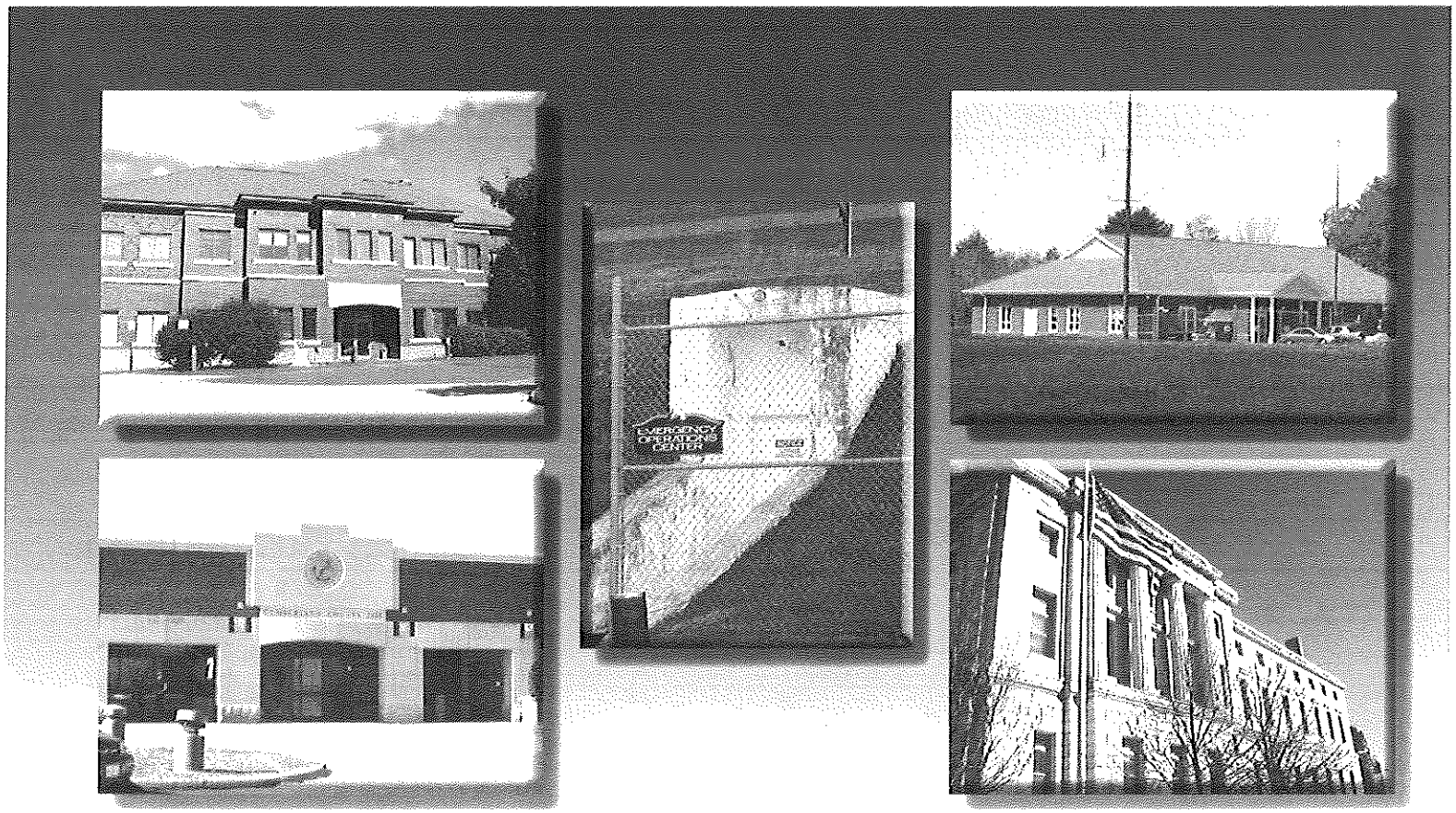

County Of
CUMBERLAND
www.cumberlandcounty.org

COUNTY OF CUMBERLAND ANNUAL BUDGET 2011

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County of Cumberland

2011 Final Budget-Calendar year

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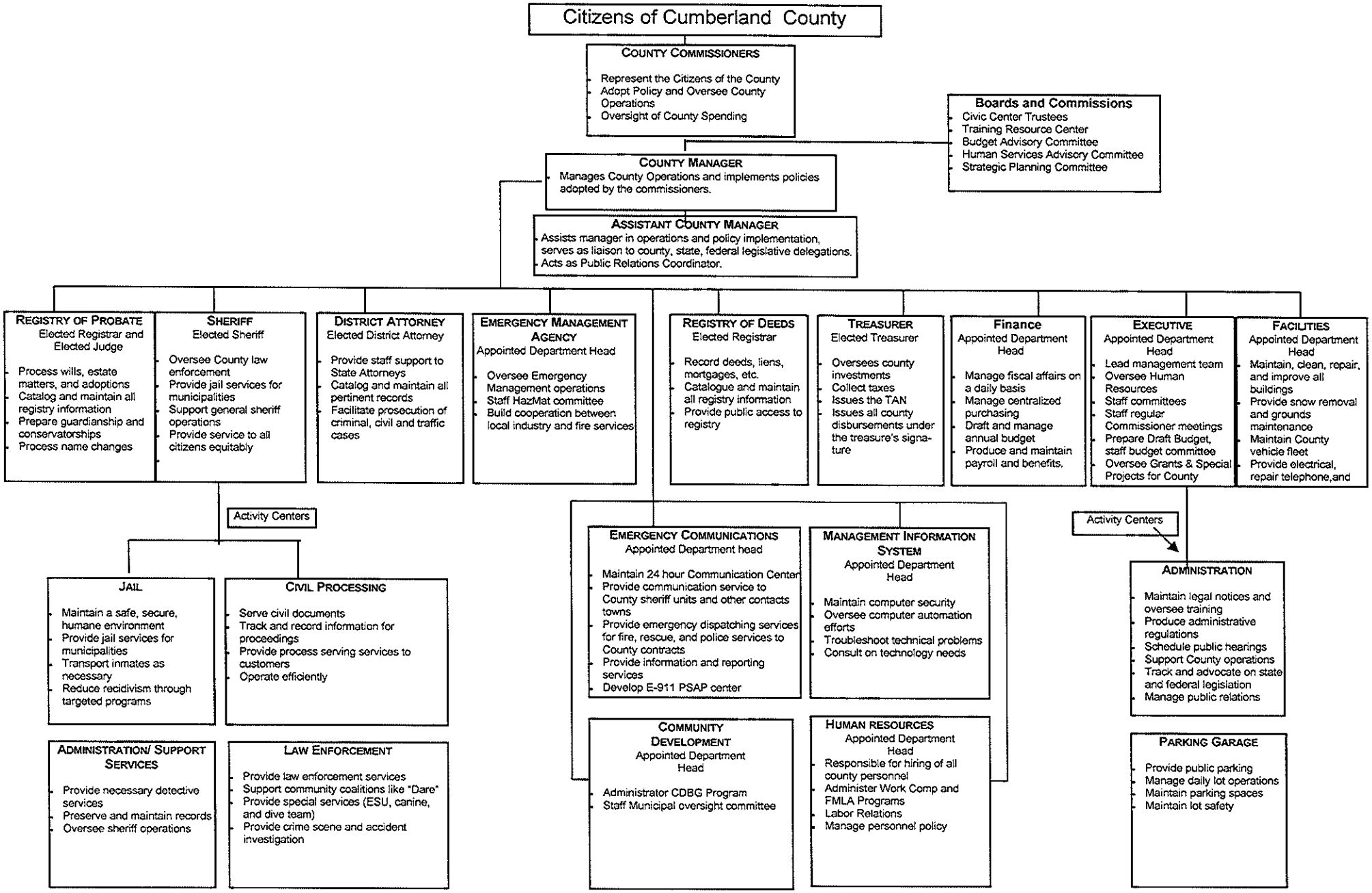
FY2011
COUNTY OF CUMBERLAND
ORGANIZATION CHART



County of Cumberland

Elected and Appointed Officials

2011

Elected Board of Commissioners		***Phone***
District 1	James Cloutier	871-8380
District 2	Richard Feeney	871-8380
District 3	Susan Witonis	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	Naldo Gagnon	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 Director	Aaron Shapiro	871-8380

BUDGET ADVISORY COMMITTEE - FY 2011

Name/Address	Phone Numbers/email	Term Expires	Elected
District 1			
John Anton Northern New England Housing Investment Fund 75 Market St., Suite 201 Portland, ME 04101	antonatlarge@gmail.com 772-8255 (w)	2012	2009
Vacant			
Vacant			
District 2			
Tom Coward 17 Woodbury St. So. Portland, ME 04106	329-8637 tcoward@southportland.org	2012	2009
Paul Emery 665 Saco Street Unit 78 Westbrook, ME 04092	222-1711 Office 831-9899 Cell paulemery@masiello.com	2013	2010
Matt Robinson 24 Sanborn St. Gorham, ME 04038	839-7101 (h) 450-9180 (c) SMPMATT@yahoo.com	2011	2009
District 3			
Mark Grover 26 Johnson Rd. Gray, ME 04039	428-3372 (h) 653-9370 (c) mdgrover@graymaine.org	2012	2010 Completing Carol Waig's Term
Elinor Multer 19 Winchelsea Way Orrs Island, ME 04066-2412	833-5476 emofme@comcast.net	2013	2010
Lisa Villa PO Box 427 Harrison, ME 04040	776-3118 lisarvilla@hotmail.com	2011	2008

2010 MONTHLY BUDGET DATES FOR FY2011

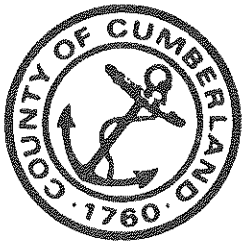
Target Months

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

Projected Budget Calendar Summary Actual						
2007	2008	2009	2010	2011		
06/29/06	06/29/07	06/27/08	06/01/09	06/17/10	Budget prep documents to the departments	
07/28/06	07/27/07	0718/08	06/20/09	07/26/10	Dept budgets returned to Finance for compilation	
08/25/06	08/31/07	07/29/08	07/02/09	08/23/10	CM completes review with all departments on requests	
09/13/06	09/05/07	09/15/08	08/14/09	08/30/10	CM completes his recommendations for Draft Budget	
09/14/06	09/10/07	09/17/08	09/10/09	09/20/10	Compile and print Draft Budget	
09/18/06	09/10/07	09/24/08	09/16/09	09/29/10	BAC Organizational meeting	
10/12/06	09/19/07	10/16/08	09/23/09	10/06/10	BAC Reviews Departments	
10/16/06	09/26/07	10/23/08	09/30/09	10/13/10	BAC Reviews Departments	
10/19/06	10/03/07	10/30/08	10/07/09	10/20/10	BAC Reviews Departments	
10/26/06	10/10/07				BAC Reviews Departments	
11/06/06	10/15/07				BAC Reviews Recommendations	
11/13/06	10/24/07				BAC Reviews Recommendations	
	10/29/07				BAC Reviews Recommendations	
	11/05/07				BAC Reviews Recommendations	
	12/10/07	11/06/08	10/14/09	10/27/10	BAC Reviews Recommendations & Vote	
					Compile and Print Proposed Budget	
11/20/06	11/14/07	11/13/08	11/09/09	11/08/10	Budget hearings in local Towns	Courthouse
11/27/06	11/15/07	11/17/08	11/10/09	11/09/10	Budget hearings in local Towns	Scarborough
12/04/06	11/19/07	11/19/08	11/12/09	11/15/10	Budget hearings in local Towns	Freeport
		11/25/08	11/17/09	11/18/10	Budget hearings in local Towns	Raymond
12/18/06	12/10/07	12/04/08	12/16/09	12/08/10	BAC and Commissioners overview CIP recommendations	
12/18/06	12/10/07	12/04/08		12/08/10	BAC presents Final recommendations to the Commissioners	
12/18/06	12/17/07	12/15/08	12/21/09	12/13/10	Commissioners vote to adopt the Final Budget and CIP Program	
01/30/07	01/30/08	01/30/09	01/30/10	01/30/11	Compile and Print Final Adopted Budget	

County of Cumberland

Peter J. Crichton
County Manager



William E. Whitten
Assistant County Manager

January 29, 2011

Dear Citizens, Community and Business Leaders, and Legislators,

On behalf of the Commissioners, I am pleased to present our 2011 budget. It is my honor and privilege to serve the citizens of Cumberland County and to have this opportunity to present my twelfth budget as county manager. And while each budget has its own set of challenges with difficult monetary issues, I have also found that each budget – without exception – is an opportunity to better respond to the needs of our communities and region.

Following their review of the budget, I am pleased to report that the Cumberland County Budget Advisory Committee voted to recommend only one change to the budget with the addition of $35,000 for the Spring Harbor Jail Diversion Program. This program had for many years received federal grant and county funding up until the legislature approved a new unified corrections system when the funding was eliminated at the beginning of 2009 due to a lack of funds. As manager, I did not object to the funding and believe it is important that the county continue to seek more ways to reduce the recidivism rate of the jail by supporting such programs as the Spring Harbor program

With the adopted 2011 budget the county assessment is $22,576,349 for a mill rate of 55 cents per thousand for total estimated expenditures of $40,905,618 in 2011. This represents an increase of $389,464 over 2010, or an increase of $1.86 per year to the average taxpayer – for a county tax of less than $110 to the average taxpayer in 2011. This means over the past three years there has been an average county tax increase of 1.5%. A difficult goal to achieve by any measure, but an important goal, and one that we have worked hard to achieve during these tough times when so many people are struggling.

INTRODUCTION

Looking back several months ago, in preparing this budget in the spring and summer of 2010, although hopeful about the future, it was pretty clear to me that our national and state economies were still recovering, as was our regional economy. What

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was also clear and has been for a long time is that the region we live in must be able to compete in an increasingly competitive world and is very fortunate to have thousands of small, medium and larger size businesses with numerous other assets – like having the state's premiere entertainment and sports center with the Cumberland County Civic Center! By anyone's definition, we are without question one of New England's strongest and most vibrant regional economies, and one of our strengths is the intellectual capacity that exists within the region with our Universities and Colleges. In short, we have a unique combination of very innovative and creative people in finance, technology, tourism, higher education, government and all the different sectors and our mission should be not only to preserve this quality but to try and build upon it.

What is also clear is that the ability of our businesses to compete effectively is impacted by the ability of our county government and municipal governments to work together collaboratively to provide the same cost efficient and quality public services as anywhere in the nation. Because if we fail to do so, can anyone argue that this will not have a direct bearing on our future fortunes and how well our communities and region are able to manage the changes shaping the 21st Century? I don't think so. Across the country, more and more state, county and community leaders are adapting and changing the way government does business and forging effective partnerships between the public, private and nonprofit sectors. We must do the same.

It is this entrepreneurial philosophy and the role that Cumberland County Government is playing as a facilitator, convener and (or) service provider that has motivated our actions for over a decade and has guided the preparation of this budget. And while the Cumberland County Commissioners, myself and our department heads appreciate the fiscal pressures that our municipal governments are under, we also hope that our municipal leaders, citizens and legislators recognize and understand the small percentage that county government represents on the local property tax bill. In fact, due to our economies of scale and the use of modern technology, our impact on the average taxpayer's property tax bill is less than 5% on average, or as mentioned previously less than $110 for the average taxpayer in Cumberland County.

BUDGET HIGHLIGHTS

As manager it is my job to present a thoughtful budget which takes into account the economic conditions we are facing today as a region, the fiscal impact our budget will have on our citizens, and the high standard of performance that we have established as a county government. It is based on these criteria that I am recommending this budget.

The highlights of this budget are, as follows:

1) One additional position was added for the criminal investigation division in the Sheriff's Office to address the growing criminal activity in the rural areas of Cumberland County;

2) A position in the Registry of Deeds became vacant by resignation and this position was eliminated due to both a smaller volume of business and the use of modern technology;

3) One management position was added to the Cumberland County Regional Communications Center to ensure that we are able to continue providing quality services;

4) With the merit program suspended two years ago and no cost of living increase this year, this budget includes a modest 2% cost of living increase;

5) One planner position in the EMA was made full-time in order to keep up with the growing demand for EMA services with 50% of the cost offset by the Maine Emergency Management Agency;

6) Based on our employee health claims experience last year, which were higher than usual, we received an increase of 9.79% in our health insurance premium from the Maine Municipal Health Trust. This by itself represents $130,000 of the total $389,461 increase to the budget, and as a result the Commissioners have authorized a very ambitious and comprehensive wellness incentive program to address this issue; and finally

7) With the unemployment numbers up and more elderly and children in need of assistance, our human services funding for food programs was increased by $25,000 to meet the requests of the Preble Street and Wayside Programs.

USE OF RESERVE FUNDS FOR TAX RELIEF

Today, while governments throughout the nation are facing financial crisis and debt problems, I am pleased to report that Cumberland County Government is fortunate to have an outstanding bond rating of AA+, which only a small percentage of county and municipal governments in the nation can claim. The County's strong credit and excellent financial management are due in no small measure to the Commissioners approving in 2001 – with the support of the Budget Advisory Committee – the creation of the first finance director position for a county government in Maine's history. This decision and an earlier decision in 1996 to have Cumberland County become the second county government in Maine to have a professional public administrator have had a very beneficial impact on the county's fiscal practices and sound financial management.

These two changes, taken together with a Board of Commissioners that has the final budget authority (there are only six counties in the state that do), and an outstanding group of senior managers, department heads and employees, have all contributed to a very successful and financially stable county government. With this financial record, the county has been able to establish a Tax Stabilization Fund, which is utilized annually to

help offset the county property tax. The amount of the fund for the FY11 Budget is $350,000.

CAPITAL IMPROVEMENT PROGRAM

The County has a capital improvement program (CIP) which is reviewed each year in workshop with the Commissioners and Budget Advisory Committee. The CIP does not impact the county assessment as it is funded directly from our fund balance similar to other governments in the nation.

The manner in which the County's CIP is developed resembles the way our municipal governments prepare their budgets, with both the elected and appointed department heads submitting requests to me for my consideration with a written explanation of each project. There were 34 requests by the departments for a total of $1,862,155. And after careful analysis and review, I put forward and the Commissioners approved 27 of the projects for total funding of $1,350,155. These projects included $225,000 in funding to continue the preventive maintenance program for the Parking Garage, $70,500 in funding for our regional hazmat teams, and a total of $345,546 requested by the IT Department for either new or enhanced technology – with four of the items scheduled to be incorporated into the County's annual budget beginning in 2012 when the jail debt retires.

In addition, funding was included for completion of the DA Office's conversion to a unified database that will enable criminal data to be shared among different law enforcement agencies in Cumberland County, $213,500 for capital needs at the Cumberland County Civic Center, and $200,000 to produce drawings and design work on renovating the Civic Center with a referendum this November.

STRATEGIC INVESTMENTS AND THE FUTURE

Today, across the nation there are over 3,000 county governments; including over 1,000 county governments that similar to Cumberland County have 800 or more square miles. Many are delivering a wide array of services, such as Peoria County, Illinois with a population less than ours and over a dozen municipalities. In the case of Peoria County, like many county governments outside of the New England region, they are providing many local government services, including animal control, assessment, economic development, elections, health and human services, 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. And in Cumberland County's case, we are continually discussing with our municipalities how we can utilize our economies of scale and technology to deliver cost efficient, quality services to our municipalities and citizens, such as tax assessing and tax collection, as well as the back office operations for schools.

With this budget as with previous budgets, Cumberland County officials have taken the position that we have an obligation and responsibility to seek out additional ways to add greater value to our taxpayers. It is in this entrepreneurial spirit that we have for over a decade viewed our role as a facilitator, convener and service provider. We have done this by working collaboratively with our partners from the public, private, and nonprofit sectors.

While recognizing present needs, we have been continually looking ahead to the future through our strategic planning efforts and making strategic investments in areas that will help achieve value added and cost efficient, quality services, such as the Cumberland County Regional Communications Center (CCRCC). This service has, for example, saved the Town of Gorham over $1.2 million dollars since 2005. And with the assistance of our Cumberland County Advisory Council that is chaired by Maine State Chamber CEO Dana Connors, with former Portland Mayor Pam Plumb as the vice-chair, we are working diligently to implement our 2006-2010 Strategic Plan recommendations, with a particular focus on tax assessing and tax collection, as well as the back office operations for schools based on a model from Berks County, Pennsylvania.

With the final payment on the county's jail debt coming in 2011 and our excellent credit rating, Cumberland County is well positioned to continue our ongoing entrepreneurial work with our public, private and nonprofit partners such as the municipalities and the schools, and organizations like the Greater Portland Council of Governments. As Peter Drucker, *the Father of Modern Management*, liked to say, "Leadership is doing the right things!" In our case, we are seeking to do the right thing by utilizing our economies of scale with the use of modern technology to provide for more cost efficient, quality services that will help achieve a more cost efficient and effective allocation of the local property tax in our region.

In closing, I would like to thank the County Finance Director Vic Labrecque for his valuable assistance during the preparation of this budget. I would also like to thank the department heads and their staff for their highly effective work on their budget requests. And on behalf of the Commissioners and our county officials, I would like to express our sincere appreciation to the Budget Advisory Committee for their commitment and participation in this process.

Sincerely,

Peter J. Crichton

Peter J. Crichton

The Budget Process and Financial Management Policies

THE BUDGET PROCESS

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

5: FINANCE

General Provisions:

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

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

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

5.4 Finance Committee (FC)

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

Municipally elected officials of each Commissioner District may appoint two (2) representatives to serve on the FC for a three (3) year term; a representative shall not serve more than two consecutive terms. No municipality shall have more than one representative unless it serves more than one half (½) of a District's population. A District Commissioner may appoint representatives to fill FC vacancies occurring 120 calendar days prior to the commencement of the Board's fiscal year. A FC vacancy shall immediately occur when representatives no longer qualify for membership.

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

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

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

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

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

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

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

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

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

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

5.8 Borrowing

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

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

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

THE BUDGET AND STRATEGIC PLANNING

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

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

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

THE BUDGET DOCUMENT

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

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

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

SYSTEM OF ACCOUNTING

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

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

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

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

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

FUND BALANCE

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

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

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

Internal Controls

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

Budgetary Controls

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

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

Operating Budget Policies

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

Revenue Policies

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

Investment Policies

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

Reserves

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

Auditing

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

Bonded Debt

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

Capital Investments

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

Short- Term Financial Goals

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

How to read the Budget

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

Department or Activity Center Sections

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

Departmental Details

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

Department Mission and Objectives

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

Statistics

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

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

Department Summary Pages

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

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

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY									
ACCT #	ACCOUNT DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 ADOPTED BUDGET	2010 YEAR END ESTIMATE	2011 BUDGET REQUEST	MGR/ COMM RECOMM	2011 BUDGET COMM	2011 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.

2008 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.

2009 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.

2010 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.

2010 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.

2011 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 Budget Advisory Committee review.

2011 BUDGET COMM - Budget Comm represents the allocations recommended by the Budget Advisory Committee(BAC). The BAC reviews the budget and holds public hearings on the budget prior to returning their recommendations to the County Commissioners. The sum of the BAC recommendations are contained in this column.

2011 ADOPTED BUDGET - After careful review and consideration of the BAC recommendations and public input, the County Commissioners adopt a final budget. Occasionally the Commissioners alter BAC recommendations and the sum of their adopted budget is entered in the approved column. This column will form the basis for the next fiscal budget.

Detail Pages

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

Understanding Line Item Justification

The line item justification is generated by departments to detail the proposed use of each requested account. Lines briefly detail the general use of accounts in ways that highlight needs and help track use. A wealth of data is contained in the line item justifications as departments detail the general use funds are requested to fulfil. The line item request justification column is listed between the 2009 request made by departments and the column containing the managers recommendation. Often the lines can be compared to deduce the items the manager might recommend departments remove from their requests. Detailed reductions are not made by the County Manager to allow departments maximum latitude in managing their departments within guidelines allowed by approved resources. This is not true of BAC recommendations which are often quite specific.

Putting It All Together

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

COUNTY OF CUMBERLAND: BUDGET 2011

DEPARTMENT	2010 ADOPTED BUDGET	Expended as of 8/31/2010	2011 BUDGET REQUEST	Dollars over 2010	Mgr Cuts from Request	2011 MGR RECOMM	2011 BAC Recommend	2011 Adopted Budget	% Increase over 2010	Tax Impact
Emergency Mgmt Agency	362,735	232,724	383,430	20,695	(8,889)	374,541	374,541	374,541	5.71%	0.05%
District Attorney	1,406,388	872,598	1,409,410	3,022	(17,891)	1,391,519	1,391,519	1,391,519	0.21%	-0.07%
Treasurer	34,075	22,764	36,793	2,718	(812)	35,981	35,981	35,981	7.98%	0.01%
Facilities	1,568,270	963,929	1,606,622	38,352	(23,028)	1,583,594	1,583,594	1,583,594	2.45%	0.07%
Registry of Deeds	793,566	469,575	763,194	(30,372)	(6,756)	756,438	756,438	756,438	-3.83%	-0.17%
Registry of Probate	493,871	288,166	506,501	12,630	(2,709)	503,792	503,792	503,792	2.56%	0.04%
Finance	361,029	242,894	371,110	10,081	(2,031)	369,079	369,079	369,079	2.79%	0.04%
Communications	1,914,723	1,289,409	2,010,304	95,581	(10,825)	1,999,479	1,999,479	1,999,479	4.99%	0.38%
Enterprise **										
Executive-Admin	601,732	403,521	589,393	(12,339)	(2,750)	586,643	586,643	586,643	-2.05%	-0.07%
Executive-Garage	81,748	54,202	83,418	1,670	(312)	83,106	83,106	83,106	2.04%	0.01%
Information Technology	554,767	377,755	560,909	6,142	(2,032)	558,877	558,877	558,877	1.11%	0.02%
Human Resources	259,707	159,915	273,308	13,601	(1,196)	272,112	272,112	272,112	5.24%	0.06%
Sheriff-Admin	845,026	530,721	867,722	22,696	(3,793)	863,929	863,929	863,929	2.69%	0.09%
Sheriff-Law Enforcement	3,657,940	2,381,587	3,848,057	190,117	(58,795)	3,789,262	3,789,262	3,789,262	5.20%	0.59%
					-					
Sheriff-Civil	280,210	167,734	291,183	10,973	(11,355)	279,828	279,828	279,828	3.92%	0.00%
Debt Service	2,255,301	2,255,301	2,360,301	105,000	-	2,360,301	2,360,301	2,360,301	4.66%	0.47%
Debt Interest- Bonds	266,471	266,471	160,234	(106,237)	-	160,234	160,234	160,234	-39.87%	-0.48%
Debt Expense - TAN Loans	87,001	90,139	60,500	(26,501)	-	60,500	60,500	60,500	-30.46%	-0.12%
					-					
Grants	148,413	151,297	151,297	2,884	(2,772)	148,525	148,525	148,525	1.94%	0.00%
Human Services	166,599	269,013	269,013	102,414	(68,269)	200,744	235,744	235,744	61.47%	0.31%
					-					
Pension Life- Retirees	2,800	2,800	2,800	-	-	2,800	2,800	2,800	0.00%	0.00%
Contingent Account	30,000	30,000	30,000	-	-	30,000	30,000	30,000	0.00%	0.00%
Sal./ Ben./ Term. Pay	3,300	3,300	3,300	-	-	3,300	3,300	3,300	0.00%	0.00%
Unemployment Insurance	50,000	40,000	40,000	(10,000)	(10,000)	30,000	30,000	30,000	-20.00%	-0.09%
Referendum and Public Info	50,000	50,000	50,000	-	-	50,000	50,000	50,000	0.00%	0.00%
					-					
	-	-		-	-					
Total Expenditure Summary	16,275,674	11,615,815	16,728,799	453,127	(234,215)	16,494,584	16,529,584	16,529,584	1.56%	1.14%
Change		(4,659,859)	453,125	453,125	(234,215)	218,910	(35,000)			

DEPARTMENT	2010 ADOPTED BUDGET	Expended as of 8/31/2010	2011 BUDGET REQUEST	Dollars over 2010	Mgr Cuts from Request	2011 MGR RECOMM	2011 BAC Recommend	Adopted Budget	% Increase over 2010	Tax Impact

Tax Calculation	2008 Budget	2009 BUDGET	2010 BUDGET	2011 BUDGET REQUEST	2011 MGR RECOMM	2011 BAC Recommend	2011 Adopted Budget	Percent Impact from 2010 Budget		TAX Impact
COUNTY										
Total Estimated Expenditures	15,259,023	15,634,952	16,275,674	16,728,799	16,494,584	16,529,584	16,529,584	253,910	1.56%	1.14%
Total Estimated Revenues	(4,820,878)	(4,673,669)	(5,314,388)	(5,178,837)	(5,178,837)	(5,178,837)	(5,178,837)	135,551	-2.55%	0.61%
Designated Surplus	(400,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	-	0.00%	0.00%
Tax Revenue Required	10,038,145	10,611,283	10,611,286	11,199,962	10,965,747	11,000,747	11,000,747	389,461	3.67%	1.76%
Net Dollar Change		573,138	0	588,676	354,461	389,461	389,461			
Percent from prior year		5.71%	0.00%	5.55%	3.34%	3.67%	3.67%			
Comm-843,223										

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"BOARD OF CORRECTIONS" BUDGET

Tax Calculation			FROZEN 2008 Budget				2011 Adopted Budget			
COUNTY										
Total Estimated Expenditures			16,506,896	16,506,896			16,506,896			
Total Estimated Revenues			(4,931,294)	(4,931,294)			(4,931,294)			
Designated Surplus			-							
Tax Revenue Required			11,575,602	11,575,602			11,575,602			
			11,575,602				11,575,602			
	Amount fixed by statute				Amount fixed by statute					

COMBINED TAX PRESENTATION

FOR BOTH THE "COUNTY AND THE JAIL FIXED AMOUNT"

Tax Calculation	2008 BUDGET	2009 BUDGET	2010 BUDGET	2011 BUDGET REQUEST	2011 MGR RECOMM	2011 BAC Recommend	2011 Adopted Budget	*Percent Impact from 2010 Budget*		*TAX* Impact
Total Estimated Expenditures	31,765,919	32,141,848	32,782,570	33,235,695	33,001,480	33,036,480	33,036,480	*253,910*	*0.77%*	*1.14%*
Total Estimated Revenues	(9,752,172)	(9,604,963)	(10,245,682)	(10,110,131)	(10,110,131)	(10,110,131)	(10,110,131)	*135,551*	*1.32%*	*0.61%*
Designated Surplus	(400,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	*-*	*0.00%*	*0.00%*
Tax Revenue Required	21,613,747	22,186,885	22,186,885	22,775,564	22,541,349	22,576,349	22,576,349	*389,461*	*1.76%*	*1.76%*
Net Dollar Change	1,337,926	573,138	-	588,679	354,464	389,464	389,464			
Percent from prior year	6.60%	2.65%	0.00%	2.65%	1.60%	1.76%	1.76%			

COUNTY OVERVIEW:
Revenue and Expenses from all Sources

COUNTY OF CUMBERLAND: BUDGET 2011-ASSESSMENT

Tax Calculation	2007 Budget	2008 Budget	Budget 2009	Budget 2010	2011 BUDGET REQUEST	2011 MGR RECOMM	2011 BAC Recommend	2011 Adopted Budget
Total Estimated Expenditures	30,773,044	31,765,919	32,141,848	31,939,344	33,235,695	33,001,480	33,036,480	33,036,480
Total Estimated Revenues	(9,497,219)	(9,752,172)	(9,604,963)	(9,402,459)	(10,110,131)	(10,110,131)	(10,110,131)	(10,110,131)
Designated Surplus	(1,000,000)	(400,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Tax Revenue Required	20,275,825	21,613,747	22,186,885	22,186,885	22,775,564	22,541,349	22,576,349	22,576,349
								1.76%

COUNTY OF CUMBERLAND: Enterprise Funds 2011

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			2011 Budget
Total Estimated Expenditures	Enterprise		1,650,374
Total Estimated Revenues	Enterprise		(1,650,374)
Tax Revenue Required			$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 2011

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			2011 Budget
Total Estimated Expenditures	Grants and Other		4,718,763
Total Estimated Revenues	Grants and Other		(4,718,763)
Tax Revenue Required			$0.00

COUNTY OF CUMBERLAND: Recreational District 2011

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			2011 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 2011

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

	Budget	Grants
	Enterprise	Recreational District

Budget			2011 Budget
Total Estimated Expenditures			40,905,618
Total Estimated Revenues			(17,979,268)
Designated Surplus			(350,000)
Tax Revenue Required	Tax Assessment		$ 22,576,349

	2011	County of Cumberland	
		Budget Reduction Record	
		PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS	
2010	22,186,887	Expenditure Budget in 2010	$32,782,570
		Department Request Expenditure Budget 2011	$33,235,695
		Revenues for 2011	-$10,110,131
		Tax Subsidy for 2011	-$350,000
		Net Assessment	$22,775,564
		Net Dollar Increase	$688,677
		Tax Increase from 2011	2.65%
		ADJUSTED BY MANAGER'S RECOMMENDATION	
		Department Requests	
	101	EMA	-$7,500
	102	District Attorney	-$10,000
	103-01	Exec-Administration	$0
	103-02	Exec-IT	$0
	103-03	Exec-Garage	$0
	103-04	HR	$0
	104	Treasurer	-$500
	105	Facilities	-$17,000
	106-05	Sheriff-Admin	$0
	106-06	Sheriff-LEC	-$32,245
	106-07	Sheriff-Jail-Now part of BOC	
	1006-08	Sheriff-Civil	-$10,000
	107	Deeds	-$2,692
	108	Probate	$0
	109	Finance	$0
	110	Communications	$0
	Other	Other	-$154,277
	2009	Total Mgr Cuts to Expenses	-$234,214
		Net Increase in the Expenses over 2010 Expenses	$354,463
		Decrease Revenue Budget for Deeds Etc.	
		Decrease Taxpayer Tax Subsidy	$0
		Net Change over last year.....	$354,463
	Summary:	Total Expenditures Manager's Recom.	$33,001,480
		Total Estimated Revenues	$ (10,110,131)
		Designated Surplus	$ (350,000)
		Net Budget from Mgr. FY 2011	$ 22,541,349
		Dollar Increase over 2010	$ 354,464
2010 Tax	22,186,885	Net Increase over Last year Net w/o Jail BOC	1.60%
2010 Gr Tax	22,186,885	Tax Increase from Mgr's Recommendation	1.60%

	BAC	***ADJUSTED BY Budget Advisory Committee***	
	Add	***Human Services - funding to Spring Harbor Diversid***	35,000
		NET TAX INCREASE - BAC	**$389,464**
		Percent Increase over 2010	**1.76%**
	BAC	***ADJUSTED BY COUNTY COMMISSIONERS***	
		Accepted recommendations of the BAC	
	NET TAX INCREASE -BAC,COMMISSIONERS, MANAGER		**$389,464**
		Percent Increase over 2010	**1.76%**
	10,611,286		
	22,186,865		
		Manager's recommended cuts from department request	
Dept 101			
	6213	Base Radio repair	**$ (500)**
EMA	*6806*	Fuel Oil	**$ (5,000)**
	6913	Safety Equipment	**$ (2,000)**
	6806	Fuel Oil	**$ (1,000)**
	6913	Safety Equipment	**$ 1,000**
$ (7,500)			
Dept 102			
	6307	Witness Fees & Expenses	**$ (10,000)**
DA			
$ (10,000)			
Dept 103-01			
Exec Admin			
$ -			
Dept 103-02			
Exec-IT			

Dept 103-03			
Exec-Garage			
Dept 103-04			
HR			
Dept 104			
	6130	Transportation & Lodging	$ (500)
Treasurer			
Dept 105	6406	Insurance Deductibles	$ (7,000)
	5120	Wage & Salary- Vacancy reduce salary	$ (10,000)
Facilities			
$ (17,000)			
Dept 106-05			
Sher-Admin			
$ -			
Dept 106-06			
Sher-LEC	6131	Gas Oil & grease (use $3.00 per gallon)	$ (32,245)
$ (32,245)			
Dept 106-08			
Sher-Civil	6130	Transportation and Mileage Reimbursements	$ (10,000)
Dept 106-07			
Sher-Jail			
Dept 107	5120	Add Salary Change Clerk II	$ 2,308
Deeds			
	5210	Seasonal Temporary Wages	$ (5,000)
$ (2,692)			

Dept 108 Probate			
$ -			
Dept 109 Finance			
Dept 110 Emerg Comm			
$ -			
		Grants requests cut	$ (2,772)
Other Cuts		Human services request cuts	$ (68,269)
	Revenue	Interest revenue reduction at 40,551	
	11-140	Unemployment Expense cut further	$ (10,000)
		Health Insurance Cuts from 15% to 9.79%	$ (73,236)
$ (154,277)			
		Control Sub Total	$ (234,215)

COUNTY OF CUMBERLAND
FISCAL YEAR 2011

Acct #	Source	2008 Actual	2009 Actual	2010 estimated results	2010 Budget	Surplus 2010		2011 Budget	BUDGET DIFF
11-001-4003	Supreme Court Rental	2,400	2,400	2,400	2,400	0		2,400	-
11-001-4004	State Court Rent / Reimbursements	22,375	22,376	22,380	22,380	0		22,380	-
11-001-4005	State Court Bond Reimbursement	220,575	-		-	0			-
									-
11-101-4101	Emergency Management Allocation	138,997	142,668	150,000	160,000	-10,000		160,000	-
11-101-4102	AT&T Tower Lease	23,978	22,587	15,000	9,984	5,016		9,984	-
									-
11-102-4100	District Attorney	89,361	97,319	95,000	85,000	10,000		90,000	5,000
									-
11-103-01-4100	Executive	15			-	0		-	-
11-103-03-4100	Garage Operations	6,628	3,885	2,000	-	2,000		-	-
11-103-03-4301	Garage Daily Parking	159,637	213,427	165,000	217,100	-52,100		180,000	(37,100)
11-103-03-4302	Garage Monthly Parking	223,402	238,170	270,000	238,200	31,800		275,300	37,100
	Inc Monthly $100 to $110								
									-
11-104-4401	Treasurer Income (Interest, etc.)	100,133	40,593	20,000	70,551	-50,551		30,000	(40,551)
									-
11-105-4100	Facilities Misc Revenue	37,435	15,323	12,000	-	12,000		-	-
11-105-4100	Facilities Salvage				-	0		-	-
									-
11-106-05-4100	Sheriff Misc Revenues	43,207	252,434	50,000	75,000	-25,000		75,000	-
11-001-4002	Federal Gas Tax Refund	26,107	-	-	-	0			-
									-
11-001-1201-00	State Fines Surcharge	146,357	62,720	-	100,000	-100,000		-	(100,000)
									-
	CCRCC Contracts	-	-		-	0		843,223	843,223
									-
11-106-08-4100	Civil Process	288,872	296,660	340,000	300,000	40,000		300,000	-
									-
11-107-4100	Register of Deeds - Misc. Revenue	2,320	4,526	2,800	2,500	300		2,500	-
11-107-4701	Register of Deeds - Recording Fees	1,395,297	1,542,586	1,286,252	1,500,000	-213,748		1,500,000	-
11-107-4702	Register of Deeds - Transfer Tax	663,594	571,198	585,000	525,000	60,000		525,000	-
11-107-4703	Register of Deeds - Copies	472,647	591,111	607,473	664,420	-56,947		664,420	-
									-
11-108-4801	Register of Probate - Fees	388,739	383,867	420,000	400,000	20,000		400,000	-
11-108-4802	Register of Probate - Notices	29,426	36,348	38,000	30,000	8,000		30,000	-
11-108-4803	Register of Probate - Abstracts	16,610	18,410	18,000	15,960	2,040		15,960	-
11-108-4804	Register of Probate -Forms	9,888	8,196	10,000	10,000	0		10,000	-
11-108-4805	Register of Probate - Visitor fees	19,638	18,716	17,000	18,000	-1,000		18,000	-
	Fees for heirs & advertising				24,670	-24,670		24,670	-
									-
	Total Revenues	4,527,638	4,585,520	4,128,305	$ 4,471,165	$ (342,860)		5,178,837	707,672
	Designated Surplus				350,000			350,000	-
	Total Revenues & Surplus	4,527,638	4,585,520	4,128,305	4,821,165			5,528,837	707,672
	YEAR	2008 Actual	2009 Actual	2010 estimated results	2010 Budget			2011 Budget Estimates Revenue	

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 REVENEUE $ 10,110,131

FY2011 COUNTY OF CUMBERLAND-

Final State Valuation

The tax distribution schedule describes the amount of tax required from each municipality based on their equalized valuation to provide the revenue necessary for county operations. Previous year information is provided for comparison purposes. The tax calculation table at the bottom of the schedule shows the factors of expenditures revenues, and surplus used to calculate the amount of county property tax assessed on the real and personal property in each municipality.

The State of Maine Valuation for 2011 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
	-0.3%		-2.50%			
Town	State 2010 Valuation	2010 Tax	State 2011 Valuation	Val Change %	2011 Tax	Percent Tax Change
Baldwin	160,850,000	85,433	160,750,000	-0.1%	89,104	4.30%
Bridgton	1,060,000,000	563,004	1,032,250,000	-2.6%	572,170	1.63%
Brunswick	2,204,800,000	1,171,049	2,141,500,000	-2.9%	1,187,020	1.36%
Cape Elizabeth	1,784,100,000	947,600	1,789,750,000	0.3%	992,047	4.69%
Casco	644,700,000	342,424	611,650,000	-5.1%	339,034	-0.99%
Chebeague Island	223,750,000	118,842	210,700,000	-5.8%	116,790	-1.73%
Cumberland	1,131,350,000	600,901	1,084,700,000	-4.1%	601,242	0.06%
Falmouth	2,171,450,000	1,153,336	2,131,400,000	-1.8%	1,181,421	2.44%
Freeport	1,554,400,000	825,598	1,526,300,000	-1.8%	846,018	2.47%
Frye Island	164,550,000	87,398	154,400,000	-6.2%	85,583	-2.08%
Gorham	1,443,450,000	766,669	1,432,100,000	-0.8%	793,804	3.54%
Gray	917,050,000	487,078	891,800,000	-2.8%	494,319	1.49%
Harpswell	2,005,900,000	1,065,406	2,009,600,000	0.2%	1,113,908	4.55%
Harrison	541,500,000	287,610	523,800,000	-3.3%	290,339	0.95%
Long Island	146,850,000	77,997	148,850,000	1.4%	82,507	5.78%
Naples	790,450,000	419,837	747,750,000	-5.4%	414,473	-1.28%
New Gloucester	504,750,000	268,091	480,350,000	-4.8%	266,255	-0.68%
North Yarmouth	455,350,000	241,853	451,550,000	-0.8%	250,291	3.49%
Portland	8,196,900,000	4,353,671	7,909,900,000	-3.5%	4,384,407	0.71%
Pownal	191,050,000	101,474	188,950,000	-1.1%	104,734	3.21%
Raymond	1,026,000,000	544,946	1,063,200,000	3.6%	589,325	8.14%
Scarborough	3,620,450,000	1,922,952	3,564,150,000	-1.6%	1,975,585	2.74%
Sebago	424,700,000	225,574	391,700,000	-7.8%	217,117	-3.75%
South Portland	3,875,800,000	2,058,578	3,738,950,000	-3.5%	2,072,476	0.68%
Standish	1,099,650,000	584,064	1,104,900,000	0.5%	612,439	4.86%
Westbrook	1,880,300,000	998,695	1,862,950,000	-0.9%	1,032,621	3.40%
Windham	1,917,800,000	1,018,613	1,808,100,000	-5.7%	1,002,218	-1.61%
Yarmouth	1,634,600,000	868,195	1,567,950,000	-4.1%	869,105	0.10%
	41,772,500,000	22,186,888	40,729,950,000	-2.50%	22,576,350	1.76%
Tax Calculation	2008	2009	2010		2011	
Total Estimated Expenditures	31,566,466	32,141,848	32,782,570		33,036,480	
Total Estimated Revenues	(9,552,719)	(9,604,963)	(10,245,682)		(10,110,131)	
Designated Surplus	(400,000)	(350,000)	(350,000)		(350,000)	*Net Increase*
Tax Revenue Required	**21,613,747**	**22,186,885**	**22,186,888**		**22,576,349**	***1.76%***
	2008	***2009***	***2010***		***2011***	
Mil Rate	**0.0005156148**	**0.0005292875**	**0.0005311362**		**0.0005542936**	
Per $1,000	**0.5156148**	**0.5292875**	**0.531136226**		**0.554293596**	

FY2011 COUNTY OF CUMBERLAND-

Final State Valuation

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Chebeague Island	223,750,000	118,842	210,700,000	-5.8%	116,790	-1.73%
Windham	1,917,800,000	1,018,613	1,808,100,000	-5.7%	1,002,218	-1.61%
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Raymond	1,026,000,000	544,946	1,063,200,000	3.6%	589,325	8.14%
	41,772,500,000	22,186,888	40,729,950,000	-2.50%	22,576,350	1.76%
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Per $1,000	**0.5156148**	**0.5292875**	**0.531136226**		**0.554293596**	

COUNTY OF CUMBERLAND
FISCAL YEAR 2011

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 ADOPTED BUDGET	2010 YEAR END ESTIMATE	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	1,835,000	1,915,000	2,000,000	2,000,000	2,105,000	2,105,000	2,105,000	2,105,000
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	2,255,301	2,255,301	2,360,301	2,360,301	2,360,301	2,360,301
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	318,750	245,943	155,250	155,250	52,625	52,625	52,625	52,625
11-120	9208	2008 Debt Interest for Interoperability Referendum	76,000	78,518	74,906	74,906	71,294	71,294	71,294	71,294
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	266,471	266,471	160,234	160,234	160,234	160,234
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge	4,500	3,000	4,000	7,500	7,500	7,500	7,500	7,500
11-120	9210	TAN Legal Fees	1,569	1,356	3,000	2,638	3,000	3,000	3,000	3,000
11-120	9220	TAN Interest	136,010	125,644	80,001	80,001	50,000	50,000	50,000	50,000
		TOTAL DEBT EXPENSE - LOANS	142,079	130,000	87,001	90,139	60,500	60,500	60,500	60,500
		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	50,000	40,000	40,000	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
11-141	9500	Civic Center Operational Subsidy			-					
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	136,100	126,100	126,100	116,100	116,100	116,100
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,659,002	2,760,680	2,744,873	2,738,011	2,707,135	2,697,135	2,697,135	2,697,135

CUMBERLAND COUNTY

PERSONNEL

2011

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 FY2011.

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 2011
POSITION CLASSIFICATION PLAN

MANAGEMENT

TITLE	GRADE	ANNUAL SALARY RANGE
County Manager	9	$78,395 – 106,746
Deputy County Manager	8	$66,435 – 90,459
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	$62,130 – 85,259
VACANT	6	$56,472 – 76,835
Captain – Administrative Support Captain – CID Captain – Patrol Captain – Support Services Captain - Security/Operations Fiscal Officer	5	$48,963 – 67,080
Administrative Investigator Human Resources Specialist Network Administrator Purchasing Agent	4	$44,637 – 60,965
Deputy Communications Director Deputy EMA Director Deputy Register of Deeds Deputy Register of Probate	3	$38,813 – 52,832

GENERAL GOVERNMENT POSITIONS

TITLE	GRADE	HOURLY PAY RANGE
Business Account Coordinator Clerk/Supervisor Legal Assistant Legal Secretary Paralegal Maintenance Technician I Parking Garage Coordinator Planner Trial Assistant	5	$13.63 – 21.85
Fleet Automotive Technician	4	$12.41 – 19.86
Assistant Maintenance Technician Building Custodian Clerk II Custodian Supervisor Receptionist	3	$11.29 – 18.05
Cashier Clerk – Treasurer's Office Clerk I Custodian	2	$10.26 – 16.43
Vacant	1	$ 9.31 – 14.89

GENERAL GOVERNMENT PROFESSIONAL/TECHNICAL

TITLE	GRADE	HOURLY PAY RANGE
Electrician Supervisor Chaplin Coordinator/Rehabilitation & Diversion	G	$22.75 – 30.70
Business & Communication Coordinator Drug Free Community Coordinator Grants & Special Projects Coordinator Vocational Training Teacher Emergency Management Program Coordinator	F	$20.69 – 28.13
Community Development Assistant Day Custodial Supervisor Electrician Facilities Supervisor Fleet Automotive Supervisor Legal Administration Supervisor Maintenance Supervisor	E	$18.80 – 25.76
Electrician Helper Electronics Technician Media & Graphic Specialist	D	$17.09 – 23.58
Computer Specialist Public Safety Software Specialist	C	$15.68 – 21.78
Building Technician Maintenance Technician II Victim Assistant	B	$15.54 – 21.60
Computer Assistant	A	$14.25 – 19.45

CONFIDENTIAL TO THE BARGAINING PROCESS

TITLE	GRADE	HOURLY PAY RANGE
Accounts Supervisor Payroll Supervisor	E	$18.80 – 26.52
Executive Assistant	D	$16.68 – 22.55
Administrative Aide	C	$15.68 – 21.47
Executive Secretary Investigations Clerk	B	$14.99 – 20.44

SHERIFF'S OFFICE JAIL BARGAINING UNIT *

TITLE	GRADE	HOURLY PAY RANGE
Librarian	N1	$14.79 – 18.06
Clerk II Lobby Receptionist Receptionist Clerk Records Clerk	N2	$15.66 – 19.19
Complaint Officer	N3	$16.05 – 19.59
Administrative Secretary Crime Analyst Education Technician	N4	$16.58 – 20.41
Administrative Civil Deputy Civil Deputy	N5	$16.95 – 20.83
Community Release Planner	Weekly Salary	$1,146.74
Corrections Officer I	2	$16.80 – 20.32
Corrections Officer II Lobby Receptionist-CO	3	$17.20 – 20.73
Electronic Monitoring Officer Property Officer Transportation Officer	4	$17.71 – 21.55
Community Services Officer Recreation Officer Trustee Coordinator Work Release Officer	5	$18.09 – 21.97

*A collective bargaining agreement for this unit beyond June 30, 2010 has not been agreed upon

LAW ENFORCEMENT TEAMSTER UNIT

TITLE	HOURLY PAY RANGE
Deputy	$18.90 – 22.96
Detective	$19.60 – 23.65
Sergeant	$24.28 – 27.22
Lieutenant	$26.60 – 29.49

COMMUNICATIONS BARGAINING UNIT *

TITLE	GRADE	HOURLY PAY RANGE
Call Taker	E2	$13.52 – 16.51
Dispatcher	E3	$15.64 – 19.11
Shift Supervisor	E8	$18.41 – 22.18
Department Supervisor	E9	$19.07 – 22.88

*A collective bargaining agreement for this unit beyond 2009 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	
Sergeant	
Lieutenant	$23.89 – 28.34

JAIL COOKS TEAMSTER UNIT

July 3, 2011

TITLE	HOURLY PAY RANGE
Cook	$15.60 - 20.40

ELECTED OFFICIALS

TITLE	ANNUAL SALARY
County Commissioners	$ 9,381
Judge of Probate	$58,386
Register of Deeds	$55,744
Register of Probate	$42,786
Sheriff	$85,259
Treasurer	$20,758

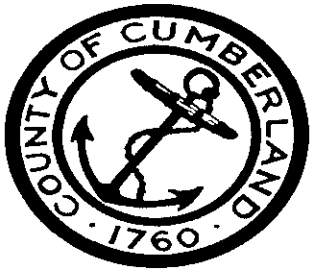
This schedule is an representation of positions within departments.

	2010				2011			
	Approved		Grant & Contract		Approved		Grant & Contract	
Job Title	FT	PT	FT	PT	FT	PT	FT	PT
EXECUTIVE								
Administration								
Commissioners	3				3			
County Manager	1				1			
Executive Assistant/Deputy Clerk	1				1			
Deputy County Manager	1				1			
DV Coordinator		1				1		
Grant/Special Project Coordinator		1				1		
Drug Free Grant								
Drug Free Community Coordinator			0				1	
CDBG								
Community Development Coordinator			1				1	
Community Development Assistant				0				1
Parking Garage								
Parking Garage Coordinator	1				1			
Cashier		2				2		
	7	4	1	0	7	4	2	1
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			
	3				3			
Finance Department								
Director of Finance	1				1			
Purchasing Agent	1				1			
Accounts Supervisor	1				1			
Payroll Supervisor	1				1			
	4				4			
DISTRICT ATTORNEY								
Business & Communication Coordinator	1				1			
Executive Assistant	1				1			
Intern		6				6		
Paralegal	1				1			
Legal Administrative Supervisor	2				2			
Receptionist	2				2			
Trial Assistant	11				11			
Victim Assistant	4				4			

	2010				2011			
	Approved		Grant & Contract		Approved		Grant & Contract	
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				1			
Electronic Technician	1				1			
Building Technican	1				1			
Maintenance Technician II	4				4			
Fleet Automotive Supervisor	1				1			
Fleet Automotive Technician	1				1			
Executive Secretary	1				1			
	24				24			
DEEDS								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk/Supervisor	2				2			
Business Account Coordinator	1				0			
Clerk II	5				5			
Clerk 1	2				2			
	12				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			
EMERGENCY MANAGEMENT AGENCY								
EMA Director	1				1			
Deputy EMA Director	1				1			
Planner	2				2	1		
Clerk II		1		1		0		
Program Coordinator			1				1	
LEPC Planner							1	
	4	1	1	1	4	1	2	
TREASURER								
Treasurer	1				1			
Clerk		1				1	1	
	1	1			1	1	1	
SHERIFF								
Administration/Support Services								
Sheriff	1				1			
Chief Deputy	1				1			

	2010				2011			
	Approved		Grant & Contract		Approved		Grant & Contract	
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			
	8	1			8	1		
Law Enforcement								
Captain - CID	1				1			
Captain - Patrol	1				1			
Lieutenant	3				3			
Sergeant	6				6			
Deputy/Community Relations Officer	18		16	3	18		17	3
Detective	6				7			
Complaint Officer	1				1			
Crime Analyst	1				1			
	37		16	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	0				1			
Department Supervisor	1				0			
Shift Supervisor	4				5			
Dispatcher	8		10.5		23.5			
Call Taker	1				1			
	15		10.5		31.5			
Total Budget Employees Only	154	13	28.5	10	170.5	13	22	10
Jail positions next page								

Jail	2010 Approved FT	2010 Approved PT	2010 COMMISSARY FT	2010 COMMISSARY PT	2011 Proposed FT	2011 Proposed PT	2011 COMMISSARY FT	2011 COMMISSARY PT
Job Title								
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	2				1			
Cook II	5				5			
Corrections Officer	139				134			
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			
Transportation Supervisor	1				1			
Transportation Officer	11				11			
Trustee Coordinator	1				1			
Lieutenant	4				4			
Lieutenant Community Corrections	0				0			
Lieutenant Education	0		1		1			
Work Release Officer	2				2			
Librarian				1				1
Chaplin			1		1			
Community Release Planner			1				1	
	192		7	1	187		5	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

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
DA	$ 87,385	$ 97,319	$ 85,000	$ 90,000	From Administrative Disposition

EXPENSES 2011

Labor	O&M	Capital	TOTAL
1,128,335	261,184	2,000	1,391,519

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

Budget Objectives

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

Personnel

DISTRICT ATTORNEY	*Full Time*	*Part Time*
Business & Communication Coordinator	1	
Executive Assistant	1	
Intern		6
Paralegal	1	
Legal Administrative Supervisor	2	
Receptionist	2	
Trial Assistant	11	
Victim Assistant	4	
Coord of Rehab & diversion program	1	
	23	6

11-102	DEPARTMENT: DISTRICT ATTORNEY								
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	767,442	783,847	791,187	757,423	797,209	797,209	797,209	797,209
5205	Wages & Salaries (PT)	163	-	-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	62,202	66,108	80,374	66,783	80,374	80,374	80,374	80,374
3500	Employee Benefits & Taxes	220,640	223,914	246,972	233,219	258,643	250,752	250,752	250,752
	TOTAL PERSONNEL SERVICES	1,050,447	1,073,869	1,118,533	1,057,425	1,136,226	1,128,335	1,128,335	1,128,335
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	12,950	15,829	17,000	11,593	17,000	17,000	17,000	17,000
6301	Professional Services	75,938	54,143	74,478	75,938	74,478	74,478	74,478	74,478
6305	Stenographer-Transcripts	3,572	3,699	5,500	1,975	5,000	5,000	5,000	5,000
6307	Witness Fees & Expenses - DA	33,548	11,309	40,000	5,010	30,000	20,000	20,000	20,000
6308	Witness Fees & Expenses - AG	833	2,661	3,000	1,437	3,000	3,000	3,000	3,000
6309	Laboratory Tests	-	-	1,100	-	1,000	1,000	1,000	1,000
6400	Insurance - Building & Contents (Bath)	3,368	3,225	3,123	3,208	3,225	3,225	3,225	3,225
6401	Insurance- Liability	3,064	2,941	2,764	3,908	2,972	2,972	2,972	2,972
6500	Office Supplies	19,058	16,690	22,500	17,627	20,000	20,000	20,000	20,000
6505	Printing and Engraving		7,419	7,000		7,000	7,000	7,000	7,000
6506	Postal Expenses	8,081	5,900	9,500	5,676	7,500	7,500	7,500	7,500
6507	Advertising	2,390	1,194	4,200	1,368	4,200	4,200	4,200	4,200
6508	Dues	5,935	4,554	6,448	6,469	11,264	11,264	11,264	11,264
6509	Books, Periodicals, & Subscriptions	21,807	22,314	19,800	23,421	22,300	22,300	22,300	22,300
6511	Equipment Rental	10,701	11,241	12,000	10,930	11,500	11,500	11,500	11,500
6512	Training, Education, & Seminars	13,431	10,079	16,090	19,185	16,880	16,880	16,880	16,880
6513	Leases & Service Agreements	21,069	15,705	26,832	16,647	19,000	19,000	19,000	19,000
6800	Telephone & Communication	14,314	14,089	14,520	12,921	14,865	14,865	14,865	14,865
	TOTAL O&M	250,060	202,991	285,855	217,313	271,184	261,184	261,184	261,184

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,510	1,071	2,000	1,911	2,000	2,000	2,000	2,000
7355	Computer Hardware			-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	2,510	1,071	2,000	1,911	2,000	2,000	2,000	2,000
	TOTAL DEPARTMENT	1,303,017	1,277,932	1,406,388	1,276,649	1,409,410	1,391,519	1,391,519	1,391,519
						3,022	(14,869)	(14,869)	(14,869)
						0.2%	-1.1%	-1.1%	-1.1%

11-102 DEPARTMENT: DISTRICT ATTORNEY

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	791,187	757,423	797,209	Wages for full-time departmental staff.	797,209	797,209	797,209
5205	Wages & Salaries (PT)				Wages for part-time departmental staff.			
5210	Seasonal/Temporary/Intern	80,374	66,783	80,374	Wages for Interns.-Largest block of Intern time and other temporary positions	80,374	80,374	80,374
5500	Employee Benefits & Taxes	246,972	233,219	258,643	Taxes and benefits for departmental employees.	250,752	250,752	250,752
	TOTAL PERSONNEL SERVICES	1,118,533	1,057,425	1,136,226	TOTAL	1,128,335	1,128,335	1,128,335
	OPERATIONS AND MAINTENANCE							
6130	Transportation & Lodging	17,000	11,593	17,000	Departmental travel expenses including those incurred by providing service to court in Bath and Bridgton. Lodging/meal expenses for conferences	17,000	17,000	17,000
6301	Professional Services	74,478	75,938	74,478	Contract with Sheriff's Office to provide a detective for the Domestic Violence program	74,478	74,478	74,478
6305	Stenographer- Transcripts	5,500	1,975	5,000	Court transcripts required for case preparation and appeals.	5,000	5,000	5,000
6307	Witness Fees & Expenses- DA	40,000	5,010	30,000	Allocation for legislative requirement.	20,000	20,000	20,000
6308	Witness Fees & Expenses- AG	3,000	1,437	3,000	Allocation for legislative requirement.	3,000	3,000	3,000
6309	Laboratory Tests	1,100	-	1,000	State legislated requirement for medical testing fees for victims of crime	1,000	1,000	1,000
6400	Insurance - Building & Contents	3,123	3,208	3,225	Insurance for Bath office.	3,225	3,225	3,225
6401	Insurance Liability	2,764	3,908	2,972	Liability insurance	2,972	2,972	2,972

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6500	Office Supplies	22,500	17,627	20,000	Departmental office supplies and printing expenses. Folders purchased for Superior, District and Juvenile Division		20,000	20,000	20,000
6505	Printing and Engraving	7,000	5,109	7,000	For new unified court pilot project folders, letterhead & cards		7,000	7,000	7,000
6506	Postal Expenses	9,500	5,676	7,500	Increase due to reactionary business practice changes from unified court system		7,500	7,500	7,500
6507	Advertising	4,200	1,368	4,200	Job Placement ads		4,200	4,200	4,200
					Victim Brochure development and printing				
6508	Dues	6,448	6,469	11,264	Board of Bar Overseers. (18 memberships)	$ 3,944	11,264	11,264	11,264
					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			
6509	Books, Periodicals, & Subscriptions	19,800	23,421	22,300	Yearly Expenses for statute updates, reference books and subscriptions for additional attorneys		22,300	22,300	22,300
6511	Equipment Rental	12,000	10,930	11,500	Pagers. (2)	$ 241	11,500	11,500	11,500
					Copier Expenses-Rental and photocopy costs	$ 10,324			
					Water Cooler rental	$ 750			
6512	Training, Education, & Seminars	16,090	19,185	16,880	Maine Prosecutor's Conference Registration.	$ 1,870	16,880	16,880	16,880
					Staff training Seminars	$ 470			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					ADA CLE Seminars	$ 240			
					Nat'l center for prosecution of DV training	$ 1,300			
					National District Attorney Assoc. Board Meetings and Training Conference	$ 3,000			
					New Case management software training	$ 10,000			
6513	Leases & Service Agreements	26,832	16,647	19,000	Seacoast maintenance Agreements	$ 855	19,000	19,000	19,000
					Yearly Maintenance for CRIMES Database	$ 13,984			
					Confidential Destruction 12 times	$ 1,000			
					Ikon Lease Agreement	$ 3,000			
6800	Telephone & Communication	14,520	12,921	14,865	Telephone Service expenses	$ 8,000	14,865	14,865	14,865
					Wireless Service	$ 2,160			
					Air Card for Computer	$ 520			
					language Translation Line	$ 240			
					Connection to state Metro line	$ 960			
					Remote internet access	$ 2,985			
		-	-	-			-	-	-
	TOTAL O&M	285,855	222,422	271,184		TOTAL	261,184	261,184	261,184
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,000	1,911	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	1,911	2,000		TOTAL	2,000	2,000	2,000
	TOTAL DISTRICT ATTORNEY	1,406,388	1,281,758	1,409,410		TOTAL	1,391,519	1,391,519	1,391,519
				3,022			(14,869)	(14,869)	(14,869)
				0.2%			-1.1%	-1.1%	-1.1%

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

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
EMA	138,997	142,668	160,000	160,000	Emergency Management Allocation
EMA	23,978	22,587	9,984	9,984	AT&T Tower Lease Agreement
EMA	$ 162,975	$ 165,255	$ 169,984	$ 169,984	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
263,754	59,787	51,000	374,541

Grant Funding:

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

Budget Objectives

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

Personnel

EMA Positions	*Full Time*	*Part Time*	*Grant*
EMA DIRECTOR	1		
DEPUTY EMA DIRECTOR	1		
PLANNER	2		1
CLERK II		1	
LEPC Planner			1
	4	1	2

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

11-101	DEPARTMENT: EMERGENCY MANAGEMENT AGENCY						ACTIVITY CENTER: EMERGENCY MANAGEMENT		
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	177,409	182,726	183,165	184,426	200,791	200,791	200,791	200,791
5205	Wages & Salaries (PT)	6,216	10,087	12,000	8,603	12,000	12,000	12,000	12,000
5401	Overtime	1,801	40	2,000	-	2,000	2,000	2,000	2,000
5500	Benefits	42,476	43,969	47,283	47,246	50,352	48,963	48,963	48,963
	TOTAL PERSONNEL SERVICES	227,902	236,822	244,448	240,274	265,143	263,754	263,754	263,754
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	4,706	5,136	3,000	6,532	3,000	3,000	3,000	3,000
6231	Base Radio Repair	150	-	1,000	-	1,000	500	500	500
6232	Mobile Radio Repair	309	503	500	175	500	500	500	500
6400	Insurance- Building & Contents	3,453	3,307	3,751	3,289	3,751	3,751	3,751	3,751
6401	Insurance- Liability	7,546	7,226	8,196	7,187	8,196	8,196	8,196	8,196
6404	Insurance- Radio Equipment	682	653	740	650	740	740	740	740
6500	Office Supplies	2,426	1,904	2,000	1,374	2,000	2,000	2,000	2,000
6501	Training Supplies	815	78	1,000	450	1,000	1,000	1,000	1,000
6505	Printing & Engraving	802	(282)	1,000	903	1,000	1,000	1,000	1,000
6506	Postal Expenses	1,204	1,420	1,500	1,429	1,500	1,500	1,500	1,500
6507	Advertising	-	212	500	-	500	500	500	500
6508	Dues	0	-	100		100	100	100	100
6509	Books, Periodicals, & Subscriptions	260	162	500	172	500	500	500	500
6512	Training, Education, & Seminars	300	401	500	499	500	500	500	500
6513	Leases & Service Agreements	4,058	3,849	4,750	3,100	4,750	4,750	4,750	4,750
6800	Telephone & Communication	4,793	5,106	6,000	4,393	6,000	6,000	6,000	6,000
6801	Electricity Utility	9,349	13,133	12,000	4,928	12,000	12,000	12,000	12,000
6802	Gas Utility	36	-	1,250	-	12,250	6,250	6,250	6,250
6803	Water Utility	392	642	500	532	500	500	500	500
6806	Fuel Oil	7,761	4,185	11,000	4,739	-	-	-	-

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6903	Food & Groceries	2,046	2,146	1,500	2,115	1,500	1,500	1,500	1,500
6904	Institutional Supplies	123	437	500	577	500	500	500	500
6913	Safety Equipment	3,166	1,434	5,500	1,316	5,500	4,500	4,500	4,500
-	Other	-	-	-	-	-	-	-	-
	TOTAL O&M	54,377	51,654	67,287	44,361	67,287	59,787	59,787	59,787
	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	-	-	1,000	640	1,000	1,000	1,000	1,000
7355	Computer Hardware	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	50,000	51,000	50,640	51,000	51,000	51,000	51,000
	TOTAL DEPARTMENT	282,279	338,475	362,735	335,276	383,430	374,541	374,541	374,541
						20,695	11,806	11,806	11,806
						5.7%	3.3%	3.3%	3.3%

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

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

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	183,165	184,426	200,791	Wages for full-time departmental staff. Provide benefits to LEPC Coordinator	$ 186,491 $ 14,300	200,791	200,791	200,791
5205	Wages & Salaries (PT)	12,000	8,603	12,000	Wages for part-time departmental staff.		12,000	12,000	12,000
5401	Overtime	2,000	-	2,000			2,000	2,000	2,000
5500	Total Employee Benefits	47,283	47,246	50,352	Taxes and benefits for departmental employees.		48,963	48,963	48,963
	TOTAL PERSONNEL SERVICES	244,448	240,274	265,143		TOTAL	263,754	263,754	263,754
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	3,000	6,532	3,000	Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections.		3,000	3,000	3,000
6231	Base Radio Repair	1,000	-	1,000	Base radio repair expenses.		500	500	500
6232	Mobile Radio Repair	500	175	500	Mobile radio repair expenses.		500	500	500
6400	Insurance- Building & Contents	3,751	3,289	3,751	Agency share of insurance costs.		3,751	3,751	3,751
6401	Insurance- Liability	8,196	7,187	8,196	Agency share of insurance costs.		8,196	8,196	8,196
6404	Insurance- Radio Equipment	740	650	740	Insurance on EMA radio equipment.		740	740	740
6500	Office Supplies	2,000	1,374	2,000	General office supplies.		2,000	2,000	2,000
6501	Training Supplies	1,000	450	1,000	Supplies, equipment, and programs used to provide community classes. Hold EMA/Town/State Breakfast Symposium		1,000	1,000	1,000

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6505	Printing & Engraving	1,000	903	1,000	Letterhead printing.			1,000	1,000	1,000
					Business cards.					
					Prints and map enlargements.					
6506	Postal Expenses	1,500	1,429	1,500	Postage costs for mailing correspondence.	$	540	1,500	1,500	1,500
					Courier Service to Bunker	$	960			
6507	Advertising	500	-	500	Posting position openings and advertising for bid proposals			500	500	500
6508	Dues	100	-	100				100	100	100
6509	Books, Periodicals, & Subscriptions	500	172	500	Portland Press Herald.			500	500	500
					Emergency Management.					
					CCFC Dues, MEMA Director Council dues					
6512	Training, Education, & Seminars	500	499	500	Training classes not offered free by the Maine Emergency Management Agency.			500	500	500
					County Mitigation Planning Project					
6513	Leases & Service Agreements	4,750	3,100	4,750	Telephone Maintenance Agreement.	$	550	4,750	4,750	4,750
					Photocopier lease.	$	3,900			
					Postage Management	$	300			
6800	Telephone & Communication	6,000	4,393	6,000	Telephone costs including long distance fees.	$	4,800	6,000	6,000	6,000
					Satellite Telephone	$	500			
					AT&T Blackberry	$	700			
6801	Electricity Utility	12,000	4,928	12,000	Power for EMA bunker.			12,000	12,000	12,000
6802	Gas Utility	1,250	-	12,250				6,250	6,250	6,250

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6803	Water Utility	500	532	500	Water fees for EMA bunker.		500	500	500
6806	Fuel Oil	11,000	4,739	-	Heating for EMA shelter.		-	-	-
6903	Food & Groceries	1,500	2,115	1,500	Operational & emergency food and supplies		1,500	1,500	1,500
6904	Institutional Supplies	500	577	500	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.		500	500	500
6913	Safety Equipment	5,500	1,316	5,500	*MRE's for 15 people x 3mealsx 3 days*	1,500	4,500	4,500	4,500
					Replacement and maintenance for emergency management equipment.	2,000			
					EPI and Handout items	1,000			
		-	-	-					
	TOTAL O&M	67,287	44,361	67,287		TOTAL	59,787	59,787	59,787
	CAPITAL OUTLAY								
71701 7111	Homeland Security HazMat/WMD CIP	50,000	50,000	50,000			50,000	50,000	50,000
7350	Office Equipment	1,000	640	1,000			1,000	1,000	1,000
7355	Computer Hardware								
	TOTAL CAPITAL OUTLAY	51,000	50,640	51,000		TOTAL	51,000	51,000	51,000
	TOTAL EMA	362,735	335,276	383,430		TOTAL	374,541	374,541	374,541
				20,695			11,806	11,806	11,806
				5.7%			3.3%	3.3%	3.3%

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	2011 REVENUES	2011 EXPENSES
	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2011 REVENUES	2011 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

Revenue	Service	2011 REVENUES	
Baldwin	Fire & Rescue	7,960	
Casco	Fire & Rescue	21,369	
Chebeague Island	Fire & Rescue	1,743	
Cumberland	Fire/Res/PD	120,289	
Frye Island	Fire/Res/PD	8,026	
Gorham	Fire/Res/PD	256,090	
Gray	Fire & Rescue	42,192	
Harpswell	Fire & Rescue	30,438	
Harrisson	Fire & Rescue	7,106	
Long Island	Fire & Rescue	1,238	
Naples	Fire & Rescue	20,174	
New Gloucester	Fire & Rescue	29,869	
Raymond	Fire & Rescue	26,679	
Windham	Fire/Res/PD	270,050	
		843,223	

2011

Labor	O&M	Capital	TOTAL
1,819,587	167,892	12,000	1,999,479

Statistics

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

Police/Fire/Rescue calls average 90,000 per year

Emergency 911 calls received average almost 20,000 calls annually

Personnel

Communications	*Full Time*	*Part Time*	
COMMUNICATIONS DIRECTOR	1		
DEPUTY DIRECTOR	1		
DIVISION SUPERVISOR	1		
SHIFT SUPERVISOR	4		
DISPATCHER	23.5		
CALL TAKER	1		
	31.5		

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-110	DEPARTMENT: COMMUNICATIONS				ACTIVITY CENTER: COMMUNICATIONS				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	555,598	598,108	606,096	608,680	1,271,355	1,271,355	1,271,355	1,271,355
				843,223	556,527				
5205	Wages & Salaries (PT)	49,965	40,291	40,000	59,203	55,000	55,000	55,000	55,000
5401	Overtime	77,120	94,237	65,000	100,848	115,000	115,000	115,000	115,000
5500	Employee Benefits & Taxes	162,753	179,655	187,512	205,347	389,057	378,232	378,232	378,232
	TOTAL PERSONNEL SERVICES	845,436	912,291	1,741,831	1,530,605	1,830,412	1,819,587	1,819,587	1,819,587
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,188	5,759	4,000	4,157	5,000	5,000	5,000	5,000
6131	Gas, oil and Grease	2,502	1,524	1,800	1,654	1,800	1,800	1,800	1,800
6230	Radio Site Rental	13,023	58,422	60,000	63,403	63,600	63,600	63,600	63,600
6231	Base Radio Repair	7,342	12,356	7,000	11,274	7,000	7,000	7,000	7,000
6301	Professional Services	1,546	688	2,000	250	2,000	2,000	2,000	2,000
6500	Office Supplies	3,623	3,848	5,000	4,538	5,000	5,000	5,000	5,000
6505	Printing & Engraving	-	1,020	1,500	1,124	1,500	1,500	1,500	1,500
6506	Postal Expenses	948	1,139	200	1,000	800	800	800	800
6507	Advertising	2,021	1,929	3,000	884	3,000	3,000	3,000	3,000
6508	Dues	460	458	400	347	400	400	400	400
6509	Books, Periodicals, & Subscriptions	26	140	500	128	500	500	500	500
6511	Equipment Rental	111	264	2,292	1,206	2,292	2,292	2,292	2,292
6512	Training, Education, & Seminars	11,639	25,875	31,800	25,464	31,800	31,800	31,800	31,800
6513	Leases & Service Agreements	14,525	12,093	8,400	10,846	8,400	8,400	8,400	8,400
6609	Equipment Repair	149	-	1,000	-	1,000	1,000	1,000	1,000
6800	Telephone & Communication	25,350	25,500	29,800	23,223	29,800	29,800	29,800	29,800
6908	Clothing & Uniforms	1,249	4,022	2,200	5,106	4,000	4,000	4,000	4,000
	TOTAL O&M	88,702	155,037	160,892	154,604	167,892	167,892	167,892	167,892
	CAPITAL OUTLAY								
7350	Office Equipment	1,018	2,069	2,000	2,780	2,000	2,000	2,000	2,000
7365	Radio Equipment	-	-	10,000	7,925	10,000	10,000	10,000	10,000
	TOTAL CAPITAL OUTLAY	1,018	2,069	12,000	10,705	12,000	12,000	12,000	12,000
	TOTAL COMMUNICATIONS	935,156	1,069,397	1,914,723	1,695,914	2,010,304	1,999,479	1,999,479	1,999,479
						95,581	84,756		
						5.0%	4.4%		

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	606,096	608,680	637,965	Wages for full-time departmental staff.	637,965	637,965	637,965
	Enterprise	843,223	556,527	563,390	Closing the Enterprise Fund and adding employees here (offset to revenue-$843,223)	563,390	563,390	563,390
				70,000	*New request-Add One Supervisor/deputy includes benefits*	70,000	70,000	70,000
5210-05	Seasonal/ Temporary/ Intern	40,000	59,203	55,000	Wages for part-time departmental staff.	55,000	55,000	55,000
5401	Overtime	65,000	100,848	115,000	Wages for required overtime work.	115,000	115,000	115,000
5500	Employee Benefits & Taxes	187,512	205,347	389,057	Taxes and benefits for departmental employees.	378,232	378,232	378,232
	TOTAL PERSONNEL SERVICES	1,741,831	974,078	1,830,412		1,819,587	1,819,587	1,819,587
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,000	4,157	5,000	Lodging, Food, Travel and mileage reimbursements	5,000	5,000	5,000
6131	Gas, Oil and Grease	1,800	1,654	1,800	Gas for Communication vehicle	1,800	1,800	1,800
6230	Radio Site Rental	60,000	63,403	63,600	Rental of tower services to connect Patrol vehicle communication throughout the State. Towers at Harrison,Portland,Gray, Harpswell Towers at Casco and CCRCC Tower Site Repairs $ 2,900 ADD new cost for 6 new sites $ 57,100	63,600	63,600	63,600
6231	Base Radio Repair	7,000	11,274	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	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6301	Professional Services	2,000	250	2,000	Legal Reviews and transcription		2,000	2,000	2,000
6500	Office Supplies	5,000	4,538	5,000	General Administrative needs from pens to paper.		5,000	5,000	5,000
					Paper, envelopes, notebooks, paper clips				
					Fax machine printer cartridges.				
					Disk for telephone recorder.				
					Toner cartridges.				
					Recorder tapes.				
					Bottled Water				
					Dictaphone data cartridges.				
6505	Printing & Engraving	1,500	1,124	1,500	Letter head paper., Business cards, and badges and Year end reports		1,500	1,500	1,500
6506	Postal Expenses	200	1,000	800	Departmental postage expenses.		800	800	800
6507	Advertising	3,000	884	3,000	Ads for personnel vacancies in local paper		3,000	3,000	3,000
6508	Dues	400	347	400	National Emergency Number Association (2).		400	400	400
					APCO Membership -2, News				
6509	Books, Periodicals, & Subscriptions	500	128	500	Legal reference materials.	$ 150	500	500	500
					News from several local source subscriptions	$ 350			
6511	Equipment Rental	2,292	1,206	2,292	Rental of equipment used by the communications center.		2,292	2,292	2,292
					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			
6512	Training, Education, & Seminars	31,800	25,464	31,800	Yearly Mandated Training	$ 20,800	31,800	31,800	31,800
					Other (DV, Suicide, Citywatch)	$ 5,000			

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					New Hire Training (min 80 hours)	$ 6,000			
6513	Leases & Service Agreements	8,400	10,846	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	23,223	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	2200	5106	4000	Uniforms for dispatchers		4000	4000	4000
		-	-	-			-	-	-
	TOTAL O&M	160,892	154,604	167,892			167,892	167,892	167,892
	CAPITAL OUTLAY								
7350	Office Equipment	2,000	2,780	2,000	Dispatcher chair replacement		2,000	2,000	2,000
7365	Radio Equipment	10,000	7,925	10,000	CIP for base radio replacement	$ 10,000	10,000	10,000	10,000
	TOTAL CAPITAL OUTLAY	12,000	10,705	12,000			12,000	12,000	12,000

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	TOTAL COMMUNICATIONS	1,914,723	1,695,914	2,010,304		1,999,479	1,999,479	1,999,479
				95,581		84,756	84,756	84,756
				4.99%		4.43%	4.43%	4.43%

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

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

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source.
EXEC	15	-	-	-	Dedimus, notary, and copy fees.
	$ 15	$ -	$ -	$ -	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
435,350	151,293	-	586,643

Grant & Enterprise Funding:

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

BUDGET OBJECTIVES

Coordinate agendas and provide analysis for Commissioner Meetings and Workshops

Provide general administration of the county

Provide leadership for strategic planning, budget development and implementation

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

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

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

Personnel

	Full Time	Part Time
COMMISSIONERS	3	
COUNTY MANAGER	1	
EXECUTIVE ASSISTANT/DEPUTY CLERK	1	
ASSISTANT COUNTY MANAGER	1	
DV COORDINATOR	0	1
GRANT/SPECIAL PROJECTS COORD	0	1
CDBG (see last page)		
	6	2

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-103	DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: ADMINISTRATION				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	247,868	257,335	257,441	246,532	252,590	252,590	252,590	252,590
5205-01	Wages & Salaries (PT)	44,643	69,172	79,444	73,018	79,444	79,444	79,444	79,444
5401-01	Overtime	6,669	5,801	3,500	4,346	3,500	3,500	3,500	3,500
5500-01	Employee Benefits & Taxes	81,101	89,595	95,554	95,629	102,566	99,816	99,816	99,816
	TOTAL PERSONNEL SERVICES	380,281	421,903	435,939	419,525	438,100	435,350	435,350	435,350
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	18,705	17,891	20,000	19,484	20,000	20,000	20,000	20,000
6301-01	Professional Services	71,154	53,072	38,256	54,380	18,256	18,256	18,256	18,256
6302-01	Legal Services	35,083	49,804	40,000	90,705	45,000	45,000	45,000	45,000
6400-01	Building & Contents Insurance	4,577	4,383	4,972	4,360	4,972	4,972	4,972	4,972
6407-01	Surety Bond Premiums	3,865	3,701	4,198	3,681	4,198	4,198	4,198	4,198
6500-01	Office Supplies	6,841	2,892	5,000	3,626	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	4,165	384	2,500	1,525	2,500	2,500	2,500	2,500
6506-01	Postal Expenses	2,228	2,322	2,000	2,339	2,500	2,500	2,500	2,500
6507-01	Advertising	891	587	500	1,056	500	500	500	500
6508-01	Dues	13,039	16,591	30,267	22,374	30,267	30,267	30,267	30,267
6509-01	Books periodicals, subs	329	598	500	510	500	500	500	500
6512-01	Training, Education, & Seminars	7,247	4,321	6,000	4,027	6,000	6,000	6,000	6,000
6513-01	Leases & Service Agreements	5,420	5,811	6,300	4,884	6,300	6,300	6,300	6,300
6609-01	Equipment Repair	236	-	300	150	300	300	300	300
6800-01	Telephone & Communication	3,998	4,002	5,000	3,225	5,000	5,000	5,000	5,000
	TOTAL O&M	177,779	166,357	165,793	216,326	151,293	151,293	151,293	151,293
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip								
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	558,060	588,260	601,732	635,851	589,393	586,643	586,643	586,643
						(12,339)	(15,089)	(15,089)	(15,089)
						-2.1%	-2.5%	-2.5%	-2.5%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE ACTIVITY CENTER: ADMINISTRATION

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL								
5120-01	Wages & Salaries (FT)	257,441	246,532	252,590	Wages for full-time departmental staff.		252,590	252,590	252,590
5401-01	Overtime	3,500	4,346	3,500			3,500	3,500	3,500
5205-01	Wages & Salaries (PT)	79,444	73,018	79,444	*DV & Special projects*		79,444	79,444	79,444
5500-01	Employee Benefits & Taxes	95,554	95,629	102,566	Benefits and taxes for departmental employees.		99,816	99,816	99,816
	TOTAL PERSONNEL SERVICES	435,939	419,525	438,100		TOTAL	435,350	435,350	435,350
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	20,000	19,484	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	38,256	54,380	18,256	Labor negotiation, arbitration, dispute resolution and other required services.	$ 3,256	18,256	18,256	18,256
					Add balance of Special projects account to this account	$ 15,000			
					Funding to public health initiatives agreement				
6302-01	Legal Services	40,000	90,705	45,000	Legal fees associated with consultation and pending law suits.		45,000	45,000	45,000
6400-01	Building & Content Insurance	4,972	4,360	4,972	Departmental share of insurance premium.		4,972	4,972	4,972
6407-01	Surety Bond Premiums	4,198	3,681	4,198	Bond obtained through MCCA.		4,198	4,198	4,198
6500-01	Office Supplies	5,000	3,626	5,000	Departmental office supply costs.		5,000	5,000	5,000

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6505-01	Printing & Engraving	2,500	1,525	2,500	General printing costs to include county budget, annual report, budget		2,500	2,500	2,500
6506-01	Postal Expenses	2,000	2,339	2,500	Departmental postage costs.		2,500	2,500	2,500
6507-01	Advertising	500	1,056	500	Legal notices and job postings in area newspapers.		500	500	500
6508-01	Dues	30,267	22,374	30,267	Professional Memberships	$ 745	30,267	30,267	30,267
					International City/County Managers Assoc.	$ 877			
					Maine Municipal Association.	$ 500			
					NACO Association	$ 6,000			
					Maine County Commissioners Association.	$ 20,000			
					Maine County Administrators Association.	$ 50			
					Local/regional Chamber of Commerce	$ 656			
					ME Town & City Management Association.	$ 280			
					Northeast county caucus	$ 1,159			
6509-01	Books periodicals, subs	500	510	500			500	500	500
6512-01	Training, Education, & Seminars	6,000	4,027	6,000	MCCA Convention, MMA seminars and NACO conference		6,000	6,000	6,000
6513-01	Leases & Service Agreements	6,300	4,884	6,300	Lease agreement/ copier	$ 4,330	6,300	6,300	6,300
					maintenance agreement for copier	$ 1,170			
					Postage meter lease/ maintenance.	$ 700			
					Postage machine service agreement.	$ 100			
6609-01	Equipment Repair	300	150	300	Equipment maintenance not covered under service agreement.		300	300	300

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6800-01	Telephone & Communication	5,000	3,225	5,000	Provides for local and long distance calls, and associated communication.	5,000	5,000	5,000
	TOTAL O&M	165,793	216,326	151,293		151,293	151,293	151,293
	CAPITAL OUTLAY							
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL ADMINISTRATION	601,732	635,851	589,393	TOTAL	586,643	586,643	586,643
				(12,339)		(15,089)	(15,089)	(15,089)
				-2.05%		-2.51%	-2.51%	-2.51%

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	2011 REVENUES	2011 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	2011 REVENUES	2011 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	382,674	382,674
	TOTAL GRANT FUNDED PROGRAMS		**0**	**382,674**	**382,674**

COUNTY OF CUMBERLAND
FISCAL YEAR 2011

OTHER ACTIVITIES - Executive Office

CIVIC CENTER

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

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

CUMBERLAND COUNTY CIVIC CENTER	PERIOD	EMPLOYEES	2011 REVENUES	2011 EXPENSES
CIVIC CENTER	7/1 to 6/30	0	1,500,000	1,500,000

(Debt in County Budget for approx $206.000)

Executive-Garage Operation

Mike Beveridge, Coordinator

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

REVENUES

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
GAR	6,628	3,885	-	-	Garage revenue.-stamps etc
GAR	159,637	213,427	217,100	180,000	Fees collected from daily garage users.
GAR	223,402	238,170	238,200	275,300	Fees collected from monthly garage users.
GAR					
GAR	$ 389,667	$ 455,482	$ 455,300	$ 455,300	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
79,306	3,800	-	83,106

Statistics

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

Personnel

	Full Time	Part Time
PARKING GARAGE COORDINATOR	1	
Cashier Part Time		2
	1	2

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-103	DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: PARKING GARAGE				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-03	Wages & Salaries (FT)	37,007	37,862	37,876	37,948	38,634	38,634	38,634	38,634
5205-03	Wages & Salaries (PT)	23,389	28,127	24,000	27,381	24,000	24,000	24,000	24,000
5401-03	Overtime	2,977	1,752	3,000	1,768	3,000	3,000	3,000	3,000
5500-03	Employee Benefits & Taxes	12,245	12,511	13,072	13,622	13,984	13,672	13,672	13,672
	TOTAL PERSONNEL SERVICES	75,618	80,252	77,948	80,719	79,618	79,306	79,306	79,306
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	453	442	400	314	400	400	400	400
6503-03	Computer Software & Supplies			-	-	-	-	-	-
6505-03	Printing & Engraving	1,956	1,639	2,000	1,905	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	474	-	500	113	500	500	500	500
6800-03	Telephone & Communication	566	476	750	398	750	750	750	750
6905-03	Medical Supplies	-	-	100	-	100	100	100	100
	TOTAL O&M	3,449	2,611	3,800	2,730	3,800	3,800	3,800	3,800
	CAPITAL								
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	79,067	82,863	81,748	83,449	83,418	83,106	83,106	83,106
						1,670	1,358	1,358	1,358
						2.0%	1.7%	1.7%	1.7%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-103	DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: PARKING GARAGE			
ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL							
5120-03	Wages & Salaries (FT)	37,876	37,948	38,634	Wages for full-time departmental staff.	38,634	38,634	38,634
5205-03	Temporary	24,000	27,381	24,000	Wages for temporary departmental staff.	24,000	24,000	24,000
5401-03	Overtime	3,000	1,768	3,000	Wages for required overtime work.	3,000	3,000	3,000
5500-03	Employee Benefits & Taxes	13,072	13,622	13,984	Taxes and benefits for departmental employees.	13,672	13,672	13,672
	TOTAL PERSONNEL	77,948	80,719	79,618	TOTAL	79,306	79,306	79,306
	OPERATIONS & MAINTENANCE							
6500-03	Office Supplies	400	314	400	General office supplies used in garage operation.	400	400	400
6505-03	Printing & Engraving	2,000	1,905	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	113	500	Repair material for gate swing-arms, and mechanical readers.	500	500	500
6800-03	Telephone & Communication	750	398	750	Garage telephone costs.	750	750	750
6905-03	Medical Supplies	100	-	100	Replacement medical supplies. (Expiration of existing medical supplies.)	100	100	100
	TOTAL O&M	3,800	2,730	3,800	TOTAL	3,800	3,800	3,800
	CAPITAL OUTLAY							
7325-03	Furniture & Fixtures							

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
7365-03	Radio Equipment							
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL GARAGE	81,748	83,449	83,418	TOTAL	83,106	83,106	83,106
				1,670		1,358	1,358	1,358
				2.0%		1.7%	1.7%	1.7%

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

Source	2,008	2,009	2010 Budget Revenue	2011 Budget	Description of revenue source
		"No revenue"		-	IT is currently working with the Town of Gorham to determine what a reasonable fee would be for IT services.
				$ -	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
324,586	179,291	55,000	558,877

Statistics

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

Personnel

	Full Time	Part Time
COMPUTER SYSTEM ADMINISTRATOR	1	
NETWORK ADMINISTRATOR	1	
COMPUTER SPECIALIST	1	
MEDIA & GRAPHIC SPECIALIST	1	
PUBLIC SAFETY SOFTWARE SPECIALIST	1	
	5	

COUNTY OF CUMBERLAND

11-103	DEPARTMENT: INFORMATION TECHNOLOGY				ACTIVITY CENTER: INFORMATION TECHNOLOGY				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	215,885	240,460	254,217	244,251	255,122	255,122	255,122	255,122
5500	Employee Benefits & Taxes	51,654	58,847	66,259	66,833	71,496	69,464	69,464	69,464
	TOTAL PERSONNEL SERVICES	267,539	299,307	320,476	311,084	326,618	324,586	324,586	324,586
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,925	1,379	4,000	3,647	4,000	4,000	4,000	4,000
6301	Professional Services	(888)	2,236	5,000	4,225	5,000	5,000	5,000	5,000
6500	Office Supplies	970	793	1,000	601	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	38,031	50,627	40,000	43,376	40,000	40,000	40,000	40,000
6512	Training, Education, & Seminars	4,258	4,579	5,000	3,395	5,000	5,000	5,000	5,000
6514	maintenance Contracts		72,000	80,391	79,529	80,391	80,391	80,391	80,391
6811	Computer Repair	7,309	11,664	12,000	11,353	12,000	12,000	12,000	12,000
6800	Telephone & Communication	10,495	28,575	31,900	33,762	31,900	31,900	31,900	31,900
	TOTAL O&M	64,100	171,854	179,291	179,888	179,291	179,291	179,291	179,291
	CAPITAL OUTLAY								
7355-02	Computer Hardware	47,445	49,189	55,000	54,845	55,000	55,000	55,000	55,000
	TOTAL CAPITAL OUTLAY	47,445	49,189	55,000	54,845	55,000	55,000	55,000	55,000
	TOTAL ACTIVITY CENTER	379,084	520,350	554,767	545,817	560,909	558,877	558,877	558,877
						6,142	4,110	4,110	4,110
						1.1%	0.7%	0.7%	0.7%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT ACTIVITY CENTER: INFORMATION TECHNOLOGY

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	254,217	244,251	255,122	Wages for full-time departmental staff.	255,122	255,122	255,122
5500	Employee Benefits & Taxes	66,259	66,833	71,496		69,464	69,464	69,464
	TOTAL PERSONNEL SERVICES	320,476	311,084	326,618		324,586	324,586	324,586
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,000	3,647	4,000	Mileage Expense	4,000	4,000	4,000
6301	Professional Services	5,000	4,225	5,000	On site Technical Assistance	5,000	5,000	5,000
6500	Office Supplies	1,000	601	1,000	General Office Supplies	1,000	1,000	1,000
6503	Computer, Software, & Supplies	40,000	43,376	40,000	Software upgrades and licensing	40,000	40,000	40,000
6512	Training, Education, & Seminars	5,000	3,395	5,000	System training	5,000	5,000	5,000
6514	Maintenance Contracts	80,391	79,529	80,391	Spillman Maint Agreement moved from SHER-Admin Gov Delivery	80,391	80,391	80,391
6611	Computer Repair	12,000	11,353	12,000	Repair equipment formerly under maintenance contract.	12,000	12,000	12,000
6800	Telephone & Communication	31,900	33,762	31,900	System wide internet, wireless access and fiber lines	31,900	31,900	31,900
	TOTAL O&M	179,291	179,888	179,291	TOTAL	179,291	179,291	179,291
7355	Computer hardware for County	55,000	54,845	55,000	Communications, server and network hardware	55,000	55,000	55,000
	TOTAL CAPITAL OUTLAY	55,000	54,845	55,000	TOTAL	55,000	55,000	55,000

INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	TOTAL IT	554,767	545,817	560,909	TOTAL	558,877	558,877	558,877
				6,142		4,110	4,110	4,110
				1.1%		0.7%	0.7%	0.7%

INFORMATION TECHNOLOGY (IT)

Human Resources

Wanda Pettersen, Director

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

REVENUES

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
					No Revenues
				$ -	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
233,877	33,235	5,000	272,112

Statistics

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.

Personnel

	Full Time	Part Time
HUMAN RESOURCE DIRECTOR	1	
HUMAN RESOURCE SPECIALIST	1	
EXECUTIVE ASSISTANT	1	
	3	

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-103	DEPARTMENT: HUMAN RESOURCES				ACTIVITY CENTER: HUMAN RESOURCES				
ACCT #	ACCOUNT DESCRIPTION	2007 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	177,500	180,135	180,148	183,246	189,416	189,416	189,416	189,416
5500	Employee Benefits & Taxes	37,938	38,811	41,324	42,922	45,657	44,461	44,461	44,461
	TOTAL PERSONNEL SERVICES	215,438	218,946	221,472	226,168	235,073	233,877	233,877	233,877
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	652	233	1,652	291	1,652	1,652	1,652	1,652
6301	Professional Services	16,191	15,609	18,360	12,851	18,360	18,360	18,360	18,360
6500	Office Supplies	1,449	749	2,450	1,395	2,450	2,450	2,450	2,450
6505	Printing & Engraving	-	742	-	-	-	-	-	-
6506	Postal Expenses	1,196	330	2,050	1,313	2,050	2,050	2,050	2,050
6508	Dues	340	822	575	194	575	575	575	575
6509	Books, Periodicals, & Subscriptions	482	2,168	548	683	548	548	548	548
6512	Training, Education, & Seminars	1,500	-	6,600	704	6,600	6,600	6,600	6,600
6609	Equipment Repair	-	624	-	58	-	-	-	-
6800	Telephone & Communication	599	-	-	-	1,000	1,000	1,000	1,000
	TOTAL O&M	22,409	21,276	33,235	17,987	33,235	33,235	33,235	33,235
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	5,964	(875)	5,000	2,201	5,000	5,000	5,000	5,000
	TOTAL CAPITAL OUTLAY	5,964	(875)	5,000	2,201	5,000	5,000	5,000	5,000
	TOTAL ACTIVITY CENTER	243,811	239,347	259,707	246,356	273,308	272,112	272,112	272,112
						13,601	12,405	12,405	12,405
						5.2%	4.8%	4.8%	4.8%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES ACTIVITY CENTER: HUMAN RESOURCES

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL								
5120	Wages & Salaries (FT)	180,148	183,246	189,416	Wages for full-time departmental staff.		189,416	189,416	189,416
5500	Employee Benefits & Taxes	41,324	42,922	45,657	Benefits and taxes for departmental employees.		44,461	44,461	44,461
	TOTAL PERSONNEL SERVICES	221,472	226,168	235,073		TOTAL	233,877	233,877	233,877
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,652	291	1,652	Transportation and costs associated with seminars, meetings, and training conferences including Hr, and SHRM Conference and MCCA		1,652	1,652	1,652
6301	Professional Services	18,360	12,851	18,360	Group Dynamics Section 125 Administration	$ 1,260	18,360	18,360	18,360
					Employee Advisory Committee	$ 6,600			
					EAP administrative fee	$ 7,500			
					New- AA/EEO employee plan for feds for grants	$ 3,000			
6500	Office Supplies	2,450	1,395	2,450	Departmental office supply costs.		2,450	2,450	2,450
6505	Printing & Engraving								
6506	Postal Expenses	2,050	1,313	2,050	Departmental postage costs.		2,050	2,050	2,050
6508	Dues	575	194	575	Society for HR Management&HRASM dues		575	575	575
6509	Books, Periodicals, & Subscriptions	548	683	548	HR Updates		548	548	548

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6512	Training, Education, & Seminars	6,600	704	6,600	SHRM and HRASM Conference fees	$ 1,400	6,600	6,600	6,600
					Training for Supervisors	$ 1,200			
					Training for municipal/county EE	$ 4,000			
6609	Equipment Repair	-	58	-	Equipment maintenance not covered under service agreement.		-	-	-
6800	Telephone expense	1,000	498	1,000			1,000	1,000	1,000
		-	-	-			-	-	-
	TOTAL O&M	33,235	17,987	33,235			33,235	33,235	33,235
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	5,000	2,201	5,000	For employee ergonomic needs to reduce medical costs		5,000	5,000	5,000
		-	-	-			-	-	-
		5,000	2,201	5,000		TOTAL	5,000	5,000	5,000
		259,707	246,356	273,308		TOTAL	272,112	272,112	272,112
				13,601			12,405	12,405	12,405
				5.24%			4.78%	4.78%	4.78%

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

Source			Revenue	2,011	Description of revenue source
FAC			-	-	Facilities Misc Revenue
ENTERPRISE			-	189,324	
FAC			$ -	$ 189,324	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
899,093	681,401	3,100	1,583,594
ENTERPRISE			189,324
TOTAL DEPT			1,772,918

Enterprise Activities:

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

Statistics

Responsible for Fleet maintenance of over 93 Vehicles

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

Responsible to maintain operations for:

EMA	Probate	Executive
DA	Finance	Garage
Treasurer	CCRCC	
Deeds	Sheriff Office	

Negotiate over $1 million dollars in Utility costs

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

Personnel

Facility	*Full Time*	*Part Time*	*ENTERPRISE*
FACILITIES MANAGER	1		
MAINTENANCE SUPERVISOR	1		
FACILITIES SUPERVISOR	1		
CUSTODIAN SUPERVISOR	1		
MAINT TECH I	1		2
CUSTODIAN	8		2
ELECTRICAN SUPERVISOR	1		
ELECTRICIAN	1		
ELECTRONIC TECHNICIAN	1		
BUILDING TECH I	1		
MAINTENANCE TECHNICIAN	4		
FLEET AUTOMOTIVE SUPERVIOR	1		
FLEET AUTOMOTIVE TECHNICIAN	1		
EXECUTIVE SECRETARY	1		
	24		4

To court

11-105 DEPARTMENT: FACILITIES

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)*	822,128	601,249	658,525	593,642	670,627	660,627	660,627	660,627
5210	Seasonal/Temporary/Intern	13,512	6,576	5,800	17,554	5,800	5,800	5,800	5,800
5401	Overtime	27,645	8,220	12,000	12,570	12,000	12,000	12,000	12,000
5500	Employee Benefits & Taxes	255,714	190,355	209,164	206,827	226,694	220,666	220,666	220,666
	TOTAL PERSONNEL SERVICES	1,118,999	806,400	885,489	830,593	915,121	899,093	899,093	899,093
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,574	784	2,079	772	2,000	2,000	2,000	2,000
6131	Gas, Oil, & Grease	41,647	32,757	34,916	34,545	39,600	39,600	39,600	39,600
6132	Vehicle Repair	88,070	95,181	84,000	71,112	87,000	87,000	87,000	87,000
6232	Radio Repair	-	-	-	-	-	-	-	-
6301	Professional Services	21,253	13,780	10,350	21,338	10,350	10,350	10,350	10,350
6303	Contract Special Services	22,376	8,092	10,568	7,691	10,568	10,568	10,568	10,568
6304	Security Services	2,485	636	4,500	248	2,225	2,225	2,225	2,225
6400	Insurance- Building & Contents	48,859	46,786	53,072	40,871	53,072	53,072	53,072	53,072
6401	Insurance- Liability	2,686	2,572	2,917	1,638	2,917	2,917	2,917	2,917
6402	Vehicle Insurance	12,790	16,487	13,893	12,181	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	7,546	7,226	8,196	7,187	8,196	8,196	8,196	8,196
6406	Insurance- Deductible	4,454	(2,682)	12,000	299	12,000	5,000	5,000	5,000
6500	Office Supplies	1,024	1,109	1,550	487	1,550	1,550	1,550	1,550
6502	Cleaning Supplies	7,074	4,104	9,600	3,803	9,600	9,600	9,600	9,600
6504	Maintenance Supplies	19,256	6,976	14,875	17,175	14,875	14,875	14,875	14,875
6505	Printing & Engraving	394	31	1,000	122	850	850	850	850
6506	Postal Expenses	293	216	600	191	600	600	600	600
6507	Advertising	651	958	1,850	415	1,450	1,450	1,450	1,450
6508	Dues	1,130	533	535	300	535	535	535	535
6509	Books, Periodicals, & Subscriptions	414	221	680	-	680	680	680	680
6510	Tools & Implements	2,383	2,034	3,400	1,088	3,400	3,400	3,400	3,400
6511	Equipment Rental	5,125	2,909	4,170	6,434	4,170	4,170	4,170	4,170
6512	Training, Education, & Seminars	-	-	1,500	332	1,500	1,500	1,500	1,500

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6514	Maintenance Contracts	45,656	61,107	53,070	46,947	56,070	56,070	56,070	56,070
6600	Cleaning & Sanitary	3,640	1,520	1,520	2,137	1,520	1,520	1,520	1,520
6601	Snow Removal	6,460	2,752	2,400	1,007	2,400	2,400	2,400	2,400
6602	Lot & Grounds Maintenance	7,530	2,677	3,400	7,369	3,400	3,400	3,400	3,400
6603	Building & Structure Repair	33,441	23,127	23,250	40,212	23,250	23,250	23,250	23,250
6604	Heating & Cooling (HVAC) Repair	25,054	24,477	13,900	7,412	13,900	13,900	13,900	13,900
6605	Electrical Repair	17,316	4,761	9,400	30,451	9,400	9,400	9,400	9,400
6606	Painting Repair	4,101	759	4,400	1,721	4,400	4,400	4,400	4,400
6607	Plumbing Repair	13,286	2,147	4,700	4,954	4,700	4,700	4,700	4,700
6608	Elevator Repair	394	-	2,500	-	2,000	2,000	2,000	2,000
6609	Equipment Repair	6,684	4,404	4,000	6,098	4,000	4,000	4,000	4,000
6612	Furniture Repair	5,614	-	3,000	-	3,000	3,000	3,000	3,000
6800	Telephone & Communication	2,250	2,251	3,500	1,859	3,500	3,500	3,500	3,500
6801	Electricity Utility	222,970	135,221	106,500	136,363	121,900	121,900	121,900	121,900
6802	Gas Utility	184,857	29,510	29,000	38,263	93,000	93,000	93,000	93,000
6803	Water Utility	12,878	5,233	6,500	5,545	6,500	6,500	6,500	6,500
6804	Sewer Utility	72,677	19,506	14,800	23,069	20,000	20,000	20,000	20,000
6805	Rubbish Removal	25,364	13,804	15,400	11,381	15,400	15,400	15,400	15,400
6806	Fuel Oil	62,456	66,062	89,950	52,544	4,400	4,400	4,400	4,400
6906	Paper Goods	6,242	6,573	6,000	7,262	8,300	8,300	8,300	8,300
6908	Clothing- Uniforms	3,578	1,561	2,400	2,097	2,400	2,400	2,400	2,400
6909	Clothing- Cleaning	1,692	1,421	1,440	1,528	1,530	1,530	1,530	1,530
6913	Safety Equipment	1,523	2,608	2,400	754	2,400	2,400	2,400	2,400
6950	misc expense PRC	-	-	-	-	-	-	-	-
	TOTAL O&M	1,057,144	652,193	679,681	657,202	688,401	681,401	681,401	681,401

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	-	-	-	-	-	-	-	-
7315	Electrical Capital	-	2,000	2,000	-	2,000	2,000	2,000	2,000
7335	Maintenance Capital	-		-	-	-	-	-	-
7350	Office Equipment	500	236	500	66	500	500	500	500
7355	Computer Hardware	600	128	600	2,313	600	600	600	600
7365	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	1,100	2,364	3,100	2,379	3,100	3,100	3,100	3,100
	Remove 2008 Budgets & transfer to Jail BOC								
	TOTAL DEPARTMENT	2,177,243	1,460,957	1,568,270	1,490,174	1,606,622	1,583,594	1,583,594	1,583,594
						38,352	15,324	15,324	15,324
						2.4%	1.0%	1.0%	1.0%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES								
ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	658,525	593,642	670,627	Wages for full-time departmental staff.		660,627	660,627	660,627
5210	Seasonal/Temporary/Intern	5,800	17,554	5,800	Wages for substitute custodians/ maint./ special projects.		5,800	5,800	5,800
5401	Overtime	12,000	12,570	12,000	Wages for required overtime work and call in work.		12,000	12,000	12,000
5500	Employee Benefits & Taxes	209,164	206,827	226,694	Taxes and benefits for departmental employees.		220,666	220,666	220,666
	TOTAL PERSONNEL SERVICES	885,489	830,593	915,121		TOTAL	899,093	899,093	899,093
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,079	772	2,000	Departmental travel expenses including for training.		2,000	2,000	2,000
6131	Gas Oil & Grease	34,916	34,545	39,600	Gas, oil, grease, and maintenance for departmental vehicles and machines.	$ 5,000	39,600	39,600	39,600
					Tires for Sheriff vehicles.	$ 30,100			
					Oil & grease for Sheriff vehicles.	$ 4,500			
6132	Vehicle Repair	84,000	71,112	87,000	Parts and labor for automobile and machine repair.	$ 5,400	87,000	87,000	87,000
					Sheriff Administration/ Support Services	$ 11,000			
					Sheriff Law Enforcement	$ 46,000			
					Sheriff General	$ 9,600			
					New Vehicle equipment set up	$ 15,000			
6232	Radio Repair	-			Repair material for County radio equipment.				
6301	Professional Services	10,350	21,338	10,350	Consultants: chemical, etc.	$ 3,250	10,350	10,350	10,350
					Indoor Air Quality tests.	$ 2,000			
					Oil Tank inspections.	$ 1,000			
					Elevator/lift inspections.	$ 4,100			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6303	Contract Special Services	10,568	7,691	10,568	Pest control. (Courthouse & EMA)	$ 4,668	10,568	10,568	10,568
					Hazardous Mats (lamp)	$ 2,900			
					Window Cleaning outside	$ 2,000			
					Recycling Costs	$ 1,000			
6304	Security Services	4,500	248	2,225	Alarm monitoring - Intrusion and Fire		2,225	2,225	2,225
6400	Insurance -Building & Contents	53,072	40,871	53,072	Courthouse.		53,072	53,072	53,072
					Garage.				
6401	Insurance- Liability	2,917	1,638	2,917	Departmental share of insurance.		2,917	2,917	2,917
6402	Vehicle Liability	13,893	12,181	13,893	Departmental share of insurance.		13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	7,187	8,196	Departmental share of insurance.		8,196	8,196	8,196
6406	Insurance- Deductible	12,000	299	12,000	Deductible for any insurance claim.		5,000	5,000	5,000
6500	Office Supplies	1,550	487	1,550	Office supplies and copy paper.		1,550	1,550	1,550
6502	Cleaning Supplies	9,600	3,803	9,600	Custodial supplies. (Does not include Jail secure area.)		9,600	9,600	9,600
					Car Cleaning Supplies	$ 700			
					Courthouse.	$ 7,500			
					Garage.	$ 300			
					EMA & Dispatch	$ 1,100			
6504	Maintenance Supplies	14,875	17,175	14,875	Repair supplies.		14,875	14,875	14,875
					Courthouse.	$ 12,000			
					Garage.	$ 200			
					EMA.	$ 850			
					Law Enforcement Center.	$ 725			
					Communications	$ 1,100			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6505	Printing & Engraving	1,000	122	850	Printing for work orders, forms, and blueprints.			850	850	850
6506	Postal Expenses	600	191	600	Departmental postage costs.			600	600	600
6507	Advertising	1,850	415	1,450	For material bids and personnel			1,450	1,450	1,450
6508	Dues	535	300	535	NFPA			535	535	535
					AFE (American Facilities Eng.)					
					ASHRAE (Heating and AC Eng.)					
					NSEE (Energy Engineers.)					
					Electrician Licensing Fees.					
6509	Books, Periodicals, & Subscriptions	680	-	680	Manager's Legal Bulletin.	$	100	680	680	680
					Vehicle manuals.	$	150			
					ASHRAE Handbooks.	$	120			
					Means Data Books.	$	25			
					Reference manuals and code books.	$	335			
6510	Tools & Implements	3,400	1,088	3,400	Hand tools.	$	2,700	3,400	3,400	3,400
					Ladders	$	700			
6511	Equipment Rental	4,170	6,434	4,170				4,170	4,170	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			
6512	Training, Education, & Seminars	1,500	332	1,500	OSHA Training	$	400	1,500	1,500	1,500
					Training for Electrician	$	700			
					Act 1000 training	$	200			
					Local seminars.	$	200			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6513	Leases and Service Agreements				Storage Building Lease request					
6514	Maintenance Contracts	53,070	46,947	56,070	HVAC contract.			56,070	56,070	56,070
					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			
					Identicard	$	2,500			
					Act Systems Support	$	1,875			
					Automatic Doors	$	1,495			
6600	Cleaning & Sanitary	1,520	2,137	1,520	Carpets cleaned in-house for cost and quality assurance.			1,520	1,520	1,520
					Courthouse. (done in house)	$	520			
					EMA.	$	250			
					Law Enforcement Center.	$	750			
6601	Snow Removal	2,400	1,007	2,400	Courthouse complex (includes parking lot).	$	2,100	2,400	2,400	2,400
					EMA & Dispatch.	$	300			
6602	Lot & Grounds Maintenance	3,400	7,369	3,400	Loam, seed, sod.	$	1,000	3,400	3,400	3,400
					Flowers, shrubbery.	$	900			
					Landscape timbers, fencing.	$	500			
					Asphalt maintenance or repair:	$	1,000			
6603	Building & Structure Repair	23,250	40,212	23,250	Doors, walls, ceilings, stairs, & windows.	$	2,000	23,250	23,250	23,250
					Replacement locks and keys	$	2,000			
					Roof patches and repairs.	$	2,500			
					CCCH Replacement Air Conditioners	$	2,500			
					Carpeting and repairs	$	11,000			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					Exterior building repairs.	$	2,500			
					Replacement ceiling tiles.	$	750			
6604	Heating & Cooling (HVAC) Repair	13,900	7,412	13,900	Heating & Cooling (HVAC) Repair			13,900	13,900	13,900
					Courthouse.	$	8,425			
					Garage.	$	75			
					EMA.	$	3,400			
					Pre-Release Center.	$	1,000			
					Law Enforcement Center.	$	1,000			
6605	Electrical Repair	9,400	30,451	9,400	MTI & control repairs.	$	700	9,400	9,400	9,400
					Lighting-lamps and ballast, light bulbs	$	3,000			
					Power outlets & wiring.	$	2,400			
					Electrical repairs.	$	3,300			
6606	Painting Repair	4,400	1,721	4,400	Preventative & ongoing maintenance.			4,400	4,400	4,400
					Courthouse.	$	2,500			
					Garage.	$	1,000			
					EMA. & communications	$	500			
					Law Enforcement Center.	$	400			
6607	Plumbing Repair	4,700	4,954	4,700	Preventative/ ongoing maintenance.			4,700	4,700	4,700
					Courthouse.	$	3,700			
					Garage.	$	200			
					EMA.	$	500			
					Law Enforcement Center.	$	300			
6608	Elevator Repair	2,500	-	2,000	Non-contract repairs			2,000	2,000	2,000
6609	Equipment Repair	4,000	6,098	4,000	Repair for County equipment.			4,000	4,000	4,000
6612	Furniture Repair	3,000	-	3,000	Repair material for any County furniture.			3,000	3,000	3,000
6800	Telephone & Communication	3,500	1,859	3,500	Telephone Costs			3,500	3,500	3,500

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					Courthouse.				
6801	Electricity Utility	106,500	136,363	121,900	Electricity costs for county properties		121,900	121,900	121,900
					Communications	$ 34,000			
					Garage	$ 29,900			
					CCCH	$ 58,000			
6802	Gas Utility	29,000	38,263	93,000	Natural Gas costs for county properties		93,000	93,000	93,000
					Communications- generator	$ 1,700			
					LEC	$ 23,000			
					CCRCC Communication Bldg	$ 4,300			
					Courthouse	$ 64,000			
6803	Water Utility	6,500	5,545	6,500	Courthouse	$ 6,305	6,500	6,500	6,500
					Garage.	$ 195			
6804	Sewer Utility	14,800	23,069	20,000	Courthouse.		20,000	20,000	20,000
6805	Rubbish Removal	15,400	11,381	15,400	Courthouse.	$ 8,400	15,400	15,400	15,400
					Law Enforcement Center.	$ 3,500			
					EMA & Dispatch	$ 3,500			
6806	Fuel Oil	89,950	52,544	4,400	Courthouse. At $2.75 gallon		4,400	4,400	4,400
6906	Paper Goods	6,000	7,262	8,300	Toilet paper, sanitary napkins, paper towels.		8,300	8,300	8,300
6908	Clothing- Uniforms	2,400	2,097	2,400	CCCH complex. (4 sets)		2,400	2,400	2,400
6909	Clothing- Cleaning	1,440	1,528	1,530	Mechanic Uniforms.		1,530	1,530	1,530
6913	Safety Equipment	2,400	754	2,400	Safety shoes.	$ 1,500	2,400	2,400	2,400
					Gloves & wipes for chemicals & blood pathogens.	$ 650			
					First-aid kit maintenance.	$ 250			

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
		-	-	-		-	-	-
1.3%	TOTAL O&M	679,681	657,202	688,401	TOTAL	681,401	681,401	681,401
	CAPITAL OUTLAY							
7305	Building & Building Improvement	-			Bird spikes and ledge cleaning at courthouse			
7315	Electrical Capital	2,000	-	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	66	500	Replace misc office equipment	500	500	500
7355	Computer Hardware	600	2,313	600	Printers	600	600	600
7365	Radio Equipment							
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	3,100	2,379	3,100	TOTAL	3,100	3,100	3,100
	TOTAL FACILITIES	1,568,270	1,490,174	1,606,622	TOTAL	1,583,594	1,583,594	1,583,594
				38,352		15,324	15,324	15,324
				2.4%		1.0%	1.0%	1.0%

ENTERPRISE ACTIVITIES TOTAL	189,324
OVERALL DEPARTMENTAL EXPENSES	1,772,918

Enterprise Activities-Facilities

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

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

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

	State Court Custodial Program	PERIOD	EMPLOYEES	2011 REVENUES	2011 EXPENSES
21220	Custodian Floor 2	1/1 to 12/31	2	67,600	67,600
21220	Supr/Cust	1/1 to 12/32	2	38,000	38,000
			Supply	83,724	83,724
	TOTAL FROM NON-BUDGET ACTIVITIES			**189,324**	**189,324**

FINANCE DEPARTMENT

Vic Labrecque, Director

Mission of the Finance Office is to administer to the financial needs of the County, in a prudent and professional manner in accordance with the generally accepted accounting practices called GAAP. To provide strategic financial advice to the Manager and Commissioners of the County.

REVENUES

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source.
		No revenues			
				$ -	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
326,163	42,916	-	369,079

Statistics

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	

11-109 DEPARTMENT: FINANCE					FINANCE DEPARTMENT				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	222,962	240,815	240,968	239,593	249,563	249,563	249,563	249,563
5401	Overtime	2,815	4,500	7,620	7,014	7,500	7,500	7,500	7,500
5500	Employee Benefits & Taxes	49,756	55,768	64,751	65,736	71,131	69,100	69,100	69,100
	TOTAL PERSONNEL SERVICES	275,533	301,083	313,339	312,343	328,194	326,163	326,163	326,163
6130	Transportation & Lodging	940	403	800	1,254	800	800	800	800
6300	Accounting & Audit Fees	11,466	12,032	12,000	12,000	12,000	12,000	12,000	12,000
6401	Insurance- Liability	-	327	370	325	370	370	370	370
6500	Office Supplies	886	931	1,500	1,650	1,200	1,200	1,200	1,200
6505	Printing & Engraving	1,454	520	800	620	800	800	800	800
6506	Postal Expenses	4,992	4,280	4,700	7,090	4,700	4,700	4,700	4,700
6508	Dues	1,441	1,540	1,500	612	1,500	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	-	-	50	75	50	50	50	50
6512	Training, Education, & Seminars	-	-	50	-	50	50	50	50
6514	Maintenance Contract	16,774	18,068	25,470	20,120	21,096	21,096	21,096	21,096
6800	Telephone & Communication	289	281	350	225	350	350	350	350
	TOTAL O&M	38,242	38,382	47,590	43,971	42,916	42,916	42,916	42,916
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	100	-	-	-	-	-
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	100	-	-	-	-	-
	DEPARTMENT TOTAL	313,775	339,465	361,029	356,314	371,110	369,079	369,079	369,079
						10,081	8,050	8,050	8,050
						2.8%	2.2%	2.2%	2.2%

11-109 DEPARTMENT: FINANCE					Department- FINANCE DEPARTMENT			
ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	240,968	239,593	249,563	Wages for full-time departmental staff.	249,563	249,563	249,563
5401	Overtime	7,620	7,014	7,500	Wages for required overtime work.	7,500	7,500	7,500
5500	Employee Benefits & Taxes	64,751	65,736	71,131	Taxes and benefits for departmental staff.	69,100	69,100	69,100
	TOTAL PERSONNEL SERVICES	313,339	312,343	328,194		326,163	326,163	326,163
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	800	1,254	800	Costs to attend conferences and mileage	800	800	800
6300	Accounting & Audit Fees	12,000	12,000	12,000	Annual Audit Fees and CAFR prep	12,000	12,000	12,000
6401	Insurance- Liability	370	325	370	Departmental share of insurance costs.	370	370	370
6500	Office Supplies	1,500	1,650	1,200	Departmental office supply costs.	1,200	1,200	1,200
6505	Printing & Engraving	800	620	800	Envelope, pr checks, ap checks and printing .	800	800	800
6506	Postal Expenses	4,700	7,090	4,700	Postage costs. $ 700 Courier Service $ 4,000	4,700	4,700	4,700
6508	Dues	1,500	612	1,500	GFOA. For Finance, treasurer, and County	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	50	75	50	Subscription to Payroll Updates	50	50	50
6512	Training, Education, & Seminars	50	-	50	Day classes for staff	50	50	50

11-109 DEPARTMENT: FINANCE					Department- FINANCE DEPARTMENT				
ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6514	Maintenance Contract	25,470	20,120	21,096	Maintenance contract for munis software Time Trak Maintenance Contract	$ 21,000 to Jail	21,096	21,096	21,096
6800	Telephone & Communication	350	225	350	Phone expenses.		350	350	350
	TOTAL O&M	47,590	43,971	42,916			42,916	42,916	42,916
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	100	-	-	Office replacement needs.		-	-	-
		-	-	-			-	-	-
	CAPITAL OUTLAY	100	-	-			-	-	-
	TOTAL FINANCE	361,029	356,314	371,110		TOTAL	369,079	369,079	369,079
				10,081			8,050	8,050	8,050
				2.8%			2.2%	2.2%	2.2%

Registry of DEEDS

Pamela Lovley Registrar

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

REVENUES

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
Deeds	2,320	4,526	2,500	2,500	Register of Deeds - Misc. Revenue
Deeds	1,395,297	1,542,586	1,500,000	1,500,000	Register of Deeds - Recording Fees
Deeds	663,594	571,198	525,000	525,000	Register of Deeds - Transfer Tax
Deeds	472,647	581,843	664,420	664,420	Register of Deeds - Copies
Deeds					
Deeds	$ 2,533,858	$ 2,700,153	$ 2,691,920	$ 2,691,920	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
543,078	205,360	8,000	756,438

Statistics

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

Average number of plans 750

Revenues derived from recording is $1.5 million

Transfer tax to State at 90% $ 6,000,000

Transfer tax to the County $ 600,000

Personnel

	Full Time	Part Time
REGISTER OF DEEDS	1	
DEPUTY REGISTER	1	
CLERK/SUPERVISOR	2	
BUSINESS ACCOUNT COORD	0	
CLERK II	5	
CLERK I	2	
	11	

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS									
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	472,072	444,293	444,412	423,023	453,301	406,809	406,809	406,809
5205	Wages & Salaries (PT)	-	-	5,000	-	5,000	-	-	-
5401	Overtime	220	926	2,000	637	2,000	2,000	2,000	2,000
						(48,800)	-		
5500	Employee Benefits & Taxes	133,165	123,323	130,794	116,976	138,333	134,269	134,269	134,269
	TOTAL PERSONNEL SERVICES	605,457	568,542	582,206	540,636	549,834	543,078	543,078	543,078
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,740	361	1,500	932	2,500	2,500	2,500	2,500
6500	Office Supplies	15,051	16,317	15,000	13,367	15,000	15,000	15,000	15,000
6505	Printing & Engraving	1,938	730	1,000	40	1,000	1,000	1,000	1,000
6506	Postal Expenses	14,765	16,296	15,000	13,976	15,000	15,000	15,000	15,000
6507	Advertising	300	315	500	500	500	500	500	500
6508	Dues	100	400	700	550	700	700	700	700
6512	Training & Education	23,524	83	1,500	644	2,500	2,500	2,500	2,500
6513	Leases & Service Agreements	137,107	172,743	163,160	134,431	163,160	163,160	163,160	163,160
6800	Telephone & Communication	2,375	2,495	5,000	2,295	5,000	5,000	5,000	5,000
	TOTAL O&M	196,900	209,741	203,360	166,735	205,360	205,360	205,360	205,360
	CAPITAL OUTLAY								
7350	Office Equipment	4,853	5,305	8,000	5,802	8,000	8,000	8,000	8,000
	TOTAL CAPITAL OUTLAY	4,853	5,305	8,000	5,802	8,000	8,000	8,000	8,000
	TOTAL DEPARTMENT	807,210	783,588	793,566	713,173	763,194	756,438	756,438	756,438
						(30,372)	(37,128)	(37,128)	(37,128)
						-3.8%	-4.7%	-4.7%	-4.7%

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL								
5120	Wages & Salaries (FT)	444,412	423,023	453,301	Wages for full-time departmental staff.	$ 453,301	406,809	406,809	406,809
				(48,800)	Eliminate financial clerk	(48,800)			
					Add Salary change Clerk II	2,308			
5210	Seasonal/Temporary/Intern	5,000	-	5,000	Wages for Temporary departmental staff.		-	-	-
5401	Overtime	2,000	637	2,000	Wages for required overtime work.		2,000	2,000	2,000
5500	Employee Benefits & Taxes	130,794	116,976	138,333	Taxes and benefits for departmental employees.		134,269	134,269	134,269
	TOTAL PERSONNEL SERVICES	582,206	540,636	549,834		TOTAL	543,078	543,078	543,078
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,500	932	2,500	Travel expenses to be associated with Registry meetings and County Convention activities.		2,500	2,500	2,500
6500	Office Supplies	15,000	13,367	15,000	General office supplies used in the Registry.		15,000	15,000	15,000
6505	Printing & Engraving	1,000	40	1,000	Printing letterhead, stationary, & business cards.		1,000	1,000	1,000
6506	Postal Expenses	15,000	13,976	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	500	Posting position vacancies.		500	500	500
6508	Dues	700	550	700	Membership fees associated with the Registry of Deeds Association and NACRC, PRIA		700	700	700
6512	Training & Education	1,500	644	2,500	Seminars & Supervisor Training		2,500	2,500	2,500

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6513	Leases & Service Agreements	163,160	134,431	163,160	ACS contract (with maintenance.)	$ 191,384	163,160	163,160	163,160
					Lease copy machines. (4)	$ 14,000			
					Lease new plan copy machine ($248 x12)	$ 2,976			
					Plan machine contract.	$ 4,800			
					Lease 8 work stations from ACS	$ 10,000			
6703	Microfilming				Microfilming Plans				
6800	Telephone & Communication	5,000	2,295	5,000	Fax/ phone operation expenses.		5,000	5,000	5,000
	TOTAL O&M	203,360	166,735	205,360		TOTAL	205,360	205,360	205,360
	CAPITAL OUTLAY								
7350	Office Equipment	8,000	5,802	8,000	Plan cabinets , Bookcases, stools and fatigue mats		8,000	8,000	8,000
		-	-	-			-	-	-
	TOTAL CAPITAL OUTLAY	8,000	5,802	8,000		TOTAL	8,000	8,000	8,000
	TOTAL DEEDS	793,566	713,173	763,194		TOTAL	756,438	756,438	756,438
				(30,372)			(37,128)	(37,128)	(37,128)
				-3.8%			-4.7%	-4.7%	-4.7%

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

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
Prob	388,739	383,867	400,000	400,000	Register of Probate - Fees
Prob	29,426	36,348	30,000	30,000	Register of Probate - Notices
Prob	16,610	18,410	15,960	15,960	Register of Probate - Abstracts
Prob	9,888	8,196	10,000	10,000	Register of Probate - Handling
Prob	19,638	18,716	18,000	18,000	Register of Probate - Forms
Prob	$ 464,301	$ 465,537	$ 473,960	$ 473,960	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
367,268	133,024	3,500	503,792

Statistics

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

Personnel

PROBATE	Full Time	Part Time
REGISTER OF PROBATE	1	
DEPUTY REGISTER	1	
CLERK II	3	
JUDGE OF PROBATE	1	
LEGAL SECRETARY	1	
	7	

11-108 DEPARTMENT: REGISTRY OF PROBATE

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	286,703	276,758	275,288	277,007	280,793	280,793	280,793	280,793
		-							
5500	Employee Benefits & Taxes	79,313	74,740	82,059	82,729	89,184	86,475	86,475	86,475
	TOTAL PERSONNEL SERVICES	366,016	351,498	357,347	359,736	369,977	367,268	367,268	367,268
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,035	2,961	2,500	598	2,500	2,500	2,500	2,500
6301	Professional Services	18,321	7,094	21,000	11,876	21,000	21,000	21,000	21,000
6305	Stenographer - Transcripts	-	-	500	-	500	500	500	500
6306	Attorneys - Court Appointed	34,638	29,709	30,000	25,918	30,000	30,000	30,000	30,000
6401	Insurance- Liability	502	125	349	484	349	349	349	349
6500	Office Supplies	6,129	5,397	6,500	4,411	6,500	6,500	6,500	6,500
6505	Printing & Engraving	2,574	2,755	3,000	1,573	3,000	3,000	3,000	3,000
6506	Postal Expenses	6,447	7,244	8,400	7,788	8,400	8,400	8,400	8,400
6507	Advertising	8,850	7,817	10,000	7,349	10,000	10,000	10,000	10,000
6508	Dues	525	525	500	525	500	500	500	500
6509	Books, Periodicals, & Subscriptions	3,286	3,397	3,000	3,008	3,000	3,000	3,000	3,000
6512	Training, Education, & Seminars	353	-	1,500	1,333	1,500	1,500	1,500	1,500
6513	Leases & Service Agreements	6,511	6,417	8,300	5,448	8,300	8,300	8,300	8,300
6610	Office Equipment Repair	-	259	1,000	331	1,000	1,000	1,000	1,000
6700	Abstract Fees	9,623	9,825	9,975	8,913	9,975	9,975	9,975	9,975
6800	Telephone & Communication	2,250	2,201	3,500	1,859	3,500	3,500	3,500	3,500
6807	Visitor Expenses	21,764	27,420	23,000	26,248	23,000	23,000	23,000	23,000
	TOTAL O&M	122,808	113,147	133,024	107,662	133,024	133,024	133,024	133,024
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	1,598	172	2,500	-	2,500	2,500	2,500	2,500
7350	Office Equipment	1,402	617	1,000	188	1,000	1,000	1,000	1,000

DEPARTMENTAL BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
7355	Computer Hardware	250	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	3,250	789	3,500	188	3,500	3,500	3,500	3,500
	TOTAL DEPARTMENT	492,074	465,434	493,871	467,586	506,501	503,792	503,792	503,792
						12,630	9,921	9,921	9,921
						2.6%	2.0%	2.0%	2.0%

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	275,288	277,007	280,793	Wages for full-time departmental staff.	280,793	280,793	280,793
5500	Employee Benefits & Taxes	82,059	82,729	89,184	Benefits and taxes for departmental employees.	86,475	86,475	86,475
	TOTAL PERSONNEL SERVICES	357,347	359,736	369,977	TOTAL	367,268	367,268	367,268
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,500	598	2,500	Direct travel expenses related to judicial conferences, educational sysposia, seminars and workshops, plus community outreach trips	2,500	2,500	2,500
6301	Professional Services	21,000	11,876	21,000	Paralegal Services for the Judge of Probate Increasing Work Load	21,000	21,000	21,000
6305	Stenographer - Transcripts	500	-	500	Expenses for recording and transcription	500	500	500
6306	Attorneys - Court Appointed	30,000	25,918	30,000	Appointed counsel for unprotected wards in judicial proceedings-Maine law requirement	30,000	30,000	30,000
6401	Insurance- Liability	349	484	349	Department Liability Insurance premium	349	349	349
6500	Office Supplies	6,500	4,411	6,500	Paper, electronic storage media, toner, docket pages, case folders and label system, r reproduction supplies, office sundries	6,500	6,500	6,500

LINE ITEM BUDGET JUSTIFICATION COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6505	Printing & Engraving	3,000	1,573	3,000	Printing of official probate and court forms for resale: general office printing, including letterhead, envelopes, will security labels, receipts, forms, cards: public information and education materials and brochures	3,000	3,000	3,000
6506	Postal Expenses	8,400	7,788	8,400	Postage	8,400	8,400	8,400
6507	Advertising	10,000	7,349	10,000	Newspaper legal notice advertising, employment-recruitment advertising	10,000	10,000	10,000
6508	Dues	500	525	500	Professional organization dues, including:Registers Association, Judge groups etc.	500	500	500
6509	Books, Periodicals, & Subscriptions	3,000	3,008	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	1,333	1,500	Continuing legal education seminars	1,500	1,500	1,500
6513	Leases & Service Agreements	8,300	5,448	8,300	Photo copier $ 3,000 Web Hosting $ 1,800 Icon Support $ 3,500	8,300	8,300	8,300
6610	Office Equipment Repair	1,000	331	1,000	adding many scanners	1,000	1,000	1,000
6611	Computer Repair				Repair allowance for computers			
6700	Abstract Fees	9,975	8,913	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	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6800	Telephone & Communication	3,500	1,859	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	26,248	23,000		23,000	23,000	23,000
		-	-	-		-	-	-
	TOTAL O&M	133,024	107,662	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	188	1,000	Court Recording	1,000	1,000	1,000
7355	Computer Hardware	-	-	-	Court Recording	-	-	-
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	3,500	188	3,500	TOTAL	3,500	3,500	3,500
	TOTAL PROBATE	493,871	467,586	506,501	TOTAL	503,792	503,792	503,792
				12,630		9,921	9,921	9,921
				2.6%		2.0%	2.0%	2.0%

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

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
SHER	43,207	252,434	75,000	75,000	Fees collected for various Sheriff services.
	$ 43,207	$ 252,434	$ 75,000	$ 75,000	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
586,308	274,621	3,000	863,929

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	
	8	1

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106	DEPARTMENT: SHERIFF				ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	481,284	441,058	424,535	430,751	431,427	431,427	431,427	450,927
5205-05	Wages & Salaries (PT)	5,789	18,266	19,500	18,756	19,500	19,500	19,500	-
5210-05	Seasonal/ Temporary/ Intern	5,818	540	4,000	3,528	4,000	4,000	4,000	4,000
5401-05	Overtime	1,813	222	2,000	258	2,000	2,000	2,000	2,000
5500-05	Employee Benefits & Taxes	117,580	113,331	120,430	125,851	133,174	129,381	129,381	129,381
	TOTAL PERSONNEL SERVICES	612,284	573,417	570,465	579,144	590,101	586,308	586,308	586,308
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	10,821	3,583	5,500	8,041	8,000	8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	6,558	5,097	12,600	8,694	9,800	9,800	9,800	9,800
6301-05	Professional Services	6,133	11,628	7,200	6,041	12,300	12,300	12,300	12,300
6302-05	Legal Services	17,890	23,084	26,000	21,089	26,000	26,000	26,000	26,000
6401-05	Insurance - Liability	70,560	67,566	68,983	49,189	68,983	68,983	68,983	68,983
6402-05	Insurance- Vehicle	24,813	23,760	24,418	23,543	24,418	24,418	24,418	24,418
6500-05	Office Supplies	11,218	11,220	13,000	13,176	13,000	13,000	13,000	13,000
6505-05	Printing & Engraving	5,488	6,851	6,000	6,597	7,000	7,000	7,000	7,000
6506-05	Postal Expenses	2,294	7,968	9,500	3,367	10,000	10,000	10,000	10,000
6507-05	Advertising	5,863	864	5,000	545	5,000	5,000	5,000	5,000
6508-05	Dues	0	2,194	4,500	3,428	5,000	5,000	5,000	5,000
6509-05	Books, Periodicals, & Subscriptions	3,495	7,412	4,500	4,683	6,000	6,000	6,000	6,000
6511-05	Equipment Rental	11,108	10,172	13,620	9,067	13,620	13,620	13,620	13,620
6512-05	Training, Education, & Seminars	11,429	8,894	9,000	6,309	12,000	12,000	12,000	12,000
6514-05	Maintenance Contracts	73,481	10,790	11,940	-	-	-	-	-

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6800-05	Telephone & Communication	32,946	30,984	46,000	34,445	46,000	46,000	46,000	46,000
6908-05	Clothing- Uniforms	2,457	1,080	3,300	4,850	5,000	5,000	5,000	5,000
6910-05	Criminal Investigation	972	1,030	1,000	885	2,500	2,500	2,500	2,500
	TOTAL O&M	297,526	252,656	272,061	203,949	274,621	274,621	274,621	274,621
	252,656								
	CAPITAL OUTLAY								
7350-05	Office Equipment	1,702	1,793	2,500	2,325	3,000	3,000	3,000	3,000
	TOTAL CAPITAL OUTLAY	1,702	1,793	2,500	2,325	3,000	3,000	3,000	3,000
	TOTAL ACTIVITY CENTER	911,512	827,866	845,026	785,418	867,722	863,929	863,929	863,929
							18,903	18,903	18,903
							2.2%	2.2%	2.2%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106	DEPARTMENT: SHERIFF				ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES			
ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES							
5120-05	Wages & Salaries (FT)	424,535	430,751	431,427	Wages for full-time departmental staff.	431,427	431,427	431,427
5205-05	Wages & Salaries (PT)	19,500	18,756	19,500	Wages for part-time departmental staff. SD	19,500	19,500	19,500
5210-05	Seasonal/ Temporary/ Intern	4,000	3,528	4,000	Temporary staff as needed.	4,000	4,000	4,000
5401-05	Overtime	2,000	258	2,000	Wages for required overtime work. Includes	2,000	2,000	2,000
5500-05	Employee Benefits & Taxes	120,430	125,851	133,174	Benefits Taxes and benefits for departmental employees.	129,381	129,381	129,381
	TOTAL PERSONNEL SERVICES	570,465	579,144	590,101	TOTAL	586,308	586,308	586,308
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	5,500	8,041	8,000	Departmental mileage and travel expenses	8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	12,600	8,694	9,800	To provide gas for vehicles assigned to the administration bureau. (2800 gal @$3.50)	9,800	9,800	9,800
6301-05	Professional Services	7,200	6,041	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	21,089	26,000	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.	26,000	26,000	26,000
6401-05	Insurance - Liability	68,983	49,189	68,983	Provides departmental share of liability insurance.	68,983	68,983	68,983

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6402-05	Insurance- Vehicle	24,418	23,543	24,418	Fleet insurance needs through current carrier.		24,418	24,418	24,418
6500-05	Office Supplies	13,000	13,176	13,000	General Administrative needs from pens to paper.		13,000	13,000	13,000
6505-05	Printing & Engraving	6,000	6,597	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	9,500	3,367	10,000	Departmental postage expenses & rate increase.	$ 9,000	10,000	10,000	10,000
					Postage meter rental 171x4	$ 700			
					Postage meter maintenance agreement	$ 300			
6507-05	Advertising Expense	5,000	545	5,000	Recruiting and other necessary advertisements for Sheriff's office		5,000	5,000	5,000
6508-05	Dues	4,500	3,428	5,000	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.		5,000	5,000	5,000
6509-05	Books, Periodicals, & Subscriptions	4,500	4,683	6,000	Legal reference material, new title updates, .	$ 1,000	6,000	6,000	6,000
					LexisNexis search database for LEC	$ 5,000			
6511-05	Equipment Rental	13,620	9,067	13,620	Rental of equipment used in the facility.		13,620	13,620	13,620
					Base rental for copiers. (2) 426 x 12=	$ 5,112			
					Naples Copier	$ 1,100			

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					Copier fees based on estimated copies	$ 2,800			
					Pagers for key personnel- $142/mo x 12	$ 3,408			
					Circuit to tie to ME Public Safety for data	$ 1,200			
6512-05	Training, Education, & Seminars	9,000	6,309	12,000	Ongoing educational needs (usually outside the facility.) Includes 1 to Southern Police Inst for Command Officers Development		12,000	12,000	12,000
					Administrative support task development training at 7	3,000			
					Educational reimbursements for dept.				
					Administration	2,000			
					Law Enforcement	4,000			
6514-05	Maintenance Contracts	11,940	-	-	Funding to support ongoing maintenance contracts for equipment on site.		-	-	-
					IP Mobile Net	$ 4,740			
					Lease 2nd tower in Sebago	$ 6,000			
					Lease additional hookup in Gray Dunton Hill	$ 1,200			
6800-05	Telephone & Communication	46,000	34,445	46,000	Telephone services.		46,000	46,000	46,000
					In-State/Out State service.	19,620			
					Wireless Phone Services	15,000			
					Replacement-wireless equipment	2,880			
					Substation service.	4,000			
					Phone maintenance.	4,500			
6908-05	Clothing- Uniforms	3,300	4,850	5,000	Provided to staff		5,000	5,000	5,000
6910-05	Criminal Investigation	1,000	885	2,500	General expenses for investigations including CD/DVD, batteries (Internal investigations.)		2,500	2,500	2,500

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process.			
	TOTAL O&M	272,061	203,949	274,621	TOTAL	274,621	274,621	274,621
	CAPITAL OUTLAY							
7350-05	Office Equipment	2,500	2,325	3,000	Miscellaneous replacement of broken/worn furniture and equipment	3,000	3,000	3,000
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	2,500	2,325	3,000	TOTAL	3,000	3,000	3,000
	TOTAL ADMIN/ SUPPORT SERVICES	845,026	785,418	867,722	TOTAL	863,929	863,929	863,929
				22,696		18,903	18,903	18,903
				2.7%		2.2%	2.2%	2.2%

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

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
LEC	146,357	62,720	-	-	Transfers from the State of Maine for fines.
ENTERPRISE				1,221,050	Percentage of Fines
				$ 1,221,050	

EXPENSES 2011

	Labor	O&M	Capital	TOTAL
	3,107,808	532,698	148,756	3,789,262
ENTERPRISE				1,221,050
TOTAL DEPT.				1,221,050

Enterprise Fund:

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

Statistics

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

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

Personnel

	Full Time	*Part Time*	*Enterprise*
CAPTAIN -CID	1		
CAPTAIN-PATROL	1		
LIEUTENANT	3		
SERGEANT	6		
DEPUTY	18		16
DETECTIVE	7		
COMPLAINT OFFICER	1		
CRIME ANALYST	1		
	38	0	16
			3 PT

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106	DEPARTMENT: SHERIFF				ACTIVITY CENTER: LAW ENFORCEMENT				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-06	Wages & Salaries (FT)	1,557,781	1,620,437	1,842,587	1,755,654	1,884,165	1,884,165	1,884,165	1,884,165
						65,849	65,849	65,849	65,849
5210-06	Seasonal/ Temporary/ Intern	5,179	20,995	6,500	15,795	6,500	6,500	6,500	6,500
5401-06	Overtime	356,957	395,716	309,000	442,579	309,000	309,000	309,000	309,000
5500-06	Employee Benefits & Taxes	706,582	737,659	769,654	810,859	868,844	842,294	842,294	842,294
	TOTAL PERSONNEL SERVICES	2,626,499	2,774,807	2,927,741	3,024,887	3,134,358	3,107,808	3,107,808	3,107,808
	OPERATIONS & MAINTENANCE								
6130-06	Transportation & Lodging	8,466	8,899	7,500	9,017	12,000	12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	209,559	133,830	243,724	142,816	225,715	193,470	193,470	193,470
6132-06	Vehicle Repair			-					
6232-06	Mobile Radio Repair	4,579	2,555	5,000	1,873	5,000	5,000	5,000	5,000
6501-06	Training Supplies	17,944	19,297	24,816	25,903	30,816	30,816	30,816	30,816
6503-06	Computer Software & Supplies	-							
6509-06	Books, Periodicals, & Subscriptions	3,362	4,469	2,500	4,123	2,500	2,500	2,500	2,500
6512-06	Training, Education, & Seminars	162,136	148,026	200,232	158,217	200,232	200,232	200,232	200,232
6905-06	Medical Supplies	316	490	3,000	3	3,000	3,000	3,000	3,000
6908-06	Clothing- Uniforms	18,759	29,642	31,525	34,211	31,500	31,500	31,500	31,500
6909-06	Clothing- Cleaning	-	19,814	-					
6910-06	Criminal Investigation	9,383	7,910	46,180	43,971	46,180	46,180	46,180	46,180
6911-06	Canine Supplies & Equipment	17,294	-	8,000	8,453	8,000	8,000	8,000	8,000
	TOTAL O&M	451,798	374,932	572,477	428,587	564,943	532,698	532,698	532,698
	CAPITAL OUTLAY								
7345-06	Vehicles	191,468	146,028	105,742	129,293	105,742	105,742	105,742	105,742
7350-06	Office Equipment	9,806	4,096	11,400	11,382	11,400	11,400	11,400	11,400
7360-06	Employee Safety Equipment	20,943	37,860	40,580	41,260	31,614	31,614	31,614	31,614
	TOTAL CAPITAL OUTLAY	222,217	187,984	157,722	181,935	148,756	148,756	148,756	148,756
	TOTAL ACTIVITY CENTER	3,300,514	3,337,723	3,657,940	3,635,409	3,848,057	3,789,262	3,789,262	3,789,262

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF ACTIVITY CENTER: LAW ENFORCEMENT

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-06	Wages & Salaries (FT)	1,842,587	1,755,654	1,884,165	Wages for full-time departmental staff.		1,884,165	1,884,165	1,884,165
				65,849	Add one New Law Enforcement Position (Sal/bene)		65,849	65,849	65,849
5210-06	Seasonal/Temporary/Intern	6,500	15,795	6,500	Part-time reserve patrol officers.		6,500	6,500	6,500
5401-06	Overtime	309,000	442,579	309,000	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes.		309,000	309,000	309,000
5500-06	Employee Benefits & Taxes	769,654	810,859	868,844	Benefits and taxes for departmental employees.		842,294	842,294	842,294
	TOTAL PERSONNEL SERVICES	2,927,741	3,024,887	3,134,358		TOTAL	3,107,808	3,107,808	3,107,808
	OPERATIONS & MAINTENANCE								
6130-06	Transportation & Lodging	7,500	9,017	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	243,724	142,816	225,715	To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 64,490 gals at $3.00))		193,470	193,470	193,470
6232-06	Mobile Radio Repair	5,000	1,873	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	24,816	25,903	30,816	Required firearm training.		30,816	30,816	30,816
					40 Cal Duty Law Enforcement, ESU (Reg&night)	$ 10,626			
					Shotgun	$ 646			

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED 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			
					Simulation Equipment	$	6,000			
6509-06	Books, Periodicals, & Subscriptions	2,500	4,123	2,500	Law enforcement statute literature required by law.			2,500	2,500	2,500
					Maintain ongoing yearly needs.					
					New Title 29 and 17A updates .					
6512-06	Training, Education, & Seminars	200,232	158,217	200,232	Provide all in-house certifications and State, Academy, or Federally required training. 2 officers x 18 weeks x 37.00=	$	54,136	200,232	200,232	200,232
					Mandatory 20 hrs: 4 hrs firearms training, 2 hrs law update, 2 hrs ethics civil liability, 12 hrs mandatory with discretionary subject matter					
					39 officers X 20 hrs (MCJA) X $37	$	33,140			
					12 officers X 20 hrs (MCJA) X $18 reserves	$	4,320			
					Hazmat training 12 officers x 20 x $37	$	8,880			
					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			
6905-06	Medical Supplies	3,000	3	3,000	Mandatory inoculation for: Hepatitis B, TB,PPE equip			3,000	3,000	3,000

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6908-06	Clothing- Uniforms	31,525	34,211	31,500	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID	$	28,000	31,500	31,500	31,500
6909-06	Clothing Cleaning				Uniform for new detective	$	3,500			
6910-06	Criminal Investigation	46,180	43,971	46,180	For drug analysis, lab supplies and chemicals used in the booking process	$	11,000	46,180	46,180	46,180
					"Buy Money" for Investigations	$	2,000			
					Metro Forensic Unit	$	33,180			
6911-06	Canine Supplies & Equipment	8,000	8,453	8,000	General supplies for canine requirements.			8,000	8,000	8,000
					Food, equipment, and medical expenses for dog (drug search, article search, tracking).					
					Kennel fees to house K(during handler vacation					
					Boarding of K9 Dogs	$	5,000			
					For additional Kennel insert	$	3,000			
		-	-	-				-	-	-
	TOTAL O&M	572,477	428,587	564,943	(7,534)		TOTAL	532,698	532,698	532,698
	CAPITAL OUTLAY									
7345-06	Vehicles	105,742	129,293	105,742	Cost of reinstalling all equipment on new vehicle; on old vehicle remove decals, repaint, repair rust, and refurbish. New light bars-on other rotattion	$	23,500	105,742	105,742	105,742
					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	$	55,242			
					Vehicle lease for the 2011 package	$	55,243			
					Lease for 6 Veh, regular rotation, 1 CID, and 1 SUV rotation					
					Move 3rd lease pymt of 2009 to CIP	$	(55,243)			

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION			MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					Move 2nd lease pymt of 2010 to CIP	$	(55,243)			
7350-06	Office Equipment	11,400	11,382	11,400	Replace broken and worn out equipment	$	6,500	11,400	11,400	11,400
					Internet access for 4 substations at $50 month	$	2,400			
					Office equipment at substations	$	2,500			
7360-06	Employee Safety Equipment	40,580	41,260	31,614	Equipment for employees that enhance Department and public safety.			31,614	31,614	31,614
					Tactical entry vest-9	$	16,200			
					7 protective safety vests at $550 each	$	3,850			
					Dive Team Equipment (tanks, resp, wet suit replaced)	$	2,500			
					Replacement equipment (2 radar units)	$	4,400			
					Replace ESU Equipment (smoke canister, short/long range ammo, non lethal rounds, distraction reloads)		4,000			
					Radar recalibration's)		3,000			
					1 Glock	$	500			
					1 AR 15	$	900			
					Small item electronics	$	1,500			
					2 portable radio units P25	$	2,630			
					ESU Cold weather Jackets at 15 X $275	$	1,100			
						$	40,580			
		-	-	-				-	-	-
	TOTAL CAPITAL OUTLAY	157,722	181,935	148,756	(8,966)		TOTAL	148,756	148,756	148,756
	TOTAL LAW ENFORCEMENT	3,657,940	3,635,409	3,848,057			TOTAL	3,789,262	3,789,262	3,789,262
				190,117				131,322	131,322	131,322
				5.2%				3.6%	3.6%	3.6%
								-		

ENTERPRISE ACTIVITIES TOTAL	1,221,050
OVERALL DEPARTMENTAL EXPENSES	5,010,312

Enterprise Activities-Law Enforcement

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

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

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

Acct #	Sheriff's Office Services	PERIOD	EMPLOYEES	2010/11 REVENUES	2010/11 EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	280,050	280,050
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	166,419	166,419
21204	Town of Harrison	7/1 to 6/30	1	75,504	75,504
21212	Town of Standish	7/1 to 6/30	5.5	403,492	403,492
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
	TOTAL FULL-TIME CONTRACTS		**16.5**	**1,185,669**	**1,185,669**
	SUMMER CONTRACTS		Part Time		
21209	Town of Harrison	Summer	1	13,178	13,178
21215	Long Island	Summer	1	22,203	22,203
	TOTAL SUMMER CONTRACTS		**2**	**35,381**	**35,381**
	TOTAL FROM NON-BUDGET ACTIVITIES			**1,221,050**	**1,221,050**

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

Source	2008 Actual	2009 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source.
CIV	288,872	296,660	300,000	300,000	Fees collected for serving legal papers.
				$ 300,000	

EXPENSES 2011

Labor	O&M	Capital	TOTAL
229,055	49,873	900	279,828

Enterprise Fund:

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

Statistics

The Civil Division of the Sheriff's Office served approximately 10,000 services per year
(See above list for types of services)
Areas served from this office:

- Portland
- South Portland
- Cape Elizabeth
- Scarborough
- Westbrook
- Windham

Other areas served by "outside enterprise deputies"

Personnel

	Full Time	*Part Time*	*ENTERPRISE*
ADMINISTRATIVE CIVIL DEPUTY	1		
CIVIL DEPUTY	3		6
	4	0	6

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106	DEPARTMENT: SHERIFF				ACTIVITY CENTER: CIVIL PROCESS				
ACCT #	ACCOUNT DESCRIPTION	2008 Actual	2009 Actual	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	154,541	167,812	172,670	170,884	180,155	180,155	180,155	180,155
5500-08	Employee Benefits & Taxes	42,371	42,782	46,767	44,142	50,255	48,900	48,900	48,900
	TOTAL PERSONNEL SERVICES	196,912	210,594	219,437	215,026	230,410	229,055	229,055	229,055
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	23,704	22,531	38,000	23,177	38,000	28,000	28,000	28,000
6500-08	Office Supplies	2,268	895	2,500	1,144	2,500	2,500	2,500	2,500
6506-08	Postal Expenses	10,411	3,227	15,000	3,858	15,000	15,000	15,000	15,000
6509-08	Books, Periodicals, & Subscriptions	345	-	900	-	900	900	900	900
6513-08	Leases & Service Agreements	368	247	373	178	373	373	373	373
6800-08	Telephone & Communication	2,036	2,160	1,900	2,291	1,900	1,900	1,900	1,900
6908-08	Clothing- Uniforms	1,220	1,200	1,200	1,200	1,200	1,200	1,200	1,200
	TOTAL O&M	40,352	30,260	59,873	31,848	59,873	49,873	49,873	49,873
	CAPITAL OUTLAY								
7350-08	Office Equipment	610	221	900	59	900	900	900	900
	TOTAL CAPITAL OUTLAY	610	221	900	59	900	900	900	900
	TOTAL ACTIVITY CENTER	237,874	241,075	280,210	246,933	291,183	279,828	279,828	279,828
						10,973	(382)	(382)	(382)
						3.9%	-0.1%	-0.1%	-0.1%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF					ACTIVITY CENTER: CIVIL PROCESS				
ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries (FT)	172,670	170,884	180,155	Wages for full-time Civil Deputies.		180,155	180,155	180,155
5500-08	Employee Benefits & Taxes	46,767	44,142	50,255	Benefits and taxes for Civil Deputies.		48,900	48,900	48,900
	TOTAL PERSONNEL SERVICES	219,437	215,026	230,410		TOTAL	229,055	229,055	229,055
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	38,000	23,177	38,000	Mileage reimbursements for process serving.		28,000	28,000	28,000
6500-08	Office Supplies	2,500	1,144	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	3,858	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	178	373	Pager rentals. (3)		373	373	373
6800-08	Telephone & Communication	1,900	2,291	1,900	Departmental phone expenses.		1,900	1,900	1,900
6908-08	Clothing- Uniforms	1,200	1,200	1,200	Uniform and clothing expenses.- 3@$400		1,200	1,200	1,200
	TOTAL O&M	59,873	31,848	59,873		TOTAL	49,873	49,873	49,873
	CAPITAL OUTLAY								
7350-08	Office Equipment	900	59	900	Office equipment for Civil division.		900	900	900
	TOTAL CAPITAL OUTLAY	900	-	900		TOTAL	900	900	900
	TOTAL CIVIL PROCESS	280,210	246,874	291,183		TOTAL	279,828	279,828	279,828

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
					ENTERPRISE ACTIVITIES TOTAL			240,000
					OVERALL DEPARTMENTAL EXPENSES			519,828

CIVIL PROCESS

Enterprise Activities-Civil Division

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

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

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

	Outside Civil Deputies	PERIOD	EMPLOYEES	2011 REVENUES	2011 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	240,000	240,000

Treasurer's Office

Diane Gurney

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

REVENUES

Source	2006 Actual	2007 Actual	2010 Budget Revenue	2011 Budget	Description of revenue source
TREAS			70,551	30,000	Treasurer Income (Interest, etc.)

EXPENSES 2011

Labor	O&M	Capital	TOTAL
30,008	5,973	-	35,981

Statistics

Monitor debt issuance in the County and signs payable checks.
Assist in Tax Anticipation Note issuance and cash solicitation

Monitor interest rates with local institutions

Personnel

	Full Time	Part Time
TREASURER	1	
CLERK		1
	1	1

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER									
ACCT #	ACCOUNT DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 ADOPTED BUDGET	2010 Year End estimate	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	19,945	20,335	20,345	20,342	20,748	20,748	20,748	20,748
5205	Wages & Salaries (PT)	301	47	500	-	500	500	500	500
5500	Employee Benefits & Taxes	7,426	7,589	8,157	8,311	9,072	8,760	8,760	8,760
	TOTAL PERSONNEL SERVICES	27,672	27,971	29,002	28,653	30,320	30,008	30,008	30,008
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,349	1,466	1,250	1,393	2,000	1,500	1,500	1,500
6401	Insurance- Liability	70	67	63	67	63	63	63	63
6500	Office Supplies	110	93	100	53	100	100	100	100
6505	Printing & Engraving	361	400	400	402	400	400	400	400
6506	Postal Expenses	2,357	2,399	2,000	2,269	2,400	2,400	2,400	2,400
6508	Dues	110	80	95	507	95	95	95	95
6509	Books, Periodicals, & Subscriptions	40	-	15	-	15	15	15	15
6512	Training, Education, & Seminars	320	1,491	750	1,022	1,000	1,000	1,000	1,000
6800	Telephone & Communication	582	522	400	629	400	400	400	400
6950	Bank Charges	-	-	-	-	-	-	-	-
	TOTAL O&M	6,299	6,518	5,073	6,342	6,473	5,973	5,973	5,973
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	-	-	-	-	-	-
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
				-		-		-	-
	DEPARTMENT TOTAL	33,971	34,489	34,075	34,995	36,793	35,981	35,981	35,981
						2,718	1,906	1,906	1,906
						8.0%	5.6%	5.6%	5.6%

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	20,345	20,342	20,748	Wages for full-time departmental staff.	20,748	20,748	20,748
5205	Wages & Salaries (PT)	500	-	500		500	500	500
3205	Wages & Salaries (PT)							
5500	Employee Benefits & Taxes	8,157	8,311	9,072	Taxes and benefits for departmental staff.	8,760	8,760	8,760
	TOTAL PERSONNEL SERVICES	29,002	28,653	30,320		30,008	30,008	30,008
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,250	1,393	2,000	MMA convention. GFOA convention. County convention. Travel to Treasurer's meetings. National GFOA Convention	1,500	1,500	1,500
6401	Insurance Liability	63	67	63	Liability Insurance	63	63	63
6500	Office Supplies	100	53	100	Departmental office supply costs & ink cartridge	100	100	100
6505	Printing & Engraving	400	402	400	Envelope printing.	400	400	400
6506	Postal Expenses	2,000	2,269	2,400	Postage costs increases	2,400	2,400	2,400
6508	Dues	95	507	95	Association of County Treasurer's. MMA	95	95	95

ACTIVITY CENTER BUDGET SUMMARY COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 ADOPTED BUDGET	2010 Year End Estimate	2011 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	MGR/ RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
6509	Books, Periodicals, & Subscriptions	15	-	15	Subscription to Governing magazine.	15	15	15
6512	Training, Education, & Seminars	750	1,022	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	629	400	Wireless Cell phone expense	400	400	400
	TOTAL O&M	5,073	6,342	6,473		5,973	5,973	5,973
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-	-	-	Computer upgrade	-	-	-
	CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL TREASURER	34,075	34,995	36,793	TOTAL	35,981	35,981	35,981
				2,718		1,906	1,906	1,906
				8.0%		*5.6%*	*5.6%*	*5.6%*

COUNTY OF CUMBERLAND
FISCAL YEAR 2011

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2008 ACTUAL	2009 ACTUAL	2010 ADOPTED BUDGET	2010 YEAR END ESTIMATE	2011 BUDGET REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
		PRINCIPAL								
11-120	9112	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	1,835,000	1,915,000	2,000,000	2,000,000	2,105,000	2,105,000	2,105,000	2,105,000
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	2,255,301	2,255,301	2,360,301	2,360,301	2,360,301	2,360,301
		INTEREST								
11-120	9212	2002 General Obligation Refunding Bonds Jail- $14.6 million 8 yrs	318,750	245,943	155,250	155,250	52,625	52,625	52,625	52,625
11-120	9208	2008 Debt Interest for Interoperability Referendum	76,000	78,518	74,906	74,906	71,294	71,294	71,294	71,294
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	266,471	266,471	160,234	160,234	160,234	160,234
		DEBT EXPENSE - LOANS								
11-120	9205	TAN Bank Charge	4,500	3,000	4,000	7,500	7,500	7,500	7,500	7,500
11-120	9210	TAN Legal Fees	1,569	1,356	3,000	2,638	3,000	3,000	3,000	3,000
11-120	9220	TAN Interest	136,010	125,644	80,001	80,001	50,000	50,000	50,000	50,000
		TOTAL DEBT EXPENSE - LOANS	142,079	130,000	87,001	90,139	60,500	60,500	60,500	60,500
		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	50,000	40,000	40,000	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
11-141	9500	Civic Center Operational Subsidy			-					
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	136,100	126,100	126,100	116,100	116,100	116,100
		TOTAL NON-DEPARTMENTAL & DEBT SERVICE	2,659,002	2,760,680	2,744,873	2,738,011	2,707,135	2,697,135	2,697,135	2,697,135

COUNTY OF CUMBERLAND
FISCAL YEAR 2011

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	2010 ADOPTED BUDGET	2011 GRANT REQUEST	MGR RECOMM	2011 BAC BUDGET	2011 ADOPTED BUDGET
		-						
8002	Cumberland County Extension Association	105,000	105,000	118,045	118,045	118,045	118,045	118,045
8003	Cumberland County Soil & Water	14,000	14,000	16,000	17,000	16,000	16,000	16,000
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	638	750	750	750	750
	Total	135,904	135,904	148,413	151,297	148,525	148,525	148,525

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 Agency Request	County Mgr. Recom 2011	2011 Budget Committee	2011 Budget Commissioners
389	Peaks Island Food Pantry	371	315	315	315	315	315
428	Planned Parenthood of N.N.E.	1,853	1,575	2,000	1,575	1,575	1,575
3105	Learning Works- Was Portland West Service Works	3,707	3,151	5,000	3,151	3,151	3,151
89	Sexual Assault Response Services of So. ME	4,634	3,939	4,000	3,939	3,939	3,939
1167	Community Counseling Center	17,724	15,066	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
4914	Mid Coast Hunger Prevention Program	2,456	2,087	2,400	2,087	2,087	2,087
96	Tedford Shelter	5,987	5,089	6,000	5,089	5,089	5,089
210	Family Crisis Services	15,394	13,085	18,000	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
	Day One			15,000	10,000	10,000	10,000
	Spring Harbor Diversion Program			35,000	-	35,000	35,000
	BY VENDOR NAME:	2009 Budget Commissioners	2010 Budget Commissioners	2011 Agency Request	County Mgr. Recom 2011	2011 Budget Committee	2011 Budget Commissioners
87	**Preble Street Resource Center**						
	Preble St. Resource Center-Soup Kitchens	7,784	6,617	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
	Preble Street Women's Shelter	3,336	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
	Wayside Food Rescue Program	5,645	4,798	15,000	15,000	15,000	15,000
			-	-	-	-	-
398	**Peoples Regional Opportunity Program (PROP)**		-	-	-	-	-
	Social Services	10,611	9,019	10,611	9,019	9,019	9,019
	Senior Volunteer Program	5,086	4,323	5,086	4,323	4,323	4,323
	Child & Family Services	22,241	18,905	22,241	18,905	18,905	18,905
	Women's Project	7,414	6,302	7,414	6,302	6,302	6,302

			-	-	-	-	-
	Salvation Army-426		-	-	-	-	-
426	Food Pantry	1,297	1,103	1,500	1,103	1,103	1,103
	Portland Moms in Recovery Network			2,500			
			-	-	-	-	-
429	**S. Maine Area Agency on Aging Programs:429**		-	-	-	-	-
	Information and Advocancy (Senior Solutions)	3,707	3,151	7,500	3,151	3,151	3,151
	Meals on Wheels	6,024	5,120	7,500	5,120	5,120	5,120
			-	-	-	-	-
	Mid Coast Community Action, formerly called						
187	**Coastal Economic Development**		-	-	-	-	-
	Family CAN-Midcoast Maine	463	394	417	394	394	394
	Family Development	1,853	1,575	1,668	1,575	1,575	1,575
			-	-	-	-	-
13888	**My Sister's Keeper**	5,000	4,250	7,500	4,250	4,250	4,250
			-	-	-	-	-
196	**Youth Alternatives**		-	-	-	-	-
	Parenting Education Program	7,140	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
	774-HELP	8,656	7,358	7,358	7,358	7,358	7,358
	The Bridge	6,985	5,937	5,937	5,937	5,937	5,937
	Total Human Services	**194,659**	**166,599**	**269,013**	**200,744**	**235,744**	**235,744**
		2008 Budget Commissioners	2010 Budget Commissioners	2011 Agency Request	County Mgr. Recom 2011	2011 Budget Committee	2011 Budget Commissioners

ENTERPRISE FUNDS

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

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

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

Acct #		PERIOD	EMPLOYEES	REVENUES	EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	280,050	280,050
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	166,419	166,419
21204	Town of Harrison	7/1 to 6/30	1	75,504	75,504
21212	Town of Standish	7/1 to 6/30	5.5	403,492	403,492
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 Salaries)	1/1 to 12/31	2	124,704	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998	74,998
	TOTAL FULL-TIME CONTRACTS		16.5	1,185,669	1,185,669
	SUMMER CONTRACTS		Part Time		
21209	Town of Harrison	Summer	1	13,178	13,178
21215	Long Island	Summer	1	22,203	22,203
	TOTAL SUMMER CONTRACTS		2	35,381	35,381

	State Court Custodial Program	PERIOD	EMPLOYEES	2011 REVENUES	2011 EXPENSES
21220	Custodian Floor 2	1/1 to 12/31	2	67,600	67,600
21220	Supr/Cust	1/1 to 12/32	1	38,000	38,000
			Supply	83,724	83,724
			Total	189,324	189,324

	Outside Civil Deputies	PERIOD	EMPLOYEES	2011 REVENUES	2011 EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Service Department. Their compensation is paid by attorneys and other users of the civil service activities.	1/1 to 12/31	6	240,000	240,000
	Total Employees from Enterprise Accounts	**Full Time**	**25**	**1,650,374**	**1,650,374**
		Part Time	**2.5**		

OTHER FUNDING

This Grant and other Funding section is listed for informational purposes and is not part of the County Budget because expenses are offset by funds from other sources.
The County has access to funds from State and Federal grants which allows for the hiring of personnel to perform activities under the grant. In addition, the County has access to some funds from the State of Maine for Diversion activities, and funds derived directly from inmate activities.

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2011 REVENUES	2011 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

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2011 REVENUES	2011 EXPENSES
EXEC 51284	Domestic Violence Grant- renewed	1/1-12/31	0.5	382,474	382,474
	Community Development Block Grant and Other Federal programs	**PERIOD**	**EMPLOYEES**	**2011 REVENUES**	**2011 EXPENSES**
	HUD CDBG Program Grant for 2008-2009	1/1 to 12/31	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
	Total Employees from Grant & Other Accounts	**FTE**	**3**	**4,268,299**	**4,268,299**

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

GRANTS AND OTHER FUNDING- Corrections Division

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

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

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

	COMMISSARY FUNDED PROGRAMS	PERIOD	EMPLOYEES	2011 REVENUES	2011 EXPENSES
41401	Part Time Librarian	1/1 to 12/31	1	13,104	13,104
41401	Chaplain in Corrections	1/1 to 12/31	0.5	31,826	31,826
41401	Education Technicians	1/1 to 12/31	2	88,366	88,366
41401	One half Ed tech	1/1 to 12/31	0.5	21,212	21,212
41401	Ed Technician-Vocational	1/1 to 12/31	1	34,000	34,000
41401	ABE Teacher	1/1 to 12/31	0.5	20,000	20,000
41401	Misc Inmate Services	1/1 to 12/32		21,708	21,708
	TOTAL COMMISSARY PROGRAMS		5.5	230,216	230,216

	DOC FUNDED PROGRAMS	PERIOD	EMPLOYEES	2011 REVENUES	2011 EXPENSES
31290	Maine Pre-trial	1/1 to 12/31	0	168,248	168,248
51294	Violence Against Women Pre trial	1/1 to 12/31	1	52,000	52,000
	TOTAL DOC PROGRAMS		1	220,248	220,248
	Total dedicated funding to the Corrections Operations of the Jail			*450,464*	*450,464*

Total Employees from Grants & Other Accts.	**Full Time**	**7**	**4,718,763**	**4,718,763**
	Part Time	**4**		

RECREATION DISTRICT

This Recreation District section is listed for informational purposes and is a small part of the County Budget because operational expenses are mostly offset by user charges/revenue.

The Cumberland County Recreational District was created by the State of Maine in 1971 under Chapter 86 section 1. The district was created for the purposes of acquiring property within said Cumberland County for athletic, recreational and municipal purposes. The district subject to the approval of the Cumberland County Commissioners, is authorized to acquire land and buildings for said purposes. All affairs of the district shall be managed by a Board of 9 Trustees, residents of the district, who shall be appointed by the Board of Cumberland County Commissioners. The Board of 9 Trustees shall consist of one trustee appointed from each senatorial district within Cumberland County and the remainder at large.

The trustees of the Cumberland County Recreation District, after making due allowances for anticipated revenue, shall determine what sum is required each year to meet interest of the bonds, notes, or other obligations of the district and submit a warrant before the 1st day of December to the Board of Cumberland County Commissioners for payment.

	PERIOD	EMPLOYEES	2010/11 REVENUES	2010/11 EXPENSES
CIVIC CENTER OPERATIONS	7/1 TO 6/30	12	1,500,000	1,500,000
		12	1,500,000	1,500,000

The Budget for the Recreation District is for the repayment of debt incurred by the Trustees

Principal	$	170,301
Interest	$	36,315
Total	$	206,616

There is also a CIP request for $213,500
Placeholder for referendum potential $200,000
(See CIP schedule for details)

Project Code	Project Title	Total Request	2011 Requests	2011 Manager	2012	2013	2014	2015	Total
	REQUESTS								
FACL-11-001	Parking Garage Repairs	875,000	225,000	225,000	100,000	200,000	200,000	150,000	875,000
FACL-11-002	Roof repair older section CCCH	68,000	68,000	23,000	45,000				68,000
FACL-11-003	Exterior repointing of granite at CCCH	152,000	87,000		87,000	65,000			152,000
FACL-11-004	Exterior sidewalk repair CCCH	40,000	25,000		25,000	15,000			40,000
FACL-11-005	Security Upgrade LEC	21,000	21,000		21,000				21,000
FACL-11-006	HVAC Upgrade EMA (Air Handler)	46,000	46,000		46,000				46,000
FACL-11-007	LEC HVAC air exchanger	55,000	55,000		55,000				55,000
FACL-11-008	Replace ACT software facilities	25,000	25,000		25,000				25,000
FACL-11-009	Elevator wall repair roof line at CCCH	10,000				10,000			10,000
FACL-11-010	Library window housing repair CCCH	31,000				31,000			31,000
FACL-11-011	Library roof repair new drains CCCH	16,000				16,000			16,000
FACL-11-012	Camera, DVR, Identicard upgrades and repair parts.	25,000				25,000			25,000
FACL-11-013	Inmate Cell Area CCCH	14,000				14,000			14,000
FACL-11-014	Road Pavement EMA / CCRCC	37,500					37,500		37,500
FACL-11-015	Energy Saving Upgrades All locations motion sw., motors , HVAC etc	37,500					37,500		37,500
FACL-11-016	Recoat Parking area CCCH	27,000					27,000		27,000
FACL-11-017	Communications Building Build Out	750,000			750,000				750,000
FACL-11-018	ADA upgrades CCCH	15,000					15,000		15,000
FACL-11-019	Replacement of exterior windows CCCH	131,000					131,000		131,000
FACL-11-020	Upgrade HVAC in DA admin areas	47,000	47,000	47,000					47,000
									-
									-
FACL-11-021	State Entry doors replacement	27,000	27,000	27,000					27,000
FACL-11-022	State entry roof repair and drain pipes	9,500	9,500	9,500					9,500
FACL-11-023	Control overhaul Chiller	11,000	11,000	11,000					11,000
FACL-11-024	Reheat coils AHU1and AHU2	106,000	106,000		106,000				106,000
									-
EMA-10-001	HazMat Homeland Security Teams	250,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000
EMA-11-001	Hazmat Equipment replacement	102,500	20,500	20,500	20,500	20,500	20,500	20,500	102,500
									-
									-
IT-11-001	AnnualFiber Connections	*65,580*	13,116	13,116	13,116	13,116	13,116	13,116	65,580
IT-11-002	Annual for Internet Connection	*9,000*	1,800	1,800	1,800	1,800	1,800	1,800	9,000
IT-11-003	Annual Expense for Gov.Delivery	*60,000*	12,000	12,000	12,000	12,000	12,000	12,000	60,000
IT-11-004	Annual for Google G-Mail (215 Users)	*172,225*	34,445	34,445	34,445	34,445	34,445	34,445	172,225
IT-11-005	Driver License Scanners and Software	17,775	17,775	17,775					17,775
IT-11-006	Insight Law Records Data Sharing	29,000	29,000	29,000					29,000
IT-11-007	Crime Analysis Statistical Reporting	39,410	39,410	39,410					39,410
IT-11-008	Mobile Law Incident Reporting Forms	63,000	63,000	33,000	30,000				63,000
IT-11-009	Mobile Vehicle Locator and Mapping	63,000	63,000	33,000	30,000				63,000

Project Code	Project Title	Total Request	2011 Requests	2011 Manager	2012	2013	2014	2015	Total
IT-11-010	MUNIS Content Manager and GO-Docs	17,000	17,000	17,000					17,000
IT-11-011	Patrol Deputy Mobile Computer Replace	200,000	40,000	40,000	40,000	40,000	40,000	40,000	200,000
IT-11-012	Technology Upgrades	375,000	75,000	75,000	75,000	75,000	75,000	75,000	375,000
									-
DA-11-001	Finish DA Database Conversion	64,000	64,000	32,000	32,000				64,000
DA-11-002	Update Diversion & Restitution database	32,000	20,000	10,000	10,000	12,000			32,000
									-
CIV-11-002	Civic Center Capital Needs-Operations	213,500	213,500	213,500					213,500
CIV-11-003	Civic Center Design & Drawings	200,000	200,000	200,000					200,000
									-
SHER-11-001	Mobile Radio/Portable radios	68,750	13,750	13,750	13,750	13,750	13,750	13,750	68,750
SHER-11-002	Tasers	59,375	11,875	11,875	11,875	11,875	11,875	11,875	59,375
LEC-10-001	Capital Lease for LEC Cruisers	552,420	110,484	110,484	110,484	110,484	110,484	110,484	552,420
									-
FY 2011	***Total CIP Allocation***	**5,230,035**	**1,862,155**	**1,350,155**	1,744,970	770,970	830,970	532,970	**5,230,035**
	Summary Totals	**Total**	**Requests**	**MGR 2011**	**2012**	**2013**	**2014**	**2015**	**Total**

Parking Garage Repair

Department	FACILITIES			
Date prepared	10/22/2010			
Project Code	FACL-11-001			
Project	Repair			
Function	Operational			
Priority	Necessary			
Urgency	Operational			
2011 Cost	$ 225,000.00			
Future Needs	2012	2013	2014	2015
	$100,000	$200,000	$200,000	$150,000

Project Justification

To continue with the recommendation from the evaluation presented in the Garage Study, which was completed in 2001 by Criterium and Mooney Engineers

Total request $875,000

Roof Repair older Section CCCH

Department	FACILITIES			
Date prepared	10/22/2010			
Project Code	FACL-11-002			
Project	Repair			
Function	Operations			
Priority	Necessary			
Urgency	Repair			
2011 Cost	$ 23,000.00			
Future Needs	2012	2013	2014	2015
	45000			

Project Justification

Roof is constantly being patched . The old copper has become become too thin to repair and is in need of replacement

Total request $68,000

Exterior Repointing of Granite CCCH

Department	FACILITIES			
Date prepared	10/22/2010			
Project Code	FACL-11-003			
Project	Repair			
Function	Operations			
Priority	Necessary			
Urgency				
2011 Cost				
Future Needs	2012	2013	2014	2015
	$87,000	$65,000		

Project Justification

Building has never been repointed since construction. To keep the courthouse maintained as an Historic Building

Total request $152,000

Exterior Sidewalk Repair

Department	Facilities
Date prepared	10/22/2010
Project Code	FACL-11-004
Project	Repair
Function	Operations
Priority	Necessary
Urgency	Safety
2011 Cost	$ -
Future Needs	2012 $25,000; 2013 $15,000; 2014; 2015

Project Justification

Safety Reasons As the sidewalk is in need of repair

Total request $40,000

Security Upgrade LEC

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-005
Project	Security
Function	Necessary
Priority	Operations
Urgency	
2011 Cost	$ -
Future Needs	2012 $21,000; 2013; 2014; 2015

Project Justification

Provide a secure location with recorded information on areas for evidence and gun ammunition.

Total request $21,000

HVAC Upgrade EMA (Air Handler)

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-006
Project	HVAC Renovations
Function	Operations
Priority	Necessary
Urgency	Emergency
2011 Cost	$ -
Future Needs	2012 $46,000; 2013; 2014; 2015

Project Justification

In continuing to finish the EMA renovation project, HVAC Air Exchanger is over 30 years old and needs to be replaced.
New unit would have an efficiency savings
Additional requests will also be needed in the future years to completely bring building to recommended standards.

Total Request $46,000

LEC HVAC Air Exchanger

Department	FACILITIES
Date prepared	10/22/2020
Project Code	FACL-11-007
Project	HVAC Air Exchanger
Function	Operations
Priority	Necessary
Urgency	Life of unit
2011 Cost	$ -
Future Needs	2012 $55,000 / 2013 / 2014 / 2015

Project Justification

Unit has a 20 year life . We need to prepare for this change out. The unit has been down in 2010 many times for coil leaks. There will be an efficiency savings with new air exchange.

Total Request $55,000

Replace ACT software

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-008
Project	Replace Software
Function	Operations
Priority	Necessary
Urgency	Work performance
2011 Cost	$ -
Future Needs	2012 $25,000 / 2013 / 2014 / 2015

Project Justification

Existing software for performance and preventive maintenance is no longer supported. This also supports Request Line.

Amount Requested: $25,000

Elevator wall repair roof line CCCH

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-009
Project	Elevator Wall Repair
Function	Operations
Priority	Necessary
Urgency	Water Leaking
2011 Cost	$ -
Future Needs	2012 / 2013 $10,000 / 2014 / 2015

Project Justification

Wall is need of repair to prevent water from entering building. Has been covered over with tarp

Amount Requested $10,000

Library Window Housing ---- CCCH

Department	FACILITIES
Date prepared	7/8/2008
Project Code	FACL-11-010
Project	Windows
Function	Replacement
Priority	Necessary
Urgency	Emergency

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
		$31,000		

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 original design.

Amount Requested: $31,000

Library Roof Repair New Drains

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-011
Project	Library Roof Drains
Function	Replacement
Priority	Necessary
Urgency	Work Safety

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
		$16,000		

Project Justification

This area has been leaking do to ponding. New drains are needed.

Amount Requested: $16,000

Security Upgrades

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-012
Project	Security Upgrades
Function	Operations
Priority	Necessary
Urgency	Repairs

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
		$25,000		

Project Justification

Upgrades and parts are needed for Identicard, DVR, and cameras for security at the Courthouse.

Amount Requested: $25,000

Inmate Cell Area ---- CCCH

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-013
Project	Continue with Renovations
Function	Operations
Priority	Necessary
Urgency	Work Safety

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
		$14,000		

Project Justification

Continue with the project done in 2006 for the northern side of the Inmate Holding area at the Cumberland County Courthouse HVAC and Renovation upgrade is needed

Amount Requested: $14,000

Road Entrance Pavement ---- EMA / CCRCC

Department	FACILITIES
Date prepared	7/8/2008
Project Code	FACL-11-014
Project	Paving
Function	Accessibility
Priority	Necessary
Urgency	Operations

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
			$37,500	

Project Justification

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

Amount Requested: $37,500

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

Energy Savings Upgrade

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-015
Project	Energy Savings Upgrade
Function	Operations
Priority	Necessary
Urgency	Work Safety

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
			$37,500	

Project Justification

Provide motion switches, control system, motors etc for a cost savings.

Amount Requested: $37,500

Recoat Parking Area CCCH

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-016
Project	Recoat Parking Area
Function	Operations
Priority	Necessary
Urgency	Maintenance

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
			$ 27,000	

Project Justification

To provide long term life protection and maintenance to the CCCH parking area

Amount Requested: $27,000

Communications Building Build out

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-017
Project	Comm Add-on
Function	Operations
Priority	Necessary
Urgency	Future growth

2011 Cost	$ -			
Future Needs	2012	2013	2014	2015
	$ 750,000			

Project Justification

Continue with providing the future growth of this service

Amount Requested: $750,000

ADA Upgrades CCCH

Department	FACL
Date prepared	10/22/2010
Project Code	FACL-11-018
Project	ADA Upgrades
Function	Operations
Priority	Necessary
Urgency	ADA Standards

2011 Cost	$ 15,000.00			
Future Needs	2012	2013	2014	2015
			$15,000	

Project Justification

Continue with upgrades to meet ADA standards in the courthouse.

Amount Requested: $15,000

Replacement of Exterior Windows CCCH

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-019
Project	Replacement Exterior Windows
Function	Repair
Priority	Operations
Urgency	Necessary
2011 Cost	$ -
Future Needs	2012 / 2013 / 2014 $131,000 / 2015

Project Justification

Replace windows for efficiency and cost savings.

Total request $131,000

HVAC Upgrade in DA Admin Areas

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-020
Project	Upgrade HVAC
Function	Repair
Priority	Operations
Urgency	Necessary
2011 Cost	$ 47,000.00
Future Needs	2012 / 2013 / 2014 / 2015

Project Justification

Upgrade area for efficiency temperature control.

Total request $47,000

State Entry Doors

Department	facl
Date prepared	10/22/2010
Project Code	FACL-11-021
Project	Entry Door Replacement
Function	Operations
Priority	Necessary
Urgency	Repair
2011 Cost	$ 27,000.00
Future Needs	2012 / 2013 / 2014 / 2015

Project Justification

Front two entry doors are in need of replacement. Years of use have taken its toll on these units.

Amount Requested: $27,000

State Roof Repair and Drain

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-022
Project	Roof and Drain Repair State
Function	Operations
Priority	Necessary
Urgency	Repair
2011 Cost	$ 9,500.00
Future Needs	2012 2013 2014 2015

Project Justification

Small roof over security and the entrance should be replaced.and larger drain installed. Leaks into building

Amount Requested: $9,500

State Control Overhaul Chiller

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-023
Project	Overhaul Chiller State
Function	Operations
Priority	Necessary
Urgency	Repair
2011 Cost	$ 11,000.00
Future Needs	2012 2013 2014 2015

Project Justification

Controls on Chiller are twenty years old and having reset failures.

Amount Requested: $11,000

Reheat Coils - AHU1 and AHU2

Department	FACILITIES
Date prepared	10/22/2010
Project Code	FACL-11-024
Project	Reheat Coils - AHU1 & 2
Function	Operations
Priority	Necessary
Urgency	Repair
2011 Cost	$ -
Future Needs	2012 2013 2014 2015
	$106,000

Project Justification

For energy savings, reheat air as it enters the building.

Amount Requested: $106,000

HazMat Homeland Security Request

Department	EMA
Date prepared	8/1/2010
Project Code	EMA-09-001
Project	Equipment Replacement
Function	Security
Priority	Necessary
Urgency	Replacements

2011 Cost	$50,000			
Future Needs	2012	2013	2014	2015
	$50,000	$50,000	$50,000	$50,000

Project Justification

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 we have moved the funding for hazmat training from the CIP into the EMA's operating budget to ensure ongoing funding.

HazMat Equipment Request

Department	EMA
Date prepared	8/1/2010
Project Code	EMA-11-001
Project	Equipment Replacement
Function	Security
Priority	Necessary
Urgency	Replacements

2011 Cost	$ 20,500.00			
Future Needs	2012	2013	2014	2015
	$20,500	$20,500	$20,500	$20,500

Project Justification

The County of Cumberland funds the equipment consumed in hazardous Reponses throughout the county.

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County Communication Assistance

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-001
Project	Fiber Optic Connections
Function	Operations
Priority	Necessary
Urgency	Maintain Service

2011 Cost	$ 13,116.00			
Future Needs	2012	2013	2014	2015
	$13,116	$13,116	$13,116	$13,116

Project Justification

This project swaps out our T1 communications lines with fiber optic lines to provide the higher speed and bandwidth necessary for support of existing and planned IT projects.

Impact to the operating Budget:

Internet Connection

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-002
Project	Internet Connection
Function	Operations
Priority	Necessary
Urgency	Maintain Service

2011 Cost	$ 1,800.00			
Future Needs	2012	2013	2014	2015
	$1,800	$1,800	$1,800	$1,800

Project Justification
This project increases our internet access speed to support the organizations increased use of the internet and to support upcoming internet dependant projects.

Expense for Gov.Delivery

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-003
Project	Gov.Delivery
Function	Operations
Priority	Necessary
Urgency	Maintain Service

2011 Cost	$ 12,000.00			
Future Needs	2012	2013	2014	2015
	$12,000	$12,000	$12,000	$12,000

Project Justification
This project supports our new internet site information notifications software. Users sign up on our internet site to receive updates whenever information on the County internet site changes.

Google G mail

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-004
Project	Google Mail
Function	Operations
Priority	Necessary
Urgency	Maintain Service

2011 Cost	$ 34,445.00			
Future Needs	2012	2013	2014	2015
	$34,445	$34,445	$34,445	$34,445

Project Justification
This project supports the change for the organization to Google G-Mail. G-Mail is less expensive than an upgrade to our existing E-Mail system.

Driver License Scanners & Software

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-005
Project	Drivers License Scanning
Function	Law Enforcement Operations
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 17,775.00
Future Needs	2012 2013 2014 2015

Project Justification
This project provides for the hardware and software necessary to support the scanning of the bar code found on the back of all Maine drivers licenses. This will be used primarily by our Deputies. A scan sends a request for information to our local law enforcement records management system, the State DMV and the Federal NCIC data bases to check for outstanding warrants and other law enforcement related information.

Insight Law Rercords Data Sharing

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-006
Project	Insight Data Sharing
Function	Law Enforcement Operations
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 29,000.00
Future Needs	2012 2013 2014 2015

Project Justification
This project funds the software that will allow us to communicate with other law enforcement agencies in the State using Spillman software to retrieve information on subjects of interest to the Sheriff's Office personnel.

Crime Analysis Statistical Reporting

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-007
Project	Crime Statistics
Function	Law Enforcement Operations
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 39,410.00
Future Needs	2012 2013 2014 2015

Project Justification
This project will provide comprehensive crime incident statistics for or Sheriff's Office. The stats appear in both summary and detailed view by County, Patrol District and Town. The stats can also be mapped. This will help to identify crime trends and with the deployment of resources.

Mobile Law Incident Reporting Forms

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-008
Project	Mobile Incident Reporting
Function	Law Enforcement Operations
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 33,000.00
Future Needs	2012 $30,000 / 2013 / 2014 / 2015

Project Justification
This project provides automated report writing for our Sheriff's Office law enforcement personnel. The system uses information gathered during the course of an incident and automatically fills that information into the appropriate place on an incident report. This will save significant time and improve the accuracy of our reports.

Mobile Vehicle Locator & Mapping

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-009
Project	Mobile Vehicle Locator
Function	Law Enforcement Operations
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 33,000.00
Future Needs	2012 $30,000 / 2013 / 2014 / 2015

Project Justification
This project provides the CCRCC and the Sheriff's Office with the ability to see the location of all units on our mapping system. This will help our dispatchers when assigning Deputies to E911 calls.

MUNIS Content Mgr & Go DOCS

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-010
Project	Content Manager and Docs
Function	Finance
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 17,000.00
Future Needs	2012 / 2013 / 2014 / 2015

Project Justification
This provides the Finance Department with the capability to use EFT as a method of payment for invoices, and to send check stubs to employees electronically. When combined with direct deposit, it eliminates the need to print, stuff, stamp and mail accounts payable and payroll checks.

Patrol Deputy Mobile Computer Replaced

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-011
Project	Patrol Computer Replacement
Function	Law Enforcement Operations
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 40,000.00

Future Needs	2012	2013	2014	2015
	$40,000	$40,000	$40,000	$40,000

Project Justification

This project begins the process of setting aside funds to replace the Patrol Deputy personal computers.

Technology Upgrades

Department	Information Technology
Date prepared	10/21/2010
Project Code	IT-11-012
Project	Replacements
Function	County Operations
Priority	Necessary
Urgency	Maintain Service
2011 Cost	$ 75,000.00

Future Needs	2012	2013	2014	2015
	$75,000	$75,000	$75,000	$75,000

Project Justification

Funds to maintain servers, switches, software and hardware for the entire county IT needs

DA Database Conversion

Department	District Attorney
Date prepared	7/20/2009
Project Code	DA-11-001
Project	Strategic
Function	Public Safety
Priority	Medium
Urgency	
2011 Cost	$ 32,000.00

Future Needs	2012	2013	2014	2015
	$32,000			

Project Justification

Funds to complete final installation of the new McJustice system allowing access by other jurisdictions into the DA records.

Update DA Diversion & Restitution Database

Department	District Attorney
Date prepared	8/1/2010
Project Code	DA-11-002
Project	Strategic
Function	Public Safety
Priority	Medium
Urgency	Update
2011 Cost	$ 10,000.00
Future Needs	2012: $10,000; 2013: $12,000; 2014; 2015

Project Justification

Funds used to incorporate the diversion and restitution databases into the upgraded case mangement system. This will provide more complete and accurate data for our prosecutors.

Civic Center Capital Needs

Department	Executive
Date prepared	8/1/2010
Project Code	EXEC-10-001
Project	Strategic Plan
Function	Capital Replacements
Priority	Necessary
Urgency	Replacements
2011 Cost	$213,500
Future Needs	2012; 2013; 2014; 2015

Project Justification

The county is responsible for the financial needs of the Cumberland County Civic Center. This amount represents the capital needs for 2011 to keep the facility in running order.
Payment for a rotating debt vehicle

Civic Center Design & Drawings

Department	Executive
Date prepared	8/1/2010
Project Code	EXEC-10-002
Project	Strategic Plan
Function	Feasibility
Priority	Placeholder
Urgency	Pending
2011 Cost	$200,000
Future Needs	2012; 2013; 2014; 2015

Project Justification

The Civic Center is attempting to get authorization to go to the voters in November of 2011. In order to educate the public, a "placeholder amount" is being requested in the CIP to develop drawings and design concepts so the voters could "visually" understand the commitment of funds.

Mobile Radio/Portable radios

Department	Sheriff
Date prepared	8/1/2010
Project Code	SHER-11-001
Project	Capital Replacement
Function	Public Safety
Priority	Necessary
Urgency	Replacements

2011 Cost	$ 13,750.00			
Future Needs	2012	2013	2014	2015
	$13,750	$13,750	$13,750	$13,750

Project Justification

Replacements for Sheriff office Mobile and Portable radio for the vehicle fleet and officers.

Tasers

Department	Sheriff
Date prepared	8/1/2010
Project Code	SHER-11-002
Project	Capital Replacement
Function	Public Safety
Priority	Necessary
Urgency	Replacements

2011 Cost	$ 11,875.00			
Future Needs	2012	2013	2014	2015
	$11,875	$11,875	$11,875	$11,875

Project Justification

Replacements for the tasers used by the Patrol Officers in the field.

Capital Lease for LEC Cruisers

Department	Sheriff
Date prepared	8/1/2010
Project Code	LEC 10-001
Project	Capital Replacement
Function	Public Safety
Priority	Necessary
Urgency	Replacements

2011 Cost	$ 110,484.00			
Future Needs	2012	2013	2014	2015
	$110,484	$110,484	$110,484	$110,484

Project Justification

Capital set aside for the purchase/lease of cruisers for the Law Enforcement Patrol Officers

Year # 3 of 2009 lease at $55,242
Year # 2 of the 2010 lease at $55,242

BOARD OF CORRECTIONS

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

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

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

The board of corrections is composed of these nine members:

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

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

Their duties can be summarized as follows:

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

FISCAL NOTE TO COUNTY BUDGET:

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

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

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.
			Benefits
5500-07	Employee Benefits & Taxes	2,249,431	Taxes and benefits for departmental employees.
	TOTAL PERSONNEL SERVICES	10,361,091	
	OPERATIONS & MAINTENANCE		
6130-07	Transportation & Lodging	6,000	Departmental travel expenses related to personnel training. Some expenses are required by union contract.
6131-07	Gas, Oil, & Grease	30,000	To provide gas for vehicles assigned to the jail. (14,200 gals at $4.50)
6231-07	Base Radio Repair	4,000	Ongoing repair of aging hand-held to base units throughout the facility, and replace batteries
6301-07	Professional Services	238,353	To pay for the evaluation of all new hires. Psych. and Polygraph: Pysch at $300 per x 20 Additional polygraph support agreement. 12 tests x $200= Interpreting Services for inmates Fees for the Mental Health Diversion Grant Process 20% Expenses from CCA diversion funds
6303-07	Contract Special Services	3,185,317	County costs for inmate medical services Management contract from CMS Re-insurance with Hunt Group Consultant Administrative review fees (6 visits)
6400-07	Insurance - Building & Contents	90,066	Provides share of insurance.
6401-07	Insurance - Liability	144,064	Provides share of insurance.

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

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

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	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)

COUNTY OF CUMBERLAND
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 remve decals and paint
7350-07	Office Equipment	3,800	General Office Equipment
7360-07	Safety Equipment	16,900	Replace damaged safety equipment OC spray replacement Taser Cartridges Shields
	TOTAL CAPITAL OUTLAY	69,600	
	TOTAL JAIL	15,407,526	

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

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	LINE ITEM BUDGET REQUEST JUSTIFICATION

FACILITY SUPPORT TO BOC

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

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	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.

COUNTY OF CUMBERLAND
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	

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	LINE ITEM BUDGET REQUEST JUSTIFICATION

BOC Budget Presentation for a 12 Month Period

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