equipment	1,817	4,000	4,000	-	4,000	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	1,817	4,000	4,000	-	4,000	4,000	4,000	4,000
	TOTAL DEPARTMENT	777,111	780,646	809,145	402,623	776,682	772,732	772,732	772,732
						(32,463)	(36,413)	(36,413)	(36,413)
						-4.0%	-4.5%	-4.5%	-4.5%

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.			
5120	Wages & Salaries (FT)	442,505	229,561	411,369	Wages for full-time departmental staff.	411,369	411,369	411,369
5401	Overtime	-			Wages for required overtime work.			
		-						
5510	Health Insurance	103,272	51,988	101,841		101,841	101,841	101,841
5520	Retirement	17,711	8,689	18,594		18,594	18,594	18,594
5530	Social Security	33,852	17,363	31,470		31,470	31,470	31,470
5540	Workers Comp	1,529	1,630	2,064		2,064	2,064	2,064
5560	Deferred Comp	6,227	3,722	5,594		5,594	5,594	5,594
5500	Employee Benefits & Taxes	162,590	83,392	159,563	Taxes and benefits for departmental employees.	159,563	159,563	159,563
	TOTAL PERSONNEL SERVICES	605,095	312,953	570,932	TOTAL	570,932	570,932	570,932
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,000	2,849	4,500	Travel expenses to be associated with Registry meetings and MCCA Convention. PRIA Conference Participating/testifying at legislative hearings	4,500	4,500	4,500
6500	Office Supplies	11,000	2,771	11,000	General office supplies used in the Registry. Subscription to Portland Press Herald	8,000	8,000	8,000
6505	Printing & Engraving	500	26	500	Printing letterhead, stationary, & business cards.	250	250	250
6506	Postal Expenses	13,000	6,677	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				Posting position vacancies.			
6508	Dues	700	150	700	Membership fees associated with the Registry of Deeds Association, PRIA	500	500	500

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6512	Training & Education	3,000	1,650	3,500	Seminars & Supervisor Training, PRIA Conference	3,000	3,000	3,000
6513	Leases & Service Agreements	160,850	71,732	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	3,815	7,700	Telephone exp at Pearl Street @ \$300 month Time Warner Internet \$175 month	7,700	7,700	7,700
	TOTAL O&M	200,050	89,671	201,750	TOTAL	197,800	197,800	197,800
	CAPITAL OUTLAY							
7350	Office Equipment	4,000		4,000	Plan cabinets , Bookcases, stools and fatigue mats	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	4,000	-	4,000	TOTAL	4,000	4,000	4,000
	TOTAL DEEDS	809,145	402,623	776,682	TOTAL	772,732	772,732	772,732
				(32,463)		(36,413)	(36,413)	(36,413)
				-4.0%		-4.5%	-4.5%	-4.5%

REGISTRY OF DEEDS



Registry of Probate

Nadeen Daniels, Registrar

ages for full & part time staff.

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

2017

	2013 Actual	2014 Actual	2015 Actual	2017 Budget		Labor	O&M	Capital	TOTAL
Prob	438,503	404,563	428,747	420,000	Register of Probate - Fees	417,445	119,749	-	537,194
Prob	40,900	41,588	48,663	40,000	Register of Probate - Notices				
Prob	24,233	23,237	27,763	20,000	Register of Probate - Abstracts				
Prob	7,765	9,794	17,749	8,000	Register of Probate - Handling				
Prob	18,685	29,803	33,169	22,000	Register of Probate - Forms				
Prob	\$ 530,086	\$ 508,985	\$ 556,091	\$ 510,000					

Statistics

Personnel

		PROBATE		Full Time	Part Time
<u>Some general statistics:</u>		<u>Cases</u>			
Estate Matters			1,171		
Guardianship Matters			304		
Name Changes			251		
Adoption Matters			144		
Civil Matters			40		
Annual types of cases:			<u>1,910</u>		
				7	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES			Nadeen Daniels, Registrar					
5120	Wages & Salaries (FT)	279,691	Wages for fu	309,308	147,891	311,663	311,663	311,663	316,663
5500	Employee Benefits & Taxes	96,211	99,130	112,505	46,208	105,782	105,782	105,782	105,782
	TOTAL PERSONNEL SERVICES	375,902	99,130	421,813	194,099	417,445	417,445	417,445	422,445
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,405	1,300	2,000	59	2,000	2,000	2,000	2,000
6301	Professional Services	14,899	12,190	12,000	3,937	14,000	14,000	14,000	14,000
6305	Stenographer - Transcripts	945	125	500	-	500	500	500	500
6306	Attorneys - Court Appointed	16,027	32,517	25,000	5,717	25,000	25,000	25,000	25,000
6401	Insurance- Liability	400	411	349	120	349	349	349	349
6500	Office Supplies	5,022	3,836	6,500	3,412	6,500	6,500	6,500	6,500
6505	Printing & Engraving	1,619	636	2,000	231	2,000	1,000	1,000	1,000
6506	Postal Expenses	7,755	8,536	8,400	3,614	8,400	8,400	8,400	8,400
6507	Advertising	8,274	6,907	10,000	3,816	10,000	8,000	8,000	8,000
6508	Dues	250	706	500	400	500	500	500	500
6509	Books, Periodicals, & Subscriptions	3,248	5,108	3,000	2,388	4,000	5,000	5,000	5,000
6512	Training, Education, & Seminars	350	8,907	1,000	-	1,000	1,000	1,000	1,000
6513	Leases & Service Agreements	6,110	6,080	7,000	4,744	7,000	7,000	7,000	7,000
6610	Office Equipment Repair	600		1,000	-	1,000	1,000	1,000	1,000
6700	Abstract Fees	14,171	13,834	12,000	5,886	14,000	14,000	14,000	14,000
6800	Telephone & Communication	473	817	1,500	237	500	500	500	500
6807	Visitor Expenses	25,071	28,286	23,000	13,738	25,000	25,000	25,000	25,000
	TOTAL O&M	106,618	130,196	115,749	48,300	121,749	119,749	119,749	119,749
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	420		-	-	5,000	-	-	-
	TOTAL CAPITAL OUTLAY	420	-	-	-	5,000	-	-	-
	TOTAL DEPARTMENT	482,940	229,326	537,562	242,399	544,194	537,194	537,194	542,194
						6,632	(368)	(368)	4,632
						1.2%	-0.1%	-0.1%	0.9%

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL				Nadeen Daniels, Registrar			
5120	Wages & Salaries (FT)	309,308	147,891	311,663	Wages for full & part time staff.	311,663	311,663	316,663
5510	Health Insurance	67,349	23,650	59,448		59,448	59,448	59,448
5520	Retirement	13,113	6,975	14,927		14,927	14,927	14,927
5530	Social Security	23,662	11,454	23,842		23,842	23,842	23,842
5540	Workers Comp	1,016	1,083	1,350		1,350	1,350	1,350
5560	Deferred Comp	7,365	3,046	6,215		6,215	6,215	6,215
5500	Employee Benefits & Taxes	112,505	46,208	105,782	Benefits and taxes for departmental employees.	105,782	105,782	105,782
	TOTAL PERSONNEL SERVICES	421,813	194,099	417,445	TOTAL	417,445	417,445	422,445
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,000	59	2,000	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	12,000	3,937	14,000	Paralegal Services for the Judge of Probate Increasing Work Load	14,000	14,000	14,000
6305	Stenographer - Transcripts	500		500	Expenses for recording and transcription	500	500	500
6306	Attorneys - Court Appointed	25,000	5,717	25,000	Appointed counsel for unprotected wards in judicial proceedings-Maine law requirement.	25,000	25,000	25,000
6401	Insurance- Liability	349	120	349	Department Liability Insurance premium	349	349	349
6500	Office Supplies	6,500	3,412	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	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6505	Printing & Engraving	2,000	231	2,000	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	1,000	1,000	1,000
6506	Postal Expenses	8,400	3,614	8,400	Postage	8,400	8,400	8,400
6507	Advertising	10,000	3,816	10,000	Newspaper legal notice advertising, employment-recruitment advertising	8,000	8,000	8,000
6508	Dues	500	400	500	Professional organization dues, including:Registers Association, Judge groups etc.	500	500	500
6509	Books, Periodicals, & Subscriptions	3,000	2,388	4,000	Bar Directory, Law books and statutes updates Probate, Family Law, Civil Proc books,	5,000	5,000	5,000
6512	Training, Education, & Seminars	1,000		1,000	Continuing legal education seminars	1,000	1,000	1,000
6513	Leases & Service Agreements	7,000	4,744	7,000	Photo copier Web Hosting Icon Support	7,000	7,000	7,000
6610	Office Equipment Repair	1,000		1,000		1,000	1,000	1,000
6611	Computer Repair							
6700	Abstract Fees	12,000	5,886	14,000	Required recording fees for Register of Deeds for deed transfers concerning probated estates-prices increased 33%	14,000	14,000	14,000

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6800	Telephone & Communication	1,500	237	500	Local and long distance telephone charges, mobile telephone services, radio paging services for on call response	500	500	500
6807	Visitor /Fingerprint Expe	23,000	13,738	25,000		25,000	25,000	25,000
		-	-	-		-	-	-
	TOTAL O&M	115,749	48,300	121,749	TOTAL	119,749	119,749	119,749
	CAPITAL OUTLAY							
7325	Furniture & Fixtures			5,000	Judges chambers, lights, chair paint			
7355	Computer Hardware	-	-	-	Court Recording	-	-	-
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	-	-	5,000	TOTAL	-	-	-
	TOTAL PROBATE	537,562	242,399	544,194	TOTAL	537,194	537,194	542,194
				6,632		(368)	(368)	4,632
				1.2%		-0.1%	-0.1%	0.9%

REGISTRY OF PROBATE



FINANCE DEPARTMENT

Alex Kimball, Director

Wages for full & part time staff.

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

	2013 Actual	2014 Actual	2013 Budget	2017 Budget
		No revenues		
				\$ -

EXPENSES

2017

Labor	O&M	Capital	TOTAL
364,129	80,090	1,000	445,219

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	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
	PERSONNEL SERVICES		Wages for full & part time staff.						
5120	Wages & Salaries (FT)	284,514	292,718	249,308	132,663	246,084	246,084	246,084	246,084
5401	Overtime	18,820	22,661	5,000	15,466	15,000	15,000	15,000	15,000
5500	Employee Benefits & Taxes	87,666	92,321	83,937	47,452	103,045	103,045	103,045	103,045
	TOTAL PERSONNEL SERVICES	391,000	407,700	338,245	195,582	364,129	364,129	364,129	364,129
6130	Transportation & Lodging	1,772	162	2,300	-	1,500	1,500	1,500	1,500
6300	Accounting & Audit Fees	14,460	16,835	20,000	16,785	22,000	22,000	22,000	22,000
6401	Insurance- Liability		24	370	103	370	370	370	370
6500	Office Supplies	3,522	3,325	3,500	3,765	5,500	5,500	5,500	5,500
6505	Printing & Engraving	3,896	5,310	3,500	341	1,500	1,500	1,500	1,500
6506	Postal Expenses	8,944	12,399	11,100	4,546	10,000	10,000	10,000	10,000
6508	Dues	1,759	1,960	1,170	125	1,170	1,170	1,170	1,170
6509	Books, Periodicals, & Subscriptions			50	-	50	50	50	50
6512	Training, Education, & Seminars	803	35	2,000	-	2,000	2,000	2,000	2,000
6513	Leases and Service Agreements	29,708	30,715	3,000		-	-	-	-
6514	Maintenance Contract			29,150	35,232	36,000	36,000	36,000	36,000
6800	Telephone & Communication		50	-	-	-	-	-	-
	TOTAL O&M	64,864	70,814	76,140	60,898	80,090	80,090	80,090	80,090
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	5,346	1,000	-	1,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	-	5,346	1,000	-	1,000	1,000	1,000	1,000
	DEPARTMENT TOTAL	455,865	483,860	415,385	256,480	445,219	445,219	445,219	445,219
						29,834	29,834	29,834	29,834
						7.2%	7.2%	7.2%	7.2%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
5120	PERSONNEL SERVICES Wages & Salaries (FT)	249,308	132,663	246,084	Wages for full & part time staff. Wages for full-time departmental staff.	246,084	246,084	246,084
5401	Overtime	5,000	15,466	15,000	Wages for required overtime work.	15,000	15,000	15,000
5510	Health Insurance	42,148	23,263	52,575		52,575	52,575	52,575
5520	Retirement	20,335	10,817	23,147		23,147	23,147	23,147
5530	Social Security	19,455	11,226	19,973		19,973	19,973	19,973
5540	Workers Comp	1,000	1,066	1,350		1,350	1,350	1,350
5560	Deferred Comp	1,000	1,081	6,000		6,000	6,000	6,000
5500	Employee Benefits & Taxes	83,937	47,452	103,045	Taxes and benefits for departmental staff.	103,045	103,045	103,045
	TOTAL PERSONNEL SERVICES	338,245	195,582	364,129		364,129	364,129	364,129
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,300	-	1,500	Costs to attend conferences and mileage	1,500	1,500	1,500
6300	Accounting & Audit Fees	20,000	16,785	22,000	Annual Audit Fees and CAFR prep	22,000	22,000	22,000
6401	Insurance- Liability	370	103	370	Departmental share of insurance costs.	370	370	370
6500	Office Supplies	3,500	3,765	5,500	Departmental office supply costs.	5,500	5,500	5,500
6505	Printing & Engraving	3,500	341	1,500	Envelope, pr checks, ap checks and printing .	1,500	1,500	1,500
6506	Postal Expenses	11,100	4,546	10,000	Postage costs.	10,000	10,000	10,000
		-		-	Courier Service			

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE			Department- FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6508	Dues	- 1,170	125	- 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		- 2,000	NESGFOA Conference, day classes	2,000	2,000	2,000
6513	Leases & Service Agreements	- 3,000		- -				
6514	Maintenance Contract	- 29,150	35,232	- 36,000	Maintenance contract for munis software	36,000	36,000	36,000
		-			Add Project Accounting Module, Access on		-	-
		-			Demand Timekeeping Software		-	-
6800	Telephone & Communication	-		-	Phone expenses.			
	TOTAL O&M	76,140	60,898	80,090		80,090	80,090	80,090
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,000		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	415,385	256,480	445,219	TOTAL	445,219	445,219	445,219
				29,834		29,834	29,834	29,834
				7.2%		7.2%	7.2%	7.2%

FINANCE

Mission to provide the citizens 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

2017

Revenue	Service	2016 REVENUES	2017 REVENUES		Labor	O&M	Capital	TOTAL
Baldwin	Fire & Rescue	9,958	10,257		2,644,080	305,321	12,000	2,961,401
Casco	Fire & Rescue	24,435	25,168					
Chebeague Island	Fire & Rescue	2,227	2,294					
Cumberland	Fire/Res/PD	139,605	143,793					
Frye Island	Fire/Res/PD	9,035	9,306					
Gorham	Fire/Res/PD	317,136	326,650					
Gray	Fire & Rescue	50,679	52,199					
Harpwell	Fire & Rescue	30,952	31,881					
Harrison	Fire & Rescue	17,568	18,095					
Long Island	Fire & Rescue	1,502	1,547					
Naples	Fire & Rescue	25,284	26,043					
New Gloucester	Fire & Rescue	36,189	37,275					
Raymond	Fire & Rescue	28,967	29,836					
Windham	Fire/Res/PD	334,070	344,092					
Bridgton	PP/FD/EMS	100,866	103,892					
Verizon Lease		24,000	24,000					
Pop Adj. Revenue								
		1,152,472	1,186,326					

Statistics

The CCRCC serves as the primary emergency dispatch agency for 15 towns in Cumberland County and as the 9-1-1 PSAP for 15 towns.

The CCRCC processed 85,954 calls for service in 2015.

The CCRCC answered 29,004 9-1-1 calls in 2015.

Personnel

Communications	Full Time	Part Time
COMMUNICATIONS DIRECTOR	1	
DEPUTY DIRECTOR	1	
SHIFT SUPERVISOR	6	
DISPATCHER	29.5	5
	37.5	5

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS				ACTIVITY CENTER: COMMUNICATIONS					
ACCT #	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	1,501,613	1,580,755	1,640,638	813,729	1,688,947	1,682,497	1,682,497	1,682,497
5205	Wages & Salaries (PT)	41,732	23,904	31,702	11,225	32,336	32,336	32,336	32,336
5401	Overtime	237,195	255,077	170,000	136,121	170,000	170,000	170,000	170,000
5500	Employee Benefits & Taxes	573,834	616,328	679,456	350,343	759,247	759,247	759,247	759,247
	TOTAL PERSONNEL SERVICES	2,354,375	2,476,064	2,521,795	1,311,418	2,650,530	2,644,080	2,644,080	2,644,080
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	12,077	8,055	10,000	5,992	10,000	10,000	10,000	10,000
6131	Gas, oil and Grease	1,267	2,741	4,800	410	4,800	4,800	4,800	4,800
6230	Radio Site Rental	70,269	75,925	89,072	50,363	93,557	93,557	93,557	93,557
6231	Base Radio Repair	9,996	11,994	10,000	7,116	10,000	10,000	10,000	10,000
6301	Professional Services	1,026		1,500	420	1,500	1,500	1,500	1,500
6401	Insurance-Liability	291	290	-	-	300	300	300	300
6500	Office Supplies	5,317	5,275	6,500	1,671	6,500	6,500	6,500	6,500
6505	Printing & Engraving		1,884	500	-	500	500	500	500
6506	Postal Expenses	1,775	1,670	-	711	900	900	900	900
6507	Advertising	1,602		1,000	1,152	1,000	1,000	1,000	1,000
6508	Dues	374	628	1,200	329	1,200	1,200	1,200	1,200
6509	Books, Periodicals, & Subscriptions		319	200	-	200	200	200	200
6511	Equipment Rental	193	145	-	119	-	-	-	-
6512	Training, Education, & Seminars	49,943	41,582	52,000	5,019	52,000	52,000	52,000	52,000
6513	Leases & Service Agreements	74,776	47,241	79,372	47,739	85,864	85,864	85,864	85,864
6609	Equipment Repair	540		1,000	-	1,000	1,000	1,000	1,000
6800	Telephone & Communication	29,240	28,474	32,300	13,045	32,300	30,000	30,000	30,000
6908	Clothing & Uniforms	3,330	1,894	6,000	2,511	6,000	6,000	6,000	6,000
	TOTAL O&M	262,015	228,118	295,444	136,595	307,621	305,321	305,321	305,321
CAPITAL OUTLAY									
7350	Office Equipment	1,052	114	-	-	-	-	-	-
7365	Radio Equipment	4,376	12,382	15,000	2,237	15,000	12,000	12,000	12,000
	TOTAL CAPITAL OUTLAY	5,428	12,495	15,000	2,237	15,000	12,000	12,000	12,000
	TOTAL COMMUNICATIONS	2,621,818	2,716,677	2,832,239	1,450,250	2,973,151	2,961,401	2,961,401	2,961,401
							140,912	129,162	129,162
							5.0%	4.6%	4.6%

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS								
ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
5120	PERSONNEL SERVICES Wages & Salaries (FT)	1,640,638	813,729	1,688,947	Wages for full & part time staff. Wages for full-time departmental staff.	1,682,497	1,682,497	1,682,497
5210-05	Seasonal/ Temporary/ Intern	31,702	11,225	32,336	Wages for part-time departmental staff. (4 trainees x 40 hours x 18 weeks @ \$ per hour	32,336	32,336	32,336
		-						
		-						
5401	Overtime	170,000	136,121	170,000	Wages for required overtime work.	170,000	170,000	170,000
		-						
5510	Health Insurance	392,004	198,318	448,199		448,199	448,199	448,199
5520	Retirement	140,693	74,242	158,879		158,879	158,879	158,879
5530	Social Security	140,939	71,872	144,683		144,683	144,683	144,683
5540	Workers Comp	5,545	5,911	7,486		7,486	7,486	7,486
5560	Deferred Comp	275	-	-		-		
5500	Employee Benefits & Taxes	679,456	350,343	759,247	Taxes and benefits for departmental employees.	759,247	759,247	759,247
	TOTAL PERSONNEL SERVICES	2,521,795	1,311,418	2,650,530		2,644,080	2,644,080	2,644,080
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	10,000	5,992	10,000	Lodging, Food, Travel and mileage reimbursements	10,000	10,000	10,000
6131	Gas, Oil and Grease	4,800	410	4,800	Gas for Communication vehicle/ Diesel	4,800	4,800	4,800
6230	Radio Site Rental	89,072	50,363	93,557	Rental of tower services to connect Patrol vehicle communication throughout the State. Towers at Harrison,Portland,Gray, Harpswell Towers at Casco and CCRCC Add 5 % annual increase	\$ 89,072 93,557 93,557 93,557		
					\$ 4,485			
					EMERGENCY COMMUNICATIONS CCRCC			

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
					\$ 93,557			
6231	Base Radio Repair	10,000	7,116	10,000	Funds radio transmitter and receiver repairs and preventative maintenance.	10,000	10,000	10,000
6301	Professional Services	1,500	420	1,500	\$7200 for annual contract Legal Reviews and transcription	1,500	1,500	1,500
6401	Insurance-Liability	300		300		300	300	300
6500	Office Supplies	6,500	1,671	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	500		500	Letter head paper., Business cards, and badges and Year end reports	500	500	500
6506	Postal Expenses		711	900	Departmental postage expenses.	900	900	900
6507	Advertising	1,000	1,152	1,000	Ads for personnel vacancies in local paper	1,000	1,000	1,000
6508	Dues	1,200	329	1,200	National Emergency Number Association (2). APCO Membership -2, News	1,200	1,200	1,200
6509	Books, Periodicals, & Subscriptions	200		200	Legal reference materials. News from several local source subscriptions	200	200	200
6511	Equipment Rental		119	-	Rental of equipment used by the communications center. Pagers	-	-	-

EMERGENCY COMMUNICATIONS
CCRCC

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6512	Training, Education, & Seminars	52,000	5,019	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	79,372	47,739	85,864	Acorn Recorder Maintenance \$ 2,450 Lease new photo copier \$ 1,700 Copy charges. \$ 500 RCM Maintenance agreement \$ 52,212 Code Red Annual plus 9-1-1 Data \$ 21,500 Schedule Express \$ 4,705 Crown Point \$ 640 AQUA Second License \$ 500	85,864	85,864	85,864
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	13,045	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 Cell phone for comm center	30,000	30,000	30,000
EMERGENCY COMMUNICATIONS CCRCC								

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ADOPTED BUDGET	2016 Actual Expense	2017 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
6908	Clothing- Uniforms	6,000	2,511	6,000	ESCB 911 Lines Cell Phone for Deputy Director Uniforms for dispatchers	6,000	6,000	6,000
		-	-	-		-	-	-
	TOTAL O&M	295,744	136,595	307,621		305,321	305,321	305,321
	CAPITAL OUTLAY							
7350	Office Equipment		-		Dispatcher chair replacement			
7365	Needed Equipment	15,000	2,237	15,000	Telephones / Appliances / UPS / Television Workstation parts / Schredder / Misc Radio equipment	12,000	12,000	12,000
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	15,000	2,237	15,000		12,000	12,000	12,000
	TOTAL COMMUNICATIONS	2,832,539	1,450,250	2,973,151		2,961,401	2,961,401	2,961,401
				140,612		128,862	128,862	128,862
				5.0%		4.5%	4.5%	4.5%

EMERGENCY COMMUNICATIONS
CCRCC

NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND
FISCAL YEAR 2017

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 Actual	2016 FINAL BUDGET	2017 BUDGET REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail-	-	-		-	-	-		
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment	400,000	600,000	790,500	972,000	1,100,000	1,100,000	1,100,000	1,100,000
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	337,581	400,400	400,400	550,400	550,400	550,400	550,400
11-120		2012-County Debt under Charter- Principal \$2.775M	330,000	330,000	320,000	210,000	210,000	210,000	210,000	210,000
		2014- County CIP Debt			130,000	150,000	150,000	150,000	150,000	150,000
		2016- County CIP Debt				140,000	140,000	140,000	140,000	140,000
		TOTAL BOND DEBT SERVICE	985,301	1,352,581	1,725,900	1,957,400	2,235,400	2,235,400	2,235,400	2,235,400
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail-	52,625							
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	1,002,500	1,004,655	1,002,500	1,002,500	954,500	954,500	954,500	954,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	64,069	60,516	56,844	56,950	49,513	49,513	49,513	49,513
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	36,315	56,250	36,315	50,675	65,000	65,000	65,000	65,000
11-120		2012-County Debt under Charter- Interest \$2.775M	-		23,235	45,405	41,205	41,205	41,205	41,205
		2014- County CIP Debt			28,713	24,838	21,838	21,838	21,838	21,838
		2016- County CIP Debt				39,400	39,400	39,400	39,400	39,400
		TOTAL BOND DEBT INTEREST	1,155,509	1,121,421	1,147,606	1,219,768	1,171,455	1,171,455	1,171,455	1,171,455
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge/and Rating Agencies	20,869	26,890	27,050	24,000	27,000	27,000	27,000	27,000
11-120	9210	TAN Legal Fees	4,542	5,125	7,500	5,000	5,500	5,500	5,500	5,500
11-120	9220	TAN Interest	6,032	12,144	18,964	20,000	60,000	60,000	60,000	60,000
		TOTAL DEBT EXPENSE - LOANS	31,443	44,159	53,514	49,000	92,500	92,500	92,500	92,500
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	4,200	5,132	6,382	2,800	7,000	7,000	7,000	7,000
11-140	5550	Unemployment Insurance	25,634	2,016	29,932	40,000	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	(4,766)	-	204,300	224,300	300,000	300,000	300,000	300,000
11-141	9526	County Capital Improvement Reserve for CIP	261,421	117,812	68,980	88,500	173,250	230,250	230,250	230,250
11-141	9500	Civic Center Operational Subsidy	-	411,033	425,000	530,000	200,000	200,000	200,000	264,003
11-141	5502	Contingent Appropriation	5,000	738	1,510	30,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	(161)	78,206	104,750	55,000	55,000	55,000	55,000	55,000
		TOTAL NON-DEPARTMENTAL	291,328	614,938	840,853	970,600	805,250	862,250	862,250	926,253
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,463,581	3,133,099	3,767,874	4,196,768	4,304,605	4,361,605	4,361,605	4,425,608

107,838

164,838

164,838

228,841

GRANT REQUESTS

COUNTY OF CUMBERLAND
FISCAL YEAR 2017

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	2015 FINAL BUDGET	2016 FINAL BUDGET	2017 GRANT REQUEST	2017 PRELIM	2017 FC BUDGET	2017 FINAL BUDGET
8002	Cumberland County Extension Association	130,395	145,124	145,124	145,124	145,124	145,124	154,871
8003	Cumberland County Soil & Water	17,500	20,000	20,000	20,000	20,000	20,000	32,000
8005	Portland Public Library	11,808	12,250	10,808	10,808	10,808	10,808	9,727
8007	So. Maine Emergency Medical Services	4,500	4,500	3,970	3,970	3,970	3,970	
8008	Threshold to Maine	750	750	662	662	662	662	
					-			
Total		164,953	182,624	180,564	180,564	180,564	180,564	196,598

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

HUMAN SERVICE AGENCIES IN CUMBERLAND COUNTY

The county will distribute to agencies that meet the "new four criteria" model established by the Commissioners.

Vendor Number	BY VENDOR NAME:	2014 Budget Commissioners	2015 Budget Commissioners	2016 Budget Commissioners	2017 Agency Request	2017 Prelim	2017 Finance Committee	Commissioners	
428	Planned Parenthood of N.N.E.	1,639	1,671	1,613	1,613	1,613	1,613	1,210	
3105	Learning Works- Was Portland West Service Works	3,278	3,278	3,163	3,163	3,163	3,163	3,163	
89	Sexual Assault Response Services of So. ME	3,939	3,939	3,800	3,800	3,800	3,800		
1167	Community Counseling Center - TIP	15,000	15,000	14,472	14,472	14,472	14,472		
	Community Counseling Center - Jail ACT (Spring Harbor)	35,000	35,000	33,767	33,767	33,767	33,767		
179	Center for Community Dental Health	3,500	3,570	3,444	3,444	3,444	3,444		
4914	Mid Coast Hunger Prevention Program	2,171	2,215	2,137	2,137	2,137	2,137		
96	Tedford Shelter	5,295	5,400	5,210	5,210	5,210	5,210		
210	Family Crisis Services	16,164	16,085	15,518	15,518	15,518	15,518	15,518	
4165	CCM Mental Health Support & Recovery Serv.	9,000	9,000	8,683	8,683	8,683	8,683		
	Day One	10,404	10,612	10,238	10,238	10,238	10,238	10,238	
	BY VENDOR NAME:	2014 Budget Commissioners	2015 Budget Commissioners	2016 Budget Commissioners	2017 Agency Request	2017 Prelim	2017 Finance Committee	Commissioners	
87	Preble Street Resource Center								
	Preble St. Resource Center-Soup Kitchens	17,500	17,500	16,884	16,884	16,884	16,884	12,663	
	Preble St. Resource Center-Lighthouse Shelter	5,829	5,829	5,624	5,624	5,624	5,624	5,624	
	Preble Street Women's Shelter	2,836	2,836	2,736	2,736	2,736	2,736	2,052	
482	Wayside Evening Soup Kitchen								
	Wayside Soup Kitchen	15,000	10,000	9,648	9,648	9,648	9,648	24,699	
	Wayside Food Rescue Program	15,606	15,600	15,051	15,051	15,051	15,051		
	Opportunity Alliance (Prop) (Youth Alternatives)								
	Social Services	9,019	9,019	8,701	8,701	8,701	8,701	8,701	
	Senior Volunteer Program	4,323	4,323	4,171	4,171	4,171	4,171	4,171	
	Child & Family Services	18,905	18,905	18,239	18,239	18,239	18,239	18,239	
	Women's Project	6,302	6,302	6,080	6,080	6,080	6,080	6,080	
	Parenting Education Program	6,069	6,069	5,855	5,855	5,855	5,855	5,855	
	Youth Parent Program	4,332	4,332	4,179	4,179	4,179	4,179	4,179	

[illegible]

COUNTY OF CUMBERLAND

DEBT PLANNING- CIP NEEDS FOR 5YEARS

BONDED CIP PROJECTS

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	Identical 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						
NEW	Roof Replacement					1,000,000	25						
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		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										
Total CIP Allocation		1,174,500		863,000		2,192,000		1,770,308		8,275,500		800,000	
Summary Totals		2016		2017		2018		2019		2019		2019	
Two Year Total		2,037,500		3,962,308		9,075,500							

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
	Interview Room Cameras			30,000									
FACL-12-018	ADA upgrades all locations					35,000	15						
	General Jail CIP			100,000		100,000		100,000		100,000		100,000	
Jail	Window replacement					50,000		50,000		50,000		50,000	
Non-Debt Total		88,500		230,250		285,250		238,500		238,500		238,500	

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