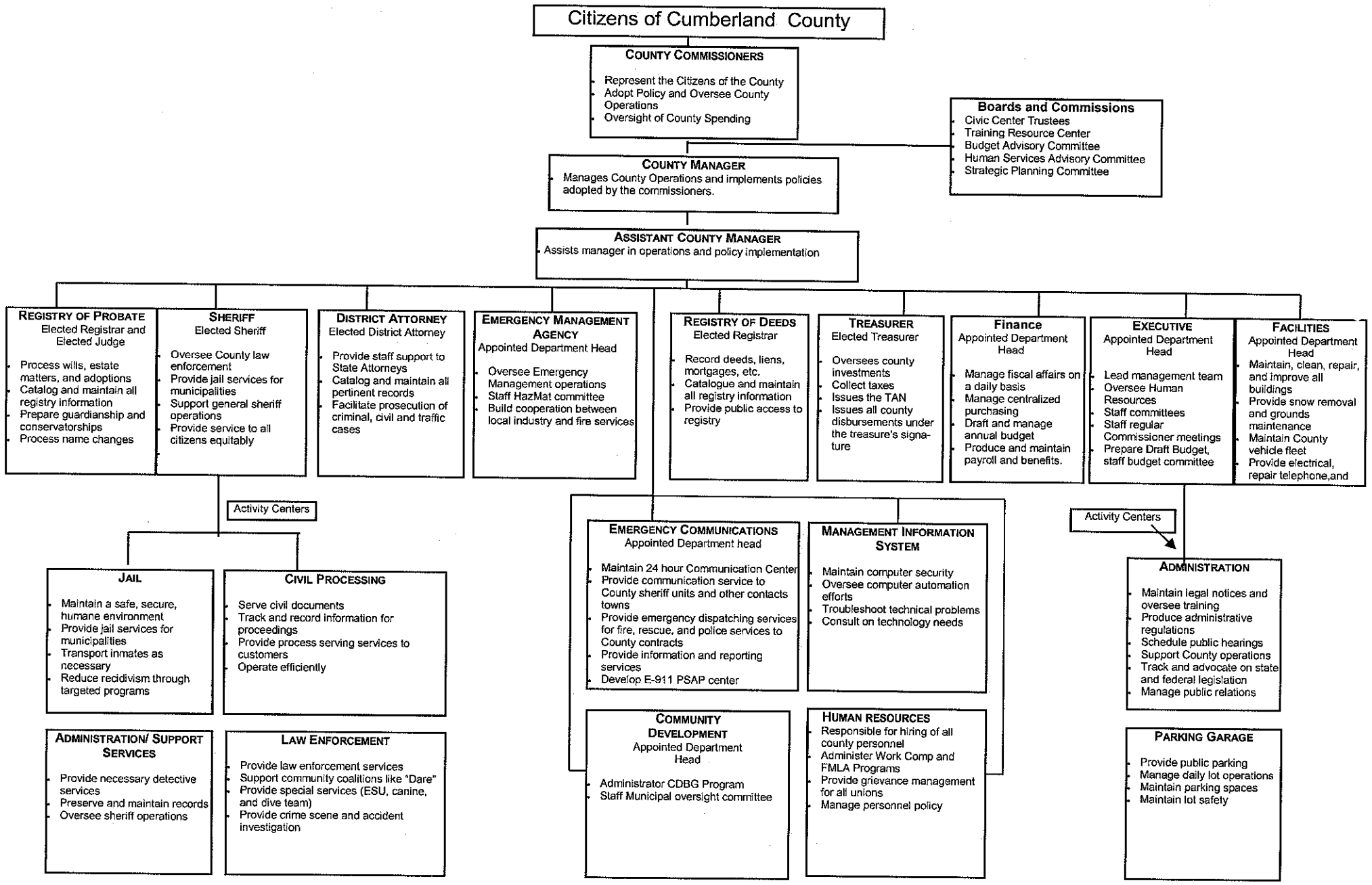
County Of
CUMBERLAND
www.cumberlandcounty.org

COUNTY OF CUMBERLAND ANNUAL BUDGET 2009

Table of Contents
County of Cumberland
2009 Final Budget-Calendar year

	Overview
1	Table of Contents
2	Cumberland County Organizational Chart
3	County Officials
4	Budget Advisory Committee
5	Monthly Budget Objectives
	Introduction
6	County Manager's FY 2009 Budget Message
11	Budget Process and Financial Management Policies
18	How to Read the Budget
	General Fund
23	***Budget and Tax Overview Schedule***
26	Budget Adjustment Record
30	Increases by Personnel, O&M, and Capital
32	Revenue Summary
33	Tax Distribution Schedule
35	Debt Service
	Human resources
37	Position Classification Plan
45	Departmental Positions
	Departments
50	District Attorney
57	Emergency Management Agency
64	Emergency Communications
71	Executive-Administration
78	Executive-Garage
82	Information Technology
86	Human Resources
90	Facilities
102	Finance
106	Registry of Deeds
110	Registry of Probate
116	Sheriff-Administration
123	Sheriff-Law Enforcement
131	Sheriff- Civil
136	Treasurer
	Non-Departmental
141	Non-Departmental and Debt Service
142	County Grants
143	Human Services
	Enterprise and Grants Funds
146	Enterprise Funds
147	Grant Funds
	Capital Improvement Program
149	CIP-Capital Improvement Schedule for 2009
	Board of Corrections & Jail
155	Introduction Letter & Overview of the BOC

FY2009
COUNTY OF CUMBERLAND
ORGANIZATION CHART



County of Cumberland

Elected and Appointed Officials

2009

Elected Board of Commissioners		***Phone***
District 1	James Cloutier	871-8380
District 2	Richard Feeney	871-8380
District 3	Malory Shaughnessy	871-8380

Elected Officials

District Attorney	Stephanie Anderson	871-8384
Judge of Probate	Joseph Mazziotti	871-8382
Registrar of Deeds	Pam Lovley	871-8389
Registrar of Probate	John O'Brien	871-8382
Sheriff	Mark Dion	774-1444
Treasurer	Diane Gurney	871-8392

Appointed Officials

County Manager	Peter Crichton	871-8380
Assistant County Manager	William Whitten	871-8380
Chief Deputy Sheriff	Kevin Joyce	774-1444
Deputy District Attorney	Megan Elam	871-8384
Deputy Registrar of Deeds	Nancy Lane	871-8396
Deputy Registrar of Probate	Barbara Gauditz	871-8382
Director of Finance	Vic Labrecque	774-1444
Emergency Management Agency, Director	Jim Budway	892-6785
Facilities, Director	Bruce Tarbox	871-8380
Human Resources Director	Wanda Pettersen	775-6809
Information Technology	John Joy	774-1444
Jail Administrator	Francine Breton	774-5939
Emergency Communications Director	William Holmes	893-2810
Community Development Director	Aaron Shapiro	871-8380

Rev. 10-20-08

BUDGET ADVISORY COMMITTEE
FY 2009

Name/Address	Phone Numbers	Term Expires with Start Of
District 1		
Vacant		W/start of 2010 process
Mark Hough 355 Bayview St. Yarmouth, ME 04096	846-9553 (h) 653-1586 (w) mhough@maine.rr.com	W/start of 2011 process
David Libby 107 Woodville Road Falmouth, ME 04105	797-7536 (w) 797-4189 (h) dlibby@commfac.com	W/start of 2012 process
District 2		
Jim Rowe 127 Oakhurst Rd Cape Elizabeth, ME 04107	799-7467 (h) 799-5825 (o) 712-7598 (c) chaseco @hotmail.com	W/start of 2010 process
Linda Boudreau 293 Sawyer St. So. Portland, ME 04106	799-6138 (h) 774-5252 (w) LRB@maine.rr.com	W/start of 2011 process
Vacant		W/start of 2012 process
District 3		
Carol Waig 26 Trails End Windham, ME 04062-7307	252-9800 waig_92@yahoo.com	W/start of 2010 Process
Susan Witonis PO Box 131 South Casco, ME 04077	650-8029 (c) jwitonis@maine.rr.com	W/start of 2011 process
Lisa Villa PO Box 427 Harrison, ME 04040	583-1032 776-3118 lisarvilla@hotmail.com	W/start of 2012 Process

2008 MONTHLY BUDGET DATES FOR FY2009

Target Months

May	Begin CIP Process for FY 2009
June	Begin Budgets within the departments
	Organize Human service Board
July	Receive and Review Department Budget Requests
	Hold Budget Advisory Committee Caucus in each district
August	Finalize Draft Budget
September	Hold Commissioner and BAC informational meetings
October	BAC meetings to form the Proposed Budget
November	Proposed Budget to Towns and Public hearings
December	BAC presents Final Budget Recommendations to Commissioners
	Commissioners review Budget recommendations and adopt Final Budget

Projected Budget Calendar Summary Actual					
2006	2007	2008	2009		
06/03/05	*06/29/06*	*06/29/07*	*06/27/08*	Budget prep documents to the departments	
	07/28/06	*07/27/07*	*0718/08*	Dept budgets returned to Finance for compilation	
	08/25/06	*08/31/07*	*07/29/08*	CM completes review with all departments on requests	
09/16/05	*09/13/06*	*09/05/07*	*09/15/08*	CM completes his recommendations for Draft Budget	
09/30/05	*09/14/06*	*09/10/07*	*09/17/08*	Compile and print Draft Budget	
10/06/05	*09/18/06*	*09/10/07*	*09/24/08*	BAC Organizational meeting	
10/17/05	*10/12/06*	*09/19/07*	*10/16/08*	BAC Reviews Departments	
10/20/05	*10/16/06*	*09/26/07*	*10/23/08*	BAC Reviews Departments	
10/27/05	*10/19/06*	*10/03/07*	*10/30/08*	BAC Reviews Departments	
11/03/05	*10/26/06*	*10/10/07*		BAC Reviews Departments	
	11/06/06	*10/15/07*		BAC Reviews Recommendations	
	11/13/06	*10/24/07*		BAC Reviews Recommendations	
		10/29/07		BAC Reviews Recommendations	
		11/05/07		BAC Reviews Recommendations	
		12/10/07	*11/06/08*	BAC Reviews Recommendations & Vote	
				Compile and Print Proposed Budget	
11/16/05	*11/20/06*	*11/14/07*	*11/13/08*	Budget hearings in local Towns	Courthouse
11/21/05	*11/27/06*	*11/15/07*	*11/17/08*	Budget hearings in local Towns	Freeport
11/22/05	*12/04/06*	*11/19/07*	*11/19/08*	Budget hearings in local Towns	Naples
			11/25/08	Budget hearings in local Towns	Scarborough
11/29/05	*12/18/06*	*12/10/07*	*12/04/08*	BAC and Commissioners overview CIP recommendations	
11/29/05	*12/18/06*	*12/10/07*	*12/04/08*	BAC presents Final recommendations to the Commissioners	
12/19/05	*12/18/06*	*12/17/07*	*12/15/08*	Commissioners vote to adopt the Final Budget and CIP Program	
12/31/05	*01/30/07*	*01/30/08*	*01/30/09*	Compile and Print Final Adopted Budget	

County of Cumberland

Peter J. Crichton
County Manager

William E. Whitten
Assistant County Manager

February 8, 2009

Dear Citizens of Cumberland County,

After several months of preparation, review, and discussion, on Monday, December 15, 2008, the Board of Commissioners adopted the 2009 budget. In doing so, the Commissioners approved a 2.65% tax increase as recommended by both the Budget Advisory Committee and myself. This figure represents an increase of about $6 to the average taxpayer in Cumberland County or less than $125 in county taxes for calendar year 2009.

This, however, is not the entire story. In order to determine the final county tax for each municipality it is necessary to also factor in each community's property valuation as calculated by the state. Over the past several years the growth in valuation for our communities has grown by an average of about 9%. But with the economic slow down and other factors the state is now showing an average valuation growth of less than 1% for Cumberland County. Therefore, whether a municipality is under or over the 1% is the deciding factor on whether the county tax will be higher or lower than the 2.65% approved by the Commissioners. And unlike municipal government – where a growth in the property valuation helps lower the municipal mill rate – it has the opposite effect with the county's assessment. For more information on where your community stands, please refer to the Tax Distribution Schedule contained in this booklet.

2009 Budget Deliberations

As we all know, everyone's budget is becoming increasingly difficult and the 2009 county budget was no exception. The requests by the department heads and external organizations totaled more than a 9% county tax increase. An unacceptable figure by almost anyone's standard and because one of the most important parts of my job is preparation of the budget, I began reviewing the requests with my budget team, including many conversations with department heads, as well as the Commissioners and members of the Budget Advisory Committee. As a result of this work my draft budget contained a series of recommendations which cut 60% off the overall increase of $1,604,987 and reduced it down to $558,762 for a tax increase of 3.50%.

Like many municipal, county and state governments have been finding out across the nation, I quickly found myself faced with the option of either recommending a priority based budget or making cuts across the board regardless of their potential impact. With over 20 years as a public administrator my bias is to make strategic investments where it will do the most good for our communities and region, so I pursued that approach as opposed to sweeping cuts which would affect all activities and programs without any regard to their impact. Fortunately, the Commissioners and department heads were supportive of a priority approach realizing that it would not be an easy road with many difficult and painful decisions, including the elimination of positions.

The 2009 budget adopted by the Commissioners was developed around five basic principles. First, was a commitment to a priority based budget by making strategic investments in a few key areas important to the organization, such as with law enforcement, information

crichton@cumberlandcounty.org whitten@cumberlandcounty.org

142 Federal Street, Suite 102 • Portland, Maine 04101-4196 • Tel. (207) 871-8380 • Fax (207) 871-8292

technology, and emergency communications. Second, was continued funding for our external organizations like the Cooperative Extension Service and our regional hazmat response teams. Third, with the state obligated to pay for the increased expenses of county jails beginning in 2009 there was a unique opportunity to invest considerably more in law enforcement than we have historically. Fourth, it was important to sustain the financial health of Cumberland County Government by continuing to maintain a reasonable fund balance with a reduced tax stabilization fund and modest capital improvement program. Fifth, it was vital that we continue to function effectively as a county government and be able to carry out our work effectively as a facilitator, convener and service provider.

At the conclusion of a long and sometimes challenging process – with four Budget Advisory Committee meetings and four budget hearings – the Commissioners adopted the 2009 budget on December 12, 2008. As shown in the box below, there was an increase in expenditures of $375,929 which represented a slight tax increase of 1.74%. Then there was a reduction from our 2008 estimated revenues of $147,209 for another .68%. And finally, there was a reduction of $50,000 in the tax stabilization fund for a tax impact of .50%.

	Percent Impact from 2008 Budget	Tax Impact
Total Expenditure Increase	$375,929	1.74%
Total Estimated Revenues	less $147,209	0.68%
Tax Stabilization Fund	less $ 50,000	0.50%
Total Tax Revenue Required	$573,138	2.65%

Personnel Changes with this Budget

For me and many others the most difficult aspect of this budget was the decision to eliminate seven positions. I am sure that none of us involved took this responsibility lightly. And it is important to recognize that prior to this budget, during the past 3-4 years it has been necessary for the county to eliminate around 15 positions as we have worked to tighten up our spending in the face of decreasing Deeds revenues with ever increasing jail expenses.

As a public administrator it is always a sobering responsibility to recommend that people's jobs should be eliminated, and when these actions are taken I can assure the reader that this is done carefully by everyone involved. In the case of our 2009 budget, the decision about which positions should be eliminated was arrived at through multiple conversations with the human resources director and the department heads affected. In conjunction with this decision, at my direction the human resources director developed a retirement incentive plan following state guidelines very closely so that eligible employees would be entitled to participate in the plan. As a result we had 3 employees who were able to take advantage of this opportunity, helping to soften the impact of their positions being eliminated.

In effect there were 8 positions eliminated from the county budget (minus the jail) with 3 in facilities, 2 in Deeds, 1 in Probate, and 2 at the Sheriff's Office, with one of these transferred to the jail budget. In the case of facilities, 2 of the positions were eliminated due to no funding by the Courts although we tried to negotiate this to no avail. It is our hope that the Courts will be able to restore the funding within the next couple of years. With Deeds the positions eliminated were a direct result of the drop in revenues and lack of business.

At the same time that these positions were being eliminated, as a result of the commitment to a priority based budget there were 4 new positions added with 2 in law

enforcement, 1 in information technology, and 1 for emergency communications for a net reduction of 4 positions. An analysis of Cumberland County's annual budgets from the year 2000 to 2008 shows that the jail budget by itself represented 65% of the overall increase to the County's budget, restricting the County's ability to make more of an investment in law enforcement as well as other areas. So, with future jail expenses now a fiscal responsibility of the state the 2009 budget provided a unique opportunity to address patrol staffing needs with an additional sergeant and deputy. In the case of the other 2 positions, an IT position was added to help the organization and to provide for a pilot project with IT services for the Town of Gorham's Fire & Rescue. The fourth new position was a call taker for the Cumberland County Regional Communications Center to enhance the Center's ability to handle 911 calls.

Value Added

In these difficult economic times it is obviously important that those of us in elected and appointed positions do everything possible to find ways to reduce the cost of delivering public services. In that light, I would like to take a moment to address the value of your county tax and what you are getting for your money. For example, did you realize your county tax represents only around 50 cents on your local mill rate, or between 4 to 5% of your local property tax bill? You are probably asking: how is that possible with a $36 million annual budget? The answer is our economies of scale. They are pretty significant when you consider that we have a county population of almost 280,000 with over 100,000 households and are able to spread out the costs for a variety of countywide services. This is an asset for our communities and region that offers us a distinct advantage over other areas in the northeast and nation. In fact, it this ability to provide consolidated public services at an affordable price, together with the use of modern technology and a dedicated staff that really enables us to deliver exceptional public services at around $81 per capita.

Our various enterprise funds are also another example of the value added services we can offer our communities and citizens, such as contracts for law enforcement and dispatching services. For those concerned about a loss of local control, communities like Standish and Harpswell have found that having a police services contract is like having their own police department. This is especially true with the Town of Standish for whom we provide 24 hour 7 day a week year round coverage. In the case of our County Communications Center we have established a board of directors with representatives from each of the municipalities we contract with, in addition to County Commissioner appointees who provide countywide accountability.

In each of these situations we are providing cost efficient, quality services. Given our economies of scale and ability to offer quality services on a regional basis we are in a unique position to reduce the property taxpayer burden. As a result, we feel a special obligation to follow the regional service recommendations that came out of our 2006-2010 Strategic Plan and continue exploring ways that we can reduce the tax burden of our citizens with reliable, quality services, such as assessing and public health on either a regional or countywide basis.

Our Financial Model Must Change

Looking ahead to future budgets, I cannot emphasize strongly enough the urgent need to change our financial model as a county government. Our County is far too dependent on the property tax with about a 65% dependence on the property tax as compared to other areas of the nation where county governments have more financial tools available to them and other means for generating revenues. Since the County's 2006 strategic planning process and our financial discussions at that time, Cumberland County has embarked on a steady course of taking actions

that will strengthen our financial health, such as consistently reducing down our tax stabilization fund to stop depleting our fund balance. As a result we have been carefully moving specific funds out of our capital improvement plan into the operating budget, such as our technology fund that we use to purchase software and hardware.

We have also been making other financial changes. For example, our total estimated revenues for the 2009 budget have been adjusted downward by $147,209 because of the slowdown in the number of real estate transactions in the Registry of Deeds. Amazingly, not that long ago in 2003 our Deeds revenues totaled over $3.9 million. So, we have dropped Deeds revenues by over $1 million since that time! This has been a significant adjustment that we have had to manage carefully with the cooperation of the Budget Advisory Committee and approval of the Commissioners. If we had chosen to bury our heads in the sand and ignore the reality of this situation we would have weakened the County's fund balance and our overall financial health.

I am concerned as we move ahead into calendar year 2009 that Deeds revenues will not measure up to our budgeted estimates. Already with little more than a month gone by the indications are that we will be forced to revisit the budget and make some adjustments to it. Should this occur I will not recommend the elimination of any further positions. In my view, we are at bare bones and have gone as far as we can. We will need to weigh out our options carefully.

Going Forward

In order to maintain the unique character and quality of life in our communities and region it has become increasingly obvious that all our levels of government – municipal, state, county, federal – need to be thinking strategically and working together as effectively as we can to judiciously allocate our combined resources. Our task is Herculean, but not impossible, if we are able to think about what is in the best interest of our citizens.

Toward that end, Cumberland County officials are seeking an amendment to LD1 that would help all Maine citizens by encouraging more cost efficient and effective delivery of services. Our hope is that during the 124th Maine State Legislature we will find many people and groups who agree that it makes good sense to amend LD1 to enable government entities like our own to fund initiatives that will reduce the property taxpayer's burden. We hope there is agreement by the legislature and governor to do this because we believe we can do better!

Conclusion

I would like to thank my budget team consisting of our Finance Director Vic Labrecque, Assistant County Manager Bill Whitten, and Human Resources Director Wanda Pettersen for their assistance in developing the draft budget and then working with me during the long budget process. I am especially grateful to Vic Labrecque who devoted countless hours to this process.

I would also like to take this opportunity to express my sincere appreciation to the department heads and their staff for all of their hard work during these deliberations. And a special thanks to the Commissioners for their support and to the Budget Advisory Committee for their participation and commitment to this process.

Sincerely,

Peter J. Crichton

The Budget Process and Financial Management Policies

THE BUDGET PROCESS

The County Manager is required by Maine Revised Statutes Annotated (M.R.S.A.) Title 30-A §741-A, 742-A,743-A to prepare and present a budget proposal no later than October 1 to County Commissioners. The County Commissioners are required to submit a "draft budget" to the Budget Advisory Committee (BAC) by October 1. The BAC reviews the draft and makes recommendations with explanation for altering the draft budget. The preliminary recommendations of the BAC are incorporated within the draft budget to form the "proposed budget."

Public hearings on the proposed budget are held by the BAC and County Commissioners in Commissioners' districts before November 30th. Written notice of hearings and a copy of the proposed budget are provided to the clerk of each municipality in the County. The BAC reviews its recommendations following public hearings and presents its final recommended budget to the County Commissioners no later than December 15th. County Commissioners have until December 31st to adopt a final budget.

MSRA Title 30-A § 743 provides that "the proposed budget must be approved by a majority vote of the budget advisory committee at a duly called meeting not later than December 15th. The county commissioners may adopt the budget as submitted or after, decreasing or altering the budget by a majority vote by December 31st."

Once adopted, the County budget document creates dedicated spending authority and transfers that authority to department heads. County purchasing policies are in place to govern expenditures. Additionally, the County Commissioners, County Manager and Finance Director review bills prior to payment. This review allows the Commissioners an opportunity to spot-audit purchases prior to expending public funds for payment.

County Commissioners maintain a contingency account in each annual budget specifically for unbudgeted emergencies. It would be an extremely rare situation where an adopted budget would be revised after being formally adopted. In that case, the Budget Advisory Committee of municipal elected officials would be convened and consulted prior to the Commissioner's final decision. The Budget Committee does not have final budget authority but does play a critical advisory role.

THE BUDGET AND STRATEGIC PLANNING

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

The County is now in its second strategic planning process, having completed its 2006 Strategic Plan. Implementation of the 2006 plan began in June of 2007. The mission of the Strategic Plan Advisory Committee is to work with the county commissioners, the county manager, and others to review the subcommittee reports, as well as to help determine the best path of action for implementing the 43 recommendations. They will be asked to help shape future strategic investments and changes in Cumberland County Government that will be implemented over the next five years.

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

THE BUDGET DOCUMENT

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

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

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

SYSTEM OF ACCOUNTING

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

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

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

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

Under terms of modified accrual accounting, revenues are identified based on when they become measurable and available. For fees, this means the revenue is measured after the service is rendered and the fee is collected; however, experience allows the County to forecast future revenues based on traditional use patterns through reliable and conservative projections. The County of Cumberland has the authority to close its budget gap through taxes levied indirectly through towns. Its taxes are therefore instantly recognizable and

are due from towns by state statute on September 30th but are typically transferred from the municipalities at the end of the 60 day grace period on November 30th.

FUND BALANCE

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

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

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

Internal Controls

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

Budgetary Controls

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

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

Operating Budget Policies

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

Revenue Policies

1. The County will establish all user fees at a level as close to full cost (the cost of delivering the service) as possible, or at rates that reflect market levels.
2. The County will seek to maintain as diversified and stable a revenue system as allowed by law.
3. The County will review all fees for potential change at least every 3 years.
4. The County will aggressively seek new revenue opportunities.

Investment Policies

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

Reserves

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

Auditing

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

Bonded Debt

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

Capital Investments

1. The County will review and update its Capital Investment Program (CIP) annually.
2. Current year CIP recommendations will be integrated into departmental budgets.
3. Where appropriate, CIP items will be considered for bonded debt programs.
4. The County will seek to invest 10% of its General Operating Reserves for approved capital improvements.
5. The County will maintain its physical assets to protect its capital investment and minimize the need for future capital investments.
6. The County will consider using lease-purchase agreements for items with a useful life longer than one year where circumstances favor leasing. However, leases will not be approved for periods exceeding the useful life of the equipment.

Short- Term Financial Goals

1. The county will conduct an in-depth analysis of the fiscal and operational trends affecting future budgets.

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

How to read the Budget

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

Department or Activity Center Sections

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

Departmental Details

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

Department Mission and Objectives

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

Statistics

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

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

Department Summary Pages

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

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

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY									
ACCT #	ACCOUNT DESCRIPTION	2006 ACTUAL	2007 ACTUAL	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR/ COMM RECOMM	2009 BUDGET COMM	2009 ADOPTED 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.

2006 ACTUAL - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2005 Actual would record expenditures for 2005. This line is included purely for comparative purposes.

2007 ACTUAL - This line records the departments actual expenditure for each account during 2006. For the 2007 budget this represents the prior year allocation which is useful for comparing current allocations.

2008 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.

2008 YEAR END ESTIMATE - Each year the next budget is prepared while the County is in the middle of its current budget. The estimate represents the best projection by department officials regarding year end expenditures for the current

budget. Estimates are made midway through the budget year and departments are given an opportunity to revise estimates in late October or early November. The estimate is especially useful for comparing departmental budget requests.

2009 BUDGET REQUEST - The 2008 request contains the appropriation requested by departments for each line item. This figure represents the department's expert assessment of the resources necessary to operate the department at appropriate service levels and to fulfill legal mandates.

MANAGER RECOMM - Requests are scrutinized twice prior to finalizing figures in this column. The County Manager reviews each request and in consultation with department heads offers revisions to departmental requests based on justification received. The County Manager makes revisions as a result of the overall County budget. Once the County Manager has revised departmental requests, the budget is reviewed with the County Commissioners prior to Budget Advisory Committee review.

2009 BUDGET COMM - Budget Comm represents the allocations recommended by the Budget Advisory Committee(BAC). The BAC reviews the budget and holds public hearings on the budget prior to returning their recommendations to the County Commissioners. The sum of the BAC recommendations are contained in this column.

2009 ADOPTED BUDGET - After careful review and consideration of the BAC recommendations and public input, the County Commissioners adopt a final budget. Occasionally the Commissioners alter BAC 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 2009 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 BAC 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: BUDGET 2009

DEPARTMENT	2008 ADOPTED BUDGET	2008 YEAR END EST.	2009 BUDGET REQUEST	Dollars over 2008	Mgr Cuts from Request	2009 MGR RECOMM	2009 BAC Recommend	2009 Adopted Budget	% Increase over 2008	Tax Impact
Emergency Mgmt Agency	308,748	301,748	351,627	42,879	10,462	362,089	362,089	362,089	17.3%	0.43%
District Attorney	1,342,866	1,342,811	1,426,585	83,719	(41,235)	1,385,350	1,385,350	1,385,350	3.2%	0.42%
Treasurer	13,485	33,541	36,048	22,563	(344)	35,704	35,704	35,704	164.8%	0.22%
Facilities	1,771,801	1,707,588	1,983,960	212,159	(403,093)	1,580,867	1,580,867	1,580,867	-10.8%	-1.90%
Registry of Deeds	910,544	811,484	948,564	38,020	(137,905)	810,659	810,659	810,659	-11.0%	-1.00%
Registry of Probate	513,011	509,936	551,669	38,658	(63,369)	488,300	488,300	488,300	-4.8%	-0.25%
Finance	334,112	332,988	352,468	18,356	(9,237)	343,231	343,231	343,231	2.7%	0.09%
Communications	919,439	927,331	1,134,201	214,762	(122,811)	1,011,390	1,011,390	1,049,390	10.0%	0.92%
Executive-Admin	541,128	522,583	560,104	18,976	57,908	618,012	618,012	618,012	14.2%	0.77%
Executive-Garage	78,197	78,147	82,766	4,569	(1,465)	81,301	81,301	81,301	4.0%	0.03%
Information Technology	381,366	334,466	585,334	203,968	(9,054)	576,280	576,280	576,280	51.1%	1.94%
Human Resources	259,477	253,667	270,506	11,029	(7,744)	262,762	262,762	262,762	1.3%	0.03%
Sheriff-Admin	1,020,149	1,019,020	992,214	(27,935)	(95,820)	896,394	896,394	896,394	-12.1%	-1.23%
Sheriff-Law Enforcement	3,174,966	3,294,281	4,026,713	851,747	(368,305)	3,658,408	3,658,408	3,620,408	15.2%	4.82%
					-					
Sheriff-Civil	282,371	283,044	276,078	(6,293)	(1,770)	274,308	274,308	274,308	-2.9%	-0.08%
Debt Service	2,270,000	2,270,000	2,225,000	(45,000)	20,301	2,245,301	2,245,301	2,245,301	-1.1%	-0.25%
Debt Interest- Bonds	427,300	427,300	339,394	(87,906)	24,340	363,734	363,734	363,734	-14.9%	-0.63%
Debt Expense - TAN Loans	189,700	189,700	190,500	800	-	190,500	190,500	190,500	0.4%	0.01%
					-					
Grants	135,904	139,981	139,981	4,077	(4,077)	135,904	135,904	135,904	0.0%	0.00%
Human Services	194,659	194,659	200,499	5,840	(5,840)	194,659	194,659	194,659	0.0%	0.00%
					-					
Pension Life- Retirees	1,500	1,500	1,500	-	-	1,500	1,500	1,500	0.0%	0.00%
Contingent Account	40,000	40,000	40,000	-	-	40,000	40,000	40,000	0.0%	0.00%
Sal./ Ben./ Term. Pay	3,300	3,300	3,300	-	-	3,300	3,300	3,300	0.0%	0.00%
Unemployment Insurance	25,000	25,000	25,000	-	-	25,000	25,000	25,000	0.0%	0.00%
					-					
Referendum and Public Info	50,000	50,000	50,000	-	-	50,000	50,000	50,000	0.0%	0.00%
Federal Grant Contracts	70,000	70,000	70,000	-	(70,000)	-	-	-	-100.0%	-0.70%
BAC RECOMMENDS UNDEFINED CUTS					-					
	-	-		-						
Total Expenditure Summary	15,259,023	15,164,075	16,864,011	1,604,987	(1,229,059)	15,634,952	15,634,952	15,634,952	10.52%	15.99%
Change		(94,948)		1,604,987	(1,229,059)	375,929	0			

DEPARTMENT	2008 ADOPTED BUDGET	2008 YEAR END EST.	2009 BUDGET REQUEST	Dollars over 2008	Mgr Cuts from Request	2009 MGR RECOMM	2009 BAC Recommend	2009 Adopted Budget	% Increase over 2008	Tax Impact

Tax Calculation	2006 Budget	2007 Budget	2008 Budget	2009 BUDGET REQUEST	2009 MGR RECOMM	2009 BAC Recommend	2009 Adopted Budget	Percent Impact from 2008 Budget		TAX Impact
COUNTY										
Total Estimated Expenditures	29,809,866	30,773,043	15,259,023	16,864,011	15,634,952	15,634,952	15,634,952	375,929	2.46%	1.74%
Total Estimated Revenues	(9,197,219)	(9,497,219)	(4,820,878)	(4,660,469)	(4,673,669)	(4,673,669)	(4,673,669)	147,209	-3.05%	0.68%
Designated Surplus	(1,300,000)	(1,000,000)	(400,000)	(400,000)	(350,000)	(350,000)	(350,000)	50,000	-12.50%	0.50%
Ta Revenue Required	19,312,647	20,275,824	10,038,145	11,803,542	10,611,283	10,611,283	10,611,283	573,138	5.71%	2.65%
Net Dollar Change				$ 1,765,396	573,138	573,138	573,138			
Percent from 2008				17.59%	5.71%	5.71%	5.71%			

"BOARD OF CORRECTIONS" BUDGET

Tax Calculation	2006 Budget	2007 Budget	2008 Budget	2009 BUDGET REQUEST	2009 MGR RECOMM	2009 BAC Recommend	2009 Adopted Budget
COUNTY							
Total Estimated Expenditures			16,506,896				16,506,896
Total Estimated Revenues			(4,931,294)				(4,931,294)
Designated Surplus			-				
Tax Revenue Required			11,575,602				11,575,602
			11,575,602				11,575,602
	Amount fixed by statute				Amount fixed by statute		
			* Adj for BOC				

COMBINED TAX PRESENTATION

FOR BOTH THE "COUNTY AND THE JAIL FIXED AMOUNT"

Tax Calculation	2006 Budget	2007 Budget	2008 Budget	2009 BUDGET REQUEST	2009 MGR RECOMM	2009 BAC Recommend	2009 Adopted Budget	Percent Impact from 2008 Budget		TAX Impact
COUNTY										
Total Estimated Expenditures	29,809,866	30,773,043	31,765,919	33,370,907	32,141,848	32,141,848	32,141,848	375,929	1.18%	1.74%
Total Estimated Revenues	(9,197,219)	(9,497,219)	(9,752,172)	(9,591,763)	(9,604,963)	(9,604,963)	(9,604,963)	147,209	1.51%	0.68%
Designated Surplus	(1,300,000)	(1,000,000)	(400,000)	(400,000)	(350,000)	(350,000)	(350,000)	50,000	-12.50%	0.23%
Tax Revenue Required	19,312,647	20,275,824	21,613,747	23,379,144	22,186,885	22,186,885	22,186,885	573,138	2.65%	2.65%
Net Dollar Change	403,016	963,177	1,337,923	1,765,396	573,138	573,138	573,138			
Percent from 2008	2.13%	4.99%	6.60%	8.17%	2.65%	2.65%	2.65%			
			* Adj for BOC							

COUNTY OVERVIEW:
Revenue and Expenses from all Sources

COUNTY OF CUMBERLAND: BUDGET 2009

Tax Calculation	2005 Budget	2006 Budget	2007 Budget	2008 Budget	2009 BUDGET REQUEST	2009 MGR RECOMM	2009 BAC Recommend	2009 Adopted Budget
Total Estimated Expenditures	28,796,132	29,809,866	30,773,044	31,765,919	33,370,907	32,141,848	32,141,848	32,141,848
Total Estimated Revenues	(8,086,501)	(9,197,219)	(9,497,219)	(9,752,172)	(9,591,763)	(9,604,963)	(9,604,963)	(9,604,963)
Designated Surplus	(1,800,000)	(1,300,000)	(1,000,000)	(400,000)	(400,000)	(350,000)	(350,000)	(350,000)
Tax Revenue Required	18,909,631	19,312,647	20,275,825	21,613,747	23,379,144	22,186,885	22,186,885	22,186,885
								2.65%

COUNTY OF CUMBERLAND: Enterprise Funds 2009

Enterprise Funds:
The County has contracts to provide sevices beyond the basic services provided by the County. See the Enterprise section of the budget for details.

Budget			2009 Budget
Total Estimated Expenditures	**Enterprise**		**2,087,298**
Total Estimated Revenues	**Enterprise**		**(2,087,298)**
Tax Revenue Required			**$0.00**

COUNTY OF CUMBERLAND: Grants and other Funds 2009

Grants and Other Funds:
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			2009 Budget
Total Estimated Expenditures	**Grants and Other**		**1,866,034**
Total Estimated Revenues	**Grants and Other**		**(1,866,034)**
Tax Revenue Required			**$0.00**

COUNTY OF CUMBERLAND: Summary Budget from all Sources 2009

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

Budget
Enterprise
Grants

Budget			2009 Budget
Total Estimated Expenditures			36,095,180
Total Estimated Revenues			(13,558,295)
Designated Surplus			(350,000)
Tax Revenue Required	**Tax Assessment**		$ 22,186,885

2009 County of Cumberland Budget Reduction Record

			PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS	
	2008 Tax	10,038,145	Expenditure Budget in 2008	$15,259,023
			Department Request Expenditure Budget 2009	$16,864,011
			Revenues for 2009	-$4,660,469
			Tax Subsidy for 2009	-$400,000
			Net Assessment	$11,803,542
			Net Dollar Increase	$1,765,397
			Tax Increase from 2007	17.59%
			ADJUSTED BY MANAGER'S RECOMMENDATION	
			Department Requests	
		101	**EMA**	$12,366
		102	**District Attorney**	-$37,449
		103-01	**Exec-Administration**	-$10,060
		103-02	**Exec-IT**	-$8,290
		103-03	**Exec-Garage**	-$1,327
		103-04	**HR**	-$7,223
		104	**Treasurer**	-$200
		105	**Facilities**	-$259,973
		106-05	**Sheriff-Admin**	-$84,675
		106-06	**Sheriff-LEC**	-$353,999
		106-07	**Sheriff-Jail-Now part of BOC**	
		1006-08	**Sheriff-Civil**	-$1,155
		107	**Deeds**	-$135,429
		108	**Probate**	-$61,997
		109	**Finance**	-$8,472
		110	**Communications**	-$102,765
		Other	**Other**	$14,423
		2009	**Total Mgr Cuts to Expenses**	**-$1,046,225**
			Net Increase in the Expenses over 2008 Expenses	**$719,171**
			Decrease Revenue Budget for Deeds Etc.	**-$13,200**
			Decrease Taxpayer Tax Subsidy	**$50,000**
			Net Change over last year.....	***$755,971***
		Summary:	**Total Expenditures Manager's Recom.**	**$15,817,786**
			Total Estimated Revenues	**$ (4,673,669)**
			Designated Surplus	**$ (350,000)**
			Net Budget from Mgr. FY 2008	***$ 10,794,117***
			Dollar Increase over 2008	**$ 755,971**
	2008 Tax	10,038,145	**Net Increase over Last year Net w/o Jail BOC**	**7.53%**
	2008 Gr Tax	21,613,747	**Tax Increase from Mgr's Recommendation**	**-3.50%**
		MGR	**ADJUSTMENTS - PART II**	**Recent Changes**
		Increase	Civic Center Debt restructure for 2009 cost more	20,301.00
		Increase	DA- add cost of air card to contract	520.00
		Decrease	FAC Fuel oil- based on recent lock in price	(30,000.00)
		Decrease	Medical reduction to 5%	(35,000.00)
		Decrease	CCRCC- City Watch funds deferred	(17,500.00)
		Decrease	MCCA Liability projected decrease for 2009	(20,000.00)
		Reduce	Eliminate the Royal Lobster Lease and costs	(101,155.00)
			Adjusted Manager's Recommendation	**$ (182,834)**
			NET TAX INCREASE-MGR	**$573,137**
			Percent Increase over 2008	**2.65%**

		BAC	***ADJUSTED BY Budget Advisory Committee***	
			Final Vote on December 4, 2008	
		ADD	One new deputy with cruiser and all equipment	$125,000
		Reduce	Reduce General Budget by .....Lease Vehicles	$ (125,000)
			NET TAX INCREASE - BAC	**$573,137**
			Percent Increase over 2008	**2.65%**
		BAC	***ADJUSTED BY COUNTY COMMISSIONERS***	
			Final Vote on December 15, 2008	
		ADD	One New Call Taker to the CCRCC	$38,000
		Reduce	Reduce LEC Vehicles by leasing	$ (38,000)
		NET TAX INCREASE -BAC,COMMISSIONERS, MANAGER		**$573,137**
			Percent Increase over 2008	**2.65%**
		10,038,145		
		21,613,747		
			Manager's recommended cuts	
	Dept 101	*6913*	Reduce safety equipment- MRE request	**$ (1,500)**
		7305	Reduce Office Equipment	**$ (1,000)**
	EMA	*5205*	Remove part time clerk to full time	**$ (17,250)**
		5205	Remove associated benefits	**$ (9,596)**
		6500	Office supply-reduce	**$ (1,500)**
		5120	Mgr- Reduce COLA and eliminate Merit	**$ (6,788)**
		7000	ADD HaZMat into operational budget for 2009	**$ 50,000**
	$ 12,366			
	Dept 102	*7325*	Reduce Furniture and Fixtures	**$ (10,000)**
		5120	Mgr- Reduce COLA and eliminate Merit	**$ (27,449)**
	DA			
	$ (37,449)			
	Dept 103-01	*6301*	Professional Services-cut Public Info	**$ (5,000)**
		5120	Mgr- Reduce COLA and eliminate Merit	**$ (8,327)**
	Exec Admin			
		6508	Increase MCCA dues for staff increase	**$ 3,267**
	$ (10,060)			
	Dept 103-02			
		5120	Mgr- Reduce COLA and eliminate Merit	**$ (8,290)**
	Exec-IT		***Professional Services-cut Public Info***	
		$ (8,290)		

	Dept 103-03			
		5120	Mgr- Reduce COLA and eliminate Merit	$ (1,327)
	Exec-Garage			
	Dept 103-04			
		5120	Mgr- Reduce COLA and eliminate Merit	$ (7,223)
	HR			
	Dept 104			
	Treasurer	*5120*	Mgr- Reduce COLA	$ (199)
	Dept 105	*6406*	Insurance deductible- decrease	$ (10,000)
		6806	Fuel Oil-reduce to estimate of $4.00 per gallon	$ (15,000)
	Facilities	*5120*	Mgr- Reduce COLA and eliminate Merit	$ (26,791)
			Dept Layoffs: Per Manager	$ (146,804)
			(3 positions due to lack of State Funding)	
		5120	Remove budget wages to charge to the 220 State Acct	$ (61,378)
	$ (259,973)			
	Dept 106-05			
		5120	Mgr- Reduce COLA and eliminate Merit	$ (13,866)
	Sher-Admin		Dept Layoffs: Per Manager	$ (70,809)
	$ (84,675)			
		5120	Mgr- Reduce COLA and eliminate Merit	$ (19,037)
	Dept 106-06	*5120*	Do not approve one deputy with benefits	$ (56,100)
		5401	Overtime reduced by	$ (79,250)
	Sher-LEC	*6131*	Gas Oil and Grease reduced by	$ (13,950)
		6232	Mobile radio repair reduced by	$ (4,700)
		6512	Training & Education reduced by	$ (57,516)
		6908	Clothing-Uniforms reduced by	$ (1,000)
		7345	Vehicles-reduce 1 cruiser with fit up	$ (26,500)
		7345	Vehicles-remove request for 1 SUV	$ (40,600)
		7360	Employee Public Safety reduce by	$ (3,250)
		6131	Reduce gas costs by 50 cents per gallon	$ (31,328)
		6512	Canine Training for new dog-removed	$ (17,768)
		6911	Canine boarding for new dog-removed	$ (3,000)
	$ (353,999)			
	Dept 106-08	*5120*	Mgr- Reduce COLA and eliminate Merit	$ (1,155)
	Sher-Civil			
	Dept 106-07		Not part of this budget review	
			Now the responsibility of the State BOC	
	Sher-Jail			
		5120	Mgr- Reduce COLA and eliminate Merit	$ (17,428)
	Dept 107	*6500*	Office Supplies reduce by	$ (5,000)
	Deeds	*6506*	Postal Expense-reduce by	$ (5,000)
		6513	Leases & Service Agreements reduce by	$ (25,000)
			Dept Layoffs: Per Manager	$ (83,001)
	$ (135,429)			

	Dept 108	*5120*	Mgr- Reduce COLA and eliminate Merit	$ (10,325)
	Probate			
			Dept Layoffs: Per Manager	$ (39,672)
		5401	Reduce Overtime	$ (3,000)
		6301	Reduce Professional Services	$ (1,000)
		6500	Reduce Office Supplies	$ (1,000)
		6507	Reduce Advertising	$ (5,000)
		7350	Reduce Office Equipment	$ (2,000)
	$ (61,997)			
	Dept 109	*5120*	Mgr- Reduce COLA and eliminate Merit	$ (8,472)
	Finance			
		5120	Mgr- Reduce COLA and eliminate Merit	$ (6,949)
	Dept 110	*5120*	Remove 2 call taker position	$ (56,160)
	Emerg	*5120*	Remove benefits for 2 call taker	$ (19,656)
	Comm	*7365*	Reduce Base Radio Replacement	$ (20,000)
	$ (102,765)			
	Other Cuts			
			Cut Human Services to the 2008 level	$ (5,840)
			Add to Civic Center Debt for 2009 at $186,315	$ 24,340
			Flat Line Grants Area of Budget from 2008	$ (4,077)
	$ 14,423			
			Control Sub Total	**$ (1,046,225)**

COMPARISON OF INCREASES IN PERSONNEL, O&M, AND CAPITAL ITEMS

Budget 2009 vs Budget 2008

							Taxes 2008
DEPARTMENT		**Personnel**	**O&M**	**Capital Items**	**Total**		***21,613,747***
Emergency Mgmt Agency	**2009**	242,702	68,387	51,000	362,089		
	2008	243,392	65,356	-	308,748		
	Diff	(690)	3,031	51,000	53,341		***0.25%***
		-0.3%	*4.6%*	*0.0%*	*17.3%*		
District Attorney	**2009**	1,101,347	282,003	2,000	1,385,350		
	2008	1,094,579	246,287	2,000	1,342,866		
	Diff	6,768	35,716	-	42,484		***0.20%***
		0.6%	*14.5%*	*0.0%*	*3.2%*		
Treasurer	**2009**	28,931	6,773	-	35,704		
	2008	13,485	-	-	13,485		
	Diff	15,446	6,773	-	22,219		***0.10%***
		114.5%	*#DIV/0!*	*100.0%*	*164.8%*		
Facilities	**2009**	871,352	694,415	15,100	1,580,867		
	2008	1,060,978	709,723	1,100	1,771,801		
	Diff	(189,626)	(15,308)	14,000	(190,934)		***-0.88%***
		-17.9%	*-2.2%*	*1272.7%*	*10.8%*		
Registry of Deeds	**2009**	578,799	223,860	8,000	810,659		
	2008	643,684	258,860	8,000	910,544		
	Diff	(64,885)	(35,000)	-	(99,885)		***-0.46%***
		-10.1%	*-13.5%*	*0.0%*	*-11.0%*		
Registry of Probate	**2009**	349,276	133,524	5,500	488,300		
	2008	383,652	124,359	5,000	513,011		
	Diff	(34,376)	9,165	500	(24,711)		***-0.11%***
		-9.0%	*7.4%*	*10.0%*	*-4.8%*		
Finance	**2009**	302,011	41,120	100	343,231		
	2008	294,605	39,407	100	334,112		
	Diff	7,406	1,713	-	9,119		***0.04%***
		2.5%	*4.3%*	*0.0%*	*2.7%*		
Communications	**2009**	876,498	160,892	12,000	1,049,390		
	2008	823,939	93,500	2,000	919,439		
	Diff	52,559	67,392	10,000	129,951		***0.60%***
		6.4%	*72.1%*	*500.0%*	*14.1%*		

DEPARTMENT		Personnel	O&M	Capital Items	Total		
Executive-Admin	2009	443,219	174,793	-	618,012		
	2008	377,606	163,522	-	541,128		
	Diff	65,613	11,271	-	76,884		*0.36%*
		17.4%	*6.9%*	*0.0%*	*14.2%*		
Information Technology	2009	320,380	180,900	75,000	576,280		
	2008	265,516	65,850	50,000	381,366		
	Diff	54,864	115,050	25,000	194,914		*0.90%*
		20.7%	*174.7%*	*100.0%*	*51.1%*		
Executive-Garage	2009	77,501	3,800	-	81,301		
	2008	74,397	3,800	-	78,197		
	Diff	3,104	-	-	3,104		*0.01%*
		4.2%	*0.0%*	*0.0%*	*4.0%*		
Human Resources	2009	220,327	37,435	5,000	262,762		
	2008	217,042	37,435	5,000	259,477		
	Diff	3,285	-	-	3,285		*0.02%*
		1.5%	*0.0%*	*0.0%*	*1.3%*		
DEPARTMENT		Personnel	O&M	Capital Items	Total		
Sheriff-Admin	2009	616,633	277,261	2,500	896,394		
	2008	666,539	351,110	2,500	1,020,149		
	Diff	(49,906)	(73,849)	-	(123,755)		*-0.57%*
		-7.5%	*-21.0%*	*0.0%*	*-12.1%*		
Sheriff-Law Enforcement	2009	2,856,231	572,427	191,750	3,620,408		
	2008	2,532,436	405,241	237,289	3,174,966		
	Diff	323,795	167,186	(45,539)	445,442		*2.06%*
		12.8%	*41.3%*	*-19.2%*	*14.0%*		
Sheriff-Civil	2009	213,535	59,873	900	274,308		
	2008	230,698	50,773	900	282,371		
	Diff	(17,163)	9,100	-	(8,063)		*-0.04%*
		-7.4%	*17.9%*	*0.0%*	*-2.9%*		
Other Category	2009			-	3,249,898		
Grants, Human Svc	2008			-	3,055,239		
and Debt & Misc	Diff	-	-	-	194,659		*0.90%*
					6.4%		

DEPARTMENT		Personnel	O&M	Capital Items	Total	Other	Budget
Summary	2009	9,098,741	2,917,463	368,850	12,385,054	3,249,898	15,634,952
by Category	2008	8,922,548	2,615,223	383,489	11,851,660	3,407,363	15,259,023
	Diff	176,193	302,240	(14,639)	533,394	(157,465)	375,929
	Percent	1.97%	11.56%	-3.82%	4.50%	-4.62%	2.46%
						Tax Percent	1.74%

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

Acct #	Source	2006 Actual	2007 Actual	2008 estimated results	2008 Budget	Surplus 2008		2009 Budget	BUDGET DIFF
11-001-4003	Supreme Court Rental	2,600	2,400	2,400	2,400	*0*		2,400	-
11-001-4004	State Court Rent / Reimbursements	22,377	22,378	22,380	22,380	*0*		22,380	-
11-001-4005	State Court Bond Reimbursement	250,513	217,788	250,511	250,511	*0*		80,475	(170,036)
									-
11-101-4101	Emergency Management Allocation	106,216	156,326	160,000	150,000	*10,000*		160,000	10,000
11-101-4102	AT&T Tower Lease	21,760	20,026	21,984	20,000	*1,984*		21,984	1,984
									-
11-102-4100	District Attorney	43,886	1,900	75,000	45,000	*30,000*		75,000	30,000
									-
11-103-01-4100	Executive	-	17,875	-	250	*-250*		250	-
11-103-03-4100	Garage Operations	2,818	3,979	-	-	*0*		-	-
11-103-03-4301	Garage Daily Parking	125,187	118,444	135,000	120,000	*15,000*		137,100	17,100
11-103-03-4302	Garage Monthly Parking *Inc Monthly $100 to $110*	179,979	207,744	225,000	200,000	*25,000*		238,200	38,200
									-
11-104-4401	Treasurer Income (Interest, etc.)	196,006	225,673	100,000	125,000	*-25,000*		100,000	(25,000)
									-
11-105-4100	Facilities Misc Revenue	7,244	254	-	-	*0*			-
11-105-4100	Facilities Salvage				-	*0*			-
									-
11-106-05-4100	Sheriff Misc Revenues	59,984	196,522	75,000	90,000	*-15,000*		75,000	(15,000)
11-001-4002	Federal Gas Tax Refund	28,906	23,951	20,000	20,000	*0*		20,000	-
		-							-
11-001-1201-00	State Fines Surcharge	148,978	115,226	140,000	100,000	*40,000*		100,000	-
									-
									-
11-106-08-4100	Civil Process	267,999	296,705	300,000	250,000	*50,000*		300,000	50,000
									-
11-107-4100	Register of Deeds - Misc. Revenue	2,805	2,748	2,500	4,000	*-1,500*		2,500	(1,500)
11-107-4701	Register of Deeds - Recording Fees	1,702,095	1,553,957	1,500,000	1,525,377	*-25,377*		1,500,000	(25,377)
11-107-4702	Register of Deeds - Transfer Tax	1,029,157	943,916	650,000	950,000	*-300,000*		700,000	(250,000)
11-107-4703	Register of Deeds - Copies ** New pricing software*	581,843	524,465	500,000	525,000	*-25,000*		664,420	139,420
									-
11-108-4801	Register of Probate - Fees	332,307	399,097	408,000	350,000	*58,000*		400,000	50,000
11-108-4802	Register of Probate - Notices	30,291	30,518	30,000	30,000	*0*		30,000	-
11-108-4803	Register of Probate - Abstracts	13,959	17,823	15,960	15,960	*0*		15,960	-
11-108-4804	Register of Probate -Forms	13,137	10,946	10,000	10,000	*0*		10,000	-
11-108-4804+	Register of Probate - Forms	8,677	15,565	18,000	15,000	*3,000*		18,000	3,000
									-
									-
	Total Revenues	5,178,724	5,126,226	4,661,735	$ 4,820,878	$ (159,143)		4,673,669	(147,209)
	Designated Surplus	1,300,000	1,000,000		400,000			350,000	(50,000)
	Total Revenues & Surplus	6,478,724	6,126,226	4,661,735	5,220,878			5,023,669	(197,209)
	YEAR	2006 Actual	2007 Actual	2008 estimated results	2008 Budget Approved			2009 Budget Estimates Revenue	

REVENUES FROM THE JAIL BOC ACTIVITY

					FROZEN AMOUNT				
11-106-07-4601	Jail Term Reimbursement	37,780	47,885	45,000	30,000	*15,000*		45,000	15,000
11-106-07-4603	Board of Prisoners- Counties/DOC	776,343	534,304	400,000	500,000	*-100,000*		400,000	(100,000)
11-106-07-4604	Board of Prisoners - Marshal	3,311,793	2,637,526	2,400,000	2,600,000	*-200,000*		2,400,000	(200,000)
11-106-07-4605	Board of Prisoners - Work Release	53,557	103,358	60,000	70,000	*-10,000*		60,000	(10,000)
11-106-07-4607	BOP-INS	362,497	1,340,386	1,400,000	737,500	*662,500*		1,280,000	542,500
11-106-07-4608	Board of Prisoners - DOC 80%	787,969	733,980	795,035	794,341	*694*		850,000	55,659
	Board of Prisoners - DOC 20%			199,453	199,453	*0*			-
	TOTALS	5,329,939	5,397,439	5,299,488					
	REVENUES FROM THE JAIL BOC ACTIVITY				$ 4,931,294	$ 368,194		5,035,000	303,159

GRAND TOTAL FROM ALL COUNTY REVENEUE $ 9,752,172

TAX DISTRIBUTION SCHEDULE

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

FY2009 COUNTY OF CUMBERLAND-

Official State Valuation results

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 2009 shows overall County increase of 0.87% Valuation Growth

Tax Distribution Schedule

	up 9.2%		up 0.87%			
Town	State 2008 Valuation	2008 Recom Tax	State 2009 Valuation	Val Change %	2009 Recom Tax	Percent Tax Change
Baldwin	161,000,000	83,735	166,850,000	3.6%	88,313	5.47%
Bridgton	993,350,000	516,630	1,023,700,000	3.1%	541,832	4.88%
Brunswick	2,092,850,000	1,088,467	2,172,000,000	3.8%	1,149,612	5.62%
Cape Elizabeth	1,942,000,000	1,010,011	1,828,400,000	-5.8%	967,749	-4.18%
Casco	592,300,000	308,048	629,050,000	6.2%	332,948	8.08%
Chebeague-New 2008	232,100,000	120,712	236,800,000	100.0%	125,335	3.83%
Cumberland	1,132,250,000	588,870	1,162,000,000	2.6%	615,032	4.44%
Falmouth	2,195,200,000	1,141,698	2,143,400,000	-2.4%	1,134,475	-0.63%
Freeport	1,515,400,000	788,142	1,558,200,000	2.8%	824,736	4.64%
Frye Island	179,100,000	93,148	175,800,000	-1.8%	93,049	-0.11%
Gorham	1,487,700,000	773,735	1,492,250,000	0.3%	789,829	2.08%
Gray	926,050,000	481,628	926,100,000	0.0%	490,173	1.77%
Harpswell	1,983,850,000	1,031,777	2,053,250,000	3.5%	1,086,760	5.33%
Harrison	483,850,000	251,645	516,050,000	6.7%	273,139	8.54%
Long Island	118,650,000	61,708	138,000,000	16.3%	73,042	18.37%
Naples	763,700,000	397,191	812,950,000	6.4%	430,284	8.33%
New Gloucester	505,350,000	262,827	516,600,000	2.2%	273,430	4.03%
North Yarmouth	448,250,000	233,130	459,300,000	2.5%	243,102	4.28%
Portland	8,289,850,000	4,311,453	8,283,450,000	-0.1%	4,384,327	1.69%
Pownal	202,050,000	105,084	189,400,000	-6.3%	100,247	-4.60%
Raymond	1,050,500,000	546,353	1,059,300,000	0.8%	560,674	2.62%
Scarborough	3,531,150,000	1,836,509	3,563,250,000	0.9%	1,885,984	2.69%
Sebago	424,000,000	220,517	439,950,000	3.8%	232,860	5.60%
South Portland	3,844,400,000	1,999,427	3,843,700,000	0.0%	2,034,422	1.75%
Standish	1,123,550,000	584,345	1,113,200,000	-0.9%	589,203	0.83%
Westbrook	1,871,500,000	973,345	1,844,650,000	-1.4%	976,350	0.31%
Windham	1,844,500,000	959,303	1,900,200,000	3.0%	1,005,752	4.84%
Yarmouth	1,623,400,000	844,311	1,670,600,000	2.9%	884,228	4.73%
	41,557,850,000	21,613,748	41,918,400,000	0.87%	22,186,886	2.65%
Tax Calculation	2006	2007	2008		2009 Adopted	
Total Estimated Expenditures	29,809,865	30,773,043	31,566,466		32,141,848	
Total Estimated Revenues	(9,197,219)	(9,497,219)	(9,552,719)		(9,604,963)	
Designated Surplus	(1,300,000)	(1,000,000)	(400,000)		(350,000)	*Net Increase*
Tax Revenue Required	**19,312,646**	**20,275,824**	**21,613,747**		**22,186,885**	***2.65%***
	2006	***2007***	***2008***		***2009***	
Mil Rate	**0.0005619696**		**0.0005200882**		**0.0005292875**	
Per $1,000	**0.5619696**		**0.52008819**		**0.529287497**	

TAX DISTRIBUTION SCHEDULE

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

FY2009 COUNTY OF CUMBERLAND-

Official State Valuation results

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 2009 shows overall County increase of 0.87% Valuation Growth

Tax Distribution Schedule

	up 9.2%		up 0.87%			
Town	State 2008 Valuation	2008 Recom Tax	State 2009 Valuation	Val Change %	2009 Recom Tax	Percent Tax Change
Pownal	202,050,000	105,084	189,400,000	-6.3%	100,247	-4.60%
Cape Elizabeth	1,942,000,000	1,010,011	1,828,400,000	-5.8%	967,749	-4.18%
Falmouth	2,195,200,000	1,141,698	2,143,400,000	-2.4%	1,134,475	-0.63%
Frye Island	179,100,000	93,148	175,800,000	-1.8%	93,049	-0.11%
Westbrook	1,871,500,000	973,345	1,844,650,000	-1.4%	976,350	0.31%
Standish	1,123,550,000	584,345	1,113,200,000	-0.9%	589,203	0.83%
Portland	8,289,850,000	4,311,453	8,283,450,000	-0.1%	4,384,327	1.69%
South Portland	3,844,400,000	1,999,427	3,843,700,000	0.0%	2,034,422	1.75%
Gray	926,050,000	481,628	926,100,000	0.0%	490,173	1.77%
Gorham	1,487,700,000	773,735	1,492,250,000	0.3%	789,829	2.08%
Raymond	1,050,500,000	546,353	1,059,300,000	0.8%	560,674	2.62%
Scarborough	3,531,150,000	1,836,509	3,563,250,000	0.9%	1,885,984	2.69%
Chebeague	232,100,000	120,712	236,800,000	100.0%	125,335	3.83%
New Gloucester	505,350,000	262,827	516,600,000	2.2%	273,430	4.03%
North Yarmouth	448,250,000	233,130	459,300,000	2.5%	243,102	4.28%
Cumberland	1,132,250,000	588,870	1,162,000,000	2.6%	615,032	4.44%
Freeport	1,515,400,000	788,142	1,558,200,000	2.8%	824,736	4.64%
Yarmouth	1,623,400,000	844,311	1,670,600,000	2.9%	884,228	4.73%
Windham	1,844,500,000	959,303	1,900,200,000	3.0%	1,005,752	4.84%
Bridgton	993,350,000	516,630	1,023,700,000	3.1%	541,832	4.88%
Harpswell	1,983,850,000	1,031,777	2,053,250,000	3.5%	1,086,760	5.33%
Baldwin	161,000,000	83,735	166,850,000	3.6%	88,313	5.47%
Sebago	424,000,000	220,517	439,950,000	3.8%	232,860	5.60%
Brunswick	2,092,850,000	1,088,467	2,172,000,000	3.8%	1,149,612	5.62%
Casco	592,300,000	308,048	629,050,000	6.2%	332,948	8.08%
Naples	763,700,000	397,191	812,950,000	6.4%	430,284	8.33%
Harrison	483,850,000	251,645	516,050,000	6.7%	273,139	8.54%
Long Island	118,650,000	61,708	138,000,000	16.3%	73,042	18.37%
	41,557,850,000	21,613,748	41,918,400,000	0.87%	22,186,886	2.65%

Tax Calculation	2006	2007	2008		2009 Adopted	
Total Estimated Expenditures	29,809,865	30,773,043	31,566,466		32,141,848	
Total Estimated Revenues	(9,197,219)	(9,497,219)	(9,552,719)		(9,604,963)	
Designated Surplus	(1,300,000)	(1,000,000)	(400,000)		(350,000)	*Net Increase*
Tax Revenue Required	**19,312,646**	**20,275,824**	**21,613,747**		**22,186,885**	***2.65%***
	2006	***2007***	***2008***		***2009***	
Mil Rate	**0.0005619696**		**0.0005200882**		**0.0005292875**	
Per $1,000	**0.5619696**		**0.52008819**		**0.529287497**	

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

NON-DEPARTMENTAL & DEBT SERVICE

ACCT #	ACCT #	DESCRIPTION	2006 ACTUAL	2007 ACTUAL	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	1,700,000	1,770,000	1,835,000	1,835,000	1,915,000	1,915,000	1,915,000	1,915,000
11-120	9111	7.1% Twenty Year Courthouse Expansion Bond	200,000	200,000	200,000	200,000	75,000	75,000	75,000	75,000
11-120	9107	7.27% Twenty Year Serial Garage Construction Bonds	130,000	130,000	-	-				
Referendum		2008 Debt Principal for Interoperability Referendum			85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center 2-3 Year Bond of $525,000	150,000	150,000	150,000	150,000	150,000	170,301	170,301	170,301
		TOTAL BOND DEBT SERVICE	2,180,000	2,250,000	2,270,000	2,270,000	2,225,000	2,245,301	2,245,301	2,245,301
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	451,762	390,688	318,750	318,750	245,944	245,944	245,944	245,944
11-120	9211	7.1% Twenty Year Courthouse Expansion Bond	50,513	35,575	20,575	20,575	5,475	5,475	5,475	5,475
11-120	9207	7.27% Twenty Year Serial Garage Construction Bonds	19,500	17,788	-	-				
Referendum		2008 Debt Interest for Interoperability Referendum			76,000	76,000	76,000	76,000	76,000	76,000
11-120	9202	2003-Civic Center 2-3 Year Bond of $525,000	11,975	11,975	11,975	11,975	11,975	36,315	36,315	36,315
		TOTAL BOND DEBT INTEREST	533,750	456,026	427,300	427,300	339,394	363,734	363,734	363,734
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge	-	3,183	3,000	3,000	3,000	3,000	3,000	3,000
11-120	9210	TAN Legal Fees	1,166	1,127	1,700	1,700	2,500	2,500	2,500	2,500
11-120	9220	TAN Interest	110,453	169,400	185,000	185,000	185,000	185,000	185,000	185,000
		TOTAL DEBT EXPENSE - LOANS	111,619	173,710	189,700	189,700	190,500	190,500	190,500	190,500
		NON-DEPARTMENTAL								
11-140	3520	Pension Life	1,719	2,257	1,500	1,500	1,500	1,500	1,500	1,500
11-140	5550	Unemployment Insurance	23,100	42,018	25,000	25,000	25,000	25,000	25,000	25,000
11-141	5501	Salary / Benefits / Termination Pay	12,000	-	3,300	3,300	3,300	3,300	3,300	3,300
11-141	9500	Civic Center Operational Subsidy	-	-	-	-	-	-	-	-
11-141			-	-	-	-				
11-141	9502	Federal Grants Contract	81,697	55,000	70,000	70,000	70,000	-	-	-
11-141	5502	Contingent Appropriation	-	75,825	40,000	40,000	40,000	40,000	40,000	40,000
11-141	9498	Referendum and Public Information	54,393	49,793	50,000	50,000	50,000	50,000	50,000	50,000
11-141	9499	Economic Development	24,976	-						
		TOTAL NON-DEPARTMENTAL	197,885	224,893	189,800	189,800	189,800	119,800	119,800	119,800
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	3,023,253	3,104,629	3,076,800	3,076,800	2,944,694	2,919,335	2,919,335	2,919,335

CUMBERLAND COUNTY

PERSONNEL

2009

Overview

The Personnel portion of the County Budget consists of two sections. The first section is a Personnel Summary which lists all approved County positions for FY2009.

The first section is the Position Classification Plan which is a listing of employee positions by title, position grade, and salary range. Positions within a union are identified.

The second section is a Personnel Pay Schedule which provides insight into the base salary of County employees. Listed salaries do not include overtime or mid-year pay changes, if applicable.

The District Attorney and Assistant District Attorneys are State employees who receive pay and benefits directly from the State of Maine; however, all other positions within the District Attorney's office are County employees, and are therefore listed.

COUNTY OF CUMBERLAND, MAINE
FISCAL YEAR 2009
POSITION CLASSIFICATION PLAN

MANAGEMENT

TITLE	GRADE	ANNUAL SALARY RANGE
County Manager	9	$76,856 – 104,645
Assistant County Manager	8	$65,125 – 88,691
Chief Deputy Community Development Coordinator Information Technology Director Director of Finance Domestic Violence Coordinator Emergency Communications Director Emergency Management Agency Director Facilities Manager Human Resources Director Jail Administrator	7	$60,902 – 83,595
VACANT	6	$55,370 – 75,338
Captain – Administrative Support Captain – CID Captain – Patrol Captain – Support Services Captain - Security/Operations Fiscal Officer	5	$48,006 – 65,770
Administrative Investigator Human Resources Specialist Network Administrator Purchasing Agent	4	$43,763 – 59,779
Deputy EMA Director Deputy Register of Deeds Deputy Register of Probate	3	$38,043 – 51,792

GENERAL GOVERNMENT POSITIONS

TITLE	GRADE	HOURLY PAY RANGE
Business Account Coordinator Clerk/Supervisor Legal Assistant Legal Secretary Paralegal Librarian Maintenance Technician I Parking Garage Coordinator Planner Trial Assistant	5	$13.36 – 21.42
Fleet Automotive Technician	4	$12.17 – 19.47
Assistant Maintenance Technician Building Custodian Clerk II Custodian Supervisor Receptionist	3	$11.07 – 17.70
Cashier Clerk – Treasurer's Office Clerk I Custodian	2	$10.06 – 16.11
Vacant	1	$ 9.13 – 14.60

GENERAL GOVERNMENT PROFESSIONAL/TECHNICAL

TITLE	GRADE	HOURLY PAY RANGE
Electrician Supervisor Chaplin Coordinator/Rehabilitation & Diversion	G	$22.30 – 30.10
Business & Communication Coordinator Grants & Special Projects Coordinator Vocational Training Teacher	F	$20.28 – 27.58
Day Custodial Supervisor Electrician Facilities Supervisor Fleet Automotive Supervisor Legal Administration Supervisor Maintenance Supervisor	E	$18.43 – 25.25
Electrician Helper Electronics Technician Management Analyst Media & Graphic Specialist	D	$16.75 – 23.12
Computer Specialist Public Safety Software Specialist	C	$15.37 – 21.05
Building Technician Maintenance Technician II Victim Assistant	B	$15.24 – 21.18
Computer Assistant	A	$13.97 – 19.07

CONFIDENTIAL TO THE BARGAINING PROCESS

TITLE	GRADE	HOURLY PAY RANGE
Accounts Supervisor Payroll Supervisor	E	$18.43 – 25.25
Executive Assistant	D	$16.35 – 22.11
Administrative Aide	C	$15.37 – 21.05
Executive Secretary Investigations Clerk	B	$14.70 – 20.04

AFSCME SHERIFF'S OFFICE BARGAINING UNIT *

TITLE	GRADE	HOURLY PAY RANGE
Vacant	N1	
Clerk II Lobby Receptionist Receptionist Clerk Records Clerk	N2	$14.90 – 18.26
Complaint Officer	N3	$15.29 – 18.65
Administrative Secretary Crime Analyst Education Technician	N4	$15.77 – 19.43
Administrative Civil Deputy Civil Deputy	N5	$16.14 – 19.83
Community Release Planner	Weekly Salary	$1,091.50
Vacant	1	
Corrections Officer I	2	$15.99 – 19.34
Corrections Officer II Lobby Receptionist-CO	3	$16.37 – 19.73
Electronic Monitoring Officer Property Officer Transportation Officer	4	$16.85 – 20.51
Community Services Officer Recreation Officer Trustee Coordinator Work Release Officer	5	$17.22 – 20.91
Intake Supervisor Transportation Supervisor	6	$19.19 – 23.20
Vacant	7	
Corporal	8	$17.97 – 21.63
Sergeant	9	$18.61 – 22.31

* A collective bargaining agreement for these unit employees beyond 2007 has not been agreed upon at the time of printing this schedule.

AFSCME COMMUNICATIONS BARGAINING UNIT

TITLE	GRADE	HOURLY PAY RANGE
Dispatcher	E3	$15.34 – 18.74
Shift Supervisor	E8	$18.05 – 21.74
Department Supervisor	E9	$18.69 – 22.43

LAW ENFORCEMENT TEAMSTER UNIT

TITLE	HOURLY PAY RANGE
Deputy	$17.82 – 21.64
Detective	$18.48 – 22.29
Sergeant	$22.88 – 25.66
Lieutenant	$25.08 – 27.80

JAIL SUPERVISORS TEAMSTER UNIT

Effective March 1, 2008

TITLE	HOURLY PAY RANGE
Administrative Officer Food Service Manager	$21.06 – 25.88
Lieutenant Lieutenant – Community Corrections Lieutenant – Education	$22.17 – 27.24

JAIL COOKS TEAMSTER UNIT

TITLE	HOURLY PAY RANGE
Cook	$15.10 – 18.99

ELECTED OFFICIALS

TITLE	ANNUAL SALARY
County Commissioners	$ 9,186
Judge of Probate	$57,232
Register of Deeds	$54,631
Register of Probate	$41,944
Sheriff	$77,142
Treasurer	$20,346

This schedule is an representation of positions within departments.

	2008				2009			
	Proposed		GRANT & CONT.		Proposed		GRANT & CONT.	
Job Title	FT	PT	FT	PT	FT	PT	FT	PT
EXECUTIVE								
Administration								
Commissioners	3				3			
County Manager	1				1			
Executive Assistant/Deputy Clerk	1				1			
Assistant County Manager	1				1			
DV Coordinator		1				1		
Grant/Special Project Coordinator		1				1		
CDBG								
Community Development Coordinator			1				1	
Parking Garage								
Parking Garage Coordinator	1				1			
Cashier		2				2		
	7	4	1		7	4	1	
INFORMATION TECHNOLOGY								
Information Technology	1				1			
Network Administrator	1				1			
Computer Specialist	1				1			
Management Analysis	1				0			
Media & Graphic Specialist	0				1			
Public Safety Software Specialist	0				1			
	4				5			
Human Resources								
Human Resources Director	1				1			
Human Resources Specialist	1				1			
Executive Assistant	1				1			
	3				3			
Finance Department								
Director of Finance	1				1			
Purchasing Agent	1				1			
Accounts Supervisor	1				1			
Payroll Supervisor	1				1			
	4				4			
DISTRICT ATTORNEY								
Business & Communication Coordinator	1				1			
Executive Assistant	1				1			
Intern		6				6		
Legal Assistant	8				8			
Paralegal	1				1			
Legal Administrative Supervisor	2				2			
Receptionist	2				2			
Trial Assistant	3				3			
Victim Assistant	4				4			
Coord of Rehab & diversion program	1				1			

	2008				2009			
	Proposed		GRANT & CONT.		Proposed		GRANT & CONT.	
	23	6			23	6		
FACILITIES								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Day Custodian Supervisor	1				0			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Maintenance Technician I	1				1			
Custodian	8				8			
Electrician Supervisor	1				1			
Electrician	1				1			
Electronic Technician	1				1			
Building Technican	1				1			
Maintenance Technician II	4				4			
Asst. Maint Technician	2				0			
Fleet Automotive Supervisor	1				1			
Fleet Automotive Technician	1				1			
Executive Secretary	1				1			
	27				24			
DEEDS								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk/Supervisor	2				2			
Business Account Coordinator	1				1			
Clerk II	6				4			
Clerk 1	3				3			
	14				12			
PROBATE								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	4				3			
Judge of Probate	1				1			
Legal Secretary	1				1			
	8				7			
EMERGENCY MANAGEMENT AGENCY								
EMA Director	1				1			
Deputy EMA Director	1				1			
Planner	2				2			
Clerk II		1				1		
Intern								
Homeland Sec Admin Assist				1				1
	4	1		1	4	1		1
TREASURER								
Treasurer	1				1			
Clerk		1				1		
	1	1			1	1		
SHERIFF								
Administration/Support Services								

	2008				2009			
	Proposed		GRANT & CONT.		Proposed		GRANT & CONT.	
Sheriff	1				1			
Chief Deputy	1				1			
Administrative Investigator	1				1			
Clerk II	1				1			
Executive Assistant	1				1			
Investigations Clerk	1	1			1	1		
Receptionist/Clerk	1				1			
Administrative Secretary	1				0			
Fiscal Officer	1				0			
Captain-Support Services	1				1			
	10	1			8	1		
Law Enforcement								
Captain - CID	1				1			
Captain - Patrol	1				1			
Lieutenant	3				3			
Sergeant	5				6			
Deputy	17		18.5	4	18		18.5	4
Detective	6				6			
Complaint Officer	1				1			
Crime Analyst	1				1			
	35		18.5	4	37		18.5	4
Civil Process								
Administrative Civil Deputy	1				1			
Civil Deputy	3			6	3			6
	4			6	4			6
Communications								
Communications Director	1				1			
Department Supervisor	1				1			
Shift Supervisor	4				4			
Dispatcher	8		6		8		10.5	
Call Taker	0				1			
	14		6		15		10.5	
Total Budget Employees Only	158	13	25.5	11	154	13	30	11
Total other Positions	2008				2009			

(see next page for Jail)

Jail	2008				2009			
	Proposed		COMMISSARY		Proposed		COMMISSARY	
Job Title	FT	PT	FT	PT	FT	PT	FT	PT
Jail Administrator	1				1			
Capt. - Admin./Support	1				1			
Capt.- Security/Operations	1				1			
Administrative Secretary	0				1			
Administrative Officer	1				1			
Community Services Officer	2				2			
Cook II	5				5			
Corrections Officer	144				144			
Education Technicians	0		2		0		2	
Education Technicians-Vocational	0		1	2	0		2	
Executive Secretary	1				1			
Food Service Manager	1				1			
Lobby Receptionist - CO	1				1			
Property Officer	1				1			
Records Clerk	2				2			
Recreation Officer	1				1			
Sergeant	11				12			
Corporal	3				2			
Intake Supervisor	1				1			
Transportation Supervisor	1				1			
Transportation Officer	6				6			
Trustee Coordinator	1				1			
Lieutenant	3				3			
Lieutenant Community Corrections	1				1			
Lieutenant Education	1				0		1	
Work Release Officer	2				2			
Librarian				1				1
Chaplin			1				1	
Community Release Planner			1				1	
	192		5	3	192		7	1
	2008				2009			

DISTRICT ATTORNEYS OFFICE

Stephanie Anderson, DA

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

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source
DA	$ 43,886	$ 1,900	$ 45,000	$ 75,000	From Administrative Disposition

EXPENSES 2009

Labor	O&M	Capital	TOTAL
1,101,348	282,003	2,000	1,385,350

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

- Prosecutes approx 15,000 cases per year
- Coordinates Check Enforcement Program which returns approx $20,000 to merchants from bad checks
- Coordinates the "Deferred Disposition Program"
- Operates a Drug Court
- Coordinates collection and disbursement of approx $400,000 each year back to victims.
- Has four teams of attorneys dedicated to Felony, Juvenile Misdemeanor and Domestic Violence Crimes

Personnel

DISTRICT ATTORNEY	*Full Time*	*Part Time*
Business & Communication Coordinator	1	
Executive Assistant	1	
Intern		6
Legal Assistant	8	
Paralegal	1	
Legal Administrative Supervisor	2	
Office Assistant	0	
Receptionist	2	
Trial Assistant	3	
Victim Assistant	4	
Coord of Rehab & diversion program	1	
	23	6

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	661,682	673,640	792,858	792,858	810,603	783,154	783,154	783,154
5205	Wages & Salaries (PT)	28,533	24,308	-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	60,135	71,402	80,373	80,373	80,373	80,373	80,373	80,374
5401	Overtime	1,862	2,811	-	-	-	-	-	-
3500	Employee Benefits & Taxes	215,051	212,874	221,348	221,348	241,538	237,820	237,820	237,820
	TOTAL PERSONNEL SERVICES	967,263	985,035	1,094,579	1,094,579	1,132,514	1,101,347	1,101,347	1,101,348
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	7,542	14,065	11,000	16,000	17,000	17,000	17,000	17,000
6301	Professional Services	71,624	72,943	74,938	77,186	74,478	74,478	74,478	74,478
6305	Stenographer-Transcripts	3,608	5,174	5,500	500	5,500	5,500	5,500	5,500
6307	Witness Fees & Expenses - DA	19,924	30,876	20,000	28,000	40,000	40,000	40,000	40,000
6308	Witness Fees & Expenses - AG	-	2,136	3,000	2,000	3,000	3,000	3,000	3,000
6309	Laboratory Tests	-	-	1,100	500	1,100	1,100	1,100	1,100
6400	Insurance - Building & Contents (Bath)	3,471	3,525	3,429	3,368	3,435	3,123	3,123	3,123
6401	Insurance- Liability	2,134	3,160	3,040	3,112	3,040	2,764	2,764	2,764
6500	Office Supplies	15,443	20,265	22,500	22,500	22,500	22,500	22,500	22,500
6505	Printing and Engraving					7,000	7,000	7,000	7,000
6506	Postal Expenses	7,733	8,379	9,000	9,000	9,500	9,500	9,500	9,500
6507	Advertising	4,691	5,598	4,200	1,500	4,200	4,200	4,200	4,200
6508	Dues	5,118	6,227	6,200	5,774	6,448	6,448	6,448	6,448
6509	Books, Periodicals, & Subscriptions	18,375	18,558	17,000	21,900	19,800	19,800	19,800	19,800
6511	Equipment Rental	9,255	12,422	12,000	6,261	12,000	12,000	12,000	12,000
6512	Training, Education, & Seminars	14,081	18,149	13,400	11,090	16,090	16,090	16,090	16,090
6513	Leases & Service Agreements	20,287	21,134	22,980	23,792	22,980	22,980	22,980	22,980
6611	Computer Repair	1,672	937	-	-	-	-	-	-
6800	Telephone & Communication	19,938	13,215	17,000	13,749	14,000	14,520	14,520	14,520
	TOTAL O&M	224,897	256,761	246,287	246,232	282,071	282,003	282,003	282,003

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	3,300	4,605	2,000	2,000	12,000	2,000	2,000	2,000
7355	Computer Hardware			-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	3,300	4,605	2,000	2,000	12,000	2,000	2,000	2,000
	TOTAL DEPARTMENT	1,195,460	1,246,401	1,342,866	1,342,811	1,426,585	1,385,350	1,385,350	1,385,350
						83,719	42,484	42,484	42,484
						6.2%	3.2%	3.2%	3.2%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

11-102 DEPARTMENT: DISTRICT ATTORNEY

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	792,858	792,858	810,603	Wages for full-time departmental staff.	810,603	783,154	783,154	783,154
					Mgr Reduce COLA and Merit	(27,449)			
5205	Wages & Salaries (PT)	-			Wages for part-time departmental staff.				
5210	Seasonal/Temporary/Intern	80,373	80,373	80,373	Wages for Interns.-Largest block of Intern time and other temporary positions		80,373	80,373	80,374
5500	Employee Benefits & Taxes	221,348	221,348	241,538	Taxes and benefits for departmental employees.		237,820	237,820	237,820
	TOTAL PERSONNEL SERVICES	1,094,579	1,094,579	1,132,514		TOTAL	1,101,347	1,101,347	1,101,348
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	11,000	16,000	17,000	Departmental travel expenses including those incurred by providing service to court in Bath and Bridgton. Two added nights for training & meals		17,000	17,000	17,000
6301	Professional Services	74,938	77,186	74,478	Contract with Sheriff's Office to provide a detective for the Domestic Violence program		74,478	74,478	74,478
6305	Stenographer- Transcripts	5,500	500	5,500	Court transcripts required for case preparation and appeals.		5,500	5,500	5,500
6307	Witness Fees & Expenses- DA	20,000	28,000	40,000	Allocation for legislative requirement.		40,000	40,000	40,000
6308	Witness Fees & Expenses- AG	3,000	2,000	3,000	Allocation for legislative requirement.		3,000	3,000	3,000
6309	Laboratory Tests	1,100	500	1,100	State legislated requirement for medical testing fees for victims of crime		1,100	1,100	1,100
6400	Insurance - Building & Contents	3,429	3,368	3,435	Insurance for Bath office.		3,123	3,123	3,123

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6401	Insurance Liability	3,040	3,112	3,040	Liability insurance			2,764	2,764	2,764
6500	Office Supplies	22,500	22,500	22,500	Departmental office supplies and printing expenses. Folders purchased for Superior, District and Juvenile Division			22,500	22,500	22,500
6505	Printing and Engraving	-	-	7,000	For new unified court pilot project folders, letterhead & cards			7,000	7,000	7,000
6506	Postal Expenses	9,000	9,000	9,500	Increase due to reactionary business practice changes from unified court system			9,500	9,500	9,500
6507	Advertising	4,200	1,500	4,200	Job Placement ads Victim Brochure development and printing			4,200	4,200	4,200
6508	Dues	6,200	5,774	6,448	Board of Bar Overseers. (18 memberships) National District Attorney's Association. (1 DA membership) National District Attorney Assoc. (4) Maine Prosecutor's Association membership. Victim Advocate's Association. (5) Maine Trial Lawyers. (1 membership) Maine Public relations council	$ $ $ $ $ $ $	3,944 695 75 600 125 185 150	6,448	6,448	6,448
6509	Books, Periodicals, & Subscriptions	17,000	21,900	19,800	Yearly Expenses for statute updates, reference books and subscriptions for additional attorneys			19,800	19,800	19,800
6511	Equipment Rental	12,000	6,261	12,000	Pagers. (2) Copier Expenses-Rental and photocopy costs Water Cooler rental Fax machine-reception	$ $ $ $	241 4,690 600 730	12,000	12,000	12,000

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6512	Training, Education, & Seminars	13,400	11,090	16,090	Maine Prosecutor's Conference Registration.	$	1,870	16,090	16,090	16,090
					Staff training Seminars	$	320			
					Nat'l center for prosecution of DV training	$	1,300			
					National District Attorney Assoc. Board Meetings and Training Conference	$	2,600			
					New Case management software training	$	10,000			
6513	Leases & Service Agreements	22,980	23,792	22,980	Seacoast maintenance Agreements	$	10,812	22,980	22,980	22,980
					Yearly Maintenance for CRIMES Database	$	10,132			
					Confidential Destruction 12 times	$	1,000			
					Metro Service Agreement	$	48			
					Ikon Lease Agreement	$	1,800			
6800	Telephone & Communication	17,000	13,749	14,000	Telephone Service expenses	$	8,000	14,520	14,520	14,520
					Wireless Service	$	1,909			
					Air Card for Computer	$	520			
					language Translation Line	$	80			
					Connection to state Metro line	$	960			
					Remote internet access	$	2,800			
		-	-	-				-	-	-
	TOTAL O&M	246,287	246,232	282,071			TOTAL	282,003	282,003	282,003
	CAPITAL OUTLAY									
7325	Furniture & Fixtures	2,000	2,000	12,000	To purchase furniture for the new court model			2,000	2,000	2,000
					Unified Court Pilot Project ramifications					
7355	Computer Hardware									
7400	Capital Improvement Program	-	-	-				-	-	-
	TOTAL CAPITAL OUTLAY	2,000		12,000			TOTAL	2,000	2,000	2,000
	TOTAL DISTRICT ATTORNEY	1,342,866	1,340,811	1,426,585			TOTAL	1,385,350	1,385,350	1,385,351

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
				83,719		42,484	42,484	42,485
				6.2%		3.2%	3.2%	3.2%

Emergency Management

James Budway, Director

The Cumberland County Emergency management Agency is committed to providing quality services in the protection of all its citizens and their property.

REVENUES

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source
EMA	106,216	156,326	150,000	160,000	Emergency Management Allocation
EMA	21,760	20,026	20,000	21,984	AT&T Tower Lease Agreement
EMA	$ 127,976	$ 176,352	$ 170,000	$ 181,984	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
242,702	68,387	51,000	362,089

Grant Funding:

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

Budget Objectives

Manages and reviews Homeland Security Grants
Coordinates the HazMat Training Grants to municipalities
Works with 28 communities to provide technical hazard planning, prepararedness and recovery from disasters
Provides county wide NIMS development
Coordinates GIS mapping activities
Coordinates county Pandemic Flu development

Personnel

EMA Positions	*Full Time*	*Part Time*
EMA Director	1	
Deputy EMA Director	1	
Planner	2	
Clerk II	0	1
	4	1

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY						ACTIVITY CENTER: EMERGENCY MANAGEMENT			
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	166,127	165,801	178,388	178,388	189,953	183,165	183,165	183,165
5205	Wages & Salaries (PT)	9,911	6,983	11,686	11,686	38,846	12,000	12,000	12,000
5210	Seasonal/ Temporary/ Intern	-	-	-	-	-	-	-	-
5401	Overtime	203	1,992	2,000	2,000	2,000	2,000	2,000	2,000
5500	Benefits	49,415	44,585	51,318	51,318	46,172	45,537	45,537	45,537
	TOTAL PERSONNEL SERVICES	225,656	219,361	243,392	243,392	276,971	242,702	242,702	242,702
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	3,996	3,191	3,000	3,000	3,000	3,000	3,000	3,000
6231	Base Radio Repair	-	925	1,000	500	1,000	1,000	1,000	1,000
6232	Mobile Radio Repair	194	-	500	500	500	500	500	500
6400	Insurance- Building & Contents	3,559	3,615	4,126	4,126	4,126	3,751	3,751	3,751
6401	Insurance- Liability	7,777	7,899	9,016	9,016	9,016	8,196	8,196	8,196
6404	Insurance- Radio Equipment	703	714	814	814	814	740	740	740
6500	Office Supplies	2,877	1,976	3,500	3,500	3,500	2,000	2,000	2,000
6501	Training Supplies	571	342	1,000	900	1,000	1,000	1,000	1,000
6505	Printing & Engraving	407	550	1,000	500	1,000	1,000	1,000	1,000
6506	Postal Expenses	2,098	1,012	1,000	500	1,500	1,500	1,500	1,500
6507	Advertising	68	459	500	500	500	500	500	500
6508	Dues					100	100	100	100
6509	Books, Periodicals, & Subscriptions	326	227	500	400	500	500	500	500
6512	Training, Education, & Seminars	280	30	500	400	500	500	500	500
6513	Leases & Service Agreements	4,424	3,601	4,000	4,000	5,850	5,850	5,850	5,850
6800	Telephone & Communication	5,366	4,309	5,000	5,000	6,000	6,000	6,000	6,000
6801	Electricity Utility	22,306	16,602	15,000	10,000	12,000	12,000	12,000	12,000
6802	Gas Utility	632	(632)	1,000	1,000	1,250	1,250	1,250	1,250
6803	Water Utility	132	489	400	400	500	500	500	500

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6806	Fuel Oil	7,937	5,787	8,500	8,500	11,000	11,000	11,000	11,000
6903	Food & Groceries	1,453	3,284	1,500	1,300	1,500	1,500	1,500	1,500
6904	Institutional Supplies	396	(1,679)	500	500	500	500	500	500
6913	Safety Equipment	3,097	2,691	3,000	3,000	7,000	5,500	5,500	5,500
-	Other	-	-	-	-	-	-	-	-
	TOTAL O&M	68,601	55,391	65,356	58,356	72,656	68,387	68,387	68,387
	CAPITAL OUTLAY								
71701	Homeland Security HazMat/WMD CIP	-	-	-	-	-	50,000	50,000	50,000
7350	Office Equipment	-	-	-	-	2,000	1,000	1,000	1,000
7355	Computer Hardware	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	2,000	51,000	51,000	51,000
	TOTAL DEPARTMENT	294,257	274,753	308,748	301,748	351,627	362,089	362,089	362,089
						42,879	53,341	53,341	53,341
						13.9%	17.3%	17.3%	17.3%

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY — ACTIVITY CENTER: EMERGENCY MANAGEMENT

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	178,388	178,388	189,953	Wages for full-time departmental staff.	$ 187,489	183,165	183,165	183,165
					ADD- Increase 1 FTE from 37.7 to 40 hrs per week	$ 2,200			
					ADD- Benefit cost at 12%	$ 264			
					Mgr Reduce COLA and Merit	$ (6,788)			
5205	Wages & Salaries (PT)	11,686	11,686	38,846	Wages for part-time departmental staff.	$ 12,000	12,000	12,000	12,000
					ADD- Increase part time clerk to full time	*$ 17,250*			
					ADD- Benefit costs at 35%	*$ 9,596*			
5210	Seasonal/ Temporary/ Intern	-			Wages for year-long part-time interns to assist with office work.				
5401	Overtime	2,000	2,000	2,000	Wages for required overtime work.		2,000	2,000	2,000
5500	Employee Benefits	51,318	51,318	46,172	Taxes and benefits for departmental employees.		45,537	45,537	45,537
	TOTAL PERSONNEL SERVICES	243,392	243,392	276,971		TOTAL	242,702	242,702	242,702
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	3,000	3,000	3,000	Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections.		3,000	3,000	3,000
6231	Base Radio Repair	1,000	500	1,000	Base radio repair expenses.		1,000	1,000	1,000
6232	Mobile Radio Repair	500	500	500	Mobile radio repair expenses.		500	500	500
6400	Insurance- Building & Contents	4,126	4,126	4,126	Agency share of insurance costs.		3,751	3,751	3,751
6401	Insurance- Liability	9,016	9,016	9,016	Agency share of insurance costs.		8,196	8,196	8,196
6404	Insurance- Radio Equipment	814	814	814	Insurance on EMA radio equipment.		740	740	740

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6500	Office Supplies	3,500	3,500	3,500	General office supplies.			2,000	2,000	2,000
6501	Training Supplies	1,000	900	1,000	Supplies, equipment, and programs used to provide community classes. Hold EMA/Town/State Breakfast Symposium			1,000	1,000	1,000
6505	Printing & Engraving	1,000	500	1,000	Letterhead printing. Business cards. Prints and map enlargements.			1,000	1,000	1,000
6506	Postal Expenses	1,000	500	1,500	Postage costs for mailing correspondence. Courier Service to Bunker	$ $	540 960	1,500	1,500	1,500
6507	Advertising	500	500	500	Posting position openings and advertising for bid proposals			500	500	500
6508	Dues			100				100	100	100
6509	Books, Periodicals, & Subscriptions	500	400	500	Portland Press Herald. Emergency Management. CCFC Dues, MEMA Director Council dues			500	500	500
6512	Training, Education, & Seminars	500	400	500	Training classes not offered free by the Maine Emergency Management Agency. County Mitigation Planning Project			500	500	500
6513	Leases & Service Agreements	4,000	4,000	5,850	Telephone Maintenance Agreement. Photocopier lease. New 2005 Postage Management Monthly cable/internet costs	$ $ $ $	550 3,900 300 1,100	5,850	5,850	5,850
6800	Telephone & Communication	5,000	5,000	6,000	Telephone costs including long distance fees. Satellite Telephone AT&T Blackberry	$ $ $	4,800 500 700	6,000	6,000	6,000
6801	Electricity Utility	15,000	10,000	12,000	Power for EMA bunker.			12,000	12,000	12,000

EMERGENCY MANAGEMENT AGENCY

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6802	Gas Utility	1,000	1,000	1,250	Propane for generators and stove.		1,250	1,250	1,250
6803	Water Utility	400	400	500	Water fees for EMA bunker.		500	500	500
6806	Fuel Oil	8,500	8,500	11,000	Heating for EMA shelter.		11,000	11,000	11,000
6903	Food & Groceries	1,500	1,300	1,500	Operational & emergency food and supplies		1,500	1,500	1,500
6904	Institutional Supplies	500	500	500	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.		500	500	500
6913	Safety Equipment	3,000	3,000	7,000	*MRE's for 15 people x 3mealsx 3 days*	1,500	5,500	5,500	5,500
					Replacement and maintenance for emergency management equipment.	2,000			
					Ham Radios CERT equipment	1,000			
					Radon Mitigation	2,000			
					EPI and Handout items	500			
	TOTAL O&M	65,356	58,356	72,656		TOTAL	68,387	68,387	68,387
	CAPITAL OUTLAY								
71701	Homeland Security HazMat/WMD CIP						50,000	50,000	50,000
7111									
7350	Office Equipment	-		2,000			1,000	1,000	1,000
7355	Computer Hardware								
	TOTAL CAPITAL OUTLAY			2,000		TOTAL	51,000	51,000	51,000
	TOTAL EMA	308,748	301,748	351,627		TOTAL	362,089	362,089	362,089
				42,879			53,341	53,341	53,341
				13.9%			17.3%	17.3%	17.3%

GRANTS AND OTHER FUNDING- EMA

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

The Cumberland County EMA has been given approval by the Cumberland County Local Emergency Planning Committee to compensate an employee who will complete tasks associated with SARA Title III and MRSA Title 37B, The Cumberland County LEPC receives stipends from the State of Maine through inventory and use fees from industries with Cumberland County which use, produce and store hazardous and extremely hazardous substances. The program has been in effect since the fall of 2006.

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
51240	Local Emergency Planning Committee Assistant (20 to 40 hrs per week)	1/1 to 12/31	1	25,000	25,000
	TOTAL GRANT FUNDED PROGRAMS		**1**	**25,000**	**25,000**

Cumberland County Regional Communications Center

William Holmes, Director

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

REVENUES

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source
	-	-	-	-	No Budget revenue
ENTERPRISE		-	-	534,975	

2009

	Labor	O&M	Capital	TOTAL
	876,498	160,892	12,000	1,049,390
ENTERPRISE				534,975
TOTAL DEPT.				1,584,365

Enterprise Fund:

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

Statistics

CCRCC provides emergency communication services to 9 Public Safety agencies in the county

Police/Fire/Rescue calls average 53,000 per year

Emergency 911 calls received average almost 20,000 calls annually

Personnel

Communications	Full Time	Part Time	ENTERPRISE
Communications Director	1		
Division Supervisor	1		
Shift Supervisor	4		
Dispatcher	8		9
Call Taker	1		
	15		9

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS						ACTIVITY CENTER: COMMUNICATIONS			
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	488,720	546,492	563,017	563,017	648,361	568,096	568,096	606,096
5205	Wages & Salaries (PT)	41,651	39,208	35,000	35,000	35,000	35,000	35,000	35,000
5401	Overtime	84,611	55,993	60,000	65,000	65,000	65,000	65,000	65,000
5500	Employee Benefits & Taxes	144,874	166,813	165,922	165,922	172,948	170,402	170,402	170,402
	TOTAL PERSONNEL SERVICES	759,856	808,506	823,939	828,939	921,309	838,498	838,498	876,498
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,913	2,309	3,500	4,000	4,000	4,000	4,000	4,000
6131	Gas, oil and Grease	1,718	2,239	1,800	1,800	1,800	1,800	1,800	1,800
6230	Radio Site Rental	7,784	12,395	13,000	13,000	60,000	60,000	60,000	60,000
6231	Base Radio Repair	8,699	5,064	7,000	7,000	7,000	7,000	7,000	7,000
6301	Professional Services		1,058	2,000	2,000	2,000	2,000	2,000	2,000
6500	Office Supplies	5,321	3,256	4,500	5,000	5,000	5,000	5,000	5,000
6505	Printing & Engraving	245	316	500	500	1,500	1,500	1,500	1,500
6506	Postal Expenses	-	-	100	200	200	200	200	200
6507	Advertising	1,209	903	3,000	3,000	3,000	3,000	3,000	3,000
6508	Dues	724	308	400	400	400	400	400	400
6509	Books, Periodicals, & Subscriptions	71	121	500	500	500	500	500	500
6511	Equipment Rental	495	499	1,200	2,292	2,292	2,292	2,292	2,292
6512	Training, Education, & Seminars	12,628	11,000	14,000	14,000	31,800	31,800	31,800	31,800
6513	Leases & Service Agreements	9,203	9,640	8,500	8,500	28,400	8,400	8,400	8,400
6609	Equipment Repair	527	190	1,000	1,000	1,000	1,000	1,000	1,000
6611	Computer Repair	-	-	-	-	-	-	-	-
6800	Telephone & Communication	22,382	29,152	31,000	31,000	29,800	29,800	29,800	29,800
6908	Clothing & Uniforms	1,240	2,158	1,500	2,200	2,200	2,200	2,200	2,200
	TOTAL O&M	77,159	82,087	93,500	96,392	180,892	160,892	160,892	160,892
	CAPITAL OUTLAY								
7350	Office Equipment	1,944	1,999	2,000	2,000	2,000	2,000	2,000	2,000
7365	Radio Equipment	-	-	-	-	30,000	10,000	10,000	10,000
	TOTAL CAPITAL OUTLAY	1,944	1,999	2,000	2,000	32,000	12,000	12,000	12,000
	TOTAL COMMUNICATIONS	838,959	892,592	919,439	927,331	1,134,201	1,011,390	1,011,390	1,049,390
						214,762	91,951	91,951	129,951
						23.4%	10.0%	10.0%	14.1%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS									
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	563,017	563,017	648,361	Wages for full-time departmental staff.	$ 572,545	568,096	568,096	606,096
					ADD- Two new call takers @13.50	$ 56,160			
					Benefit costs estimate at 35%	$ 19,656			
					Per Mgr- Remove both call taker requests	$ (75,816)			
					Mgr Reduce COLA and Merit	$ (6,949)			
					ADD per Comm one new call taker	$ 38,000			
5210-05	Seasonal/ Temporary/ Intern	35,000	35,000	35,000	Wages for part-time departmental staff.		35,000	35,000	35,000
5401	Overtime	60,000	65,000	65,000	Wages for required overtime work.		65,000	65,000	65,000
5500	Employee Benefits & Taxes	165,922	165,922	172,948	Taxes and benefits for departmental employees.		170,402	170,402	170,402
	TOTAL PERSONNEL SERVICES	823,939	823,939	921,309			838,498	838,498	876,498
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,500	4,000	4,000	Lodging, Food, Travel and mileage reimbursements	$ 2,500	4,000	4,000	4,000
					Employee recognition/meals for meetings	$ 1,000			
					more for 3 employees added	$ 500			
6131	Gas, Oil and Grease	1,800	1,800	1,800	Gas for Communication vehicle		1,800	1,800	1,800
6230	Radio Site Rental	13,000	13,000	60,000	Rental of tower services to connect Patrol vehicle communication throughout the State.		60,000	60,000	60,000
					Winn Mountain Repeater Site	$ 5,350			
					Gray Repeater Site	$ 4,750			
					Tower Site Repairs	$ 2,900			
					ADD new cost for 6 new sites	$ 47,000			

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6231	Base Radio Repair	7,000	7,000	7,000	Funds radio transmitter and receiver repairs and preventative maintenance.			7,000	7,000	7,000
6301	Professional Services	2,000	2,000	2,000	Legal Reviews and transcription			2,000	2,000	2,000
6500	Office Supplies	4,500	5,000	5,000	General Administrative needs from pens to paper. Paper, envelopes, notebooks, paper clips Fax machine printer cartridges. Disk for telephone recorder. Toner cartridges. Recorder tapes. Bottled Water Dictaphone data cartridges.			5,000	5,000	5,000
6505	Printing & Engraving	500	500	1,500	Letter head paper., Business cards, and badges and Year end reports			1,500	1,500	1,500
6506	Postal Expenses	100	200	200	Departmental postage expenses.			200	200	200
6507	Advertising	3,000	3,000	3,000	Ads for personnel vacancies in local paper			3,000	3,000	3,000
6508	Dues	400	400	400	National Emergency Number Association (2). APCO Membership -2, News			400	400	400
6509	Books, Periodicals, & Subscriptions	500	500	500	Legal reference materials. News from several local source subscriptions	$ $	150 350	500	500	500
6511	Equipment Rental	1,200	2,292	2,292	Rental of equipment used by the communications center. Pagers for key personnel- $4.50/mo. (2) Teletype rental. Monthly rental $82 x 12 =	 $ $	 108 1,092	2,292	2,292	2,292

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					ADD second teletype rental for IT office	$ 1,092			
6512	Training, Education, & Seminars	14,000	14,000	31,800	Yearly Mandated Training	$ 20,800	31,800	31,800	31,800
					12 Regular CEU	$ -			
					12 EMD CEU	$ -			
					4 Hours CPR	$ -			
					4 Hours HR (Harassment)	$ -			
					Other (DV, Suicide, Citywatch)	$ 5,000			
					New Hire Training (min 80 hours)	$ 6,000			
6513	Leases & Service Agreements	8,500	8,500	28,400	Lease Dictaphone recorder (5 year lease.)	$ 5,169	8,400	8,400	8,400
					Lease new photo copier	$ 2,472			
					Copy charges.	$ 759			
						$ 20,000			
6609	Equipment Repair	1,000	1,000	1,000	Funds to support ongoing equipment maintenance.		1,000	1,000	1,000
					Shredder, fax, recorder maintenance.				
					Equipment repairs not covered by the maintenance contract.				
6800	Telephone & Communication	31,000	31,000	29,800	Telephone services.		29,800	29,800	29,800
					T-1 Line from Dispatch to CCSO	$ 8,638			
					In-state charges (500/month)	$ 4,500			
					Out of state charges (100/month)	$ 1,200			
					Line charges on 14 lines.	$ 13,920			
					Cell Phone for Director of Communications	$ 800			
					Cell phone for comm center	$ 800			
6908	Clothing- Uniforms	1500	2200	2200	Uniforms for dispatchers		2200	2200	2200
		-	-	-					

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	TOTAL O&M	93,500	96,392	180,892			160,892	160,892	160,892
	CAPITAL OUTLAY								
7350	Office Equipment	2,000	2,000	2,000	Dispatcher chair replacement		2,000	2,000	2,000
7365	Radio Equipment	-		30,000	CIP for base radio replacement	$ 20,000	10,000	10,000	10,000
					Auto Paging System such as Second Signal	$ 10,000			
	TOTAL CAPITAL OUTLAY	2,000	2,000	32,000			12,000	12,000	12,000
	TOTAL COMMUNICATIONS	919,439	922,331	1,134,201			1,011,390	1,011,390	1,049,390
				214,762			91,951	91,951	129,951
				23.36%			10.00%	10.00%	14.13%

ENTERPRISE ACTIVITIES TOTAL	534,975
OVERALL DEPARTMENTAL EXPENSES	1,584,365

Enterprise Activities- Regional Communications Center

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

The County has contracts with towns and organizations interested in securing enhanced communication service. Contracts provide for public safety and/or law enforcement response needs.

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

	Emergency Communications Services	PERIOD	EMPLOYEES	2009/10 REVENUES	2009/10 EXPENSES
21256	Town of Gorham	Misc		229,852	229,852
	Town of Baldwin	Dates		7,056	7,056
	Frye Island			4,256	4,256
	Town of Harpswell			28,657	28,657
	Town of Gray			39,723	39,723
	Chebeague Island			1,596	1,596
	Town of Long Island			1,105	1,105
	Town of New Gloucester			27,213	27,213
	Town of Cumberland			116,784	116,784
	Town of Casco			20,617	20,617
	Town of Naples			19,566	19,566
	Town of Harrison			13,352	13,352
	Town of Raymond			25,198	25,198
	TOTAL FROM NON-BUDGET ACTIVITIES		9	534,975	534,975

Executive Administration

Peter Crichton, County Manager

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

REVENUES

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget Revenue	Description of revenue source
EXEC	-	17,875	250	250	Dedimus, notary, and copy fees.
	$ -	$ 17,875	$ 250	$ 250	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
443,219	174,793	-	618,012

Grant & Enterprise Funding:

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

BUDGET OBJECTIVES

Coordinate agendas and provide analysis for Commissioner Meetings and Workshops

Provide leadership for strategic planning and budget development and implementation

Coordinate Domestic Violence Intervention Program increasing domestic violence prosecution rate and saving hundreds of thousands by supervising offenders in the community.

Lead and coordinate several county strategic initiatives for more cost efficient, effective delivery of public services on a regional or county wide basis, such as dispatching and assessing.

Provide a presence at the State House for Cumberland County Government and on issues of importance to our communities and region.

Personnel

	Full Time	Part Time
Commissioners	3	
County Manager	1	
Executive Assistant/Deputy Clerk	1	
Assistant County Manager	1	
DV Coordinator	0	1
Grant/Special Project Coordinator	0	1
CDBG (see last page)		
	6	2

11-103	DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: ADMINISTRATION				
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	235,291	242,886	252,078	252,078	222,318	257,435	257,435	257,435
5205-01	Wages & Salaries (PT)	42,347	42,407	44,648	44,648	89,444	89,444	89,444	89,444
5401-01	Overtime	3,071	3,925	3,500	3,500	3,500	3,500	3,500	3,500
5500-01	Employee Benefits & Taxes	70,691	79,358	77,380	77,380	85,655	92,840	92,840	92,840
	TOTAL PERSONNEL SERVICES	351,400	368,575	377,606	377,606	400,917	443,219	443,219	443,219
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	17,540	17,001	12,000	17,000	20,000	20,000	20,000	20,000
6301-01	Professional Services	27,291	80,174	73,500	44,000	40,000	53,256	53,256	53,256
6302-01	Legal Services	45,205	25,873	30,000	30,000	40,000	40,000	40,000	40,000
6400-01	Building & Contents Insurance	4,717	4,791	5,469	5,469	5,469	4,972	4,972	4,972
6407-01	Surety Bond Premiums	3,984	4,046	4,618	4,618	4,618	4,198	4,198	4,198
6500-01	Office Supplies	6,803	6,550	4,000	4,000	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	4,460	5,225	5,000	5,000	2,500	2,500	2,500	2,500
6506-01	Postal Expenses	1,758	1,891	2,000	2,000	2,000	2,000	2,000	2,000
6507-01	Advertising	2,033	1,974	500	500	500	500	500	500
6508-01	Dues	10,420	15,876	10,045	16,000	15,000	18,267	18,267	18,267
6509-01	Books periodicals, subs	695	1,142	440	440	500	500	500	500
6512-01	Training, Education, & Seminars	4,021	6,544	5,000	5,000	6,000	6,000	6,000	6,000
6513-01	Leases & Service Agreements	6,187	7,761	6,300	6,300	12,300	12,300	12,300	12,300
6609-01	Equipment Repair	-	-	150	150	300	300	300	300
6800-01	Telephone & Communication	5,470	3,946	4,500	4,500	5,000	5,000	5,000	5,000
	TOTAL O&M	140,584	182,797	163,522	144,977	159,187	174,793	174,793	174,793
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip								
	TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	491,984	551,372	541,128	522,583	560,104	618,012	618,012	618,012
						18,976	76,884	76,884	76,884
						3.5%	14.2%	14.2%	14.2%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE					ACTIVITY CENTER: ADMINISTRATION				
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL								
5120-01	Wages & Salaries (FT)	252,078	252,078	222,318	Wages for full-time departmental staff.	265,762	257,435	257,435	257,435
					Mgr Reduce COLA and Merit	(8,327)			
5401-01	Overtime	3,500	3,500	3,500			3,500	3,500	3,500
5205-01	Wages & Salaries (PT)	44,648	44,648	89,444	*Move Spec Project Coord into Exec budget*	43,444	89,444	89,444	89,444
5500-01	Employee Benefits & Taxes	77,380	77,380	85,655	Benefits and taxes for departmental employees.		92,840	92,840	92,840
	TOTAL PERSONNEL SERVICES	377,606	377,606	400,917	6.2%	TOTAL	443,219	443,219	443,219
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	12,000	17,000	20,000	Transportation and costs associated with traveling to meetings with county and municipal officials, as well as to testify at legislative hearings and participate in conferences		20,000	20,000	20,000
6301-01	Professional Services	73,500	44,000	40,000	Labor negotiation, arbitration, dispute resolution and other required services.	$ 35,000	53,256	53,256	53,256
					Public Information - Strategic Planning	*$ 5,000*			
					-Community Outreach, Newsletter and Public Access				
					Add balance of Special projects account to this account such as assessing and public health initiatives	$ 18,256			
6302-01	Legal Services	30,000	30,000	40,000	Legal fees associated with consultation and pending law suits.		40,000	40,000	40,000
6400-01	Building & Content Insurance	5,469	5,469	5,469	Departmental share of insurance premium.		4,972	4,972	4,972

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6407-01	Surety Bond Premiums	4,618	4,618	4,618	Bond obtained through MCCA.			4,198	4,198	4,198
6500-01	Office Supplies	4,000	4,000	5,000	Departmental office supply costs.			5,000	5,000	5,000
6505-01	Printing & Engraving	5,000	5,000	2,500	General printing costs to include union contracts, employee recognition program and county budget, annual report, budget			2,500	2,500	2,500
6506-01	Postal Expenses	2,000	2,000	2,000	Departmental postage costs.			2,000	2,000	2,000
6507-01	Advertising	500	500	500	Legal notices and job postings in area newspapers.			500	500	500
6508-01	Dues	10,045	16,000	15,000	Professional Memberships	$	745	18,267	18,267	18,267
					International City/County Managers Assoc.	$	877			
					Maine Municipal Association.	$	500			
					NACO Association	$	6,000			
					Maine County Commissioners Association.	$	8,000			
					Maine County Administrators Association.	$	50			
					Local/regional Chamber of Commerce	$	656			
					ME Town & City Management Association.	$	280			
					Northeast county caucus	$	1,159			
6509-01	Books periodicals, subs	440	440	500				500	500	500
6512-01	Training, Education, & Seminars	5,000	5,000	6,000	MCCA Convention, MMA seminars and NACO conference			6,000	6,000	6,000
6513-01	Leases & Service Agreements	6,300	6,300	12,300	Lease agreement/ copier	$	4,330	12,300	12,300	12,300
					maintenance agreement for copier	$	1,170			
					Postage meter lease/ maintenance.	$	700			
					Postage machine service agreement.	$	100			
					Lease New vehicle for the County Manager position	$	6,000			

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6609-01	Equipment Repair	150	150	300	Equipment maintenance not covered under service agreement.	300	300	300
6800-01	Telephone & Communication	4,500	4,500	5,000	Provides for local and long distance calls, and associated communication.	5,000	5,000	5,000
	TOTAL O&M	163,522	144,977	159,187		174,793	174,793	174,793
	CAPITAL OUTLAY							
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL ADMINISTRATION	541,128	522,583	560,104	TOTAL	618,012	618,012	618,012
				18,976		76,884	76,884	76,884
				3.51%		14.21%	14.21%	14.21%

GRANTS AND OTHER FUNDING- Executive Office

Federally Funded Community Development Block Grant

Aaron Shapiro, County Community Development Director

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

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

	Community Development Block Grant	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
	HUD CDBG Program Grant for 2008-2009	1/1 to 12/31	1	1,462,123	1,462,123
	One Full Time Director is the only employee **Funds are disbursed throughout several communities in Cumberland County for CDBG eligible projects**				

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	382,674	382,674
	TOTAL GRANT FUNDED PROGRAMS		**0**	**382,674**	**382,674**

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

OTHER ACTIVITIES - Executive Office

CIVIC CENTER

This Recreational District is listed for informational purposes and is not part of the County Budget because they operate independently of the County operations.

The Cumberland County Civic Center, by statute, is deemed to be a "Recreational District". The County of Cumberland has financial responsibility for its activities. With rare exception, the Civic Center has been able to pay for its annual opearting budget.The county generally helps supplement the capital program , and pays for ongoing debbt accumulation. (See debt expense sheet in the budget for details)

CUMBERLAND COUNTY CIVIC CENTER	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
CIVIC CENTER	7/1 to 6/30	0	1,600,000	1,600,000

(Debt in County Budget for approx $206.000)

Executive-Garage Operation

Mike Beveridge, Coordinator

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

Source	2006 Actual	2007 Actual	2008. Budget Revenue	2009 Budget	Description of revenue source.
GAR	2,818	3,979	-	-	Garage revenue.-stamps etc
GAR	125,187	118,444	120,000	137,100	Fees collected from daily garage users.
GAR	179,979	207,744	200,000	238,200	Fees collected from monthly garage users.
GAR					
GAR	$ 307,984	$ 330,167	$ 320,000	$ 375,300	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
77,501	3,800	-	81,301

Statistics

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

Personnel

	Full Time	Part Time
Parking Garage Coordinator	1	
Cashier Part Time		2
	1	2

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE						ACTIVITY CENTER: PARKING GARAGE			
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-03	Wages & Salaries (FT)	34,570	35,263	37,013	37,013	39,198	37,871	37,871	37,871
5205-03	Wages & Salaries (PT)	22,207	22,804	22,000	22,000	24,000	24,000	24,000	24,000
5401-03	Overtime	1,683	2,872	3,000	3,000	3,000	3,000	3,000	3,000
5500-03	Employee Benefits & Taxes	12,024	12,466	12,384	12,384	12,768	12,630	12,630	12,630
	TOTAL PERSONNEL SERVICES	70,484	73,404	74,397	74,397	78,966	77,501	77,501	77,501
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	905	511	400	400	400	400	400	400
6503-03	Computer Software & Supplies	-		-	-	-	-	-	-
6505-03	Printing & Engraving	1,545	2,042	2,000	2,050	2,000	2,000	2,000	2,000
6506-03	Postal Expenses	-	-	-	-	-	-	-	-
6507-03	Advertising	-	-	50	50	50	50	50	50
6510-03	Tools & Implements	-	-	-	-	-	-	-	-
6609-03	Equipment Repair	213	-	500	450	500	500	500	500
6800-03	Telephone & Communication	841	602	750	700	750	750	750	750
6905-03	Medical Supplies	-	-	100	100	100	100	100	100
	TOTAL O&M	3,505	3,155	3,800	3,750	3,800	3,800	3,800	3,800
	CAPITAL								
7325-03	Furniture & Fixtures		-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	73,989	76,559	78,197	78,147	82,766	81,301	81,301	81,301
						4,569	3,104	3,104	3,104
						5.8%	4.0%	4.0%	4.0%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE					ACTIVITY CENTER: PARKING GARAGE				
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL								
5120-03	Wages & Salaries (FT)	37,013	37,013	39,198	Wages for full-time departmental staff.	$ 39,198	37,871	37,871	37,871
					Mgr Reduce COLA and Merit	$ (1,327)			
5205-03	Temporary	22,000	22,000	24,000	Wages for temporary departmental staff.		24,000	24,000	24,000
5401-03	Overtime	3,000	3,000	3,000	Wages for required overtime work.		3,000	3,000	3,000
5500-03	Employee Benefits & Taxes	12,384	12,384	12,768	Taxes and benefits for departmental employees.		12,630	12,630	12,630
	TOTAL PERSONNEL	74,397	74,397	78,966		TOTAL	77,501	77,501	77,501
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	400	400	400	General office supplies used in garage operation.		400	400	400
6505-03	Printing & Engraving	2,000	2,050	2,000	60,000 garage tickets + shipping. (Now only available in 20k lots.)		2,000	2,000	2,000
6506-03	Postal Expenses	-			Garage postage costs. (More monthly billings.)				
6507-03	Advertising	50	50	50	Newspaper job advertisements		50	50	50
6609-03	Equipment Repair	500	450	500	Repair material for gate swing-arms, and mechanical readers.		500	500	500
6800-03	Telephone & Communication	750	700	750	Garage telephone costs.		750	750	750
6905-03	Medical Supplies	100	100	100	Replacement medical supplies. (Expiration of existing medical supplies.)		100	100	100
	TOTAL O&M	3,800	3,750	3,800		TOTAL	3,800	3,800	3,800

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	CAPITAL OUTLAY							
7325-03	Furniture & Fixtures							
7365-03	Radio Equipment							
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL GARAGE	78,197	78,147	82,766	TOTAL	81,301	81,301	81,301
				4,569		3,104	3,104	3,154
				5.8%		4.0%	4.0%	4.0%

Information Technology

John Joy, Director

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

REVENUES

Source	#REF!	2006 Actual	2008. Budget Revenue	2009. Budget Revenue	Description of revenue source.
		"No revenue"		-	IT is currently working with the Town of Gorham to determine what a reasonable fee would be for IT services.
				$ -	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
320,380	180,900	75,000	576,280

Statistics

IT supports 400 users County Wide
Maintains County Website
Maintains County E Mail Service
Maintains all servers, personal computers, printers and network equipment
Maintain mobile data systems for Patrol Deputies
Provide technical assistance and support to all users
Beginning to offer IT services to communities with the Town of Gorham as a pilot project.

Personnel

Info tech	*Full Time*	*Part Time*
Computer System Administrator	1	
Network Administrator	1	
Computer Specialist	1	
Media & Graphic Specialist	1	
Public safety software specialist	1	
	5	

11-103	DEPARTMENT: INFORMATION TECHNOLOGY					ACTIVITY CENTER: INFORMATION TECHNOLOGY			
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	158,839	199,667	212,554	212,554	274,034	265,744	265,744	265,744
5500	Employee Benefits & Taxes	37,825	49,951	52,962	52,962	55,400	54,636	54,636	54,636
	TOTAL PERSONNEL SERVICES	196,664	249,618	265,516	265,516	329,434	320,380	320,380	320,380
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging			1,500		3,000	3,000	3,000	3,000
6301	Professional Services	11,530	5,144	5,000	4,000	5,000	5,000	5,000	5,000
6500	Office Supplies	600	1,761	600	750	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	1,492	1,287	39,550	38,000	40,000	40,000	40,000	40,000
6512	Training, Education, & Seminars	1,947	2,554	4,000	3,700	5,000	5,000	5,000	5,000
6514	maintenance Contracts					72,000	72,000	72,000	72,000
6811	Computer Repair	2,998	2,535	8,600	8,500	12,000	12,000	12,000	12,000
6800	Telephone & Communication	6,760	7,090	6,600	14,000	42,900	42,900	42,900	42,900
	TOTAL O&M	25,326	20,371	65,850	68,950	180,900	180,900	180,900	180,900
	CAPITAL OUTLAY								
7355-02	Computer Hardware		22,430	50,000		75,000	75,000	75,000	75,000
	TOTAL CAPITAL OUTLAY	-	22,430	50,000	-	75,000	75,000	75,000	75,000
	TOTAL ACTIVITY CENTER	221,991	292,418	381,366	334,466	585,334	576,280	576,280	576,280
						203,968	194,914	194,914	194,914
						53.5%	51.1%	51.1%	51.1%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT					ACTIVITY CENTER: INFORMATION TECHNOLOGY				
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	212,554	212,554	274,034	Wages for full-time departmental staff.	$ 223,984	265,744	265,744	265,744
					ADD- One full time IT employee	$ 38,500			
					ADD benefit costs at 30%	$ 11,550			
					Mgr Reduce COLA and Merit	$ (8,290)			
5500	Employee Benefits & Taxes	52,962	52,962	55,400			54,636	54,636	54,636
	TOTAL PERSONNEL SERVICES	265,516	265,516	329,434			320,380	320,380	320,380
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,500	2,100	3,000	Mileage Expense		3,000	3,000	3,000
6301	Professional Services	5,000	4,000	5,000	On site Technical Assistance		5,000	5,000	5,000
6500	Office Supplies	600	750	1,000	General Office Supplies		1,000	1,000	1,000
6503	Computer, Software, & Supplies	39,550	38,000	40,000	Software upgrades and licensing		40,000	40,000	40,000
6512	Training, Education, & Seminars	4,000	3,700	5,000	Microsoft Operating System training		5,000	5,000	5,000
6514	Maintenance Contracts	-	-	72,000	Spillman Maint Agreement moved from SHER-Admin		72,000	72,000	72,000
6611	Computer Repair	8,600	8,500	12,000	Repair equipment formerly under maintenance contract.		12,000	12,000	12,000
					Replacement batteries for backup power equipment				
6800	Telephone & Communication	6,600	14,000	42,900	System wide internet, wireless access and comm lines		42,900	42,900	42,900
	TOTAL O&M	65,850	71,050	180,900		TOTAL	180,900	180,900	180,900
7355	Computer hardware for County	50,000	50,000	75,000	Communications, server and network hardware		75,000	75,000	75,000
	TOTAL CAPITAL OUTLAY	50,000	50,000	75,000		TOTAL	75,000	75,000	75,000

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	TOTAL IT	381,366	386,566	585,334	TOTAL	576,280	576,280	576,280
				203,968		194,914	194,914	194,914
				53.5%		51.1%	51.1%	51.1%

Human Resources

Wanda Pettersen, Director

The County of Cumberland Human Resource Office is committed to building confidence, respect and contentment in our employees so that they may be best able to provide the best possible services to the County of Cumberland Citizens.

REVENUES

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source
					No Revenues
				$ -	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
220,327	37,435	5,000	262,762

Statistics

Responsible for servicing of over 400 full time employees
Responsible for recruitment of all new employees in the Cou
Responsible to coordinate all testing and employee evaluatio
Provides all union grievance management
Resolution of all employee matters
Maintain legal employee compliance in FMLA etc.

Personnel

	Full Time	Part Time
Human Resources Director	1	
Human Resources Specialist	1	
Executive Assistant	1	
	3	

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES					ACTIVITY CENTER: HUMAN RESOURCES				
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	162,595	169,111	177,785	177,785	187,369	180,146	180,146	180,146
5500	Employee Benefits & Taxes	36,763	37,971	39,257	39,257	40,702	40,181	40,181	40,181
	TOTAL PERSONNEL SERVICES	199,358	207,082	217,042	217,042	228,071	220,327	220,327	220,327
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	508	149	1,850	1,500	1,850	1,850	1,850	1,850
6301	Professional Services	18,831	13,712	21,760	18,000	21,760	21,760	21,760	21,760
6500	Office Supplies	2,345	1,490	2,850	2,850	2,850	2,850	2,850	2,850
6505	Printing & Engraving	51	-	-	-	-	-	-	-
6506	Postal Expenses	2,168	1,989	2,050	2,050	2,050	2,050	2,050	2,050
6508	Dues	160	160	575	575	575	575	575	575
6509	Books, Periodicals, & Subscriptions	786	733	500	500	600	600	600	600
6512	Training, Education, & Seminars	3,453	396	6,700	5,000	6,600	6,600	6,600	6,600
6609	Equipment Repair	-	-	150	150	150	150	150	150
6800	Telephone & Communication	-	-	-	-	1,000	1,000	1,000	1,000
	TOTAL O&M	28,301	18,629	37,435	31,625	37,435	37,435	37,435	37,435
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	2,824	1,445	5,000	5,000	5,000	5,000	5,000	5,000
	TOTAL CAPITAL OUTLAY	2,824	1,445	5,000	5,000	5,000	5,000	5,000	5,000
	TOTAL ACTIVITY CENTER	230,483	227,155	259,477	253,667	270,506	262,762	262,762	262,762
						11,029	3,285	3,285	3,285
						4.3%	1.3%	1.3%	1.3%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES					ACTIVITY CENTER: HUMAN RESOURCES				
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL								
5120	Wages & Salaries (FT)	177,785	177,785	187,369	Wages for full-time departmental staff.	187,369	180,146	180,146	180,146
					Mgr Reduce COLA and Merit	(7,223)			
5500	Employee Benefits & Taxes	39,257	39,257	40,702	Benefits and taxes for departmental employees.		40,181	40,181	40,181
	TOTAL PERSONNEL SERVICES	217,042	217,042	228,071		TOTAL	220,327	220,327	220,327
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,850	1,500	1,850	Transportation and costs associated with seminars, meetings, and training conferences including Hr, and SHRM Conference and MCCA		1,850	1,850	1,850
6301	Professional Services	21,760	18,000	21,760	Group Dynamics Section 125 Administration	$ 1,260	21,760	21,760	21,760
					Employee Advisory Committee	$ 6,600			
					EAP administrative fee	$ 7,500			
					Alert Test for new hires	$ 3,400			
					New- AA/EEO employee plan for feds for grants	$ 3,000			
6500	Office Supplies	2,850	2,850	2,850	Departmental office supply costs.		2,850	2,850	2,850
6505	Printing & Engraving								
6506	Postal Expenses	2,050	2,050	2,050	Departmental postage costs.		2,050	2,050	2,050
6508	Dues	575	575	575	Society for HR Management&HRASM dues		575	575	575
6509	Books, Periodicals, & Subscriptions	500	500	600	HR Updates		600	600	600

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6512	Training, Education, & Seminars	6,700	5,000	6,600	SHRM and HRASM Conference fees	$ 1,400	6,600	6,600	6,600
					Training for Supervisors	$ 1,200			
					Training for municipal/county EE	$ 4,000			
6609	Equipment Repair	150	150	150	Equipment maintenance not covered under service agreement.		150	150	150
6800	Telephone expense	1,000	1,000	1,000			1,000	1,000	1,000
			-	-			-	-	-
	TOTAL O&M	37,435	31,625	37,435			37,435	37,435	37,435
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	5,000	5,000	5,000	For employee ergonomic needs to reduce medical costs		5,000	5,000	5,000
		-							
		-	-	-			-	-	-
		5,000	5,000	5,000		TOTAL	5,000	5,000	5,000
		259,477	253,667	270,506		TOTAL	262,762	262,762	262,762
				11,029			3,285	3,285	3,285
				4.25%			1.27%	1.27%	1.27%

Facilities Department

Bruce Tarbox, Director

Mission to provide a useable, quality environment to the public and occupants of all County 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

Source			Revenue	2,009	Description of revenue source
FAC			-	-	Facilities Misc Revenue
ENTERPRISE			-	189,324	
FAC			$ -	$ 189,324	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
871,352	694,415	15,100	1,580,867
ENTERPRISE			189,324
TOTAL DEPT			1,770,191

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 93 Vehicles

Responsible for 6 buildings, and over 406,350 sq feet

Responsible to maintain operations for:

EMA	Probate	Executive
DA	Finance	Garage
Treasurer	CCRCC	
Deeds	Sheriff Office	

Negotiate over $1 million dollars in Utility costs

Note: With the passage of historic jail legislation last year, approximately 40% of the Facilities department 2008 budget of $2.8 million has been moved into the jail budget beginning in 2009 to reflect facilities costs incurred by the jail.

Personnel

Facility	*Full Time*	*Part Time*	*ENTERPRISE*
Facilities Manager	1		
Maintenance Supervisor	1		
Facilities Supervisor	1		
Custodian Supervisor	1		
Building Custodian	1		2
Custodian	8		2.5
Electrician Supervisor	1		
Electrician	1		
Electronic Technician	1		
Building Technican I	1		
Maintenance Technician	4		
Fleet Automotive Supervisor	1		
Fleet Automotive Technician	1		
Executive Secretary	1		
	24		4.5

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES									
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2006 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)*	888,907	899,229	788,271	788,271	806,185	571,212	571,212	571,212
5205	Wages & Salaries (PT)*	-	-	-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	7,500	12,183	7,500	7,500	8,300	8,300	8,300	8,300
5401	Overtime	22,084	40,805	12,800	12,800	17,500	17,500	17,500	17,500
5500	Employee Benefits & Taxes	282,575	291,526	252,407	252,407	278,497	274,340	274,340	274,340
	TOTAL PERSONNEL SERVICES	1,201,066	1,243,743	1,060,978	1,060,978	1,110,482	871,352	871,352	871,352
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	6,013	1,780	3,779	3,300	3,779	3,779	3,779	3,779
6131	Gas, Oil, & Grease	38,813	34,215	32,000	32,165	37,600	37,600	37,600	37,600
6132	Vehicle Repair	80,640	81,858	72,200	82,040	84,000	84,000	84,000	84,000
6232	Radio Repair	538	330	400	400	400	400	400	400
6301	Professional Services	55,952	16,823	10,350	12,100	13,050	13,050	13,050	13,050
6303	Contract Special Services	13,420	29,740	9,668	11,000	12,568	12,568	12,568	12,568
6304	Security Services	2,976	3,809	4,500	4,410	4,500	4,500	4,500	4,500
6400	Insurance- Building & Contents	50,353	51,143	58,379	58,379	58,379	53,072	53,072	53,072
6401	Insurance- Liability	2,768	2,812	3,209	3,209	3,209	2,917	2,917	2,917
6402	Vehicle Insurance	13,181	13,388	15,282	15,282	15,282	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	7,777	7,899	9,016	9,016	9,016	8,196	8,196	8,196
6406	Insurance- Deductible	11,449	-	22,000	22,000	22,000	12,000	12,000	12,000
6500	Office Supplies	1,005	519	1,550	1,435	1,550	1,550	1,550	1,550
6502	Cleaning Supplies	18,356	9,207	9,600	9,579	9,600	9,600	9,600	9,600
6504	Maintenance Supplies	37,786	30,596	14,075	14,075	15,075	14,875	14,875	14,875
6505	Printing & Engraving	805	1,761	1,000	740	1,000	1,000	1,000	1,000
6506	Postal Expenses	328	543	600	580	600	600	600	600
6507	Advertising	3,664	4,194	1,850	1,670	1,850	1,850	1,850	1,850
6508	Dues	1,877	284	1,035	1,330	1,035	1,035	1,035	1,035
6509	Books, Periodicals, & Subscriptions	703	161	1,180	600	1,180	1,180	1,180	1,180
6510	Tools & Implements	2,768	2,641	2,600	2,600	3,400	3,400	3,400	3,400
6511	Equipment Rental	4,606	3,881	4,420	4,675	4,420	4,420	4,420	4,420

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2006 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6512	Training, Education, & Seminars	2,801	349	3,000	2,700	3,000	3,000	3,000	3,000
6513	Leases and Service Agreements					54,355	-	-	
6514	Maintenance Contracts	70,292	66,979	46,495	46,495	53,070	53,070	53,070	53,070
6600	Cleaning & Sanitary	4,087	1,242	770	1,000	2,270	1,520	1,520	1,520
6601	Snow Removal	4,052	13,813	2,400	2,700	2,400	2,400	2,400	2,400
6602	Lot & Grounds Maintenance	6,588	7,644	5,200	5,170	3,400	3,400	3,400	3,400
6603	Building & Structure Repair	70,368	36,700	17,250	18,250	28,250	28,250	28,250	28,250
6604	Heating & Cooling (HVAC) Repair	33,600	29,340	11,975	12,900	13,900	13,900	13,900	13,900
6605	Electrical Repair	113,395	51,979	8,695	8,610	9,400	9,400	9,400	9,400
6606	Painting Repair	5,311	3,652	3,900	3,900	4,400	4,400	4,400	4,400
6607	Plumbing Repair	39,996	12,183	4,700	5,400	5,200	4,700	4,700	4,700
6608	Elevator Repair	5,309	451	2,500	2,400	2,500	2,500	2,500	2,500
6609	Equipment Repair	17,895	18,022	4,000	3,800	24,000	4,000	4,000	4,000
6612	Furniture Repair	6,788	4,716	2,800	6,000	3,000	3,000	3,000	3,000
6800	Telephone & Communication	1,877	2,676	3,500	3,100	3,500	3,500	3,500	3,500
6801	Electricity Utility	349,063	361,483	91,360	97,000	111,000	99,000	99,000	99,000
6802	Gas Utility	287,362	244,554	118,000	27,500	29,000	29,000	29,000	29,000
6803	Water Utility	23,990	20,171	6,735	4,700	7,600	6,500	6,500	6,500
6804	Sewer Utility	122,544	131,658	13,000	12,700	16,000	13,800	13,800	13,800
6805	Rubbish Removal	25,762	35,518	14,000	15,100	15,400	15,400	15,400	15,400
6806	Fuel Oil	59,447	54,558	58,700	64,000	151,000	95,950	95,950	95,950
6906	Paper Goods	5,266	5,519	6,000	5,900	6,000	6,000	6,000	6,000
6908	Clothing- Uniforms	3,769	3,955	2,400	2,400	2,400	2,400	2,400	2,400
6909	Clothing- Cleaning	1,408	1,527	1,250	1,400	1,440	1,440	1,440	1,440
6913	Safety Equipment	2,314	1,286	2,400	2,400	2,400	2,400	2,400	2,400
6950	misc expense PRC	72,353	-	-	-	-	-	-	-
	TOTAL O&M	1,691,415	1,407,559	709,723	646,110	858,378	694,415	694,415	694,415

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2006 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements		-	-	-	7,000	7,000	7,000	7,000
7315	Electrical Capital		-	-	-	7,000	7,000	7,000	7,000
7335	Maintenance Capital		-	-	-	-	-	-	-
7350	Office Equipment	527	500	500	500	500	500	500	500
7355	Computer Hardware	573	600	600	-	600	600	600	600
7365	Radio Equipment		-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	1,100	1,100	1,100	500	15,100	15,100	15,100	15,100
	Remove 2008 Budgets & transfer to Jail BOC								
	TOTAL DEPARTMENT	2,893,581	2,652,402	1,771,801	1,707,588	1,983,960	1,580,867	1,580,867	1,580,867
						212,159	(190,934)	(190,934)	(190,934)
						12.0%	-10.8%	-10.8%	-10.8%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES								
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	788,271	788,271	806,185	Wages for full-time departmental staff.	$ 806,185	571,212	571,212	571,212
					Per Mgr-Layoff of Personnel	$ (146,804)			
					Move wages to theCourthouse Contract	$ (61,378)			
					Mgr Reduce COLA and Merit	$ (26,791)			
5205	Wages & Salaries (PT)				Wages for part-time departmental staff.				
5210	Seasonal/Temporary/Intern	7,500	7,500	8,300	Wages for substitute custodians/ maint./ special projects.		8,300	8,300	8,300
5401	Overtime	12,800	12,800	17,500	Wages for required overtime work and call in work.		17,500	17,500	17,500
5500	Employee Benefits & Taxes	252,407	252,407	278,497	Taxes and benefits for departmental employees.		274,340	274,340	274,340
	TOTAL PERSONNEL SERVICES	1,060,978	1,060,978	1,110,482		TOTAL	871,352	871,352	871,352
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,779	3,300	3,779	Departmental travel expenses including for training.		3,779	3,779	3,779
6131	Gas Oil & Grease	32,000	32,165	37,600	Gas, oil, grease, and maintenance for departmental vehicles and machines.	$ 5,000	37,600	37,600	37,600
					Tires for Sheriff vehicles.	$ 28,100			
					Oil & grease for Sheriff vehicles.	$ 4,500			
6132	Vehicle Repair	72,200	82,040	84,000	Parts and labor for automobile and machine repair.	$ 5,400	84,000	84,000	84,000
					Sheriff Administration/ Support Services	$ 11,000			
					Sheriff Law Enforcement	$ 46,000			
					Sheriff General	$ 9,600			
					New Vehicle equipment set up	$ 12,000			
6232	Radio Repair	400	400	400	Repair material for County radio equipment.		400	400	400
6301	Professional Services	10,350	12,100	13,050	Consultants: chemical, etc.	$ 3,250	13,050	13,050	13,050
					Indoor Air Quality tests.	$ 4,700			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					Oil Tank inspections.	$	1,000			
					Elevator/lift inspections.	$	4,100			
6303	Contract Special Services	9,668	11,000	12,568	Pest control. (Courthouse & EMA)	$	6,668	12,568	12,568	12,568
					Hazardous Mats (lamp)	$	2,900			
					Window Cleaning outside	$	2,000			
					Recycling Costs	$	1,000			
6304	Security Services	4,500	4,410	4,500	Alarm monitoring - Intrusion and Fire			4,500	4,500	4,500
6400	Insurance -Building & Contents	58,379	58,379	58,379	Courthouse.			53,072	53,072	53,072
					Garage.					
6401	Insurance- Liability	3,209	3,209	3,209	Departmental share of insurance.			2,917	2,917	2,917
6402	Vehicle Liability	15,282	15,282	15,282	Departmental share of insurance.			13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	9,016	9,016	9,016	Departmental share of insurance.			8,196	8,196	8,196
6406	Insurance- Deductible	22,000	22,000	22,000	Deductible for any insurance claim.			12,000	12,000	12,000
6500	Office Supplies	1,550	1,435	1,550	Office supplies and copy paper.			1,550	1,550	1,550
6502	Cleaning Supplies	9,600	9,579	9,600	Custodial supplies. (Does not include Jail secure area.)			9,600	9,600	9,600
					Car Cleaning Supplies	$	700			
					Courthouse.	$	7,500			
					Garage.	$	300			
					EMA & Dispatch	$	1,100			
6504	Maintenance Supplies	14,075	14,075	15,075	Repair supplies.			14,875	14,875	14,875
					Courthouse.	$	12,000			
					Garage.	$	200			
					EMA.	$	850			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					Law Enforcement Center.	$	725			
					Communications	$	1,100			
6505	Printing & Engraving	1,000	740	1,000	Printing for work orders, forms, and blueprints.			1,000	1,000	1,000
6506	Postal Expenses	600	580	600	Departmental postage costs.			600	600	600
6507	Advertising	1,850	1,670	1,850	For material bids and personnel			1,850	1,850	1,850
6508	Dues	1,035	1,330	1,035	NFPA	$	100	1,035	1,035	1,035
					AFE (American Facilities Eng.)	$	150			
					ASHRAE (Heating and AC Eng.)	$	300			
					NSEE (Energy Engineers.)	$	175			
					Electrician Licensing Fees.	$	310			
6509	Books, Periodicals, & Subscriptions	1,180	600	1,180	Manager's Legal Bulletin.	$	100	1,180	1,180	1,180
					Vehicle manuals.	$	200			
					ASHRAE Handbooks.	$	120			
					Means Data Books.	$	350			
					Reference manuals and code books.	$	410			
6510	Tools & Implements	2,600	2,600	3,400	Hand tools.	$	2,400	3,400	3,400	3,400
					Ladders	$	700			
6511	Equipment Rental	4,420	4,675	4,420				4,420	4,420	4,420
					Pagers.	$	1,000			
					Gas cylinders.	$	250			
					Safety Kleen for Mechanic/Jail (oil)	$	1,400			
					Copier	$	1,070			
					Concrete cutter & others as needed	$	700			
6512	Training, Education, & Seminars	3,000	2,700	3,000	OSHA Training	$	400	3,000	3,000	3,000

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					Training for Electrician	$	950			
					Act 1000 training	$	700			
					SMTC automotive, electrical, & plumbing courses.	$	1,750			
					Local seminars.	$	700			
6513	Leases and Service Agreements	-	-	54,355	Storage Building Lease request					
6514	Maintenance Contracts	46,495	46,495	53,070	HVAC contract.			53,070	53,070	53,070
					CCRCC new building	$	3,000			
					CCCH & EMA	$	11,000			
					Sprinkler system.	$	2,300			
					Extinguishers.	$	1,000			
					Fire alarm. .	$	1,900			
					Elevator/lifts.	$	15,500			
					Telephone	$	9,000			
					Garage gate equipment.	$	3,500			
					Identicard	$	2,500			
					Act Systems Support	$	1,875			
					Automatic Doors	$	1,495			
6600	Cleaning & Sanitary	770	1,000	2,270	Carpets cleaned in-house for cost and quality assurance.			1,520	1,520	1,520
					Courthouse. (done in house)	$	520			
					EMA.	$	250			
					Law Enforcement Center.	$	750			
6601	Snow Removal	2,400	2,700	2,400	Courthouse complex (includes parking lot).	$	2,100	2,400	2,400	2,400
					EMA & Dispatch.	$	300			
6602	Lot & Grounds Maintenance	5,200	5,170	3,400	Loam, seed, sod.	$	1,000	3,400	3,400	3,400
					Flowers, shrubbery.	$	900			
					Landscape timbers, fencing.	$	500			
					Asphalt maintenance or repair:	$	1,000			
6603	Building & Structure Repair	17,250	18,250	28,250	Doors, walls, ceilings, stairs, & windows.	$	4,000	28,250	28,250	28,250

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					Replacement locks and keys	$	2,000			
					Roof patches and repairs.	$	4,500			
					CCCH Replacement Air Conditioners	$	2,500			
					Carpeting and repairs	$	12,000			
					Exterior building repairs.	$	2,500			
					Replacement ceiling tiles.	$	750			
6604	Heating & Cooling (HVAC) Repair	11,975	12,900	13,900	Heating & Cooling (HVAC) Repair			13,900	13,900	13,900
					Courthouse.	$	8,425			
					Garage.	$	75			
					EMA.	$	3,400			
					Pre-Release Center.	$	1,000			
					Law Enforcement Center.	$	1,000			
6605	Electrical Repair	8,695	8,610	9,400	MTI & control repairs.	$	700	9,400	9,400	9,400
					Lighting-lamps and ballast, light bulbs	$	3,000			
					Power outlets & wiring.	$	2,400			
					Electrical repairs.	$	3,300			
6606	Painting Repair	3,900	3,900	4,400	Preventative & ongoing maintenance.			4,400	4,400	4,400
					Courthouse.	$	2,500			
					Garage.	$	1,000			
					EMA. & communications	$	500			
					Law Enforcement Center.	$	400			
6607	Plumbing Repair	4,700	5,400	5,200	Preventative/ ongoing maintenance.			4,700	4,700	4,700
					Courthouse.	$	3,700			
					Garage.	$	200			
					EMA.	$	500			
					Law Enforcement Center.	$	300			
6608	Elevator Repair	2,500	2,400	2,500	Non-contract repairs			2,500	2,500	2,500
6609	Equipment Repair	4,000	3,800	24,000	Repair for County equipment.	$	4,000	4,000	4,000	4,000

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6612	Furniture Repair	2,800	6,000	3,000	Repair material for any County furniture.			3,000	3,000	3,000
6800	Telephone & Communication	3,500	3,100	3,500	Telephone Costs Courthouse.			3,500	3,500	3,500
6801	Electricity Utility	91,360	97,000	111,000	Electricity costs for county properties Communications Garage CCCH	 $ $ $	 34,000 24,000 41,000	99,000	99,000	99,000
6802	Gas Utility	118,000	27,500	29,000	Natural Gas costs for county properties Communications- generator LEC CCRCC Communication Bldg	 $ $ $	 1,700 23,000 4,300	29,000	29,000	29,000
6803	Water Utility	6,735	4,700	7,600	Courthouse Garage.	$ $	6,305 195	6,500	6,500	6,500
6804	Sewer Utility	13,000	12,700	16,000	Courthouse.	$	13,800	13,800	13,800	13,800
6805	Rubbish Removal	14,000	15,100	15,400	Courthouse. Law Enforcement Center. EMA & Dispatch	$ $ $	8,400 3,500 3,500	15,400	15,400	15,400
6806	Fuel Oil	58,700	64,000	151,000	Courthouse. At $4.50 gallon use $4.00			95,950	95,950	95,950
6906	Paper Goods	6,000	5,900	6,000	Toilet paper, sanitary napkins, paper towels.			6,000	6,000	6,000
6908	Clothing- Uniforms	2,400	2,400	2,400	CCCH complex. (4 sets)	$	2,400	2,400	2,400	2,400
6909	Clothing- Cleaning	1,250	1,400	1,440	Mechanic Uniforms.			1,440	1,440	1,440
6913	Safety Equipment	2,400	2,400	2,400	Safety shoes.	$	1,500	2,400	2,400	2,400

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					Gloves & wipes for chemicals & blood pathogens.	$	650			
					First-aid kit maintenance.	$	250			
		-	-	-				-	-	-
20.9%	TOTAL O&M	709,723	646,110	858,378			TOTAL	694,415	694,415	694,415
	CAPITAL OUTLAY									
7305	Building & Building Improvement			7,000	Bird spikes and ledge cleaning at courthouse			7,000	7,000	7,000
7315	Electrical Capital			7,000	Energy controls (lighting) courthouse			7,000	7,000	7,000
7335	Maintenance Capital				Set up maintenance and custodial equipment					
7350	Office Equipment	500	500	500	Replace misc office equipment			500	500	500
			600							
7355	Computer Hardware	600		600	Printers			600	600	600
7365	Radio Equipment									
		-	-	-				-	-	-
	TOTAL CAPITAL OUTLAY	1,100	1,100	15,100			TOTAL	15,100	15,100	15,100
	TOTAL FACILITIES	1,771,801	1,708,188	1,983,960			TOTAL	1,580,867	1,580,867	1,580,867
	*MOVED $1,099,370 TO JAIL BOC			212,159				(190,934)	(190,934)	(190,934)
				12.0%				-10.8%	-10.8%	-10.8%

original 2008 budget was	2,871,171
Moved into the new Jail BOC	1,099,370
Balance for county budget	1,771,801

ENTERPRISE ACTIVITIES TOTAL	189,324
OVERALL DEPARTMENTAL EXPENSES	1,770,191

Enterprise Activities-Facilities

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

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

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

	State Court Custodial Program	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
21220	Custodian Floor 2	1/1 to 12/31	2	67,600	67,600
21220	Supr/Cust	1/1 to 12/31	2.5	38,000	38,000
			Supply	83,724	83,724
	TOTAL FROM NON-BUDGET ACTIVITIES			**189,324**	**189,324**

FINANCE DEPARTMENT

Vic Labrecque, Director

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

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source
		No revenues			
				$ -	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
302,011	41,120	100	343,231

Statistics

Process cash exceeding $40 million dollars
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

Finance	*Full Time*	*Part Time*
Director of Finance	1	
Purchasing Agent	1	
Accounts Supervisor	1	
Payroll Supervisor	1	
	4	

11-109 DEPARTMENT: FINANCE						FINANCE DEPARTMENT			
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	214,213	223,976	237,164	237,164	250,190	241,718	241,718	241,718
5401	Overtime	5,856	719	5,000	5,000	5,000	5,000	5,000	5,000
5500	Employee Benefits & Taxes	47,283	52,197	52,441	52,441	56,021	55,293	55,293	55,293
	TOTAL PERSONNEL SERVICES	267,352	276,892	294,605	294,605	311,211	302,011	302,011	302,011
6130	Transportation & Lodging	963	610	800	800	800	800	800	800
6300	Accounting & Audit Fees	11,068	11,000	11,500	11,445	12,500	12,500	12,500	12,500
6401	Insurance- Liability	352	358	407	407	407	370	370	370
6500	Office Supplies	1,109	1,388	1,500	1,500	1,500	1,500	1,500	1,500
6503	Computer Software & Supplies	228	-	-	-	-	-	-	-
6505	Printing & Engraving	1,160	1,610	700	766	800	800	800	800
6506	Postal Expenses	4,995	5,103	4,500	4,500	4,700	4,700	4,700	4,700
6508	Dues	1,455	1,395	1,400	1,441	1,500	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	320	50	50	-	50	50	50	50
6512	Training, Education, & Seminars	841	288	500	300	50	50	50	50
6514	Maintenance Contract	9,923	15,856	17,600	16,774	18,500	18,500	18,500	18,500
6611	Computer Repair	-	-	-	-	-	-	-	-
6800	Telephone & Communication	-	338	450	350	350	350	350	350
6950	Bank Charges	-	-	-	-	-	-	-	-
	TOTAL O&M	32,413	37,996	39,407	38,283	41,157	41,120	41,120	41,120
	CAPITAL OUTLAY								
7325	Furniture & Fixtures		72	100	100	100	100	100	100
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	72	100	100	100	100	100	100
	DEPARTMENT TOTAL	299,765	314,960	334,112	332,988	352,468	343,231	343,231	343,231
						18,356	9,119	9,119	9,119
						5.5%	2.7%	2.7%	2.7%

11-109 DEPARTMENT: FINANCE					Department- FINANCE DEPARTMENT				
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	237,164	237,164	250,190	Wages for full-time departmental staff.	$ 250,190	241,718	241,718	241,718
					Mgr Reduce COLA and Merit	(8,472)			
5401	Overtime	5,000	5,000	5,000	Wages for required overtime work.		5,000	5,000	5,000
5500	Employee Benefits & Taxes	52,441	52,441	56,021	Taxes and benefits for departmental staff.		55,293	55,293	55,293
	TOTAL PERSONNEL SERVICES	294,605	294,605	311,211			302,011	302,011	302,011
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	800	800	800	Costs to attend conferences and mileage		800	800	800
6300	Accounting & Audit Fees	11,500	11,445	12,500	Annual Audit Fees and CAFR prep		12,500	12,500	12,500
6401	Insurance- Liability	407	407	407	Departmental share of insurance costs.		370	370	370
6500	Office Supplies	1,500	1,500	1,500	Departmental office supply costs.		1,500	1,500	1,500
6505	Printing & Engraving	700	766	800	Envelope, pr checks, ap checks and printing .		800	800	800
6506	Postal Expenses	4,500	4,500	4,700	Postage costs.	$ 700	4,700	4,700	4,700
					Courier Service	$ 4,000			
6508	Dues	1,400	1,441	1,500	GFOA. For Finance, treasurer, and County		1,500	1,500	1,500

11-109 DEPARTMENT: FINANCE					Department: FINANCE DEPARTMENT			
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6509	Books, Periodicals, & Subscriptions	50	-	50	Subscription to Payroll Updates	50	50	50
6512	Training, Education, & Seminars	500	300	50	Day classes for staff $ 500	50	50	50
6514	Maintenance Contract	17,600	16,774	18,500	Maintenance contract for munis software	18,500	18,500	18,500
6611	Computer Repair	-			Computer repair parts.			
6800	Telephone & Communication	450	350	350	Phone expenses.	350	350	350
	TOTAL O&M	39,407	38,283	41,157		41,120	41,120	41,120
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	100	100	100	Office replacement needs.	100	100	100
		-	-	-		-	-	-
	CAPITAL OUTLAY	100	100	100		100	100	100
	TOTAL FINANCE	334,112	332,988	352,468	TOTAL	343,231	343,231	343,231
				18,356		9,119	9,119	9,119
				5.5%		2.7%	2.7%	2.7%

Registry of DEEDS

Pamela Lovley Registrar

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

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source
Deeds	2,805	2,748	4,000	2,500	Register of Deeds - Misc. Revenue
Deeds	1,702,095	1,553,957	1,525,377	1,500,000	Register of Deeds - Recording Fees
Deeds	1,029,157	1,029,157	950,000	700,000	Register of Deeds - Transfer Tax
Deeds	581,843	581,843	525,000	664,420	Register of Deeds - Copies
Deeds					
Deeds	$ 3,315,900	$ 3,167,705	$ 3,004,377	$ 2,866,920	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
578,799	223,860	8,000	810,659

Statistics

Approx number of recorded documents each year, deeds etc 75,000

Average number of plans 750

Revenues derived from recording is $1.5 million

Transfer tax to State at 90% $ 7,000,000
Transfer tax to the County $ 700,000

Personnel

DEEDS	*Full Time*	*Part Time*
Register of Deeds	1	
Deputy Register	1	
Clerk/Supervisor	2	
Business Account Manager	1	
Clerk II	4	
Clerk 1	3	
	-	
	12	

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS									
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	481,964	478,188	486,852	486,852	516,367	415,938	415,938	415,938
5205	Wages & Salaries (PT)	-	-	5,000	-	5,000	5,000	5,000	5,000
5401	Overtime	-	58	2,000	100	2,000	2,000	2,000	2,000
5500	Employee Benefits & Taxes	148,847	137,882	149,832	149,832	158,337	155,861	155,861	155,861
	TOTAL PERSONNEL SERVICES	630,810	616,128	643,684	636,784	681,704	578,799	578,799	578,799
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,178	783	3,000	2,000	3,000	3,000	3,000	3,000
6500	Office Supplies	26,050	17,092	20,000	11,000	20,000	15,000	15,000	15,000
6505	Printing & Engraving	561	1,689	1,000	1,200	1,000	1,000	1,000	1,000
6506	Postal Expenses	18,841	17,002	20,000	15,000	20,000	15,000	15,000	15,000
6507	Advertising	763	545	500	300	500	500	500	500
6508	Dues	100	300	700	200	700	700	700	700
6512	Training & Education	2,492	1,190	3,500	2,000	3,500	3,500	3,500	3,500
6513	Leases & Service Agreements	211,466	207,115	203,160	128,000	203,160	178,160	178,160	178,160
6701	Binding & Rebinding	2,876	2,911	-	-	-	-	-	-
6703	Microfilming	24,018	20,000	-	-	-	-	-	-
6800	Telephone & Communication	3,312	3,203	7,000	7,000	7,000	7,000	7,000	7,000
	TOTAL O&M	291,656	271,830	258,860	166,700	258,860	223,860	223,860	223,860
	CAPITAL OUTLAY								
7350	Office Equipment	4,870	3,900	8,000	8,000	8,000	8,000	8,000	8,000
	TOTAL CAPITAL OUTLAY	4,870	3,900	8,000	8,000	8,000	8,000	8,000	8,000
	TOTAL DEPARTMENT	927,336	891,858	910,544	811,484	948,564	810,659	810,659	810,659
						38,020	(99,885)	(99,885)	(99,885)
						4.2%	-11.0%	-11.0%	-11.0%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL								
5120	Wages & Salaries (FT)	486,852	486,852	516,367	Wages for full-time departmental staff.	$ 514,867	415,938	415,938	415,938
					reclass of one employee	1,500			
					Per Mgr- Layoff of personnel	(83,001)			
					Mgr Reduce COLA and Merit	(17,428)			
5210	Seasonal/Temporary/Intern	5,000	-	5,000	Wages for Temporary departmental staff.		5,000	5,000	5,000
5401	Overtime	2,000	100	2,000	Wages for required overtime work.		2,000	2,000	2,000
5500	Employee Benefits & Taxes	149,832	149,832	158,337	Taxes and benefits for departmental employees.		155,861	155,861	155,861
	TOTAL PERSONNEL SERVICES	643,684	643,684	681,704		TOTAL	578,799	578,799	578,799
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,000	2,000	3,000	Travel expenses to be associated with Registry meetings and County Convention activities.		3,000	3,000	3,000
6500	Office Supplies	20,000	11,000	20,000	General office supplies used in the Registry.		15,000	15,000	15,000
6505	Printing & Engraving	1,000	1,200	1,000	Printing letterhead, stationary, & business cards.		1,000	1,000	1,000
6506	Postal Expenses	20,000	15,000	20,000	Registry postal costs in mail back of original docs Yearly fee for postal box rental.		15,000	15,000	15,000
6507	Advertising	500	300	500	Posting position vacancies.		500	500	500
6508	Dues	700	200	700	Membership fees associated with the Registry of Deeds Association and NACRC, PRIA		700	700	700

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6512	Training & Education	3,500	2,000	3,500	Seminars & Supervisor Training		3,500	3,500	3,500
6513	Leases & Service Agreements	203,160	128,000	203,160	ACS contract (with maintenance.)	$ 191,384	178,160	178,160	178,160
					Lease copy machines. (4)	$ 14,000			
					Lease new plan copy machine ($248 x12)	$ 2,976			
					Plan machine contract.	$ 4,800			
					Lease 8 work stations from ACS	$ 10,000			
6701	Binding & Rebinding	-			Repair expenses associated with rebinding the big books (up to $350 each based on damage.)				
6703	Microfilming	-			Microfilming Plans				
6800	Telephone & Communication	7,000	7,000	7,000	Fax/ phone operation expenses.		7,000	7,000	7,000
	TOTAL O&M	258,860	166,700	258,860		TOTAL	223,860	223,860	223,860
	CAPITAL OUTLAY								
7350	Office Equipment	8,000	8,000	8,000	Plan cabinets , Bookcases, stools and fatigue mats		8,000	8,000	8,000
		-	-	-			-	-	-
	TOTAL CAPITAL OUTLAY	8,000	8,000	8,000		TOTAL	8,000	8,000	8,000
	TOTAL DEEDS	910,544	818,384	948,564		TOTAL	810,659	810,659	810,659
				38,020			(99,885)	(99,885)	(99,885)
				4.2%			-11.0%	-11.0%	-11.0%

Registry of Probate

John O'Brien , Registrar

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

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source.
Prob	332,307	399,097	350,000	400,000	Register of Probate - Fees
Prob	30,291	30,518	30,000	30,000	Register of Probate - Notices
Prob	13,959	17,823	15,960	15,960	Register of Probate - Abstracts
Prob	13,137	10,946	10,000	10,000	Register of Probate - Handling
Prob	8,677	15,565	15,000	18,000	Register of Probate - Forms
Prob	$ 398,371	$ 473,949	$ 420,960	$ 473,960	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
349,276	133,524	5,500	488,300

Statistics

Some general statistics:	Cases
Probated Estates	1,000
Guardianships	300
Name Changes	300
Adoptions	200
Annual types of cases:	1,800

Personnel

PROBATE	*Full Time*	*Part Time*
Register of Probate	1	
Deputy Register	1	
Clerk II	3	
Judge of Probate	1	
Legal Secretary	1	
	7	

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2006 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	286,344	294,321	297,695	297,695	316,909	266,912	266,912	266,912
5205	Wages & Salaries (PT)	-	-	-	-	-	-	-	-
5401	Overtime	-	-	3,000	3,000	3,000	-	-	-
5500	Employee Benefits & Taxes	80,530	81,310	82,957	82,957	83,701	82,364	82,364	82,364
	TOTAL PERSONNEL SERVICES	366,875	375,631	383,652	383,652	403,610	349,276	349,276	349,276
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	529	1,433	2,500	2,800	3,000	3,000	3,000	3,000
6301	Professional Services	9,117	5,143	15,000	19,000	22,000	21,000	21,000	21,000
6305	Stenographer - Transcripts	133	154	500	300	500	500	500	500
6306	Attorneys - Court Appointed	22,365	31,281	25,000	35,000	30,000	30,000	30,000	30,000
6401	Insurance- Liability	389	520	384	384	384	349	349	349
6500	Office Supplies	6,696	6,051	6,000	5,800	7,500	6,500	6,500	6,500
6505	Printing & Engraving	4,221	1,397	3,000	2,700	3,000	3,000	3,000	3,000
6506	Postal Expenses	5,925	6,286	8,400	7,000	8,400	8,400	8,400	8,400
6507	Advertising	15,532	19,800	15,000	8,500	15,000	10,000	10,000	10,000
6508	Dues	500	470	500	500	500	500	500	500
6509	Books, Periodicals, & Subscriptions	2,750	2,891	2,500	2,000	3,000	3,000	3,000	3,000
6512	Training, Education, & Seminars	135	50	1,500	1,000	1,500	1,500	1,500	1,500
6513	Leases & Service Agreements	3,160	4,050	6,600	3,500	8,300	8,300	8,300	8,300
6610	Office Equipment Repair	496	376	1,000	300	1,000	1,000	1,000	1,000
6700	Abstract Fees	11,201	9,459	9,975	8,000	9,975	9,975	9,975	9,975
6800	Telephone & Communication	2,409	2,375	3,500	2,500	3,500	3,500	3,500	3,500
6807	Visitor Expenses	8,105	15,075	23,000	22,000	23,000	23,000	23,000	23,000
	TOTAL O&M	93,663	107,454	124,359	121,284	140,559	133,524	133,524	133,524
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	1,000	-	2,000	2,000	2,500	2,500	2,500	2,500

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2006 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
7350	Office Equipment	201	-	1,000	1,000	3,000	1,000	1,000	1,000
7355	Computer Hardware	-	-	2,000	2,000	2,000	2,000	2,000	2,000
	TOTAL CAPITAL OUTLAY	1,201	-	5,000	5,000	7,500	5,500	5,500	5,500
	TOTAL DEPARTMENT	461,738	483,085	513,011	509,936	551,669	488,300	488,300	488,300
						38,658	(24,711)	(24,711)	(24,711)
						7.5%	-4.8%	-4.8%	-4.8%

11-108 DEPARTMENT: REGISTRY OF PROBATE

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL									
5120	Wages & Salaries (FT)	297,695	297,695	316,909	Wages for full-time departmental staff.	$	304,909	266,912	266,912	266,912
					ADD Wage increase for Probate Deputy	$	4,000			
					ADD wage increase for Probate Judge	$	8,000			
5205	Wages & Salaries (PT)	-	-	-	*Per Mgr- Layoff of personnel*	$	(39,672)	-	-	-
					Mgr Reduce COLA and Merit	$	(10,325)			
5401	Overtime	3,000	3,000	3,000	Wages for overtime work.			-	-	-
5500	Employee Benefits & Taxes	82,957	82,957	83,701	Benefits and taxes for departmental employees.			82,364	82,364	82,364
	TOTAL PERSONNEL SERVICES	383,652	383,652	403,610			TOTAL	349,276	349,276	349,276
	OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	2,500	2,800	3,000	Direct travel expenses related to judicial conferences, educational sysposia, seminars and workshops, plus community outreach trips			3,000	3,000	3,000
6301	Professional Services	15,000	19,000	22,000	Paralegal Services for the Judge of Probate Increasing Work Load			21,000	21,000	21,000
6305	Stenographer - Transcripts	500	300	500	Expenses for recording and transcription			500	500	500
6306	Attorneys - Court Appointed	25,000	35,000	30,000	Appointed counsel for unprotected wards in judicial proceedings-Maine law requirement			30,000	30,000	30,000
6401	Insurance- Liability	384	384	384	Department Liability Insurance premium			349	349	349
6500	Office Supplies	6,000	5,800	7,500	Paper, electronic storage media, toner, docket pages, case folders and label system, r reproduction supplies, office sundries			6,500	6,500	6,500

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6503	Computer Software & Supplies	-			Software upgrades and sundry computer accessories					
6505	Printing & Engraving	3,000	2,700	3,000	Printing of official probate and court forms for resale: general office printing, including letterhead, envelopes, will security labels, receipts, forms, cards: public information and education materials and brochures			3,000	3,000	3,000
6506	Postal Expenses	8,400	7,000	8,400	Postage			8,400	8,400	8,400
6507	Advertising	15,000	8,500	15,000	Newspaper legal notice advertising, employment-recruitment advertising			10,000	10,000	10,000
6508	Dues	500	500	500	Professional organization dues, including:Registers Association, Judge groups etc.			500	500	500
6509	Books, Periodicals, & Subscriptions	2,500	2,000	3,000	Bar Directory, Law books and statutes updates Probate, Family Law, Civil Proc books,			3,000	3,000	3,000
6512	Training, Education, & Seminars	1,500	1,000	1,500	Continuing legal education seminars			1,500	1,500	1,500
6513	Leases & Service Agreements	6,600	3,500	8,300	Photo copier Web Hosting Icon Support	$ $ $	3,000 1,800 3,500	8,300	8,300	8,300
6610	Office Equipment Repair	1,000	300	1,000	adding many scanners			1,000	1,000	1,000
6611	Computer Repair	-			Repair allowance for computers					

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6700	Abstract Fees	9,975	8,000	9,975	Required recording fees for Register of Deeds for deed transfers concerning probated estates-prices increased 33%	9,975	9,975	9,975
6800	Telephone & Communication	3,500	2,500	3,500	Local and long distance telephone charges, mobile telephone services, radio paging services for on call response	3,500	3,500	3,500
6807	Visitor /Fingerprint Expe	23,000	22,000	23,000		23,000	23,000	23,000
		-	-	-		-	-	-
	TOTAL O&M	124,359	121,284	140,559	TOTAL	133,524	133,524	133,524
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	2,000	2,000	2,500	Judges chambers, lights, chair paint	2,500	2,500	2,500
7350	Office Equipment	1,000	1,000	3,000	Court Recording	1,000	1,000	1,000
7355	Computer Hardware	2,000	2,000	2,000	Court Recording	2,000	2,000	2,000
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	5,000	5,000	7,500	TOTAL	5,500	5,500	5,500
	TOTAL PROBATE	513,011	509,936	551,669	TOTAL	488,300	488,300	488,300
		-		38,658		(24,711)	(24,711)	(24,711)
				7.5%		-4.8%	-4.8%	-4.8%

REGISTRY OF PROBATE

Sheriff's Office-Administration

Mark Dion, Sheriff

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

Source	2006 Actual	2007 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source
SHER	59,984	196,522	75,000	75,000	Fees collected for various Sheriff services.
	$ 59,984	$ 196,522	$ 75,000	$ 75,000	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
616,633	277,261	2,500	896,394

Objectives

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

Personnel

	Full Time	*Part Time*
Sheriff	1	
Chief Deputy	1	
Administrative Investigator	1	
Clerk II	1	
Executive Assistant	1	
Investigations Clerk	1	1
Receptionist/Clerk	1	
Captain-Support Services	1	
Fiscal Officer	0	
Administrative Secretary	0	
	8	1

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES					
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	487,303	432,747	517,283	517,283	540,700	456,025	456,025	475,525
5205-05	Wages & Salaries (PT)	-	34,069	16,900	16,900	19,500	19,500	19,500	-
5210-05	Seasonal/ Temporary/ Intern	18,627	-	4,000	4,000	4,000	4,000	4,000	4,000
5401-05	Overtime	556	249	2,600	2,000	2,000	2,000	2,000	2,000
5500-05	Employee Benefits & Taxes	129,497	117,076	125,756	125,756	136,913	135,108	135,108	135,108
	TOTAL PERSONNEL SERVICES	635,982	584,141	666,539	665,939	703,113	616,633	616,633	616,633
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	3,707	7,545	3,200	5,400	5,000	5,000	5,000	5,000
6131-05	Gas, Oil, & Grease	5,701	5,469	9,000	11,708	12,600	12,600	12,600	12,600
6301-05	Professional Services	10,060	8,802	10,200	5,000	7,200	7,200	7,200	7,200
6302-05	Legal Services	19,454	19,720	26,000	26,000	26,000	26,000	26,000	26,000
6401-05	Insurance - Liability	72,718	73,859	75,881	70,560	75,881	68,983	68,983	68,983
6402-05	Insurance- Vehicle	25,572	25,973	26,860	24,813	26,860	24,418	24,418	24,418
6500-05	Office Supplies	13,885	10,182	13,000	11,200	13,000	13,000	13,000	13,000
6503-05	Computer Software & Supplies	1,724	10,647						
6505-05	Printing & Engraving	5,141	4,492	5,400	5,600	6,000	6,000	6,000	6,000
6506-05	Postal Expenses	2,561	2,910	7,500	8,500	9,500	9,500	9,500	9,500
6507-05	Advertising					5,000	5,000	5,000	5,000
6508-05	Dues	2,585	4,099	3,500	4,300	4,500	4,500	4,500	4,500
6509-05	Books, Periodicals, & Subscriptions	412	502	4,500	4,500	4,500	4,500	4,500	4,500
6511-05	Equipment Rental	8,327	12,484	15,277	13,500	13,620	13,620	13,620	13,620
6512-05	Training, Education, & Seminars	9,785	12,128	17,000	16,700	9,000	9,000	9,000	9,000

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6514-05	Maintenance Contracts	52,230	66,696	85,000	91,100	17,140	17,140	17,140	17,140
6611-05	Computer Repair	-	722						
6800-05	Telephone & Communication	39,354	33,060	43,992	46,900	46,000	46,000	46,000	46,000
6908-05	Clothing- Uniforms	2,223	3,718	3,300	3,300	3,300	3,300	3,300	3,300
6910-05	Criminal Investigation	604	733	1,500	1,500	1,500	1,500	1,500	1,500
	TOTAL O&M	276,043	303,741	351,110	350,581	286,601	277,261	277,261	277,261
	CAPITAL OUTLAY								
7350-05	Office Equipment	3,230	2,520	2,500	2,500	2,500	2,500	2,500	2,500
	TOTAL CAPITAL OUTLAY	3,230	2,520	2,500	2,500	2,500	2,500	2,500	2,500
	TOTAL ACTIVITY CENTER	915,254	890,402	1,020,149	1,019,020	992,214	896,394	896,394	896,394
							(123,755)	(123,755)	(123,755)
							-12.1%	-12.1%	-12.1%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF					ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES				
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	517,283	517,283	540,700	Wages for full-time departmental staff.	$ 534,950	456,025	456,025	456,025
					Reclass Admin Investigator	$ 5,750			
					Per Mgr- Layoff of Personnel	$ (70,809)			
					Mgr Reduce COLA and Merit	$ (13,866)			
5205-05	Wages & Salaries (PT)	16,900	16,900	19,500	Wages for part-time departmental staff. SD		19,500	19,500	19,500
5210-05	Seasonal/ Temporary/ Intern	4,000	4,000	4,000	Temporary staff as needed.		4,000	4,000	4,000
5401-05	Overtime	2,600	2,000	2,000	Wages for required overtime work. Includes Benefits		2,000	2,000	2,000
5500-05	Employee Benefits & Taxes	125,756	125,756	136,913	Taxes and benefits for departmental employees.		135,108	135,108	135,108
	TOTAL PERSONNEL SERVICES	666,539	665,939	703,113		TOTAL	616,633	616,633	616,633
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	3,200	5,400	5,000	Departmental mileage and travel expenses		5,000	5,000	5,000
6131-05	Gas, Oil, & Grease	9,000	11,708	12,600	To provide gas for vehicles assigned to the administration bureau. (2800 gal @$4.50)		12,600	12,600	12,600
6301-05	Professional Services	10,200	5,000	7,200	Polygraph and Psych testing	$ 5,000	7,200	7,200	7,200
					Transcription Services emergency needs	$ 2,200			
6302-05	Legal Services	26,000	26,000	26,000	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.		26,000	26,000	26,000

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6401-05	Insurance - Liability	75,881	70,560	75,881	Provides departmental share of liability insurance.		68,983	68,983	68,983
6402-05	Insurance- Vehicle	26,860	24,813	26,860	Fleet insurance needs through current carrier.		24,418	24,418	24,418
6500-05	Office Supplies	13,000	11,200	13,000	General Administrative needs from pens to paper.		13,000	13,000	13,000
6505-05	Printing & Engraving	5,400	5,600	6,000	Generic printing needs of the department from business cards to letterhead and includes recognition program.		6,000	6,000	6,000
6506-05	Postal Expenses	7,500	8,500	9,500	Departmental postage expenses & rate increase.	$ 8,500	9,500	9,500	9,500
					Postage meter rental 171x4	$ 700			
					Postage meter maintenance agreement	$ 300			
6507-05	Advertising Expense	-	-	5,000	Recruiting and other necessary advertisements for Sheriff's office		5,000	5,000	5,000
6508-05	Dues	3,500	4,300	4,500	Funding to continue affiliation with local police and law enforcement organizations,CALEA, and support networks. Assoc.: Maine Sheriff Assoc., Maine Chief of Police, National Sheriff's Assn., American Jail Assoc., International Associations.		4,500	4,500	4,500
6509-05	Books, Periodicals, & Subscriptions	4,500	4,500	4,500	Legal reference material, new title updates, .	$ 1,000	4,500	4,500	4,500
					LexisNexis search database for LEC	$ 3,500			

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6511-05	Equipment Rental	15,277	13,500	13,620	Rental of equipment used in the facility.		13,620	13,620	13,620
					Base rental for copiers. (2) 426 x 12=	$ 5,112			
					Naples Copier	$ 1,100			
					Copier fees based on estimated copies	$ 2,800			
					Pagers for key personnel- $142/mo x 12	$ 3,408			
					Circuit to tie to ME Public Safety for data	$ 1,200			
6512-05	Training, Education, & Seminars	17,000	16,700	9,000	Ongoing educational needs (usually outside the facility.) Includes 1 to Southern Police Inst for Command Officers Development		9,000	9,000	9,000
					Spillman Computer System Conference.	To IT			
					Administrative support task development training at 7	3,000			
					Educational reimbursements for dept.				
					Administration	2,000			
					Law Enforcement	4,000			
6514-05	Maintenance Contracts	85,000	91,100	17,140	Funding to support ongoing maintenance contracts for equipment on site.		17,140	17,140	17,140
					Spillman Data software support. (To IT)				
					Time Trak maintenance agreement	$ 5,200			
					IP Mobile Net	$ 4,740			
					Lease 2nd tower in Sebago	$ 6,000			
					Lease additional hookup in Gray Dunton Hill	$ 1,200			
6800-05	Telephone & Communication	43,992	46,900	46,000	Telephone services.		46,000	46,000	46,000
					In-State/Out State service.	19,620			
					Wireless Phone Services	15,000			
					Replacement-wireless equipment	2,880			
					Substation service.	4,000			
					Phone maintenance.	4,500			

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6908-05	Clothing- Uniforms	3,300	3,300	3,300	Provided to staff		3,300	3,300	3,300
6910-05	Criminal Investigation	1,500	1,500	1,500	General expenses for investigations including CD/DVD, batteries (Internal investigations.)		1,500	1,500	1,500
					Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process.				
	TOTAL O&M	351,110	350,581	286,601		TOTAL	277,261	277,261	277,261
	CAPITAL OUTLAY								
7350-05	Office Equipment	2,500	2,500	2,500	Miscellaneous replacement of broken/worn furniture and equipment		2,500	2,500	2,500
		-	-	-			-	-	-
	TOTAL CAPITAL OUTLAY	2,500	2,500	2,500		TOTAL	2,500	2,500	2,500
	TOTAL ADMIN/ SUPPORT SERVICES	1,020,149	1,019,020	992,214		TOTAL	896,394	896,394	896,394
				(27,935)			(123,755)	(123,755)	(123,755)
				-2.7%			-12.1%	-12.1%	-12.1%

Sheriff's Office- Law Enforcement

Mark Dion, Sheriff

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

Source	2006 Actual	2007 Actual	2008. Budget Revenue	2009 Budget	Description of revenue source
LEC	148,978	115,226	100,000	100,000	Transfers from the State of Maine for fines.
					Percentage of Fines
ENTERPRISE				1,428,122	
				$ 1,528,122	

EXPENSES 2009

	Labor	O&M	Capital	TOTAL
	2,856,231	572,427	191,750	3,620,408
ENTERPRISE				1,428,122
TOTAL DEPT.				5,048,530

Enterprise Fund:

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

Statistics

Department includes Patrol and Detectives
Patrol deputies respond to approx 24,000 calls annu
Detectives investigate approx. 700 cases per year

The department performs, crime scene investigation polygraph exams, community policing, accident reconstruction, marine patrol, OUI roadblocks, license and OAS activities, drug investigations, maintain local sex offender registry, works with local television to promote "fugitive files"
The Department has 12 contracts with communities and school districts for police services

Personnel

	Full Time	*Part Time*	*Enterprise*
Captain - CID	1		
Captain - Patrol	1		
Lieutenant	3		
Sergeant	6		
Deputy	18		17.5
Detective	6		
Complaint Officer	1		
Crime Analyst	1		
	37	0	17.5
			4 PT

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF						ACTIVITY CENTER: LAW ENFORCEMENT			
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-06	Wages & Salaries (FT)	1,460,919	1,453,258	1,649,566	1,511,154	1,821,701	1,746,564	1,802,664	1,802,664
5210-06	Seasonal/ Temporary/ Intern	6,530	14,953	6,500	6,499	6,500	6,500	6,500	6,500
5401-06	Overtime	229,612	293,063	181,000	320,000	379,250	300,000	300,000	300,000
5500-06	Employee Benefits & Taxes	636,895	661,845	695,370	711,028	761,373	747,067	747,067	747,067
	TOTAL PERSONNEL SERVICES	2,333,956	2,423,119	2,532,436	2,548,681	2,968,824	2,800,131	2,856,231	2,856,231
	OPERATIONS & MAINTENANCE								
6130-06	Transportation & Lodging	8,465	1,994	6,000	6,887	7,500	7,500	7,500	7,500
6131-06	Gas, Oil, & Grease	153,708	173,518	180,000	221,542	309,857	264,579	264,579	264,579
6132-06	Vehicle Repair	399		-					
6232-06	Mobile Radio Repair	10,617	6,223	9,700	9,700	9,700	5,000	5,000	5,000
6501-06	Training Supplies	5,806	17,399	18,622	18,622	24,816	24,816	24,816	24,816
6503-06	Computer Software & Supplies	382	951						
6509-06	Books, Periodicals, & Subscriptions	3,079	2,880	2,500	2,500	2,500	2,500	2,500	2,500
6512-06	Training, Education, & Seminars	162,956	105,207	140,519	198,800	257,516	182,232	200,232	200,232
6905-06	Medical Supplies	287	-	2,500	2,500	2,500	2,500	2,500	2,500
6908-06	Clothing- Uniforms	25,359	18,584	22,000	22,349	24,000	23,000	24,000	24,000
6909-06	Clothing- Cleaning	2,114	1,098	2,400					
6910-06	Criminal Investigation	10,763	9,228	13,000	13,000	23,300	23,300	23,300	23,300
6911-06	Canine Supplies & Equipment	5,795	7,843	8,000	13,000	21,000	18,000	18,000	18,000
	TOTAL O&M	389,730	344,925	405,241	508,900	682,689	553,427	572,427	572,427
	CAPITAL OUTLAY								
7345-06	Vehicles	123,370	181,272	202,200	202,000	325,700	258,600	183,500	145,500
7350-06	Office Equipment	10,466	9,580	11,400	11,400	11,400	11,400	11,400	11,400
7360-06	Employee Safety Equipment	18,519	27,746	23,689	23,300	38,100	34,850	34,850	34,850
7400-06	Capital Improvement Program	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	152,355	218,598	237,289	236,700	375,200	304,850	229,750	191,750
	TOTAL ACTIVITY CENTER	2,876,041	2,986,642	3,174,966	3,294,281	4,026,713	3,658,408	3,658,408	3,620,408

11-106 DEPARTMENT: SHERIFF					ACTIVITY CENTER: LAW ENFORCEMENT					
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES									
5120-06	Wages & Salaries (FT)	1,649,566	1,511,154	1,821,701	Wages for full-time departmental staff.		1,698,024	1,746,564	1,802,664	1,802,664
					ADD 1 Deputy @ $39,500 and Benefit of $16,600	$	56,100			
					ADD 1 Sergeant @ $47,590 plus benefit $19,987		67,577			
					Per Mgr- remove request for one deputy		(56,100)			
					Mgr Reduce COLA and Merit	$	(19,037)			
					BAC Voted to add one new deputy	$	56,100			
5210-06	Seasonal/Temporary/Intern	6,500	6,499	6,500	Part-time reserve patrol officers.			6,500	6,500	6,500
5401-06	Overtime	181,000	320,000	379,250	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes. (6350 hrs for benefit time and 3900 hrs for events at $37 hr			300,000	300,000	300,000
5500-06	Employee Benefits & Taxes	695,370	711,028	761,373	Benefits and taxes for departmental employees.			747,067	747,067	747,067
	TOTAL PERSONNEL SERVICES	2,532,436	2,548,681	2,968,824			TOTAL	2,800,131	2,856,231	2,856,231
	OPERATIONS & MAINTENANCE									
6130-06	Transportation & Lodging	6,000	6,887	7,500	To pay Sheriff Department expenses for required travel (training, firearms training, etc.) Includes overnight lodging, meals, tolls, and other costs incidental to travel.			7,500	7,500	7,500
6131-06	Gas, Oil, & Grease	180,000	221,542	309,857	To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 62.657 gals at $4.50)	$	281,957	264,579	264,579	264,579
					Gas for 2 ADD positions	$	27,900			

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6232-06	Mobile Radio Repair	9,700	9,700	9,700	Fund repairs for all mobile and portable radios in the Sheriff's Department (Approx 100 radios)			5,000	5,000	5,000
6501-06	Training Supplies	18,622	18,622	24,816	Required firearm training.			24,816	24,816	24,816
					40 Cal Duty Law Enforcement, ESU (Reg&night)	$	10,626			
					Shotgun	$	646			
					Rifle 223 cal	$	732			
					Rifle .308 cal	$	512			
					9mm	$	400			
					Targets, range rental, lumber	$	2,700			
					Policy manual revision in CD format	$	2,000			
					Taser cartridges and download equipment	$	7,200			
6509-06	Books, Periodicals, & Subscriptions	2,500	2,500	2,500	Law enforcement statute literature required by law. Maintain ongoing yearly needs. New Title 29 and 17A updates .			2,500	2,500	2,500
6512-06	Training, Education, & Seminars	140,519	198,800	257,516	Provide all in-house certifications and State, Academy, or Federally required training. 2 officers x 18 weeks x 37.00=	$	53,280	182,232	200,232	200,232
					Mandatory 20 hrs: 4 hrs firearms training, 2 hrs law update, 2 hrs ethics civil liability, 12 hrs mandatory with discretionary subject matter					
					39 officers X 20 hrs (MCJA) X $37	$	33,140			
					12 officers X 20 hrs (MCJA) X $18 reserves	$	4,320			
					Hazmat training 12 officers x 20 x $37	$	8,880			
					FEMA Compliance 50 staff x 4 hrs x $36	$	1,850			
					Academy on line training ($50 x 58)	$	2,900			
					CALEA training (345x$37) accreditation required	$	12,765			
					13 officers X 3 hrs (MCJA) X $37 CID/Civil	$	1,443			
					Canine Handler training-3 Dep x 240 hrs x $37	$	43,068			

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					Accident reconstruction training (1 wk x40x $37)	$	2,960			
					ESU Training (6x67x$37)	$	27,084			
					ESU Practical Scenarios (2) (15x8x$37)	$	8,880			
					Supervisor Training	$	10,000			
					Dive team training (3x$36x96 hrs/month)	$	10,656			
					Mandatory Education for 2 new deputies					
					(45 hrs X $37=$200) plus one at one half academy	$	18,530			
					cost "re-purchase deputy"					
					Canine Training for additional K((1 dep X 480x37)	$	17,760			
					Per Mgr- new canine not recommended					
					Add training for new deputy-academy	$	18,000			
6905-06	Medical Supplies	2,500	2,500	2,500	Mandatory inoculation for: Hepatitis B, TB,PPE equip			2,500	2,500	2,500
6908-06	Clothing- Uniforms	22,000	22,349	24,000	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID	$	22,000	23,000	24,000	24,000
6909-06	Clothing Cleaning	2,400			Uniforms for 2 new deputies	$	2,000			
					BAC added one deputy					
6910-06	Criminal Investigation	13,000	13,000	23,300	For drug analysis, lab supplies and chemicals used in the booking process	$	11,000	23,300	23,300	23,300
					"Buy Money" for Drug Investigations	$	2,000			
					Metro Forensic Unit ($8800 plus $1500 O&M)	$	10,300			
6911-06	Canine Supplies & Equipment	8,000	13,000	21,000	General supplies for canine requirements.			18,000	18,000	18,000
					Food, equipment, and medical expenses for dog (drug search, article search, tracking).					
					Kennel fees to house K(during handler vacation					
					Boarding of K9 Dogs	$	9,500			
					For additional K9 (: Kennel insert, temp control equip	$	3,000			
					for ADD Drug dog- Not recom by MGR					

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
		-	-	-				-	-	-
	TOTAL O&M	405,241	508,900	682,689			TOTAL	553,427	572,427	572,427
	CAPITAL OUTLAY									
7345-06	Vehicles	202,200	202,000	325,700	Cost of reinstalling all equipment on new vehicle; on old vehicle remove decals, repaint, repair rust, and refurbish. New light bars	$	23,500	258,600	183,500	145,500
					Vehicles 6 rotation x $26,500 plus fit up	$	159,000			
					Vehicles 1 SUV x $31,000	$	62,000			
					ADD 2 new cruisers fully equipped new deputies	$	81,200			
					at completed cost of $40,600 each					
					BAC added for one new cruiser for deputy	$	40,600			
					Per Mgr=remove 1 vehicle & fit up	$	(26,500)			
					Per mgr- Remove 1 SUV	$	(31,300)			
					Lease new vehcles through municipal leases	$	(125,000)			
					ADD COMM recom reduce leasing costs mre	$	(38,000)			
7350-06	Office Equipment	11,400	11,400	11,400	Replace broken and worn out equipment	$	6,500	11,400	11,400	11,400
					Internet access for 4 substations at $50 month	$	2,400			
					Office equipment at substations	$	2,500			
7360-06	Employee Safety Equipment	23,689	23,300	38,100	Equipment for employees that enhance Department and public safety.			34,850	34,850	34,850
					Tactical entry vest-2	$	3,200			
					4 protective safety vests at $550 each	$	2,200			
					Dive Team Equipment (tanks, resp, wet suit replaced)	$	2,500			
					Replacement equipment (2 radar units)	$	4,400			
					Replace ESU Equipment (smoke canister, short/long range ammo, non lethal rounds, distraction reloads)		4,000			
					Radar recalibration's)		3,000			
					Digital in car cameras		5,200			
					Video Camera Repair	$	1,000			

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
					1 Glock	$	600			
					1 AR 15	$	900			
					1 Shot Gun	$	425			
					25 Digital cameras and equipment	$	3,300			
					Mobile radio and portable unit (P25 radio)	$	3,250			
					ESU Cold weather Jackets at 15 X $275	$	4,125			
		-	-	-				-	-	-
	TOTAL CAPITAL OUTLAY	237,289	236,700	375,200			TOTAL	304,850	229,750	191,750
	TOTAL LAW ENFORCEMENT	3,174,966	3,294,281	4,026,713			TOTAL	3,658,408	3,658,408	3,620,408
				851,747				483,442	483,442	445,442
				26.8%				15.2%	15.2%	14.0%
								38,000		

ENTERPRISE ACTIVITIES TOTAL	1,428,122
OVERALL DEPARTMENTAL EXPENSES	5,048,530

Enterprise Activities-Law Enforcement

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

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

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

Acct #	Sheriff's Office Services	PERIOD	EMPLOYEES	2009/10 REVENUES	2009/10 EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	341,626	341,626
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	181,673	181,673
21204	Town of Harrison	7/1 to 6/30	1	85,297	85,297
21212	Town of Standish	7/1 to 6/30	5.5	398,945	398,945
21207	SAD #6	9/1 to 6/30	1	56,225	56,225
21213	Chebeague Island	7/1 to 6/30	1	33,084	33,084
21258	Gray New Gloucester High School	9/1 to 6/30	1	58,508	58,508
21225	Salaries)	1/1 to 12/31	2	124,704	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998	74,998
	TOTAL FULL-TIME CONTRACTS		**17.5**	**1,355,060**	**1,355,060**
	SUMMER CONTRACTS		Part Time		
21209	Town of Harrison	Summer	1	16,875	16,875
21215	Long Island	Summer	1	20,821	20,821
21205	Naples Causeway	Summer	1	19,070	19,070
21208	Town of Harpswell	Summer	1	16,296	16,296
	TOTAL SUMMER CONTRACTS		**4**	**73,062**	**73,062**
	TOTAL FROM NON-BUDGET ACTIVITIES			**1,428,122**	**1,428,122**

Sheriff's Office-Civil Division

Mark Dion, Sheriff

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

Source	2006 Actual	2006 Actual	2008 Budget Revenue	2009 Budget	Description of revenue source.
CIV	267,999	296,705	250,000	300,000	Fees collected for serving legal papers.
ENTERPRISE				240,000	
				$ 540,000	

EXPENSES 2009

Labor	O&M	Capital	TOTAL
213,535	59,873	900	274,308
ENTERPRISE			240,000
TOTAL DEPT.			*514,308*

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

Statistics

The Civil Division of the Sheriff's Office served approximately 8,200 services in 2008
(See above list for types of services)
Areas served from this office:

Portland
South portland
Cape Elizabeth
Scarborough
Westbrook
Windham

Other areas served by "outside enterprise deputies"

Personnel

	Full Time	*Part Time*	*ENTERPRISE*
Administrative Civil Deputy	1		
Civil Deputy	3		6
	4	0	6

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF					ACTIVITY CENTER: CIVIL PROCESS				
ACCT #	ACCOUNT DESCRIPTION	2006 Actual	2007 Actual	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	163,614	169,891	175,397	175,397	171,521	170,366	170,366	170,366
5401-08	Overtime	610	550		2,500	-	-	-	-
5500-08	Employee Benefits & Taxes	49,841	50,712	55,301	55,301	43,784	43,169	43,169	43,169
	TOTAL PERSONNEL SERVICES	214,064	221,153	230,698	233,198	215,305	213,535	213,535	213,535
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	25,801	30,752	33,000	30,618	38,000	38,000	38,000	38,000
6500-08	Office Supplies	1,468	1,511	2,500	2,000	2,500	2,500	2,500	2,500
6506-08	Postal Expenses	8,999	9,500	11,000	12,000	15,000	15,000	15,000	15,000
6509-08	Books, Periodicals, & Subscriptions	807	689	900	900	900	900	900	900
6513-08	Leases & Service Agreements	404	341	373	373	373	373	373	373
6800-08	Telephone & Communication	1,162	1,274	1,800	1,855	1,900	1,900	1,900	1,900
6908-08	Clothing- Uniforms	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
	TOTAL O&M	39,841	45,267	50,773	48,946	59,873	59,873	59,873	59,873
	CAPITAL OUTLAY								
7350-08	Office Equipment	239	225	900	900	900	900	900	900
	TOTAL CAPITAL OUTLAY	239	225	900	900	900	900	900	900
	TOTAL ACTIVITY CENTER	254,144	266,645	282,371	283,044	276,078	274,308	274,308	274,308
						(6,293)	(8,063)	(8,063)	(8,063)
						-2.2%	-2.9%	-2.9%	-2.9%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF					ACTIVITY CENTER: CIVIL PROCESS				
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries (FT)	175,397	175,397	171,521	Wages for full-time Civil Deputies.	$ 171,521	170,366	170,366	170,366
					Mgr Reduce COLA and Merit	$ (1,155)			
5401-08	Overtime		2,500						
5500-08	Employee Benefits & Taxes	55,301	55,301	43,784	Benefits and taxes for Civil Deputies.		43,169	43,169	43,169
	TOTAL PERSONNEL SERVICES	230,698	233,198	215,305		TOTAL	213,535	213,535	213,535
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	33,000	30,618	38,000	Mileage reimbursements for process serving.		38,000	38,000	38,000
6500-08	Office Supplies	2,500	2,000	2,500	Departmental office supplies including extra copy charges, special form printing, and business card printing for process serving.		2,500	2,500	2,500
6506-08	Postal Expenses	11,000	12,000	15,000	Postage fees for process serving.		15,000	15,000	15,000
6509-08	Books, Periodicals, & Subscriptions	900	900	900	Statute updates.		900	900	900
6513-08	Leases & Service Agreements	373	373	373	Pager rentals. (3)		373	373	373
6800-08	Telephone & Communication	1,800	1,855	1,900	Departmental phone expenses.		1,900	1,900	1,900
6908-08	Clothing- Uniforms	1,200	1,200	1,200	Uniform and clothing expenses.- 3@$400		1,200	1,200	1,200
	TOTAL O&M	50,773	48,946	59,873		TOTAL	59,873	59,873	59,873
	CAPITAL OUTLAY								
7350-08	Office Equipment	900	900	900	Office equipment for Civil division.		900	900	900
	TOTAL CAPITAL OUTLAY	900	900	900		TOTAL	900	900	900
	TOTAL CIVIL PROCESS	282,371	283,044	276,078		TOTAL	274,308	274,308	274,308
				(6,293)			(8,063)	(8,063)	(8,063)
				-2.2%			-2.9%	-2.9%	-2.9%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET

ENTERPRISE ACTIVITIES TOTAL	240,000
OVERALL DEPARTMENTAL EXPENSES	514,308

CIVIL PROCESS

Enterprise Activities-Civil Division

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

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

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

	Outside Civil Deputies	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Service Department. Their compensation is paid by attorneys and other users of the civil service activities.	1/1 to 12/31	**6**	**240,000**	**240,000**

Treasurer's Office

Diane Gurney

Our mission is to update all office practices and procedures relating to efficiency. New investing techniques will continue to be monitored. Oversight and prudent review of County debt issuance.

REVENUES

Source	2006 Actual	2007 Actual	2008. Budget Revenue	2008. Budget Revenue	Description of revenue source.
TREAS	196,006	225,673	100,000	100,000	Treasurer Income (Interest, etc.)

EXPENSES 2009

Labor	O&M	Capital	TOTAL
28,931	6,773	-	35,704

Statistics

Monitor debt issuance in the County

Assist in Tax Anticipation Note issuance and cash solicitation

Monitor interest rates with local institutions

Personnel

	Full Time	*Part Time*
Treasurer	1	
Clerk		1
	1	1

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER									
ACCT #	ACCOUNT DESCRIPTION	2006 ACTUAL	2007 ACTUAL	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	18,803	19,365	5,000	19,176	20,544	20,345	20,345	20,345
5205	Wages & Salaries (PT)	4,997	1,521	800	-	800	800	800	800
5401	Overtime		-	-	-	-	-	-	-
5500	Employee Benefits & Taxes	7,770	7,701	7,685	7,685	7,924	7,786	7,786	7,786
	TOTAL PERSONNEL SERVICES	31,571	28,588	13,485	26,861	29,268	28,931	28,931	28,931
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,677	880	-	1,400	1,500	1,500	1,500	1,500
6401	Insurance- Liability	72	73	-	70	70	63	63	63
6500	Office Supplies	171	21	-	200	200	200	200	200
6505	Printing & Engraving	435	-	-	400	400	400	400	400
6506	Postal Expenses	2,176	2,256	-	2,500	2,500	2,500	2,500	2,500
6508	Dues	95	95	-	95	95	95	95	95
6509	Books, Periodicals, & Subscriptions	35	-	-	15	15	15	15	15
6512	Training, Education, & Seminars	1,607	1,437	-	1,500	1,500	1,500	1,500	1,500
6800	Telephone & Communication	1,139	1,006	-	500	500	500	500	500
6950	Bank Charges	-	-	-	-	-	-	-	-
	TOTAL O&M	8,408	5,768	-	6,680	6,780	6,773	6,773	6,773
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	-	-	-	-	-	-
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
				-		-		-	-
	DEPARTMENT TOTAL	39,978	34,356	13,485	33,541	36,048	35,704	35,704	35,704
						22,563	22,219	22,219	22,219
						167.3%	164.8%	164.8%	164.8%

11-104 DEPARTMENT: TREASURER

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	5,000	19,176	20,544	Wages for full-time departmental staff. Restore salary of Treasurer to 2008 level *Mgr Reduce COLA and Merit*	$ 20,544 $ (199)	20,345	20,345	20,345
5205	Wages & Salaries (PT)	800	500	800			800	800	800
5401	Overtime								
5500	Employee Benefits & Taxes	7,685	7,685	7,924	Taxes and benefits for departmental staff.		7,786	7,786	7,786
	TOTAL PERSONNEL SERVICES	13,485	27,361	29,268			28,931	28,931	28,931
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	-	1,400	1,500	MMA convention. GFOA convention. County convention. Travel to Treasurer's meetings. National GFOA Convention		1,500	1,500	1,500
6401	Insurance Liability	-	70	70	Liability Insurance		63	63	63
6500	Office Supplies	-	200	200	Departmental office supply costs & ink cartridge		200	200	200
6505	Printing & Engraving	-	400	400	Envelope printing.		400	400	400
6506	Postal Expenses	-	2,500	2,500	Postage costs increases		2,500	2,500	2,500
6508	Dues	-	95	95	Association of County Treasurer's. MMA		95	95	95

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
6509	Books, Periodicals, & Subscriptions	-	15	15	Subscription to Governing magazine.	15	15	15
6512	Training, Education, & Seminars	-	1,500	1,500	County convention. MMA convention. New England GFOA convention. Computer training. MMA workshops. National GFOA Convention	1,500	1,500	1,500
6800	Telephone & Communication	-	500	500	Wireless Cell phone expense	500	500	500
	TOTAL O&M	-	6,680	6,780		6,773	6,773	6,773
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-			Computer upgrade			
		-		-		-	-	-
	CAPITAL OUTLAY	-		-		-	-	-
	TOTAL TREASURER	13,485		36,048	TOTAL	35,704	35,704	35,704
				22,563		22,219	22,219	22,219
				167.3%		***164.8%***	***164.8%***	***164.8%***

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

NON-DEPARTMENTAL & DEBT SERVICE

ACCT #	ACCT #	DESCRIPTION	2006 ACTUAL	2007 ACTUAL	2008 ADOPTED BUDGET	2008 YEAR END ESTIMATE	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	1,700,000	1,770,000	1,835,000	1,835,000	1,915,000	1,915,000	1,915,000	1,915,000
11-120	9111	7.1% Twenty Year Courthouse Expansion Bond	200,000	200,000	200,000	200,000	75,000	75,000	75,000	75,000
11-120	9107	7.27% Twenty Year Serial Garage Construction Bonds	130,000	130,000	-	-				
Referendum		2008 Debt Principal for Interoperability Referendum			85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center 2-3 Year Bond of $525,000	150,000	150,000	150,000	150,000	150,000	170,301	170,301	170,301
		TOTAL BOND DEBT SERVICE	2,180,000	2,250,000	2,270,000	2,270,000	2,225,000	2,245,301	2,245,301	2,245,301
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	451,762	390,688	318,750	318,750	245,944	245,944	245,944	245,944
11-120	9211	7.1% Twenty Year Courthouse Expansion Bond	50,513	35,575	20,575	20,575	5,475	5,475	5,475	5,475
11-120	9207	7.27% Twenty Year Serial Garage Construction Bonds	19,500	17,788	-	-				
Referendum		2008 Debt Interest for Interoperability Referendum			76,000	76,000	76,000	76,000	76,000	76,000
11-120	9202	2003-Civic Center 2-3 Year Bond of $525,000	11,975	11,975	11,975	11,975	11,975	36,315	36,315	36,315
		TOTAL BOND DEBT INTEREST	533,750	456,026	427,300	427,300	339,394	363,734	363,734	363,734
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge	-	3,183	3,000	3,000	3,000	3,000	3,000	3,000
11-120	9210	TAN Legal Fees	1,166	1,127	1,700	1,700	2,500	2,500	2,500	2,500
11-120	9220	TAN Interest	110,453	169,400	185,000	185,000	185,000	185,000	185,000	185,000
		TOTAL DEBT EXPENSE - LOANS	111,619	173,710	189,700	189,700	190,500	190,500	190,500	190,500
		NON-DEPARTMENTAL								
11-140	3520	Pension Life	1,719	2,257	1,500	1,500	1,500	1,500	1,500	1,500
11-140	5550	Unemployment Insurance	23,100	42,018	25,000	25,000	25,000	25,000	25,000	25,000
11-141	5501	Salary / Benefits / Termination Pay	12,000	-	3,300	3,300	3,300	3,300	3,300	3,300
11-141	9500	Civic Center Operational Subsidy	-	-	-	-	-	-	-	-
11-141			-	-	-	-				
11-141	9502	Federal Grants Contract	81,697	55,000	70,000	70,000	70,000	-	-	-
11-141	5502	Contingent Appropriation	-	75,825	40,000	40,000	40,000	40,000	40,000	40,000
11-141	9498	Referendum and Public Information	54,393	49,793	50,000	50,000	50,000	50,000	50,000	50,000
11-141	9499	Economic Development	24,976	-						
		TOTAL NON-DEPARTMENTAL	197,885	224,893	189,800	189,800	189,800	119,800	119,800	119,800
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	3,023,253	3,104,629	3,076,800	3,076,800	2,944,694	2,919,335	2,919,335	2,919,335

COUNTY OF CUMBERLAND
FISCAL YEAR 2009

These organizations receive funding from varied sources and provide services to residents throughout Cumberland County. Each year requests for funding are reviewed and evaluated based on services provided to the County.

No estimate column is listed since all grants are expended in quarterly invoices.

11-130 Grants

ACCT #	DESCRIPTION	2006 ADOPTED BUDGET	2007 ADOPTED BUDGET	2008 ADOPTED BUDGET	2009 BUDGET REQUEST	MGR RECOMM	2009 BAC BUDGET	2009 ADOPTED BUDGET
		-	-	-				
8002	Cumberland County Extension Association	123,730	104,838	105,000	118,045	105,000	105,000	105,000
8003	Cumberland County Soil & Water	16,000	13,557	14,000	16,000	14,000	14,000	14,000
8005	Portland Public Library	17,000	14,404	11,808	30,000	11,808	11,808	11,808
8007	So. Maine Emergency Medical Services	6,257	5,302	4,346	4,476	4,346	4,346	4,346
8008	Threshold to Maine	750	635	750	750	750	750	750
	Total	163,737	138,736	135,904	139,981	135,904	135,904	135,904

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.

Southern Maine Emergency Medical Services: Supports the training and licensing requirements necessary for emergency service personnel at the basic emergency medical technician and advanced life support levels, and develops community outreach programs such as training first responders in industrial settings.

Threshold to Maine: Provides information, education and support to community residents advocating for natural resource protection through community restoration. Programs are initiated, sponsored, and directed to improve communities.

The Human Services Advisory Committee (HSAC) is a 9-member board appointed by the County Commissioners. In FY 2008 the county will distribute to agencies that meet the "new four criteria" model established by the HSAC Committee.
The (HSAC) assists the County Commissioners by reviewing the agency applications, hearing agency presentations, recommending funding levels for agencies, and advocating for funding allocations before the county Budget Advisory Committee in the budget process.

	BY VENDOR NAME:	2007 Adopted Budget	2008 Budget Commissioners	2009 Agency Request	HSAC RECOMM	County Mgr. Recom 2009	2009 Budget Committee	2009 Budget Commissioners
389	Peaks Island Food Pantry	1,000	371			371	371	371
428	Planned Parenthood of N.N.E.	4,614	1,853			1,853	1,853	1,853
3105	Portland West Service Works	7,678	3,707			3,707	3,707	3,707
89	Sexual Assault Response Services of So. ME	2,921	4,634			4,634	4,634	4,634
1167	Community Counseling Center	2,307	17,724			17,724	17,724	17,724
179	Center for Community Dental Health	5,537	2,780			2,780	2,780	2,780
4914	Mid Coast Hunger Prevention Program	2,307	2,456			2,456	2,456	2,456
96	Tedford Shelter	6,460	5,987			5,987	5,987	5,987
210	Family Crisis Services	16,611	15,394			15,394	15,394	15,394
4165	CCM Mental Health Support & Recovery Serv.	7,383	11,584			11,584	11,584	11,584
	BY VENDOR NAME:	2007 Adopted Budget	2008 Budget Commissioners	2009 Agency Request	HSAC RECOMM	County Mgr. Recom 2009	2009 Budget Committee	2009 Budget Commissioners
87	**Preble Street Resource Center**							
	Preble St. Resource Center-Breakfast Program	8,306	7,784			7,784	7,784	7,784
	Preble St. Resource Center-Lighthouse Shelter	7,383	6,858			6,858	6,858	6,858
	Preble Street Women's Shelter		3,336			3,336	3,336	3,336
482	**Wayside Evening Soup Kitchen**							
	Wayside Soup Kitchen	10,465	12,974			12,974	12,974	12,974
	Wayside Food Rescue Program	6,091	5,645			5,645	5,645	5,645
398	**Peoples Regional Opportunity Program (PROP)**							
	Social Services		10,611			10,611	10,611	10,611
	Senior Volunteer Program		5,086			5,086	5,086	5,086
	Child & Family Services		22,241			22,241	22,241	22,241
	Women's Project		7,414			7,414	7,414	7,414

	Salvation Army-426							
426	Food Pantry	5,538	1,297			1,297	1,297	1,297
429	**S. Maine Area Agency on Aging Programs:429**							
	Information and Advocancy (Senior Solutions)	9,565	3,707			3,707	3,707	3,707
	Meals on Wheels		6,024			6,024	6,024	6,024
187	**Coastal Economic Development**							
	Family CAN-Midcoast Maine		463			463	463	463
	Family Development		1,853			1,853	1,853	1,853
13888	**My Sister's Keeper**		5,000			5,000	5,000	5,000
196	**Youth Alternatives**							
	Parenting Education Program		7,140			7,140	7,140	7,140
	Youth Parent Program		5,097			5,097	5,097	5,097
	774-HELP		8,656			8,656	8,656	8,656
	The Bridge		6,985			6,985	6,985	6,985
	Total Human Services	**287,556**	**194,659**	**200,499**	**N/A**	**194,659**	**194,659**	**194,659**
		Total all		at 3%				
		Commissioner's 2007 Adopted Budget	2008 Budget Commissioners	2009 Agency Request	HSAC RECOMM	County Mgr Recom 2009	2009 Budget Committee	2009 Budget Commissioners

ENTERPRISE FUNDS

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

The County has contracts with towns and organizations interested in securing enhanced service. Contracts provide equipment and salaries for officers and personnel located within the town.
Per the Governmental Accounting Standards, " enterprise funds are to account for operations that are financed and operated in a manner similar to private business enterprises-where the intent of the governing body is that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user

Acct #	Sheriff's Office Services The 2009 Budgets are not yet calculated	PERIOD	EMPLOYEES	2009/10 REVENUES	2009/10 EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	341,626	341,626
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	181,673	181,673
21204	Town of Harrison	7/1 to 6/30	1	85,297	85,297
21212	Town of Standish	7/1 to 6/30	5.5	398,945	398,945
21207	SAD #6	9/1 to 6/30	1	56,225	56,225
21213	Chebeague Island	7/1 to 6/30	1	33,084	33,084
21258	Gray New Gloucester High School	9/1 to 6/30	1	58,508	58,508
21225	Maine Drug Enforcement (Reimburse Salaries)	1/1 to 12/31	2	124,704	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998	74,998
	TOTAL FULL-TIME CONTRACTS		17.5	1,355,060	1,355,060
	SUMMER CONTRACTS		Part Time		
21209	Town of Harrison	Summer	1	16,875	16,875
21215	Long Island	Summer	1	20,821	20,821
21205	Naples Causeway	Summer	1	19,070	19,070
21208	Town of Harpswell	Summer	1	16,296	16,296
	TOTAL SUMMER CONTRACTS		4	73,062	73,062

	Emergency Communications Services	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
21256	Town of Gorham	8/05-8/07		229,852	229,852
	Town of Baldwin			7,056	7,056
	Frye Island			4,256	4,256
	Town of Harpswell			28,657	28,657
	Town of Gray		2008	39,723	39,723
	Chebeague Island			1,596	1,596
	Town of Long Island			1,105	1,105
	Town of New Gloucester			27,213	27,213
	Town of Cumberland			116,784	116,784
	Town of Casco			20,617	20,617
	Town of Naples			19,566	19,566
	Town of Harrison			13,352	13,352
	Town of Raymond			25,198	25,198
			8	534,975	534,975

	State Court Custodial Program	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
21220	Custodian Floor 2	1/1 to 12/31	2	67,600	67,600
21220	Supr/Cust	1/1 to 12/32	1	38,000	38,000
			Supply	83,724	83,724
			Total	189,324	189,324

	Outside Civil Deputies	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Service Department. Their compensation is paid by attorneys and other users of the civil service activities.	1/1 to 12/31	6	240,000	240,000

Total Employees from Enterprise Accounts	Full Time	34.5	2,087,298	2,087,298
	Part Time	4		

GRANTS AND OTHER FUNDING

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

The County has access to funds from State and Federal grants which allows for the hiring of personnel to perform activities under the grant. In addition, the County has access to some funds from the State of Maine for Diversion activities, and funds derived directly from inmate activities.

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
51240	LEPC Emergency Planning Assistant	1/1 to 12/31	1	25,000	25,000
51284	Domestic Violence Grant- renewed	1/1-12/31	0.5	382,474	382,474
	TOTAL GRANT FUNDED PROGRAMS		1.5	407,474	407,474
	Community Development Block Grant	PERIOD	EMPLOYEES	2009 REVENUES	2009 EXPENSES
	HUD CDBG Program Grant for 200-2009	1/1 to 12/31	1	1,458,560	1,458,560
	Total Employees from Grant & Other Accounts	FTE	2.5	1,866,034	1,866,034

Grant Funded Employees: Provides for the hiring of employees funded through grants from Homeland Security etc. This employee assists with the administrative requirements from the State in the execution of Homeland Security activities.

COUNTY OF CUMBERLAND				CAPITAL IMPROVEMENT PLAN					
Project Code	Project Title	2009 Dept Request		2009 MGR Recomm	2010	2011	2012	2013	Total
	REQUESTS FOR COUNTY PROJECTS								
FAC-09-002	Parking Garage Repair	125,000		125,000	75,000	75,000	75,000	75,000	425,000
FAC-09-003	Security Upgrade	21,000			21,000				21,000
FAC-09-004	ADA and HVAC Renovations EMA	65,000			65,000				65,000
FAC-09-005	HVAC Building Computer closet LEC	11,000			11,000				11,000
									-
FAC-09-008	Library Window Housing CCCH	31,000			31,000				31,000
									-
FAC-09-010	Deeds & Admin Air Exchange Upgrade	170,000			170,000				170,000
FAC-09-011	Parking Lot Pavement EMA & CCRCC	37,500			37,500				37,500
FAC-09-012	Multi Purpose Utility Tractor EMA & CCRCC	8,250			8,250				8,250
									-
EMA-09-001	HazMat Homeland Security Request	134,668		50,000	30,000				80,000
	**EMA budget has $50,000 as well*								-
									-
SHER-09-002	Replacement Video Cameras in Cruisers	20,000			20,000	20,000	20,000	20,000	80,000
								-	-
EXEC-09-002	Strategic Planning for Assessing	50,000			50,000	50,000	25,000	-	125,000
								-	-
IT-09-001	Upgrade LEC toughbooks in cruisers	25,000			25,000	25,000	25,000	25,000	100,000
	(Ongoing Replacement)								-
									-
SHER-9-003	New radios for Interoperability	150,000		150,000					150,000
IT-8-002	Replace Act Software in Facilities				50,000				50,000
									-
									-
		Requests							-
FY 2009	***Total CIP Allocation***	848,418		325,000	593,750	170,000	145,000	120,000	**1,353,750**
	Summary Totals	**2009**		**2009**	**2010**	**2011**	**2012**	**2013**	**Total**
									1,353,750

Parking Garage Repair

Department	*FACILITIES*
Date prepared	*7/8/2008*
Project Code	*FACL-09-002*
Project	*Repair*
Function	*Operational*
Priority	*Necessary*
Urgency	*Operational*

2009 Cost	$125,000			
Future Needs	2010	2011	2012	2013
	$75,000	$100,000	$100,000	$100,000

Project Justification

To continue with the recommendations of the Garage Study which was completed in 2003 by Criterium and Mooney Engineers. This study was recently updated with an analysis by Allied Engineering which indicated that the county should increase our ongoing repairs with an estimated investment of $616,000 over the next six (6) years.

Amount Requested: $125,000

Security Upgrade —LEC

Department	*FACILITIES*
Date prepared	*7/8/2008*
Project Code	*FACL-09-003*
Project	*Security Upgrade*
Function	*Continue*
Priority	*Necessary*
Urgency	*Work Safety*

2009 Cost	$ 21,000.00			
Future Needs	2010	2011	2012	2013

Project Justification

This is to provide documentation on the entrance of personnel into the evidence and weapons storage area at the LEC. This would be accomplished by adding to our identicard system.

Amount Requested: $21,000

ADA and HVAC Renovations — EMA

Department	*FACILITIES*
Date prepared	*7/8/2008*
Project Code	*FACL-09-004*
Project	*ADA/HVAC Renovations*
Function	*Operations*
Priority	*Necessary*
Urgency	*Emergency*

2009 Cost	$ 65,000.00			
Future Needs	2010	2011	2012	2013

Project Justification

This is to complete the ADA/HVAC renovations to the EMA.

Amount Requested: $65,000

HVAC Building Computer Closet — LEC

Department	*FACILITIES*
Date prepared	*7/8/2008*
Project Code	*FACL-09-005*
Project	*HVAC*
Function	*Reliability*
Priority	*Necessary*
Urgency	*Operations of Computer Equipment*

2009 Cost	$ 11,000.00			
Future Needs	2010	2011	2012	2013

Project Justification

To provide adequate temperature and humidity control to properly maintain computer equipment

Amount Requested: $ 11,000

Library Window Housing — CCCH

Department	FACILITIES
Date prepared	7/8/2008
Project Code	FACL-09-008
Project	Windows
Function	Replacement
Priority	Necessary
Urgency	Emergency

2009 Cost	$ 31,000.00			
Future Needs	2010	2011	2012	2013

Project Justification

Due to the age of the windows, the windows have cracks and water is coming into the building. We should try to replace it with original design.

Amount Requested: $31,000

Deeds And Administration Air Exchange Upgrade

Department	FACILITIES
Date prepared	7/8/2008
Project Code	FACL-09-010
Project	HVAC
Function	Reliability
Priority	Necessary
Urgency	Operations

2009 Cost	$ 170,000.00			
Future Needs	2010	2011	2012	2013

Project Justification

In continuation of an existing CIP that has a balance of $53,000 for total funding of $170,000 in order to complete this request.

Amount Requested: $170,000

Parking Lot Pavement — EMA / CCRCC

Department	FACILITIES
Date prepared	7/8/2008
Project Code	FACL-09-011
Project	Paving
Function	Accessibility
Priority	Necessary
Urgency	Operations

2009 Cost	$ 37,500.00			
Future Needs	2010	2011	2012	2013

Project Justification

Main travel areas around the CCRCC and the EMA facilities are in need of resurfacing (CCRCC lot created in 2006 is still good).Areas in decay are the main entrance from High Street, the 2 side hill roadways, bunker parking section, and the two EMA entrance walk-ways

Amount Requested: $37,500

FRONT	HILLS+REAR	EMA WALKS
$13,000.00	$23,000.00	$1,500.00

Multi-Purpose Utility Tractor — EMA / CCRCC

Department	FACILITIES
Date prepared	7/8/2008
Project Code	FACL-09-012
Project	Plow/Snow Thrower,Mower,Utility
Function	Grounds Maintenance
Priority	Necessary
Urgency	Efficiency

2009 Cost	$ 8,250.00			
Future Needs	2010	2011	2012	2013

Project Justification

Mowing, and snow removal at the CCRCC+EMA facilities. Current 1974 model tractor is very difficult to maintain now. New tractor will be used to snow blow and plow lots/walks, scrape ice up walks/lots, and mow areas. There will be significant labor cost and time savings involved over regular snow blowing, scraping, and mowing with a walk-behind mower.

Amount Requested: $8250

HazMat Homeland Security Request

Department	*EMA*
Date prepared	*8/1/2008*
Project Code	*EMA-09-001*
Project	*Equipment Replacement*
Function	*Security*
Priority	*Necessary*
Urgency	*Replacements*

2009 Cost	$ 50,000.00			
Future Needs	2010	2011	2012	2013
	$30,000			

Project Justification

The five Hazmat Teams in Cumberland County received funds from the County for replacement of equipment after hazardous incidents, as well as purchase of new equipment and training events.Beginning in 2009 we are moving the funding for hazmat training from the CIP into the EMA's operating budget to ensure ongoing funding.

Amount Requested: $134,668

Replacement Video Cameras In Cruisers

Department	*SHERIFF*
Date prepared	*8/1/2008*
Project Code	*SHER-09-002*
Project	*Equipment Replacement*
Function	*Security*
Priority	*Necessary*
Urgency	*Replacements*

2009 Cost	$ 20,000.00			
Future Needs	2010	2011	2012	2013
	$20,000	$20,000	$20,000	$20,000

Project Justification

Video cameras have proven to be invaluable in the recording of vehicle stops. The cameras need to be replaced each 3-5 years depending on usage.

This CIP funds the ongoing replacement program for the cameras to ensure that the equipment is fully functional.

Strategic Planning for Assessing

Department	*Executive*
Date prepared	*8/1/2008*
Project Code	*EXEC-09-002*
Project	*Strategic Plan*
Function	*Feasibility*
Priority	
Urgency	

2009 Cost	$ 50,000.00			
Future Needs	2010	2011	2012	2013
	$50,000	$50,000	$50,000	$0

Project Justification

The county has facilitated discussions with local cities and towns concerning a regional approach to property assessing. While this is a critical component of tax calculation for each town it is also one of the most difficult and costly tasks that each town performs. This funding would provide an opportunity to continue to do research an analyze the feasibility of launching such a concept on a regional basis.

Upgrade LEC Toughbooks in Cruisers

Department	*SHERIFF*
Date prepared	*8/1/2008*
Project Code	*SHER-09-001*
Project	*Equipment Replacement*
Function	*Security*
Priority	*Necessary*
Urgency	*Replacements*

2009 Cost	$ 25,000.00			
Future Needs	2010	2011	2012	2013
	$25,000	$25,000	$25,000	$25,000

Project Justification

Several years ago, a grant was utilized to provide toughbook computers to each cruiser. This greatly enhances our deputies abilities to acquire relevant data and helps them to be more efficient in filing necessary reports and securing criminal information.

It is imperative that we have an ongoing rotation program for each computer as the average life span for a toughbook is 3-5 years depending on usage.

New radios for Interoperability

Department	SHERIFF
Date prepared	8/1/2008
Project Code	SHER-09-003
Project	Equipment Replacement
Function	Security
Priority	Necessary
Urgency	Replacements

2009 Cost	$ 150,000.00			
Future Needs	2010	2011	2012	2013

Project Justification

In November 2007, the voters approved through referendum a new communication system to replace our 30 year old radio system that supports the patrol deputies and our law enforcement activities. The voters approved a bond of $1.7 million to design and purchase the new system. As part of this improvement, new radios need to be purchased for the patrol deputies which we expect will be done through the bond. This CIP is in the event adequate funding is not available.

Replace Act Software In Facilities

Department	FACILITIES
Date prepared	7/8/2008
Project Code	FACL-09-009
Project	Replace Act Software
Function	Operations
Priority	Necessary
Urgency	

2009 Cost				
Future Needs	2010	2011	2012	2013
	$50,000			

Project Justification

The current facility monitoring software, which includes automatic work order processing and equipment and vehicle repair history, is no longer supported by the software manufacturer. If the current software should lock up or crash, the system will be down permanently.

Amount Requested: $25,000

INSERT TAB HERE

EXTERNAL TABS FOR 2009 BUDGET BOOK

OVERVIEW

INTRODUCTION

GENERAL FUND

PERSONNEL

DEPARTMENTS

NON DEPARTMENTS

ENTERPRISE & GRANT FUNDS

CAPITAL IMPROVEMENTS

BOARD OF CORRECTIONS & JAIL

County of Cumberland

Peter J. Crichton
County Manager

William E. Whitten
Assistant County Manager

February 8, 2009

Dear Citizens of Cumberland County,

This year I am beginning my eleventh year as county manager. During that time I believe there are two significant milestones that have occurred regarding the County's financial health. First, was the creation in 2001of a finance director position. Second, was the passage of historic legislation in 2008 when the legislature and governor approved the state paying for the increased costs of Maine's 15 county jails beginning in 2009 and continuing there after. Which at this time is very much predicated on the state following through with their commitment?

As the first county government in Maine to venture forward and hire a finance director, I am pleased to write there are now several other county governments that have taken this step. In a myriad of ways this position has helped ensure that Cumberland County Government is a financially sound organization For example, in spite of our Deeds' revenues dropping by over $1 million since 2003 and our constant struggle with ever rising jail costs we have met our responsibility for modest tax increases and still been able to provide our employees with reasonable wages and benefits.

In contrast to this, I am sorry to write there is growing concern about the promise made only a few months ago by the legislature and governor to work together with counties to create a new unified state-county jail corrections system. Like other county officials, I am extremely disappointed that the governor put no new funding in the state's 2010-2011 Biennial Budget for county jails, whereas he did recommend an infusion of $18 million for the Maine Department of Corrections. This is hardly a sign of good faith when the vast majority of counties, including Cumberland County, have entered into this arrangement with the knowledge that this partnership meant some loss of control, as well as sacrifice and compromise.

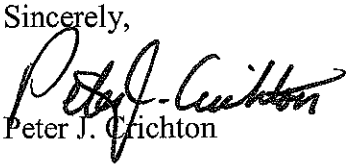
So, how has this legislation impacted our 2009 budget? As I have already mentioned in my introduction letter to the budget, this historic legislation had a significant impact in our development of the budget because of the huge investment that normally was necessary for the county jail. Remarkably, from 1999 through 2008 the County Jail represented 65% of the county's total expenditure increases during that time period. In some years it represented between 80-100% of the county tax increase!

To understand the impact on our 2009 budget, one only has to look at the net increase in budget expenditures. They were less than $400,000 as compared to 2008 when jail increases alone represented more than a $500,000 increase. If this legislation had not passed, there can be little doubt what would have occurred. Either the county tax increase of 2.6% would have doubled, or it would not have been possible to make an investment of more than $450,000 into law enforcement. Clearly, the legislation has contributed to a better financial condition for Cumberland County, as well as helped ensure that our municipalities had a lower assessment, and the opportunity to make a greater investment in non-jail activities like law enforcement and technology.

crichton@cumberlandcounty.org whitten@cumberlandcounty.org
142 Federal Street, Suite 102 • Portland, Maine 04101-4196 • Tel. (207) 871-8380 • Fax (207) 871-8292

That being stated – based on what is happening today – Cumberland County officials have serious concerns about the future welfare of our jail employees, and the continuity of our programs with a nationally accredited jail and highly regarded community corrections programs. Our concern is that the legislature and governor will not care about the importance of sustaining these programs and fulfilling their commitment and fiscal obligation. We are worried that as a result we will see a cannibalization and cataclysmic failure of the Cumberland County Jail, whom people generally consider to be an excellent jail, one of the best in New England today. It would be devastating for this to happen and sadly, it would be another instance when our state leaders failed to take responsibility for their own actions and a commitment they have made.

Sincerely,



Peter J. Crichton

BOARD OF CORRECTIONS

LD 2080 An Act to Better Coordinate and Reduce the Cost of the Delivery of State and County Correctional Services was signed into law on April 18, 2008.

The legislation which passed with strong bipartisan support, creates a nine member State Board of Corrections that will determine the best use for county facilities, approve budgets and develop uniform policy and procedures for consistent system wide pre-trial, revocation, and re-entry practices.

The State Department of Corrections will be responsible for managing bed space throughout the new system. The day to day operations remains the responsibility of the counties.

The board of corrections is composed of these nine members:

- One representative will be a Sheriff
- One representative will be a County Commissioner
- One representative will be a municipal official
- Two representatives will be from the Executive branch
- Four representatives will be public members

All representatives to the board will be approved by The Governor.

Their duties can be summarized as follows:

- Determine individual facility use
- Set yearly growth limitations for correctional expenditures
- Create uniform policy and procedures
- Establish a "Certificate of Need" produce for future capital needs
- Achieve cost "economies of scale" where appropriate

FISCAL NOTE TO COUNTY BUDGET:

As of July 1, 2008, the County assessment for all jail activities was "capped" at $11,575,602 dollars. Any future cost increases will be paid directly by the Board of Corretctions and are not reflected in the enclosed budget document. The attached budget reflects the jail expenses for next year, however the municipal/taxpayer assessment will be "frozen at the CAP level" of $11,575,602 dollars only.

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION

BOC Budget Presentation for a 12 Month Period

NEW BOC BUDGET PER STATUTE		
Jail Budget original 2008	15,159,981	
Add in Admin Sec to Jail	48,092	
Add in the 20% funds DOC	199,453	
Add in the Facility Support	1,099,370	
NEW BOC GROSS	16,506,896	
Less Revenue	(4,731,841)	
Less 20% revenue	(199,453)	
Total all revenues	(4,931,294)	
Statutory CAP	11,575,602	This is for a 12 month period
ASSESSMENT IS FROZEN TO TAXPAYERS AT THIS AMOUNT STATE PAYS OVERAGE		

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACTIVITY CENTER: CORRECTIONS NEW BOC BUDGET

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
	PERSONNEL SERVICES		
5120-07	Wages & Salaries (FT)	7,454,413	Wages for full-time departmental staff.
5205-07	Wages & Salaries (PT)	27,247	Wages for part-time departmental staff.
5210-05	Seasonal/ Temporary/ Intern	10,000	Temporary staff as needed.
5401-07	Overtime	620,000	Wages for required overtime work.
			Benefits
5500-07	Employee Benefits & Taxes	2,249,431	Taxes and benefits for departmental employees.
	TOTAL PERSONNEL SERVICES	10,361,091	
	OPERATIONS & MAINTENANCE		
6130-07	Transportation & Lodging	6,000	Departmental travel expenses related to personnel training. Some expenses are required by union contract.
6131-07	Gas, Oil, & Grease	30,000	To provide gas for vehicles assigned to the jail. (14,200 gals at $4.50)
6231-07	Base Radio Repair	4,000	Ongoing repair of aging hand-held to base units throughout the facility, and replace batteries
6301-07	Professional Services	238,353	To pay for the evaluation of all new hires. Psych. and Polygraph: Pysch at $300 per x 20 Additional polygraph support agreement. 12 tests x $200= Interpreting Services for inmates Fees for the Mental Health Diversion Grant Process 20% Expenses from CCA diversion funds
6303-07	Contract Special Services	3,185,317	County costs for inmate medical services Management contract from CMS Re-insurance with Hunt Group Consultant Administrative review fees (6 visits)
6400-07	Insurance - Building & Contents	90,066	Provides share of insurance.
6401-07	Insurance - Liability	144,064	Provides share of insurance.

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
6402-07	Insurance- Vehicle	17,104	Fleet insurance needs.
6500-07	Office Supplies	22,000	General administrative needs from pens to
6501-07	Training Supplies	7,000	Ammunition for required firearm qualification. Including taser cartrideges and batteries
6502-07	Cleaning Supplies	30,000	Custodial supplies.
6503-07	Computer Software & Supplies	-	Paper, toner, and supplies. Funds required to maintain system computers in the Jail area. Material is intended to support PC hardware/software. For training needs and administration.
6507-07	Advertising	40,000	Recruiting and other necessary advertisements. For Sheriff's Office per HR Recruiting Bonus for employees
6508-07	Dues	1,000	Funding to continue affiliation with local police and law enforcement agencies/ organizations. Association dues for Jail Management, etc.
6509-07	Books, Periodicals, & Subscriptions	750	Law enforcement statute literature such as New Title 29 and 17A updates
6511-07	Equipment Rental	15,888	Rental of equipment used in the facility. Pagers for key personnel. 320 x 12 Copier Rental 3 machines = 573 x 12. Risograph machine lease Copy charges 250 x 12
6512-07	Training, Education, & Seminars	257,473	Mandatory training 183 staff @ 40 (ACA/DOC)= 7,320 X $32 6 staff @ 20 hrs (ACA)= 120 x $32 48 staff @ 20 hrs (MCJA)= 960 x $32 6 staff FTO (MCJA) @ 40 hrs= 240 x $32 6 staff MOI (MCJA) @ 40 hrs= 240 x $32 2 staff 100 hrs sch (MCJA)= 200 x $32 CPR class cert 4hrs 4-6 staff/$32 plus recent 2 hrs x 100 staff at $32 Transport classes (2-6staff x 2hr & 8 hrs ojt

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
			4 CPR Instructors (recert annual fee) O/C Instructors ABC Level classes (240Instr hr x $32 x 3 Transport classes Instr 2hrs x $32 x 2 Vol Security Training 3 instr x$32x6 Educational reimbursement to employees
6800-07	Telephone & Communication	22,500	Telephone Services, connection charges and fax lines etc. In-State/Out-State calls Alarms in PRC and Jail. Cellular phones. (avg. $42/month) Phone maintenance. Telephone rebuilds & Exec programming
6900-07	Board of Prisoners	5,000	Cost of boarding inmates at other facilities around the State.
6901-07	Infectious Disease Control	10,000	Hepatitis shots & TB tests for our employees. Infectious disease control doctor visits Funds needed for blood spill clean up
6902-07	Alternative Sentencing	3,000	Expense to provide food, etc. of OUI participants, Van rentals to move beds, etc.
6903-07	Food & Groceries	591,920	2009 meals est 604,000 at1.05 per meal
6904-07	Institutional Supplies	60,000	Items relating to the support of inmate population. Supply of towels, blankets, sheets, laundry bags, mattresses, laundry soap.
6906-07	Paper Goods	25,000	Paper goods used in support of facility including paper towels, napkins, and toilet paper.
6907-07	Clothing - Prisoners	62,000	Uniform set-up for inmate population. Supply of orange outfits, shoes, underwear, socks, and sneakers.
6908-07	Clothing- Uniforms	56,400	Provided to staff under ongoing contract requirements. Bullet proof vests (4x 1/2 cost)

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
6912-07	Booking Supplies	18,000	Supplies to maintain video imaging package, hardware/software upgrades & expendibles plus photo ID for inmates
6914-07	Non Food Items - Kitchen	34,000	Items purchased in support of food preparation, and serving. (ie. foil, pans, knives, aprons, etc.)
	TOTAL O&M	4,976,835	
	CAPITAL OUTLAY		
7325-07	Furniture & Fixtures	21,700	Replace worn and broken chairs, desks etc Annual replacement of POD mattresses Replace insulated trays and lids ($400 ea)
7345-07	Vehicles	27,200	Cost of reinstalling all equipment on new/or replacement equipment on old vehicles for out of service remve decals and paint
7350-07	Office Equipment	3,800	General Office Equipment
7360-07	Safety Equipment	16,900	Replace damaged safety equipment OC spray replacement Taser Cartridges Shields
	TOTAL CAPITAL OUTLAY	69,600	
	TOTAL JAIL	15,407,526	

Jail original 2008 budget	15,159,981
Move Admin Sec to Jail	48,092
Add 20% funds to budget	199,453
Total frozen jail Budget	15,407,526

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION

FACILITY SUPPORT TO BOC

11-105	DEPARTMENT: FACILITIES BOC Activities ONLY		
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
	PERSONNEL SERVICES		
5120	Wages & Salaries (FT) Move to BOC Budget	239,140	Wages for full-time departmental staff. *Jail wages includes on call* *Jail custodial area*
5401	Overtime	15,200	Wages for required overtime work and call in work.
5500	Employee Benefits & Taxes	53,207	Taxes and benefits for departmental employees.
	TOTAL PERSONNEL SERVICES	307,547	
	OPERATIONS & MAINTENANCE		
6130	Transportation & Lodging	971	Departmental travel expenses including for training.
6131	Gas Oil & Grease	1,300	Jail and PRC travel Jai
6132	Vehicle Repair	3,800	Jail and PRC
6301	Professional Services	1,500	Jail and PRC
6303	Contract Special Services	4,532	Jail and PRC pest control Hazardous Mats for Jail and PRC
6304	Security Services		System monitring costs
6502	Cleaning Supplies	1,300	Jail and PRC
6504	Maintenance Supplies	16,550	Jail.- includes chemicals Pre-Release Center.
6510	Tools & Implements		
6511	Equipment Rental		

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
6514	Maintenance Contracts	27,550	Jail Jail elevator Telephone Sprinkler Fire Extinguisher
6600	Cleaning & Sanitary	3,130	Jail. PRC
6601	Snow Removal	2,100	Jail.
6602	Lots & Grounds Maintenance		
6603	Building & Structure Repair	11,000	Replacement locks and keys Jail and PRC roof Carpeting and repairs Exterior building repairs.
6604	Heating & Cooling (HVAC) Repair	15,400	Pre-Release Center. PRC
6605	Electrical Repair	23,900	MTI & control repairs. Lighting-lamps and ballast, light bulbs Electrical repairs.
6606	Painting Repair	1,700	Jail. Pre-Release Center.
6607	Plumbing Repair	4,300	Jail. Pre-Release Center.
6608	Elevator Repair		
6609	Equipment Repair	6,250	Repair for County equipment.- kitchen,laundry,etc
6801	Electricity Utility	260,640	Electricity for Jail and PRC PRC
6802	Gas Utility	252,000	Natural Gas costs for county properties Jail natural gas PRC natural gas
6803	Water Utility	17,500	Jail.

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
6804	Sewer Utility	116,000	Jail Complex
6805	Rubbish Removal	16,500	Jail. Pre-Release Center.
6806	Fuel Oil	2,300	Jail Generator
6908	Clothing- Uniforms	1,600	Jail complex sets. (4 sets)
17.0%	TOTAL O&M	791,823	
7305	Building & Bldg Improvements		
	CAPITAL OUTLAY	-	
	TOTAL CAPITAL OUTLAY		
	TOTAL FACILITIES	1,099,370	

GRANTS AND OTHER FUNDING- Corrections Division

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

The County has access to funds from inmate activities, called the "commissary account". The funds are derived from commissary commissions and from commissions from inmate telephone usage. The funds are dedicated for special purpose in that they can only be used to fund activities that would not be provided in the county budget. Funds cannot "supplant" operational activities.

The Department of Corrections sends funds to the county (approx $900k annual) of which 20% is legally dedicated the the "DOC 20% Account". These funds are closely monitored by the DOC and their use is very restrictive to those activities that help to "deflect inmates from the jail".

	COMMISSARY FUNDED PROGRAMS	PERIOD	EMPLOYEES	2008 REVENUES	2008 EXPENSES
41401	Part Time Librarian	1/1 to 12/31	1	13,104	13,104
41401	Chaplain in Corrections	1/1 to 12/31	0.5	31,826	31,826
41401	Community Release Planner	1/1 to 12/31	1	73,784	73,784
41401	Education Technicians	1/1 to 12/31	2	88,366	88,366
41401	One half Ed tech	1/1 to 12/31	0.5	21,212	21,212
41401	Ed Technician-Vocational	1/1 to 12/31	1	34,000	34,000
41401	ABE Teacher	1/1 to 12/31	0.5	20,000	20,000
	TOTAL COMMISSARY PROGRAMS		**6.5**	**282,292**	**282,292**

	DOC FUNDED PROGRAMS	PERIOD	EMPLOYEES	2008 REVENUES	2008 EXPENSES
31290	Maine Pre-trial	1/1 to 12/31	0	168,248	168,249
51294	Violence Against Women Pre trial	1/1 to 12/32	1	52,000	52,000
	TOTAL DOC PROGRAMS		**1**	**220,248**	**220,249**
	Total dedicated funding to the Corrections Operations of the Jail			***502,540***	***502,541***