

Cumberland County

COUNTY OF CUMBERLAND ANNUAL BUDGET 2018

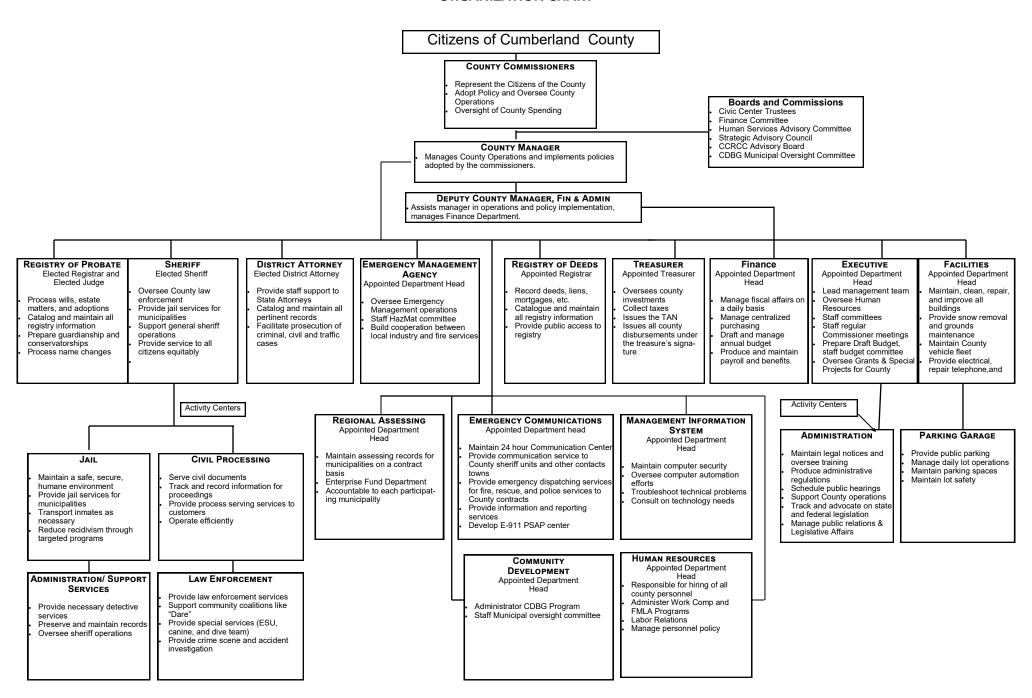


www.cumberlandcounty.org

142 Federal Street Portland, ME 04101

	T 11 (C)								
	Table of Contents								
	County of Cumberland								
	2018 Final Budget								
	Overview								
1	Table of Contents								
2	Cumberland County Organizational Chart								
3	County Officials								
4	Finance Committee								
5	Budget Timeline								
	Introduction								
6	County Manager's FY 2018 Budget Message								
12	Budget Process and Financial Management Policies								
20	How to Read the Budget								
2.1	General Fund								
24	County Budget and Tax Overview Schedule								
26 27	Global Budget Cross Insurance Arena								
28									
33	Enterprise and Grant Funding Budget reduction record								
35	Revenue Summary								
36	Tax Distribution Schedule								
37	Debt Service								
37	Human Resources								
38	Position Classification Plan								
46	Departmental Positions								
	Departments								
50	Emergency Management Agency								
56	District Attorney								
63	Executive-Administration								
68	Information Technology								
72	Human Resources								
12	Human Resources								
76	Facilities								
87	Facilities-Garage								
91	Sheriff-Administration								
98	Sheriff-Law Enforcement								
105	Sheriff-Jail								
108	Sheriff- Civil								
112	Registry of Deeds								
116	Registry of Probate								
121	Finance								
125	Emergency Communications- CCRCC								
120	Non-Departmental								
131	Non-Departmental and Debt Service								
132	County Grants								
133	Human Services								
135	County CIP								

FY2018 COUNTY OF CUMBERLAND ORGANIZATION CHART



County of Cumberland Elected and Appointed Officials

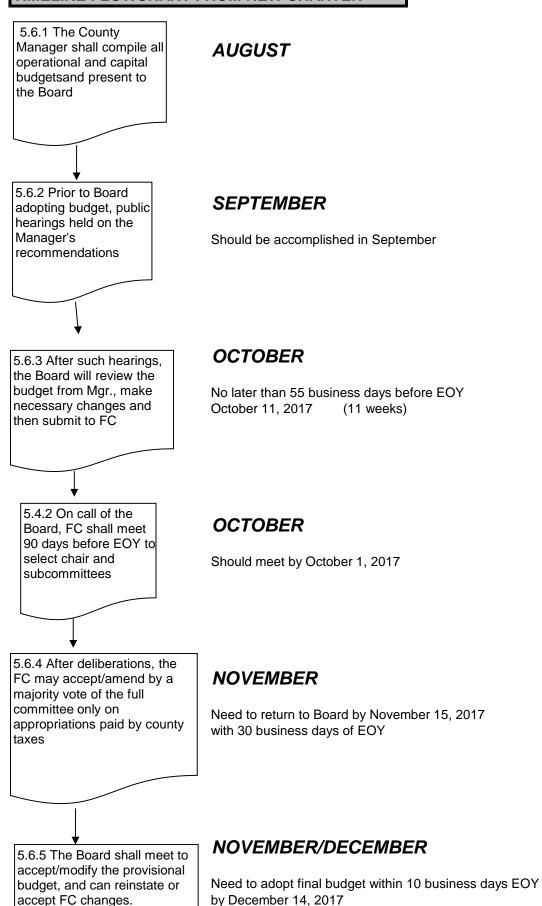
District 1 District 2 District 3 District 4 District 5	2018 Neil Jamieson Susan Witonis Steve Gorden Thomas S. Coward James Cloutier	871-8380 871-8380 871-8380 871-8380 871-8380
Elected Officials		
District Attorney Judge of Probate Register of Probate Sheriff	Stephanie Anderson Joseph Mazziotti Nadeen Daniels Kevin Joyce	871-8384 871-8382 871-8382 774-1444
Appointed Officials		
County Manager Deputy County Manager, Finance & Administration	James Gailey Alex Kimball	871-8380 871-8380
Chief Deputy Sheriff Jail Administrator	Naldo Gagnon John Costello	774-1444 774-5939
Human Resources Director Information Technology	Don Brewer Aaron Gilpatric	775-6809 774-1444
Emergency Comm. Director	William Holmes	893-2810
Comm. Dev. Director Emergency Management	Maeve Pistrang Jim Budway	871-8380 892-6785
Agency, Director Facilities, Director	Bruce Tarbox	871-8380
Regional Assessing Register of Deeds	Renee LaChappelle Nancy Lane	699-2475 871-8399
Deputy District Attorney	Jennifer Ackerman	871-8384
Deputy Director CCRCC Deputy Director EMA	Deb Plummer Joseph Chappell	893-2810 892-6785
Deputy Register of Deeds	Jessica Spaulding	871-8399
Deputy Register of Probate Director of Public Affairs	Kelly Bunch	871-8382



FINANCE COMMITTEE - FY 2018

Name	E a al la del a confidence		Florina
Name	Email Address/Phone	Term Expires	Elected
District 1			
Vacant		2017	2015
Vacant		2017	2015
District 2			
Holly Hancock	Holly.hancock@cascomaine.org	2017	2015
PO Box 148	Cell: 650-0238		
Casco, ME 04015			
Vacant		2017	2015
District 3			
Lee Arris	larris@freeportmaine.com	2019	2017
70 Glenview Road			
Freeport, ME 04032			
Vacant			
District 4			
Jessica Sullivan	Jessica.sullivan@capeelizabeth.org	2019	2017
PO Box 6238			
Cape Elizabeth			
Vacant			
District 5			
Vacant			
Vacant			

TIMELINE FLOWCHART FROM NEW CHARTER



Cumberland County Government

142 Federal Street, Portland, Maine 04101 207-871-8380 • cumberlandcounty.org

James H. Gailey, County Manager



February 1, 2018

Dear Municipal Leaders and Citizens,

On behalf of the Cumberland County Commissioners, I would like to present the County's 2018 Budget. As no budget is easy these days, this budget was no different in providing some challenges. As this budget document comprises three separate budgets, General Fund, Jail and the Cross Insurance Board of Trustees, I feel it is important to document the actions taken by staff, the Finance Committee comprised of town officials, and the County Commissioners.

Last year's budget was no easy task based on the needs of the County and covering the operational losses of the Cross Insurance Arena. At that time, the County saw the loss of over \$800,000 in jail boarding revenue because another County choose to hold their inmates at another jail. Similar themes hold true again this year. The jail budget once again was a difficult budget to pin down due to the loss of revenue. The jail budget has significant fixed costs and does not allow a lot of flexibility. This year an increase in State revenue was offset by a decrease in Federal and County boarder revenue. The Cross Insurance Arena, digging itself out of the shutdown years (renovation) and loss of a key anchor tenant (Portland Pirates), submitted another significant operational and Board of Trustees administrative budget loss for the previous year ending June 30th. These two areas, plus the General Fund budget, meant the need to increase the budget by 4.54%.

I have attempted to summarize many of the particulars of the budget process in the proceeding narratives and tables. A significant amount of work goes into creating the County Budget and I hope you take the time to read not only the summary, but the entire budget document as there is substantial information provided, which best explains how the County is spending its budgeted dollars.

<u> IAIL FUNDING – LEGISLATIVE APPROPRIATIONS</u>

The 2017 Legislative Session was seen as an opportunity to work with the Criminal Justice and Public Safety Committee (CJPS) on jail funding issues. The funding model was deemed broken, as the Statute was still riddled with old Board of Corrections constraints. Numerous bills, all trying to alleviate the cost of jails to the local taxpayer, were submitted. In the end, the CJPS Committee focused on a single item of funding as time was running out in the Legislative Session. The CJPS Committee, and ultimately Appropriations, voted to increase funding for jails by 3 million statewide, while also increasing the Jail Cap (needs from taxes Cap) from 3% to 4%. The 3 million in statewide funding yielded Cumberland County \$600,000 in new revenue for the 2017-18 fiscal year.

As all signs of the new funding were very positive, staff had a growing concern around other jail revenues. The jail has three revenue sources that make up the majority of revenues for the budget. Staff continually tracks these revenues month over month and noticed a sharp decline in Federal and County inmates boarded at the jail. Any reduction is a significant hit to the jail revenues. The 2017-

18 budget was reduced by 1.7 federal and 11.06 County inmates for boarding. The two boarding's combined accounted for \$361,332 in loss revenue, reducing the use of the full \$600,000 in new State revenue to run the jail.

Jail employee pay and benefits were a focus of conversation over the preparation of the jail budget as the County was at the contract table with the jail's three collective bargaining unions. In the end, employees received a 2.5% COLA and received a new MainePers Retirement Plan (25 years no age - 2019). This on top of a scheduled 5% increase in Health Insurance premiums resulted in the total jail budget increasing by \$567,848 over the 2016-17 budget.

CROSS INSURANCE BOARD OF TRUSTEES - STATE STATUTE AMENDMENT

Earlier this year the County Commissioners worked with the Legislature to replace the Special Law of 1971, which established the Cumberland County Recreation Center as a legal stand-a-lone entity, with a primary responsibility to run the Civic Center (now Cross Insurance Arena). Previously the Center's nine-member Board of Trustees held property, had independent bonding authority, and the ability to submit Warrants to the County Commissioners for annual operational, administrative and capital expenses without input from the County Commissioners.

The revised legislation was a joint effort of the County Commissioners and the Board of Trustees. The transitioning legislation allows for the Trustees to exist, but under the auspices of the County as a committee responsible for working on day-to-day recreation/arena issues and making budgetary, contractual and policy recommendations to the County Commissioners.

During the latter part of 2017, the Trustees, Commissioners and staff worked diligently on the many facets of transferring the real estate and personal property assets, licenses, contractual agreements and obligations from the Recreation Center to the County. Through a joint effort, the Trustees By-Laws were modified to reflect their new role. Effective November 1, 2017, the Legislation and By-Laws became effective and the transferring of assets officially occurred on January 1, 2018.

In comparison, the Cross Insurance Center in Bangor is a department under city government with a similar staffing and oversight model as proposed here by Cumberland County.

	2015/16	2016/17	CHANGE	
Operations	\$ 65,815	\$ 180,051	\$114,236	
Board of Trustees	\$ 198,188	\$ 330,376	\$132,188	
Capital	\$ 82,112	\$ 82,860	\$ 748	
Total	\$ 346,115	\$ 593,287	\$247,172	
Bond Principle & Interest*	\$2,645,750	\$2,723,750	\$ 78,000	

^{*}Represents both Large Capital & Building Renovations

FINANCE COMMITTEE

By State Statute §741-A, the County is required to establish a Budget Advisory Committee (aka Finance Committee). The Committee is tasked with the oversight and review of the proposed County budget, ultimately making a recommendation to the County Commissioners. This year the County was fortunate to have dedicated elected officials, from towns within the county, willing to step forward and serve on the County's Finance Committee. Chair Holly Hancock, of Casco, Jessica Sullivan, of Cape Elizabeth and Lee Arris, of Freeport gave their time helping the County through its budget process, time that was over-and-above the time they contributed to town affairs. We thank them.

BUDGET OVERVIEW & HIGHLIGHTS

After several months of drafting and redrafting, the final County budget was at 4.54%, down from 5.93% in 2017.

On November 2, 2017, the Finance Committee sent the County Commissioners a favorable recommendation for the 2018 budget. On December 11, 2017, the County Commissioners approved the 2018 budget. This represents an overall increase of \$1,626,747 over the 2017 budget.

Total by Budget Category	2017 Adopted	2018 Adopted	\$ Change	% Change
County General Fund	\$20,324,449	\$21,075,324	\$750,875	3.80%
Jail Budget	\$18,230,186	\$18,749,333	\$519,147	2.85%
Cross Insurance Arena	\$ 2,909,753	\$ 3,273,750	\$363,997	12.51%
Total	\$41,464,388	\$43,098,407	\$1,634,019	3.94%
Total Needs from Toyos	Adomtod 2017	Adomtod 2010	¢ Change	0/ Change
Total Needs from Taxes	Adopted 2017	Adopted 2018	\$ Change	% Change
Command Day door	¢1 / 110 221	¢14717201	ታ ፫ 07.0፫0	4.220/
General Fund Budget	\$14,119,331	\$14,717,281	\$ 597,950	4.23%
Jail Budget	\$12,253,978	\$12,621,594	\$ 367,616	3.00%
Cross Insurance Arena	\$ 2,909,753	\$ 3,273,750	\$ 363,997	12.51%
Total	\$29,283,062	\$30,612,625	\$1,329,563	4.54%
Jail Revenues	Adopted 2017	Adopted 2018	\$ Change	% Change
•				
State of Maine	\$2,527,000	\$3,127,000	\$600,000	23.74%
Federal Revenue	\$2,650,000	\$2,569,418	(\$80,583)	- 3.04%
County Boarding	\$ 538,000	\$ 219,000	(\$319,000)	-59.29%
Total	\$5,715,000	\$5,915,418	\$200,417	3.51%

The County was faced with reducing jail Federal and State inmate revenues for 2018. The above chart shows that Federal boarders went down by \$80,583, while County boarders were reduced by \$319,000. Both of these reductions were as a result of trends from June to December 2017. These reductions were unfortunate, as the County did not get to experience the true value of the additional \$600,000 the County received in State funding for the jail.

Boarding Revenue	2017 Boarders	2018 Boarders	Change	
Federal Boards	55.85 indiv.	54.15 indiv.	- 1.7 indiv.	_
County Boarders	21.06 indiv.	10.00 indiv.	-11.6 indiv.	
Jail Expenses	Adopted 2017	Adopted 2018	\$ Change	% Change
				_
Wages and Benefits	\$12,861,850	\$13,133,521	\$271,671	2.11%
All Other Expenses	\$ 5,368,337	\$ 5,664,514	\$296,177	5.52%
Total	\$18,230,187	\$18,798,035	\$567,848	3.11%
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Debt / Capital / TAN	Adopted 2017	Adopted 2018	\$ Change	% Change
Bonded Debt Principle	\$ 585,000	\$ 665,000	\$ 80,000	13.68%
Bonded Debt Interest	\$ 151,955	\$ 181,077	\$ 29,122	19.16%
Capital Reserve	\$ 230,250	\$ 364,500	\$ 134,250	58.31%
TAN Loan	\$ 92,500	\$ 141,000	\$ 48,500	52.43%
Total	\$1,059,705	\$1,351,577	\$ 291,872	27.54%
Total	Ψ1,037,703	Ψ1,001,077	Ψ 271,072	27.3170
Human Services & Grants	Adopted 2017	Adopted 2018	\$ Change	% Change
				_
Human Services	\$ 144,603	\$ 112,981	(\$31,622)	-21.88%
Grants	\$ 196,598	\$ 184,598	(\$12,000)	- 6.10%
Total	\$ 341,201	\$ 297,579	(\$43,622)	-12.78%

The 2018 Budget had no new employees added. Being my first year and having opportunities presented to me by having vacancies within the Executive Department as Nadeen Daniels became the Register of Probate and I moved into the Manager's position, resulted in two unfilled positions. This allowed me to analyze the need of the Administration wing (HR, Finance and Executive) and adjust positions and funding where the need existed.

Historically, the Deputy Manager oversaw a handful of county departments, spearheaded legislative affairs and was one of the conduits between the towns/non-profits and county government. The Grants & Special Projects position was another conduit with towns/non-profits through the county, primarily responsible for adding capacity for towns and outside agencies through grant writing and

monitoring. These two positions when redesigned looked a little different. The promotion of the Finance Director to the Deputy Director of Finance and Administration brought on greater responsibilities for operational oversight of the County, basing this model off a similar model in the City of Augusta. The Director of Public Affairs is a newly created job title, a hybrid approach, tasked with the responsibility of being the liaison to towns/agencies as well as legislative affairs at the state and federal levels. As manager, I assumed operational oversight of all departments, compliance manager for the Cross Insurance Arena, and serve as another contact to towns/non-profits within our region.

Through the reorganization, we found that we saved ¾ of a position's salary. Needing to add capacity within the Finance Office, I authorized the hiring of a 32-hour a week Finance Clerk.

This year the non-union COLA was 2%. The three unions under negotiations at the time settled at a 2.5% COLA.

The County over the years has contributed significant dollars to Human Service Agencies (HS) within the County, as well as a handful of organizations who receive grant funds. This is over and above the funding through the County's CDBG program. In 2017, an effort was made to hold recipients accountable on how the HS and Grant funds were allocated and spent; this ultimately resulted in some agencies falling out of the funding scheme of the County. This past year the Commissioners directed staff to look at the HS and Grant funding, and develop a stronger criteria and reporting mechanism. This was needed after many years of good attempts, but so many attempts that no real consistency existed.

One of the biggest areas of concern was the lack of accountability on how the money was spent and reported. The County reached out to the United Way's sponsored Thrive2027 initiative and developed a partnership in which a good portion of the HS funds would start to be funneled through Thrive2027, which brought greater scrutiny to the allocated funds for reporting purposes. The collaboration also merged like interests and consolidated similar functions being administered by both parties. Not all projects were funded through Thrive2027, due to eligibility, however; this will be a multi-year project in converting these funds to the new initiative.

The 2018 budget reduces the HS funding by \$31,622 and flat funds the three agencies who receive grant funds (Portland Library, Cumberland County Soil and Water and UMaine Extension Service).

Capital Needs

In November of 2010, the voters of Cumberland County approved the County's first Charter. One of the results of this historic milestone was increased bonding authority for the County.

The County's Capital Improvement Program (CIP) is made up through the development of Debt and Non-Debt CIP projects. Since the inception of the County Charter, the County has bonded capital projects on a two-year cycle. This year is no different, with the exception of providing greater funding for non-debt capital projects within the budget.

A great tool the Commissioners and staff had this year when putting together the Capital Plan was the Master Plan the Facilities Department completed at the end of the first quarter of 2017. Led by Facilities Director Bruce Tarbox, the Facilities Department sought department input and analyzed each County asset for inclusion in the Master Plan. Each identified asset had a cut-sheet explaining the project, the issue, fiscal impact and urgency. Through this information, Facilities worked with the County Commissioners and Administration on the prioritization of the identified improvements and assigned a priority number to each. This document was the backbone on how the 2018 Capital Plan was established for debt and non-debt improvements.

Building preservation, energy efficiency, and proactive maintenance are three themes of the improvements captured under the 2018 Capital Plan. Some projects include:

Jail Roof Replacement Phase I	\$400,000	Jail Exterior Repointing	\$100,000
LED Light Conversation	\$100,000	Domestic Water Storage Tank	\$100,000
Window Replacement Add'l	\$ 50,000	HVAC Upgrades	\$600,000
Caulking Courthouse (Stateside)	\$ 50,000	LEC Roof Reshingle	\$ 69,000
Parking Garage Repairs	\$ 60,000	Jail Window Replacement	\$ 50,000

The 2018 debt improvements (2-yr cycle) were \$1,849,000, down \$58,500 from 2017. The non-debt improvements for 2018 are \$364,500.

CONCLUSION

As this was my first County budget from start to finish, I would like to extend a sincere thank you to the County Commissioners and Finance Committee for allowing me to begin to chart some new territory through the development of the 2018 County budget. Their support, confidence and guidance was invaluable throughout the budget process. I would like to take this opportunity to express my appreciation to the very talented group of department heads we have in the County. Their expertise in their fields allows greater insight in the current and future needs of their departments, which ultimately translates through their responsible budget requests. Lastly, I would like to thank Deputy Manager of Finance and Administration, Alex Kimball, for his attention to detail, commitment and knowledge sharing throughout the budget process.

Sincerely,

James H. Gailey 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 subcommittees 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.

11-10	11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY ACTIVITY CENTER: EMERGENCY MANAGEMENT							
		2017		2018				
ACC	ACCOUNT	ADOPTED	2016 Actual	BUDGET		2018	2018 FC	2018 FINAL
#	DESCRIPTION	BUDGET	Expense	REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	PRELIM	BUDGET	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.

2017 ADOPTED BUDGET - The amount approved at the end of the prior year's budget process. This is the amount departments are currently authorized to expend.

2016 ACTUAL - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2016 Actual would record expenditures for 2016. This line is included purely for comparative purposes.

2018 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.

2018 PRELIM - 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.

2018 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.

2018 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 2018								
DEPARTMENT	2017 ADOPTED BUDGET	2016 ACTUAL EXPENSES	2018 BUDGET REQUEST	Dollars over 2017	Manager Adjustments	2018 MGR	2018 FC RECOMM	2018 FINAL Budget	% Increase over 2017
Emergency Mgmt Agency	624,958	606,094	640,705	15,747	200	640,905	639,574	639,574	2.55%
District Attorney	1,861,621	1,724,612	1,926,292	64,670	2,400	1,928,692	1,922,832	1,922,832	3.60%
Facilities	2,379,075	2,027,923	2,496,015	116,940	(17,150)	2,478,865	2,473,473	2,475,873	4.19%
Registry of Deeds	772,732	803,593	719,486	(53,247)		714,486	713,086	713,086	-7.54%
Registry of Probate	542,194	494,394	570,723	28,529	(1,000)	569,723	568,757	573,757	5.08%
Finance	445,219	443,350	487,525	42,306	(5,750)	481,775	480,963	480,963	8.21%
Communications	2,961,401	2,837,455	3,048,871	87,470		3,042,871	3,033,863	3,033,863	2.75%
Executive-Admin	787,321	380,824	742,612	(44,709)		742,612	740,385	737,385	-5.68%
Facilities-Garage	75,778	46,301	69,150	(6,628)		69,150	68,953	68,953	-8.75%
Information Technology	874,270	863,520	949,991	75,722	(11,000)	938,991	937,749	937,749	7.40%
Human Resources	413,648	338,221	441,164	27,516		439,164	438,237	448,467	6.17%
Sheriff-Admin	1,028,330	960,036	1,111,685	83,355	(20,401)	1,091,284	1,088,862	1,085,862	6.12%
Sheriff-Law Enforcement	5,386,735	4,754,646	5,636,380	249,645	(81,957)	5,554,423	5,546,574	5,559,397	3.11%
Sheriff-Civil	325,887	307,777	327,203	1,317	-	327,203	326,408	326,408	0.40%
Debt Service-Principal	585,000	585,000	665,000	80,000	-	665,000	665,000	665,000	13.68%
DebtService- Interest	151,955	166,593	181,077	29,122	-	181,077	181,077	181,077	19.16%
Debt Expense - TAN Loans	92,500	93,511	141,000	48,500		141,000	141,000	141,000	52.43%
Grants	196,598	177,587	196,598	-	(12,000)	184,598	184,598	184,598	-6.10%
Human Services	156,978	229,704	156,978	-	(37,796)	119,182	119,182	112,981	-24.08%
Pension Life- Retirees	7,000	5,798	7,000	-	i - i	7,000	7,000	7,000	0.00%
Contingent Account	30,000	3,517	30,000	-	-	30,000	30,000	30,000	0.00%
Sal./ Ben./ Term. Pay	300,000	224,300	300,000	-	-	300,000	300,000	300,000	0.00%
Unemployment Insurance	40,000	17,636	30,000	(10,000)	-	30,000	30,000	30,000	-25.00%
Referendum and Public Info	55,000	32,852	55,000	-	-	55,000	55,000	55,000	0.00%
Capital Improvement Res.	230,250	88,500	364,500	134,250	_	364,500	364,500	364,500	58.31%
							-		
Total Expenditure Summary	20,324,449	18,213,742	21,294,954	970,504	(197,454)	21,097,500	21,057,072	21,075,324	3.80%
Change			970,504	970,504		773,051	732,623	750,875	
Tax Calculation	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET REQUEST	2018 MGR	2018 FC RECOMM	2018FINAL Budget		
COUNTY									
Total Estimated Expenditures	16,559,906	17,825,395	20,324,449	21,294,954	21,097,500	21,057,072	21,075,324		
Total Estimated Revenues	(5,179,080)			(6,350,043)		(6,350,043)	(6,358,043)		
Designated Surplus	(350,000)			(0,000,040)	(5,000,040)	(0,000,040)	(0,000,040)		
Tax Revenue Required	11,030,826	11,478,952	14,119,331	14,944,910	14,747,457	14,707,029	14,717,281		
Net Dollar Change	11,000,020	448126		825,579		587,697	597,950		
Percent from prior year		4.06%			•	4.16%	4.23%		
r ercent nom phot year		4.00%	23.94%	5.65%	4.43%	4.10%	4.2370		

Jail Budget									
Juli Budget						2018 FC	2018 Final		
Tax Calculation	2014-15	2015-16	2016-17	2017-18	2018 MGR	RECOMM	Budget	% Inci	ease
Total Estimated Expenditures	16,506,896	18,017,000	18,230,187	18,749,333	18,749,333	18,749,333	18,749,333	70 11101	2.85%
Total Estimated Revenues	(4,931,294)		(5,976,208)	(6,127,739)	(6,127,739)	(6,127,739)	(6,127,739)		2.54%
Tax Revenue Required	11,575,602	11,575,602	12,253,979	12,621,594	12,621,594	12,621,594	12,621,594		
·	11,575,602	11,575,602	12,253,979	12,621,594	12,621,594	12,621,594	12,621,594		
	Amount fixed by	statute		367,615	367,615	367,615	367,615		
Cross Insurance A	rena Budget								
Tax Calculation	2015 BUDGET	2016 BUDGET	2017 BUDGET	2018 BUDGET REQUEST	2018 MGR RECOMM	2018 FC RECOMM	2018 Finai Budget	% Inci	ease
Bond Principal	602,500	974,500	954,500	932,500	932,500	932,500	932,500	70 11101	cuoc
Bond Interest	1,000,000	1,000,000	1,100,000	1,200,000	1,200,000	1,200,000	1,200,000		
Revolving Line of Credit	406,250	450,400	591,250	591,250	591,250	591,250	591,250		
Operational Subsidy	350,000	530,000	264,003	550,000	550,000	550,000	550,000		
Tax Revenue Required	2,358,750	2,954,900	2,909,753	3,273,750	3,273,750	3,273,750	3,273,750		
Net Dollar Change	2,330,730	596,150	(45,147)	363,997	363,997	363,997	363,997		
Percent from prior year		25.27%	-1.53%	12.51%	12.51%	303,991	303,991		
				12.31 /0	12.5170				
COMBINED TA	X PRESEI	NTATIO	N						
				2018 BUDGET		2018 FC	2018 Final		
Tax Calculation	2015 BUDGET	2016 BUDGET	2017 BUDGET	REQUEST	2018 MGR	RECOMM	Budget	% Inci	ease
Total Estimated Expenditures	39,267,552	39,895,902	41,464,388	43,318,037	43,120,583	43,080,155	43,098,407		
Total Estimated Revenues	(12,493,956)	(12,251,379)	(12,181,326)	(12,477,782)	(12,477,782)	(12,477,782)	(12,485,782)		
Designated Surplus		-	-	-					
Tax Revenue Required	26,773,596	27,644,523	29,283,062	30,840,254	30,642,801	30,602,373	30,612,625	-	
Net Dollar Change		870,927	1,638,539	1,557,192	1,359,739	1,319,311	1,329,563		
Percent from prior year		3.25%	5.93%	5.32%	4.64%	4.51%	4.54%		
Budget Requests	General Coun	ty Impact		825,579				2.82%	Total
	Jail Impact			367,615				1.26%	
	Cross Insurar	nce Arena Im	pact	363,997				1.24%	5.32%
MGR Budget	General Coun	ty Impact			628,125			2.15%	Total
	Jail Impact				367,615			1.26%	
	Civic Center I	mpact			363,997			1.24%	4.64%
FC Budget	General Cou	inty Impact					587,697	2.01%	Total
l C Daaget	Jail Impact						367,615	1.26%	Total
	•	Impact					•		A EA0/
	Civic Center	ппраст					363,997	1.24%	4.51%
Final Budget	General Cou	nty Impact					597,950	2.04%	Total
	Jail Impact						367,615	1.26%	
	Civic Center	Impact					363,997	1.24%	4.54%

COUNTY OVERVIEW: Revenue and Expenses from all Sources

COUNTY OF CUMBERLAND: BUDGET 2018-ASSESSMENT

					2018 BUDGET		2018 FC	2018 FINAL
Tax Calculation	Budget 2014	Budget 2015	Budget 2016	Budget 2017	REQUEST	2018 PRELIM	Recommend	Budget
Total Estimated Expenditures	34,833,918	39,267,552	39,895,902	41,464,388	43,318,037	43,120,583	43,080,155	43,098,407
Total Estimated Revenues	(10,110,374)	(12,493,956)	(12,251,379)	(12,181,326)	(12,477,782)	(12,477,782)	(12,477,782)	(12,485,782)
Designated Surplus	(350,000)	(350,000)	-	-	-	-	-	-
Tax Revenue Required	24,373,544	26,423,596	27,644,523	29,283,062	30,840,254	30,642,801	30,602,373	30,612,625

5.32% 4.64%

COUNTY OF CUMBERLAND: Enterprise Funds 2018

Enterprise Funds: (Prior year numbers at present)

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		2018 Budget
Total Estimated Expenditures Total Estimated Revenues	Enterprise Enterprise	2,564,711 2,564,711
Tax Revenue Required		\$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 2018

<u>Grants and Other Funds:</u> (Prior year numbers at present)

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		2018 Budget
Total Estimated Expenditures Total Estimated Revenues	Grants and Other Grants and Other	1,984,991 1,984,991
Tax Revenue Required		\$0.00

COUNTY OF CUMBERLAND: Summary Budget from all Sources 2018

Summary Overview

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

Budget Grants
Enterprise Recreational District

Budget		2018 Budget
Total Estimated Expenditures Total Estimated Revenues Designated Surplus		47,648,109 17,035,484
Tax Revenue Required		\$ 30,612,625



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 contibute over last year.

	2016 Actual	2017 BUDGET	2018 BUDGET REQUEST		2018 FC RECOMM	2018 FINAL Budget	TAX Impact
From the County Taxes Total Estimated Expenditures Total Estimated Revenues	2,954,900	2,909,753	3,273,750			-	
Tax Revenue Required		2,909,753	3,273,750		•	-	-9.94%
Net Dollar Change			363,997 Increase	\$ 29,283,062 2017 Tax Assessment		(2,909,753)	

Cross Insurance Arena								
		2017 ADOPTED BUDGET	2016 ACTUAL EXPENSE	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM		2018 FINAL BUDGET
County Commitment	1,000,000	1,100,000	1,000,000	1,200,000	For CIA expenses ie debt	1,200,000		
CIA \$33M Bond Principal & Interest	974,500	954,500	974,500		(2018 Debt Payment is \$2.133 M) New Civic Center Referendum for Modernization	932,500		
CC operational Subsidy	530,000	264,003	530,000	550,000	To Fund the Operational Budget from 6/30/2017	550,000		
Bonded Debt:								
CC Bond Principal	400,400	491,250	400,400	491,250	Debt service for Capital needs	491,250		
CC Bond Interest	50,000	100,000	50,000	100,000		100,000		
Total to Civic Center	2,954,900	2,909,753	2,954,900	3,273,750		3,273,750	-	-

INCREASE OVER FY 2017	\$ 363,997
FY 17 COUNTY ASSESSMENT	\$ 29,283,062
ADDITION TO THE 2018 TAXES	1.24%

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			2017/18	2017/18
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			2018	2018
		PERIOD	EMPLOYEES	REVENUES	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	F	PERIOD	EMPLOYEES RE	2018 EVENUES	EX	2018 PENSES
21227	Regional Assessing fees paid according	1/	1 to 12/31	3	384,408		384,408
	to contracts with participating Municipalities						
	Revenues (Estimated breakdown)			Expenses			
				Lead Assessor		\$	98,850
	Town of Falmouth	\$	139,259	Assistant Assesso	r	\$	66,300
	Town of Yarmouth	\$	95,149	Appraiser		\$	42,800
	Town of Casco	\$	44,000	Benefits		\$	82,835
	Town of Gorham	\$	92,000	Vision Software		\$	30,000
	Town of Baldwin	\$	14,000	Assessing Maps		\$	25,000
	Total Revenues	\$	384,408	All other		\$	38,623
				Total Costs		\$	384,408

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			2018	2018
		PERIOD	EMPLOYEES	REVENUES	EXPENSES
	Outside Civil Deputies are paid through the				
21255	County but work independently	1/1 to 12/31	6	200,000	200,000
	in conjunction with our in house Civil				
	Department.				
	Their compensation is paid by users of the civil service activities				

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	2017-18 REVENUES	2017-18 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 Neighborhood Stabilization Program	1/1 to 12/31 1/1 to 12/31			
			1,500,000	1,500,000

	GRANT FUNDED PROGRAMS			2018	2018
		PERIOD	EMPLOYEES	REVENUES	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

	2018 County of Cumberla	ınd	
	Budget Reduction Record		
	PUBLISHED BUDGET AMOUNT FROM DEPARTMENT	TS	#00.000.000
	Net Assessment for 2017		\$29,283,062
	Department Request Expenditure Budget 2018 Revenues for 2018		\$43,318,037 -\$12,477,782
	Tax Subsidy for 2018		-φ12,477,762 \$0
	Net Assessment 2018		\$30,840,254
	Net Dollar Increase		\$1,557,192
	Tax Increase from 2017		5.32%
	ADJUSTED BY MANAGER'S RECOMMENDATION		
	Department Requests		
101	EMA		\$200
102	District Attorney		\$2,400
103-01	Exec-Administration		\$0
103-02	IT		-\$16,200
103-03	Exec-Garage		\$0
103-04	HR		-\$2,000
105	Facilities		-\$17,000
106-05	Sheriff-Admin		-\$20,401
106-06	Sheriff-LEC		-\$81,957
106-07 1006-08	Sheriff-Jail (net change in cost to taxpayers) Sheriff-Civil		\$0 \$0
1006-08	Deeds		-\$5,000
107	Probate		-\$5,000
109	Finance		-\$1,000 -\$5,750
110	Communications		-\$6,000
Other	Other		-\$6,000 -\$49,796
Other	Other		-\$49,790
	Total Mgr Cuts to Expenses		-\$202,504
	Net Increase in the Expenses over 2016 Expenses		\$1,354,689
Summary:	Total Expenditures Manager's Recom.		\$43,115,533
	Total Estimated Revenues	\$	(12,477,782)
	Designated Surplus	\$	-
	Net Budget from Mgr. FY 2018	\$	30,637,751
	Dollar Increase over 2017	\$	1,354,689
	Net Increase over Last year		4.63%
			1

	ADJUSTED BY THE FINANCE COMMITTEE
(40,428)	Health Insurance rates better than expected
-\$40,428	NET TAX DECREASE - FC
4.51%	Percent Increase over 2017
\$30,602,373	Total operational budget recommended by FC
	ADJUSTED BY COUNTY COMMISSIONERS
	Commissioners agreed with FC from above
2,400	Electric Vehicle Lease
10,230	Adjustments to HR Department budget
(6,000)	Reductions to Legal Budgets
5,000	Adjustments to Probate budget
(6,201)	Changes to Grants & Human Services
12,823	Adjustments to Law Enforcement Budget
(8,000)	Increase Supervision Fee Revenues
10,252	Net Tax Increase
\$30,612,625	Voted/approved by Commissioners on 12/18/2017
4.54%	Percent Increase over 2017

PROJECTED REVENUE

COUNTY OF CUMBERLAND FISCAL YEAR 2018

Revenues

Acct #	Source	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2019 Budget
11-001-4003	Supreme Court Rental	2,400	2,000	2,800	2,400	2,400	2,400
11-001-4004	State Court Rent / Reimbursements						
11-101-4101	Emergency Management Allocation	315,275	334,966	329,566	330,812	330,812	330,812
11-101-4102	AT&T Tower Lease	10,387	11,764	11,915	12,000	12,000	12,000
11-102-4100	District Attorney	115,908	135,433	154,024	135,000	155,000	155,000
11-103-01-4100	Executive	147	18,292	277			
11-103-02-4100	IT		-, -	28,294	50,000	50,000	50,000
11-103-03-4100	Garage Operations	41,380	39,957	7,747	,	Í	,
11-103-03-4301	Garage Daily Parking	114,407	110,607	152,761	138,000	138,000	138,000
11-103-03-4302	Garage Monthly Parking	328,647	299,749	338,735	320,000	365,000	365,000
	Inc Monthly \$100 to \$110						
11-104-4401	Treasurer Income (Interest, etc.)	41	0	6,080	-	-	-
11-105-4100	Facilities Misc Revenue	(21,448)	20,711	15,651			
11-105-4100	Facilities Salvage	(, -,	-,	.,			
11-106-05-4100	Sheriff Misc Revenues	49,701	65,349	37,140	65,000	65,000	65,000
11-110-4100	CCRCC Revenues	1,042,196	1,135,057	1,152,472	1,187,406	1,255,331	1,255,331
11-106-08-4100	Civil Process	303,166	245,155	234,787	292,000	277,000	277,000
11-107-4100	Register of Deeds - Misc. Revenue	2,605	2,118	4,647	2,500	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	1,333,656	1,531,605	1,581,227	1,910,000	1,910,000	1,910,000
11-107-4702	Register of Deeds - Transfer Tax	956,979	1,147,329	1,211,251	800,000	800,000	800,000
11-107-4703	Register of Deeds - Copies	448,191	428,028	434,453	450,000	450,000	450,000
11-108-4801	Register of Probate - Fees	404,562	428,747	444,106	420,000	440,000	440,000
11-108-4802	Register of Probate - Notices	41,588	48,663	48,674	40,000	45,000	45,000
11-108-4803	Register of Probate - Abstracts	23,237	27,763	27,443	20,000	20,000	20,000
11-108-4804	Register of Probate -Forms	9,794	17,749	15,809	8,000	8,000	8,000
11-108-4805	Register of Probate - Visitor fees	29,803	33,169	25,999	22,000	22,000	22,000
	Passport Processing				-	10,000	10,000
	Total Revenues	5,552,623	6,084,211	6,265,855	6,205,118	6,358,043	6,358,043
	Designated Surplus						
	Total Revenues & Surplus	5,552,623	6,084,211	6,265,855	6,205,118	6,358,043	6,358,043
		2012 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget	2019 Budget

FY2018 COUNTY OF CUMBERLAND-

2018 Final Valuation

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

The State of Maine Valuation for 2018 shows overall County increase of Valuation Growth

Tax Distribution Schedu		-	K	1		
	3.27%		4.53%			
			<u> </u>	Val		Percent
_	State 2017		State 2018	Change		Tax
Town	Valuation	2017 Tax	Valuation	%	2018 Tax	Change
Baldwin	150,050,000	104,271	156,800,000	4.5%	108,967	4.50%
Bridgton	969,700,000	673,846	996,400,000	2.8%	692,437	2.76%
Brunswick	2,184,050,000	1,517,700	2,252,400,000	3.1%	1,565,279	3.13%
Cape Elizabeth	1,915,450,000	1,331,050	1,980,850,000	3.4%	1,376,569	3.42%
Casco	637,100,000	442,722	648,250,000	1.8%	450,494	1.76%
Chebeague Island	180,350,000	125,326	192,150,000	6.5%	133,532	6.55%
Cumberland	1,171,250,000	813,904	1,264,650,000	8.0%	878,854	7.98%
Falmouth	2,338,100,000	1,624,750	2,401,350,000	2.7%	1,668,790	2.71%
Freeport	1,520,550,000	1,056,633	1,595,900,000	5.0%	1,109,052	4.96%
Frye Island	151,700,000	105,417	152,500,000	0.5%	105,978	0.53%
Gorham	1,602,450,000	1,113,546	1,682,600,000	5.0%	1,169,303	5.01%
Gray	888,850,000	617,664	928,000,000	4.4%	644,903	4.41%
Harpswell	1,862,850,000	1,294,498	1,896,600,000	1.8%	1,318,020	1.82%
Harrison	505,450,000	351,238	528,600,000	4.6%	367,344	4.59%
Long Island	152,500,000	105,973	166,150,000	9.0%	115,464	8.96%
Naples	741,450,000	515,235	773,550,000	4.3%	537,570	4.33%
New Gloucester	493,500,000	342,934	505,350,000	2.4%	351,187	2.41%
North Yarmouth	466,000,000	323,824	484,450,000	4.0%	336,663	3.96%
Portland	8,501,550,000	5,907,743	9,049,500,000	6.4%	6,288,845	6.45%
Pownal	234,900,000	163,232	245,150,000	4.4%	170,364	4.37%
Raymond	1,046,300,000	727,076	1,067,550,000	2.0%	741,881	2.04%
Scarborough	3,899,350,000	2,709,666	4,068,100,000	4.3%	2,827,079	4.33%
Sebago	364,450,000	253,257	380,850,000	4.5%	264,667	4.51%
South Portland	3,738,700,000	2,598,030	4,008,550,000	7.2%	2,785,695	7.22%
Standish	1,024,950,000	712,240	1,054,250,000	2.9%	732,639	2.86%
Westbrook	1,945,800,000	1,352,140	2,017,700,000	3.7%	1,402,177	3.70%
Windham	1,877,500,000	1,304,678	1,916,750,000	2.1%	1,332,023	2.10%
Yarmouth	1,575,000,000	1,094,470	1,635,900,000	3.9%	1,136,850	3.87%
Tarriouti	42,139,850,000	29,283,063	44,050,850,000	4.53%	30,612,625	4.54%
Tax Calculation	2015	2016	2017	1.0070	2018	1.0 170
Tax Gardiation	2010	2010	2011		2010	
Total Estimated Expend	39,267,552	39,895,902	41,464,388		43,098,407	
Total Estimated Revenu	(12,493,956)	(12,251,379)	(12,181,326)		(12,485,782)	
Designated Surplus	(, .00,000)	-	- (, ,		-	Net Increase
Tax Revenue Required	26,773,596	27,644,523	29,283,062		30,612,625	4.54%
	2015	2016	2017		2018	
Mil Rate	0.0006798849	0.000677449	0.0006949019		0.0006949383	
Per \$1,000	0.6798849	0.6774489	0.694901904		0.694938348	
Amount for \$200,000 h	\$ 135.98	\$ 135.49	\$ 138.98		\$ 138.99	

(0.49) \$

\$

3.49

0.01

\$

Increase

	NON-D	EPARTMENTAL & DEBT SERVICE								
						2017	2018			
ACCT			2014	2015	2016	FINAL	BUDGET	2018	2018 FC	2018 FINAL
#			ACTUAL	ACTUAL	Actual	BUDGET	REQUEST	PRELIM	BUDGET	BUDGET
44 400		PRINCIPAL	000 000	700 500	070.000	4 400 000	4 000 000	4 000 000	4 000 000	4 000 000
11-120 11-120		2012-Civic Center Referendum Ref \$33M Payment 2008 Debt Principal for Interoperability Referendum	600,000 85,000	790,500 85,000	972,000	1,100,000 85,000	1,200,000 85,000	1,200,000	1,200,000 85,000	1,200,000 85,000
		2003- Civic Center Revolving Bond -to Civic Ctr Page	· · · · · · · · · · · · · · · · · · ·		85,000		, , , , , , , , , , , , , , , , , , ,	85,000		
11-120 11-120		2012-County Debt under Charter- Principal \$2.775M	337,581 330,000	400,400 320,000	400,400 210,000	550,400 210,000	,		550,400 200.000	550,400 200,000
11-120		2014- County CIP Debt	330,000	130,000	150,000	150,000			140,000	140,000
		2016- County CIP Debt		130,000	140,000	140,000	•	-,	140,000	140,000
		2018- County CIP Debt			1 10,000	1 10,000	100,000	1	100,000	100,000
		TOTAL BOND DEBT SERVICE	1,352,581	1,725,900	1,957,400	2,235,400	2,415,400	2,315,400	2,315,400	2,315,400
		INTEREST	,							
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	1,004,655	1,002,500	1,002,500	954,500	932,500	932,500	932,500	932,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	60,516	56,844	56,950	49,513	49,513	49,513	49,513	49,513
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	56,250	36,315	50,675	65,000	65,000	65,000	65,000	65,000
11-120		2012-County Debt under Charter- Interest \$2.775M		23,235	45,405	41,205	37,005	37,005	37,005	37,005
		2014- County CIP Debt		28,713	24,838	21,838	18,937	18,937	18,937	18,937
		2016- County CIP Debt			39,400	39,400		,	39,400	39,400
		2018- County CIP Debt					36,222		36,222	36,222
		TOTAL BOND DEBT INTEREST	1,121,421	1,147,606	1,219,768	1,171,455	1,178,577	1,142,355	1,142,355	1,142,355
11-120		DEBT EXPENSE - LOANS	26.890	27,050	38,318	27.000	35.000	35.000	35.000	35.000
11-120		TAN Bank Charge/and Rating Agencies TAN Legal Fees	26,690 5,125	7,500	6,023	5,500	6,000	6,000	6,000	6,000
11-120		TAN Interest	12,144	18,964	49,169	60,000	100,000	100,000	100,000	100,000
111120	0220	TOTAL DEBT EXPENSE - LOANS		53,514	93,511	92,500	141,000	141,000	141,000	141,000
			,	00,011	00,011	02,000	111,000	1 11,000	111,000	,
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	5,132	6,382	6,382	5,798	7,000	7,000	7,000	7,000
11-140	5550	Unemployment Insurance	2,016	29,932	17,636	40,000	30,000	30,000	30,000	30,000
11-141	5501	Salary / Benefits / Termination Pay	-	204,300	224,300	300,000	300,000	300,000	300,000	300,000
11-141	9526	County Capital Improvement Reserve for CIP	117,812	68,980	88,500	230,250	364,500	364,500	364,500	364,500
11-141		Civic Center Operational Subsidy	,	,				· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
11-141		Contingent Appropriation	411,033 738	425,000 1,510	564,101 3,517	264,003 30,000	550,000 30,000	550,000 30,000	550,000 30,000	550,000 30,000
11-141		Referendum and Public Information	78,206	1,510	32,852	55,000	55,000	55,000	55,000	55,000
	3730	TOTAL NON-DEPARTMENTAL	614,938	840,853	937,287	925,051	1,336,500	1,336,500	1,336,500	1,336,500
		101/12 HOLD BELL MICHIGATION	011,000	0.0,000	001,201	020,001	1,000,000	1,000,000	.,000,000	1,000,000
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	3,133,099	3,767,874	4,207,966	4,424,406	5,071,477	4,935,255	4,935,255	4,935,255

DEBT SERVICE

510,849

647,071

510,849

510,849

CUMBERLAND COUNTY PERSONNEL 2018

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 2018.

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 2018 POSITION CLASSIFICATION PLAN

MANAGEMENT

<u>TITLE</u>	<u>GRADE</u>	ANNUAL SALARY RANGE
County Manager	17	\$94,652 – 134,414
Deputy Manager of Finance & Admin	16	\$87,650 – 124,461
Director Regional Assessing Chief Deputy	15	\$81,165 – 115,253
Register of Deeds Community Development Director Information Technology Director Emergency Communications Director Emergency Management Agency Director Facilities Manager Human Resources Director Jail Administrator	14 ctor	\$75,153 – 106,720
Director Public Affairs	13	\$68,231 – 96,894
Domestic Violence Coordinator	12	\$64,488 – 91,499
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations Network Administrator Deputy Communications Director	11	\$59,663 – 84,722
Administrative LT Deputy Finance Director Deputy Register of Probate	10	\$55,246 - \$78,436
Deputy EMA Director	9	\$51,152 – 72,631
Assistant Assessor Deputy Register of Deeds	8	\$45,331 – 67,273

GENERAL GOVERNMENT POSITIONS

TITLE	<u>GRADE</u>	HOURLY PAY RANGE
Clerk/Supervisor Custodian Supervisor Diversion Clerk Paralegal	7	\$21.08 – 28.74
Clerk III Computer Specialist Drug Free Project Coord Finance Assistant Fleet Automotive Technician Maintenance Technician Parking Garage Operator Planner Probate Clerk II	6	\$19.17 – 26.12
Clerk II Restitution Clerk Trial Assistant Inventory/Trainer/Custodian	5	\$17.43 – 23.75
Receptionist	4	\$15.85 – 21.60
Parking Garage Attendant Clerk I Custodian	3	\$14.41 – 19.62

CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	HOURLY PAY RANGE
Human Resources Specialist	9	\$24.58 – 34.93
Payroll Supervisor Human Resources Generalist PREA Coordinator	8	\$22.78 – 32.34
Executive Assistant	7	\$21.08 – 28.74
Investigations Clerk Administrative Investigator Accounting Clerk	6	\$19.17 – 26.12
Administrative Assistant Finance Clerk	5	\$17.43 – 23.75

PROFESSIONAL/TECHNICAL

TITLE	<u>GRADE</u>	HOURLY PAY RANGE
Electrician Supervisor Assistant Director/Safety Coordinator	11	\$28.68 – 40.73
Business & Communication Coordinator Chaplin Coordinator/Rehabilitation & Diversion	10	\$26.56 – 37.73
Community Development Assistant Emergency Management Program Coordin Legal Administration Supervisor	9 nator	\$24.58 – 34.93
Accreditation Coordinator Facilities Supervisor Fleet Automotive Supervisor Maintenance Supervisor Software Specialist Victim Assistant	8	\$22.78 – 32.34
Electrician Public Information Officer	7	\$21.08 – 28.74
Building Technician Legal Secretary	6	\$19.17 – 26.12
Appraiser	5	\$17.43 – 23.75

SHERIFF'S OFFICE/JAIL BARGAINING UNIT F/Y 2018

<u>TITLE</u>	<u>GRADE</u>	HOURLY PAY RANGE
Librarian	N1	\$16.99 – 20.74
Records Clerk Receptionist Clerk	N2	\$17.99 – 20.46
Complaint Officer	N3	\$18.44 – 22.50
Administrative Secretary Crime Analyst Education Technician	N4	\$19.05 – 23.45
Administrative Civil Deputy Civil Deputy	N5	\$19.48 – 23.92
Corrections Officer – Probation	1	\$18.56
Corrections Officer I	2	\$19.30 – 23.33
Corrections Officer II Lobby Receptionist-CO	3	\$19.75 – 23.81
Property Officer Transportation Officer	4	\$20.33 – 24.76
Community Program Officer Recreation Officer Staff Development Specialist Trustee Coordinator	5	\$20.78 – 25.24

LAW ENFORCEMENT TEAMSTER UNIT 2018

TITLE	HOURLY PAY RANGE
Deputy	\$22.13 – 27.18
Detective	\$22.97 – 27.77
Sergeant	\$28.45 – 32.16
Lieutenant	\$31.17 – 34.83

COMMUNICATIONS BARGAINING UNIT 2018

Dispatcher \$18.87 - 24.01Shift Supervisor \$23.76 - 27.88

JAIL SUPERVISORS TEAMSTER UNIT F/Y 2018

TITLE HOURLY PAY RANGE

Administrative Officer \$24.80 – 30.48

Food Service Manager

Sergeant \$22.72 – 26.95

Lieutenant \$27.04 – 32.08

JAIL COOKS TEAMSTER UNIT F/Y 2015-16

TITLE HOURLY PAY RANGE

Cook \$16.88 - 22.08

RESERVE / PART-TIME

RATE
17 🖰 1 1

Patrol Deputy \$21.00

Dispatcher \$17.00

ELECTED OFFICIALS

TITLE_	ANNUAL SALARY
County Commissioners	\$10,771
Judge of Probate	\$67,049
Register of Probate	\$54,149
Sheriff	\$97,939

			24	147						2018	
	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										
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
garage moved to facilities 2015	8	2		1	3		8		1	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		1		
Human Resources					一引				_		
Human Resources Director	1						1				
Human Resources Specialist	1						1				
Wellness Coordinator	1						1				
Human Resources Generalist	1						1				
Executive Assistant	1						1				
	5						5				
Finance Department									_		
Director of Finance	1						1				
Accounts Supervisor	1						1				
Payroll Supervisor	1						1		1		
Finance Clerk	1						2		1		
	4						5		\dashv		

			2017				2018	
	Appro	ved	Grant & 0	Contract	Appr	oved	Grant & 0	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				1			
	24	6			24	6		
EAGUITIES								
FACILITIES Facilities Manager								
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			
	1				1			
Deputy Register Clark/Supervisor	1				1			
Clerk/Supervisor Clerk II					-			
Clerk 1	1				1			
Olor I	10				10			
	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			
			-					

		2017		2018
	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		$\overline{}$		$\overline{}$
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	\vdash
Accrediation Compliance Coordinator	1		1	+
Administrative Assistant	1 1		1 1	\vdash
	11 0		11 0	
Law Enforcement				
Captain - Law Enforcement	2		2	
Lieutenant	3		3	
Sergeant	7		7	
Deputy/Community Relations Officer	21	15 3	21	15 3
Detective	9		9	
Complaint Officer	1		1	
Crime Analyst	1		1	
	44	15 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
Appraisor		1		2
Administrative Assistant		1		1
		4		5
Total Budget Employees Only	187.5 11	20 12	188.5 10	21 12
and a second second second	.5.30		.55.5	12
			+	
			+	
			+	

	2016-2017									2017-2	2018
Jail	Prop			COMMIS			Propo			COMMISS	
Job Title	FT	PT		FT	PT		FT	PT		FT	PT
Jail Administrator	1					-	1				
Capt Admin./Support	1					-	1				
Capt Security/Operations	1					_	1				
Administrative Secretary	1						1				
Administrative Officer	1					_	1				
PREA Coordinator	1						1				
Community Program Officer	4						4				
Cook II	5						5				
Corrections Officer	128						128				
Education Technicians-Academi	ic 0			2			0			2	
Education Technicians-Vocation	nal 0			2			0			2	
Executive Assistant	1						1				
Food Service Manager	1					_	1				
Lobby Receptionist - CO	1						1				
Property Officer	1					_	1				_
Records Clerk	2						2				
Recreation Officer	1						1				
Sergeant	16						16				
Staff Development Specialist	1						1				
Transportation Officer	9						9				
Trustee Coordinator	1						1				
Lieutenant	6						6				
Lieutenant Education	1						1		_		
Librarian					1						1
Chaplin	1						1				
	185			4	1		185			4	1



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	2015 Actual		20	2016 Actual		17 Budget	2018 Budget		
EMA Allocation	\$	334,966	\$	329,566	\$	330,812	\$	330,812	
AT&T Tower Lease	\$	11,764	\$	11,915	\$	12,000	\$	12,000	
Total Revenues	\$	346,730	\$	341,481	\$	342,812	\$	342,812	

EXPENSES	20	15 Actual	20	16 Actual	20	17 Budget	2018 Budget		
Labor	\$	415,848	\$	420,305	\$	474,751	\$	492,667	
O&M	\$	40,862	\$	51,355	\$	54,207	\$	50,907	
Capital	\$	100,698	\$	86,263	\$	96,000	\$	96,000	
Total Expenses	\$	557,407	\$	557,923	\$	624,958	\$	639,574	

Net Cost \$ 210,	677 \$ 216	5,442 \$ 282, ²	146 \$ 296,762
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Budget Objectives

Works with 28 communities to provide all-hazards preparedness mitigation, response, and revovery from disaster; coordinates county wide NIMS compliance; manages Department of Homeland Security Grant Programs; coordinates county effort with municipal, state, and federal partners and across Critical Infrastructure Sectors

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

11-101	DEPARTMENT: EMERGENCY MANAGEME	ENT AGENCY				ACTIVITY CEI	NTER: EMERG	ENCY MANAG	SEMENT
				2017 ADOPTED	2016 Actual	2018 BUDGET		2018 FC 2	
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	BUDGET	Expense	REQUEST	2018 PRELIM		2018 FINAL BUDGET
	PERSONNEL SERVICES		•	& part time sta					
5120	Wages & Salaries (FT)	315,097	316,632	347,281	348,883	365,518	365,518	365,518	365,518
5401	Overtime	772		1,000	726	1,000	1,000	1,000	1,000
5500	Benefits	99,979	103,673	126,470	118,496	127,480	127,480	126,149	126,149
	TOTAL PERSONNEL SERVICES	415,848	420,305	474,751	468,105	493,998	493,998	492,667	492,667
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	6,070	8,721	9,000	12,359	6,000	6,000	6,000	6,000
6131	Gasoline		179	300		300	500	500	500
6231	Base Radio Repair		451	500	90	500	500	500	500
6232	Mobile Radio Repair			500	399	500	500	500	500
6400	Insurance- Building & Contents	2,952	2,939	3,751	2,302	3,751	3,751	3,751	3,751
6401	Insurance- Liability	6,449	6,421	8,196	5,029	8,196	8,196	8,196	8,196
6404	Insurance- Radio Equipment	582	580	740	454	740	740	740	740
6500	Office Supplies	1,618	1,826	1,800	1,855	1,800	1,800	1,800	1,800
6501	Training Supplies	674	-	750	480	750	750	750	750
6505	Printing & Engraving	69	519	250	-	250	250	250	250
6506	Postal Expenses	2,338	1,960	2,000	1,768	2,000	2,000	2,000	2,000
6507	Advertising			-	167	-	-	-	-
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	2,067	500	500	500	500
6513	Leases & Service Agreements	3,596	4,988	4,800	5,181	4,800	4,800	4,800	4,800
6800	Telephone & Communication	5,604	5,439	5,700	6,189	6,200	6,200	6,200	6,200
6801	Electricity Utility	4,095	3,746	3,300	4,031	3,300	3,300	3,300	3,300
6802	Gas Utility	3,677	3,971	4,200	2,873	4,200	4,200	4,200	4,200
6803	Water Utility	601	712	720	647	720	720	720	720

EMERGENCY MANAGEMENT AGENCY

				2017 ADOPTED	2016 Actual	2018 BUDGET		2018 FC	2018 FINAL
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	BUDGET	Expense	REQUEST	2018 PRELIM	BUDGET	BUDGET
6806	Fuel Oil		3,325	1,000	910	-	=	-	-
6903	Food & Groceries	1,398	2,099	2,100	3,280	2,100	2,100	2,100	2,100
6904	Institutional Supplies	322	285	400	187	400	400	400	400
6913	Safety Equipment	364	2,724	3,000	1,221	3,000	3,000	3,000	3,000
6914	Non-Food Items Purchases	59	107	400		400	400	400	400
6950	Other							<u> </u>	
	TOTAL O&M	40,862	51,355	54,207	51,727	50,707	50,907	50,907	50,907
71701	CAPITAL OUTLAY Homeland Security HazMat/WMD CIP		100,000	95,000	85,366	95,000	95,000	95,000	95,000
7350 7355	Office Equipment Computer Hardware		698	1,000	897	1,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	-	100,698	96,000	86,263	96,000	96,000	96,000	96,000
	TOTAL DEPARTMENT	456,709	572,358	624,958	606,094	640,705	640,905	639,574	639,574
						15,747	15,947	14,616	14,616
						2.5%	2.6%	2.3%	2.3%

COUNTY OF CUMBERLAND

11-101	DEPARTMENT: EMERGENCY MANAGEMI	ENT AGENC	Υ		ACTIVITY CENTER: EMERGENCY MANAGEMENT			
ACCT #				2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	347,281	348,883	365,518	Wages for full & part time staff.	365,518	365,518	365,518
	Wages & Salaries (PT)							
5401	Overtime	1,000	726	1,000		1,000	1,000	1,000
5510	Health Insurance	77,190	68,608	69,836		69,836	68,505	68,505
	Retirement	15,128	14,208	23,985		23,985	23,985	23,985
	Social Security	27,408	28,475	28,039		28,039	28,039	28,039
	Workers Comp	1,283	1,226	1,283		1,283	1,283	1,283
	Deferred Comp	5,461	5,979	4,338		4,338	4,338	4,338
0000	Doloned Comp	0, 10 1	0,010	1,000		1,000	1,000	1,000
5500	Total Employee Benefits	126,470	118,496	127 480	Taxes and benefits for departmental employees.	127,480	126,149	126,149
0000	TOTAL PERSONNEL SERVICES	474,751	468,105	493,998	TOTAL	493,998	492,667	492,667
	TOTAL PERSONNEL SERVICES	474,731	400,105	493,996	TOTAL	493,990	492,007	492,007
0400	OPERATIONS AND MAINTENANCE	0.000	40.050	0.000	T 1	0.000	0.000	0.000
6130	Transportation & Lodging	9,000	12,359	·	Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections. Hazard Mitigation meetings and IMAT Communications work.	6,000	6,000	6,000
6131	Gasoline	300	214	300	Fuel for CCEMA vehicles.	500	500	500
6231	Base Radio Repair	500	90	500	Base radio amount for repair expenses.	500	500	500
6232	Mobile Radio Repair	500	399	500	Mobile radio repair expenses.	500	500	500
6400	Insurance- Building & Contents	3,751	2,302	3,751	Agency share of insurance costs.	3,751	3,751	3,751
6401	Insurance- Liability	8,196	5,029	8,196	Agency share of insurance costs.	8,196	8,196	8,196
6404	Insurance- Radio Equipment	740	454	740	Insurance on EMA radio equipment.	740	740	740
6500	Office Supplies	1,800	1,855	1,800	General office supplies.	1,800	1,800	1,800

EMERGENCY MANAGEMENT AGENCY

COUNTY OF CUMBERLAND

ACCT #			2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM		2018 FINAL BUDGET
6501	Training Supplies	750	480	750	Supplies, equipment, and programs used to provide community classes.	750	750	750
6505	Printing & Engraving	250		250	Letterhead printing, business cards, and print/copy costs.	250	250	250
6506	Postal Expenses	2,000	1,768		Postage costs for mailing correspondence/reports and Red Bag Courier Service.	2,000	2,000	2,000
6507	Advertising	-	167	-		-		
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	2,067		Training classes not offered free by the Maine Emergency Management Agency.	500	500	500
6513	Leases & Service Agreements	4,800	5,181	4,800	For Dish Network, Avaya, photocopier lease, postage meter lease.	4,800	4,800	4,800
6800	Telephone & Communication	5,700	6,189		Increased line to reflect actual for OTT long distance fees, TWC roadrunner service, AT&T Mobile phones and Wi-Fi booster, Seacoast Security for Quarterly Testing.	6,200	6,200	6,200
6801	Electricity Utility	3,300	4,031	3,300	Power for EMA bunker.	3,300	3,300	3,300

EMERGENCY MANAGEMENT AGENCY

ACCT #			2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
6802	Gas Utility	4,200	2,873	4,200	Natural gas.	4,200	4,200	4,200
6803	Water Utility	720	647	720	Water fees for EMA bunker	720	720	720
6806	Fuel Oil	1,000	910	-	Facilities to cover	-		
6903	Food & Groceries	2,100	3,280	2,100	Operational & emergency food and supplies.	2,100	2,100	2,100
6904	Institutional Supplies	400	187	400	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	400	400	400
6913	Safety Equipment	3,000	1,221	3,000	MRE's for 15 people x 3mealsx 3 days Replacement and maintenance for emergency management equipment; EPI & handouts.	3,000	3,000	3,000
6914	Non-Food Items Purchases	400	411	400	Other EMA supplies.	400	400	400
	TOTAL O&M	54,207	52,352	50,707	TOTAL	50,907	50,907	50,907
71701 7111	CAPITAL OUTLAY Homeland Security HazMat/WMD CIP	95,000	85,366	95,000		95,000	95,000	95,000
7350	Office Equipment	1,000	897	1,000		1,000	1,000	1,000
7355	Computer Hardware					-		
	TOTAL CAPITAL OUTLAY	96,000	86,263	96,000	TOTAL	96,000	96,000	96,000
	TOTAL EMA	624,958	606,720	640,705	TOTAL	640,905	639,574	639,574
				15,747		15,947	14,616	14,616
				2.5%		2.6%	2.3%	2.3%



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 2018

	2014 Actual	2015 Actual	2016 Actual	2018 Budget	Labor	O&M	Capital	TOTAL
DA	\$ 115,908	\$ 135,433	\$ 154,024	\$ 155,000	 1,708,026	213,806	1,000	1,922,832

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	
	Intern		6
Coordinates the "Deferred Disposition Program"			
	Paralegal	1	
Coordinates collection and disbursement of approx \$600,000	Legal Administrative Supervisor	2	
each year back to victims.	Receptionist	2	
Has five teams of attorneys dedicated to Adult Felony and	Trial Assistant	11	
Misdemeanor, Juvenile, and Domestic Violence Crimes	Victim Assistant	4	
	Coord of Rehab & diversion program	1	1
	Restitution Clerk		1
		23	7

11-102	DEPARTMENT: DISTRICT ATTORNEY								
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES		_	l & part time sta	1				
5120	Wages & Salaries (FT)	839,255	902,045	1,123,502	999,445	1,171,935	1,171,935	1,171,935	1,171,935
5205	Wages & Salaries (PT)	6,428	-	-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	62,145	70,722	68,000	63,286	68,000	68,000	68,000	68,000
3500	Employee Benefits & Taxes	327,865	362,387	465,685	389,054	473,951	473,951	468,092	468,092
	TOTAL PERSONNEL SERVICES	1,235,693	1,335,154	1,657,186	1,451,785	1,713,886	1,713,886	1,708,026	1,708,026
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	18,763	16,890	22,000	17,705	22,000	22,000	22,000	22,000
6301	Professional Services	74,478	74,503	-	74,478	-	-	-	l - Ī
6305	Stenographer-Transcripts	3,272	7,207	5,000	982	5,000	5,000	5,000	5,000
6307	Witness Fees & Expenses - DA	19,310	1,123	6,000	2,696	6,000	6,000	6,000	6,000
6308	Witness Fees & Expenses - AG	7,195		1,000	503	1,000	1,000	1,000	1,000
6309	Laboratory Tests	(312)		250	-	250	250	250	250
6400	Insurance - Building & Contents (Bath)	2,538	2,526	2,600	1,595	2,600	2,600	2,600	2,600
6401	Insurance- Liability	4,551	4,537	5,000	4,773	5,000	5,000	5,000	5,000
6500	Office Supplies	15,546	19,988	16,000	16,345	17,000	17,000	17,000	17,000
6505	Printing and Engraving	6,824	6,720	7,000	7,290	7,000	7,000	7,000	7,000
6506	Postal Expenses	7,079	5,823	6,500	5,566	6,500	6,500	6,500	6,500
6507	Advertising	130	969	1,000	203	1,000	1,000	1,000	1,000
6508	Dues	19,917	21,120	27,885	22,447	27,000	27,000	27,000	27,000
6509	Books, Periodicals, & Subscriptions	18,627	15,930	19,000	16,474	20,356	22,756	22,756	22,756
6511	Equipment Rental	12,631	12,030	13,900	13,692	13,400	13,400	13,400	13,400
6512	Training, Education, & Seminars	5,790	4,530	10,800	9,579	14,000	14,000	14,000	14,000
6513	Leases & Service Agreements	33,090	44,730	47,500	65,594	50,800	50,800	50,800	50,800
6800	Telephone & Communication	11,252	11,054	12,000	11,461	12,500	12,500	12,500	12,500
	TOTAL O&M		249,679	203,435	271,382	211,406	213,806	213,806	213,806
									

DEPARTMENTAL BUDGET SUMMARY

ACCT#	ACCOUNT DESCRIPTION	2014 Actual		-		2018 BUDGET REQUEST	2018 PRELIM		2018 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	855	5,805	1,000	1,445	1,000	1,000	1,000	1,000
7355	Computer Hardware			-	-	-	-	-	-
				=	=			=	
	TOTAL CAPITAL OUTLAY	855	5,805	1,000	1,445	1,000	1,000	1,000	1,000
	TOTAL DEPARTMENT	1,497,230	1,590,638	1,861,621	1,724,612	1,926,292	1,928,692	1,922,832	1,922,832
_						64,670	67,070	61,211	61,211
						3.5%	3.6%	3.3%	3.3%

COUNTY OF CUMBERLAND

11-102	DEPARTMENT: DISTRICT ATTORNEY							
		2017	0040 4 4	2018			2242.50	0040 FINIA
ACCT #	ACCOUNT DESCRIPTION	ADOPTED BUDGET	2016 Actual Expense	REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
A001 #	PERSONNEL SERVICES	DODOLI	Схропос	REGOLOT	EINE TEM BODGET REQUEST SOOTH TOATION	20101 KLLIW	BODGET	DODGET
5120	Wages & Salaries (FT)	1,068,502	999,445	1 1/10 023	Wages for full & part time staff.	1,149,923	1,149,923	1,149,923
0120	vvages a calaries (i 1)	55,000	333,443		Restitution Clerk position transfer from Finance	22,012	22,012	22,012
5205	Wages & Salaries (PT)	,		,-	Wages for part-time departmental staff.	,-	,-	,-
5401	Overtime							
5210	Seasonal/Temporary/Intern	68,000	63,286	68,000	Wages for Interns-Largest block of Intern time and other temporary positions	68,000	68,000	68,000
5510	Health Insurance	302,435	254,769	311,111		311,111	305,252	305,252
5520	Retirement	61,699	41,840	52,049		52,049	52,049	52,049
5530	Social Security	87,248	78,255	93,171		93,171	93,171	93,171
5540	Workers Comp	4,570	4,370	4,570		4,570	4,570	4,570
5560	Deferred Comp	9,734	9,821	13,050		13,050	13,050	13,050
5500	Employee Benefits & Taxes	465,685	389,054	473,951	Taxes and benefits for departmental employees.	473,951	468,092	468,092
	TOTAL PERSONNEL SERVICES	1,657,186	1,451,785	1,713,886	3.4% TOTAL	1,713,886	1,708,026	1,708,026
6130	OPERATIONS AND MAINTENANCE Transportation & Lodging	22,000	17,705	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		Contract with Sheriff's Office to provide a detective for the Domestic Violence program		22,000	22,000
6305	Stenographer- Transcripts	5,000	982	5,000	Court transcripts required for case preparation and appeals.	5,000	5,000	5,000
6307	Witness Fees & Expenses- DA	6,000	2,696	6,000	Allocation for legislative requirement.	6,000	6,000	6,000

DISTRICT ATTORNEY

ACCT #	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM		2018 FINAL BUDGET
6308	Witness Fees & Expenses- AG	1,000	503	1,000	Allocation for legislative requirement.	1,000	1,000	1,000
6309	Laboratory Tests	250		250	State legislated requirement for medical testing fees for victims of crime	250	250	250
6400	Insurance - Building & Contents	2,600	1,595	2,600	Insurance for Bath office.	2,600	2,600	2,600
6401	Insurance Liability	5,000	4,773	5,000	Liability insurance	5,000	5,000	5,000
6500	Office Supplies	16,000	16,345	17,000	Departmental office supplies	17,000	17,000	17,000
6505	Printing and Engraving	7,000	7,290	7,000	Case Folders, letterhead, envelopes	7,000	7,000	7,000
6506	Postal Expenses	6,500	5,566	6,500	mail costs associated with the prosecution of criminal cases and statewide business	6,500	6,500	6,500
6507	Advertising	1,000	203	1,000	Job Placement ads Victim Brochure development and printing	1,000	1,000	1,000
6508	Dues	27,885	22,447	27,000	Board of Bar Overseers. (20 memberships) 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 - 2% rate increase	27,000	27,000	27,000

ACCT #	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
6509	Books, Periodicals, & Subscriptions	19,000	16,474	20,356	Yearly Expenses for statute updates, reference books and subscriptions for additional attorneys-projected savings by reductions in subscriptions	22,756	22,756	22,756
6511	Equipment Rental	13,900	13,692	13,400	Copier Expenses-New copier for one space where new position is going	13,400	13,400	13,400
					\$ -	•		
6512	Training, Education, & Seminars	10,800	9,579	14,000	Maine Prosecutor's Conference Registration. 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 Event space rental	14,000	14,000	14,000
6513	Leases & Service Agreements	47,500	65,594	50,800	Ricoh service agreement increase with new copier equipment - cost per page expense increased with new machines Maintenance Costs for JustWare database + annual %5 increase Confidential Destruction JusticeWeb maintenance contract \$11K	50,800	50,800	50,800
6800	Telephone & Communication	12,000	11,461	12,500	Telephone Service expenses Wireless Service language Translation Line	12,500	12,500	12,500

ACCT#			2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
					Connection to state Metro line			
					Remote internet access			
						1		
	TOTAL O&M	203,435	271,382	211,406	TOTAL	213,806	213,806	213,806
	TOTAL GAW	200,400	271,502	211,400	TOTAL	213,000	210,000	210,000
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,000	1,445		To replace chairs & furniture & furnishings as they	1,000		
					break.		1,000	1,000
7355	Computer Hardware		-					
7400	Capital Improvement Program	<u> </u>	-			-	-	
	TOTAL CAPITAL OUTLAY	1,000	1,445	1,000	TOTAL	1,000	1,000	1,000
	TOTAL CALITAL GOTLAT	1,000	1,443	1,000	TOTAL	1,000	1,000	1,000
	TOTAL DISTRICT ATTORNEY	1,861,621	1,724,612	1,926,292	TOTAL	1,928,692	1,922,832	1,922,832
		•		64,670		67,070	61,211	61,211
				3.5%		3.6%	3.3%	3.3%



\$

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.

RE	VEN	IUES		_	EXPENSES		2018	
					Labor	O&M	Capital	TOTAL
EX	XEC				567,885	169,500	-	737,385

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 toCounty Manager and Assist County Manager, provide Public Information for County to constiuents	EXECUTIVE ASSISTANT/PI OFFICER	1					
Coordinate Domestic Violence Intervention Program	DV COORDINATOR	0	1				
Lead and coordinate several county strategic initiatives for more cost efficient, effective delivery of publicservices on a regional or county wide basis, such as services on a regional or county wide basis.	DIRECTOR OF PUBLIC AFFAIRS	1	o				
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 distribtuion of over one million dollars in Federal CDBG funding to all County communities Part time assistant to CDBG Co-ordinator assisting with grant follow through and commitments, also part time with S.	CDBG DEVEL COORD			1			
Portland CDBG program	CDBG DEVEL ASST				1		
Set county policy and provide guidance to county manager	COMMISSIONERS	5					
		8	2	1	3		

11-103	DEPARTMENT: EXECUTIVE				ACTIVITY CI	ENTER: ADM	INISTRATIO	V	
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense		2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	381,754	344,974	317,577		321,817	321,817	321,817	321,817
5205-01	Wages & Salaries (PT)	49,913	91,364	100,903	-	62,863	62,863	62,863	62,863
5401-01	Overtime	4,613	5,501	5,000	5,331	5,000	5,000	5,000	5,000
5500-01	Employee Benefits & Taxes	160,878	174,986	200,070	173,734	180,431	180,431	178,204	178,204
	TOTAL PERSONNEL SERVICES	597,158	616,826	623,551	179,065	570,112	570,112	567,885	567,885
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	21,349	24,441	25,000	22,595	22,000	22,000	22,000	22,000
6301-01	Professional Services	23,091	30,155	30,000	39,586	45,000	45,000	45,000	45,000
6302-01	Legal Services	17,287	46,902	45,000	66,884	40,000	40,000	40,000	37,000
6400-01	Building & Contents Insurance	3,912	3,895	4,972	3,051	5,000	5,000	5,000	5,000
6407-01	Surety Bond Premiums	3,303	3,289	4,198	2,576	4,200	4,200	4,200	4,200
6500-01	Office Supplies	8,148	7,070	5,000	5,696	5,500	5,500	5,500	5,500
6505-01	Printing & Engraving	(147)	2,046	1,000	481	1,200	1,200	1,200	1,200
6506-01	Postal Expenses	2,967	3,102	1,500	1,995	1,000	1,000	1,000	1,000
6507-01	Advertising	210	11	500	1,853	500	500	500	500
6508-01	Dues	11,420	26,892	27,900	25,657	28,000	28,000	28,000	28,000
6509-01	Books periodicals, subs	762	1,745	500	1,273	500	500	500	500
6512-01	Training, Education, & Seminars	9,760	8,410	8,000	10,461	8,000	8,000	8,000	8,000
6513-01	Leases & Service Agreements	10,414	8,277	8,200	16,259	8,500	8,500	8,500	8,500
6609-01	Equipment Repair			-	-	-	-	-	-
6800-01	Telephone & Communication	2,799	1,827	2,000	3,391	3,100	3,100	3,100	3,100
	TOTAL O&M	115,277	168,061	163,770	201,759	172,500	172,500	172,500	169,500
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip								
	TOTAL CAPITAL OUTLAY	-	_	_	-	_	_	_	_
	TOTAL ACTIVITY CENTER	712,435	784,887	787,321	380,824	742,612	742,612	740,385	737,385
	· · · · · · · · · · · · · · · · · · ·	, -			· · · · · ·	(44,709)		,	(49,936)

-5.7% -5.7% -6.0% -6.3%

COUNTY OF CUMBERLAND

11-103	DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: ADMINISTRATION			
ACCT#	ACCOUNT DESCRIPTION			2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	DEDOONNE				Wagne for full 9 port time staff			
5120.01	PERSONNEL Wages & Salaries (FT)	317,577	312,420	221 017	Wages for full & part time staff. Wages for full-time departmental staff.	321,817	321,817	321,817
3120-01	wages & Salaries (FT)	317,377	312,420	321,017	vvages for fair-time departmental stain.	321,017	321,017	321,017
5401-01	Overtime/Taping	5,000	5,331	5,000	Adjusted to actual	5,000	5,000	5,000
5205-01	Wages & Salaries (PT)	100,903	93,792	62,863	DV & Special projects	62,863	62,863	62,863
	Health Insurance	114,783	101,468	116,910		116,910	114,683	114,683
	Retirement	24,676	19,048	13,650		13,650	13,650	13,650
	Social Security	32,396	29,156	29,811		29,811	29,811	29,811
	Workers Comp	1,816	1,736	1,816		1,816	1,816	1,816
5560	Deferred Comp	26,400	22,327	18,245		18,245	18,245	18,245
5500-01	Employee Benefits & Taxes	200,070	173,734	180.431	Benefits and taxes for departmental employees.	180,431	178,204	178,204
	TOTAL PERSONNEL SERVICES		585,276	570,112	TOTAL	570,112	567,885	567,885
6130-01	OPERATIONS & MAINTENANCE Transportation & Lodging	25,000	22,595	22,000	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	22,000	22,000	22,000
6301-01	Professional Services	30,000	39,586	45,000	Arbitration, dispute resolution and other required services. Funding for the Cumberland District Public Health Council. Soil & Water	45,000	45,000	45,000
6302-01	Legal Services	45,000	66,884	40,000	Legal fees associated with consultation and pending law suits.	40,000	40,000	37,000
	Building & Content Insurance	4,972	3,051	,	Departmental share of insurance premium.	5,000	5,000	5,000
6407-01	Surety Bond Premiums	4,198	2,576	4,200	Bond obtained through MCCA.	4,200	4,200	4,200
I		l	l	I		I	I	ı l

EXEC-ADMINISTRATION

ACCT#	ACCOUNT DESCRIPTION	ADOPTED	Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	Office Supplies	5,000	5,696		Departmental office supply costs.	5,500	5,500	5,500
	Printing & Engraving	1,000	481		General printing costs to include county budget, annual report, budget	1,200	1,200	1,200
6506-01	Postal Expenses	1,500	1,995	1,000	Departmental postage costs.	1,000	1,000	1,000
6507-01	Advertising	500	1,853	500	Legal notices and job postings in area newspapers.	500	500	500
6508-01	Dues	27,900	25,657		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	28,000	28,000	28,000
6509-01	Books periodicals, subs	500	1,273	500		500	500	500
6512-01	Training, Education, & Seminars	8,000	10,461	8,000	MCCA Convention, MMA seminars and NACO conference	8,000	8,000	8,000
6513-01	Leases & Service Agreements	8,200	16,259	8,500	Lease agreement/ copier maintenance agreement for copier Postage meter lease/ maintenance. Postage machine service agreement.	8,500	8,500	8,500

		ADOPTED	Actual	2018 BUDGET				2018 FINAL
ACCT #	ACCOUNT DESCRIPTION	BUDGET	Expense	REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	BUDGET	BUDGET
6609-01	Equipment Repair	-		-	Equipment maintenance not covered under service agreement.			
6800-01	Telephone & Communication	2,000	3,391	3,100	Provides for local and long distance calls, and associated communication.	3,100	3,100	3,100
	TOTAL O&M	163,770	201,759	172,500		172,500	172,500	169,500
	CAPITAL OUTLAY		-					
	TOTAL CAPITAL OUTLAY	-	-	-	TOTA	L -	-	-
	TOTAL ADMINISTRATION	787,321	787,035	742,612	TOTA	L 742,612	740,385	737,385
				(44,709)		(44,709)	(46,936)	(49,936)
				-5.7%		-5.7%	-6.0%	-6.3%



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					EXPENSES		2018	
				2018 Budget	Labor	O&M	Capital	TOTAL
				50,000	408,964	453,785	75,000	937,749
		•		\$ -				

Personnel **Statistics**

IT supports 400 County users providing technical assistance and support. Operates & maintains 60 physical & virtual servers, 450 personal computers, 92 printers, and networking equipment utilized by all County departments. Supports the Assessing department and external clients by providing cloud based storage and hosting services.

	Full Time	Part Time
IT DIRECTOR	1	
NETWORK ADMINISTRATOR	1	
COMPUTER SPECIALIST	1	
SOFTWARE SPECIALIST	2	
	5	

11-103	11-103 DEPARTMENT: INFORMATION TECHNOLOGY ACTIVITY CENTER: INFORMATION TECHNOLOGY										
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET		
	DEDOONNEL OFFINIOSO				.						
5400	PERSONNEL SERVICES	005.004	005.040	007.005	•	ull & part time		000.074	000 074		
5120	Wages & Salaries (FT)	235,861	265,048	287,625 I	286,412	293,374	293,374	293,374	293,374		
5500	Employee Benefits & Taxes	73,142	84,900	107,645	99,435	116,832	116,832	115,590	115,590		
	TOTAL PERSONNEL SERVICES	309,003	349,948	395,270	385,847	410,206	410,206	408,964	408,964		
	OPERATIONS & MAINTENANCE										
6130	Transportation & Lodging	3,218	3,155	4,000	3,610	4,000	4,000	4,000	4,000		
6301	Professional Services	29,084	29,468	25,000	4,350	25,000	14,000	14,000	14,000		
6500	Office Supplies	1,050	2,008	1,000	953	1,000	1,000	1,000	1,000		
6503	Computer, Software, & Supplies	21,608	39,790	36,000	36,476	36,000	36,000	36,000	36,000		
	Printing & Engraving	14,116	16,110	12,000		14,500	14,500	14,500	14,500		
6512	Training, Education, & Seminars	8,052	11,827	12,000	9,108	12,000	12,000	12,000	12,000		
6514	maintenance Contracts	219,946	209,535	218,000	249,553	276,285	276,285	276,285	276,285		
6811	Computer Repair	12,347	7,851	8,000	7,103	8,000	8,000	8,000	8,000		
6800	Telephone & Communication	78,910	83,382	88,000	92,749	88,000	88,000	88,000	88,000		
	TOTAL O&M	388,331	403,125	404,000	403,902	464,785	453,785	453,785	453,785		
	CAPITAL OUTLAY										
7355-02	Computer Hardware	75,883	70,804	75,000	73,771	75,000	75,000	75,000	75,000		
	TOTAL CAPITAL OUTLAY	75,883	70,804	75,000	73,771	75,000	75,000	75,000	75,000		
	TOTAL ACTIVITY CENTER	772 247	022 070	074 270	962 520	040.004	029 004	027 740	027.740		
	TOTAL ACTIVITY CENTER	773,217	823,878	874,270	863,520	949,991	938,991	937,749	937,749		
						75,722	64,722	63,480	63,480		
						8.7%	7.4%	7.3%	7.3%		

COUNTY OF CUMBERLAND

11-103	103 DEPARTMENT: IT ACTIVITY CENTER: INFORMATION TECHNOLOGY										
ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET		2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		2018 PRELIM		2018 FINAL BUDGET		
	PERSONNEL SERVICES										
5120	Wages & Salaries (FT)	287,625	286,412	293,374	Wages for full & part time staff.		293,374	293,374	293,374		
				5,200	OT & On-call stipend funding		5,200	5,200	5,200		
5510	Health Insurance	55,883	50,460	65,210			65,210	63,968	63,968		
5520	Retirement	28,468	26,383	27,888			27,888	27,888	27,888		
5530	Social Security	22,003	21,358	22,443			22,443	22,443	22,443		
5540	Workers Comp	1,291	1,234	1,291			1,291	1,291	1,291		
5560	Deferred Comp										
5500	Faralassa Basa (ta A Tasa	407.045	00.405	440,000			440,000	445 500	445 500		
5500	Employee Benefits & Taxes	107,645	99,435	116,832			116,832	115,590	115,590		
	TOTAL PERSONNEL SERVICES	395,270	385,847	415,406			410,206	408,964	408,964		
	OPERATIONS & MAINTENANCE										
6130	Transportation & Lodging	4,000	3,610	4,000	Mileage Expense		4,000	4,000	4,000		
6301	Professional Services	25,000	4,350	25,000	On site Technical Assistance Community GIS		14,000	14,000	14,000		
6500	Office Supplies	1,000	953	1,000	General Office Supplies		1,000	1,000	1,000		
6503	Computer, Software, & Supplies	36,000	36,476	36,000	Software, upgrades and licensing		36,000	36,000	36,000		
6505	Printing and Engraving	12,000	14,046	14,500	Printer and Toner cartridges		14,500	14,500	14,500		
6512	Training, Education, & Seminars	12,000	9,108	12,000	System training		12,000	12,000	12,000		
6514	Maintenance Contracts	218,000	249,553	276,285	Public Safety software packages, email, & data sharing Spillman Maintenance (Net of reimbursements) VEEAM Software	\$ 154,800 \$ 4,600	276,285	276,285	276,285		
					VMWare	\$ 11,000					
	1	<u>.</u>	Ī	ı	! !		I TION TECL		1		

INFORMATION TECHNOLOGY (IT)

ACCT#		ADOPTED		2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	N			2018 FINAL BUDGET
					Lighthouse Technologies (nightly backups)	\$ 5,00)		
					Mcafee	\$ 6,00			
					Cisco Smartnet	\$ 2,80			
					PowerDMS	\$ 3,00			
					ESRI- ARC GIS Maintenance	\$ 9,00			
					Netmotion & Locality	\$ 9,00			
					OpenFox	\$ 4,80			
					GMSuite (Google Mail) PictureLink	\$ 54,00			
					FATPOT	\$ 4,68 \$ 7,60			
					ITATEOT	\$ 7,00			
6611	Computer Repair	8,000	7,103	8,000	Repair equipment formerly under maintenance contract.	φ 270,20	8,000	8,000	8,000
6800	Telephone & Communication	88,000	92,749	88,000	System wide internet, wireless access and fiber lines		88,000	88,000	88,000
	TOTAL O&M	404,000	417,948	464,785		TOTA	453,785	453,785	453,785
7355	Computer hardware for County	75,000	73,771	75,000	Communications, server and network hardware		75,000	75,000	75,000
	TOTAL CAPITAL OUTLAY	75,000	73,771	75,000		TOTA	75,000	75,000	75,000
	TOTAL IT	874,270	877,566	955,191		TOTA	938,991	937,749	937,749
				80,922			64,722	63,480	63,480
				9.3%			7.4%	7.3%	7.3%



Human Resources

Don Brewer, 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.

REVEN	IUES					EXPENSES		2018	
	2015 Actual	2016 Actual	2013 Budget	2018 Budget		Labor	O&M	Capital	TOTAL
						345,928	102,539	-	448,467
					No Revenues				
		•	•	\$					

Statistics Personnel

		Full Time	Part Time
Responsible for servicing of over 430 full time employees	HUMAN RESOURCE DIRECTOR	1	
Responsible for recruitment of all new employees	HUMAN RESOURCE SPECIALIST	1	
Responsible for union contract negotiations	EXECUTIVE ASSISTANT	1	
Responsible to coordinate all testing and emp. evaluations	HR GENERALIST	1	
Provides all union grievance management			
Resolution of all employee matters		4	
Maintain legal employee compliance in FMLA W/C etc		<u>L</u>	

COUNTY OF CUMBERLAND

11-103	DEPARTMENT: HUMAN RESOURCES				ACTIVITY C	ENTER: HUM	IAN RESOUR	CES	
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	189,365	193,138	276,491	216,970	249,691	249,691	249,691	259,191
5500	Employee Benefits & Taxes	47,175	50,378	95,338	72,606	87,665	87,665	86,737	86,737
	TOTAL PERSONNEL SERVICES OPERATIONS & MAINTENANCE	236,540	243,516	371,829	289,577	337,356	337,356	336,428	345,928
6130	Transportation & Lodging	206	728	3,680	1,641	3,680	3,680	3,680	3,680
6301	Professional Services	15,671	36,629	17,375	30,639	77,600	75,600	75,600	77,600
6500	Office Supplies	2,032	2,765	2,000	2,265	2,000	2,000	2,000	2,000
6505	Printing & Engraving	-	189	500	116	500	500	500	500
6506	Postal Expenses	1,020	1,411	1,500	2,072	1,250	1,250	1,250	1,250
6508	Dues	180	165	370	549	560	560	560	370
6509	Books, Periodicals, & Subscriptions	754	754	3,294	199	3,649	3,649	3,649	3,649
6512	Training, Education, & Seminars	645	1,354	6,275	1,708	11,970	11,970	11,970	10,890
6515	Wellness				3,071	2,000	2,000	2,000	2,000
6800	Telephone & Communication	445	290		534	600	600	600	600
	TOTAL O&M	20,953	44,285	36,819	42,793	103,809	101,809	101,809	102,539
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	3,708	1,294	5,000	5,851	l			
	TOTAL CAPITAL OUTLAY	3,708	1,294	5,000	5,851	-			-
	TOTAL ACTIVITY CENTER	261,201	289,095	413,648	338,221	441,164	439,164	438,237	448,467
						27,516	25,516	24,589	34,819

7,516 25,516 24,589 34,819 6.7% 6.2% 5.9% 8.4%

COUNTY OF CUMBERLAND

11-103	HUMAN RESOURCES				ACTIVITY CENTER: HUMAN RESOURCES				
ACCT#		2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		2018 PRELIM		2018 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.				
5120	Wages & Salaries (FT)	276,491	216,970		Wages for full-time departmental staff.		249,691	249,691	259,191
5510	Health Insurance	55,103	39,193	48,704			48,704	47,777	47,777
5520	Retirement	18,554	14,753	13,452			13,452	13,452	13,452
5530	Social Security	18,359	15,504	19,101			19,101	19,101	19,101
5540	Workers Comp	1,104	1,056	1,104			1,104	1,104	1,104
5560	Deferred Comp	2,217	2,100	5,303			5,303	5,303	5,303
5500	Employee Benefits & Taxes	95,338	72,606	87,665	Benefits and taxes for departmental employees.		87,665	86,737	86,737
	TOTAL PERSONNEL SERVICES	371,829	289,577	337,356		TOTAL	337,356	336,428	345,928
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,680	1,641	3,680	Travel between offices for all HR staff	\$ 1,500	3,680	3,680	3,680
					HR/Worker's Comp Convention - Lodging (Martha PHR Cont. Ec	\$ 780			
					HR/W/C Convention/Training Meals (Higher Level W/C claims)	\$ 1,400			
6301	Professional Services	17,375	\$30,639	77,600	Group Dynamics Section 125 FSA Admin Fee	\$ 875	75,600	75,600	77,600
					Group Dynamics Section 125 HRA Admin Fee	\$ 500			
					Group Dynamics Debit Card Fee	\$ 1,550			
					Employee Advisory Committee	\$ 2,000			
					Got Health Wellness Initiative	\$ 20,000			
					Little Flatt (Attituded Little Workforce Solutions) : :	\$ 10,328			
					Animative Action, ELO LE Flair for Fed, grants	\$ 3,450			
					CLRP Designation/Training	\$ 897			
					l	\$ 38,000	4		
0500	Office Committee	0.000	Φ0.00 5	0.000		\$ 77,600	0.000	0.000	0.000
6500	Office Supplies	2,000	\$2,265	2,000	Departmental office supply costs.		2,000	2,000	2,000
6505	Printing & Engraving	500	\$116	500	Wellness Brochures/Promotional Items		500	500	500
6506	Postal Expenses	1,500	\$2,072	1,250	Departmental postage costs.	\$ 1,250	1,250	1,250	1,250

HUMAN RESOURCES

COUNTY OF CUMBERLAND

		2017 ADOPTED		2018 BUDGET				2018 FC	2018 FINAL
ACCT# A		BUDGET		REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		2018 PRELIM		BUDGET
					Wellness Program postage costs				
6508 D	Dung	370	\$549	F60		. 75	F60	560	370
6508	Dues	370	\$ 349	000	• •	\$ 75 \$ 30	560	560	370
					·	\$ 75			
					· · · · · · · · · · · · · · · · · · ·	\$ 190			
						•			
6509 B	Books, Periodicals, & Subscriptions	3,294	\$199	3.649	IPMA - Martha	\$ 149	3,649	3,649	3,649
	, , , , , , , , , , , , , , , , , , , ,	-, -	,			\$ 500		- 7	-,-
						\$ 3,000			
6512 Ti	Fraining, Education, & Seminars	6,275	\$1,708	11,970	Leadership Academy (based on 12 participants County wide)	\$ 5,400	11,970	11,970	10,890
00.2	Talling, Education, a Communic	0,2.0	ψ.,.σσ	,		\$ 3, 4 00 \$ 170	,	,	. 0,000
					MLGHRA HR Conference/Martha/1 other - June (Thomas Colleg	•			
					LERA Conference/Martha/Dawn - Sept (Italian Heritage Center)				
						\$ 75			
					HRASM - Martha 3 mtgs/Dawn & Mary 1 mtg each - (Clarion Hot				
					Tuition Reimbursement	\$ 5,895			
6515 W	Vellness	1,500	3,071	2 000	Wellness Equipment (gym in each location)	\$ 11,970	2,000	2,000	2,000
0010		1,000	0,071	2,000	vveiiness Equipment (gym in each location)		2,000	2,000	2,000
6800 To	Felephone expense	325	534	600			600	600	600
	TOTAL O&M	36,819	42,793	103,809			101,809	101,809	101,809
	CADITAL OUTLAY	·							
	CAPITAL OUTLAY								
7361 O	Occupational Health & Safety Equip.	5,000	5,851	-	Employee Ergonomic costs/fitness for duty		-	-	-
		5,000	5,851			TOTAL	<u> </u>		<u> </u>
		3,000	3,031			TOTAL			-
		413,648	338,221	441,164		TOTAL	439,164	438,237	447,737

27,516 25,516 24,589 34,089

HUMAN RESOURCES 8.2%



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 EXPENSES 2018

	2015	2016	2017	2,018	Labor	O&M	Capital	TOTAL
FAC	-	-	-	-	1,567,979	898,894	9,000	2,475,87
					ENTERPR	SE		311,60
					TOTAL DE	PT		2,787,476

Enterprise Activities:

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

Statistics Personnel

Responsible for Fleet maintenance of over 93 Vehicles	Facility	Full Time	Part Time	Court lease	Jail
Responsible for 7 buildings, and over 416,350 sq feet	FACILITIES MANAGER	1			
Responsible to maintain operations for:	MAINTENANCE SUPERVISOR	1			
EMA Probate Executive	FACILITIES SUPERVISOR				1
DA Finance Garage	CUSTODIAN SUPERVISOR	1			
Treasurer CCRCC	CUSTODIAN	2	3	3	0
Deeds Sheriff Office	ELECTRICAN SUPERVISOR	1			
	ELECTRICIAN	1			1
Negotiate over \$1 million dollars in Utility costs	BUILDING TECH I	1			
	MAINTENANCE TECHNICIAN II	2		2	3
	FLEET AUTOMOTIVE SUPERVIOR	1			
	FLEET AUTOMOTIVE TECHNICIAN	1			
	EXECUTIVE ASSISTANT	1			
	ASST DIRECTOR & SAFETY COORD	1			
		14	3	5	5

11-105	DEPARTMENT: FACILITIES								
	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	DEDOONNEL OFFINIOFO				<u> </u>				
5400	PERSONNEL SERVICES	074.000	•	l & part time sta		4 050 400	4 050 400	4 050 400	4 050 400
5120 5210	Wages & Salaries (FT)* Seasonal/Temporary/Intern	674,326	716,563	988,793	866,751	1,058,483	1,058,483	1,058,483	1,058,483
	, ,	14,769	33,540	-	-	-	-	-	-
5401	Overtime	7,296	2,701	31,563	24,609	32,510	32,510	32,510	32,510
5500	Employee Benefits & Taxes	300,649	325,195	476,955	334,950	482,379	482,379	476,987	476,987
	TOTAL PERSONNEL SERVICES	997,039	1,077,999	1,497,311	1,226,310	1,573,371	1,573,371	1,567,979	1,567,979
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,243	890	1,200	119	1,200	1,200	1,200	1,200
6131	Gas, Oil, & Grease	37,719	38,526	43,500	44,710	45,500	45,500	45,500	45,500
6132	Vehicle Repair	77,773	75,627	82,000	73,408	86,000	86,000	86,000	86,000
6301	Professional Services	6,756	6,968	10,500	15,609	10,500	10,500	10,500	10,500
6303	Contract Special Services	4,480	14,316	12,040	10,421	12,040	12,040	12,040	12,040
6304	Security Services	1,135	1,357	1,400	1,250	1,400	1,400	1,400	1,400
6400	Insurance- Building & Contents	41,762	41,577	53,072	32,566	53,072	53,072	53,072	53,072
6401	Insurance- Liability	2,295	2,285	2,917	1,809	2,917	2,917	2,917	2,917
6402	Vehicle Insurance	10,932	10,884	13,893	8,525	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	6,449	6,421	8,196	5,029	8,196	8,196	8,196	8,196
6406	Insurance- Deductible			-	-	-	-	-	-
6500	Office Supplies	1,499	2,994	1,500	1,370	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	7,226	6,264	8,600	7,611	8,600	8,600	8,600	8,600
6504	Maintenance Supplies	16,864	15,914	17,500	8,667	17,500	17,500	17,500	17,500
6505	Printing & Engraving	641	2,807	550	732	550	550	550	550
6506	Postal Expenses	244	83	300	234	300	300	300	300
6507	Advertising			350	1,330	200	200	200	200
6508	Dues	326	323	550	983	950	950	950	950
6509	Books, Periodicals, & Subscriptions	50		150	2,267	150	-	-	-
6510	Tools & Implements	2,368	4,041	2,500	3,831	2,500	2,500	2,500	2,500
6511	Equipment Rental	6,265	5,629	5,710	8,641	12,040	12,040	12,040	12,040
6512	Training, Education, & Seminars	188	164	600	408	600	600	600	600
6513	Lease & service Agreements	140,483	130,584	179,000	162,414	183,000	183,000	183,000	185,400

ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET		2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
6514	Maintenance Contracts	52,501	53,354	62,000	52,316	64,000	64,000	64,000	64,000
6600	Cleaning & Sanitary	2,454	3,338	2,500	1,103	2,750	2,750	2,750	2,750
6601	Snow Removal	6,882	5,545	5,500	5,403	5,500	12,500	12,500	12,500
6602	Lot & Grounds Maintenance	7,560	2,546	4,000	9,596	4,000	4,000	4,000	4,000
6603	Building & Structure Repair	9,217	20,951	21,000	29,017	21,000	21,000	21,000	21,000
6604	Heating & Cooling (HVAC) Repair	24,733	25,523	18,000	17,109	18,000	18,000	18,000	18,000
6605	Electrical Repair	16,200	13,211	13,500	14,715	15,500	15,500	15,500	15,500
6606	Painting Repair	7,167	3,661	2,900	563	2,900	2,900	2,900	2,900
6607	Plumbing Repair	5,292	2,970	8,200	8,595	8,200	8,200	8,200	8,200
6608	Elevator Repair	588		1,000	-	1,000	1,000	1,000	1,000
6609	Equipment Repair	3,697	5,350	3,000	3,220	3,000	3,000	3,000	3,000
6612	Furniture Repair	750	1,749	1,200	1,675	1,200	1,200	1,200	1,200
6800	Telephone & Communication	410	2,589	3,000	3,472	3,000	3,000	3,000	3,000
6801	Electricity Utility	136,080	150,330	137,600	135,993	140,600	140,600	140,600	140,600
6802	Gas Utility	82,260	72,988	90,900	54,605	90,900	70,900	70,900	70,900
6803	Water Utility	5,105	8,272	8,300	11,424	8,300	8,300	8,300	8,300
6804	Sewer Utility	18,975	30,758	22,336	25,091	24,336	24,336	24,336	24,336
6805	Rubbish Removal	10,573	10,026	12,000	12,605	12,000	12,000	12,000	12,000
6806	Fuel Oil	1,351	1,577	-	130	50	50	50	50
6906	Paper Goods	11,502	11,687	10,000	14,245	12,000	12,000	12,000	12,000
6908	Clothing- Uniforms	1,926	3,118	500	124	4,500	4,500	4,500	4,500
6909	Clothing- Cleaning	2,285	3,036	2,300	2,834	2,300	2,300	2,300	2,300
6913	Safety Equipment	1,976	1,450	2,000	640	2,000	2,000	2,000	2,000
6950	misc expense PRC	420	132	-	<u>-</u>	<u>-</u>	<u>-</u>		-
	TOTAL O&M	777,603	801,815	877,764	796,406	909,644	896,494	896,494	898,894

DEPARTMENTAL BUDGET SUMMARY

ACCT#	ACCOUNT DESCRIPTION	2014 Actual		2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	2018 PRELIM		2018 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	1,761	-	-	-	-	-	-	-
7315	Electrical Capital	745	5,541	-	37	4,000		-	-
7335	Maintenance Capital		381	-	-	-	-	-	-
7350	Office Equipment	4,361		200	149	200	200	200	200
7355	Computer Hardware		247	800	826	800	800	800	800
7361	Occupational Health & Safety Equip.					5,000	5,000	5,000	5,000
7365	Safety Equipment	1,467	3,414	3,000	4,195	3,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	8,334	9,582	4,000	5,207	13,000	9,000	9,000	9,000
	TOTAL DEPARTMENT	1,782,977	1,889,396	2,379,075	2,027,923	2,496,015	2,478,865	2,473,473	2,475,873
				<u> </u>		116,940	99,790	94,398	96,798
						4.9%	4.2%	4.0%	4.1%

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES									
	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICA	TION		2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	DEDCOMMEN CEDVICES				Managa fan feill 8 mant tinn a staff					
5400	PERSONNEL SERVICES	000 700	000 754	4 050 400 50	Wages for full & part time staff.	æ		4.050.400	4.050.400	4 050 400
5120	Wages & Salaries (FT)	988,793	866,751	1,056,462.56	Wages for full-time departmental staff.	\$	-	1,058,483	1,058,483	1,058,483
FOOF	Wagaa & Calariaa (DT)		07.054		PT Garage Assistant moved from Garage Budget					
5205 5210	Wages & Salaries (PT) Seasonal/Temporary/Intern		27,254		Wages for substitute custodians/ maint./ special project	t 0				
5401	Overtime	31,563	24 600	22 500 90	Wages for required overtime work and call in work.	ıs.		22.510	22.510	32,510
3401	Overtime	31,303	24,609	32,509.69	vvages for required overtime work and call in work.			32,510	32,510	32,510
5510	Health Insurance	288,491	188,950	283,073				283,073	277,681	277,681
5520	Retirement	73,170	49,656	73,115				73,115	73,115	73,115
5530	Social Security	76,428	59,182	83,461				83,461	83,461	83,461
5540	Workers Comp	30,016	28,701	30,016				30,016	30,016	30,016
5560	Deferred Comp	8,850	8,460	12,714				12,714	12,714	12,714
5500	Employee Benefits & Taxes	476,955	334,950	482,379	Taxes and benefits for departmental employees.			482,379	476,987	476,987
	TOTAL PERSONNEL SERVICES	1,497,311	1,253,564	1,573,371	5.10	%	TOTAL	1,573,371	1,567,979	1,567,979
	OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	1,200	119	1,200	Departmental travel expenses including for training.	\$	1,200	1,200	1,200	1,200
6131	Gas Oil & Grease	43,500	44,710	45,500	Gas, oil, grease, and maintenance for departmental	\$	7,000	45,500	45,500	45,500
					vehicles and machines.					
					Tires for vehicles.	\$	34,000			
					Oil & grease for Sheriff vehicles.	\$	4,500			
6132	Vehicle Repair	82,000	73,408	86,000	Parts and labor for automobile and machine repair.	\$	7,000	86,000	86,000	86,000
	'	,	,	,	Sheriff Administration/ Support Services	\$	12,000	,	,	
					Sheriff Law Enforcement	\$	35,000			
					Sheriff General	\$	8,000			
					New Vehicle equipment set up	\$	24,000			
6301	Professional Services	10,500	15,609	10,500	Consultants: chemical, etc.	\$	1,500	10,500	10,500	10,500
					Indoor Air Quality tests.	\$	4,900			
					Elevator/lift inspections.	\$	4,100			<u> </u>
									רו וויזאם	

ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICA	TION		2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
6303	Contract Special Services	12,040	10,421		Pest control. Courthouse ,LEC EMA Hazardous Mats (lamp) Backflow testing Recycling Costs	\$ \$ \$	3,040 3,000 500 500	12,040	12,040	12,040
6304	Security Services	1,400	1,250	1,400	Alarm monitoring Intrusion and Fire	\$	1,400	1,400	1,400	1,400
6400	Insurance -Building & Contents	53,072	32,566	53,072	Courthouse. Garage.	\$	53,072	53,072	53,072	53,072
6401	Insurance- Liability	2,917	1,809	2,917	Departmental share of insurance.	\$	2,917	2,917	2,917	2,917
6402	Vehicle Liability	13,893	8,525	13,893	Departmental share of insurance.	\$	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	5,029	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	1,370	1,500	Office supplies and copy paper.	\$	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	8,600	7,611		Custodial supplies. (Does not include Jail secure area.) Car Cleaning Supplies Courthouse. Garage. EMA & Dispatch 25 Pearl Street	\$ \$ \$ \$	100 6,500 600 1,100 300	8,600	8,600	8,600
6504	Maintenance Supplies	17,500	8,667		Repair supplies. Courthouse Garage. EMA. Law Enforcement Center. Communications	\$ \$ \$ \$	12,000 825 1,850 725 2,100	17,500	17,500	17,500
	I	I	I		I				FACILIT	I IIES

		2017 ADOPTED		2018 BUDGET					2018 FC	2018 FINAL
ACCT #	ACCOUNT DESCRIPTION	BUDGET	Expense	REQUEST	LINE ITEM BUDGET REQUEST JUSTI	IFICATION		2018 PRELIM	BUDGET	BUDGET
6505	Printing & Engraving	550	732	550	Printing for work orders, forms, and blueprints.	\$	550	550	550	550
6506	Postal Expenses	300	234	300	Departmental postage costs.	\$	300	300	300	300
6507	Advertising	350	1,330	200	For material bids and personnel	\$	200	200	200	200
6508	Dues	550	983	950	NFPA AFE (American Facilities Eng.)	\$	200	950	950	950
					ASHRAE (Heating and AC Eng.)	\$	50			
					NSEE (Energy Engineers.)	\$	50			
					Electrician Licensing Fees.	\$	400			
					prime	\$	100			
	'			1	recertification	\$	150			
6509	Books, Periodicals, & Subscriptions	150	2,267	150	Manager's Legal Bulletin.			150	150	150
					Vehicle manuals.					
					ASHRAE Handbooks.					
					Means Data Books.					
					Reference manuals and code books.	\$	150			
6510	Tools & Implements	2,500	3,831	2,500	Hand tools.	\$	2,500	2,500	2,500	2,500
6511	Equipment Rental	5,710	8,641	12,040	Pagers.and cell phones	\$	1,700	12,040	12,040	12,040
		•			Offsite Storage	\$	5,640			
					Safety Kleen for Mechanic/Jail (oil)	\$	200			
					Copier	\$	1,500			
					Concrete cutter & others as needed	\$	310			
					lift rental	\$	3,000			
6512	Training, Education, & Seminars	600	408	600	OSHA Training			600	600	600
					Training for Electrician					
					work order system					
					Local seminars.					

COUNTY OF CUMBERLAND

ACCT#	ACCOUNT DESCRIPTION			2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	I	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
6513	Leases and Service Agreements	179,000	162,414		Leased Office Space and Common Charges \$ Lease 10,000 square feet	183,000	183,000	183,000	185,400
6514	Maintenance Contracts	62,000	52,316	64,000	New- Electric Vehicle Lease HVAC contract. CCRCC new building \$	3,000	64,000	64,000	64,000
					CCCH & EMA \$ Sprinkler system. \$	24,400 2,300			
					Extinguishers. \$ Fire alarm \$ Elevator/lifts. \$	1,100 3,200 14,500			
					Telephone \$ Garage gate equipment. \$	3,000 3,500			
					Identicard \$ Work order Systems Support \$	2,500 5,000			
6600	Cleaning & Sanitary	2,500	1,103		Automatic Doors \$ Carpets cleaned in-house for cost and quality assurance.	1,500	2,750	2,750	2,750
					Courthouse. (done in house) \$ EMA. \$	2,000 250			
6601	Snow Removal	5,500	5,403		Law Enforcement Center. \$ Courthouse complex (includes parking lot). \$	500 5,000	12,500	12,500	12,500
0001	Show Removal	5,500	5,403		EMA & Dispatch. \$	7,500	12,300	12,500	12,500
6602	Lot & Grounds Maintenance	4,000	9,596		Loam, seed, sod. \$ Flowers, shrubbery. \$ Landscape timbers, fencing. \$ Asphalt maintenance or repair: \$	2,000 500 500 1,000	4,000	4,000	4,000
6603	Building & Structure Repair	21,000	29,017		Doors, walls, ceilings, stairs, & windows. \$ Replacement locks and keys \$ Roof patches and repairs. \$ CCCH Replacement Air Conditioners \$	3,000 3,000 2,500 2,500	21,000	21,000	21,000
					Carpeting and repairs \$	7,000			

COUNTY OF CUMBERLAND

ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET		2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST J	USTIFICATION		2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
7.001 11	ACCOUNT BECOME HOW	DODOLI	Ехрепос	NE QUEUT	Exterior building repairs.	\$	2,000	ZOTOT KZENVI	DODOLI	DODOLI
					Replacement ceiling tiles.	\$	1,000			
					3	·	,			
6604	Heating & Cooling (HVAC) Repair	18,000	17,109	18,000	Heating & Cooling (HVAC) Repair			18,000	18,000	18,000
			,		Courthouse.	\$	11,000			
					Garage.	\$	500			
					EMA.	\$	3,500			
					Law Enforcement Center.	\$	3,000			
6605	Electrical Repair	13,500	14,715	15,500	Identicard and control repairs.	\$	4,500	15,500	15,500	15,500
					Lighting-lamps and ballast, light bulbs	\$	3,000			
					Power outlets & wiring.	\$	2,000			
					Electrical repairs.	\$	6,000			
6606	Painting Repair	2,900	563	2,900	Preventative & ongoing maintenance.			2,900	2,900	2,900
					Courthouse.	\$	1,500			
					Garage.	\$	500			
					EMA. & communications	\$	500			
					Law Enforcement Center.	\$	400			
6607	Plumbing Repair	8,200	8,595	8,200	Preventative/ ongoing maintenance.			8,200	8,200	8,200
					Courthouse.	\$	6,000			
					Garage.	\$	700			
					EMA. And Communications	\$	1,000			
					Law Enforcement Center.	\$	500			
6608	Elevator Repair	1,000		1,000	Non-contract repairs	\$	1,000	1,000	1,000	1,000
6609	Equipment Repair	3,000	3,220	3,000	Repair for County equipment.	\$	3,000	3,000	3,000	3,000
6612	Furniture Repair	1,200	1,675	1,200	Repair material for any County furniture.	\$	1,200	1,200	1,200	1,200
6800	Telephone & Communication	3,000	3,472	3,000	Telephone Costs	\$	3,000	3,000	3,000	3,000
										<u>. </u>

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET		2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICA	TION		2018 PRELIM		2018 FINAL BUDGET
6801	Electricity Utility	137,600	135,993	140,600	Electricity costs for county properties			140,600	140,600	140,600
					Communications	\$	31,048		·	
					Garage	\$	29,852			
					CCCH	\$	52,055			
					LEC	\$	17,545			
					Pearl Street	\$	10,100			
6802	Gas Utility	90,900	54,605	90,900	Natural Gas costs for county properties			70,900	70,900	70,900
	,	Í			Communications- generator			·	,	,
					LEC	\$	22,000			
					CCRCC Communication Bldg EMA	\$	6,000			
					Courthouse	\$	62,900			
					25 Pearl Street	Ф \$	62,900			
					23 Feati Street	Ψ				
6803	Water Utility	8,300	11,424	8,300	Courthouse LEC EMA Communication 25 Pearl	\$	6,500	8,300	8,300	8,300
					Garage.	\$	500			
					25 Pearl Street	\$	1,300			
6804	Sewer Utility	22,336	25,091	24,336	25 Pearl Courthouse Lec EMA Communications LEC	\$	18,336	24,336	24,336	24,336
					storm water charges	\$	6,000			
6805	Rubbish Removal	12,000	12,605	12,000	Courthouse.			12,000	12,000	12,000
					Law Enforcement Center.					
					EMA & Dispatch					
					Garage					
					Pearl Street					
6806	Fuel Oil		130	50			\$50	50	50	50
6906	Paper Goods	10,000	14,245	12,000	Toilet paper, sanitary napkins, paper towels.	\$	12,000	12,000	12,000	12,000
6908	Clothing- Uniforms	500	124	4,500	CCCH complex. (4 sets)	\$	4,500	4,500	4,500	4,500
6909	Clothing- Cleaning	2,300	2,834	2,300	Mechanic Uniforms. And rags	\$	2,300	2,300	2,300	2,300
-	•	•	•	•				•		

COUNTY OF CUMBERLAND

ACCT#		2017 ADOPTED BUDGET		2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICAT	ΓΙΟΝ		2018 PRELIM		2018 FINAL BUDGET
6913	Safety Equipment	2,000	640	2,000	Safety shoes.	\$	2,000	2,000	2,000	2,000
					Gloves & wipes for chemicals & blood pathogens. First-aid kit maintenance.					
#DIV/0!	TOTAL O&M	877,764	796,406	909,644			TOTAL	896,644	896,644	899,044
7305	CAPITAL OUTLAY Building & Building Improvement									
7315	Electrical Capital	\$ -	37	\$ 4,000	Energy controls (lighting) courthouse	\$	4,000	-	-	\$ -
7335	Maintenance Capital									
7350	Office Equipment	200	149	200	Replace misc office equipment		200	200	200	200
7355	Computer Hardware	800	826	800		\$	800	800	800	800
7361	Occupational Health & Safety Equip.			5,000	Employee Ergonomic costs/fitness for duty			5,000	5,000	5,000
	Safety Program	3,000 4,000	4,195 5,207	3,000 13,000	new safety training program	\$	3,000	3,000 9,000	3,000 9,000	3,000 9,000
	TOTAL CAPITAL OUTLAY	4,000	5,207	13,000				9,000	9,000	3,000
	TOTAL FACILITIES	2,379,075	2,055,177	2,496,015			TOTAL	2,479,015	2,473,623	2,476,023
		14		4.9%				99,940 4.2%	94,548 4.0%	96,948 4.1%

ENTERPRISE ACTIVITIES TOTAL 311,603

OVERALL DEPARTMENTAL EXPENSES 2,790,618



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 EXPENSES 2018

				2018					
	2014 Actual	2015 Actual	2016 Actual	Budget		Labor	O&M	Capital	TOTAL
GAR	41,380	39,957	7,747	-	Garage Operations	60,003	7,950	1,000	68,953
GAR	114,407	110,607	152,761	138,000	Garage Daily Parking				
GAR	328,647	299,749	338,735	365,000	Garage Monthly Parking				
GAR									
GAR	\$ 484,434	\$ 450,313	\$ 499,243	\$ 503,000					

Statistics Personnel

			Full Time	Part Time
Gross spaces available in the Garage	328	PARKING GARAGE OPERATOR	1	
Dedicated to the Portland Police Dept.	-52	GARAGE ATTENDANT*	1	0
Monthly contacts with the State	-100	*Wages in Facilities		
Monthly contracts with local business	-130			
County Employee parking daily	-50			
Public parking for Jury Duty	varies		2	0
and General Public				

11-103	11-103 DEPARTMENT: Facilities ACTIVITY CENTER: PARKING GARAGE									
ACCT#	ACCOUNT DESCRIPTION	2014 Actual		2017 ADOPTED BUDGET	2016 Actual		2018 PRELIM		2018 FINAL BUDGET	
	PERSONNEL SERVICES				Wages for fu	ull & part time	staff.			
5120-03	Wages & Salaries (FT)	39,404	34,794	39,081	30,124	39,863	39,863	39,863	39,863	
5205-03	Wages & Salaries (PT)	26,936	1,804	13,520	-	-	-	-	-	
5401-03	Overtime			1,000	-	4,000	4,000	4,000	4,000	
5500-03	Employee Benefits & Taxes	17,238	14,276	16,827	12,741	16,337	16,337	16,140	16,140	
	TOTAL PERSONNEL SERVICES	83,579	50,874	70,428	42,865	60,200	60,200	60,003	60,003	
	OPERATIONS & MAINTENANCE									
6500-03	Office Supplies	474	480	400	417	500	500	500	500	
6503-03	Computer Software & Supplies			-	-	-	-	-	-	
6505-03	Printing & Engraving	1,670		2,500	755	2,500	2,500	2,500	2,500	
6507-03	Advertising			-	-	200	200	200	200	
6510-03	Tools & Implements			-	-	-	-	-	-	
6609-03	Equipment Repair	294	6,016	1,700	972	4,000	4,000	4,000	4,000	
6800-03	Telephone & Communication	790	847	750	1,292	750	750	750	750	
6905-03	Medical Supplies	41								
	TOTAL O&M	3,269	7,343	5,350	3,436	7,950	7,950	7,950	7,950	
	CAPITAL									
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-	
7365-03	Radio Equipment	-	-	-	-	1,000	1,000	1,000	1,000	
	TOTAL CAPITAL	-	-	-	-	1,000	1,000	1,000	1,000	
	TOTAL ACTIVITY CENTER	86,847	58,217	75,778	46,301	69,150	69,150	68,953	68,953	
		,	,		,	(6,628)	(6,628)		(6,825)	
						-8.7%	-8.7%	, , ,	-9.0%	

11-103												
ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET				
	PERSONNEL				Wages for full & part time staff.							
5120-03	Wages & Salaries (FT)	39,081	30,124		Wages for full-time departmental staff.	39,863	39,863	39,863				
5205-03	Temporary	13,520		-	Wages for part-time departmental staff.	-						
5401-03	Overtime	1,000		4,000	Wages for required overtime work.	4,000	4,000	4,000				
5510	Health Insurance	10,071	8,002	10,326		10,326	10,129	10,129				
5520	Retirement	-		-		-						
5530	Social Security	4,100	2,200	3,356		3,356	3,356	3,356				
5540	Workers Comp	2,655	2,539	2,655		2,655	2,655	2,655				
5560	Deferred Comp	-		-		-	-	-				
5500-03	Employee Benefits & Taxes	16,827	12,741	16,337	Taxes and benefits for departmental employees.	16,337	16,140	16,140				
	TOTAL PERSONNEL	70,428	42,865	60,200	TOTAL	60,200	60,003	60,003				
	OPERATIONS & MAINTENANCE											
	Office Supplies	400	417	500	General office supplies used in garage operation.	500	500	500				
					Jan							
6505-03	Printing & Engraving	2,500	755		60,000 garage tickets + shipping. (Now only available in 20k lots.)	2,500	2,500	2,500				
6507-03	Advertising			200	Newspaper job advertisements	200	200	200				
6609-03	Equipment Repair	1,700	972		Repair material for gate swing-arms, and mechanical readers. In Facilities	4,000	4,000	4,000				
6800-03	Telephone & Communication	750 -	1,292	750 -	Garage telephone costs. New system bank connection	750 -	750 -	750 -				

ACCT#		ADOPTED	Actual	2018 BUDGET REQUEST			2018 FC	2018 FINAL BUDGET
	Medical Supplies TOTAL O&M CAPITAL OUTLAY Furniture & Fixtures	5,350	3,436		Replacement medical supplies. (Expiration of existing medical supplies.) TOTAL	7,950	7,950	7,950
	Operation Equipment TOTAL CAPITAL OUTLAY TOTAL GARAGE		46,301	1,000 1,000 69,150	TOTAL		1,000 1,000 68,953	1,000 1,000
	TOTAL GARAGE	75,778	46,301	(6,628) -8.7%		(6,628) -8.7%	(6,825)	68,953 (6,825) -9.0%



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 EXPENSES 2018

	2014 Actual	2015 Actual	2016 Actual	2018 Budget		Labor	O&M	Capital	TOTAL
SHER	49,701	65,349	37,140	65,000	Misc revenue	832,425	250,437	3,000	1,085,862
	\$ 49,701	\$ 65,349	\$ 37,140	\$ 65,000					

Objectives Personnel

		Full Time	Part Time
Coordinate agendas and provide analysis for	SHERIFF	1	
all Sheriff Office Activities	CHIEF DEPUTY	1	
Provide leadership for strategic planning and budget	ADMINISTRATIVE INVESTIGATOR	1	
development and implementation	ADMINISTRATIVE LIEUTENANT	1	
Lead and coordinate Sheriff initiatives for more	EXECUTIVE ASSISTANT	1	
contracts with communities for cost efficient,	INVESTIGATIONS CLERK	2	
effective delivery of law enforcement services.	RECEPTION/CLERK	1	
	CAPTIAN-SUPPORT SERVICES	1	
	ACCREDITATION COORD	1	
	ADMINISTRATIVE ASST.	1	
		11	

11-106	DEPARTMENT: SHERIFF				NTER: ADMIN	IISTRATION/	SUPPORT SE	RVICES	
ACCT#	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2017 ADOPTED BUDGET	2016 Actual Expense			2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES				_	Il & part time s			
	Wages & Salaries (FT)	463,139	481,654	547,182	525,211	586,273	586,273	586,273	586,273
5205-05	Wages & Salaries (PT)	22,558	10,371	2,340	-	-	-	-	
5401-05	Overtime	11,316	12,708	18,000	17,694	18,000	18,000	18,000	18,000
5500.05	Fareless Parefite 0 Target	470 700	474 470	045.007	404.074	000 574	000 574	000.450	000.450
5500-05	Employee Benefits & Taxes	178,763	171,479	215,907	194,271	230,574	230,574	228,152	228,152
	TOTAL PERSONNEL SERVICES	675,776	676,212	781,089	737,176	834,847	834,847	832,425	832,425
	ODEDATIONS & MAINTENANCE								
C420 05	OPERATIONS & MAINTENANCE	7 700	7.000	40.000	44 500	44.400	44 400	44 400	44 400
	Transportation & Lodging	7,732	7,682	10,000	11,598	11,400	11,400	11,400	11,400
	Gas, Oil, & Grease	8,251	4,918	8,000	4,692	8,000	8,000	8,000	8,000
	Professional Services	2,214	11,822	11,300	8,902	11,300	11,300	11,300	11,300
	Legal Services	11,755	21,151	17,500	22,842	22,842	22,842	22,842	19,842
	Insurance - Liability	54,283	54,041	68,983	42,330	68,983	58,000	58,000	58,000
	Insurance- Vehicle	19,215	19,129	24,418	14,983	24,418	20,000	20,000	20,000
	Office Supplies	18,461	13,235	10,000	15,396	10,000	10,000	10,000	10,000
	Printing & Engraving	3,960	6,324	9,000	8,722	9,000	9,000	9,000	9,000
	Postal Expenses	3,645	5,139	5,000	2,136	4,000	4,000	4,000	4,000
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	4,149	3,500	3,500	3,500	3,500
6509-05	Books, Periodicals, & Subscriptions	7,732	5,961	5,000	9,010	5,000	5,000	5,000	5,000
6511-05	Equipment Rental	12,338	18,362	10,700	14,111	10,700	10,700	10,700	10,700
6512-05	Training, Education, & Seminars	5,650	8,495	12,000	22,798	32,695	27,695	27,695	27,695
6800-05	Telephone & Communication	32,179	26,670	32,500	34,713	33,500	33,500	33,500	33,500
6908-05	Clothing- Uniforms	1,711	3,104	6,000	773	6,000	6,000	6,000	6,000

ACCT#	ACCOUNT DESCRIPTION	2014 ACTUAL		2017 ADOPTED BUDGET	2016 Actual				2018 FINAL BUDGET
6910-05	Criminal Investigation	1,073	50	5,000	2,625	4,500	4,500	4,500	4,500
6950-05	CALEA					5,500	5,500	5,500	5,500
	TOTAL O&M 211,608 CAPITAL OUTLAY	/	211,608	241,901	220,049	273,838	253,437	253,437	250,437
7350-05	Office Equipment TOTAL CAPITAL OUTLAY	5,178 5,178	850 850	3,000 3,000	2,811 2,811	3,000 3,000	3,000 3,000	•	3,000 3,000
	TOTAL ACTIVITY CENTER	879,007	888,670	1,025,990	960,036	1,111,685	1,091,284	1,088,862	1,085,862
		-	-			85,695	65,294	62,872	59,872
						8.4%	6.4%	6.1%	5.8%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106	DEPARTMENT: SHERIFF				ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES							
ACCT#		2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET				
5120-05	PERSONNEL SERVICES Wages & Salaries (FT)	547,182 2,340	525,211		Wages for full & part time staff. Wages for full-time agency staff.	586,273	586,273	586,273				
5205-05	Wages & Salaries (PT)											
5401-05	Overtime/On-Call Administrator	18,000	17,694	18,000	Wages for required overtime work.	18,000	18,000	18,000				
5510	Health Insurance	116,852	98,029	127,124		127,124	124,702	124,702				
5520	Retirement	36,625	32,417	34,266		34,266	34,266	34,266				
5530	Social Security	43,236	41,095	46,227		46,227	46,227	46,227				
5540	Workers Comp	17,127	19,246	17,127		17,127	17,127	17,127				
5560	Deferred Comp	2,066	3,484	5,830		5,830	5,830	5,830				
					Benefits							
5500-05	Employee Benefits & Taxes	215,907	194,271	230,574	Taxes and benefits for agency employees.	230,574	228,152	228,152				
	TOTAL PERSONNEL SERVICES	781,089	737,176	834,847	6.9% TOTAL	834,847	832,425	832,425				
	OPERATIONS & MAINTENANCE											
6130-05	Transportation & Lodging	10,000	11,598		Agency mileage and travel expenses *CALEA- \$1,400	11,400	11,400	11,400				
6131-05	Gas, Oil, & Grease	8,000	4,692	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	8,902	11,300	Polygraph and psych testing. Transcription services emergency needs. Pre-employment Medical Evals - \$4100.	11,300	11,300	11,300				
6302-05	Legal Services	17,500	22,842		To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.	22,842	22,842	19,842				
6401-05	Insurance - Liability	68,983	42,330	68,983	Provides agency share of liability insurance.	58,000	58,000	58,000				

ADMINISTRATION/ SUPPORT SERVICES

COUNTY OF CUMBERLAND

ACCT#		2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM		2018 FINAL BUDGET
6402-05	Insurance- Vehicle	24,418	14,983	24,418	Fleet insurance needs through current carrier.	20,000	20,000	20,000
6500-05	Office Supplies	10,000	15,396		General Administrative needs from pens to paper.	10,000	10,000	10,000
6505-05	Printing & Engraving	9,000	8,722		Generic printing needs of the agency from business cards to letterhead and includes recognition program (coins, community policing).	9,000	9,000	9,000
6506-05	Postal Expenses	5,000	2,136		Agency postage expenses & rate increase. Postage meter rental 171x4. Postage meter maintenance agreement.	4,000	4,000	4,000
6507-05	Advertising Expense	2,500	269		Recruiting and other necessary advertisements for Sheriff's Office.	2,500	2,500	2,500
6508-05	Dues	4,000	4,149		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.	3,500	3,500	3,500
6509-05	Books, Periodicals, & Subscriptions	5,000	9,010		Legal reference material, new title updates. Clear search database for LEC.	5,000	5,000	5,000
6511-05	Equipment Rental	10,700	14,111		Rental of equipment used in the facility. Base rental for copiers (2) 426 x 12.	10,700	10,700	10,700

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT#		2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
					Naples Copier. Copier fees based on estimated copies. Circuit to tie to ME Public Safety for data.			
6512-05	Training, Education, & Seminars	12,000	22,798		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 agency 20,000 Administration.		27,695	27,695
					Law Enforcement. CALEA 695			
6800-05	Telephone & Communication	32,500	34,713		Telephone services. In-State/Out State service. Wireless Phone Services Replacement-wireless equipment. Substation service. Phone maintenance. Pagers for key personnel \$142 X 12.	33,500	33,500	33,500
6908-05	Clothing- Uniforms	6,000	773		GPS Units-ESU/K-9 (\$2,500) Provided to staff.	6,000	6,000	6,000
6910-05	Criminal Investigation	5,000	2,625		General expenses for investigations including CD/DVD, batteries (Internal investigations). Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process. IAPro/Blue Team Annual Maint. (\$3,200)	4,500	4,500	4,500

ADMINISTRATION/ SUPPORT SERVICES

ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM		2018 FINAL BUDGET
6950-05	CALEA Expenses			5,500	CALEA Expenses	5,500	5,500	5,500
	TOTAL O&M	<u>-</u> 241,901	220,049	273,838	TOTAL			
7350-05	CAPITAL OUTLAY Office Equipment	3,000	2,811	3000	Misc replacement of broken/worn furniture.	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	3,000		3,000		3,000	3,000	3,000
	TOTAL ADMIN/ SUPPORT SERVICES	1,025,990	960,036	1,111,685	TOTAL	1,091,284	1,088,862	1,085,862
				85,695		65,294	62,872	59,872
				8.4%		6.4%	6.1%	5.8%



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.

	REVEN	UES				EXPENSES		2018	
		2014 Actual	2015 Actual	2016 Actual	2018 Budget	Labor	O&M	Capital	TOTAL
	LEC					4,664,377	444,304	450,716	5,559,397
	ENTER	PRISE			1,278,945	ENTERPRISE	E		1,278,945
1					\$ 1,278,945	TOTAL DEP	<u></u>		6,838,342

Enterprise Fund:

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

Statistics	Personnel	Regular		Grant & Contract			
		Full Time	Part Time	Full Time	Part Time		
Department includes Patrol and Detectives	CAPTAIN	2					
Patrol deputies respond to approx 24,000 calls annually	LIEUTENANT	3 (4)					
Detectives investigate approx. 700 cases per year	SERGEANT	7					
	DEPUTY	21 (20)		14			
The department performs, crime scene investigation	DETECTIVE	8		1			
polygraph exams, community policing, accident	COMPLAINT OFFICER	1					
reconstruction, marine patrol, OUI roadblocks,	CRIME ANALYST	1					
license and OAS activities, drug investigations,							
maintain local sex offender registry, works with							
local television to promote "fugitive files"		43	0	15	0		
The Department has 13 contracts with							
communities and school districts for police							
services							

COUNTY OF CUMBERLAND

11-106	DEPARTMENT: SHERIFF	NTER: LAW EN	NFORCEMENT	,					
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES								
5120-06	Wages & Salaries (FT)	2,155,199	2,161,359	2,576,976	2,258,050	2,615,916	2,615,916	2,615,916	2,628,740
				-		54,412	7,446	7,446	7,446
5401-06	Overtime	672,017	766,712	556,475	839,531	574,164	574,164	574,164	574,164
5500-06	Employee Benefits & Taxes	1,107,608	1,175,570	1,353,061	1,244,369	1,484,937	1,461,876	1,454,027	1,454,027
	TOTAL PERSONNEL SERVICES	3,934,824	4,103,642	4,486,512	4,341,950	4,729,430	4,659,403	4,651,554	4,664,377
	OPERATIONS & MAINTENANCE								
6130-06	Transportation & Lodging	8,535	29,733	16,200	17,907	17,200	17,200	17,200	17,200
	Gas, Oil, & Grease	244,890	157,837	175,000	140,331	175,000	175,000	175,000	175,000
6232-06	Mobile Radio Repair	5,053	11,427	15,100	12,075	15,850	15,850	15,850	15,850
6501-06	Training Supplies	15,525	23,996	45,352	37,196	4,700	4,700	4,700	4,700
New	Ammunition					42,125	42,125	42,125	42,125
6509-06	Books, Periodicals, & Subscriptions	4,349	6,279	4,000	646	13,710	13,710	13,710	13,710
6512-06	Training, Education, & Seminars	25,660	46,765	52,554	43,140	75,000	75,000	75,000	75,000
	Medical Supplies	3,811	4,334	3,500	3,011	3,500	3,500	3,500	3,500
6908-06	Clothing- Uniforms	36,685	51,650	40,000	51,272	40,000	40,000	40,000	40,000
	Criminal Investigation	41,560	44,261	49,544	47,767	47,219	47,219	47,219	47,219
	Canine Supplies & Equipment	8,690	7,826	10,000	9,369	10,000	10,000	10,000	10,000
6950-06	CALEA Expenses		12,012	5,500					
	TOTAL O&M	394,757	384,109	416,750	362,713	444,304	444,304	444,304	444,304
	CAPITAL OUTLAY								
7345-06		279,485	316,371	426,900		401,000	401,000	401,000	401,000
	Office Equipment	623	5,572	3,500	3,635	3,500	3,500	3,500	3,500
7360-06	Employee Safety Equipment	46,128	37,843	25,073	46,348	35,146	24,216	24,216	24,216
	Dive Team			3,500		3,500	3,500	3,500	3,500
	Emergency Services Unit			12,000		12,000	12,000	12,000	12,000
	Community Policing			7,500		7,500	6,500	6,500	6,500
	TOTAL CAPITAL OUTLAY	326,236	359,786	478,473	49,983	462,646	450,716	450,716	450,716
	TOTAL ACTIVITY CENTER	4,655,817	4,847,538	5,381,735	4,754,646	5,636,380	5,554,423	5,546,574	5,559,397

254,645 172,688 164,838 177,662 4.7% 3.2% 3.1% 3.3%

LAW ENFORCEMENT

COUNTY OF CUMBERLAND

11-106	DEPARTMENT: SHERIFF												
ACCT#		2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM		2018 FINAL BUDGET					
5120-06	PERSONNEL SERVICES Wages & Salaries (FT)	2,576,976	2,258,050	2,615,916	Wages for full & part time staff. Wages for full-time departmental staff.	2,615,916	2,615,916	2,628,740					
			1,884	6,760	Support Services Clerk Promote-SgtLt*. (7-1 Start) Promote-DepSgt.* (7-1 Start)	3,380 4,066	3,380 4,066	3,380 4,066					
5401-06	Overtime				Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes and training	567,604							
		556,475	839,531	567,604 6,560	ADD: Marine 1 Sebago Lake Patrol	6,560	567,604 6,560	567,604 6,560					
5510	Health Insurance	752,152	671,872	824,259	,	824,259	816,409	816,409					
5520	Retirement	251,009	230,685	275,644		275,644	275,644	275,644					
5530	Social Security	232,015	229,369	247,702		247,702	247,702	247,702					
5540	Workers Comp	107,556	102,846	107,556		107,556	107,556	107,556					
5560	Deferred Comp	10,330	9,598	6,716		6,716	6,716	6,716					
					Support Clerk Benefits								
5500-06	Employee Benefits & Taxes	1,353,061	1,244,369		Benefits and taxes for departmental employees.	1,461,876	1,454,027	1,454,027					
	TOTAL PERSONNEL SERVICES	4,486,512	4,343,834	4,729,430	5.4% TOTAL	4,659,403	4,651,554	4,664,377					
6130-06	OPERATIONS & MAINTENANCE Transportation & Lodging	16,200	17,907	17,200	To pay Sheriffs office expenses for required travel (training, firearms training, etc.). Includes overnight lodging, meals, tolls, and other costs incidental to travel.	17,200							
6131-06	Gas, Oil, & Grease	175,000	140,331		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	17,200 175,000	17,200 175,000					

LAW ENFORCEMENT

ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	Mobile Radio Repair Electronic Equipment Repair	15,100	12,075		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	15,850	15,850	15,850
6501-06	Training Supplies	45,352	37,196	4,700	Misc Training Supplies	4,700	4,700	4,700
NEW	Ammunition				Required firearm training-Law Enforcement 40 Cal Duty Law Enforcement, ESU (Reg&night) - \$30,284 Shotgun - \$1066 Rifle 223 cal - \$1196 Rifle .308 cal - —\$864 9mm - —\$665 Less Lethal -\$1,050 * Ammunition increased in cost by 5%, same amount of ammo required	42,125	42,125	42,125
6509-06	Books, Periodicals, & Subscription	4,000	646		Law enforcement statute literature required by law. incl. LEOM's and Street Smarts. Maintain ongoing yearly needs. New Title 29 and 17A updates. Callyo-\$2,750, SecureView \$2,000, GPS Tracker \$210, LEEDS Online \$4,750	13,710	13,710	13,710
6512-06	Training, Education, & Seminars	52,554	43,140	70,000	Italicized descriptions expensed in Overtime	70,000	70,000	70,000

COUNTY OF CUMBERLAND

		2017 ADOPTED	2016 Actual	2018 BUDGET			2018 FC	2018 FINAL
ACCT#	ACCOUNT DESCRIPTION	BUDGET	Expense	REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM		BUDGET
					Provide all in-house certifications and State, Academy, or Federally required training. 2 officers x 40 hrs/week x 18 weeks-MCJA Rate \$30,000 Mandatory minimums of 20 hrs.* 42 deputies X 20 hrs (MCJA) X 41. \$41,328* 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* LeadershipTraining. \$7,400			
					Dive team training (4x\$41x96 hrs) \$15,744.* National Forensic Institute \$8,500			
				5,000	Tactical/Negotiator Team Specialized Training	5,000	5,000	5,000
6905-06	Medical Supplies	3,500	3,011	3,500	*=Areas that were moved to O/T in 2017 budget Mandatory inoculation for: Hepatitis B, TB,PPE equip.	3,500	3,500	3,500
6908-06	Clothing- Uniforms	40,000	51,272		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	49,544	47,767	47,219	For drug analysis, lab supplies and chemicals used in the booking process. "Buy Money" for Investigations. Metro Forensic Unit \$32,650. LEEDS On-Line \$4,750 Move to subscription account Video Camera Replacement \$30,000 (moved to CIP)	47,219	47,219	47,219
6911-06	Canine Supplies & Equipment	10,000	9,369	10,000	General supplies for canine requirements.	10,000	10,000	10,000

LAW ENFORCEMENT

COUNTY OF CUMBERLAND

		2017 ADOPTED	2016 Actual				2018 FC	2018 FINAL
ACCT#	ACCOUNT DESCRIPTION	BUDGET	Expense	REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	BUDGET	BUDGET
					Food, equipment, Boarding of K9 Dogs and medical expenses for dog (drug search, article search, tracking) - \$10,000.			
					Canine Replacement - \$0.00			
6950-06	CALEA Expenses	5,500	6,080		CALEA Expenses. Move to Admin Budget (05)	-		
	TOTAL O&M	416,750	368,792	444,304	TOTAL	444,304	444,304	444,304
	CAPITAL OUTLAY							
7345-06	Vehicles				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 -9 new vehicles @ \$8,000			
					6- 4x2 Tahoes - \$35,000 ea			
					ADD: Fit up Emergency Equipment-\$13,500			
					2 4x4 SUV @ \$38,000 ea			
					1 - CID Cruiser @ \$29,500			
		426,900	324,877	401,000	Minus existing Non-Debt CIP.	401,000	401,000	401,000
7350-06	Office Equipment	3,500	3,635		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	25,073	46,348		Equipment for employees that enhance agency and public safety.	24,216	24,216	24,216
					7- protective safety vests@ \$700 each \$4900. 3 Tactical Vests @ \$2,550 each \$7650		24,210	27,210
					Replacement equipment (3 radar units) \$7400.			

LAW ENFORCEMENT

COUNTY OF CUMBERLAND

ACCT#		2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICAT	TION	2018 PRELIM		2018 FINAL BUDGET
	Dive Team	3,000			1 Glock \$608 1 AR 15 - \$1,235. Small item electronics - \$1000. 1 portable radio units P25 - \$1315. 1 Mobile Radios - \$1658. 20 Tasers-5 Year Replacement Plan* Taser Cartridge Dive Team Equipment (tanks, resp, wet suit replaced).	\$ 3,280 \$ 6,100	3,500		
					Tank fills = \$3000 per year incl. inspection, cert., etc. Lift Bag-\$500			3,500	3,500
	Emergency Services Unit	17,500			Replace ESU Equipment (smoke canister, short/long-range ammo, non lethal rounds, distraction reloads) — \$6000. Move to Training Supplies Account Miscellaneous equipment \$3000 Night Vision Scope Batteries - \$1000. Communication Equipment/Helmets \$8,000		12,000	12,000	12,000
	Community Policing	7,500			Misc. equipment VIPS and Explorers - \$5000. Honor Guard - \$2500.		6,500	6,500	6,500
		_	_	_		Total	_	_	_
	TOTAL CAPITAL OUTLAY	483,473	374,861	462,646		TOTAL	450,716	450,716	450,716
	TOTAL LAW ENFORCEMENT	5,386,735	5,087,487	5,636,380		TOTAL	5,554,423	5,546,574	5,559,397
				249,645 4.6%			167,688 3.1%	159,838 3.0%	172,662 3.2%

ENTERPRISE ACTIVITIES TOTAL 1,572,191
OVERALL DEPARTMENTAL EXPENSES 7,126,614

	Cumberland Co	ur	nty Jail FY 1	7-18 Propo	sed Budget				
			2015-16 Budget	2016-17 Budget	2017-18 Request	\$ Change			
	EXPENSES								
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	S	\$8,126,480	\$7,952,666	\$ 8,114,582	\$ 161,917	LT moved	to Commissary	
5401	Overtime	S	\$1,166,360	\$1,174,124	\$ 1,186,304	\$ 12,180			
5510	Health Insurance	S	\$1,968,539	\$2,076,683		\$ 48,309	1 position	health ins to commis	ssary
5520	Retirement	S	\$620,297	\$649,530	\$ 689,125	\$ 39,595		health ins to commis	
5530	Social Security	S	\$710,902	\$699,829	\$ 711,518	\$ 11,689			
5540	Workers Compensation	S	\$240,000	\$260,000	\$ 260,000	\$ -			
5560	Deferred Comp	S	\$47,000	\$49,018	\$ 47,000	\$ (2,018)			
	TOTAL PERSONNEL:		\$12,879,578	\$12,861,850		\$ 271,671			
		Bal	, , , , , , ,	, , ,	-,,-	,-			
	OPERATIONS & MAINT.								
6130	Transportation & Lodging	S	\$8,000	\$8,000		\$ 4,500			
6131	Gas, Oil, & Grease	S	\$37,500	\$32,000		\$ (2,000)			
6132	Vehicle Repair	F	\$26,000	\$26,000		, ,	Repairs no	ow funded by Facilitie	es
6231	Base Radio Repair	J	\$5,000	\$5,500		\$ -			
6300	Audit Services	J	\$5,400			\$ -			
6301	Professional Services	S	\$13,000	\$13,000	\$ 8,000			gal Service line	
	Legal Service				\$ 12,000			gal Service line	
6303	Contract Special Services	S	\$2,500,000	\$2,650,000	\$ 2,807,000		Additional	staffing, pay increas	es
6304	Security Services		\$800	\$800	\$ 800	\$ -			
6400	Insurance - Building & Contents	J	\$91,052	\$91,052				up to current rates	
6401	Insurance - Liability	J	\$176,800	\$176,800				up to current rates	
6402	Insurance- Vehicle	J	\$17,160	\$17,160			Catching u	up to current rates	
6500	Office Supplies	J	\$30,000	\$30,000	\$ 26,000	\$ (4,000)			
6501	Training Supplies	J	\$7,000	\$10,000	\$ 10,000	\$ -			
6502	Cleaning & Disinfecting Supplies	S	\$0	\$0	\$ -	\$ -			
6504	Maintenance Supplies	F	\$15,500	\$15,500	\$ 15,500	\$ -			
6505	Printing & Engraving		\$750	\$1,000	\$ 2,000	\$ 1,000			
6506	Postal Exense		\$1,800			\$ 1,000			
	Advertising	J	\$5,000	\$5,000		\$ -			
	Dues	J	\$1,550	\$1,550	-	\$ -			
	Books, Periodicals, & Subscipt.	J	\$300	\$300		\$ -			
6510	Tools and Implements	F	\$750	\$750		\$ -			
	Equipment Rental	J	\$11,000	\$11,000		\$ -			
6512	Training, Education, & Seminars	J	\$220,000	\$220,000		\$ -			
	Maintenance Contracts	F	\$43,000	\$43,000		\$ -			
	Cleaning & Sanitary	F	\$53,000	\$75,000	-	\$ 20,000	Matching	current usage	
	Snow removal & Grounds	F	\$6,000	\$6,000		\$ -			
	Lots & Grounds maintenance		\$1,500	\$1,500		\$ 500			
6603	Building & Structure Repair	F	\$10,000	\$10,000	\$ 10,000	\$ -			

			2015-16 Budget	2016-17 Budget		•	Change				
6604	Heating & Cooling (HVAC) Repair	F	\$31,000	\$31,000	\$ 31,000	\$	-				
6605	Electrical Repair	F	\$18,500	\$18,500	18,500	\$	-				
6606	Painting Repair	F	\$0	\$7,500	\$ 15,000	\$	7,500	Can't be c	leferred any	longer	
6607	Plumbing Repair	F	\$7,250	\$7,250	7,250	\$	-				
6609	Equipment Repair	F	\$18,000	\$18,000	\$ 20,000	\$	2,000				
6800	Telephone & Communication	J	\$12,000	\$12,000	\$ 12,000	\$	-				
6801	Electricity Utility	F	\$260,000	\$260,000	\$ 260,000	\$	-				
6802	Gas Utility	F	\$240,000	\$240,000	\$ 240,000	\$	-				
6803	Water Utility	F	\$19,775	\$19,775	\$ 19,775	\$	-				
6804	Sewer Utility	F	\$140,000	\$140,000	\$ 140,000	\$	-				
6805	Rubbish Removal	F	\$18,500	\$18,500	\$ 18,500	\$	-				
6806	Fuel Oil	F	\$4,700	\$4,700	\$ 4,700	\$	-				
6900/02	Alternative Sentencing	J	\$3,000	\$3,000	\$ 3,000	\$	-				
6903	Food & Groceries	J	\$615,000	\$622,500	\$ 632,500	\$	10,000				
6904	Institutional Supplies	J	\$50,000	\$50,000	\$ 45,000	\$	(5,000)	Lower inm	ate counts		
	Paper Goods	J	\$0	\$0	\$ -	\$	-				
6907	Clothing- Prisoners	J	\$45,000	\$45,000	\$ 40,000	\$	(5,000)	Lower inm	ate counts		
6908	Clothing- Uniforms	S	\$60,000	\$60,000	\$ 60,000	\$	-				
6912	Booking Supplies	J	\$10,000	\$15,000	\$ 15,000	\$	-				
	Non Food Items - Kitchen	J	\$36,000	\$36,000	40,000	\$	4,000				
9220	TAN Interest		\$0		·	\$	-				
	PREA/ACA				\$ 10,000	\$	10,000	Requirem	ent for Fede	eral Fundi	ng
	Drug Testing				\$ 12,000	\$	12,000	Currently funded in Commisary			
6950	DOC 20% funds Pre Trial	J	\$190,000	\$190,000	\$ 225,000	\$	35,000	Supplemental funds no longer avail		available	
	TOTAL O&M		\$5,066,587	\$5,256,837	\$ 5,517,014	\$	260,177				
	CAPITAL OUTLAY										
7305	Camera	J	\$4,500	\$6,000	9,000	\$	3,000				
7325	Furniture & Fixtures	J	\$9,900	\$20,000	20,000	\$	-				
7345	Vehicles	J	\$35,000	\$37,000	60,000	\$	23,000	Transport	van needed	t c	
7350	Office Equipment	J	\$3,500	\$3,500	3,500	\$	-				
7355	Computer hardware	J	\$20,000	\$20,000	30,000	\$	10,000				
7360	Safety Equipment	J	\$20,000	\$25,000	\$ 25,000	\$	-				
7410	Fixtures/CIP	J	\$50,000	\$0	\$ -	\$	-				
	TOTAL CAPITAL OUTLAY		\$142,900	\$111,500	\$ 147,500	\$	36,000				
	Total Expenses		\$18,089,065	\$18,230,187	\$ 18,798,035	\$	567,848				

	NON TAX Revenues	2015-16 Budget	2016-17 Budget	2017-18 Proposed	\$ Change	
4100	Jail Misc revenue	\$2,400	\$2,400	\$ 2,400	\$ -	
4600	Jail Term Reimbursements	\$75,000	\$75,000	\$ 75,000	\$ -	
	BOP DOC INMATES	\$100,000	\$100,000	\$ 100,000	\$ -	
40	BOP US Marshall Service-	\$2,450,000	\$2,650,000	\$ 2,569,418	\$ (80,583)	Federal inmates are currently low
1.05	BOP INS Service-20	\$50,000	\$50,000	\$ 50,000	\$ -	
	BOP Work Release	\$33,808	\$33,808	\$ 33,808	\$ -	
	Other County Inmates	\$456,250	\$538,000	\$ 219,000	\$ (319,000)	Inmates from other counties much lower
	Use of Fund Balance	\$0				
	Other County Inmates	\$500,000				
	NON TAX Revenues	\$3,667,458	\$3,449,208	\$ 3,049,626	\$ (399,583)	
	State Funding & CAP	2015-16 Budget	2016-17 Budget	2017-18 Proposed	\$ Change	
11001	Tax Cap County Taxes	\$11,922,870	\$12,253,979	\$ 12,621,594	\$ 367,615	
11001	BOC Tax payments	\$2,412,024	\$2,527,000	\$ 3,127,000	\$ 600,000	
10607	DOC 20% Funds	\$0	\$0	\$ -	\$ -	
10607	Dept of Correction Reimb	\$0	\$0	\$ -	\$ -	
	Funding Gap	\$86,713			\$ -	
	State Funding & CAP	\$14,421,607	\$14,780,979	\$ 15,748,594	\$ 967,615	
		8				
	Overall Budget	2015-16 Budget	2016-17 Budget	2017-18 Proposed	\$ Change	
	NON TAX DEVENUES	#0.007.450	Φο 440 000	Ф 0.040.000	ф (000 F00)	
	NON TAX REVENUES STATE & CAP FUNDING	\$3,667,458	\$3,449,208			
	TOTAL REVENUES	\$14,421,607	\$14,780,979 \$48,330,487			
	EXPENSES	\$18,089,065 -\$18,089,065	\$18,230,187 -\$18,230,187		\$ 568,033 \$ (567,848)	
	EXPENSES	-\$10,009,000	-\$10,230,107	\$ (10,790,033)	\$ (30 <i>1</i> ,040)	
	CASH FLOW NEEDS	\$0	\$0	\$ 185	\$ 185	
	CASH FLOW NEEDS	ψU	φU	ў 165	ў 165	
	LD 1 Cap Maximum increa	4.00%	\$ 490,159.00			
	,	Total Taxes	\$12,621,594			
	Actual Increase		\$367,614			
	Amount under/(over) cap		\$ 122,545.00			



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 EXPENSES 2018

	2014 Actual	2015 Actual	2016 Actual	2018 Budget		Labor	O&M	Capital	TOTAL
CIV	303,166	245,155	234,787	277,000	Civil Process	279,403	47,050	750	327,203
		•		\$ 277,000					

Enterprise Fund:

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

Statistics Personnel

Other areas served by "outside enterprise deputies"

		Full Time	Part Time	ENTERPRISE
The Civil Division of the Sheriff's Office served	ADMINISTRATIVE CIVIL DEPUTY	1		
approximately 10,000 services per year	CIVIL DEPUTY	3		5
(See above list for types of services)				
Areas served from this office:				
Portland				
South Portland				
Cape Elizabeth				
Scarborough				
Westbrook		4	0	5
Windham				

11-106 DEPARTMENT: SHERIFF ACTIVITY CENTER: CIVIL PROCESS											
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET		
	DEDOCMMEN GERMAGES										
5400.00	PERSONNEL SERVICES	105.004	407.070	400.070	-	l & part time sta	I	400.004	400 004		
	Wages & Salaries(FT)	185,964	187,378	196,672	191,724	199,891	199,891	199,891	199,891		
5500-08	Employee Benefits & Taxes	62,700	65,487	79,415	73,461	79,512	79,512	78,716	78,716		
	TOTAL PERSONNEL SERVICES	248,664	252,866	276,087	265,185	279,403	279,403	278,608	278,608		
	OPERATIONS & MAINTENANCE										
6130-08	Transportation & Lodging	26,232	26,076	29,000	25,642	29,000	29,000	29,000	29,000		
6500-08	Office Supplies	1,358	1,814	1,750	750	1,250	1,250	1,250	1,250		
6505-08	Printing & Engraving	1,229	2,686	1,500	1,304	1,250	1,250	1,250	1,250		
6506-08	Postal Expenses	7,179	5,740	12,000	10,254	11,000	11,000	11,000	11,000		
6509-08	Books, Periodicals, & Subscriptions			900	21	750	750	750	750		
6513-08	Leases & Service Agreements			-	-	-	_	-	-		
6800-08	Telephone & Communication	2,094	2,713	2,300	2,942	2,200	2,200	2,200	2,200		
6908-08	Clothing- Uniforms	1,600	1,865	1,600	1,678	1,600	1,600	1,600	1,600		
	TOTAL O&M	39,692	40,893	49,050	42,592	47,050	47,050	47,050	47,050		
	CAPITAL OUTLAY										
7350-08	Office Equipment	_	_	750	_	750	750	750	750		
1000 00	TOTAL CAPITAL OUTLAY										
	TOTAL CAPITAL OUTLAY	-	-	750	-	750	750	750	750		
	TOTAL ACTIVITY CENTER	288,357	293,759	325,887	307,777	327,203	327,203	326,408	326,408		
						1,317	1,317	521	521		
						0.4%	0.4%	0.2%	0.2%		

11-106											
ACCT #		2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET			
	PERSONNEL SERVICES										
5120-08	Wages & Salaries (FT)	196,672	191,724	199,891	Wages for full & part time staff.	199,891	199,891	199,891			
5540	Haalib haariyaaa	40.000	27.040	44 770		44.770	40.070	40.070			
5510 5520	Health Insurance	42,009 14,002	37,812 12,880	41,773		41,773	40,978 14,089	40,978 14,089			
	Retirement	15,045	14,777	14,089 15,292		14,089 15,292	15,292	15,292			
	Social Security Workers Comp	8,358	7,992	8,358		8,358	8,358	8,358			
	' '	0,330	7,992	6,356		0,330	0,330	0,350			
5560	Deferred Comp										
5500-08	Employee Benefits & Taxes	79,415	73,461	79,512	Benefits and taxes for Civil Deputies.	79,512	78,716	78,716			
	TOTAL PERSONNEL SERVICES	276,087	265,185	279,403	TOTAL	279,403	278,608	278,608			
	OPERATIONS & MAINTENANCE										
6130-08	Transportation & Lodging	29,000	25,642	29,000	Mileage reimbursements for process serving.	29,000	29,000	29,000			
6500-08	Office Supplies	1,750	750	1,250	Departmental office supplies including extra copy charges, special form printing, and business card printing for process serving.	1,250	1,250	1,250			
6505-08	Printing & Engraving	1,500	1,304	1,250		1,250	1,250	1,250			
6506-08	Postal Expenses	12,000	10,254	11,000	Postage fees for process serving.	11,000	11,000	11,000			
6509-08	Books, Periodicals, & Subscriptions	900	21	750	Statute updates.	750	750	750			
6513-08	Leases & Service Agreements				Pager rentals. (3)						
6800-08	Telephone & Communication	2,300	2,942	2,200	Departmental phone expenses. Purchase Iphones (\$200*3=\$600)monthly data plans \$45 month *12 *3=\$1,620	2,200	2,200	2,200			
6008.00	Clathing Uniforms	1 600	1.670	1 600	Uniform and clothing expenses 3@\$400	1,600	CIVIL Cion	PROCESS			
0908-08	Clothing- Uniforms	1,600	1,678		1		1	,			
	TOTAL O&M	49,050	42,592	47,050	TOTAL	47,050	47,050	47,050			

ACCT#		ADOPTED		2018 BUDGET REQUEST				2018 FINAL BUDGET
	CAPITAL OUTLAY							
7350-08	Office Equipment	750		750	Office equipment for Civil division.	750	750	750
	TOTAL CAPITAL OUTLAY	750		750	TOTAL	750	750	750
	TOTAL CIVIL PROCESS	325,887	307,777	327,203	TOTAL	327,203	326,408	326,408
			•	1,317		1,317	521	521
				0.4%		0.4%	0.2%	0.2%

ENTERPRISE ACTIVITIES TOTAL	260,000
OVERALL DEPARTMENTAL EXPENSES	586,408



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 EXPENSES 2018

	2014 Actual	2015 Actual	2016 Actual	2018 Budget	Type of Revenue	Labor	O&M	Capital	TOTAL
Deeds	2,605	2,118	4,647	2,500	Register of Deeds - Misc. Revenue	515,286	193,800	4,000	713,086
Deeds	1,333,656	1,531,605	1,581,227	1,910,000	Register of Deeds - Recording Fees				
Deeds	956,979	1,147,329	1,211,251	800,000	Register of Deeds - Transfer Tax				
Deeds	448,191	428,028	434,453	450,000	Register of Deeds - Copies				
Deeds	-								
Deeds	\$ 2,741,431	\$ 3,109,080	\$ 3,231,578	\$ 3,162,500					

Statistics Personnel

·		Full Time	Part Time
ocuments	REGISTER OF DEEDS	1	
70,000	DEPUTY REGISTER	1	
	CLERK/SUPERVISOR	1	
600	CLERK II	6	
	CLERK I	1	
ling is \$1.4 million			
\$ 8,000,000			
\$ 800,000		10	
	600 ling is \$1.4 million \$ 8,000,000	70,000 DEPUTY REGISTER CLERK/SUPERVISOR GOO CLERK II CLERK I \$ 8,000,000	Ocuments 70,000 DEPUTY REGISTER 1 CLERK/SUPERVISOR 1 CLERK II 6 CLERK I 1 Standard S

COUNTY OF CUMBERLAND

11-107	DEPARTMENT: REGISTRY OF DEEDS								
ACCT#	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES		Wages for f	 ull & part time	 				
5120	Wages & Salaries (FT)	434,909	405,177	411,369		374,292	374,292	374,292	374,292
5401	Overtime	454,909	400,177	411,509	442,201	374,232	374,232	374,232	374,232
3401	Overtime			_		_	_	_	
5500	Employee Benefits & Taxes	148,375	153,394	159,563	167,217	142,394	142,394	140,994	140,994
	TOTAL PERSONNEL SERVICES	583,284	558,571	570,932	609,478	516,686	516,686	515,286	515,286
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,087	4,931	4,500	5,980	6,000	6,000	6,000	6,000
6500	Office Supplies	8,123	10,479	8,000	6,496	8,000	8,000	8,000	8,000
6505	Printing & Engraving	82	376	250	119	200	200	200	200
6506	Postal Expenses	15,966	16,623	13,000	13,999	14,000	10,000	10,000	10,000
6507	Advertising		406	-	-	-	-	-	-
6508	Dues	150	795	500	430	500	500	500	500
6512	Training & Education	2,776	2,289	3,000	3,448	3,500	3,500	3,500	3,500
6513	Leases & Service Agreements	155,724	174,226	160,850	152,009	158,600	157,600	157,600	157,600
6800	Telephone & Communication	8,102	7,950	7,700	7,775	8,000	8,000	8,000	8,000
	TOTAL O&M	192,010	218,075	197,800	190,256	198,800	193,800	193,800	193,800
	CAPITAL OUTLAY								
7350	Office Equipment	1,817	4,000	4,000	3,859	4,000	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	1,817	4,000	4,000	3,859	4,000	4,000	4,000	4,000
	TOTAL DEPARTMENT	777,111	780,646	772,732	803,593	719,486	714,486	713,086	713,086
		,	· · · · · ·			(53,247)	(58,247)	(59,647)	(59,647)

3,247) (58,247) (59,647) (59,647) -6.9% -7.5% -7.7% -7.7%

COUNTY OF CUMBERLAND

11-107	DEPARTMENT: REGISTRY OF DEEDS							
ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.			
5120	Wages & Salaries (FT)	411,369	442,261	374,292	Wages for full-time departmental staff.	374,292	374,292	374,292
5401	Overtime				Wages for required overtime work.			
5510	Health Insurance	101,841	107,413	85,500		85,500	84,100	84,100
5520	Retirement	18,594	17,240	20,186		20,186	20,186	20,186
5530	Social Security	31,470	33,446	28,633		28,633	28,633	28,633
5540	Workers Comp	2,064	1,974	2,064		2,064	2,064	2,064
5560	Deferred Comp	5,594	7,143	6,010		6,010	6,010	6,010
5500	Employee Benefits & Taxes	159,563	167,217	142,394	Taxes and benefits for departmental employees.	142,394	140,994	140,994
	TOTAL PERSONNEL SERVICES	570,932	609,478	516,686	TOTAL	516,686	515,286	515,286
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,500	5,980	6,000	Travel expenses to be associated with Registry meetings and MCCA Convention. PRIA Conference	6,000	6,000	6,000
					Participating/testifying at legislative hearings		2,222	,,,,,
6500	Office Supplies		6,496		General office supplies used in the Registry, Soap for			
		8,000		8,000	bathrooms and kitchen, used by Registry and Assessing	8,000	0.000	0.000
					Subscription to Portland Press Herald, Water (used by public and Assessing)		8,000	8,000
6505	Printing & Engraving	250	119	200	Printing letterhead, stationary, & business cards.	200	200	200
6506	Postal Expenses	13,000	13,999	14,000	Registry postal costs in mail back of original docs Yearly fee for postal box rental.	10,000	10,000	10,000
6507	Advertising				Posting position vacancies.			

REGISTRY OF DEEDS

COUNTY OF CUMBERLAND

ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET		2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
6508	Dues	500	430	500	Membership fees associated with the Registry of Deeds Association, PRIA	500	500	500
6512	Training & Education	3,000	3,448	3,500	Seminars & Supervisor Training, PRIA Conference	3,500	3,500	3,500
6513	Leases & Service Agreements	160,850	152,009	158,600	ACS contract (with maintenance.) Lease copy machines. (1) Plan machine contract. Records retention Parking Leases for 8 vehicles for \$150+ Postage Meter lease/maintenance	157,600	157,600	157,600
6800	Telephone & Communication	7,700	7,775	8,000	Telephone exp at Pearl Street @ \$300 month Time Warner Internet \$175 month	8,000	8,000	8,000
	TOTAL O&M	197,800	190,256	198,800	TOTAL	193,800	193,800	193,800
7350	CAPITAL OUTLAY Office Equipment	4,000	3,859	4,000	Plan cabinets , Bookcases, stools and fatigue mats	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	4,000	3,859	4,000	TOTAL	4,000	4,000	4,000
	TOTAL DEEDS	772,732	803,593	719,486	TOTAL	714,486	713,086	713,086
				(53,247) -6.9%		(58,247) -7.5%	(59,647) -7.7%	

-6.9% -7.5% -7.7% -7.7%



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 2018

	2014 Actual	2015 Actual	2016 Actual	2018 Budget		Labor	O&M	Capital	TOTAL
Prob	404,562	428,747	444,106	440,000	Register of Probate - Fees	445,330	128,427	-	573,757
Prob	41,588	48,663	48,674	45,000	Register of Probate - Notices				
Prob	23,237	27,763	27,443	20,000	Register of Probate - Abstracts				
Prob	9,794	17,749	15,809	8,000	Register of Probate - Handling				
Prob	29,803	33,169	25,999	22,000	Register of Probate - Forms				
Prob	\$ 508,984	\$ 556,091	\$ 562,030	\$ 535,000					

Personnel **Statistics**

		PROBATE	Full Time	Part Time
Some general statistics:	Cases	REGISTER OF PROBATE	1	
Estate Matters	1,171	DEPUTY REGISTER	1	
Guardianship Matters	304	CLERK II	3	
Name Changes	251	JUDGE OF PROBATE	1	
Adoption Matters	144	LEGAL SECRETARY	1	
Civil Matters	40			
Annual types of cases:	1,910			
			7	

11-108	-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT#		2014 ACTUAL	2015 ACTUAL	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES			Nadeen Danie	els, Registrar	•			
5120	Wages & Salaries (FT)	279,691		316,663	289,231	339,604	339,604	339,604	344,604
5500	Employee Benefits & Taxes	96,211	99,130	105,782	90,305	101,692	101,692	100,726	100,726
	TOTAL PERSONNEL SERVICES	375,902	99,130	422,445	379,536	441,295	441,295	440,330	445,330
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,405	1,300	2,000	1,528	2,000	2,000	2,000	2,000
6301	Professional Services	14,899	12,190	14,000	9,507	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	23,754	30,000	30,000	30,000	30,000
6401	Insurance- Liability	400	411	349	352	352	352	352	352
6500	Office Supplies	5,022	3,836	6,500	7,185	6,500	6,500	6,500	6,500
6505	Printing & Engraving	1,619	636	1,000	231	1,000	1,000	1,000	1,000
6506	Postal Expenses	7,755	8,536	8,400	7,081	8,400	8,400	8,400	8,400
6507	Advertising	8,274	6,907	8,000	7,210	8,000	8,000	8,000	8,000
6508	Dues	250	706	500	675	675	675	675	675
6509	Books, Periodicals, & Subscriptions	3,248	5,108	5,000	6,144	7,000	6,000	6,000	6,000
6512	Training, Education, & Seminars	350	8,907	1,000	2,093	1,000	1,000	1,000	1,000
6513	Leases & Service Agreements	6,110	6,080	7,000	6,184	3,500	3,500	3,500	3,500
6610	Office Equipment Repair	600		1,000	-	1,000	1,000	1,000	1,000
6700	Abstract Fees	14,171	13,834	14,000	14,338	15,000	15,000	15,000	15,000
6800	Telephone & Communication	473	817	500	514	500	500	500	500
6807	Visitor Expenses	25,071	28,286	25,000	28,061	30,000	30,000	30,000	30,000
	TOTAL O&M	106,618	130,196	119,749	114,858	129,427	128,427	128,427	128,427
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	420		_	_	_	_	_	_
	TOTAL CAPITAL OUTLAY	420	-	-	-	-	-	-	-
	TOTAL DEPARTMENT	482,940	229,326	542,194	494,394	570,723	569,723	568,757	573,757
		- ,	-,	,	- 7	28,529	27,529	26,563	31,563
						5.3%	•	•	•

COUNTY OF CUMBERLAND

11-108	DEPARTMENT: REGISTRY OF PROB	BATE						
ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL				Nadeen Daniels, Registrar			
5120	Wages & Salaries (FT)	316,663	289,231	339,604	Wages for full & part time staff.	339,604	339,604	344,604
5510	Health Insurance	59,448	46,691	50,690		50,690	49,724	49,724
5520	Retirement	14,927	13,840	16,566		16,566	16,566	16,566
5530	Social Security	23,842	22,418	25,980		25,980	25,980	25,980
5540	Workers Comp	1,350	1,312	1,350		1,350	1,350	1,350
5560	Deferred Comp	6,215	6,045	7,106		7,106	7,106	7,106
5500	Employee Benefits & Taxes	105,782	90,305	101,692	Benefits and taxes for departmental employees.	101,692	100,726	100,726
	TOTAL PERSONNEL SERVICES	422,445	379,536	441,295	TOTAL	441,295	440,330	445,330
0.100	OPERATIONS & MAINTENANCE		4.500			0.000	0.000	0.000
6130	Transportation & Lodging	2,000	1,528	2,000	Direct travel expenses related to judicial conferences, registers' meetings, educational seminars/workshops, leglislative hearings.	2,000	2,000	2,000
6301	Professional Services	14,000	9,507	14,000	Paralegal Services for the Judge of Probate; Interpreter fees; Sheriff Service	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	23,754	30,000	Appointed counsel for unprotected wards in judicial proceedings (Maine law requirement) and indigent parties . Continue to see a rise in need.	30,000	30,000	30,000
6401	Insurance- Liability	349	352	352	Liability Insurance \$138; MCCA RISK POOL \$192.52; BROKER FEE \$21.64	352	352	352
6500	Office Supplies	6,500	7,185	6,500	Paper, electronic storage media, toner, docket pages, case folders and label system, reproduction supplies, office sundries	6,500	6,500	6,500

REGISTRY OF PROBATE

ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
6505	Printing & Engraving	1,000	231	1,000	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	7,081	8,400	Postage	8,400	8,400	8,400
6507	Advertising	8,000	7,210	8,000	Newspaper legal notice advertising.	8,000	8,000	8,000
6508	Dues	500	675	675	ME Probate Judges \$275; Nat'l College of Probate \$150; Cleaves Law Library \$150; ME Assn. Registers \$100	675	675	675
6509	Books, Periodicals, & Subscriptions	5,000	6,144	7,000	Bar Directory; Law books and statutes updates: Probate & Family Law, Civil Rules; Online Legal Research Subscriptions (case law)	6,000	6,000	6,000
6512	Training, Education, & Seminars	1,000	2,093	1,000	Legal Education Seminars; Staff Development Employee educational program incorrectly charged to Dept. Training account	1,000	1,000	1,000
6513	Leases & Service Agreements	7,000	6,184	3,500	Photocopier In the past, ICON service fee was charged to this account; 2017 ICON fees are now charged to surcharge account	3,500	3,500	3,500
	Computer Hardware Was formerly Computer Repair Computer Repair	1,000		1,000	Scanner, headsets	1,000	1,000	1,000

COUNTY OF CUMBERLAND

ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET		2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION				2018 FINAL BUDGET
6700	Abstract Fees	14,000	14,338		Required recording fees to Register of Deeds for deed transfers concerning probated estates. **Pass through expense		15,000	15,000	15,000
6800	Telephone & Communication	500	514		Local and long distance telephone charges, mobile telephone services, radio paging services for on call response		500	500	500
6807	Visitor /Fingerprint Expe	25,000	28,061		Visitor fees in adult guardianship cases as required by Maine law. Another area seeing expanded growth. **Pass through expense		30,000	30,000	30,000
	TOTAL O&M	119,749	114,858	129,427	то	TAL	128,427	128,427	128,427
	CAPITAL OUTLAY								
7325	Furniture & Fixtures				Judges chambers, lights, chair paint				
7355	Computer Hardware	-	-	-	Court Recording		-	-	-
	TOTAL CAPITAL OUTLAY	<u>-</u>	-	<u>-</u> -	то	TAL	-	-	-
	TOTAL PROBATE	542,194	494,394	570,723	то	TAL	569,723	568,757	573,757
				28,529			27,529	26,563	31,563

 8,529
 27,529
 26,563
 31,563

 5.3%
 5.1%
 4.9%
 5.8%



Alex Kimball, Deputy County Manager of Finance

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 EXPENSES 2018

2014 Actual	2015 Actual	2016 Actual	2018 Budget	Labor	O&M	Capital	TOTAL
	No revenues	6,080		391,473	88,490	1,000	480,963
		,	\$ -				

Statistics Personnel

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

	Full Time	Part Time
Finance Director	1	
Accounting Clerk		1
Deputy Finance Director	1	
Payroll Supervisor	1	
Payroll/Rest. Clerk (split)	1	
	4	1

11-109	DEPARTMENT: FINANCE				FINANCE DE	PARTMENT			
ACCT#	ACCOUNT DESCRIPTION	2014 Actual		2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES		Wages for full	& part time sta	aff.				
5120	Wages & Salaries (FT)	284,514	292,718	246,084	253,568	290,648	290,648	290,648	290,648
5401	Overtime	18,820	22,661	15,000	25,212	15,000	10,000	10,000	10,000
5500	Employee Benefits & Taxes	87,666	92,321	103,045	86,098	91,637	91,637	90,825	90,825
	TOTAL PERSONNEL SERVICES	391,000	407,700	364,129	364,879	397,285	392,285	391,473	391,473
6130	Transportation & Lodging	1,772	162	1,500	153	1,000	1,000	1,000	1,000
6300	Accounting & Audit Fees	14,460	16,835	22,000	17,785	22,000	22,000	22,000	22,000
6401	Insurance- Liability		24	370	165	370	370	370	370
6500	Office Supplies	3,522	3,325	5,500	7,498	5,500	5,500	5,500	5,500
6505	Printing & Engraving	3,896	5,310	1,500	341	500	500	500	500
6506	Postal Expenses	8,944	12,399	10,000	6,613	7,000	6,250	6,250	6,250
6508	Dues	1,759	1,960	1,170	175	1,220	1,220	1,220	1,220
6509	Books, Periodicals, & Subscriptions			50	-	50	50	50	50
6512	Training, Education, & Seminars	803	35	2,000	1,111	2,000	2,000	2,000	2,000
6513	Leases and Service Agreements	29,708	30,715	-		3,600	3,600	3,600	3,600
6514	Maintenance Contract			36,000	44,630	46,000	46,000	46,000	46,000
6800	Telephone & Communication		50	<u> </u>	<u> </u>	<u>-</u>			
	TOTAL O&M	64,864	70,814	80,090	78,471	89,240	88,490	88,490	88,490
7005	CAPITAL OUTLAY		5.240	4.000		4 000	4 000	4 000	4.000
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	445,219	443,350	487,525	481,775	480,963	480,963
						42,306	36,556	35,744	35,744

 2,306
 36,556
 35,744
 35,744

 9.5%
 8.2%
 8.0%
 8.0%

11-109	09 DEPARTMENT: FINANCE DEPARTMENT								
ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET	
	DEDOCAMEL OFFICE								
5400	PERSONNEL SERVICES	0.40.00.4	050 500	004500	Wages for full & part time staff.	004 500	004.500	004.500	
5120	Wages & Salaries (FT)	246,084	253,568		Wages for full-time departmental staff.	284,580	284,580	284,580	
					Exec Dept Grants Coordinator transfer	28,080	28,080	28,080	
5404	Outside to	45.000	05.040	, ,	1/2 of Acct/Rest Clerk to DA's	(22,012)			
5401	Overtime	15,000	25,212	15,000	Wages for required overtime work.	10,000	10,000	10,000	
5510	Health Insurance	52,575	40,623	42,621		42,621	41,809	41,809	
5520	Retirement	23,147	20,734	21,334		21,334	21,334	21,334	
5530	Social Security	19,973	21,262	23,382		23,382	23,382	23,382	
5540	Workers Comp	1,350	1,291	1,350		1,350	1,350	1,350	
5560	Deferred Comp	6,000	2,188	2,950		2,950	2,950	2,950	
5500	Employee Benefits & Taxes	103,045	86,098	91,637	Taxes and benefits for departmental staff.	91,637	90,825	90,825	
	TOTAL PERSONNEL SERVICES	364,129	364,879	397,285		392,285	391,473	391,473	
0400	OPERATIONS & MAINTENANCE	4 500	450	4 000		4 000	4 000	4 000	
6130	Transportation & Lodging	1,500	153	1,000	Costs to attend conferences and mileage	1,000	1,000	1,000	
6300	Accounting & Audit Fees	22,000	17,785	22,000	Annual Audit Fees and CAFR prep	22,000	22,000	22,000	
0300	Accounting & Addit I ees	22,000	17,703	22,000	Allindal Addit i ees and CAI is prep	22,000	22,000	22,000	
6401	Insurance- Liability	370	165	370	Departmental share of insurance costs.	370	370	370	
6500	Office Supplies	5,500	7,498	5,500	Departmental office supply costs.	5,500	5,500	5,500	
6505	Printing & Engraving	1,500	341	500	Envelope, pr checks, ap checks and printing.	500	500	500	
6506	Postal Expenses	10,000	6,613		Postage costs.	6,250	6,250	6,250	
					Remove Courier Service (-750)		[

11-109	11-109 DEPARTMENT: FINANCE DEPARTMENT Department- FINANCE DEPARTMENT								
ACCT#	ACCOUNT DESCRIPTION	ADOPTED	Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		2018 FC BUDGET	2018 FINAL BUDGET	
6508	Dues	1,170	175	1,220	GFOA. For Finance and County	1,220	1,220	1,220	
6509	Books, Periodicals, & Subscriptions	50		50	Subscription to Payroll Updates	50	50	50	
6512	Training, Education, & Seminars	2,000	1,111	2,000	NESGFOA Conference, day classes	2,000	2,000	2,000	
6513	Leases & Service Agreements			3,600	Photocopier	3,600	3,600	3,600	
6514	Maintenance Contract	36,000 - -	44,630	-	Maintenance contract for munis software Add Project Accounting Module, Access on Demand Timekeeping Software	46,000	46,000	46,000	
6800	Telephone & Communication TOTAL O&M	80,090	78,471	- 89,240	Phone expenses.	88,490	88,490	88,490	
7325	CAPITAL OUTLAY Furniture & Fixtures CAPITAL OUTLAY	1,000 1,000	-	1,000 1,000	Office replacement needs.	1,000 1,000	1,000 1,000	1,000 1,000	
	TOTAL FINANCE	445,219	443,350	487,525	TOTAL	481,775	480,963	480,963	
				42,306		36,556	35,744	35,744	
				9.5%		8.2%	8.0%	8.0%	



Cumberland County Regional Communications Center William Holmes, Director

Mission to provide the citize Wages for full & part time staff. service, with the highest possible standards of Public Safety communications by providing well trained communications officers, updated technology and by working together with the communities we serve to reach these goals.

REVENUES 2018

EAEINOE2				=		2010	
		2017	2018	Labor	O&M	Capital	TOTAL
Revenue	Service	REVENUES	REVENUES	2,702,89	318,972	12,000	3,033,863
Baldwin	Fire & Rescue	10,257	10,728				
Casco	Fire & Rescue	25,168	26,325				
Chebeague Island	Fire & Rescue	2,294	2,354	-			
Cumberland	Fire/Res/PD	143,793	145,944				
Frye Island	Fire/Res/PD	9,306	9,730				
Gorham	Fire/Res/PD	326,650	341,544				
Gray	Fire & Rescue	52,199	54,603				
Harpswell	Fire & Rescue	31,881	33,346				
Harrisson	Fire & Rescue	18,095	19,206				
Long Island	Fire & Rescue	1,547	1,618				
Naples	Fire & Rescue	26,043	27,240				
New Gloucester	Fire & Rescue	37,275	38,989				
Raymond	Fire & Rescue	29,836	31,301				
Windham	Fire/Res/PD	344,092	354,471				
Bridgton	PP/FD/EMS	103,892	108,630				
Verizon Lease		24,000	24,000				
North Yarmouth	Fire & Rescue		25,305				
		1,152,472	1,255,331				

Statistics Personnel

	Communications	Full Time	Part Time
The CCRCC serves as the primary dispatch center for 16	COMMUNICATIONS DIRECTOR	1	
communities in Cumberland County.	DEPUTY DIRECTOR	1	
	LEAD SUPERVSIOR	1	
In 2016 we handled 92,703 calls for service.	SHIFT SUPERVISOR	5	
	DISPATCHER	29.5	5
In 2016 we anwsered 29,626 emergency 9-1-1 calls.			
		37.5	5

11-110													
	ACCOUNT DESCRIPTION	2014 Actual	2015 Actual	2017 ADOPTED BUDGET	2016 Actual Expense	2018 BUDGET REQUEST	2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET				
	PERSONNEL SERVICES												
5120	Wages & Salaries (FT)	1,501,613	1,580,755	1,682,497	1,602,036	1,704,161	1,704,161	1,704,161	1,704,161				
3120	wages & Salaties (FT)	1,301,013	1,360,733	1,002,101	1,002,000	1,701,101	1,701,101	1,701,101	1,701,101				
5205	Wages & Salaries (PT)	41,732	23,904	32,336	22,108	32,336	32,336	32,336	32,336				
5401	Overtime	237,195	255,077	170,000	224,160	180,000	180,000	180,000	180,000				
5500	Employee Benefits & Taxes	573,834	616,328	759,247	688,930	795,402	795,402	786,394	786,394				
	TOTAL PERSONNEL SERVICES	2,354,375	2,476,064	2,644,080	2,537,234	2,711,899	2,711,899	2,702,891	2,702,891				
		2,004,070	2,470,004	, , , , , , , , , , , , , , , , , , , ,	,,-	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , ,	, , , , , ,				
	OPERATIONS & MAINTENANCE												
6130	Transportation & Lodging	12,077	8,055	10,000	12,238	10,000	10,000	10,000	10,000				
6131	Gas, oil and Grease	1,267	2,741	4,800	1,228	4,800	4,800	4,800	4,800				
6230	Radio Site Rental	70,269	75,925	93,557	96,286	98,345	98,345	98,345	98,345				
6231	Base Radio Repair	9,996	11,994	10,000	22,698	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	300				
6500	Office Supplies	5,317	5,275	6,500	4,266	6,500	6,500	6,500	6,500				
6505	Printing & Engraving		1,884	500	78	500	500	500	500				
6506	Postal Expenses	1,775	1,670	900	1,773	900	900	900	900				
6507	Advertising	1,602		1,000	1,152	1,000	-	-	-				
6508	Dues	374	628	1,200	1,322	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	56,204	52,000	52,000	52,000	52,000				
6513	Leases & Service Agreements	74,776	47,241	85,864	60,038	100,727	95,727	95,727	95,727				
6609	Equipment Repair	540		1,000	1,425	1,000	1,000	1,000	1,000				
6800	Telephone & Communication	29,240	28,474	30,000	28,924	30,000	30,000	30,000	30,000				
6908	Clothing & Uniforms	3,330	1,894	6,000	4,032	6,000	6,000	6,000	6,000				
	TOTAL O&M	262,015	228,118	305,321	292,203	324,972	318,972	318,972	318,972				
	CAPITAL OUTLAY												
7350	Office Equipment	1,052	114	-	-	-	-	-	-				
7365	Radio Equipment	4,376	12,382	12,000	8,018	12,000	12,000	12,000	12,000				
	TOTAL CAPITAL OUTLAY	5,428	12,495	12,000	8,018	12,000	12,000	12,000	12,000				
	TOTAL COMMUNICATIONS	2,621,818	2,716,677	2,961,401	2,837,455	3,048,871	3,042,871	3,033,863	3,033,863				

87,470 81,470 72,462 72,462 3.0% 2.8% 2.4% 2.4%

COUNTY OF CUMBERLAND

11-110	DEPARTMENT: EMERGENCY COMM			-					-	
ACCT#	ACCOUNT DESCRIPTION	2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIF	FICATION		2018 PRELIM	2018 FC BUDGET	2018 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.					
5120	Wages & Salaries (FT)	1,682,497	1,602,036	1,704,161	Wages for full-time departmental staff.			1,704,161	1,704,161	1,704,161
5210-05	Seasonal/ Temporary/ Intern	32,336	22,108	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	224,160		Wages for required overtime work. Add \$10,000 for additional turnover	\$	10,000	180,000	180,000	180,000
5510	Health Insurance	448,199	387,439	472,891				472,891	463,883	463,883
5520	Retirement	158,879	153,499	168,413				168,413	168,413	168,413
5530	Social Security	144,683	140,834	146,612				146,612	146,612	146,612
5540	Workers Comp	7,486	7,158	7,486				7,486	7,486	7,486
5560	Deferred Comp		-					-		
5500	Employee Benefits & Taxes	759,247	688,930	795,402	Taxes and benefits for departmental employees.			795,402	786,394	786,394
	TOTAL PERSONNEL SERVICES	2,644,080	2,537,234	2,711,899		2.6%		2,711,899	2,702,891	2,702,891
	OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	10,000	12,238	10,000	Lodging, Food, Travel and mileage reimbursements		10,000	10,000	10,000	10,000
6131	Gas, Oil and Grease	4,800	1,228	4,800	Gas for Communication vehicle/ Diesel		4,800	4,800	4,800	4,800
6230	Radio Site Rental	93,557	96,286	98,345	Towers at Harrison,Portland,Gray, Harpswell Towers at Casco and CCRCC	\$	93,557	98,345	98,345	98,345
					Add 5 % annual increase	\$	4,668			
						\$	EMBRG	ENCY COM	MUNICATI	DNS

CCRCC

COUNTY OF CUMBERLAND

ACCT#		2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICAT	TION		2018 PRELIM		2018 FINAL BUDGET
6231	Base Radio Repair	10,000	22,698	10,000	Funds radio transmitter and receiver repairs and preventative maintenance. \$7200 for annual contract		10,000	10,000	10,000	10,000
6301	Professional Services	1,500	420	1,500	Legal Reviews and transcription		1,500	1,500	1,500	1,500
6401	Insurance-Liability	300		300			300	300	300	300
6500	Office Supplies	6,500	4,266	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	6,500
6505	Printing & Engraving	500	78	500	Letter head paper., Business cards, and badges and Year end reports	1	500	500	500	500
6506	Postal Expenses	900	1,773	900	Departmental postage expenses.		900	900	900	900
6507	Advertising	1,000	1,152	1,000	Ads for personnel vacancies in local paper		1,000	-	-	-
6508	Dues	1,200	1,322	1,200	National Emergency Number Association (2). APCO Membership -2, News		1,200	1,200	1,200	1,200
6509	Books, Periodicals, & Subscriptions	200		200	Legal reference materials. News from several local source subscriptions		200	200	200	200
6511	Equipment Rental	-	119	-	Rental of equipment used by the communications center.	\$	-	-	-	-
					Pagers		EMERG	ENCY COM	MUNICATION	DNS

CCRCC

ACCT#		2017 ADOPTED BUDGET	2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFIC.	ATION		2018 PRELIM		2018 FINAL BUDGET
6512	Training, Education, & Seminars	52,000	56,204	52,000	Yearly Mandated Training CTO/ETC/911/METRO/CPR Out of State Spillman (1) Out of State APCO	I	52,000	52,000	52,000	52,000
6513	Leases & Service Agreements	85,864	60,038	100,727	Acorn Recorder Maintenance Lease new photo copier Copy charges. RCM Maintenance agreement Code Red Annual plus 9-1-1 Data Schedule Express Crown Point AQUA Second License RCM Zetron agreement Workstation deep cleaning	\$ \$ \$ \$ \$ \$ \$ \$	2,450 1,700 500 52,212 21,500 4,705 640 500 11,520 5,000	95,727	95,727	95,727
6609	Equipment Repair	1,000	1,425	1,000	Funds to support ongoing equipment maintenance. Shredder, fax, recorder maintenance. Equipment repairs not covered by the maintenance contract.	I	1,000	1,000	1,000	1,000
6800	Telephone & Communication	30,000	28,924	30,000	Telephone services. Wireless Data Connections In-state charges (500/month) Out of state charges (100/month) Line charges on 14 lines.	\$	30,000 EMERG	30,000 ENCY COM	30,000 IMUNICATIO CCI	30,000 DNS RCC

COUNTY OF CUMBERLAND

ACCT#			2016 Actual	2018 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION				2018 FINAL BUDGET
					Cell Phone for Director of Communications Cell phone for comm center ESCB 911 Lines				
6908	Clothing- Uniforms TOTAL O&M	6,000	4,032 - 292,203	6,000	Uniforms for dispatchers \$	6,000	6,000 - 318,972	6,000 - 318,972	6,000 - 318,972
7350	CAPITAL OUTLAY Office Equipment		-		Dispatcher chair replacement				
7365	Needed Equipment	12,000	8,018	12,000	Telephones / Appliances / UPS / Televison \$ Workstation parts / Schredder / Misc Radio equipment	12,000	12,000	12,000	12,000
	TOTAL CAPITAL OUTLAY	12,000	 8,018	12,000	\$	12,000	12,000	12,000	12,000
	TOTAL COMMUNICATIONS	2,961,401	2,837,455	3,048,871 87,470			3,042,871 81,470	3,033,863	3,033,863

 87,470
 81,470
 72,462
 72,462

 2.95%
 2.8%
 2.4%
 2.4%

	NON-D	EPARTMENTAL & DEBT SERVICE								
						2017	2018			
ACCT			2014	2015	2016	FINAL	BUDGET	2018	2018 FC	2018 FINAL
#			ACTUAL	ACTUAL	Actual	BUDGET	REQUEST	PRELIM	BUDGET	BUDGET
44 400		PRINCIPAL	000 000	700 500	070.000	4 400 000	4 000 000	4 000 000	4 000 000	4 000 000
11-120 11-120		2012-Civic Center Referendum Ref \$33M Payment 2008 Debt Principal for Interoperability Referendum	600,000 85,000	790,500 85,000	972,000	1,100,000 85,000	1,200,000 85,000	1,200,000	1,200,000 85,000	1,200,000 85,000
		2003- Civic Center Revolving Bond -to Civic Ctr Page	,		85,000		, ·	85,000		
11-120 11-120		2012-County Debt under Charter- Principal \$2.775M	337,581 330,000	400,400 320,000	400,400 210,000	550,400 210,000	,		550,400 200.000	550,400 200,000
11-120		2014- County CIP Debt	330,000	130,000	150,000	150,000			140,000	140,000
		2016- County CIP Debt		130,000	140,000	140,000	•	-,	140,000	140,000
		2018- County CIP Debt			1 10,000	1 10,000	100,000	1	100,000	100,000
		TOTAL BOND DEBT SERVICE	1,352,581	1,725,900	1,957,400	2,235,400	2,415,400	2,315,400	2,315,400	2,315,400
		INTEREST	,							
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	1,004,655	1,002,500	1,002,500	954,500	932,500	932,500	932,500	932,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	60,516	56,844	56,950	49,513	49,513	49,513	49,513	49,513
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	56,250	36,315	50,675	65,000	65,000	65,000	65,000	65,000
11-120		2012-County Debt under Charter- Interest \$2.775M	•	23,235	45,405	41,205	37,005	37,005	37,005	37,005
		2014- County CIP Debt		28,713	24,838	21,838	18,937	18,937	18,937	18,937
		2016- County CIP Debt			39,400	39,400		,	39,400	39,400
		2018- County CIP Debt					36,222		36,222	36,222
		TOTAL BOND DEBT INTEREST	1,121,421	1,147,606	1,219,768	1,171,455	1,178,577	1,142,355	1,142,355	1,142,355
11-120		DEBT EXPENSE - LOANS	26.890	27,050	38,318	27.000	35.000	35.000	35.000	35.000
11-120		TAN Bank Charge/and Rating Agencies TAN Legal Fees	5,125	7,500	6,023	5,500	6,000	6,000	6,000	6,000
11-120		TAN Interest	12,144	18,964	49,169	60,000	100,000	100,000	100,000	100,000
111 120	0220	TOTAL DEBT EXPENSE - LOANS		53,514	93,511	92,500	141,000	141,000	141,000	141,000
		101112525127121102 201110	,	00,011	00,011	02,000	111,000	1 11,000	111,000	,
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	5,132	6,382	6,382	5,798	7,000	7,000	7,000	7,000
11-140	5550	Unemployment Insurance	2,016	29,932	17,636	40,000	30,000	30,000	30,000	30,000
11-141	5501	Salary / Benefits / Termination Pay	-	204,300	224,300	300,000	300,000	300,000	300,000	300,000
11-141	9526	County Capital Improvement Reserve for CIP	117,812	68,980	88,500	230,250	364,500	364,500	364,500	364,500
11-141		Civic Center Operational Subsidy	,	,				· · ·	· · · · · · · · · · · · · · · · · · ·	
11-141 11-141		Contingent Appropriation	411,033 738	425,000 1,510	564,101 3,517	264,003 30,000	550,000 30,000	550,000 30,000	550,000 30,000	550,000 30,000
11-141		Referendum and Public Information	78,206	104,750	32,852	55,000	55,000	55,000	55,000	55,000
[' ' ' '	J-750	TOTAL NON-DEPARTMENTAL	614,938	840,853	937,287	925,051	1,336,500	1,336,500	1,336,500	1,336,500
			2 : 1,000	2.0,000	23.,231	1_0,001	1,200,000	.,,	.,,	1,230,000
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	3,133,099	3,767,874	4,207,966	4,424,406	5,071,477	4,935,255	4,935,255	4,935,255

DEBT SERVICE

510,849

647,071

510,849

510,849

COUNTY OF CUMBERLAND FISCAL YEAR 2018

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#		FINAL	2016 FINAL BUDGET	FINAL	2018 GRANT REQUEST	2018 PRELIM		2018 FINAL BUDGET
8002	Cumberland County Extension Association	145,124	145,124	154,871	154,871	154,871	154,871	154,871
8003	Cumberland County Soil & Water	20,000	20,000	32,000	32,000	20,000	20,000	20,000
8005	Portland Public Library	12,250	10,808	9,727	9,727	9,727	9,727	9,727
8007	So. Maine Emergency Medical Services	4,500	3,970	-				
8008	Threshold to Maine	750	662	-				
		1			-			
	Total	182,624	180,564	196,598	196,598	184,598	184,598	184,598

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.

						•			
endor umber	BY VENDOR NAME:	2015 Budget Commissioners	2016 Budget Commissioners	2017 Budget Commissioners	2018 Agency	2018 Prelim	2017 Finance Committee		
umber	BT VENDOR NAME:	Commissioners	Commissioners	Commissioners	Request	2018 Prelim	Committee	S	
428	Planned Parenthood of N.N.E.	1,671	1,613	1,210	1,210	968	968	-	
3105	Learning Works- Was Portland West Service Works	3,278	3,163	3,163	3,163	2,530	2,530	-	
89	Sexual Assault Response Services of So. ME	3,939	3,800	,	,	,	,		
1167	Community Counseling Center - TIP	15,000	14,472						
	Community Counseling Center - Jail ACT (Spring Harbor	35,000	33,767						
179	Center for Community Dental Health	3,570	3,444						
4914	Mid Coast Hunger Prevention Program	2,215	2,137						
96	Tedford Shelter	5,400	5,210					5,000	
210	Family Crisis Services	16,085	15,518	15,518	15,518	12,415	12,415	5,000	
4165	CCM Mental Health Support & Recovery Serv.	9,000	8,683						
	Day One	10,612	10,238	10,238	10,238	8,191	8,191	10,238	
	BY VENDOR NAME:	2015 Budget Commissioners	2016 Budget Commissioners	2017 Budget Commissioners	2018 Agency Request	2018 Prelim	2017 Finance Committee	Commissioner s	
87	Preble Street Resource Center								
	Preble St. Resource Center-Soup Kitchens	17,500	16,884	12,663	12,663	10,130	10,130	12,000	
	Preble St. Resource Center-Lighthouse Shelter	5,829	5,624	5,624	5,624	4,499	4,499	5,624	
	Preble Street Women's Shelter	2,836	2,736	2,052	2,052	1,642	1,642	2,052	
482	Wayside Evening Soup Kitchen								
	Wayside Soup Kitchen	10,000	9,648	24,699	24,699	19,759	19,759	10,000	
	Wayside Food Rescue Program	15,600	15,051		-			11,500	
	Opportunity Alliance (Prop) (Youth Alternatives)								
	Social Services	9,019	8,701	8,701	8,701	6,961	6,961	4,000	
	Senior Volunteer Program	4,323	4,171	4,171	4,171	3,337	3,337	4,000	
	Child & Family Services	18,905	18,239	18,239	18,239	14,591	14,591	12,000	
	Women's Project	6,302	6,080	6,080	6,080	4,864	4,864	4,000	
	Parenting Education Program	6,069	5,855	5,855	5,855	4,684	4,684	4,000	
	Youth Parent Program	4,332	4,179	4,179	4,179	3,344	3,344	4,000	

	774-HELP	7.050	7.000	7.000	7.000	5.070	5.070	7.000	
		7,358	7,099	7,099	7,099	5,679	5,679	7,099	
	The Bridge	5,937	5,728	5,728	5,728	4,582	4,582	4,000	
	Salvation Army-426								
426	Food Pantry	1,148	1,107		-			-	
	Portland Moms in Recovery Network								
429	S. Maine Area Agency on Aging Programs:429								
	Information and Advocacy (Senior Solutions)								
	Meals on Wheels/Community Links	8,777	8,468	8,468	8,468	6,774	6,774	8,468	
	Mid Coast Community Action, formerly called								
187	Coastal Economic Development								
	Family CAN-Midcoast Maine	400	386		-			-	
	Family Development	1,575	1,520	1,430	1,430	1,144	1,144	-	
13888	My Brother's Keeper	4,000	3,859		-			-	
	My Sister's Keeper	4,000	3,859	3,859	3,859	3,087	3,087	-	
	My Place Teen Center- Westbrook	1,630	1,573		-			-	
	Casco Bay CAN			8,000	8,000	6,400	6,400	-	
	Total Human Services	241,311	232,812	156,978	156,978	119,182	119,182	112,981	
		2015 Budget Commissioners	2016 Budget Commissioners	2017 Budget Commissioners	2018 Agency Request	2018 Prelim	2017 Finance Committee	2017 FINAL Commissioner s	

COUNTY OF CUMBERLAND DEBT PLANNING- CIP NEEDS FOR 5YEARS BONDED CIP PROJECTS

Project Code	Project Title	2018	#YR	s 2019	#YRS		2020	#YRS	2021	#YRS	2022	#YRS
FACL-12-002	Exterior repointing of granite at CCCH					П						
	Exterior window housing repair CCCH					m						
FACL-12-014	Identicard upgrades					m						
	Complete Inmate cell area					m						
FACL-17-05	Road Pavement EMA/CRCC					m						
CCCH 1	HVAC Upgrade	300,	000 1	5 300,000	15	Т						
CCCH 2	Phone System Upgrade	70,	000 1	0		Т						
СССН 3	Window Replacement Completion	50,	000 2	0		m					160,000	20
CCCH 4	Caulking of Stateside Courthouse			35,000	20	П						
LEC 1	Roof Reshingling LEC	69,	000 2	0		m						
EMA 1	Backup Generator	90,	000 1	0		Ш						
Jail 1	Repointing of Roof	50,	000 2	0 50,000	20	Ш						
Jail 2	Paving of Parking area jail			50,000	10	m						
Jail 3	Domestic Water Storage Tank	100,	000 2	0		m						
CCCH 5	State Elevator Shaft Replacement	100,	000 2	0		m						
Jail 4	Roof Replacement	200,	000 2	0 200,000	20	m						
FACL 1	LED Lighting Conversion	100,		5		Т						
FACL 2	Parking Garage Repairs	60,	000 1	0		m						
CCCH 6	Sidewalk Repair	25,	000 1	0		m						
	·					m						
FACL	Building Efficiency Upgrades					m			400,000	20		
FACL	Building Addition					Т	8,000,000	30	,			
Jail	Elevator Repairs					т	71,000	25				
Jail	Camera Upgrades					m	·					
COMM-16	Phone System					m						
ΙΤ	Spillman Server Replacement					П						
New	Expand the footprint of CCRCC						1,000,000	30	400,000	30		
New	CCRCC Microwave System Replace						275,500	10				
New	Acorn Recorder CCRCC						150,308	10				
	Perimeter Lanscaping					L					90,000	10
	Window Replacement Stateside					Ш					100,000	20
New LEC	Evidence Van					1						
New CCRCC	Zetron Console Replacement					1						
	Total CIP Allocation	1,214,	000	635,000			9,496,808		800,000		350,000	
	Summary Totals	2018		2019			2020		2021		2022	

Two Year Total 1,849,000 10,296,808

Project Code	Project Title	2018	#YRS	2019	#YRS	2020	#YRS	2021	#YRS	2022	#YRS
Non-Deb		2010	<i>""</i>	2010	"THO	2020	<i>""</i>	2021	<i>""</i> 1110	2022	
	Project Title	2018	#YRS	2019	#YRS	2020	#YRS	2021	#YRS	2022	#YRS
FACL-12-016	Energy Saving upgrades all locations										
EMA 12-002	HazMat Equipment Replacement	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
IT-1-004	Patrol and CID Upgrades	20,000	5	20,000	5	20,000	5	20,000	5	20,000	5
New LEC	Ballistic Vests	10,000	5	10,000	5	10,000	5	10,000	5	10,000	5
New LEC	Radio Replacement	10,000	5	10,000	5	10,000	5	10,000	5	10,000	5
	Interview Room Cameras										
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		50,000	
Jail	Interior Improvements	35,000									
EMA	Paving Parking Areas	25,000						_			
EMA	Tractor with Plow	24,000									
Jail	Cabinet Replacement			35,000							
CCCH	Domestic Water			25,000						_	

27,000

40,000

372,500

364,500

30,000

30,000

18,000

40,000

20,000

383,500

35,000

31,000

45,000

25,000

30,000

411,500

36,000

48,000

26,480

31,000

386,980

CCCH

EMA/RCC

JAIL-FLEET

JAIL-FLEET

JAIL-FLEET

JAIL

СССН

СССН

СССН

JAIL CCCH

JAIL

JAIL

JAIL

CCCH

Exterior LED Lights

Slider Replacement

Diagnostic Equipment

UPS Upgrade

Panic Stations

4x4 Dump Truck

Lighting in Jail

HVAC Roof Unit

Non-Debt Total

CCCH-PKG G/Fire Standpipe

Seagull Deterrent

Fire Alarm System

Main Shut-Off Valves

Gate Valve Replacement

Courthouse Lighting Upgrade

Transfer Swith Replacement

Rotary Lifts