

Maine
Cumberland **County**



ANNUAL BUDGET 2020

County of Cumberland, Maine



Cumberland County Government
142 Federal Street, Portland, ME 04101
207-871-8380



cumberlandcounty.org
Facebook: /cumberlandcountyme
Twitter: @cumberlandctyme

Table of Contents
County of Cumberland
2020 Final Budget

Overview

1	Table of Contents
2	Cumberland County Organizational Chart
3	County Officials
4	Finance Committee
5	Budget Timeline

Introduction

6	County Manager’s FY 2020 Budget Message
15	Budget Process and Financial Management Policies
23	How to Read the Budget

General Fund

27	County Budget and Tax Overview Schedule
29	Global Budget
30	Cross Insurance Arena
31	Enterprise and Grant Funding
37	Budget reduction record
39	Revenue Summary
40	Tax Distribution Schedule
41	Debt Service

Human Resources

42	Position Classification Plan
49	Departmental Positions

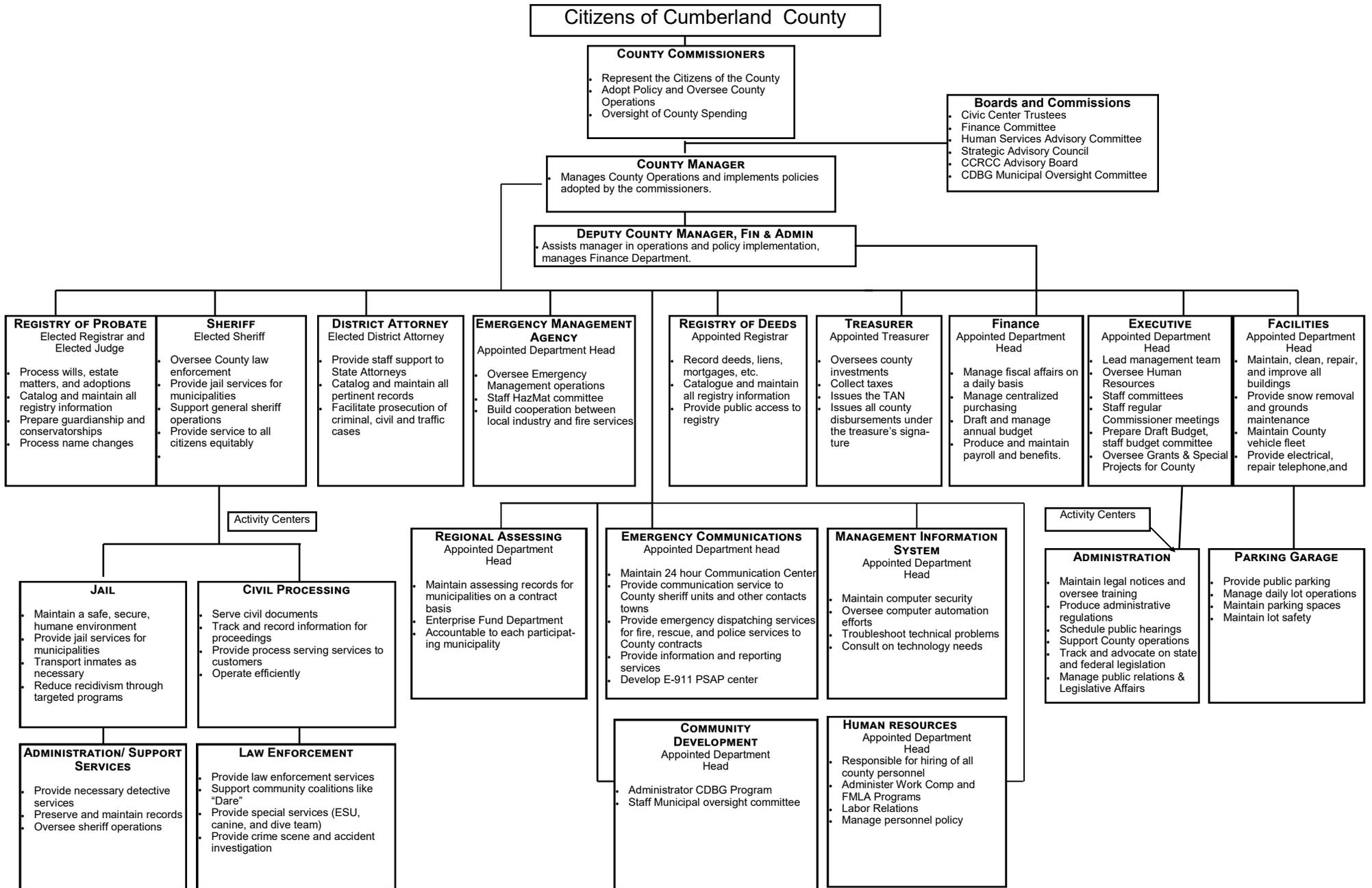
Departments

53	Emergency Management Agency
59	District Attorney
66	Executive-Administration
70	Information Technology
74	Human Resources
79	Facilities
90	Facilities-Garage
94	Sheriff-Administration
101	Sheriff-Law Enforcement
108	Sheriff-Jail
111	Sheriff- Civil
115	Registry of Deeds
119	Registry of Probate
124	Finance
128	Emergency Communications- CCRCC

Non-Departmental

134	Non-Departmental and Debt Service
135	County Grants
135	Human Services
136	County CIP

**FY2020
COUNTY OF CUMBERLAND
ORGANIZATION CHART**



County of Cumberland
Elected and Appointed Officials

2020

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	William Holmes	893-2810
Comm. Dev. Director	Kristin Styles	871-8380
Emergency Management Agency, Director	Joe Chappell	892-6785
Facilities, Director	Bruce Tarbox	871-8380
Regional Assessing	Ben Thompson	699-2475
Register of Deeds	Nancy Lane	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	Jessica Spaulding	871-8399
Deputy Register of Probate	Kelly Bunch	871-8382
Director of Public Affairs	Travis Kennedy	871-8830

Maine
Cumberland **County**

FINANCE COMMITTEE - FY 2020

Name	Email Address/Phone	Term Expires	Elected
District 1			
Vacant			
Vacant			
District 2			
Holly Hancock PO Box 148 Casco, ME 04015	Holly.hancock@cascomaine.org Cell: 207-650-0238	2021	2018
Vacant			
District 3			
William Stiles 226 Range Road Cumberland, ME 04021	wstiles@cumberlandmaine.com Phone: 207-829-6679	2022	2019
William Whitten 1537 North Road North Yarmouth, ME 04097	Billwhitten67@gmail.com Phone: 207-232-6099	2022	2019
District 4			
Vacant			
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 10, 2019 (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, 2019

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

NOVEMBER

Need to return to Board by November 18, 2019 with 30 business days of EOY

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

NOVEMBER/DECEMBER

Need to adopt final budget within 10 business days EOY by December 17, 2019

James H. Gailey, County Manager

December 20, 2019

Dear Municipal Leaders and Citizens,

On behalf of the Cumberland County Commissioners, I would like to present the County's 2020 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 document the actions taken by County Staff, the Finance Committee comprised of town elected officials, and the Cumberland County Commissioners.

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

Budget Process

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, 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. County staff begin the budgeting process in March and continue the effort right up to the December Commissioners meeting when the budget package is approved. No easy feat keeping track of it all, as it has its positives and negatives.

Each June, the County seeks participation from the twenty-eight communities in Cumberland County for its Finance Committee. Those who serve on the Finance Committee, which is requirement under State Statute, are elected town/city councilors/select board members. The Committee serves as a second set of eyes on the County's proposed budget. This year the Finance Committee scheduled four meetings, but only needed only three meetings to finish their work and send a recommendation to the County Commissioners. In November, the Finance Committee voted unanimously to recommend the budget to the County Commissioners.

In preparation of the budget for Commissioner and Finance Committee review, staff spends a considerable amount of time working with Departments on the appropriate level of expenditures for their operations. As you can image, some departments are easier than others. Ultimately, it comes to my decision on an appropriate level of net increase in the budget. Once completed, staff presents the proposed County Budget to the County Commissioners during the first meeting in September.

This September, I brought forward a request of 4.69% needs from taxes. This was a result of significant scrutiny of the budget and cutting some funding that would have allowed the County to pursue some worthwhile projects/services. In the end, the budget went from 5.90% down to 4.69% a reduction of \$388,232. Through the Finance Committee and Commissioner process from September to December, the budget was further reduced down to a 4.67% Needs from Taxes.

One of my goals of 2019 was to implement a Regional Human Resources service to towns as well as a Public Health presence. I am happy to report that we rolled out Phase I of the Regional Human Resource service in October, while we continue to explore the Public Health option as the field is expansive. In 2020, we will continue to explore Public Health and will implement when ready.

In 2020, the County will be taking on a few new initiatives built into the adopted budget. Emergency Management has collaborated with the Cumberland County Fire Chiefs to house the Juvenile Fire Safety Program. In the past, the area Chiefs have been splitting the duty to run classes for the program and over time, the program has become too large and time consuming. The Chiefs and EMA have collaborated and hired a 10-hour a week staff member to take the lead and run the program.

The District Attorney has proposed two new initiatives in 2020. The hiring of a Human Traffic Advocate for the office will bring substantial benefit and support to individuals who find themselves associated with human trafficking. The Office will also be contracting with a third party to provide restorative justice in order to increase victim involvement in the criminal justice system and decrease defendant recidivism.

Lastly, the operation of the Civil Division at the Sheriff's Office will change, ending the per diem employment practice and moving approximately \$67,000 in enterprise fund revenue into the Civil Division budget to cover the hiring of a new full-time Civil Deputy. This move will eliminate the County's exposure with many per diem employees as it pertains to fair labor standards.

Comparison Total Expenditures 2019 vs. 2020

	Adopted 2019	Adopted 2020	\$ Difference	% Change
County	\$22,031,940.00	\$23,055,599.00	\$1,023,659	4.65%
Jail	\$19,265,593.00	\$20,033,137.00	\$767,544	3.98%
CIA	\$3,489,982.00	\$3,488,195.00	\$(1,787)	-0.05%
Overall	\$44,787,515.00	\$46,576,930.00	\$1,789,415.00	4.00%
Enterprise	\$10,244,352.00	\$10,995,487.00	\$751,135.00	7.33%
Grants	\$1,919,100.00	\$1,919,100.00	\$0.00	0.00%
Total Exp	\$56,950,967.00	\$59,491,517.00	\$2,540,550.00	4.46%

Total Needs from Taxes

	Adopted 2019	Adopted 2020	\$ Change	% Change
County	\$15,525,220.00	\$16,503,586.00	\$978,366.00	6.30%
Jail	\$13,126,093.00	\$13,651,137.00	\$525,044.00	4.00%
CIA	\$3,489,982.00	\$3,488,195.00	\$(1,787)	-0.05%
Overall	\$32,141,295.00	\$33,642,918.00	\$1,501,623.00	4.67%

Jail Budget (July – June budget year)

Over the last few years, this letter has begun by outlining the issues around State revenue for the jail. This is a large cost center for the County and gets significant attention at budget time. I am happy to report that, though we had some tough decisions with the jail budget, it was a smoother process developing the budget this year based on State funding for County Jails remained intact from what the Governor proposed in her biennium budget. Cumberland County will receive \$3,127,000 from the State Department of Corrections for the current fiscal year. This allowed the County to keep the State revenue flat for the second straight year.

Description	Adopted 2019	Adopted 2020	Dollar Change	Percent Change
State Funding	\$3,127,000.00	\$3,127,000.00	\$0.00	0.00%
Federal Boarder	\$2,625,000.00	\$2,675,000.00	\$50,000.00	1.90%
County Boarder	\$300,000.00	\$500,000.00	\$200,000.00	66.67%
Other Revenues	\$87,500.00	\$80,000.00	\$(7,500.00)	-8.57%
Jail Total Revenues	\$6,176,626.00	\$6,382,000.00	\$242,500.00	3.95%
Jail Expenses	\$19,265,593.00	\$20,033,137.00	\$767,544.00	3.98%
Jail Needs from Taxes	\$13,126,093.00	\$13,651,137.00	\$525,044.00	4.00%

The County Commissioners worked through the 2019/2020 in May and June, ultimately approving the Jail Budget at their June meeting. The Jail budget is proposed at \$20,033,137.00, up \$767,544.00 from current year ending June 30th and having a Needs from Taxes of \$525,044 or 4%. 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 2020 budget.

Jail Revenues (Notable)

- Positive increase in other County Inmates Revenue (+\$200K) and Marshal Service (+100K)
- Experiencing a decrease in ICE inmates (-\$100K)

Jail Expenses (Notable)

Budget up 4% as allowed by State Statute. Equates to \$525,044 of new funding to support the jail.

- Contracted Services (i.e. Jail Medical Contract) is up just over \$207K
- Legal Services is up \$24K
- Food & Groceries is up \$24K due to average daily population

Cross Insurance Arena (July – June budget year)

The Cross Insurance Arena, since re-opening after the renovation work in 2011/12, has been in the rebuilding phase of getting to where it once was financially. In late 2017, the County assumed greater day-to-day responsibility and financial oversight through a change to the State Statute governing the Cumberland County Recreation District and its Board of Trustees. As of November 1, 2017, the County assumed the Arena and its assets outright and the Arena became an Enterprise Fund under the County Budget. This has changed, for the better, the relationship between the Commissioners and Trustees and has put greater emphasis and scrutiny on oversight of operations and the financial health of the Arena.

Similar to the Jail’s budgeting process, the Arena budget is developed from March to June. The Recreation Board of Trustees works through the General Manager’s proposed budget and makes a recommendation to the County Commissioners each May. The County Commissioners then workshop and hold a public hearing on the budget in May and June, ultimately approving the budget in June of each year. 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 2020 budget year.

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, concessions and sponsorships at the Arena.

In addition to the booking of the event, day of week and type of event play a large role in the projected revenue generation.

Example:

2018	UMaine Hockey	Saturday Night	5500+ tickets	\$64,317 Revenue
2019	UMaine Hockey	Monday Night	3300 tickets	\$30,895 Revenue

This year the Arena is estimating 102 events, down from 121 last year. Although the events are down, it is anticipating the Gross Ticket Revenue will increase by \$919,000 over last year largely due to the type of events the Arena will be attracting. It is the hopes that concessions will increase year over year based on more tickets sold for Arena events.

The Arena's Revenue is projected to be \$2,066,315 compared to the Arena's projected Expenses of \$2,451,473 for a 2019/2020 Operating Deficit of -\$385,158.

The Cumberland County Recreation District Board of Trustees budget is up \$4,196 over last year. This is largely associated with increasing insurance premium.

Arena Non-Debt Capital costs in the FY2019/2020 budget include:

➤ Popcorn Machine	\$ 12,000
➤ Fiber Infrastructure	\$ 25,000
➤ Sprinkler System Repair	\$ 8,000
➤ Condensing Unit Relocation	\$ 17,500
➤ South East Lobby Heat	\$ 20,000
➤ Forklift	\$ 20,000
➤ Sale of old ice deck	-\$ 30,000

Description	Adopted 2018-19	Adopted 2019-20	Dollar Change	Percent Change
Bond Principle and Interest	\$2,208,500.00	\$2,182,500.00	(\$26,000.00)	-1.18%
Revolving Line of Credit	\$703,738.00	\$654,024.00	(\$49,714.00)	-7.06%
Capital - Non Debt	\$107,183.00	\$73,000.00	(\$34,183.00)	-31.89%
Operational	\$470,561.00	\$578,671.00	\$108,110.00	22.97%
Cross Insurance Total	\$3,489,982.00	\$3,488,195.00	(\$1,787.00)	-0.05%

Debt/Capital/Tax Anticipated Note

The 2020 budget includes funding for interest associated with the Tax Anticipated Note (TAN). The County, because of it being on a different budget year than the County's communities, must take out an annual TAN to cover operational costs until the communities pay their County issued Warrant in the fall. The County will be in need of a 14.5M TAN for 2020 expenses. The past two Finance Committee's have raised concerns with the continuation of TANs, as interest rates continue to rise and it is becoming unsustainable to continue the practice since there is an alternative. In December of 2019, the County Commissioners authorized County staff to initiate contact with communities within the County educating them on the process behind the County changing to a fiscal year budget. This will better align the County with the towns/cities, improving the County's monthly cash flow and eliminating the administrative and interest costs associated with a TAN.

The Court received word in December 2019 that its bond rating will be maintained at Standard & Poor's highest short-term rating of SP-1+ for the upcoming TAN issuance.

DESCRIPTION	Adopted 2019	Adopted 2020	Dollar Change	Percent Change
Bonded Debt Principle	\$659,000.00	\$633,527.00	(\$25,473.00)	-3.86%
Bonded Debt Interest	\$213,234.00	\$148,268.00	(\$64,966.00)	-30.47%
Capital Reserve	\$503,283.00	\$654,100.00	\$150,817.00	29.96%
TAN Loan	\$191,000.00	\$191,000.00	\$0.00	0.00%
Total	\$1,566,517.00	\$1,626,895.00	\$60,378.00	3.85%

General Fund Breakdown

GENERAL FUND REVENUES

Civil Process	Increase \$ 67,000	(elimination of enterprise fund)
Regional Communications	Increase \$ 46,239	(added communities)
Reduced Registry of Deeds	Decrease \$110,000	(anticipating softening of home market)
Parking Garage	Increase \$ 82,000	(24-hour parking/365 days)

GENERAL FUND EXPENDITURES (+/- \$3,000)

DA reduced Office Supplies by	(\$ 5,000)
DA new contract for Restorative Justice	\$20,000
DA Leases & Service Agreements (Justware Database)	\$25,000
EMA Training & Education	\$ 3,000
EMA Leases & Service Agreements	(\$ 3,000)
EMA Electrical Utility	\$ 3,500
Communications Radio Site Rental	\$ 5,200
Communications Desk Purchase	\$ 7,000
Communications Acorn Software Update	\$ 8,300
Finance MUNIS Software Maintenance Contract	\$ 5,000
Sheriff Office Ammunition	\$ 5,398
Sheriff Office Training and Education	\$13,000
Sheriff Office Criminal Investigations	\$ 7,781
Sheriff Office Vehicles	\$ 20,000
Sheriff Office Admin Training & Education	(\$ 10,000)
Probate Office Professional Services	(\$ 9,000)
Probate Office Court Appointed Attorneys	\$ 20,000
Probate Office Training & Education	\$ 3,000
IT Office Software Maintenance Contracts	\$ 23,689

IT Office Telephone and Communication	\$ 4,092
Facilities Garage Software License	\$ 16,200
Facilities Leases & Service Agreements	\$ 6,400
Facilities Building and Structure Repair	\$ 3,500
Facilities Painting Repair	\$ 3,100
Facilities Gas Utility	\$ 3,500
Facilities Sewer Utility	\$ 4,664
Capital Improvement Non-Debt General Fund & Jail	\$195,000
Capital Improvement Non-Debt CIA	\$ 61,900

Property & Casualty Insurance has been estimated at 7% increase over 2019 rates.

Health Insurance came in at 1% increase for the POS C Plan and 5% for the PPO 2500 Plan.

Non-union Cost of Living Wages is budgeted at 2.5%.

Proposed Positions (new/increased/elimination)

Increase .5 custodian in Facilities	\$25,000
Hire .5 Human Traffic Advocate in DA's office (half budgeted in 2021)	\$24,891
Hire 20 hour per week Asst. Probate Clerk II	\$21,900
Increase 20 hours per week of per diem in Communications (added to 20 hours)	\$16,640
Hire paid internship in EMA	\$20,000
Elimination of 1.0 position in EMA	(\$28,065)
Hire 1.0 Civil Deputy Position & Costs (elimination Enterprise Fund)	\$67,053
Increase .5 of Patrol Deputy (6 months budgeted in 2019)	\$41,845
Increase .5 of Administrative Sgt. in Sheriff's Office (6 months in 2019)	\$35,000
Increase .5 of Facilities Maintenance Technician (6 months in 2019)	\$36,000
Hire 10 hour a week Youth Fire Safety Coordinator	\$13,000
Up to 15 hours a week Law Clerk – Probate Office	\$15,000

Grants & Human Services

Description	Adopted 2019	Adopted 2020	Dollar Change	Change
Human Service & Grants	\$ 0.00	\$286,000.00	\$286,000.00	100.00%
Human Services	\$112,981.00	\$ 0.00	(\$112,981.00)	-100.00%
Grants	\$169,598.00	\$ 0.00	(\$169,598.00)	-100.00%
Total	\$282,579.00	\$286,000.00	\$ 3,421.00	1.21%

Each year the County tries to do their part in supporting non-profits throughout the county. Two years ago, the County Commissioners, at the recommendation of staff, moved towards greater accountability and data sharing by partnering with the Thrive2021 Goal allocation process (United Way). Even though we contribute to Thrive, some agencies fall outside the qualifications; hence, the County works with those independent organizations on some level of funding. Always a tough decision process.

Organization	Awarded 2019	Awarded 2020
Extension Association	\$139,871	\$135,000
Thrive2027	\$100,000	\$100,000
Soil & Water	\$ 20,000	\$ 18,000
Portland Library	\$ 9,727	\$ 10,000
Tedford House	\$ 5,000	\$ 15,000
Casco Bay CAN	\$ 0.00	\$ 7,000
Coastal County Workforce	\$ 1,000	\$ 1,000

CAPITAL PROJECTS

This year would normally be a “bonding year”; however, staff proposed not to bond as staff has collectively reviewed the capital items and feel a bond is not warranted. We have experienced project savings through a few canceled projects. The funding capacity will allow 2020 projects to be now covered by past years funding through canceled projects. These projects include:

➤ Vehicle Lift at Fleet Garage	\$ 8,000
➤ Hot Water Tanks at Jail	\$205,000
➤ Air Handler #1 and #2 rebuild at Courthouse	\$160,000
➤ Phone System at Courthouse	\$ 51,000

The 2020 Non-debt Capital items continue to be the same year over year, with a few exceptions. The following are new Non-debt items proposed for 2020 (one-time expenses, not annual like Tasers, vests, computers):

➤ Sheriff’s Office Command Vehicle Upgrades	\$ 20,000
➤ Sheriff’s Office Crisis Response Phone	\$ 7,000
➤ Sheriff’s Office Night Vision Scope	\$ 33,000
➤ Sheriff’s Office Dragon Software (Voice Recognition)	\$ 24,000
➤ Courthouse Elevator Reserve	\$ 35,000
➤ Facilities Study Funding	\$ 20,000
➤ Workstation Replacement	\$ 18,000
➤ 4x4 Dump Truck at Jail/LEC	\$ 40,000
➤ Cleaning of Jail Admin Air Ducts	\$ 25,000

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 will not only clean up the differing of budget seasons, but also provide better cash flow for County operations throughout the year. In addition, and very important to the Finance Committee and County Commissioners, is the change will eliminate the need for an annual Tax Anticipated Note (TAN), saving time, effort and \$191,000 in taxpayer dollars (amount budgeted in 2020).

In December 2019, the Commissioners earmarked the spring of 2021 for rollout, with the first fiscal year budget starting July 1, 2021. Staff will begin working with the towns/cities as early as January 2020 to begin to educate the towns on the process behind changing from calendar to fiscal year.

Conclusion

Many individuals had a part in the preparation of the 2020 budget process. County Commissioners, Finance Committee Appointees, Spectra Management and County staff all chipped in to create this budget. I feel this budget is a responsible budget, one that covers the needs of the County. Thank you to all who participated.



James H. Gailey
County Manager

The Budget Process and Financial Management Policies

THE BUDGET PROCESS

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

5: FINANCE

General Provisions:

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

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

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

5.4 Finance Committee (FC)

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

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

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

appoint such other officers as it may deem necessary and create such 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	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 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.

2019 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.

2018 ACTUAL - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2018 Actual would record expenditures for 2018. This line is included purely for comparative purposes.

2020 BUDGET REQUEST - The 2020 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.

2020 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.

2020 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.

2020 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 2020 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.

Jail Budget									
Tax Calculation	2016-17	2017-18	2018-19	2019-20	2020 MGR	2020 FC RECOMM	2020 Final Budget	% Increase	
Total Estimated Expenditures	18,230,187	18,798,220	19,265,593	20,033,137	20,033,137	20,033,137	20,033,137		3.98%
Total Estimated Revenues	(5,976,208)	(6,176,626)	(6,139,500)	(6,382,000)	(6,382,000)	(6,382,000)	(6,382,000)		3.95%
Tax Revenue Required	12,253,979	12,621,594	13,126,093	13,651,137	13,651,137	13,651,137	13,651,137		
	12,253,979	12,621,594	13,126,093	13,651,137	13,651,137	13,651,137	13,651,137		
	Amount fixed by statute			525,044	525,044	525,044	525,044		

Cross Insurance Arena Budget									
Tax Calculation	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET REQUEST	2019 MGR RECOMM	2019 FC RECOMM	2020 Final Budget	% Increase	
Bond Principal	1,100,000	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000		
Bond Interest	954,500	932,500	908,500	882,500	882,500	882,500	882,500		
Revolving Line of Credit	591,250	591,250	703,738	654,024	654,024	654,024	654,024		
Operational Subsidy	264,003	550,000	577,744	651,671	651,671	651,671	651,671		
Tax Revenue Required	2,909,753	3,273,750	3,489,982	3,488,195	3,488,195	3,488,195	3,488,195		
Net Dollar Change		363,997	216,232	(1,787)	(1,787)	(1,787)	(1,787)		
Percent from prior year		12.51%	6.61%	-0.05%	-0.05%				

COMBINED TAX PRESENTATION									
Tax Calculation	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET REQUEST	2020 MGR	2020 FC RECOMM	2020 Final Budget	% Increase	
Total Estimated Expenditures	41,464,388	43,098,407	44,787,515	47,005,145	46,576,912	46,576,912	46,571,931		
Total Estimated Revenues	(12,181,326)	(12,485,782)	(12,646,220)	(12,929,012)	(12,929,012)	(12,929,012)	(12,929,012)		
Tax Revenue Required	29,283,062	30,612,625	32,141,295	34,076,133	33,647,901	33,647,901	33,642,919	-	
Net Dollar Change		1,329,563	1,528,670	1,934,838	1,506,606	1,506,606	1,501,624		
Percent from prior year		4.54%	4.99%	6.02%	4.69%	4.69%	4.67%		

Budget Requests	General County Impact			1,411,580				4.39%	Total
	Jail Impact			525,044				1.63%	
	Cross Insurance Arena Impact			(1,787)				-0.01%	6.02%
MGR Budget	General County Impact				983,348			3.06%	Total
	Jail Impact				525,044			1.63%	
	Civic Center Impact				(1,787)			-0.01%	4.69%
FC Budget	General County Impact					983,348		3.06%	Total
	Jail Impact					525,044		1.63%	
	Civic Center Impact					(1,787)		-0.01%	4.69%
Final Budget	General County Impact						978,367	3.04%	Total
	Jail Impact						525,044	1.63%	
	Civic Center Impact						(1,787)	-0.01%	4.67%

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

COUNTY OF CUMBERLAND: BUDGET 2020-ASSESSMENT

Tax Calculation	Budget 2016	Budget 2017	Budget 2018	Budget 2019	2020 BUDGET REQUEST	2020 PRELIM	2020 FC Recommend	2020 FINAL Budget
Total Estimated Expenditures	39,895,902	41,464,388	43,098,407	44,787,515	47,005,145	46,576,912	46,576,912	46,571,931
Total Estimated Revenues	(12,251,379)	(12,181,326)	(12,485,782)	(12,646,220)	(12,929,012)	(12,929,012)	(12,929,012)	(12,929,012)
Designated Surplus	(350,000)	-	-	-	-	-	-	-
Tax Revenue Required	27,294,523	29,283,062	30,612,625	32,141,295	34,076,133	33,647,901	33,647,901	33,642,919
					6.02%	4.69%		

COUNTY OF CUMBERLAND: Enterprise Funds 2020

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		2019 Budget	2020 Budget
Total Estimated Expenditures	Enterprise	10,244,352	10,995,487
Total Estimated Revenues	Enterprise	10,244,352	10,995,487
Tax Revenue Required		\$0.00	\$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 2020

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		2019 Budget	2020 Budget
Total Estimated Expenditures		1,919,100	1,919,100
Total Estimated Revenues		1,919,100	1,919,100
Tax Revenue Required		\$0.00	\$0.00

COUNTY OF CUMBERLAND: Summary Budget from all Sources 2020

Summary Overview

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

Budget Grants
Enterprise Recreational District

Budget		2019 Budget	2020 Budget
Total Estimated Expenditures		56,950,967	59,486,518
Total Estimated Revenues		24,809,672	25,843,599
Designated Surplus		-	-
Tax Revenue Required		\$ 32,141,295	\$ 33,642,919



Cross Insurance Arena

Enterprise Fund as of 11/30/2017

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

	2018 Actual	2019 BUDGET	2020 BUDGET REQUEST	2020 FC RECOMM	2020 FINAL Budget	TAX Impact
From the County Taxes						
Total Estimated Expenditures	3,406,699	3,489,982	3,488,195	3,488,195	3,488,195	
Total Estimated Revenues						
Tax Revenue Required		3,489,982	3,488,195	-	3,488,195	-0.01%
Net Dollar Change			(1,787)	\$ 32,141,295	(1,787)	
			Increase	2017 Tax Assessment		

Cross Insurance Arena									
From the County	2018 ADOPTED BUDGET	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC	2020 FINAL BUDGET	
<u>CIA \$33M Bond</u>					(2020 Debt Payment is \$2.209 M)				
Principal	1,200,000	1,300,000	1,200,000	1,300,000	For CIA expenses ie debt	1,300,000	1,300,000	1,300,000	
Interest	932,500	908,500	932,500	882,500	New Civic Center Referendum for Modernization	882,500	882,500	882,500	
CC operational Subsidy	550,000	470,561	682,949	578,671	To Fund the Operational Budget from 6/30/2018	578,671	578,671	578,671	
Non-Debt CIA CIP		107,183		73,000		73,000	73,000	73,000	
<u>Bonded Debt:</u>									
CC Bond Principal	491,250	610,000	491,250	543,473	Debt service for Capital needs	543,473	543,473	543,473	
CC Bond Interest	100,000	93,738	100,000	110,551		110,551	110,551	110,551	
Total to Civic Center	3,273,750	3,489,982	3,406,699	3,488,195		3,488,195	3,488,195	3,488,195	

INCREASE OVER FY 2019	\$ (1,787)
FY 19 COUNTY ASSESSMENT	\$32,141,295
ADDITION TO THE 2020 TAXES	<u>-0.01%</u>

Enterprise Activities-Law Enforcement

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

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

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

Acct #	Sheriff's Office Services	PERIOD	EMPLOYEES	2019/20 REVENUES	2019/20 EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	419,150	419,150
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	206,186	206,186
21204	Town of Harrison	7/1 to 6/30	1	111,862	111,862
21212	Town of Standish	7/1 to 6/30	5.5	785,851	785,851
21207	SAD #6	9/1 to 6/30	1	70,631	70,631
	SAD #15 SRO	7/1 to 6/30	1	109,643	109,643
21225	Maine Drug Enforcement (Reimburse)	1/1 to 12/31	2	125,055	125,055
	Town of Gray	7/1 to 6/30	1	288,062	288,062
	TOTAL FULL-TIME CONTRACTS		16.5	2,116,440	2,116,440
	SUMMER CONTRACTS				
	Naples		Part Time 1	33,585	33,585
	Frye Island		1	40,303	40,303
21215	Long Island	Summer	1	28,534	28,534
	Town of Chebeague	Summer	1	25,766	25,766
	TOTAL SUMMER CONTRACTS		4	94,603	94,603
TOTAL FROM NON-BUDGET ACTIVITIES				2,211,043	2,211,043

Enterprise Activities-Facilities

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

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

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

State Court Custodial Program		PERIOD	EMPLOYEES	2020 REVENUES	2020 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	327,204	327,204
			Supply	94,848	94,848
TOTAL FROM NON-BUDGET ACTIVITIES				422,052	422,052

Enterprise Activities- Assessing Department

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

2019 Will be the 6th year for the county Office of Regional Assessing, and as such, revenues and expenses are still very much in flux as new towns are added. The budget shown assumed 5 towns involved, but this amount could change during the year. All operating costs will be 100% reimbursed by the towns that participate in this service

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

Regional Assessing		PERIOD	EMPLOYEES	2020 REVENUES	2020 EXPENSES
21227	Regional Assessing fees paid according	1/1 to 12/31	5	517,626	603,742
	to contracts with participating Municipalities				

Revenues (Estimated breakdown)		Expenses	
Town of Falmouth	\$ 152,487	Lead Assessor	\$ 84,989
Town of Yarmouth	\$ 110,851	Assistant Assessor	\$ 67,808
Town of Casco	\$ 46,565	Appraiser II	\$ 55,259
Town of Gorham	\$ 143,348	Appraiser	\$ 51,189
Town of North Yarmouth	\$ 48,500	Appraiser	\$ 45,240
Town of Baldwin	\$ 15,875	Amin Asst.	\$ 34,029
Total Revenues	\$ 517,626	Benefits	\$ 138,578
County Subsidy	\$ 86,116	Vision Software	\$ 16,000
Net Revenues	\$ 603,742	Assessing Maps	\$ 16,500
		All other	\$ 94,150
		Total Costs	\$ 603,742

Enterprise Activities-Civil Division

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

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

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

Outside Civil Deputies		PERIOD	EMPLOYEES	2020 REVENUES	2020 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

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

The Cross Insurance Arena became an Enterprise fund of the County on November 1, 2017. Prior to that date, it was a separate recreational district, and was not reflected as a component unit of the County.

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

Cross Insurance Arena					
35235	Description		FY 17-18 Budget	FY 19-20 Budget	
	Revenues from Operations		\$ 7,107,233	\$ 7,179,979	
	Cost of Goods Sold		\$ 4,891,700	\$ 5,115,264	
	Indirect Expenses		\$ 2,263,514	\$ 2,460,186	
	Income/(Deficit)		\$ (47,981)	\$ (395,471)	
	Trustees & Other Expenses		\$ 179,004	\$ 183,200	
	Income/(Deficit)		\$ (226,985)	\$ (578,671)	
	County Subsidy		\$ 226,985	\$ 578,671	

Total Revenues		\$ 7,334,218		\$ 7,758,650
Total Expenses		\$ 7,334,218		\$ 7,758,650

GRANTS AND OTHER FUNDING- CDBG Dept

Federally Funded Community Development Block Grant
 Aaron Shapiro, County Community Development Director

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

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

	Community Development Block Grant and Other Federal programs	PERIOD	EMPLOYEES	2019-20 REVENUES	2019-20 EXPENSES
	HUD CDBG Program Grant for	7/1 to 6/30	1	1,545,000	1,545,000
	CDBG-R Recovery Act Funds	1/1 to 12/31			
	Homeless Prevention Rapid Recovery Act HPRP	1/1 to 12/31			
	Neighborhood Stabilization Program	1/1 to 12/31			
				1,545,000	1,545,000

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2020 REVENUES	2020 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	1.5	125,000	125,000
51381	2nd Chance Grant	1/1 to 12/31	N/A	108,000	108,000
	TOTAL GRANT FUNDED PROGRAMS		1.5	374,100	374,100

2020 County of Cumberland

Budget Reduction Record

PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS			
		Net Assessment for 2019	\$32,141,295
		Department Request Expenditure Budget 2020	\$47,005,145
		Revenues for 2020	-\$12,929,012
		Net Assessment 2020	\$34,076,132
		Net Dollar Increase	\$1,934,837
		Tax Increase from 2019	6.02%
ADJUSTED BY MANAGER'S RECOMMENDATION			
		Department Requests	
	101	EMA	\$3,501
	102	District Attorney	-\$112,502
	103-01	Exec-Administration	-\$500
	103-02	IT	\$0
	103-03	Exec-Garage	-\$695
	103-04	HR	\$0
	105	Facilities	-\$91,968
	106-05	Sheriff-Admin	-\$12,031
	106-06	Sheriff-LEC	-\$154,040
	106-07	Sheriff-Jail (net change in cost to taxpayers)	\$0
	1006-08	Sheriff-Civil	\$0
	107	Deeds	-\$5,500
	108	Probate	-\$4,700
	109	Finance	-\$1,000
	110	Communications	-\$8,799
	Other	Other	-\$40,000
		Total Mgr Cuts to Expenses	-\$428,233
		Net Increase in the Expenses over 2019 Expenses	\$1,506,605
	Summary:	Total Expenditures Manager's Recom.	\$46,576,912
		Total Estimated Revenues	\$ (12,929,012)
		Net Budget from Mgr. FY 2020	\$ 33,647,900
		Dollar Increase over 2019	\$ 1,506,605
		Net Increase over Last year	4.69%

		ADJUSTED BY THE FINANCE COMMITTEE	
			-
		NET TAX DECREASE - FC	\$0
		Percent Increase over 2019	4.69%
		Total operational budget recommended by FC	\$33,647,901
		ADJUSTED BY COUNTY COMMISSIONERS	
		Commissioners agreed with FC from above	
		Health Insurance Reductions	(56,608)
		Reductions to Sherriff Admin, Patrol Budgets	(18,375)
		CIP Reductions	(10,000)
		Reduction to Contingency Budget	(5,000)
		Probate Law Clerk	15,000
		Holiday Pay	6,000
		Contract Negotiations	32,000
		CCRCC Radio System	32,000
		Net Tax Increase	(4,983)
		Voted/approved by Commissioners on 12/09/2019	\$33,642,919
		Percent Increase over 2019	4.67%

PROJECTED REVENUE

COUNTY OF CUMBERLAND
FISCAL YEAR 2020

Revenues

Acct #	Source	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2021 Budget
11-001-4003	Supreme Court Rental	2,800	2,400	2,400	2,400	2,400	2,400
11-001-4004	State Court Rent / Reimbursements						
11-101-4101	Emergency Management Allocation	329,566	413,439	305,739	320,000	320,000	320,000
11-101-4102	AT&T Tower Lease	11,915	12,040	13,231	12,000	12,000	12,000
11-102-4100	District Attorney	154,024	184,604	177,800	175,000	175,000	175,000
11-103-01-4100	Executive	277	1,165				
11-103-02-4100	IT	28,294	3,905	2,046	50,000	5,000	5,000
11-103-03-4100	Garage Operations	7,747		2,817			
11-103-03-4301	Garage Daily Parking	152,761	151,365	109,708	138,000	110,000	110,000
11-103-03-4302	Garage Monthly Parking <i>Inc Monthly \$100 to \$110</i>	338,735	429,264	487,446	365,000	475,000	475,000
11-104-4401	Treasurer Income (Interest, etc.)	6,080	3,643		-	-	-
11-105-4100	Facilities Misc Revenue	15,651	12,856	13,753			
11-105-4100	Facilities Salvage						
11-106-05-4100	Sheriff Misc Revenues	37,140	58,151	30,476	65,000	65,000	65,000
11-110-4100	CCRCC Revenues	1,152,472	1,180,734	1,311,867	1,384,820	1,431,059	1,431,059
11-106-08-4100	Civil Process	234,787	244,872	278,445	277,000	344,053	344,053
11-107-4100	Register of Deeds - Misc. Revenue	4,647	2,577	1,840	2,500	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	1,581,227	1,517,875	1,550,542	1,910,000	1,450,000	1,450,000
11-107-4702	Register of Deeds - Transfer Tax	1,211,251	1,266,474	1,442,287	800,000	1,200,000	1,200,000
11-107-4703	Register of Deeds - Copies	434,453	401,451	404,449	450,000	400,000	400,000
11-108-4801	Register of Probate - Fees	444,106	431,708	449,581	440,000	440,000	440,000
11-108-4802	Register of Probate - Notices	48,674	45,801	50,384	45,000	45,000	45,000
11-108-4803	Register of Probate - Abstracts	27,443	28,811	27,360	25,000	25,000	25,000
11-108-4804	Register of Probate -Forms	15,809	18,310	23,233	13,000	13,000	13,000
11-108-4805	Register of Probate - Visitor fees Passport Processing	25,999	27,036	27,908	22,000 10,000	22,000 10,000	22,000 10,000
	Total Revenues	6,265,855	6,438,481	6,713,312	6,506,720	6,547,012	6,547,012
	Designated Surplus						
	Total Revenues & Surplus	6,265,855	6,438,481	6,713,312	6,506,720	6,547,012	6,547,012
		2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2021 Budget

FY2020 COUNTY OF CUMBERLAND-

Using 2020 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 2020 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
	4.53%		7.52%			
Town	State 2019 Valuation	2019 Tax	State 2020 Valuation	Val Change %	2020 Tax	Percent Tax Change
Baldwin	163,550,000	112,103	181,600,000	11.0%	121,180	8.10%
Bridgton	1,062,850,000	728,506	1,106,700,000	4.1%	738,484	1.37%
Brunswick	2,319,900,000	1,590,123	2,509,500,000	8.2%	1,674,551	5.31%
Cape Elizabeth	2,125,200,000	1,456,670	2,275,600,000	7.1%	1,518,473	4.24%
Casco	680,050,000	466,125	707,700,000	4.1%	472,237	1.31%
Chebeague Island	218,150,000	149,526	237,100,000	8.7%	158,213	5.81%
Cumberland	1,328,750,000	910,761	1,406,550,000	5.9%	938,569	3.05%
Falmouth	2,532,600,000	1,735,913	2,726,900,000	7.7%	1,819,618	4.82%
Freeport	1,739,650,000	1,192,404	1,863,700,000	7.1%	1,243,618	4.30%
Frye Island	157,250,000	107,783	175,100,000	11.4%	116,842	8.40%
Gorham	1,806,250,000	1,238,053	1,992,000,000	10.3%	1,329,231	7.36%
Gray	1,029,500,000	705,647	1,133,450,000	10.1%	756,334	7.18%
Harpswell	1,931,200,000	1,323,697	1,992,700,000	3.2%	1,329,698	0.45%
Harrison	536,000,000	367,389	545,700,000	1.8%	364,137	-0.89%
Long Island	174,150,000	119,367	179,800,000	3.2%	119,978	0.51%
Naples	831,600,000	570,001	850,150,000	2.2%	567,292	-0.48%
New Gloucester	557,400,000	382,057	588,450,000	5.6%	392,664	2.78%
North Yarmouth	528,500,000	362,248	570,400,000	7.9%	380,619	5.07%
Portland	9,687,850,000	6,640,316	10,507,000,000	8.5%	7,011,159	5.58%
Pownal	259,450,000	177,834	267,550,000	3.1%	178,532	0.39%
Raymond	1,150,200,000	788,378	1,175,550,000	2.2%	784,426	-0.50%
Scarborough	4,313,600,000	2,956,659	4,778,350,000	10.8%	3,188,519	7.84%
Sebago	396,200,000	271,566	420,650,000	6.2%	280,693	3.36%
South Portland	4,308,100,000	2,952,889	4,622,350,000	7.3%	3,084,423	4.45%
Standish	1,103,700,000	756,506	1,198,800,000	8.6%	799,941	5.74%
Westbrook	2,144,350,000	1,469,796	2,268,700,000	5.8%	1,513,868	3.00%
Windham	2,095,000,000	1,435,970	2,272,500,000	8.5%	1,516,404	5.60%
Yarmouth	1,711,350,000	1,173,008	1,863,100,000	8.9%	1,243,218	5.99%
	46,892,350,000	32,141,295	50,417,650,000	7.52%	33,642,919	4.67%
Tax Calculation	2017	2018	2019		2020	
Total Estimated Expend	41,464,388	43,098,407	44,787,515		46,571,932	
Total Estimated Revenue	(12,181,326)	(12,485,782)	(12,646,220)		(12,929,012)	
Designated Surplus	-	-	-		-	Net Increase
Tax Revenue Required	29,283,062	30,612,625	32,141,295		33,642,919	4.67%
	2016	2017	2018		2019	
Mil Rate	0.000677449	0.000694902	0.0006854273		0.0006672846	
Per \$1,000	0.6774489	0.6949019	0.685427261		0.667284558	
Amount for \$200,000 ↑ \$	135.49	\$ 138.98	\$ 137.09		\$ 133.46	
Increase \$	(0.49)	\$ 3.49	\$ (1.89)		\$ (3.63)	

NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND
FISCAL YEAR 2020

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2016 ACTUAL	2017 Actual	2018 Actual	2019 FINAL BUDGET	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
PRINCIPAL										
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment	1,000,000	1,100,000	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	-				
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	400,400	556,613	345,000	350,000	330,000	330,000	330,000	330,000
11-120		2012-County Debt under Charter- Principal \$2.775M	320,000	210,000	200,000	195,000	150,000	150,000	150,000	150,000
		2014- County CIP Debt	140,000	150,000	159,268	170,000	115,000	115,000	115,000	115,000
		2016- County CIP Debt		140,000	312,981	280,000	280,000	280,000	280,000	280,000
		2018- County CIP Debt				274,000	270,000	270,000	270,000	270,000
		MBB 2020 Debt								32,000
		TOTAL BOND DEBT SERVICE	1,945,400	2,241,613	2,302,249	2,569,000	2,445,000	2,445,000	2,445,000	2,477,000
INTEREST										
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	997,203	975,103	969,505	908,500	882,500	882,500	882,500	882,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	54,616	49,513	45,688	-				
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	-	56,409	39,544	63,488	58,238	58,238	58,238	58,238
11-120		2012-County Debt under Charter- Interest \$2.775M	-	197,294	34,369	33,005	29,105	29,105	29,105	29,105
		2014- County CIP Debt	24,831	-	33,213	29,763	26,913	26,913	26,913	26,913
		2016- County CIP Debt		-	30,181	57,563	51,963	51,963	51,963	51,963
		2018- County CIP Debt				117,903	92,600	92,600	92,600	92,600
		TOTAL BOND DEBT INTEREST	1,076,649	1,278,318	1,152,500	1,210,222	1,141,319	1,141,319	1,141,319	1,141,319
DEBT EXPENSE - LOANS										
11-120	9205	TAN Bank Charge/and Rating Agencies	25,436	22,300	11,800	35,000	35,000	35,000	35,000	35,000
11-120	9210	TAN Legal Fees	6,023	15,075	13,973	6,000	6,000	6,000	6,000	6,000
11-120	9220	TAN Interest	49,169	117,533	173,944	150,000	150,000	150,000	150,000	150,000
		TOTAL DEBT EXPENSE - LOANS	80,629	154,908	199,718	191,000	191,000	191,000	191,000	191,000
NON-DEPARTMENTAL										
11-140	5520	Retiree Life Insurance	5,798	5,879	6,444	6,000	6,000	6,000	6,000	6,000
11-140	5550	Unemployment Insurance	17,636	9,371	19,378	30,000	25,000	25,000	25,000	25,000
11-141	5501	Salary / Benefits / Termination Pay	224,300	300,000	300,000	300,000	335,000	335,000	335,000	335,000
11-141	9526	County Capital Improvement Reserve for CIP	88,500	190,250	315,500	396,100	591,100	591,100	591,100	581,100
11-141	9500	Civic Center Operational Subsidy	564,101	273,476	550,000	300,000	450,000	450,000	450,000	450,000
11-141	5502	Contingent Appropriation	3,517	1,175	5,287	30,000	50,000	50,000	50,000	45,000
11-141	9498	Referendum and Public Information	32,852	20,801	14,158	125,000	165,000	165,000	165,000	165,000
		TOTAL NON-DEPARTMENTAL	936,703	800,952	1,210,767	1,187,100	1,622,100	1,622,100	1,622,100	1,607,100
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	4,039,381	4,475,791	4,865,233	5,157,322	5,399,419	5,399,419	5,399,419	5,416,419
							242,097	242,097	242,097	259,097

CUMBERLAND COUNTY

PERSONNEL

2020

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 2020.

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 2020
POSITION CLASSIFICATION PLAN**

MANAGEMENT

<u>TITLE</u>	<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>
County Manager	17	\$99,445 – 138,445
Deputy Manager of Finance & Admin	16	\$92,082 – 138,445
Director Regional Assessing Chief Deputy	15	\$85,280 – 121,098
Register of Deeds Community Development Director Information Technology Director Emergency Communications Director Emergency Management Agency Director Facilities Manager Human Resources Director Jail Administrator	14	\$87,957 – 112,112
Director Public Affairs	13	\$71,677 – 101,795
Domestic Violence Coordinator	12	\$67,725 – 96,138
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations Network Administrator Deputy Communications Director	11	\$62,670 – 89,003
Administrative LT Deputy Finance Director Deputy Register of Probate	10	\$58,053 – 82,451
Deputy EMA Director	9	\$53,726 – 76,336
Assistant Assessor Deputy Register of Deeds Custodian Supervisor	8	\$49,773 – 70,682

GENERAL GOVERNMENT POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Clerk/Supervisor Diversion Clerk Fleet Automotive Technician Paralegal	7	\$22.15 – 30.21
Computer Specialist Drug Free Project Coord Finance Assistant Probate Clerk II Maintenance Technician Parking Garage Operator Planner	6	\$20.14 – 27.44
Clerk II Restitution Clerk Trial Assistant Inventory/Trainer/Custodian	5	\$18.32 – 24.95
Parking Garage Attendant Clerk I Custodian	3	\$15.14 – 20.62

CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Employee Relations Coordinator	9	\$25.83 – 36.70
Payroll Supervisor Human Resources Specialist PREA Coordinator	8	\$23.93 – 33.98
Executive Assistant	7	\$22.15 – 30.21
Investigations Clerk Administrative Investigator Accounting Clerk	6	\$20.14 – 27.44
Administrative Assistant Finance Clerk	5	\$18.32 – 24.95

PROFESSIONAL/TECHNICAL

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Electrician Supervisor Assistant Director/Safety Coordinator	11	\$30.13 – 42.79
Business & Communication Coordinator Chaplin Coordinator/Rehabilitation & Diversion	10	\$27.91 – 39.64
Community Development Assistant Emergency Management Program Coordinator Legal Administration Supervisor	9	\$25.83 – 36.70
Accreditation Coordinator Facilities Supervisor Fleet Automotive Supervisor Maintenance Supervisor Software Specialist	8	\$23.95 – 33.98
Electrician Public Information Officer Victim Assistant	7	\$22.15 – 30.21
Building Technician Legal Secretary	6	\$20.14 – 27.44
Appraiser	5	\$18.32 – 24.95

SHERIFF'S OFFICE/JAIL BARGAINING UNIT F/Y 2018-19

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Librarian	N1	\$17-41 – 21.26
Records Clerk Receptionist Clerk	N2	\$18.44 – 22.59
Complaint Officer	N3	\$18.96 – 23.06
Administrative Secretary Crime Analyst Education Technician	N4	\$19.53 – 24.04
Administrative Civil Deputy Civil Deputy	N5	\$19.96 – 24.52
Corrections Officer – Probation	1	\$19.02
Corrections Officer I	2	\$19.78 – 23.91
Corrections Officer II Lobby Receptionist-CO	3	\$20.24 – 24.40
Property Officer Transportation Officer	4	\$20.84 – 25.38
Community Program Officer Recreation Officer Staff Development Specialist Trustee Coordinator	5	\$21.30 – 25.87

LAW ENFORCEMENT TEAMSTER UNIT 2020

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Deputy	\$23.48 – 28.84
Detective	\$24.36 – 29.70
Sergeant	\$30.18 – 34.12
Lieutenant	\$33.07 – 36.95

COMMUNICATIONS BARGAINING UNIT 2020

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Dispatcher	\$19.82 – 25.23
Shift Supervisor	\$27.36 – 31.69

JAIL SUPERVISORS TEAMSTER UNIT F/Y 2019-20

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Administrative Officer	\$25.42 – 31.86
Food Service Manager	
Sergeant	\$23.49 – 27.83
Lieutenant	\$27.71 – 33.54

JAIL COOKS TEAMSTER UNIT F/Y 2019-20

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Cook	\$18.54 – 24.25

RESERVE / PART-TIME

<u>TITLE</u>	<u>HOURLY RATE</u>
Patrol Deputy	\$21.17
Dispatcher	\$19.34

ELECTED OFFICIALS

<u>TITLE</u>	<u>ANNUAL SALARY</u>
County Commissioners	\$11,315
Judge of Probate	\$66,602
Register of Probate	\$56,888
Sheriff	\$112,112

This schedule is a representation of positions within departments.

Job Title	2019				2020			
	Approved		Grant & Contract		Approved		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			
Assistant County Manager								
DV Coordinator		1				1		
Director of Public Affairs	1				1			
Drug Free Grant								
Drug Free Program Coordinator				1				1
Drug Free Project Coordinator				1				1
CDBG								
Community Development Coordinator			1				1	
Community Development Assistant			1				1	
	8	1	2	2	8	1	2	2
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			
Wellness Coordinator		1				1		
Human Resources Generalist	1				1			
Executive Assistant	1				1			
	4	1			4	1		
Finance Department								
Director of Finance	1				1			
Accounts Supervisor	1				1			
Payroll Supervisor	1				1			
Finance Clerk	2				2			
	5				5			

	2019				2020			
	Approved		Grant & Contract		Approved		Grant & Contract	
DISTRICT ATTORNEY								
Business & Communication Coordinator	1				1			
Executive Assistant	1				1			
Intern		6				6		
Paralegal	1				1			
Legal Administration Supervisor	2				2			
Receptionist	2				2			
Trial Assistant	11				11			
Victim Assistant	4				5			
Coord of Rehab & Diversion Program	1				1			
Restitution Clerk		1				1		
Diversion Clerk	1				1			
	24	7			25	7		
FACILITIES								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Custodian	4	1	3		5		3	
Electrician Supervisor	1				1			
Electrician	2				2			
Building Technican	1				1			
Maintenance Technician II	4		3		4		3	
Fleet Automotive Supervisor	1				1			
Fleet Automotive Technician	1				1			
Executive Assistant	1				1			
Asst. Director & Safety Coordinator	1				1			
<small>Parking Garage added to facilities 2015</small>								
Parking Garage Operator	1				1			
Parking Garage Attendant		1				1		
	21	2			22	1		
DEEDS								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk II	5				5			
Clerk III	1				1			
	8				8			
PROBATE								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	3				3	1		
Judge of Probate	1				1			
Legal Secretary	1				1			
	7				7	1		

	2019				2020			
	Approved		Grant & Contract		Approved		Grant & Contract	
EMERGENCY MANAGEMENT AGENCY								
EMA Director	1				1			
Deputy EMA Director	1				1			
Planner	3				3			
Program Coordinator	1				1			
LEPC Planner	1				1			
Finance Assistant		1				1		
	7	1			7	1		
SHERIFF								
Administration/Support Services								
Sheriff	1				1			
Chief Deputy	1				1			
Administrative Investigator	1				1			
Inmate Communications Clerk	1				1			
Executive Assistant	1				1			
Investigations Clerk	2				2			
Receptionist/Clerk	1				1			
Captain-Support Services	1				1			
Accreditation Compliance Coordinator	1				1			
Administrative 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		15	3	22		15	3
Detective	9				9			
Complaint Officer	1				1			
Crime Analyst	1				1			
	45		15	3	45		15	3
Civil Process								
Administrative Civil Deputy	1				1			
Civil Deputy	3			6	4			0
	4			6	4			0
Communications								
Communications Director	1				1			
Deputy Communications Director	1				1			
Shift Supervisor	6				6			
Dispatcher	29.5	5			29.5	5		
	37.5				37.5			
Regional Assessing								
Director of Regional Assessing			1				1	
Assistant Assessor			1				1	
Appraiser			2				2	
Administrative Assistant			1				1	
			5				5	
Total Budget Employees Only	187.5	12	22	11	189.5	12	22	5

	2018-2019					2019-2020				
Jail	Proposed		COMMISSARY			Proposed		COMMISSARY		
Job Title	FT	PT	FT	PT		FT	PT	FT	PT	
Jail Administrator	1					1				
Capt. - Admin./Support	1					1				
Capt.- Security/Operations	1					1				
Administrative Secretary	1					1				
Administrative Officer	1					1				
PREA Coordinator	1					1				
Community Program Officer	4					4				
Cook II	5					5				
Corrections Officer	128					128				
Education Technicians-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				
	185		4	1		185		4	1	



Emergency Management

Joseph Chappell, 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
EMA Allocation	\$ 413,439	\$ 305,739	\$ 320,000	\$ 320,000
AT&T Tower Lease	\$ 12,040	\$ 13,231	\$ 12,000	\$ 12,000
Total Revenues	\$ 425,479	\$ 318,970	\$ 332,000	\$ 332,000

EXPENSES	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Labor	\$ 468,104	\$ 474,146	\$ 507,582	\$ 476,611
O&M	\$ 52,352	\$ 44,192	\$ 62,567	\$ 69,806
Capital	\$ 100,698	\$ 86,263	\$ 96,000	\$ 98,000
Total Expenses	\$ 621,154	\$ 604,601	\$ 666,149	\$ 644,417

Net Cost	\$ 195,675	\$ 285,631	\$ 334,149	\$ 312,417
-----------------	-------------------	-------------------	-------------------	-------------------

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	3		
PROGRAM CCORD	1		
LEPC PLANNER	1		
FINANCE ASSISTANT		1	
	7	1	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY				ACTIVITY CENTER: EMERGENCY MANAGEMENT					
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)	348,883	349,538	365,728	340,338	346,531	346,531	346,531	346,531
						20,000	20,000	20,000	20,000
5401	Overtime	725	94	1,000	19	1,000	1,000	1,000	1,000
5500	Benefits	118,496	124,514	140,854	125,726	111,730	111,730	111,730	109,080
	TOTAL PERSONNEL SERVICES	468,104	474,146	507,582	466,082	479,261	479,261	479,261	476,611
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	12,359	5,288	6,000	6,358	6,000	6,000	6,000	6,000
6131	Gasoline	214	442	600		1,000	1,000	1,000	1,000
6231	Base Radio Repair	89		500	259	500	500	500	500
6232	Mobile Radio Repair	399		500	241	500	500	500	500
6400	Insurance- Building & Contents	2,302	2,312	3,751	2,322	4,014	4,014	4,014	4,014
6401	Insurance- Liability	5,029	5,051	8,196	5,073	8,770	8,770	8,770	8,770
6404	Insurance- Radio Equipment	454	456	740	458	792	792	792	792
6500	Office Supplies	1,855	2,113	1,800	919	1,500	1,500	1,500	1,500
6501	Training Supplies	480	745	750	-	750	750	750	750
6505	Printing & Engraving		330	2,360	422	2,360	2,360	2,360	2,360
6506	Postal Expenses	1,768	1,945	2,000	2,059	2,000	2,000	2,000	2,000
6507	Advertising	167		-	-	-	-	-	-
6508	Dues	50	100	250	75	500	500	500	500
6509	Books, Periodicals, & Subscriptions	189	201	200	188	200	200	200	200
6512	Training, Education, & Seminars	2,067		1,000	129	4,800	4,800	4,800	4,800
6513	Leases & Service Agreements	5,181	4,802	12,400	4,101	9,000	9,000	9,000	9,000
6800	Telephone & Communication	6,189	6,022	6,200	6,065	8,000	8,000	8,000	8,000
6801	Electricity Utility	4,031	3,826	4,500	8,099	4,500	8,000	8,000	8,000
6802	Gas Utility	2,873	2,954	4,000	4,375	4,500	4,500	4,500	4,500
6803	Water Utility	647	584	720	700	720	720	720	720

EMERGENCY MANAGEMENT AGENCY

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6806	Fuel Oil	910	1,000	-	-	-	-	-	-
6903	Food & Groceries	3,280	2,382	2,300	2,296	2,100	2,100	2,100	2,100
6904	Institutional Supplies	187	305	400	292	400	400	400	400
6913	Safety Equipment	1,221	2,951	3,000	2,532	3,000	3,000	3,000	3,000
6914	Non-Food Items Purchases	411	385	400	-	400	400	400	400
6950	Other				-	-	-	-	-
	TOTAL O&M	52,352	44,192	62,567	46,961	66,305	69,806	69,806	69,806
	CAPITAL OUTLAY								
71701	Homeland Security HazMat/WMD CIP	85,366	96,464	95,000	80,311	95,000	95,000	95,000	95,000
7350	Office Equipment	897	1,746	1,000	258	3,000	3,000	3,000	3,000
7355	Computer Hardware			-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	86,263	98,210	96,000	80,569	98,000	98,000	98,000	98,000
	TOTAL DEPARTMENT	606,719	616,548	666,149	593,612	643,566	647,067	647,067	644,417
						(22,583)	(19,082)	(19,082)	(21,732)
						-3.4%	-2.9%	-2.9%	-3.3%

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY				ACTIVITY CENTER: EMERGENCY MANAGEMENT				
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	365,728	340,338	346,531	Wages for full & part time staff.	346,531	346,531	346,531
	Wages & Salaries (PT)			20,000	Interns	20,000	20,000	20,000
5401	Overtime	1,000	19	1,000		1,000	1,000	1,000
5510	Health Insurance	80,077	69,528	56,955		56,955	56,955	54,305
5520	Retirement	24,432	21,531	15,825		15,825	15,825	15,825
5530	Social Security	27,978	29,081	28,678		28,678	28,678	28,678
5540	Workers Comp	1,283	1,288	1,315		1,315	1,315	1,315
5560	Deferred Comp	7,084	4,296	8,957		8,957	8,957	8,957
5500	Total Employee Benefits	140,854	125,726	111,730	Taxes and benefits for departmental employees.	111,730	111,730	109,080
	TOTAL PERSONNEL SERVICES	507,582	466,082	479,261		TOTAL 479,261	479,261	476,611
	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.			
		6000	6,358	6,000		6,000	6,000	6,000
6131	Gasoline	600	566	1,000	Fuel for CCEMA vehicles.	1,000	1,000	1,000
6231	Base Radio Repair	500	259	500	Base radio amount for repair expenses.	500	500	500
6232	Mobile Radio Repair	500	241	500	Mobile radio repair expenses.	500	500	500
6400	Insurance- Building & Contents	3,751	2,322	4,014	Agency share of insurance costs.	4,014	4,014	4,014
6401	Insurance- Liability	8,196	5,073	8,770	Agency share of insurance costs.	8,770	8,770	8,770
6404	Insurance- Radio Equipment	740	458	792	Insurance on EMA radio equipment.	792	792	792

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6500	Office Supplies	1,800	919	1,500	General office supplies.	1,500	1,500	1,500
6501	Training Supplies	750	-	750	Supplies, equipment, and programs used to provide community classes.	750	750	750
6505	Printing & Engraving	2,360	422	2,360	Letterhead printing, business cards, and print/copy costs. Toner Cartridges	2,360	2,360	2,360
6506	Postal Expenses	2,000	2,059	2,000	Postage costs for mailing correspondence/reports and Red Bag Courier Service.	2,000	2,000	2,000
6507	Advertising							
6508	Dues	250	75	500	CCFC Dues, MEMA Director and Council dues	500	500	500
6509	Books, Periodicals, & Subscriptions	200	188	200	Portland Press Herald and Professional Journals.	200	200	200
6512	Training, Education, & Seminars	1,000	129	4,800	Training classes not offered free by the Maine Emergency Management Agency.	4,800	4,800	4,800
6513	Leases & Service Agreements	12,400	4,101	9,000	For Dish Network, Avaya, photocopier lease, postage meter lease. FATPOT (Formerly in IT) \$7600	9,000	9,000	9,000
6800	Telephone & Communication	6,200	6,065	8,000	OTT long distance fees, TWC roadrunner service, AT&T Mobile phones and Wi-Fi booster, Seacoast Security for Quarterly Testing.	8,000	8,000	8,000
6801	Electricity Utility	4,500	8,099	4,500	Power for EMA bunker.	8,000	8,000	8,000
6802	Gas Utility	4,000	4,375	4,500	Natural gas.	4,500	4,500	4,500
6803	Water Utility	720	700	720	Water fees for EMA bunker	720	720	720

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
6806	Fuel Oil	-			Facilities to cover				
6903	Food & Groceries	2,300	2,296	2,100	Operational & emergency food and supplies.	2,100	2,100	2,100	
6904	Institutional Supplies	400	292	400	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	400	400	400	
6913	Safety Equipment	3,000	2,532	3,000	MRE's for 15 people x 3mealsx 3 days Replacement and maintenance for emergency management equipment; EPI & handouts.	3,000	3,000	3,000	
6914	Non-Food Items Purchases	400	570	400	Other EMA supplies.	400	400	400	
		-	-	-		-	-	-	
	TOTAL O&M	62,567	48,097	66,305		69,806	69,806	69,806	
	CAPITAL OUTLAY								
7111	Homeland Security HazMat/WMD CIP	95,000	80,311	95,000		95,000	95,000	95,000	
7350	Office Equipment	1,000	258	3,000		3,000	3,000	3,000	
7355	Computer Hardware					-	-	-	
		-	-	-		-	-	-	
	TOTAL CAPITAL OUTLAY	96,000	80,569	98,000		98,000	98,000	98,000	
	TOTAL EMA	666,149	594,748	643,566		647,067	647,067	644,417	
				(22,583)		(19,082)	(19,082)	(21,732)	
				-3.4%		-2.9%	-2.9%	-3.3%	

EMERGENCY MANAGEMENT AGENCY

COUNTY OF CUMBERLAND

Maine **DISTRICT ATTORNEYS OFFICE**
Cumberland County Stephanie Anderson, DA
 Wages for full & part time staff.

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

REVENUES

EXPENSES

2020

	2016 Actual	2017 Actual	2018 Actual	2020 Budget		Labor	O&M	Capital	TOTAL
DA	\$ 154,024	\$ 184,604	\$ 177,800	\$ 175,000		1,870,054	228,795	1,500	2,100,349

*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

Budget Objectives	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	
	4	
	1	1
		1
	23	7

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)	999,445	1,116,820	1,205,760	1,135,504	1,333,673	1,265,928	1,265,928	1,265,928
5205	Wages & Salaries (PT)	-	-	-	11,504		-	-	-
5210	Seasonal/Temporary/Intern	63,286	60,856	82,300	64,379	82,300	82,300	82,300	82,300
3500	Employee Benefits & Taxes	389,054	460,353	502,921	474,057	569,306	533,550	533,550	521,826
	TOTAL PERSONNEL SERVICES	1,451,785	1,638,028	1,790,981	1,685,444	1,985,280	1,881,778	1,881,778	1,870,054
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	17,705	24,619	22,000	16,053	25,000	23,000	23,000	23,000
6301	Professional Services	74,478	91	-	1,500	1,500	1,500	1,500	1,500
6305	Stenographer-Transcripts	982	6,333	5,000	1,500	4,000	4,000	4,000	4,000
6307	Witness Fees & Expenses - DA	2,696	4,029	6,000	2,699	6,000	6,000	6,000	6,000
6308	Witness Fees & Expenses - AG	503	-	1,000	8,160	1,000	1,000	1,000	1,000
6309	Laboratory Tests		-	250	985	250	250	250	250
6400	Insurance - Building & Contents (Bath)	1,595	1,602	2,600	1,609	1,819	1,819	1,819	1,819
6401	Insurance- Liability	4,773	5,129	5,000	5,159	7,226	7,226	7,226	7,226
6500	Office Supplies	16,345	18,599	17,000	13,020	17,000	13,000	13,000	13,000
6505	Printing and Engraving	7,290	4,495	12,506	9,211	12,000	12,000	12,000	12,000
6506	Postal Expenses	5,566	5,956	6,500	4,459	6,000	6,000	6,000	6,000
6507	Advertising	203	664	1,000	815	1,000	1,000	1,000	1,000
6508	Dues	22,447	25,904	27,000	25,032	7,500	7,500	7,500	7,500
	Restorative Justice					20,000	20,000	20,000	20,000
6509	Books, Periodicals, & Subscriptions	16,474	19,330	22,756	23,733	20,500	20,500	20,500	20,500
6511	Equipment Rental	13,692	12,741	13,400	12,336	2,500	2,500	2,500	2,500
6512	Training, Education, & Seminars	9,579	3,925	14,000	14,030	17,000	14,000	14,000	14,000
6513	Leases & Service Agreements	65,594	50,274	50,800	52,592	75,000	75,000	75,000	75,000
6800	Telephone & Communication	11,461	11,362	12,500	12,958	12,500	12,500	12,500	12,500
	TOTAL O&M	271,382	195,053	219,312	205,850	237,795	228,795	228,795	228,795

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	1,445	1,368	1,000	1,007	1,500	1,500	1,500	1,500
7355	Computer Hardware			-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	1,445	1,368	1,000	1,007	1,500	1,500	1,500	1,500
	TOTAL DEPARTMENT	1,724,612	1,834,449	2,011,293	1,892,300	2,224,574	2,112,073	2,112,073	2,100,349
						213,281	100,779	100,779	89,056
						10.6%	5.0%	5.0%	4.4%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY								
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	1,205,760	1,135,504	1,233,537	Wages for full & part time staff.	1,233,537	1,233,537	1,233,537
				49,782	Add Human Trafficking Victim Witness Assistant	24,891	24,891	24,891
5205	Wages & Salaries (PT)		11,504	38,099	Trial Asst. Position			
				12,255	Increase Restitution Clerk hours to 32 hrs/week	-	-	-
				30,000	Trial Asst & Restitution est Benefits	7,500	7,500	7,500
5401	Overtime		13	-				
		14,300		14,300	Additional Intern	14,300	14,300	14,300
5210	Seasonal/Temporary/Intern	68,000	64,379	68,000	Wages for Interns-Largest block of Intern time and other temporary positions	68,000	68,000	68,000
5510	Health Insurance	323,269	313,148	351,714		351,714	351,714	339,990
5520	Retirement	59,762	59,437	63,681		63,681	63,681	63,681
5530	Social Security	99,022	89,423	108,322		102,566	102,566	102,566
5540	Workers Comp	4,570	4,589	4,684		4,684	4,684	4,684
5560	Deferred Comp	16,299	7,460	10,905		10,905	10,905	10,905
5500	Employee Benefits & Taxes	502,921	474,057	539,306	Taxes and benefits for departmental employees.	533,550	533,550	521,826
	TOTAL PERSONNEL SERVICES	1,790,981	1,685,456	1,985,280	10.8% TOTAL	1,881,778	1,881,778	1,870,054
OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	22,000	16,053	25,000	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.	23,000	23,000	23,000
6301	Professional Services		1,500	1,500	Auditor expense - extradition/restitution accounts	1,500	1,500	1,500
6305	Stenographer- Transcripts	5,000	2,699	4,000	Court transcripts required for case preparation and appeals.	4,000	4,000	4,000
6307	Witness Fees & Expenses- DA	6,000	8,160	6,000	Allocation for legislative requirement.	6,000	6,000	6,000

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6308	Witness Fees & Expenses- AG	1,000	985	1,000	Allocation for legislative requirement.	1,000	1,000	1,000
6309	Laboratory Tests	250		250	State legislated requirement for medical testing fees for victims of crime	250	250	250
6400	Insurance - Building & Contents	2,600	1,609	1,819		1,819	1,819	1,819
6401	Insurance Liability	5,000	5,159	7,226	Liability insurance - increased rates from \$87.74/atty to \$171.20/atty <+1752.60>	7,226	7,226	7,226
6500	Office Supplies	17,000	13,020	17,000	Departmental office supplies	13,000	13,000	13,000
6505	Printing and Engraving	12,506	9,211	12,000	Case Folders, letterhead, envelopes Toner Cartridges (From IT)	12,000	12,000	12,000
6506	Postal Expenses	6,500	4,459	6,000	mail costs associated with the prosecution of criminal cases and statewide business	6,000	6,000	6,000
6507	Advertising	1,000	815	1,000	Job Placement ads / PIO materials	1,000	1,000	1,000
6508	Dues	27,000	25,032	7,500	Board of Bar Overseers. (21 memberships) National District Attorney's Association. (1 DA membership) National District Attorney Assoc. (5 associate memberships) Maine Prosecutor's Association membership. Victim Advocate's Association. (5)	7,500	7,500	7,500
	New Account - restorative practices/diversionary	-	-	20,000	Contract Restorative justice liaison and restorative justice practice expenses to increase victim involvement in the criminal justice system and decrease defendant recidivism	20,000	20,000	20,000
6509	Books, Periodicals, & Subscriptions	22,756	23,733	20,500	Yearly Expenses for statute updates, reference	20,500	20,500	20,500

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
					books and subscriptions for additional attorneys-projected savings by reductions in subscriptions			
6511	Equipment Rental	13,400	12,336	2,500	Stoneybrook water service /Ricoh WB copier expense other rented equipt	2,500	2,500	2,500
6512	Training, Education, & Seminars	14,000	14,030	17,000	Maine Prosecutor's Conference Registration. Staff training Seminars management training ADA CLE Seminars Extradition training Nat'l center for prosecution of DV training National District Attorney Assoc. Board Meetings and Training Conference Tyler Technologies training Conference	14,000	14,000	14,000
6513	Leases & Service Agreements	50,800	52,592	75,000	Connected Office copiers MEDATs:Justware database upgrade and template mgt services, educ and training Maintenance Costs for JustWare database + annual %5 increase Confidential Destruction	75,000	75,000	75,000
6800	Telephone & Communication	12,500	12,958	12,500	Telephone Service expenses Wireless Service language Translation Line Connection to state Metro line Remote internet access	12,500	12,500	12,500
	TOTAL O&M	219,312	204,350	237,795	TOTAL	228,795	228,795	228,795
	CAPITAL OUTLAY							

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
7325	Furniture & Fixtures	1,000	1,007	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	1,000	1,007	1,500	TOTAL	1,500	1,500	1,500
	TOTAL DISTRICT ATTORNEY	2,011,293	1,890,813	2,224,574	TOTAL	2,112,073	2,112,073	2,100,349
				213,281		100,779	100,779	89,056
				10.6%		5.0%	5.0%	4.4%

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			2020
Labor	O&M	Capital	TOTAL
559,236	172,750		731,986

Grant & Enterprise Funding:

See last page of this section for data on the

Grant funded activities of this department

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

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION							
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
PERSONNEL SERVICES									
5120-01	Wages & Salaries (FT)	312,420	286,907	308,020	-	326,773	326,773	326,773	326,773
5205-01	Wages & Salaries (PT)	93,792	-	67,792	-	62,417	62,417	62,417	62,417
5401-01	Overtime	5,331	5,045	2,500	3,127	1,000	1,000	1,000	1,000
5500-01	Employee Benefits & Taxes	173,734	160,645	190,167	170,013	172,680	172,680	172,680	169,046
TOTAL PERSONNEL SERVICES		585,276	452,597	568,479	173,139	562,870	562,870	562,870	559,236
OPERATIONS & MAINTENANCE									
6130-01	Transportation & Lodging	22,595	27,225	20,000	10,409	20,000	20,000	20,000	20,000
6301-01	Professional Services	39,586	34,819	45,000	34,460	45,000	45,000	45,000	45,000
6302-01	Legal Services	66,884	56,707	28,000	14,508	28,000	28,000	28,000	28,000
6400-01	Building & Contents Insurance	3,051	3,064	5,000	3,077	5,350	5,350	5,350	5,350
6407-01	Surety Bond Premiums	2,576	2,587	4,200	2,598	4,200	4,200	4,200	4,200
6500-01	Office Supplies	5,696	8,232	5,500	4,429	5,500	5,500	5,500	5,500
6505-01	Printing & Engraving	481	1,491	1,200	512	1,200	1,200	1,200	1,200
6506-01	Postal Expenses	1,995	463	1,000	2,024	3,000	3,000	3,000	3,000
6507-01	Advertising	1,853	706	500	1,233	500	-	-	-
6508-01	Dues	25,657	27,455	28,000	22,718	38,500	38,500	38,500	38,500
6509-01	Books periodicals, subs	1,273	665	500	33	500	500	500	500
6512-01	Training, Education, & Seminars	10,461	12,016	8,000	2,249	8,000	8,000	8,000	8,000
6513-01	Leases & Service Agreements	16,259	11,505	8,500	11,178	8,500	8,500	8,500	8,500
6609-01	Equipment Repair	-	-	-	-	-	-	-	-
6800-01	Telephone & Communication	3,391	4,149	4,659	2,896	5,000	5,000	5,000	5,000
TOTAL O&M		201,759	191,084	160,059	112,321	173,250	172,750	172,750	172,750
CAPITAL OUTLAY									
7361-01	Occupational Health & Safety Equip	-	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-	-
TOTAL ACTIVITY CENTER		787,035	643,681	728,539	285,461	736,120	735,620	735,620	731,986
						7,581	7,081	7,081	3,448
						1.0%	1.0%	1.0%	0.5%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.			
5120-01	Wages & Salaries (FT)	308,020	299,877	326,773	Wages for full-time departmental staff.	326,773	326,773	326,773
5401-01	Overtime/Taping	2,500	3,127	1,000	Adjusted to actual	1,000	1,000	1,000
5205-01	Wages & Salaries (PT)	67,792	74,772	62,417	DV & Special projects	62,417	62,417	62,417
5510	Health Insurance	127,269	106,984	109,014		109,014	109,014	105,380
5520	Retirement	14,360	14,132	15,087		15,087	15,087	15,087
5530	Social Security	30,556	29,614	29,850		29,850	29,850	29,850
5540	Workers Comp	1,816	1,824	1,861		1,861	1,861	1,861
5560	Deferred Comp	16,166	17,458	16,868		16,868	16,868	16,868
5500-01	Employee Benefits & Taxes	190,167	170,013	172,680	Benefits and taxes for departmental employees.	172,680	172,680	169,046
	TOTAL PERSONNEL SERVICES	568,479	547,788	562,870	-1.0%	TOTAL 562,870	562,870	559,236
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	20,000	10,409	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	34,460	45,000	Services needed for general operation of county services.	45,000	45,000	45,000
6302-01	Legal Services	28,000	14,508	28,000	Legal fees associated with consultation and pending law suits and arbitrations	28,000	28,000	28,000
6400-01	Building & Content Insurance	5,000	3,077	5,350	Departmental share of insurance premium.	5,350	5,350	5,350
6407-01	Surety Bond Premiums	4,200	2,598	4,200	Bond obtained through MCCA.	4,200	4,200	4,200
6500-01	Office Supplies	5,500	4,429	5,500	Departmental office supply costs.	5,500	5,500	5,500
6505-01	Printing & Engraving	1,200	512	1,200	General printing costs to include county budget, annual report, budget	1,200	1,200	1,200

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6506-01	Postal Expenses	1,000	2,024	3,000	Departmental postage costs.	3,000	3,000	3,000
6507-01	Advertising	500	1,233	500	Legal notices and job postings in area newspapers.			
6508-01	Dues	28,000	22,718	38,500	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	38,500	38,500	38,500
6509-01	Books periodicals, subs	500	33	500		500	500	500
6512-01	Training, Education, & Seminars	8,000	2,249	8,000	MCCA Convention, MMA, ICMA & NACO conference	8,000	8,000	8,000
6513-01	Leases & Service Agreements	8,500	11,178	8,500	Lease agreement/ copier maintenance agreement for copier Postage meter lease/ maintenance. Postage machine service agreement.	8,500	8,500	8,500
6609-01	Equipment Repair				Equipment maintenance not covered under service agreement.			
6800-01	Telephone & Communication	4,659	2,896	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	160,059	112,321	173,250		172,750	172,750	172,750
	TOTAL ADMINISTRATION	728,539	660,109	736,120	TOTAL	735,620	735,620	731,986
				7,581		7,081	7,081	3,448
				1.0%		1.0%	1.0%	0.5%

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		2020	
					Labor	O&M	Capital	TOTAL
					465,667	452,582	-	918,249
\$ -								

Statistics

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

Personnel

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

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: INFORMATION TECHNOLOGY		ACTIVITY CENTER: INFORMATION TECHNOLOGY							
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	285,989	285,401	319,073	309,279	327,452	327,452	327,452	327,452
5500	Employee Benefits & Taxes	99,857	107,078	130,234	114,369	140,960	140,960	140,960	138,215
	TOTAL PERSONNEL SERVICES	385,847	392,479	449,307	423,649	468,412	468,412	468,412	465,667
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,610	3,924	4,000	3,797	4,000	4,000	4,000	4,000
6301	Professional Services	4,350	22,776	14,000	10,002	14,000	14,000	14,000	14,000
6500	Office Supplies	953	956	1,000	961	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	36,476	35,235	36,000	37,256	36,000	36,000	36,000	36,000
6505	Printing & Engraving	14,046		500		500	500	500	500
6512	Training, Education, & Seminars	9,108	5,372	15,000	12,683	15,000	15,000	15,000	15,000
6514	maintenance Contracts	249,553	252,213	292,593	276,677	316,282	316,282	316,282	316,282
6811	Computer Repair	7,103	7,424	8,000	8,476	8,000	8,000	8,000	8,000
6800	Telephone & Communication	92,749	81,517	53,708	89,809	57,800	57,800	57,800	57,800
	TOTAL O&M	417,948	409,418	424,801	439,663	452,582	452,582	452,582	452,582
	CAPITAL OUTLAY								
7355-02	Computer Hardware	73,771	74,213	-	75,192	-	-	-	-
	TOTAL CAPITAL OUTLAY	73,771	74,213	-	75,192	-	-	-	-
	TOTAL ACTIVITY CENTER	877,566	876,110	874,109	938,503	920,994	920,994	920,994	918,249
						46,885	46,885	46,885	44,141
						5.4%	5.4%	5.4%	5.0%

INFORMATION TECHNOLOGY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	319,073	309,279	327,452	Wages for full & part time staff. OT & On-call stipend funding	327,452	327,452	327,452
5510	Health Insurance	73,913	60,084	82,362		82,362	82,362	79,617
5520	Retirement	30,622	30,303	32,225		32,225	32,225	32,225
5530	Social Security	24,409	22,686	25,050		25,050	25,050	25,050
5540	Workers Comp	1,291	1,296	1,323		1,323	1,323	1,323
5560	Deferred Comp			-				
5500	Employee Benefits & Taxes	<u>130,234</u>	<u>114,369</u>	<u>140,960</u>		<u>140,960</u>	<u>140,960</u>	<u>138,215</u>
	TOTAL PERSONNEL SERVICES	449,307	423,649	468,412	4.3%	468,412	468,412	465,667
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,000	3,797	4,000	Mileage Expense	4,000	4,000	4,000
6301	Professional Services	14,000	10,002	14,000	On site Technical Assistance Community GIS	14,000	14,000	14,000
6500	Office Supplies	1,000	961	1,000	General Office Supplies	1,000	1,000	1,000
6503	Computer, Software, & Supplies	36,000	37,256	36,000	Software, upgrades and licensing	36,000	36,000	36,000
6505	Printing and Engraving	500	16,482	500	Printer and Toner cartridges	500	500	500
6512	Training, Education, & Seminars	15,000	12,683	15,000	System training	15,000	15,000	15,000
6514	Maintenance Contracts	292,593	276,677	316,282	Public Safety software packages, email, & data sharing Spillman Maintenance (Net of reimbursements) VEEAM Software VMWare	316,282	316,282	316,282
					\$ 175,762			
					\$ 5,400			
					\$ 11,000			

INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
					Meraki	\$ 6,800		
					Mcafee	\$ 6,000		
					Cisco Smartnet	\$ 9,400		
					PowerDMS	\$ 3,000		
					ESRI- ARC GIS Maintenance	\$ 10,200		
					Netmotion & Locality	\$ 9,000		
					OpenFox	\$ 4,800		
					GSuite (Google Mail)	\$ 65,520		
					Citrix	\$ 9,400		
						\$ -		
						\$ 316,282		
6611	Computer Repair	8,000	8,476	8,000	Repair equipment formerly under maintenance contract.		8,000	8,000
6800	Telephone & Communication	53,708	89,809	57,800	System wide internet, wireless access and fiber lines		57,800	57,800
	TOTAL O&M	424,801	456,145	452,582		TOTAL	452,582	452,582
7355	Computer hardware for County		75,192		Communications, server and network hardware		-	
	TOTAL CAPITAL OUTLAY	-	75,192	-		TOTAL	-	-
	TOTAL IT	874,109	954,985	920,994		TOTAL	920,994	918,249
				46,885			46,885	44,141
				5.4%			5.4%	5.0%

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			2020
Labor	O&M	Capital	TOTAL
396,194	81,430	-	477,624

Statistics

Personnel

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 Personnel policies and records management	HUMAN RESOURCE DIRECTOR	Full Time	Part Time
	EMPLOYEE RELATIONS COORD.	1	
	HUMAN RESOURCES SPECIALIST	1	
	ADMINISTRATIVE ASSISTANT	1	
		4	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES							
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	216,970	226,573	292,361	280,581	292,532	292,532	292,532	292,532
5500	Employee Benefits & Taxes	72,606	72,289	105,058	90,881	103,662	103,662	103,662	103,662
	TOTAL PERSONNEL SERVICES	289,577	298,862	397,419	371,462	396,194	396,194	396,194	396,194
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,641	1,520	3,680	588	3,680	3,680	3,680	3,680
6301	Professional Services	30,639	16,956	49,777	56,847	50,000	50,000	50,000	50,000
6500	Office Supplies	2,265	3,325	3,270	2,775	2,990	2,990	2,990	2,990
6505	Printing & Engraving	116	123	400	178	250	250	250	250
6506	Postal Expenses	2,072	694	800	802	615	615	615	615
6508	Dues	549	349	713	85	550	550	550	550
6509	Books, Periodicals, & Subscriptions	199	517	3,600	3,884	3,600	3,600	3,600	3,600
6512	Training, Education, & Seminars	1,708	12,884	14,590	8,854	17,345	17,345	17,345	17,345
6515	Wellness	3,071	3,336	-	(10,140)	2,000	2,000	2,000	2,000
6800	Telephone & Communication	534	843	-	322	400	400	400	400
	TOTAL O&M	42,793	40,547	79,680	64,194	81,430	81,430	81,430	81,430
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	5,851	4,799	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	3,708	4,799	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	336,078	344,208	477,099	435,657	477,624	477,624	477,624	477,624
						525	525	525	525
						0.1%	0.1%	0.1%	0.1%

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	292,361	280,581	292,532	Wages for full-time departmental staff.	292,532	292,532	292,532
5510	Health Insurance	60,885	52,201	57,518		57,518	57,518	57,518
5520	Retirement	16,263	16,819	22,633		22,633	22,633	22,633
5530	Social Security	22,366	19,316	22,379		22,379	22,379	22,379
5540	Workers Comp	1,104	1,109	1,132		1,132	1,132	1,132
5560	Deferred Comp	4,440	1,436	-		-	-	-
5500	Employee Benefits & Taxes	<u>105,058</u>	<u>90,881</u>	<u>103,662</u>	Benefits and taxes for departmental employees.	<u>103,662</u>	<u>103,662</u>	<u>103,662</u>
	TOTAL PERSONNEL SERVICES	397,419	371,462	396,194	TOTAL	396,194	396,194	396,194
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	3,680	588	3,680	Use of personal vehicles, mileage reimbursement, HR Conferences; meals & lodging	\$ 3,680	3,680	3,680
6301	Professional Services	49,777	\$56,847	50,000	Group Dynamics Section 125 FSA Admin Fee	\$ 875	50,000	50,000
					Group Dynamics Section 125 HRA Admin Fee	\$ 500		
					Group Dynamics Debit Card Fee	\$ 1,710		
					Employee Advisory Committee	\$ 5,000		
					Wellness Program	\$ 10,000		
					Affiliated EAP - Workforce Performance Solutions	\$ 9,702		
					Affiliated EAP - Critical Incidents	\$ 1,000		
					Affirmative Action Plan Preparation	\$ 3,450		
					ID Card Printer - Maintenance Agreement - Higgins	\$ -		
					New ID Card Printer; w/3-year service contract	\$ 2,275		
					ICMA Annual Plan Fee	\$ 250		
					Ricoh Contract - Copier	\$ 695		
					Fleetscreen - Annual fee	\$ 25		
					HR Consultants - training, investigations, services	\$ 14,518		
						\$ 50,000		

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6500	Office Supplies	3,270	\$2,775	2,990	HR Office Supplies	\$ 2,990	2,990	2,990
6505	Printing & Engraving	400	\$178	250	Misc. printing, brochures, engraving	\$ 250	250	250
6506	Postal Expenses	800	\$802	615	HR Postage expenses	\$ 615	615	615
6508	Dues	713	\$85	550	MLGHRA Memberships	\$ 105	550	550
					MaineLERA Dues	\$ 30		
					SHRM Memberships	\$ 415		
						\$ 550		
6509	Books, Periodicals, & Subscriptions	3,600	\$3,884	3,600	HR Reference Materials/Books	\$ 250	3,600	3,600
					JobsInME Subscription	\$ 2,900		
					Other Job Posting Sites	\$ 300		
						\$ 3,450		
6512	Training, Education, & Seminars	14,590	\$8,854	17,345	Leadership Academy (based on 12 County attendees)	\$ 5,700	17,345	17,345
					Leadership Academy lunches at SMCC	\$ 800		
					HR Conferences, Workshops - Staff	\$ 1,000		
					Annual Maine HR Conference at Samoset	\$ 625		
					MMA HR & Management Conference - June @ Thomas C	\$ 225		
					Professional Development - Depts. & Supervisory	\$ 3,000		
					MaineLERA Conference & Meetings	\$ 100		
					Tuition Reimbursement	\$ 5,895		
						\$ 17,345		
6513	Leases & Service Agreement							
6515	Wellness	2,000	(10,140)	2,000	Wellness Equipment (gym in each location)	2,000	2,000	2,000
6800	Telephone expense	850	322	400		\$ 400	400	400
	TOTAL O&M	79,680	64,194	81,430			81,430	81,430

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.			-	Employee Ergonomic costs/fitness for duty	-	-	-
		-	-	-		-	-	-
		-	-	-		-	-	-
		477,099	435,657	477,624	TOTAL	477,624	477,624	477,624
				525		525	525	525
				0.1%		0.1%	0.1%	0.1%



Facilities Department

Bruce Tarbox, Director

Mission to provide a use Wages for full & part time staff. buildings, by maintaining the structures, systems, grounds and vehicles to the highest standards. The department is responsible for the physical operations of the County Courthouse complex, the County Jail, Law Enforcement Center, Pre-Release Center, Emergency Management Agency, the County Parking Garage, and the new County Communications Center.

REVENUES

	2015	2016	2017	2018 Budget
FAC	15,651	12,856	13,753	-

EXPENSES

2020

Labor	O&M	Capital	TOTAL
1,732,884	956,227	8,500	2,697,611
ENTERPRISE			311,603
TOTAL DEPT			3,009,214

Enterprise Activities:

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

Statistics

Personnel

Responsible for Fleet maintenance e fleet 140 vehicles	Facility	Full Time	Part Time	Court lease	Jail
Responsible for 7 buildings, and over 416,350 sq feet	FACILITIES MANAGER	1			
Responsible to maintain operations for:	MAINTENANCE SUPERVISOR	1			
EMA Probate Executive	FACILITIES SUPERVISOR				1
DA Finance Garage	CUSTODIAN SUPERVISOR	1			
Treasurer CCRCC	CUSTODIAN	2	3	3	0
Deeds Sheriff Office	ELECTRICAN SUPERVISOR	1			
	ELECTRICIAN	1			1
Negotiate over \$1 million dollars in Utility costs	BUILDING TECH I	1			
	MAINTENANCE TECHNICIAN II	2		2	3
	FLEET AUTOMOTIVE SUPERVIOR	1			
	FLEET AUTOMOTIVE TECHNICIAN	1			
	EXECUTIVE ASSISTANT	1			
	ASST DIRECTOR & SAFETY COORD	1			
		14	3	5	5

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES									
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)*	866,750	1,008,212	1,129,615	1,002,794	1,240,741	1,187,616	1,187,616	1,187,616
5210	Seasonal/Temporary/Intern	27,254		-	-	-	-	-	-
5401	Overtime	24,609	24,702	33,323	25,810	34,156	34,156	34,156	34,156
5500	Employee Benefits & Taxes	334,950	439,419	499,348	434,722	533,162	514,705	514,705	511,112
	TOTAL PERSONNEL SERVICES	1,253,564	1,472,333	1,662,285	1,463,326	1,808,059	1,736,477	1,736,477	1,732,884
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	119	465	2,000	210	2,000	2,000	2,000	2,000
6131	Gas, Oil, & Grease	44,710	55,466	57,500	52,126	62,500	62,500	62,500	62,500
6132	Vehicle Repair	73,408	86,859	86,000	89,027	86,000	86,000	86,000	86,000
6301	Professional Services	15,609	4,474	10,500	11,113	9,900	9,900	9,900	9,900
6303	Contract Special Services	10,421	5,699	12,040	5,511	15,500	10,000	10,000	10,000
6304	Security Services	1,250	1,801	1,400	999	1,400	1,400	1,400	1,400
6400	Insurance- Building & Contents	32,566	32,707	53,072	32,848	56,787	56,787	56,787	56,787
6401	Insurance- Liability	1,809	16,163	16,163	1,805	17,294	17,294	17,294	17,294
6402	Vehicle Insurance	8,525	13,318	13,893	8,599	14,866	14,866	14,866	14,866
6405	Insurance - Boilers/ Mechanical	5,029	5,051	8,196	5,073	8,770	8,770	8,770	8,770
6500	Office Supplies	1,370	773	1,500	1,298	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	7,611	8,037	8,600	8,499	8,600	8,600	8,600	8,600
6504	Maintenance Supplies	8,667	13,684	18,500	17,351	18,500	18,500	18,500	18,500
6505	Printing & Engraving	732	457	450	202	450	450	450	450
6506	Postal Expenses	234	115	300	896	300	300	300	300
6507	Advertising	1,330	205	200	249	200	200	200	200
6508	Dues	983	976	950	1,104	950	1,200	1,200	1,200
6509	Books, Periodicals, & Subscriptions	2,267	70	150	147	150	150	150	150
6510	Tools & Implements	3,831	2,686	2,500	2,077	2,500	2,500	2,500	2,500
6511	Equipment Rental	8,641	10,998	12,040	9,220	12,010	12,010	12,010	12,010
6512	Training, Education, & Seminars	408	493	2,700	1,865	2,700	2,700	2,700	2,700
6513	Lease & service Agreements	162,414	141,596	170,000	150,349	176,400	176,400	176,400	176,400
6514	Maintenance Contracts	52,316	47,848	67,000	66,268	69,000	69,000	69,000	69,000

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6600	Cleaning & Sanitary	1,103	1,169	2,750	5,555	3,750	3,750	3,750	3,750
6601	Snow Removal	5,403	8,033	11,000	7,026	8,500	8,500	8,500	8,500
6602	Lot & Grounds Maintenance	9,596	7,706	4,000	3,528	5,000	4,000	4,000	4,000
6603	Building & Structure Repair	29,017	25,346	25,000	32,813	28,500	28,500	28,500	28,500
6604	Heating & Cooling (HVAC) Repair	17,109	14,193	18,000	21,901	19,500	19,500	19,500	19,500
6605	Electrical Repair	14,715	17,025	16,500	6,056	18,500	18,500	18,500	18,500
6606	Painting Repair	563	4,422	2,900	3,414	6,000	6,000	6,000	6,000
6607	Plumbing Repair	8,595	4,471	8,200	10,466	9,200	9,200	9,200	9,200
6608	Elevator Repair	-	388	1,000	825	1,000	1,000	1,000	1,000
6609	Equipment Repair	3,220	6,585	4,000	4,614	4,000	4,000	4,000	4,000
6612	Furniture Repair	1,675	3,245	1,200	3,193	1,200	1,200	1,200	1,200
6800	Telephone & Communication	3,472	1,032	3,000	3,588	6,200	3,000	3,000	3,000
6801	Electricity Utility	135,993	131,751	132,600	120,089	134,000	134,000	134,000	134,000
6802	Gas Utility	54,605	61,347	72,500	54,369	85,400	76,000	76,000	76,000
6803	Water Utility	11,424	9,965	8,300	5,293	7,000	7,000	7,000	7,000
6804	Sewer Utility	25,091	28,204	25,336	30,167	25,336	30,000	30,000	30,000
6805	Rubbish Removal	12,605	10,976	15,000	12,996	16,500	16,500	16,500	16,500
6806	Fuel Oil	130	1,828	200	222	250	250	250	250
6906	Paper Goods	14,245	16,200	12,000	14,470	12,000	12,000	12,000	12,000
6908	Clothing- Uniforms	124	221	4,500	2,648	4,500	4,500	4,500	4,500
6909	Clothing- Cleaning	2,834	3,570	2,400	3,771	3,800	3,800	3,800	3,800
6913	Safety Equipment	640	1,715	2,000	416	2,000	2,000	2,000	2,000
6950	misc expense PRC	-	-	-	-	-	-	-	-
	TOTAL O&M	796,405	809,336	918,040	814,254	970,413	956,227	956,227	956,227

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	-		-	-	-	-	-	-
7315	Electrical Capital	37		-	-	2,000	2,000	2,000	2,000
7335	Maintenance Capital	-	180	-	-	-	-	-	-
7350	Office Equipment	149		200	-	200	-	-	-
7355	Computer Hardware	826		800	101	500	-	-	-
7361	Occupational Health & Safety Equip.		2,528	3,500		9,000	3,500	3,500	3,500
7365	Safety Equipment	4,195	2,708	3,000	5,221	3,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	5,207	5,416	7,500	5,322	14,700	8,500	8,500	8,500
	TOTAL DEPARTMENT	2,055,177	2,287,085	2,587,825	2,282,902	2,793,172	2,701,204	2,701,204	2,697,611
						205,346	113,378	113,378	109,786
						7.9%	4.4%	4.4%	4.2%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES								
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120	Wages & Salaries (FT)	1,129,615	1,002,794	1,210,741	Wages for full-time departmental staff.	\$ -	1,157,616	1,157,616	1,157,616
				25,000	24 to 40 hours Jail & LEC Custodian		25,000	25,000	25,000
5205	Wages & Salaries (PT)			5,000	Wages for maint./ special projects.		5,000	5,000	5,000
5210	Seasonal/Temporary/Intern		-						
5401	Overtime	33,323	25,810	34,156	Wages for required overtime work and call in work.		34,156	34,156	34,156
5510	Health Insurance	286,857	240,679	300,949			290,449	290,449	286,856
5520	Retirement	74,676	75,528	90,787			86,892	86,892	86,892
5530	Social Security	86,211	75,989	95,235			91,171	91,171	91,171
5540	Workers Comp	30,016	30,141	30,766			30,768	30,768	30,768
5560	Deferred Comp	21,588	12,386	15,425			15,425	15,425	15,425
5500	Employee Benefits & Taxes	499,348	434,722	533,162	Taxes and benefits for departmental employees.		514,705	514,705	511,112
	TOTAL PERSONNEL SERVICES	1,662,285	1,463,326	1,808,059		8.8% TOTAL	1,736,477	1,736,477	1,732,884
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,000	210	2,000	Departmental travel expenses including for training.	\$ 2,000	2,000	2,000	2,000
6131	Gas Oil & Grease	57,500	52,126	62,500	Gas, oil, grease, and maintenance for departmental vehicles and machines.	\$ 9,000	62,500	62,500	62,500
					Tires for all County vehicles.	\$ 49,000			
					Oil & grease for Sheriff vehicles.	\$ 4,500			
6132	Vehicle Repair	86,000	89,027	86,000	Parts and labor for automobile and machine repair.	\$ 8,000	86,000	86,000	86,000
					Sheriff Administration/ Support Services	\$ 12,000			
					Sheriff Law Enforcement	\$ 35,000			
					Sheriff General	\$ 8,000			
					New Vehicle equipment set up	\$ 28,000			
6301	Professional Services	10,500	11,113	9,900	Consultants: chemical, etc.	\$ 5,000	9,900	9,900	9,900
					Indoor Air Quality tests.	\$ 4,900			

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
6303	Contract Special Services	12,040	5,511	15,500	Pest control. Courthouse ,LEC EMA Hazardous Mats (lamp) Backflow testing work order system fleet	\$ 11,000 \$ 2,000 \$ 500 \$ 2,000	10,000	10,000	10,000
6304	Security Services	1,400	999	1,400	Alarm monitoring Intrusion and Fire	\$ 1,400	1,400	1,400	1,400
6400	Insurance -Building & Contents	53,072	32,848	56,787	Courthouse. Garage.	\$ 53,072	56,787	56,787	56,787
6401	Insurance- Liability	16,163	1,805	17,294	Departmental share of insurance.	\$ 16,163	17,294	17,294	17,294
6402	Vehicle Liability	13,893	8,599	14,866	Departmental share of insurance.	\$ 13,893	14,866	14,866	14,866
6405	Insurance - Boilers/ Mechanical	8,196	5,073	8,770	Departmental share of insurance.	\$ 8,196	8,770	8,770	8,770
6406	Insurance- Deductible				Deductible for any insurance claim.				
6500	Office Supplies	1,500	1,298	1,500	Office supplies and copy paper.	\$ 1,500	1,500	1,500	1,500
6502	Cleaning Supplies	8,600	8,499	8,600	Custodial supplies. (Does not include Jail secure area.) Car Cleaning Supplies Courthouse. Garage. EMA & Dispatch 25 Pearl Street	\$ 100 \$ 6,500 \$ 600 \$ 1,100 \$ 300	8,600	8,600	8,600
6504	Maintenance Supplies	18,500	17,351	18,500	Repair supplies. Courthouse Garage. EMA. Law Enforcement Center. Communications	\$ 12,000 \$ 1,825 \$ 1,850 \$ 725 \$ 2,100	18,500	18,500	18,500
6505	Printing & Engraving	450	202	450	Printing for work orders, forms, and blueprints.	\$ 450	450	450	450

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6506	Postal Expenses	300	896	300	Departmental postage costs.	\$ 300	300	300
6507	Advertising	200	249	200	For material bids and personnel	\$ 200	200	200
6508	Dues	950	1,104	950	NFPA AFE (American Facilities Eng.) ASHRAE (Heating and AC Eng.) NSEE (Energy Engineers.) Electrician Licensing Fees. prime recertification	\$ 200 \$ 50 \$ 50 \$ 400 \$ 100 \$ 150	1,200	1,200
6509	Books, Periodicals, & Subscriptions	150	147	150	Manager's Legal Bulletin. Vehicle manuals. ASHRAE Handbooks. Means Data Books. Reference manuals and code books.	\$ 150	150	150
6510	Tools & Implements	2,500	2,077	2,500	Hand tools.	\$ 2,500	2,500	2,500
6511	Equipment Rental	12,040	9,220	12,010	Pagers. Offsite Storage Safety Kleen for Mechanic/Jail (oil) Copier Concrete cutter & others as needed lift rental	\$ 1,000 \$ 6,000 \$ 200 \$ 1,500 \$ 310 \$ 3,000	12,010	12,010
6512	Training, Education, & Seminars	2,700	1,865	2,700	OSHA Training Training safety work order system seminars.	\$ 1,100 \$ 1,600	2,700	2,700
6513	Leases and Service Agreements	170,000	150,349	176,400	Leased Office Space and Common Charges	\$ 176,400	176,400	176,400

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6514	Maintenance Contracts	67,000	66,268	69,000	Lease 10,000 square feet New- Electric Vehicle Lease HVAC Contract CCRCC, CCCH & EMA \$ 31,400 Sprinkler system. \$ 2,300 Extinguishers. \$ 1,100 Fire alarm. . \$ 3,200 Elevator/lifts. \$ 15,500 Telephone \$ 3,000 Garage gate equipment. \$ 3,500 Identicard \$ 2,500 Work order Systems Support \$ 5,000 Automatic Doors \$ 1,500	69,000	69,000	69,000
6600	Cleaning & Sanitary	2,750	5,555	3,750	Carpets cleaned in-house for cost and quality assurance. Courthouse. (done in house) \$ 2,000 EMA. \$ 250 Law Enforcement Center. \$ 1,500	3,750	3,750	3,750
6601	Snow Removal	11,000	7,026	8,500	Courthouse complex (includes parking lot). \$ 5,000 EMA & Dispatch. \$ 3,500	8,500	8,500	8,500
6602	Lot & Grounds Maintenance	4,000	3,528	5,000	Loam, seed, sod. \$ 2,000 Flowers, shrubbery. \$ 1,500 Landscape timbers, fencing. \$ 500 Asphalt maintenance or repair: \$ 1,000	4,000	4,000	4,000
6603	Building & Structure Repair	25,000	32,813	28,500	Doors, walls, ceilings, stairs, & windows. \$ 3,000 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	28,500	28,500	28,500

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6604	Heating & Cooling (HVAC) Repair	18,000	21,901	19,500	Heating & Cooling (HVAC) Repair Courthouse. \$ 12,500 Garage. \$ 500 EMA. \$ 3,500 Law Enforcement Center. \$ 3,000	19,500	19,500	19,500
6605	Electrical Repair	16,500	6,056	18,500	Identocard and control repairs. \$ 5,500 Lighting-lamps and ballast, light bulbs \$ 4,000 Power outlets & wiring. \$ 2,000 Electrical repairs. \$ 7,000	18,500	18,500	18,500
6606	Painting Repair	2,900	3,414	6,000	Preventative & ongoing maintenance. Courthouse. \$ 2,500 Garage. \$ 2,500 EMA. & communications \$ 500 Law Enforcement Center. \$ 500	6,000	6,000	6,000
6607	Plumbing Repair	8,200	10,466	9,200	Preventative/ ongoing maintenance. Courthouse. \$ 7,000 Garage. \$ 700 EMA. And Communications \$ 1,000 Law Enforcement Center. \$ 500	9,200	9,200	9,200
6608	Elevator Repair	1,000	825	1,000	Non-contract repairs \$ 1,000	1,000	1,000	1,000
6609	Equipment Repair	4,000	4,614	4,000	Repair for County equipment. \$ 4,000	4,000	4,000	4,000
6612	Furniture Repair	1,200	3,193	1,200	Repair material for any County furniture. \$ 1,200	1,200	1,200	1,200
6800	Telephone & Communication	3,000	3,588	6,200	Telephone Costs \$ 6,200	3,000	3,000	3,000
6801	Electricity Utility	132,600	120,089	134,000	Electricity costs for county properties Communications \$ 33,048 Garage \$ 21,852 CCCH \$ 46,455	134,000	134,000	134,000

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
6802	Gas Utility	72,500	54,369	85,400	LEC Pearl Street Natural Gas costs for county properties \$6.87 Decatherm LEC CCRCC Communication Bldg EMA Courthouse 25 Pearl Street	\$ 18,545 \$ 14,100 76,000 20,400 9,000 56,000 -	76,000	76,000	76,000
6803	Water Utility	8,300	5,293	7,000	Courthouse LEC EMA Communication 25 Pearl Garage. 25 Pearl Street	\$ 5,500 \$ 200 \$ 1,300	7,000	7,000	7,000
6804	Sewer Utility	25,336	30,167	25,336	25 Pearl Courthouse Lec EMA Communications LEC storm water charges	\$ 19,336 \$ 6,000	30,000	30,000	30,000
6805	Rubbish Removal	15,000	12,996	16,500	Courthouse. Law Enforcement Center. EMA & Dispatch Garage Pearl Street	\$ 16,500	16,500	16,500	16,500
6806	Fuel Oil	200	222	250	propane and generator	\$250	250	250	250
6906	Paper Goods	12,000	14,470	12,000	Toilet paper, sanitary napkins, paper towels.	\$ 12,000	12,000	12,000	12,000
6908	Clothing- Uniforms	4,500	2,648	4,500	CCCH complex. (4 sets)	\$ 4,500	4,500	4,500	4,500
6909	Clothing- Cleaning	2,400	3,771	3,800	Mechanic Uniforms. And rags	\$ 3,800	3,800	3,800	3,800
6913	Safety Equipment	2,000	416	2,000	Safety shoes. Gloves & wipes for chemicals & blood pathogens. First-aid kit maintenance.	\$ 2,000	2,000	2,000	2,000
		-	-	-			-	-	-

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	TOTAL O&M	918,040	814,254	970,413	TOTAL	956,227	956,227	956,227
	CAPITAL OUTLAY							
7305	Building & Building Improvement						-	
7315	Electrical Capital			\$ 2,000	Energy controls (lighting) courthouse	2,000	2,000	2,000
7335	Maintenance Capital							
7350	Office Equipment	200		200	Replace misc office equipment	200	-	-
7355	Computer Hardware	800	101	500		\$ 800	-	-
7361	Occupational Health & Safety Equip.	3,500	11,929	9,000	Employee Ergonomic costs associated with workstations	\$ 7,000	3,500	3,500
	Safety Program	3,000	5,221	3,000	safety training program	\$ 3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	7,500	17,251	14,700		8,500	8,500	8,500
	TOTAL FACILITIES	2,587,825	2,294,831	2,793,172	TOTAL	2,701,204	2,701,204	2,697,611
		14		7.9%		113,378	113,378	109,786
						4.4%	4.4%	4.2%

ENTERPRISE ACTIVITIES TOTAL	311,603
OVERALL DEPARTMENTAL EXPENSES	3,012,807

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 2020

	2015 Actual	2017 Actual	2018 Actual	2020 Budget		Labor	O&M	Capital	TOTAL
GAR	7,747	-	2,817	-	Garage Operations	75,170	24,700	1,000	100,870
GAR	152,761	151,365	109,708	110,000	Garage Daily Parking				
GAR	338,735	429,264	487,446	475,000	Garage Monthly Parking				
GAR									
GAR	\$ 499,243	\$ 580,629	\$ 599,971	\$ 585,000					

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	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES								
					Wages for full & part time staff.				
5120-03	Wages & Salaries (FT)	30,124	39,310	39,852	40,125	50,955	50,955	50,955	50,955
5205-03	Wages & Salaries (PT)			-	-	-	-	-	-
5401-03	Overtime	-	10,568	7,000	12,542	7,175	7,175	7,175	7,175
5500-03	Employee Benefits & Taxes	12,741	15,968	16,741	16,626	18,154	17,459	17,459	17,040
	TOTAL PERSONNEL SERVICES	42,865	65,846	63,593	69,294	76,284	75,589	75,589	75,170
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	417	490	500	1,611	2,200	2,200	2,200	2,200
6505-03	Printing & Engraving	755	2,240	2,500	-	2,500	2,500	2,500	2,500
6507-03	Advertising			200	48	100	100	100	100
6510-03	Tools & Implements			-	-	-	-	-	-
6609-03	Equipment Repair	972	18,290	10,000	18,465	2,800	2,800	2,800	2,800
6514-03	Maintenance Contracts					16,200	16,200	16,200	16,200
6800-03	Telephone & Communication	1,292	638	750	317	900	900	900	900
6905-03	Medical Supplies	-	-	-	-	-	-	-	-
	TOTAL O&M	3,436	21,658	13,950	20,441	24,700	24,700	24,700	24,700
	CAPITAL								
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	1,000	-	1,000	1,000	1,000	1,000
	TOTAL CAPITAL	-	-	1,000	-	1,000	1,000	1,000	1,000
	TOTAL ACTIVITY CENTER	46,301	87,504	78,543	89,735	101,984	101,289	101,289	100,870
						23,441	22,746	22,746	22,327
						29.8%	29.0%	29.0%	28.4%

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: FACILITIES		ACTIVITY CENTER: PARKING GARAGE						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.			
5120-03	Wages & Salaries (FT)	39,852	40,125	50,955	Wages for full-time departmental staff.	50,955	50,955	50,955
5205-03	Temporary				Wages for part-time departmental staff.			
5401-03	Overtime	7,000	12,542	7,175	Wages for required overtime work.	7,175	7,175	7,175
5510	Health Insurance	10,501	9,876	10,985		10,985	10,985	10,566
5520	Retirement	-		-				
5530	Social Security	3,584	3,997	4,447		3,752	3,752	3,752
5540	Workers Comp	2,655	2,666	2,722		2,722	2,722	2,722
5560	Deferred Comp	-	87	-				
5500-03	Employee Benefits & Taxes	16,741	16,626	18,154	Taxes and benefits for departmental employees.	17,459	17,459	17,040
	TOTAL PERSONNEL	63,593	69,294	76,284		75,589	75,589	75,170
	OPERATIONS & MAINTENANCE							
6500-03	Office Supplies	500	1,611	2,200	General office supplies used in garage operation. Signage	\$ 2,200	2,200	2,200
6505-03	Printing & Engraving	2,500		2,500	60,000 garage tickets + shipping. (Now only available in 20k lots.)		2,500	2,500
6507-03	Advertising	200	48	100	Newspaper job advertisements	\$ 100	100	100
6609-03	Equipment Repair	10,000	18,465	2,800	Repair material for gate swing-arms, and mechanical readers. I park software \$16200	\$ 19,000	2,800	2,800
6514	Maintenance Contracts			16,200			16,200	16,200
6800-03	Telephone & Communication	750	317	900	Garage telephone costs. New system bank connection		900	900
		-		-				

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
6905-03	Medical Supplies				Replacement medical supplies. (Expiration of existing medical supplies.)				
	TOTAL O&M	13,950	20,441	24,700		TOTAL	24,700	24,700	24,700
	CAPITAL OUTLAY								
7325-03	Furniture & Fixtures		-						
	Operation Equipment	1,000		1,000		1,000	1,000	1,000	
	TOTAL CAPITAL OUTLAY	1,000	-	1,000	TOTAL	1,000	1,000	1,000	
	TOTAL GARAGE	78,543	89,735	101,984	TOTAL	101,289	101,289	100,870	
				23,441		22,746	22,746	22,327	
				29.8%		29.0%	29.0%	28.4%	

PARKING GARAGE



Sheriff's Office-Administration

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

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

REVENUES

	2016 Actual	2017 Actual	2018 Actual	2020 Budget
SHER	37,140	58,151	30,476	65,000
	\$ 37,140	\$ 58,151	\$ 30,476	\$ 65,000

EXPENSES

2020

Labor	O&M	Capital	TOTAL
947,344	291,797	3,000	1,242,141

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 ASST.	1	
	11	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES							
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120-05	Wages & Salaries (FT)	525,211	593,585	659,876	615,983	717,758	715,727	715,727	715,727
5205-05	Wages & Salaries (PT)			-	-	-	-	-	
5401-05	Overtime	17,694	23,806	18,000	11,079	5,000	5,000	5,000	5,000
5500-05	Employee Benefits & Taxes	194,271	221,142	233,388	214,193	230,804	230,805	230,805	226,617
	TOTAL PERSONNEL SERVICES	737,176	838,533	911,264	841,254	953,562	951,532	951,532	947,344
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	11,598	7,286	17,755	11,820	17,755	17,755	17,755	17,755
6131-05	Gas, Oil, & Grease	4,692	3,573	8,700	1,145	8,700	8,700	8,700	8,700
6301-05	Professional Services	8,902	22,126	11,300	9,839	11,300	11,300	11,300	11,300
6302-05	Legal Services	22,842	20,862	19,842	16,407	21,842	21,842	21,842	21,842
6401-05	Insurance - Liability	42,330	28,165	58,000	42,696	62,060	62,060	62,060	62,060
6402-05	Insurance- Vehicle	14,983	10,292	20,000	15,113	21,400	21,400	21,400	21,400
6500-05	Office Supplies	15,396	11,396	12,500	10,136	13,000	13,000	13,000	13,000
6505-05	Printing & Engraving	8,722	8,156	11,008	10,814	11,008	11,008	11,008	11,008
6506-05	Postal Expenses	2,136	1,417	4,000	2,573	4,000	4,000	4,000	3,000
6507-05	Advertising	269	83	2,500	1,536	2,500	2,500	2,500	2,500
6508-05	Dues	4,149	4,356	4,000	4,036	4,200	4,200	4,200	4,200
6509-05	Books, Periodicals, & Subscriptions	9,010	3,435	5,000	3,819	5,000	5,000	5,000	5,000
6511-05	Equipment Rental	14,111	12,036	10,700	12,451	10,700	10,700	10,700	10,700
6512-05	Training, Education, & Seminars	22,798	11,272	34,100	13,240	34,100	24,100	24,100	24,100
6800-05	Telephone & Communication	34,713	44,424	60,232	38,062	60,232	60,232	60,232	60,232
6908-05	Clothing- Uniforms	773	2,572	6,000	1,531	6,000	6,000	6,000	5,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
6910-05	Criminal Investigation	2,625	1,085	4,500	4,114	4,500	4,500	4,500	4,500	
6950-05	CALEA	808		5,500		5,500	5,500	5,500	5,500	
	TOTAL O&M 192,534	220,049	192,534	295,637	199,333	303,797	293,797	293,797	291,797	
	CAPITAL OUTLAY									
7350-05	Office Equipment	850	2,882	3,000	1,690	3,000	3,000	3,000	3,000	
	TOTAL CAPITAL OUTLAY	850	2,882	3,000	1,690	3,000	3,000	3,000	3,000	
	TOTAL ACTIVITY CENTER	958,075	1,033,949	1,209,901	1,042,277	1,260,360	1,248,329	1,248,329	1,242,141	
						50,458	38,428	38,428	32,240	
						4.2%	3.2%	3.2%	2.7%	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES							
5120-05	Wages & Salaries (FT)	624,876	615,983	715,727	Wages for full & part time staff. Wages for full-time agency staff.	715,727	715,727	715,727
		-		2,031	Salary Adjustment for Command Staff			
		35,000		-	Support Services Administrative Sergeant (includes benefits) (July 1 Mgr)			
5205-05	Wages & Salaries (PT)				On-Call Stipend			
5401-05	Overtime	18,000	11,079	5,000	Wages for required overtime work.	5,000	5,000	5,000
5510	Health Insurance	114,300	108,248	109,932		109,932	109,932	105,744
5520	Retirement	35,899	34,569	38,064		38,064	38,064	38,064
5530	Social Security	58,895	48,250	55,136		55,136	55,136	55,136
5540	Workers Comp	17,127	17,198	17,556		17,556	17,556	17,556
5560	Deferred Comp	7,166	5,927	10,117		10,117	10,117	10,117
					Benefits			
5500-05	Employee Benefits & Taxes	233,388	214,193	230,804	Taxes and benefits for agency employees.	230,805	230,805	226,617
	TOTAL PERSONNEL SERVICES	911,264	841,254	953,562	4.6% TOTAL	951,532	951,532	947,344
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	17,755	11,820	17,755	Agency mileage and travel expenses	17,755	17,755	17,755
6131-05	Gas, Oil, & Grease	8,700	1,145	8,700	Accreditation Conference (CALEA), IACP, NSA 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	9,839	11,300	Polygraph and psych testing. Transcription services emergency needs. Pre-employment Medical Evals - \$4100.	11,300	11,300	11,300
6302-05	Legal Services	19,842	16,407	21,842	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.	21,842	21,842	21,842

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
					Due to increase in legal services due to FOAA			
6401-05	Insurance - Liability	58,000	42,696	62,060	Provides agency share of liability insurance.	62,060	62,060	62,060
6402-05	Insurance- Vehicle	20,000	15,113	21,400	Fleet insurance needs through current carrier.	21,400	21,400	21,400
6500-05	Office Supplies	12,500	10,136	13,000	General Administrative needs from pens to paper. 2500 Increase in product cost	13,000	13,000	13,000
6505-05	Printing & Engraving	11,008	10,814	11,008	Generic printing needs of the agency from business cards to letterhead and includes recognition program (coins, community policing). Toner Cartridges	11,008	11,008	11,008
6506-05	Postal Expenses	4,000	2,573	4,000	Agency postage expenses & rate increase. Postage meter rental 171x4. Postage meter maintenance agreement.	4,000	4,000	3,000
6507-05	Advertising Expense	2,500	1,536	2,500	Recruiting and other necessary advertisements for Sheriff's Office.	2,500	2,500	2,500
6508-05	Dues	4,000	4,036	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	3,819	5,000	Legal reference material, new title updates.	5,000	5,000	5,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6511-05	Equipment Rental	10,700	12,451	10,700	Rental of equipment used in the facility. Base rental for copiers (2) 426 x 12. Naples Copier. Copier fees based on estimated copies. Circuit to tie to ME Public Safety for data.	10,700	10,700	10,700
6512-05	Training, Education, & Seminars	34,100	13,240	34,100	Ongoing educational needs (usually outside the facility). Administrative support staff development training @ 7 personnel Educational reimbursements for agency Administration. Law Enforcement. CALEA (reaccreditation confernece every 4 years)	12,000 20,000 2,100	24,100	24,100
6800-05	Telephone & Communication	60,232	38,062	60,232	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 65 Patrol Aircards (From IT Budget)	60,232	60,232	60,232
6908-05	Clothing- Uniforms	6,000	1,531	6,000	Provided to staff.	6,000	6,000	5,000
6910-05	Criminal Investigation	4,500	4,114	4,500	General expenses for investigations including CD/DVD, batteries (Internal investigations). Material, Jail Investigation, Law Suit Prep	4,500	4,500	4,500
6950-05	CALEA Expenses	5,500	5,109	5,500	CALEA Expenses	5,500	5,500	5,500

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	TOTAL O&M	-	-	303,797		-	-	-
		295,637	204,442			293,797	293,797	291,797
	TOTAL							
	CAPITAL OUTLAY							
7350-05	Office Equipment	3,000	1,690	3,000	Misc replacement of broken/worn furniture.	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	-	-	3,000		-	-	-
		3,000	1,690			3,000	3,000	3,000
	TOTAL ADMIN/ SUPPORT SERVICES	1,209,901	1,047,385	1,260,360		1,248,329	1,248,329	1,242,141
				50,458		38,428	38,428	32,240
				4.2%		3.2%	3.2%	2.7%



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

EXPENSES

2020

	2016 Actual	2017 Actual	2018 Actual	2020 Budget		Labor	O&M	Capital	TOTAL
LEC						5,071,501	507,475	473,481	6,052,457
ENTERPRISE				1,278,945		ENTERPRISE			1,278,945
				\$ 1,278,945		TOTAL DEPT.			7,331,402

Enterprise Fund:

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

Statistics

Personnel

Regular

Grant & Contract

<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>		<i>Full Time</i>	<i>Part Time</i>	<i>Full Time</i>	<i>Part Time</i>
	CAPTAIN	2			
	LIEUTENANT	3 (4)			
	SERGEANT	7			
	DEPUTY	21 (20)			14
	DETECTIVE	8			1
	COMPLAINT OFFICER	1			
	CRIME ANALYST	1			
		43	0	15	0

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT							
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
PERSONNEL SERVICES									
5120-06	Wages & Salaries (FT)	2,259,934	2,479,381	2,705,090	2,534,124	2,877,269	2,877,269	2,877,269	2,877,269
				57,965		89,927	-	-	35,000
5401-06	Overtime	839,531	654,798	574,165	742,236	588,519	588,519	588,519	588,519
5500-06	Employee Benefits & Taxes	1,244,369	1,372,743	1,494,400	1,457,931	1,570,712	1,570,713	1,570,713	1,570,713
	TOTAL PERSONNEL SERVICES	4,343,834	4,506,922	4,831,620	4,734,291	5,126,427	5,036,501	5,036,501	5,071,501
OPERATIONS & MAINTENANCE									
6130-06	Transportation & Lodging	17,907	20,057	20,600	17,953	20,600	20,600	20,600	20,600
6131-06	Gas, Oil, & Grease	140,331	169,680	200,000	175,369	200,000	200,000	200,000	190,000
6232-06	Electronic Equipment Repair	12,075	8,302	15,500	19,875	16,000	16,000	16,000	16,000
6501-06	Training Supplies	37,196	47,886	7,000	37,451	7,500	7,500	7,500	7,500
6314-06	Ammunition			45,977	7,767	51,375	51,375	51,375	50,000
6509-06	Books, Periodicals, & Subscriptions	646	4,800	-	12,771	12,875	12,875	12,875	12,875
6512-06	Training, Education, & Seminars	43,140	80,852	82,000	56,336	137,300	90,000	90,000	90,000
6905-06	Medical Supplies	3,011	1,247	3,500	2,653	3,500	3,500	3,500	3,500
6908-06	Clothing- Uniforms	51,272	49,973	42,000	47,536	42,000	42,000	42,000	42,000
6910-06	Criminal Investigation	47,767	48,014	47,219	45,824	60,719	55,000	55,000	55,000
6911-06	Canine Supplies & Equipment	9,369	10,621	20,000	11,958	20,000	20,000	20,000	20,000
6950-06	CALEA Expenses	6,918	5,300						
	TOTAL O&M	369,630	446,733	483,796	435,494	571,869	518,850	518,850	507,475
CAPITAL OUTLAY									
7345-06	Vehicles	324,877	403,180	405,000	388,377	436,095	425,000	425,000	420,000
7350-06	Office Equipment	3,635	3,297	4,000	2,231	4,000	4,000	4,000	4,000
7360-06	Employee Safety Equipment	46,348	31,287	23,981	17,463	23,981	23,981	23,981	23,981
	Dive Team		10,075	4,000	3,810	4,000	4,000	4,000	4,000
	Emergency Services Unit		2,886	12,000	11,930	14,000	14,000	14,000	14,000
	Honor Guard		2,252	2,500	491	2,500	2,500	2,500	2,500
	VIPS		193	2,500	1,212	2,500	2,500	2,500	2,500
	Explorers		565	2,500	1,259	2,500	2,500	2,500	2,500
	TOTAL CAPITAL OUTLAY	374,861	453,735	456,481	426,775	489,576	478,481	478,481	473,481
	TOTAL ACTIVITY CENTER	5,088,325	5,407,389	5,771,897	5,596,560	6,187,872	6,033,832	6,033,832	6,052,457

415,975 261,935 261,935 280,560

7.2% 4.5% 4.5% 4.9%

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES							
5120-06	Wages & Salaries (FT)	2,705,090	2,534,124	2,877,269	Wages for full & part time staff. Wages for full-time departmental staff.	2,877,269	2,877,269	2,877,269
		41,845	85					32,000
		-		4,139	Salary adjustment for Command Staff			
		13,000		85,788	New Detective January 1, 2019			
		3,120			Additional Holiday			3,000
5401-06	Overtime	574,165	742,236	588,519	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes and training. Plus 2.5% to cover raises.	588,519	588,519	588,519
5510	Health Insurance	832,230	784,815	865,018		865,018	865,018	865,018
5520	Retirement	293,836	298,087	318,358		318,358	318,358	318,358
5530	Social Security	253,894	253,794	265,133		265,133	265,133	265,133
5540	Workers Comp	107,556	108,005	110,245		110,245	110,245	110,245
5560	Deferred Comp	6,884	13,229	11,959		11,959	11,959	11,959
5500-06	Employee Benefits & Taxes	1,494,400	1,457,931	1,570,712	Benefits and taxes for departmental employees.	1,570,713	1,570,713	1,570,713
	TOTAL PERSONNEL SERVICES	4,831,620	4,734,375	5,126,427	6.1% TOTAL	5,036,501	5,036,501	5,071,501
	OPERATIONS & MAINTENANCE							
6130-06	Transportation & Lodging	20,600	17,953	20,600	To pay Sheriffs office expenses for required travel (training, firearms training, etc.). Includes overnight lodging, meals, tolls, and other costs incidental to travel. Lt.Foss to FBINA and New SRD Training, advanced forensic reconstruction for 2 - \$3400	20,600	20,600	20,600
6131-06	Gas, Oil, & Grease	200,000	175,369	200,000	To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 77,139 gals at (\$2.60)	200,000	200,000	190,000

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6232-06	Electronic Equipment Repair	15,500	19,875	16,000	Fund repairs for all mobile and portable radios at the the Sheriff's Office (Approx 100 radios). \$7,500 Radar Calibration. \$4000 Accident Reconstruction cables/license/subscription \$3800	16,000	16,000	16,000
6501-06	Training Supplies	7,000	37,451	7,500	Misc Training Supplies Targets, Gun Cleaning Materials, CPR Supplies PowerDMS - \$2000. Sim protective gear CPR Mannequin	7,500	7,500	7,500
6314	Ammunition	45,977	7,767	51,375	Required firearm training- Law Enforcement 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 5%, 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	51,375	51,375	50,000
6509-06	Books, Periodicals, & Subscriptions	-	12,771	12,875	Law enforcement statute literature required by law. incl. LEOM's Maintain ongoing yearly needs. New Title 29 and 17A updates \$3900 Callyo-\$2,750, SecureView \$2,000, CID GPS Tracker \$225, Cellebrite Mobile Device Examiner Licensing \$4000	12,875	12,875	12,875

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6512-06	Training, Education, & Seminars	77,000	56,336	137,300	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.	\$ 77,000	90,000	90,000
		5,000			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	5,800		
6905-06	Medical Supplies	3,500	2,653	3,500	Mandatory inoculation for: Hepatitis B, TB,PPE equip.		3,500	3,500
6908-06	Clothing- Uniforms	42,000	47,536	42,000	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID.increase due to uniform cost increases.		42,000	42,000
6910-06	Criminal Investigation	47,219	45,824	60,719	For drug analysis, lab supplies and chemicals used in the booking process. "Buy Money" for Investigations. Metro Forensic Unit \$32,650. Two Portable Scout Alarms to replace Varda Alarms		55,000	55,000
						9,000		

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
7367-06	Dive Team	4,000	3,810	4,000	Taser Cartridge \$6,100 Dive Team Equipment (tanks, resp, wet suit replaced). 2 new tanks @ \$1000 Tank fills = \$3000 per year incl. inspection, cert., etc. Lift	\$ 6,100 \$ 23,981 4,000	4,000	4,000
7366-06	Emergency Services Unit	12,000	11,930	14,000	Miscellaneous equipment \$3000 Night Vision Scope Batteries - \$1000. Replacement uniforms and associated equipment, communication Equipment/Helmets \$10,000	14,000	14,000	14,000
7368-06	Honor Guard	2,500	491	2,500		\$2,500	2,500	2,500
7369-06	VIPS	-	1,212	2,500		\$2,500	2,500	2,500
7370-06	Explorers	2,500	1,259	2,500		\$2,500	2,500	2,500
	TOTAL CAPITAL OUTLAY	456,481	426,775	489,576		TOTAL	478,481	478,481
	TOTAL LAW ENFORCEMENT	5,771,897	5,596,644	6,187,872		TOTAL	6,033,832	6,052,457
				415,975			261,935	261,935
				7.2%			4.5%	4.9%

ENTERPRISE ACTIVITIES TOTAL	2,211,043
OVERALL DEPARTMENTAL EXPENSES	8,244,875

LAW ENFORCEMENT

Cumberland County Jail FY 19-20 Budget

			2017-18 Budget	2018-19 Budget	2018-19 Projection	2019-20 Budget	\$ Change
EXPENSES							
PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	S	\$ 8,114,582	\$ 8,317,447	\$ 7,848,539	\$ 8,525,383	\$ 207,936
5401	Overtime	S	\$ 1,186,304	\$ 1,215,962	\$ 2,270,717	\$ 1,406,361	\$ 190,399
5510	Health Insurance	S	\$ 2,124,992	\$ 2,231,241	\$ 2,198,527	\$ 2,342,803	\$ 111,562
5520	Retirement	S	\$ 689,125	\$ 723,581	\$ 850,499	\$ 832,118	\$ 108,537
5530	Social Security	S	\$ 711,518	\$ 729,306	\$ 746,612	\$ 747,538	\$ 18,233
5540	Workers Compensation	S	\$ 260,000	\$ 260,000	\$ 269,000	\$ 260,000	\$ -
5560	Deferred Comp	S	\$ 47,000	\$ 42,000	\$ 41,347	\$ 42,000	\$ -
TOTAL PERSONNEL:			\$ 13,133,521	\$ 13,519,536	\$ 14,225,241	\$ 14,156,203	\$ 636,667
OPERATIONS & MAINT.							
6130	Transportation & Lodging	S	\$ 12,500	\$ 12,500	\$ 5,501	\$ 14,500	\$ 2,000
6131	Gas, Oil, & Grease	S	\$ 30,000	\$ 30,000	\$ 26,005	\$ 30,000	\$ -
6132	Vehicle Repair	F	\$ 5,500	\$ 5,500	\$ 7,045	\$ 5,500	\$ -
6231	Base Radio Repair	J	\$ 5,500	\$ 5,500	\$ 2,707	\$ 5,500	\$ -
6300	Audit Services	J	\$ 5,400	\$ 5,400	\$ -	\$ -	\$ (5,400)
6301	Professional Services	S	\$ 8,000	\$ 8,000	\$ 14,246	\$ 13,400	\$ 5,400
	Legal Service		\$ 12,000	\$ 12,000	\$ 35,601	\$ 36,000	\$ 24,000
6303	Contract Special Services	S	\$ 2,807,000	\$ 2,950,000	\$ 3,016,758	\$ 3,157,172	\$ 207,172
6304	Security Services		\$ 800	\$ 800	\$ 3,370	\$ 800	\$ -
6400	Insurance - Building & Contents	J	\$ 94,109	\$ 91,122	\$ 91,536	\$ 91,122	\$ -
6401	Insurance - Liability	J	\$ 196,910	\$ 176,936	\$ 177,813	\$ 176,936	\$ -
6402	Insurance- Vehicle	J	\$ 19,171	\$ 17,173	\$ 17,258	\$ 17,173	\$ -
6500	Office Supplies	J	\$ 26,000	\$ 26,000	\$ 21,679	\$ 26,000	\$ -
6501	Training Supplies	J	\$ 10,000	\$ 10,000	\$ 14,036	\$ 10,000	\$ -
6502	Cleaning & Disinfecting Supplies	S	\$ -	\$ -	\$ 2,667	\$ -	\$ -
6504	Maintenance Supplies	F	\$ 15,500	\$ 15,500	\$ 5,848	\$ 15,500	\$ -
6505	Printing & Engraving		\$ 2,000	\$ 2,000	\$ 2,562	\$ 2,000	\$ -
6506	Postal Exense		\$ 2,800	\$ 2,800	\$ 6,380	\$ 2,800	\$ -
6507	Advertising	J	\$ 5,000	\$ 5,000	\$ 185	\$ 5,000	\$ -
6508	Dues	J	\$ 1,550	\$ 1,550	\$ 1,208	\$ 1,550	\$ -
6509	Books, Periodicals, & Subscript.	J	\$ 300	\$ 300	\$ 83	\$ 300	\$ -
6510	Tools and Implements	F	\$ 750	\$ 750	\$ 2,324	\$ 750	\$ -
6511	Equipment Rental	J	\$ 11,000	\$ 11,000	\$ 13,610	\$ 11,000	\$ -
6512	Training, Education, & Seminars	J	\$ 220,000	\$ 220,000	\$ 46,771	\$ 60,000	\$ (160,000)
6514	Maintenance Contracts	F	\$ 43,000	\$ 43,000	\$ 46,812	\$ 43,000	\$ -
6600	Cleaning & Sanitary	F	\$ 95,000	\$ 95,000	\$ 92,992	\$ 95,000	\$ -
6601	Snow removal & Grounds	F	\$ 6,000	\$ 6,000	\$ 7,890	\$ 6,000	\$ -
6602	Lots & Grounds maintenance		\$ 2,000	\$ 2,000	\$ 6,777	\$ 4,000	\$ 2,000
6603	Building & Structure Repair	F	\$ 10,000	\$ 10,000	\$ 9,330	\$ 10,000	\$ -

	NON TAX Revenues		2017-18 Budget	2018-19 Budget	2018-19 Projection	2019-20 Budget	\$ Change
4100	<i>Jail Misc revenue</i>		\$ 2,400	\$ 10,000	\$ 8,366	\$ 10,000	\$ -
4600	<i>Jail Term Reimbursements</i>		\$ 75,000	\$ 25,000	\$ 29,067	\$ 25,000	\$ -
	DOC INMATES		\$ 100,000	\$ 10,000	\$ -	\$ -	\$ (10,000)
40	<i>US Marshall Service-</i>		\$ 2,569,418	\$ 2,500,000	\$ 2,756,209	\$ 2,650,000	\$ 150,000
1.05	<i>ICE</i>		\$ 50,000	\$ 125,000	\$ 35,360	\$ 25,000	\$ (100,000)
	<i>Work Release</i>		\$ 33,808	\$ 42,500	\$ 51,422	\$ 45,000	\$ 2,500
	<i>Other Counties Inmates</i>		\$ 219,000	\$ 300,000	\$ 625,327	\$ 500,000	\$ 200,000
	NON TAX Revenues		\$ 3,049,626	\$ 3,012,500	\$ 3,505,751	\$ 3,255,000	\$ 242,500
	State Funding & CAP		2017-18 Budget	2018-19 Budget	2018-19 Projection	2019-20 Budget	\$ Change
11001	<i>Tax Cap County Taxes</i>		\$ 12,621,594	\$ 13,126,093	\$ 13,126,093	\$ 13,651,137	\$ 525,044
11001	<i>State DOC</i>		\$ 3,127,000	\$ 3,127,000	\$ 3,125,000	\$ 3,127,000	\$ -
	State Funding & CAP		\$ 15,748,594	\$ 16,253,093	\$ 16,251,093	\$ 16,778,137	\$ 525,044
	Overall Budget		2017-18 Budget	2018-19 Budget	2018-19 Projection	2019-20 Budget	\$ Change
	NON TAX REVENUES		\$ 3,049,626	\$ 3,012,500	\$ 3,505,751	\$ 3,255,000	\$ 242,500
	STATE & CAP FUNDING		\$ 15,748,594	\$ 16,253,093	\$ 16,251,093	\$ 16,778,137	\$ 525,044
	TOTAL REVENUES		\$ 18,798,220	\$ 19,265,593	\$ 19,756,844	\$ 20,033,137	\$ 767,544
	EXPENSES		\$ (18,798,035)	\$ (19,265,593)	\$ (19,971,297)	\$ (20,030,432)	\$ (764,839)
	CASH FLOW NEEDS		\$ 185	\$ 0	\$ (214,453)	\$ 2,705	\$ 2,705
	Cap Max increase allowed			\$ 525,043.72			
			\$ 13,126,093	\$13,651,137			
	Actual Increase			\$525,044			
	Amount under/(over) cap			\$ -			



Sheriff's Office-Civil Division

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

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

REVENUES

EXPENSES 2020

	2016 Actual	2017 Actual	2018 Actual	2020 Budget		Labor	O&M	Capital	TOTAL
CIV	234,787	244,872	278,445	344,053	Civil Process	359,781	50,200	2,250	412,231
	\$ 344,053								

Enterprise Fund:

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

Statistics

Personnel

<p>The Civil Division of the Sheriff's Office served approximately 10,000 services per year (See above list for types of services)</p> <p>Areas served from this office:</p> <ul style="list-style-type: none"> Portland South Portland Cape Elizabeth Scarborough Westbrook Windham <p><i>Other areas served by "outside enterprise deputies"</i></p>	<p>ADMINISTRATIVE CIVIL DEPUTY</p> <p>CIVIL DEPUTY</p>	Full Time	Part Time	ENTERPRISE
		1		
		4		5
		5	0	5

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: CIVIL PROCESS					
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120-08	Wages & Salaries(FT)	191,724	190,423	204,889	210,707	277,886	277,886	277,886	277,886
5500-08	Employee Benefits & Taxes	73,461	87,765	82,077	79,597	83,576	83,576	83,576	81,895
	TOTAL PERSONNEL SERVICES	265,185	278,188	286,966	290,305	361,462	361,462	361,462	359,781
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	25,642	27,434	31,000	30,739	31,000	31,000	31,000	31,000
6500-08	Office Supplies	750	871	1,250	1,086	1,500	1,500	1,500	1,500
6505-08	Printing & Engraving	1,304		1,750	1,435	1,750	1,750	1,750	1,750
6506-08	Postal Expenses	10,254	9,907	11,000	8,430	11,000	11,000	11,000	11,000
6509-08	Books, Periodicals, & Subscriptions	21		750	-	750	750	750	750
6513-08	Leases & Service Agreements			-	-	-	-	-	-
6800-08	Telephone & Communication	2,942	2,171	2,600	1,893	2,600	2,600	2,600	2,600
6908-08	Clothing- Uniforms	1,678	1,200	1,600	1,200	1,600	1,600	1,600	1,600
	TOTAL O&M	42,592	41,583	49,950	44,783	50,200	50,200	50,200	50,200
	CAPITAL OUTLAY								
7350-08	Office Equipment	-	-	750	-	2,250	2,250	2,250	2,250
	TOTAL CAPITAL OUTLAY	-	-	750	-	2,250	2,250	2,250	2,250
	TOTAL ACTIVITY CENTER	307,777	319,771	337,666	335,088	413,912	413,912	413,912	412,231
						76,246	76,246	76,246	74,565
						22.6%	22.6%	22.6%	22.1%

CIVIL PROCESS

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: CIVIL PROCESS							
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
PERSONNEL SERVICES									
5120-08	Wages & Salaries (FT)	204,889	210,707	210,833	Wages for full & part time staff.	210,833	210,833	210,833	
				67,053	New Civil Deputy	67,053	67,053	67,053	
5510	Health Insurance	43,026	39,730	44,122		44,122	44,122	42,441	
5520	Retirement	15,019	15,135	15,394		15,394	15,394	15,394	
5530	Social Security	15,674	16,339	15,493		15,493	15,493	15,493	
5540	Workers Comp	8,358	8,393	8,567		8,567	8,567	8,567	
5560	Deferred Comp			-					
5500-08	Employee Benefits & Taxes	82,077	79,597	83,576	Benefits and taxes for Civil Deputies.	83,576	83,576	81,895	
	TOTAL PERSONNEL SERVICES	286,966	290,305	361,462	TOTAL	361,462	361,462	359,781	
OPERATIONS & MAINTENANCE									
6130-08	Transportation & Lodging	31,000	30,739	31,000	Mileage reimbursements for process serving. (Increasing trend)	31,000	31,000	31,000	
6500-08	Office Supplies	1,250	1,086	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	1,750	1,435	1,750	Average of last 3 years.	1,750	1,750	1,750	
6506-08	Postal Expenses	11,000	8,430	11,000	Postage fees for process serving.	11,000	11,000	11,000	
6509-08	Books, Periodicals, & Subscriptions	750		750	Statute updates.	750	750	750	
6513-08	Leases & Service Agreements				Pager rentals. (3)				
6800-08	Telephone & Communication	2,600	1,893	2,600	Departmental phone expenses. (average of last 3 years) Purchase iPhones (\$200*3=\$600)monthly data plans \$45 month *12 *3=\$1,620	2,600	2,600	2,600	
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	49,950	44,783	50,200	TOTAL	50,200	50,200	50,200	
							CIVIL PROCESS		

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	CAPITAL OUTLAY							
7350-08	Office Equipment	750		2,250	Office equipment for Civil division.	2,250	2,250	2,250
					3 chairs - \$500/piece, replace old/broken			
	TOTAL CAPITAL OUTLAY	750		2,250	TOTAL	2,250	2,250	2,250
	TOTAL CIVIL PROCESS	337,666	335,088	413,912	TOTAL	413,912	413,912	412,231
				76,246		76,246	76,246	74,565
				22.6%		22.6%	22.6%	22.1%

ENTERPRISE ACTIVITIES TOTAL	260,000
OVERALL DEPARTMENTAL EXPENSES	672,231

CIVIL PROCESS



Registry of Deeds

Nancy Lane Registrar of Deeds

Wages for full & part time staff.

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

REVENUES

EXPENSES

2020

	2016 Actual	2017 Actual	2018 Actual	2020 Budget	Type of Revenue	Labor	O&M	Capital	TOTAL
Deeds	4,647	2,577	1,840	2,500	Register of Deeds - Misc. Revenue	564,549	199,910	4,000	768,459
Deeds	1,581,227	1,517,875	1,550,542	1,450,000	Register of Deeds - Recording Fees				
Deeds	1,211,251	1,266,474	1,442,287	1,200,000	Register of Deeds - Transfer Tax				
Deeds	434,453	401,451	404,449	400,000	Register of Deeds - Copies				
Deeds	-								
Deeds	\$ 3,231,578	\$ 3,188,378	\$ 3,399,119	\$ 3,052,500					

Statistics

Personnel

		Full Time	Part Time
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		
		8	

REGISTER OF DEEDS

DEPUTY REGISTER

CLERK III

CLERK II

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL				Wages for full & part time staff.			
5120	Wages & Salaries (FT)	381,073	321,140	398,428	Wages for full-time departmental staff.	398,428	398,428	398,428
5401	Overtime				Wages for required overtime work.			
5510	Health Insurance	99,789	85,414	104,778		104,778	104,778	103,025
5520	Retirement	12,682	17,092	30,500		30,500	30,500	30,500
5530	Social Security	29,152	23,650	30,480		30,480	30,480	30,480
5540	Workers Comp	2,064	2,073	2,116		2,116	2,116	2,116
5560	Deferred Comp	7,143	2,930	-				
5500	Employee Benefits & Taxes	150,830	131,160	167,874	Taxes and benefits for departmental employees.	167,874	167,874	166,121
	TOTAL PERSONNEL SERVICES	531,903	452,299	566,302	6.5% TOTAL	566,302	566,302	564,549
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	6,300	3,545	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	8,000	6,228	8,000	General office supplies used in the Registry, Soap for bathrooms and kitchen, used by Registry and Assessing	8,000	8,000	8,000
					Subscription to Portland Press Herald, Water (used by public and Assessing)			
6505	Printing & Engraving	1,160	178	1,160	Printing letterhead, stationary, & business cards. Toner Cartridges (From IT Budget)	1,160	1,160	1,160
6506	Postal Expenses	14,000	14,126	15,000	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.			

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 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	2,729	3,500	Seminars & Supervisor Training, PRIA Conference	3,500	3,500	3,500
6513	Leases & Service Agreements	157,600	163,100	163,000	ACS contract (with maintenance.) Lease copy machines. (1) Plan machine contract. Records retention Parking Leases for 8 vehicles for \$150+ Postage Meter lease/maintenance	158,500	158,500	158,500
6800	Telephone & Communication	8,000	8,020	8,000	Telephone exp at Pearl Street @ \$300 month Time Warner Internet \$175 month	8,000	8,000	8,000
	TOTAL O&M	199,010	198,356	205,410	TOTAL	199,910	199,910	199,910
	CAPITAL OUTLAY							
7350	Office Equipment	4,000	2,180	4,000	Plan cabinets , Bookcases, stools and fatigue mats	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	4,000	2,180	4,000	TOTAL	4,000	4,000	4,000
	TOTAL DEEDS	734,913	652,835	775,712	TOTAL	770,212	770,212	768,459
				40,799		35,299	35,299	33,546
				5.6%		4.8%	4.8%	4.6%

REGISTRY OF DEEDS

Maine
Cumberland **County**

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

EXPENSES

2020

	2016 Actual	2017 Actual	2018 Actual	2020 Budget		Labor	O&M	Capital	TOTAL
<i>Prob</i>	444,106	431,708	449,581	440,000	Register of Probate - Fees	501,347	168,650	-	669,997
<i>Prob</i>	48,674	45,801	50,384	45,000	Register of Probate - Notices				
<i>Prob</i>	27,443	28,811	27,360	25,000	Register of Probate - Abstracts				
<i>Prob</i>	15,809	18,310	23,233	13,000	Register of Probate - Handling				
<i>Prob</i>	25,999	27,036	27,908	22,000	Register of Probate - Forms				
<i>Prob</i>	\$ 562,030	\$ 551,666	\$ 578,465	\$ 545,000					

Statistics

Personnel

		PROBATE		Full Time	Part Time
<u>Some general statistics:</u>		<u>2017</u>	2018		
Estate Matters		1,105	1622	1	
Guardianship Matters		282	447		1
Name Changes		301	319		
Adoption Matters		72	117		
Civil Matters		38	20		
Annual types of cases:		<u>1,798</u>	<u>2,525</u>		
				7	1

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES			Nadeen Daniels, Registrar					
5120	Wages & Salaries (FT)	267,672	318,563	356,172	342,812	380,439	380,439	380,439	380,439
5500	Employee Benefits & Taxes	111,864	102,533	127,205	118,075	123,561	123,562	123,562	120,908
	TOTAL PERSONNEL SERVICES	379,536	421,096	483,377	460,887	504,000	504,001	504,001	501,347
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,528	848	1,500	297	1,500	6,500	6,500	6,500
6301	Professional Services	9,507	11,193	14,000	9,170	5,000	5,000	5,000	20,000
6305	Stenographer - Transcripts		-	500	622	500	500	500	500
6306	Attorneys - Court Appointed	23,754	25,532	35,000	54,290	65,000	55,000	55,000	55,000
6401	Insurance- Liability	352	353	353	354	380	380	380	380
6500	Office Supplies	7,185	5,627	6,500	6,335	6,500	6,500	6,500	6,500
6505	Printing & Engraving	231	234	1,338	294	295	295	295	295
6506	Postal Expenses	7,081	6,706	8,000	7,146	8,000	8,000	8,000	8,000
6507	Advertising	7,210	8,934	9,500	10,819	11,000	11,000	11,000	11,000
6508	Dues	675	900	675	625	675	675	675	675
6509	Books, Periodicals, & Subscriptions	6,144	6,051	6,500	5,598	6,500	6,500	6,500	6,500
6512	Training, Education, & Seminars	2,093	4,249	1,000	1,834	2,500	4,000	4,000	4,000
6513	Leases & Service Agreements	6,184	2,362	3,500	1,298	1,800	1,800	1,800	1,800
6700	Abstract Fees	14,338	16,328	16,000	14,245	15,000	15,000	15,000	15,000
6800	Telephone & Communication	514	435	500	634	500	500	500	500
6807	Visitor Expenses	28,061	27,984	30,000	27,070	32,000	32,000	32,000	32,000
	TOTAL O&M	114,858	117,736	134,866	140,630	157,150	153,650	153,650	168,650
	CAPITAL OUTLAY								
7325	Furniture & Fixtures			-	-	-	-	-	-
7355	Computer Hardware			-	-	1,200	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	1,200	-	-	-
	TOTAL DEPARTMENT	494,394	538,832	618,243	601,518	662,350	657,651	657,651	669,997
						44,107	39,407	39,407	51,754
						7.1%	6.4%	6.4%	8.4%

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL				Nadeen Daniels, Registrar			
5120	Wages & Salaries (FT)	356,172	342,812	358,539	Wages for full & part time staff.	358,539	358,539	358,539
				21,900	Addition of PT Asst Probate Clerk II	21,900	21,900	21,900
5510	Health Insurance	65,795	63,279	69,646		69,646	69,646	66,993
5520	Retirement	21,599	18,995	14,904		14,904	14,904	14,904
5530	Social Security	27,247	27,282	29,104		29,104	29,104	29,104
5540	Workers Comp	1,350	1,356	1,384		1,384	1,384	1,384
5560	Deferred Comp	11,214	7,164	8,524		8,524	8,524	8,524
5500	Employee Benefits & Taxes	<u>127,205</u>	<u>118,075</u>	<u>123,561</u>	Benefits and taxes for departmental employees.	<u>123,562</u>	<u>123,562</u>	<u>120,908</u>
	TOTAL PERSONNEL SERVICES	483,377	460,887	504,000	TOTAL	504,001	504,001	501,347
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,500	297	1,500	Direct travel expenses related to judicial conferences, registers' meetings, educational seminars/workshops, legislative hearings. Add mileage for visitors \$5,000	6,500	6,500	6,500
6301	Professional Services	14,000	9,170	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	20,000
6305	Stenographer - Transcripts	500	622	500	Expenses for recording and transcription	500	500	500
6306	Attorneys - Court Appointed	35,000	54,290	65,000	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.	55,000	55,000	55,000

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6401	Insurance- Liability	353	354	380	Liability Insurance \$138; MCCA RISK POOL \$192.52; BROKER FEE \$21.64	380	380	380
6500	Office Supplies	6,500	6,335	6,500	Paper, electronic storage media, toner, docket pages, case folders and label system, reproduction supplies, office sundries	6,500	6,500	6,500
6505	Printing & Engraving	1,338	294	295	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)	295	295	295
6506	Postal Expenses	8,000	7,146	8,000	Postage	8,000	8,000	8,000
6507	Advertising	9,500	10,819	11,000	Newspaper legal notice advertising.	11,000	11,000	11,000
6508	Dues	675	625	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	5,598	6,500	Bar Directory; Law books and statutes updates: Probate & Family Law, Civil Rules; Online Legal Research Subscriptions (case law)	6,500	6,500	6,500
6512	Training, Education, & Seminars	1,000	1,834	2,500	Legal Education Seminars; Staff Development. Increased training demands for Judge and Register during 2020 as a result of new Probate Code.	4,000	4,000	4,000
6513	Leases & Service Agreements	3,500	1,298	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

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6700	Abstract Fees	16,000	14,245	15,000	Required recording fees to Register of Deeds for deed transfers concerning probated estates. **Pass through expense	15,000	15,000	15,000
6800	Telephone & Communication	500	634	500	Local and long distance telephone charges, mobile telephone services, radio paging services for on call response	500	500	500
6807	Visitor /Fingerprint Expe	30,000	27,070	32,000	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	32,000	32,000	32,000
	TOTAL O&M	134,866	140,630	157,150	TOTAL	153,650	153,650	168,650
	CAPITAL OUTLAY							
7325	Furniture & Fixtures				Judges chambers, lights, chair paint			
7355	Computer Hardware	-	-	1,200	Court Recording - New Probate Code requires audio/visual opportunity be provided for guardianship cases.	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	1,200	TOTAL	-	-	-
	TOTAL PROBATE	618,243	601,518	662,350	TOTAL	657,651	657,651	669,997
				44,107		39,407	39,407	51,754
				7.1%		6.4%	6.4%	8.4%

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

	2016 Actual	2017 Actual	2018 Actual	2020 Budget
		No revenues	-	
				\$ -

EXPENSES

2020

Labor	O&M	Capital	TOTAL
463,162	98,616	1,000	562,778

Statistics

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

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	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES		Wages for full & part time staff.						
5120	Wages & Salaries (FT)	253,568	266,958	342,097	302,549	342,787	342,787	342,787	342,787
5401	Overtime	25,212	15,345	5,000	14,235	4,500	4,500	4,500	4,500
5500	Employee Benefits & Taxes	86,028	88,143	112,812	103,997	118,125	118,125	118,125	115,875
	TOTAL PERSONNEL SERVICES	364,809	370,446	459,909	420,781	465,412	465,412	465,412	463,162
6130	Transportation & Lodging	153	69	1,000	209	1,000	2,000	2,000	2,000
6300	Accounting & Audit Fees	17,785	18,234	22,000	20,735	22,000	22,000	22,000	22,000
6401	Insurance- Liability	165		370	116	396	396	396	396
6500	Office Supplies	7,498	6,223	5,500	4,509	4,500	4,500	4,500	4,500
6505	Printing & Engraving	341	460	1,512	442	1,000	1,000	1,000	1,000
6506	Postal Expenses	6,613	5,555	6,250	3,811	5,500	5,500	5,500	5,500
6508	Dues	175	1,340	1,220	1,145	1,220	1,220	1,220	1,220
6509	Books, Periodicals, & Subscriptions			50	-	-	-	-	-
6512	Training, Education, & Seminars	1,111		2,000	1,833	3,000	2,000	2,000	2,000
6513	Leases and Service Agreements			-	-	-	-	-	-
6514	Maintenance Contract	44,630	67,823	55,000	53,104	60,000	60,000	60,000	60,000
6800	Telephone & Communication			-	-	-	-	-	-
	TOTAL O&M	78,471	99,704	94,902	85,904	98,616	98,616	98,616	98,616
	CAPITAL OUTLAY								
7325	Furniture & Fixtures		78	1,000	-	2,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	-	78	1,000	-	2,000	1,000	1,000	1,000
	DEPARTMENT TOTAL	443,280	470,228	555,811	506,685	566,028	565,028	565,028	562,778
						10,217	9,217	9,217	6,967
						1.8%	1.7%	1.7%	1.3%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.			
5120	Wages & Salaries (FT)	342,097	302,549	342,787	Wages for full-time departmental staff.	342,787	342,787	342,787
5401	Overtime	5,000	14,235	4,500	Wages for required overtime work.	4,500	4,500	4,500
5510	Health Insurance	56,478	51,629	59,066		59,066	59,066	56,816
5520	Retirement	24,908	26,498	31,108		31,108	31,108	31,108
5530	Social Security	26,553	24,179	26,567		26,567	26,567	26,567
5540	Workers Comp	1,350	1,356	1,384		1,384	1,384	1,384
5560	Deferred Comp	3,523	336	-				
5500	Employee Benefits & Taxes	<u>112,812</u>	<u>103,997</u>	<u>118,125</u>	Taxes and benefits for departmental staff.	<u>118,125</u>	<u>118,125</u>	<u>115,875</u>
	TOTAL PERSONNEL SERVICES	459,909	420,781	465,412		465,412	465,412	463,162
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,000	209	1,000	Costs to attend conferences and mileage	2,000	2,000	2,000
6300	Accounting & Audit Fees	22,000	20,735	22,000	Annual Audit Fees and CAFR prep	22,000	22,000	22,000
6401	Insurance- Liability	370	116	396	Departmental share of insurance costs.	396	396	396
6500	Office Supplies	5,500	4,509	4,500	Departmental office supply costs.	4,500	4,500	4,500
6505	Printing & Engraving	1,512	442	1,000	Envelope, pr checks, ap checks and printing . Toner Cartridges (From IT Budget)	1,000	1,000	1,000
6506	Postal Expenses	6,250	3,811	5,500	Postage costs.	5,500	5,500	5,500
6508	Dues	1,220	1,145	1,220	GFOA. For Finance and County	1,220	1,220	1,220
6509	Books, Periodicals, & Subscriptions	50		-	Subscription to Payroll Updates	-	-	-

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6512	Training, Education, & Seminars	2,000	1,833	3,000	NESGFOA Conference, day classes	2,000	2,000	2,000
6513	Leases & Service Agreements	-		-	Photocopier			
6514	Maintenance Contract	55,000	53,104	60,000	Maintenance contract for munis software	60,000	60,000	60,000
				-	Access on Demand Timekeeping Software			
				-				
6800	Telephone & Communication				Phone expenses.			
	TOTAL O&M	94,902	85,904	98,616		98,616	98,616	98,616
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,000		2,000	Office replacement needs.	1,000	1,000	1,000
	CAPITAL OUTLAY	1,000	-	2,000		1,000	1,000	1,000
	TOTAL FINANCE	555,811	506,685	566,028	TOTAL	565,028	565,028	562,778
				10,217		9,217	9,217	6,967
				1.8%		1.7%	1.7%	1.3%



Cumberland County Regional Communications Center
 William Holmes, Director

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

REVENUES

2020

Revenue	Service	2019 REVENUES	2020 REVENUES	2020			
				Labor	O&M	Capital	TOTAL
				2,903,387	327,146	25,000	3,255,533
Baldwin	Fire & Rescue	11,215	11,377				
Bridgton	PP/FD/EMS	113,554	115,219				
Casco	Fire & Rescue	27,520	27,915				
Chebeague Island	Fire & Rescue	2,415	2,544				
Cumberland	Fire/Res/PD	152,544	159,484				
Frye Island	Fire/Res/PD	10,171	3,482				
Gorham	Fire/Res/PD	357,021	362,266				
Gray	Fire & Rescue	57,076	57,932				
Harpswell	Fire & Rescue	34,859	35,361				
Harrison	Fire & Rescue	20,077	20,366				
Long Island	Fire & Rescue	1,691	1,716				
Naples	Fire & Rescue	28,475	28,885				
New Gloucester	Fire & Rescue	40,757	41,344				
North Yarmouth	Fire & Rescue	26,064	26,815				
Pownal			11,760				
Raymond	Fire & Rescue	32,623	33,093				
Sebago			14,468				
Standish	Fire & Rescue	74,224	77,026				
Windham	Fire/Res/PD	370,533	376,009				
Verizon Lease		24,000	24,000				
		1,384,820	1,431,059				

Statistics

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

In 2016 we handled 92,703 calls for service.

In 2016 we answered 29,626 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	2016 ACTUAL	2017 ACTUAL	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
PERSONNEL SERVICES										
5120	Wages & Salaries (FT)	1,602,036	1,672,257	1,756,366	1,692,118	1,819,707	1,819,707	1,819,707	1,822,707	
5205	Wages & Salaries (PT)	22,108	41,414	33,144	71,949	50,613	50,613	50,613	50,613	
5401	Overtime	224,160	239,093	184,500	233,709	189,113	189,113	189,113	189,113	
5500	Employee Benefits & Taxes	688,930	786,193	838,488	812,827	860,271	860,272	860,272	840,954	
TOTAL PERSONNEL SERVICES		2,537,234	2,738,957	2,812,499	2,810,603	2,919,704	2,919,705	2,919,705	2,903,387	
OPERATIONS & MAINTENANCE										
6130	Transportation & Lodging	12,238	9,294	10,000	7,536	10,000	10,000	10,000	10,000	
6131	Gas, oil and Grease	1,228	1,079	1,200	-	1,200	1,200	1,200	1,200	
6230	Radio Site Rental	96,286	94,853	103,262	82,621	108,426	108,426	108,426	108,426	
6231	Base Radio Repair	22,698	5,151	10,000	1,611	10,000	10,000	10,000	10,000	
6301	Professional Services	420	1,600	1,500	(115)	1,500	1,500	1,500	1,500	
6401	Insurance-Liability		166	300	70	320	320	320	320	
6500	Office Supplies	4,266	2,433	6,500	3,726	6,500	5,000	5,000	5,000	
6505	Printing & Engraving	78	-	2,178	107	2,000	2,000	2,000	2,000	
6506	Postal Expenses	1,773	1,726	1,000	1,839	1,000	1,000	1,000	1,000	
6507	Advertising		-	-	-	-	-	-	-	
6508	Dues	1,152	1,459	1,400	-	1,500	1,500	1,500	1,500	
6509	Books, Periodicals, & Subscriptions	1,322	-	200	447	200	200	200	200	
6511	Equipment Rental	119	-	-	53	-	-	-	-	
6512	Training, Education, & Seminars	56,204	5,080	52,000	30,698	52,000	52,000	52,000	52,000	
6513	Leases & Service Agreements	60,038	95,725	96,000	127,689	96,000	96,000	96,000	96,000	
6609	Equipment Repair	1,425	-	1,000	-	1,000	1,000	1,000	1,000	
6800	Telephone & Communication	28,924	30,882	30,000	29,974	30,000	30,000	30,000	30,000	
6908	Clothing & Uniforms	4,032	3,009	6,000	3,751	7,000	7,000	7,000	7,000	
TOTAL O&M		292,203	252,456	322,540	290,006	328,646	327,146	327,146	327,146	
CAPITAL OUTLAY										
7350	Office Equipment	101		-	829	-	-	-	-	
7365	Radio Equipment	7,917	9,529	12,000	3,064	32,300	25,000	25,000	25,000	
TOTAL CAPITAL OUTLAY		8,018	9,529	12,000	3,893	32,300	25,000	25,000	25,000	
TOTAL COMMUNICATIONS		2,837,455	3,000,942	3,147,039	3,104,502	3,280,650	3,271,851	3,271,851	3,255,533	
							133,611	124,812	124,812	108,495
							4.2%	4.0%	4.0%	3.4%

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS								
ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	1,756,366	1,692,118	1,819,707	Wages for full & part time staff. Wages for full-time departmental staff. Additional Holiday	1,819,707	1,819,707	1,819,707 3,000
5205-05	Part-Time	33,144	71,949	33,973	Wages for part-time departmental staff. +35???	33,973	33,973	33,973
				16,640	(4 trainees x 40 hours x 18 weeks @ \$ per hour *Increase by \$33,280 (Per diem PT 20 to 40 hours)	16,640	16,640	16,640
5401	Overtime	184,500	233,709	189,113	Wages for required overtime work. +35???	189,113	189,113	189,113
5510	Health Insurance	499,837	485,252	507,091		507,091	507,091	487,773
5520	Retirement	180,154	173,189	187,961		187,961	187,961	187,961
5530	Social Security	151,012	146,869	157,547		157,547	157,547	157,547
5540	Workers Comp	7,486	7,517	7,673		7,673	7,673	7,673
5560	Deferred Comp		-	-				
5500	Employee Benefits & Taxes	838,488	812,827	860,271	Taxes and benefits for departmental employees.	860,272	860,272	840,954
	TOTAL PERSONNEL SERVICES	2,812,499	2,810,603	2,919,704	3.8%	2,919,705	2,919,705	2,903,387
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	10,000	7,536	10,000	Lodging, Food, Travel and mileage reimbursements	10,000	10,000	10,000
6131	Gas, Oil and Grease	1,200		1,200	Gas for Communication vehicle/ Diesel	1,200	1,200	1,200
6230	Radio Site Rental	103,262	82,621	108,426	Towers at Harrison,Portland,Gray, Harpswell Towers at Casco and CCRCC Add 5 % annual increase	\$ 103,262 \$ 4,917 \$ 108,426	108,426	108,426
6231	Base Radio Repair	10,000	1,611	10,000	Funds radio transmitter and receiver repairs and preventative maintenance. \$7200 for annual contract	10,000	10,000	10,000

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
6301	Professional Services	1,500	(115)	1,500	Legal Reviews and transcription	1,500	1,500	1,500
6401	Insurance-Liability	300	70	320		300	320	320
6500	Office Supplies	6,500	3,726	6,500	General Administrative needs from pens to paper. Paper, envelopes, notebooks, paper clips Fax machine printer cartridges. Toner cartridges. Recorder tapes.	6,500	5,000	5,000
6505	Printing & Engraving	2,178	107	2,000	Letter head paper., Business cards, and badges and Year end reports Toner Cartridges	500	2,000	2,000
6506	Postal Expenses	1,000	1,839	1,000	Departmental postage expenses.	1,000	1,000	1,000
6507	Advertising	-			Ads for personnel vacancies in local paper			
6508	Dues	1,400		1,500	National Emergency Number Association (2). APCO Membership -2, News	1,400	1,500	1,500
6509	Books, Periodicals, & Subscriptions	200	447	200	Legal reference materials. News from several local source subscriptions	200	200	200
6511	Equipment Rental	-	53		Rental of equipment used by the communications center. \$ Pagers	-		
6512	Training, Education, & Seminars	52,000	30,698	52,000	Yearly Mandated Training CTO/ETC/911/METRO/CPR Out of State Spillman (1) Out of State APCO	52,000	52,000	52,000

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET	
6513	Leases & Service Agreements	96,000	127,689	96,000	Acorn Recorder Maintenance \$ 2,450 Lease new photo copier \$ 1,700 Copy charges. \$ 500 RCM Maintenance agreement \$ 52,212 Code Red Annual plus 9-1-1 Data \$ 21,500 Schedule Express \$ 4,705 Crown Point \$ 640 AQUA Second License \$ 500 RCM Zetron agreement \$ 11,520	96,000	96,000	96,000	
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	29,974	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	6,000	3,751	7,000	Uniforms for dispatchers \$ 6,000	7,000	7,000	7,000	
		-	-	-		-	-	-	
	TOTAL O&M	322,540	290,006	328,646		327,146	327,146	327,146	
	CAPITAL OUTLAY								
7350	Office Equipment		829	-	Dispatcher chair replacement				
7365	Needed Equipment	12,000	3,064	24,000	Telephones / Appliances / UPS / Televison \$ 12,000	25,000	25,000	25,000	
					EMERGENCY COMMUNICATIONS CCRCC				

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2019 ADOPTED BUDGET	2018 ACTUAL EXPENSE	2020 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
				8,300	Workstation parts / Shredder / Misc			
					Radio equipment			
					*Add One Workstation \$7000	\$ 7,000		
					* ADD Commercial Fridge \$5000	\$ -		
					Add \$8300 for Acorn Update	\$ 8,300		
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	12,000	3,893	32,300	\$ 12,000	25,000	25,000	25,000
	TOTAL COMMUNICATIONS	3,147,039	3,104,502	3,280,650		3,271,851	3,271,851	3,255,533
				133,611		124,812	124,812	108,495
				4.25%		4.0%	4.0%	3.4%

EMERGENCY COMMUNICATIONS
CCRCC

NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND
FISCAL YEAR 2020

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2016 ACTUAL	2017 Actual	2018 Actual	2019 FINAL BUDGET	2020 BUDGET REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
PRINCIPAL										
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment	1,000,000	1,100,000	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	-				
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	400,400	556,613	345,000	350,000	330,000	330,000	330,000	330,000
11-120		2012-County Debt under Charter- Principal \$2.775M	320,000	210,000	200,000	195,000	150,000	150,000	150,000	150,000
		2014- County CIP Debt	140,000	150,000	159,268	170,000	115,000	115,000	115,000	115,000
		2016- County CIP Debt		140,000	312,981	280,000	280,000	280,000	280,000	280,000
		2018- County CIP Debt				274,000	270,000	270,000	270,000	270,000
		MBB 2020 Debt								32,000
		TOTAL BOND DEBT SERVICE	1,945,400	2,241,613	2,302,249	2,569,000	2,445,000	2,445,000	2,445,000	2,477,000
INTEREST										
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	997,203	975,103	969,505	908,500	882,500	882,500	882,500	882,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	54,616	49,513	45,688	-				
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	-	56,409	39,544	63,488	58,238	58,238	58,238	58,238
11-120		2012-County Debt under Charter- Interest \$2.775M	-	197,294	34,369	33,005	29,105	29,105	29,105	29,105
		2014- County CIP Debt	24,831	-	33,213	29,763	26,913	26,913	26,913	26,913
		2016- County CIP Debt		-	30,181	57,563	51,963	51,963	51,963	51,963
		2018- County CIP Debt				117,903	92,600	92,600	92,600	92,600
		TOTAL BOND DEBT INTEREST	1,076,649	1,278,318	1,152,500	1,210,222	1,141,319	1,141,319	1,141,319	1,141,319
DEBT EXPENSE - LOANS										
11-120	9205	TAN Bank Charge/and Rating Agencies	25,436	22,300	11,800	35,000	35,000	35,000	35,000	35,000
11-120	9210	TAN Legal Fees	6,023	15,075	13,973	6,000	6,000	6,000	6,000	6,000
11-120	9220	TAN Interest	49,169	117,533	173,944	150,000	150,000	150,000	150,000	150,000
		TOTAL DEBT EXPENSE - LOANS	80,629	154,908	199,718	191,000	191,000	191,000	191,000	191,000
NON-DEPARTMENTAL										
11-140	5520	Retiree Life Insurance	5,798	5,879	6,444	6,000	6,000	6,000	6,000	6,000
11-140	5550	Unemployment Insurance	17,636	9,371	19,378	30,000	25,000	25,000	25,000	25,000
11-141	5501	Salary / Benefits / Termination Pay	224,300	300,000	300,000	300,000	335,000	335,000	335,000	335,000
11-141	9526	County Capital Improvement Reserve for CIP	88,500	190,250	315,500	396,100	591,100	591,100	591,100	581,100
11-141	9500	Civic Center Operational Subsidy	564,101	273,476	550,000	300,000	450,000	450,000	450,000	450,000
11-141	5502	Contingent Appropriation	3,517	1,175	5,287	30,000	50,000	50,000	50,000	45,000
11-141	9498	Referendum and Public Information	32,852	20,801	14,158	125,000	165,000	165,000	165,000	165,000
		TOTAL NON-DEPARTMENTAL	936,703	800,952	1,210,767	1,187,100	1,622,100	1,622,100	1,622,100	1,607,100
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	4,039,381	4,475,791	4,865,233	5,157,322	5,399,419	5,399,419	5,399,419	5,416,419
							242,097	242,097	242,097	259,097

GRANT REQUESTS

COUNTY OF CUMBERLAND
FISCAL YEAR 2020

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	2017 FINAL BUDGET	2018 FINAL BUDGET	2019 FINAL BUDGET	2020 GRANT REQUEST	2020 PRELIM	2020 FC BUDGET	2020 FINAL BUDGET
8002	Cumberland County Extension Association	154,871	154,871	139,871	135,000	135,000	135,000	135,000
8003	Cumberland County Soil & Water	32,000	20,000	20,000	18,000	18,000	18,000	18,000
8005	Portland Public Library	9,727	9,727	9,727	10,000	10,000	10,000	10,000
	Casco Bay CAN	-	-	-	7,000	7,000	7,000	7,000
	Tedford House - Homeless Shelter Brunswick	5,000	5,000	5,000	15,000	15,000	15,000	15,000
	Coastal County Workforce Board	-	-	-	1,000	1,000	1,000	1,000
	Thrive2027 - Annual Social Service Contribution			100,000	100,000	100,000	100,000	100,000
	Total	201,598	189,598	274,598	286,000	286,000	286,000	286,000

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; and leadership.

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

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

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 Pownal.

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	#YRS	2019	#YRS	2020	#YRS	2021	#YRS	2022	#YRS	2023	#YRS	2024	#YRS
FACL-12-002	Exterior repointing of granite at CCCH													
FACL-12-013	Exterior window housing repair CCCH													
FACL-12-014	Identocard upgrades													
FACL-12-015	Complete Inmate cell area													
FACL-17-05	Road Pavement EMA/CRCC													
CCCH 1	HVAC Upgrade	15	300,000	15										
CCCH 2	Phone System Upgrade	10												
CCCH 3	Window Replacement Completion	20									160,000	20		
CCCH 4	Caulking of Stateside Courthouse		35,000	20										
LEC 1	Roof Reshingling LEC	20												
EMA 1	Backup Generator	10												
Jail 1	Repointing of Roof	20	50,000	20										
Jail 2	Paving of Parking area jail		50,000	10										
Jail 3	Domestic Water Storage Tank	20												
CCCH 5	State Elevator Shaft Replacement	20												
Jail 4	Roof Replacement	20	200,000	20										
FACL 1	LED Lighting Conversion	15												
FACL 2	Parking Garage Repairs	10												
CCCH 6	Sidewalk Repair	10												
FACL	Building Efficiency Upgrades						400,000	20						
FACL	Building Addition						6,500,000	30						
Jail	Elevator Repairs						71,000	25						
Jail	Camera Upgrades													
COMM-16	Phone System													
NEW	Radio Repeater Replacement								390,000					
IT	Spillman Server Replacement													
New	Expand the footprint of CCRCC								1,400,000	30				
New	CCRCC Microwave System Replace						275,500	10						
New	Jail Parking Lot						250,000	20						
	Perimeter Landscaping												90,000	10
	Window Replacement Stateside								100,000	20				
CCRC	Radio Replacement													
New LEC	Evidence Van													
New CCRCC	Zetron Console Replacement													
	Total CIP Allocation		635,000		-		7,496,500		1,890,000		160,000		90,000	
	Summary Totals		2019		2020		2021		2022		2023		2024	

Two Year Total

7,496,500

Project Code	Project Title	#YRS	2019	#YRS	2020	#YRS	2021	#YRS	2022	#YRS	2023	#YRS	2024	#YRS
Non-Debt CIP														
	Project Title		2019		2020		2021		2022		2023		2024	
EMA 12-002	HazMat Equipment Replacement		20,500		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		110,000	
IT-1-004	Patrol and CID Upgrades		20,000		20,000		20,000		20,000		20,000		20,000	
New LEC	Ballistic Vests		10,000		10,000		10,000		10,000		10,000		10,000	
	Tactical Vests		7,600		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		10,000	
	General Jail CIP		100,000		100,000		100,000		100,000		100,000		100,000	
Jail	Window replacement		50,000		-		50,000		50,000		50,000		50,000	
CCCH	Elevator Replacement				35,000		35,000		35,000		35,000		35,000	
CCCH	Facilities Studies				20,000									
CCCH	Courthouse Workstation Replacement		15,000		18,000									
CCRC	Workstation Replacement				-		7,000		7,000		7,000		7,000	
JAIL	Slider Replacement						30,000							
CCCH	Panic Stations						30,000							
JAIL-FLEET	4x4 Dump Truck				40,000									
JAIL	Cleaning of Air Ducts- Jail Admin				25,000									
Sheriff-LEC	Command Post				20,000									
Sheriff-LEC	Crisis Response Quad Phone						7,000							
Sheriff-LEC	Marksman Night Vision Scope				33,000									
Sheriff-LEC	Dragon Speech Program				24,000									
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							
JAIL	Lighting in Jail						45,000							
CCCH	Main Shut-Off Valves						25,000							
JAIL	Gate Valve Replacement						30,000							
JAIL	Transfer Swith 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		396,100		512,100		682,100		473,100		446,580		389,100	

<i>Project Code</i>	Project Title	#YRS	2019	#YRS	2020	#YRS	2021	#YRS	2022	#YRS	2023	#YRS	2024	#YRS
Cross Insurance Arena CIP														
	Project Title		2019		2020		2021		2022		2023		2024	
<i>CIA1</i>	Popcorn Maker				12,500									
<i>CIA2</i>	Fiber Infrastructure				25,000									
<i>CIA3</i>	Sprinkler System				8,000									
<i>CIA4</i>	Condenser Unit Relocation				17,500									
<i>CIA5</i>	SouthEast Lobby Heat				20,000									
<i>CIA6</i>	Forklift				20,000									
<i>CIA7</i>	Subfloor Sale				(30,000)									
<i>CIA8</i>	Computers & TV's						77,500							
<i>CIA9</i>	Plow Truck								40,000					
<i>CIA10</i>	Floor Scrubber								50,000					
<i>CIA11</i>	Warming Boxes								5,000					
	Non-Debt Total		-		73,000		77,500		95,000		-		-	