

Cumberland County

142 Federal St
Portland, ME 04101



Agenda - Final

Monday, December 11, 2023

5:30 PM

The Board meets on the second Monday of each month at 5:30pm in the Peter Feeny Room unless otherwise noted.

Board of Commissioners

Chair Neil Jamieson, District 1

James Cloutier, District 5

Stephen Gorden, District 3

Patricia Smith, District 4

Susan Witonis, District 2

CALL TO ORDER

ATTENDANCE

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[CD 23-016](#) Approval of the minutes, November 13, 2023, meeting of the Board of Commissioners

Attachments: [2023.11.13 Meeting Minutes - Draft](#)

INFORMATIONAL REPORT/PRESENTATIONS

[CD 23-017](#) Cumberland County Thrive2027 Investment Report submitted by United Way of Southern Maine

Attachments: [Coversheet](#)
[2023 Cumberland County Commissioners Investment Report](#)

[CD 23-018](#) Presentation of the proposed Cumberland County UMaine Cooperative Extension for 2024 - 2025 grant funding.

Attachments: [Coversheet](#)
[FY25 UMaine Extension Cumberland County Grant Application](#)

COMMENTS FROM THE PUBLIC

The Board Chair will limit comments to three (3) minutes per speaker.

CONSENT AGENDA

[23-103](#) Authorization for the County Manager to renew the contract between Cumberland County and Trinity Services for Inmate Food Services for the amount based on the proposed sliding scale for calendar year 2024.

Attachments: [23-103 - Position Paper](#)
[2024 - Trinity Services Food Service Agreement](#)

ARPA BUSINESS

There are no ARPA Business Agenda Items

NEW BUSINESS

[23-104](#) Authorization for the County Manager to enter into a contract amendment between Cumberland County and Maine Public Employees Retirement System effective January 1, 2024 to change its plan offered to eligible Cumberland County Communications Association (CCCA) members to Special Plan 2C for future service only as outlined and negotiated in the current CCCA Contract.

Attachments: [23-104 - Position Paper](#)

[23-105](#) Authorization for the County Manager to enter into a contract amendment between Cumberland County and Maine Public Employees Retirement System effective January 1, 2024 to change its plan offered to eligible Teamsters Local 340 Law Enforcement members to Special Plan 3C for future service as outlined and negotiated in the current Teamsters Local 340 Contract.

Attachments: [23-105 - Position Paper](#)

[23-106](#) Remand the proposed 2024/2025 County Manager Budget to the Finance Committee for their review and recommendation.

Attachments: [23-106 - Position Paper](#)
[2024- 2025 Managers Budget v1](#)

[23-107](#) Approval of the 2024 Calendar Year Board of Commissioners Meeting Schedule

Attachments: [2024 Meeting and Agenda Schedule for County Commissioners](#)

[23-108](#) Approval of the 2024 Board of Commissioners Committee Assignments

Attachments: [2024 Commissioner Committee Assignment](#)

[23-109](#) Appointment of Chair and Vice Chair for the Board of County Commissioners for 2024

Attachments: [23-109 - Position Paper](#)

COMMENTS FROM THE COUNTY MANAGER

COMMENTS FROM THE EXECUTIVE STAFF

COMMENTS FROM THE COUNTY COMMISSIONERS

ADJOURNMENT

Next Board Meeting: Monday, January 8, 2024



Cumberland County

142 Federal St
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Position Paper

File #: CD 23-016

Agenda Date: 12/11/2023

Title:

Approval of the minutes, November 13, 2023, meeting of the Board of Commissioners

Background and Purpose of Request:

Review and approve the attached minutes.

Staff Contact: Katharine Cahoon, Executive Dept



Cumberland County Board of Commissioners Meeting Minutes - Draft

142 Federal St
Portland, ME 04101

The Board meets on the second Monday of each month at 5:30pm in the Peter Feeney Room unless otherwise noted.

Monday, November 13, 2023

5:30 PM

The meeting will take place on Zoom
see agenda for access.

*** The Board will not be meeting in person and will meet on Zoom ***

To view: www.cumberlandcounty.org/live

To participate: See instructions on the agenda.

To submit public comment: gailey@cumberlandcounty.org

CALL TO ORDER

The Board of Commissioners met for their regularly scheduled meeting on ZOOM, the meeting was called to Order by Chair Neil Jamison at 5:31 PM.

ATTENDANCE

Present: 3 - Chair Neil Jamieson, Commissioner James Cloutier, and Commissioner Patricia Smith

Excused: 2 - Commissioner Susan Witonis, and Commissioner Stephen Gorden

MOMENT OF SILENCE

APPROVAL OF THE MINUTES

[CD 23-014](#) Approval of the minutes, October 10, 2023, meeting of the Board of Commissioners

A motion was made by Commissioner Cloutier, seconded by Commissioner Smith, that the Minutes Report be APPROVED. The motion carried by the following vote:

Yes: 3 - Chair Jamieson, Commissioner Cloutier, and Commissioner Smith

No: 0

Excused: 2 - Commissioner Witonis, and Commissioner Gorden

INFORMATIONAL REPORT/PRESENTATIONS

COMMENTS FROM THE PUBLIC

There were no comments from the public.

CONSENT AGENDA

Approval of the Consent Agenda

A motion was made by Commissioner Smith, seconded by Commissioner Cloutier, to approve the Consent Agenda. The motion carried by the following vote:

Yes: 3 - Chair Jamieson, Commissioner Cloutier, and Commissioner Smith

No: 0

Excused: 2 - Commissioner Witonis, and Commissioner Gorden

[23-098](#) Authorization for the County Manager to accept the FY23-24 grant award from the Homeland Security Grant Program (HSGP) on behalf of Cumberland County for the amount of \$614,177.

This Order was APPROVED.

[23-099](#) Authorization for the County Manager to accept the FY23-24 LEPC Grant award on behalf of Cumberland County from the State of Maine for the amount of \$73,087.96.

This Order was APPROVED.

[23-100](#) Adoption of the proposed Cumberland County Pre-Disaster Recovery Plan for significant disasters as submitted by the Cumberland County Emergency Management Agency.

This Order was APPROVED.

ARPA BUSINESS

[23-101](#) Authorization for the County Manager to award a bid for the Cross Insurance Arena Exterior LED Marquee and enter into a contract with ANC Sports Enterprises, LLC using ARPA funds in amount of \$179,512.00.

Cross Insurance Arena General Manager Michael Loconte stated that item 23-101 had been approved by the City of Portland 2014 and had been approved for an outdoor marquee in the South East corner of the Arena which would include notifications for the City of Portland and Cumberland County. Two finalists were selected, ANC and Metropolitan Interactive. ANC was selected as the finalist because of the quality of the display and user friendly content management software. The Arena has worked with ANC in the past and has demonstrated quality work and a fast response time. Chair Jamieson asked when the work would commence, GM Loconte responded that it would start in the Spring and is expected to be completed in the Fall. Commissioner Cloutier commented that a marquee is needed and shared that he once attended a Sheryl Crow concert a decade ago and learned that more people would have attended had they known about the concert.

A motion was made by Commissioner Cloutier, seconded by Commissioner Smith, that the Order be APPROVED. The motion carried by the following vote:

Yes: 3 - Chair Jamieson, Commissioner Cloutier, and Commissioner Smith

No: 0

Excused: 2 - Commissioner Witonis, and Commissioner Gorden

23-102

Authorization for the County Manager to award the bid of Design and Renovation Proposal to WSP USA Environment & Infrastructure, Inc. for the building design services at the New Unified County Office Building, 27 Northport Dr, Portland, Maine.

County Manager Gailey introduced item 23-102 and stated that two vendors were selected for an interview from the five bids received. WSP was the final candidate and impressed staff with work that they had done in Portland. He estimated that work would take at least five months and then it would go out to bid for construction. The estimated cost is around \$3 to \$4 million and there is an additional 8% rate on the work to be performed. Commissioner Cloutier asked if the overall cost is confirmed to be \$7 million? County Manager Gailey confirmed that is the estimated amount and added that there are \$3 million left in ARPA funds that have gone to the purchase of the building. He added that the purchase cost of the building was \$4.6 million. Commissioner Smith asked County Manager Gailey to clarify the 8% rate, is it a margin of cost? County Manager Gailey explained the 8% rate of the overall construction cost. Chair Jamieson thanked staff for their work to locate and purchase the new County building.

A motion was made by Commissioner Cloutier, seconded by Commissioner Smith, that the Order be APPROVED. The motion carried by the following vote:

Yes: 3 - Chair Jamieson, Commissioner Cloutier, and Commissioner Smith

No: 0

Excused: 2 - Commissioner Witonis, and Commissioner Gorden

NEW BUSINESS

There was no New Business.

COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey shared that he is meeting with Department heads to start the budget process. There will be a kick off meeting in December with the Finance Committee and continue through January so that Towns will be notified accordingly. He noted that Commissioner Witonis would like to have a workshop in December to discuss the process for signing Sheriff Patrol contracts.

COMMENTS FROM THE EXECUTIVE STAFF

Deputy Manager of Finance and Administration Alex Kimball wanted to recognize Alyssa Tibbets and Richard Ranagon and their assistance with Bond issuance. The six month audit is proceeding well, the tax payments from the Towns arrived without issue.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Smith stated that she had two comments, she was pleased with the purchase of the new County building at Northport Dr. It's an exciting time and will be a great move for staff. Her second comment was that she wanted to remember Representative Lois Reckitt who passed away October 30th. Commissioner Smith recalled that Representative Reckitt was a tireless advocate for women's rights and a strong advocate for women who were in abusive situations. Though she will be missed, her work and contributions will live on in the communities that she helped.

Commissioner Cloutier echoed Commissioner Smith's statement about Representative Reckitt and added that she was a beacon and force. She helped educate most of Southern Maine about the tragedies of abuse. On another matter he added that Portland City Council is meeting tonight to discuss the ongoing dilemma of homelessness. He noted that homelessness is not limited, it includes drug abuse and mental health issues. The issue of homelessness is not limited to Portland but happening all over the Country. They are regional issues. He extended congratulations to Executive staff on the purchase of the new administrative building. He closed by wishing everyone a Happy Thanksgiving.

Chair Jamieson also noted the important work that was accomplished by Representative Reckitt who was a tireless advocate from South Portland and worked until the end from her hospital as a State Representative. He also commented that the purchase of the new Northgate building is a generational investment and offices at the County have been crowded for years. He also stated that the purchase offered significant savings by avoiding the debt incurred with the construction of a new building. He wished the public a Happy Thanksgiving and congratulated the Scarborough Girls Soccer Team on their recent success.

ADJOURNMENT

A motion was made by James Cloutier, seconded by Patricia Smith, to ADJOURN the meeting . The motion carried by the following vote:

Yes: 3 - Chair Jamieson, Commissioner Cloutier, and Commissioner Smith

No: 0

Excused: 2 - Commissioner Witonis, and Commissioner Gorden

The meeting adjourned at 6:00 PM.

Next Meeting: December 11, 2023



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142 Federal St
Portland, ME 04101

Position Paper

File #: CD 23-017

Agenda Date: 12/11/2023

Agenda Item Request:

Cumberland County Thrive2027 Investment Report submitted by United Way of Southern Maine

Background and Purpose of Request:

United Way of Southern Maine (UWSM) this year continued to rally partners to achieve the three bold, ten-year goals reflected in the community-developed vision of Thrive2027. The attached report summarizes the various investments made and corresponding outcomes.



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United Way
of Southern Maine

CUMBERLAND COUNTY THRIVE2027 INVESTMENT REPORT

Prepared for Cumberland County Commissioners
November 21, 2023

We don't need to look hard across our Cumberland County community to see that far too many people are struggling. Food insecurity. Lack of affordable housing. Children from historically disadvantaged communities falling behind in school. A shortage of affordable child care. Mental health challenges. Addiction crises. The community's challenges are all around us. But thankfully, so are the solutions.

Our community faces complex and interconnected challenges that no one organization alone can address. But when united, we can tackle the root causes of barriers holding people back. And, once again, thanks to the support of the Cumberland County Commissioners in 2022, we did what United Way of Southern Maine does best: We brought together the people, ideas, and resources to respond to emerging needs and tackle the persistent issues preventing individuals and families from thriving.

United Way of Southern Maine (UWSM) this year continued to rally partners to achieve the three bold, ten-year goals reflected in the community-developed vision of Thrive2027. We are building a community where children have a strong start and succeed in life, adults are empowered to pursue careers with sustainable wages, and individuals have access to the mental health services and substance use treatment they need to thrive. Through an aligned blend of UWSM-led and partner-led work, we target strategies intentionally designed to move our Southern Maine community forward in attaining these goals by 2027.

At the direction of the Commissioners, funds were invested to support work in Cumberland County in the following strategies under each of the three goals:

- \$15,000 was directed to address access to food for children and families.
- \$25,000 was directed to support access to critical needs programs.
- \$50,000 was directed to focus on shelter and housing.
- \$10,000 was directed to focus on Adverse Childhood Experiences (ACEs).

Each year, UWSM staff and volunteers come together to identify the community partners poised to bring about the greatest positive change towards achieving Thrive2027's three goals, specifically as their work employs identified strategies. You will see funded programs repeated under more than one strategy below as partners were able to select up to two strategies to implement. They were also able to identify two shared outcomes that they would track under each of those strategies. Through this narrowing of data collection through the strategies and shared outcome measures, we can aggregate results (or the difference made) from multiple programs, enabling us to better gauge community progress towards Thrive2027 goals.

The list of programs funded under each Thrive2027 goal and strategy selected by the Commissioners are provided below. Program descriptions are followed by the list of specific programs and aggregated program outcomes. The shared outcome measure charts report the total number of individuals served, the number served that achieved the selected outcome, and the resulting percentage of those served that achieved the outcome. The total number of individuals served by these programs in Cumberland County is 19,883 (57% more individuals served than last year). This total is higher than the totals reported below as programs may have served individuals that are not counted in the shared outcome

measures selected. Finally, the report concludes with a summary of challenges and a selection of impact stories (one for each strategy that the Commissioners selected).

Funds directed by the Cumberland County Commissioners contributed to the support of twenty direct service programs in Cumberland County. The programs provided food to individuals, children, and families; shelter to individuals who were experiencing homelessness or fleeing from domestic violence situations; services to low-income families at risk of losing their home and/or attempting to purchase a home; and treatment for adolescents for substance use disorder and Adverse Childhood Experiences. The funding from the County also leveraged other funding, thereby helping achieve greater results.

The following are among the outcomes reported:

- 1,713 children and families had their immediate food needs met;
- 648 individuals were able to access or maintain safe, stable housing;
- 78 families received shelter and advocacy services after escaping domestic violence situations;
- 203 parents were provided with services that enabled them to reduce their child(ren)'s exposure to Adverse Childhood Experiences resulting from domestic violence; and
- 323 high-risk adolescents received residential services or community treatment for substance disorder, and another 374 were screened for Adverse Childhood Experiences, and referred to appropriate services.

Goal 1. By 2027, every child in Southern Maine has quality early learning experiences beginning at birth.

Strategy 1.1 Provide expanded access to high quality, nutritious food in neighborhoods, early care, and education settings.

Funded Programs

Freeport Community Services (FCS), *Youth and Family Food Programs*

The Youth and Family Food Programs promote the health and safety of families by helping them address hunger. FCS maintains four key food programs: the Vaughndella Curtis Food Pantry, Freeport Community Backpack Program, Free Summer Lunch Program, and Community Gardens. These programs continually assess the needs of those within the community and provide essential resources to address hunger. Existing resources are being utilized and new resources cultivated to ensure families have access to an onsite food pantry filled with familiar foods, basic needs, educational opportunities, transportation to medical appointments, and much more.

The Locker Project, *Providing families with young children at risk of hunger with reliable access to healthy food*

The Locker Project (TLP) works with local partners to reach families with children who lack the means to purchase adequate, healthy food. TLP provides access to healthy foods and food staples through established pantries in the public school system. They operate across three school districts and help



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divert local foods from being wasted by putting them in the hands of those in need in the community. They have added programs and strengthened existing programs for ages 0-8, making a larger impact with weekly and bi-weekly distributions to families.

Youth and Family Outreach (YFO), *Early Care and Education Program*

Every year, YFO provides access for approximately 60 children to learn in a socio-economically, racially, and ethnically diverse environment. 53% of the children that attend YFO are from diverse racial and cultural communities in which multiple languages are spoken, and 8 (50%) of YFO teachers incorporate languages other than English from their countries of origin, as a support to families and children. YFO enrollment is based on age group, and no less than 60% of children are low-income. Children in crisis are given priority of care, including situations such as foster care or experiencing homelessness.

Shared Outcome Measure: Children/families who get their immediate food needs met	Number Served	Number Achieving Outcome	Percent Achieving Outcome
Freeport Community Services, Youth and Family Food Programs	385	385	100%
The Locker Project, Providing families with young children at risk of hunger with reliable access to healthy food	2,919	1,266	43%
Youth and Family Outreach, Early Care and Education	62	62	100%
Totals	3,366	1,713	51%

Goal 2: By 2027, individuals and families in Southern Maine have the education, employment opportunities, and resources to achieve financial stability.

Strategy 2.21 Promote and ensure access to and availability of critical needs programs that lead individuals and families toward household stabilization.

Funded Programs

Avesta Housing, *HomeOwnership Center and Financial Stability Counseling*

The purpose of Avesta’s HomeOwnership Center ("HOC") is to increase homeownership, create financial stability, and revitalize neighborhoods. Services and programs provided include: pre- and post-purchase home buyer education and housing counseling (in-person and online); default and foreclosure intervention counseling; and financial capability and credit counseling and education.

Avesta Housing, *Support for Previously Homeless Individuals/Families (Housing Support Workers)*

Avesta has three innovative Housing First developments (Logan Place, Florence House, Huston Commons) that successfully help individuals who are experiencing chronic homelessness transition to



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permanent supportive housing. Avesta's program provides consistent and experienced direct support for the highest-risk residents, so that they succeed in affordable housing placements and gain independent stability to build a better life. Recently, Avesta reached an agreement to provide these same services to 75 additional residents of Portland Housing Authority properties.

Catholic Charities of Maine, *Refugee and Immigration Services, Immigration Legal Services*

Immigration Legal Services (ILS) provides trauma-informed, free, and affordable legal services to refugees and immigrants to upgrade their legal status and reunify families. The US Department of Justice (DOJ) grants formal "recognition" to specific agencies to provide immigration legal services, and the DOJ also accredits staff and volunteers to deliver these services. Catholic Charities of Maine is one of two agencies in Maine to achieve and maintain this DOJ recognition and accreditation.

Greater Portland Family Promise (GFPF), *Homelessness Prevention and Housing Stabilization*

The Homelessness Prevention and Housing Stabilization program helps families apply for public benefit programs, access healthcare and education, and assists with rental assistance, transportation, laundry, food, and more. GFPF case managers conduct housing searches for families, complete and submit housing applications, and coordinate all move-in details such as rental agreements, scheduling inspections, requesting furniture, and reviewing the lease and obtaining signatures. Additionally, through the Housing Stabilization program, GFPF case managers provide families with continual housing mentorship for a minimum of one year.

Legal Services for the Elderly (LSE), *Cumberland County Senior Legal Helpline*

The Cumberland County Senior Legal Helpline provides services to older adults who face legal problems that interfere with their ability to afford or access goods or services that are needed to meet their basic human needs. This includes seniors who face legal barriers to accessing health care services, safe and affordable housing, and essential public benefits. Helpline attorneys assist seniors with problems that cannot be resolved without the help of a legal advocate.

Legal Services for the Elderly (LSE), *Elder Abuse Law Project*

The Elder Abuse Law Project restores financial stability and safe housing for Cumberland County seniors who are victims of financial exploitation and abuse. The primary focus of the Project is to provide direct legal services to victims. The desired outcome is to move seniors who face elder abuse from crisis or vulnerable status back to stability. This is accomplished by recovering the income and assets needed for the senior to afford needed goods and services and restoring personal safety in the home.

Preble Street, *Critical Needs Program*

The Critical Needs Program provides an accessible, low-barrier entry point to services that help individuals improve their well-being; meet immediate basic needs of youth and adults experiencing homelessness; and create connections to health care, mental health and addiction services, educational and employment opportunities, and other resources for individuals and families. Their focus is for families to achieve their goals, transition to safe and appropriate housing, and realize their full potential. The Critical Needs Program includes: Florence House, Teen Services, Emergency Food Programs, Street Outreach Collaborative, and Wellness Shelter.



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Through These Doors, *Emergency Shelter for Victims of Abuse in Cumberland County*

Through These Doors provides emergency shelter services for victims/survivors of domestic violence, and their children, who are in need of safe, stable housing. Our goal is to provide victims/survivors and their children with a safe place to stay; basic needs such as food, clothing and shelter; as well as referrals and connections to resources for safe, permanent housing and long-term financial stability.

Shared Outcome Measure: Households that access safe, stable, subsidized housing	Number Served	Number Achieving Outcome	Percent Achieving Outcome
Avesta Housing, HomeOwnership Center and Financial Stability Counseling	443	443	100%
Legal Services for the Elderly, Cumberland County Senior Legal Helpline	197	141	72%
Legal Services for the Elderly, Elder Abuse Law Project	48	24	50%
Through These Doors, Emergency Shelter for Victims of Abuse in Cumberland County	80	40	50%
Totals	768	648	84%

Shared Outcome Measure: Individuals and Families who access supports (e.g., SNAP, MaineCare, TANF, Heating Assistance)	Number Served	Number Achieving Outcome	Percent Achieving Outcome
Avesta Housing, HomeOwnership Center and Financial Stability Counseling	165	125	76%
Avesta Housing, Support for Previously Homeless Individuals/Families (Housing Support Workers)	134	108	81%
Catholic Charities of Maine, Refugee and Immigration Services, Immigration Legal Services	103	94	91%
Greater Portland Family Promise, Homelessness Prevention and Housing Stabilization	186	186	100%
Legal Services for the Elderly, Cumberland County Senior Legal Helpline	117	93	79%
Preble Street, Critical Needs Programs	416	171	41%
Totals	1121	777	69%



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Strategy 2.22 Ensure individuals and families have safe shelter, temporary, supportive, and permanent affordable housing near employment hubs.

Funded Programs

Avesta Housing, Support for Previously Homeless Individuals/Families (Housing Support Workers)

Avesta has three innovative Housing First developments (Logan Place, Florence House, Huston Commons) that successfully help individuals who are experiencing chronic homelessness transition to permanent supportive housing. Avesta's program provides consistent and experienced direct support for the highest-risk residents, so that they succeed in affordable housing placements and gain independent stability to build a better life. Recently, Avesta reached an agreement to provide these same services to 75 additional residents of Portland Housing Authority properties.

Greater Portland Family Promise (GFPF), Homelessness Prevention and Housing Stabilization

The Homelessness Prevention and Housing Stabilization program helps families apply for public benefit programs, access healthcare and education, and assists with rental assistance, transportation, laundry, food, and more. GFPF case managers conduct housing searches for families, complete and submit housing applications, and coordinate all move-in details such as rental agreements, scheduling inspections, requesting furniture, and reviewing the lease and obtaining signatures. Additionally, through the Housing Stabilization program, GFPF case managers provide families with continual housing mentorship for a minimum of one year.

Preble Street, Critical Needs Program

The Critical Needs Program provides an accessible, low-barrier entry point to services that help individuals improve their well-being; meet immediate basic needs of youth and adults experiencing homelessness; and create connections to health care, mental health and addiction services, educational and employment opportunities, and other resources for individuals and families. Their focus is for families to achieve their goals, transition to safe and appropriate housing, and realize their full potential. The Critical Needs Program includes: Florence House, Teen Services, Emergency Food Programs, Street Outreach Collaborative, and Wellness Shelter.

Quality Housing Coalition, Project HOME

Project HOME is a permanent supportive housing program that secures stable, long-term rental housing from private landlords for families and individuals at risk of or experiencing homelessness. Project HOME utilizes rapid rehousing and housing navigation techniques in the process of stabilization. Quality Home Coalition's skilled housing navigators have cultivated cross-sector, inclusive partnerships with landlords, nonprofit housing providers, housing readiness programs, subsidy providers, municipalities, and tenants. Through these partnerships, Project HOME removes traditional barriers when applying for housing, such as: language and cultural barriers, credit score verification, tenant history, criminal record, tenant insurance, subsidy requirements, and providing last month's rent and security deposit.

Through These Doors (TTD), Emergency Shelter for Victims of Abuse in Cumberland County

Through These Doors provides emergency shelter services for victims/survivors of domestic violence, and their children, who are in need of safe, stable housing. Our goal is to provide victims/survivors and



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their children with a safe place to stay; basic needs such as food, clothing and shelter; as well as referrals and connections to resources for safe, permanent housing and long-term financial stability.

Shared Outcome Measure: Households that move from homelessness to being housed in safe or temporary housing (as measured by a self-sufficiency matrix such as Arizona, EMPATH, etc.)	Number Served	Number Achieving Outcome	Percent Achieving Outcome
<i>Avesta Housing, Support for Previously Homeless Individuals/Families (Housing Support Workers)</i>	134	134	100%
Greater Portland Family Promise, Homelessness Prevention and Housing Stabilization	186	186	100%
<i>Quality Housing Coalition, Project HOME</i>	244	244	100%
Through These Doors, Emergency Shelter for Victims of Abuse in Cumberland County	80	38	48%
Totals	644	602	93%

Shared Outcome Measure: Individuals/families that secure adequate, affordable permanent and/or supportive housing (as measured by a self-sufficiency matrix such as Arizona, EMPATH, etc.)	Number Served	Number Achieving Outcome	Percent Achieving Outcome
Preble Street, Critical Needs Program	416	96	23%
Totals	416	96	23%

Goal 3: By 2027, Children, adults, and communities have resources and opportunities to achieve optimal health status.

Strategy 3.2 Prevent, identify, mitigate, and treat adverse childhood experiences

Funded Programs

Day One, Adolescent and Family Community Treatment Services

Adolescent and Family Community Treatment Services (FCTS) is an outpatient program that provides intervention and support to individuals who have been impacted by substance use and behavioral health issues. Families are provided the tools (resources, information, different approach techniques such as mediating risks, harm reduction, etc.) needed to support themselves and their children. FCTS services are provided over telehealth, in schools, and in offices. This program is part of the full continuum of care services provided by Day One.



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Day One, Adolescent Medication Management Program

The Adolescent Medication Management Program educates youth to improve general understanding of the medications they have been prescribed and the importance of adhering to their medication regimen. An RN Case Manager provides essential but non-reimbursable services that include but are not limited to case management, education around the impact of medication(s), and scheduling.

Day One, Adolescent Residential Treatment Services

Adolescent Residential Treatment Services is a flexible stay program for teens aged 13-18. Consideration is given to young adults up to the age of 20. Teens and young adults receive counseling, attend school, participate in recreational activities, learn independent living skills, support each other, and learn together. They attend group and individual counseling, rehabilitative groups to help increase life skills, self-help groups, mental health counseling, and medication management as needed.

Day One, Street Program

The Day One Street Program provides mental health and substance use counseling and low-barrier outreach to vulnerable youth at the Preble Street Teen Center. The Day One Street Program is one of only two programs in Southern Maine serving youth experiencing homelessness, by helping them access the resources and opportunities needed to thrive.

Pine Tree Legal Assistance, Safe and Stable Families Thrive

The Safe and Stable Families Thrive program is a part of a coordinated community response in Cumberland County to end domestic and sexual violence. This program prevents and reduces domestic/dating violence, sexual assault, stalking, and human trafficking. Funding will support one full-time attorney providing free legal representation to victims in protection from abuse (PFA) cases. Orders prohibit contact by the abuser, can be enforced by law enforcement, and address economic, housing, and social barriers to safety and well-being.

Spurwink Services Incorporated, Project Now: Ending Youth Exploitation

Project NOW uses an evidence-based, multi-disciplinary approach to address suspected child sexual exploitation and commercial trafficking. They bring together local partners, streamline information sharing, educate stakeholders, and ensure that child victims and their families are served by the best possible protocols, resources, and support available. Services can include coordination of services, housing support, sexual assault victim advocacy, juvenile prosecution, individualized education plan implementation, substance use treatment, and case management.

The Center for Grieving Children, Bereavement Support

The Center for Grieving Children's Bereavement Program serves children aged 3-18 years old, parents and caregivers, young adults ages 19-30, bereaved parents, and young widows who have experienced the death of someone close. Services are provided through three activities: peer support groups; parent education and support which includes information, resources, and referrals; and community outreach and education to help identify and support grieving children and teens in the places where they live, learn, and play.



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Through These Doors, *Advocacy and Victim Services for Victims of Abuse*

This program provides advocacy, safety planning, and support to victims and survivors of domestic abuse. Activities include assistance filing protection orders, navigating the court system, safety planning, community resource referrals and linkages, support groups and in-home follow-up visits from law enforcement and advocates. A 24-hour helpline is also available to victims/survivors of abuse 365 days a year for support, safety planning, and referrals.

Shared Outcome Measure: Children and adolescents who demonstrate improvement in emotional/behavioral functioning	Number Served	Number Achieving Outcome	Percent Achieving Outcome
Day One, Adolescent Medication Management Program	24	12	50%
Day One, Adolescent Residential Treatment Services	31	10	32%
Day One, Street Program	109	61	56%
Totals	164	83	51%

Shared Outcome Measure: Children who screen positive for exposure to ACEs and are referred for, or already receiving, appropriate services to treat underlying ACEs	Number Served	Number Achieving Outcome	Percent Achieving Outcome
Day One, Adolescent and Family Community Treatment Services	159	159	100%
Spurwink, Project NOW: Ending Youth Exploitation	51	51	100%
The Center for Grieving Children, Bereavement Support	154	154	100%
Totals	364	364	100%

Shared Outcome Measure: patients screened for ACEs	Number Served	Number Achieving Outcome	Percent Achieving Outcome
Day One, Adolescent and Family Community Treatment Services	159	159	100%
Day One, Adolescent Medication Management Program	24	14	58%
Day One, Adolescent Residential Treatment Services	31	31	100%
Day One, Street Program	109	50	46%
Spurwink, Project NOW: Ending Youth Exploitation	51	51	100%
Totals	374	305	82%



United Way
of Southern Maine

Program Challenges

Throughout UWSM's 2023 investment year (July 2022 – June 2023), the community and our funded partners experienced numerous challenges, with several that we can identify as common challenges, even trends, among our local service providers and coalitions. Specific challenges included but were not limited to the following examples (with all but one reflecting persisting challenges that were also noted last year):

- **New Mainers:** The influx of new populations of immigrants, refugees, and asylum-seekers have resulted in new priorities and needs for appropriately serving these individuals, such as organizations navigating the need for translation services and changes to immigration law, culturally relevant care and food, even culturally driven reluctance to seek or accept mental health supports - all of which require staff education, training, and attention. A compounding need identified by those serving asylum seekers is their inability to work for nearly a year after their arrival, given the work authorization time requirements. This creates a need for reliance on the few funding streams available to them.
- **Affordable Housing & Homelessness:** The housing crisis in Maine continues to persist, driven by the lack of affordable housing, barriers to tenancy, and increasing numbers of people experiencing financial instability that tip into experiencing homelessness. With emergency shelters operating at capacity on a consistent basis, more people are experiencing unsheltered homelessness and encampments are growing exponentially (garnering significant public discourse). Even when individuals have been approved for housing vouchers or have been gainfully employed and saved money, there often is not housing available for them. One of the greatest challenges remains the significant lack of affordable housing options and landlords willing to rent to those accessing General Assistance and other voucher programs.

A compounding need within housing is the need for wrap-around supports, especially supporting mental health. Homelessness is traumatic. Having housing is a huge benefit for people during this time of crisis, but for those who have experienced unsheltered homelessness or housing instability, it can be challenging to have access to housing without the services needed that will help in keeping it. We have also experienced a sharp increase in the number of people coming to Maine from hostile and unstable countries. Trauma has a huge impact on people's ability to adjust and function in new surroundings and the level of trauma that people have experienced has increased exponentially. Unfortunately, this increased need is met with a dire lack of mental health resources.

- **Ending of COVID-era Funding:** Multiple programs – and the individuals they serve – have experienced the loss of COVID related funding streams. For example, as federal funds supporting SNAP went back to pre-COVID levels, programs providing food (food pantries, back-pack programs, etc.) saw increases in visits or requests for support. This decrease in benefits was intensified by losses of other emergency funds such as emergency rental assistance (ERA), and the stark increases in inflation and basic living costs.
- **Staffing shortages:** Staffing shortages continue in most organizations, due to staff turnover, limited or underqualified candidates, and the rising costs of labor. This puts an additional burden and stress on current employees as they continue to meet the needs of those being served. It also takes time and attention to integrate new employees into an organization and its approaches and systems. The ability to maintain quality standards for programs has been put in jeopardy due to staffing shortages and the need to hire less qualified people.



United Way
of Southern Maine

A Selection of Impact Story Excerpts

These are in the words of our partners, though names – when used – have been abbreviated to protect anonymity.

Strategy 1.1, Provide expanded access to high quality, nutritious food in neighborhoods, early care and education settings.

A recent interaction (recounted below) between a staff member and a family illustrates the power of making healthy food available in convenient locations according to our whole-family approach, which has the following components:

- provides fresh produce, meat, bread, and healthy staples, covering the full range of essential nutrients,
- ensures children become familiar with nutrient-dense foods early in life,
- includes items culturally important to New Mainers like cassava flour and corn meal,
- stretches family food budgets, reducing stress and freeing up resources, and
- acknowledges parents as dietary role models who need healthy food, too.

Among our fresh food event locations this summer was Saccarappa Elementary school in Westbrook. Our Westbrook program coordinator set up a table at pickup time so kids and families could “shop” for fresh produce, meat, and bread. These events offer an opportunity for our staff to engage with the community and learn what items are most sought after as well as share ways to prepare items that may be unfamiliar. At one event, a 4-year-old boy brought his Dad over to our table, pointed to a squash and told his father what it was. His father asked, "Do you like squash?" The boy replied, "I don't know." The father said, "Let's take some home and try it." They chatted with the coordinator about recipes and headed home with a bag of squash and other fresh produce.

Strategy 2.21, Promote and ensure access to and availability of critical needs programs that lead individuals and families toward household stabilization.

“It’s so comforting to know you’re home. It’s your home. It’s just a sense of security you don’t have when you’re in the shelter.” – E, Preble Street client

Five years ago, E and her partner, J, lost their housing and began living outside and occasionally in shelters. By February 2022, they were living in a tent in Portland, Maine, doing their best to survive the harsh winter. Any money they were able to make went right to buying water, food, and other necessities. Realizing they needed support to escape their current situation, E took the initiative to reach out for help. She had heard about the Preble Street Outreach Collaborative (SOC) from others and gave them a call.

“We met with Peggy and Bob (SOC caseworkers) and they started by helping us with anything we needed while we were camping, if we needed anything to be warmer, or if we needed food.”

Determined to move out of homelessness, E accepted her SOC caseworker’s support in signing up for a housing voucher, SNAP (Supplemental Nutrition Assistance Program), and other opportunities. When a room opened up at the hotel shelter at the Comfort Inn last year, the SOC reached out to E and J, who were glad for the chance to have a safe place to stay indoors. “It

was really nice to have a room to be in and be warm and have your own bathroom and shower. That was so much better than sleeping in the tent outside,” E shared. By this time, J had found work and the pair were able to afford food more easily.

But while the hotel was an improvement over living unsheltered, it was still not home. And there was persistent uncertainty about if and when the City of South Portland would shut down the hotel shelter, which happened on April 30, 2023. “It was a constant worry, and always on my mind. I had a lot of anxiety there. There was always something looming over your head, threatening that you could be put out at any point in time.”

E and J used the resources available to them, working with Preble Street Community Case Management staff at the Comfort Inn to figure out what their next steps would be. Eventually, they were connected to the Preble Street Rapid Re-Housing Program, and their new caseworker, Amy. Four months later, in February of 2023, they moved into their new home in Westbrook.

“My days have gotten a lot more normal. Just cleaning up the house and making it feel more homey. I am so happy that we have a kitchen. I can cook again and J cooks as well, so it’s great to have homemade meals again that we like and we’re used to.”

In the current housing climate, it is far from easy to move from living on the streets back into an affordable home. The system is difficult to navigate. It takes a lot of determination, hard work, and often support, for people to move through the many barriers and reclaim their lives. At Preble Street, clients work in partnership with their caseworkers – often across programs – to meet their goals of shelter, employment, or housing.

“My goal once the apartment is more ready is to have my kids come up and visit me and stay over. And I have plans to volunteer and do homeless outreach. I want to mentor and help others and inspire others because I didn’t think getting a home would happen for me. But it happened! I want others to know it can happen for them, too.”

Strategy 2.22, Ensure individuals and families have safe shelter, temporary, supportive, and permanent affordable housing near employment hubs.

Our impact story this year is actually two impact stories about two women who came from different backgrounds but experienced similar abuse which demonstrates that domestic abuse cuts across all demographics.

C was born far away, in a country with a different climate and customs and language, and K was born here in Maine. C came from a loving family and was in college when she was asked to go to the market and bring her baby brother. While she was gone, her mother and sisters were raped while her father was forced to watch and then they were all murdered.

K was removed from her parents at 6 months old for severe neglect, and then moved around between different aunts and uncles, foster parents, and group homes until she turned 18.

They both met partners who promised them things that would make their lives better and they both believed their past trauma would be healed by the love of promises of their new partners.

They both became pregnant and promised themselves they would give their child a home they didn't have. They dreamed of a stable home they weren't forced to leave because of violence.

Both women worked hard to build the lives they dreamed of for their children while their husbands ensured the family money went to him. He got to choose what bills to pay. Bills that were put in her name were paid or often not paid by him. If he asked them to take out a loan to buy a car or fix a car or whatever the family needed, they did this, of course they did this because he said he knew what he was doing. And when they did question him, he threatened to leave them alone with nothing. Both women suffered physical, emotional, financial, and sexual abuse.

Both women stayed in the relationship longer than they wanted to. They both were pressured by their family or their community to figure out how to make it work, while at the same time hearing others say, if it was so bad, they would have left. Neither woman had a place to go, neither had access to money and now they were saddled with debt in their name. Both women were evicted from their apartments for not being able to pay the rent.

They both bravely made a plan to leave and after many attempts they both entered our shelter with their children in the late winter. Upon entering the shelter, the work began immediately. Advocates offered the women and their children quiet spaces where they could listen, and groups that help with healing. Both women particularly enjoyed our garden group, and so did the children. The children also enjoyed the beautiful playroom, often while the moms met with advocates to work on housing goals and goals around recovery from not only the physical abuse but the financial abuse. Unfortunately, abuse does not stop just because someone leaves the relationship. Both women needed support continuously, and a safety plan with shelter advocates around court ordered visitations and other issues related to their children.

While working on their goals they also began to learn about themselves. They had never had the freedom to do so before. K learned she liked yoga. C got a job working in her child's school. This summer, C found an apartment she could eventually afford on her own after having saved some money while at the shelter. K obtained a housing voucher which she used for an apartment close enough to walk to schools and playgrounds. She was able to save a bit of money but more importantly improved her credit score substantially.

When they moved into their new homes, TTD provided them with household supplies like dishes and towels to begin their new lives. C said she had felt like a tangled rope when she came into the shelter and didn't know how to get untied. She said she now feels her rope is strong and no longer tangled. K said there were days she didn't think she would ever feel safe, that something was wrong with her. She said she still hears the echoes of her past abuser telling her she does not deserve to be happy, but she told us, she now knows otherwise.



United Way
of Southern Maine

Strategy 3.2, Prevent, identify, mitigate & treat Adverse Childhood Experiences (ACES).

C was referred to residential treatment by their probation officer while at Longcreek. Our clinical team was able to go into the facility to complete the assessment with C, who has an extensive history of abuse and neglect as a result of multigenerational addiction (an ACEs score of 5). C reported very vivid memories of the abuse he survived, as well as a desire to stop using substances and make changes to his life. Admission happened within the next week and C began working with the team to address ongoing use of the following substances: Alcohol, Marijuana, Tobacco/Vape products, Opiates, and Hallucinogens.

Since entering treatment, C has opened up to counselors and staff, demonstrated leadership skills, and has refrained from use of substances. This youth has attended and engaged fully in the educational program provided and has taken part in new activities for recreational fun while sober. C has reported being able to have more fun and enjoy things more when free from substance.

Summary

Outcomes accomplished by these funded programs through the Thrive2027 Goals Framework were achieved despite the sometimes mounting and often interconnected challenges described above. Through these stories of challenges and successes, it is clear how collaboration and providing a cohesive continuum of care for individuals is critical for achieving the community owned Thrive2027 goals. As the backbone organization driving this collective impact, UWSM provides essential supports to reinforce and amplify these efforts by guiding investment in strategies, ensuring rigorous evaluation, tracking community-level progress, engaging public policy advocates, and mobilizing volunteers through community ownership. We are grateful to the Cumberland County Commissioners for their grant that helped to make these services possible for our most vulnerable residents. We look forward to our continued work together.



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: CD 23-018

Agenda Date: 12/11/2023

Agenda #:

Agenda Item Request:

Presentation of the proposed Cumberland County UMaine Cooperative Extension for 2024 - 2025 grant funding.

Background and Purpose of Request:

Informational Report by the UMaine Cooperative Extension Budget Report of 2023-2024 activities as required Title 7, Chapter 7 of the Maine Revised Statutes, §191-§195.

Language regarding taxes and budget Title 7 Chap 7§194: The executive committee of each county extension association shall prepare an annual budget as requested, showing in detail its estimate of the amount of money to be expended under this chapter within the county or counties for the fiscal year, shall submit the same to a vote of the association at the regular annual meeting and, if the budget is approved by a majority vote of the members of the association present at such meeting, the executive committee shall submit the same to the board of county commissioners on a date requested by the county commissioners, and the county commissioners may, if they deem it justifiable, adopt an appropriate budget for the county extension program and levy a tax therefor.

Language regarding annual reports Title 7 Chap 7§195: A county extension association shall annually present to the University of Maine and the county commissioners its plan of extension work for the ensuing year and a full detailed report of its extension activities for the preceding fiscal year, including a detailed report of its receipts and expenditures from all sources.



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Maine
Cumberland **County**

**Cumberland County
Grants Program**

Funding Year 2025

Applications Due: 4:00 p.m. on November 10, 2023

**Cumberland County
142 Federal Street, Suite 102
Portland, Maine 04101
Tel. 207- 871-8380
Fax 207- 871- 8292**

Cumberland County Grant Funding Criteria

The Board of Commissioners for Cumberland County have established funding criteria for regional agencies, which is more narrowly defined and better meets the needs of Cumberland County Government with the allocation of significant dwindling financial resources. The program priorities and selection criteria are as follows:

Program Priorities:

- Programs that provide a regional benefit and impact.
- Programs that help to reduce the current recidivism rate of the jail.
- Programs that provide a critical safety net for people with either food or shelter.

Selection Criteria for Funding:

Applications will be rated based upon the above mentioned priorities:

1. Regional Impact of the service or activity.
2. Readiness and ability to reduce the recidivism rate of the jail.
3. Critical food and sheltering needs.

Reporting Requirements:

Twice a year recipients of County funds will need to report how the funds were used. Failure to report, could potentially impact future year's awards.

Selection Criteria:

Applications will be rated and ranked on the basis of their responses to the application elements.

- | | |
|----------------------------|-----------|
| 1. Project Description | 10 points |
| 2. Need for the project | 25 points |
| 3. Project management | 10 points |
| 4. Readiness to proceed | 15 points |
| 5. Project budget | 15 points |
| 6. Need for County Funds | 20 points |
| 7. Implementation schedule | 5 points |

Submission:

Email in a PDF format to: gailey@cumberlandcounty.org



Maine
Cumberland **County**

Community

- Over 12,000 pounds of fresh produce was donated to area food pantries through Maine Harvest for Hunger.
- 306 families at Portland Housing Authority sites received vegetable seeds and seedlings for home gardens.
- 4-Hers raised funds to purchase and donate 1,450 pounds of beef, pork, and lamb to local food pantries.
- Thousands of clients learned gardening and food preservation skills through hands-on and online UMaine educational programming.

[extension.umaine.edu/
cumberland](https://extension.umaine.edu/cumberland)



CUMBERLAND COUNTY 2022-23

Education

UMaine Extension in Cumberland County served over 6,400 county residents in its agriculture, food and nutrition, horticulture, and youth development programs.

Volunteers

Over 360 certified volunteers donated 10,123 hours of service in horticulture, food preservation, and youth development education.



Extension's Unique Value to Cumberland County Residents



For over 100 years, we have served as a unique entity to leverage county, state, and federal funding to conduct community-driven, research-based programs in every Maine county.



UMaine Extension in Cumberland County is the only organization that provides residents with education and resources related to every aspect of the Maine Food System.

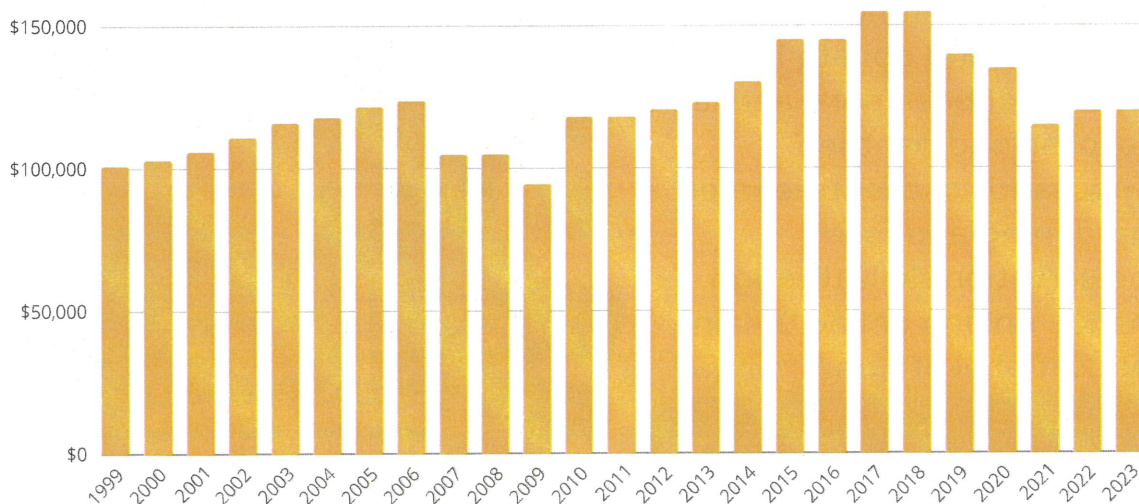


The services and staffing that Cumberland County Grant Funds provide to UMaine Extension are critical to the direct connection and level of effectiveness that we offer to our local community.



Cumberland County Grant Funds account for approximately 10% of the overall budget for our office, with the remaining 90% coming from matching UMaine funds. This provides Cumberland County residents with a significant return on investment for each dollar allocated.

Cumberland County Government Budget Allocation for UMaine Extension Cumberland 1999-2023



Maine
Cumberland **County**

Cumberland County

2025 Grant Program

Application

Project Title: University of Maine Cooperative Extension Cumberland County

Organization: University of Maine Cooperative Extension Cumberland County

Contact Person: Sarah Davenport

Address: 75 Clearwater Drive, Suite 104, Falmouth, ME 04105

Telephone: 207.781.6099

Email: sarah.davenport@maine.edu

Organization's Website: extension.umaine.edu/cumberland/

2023 Funds Received (if applicable): \$60,000

2024 Funds Received (if applicable): \$120,000

2025 Fund Request: \$145,700.08

Total Estimate Cost of Service: \$1,673,404.08

Name of Authorized Official: Valerie Jones

Signature of Authorized Official: Valerie Jones
DocuSigned by:
CAD35EE6FBE144B...

Grant Program Questions:

1. Provide a brief summary (400 words maximum) of the proposed project. - 10 points. Focus your answer on issues such as, but not limited to: What are the services to be provided? Where will they happen? Who's in charge? Who will be served?

The University of Maine Cooperative Extension in Cumberland County provides residents with the resources and expertise of the University of Maine. UMaine Extension improves the lives of people in Cumberland County through educational processes that use research-based knowledge focused on local issues and needs. Extension's ultimate goal is to help people help themselves by having the best information available to make good decisions and to thrive.

UMaine Extension delivers unbiased, research-based information to Cumberland County citizens through direct programming, virtual learning, publications, and special events. We answer questions on a wide array of topics through popular programs such as Master Gardener, 4-H Youth Development, Tractor Safety, Food Safety, Master Food Preserver, Livestock Quality Assurance, community gardening, STEM Education, Expanded Food and Nutrition Education Program (EFNEP), and Communities Central. We help local families improve their lives and the lives of their neighbors by providing evidence-based educational resources they cannot find anywhere else.

UMaine Extension is a three-way partnership (county, state, and federal) that is administered locally through the volunteer-based Cumberland County Extension Association (CCEA) and on the state and federal level by University of Maine and the National Institute of Food and Agriculture at USDA. Extension in Cumberland County leverages its resources by partnering on the local, state, national, and international level.

2. Provide a response to the questions below defining and justifying the need for the activity. - 25 points

a. Convey the magnitude and severity of the issue to be addressed.

In order to best meet the educational needs of the citizens of Cumberland County the following program areas have been prioritized by the Cumberland County Extension Association: Food and Nutrition, 4-H Youth Development, Home Horticulture, and Sustainable Agriculture.

The Food and Nutrition programs strive to address issues of obesity, food insecurity, food safety, and poor dietary intake among all stages of the life cycle. In 2021, 11.5% of Maine people lived in poverty, and in 2020, 10.4% of households experienced food insecurity. In 2020, 31% of Maine adults were obese. The combination of high rates of food insecurity and the complexity of the causes of obesity increases the risk of developing chronic diseases and reducing the quality of life for Maine people. Food Safety and Food Preservation programs educate the public to reduce the risk of foodborne illnesses and build self-sufficiency skills to help people meet their own food needs. According to the Centers for Disease Control (CDC), 1 in 6 people (48 million) in the United States become sick from contaminated food each year, resulting in 128,000 hospitalizations and 3,000 deaths.

The Home Horticulture program administers Maine Harvest for Hunger largely with the help of Master Gardener Volunteers who are doing the essential ground work in their communities by working closely with schools, community gardens, farms, and food pantries. Cumberland County alone has 200 Master Gardener Volunteers, located in every town in the county, with over 45 projects that provide community education, advocate for ecological gardening practices, support school and community gardens, assist individuals with disabilities, and much more. In 2023, UMaine Extension also began offering additional in-depth training programs for home gardeners and for individuals seeking employment in the horticulture field with our Maine Gardener Training and our Maine Horticulture Apprentice training.

The 4-H Youth Development program is available to every youth in every town or city in Cumberland County. Last year, over 90 volunteers reached over 2,000 kids in Cumberland County with workshops and 4-H projects in science, the environment, agriculture, arts, food, and leadership. 4-H utilizes the Essential Elements model as a framework for meeting the positive developmental needs of Cumberland County youth. All youth in Cumberland County need the opportunity to thrive and to develop a sense of belonging, to learn independence, to be generous, and demonstrate mastery of a skill or talent. 4-H fosters these essential characteristics to help mitigate risk factors that exist in our communities.

The Sustainable Agriculture program develops and delivers educational programs and resources for more than 660 farms in Cumberland County, which represent and manage over 50,000 acres of land in the county. Our program conducts research and training for farm managers and is resulting in the implementation of best management practices to enhance soil and water quality. These practices, such as cover cropping and reduced tillage, are proven to enhance the health of the farm systems, and surrounding watersheds. Additionally, the average farm in Cumberland County operated at a financial loss (USDA Census of Agriculture, 2017). UMaine Extension programs are highly focused on economic, environmental, and community sustainability by addressing the production, marketing, business planning, communication, and regulatory components of farming. Support for the farm community is delivered through workshops, web and printed content development, and one-on-one site visits and consultations to enhance the viability of the farm sector in the county.

b. Identify the total number of people affected by the issue.

In Cumberland County, 11% of the population is food insecure (2018).

Obesity rates for adults and high school youth were 27 percent and 11.9 percent, respectively (2016).

Over 2,000 home gardeners connect with us for information and assistance regarding sustainable gardening practices, soil testing information, and pest and plant identification.

The 40,120 school-age youth in Cumberland County are eligible to be part of 4-H. More than 13,000 children here qualify for subsidized school meals and almost 4,000 live daily in poverty; almost 1 in 10 teens do not graduate on time. About 10% of low-income youth

have no health insurance, adding stressors to their lives. Many county elementary schools hover below 40% proficiency in state testing in science (and many county schools do not even test science proficiency at grades 3-5).

668 Cumberland County based farm operations were reported in the 2017 USDA Agricultural Census. This represents over 50,000 acres of managed land. In addition to support for existing farm operations, UMaine Extension in Cumberland County also provides direct support and guidance for an average of 30 aspiring farmers every year.

c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

Food and Nutrition

- The Expanded Food and Nutrition Education Program (EFNEP) provides limited-income youth and families with interactive education in homes, community groups, in schools, and through remote education. Annual behavior change data for FY22 in Cumberland County confirms that of the 81 adult graduates (representing 107 family members), 94% improved their diet, 86% improved food resource management practices, 60% improved food safety practices and 47% improved physical activity behaviors. Of the 149 youth reached, 70% graduated from the program, 62% of youth improved physical activity practices, 83% improved their nutrition knowledge and 54% improved food safety practices.
- In an effort to provide the safest food possible to the 178,000 people who rely on food pantries and meal service programs, UMaine Extension provides Cooking for Crowds: Food Safety Training for Volunteers to teach best practices to reduce the risk for foodborne illness. Over 210 people representing 45 partners who are responsible for feeding over 425,000 meals each week are trained each year.
- UMaine Extension provides ServSafe® Certified Food Protection Manager courses and exams to build a skilled and knowledgeable workforce to support Maine's robust food economy.
- Staff and Master Food Preserver volunteers delivered in-person food preservation workshops and events that reached nearly 1,200 people throughout the state at food festivals, farmers markets, adult education facilities, libraries, farms, and agricultural fairs.
- UMaine Extension continued delivery of food preservation education via webinar format to meet the needs of veteran (35%), intermediate (18%), and beginner (47%) home food preservers. Webinar topics coincided with the Maine growing climate and featured a demonstration of the food preservation topic, pre-recorded instructional videos, and a Q & A session. Over 250 people, representing 15 counties in Maine, 11 states, and 4 countries attended at least one of the six Preserving the Maine Harvest webinars offered.

4-H Positive Youth Development

- 4-H educational programming reached a total of 2,235 youth last year from every town in Cumberland County.
- Cumberland County 4-H recruited and trained five college interns and 9 Teen Teachers who then provided 156 hours of teaching for 312 grade school youth about emerging genetic

technologies (eDNA). 4-H volunteers and staff trained and mentored 32 youth to be club officers, six teen council members, three true leaders in equity, and 66 climate change leaders.

- Cumberland County 4-H enrolled 134 youth in 4-H Animal Science projects; 104 youth showed or sold their animals at the Cumberland Fair earning more than \$50,000 in sales at an auction.
- During the Spring 2023 semester, 4-H Medical Club Students from Portland High School volunteered at Rowe Elementary's "Family Fun Nights" designed to provide a safe and playful environment for youth and their families who experienced housing insecurity and lived in nearby hotels. Over the course of three of these after school events, two 4-H staff, five high school 4-H club members, and one college 4-H intern volunteered to facilitate games, give out prizes, and play with the approximately fifty youth and adults who participated.
- 80 certified 4-H volunteers were involved with projects and provided over 2,000 hours of service. 4-H volunteers' projects included serving as club leaders, volunteering at countywide events, and serving on volunteer committees.
- Cumberland County 4-H hosted UMaine 4-H in the Portland Pride Parade. 67 youth and adults marched in the parade or helped plan the 4-H Pride event.

Home Horticulture

- Two hundred Master Gardener Volunteers were involved with 45 projects and provided about 4,500 hours of service to the community. Projects included Maine Harvest for Hunger, creating educational resources, writing articles, leading workshops, and much more. The volunteer service provided is valued at \$143,100.
- Improved food security through production, donation and/or gleaning of garden and farm produce by increasing the number of home gardeners, Master Gardener Volunteers, and local businesses growing and donating produce for the Maine Harvest for Hunger program (over 12,000 pounds of fresh produce were donated in Cumberland County last year).
- Provided technical support for home and community gardeners so they can grow their own food for themselves and their families.
- Provided 220 vegetable seeds packets and 800 seedlings, and guidance on growing vegetable gardens, to 306 residents across six Portland Housing Authority sites.
- Launched the Maine Horticulture Apprentice to supply learners with a foundational horticulture education suitable for skilled entry-level positions in the horticulture industry. 8 Cumberland County completed this training, and we partnered with the Portland Arts and Technology High School (PATHS) to offer the Maine Horticulture Apprentice Training to six of their horticulture students.
- Offered open field days at our demonstration gardens at Tidewater Farm in Falmouth, and welcomed new visitors to the gardens.

Sustainable Agriculture

- Soil Health and Fertility/ Water Quality: 59 individuals received soil health and fertility recommendations to guide financially viable approaches to appropriate fertilization of crops and enhancement of overall soil health. 176 people participated in workshops and conferences on this topic. These recommendations lead to reduced erosion and nutrient contamination to our watersheds.

- Organized the Northeast Cover Crop Council to bring regional specialists, industry representatives and farmers to Portland to discuss current research and approaches for enhancing soil, farm productivity, and water quality.
- Supported 18 beginning and prospective farmers to understand the realities of farming, access resources to help launch farm businesses, and to connect with various service provider specialists to support all aspects of their production and business goals.
- Farm and Tractor Safety: 74 individuals, including 32 youth, 15 veterans, and 16 New Americans, gained skills in farm safety, tractor safety, and safe tractor operation. 1 participant earned a U.S. Department of Labor recognized certificate allowing him to work on non-family members farms, creating a job opportunity for him, and alleviating the farm labor shortage. Additionally, our team [developed a 3-part video series](#) on selecting equipment, tractors, and implements for efficiency, ergonomics, and safety.
- Maple Production: 131 participants, including 13 youth, learned about maple syrup production for beginners, climate impacts on the maple industry, and quality control for maple producers. Youth were exposed to the industry with a focus on career pathway opportunities and the many facets of the industry from business, forestry, food production and safety, marketing, etc. This included a workshop and hands-on class with the Portland Arts and Technical High School (PATHS) to set up maple tubing for enhancing their maple sap collection.

d. How many people or households will be served by the project?

In 2022, our programs were available to all citizens of Cumberland County and these programs directly served 10,633 residents. Our office is open to the public five days per week and accessible for both walk-ins and appointments. We regularly evaluate and expand our efforts to reach underserved audiences. We frequently partner with our network of trained volunteers, as well as rely on our well-established relationships with individuals, businesses, schools, and service organizations to expand the reach of our UMaine Extension educational programming.

3. Provide a response to the three questions concerning management of the proposed activity – 10 points

a. Define *who* will manage the grant funded project and *how* they will manage it.

The management of the grant-funded project is conducted by the Cumberland County Extension Association (CCEA) in partnership with the University of Maine System. This partnership is laid out in the County Extension Act (Title 7, Chapter 7 of the Maine Revised Statutes, §191–§195): For the purpose of carrying out this chapter, there may be created in each county or combination of two counties within the State an organization known as a “county extension association,” and its services available to all residents of a county. The CCEA is made up of local residents who understand the needs of Cumberland County citizens. The University of Maine System assists the CCEA in managing the programs by providing important administrative tasks such as HR, payroll, supervision, and more.

b. Explain the experience of the applicant in undertaking projects of similar complexity.

The University of Maine Cooperative Extension has over 100 years of experience in Cumberland County in identifying community needs, creating programs to meet those needs, and effectively managing taxpayer resources in the process. The CCEA has a vetting process and bylaws to guide membership in wise decision making and to formalize legal requirements.

c. Describe efforts undertaken or planned to obtain non-County funds, to diminish future reliance on Cumberland County funds and continue the program without County program funds.

The majority of funds that are used to support and deliver the educational, research, and outreach programs through Cumberland County Extension are not county-funded, but are provided through the University of Maine in the form of general State-derived budgeting support, Federal funds, grants, contracts, revenue, and gifts. The University of Maine Cooperative Extension allocated \$1,527,703 of its total statewide operating budget (for FY 2022) of \$21,139,165 to operate the Cumberland County Extension Office, approximately 7% of the overall Extension budget. These funds cover the majority of support for the UMaine faculty, professionals, and paraprofessionals in the Cumberland County office, and include prorated administrative support.

In addition, UMaine Extension recently received grant funding from the USDA National Institute of Food and Agriculture to support the development of programs to connect youth to careers in food systems. \$10,000 of that grant funding has been earmarked to offset the salary of a Cumberland county-based support staff member.

4. Demonstrate that the project is ready to proceed – 15 points

Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking. Describe any existing and/or potential impediments to project initiation.

In the over 100-year history of the University of Maine Cooperative Extension, we have maintained county-level presence throughout the state. UMaine Extension in Cumberland County has a secure office location, support staff, several program-specific educators, and an extensive following of clients. Each year we collaborate with a wide variety of community partners including libraries, research centers, public schools, local businesses, and area non-profits to increase the reach and efficacy of our programs. With over 2,200 Facebook followers for our county office page, in addition to the statewide social media and webpage presence, and our extensive contact lists of community members who are interested in our programming, we have several established marketing channels for programming outreach. The success of past and current projects gives us full confidence in our ability to continue to be a resource that imparts positive impacts for the residents of the county.

6. Provide a response to the three questions demonstrating the need for County program funds - 20 points

a. Why are County funds critical for the commencement and ultimate success of the project?

The county funds provide a critical component to the UMaine Extension three-way partnership by funding the operation of a local office and support staff to help conduct the programming. Without a local office and support staff, the faculty and educators for UMaine would lose the local connection to Cumberland County and the ability to meet local needs would be significantly reduced.

b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

Yes. The University of Maine Cooperation staff and administration, with support from the University of Maine System, will continue to seek funding support through grants, contracts, gifts, and appropriation increases in State and Federal funds to supplement Cumberland County grant funds.

c. What is the impact on the project if County funds are not received or if only partial County funds are received?

Because the partnership with UMaine and USDA is legislated, the local UMaine Cooperative Extension would not exist in Cumberland County without the county funds to support operation of a local office. Additionally, UMaine would not provide \$824,162 in local salaries.

d. If your program or project has been funded by County funds in the past, describe the outcomes and performance of the prior grant funding: How many people did you serve? Did you meet your goals? How would further funding impact the program?

Our office has received County funds, as outlined through the County Extension Act, for many years. In 2022, the most recent year for which complete participant numbers are available, UMaine Extension in Cumberland County provided direct service to 10,633 people.

As we have continued to pivot out of the COVID-19 pandemic era, we have resumed in-person educational programs as well as continued offering some of the virtual programs that began during the pandemic. Maintaining both online and in-person access has allowed us to expand the audience for Extension's educational programming. UMaine Extension services are available to all Cumberland County residents through our public office, staff outreach at a variety of community sites, educational programs offered throughout the county, and timely responses to phone and email inquiries.

UMaine Extension in Cumberland County continues to meet its goals by providing educational programs and outreach that are research-based. These programs and services are provided in partnership with local, state, and federal stakeholders.

Further funding will impact the program by continuing the ongoing needs assessment, educational outreach, research, volunteer management, and community-based programming that has been the hallmark of UMaine Extension for over 100 years in Cumberland County.

7. Implementation schedule for project. - 5 points

Our programs will be implemented in accordance with our established programmatic calendar to meet the prioritized needs of the citizens of Cumberland County in the areas identified above. We have an existing infrastructure of developed educational programs and resources that are readily available via ongoing public programs, volunteer efforts, and 24/7 via the internet. Our programs are implemented each day, month, and season of the year. Our schedule of public programs can be found on our website, and to date over 1900 individuals have registered to receive monthly email newsletters with information about our public programs.

Type of Funding	Match Amount	Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. ¹	If no, please outline and attach future steps to secure match. ²
Cash	Agency Cash	\$931,474	University of Maine	Total expense by local staff (salary, benefits, travel, building expenses, programming expense, etc.)	Yes / No	
	Other Cash	\$10,000	USDA	Grant funding allotted for support staff salary.	Yes / No	
	Other Cash	\$			Yes / No	
In-Kind/ Donation	Agency In-Kind & Donation	\$596,229	University of Maine	Prorated Support from UMaine (administrative, marketing, lab diagnostics, etc.)	Yes / No	
	Other In-Kind & Donation	\$			Yes / No	
	Other In-Kind & Donation	\$			Yes / No	
TOTAL MATCH						
					\$1,537,703	

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Appendix A: Budget

<u>Grant Programs</u>				
Cost Category	County Funds	Agency Funds	Other Funds	Total
Equipment	\$1,500	\$4,425		\$5,925
Materials/Supplies	\$11,150	\$44,548		\$55,698
Operations	\$3,580	\$8,877		\$12,457
Salaries	\$107,470.08	\$824,162	\$10,000	\$941,632.08
Fringe	\$0	\$0		\$0
Transportation	\$0	\$32,135		\$32,135
Consultants	\$0	\$0		\$0
Space/Rent	\$22,000	\$17,327		\$39,327
Project Management	\$0	\$596,229 (Prorated UMaine Statewide Staff Support)		\$596,229
Other – 1)				
Other – 2)				
Total Costs	\$145,700.08	\$1,527,703	\$10,000	\$1,683,403.08

Provide the basis for determination of budget amounts:

Determination of budget amounts for salaries & benefits is based on contractual obligations through the University of Maine for all UMaine Extension employees. Transportation is a UMaine designated amount. The Rent & Space category includes custodial services which are contracted through UMaine and has gone through their strict bidding process to find the most cost-effective solution. Office supplies, equipment, and other Materials/Supplies and Operations costs are determined by past usage and expected levels for FY 2025 and have been adjusted to account for rising inflation while keeping in mind the County Commissioners' desire to manage expenses responsibly.

FINANCIAL SUPPORT

University of Maine Cooperative Extension Support for Cumberland County

Without statewide support, UMaine Extension would not be present in your county. Funds for projects are provided through the University of Maine, Federal Formula Funds, grants, contracts, and fees. Dollars from other sources support salaries and benefits for Extension specialists, county educators, Extension administration, computer equipment and networking, publications, postage, telephone, and travel.

Statewide Extension Funding

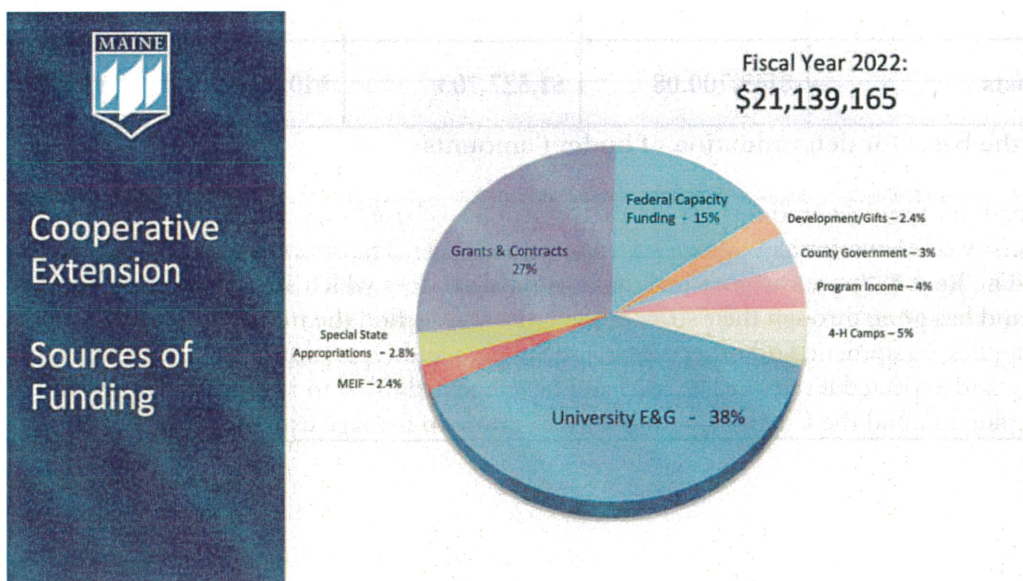
As a unique partnership among federal, state and county governments, UMaine Extension uses funding from Maine counties and the University to match and leverage support from the United States Department of Agriculture, other federal grantors, state agencies and private foundations. Each county UMaine Extension office is also part of a statewide organization and the national Extension system.

This pie graph illustrates the financial resources for programs offered, supported and managed out of the Cumberland County office. Each year, Cumberland county tax dollars support the UMaine extension with physical office space, support staff salaries, office supplies, equipment and some programming expenses.

Cumberland County	2022
Local Salaries and Benefits	\$824,162
Prorated Support from UMaine*	\$577,300
Computer Equipment and Networking	\$4,425
Statewide Animal Diagnostic Lab	\$18,929
Marketing, Publications, Video	\$769
Local Programming Supplies & Expenses	\$44,548
Postage	\$1,443
Annual Building Support	\$17,327
Telephone	\$6,665
Travel	\$32,135
TOTAL	\$1,527,704

** Prorated support from UMaine reflects travel, postage, telephone, computer equipment & networking, salaries & benefits for administrative and state-wide staff.*

Statewide Funding Levels by Source - 2022



1) Documentation demonstrating secured match from USDA

**United States Department of Agriculture
National Institute of Food and Agriculture
AWARD FACE SHEET**

1. Award No. 2023-69018-39175	2. Amendment No.	3. Proposal Number 2022-08341	4. Period of Performance 05/01/2023 through 04/30/2028	5. Type of Instrument Grant	
6. Type of Action New Continuation	7. CFDA Number 10.310	8. FAIN 20236901839175		9. Method of Payment ASAP 69018391756901822000	10. CRIS Number 1029904
11. Authority: 7 U.S.C. 450i(b), Section 7406 of FCEA of 2008, P.L. 110-246, AFRI					
12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA 805 Pennsylvania Ave Kansas City, MO 64105			13. Awardee Organization UNIVERSITY OF MAINE SYSTEM DBA: RESEARCH & SPONSORED PROGRAM ORONO, ME 04469-5717		
14. Program Point of Contact: Maurice Smith Telephone: 816-518-1754 maurice.smith2@usda.gov		Administrative Point of Contact: Nakisha Arthur Telephone: 240-910-6845 nakisha.arthur@usda.gov		15. Project Director/Performing Organization Mitchell Mason University of Maine System acting through the Univ. of Maine Falmouth, ME 04105-1455	
16. Funding:			17. Funds Chargeable		
	<u>Federal</u>	<u>Non-Federal</u>	<u>FY-TAS- FDC</u>	<u>Amount</u>	<u>FY-TAS-FDC</u> <u>Amount</u>
Previous Total	\$0.00	\$0.00	22-12X1500-69018	\$1,154,323.00	
+ or -	\$1,154,323.00	\$0.00			
Total	\$1,154,323.00	\$0.00			
Grand Total	\$1,154,323.00				

18. Title of Proposal
Oh YEA! 4-H Grows True Leaders

PROVISIONS

This Award incorporates the following:

- The Project Director is required to attend the annual Project Director's workshop/conference as stipulated in the RFA.
- Contingent upon the availability of funds and the satisfactory progress of this project, NIFA intends to continue support at approximately the following levels: FY 24 in the amount of \$1,302,724; FY 25 in the amount of \$1,321,920; FY 26 in the amount of \$1,346,734; and FY 27 in the amount of \$1,372,296.
- The organization's approved negotiated rate(s) result in the lesser indirect cost dollars for this project and is therefore the rate(s) that must be used when charging indirect costs under this award.
- Pursuant to 2 CFR 200.332, pass-through entities must appropriately monitor subrecipient activities and must convey the requirements of the Federal grant as well as any additional requirements imposed by the pass-through entity. NIFA reserves the right to request and review subaward budget information during or after the Period of Performance of this award. Form AD-1048 or other NIFA approved format must be completed by the approved subawardee(s) and returned to the recipient for retention in the official award file. It is not necessary to send a copy to NIFA. (<https://www.ocio.usda.gov/document/ad-1048>)
- The referenced proposal and any revision thereto - incorporated by reference
- Research Terms and Conditions and USDA/NIFA Agency-Specific Terms and Conditions (May 2022) at <http://nifa.usda.gov/terms-and-conditions>.
- General Provisions found in Title 2: 2 CFR Part 400; 2 CFR Part 415; 2 CFR Part 416; 2 CFR Part 418; 2 CFR Part 422; and, Title 7: 7 CFR Part 3430 - all incorporated by reference and found at https://www.nsf.gov/bfa/dias/policy/fedrtc/rtoverlay_nov20.pdf.
- The Approved Award Budget
- NIFA Project Initiation Documents - incorporated by reference
- Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits indirect costs for the OVERALL award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant or the grantee's Federally Negotiated Rate, whichever is less. The cap applies to the prime recipient and all sub-awardees. Please be aware that when IDC for the recipient and all sub-awardees are totaled, they must not exceed 30% of the TFFA. Be advised that the prime recipient is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded when combining indirect costs for the Federal portion (i.e., prime and subawardee(s)) and any applicable cost-sharing (see 7 CFR 3430.52(b)). Amounts exceeding the maximum allowable indirect cost is considered unallowable. See sections 408 and 410 of 2 CFR 200. The Terms and Conditions allow the Authorized Representative of the prime recipient organization to make the budget changes without notifying NIFA.

FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE

This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.

Typed Name Alicia Pearson Authorized Departmental Officer	Signature ALICIA.PEARSON	Date 01/31/2023
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**United States Department of Agriculture
National Institute of Food and Agriculture
AWARD FACE SHEET**

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Oh YEA! 4-H Grows True Leaders

PROVISIONS

- 11. Colleges/Universities/Institutions of Higher Education Only: The negotiated rate(s) for F&A/IDC costs in effect at the time this award was approved is the F&A/IDC rate(s) that must be used for the life of this award.
- 12. Failure to submit complete, accurate, and timely reports may result in possible award delays or enforcement actions. Federal Financial SF-425 forms are to be sent to awards@usda.gov. Project progress reports are to be completed in the REEport portal located at <https://portal.nifa.usda.gov>. Questions regarding access to REEport should be directed to electronic@usda.gov. Additional information regarding grant management and closeout can be found at: <https://nifa.usda.gov/manage-grant> and <https://nifa.usda.gov/close-grant>.
- 13. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown of funds signifies acceptance of award terms and conditions and should commence in a timely manner within the award period. Inquiries regarding ASAP Payment Accounts should be directed to the Financial Management Division at asapcustomerservice@usda.gov.
- 14. Prohibition against using funds under Grants and Cooperative Agreements with entities that require certain internal confidentiality agreements are referenced at <https://nifa.usda.gov/prohibition-confidentiality-agreements>
- 15. Modification of Article 9.B.b. of NIFA Agency Specific Terms and Conditions - Annual Progress Report must be electronically submitted through the REEport portal located at <https://portal.nifa.usda.gov> no earlier than 90 days PRIOR to the anniversary date, i.e., current start date of the award. Untimely submission of these reports may delay processing of a subsequent award and failure to submit these reports will likely result in the restriction of the funding increment.

Co-Project Director(s):

Sarah L. Kleinman (The University of Vermont and State Agricultural College), Jennifer Lobleby (University of Maine System acting through Univ. of Maine), Kristy L Ouellette (University of Maine)

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Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-103

Agenda Date: 12/11/2023

Agenda Item Request:

Authorization for the County Manager to renew the contract between Cumberland County and Trinity Services for Inmate Food Services for the amount based on the proposed sliding scale for calendar year 2024.

Background and Purpose of Request:

Requestor: Major Tim Kortez, Jail Administrator

Trinity Services Group, Inc., has provided the Cumberland County Jail for approximately 4 years. We have been satisfied with the access and delivery of products to include customer support for the purchasing of food, paper and cleaning supplies meeting Correctional Standards. Trinity is the sole provider for this type of services for Correctional Facilities. Their contract proposal shows a 6% increase however the U.S. Department of Agriculture is forecasting an 8% increase in grocery costs this year. The low offender population numbers have been the major contributor allowing the jail to stay under this budget.

Presentation: No

Funding Amount and Source:

Food and Groceries line item 11-111-0607-6903

Effective Date if Applicable:

Type Text



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

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Presentation: No

Funding Amount and Source:

Food and Groceries line item 11-111-0607-6903

Effective Date if Applicable:

Type Text



Cumberland County Sheriff's Department
Attn: Major Timothy Kortez
50 County Way
Portland, Maine 04102

November 14, 2023

RE: Food Service Agreement

Dear Major Kortez:

It continues to be an honor and a privilege to provide inmate food services at the Cumberland County Sheriff's Department. As you are aware the contract renewal date of December 2022 is approaching. The most recent data shows an increase of 6%. Trinity will also continue that any milk purchased above and beyond the required amount on the menu be reimbursed at cost during lockdowns etc...

If this meets with your approval, please indicate such by signing below. Of course, please let me know if you have any questions.

Trinity sincerely appreciates the opportunity to serve the Cumberland County Sheriff's Department. Thank you for your business. We will always strive to exceed our client's expectations and I urge you to call me if you ever have any questions or concerns regarding the food services we provide.

Very truly yours,

Frank Tracey
District Manager
(774) 242-1584

Frank.Tracey@TrinityServicesGroup.com

Approved:

By: _____

Date: _____



TRINITY SERVICES
GROUP, INC.

Trinity Services Group
Cumberland County
Scale Pricing
12/15/23 thru 12/14/24

Inmate Population Sliding Scale

FROM		TO	PRICE
185	-	204	\$2.114
205	-	224	\$2.009
225	-	244	\$1.921
245	-	264	\$1.849
265	-	284	\$1.790
285	-	304	\$1.735
305	-	324	\$1.690
325	-	344	\$1.650
345	-	364	\$1.615
365	-	384	\$1.582
385	-	404	\$1.565
405	-	424	\$1.544
425	-	444	\$1.538
445	-	464	\$1.529
465	-	484	\$1.526
485	-	504	\$1.477
505	-	524	\$1.463
525	-	544	\$1.457
545	-	564	\$1.454
565	-	584	\$1.447
585	-	And over	\$1.444

Expenditure category	Relative importance Aug. 2023	Unadjusted percent change Sep. 2022-Sep. 2023	Twelve Month		Largest (L) or Smallest (S) unadjusted change since: (3)	
			Unadjusted effect on All Items Sep. 2022-Sep. 2023(1)	Standard error, median price change(2)	Date	Percent change
Other foods	1.782	4.0	0.071	0.49	L-Jul. 2023	4.7
Soups	0.108	-0.9	-0.001	2.49	S-Apr. 2021	-1.1
Frozen and freeze dried prepared foods	0.271	2.9	0.008	1.18	L-Jul. 2023	3.9
Snacks	0.374	4.1	0.015	1.08	L-Jun. 2023	4.4
Spices, seasonings, condiments, sauces	0.361	5.3	0.019	0.88	S-Feb. 2022	5.3
Salt and other seasonings and spices(4)(5)		3.4		1.57	L-Jun. 2023	4.3
Olives, pickles, relishes(4)(5)		4.2		1.92	L-Jul. 2023	8.5
Sauces and gravies(4)(5)		6.7		1.85	-	-
Other condiments(5)		6.2		2.25	S-Nov. 2022	5.2
Baby food and formula(4)	0.038	9.2	0.004	1.74	L-May 2023	10.1
Other miscellaneous foods(4)	0.629	4.3	0.027	0.87	L-Jul. 2023	5.0
Prepared salads(6)(5)		1.3		1.97	L-Jul. 2023	1.9
Food away from home	4.813	6.0	0.290	0.41	S-Dec. 2021	6.0
Full service meals and snacks(4)	2.298	5.1	0.118	0.46	S-Aug. 2021	4.9
Limited service meals and snacks(4)	2.243	6.4	0.146	0.44	S-Jun. 2021	6.2
Food at employee sites and schools(4)	0.075	9.1	0.007	8.16	S-Jul. 2022	-13.9
Food at elementary and secondary schools(7)(5)				67.80	-	-
Food from vending machines and mobile vendors(4)	0.026	16.0	0.005	1.67	L-Mar. 2023	16.2
Other food away from home(4)	0.170	8.6	0.014	0.74	L-EVER	-
Energy	7.162	-0.5	-0.073	0.49	L-Feb. 2023	5.2
Energy commodities	3.888	2.2	0.046	0.51	L-Jan. 2023	2.8
Fuel oil and other fuels	0.183	-5.6	-0.012	1.65	L-Feb. 2023	5.7
Fuel oil	0.125	-5.1	-0.007	2.30	L-Feb. 2023	9.2
Propane, kerosene, and firewood(8)	0.057	-6.9	-0.004	1.75	S-Jul. 2023	-8.3
Motor fuel	3.705	2.7	0.058	0.54	L-Nov. 2022	10.8
Gasoline (all types)	3.616	3.0	0.066	0.55	L-Nov. 2022	10.1
Gasoline, unleaded regular(5)		3.0		0.88	L-Nov. 2022	9.8
Gasoline, unleaded midgrade(9)(5)		3.4		0.96	L-Nov. 2022	10.7
Gasoline, unleaded premium(5)		3.0		0.95	L-Nov. 2022	12.4
Other motor fuels(4)	0.089	-8.1	-0.008	0.77	L-Feb. 2023	16.5
Energy services	3.274	-3.3	-0.120	0.83	S-Mar. 2016	-3.3
Electricity	2.552	2.6	0.066	1.16	L-Jul. 2023	3.0
Utility (piped) gas service	0.722	-19.9	-0.185	1.15	S-Oct. 2009	-24.0
All items less food and energy	79.457	4.1	3.275	0.13	S-Sep. 2021	4.0
Commodities less food and energy commodities	21.117	0.0	0.014	0.22	S-Jul. 2020	-0.5
Household furnishings and supplies(10)	4.291	0.9	0.040	0.58	S-May 2020	0.9
Window and floor coverings and other linens(4)	0.306	-1.3	-0.004	2.38	S-Apr. 2021	-2.1
Floor coverings(4)	0.083	-0.4	0.000	3.67	S-Apr. 2021	-1.4
Window coverings(4)	0.076	2.9	0.002	4.81	L-Jun. 2023	3.3
Other linens(4)	0.148	-3.6	-0.006	3.57	S-Feb. 2021	-4.0
Furniture and bedding	1.123	-5.4	-0.060	1.48	S-Jun. 2010	-5.4
Bedroom furniture	0.372	-2.0	-0.007	1.94	S-Feb. 2021	-3.0
Living room, kitchen, and dining room furniture(4)	0.550	-6.6	-0.037	2.32	S-EVER	-

Technical Note

Brief Explanation of the CPI

The Consumer Price Index (CPI) measures the change in prices paid by consumers for goods and services. The CPI reflects spending patterns for each of two population groups: all urban consumers and urban wage earners and clerical workers. The all urban consumer group represents about 93 percent of the total U.S. population. It is based on the expenditures of almost all residents of urban or metropolitan areas, including professionals, the self-employed, the poor, the unemployed, and retired people, as well as urban wage earners and clerical workers. Not included in the CPI are the spending patterns of people living in rural nonmetropolitan areas, farming families, people in the Armed Forces, and those in institutions, such as prisons and mental hospitals. Consumer inflation for all urban consumers is measured by two indexes, namely, the Consumer Price Index for All Urban Consumers (CPI-U) and the Chained Consumer Price Index for All Urban Consumers (C-CPI-U). The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is based on the expenditures of households included in the CPI-U definition that meet two requirements: more than one-half of the household's income must come from clerical or wage occupations, and at least one of the household's earners must have been employed for at least 37 weeks during the previous 12 months. The CPI-W population represents about 29 percent of the total U.S. population and is a subset of the CPI-U population.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation, doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected each month in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments (department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments). All taxes directly associated with the purchase and use of items are included in the index. Prices of fuels and a few other items are obtained every month in all 75 locations. Prices of most other commodities and services are collected every month in the three largest geographic areas and every other month in other areas. Prices of most goods and services are obtained by personal visit, telephone call, web, or app collection by the Bureau's trained representatives.

In calculating the index, price changes for the various items in each location are aggregated using weights, which represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. For the CPI-U and CPI-W, separate indexes are also published by size of city, by region of the country, for cross-classifications of regions and population-size classes, and for 23 selected local areas. Area indexes do not measure differences in the level of prices among cities; they only measure the average change in prices for each area since the base period. For the C-CPI-U, data are issued only at the national level. The CPI-U and CPI-W are considered final when released, but the C-CPI-U is issued in preliminary form and subject to three subsequent quarterly revisions.

The index measures price change from a designed reference date. For most of the CPI-U and the CPI-W, the reference base is 1982-84 equals 100. The reference base for the C-CPI-U is December 1999 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107.

Sampling Error in the CPI

The CPI is a statistical estimate that is subject to sampling error because it is based upon a sample of retail prices and not the complete universe of all prices. BLS calculates and publishes estimates of the 1-month, 2-month, 6-month, and 12-month percent change standard errors annually for the CPI-U. These standard error estimates can be used to construct confidence intervals for hypothesis testing. For example, the estimated standard error of the 1-month percent change is 0.03 percent for the U.S. all items CPI. This means that if we repeatedly sample from the universe of all retail prices using the same methodology, and estimate a percentage change for each sample, then 95 percent of these estimates will be within 0.06 percent of the 1-month percentage change based on all retail prices. For example, for a 1-month change of 0.2 percent in the all items CPI-U, we are 95 percent confident that the actual percent change based on all retail prices would fall between 0.14 and 0.26 percent. For the latest data, including information on how to use the estimates of standard error, see www.bls.gov/cpi/tables/variance-estimates/home.htm.

Calculating Index Changes

Movements of the indexes from 1 month to another are usually expressed as percent changes rather than changes in index points, because index point changes are affected by the level of the index in relation to its base period, while percent changes are not. The following table shows an example of using index values to calculate percent changes:

	Item A	Item B	Item C
Year I	112.500	225.000	110.000
Year II	121.500	243.000	128.000
Change in index points	9.000	18.000	18.000
Percent change	$9.0/112.500 \times 100 = 8.0$	$18.0/225.000 \times 100 = 8.0$	$18.0/110.000 \times 100 = 16.4$

Use of Seasonally Adjusted and Unadjusted Data

The Consumer Price Index (CPI) produces both unadjusted and seasonally adjusted data. Seasonally adjusted data are computed using seasonal factors derived by the X-13ARIMA-SEATS seasonal adjustment method. These factors are updated each February, and the new factors are used to revise the previous 5 years of seasonally adjusted data. The factors are available at www.bls.gov/cpi/tables/seasonal-adjustment/seasonal-factors-2022.xlsx. For more

Information on data revision scheduling, please see the Factsheet on Seasonal Adjustment at www.bls.gov/cpi/seasonal-adjustment/questions-and-answers.htm and the Timeline of Seasonal Adjustment Methodological Changes at www.bls.gov/cpi/seasonal-adjustment/timeline-seasonal-adjustment-methodology-changes.htm.

For analyzing short-term price trends in the economy, seasonally adjusted changes are usually preferred since they eliminate the effect of changes that normally occur at the same time and in about the same magnitude every year—such as price movements resulting from weather events, production cycles, model changeovers, holidays, and sales. This allows data users to focus on changes that are not typical for the time of year. The unadjusted data are of primary interest to consumers concerned about the prices they actually pay. Unadjusted data are also used extensively for escalation purposes. Many collective bargaining contract agreements and pension plans, for example, tie compensation changes to the Consumer Price Index before adjustment for seasonal variation. BLS advises against the use of seasonally adjusted data in escalation agreements because seasonally adjusted series are revised annually.

Intervention Analysis

The Bureau of Labor Statistics uses intervention analysis seasonal adjustment (IASA) for some CPI series. Sometimes extreme values or sharp movements can distort the underlying seasonal pattern of price change. Intervention analysis seasonal adjustment is a process by which the distortions caused by such unusual events are estimated and removed from the data prior to calculation of seasonal factors. The resulting seasonal factors, which more accurately represent the seasonal pattern, are then applied to the unadjusted data.

For example, this procedure was used for the motor fuel series to offset the effects of the 2009 return to normal pricing after the worldwide economic downturn in 2008. Retaining this outlier data during seasonal factor calculation would distort the computation of the seasonal portion of the time series data for motor fuel, so it was estimated and removed from the data prior to seasonal adjustment. Following that, seasonal factors were calculated based on this "prior adjusted" data. These seasonal factors represent a clearer picture of the seasonal pattern in the data. The last step is for motor fuel seasonal factors to be applied to the unadjusted data.

For the seasonal factors introduced for January 2022, BLS adjusted 72 series using intervention analysis seasonal adjustment, including selected food and beverage items, motor fuels, electricity, and vehicles.

Revision of Seasonally Adjusted Indexes

Seasonally adjusted data, including the U.S. city average all items index levels, are subject to revision for up to 5 years after their original release. Every year, economists in the CPI calculate new seasonal factors for seasonally adjusted series and apply them to the last 5 years of data. Seasonally adjusted indexes beyond the last 5 years of data are considered to be final and not subject to revision. For January 2022, revised seasonal factors and seasonally adjusted indexes for 2017 to 2021 were calculated and published. For series which are directly adjusted using the Census X-13ARIMA-SEATS seasonal adjustment software, the seasonal factors for 2021 will be applied to data for 2022 to produce the seasonally adjusted 2022 indexes. Series which are indirectly seasonally adjusted by summing seasonally adjusted component series have seasonal factors which are derived and are therefore not available in advance.

Determining Seasonal Status

Each year the seasonal status of every series is reevaluated based upon certain statistical criteria. Using these criteria, BLS economists determine whether a series should change its status from "not seasonally adjusted" to "seasonally adjusted", or vice versa. If any of the 81 components of the U.S. city average all items index change their seasonal adjustment status from seasonally adjusted to not seasonally adjusted, not seasonally adjusted data will be used in the aggregation of the dependent series for the last 5 years, but the seasonally adjusted indexes before that period will not be changed. For 2022, 22 of the 81 components of the U.S. city average all items index are seasonally adjusted.

Contact Information

For additional information about the CPI visit www.bls.gov/cpi or contact the CPI Information and Analysis Section at 202-691-7000 or cpi_info@bls.gov.

For additional information on seasonal adjustment in the CPI visit www.bls.gov/cpi/seasonal-adjustment/home.htm or contact the CPI seasonal adjustment section at 202-691-6968 or cpiseas@bls.gov.

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, September 2023
[1982-84=100, unless otherwise noted]

Expenditure category	Unadjusted indexes				Unadjusted percent change		Seasonally adjusted percent change		
	Relative importance	Aug. 2022	Aug. 2023	Sep. 2023	Sep. 2022-2023	Aug. 2023-2023	Jun. 2023-Jul. 2023	Jul. 2023-Aug. 2023	Aug. 2023-Sep. 2023
	Aug. 2023	Sep. 2022	Aug. 2023	Sep. 2023	Sep. 2023	Sep. 2023	2023	2023	2023
All items	100.000	296.808	307.026	307.789	3.7	0.2	0.2	0.6	0.4

Footnotes

- (1) Not seasonally adjusted.
- (2) Indexes on a December 1982=100 base.
- (3) Indexes on a December 1996=100 base.



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-104

Agenda Date: 12/11/2023

Agenda Item Request:

Authorization for the County Manager to enter into a contract amendment between Cumberland County and Maine Public Employees Retirement System effective January 1, 2024 to change its plan offered to eligible Cumberland County Communications Association (CCCA) members to Special Plan 2C for future service only as outlined and negotiated in the current CCCA Contract.

Background and Purpose of Request:

Requestor: Dawn Pazmany, Human Resources Employee Relations Coordinator

The Purpose of this request is for the Board of Commissioners to:

- 1) Authorize the Cumberland County Manager to execute the amended agreement between Cumberland County and MainePERS;
- 2) Provide coverage for Cumberland County Communications Association (CCCA) Members who work more than 20 hours per week and who are not seasonal or temporary as defined by the appendix to MainePERS Rule Chapter 802, under Special Plan 2C for service rendered, after December 31, 2023. Service rendered by CCCA Members before January 1, 2024 remain under Regular Plan AC. The current Cumberland County Communications Contract contains language that reflects this change.

Effective Date if Applicable:

January 1, 2024



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-104

Agenda Date: 12/11/2023

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Effective Date if Applicable:

January 1, 2024



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-105

Agenda Date: 12/11/2023

Agenda #:

Agenda Item Request:

Authorization for the County Manager to enter into a contract amendment between Cumberland County and Maine Public Employees Retirement System effective January 1, 2024 to change its plan offered to eligible Teamsters Local 340 Law Enforcement members to Special Plan 3C for future service as outlined and negotiated in the current Teamsters Local 340 Contract.

Background and Purpose of Request:

Requestor: Dawn Pazmany, Human Resources Employee Relations Coordinator

The purpose of this request is for the Board of Commissioners to:

- a) Authorize the County Manager to sign the Amended Agreement between Cumberland County and the Maine Public Employees Retirement System.
- b) Provide Special Plan 3C to its Teamsters Local 340 Law Enforcement members who work more than 20 hours per week and who are not seasonal or temporary for service rendered after December 31, 2023. Service rendered by Law Enforcement members from July 1, 2008 and December 31, 2023 remain under Special Plan 2C and service rendered before July 1, 2003 remains under Regular Plan AC.

Effective Date if Applicable:

January 1, 2024



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-105

Agenda Date: 12/11/2023

Agenda Item Request:

Authorization for the County Manager to enter into a contract amendment between Cumberland County and Maine Public Employees Retirement System effective January 1, 2024 to change its plan offered to eligible Teamsters Local 340 Law Enforcement members to Special Plan 3C for future service as outlined and negotiated in the current Teamsters Local 340 Contract.

Background and Purpose of Request:

Requestor: Dawn Pazmany, Human Resources Employee Relations Coordinator

The purpose of this request is for the Board of Commissioners to:

- a) Authorize the County Manager to sign the Amended Agreement between Cumberland County and the Maine Public Employees Retirement System.
- b) Provide Special Plan 3C to its Teamsters Local 340 Law Enforcement members who work more than 20 hours per week and who are not seasonal or temporary for service rendered after December 31, 2023. Service rendered by Law Enforcement members from July 1, 2008 and December 31, 2023 remain under Special Plan 2C and service rendered before July 1, 2003 remains under Regular Plan AC.

Effective Date if Applicable:

January 1, 2024



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-106

Agenda Date: 12/11/2023

Agenda Item Request:

Remand the proposed 2024/2025 County Manager Budget to the Finance Committee for their review and recommendation.

Background and Purpose of Request:

Requestor: James Gailey, County Manager

In accordance with State Statute and County Charter, I present the County Manager's Proposed 2024/2025 General Fund, Jail and Cross Insurance Arena budget. The attached budget document is comprised of the three individual cost center budgets and shows the tax rate impacts of each. This year's tax rate impact is proposed at 4.86%.

Staff will be presenting this budget to the Commissioners at their December 11, 2023 meeting. It anticipated that the Commissioners will then remand the proposed budget to the Finance Committee for further review and recommendation.

Presentation: Yes

Funding Amount and Source: Various revenue sources and tax rate.

Effective Date if Applicable:



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-106

Agenda Date: 12/11/2023

Agenda Item Request:

Remand the proposed 2024/2025 County Manager Budget to the Finance Committee for their review and recommendation.

Background and Purpose of Request:

Requestor: James Gailey, County Manager

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Staff will be presenting this budget to the Commissioners at their December 11, 2023 meeting. It is anticipated that the Commissioners will then remand the proposed budget to the Finance Committee for further review and recommendation.

Presentation: Yes

Funding Amount and Source: Various revenue sources and tax rate.

Effective Date if Applicable:



**Budget Year 2024-25
Managers Budget**

James H. Gailey, County Manager

December 8, 2023

Dear County Commissioners & Finance Committee,

In accordance with State Statute and County Charter, I present the County Manager’s Proposed 2024/2025 General Fund, Jail and Cross Insurance Arena budgets. This budget is the County’s second fiscal year budget, one year removed from the transition year. This budget document comprises of three separate budgets, all independently structured slightly different.

General Fund (2024/2025 Summary)

General Fund Tax Rate Impact:	2024/25	4.86%
Health Insurance Increase estimated:	2024/25	7% POS Plan C 10% PPO Plan 2500
Non-union Cost of Living Wages:	2024/25	3%
Capital GO Bond:	2024/25	\$0.00
Non-Debt Capital:	2024/25	\$376,600
New Positions in General Fund:	2024/25	1.5 <ul style="list-style-type: none"> • Recruiter (6 months ARPA) • HR Admin (funded through surplus in 2023/2024)
New Services:	2024/25	1 <ul style="list-style-type: none"> • General Asst. Pd. By Contract \$

2024/2025 Budget Year

The 2024/2025 budget process started in late October with departments. Individual department budget reviews were conducted by Deputy Manager Alex Kimball, Finance Director Theresa Grover and myself in late November. The General Fund budget began at 5.24% increase prior to the budget meetings with departments. As a result of those meetings and further work on the budget, the General Fund budget increase is \$1,287,051.00 or 3.45%. The Jail Budget is up 4%, or \$614,226.00 and the Cross Insurance Arena Budget is down \$90,196.00 or -0.24%. Collectively, the three budgets represent a total increase of 4.86% or \$1,811,081.00 over the 2023/2024 budget.

The 2024/2025 budget theme is people. Coming out of the pandemic, a time when people left the workforce either through retirement or by their own accord to find something different in their lives. Across our region hiring quality employees has been extremely difficult. Maine currently has a 2.4% unemployment rate, with two jobs for every one job seeker readily available to them. Competition and strategy are the names of the game to attract employees to the organization. Over the last two years, staff has worked with the County Commissioners to change our processes and enhance the organization's employment packages either through union contract or the non-union personnel policy. With these changes, the organization assumed cost, cost of doing business and it is reflective in the 2024/2025 budget.

Just recently, the Treasury Department revised its rules that now prohibits staffing costs to be paid for past December of 2024. This is a new Rule handed down, one that impacts the County's strategy on incorporating salaries over four years into the budget (Dec 2026), mirroring the time period the County has the ability to spend ARPA funds. This impacts one full-time position, the County's recruiter, a position that has been contributing a significant contribution to the hiring effort. Two positions in Public Health are impacted, but past budgets have planned for the incorporation of Public Health in to the budget and budgeted funds can cover six months of each position. The remaining ARPA funded position, Compliance & Audit Manager, is allowed to be funded through 2026 as this position oversees the ARPA program.

Cumberland County has seen a tremendous amount of growth in its operations over the last few years. Receiving 57M in ARPA funding has allowed a tremendous amount of work to be done not only internal, but external regionwide. Many opportunities were opened up because of these funds. Priorities that had been shelved for years, were able to be made into reality. All of which is a benefit for the region.

The addition of ten employees in the Public Health Department, a new Department started in the fall of 2021 has been a big undertaking. Nine of the ten employees were hired in 2023. The majority of the Public Health staff are covered under a State of Maine DHHS grant that is just over 1M every year for ten years. This past fall, the County began to offer General Assistance Administration to seven towns on a contractual basis. There are more interested towns in the wings waiting for the County to add capacity. In addition to program development over the last year, the County Commissioners authorized staff to pursue the purchase of a 32,000 SF office building in Portland for the relocation of nine departments to the new site. The entire purchase price and internal fit-up of the building will be paid for through

Revenue Loss ARPA funding. It is anticipated that the office will be occupied towards the end of 2024, early 2025.

Needless to say, there have been a lot of moving parts within this budget.

To track these changes, I have attempted to outline them below:

Addition of an Admin in the Human Resources Office. Commissioner approved in August of 2023.

Deputy Manager of Finance & Administration – now Deputy Manager

Deputy Finance Director – now the Director of Finance

Facilities Maintenance Foreman – eliminated and converted to Maintenance Technician

Electrical Division Foreman – moved to Facilities Deputy Director (6-month trial)

Recruiter – funded for 6 months in the 2024-2025 budget due to ARPA restrictions after Dec 2024.

District Attorney Supervisor vacant position – converted to DA Staff Development & Trial Assistant (TA)

District Attorney Victim Witness Advocate/TA – converted to Victim Witness Advocate (dropped TA)

New Administration Building – Estimate Move in January 2025

This budget brings in the recognition of the County’s recent building purchase. The building will qualify for ARPA expenses until such time that we move into the building. The Facilities Department’s budget is carrying the costs of the new building, while also showing the reduction in costs associated with the rented space. The current costs associated with the Pearl Street lease:

2024/2025 Budget for Pearl Street building

Yearly Lease	Estimated 6-month Savings	-\$96,000.00
Parking	Estimated 6-month Savings	-\$17,100.00
Utilities	Estimated 6-mont Savings	-\$ 6,200.00

Annual Cost of New Building vs. Current Pearl Street Building

It is estimated to cost \$12,772 a month for running the new building, or \$153,264 a year (*utilities rate changes could swing this number slightly). The current costs of the Deeds/Regional Assessing building are \$231,500 in lease, utility and parking for 15 employees.

New Revenue from 40 spaces in County Parking Garage +\$79,200 (if all monthly)

- 40 additional parking spaces in County Garage for monthly and hourly parking

Additional Areas of Increases

In addition to the strategies around hiring and retaining that drive this budget, the County has seen increases in other cost centers throughout the departments. Software subscriptions, cyber-security, phone contracts, photocopiers, training opportunities and patrol vehicles, patrol vehicle fit-up and utilities (mainly natural gas).

Comparison Total Expenditures 2023/2024 to 2024/2025

	Adopted 2023/24	Proposed 2024/25	\$ Difference	% Change
County	\$25,770,118.00	\$27,244,848.00	\$1,474,730.00	5.72%
Jail	\$22,405,905.00	\$20,500,570.00	(\$1,905,335.00)	(8.50%)
Arena	\$3,298,703.00	\$3,208,507.00	(\$90,196.00)	(2.73%)
Overall	\$51,474,726.00	\$50,953,925.00	(\$520,801)	(1.01%)
Enterprise	\$14,034,400.00	\$15,992,484.00	\$1,958,084.00	13.95%
Grants	\$1,761,100.00	\$2,785,100.00	\$1,024,000.00	58.15%
Total Exp	\$67,270,226.00	\$69,731,509.00	\$2,461,283.00	3.66%

Total Needs from Taxes

	Adopted 2023/24	Proposed 2024/25	\$ Change	% Change
County	\$18,613,384.00	\$19,900,435.00	\$1,287,051.00	6.91%
Jail	\$15,355,672.00	\$15,969,898.00	\$614,226.00	4.00%
Arena	\$3,298,703.00	\$3,208,507.00	(\$90,196.00)	(2.73%)
Overall	\$37,267,759.00	\$39,078,840.00	\$1,811,081.00	4.86%

Revenues:

General Fund Revenues is one area we are constantly monitoring and will continue right up to the Commissioners final review and approval in March. The coming year’s budget is not as optimistic has we have been in the past. Adjustments to the revenues have been done it prior years and this year’s numbers are strong and make budget, but don’t offer much room to increase.

The one area staff are proposing to increase revenues is the Parking Garage. This is two-fold. First, we feel that daily revenues can be increased slightly. Secondly, by upwards of 40 staff moving out of the courthouse/garage by next January, those spaces will be optioned to monthly and daily parking, increasing the revenue.

I have raised concern of the Civil Division revenue stream in past year’s budgets. Past Civil Division revenues were not meeting expenditures, by a long shot. A recent legislative change to the fee schedule has paid off, allowing today’s revenues received by the Civil Division to meet expenditures. This is good news.

Revenue Noteworthy Changes for 2024/25:

Parking Garage Monthly	+\$95,000.00
Communications Contracts	+\$80,487.00
Sheriff Office Misc Revenue	-\$15,000.00

The 2024/2025 budget will have \$200,000.00 of Tax Stabilization Reserve built into the General Fund budget. The Tax Stabilization Reserve is an account that was previously capitalized by the Commissioners and each year reduces its amount of funds going towards off-setting the tax rate impact.

Debt/Capital/Tax Anticipation Note

The 2024/2025 proposed no projects qualifying for a General Obligation Bond.

Non-debt capital for the 2024/25 budget year will be \$376,600.00. Many of the costs area associated with operational costs the County has historically funded annually in the non-debt capital budget. Computers, tasers, ballistic vests, radios and Jail CIP are many of the annual budgeted items. This year, staff is bringing forth the following non-debt CIP projects:

Sheriff’s Office	Purchase of 44mm guns	\$44,000.00
	<ul style="list-style-type: none"> • More Availability of Ammo when shortages exist • Cheaper Ammo • Costs divided between General Fund Budget and Contract Towns 	

The budget recognizes increases to interest rates for short term financing (Tax Anticipation Notes); however, with the County’s transition to a fiscal year, the County will no longer need to finance 14-15M annually. The coming budget proposing a TAN of 7M, decreasing the TAN Loan by \$70,000.00.

DESCRIPTION	Adopted 2023/24	Proposed 2024/25	Dollar Change	Percent Change
Bonded Debt Principal	\$705,305.00	\$814,638.00	\$109,333.00	15.50%
Bonded Debt Interest	\$153,387.00	\$174,697.00	\$21,310.00	13.89%
Capital Reserve	\$298,100.00	\$376,600.00	\$78,500.00	26.33%
TAN Loan	\$191,000.00	\$121,000.00	(\$70,000.00)	(36.65%)
Total	\$1,347,792.00	\$1,486,935.00	\$139,143.00	10.32%

Grants & Human Services

Each year the County tries to do their part in supporting non-profits throughout the county. A few years ago, the County Commissioners, 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 Thrive2027, some agencies fall outside the qualifications; hence, the County works with those independent organizations on some level of funding. Always a tough decision process.

Description	Adopted 2023/24	Proposed 2024/25	Dollar Change	Change
Public Service & Grants	\$263,000.00	\$268,000.00	\$5,000.00	1.90%
Total	\$263,000.00	\$268,000.00	\$5,000.00	1.90%

Organization	Awarded 2023/24	Proposed 2024/25
CC Extension Association	\$120,000.00	\$125,000.00
Thrive2027	\$100,000.00	\$100,000.00
CC Soil & Water	\$ 18,000.00	\$ 18,000.00
Portland Library	\$ 10,000.00	\$ 10,000.00
Tedford House	\$ 15,000.00	\$ 15,000.00
Total:	\$263,000.00	\$268,000.00

Jail Budget

The 2024/25 Jail budget has increased by the State Statute allowed 4%. This equates to \$614,226.00 of new money in support of the Jail. In the 2023/24 budget, a number of correction officer positions were “unfunded” in order to make budget. The 2024/25 budget continues to “unfund” these positions. The Jail budget is stressed in a variety of ways. The ability to retain staff has hampered the jail rebounding from the pandemic years, even though many new hired staff have been brought onboard. The Jail is averaging around 235 inmates. A contract with York County will be ending in January of 2024, requiring the Jail to open up a female Pod. Federal Inmates have not been housed at the jail for over a year, significantly reducing revenues that help with funding the Jail operation. The County has been working with a consultant to negotiate an increase to the Marshals daily inmate rate from \$130.00 to \$160.00. As of writing this memo, negotiations are still underway. In December of 2023, the Sheriff will be pursuing getting the federal inmates back at the Jail after a long absence. This will not only help the current budget, but the 2024/25 budget as well. It is staff’s hopes that we can come to an agreement on a new contract with the Marshals Service so that we may bring back the level of federal inmates as the jail once had.

It should be noted that the Jail Needs from Taxes has been increased to the 4% allowed by law. There is still a lot of work that needs to be done to the Jail budget for it to be ready for final approval. Staff

need to have a better understanding of potential revenues coming from the Marshal Service, fine-tuning of the utilities and continuing to refine the 3% across the board budget increases submitted by the Sheriff.

Description	Adopted 2023/24	Proposed 2024/25	Dollar Change	Percent Change
State Funding	\$3,742,000.00	\$3,398,672.00	(\$343,328.00)	(9.17%)
Federal Boarder	\$2,575,000.00	\$1,130,000.00	(\$1,445,000.00)	(56.11%)
County Boarder	\$0.00	\$0.00	\$0.00	0.00%
Other Revenues	\$35,000.00	\$2,000.00	(\$33,000.00)	(94.28%)
Jail Total Revenues	\$7,050,233.00	\$4,530,672.00	(\$1,821,328.00)	(24.90%)
Use of Fund Balance	\$698,233.00	\$0.00	(\$698,233.00)	(100%)
Jail Expenses	\$22,405,905.00	\$20,500,570.00	(\$1,905,335.00)	(8.50%)
Jail Needs from Taxes	\$15,355,672.00	\$15,969,898.00	\$614,226.00	4.00%

Cross Insurance Arena 2024/2025

The Cross Insurance Arena Board of Trustees typically work through the General Manager’s budget during late winter of each 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. Shortfalls at the Arena are passed onto the tax rate. The budget requires a significant amount of forecasting and developing the budget in December can be problematic due to timing. The Arena’s impact on the General Fund comes through the prior year’s General Obligation bonds and Operational funds covering contractual commitments. This year the operations budget will be decreased by \$90,000.00 as the Arena has begun to bounce back from the pandemic.

Description	Adopted 2023/24	Proposed 2024/25	Dollar Change	Percent Change
Bond Principle and Interest	\$2,129,628.00	\$2,128,462.00	(\$1,166.00)	(0.05%)
Revolving Line of Credit	\$439,076.00	\$432,045.00	(\$7,031.00)	(1.60%)
Operational	\$730,000.00	\$648,000.00	(\$82,000.00)	(11.23%)
Cross Insurance Total	\$3,298,704.00	\$3,208,507.00	(\$90,197.00)	(2.73%)

Conclusion

I would like thank the Departments for their work on development of their individual department budgets. Staff focused on continuing to make the County a viable organization, through understanding new developments in their field of work and paying close attention to the Southern Maine market. In all, I feel confident that the 2024/2025 budget is a responsible and has been developed to bring the County through the next fiscal year.

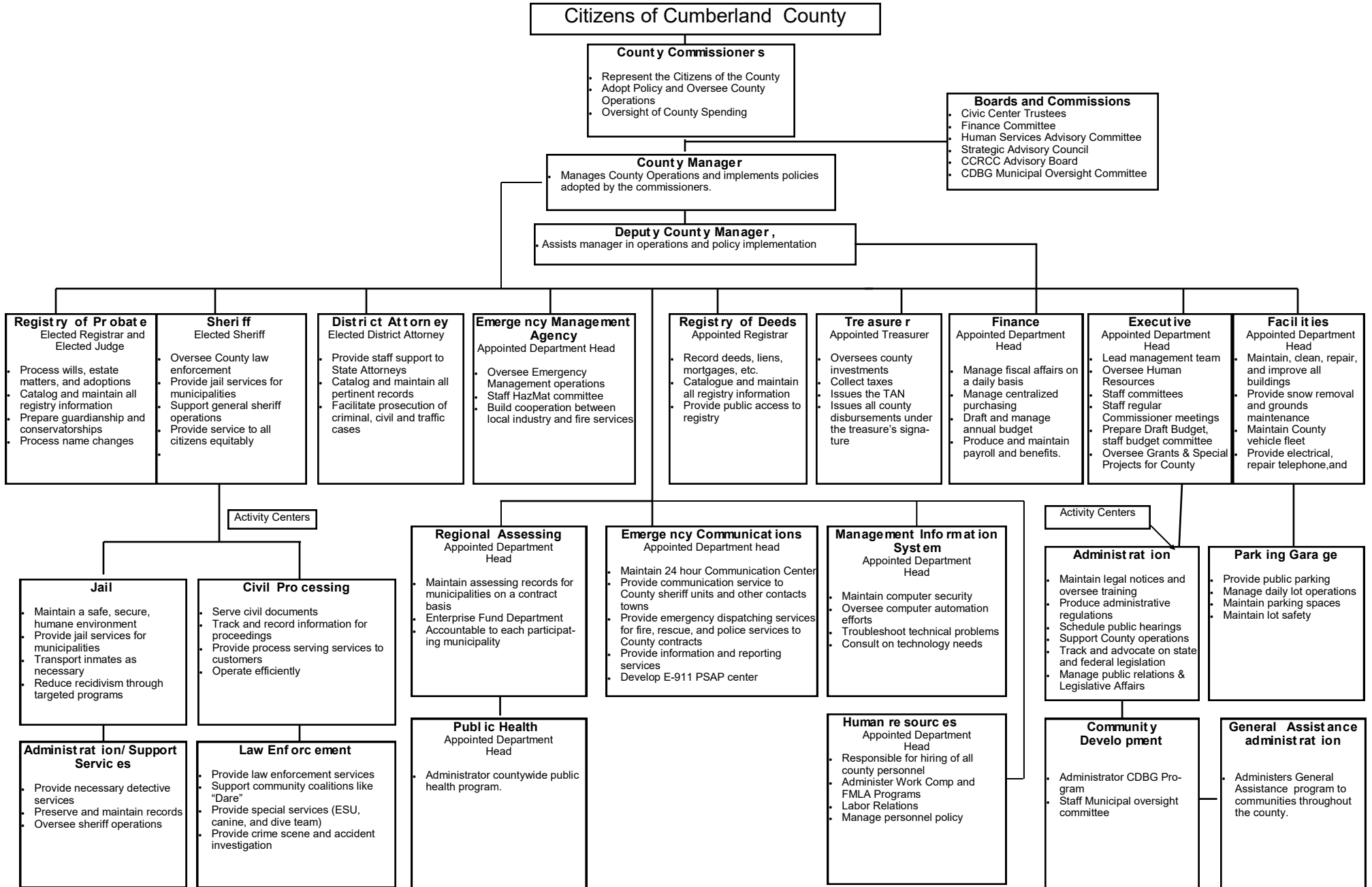
I hope the Commissioners and the Finance Committee see this budget document as responsible budgets, recognizing the current environment we are in. Alex, Theresa and myself look forward to working through the budget with you all.

A handwritten signature in black ink, appearing to read "James H. Gailey". The signature is fluid and cursive, with a large initial "J" and "G".

James H. Gailey
County Manager

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**FY 2024-25
COUNTY OF CUMBERLAND
ORGANIZATION CHART**



County of Cumberland

Elected and Appointed Officials

2024-25

District 1	Neil Jamieson	871-8380
District 2	Susan Witonis	871-8380
District 3	Steve Gorden	871-8380
District 4	Patricia Smith	871-8380
District 5	James Cloutier	871-8380

Elected Officials

District Attorney	Jacqueline Sartoris	871-8384
Judge of Probate	Paul Aranson	871-8382
Register of Probate	Susan Schwartz	871-8382
Sheriff	Kevin Joyce	774-1444

Appointed Officials

County Manager	James Gailey	871-8380
Deputy Manager	Alex Kimball	871-8380
Chief Deputy Sheriff	Brian Pellerin	774-1444
Jail Administrator	Timothy Kortez	774-5939
Finance Director	Theresa Grover	871-8380
Human Resources Director	Amy Jennings	775-6809
Information Technology	Aaron Gilpatric	774-1444
Emergency Comm. Director	Melinda Dyer	893-2810
Comm. Dev. Director	Kristin Styles	871-8380
Emergency Management Agency, Director	Michael Durkin	892-6785
Facilities, Director	William Trufant	871-8380
Regional Assessing	Rob Sutherland	699-2475
Register of Deeds	Jessica Spaulding	871-8399
Deputy District Attorney	Angela Cannon	871-8384
Deputy Director CCRCC	Deb Plummer	893-2810
Deputy Director EMA	Aaron Milroy	892-6785
Deputy Register of Deeds	Mandy Reynolds	871-8399
Deputy Register of Probate	Erika Rickards	871-8382
Director of Public Affairs	Travis Kennedy	871-8380
Public Health Director	Liz Blackwell-Moore	871-8380

**FINANCE COMMITTEE – Budget Year 2024-5
Winter of 2023-24**

Name	Email Address/Phone	Term Expires	Elected
District 1			
Lee Pratt Town of Gorham	lpratt@gorham.me.us 207-318-5046	2023	2021
Paul Tworog Town of Bridgton	Selectmantworog@bridgonmaine.org 207-595-8209	2023	2021
District 2			
Dustin Ward Town of New Gloucester	dward@newgloucester.com 207-926-8271	2023	2021
Vacant			
District 3			
Bob Vail Town of Cumberland	Vailgeneral1@aol.com 207-838-4753	2023	2021
Vacant			
District 4			
Vacant		2023	2021
Vacant			
District 5			
Vacant		2023	2021
Vacant		2024	2022

TIMELINE FLOWCHART FROM NEW CHARTER

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

NOVEMBER

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

DECEMBER

Should be accomplished January at latest

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

DECEMBER

No later than 55 business days before EOY
April 8, 2024 (11 weeks)

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

DECEMBER-FEBRUARY

Should meet by April 1, 2024

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

MARCH

Need to return to Board by May 15, 2024 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.

MARCH-APRIL

Need to adopt final budget within 10 business days EOY by June 14, 2024

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	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 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.

23-24 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.

2022 ACTUAL - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2022 Actual would record expenditures for 2022. This line is included purely for comparative purposes.

24-25 BUDGET REQUEST - The 24-25 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.

24-25 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.

24-25 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.

24-25 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 24-25 request made by departments and the column containing the managers recommendation. Often the lines can be compared to deduce the items the manager might recommend departments remove from their requests. Detailed reductions are not made by the County Manager to allow departments maximum latitude in managing their departments within guidelines allowed by approved resources. This is not true of FC recommendations which are often quite specific.

Putting It All Together

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

COUNTY OF CUMBERLAND: Managers Budget 2024-25

DEPARTMENT	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSES	24-25 BUDGET REQUEST	Dollars over 23-24	Manager Adjustments	24-25 MGR	24-25 FC RECOMM	24-25 FINAL Budget	% Increase over 2022
<i>Emergency Mgmt Agency</i>	773,675	640,611	762,746	(10,929)	(23,000)	739,746	-	-	-4.39%
<i>District Attorney</i>	2,426,685	1,974,968	2,691,956	265,271	(132,310)	2,559,647	-	-	5.48%
<i>Facilities</i>	2,655,653	2,611,045	3,032,989	377,336	(198,990)	2,833,998	-	-	6.72%
<i>Registry of Deeds</i>	799,280	704,119	834,365	35,085	-	834,365	-	-	4.39%
<i>Registry of Probate</i>	834,602	769,003	895,677	61,075	(2,000)	893,677	-	-	7.08%
<i>Finance</i>	690,200	610,088	580,147	(110,053)	(1,000)	579,147	-	-	-16.09%
<i>Communications</i>	3,808,714	3,448,081	3,877,577	68,863	(26,614)	3,850,963	-	-	1.11%
<i>Executive-Admin</i>	882,561	798,964	1,075,884	193,323	(6,000)	1,069,884	-	-	21.22%
<i>Facilities-Garage</i>	241,219	293,532	138,316	(102,903)	-	138,316	-	-	-42.66%
<i>Information Technology</i>	1,072,464	1,014,799	1,102,330	29,866	-	1,102,330	-	-	2.78%
<i>Human Resources</i>	676,313	565,576	868,874	192,561	(4,735)	864,139	-	-	27.77%
<i>Sheriff-Admin</i>	1,454,231	1,307,767	1,617,188	162,957	(40,000)	1,577,188	-	-	8.46%
<i>Sheriff-Law Enforcement</i>	6,735,301	6,060,575	7,453,021	717,720	(169,200)	7,283,821	-	-	8.14%
<i>Sheriff-Civil</i>	412,428	335,544	416,693	4,265	-	416,693	-	-	1.03%
<i>Debt Service-Principal</i>	705,305	599,753	814,638	109,333	-	814,638	-	-	15.50%
<i>DebtService- Interest</i>	153,387	124,200	174,697	21,310	-	174,697	-	-	13.89%
<i>Debt Expense - TAN Loans</i>	191,000	84,476	161,000	(30,000)	(40,000)	121,000	-	-	-36.65%
<i>Grants & Human Services</i>	263,000	275,500	288,700	25,700	(20,700)	268,000	-	-	1.90%
<i>Pension Life- Retirees</i>	6,000	11,063	6,000	-	-	6,000	-	-	0.00%
<i>Contingent Account</i>	45,000	15,000	45,000	-	-	45,000	-	-	0.00%
<i>Sal./ Ben./ Term. Pay</i>	435,000	435,000	435,000	-	-	435,000	-	-	0.00%
<i>Unemployment Insurance</i>	20,000	631	5,000	(15,000)	-	5,000	-	-	-75.00%
<i>Regional Projects and Public</i>	95,000	49,192	95,000	-	-	95,000	-	-	0.00%
<i>Regional Public Health</i>	95,000	-	160,000	65,000	-	160,000	-	-	68.42%
<i>Capital Improvement Res.</i>	298,100	1,265,800	376,600	78,500	-	376,600	-	-	26.33%
<i>Total Expenditure Summary</i>	25,770,118	23,995,286	27,909,397	2,139,280	(664,549)	27,244,848	-	-	8.30%
Change			2,139,280	2,139,280		1,474,731	(25,770,118)	(25,770,118)	

Tax Calculation	2021 BUDGET	2022 BUDGET	23-24 BUDGET	24-25 BUDGET REQUEST	24-25 MGR	24-25 FC RECOMM	24-25 FINAL Budget	
COUNTY								
Total Estimated Expenditures	23,141,940	24,092,634	25,770,118	27,909,397	27,244,848	-	-	
Total Estimated Revenues	(6,504,408)	(6,423,573)	(6,956,734)	(7,144,414)	(7,144,414)	(7,144,414)	(7,144,414)	3%
Tax Stabilization Reserve	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	
Tax Revenue Required	16,437,532	17,469,061	18,613,384	20,564,984	19,900,435	(7,344,414)	(7,344,414)	
Net Dollar Change		1031529	1,144,323	1,951,600	1,287,051	(25,957,797)	(25,957,797)	
Percent from prior year		6.28%	6.96%	10.48%	6.91%	-139.46%	-139.46%	

Jail Budget								
Tax Calculation	2021-22	2022-23	23-24	24-25	24-25 MGR	24-25 FC RECOMM	24-25 Final Budget	
Total Estimated Expenditures	21,517,069	22,405,905	22,405,905	20,500,570	20,500,570			
Total Estimated Revenues	(6,752,000)	(7,050,233)	(7,050,233)	(4,530,672)	(4,530,672)			
Tax Revenue Required	14,765,069	15,355,672	15,355,672	15,969,898	15,969,898	-	-	
	14,765,069	15,355,672	15,355,672	15,969,898	15,969,898	-	-	
	Amount fixed by statute			614,226	614,226	(15,355,672)	(15,355,672)	

Cross Insurance Arena Budget								
Tax Calculation	2021 BUDGET	2022 BUDGET	23-24 BUDGET	24-25 BUDGET REQUEST	24-25 MGR RECOMM	24-25 FC RECOMM	24-25 Final Budget	
Bond Principal	1,178,966	1,295,793	1,390,241	1,440,000	1,440,000	-	-	
Bond Interest	887,020	826,568	739,387	688,462	688,462	-	-	
Prior CIA Debt Service	614,488	464,378	439,075	432,045	432,045	-	-	
Operational Subsidy	750,000	564,271	730,000	648,000	648,000	-	-	
Tax Revenue Required	3,430,474	3,151,010	3,298,703	3,208,507	3,208,507	-	-	
Net Dollar Change		(279,464)	147,693	(90,196)	(90,196)	(3,298,703)	(3,298,703)	
Percent from prior year		-8.15%	4.69%	-2.73%	-2.73%			

COMBINED TAX PRESENTATION								
Tax Calculation	2021 BUDGET	2022 BUDGET	23-24 BUDGET	24-25 BUDGET REQUEST	24-25 MGR RECOMM	24-25 FC RECOMM	24-25 Final Budget	
Total Estimated Expenditures	47,151,594	48,760,713	51,474,726	51,618,474	50,953,925	-	-	
Total Estimated Revenues	(12,886,408)	(13,175,573)	(14,006,967)	(11,675,086)	(11,675,086)	(11,675,086)	(7,144,414)	
Tax Stabilization Reserve	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	
Tax Revenue Required	34,065,186	35,385,140	37,267,759	39,743,389	39,078,840	(11,875,086)	(7,344,414)	
Net Dollar Change		1,319,954	1,882,619	2,475,630	1,811,081	(49,142,844)	(44,612,172)	
Percent from prior year		3.87%	5.32%	6.64%	4.86%	-131.86%	-119.71%	

Budget Requests	General County Impact			1,951,600			5.24%	Total
	Jail Impact			614,226			1.65%	
	Cross Insurance Arena Impact			(90,196)			-0.24%	6.64%
MGR Budget	General County Impact				1,287,051		3.45%	Total
	Jail Impact				614,226		1.65%	
	Civic Center Impact				(90,196)		-0.24%	4.86%

Cross Insurance Arena

Enterprise Fund as of 11/30/2017

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

	2022 Actual	23-24 BUDGET	2024-25 BUDGET REQUEST	24-25 FC RECOMM	24-25 FINAL Budget	TAX Impact
From the County Taxes						
Total Estimated Expenditures	-	3,298,703	3,208,507	3,208,507	-	
Total Estimated Revenues						
Tax Revenue Required		3,298,703	3,208,507	-	-	-9.32%
Net Dollar Change			(90,196) \$	35,385,010	(3,298,703)	
			Increase			

Cross Insurance Arena									
From the County	2022 ADOPTED BUDGET	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC	24-25 FINAL BUDGET	
<u>CIA \$33M Bond</u>					(2024 Debt Payment is \$2.13 M)				
Principal	1,295,793	1,390,241		1,440,000	For CIA expenses ie debt	1,440,000			
Interest	826,568	739,387		688,462	New Civic Center Referendum for Modernization	688,462			
CIA operational Subsidy	564,271	650,000		598,000	To Fund the Operational Budget from 6/30/2023	598,000			
Non-Debt CIA CIP	-	80,000		50,000		50,000			
<u>Prior Debt:</u>									
CIA Bond Principal	383,473	378,473		378,473	Debt service for Capital needs	378,473			
CIA Bond Interest	80,905	60,602		53,572		53,572			
Total to Civic Center	3,151,010	3,298,703	-	3,208,507		3,208,507	-		-

INCREASE OVER FY 23-24	\$ (90,196)
FY 24-25 COUNTY ASSESSMENT	\$ 35,385,010
ADDITION TO THE 23-24 TAXES	<u>-0.25%</u>

24-25 County of Cumberland

Budget Reduction Record

PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS			
		Net Assessment for 23-24	\$37,267,759
		Department Request Expenditure Budget 24-25	\$51,618,474
		Revenues for 24-25	-\$11,675,086
		Tax Stabilization	-\$200,000
		Net Assessment 24-25	\$39,743,389
		Net Dollar Increase	\$2,475,630
		Tax Increase from 23-24	6.64%
ADJUSTED BY MANAGER'S RECOMMENDATION			
		Department Requests	
	101	EMA	-\$23,000
	102	District Attorney	-\$132,310
	103-01	Exec-Administration	-\$6,000
	103-02	IT	\$0
	103-03	Exec-Garage	\$0
	103-04	HR	-\$4,735
	105	Facilities	-\$198,990
	106-05	Sheriff-Admin	-\$40,000
	106-06	Sheriff-LEC	-\$169,200
	106-07	Sheriff-Jail (net change in cost to taxpayers)	\$0
	1006-08	Sheriff-Civil	\$0
	107	Deeds	\$0
	108	Probate	-\$2,000
	109	Finance	-\$1,000
	110	Communications	-\$26,614
	Other	Other	-\$60,700
		Total Mgr Cuts to Expenses	-\$664,549
		Net Increase in the Expenses over 2022 Expenses	\$1,811,081
	<i>Summary:</i>	<i>Total Expenditures Manager's Recom.</i>	\$50,953,925
		<i>Total Estimated Revenues</i>	\$ (11,675,086)
		<i>Tax Stabilization</i>	-\$200,000
		Net Budget from Mgr. FY 24-25	\$ 39,078,840
		Dollar Increase over 23-24	\$ 1,811,081
		Net Increase over Last year	4.86%

PROJECTED REVENUE

COUNTY OF CUMBERLAND
FISCAL YEAR 24-25

Revenues

Acct #	Source	2020 Actual	2021 Actual	2022 Actual	23-24 Budget	24-25 Budget	25-26 Budget
11-001-4003	Supreme Court Rental	2,400	2,400	2,400	2,400	2,400	2,400
11-001-4004	State Court Rent / Reimbursements						
11-101-4101	Emergency Management Allocation	303,035	313,123	324,795	362,793	360,000	360,000
11-101-4102	AT&T Tower Lease	15,229	16,221	17,441	17,220	17,220	17,220
11-102-4100	District Attorney	110,570	133,074	78,826	165,000	165,000	165,000
11-103-01-4100	Executive	1,042	3,547				
11-103-02-4100	IT	140	1,858	12,000	2,500	2,500	2,500
11-103-03-4100	Garage Operations						
11-103-03-4301	Garage Daily Parking	74,123	121,167	157,991	120,000	185,000	185,000
11-103-03-4302	Garage Monthly Parking	599,474	655,114	751,025	620,000	650,000	650,000
11-104-4401	Treasurer Income (Interest, etc.)						
11-105-4100	Facilities Misc Revenue		14,236	4,023			
11-105-4100	Facilities Salvage						
11-106-05-4100	Sheriff Misc Revenues	30,300	21,026	19,831	55,000	40,000	40,000
11-110-4100	CCRCC Revenues	1,441,021	1,477,794	1,559,865	1,710,471	1,762,794	1,790,958
11-106-08-4100	Civil Process	171,128	147,217	185,239	221,850	280,000	280,000
11-107-4100	Register of Deeds - Misc. Revenue	1,772	16,182	825	2,500	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	2,210,211	2,612,207	1,721,910	1,400,000	1,350,000	1,350,000
11-107-4702	Register of Deeds - Transfer Tax	1,484,719	2,090,867	1,931,058	1,200,000	1,450,000	1,450,000
11-107-4703	Register of Deeds - Copies	418,268	278,665	167,754	355,000	155,000	155,000
11-108-4801	Register of Probate - Fees	441,886	660,918	713,005	600,000	600,000	600,000
11-108-4802	Register of Probate - Notices	45,109	53,842	48,748	45,000	45,000	45,000
11-108-4803	Register of Probate - Abstracts	28,210	33,719	30,645	25,000	25,000	25,000
11-108-4804	Register of Probate -Forms	16,344	20,983	22,047	17,000	17,000	17,000
11-108-4805	Register of Probate - Visitor fees	29,963	32,220	38,832	22,000	22,000	22,000
	Passport Processing				13,000	13,000	13,000
	Total Revenues	7,424,944	8,706,381	7,788,260	6,956,734	7,144,414	7,172,578
	Designated Surplus						
	Total Revenues & Surplus	7,424,944	8,706,381	7,788,260	6,956,734	7,144,414	7,172,578
		2020 Actual	2021 Actual	2022 Actual	23-24 Budget	24-25 Budget	25-26 Budget

FY 24-25 COUNTY OF CUMBERLAND-

Using 2023 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 2024 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
	7.52%		0.00%			
Town	State 2023 Valuation	23-24 Tax	State 2023 Valuation	Val Change %	2024-25 Tax	Percent Tax Change
Baldwin	216,500,000	123,622	216,500,000	0.0%	129,629	4.86%
Bridgton	1,503,600,000	858,549	1,503,600,000	0.0%	900,271	4.86%
Brunswick	3,039,200,000	1,735,369	3,039,200,000	0.0%	1,819,702	4.86%
Cape Elizabeth	2,988,250,000	1,706,277	2,988,250,000	0.0%	1,789,196	4.86%
Casco	964,900,000	550,953	964,900,000	0.0%	577,728	4.86%
Chebeague Island	347,850,000	198,621	347,850,000	0.0%	208,273	4.86%
Cumberland	1,910,200,000	1,090,715	1,910,200,000	0.0%	1,143,720	4.86%
Falmouth	3,436,450,000	1,962,197	3,436,450,000	0.0%	2,057,553	4.86%
Freeport	2,307,000,000	1,317,286	2,307,000,000	0.0%	1,381,302	4.86%
Frye Island	228,000,000	130,187	228,000,000	0.0%	136,514	4.86%
Gorham	2,482,400,000	1,417,439	2,482,400,000	0.0%	1,486,322	4.86%
Gray	1,474,800,000	842,104	1,474,800,000	0.0%	883,027	4.86%
Harpswell	2,264,250,000	1,292,876	2,264,250,000	0.0%	1,355,706	4.86%
Harrison	702,900,000	401,353	702,900,000	0.0%	420,857	4.86%
Long Island	226,850,000	129,530	226,850,000	0.0%	135,825	4.86%
Naples	1,112,100,000	635,004	1,112,100,000	0.0%	665,863	4.86%
New Gloucester	730,150,000	416,912	730,150,000	0.0%	437,173	4.86%
North Yarmouth	701,350,000	400,468	701,350,000	0.0%	419,929	4.86%
Portland	14,790,100,000	8,445,080	14,790,100,000	0.0%	8,855,481	4.86%
Pownal	346,000,000	197,564	346,000,000	0.0%	207,165	4.86%
Raymond	1,565,250,000	893,751	1,565,250,000	0.0%	937,184	4.86%
Scarborough	5,592,350,000	3,193,206	5,592,350,000	0.0%	3,348,385	4.86%
Sebago	624,800,000	356,758	624,800,000	0.0%	374,095	4.86%
South Portland	5,847,800,000	3,339,067	5,847,800,000	0.0%	3,501,334	4.86%
Standish	1,514,400,000	864,715	1,514,400,000	0.0%	906,738	4.86%
Westbrook	2,986,400,000	1,705,221	2,986,400,000	0.0%	1,788,088	4.86%
Windham	2,914,100,000	1,663,938	2,914,100,000	0.0%	1,744,799	4.86%
Yarmouth	2,450,100,000	1,398,996	2,450,100,000	0.0%	1,466,982	4.86%
	65,268,050,000	37,267,759	65,268,050,000	0.00%	39,078,840	4.86%
Tax Calculation	2021	2022	23-24		24-25	
Total Estimated Expend	47,151,594	48,760,713	51,474,726		50,953,925	
Total Estimated Revenue	(12,886,408)	(13,175,573)	(14,006,967)		(11,675,086)	
Tax Stabilization	-	-	(200,000)		(200,000)	Net Increase
Tax Revenue Required	34,265,186	35,585,140	37,267,759		39,078,840	4.86%
	2021	2022	23-24		24-25	
Mil Rate	0.000685427	0.000625289	0.0005709954		0.0005987438	
Per \$1,000	0.6854273	0.6252891	0.5709954		0.598743789	
Amount for \$200,000 ↑ \$	137.09	125.06	114.20		119.75	
<i>Increase</i>	\$ (0.49)	\$ (12.03)	\$ (10.86)		\$ 5.55	

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

COUNTY OF CUMBERLAND: BUDGET 24-25 ASSESSMENT

Tax Calculation	Budget 2020	Budget 2021	Budget 2022	Budget 23-24	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC Recommend	24-25 FINAL Budget
Total Estimated Expenditures	44,787,515	47,151,594	48,760,713	51,474,726	51,618,474	50,953,925	-	-
Total Estimated Revenues	(12,646,220)	(12,886,408)	(13,175,573)	(14,006,967)	(11,675,086)	(11,675,086)	(11,675,086)	(7,144,414)
Designated Surplus		-	-	(200,000)	(150,000)	(200,000)	(200,000)	(200,000)
Tax Revenue Required	32,141,295	34,265,186	35,385,140	37,267,759	39,743,389	39,078,840	(11,875,086)	(7,344,414)
					6.64%	4.86%		

COUNTY OF CUMBERLAND: Enterprise Funds 24-25

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		23-24 Budget	24-25 Budget
Total Estimated Expenditures	Enterprise	14,034,400	15,992,484
Total Estimated Revenues	Enterprise	14,034,400	15,992,484
Tax Revenue Required		\$0.00	\$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 24-25

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		23-24 Budget	24-25 Budget
Total Estimated Expenditures		1,761,100	2,785,100
Total Estimated Revenues		1,761,100	2,785,100
Tax Revenue Required		\$0.00	\$0.00

COUNTY OF CUMBERLAND: Summary Budget from all Sources 24-25

Summary Overview

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

Budget Grants
Enterprise Recreational District

Budget		23-24 Budget	24-25 Budget
Total Estimated Expenditures		67,270,226	69,731,509
Total Estimated Revenues		29,802,467	30,452,670
Designated Surplus		200,000	200,000
Tax Revenue Required		\$ 37,267,759	\$ 39,078,841

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2020 ACTUAL	2021 Actual	2022 Actual	23-24 FINAL BUDGET	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
11-120		PRINCIPAL								
		2012- County CIP Debt	815,000	766,580	599,753	84,759	60,000	60,000		
		2014- County CIP Debt				70,000	70,000	70,000		
		2016- County CIP Debt				160,000	160,000	160,000		
		2018- County CIP Debt				201,527	201,527	201,527		
		MBB 2020 Debt				29,019	29,019	29,019		
		2022 NEW Debt				160,000	294,092	294,092		
		TOTAL BOND DEBT SERVICE	815,000	766,580	599,753	705,305	814,638	814,638	-	-
11-120		INTEREST								
		2012- County CIP Debt	200,580	178,268	124,200	16,302	14,050	14,050		
		2014- County CIP Debt				8,475	7,800	7,800		
		2016- County CIP Debt				21,586	21,117	21,117		
		2018- County CIP Debt				53,700	50,800	50,800		
		MBB 2020 Debt				3,324	2,737	2,737		
		2022 NEW Debt				50,000	78,193	78,193		
		TOTAL BOND DEBT INTEREST	200,580	178,268	124,200	153,387	174,697	174,697	-	-
11-120	9205	DEBT EXPENSE - LOANS								
		TAN Bank Charge/and Rating Agencies	22,003	20,715	22,655	35,000	35,000	25,000		
11-120	9210	TAN Legal Fees	5,000	3,286	1,913	6,000	6,000	6,000		
11-120	9220	TAN Interest	119,229	15,539	59,908	150,000	120,000	90,000		
		TOTAL DEBT EXPENSE - LOANS	146,231	39,540	84,476	191,000	161,000	121,000	-	-
11-140	5520	NON-DEPARTMENTAL								
		Retiree Life Insurance	7,516	11,172	11,063	6,000	6,000	6,000		
11-140	5550	Unemployment Insurance	56,772	9,276	631	20,000	5,000	5,000		
11-141	5501	Salary / Benefits / Termination Pay	335,000	1,085,000	435,000	435,000	435,000	435,000		
11-141	9526	County Capital Improvement Reserve for CIP	1,352,200	1,907,100	1,265,800	298,100	376,600	376,600		
11-141	9500	Civic Center Operational Subsidy	821,931	1,116,179	349,033	650,000	598,000	598,000		
11-141	5502	Contingent Appropriation	47,798	55,319	15,000	45,000	45,000	45,000		
11-141	9498	Referendum and Public Information	57,270	29,464	49,192	95,000	95,000	95,000		
11141	XXXX	Regional Public Health				95,000	160,000	160,000		
		TOTAL NON-DEPARTMENTAL	2,678,488	4,213,510	2,125,719	1,549,100	1,720,600	1,720,600	-	-
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	3,840,300	5,197,898	2,934,149	2,598,792	2,870,935	2,830,935	-	-
							272,143	232,143	(2,598,792)	(2,598,792)

Enterprise Activities-Law Enforcement

Sheriff's Office Services				2024-25	2024-25
Acct #		PERIOD	EMPLOYEES	REVENUES	EXPENSES
FULL TIME CONTRACTS					
21203	Town of Harpswell	4/1 to 3/31	3	519,482	519,482
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	250,035	250,035
21204	Town of Harrison (est.)	7/1 to 6/30	1	273,903	273,903
21212	Town of Standish (est.)	7/1 to 6/30	6	1,027,219	1,027,219
21207	SAD #6 (est.)	9/1 to 6/30	1	99,001	99,001
	SAD #15 SRO (est.)	7/1 to 6/30	1	149,203	149,203
	Lake Region SRO (est.)	7/1 to 06/30	1	94,158	94,158
21225	Maine Drug Enforcement (Reimburse)	1/1 to 12/31	1	-	-
	Town of Gray (est.)	7/1 to 6/30	1	233,107	233,107
	TOTAL FULL-TIME CONTRACTS		17	2,646,108	2,646,108
SUMMER CONTRACTS					
	Naples (est.)		Part Time 1	39,033	39,033
	Frye Island		1	56,475	56,475
21215	Long Island (est.)	Summer	1	27,711	27,711
	Town of Chebeague (est.)	Summer	1	37,801	37,801
	TOTAL SUMMER CONTRACTS		4	121,987	121,987
TOTAL FROM NON-BUDGET ACTIVITIES				<u>2,768,095</u>	<u>2,768,095</u>

Enterprise Activities-Facilities

	State Court Custodial Program	PERIOD	EMPLOYEES	24-25 REVENUES	24-25 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	336,603	336,603
			Supply	107,000	107,000
	TOTAL FROM NON-BUDGET ACTIVITIES			443,603	443,603

Enterprise Activities- Assessing Department

Regional Assessing		PERIOD	EMPLOYEES	24-25 REVENUES	24-25 EXPENSES
21227	Regional Assessing fees paid according to contracts with participating Municipalities	1/1 to 12/31	8	632,346	731,016
Revenues (Estimated breakdown)		Expenses			
Town of Falmouth	\$ 182,856	Lead Assessor		\$ 116,730	
Town of Yarmouth	\$ 131,960	Deputy Assessor		\$ 81,141	
Town of Casco	\$ 68,798	Appraiser II		\$ 66,144	
Town of Gorham	\$ 172,732	Appraiser		\$ 58,885	
Town of North Yarmouth	\$ 58,537	Appraiser		\$ 60,070	
Town of Baldwin	\$ 17,464	Amin Asst. (1.5)		\$ 73,546	
Total Revenues	\$ 632,347	Benefits		\$ 164,000	
County Subsidy	\$ 98,669	Vision Software		\$ 16,000	
Net Revenues	\$ 731,016	Assessing Maps		\$ 16,500	
		All other		\$ 78,000	
		Total Costs		\$ 731,016	

Enterprise Activities-Cross Insurance Arena

Cross Insurance Arena		FY 23-24	FY 24-25	
35235	Description	Budget	Budget	
	Revenues from Operations	\$ 9,617,385	\$ 11,551,982	
	Cost of Goods Sold	\$ 7,494,332	\$ 9,055,548	
	Indirect Expenses	\$ 2,635,381	\$ 2,796,222	
	Income/(Deficit)	\$ (512,328)	\$ (299,788)	
	Trustees & Other Expenses	\$ 196,400	\$ 198,000	
	Income/(Deficit)	\$ (708,728)	\$ (497,788)	
	ARPA Revenue Loss Funding	\$ -	\$ -	
	County Subsidy	\$ 708,728	\$ 497,788	
	Total Revenues	\$ 10,326,113	\$ 12,049,770	
	Total Expenses	\$ 10,326,113	\$ 12,049,770	

GRANTS AND OTHER FUNDING- CDBG Dept

Federally Funded Community Development Block Grant

Kristin Styles, County Community Development Director

Community Development Block Grant and Other Federal programs	PERIOD	EMPLOYEES	2024-25 REVENUES	2024-25 EXPENSES
HUD CDBG Program Grant for	7/1 to 6/30	2	1,500,000	1,500,000
CDBG-R Recovery Act Funds	1/1 to 12/31			
Homeless Prevention Rapid Recovery Act HPRP	1/1 to 12/31			
Neighborhood Stabilization Program	1/1 to 12/31			
			1,500,000	1,500,000

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2024-25 REVENUES	2024-25 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	141,100	141,100
	Maine Prevention Network		10	850,000	850,000
	MAT Grant	1/1 to 12/31	1	145,000	145,000
51381	Cossap Grant	1/1 to 12/31	N/A	149,000	149,000
	TOTAL GRANT FUNDED PROGRAMS		11	1,285,100	1,285,100

GRANT REQUESTS

COUNTY OF CUMBERLAND
FISCAL YEAR 24-25

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	2021 FINAL BUDGET	2022 FINAL BUDGET	23-24 FINAL BUDGET	24-25 GRANT REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
8002	Cumberland County Extension Association	115,000	115,000	120,000	145,700	125,000		
8003	Cumberland County Soil & Water	18,000	18,000	18,000	18,000	18,000		
8005	Portland Public Library	10,000	10,000	10,000	10,000	10,000		
	Casco Bay CAN	16,000	16,000	-	-	-		
	Tedford House - Homeless Shelter Brunswick	15,000	15,000	15,000	15,000	15,000		
	Coastal County Workforce Board	1,000	1,000	-	-	-		
	Thrive2027 - Annual Social Service Contribution	100,000	100,000	100,000	100,000	100,000		
	Total	275,000	275,000	263,000	288,700	268,000	-	-

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.

Emergency Management

Michael Durkin, 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	2021 Actual	2022 Actual	23-24 Budget	24-25 Budget
EMA Allocation	\$ 313,123	\$ 324,795	\$ 362,793	\$ 360,000
AT&T Tower Lease	\$ 16,221	\$ 17,441	\$ 17,220	\$ 17,220
Total Revenues	\$ 329,344	\$ 342,236	\$ 380,013	\$ 377,220

EXPENSES	2021 Actual	2022 Actual	23-24 Budget	24-25 Budget
Labor	\$ 448,547	\$ 510,887	\$ 612,049	\$ 613,538
O&M	\$ 52,316	\$ 66,477	\$ 68,626	\$ 81,108
Capital	\$ 100,698	\$ 86,263	\$ 98,000	\$ 45,100
Total Expenses	\$ 601,561	\$ 663,627	\$ 778,675	\$ 739,746

Net Cost	\$ 272,217	\$ 321,391	\$ 398,662	\$ 362,526
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Budget Objectives

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

Grant Funding:

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

Personnel

EMA Positions	Full Time	Part Time	Grant
EMA DIRECTOR	1		
DEPUTY EMA DIRECTOR	1		
PLANNER	2		
PROGRAM COORD	1	1	
LEPC PLANNER	1		
FINANCE ASSISTANT		1	
	6	2	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY		ACTIVITY CENTER: EMERGENCY MANAGEMENT							
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
	Wages for full & part time staff.								
5120	Wages & Salaries (FT)	339,077	377,563	425,701	379,163	432,690	432,690	-	-
				30,000		30,000	30,000	-	-
5401	Overtime	-	74	-	1,020	1,000	1,000	-	-
5500	Benefits	109,469	133,251	156,348	141,159	149,848	149,848	-	-
	TOTAL PERSONNEL SERVICES	448,547	510,887	612,049	521,343	613,538	613,538	-	-
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	909	1,416	4,500	2,917	4,500	4,500	-	-
6131	Gasoline	444	1,071	2,500	2,328	2,500	2,500	-	-
6231	Base Radio Repair	260	815	1,000	266	1,000	1,000	-	-
6232	Mobile Radio Repair		364	1,000	416	2,500	2,500	-	-
6400	Insurance- Building & Contents	2,637	2,836	4,014	2,977	4,014	4,014	-	-
6401	Insurance- Liability	5,762	6,197	8,770	6,506	8,770	8,770	-	-
6404	Insurance- Radio Equipment	520	560	792	587	792	792	-	-
6500	Office Supplies	1,908	6,274	2,500	2,987	2,000	2,000	-	-
6501	Training Supplies	8,036	1,247	2,500	1,166	1,500	1,500	-	-
6504	Maintenance Supplies					1,000	1,000	-	-
6505	Printing & Engraving	1,984	5,881	2,000	1,026	3,200	3,200	-	-
6506	Postal Expenses	411	347	300	368	-	-	-	-
6508	Dues	415	1,330	1,000	565	1,000	1,000	-	-
6509	Books, Periodicals, & Subscriptions	718	873	-	201	-	-	-	-
6512	Training, Education, & Seminars	225	2,463	6,000	3,242	12,000	12,000	-	-
6513	Leases & Service Agreements	833	3,465	3,500	6,530	8,500	8,500	-	-
6800	Telephone & Communication	7,599	8,363	9,000	8,503	8,182	8,182	-	-
6801	Electricity Utility	7,440	7,846	8,000	288	8,000	5,000	-	-
6802	Gas Utility	2,732	3,446	4,500	4,335	4,500	4,500	-	-
6803	Water Utility	685	780	750	845	750	750	-	-

EMERGENCY MANAGEMENT AGENCY

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
6806	Fuel Oil		-	-	-	-	-	-	-	
6903	Food & Groceries	937	2,458	2,000	3,966	5,000	5,000	-	-	
6904	Institutional Supplies	333	369	500	247	600	600	-	-	
6913	Safety Equipment	7,147	5,285	3,500	12,210	2,300	2,300	-	-	
6914	Non-Food Items Purchases	380	2,793	-	2,055	1,500	1,500	-	-	
6950	Other		-		-	-	-	-	-	
	TOTAL O&M	52,316	66,477	68,626	64,531	84,108	81,108	-	-	
	CAPITAL OUTLAY									
71701	Homeland Security HazMat/WMD CIP	81,239	94,982	90,000	47,371	60,000	40,000	-	-	
7350	Office Equipment	8,809	9,353	3,000	6,434	3,000	3,000	-	-	
7355	Computer Hardware	1,496	637	-	932	2,100	2,100	-	-	
	TOTAL CAPITAL OUTLAY	91,544	104,971	93,000	54,737	65,100	45,100	-	-	
	TOTAL DEPARTMENT	592,407	682,335	773,675	640,611	762,746	739,746	-	-	
						(10,929)	(33,929)	(773,675)	(773,675)	
						-1.4%	-4.4%	-100.0%	-100.0%	

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY		ACTIVITY CENTER: EMERGENCY MANAGEMENT						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	425,701	379,163	432,690	Wages for full & part time staff.	432,690		
	Wages & Salaries (PT)	30,000		30,000	Interns & Fire Safety Coordinator	30,000		
5401	Overtime		1,020	1,000		1,000		
5510	Health Insurance	90,129	78,432	80,097		80,097		
5520	Retirement	24,997	22,168	19,710		19,710		
5530	Social Security	32,566	30,597	32,971		32,971		
5540	Workers Comp	1,315	1,075	1,315		1,315		
5560	Deferred Comp	7,341	8,887	15,755		15,755		
5500	Total Employee Benefits	156,348	141,159	149,848	Taxes and benefits for departmental employees.	149,848	-	-
	TOTAL PERSONNEL SERVICES	612,049	521,343	613,538	0.2% TOTAL	613,538	-	-
OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	4,500	2,917	4,500		4,500		
6131	Gasoline	2,500	2,328	2,500	Refuel CCEMA vehicles- **Non-Reimbursable by EMPG**	2,500		
6231	Base Radio Repair	1,000	266	1,000	Repair expenses for radios.	1,000		
6232	Mobile Radio Repair	1,000	416	2,500	Increased cost to replace/repair deployable equipment not previously being maintained as well as UAS equipment.	2,500		
6400	Insurance- Building & Contents	4,014	2,977	4,014	Agency share of insurance costs.	4,014		
6401	Insurance- Liability	8,770	6,506	8,770	Agency share of insurance costs.	8,770		
6404	Insurance- Radio Equipment	792	587	792	Agency share Insurance on EMA radio equipment.	792		
6500	Office Supplies	2,500	2,987	2,000	General consumable office supplies. Some items moved to 6914, increased from clothing expenses for deployable teams moved from 6913.	2,000		

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6501	Training Supplies	2,500	1,166	1,500	Decreased as historical items fit better in other categories.	1,500		
6504	Maintenance Supplies	-	-	1,000	New Line Item: Maintenance of deployable assets. Not historically tracked.	1,000		
6505	Printing & Engraving	2,000	1,026	3,200	Expected increase to print in multiple languages.	3,200		
6506	Postal Expenses	300	368	-	\$80 expense rolled into 6500.	-		
6508	Dues	1,000	565	1,000	IAEM dues/professional dues	1,000		
6509	Books, Periodicals, & Subscriptions		201	-	\$150 expense rolled into 6500.	-		
6512	Training, Education, & Seminars	6,000	3,242	12,000	Increase here to reflect training for IMAT and special teams as well as a \$4k conference to be conducted on site.	12,000		
6513	Leases & Service Agreements	3,500	6,530	8,500	Copier/Scanner/Fax Lease @ \$2700/y , ZOOM @ \$480/y; and Doodlepoll \$83.40/yr.; Moved some expenses from 6800 and 6514 here: Canva- \$120/y, Clickup- \$1008/y, Slack- \$1125/y, Generator- \$850/y, New expenses: ArcGIS mapping software \$770/y, D4H Incident Management software- \$1500/y	8,500		
6800	Telephone & Communication	9,000	8,503	8,182	Reduced as some expenses more accurately moved to 6513	8,182		
6801	Electricity Utility	8,000	288	8,000	Solar array offset	5,000		
6802	Gas Utility	4,500	4,335	4,500		4,500		
6803	Water Utility	750	845	750		750		

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
6806	Fuel Oil			-		-			
6903	Food & Groceries	2,000	3,966	5,000	Expenses from T&E, public outreach, etc moved here to better reflect actual expenses. Increased due to increased whole community planning docus.	5,000			
6904	Institutional Supplies	500	247	600	Consummable supplies in the shelter trailer.	600			
6913	Safety Equipment	3,500	12,210	2,300	Decreased as expenses moved to 6500. Remaining items are PPE and equipment for deployed assets and on-site equipment maintenance.	2,300			
6914	Non-Food Items Purchases		2,055	1,500	Other EMA supplies such as propane for trailer, and durable equipment for training and outreach.	1,500			
		-	-	-		-	-	-	
	TOTAL O&M	68,626	64,531	84,108	TOTAL	81,108	-	-	
	CAPITAL OUTLAY								
7111	Homeland Security HazMat/WMD CIP	90,000	47,371	60,000	Reduction due to 3 Hazmat teams rather than 4 in the past	40,000			
7350	Office Equipment	3,000	6,434	3,000	Kept line for outfitting a new EOC.	3,000			
7355	Computer Hardware		932	2,100	Increased to reflect replacement schedule for deployable laptops.	2,100			
		-	-	-		-	-	-	
	TOTAL CAPITAL OUTLAY	93,000	54,737	65,100	TOTAL	45,100	-	-	
	TOTAL EMA	773,675	640,611	762,746	TOTAL	739,746	-	-	
				(10,929)		(33,929)	(773,675)	(773,675)	
				-1.4%		-4.4%	-100.0%	-100.0%	

Maine DISTRICT ATTORNEYS OFFICE
 Cumberland County Jackie Sartoris, 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

24-25

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget		Labor	O&M	Capital	TOTAL
DA	\$ 110,570	\$ 133,074	\$ 78,826	\$ 165,000		2,293,046	265,101	1,500	2,559,647

*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 Coordinates Check Enforcement Program	Business & Communication Coordinator Executive Assistant Intern
Coordinates the "Deferred Disposition Program"	Staff Development Specialist Paralegal	1 1	
Coordinates collection and disbursement of approx \$600,000 each year back to victims. Has five teams of attorneys dedicated to Adult Felony and Misdemeanor, Juvenile, and Domestic Violence Crimes	Legal Administrative Supervisor Receptionist Trial Assistant Victim Assistant Coord of Rehab & diversion program Diversion Clerk Restitution Clerk	1 2 11 5 1 1 1	1 1
		25	7

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
				Jackie Sartoris, DA					
	PERSONNEL SERVICES			Wages for full & part time staff.					
5120	Wages & Salaries (FT)	1,234,459	1,267,146	1,491,624	1,252,209	1,657,999	1,564,132	-	-
5205	Wages & Salaries (PT)	1,363	9,275	-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	50,021	57,358	82,300	46,282	82,300	82,300	-	-
3500	Employee Benefits & Taxes	486,318	526,543	609,411	504,305	647,958	646,614	-	-
	TOTAL PERSONNEL SERVICES	1,772,161	1,860,322	2,183,335	1,802,796	2,388,256	2,293,046	-	-
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	12,282	2,647	28,000	13,829	28,000	28,000	-	-
6301	Professional Services	1,700	1,700	1,800	-	1,800	1,800	-	-
6305	Stenographer-Transcripts	868	1,361	4,000	2,604	4,000	4,000	-	-
6307	Witness Fees & Expenses - DA	4,309	6,621	5,000	25,920	20,000	10,000	-	-
6308	Witness Fees & Expenses - AG	223	-	1,000	-	4,000	1,000	-	-
6309	Laboratory Tests		37	250	-	250	250	-	-
6400	Insurance - Building & Contents (Bath)	1,828	1,966	2,000	2,064	2,500	2,500	-	-
6401	Insurance- Liability	5,462	6,023	6,000	6,273	7,500	7,500	-	-
6500	Office Supplies	7,677	13,678	13,000	8,806	14,300	13,000	-	-
6505	Printing and Engraving	4,823	4,797	10,000	8,000	8,000	8,000	-	-
6506	Postal Expenses	4,135	3,531	4,000	2,578	4,000	4,000	-	-
6507	Advertising	385	1,252	1,000	924	1,000	1,000	-	-
6508	Dues	7,037	6,927	7,500	6,270	7,800	7,800	-	-
6516	Restorative Justice	3,000		40,000		40,000	40,000	-	-
6509	Books, Periodicals, & Subscriptions	12,954	15,212	15,500	16,755	17,250	17,250	-	-
6511	Equipment Rental	268	1,176	1,300	1,029	1,300	1,300	-	-
6512	Training, Education, & Seminars	13,112	10,620	12,000	10,761	12,000	12,000	-	-
6513	Leases & Service Agreements	79,258	41,734	70,000	45,749	106,500	83,701	-	-
6800	Telephone & Communication	13,685	17,862	18,500	16,661	22,000	22,000	-	-
	TOTAL O&M	173,005	137,142	240,850	168,223	302,200	265,101	-	-

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	275	1,835	1,500	3,950	1,500	1,500	-	-
7355	Computer Hardware			-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	275	1,835	1,500	3,950	1,500	1,500	-	-
	TOTAL DEPARTMENT	1,945,441	1,999,299	2,425,685	1,974,968	2,691,956	2,559,647	-	-
						266,271	133,962	(2,425,685)	(2,425,685)
						11.0%	5.5%	-100.0%	-100.0%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
	PERSONNEL SERVICES				Jackie Sartoris, DA				
5120	Wages & Salaries (FT)	1,491,624	1,252,209	1,581,767	Wages for full & part time staff.	1,564,132			
					Legal Admin Supervisor to Staff Development/TA				
					FT Victim Witness Advocate (Drop TA)	-			
				76,232	FT Victim Witness Advocate	-			
5205	Wages & Salaries (PT)								
5401	Overtime		7,694						
			-		Additional Intern				
5210	Seasonal/Temporary/Intern	82,300	46,282	82,300	Wages for Interns-Largest block of Intern time and other temporary positions	82,300			
5510	Health Insurance	382,992	321,170	405,017		405,017			
5520	Retirement	82,655	67,580	107,863		107,863			
5530	Social Security	120,405	98,970	120,531		119,187			
5540	Workers Comp	4,684	3,830	4,684		4,684			
5560	Deferred Comp	18,675	12,755	9,863		9,863			
5500	Employee Benefits & Taxes	609,411	504,305	647,958	Taxes and benefits for departmental employees.	646,614	-	-	
	TOTAL PERSONNEL SERVICES	2,183,335	1,810,490	2,388,256	9.4% TOTAL	2,293,046	-	-	
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	28,000	13,829	28,000	Departmental travel expenses including those incurred by providing service to satellite courts. Transportation to lodging for and meal expenses at conferences. Transportation costs associated with traveling to meetings with State agencies. 2023 increased travel as COVID risks decrease - increased costs for lodging (@\$55each)reimbursable expenses	28,000			
6301	Professional Services	1,800	-	1,800	Auditor expense - extradition/restitution accounts	1,800			

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6305	Stenographer- Transcripts	4,000	2,604	4,000	Court transcripts required for case preparation and appeals.	4,000		
6307	Witness Fees & Expenses- DA	5,000	25,920	20,000	Allocation for legislative requirement.	10,000		
6308	Witness Fees & Expenses- AG	1,000	-	4,000	Allocation for legislative requirement.	1,000		
6309	Laboratory Tests	250		250	State legislated requirement for medical testing fees for victims of crime	250		
6400	Insurance - Building & Contents	2,000	2,064	2,500		2,500		
6401	Insurance Liability	6,000	6,273	7,500	Liability insurance / Tort / Bond / Non-owner vehicle /MCCA Risk Pool	7,500		
6500	Office Supplies	13,000	8,806	14,300	Departmental office supplies -(purchase pdf editor 10 (@129 each) additional licensesfor TA staff)	13,000		
6505	Printing and Engraving	10,000	8,000	8,000	Case Folders, letterhead, envelopes Toner Cartridges (From IT)	8,000		
6506	Postal Expenses	4,000	2,578	4,000	mail costs associated with the prosecution of criminal cases and statewide business	4,000		
6507	Advertising	1,000	924	1,000	Job Placement ads / PIO materials	1,000		
6508	Dues	7,500	6,270	7,800	Board of Bar Overseers. (20 memberships 5300) National District Attorney's Association. (1 DA membership & associates) \$862 Maine State Bar Dues Maine Prosecutor's Association membership (1K) Victim Advocate's Association. (6)	7,800		

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6516	Restorative practices/diversionary	40,000	28,326	40,000	Contract Restorative justice liaison and Restorative Justice Institute to provide additional diversion opportunities to increase victim involvement and decrease defendant recidivism. Increasing	40,000		
6509	Books, Periodicals, & Subscriptions	15,500	16,755	17,250	Online research tool 17+% increase - renewal agreement/ /Maine Court rules print/Ferdico statute reference books / few statute book updates	17,250		
6511	Equipment Rental	1,300	1,029	1,300	Stoneybrook water service	1,300		
6512	Training, Education, & Seminars	12,000	10,761	12,000	Maine Prosecutor's Conference Registration. (increased cost to \$250) 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 National Sexual Assault Training	12,000		
6513	Leases & Service Agreements	70,000	45,749	106,500	Connected Office copiers(\$2000/mth) MeDATs svc increase \$3300 Confidential Destruction (\$1000/yr) JW Maintenance _in anticipation of eProsecutor statewide move - (est \$1300/user) \$46,471 in existing budget... (short @22K)	83,701		
6800	Telephone & Communication	18,500	16,661	22,000	Telephone Service - incr exp in 2024 expense? - \$777/mth) /Remote internet - savings \$1300/yr w new service offset some increased costs Wireless Service - Additional 4 lines language Translation Line - drastic use increase (ave \$167 / mth)	22,000		

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
		-	-	-	Connection to state Metro line (\$1444/yr) Increased users @ \$198/license (6)	-	-	-
	TOTAL O&M	240,850	196,549	302,200	TOTAL	265,101	-	-
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,500	3,950	1,500	To replace chairs & furniture & furnishings as they break and add ergonomic fixtures as needed.	1,500		
7355	Computer Hardware		-					
7400	Capital Improvement Program	-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	1,500	3,950	1,500	TOTAL	1,500	-	-
	TOTAL DISTRICT ATTORNEY	2,425,685	2,010,988	2,691,956	TOTAL	2,559,647	-	-
				266,271		133,962	(2,425,685)	(2,425,685)
				11.0%		5.5%	-100.0%	-100.0%

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			24-25
Labor	O&M	Capital	TOTAL
916,834	153,050		1,069,884

Grant funded activities of this department

	Personnel	REGULAR		GRANT & CONTRACT	
		Full Time	Part Time	Full Time	Part Time
		COUNTY MANAGER	1		
DEPUTY MANAGER	1				
EXECUTIVE ADMIN/SPECIAL PROJECTS	1				
DV MANAGER	1				
DIRECTOR OF PUBLIC AFFAIRS	1				
COMPLIANCE & AUDIT MANAGER			1		
PUBLIC HEALTH MANAGER			1		
RECRUITER			1		
COMMISSIONERS	5				
		10	0	3	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION							
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	304,838	361,508	412,025	425,673	557,166	557,166	-	-
5205-01	Wages & Salaries (PT)	71,063	55,478	65,848	60,789	69,173	69,173	-	-
5401-01	Overtime	377	798	1,000	674	-	-	-	-
5500-01	Employee Benefits & Taxes	169,157	197,058	244,388	207,589	290,495	290,495	-	-
	TOTAL PERSONNEL SERVICES	545,435	614,841	723,261	694,726	916,834	916,834	-	-
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	3,329	2,438	15,000	5,875	15,000	12,000	-	-
6301-01	Professional Services	24,310	18,757	38,000	18,673	38,000	35,000	-	-
6302-01	Legal Services	36,543	28,818	30,000	24,218	30,000	30,000	-	-
6400-01	Building & Contents Insurance	3,496	3,759	4,800	3,946	5,400	5,400	-	-
6407-01	Surety Bond Premiums	2,951	3,174	-	3,332	3,500	3,500	-	-
6500-01	Office Supplies	807	2,928	5,000	3,846	4,500	4,500	-	-
6505-01	Printing & Engraving	(500)	498	1,000	214	950	950	-	-
6506-01	Postal Expenses	3,604	3,950	3,800	3,893	4,000	4,000	-	-
6507-01	Advertising	1,237	1,460	1,200	579	1,000	1,000	-	-
6508-01	Dues	41,198	39,173	44,000	34,357	41,000	41,000	-	-
6509-01	Books periodicals, subs		-	500	146	200	200	-	-
6512-01	Training, Education, & Seminars	1,157	1,742	5,000	703	5,000	5,000	-	-
6513-01	Leases & Service Agreements	2,276	1,823	6,000	2,302	6,000	6,000	-	-
6609-01	Equipment Repair		-	-	-	-	-	-	-
6800-01	Telephone & Communication	2,040	2,334	5,000	2,153	4,500	4,500	-	-
	TOTAL O&M	122,448	110,854	159,300	104,238	159,050	153,050	-	-
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip								
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	667,883	725,695	882,561	798,964	1,075,884	1,069,884	-	-
						193,323	187,323	(882,561)	(882,561)
						21.9%	21.2%	-100.0%	-100.0%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL							
5120-01	Wages & Salaries (FT)	412,025	425,673	557,166	Wages for full & part time staff. Wages for full-time departmental staff.	557,166		
5401-01	Overtime/Taping	1,000	674		Adjusted to actual			
5205-01	Wages & Salaries (PT)	65,848	60,789	69,173	DV Coordinator	69,173		
5510	Health Insurance	144,460	117,037	155,963		155,963		
5520	Retirement	17,797	20,514	35,459		35,459		
5530	Social Security	36,634	33,913	47,727		47,727		
5540	Workers Comp	1,861	1,522	1,861		1,861		
5560	Deferred Comp	43,636	34,603	49,485		49,485		
5500-01	Employee Benefits & Taxes	244,388	207,589	290,495	Benefits and taxes for departmental employees.	290,495	-	-
	TOTAL PERSONNEL SERVICES	723,261	694,726	916,834	26.8%	916,834	-	-
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	15,000	5,875	15,000	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	12,000		
6301-01	Professional Services	38,000	18,673	38,000	Services needed for general operation of county services.	35,000		
6302-01	Legal Services	30,000	24,218	30,000	Legal fees associated with consultation and pending law suits and arbitrations	30,000		
6400-01	Building & Content Insurance	4,800	3,946	5,400	Departmental share of Risk Pool insurance premium.	5,400		
6407-01	Surety Bond Premiums		3,332	3,500	Bond obtained through MCCA.	3,500		
6500-01	Office Supplies	5,000	3,846	4,500	Departmental office supply costs.	4,500		
6505-01	Printing & Engraving	1,000	214	950	General printing costs to include county budget, annual report, budget	950		
6506-01	Postal Expenses	3,800	3,893	4,000	Departmental postage costs.	4,000		

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6507-01	Advertising	1,200	579	1,000	Legal notices.	1,000		
6508-01	Dues	44,000	34,357	41,000	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. \$ 250 GPCOG Membership \$ 12,000	41,000		
6509-01	Books periodicals, subs	500	146	200	Various books. PPH and BDN	200		
6512-01	Training, Education, & Seminars	5,000	703	5,000	MCCA Convention, MMA, ICMA & NACO conference	5,000		
6513-01	Leases & Service Agreements	6,000	2,302	6,000	Lease agreement/ copier maintenance agreement for copier Postage meter lease/ maintenance. Postage machine service agreement.	6,000		
6609-01	Equipment Repair				Equipment maintenance not covered under service agreement.			
6800-01	Telephone & Communication	5,000	2,153	4,500	Provides for local and long distance calls, and associated communication. Cell phones	4,500		
	TOTAL O&M	159,300	104,238	159,050		153,050	-	-
	TOTAL ADMINISTRATION	882,561	798,964	1,075,884	TOTAL	1,069,884	-	-
				193,323		187,323	(882,561)	(882,561)
				21.9%		21.2%	-100.0%	-100.0%

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			
					24-25			
					Labor	O&M	Capital	TOTAL
					550,253	552,077	-	1,102,330
\$ -								

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	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	325,290	303,539	393,725	363,029	385,718	385,718	-	-
5500	Employee Benefits & Taxes	125,688	119,630	175,888	149,160	164,536	164,536	-	-
	TOTAL PERSONNEL SERVICES	450,977	423,170	569,613	512,190	550,253	550,253	-	-
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	448	97	4,000	-	4,000	4,000	-	-
6301	Professional Services	4,669	14,635	14,000	6,118	21,000	21,000	-	-
6500	Office Supplies	981	859	1,000	2,328	1,000	1,000	-	-
6503	Computer, Software, & Supplies	22,704	37,726	40,000	41,460	45,000	45,000	-	-
6505	Printing & Engraving	276		-		-	-	-	-
6512	Training, Education, & Seminars	8,572	9,889	12,000	10,436	10,000	10,000	-	-
6514	maintenance Contracts	310,663	284,708	368,174	375,546	404,077	404,077	-	-
6811	Computer Repair	6,605	7,741	8,000	8,000	8,000	8,000	-	-
6800	Telephone & Communication	52,231	64,790	55,677	58,721	59,000	59,000	-	-
	TOTAL O&M	407,149	420,443	502,851	502,609	552,077	552,077	-	-
	CAPITAL OUTLAY								
7355-02	Computer Hardware			-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	858,126	843,613	1,072,464	1,014,799	1,102,330	1,102,330	-	-
						29,866	29,866	(1,072,464)	(1,072,464)
						2.8%	2.8%	-100.0%	-100.0%

INFORMATION TECHNOLOGY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	393,725	363,029	385,718	Wages for full & part time staff. OT & On-call stipend funding	385,718		
5510	Health Insurance	105,050	84,973	93,297		93,297		
5520	Retirement	39,395	37,182	40,524		40,524		
5530	Social Security	30,120	25,924	29,392		29,392		
5540	Workers Comp	1,323	1,082	1,323		1,323		
5560	Deferred Comp							
5500	Employee Benefits & Taxes	175,888	149,160	164,536		164,536	-	-
	TOTAL PERSONNEL SERVICES	569,613	512,190	550,253	-3.4%	550,253	-	-
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,000	-	4,000	Mileage Expense	4,000		
6301	Professional Services	14,000	6,118	21,000	On site Technical Assistance Community GIS	21,000		
6500	Office Supplies	1,000	2,328	1,000	General Office Supplies	1,000		
6503	Computer, Software, & Supplies	40,000	41,460	45,000	Software, upgrades and licensing	45,000		
6505	Printing and Engraving				Printer and Toner cartridges			
6512	Training, Education, & Seminars	12,000	10,436	10,000	System training	10,000		
6514	Maintenance Contracts	368,174	375,546	404,077	Public Safety software packages, email, & data sharing	404,077		
					Spillman Maintenance (Net of reimbursements)	\$ 203,364		
					ME Endpoint Security	\$ 8,167		

INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
					VMWare	\$ 9,400		
					Meraki	\$ 15,000		
					Antivirus & MDR	\$ 18,000		
					Cybersecurity Monitoring	\$ 13,980		
					Cisco Smartnet	\$ 10,000		
					PowerDMS	\$ 3,000		
					ESRI- ARC GIS Maintenance	\$ 12,500		
					Netmotion & Locality	\$ 11,300		
					OpenFox	\$ 5,040		
					GSuite (Google Mail)	\$ 78,750		
					Citrix	\$ 15,576		
						\$ -		
						\$ 404,077		
6611	Computer Repair	8,000	8,000	8,000	Repair equipment formerly under maintenance contract.		8,000	
6800	Telephone & Communication	55,677	58,721	59,000	System wide internet, wireless access and fiber lines		59,000	
	TOTAL O&M	502,851	502,609	552,077	TOTAL	552,077	-	-
7355	Computer hardware for County				Communications, server and network hardware		-	
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL IT	1,072,464	1,014,799	1,102,330	TOTAL	1,102,330	-	-
				29,866		29,866	(1,072,464)	(1,072,464)
				2.8%		2.8%	-100.0%	-100.0%

INFORMATION TECHNOLOGY (IT)



Human Resources

Amy Jennings, 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			24-25
Labor	O&M	Capital	TOTAL
763,612	13,166	7,000	783,778

Statistics

Personnel

Statistics	Personnel	Full Time	Part Time
		Responsible for servicing & supporting over 405 employees	HUMAN RESOURCE DIRECTOR
Responsible for recruitment & hiring of County personnel	LABOR RELATIONS SPECIALIST	1	
Responsible for labor relations & collective bargaining	RECRUITER	1	
Responsible for employee benefits and compensation	EMPLOYEE RELATIONS COORD.	1	
Personnel and performance management	HUMAN RESOURCES SPECIALIST	1	
Manages FMLA, ADA Leaves, and Workers' Comp	SAFETY COORDINATOR	1	
Compliance with state/federal employment/labor laws	HR ASSISTANT	1	
Employee training & development		7	
Responsible for Safety Program, OSHA & BLS Compliance			
Personnel policies and records management			

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES				ACTIVITY CENTER: HUMAN RESOURCES					
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	325,502	389,586	440,825	378,380	563,880	563,880	-	-
5500	Employee Benefits & Taxes	124,509	145,096	143,772	134,150	213,043	213,043	-	-
	TOTAL PERSONNEL SERVICES	450,010	534,682	584,597	512,530	776,923	776,923	-	-
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	201	236	2,000	1,599	2,500	2,500	-	-
6301	Professional Services	21,560	20,624	50,000	23,449	49,735	45,000	-	-
6500	Office Supplies	1,702	2,092	4,500	3,105	4,500	4,500	-	-
6505	Printing & Engraving	89	104	175	130	175	175	-	-
6506	Postal Expenses	556	455	500	182	500	500	-	-
6508	Dues	175	1,512	2,000	183	2,000	2,000	-	-
6509	Books, Periodicals, & Subscriptions	4,093	3,191	4,150	3,042	4,150	4,150	-	-
6512	Training, Education, & Seminars	1,372	856	15,900	4,056	15,900	15,900	-	-
6513	Leases & Service Agreements	1,808	1,823		1,958	1,950	1,950	-	-
6515	Wellness	3,426	7,050		10,745	2,000	2,000	-	-
6800	Telephone & Communication	196	691	-	308	1,541	1,541	-	-
	TOTAL O&M	35,177	38,634	84,716	48,758	84,951	80,216	-	-
CAPITAL OUTLAY									
7361	Occupational Health & Safety Equip.	-	6,855	7,000	4,288	7,000	7,000	-	-
	TOTAL CAPITAL OUTLAY	-	6,855	7,000	4,288	7,000	7,000	-	-
	TOTAL ACTIVITY CENTER	485,188	580,171	676,313	565,576	868,874	864,139	-	-
						192,561	187,826	(676,313)	(676,313)
						28.5%	27.8%	-100.0%	-100.0%

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES							
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
PERSONNEL									
5120	Wages & Salaries (FT)	440,825	378,380	563,880	Wages for full-time departmental staff. <i>Recruiter (6 month), Commissioner approved HR Admin</i>	563,880			
5510	Health Insurance	76,779	72,869	112,381		112,381			
5520	Retirement	32,129	30,802	50,919		50,919			
5530	Social Security	33,723	28,664	42,968		42,968			
5540	Workers Comp	1,141	925	1,141		1,141			
5560	Deferred Comp		890	5,634		5,634			
5500	Employee Benefits & Taxes	143,772	134,150	213,043	Benefits and taxes for departmental employees.	213,043	-	-	
	TOTAL PERSONNEL SERVICES	584,597	512,530	776,923	32.9% TOTAL	776,923	-	-	
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	2,000	1,599	2,500	Use of personal vehicles, mileage reimbursement, HR Conferences; meals & lodging	2,500			
6301	Professional Services	50,000	23,449	49,735	Group Dynamics Section 125 FSA Admin Fee	875	45,000		
					Group Dynamics Section 125 HRA Admin Fee	500			
					Group Dynamics Debit Card Fee	1,638			
					ACA PCORI Annual Fee	94			
					Employee Advisory Committee	5,000			
					Union Negotiation Consultations	10,000			
					Affiliated EAP - Workforce Performance Solutions	9,940			
					Affiliated EAP - Critical Incidents	1,000			
					Affirmative Action Plan Preparation	3,450			
					J.J. Keller	180			
					New Sharpe Copier Contract - formerly Ricoh	1,808			
					DISA - Drug & Alcohol Program - Fee & Random Tests	750			
					HR Consultants - training, investigations, services	14,500			
					\$ 49,735				

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6500	Office Supplies	4,500	\$3,105	4,500	HR Office Supplies	4,500		
6505	Printing & Engraving	175	\$130	175	Misc. printing, brochures, engraving	175		
6506	Postal Expenses	500	\$182	500	HR Postage expenses	500		
6508	Dues	2,000	\$183	2,000	MLGHRA Memberships	2,000		
					HR Assoc. of Southern ME (HRASM)	160		
					National Safety Council	425		
					SHRM Memberships	660		
					SHRM Certifications	100		
					NFPA	150		
					Maine Motor Transport Assoc.	150		
						1,820		
6509	Books, Periodicals, & Subscriptions	4,150	\$3,042	4,150	HR Reference Materials/Books	250	4,150	
					Jazz HR	2,900		
					Other job posting & recruitment platforms	1,000		
						4,150		
6512	Training, Education, & Seminars	15,900	\$4,056	15,900	Leadership Academy (based on 12 County attendees)	3,800	15,900	
					Leadership Academy lunches at SMCC	700		
					HR Conferences, Workshops - Staff	1,000		
					Annual Maine HR Conference at Samoset	1,200		
					MMA HR & Management Conference - June @ Thomas C	255		
					Professional Development - Depts. & Supervisory	3,000		
					DEI 6 months-Employee Training Jan-June	5,000		
					Maine LERA Conference & Meetings	50		
					Tuition Reimbursement	5,895		
						20,900		
6513	Leases & Service Agreement	1,950	1,958	1,950	Great America Financial Agreement	1,950		

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6515	Wellness	2,000	10,745	2,000	Wellness Equipment (gym in each location)	2,000		
6800	Telephone expense	1,541	308	1,541		1,541		
	TOTAL O&M	84,716	48,758	84,951		80,216		
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.	7,000	4,288	7,000	Employee Ergonomic costs associated with workstations	7,000		
	Safety Program				Safety training program			
		-	-	-		-	-	-
		7,000	4,288	7,000	TOTAL	7,000	-	-
		676,313	565,576	868,874	TOTAL	864,139	-	-
				192,561		187,826	(676,313)	(676,313)
				28.5%		27.8%	-100.0%	-100.0%

HUMAN RESOURCES

Facilities Department

William Trufant, Director

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

REVENUES

				-	

EXPENSES

24-25

Labor	O&M	Capital	TOTAL
1,863,726	970,272	-	2,833,998
ENTERPRISE			443,603
TOTAL DEPT			3,277,601

Enterprise Activities:

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

Statistics

Responsible for Fleet maintenance of over 140 Vehicles
Responsible for 7 buildings, and over 570K sq feet
Responsible to maintain operations for:
EMA Probate Executive
DA Finance Garage
Treasurer CCRCC Jail
Deeds Sheriff Office
Negotiate over \$1 million dollars in Utility costs
50% of all Courthouse costs covered by State of Maine

Personnel

Facility	Full Time	Part Time	Court lease	Jail
FACILITIES DIRECTOR	1			
MAINTENANCE SUPERVISOR	2			
FACILITIES SUPERVISOR				1
CUSTODIAN SUPERVISOR	1			
CUSTODIAN	4		2	1
ELECTRICIAN SUPERVISOR	1			
ELECTRICIAN	1			1
MAINTENANCE TECHNICIAN II	2		2	4
FLEET AUTOMOTIVE SUPERVOR	1			
FLEET AUTOMOTIVE TECHNICIAN	1			
EXECUTIVE ASSISTANT	1			
	15	0	4	7

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES										
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
	PERSONNEL SERVICES									
			Wages for full & part time staff.							
5120	Wages & Salaries (FT)*	924,748	876,527	1,207,240	995,142	1,262,623	1,262,623	-	-	
5210	Seasonal/Temporary/Intern	-	-	-	45,435	-	-	-	-	
5401	Overtime	12,733	27,594	35,000	44,385	35,000	35,000	-	-	
5500	Employee Benefits & Taxes	421,495	402,304	504,861	442,255	566,103	566,103	-	-	
	TOTAL PERSONNEL SERVICES	1,358,976	1,306,425	1,747,101	1,527,217	1,863,726	1,863,726	-	-	
	OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	200	131	1,500	125	1,500	1,500	-	-	
6131	Gas, Oil, & Grease	56,372	26,366	63,000	52,229	63,000	63,000	-	-	
6132	Vehicle Repair	77,670	77,196	57,000	75,076	70,000	70,000	-	-	
6301	Professional Services	4,052	11,652	8,200	15,592	10,000	13,000	-	-	
6303	Contract Special Services	8,288	16,623	8,750	12,124	9,500	9,500	-	-	
6304	Security Services	1,479	1,360	1,700	1,077	1,700	1,700	-	-	
6400	Insurance- Building & Contents	37,312	40,128	53,072	42,125	53,072	53,072	-	-	
6401	Insurance- Liability	2,051	2,206	16,163	2,315	16,163	16,163	-	-	
6402	Vehicle Insurance	9,767	10,505	13,893	11,027	13,893	13,893	-	-	
6405	Insurance - Boilers/ Mechanical	5,762	6,197	8,196	6,506	8,196	8,196	-	-	
6500	Office Supplies	1,037	1,383	1,500	1,897	1,500	1,500	-	-	
6502	Cleaning Supplies	7,843	12,227	10,600	17,367	15,000	15,000	-	-	
6504	Maintenance Supplies	7,111	3,093	10,000	6,599	17,000	10,000	-	-	
6505	Printing & Engraving	40	86	450	207	450	450	-	-	
6506	Postal Expenses	130	89	200	93	200	200	-	-	
6507	Advertising		434	1,000	-	1,000	-	-	-	
6508	Dues	645	540	450	172	450	450	-	-	
6509	Books, Periodicals, & Subscriptions	347	299	300	397	300	300	-	-	
6510	Tools & Implements	2,277	88	3,500	2,822	3,500	3,500	-	-	
6511	Equipment Rental	7,949	8,176	12,700	8,494	12,700	12,700	-	-	
6512	Training, Education, & Seminars	715	2,168	2,500	18,469	2,500	2,500	-	-	
6513	Lease & service Agreements	181,883	161,065	183,000	176,846	122,000	122,000	-	-	
6514	Maintenance Contracts	55,032	59,385	69,850	63,154	73,500	73,500	-	-	

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6600	Cleaning & Sanitary	8,854	11,392	5,000	159	5,000	-	-	-
6601	Snow Removal	4,922	2,619	5,000	4,815	5,000	5,000	-	-
6602	Lot & Grounds Maintenance	12,526	8,151	3,000	3,202	3,000	3,000	-	-
6603	Building & Structure Repair	18,691	32,709	30,500	19,693	30,500	30,500	-	-
6604	Heating & Cooling (HVAC) Repair	19,570	20,616	22,000	98,844	35,000	35,000	-	-
6605	Electrical Repair	23,210	46,487	23,500	19,045	23,500	23,500	-	-
6606	Painting Repair	8,252	1,919	4,000	11,012	7,000	7,000	-	-
6607	Plumbing Repair	8,500	8,449	9,000	12,324	10,000	10,000	-	-
6608	Elevator Repair		-	1,000	(179)	2,000	2,000	-	-
6609	Equipment Repair	4,686	15,579	5,000	2,887	5,000	5,000	-	-
6612	Furniture Repair	7,426	664	3,000	842	3,000	3,000	-	-
6800	Telephone & Communication	4,010	5,624	7,380	5,855	7,000	7,000	-	-
6801	Electricity Utility	110,889	121,627	114,148	272,767	165,000	114,148	-	-
6802	Gas Utility	57,115	53,326	76,000	48,605	155,000	155,000	-	-
6803	Water Utility	5,120	5,347	6,500	5,367	6,500	6,500	-	-
6804	Sewer Utility	25,992	27,582	29,000	35,586	32,000	32,000	-	-
6805	Rubbish Removal	13,255	13,256	15,000	14,309	17,500	17,500	-	-
6806	Fuel Oil	1,295	3,032	1,500	(2,171)	1,500	1,500	-	-
6906	Paper Goods	4,092	4,044	10,000	5,820	10,000	10,000	-	-
6908	Clothing- Uniforms	3,161	4,258	4,500	4,734	4,500	4,500	-	-
6909	Clothing- Cleaning	2,543	2,350	3,000	2,845	3,000	3,000	-	-
6913	Safety Equipment	982	2,077	3,000	2,309	3,000	3,000	-	-
6950	misc expense PRC	-	-	-	-	-	-	-	-
	TOTAL O&M	813,051	832,501	908,552	1,083,379	1,031,124	970,272	-	-

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements		-	-	-	138,138	-	-	-
7315	Electrical Capital		-	-	-	-	-	-	-
7335	Maintenance Capital		-	-	-	-	-	-	-
7350	Office Equipment	810	-	-	-	-	-	-	-
7355	Computer Hardware	70	-	-	-	-	-	-	-
7361	Occupational Health & Safety Equip.	683	-	-	-	-	-	-	-
7360	Safety Equipment	703	53	-	449	-	-	-	-
	TOTAL CAPITAL OUTLAY	2,266	53	-	449	138,138	-	-	-
	TOTAL DEPARTMENT	2,174,293	2,138,980	2,655,653	2,611,045	3,032,989	2,833,998	-	-
						377,336	178,345	(2,655,653)	(2,655,653)
						14.2%	6.7%	-100.0%	-100.0%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES									
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
	PERSONNEL SERVICES				Wages for full & part time staff.				
5120	Wages & Salaries (FT)	1,202,240	995,142	1,262,623	Wages for full-time departmental staff.	\$ -	1,262,623		
5205	Wages & Salaries (PT)	5,000	-	-	Wages for maint./ special projects.				
5210	Seasonal/Temporary/Intern		45,435						
5401	Overtime	35,000	44,385	35,000	Wages for required overtime work and call in work.		35,000		
5510	Health Insurance	267,548	241,034	319,145			319,145		
5520	Retirement	110,431	93,250	112,711			112,711		
5530	Social Security	95,031	80,757	99,268			99,268		
5540	Workers Comp	30,768	25,158	30,768			30,768		
5560	Deferred Comp	1,083	2,057	4,211			4,211		
5500	Employee Benefits & Taxes	504,861	442,255	566,103	Taxes and benefits for departmental employees.		566,103	-	-
	TOTAL PERSONNEL SERVICES	1,747,101	1,527,217	1,863,726	6.7% TOTAL		1,863,726	-	-
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,500	125	1,500	Departmental travel expenses including for training.	\$ 1,500	1,500		
6131	Gas Oil & Grease	63,000	52,229	63,000	Gas, oil, grease, and maintenance for departmental vehicles and machines.	\$ 9,000	63,000		
					Tires for all County vehicles.	\$ 50,000			
					Oil & grease for Sheriff vehicles.	\$ 4,000			
6132	Vehicle Repair	57,000	75,076	70,000	Parts and labor for automobile and machine repair.	\$ 10,000	70,000		
					Sheriff Administration/ Support Services	\$ 7,500			
					Sheriff Law Enforcement	\$ 27,000			
					Sheriff General	\$ 7,500			
					New Vehicle equipment set up	\$ 28,000			
6301	Professional Services	8,200	15,592	10,000	Consultants: chemical, etc.	\$ 8,100	13,000		
					Indoor Air Quality tests.	\$ 1,900			
					Professional Cleaning services	\$ 3,000			

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6303	Contract Special Services	8,750	12,124	9,500	Pest control Courthouse LEC EMA CRCC Hazardous Mats (lamp) Backflow testing work order system fleet	\$ 3,000 \$ 3,000 \$ 750 \$ 2,000	9,500	
6304	Security Services	1,700	1,077	1,700	Security	\$ 1,700	1,700	
6400	Insurance -Building & Contents	53,072	42,125	53,072	Courthouse. Garage.	\$ 53,072	53,072	
6401	Insurance- Liability	16,163	2,315	16,163	Departmental share of insurance.	\$ 16,163	16,163	
6402	Vehicle Liability	13,893	11,027	13,893	Departmental share of insurance.	\$ 13,893	13,893	
6405	Insurance - Boilers/ Mechanical	8,196	6,506	8,196	Departmental share of insurance.	\$ 8,196	8,196	
6406	Insurance- Deductible				Deductible for any insurance claim.			
6500	Office Supplies	1,500	1,897	1,500	Office supplies and copy paper.	\$ 1,500	1,500	
6502	Cleaning Supplies	10,600	17,367	15,000	Custodial supplies. (Does not include Jail secure area.) Car Cleaning Supplies Courthouse. EMA & Dispatch 25 Pearl/Milk LEC	\$ 400 \$ 8,000 \$ 3,000 \$ 1,000 \$ 3,000	15,000	
6504	Maintenance Supplies	10,000	6,599	17,000	Repair supplies. Courthouse EMA. Law Enforcement Center. Communications	\$ 11,500 \$ 1,500 \$ 2,000 \$ 2,200	10,000	

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6505	Printing & Engraving	450	207	450	Printing for work orders, forms, and blueprints. \$ 450	450		
6506	Postal Expenses	200	93	200	Departmental postage costs. \$ 200	200		
6507	Advertising	1,000	-	1,000	For material bids and personnel \$ 200	-		
6508	Dues	450	172	450	NFPA \$ 50 ASHRAE (Heating and AC Eng.) \$ 50 NSEE (Energy Engineers.) \$ - Electrician Licensing Fees. \$ 200 fleet \$ 150 recertification	450		
6509	Books, Periodicals, & Subscriptions	300	397	300	Manager's Legal Bulletin. \$ 150 Vehicle manuals. \$ 150 ASHRAE Handbooks. Reference manuals and code books.	300		
6510	Tools & Implements	3,500	2,822	3,500	Hand tools. \$ 3,500	3,500		
6511	Equipment Rental	12,700	8,494	12,700	Pagers. \$ 1,000 Offsite Storage \$ 7,000 Safety Kleen for Mechanic/Jail (oil) \$ 200 Copier \$ 1,500 lift rental \$ 3,000	12,700		
6512	Training, Education, & Seminars	2,500	18,469	2,500	OSHA Training Training safety \$ 1,100 work order system seminars. \$ 1,400	2,500		

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6513	Leases and Service Agreements	183,000	176,846	122,000	Leased Office Space and Common Charges \$ 183,000 Lease 10,000 square feet (8 months)	122,000		
6514	Maintenance Contracts	69,850	63,154	73,500	HVAC Contract CCRCC, CCCH & EMA \$ 39,900 Sprinkler system. \$ 1,850 Extinguishers. \$ 900 Fire alarm. . \$ 2,500 Elevator/lifts. \$ 13,000 Telephone \$ 3,000 Identicard \$ 2,500 Work order Systems Support \$ 5,000 Automatic Doors \$ 1,200	73,500		
6600	Cleaning & Sanitary	5,000	159	5,000	Moved to Professional Services Courthouse. (done in house) \$ 2,000 EMA/RCC \$ 1,500 Law Enforcement Center. \$ 1,500	-		
6601	Snow Removal	5,000	4,815	5,000	Courthouse complex (includes parking lot). \$ 4,000 EMA & Dispatch. \$ 1,000	5,000		
6602	Lot & Grounds Maintenance	3,000	3,202	3,000	Loam, seed, sod. \$ 1,000 Landscape timbers, fencing. \$ 500 Asphalt maintenance or repair: \$ 1,500	3,000		
6603	Building & Structure Repair	30,500	19,693	30,500	Doors, walls, ceilings, stairs, & windows. \$ 3,000 Replacement locks and keys \$ 3,000 Roof patches and repairs. \$ 5,000 CCCH Replacement Air Conditioners \$ 3,000 Carpeting and repairs \$ 10,000 Exterior building repairs. \$ 4,000 Replacement ceiling tiles. \$ 2,500	30,500		

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6604	Heating & Cooling (HVAC) Repair	22,000	98,844	35,000	Heating & Cooling (HVAC) Repair Courthouse. \$ 15,500 CCRC \$ 3,500 Law Enforcement Center. \$ 3,000	35,000		
6605	Electrical Repair	23,500	19,045	23,500	Identocard and control repairs. \$ 7,500 Lighting-lamps and ballast, light bulbs \$ 4,000 Power outlets & wiring. \$ 2,000 Electrical repairs. \$ 10,000	23,500		
6606	Painting Repair	4,000	11,012	7,000	Preventative & Ongoing maintenance. Courthouse. \$ 3,000 Community Corrections \$ 500 Law Enforcement Center. \$ 500	7,000		
6607	Plumbing Repair	9,000	12,324	10,000	Preventative/ ongoing maintenance. Courthouse. \$ 7,000 EMA. And Communications \$ 1,000 Law Enforcement Center. \$ 1,000	10,000		
6608	Elevator Repair	1,000	-179.22	2,000	Non-contract repairs \$ 1,000	2,000		
6609	Equipment Repair	5,000	2,887	5,000	Repair for County equipment. \$ 5,000	5,000		
6612	Furniture Repair	3,000	842	3,000	Repair material for any County furniture. \$ 3,000	3,000		
6800	Telephone & Communication	7,380	5,855	7,000	Telephone Costs \$ 4,500	7,000		
6801	Electricity Utility	114,148	272,767	165,000	Electricity costs for county properties .04880 kwh Communications CCCH	114,148		

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6802	Gas Utility	76,000	48,605	155,000	LEC Pearl Street Natural Gas costs for county properties 11.50 Decatherm LEC CCRCC Communication Bldg EMA Courthouse	155,000		
6803	Water Utility	6,500	5,367	6,500	Courthouse LEC EMA Communication 25 Pearl 25 Pearl Street	\$ 5,500 \$ 1,300	6,500	
6804	Sewer Utility	29,000	35,586	32,000	25 Pearl Courthouse Lec EMA Communications LEC storm water charges	\$ 24,000 \$ 5,000	32,000	
6805	Rubbish Removal	15,000	14,309	17,500	Courthouse. Law Enforcement Center/Communication Corrections EMA & Dispatch Pearl Street	\$ 15,000	17,500	
6806	Fuel Oil	1,500	(2,171)	1,500	propane and generator	\$1,500	1,500	
6906	Paper Goods	10,000	5,820	10,000	Toilet paper, sanitary napkins, paper towels.	\$ 10,000	10,000	
6908	Clothing- Uniforms	4,500	4,734	4,500	Facilities employees (4 sets)	\$ 4,500	4,500	
6909	Clothing- Cleaning	3,000	2,845	3,000	Mechanic Uniforms. And rags	\$ 3,800	3,000	
6913	Safety Equipment	3,000	2,309	3,000	Safety shoes.	\$ 2,000	3,000	

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
		-	-	-	Gloves & wipes for chemicals & blood pathogens. First-aid kit maintenance.	-	-	-
	TOTAL O&M	908,552	1,083,379	1,031,124	TOTAL	970,272	-	-
	CAPITAL OUTLAY							
7305	Building & Building Improvement			\$ 138,138	County Building Assessment/New Work Order System Upgrade	0		
7315	Electrical Capital							
7335	Maintenance Capital							
7350	Office Equipment	-			Replace misc office equipment			
7355	Computer Hardware	-						
7361	Occupational Health & Safety Equip.		-		Moved to HR Budget			
7360	Safety Program		449		Moved to HR budget			
	TOTAL CAPITAL OUTLAY	-	449	138,138		-	-	-
	TOTAL FACILITIES	2,655,653	2,611,045	3,032,989	TOTAL	2,833,998	-	-
		14		14.2%		178,345	(2,655,653)	(2,655,653)
						6.7%	-100.0%	-100.0%

ENTERPRISE ACTIVITIES TOTAL	443,603
OVERALL DEPARTMENTAL EXPENSES	3,277,601

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

24-25

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget		Labor	O&M	Capital	TOTAL
GAR	-	-	-	-	Garage Operations	84,766	53,550	-	138,316
GAR	74,123	121,167	157,991	185,000	Garage Daily Parking				
GAR	599,474	655,114	751,025	650,000	Garage Monthly Parking				
GAR									
GAR	\$ 673,598	\$ 776,280	\$ 909,016	\$ 835,000					

Statistics

Personnel

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

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: Facilities		ACTIVITY CENTER: PARKING GARAGE							
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
					Wages for full & part time staff.				
5120-03	Wages & Salaries (FT)	51,977	52,353	114,907	99,984	55,253	55,253	-	-
5205-03	Wages & Salaries (PT)		-	-	-	-	-	-	-
5401-03	Overtime	4,105	3,600	4,000	3,836	4,000	4,000	-	-
5500-03	Employee Benefits & Taxes	17,782	17,483	47,860	42,094	25,513	25,513	-	-
	TOTAL PERSONNEL SERVICES	73,864	73,437	166,767	145,914	84,766	84,766	-	-
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	584	1,786	1,250	979	1,000	1,000	-	-
6502	Cleaning Supplies		-	600	-	600	600	-	-
6504	Maintenance Supplies		-	1,800	806	1,000	1,000	-	-
6505-03	Printing & Engraving	1,817	90	2,500	2,433	2,500	2,500	-	-
6507-03	Advertising		-	50	-	500	500	-	-
6514-03	Maintenance Contracts		-	9,050	3,044	10,000	10,000	-	-
6602-03	Lot & Grounds Maintenance		-	1,000	223	500	500	-	-
6603-03	Building & Structural Repair		-	2,000	36,603	2,000	2,000	-	-
6605-03	Electrical Repair		-	1,500	17,669	1,500	1,500	-	-
6606-03	Painting Repairs		-	2,500	-	2,500	2,500	-	-
6607-03	Plumbing Repairs		-	1,000	7,148	2,500	2,500	-	-
6609-03	Equipment Repair	18,298	37,607	25,000	26,581	25,000	25,000	-	-
6800-03	Telephone & Communication	1,146	733	950	1,523	1,100	1,100	-	-
6801-03	Electricity Utility		-	21,852	466	-	-	-	-
6803-03	Water Utility		-	350	134	350	350	-	-
6804-03	Sewer Utility		-	750	750	750	750	-	-
6805-03	Rubbish Removal		-	1,000	344	1,000	1,000	-	-
6905-03	Medical Supplies		-	50	-	100	100	-	-
6908-03	Clothing-Uniforms		-	500	0	250	250	0	0
6913-03	Safety Equipment		-	750	0	400	400	0	0
	TOTAL O&M	21,844	40,216	74,452	98,703	53,550	53,550	-	-
	CAPITAL								

PARKING GARAGE

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
7325-03	Furniture & Fixtures	-	-	-	48,916	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	48,916	-	-	-	-
	TOTAL ACTIVITY CENTER	95,708	113,653	241,219	293,532	138,316	138,316	-	-
						(102,903)	(102,903)	(241,219)	(241,219)
						-42.7%	-42.7%	-100.0%	-100.0%

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: FACILITIES		ACTIVITY CENTER: PARKING GARAGE							
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL								
5120-03	Wages & Salaries (FT)	114,907	99,984	55,253	Wages for full & part time staff. Wages for full-time departmental staff.		55,253		
5205-03	Temporary				Wages for part-time departmental staff.				
5401-03	Overtime	4,000	3,836	4,000	Wages for required overtime work.		4,000		
5510	Health Insurance	24,778	21,526	12,752			12,752		
5520	Retirement	11,264	10,494	5,524			5,524		
5530	Social Security	9,096	7,849	4,515			4,515		
5540	Workers Comp	2,722	2,225	2,722			2,722		
5560	Deferred Comp			-			-		
5500-03	Employee Benefits & Taxes	47,860	42,094	25,513	Taxes and benefits for departmental employees.		25,513	-	-
	TOTAL PERSONNEL	166,767	145,914	84,766		TOTAL	84,766	-	-
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	1,250	979	1,000	General office supplies used in garage operation.	\$ 1,250	1,000		
6502	Cleaning Supplies	600		600	Signage Cleaning Supplies	\$ 600	600		
6504	Maintenance Supplies	1,800	806	1,000	Mx Supplies	\$ 1,800	1,000		
6505-03	Printing & Engraving	2,500	2,433	2,500	60,000 garage tickets + shipping. (Now only available in 20k lots.)	\$ 2,500	2,500		
6507-03	Advertising	50		500	Newspaper job advertisements	\$ 50	500		
6514-03	Maintenance Contracts	9,050	3,044	10,000	Sprinkler System Elevators Garage Gates	\$ 3,000 \$ 5,300 \$ 1,000	10,000		

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
					Automatic Doors	\$ 700			
6602-03	Lot & Grounds Maintenance	1,000	223	500	Flowers, shrubbery, landscape	\$ 250	500		
					Asphalt Repair	\$ 750			
6603-03	Building & Structural Repair	2,000	36,603	2,000	Repairs to overall structures	\$ 2,000	2,000		
6605-03	Electrical Repair	1,500	17,669	1,500	Cameras, Lighting, and repairs	\$ 1,500	1,500		
6606-03	Painting Repairs	2,500		2,500	Painting of structure	\$ 2,500	2,500		
6607-03	Plumbing Repairs	1,000	7,148	2,500	Drain repair and cleaning	\$ 1,000	2,500		
6609-03	Equipment Repair	25,000	26,581	25,000	Repair material for gate swing-arms, and mechanical readers.	\$ 6,500	25,000		
6800-03	Telephone & Communication	950	1,523	1,100	Garage telephone costs. New system bank connection	\$ 950	1,100		
6801-03	Electricity Utility	21,852	466	-	Electricity costs .04880 kwh	\$ 21,852	-		
6803-03	Water Utility	350	134	350	Water usage	\$ 350	350		
6804-03	Sewer Utility	750	750	750	Storm Water charges	\$ 750	750		
6805-03	Rubbish Removal	1,000	344	1,000	Trash Removal	\$ 1,000	1,000		
6905-03	Medical Supplies	50		100	Replacement medical supplies. (Expiration of existing medical supplies.)	\$ 50	100		
6908-03	Clothing-Uniforms	500		250	Employee yearly clothing allowance	\$ 500	250		
6913-03	Safety Equipment	750		400	Safety Shoes, gloves & wipes, blood pathogens	\$ 400	400		

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	TOTAL O&M	74,452	98,703	53,550	TOTAL	53,550	-	-
	CAPITAL OUTLAY							
7325-03	Furniture & Fixtures		48,916					
	Operation Equipment							
	TOTAL CAPITAL OUTLAY	-	48,916	-	TOTAL	-	-	-
	TOTAL GARAGE	241,219	293,532	138,316	TOTAL	138,316	-	-
				(102,903)		(102,903)	(241,219)	(241,219)
				-42.7%		-42.7%	-100.0%	-100.0%

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

EXPENSES

24-25

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget		Labor	O&M	Capital	TOTAL
SHER	30,300	21,026	19,831	40,000	Misc revenue	1,284,427	289,761	3,000	1,577,188
	\$ 30,300	\$ 21,026	\$ 19,831	\$ 40,000					

Objectives

Personnel

Objectives	Personnel	
	Full Time	Part Time
<i>Coordinate agendas and provide analysis for all Sheriff Office Activities</i> <i>Provide leadership for strategic planning and budget development and implementation</i> <i>Lead and coordinate Sheriff initiatives for more contracts with communities for cost efficient, effective delivery of law enforcement services.</i>	SHERIFF	1
	CHIEF DEPUTY	1
	ADMINISTRATIVE INVESTIGATOR	1
	ADMINISTRATIVE LIEUTENANT	1
	EXECUTIVE ASSISTANT	1
	INVESTIGATIONS CLERK	2
	RECEPTION/CLERK	1
	CAPTAIN-SUPPORT SERVICES	1
	ACCREDITATION COORD	1
	ADMINISTRATIVE SERGEANT	1
	ADMINISTRATIVE ASST.	1
	STAFF DEVELOPMENT SPECIALIST	1
		13

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES							
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
					Wages for full & part time staff.				
5120-05	Wages & Salaries (FT)	696,925	742,913	849,884	750,813	933,658	933,658	-	-
5205-05	Wages & Salaries (PT)		-	-	-	40,000	-	-	-
5401-05	Overtime	5,344	16,486	5,000	37,089	5,000	5,000	-	-
5500-05	Employee Benefits & Taxes	225,628	260,399	315,313	278,711	345,769	345,769	-	-
	TOTAL PERSONNEL SERVICES	927,898	1,019,798	1,170,197	1,066,613	1,324,427	1,284,427	-	-
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	6,081	6,754	15,000	13,631	15,000	15,000	-	-
6131-05	Gas, Oil, & Grease	55	101	9,000	4,764	9,000	9,000	-	-
6301-05	Professional Services	6,267	7,469	16,050	15,699	18,200	18,200	-	-
6302-05	Legal Services	24,801	7,206	21,842	7,587	12,000	12,000	-	-
6401-05	Insurance - Liability	48,498	52,158	62,060	54,755	62,060	62,060	-	-
6402-05	Insurance- Vehicle	17,167	18,462	21,400	19,382	21,400	21,400	-	-
6500-05	Office Supplies	9,389	11,762	11,000	9,529	11,000	11,000	-	-
6505-05	Printing & Engraving	9,213	11,119	10,000	11,623	12,000	12,000	-	-
6506-05	Postal Expenses	2,852	3,374	3,200	3,457	3,500	3,500	-	-
6507-05	Advertising	1,227	2,078	2,500	-	1,500	1,500	-	-
6508-05	Dues	3,949	3,658	4,500	4,071	4,800	4,800	-	-
6509-05	Books, Periodicals, & Subscriptions	6,225	2,078	5,000	3,434	3,000	3,000	-	-
6511-05	Equipment Rental	3,755	4,320	8,000	4,068	8,320	8,320	-	-
6512-05	Training, Education, & Seminars	2,304	4,023	17,000	13,488	16,800	16,800	-	-
6800-05	Telephone & Communication	59,010	61,228	63,732	69,975	77,181	77,181	-	-
6908-05	Clothing- Uniforms	2,947	3,010	3,000	5,191	3,000	3,000	-	-

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
6910-05	Criminal Investigation	3,548	1,125	3,000	50	3,000	3,000	-	-	
6950-05	CALEA	4,429		4,750		5,000	5,000	-	-	
	NEW LINE ITEM Special Projects/Events/Programs					3,000	3,000	-	-	
	TOTAL O&M	211,718	199,925	281,034	240,704	289,761	289,761	-	-	
	CAPITAL OUTLAY									
7350-05	Office Equipment	825	3,000	3,000	450	3,000	3,000	-	-	
	TOTAL CAPITAL OUTLAY	825	3,000	3,000	450	3,000	3,000	-	-	
	TOTAL ACTIVITY CENTER	1,140,440	1,222,723	1,454,231	1,307,767	1,617,188	1,577,188	-	-	
						162,957	122,957	(1,454,231)	(1,454,231)	
						11.2%	8.5%	-100.0%	-100.0%	

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES							
5120-05	Wages & Salaries (FT)	849,884	750,813	933,658	Wages for full & part time staff. Wages for full-time agency staff.	933,658		
					On-Call Stipend			
5205-05	Wages & Salaries (PT)			40,000	Full time FOAA moved from Patrol to Admin NEW POSITION: Training Assistant \$ 40,000 Jan 1 Start date			
5401-05	Overtime	5,000	37,089	5,000	Wages for required overtime work.	5,000		
5510	Health Insurance	155,859	133,246	176,749		176,749		
5520	Retirement	69,033	64,599	66,768		66,768		
5530	Social Security	65,399	59,596	71,807		71,807		
5540	Workers Comp	17,556	14,355	17,556		17,556		
5560	Deferred Comp	7,466	6,915	12,889		12,889		
					Benefits			
5500-05	Employee Benefits & Taxes	315,313	278,711	345,769	Taxes and benefits for agency employees.	345,769	-	-
	TOTAL PERSONNEL SERVICES	1,170,197	1,066,613	1,324,427	13.2% TOTAL	1,284,427	-	-
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	15,000	13,631	15,000	Agency mileage and travel expenses- CALEA CONFERENCE, IAPRO Training, NIAIA Training Conf., Axon Conf.	15,000		
6131-05	Gas, Oil, & Grease	9,000	4,764	9,000	To provide gas for vehicles assigned to the administration bureau. (3000 gal @ \$3.00).	9,000		
6301-05	Professional Services	16,050	15,699	18,200	Polygraph and psych testing. \$ 4,000 Transcription services emergency needs. Pre-employment Medical Evals \$ 4,200 Respiratory Evaluations/Medical Review/Supplies \$ 5,000 Promotions Exams \$ 5,000	18,200		

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6302-05	Legal Services	21,842	7,587	12,000	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers. Due to increase in legal services due to FOAA	12,000		
6401-05	Insurance - Liability	62,060	54,755	62,060	Provides agency share of liability insurance.	62,060		
6402-05	Insurance- Vehicle	21,400	19,382	21,400	Fleet insurance needs through current carrier.	21,400		
6500-05	Office Supplies	11,000	9,529	11,000	General Administrative needs from pens to paper.	11,000		
6505-05	Printing & Engraving	10,000	11,623	12,000	Generic printing needs of the agency from business cards to letterhead and includes recognition program (coins, community policing, awards, shadowboxes, display posters, brochures) Toner Cartridges	12,000		
6506-05	Postal Expenses	3,200	3,457	3,500	Agency postage expenses & rate increase. Postage meter rental @ 171 * 4. Postage meter maintenance agreement.	3,500		
6507-05	Advertising Expense	2,500	-	1,500	Recruiting and other necessary advertisements for Sheriff's Office.	1,500		
6508-05	Dues	4,500	4,071	4,800	Funding to continue affiliation with local police and law enforcement organizations and support networks. Assoc.: Maine Sheriff Assoc., Maine Chief of Police, National Sheriff's Assn., American Jail Assoc., International Associations	4,800		

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6509-05	Books, Periodicals, & Subscriptions	5,000	3,434	3,000	Legal reference material, new title updates.	3,000		
6511-05	Equipment Rental	8,000	4,068	8,320	Rental of equipment used in the facility. Base rental for copiers (2) @ \$313 * 12. Naples Copier. Copier fees based on estimated copies. Circuit to tie to ME Public Safety for data.	8,320		
6512-05	Training, Education, & Seminars	17,000	13,488	16,800	Ongoing educational needs (usually outside the facility). \$ 14,800 Administrative support staff development training @ 8 personnel (NIAIA, IAPro) \$ 1,300 Educational reimbursements for agency Axon Conference \$ 700	16,800		
6800-05	Telephone & Communication	63,732	69,975	77,181	Telephone services. GPS Trackers \$1000 \$ 63,732 In-State/Out State service. Wireless Phone Services Replacement-wireless equipment. Substation service. Phone maintenance. Pagers for key personnel @ \$142 * 12. GPS Units-ESU/K-9 \$3500 65 Patrol Aircards (From IT Budget) Patrol Deputy Phones \$ 13,449	77,181		
6908-05	Clothing- Uniforms	3,000	5,191	3,000	Provided to staff.	3,000		
6910-05	Criminal Investigation	3,000	50	3,000	General expenses for investigations including CD/DVD, batteries (Internal investigations). Material, Jail Investigation, Law Suit Prep	3,000		

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6915-05	Polygraph		6,375					
6950-05	CALEA Expenses	4,750	4,897	5,000	CALEA Annual Fee/NEPAC	5,000		
	NEW LINE ITEM Special Projects/Events/Programs			3,000	Yellow Dot, Project Lifesaver, National Night Out, Retirements.	3,000		
		-	-	-		-	-	-
	TOTAL O&M	281,034	251,976	289,761	TOTAL	289,761	-	-
	CAPITAL OUTLAY							
7350-05	Office Equipment	3,000	450	3,000	Misc replacement of broken/worn furniture.	3,000		
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	3,000	450	3,000		3,000	-	-
	TOTAL ADMIN/ SUPPORT SERVICES	1,454,231	1,319,039	1,617,188	TOTAL	1,577,188	-	-
				162,957		122,957	(1,454,231)	(1,454,231)
				11.2%		8.5%	-100.0%	-100.0%

ADMINISTRATION/ SUPPORT SERVICES



Sheriff's Office- Law Enforcement

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

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

REVENUES

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget
LEC				
ENTERPRISE				2,768,095
				\$ 2,768,095

EXPENSES

24-25

Labor	O&M	Capital	TOTAL
6,195,039	539,632	549,150	7,283,821
ENTERPRISE			2,768,095
TOTAL DEPT.			10,051,916

Enterprise Fund:

See Enterprise Fund Section for Enterprise activities of this department

Statistics

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

Personnel

Regular

Grant & Contract

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

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT								
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
PERSONNEL SERVICES										
5120-06	Wages & Salaries (FT)	2,590,953	2,596,583	3,304,020	2,573,985	3,576,512	3,576,512	-	-	
				85,000		53,000	-	-	-	
5401-06	Overtime	866,566	805,486	624,360	939,084	655,578	655,578	-	-	
5500-06	Employee Benefits & Taxes	1,505,960	1,512,547	1,783,472	1,573,041	1,962,949	1,962,949	-	-	
	TOTAL PERSONNEL SERVICES	4,963,479	4,914,615	5,796,852	5,086,110	6,248,039	6,195,039	-	-	
OPERATIONS & MAINTENANCE										
6130-06	Transportation & Lodging	7,039	8,770	18,000	14,316	24,200	18,000	-	-	
6131-06	Gas, Oil, & Grease	133,351	182,967	231,417	259,955	231,417	231,417	-	-	
6232-06	Electronic Equipment Repair	7,666	15,503	29,000	18,244	21,000	21,000	-	-	
6501-06	Training Supplies	10,051	7,156	9,750	5,902	9,750	9,750	-	-	
6314-06	Ammunition	52,643	58,010	65,000	55,620	71,437	61,437	-	-	
6509-06	Books, Periodicals, & Subscriptions	13,938	10,548	24,050	10,016	34,858	34,858	-	-	
6512-06	Training, Education, & Seminars	65,198	65,231	64,000	55,296	57,200	57,200	-	-	
6905-06	Medical Supplies	326	1,699	3,500	781	3,500	3,500	-	-	
6908-06	Clothing- Uniforms	45,841	38,199	42,000	44,658	42,000	42,000	-	-	
6910-06	Criminal Investigation	40,693	51,647	43,700	22,861	44,470	40,470	-	-	
6911-06	Canine Supplies & Equipment	22,989	20,472	20,000	17,486	20,000	20,000	-	-	
6950-06	CALEA Expenses	267								
	TOTAL O&M	400,001	460,202	550,417	505,137	559,832	539,632	-	-	
CAPITAL OUTLAY										
7345-06	Vehicles	420,000	416,176	331,200	422,705	595,600	499,600	-	-	
7350-06	Office Equipment	249	4,011	4,000	643	4,000	4,000	-	-	
7360-06	Employee Safety Equipment	31,455	34,214	28,332	23,598	20,150	20,150	-	-	
7367	Dive Team	12,294	1,887	6,000	7,224	6,500	6,500	-	-	
7366	Emergency Services Unit	4,033	3,819	14,000	13,445	14,400	14,400	-	-	
7368	Honor Guard	12	1,328	2,500	1,714	2,500	2,500	-	-	
7369	VIPS		2,014	2,000	-	2,000	2,000	-	-	
7370	Explorers	362		-	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	468,405	463,449	388,032	469,329	645,150	549,150	-	-	
	TOTAL ACTIVITY CENTER	5,831,884	5,838,266	6,735,301	6,060,575	7,453,021	7,283,821	-	-	
							717,720	548,520	(6,735,301)	(6,735,301)
							10.7%	8.1%	-100.0%	-100.0%

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT							
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
5120-06	PERSONNEL SERVICES Wages & Salaries (FT)	3,304,020	2,573,985	3,576,512	Wages for full & part time staff. Wages for full-time departmental staff.		3,576,512		
		85,000		53,000	Full Time FOAA- Moved to LEC Admin Budget NEW POSITION: Detective (Computer Forensics) \$ 53,000		-		
5401-06	Overtime	624,360	939,084	655,578	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes and training. Plus 3% to cover raises.		655,578		
5510	Health Insurance	1,005,259	834,533	1,060,132			1,060,132		
5520	Retirement	361,590	382,152	465,763			465,763		
5530	Social Security	300,521	259,201	323,755			323,755		
5540	Workers Comp	110,245	90,147	110,245			110,245		
5560	Deferred Comp	5,857	7,008	3,054			3,054		
5500-06	Employee Benefits & Taxes	1,783,472	1,573,041	1,962,949	Benefits and taxes for departmental employees.		1,962,949	-	-
	TOTAL PERSONNEL SERVICES	5,796,852	5,086,110	6,248,039	7.8%	TOTAL	6,195,039	-	-
	OPERATIONS & MAINTENANCE								
6130-06	Transportation & Lodging	18,000	14,316	24,200	To pay Sheriffs office expenses for required travel (training, firearms training, etc.). Includes overnight lodging, meals, tolls, and other costs incidental to travel. New SRD Training, advanced forensic reconstruction Tactical/Negotiator Team Specialized Training \$ 1,200		18,000		
6131-06	Gas, Oil, & Grease	231,417	259,955	231,417	To provide gas for vehicles assigned to the law enforcement bureau @ 77,139 gals * \$3.00 \$ 231,417		231,417		

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6232-06	Electronic Equipment Repair	29,000	18,244	21,000	Fund repairs for all mobile and portable radios at the Sheriff's Office (Approx 100 radios). Radar Calibration. Accident Reconstruction cables/license/subscription/Hyundai KIA EDR Cables/Licenses	21,000		
					\$ 9,000			
					\$ 5,000			
					\$ 7,000			
6501-06	Training Supplies	9,750	5,902	9,750	Misc Training Supplies Targets, Gun Cleaning Materials First Aid/CPR Supplies Sim Protective Gear	9,750		
					\$ 2,250			
					\$ 1,500			
					\$ 2,000			
					\$ 4,000			
6314	Ammunition	65,000	55,620	71,437	Required firearm training- Law Enforcement .40 Cal Training LE/ESU .40 Cal Duty Shotgun - Rifle 223 cal - Rifle .308 cal 9mm Less Lethal * Ammunition increased in cost by 10%, same amount of ammo required ESU- Smoke, Non-Lethal, Distraction Devices and Gas (Increased Cost of Product) Add ADA, Reasonable Accommodation, Ammo Situation Shooting Scenarios - Additional Ammo	61,437		
					\$ 44,908			
					\$ 6,864			
					\$ 2,112			
					\$ 2,534			
					\$ 1,132			
					\$ 1,267			
					\$ 1,584			
					\$ 9,874			
					\$ 1,162			
6509-06	Books, Periodicals, & Subscriptions	24,050	10,016	34,858	New Title 29 and 17A updates	34,858		
					\$ 2,500			

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6512-06	Training, Education, & Seminars	64,000	55,296	57,200	CID GPS Tracker \$360, Callyo \$3,300, Dragon Speak \$2914, IAPro/BlueTeam/EiPro \$10,000, lexis nexis (ClearPro) software \$3312, Project Lifesaver \$3,000 PowerDMS \$ 3,823 Law enforcement statute literature required by law. incl. LEOM's \$ 850 SBI Livescan Subscription \$ 2,500 L-tron Camera Software \$ 2,500 Provide for the training of agency members through in-house training, training workshops and conferences to maintain the Maine Criminal Justice Academy Certifications, Federal, and accreditation training standards and to improve our member's skills, knowledge and abilities to deliver superior law enforcement services to our customers. Examples include: MCJA mandated annual training, crash reconstruction team, K-9 handler, Emergency Services Unit, Dive Team, Investigations, School Resource and Response to Active Shooter training. Tactical/Negotiator Team Specialized Training \$ 2,000 NYPD Homicide School - 2 Detectives \$ 7,500 CSI - Advanced Blood Stain Pattern Analysis - 2 Det. \$ 6,000 Police 1 Training \$ 4,500 UAV Training \$ 2,500	57,200		
6905-06	Medical Supplies	3,500	781	3,500	Mandatory inoculation for: Hepatitis B, TB,PPE equip.		3,500	
6908-06	Clothing- Uniforms	42,000	44,658	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	

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
6910-06	Criminal Investigation	43,700	22,861	44,470	For drug analysis, lab supplies and chemicals used in the booking process. Vehicle Towing. \$ 9,270 "Buy Money" for Investigations. \$ 2,000 Metro Forensic Unit \$ 26,000 Storage facility (property/evidence) \$ 2,700 Portable 5TB harddrives \$ 1,500	40,470			
6911-06	Canine Supplies & Equipment	20,000	17,486	20,000	General supplies for canine requirements. Food, equipment, Boarding of K9 Dogs and medical expenses for dog (drug search, article search, tracking) - \$13,000.	20,000			
	TOTAL O&M	-	-	-		-	-	-	
		550,417	505,137	559,832	TOTAL	539,632	-	-	
	CAPITAL OUTLAY								
7345-06	Vehicles	331,200	422,705	595,600	Cost of reinstalling all equipment on new vehicle; on old vehicle remove decals, repaint, repair rust, and refurbish. New light bars-on other rotation. Vehicle fit up -8 new vehicles and refit step downs @ \$16,200 \$ 129,600 8 - AWD Ford Explorer - \$45000/ea \$ 360,000 Fit up Emergency Equipment \$ 10,000	499,600			
7350-06	Office Equipment	4,000	643	4,000	Replace broken and worn out equipment. Internet access for 4 substations at \$50 month.	4,000			
7360-06	Employee Safety Equipment	28,332	23,598	20,150	Equipment for employees that enhance agency and public safety. Replacement equipment (3 radar units) @ \$2600 \$ 7,800 Replacement of Misc. Safety Equipment \$ 1,600 Long Guns 2 X \$1200 \$ 2,400	20,150			

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
					Small item electronics - \$1000. \$ 1,000			
					1 - portable radio units P25/DMR @ \$1,450 \$ 1,450			
					1 Mobile Radios - \$1,900. \$ 1,900			
					Misc. Firearm Replacement Parts \$ 1,000			
					DroneSense Software \$ 3,000			
7367-06	Dive Team	6,000	7,224	6,500	Dive Team Equipment (tanks, resp, dry suit replaced - QTY 1 \$3500). Tank fills = \$3000 per year incl. inspection, cert., etc. \$ 6,500	6,500		
7366-06	Emergency Services Unit	14,000	13,445	14,400	Misc. Equipment (incl. Night Vision Scope Batteries) \$ 14,400	14,400		
7368-06	Honor Guard	2,500	1,714	2,500		2,500		
7369-06	VIPS	2,000	-	2,000		2,000		
7370-06	Explorers					-		
	TOTAL CAPITAL OUTLAY	388,032	469,329	645,150	TOTAL	549,150	-	-
	TOTAL LAW ENFORCEMENT	6,735,301	6,060,575	7,453,021	TOTAL	7,283,821	-	-
				717,720		548,520	(6,735,301)	(6,735,301)
				10.7%		8.1%	-100.0%	-100.0%

ENTERPRISE ACTIVITIES TOTAL	2,768,095
OVERALL DEPARTMENTAL EXPENSES	10,051,916

LAW ENFORCEMENT



Sheriff's Office- Cumberland County Jail

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

PLACEHOLDER FOR FULL BUDGET REVIEW

REVENUES

EXPENSES

24-25

	21-22 Actual	22-23 Actual	23-24 Budget	24-25 Budget		Labor	O&M	Capital	TOTAL
Miscellaneous Revenue	(5,873)	1,818	2,000	2,000		14,119,467	6,397,509	88,500	20,605,476
Term Reimbursements	(300)	(450)		-					
US Marshall Service	2,076,850	266,001	1,080,000	1,080,000					
ICE	5,850	117,650	50,000	50,000					
Work Release		406		-					
Other County Inmates	632,911	225,294		-					
State Dept of Corrections	3,482,400	3,525,176	3,398,672	3,398,672					
Property Taxes				15,969,898					
	\$ 6,191,838	\$ 4,135,895	\$ 4,530,672	\$ 20,500,570		TOTAL DEPT.			20,605,476

Enterprise Fund:

See Enterprise Fund Section for
Enterprise activities of this department

Diff \$ (104,906)

Statistics

Personnel

Regular

Grant & Contract

PLEASE ENTER NEW JAIL TEXT HERE		Full Time	Part Time	Full Time	Part Time
		0	0	0	0

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: Jail (PLACEHOLDER)							
ACCT #	ACCOUNT DESCRIPTION	2020-21 BUDGET	2021-22 ACTUAL	23-24 ADOPTED BUDGET	22-23 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	\$ 9,689,347	\$ 5,764,894	7,872,271	7,050,962	8,285,565			
5401	Overtime	\$ 1,559,148	\$ 2,972,936	1,575,000	1,546,935	1,657,688			
	Employee Benefits & Taxes	4,497,501	3,653,387	3,944,271	3,527,725	4,176,214			
	TOTAL PERSONNEL SERVICES	15,745,996	12,391,217	13,391,542	12,125,622	14,119,467	-	-	-
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	\$ 14,500	\$ 12,351	14,500	12,421	14,500			
6131	Gas, Oil, & Grease	\$ 27,500	\$ 29,676	27,500	28,215	27,500			
6132	Vehicle Repair	\$ 5,500	\$ 4,373	5,500	21,967	5,500			
6231	Base Radio Repair	\$ 5,500	\$ 3,007	3,500	3,751	3,500			
6300	Audit Services	\$ 5,000	\$ -	2,000	-	5,000			
6301	Professional Services	\$ 9,400	\$ 5,965	5,000	27,893	20,000			
6302	Legal Services	\$ 40,000	\$ 44,652	20,000	4,095	20,000			
6303	Contract Special Services	\$ 3,800,000	\$ 3,657,368	3,800,000	3,869,394	3,800,000			
6304	Security Services	\$ 1,100	\$ 1,685	1,100	2,086	1,100			
6400	Insurance- Building & Contents	\$ 91,122	\$ 90,939	91,122	92,661	91,122			
6401	Insurance- Liability	\$ 176,939	\$ 176,581	176,939	191,003	176,939			
6402	Insurance- Vehicle	\$ 17,173	\$ 17,139	17,173	6,386	17,173			
6500	Office Supplies	\$ 22,000	\$ 18,669	20,000	17,788	20,000			
6501	Training Supplies	\$ 15,000	\$ 23,383	15,000	10,822	15,000			
6504	Maintenance Supplies	\$ 15,500	\$ 5,355	15,500	6,163	15,500			
6505	Printing & Engraving	\$ 1,000	\$ 149	1,000	565	1,000			
6506	Postal Expense	\$ 5,500	\$ 8,068	5,500	17,715	5,500			
6507	Advertising	\$ 5,000	\$ 420	2,500	599	2,500			
6508	Dues	\$ 1,550	\$ 2,790	1,550	3,042	1,550			
6510	Tools & Implements	\$ 3,750	\$ 1,299	3,750	2,053	3,750			
6511	Equipment Rental	\$ 12,600	\$ 18,581	12,600	12,395	12,600			
6512	Training, Education, & Seminars	\$ 35,000	\$ 35,589	35,000	40,784	15,000			
6514	Maintenance Contracts	\$ 43,000	\$ 62,515	43,000	69,472	43,000			
6600	Cleaning & Sanitary	\$ 100,000	\$ 129,901	100,000	106,427	100,000			
6601	Snow removal & Grounds	\$ 6,000	\$ 6,524	6,000	2,636	6,000			
6602	Lots & Grounds Maintenance	\$ 4,000	\$ 2,654	4,000	4,154	4,000			
6603	Building & Structure Repair	\$ 25,000	\$ 32,513	25,000	23,348	25,000			
6604	Heating & Cooling Repair	\$ 55,000	\$ 30,854	55,000	28,809	55,000			
6605	Electrical Repair	\$ 45,000	\$ 60,113	45,000	28,703	45,000			

6606	Painting Repair	\$ 15,000	\$ 13,158	15,000	18,655	15,000				
6607	Plumbing Repair	\$ 14,000	\$ 43,218	14,000	11,670	15,000				
6609	Equipment Repair	\$ 35,000	\$ 19,413	35,000	31,640	35,000				
6800	Telephone & Communication	\$ 23,000	\$ 24,707	23,000	40,708	23,000				
6801	Electricity Utility	\$ 250,000	\$ 188,404	200,000	67,655	45,000				
6802	Gas Utility	\$ 195,000	\$ 165,194	175,000	146,717	175,000				
6803	Water Utility	\$ 19,775	\$ 19,553	19,775	17,015	19,775				
6804	Sewer Utility	\$ 145,000	\$ 142,796	130,000	121,529	130,000				
6805	Rubbish Removal	\$ 18,500	\$ 25,221	18,500	35,975	18,500				
6806	Fuel Oil	\$ 3,000	\$ 693	3,000	5,392	3,000				
6900	Alternative Sentencing	\$ 5,500	\$ -	5,500	-	5,500				
6903	Food & Groceries	\$ 680,000	\$ 714,807	680,000	738,367	680,000				
6904	Institutional Supplies	\$ 39,000	\$ 47,824	39,000	73,048	39,000				
6907	Clothing- Inmates	\$ 40,000	\$ 18,187	30,000	21,826	30,000				
6908	Clothing- Uniforms	\$ 65,000	\$ 34,342	65,000	83,583	65,000				
6912	Booking Supplies	\$ 15,000	\$ 6,992	15,000	11,992	15,000				
6914	Non Food Items - Kitchen	\$ 40,000	\$ 57,845	40,000	70,907	40,000				
6917	PREA/ACA	\$ 13,000	\$ 6,750	13,000	6,750	13,000				
9954	Drug Testing	\$ 12,000	\$ 3,102	12,000	4,584	12,000				
6950	Pre-Trial Expenses	\$ 300,000	\$ 342,104	310,000	361,934	310,000				
		TOTAL O&M	6,516,409	6,357,423	6,397,509	6,505,295	6,241,509	-	-	-
	CAPITAL OUTLAY									
7305	Cameras	\$ 9,000	\$ -	9,000	-	9,000				
7345	Vehicles	\$ 20,000				-				
7350	Office Equipment	\$ 46,000	\$ -	3,500	2,345	3,500				
7360	Safety Equipment	\$ 3,500	\$ 24,288	35,000	21,182	35,000				
7325	Furniture & Fixtures	\$ 30,000	\$ 11,023	20,000	11,211	20,000				
7355	Computer Hardware	\$ 35,000	\$ 22,414	30,000	26,320	30,000				
7410	Fixtures/CIP					-				
		TOTAL CAPITAL OUTLAY	143,500	57,726	97,500	61,058	97,500	-	-	-
		TOTAL ACTIVITY CENTER	22,405,905	18,806,365	19,886,551	18,691,975	20,458,476	-	-	-

571,925 (19,886,551) (19,886,551) #####
2.9% -100.0% -100.0% -100.0%

1E+06 DEPARTMENT: SHERIFF		ACTIVITY CENTER: JAIL (PLACEHOLDER)						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	22-23 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
5120	PERSONNEL SERVICES Wages & Salaries (FT)	7,872,271	7,050,962	8,285,565		8,285,565		
5401	Overtime	1,575,000	1,546,935	1,657,688		1,657,688		
5510	Health Insurance	1,882,206	1,719,603	1,995,138		1,995,138		
5520	Retirement	1,037,774	948,127	1,153,417		1,153,417		
5530	Social Security	746,291	680,573	760,659		760,659		
5540	Workers Comp	260,000	166,843	260,000		260,000		
5560	Deferred Comp	18,000	12,579	7,000		7,000		
	Employee Benefits & Taxes	<u>3,944,271</u>	<u>3,527,725</u>	<u>4,176,214</u>	Benefits and taxes for departmental employees.	<u>4,176,214</u>	-	-
	TOTAL PERSONNEL SERVICES	13,391,542	12,125,622	14,119,467	5.4% TOTAL	14,119,467	-	-
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	14,500	12,421	14,500		14,500		
6131	Gas, Oil, & Grease	27,500	28,215	27,500		27,500		
6132	Vehicle Repair	5,500	21,967	5,500		5,500		
6231	Base Radio Repair	3,500	3,751	3,500		3,500		
6300	Audit Services	2,000		2,000		2,000		

1E+06 DEPARTMENT: SHERIFF		ACTIVITY CENTER: JAIL (PLACEHOLDER)						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	22-23 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6301	Professional Services	5,000	27,893	5,000		5,000		
6302	Legal Services	20,000	4,095	20,000		20,000		
6303	Contract Special Services	3,800,000	3,869,394	3,800,000		3,800,000		
6304	Security Services	1,100	2,086	1,100		1,100		
6400	Insurance- Building & Contents	91,122	92,661	91,122		91,122		
6401	Insurance- Liability	176,939	191,003	176,939		176,939		
6402	Insurance- Vehicle	17,173	6,386	17,173		17,173		
6500	Office Supplies	20,000	17,788	20,000		20,000		
6501	Training Supplies	15,000	10,822	15,000		15,000		
6504	Maintenance Supplies	15,500	6,163	15,500		15,500		
6505	Printing & Engraving	1,000	565	1,000		1,000		
6506	Postal Expense	5,500	17,715	5,500		5,500		
6507	Advertising	2,500	599	2,500		2,500		
6508	Dues	1,550	3,042	1,550		1,550		
6510	Tools & Implements	3,750	2,053	3,750		3,750		
6511	Equipment Rental	12,600	12,395	12,600		12,600		
6512	Training, Education, & Seminars	35,000	40,784	35,000		35,000		

1E+06 DEPARTMENT: SHERIFF		ACTIVITY CENTER: JAIL (PLACEHOLDER)						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	22-23 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6514	Maintenance Contracts	43,000	69,472	43,000		43,000		
6600	Cleaning & Sanitary	100,000	106,427	100,000		100,000		
6601	Snow removal & Grounds	6,000	2,636	6,000		6,000		
6602	Lots & Grounds Maintenance	4,000	4,154	4,000		4,000		
6603	Building & Structure Repair	25,000	23,348	25,000		25,000		
6604	Heating & Cooling Repair	55,000	28,809	55,000		55,000		
6605	Electrical Repair	45,000	28,703	45,000		45,000		
6606	Painting Repair	15,000	18,655	15,000		15,000		
6607	Plumbing Repair	14,000	11,670	14,000		14,000		
6609	Equipment Repair	35,000	31,640	35,000		35,000		
6800	Telephone & Communication	23,000	40,708	23,000		23,000		
6801	Electricity Utility	200,000	67,655	200,000		200,000		
6802	Gas Utility	175,000	146,717	175,000		175,000		
6803	Water Utility	19,775	17,015	19,775		19,775		
6804	Sewer Utility	130,000	121,529	130,000		130,000		
6805	Rubbish Removal	18,500	35,975	18,500		18,500		

1E+06 DEPARTMENT: SHERIFF		ACTIVITY CENTER: JAIL (PLACEHOLDER)						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	22-23 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6806	Fuel Oil	3,000	5,392	3,000		3,000		
6900	Alternative Sentencing	5,500		5,500		5,500		
6903	Food & Groceries	680,000	738,367	680,000		680,000		
6904	Institutional Supplies	39,000	73,048	39,000		39,000		
6907	Clothing- Inmates	30,000	21,826	30,000		30,000		
6908	Clothing- Uniforms	65,000	83,583	65,000		65,000		
6912	Booking Supplies	15,000	11,992	15,000		15,000		
6914	Non Food Items - Kitchen	40,000	70,907	40,000		40,000		
6917	PREA/ACA	13,000	6,750	13,000		13,000		
9954	Drug Testing	12,000	4,584	12,000		12,000		
6950	Pre-Trial Expenses	310,000	361,934	310,000		310,000		
	TOTAL O&M	6,397,509	6,505,295	6,397,509		6,397,509		
	CAPITAL OUTLAY							
7305	Cameras	9,000		9,000		9,000		
7345	Vehicles	-	23,987	-		-		
7350	Office Equipment	3,500	2,345	3,500		3,500		
7360	Safety Equipment	35,000	21,182	35,000		35,000		
7325	Furniture & Fixtures	20,000	11,211	20,000		20,000		

1E+06 DEPARTMENT: SHERIFF		ACTIVITY CENTER: JAIL (PLACEHOLDER)						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	22-23 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
7355	Computer Hardware	30,000	26,320	30,000		30,000		
7410	Fixtures/CIP	-	-	-		-		
	TOTAL CAPITAL OUTLAY	97,500	85,045	88,500	TOTAL	88,500	-	-
	TOTAL LAW ENFORCEMENT	19,886,551	18,715,962	20,605,476	TOTAL	20,605,476	-	-
				718,925		718,925	(19,886,551)	(19,886,551)
				3.6%		3.6%	-100.0%	-100.0%

ENTERPRISE ACTIVITIES TOTAL	2,591,844
OVERALL DEPARTMENTAL EXPENSES	23,197,320

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

24-25

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget		Labor	O&M	Capital	TOTAL
CIV	171,128	147,217	185,239	280,000	Civil Process	358,033	56,660	2,000	416,693
	\$ 280,000								

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		
		3		
		4	0	0

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: CIVIL PROCESS					
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	258,735	220,989	255,648	227,855	257,507	257,507	-	-
5500-08	Employee Benefits & Taxes	95,694	90,932	97,720	79,916	100,526	100,526	-	-
	TOTAL PERSONNEL SERVICES	354,428	311,921	353,368	307,771	358,033	358,033	-	-
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	25,112	25,938	37,000	22,166	37,000	37,000	-	-
6500-08	Office Supplies	668	328	1,500	1,179	1,500	1,500	-	-
6505-08	Printing & Engraving	331	1,000	750	-	750	750	-	-
6506-08	Postal Expenses	3,634	6,876	13,000	1,435	13,460	13,460	-	-
	NEW LINE ITEM Training, Education, & Seminars					750	750		
6800-08	Telephone & Communication	1,335	1,872	2,960	1,794	2,000	2,000	-	-
6908-08	Clothing- Uniforms	1,200	1,200	1,600	1,200	1,200	1,200	-	-
	TOTAL O&M	32,280	37,215	56,810	27,773	56,660	56,660	-	-
	CAPITAL OUTLAY								
7350-08	Office Equipment	2,250		2,250	-	2,000	2,000	-	-
	TOTAL CAPITAL OUTLAY	2,250	-	2,250	-	2,000	2,000	-	-
	TOTAL ACTIVITY CENTER	388,959	349,135	412,428	335,544	416,693	416,693	-	-
						4,265	4,265	(412,428)	(412,428)
						1.0%	1.0%	-100.0%	-100.0%

CIVIL PROCESS

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: CIVIL PROCESS						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
PERSONNEL SERVICES								
5120-08	Wages & Salaries (FT)	255,648	227,855	257,507	Wages for full & part time staff.	257,507		
5510	Health Insurance	44,762	38,192	46,759		46,759		
5520	Retirement	24,834	17,020	25,501		25,501		
5530	Social Security	19,557	17,698	19,699		19,699		
5540	Workers Comp	8,567	7,005	8,567		8,567		
5560	Deferred Comp							
5500-08	Employee Benefits & Taxes	97,720	79,916	100,526	Benefits and taxes for Civil Deputies.	100,526	-	-
	TOTAL PERSONNEL SERVICES	353,368	307,771	358,033	1% TOTAL	358,033	-	-
OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	37,000	22,166	37,000	Mileage reimbursements for process serving. (Increasing trend) PENDING IRS RATE	37,000		
6500-08	Office Supplies	1,500	1,179	1,500	Departmental office supplies including extra copy charges, special form printing, and business card printing for process serving.	1,500		
6505-08	Printing & Engraving	750	-	750		750		
6506-08	Postal Expenses	13,000	1,435	13,460	Postage fees for process serving. Postage rate increase by \$0.02	13,460		
6512-08	NEW LINE ITEM Training, Education, & Seminars			750	Training for Civil Deputies.	\$ 750	750	
6800-08	Telephone & Communication	2,960	1,794	2,000	Purchase Iphones \$ 104 Monthly data plans - 3 phones @ \$48 per month * 12 months. \$ 1,728 Phone cases - 3 @ \$40 \$ 120 Powerblocks - 3 @ \$16 \$ 48	2,000		
6908-08	Clothing- Uniforms	1,600	1,200	1,200	Uniform and clothing expenses - 3 @ \$400	1,200		
	TOTAL O&M	56,810	27,773	56,660	TOTAL	56,660	-	-
CAPITAL OUTLAY								
7350-08	Office Equipment	2,250		2,000	Office equipment for Civil division.	2,000		
							CIVIL PROCESS	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	TOTAL CAPITAL OUTLAY	2,250	-	2,000	3 chairs - \$500/piece, replace old/broken \$ 1,500 TOTAL	2,000	-	-
	TOTAL CIVIL PROCESS	412,428	335,544	416,693	TOTAL	416,693	-	-
				4,265		4,265	(412,428)	(412,428)
				1.0%		1.0%	-100.0%	-100.0%

CIVIL PROCESS

Registry of Deeds

Jessica Spaulding Registrar of Deeds

Wages for full & part time staff.

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

REVENUES

EXPENSES

24-25

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget	Type of Revenue	Labor	O&M	Capital	TOTAL
Deeds	1,772	16,182	825	2,500	Register of Deeds - Misc. Revenue	657,165	173,200	4,000	834,365
Deeds	2,210,211	2,612,207	1,721,910	1,350,000	Register of Deeds - Recording Fees				
Deeds	1,484,719	2,090,867	1,931,058	1,450,000	Register of Deeds - Transfer Tax				
Deeds	418,268	278,665	167,754	155,000	Register of Deeds - Copies				
Deeds	-								
Deeds	\$ 4,114,969	\$ 4,997,921	\$ 3,821,547	\$ 2,957,500					

Statistics

Personnel

	Personnel	
	Full Time	Part Time
Approx number of recorded documents each year, deeds etc	50,000	
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	
	7	

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	445,369	381,137	458,024	Wages for full-time departmental staff.	458,024		
5401	Overtime				Wages for required overtime work.			
5510	Health Insurance	101,057	87,553	130,076		130,076		
5520	Retirement	32,225	28,374	30,118		30,118		
5530	Social Security	34,071	28,895	35,039		35,039		
5540	Workers Comp	2,116	1,730	2,116		2,116		
5560	Deferred Comp	1,642	1,489	1,792		1,792		
5500	Employee Benefits & Taxes	171,111	148,040	199,141	Taxes and benefits for departmental employees.	199,141	-	-
	TOTAL PERSONNEL SERVICES	616,480	529,177	657,165	6.6% TOTAL	657,165	-	-
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	5,000	851	5,500	Travel expenses to be associated with Registry meetings and MCCA Convention. PRIA Conference Participating/testifying at legislative hearings	5,500		
6500	Office Supplies	6,000	5,411	6,000	General office supplies used in the Registry, Soap for bathrooms and kitchen, used by Registry and Assessing	6,000		
					Subscription to Portland Press Herald, Water (used by public and Assessing)			
6505	Printing & Engraving	800	240	700	Printing letterhead, stationary, & business cards. Toner Cartridges (From IT Budget)	700		
6506	Postal Expenses	12,500	10,136	12,000	Registry postal costs in mail back of original docs Yearly fee for postal box rental.	12,000		
6507	Advertising				Posting position vacancies.			

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET	
6508	Dues	500	430	500	Membership fees associated with the Registry of Deeds Association, PRIA	500			
6512	Training & Education	3,000	700	2,500	Seminars & Supervisor Training, PRIA Conference	2,500			
6513	Leases & Service Agreements	145,000	148,308	140,000	Aven contract (with maintenance.) Lease copy machines. (1) Plan machine contract. Records retention Parking Leases for 7 vehicles for \$190+ Postage Meter lease/maintenance	140,000			
6800	Telephone & Communication	6,000	5,262	6,000	Telephone exp at Pearl Street @ \$300 month Time Warner Internet \$175 month	6,000			
	TOTAL O&M	178,800	171,338	173,200	TOTAL	173,200	-	-	
	CAPITAL OUTLAY								
7350	Office Equipment	4,000	3,604	4,000	Plan cabinets , Bookcases, stools and fatigue mats	4,000			
	TOTAL CAPITAL OUTLAY	4,000	3,604	4,000	TOTAL	4,000	-	-	
	TOTAL DEEDS	799,280	704,119	834,365	TOTAL	834,365	-	-	
				35,085		35,085	(799,280)	(799,280)	
				4.4%		4.4%	-100.0%	-100.0%	

REGISTRY OF DEEDS

Registry of Probate

Susan Schwartz, Register

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

24-25

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget		Labor	O&M	Capital	TOTAL
Prob	441,886	660,918	713,005	600,000	Register of Probate - Fees	707,627	186,050	-	893,677
Prob	45,109	53,842	48,748	45,000	Register of Probate - Notices				
Prob	28,210	33,719	30,645	25,000	Register of Probate - Abstracts				
Prob	16,344	20,983	22,047	17,000	Register of Probate - Handling				
Prob	29,963	32,220	38,832	22,000	Register of Probate - Forms				
Prob	\$ 561,512	\$ 801,682	\$ 853,277	\$ 709,000					

Statistics

Personnel

			PROBATE		Full Time	Part Time
<u>Some general statistics:</u>	2022	2023*	REGISTER OF PROBATE	1		
Estate Matters	1551	1431	DEPUTY REGISTER	1		
Guardianship Matters	356	690	CLERK II	4		
Name Changes	319	299	JUDGE OF PROBATE	1		
Adoption Matters	48	29	LEGAL ASSISTANT	1		
Foreign Domiciliary	80	63				
Civil Matters	0	0				
Annual types of cases:	2,354	2,512				
				8		0

* 2023 Figures are from 1/1/23 to 11/27/23

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES			Nadeen Daniels, Registrar					
5120	Wages & Salaries (FT)	367,362	405,607	485,759	424,724	506,549	506,549	-	-
5500	Employee Benefits & Taxes	117,223	143,575	179,643	153,779	201,078	201,078	-	-
	TOTAL PERSONNEL SERVICES	484,586	549,182	665,402	578,502	707,627	707,627	-	-
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	64	324	2,500	530	2,500	2,500	-	-
6301	Professional Services	1,453	4,849	5,000	4,408	5,000	5,000	-	-
6305	Stenographer - Transcripts	-	251	1,000	-	2,000	-	-	-
6306	Attorneys - Court Appointed	19,590	40,609	55,000	86,926	75,000	75,000	-	-
6401	Insurance- Liability	383	264	400	415	400	400	-	-
6500	Office Supplies	5,124	6,639	7,500	6,966	7,500	7,500	-	-
6505	Printing & Engraving	440	345	500	-	750	750	-	-
6506	Postal Expenses	7,324	10,170	12,000	13,038	12,000	12,000	-	-
6507	Advertising	10,829	13,121	15,000	12,163	12,000	12,000	-	-
6508	Dues	450	400	450	550	550	550	-	-
6509	Books, Periodicals, & Subscriptions	5,091	5,702	6,000	6,070	6,500	6,500	-	-
6512	Training, Education, & Seminars	1,786	100	1,000	100	1,000	1,000	-	-
6513	Leases & Service Agreements	1,808	1,823	1,900	2,657	1,900	1,900	-	-
6700	Abstract Fees	15,909	18,258	20,000	17,297	20,000	20,000	-	-
6800	Telephone & Communication	196	944	950	228	950	950	-	-
6807	Visitor Expenses	29,050	33,475	40,000	39,153	40,000	40,000	-	-
	TOTAL O&M	99,496	137,272	169,200	190,500	188,050	186,050	-	-
	CAPITAL OUTLAY								
7325	Furniture & Fixtures		4,753	-	-	-	-	-	-
7355	Computer Hardware			-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	4,753	-	-	-	-	-	-
	TOTAL DEPARTMENT	584,082	691,207	834,602	769,003	895,677	893,677	-	-
						61,075	59,075	(834,602)	(834,602)
						7.3%	7.1%	-100.0%	-100.0%

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL				Nadeen Daniels, Registrar			
5120	Wages & Salaries (FT)	485,759	424,724	506,549	Wages for full & part time staff.	506,549		
5510	Health Insurance	104,369	91,284	117,885		117,885		
5520	Retirement	25,584	22,756	35,894		35,894		
5530	Social Security	37,161	32,371	38,751		38,751		
5540	Workers Comp	1,384	1,131	1,384		1,384		
5560	Deferred Comp	11,145	6,236	7,164		7,164		
5500	Employee Benefits & Taxes	179,643	153,779	201,078	Benefits and taxes for departmental employees.	201,078	-	-
	TOTAL PERSONNEL SERVICES	665,402	578,502	707,627	6.3% TOTAL	707,627	-	-
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,500	530	2,500	Direct travel expenses related to judicial conferences, registers' meetings, educational seminars/workshops, legislative hearings.	2,500		
6301	Professional Services	5,000	4,408	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		
6305	Stenographer - Transcripts	1,000	-	2,000	Expenses for recording and transcription			
6306	Attorneys - Court Appointed	55,000	86,926	75,000	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.	75,000		

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6401	Insurance- Liability	400	415	400	Liability Insurance \$138; MCCA RISK POOL \$192.52; BROKER FEE \$21.64	400		
6500	Office Supplies	7,500	6,966	7,500	Paper, electronic storage media, toner, docket pages, case folders and label system, reproduction supplies, office sundries	7,500		
6505	Printing & Engraving	500	-	750	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)	750		
6506	Postal Expenses	12,000	13,038	12,000	Postage	12,000		
6507	Advertising	15,000	12,163	12,000	Newspaper legal notice advertising.	12,000		
6508	Dues	450	550	550	ME Probate Judges \$275; Nat'l College of Probate \$150; Cleaves Law Library \$150; ME Assn. Registers \$100	550		
6509	Books, Periodicals, & Subscriptions	6,000	6,070	6,500	Bar Directory; Law books and statutes updates: Probate & Family Law, Civil Rules; Online Legal Research Subscriptions (case law)	6,500		
6512	Training, Education, & Seminars	1,000	100	1,000	Legal Education Seminars; Staff Development. Increased training demands for Judge and Register during 2020 as a result of new Probate Code.	1,000		
6513	Leases & Service Agreements	1,900	2,657	1,900	Photocopier In the past, ICON service fee was charged to this account; 2017 ICON fees are now charged to surcharge account	1,900		

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6700	Abstract Fees	20,000	17,297	20,000	Required recording fees to Register of Deeds for deed transfers concerning probated estates. **Pass through expense	20,000		
6800	Telephone & Communication	950	228	950	Local and long distance telephone charges, mobile telephone services, radio paging services for on call response	950		
6807	Visitor Expenses	40,000	39,153	40,000	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	40,000		
	TOTAL O&M	169,200	190,500	188,050	TOTAL	186,050	-	-
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-	-	-	Judges chambers, lights, chair paint	-	-	-
7355	Computer Hardware	-	-	-	Court Recording - New Probate Code requires audio/visual opportunity be provided for guardianship cases.	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL PROBATE	834,602	769,003	895,677	TOTAL	893,677	-	-
				61,075		59,075	(834,602)	(834,602)
				7.3%		7.1%	-100.0%	-100.0%

REGISTRY OF PROBATE

FINANCE DEPARTMENT

Theresa Grover, Finance Director
& 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

	2020 Actual	2021 Actual	2022 Actual	24-25 Budget
		No revenues	-	
				\$ -

EXPENSES

24-25

Labor	O&M	Capital	TOTAL
459,097	119,050	1,000	579,147

Statistics

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

Personnel

	Full Time	Part Time
Finance Director	1	
Accounting Clerk	2	0
Payroll Supervisor	1	
	4	0

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE				FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES								
			Wages for full & part time staff.						
5120	Wages & Salaries (FT)	358,523	360,188	424,537	384,507	326,058	326,058	-	-
5401	Overtime	399	534	500	400	500	500	-	-
5500	Employee Benefits & Taxes	112,110	117,656	148,547	130,716	132,539	132,539	-	-
	TOTAL PERSONNEL SERVICES	471,032	478,378	573,584	515,623	459,097	459,097	-	-
6130	Transportation & Lodging	153	3	3,000	106	3,000	3,000	-	-
6300	Accounting & Audit Fees	35,010	23,500	24,000	19,900	26,000	26,000	-	-
6401	Insurance- Liability		84	400	-	400	400	-	-
6500	Office Supplies	4,331	4,424	4,500	1,940	4,500	4,000	-	-
6505	Printing & Engraving	437	566	1,000	480	550	550	-	-
6506	Postal Expenses	4,216	3,913	5,500	4,277	5,500	5,000	-	-
6508	Dues	1,235	1,145	1,540	1,540	1,700	1,700	-	-
6512	Training, Education, & Seminars	448	1,232	2,500	711	3,000	3,000	-	-
6513	Leases and Service Agreements			-		-	-	-	-
6514	Maintenance Contract	55,179	69,661	70,776	64,068	72,900	72,900	-	-
6800	Telephone & Communication	196	719	2,400	458	2,500	2,500	-	-
	TOTAL O&M	101,205	105,247	115,616	93,480	120,050	119,050	-	-
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	90		1,000	985	1,000	1,000	-	-
	TOTAL CAPITAL OUTLAY	90	-	1,000	985	1,000	1,000	-	-
	DEPARTMENT TOTAL	572,328	583,625	690,200	610,088	580,147	579,147	-	-
						(110,053)	(111,053)	(690,200)	(690,200)
						-15.9%	-16.1%	-100.0%	-100.0%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES				Wages for full & part time staff.			
5120	Wages & Salaries (FT)	424,537	384,507	326,058	Wages for full-time departmental staff.	326,058		
5401	Overtime	500	400	500	Wages for required overtime work.	500		
5510	Health Insurance	72,497	61,094	72,915		72,915		
5520	Retirement	42,151	39,308	33,258		33,258		
5530	Social Security	32,515	29,182	24,982		24,982		
5540	Workers Comp	1,384	1,131	1,384		1,384		
5560	Deferred Comp	-						
5500	Employee Benefits & Taxes	148,547	130,716	132,539	Taxes and benefits for departmental staff.	132,539	-	-
	TOTAL PERSONNEL SERVICES	573,584	515,623	459,097	-20.0%	459,097	-	-
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	3,000	106	3,000	Costs to attend conferences and mileage	3,000		
6300	Accounting & Audit Fees	24,000	19,900	26,000	Annual Audit Fees and ACFR prep	26,000		
6401	Insurance- Liability	400	-	400	Departmental share of insurance costs.	400		
6500	Office Supplies	4,500	1,940	4,500	Departmental office supply costs.	4,000		
6505	Printing & Engraving	1,000	480	550	Envelope, pr checks, ap checks and printing . NO Budget Books	550		
6506	Postal Expenses	5,500	4,277	5,500	Postage costs.	5,000		
6508	Dues	1,540	1,540	1,700	GFOA. For Finance and County- Increase due to pop increase	1,700		
6512	Training, Education, & Seminars	2,500	711	3,000	NESGFOA Conference, day classes	3,000		

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6513	Leases & Service Agreements				Photocopier			
6514	Maintenance Contract	70,776	64,068	72,900	Maintenance contract for munis software	72,900		
					Access on Demand Timekeeping Software			
					Add Cash Management Module			
6800	Telephone & Communication	2,400	458	2,500	Phone expenses. Cell phone \$40 stipend	2,500		
	TOTAL O&M	115,616	93,480	120,050		119,050	-	-
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	1,000	985	1,000	Office replacement needs.	1,000		
	CAPITAL OUTLAY	1,000	985	1,000		1,000	-	-
	TOTAL FINANCE	690,200	610,088	580,147	TOTAL	579,147	-	-
				(110,053)		(111,053)	(690,200)	(690,200)
				-15.9%		-16.1%	-100.0%	-100.0%



Cumberland County Regional Communications Center
Melinda Dyer, 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

24-25

Revenue	Service	23-24 REVENUES	24-25 REVENUES				
				Labor	O&M	Capital	TOTAL
				3,484,476	364,487	2,000	3,850,963
Baldwin	Fire & Rescue	12,570	12,950				
Bridgton	PP/FD/EMS	132,849	136,859				
Casco	Fire & Rescue	30,152	31,064				
Chebeague Island	Fire & Rescue	2,820	2,905				
Cumberland	Fire/Res/PD	207,758	214,028				
Frye Island	Fire/Res/PD	3,859	3,976				
Gorham	Fire/Res/PD	449,599	463,167				
Gray	Fire & Rescue	68,385	70,452				
Harpwell	Fire & Rescue	41,606	42,864				
Harrison	Fire & Rescue	20,237	20,848				
Long Island	Fire & Rescue	1,935	1,994				
Naples	Fire & Rescue	32,460	33,441				
New Gloucester	Fire & Rescue	46,941	48,360				
North Yarmouth	Fire & Rescue	33,675	34,693				
Pownal		12,951	13,342				
Raymond	Fire & Rescue	37,513	38,647				
Sebago		15,718	16,282				
Standish	Fire & Rescue	83,441	87,279				
Windham	Fire/Res/PD	452,002	465,643				
Verizon Lease		24,000	24,000				
		1,710,471	1,762,794				

Statistics

The CCRCC serves as the primary dispatch center for 19 communities in Cumberland County.

In 2021 we handled 95,801 calls for service.

In 2021 we answered 37,211 emergency 9-1-1 calls.

In 2022 we handled 95,529 calls for service

In 2022 we answered 35,376

Personnel

Communications	Full Time	Part Time
COMMUNICATIONS DIRECTOR	1	
DEPUTY DIRECTOR	1	
LEAD SUPERVISOR	1	
SHIFT SUPERVISOR	7	
DISPATCHER	27.5	
	37.5	0

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS		ACTIVITY CENTER: COMMUNICATIONS							
ACCT #	ACCOUNT DESCRIPTION	2020 ACTUAL	2021 ACTUAL	23-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	1,802,318	1,685,339	2,211,197	1,765,163	2,207,876	2,207,876	-	-
5205	Wages & Salaries (PT)	40,742	2,497	2,500	21,463	2,500	2,500	-	-
5401	Overtime	310,478	398,455	220,346	486,245	220,346	220,346	-	-
5500	Employee Benefits & Taxes	821,743	819,883	1,021,005	844,514	1,053,754	1,053,754	-	-
	TOTAL PERSONNEL SERVICES	2,975,281	2,906,174	3,455,048	3,117,384	3,484,476	3,484,476	-	-
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	2,294	6,599	10,000	13,290	15,000	15,000	-	-
6131	Gas, oil and Grease		-	-	385	2,000	600	-	-
6230	Radio Site Rental	89,081	101,108	103,262	96,463	103,262	108,683	-	-
6231	Base Radio Repair	7,370	4,502	10,000	5,090	10,000	10,000	-	-
6301	Professional Services	(75)	636	1,000	-	-	1,000	-	-
6401	Insurance-Liability	211	143	300	238	300	300	-	-
6500	Office Supplies	4,585	6,948	6,500	9,257	10,000	7,000	-	-
6505	Printing & Engraving	40	563	500	280	750	750	-	-
6506	Postal Expenses		232	1,000	66	250	250	-	-
6507	Advertising		-	-	-	-	-	-	-
6508	Dues	534	534	1,500	3,012	2,000	2,000	-	-
6509	Books, Periodicals, & Subscriptions		119	200	119	1,000	500	-	-
6511	Equipment Rental		-	-	-	-	-	-	-
6512	Training, Education, & Seminars	3,272	25,732	38,000	26,726	50,000	38,000	-	-
6513	Leases & Service Agreements	125,014	117,223	143,404	141,750	146,039	143,404	-	-
6609	Equipment Repair		-	1,000	-	-	-	-	-
6800	Telephone & Communication	24,739	27,055	30,000	27,214	30,000	30,000	-	-
6908	Clothing & Uniforms	5,050	7,041	7,000	6,286	7,000	7,000	-	-
	TOTAL O&M	262,115	298,435	353,666	330,175	377,601	364,487	-	-
CAPITAL OUTLAY									
7350	Office Equipment	17,946		-	-	2,000	2,000	-	-
7365	Radio Equipment		5,063	-	523	13,500	-	-	-
	TOTAL CAPITAL OUTLAY	17,946	5,063	-	523	15,500	2,000	-	-
	TOTAL COMMUNICATIONS	3,255,342	3,209,672	3,808,714	3,448,081	3,877,577	3,850,963	-	-
						68,863	42,249	(3,808,714)	(3,808,714)
						1.8%	1.1%	-100.0%	-100.0%

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS								
ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	2,211,197	1,765,163	2,207,876	Wages for full & part time staff. Wages for full-time departmental staff. Additional Holiday	2,207,876		
5205-05	Part-Time	2,500	21,463	2,500	Wages for part-time departmental staff. +35??? (4 trainees x 40 hours x 18 weeks @ \$ per hour *Increase by \$33,280 (Per diem PT 20 to 40 hours)	2,500		
5401	Overtime	220,346	486,245	220,346	Wages for required overtime work. +35???	220,346		
5510	Health Insurance	609,664	459,634	615,509		615,509		
5520	Retirement	217,464	210,095	244,622		244,622		
5530	Social Security	186,204	168,509	185,950		185,950		
5540	Workers Comp	7,673	6,274	7,673		7,673		
5560	Deferred Comp			-		-		
5500	Employee Benefits & Taxes	1,021,005	844,514	1,053,754	Taxes and benefits for departmental employees.	1,053,754	-	-
	TOTAL PERSONNEL SERVICES	3,455,048	3,117,384	3,484,476	0.9%	3,484,476	-	-
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	10,000	13,290	15,000	Lodging, Food, Travel and mileage reimbursements out of state conference lodging Force meals - mandatory academy training	10,000 - -	15,000	
6131	Gas, Oil and Grease		385	2,000	Gas for Communication vehicle/ Diesel The staff are using it more and more in lew of submitting for mileage	1,200	600	
6230	Radio Site Rental	103,262	96,463	103,262	Towers at Harrison,Portland,Gray, Harpswell Towers at Casco and CCRCC Add 5 % annual increase	\$ 103,262 - \$ 5,421 \$ 108,683	108,683 - - -	

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6231	Base Radio Repair	10,000	5,090	10,000	Funds radio transmitter and receiver repairs and preventative maintenance.	10,000	10,000	
6301	Professional Services	1,000	-	-	Polygraph expenses for potential new hires	1,000	1,000	
6401	Insurance-Liability	300	238	300		300	300	
6500	Office Supplies	6,500	9,257	10,000	General Administrative needs from pens to paper. Paper, envelopes, notebooks, paper clips Fax machine printer cartridges. Toner cartridges. Recorder tapes. This year we are going to have ancillary things due to our move and an influx in new hire onboarding materials, we have in house instructors who need supplies for classes	6,500	7,000	
6505	Printing & Engraving	500	280	750	Letter head paper., Business cards, and badges and Year end reports	500	750	
6506	Postal Expenses	1,000	66	250	We need to reprint code red flyers because our current ones have BH on them - Public education flyers etc Departmental postage expenses.	1,000	250	
6507	Advertising				Ads for personnel vacancies in local paper		-	
6508	Dues	1,500	3,012	2,000	National Emergency Number Association - Staff APCO Membership - Staff Justice Clearing House - Staff / MECCA	1,500	2,000	
6509	Books	200	119	1,000	Pub Education supplies The public education team is growing and is doing more educating and our mental wellness library is always being added to for all county employees to benefit from	200	500	
6511	Equipment Rental			-	Rental of equipment used by the communications center. \$ Pagers	-	-	

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
6512	Training, Education, & Seminars	38,000	26,726	50,000	Yearly Mandated Training	52,000	38,000	
					CTO/ETC/911/METRO/CPR		-	
					Spillman Conference	\$ 5,000	-	
					APCO Conference	\$ 5,000	-	
					NENA Conference	\$ 5,000	-	
					Denise Amber Lee Conference	\$ 5,000	-	
6513	Leases & Service Agreements	143,404	141,750	143,404	Acorn Recorder Maintenance	\$ 3,050	143,404	
					Lease new photo copier	\$ 1,700	-	
					Copy charges.	\$ 258	-	
				2,635	Critical (current 770) (proposed 2635)	\$ 770	-	
					Frontline	\$ 1,988	-	
					Code Red Annual plus 9-1-1 Data	\$ 22,898	-	
					I Am Responding	\$ 14,275	-	
					Schedule Express	\$ 6,864	-	
					Power DMS	\$ 3,948	-	
					Crown Point	\$ 690	-	
					AQUA Second License	\$ 500	-	
					RCM Zetron service plan agreement	\$ 19,250	-	
					RCM Zetron labor agreement	\$ 15,360	-	
					RCM Maintenance agreement	\$ 51,853	-	
						\$ 143,404	-	
6609	Equipment Repair	1,000			Funds to support ongoing equipment maintenance.		-	
					Shredder, fax, recorder maintenance.		-	
					Equipment repairs not covered by the maintenance contract.		-	
6800	Telephone & Communication	30,000	27,214	30,000	Telephone services.	\$ 30,000	30,000	
					Wireless Data Connections		-	
					In-state charges (500/month)		-	
					Out of state charges (100/month)		-	

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2023-24 ADOPTED BUDGET	2022 ACTUAL EXPENSE	24-25 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	24-25 PRELIM	24-25 FC BUDGET	24-25 FINAL BUDGET
					Line charges on 14 lines.	-		
					Cell Phone for Director of Communications	-		
					Cell phone for comm center	-		
					ESCB 911 Lines	-		
6908	Clothing- Uniforms	7,000	6,286	7,000	Uniforms for dispatchers \$ 7,000	7,000		
		-	-	-		-		
	TOTAL O&M	353,666	330,175	377,601		364,487	-	-
	CAPITAL OUTLAY							
7350	Office Equipment			2,000	Dispatcher chair replacement	2,000		
					This would cover a new chair each year.			
7365	Needed Equipment		523	13,500	Workstation parts / Shredder / Misc	-	-	-
					Radio equipment			
					7,000 Headsets for each employee (35) at 200 each			
					6,500 Headset bases at each work station (13) at 500 each \$ -			
		-	-	-		-		
	TOTAL CAPITAL OUTLAY	-	523	15,500	\$ 12,000	2,000	-	-
	TOTAL COMMUNICATIONS	3,808,714	3,448,081	3,877,577		3,850,963	-	-
				68,863		42,249	(3,808,714)	(3,808,714)
				1.81%		1.1%	-100.0%	-100.0%

EMERGENCY COMMUNICATIONS
CCRCC

COUNTY OF CUMBERLAND BONDED CIP PROJECTS

Project Code	Project Title	23-24	#YRS	24-25	#YRS	25-26	#YRS	26-27	#YRS	27-28	#YRS	28-29	#YRS
Jail 4	Roof Replacement	1,750,000	20										
	Fire Alarm System	130,000	15										
	Roof Replacement CCCH				30	2,500,000							
	Brick Repointing	275,000	20										
	Garage Repairs	481,406	20		20	673,901			20	440,366			
	Jail Cell Door Locks	1,200,000	15										
	Jail Roof Replacement				30	500,000			30	1,000,000			
	27 Northport Mechanical Replacement								20	500,000			
	27 Northport Window Replacement								20	500,000			
Window Replacement Stateside				20	1,500,000								
Total CIP Allocation		3,836,406		-		5,173,901		-		2,440,366		-	
Summary Totals		23-24	#YRS	24-25	#YRS	25-26	#YRS	26-27	#YRS	27-28	#YRS	28-29	#YRS

Two Year Total

Non-Debt CIP

	Project Title	23-24	#YRS	24-25	#YRS	25-26	#YRS	26-27	#YRS	27-28	#YRS	28-29	#YRS
EMA	HazMat Equipment Replacement	20,500		-		-		-		-		-	
IT	Technology Upgrades	110,000		110,000		110,000		110,000		110,000		110,000	
IT	Patrol and CID Upgrades	20,000		20,000		20,000		20,000		20,000		20,000	
LEC	Ballistic Vests	10,000		10,000		10,000		10,000		10,000		10,000	
LEC	Tactical Vests	7,600		7,600		7,600		7,600		7,600		7,600	
LEC	Taser Replacement			26,000									
LEC	Radio Replacement	10,000		10,000		10,000		10,000		10,000		10,000	
Jail	General Jail CIP	100,000		100,000		100,000		100,000		100,000		100,000	
CCCH	Elevator Replacement	-		35,000		35,000		35,000		35,000		35,000	
CCRC	Workstation Replacement	-		7,000		7,000		7,000		7,000		7,000	
LEC	Weapon Replacement (9mm)			44,000									
JAIL	Slider Replacement					30,000							
CCCH	Panic Stations					30,000							
IT	County Arial Flyover	-		7,000		7,000		7,000		7,000		7,000	
Non-Debt Total		278,100		376,600		366,600		306,600		306,600		306,600	



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-107

Agenda Date: 12/11/2023

Agenda #:

Agenda Item Request:

Approval of the 2024 Calendar Year Board of Commissioners Meeting Schedule

Background and Purpose of Request:

Requestor: Katharine Cahoon, Executive Dept
Please see the attached schedule for approval.

2024 County Commissioner Schedule

This schedule is subject to change, please email Katharine Cahoon at cahoon@cumberlandcounty.org with any questions.

Month	Meeting Type	Date of Meeting	Agenda Item Due	Meeting Location
Jan 2024	Meeting	Mon Jan 8, 2024	Tues Jan 2, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Jan 22, 2024</i>		
February	Meeting	Mon Feb 12, 2024	Mon Feb 5, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Feb 26, 2024</i>		
March	Meeting	Mon Mar 11, 2024	Mon Mar 4, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Mar 27, 2023</i>		
April	Meeting	Mon Apr 8, 2024	Mon Apr 1, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Apr 22, 2024</i>		
May	Meeting	Mon May 13, 2024	Mon May 6, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon May 20, 2024</i>		
June	Meeting	Mon June 10, 2024	Mon June 3, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon June 24, 2024</i>		
July	Meeting	Mon July 8, 2024	Fri June 28, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon July 22, 2024</i>		
August	Meeting	Mon Aug 12, 2024	Mon Aug 5, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon August 26, 2024</i>		
September	Meeting	Mon Sept 9, 2024	Tues Sept 3, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Sept 23, 2024</i>		
October	Meeting	Tue Oct 15, 2024	Mon Oct 7, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Oct 28, 2024</i>		
November	Meeting	Tue Nov 12, 2024	Mon Nov 4, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Nov 25, 2024</i>		
December	Meeting	Mon Dec 9, 2024	Mon Dec 2, 2024	Feeney Room
	<i>Reserved-Workshop</i>	<i>Mon Dec 16, 2024</i>		
Jan 2025	Meeting	Mon Jan 13, 2025	Tues Jan 4, 2024	Feeney Room
Meeting location is subject to change, please check schedule to confirm if you're attending.				



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-108

Agenda Date: 12/11/2023

Agenda #:

Title:

Approval of the 2024 Board of Commissioners Committee Assignments

Background and Purpose of Request:

Review and assign Commissioners to the respective Committees to represent the County for 2024.

Staff Contact: Katharine Cahoon, Executive Dept

2024 Commissioner Committee Assignment

Committee	2023 Assignment	2024 Assignment
Board of Trustee Liaison to Cross Insurance Arena	Commissioner Witonis	
CCRCC Board of Directors	Commissioner Smith	
Coastal County Workforce Board	Commissioner Cloutier	
Cooperative Extension Services Board of Trustees	Commissioner Cloutier	
County Commissioners Associations Risk Pool	Commissioner Gorden	
Alternate Proxy	County Manager Gailey	
Emergency Food and Shelter Program United Way	Commissioner Jamieson	
Alternate Proxy	Travis Kennedy	
County Grant Oversight Committee	Commissioner Witonis	
Cumberland County Public Health Council	Commissioner Cloutier	
Cumberland County Soil and Water District	Commissioner Smith	
Greater Portland Council of Governments	Commissioner Witonis	
Alternate Proxy	County Manager Gailey	
Liaison for the Chief Local Elected Officials	Commissioner Gorden	
Local Emergency Planning Committee	Commissioner Cloutier	
Metro Regional Coalition	Commissioner Smith	
Alternate Proxy	County Manager Gailey	
Municipal Oversight Committee – CDBG/HOME	Commissioner Jamieson	
Maine County Commissioner Association	Commissioner Gorden	
Alternate Proxy	County Manager Gailey	
Agenda Item: 23-108 Date on Agenda: 12/11/2023		



Cumberland County

142 Federal St
Portland, ME 04101

Position Paper

File #: 23-109

Agenda Date: 12/11/2023

Agenda #:

Agenda Item Request:

Appointment of Chair and Vice Chair for the Board of County Commissioners for 2024

Background and Purpose of Request:

Annual selection of upcoming Chair and Vice Chair for the Board of County Commissioners starting in January 2024.

Maine
Cumberland **County**
POSITION PAPER FOR AGENDA ITEM

TO:	Cumberland County Commissioners
FROM:	James H. Gailey, County Manager
DATE:	12/11/2023
SUBJECT:	Chair and Vice Chair 2024

Background & Purpose of Request:

Commissioner Cloutier has been the Vice Chair for 2023. The Commissioners, through their progression of Chair and Vice Chair will be appointing Commissioner Cloutier Chair and Commissioner Smith Vice Chair.

Requested Action:

Nomination of Chair and Vice Chair for 2024

Funding Amount and Source: N/A

Attachments: N/A

Motion: Appoint James Cloutier, Chair and Patricia Smith, Vice Chair for 2024.
