

Maine
Cumberland **County**



ANNUAL BUDGET 2022

County of Cumberland, Maine



Cumberland County Government
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County of Cumberland
2022 Managers Budget

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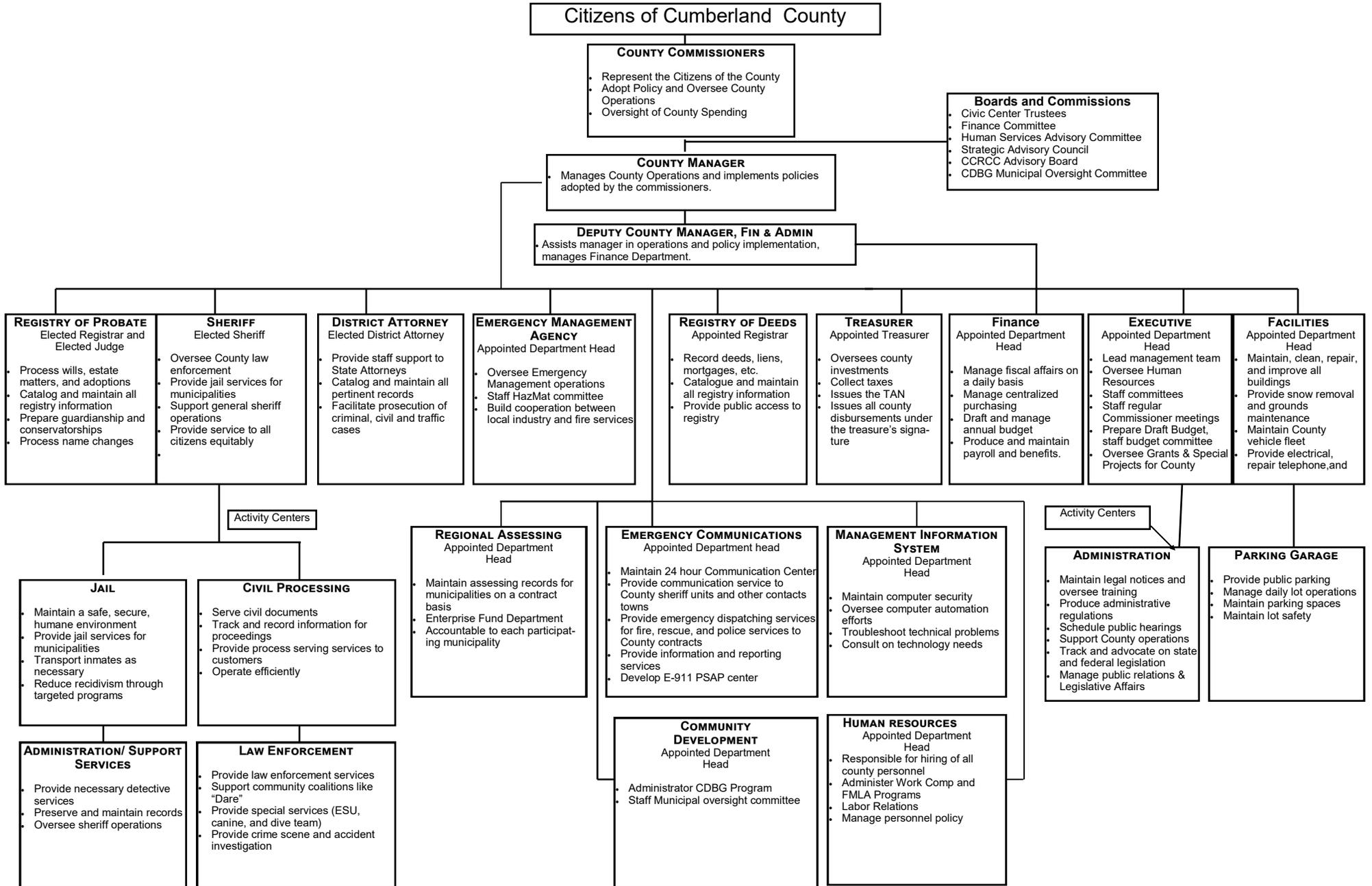
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**FY2022
COUNTY OF CUMBERLAND
ORGANIZATION CHART**



County of Cumberland

Elected and Appointed Officials

2022

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

Elected Officials

District Attorney	Jonathan Sahrbeck	871-8384
Judge of Probate	Paul Aranson	871-8382
Register of Probate	Nadeen Daniels	871-8382
Sheriff	Kevin Joyce	774-1444

Appointed Officials

County Manager	James Gailey	871-8380
Deputy County Manager, Finance & Administration	Alex Kimball	871-8380
Chief Deputy Sheriff	Naldo Gagnon	774-1444
Jail Administrator	Timothy Kortez	774-5939
Human Resources Director	Don Brewer	775-6809
Information Technology	Aaron Gilpatric	774-1444
Emergency Comm. Director	Melinda Dyer	893-2810
Comm. Dev. Director	Kristin Styles	871-8380
Emergency Management Agency, Director	Matthew Mahar	892-6785
Facilities, Director	William Trufant	871-8380
Regional Assessing	Ben Thompson	699-2475
Register of Deeds	Jessica Spaulding	871-8399
Deputy District Attorney	Jennifer Ackerman	871-8384
Deputy Director CCRCC	Deb Plummer	893-2810
Deputy Director EMA	Emily Kaster	892-6785
Deputy Register of Deeds	Mandy Reynolds	871-8399
Deputy Register of Probate	Kelly Bunch	871-8382
Director of Public Affairs	Travis Kennedy	871-8830

**FINANCE COMMITTEE – Budget Year 2022
Fall of 2021**

Name	Email Address/Phone	Term Expires	Elected
District 1			
Lee Pratt Town of Gorham	lpratt@gorham.me.us 207-318-5046	2023	2021
Paul Tworog Town of Bridgton	Selectmantworog@bridgonmaine.org 207-595-8209	2023	2021
District 2			
Dustin Ward Town of New Gloucester	dward@newgloucester.com 207-926-8271	2023	2021
Vacant			
District 3			
Bob Vail Town of Cumberland	Vailgeneral1@aol.com 207-838-4753	2023	2021
Vacant			
District 4			
Jocelyn Leighton City of South Portland	jleighton@southportland.org 207-518-0974	2023	2021
Vacant			
District 5			
Vacant			
Vacant			

TIMELINE FLOWCHART FROM NEW CHARTER

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

AUGUST

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

SEPTEMBER

Should be accomplished in September

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

OCTOBER

No later than 55 business days before EOY
October 8, 2021 (11 weeks)

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

OCTOBER

Should meet by October 1, 2021

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

NOVEMBER

Need to return to Board by November 15, 2021 with 30 business days of EOY

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

NOVEMBER/DECEMBER

Need to adopt final budget within 10 business days EOY by December 15, 2021

James H. Gailey, County Manager

February 10, 2022

Dear County Citizens,

I am pleased to present the Final 2022 General Fund, Jail and Cross Insurance Arena budgets. As this budget document is comprised of three separate budgets on two different budget cycles, I feel it is important to share the actions taken in developing the entire 2022 budget.

The 2021 budget gave us an understanding how to build a budget during pandemic times. This allowed us to cautiously build the 2022 budget, carefully bringing back some of the reductions we made the prior year. The employment environment definitely has changed and the County is seeing a number of stressors on the 2022 budget. The 2022 budget can be broken down in the following themes:

- ❖ Market Salaries – hiring/retaining staff
- ❖ Health Insurance
- ❖ Tax Stabilization Account
- ❖ American Rescue Plan Act Funding

Hiring and Retaining Employees

The pandemic has significantly impacted the workforce, creating issues for employers to hire. This environment has given negotiating power to the candidates. Employers find themselves having to increase starting pay to attract candidates for the open positions. Over the last year, the County has experienced a reduction in the workforce, smaller applicant pools and a need to constantly determine what the market was for certain classifications in pay. Adjustments to employees' salaries were necessary in order to hire and/or retain the County's workforce.

The County underwent a market study for some of the tougher non-union positions to hire. The market study not only provided the County pay ranges, but also aided in amending the pay scale. Staff will be working with the Commissioners in early 2022 to implement the non-union pay plan. The Commissioners have set-aside \$100,000.00 in the 2022 for this work.

Health Insurance – Increase Subscribers

As staff prepared the 2022 salary and benefit lines for departments, one item jumped out as a significant increase. The pandemic has brought changes to households, where a new job may have occurred, loss of job or another pandemic related change. We noticed more employees taking County sponsored health insurance than in years past. Those who received the stipend for not taking County health in the past, some moved into the County health option. Others that may have only taken single subscriber increased their plan to single with dependent or family. Either way, the County saw a significant bump in the health insurance line for most departments.

Tax Stabilization Account

In 2021, staff presented a plan to the Commissioners that would have used 2020 year-end fund balance to support a tax stabilization account attempting to reduce the tax rate impact. In the 2021 budget, we used \$400,000 and created a tiered system over a set number of years (see chart below). The 2022 budget builds on this concept by adding an additional \$300,000 of 2021 year-end fund balance. This allows additional funding to be added each year, but also pushes out the weaning-off of this account over a set period of time with little financial impact at the conclusion.

Stabilization Plan	400k in 2021	300k in 2022	Total Impact
Budget Year 2021	\$200,000.00		\$200,000.00
Budget Year 2022	\$150,000.00	\$50,000.00	\$200,000.00
Budget Year 2023	\$50,000.00	\$100,000.00	\$150,000.00
Budget Year 2024	\$0.00	\$100,000.00	\$100,000.00
Budget Year 2025		\$50,000.00	\$50,000.00

American Rescue Plan

The US Congress passed the American Rescue Plan in March of 2021. The County received 57M from the funding package. In May of 2021, the County received it’s first of two tranches of funding in the amount of just over 28M. The County quickly went to work on determining the County’s needs, while abiding by the Department of Treasury’s guidelines. A few of the more substantial projects the County funded through ARPA are:

- ❖ Jail & Courthouse HVAC investment, expansion, cleaning
- ❖ Jail Medical Expansion and covering contract deficit
- ❖ Communications Expansion, consoles and radio upgrade
- ❖ Cross Insurance Arena generator hook-up & half-house curtains (rev loss)
- ❖ Hiring and retaining employees at the Jail
- ❖ Homeless Shelter contributions in Portland and Brunswick
- ❖ Study homelessness in the Lakes Region

These funds have also been used to create additional capacity within County departments. The hiring of a “Recruiter” will allow the County to have a knowledgeable staff member 100% focused on hiring County positions. The newly created “Compliance & Audit Manager” is tasked with distribution and tracking of the ARPA funding. Lastly, the County created a “Public Health Office”, which is adding capacity to the region’s public health effort and providing coordination in filling the existing gaps in service.

Come May of 2022, the County will receive its second tranche of funding. This will allow the County to fund additional County projects as well as distribute the funds to eligible stakeholders around the county.

Budget Process

The following narrative will explain how each of the three budgets were established. 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 also the entire line item budget document. There is substantial information provided, which best explains how the County is spending taxpayer dollars in 2022.

Cumberland County is a unique situation as it relates to development of budgets. I refer to the budget process as developing three large cost centers the majority of the year, which meet and are blended together each fall. The uniqueness comes in that the Jail and Cross Insurance Arena budgets are on a July to June fiscal year, while the County General Fund budget is on a January to December calendar year.

The 2022 budget proposed no new initiatives (ARPA funded those) and increases were more an attempt to slowly build back line item reductions from the 2021 budget. The General Fund Budget was developed based on need for the coming year. To their credit, many department heads understood that cuts from 2021 were not going to all come back at once.

The County Budget was up 1.6M (excluding enterprise and grants) in expenditures for 2022. Of the 1.6M in new expenditures, 1.3M would need to be raised by the tax rate, an increase of 3.87%.

Comparison Total Expenditures 2021 vs. 2022

	Adopted 2021	Adopted 2022	\$ Difference	% Change
County	\$23,141,937.00	\$24,092,633.00	\$950,696.00	4.11%
Jail	\$20,579,182.00	\$21,517,069.00	\$937,887.00	4.58%
Arena	\$3,430,474.00	\$3,151,010.00	(\$279,464.00)	(8.15%)
Overall	\$47,151,594.00	\$48,760,712.00	\$1,609,118.00	3.41%
Enterprise	\$9,698,974.00	\$11,362,957.00	\$1,663,983.00	17.16%
Grants	\$3,094,100.00	\$3,216,100.00	\$122,000.00	3.94%
Total Exp	\$59,944,668.00	\$63,339,769.00	\$3,395,101.00	5.66%

Total Needs from Taxes

	Adopted 2021	Adopted 2022	\$ Change	% Change
County	\$16,437,529.00	\$17,469,060.00	\$1,031,531.00	6.28%
Jail	\$14,197,182.00	\$14,765,069.00	\$567,887.00	4.00%
Arena	\$3,430,474.00	\$3,151,010.00	(\$279,464.00)	(8.15%)

Overall	\$34,065,185.00	\$35,385,139.00	\$1,319,954.00	3.87%
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General Fund

Health Insurance:	5.0% increase for the POS C Plan and PPO 2500 Plan.
Non-union Cost of Living Wages:	3.5%
Non-union pay classification & scale	\$100,000.00 (implementation of study)
Contribution to Public Health	\$30,000.00
New Positions:	None
New Services:	None
Capital Bond:	\$1,350,000.00 (25-year projects)
Non-Debt Capital:	\$ 339,100.00

Revenues:

Revenues again remain flat or decreased. I have previously mentioned a 300k loss in revenues within the Jail budget. As with the past couple of years, a reduction of 50k was done to Deeds revenues. Though we are experiencing a real estate boom right now, which is currently providing a strong revenue, staff feels the Deeds revenue is a little too high for non-boom times. Reducing Deed’s revenues one more year should bring the revenue more in line with staff’s projections.

Year over year, the Civil Division is not bringing in the revenue to cover the costs of the service provided. The Civil Division is responsible for handling the service of summons, notices, executions and court orders among other items. The Division is made up of four full-time employees who work out of the Sheriff’s Office and cover the more urban portions of the County. Three per diems who “freelance” and work independently for the most part cover the more rural portions of the County. For a number of years the County has experienced a reduction in “papers” to be served in the County’s more urban communities. A combination of reduced service deliveries, an outdated State Statute Fee Schedule and increasing wage and benefit costs has made the division run a deficit for the past number of years. Mitigating actions are warranted to close the gap. The Sheriff made adjustments a few years back, but the changes were not enough. A Bill was submitted in the 2021 legislative session to amend the fee schedule for civil divisions across the state. Unfortunately it was not acted on. Many of the fees have not been increased in 20+ years, resulting in more of the tax rate funding the service. That is not the intent of the service. The County will have to take a hard look at this service during the preparation of the 2023 budget and we’ll have to make the necessary tough decisions to get this budget on track.

Debt/Capital/Tax Anticipated Note

The 2022 General Fund Budget includes allocations to cover the costs of previous bonds, fund a new 1.35M bond in 2022 and the non-debt capital reserve. It should be noted that the proposed bonding of 2.15M in 2021 was cancelled and never went out to bid. Staff in 2022 are proposing a bond to cover the cost of the Jail Roof replacement and the continued work on the Jail Windows. In 2022, staff proposed a flat budget for the annual Tax Anticipated Note cover the County’s short-term loan in 2022.

DESCRIPTION	Adopted 2021	Adopted 2022	Dollar Change	Percent Change
Bonded Debt Principle	\$709,561.00	\$659,753.00	(\$49,808.00)	(7.02%)
Bonded Debt Interest	\$184,680.00	\$180,201.00	(\$4,479.00)	(2.43%)
Capital Reserve	\$332,100.00	\$339,100.00	\$7,000.00	2.11%
TAN Loan	\$161,000.00	\$161,000.00	\$0.00	0.0%
Total	\$1,387,341.00	\$1,340,054.00	(\$47,287.00)	(3.41%)

This year we are proposing a smaller than normal bond for larger priced capital projects. These projects include:

- Jail Roof \$1,300,000 20 year
 - Jail Window Replacement \$ 50,000 20 year
- \$1,350,000**

Grants & Human Services

Each year the County tries to do their part in supporting non-profits throughout the county. A few years ago, the County Commissioners, moved towards greater accountability and data sharing by partnering with the Thrive2027 Goal allocation process (United Way). Even though we contribute to Thrive2027, some agencies fall outside the qualifications; hence, the County works with those independent organizations on some level of funding.

Description	Adopted 2020	Adopted 2021	Dollar Change	Change
Public Service & Grants	\$275,000.00	\$275,000.00	\$0.00	0.00%
Total	\$275,000.00	\$275,000.00	\$0.00	0.00%

Organization	Final 2021	Final 2022
CC Extension Association	\$115,000	\$115,000
Thrive2027	\$100,000	\$100,000
CC Soil & Water	\$ 18,000	\$ 18,000
Portland Library	\$ 10,000	\$ 10,000
Tedford House	\$ 15,000	\$ 15,000
Casco Bay CAN	\$ 16,000	\$ 16,000
Coastal County Workforce	\$ 1,000	\$ 1,000
Total:	\$275,000	\$275,000

Jail Budget

Consistent with other years, the County was forced to take the 4% increase allowed by State Statute for the Jail Budget. The Jail budget for the most part is made primarily of fixed costs. Reduction of upwards of 300K in revenue in 2022, required the County to raise the 4% allowed. It should be noted that if LD 1654 was enacted during the 2021 Legislative Session, this Bill would have provided additional State aid to County Jails, offsetting fixed expenditures that county jails see on an annual basis. The Bill is once again being taken up in the 2022 short session.

Description	Adopted 2021	Adopted 2022	Dollar Change	Percent Change
State Funding	\$3,127,000.00	\$3,742,000.00	\$615,000.00	19.67%
Federal Boarder	\$2,675,000.00	\$2,700,000.00	\$25,000.00	0.93%
County Boarder	\$500,000.00	\$250,000.00	(\$250,000.00)	(50.00%)
Other Revenues	\$80,000.00	\$60,000.00	(\$20,000.00)	(25.00%)
Jail Total Revenues	\$6,382,000.00	\$6,752,000.00	\$370,000.00	5.80%
Jail Expenses	\$20,579,182.00	\$21,517,069.00	\$937,887.00	4.58%
Jail Needs from Taxes	\$14,197,182.00	\$14,765,069.00	\$567,887.00	4.00%

The County Commissioners worked through the 2021/2022 jail budget in May and June, ultimately approving the Jail Budget at their June 2021 meeting. The Jail budget is up \$615,000.00 from the previous year, having a Needs from Taxes of \$567,887.00 or 4.00%. The Jail budget is brought into the budget discussion during the fall due to the tax implications are carried through the General Fund Budget, ultimately falling within the County's 2022 budget.

Jail Revenue Adjustment (Notable)

- 50% Reduction in County Border Revenue (-\$250,000)
- 25% Reduction in Other Revenues (-\$20,000)

Jail Expense Adjustment (Notable)

Budget up 4% as allowed by State Statute. Equates to \$567,887 of new funding to support the jail.

➤ Wages	+\$463,141
➤ Benefits	+\$ 57,661
➤ Contracted Services (i.e. Jail Medical Contract)	+\$377,572
➤ DOC Pre-Trail	+\$ 25,000

Cross Insurance Arena

Similar to the Jail’s budgeting process, the Arena’s budget is developed from March to June. The Cross Insurance Arena Board of Trustees works through the Arena General Manager’s proposed budget. The Trustees make an annual budget recommendation to the County Commissioners. The County Commissioners hold a public hearing on the budget in June, ultimately moving towards approving the budget by July. The Arena’s budget, much like the jail budget, is included in the General Fund Budget discussion as it affects the bottom line of any increase for the 2022 budget year.

We started the 2021/22 budget on a high note. Summertime, a time that is typically slow for the arena saw some early acts out on the road itching to perform during a lull in the pandemic. Additionally, staff worked with a local semi-pro lacrosse team to host three summer games in the arena. Once September/October came around, staff was hired up and the busy season began. Covid policies for events were implemented to keep event goers safe. We did experience some no-show ticket holders, as the Arena was not immune to what was happening nationally. The 2021/2022 event season will pick up in 2022. The Cross Insurance Arena is the third busiest arena in the Spectra Management portfolio of over 200 venues nationwide. We are looking for great things over the next five months.

The Cross Insurance Arena budget is a unique budget, as it does not follow the typical government budgeting process. The Arena’s budget is based on projected number of events (ticket sales), suite seating rental, concessions and sponsorships at the Arena. Annual budget shortfalls, at the Arena, are passed onto the tax rate. The Arena came in just under 58K under the 2020/2021 budget.

Description	Adopted 2019/20	Adopted 2020/21	Dollar Change	Percent Change
Bond Principle and Interest	\$2,182,500.00	\$2,065,986.00	(\$116,514.00)	-5.33%
Revolving Line of Credit	\$654,024.00	\$614,488.00	(\$39,536.00)	-6.04%
Operational	\$651,671.00	\$750,000.00	\$98,329.00	15.09%
Cross Insurance Total	\$3,488,195.00	\$3,430,474.00	(\$57,721.00)	-1.65%

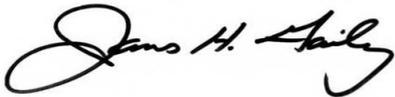
Calendar Year vs. Fiscal Year

The County currently operates on a Calendar Year cycle for its General Fund Budget. The County has two budgets that fall under the fiscal year cycle of July to June. The 2018 and 2019 Finance Committees urged the County Commissioners to move in the direction of a fiscal year budget for the County General Fund. This recommendation came based on many positive attributes of such a change.

The County Commissioners instructed staff to move towards making the switch back in 2021, but due to the pandemic, the Commissioners opted to move off from the July 2021 roll-out of the budget year switch. Now that we have a better understand of the environment we are doing business in, the Commissioners have reactivated the budget year change. Mayors, Chairs and Town Managers have all be notified, as of January 2022, of the County's desires to move towards a fiscal year budget starting July 2023.

Conclusion

I would like thank the Departments for their work on the 2022 budget. The commitment by the new Finance Committee to learn the budget and ask the tough questions of staff showed a true commitment by this Committee. The Commissioners working with staff, juggling creativity through the use of ARPA funds and the slow build-back of the General Fund was a process allowing creative ideas to be heard and implemented. Staff greatly appreciate the work of the Finance Committee and Commissioners on the budget and we look forward to the 2023 budget process.



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 (½) of a District's population. A District Commissioner may appoint representatives to fill FC vacancies occurring 120 calendar days prior to the commencement of the Board's fiscal year. A FC vacancy shall immediately occur when representatives no longer qualify for membership.

5.4.2 Finance Committee Meetings: On the call of the County Commissioners or at least 90 calendar days prior to the commencement of the fiscal year, the FC shall meet. The FC shall select a chairman from its full membership. It shall also

appoint such other officers as it may deem necessary and create such sub-committees as may be necessary to perform its duties.

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

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

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

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

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

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

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

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

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

5.8 Borrowing

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

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

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

THE BUDGET AND STRATEGIC PLANNING

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

service, and ongoing challenges with the Cumberland County Jail will certainly influence the future relationship between the County, our communities, and the State.

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

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

THE BUDGET DOCUMENT

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

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

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

SYSTEM OF ACCOUNTING

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

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

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

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

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

FUND BALANCE

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

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

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

Internal Controls

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

Budgetary Controls

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

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

Operating Budget Policies

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

Revenue Policies

1. The County will establish all user fees at a level as close to full cost (the cost of delivering the service) as possible, or at rates that reflect market levels.

2. The County will seek to maintain as diversified and stable a revenue system as allowed by law.
3. The County will review all fees for potential change at least every 3 years.
4. The County will aggressively seek new revenue opportunities.

Investment Policies

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

Reserves

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

Auditing

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

Bonded Debt

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

Capital Investments

1. The County will review and update its Capital Investment Program (CIP) annually.
2. Current year CIP recommendations will be integrated into departmental budgets.
3. Where appropriate, CIP items will be considered for bonded debt programs.
4. The County will seek to invest 10% of its General Operating Reserves for approved capital improvements.

5. The County will maintain its physical assets to protect its capital investment and minimize the need for future capital investments.
6. The County will consider using lease-purchase agreements for items with a useful life longer than one year where circumstances favor leasing. However, leases will not be approved for periods exceeding the useful life of the equipment.

Short- Term Financial Goals

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

How to read the Budget

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

Department or Activity Center Sections

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

Departmental Details

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

Department Mission and Objectives

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

Statistics

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

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

Department Summary Pages

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

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

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY		ACTIVITY CENTER: EMERGENCY MANAGEMENT							
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	

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

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

2021 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.

2020 ACTUAL - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2019 Actual would record expenditures for 2020. This line is included purely for comparative purposes.

2022 BUDGET REQUEST - The 2021 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.

2022 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.

2022 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.

2022 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 2022 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 2022

DEPARTMENT	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSES	2022 BUDGET REQUEST	Dollars over 2021	Manager Adjustments	2022 MGR	2022 FC RECOMM	2022 FINAL Budget	% Increase over 2021
Emergency Mgmt Agency	642,205	592,407	709,314	67,109	5,000	714,314	714,314	714,314	11.23%
District Attorney	2,169,669	1,957,027	2,245,444	75,775	(0)	2,245,444	2,245,444	2,245,444	3.49%
Facilities	2,659,526	2,173,610	2,702,375	42,849	-	2,702,375	2,702,375	2,702,375	1.61%
Registry of Deeds	723,608	702,863	747,810	24,201	(1,500)	746,310	746,310	746,310	3.14%
Registry of Probate	671,633	584,082	733,519	61,887	(0)	733,519	733,519	733,519	9.21%
Finance	573,559	572,237	618,261	44,702	-	618,261	618,261	618,261	7.79%
Communications	3,336,072	3,255,342	3,503,605	167,533	(29,215)	3,474,390	3,474,390	3,474,390	4.15%
Executive-Admin	736,670	667,883	787,812	51,142	0	787,812	787,812	787,812	6.94%
Facilities-Garage	88,445	95,709	134,532	46,087	16,000	150,532	150,532	150,532	70.20%
Information Technology	964,769	857,850	1,007,148	42,379	(7,600)	999,548	999,548	999,548	3.60%
Human Resources	593,565	479,936	625,404	31,839	0	625,404	625,404	625,404	5.36%
Sheriff-Admin	1,254,611	1,136,012	1,349,750	95,139	(41,000)	1,308,750	1,308,750	1,308,750	4.32%
Sheriff-Law Enforcement	6,066,713	5,831,618	6,334,246	267,533	(50,471)	6,283,775	6,283,775	6,283,775	3.58%
Sheriff-Civil	432,552	388,959	381,146	(51,406)	(0)	381,146	381,146	381,146	-11.88%
Debt Service-Principal	709,561	815,000	659,753	(49,808)	-	659,753	659,753	659,753	-7.02%
DebtService- Interest	184,680	200,580	180,201	(4,479)	-	180,201	180,201	180,201	-2.43%
Debt Expense - TAN Loans	161,000	146,231	191,000	30,000	-	191,000	191,000	161,000	18.63%
Grants & Human Services	275,000	251,500	275,000	-	-	275,000	275,000	275,000	0.00%
Pension Life- Retirees	6,000	7,516	6,000	-	-	6,000	6,000	6,000	0.00%
Contingent Account	45,000	47,798	45,000	-	-	45,000	45,000	45,000	0.00%
Sal./ Ben./ Term. Pay	335,000	335,000	435,000	100,000	-	435,000	435,000	435,000	29.85%
Unemployment Insurance	25,000	56,772	25,000	-	-	25,000	25,000	25,000	0.00%
Regional Projects and Public	155,000	57,270	165,000	10,000	-	165,000	165,000	195,000	6.45%
Capital Improvement Res.	332,100	1,352,200	430,100	98,000	(91,000)	339,100	339,100	339,100	2.11%
Total Expenditure Summary	23,141,940	22,565,402	24,292,420	1,150,481	(199,786)	24,092,634	24,092,634	24,092,634	4.97%
Change			1,150,481	1,150,481		950,694	950,694	950,694	
Tax Calculation	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET REQUEST	2022 MGR	2022 FC RECOMM	2022 FINAL Budget		
COUNTY									
Total Estimated Expenditures	21,075,325	22,031,940	23,141,940	24,292,420	24,092,634	24,092,634	24,092,634		
Total Estimated Revenues	(6,745,536)	(6,547,012)	(6,504,408)	(6,423,573)	(6,423,573)	(6,423,573)	(6,423,573)		
Tax Stabilization Reserve			(200,000)	(150,000)	(200,000)	(200,000)	(200,000)		
Tax Revenue Required	14,329,789	15,484,928	16,437,532	17,718,847	17,469,061	17,469,061	17,469,061		
Net Dollar Change		1155139	952,604	1,281,316	1,031,529	1,031,529	1,031,529		
Percent from prior year		8.06%	6.65%	7.80%	6.28%	6.28%	6.28%		
Jail Budget									
Tax Calculation	2018-19	2019-20	2020-21	2021-22	2022 MGR	2022 FC RECOMM	2022 Final Budget		
Total Estimated Expenditures	19,265,593	20,033,137	20,579,182	21,517,069	21,517,069	21,517,069	21,517,069		
Total Estimated Revenues	(6,139,500)	(6,382,000)	(6,382,000)	(6,752,000)	(6,752,000)	(6,752,000)	(6,752,000)		
Tax Revenue Required	13,126,093	13,651,137	14,197,182	14,765,069	14,765,069	14,765,069	14,765,069		
	12,253,979	13,651,137	14,197,182	14,765,069	14,765,069	14,765,069	14,765,069		
Amount fixed by statute				567,887	567,887	567,887	567,887		

Cross Insurance Arena Budget								
Tax Calculation	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET REQUEST	2022 MGR RECOMM	2022 FC RECOMM	2022 Final Budget	
Bond Principal	1,300,000	1,300,000	1,178,966	1,295,793	1,295,793	1,295,793	1,295,793	
Bond Interest	908,500	882,500	887,020	826,568	826,568	826,568	826,568	
Prior CIA Debt Service	703,738	654,024	614,488	464,378	464,378	464,378	464,378	
Operational Subsidy	470,561	651,671	750,000	564,271	564,271	564,271	564,271	
Tax Revenue Required	3,382,799	3,488,195	3,430,474	3,151,010	3,151,010	3,151,010	3,151,010	
Net Dollar Change		105,396	(57,721)	(279,464)	(279,464)	(279,464)	(279,464)	
Percent from prior year		3.12%	-1.65%	-8.15%	-8.15%			
COMBINED TAX PRESENTATION								
Tax Calculation	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET REQUEST	2022 MGR RECOMM	2022 FC RECOMM	2022 Final Budget	
Total Estimated Expenditures	44,787,515	46,571,931	47,151,594	48,960,499	48,760,713	48,760,713	48,760,713	
Total Estimated Revenues	(12,646,220)	(12,929,012)	(12,886,408)	(13,175,573)	(13,175,573)	(13,175,573)	(13,175,573)	
Tax Stabilization Reserve			(200,000)	(150,000)	(200,000)	(200,000)	(200,000)	
Tax Revenue Required	32,141,295	33,642,919	34,065,186	35,634,926	35,385,140	35,385,140	35,385,140	
Net Dollar Change		1,501,624	422,267	1,569,740	1,319,954	1,319,954	1,319,954	
Percent from prior year		4.67%	1.26%	4.61%	3.87%	3.87%	3.87%	
Budget Requests	General County Impact			1,281,316			3.76%	Total
	Jail Impact			567,887			1.67%	
	Cross Insurance Arena Impact			(279,464)			-0.82%	4.61%
MGR Budget	General County Impact				1,031,529		3.03%	Total
	Jail Impact				567,887		1.67%	
	Civic Center Impact				(279,464)		-0.82%	3.87%
FC Budget	General County Impact					1,031,529	3.03%	Total
	Jail Impact					567,887	1.67%	
	Civic Center Impact					(279,464)	-0.82%	3.87%
Final Budget	General County Impact					1,031,529	3.03%	Total
	Jail Impact					567,887	1.67%	
	Civic Center Impact					(279,464)	-0.82%	3.87%

**COUNTY OVERVIEW:
Revenue and Expenses from all Sources**

COUNTY OF CUMBERLAND: BUDGET 2022-ASSESSMENT

Tax Calculation	Budget 2018	Budget 2019	Budget 2020	Budget 2021	2022 BUDGET REQUEST	2022 PRELIM	2022 FC Recommend	2022 FINAL Budget
Total Estimated Expenditures	41,464,388	44,787,515	46,571,931	47,151,594	48,960,499	48,760,713	48,760,713	48,760,713
Total Estimated Revenues	(12,181,326)	(12,646,220)	(12,929,012)	(12,886,408)	(13,175,573)	(13,175,573)	(13,175,573)	(13,175,573)
Designated Surplus		-	-	(200,000)	(150,000)	(200,000)	(200,000)	(200,000)
Tax Revenue Required	29,283,062	32,141,295	33,642,919	34,065,186	35,634,926	35,385,140	35,385,140	35,385,140
					4.61%	3.87%		

COUNTY OF CUMBERLAND: Enterprise Funds 2022

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		2021 Budget	2022 Budget
Total Estimated Expenditures	Enterprise	9,698,974	11,362,957
Total Estimated Revenues	Enterprise	9,698,974	11,362,957
Tax Revenue Required		\$0.00	\$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 2022

Grants and Other Funds: (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		2021 Budget	2022 Budget
Total Estimated Expenditures		3,094,100	3,220,100
Total Estimated Revenues		3,094,100	3,220,100
Tax Revenue Required		\$0.00	\$0.00

COUNTY OF CUMBERLAND: Summary Budget from all Sources 2022

Summary Overview

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

Budget Grants
Enterprise Recreational District

Budget		2021 Budget	2022 Budget
Total Estimated Expenditures		59,944,668	63,343,770
Total Estimated Revenues		25,679,482	27,758,630
Designated Surplus		200,000	200,000
Tax Revenue Required		\$ 34,065,186	\$ 35,385,141

Cross Insurance Arena

Enterprise Fund as of 11/30/2017

Cumberland County taxpayers are responsible for the financial operation of the Cross Insurance Arena
This page illustrates the dollars that the taxpayers must contribute over last year.

			2020 Actual	2021 BUDGET	2022 BUDGET REQUEST		2022 FC RECOMM	2022 FINAL Budget	TAX Impact
From the County Taxes									
Total Estimated Expenditures			3,406,699	3,430,474	3,151,010		3,151,010	3,151,010	
Total Estimated Revenues									
Tax Revenue Required			3,430,474	3,151,010		-	3,151,010	-0.82%	
Net Dollar Change			(279,464) \$			34,065,186		(279,464)	
			Increase						

Cross Insurance Arena									
	From the County	2020 ADOPTED BUDGET	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC	2022 FINAL BUDGET
	<u>CIA \$33M Bond</u>					(2022 Debt Payment is \$2.12 M)			
	Principal	1,300,000	1,178,966		1,295,793	For CIA expenses ie debt	1,295,793	1,295,793	1,295,793
	Interest	882,500	887,020		826,568	New Civic Center Referendum for Modernization	826,568	826,568	826,568
	CIA operational Subsidy	578,671	750,000		564,271	To Fund the Operational Budget from 6/30/2021	564,271	564,271	564,271
	Non-Debt CIA CIP	73,000	-		-		-	-	-
	<u>Prior Debt:</u>								
	CIA Bond Principal	543,473	518,473		383,473	Debt service for Capital needs	383,473	383,473	383,473
	CIA Bond Interest	110,551	96,015		80,905		80,905	80,905	80,905
	Total to Civic Center	3,488,195	3,430,474	-	3,151,010		3,151,010	3,151,010	3,151,010

INCREASE OVER FY 2021	\$ (279,464)
FY 21 COUNTY ASSESSMENT	\$ 34,065,186
ADDITION TO THE 2022 TAXES	<u>-0.82%</u>

Enterprise Activities-Law Enforcement

Sheriff's Office Services				2022/23	2022/23
Acct #		PERIOD	EMPLOYEES	REVENUES	EXPENSES
FULL TIME CONTRACTS					
21203	Town of Harpswell	4/1 to 3/31	2	451,266	451,266
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	277,481	277,481
21204	Town of Harrison	7/1 to 6/30	1	169,877	169,877
21212	Town of Standish	7/1 to 6/30	6	784,600	784,600
21207	SAD #6	9/1 to 6/30	1	78,171	78,171
	SAD #15 SRO	7/1 to 6/30	1	100,615	100,615
	Lake Region SRO	7/1 to 06/30	1	80,310	80,310
21225	Maine Drug Enforcement (Reimburse)	1/1 to 12/31	2	132,671	132,671
	Town of Gray	7/1 to 6/30	1	296,149	296,149
	TOTAL FULL-TIME CONTRACTS		17	2,371,140	2,371,140
SUMMER CONTRACTS					
	Naples		Part Time 1	38,165	38,165
	Frye Island		1	40,021	40,021
21215	Long Island	Summer	1	23,725	23,725
	Town of Chebeague	Summer	1	31,518	31,518
	TOTAL SUMMER CONTRACTS		4	95,263	95,263
TOTAL FROM NON-BUDGET ACTIVITIES				<u>2,466,403</u>	<u>2,466,403</u>

Enterprise Activities-Facilities

	State Court Custodial Program	PERIOD	EMPLOYEES	2022 REVENUES	2022 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	311,052	311,052
			Supply	100,000	100,000
	TOTAL FROM NON-BUDGET ACTIVITIES			411,052	411,052

Enterprise Activities- Assessing Department

Regional Assessing		PERIOD	EMPLOYEES	2022 REVENUES	2022 EXPENSES
21227	Regional Assessing fees paid according	1/1 to 12/31	7	551,815	629,082
	to contracts with participating Municipalities				
Revenues (Estimated breakdown)			Expenses		
Town of Falmouth	\$ 162,559	Lead Assessor		\$ 89,723	
Town of Yarmouth	\$ 118,173	Assistant Assessor		\$ 71,616	
Town of Casco	\$ 49,641	Appraiser II		\$ 58,337	
Town of Gorham	\$ 152,816	Appraiser		\$ 54,040	
Town of North Yarmouth	\$ 51,703	Appraiser		\$ 47,760	
Town of Baldwin	\$ 16,923	Amin Asst.		\$ 35,366	
Total Revenues	\$ 551,815	Benefits		\$ 145,590	
County Subsidy	\$ 77,267	Vision Software		\$ 16,000	
Net Revenues	\$ 629,082	Assessing Maps		\$ 16,500	
		All other		\$ 94,150	
		Total Costs		\$ 629,082	

Enterprise Activities-Civil Division

	Outside Civil Deputies	PERIOD	EMPLOYEES	2022 REVENUES	2022 EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Department. Their compensation is paid by users of the civil service activities	1/1 to 12/31	0	-	-

Enterprise Activities-Cross Insurance Arena

Cross Insurance Arena		FY 20-21	FY 21-22
Description		Budget	Budget
35235	Revenues from Operations	\$ 6,052,146	\$ 6,680,213
	Cost of Goods Sold	\$ 4,037,947	\$ 5,214,535
	Indirect Expenses	\$ 2,313,658	\$ 2,446,198
	Income/(Deficit)	\$ (299,459)	\$ (980,520)
	Trustees & Other Expenses	\$ 174,400	\$ 195,687
	Income/(Deficit)	\$ (473,859)	\$ (1,176,207)
	ARPA Revenue Loss Funding		\$ 611,936
	County Subsidy	\$ 473,859	\$ 564,271
	Total Revenues	\$ 6,526,005	\$ 7,856,420
	Total Expenses	\$ 6,526,005	\$ 7,856,420

GRANTS AND OTHER FUNDING- CDBG Dept

Federally Funded Community Development Block Grant

Aaron Shapiro, County Community Development Director

Community Development Block Grant and Other Federal programs	PERIOD	EMPLOYEES	2021-22 REVENUES	2021-22 EXPENSES
HUD CDBG Program Grant for CDBG-R Recovery Act Funds	7/1 to 6/30 1/1 to 12/31	2	2,745,000	2,745,000
Homeless Prevention Rapid Recovery Act HPRP Neighborhood Stabilization Program	1/1 to 12/31 1/1 to 12/31			
			2,745,000	2,745,000

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2022 REVENUES	2022 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	141,100	141,100
51352	Drug Free Communities (DFC)	1/1 to 12/31	0.5	64,000	64,000
	MAT Grant	1/1 to 12/31	1	145,000	145,000
51381	Cossap Grant	1/1 to 12/31	N/A	125,000	125,000
	TOTAL GRANT FUNDED PROGRAMS		1.5	475,100	475,100

		ADJUSTED BY THE FINANCE COMMITTEE	
			-
		NET TAX DECREASE - FC	\$0
		Percent Increase over 2021	3.87%
		Total operational budget recommended by FC	\$35,385,140
		ADJUSTED BY COUNTY COMMISSIONERS	
		Commissioners agreed with FC from above	
			-
		TAN Interest	(30,000)
		Public Health Initiative	30,000
		Net Tax Increase	-
		Voted/approved by Commissioners on 12/09/21	\$35,385,140
		Percent Increase over 2021	3.87%

PROJECTED REVENUE

COUNTY OF CUMBERLAND
FISCAL YEAR 2022

Revenues

Acct #	Source	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2023 Budget
11-001-4003	Supreme Court Rental	2,400	2,400	2,400	2,400	2,400	2,400
11-001-4004	State Court Rent / Reimbursements						
11-101-4101	Emergency Management Allocation	305,739	315,308	303,035	320,000	320,000	320,000
11-101-4102	AT&T Tower Lease	13,231	14,738	15,229	15,300	15,300	15,300
11-102-4100	District Attorney	177,800	166,107	110,570	165,000	165,000	165,000
11-103-01-4100	Executive		333	1,042			
11-103-02-4100	IT	2,046	350	140	5,000	5,000	5,000
11-103-03-4100	Garage Operations	2,817					
11-103-03-4301	Garage Daily Parking	109,708	91,394	74,123	110,000	110,000	110,000
11-103-03-4302	Garage Monthly Parking	487,446	553,296	599,474	475,000	500,000	500,000
11-104-4401	Treasurer Income (Interest, etc.)						
11-105-4100	Facilities Misc Revenue	13,753	9,967				
11-105-4100	Facilities Salvage						
11-106-05-4100	Sheriff Misc Revenues	30,476	37,715	30,300	55,000	55,000	55,000
11-110-4100	CCRCC Revenues	1,311,867	1,383,870	1,441,021	1,474,208	1,516,523	1,562,019
11-106-08-4100	Civil Process	278,445	239,740	171,128	325,000	221,850	221,850
11-107-4100	Register of Deeds - Misc. Revenue	1,840	1,721	1,772	2,500	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	1,550,542	1,656,239	2,210,211	1,425,000	1,400,000	1,400,000
11-107-4702	Register of Deeds - Transfer Tax	1,442,287	1,344,983	1,484,719	1,200,000	1,200,000	1,200,000
11-107-4703	Register of Deeds - Copies	404,449	373,177	418,268	375,000	355,000	355,000
11-108-4801	Register of Probate - Fees	449,581	423,195	441,886	440,000	440,000	440,000
11-108-4802	Register of Probate - Notices	50,384	48,039	45,109	45,000	45,000	45,000
11-108-4803	Register of Probate - Abstracts	27,360	26,265	28,210	25,000	25,000	25,000
11-108-4804	Register of Probate -Forms	23,233	26,377	16,344	13,000	13,000	13,000
11-108-4805	Register of Probate - Visitor fees	27,908	30,322	29,963	22,000	22,000	22,000
	Passport Processing				10,000	10,000	10,000
	Total Revenues	6,713,312	6,745,536	7,424,944	6,504,408	6,423,573	6,469,069
	Designated Surplus						
	Total Revenues & Surplus	6,713,312	6,745,536	7,424,944	6,504,408	6,423,573	6,469,069
		2018 Actual	2019 Actual	2020 Actual	2021 Budget	2022 Budget	2023 Budget

FY2022 COUNTY OF CUMBERLAND-

Using 2022 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 2022 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
	7.52%		6.49%			
Town	State 2021 Valuation	2021 Tax	State 2022 Valuation	Val Change %	2022 Tax	Percent Tax Change
Baldwin	194,350,000	124,590	194,050,000	-0.2%	121,338	-2.61%
Bridgton	1,205,750,000	772,951	1,294,950,000	7.4%	809,718	4.76%
Brunswick	2,595,900,000	1,664,113	2,740,850,000	5.6%	1,713,824	2.99%
Cape Elizabeth	2,427,750,000	1,556,320	2,598,050,000	7.0%	1,624,532	4.38%
Casco	757,400,000	485,535	827,550,000	9.3%	517,458	6.57%
Chebeague Island	253,150,000	162,283	274,300,000	8.4%	171,517	5.69%
Cumberland	1,503,000,000	963,505	1,614,950,000	7.4%	1,009,811	4.81%
Falmouth	2,887,550,000	1,851,077	3,069,300,000	6.3%	1,919,200	3.68%
Freeport	2,006,100,000	1,286,019	2,060,250,000	2.7%	1,288,252	0.17%
Frye Island	185,950,000	119,204	206,650,000	11.1%	129,216	8.40%
Gorham	2,152,750,000	1,380,030	2,280,050,000	5.9%	1,425,690	3.31%
Gray	1,173,400,000	752,213	1,267,350,000	8.0%	792,460	5.35%
Harpswell	2,101,500,000	1,347,176	2,115,150,000	0.6%	1,322,580	-1.83%
Harrison	602,950,000	386,524	628,650,000	4.3%	393,088	1.70%
Long Island	188,900,000	121,095	203,350,000	7.6%	127,153	5.00%
Naples	859,900,000	551,243	960,250,000	11.7%	600,434	8.92%
New Gloucester	611,050,000	391,716	640,950,000	4.9%	400,779	2.31%
North Yarmouth	617,650,000	395,947	602,750,000	-2.4%	376,893	-4.81%
Portland	11,149,300,000	7,147,309	12,095,550,000	8.5%	7,563,215	5.82%
Pownal	284,200,000	182,188	310,200,000	9.1%	193,965	6.46%
Raymond	1,206,850,000	773,657	1,307,150,000	8.3%	817,347	5.65%
Scarborough	4,807,600,000	3,081,933	4,988,750,000	3.8%	3,119,411	1.22%
Sebago	463,600,000	297,193	489,850,000	5.7%	306,298	3.06%
South Portland	4,866,700,000	3,119,820	5,183,800,000	6.5%	3,241,373	3.90%
Standish	1,215,150,000	778,977	1,325,800,000	9.1%	829,008	6.42%
Westbrook	2,420,050,000	1,551,384	2,600,450,000	7.5%	1,626,033	4.81%
Windham	2,441,900,000	1,565,391	2,608,150,000	6.8%	1,630,848	4.18%
Yarmouth	1,958,950,000	1,255,794	2,100,950,000	7.2%	1,313,701	4.61%
	53,139,300,000	34,065,187	56,590,050,000	6.49%	35,385,140	3.87%
Tax Calculation	2019	2020	2021		2022	
Total Estimated Expend	44,787,515	46,571,931	47,151,594		48,760,713	
Total Estimated Revenue	(12,646,220)	(12,929,012)	(12,886,408)		(13,175,573)	
Tax Stabilization	-	-	(200,000)		(200,000)	Net Increase
Tax Revenue Required	32,141,295	33,642,919	34,065,186		35,385,140	3.87%
Mil Rate	2019	2020	2021		2022	
	0.000694902	0.000685427	0.0006410545		0.0006252891	
Per \$1,000	0.6949019	0.6854273	0.641054474		0.625289073	
Amount for \$200,000 P	\$ 138.98	\$ 137.09	\$ 128.21		\$ 125.06	
<i>Increase</i>	<i>\$ (0.49)</i>	<i>\$ (1.89)</i>	<i>\$ (8.87)</i>		<i>\$ (3.15)</i>	

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2018 ACTUAL	2019 Actual	2020 Actual	2021 FINAL BUDGET	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
		PRINCIPAL								
11-120		2012- County CIP Debt	200,000	705,530	815,000	136,034	134,207	134,207	134,207	134,207
		2014- County CIP Debt	159,268			110,000	75,000	75,000	75,000	75,000
		2016- County CIP Debt	312,981			280,000	160,000	160,000	160,000	160,000
		2018- County CIP Debt				211,527	201,527	201,527	201,527	201,527
		MBB 2020 Debt				32,000	29,019	29,019	29,019	29,019
		2022 NEW Debt				60,000	60,000	60,000	60,000	60,000
		TOTAL BOND DEBT SERVICE	672,250	705,530	815,000	829,561	659,753	659,753	659,753	659,753
		INTEREST								
11-120		2012- County CIP Debt	34,369	166,704	200,580	26,492	21,194	21,194	21,194	21,194
		2014- County CIP Debt	33,213			22,325	45,894	45,894	45,894	45,894
		2016- County CIP Debt	30,181			40,763	25,821	25,821	25,821	25,821
		2018- County CIP Debt				68,500	62,400	62,400	62,400	62,400
		MBB 2020 Debt					3,892	3,892	3,892	3,892
		2022 NEW Debt				21,000	21,000	21,000	21,000	21,000
		TOTAL BOND DEBT INTEREST	97,763	166,704	200,580	179,080	180,201	180,201	180,201	180,201
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge/and Rating Agencies	11,800	19,166	22,003	35,000	35,000	35,000	35,000	35,000
11-120	9210	TAN Legal Fees	13,973	5,000	5,000	6,000	6,000	6,000	6,000	6,000
11-120	9220	TAN Interest	173,944	129,805	119,229	120,000	150,000	150,000	150,000	120,000
		TOTAL DEBT EXPENSE - LOANS	199,718	153,972	146,231	161,000	191,000	191,000	191,000	161,000
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	6,444	6,511	7,516	6,000	6,000	6,000	6,000	6,000
11-140	5550	Unemployment Insurance	19,378	16,496	56,772	25,000	25,000	25,000	25,000	25,000
11-141	5501	Salary / Benefits / Termination Pay	300,000	300,000	335,000	335,000	435,000	435,000	435,000	435,000
11-141	9526	County Capital Improvement Reserve for CIP	315,500	955,100	1,352,200	332,100	430,100	339,100	339,100	339,100
11-141	9500	Civic Center Operational Subsidy	550,000	475,636	821,931	750,000	564,271	564,271	564,271	564,271
11-141	5502	Contingent Appropriation	5,287	31,053	47,798	45,000	45,000	45,000	45,000	45,000
11-141	9498	Referendum and Public Information	14,158	40,114	57,270	155,000	165,000	165,000	165,000	195,000
		TOTAL NON-DEPARTMENTAL	1,210,767	1,824,910	2,678,488	1,648,100	1,670,371	1,579,371	1,579,371	1,609,371
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,180,497	2,851,116	3,840,300	2,817,741	2,701,325	2,610,325	2,610,325	2,610,325
							(116,416)	(207,416)	(207,416)	(207,416)

ACCT #	ACCT #	DESCRIPTION	2018 ACTUAL	2019 Actual	2020 Actual	2021 FINAL BUDGET	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
CIA DEBT SERVICE										
PRINCIPAL										
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment	1,200,000	1,853,488	1,415,000	1,300,000	1,295,793	1,295,793	1,295,793	1,295,793
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	345,000		330,000	330,000	170,000	170,000	170,000	170,000
		2014- CIA CIP Debt					35,000	35,000	35,000	35,000
		2016- CIA CIP Debt					120,000	120,000	120,000	120,000
		2018- CIA CIP Debt					58,473	58,473	58,473	58,473
		TOTAL BOND DEBT SERVICE	1,545,000	1,853,488	1,745,000	1,630,000	1,679,266	1,679,266	1,679,266	1,679,266
INTEREST										
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	969,505	1,053,499	689,057	882,500	826,568	826,568	826,568	826,568
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	39,544		53,287	58,238	35,588	35,588	35,588	35,588
		2014- CIA CIP Debt					16,375	16,375	16,375	16,375
		2016- CIA CIP Debt					14,942	14,942	14,942	14,942
		2018- CIA CIP Debt					14,000	14,000	14,000	14,000
		TOTAL BOND DEBT SERVICE	1,009,049	1,053,499	742,344	940,738	907,473	907,473	907,473	907,473

CUMBERLAND COUNTY

PERSONNEL

2022

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 2021.

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 2022
POSITION CLASSIFICATION PLAN**

MANAGEMENT

<u>TITLE</u>	<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>
County Manager	17	\$104,978 – 146,162
Deputy Manager of Finance & Admin	16	\$97,198 – 138,008
Director Regional Assessing Chief Deputy	15	\$90,022 – 127,858
Register of Deeds Community Development Director Information Technology Director Emergency Communications Director Emergency Management Agency Director Facilities Manager Human Resources Director Jail Administrator	14	\$83,366 – 118,352
Director Public Affairs Deputy Finance Director Deputy Register of Probate Public Health Manager Compliance + Audit Manager	13	\$75,670 – 107,474
Domestic Violence Coordinator	12	\$71,490 – 101,483
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations Systems Administrator Deputy Communications Director Deputy Assessor Deputy EMA Director	11	\$66,186 – 93,974
Administrative LT	10	\$61,277 – 87,048
Software Admin GIS Mapper Deputy Register of Deeds	9	\$56,701 – 80,579
Assistant Assessor	8	\$52,541 – 74,610

GENERAL GOVERNMENT POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Clerk Custodian Supervisor Diversion Clerk Fleet Automotive Technician Paralegal	7	\$23.38 – 31.89
Computer Specialist Drug Free Project Coord Finance Assistant Probate Clerk II Deeds Clerk II Maintenance Technician Parking Garage Attendant Planner	6	\$21.26 – 28.97
Clerk II Restitution Clerk Trial Assistant Inventory/Trainer/Custodian	5	\$19.34 – 26.34
Custodian	3	\$15.99 – 21.77

CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Employee Relations Coordinator Human Resources Specialist	9	\$27.26 – 38.74
Payroll Specialist PREA Coordinator	8	\$25.26 – 35.87
Executive Assistant Human Resources Generalist	7	\$23.38 – 31.89
Investigations Clerk Administrative Investigator Accounting Clerk Finance Clerk	6	\$21.26 – 28.97
Administrative Assistant	5	\$19.34 – 26.34

PROFESSIONAL/TECHNICAL

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Electrician Supervisor	11	\$31.82 – 45.18
Business & Communication Coordinator Chaplin Coordinator/Rehabilitation & Diversion	10	\$29.46 – 41.85
Community Development Coordinator Emergency Management Program Coordinator Legal Administration Supervisor	9	\$27.26 – 38.74
Accreditation Coordinator Safety Coordinator Facilities Supervisor Fleet Automotive Supervisor Maintenance Supervisor	8	\$25.26 – 35.87
Electrician Victim Witness Advocate	7	\$23.38 – 31.89
Building Technician Legal Assistant Technical Support Technician Appraiser Parking Garage Supervisor	6	\$21.26 – 28.97

SHERIFF'S OFFICE/JAIL BARGAINING UNIT F/Y 2021-22

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Cooks		\$19.51 – 27.62
Records Clerk Receptionist Clerk	N2	\$19.89 – 22.61
Complaint Officer	N3	\$20.39 – 24.86
Administrative Secretary Crime Analyst Education Technician	N4	\$21.06 – 25.92
Administrative Civil Deputy Civil Deputy	N5	\$21.53 – 26.43
Corrections Officer – Probation	1	\$20.51
Corrections Officer I	2	\$21.33 – 25.78
Corrections Officer II Lobby Receptionist-CO	3	\$21.83 – 26.31
Property Officer Transportation Officer	4	\$22.48 – 27.36
Community Program Officer Recreation Officer Staff Development Specialist Trustee Coordinator	5	\$22.97 – 27.89

LAW ENFORCEMENT TEAMSTER UNIT 2022

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Deputy	\$25.67 – 31.52
Detective	\$26.63 – 32.46
Sergeant	\$32.99 – 37.30
Lieutenant	\$36.15 – 40.38

COMMUNICATIONS BARGAINING UNIT 2021

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Dispatcher	\$20.32 – 25.86
Shift Supervisor	\$27.98 – 32.42
Part-Time Dispatcher	\$20.32 – 25.86

JAIL SUPERVISORS TEAMSTER UNIT F/Y 2021-22

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Administrative Officer Food Service Manager	\$26.74 – 33.51
Sergeant	\$27.31 – 30.52
Lieutenant	\$31.57 – 36.67

ELECTED OFFICIALS

<u>TITLE</u>	<u>ANNUAL SALARY</u>
County Commissioners	\$11,940
Judge of Probate	\$70,304
Register of Probate	\$60,070
Sheriff	\$118,352

This schedule is a representation of positions within departments.

Job Title	2021				2022			
	General Fund		Grant & Contract		General Fund		Grant & Contract	
	FT	PT	FT	PT	FT	PT	FT	PT
EXECUTIVE								
Administration								
Commissioners	5				5			
County Manager	1				1			
Executive Assistant/Deputy Clerk	1				1			
DV Coordinator		1				1		
Director of Public Affairs	1				1			
Drug Free Grant								
Drug Free Program Coordinator				1				1
Drug Free Project Coordinator								
CDBG								
Community Development Coord			1				1	
Community Development Asst			1				1	
ARPA								
Compliance & Audit Manager							1	
Public Health Coordinator							1	
Recruiter							1	
	8	1	2	1	8	1	5	1
INFORMATION TECHNOLOGY								
Information Technology Director	1				1			
Network Administrator	1				1			
Computer Specialist	1				1			
Software Specialist	2				2			
	5				5			
Human Resources								
Human Resources Director	1				1			
Human Resources Specialist	1				1			
Safety Coordinator	1				1			
Human Resources Generalist	1				1			
Executive Assistant	1				1			
	5				5			
Finance Department								
Deputy Manager, Fin & Admin	1				1			
Deputy Finance Director	1				1			
Payroll Supervisor	1				1			
Finance Clerk	2				2			
	5				5			
DISTRICT ATTORNEY								
Business & Communication Coord	1				1			
Executive Assistant	1				1			
Intern		6				6		
Paralegal	1				1			
Legal Administration Supervisor	2				2			

	2021				2022			
	General Fund		Grant & Contract		General Fund		Grant & Contract	
Receptionist	2				2			
Trial Assistant	11				11			
Victim Assistant	5				5			
Coord of Rehab & Diversion	1				1			
Restitution Clerk		1				1		
Diversion Clerk	1				1			
	25	7			25	7		
FACILITIES								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Custodian	5		3		3	1	4	
Electrician Supervisor	1				1			
Electrician	2				2			
Building Technican	1				1			
Maintenance Technician II	4		3		6		2	
Fleet Automotive Supervisor	1				1			
Fleet Automotive Technician	1				1			
Executive Assistant	1				1			
Asst. Director								
Parking Garage Operator	1				1			
Parking Garage Attendant		1				1		
	21	1	6		21	2	6	
DEEDS								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk II	5				5			
Clerk III								
	7				7			
PROBATE								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	3	1			3	1		
Judge of Probate	1				1			
Legal Assistant	1				1			
	7	1			7	1		
EMERGENCY MANAGEMENT AGENCY								
EMA Director	1				1			
Deputy EMA Director	1				1			
Planner	2				2			
Program Coordinator	1		1		1	1		
LEPC Planner	1				1			
Finance Assistant		1				1		
	6	1	1		6	2		

	2021				2022			
	General Fund		Grant & Contract		General Fund		Grant & Contract	
SHERIFF								
Administration/Support Services								
Sheriff	1				1			
Chief Deputy	1				1			
Administrative Investigator	1				1			
Inmate Communications Clerk	1				1			
Executive Assistant	1				1			
Investigations Clerk	2				2			
Receptionist/Clerk	1				1			
Captain-Support Services	1				1			
Accreditation Compliance Coord	1				1			
Administrative Sergeant	1				1			
Administrative Assistant	1				1			
	12	0			12	0		
Law Enforcement								
Captain - Law Enforcement	2				2			
Lieutenant	3				3			
Sergeant	7				7			
Deputy/Community Relations Officer	22		16	4	22		17	4
Detective	9				9			
Complaint Officer	1				1			
Crime Analyst	1				1			
	45		16	4	45		17	4
Civil Process								
Administrative Civil Deputy	1				1			
Civil Deputy	4				3			
	5				4			
Communications								
Communications Director	1				1			
Deputy Communications Director	1				1			
Shift Supervisor	6				6			
Dispatcher	29.5	5			29.5	5		
	37.5	5			37.5	5		
Regional Assessing								
Director of Regional Assessing			1				1	
Assistant Assessor			1				1	
Appraiser			2				2	
Administrative Assistant			1				1	
			5				5	
Total Budget Employees Only	188.5	16	29	6	187.5	18	33	5

Jail	2020-2021				2021-2022			
	Proposed		COMMISSARY		Proposed		COMMISSARY	
	FT	PT	FT	PT	FT	PT	FT	PT
Job Title								
Jail Administrator	1				1			
Capt. - Admin./Support	1				1			
Capt.- Security/Operations	1				1			
Administrative Secretary	1				1			
Administrative Officer								
PREA Coordinator	1				1			
Community Program Officer	4				4			
Cook II	5				5			
Corrections Officer	128				128			
Education Technicians-Academic	0		2		0		2	
Education Technicians-Vocational	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			
	183		5	1	183		5	1



Emergency Management

Matthew Mahar, 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
EMA Allocation	\$ 315,308	\$ 303,035	\$ 320,000	\$ 320,000
AT&T Tower Lease	\$ 14,738	\$ 15,229	\$ 15,300	\$ 15,300
Total Revenues	\$ 330,046	\$ 318,264	\$ 335,300	\$ 335,300

EXPENSES	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Labor	\$ 468,128	\$ 454,895	\$ 481,809	\$ 557,918
O&M	\$ 44,192	\$ 51,022	\$ 62,396	\$ 63,396
Capital	\$ 100,698	\$ 86,263	\$ 98,000	\$ 93,000
Total Expenses	\$ 613,018	\$ 592,179	\$ 642,205	\$ 714,314

Net Cost	\$ 282,972	\$ 273,915	\$ 306,905	\$ 379,014
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Budget Objectives

Works with 28 communities to provide all-hazards preparedness mitigation, response, and recovery 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	2		
PROGRAM COORD	1	1	
LEPC PLANNER	1		
FINANCE ASSISTANT		1	
	6	2	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	
6903	Food & Groceries	2,382	2,149	1,800	937	2,300	2,300	2,300	2,300	
6904	Institutional Supplies	305	994	400	333	500	500	500	500	
6913	Safety Equipment	2,951	3,045	3,000	7,147	3,270	3,270	3,270	3,270	
6914	Non-Food Items Purchases	385	584	400	380	500	500	500	500	
6950	Other				-	-	-	-	-	
	TOTAL O&M	44,192	51,022	62,396	52,316	63,396	63,396	63,396	63,396	
	CAPITAL OUTLAY									
71701	Homeland Security HazMat/WMD CIP	96,464	88,421	95,000	81,239	95,000	90,000	90,000	90,000	
7350	Office Equipment	1,746	1,766	3,000	8,809	3,000	3,000	3,000	3,000	
7355	Computer Hardware			-	1,496	-	-	-	-	
	TOTAL CAPITAL OUTLAY	98,210	90,187	98,000	91,544	98,000	93,000	93,000	93,000	
	TOTAL DEPARTMENT	610,530	596,103	642,205	592,407	709,314	714,314	714,314	714,314	
						67,109	72,109	72,109	72,109	
						10.4%	11.2%	11.2%	11.2%	

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY		ACTIVITY CENTER: EMERGENCY MANAGEMENT						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	351,919	339,077	391,538	Wages for full & part time staff.	391,538	391,538	391,538
	Wages & Salaries (PT)	20,000		20,000	Interns & Fire Safety Coordinator	30,000	30,000	30,000
5401	Overtime	1,000	-	1,000		1,000	1,000	1,000
5510	Health Insurance	55,119	52,381	71,040		71,040	71,040	71,040
5520	Retirement	19,410	17,835	24,645		24,645	24,645	24,645
5530	Social Security	26,998	29,587	31,559		31,559	31,559	31,559
5540	Workers Comp	1,315	1,327	1,315		1,315	1,315	1,315
5560	Deferred Comp	6,048	8,340	6,821		6,821	6,821	6,821
5500	Total Employee Benefits	108,890	109,469	135,380	Taxes and benefits for departmental employees.	135,380	135,380	135,380
	TOTAL PERSONNEL SERVICES	481,809	448,547	547,918	13.7% TOTAL	557,918	557,918	557,918
OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging				Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections. Hazard Mitigation meetings and IMAT Communications work.			
		4,500	909	4,500		4,500	4,500	4,500
6131	Gasoline	800	444	1,800	Refuel CCEMA vehicles -**Non-Reimbursable by EMPG**	1,800	1,800	1,800
6231	Base Radio Repair	750	260	750	Base radio amount for repair expenses.	750	750	750
6232	Mobile Radio Repair	750	-	750	Mobile radio repair expenses.	750	750	750
6400	Insurance- Building & Contents	4,014	2,637	4,014	Agency share of insurance costs.	4,014	4,014	4,014
6401	Insurance- Liability	8,770	5,762	8,770	Agency share of insurance costs.	8,770	8,770	8,770
6404	Insurance- Radio Equipment	792	520	792	Agency share Insurance on EMA radio equipment.	792	792	792
6500	Office Supplies	1,500	1,908	2,000	General consumable office supplies.	2,000	2,000	2,000

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6501	Training Supplies	1,000	8,036	1,000	Supplies, equipment, and programs used to provide community classes.	1,000	1,000	1,000
6505	Printing & Engraving	2,000	1,984	2,000	Business cards/programming print	2,000	2,000	2,000
6506	Postal Expenses	1,000	411	500	Postage/Shipping costs	500	500	500
6508	Dues	500	415	500	IAEM Dues/professional dues.	500	500	500
6509	Books, Periodicals, & Subscriptions	200	718	200	Professional Journals/books.	200	200	200
6512	Training, Education, & Seminars	4,000	225	4,000	Training/Seminars/Professional Development	4,000	4,000	4,000
6513	Leases & Service Agreements	5,000	833	3,500	Copier/Scanner/Fax Lease @ \$225/mo - \$2700, ZOOM @ \$40/mo - \$480; and Doodlepoll @ \$6.95 - \$83.40/yr.;	3,500	3,500	3,500
6800	Telephone & Communication	8,000	7,599	8,500	TWC internet backup \$172/mo. - \$2064; AT&T Mobile phones and Wi-Fi /Hotspot boosters \$182/mo - \$2184; Seacoast Security Fire Alarm \$87/qtr - \$348; O'Telco \$312/mo. - \$3816.	8,500	8,500	8,500
6801	Electricity Utility	8,000	7,440	8,000	Power for EMA bunker.	8,000	8,000	8,000
6802	Gas Utility	4,500	2,732	4,500	Natural gas.	4,500	4,500	4,500
6803	Water Utility	720	685	750	Water fees for EMA bunker	750	750	750
6806	Fuel Oil	-	-	-				
6903	Food & Groceries	1,800	937	2,300	Operational & emergency food and supplies.	2,300	2,300	2,300
6904	Institutional Supplies	400	333	500	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	500	500	500

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6913	Safety Equipment	3,000	7,147	3,270		3,270	3,270	3,270
6914	Non-Food Items Purchases	400	380	500	Other EMA supplies.	500	500	500
	TOTAL O&M	62,396	52,316	63,396		63,396	63,396	63,396
CAPITAL OUTLAY								
7111	Homeland Security HazMat/WMD CIP	95,000	81,239	95,000		90,000	90,000	90,000
7350	Office Equipment	3,000	8,809	3,000		3,000	3,000	3,000
7355	Computer Hardware		1,496			-		
	TOTAL CAPITAL OUTLAY	98,000	91,544	98,000		93,000	93,000	93,000
	TOTAL EMA	642,205	592,407	709,314		714,314	714,314	714,314
				67,109		72,109	72,109	72,109
				10.4%		11.2%	11.2%	11.2%

EMERGENCY MANAGEMENT AGENCY

COUNTY OF CUMBERLAND



DISTRICT ATTORNEYS OFFICE

Jonathan Sahrbeck, DA

Wages for full & part time staff.

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

REVENUES

EXPENSES

2022

	2018 Actual	2019 Actual	2020 Actual	2022 Budget	Labor	O&M	Capital	TOTAL
DA	\$ 177,800	\$ 166,107	\$ 110,570	\$ 165,000	1,998,894	245,050	1,500	2,245,444

*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	1	
Coordinates Check Enforcement Program	1	
Coordinates the "Deferred Disposition Program"		6
Coordinates collection and disbursement of approx \$600,000 each year back to victims.	1	
Has five teams of attorneys dedicated to Adult Felony and Misdemeanor, Juvenile, and Domestic Violence Crimes	2	
	2	
	11	
	5	
	1	1
	1	
		1
	25	7

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)	1,135,504	1,200,905	1,297,340	1,234,459	1,351,831	1,351,831	1,351,831	1,351,831
5205	Wages & Salaries (PT)	11,504		-	1,363		-	-	-
5210	Seasonal/Temporary/Intern	64,379	68,363	82,300	50,021	82,300	82,300	82,300	82,300
3500	Employee Benefits & Taxes	474,057	487,572	554,803	500,904	564,763	564,763	564,763	564,763
	TOTAL PERSONNEL SERVICES	1,685,444	1,756,840	1,934,443	1,786,747	1,998,894	1,998,894	1,998,894	1,998,894
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	16,053	27,603	28,000	12,282	28,000	28,000	28,000	28,000
6301	Professional Services	1,500	1,500	1,500	1,700	1,700	1,700	1,700	1,700
6305	Stenographer-Transcripts	1,500	4,076	4,000	868	4,000	4,000	4,000	4,000
6307	Witness Fees & Expenses - DA	2,699	3,341	5,000	4,309	5,000	5,000	5,000	5,000
6308	Witness Fees & Expenses - AG	8,160	-	1,000	223	1,000	1,000	1,000	1,000
6309	Laboratory Tests	985	-	250	-	250	250	250	250
6400	Insurance - Building & Contents (Bath)	1,609	1,742	1,750	1,828	1,800	1,800	1,800	1,800
6401	Insurance- Liability	5,159	7,166	7,226	5,462	6,000	6,000	6,000	6,000
6500	Office Supplies	13,020	12,031	13,000	7,677	13,000	13,000	13,000	13,000
6505	Printing and Engraving	9,211	12,352	12,000	4,823	12,000	12,000	12,000	12,000
6506	Postal Expenses	4,459	4,633	6,000	4,135	4,500	4,500	4,500	4,500
6507	Advertising	815	415	1,000	385	1,000	1,000	1,000	1,000
6508	Dues	25,032	7,479	7,500	7,037	7,500	7,500	7,500	7,500
6516	Restorative Justice			20,000		40,000	40,000	40,000	40,000
6509	Books, Periodicals, & Subscriptions	23,733	21,417	20,500	12,954	17,000	17,000	17,000	17,000
6511	Equipment Rental	12,336	5,294	2,000	268	1,300	1,300	1,300	1,300
6512	Training, Education, & Seminars	14,030	12,573	14,000	13,112	14,000	14,000	14,000	14,000
6513	Leases & Service Agreements	52,592	73,499	76,000	79,258	70,000	70,000	70,000	70,000
6800	Telephone & Communication	12,958	13,107	13,000	13,685	17,000	17,000	17,000	17,000
	TOTAL O&M	205,850	208,226	233,726	170,005	245,050	245,050	245,050	245,050

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	1,007	1,820	1,500	275	1,500	1,500	1,500	1,500
7355	Computer Hardware	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	1,007	1,820	1,500	275	1,500	1,500	1,500	1,500
	TOTAL DEPARTMENT	1,892,300	1,966,885	2,169,669	1,957,027	2,245,444	2,245,444	2,245,444	2,245,444
						75,775	75,775	75,775	75,775
						3.5%	3.5%	3.5%	3.5%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	1,297,340	1,234,459	1,351,831	Wages for full & part time staff.				
5205	Wages & Salaries (PT)		1,363			1,351,831	1,351,831	1,351,831	
5401	Overtime		(14,586)						
5210	Seasonal/Temporary/Intern	82,300	50,021	82,300	Additional Intern Wages for Interns-Largest block of Intern time and other temporary positions	82,300	82,300	82,300	
5510	Health Insurance	359,012	323,065	365,939		365,939	365,939	365,939	
5520	Retirement	71,960	65,869	64,636		64,636	64,636	64,636	
5530	Social Security	105,542	98,186	109,711		109,711	109,711	109,711	
5540	Workers Comp	4,684	4,725	4,684		4,684	4,684	4,684	
5560	Deferred Comp	13,605	9,059	19,793		19,793	19,793	19,793	
5500	Employee Benefits & Taxes	554,803	500,904	564,763	Taxes and benefits for departmental employees.	564,763	564,763	564,763	
	TOTAL PERSONNEL SERVICES	1,934,443	1,772,161	1,998,894	3.3% TOTAL	1,998,894	1,998,894	1,998,894	
OPERATIONS AND MAINTENANCE									
6130	Transportation & Lodging	28,000	12,282	28,000	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	28,000	28,000	28,000	
6301	Professional Services	1,500	1,700	1,700	Auditor expense - extradition/restitution accounts	1,700	1,700	1,700	
6305	Stenographer- Transcripts	4,000	868	4,000	Court transcripts required for case preparation and appeals.	4,000	4,000	4,000	
6307	Witness Fees & Expenses- DA	5,000	4,309	5,000	Allocation for legislative requirement.	5,000	5,000	5,000	
6308	Witness Fees & Expenses- AG	1,000	223	1,000	Allocation for legislative requirement.	1,000	1,000	1,000	
6309	Laboratory Tests	250	0	250	State legislated requirement for medical testing fees for victims of crime	250	250	250	

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6400	Insurance - Building & Contents	1,750	1,828	1,800		1,800	1,800	1,800
6401	Insurance Liability	7,226	5,462	6,000	Liability insurance / Tort / Bond / Non-owner vehicle /MCCA Risk Pool	6,000	6,000	6,000
6500	Office Supplies	13,000	7,677	13,000	Departmental office supplies	13,000	13,000	13,000
6505	Printing and Engraving	12,000	4,823	12,000	Case Folders, letterhead, envelopes Toner Cartridges (From IT)	12,000	12,000	12,000
6506	Postal Expenses	6,000	4,135	4,500	mail costs associated with the prosecution of criminal cases and statewide business	4,500	4,500	4,500
6507	Advertising	1,000	385	1,000	Job Placement ads / PIO materials	1,000	1,000	1,000
6508	Dues	7,500	7,037	7,500	Board of Bar Overseers. (20 memberships 5300) National District Attorney's Association. (1 DA membership & associates) \$1302 National District Attorney Assoc. (5 associate memberships) Maine Prosecutor's Association membership (600) Victim Advocate's Association. (6)	7,500	7,500	7,500
6516	Restorative practices/diversionary	20,000	3,000	40,000	Contract Restorative justice liaison and Restorative Justice Institute to provide additional diversion opportunities to increase victim involvement and decrease defendant recidivism. Increasing	40,000	40,000	40,000
6509	Books, Periodicals, & Subscriptions	20,500	12,954	17,000	Online research tool/Maine Court rules print/Ferdico statute reference books / few statute book updates /Newspaper	17,000	17,000	17,000
6511	Equipment Rental	2,000	268	1,300	Stoneybrook water service	1,300	1,300	1,300
6512	Training, Education, & Seminars	14,000	13,112	14,000	Maine Prosecutor's Conference Registration. (increased cost to \$225) Staff training Seminars management training ADA CLE Seminars	14,000	14,000	14,000

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	
6513	Leases & Service Agreements	76,000	79,258	70,000	Extradition training Nat'l center for prosecution of DV training National District Attorney Assoc. Board Meetings and Training Conference Tyler Technologies training Conference Connected Office copiers(\$980.93/mth) MEDATs:Tyler Technologies Attorney Manager database upgrade and template mgt services, educ and training (+5% annual increase) \$30.082 Confidential Destruction (\$1000/yr)	70,000	70,000	70,000	
6800	Telephone & Communication	13,000	13,685	17,000	Telephone Service (\$10,224 Annual) Wireless Service language Translation Line Connection to state Metro line (\$1444/yr) Remote internet access	17,000	17,000	17,000	
		-	-	-		-	-	-	
	TOTAL O&M	233,726	173,005	245,050	TOTAL	245,050	245,050	245,050	
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	1,500	275	1,500	To replace chairs & furniture & furnishings as they break and add ergonomic fixtures as needed.	1,500	1,500	1,500	
7355	Computer Hardware	-	-	-		-	-	-	
7400	Capital Improvement Program	-	-	-		-	-	-	
	TOTAL CAPITAL OUTLAY	1,500	275	1,500	TOTAL	1,500	1,500	1,500	
	TOTAL DISTRICT ATTORNEY	2,169,669	1,945,441	2,245,444	TOTAL	2,245,444	2,245,444	2,245,444	
				75,775		75,775	75,775	75,775	
				3.5%		3.5%	3.5%	3.5%	

DISTRICT ATTORNEY

Executive Administration

James Gailey, County Manager

Wages for full & part time staff.

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

EXPENSES			2022
Labor	O&M	Capital	TOTAL
623,512	164,300		787,812

Grant funded activities of this department

	Personnel	REGULAR		GRANT & CONTRACT	
		Full Time	Part Time	Full Time	Part Time
	COUNTY MANAGER	1			
	EXECUTIVE ADMIN	1			
	DV COORDINATOR	0	1		
	DIRECTOR OF PUBLIC AFFAIRS	1	0		
	DRUG FREE PROGRAM COORD			1	
	DRUG FREE PROJECT COORD				1
	CDBG DEVELOPMENT COORD			1	
	CDBG DEVELOPMENT ASST			1	
	COMPLIANCE & AUDIT MANAGER			1	
	PUBLIC HEALTH MANAGER			1	
	RECRUITER			1	
	COMMISSIONERS	5			
		8	1	6	1

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION							
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	299,877	288,989	339,575	304,838	365,248	365,248	365,248	365,248
5205-01	Wages & Salaries (PT)	74,772	93,262	54,413	71,063	55,499	55,499	55,499	55,499
5401-01	Overtime	3,127	513	1,000	377	1,000	1,000	1,000	1,000
5500-01	Employee Benefits & Taxes	170,013	166,953	174,482	169,157	201,765	201,765	201,765	201,765
	TOTAL PERSONNEL SERVICES	547,788	549,717	569,470	545,435	623,512	623,512	623,512	623,512
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	10,409	16,274	20,000	3,329	20,000	20,000	20,000	20,000
6301-01	Professional Services	34,460	29,792	45,000	24,310	40,000	40,000	40,000	40,000
6302-01	Legal Services	14,508	12,816	28,000	36,543	28,000	28,000	28,000	28,000
6400-01	Building & Contents Insurance	3,077	3,330	4,500	3,496	4,500	4,500	4,500	4,500
6407-01	Surety Bond Premiums	2,598	2,812	3,500	2,951	3,500	3,500	3,500	3,500
6500-01	Office Supplies	4,429	1,873	5,000	807	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	512	800	1,200	(500)	1,000	1,000	1,000	1,000
6506-01	Postal Expenses	2,024	3,652	3,500	3,604	3,800	3,800	3,800	3,800
6507-01	Advertising	1,233	14	500	1,237	800	800	800	800
6508-01	Dues	22,718	28,511	38,500	41,198	43,200	43,200	43,200	43,200
6509-01	Books periodicals, subs	33	19	500	-	500	500	500	500
6512-01	Training, Education, & Seminars	2,249	1,501	6,000	1,157	4,000	4,000	4,000	4,000
6513-01	Leases & Service Agreements	11,178	4,803	6,000	2,276	5,000	5,000	5,000	5,000
6609-01	Equipment Repair	-	-	-	-	-	-	-	-
6800-01	Telephone & Communication	2,896	3,289	5,000	2,040	5,000	5,000	5,000	5,000
	TOTAL O&M	112,321	109,487	167,200	122,448	164,300	164,300	164,300	164,300
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	660,109	659,204	736,670	667,883	787,812	787,812	787,812	787,812
						51,142	51,142	51,142	51,142
						6.9%	6.9%	6.9%	6.9%

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.			
5120-01	Wages & Salaries (FT)	339,575	304,838	365,248	Wages for full-time departmental staff.	365,248	365,248	365,248
5401-01	Overtime/Taping	1,000	377	1,000	Adjusted to actual	1,000	1,000	1,000
5205-01	Wages & Salaries (PT)	54,413	71,063	55,499	DV Coordinator	55,499	55,499	55,499
5510	Health Insurance	106,703	103,093	118,094		118,094	118,094	118,094
5520	Retirement	15,708	15,751	22,946		22,946	22,946	22,946
5530	Social Security	30,140	28,412	32,264		32,264	32,264	32,264
5540	Workers Comp	1,861	1,878	1,861		1,861	1,861	1,861
5560	Deferred Comp	20,070	20,023	26,600		26,600	26,600	26,600
5500-01	Employee Benefits & Taxes	174,482	169,157	201,765	Benefits and taxes for departmental employees.	201,765	201,765	201,765
	TOTAL PERSONNEL SERVICES	569,470	545,435	623,512	9.5%	TOTAL 623,512	623,512	623,512
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	20,000	3,329	20,000	Transportation and costs associated with traveling to meetings with county and municipal officials, as well as to testify at legislative hearings and participate in conferences	20,000	20,000	20,000
6301-01	Professional Services	45,000	24,310	40,000	Services needed for general operation of county services.	40,000	40,000	40,000
6302-01	Legal Services	28,000	36,543	28,000	Legal fees associated with consultation and pending law suits and arbitrations	28,000	28,000	28,000
6400-01	Building & Content Insurance	4,500	3,496	4,500	Departmental share of insurance premium.	4,500	4,500	4,500
6407-01	Surety Bond Premiums	3,500	2,951	3,500	Bond obtained through MCCA.	3,500	3,500	3,500
6500-01	Office Supplies	5,000	807	5,000	Departmental office supply costs.	5,000	5,000	5,000
6505-01	Printing & Engraving	1,200	(500)	1,000	General printing costs to include county budget, annual report, budget	1,000	1,000	1,000
6506-01	Postal Expenses	3,500	3,604	3,800	Departmental postage costs.	3,800	3,800	3,800

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6507-01	Advertising	500	1,237	800	Legal notices and job postings in area newspapers.	800	800	800
6508-01	Dues	38,500	41,198	43,200	Professional Memberships International City/County Managers Assoc. \$ 1,300 Maine Municipal Association. \$ 600 NACO Association \$ 5,633 Maine County Commissioners Association. \$ 19,800 Maine County Administrators Association. \$ 100 Local/regional Chamber of Commerce \$ 800 ME Town & City Management Association. \$ 205 GPCOG Membership \$ 10,000	43,200	43,200	43,200
6509-01	Books periodicals, subs	500	-	500		500	500	500
6512-01	Training, Education, & Seminars	6,000	1,157	4,000	MCCA Convention, MMA, ICMA & NACO conference	4,000	4,000	4,000
6513-01	Leases & Service Agreements	6,000	2,276	5,000	Lease agreement/ copier maintenance agreement for copier Postage meter lease/ maintenance. Postage machine service agreement.	5,000	5,000	5,000
6609-01	Equipment Repair	-	-	-	Equipment maintenance not covered under service agreement.	-	-	-
6800-01	Telephone & Communication	5,000	2,040	5,000	Provides for local and long distance calls, and associated communication. Add Ipads from IT Budget	5,000	5,000	5,000
	TOTAL O&M	167,200	122,448	164,300		164,300	164,300	164,300
	TOTAL ADMINISTRATION	736,670	667,883	787,812	TOTAL	787,812	787,812	787,812
				51,142		51,142	51,142	51,142
				6.9%		6.9%	6.9%	6.9%

EXEC-ADMINISTRATION

Information Technology

Aaron Gilpatric Director
 Wages for full & part time staff.

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

					EXPENSES			2022
					Labor	O&M	Capital	TOTAL
					507,270	492,278	-	999,548
\$ -								

Statistics

Personnel

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	

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: INFORMATION TECHNOLOGY				ACTIVITY CENTER: INFORMATION TECHNOLOGY					
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	309,279	318,539	345,621	325,290	352,800	352,800	352,800	352,800
5500	Employee Benefits & Taxes	114,369	126,770	135,694	125,688	154,470	154,470	154,470	154,470
	TOTAL PERSONNEL SERVICES	423,648	445,308	481,315	450,977	507,270	507,270	507,270	507,270
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,797	4,000	4,000	448	4,000	4,000	4,000	4,000
6301	Professional Services	10,002	8,760	14,000	4,669	18,600	14,000	14,000	14,000
6500	Office Supplies	961	533	1,000	981	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	37,256	36,159	36,000	22,704	38,000	38,000	38,000	38,000
6505	Printing & Engraving		193	200		200	200	200	200
6512	Training, Education, & Seminars	12,683	12,935	15,000	8,572	15,000	12,000	12,000	12,000
6514	maintenance Contracts	276,677	294,543	339,054	310,663	362,847	362,847	362,847	362,847
6811	Computer Repair	8,476	5,804	8,000	6,605	8,000	8,000	8,000	8,000
6800	Telephone & Communication	89,809	44,239	66,200	52,231	52,231	52,231	52,231	52,231
	TOTAL O&M	439,661	407,166	483,454	406,873	499,878	492,278	492,278	492,278
	CAPITAL OUTLAY								
7355-02	Computer Hardware	75,192		-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	75,192	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	938,501	852,475	964,769	857,850	1,007,148	999,548	999,548	999,548
						42,379	34,779	34,779	34,779
						4.4%	3.6%	3.6%	3.6%

INFORMATION TECHNOLOGY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	345,621	325,290	352,800	Wages for full & part time staff. OT & On-call stipend funding	352,800	352,800	352,800
5510	Health Insurance	74,525	68,073	89,820		89,820	89,820	89,820
5520	Retirement	33,406	32,561	36,338		36,338	36,338	36,338
5530	Social Security	26,440	23,718	26,989		26,989	26,989	26,989
5540	Workers Comp	1,323	1,335	1,323		1,323	1,323	1,323
5560	Deferred Comp			-				
5500	Employee Benefits & Taxes	135,694	125,688	154,470		154,470	154,470	154,470
	TOTAL PERSONNEL SERVICES	481,315	450,977	507,270	5.4%	507,270	507,270	507,270
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,000	448	4,000	Mileage Expense	4,000	4,000	4,000
6301	Professional Services	14,000	4,669	18,600	On site Technical Assistance Community GIS	14,000	14,000	14,000
6500	Office Supplies	1,000	981	1,000	General Office Supplies	1,000	1,000	1,000
6503	Computer, Software, & Supplies	36,000	22,704	38,000	Software, upgrades and licensing	38,000	38,000	38,000
6505	Printing and Engraving	200	276	200	Printer and Toner cartridges	200	200	200
6512	Training, Education, & Seminars	15,000	8,572	15,000	System training	12,000	12,000	12,000
6514	Maintenance Contracts	339,054	310,663	362,847	Public Safety software packages, email, & data sharing Spillman Maintenance (Net of reimbursements) VEEAM Software VMWare	362,847	362,847	362,847
					\$ 189,848			
					\$ 8,167			
					\$ 11,000			

INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
					Meraki \$ 9,200			
					Mcafee \$ 6,000			
					Cisco Smartnet \$ 5,400			
					PowerDMS \$ 3,000			
					ESRI- ARC GIS Maintenance \$ 10,700			
					Netmotion & Locality \$ 10,500			
					OpenFox \$ 4,800			
					GSuite (Google Mail) \$ 88,656			
					Citrix \$ 15,576			
					\$ -			
					\$ 362,847			
6611	Computer Repair	8,000	6,605	8,000	Repair equipment formerly under maintenance contract.	8,000	8,000	8,000
6800	Telephone & Communication	66,200	52,231	52,231	System wide internet, wireless access and fiber lines	52,231	52,231	52,231
	TOTAL O&M	483,454	407,149	499,878	TOTAL	492,278	492,278	492,278
7355	Computer hardware for County				Communications, server and network hardware	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL IT	964,769	858,126	1,007,148	TOTAL	999,548	999,548	999,548
				42,379		34,779	34,779	34,779
				4.4%		3.6%	3.6%	3.6%

INFORMATION TECHNOLOGY (IT)



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.

EXPENSES			2022
Labor	O&M	Capital	TOTAL
533,493	84,911	7,000	625,404

Statistics

Personnel

Statistics	Personnel	Full Time	Part Time
		Responsible for servicing & supporting over 405 employees Responsible for recruitment & hiring of County personnel Responsible for labor relations & collective bargaining Responsible for employee benefits and compensation Personnel and performance management Manages FMLA, ADA Leaves, and Workers' Comp Compliance with state/federal employment/labor laws Employee training & development Responsible for Safety Program, OSHA & BLS Compliance Personnel policies and records management	HUMAN RESOURCE DIRECTOR EMPLOYEE RELATIONS COORD. HUMAN RESOURCES SPECIALIST SAFETY COORDINATOR ADMINISTRATIVE ASSISTANT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES			ACTIVITY CENTER: HUMAN RESOURCES						
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	280,581	283,578	364,121	320,250	387,117	387,117	387,117	387,117
5500	Employee Benefits & Taxes	90,881	99,001	142,914	124,509	146,376	146,376	146,376	146,376
	TOTAL PERSONNEL SERVICES	371,462	382,579	507,035	444,758	533,493	533,493	533,493	533,493
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	588	1,161	2,000	201	2,000	2,000	2,000	2,000
6301	Professional Services	56,847	26,305	47,960	21,560	49,375	49,375	49,375	49,375
6500	Office Supplies	2,775	2,777	3,300	1,702	3,000	3,000	3,000	3,000
6505	Printing & Engraving	178	161	175	89	175	175	175	175
6506	Postal Expenses	802	402	500	556	500	500	500	500
6508	Dues	85	239	550	175	1,820	1,820	1,820	1,820
6509	Books, Periodicals, & Subscriptions	3,884	2,899	3,450	4,093	4,150	4,150	4,150	4,150
6512	Training, Education, & Seminars	8,854	9,134	17,345	1,372	18,400	18,400	18,400	18,400
6513	Leases & Service Agreements		1,913		1,808	1,950	1,950	1,950	1,950
6515	Wellness	(10,140)	3,066		3,426	2,000	2,000	2,000	2,000
6800	Telephone & Communication	322	137	-	196	1,541	1,541	1,541	1,541
	TOTAL O&M	64,195	48,195	79,530	35,177	84,911	84,911	84,911	84,911
CAPITAL OUTLAY									
7361	Occupational Health & Safety Equip.	-	-	7,000	-	7,000	7,000	7,000	7,000
	TOTAL CAPITAL OUTLAY	-	-	7,000	-	7,000	7,000	7,000	7,000
	TOTAL ACTIVITY CENTER	435,657	430,773	593,565	479,936	625,404	625,404	625,404	625,404
						31,839	31,839	31,839	31,839
						5.4%	5.4%	5.4%	5.4%

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
PERSONNEL								
5120	Wages & Salaries (FT)	364,121	320,250	387,117	Wages for full-time departmental staff. <i>Safety Coordinator</i>	387,117	387,117	387,117
5510	Health Insurance	84,265	74,052	83,307		83,307	83,307	83,307
5520	Retirement	29,662	25,425	32,314		32,314	32,314	32,314
5530	Social Security	27,855	23,885	29,614		29,614	29,614	29,614
5540	Workers Comp	1,132	1,141	1,141		1,141	1,141	1,141
5560	Deferred Comp		6	-		-		
5500	Employee Benefits & Taxes	142,914	124,509	146,376	Benefits and taxes for departmental employees.	146,376	146,376	146,376
	TOTAL PERSONNEL SERVICES	507,035	444,758	533,493	5.2% TOTAL	533,493	533,493	533,493
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,000	201	2,000	Use of personal vehicles, mileage reimbursement, HR Conferences; meals & lodging	2,000	2,000	2,000
6301	Professional Services	47,960	\$21,560	49,375	Group Dynamics Section 125 FSA Admin Fee Group Dynamics Section 125 HRA Admin Fee Group Dynamics Debit Card Fee ACA PCORI Annual Fee Employee Advisory Committee Wellness Program Affiliated EAP - Workforce Performance Solutions Affiliated EAP - Critical Incidents Affirmative Action Plan Preparation J.J. Keller ICMA Annual Plan Fee New Sharpe Copier Contract - formerly Ricoh DISA - Drug & Alcohol Program - Fee & Random Tests HR Consultants - training, investigations, services	875 500 1,638 94 5,000 10,000 9,940 1,000 3,450 180 1,808 750 14,500	49,375	49,375
						\$ 49,735		

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6500	Office Supplies	3,300	\$1,702	3,000	HR Office Supplies	3,000	3,000	3,000
6505	Printing & Engraving	175	\$89	175	Misc. printing, brochures, engraving	175	175	175
6506	Postal Expenses	500	\$556	500	HR Postage expenses	500	500	500
6508	Dues	550	\$175	1,820	MLGHRA Memberships	1,820	1,820	1,820
					HR Assoc. of Southern ME (HRASM)	160		
					National Safety Council	425		
					SHRM Memberships	660		
					SHRM Certifications	100		
					NFPA	150		
					Maine Motor Transport Assoc.	150		
						1,820		
6509	Books, Periodicals, & Subscriptions	3,450	\$4,093	4,150	HR Reference Materials/Books	250	4,150	4,150
					JobsInME Subscription	2,900		
					Other job posting & recruitment platforms	1,000		
						4,150		
6512	Training, Education, & Seminars	17,345	\$1,372	18,400	Leadership Academy (based on 12 County attendees)	6,300	18,400	18,400
					Leadership Academy lunches at SMCC	700		
					HR Conferences, Workshops - Staff	1,000		
					Annual Maine HR Conference at Samoset	1,200		
					MMA HR & Management Conference - June @ Thomas C	255		
					Professional Development - Depts. & Supervisory	3,000		
					Maine LERA Conference & Meetings	50		
					Tuition Reimbursement	5,895		
						18,400		
6513	Leases & Service Agreement	1,950	1,808	1,950	Great America Financial Agreement	1,950	1,950	1,950

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6515	Wellness	2,000	3,426	2,000	Wellness Equipment (gym in each location)	2,000	2,000	2,000
6800	Telephone expense	300	196	1,541		1,541	1,541	1,541
	TOTAL O&M	79,530	35,177	84,911		84,911	84,911	84,911
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.	4,000		4,000	Employee Ergonomic costs associated with workstations	4,000	4,000	4,000
	Safety Program	3,000		3,000	Safety training program	3,000	3,000	3,000
		-	-	-		-	-	-
		7,000	-	7,000		7,000	7,000	7,000
		593,565	479,936	625,404		625,404	625,404	625,404
				31,839		31,839	31,839	31,839
				5.4%		5.4%	5.4%	5.4%
					TOTAL	7,000	7,000	7,000
					TOTAL	625,404	625,404	625,404

HUMAN RESOURCES



Facilities Department

William Trufant, 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

	2,017	2,018	2,019	2018 Budget
				-

EXPENSES

2022

Labor	O&M	Capital	TOTAL
1,783,176	919,199	-	2,702,375
ENTERPRISE			411,052
TOTAL DEPT			3,113,427

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 140 Vehicles Responsible for 7 buildings, and over 416,350 sq feet Responsible to maintain operations for: EMA Probate Executive DA Finance Garage Treasurer CCRCC Deeds Sheriff Office Negotiate over \$1 million dollars in Utility costs	Facility	Full Time	Part Time	Court lease	Jail
		FACILITIES MANAGER	1		
	MAINTENANCE SUPERVISOR	1			
	FACILITIES SUPERVISOR				1
	CUSTODIAN SUPERVISOR	1			
	CUSTODIAN	3	1	4	1
	ELECTRICIAN SUPERVISOR	1			
	ELECTRICIAN	1			1
	BUILDING TECH I	1			
	MAINTENANCE TECHNICIAN II	2		2	4
	FLEET AUTOMOTIVE SUPERVISOR	1			
	FLEET AUTOMOTIVE TECHNICIAN	1			
	EXECUTIVE ASSISTANT	1			
		14	1	6	7

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES									
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)*	1,002,794	934,227	1,147,652	924,748	1,193,316	1,193,316	1,193,316	1,193,316
5210	Seasonal/Temporary/Intern	-		-	-	-	-	-	-
5401	Overtime	25,810	20,851	34,156	12,733	34,156	34,156	34,156	34,156
5500	Employee Benefits & Taxes	434,722	391,283	522,822	421,495	555,704	555,704	555,704	555,704
	TOTAL PERSONNEL SERVICES	1,463,326	1,346,361	1,704,630	1,358,976	1,783,176	1,783,176	1,783,176	1,783,176
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	210	928	1,500	200	1,500	1,500	1,500	1,500
6131	Gas, Oil, & Grease	52,126	61,362	63,500	56,372	63,000	63,000	63,000	63,000
6132	Vehicle Repair	89,027	57,992	81,000	77,670	81,000	81,000	81,000	81,000
6301	Professional Services	11,113	4,938	7,900	4,052	7,900	7,900	7,900	7,900
6303	Contract Special Services	5,511	4,737	7,500	8,288	7,500	7,500	7,500	7,500
6304	Security Services	999	1,722	1,772	1,479	1,500	1,500	1,500	1,500
6400	Insurance- Building & Contents	32,848	35,550	53,072	37,312	53,072	53,072	53,072	53,072
6401	Insurance- Liability	1,805	1,954	16,163	2,051	16,163	16,163	16,163	16,163
6402	Vehicle Insurance	8,599	9,306	13,893	9,767	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	5,073	5,490	8,196	5,762	8,196	8,196	8,196	8,196
6500	Office Supplies	1,298	1,230	1,400	1,037	1,400	1,400	1,400	1,400
6502	Cleaning Supplies	8,499	9,087	9,200	7,843	8,600	8,600	8,600	8,600
6504	Maintenance Supplies	17,351	9,611	18,500	7,111	16,200	16,200	16,200	16,200
6505	Printing & Engraving	202	820	450	40	450	450	450	450
6506	Postal Expenses	896	95	190	130	200	200	200	200
6507	Advertising	249		200	-	200	200	200	200
6508	Dues	1,104	776	850	645	850	850	850	850
6509	Books, Periodicals, & Subscriptions	147	101	150	347	300	300	300	300
6510	Tools & Implements	2,077	2,051	2,500	2,277	2,500	2,500	2,500	2,500
6511	Equipment Rental	9,220	9,878	12,010	7,949	11,700	11,700	11,700	11,700
6512	Training, Education, & Seminars	1,865	2,029	2,700	715	2,500	2,500	2,500	2,500
6513	Lease & service Agreements	150,349	152,042	181,000	181,883	183,000	183,000	183,000	183,000
6514	Maintenance Contracts	66,268	54,519	71,500	55,032	63,850	63,850	63,850	63,850

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6600	Cleaning & Sanitary	5,555	2,187	3,750	8,854	5,000	5,000	5,000	5,000
6601	Snow Removal	7,026	5,260	8,500	4,922	8,500	8,500	8,500	8,500
6602	Lot & Grounds Maintenance	3,528	2,098	4,000	12,526	3,000	3,000	3,000	3,000
6603	Building & Structure Repair	32,813	15,187	28,500	18,691	28,500	28,500	28,500	28,500
6604	Heating & Cooling (HVAC) Repair	21,901	28,961	19,500	19,570	19,000	19,000	19,000	19,000
6605	Electrical Repair	6,056	24,835	18,500	23,210	20,500	20,500	20,500	20,500
6606	Painting Repair	3,414	5,309	6,000	8,252	4,000	4,000	4,000	4,000
6607	Plumbing Repair	10,466	5,600	9,200	8,500	9,000	9,000	9,000	9,000
6608	Elevator Repair	825	633	1,000	-	1,000	1,000	1,000	1,000
6609	Equipment Repair	4,614	10,173	4,000	4,686	5,000	5,000	5,000	5,000
6612	Furniture Repair	3,193	3,530	1,200	7,426	3,000	3,000	3,000	3,000
6800	Telephone & Communication	3,588	6,191	6,200	4,010	4,527	4,527	4,527	4,527
6801	Electricity Utility	120,089	133,834	136,000	110,889	114,148	114,148	114,148	114,148
6802	Gas Utility	54,369	66,656	76,000	57,115	76,000	76,000	76,000	76,000
6803	Water Utility	5,293	5,338	7,000	5,120	6,500	6,500	6,500	6,500
6804	Sewer Utility	30,167	28,015	30,000	25,992	29,000	29,000	29,000	29,000
6805	Rubbish Removal	12,996	12,469	16,500	13,255	15,500	15,500	15,500	15,500
6806	Fuel Oil	222	1,708	600	1,295	750	750	750	750
6906	Paper Goods	14,470	6,918	11,000	4,092	10,000	10,000	10,000	10,000
6908	Clothing- Uniforms	2,648	5,050	4,500	3,161	4,500	4,500	4,500	4,500
6909	Clothing- Cleaning	3,771	3,159	3,800	2,543	3,300	3,300	3,300	3,300
6913	Safety Equipment	416	1,154	2,000	982	3,000	3,000	3,000	3,000
6950	misc expense PRC	-	-	-	-	-	-	-	-
	TOTAL O&M	814,254	800,482	952,896	813,050	919,199	919,199	919,199	919,199

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	-		-	-	-	-	-	-
7315	Electrical Capital			2,000	-	-	-	-	-
7335	Maintenance Capital			-	-	-	-	-	-
7350	Office Equipment		-	-	810	-	-	-	-
7355	Computer Hardware	101	2,560	-	70	-	-	-	-
7361	Occupational Health & Safety Equip.		5,764	-	-	-	-	-	-
7360	Safety Equipment	5,221		-	703	-	-	-	-
	TOTAL CAPITAL OUTLAY	5,322	8,324	2,000	1,583	-	-	-	-
	TOTAL DEPARTMENT	2,282,902	2,155,167	2,659,526	2,173,610	2,702,375	2,702,375	2,702,375	2,702,375
						42,849	42,849	42,849	42,849
						1.6%	1.6%	1.6%	1.6%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES								
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120	Wages & Salaries (FT)	1,142,652	924,748	1,188,316	Wages for full-time departmental staff. 24 to 40 hours Jail & LEC Custodian	\$ -	1,188,316	1,188,316	1,188,316
5205	Wages & Salaries (PT)	5,000		5,000	Wages for maint./ special projects.		5,000	5,000	5,000
5210	Seasonal/Temporary/Intern								
5401	Overtime	34,156	12,733	34,156	Wages for required overtime work and call in work.		34,156	34,156	34,156
5510	Health Insurance	300,910	243,247	321,019			321,019	321,019	321,019
5520	Retirement	84,871	72,812	98,882			98,882	98,882	98,882
5530	Social Security	90,408	67,932	93,902			93,902	93,902	93,902
5540	Workers Comp	30,768	31,035	30,768			30,768	30,768	30,768
5560	Deferred Comp	15,865	6,469	11,133			11,133	11,133	11,133
5500	Employee Benefits & Taxes	522,822	421,495	555,704	Taxes and benefits for departmental employees.		555,704	555,704	555,704
	TOTAL PERSONNEL SERVICES	1,704,630	1,358,976	1,783,176		4.6% TOTAL	1,783,176	1,783,176	1,783,176
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,500	200	1,500	Departmental travel expenses including for training.	\$ 1,500	1,500	1,500	1,500
6131	Gas Oil & Grease	63,500	56,372	63,000	Gas, oil, grease, and maintenance for departmental vehicles and machines.	\$ 9,000	63,000	63,000	63,000
					Tires for all County vehicles.	\$ 50,000			
					Oil & grease for Sheriff vehicles.	\$ 4,500			
6132	Vehicle Repair	81,000	77,670	81,000	Parts and labor for automobile and machine repair.	\$ 8,000	81,000	81,000	81,000
					Sheriff Administration/ Support Services	\$ 10,000			
					Sheriff Law Enforcement	\$ 27,000			
					Sheriff General	\$ 8,000			
					New Vehicle equipment set up	\$ 28,000			
6301	Professional Services	7,900	4,052	7,900	Consultants: chemical, etc.	\$ 5,000	7,900	7,900	7,900
					Indoor Air Quality tests.	\$ 2,900			
6303	Contract Special Services	7,500	8,288	7,500	Pest control. Courthouse ,LEC EMA	\$ 3,000	7,500	7,500	7,500

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
					Hazardous Mats (lamp) \$ 2,000			
					Backflow testing \$ 500			
					work order system fleet \$ 2,000			
6304	Security Services	1,772	1,479	1,500	Security \$ 1,772	1,500	1,500	1,500
6400	Insurance -Building & Contents	53,072	37,312	53,072	Courthouse. \$ 53,072	53,072	53,072	53,072
					Garage.			
6401	Insurance- Liability	16,163	2,051	16,163	Departmental share of insurance. \$ 16,163	16,163	16,163	16,163
6402	Vehicle Liability	13,893	9,767	13,893	Departmental share of insurance. \$ 13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	5,762	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	1,400	1,037	1,400	Office supplies and copy paper. \$ 1,400	1,400	1,400	1,400
6502	Cleaning Supplies	9,200	7,843	8,600	Custodial supplies. (Does not include Jail secure area.)	8,600	8,600	8,600
					Car Cleaning Supplies \$ 100			
					Courthouse. \$ 7,100			
					Garage. \$ 600			
					EMA & Dispatch \$ 1,100			
					25 Pearl Street \$ 300			
6504	Maintenance Supplies	18,500	7,111	16,200	Repair supplies.	16,200	16,200	16,200
					Courthouse \$ 11,500			
					Garage. \$ 1,825			
					EMA. \$ 1,850			
					Law Enforcement Center. \$ 750			
					Communications \$ 2,100			
6505	Printing & Engraving	450	40	450	Printing for work orders, forms, and blueprints. \$ 450	450	450	450

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6506	Postal Expenses	190	130	200	Departmental postage costs. \$ 160	200	200	200
6507	Advertising	200	-	200	For material bids and personnel \$ 200	200	200	200
6508	Dues	850	645	850	NFPA ASHRAE (Heating and AC Eng.) \$ 50 NSEE (Energy Engineers.) \$ 50 Electrician Licensing Fees. \$ 400 fleet \$ 200 recertification \$ 150	850	850	850
6509	Books, Periodicals, & Subscriptions	150	347	300	Manager's Legal Bulletin. Vehicle manuals. ASHRAE Handbooks. Means Data Books. Reference manuals and code books. \$ 150	300	300	300
6510	Tools & Implements	2,500	2,277	2,500	Hand tools. \$ 2,500	2,500	2,500	2,500
6511	Equipment Rental	12,010	7,949	11,700	Pagers. \$ 1,000 Offsite Storage \$ 6,000 Safety Kleen for Mechanic/Jail (oil) \$ 200 Copier \$ 1,500 Concrete cutter & others as needed \$ 310 lift rental \$ 3,000	11,700	11,700	11,700
6512	Training, Education, & Seminars	2,700	715	2,500	OSHA Training Training safety \$ 1,100 work order system seminars. \$ 1,400	2,500	2,500	2,500
6513	Leases and Service Agreements	181,000	181,883	183,000	Leased Office Space and Common Charges \$ 183,000 Lease 10,000 square feet	183,000	183,000	183,000
6514	Maintenance Contracts	71,500	55,032	63,850	HVAC Contract CCRCC, CCCH & EMA \$ 33,900	63,850	63,850	63,850

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
					Sprinkler system. \$ 1,850			
					Extinguishers. \$ 900			
					Fire alarm. . \$ 2,500			
					Elevator/lifts. \$ 13,000			
					Telephone \$ 3,000			
					Garage gate equipment- \$ 3,500			
					Identicard \$ 2,500			
					Work order Systems Support \$ 5,000			
					Automatic Doors \$ 1,200			
6600	Cleaning & Sanitary	3,750	8,854	5,000	Carpets cleaned in-house for cost and quality assurance.	5,000	5,000	5,000
					Courthouse. (done in house) \$ 2,000			
					EMA/RCC \$ 1,500			
					Law Enforcement Center. \$ 1,500			
6601	Snow Removal	8,500	4,922	8,500	Courthouse complex (includes parking lot). \$ 5,000	8,500	8,500	8,500
					EMA & Dispatch. \$ 3,500			
6602	Lot & Grounds Maintenance	4,000	12,526	3,000	Loam, seed, sod. \$ 1,000	3,000	3,000	3,000
					Flowers, shrubbery- \$ 1,500			
					Landscape timbers, fencing. \$ 500			
					Asphalt maintenance or repair: \$ 1,500			
6603	Building & Structure Repair	28,500	18,691	28,500	Doors, walls, ceilings, stairs, & windows. \$ 3,000	28,500	28,500	28,500
					Replacement locks and keys \$ 3,000			
					Roof patches and repairs. \$ 5,000			
					CCCH Replacement Air Conditioners \$ 2,500			
					Carpeting and repairs \$ 9,000			
					Exterior building repairs. \$ 4,000			
					Replacement ceiling tiles. \$ 2,000			
6604	Heating & Cooling (HVAC) Repair	19,500	19,570	19,000	Heating & Cooling (HVAC) Repair	19,000	19,000	19,000
					Courthouse. \$ 12,500			
					Garage. \$ 500			

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
					EMA. \$ 3,500			
					Law Enforcement Center. \$ 3,000			
6605	Electrical Repair	18,500	23,210	20,500	Identocard and control repairs. \$ 5,500	20,500	20,500	20,500
					Lighting-lamps and ballast, light bulbs \$ 4,000			
					Power outlets & wiring. \$ 2,000			
					Electrical repairs. \$ 7,000			
6606	Painting Repair	6,000	8,252	4,000	Preventative & ongoing maintenance. Courthouse. \$ 3,000	4,000	4,000	4,000
					Garage. \$ 2,500			
					EMA. & communications \$ 500			
					Law Enforcement Center. \$ 500			
6607	Plumbing Repair	9,200	8,500	9,000	Preventative/ ongoing maintenance. Courthouse. \$ 7,000	9,000	9,000	9,000
					Garage. \$ 700			
					EMA. And Communications \$ 1,000			
					Law Enforcement Center. \$ 1,000			
6608	Elevator Repair	1,000	0	1,000	Non-contract repairs \$ 1,000	1,000	1,000	1,000
6609	Equipment Repair	4,000	4,686	5,000	Repair for County equipment. \$ 5,000	5,000	5,000	5,000
6612	Furniture Repair	1,200	7,426	3,000	Repair material for any County furniture. \$ 3,000	3,000	3,000	3,000
6800	Telephone & Communication	6,200	4,010	4,527	Telephone Costs \$ 4,527	4,527	4,527	4,527
6801	Electricity Utility	136,000	110,889	114,148	Electricity costs for county properties .04880 kwh	114,148	114,148	114,148
					Communications \$ 33,048			
					Garage \$ 21,852			
					CCCH \$ 48,455			
					LEC \$ 18,545			
					Pearl Street \$ 14,100			

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	CAPITAL OUTLAY							
7305	Building & Building Improvement							
7315	Electrical Capital	\$ 2,000			Energy controls (lighting) courthouse \$ 2,000			
7335	Maintenance Capital							
7350	Office Equipment	-	810		Replace misc office equipment			
7355	Computer Hardware	-	70					
7361	Occupational Health & Safety Equip.		683		Moved to HR Budget			
7360	Safety Program		703		Moved to HR budget			
	TOTAL CAPITAL OUTLAY	2,000	2,266	-		-	-	-
	TOTAL FACILITIES	2,659,526	2,174,292	2,702,375	TOTAL	2,702,375	2,702,375	2,702,375
		14		1.6%		42,849	42,849	42,849
						1.6%	1.6%	1.6%

ENTERPRISE ACTIVITIES TOTAL	411,052
OVERALL DEPARTMENTAL EXPENSES	3,113,427

FACILITIES



Facilities-Garage Operation

Wages for full & part time staff.

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

REVENUES

EXPENSES

2022

	2018 Actual	2019 Actual	2020 Actual	2022 Budget		Labor	O&M	Capital	TOTAL
GAR	2,817	-	-	-	Garage Operations	78,580	71,952	-	150,532
GAR	109,708	91,394	74,123	110,000	Garage Daily Parking				
GAR	487,446	553,296	599,474	500,000	Garage Monthly Parking				
GAR									
GAR	\$ 599,971	\$ 644,690	\$ 673,598	\$ 610,000					

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*	0	0
Monthly contacts with the State	-100			
Monthly contracts with local business	-130			
County Employee parking daily	-50			
Public parking for Jury Duty and General Public	varies		1	0

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: Facilities		ACTIVITY CENTER: PARKING GARAGE							
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120-03	Wages & Salaries (FT)	40,125	45,196	51,974	51,977	53,798	53,798	53,798	53,798
5205-03	Wages & Salaries (PT)			-	-	-	-	-	-
5401-03	Overtime	12,542	5,418	7,175	4,105	7,175	7,175	7,175	7,175
5500-03	Employee Benefits & Taxes	16,626	16,535	18,046	17,782	17,607	17,607	17,607	17,607
	TOTAL PERSONNEL SERVICES	69,293	67,149	77,195	73,864	78,580	78,580	78,580	78,580
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	1,611	2,850	2,200	584	1,250	1,250	1,250	1,250
6502	Cleaning Supplies					600	600	600	600
6504	Maintenance Supplies					1,800	1,800	1,800	1,800
6505-03	Printing & Engraving	-	369	2,500	1,817	2,500	2,500	2,500	2,500
6507-03	Advertising	48	-	50	-	50	50	50	50
6514-03	Maintenance Contracts					9,050	9,050	9,050	9,050
6602-03	Lot & Grounds Maintenance					1,000	1,000	1,000	1,000
6603-03	Building & Structural Repair					2,000	2,000	2,000	2,000
6605-03	Electrical Repair					1,500	1,500	1,500	1,500
6606-03	Painting Repairs					2,500	2,500	2,500	2,500
6607-03	Plumbing Repairs					1,000	1,000	1,000	1,000
6609-03	Equipment Repair	18,465	20,404	4,500	18,298	6,500	22,500	22,500	22,500
6800-03	Telephone & Communication	317	958	950	1,146	950	950	950	950
6801-03	Electricity Utility					21,852	21,852	21,852	21,852
6803-03	Water Utility					350	350	350	350
6804-03	Sewer Utility					750	750	750	750
6805-03	Rubbish Removal					1,000	1,000	1,000	1,000
6905-03	Medical Supplies					50	50	50	50
6908-03	Clothing-Uniforms					500	500	500	500
6913-03	Safety Equipment					750	750	750	750
	TOTAL O&M	20,441	24,580	10,200	21,845	55,952	71,952	71,952	71,952
	CAPITAL								

PARKING GARAGE

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	1,000	-	-	-	-	-
	TOTAL CAPITAL	-	-	1,000	-	-	-	-	-
	TOTAL ACTIVITY CENTER	89,734	91,729	88,395	95,709	134,532	150,532	150,532	150,532
						46,137	62,137	62,137	62,137
						52.2%	70.3%	70.3%	70.3%

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: FACILITIES		ACTIVITY CENTER: PARKING GARAGE						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.			
5120-03	Wages & Salaries (FT)	51,974	51,977	53,798	Wages for full-time departmental staff.	53,798	53,798	53,798
5205-03	Temporary				Wages for part-time departmental staff.			
5401-03	Overtime	7,175	4,105	7,175	Wages for required overtime work.	7,175	7,175	7,175
5510	Health Insurance	10,799	10,766	10,769		10,769	10,769	10,769
5520	Retirement							
5530	Social Security	4,525	4,270	4,116		4,116	4,116	4,116
5540	Workers Comp	2,722	2,745	2,722		2,722	2,722	2,722
5560	Deferred Comp	-	-	-				
5500-03	Employee Benefits & Taxes	18,046	17,782	17,607	Taxes and benefits for departmental employees.	17,607	17,607	17,607
	TOTAL PERSONNEL	77,195	73,864	78,580		78,580	78,580	78,580
	OPERATIONS & MAINTENANCE							
6500-03	Office Supplies	2,200	584	1,250	General office supplies used in garage operation.	\$ 1,250	1,250	1,250
6502	Cleaning Supplies			600	Cleaning Supplies	\$ 600	600	600
6504	Maintenance Supplies			1,800	Mx Supplies	\$ 1,800	1,800	1,800
6505-03	Printing & Engraving	2,500	1,817	2,500	60,000 garage tickets + shipping. (Now only available in 20k lots.)	\$ 2,500	2,500	2,500
6507-03	Advertising	50	-	50	Newspaper job advertisements	\$ 50	50	50
6514-03	Maintenance Contracts	-	-	9,050	Sprinkler System	\$ 3,000	9,050	9,050
					Elevators	\$ 4,300		
					Garage Gates	\$ 1,000		
					Automatic Doors	\$ 750		

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6602-03	Lot & Grounds Maintenance	-	-	1,000	Flowers, shrubbery, landscape Asphalt Repair	\$ 250 \$ 750	1,000	1,000	1,000
6603-03	Building & Structural Repair	-	-	2,000	Repairs to Concrete Decking	\$ 2,000	2,000	2,000	2,000
6605-03	Electrical Repair	-	-	1,500	Cameras, Lighting, and repairs	\$ 1,500	1,500	1,500	1,500
6606-03	Painting Repairs	-	-	2,500	Painting of structure	\$ 2,500	2,500	2,500	2,500
6607-03	Plumbing Repairs	-	-	1,000	Drain repair and cleaning	\$ 1,000	1,000	1,000	1,000
6609-03	Equipment Repair	4,500	18,298	6,500	Repair material for gate swing-arms, and mechanical readers.	\$ 6,500	22,500	22,500	22,500
6800-03	Telephone & Communication	950	1,146	950	Garage telephone costs. New system bank connection	\$ 950	950	950	950
6801-03	Electricity Utility	-	-	21,852	Electricity costs .04880 kwh	\$ 21,852	21,852	21,852	21,852
6803-03	Water Utility	-	-	350	Water usage	\$ 350	350	350	350
6804-03	Sewer Utility	-	-	750	Storm Water charges	\$ 750	750	750	750
6805-03	Rubbish Removal	-	-	1,000	Trash Removal	\$ 1,000	1,000	1,000	1,000
6905-03	Medical Supplies	<u>50</u>		<u>50</u>	Replacement medical supplies. (Expiration of existing medical supplies.)	\$ 50	50	50	50
6908-03	Clothing-Uniforms	-	-	500	Employee yearly clothing allowance	\$ 500	500	500	500
6913-03	Safety Equipment	<u>-</u>	<u>-</u>	<u>750</u>	Safety Shoes, gloves & wipes, blood pathogens	\$ 750	<u>750</u>	<u>750</u>	<u>750</u>
	TOTAL O&M	10,250	21,844	55,952		TOTAL	71,952	71,952	71,952

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
7325-03	CAPITAL OUTLAY							
	Furniture & Fixtures		-					
	Operation Equipment	1,000						
	TOTAL CAPITAL OUTLAY	<u>1,000</u>	<u>-</u>	<u>-</u>				
	TOTAL GARAGE	88,445	95,708	134,532				
				46,087				
				52.1%				
						62,087	62,087	62,087
						70.2%	70.2%	70.2%
					TOTAL	-	-	-
					TOTAL	150,532	150,532	150,532

PARKING GARAGE



Sheriff's Office-Administration

Kevin Joyce , Sheriff
Wages for full & part time staff.

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

REVENUES

	2018 Actual	2019 Actual	2020 Actual	2022 Budget
SHER	30,476	37,715	30,300	55,000
	\$ 30,476	\$ 37,715	\$ 30,300	\$ 55,000

EXPENSES

2022

Labor	O&M	Capital	TOTAL
1,031,366	274,384	3,000	1,308,750

Objectives

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

Personnel

	Full Time	Part Time
SHERIFF	1	
CHIEF DEPUTY	1	
ADMINISTRATIVE INVESTIGATOR	1	
ADMINISTRATIVE LIEUTENANT	1	
EXECUTIVE ASSISTANT	1	
INVESTIGATIONS CLERK	2	
RECEPTION/CLERK	1	
CAPTIAN-SUPPORT SERVICES	1	
ACCREDITATION COORD	1	
ADMINISTRATIVE SERGREANT	1	
ADMINISTRATIVE ASST.	1	
	12	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES							
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES								
					Wages for full & part time staff.				
5120-05	Wages & Salaries (FT)	593,585	668,691	734,795	696,925	795,196	765,196	765,196	765,196
5205-05	Wages & Salaries (PT)			-	-	1,000	-	-	
5401-05	Overtime	23,806	2,535	5,000	5,344	5,000	5,000	5,000	5,000
5500-05	Employee Benefits & Taxes	221,142	216,058	226,974	225,628	261,170	261,170	261,170	261,170
	TOTAL PERSONNEL SERVICES	838,533	887,283	966,769	927,898	1,062,366	1,031,366	1,031,366	1,031,366
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	7,286	18,933	11,400	6,081	11,400	11,400	11,400	11,400
6131-05	Gas, Oil, & Grease	3,573	39	8,700	55	8,700	8,700	8,700	8,700
6301-05	Professional Services	22,126	12,215	11,300	6,267	21,300	11,300	11,300	11,300
6302-05	Legal Services	20,862	33,151	21,842	24,801	21,842	21,842	21,842	21,842
6401-05	Insurance - Liability	28,165	46,207	62,060	48,498	62,060	62,060	62,060	62,060
6402-05	Insurance- Vehicle	10,292	16,356	21,400	17,167	21,400	21,400	21,400	21,400
6500-05	Office Supplies	11,396	12,211	13,000	9,389	11,000	11,000	11,000	11,000
6505-05	Printing & Engraving	8,156	10,629	11,008	9,213	9,000	9,000	9,000	9,000
6506-05	Postal Expenses	1,417	1,765	3,000	2,852	3,000	3,000	3,000	3,000
6507-05	Advertising	83	105	2,500	1,227	2,500	2,500	2,500	2,500
6508-05	Dues	4,356	4,277	4,200	3,949	4,200	4,200	4,200	4,200
6509-05	Books, Periodicals, & Subscriptions	3,435	6,111	5,000	6,225	5,000	5,000	5,000	5,000
6511-05	Equipment Rental	12,036	7,281	10,700	3,755	8,000	8,000	8,000	8,000
6512-05	Training, Education, & Seminars	11,272	10,129	20,000	2,304	20,000	20,000	20,000	20,000
6800-05	Telephone & Communication	44,424	63,887	63,732	59,010	63,732	63,732	63,732	63,732
6908-05	Clothing- Uniforms	2,572	2,093	5,000	2,947	3,000	3,000	3,000	3,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	
6910-05	Criminal Investigation	1,085	4,232	4,500	3,548	3,500	3,500	3,500	3,500	
6950-05	CALEA		4,129	5,500		4,750	4,750	4,750	4,750	
	TOTAL O&M	192,534	253,752	284,842	207,289	284,384	274,384	274,384	274,384	
	CAPITAL OUTLAY									
7350-05	Office Equipment	2,882	2,602	3,000	825	3,000	3,000	3,000	3,000	
	TOTAL CAPITAL OUTLAY	2,882	2,602	3,000	825	3,000	3,000	3,000	3,000	
	TOTAL ACTIVITY CENTER	1,033,949	1,143,637	1,254,611	1,136,012	1,349,750	1,308,750	1,308,750	1,308,750	
						95,139	54,139	54,139	54,139	
						7.6%	4.3%	4.3%	4.3%	

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES							
5120-05	Wages & Salaries (FT)	734,795	696,925	765,196	Wages for full & part time staff. Wages for full-time agency staff.	765,196	765,196	765,196
					On-Call Stipend			
				30,000	FOAA Clerk for Axon Equipment (July 1 Start) \$ 30,000			
5205-05	Wages & Salaries (PT)			1,000	On-Call \$100 Per Night (Holidays) \$ 1,000			
5401-05	Overtime	5,000	5,344	5,000	Wages for required overtime work.	5,000	5,000	5,000
5510	Health Insurance	107,974	106,862	123,795		123,795	123,795	123,795
5520	Retirement	40,675	41,251	58,598		58,598	58,598	58,598
5530	Social Security	56,594	53,339	58,920		58,920	58,920	58,920
5540	Workers Comp	17,556	17,709	17,556		17,556	17,556	17,556
5560	Deferred Comp	4,175	6,468	2,301		2,301	2,301	2,301
					Benefits			
5500-05	Employee Benefits & Taxes	226,974	225,628	261,170	Taxes and benefits for agency employees.	261,170	261,170	261,170
	TOTAL PERSONNEL SERVICES	966,769	927,898	1,062,366	9.9% TOTAL	\$ 1,031,366	1,031,366	1,031,366
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	11,400	6,081	11,400	Agency mileage and travel expenses \$ 5,000	11,400	11,400	11,400
6131-05	Gas, Oil, & Grease	8,700	55	8,700	To provide gas for vehicles assigned to the administration bureau. (3000 gal @\$2.60).	8,700	8,700	8,700
6301-05	Professional Services	11,300	6,267	21,300	Polygraph and psych testing. Transcription services emergency needs. Pre-employment Medical Evals \$4100. Respiratory Evaluations \$1000 Promotions Exams \$4900 Wellness Initiatives \$ 10,000	11,300	11,300	11,300

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6302-05	Legal Services	21,842	24,801	21,842	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers. Due to increase in legal services due to FOAA	21,842	21,842	21,842
6401-05	Insurance - Liability	62,060	48,498	62,060	Provides agency share of liability insurance.	62,060	62,060	62,060
6402-05	Insurance- Vehicle	21,400	17,167	21,400	Fleet insurance needs through current carrier.	21,400	21,400	21,400
6500-05	Office Supplies	13,000	9,389	11,000	General Administrative needs from pens to paper.	11,000	11,000	11,000
6505-05	Printing & Engraving	11,008	9,213	9,000	Generic printing needs of the agency from business cards to letterhead and includes recognition program (coins. community policing). Toner Cartridges	9,000	9,000	9,000
6506-05	Postal Expenses	3,000	2,852	3,000	Agency postage expenses & rate increase. Postage meter rental 171x4. Postage meter maintenance agreement.	3,000	3,000	3,000
6507-05	Advertising Expense	2,500	1,227	2,500	Recruiting and other necessary advertisements for Sheriff's Office.	2,500	2,500	2,500
6508-05	Dues	4,200	3,949	4,200	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. \$500 Lt. Foss FBINAA Increase	4,200	4,200	4,200
6509-05	Books, Periodicals, & Subscriptions	5,000	6,225	5,000	Legal reference material, new title updates. IA Pro \$3264	5,000	5,000	5,000
6511-05	Equipment Rental	10,700	3,755	8,000	Rental of equipment used in the facility.	8,000	8,000	8,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	
6512-05	Training, Education, & Seminars	20,000	2,304	20,000	Base rental for copiers (2) \$313 x 12. Naples Copier. Copier fees based on estimated copies. Circuit to tie to ME Public Safety for data. Ongoing educational needs (usually outside the facility). Administrative support staff development training @ 7 personnel Educational reimbursements for agency Administration. Law Enforcement. CALEA (reaccreditation conference every 4 years)	12,000	20,000	20,000	20,000
6800-05	Telephone & Communication	63,732	59,010	63,732	Telephone services. GPS Trackers \$1000 In-State/Out State service. Wireless Phone Services Replacement-wireless equipment. Substation service. Phone maintenance. Pagers for key personnel \$142 X 12. GPS Units-ESU/K-9 \$3500 65 Patrol Aircards (From IT Budget)		63,732	63,732	63,732
6908-05	Clothing- Uniforms	5,000	2,947	3,000	Provided to staff.		3,000	3,000	3,000
6910-05	Criminal Investigation	4,500	3,548	3,500	General expenses for investigations including CD/DVD, batteries (Internal investigations). Material, Jail Investigation, Law Suit Prep		3,500	3,500	3,500
6950-05	CALEA Expenses	5,500	4,429	4,750	CALEA Expenses		4,750	4,750	4,750
	TOTAL O&M	284,842	211,718	284,384	TOTAL	274,384	274,384	274,384	

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
7350-05	CAPITAL OUTLAY Office Equipment	3,000	825	3,000	Misc replacement of broken/worn furniture.	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	<u>3,000</u>	<u>825</u>	<u>3,000</u>		<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	TOTAL ADMIN/ SUPPORT SERVICES	1,254,611	1,140,440	1,349,750	TOTAL	1,308,750	1,308,750	1,308,750
				95,139		54,139	54,139	54,139
				7.6%		4.3%	4.3%	4.3%

ADMINISTRATION/ SUPPORT SERVICES



Sheriff's Office- Law Enforcement

Kevin Joyce, Sheriff
Wages for full & part time staff.

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

REVENUES

	2018 Actual	2019 Actual	2020 Actual	2022 Budget
LEC				
ENTERPRISE				2,466,403
				\$ 2,466,403

EXPENSES

2022

Labor	O&M	Capital	TOTAL
5,302,095	505,100	476,580	6,283,775
ENTERPRISE			2,466,403
TOTAL DEPT.			8,750,178

Enterprise Fund:

See Enterprise Fund Section for Enterprise activities of this department

Statistics

<p>Department includes Patrol and Detectives Patrol deputies respond to approx 24,000 calls annually Detectives investigate approx. 700 cases per year</p> <p>The department performs, crime scene investigation polygraph exams, community policing, accident reconstruction, marine patrol, OUI roadblocks, license and OAS activities, drug investigations, maintain local sex offender registry, works with local television to promote "fugitive files"</p> <p>The Department has 13 contracts with communities and school districts for police services</p>

Personnel

Regular

Grant & Contract

	Regular		Grant & Contract	
	Full Time	Part Time	Full Time	Part Time
CAPTAIN	2			
LIEUTENANT	3			
SERGEANT	7			
DEPUTY	22		16	3
DETECTIVE	8			
COMPLAINT OFFICER	1			
CRIME ANALYST	1			
	44	0	16	3

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT								
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	
PERSONNEL SERVICES										
5120-06	Wages & Salaries (FT)	2,534,124	2,544,943	2,908,907	2,590,953	3,034,107	3,034,107	3,034,107	3,034,107	
				-	25,000	-	-	-	-	
5401-06	Overtime	742,236	774,095	606,175	866,566	624,360	624,360	624,360	624,360	
5500-06	Employee Benefits & Taxes	1,457,931	1,404,085	1,609,856	1,505,960	1,643,629	1,643,628	1,643,628	1,643,628	
	TOTAL PERSONNEL SERVICES	4,734,291	4,723,124	5,124,938	4,963,479	5,327,096	5,302,095	5,302,095	5,302,095	
OPERATIONS & MAINTENANCE										
6130-06	Transportation & Lodging	17,953	23,886	16,300	7,039	16,300	16,300	16,300	16,300	
6131-06	Gas, Oil, & Grease	175,369	156,274	190,000	133,351	190,000	190,000	190,000	190,000	
6232-06	Electronic Equipment Repair	19,875	9,522	15,300	7,666	33,650	33,650	33,650	33,650	
6501-06	Training Supplies	37,451	4,378	9,750	10,051	9,750	9,750	9,750	9,750	
6314-06	Ammunition	7,767	44,920	55,000	52,643	61,500	61,500	61,500	61,500	
6509-06	Books, Periodicals, & Subscriptions	12,771	11,390	10,875	13,938	11,600	11,600	11,600	11,600	
6512-06	Training, Education, & Seminars	56,336	35,991	75,800	65,198	96,270	75,800	75,800	75,800	
6905-06	Medical Supplies	2,653	2,849	3,500	326	3,500	3,500	3,500	3,500	
6908-06	Clothing- Uniforms	47,536	42,957	42,000	45,841	42,000	42,000	42,000	42,000	
6910-06	Criminal Investigation	45,824	44,294	46,000	40,693	41,000	41,000	41,000	41,000	
6911-06	Canine Supplies & Equipment	11,958	24,893	20,000	22,989	20,000	20,000	20,000	20,000	
6950-06	CALEA Expenses	-	10							
	TOTAL O&M	435,493	401,364	484,525	399,734	525,570	505,100	505,100	505,100	
CAPITAL OUTLAY										
7345-06	Vehicles	388,377	408,125	414,600	420,000	422,705	422,705	422,705	422,705	
7350-06	Office Equipment	2,231	946	4,000	249	4,000	4,000	4,000	4,000	
7360-06	Employee Safety Equipment	17,463	23,858	23,150	31,455	26,575	26,575	26,575	26,575	
7367	Dive Team	3,810	5,424	4,000	4,033	6,800	6,800	6,800	6,800	
7366	Emergency Services Unit	11,930	16,202	4,000	12,294	14,000	14,000	14,000	14,000	
7368	Honor Guard	491	3,063	2,500	12	2,500	2,500	2,500	2,500	
7369	VIPS	1,212	2,483	2,500	-	2,500	-	-	-	
7370	Explorers	1,259	360	2,500	362	2,500	-	-	-	
	TOTAL CAPITAL OUTLAY	426,773	460,462	457,250	468,405	481,580	476,580	476,580	476,580	
	TOTAL ACTIVITY CENTER	5,596,557	5,584,949	6,066,713	5,831,618	6,334,246	6,283,775	6,283,775	6,283,775	
							267,533	217,062	217,062	217,062
							4.4%	3.6%	3.6%	3.6%

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
5120-06	PERSONNEL SERVICES Wages & Salaries (FT)	2,908,907	2,590,953	3,034,107	Wages for full & part time staff. Wages for full-time departmental staff.	3,034,107	3,034,107	3,034,107
				25,000	Full Time Detective - DV - 50% Grant/50% County (July 1 Start) \$ 25,000	-	-	-
5401-06	Overtime	606,175	866,566	624,360	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes and training. Plus 3% to cover raises.	624,360	624,360	624,360
5510	Health Insurance	876,934	801,265	881,842		881,842	881,842	881,842
5520	Retirement	339,018	326,659	356,342		356,342	356,342	356,342
5530	Social Security	273,705	255,392	281,785		281,785	281,785	281,785
5540	Workers Comp	110,245	111,208	110,245		110,245	110,245	110,245
5560	Deferred Comp	9,954	11,436	13,414		13,414	13,414	13,414
5500-06	Employee Benefits & Taxes	1,609,856	1,505,960	1,643,629	Benefits and taxes for departmental employees.	1,643,628	1,643,628	1,643,628
	TOTAL PERSONNEL SERVICES	5,124,938	4,963,479	5,327,096	3.9% TOTAL	5,302,094	5,302,095	5,302,095
	OPERATIONS & MAINTENANCE							
6130-06	Transportation & Lodging	16,300	7,039	16,300	To pay Sheriffs office expenses for required travel (training, firearms training, etc.). Includes overnight lodging, meals, tolls, and other costs incidental to travel. \$ 2,700	16,300	16,300	16,300
6131-06	Gas, Oil, & Grease	190,000	133,351	190,000	New SRD Training, advanced forensic reconstruction Tactical/Negotiator Tream Specialized Training To provide gas for vehicles assigned to the law enforcement bureau. (77,139 gals at (\$2.60)	190,000	190,000	190,000

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6232-06	Electronic Equipment Repair	15,300	7,666	33,650	Fund repairs for all mobile and portable radios at the Sheriff's Office (Approx 100 radios). \$7,500 Radar Calibration. \$4000 Accident Reconstruction cables/license/subscription \$3800 Update JMRA \$ 4,350 Mobile Fingerprint - Statutory Requirement \$ 14,000	33,650	33,650	33,650
6501-06	Training Supplies	9,750	10,051	9,750	Misc Training Supplies Targets, Gun Cleaning Materials, CPR Supplies PowerDMS - \$2000. Sim protective gear CPR Mannequin	9,750	9,750	9,750
6314	Ammunition	55,000	52,643	61,500	Required firearm training- Law Enforcement \$ 6,500 40 Cal Duty Law Enforcement, ESU (Reg&night) - \$32,752 Shotgun - \$1150 Rifle 223 cal - \$1300 Rifle .308 cal \$950 9mm \$725 Less Lethal \$1,100 * Ammunition increased in cost by 12%, same amount of ammo required ESU- Smoke, Non-Lethal, Distraction Devices and Gas \$7,600 (Increased Cost of Product) Add ADA, Reasonable Accommodation, Ammo \$1,000 Situation Shooting Scenarios - Additional Ammo	61,500	61,500	61,500
6509-06	Books, Periodicals, & Subscriptions	10,875	13,938	11,600	Law enforcement statute literature required by law. incl. LEOM's \$ 750 Maintain ongoing yearly needs. New Title 29 and 17A updates \$1000 CID GPS Tracker \$225, Cellebrite Mobile Device Examiner Licensing \$4300, Callyo \$3230, Dragon Speak \$2850	11,600	11,600	11,600

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6512-06	Training, Education, & Seminars	75,800	65,198	96,270	Provide for the training of agency members through in-house training, training workshops and conferences to maintain the Maine Criminal Justice Academy Certifications, Federal, and accreditation training standards and to improve our member's skills, knowledge and abilities to deliver superior law enforcement services to our customers. Examples include: MCJA mandated annual training, crash reconstruction team, K-9 handler, Emergency Services Unit, Dive Team, Investigations, School Resource and Response to Active Shooter training. Tactical/Negotiator Team Specialized Training 2,000 Reimbursement for Certified Police Officers 30,000 NYPD Homicide School - 2 Detectives 7,000 CSI - Advanced Blood Stain Pattern Analysis - 2 Det. 5,500 Mobile Device Examiner Advanced (Certification Required every Two Years) 5,800 <hr/> \$ 29,700 Polygraph School (Succession/Retirement Planning) \$ 16,270	75,800	75,800	75,800
6905-06	Medical Supplies	3,500	326	3,500	Mandatory inoculation for: Hepatitis B, TB,PPE equip.	3,500	3,500	3,500
6908-06	Clothing- Uniforms	42,000	45,841	42,000	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID.increase due to uniform cost increases. \$ 1,000	42,000	42,000	42,000
6910-06	Criminal Investigation	46,000	40,693	41,000	For drug analysis, lab supplies and chemicals used in the booking process. Vehicle Towing. "Buy Money" for Investigations. Metro Forensic Unit \$30,000.	41,000	41,000	41,000
6911-06	Canine Supplies & Equipment	20,000	22,989	20,000	General supplies for canine requirements.	20,000	20,000	20,000

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
		-	-	-	Food, equipment, Boarding of K9 Dogs and medical expenses for dog (drug search, article search, tracking) - \$13,000. Standish K-9 \$7000 for 2022			
	TOTAL O&M	484,525	399,734	525,570	TOTAL	505,100	505,100	505,100
	CAPITAL OUTLAY							
7345-06	Vehicles	414,600	420,000	422,705	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 and refit step downs @ \$ 9,000 \$9,200 = \$82,800 8 - AWD Ford Utility - \$37000/ea - \$296,000 Fit up Emergency Equipment-\$22,000 1 - CID Cruiser @ \$37,000 \$ 3,200	422,705	422,705	422,705
7350-06	Office Equipment	4,000	249	4,000	Replace broken and worn out equipment. Internet access for 4 substations at \$50 month.	4,000	4,000	4,000
7360-06	Employee Safety Equipment	23,150	31,455	26,575	Equipment for employees that enhance agency and public safety. Replacement equipment (3 radar units) \$7,800. \$ 7,800 Replacement of Misc. Safety Equipment (Crowd Control) 1,600 Long Guns 2 X \$1200 2,400 6 Glocks @ \$409 2,454 Aim Point \$459 459 Small item electronics - \$1000. \$ 1,000 1 - portable radio units P25 @ \$1,450 \$ 1,450 1 Mobile Radios - \$1,900. \$ 1,900 Taser Cartridge \$6,300 \$ 6,300	26,575	26,575	26,575

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
7367-06	Dive Team	4,000	4,033	6,800	Dive Team Equipment (tanks, resp, dry suit replaced - QTY 1 \$2800). 2 new tanks @ \$1000 Tank fills = \$3000 per vear incl. inspection. cert.. etc. Lift	\$ 25,363 \$ 2,800 6,800	6,800	6,800
7366-06	Emergency Services Unit	4,000	12,294	14,000	Miscellaneous equipment \$3000 Night Vision Scope Batteries - \$1000.	\$ 10,000 14,000	14,000	14,000
7368-06	Honor Guard	2,500	12	2,500		2,500	2,500	2,500
7369-06	VIPS	2,500	-	2,500		-		
7370-06	Explorers	2,500	362	2,500		-		
	TOTAL CAPITAL OUTLAY	457,250	468,405	481,580	TOTAL	476,580	476,580	476,580
	TOTAL LAW ENFORCEMENT	6,066,713	5,831,618	6,334,246	TOTAL	6,283,774	6,283,775	6,283,775
				267,533		217,061	217,062	217,062
				4.4%		3.6%	3.6%	3.6%

ENTERPRISE ACTIVITIES TOTAL	2,466,403
OVERALL DEPARTMENTAL EXPENSES	8,750,177

LAW ENFORCEMENT

Cumberland County Jail FY 21-22 Budget								
			2019-20 Budget	2020-21 Budget	2020-21 Projection	2021-22 Budget	\$ Change	
	EXPENSES							
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	S	\$ 8,525,383	\$ 8,738,518	\$ 7,591,234	\$ 9,201,659	\$ 463,141	
5401	Overtime	S	\$ 1,406,361	\$ 1,441,520	\$ 2,323,418	\$ 1,499,181	\$ 57,661	
5510	Health Insurance	S	\$ 2,342,803	\$ 2,401,373	\$ 1,983,780	\$ 2,401,373	\$ -	
5520	Retirement	S	\$ 832,118	\$ 930,000	\$ 906,999	\$ 943,279	\$ 13,279	
5530	Social Security	S	\$ 747,538	\$ 769,965	\$ 751,773	\$ 781,844	\$ 11,879	
5540	Workers Compensation	S	\$ 260,000	\$ 260,000	\$ 250,000	\$ 260,000	\$ -	
5560	Deferred Comp	S	\$ 42,000	\$ 42,000	\$ 39,873	\$ 42,000	\$ -	
	TOTAL PERSONNEL:		\$ 14,156,203	\$ 14,583,376	\$ 13,847,077	\$ 15,129,336	\$ 545,960	
		Par						
	OPERATIONS & MAINT.							
6130	Transportation & Lodging	S	\$ 14,500	\$ 14,500	\$ 1,323	\$ 14,500	\$ -	
6131	Gas, Oil, & Grease	S	\$ 30,000	\$ 25,000	\$ 10,739	\$ 25,000	\$ -	
6132	Vehicle Repair	F	\$ 5,500	\$ 5,500	\$ 197	\$ 5,500	\$ -	
6231	Base Radio Repair	J	\$ 5,500	\$ 5,500	\$ 2,214	\$ 5,500	\$ -	
6300	Audit Services	J	\$ -	\$ -	\$ -	\$ -	\$ -	
6301	Professional Services	S	\$ 13,400	\$ 9,400	\$ 1,336	\$ 9,400	\$ -	
	Legal Service		\$ 36,000	\$ 40,000	\$ 28,217	\$ 40,000	\$ -	
6303	Contract Special Services	S	\$ 3,157,172	\$ 3,222,428	\$ 3,488,018	\$ 3,600,000	\$ 377,572	
6304	Security Services		\$ 800	\$ 900	\$ 1,049	\$ 1,000	\$ 100	
6400	Insurance - Building & Contents	J	\$ 91,122	\$ 91,122	\$ 91,122	\$ 91,122	\$ (0)	
6401	Insurance - Liability	J	\$ 176,936	\$ 176,936	\$ 176,939	\$ 176,939	\$ 3	
6402	Insurance- Vehicle	J	\$ 17,173	\$ 17,173	\$ 17,173	\$ 17,173	\$ (0)	
6500	Office Supplies	J	\$ 26,000	\$ 26,000	\$ 16,280	\$ 26,000	\$ -	
6501	Training Supplies	J	\$ 10,000	\$ 15,000	\$ 5,704	\$ 15,000	\$ -	
6502	Cleaning & Disinfecting Supplies	S	\$ -	\$ -	\$ 4,822	\$ -	\$ -	
6504	Maintenance Supplies	F	\$ 15,500	\$ 15,500	\$ 3,645	\$ 15,500	\$ -	
6505	Printing & Engraving		\$ 2,000	\$ 2,000	\$ 781	\$ 2,000	\$ -	
6506	Postal Exense		\$ 2,800	\$ 2,800	\$ 6,432	\$ 5,000	\$ 2,200	
6507	Advertising	J	\$ 5,000	\$ 5,000	\$ 2,760	\$ 5,000	\$ -	
6508	Dues	J	\$ 1,550	\$ 1,550	\$ 870	\$ 1,550	\$ -	
6509	Books, Periodicals, & Subscript.	J	\$ 300	\$ 300	\$ -	\$ -	\$ (300)	
6510	Tools and Implements	F	\$ 750	\$ 3,750	\$ 1,597	\$ 3,750	\$ -	
6511	Equipment Rental	J	\$ 11,000	\$ 12,600	\$ 11,896	\$ 12,600	\$ -	
6512	Training, Education, & Seminars	J	\$ 60,000	\$ 60,000	\$ 18,955	\$ 41,624	\$ (18,376)	
6514	Maintenance Contracts	F	\$ 43,000	\$ 43,000	\$ 50,793	\$ 43,000	\$ -	
6600	Cleaning & Sanitary	F	\$ 95,000	\$ 90,000	\$ 102,377	\$ 90,000	\$ -	
6601	Snow removal & Grounds	F	\$ 6,000	\$ 6,000	\$ 6,005	\$ 6,000	\$ -	
6602	Lots & Grounds maintenance		\$ 4,000	\$ 4,000	\$ 21,117	\$ 4,000	\$ -	
6603	Building & Structure Repair	F	\$ 10,000	\$ 10,000	\$ 33,399	\$ 25,000	\$ 15,000	

	NON TAX Revenues	2019-20 Budget	2020-21 Budget	2020-21 Projection	2021-22 Budget	\$ Change
4100	<i>Jail Misc revenue</i>	\$ 10,000	\$ 10,000	\$ 8,546	\$ 10,000	\$ -
4600	<i>Jail Term Reimbursements</i>	\$ 25,000	\$ 25,000	\$ (1,200)	\$ 25,000	\$ -
	DOC INMATES	\$ -	\$ -	\$ -		\$ -
40	<i>US Marshall Service-</i>	\$ 2,650,000	\$ 2,650,000	\$ 3,208,330	\$ 2,650,000	\$ -
1.05	<i>ICE</i>	\$ 25,000	\$ 25,000	\$ 109,200	\$ 50,000	\$ 25,000
	<i>Work Release</i>	\$ 45,000	\$ 45,000	\$ 11,609	\$ 25,000	\$ (20,000)
	<i>Other Counties Inmates</i>	\$ 500,000	\$ 500,000	\$ 598,246	\$ 250,000	\$ (250,000)
	NON TAX Revenues	\$ 3,255,000	\$ 3,255,000	\$ 3,934,731	\$ 3,010,000	\$ (245,000)
	State Funding & CAP	2019-20 Budget	2020-21 Budget	2020-21 Projection	2021-22 Budget	\$ Change
11001	<i>Tax Cap County Taxes</i>	\$ 13,651,137	\$ 14,197,182	\$ 14,197,182	\$ 14,765,069	\$ 567,887
11001	<i>State DOC</i>	\$ 3,127,000	\$ 3,127,000	\$ 3,115,000	\$ 3,742,000	\$ 615,000
	State Funding & CAP	\$ 16,778,137	\$ 17,324,182	\$ 17,312,182	\$ 18,507,069	\$ 1,182,887
	Overall Budget	2019-20 Budget	2020-21 Budget	2020-21 Projection	2021-22 Budget	\$ Change
	NON TAX REVENUES	\$ 3,255,000	\$ 3,255,000	\$ 3,934,731	\$ 3,010,000	\$ (245,000)
	STATE & CAP FUNDING	\$ 16,778,137	\$ 17,324,182	\$ 17,312,182	\$ 18,507,069	\$ 1,182,887
	TOTAL REVENUES	\$ 20,033,137	\$ 20,579,182	\$ 21,246,913	\$ 21,517,069	\$ 937,887
	EXPENSES	\$ (20,030,432)	\$ (20,579,182)	\$ (20,044,766)	\$ (21,517,069)	\$ (937,887)



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

	2018 Actual	2019 Actual	2020 Actual	2022 Budget
C/V	278,445	239,740	171,128	221,850
				\$ 221,850

EXPENSES

2022

Labor	O&M	Capital	TOTAL
322,086	56,810	2,250	381,146

Enterprise Fund:

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

Statistics

The Civil Division of the Sheriff's Office served approximately 10,000 services per year (See above list for types of services)
Areas served from this office:
Portland
South Portland
Cape Elizabeth
Scarborough
Westbrook
Windham
Other areas served by "outside enterprise deputies"

Personnel

	Full Time	Part Time	ENTERPRISE
ADMINISTRATIVE CIVIL DEPUTY	1		
CIVIL DEPUTY	3		
	4	0	0

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: CIVIL PROCESS							
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	210,707	213,323	283,444	258,735	236,285	236,285	236,285	236,285
5500-08	Employee Benefits & Taxes	79,597	81,314	89,088	95,694	85,801	85,801	85,801	85,801
	TOTAL PERSONNEL SERVICES	290,304	294,638	372,532	354,428	322,086	322,086	322,086	322,086
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	30,739	29,154	37,000	25,112	37,000	37,000	37,000	37,000
6500-08	Office Supplies	1,086	780	1,500	668	1,500	1,500	1,500	1,500
6505-08	Printing & Engraving	1,435		1,200	331	750	750	750	750
6506-08	Postal Expenses	8,430	10,495	13,000	3,634	13,000	13,000	13,000	13,000
6800-08	Telephone & Communication	1,893	1,990	3,470	1,335	2,960	2,960	2,960	2,960
6908-08	Clothing- Uniforms	1,200	1,200	1,600	1,200	1,600	1,600	1,600	1,600
	TOTAL O&M	44,783	43,619	57,770	32,280	56,810	56,810	56,810	56,810
	CAPITAL OUTLAY								
7350-08	Office Equipment	-	-	2,250	2,250	2,250	2,250	2,250	2,250
	TOTAL CAPITAL OUTLAY	-	-	2,250	2,250	2,250	2,250	2,250	2,250
	TOTAL ACTIVITY CENTER	335,087	338,257	432,552	388,959	381,146	381,146	381,146	381,146
						(51,406)	(51,406)	(51,406)	(51,406)
						-11.9%	-11.9%	-11.9%	-11.9%

CIVIL PROCESS

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: CIVIL PROCESS							
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET	
PERSONNEL SERVICES									
5120-08	Wages & Salaries (FT)	283,444	258,735	236,285	Wages for full & part time staff.	236,285	236,285	236,285	
5510	Health Insurance	43,290	49,265	44,043		44,043	44,043	44,043	
5520	Retirement	15,548	16,428	15,115		15,115	15,115	15,115	
5530	Social Security	21,683	19,178	18,076		18,076	18,076	18,076	
5540	Workers Comp	8,567	8,642	8,567		8,567	8,567	8,567	
5560	Deferred Comp		2,181	-					
5500-08	Employee Benefits & Taxes	89,088	95,694	85,801	Benefits and taxes for Civil Deputies.	85,801	85,801	85,801	
	TOTAL PERSONNEL SERVICES	372,532	354,428	322,086		322,086	322,086	322,086	
OPERATIONS & MAINTENANCE									
6130-08	Transportation & Lodging	37,000	25,112	37,000	Mileage reimbursements for process serving. (Increasing trend) \$ 12,000	37,000	37,000	37,000	
6500-08	Office Supplies	1,500	668	1,500	Departmental office supplies including extra copy charges, special form printing, and business card printing for process serving.	1,500	1,500	1,500	
6505-08	Printing & Engraving	1,200	331	750		750	750	750	
6506-08	Postal Expenses	13,000	3,634	13,000	Postage fees for process serving.	13,000	13,000	13,000	
6800-08	Telephone & Communication	3,470	1,335	2,960	Departmental phone expenses. (average of last 3 years) Purchase Iphones (\$200*4=\$800)monthly data plans \$45 month *12 *4=\$2160	(510) 2,960	2,960	2,960	
6908-08	Clothing- Uniforms	1,600	1,200	1,600	Uniform and clothing expenses.- 3@\$400	1,600	1,600	1,600	
	TOTAL O&M	57,770	32,280	56,810		56,810	56,810	56,810	
CAPITAL OUTLAY									
7350-08	Office Equipment	2,250	2,250	2,250	Office equipment for Civil division. 3 chairs - \$500/piece, replace old/broken	2,250	2,250	2,250	
	TOTAL CAPITAL OUTLAY	2,250	2,250	2,250		2,250	2,250	2,250	
	TOTAL CIVIL PROCESS	432,552	388,959	381,146		381,146	381,146	381,146	
				(51,406)		(51,406)	(51,406)	(51,406)	
				-11.9%		-11.9%	-11.9%	-11.9%	



Registry of Deeds

Jessica Spaulding 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

	2018 Actual	2019 Actual	2020 Actual	2022 Budget
Deeds	1,840	1,721	1,772	2,500
Deeds	1,550,542	1,656,239	2,210,211	1,400,000
Deeds	1,442,287	1,344,983	1,484,719	1,200,000
Deeds	404,449	373,177	418,268	355,000
Deeds	-			
Deeds	\$ 3,399,119	\$ 3,376,120	\$ 4,114,969	\$ 2,957,500

EXPENSES

2022

Type of Revenue	Labor	O&M	Capital	TOTAL
Register of Deeds - Misc. Revenue	559,710	182,600	4,000	746,310

Statistics

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

Personnel

	Full Time	Part Time
REGISTER OF DEEDS	1	
DEPUTY REGISTER	1	
CLERK III	0	
CLERK II	5	
	7	

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	363,664	357,291	381,149	Wages for full-time departmental staff.	381,149	381,149	381,149
5401	Overtime				Wages for required overtime work.			
5510	Health Insurance	99,957	96,252	118,728		118,728	118,728	118,728
5520	Retirement	26,841	26,283	28,559		28,559	28,559	28,559
5530	Social Security	27,820	25,437	29,158		29,158	29,158	29,158
5540	Workers Comp	2,116	2,134	2,116		2,116	2,116	2,116
5560	Deferred Comp							
5500	Employee Benefits & Taxes	156,734	150,106	178,561	Taxes and benefits for departmental employees.	178,561	178,561	178,561
	TOTAL PERSONNEL SERVICES	520,398	507,397	559,710	7.6% TOTAL	559,710	559,710	559,710
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	6,300	2,456	6,300	Travel expenses to be associated with Registry meetings and MCCA Convention. PRIA Conference Participating/testifying at legislative hearings	6,300	6,300	6,300
6500	Office Supplies	7,500	5,980	7,500	General office supplies used in the Registry, Soap for bathrooms and kitchen, used by Registry and Assessing Subscription to Portland Press Herald, Water (used by public and Assessing)	7,500	7,500	7,500
6505	Printing & Engraving	960	327	850	Printing letterhead, stationary, & business cards. Toner Cartridges (From IT Budget)	850	850	850
6506	Postal Expenses	14,000	10,365	14,000	Registry postal costs in mail back of original docs Yearly fee for postal box rental.	14,000	14,000	14,000
6507	Advertising				Posting position vacancies.			

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6508	Dues	450	430	450	Membership fees associated with the Registry of Deeds Association, PRIA	450	450	450
6512	Training & Education	3,500	1,595	3,500	Seminars & Supervisor Training, PRIA Conference	3,500	3,500	3,500
6513	Leases & Service Agreements	158,500	167,486	143,500	ACS contract (with maintenance.) Lease copy machines. (1) Plan machine contract. Records retention Parking Leases for 8 vehicles for \$150+ Postage Meter lease/maintenance	143,500	143,500	143,500
6800	Telephone & Communication	8,000	5,577	8,000	Telephone exp at Pearl Street @ \$300 month Time Warner Internet \$175 month	6,500	6,500	6,500
	TOTAL O&M	199,210	194,216	184,100	TOTAL	182,600	182,600	182,600
	CAPITAL OUTLAY							
7350	Office Equipment	4,000	1,249	4,000	Plan cabinets , Bookcases, stools and fatigue mats	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	4,000	1,249	4,000	TOTAL	4,000	4,000	4,000
	TOTAL DEEDS	723,608	702,863	747,810	TOTAL	746,310	746,310	746,310
				24,201		22,702	22,702	22,702
				3.3%		3.1%	3.1%	3.1%

REGISTRY OF DEEDS



Registry of Probate

Nadeen Daniels, Registrar

Wages 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

	2018 Actual	2019 Actual	2020 Actual	2022 Budget	
Prob	449,581	423,195	441,886	440,000	Register of Probate - Fees
Prob	50,384	48,039	45,109	45,000	Register of Probate - Notices
Prob	27,360	26,265	28,210	25,000	Register of Probate - Abstracts
Prob	23,233	26,377	16,344	13,000	Register of Probate - Handling
Prob	27,908	30,322	29,963	22,000	Register of Probate - Forms
Prob	\$ 578,465	\$ 554,198	\$ 561,512	\$ 545,000	

EXPENSES

2022

Labor	O&M	Capital	TOTAL
585,714	147,805	-	733,519

Statistics

Personnel

	2018	2021	PROBATE	
			Full Time	Part Time
Some general statistics:				
Estate Matters	1622	1448	1	
Guardianship Matters	447	321	1	1
Name Changes	319	360	3	
Adoption Matters	117	48	1	
Foreign Domiciliary		86	1	
Civil Matters	20	10		
Annual types of cases:	2,525	2,273		
			7	1

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES			Nadeen Daniels, Registrar					
5120	Wages & Salaries (FT)	342,812	345,234	396,219	367,362	430,721	430,721	430,721	430,721
5500	Employee Benefits & Taxes	118,075	113,321	130,759	117,223	154,993	154,993	154,993	154,993
	TOTAL PERSONNEL SERVICES	460,887	458,555	526,978	484,586	585,714	585,714	585,714	585,714
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	297	2,551	4,000	64	2,000	2,000	2,000	2,000
6301	Professional Services	9,170	2,031	5,000	1,453	5,000	5,000	5,000	5,000
6305	Stenographer - Transcripts	622		500	-	1,000	1,000	1,000	1,000
6306	Attorneys - Court Appointed	54,290	37,742	45,000	19,590	52,000	52,000	52,000	52,000
6401	Insurance- Liability	354	372	380	383	380	380	380	380
6500	Office Supplies	6,335	6,610	7,000	5,124	6,000	6,000	6,000	6,000
6505	Printing & Engraving	294	179	300	440	500	500	500	500
6506	Postal Expenses	7,146	7,856	8,500	7,324	7,300	7,300	7,300	7,300
6507	Advertising	10,819	11,532	12,000	10,829	12,000	12,000	12,000	12,000
6508	Dues	625	275	675	450	675	675	675	675
6509	Books, Periodicals, & Subscriptions	5,598	5,859	6,500	5,091	5,100	5,100	5,100	5,100
6512	Training, Education, & Seminars	1,834	5,861	1,500	1,786	1,800	1,800	1,800	1,800
6513	Leases & Service Agreements	1,298	1,376	1,800	1,808	1,800	1,800	1,800	1,800
6700	Abstract Fees	14,245	14,833	16,000	15,909	16,000	16,000	16,000	16,000
6800	Telephone & Communication	634	196	500	196	250	250	250	250
6807	Visitor Expenses	27,070	30,964	35,000	29,050	36,000	36,000	36,000	36,000
	TOTAL O&M	140,631	128,236	144,655	99,496	147,805	147,805	147,805	147,805
	CAPITAL OUTLAY								
7325	Furniture & Fixtures			-	-	-	-	-	-
7355	Computer Hardware			-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL DEPARTMENT	601,518	586,792	671,633	584,082	733,519	733,519	733,519	733,519
						61,887	61,886	61,886	61,886
						9.2%	9.2%	9.2%	9.2%

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
PERSONNEL		Nadeen Daniels, Registrar						
5120	Wages & Salaries (FT)	396,219	367,362	430,721	Wages for full & part time staff.	430,721	430,721	430,721
5510	Health Insurance	72,453	61,234	84,516		84,516	84,516	84,516
5520	Retirement	18,174	19,421	26,210		26,210	26,210	26,210
5530	Social Security	30,311	28,837	32,950		32,950	32,950	32,950
5540	Workers Comp	1,384	1,396	1,384		1,384	1,384	1,384
5560	Deferred Comp	8,437	6,335	9,933		9,933	9,933	9,933
5500	Employee Benefits & Taxes	130,759	117,223	154,993	Benefits and taxes for departmental employees.	154,993	154,993	154,993
	TOTAL PERSONNEL SERVICES	526,978	484,586	585,714	11.1% TOTAL	585,714	585,714	585,714
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,000	64	2,000	Direct travel expenses related to judicial conferences, registers' meetings, educational seminars/workshops, legislative hearings.	2,000	2,000	2,000
6301	Professional Services	5,000	1,453	5,000	Paralegal Services for the Judge of Probate; Interpreter fees; Sheriff Service. Judge handles the bulk of his own case research and writing without the assistance of a contracted paralegal.	5,000	5,000	5,000
6305	Stenographer - Transcripts	500		1,000	Expenses for recording and transcription	1,000	1,000	1,000
6306	Attorneys - Court Appointed	45,000	19,590	52,000	Appointed counsel for unprotected wards in judicial proceedings (Maine law requirement) and indigent parties . Probate Code amended 9/2019 will produce greater number of court appt'd attorneys in Guardianship cases	52,000	52,000	52,000
6401	Insurance- Liability	380	383	380	Liability Insurance \$138; MCCA RISK POOL \$192.52; BROKER FEE \$21.64	380	380	380

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6500	Office Supplies	7,000	5,124	6,000	Paper, electronic storage media, toner, docket pages, case folders and label system, reproduction supplies, office sundries	6,000	6,000	6,000
6505	Printing & Engraving	300	440	500	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 Toner Cartridges (From IT Budget)	500	500	500
6506	Postal Expenses	8,500	7,324	7,300	Postage	7,300	7,300	7,300
6507	Advertising	12,000	10,829	12,000	Newspaper legal notice advertising.	12,000	12,000	12,000
6508	Dues	675	450	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	6,500	5,091	5,100	Bar Directory; Law books and statutes updates: Probate & Family Law, Civil Rules; Online Legal Research Subscriptions (case law)	5,100	5,100	5,100
6512	Training, Education, & Seminars	1,500	1,786	1,800	Legal Education Seminars; Staff Development. Increased training demands for Judge and Register during 2020 as a result of new Probate Code.	1,800	1,800	1,800
6513	Leases & Service Agreements	1,800	1,808	1,800	Photocopier In the past, ICON service fee was charged to this account; 2017 ICON fees are now charged to surcharge account	1,800	1,800	1,800
6700	Abstract Fees	16,000	15,909	16,000	Required recording fees to Register of Deeds for deed transfers concerning probated estates. **Pass through expense	16,000	16,000	16,000

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6800	Telephone & Communication	500	196	250	Local and long distance telephone charges, mobile telephone services, radio paging services for on call response	250	250	250
6807	Visitor /Fingerprint Expe	35,000	29,050	36,000	Visitor fees in adult guardianship cases as required by Maine law. Additional duties of Visitors under the new Probate Code will result in an increase to the Visitor costs. **Pass through expense	36,000	36,000	36,000
		-	-	-		-	-	-
	TOTAL O&M	144,655	99,496	147,805	TOTAL	147,805	147,805	147,805
	CAPITAL OUTLAY							
7325	Furniture & Fixtures				Judges chambers, lights, chair paint			
7355	Computer Hardware	-	-		Court Recording - New Probate Code requires audio/visual opportunity be provided for guardianship cases.	-	-	-
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL PROBATE	671,633	584,082	733,519	TOTAL	733,519	733,519	733,519
				61,887		61,886	61,886	61,886
				9.2%		9.2%	9.2%	9.2%

REGISTRY OF PROBATE



FINANCE DEPARTMENT

Alex Kimball, Deputy County Manager of Finance & Administration

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

	2018 Actual	2019 Actual	2020 Actual	2022 Budget
		No revenues	-	
				\$ -

EXPENSES

2022

Labor	O&M	Capital	TOTAL
512,326	104,935	1,000	618,261

Statistics

Process cash exceeding \$50 million dollars annually
Produce over 21,000 paychecks annually
Administer benefits for 400 employees
Purchase orders for over \$1.3 million annual
Pay over 10,000 invoices annually
Provide all financial reporting and analysis
Preparation and completion finance audit

Personnel

	Full Time	Part Time
Deputy Manager	1	
Accounting Clerk	2	0
Deputy Finance Director	1	
Payroll Supervisor	1	
	0	
	5	0

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE				FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES		Wages for full & part time staff.						
5120	Wages & Salaries (FT)	302,549	326,174	359,987	358,523	373,921	373,921	373,921	373,921
5401	Overtime	14,235	2,060	1,500	399	1,500	1,500	1,500	1,500
5500	Employee Benefits & Taxes	103,997	109,179	110,836	112,110	136,905	136,905	136,905	136,905
	TOTAL PERSONNEL SERVICES	420,781	437,413	472,323	471,032	512,326	512,326	512,326	512,326
6130	Transportation & Lodging	209	153	2,000	153	2,000	2,000	2,000	2,000
6300	Accounting & Audit Fees	20,735	35,010	23,500	35,010	24,000	24,000	24,000	24,000
6401	Insurance- Liability	116		396	-	400	400	400	400
6500	Office Supplies	4,509	4,331	4,500	4,331	4,500	4,500	4,500	4,500
6505	Printing & Engraving	442	437	1,000	437	1,000	1,000	1,000	1,000
6506	Postal Expenses	3,811	4,216	5,500	4,216	5,500	5,500	5,500	5,500
6508	Dues	1,145	1,235	1,220	1,235	1,335	1,335	1,335	1,335
6512	Training, Education, & Seminars	1,833	448	2,000	448	2,000	2,000	2,000	2,000
6513	Leases and Service Agreements			-	-	-	-	-	-
6514	Maintenance Contract	53,104	44,179	60,000	55,179	63,000	63,000	63,000	63,000
6800	Telephone & Communication		196	120	196	1,200	1,200	1,200	1,200
	TOTAL O&M	85,904	90,205	100,236	101,205	104,935	104,935	104,935	104,935
	CAPITAL OUTLAY								
7325	Furniture & Fixtures		-	1,000	-	1,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	-	-	1,000	-	1,000	1,000	1,000	1,000
	DEPARTMENT TOTAL	506,685	527,618	573,559	572,237	618,261	618,261	618,261	618,261
						44,702	44,702	44,702	44,702
						7.8%	7.8%	7.8%	7.8%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.			
5120	Wages & Salaries (FT)	359,987	358,523	373,921	Wages for full-time departmental staff.	373,921	373,921	373,921
5401	Overtime	1,500	399	1,500	Wages for required overtime work.	1,500	1,500	1,500
5510	Health Insurance	49,466	50,889	68,287		68,287	68,287	68,287
5520	Retirement	32,332	32,228	38,514		38,514	38,514	38,514
5530	Social Security	27,654	27,598	28,720		28,720	28,720	28,720
5540	Workers Comp	1,384	1,396	1,384		1,384	1,384	1,384
5560	Deferred Comp	-	-	-				
5500	Employee Benefits & Taxes	110,836	112,110	136,905	Taxes and benefits for departmental staff.	136,905	136,905	136,905
	TOTAL PERSONNEL SERVICES	472,323	471,032	512,326	8.5%	512,326	512,326	512,326
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,000	153	2,000	Costs to attend conferences and mileage	2,000	2,000	2,000
6300	Accounting & Audit Fees	23,500	35,010	24,000	Annual Audit Fees and CAFR prep	24,000	24,000	24,000
6401	Insurance- Liability	396		400	Departmental share of insurance costs.	400	400	400
6500	Office Supplies	4,500	4,331	4,500	Departmental office supply costs.	4,500	4,500	4,500
6505	Printing & Engraving	1,000	437	1,000	Envelope, pr checks, ap checks and printing .	1,000	1,000	1,000
6506	Postal Expenses	5,500	4,216	5,500	GFOA Blue Book Postage costs.	5,500	5,500	5,500
6508	Dues	1,220	1,235	1,335	GFOA. For Finance and County	1,335	1,335	1,335
6512	Training, Education, & Seminars	2,000	448	2,000	NESGFOA Conference, day classes	2,000	2,000	2,000

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6513	Leases & Service Agreements				Photocopier			
6514	Maintenance Contract	60,000	55,179	63,000	Maintenance contract for munis software	63,000	63,000	63,000
		-			Access on Demand Timekeeping Software			
		-						
6800	Telephone & Communication	120	196	1,200	Phone expenses.	1,200	1,200	1,200
	TOTAL O&M	100,236	101,205	104,935		104,935	104,935	104,935
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,000		1,000	Office replacement needs.	1,000	1,000	1,000
	CAPITAL OUTLAY	1,000	-	1,000		1,000	1,000	1,000
	TOTAL FINANCE	573,559	572,237	618,261	TOTAL	618,261	618,261	618,261
				44,702		44,702	44,702	44,702
				7.8%		7.8%	7.8%	7.8%

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

REVENUES

2022

Revenue	Service	2021 REVENUES	2022 REVENUES	Labor	O&M	Capital	TOTAL
				3,118,610	348,780	7,000	3,474,390
Baldwin	Fire & Rescue	11,718	12,069				
Bridgton	PP/FD/EMS	118,684	122,262				
Casco	Fire & Rescue	28,758	29,626				
Chebeague Island	Fire & Rescue	2,621	2,700				
Cumberland	Fire/Res/PD	164,267	169,242				
Frye Island	Fire/Res/PD	3,587	3,695				
Gorham	Fire/Res/PD	373,160	384,410				
Gray	Fire & Rescue	59,648	61,429				
Harpswell	Fire & Rescue	36,427	37,527				
Harrison	Fire & Rescue	20,980	21,613				
Long Island	Fire & Rescue	1,768	1,821				
Naples	Fire & Rescue	29,757	30,655				
New Gloucester	Fire & Rescue	42,591	43,876				
North Yarmouth	Fire & Rescue	27,997	29,645				
Pownal		12,480	12,667				
Raymond	Fire & Rescue	34,091	35,120				
Sebago		15,358	14,968				
Standish	Fire & Rescue	79,032	80,185				
Windham	Fire/Res/PD	387,289	399,014				
Verizon Lease		24,000	24,000				
		1,474,208	1,516,523				

Statistics

The CCRCC serves as the primary dispatch center for 16 communities in Cumberland County.

In 2020 we handled 90,148 calls for service.

In 2020 we answered 32,352 emergency 9-1-1 calls.

Personnel

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

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS				ACTIVITY CENTER: COMMUNICATIONS					
ACCT #	ACCOUNT DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	1,692,118	1,709,312	1,916,865	1,802,318	2,011,078	2,011,078	2,011,078	2,011,078
5205	Wages & Salaries (PT)	71,949	75,141	50,613	40,742	5,000	5,000	5,000	5,000
5401	Overtime	233,709	271,928	212,895	310,478	220,346	220,346	220,346	220,346
5500	Employee Benefits & Taxes	812,827	819,702	846,003	821,743	882,187	882,186	882,186	882,186
	TOTAL PERSONNEL SERVICES	2,810,603	2,876,083	3,026,376	2,975,281	3,118,611	3,118,610	3,118,610	3,118,610
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	7,536	10,747	7,500	2,294	10,000	10,000	10,000	10,000
6131	Gas, oil and Grease	-	-	-	-	1,200	-	-	-
6230	Radio Site Rental	82,621	92,952	108,426	89,081	113,847	108,683	108,683	108,683
6231	Base Radio Repair	1,611	4,549	10,000	7,370	10,000	10,000	10,000	10,000
6301	Professional Services	(115)	1,477	1,000	(75)	1,000	1,000	1,000	1,000
6401	Insurance-Liability	70	201	320	211	300	300	300	300
6500	Office Supplies	3,726	4,818	5,000	4,585	6,500	5,000	5,000	5,000
6505	Printing & Engraving	107	255	500	40	500	500	500	500
6506	Postal Expenses	1,839	1,263	250	-	1,000	250	250	250
6507	Advertising	-	-	-	-	-	-	-	-
6508	Dues	-	1,077	1,500	534	1,500	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	447	-	200	-	800	200	200	200
6511	Equipment Rental	53	-	-	-	-	-	-	-
6512	Training, Education, & Seminars	30,698	5,552	32,000	3,272	52,000	32,000	32,000	32,000
6513	Leases & Service Agreements	127,689	99,447	100,000	125,014	141,347	141,347	141,347	141,347
6609	Equipment Repair	-	153	1,000	-	1,000	1,000	1,000	1,000
6800	Telephone & Communication	29,974	26,506	30,000	24,739	30,000	30,000	30,000	30,000
6908	Clothing & Uniforms	3,751	5,246	7,000	5,050	7,000	7,000	7,000	7,000
	TOTAL O&M	290,007	254,245	304,696	262,115	377,994	348,780	348,780	348,780
CAPITAL OUTLAY									
7350	Office Equipment	829	11,565	-	-	-	-	-	-
7365	Radio Equipment	3,064	-	5,000	17,946	7,000	7,000	7,000	7,000
	TOTAL CAPITAL OUTLAY	3,893	11,565	5,000	17,946	7,000	7,000	7,000	7,000
	TOTAL COMMUNICATIONS	3,104,503	3,141,893	3,336,072	3,255,342	3,503,605	3,474,390	3,474,390	3,474,390
						167,533	138,318	138,318	138,318
						5.0%	4.1%	4.1%	4.1%

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6301	Professional Services	1,000	(75)	1,000	Legal Reviews and transcription	1,000	1,000	1,000
6401	Insurance-Liability	320	211	300		300	300	300
6500	Office Supplies	5,000	4,585	6,500	General Administrative needs from pens to paper. Toner cartridges. Recorder tapes.	6,500	5,000	5,000
6505	Printing & Engraving	500	40	500	Letter head paper., Business cards, and badges and Year end reports	500	500	500
6506	Postal Expenses	250		1,000	Departmental postage expenses.	1,000	250	250
6507	Advertising				Ads for personnel vacancies in local paper			
6508	Dues	1,500	534	1,500	National Emergency Number Association (2). APCO Membership -2, News	1,500	1,500	1,500
6509	Books	200		800	Pub Education supplies	200	200	200
6511	Equipment Rental				Rental of equipment used by the communications center. \$ Paggers -			
6512	Training, Education, & Seminars	32,000	3,272	52,000	Yearly Mandated Training CTO/ETC/911/METRO/CPR Out of State Spillman (1) \$ Out of State APCO \$ Local Maine NENA \$	52,000 5,000 5,000 3,000	32,000	32,000

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
6513	Leases & Service Agreements	100,000	125,014	141,347	Acorn Recorder Maintenance \$ 3,050 Lease new photo copier \$ 1,700 Copy charges. \$ 258 Critical (current 770) (proposed 2635) \$ 770 Guardian Tracker \$ 1,988 Code Red Annual plus 9-1-1 Data \$ 21,500 I Am Responding \$ 13,874 Schedule Express \$ 6,864 Power DMS \$ 3,690 Crown Point \$ 690 AQUA Second License \$ 500 RCM Zetron service plan agreement \$ 19,250 RCM Zetron labor agreement \$ 15,360 RCM Maintenance agreement \$ 51,853 \$ 141,347	141,347	141,347	141,347
6609	Equipment Repair	1,000		1,000	Funds to support ongoing equipment maintenance. Shredder, fax, recorder maintenance. Equipment repairs not covered by the maintenance contract.	1,000	1,000	1,000
6800	Telephone & Communication	30,000	24,739	30,000	Telephone services. \$ 30,000 Wireless Data Connections In-state charges (500/month) Out of state charges (100/month) Line charges on 14 lines. Cell Phone for Director of Communications Cell phone for comm center ESCB 911 Lines	30,000	30,000	30,000
6908	Clothing- Uniforms	7,000	5,050	7,000	Uniforms for dispatchers \$ 7,000	7,000	7,000	7,000
		-	-	-				

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2021 ADOPTED BUDGET	2020 ACTUAL EXPENSE	2022 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
	TOTAL O&M	304,696	262,115	377,994		348,780	348,780	348,780
	CAPITAL OUTLAY							
7350	Office Equipment				Dispatcher chair replacement			
7365	Needed Equipment	5,000	17,946	7,000	*Add One Workstation \$7000			
					Workstation parts / Shredder / Misc	\$ 7,000	7,000	7,000
					Radio equipment	\$ -		
		-	-	-				
	TOTAL CAPITAL OUTLAY	5,000	17,946	7,000		\$ 12,000	7,000	7,000
	TOTAL COMMUNICATIONS	3,336,072	3,255,342	3,503,605			3,474,390	3,474,390
				167,533			138,318	138,318
				5.02%			4.1%	4.1%
								4.1%

EMERGENCY COMMUNICATIONS
CCRCC

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2018 ACTUAL	2019 Actual	2020 Actual	2021 FINAL BUDGET	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
		PRINCIPAL								
11-120		2012- County CIP Debt	200,000	705,530	815,000	136,034	134,207	134,207	134,207	134,207
		2014- County CIP Debt	159,268			110,000	75,000	75,000	75,000	75,000
		2016- County CIP Debt	312,981			280,000	160,000	160,000	160,000	160,000
		2018- County CIP Debt				211,527	201,527	201,527	201,527	201,527
		MBB 2020 Debt				32,000	29,019	29,019	29,019	29,019
		2022 NEW Debt				60,000	60,000	60,000	60,000	60,000
		TOTAL BOND DEBT SERVICE	672,250	705,530	815,000	829,561	659,753	659,753	659,753	659,753
		INTEREST								
11-120		2012- County CIP Debt	34,369	166,704	200,580	26,492	21,194	21,194	21,194	21,194
		2014- County CIP Debt	33,213			22,325	45,894	45,894	45,894	45,894
		2016- County CIP Debt	30,181			40,763	25,821	25,821	25,821	25,821
		2018- County CIP Debt				68,500	62,400	62,400	62,400	62,400
		MBB 2020 Debt					3,892	3,892	3,892	3,892
		2022 NEW Debt				21,000	21,000	21,000	21,000	21,000
		TOTAL BOND DEBT INTEREST	97,763	166,704	200,580	179,080	180,201	180,201	180,201	180,201
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge/and Rating Agencies	11,800	19,166	22,003	35,000	35,000	35,000	35,000	35,000
11-120	9210	TAN Legal Fees	13,973	5,000	5,000	6,000	6,000	6,000	6,000	6,000
11-120	9220	TAN Interest	173,944	129,805	119,229	120,000	150,000	150,000	150,000	120,000
		TOTAL DEBT EXPENSE - LOANS	199,718	153,972	146,231	161,000	191,000	191,000	191,000	161,000
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	6,444	6,511	7,516	6,000	6,000	6,000	6,000	6,000
11-140	5550	Unemployment Insurance	19,378	16,496	56,772	25,000	25,000	25,000	25,000	25,000
11-141	5501	Salary / Benefits / Termination Pay	300,000	300,000	335,000	335,000	435,000	435,000	435,000	435,000
11-141	9526	County Capital Improvement Reserve for CIP	315,500	955,100	1,352,200	332,100	430,100	339,100	339,100	339,100
11-141	9500	Civic Center Operational Subsidy	550,000	475,636	821,931	750,000	564,271	564,271	564,271	564,271
11-141	5502	Contingent Appropriation	5,287	31,053	47,798	45,000	45,000	45,000	45,000	45,000
11-141	9498	Referendum and Public Information	14,158	40,114	57,270	155,000	165,000	165,000	165,000	195,000
		TOTAL NON-DEPARTMENTAL	1,210,767	1,824,910	2,678,488	1,648,100	1,670,371	1,579,371	1,579,371	1,609,371
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,180,497	2,851,116	3,840,300	2,817,741	2,701,325	2,610,325	2,610,325	2,610,325
							(116,416)	(207,416)	(207,416)	(207,416)

ACCT #	ACCT #	DESCRIPTION	2018 ACTUAL	2019 Actual	2020 Actual	2021 FINAL BUDGET	2022 BUDGET REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
CIA DEBT SERVICE										
PRINCIPAL										
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment	1,200,000	1,853,488	1,415,000	1,300,000	1,295,793	1,295,793	1,295,793	1,295,793
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	345,000		330,000	330,000	170,000	170,000	170,000	170,000
		2014- CIA CIP Debt					35,000	35,000	35,000	35,000
		2016- CIA CIP Debt					120,000	120,000	120,000	120,000
		2018- CIA CIP Debt					58,473	58,473	58,473	58,473
		TOTAL BOND DEBT SERVICE	1,545,000	1,853,488	1,745,000	1,630,000	1,679,266	1,679,266	1,679,266	1,679,266
INTEREST										
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	969,505	1,053,499	689,057	882,500	826,568	826,568	826,568	826,568
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	39,544		53,287	58,238	35,588	35,588	35,588	35,588
		2014- CIA CIP Debt					16,375	16,375	16,375	16,375
		2016- CIA CIP Debt					14,942	14,942	14,942	14,942
		2018- CIA CIP Debt					14,000	14,000	14,000	14,000
		TOTAL BOND DEBT SERVICE	1,009,049	1,053,499	742,344	940,738	907,473	907,473	907,473	907,473

GRANT REQUESTS

COUNTY OF CUMBERLAND
FISCAL YEAR 2022

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.

11-130 Grants & Social Service Funding								
ACCT #	DESCRIPTION	2019 FINAL BUDGET	2020 FINAL BUDGET	2021 FINAL BUDGET	2022 GRANT REQUEST	2022 PRELIM	2022 FC BUDGET	2022 FINAL BUDGET
8002	Cumberland County Extension Association	139,871	135,000	115,000	115,000	115,000	115,000	115,000
8003	Cumberland County Soil & Water	9,277	18,000	18,000	18,000	18,000	18,000	18,000
8005	Portland Public Library	5,000	10,000	10,000	10,000	10,000	10,000	10,000
	Casco Bay CAN	-	7,000	16,000	16,000	16,000	16,000	16,000
	Tedford House - Homeless Shelter Brunswick	5,000	15,000	15,000	15,000	15,000	15,000	15,000
	Coastal County Workforce Board	-	1,000	1,000	1,000	1,000	1,000	1,000
	Thrive2027 - Annual Social Service Contribution	100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Total	259,148	286,000	275,000	275,000	275,000	275,000	275,000

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

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.

Casco Bay CAN: Casco Bay CAN is a Coalition of dedicated community members representing all 12 Drug-Free Community sectors: businesses, media, schools, youth-serving organizations, law enforcement, parents, youth, religious and fraternal organizations, civic and volunteer groups, healthcare professionals, state and local government, and other organizations involved in reducing youth substance use. The Casco Bay CAN service area is: Cumberland, Falmouth, Freeport, Gray, New Gloucester, North Yarmouth, Yarmouth and

Tedford House: Emergency Housing for individuals in the Mid-Coast Region. Operates a number of individual and family shelters. Located in an area not served by Thrive2027

Coastal Counties Workforce: As the administrative entity for our Local Area, CCWI undertakes the administration of all required workforce development responsibilities for our regional programs. CCWI strives to provide access to jobs, skill development and business services vital to the social and economic well-being of our communities.

Thrive2027: Annual contribution of County funds towards Social Service activities throughout the County (exception of Brunswick and Harpswell). Consolidation of multiple County grants into a single contribution to Thrive2027 who earmarks the funding over a number of agencies who are meeting the goals of the region.

COUNTY OF CUMBERLAND BONDED CIP PROJECTS

Project Code	Project Title	2022	#YRS	2023	#YRS	2024	#YRS	2025	#YRS	2026	#YRS
CCCH 3	Window Replacement Completion		20								
Jail 4	Roof Replacement	1,300,000	30								
JAIL	Jail Radio Replacement	50,000	10								
FACL	Building Efficiency Upgrades					400,000	20				
FACL	Building Addition					6,500,000	30				
Jail	Elevator Repairs					71,000	25				
NEW	Radio Repeater Replacement					390,000	12				
New	Expand the footprint of CCRCC							1,400,000	30		
New	Jail Parking Lot					250,000	20				
	Perimeter Landscaping					90,000	10	90,000	10		
	Window Replacement Stateside				20						
Total CIP Allocation		1,350,000		-		7,701,000		1,490,000		-	
Summary Totals		2022		2023		2024		2025		2026	
Two Year Total											

Non-Debt CIP

Project Code	Project Title	2022	2023	2024	2025	2026	2022 Special	
							ARPA	Fund Balance
EMA 12-002	HazMat Equipment Replacement	20,500	20,500	20,500	20,500	20,500		
IT-1-001	Technology Upgrades	110,000	110,000	110,000	110,000	110,000		20,000
IT-1-004	Patrol and CID Upgrades	20,000	20,000	20,000	20,000	20,000		
New LEC	Ballistic Vests	10,000	10,000	10,000	10,000	10,000		
	Tactical Vests	7,600	7,600	7,600	7,600	7,600		
	Taser Replacement	12,000	12,000	12,000	12,000	12,000		
New LEC	Radio Replacement	10,000	10,000	10,000	10,000	10,000		
	General Jail CIP	100,000	100,000	100,000	100,000	100,000		
Jail	Window replacement			50,000	50,000	50,000		
CCCH	Elevator Replacement	35,000	35,000	35,000	35,000	35,000		
CCRC	Workstation Replacement	7,000	7,000	7,000	7,000	7,000		
JAIL	Slider Replacement		30,000					
CCCH	Panic Stations		30,000					
EMA	Office Improvements							25,000
	ESU Night Vision System						42,800	
IT	County Arial Flyover	7,000	7,000	7,000	7,000	7,000		
CCCH	Fire Alarm System						35,000	
CCCH	Courthouse Lighting Upgrade		31,000					
CCCH	Main Shut-Off Valves			25,000				
JAIL	Gate Valve Replacement							30,000
JAIL	Transfer Switch Replacement							36,000
JAIL	HVAC Roof Unit						48,000	
CCRC	Microwave Radio Replacement						60,000	
CCCH	Seagull Deterrent		26,480					
CCCH-PKG G	Fire Standpipe		31,000					
Non-Debt Total		339,100	487,580	414,100	389,100	389,100	185,800	111,000

Project Code	Project Title	2022	#YRS	2023	#YRS	2024	#YRS	2025	#YRS	2026	#YRS
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Cross Insurance Arena CIP

Project Code	Project Title	2022		2023		2024		2025		2026	
CIA9	Plow Truck			40,000							
CIA10	Floor Scrubber			50,000							
CIA11	Warming Boxes			5,000							
	Non-Debt Total	-		95,000		-		-		-	