



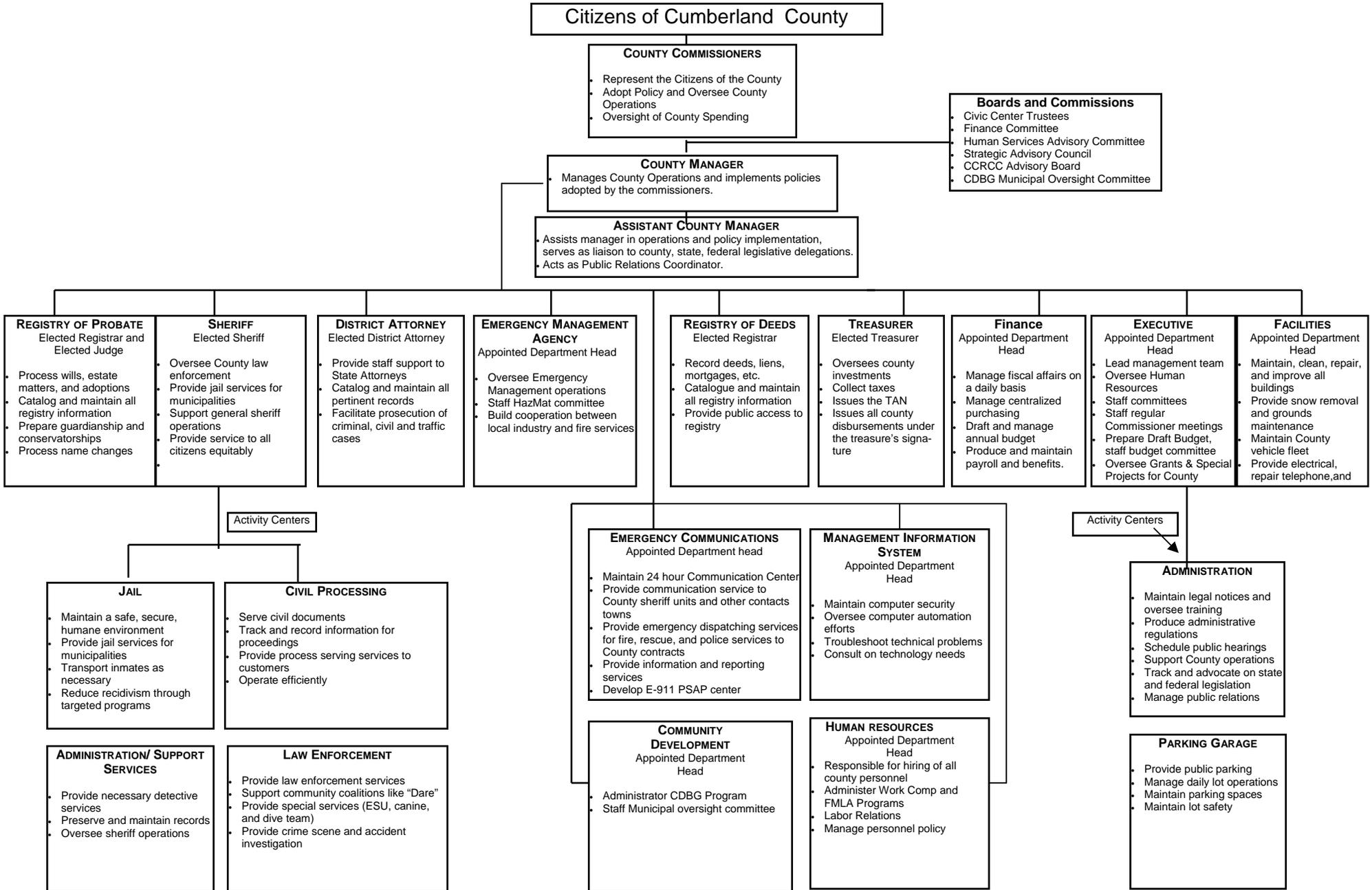
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County Of
CUMBERLAND

www.cumberlandcounty.org

**COUNTY OF
CUMBERLAND
ANNUAL BUDGET 2012**

FY2012 COUNTY OF CUMBERLAND ORGANIZATION CHART



County of Cumberland
Elected and Appointed Officials

2012

Elected Board of Commissioners

Phone

District 1	Neil Jamieson	871-8380
District 2	Susan Witonis	871-8380
District 3	Stephen Gorden	871-8380
District 4	Richard Feeney	871-8380
District 5	James Cloutier	871-8380

Elected Officials

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

Appointed Officials

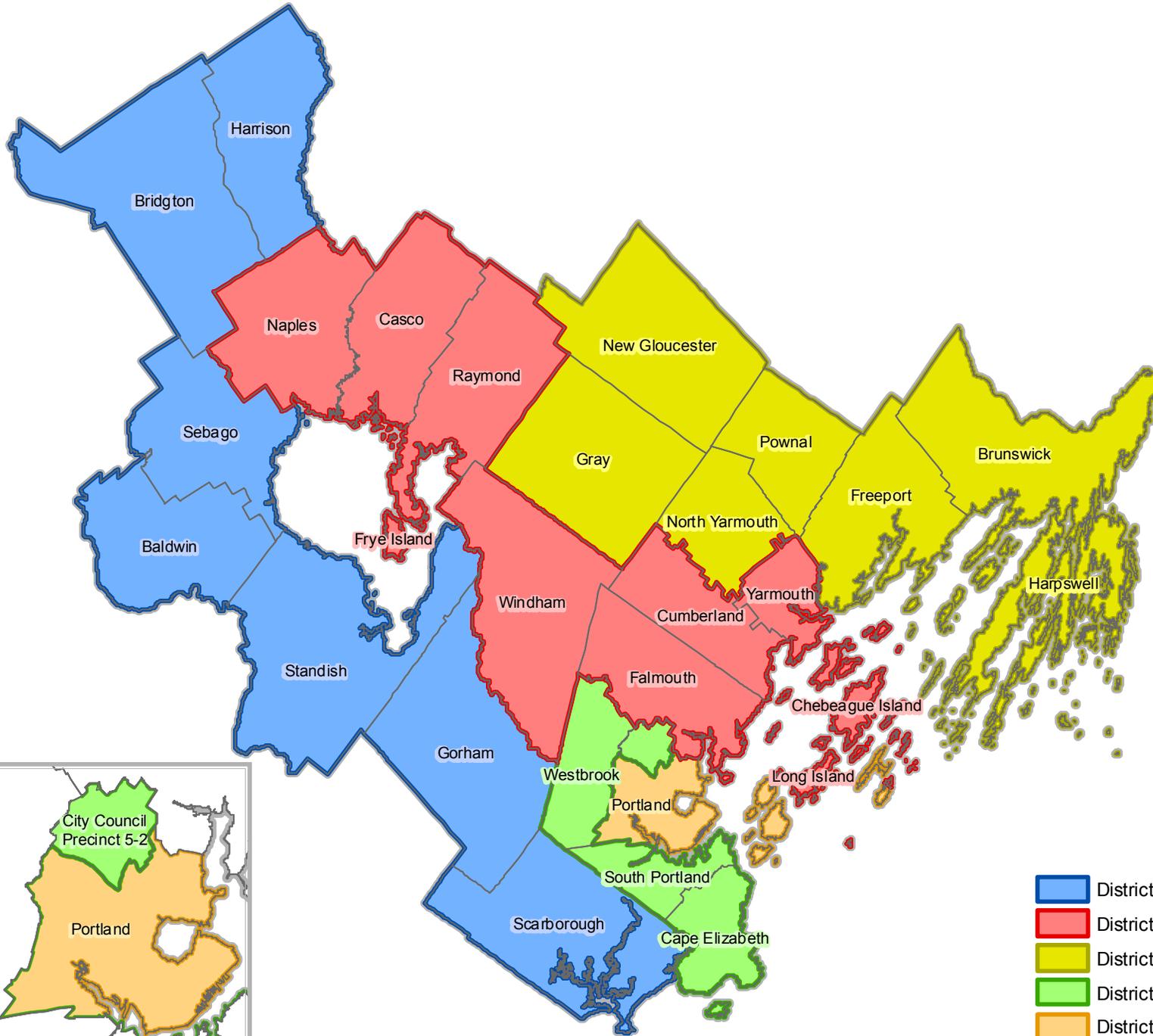
County Manager	Peter Crichton	871-8380
Assistant County Manager	William Whitten	871-8380
Chief Deputy Sheriff	Kevin Joyce	774-1444
Deputy District Attorney	Megan Elam	871-8384
Deputy Register of Deeds	Nancy Lane	871-8396
Deputy Register of Probate	Barbara Gauditz	871-8382
Director of Finance	Vic Labrecque	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	Aaron Shapiro	871-8380

FINANCE COMMITTEE - FY 2012

Name	Email Address/Phone	Term Expires	Elected
District 1			
Lisa Villa P.O. Box 427 Harrison, ME 04040	lisarvilla@hotmail.com	2012	2011
Vacant			
District 2			
Tony Payne 19 Greenway Drive Falmouth, ME 04105	tpayne@clarkinsurance.com 807-5331	2012	2011
Kevin Call 29 Crystal Lane Windham, ME 04062	kevincall@town.windham.me.us	2012	2011
District 3			
Elinor Multer 19 Winchelsea Way Orrs Island, ME 04066-2412	emofme@comcast.net 833-5476	2012	2011
Vacant			
District 4			
Paul Emery 665 Saco Street Unit 78 Westbrook, ME 04092	paulemery@masiello.com 222-1711 Office 831-9899 Cell	2012	2011
Tom Coward 17 Woodbury Street So. Portland, ME 04106	tcoward@southportland.org 329-8637	2012	2011
District 5			
Vacant		2012	2011
Vacant		2012	2011

CUMBERLAND COUNTY CHARTER COMMISSION

COUNTY COMMISSIONER'S DISTRICT REAPPORTIONMENT



District 1

Baldwin	1,418
Bridgton	5,516
Gorham	15,709
Harrison	2,448
Scarborough	19,239
Sebago	1,564
Standish	9,988
	<u>55,882</u>

District 2

Casco	3,816
Chebeague Island	336
Cumberland	7,627
Falmouth	10,823
Frye Island	1
Long Island	196
Naples	3,720
Raymond	4,666
Windham	16,901
Yarmouth	8,142
	<u>56,228</u>

District 3

Brunswick	21,992
Freeport	8,304
Gray	7,630
Harpswell	5,300
New Gloucester	5,569
North Yarmouth	3,596
Pownal	1,630
	<u>54,021</u>

District 4

Cape Elizabeth	8,806
Portland *	7,044 ***
South Portland	23,976
Westbrook	16,638
	<u>56,464</u>

District 5

Portland **	<u>55,964</u>
	<u>55,964</u>

BASED ON 2009 POPULATION EST

* Portland City Council Precinct 5-2 Only
 ** Except Portland City Council Precinct 5-2
 *** Based on 2000 Census tract data and estimated population growth for 2009

TIMELINE FLOWCHART FROM NEW CHARTER

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

AUGUST

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

SEPTEMBER

Should be accomplished in September

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

OCTOBER

No later than 55 business days before EOY
October 17, 2011 (11 weeks)

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

OCTOBER

Should meet by October 1, 2011

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

NOVEMBER

Need to return to Board by November 14, 2011 with 30 business days of EOY

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

NOVEMBER/DECEMBER

Need to adopt final budget within 10 business days EOY by December 16, 2011

County of Cumberland



Peter J. Crichton
County Manager

William E. Whitten
Assistant County Manager

January 25, 2012

Dear Citizens, Community Leaders, and Legislators,

On behalf of the Commissioners, I am pleased to present our 2012 budget. It is my honor and privilege to serve the citizens of Cumberland County as county manager. While each budget has its own set of challenges, I have also found that with each budget there is a unique opportunity to respond to the needs of our communities and the region. I believe you will find that we have acted responsibly as a county government in putting forward this budget.

With the adopted 2012 budget the county assessment is \$23,044,497 for a mill rate of .58 cents per thousand for total estimated expenditures of \$41,488,077, including federal grants and enterprise funds from our contracts with municipalities to provide law enforcement and emergency communication services. This represents an increase of \$468,148 over 2011 or an increase of \$2.34 per year to the average taxpayer in 2012 for total county taxes of less than \$120 per year for a home valued at \$200,000. Over the past five years there has been an average county tax increase of 2.6%. A difficult goal to achieve, but it is an important one in these tough economic times.

INTRODUCTION

As background for the reader, county governments in Maine do not have the same revenue stream that municipal governments do. Without funding similar to state revenue sharing, the excise tax, and other fees for service, our county governments are very limited in what they can do. Until that situation changes, it is difficult for counties to utilize their larger economies of scale with the use of modern technology to provide services similar to other county governments in the nation. Services like county assessing which could save taxpayer dollars, and provide more efficient, effective, equitable property valuations than the current approach.

Change, of course, is inevitable! And, like many local governments, over the years the County has had to adapt to changes that have significantly impacted the budget. Notably, since 2005 our deeds revenues have dropped dramatically by more than \$1 million dollars from the great heights of the real estate boom in the last decade to our

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present day economy. We have also seen inmate medical costs rise draining away important personnel and fiscal resources from the other areas of county government. We have seen the passage of LD1 with a cap on our county tax assessment, as well as the creation of a unified county corrections system in which the state now has clear responsibility for the increased costs of the jails, and most recently one of the most severe national recessions since the Great Depression!

For many years Cumberland County – like many state and local governments across the nation faced with funding limitations– has followed the practice of using our fund balance to pay for needed and oftentimes critical capital improvements. With limited resources, this has been a key management strategy because without this method the cost of doing these projects would have been practically prohibitive. The alternative would have meant doing nothing about addressing some essential capital needs, or an increase to our county assessment, that would have negatively impacted our ability to fund essential operations of the County.

The reality is, knowing that our non-tax revenues in the Registry of Deeds have been dropping, over the past several years the County has been continually changing our financial model by including more and more activities in our operational budget like the hazmat funding for our four regional hazmat teams that are operated by several municipal fire departments.

RETIREMENT OF THE JAIL DEBT

Perhaps the single most important change in the preparation of this budget has been the retirement of the long term jail debt totaling \$2.1 million annually. For the reasons stated above, it is necessary to utilize this retired debt to accomplish a number of important goals. These include the modernization of the Civic Center, establishing a dedicated fund for capital needs, and developing a modest budget which addresses a number of urgent and important needs like increased space for our District Attorney's Office as well as the Law Enforcement Center.

Specifically, the following ideas have been incorporated into this budget:

- a dedicated capital fund in the amount of \$500,000 as part of the operating budget;
- \$1 million dollars for the modernization of the Civic Center;
- \$300,000 to offset a loss in deeds revenues due to a change in state statutes lowering our copy fee; and
- funding to lease space for the Registry of Deeds to address a long term space needs problem that has been a high priority in each of our Strategic Plans, first in 2001 and then later in 2006.

Increasingly, as we move forward in the twenty-first century Cumberland County Government is being asked to play the role of a facilitator, convener and service provider with our larger economies of scale and the use of modern technology. It is this philosophy that has guided our actions for over a decade and has influenced the use of the jail debt for the reasons mentioned. And while the Cumberland County Commissioners, myself and our department heads all appreciate and recognize the fiscal pressures that our municipalities are under, it is clear that we are in a unique position to provide value

added services to our municipalities. By utilizing the jail debt carefully and thoughtfully to address both short and long term needs, we are acting in the best interests of the region.

BUDGET HIGHLIGHTS

As manager it is my job to present a budget which takes into account the needs of the organization as well as the economic circumstances in our communities and the region. With the hard work of the department heads, county staff, my budget team, and the oversight of the Commissioners and Finance Committee, I believe we have achieved that goal. This budget strikes a balance between the region's needs and the continued demand for high performance by Cumberland County Government. The highlights can be divided into three categories: Organizational, Management, and Technology.

Organizational

- 1) Cumberland County Government invests almost \$3 million annually in taxpayer dollars for our employees' health insurance. This year Cumberland County has initiated a very innovative Wellness Program with Maine Medical Center. The program is being put together with an employee wellness committee that is guided by a wellness advisor. They are asking the fundamental questions about why our health insurance increases have been on the rise. We want to reverse this trend with the goal of helping our employees and their families live healthier lifestyles and reduce everyone's health insurance premiums. The cost for this program is \$50,000 annually which is being managed by the Human Resources Director.
- 2) In 2004 a major study was conducted by Kimball & Associates of our Cumberland County Regional Communications Center (CCRCC), including its technology, facility and operation. This study has had a profound impact on the development of the CCRCC. Since that time considerable investment has been made with the expansion of the facility, a major interoperability upgrade approved by the voters, and other changes. I believe it is important that we do a follow-up review to evaluate where we are seven years later on the responsibilities of our staff, the number of radio frequencies, and other issues that are important to the success of a consolidated emergency communications center. The recommendations by Kimball should help determine the future direction of the CCRCC and assure its continued success.
- 3) The retired jail debt is being invested in the following manner: \$1 million for the modernization of the Civic Center as the County's contribution, \$500,000 to establish an annual capital improvement program; \$300,000 to offset the decrease this year in Deeds revenues due to a change in state statutes; and funding to lease space for the Registry of Deeds to address a long term space needs problem;
- 4) With the passage of the County Charter in November of 2010, the Register of Deeds will become an appointed position when the current Register's term is completed in 2014. As a result of the charter passing, the relocation of the Registry of Deeds, and the need to continually improve how we are doing

things as an organization, a review is being done of the Registry of Deeds Office at the beginning of 2012.

Management

- 5) With the merit program suspended three years ago and no cost of living increase two years ago, in order to stay competitive we have surveyed the surrounding municipalities and as a result there is a modest 2% COLA for management and non-union employees.
- 6) A part-time finance position has been approved for the Emergency Management Agency (EMA). This individual will be responsible for administering, monitoring and reporting on the grants involving the EMA which averages over \$1 million annually, and will work closely with the County's Finance Office. In addition, a part-time planner position will become full-time to help the EMA keep up with the increasing amount of work that is being required of the department. There is no increased cost to the local property taxpayer with these changes because of funding from the Maine Emergency Management Agency.
- 7) An Assistant Director/Safety Coordinator has been approved for the Facilities Department to assist the facilities director with the management of the department, as well as to be the County's Safety Coordinator to ensure that all the requirements of OSHA for a safe working place are being met. There is no cost to the taxpayer through the creation of this position, due to a vacancy and the County's recent agreement with the Courts.
- 8) An Accreditation Coordinator has been approved for the Sheriff's Office to help the law enforcement division become nationally accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Following the jail, this will be the second division of the Sheriff's Office to achieve national accreditation and is a wise commitment of resources in order to meet the communities' expectations and to help limit the County's risk for future liability.
- 9) Based on our employee health claims last year, which were higher than usual, we received an increase of 4.21% in our health insurance from the Maine Municipal Health Trust. In addition, there was also a major hit to our budget in the amount of \$158,000 due to an increase from the Maine State Retirement System.

Technology

- 10) Over the past several years the County and Council of Governments have been working together collaboratively on a host of initiatives. One of the new initiatives is a unique Federal, State, County partnership to share the cost of making GIS available to all municipalities throughout the region. making baseline GIS information available to all interested municipalities, with the option of choosing to buy up if they want more enhanced data.

- 11) The County committed \$65,000 for new technology with Google G-Mail, Fiber Connections, Internet Connection, and Gov. Delivery.

USE OF RESERVE FUNDS FOR TAX RELIEF

Today, many governments throughout the nation are facing financial crisis and recurring debt problems. As mentioned previously, Cumberland County is fortunate to have sound financial management with an outstanding bond rating at AA+. Something that rating agencies award rarely and only a small percentage of local governments in the nation can claim. The County's strong credit rating and excellent financial management are a reflection of the outstanding work that the county finance director performs with his staff, as well as the care and concern that managers and employees show toward their jobs.

With this financial record, the county has been able to establish a Tax Stabilization Fund, which has been utilized over the years to help offset the county property tax that is assessed to the municipalities. The amount of the fund that has been approved for the FY12 Draft Budget is \$350,000.

CAPITAL IMPROVEMENT PROGRAM

The County has both a long term and annual capital improvement program (CIP) which are reviewed each year by the Commissioners and the Finance Committee. As explained previously, the past several years the County has been changing its method of funding capital needs by including more of these activities in the operational budget. With the FY12 Budget, for the first time there is now a Capital Improvement Fund of \$500,000 included within the operational budget.

The manner in which the County's CIP is developed resembles municipal governments with the various department heads submitting requests with a written explanation of each project. The departments then submit this information to the county manager's office, which I then review with my budget team and discuss with the department heads before making a recommendation. There were 22 requests by the departments for a total of \$1,546,300. I have recommended that 12 of the projects be approved for total funding of \$1,070,900 with \$500,000 from the previously mentioned CIP and another \$500,000 that will be offset by other funds. These projects include:

- \$215,000 for repair of the roof for the older section of the Courthouse;
- \$135,000 to continue the third year of the 5 Year Preventive Maintenance Program for the Parking Garage;
- \$110,000 to lease cruisers;
- \$70,500 toward the Hazmat Program;
- \$300,000 as a subsidy for the Civic Center due to an operational deficit;
and
- \$180,000 for technology.

STRATEGIC INVESTMENTS AND THE FUTURE

The reader may be surprised to learn there are over 3,000 county governments in the nation, including more than 1,000 that have 800 or more square miles similar to Cumberland County. Many are delivering a wide array of services, such as Peoria County, Illinois. With a population slightly less than ours and over a dozen municipalities, Peoria County, like many county governments outside of the New England region, is providing many more local government services than county governments in Maine, including animal control, assessment, economic development, elections, public health and human services, as well as public works, and tax collection.

All of us who are interested and concerned about the future of our region cannot fail to recognize the importance of improving the way we deliver government services. In Cumberland County's case, we have been discussing with our municipalities how we can utilize our economies of scale and technology to streamline the delivery of municipal services with more affordable, quality services such as emergency communications. Streamlining the delivery of services such as emergency communications can save taxpayer dollars and present a seamless network of services to our communities, such as the Town of Gorham which has saved over \$1.4 million dollars since 2005 by contracting with the County for emergency communication services.

At this time the County has a bias for action and we would like to do more to help the municipalities, but everyone should recognize it takes a tremendous amount of effort and collaboration as change is often difficult to achieve. The question is, will we try to manage the changes that are happening due to our aging population and the cost of delivering services or will we let change manage us? We know it is important to not give up. So, we shall continue to do the best we can with our services and programs, while researching and developing new methods and ways of delivering affordable, quality services to municipalities, whenever possible!

In closing, I would like to thank my budget team of the County Finance Director Vic Labrecque, the Assistant County Manager Bill Whitten, and the County Human Resources Director Wanda Pettersen for their valuable assistance during this process. In particular, I appreciate the support and expertise of Vic Labrecque. My sincere thanks also go to the department heads and their key staff for their participation and cooperation.

Sincerely,


Peter J. Crichton

The Budget Process and Financial Management Policies

THE BUDGET PROCESS

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

5: FINANCE

General Provisions:

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

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

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

5.4 Finance Committee (FC)

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

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

5.4.2 Finance Committee Meetings: On the call of the County Commissioners or at least 90 calendar days prior to the commencement of the fiscal year, the FC shall meet. The FC shall select a chairman from its full membership. It shall also appoint such other officers as it may deem necessary and create such sub-committees as may be necessary to perform its duties.

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

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

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

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

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

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

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

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

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

5.8 Borrowing

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

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

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

THE BUDGET AND STRATEGIC PLANNING

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

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

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

THE BUDGET DOCUMENT

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

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

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

SYSTEM OF ACCOUNTING

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

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

The County uses Enterprise Funds to represent activity with 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 by the County Manager.
3. Emergency expenditure items will be brought before the County Commissioners at a regular Commissioner's meeting, but wherever possible items will be authorized through a full budget process.
4. The County Manager will issue budget guidance annually to assist departments in preparing their budgets.

Revenue Policies

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

Investment Policies

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

Reserves

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

Auditing

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

Bonded Debt

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

Capital Investments

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

Short- Term Financial Goals

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

How to read the Budget

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

Department or Activity Center Sections

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

Departmental Details

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

Department Mission and Objectives

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

Statistics

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

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

Department Summary Pages

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

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

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY									
ACCT #	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED BUDGET	2011 YEAR END ESTIMATE	2012 BUDGET REQUEST	MGR/ COMM RECOMM	2012 FINANCE COMM	2012 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.

2009 ACTUAL - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2008 Actual would record expenditures for 2008. This line is included purely for comparative purposes.

2010 ACTUAL - This line records the departments actual expenditure for each account during 2009. For the 2010 budget this represents the prior year allocation which is useful for comparing current allocations.

2011 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.

2011 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.

2012 BUDGET REQUEST - The 2011 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 their consideration of the budget and subsequent review by the Finance Committee.

2012 FINANCE COMM - Finance Comm represents the allocations recommended by the Finance Committee(FC). The FC reviews the budget and holds public hearings on the budget prior to returning their recommendations to the County Commissioners. The sum of the FC recommendations are contained in this column.

2012 ADOPTED BUDGET - After careful review and consideration of the FC recommendations and public input, the County Commissioners adopt a final budget. Occasionally the Commissioners alter FC recommendations and the sum of their adopted budget is entered in the approved column. This column will form the basis for the next fiscal budget.

Detail Pages

Following the ACTIVITY CENTER BUDGET SUMMARY pages is a separate spreadsheet listing Line Item Budget Justifications. At first glance these spreadsheets seem identical; however, their purpose is as different as their format is similar. The format is standardized to help readers interpret and compare data; however, additional information is added to the justification spreadsheets. The change is found in the Line Item Budget Request Justification column. Additionally, the justification pages lose two years of historical (actual) data to allow room in the spreadsheet for justifications.

Understanding Line Item Justification

The line item justification is generated by departments to detail the proposed use of each requested account. Lines briefly detail the general use of accounts in ways that highlight needs and help track use. A wealth of data is contained in the line item justifications as departments detail the general use funds are requested to fulfil. The line item request justification column is listed between the 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 2012

DEPARTMENT	2011 ADOPTED BUDGET	2011 ACTUAL EXPENSES	2012 BUDGET REQUEST	Dollars over 2011	Mgr Cuts from Request	2012 DRAFT		2012 FINAL Budget	% Increase over 2011	Tax Impact
						MGR RECOMM	2012 FC RECOMM			
<i>Emergency Mgmt Agency</i>	374,541	365,634	425,278	50,737	-	425,278	425,278	425,278	13.55%	0.22%
<i>District Attorney</i>	1,391,519	1,363,123	1,441,310	49,791	(5,000)	1,436,310	1,436,310	1,436,310	3.22%	0.20%
<i>Treasurer</i>	35,981	35,397	37,240	1,259	(90)	37,150	37,150	37,150	3.25%	0.01%
<i>Facilities</i>	1,583,594	1,350,314	1,592,043	8,449	129,830	1,721,873	1,721,873	1,721,873	8.73%	0.61%
<i>Registry of Deeds</i>	756,438	698,208	758,724	2,286	(1,500)	757,224	757,224	757,224	0.10%	0.00%
<i>Registry of Probate</i>	503,792	448,013	505,622	1,830	-	505,622	505,622	505,622	0.36%	0.01%
<i>Finance</i>	369,079	369,055	383,632	14,553	(2,500)	381,132	381,132	381,132	3.27%	0.05%
<i>Communications</i>	1,999,479	2,026,725	2,164,364	164,885	(5,000)	2,159,364	2,159,364	2,159,364	8.00%	0.71%
					-					
<i>Executive-Admin</i>	586,643	620,124	649,137	62,494	-	649,137	649,137	649,137	10.65%	0.28%
<i>Executive-Garage</i>	83,106	84,598	89,159	6,053	(1,000)	88,159	88,159	88,159	6.08%	0.02%
<i>Information Technology</i>	558,877	558,339	675,669	116,792	13,116	688,785	688,785	688,785	23.24%	0.58%
<i>Human Resources</i>	272,112	257,695	371,794	99,682	-	371,794	371,794	371,794	36.63%	0.44%
<i>Sheriff-Admin</i>	863,929	801,926	971,850	107,921	(47,158)	924,692	924,692	924,692	7.03%	0.27%
<i>Sheriff-Law Enforcement</i>	3,789,262	3,859,566	4,332,279	543,017	(276,629)	4,055,650	4,055,650	4,055,650	7.03%	1.18%
<i>Sheriff-Civil</i>	279,828	277,392	291,662	11,834	-	291,662	291,662	291,662	4.23%	0.05%
<i>Debt Service</i>	2,360,301	2,360,301	1,255,301	(1,105,000)		1,255,301	1,255,301	1,255,301	-46.82%	-4.89%
<i>Debt Interest- Bonds</i>	160,234	160,234	103,997	(56,237)		103,997	103,997	103,997	-35.10%	-0.25%
<i>Debt Expense - TAN Loans</i>	60,500	68,000	38,000	(22,500)		38,000	38,000	38,000	-37.19%	-0.10%
<i>Grants</i>	148,525	155,252	155,252	6,727	(3,756)	151,496	151,496	151,496	2.00%	0.01%
<i>Human Services</i>	235,744	245,365	245,365	9,621	(9,621)	235,744	235,744	235,744	0.00%	0.00%
<i>Pension Life- Retirees</i>	2,800	2,800	2,800	-		2,800	2,800	2,800	0.00%	0.00%
<i>Contingent Account</i>	30,000	30,000	30,000	-		30,000	30,000	30,000	0.00%	0.00%
<i>Sal./ Ben./ Term. Pay</i>	3,300	3,300	3,300	-		3,300	3,300	3,300	0.00%	0.00%
<i>Unemployment Insurance</i>	30,000	30,000	30,000	-		30,000	30,000	30,000	0.00%	0.00%
<i>Referendum and Public Info</i>	50,000	50,000	50,000	-		50,000	50,000	50,000	0.00%	0.00%
<i>Civic Center Subsidy</i>			300,000	300,000	(300,000)	-				0.00%
<i>Capital Improvement Res.</i>	-	-	500,000	500,000		500,000	500,000	500,000	100.00%	2.21%
Total Expenditure Summary	16,529,584	16,221,361	17,403,778	874,194	(509,308)	16,894,470	16,894,470	16,894,470		1.62%
Change			874,194	874,194	(509,308)	364,886				

DEPARTMENT	2011 ADOPTED BUDGET	2011 ACTUAL EXPENSES	2012 BUDGET REQUEST	Dollars over 2011	Mgr Cuts from Request	2012 DRAFT		2012 FINAL Budget	% Increase over 2011	Tax Impact
						MGR RECOMM	2012 FC RECOMM			
Tax Calculation	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET REQUEST	2012 DRAFT MGR RECOMM	2012 FC RECOMM	2012 FINAL Budget	<i>Percent Impact from 2011 Budget</i>		TAX Impact
COUNTY										
Total Estimated Expenditures	15,634,955	16,275,674	16,529,584	17,403,778	16,894,470	16,894,470	16,894,470	364,886	2.21%	1.62%
Total Estimated Revenues	(4,673,669)	(5,314,388)	(5,178,837)	(5,075,575)	(5,075,575)	(5,075,575)	(5,075,575)	103,262	-1.99%	0.46%
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	-	0.00%	0.00%
Tax Revenue Required	10,611,286	10,611,286	11,000,747	11,978,203	11,468,895	11,468,895	11,468,895	468,148	4.26%	2.07%
Net Dollar Change		0	389,461	977,456	468,148	468,148	468,148			
Percent from prior year		0.00%	3.67%	8.89%	4.26%	3.91%	4.26%			

"BOARD OF CORRECTIONS" BUDGET										
Tax Calculation COUNTY								FROZEN 2008 Budget		2012 Adopted Budget
Total Estimated Expenditures			#REF!	16,506,896				16,506,896		
Total Estimated Revenues			(4,931,294)	(4,931,294)				(4,931,294)		
Designated Surplus			-							
Tax Revenue Required			#REF!	11,575,602				11,575,602		
			#REF!					11,575,602		
	Amount fixed by statute				Amount fixed by statute					
COMBINED TAX PRESENTATION										
<i>FOR BOTH THE "COUNTY AND THE JAIL FIXED AMOUNT"</i>										
Tax Calculation	2009 BUDGET	2010 BUDGET	2011 BUDGET	2012 BUDGET REQUEST	2012 DRAFT MGR RECOMM	2012 FC RECOMM	2012 FINAL Budget	Percent Impact from 2011 Budget		TAX Impact
Total Estimated Expenditures	32,141,848	32,782,570	33,036,480	33,910,674	33,401,366	33,401,366	33,401,366	364,886	1.10%	1.62%
Total Estimated Revenues	(9,604,963)	(10,245,682)	(10,110,131)	(10,006,869)	(10,006,869)	(10,006,869)	(10,006,869)	103,262	1.02%	0.46%
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	-	0.00%	0.00%
Tax Revenue Required	22,186,885	22,186,885	22,576,349	23,553,805	23,044,497	23,044,497	23,044,497	468,148	2.07%	2.07%
Net Dollar Change		-	389,464	977,456	468,148	468,148	468,148			
Percent from prior year		0.00%	1.76%	4.33%	2.07%	2.07%	2.07%			

COUNTY OVERVIEW:
Revenue and Expenses from all Sources

COUNTY OF CUMBERLAND: BUDGET 2012-ASSESSMENT

Tax Calculation	2008 Budget	Budget 2009	Budget 2010	Budget 2011	2012 BUDGET REQUEST	2012 MGR RECOMM	2012 FC Recommend	2012 Budget
Total Estimated Expenditures	31,765,919	32,141,848	31,939,344	33,036,480	33,910,674	33,401,366	33,401,366	33,401,366
Total Estimated Revenues	(9,752,172)	(9,604,963)	(9,402,459)	(10,110,131)	(10,006,869)	(10,006,869)	(10,006,869)	(10,006,869)
Designated Surplus	(400,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Tax Revenue Required	21,613,747	22,186,885	22,186,885	22,576,349	23,553,805	23,044,497	23,044,497	23,044,497

2.07%

COUNTY OF CUMBERLAND: Enterprise Funds 2012

Enterprise Funds:

(See next page for details)

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

Budget		2012 Budget
Total Estimated Expenditures	Enterprise	1,935,737
Total Estimated Revenues	Enterprise	(1,935,737)
Tax Revenue Required		\$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 2012

Grants and Other Funds:

(See next page for details)

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		2012 Budget
Total Estimated Expenditures	Grants and Other	4,650,973
Total Estimated Revenues	Grants and Other	(4,650,973)
Tax Revenue Required		\$0.00

COUNTY OF CUMBERLAND: Recreational District 2012

Recreational District

(See next page for details)

The Cumberland County Civic Center is a legal entity described as a "Recreational District". In that designation, the County of Cumberland is responsible for the finances and obligations of the operations of the Civic Center.

Budget		2012 Budget
Total Estimated Expenditures	Recreational District	1,500,000
Total Estimated Revenues	Recreational District	(1,500,000)
Tax Revenue Required		\$0.00

COUNTY OF CUMBERLAND: Summary Budget from all Sources 2012

Summary Overview

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

Budget Grants
Enterprise Recreational District

Budget		2012 Budget
Total Estimated Expenditures		41,488,077
Total Estimated Revenues		(18,093,579)
Designated Surplus		(350,000)
Tax Revenue Required		\$ 23,044,497

Enterprise Activities-Law Enforcement

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

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

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

Sheriff's Office Services		PERIOD	EMPLOYEES	2011/12	2011/12
Acct #				REVENUES	EXPENSES
FULL TIME CONTRACTS					
21203	Town of Harpswell	4/1 to 3/31	3	290,779	290,779
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	169,578	169,578
21204	Town of Harrison	7/1 to 6/30	1	80,854	80,854
21212	Town of Standish	7/1 to 6/30	5.5	415,327	415,327
21207	SAD #6	9/1 to 6/30	1	45,096	45,096
21213	Chebeague Island	7/1 to 6/30	1	15,406	15,406
21225	Maine Drug Enforcement (Reimburse)	1/1 to 12/31	2	124,704	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998	74,998
	Town of Gray	7/1 to 6/30	1	125,189	125,189
	TOTAL FULL-TIME CONTRACTS		17.5	1,341,931	1,341,931
SUMMER CONTRACTS					
21215	Long Island	Summer	Part Time 1	22,203	22,203
	TOTAL SUMMER CONTRACTS		1	22,203	22,203

TOTAL FROM NON-BUDGET ACTIVITIES	<u>1,364,134</u>	<u>1,364,134</u>
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Enterprise Activities-Facilities

<p><u>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.</u></p> <p>The County has a contract with the State of Maine to provide custodial and maintenance needs for the court addition,</p> <p>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)</p>					
	State Court Custodial Program	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	227,394	227,394
			Supply	84,209	84,209
TOTAL FROM NON-BUDGET ACTIVITIES				311,603	311,603

Enterprise Activities-Civil Division

<u>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.</u>				
<p>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.</p> <p>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)</p>				
	Outside Civil Deputies			
		PERIOD	EMPLOYEES	2012 REVENUES
				2012 EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Department. Their compensation is paid by users of the civil service activities	1/1 to 12/31	6	260,000
				260,000

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	2012 REVENUES	2012 EXPENSES
	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
EMA	LEPC Emergency Planning Assistant	1/1 to 12/31	1	24,000	24,000
EMA	Homeland security Personnel Support Grant	1/1 to 12/31	1	55,000	55,000
EMA	Homeland security Personnel Support Grant	1/1 to 12/31	0	-	-
	TOTAL GRANT FUNDED PROGRAMS		2	79,000	79,000

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 and Other Federal programs	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
	HUD CDBG Program Grant for	7/1 to 6/30	1	1,849,093	1,849,093
	CDBG-R Recovery Act Funds	1/1 to 12/31		395,941	395,941
	Homeless Prevention Rapid Recovery Act HPRP	1/1 to 12/31		202,000	202,000
	Neighborhood Stabilization Program	1/1 to 12/31		1,742,265	1,742,265
				4,189,299	4,189,299

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	382,674	382,674
	TOTAL GRANT FUNDED PROGRAMS		0	382,674	382,674

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 operating budget. The county generally helps supplement the capital program, and pays for ongoing debt accumulation. (See debt expense sheet in the budget for details)

CUMBERLAND COUNTY CIVIC CENTER					
	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES	
CIVIC CENTER	7/1 to 6/30	0	1,500,000	1,500,000	
<i>(Debt in County Budget for approx \$206.000)</i>					

		2012	<u>County of Cumberland</u>	
			<u>Budget Reduction Record</u>	
			PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS	
	2010	22,576,349	Expenditure Budget in 2011	\$33,036,480
			Department Request Expenditure Budget 2012	\$33,910,674
			Revenues for 2012	-\$10,006,869
			Tax Subsidy for 2012	-\$350,000
			Net Assessment	\$23,553,805
			Net Dollar Increase	\$977,456
			Tax Increase from 2011	4.33%
			ADJUSTED BY MANAGER'S RECOMMENDATION	
			Department Requests	
		101	EMA	\$0
		102	District Attorney	-\$5,000
		103-01	Exec-Administration	\$0
		103-02	IT	\$13,116
		103-03	Exec-Garage	-\$1,000
		103-04	HR	\$0
		104	Treasurer	-\$90
		105	Facilities	\$129,830
		106-05	Sheriff-Admin	-\$47,158
		106-06	Sheriff-LEC	-\$276,629
		106-07	Sheriff-Jail-Now part of BOC	
		1006-08	Sheriff-Civil	\$0
		107	Deeds	-\$1,500
		108	Probate	\$0
		109	Finance	-\$2,500
		110	Communications	-\$5,000
		Other	Other	-\$313,377
		2009	Total Mgr Cuts to Expenses	-\$509,308
			Net Increase in the Expenses over 2011 Expenses	\$1,486,764
			Decrease Revenue Budget for Deeds Etc.	
			Decrease Taxpayer Tax Subsidy	\$0
			Net Change over last year.....	\$1,486,764
		Summary:	Total Expenditures Manager's Recom.	\$33,401,366
			Total Estimated Revenues	\$ (10,006,869)
			Designated Surplus	\$ (350,000)
			Net Budget from Mgr. FY 2012	\$ 23,044,497
			Dollar Increase over 2011	\$ 468,148
	2010 Tax	22,576,349	Net Increase over Last year Net w/o Jail BOC	2.07%
	2010 Gr Tax	22,576,349	Tax Increase from Mgr's Recommendation	2.07%

			ADJUSTED BY THE FINANCE COMMITTEE	
			NET TAX INCREASE - FC	\$468,148
			Percent Increase over 2011	2.07%
			Total operational budget recommended by FC	\$32,401,366
			ADJUSTED BY COUNTY COMMISSIONERS	
			NET TAX INCREASE -BAC,COMMISSIONERS, MANAGER	
			Percent Increase over 2011	0.00%
		11,000,747		
		22,576,349		
			Manager's recommended cuts from department request	
	Dept 101			
	EMA			
	\$ -			
	Dept 102			
	DA	6307	Witness fees	\$ (5,000)
	\$ (5,000)			
	Dept 103-01			
	Exec Admin			
	\$ -			
	Dept 103-02			
	IT	6800	ADD more to telephone & communications	\$ 13,116

	Dept 103-03			
		5401	Overtime	\$ (1,000)
	Exec-Garage			
	Dept 103-04			
	HR			
	Dept 104	5205	Wages & salaries PT	\$ (295)
		6508	Dues	\$ 5
	Treasurer	6800	Telephone	\$ 100
		6505	Printing & Engraving	\$ 100
	\$ (90)			
	Dept 105		Lease space to resolve the strategic planning recomendation to add space to the courthouse by leasing outside office space	\$ 129,830
	Facilities			
	\$ 129,830			
	Dept 106-05			
		5210	Seasonal Temporary	\$ (4,000)
	Sher-Admin	5401	Overtime	\$ (1,000)
		6301	Gas Oil and Grease	\$ (7,750)
		6500	Office Supplies	\$ (1,000)
		6800	Telephone & Communications	\$ (9,408)
		6910	Criminal Investigations	\$ (1,000)
		5120	Remove Jail recording Clerk	\$ (17,000)
	\$ (47,158)	6302	Legal services	\$ (6,000)
	Dept 106-06	6131	Gas Oil & Grease	\$ (56,655)
		5401	Overtime	\$ (90,000)
	Sher-LEC	7345	Move Lease 2011 & 2012 to CIP	\$ (102,974)
		7345	Remove extra for ESU armored vehicle	\$ (27,000)
	\$ (276,629)			
	Dept 106-08			
	Sher-Civil			
	Dept 106-07			
	Sher-Jail			
	Dept 107			
	Deeds			
		5401	Overtime	\$ (1,500)

	Dept 108			
	Probate			
	\$ -			
	Dept 109	5401	Overtime	\$ (2,500)
	Finance			
	Dept 110	5120		
	Emerg			
	Comm		Remove deputy Increase	\$ (5,000)
	\$ (5,000)			
	Other Cuts		Remove Civic Center Subsidy to CIP	\$ (300,000)
			Human services	\$ (9,621)
			Grants	\$ (3,756)
	\$ (313,377)			
			Control Sub Total	\$ (509,309)

PROJECTED REVENUE

COUNTY OF CUMBERLAND
FISCAL YEAR 2012

Acct #	Source	2009 Actual	2010 Actual	2011 estimated results	2011 Budget	Surplus 2011	2012 Budget	BUDGET DIFF	2013 Rev Projection	2014 Rev Projection
11-001-4003	Supreme Court Rental	2,400	2,400	2,400	2,400	0	2,400	-	2,400	2,400
11-001-4004	State Court Rent / Reimbursements	22,376	232,376	9,324	22,380	-13,056	-	(22,380)	-	-
11-001-4005	State Court Bond Reimbursement	-	-	-	-	0	-	-	-	-
11-101-4101	Emergency Management Allocation	142,668	178,287	180,655	160,000	20,655	235,000	75,000	235,000	240,000
11-101-4102	AT&T Tower Lease	22,587	15,243	10,579	9,984	595	8,184	(1,800)	8,184	8,184
11-102-4100	District Attorney	97,319	116,284	116,485	90,000	26,485	100,000	10,000	100,000	100,000
11-103-01-4100	Executive	-	238,372	-	-	0	-	-	-	-
11-103-03-4100	Garage Operations	3,885	2,889	-	-	0	-	-	-	-
11-103-03-4301	Garage Daily Parking	213,427	160,118	147,549	180,000	-32,451	180,000	-	182,000	184,000
11-103-03-4302	Garage Monthly Parking <i>Inc Monthly \$100 to \$110</i>	238,170	285,050	307,022	275,300	31,722	285,000	9,700	287,000	289,000
11-104-4401	Treasurer Income (Interest, etc.)	40,593	14,727	6,730	30,000	-23,270	25,000	(5,000)	30,000	30,000
11-105-4100	Facilities Misc Revenue	15,323	5,899	13,164	-	13,164	-	-	-	-
11-105-4100	Facilities Salvage	-	-	-	-	0	-	-	-	-
11-106-05-4100	Sheriff Misc Revenues	252,434	49,200	71,853	75,000	-3,147	65,000	(10,000)	70,000	75,000
11-001-4002	Federal Gas Tax Refund	-	-	-	-	0	-	-	-	-
11-001-1201-00	State Fines Surcharge	62,720	9,303	-	-	0	-	-	-	-
11-110-4100	CCRCC Revenues	-	-	980,966	843,223	137,743	964,441	121,218	975,000	990,000
11-106-08-4100	Civil Process	296,660	349,584	308,670	300,000	8,670	320,000	20,000	300,000	300,000
11-107-4100	Register of Deeds - Misc. Revenue	4,526	5,250	3,263	2,500	763	2,500	-	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	1,542,586	1,344,366	1,162,446	1,500,000	-337,554	1,500,000	-	1,500,000	1,500,000
11-107-4702	Register of Deeds - Transfer Tax	571,198	592,287	636,470	525,000	111,470	525,000	-	550,000	575,000
11-107-4703	Register of Deeds - Copies	591,111	677,790	554,856	664,420	-109,564	364,420	(300,000)	367,000	369,000
11-108-4801	Register of Probate - Fees	383,867	425,710	397,568	400,000	-2,432	400,000	-	410,000	420,000
11-108-4802	Register of Probate - Notices	36,348	37,707	38,875	30,000	8,875	30,000	-	32,000	33,000
11-108-4803	Register of Probate - Abstracts	18,410	18,270	18,410	15,960	2,450	15,960	-	15,960	15,960
11-108-4804	Register of Probate -Forms	8,196	18,256	7,926	10,000	-2,074	10,000	-	11,000	12,000
11-108-4805	Register of Probate - Visitor fees	18,716	17,674	16,431	18,000	-1,569	18,000	-	18,000	18,000
	Fees for heirs & advertising	-	-	-	24,670	-24,670	24,670	-	24,670	24,670
	Total Revenues	4,585,520	4,797,042	4,991,642	\$ 5,178,837	\$ (187,195)	5,075,575	(103,262)	5,120,714	5,188,714
	Designated Surplus				350,000		350,000	-	350,000	350,000
	Total Revenues & Surplus	4,585,520	4,797,042	4,991,642	5,528,837		5,425,575	(103,262)	5,470,714	5,538,714
	YEAR	2009 Actual	2010 Actual	2011 estimated results	2011 Budget	Surplus 2011	2012 Budget	BUDGET DIFF	2013 Rev Projection	2014 Rev Projection

REVENUES FROM THE JAIL BOC ACTIVITY

FROZEN AMOUNT

11-106-07-4601	Jail Term Reimbursement	37,780	47,885	-	30,000	-30,000	(30,000)
11-106-07-4603	Board of Prisoners- Counties/DOC	776,343	534,304	-	500,000	-500,000	(500,000)
11-106-07-4604	Board of Prisoners - Marshal	3,311,793	2,637,526	-	2,600,000	-2,600,000	(2,600,000)
11-106-07-4605	Board of Prisoners - Work Release	53,557	103,358	-	70,000	-70,000	(70,000)
11-106-07-4607	BOP-INS	362,497	1,340,386	-	737,500	-737,500	(737,500)
11-106-07-4608	Board of Prisoners - DOC 80%	787,969	733,980	-	794,341	-794,341	(794,341)
	Board of Prisoners - DOC 20%	-	-	-	199,453	-199,453	-
	TOTALS	5,329,939	5,397,439	-	-	-	-

REVENUES FROM THE JAIL BOC ACTIVITY

\$ 4,931,294 \$ (4,931,294) - (4,731,841)

GRAND TOTAL FROM ALL COUNTY REVENUE

\$ 10,006,869

FY2012 COUNTY OF CUMBERLAND-

FINAL Valuation 1/23/2012

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 2012 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
Town	-0.3%		-3.03%	Val Change %		
	State 2011 Valuation	2011 TAX	State 2012 Valuation		2012 Tax	Percent Tax Change
Baldwin	160,750,000	89,103	158,450,000	-1.4%	92,449	3.76%
Bridgton	1,032,250,000	572,170	984,500,000	-4.6%	574,406	0.39%
Brunswick	2,141,500,000	1,187,020	2,028,050,000	-5.3%	1,183,264	-0.32%
Cape Elizabeth	1,789,750,000	992,047	1,710,750,000	-4.4%	998,136	0.61%
Casco	611,650,000	339,034	611,350,000	0.0%	356,692	5.21%
Chebeague Island	210,700,000	116,790	208,500,000	-1.0%	121,649	4.16%
Cumberland	1,084,700,000	601,242	1,068,500,000	-1.5%	623,416	3.69%
Falmouth	2,131,400,000	1,181,421	2,071,900,000	-2.8%	1,208,849	2.32%
Freeport	1,526,300,000	846,018	1,425,350,000	-6.6%	831,619	-1.70%
Frye Island	154,400,000	85,583	161,600,000	4.7%	94,285	10.17%
Gorham	1,432,100,000	793,804	1,445,250,000	0.9%	843,230	6.23%
Gray	891,800,000	494,319	894,800,000	0.3%	522,070	5.61%
Harpswell	2,009,600,000	1,113,908	1,908,650,000	-5.0%	1,113,601	-0.03%
Harrison	523,800,000	290,339	505,500,000	-3.5%	294,934	1.58%
Long Island	148,850,000	82,507	145,400,000	-2.3%	84,834	2.82%
Naples	747,750,000	414,473	738,250,000	-1.3%	430,731	3.92%
New Gloucester	480,350,000	266,255	470,650,000	-2.0%	274,600	3.13%
North Yarmouth	451,550,000	250,291	436,650,000	-3.3%	254,763	1.79%
Portland	7,909,900,000	4,384,407	7,659,250,000	-3.2%	4,468,784	1.92%
Pownal	188,950,000	104,734	184,550,000	-2.3%	107,676	2.81%
Raymond	1,063,200,000	589,325	1,009,700,000	-5.0%	589,109	-0.04%
Scarborough	3,564,150,000	1,975,585	3,556,750,000	-0.2%	2,075,183	5.04%
Sebago	391,700,000	217,117	385,250,000	-1.6%	224,774	3.53%
South Portland	3,738,950,000	2,072,476	3,556,500,000	-4.9%	2,075,037	0.12%
Standish	1,104,900,000	612,439	1,046,900,000	-5.2%	610,813	-0.27%
Westbrook	1,862,950,000	1,032,621	1,847,650,000	-0.8%	1,078,010	4.40%
Windham	1,808,100,000	1,002,218	1,792,250,000	-0.9%	1,045,687	4.34%
Yarmouth	1,567,950,000	869,105	1,484,100,000	-5.3%	865,897	-0.37%
	40,729,950,000	22,576,349	39,497,000,000	-3.03%	23,044,497	2.07%
Tax Calculation	2009	2010	2011		2012	
Total Estimated Expenditures	32,141,848	32,782,570	33,036,480		33,401,366	
Total Estimated Revenues	(9,604,963)	(10,245,682)	(10,110,131)		(10,006,869)	
Designated Surplus	(350,000)	(350,000)	(350,000)		(350,000)	Net Increase
Tax Revenue Required	22,186,885	22,186,888	22,576,349		23,044,497	2.07%
	2009	2010	2011		2012	
Mil Rate	0.0005292875	0.0005404596	0.0005542936		0.0005834493	
Per \$1,000	0.5292875	0.540459603	0.554293554		0.583449303	

NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND
FISCAL YEAR 2011

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2011 ADOPTED BUDGET	2011 YEAR END ESTIMATE	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail- \$14.6 million 8 yrs **	1,835,000	1,915,000	2,105,000	2,105,000	-	-	-	-
11-120		Civic Center Referendum Payment					1,000,000	1,000,000	1,000,000	1,000,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center Revolving Bond	130,000	170,301	170,301	170,301	170,301	170,301	170,301	170,301
		TOTAL BOND DEBT SERVICE	2,050,000	2,170,301	2,360,301	2,360,301	1,255,301	1,255,301	1,255,301	1,255,301
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail- \$14.6 million 8 yrs	318,750	245,943	52,625	52,625	-	-	-	-
11-120	9208	2008 Debt Interest for Interoperability Referendum	76,000	78,518	71,294	71,294	67,682	67,682	67,682	67,682
11-120	9202	2003- Civic Center Revolving Bond	11,975	36,315	36,315	36,315	36,315	36,315	36,315	36,315
		TOTAL BOND DEBT INTEREST	406,725	360,776	160,234	160,234	103,997	103,997	103,997	103,997
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge	4,500	3,000	7,500	15,000	15,000	15,000	15,000	15,000
11-120	9210	TAN Legal Fees	1,569	1,356	3,000	3,000	3,000	3,000	3,000	3,000
11-120	9220	TAN Interest	136,010	125,644	50,000	50,000	20,000	20,000	20,000	20,000
		TOTAL DEBT EXPENSE - LOANS	142,079	130,000	60,500	68,000	38,000	38,000	38,000	38,000
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	2,235	2,600	2,800	2,800	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	16,984	20,000	30,000	30,000	30,000	30,000	30,000	30,000
11-141	5501	Salary / Benefits / Termination Pay	-	1,486	3,300	3,300	3,300	3,300	3,300	3,300
		CIP County Capital Improvement Reserve	-	-	-	-	500,000	500,000	500,000	500,000
11-141	9500	Civic Center Operational Subsidy	-	-	-	-	300,000	-	-	-
11-141	5502	Contingent Appropriation	-	25,574	30,000	30,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	40,979	49,943	50,000	50,000	50,000	50,000	50,000	50,000
		TOTAL NON-DEPARTMENTAL	60,198	99,603	116,100	116,100	916,100	616,100	616,100	616,100
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,659,002	2,760,680	2,697,135	2,704,635	2,313,398	2,013,398	2,013,398	2,013,398
							(391,237)	(683,737)	(683,737)	(683,737)

NOTE: Beginning FY12 this funding goes toward the Civic Center Modernization Referendum
**

CUMBERLAND COUNTY

PERSONNEL

2012

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 FY2012.

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 2012
POSITION CLASSIFICATION PLAN**

MANAGEMENT

<u>TITLE</u>	<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>
County Manager	9	\$79,955 – 108,888
Deputy County Manager	8	\$67,766 – 92,269
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	\$63,378 – 86,965
VACANT	6	\$57,595 – 78,374
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations	5	\$49,941 – 68,432
Administrative Investigator Human Resources Specialist Network Administrator Purchasing Agent	4	\$45,531 – 62,192
Deputy Communications Director Deputy EMA Director Deputy Register of Deeds Deputy Register of Probate	3	\$39,582 – 53,893

GENERAL GOVERNMENT POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Clerk/Supervisor Finance Assistant Legal Assistant Legal Secretary Paralegal Maintenance Technician I Parking Garage Coordinator Planner Trial Assistant Drug Free Coordinator Assistant	5	\$13.90 – 22.29
Fleet Automotive Technician	4	\$12.66 – 20.26
Assistant Maintenance Technician Building Custodian Clerk II Custodian Supervisor Receptionist	3	\$11.52 – 18.41
Cashier Clerk – Treasurer’s Office Clerk I Custodian	2	\$10.47 – 16.76
Vacant	1	\$ 9.50 – 15.19

CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Accounts Supervisor Payroll Supervisor Human Resources Generalist	E	\$19.18 – 27.05
Executive Assistant	D	\$17.01 – 23.00
Administrative Aide	C	\$15.99 – 21.90
Executive Secretary Investigations Clerk Inmate Communications Clerk	B	\$15.29 – 20.85

GENERAL GOVERNMENT PROFESSIONAL/TECHNICAL

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Electrician Supervisor Chaplin Coordinator/Rehabilitation & Diversion Assistant Director/Safety Coordinator	G	\$23.21 – 31.31
Business & Communication Coordinator Drug Free Community Coordinator Grants & Special Projects Coordinator Emergency Management Program Coordinator Accreditation Coordinator	F	\$21.10 – 28.69
Community Development Assistant Electrician Facilities Supervisor Fleet Automotive Supervisor Legal Administration Supervisor Maintenance Supervisor	E	\$19.18 – 26.28
Electrician Helper Media & Graphic Specialist	D	\$17.43 – 24.05
Computer Specialist Public Safety Software Specialist	C	\$15.99 – 22.22
Building Technician Maintenance Technician II Victim Assistant	B	\$15.85 – 22.03
Vacant	A	\$14.54 – 19.84

SHERIFF'S OFFICE/JAIL BARGAINING UNIT

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Librarian	N1	\$15.09 – 18.42
Clerk II Lobby Receptionist Receptionist Clerk Records Clerk	N2	\$15.97 – 19.57
Complaint Officer	N3	\$16.37 – 19.98
Administrative Secretary Crime Analyst Education Technician	N4	\$16.91 – 20.82
Administrative Civil Deputy Civil Deputy	N5	\$17.29 – 21.25
Corrections Officer I	2	\$17.14 – 20.73
Corrections Officer II Lobby Receptionist-CO	3	\$17.54 – 21.14
Property Officer Transportation Officer	4	\$18.06 – 21.98
Community Program Officer Recreation Officer Trustee Coordinator	5	\$18.45 – 22.41

LAW ENFORCEMENT TEAMSTER UNIT

TITLE	HOURLY PAY RANGE
Deputy	\$19.66 – 23.89
Detective	\$20.39 – 24.61
Sergeant	\$25.26 – 28.32
Lieutenant	\$27.67 – 30.68

COMMUNICATIONS BARGAINING UNIT *

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Call Taker	E2	\$13.79 – 16.84
Dispatcher	E3	\$15.95 – 19.49
Shift Supervisor	E8	\$18.78 – 22.62

*A collective bargaining agreement for this unit beyond 12/31/2011 has not been agreed upon

JAIL SUPERVISORS TEAMSTER UNIT

July 3, 2011

TITLE	HOURLY PAY RANGE
Administrative Officer Food Service Manager	\$21.91 – 26.93
Corporal (07/01-2012)	\$20.33 – 22.20
Sergeant (07-01-2012)	\$19.89 – 23.65
Staff Sergeant	\$25.65 – 26.39
Lieutenant	\$23.89 – 28.34

JAIL COOKS TEAMSTER UNIT

July 3, 2011

TITLE	HOURLY PAY RANGE
Cook	\$15.60 - 20.40

Reserve/Part-time

TITLE	HOURLY RATE
Patrol Deputy	\$15.00 - \$16.00
Dispatcher	\$13.00

ELECTED OFFICIALS

<u>TITLE</u>	<u>ANNUAL SALARY</u>
County Commissioners	\$ 9,568
Judge of Probate	\$59,550
Register of Deeds	\$56,867
Register of Probate	\$43,638
Sheriff	\$86,965
Treasurer	\$21,174

This schedule is an representation of positions within departments.										
Job Title	2011					2012				
	Approved		Grant & Contract		Approved		Grant & Contract			
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
EXECUTIVE										
Administration										
Commissioners	3						5			
County Manager	1						1			
Executive Assistant/Deputy Clerk	1						1			
Deputy County Manager	1						1			
DV Coordinator			1					1		
Grant/Special Project Coordinator			1					1		
Drug Free Grant										
Drug Free Community Coordinator				1					1	
Drug Free Community Assistant										1
CDBG										
Community Development Coordinator				1					1	
Community Development Assistant					1					1
Parking Garage										
Parking Garage Coordinator	1						1			
Cashier			2					2		
	7	4		2	1		9	4		2
INFORMATION TECHNOLOGY										
Information Technology Director	1						1			
Network Administrator	1						1			
Computer Specialist	1						1			
Media & Graphic Specialist	1						1			
Public Safety Software Specialist	1						1			
	5						5			
Human Resources										
Human Resources Director	1						1			
Human Resources Specialist	1						1			
Executive Assistant	1						1			
HR Assistant								1		
	3						3	1		
Finance Department										
Director of Finance	1						1			
Purchasing Agent	1						1			
Accounts Supervisor	1						1			
Payroll Supervisor	1						1			
	4						4			

	2011				2012			
	Approved		Grant & Contract		Approved		Grant & Contract	
DISTRICT ATTORNEY								
Business & Communication Coordinator	1				1			
Executive Assistant	1				1			
Intern		6				6		
Paralegal	1				1			
Legal Administrative Supervisor	2				2			
Receptionist	2				2			
Trial Assistant	11				11			
Victim Assistant	4				4			
Coord of Rehab & diversion program	1				1			
	23	6			23	6		
FACILITIES								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Maintenance Technician I	1				1			
Custodian	8				8			
Electrician Supervisor	1				1			
Electrician	1				2			
Electronic Technician	1				0			
Building Technican	1				1			
Maintenance Technician II	4				4		1	
Asst Maintenance Tech							1	
Fleet Automotive Supervisor	1				1			
Fleet Automotive Technician	1				1			
Executive Secretary	1				1			
Asst. Director & Safety Coordinator					1			
	24				25		2	
DEEDS								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk/Supervisor	2				2			
Business Account Coordinator	0				0			
Clerk II	5				5			
Clerk 1	2				2			
	11				11			
PROBATE								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	3				3			
Judge of Probate	1				1			
Legal Secretary	1				1			
	7				7			

	2011				2012			
	Approved		Grant & Contract		Approved		Grant & Contract	
EMERGENCY MANAGEMENT AGENCY								
EMA Director	1				1			
Deputy EMA Director	1				1			
Planner	2	1			3			
Clerk II		0				0		
Program Coordinator			1				1	
LEPC Planner			1				1	
Finance Assistant						1		
	4	1	2		5	1	2	
TREASURER								
Treasurer	1				1			
Clerk		1	1			1	1	
	1	1	1		1	1	1	
SHERIFF								
Administration/Support Services								
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			
Captain-Support Services	1				1			
Accreditation Coordinator					1			
	8	1			9	1		
Law Enforcement								
Captain - CID	1				1			
Captain - Patrol	1				1			
Lieutenant	3				3			
Sergeant	6				7			
Deputy/Community Relations Officer	18		17	3	17		17	3
Detective	7				7			
Complaint Officer	1				1			
Crime Analyst	1				1			
	38		17	3	38		17	3
Civil Process								
Administrative Civil Deputy	1				1			
Civil Deputy	3			6	3			6
	4			6	4			6
Communications								
Communications Director	1				1			
Deputy Communications Director	1				1			
Department Supervisor	0				0			
Shift Supervisor	5				5			
Dispatcher	23.5				25.5			
Call Taker	1				1			
	31.5				33.5			
Total Budget Employees Only	170.5	13	22	10	177.5	14	24	11
Jail positions next page								

Jail	2011					2012					
	Approved		COMMISSARY			Proposed		COMMISSARY			
	FT	PT	FT	PT	FT	PT	FT	PT			
Jail Administrator	1						1				
Capt. - Admin./Support	1						1				
Capt.- Security/Operations	1						1				
Administrative Secretary	1						1				
Administrative Officer	1						1				
Community Services Officer	1						0				
Community Program Officer							4				
Cook II	5						5				
Corrections Officer	134						133				
Education Technicians-Academic	0			2			0			2	
Education Technicians-Vocational	0			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	12						12				
Corporal	2						2				
Intake Supervisor	1						1				
Staff Development Specialist							1				
Transportation Supervisor	1						1				
Transportation Officer	11						11				
Trustee Coordinator	1						1				
Lieutenant	4						4				
Lieutenant Community Corrections	0						0				
Lieutenant Education	1						1				
Work Release Officer	2						0				
Librarian										1	
Chaplin	1						1				
Community Release Planner					1					0	
	187				5	1	188			4	1



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

EXPENSES

2012

	2009 Actual	2010 Actual	2011 Est	2012 Budget		Labor	O&M	Capital	TOTAL
DA	\$ 97,319	\$ 116,284	\$ 116,485	\$ 100,000		1,156,461	277,849	2,000	1,436,310

*The Office has approx 17 District Attorneys, who are employees of the State, and salary and benefits are paid directly from the State
By statute, the County is responsible to pay and provide support to the Office.*

Budget Objectives

Personnel

Budget Objectives	DISTRICT ATTORNEY	
	Full Time	Part Time
Prosecutes approx 15,000 cases per year	1	
Coordinates Check Enforcement Program which returns approx \$20,000 to merchants from bad checks	1	
Coordinates the "Deferred Disposition Program"		6
Operates a Drug Court	1	
Coordinates collection and disbursement of approx \$400,000 each year back to victims.	2	
Has four teams of attorneys dedicated to Felony, Juvenile, Misdemeanor and Domestic Violence Crimes	2	
	11	
	4	
	1	
	23	6

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	783,847	758,190	797,209	780,207	810,514	810,514	810,514	810,514
5205	Wages & Salaries (PT)	-		-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	66,108	66,018	80,374	68,779	80,374	80,374	80,374	80,374
3500	Employee Benefits & Taxes	223,914	232,564	250,752	254,861	265,573	265,573	265,573	265,573
TOTAL PERSONNEL SERVICES		1,073,869	1,056,772	1,128,335	1,103,847	1,156,461	1,156,461	1,156,461	1,156,461
OPERATIONS AND MAINTENANCE									
6130	Transportation & Lodging	15,829	11,656	17,000	17,538	19,400	19,400	19,400	19,400
6301	Professional Services	54,143	75,938	74,478	74,478	74,478	74,478	74,478	74,478
6305	Stenographer-Transcripts	3,699	1,975	5,000	3,549	5,000	5,000	5,000	5,000
6307	Witness Fees & Expenses - DA	11,309	5,010	20,000	7,310	20,000	15,000	15,000	15,000
6308	Witness Fees & Expenses - AG	2,661	1,437	3,000	3,744	3,000	3,000	3,000	3,000
6309	Laboratory Tests	-		1,000	-	1,000	1,000	1,000	1,000
6400	Insurance - Building & Contents (Bath)	3,225	3,207	3,225	2,245	3,225	3,225	3,225	3,225
6401	Insurance- Liability	2,941	2,964	2,972	3,233	2,972	2,972	2,972	2,972
6500	Office Supplies	16,690	17,731	20,000	13,088	19,000	19,000	19,000	19,000
6505	Printing and Engraving	7,419	5,109	7,000	4,375	7,000	7,000	7,000	7,000
6506	Postal Expenses	5,900	6,167	7,500	5,695	7,000	7,000	7,000	7,000
6507	Advertising	1,194	1,693	4,200	2,874	4,200	4,200	4,200	4,200
6508	Dues	4,554	6,369	11,264	12,935	20,764	20,764	20,764	20,764
6509	Books, Periodicals, & Subscriptions	22,314	24,032	22,300	21,446	21,000	21,000	21,000	21,000
6511	Equipment Rental	11,241	10,930	11,500	9,279	11,500	11,500	11,500	11,500
6512	Training, Education, & Seminars	10,079	19,185	16,880	25,083	20,880	20,880	20,880	20,880
6513	Leases & Service Agreements	15,705	16,914	19,000	36,796	27,330	27,330	27,330	27,330
6800	Telephone & Communication	14,089	13,078	14,865	12,887	15,100	15,100	15,100	15,100
TOTAL O&M		202,991	223,395	261,184	256,555	282,849	277,849	277,849	277,849

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	1,071	1,921	2,000	2,721	2,000	2,000	2,000	2,000
7355	Computer Hardware	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	1,071	1,921	2,000	2,721	2,000	2,000	2,000	2,000
	TOTAL DEPARTMENT	1,277,932	1,282,087	1,391,519	1,363,123	1,441,310	1,436,310	1,436,310	1,436,310
						49,791	44,791	44,791	44,791
						3.6%	3.2%	3.2%	3.2%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY								
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	797,209	780,207	810,514	Wages for full-time departmental staff.	810,514	810,514	810,514
5205	Wages & Salaries (PT)				Wages for part-time departmental staff.			
5210	Seasonal/Temporary/Intern	80,374	68,779	80,374	Wages for Interns.-Largest block of Intern time and other temporary positions	80,374	80,374	80,374
5500	Employee Benefits & Taxes	250,752	254,861	265,573	Taxes and benefits for departmental employees.	265,573	265,573	265,573
	TOTAL PERSONNEL SERVICES	1,128,335	1,103,847	1,156,461	TOTAL	1,156,461	1,156,461	1,156,461
OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	17,000	17,538	19,400	Departmental travel expenses including those incurred by providing service to court in Bath and Bridgton. Lodging/meal expenses for conferences	19,400	19,400	19,400
6301	Professional Services	74,478	74,478	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	5,000	3,549	5,000	Court transcripts required for case preparation and appeals.	5,000	5,000	5,000
6307	Witness Fees & Expenses- DA	20,000	7,310	20,000	Allocation for legislative requirement.	15,000	15,000	15,000
6308	Witness Fees & Expenses- AG	3,000	3,744	3,000	Allocation for legislative requirement.	3,000	3,000	3,000
6309	Laboratory Tests	1,000	-	1,000	State legislated requirement for medical testing fees for victims of crime	1,000	1,000	1,000
6400	Insurance - Building & Contents	3,225	2,245	3,225	Insurance for Bath office.	3,225	3,225	3,225
6401	Insurance Liability	2,972	3,233	2,972	Liability insurance	2,972	2,972	2,972
6500	Office Supplies	20,000	13,088	19,000	Departmental office supplies	19,000	19,000	19,000

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6505	Printing and Engraving	7,000	4,375	7,000	Case Folderd, letterhead, envelopes	7,000	7,000	7,000
6506	Postal Expenses	7,500	5,695	7,000	mail costs associated with the prosecution of criminal cases anad statewide business	7,000	7,000	7,000
6507	Advertising	4,200	2,874	4,200	Job Placement ads Victim Brochure development and printing	4,200	4,200	4,200
6508	Dues	11,264	12,935	20,764	Board of Bar Overseers. (18 memberships) \$ 3,944 National District Attorney's Association. (1 DA membership) \$ 695 National District Attorney Assoc. \$ 100 Cumberland Bar Assoc \$ 40 National District Attorney Assoc. \$ 75 Maine Prosecutor's Association membership. \$ 600 Victim Advocate's Association. (5) \$ 125 Maine Trial Lawyers. (1 membership) \$ 185 DA Central participation (incl educ & training) \$ 5,500 Justware database upgrade services, educ/train \$ 9,500	20,764	20,764	20,764
6509	Books, Periodicals, & Subscriptions	22,300	21,446	21,000	Yearly Expenses for statute updates, reference books and subscriptions for additional attorneys	21,000	21,000	21,000
6511	Equipment Rental	11,500	9,279	11,500	Copier Expenses-Rental and photocopy costs \$ 10,332 Water Cooler rental \$ 892	11,500	11,500	11,500
6512	Training, Education, & Seminars	16,880	25,083	20,880	Maine Prosecutor's Conference Registration. \$ 4,000 Staff training Seminars \$ 470 ADA CLE Seminars \$ 240 Nat'l center for prosecution of DV training \$ 1,300	20,880	20,880	20,880

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET	
6513	Leases & Service Agreements	19,000	36,796	27,330	National District Attorney Assoc. Board Meetings and Training Conference \$ 3,000 New Case management software training \$ 10,000 Seacoast maintenance Agreements \$ 480 Maintenance Costs for JustWare database \$ 22,850 Confidential Destruction 12 times \$ 1,000 Ikon Lease Agreement \$ 3,000	27,330	27,330	27,330	
6800	Telephone & Communication	14,865	12,887	15,100	Telephone Service expenses \$ 8,000 Wireless Service \$ 2,160 Air Card for Computer \$ 520 language Translation Line \$ 240 Connection to state Metro line \$ 960 Remote internet access \$ 2,985	15,100	15,100	15,100	
	TOTAL O&M	-	-	-		-	-	-	
		261,184	256,555	282,849	TOTAL	277,849	277,849	277,849	
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,000	2,721	2,000	To purchase furniture for the new court model	2,000	2,000	2,000	
7355	Computer Hardware								
7400	Capital Improvement Program	-	-	-		-	-	-	
	TOTAL CAPITAL OUTLAY	2,000	2,721	2,000	TOTAL	2,000	2,000	2,000	
	TOTAL DISTRICT ATTORNEY	1,391,519	1,363,123	1,441,310	TOTAL	1,436,310	1,436,310	1,436,310	
				49,791		44,791	44,791	44,791	
				3.6%		3.2%	3.2%	3.2%	

DISTRICT ATTORNEY



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

EXPENSES 2012

	2009 Actual	2010 Actual	2011 Budget	2012 Budget		Labor	O&M	Capital	TOTAL
EMA	142,668	178,287	160,000	235,000		315,991	58,287	51,000	425,278
EMA	22,587	15,243	9,984	8,184					
EMA	\$ 165,255	\$ 193,530	\$ 169,984	\$ 243,184					

Grant Funding:

See last page of this section for data on the

Grant funded activities of this department

Budget Objectives

Personnel

Manages and reviews Homeland Security Grants Coordinates the HazMat Training Grants to municipalities Works with 28 communities to provide technical hazard planning, preparedness and recovery from disasters Provides county wide NIMS development Coordinates GIS mapping activities Coordinates county Pandemic Flu development	EMA Positions	Full Time	Part Time	Grant
	EMA DIRECTOR	1		
	DEPUTY EMA DIRECTOR	1		
	PLANNER	3		
	PROGRAM CCORD			1
	LEPC Planner			1
FINANCE ASSISTANT			1	
		5	1	2

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY				ACTIVITY CENTER: EMERGENCY MANAGEMENT					
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	182,726	184,426	191,891	208,421	252,459	252,459	252,459	252,459
5205	Wages & Salaries (PT)	10,087	8,603	12,000	7,244	-	-	-	-
5401	Overtime	40	-	2,000	384	2,000	2,000	2,000	2,000
5500	Benefits	43,969	46,705	57,863	56,117	61,532	61,532	61,532	61,532
TOTAL PERSONNEL SERVICES		236,822	239,734	263,754	272,166	315,991	315,991	315,991	315,991
OPERATIONS AND MAINTENANCE									
6130	Transportation & Lodging	5,136	6,532	3,000	5,395	5,000	5,000	5,000	5,000
6231	Base Radio Repair	-	-	500	474	500	500	500	500
6232	Mobile Radio Repair	503	175	500	-	500	500	500	500
6400	Insurance- Building & Contents	3,307	3,289	3,751	2,697	3,751	3,751	3,751	3,751
6401	Insurance- Liability	7,226	7,187	8,196	5,892	8,196	8,196	8,196	8,196
6404	Insurance- Radio Equipment	653	650	740	532	740	740	740	740
6500	Office Supplies	1,904	1,374	2,000	979	2,000	2,000	2,000	2,000
6501	Training Supplies	78	450	1,000	187	1,000	1,000	1,000	1,000
6505	Printing & Engraving	(282)	903	1,000	(145)	1,000	1,000	1,000	1,000
6506	Postal Expenses	1,420	1,429	1,500	1,198	1,500	1,500	1,500	1,500
6507	Advertising	212	-	500	-	500	500	500	500
6508	Dues	-	-	100	50	100	100	100	100
6509	Books, Periodicals, & Subscriptions	162	172	500	990	500	500	500	500
6512	Training, Education, & Seminars	401	499	500	918	500	500	500	500
6513	Leases & Service Agreements	3,849	3,100	4,750	3,910	4,750	4,750	4,750	4,750
6800	Telephone & Communication	5,106	4,393	6,000	6,061	6,000	6,000	6,000	6,000
6801	Electricity Utility	13,133	4,929	12,000	3,549	9,000	9,000	9,000	9,000
6802	Gas Utility	-	-	6,250	268	6,250	6,250	6,250	6,250
6803	Water Utility	642	532	500	558	500	500	500	500
6806	Fuel Oil	4,185	4,740	-	2,700	-	-	-	-

EMERGENCY MANAGEMENT AGENCY

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET	
6903	Food & Groceries	2,146	2,115	1,500	2,065	1,500	1,500	1,500	1,500	
6904	Institutional Supplies	437	577	500	510	500	500	500	500	
6913	Safety Equipment	1,434	1,316	4,500	4,680	4,000	4,000	4,000	4,000	
6950	Other	-	50,000	-	-	-	-	-	-	
	TOTAL O&M	51,654	94,362	59,787	43,468	58,287	58,287	58,287	58,287	
	CAPITAL OUTLAY									
71701	Homeland Security HazMat/WMD CIP	50,000		50,000	50,000	50,000	50,000	50,000	50,000	
7350	Office Equipment	-	640	1,000	-	1,000	1,000	1,000	1,000	
7355	Computer Hardware	-		-	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	50,000	640	51,000	50,000	51,000	51,000	51,000	51,000	
	TOTAL DEPARTMENT	338,475	334,736	374,541	365,634	425,278	425,278	425,278	425,278	
						50,737	50,737	50,737	50,737	
						13.5%	13.5%	13.5%	13.5%	

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY		ACTIVITY CENTER: EMERGENCY MANAGEMENT							
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	191,891	208,421	252,459	Wages for full-time departmental staff. ADD part Time Admin/Finance Assistant ADD Upgrade Roth to Full Time	\$ 202,219 \$ 16,000 \$ 34,240	252,459	252,459	252,459
5205	Wages & Salaries (PT)	12,000	7,244	-	Wages for part-time departmental staff.		-	-	-
5401	Overtime	2,000	384	2,000			2,000	2,000	2,000
5500	Total Employee Benefits	57,863	56,117	61,532	Taxes and benefits for departmental employees.		61,532	61,532	61,532
	TOTAL PERSONNEL SERVICES	263,754	272,166	315,991		TOTAL	315,991	315,991	315,991
OPERATIONS AND MAINTENANCE									
6130	Transportation & Lodging	3,000	5,395	5,000	Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections.		5,000	5,000	5,000
6231	Base Radio Repair	500	474	500	Base radio repair expenses.		500	500	500
6232	Mobile Radio Repair	500	-	500	Mobile radio repair expenses.		500	500	500
6400	Insurance- Building & Contents	3,751	2,697	3,751	Agency share of insurance costs.		3,751	3,751	3,751
6401	Insurance- Liability	8,196	5,892	8,196	Agency share of insurance costs.		8,196	8,196	8,196
6404	Insurance- Radio Equipment	740	532	740	Insurance on EMA radio equipment.		740	740	740
6500	Office Supplies	2,000	979	2,000	General office supplies.		2,000	2,000	2,000
6501	Training Supplies	1,000	187	1,000	Supplies, equipment, and programs used to provide community classes. Hold EMA/Town/State Breakfast Symposium		1,000	1,000	1,000

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6505	Printing & Engraving	1,000	(145)	1,000	Letterhead printing. Business cards. Prints and map enlargements.	1,000	1,000	1,000
6506	Postal Expenses	1,500	1,198	1,500	Postage costs for mailing correspondence. \$ 540 Courier Service to Bunker \$ 960	1,500	1,500	1,500
6507	Advertising	500	-	500	Posting position openings and advertising for bid proposals	500	500	500
6508	Dues	100	50	100		100	100	100
6509	Books, Periodicals, & Subscriptions	500	990	500	Portland Press Herald. Emergency Management. CCFC Dues, MEMA Director Council dues	500	500	500
6512	Training, Education, & Seminars	500	918	500	Training classes not offered free by the Maine Emergency Management Agency. County Mitigation Planning Project	500	500	500
6513	Leases & Service Agreements	4,750	3,910	4,750	Telephone Maintenance Agreement. \$ 550 Photocopier lease. \$ 3,900 Postage Management \$ 300	4,750	4,750	4,750
6800	Telephone & Communication	6,000	6,061	6,000	Telephone costs including long distance fees. \$ 4,800 Satellite Telephone \$ 500 AT&T Blackberry \$ 700	6,000	6,000	6,000
6801	Electricity Utility	12,000	3,549	9,000	Power for EMA bunker.	9,000	9,000	9,000

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET	
6802	Gas Utility	6,250	268	6,250	For propane gas	6,250	6,250	6,250	
6803	Water Utility	500	558	500	Water fees for EMA bunker.	500	500	500	
6806	Fuel Oil	-	2,700		Heating for EMA shelter.- natural gas				
6903	Food & Groceries	1,500	2,065	1,500	Operational & emergency food and supplies	1,500	1,500	1,500	
6904	Institutional Supplies	500	510	500	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	500	500	500	
6913	Safety Equipment	4,500	4,680	4,000	MRE's for 15 people x 3mealsx 3 days Replacement and maintenance for emergency management equipment. EPI and Handout items	500 2,000 1,000	4,000	4,000	
	TOTAL O&M	59,787	43,468	58,287	TOTAL	58,287	58,287	58,287	
	CAPITAL OUTLAY								
71701	Homeland Security HazMat/WMD CIP	50,000	50,000	50,000		50,000	50,000	50,000	
7111									
7350	Office Equipment	1,000	-	1,000		1,000	1,000	1,000	
7355	Computer Hardware								
	TOTAL CAPITAL OUTLAY	51,000	50,000	51,000	TOTAL	51,000	51,000	51,000	
	TOTAL EMA	374,541	365,634	425,278	TOTAL	425,278	425,278	425,278	
				50,737		50,737	50,737	50,737	
				13.5%		13.5%	13.5%	13.5%	

EMERGENCY MANAGEMENT AGENCY

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	2012 REVENUES	2012 EXPENSES
	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
EMA	LEPC Emergency Planning Assistant	1/1 to 12/31	1	24,000	24,000
EMA	Homeland security Personnel Support Grant	1/1 to 12/31	1	55,000	55,000
EMA	Homeland security Personnel Support Grant	1/1 to 12/31	0	-	-
	TOTAL GRANT FUNDED PROGRAMS		2	79,000	79,000



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

2012

Revenue	Service	2011 REVENUES	2012 REVENUES				
				Labor	O&M	Capital	TOTAL
				1,970,292	177,072	12,000	2,159,364
Baldwin	Fire & Rescue	7,960	8,193				
Casco	Fire & Rescue	21,369	22,252				
Chebeague Island	Fire & Rescue	1,743	1,794				
Cumberland	Fire/Res/PD	120,289	122,067				
Frye Island	Fire/Res/PD	8,026	8,269				
Gorham	Fire/Res/PD	256,090	263,833				
Gray	Fire & Rescue	42,192	43,427				
Harpwell	Fire & Rescue	30,438	31,329				
Harrison	Fire & Rescue	7,106	9,205				
Long Island	Fire & Rescue	1,238	1,274				
Naples	Fire & Rescue	20,174	21,737				
New Gloucester	Fire & Rescue	29,869	29,869				
Raymond	Fire & Rescue	26,679	27,460				
Windham	Fire/Res/PD	270,050	278,682				
Bridgton	PP/FD/EMS	-	95,050				
		843,223	964,441				

Statistics

Personnel

<p>CCRCC provides emergency communication services to 15 Public Safety agencies in the county and dispatches for 14 municipalities and PSAP (E911) services to 19 municipalities</p> <p>Police/Fire/Rescue calls average 90,000 per year</p> <p>Emergency 911 calls received average almost 20,000 calls annually</p>	Communications		Full Time	Part Time
	COMMUNICATIONS DIRECTOR	1		
	DEPUTY DIRECTOR	1		
	SHIFT SUPERVISOR	5		
	DISPATCHER	25.5		
	CALL TAKER	1		
		33.5		

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS				ACTIVITY CENTER: COMMUNICATIONS					
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	598,108	608,680	1,254,355	1,185,715	1,360,046	1,355,046	1,355,046	1,355,046
5205	Wages & Salaries (PT)	40,291	59,204	55,000	109,739	55,000	55,000	55,000	55,000
5401	Overtime	94,237	100,848	115,000	158,227	115,000	115,000	115,000	115,000
5500	Employee Benefits & Taxes	179,655	201,533	395,232	408,586	445,246	445,246	445,246	445,246
	TOTAL PERSONNEL SERVICES	912,291	970,265	1,819,587	1,862,267	1,975,292	1,970,292	1,970,292	1,970,292
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	5,759	4,194	5,000	6,355	5,000	5,000	5,000	5,000
6131	Gas, oil and Grease	1,524	1,908	1,800	1,880	1,800	1,800	1,800	1,800
6230	Radio Site Rental	58,422	63,632	63,600	63,889	69,780	69,780	69,780	69,780
6231	Base Radio Repair	12,356	11,275	7,000	10,506	7,000	7,000	7,000	7,000
6301	Professional Services	688	250	2,000	-	2,000	2,000	2,000	2,000
6500	Office Supplies	3,848	4,716	5,000	5,053	5,000	5,000	5,000	5,000
6505	Printing & Engraving	1,020	1,124	1,500	776	1,500	1,500	1,500	1,500
6506	Postal Expenses	1,139	1,000	800	964	800	800	800	800
6507	Advertising	1,929	885	3,000	4,011	3,000	3,000	3,000	3,000
6508	Dues	458	347	400	125	400	400	400	400
6509	Books, Periodicals, & Subscriptions	140	128	500	80	500	500	500	500
6511	Equipment Rental	264	1,206	2,292	1,653	2,292	2,292	2,292	2,292
6512	Training, Education, & Seminars	25,875	25,465	31,800	31,196	34,800	34,800	34,800	34,800
6513	Leases & Service Agreements	12,093	10,846	8,400	3,738	8,400	8,400	8,400	8,400
6609	Equipment Repair	-	-	1,000	-	1,000	1,000	1,000	1,000
6800	Telephone & Communication	25,500	23,174	29,800	20,159	29,800	29,800	29,800	29,800
6908	Clothing & Uniforms	4,022	5,106	4,000	6,043	4,000	4,000	4,000	4,000
	TOTAL O&M	155,037	155,258	167,892	156,428	177,072	177,072	177,072	177,072
CAPITAL OUTLAY									
7350	Office Equipment	2,069	2,780	2,000	1,509	2,000	2,000	2,000	2,000
7365	Radio Equipment	-	7,925	10,000	6,521	10,000	10,000	10,000	10,000
	TOTAL CAPITAL OUTLAY	2,069	10,705	12,000	8,030	12,000	12,000	12,000	12,000
	TOTAL COMMUNICATIONS	1,069,397	1,136,228	1,999,479	2,026,725	2,164,364	2,159,364	2,159,364	2,159,364
						164,885	159,885	132,639	132,639
						8.2%	8.0%	6.6%	6.6%

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS									
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	1,254,355	1,185,715	1,360,046	Wages for full-time departmental staff.	\$ 1,265,046	1,355,046	1,355,046	1,355,046
					ADD Increase for Deputy Director	\$ 5,000			
					ADD New Dispatcher	\$ 50,000			
					ADD New Call Taker	\$ 40,000			
5210-05	Seasonal/ Temporary/ Intern	55,000	109,739	55,000	Wages for part-time departmental staff.		55,000	55,000	55,000
5401	Overtime	115,000	158,227	115,000	Wages for required overtime work.		115,000	115,000	115,000
5500	Employee Benefits & Taxes	395,232	408,586	445,246	Taxes and benefits for departmental employees.		445,246	445,246	445,246
	TOTAL PERSONNEL SERVICES	1,819,587	1,862,267	1,975,292			1,970,292	1,970,292	1,970,292
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	5,000	6,355	5,000	Lodging, Food, Travel and mileage reimbursements		5,000	5,000	5,000
6131	Gas, Oil and Grease	1,800	1,880	1,800	Gas for Communication vehicle		1,800	1,800	1,800
6230	Radio Site Rental	63,600	63,889	69,780	Rental of tower services to connect Patrol vehicle communication throughout the State. Towers at Harrison,Portland,Gray, Harpswell Towers at Casco and CCRCC		69,780	69,780	69,780
6231	Base Radio Repair	7,000	10,506	7,000	Funds radio transmitter and receiver repairs and preventative maintenance.		7,000	7,000	7,000

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6301	Professional Services	2,000	-	2,000	Legal Reviews and transcription	2,000	2,000	2,000
6500	Office Supplies	5,000	5,053	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	1,500	776	1,500	Letter head paper., Business cards, and badges and Year end reports	1,500	1,500	1,500
6506	Postal Expenses	800	964	800	Departmental postage expenses.	800	800	800
6507	Advertising	3,000	4,011	3,000	Ads for personnel vacancies in local paper	3,000	3,000	3,000
6508	Dues	400	125	400	National Emergency Number Association (2). APCO Membership -2, News	400	400	400
6509	Books, Periodicals, & Subscriptions	500	80	500	Legal reference materials. \$ 150 News from several local source subscriptions \$ 350	500	500	500
6511	Equipment Rental	2,292	1,653	2,292	Rental of equipment used by the communications center. Pagers for key personnel- \$4.50/mo. (2) \$ 108 Teletype rental. Monthly rental \$82 x 12 = \$ 1,092 ADD second teletype rental for IT office \$ 1,092	2,292	2,292	2,292
6512	Training, Education, & Seminars	31,800	31,196	34,800	Yearly Mandated Training \$ 20,900	34,800	34,800	34,800

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
					Other (DV, Suicide, Citywatch)	\$ 5,000			
					New Hire Training (min 80 hours)	\$ 6,000			
					Out of State NENA for 3 staff	\$ 3,000			
6513	Leases & Service Agreements	8,400	3,738	8,400	Lease Dictaphone recorder (5 year lease.)	\$ 5,169	8,400	8,400	8,400
					Lease new photo copier	\$ 2,472			
					Copy charges.	\$ 759			
						\$ 8,400			
6609	Equipment Repair	1,000	-	1,000	Funds to support ongoing equipment maintenance. Shredder, fax, recorder maintenance. Equipment repairs not covered by the maintenance contract.		1,000	1,000	1,000
6800	Telephone & Communication	29,800	20,159	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	4000	5445	4000	Uniforms for dispatchers		4000	4000	4000
		-	598	-			-	-	-
	TOTAL O&M	167,892	156,428	177,072			177,072	177,072	177,072
	CAPITAL OUTLAY								
7350	Office Equipment	2,000	1,509	2,000	Dispatcher chair replacement		2,000	2,000	2,000
7365	Radio Equipment	10,000	6,521	10,000	CIP for base radio replacement	\$ 10,000	10,000	10,000	10,000

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	TOTAL CAPITAL OUTLAY	12,000	8,030	12,000		12,000	12,000	12,000
	TOTAL COMMUNICATIONS	1,999,479	2,026,725	2,164,364		2,159,364	2,159,364	2,159,364
				164,885		159,885	159,885	159,885
				8.25%		8.00%	8.00%	8.00%

ENTERPRISE ACTIVITIES TOTAL NOW IN REVENUE AND EXPENSES ARE IN THE 2011 BUDGET	843,223
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EMERGENCY COMMUNICATIONS
CCRCC



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

EXPENSES 2012

REVENUES					EXPENSES 2012			
					Labor	O&M	Capital	TOTAL
EXEC					477,569	171,568	-	649,137
	\$ -	\$ -	\$ -	\$ -				

Grant & Enterprise Funding:

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

BUDGET OBJECTIVES

Personnel

<p>Coordinate agendas and provide analysis for Commissioner Meetings and Workshops</p> <p>Provide general administration of the county</p> <p>Provide leadership for strategic planning, budget development and implementation</p> <p>Coordinate Domestic Violence Intervention Program increasing domestic violence prosecution rate and saving hundreds of thousands by supervising offenders in the community.</p> <p>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.</p> <p>Provide a presence at the State House for Cumberland County Government and on issues of importance to our communities and region.</p>		Full Time	Part Time
	COMMISSIONERS	5	
	COUNTY MANAGER	1	
	EXECUTIVE ASSISTANT/DEPUTY CLERK	1	
	ASSISTANT COUNTY MANAGER	1	
	DV COORDINATOR	0	1
	GRANT/SPECIAL PROJECTS COORD	0	1
CDBG (see last page)			
	8	2	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: ADMINISTRATION					
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2009 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120-01	Wages & Salaries (FT)	257,335	246,532	262,590	256,153	297,852	297,852	297,852	297,852
5205-01	Wages & Salaries (PT)	69,172	73,019	69,444	73,990	69,444	69,444	69,444	69,444
5401-01	Overtime	5,801	4,347	3,500	2,842	3,500	3,500	3,500	3,500
5500-01	Employee Benefits & Taxes	89,595	94,643	99,816	99,214	106,773	106,773	106,773	106,773
TOTAL PERSONNEL SERVICES		421,903	418,541	435,350	432,199	477,569	477,569	477,569	477,569
OPERATIONS & MAINTENANCE									
6130-01	Transportation & Lodging	17,891	19,973	20,000	19,660	20,000	20,000	20,000	20,000
6301-01	Professional Services	53,072	56,206	18,256	45,790	46,531	46,531	46,531	46,531
6302-01	Legal Services	49,804	91,475	45,000	69,372	45,000	45,000	45,000	45,000
6400-01	Building & Contents Insurance	4,383	4,359	4,972	3,575	4,972	4,972	4,972	4,972
6407-01	Surety Bond Premiums	3,701	3,681	4,198	3,018	4,198	4,198	4,198	4,198
6500-01	Office Supplies	2,892	3,671	5,000	4,908	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	384	1,526	2,500	1,954	2,500	2,500	2,500	2,500
6506-01	Postal Expenses	2,322	2,418	2,500	2,801	2,500	2,500	2,500	2,500
6507-01	Advertising	587	1,107	500	2,009	500	500	500	500
6508-01	Dues	16,591	22,375	30,267	17,159	22,267	22,267	22,267	22,267
6509-01	Books periodicals, subs	598	511	500	541	500	500	500	500
6512-01	Training, Education, & Seminars	4,321	4,027	6,000	7,130	6,000	6,000	6,000	6,000
6513-01	Leases & Service Agreements	5,811	4,884	6,300	6,128	6,300	6,300	6,300	6,300
6609-01	Equipment Repair	-	150	300	220	300	300	300	300
6800-01	Telephone & Communication	4,002	3,226	5,000	3,660	5,000	5,000	5,000	5,000
TOTAL O&M		166,357	219,588	151,293	187,925	171,568	171,568	171,568	171,568
CAPITAL OUTLAY									
7361-01	Occupational Health & Safety Equip	-	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-	-
TOTAL ACTIVITY CENTER		588,260	638,129	586,643	620,124	649,137	649,137	649,137	649,137
						62,494	62,494	62,494	62,494
						10.7%	10.7%	10.7%	10.7%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION						
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL							
5120-01	Wages & Salaries (FT)	262,590	256,153	297,852	Wages for full-time departmental staff.	297,852	297,852	297,852
					ADD 2 New Commissioners Salary & benefits	30,000		
5401-01	Overtime	3,500	2,842	3,500		3,500	3,500	3,500
5205-01	Wages & Salaries (PT)	69,444	73,990	69,444	DV & Special projects	69,444	69,444	69,444
5500-01	Employee Benefits & Taxes	99,816	99,214	106,773	Benefits and taxes for departmental employees.	106,773	106,773	106,773
	TOTAL PERSONNEL SERVICES	435,350	432,199	477,569		477,569	477,569	477,569
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	20,000	19,660	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	18,256	45,790	46,531	Arbitration, dispute resolution and other required services.	\$ 11,256	46,531	46,531
					Funding to public health initiatives agreement	\$ 15,000		
					Family Crisis Part time funding	\$ 22,332		
6302-01	Legal Services	45,000	69,372	45,000	Legal fees associated with consultation and pending law suits.	45,000	45,000	45,000
6400-01	Building & Content Insurance	4,972	3,575	4,972	Departmental share of insurance premium.	4,972	4,972	4,972
6407-01	Surety Bond Premiums	4,198	3,018	4,198	Bond obtained through MCCA.	4,198	4,198	4,198
6500-01	Office Supplies	5,000	4,908	5,000	Departmental office supply costs.	5,000	5,000	5,000

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6505-01	Printing & Engraving	2,500	1,954	2,500	General printing costs to include county budget, annual report, budget	2,500	2,500	2,500
6506-01	Postal Expenses	2,500	2,801	2,500	Departmental postage costs.	2,500	2,500	2,500
6507-01	Advertising	500	2,009	500	Legal notices and job postings in area newspapers.	500	500	500
6508-01	Dues	30,267	17,159	22,267	Professional Memberships \$ 745 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	22,267	22,267	22,267
6509-01	Books periodicals, subs	500	541	500		500	500	500
6512-01	Training, Education, & Seminars	6,000	7,130	6,000	MCCA Convention, MMA seminars and NACO conference	6,000	6,000	6,000
6513-01	Leases & Service Agreements	6,300	6,128	6,300	Lease agreement/ copier \$ 4,330 maintenance agreement for copier \$ 1,170 Postage meter lease/ maintenance. \$ 700 Postage machine service agreement. \$ 100	6,300	6,300	6,300
6609-01	Equipment Repair	300	220	300	Equipment maintenance not covered under service agreement.	300	300	300

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6800-01	Telephone & Communication	5,000	3,660	5,000	Provides for local and long distance calls, and associated communication.	5,000	5,000	5,000
	TOTAL O&M	151,293	187,925	171,568		171,568	171,568	171,568
	CAPITAL OUTLAY							
	TOTAL CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL ADMINISTRATION	586,643	620,124	649,137		649,137	649,137	649,137
				62,494		62,494	62,494	62,494
				10.65%		10.65%	10.65%	10.65%

EXEC-ADMINISTRATION

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 and Other Federal programs	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
	HUD CDBG Program Grant for	7/1 to 6/30	1	1,849,093	1,849,093
	CDBG-R Recovery Act Funds	1/1 to 12/31		395,941	395,941
	Homeless Prevention Rapid Recovery Act HPRP	1/1 to 12/31		202,000	202,000
	Neighborhood Stabilization Program	1/1 to 12/31		1,742,265	1,742,265
				4,189,299	4,189,299

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	382,674	382,674
	TOTAL GRANT FUNDED PROGRAMS		0	382,674	382,674

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 operating budget. The county generally helps supplement the capital program, and pays for ongoing debt accumulation. (See debt expense sheet in the budget for details)

CUMBERLAND COUNTY CIVIC CENTER					
	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES	
CIVIC CENTER	7/1 to 6/30	0	1,500,000	1,500,000	
<i>(Debt in County Budget for approx \$206.000)</i>					



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

EXPENSES 2012

	2009 Actual	2010 Actual	2011 Budget	2012 Budget		Labor	O&M	Capital	TOTAL
GAR	3,885	2,889	-	-	Garage Operations	84,609	3,550	-	88,159
GAR	213,427	160,118	180,000	180,000	Garage Daily Parking				
GAR	238,170	285,050	275,300	285,000	Garage Monthly Parking				
GAR									
GAR	\$ 455,482	\$ 448,057	\$ 455,300	\$ 465,000					

Statistics

Personnel

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

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: PARKING GARAGE							
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120-03	Wages & Salaries (FT)	37,862	37,948	38,634	39,067	39,398	39,398	39,398	39,398
5205-03	Wages & Salaries (PT)	28,127	27,381	24,000	26,525	27,500	27,500	27,500	27,500
5401-03	Overtime	1,752	1,769	3,000	1,739	3,000	2,000	2,000	2,000
5500-03	Employee Benefits & Taxes	12,511	13,481	13,672	14,742	15,711	15,711	15,711	15,711
	TOTAL PERSONNEL SERVICES	80,252	80,579	79,306	82,073	85,609	84,609	84,609	84,609
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	442	326	400	419	400	400	400	400
6503-03	Computer Software & Supplies	-	-	-	-	-	-	-	-
6505-03	Printing & Engraving	1,639	1,806	2,000	1,598	2,000	2,000	2,000	2,000
6507-03	Advertising	54	-	50	-	50	50	50	50
6510-03	Tools & Implements	-	-	-	-	-	-	-	-
6609-03	Equipment Repair	-	108	500	175	500	500	500	500
6800-03	Telephone & Communication	476	398	750	333	500	500	500	500
6905-03	Medical Supplies	-	-	100	-	100	100	100	100
	TOTAL O&M	2,611	2,638	3,800	2,525	3,550	3,550	3,550	3,550
	CAPITAL								
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	82,863	83,217	83,106	84,598	89,159	88,159	88,159	88,159
						6,053	5,053	5,053	5,053
						7.3%	6.1%	6.1%	6.1%

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: PARKING GARAGE						
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL							
5120-03	Wages & Salaries (FT)	38,634	39,067	39,398	Wages for full-time departmental staff.	39,398	39,398	39,398
5205-03	Temporary	24,000	26,525	27,500	Wages for temporary departmental staff.	27,500	27,500	27,500
5401-03	Overtime	3,000	1,739	3,000	Wages for required overtime work.	2,000	2,000	2,000
5500-03	Employee Benefits & Taxes	13,672	14,742	15,711	Taxes and benefits for departmental employees.	15,711	15,711	15,711
	TOTAL PERSONNEL	79,306	82,073	85,609		TOTAL 84,609	84,609	84,609
	OPERATIONS & MAINTENANCE							
6500-03	Office Supplies	400	419	400	General office supplies used in garage operation.	400	400	400
6505-03	Printing & Engraving	2,000	1,598	2,000	60,000 garage tickets + shipping. (Now only available in 20k lots.)	2,000	2,000	2,000
6507-03	Advertising	50	-	50	Newspaper job advertisements	50	50	50
6609-03	Equipment Repair	500	175	500	Repair material for gate swing-arms, and mechanical readers.	500	500	500
6800-03	Telephone & Communication	750	333	500	Garage telephone costs.	500	500	500
6905-03	Medical Supplies	100	-	100	Replacement medical supplies. (Expiration of existing medical supplies.)	100	100	100
	TOTAL O&M	3,800	2,525	3,550		TOTAL 3,550	3,550	3,550
	CAPITAL OUTLAY							
7325-03	Furniture & Fixtures							

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
7365-03	Radio Equipment							
	TOTAL CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL GARAGE	83,106	84,598	89,159		88,159	88,159	88,159
				6,053		5,053	5,053	5,053
				7.3%		6.1%	6.1%	6.1%

PARKING GARAGE



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

EXPENSES

2012

	2,008	2,009	2,011	2012 Budget		Labor	O&M	Capital	TOTAL
		"No revenue"		-		338,189	295,596	55,000	688,785
				\$ -					

Statistics

Personnel

Statistics	Personnel	
	Full Time	Part Time
IT supports 400 users County Wide	1	
Maintains County Website	1	
Maintains County E Mail Service	1	
Maintains all servers, personal computers, printers and network equipment	1	
Maintain mobile data systems for Patrol Deputies	1	
Provide technical assistance and support to all users	5	
Beginning to offer IT services to communities with the Town of Gorham as a pilot project.		

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: INFORMATION TECHNOLOGY				ACTIVITY CENTER: INFORMATION TECHNOLOGY					
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	240,460	244,251	255,122	255,657	260,235	260,235	260,235	260,235
5500	Employee Benefits & Taxes	<u>58,847</u>	<u>66,295</u>	<u>69,464</u>	<u>72,152</u>	<u>77,954</u>	<u>77,954</u>	<u>77,954</u>	<u>77,954</u>
	TOTAL PERSONNEL SERVICES	299,307	310,546	324,586	327,809	338,189	338,189	338,189	338,189
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	1,379	3,647	4,000	4,517	4,000	4,000	4,000	4,000
6301	Professional Services	2,236	4,225	5,000	4,989	33,000	33,000	33,000	33,000
6500	Office Supplies	793	601	1,000	354	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	50,627	43,722	40,000	39,280	45,000	45,000	45,000	45,000
6512	Training, Education, & Seminars	4,579	3,395	5,000	4,647	5,000	5,000	5,000	5,000
6514	maintenance Contracts	72,000	79,529	80,391	80,142	137,000	137,000	137,000	137,000
6811	Computer Repair	11,664	11,354	12,000	9,122	12,000	12,000	12,000	12,000
6800	Telephone & Communication	<u>28,575</u>	<u>31,561</u>	<u>31,900</u>	<u>34,371</u>	<u>45,480</u>	<u>58,596</u>	<u>58,596</u>	<u>58,596</u>
	TOTAL O&M	171,854	178,035	179,291	177,422	282,480	295,596	295,596	295,596
CAPITAL OUTLAY									
7355-02	Computer Hardware	<u>49,189</u>	<u>54,846</u>	<u>55,000</u>	<u>53,108</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
	TOTAL CAPITAL OUTLAY	49,189	54,846	55,000	53,108	55,000	55,000	55,000	55,000
	TOTAL ACTIVITY CENTER	520,350	543,427	558,877	558,339	675,669	688,785	688,785	688,785
						116,792	129,908	129,908	129,908
						20.9%	23.2%	23.2%	23.2%

INFORMATION TECHNOLOGY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	255,122	255,657	260,235	Wages for full-time departmental staff.	260,235	260,235	260,235
5500	Employee Benefits & Taxes	69,464	72,152	77,954		77,954	77,954	77,954
	TOTAL PERSONNEL SERVICES	324,586	327,809	338,189		338,189	338,189	338,189
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,000	4,517	4,000	Mileage Expense	4,000	4,000	4,000
6301	Professional Services	5,000	4,989	33,000	On site Technical Assistance \$ 5,000 GIS Service for Municipalities \$ 28,000	33,000	33,000	33,000
6500	Office Supplies	1,000	354	1,000	General Office Supplies	1,000	1,000	1,000
6503	Computer, Software, & Supplies	40,000	39,280	45,000	Software upgrades and licensing	45,000	45,000	45,000
6512	Training, Education, & Seminars	5,000	4,647	5,000	System training	5,000	5,000	5,000
6514	Maintenance Contracts	80,391	80,142	137,000	Spillman Maint Agreement moved from SHER-Admin \$ 85,000 Gov Delivery \$ 12,000 G Mail \$ 35,000 Picture Link Maint (photos) \$ 5,000	137,000	137,000	137,000
6611	Computer Repair	12,000	9,122	12,000	Repair equipment formerly under maintenance contract.	12,000	12,000	12,000
6800	Telephone & Communication	31,900	34,371	45,480	System wide internet, wireless access and fiber lines	58,596	58,596	58,596
	TOTAL O&M	179,291	177,422	282,480		295,596	295,596	295,596

TOTAL INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
7355	Computer hardware for County	55,000	53,108	55,000	Communications, server and network hardware	55,000	55,000	55,000
	TOTAL CAPITAL OUTLAY	55,000	53,108	55,000	TOTAL	55,000	55,000	55,000
	TOTAL IT	558,877	558,339	675,669	TOTAL	688,785	688,785	688,785
				116,792		129,908	129,908	129,908
				20.9%		23.2%	23.2%	23.2%

INFORMATION TECHNOLOGY (IT)



Human Resources

Wanda Pettersen, Director

The County of Cumberland Human Resource Office is committed to creating a work environment which enables employees to thrive as individuals & contributors to Cumberland County Government mission & goals.

REVENUES

EXPENSES 2012

	2009 Actual	2010 Actual	2011 Budget	2012 Budget		Labor	O&M	Capital	TOTAL
					No Revenues	283,559	83,235	5,000	371,794
				\$ -					

Statistics

Personnel

Responsible for servicing of over 400 full time employees Responsible for recruitment of all new employees Responsible to coordinate all testing and emp. evaluations Provides all union grievance management Resolution of all employee matters Maintain legal employee compliance in FMLA etc.		<i>Full Time</i>	<i>Part Time</i>
	HUMAN RESOURCE DIRECTOR	1	
	HUMAN RESOURCE SPECIALIST	1	
	EXECUTIVE ASSISTANT	1	
	HUMAN RESOURCE SPECIALIST		1
		3	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES				ACTIVITY CENTER: HUMAN RESOURCES					
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	180,135	183,246	189,416	189,365	233,193	233,193	233,193	233,193
5500	Employee Benefits & Taxes	38,811	42,259	44,461	47,175	50,366	50,366	50,366	50,366
TOTAL PERSONNEL SERVICES		218,946	225,505	233,877	236,540	283,559	283,559	283,559	283,559
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	233	291	1,652	206	1,652	1,652	1,652	1,652
6301	Professional Services	15,609	12,851	18,360	15,671	68,360	68,360	68,360	68,360
6500	Office Supplies	749	1,395	2,450	2,032	2,450	2,450	2,450	2,450
6505	Printing & Engraving	742	-	-	-	-	-	-	-
6506	Postal Expenses	330	1,486	2,050	1,020	2,050	2,050	2,050	2,050
6508	Dues	822	194	575	180	575	575	575	575
6509	Books, Periodicals, & Subscriptions	2,168	683	548	754	548	548	548	548
6512	Training, Education, & Seminars	-	704	6,600	645	6,600	6,600	6,600	6,600
6609	Equipment Repair	624	58	-	-	-	-	-	-
6800	Telephone & Communication	-	498	-	-	1,000	1,000	1,000	1,000
TOTAL O&M		21,276	18,159	33,235	20,953	83,235	83,235	83,235	83,235
CAPITAL OUTLAY									
7361	Occupational Health & Safety Equip.	(875)	3,708	5,000	202	5,000	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY		(875)	3,708	5,000	202	5,000	5,000	5,000	5,000
TOTAL ACTIVITY CENTER		239,347	247,371	272,112	257,695	371,794	371,794	371,794	371,794
						99,682	99,682	99,682	99,682
						36.6%	36.6%	36.6%	36.6%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES							
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL								
5120	Wages & Salaries (FT)	189,416	189,365	233,193	Wages for full-time departmental staff. 193,193 ADD 30 Hour HR Assistant w/ benefits 40,000		233,193	233,193	233,193
5500	Employee Benefits & Taxes	44,461	47,175	50,366	Benefits and taxes for departmental employees.		50,366	50,366	50,366
	TOTAL PERSONNEL SERVICES	233,877	236,540	283,559	TOTAL		283,559	283,559	283,559
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,652	206	1,652	Transportation and costs associated with seminars, meetings, and training conferences including Hr, and MCCA arbitration Conferences		1,652	1,652	1,652
6301	Professional Services	18,360	15,671	68,360	Group Dynamics Section 125 Administration \$ 1,260 Employee Advisory Committee \$ 6,600 EAP administrative fee \$ 7,500 Affirmative action/EEO employee plan for feds and grants \$ 3,000 Got Health Wellness Initiative/ Contract \$ 50,000		68,360	68,360	68,360
6500	Office Supplies	2,450	2,032	2,450	Departmental office supply costs.		2,450	2,450	2,450
6505	Printing & Engraving								
6506	Postal Expenses	2,050	1,020	2,050	Departmental postage costs.		2,050	2,050	2,050
6508	Dues	575	180	575	Society for HR Management&HRASM dues		575	575	575
6509	Books, Periodicals, & Subscriptions	548	754	548	HR Updates		548	548	548

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6512	Training, Education, & Seminars	6,600	645	6,600	HR and Arbitration Conferences \$ 1,400 Training for Supervisors/ Team Building \$ 1,200 Safety & DOL training for County Employees \$ 4,000	6,600	6,600	6,600
6609	Equipment Repair	-			Equipment maintenance not covered under service agreement.			
6800	Telephone expense	1,000	445	1,000		1,000	1,000	1,000
	TOTAL O&M	33,235	20,953	83,235		83,235	83,235	83,235
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.	5,000	202	5,000	For employee ergonomic needs to reduce medical costs	5,000	5,000	5,000
		5,000	202	5,000	TOTAL	5,000	5,000	5,000
		272,112	257,695	371,794	TOTAL	371,794	371,794	371,794
				99,682		99,682	99,682	99,682
				36.63%		36.63%	36.63%	36.63%

HUMAN RESOURCES



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

EXPENSES 2012

	2010	2011	2012		Labor	O&M	Capital	TOTAL
FAC	-	-	-	No Revenues	887,305	831,468	3,100	1,721,873
					ENTERPRISE 311,603			
					TOTAL DEPT 2,033,476			

Enterprise Activities:

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

Statistics

Personnel

	Facility	Full Time	Part Time	Court lease	Jail
Responsible for Fleet maintenance of over 93 Vehicles	FACILITIES MANAGER	1			
Responsible for 6 buildings, and over 406,350 sq feet	MAINTENANCE SUPERVISOR	1			
Responsible to maintain operations for:	FACILITIES SUPERVISOR	0			1
EMA Probate Executive	CUSTODIAN SUPERVISOR	1			
DA Finance Garage	MAINT TECH I	0		1	
Treasurer CCRCC	CUSTODIAN	4		3	1
Deeds Sheriff Office	ELECTRICIAN SUPERVISOR	1			
	ELECTRICIAN	1			1
Negotiate over \$1 million dollars in Utility costs	ELECTRONIC TECHNICIAN	0			
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.	BUILDING TECH I	1			
	MAINTENANCE TECHNICIAN II	0		1	4
	FLEET AUTOMOTIVE SUPERVIOIR	1			
	FLEET AUTOMOTIVE TECHNICIAN	1			
	ASST MAINTENANCE TECHNII			1	
	EXECUTIVE SECRETARY	1			
	ASST DIRECTOR & SAFETY COORD	1			
		14		6	7

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES									
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)*	601,249	593,643	660,627	584,197	633,737	633,737	633,737	633,737
5210	Seasonal/Temporary/Intern	6,576	17,555	5,800	21,212	5,800	5,800	5,800	5,800
5401	Overtime	8,220	12,570	12,000	14,462	12,000	12,000	12,000	12,000
5500	Employee Benefits & Taxes	190,355	204,917	220,666	225,843	235,768	235,768	235,768	235,768
TOTAL PERSONNEL SERVICES		806,400	828,685	899,093	845,714	887,305	887,305	887,305	887,305
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	784	783	2,000	1,002	1,700	1,700	1,700	1,700
6131	Gas, Oil, & Grease	32,757	42,578	39,600	23,445	39,600	39,600	39,600	39,600
6132	Vehicle Repair	95,181	72,792	87,000	50,007	87,000	87,000	87,000	87,000
6301	Professional Services	13,780	21,339	10,350	4,946	9,350	9,350	9,350	9,350
6303	Contract Special Services	8,092	7,670	10,568	5,696	10,568	10,568	10,568	10,568
6304	Security Services	636	248	2,225	365	1,500	1,500	1,500	1,500
6400	Insurance- Building & Contents	46,786	40,871	53,072	38,156	53,072	53,072	53,072	53,072
6401	Insurance- Liability	2,572	1,638	2,917	2,097	2,917	2,917	2,917	2,917
6402	Vehicle Insurance	16,487	12,181	13,893	9,988	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	7,226	7,187	8,196	5,892	8,196	8,196	8,196	8,196
6406	Insurance- Deductible	(2,682)	299	5,000	-	5,000	5,000	5,000	5,000
6500	Office Supplies	1,109	668	1,550	414	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	4,104	3,803	9,600	7,379	9,600	9,600	9,600	9,600
6504	Maintenance Supplies	6,976	18,461	14,875	10,065	14,875	14,875	14,875	14,875
6505	Printing & Engraving	31	122	850	31	550	550	550	550
6506	Postal Expenses	216	192	600	258	600	600	600	600
6507	Advertising	958	416	1,450	991	1,450	1,450	1,450	1,450
6508	Dues	533	300	535	-	535	535	535	535
6509	Books, Periodicals, & Subscriptions	221	-	680	122	680	680	680	680
6510	Tools & Implements	2,034	1,088	3,400	558	3,400	3,400	3,400	3,400
6511	Equipment Rental	2,909	6,845	4,170	7,165	4,170	4,170	4,170	4,170
6512	Training, Education, & Seminars	-	565	1,500	253	1,500	1,500	1,500	1,500
6513	Lease & service Agreements						129,830	129,830	129,830

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6514	Maintenance Contracts	61,107	46,854	56,070	37,969	56,070	56,070	56,070	56,070
6600	Cleaning & Sanitary	1,520	2,138	1,520	1,676	2,500	2,500	2,500	2,500
6601	Snow Removal	2,752	1,008	2,400	1,560	4,400	4,400	4,400	4,400
6602	Lot & Grounds Maintenance	2,677	7,370	3,400	6,954	3,400	3,400	3,400	3,400
6603	Building & Structure Repair	23,127	40,213	23,250	11,056	20,250	20,250	20,250	20,250
6604	Heating & Cooling (HVAC) Repair	24,477	7,414	13,900	27,273	13,900	13,900	13,900	13,900
6605	Electrical Repair	4,761	30,452	9,400	13,529	9,400	9,400	9,400	9,400
6606	Painting Repair	759	1,722	4,400	5,157	4,400	4,400	4,400	4,400
6607	Plumbing Repair	2,147	4,955	4,700	4,492	9,100	9,100	9,100	9,100
6608	Elevator Repair	-	-	2,000	460	1,500	1,500	1,500	1,500
6609	Equipment Repair	4,404	6,694	4,000	4,527	4,000	4,000	4,000	4,000
6612	Furniture Repair	-	-	3,000	3,127	2,200	2,200	2,200	2,200
6800	Telephone & Communication	2,251	1,859	3,500	1,428	3,000	3,000	3,000	3,000
6801	Electricity Utility	135,221	136,364	121,900	129,068	140,462	140,462	140,462	140,462
6802	Gas Utility	29,510	39,495	93,000	34,317	93,000	93,000	93,000	93,000
6803	Water Utility	5,233	5,552	6,500	5,912	6,500	6,500	6,500	6,500
6804	Sewer Utility	19,506	23,070	20,000	22,292	23,000	23,000	23,000	23,000
6805	Rubbish Removal	13,804	12,281	15,400	10,937	15,400	15,400	15,400	15,400
6806	Fuel Oil	66,062	52,545	4,400	-	1,000	1,000	1,000	1,000
6906	Paper Goods	6,573	7,262	8,300	7,929	10,000	10,000	10,000	10,000
6908	Clothing- Uniforms	1,561	2,097	2,400	1,105	2,400	2,400	2,400	2,400
6909	Clothing- Cleaning	1,421	1,529	1,530	2,156	1,700	1,700	1,700	1,700
6913	Safety Equipment	2,608	754	2,400	631	2,400	2,400	2,400	2,400
6950	misc expense PRC	-	4,203	-	-	-	-	-	-
TOTAL O&M		652,193	675,878	681,401	502,385	701,638	831,468	831,468	831,468

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	-	-	-	-	-	-	-	-
7315	Electrical Capital	2,000		2,000	1,944	2,000	2,000	2,000	2,000
7335	Maintenance Capital			-	-	-	-	-	-
7350	Office Equipment	236	67	500	-	500	500	500	500
7355	Computer Hardware	128	2,313	600	271	600	600	600	600
7365	Radio Equipment	-		-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	2,364	2,379	3,100	2,215	3,100	3,100	3,100	3,100
	Remove 2008 Budgets & transfer to Jail BOC								
	TOTAL DEPARTMENT	1,460,957	1,506,941	1,583,594	1,350,314	1,592,043	1,721,873	1,721,873	1,721,873
						8,449	138,279	138,279	138,279
						0.5%	8.7%	8.7%	8.7%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES								
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	660,627	584,197	633,737	Wages for full-time departmental staff. \$ 562,987 Add Asst Director/Safety Coordinator (with benefits) \$ 70,750		633,737	633,737	633,737
5210	Seasonal/Temporary/Intern	5,800	21,212	5,800	Wages for substitute custodians/ maint./ special projects.		5,800	5,800	5,800
5401	Overtime	12,000	14,462	12,000	Wages for required overtime work and call in work.		12,000	12,000	12,000
5500	Employee Benefits & Taxes	220,666	225,843	235,768	Taxes and benefits for departmental employees.		235,768	235,768	235,768
	TOTAL PERSONNEL SERVICES	899,093	845,714	887,305		TOTAL	887,305	887,305	887,305
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,000	1,002	1,700	Departmental travel expenses including for training.		1,700	1,700	1,700
6131	Gas Oil & Grease	39,600	23,445	39,600	Gas, oil, grease, and maintenance for departmental vehicles and machines. \$ 5,000 Tires for Sheriff vehicles. \$ 30,100 Oil & grease for Sheriff vehicles. \$ 4,500		39,600	39,600	39,600
6132	Vehicle Repair	87,000	50,007	87,000	Parts and labor for automobile and machine repair. \$ 5,400 Sheriff Administration/ Support Services \$ 11,000 Sheriff Law Enforcement \$ 46,000 Sheriff General \$ 9,600 New Vehicle equipment set up \$ 15,000		87,000	87,000	87,000
6301	Professional Services	10,350	4,946	9,350	Consultants: chemical, etc. \$ 3,250 Indoor Air Quality tests. \$ 2,000 Oil Tank inspections. \$ - Elevator/lift inspections. \$ 4,100		9,350	9,350	9,350
6303	Contract Special Services	10,568	5,696	10,568	Pest control. (Courthouse & EMA) \$ 4,668		10,568	10,568	10,568

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
					Hazardous Mats (lamp) \$ 2,900			
					Window Cleaning outside \$ 2,000			
					Recycling Costs \$ 1,000			
6304	Security Services	2,225	365	1,500	Alarm monitoring - Intrusion and Fire	1,500	1,500	1,500
6400	Insurance -Building & Contents	53,072	38,156	53,072	Courthouse. Garage.	53,072	53,072	53,072
6401	Insurance- Liability	2,917	2,097	2,917	Departmental share of insurance.	2,917	2,917	2,917
6402	Vehicle Liability	13,893	9,988	13,893	Departmental share of insurance.	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	5,892	8,196	Departmental share of insurance.	8,196	8,196	8,196
6406	Insurance- Deductible	5,000	-	5,000	Deductible for any insurance claim.	5,000	5,000	5,000
6500	Office Supplies	1,550	414	1,500	Office supplies and copy paper.	1,500	1,500	1,500
6502	Cleaning Supplies	9,600	7,379	9,600	Custodial supplies. (Does not include Jail secure area.) Car Cleaning Supplies \$ 700 Courthouse. \$ 7,500 Garage. \$ 300 EMA & Dispatch \$ 1,100	9,600	9,600	9,600
6504	Maintenance Supplies	14,875	10,065	14,875	Repair supplies. Courthouse. \$ 12,000 Garage. \$ 200 EMA. \$ 850 Law Enforcement Center. \$ 725 Communications \$ 1,100	14,875	14,875	14,875
6505	Printing & Engraving	850	31	550	Printing for work orders, forms, and blueprints.	550	550	550

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6506	Postal Expenses	600	258	600	Departmental postage costs.	600	600	600
6507	Advertising	1,450	991	1,450	For material bids and personnel	1,450	1,450	1,450
6508	Dues	535	-	535	NFPA AFE (American Facilities Eng.) ASHRAE (Heating and AC Eng.) NSEE (Energy Engineers.) Electrician Licensing Fees.	535	535	535
6509	Books, Periodicals, & Subscriptions	680	122	680	Manager's Legal Bulletin. \$ 100 Vehicle manuals. \$ 150 ASHRAE Handbooks. \$ 120 Means Data Books. \$ 25 Reference manuals and code books. \$ 335	680	680	680
6510	Tools & Implements	3,400	558	3,400	Hand tools. \$ 2,700 Ladders \$ 700	3,400	3,400	3,400
6511	Equipment Rental	4,170	7,165	4,170	Pagers. \$ 1,000 Gas cylinders. \$ 250 Safety Kleen for Mechanic/Jail (oil) \$ 1,400 Copier \$ 1,070 Concrete cutter & others as needed \$ 450	4,170	4,170	4,170
6512	Training, Education, & Seminars	1,500	253	1,500	OSHA Training \$ 400 Training for Electrician \$ 700 Act 1000 training \$ 200 Local seminars. \$ 200	1,500	1,500	1,500

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6513	Leases and Service Agreements			-	Leased Office Space Lease 10,000 square feet	129,830	129,830	129,830
6514	Maintenance Contracts	56,070	37,969	56,070	HVAC contract. CCRCC new building \$ 3,000 CCCH & EMA \$ 14,000 Sprinkler system. \$ 2,300 Extinguishers. \$ 1,000 Fire alarm. . \$ 1,900 Elevator/lifts. \$ 15,500 Telephone \$ 9,000 Garage gate equipment. \$ 3,500 Identocard \$ 2,500 Act Systems Support \$ 1,875 Automatic Doors \$ 1,495	56,070	56,070	56,070
6600	Cleaning & Sanitary	1,520	1,676	2,500	Carpets cleaned in-house for cost and quality assurance. Courthouse. (done in house) \$ 2,000 EMA. \$ 250 Law Enforcement Center. \$ 750	2,500	2,500	2,500
6601	Snow Removal	2,400	1,560	4,400	Courthouse complex (includes parking lot). \$ 4,100 EMA & Dispatch. \$ 300	4,400	4,400	4,400
6602	Lot & Grounds Maintenance	3,400	6,954	3,400	Loam, seed, sod. \$ 1,000 Flowers, shrubbery. \$ 900 Landscape timbers, fencing. \$ 500 Asphalt maintenance or repair: \$ 1,000	3,400	3,400	3,400
6603	Building & Structure Repair	23,250	11,056	20,250	Doors, walls, ceilings, stairs, & windows. \$ 3,000 Replacement locks and keys \$ 2,000 Roof patches and repairs. \$ 2,500 CCCH Replacement Air Conditioners \$ 2,500 Carpeting and repairs \$ 7,000 Exterior building repairs. \$ 2,500	20,250	20,250	20,250

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6604	Heating & Cooling (HVAC) Repair	13,900	27,273	13,900	Replacement ceiling tiles. \$ 750 Heating & Cooling (HVAC) Repair Courthouse. \$ 8,425 Garage. \$ 75 EMA. \$ 3,400 Law Enforcement Center. \$ 2,000	13,900	13,900	13,900
6605	Electrical Repair	9,400	13,529	9,400	MTI & control repairs. \$ 700 Lighting-lamps and ballast, light bulbs \$ 3,000 Power outlets & wiring. \$ 2,400 Electrical repairs. \$ 3,300	9,400	9,400	9,400
6606	Painting Repair	4,400	5,157	4,400	Preventative & ongoing maintenance. Courthouse. \$ 2,500 Garage. \$ 1,000 EMA. & communications \$ 500 Law Enforcement Center. \$ 400	4,400	4,400	4,400
6607	Plumbing Repair	4,700	4,492	9,100	Preventative/ ongoing maintenance. Courthouse. \$ 7,000 Garage. \$ 200 EMA. \$ 1,500 Law Enforcement Center. \$ 300	9,100	9,100	9,100
6608	Elevator Repair	2,000	460	1,500	Non-contract repairs	1,500	1,500	1,500
6609	Equipment Repair	4,000	4,527	4,000	Repair for County equipment.	4,000	4,000	4,000
6612	Furniture Repair	3,000	3,127	2,200	Repair material for any County furniture.	2,200	2,200	2,200
6800	Telephone & Communication	3,500	1,428	3,000	Telephone Costs	3,000	3,000	3,000

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6801	Electricity Utility	121,900	129,068	140,462	Electricity costs for county properties	140,462	140,462	140,462
					Communications	\$ 34,074		
					Garage	\$ 31,294		
					CCCH	\$ 54,478		
					LEC	\$ 20,616		
6802	Gas Utility	93,000	34,317	93,000	Natural Gas costs for county properties	93,000	93,000	93,000
					Communications- generator	\$ 600		
					LEC	\$ 18,158		
					CCRCC Communication Bldg	\$ 2,792		
					Courthouse	\$ 69,014		
					EMA	\$ 2,436		
6803	Water Utility	6,500	5,912	6,500	Courthouse	\$ 6,305	6,500	6,500
					Garage.	\$ 195		
6804	Sewer Utility	20,000	22,292	23,000	Courthouse.	23,000	23,000	23,000
6805	Rubbish Removal	15,400	10,937	15,400	Courthouse.	\$ 4,900	15,400	15,400
					Law Enforcement Center.	\$ 2,000		
					EMA & Dispatch	\$ 8,000		
					Garage	\$ 500		
6806	Fuel Oil	4,400	-	1,000	Courthouse. At \$3.75 gallon	1,000	1,000	1,000
6906	Paper Goods	8,300	7,929	10,000	Toilet paper, sanitary napkins, paper towels.	10,000	10,000	10,000
6908	Clothing- Uniforms	2,400	1,105	2,400	CCCH complex. (4 sets)	2,400	2,400	2,400
6909	Clothing- Cleaning	1,530	2,156	1,700	Mechanic Uniforms.	1,700	1,700	1,700
6913	Safety Equipment	2,400	631	2,400	Safety shoes.	\$ 1,500	2,400	2,400
					Gloves & wipes for chemicals & blood pathogens.	\$ 650		
					First-aid kit maintenance.	\$ 250		
		-	-	-			-	-
3.0%	TOTAL O&M	681,401	502,385	701,638	TOTAL	831,468	831,468	831,468

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
7305	CAPITAL OUTLAY Building & Building Improvement				Bird spikes and ledge cleaning at courthouse			
7315	Electrical Capital	2,000	1,944	2,000	Energy controls (lighting) courthouse	2,000	2,000	2,000
7335	Maintenance Capital				Set up maintenance and custodial equipment			
7350	Office Equipment	500		500	Replace misc office equipment	500	500	500
7355	Computer Hardware	600	271	600	Printers	600	600	600
7365	Radio Equipment							
	TOTAL CAPITAL OUTLAY	3,100	2,215	3,100	TOTAL	3,100	3,100	3,100
	TOTAL FACILITIES	1,583,594	1,350,314	1,592,043	TOTAL	1,721,873	1,721,873	1,721,873
				8,449		138,279	138,279	138,279
				0.5%		8.7%	8.7%	8.7%

ENTERPRISE ACTIVITIES TOTAL	311,603
OVERALL DEPARTMENTAL EXPENSES	2,033,476

FACILITIES

Enterprise Activities-Facilities

<p><u>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.</u></p> <p>The County has a contract with the State of Maine to provide custodial and maintenance needs for the court addition,</p> <p>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)</p>					
	State Court Custodial Program	PERIOD	EMPLOYEES	2012 REVENUES	2012 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	227,394	227,394
			Supply	84,209	84,209
TOTAL FROM NON-BUDGET ACTIVITIES				311,603	311,603



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

#REF!	2009 Actual	2010 Actual	2011 Budget	2012 Budget
		No revenues		
				\$ -

EXPENSES

2012

Labor	O&M	Capital	TOTAL
336,112	45,020	-	381,132

Statistics

<ul style="list-style-type: none"> Process cash exceeding \$40 million dollars annually Produce over 21,000 paychecks annually Administer benefits for 400 employees Purchase orders for over \$1.3 million annual Pay over 10,000 invoices annually Provide all financial reporting and analysis Preparation and completion finance audit

Personnel

	Full Time	Part Time
DIRECTOR OF FINANCE	1	
PURCHASING AGENT	1	
ACCOUNTS SUPERVISOR	1	
PAYROLL SUPERVISOR	1	
	4	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE				FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	240,815	239,593	249,563	249,381	254,465	254,465	254,465	254,465
5401	Overtime	4,500	7,014	7,500	4,835	7,500	5,000	5,000	5,000
5500	Employee Benefits & Taxes	55,768	64,831	69,100	71,638	76,647	76,647	76,647	76,647
	TOTAL PERSONNEL SERVICES	301,083	311,438	326,163	325,854	338,612	336,112	336,112	336,112
6130	Transportation & Lodging	403	1,255	800	1,058	800	800	800	800
6300	Accounting & Audit Fees	12,032	12,000	12,000	12,000	13,000	13,000	13,000	13,000
6401	Insurance- Liability	327	325	370	266	370	370	370	370
6500	Office Supplies	931	1,650	1,200	1,287	1,200	1,200	1,200	1,200
6505	Printing & Engraving	520	621	800	649	800	800	800	800
6506	Postal Expenses	4,280	7,091	4,700	5,544	4,700	4,700	4,700	4,700
6508	Dues	1,540	612	1,500	1,145	1,500	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	-	75	50	-	50	50	50	50
6512	Training, Education, & Seminars	-	-	50	-	50	50	50	50
6514	Maintenance Contract	18,068	20,120	21,096	21,096	22,200	22,200	22,200	22,200
6800	Telephone & Communication	281	222	350	156	350	350	350	350
	TOTAL O&M	38,382	43,970	42,916	43,201	45,020	45,020	45,020	45,020
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	-	-	-	-	-	-
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	DEPARTMENT TOTAL	339,465	355,408	369,079	369,055	383,632	381,132	381,132	381,132
						14,553	12,053	12,053	12,053
						3.9%	3.3%	3.3%	3.3%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	249,563	249,381	254,465	Wages for full-time departmental staff.	254,465	254,465	254,465
5401	Overtime	7,500	4,835	7,500	Wages for required overtime work.	5,000	5,000	5,000
5500	Employee Benefits & Taxes	69,100	71,638	76,647	Taxes and benefits for departmental staff.	76,647	76,647	76,647
	TOTAL PERSONNEL SERVICES	326,163	325,854	338,612		336,112	336,112	336,112
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	800	1,058	800	Costs to attend conferences and mileage	800	800	800
6300	Accounting & Audit Fees	12,000	12,000	13,000	Annual Audit Fees and CAFR prep	13,000	13,000	13,000
6401	Insurance- Liability	370	266	370	Departmental share of insurance costs.	370	370	370
6500	Office Supplies	1,200	1,287	1,200	Departmental office supply costs.	1,200	1,200	1,200
6505	Printing & Engraving	800	649	800	Envelope, pr checks, ap checks and printing .	800	800	800
6506	Postal Expenses	4,700	5,544	4,700	Postage costs. \$ 700 Courier Service \$ 4,000	4,700	4,700	4,700
6508	Dues	1,500	1,145	1,500	GFOA. For Finance, treasurer, and County	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	50	-	50	Subscription to Payroll Updates	50	50	50

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE			Department- FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6512	Training, Education, & Seminars	50	-	50	Day classes for staff	50	50	50
6514	Maintenance Contract	21,096	21,096	22,200	Maintenance contract for munis software	22,200	22,200	22,200
6800	Telephone & Communication	350	156	350	Phone expenses.	350	350	350
	TOTAL O&M	42,916	43,201	45,020		45,020	45,020	45,020
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-	-	-	Office replacement needs.	-	-	-
	CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL FINANCE	369,079	369,055	383,632	TOTAL	381,132	381,132	381,132
				14,553		12,053	12,053	12,053
				3.9%		3.3%	3.3%	3.3%



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

EXPENSES

2012

	2009 Actual	2010 Actual	2011 Budget	2012 Budget	Type of Revenue	Labor	O&M	Capital	TOTAL
Deeds	4,526	5,250	2,500	2,500	Register of Deeds - Misc. Revenue	542,864	206,360	8,000	757,224
Deeds	1,542,586	1,344,366	1,500,000	1,500,000	Register of Deeds - Recording Fees				
Deeds	571,198	592,287	525,000	525,000	Register of Deeds - Transfer Tax				
Deeds	591,111	677,790	664,420	364,420	Register of Deeds - Copies				
Deeds									
Deeds	\$ 2,709,421	\$ 2,619,693	\$ 2,691,920	\$ 2,391,920					

Statistics

Personnel

Approx number of recorded documents each year, deeds etc 75,000 Average number of plans 750 Revenues derived from recording is \$1.4 million Transfer tax to State at 90% \$ 6,000,000 Transfer tax to the County \$ 600,000	REGISTER OF DEEDS DEPUTY REGISTER CLERK/SUPERVISOR BUSINESS ACCOUNT COORD CLERK II CLERK I	<i>Full Time</i>	<i>Part Time</i>
		1	
		1	
		2	
		0	
		5	
		2	
		11	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS									
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	444,293	423,023	406,809	407,680	416,025	416,025	416,025	416,025
5401	Overtime	926	638	2,000	(5,315)	2,000	500	500	500
5500	Employee Benefits & Taxes	<u>123,323</u>	<u>116,793</u>	<u>134,269</u>	<u>121,686</u>	<u>126,339</u>	<u>126,339</u>	<u>126,339</u>	<u>126,339</u>
TOTAL PERSONNEL SERVICES		568,542	540,454	543,078	524,051	544,364	542,864	542,864	542,864
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	361	933	2,500	1,502	3,000	3,000	3,000	3,000
6500	Office Supplies	16,317	13,484	15,000	10,249	15,000	15,000	15,000	15,000
6505	Printing & Engraving	730	41	1,000	579	1,000	1,000	1,000	1,000
6506	Postal Expenses	16,296	15,171	15,000	13,428	15,000	15,000	15,000	15,000
6507	Advertising	315	500	500	-	500	500	500	500
6508	Dues	400	550	700	570	700	700	700	700
6512	Training & Education	83	882	2,500	945	3,000	3,000	3,000	3,000
6513	Leases & Service Agreements	172,743	134,431	163,160	136,999	163,160	163,160	163,160	163,160
6800	Telephone & Communication	<u>2,495</u>	<u>2,295</u>	<u>5,000</u>	<u>2,222</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL O&M		209,741	168,287	205,360	166,494	206,360	206,360	206,360	206,360
CAPITAL OUTLAY									
7350	Office Equipment	<u>5,305</u>	<u>5,992</u>	<u>8,000</u>	<u>7,663</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
TOTAL CAPITAL OUTLAY		5,305	5,992	8,000	7,663	8,000	8,000	8,000	8,000
TOTAL DEPARTMENT		783,588	714,733	756,438	698,208	758,724	757,224	757,224	757,224
						2,286	786	786	786
						0.3%	0.1%	0.1%	0.1%

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	406,809	407,680	416,025	Wages for full-time departmental staff.	416,025	416,025	416,025
5401	Overtime	2,000	(5,315)	2,000	Wages for required overtime work.	500	500	500
5500	Employee Benefits & Taxes	134,269	121,686	126,339	Taxes and benefits for departmental employees.	126,339	126,339	126,339
	TOTAL PERSONNEL SERVICES	543,078	524,051	544,364	TOTAL	542,864	542,864	542,864
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,500	1,502	3,000	Travel expenses to be associated with Registry meetings and County Convention activities.	3,000	3,000	3,000
6500	Office Supplies	15,000	10,249	15,000	General office supplies used in the Registry.	15,000	15,000	15,000
6505	Printing & Engraving	1,000	579	1,000	Printing letterhead, stationary, & business cards.	1,000	1,000	1,000
6506	Postal Expenses	15,000	13,428	15,000	Registry postal costs in mail back of original docs Yearly fee for postal box rental.	15,000	15,000	15,000
6507	Advertising	500	-	500	Posting position vacancies.	500	500	500
6508	Dues	700	570	700	Membership fees associated with the Registry of Deeds Association and NACRC, PRIA	700	700	700
6512	Training & Education	2,500	945	3,000	Seminars & Supervisor Training	3,000	3,000	3,000

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET	
6513	Leases & Service Agreements	163,160	136,999	163,160	ACS contract (with maintenance.) \$ 191,384 Lease copy machines. (2) \$ 5,000 Plan machine contract. \$ 4,800	163,160	163,160	163,160	
6703	Microfilming				Microfilming Plans				
6800	Telephone & Communication	5,000	2,222	5,000	Fax/ phone operation expenses.	5,000	5,000	5,000	
	TOTAL O&M	205,360	166,494	206,360	TOTAL	206,360	206,360	206,360	
	CAPITAL OUTLAY								
7350	Office Equipment	8,000	7,663	8,000	Plan cabinets , Bookcases, stools and fatigue mats	8,000	8,000	8,000	
	TOTAL CAPITAL OUTLAY	8,000	7,663	8,000	TOTAL	8,000	8,000	8,000	
	TOTAL DEEDS	756,438	698,208	758,724	TOTAL	757,224	757,224	757,224	
				2,286		786	786	786	
				0.3%		0.1%	0.1%	0.1%	

REGISTRY OF DEEDS



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

EXPENSES 2012

	2009 Actual	2010 Actual	2011 Budget	2012 Budget		Labor	O&M	Capital	TOTAL
Prob	383,867	425,710	400,000	400,000	Register of Probate - Fees	369,098	133,024	3,500	505,622
Prob	36,348	37,707	30,000	30,000	Register of Probate - Notices				
Prob	18,410	18,270	15,960	15,960	Register of Probate - Abstracts				
Prob	8,196	18,256	10,000	10,000	Register of Probate - Handling				
Prob	18,716	17,674	18,000	18,000	Register of Probate - Forms				
Prob	\$ 465,537	\$ 517,617	\$ 473,960	\$ 473,960					

Statistics

Personnel

<u>Some general statistics: Cases</u>		PROBATE		Full Time	Part Time
Probated Estates	1,000	REGISTER OF PROBATE		1	
Guardianships	300	DEPUTY REGISTER		1	
Name Changes	300	CLERK II		3	
Adoptions	200	JUDGE OF PROBATE		1	
		LEGAL SECRETARY		1	
Annual types of cases:	<u>1,800</u>			7	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	276,758	277,007	280,793	269,581	276,593	276,593	276,593	276,593
5500	Employee Benefits & Taxes	74,740	82,106	86,475	80,310	92,505	92,505	92,505	92,505
	TOTAL PERSONNEL SERVICES	351,498	359,113	367,268	349,891	369,098	369,098	369,098	369,098
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,961	598	2,500	2,805	2,500	2,500	2,500	2,500
6301	Professional Services	7,094	11,877	21,000	10,967	21,000	21,000	21,000	21,000
6305	Stenographer - Transcripts	-	-	500	800	500	500	500	500
6306	Attorneys - Court Appointed	29,709	25,918	30,000	26,244	30,000	30,000	30,000	30,000
6401	Insurance- Liability	125	359	349	376	349	349	349	349
6500	Office Supplies	5,397	5,281	6,500	4,586	6,500	6,500	6,500	6,500
6505	Printing & Engraving	2,755	1,573	3,000	2,055	3,000	3,000	3,000	3,000
6506	Postal Expenses	7,244	8,385	8,400	6,380	8,400	8,400	8,400	8,400
6507	Advertising	7,817	7,349	10,000	6,742	10,000	10,000	10,000	10,000
6508	Dues	525	525	500	575	500	500	500	500
6509	Books, Periodicals, & Subscriptions	3,397	4,114	3,000	2,278	3,000	3,000	3,000	3,000
6512	Training, Education, & Seminars	-	1,334	1,500	-	1,500	1,500	1,500	1,500
6513	Leases & Service Agreements	6,417	5,448	8,300	2,354	8,300	8,300	8,300	8,300
6610	Office Equipment Repair	259	331	1,000	-	1,000	1,000	1,000	1,000
6700	Abstract Fees	9,825	9,808	9,975	8,599	9,975	9,975	9,975	9,975
6800	Telephone & Communication	2,201	1,859	3,500	1,555	3,500	3,500	3,500	3,500
6807	Visitor Expenses	27,420	23,962	23,000	21,806	23,000	23,000	23,000	23,000
	TOTAL O&M	113,147	108,722	133,024	98,122	133,024	133,024	133,024	133,024
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	172		2,500	-	2,500	2,500	2,500	2,500
7350	Office Equipment	617	180	1,000	-	1,000	1,000	1,000	1,000
7355	Computer Hardware	-		-	-	-	-	-	-

REGISTRY OF PROBATE

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	TOTAL CAPITAL OUTLAY	789	180	3,500	-	3,500	3,500	3,500	3,500
	TOTAL DEPARTMENT	465,434	468,015	503,792	448,013	505,622	505,622	505,622	505,622
						1,830	1,830	1,830	1,830
						0.4%	0.4%	0.4%	0.4%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	280,793	269,581	276,593	Wages for full-time departmental staff.	276,593	276,593	276,593
5500	Employee Benefits & Taxes	86,475	80,310	92,505	Benefits and taxes for departmental employees.	92,505	92,505	92,505
	TOTAL PERSONNEL SERVICES	367,268	349,891	369,098		TOTAL 369,098	369,098	369,098
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,500	2,805	2,500	Direct travel expenses related to judicial conferences, educational symposia, seminars and workshops, plus community outreach trips	2,500	2,500	2,500
6301	Professional Services	21,000	10,967	21,000	Paralegal Services for the Judge of Probate Increasing Work Load	21,000	21,000	21,000
6305	Stenographer - Transcripts	500	800	500	Expenses for recording and transcription	500	500	500
6306	Attorneys - Court Appointed	30,000	26,244	30,000	Appointed counsel for unprotected wards in judicial proceedings-Maine law requirement	30,000	30,000	30,000
6401	Insurance- Liability	349	376	349	Department Liability Insurance premium	349	349	349
6500	Office Supplies	6,500	4,586	6,500	Paper, electronic storage media, toner, docket pages, case folders and label system, reproduction supplies, office sundries	6,500	6,500	6,500

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6505	Printing & Engraving	3,000	2,055	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	6,380	8,400	Postage	8,400	8,400	8,400
6507	Advertising	10,000	6,742	10,000	Newspaper legal notice advertising, employment-recruitment advertising	10,000	10,000	10,000
6508	Dues	500	575	500	Professional organization dues, including:Registers Association, Judge groups etc.	500	500	500
6509	Books, Periodicals, & Subscriptions	3,000	2,278	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	-	1,500	Continuing legal education seminars	1,500	1,500	1,500
6513	Leases & Service Agreements	8,300	2,354	8,300	Photo copier Web Hosting Icon Support	\$ 3,000 \$ 1,800 \$ 3,500	8,300	8,300
6610	Office Equipment Repair	1,000	-	1,000	adding many scanners	1,000	1,000	1,000
6611	Computer Repair		-		Repair allowance for computers			
6700	Abstract Fees	9,975	8,599	9,975	Required recording fees for Register of Deeds for deed transfers concerning probated estates-prices increased 33%	9,975	9,975	9,975

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET	
6800	Telephone & Communication	3,500	1,555	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	21,806	23,000		23,000	23,000	23,000	
		-	-	-		-	-	-	
	TOTAL O&M	133,024	98,122	133,024	TOTAL	133,024	133,024	133,024	
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,500		2,500	Judges chambers, lights, chair paint	2,500	2,500	2,500	
7350	Office Equipment	1,000		1,000	Court Recording	1,000	1,000	1,000	
7355	Computer Hardware	-		-	Court Recording	-	-	-	
		-	-	-		-	-	-	
	TOTAL CAPITAL OUTLAY	3,500		3,500	TOTAL	3,500	3,500	3,500	
	TOTAL PROBATE	503,792	448,013	505,622	TOTAL	505,622	505,622	505,622	
				1,830		1,830	1,830	1,830	
				0.4%		0.4%	0.4%	0.4%	

REGISTRY OF PROBATE



Sheriff's Office-Administration

Kevin Joyce , 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

EXPENSES

2012

	2009 Actual	2010 Actual	2011 Budget	2012 Budget		Labor	O&M	Capital	TOTAL
SHER	252,434	49,200	75,000	65,000	Misc revenue	662,779	257,913	4,000	924,692
	\$ 252,434	\$ 49,200	\$ 75,000	\$ 65,000					

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
RECEPTION/CLERK	1	
CAPTIAN-SUPPORT SERVICES	1	
ACCREDITATION MANAGER	1	
	9	1

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES							
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	441,058	430,751	431,427	431,324	510,510	493,510	493,510	513,010
5205-05	Wages & Salaries (PT)	18,266	18,756	19,500	22,231	19,500	19,500	19,500	-
5210-05	Seasonal/ Temporary/ Intern	540	3,528	4,000	-	4,000	-	-	-
5401-05	Overtime	222	258	2,000	75	2,000	1,000	1,000	1,000
5500-05	Employee Benefits & Taxes	113,331	125,169	129,381	126,233	148,769	148,769	148,769	148,769
	TOTAL PERSONNEL SERVICES	573,417	578,463	586,308	579,863	684,779	662,779	662,779	662,779
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	3,583	8,062	8,000	3,795	8,000	8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	5,097	9,518	9,800	11,763	18,750	11,000	11,000	11,000
6301-05	Professional Services	11,628	6,921	12,300	17,565	12,300	12,300	12,300	12,300
6302-05	Legal Services	23,084	26,521	26,000	7,234	26,000	20,000	20,000	20,000
6401-05	Insurance - Liability	67,566	49,189	68,983	49,595	68,983	68,983	68,983	68,983
6402-05	Insurance- Vehicle	23,760	23,543	24,418	17,555	24,418	24,418	24,418	24,418
6500-05	Office Supplies	11,220	13,411	13,000	12,242	14,000	13,000	13,000	13,000
6505-05	Printing & Engraving	6,851	6,805	7,000	6,850	7,000	7,000	7,000	7,000
6506-05	Postal Expenses	7,968	3,368	10,000	5,203	5,000	5,000	5,000	5,000
6507-05	Advertising	864	545	5,000	15,557	7,000	7,000	7,000	7,000
6508-05	Dues	2,194	3,428	5,000	2,867	4,500	4,500	4,500	4,500
6509-05	Books, Periodicals, & Subscriptions	7,412	5,088	6,000	9,557	6,000	6,000	6,000	6,000
6511-05	Equipment Rental	10,172	9,080	13,620	8,981	10,212	10,212	10,212	10,212
6512-05	Training, Education, & Seminars	8,894	6,509	12,000	4,747	12,000	12,000	12,000	12,000
6800-05	Telephone & Communication	30,984	36,515	46,000	38,757	49,408	40,000	40,000	40,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6908-05	Clothing- Uniforms	1,080	4,873	5,000	5,108	7,000	7,000	7,000	7,000
6910-05	Criminal Investigation	1,030	877	2,500	1,623	2,500	1,500	1,500	1,500
	TOTAL O&M 214,253	241,866	214,253	274,621	218,999	283,071	257,913	257,913	257,913
	CAPITAL OUTLAY								
7350-05	Office Equipment	1,793	2,325	3,000	3,064	4,000	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	1,793	2,325	3,000	3,064	4,000	4,000	4,000	4,000
	TOTAL ACTIVITY CENTER	817,076	795,041	863,929	801,926	971,850	924,692	924,692	924,692
							60,763	60,763	60,763
							7.0%	7.0%	7.0%

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES							
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	431,427	431,324	510,510	Wages for full-time departmental staff. \$ 439,510 ADD Accreditation Manager \$ 54,000 ADD Jail recording Clerk (4 months) \$ 17,000 *MGR does not support the Clerk		493,510	493,510	493,510
5205-05	Wages & Salaries (PT)	19,500	22,231	19,500	Wages for part-time departmental staff. SD		19,500	19,500	19,500
5210-05	Seasonal/ Temporary/ Intern	4,000	-	4,000	Temporary staff as needed.		-	-	-
5401-05	Overtime	2,000	75	2,000	Wages for required overtime work. Includes		1,000	1,000	1,000
					Benefits				
5500-05	Employee Benefits & Taxes	129,381	126,233	148,769	Taxes and benefits for departmental employees.		148,769	148,769	148,769
	TOTAL PERSONNEL SERVICES	586,308	579,863	684,779		TOTAL	662,779	662,779	662,779
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	8,000	3,795	8,000	Departmental mileage and travel expenses		8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	9,800	11,763	18,750	To provide gas for vehicles assigned to the administration bureau. (5000 gal @\$3.75)		11,000	11,000	11,000
6301-05	Professional Services	12,300	17,565	12,300	Polygraph and Psych testing \$ 5,000 Transcription Services emergency needs \$ 2,200 Pre-employment Medical Evals \$ 5,100		12,300	12,300	12,300
6302-05	Legal Services	26,000	7,234	26,000	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.		20,000	20,000	20,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6401-05	Insurance - Liability	68,983	49,595	68,983	Provides departmental share of liability insurance.	68,983	68,983	68,983
6402-05	Insurance- Vehicle	24,418	17,555	24,418	Fleet insurance needs through current carrier.	24,418	24,418	24,418
6500-05	Office Supplies	13,000	12,242	14,000	General Administrative needs from pens to paper.	13,000	13,000	13,000
6505-05	Printing & Engraving	7,000	6,850	7,000	Generic printing needs of the department from business cards to letterhead and includes recognition program.	7,000	7,000	7,000
6506-05	Postal Expenses	10,000	5,203	5,000	Departmental postage expenses & rate increase. \$ 4,000 Postage meter rental 171x4 \$ 700 Postage meter maintenance agreement \$ 300	5,000	5,000	5,000
6507-05	Advertising Expense	5,000	15,557	7,000	Recruiting and other necessary advertisements for Sheriff's office	7,000	7,000	7,000
6508-05	Dues	5,000	2,867	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	6,000	9,557	6,000	Legal reference material, new title updates, . \$ 1,000 LexisNexis search database for LEC \$ 5,000	6,000	6,000	6,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6511-05	Equipment Rental	13,620	8,981	10,212	Rental of equipment used in the facility. Base rental for copiers. (2) 426 x 12= \$ 5,112 Naples Copier \$ 1,100 Copier fees based on estimated copies \$ 2,800 Circuit to tie to ME Public Safety for data \$ 1,200	10,212	10,212	10,212
6512-05	Training, Education, & Seminars	12,000	4,747	12,000	Ongoing educational needs (usually outside the facility.) Includes 1 to Southern Police Inst for Command Officers Development Administrative support task development training at 7 6,000 Educational reimbursements for dept. Administration 2,000 Law Enforcement 4,000	12,000	12,000	12,000
6800-05	Telephone & Communication	46,000	38,757	49,408	Telephone services. 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 Pagers for key personnel \$142 X 12 3,408	40,000	40,000	40,000
6908-05	Clothing- Uniforms	5,000	5,108	7,000	Provided to staff	7,000	7,000	7,000
6910-05	Criminal Investigation	2,500	1,623	2,500	General expenses for investigations including CD/DVD, batteries (Internal investigations.) Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process.	1,500	1,500	1,500

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	TOTAL O&M	-	-	-		-	-	-
		274,621	218,999	283,071		257,913	257,913	257,913
	CAPITAL OUTLAY							
7350-05	Office Equipment	3,000	3,064	4,000	Miscellaneous replacement of broken/worn furniture and equipment	4,000	4,000	4,000
		-		-		-	-	-
	TOTAL CAPITAL OUTLAY	3,000	3,064	4,000		4,000	4,000	4,000
	TOTAL ADMIN/ SUPPORT SERVICES	863,929	801,926	971,850		924,692	924,692	924,692
				107,921		60,763	60,763	60,763
				12.5%		7.0%	7.0%	7.0%

ADMINISTRATION/ SUPPORT SERVICES



Sheriff's Office- Law Enforcement

Kevin Joyce, 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

EXPENSES 2012

#REF!	2009 Actual	2010 Actual	2011 Budget	2012 Budget		Labor	O&M	Capital	TOTAL
LEC	62,720	9,303	-	-		3,301,670	549,073	204,907	4,055,650
ENTERPRISE					1,278,945	ENTERPRISE			1,278,945
					\$ 1,278,945	TOTAL DEPT.			1,278,945

Enterprise Fund:

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

Statistics

Personnel

<p>Department includes Patrol and Detectives Patrol deputies respond to approx 24,000 calls annu Detectives investigate approx. 700 cases per year</p> <p>The department performs, crime scene investigation polygraph exams, community policing, accident reconstruction, marine patrol, OUI roadblocks, license and OAS activities, drug investigations, maintain local sex offender registry, works with local television to promote "fugitive files" The Department has 13 contracts with communities and school districts for police services</p>	<p>CAPTAIN -CID CAPTAIN-PATROL LIEUTENANT SERGEANT DEPUTY DETECTIVE COMPLAINT OFFICER CRIME ANALYST</p>	<i>Full Time</i>	<i>Part Time</i>	<i>Enterprise</i>
		1		
		1		
		3		
		7		17
		17		
		7		
		1		
		1		
		38	0	17
				1 PT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT							
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES									
5120-06	Wages & Salaries (FT)	1,620,437	1,755,655	1,929,925	1,851,589	1,990,296	1,990,296	1,990,296	1,990,296
5210-06	Seasonal/ Temporary/ Intern	20,995	15,796	6,500	9,552	-	-	-	-
5401-06	Overtime	395,716	442,579	309,000	504,492	450,000	360,000	360,000	360,000
5500-06	Employee Benefits & Taxes	737,659	804,086	862,383	862,552	951,374	951,374	951,374	951,374
TOTAL PERSONNEL SERVICES		2,774,807	3,018,116	3,107,808	3,228,185	3,391,670	3,301,670	3,301,670	3,301,670
OPERATIONS & MAINTENANCE									
6130-06	Transportation & Lodging	8,899	9,031	12,000	12,354	12,000	12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	133,830	159,156	193,470	209,203	250,125	193,470	193,470	193,470
6132-06	Vehicle Repair	-	-	-	-	-	-	-	-
6232-06	Mobile Radio Repair	2,555	3,145	5,000	3,918	5,000	5,000	5,000	5,000
6501-06	Training Supplies	19,297	25,904	30,816	26,970	24,816	24,816	24,816	24,816
6503-06	Computer Software & Supplies	-	-	-	-	-	-	-	-
6509-06	Books, Periodicals, & Subscriptions	4,469	4,123	2,500	510	3,000	3,000	3,000	3,000
6512-06	Training, Education, & Seminars	148,026	157,919	200,232	153,422	200,232	200,232	200,232	200,232
6905-06	Medical Supplies	490	2	3,000	-	3,000	3,000	3,000	3,000
6908-06	Clothing- Uniforms	29,642	33,914	31,500	35,317	50,000	50,000	50,000	50,000
6909-06	Clothing- Cleaning	19,814	48	-	-	-	-	-	-
6910-06	Criminal Investigation	7,910	43,672	46,180	44,026	41,555	41,555	41,555	41,555
6911-06	Canine Supplies & Equipment	-	7,878	8,000	6,327	16,000	16,000	16,000	16,000
TOTAL O&M		374,932	444,793	532,698	492,047	605,728	549,073	549,073	549,073
CAPITAL OUTLAY									
7345-06	Vehicles	146,028	129,329	105,742	108,129	285,054	155,080	155,080	155,080
7350-06	Office Equipment	4,096	11,383	11,400	2,975	11,400	11,400	11,400	11,400
7360-06	Employee Safety Equipment	37,860	42,071	31,614	28,230	38,427	38,427	38,427	38,427
TOTAL CAPITAL OUTLAY		187,984	182,783	148,756	139,334	334,881	204,907	204,907	204,907
TOTAL ACTIVITY CENTER		3,337,723	3,645,691	3,789,262	3,859,566	4,332,279	4,055,650	4,055,650	4,055,650

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT							
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120-06	Wages & Salaries (FT)	1,929,925	1,851,589	1,990,296	Wages for full-time departmental staff.	1,980,344	1,990,296	1,990,296	1,990,296
					ADD Upgrade Deputy to Sergeant	\$ 9,952			
5210-06	Seasonal/Temporary/Intern	6,500	9,552	-	Part-time reserve patrol officers.		-	-	-
5401-06	Overtime	309,000	504,492	450,000	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes.		360,000	360,000	360,000
5500-06	Employee Benefits & Taxes	862,383	862,552	951,374	Benefits and taxes for departmental employees.		951,374	951,374	951,374
	TOTAL PERSONNEL SERVICES	3,107,808	3,228,185	3,391,670		TOTAL	3,301,670	3,301,670	3,301,670
	OPERATIONS & MAINTENANCE								
6130-06	Transportation & Lodging	12,000	12,354	12,000	To pay Sheriff Department expenses for required travel (training, firearms training, etc.) Includes overnight lodging, meals, tolls, and other costs incidental to travel.		12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	193,470	209,203	250,125	To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 2300*29=66,700 gals at \$3,75)		193,470	193,470	193,470
6232-06	Mobile Radio Repair	5,000	3,918	5,000	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	30,816	26,970	24,816	Required firearm training.		24,816	24,816	24,816
					40 Cal Duty Law Enforcement, ESU (Reg&night)	\$ 10,626			
					Shotgun	\$ 646			

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
					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	510	3,000	Law enforcement statute literature required by law. Maintain ongoing yearly needs. New Title 29 and 17A updates .	3,000	3,000	3,000
6512-06	Training, Education, & Seminars	200,232	153,422	200,232	Provide all in-house certifications and State, Academy, or Federally required training. 2 officers x 18 weeks x 37.00= 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 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 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	200,232	200,232	200,232
6905-06	Medical Supplies	3,000	-	3,000	Mandatory inoculation for: Hepatitis B, TB,PPE equip	3,000	3,000	3,000

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET	
6908-06	Clothing- Uniforms	31,500	35,317	50,000	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID	50,000	50,000	50,000	
6909-06	Clothing Cleaning								
6910-06	Criminal Investigation	46,180	44,026	41,555	For drug analysis, lab supplies and chemicals used in the booking process \$ 13,000 "Buy Money" for Investigations Metro Forensic Unit \$ 28,455	41,555	41,555	41,555	
6911-06	Canine Supplies & Equipment	8,000	6,327	16,000	General supplies for canine requirements. Food, equipment, and medical expenses for dog (drug search, article search, tracking). Kennel fees to house K(during handler vacation Boarding of K9 Dogs \$ 8,000 K-9 Replacement \$ 8,000	16,000	16,000	16,000	
	TOTAL O&M	532,698	492,047	605,728	73,030 TOTAL	549,073	549,073	549,073	
	CAPITAL OUTLAY								
7345-06	Vehicles	105,742	108,129	285,054	Cost of reinstalling all equipment on new vehicle; on old vehicle remove decals, repaint, repair rust, and refurbish. New light bars-on other rotation Vehicle fit up for 6 new leased vehicles@ \$4500 \$ 27,000 Vehicle lease for the 2009 package \$ 55,242 Vehicle lease for the 2010 package \$ 49,338 Vehicle lease for the 2011 package \$ 47,732 Vehicle lease for the 2012 package \$ 55,242 Lease for 6 Veh, regular rotation, 1 CID, and 1 SUV rotation Request for ESU transport -not approved by MGR \$ 27,000	155,080	155,080	155,080	

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
					Move lease 2011 & 2012 to CIP			
						\$ (102,974)		
7350-06	Office Equipment	11,400	2,975	11,400	Replace broken and worn out equipment	\$ 6,500	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	31,614	28,230	38,427	Equipment for employees that enhance Department and public safety.		38,427	38,427
					8 protective safety vests at \$700 each	\$ 5,600		
					Dive Team Equipment (tanks, resp, wet suit replaced)	\$ 2,500		
					Replacement equipment (3 radar units)	\$ 6,900		
					Replace ESU Equipment (smoke canister, short/long range ammo, non lethal rounds, distraction reloads)	4,000		
					Radar recalibration's)	3,000		
					Glock Upgrades (53 new weapons)	\$ 8,082		
					1 AR 15	\$ 900		
					Small item electronics	\$ 1,500		
					2 portable radio units P25	\$ 2,630		
					2 Mobile Radios	\$ 3,315		
					Total	\$ 38,427		
	TOTAL CAPITAL OUTLAY	148,756	139,334	334,881	186,125	TOTAL	204,907	204,907
	TOTAL LAW ENFORCEMENT	3,789,262	3,859,566	4,332,279		TOTAL	4,055,650	4,055,650
				543,017			266,388	266,388
				14.3%			7.0%	7.0%
							0	0
ENTERPRISE ACTIVITIES TOTAL								1,364,134
OVERALL DEPARTMENTAL EXPENSES								5,419,784

LAW ENFORCEMENT



Sheriff's Office-Civil Division

Kevin Joyce, 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

EXPENSES 2012

	2009 Actual	2010 Actual	2011 Budget	2012 Budget		Labor	O&M	Capital	TOTAL
CIV	296,660	349,584	300,000	320,000	Civil Process	238,556	52,206	900	291,662
				\$ 320,000					

Enterprise Fund:

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

Statistics

Personnel

<p>The Civil Division of the Sheriff's Office served approximately 10,000 services per year (See above list for types of services)</p> <p>Areas served from this office:</p> <ul style="list-style-type: none"> Portland South Portland Cape Elizabeth Scarborough Westbrook Windham <p>Other areas served by "outside enterprise deputies"</p>	<p>ADMINISTRATIVE CIVIL DEPUTY</p> <p>CIVIL DEPUTY</p>	Full Time	Part Time	ENTERPRISE
		1		6
		3		
		4	0	6

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: CIVIL PROCESS					
ACCT #	ACCOUNT DESCRIPTION	2009 Actual	2010 Actual	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	167,812	175,698	180,155	182,796	182,733	182,733	182,733	182,733
5500-08	Employee Benefits & Taxes	42,782	46,997	48,900	58,050	55,823	55,823	55,823	55,823
	TOTAL PERSONNEL SERVICES	210,594	222,695	229,055	240,846	238,556	238,556	238,556	238,556
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	22,531	23,177	28,000	22,078	29,960	29,960	29,960	29,960
6500-08	Office Supplies	895	2,856	2,500	1,232	2,500	2,500	2,500	2,500
6506-08	Postal Expenses	3,227	3,858	15,000	9,124	15,000	15,000	15,000	15,000
6509-08	Books, Periodicals, & Subscriptions	-	-	900	-	900	900	900	900
6513-08	Leases & Service Agreements	247	179	373	173	373	373	373	373
6800-08	Telephone & Communication	2,160	2,455	1,900	2,633	2,273	2,273	2,273	2,273
6908-08	Clothing- Uniforms	1,200	1,200	1,200	1,306	1,200	1,200	1,200	1,200
	TOTAL O&M	30,260	33,725	49,873	36,546	52,206	52,206	52,206	52,206
	CAPITAL OUTLAY								
7350-08	Office Equipment	221	59	900	-	900	900	900	900
	TOTAL CAPITAL OUTLAY	221	59	900	-	900	900	900	900
	TOTAL ACTIVITY CENTER	241,075	256,479	279,828	277,392	291,662	291,662	291,662	291,662
						11,834	11,834	11,834	11,834
						4.2%	4.2%	4.2%	4.2%

CIVIL PROCESS

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF			ACTIVITY CENTER: CIVIL PROCESS					
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
PERSONNEL SERVICES								
5120-08	Wages & Salaries (FT)	180,155	182,796	182,733	Wages for full-time Civil Deputies.	182,733	182,733	182,733
5500-08	Employee Benefits & Taxes	48,900	58,050	55,823	Benefits and taxes for Civil Deputies.	55,823	55,823	55,823
	TOTAL PERSONNEL SERVICES	229,055	240,846	238,556	TOTAL	238,556	238,556	238,556
OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	28,000	22,078	29,960	Mileage reimbursements for process serving.	29,960	29,960	29,960
6500-08	Office Supplies	2,500	1,232	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	15,000	9,124	15,000	Postage fees for process serving.	15,000	15,000	15,000
6509-08	Books, Periodicals, & Subscriptions	900	-	900	Statute updates.	900	900	900
6513-08	Leases & Service Agreements	373	173	373	Pager rentals. (3)	373	373	373
6800-08	Telephone & Communication	1,900	2,633	2,273	Departmental phone expenses. Purchase iPhones (\$200*3=\$600)monthly data plans \$45 month *12 *3=\$1,620	2,273	2,273	2,273
6908-08	Clothing- Uniforms	1,200	1,306	1,200	Uniform and clothing expenses.- 3@\$400	1,200	1,200	1,200
	TOTAL O&M	49,873	36,546	52,206	TOTAL	52,206	52,206	52,206
CAPITAL OUTLAY								
7350-08	Office Equipment	900	-	900	Office equipment for Civil division.	900	900	900
	TOTAL CAPITAL OUTLAY	900	-	900	TOTAL	900	900	900
	TOTAL CIVIL PROCESS	279,828	277,392	291,662	TOTAL	291,662	291,662	291,662

11,834

4.2%

CIVIL PROCESS

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
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ENTERPRISE ACTIVITIES TOTAL	260,000
OVERALL DEPARTMENTAL EXPENSES	551,662

CIVIL PROCESS

Enterprise Activities-Law Enforcement

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

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

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

Sheriff's Office Services		PERIOD	EMPLOYEES	2011/12	2011/12
Acct #				REVENUES	EXPENSES
FULL TIME CONTRACTS					
21203	Town of Harpswell	4/1 to 3/31	3	290,779	290,779
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	169,578	169,578
21204	Town of Harrison	7/1 to 6/30	1	80,854	80,854
21212	Town of Standish	7/1 to 6/30	5.5	415,327	415,327
21207	SAD #6	9/1 to 6/30	1	45,096	45,096
21213	Chebeague Island	7/1 to 6/30	1	15,406	15,406
21225	Maine Drug Enforcement (Reimburse)	1/1 to 12/31	2	124,704	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998	74,998
	Town of Gray	7/1 to 6/30	1	125,189	125,189
	TOTAL FULL-TIME CONTRACTS		17.5	1,341,931	1,341,931
SUMMER CONTRACTS					
21215	Long Island	Summer	Part Time 1	22,203	22,203
	TOTAL SUMMER CONTRACTS		1	22,203	22,203

TOTAL FROM NON-BUDGET ACTIVITIES	<u>1,364,134</u>	<u>1,364,134</u>
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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

EXPENSES 2012

	2006 Actual	2007 Actual	2011 Budget	2012 Budget	Treasurer Income (Interest, etc.)	Labor	O&M	Capital	TOTAL
TREAS			30,000	25,000		30,972	6,178	-	37,150

Statistics

Personnel

	Full Time	Part Time

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER									
ACCT #	ACCOUNT DESCRIPTION	2009 ACTUAL	2010 ACTUAL	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	20,335	20,342	20,748	20,750	21,173	21,173	21,173	21,173
5205	Wages & Salaries (PT)	47	-	500	-	500	205	205	205
5500	Employee Benefits & Taxes	7,589	8,238	8,760	9,080	9,594	9,594	9,594	9,594
	TOTAL PERSONNEL SERVICES	27,971	28,580	30,008	29,830	31,267	30,972	30,972	30,972
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,466	1,394	1,500	1,383	1,500	1,500	1,500	1,500
6401	Insurance- Liability	67	67	63	45	63	63	63	63
6500	Office Supplies	93	70	100	30	100	100	100	100
6505	Printing & Engraving	400	402	400	378	400	500	500	500
6506	Postal Expenses	2,399	2,498	2,400	2,236	2,400	2,400	2,400	2,400
6508	Dues	80	477	95	110	95	100	100	100
6509	Books, Periodicals, & Subscriptions	-	-	15	-	15	15	15	15
6512	Training, Education, & Seminars	1,491	1,019	1,000	734	1,000	1,000	1,000	1,000
6800	Telephone & Communication	522	615	400	651	400	500	500	500
6950	Bank Charges	-	-	-	-	-	-	-	-
	TOTAL O&M	6,518	6,541	5,973	5,567	5,973	6,178	6,178	6,178
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	-	-	-	-	-	-
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	DEPARTMENT TOTAL	34,489	35,122	35,981	35,397	37,240	37,150	37,150	37,150
						1,259	1,169	1,169	1,169
						3.5%	3.2%	3.2%	3.2%

TREASURER

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER								
ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	20,748	20,750	21,173	Wages for full-time departmental staff.	21,173	21,173	21,173
5205	Wages & Salaries (PT)	500	-	500		205	205	205
3205	Wages & Salaries (PT)							
5500	Employee Benefits & Taxes	8,760	9,080	9,594	Taxes and benefits for departmental staff.	9,594	9,594	9,594
	TOTAL PERSONNEL SERVICES	30,008	29,830	31,267		30,972	30,972	30,972
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,500	1,383	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	63	45	63	Liability Insurance	63	63	63
6500	Office Supplies	100	30	100	Departmental office supply costs & ink cartridge	100	100	100
6505	Printing & Engraving	400	378	400	Envelope printing.	500	500	500
6506	Postal Expenses	2,400	2,236	2,400	Postage costs increases	2,400	2,400	2,400
6508	Dues	95	110	95	Association of County Treasurer's. MMA	100	100	100

TREASURER

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 ADOPTED BUDGET	2011 Actual Expense	2012 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
6509	Books, Periodicals, & Subscriptions	15	-	15	Subscription to Governing magazine.	15	15	15
6512	Training, Education, & Seminars	1,000	734	1,000	County convention. MMA convention. New England GFOA convention. Computer training. MMA workshops. National GFOA Convention	1,000	1,000	1,000
6800	Telephone & Communication	400	651	400	Wireless Cell phone expense	500	500	500
	TOTAL O&M	5,973	5,567	5,973		6,178	6,178	6,178
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-	-	-	Computer upgrade	-	-	-
	CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL TREASURER	35,981	35,397	37,240	TOTAL	37,150	37,150	37,150
				1,259		1,169	1,169	1,169
				3.5%		3.2%	3.2%	3.2%

TREASURER

NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND
FISCAL YEAR 2011

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2011 ADOPTED BUDGET	2011 YEAR END ESTIMATE	2012 BUDGET REQUEST	DRAFT MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail- \$14.6 million 8 yrs **	1,835,000	1,915,000	2,105,000	2,105,000	-	-	-	-
11-120		Civic Center Referendum Payment					1,000,000	1,000,000	1,000,000	1,000,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center Revolving Bond	130,000	170,301	170,301	170,301	170,301	170,301	170,301	170,301
		TOTAL BOND DEBT SERVICE	2,050,000	2,170,301	2,360,301	2,360,301	1,255,301	1,255,301	1,255,301	1,255,301
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail- \$14.6 million 8 yrs	318,750	245,943	52,625	52,625	-	-	-	-
11-120	9208	2008 Debt Interest for Interoperability Referendum	76,000	78,518	71,294	71,294	67,682	67,682	67,682	67,682
11-120	9202	2003- Civic Center Revolving Bond	11,975	36,315	36,315	36,315	36,315	36,315	36,315	36,315
		TOTAL BOND DEBT INTEREST	406,725	360,776	160,234	160,234	103,997	103,997	103,997	103,997
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge	4,500	3,000	7,500	15,000	15,000	15,000	15,000	15,000
11-120	9210	TAN Legal Fees	1,569	1,356	3,000	3,000	3,000	3,000	3,000	3,000
11-120	9220	TAN Interest	136,010	125,644	50,000	50,000	20,000	20,000	20,000	20,000
		TOTAL DEBT EXPENSE - LOANS	142,079	130,000	60,500	68,000	38,000	38,000	38,000	38,000
		NON-DEPARTMENTAL								
11-140	5520	Retiree Life Insurance	2,235	2,600	2,800	2,800	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	16,984	20,000	30,000	30,000	30,000	30,000	30,000	30,000
11-141	5501	Salary / Benefits / Termination Pay	-	1,486	3,300	3,300	3,300	3,300	3,300	3,300
		CIP County Capital Improvement Reserve	-	-	-	-	500,000	500,000	500,000	500,000
11-141	9500	Civic Center Operational Subsidy	-	-	-	-	300,000	-	-	-
11-141	5502	Contingent Appropriation	-	25,574	30,000	30,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	40,979	49,943	50,000	50,000	50,000	50,000	50,000	50,000
		TOTAL NON-DEPARTMENTAL	60,198	99,603	116,100	116,100	916,100	616,100	616,100	616,100
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,659,002	2,760,680	2,697,135	2,704,635	2,313,398	2,013,398	2,013,398	2,013,398
							(391,237)	(683,737)	(683,737)	(683,737)

NOTE: Beginning FY12 this funding goes toward the Civic Center Modernization Referendum
**

GRANT REQUESTS

COUNTY OF CUMBERLAND
FISCAL YEAR 2012

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	2008 ADOPTED BUDGET	2009 ADOPTED BUDGET	2011 ADOPTED BUDGET	2012 GRANT REQUEST	MGR RECOMM	2012 FC BUDGET	2012 FINAL BUDGET
		-						
8002	Cumberland County Extension Association	105,000	105,000	118,045	122,000	120,696	120,696	120,696
8003	Cumberland County Soil & Water	14,000	14,000	16,000	17,000	16,320	16,320	16,320
8005	Portland Public Library	11,808	11,808	10,036	11,808	10,036	10,036	10,036
8007	So. Maine Emergency Medical Services	4,346	4,346	3,694	3,694	3,694	3,694	3,694
8008	Threshold to Maine	750	750	750	750	750	750	750
	Total	135,904	135,904	148,525	155,252	151,496	151,496	151,496

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.

HUMAN SERVICE AGENCIES IN CUMBERLAND COUNTY

The county will distribute to agencies that meet the "new four criteria" model established by the Commissioners.

Vendor Number	BY VENDOR NAME:	2009 Budget Commissioners	2010 Budget Commissioners	2011 Budget Commissioners	2012 Agency Request	County Mgr. Recom 2012	2012 Finance Committee	2012 FINAL Commissioners
389	Peaks Island Food Pantry	371	315	315	315	315	315	315
428	Planned Parenthood of N.N.E.	1,853	1,575	1,575	1,800	1,575	1,575	1,575
3105	Learning Works- Was Portland West Service Works	3,707	3,151	3,151	5,000	3,151	3,151	3,151
89	Sexual Assault Response Services of So. ME	4,634	3,939	3,939	3,939	3,939	3,939	3,939
1167	Community Counseling Center	17,724	15,066	15,000	15,000	15,000	15,000	15,000
179	Center for Community Dental Health	2,780	3,500	3,500	3,500	3,500	3,500	3,500
4914	Mid Coast Hunger Prevention Program	2,456	2,087	2,087	3,000	2,087	2,087	2,087
96	Tedford Shelter	5,987	5,089	5,089	6,000	5,089	5,089	5,089
210	Family Crisis Services	15,394	13,085	13,085	13,085	13,085	13,085	13,085
4165	CCM Mental Health Support & Recovery Serv.	11,584	9,846	9,000	9,000	9,000	9,000	9,000
	Day One			10,000	12,500	10,000	10,000	10,000
	Spring Harbor Diversion Program			35,000	35,000	35,000	35,000	35,000
	BY VENDOR NAME:	2009 Budget Commissioners	2010 Budget Commissioners	2011 Budget Commissioners	2012 Agency Request	County Mgr. Recom 2012	2012 Finance Committee	2012 FINAL Commissioners
87	Preble Street Resource Center							
	Preble St. Resource Center-Soup Kitchens	7,784	6,617	17,500	17,500	17,500	17,500	17,500
	Preble St. Resource Center-Lighthouse Shelter	6,858	5,829	5,829	5,829	5,829	5,829	5,829
	Preble Street Women's Shelter	3,336	2,836	2,836	2,836	2,836	2,836	2,836
			-	-	-	-	-	-
482	Wayside Evening Soup Kitchen		-	-	-	-	-	-
	Wayside Soup Kitchen	12,974	11,028	15,000	15,000	15,000	15,000	15,000
	Wayside Food Rescue Program	5,645	4,798	15,000	15,000	15,000	15,000	15,000
			-	-	-	-	-	-
398	Peoples Regional Opportunity Program (PROP)		-	-	-	-	-	-
	Social Services	10,611	9,019	9,019	9,019	9,019	9,019	9,019
	Senior Volunteer Program	5,086	4,323	4,323	4,323	4,323	4,323	4,323
	Child & Family Services	22,241	18,905	18,905	18,905	18,905	18,905	18,905
	Women's Project	7,414	6,302	6,302	6,302	6,302	6,302	6,302

			-	-	-	-	-	-
	Salvation Army-426		-	-	-	-	-	-
426	Food Pantry	1,297	1,103	1,103	1,500	1,103	1,103	1,103
	Portland Moms in Recovery Network					-	-	-
			-	-	-	-	-	-
429	S. Maine Area Agency on Aging Programs:429		-	-	-	-	-	-
	Information and Advocacy (Senior Solutions)	3,707	3,151	3,151		-	-	-
	Meals on Wheels	6,024	5,120	5,120	10,000	8,271	8,271	8,271
			-	-	-	-	-	-
	Mid Coast Community Action, formerly called					-	-	-
187	Coastal Economic Development		-	-	-	-	-	-
	Family CAN-Midcoast Maine	463	394	394	463	394	394	394
	Family Development	1,853	1,575	1,575	1,853	1,575	1,575	1,575
			-	-	-	-	-	-
13888	My Brother's Keeper	5,000	4,250	4,250	5,000	4,250	4,250	4,250
			-	-	-	-	-	-
196	Youth Alternatives		-	-	-	-	-	-
	Parenting Education Program	7,140	6,069	6,069	6,069	6,069	6,069	6,069
	Youth Parent Program	5,097	4,332	4,332	4,332	4,332	4,332	4,332
	774-HELP	8,656	7,358	7,358	7,358	7,358	7,358	7,358
	The Bridge	6,985	5,937	5,937	5,937	5,937	5,937	5,937
	Total Human Services	194,659	166,599	235,744	245,365	235,744	235,744	235,744
		2009 Budget Commissioners	2010 Budget Commissioners	2011 Budget Commissioners	2012 Agency Request	County Mgr. Recom 2012	2012 Finance Committee	2012 FINAL Commissioners

<i>Project Code</i>	<i>Project Title</i>	<i>Total</i>	2012 Requests	2012 Manager	2013	2014	2015	2016	Total
		Request							
<i>FACL-12-001</i>	Roof Repair older section CCCH	215,000	215,000	215,000					430,000
<i>FACL-12-002</i>	Exterior repointing of granite at CCCH	242,000	242,000						242,000
<i>FACL-12-003</i>	Parking Garage repairs	940,000	135,000	135,000	225,000	200,000	200,000	180,000	1,075,000
<i>FACL-12-004</i>	Security Upgrade LEC	26,000	26,000	26,000					52,000
<i>FACL-12-005</i>	Elevator wall repair roof line at CCCH	10,000	10,000						10,000
<i>FACL-12-006</i>	Pavement at vehicle impound yard	8,400	8,400						8,400
<i>FACL-12-007</i>	UPS replacement CCRCC	21,000	21,000						21,000
<i>FACL-12-008</i>	Fleet Maintenance truck	28,000	28,000						28,000
<i>FACL-12-009</i>	HVAC air handler replacement EMA	46,000			46,000				46,000
<i>FACL-12-010</i>	Sidewalk repair CCCH	50,000			50,000				50,000
<i>FACL-12-011</i>	HVAC air handler replacement LEC	55,000			55,000				55,000
<i>FACL-12-012</i>	ACT replacement web based program	12,000			3,000	3,000	3,000	3,000	12,000
<i>FACL-12-013</i>	Library window housing repair CCCH	29,000				29,000			29,000
<i>FACL-12-014</i>	Camera , DVR , Identocard upgrades	45,000				45,000			45,000
<i>FACL-12-015</i>	Complete Inmate cell area	17,000				17,000			17,000
<i>FACL-12-016</i>	Energy Saving upgrades all locations	47,000				47,000			47,000
<i>FACL-12-017</i>	Snow removal equipment	34,000				34,000			34,000
<i>FACL-12-018</i>	ADA upgrades all locations	35,000					35,000		35,000
<i>FACL-12-019</i>	Communications Building Build out	1,400,000					1,400,000		1,400,000
<i>FACL-12-020</i>	Replacement exterior windows CCCH	171,000					171,000		171,000
<i>FACL-12-021</i>	Upgrade HVAC in DA admin area	243,000						243,000	243,000
<i>FACL-12-022</i>	Upgrade HVAC in Probate	218,000						218,000	218,000
									-
<i>SHER-12-001</i>	Tactical Vehicle	275,000	55,000		55,000	55,000	55,000	55,000	275,000
<i>SHER-12-002</i>	Lease for Cruisers- 2 packages	110,000	110,000	110,000					220,000
									-
<i>EMA 12-001</i>	Homeland security HazMat/WMD	250,000	50,000	50,000	50,000	50,000	50,000	50,000	300,000
<i>EMA 12-002</i>	HaxMat Equipment Replacement	102,500	20,500	20,500	20,500	20,500	20,500	20,500	123,000
<i>EXEC-12-001</i>	Civic Center Subsidy	300,000	300,000	300,000					300,000
<i>EXEC-12-002</i>	Fit up Lease Office Space	60,000	60,000	60,000					60,000
									-
<i>IT-1-001</i>	Technology Upgrades	375,000	75,000	75,000	75,000	75,000	75,000	75,000	450,000
<i>IT-1-002</i>	National Fire Incident Reporting	80,000	40,000		40,000				80,000

<i>Project Code</i>	<i>Project Title</i>	<i>Total</i>	2012	2012 Manager	2013	2014	2015	2016	Total
		<i>Request</i>	<i>Requests</i>						
<i>IT-1-003</i>	Positive Identification	37,400	37,400	37,400					74,800
<i>IT-1-004</i>	Patrol and CID Upgrades	200,000	40,000		40,000	40,000	40,000	40,000	200,000
<i>IT-1-005</i>	Equipment Inventory and Cost	16,000	16,000						16,000
<i>IT-1-006</i>	CCRCC Radio System	15,000	15,000						15,000
<i>DA-12-001</i>	Finish DA Database Conversion	32,000	32,000	32,000					32,000
<i>DA-12-002</i>	Update Diversion & Restitution database	10,000	10,000	10,000					20,000
<i>FY 2012</i>	<i>Total CIP Allocation</i>	5,755,300	1,546,300	1,070,900	659,500	615,500	2,049,500	884,500	6,434,200
	<i>Summary Totals</i>	Total	<i>Requests</i>	<i>MGR 2012</i>	2013	2014	2015	2016	Total

	State Lease Projects-CIP								
<i>FACL-12-023</i>	State carpet replacement	25,000	25,000						25,000
<i>FACL-12-024</i>	State lighting upgrade courtroom	25,000	25,000						25,000
<i>FACL-12-025</i>	State reheat coils AHU1 and AHU2	116,000				116,000			116,000
<i>FACL-12-026</i>	State-Upgrade HVAC controls	51,000	10,000		21,000	20,000			51,000

Roof Repair CCCH

<i>Department</i>	Facilities	<u>Project Justification</u>			
<i>Date prepared</i>	8/9/2011	Roof is in need of repair, Slate over copper. Currently leaking in library. Need to replace to original design			
<i>Project Code</i>	FACL-12-001				
<i>Project</i>	repair				
<i>Function</i>	Operations				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Maintain Service				
2012 Cost	\$ 215,000	Budget impact: \$215,000			
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Exterior Repointing CCCH

<i>Department</i>	Facilities	<u>Project Justification</u>			
<i>Date prepared</i>	8/9/2011	To protect the longevity of the exterior granite of the CCCH . The building needs to be spray washed , repointed, and granite repaired where needed.			
<i>Project Code</i>	FACL-12-002				
<i>Project</i>	repair				
<i>Function</i>	operations				
<i>Priority</i>	necessary				
<i>Urgency</i>	Maintain Service				
2012 Cost	\$ 242,000	Budget impact \$242,000			
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Parking Garage Repair

<i>Department</i>	Facilities	<u>Project Justification</u>			
<i>Date prepared</i>	8/9/2011	Continuation of needed repair to the parking garage Based upon information presented in Study			
<i>Project Code</i>	FACL-12-003				
<i>Project</i>	repair				
<i>Function</i>	operations				
<i>Priority</i>	necessary				
<i>Urgency</i>	Maintain Service				
2012 Cost	\$ 135,000	Budget Impact \$135,000			
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
	\$225,000	\$200,000	\$200,000	\$180,000	

Security Upgrade LEC

<i>Department</i>	Facilities	<u>Project Justification</u>			
<i>Date prepared</i>	8/9/2011	Provide a secure location , also records information on areas of evidence and gun ammunition			
<i>Project Code</i>	FACL-12-004				
<i>Project</i>	Upgrade				
<i>Function</i>	Security				
<i>Priority</i>	necessary				
<i>Urgency</i>	Security threat				
2012 Cost	\$ 26,000	Budget Impact \$26,000			
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Elevator roof line repair

<i>Department</i>	Facilities				
<i>Date prepared</i>	8/9/2011				
<i>Project Code</i>	FACL-12-005				
<i>Project</i>	repair				
<i>Function</i>	operations				
<i>Priority</i>	necessary				
<i>Urgency</i>	Maintain Service				
2012 Cost	\$ 10,000				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Project Justification
 Wall is in need of repair to prevent water from entering building.

 Budget impact \$10,000

Pavement at vehicle impound yard

<i>Department</i>	Facilities				
<i>Date prepared</i>	8/9/2011				
<i>Project Code</i>	FACL-12-006				
<i>Project</i>	repair				
<i>Function</i>	operations				
<i>Priority</i>	necessary				
<i>Urgency</i>	Maintain Service				
2012 Cost	\$ 8,400				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Project Justification
 To provide long term life protection and maintenance to the impound lot. During certain times of the year area does not support vehicle weight

 Budget impact: \$8,400

UPS replacement CCRCC

<i>Department</i>	Facilities				
<i>Date prepared</i>	8/9/2011				
<i>Project Code</i>	FACL-12-007				
<i>Project</i>	Upgrade				
<i>Function</i>	operations				
<i>Priority</i>	necessary				
<i>Urgency</i>	Maintain Service				
2012 Cost	\$ 21,000				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Project Justification
 The system was donated to the county in 2006 by Verizon and was already at end of life. It is comprised of two 3 kva units in tandem. A 12-15 kva unit is needed.

 Budget impact: \$21,000

Fleet Maintenance Truck

<i>Department</i>	Facilities				
<i>Date prepared</i>	8/9/2011				
<i>Project Code</i>	FACL-12-008				
<i>Project</i>	Replacement				
<i>Function</i>	operations				
<i>Priority</i>	necessary				
<i>Urgency</i>	Maintain Service				
2012 Cost	\$ 28,000				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Project Justification
 The current 1996 GMC Sonoma has considerable rust and will not pass inspection.

 Budget impact: \$28,000

Library Window Housing Repair CCCH

Department	Facilities			
Date prepared	8/9/2011			
Project Code	FACL-12-013			
Project	Replacement			
Function	operations			
Priority	necessary			
Urgency	Safety			
2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
		\$ 29,000		

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 the original design.

Camera, DVR, Identicard Upgrades CCCH

Department	Facilities			
Date prepared	8/9/2011			
Project Code	FACL-12-014			
Project	Upgrades			
Function	operations			
Priority	necessary			
Urgency	Safety			
2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
		\$ 45,000		

Project Justification

Upgrades and parts are needed for Identicard, DVR and Cameras for Security.

Complete Inmate Cell Area

Department	Facilities			
Date prepared	8/9/2011			
Project Code	FACL-12-015			
Project	Repair			
Function	operations			
Priority	necessary			
Urgency	Maintain Service			
2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
		\$ 17,000		

Project Justification

Continue with the project which began in 2006. The remaining Inmate Cell Holding area is in need of repair.

Energy Saving Upgrades - All Locations

Department	Facilities			
Date prepared	8/9/2011			
Project Code	FACL-12-016			
Project	Upgrade			
Function	operations			
Priority	necessary			
Urgency	Maintain Service			
2012 Cost				

Project Justification

Provide motion switches, control system, motors etc. for an energy cost savings to the county.

Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
		\$ 47,000		

Snow Removal Equipment

Department	Facilities	Project Justification Snow removal equipment is needed to effectively remove snow from the complex.
Date prepared	8/9/2011	
Project Code	FACL-12-017	
Project	New	
Function	operations	
Priority	necessary	
Urgency	Maintain Service	

2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
		\$ 34,000		

ADA Upgrades - All Locations

Department	Facilities	Project Justification Continue with upgrades to meet ADA requirements in all county locations
Date prepared	8/9/2011	
Project Code	FACL-12-018	
Project	Upgrade	
Function	operations	
Priority	necessary	
Urgency	Safety	

2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
		\$ 35,000		

Communications Building Build-out

Department	Facilities	Project Justification Continue with providing the future growth of this service.
Date prepared	8/9/2011	
Project Code	FACL-12-019	
Project	Upgrade	
Function	operations	
Priority	necessary	
Urgency	Maintain Service	

2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
		\$ 1,400,000		

Replacement Exterior Windows CCCH

Department	Facilities	Project Justification Replace windows for efficiency and cost savings.
Date prepared	8/9/2011	
Project Code	FACL-12-020	
Project	Upgrade	
Function	Efficiency	
Priority	necessary	
Urgency	Maintain Service	

2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
			\$ 171,000	

Upgrade HVAC in DA Admin Area

Department	Facilities	Project Justification Upgrade area for efficiency with temperature control.
Date prepared	8/9/2011	
Project Code	FACL-12-021	
Project	Upgrade	
Function	operations	
Priority	necessary	
Urgency	Maintain Service	

2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
			\$ 243,000	

Upgrade HVAC in Probate

Department	Facilities	Project Justification Upgrade area for efficiency with temperature control
Date prepared	8/9/2011	
Project Code	FACL-12-022	
Project	Upgrade	
Function	operations	
Priority	necessary	
Urgency	Maintain Service	

2012 Cost				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
			\$ 218,000	

State Carpet Replacement

Department	Facilities	Project Justification Replace worn areas of carpet.
Date prepared	8/9/2011	
Project Code	FACL-12-023	
Project	Upgrade	
Function	operations	
Priority	necessary	
Urgency	Maintain Service	

2012 Cost	\$	<u>25,000</u>		
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>

Budget impact: \$25,000

State Courtroom Lighting Upgrade

Department	Facilities	Project Justification Upgrade the lighting in all the courtrooms. This will result in a cost savings.
Date prepared	8/9/2011	
Project Code	FACL-12-024	
Project	Upgrade	
Function	operations	
Priority	necessary	
Urgency	Maintain Service	

2012 Cost	\$	25,000				Budget impact: \$25,000
Future Needs	2013	2014	2015	2016		

State Reheat Coils AHU1 and AHU2

Department	Facilities					Project Justification Upgrade units for efficiency and temperature controls.
Date prepared	8/9/2011					
Project Code	FACL-12-025					
Project	Upgrade					
Function	operations					
Priority	necessary					
Urgency	Maintain Service					
2012 Cost	\$	116,000				
Future Needs	2013	2014	2015	2016		

Upgrade HVAC Controls

Department	Facilities					Project Justification Upgrade controls for energy efficiency .
Date prepared	8/9/2011					
Project Code	FACL-12-026					
Project	Upgrade					
Function	operations					
Priority	necessary					
Urgency	Maintain Service					
2012 Cost	\$	10,000				Budget impact: \$10,000
Future Needs	2013	2014	2015	2016		

Tactical Vehicle Sheriff's Office

Department	Sheriff					Project Justification This proposal requires the lease to purchase an Armed tactical Vehicle to be utilized during tactical responses to barricaded suicide cases, barricaded subject for high risk warrant services.
Date prepared	8/12/2011					
Project Code	SHER_12-001					
Project	New					
Function	operations					
Priority	Desired					
Urgency	Public safety					
2012 Cost	\$	55,000				Budget impact: \$275,000
Future Needs	2013	2014	2015	2016		

Capital Lease for LEC Cruisers

Department	Sheriff					Project Justification Capital set aside for the purchase/lease of cruisers for the Law Enforcement Patrol Officers 2 lease packages
Date prepared	8/1/2011					
Project Code	LEC 12-001					
Project	Capital Replacement					
Function	Public Safety					
Priority	Necessary					

<i>Urgency</i>	Replacements			
2011 Cost	\$	110,000.00		
Future Needs	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
	\$110,000			

HazMat Homeland Security Request

<i>Department</i>	EMA				<u>Project Justification</u> The four 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 have moved the funding for hazmat training from the CIP the EMA's operating budget to ensure ongoing funding.
<i>Date prepared</i>	8/1/2011				
<i>Project Code</i>	EMA-09-001				
<i>Project</i>	Equipment Replacement				
<i>Function</i>	Security				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Replacements				
2012 Cost	\$	50,000			
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
	\$50,000	\$50,000	\$50,000	\$50,000	

HazMat Equipment Request

<i>Department</i>	EMA				<u>Project Justification</u> The County of Cumberland funds the equipment consumed in hazardous Reponses throughout the county
<i>Date prepared</i>	8/1/2011				
<i>Project Code</i>	EMA-11-001				
<i>Project</i>	Equipment Replacement				
<i>Function</i>	Security				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Replacements				
2012 Cost	\$	20,500.00			
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
	\$20,500	\$20,500	\$20,500	\$20,500	

CIVIV CENTER SUBSIDY

<i>Department</i>	EXEC				<u>Project Justification</u> The Civic Center had a deficit from operations during their last fiscal year, and this is the balance required.
<i>Date prepared</i>	8/1/2011				
<i>Project Code</i>	EXEC-12-001				
<i>Project</i>	Operations subsidy				
<i>Function</i>	Subsidy				
<i>Priority</i>	High				
<i>Urgency</i>	Urgent				
2012 Cost	\$	300,000			
Future Needs	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	
	\$300,000				

Fit Up lease Office Space

<i>Department</i>	EXEC				<u>Project Justification</u> Funds to fit up new office lease space as needed.
<i>Date prepared</i>	8/1/2010				
<i>Project Code</i>	EXEC-12-002				
<i>Project</i>	Equipment Replacement				
<i>Function</i>	Space				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Necessary				
2012 Cost	\$	300,000			
Future Needs	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	
	\$300,000				

<i>Urgency</i>	Replacements			
2012 Cost	\$	60,000.00		
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>

Technology Upgrades

<i>Department</i>	I.T.				Project Justification This is the annual request for funds to replace various hardware and software throughout our County network.
<i>Date prepared</i>	8/12/2011				
<i>Project Code</i>	IT-1-001				
<i>Project</i>	Technology Upgrades				
<i>Function</i>	I.T. Infrastructure				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Maintenance				
2012 Cost	\$	75,000.00			Impact to the operating Budget: none
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
	\$75,000	\$75,000	\$75,000	\$75,000	

National Fire Incident Reporting

<i>Department</i>	I.T.				Project Justification This is a request to add the Fire Incident Reporting interface to our Fire dispatch system. This will allow every fire department for whom we provide dispatch services to receive all dispatch information gathered on a fire call in accordance with the national standard. The system will also automate the NFIRS reporting system.
<i>Date prepared</i>	8/12/2011				
<i>Project Code</i>	IT-1-002				
<i>Project</i>	National Fire Incident Reporting				
<i>Function</i>	Fire Incident Reporting				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Maintenance				
2012 Cost	\$	40,000.00			Impact to the operating Budget: none
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
	\$40,000				

Positive Identification

<i>Department</i>	I.T.				Project Justification This is a request to provide positive identification via facial recognition and fingerprints. We photograph all persons booked at the Jail. This added software will allow us to store fingerprints as well. Pictures and/or a fingerprint can be submitted to our data base and will return the associated inmate record, providing positive id. Lineups are also much easier to create.
<i>Date prepared</i>	8/12/2011				
<i>Project Code</i>	IT-1-003				
<i>Project</i>	Positive ID				
<i>Function</i>	Law Enforcement				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Expand Existing Service				
2012 Cost	\$	37,400.00			Impact to the operating Budget: none
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	

Patrol and CID Upgrades

<i>Department</i>	I.T.				Project Justification This is the annual request to provide funds to replace the personal computers and all related equipment for our Patrol Deputies and CID detectives.
<i>Date prepared</i>	8/12/2011				
<i>Project Code</i>	IT-1-004				
<i>Project</i>	Patrol/CID Upgrades				
<i>Function</i>	Law Enforcement				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Maintenance				
2012 Cost	\$	40,000.00			

Equipment Inventory and Cost

<i>Department</i>	I.T.				
<i>Date prepared</i>	8/12/2011				
<i>Project Code</i>	IT-1-005				
<i>Project</i>	Equipment Inventory and Cost				
<i>Function</i>	Law Enforcement				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Maintenance				
2012 Cost	\$ 16,000.00				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	Impact to the operating Budget: none

CCRCC Radio System

<i>Department</i>	I.T.				
<i>Date prepared</i>	8/12/2011				
<i>Project Code</i>	IT-1-006				
<i>Project</i>	CCRCC Radio System				
<i>Function</i>	Communications				
<i>Priority</i>	Necessary				
<i>Urgency</i>	Maintenance				
2012 Cost	\$ 15,000.00				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	Impact to the operating Budget: none

DA Database Conversion

<i>Department</i>	District Attorney				
<i>Date prepared</i>	7/20/2009				
<i>Project Code</i>	DA-11-001				
<i>Project</i>	Strategic				
<i>Function</i>	Public Safety				
<i>Priority</i>	Medium				
<i>Urgency</i>					
2012 Cost	\$ 32,000.00				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	Impact to the operating Budget: none

Update DA Diversion & Restitution Database

<i>Department</i>	District Attorney				
<i>Date prepared</i>	8/1/2010				
<i>Project Code</i>	DA-11-002				
<i>Project</i>	Strategic				
<i>Function</i>	Public Safety				
<i>Priority</i>	Medium				
<i>Urgency</i>	Update				
2012 Cost	\$ 10,000.00				
Future Needs	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	Impact to the operating Budget: none



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 Corrections 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.

JAIL STATUTORY CAP

ACTIVITY CENTER: CORRECTIONS NEW BOC BUDGET			
ACCT #	ACCOUNT DESCRIPTION	20XX	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.
5500-07	Employee Benefits & Taxes	2,249,431	Benefits 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.

JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	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 cartridgeges 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

JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	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)

JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	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 remove 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	<u>15,407,526</u>

JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	LINE ITEM BUDGET REQUEST JUSTIFICATION
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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. <i>Jail wages includes on call Jail custodial area</i>
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		

JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	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.

JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	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	

JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	LINE ITEM BUDGET REQUEST JUSTIFICATION
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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	<u>16,506,896</u>	
 Less Revenue	 (4,731,841)	
Less 20% revenue	(199,453)	
Total all revenues	(4,931,294)	
 <u>Statutory GAP</u>	 <u>11,575,602</u>	 This is for a 12 month period
<i>ASSESSMENT IS FROZEN TO TAXPAYERS AT THIS AMOUNT STATE PAYS OVERAGE</i>		