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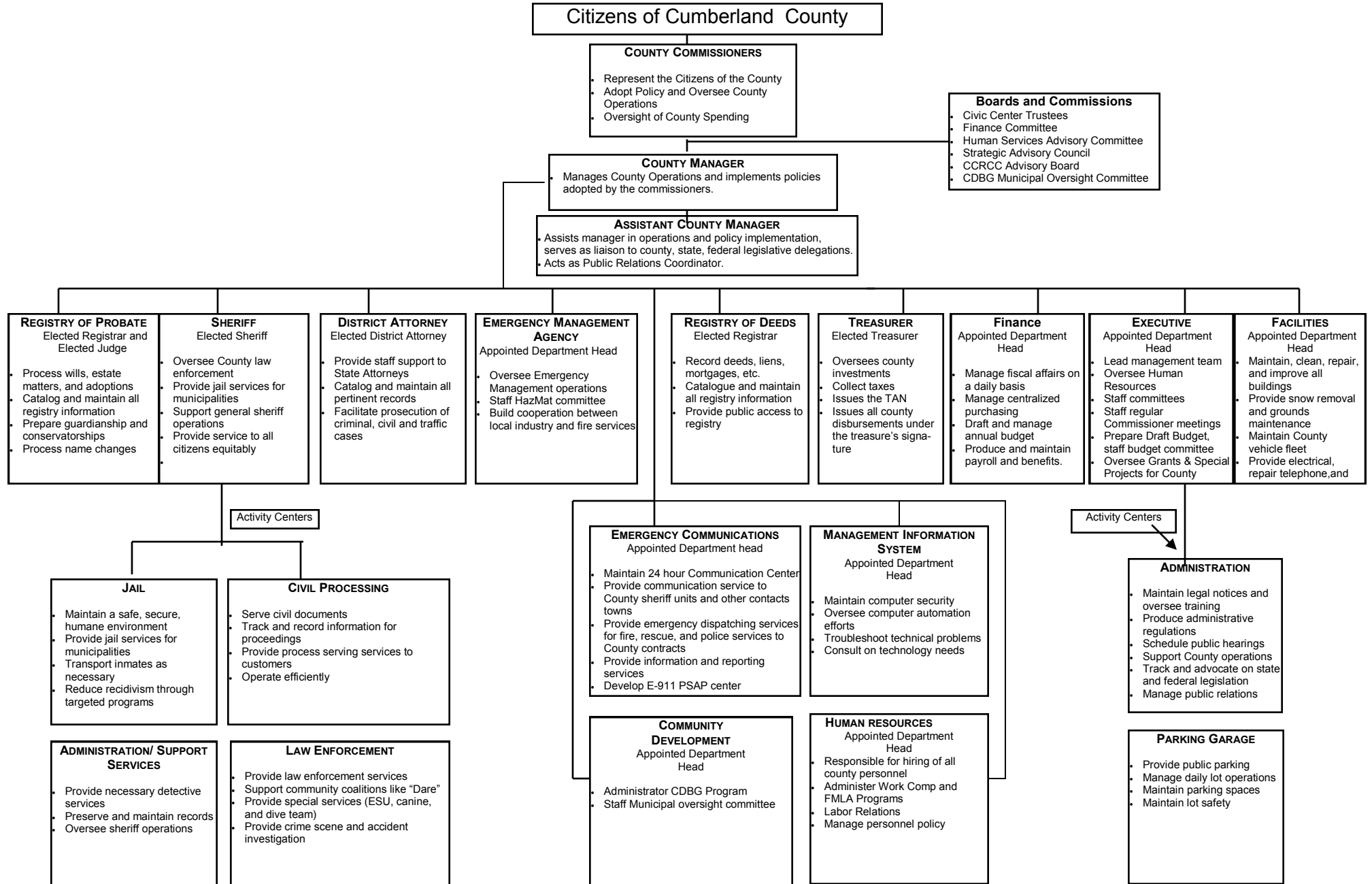
County Of  
**CUMBERLAND**

[www.cumberlandcounty.org](http://www.cumberlandcounty.org)

**COUNTY OF  
CUMBERLAND  
ANNUAL BUDGET 2013**

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**FY2013  
COUNTY OF CUMBERLAND  
ORGANIZATION CHART**



**County of Cumberland**  
**Elected and Appointed Officials**

**2013**

**Elected Board of  
Commissioners**

**Phone**

District 5	James Cloutier	871-8380
District 4	Thomas S. Coward	871-8380
District 2	Susan Witonis	871-8380
District 1	Neil Jamieson	871-8380
District 3	Mark D. Grover	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	Alex Kimball	699-1988
Emergency Management	Jim Budway	892-6785
Agency, Director		
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	William Holmes	893-2810
Director		
Community Development		
Director	Aaron Shapiro	871-8380

# FINANCE COMMITTEE - FY 2013

Name	Email Address/Phone	Term Expires	Elected
<b>District 1</b>			
<b>Vacant</b>			
<b>Vacant</b>			
<b>District 2</b>			
<b>Tony Payne</b> 19 Greenway Drive Falmouth, ME 04105	<a href="mailto:tpayne@clarkinsurance.com">tpayne@clarkinsurance.com</a> 807-5331	2013	2012
<b>District 3</b>			
<b>Elinor Multer</b> 19 Winchelsea Way Orrs Island, ME 04066-2412	<a href="mailto:emofme@comcast.net">emofme@comcast.net</a> 833-5476	2013	2012
<b>Nathaniel L. Berry, IV</b> Town of New Gloucester 385 Intervale Road New Gloucester, Maine 04260	<a href="mailto:natberry@maine.rr.com">natberry@maine.rr.com</a>	2013	2012
<b>District 4</b>			
<b>Paul Emery</b> 665 Saco Street Unit 78 Westbrook, ME 04092	<a href="mailto:paulemery@masiello.com">paulemery@masiello.com</a> 222-1711 Office 831-9899 Cell	2013	2012
<b>Tom Coward</b> 17 Woodbury Street So. Portland, ME 04106	<a href="mailto:tcoward@southportland.org">tcoward@southportland.org</a> 329-8637	2013	2012
<b>District 5</b>			
<b>John M. Anton</b> 63 Spruce Street Portland, ME 04102	<a href="mailto:janton@portlandmaine.gov">janton@portlandmaine.gov</a>	2013	2012
<b>Edward J. Suslovic</b> 46 Kenwood Street Portland, ME 04103	<a href="mailto:edsuslovic@portlandmaine.gov">edsuslovic@portlandmaine.gov</a>	2013	2012

## TIMELINE FLOWCHART FROM NEW CHARTER

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

**AUGUST**

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

**SEPTEMBER**

Should be accomplished in September

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

**OCTOBER**

No later than 55 business days before EOY  
October 17, 2012 (11 weeks)

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

**OCTOBER**

Should meet by October 1, 2012

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

**NOVEMBER**

Need to return to Board by November 14, 2012  
with 30 business days of EOY

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

**NOVEMBER/DECEMBER**

Need to adopt final budget within 10 business days EOY  
by December 16, 2012

January 2, 2013

Dear Citizens, Community Leaders, and Legislators,

On behalf of the Commissioners, I am very pleased to present our budget for the year 2013. It is truly an honor and a privilege to serve the Board of Commissioners and the citizens of Cumberland County as county manager. One of my most important responsibilities is the development of the budget each year and it is a responsibility that we as a county government take seriously.

This is a priority based budget that hopefully strikes that delicate balance between the needs of the organization and the impact on the taxpayers. The total county assessment for 2013 is \$24,373,544. This is the result of a net expenditure increase of \$1,333,047 over the previous 2012 budget. The civic center accounts for 58% of this total at \$767,116 with the remaining 42% of the increase due to an increase of \$565,931 in the county government operations. The County's assessment represents a mill rate of .63 cents per thousand for total estimated expenditures of \$38,304,420 including all federal grants and enterprise funds.

The county tax increase is 5.77%, of which 3.33% can be attributed to the civic center and 2.44% for the operations of county government. So, what does this mean to the average taxpayer with a home valued at \$200,000? Fortunately, with our great economies of scale by being able to distribute these increased expenditures to all the taxpayers of the county, this increase represents only about a \$6 increase to the average taxpayer and less than \$125 for the whole year.

Obviously, the 5.77% tax increase reflects in large part the approval by the voters of the referendum to modernize the civic center. This compares to the County's previous five year average of a 2.6% tax increase. My hope is that as we move forward the Trustees for the Civic Center will be able to achieve the additional revenues that were projected with a modernized Civic Center. The County stands ready to assist the trustees in whatever way we can to generate the needed non-tax revenues.

In the end, following several weeks of budget deliberations, after one adjustment to our health insurance increase, there was only one recommendation by the Finance Committee that the Commissioners differed with in their final approval of the budget. In this particular case, the Commissioners voted to approve \$1,567 for Mission Possible, one of 20 human service agencies for which the County is awarding grants. The Finance Committee had voted to recommend \$5,000.



## **BUDGET PRIORITIES & HIGHLIGHTS**

In short, the County is investing more resources in public safety and criminal justice. We are also continuing our ongoing commitment to our employees, who are our greatest asset as a county government, by including a cost of living increase to ensure our employees are being treated equitably in comparison to the municipalities. The highlights of this budget are, as follows:

1) There is one new deputy position to address the need for more deputies due to the growing population in the rural areas served by the Sheriff's Office. As background, a staffing analysis was also done a few years ago showing that the County had fewer officers per capita than any of the municipal police departments in the region.

2) In order to meet the staffing goals recommended by the recent Kimball Review of the Communications Center, there is one new dispatcher position being funded from the general fund budget.

3) There is also a second dispatcher position that is being funded (at no net increase) through a transfer of funds from the department's part-time to full-time account, and a third dispatcher position that is being funded (at no net increase) by updating the population of the municipalities that we are providing dispatch services to.

4) A part-time position (at no net cost due to program revenues) is being added to the District Attorney's Office to support the work of the diversion coordinator for the pre- and post-conviction diversion program for offenders.

5) An existing part-time position in the Human Resources Office is being made full-time (at no net increase due to the elimination of a training account) to include responsibility for training.

6) To ensure that our employees are compensated equitably, as compared to our Municipalities, a 2% cost of living increase has been budgeted for employees in the amount of \$148,296.

7) In addition, the County is budgeting for an increase in our health insurance rates by the Maine Municipal Health Trust. There is also a hit to our budget due to an increase from the Maine State Retirement System and Workers Comp in the amount of \$57,211.

8) Finally, there is a Tax Stabilization Fund that the County utilizes similarly to local governments with a continuation of \$350,000 in funding to help offset the impact of the county tax increase.



## **CAPITAL IMPROVEMENT PROGRAM**

As mentioned previously, the County has a long term capital improvement program (CIP) which is now being funded largely by the new borrowing authority that the County has been given under the new County Charter. With the timing of the Civic Center Bond earlier this summer – in order to take advantage of favorable interest rates and achieve more savings – the County included in the bond our 2012-2013 CIP.

For sound budgeting reasons, the strategy for the CIP bonding is to borrow a reasonable amount to meet the various demands that we have for capital needs. As a result, the County has prioritized and selected a list of projects over this two year period totaling \$2,775,000 with a payment due in 2013 of \$345,004.

With \$550,000 budgeted for capital needs in 2013 this leaves a capital fund reserve within the operational budget of \$154,996 for other projects. A list of these projects can be found in the Index. The long term bonding strategy for the County is to bond \$10 million over the next ten years in two year intervals.

The manner in which the County's CIP is developed resembles municipal governments, with the department heads submitting their requests and a written explanation of each project. The departments then submit this information to my office for my review and recommendation.

## **THINKING AND ACTING STRATEGICALLY**

I would like the readers to know that we are thinking and acting strategically with a very entrepreneurial attitude by continually improving our operations and our ability to provide regional services cost efficiently and effectively. We know that across the nation there are over 3,000 county governments; including over 1,000 county governments that like 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. 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.

In a world where cost efficient and effective government is increasingly the goal, a good example of our economies of scale and savings to taxpayers is the work we are doing with the Cumberland County Regional Communications Center (CCRCC). This service has saved the Town of Gorham over \$1.5 million dollars since 2005 and is saving communities like Gray, Windham and Cumberland anywhere from \$80,000 to \$200,000 annually.

### **THE FUTURE**

With the assistance of our Cumberland County Advisory Council that is chaired by Maine State Chamber CEO Dana Connors, and its vice-chair, former Portland Mayor Pam Plumb, the Council is continuing to work with the County on the implementation of our 2006-2010 Strategic Plan to take advantage of the strengths that we have as a county government. What inspires them is the fact that we have shown we are an efficient, competent government that can deliver services like dispatch less expensively with the same or better quality.

As we look toward the future, we are particularly focused on the delivery of regional services for county tax assessing and IT, as well as the back office operations for schools based on a model from Berks County, Pennsylvania. What's most exciting for me and others who are involved in this process is that we are not reinventing the wheel. We know that in many areas of the nation county governments are providing county assessing and IT services to their municipalities and that the net result is a significantly increased ability to generate savings and better results!

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 things 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 taxpayers dollars.

In closing, I would like to take this opportunity to express my sincere appreciation to the Commissioners for their support during this process and the dedication of the Finance Committee Members to our budget deliberations. I would also like to thank the County Finance Director Vic Labrecque, Assistant County Manager Bill Whitten, and Human Resources Director Wanda Pettersen for their valuable assistance, as well as the department heads and county staff for their highly effective work.

Sincerely,

Peter J. Crichton



# The Budget Process and Financial Management Policies

## THE BUDGET PROCESS

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

## 5: FINANCE

### General Provisions:

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

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

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

### 5.4 Finance Committee (FC)

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

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

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

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

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

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

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

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

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

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

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

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

## **5.8 Borrowing**

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

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

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

## **THE BUDGET AND STRATEGIC PLANNING**

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

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

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

## THE BUDGET DOCUMENT

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

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

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

## SYSTEM OF ACCOUNTING

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

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



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

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

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

## FUND BALANCE

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

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

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

### Internal Controls

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

### Budgetary Controls

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

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

### ***Operating Budget Policies***

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

### ***Revenue Policies***

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

### ***Investment Policies***

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

### ***Reserves***

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

### ***Auditing***

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

### ***Bonded Debt***

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

### ***Capital Investments***

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

### ***Short- Term Financial Goals***

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

## **How to read the Budget**

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

## **Department or Activity Center Sections**

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

### ***Departmental Details***

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

### ***Department Mission and Objectives***

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

### ***Statistics***

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

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

## Department Summary Pages

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

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

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY									
ACCT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED BUDGET	2012 YEAR END ESTIMATE	2013 BUDGET REQUEST	MGR/ COMM RECOMM	2013 FINANCE COMM	2013 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.

**2010 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.

**2011 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.

**2012 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.

**2012 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.

**2013 BUDGET REQUEST** - The 2011 request contains the appropriation requested by departments for each line item. This figure represents the department's expert assessment of the resources necessary to operate the department at appropriate service levels and to fulfill legal mandates.

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

**2013 FINANCE COMM** - Finance Comm represents the allocations recommended by the Finance Committee(FC). The FC reviews the budget and holds public hearings on the budget prior to returning their recommendations to the County Commissioners. The sum of the FC recommendations are contained in this column.

**2013 ADOPTED BUDGET** - After careful review and consideration of the FC recommendations and public input, the County Commissioners adopt a final budget. Occasionally the Commissioners alter FC recommendations and the sum of their adopted budget is entered in the approved column. This column will form the basis for the next fiscal budget.

## **Detail Pages**

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



## **Understanding Line Item Justification**

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

## **Putting It All Together**

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

# COUNTY OF CUMBERLAND: BUDGET 2013

DEPARTMENT	2012 ADOPTED BUDGET	2012 ACTUAL EXPENSES	2013 BUDGET REQUEST	Dollars over 2012	Mgr Cuts from Request	2013 MGR RECOMM	2013 FC RECOMM	2013 FINAL Budget	% Increase over 2012	Tax Impact
<b>Emergency Mgmt Agency</b>	425,278	389,597	417,880	(7,398)	-	417,880	417,880	416,770	-1.74%	-0.04%
<b>District Attorney</b>	1,436,310	1,336,569	1,541,875	105,565	(30,000)	1,511,875	1,511,875	1,504,948	7.35%	0.30%
<b>Treasurer</b>	37,150	36,376	38,534	1,384	(118)	38,416	38,416	38,164	3.73%	0.00%
<b>Facilities</b>	1,721,873	1,423,207	1,734,202	12,329	9,000	1,743,202	1,743,202	1,738,605	0.72%	0.07%
<b>Registry of Deeds</b>	757,224	723,011	796,816	39,592	-	796,816	796,816	793,992	5.23%	0.16%
<b>Registry of Probate</b>	505,622	477,790	509,817	4,195	-	509,817	509,817	507,970	0.83%	0.01%
<b>Finance</b>	381,132	384,192	416,223	35,091	-	416,223	416,223	418,072	9.21%	0.16%
<b>Communications</b>	2,159,364	2,358,936	2,522,655	363,291	(108,880)	2,413,775	2,413,775	2,402,888	16.82%	1.06%
<b>Executive-Admin</b>	649,137	622,815	733,848	84,711	(22,332)	711,516	711,516	708,980	13.05%	0.26%
<b>Executive-Garage</b>	88,159	85,653	91,133	2,974	-	91,133	91,133	90,881	3.37%	0.01%
<b>Information Technology</b>	688,785	665,651	640,559	(48,226)	-	640,559	640,559	639,015	-7.00%	-0.22%
<b>Human Resources</b>	371,794	289,094	396,426	24,632	(7,500)	388,926	388,926	387,542	6.63%	0.07%
<b>Sheriff-Admin</b>	924,692	871,685	981,529	56,837	(42,350)	939,179	939,179	936,202	6.15%	0.05%
<b>Sheriff-Law Enforcement</b>	4,055,650	4,158,190	4,498,124	442,474	(118,631)	4,379,493	4,379,493	4,379,493	10.91%	1.41%
<b>Sheriff-Civil</b>	291,662	283,999	302,398	10,736	-	302,398	302,398	301,119	3.68%	0.04%
<b>Debt Service-Principal</b>	885,301	42,294	709,750	(175,551)	-	709,750	709,750	709,750	-19.83%	-0.76%
<b>DebtService- Interest</b>	869,001	637,936	837,934	(31,067)	-	837,934	837,934	837,934	-3.58%	-0.13%
<b>Debt Expense - TAN Loans</b>	38,000	64,225	49,000	11,000	-	49,000	49,000	49,000	28.95%	0.05%
<b>Grants</b>	151,496	151,496	165,058	13,562	(10,532)	154,526	154,526	154,526	8.95%	0.01%
<b>Human Services</b>	235,744	235,744	276,309	40,565	(35,849)	240,459	246,393	242,960	17.21%	0.03%
<b>Pension Life- Retirees</b>	2,800	3,350	2,800	-	-	2,800	2,800	2,800	0.00%	0.00%
<b>Contingent Account</b>	30,000	23,965	30,000	-	-	30,000	30,000	30,000	0.00%	0.00%
<b>Sal./ Ben./ Term. Pay</b>	3,300	-	3,300	-	-	3,300	3,300	3,300	0.00%	0.00%
<b>Unemployment Insurance</b>	30,000	37,376	40,000	10,000	-	40,000	40,000	40,000	33.33%	0.04%
<b>Referendum and Public Info</b>	50,000	35,000	50,000	-	-	50,000	50,000	50,000	0.00%	0.00%
<b>Capital Improvement Res.</b>	104,996	426,750	204,996	100,000	(50,000)	154,996	154,996	154,996	95.24%	0.22%
<b>Human Services Reserve</b>								20,000		0.09%
<b>Civic Center Budget</b>			-	-	-	-				0.00%
<b>Total Expenditure Summary</b>	16,894,470	15,764,901	17,991,166	1,096,696	(417,193)	17,573,973	17,579,905	17,559,906		2.89%
<b>Change</b>			1,096,696	1,096,696		679,503	685,435	665,436		

DEPARTMENT	2012 ADOPTED BUDGET	2012 ACTUAL EXPENSES	2013 BUDGET REQUEST	Dollars over 2012	Mgr Cuts from Request	2013 MGR RECOMM	2013 FC RECOMM	2013 FINAL Budget	% Increase over 2012	Tax Impact
Tax Calculation	2010 BUDGET	2011 BUDGET	2012 BUDGET	2013 BUDGET REQUEST	2013 MGR RECOMM	2013 FC RECOMM	2013 FINAL Budget	Percent Impact from 2012 Budget		TAX Impact
<b>COUNTY</b>										
Total Estimated Expenditures	16,275,674	16,529,584	16,894,470	17,991,166	17,573,973	17,579,905	17,559,906	665,436	3.94%	2.89%
Total Estimated Revenues	(5,314,388)	(5,178,837)	(5,075,575)	(5,179,080)	(5,179,080)	(5,179,080)	(5,179,080)	(103,505)	2.04%	-0.45%
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	-	0.00%	0.00%
Tax Revenue Required	10,611,286	11,000,747	11,468,895	12,462,086	12,044,893	12,050,825	12,030,826	561,931	4.90%	2.44%
Net Dollar Change		389461	468,148	993,191	575,998	581,930	561,931			
Percent from prior year		3.67%	4.41%	8.66%	5.02%	5.07%	4.90%			

<b>"BOARD OF CORRECTIONS" BUDGET</b>										
<b>Tax Calculation</b>	<b>FROZEN 2008 Budget</b>						<b>2013 FINAL Budget</b>			
<b>COUNTY</b>										
Total Estimated Expenditures			16,506,896	16,506,896	16,506,896		16,506,896			
Total Estimated Revenues			(4,931,294)	(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				11,575,602			
	Amount fixed by statute				Amount fixed by statute					
<b>COMBINED TAX PRESENTATION</b>										
	<b>FOR BOTH THE "COUNTY AND THE JAIL FIXED AMOUNT"</b>									
<b>Tax Calculation</b>	<b>2010 BUDGET</b>	<b>2011 BUDGET</b>	<b>2012 BUDGET</b>	<b>2013 BUDGET REQUEST</b>	<b>2013 MGR RECOMM</b>	<b>2013 FC RECOMM</b>	<b>2013 FINAL Budget</b>	<b>Percent Impact from 2012 Budget</b>		<b>TAX Impact</b>
Total Estimated Expenditures	32,782,570	33,036,480	33,401,366	34,498,062	34,080,869	34,086,801	34,066,802	665,436	1.99%	2.89%
Total Estimated Revenues	(10,245,682)	(10,110,131)	(10,006,869)	(10,110,374)	(10,110,374)	(10,110,374)	(10,110,374)	(103,505)	-1.03%	-0.45%
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	-	0.00%	0.00%
Tax Revenue Required	22,186,885	22,576,349	23,044,497	24,037,688	23,620,495	23,626,427	23,606,428	561,931	2.44%	2.44%
Net Dollar Change	-	389,464	468,148	993,191	575,998	581,930	561,931			
Percent from prior year	0.00%	1.76%	2.07%	4.31%	2.50%	2.53%	2.44%			
							<b>Final Approved Budget</b>			
					CIVIC CENTER		767,116	3.33%		
					NET COUNTY ASSESSMENT		561,931	2.44%		
					OVERALL ASSESSMENT		1,329,047	5.77%		

# COUNTY OVERVIEW: Revenue and Expenses from all Sources

## ***COUNTY OF CUMBERLAND: BUDGET 2013-ASSESSMENT***

Tax Calculation	Budget 2009	Budget 2010	Budget 2011	Budget 2012	2013 BUDGET REQUEST	2013 MGR RECOMM	2013 FC Recommend	2013 FINAL Budget
Total Estimated Expenditures	32,141,848	31,939,344	33,036,480	33,401,366	34,498,062	34,080,869	34,086,801	34,066,802
Total Estimated Revenues	(9,604,963)	(9,402,459)	(10,110,131)	(10,006,869)	(10,110,374)	(10,110,374)	(10,110,374)	(10,110,374)
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Tax Revenue Required	22,186,885	22,186,885	22,576,349	23,044,497	24,037,688	23,620,495	23,626,427	23,606,428
<b>2.44%</b>								

## ***COUNTY OF CUMBERLAND: Enterprise Funds 2013***

### **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			2013 Budget
Total Estimated Expenditures	Enterprise		2,126,876
Total Estimated Revenues	Enterprise		2,126,876
Tax Revenue Required			\$0.00

## ***COUNTY OF CUMBERLAND: Grants and other Funds 2013***

### **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			2013 Budget
Total Estimated Expenditures	Grants and Other		2,096,674
Total Estimated Revenues	Grants and Other		2,096,674
Tax Revenue Required			\$0.00

## ***COUNTY OF CUMBERLAND: Summary Budget from all Sources 2013***

### **Summary Overview**

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

Budget      Grants  
Enterprise Recreational District

Budget			2013 Budget
Total Estimated Expenditures			38,304,420
Total Estimated Revenues			(14,333,924)
Designated Surplus			(350,000)
Tax Revenue Required			\$ 23,620,496

\*CIVIC CENTER BUDGET IS SEPARATE

## GRANTS AND OTHER FUNDING- EMA

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

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

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2012 REVENUES	2013 EXPENSES
	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2012 REVENUES	2013 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
	TOTAL GRANT FUNDED PROGRAMS		2	79,000	79,000

**GRANTS AND OTHER FUNDING- Executive Office****Federally Funded Community Development Block Grant**

Aaron Shapiro, County Community Development Director

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

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

	<b>Community Development Block Grant and Other Federal programs</b>	<b>PERIOD</b>	<b>EMPLOYEES</b>	<b>2013 REVENUES</b>	<b>2013 EXPENSES</b>
	HUD CDBG Program Grant for	7/1 to 6/30	1	1,435,000	1,435,000
	CDBG-R Recovery Act Funds	1/1 to 12/31			
	Homeless Prevention Rapid Recovery Act HPRP	1/1 to 12/31			
	Neighborhood Stabilization Program	1/1 to 12/31			
				1,435,000	1,435,000

	<b>GRANT FUNDED PROGRAMS</b>	<b>PERIOD</b>	<b>EMPLOYEES</b>	<b>2013 REVENUES</b>	<b>2013 EXPENSES</b>
51286	Domestic Violence grant	1/1 to 12/31	0	382,674	382,674
51352	Drug Free Communities (DFC)	1/1 to 12/31	1.5	125,000	125,000
51264	COPS Fast program	1/1 to 12/31	1	75,000	75,000
	<b>TOTAL GRANT FUNDED PROGRAMS</b>		<b>2.5</b>	<b>582,674</b>	<b>582,674</b>

## 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)

21221	State Court Custodial Program	PERIOD	EMPLOYEES	2013 REVENUES	2013 EXPENSES
	Custodian Floor/and maintenance	1/1 to 12/31	6	227,394	227,394
			Supply	84,209	84,209
	TOTAL FROM NON-BUDGET ACTIVITIES			311,603	311,603



## Enterprise Activities-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		EMPLOYEES	2012/13	2012/13
		PERIOD		REVENUES	EXPENSES
	<b>FULL TIME CONTRACTS</b>				
21203	Town of Harpswell	4/1 to 3/31	3	341,156	341,156
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	214,979	214,979
21204	Town of Harrison	7/1 to 6/30	1	123,911	123,911
21212	Town of Standish	7/1 to 6/30	5.5	494,002	494,002
21207	SAD #6	9/1 to 6/30	1	42,261	42,261
21213	Chebeague Island	7/1 to 6/30	1	15,406	15,406
21225	Maine Drug Enforcement (Reimburse )	1/1 to 12/31	2	124,704	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998	74,998
	Town of Gray	7/1 to 6/30	1	82,476	82,476
	TOTAL FULL-TIME CONTRACTS		17.5	1,513,893	1,513,893
	<b>SUMMER CONTRACTS</b>		Part Time		
21215	Long Island	Summer	1	22,203	22,203
	Town of Chebeague	Summer	1	19,177	19,177
	TOTAL SUMMER CONTRACTS		2	41,380	41,380

**TOTAL FROM NON-BUDGET ACTIVITIES**

**1,555,273**

**1,555,273**

## 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)

21255	Outside Civil Deputies	PERIOD	EMPLOYEES	2013 REVENUES	2013 EXPENSES
	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Department.	1/1 to 12/31	6	260,000	260,000
	Their compensation is paid by users of the civil service activities				

		2013	<b><i>County of Cumberland</i></b>	
			<b><i>Budget Reduction Record</i></b>	
			<b>PUBLISHED BUDGET AMOUNT FROM DEPARTMENTS</b>	
			Net Assessment for 2012	\$23,044,497
			Department Request Expenditure Budget 2013	\$34,498,062
			Revenues for 2013	-\$10,110,374
			Tax Subsidy for 2013	-\$350,000
			Net Assessment 2013	\$24,037,688
			Net Dollar Increase	\$993,191
			Tax Increase from 2012	4.31%
			<b>ADJUSTED BY MANAGER'S RECOMMENDATION</b>	
			<b>Department Requests</b>	
		101	EMA	\$0
		102	District Attorney	-\$30,000
		103-01	Exec-Administration	-\$22,332
		103-02	IT	\$0
		103-03	Exec-Garage	\$0
		103-04	HR	-\$7,500
		104	Treasurer	-\$118
		105	Facilities	\$9,000
		106-05	Sheriff-Admin	-\$42,350
		106-06	Sheriff-LEC	-\$118,631
		106-07	Sheriff-Jail-Now part of BOC	
		1006-08	Sheriff-Civil	\$0
		107	Deeds	\$0
		108	Probate	\$0
		109	Finance	\$0
		110	Communications	-\$108,880
		Other	Other	-\$96,382
		2009	<b>Total Mgr Cuts to Expenses</b>	<b>-\$417,193</b>
			<b>Net Increase in the Expenses over 2012 Expenses</b>	<b>\$575,998</b>
			<b>Net Change over last year.....</b>	<b>\$575,998</b>
		Summary:	<b>Total Expenditures Manager's Recom.</b>	<b>\$34,080,869</b>
			<b>Total Estimated Revenues</b>	<b>\$ (10,110,374)</b>
			<b>Designated Surplus</b>	<b>\$ (350,000)</b>
			<b>Net Budget from Mgr. FY 2013</b>	<b>\$ 23,620,495</b>
			<b>Dollar Increase over 2012</b>	<b>\$ 575,998</b>
			<b>Net Increase over Last year</b>	<b>2.50%</b>
	2012 Gr Tax	23,044,497	<b>Tax Increase from Mgr's Recommendation</b>	<b>2.50%</b>

			<b>ADJUSTED BY THE FINANCE COMMITTEE</b>	
			Mission Possible Teen Center-Westbrook	3,433
			Family Crisis	2,500
			<b>NET TAX INCREASE - FC</b>	<b>\$5,933</b>
			<b>Percent Increase over 2011</b>	<b>2.53%</b>
			<b>Total operational budget recommended by FC</b>	<b>\$23,626,428</b>
			<b>Civic Center is 3.33%</b>	
			<b>ADJUSTED BY COUNTY COMMISSIONERS</b>	
			<b>Commissioners agreed with FC from above</b>	
			Reduce the Health Insurance from MMA	(40,000)
			Add a Reserve for Human Services	20,000
			Remove the Increase from Mission Possible teen	(3,433)
			<b>Percent Increase over 2012</b>	<b>\$23,606,428</b>
			<b>Voted/approved by Commissioners on 11/13/2012</b>	<b>2.44%</b>
			<b><u>MANAGER'S RECOMMENDED CUTS FROM DEPARTMENT REQUEST</u></b>	
	Dept 101			
	<b>EMA</b>			
	\$ -			
	Dept 102			
		5120	reduce to Part Time	\$ (30,000)
	<b>DA</b>			
	\$ (30,000)			
	Dept 103-01	6301	Family Crisis- remove to the Jail DOC account	\$ (22,332)
	<b>Exec Admin</b>			
	\$ (22,332)			
	Dept 103-02			
	<b>IT</b>			

	Dept 103-03			
	<b>Exec-Garage</b>			
	Dept 103-04			
		6301	EAP Admin Fee- remove and new hire to do training	\$ (7,500)
	<b>HR</b>			
	Dept 104			
		6401	Insurance Liability	\$ (13)
	<b>Treasurer</b>	6508	Dues	\$ 10
		6800	Telephone	\$ (100)
	\$ (118)	6509	Books & Periodicals	\$ (15)
	Dept 105	5120	Wages for Custodian at Pearl Street	\$ 4,000
		7305	Building Improvements- Signage	\$ 5,000
	<b>Facilities</b>			
	\$ 9,000			
	Dept 106-05	7350	Remove the Shelving Request for LEC	\$ (20,350)
		7350	Remove Telestaff Software	\$ (22,000)
	<b>Sher-Admin</b>			
	\$ (22,000)			
	Dept 106-06	5120	Remove one requested new hire	\$ (68,631)
		7345	Eliminate One vehicle for new hire	\$ (50,000)
	<b>Sher-LEC</b>			
	\$ (118,631)			
	Dept 106-08			
	<b>Sher-Civil</b>			
	Dept 106-07			
	<b>Sher-Jail</b>			
	Dept 107			
	<b>Deeds</b>			

	<b>Dept 108</b>			
	<b>Probate</b>			
	\$ -			
	<b>Dept 109</b>			
	<b>Finance</b>			
	<b>Dept 110</b>	5210	Seasonal Temp/Intern	\$ (50,000)
	<b>Emerg</b>	5120	Remove 1 dispatcher (Start in July of 2013)	\$ (25,000)
	<b>Comm</b>	6512	Reduce Training expense	\$ (33,880)
	\$ (108,880)			
	<b>Other Cuts</b>			
			Cut Non Debt CIP allocation	\$ (50,000)
			Cut Human Svs and Grant Requests	\$ (46,382)
	\$ (96,382)			
			<b>Control Sub Total</b>	<b>\$ (417,194)</b>

## PROJECTED REVENUE

COUNTY OF CUMBERLAND  
FISCAL YEAR 2013

Acct #	Source	2010 Actual	2011 Actual	2012 Estimated results	2012 Budget	Surplus 2012	2013 Budget	BUDGET DIFF	2014 Rev Projection	2015 Rev Projection
11-001-4003	Supreme Court Rental	2,400	2,400	2,400	2,400		2,400	-	2,400	2,400
11-001-4004	State Court Rent / Reimbursements	23,377	9,324	-	-			-		
11-001-4005	State Court Bond Reimbursement							-		
11-101-4101	Emergency Management Allocation	178,287	182,655	235,000	235,000	0	235,000	-	235,000	240,000
11-101-4102	AT&T Tower Lease	15,243	10,579	8,184	8,184	0	8,184	-	8,184	8,184
11-102-4100	District Attorney	116,284	116,485	120,000	100,000	20,000	120,000	20,000	120,000	125,000
11-103-01-4100	Executive	238,372			-			-	-	-
11-103-03-4100	Garage Operations	2,889	3,914		-			-	-	-
11-103-03-4301	Garage Daily Parking	160,118	147,549	130,000	180,000	-50,000	200,000	20,000	200,000	205,000
11-103-03-4302	Garage Monthly Parking Inc Monthly \$100 to \$110	285,050	307,022	275,000	285,000	-10,000	285,000	-	287,000	289,000
11-104-4401	Treasurer Income (Interest, etc.)	14,727	6,730	2,500	25,000	-22,500	-	(25,000)	-	10,000
11-105-4100	Facilities Misc Revenue	5,899	13,164					-	-	-
11-105-4100	Facilities Salvage				-			-	-	-
11-106-05-4100	Sheriff Misc Revenues	49,200	71,853	65,000	65,000	0	65,000	-	70,000	75,000
11-110-4100	CCRCC Revenues	-	980,966	964,441	964,441	0	1,052,946	88,505	1,050,000	1,060,000
11-106-08-4100	Civil Process	349,584	308,670	315,000	320,000	-5,000	320,000	-	320,000	330,000
11-107-4100	Register of Deeds - Misc. Revenue	5,250	3,263	2,500	2,500	0	2,500	-	2,500	2,500
11-107-4701	Register of Deeds - Recording Fees	1,344,366	1,162,466	1,500,000	1,500,000	0	1,500,000	-	1,550,000	1,600,000
11-107-4702	Register of Deeds - Transfer Tax	592,287	636,470	525,000	525,000	0	525,000	-	550,000	575,000
11-107-4703	Register of Deeds - Copies	677,790	554,856	364,420	364,420	0	364,420	-	367,000	369,000
11-108-4801	Register of Probate - Fees	425,710	397,568	400,000	400,000	0	400,000	-	410,000	420,000
11-108-4802	Register of Probate - Notices	37,707	38,875	40,000	30,000	10,000	30,000	-	32,000	33,000
11-108-4803	Register of Probate - Abstracts	18,270	18,410	20,000	15,960	4,040	15,960	-	15,960	15,960
11-108-4804	Register of Probate -Forms	18,256	7,926	12,000	10,000	2,000	10,000	-	11,000	12,000
11-108-4805	Register of Probate - Visitor fees	17,674	16,431	26,000	18,000	8,000	18,000	-	18,000	18,000
	Fees for heirs & advertising			24,670	24,670	0	24,670	-	24,670	24,670
<b>Total Revenues</b>		4,578,740	4,997,576		5,075,575	\$ (43,460)	5,179,080	103,505	5,273,714	5,414,714
<b>Designated Surplus</b>					350,000		350,000	-	350,000	350,000
<b>Total Revenues &amp; Surplus</b>		4,578,740	4,997,576		5,425,575		5,529,080	103,505	5,623,714	5,764,714
<b>YEAR</b>		2010 Actual	2011 Actual	2012 estimated results	2012 Budget	Surplus 2012	2013 Budget	BUDGET DIFF	2014 Rev Projection	2015 Rev Projection

## REVENUES FROM THE JAIL BOC ACTIVITY

FROZEN AMOUNT

11-106-07-4601	Jail Term Reimbursement	47,885			30,000	-30,000		(30,000)
11-106-07-4603	Board of Prisoners- Counties/DOC	534,304			500,000	-500,000		(500,000)
11-106-07-4604	Board of Prisoners - Marshal	2,637,526			2,600,000	-2,600,000		(2,600,000)
11-106-07-4605	Board of Prisoners - Work Release	103,358			70,000	-70,000		(70,000)
11-106-07-4607	BOP-INS	1,340,386			737,500	-737,500		(737,500)
11-106-07-4608	Board of Prisoners - DOC 80%	733,980			794,341	-794,341		(794,341)
	Board of Prisoners - DOC 20%				199,453	-199,453		-

TOTALS 5,397,439 -

## REVENUES FROM THE JAIL BOC ACTIVITY

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

## GRAND TOTAL FROM ALL COUNTY REVENUE

\$ 10,110,374

2013



## TAX DISTRIBUTION SCHEDULE

COUNTY OF CUMBERLAND  
FISCAL YEAR 2013**FY2013 COUNTY OF CUMBERLAND-****Final Valuation**

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

**The State of Maine Valuation for 2013 shows overall County increase of      Valuation Growth**

Tax Distribution Schedule						
	-3.03%		-2.04%			
Town	State 2012 Valuation	2012 Tax	State 2013 Valuation	Val Change %	2013 Tax	Percent Tax Change
Baldwin	158,450,000	92,449	147,250,000	-7.1%	92,762	0.34%
Bridgton	984,500,000	574,406	968,850,000	-1.6%	610,333	6.25%
Brunswick	2,028,050,000	1,183,264	1,983,450,000	-2.2%	1,249,487	5.60%
Cape Elizabeth	1,710,750,000	998,136	1,685,400,000	-1.5%	1,061,728	6.37%
Casco	611,350,000	356,692	616,450,000	0.8%	388,337	8.87%
Chebeague Island	208,500,000	121,649	198,800,000	-4.7%	125,235	2.95%
Cumberland	1,068,500,000	623,416	1,056,700,000	-1.1%	665,675	6.78%
Falmouth	2,071,900,000	1,208,849	2,097,800,000	1.3%	1,321,522	9.32%
Freeport	1,425,350,000	831,619	1,362,450,000	-4.4%	858,284	3.21%
Frye Island	161,600,000	94,285	162,600,000	0.6%	102,431	8.64%
Gorham	1,445,250,000	843,230	1,409,850,000	-2.4%	888,144	5.33%
Gray	894,800,000	522,070	847,150,000	-5.3%	533,667	2.22%
Harpswell	1,908,650,000	1,113,601	1,791,200,000	-6.2%	1,128,378	1.33%
Harrison	505,500,000	294,934	491,550,000	-2.8%	309,655	4.99%
Long Island	145,400,000	84,834	142,250,000	-2.2%	89,611	5.63%
Naples	738,250,000	430,731	703,500,000	-4.7%	443,174	2.89%
New Gloucester	470,650,000	274,600	485,300,000	3.1%	305,718	11.33%
North Yarmouth	436,650,000	254,763	433,400,000	-0.7%	273,023	7.17%
Portland	7,659,250,000	4,468,784	7,552,150,000	-1.4%	4,757,524	6.46%
Pownal	184,550,000	107,676	184,350,000	-0.1%	116,132	7.85%
Raymond	1,009,700,000	589,109	996,600,000	-1.3%	627,814	6.57%
Scarborough	3,556,750,000	2,075,183	3,482,500,000	-2.1%	2,193,823	5.72%
Sebago	385,250,000	224,774	384,750,000	-0.1%	242,376	7.83%
South Portland	3,556,500,000	2,075,037	3,516,250,000	-1.1%	2,215,084	6.75%
Standish	1,046,900,000	610,813	1,001,000,000	-4.4%	630,586	3.24%
Westbrook	1,847,650,000	1,078,010	1,810,550,000	-2.0%	1,140,567	5.80%
Windham	1,792,250,000	1,045,687	1,751,900,000	-2.3%	1,103,620	5.54%
Yarmouth	1,484,100,000	865,897	1,426,850,000	-3.9%	898,853	3.81%
	39,497,000,000	23,044,497	38,690,850,000	-2.04%	24,373,544	5.77%
Tax Calculation	2010	2011	2012		2013	
Total Estimated Expenditures	32,782,570	33,036,480	33,401,366		34,833,918	
Total Estimated Revenues	(10,245,682)	(10,110,131)	(10,006,869)		(10,110,374)	
Designated Surplus	(350,000)	(350,000)	(350,000)		(350,000)	Net Increase
Tax Revenue Required	22,186,888	22,576,349	23,044,497		24,373,544	5.77%
	2010	2011	2012		2013	
Mil Rate	0.0005404596	0.0005542936	0.0005834493		0.0006299563	
Per \$1,000	0.540459603	0.5542936	0.5834493		0.629956282	
Amount for \$200,000 home	\$ 108.09	\$ 110.86	\$ 116.69		\$ 125.99	
	Increase	\$ 2.77	\$ 5.83		\$ 9.30	

TAX SCHEDULE

<b><u>FY2013 COUNTY OF CUMBERLAND-</u></b>					<b><u>Final Valuation</u></b>															
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.																				
<b>The State of Maine Valuation for 2013 shows overall County increase of      Valuation Growth</b>																				
↓																				
Tax Distribution Schedule																				
		<b>-3.03%</b>				<b>-2.04%</b>														
	<b>Town</b>	<b>State 2012 Valuation</b>	<b>2012 Tax</b>	<b>State 2013 Valuation</b>	<b>Val Change %</b>	<b>2013 County Tax</b>	<b>2013 Civic Center Tax</b>	<b>TOTAL 2013 Tax</b>		<b>Increase Dollars</b>	<b>Percent Tax Change</b>									
	Baldwin	158,450,000	92,449	147,250,000	-7.1%	89,842	2,919	92,762		314	0.34%									
	Bridgton	984,500,000	574,406	968,850,000	-1.6%	591,124	19,209	610,333		35,927	6.25%									
	Brunswick	2,028,050,000	1,183,264	1,983,450,000	-2.2%	1,210,161	39,325	1,249,487		66,222	5.60%									
	Cape Elizabeth	1,710,750,000	998,136	1,685,400,000	-1.5%	1,028,312	33,416	1,061,728		63,592	6.37%									
	Casco	611,350,000	356,692	616,450,000	0.8%	376,114	12,222	388,337		31,645	8.87%									
	Chebeague Island	208,500,000	121,649	198,800,000	-4.7%	121,294	3,942	125,235		3,586	2.95%									
	Cumberland	1,068,500,000	623,416	1,056,700,000	-1.1%	644,724	20,951	665,675		42,259	6.78%									
	Falmouth	2,071,900,000	1,208,849	2,097,800,000	1.3%	1,279,930	41,593	1,321,522		112,674	9.32%									
	Freeport	1,425,350,000	831,619	1,362,450,000	-4.4%	831,271	27,013	858,284		26,664	3.21%									
	Frye Island	161,600,000	94,285	162,600,000	0.6%	99,207	3,224	102,431		8,145	8.64%									
	Gorham	1,445,250,000	843,230	1,409,850,000	-2.4%	860,191	27,953	888,144		44,914	5.33%									
	Gray	894,800,000	522,070	847,150,000	-5.3%	516,871	16,796	533,667		11,597	2.22%									
	Harpswell	1,908,650,000	1,113,601	1,791,200,000	-6.2%	1,092,864	35,514	1,128,378		14,777	1.33%									
	Harrison	505,500,000	294,934	491,550,000	-2.8%	299,909	9,746	309,655		14,721	4.99%									
	Long Island	145,400,000	84,834	142,250,000	-2.2%	86,791	2,820	89,611		4,778	5.63%									
	Naples	738,250,000	430,731	703,500,000	-4.7%	429,226	13,948	443,174		12,443	2.89%									
	New Gloucester	470,650,000	274,600	485,300,000	3.1%	296,096	9,622	305,718		31,117	11.33%									
	North Yarmouth	436,650,000	254,763	433,400,000	-0.7%	264,430	8,593	273,023		18,260	7.17%									
	Portland	7,659,250,000	4,468,784	7,552,150,000	-1.4%	4,607,789	149,735	4,757,524		288,740	6.46%									
	Pownal	184,550,000	107,676	184,350,000	-0.1%	112,477	3,655	116,132		8,457	7.85%									
	Raymond	1,009,700,000	589,109	996,600,000	-1.3%	608,055	19,759	627,814		38,706	6.57%									
	Scarborough	3,556,750,000	2,075,183	3,482,500,000	-2.1%	2,124,776	69,047	2,193,823		118,639	5.72%									
	Sebago	385,250,000	224,774	384,750,000	-0.1%	234,747	7,628	242,376		17,602	7.83%									
	South Portland	3,556,500,000	2,075,037	3,516,250,000	-1.1%	2,145,368	69,716	2,215,084		140,046	6.75%									
	Standish	1,046,900,000	610,813	1,001,000,000	-4.4%	610,740	19,847	630,586		19,773	3.24%									
	Westbrook	1,847,650,000	1,078,010	1,810,550,000	-2.0%	1,104,670	35,897	1,140,567		62,557	5.80%									
	Windham	1,792,250,000	1,045,687	1,751,900,000	-2.3%	1,068,886	34,735	1,103,620		57,933	5.54%									
	Yarmouth	1,484,100,000	865,897	1,426,850,000	-3.9%	870,563	28,290	898,853		32,956	3.81%									
		39,497,000,000	23,044,497	38,690,850,000	-2.04%	23,606,428	767,116	24,373,544		1,329,047	5.77%									
	Tax Calculation	<b>2010</b>	<b>2011</b>	<b>2012</b>		23,606,428	767,116	<b>2013</b>												
		<b>2010</b>	<b>2011</b>	<b>2012</b>				<b>2013</b>												
	<b>Mil Rate</b>	<b>0.0005404596</b>	<b>0.0005542936</b>	<b>0.0005834493</b>				<b>0.0006299563</b>												
	<b>Per \$1,000</b>	<b>0.540459603</b>	<b>0.5542936</b>	<b>0.5834493</b>				<b>0.629956282</b>												

## NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND  
FISCAL YEAR 2013

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 FINAL BUDGET	2012 YEAR END ESTIMATE	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
		<b>PRINCIPAL</b>								
11-120	9112	2002 General Obligation Refunding Bonds Jail-	2,000,000	2,105,000	-	-	-	-	-	-
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment			300,000	-	294,750	294,750	294,750	294,750
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 -to Civic Ctr Page	150,000	170,301	170,301	170,301				
11-120		2012-County Debt under Charter- Principal \$2.775M	-	-	330,000	(213,007)	330,000	330,000	330,000	330,000
		<b>TOTAL BOND DEBT SERVICE</b>	<b>2,235,000</b>	<b>2,360,301</b>	<b>885,301</b>	<b>42,294</b>	<b>709,750</b>	<b>709,750</b>	<b>709,750</b>	<b>709,750</b>
		<b>INTEREST</b>								
11-120	9212	2002 General Obligation Refunding Bonds Jail-	155,250	52,625	-	-	-	-	-	-
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	-	-	700,000	537,753	705,250	705,250	705,250	705,250
11-120	9208	2008 Debt Interest for Interoperability Referendum	74,906	71,293	67,682	67,681	67,680	67,680	67,680	67,680
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	56,616	36,315	36,315					
11-120		2012-County Debt under Charter- Interest \$2.775M	-	-	65,004	32,502	65,004	65,004	65,004	65,004
		<b>TOTAL BOND DEBT INTEREST</b>	<b>286,772</b>	<b>160,233</b>	<b>869,001</b>	<b>637,936</b>	<b>837,934</b>	<b>837,934</b>	<b>837,934</b>	<b>837,934</b>
		<b>DEBT EXPENSE - LOANS</b>								
11-120	9205	TAN Bank Charge/and Rating Agencies	7,006	14,778	15,000	36,315	24,000	24,000	24,000	24,000
11-120	9210	TAN Legal Fees	2,638	1,785	3,000	4,542	5,000	5,000	5,000	5,000
11-120	9220	TAN Interest	(18,953)	(39,080)	20,000	23,368	20,000	20,000	20,000	20,000
		<b>TOTAL DEBT EXPENSE - LOANS</b>	<b>(9,309)</b>	<b>(22,517)</b>	<b>38,000</b>	<b>64,225</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>
		<b>NON-DEPARTMENTAL</b>								
11-140	5520	Retiree Life Insurance	3,062	2,600	2,800	3,350	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	37,174	20,000	30,000	37,376	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	4,364	(4,766)	3,300	-	3,300	3,300	3,300	3,300
11-141	9526	County Capital Improvement Reserve for CIP	-	-	104,996	426,750	204,996	154,996	154,996	154,996
11-141	9500	Civic Center Operational Subsidy	-	-	-					
11-141	5502	Contingent Appropriation	16,125		30,000	23,965	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	52,301	5,745	50,000	35,000	50,000	50,000	50,000	50,000
		<b>TOTAL NON-DEPARTMENTAL</b>	<b>113,026</b>	<b>23,579</b>	<b>221,096</b>	<b>526,441</b>	<b>331,096</b>	<b>281,096</b>	<b>281,096</b>	<b>281,096</b>
		<b>TOTAL NON-DEPARTMENTAL &amp; DEBT SERVICE</b>	<b>2,625,489</b>	<b>2,521,596</b>	<b>2,013,398</b>	<b>1,270,896</b>	<b>1,927,780</b>	<b>1,877,780</b>	<b>1,877,780</b>	<b>1,877,780</b>

\*Note- Civic Center Principal & Interest to the County is committed at \$1 million annually-P&I shown above

(85,618) (135,618) (135,618) (135,618)

CUMBERLAND COUNTY

PERSONNEL

2013

**Overview**

The Personnel portion of the County Budget consists of two sections. The first section is a Personnel Summary which lists all approved County positions for F/Y 2013.

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 2013  
POSITION CLASSIFICATION PLAN**

**MANAGEMENT**

<u>TITLE</u>	<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>
County Manager	9	\$81,557 – 111,072
Assistant County Manager	8	\$69,118 – 94,120
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	\$64,646 – 88,712
VACANT	6	\$58,739 – 79,934
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations	5	\$50,939 – 69,805
Administrative Investigator Human Resources Specialist Network Administrator Purchasing Agent	4	\$46,446 – 63,440
Deputy Communications Director Deputy EMA Director Deputy Register of Deeds Deputy Register of Probate	3	\$40,373 – 54,974

## GENERAL GOVERNMENT POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Clerk/Supervisor Finance Assistant Legal Assistant Legal Secretary Paralegal Maintenance Technician I Parking Garage Coordinator Planner Trial Assistant Drug Free Coordinator Assistant	5	\$14.18 – 22.74
Fleet Automotive Technician	4	\$12.91 – 20.67
Assistant Maintenance Technician Building Custodian Clerk II Custodian Supervisor Receptionist	3	\$11.75 – 18.78
Cashier Clerk – Treasurer's Office Clerk I Custodian	2	\$10.68 – 17.10
Vacant	1	\$ 9.69 – 15.49

## CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Accounts Supervisor Payroll Supervisor Human Resources Generalist	E	\$19.56 – 27.59
Executive Assistant	D	\$17.35 – 23.46
Administrative Aide	C	\$16.31 – 22.34
Administrative Assistant Executive Secretary Investigations Clerk Inmate Communications Clerk	B	\$15.60 – 21.27

## GENERAL GOVERNMENT PROFESSIONAL/TECHNICAL

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Electrician Supervisor Chaplin Coordinator/Rehabilitation & Diversion Assistant Director/Safety Coordinator	G	\$23.67 – 31.94
Business & Communication Coordinator Drug Free Community Coordinator Grants & Special Projects Coordinator Emergency Management Program Coordinator Accreditation Coordinator	F	\$21.52 – 29.26
Community Development Assistant Electrician Facilities Supervisor Fleet Automotive Supervisor Legal Administration Supervisor Maintenance Supervisor	E	\$19.56 – 26.81
Electrician Helper Media & Graphic Specialist	D	\$17.78 – 24.53
Computer Specialist Public Safety Software Specialist	C	\$16.31 – 22.66
Building Technician Maintenance Technician II Victim Assistant	B	\$16.17 – 22.47
Vacant	A	\$14.83 – 20.24



**SHERIFF'S OFFICE/JAIL BARGAINING UNIT FY 2013**

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Librarian	N1	\$15.39 – 18.79
Clerk II Lobby Receptionist Receptionist Clerk Records Clerk	N2	\$16.29 – 19.96
Complaint Officer	N3	\$16.70 – 20.38
Administrative Secretary Crime Analyst Education Technician	N4	\$17.25 – 21.24
Administrative Civil Deputy Civil Deputy	N5	\$17.64 – 21.68
Corrections Officer – Probation	1	\$17.14
Corrections Officer I	2	\$17.48 – 21.14
Corrections Officer II Lobby Receptionist-CO	3	\$17.89 – 21.56
Property Officer Transportation Officer	4	\$18.42 – 22.42
Community Program Officer Recreation Officer Trustee Coordinator	5	\$18.82 – 22.86

**LAW ENFORCEMENT TEAMSTER UNIT 2012**

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

## COMMUNICATIONS BARGAINING UNIT 2012

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Dispatcher	\$16.75 – 20.49
Shift Supervisor	\$18.52 – 22.33

## JAIL SUPERVISORS TEAMSTER UNIT F/Y 2013

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Administrative Officer	\$22.35 – 27.47
Food Service Manager	
Sergeant	\$20.29 – 24.12
Lieutenant	\$24.37 – 28.91

## JAIL COOKS TEAMSTER UNIT F/Y 2013

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Cook	\$15.91 - 20.81

## RESERVE / PART-TIME

<u>TITLE</u>	<u>HOURLY RATE</u>
Patrol Deputy	\$15.00 - \$16.00
Dispatcher	\$13.00

## ELECTED OFFICIALS

<u>TITLE</u>	<u>ANNUAL SALARY</u>
County Commissioners	\$ 9,755
Judge of Probate	\$60,736
Register of Deeds	\$58,011
Register of Probate	\$44,512
Sheriff	\$88,712
Treasurer	\$21,590

<b>This schedule is an representation of positions within departments.</b>								

[illegible]

	2012				2013			
	Approved		Grant & Contract		Approved		Grant & Contract	
<b>DISTRICT ATTORNEY</b>								
Business & Communication Coordinator	1				1			
Executive Assistant	1				1			
Intern		6				6		
Paralegal	1				1			
Legal Administrative Supervisor	2				2			
Receptionist	2				2			
Trial Assistant	11				11			
Victim Assistant	4				4			
Coord of Rehab & diversion program	1				1			
Restitution						1		
	23	6			23	7		
<b>FACILITIES</b>								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Maintenance Technician I	1				1			
Custodian	8				7	1		
Electrician Supervisor	1				1			
Electrician	2				2			
Electronic Technician	0							
Building Technican	1				1			
Maintenance Technician II	4		1		4		1	
Asst Maintenance Tech			1				1	
Fleet Automotive Supervisor	1				1			
Fleet Automotive Technician	1				1			
Executive Secretary	1				1			
Asst. Director & Safety Coordinator	1				1			
	25		2		24	1	2	
<b>DEEDS</b>								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk/Supervisor	2				2			
Business Account Coordinator	0				0			
Clerk II	5				5			
Clerk 1	2				2			
	11				11			
<b>PROBATE</b>								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	3				3			
Judge of Probate	1				1			
Legal Secretary	1				1			
	7				7			

	<b>2012</b>					<b>2013</b>							
<b>Jail</b>	<b>Approved COMMISSARY</b>					<b>Proposed COMMISSARY</b>							
<b>Job Title</b>	<b>FT</b>	<b>PT</b>		<b>FT</b>	<b>PT</b>	<b>FT</b>	<b>PT</b>		<b>FT</b>	<b>PT</b>			
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	0					0							
Community Program Officer	4					4							
Cook II	5					5							
Corrections Officer	133					133							
Education Technicians-Academic	0			2		0			2				
Education Technicians-Vocational	0			2		0			2				
Executive Secretary	1					1							
Food Service Manager	1					1							
Lobby Receptionist - CO	1					1							
Property Officer	1					1							
Records Clerk	2					2							
Recreation Officer	1					1							
Sergeant	14					15							
Corporal	0					0							
Intake Supervisor	0					0							
Staff Development Specialist	1					1							
Transportation Supervisor	0					0							
Transportation Officer	11					9							
Trustee Coordinator	1					1							
Lieutenant	6					6							
Lieutenant Community Corrections	0					0							
Lieutenant Education	1					1							
Work Release Officer	0					0							
Librarian					1							1	
Chaplin	1					1							
Community Release Planner									0				
	189			4	1	188			4	1			

COUNTY OF CUMBERLAND



# DISTRICT ATTORNEYS OFFICE

*Stephanie Anderson, DA*

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

## REVENUES

## EXPENSES

2013

	2009 Actual	2010 Actual	2011 Actual	2013 Budget		Labor	O&M	Capital	TOTAL
DA	\$ 97,319	\$ 116,284	\$ 116,485	\$ 120,000		1,223,258	279,690	2,000	1,504,948

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

## BUDGET OBJECTIVES

## PERSONNEL

	DISTRICT ATTORNEY	Full Time	Part Time
Prosecutes approx 15,000 cases per year	Business & Communication Coordinator	1	
Coordinates Check Enforcement Program which returns approx \$20,000 to merchants from bad checks	Executive Assistant	1	
Coordinates the "Deferred Disposition Program"	Intern		6
Operates a Drug Court	Paralegal	1	
Coordinates collection and disbursement of approx \$400,000 each year back to victims.	Legal Administrative Supervisor	2	
Has four teams of attorneys dedicated to Felony, Juvenile, Misdemeanor and Domestic Violence Crimes	Receptionist	2	
	Trial Assistant	11	
	Victim Assistant	4	
	Coord of Rehab & diversion program	1	0.5
		23	6.5

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	758,190	780,207	810,514	798,003	875,810	845,810	845,810	845,810
5205	Wages & Salaries (PT)			-	-	-	-	-	-
5210	Seasonal/Temporary/Intern	66,018	68,779	80,374	73,524	80,374	80,374	80,374	80,374
3500	Employee Benefits & Taxes	232,564	254,861	265,573	279,681	304,001	304,001	304,001	297,074
	TOTAL PERSONNEL SERVICES	1,056,772	1,103,847	1,156,461	1,151,208	1,260,185	1,230,185	1,230,185	1,223,258
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	11,656	17,538	19,400	19,763	19,400	19,400	19,400	19,400
6301	Professional Services	75,938	74,478	74,478	1,200	74,478	74,478	74,478	74,478
6305	Stenographer-Transcripts	1,975	3,549	5,000	2,309	5,000	5,000	5,000	5,000
6307	Witness Fees & Expenses - DA	5,010	7,310	15,000	19,373	15,000	15,000	15,000	15,000
6308	Witness Fees & Expenses - AG	1,437	3,744	3,000	16	3,000	3,000	3,000	3,000
6309	Laboratory Tests			1,000	-	1,000	1,000	1,000	1,000
6400	Insurance - Building & Contents (Bath)	3,207	2,245	3,225	2,424	3,225	3,225	3,225	3,225
6401	Insurance- Liability	2,964	3,233	2,972	3,834	3,313	3,313	3,313	3,313
6500	Office Supplies	17,731	13,088	19,000	18,902	19,000	19,000	19,000	19,000
6505	Printing and Engraving	5,109	4,375	7,000	8,984	7,000	7,000	7,000	7,000
6506	Postal Expenses	6,167	5,695	7,000	6,052	7,000	7,000	7,000	7,000
6507	Advertising	1,693	2,874	4,200	2,505	4,200	4,200	4,200	4,200
6508	Dues	6,369	12,935	20,764	20,009	20,764	20,764	20,764	20,764
6509	Books, Periodicals, & Subscriptions	24,032	21,446	21,000	25,154	21,000	21,000	21,000	21,000
6511	Equipment Rental	10,930	9,279	11,500	10,328	13,000	13,000	13,000	13,000
6512	Training, Education, & Seminars	19,185	25,083	20,880	3,705	20,880	20,880	20,880	20,880
6513	Leases & Service Agreements	16,914	36,796	27,330	28,608	27,330	27,330	27,330	27,330
6800	Telephone & Communication	13,078	12,887	15,100	11,395	15,100	15,100	15,100	15,100
	TOTAL O&M	223,395	256,555	277,849	184,561	279,690	279,690	279,690	279,690

DISTRICT ATTORNEY



## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	1,921	2,721	2,000	800	2,000	2,000	2,000	2,000
7355	Computer Hardware	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	1,921	2,721	2,000	800	2,000	2,000	2,000	2,000
	TOTAL DEPARTMENT	1,282,087	1,363,123	1,436,310	1,336,569	1,541,875	1,511,875	1,511,875	1,504,948
						105,565	75,565	75,565	68,638
						7.3%	5.3%	5.3%	4.8%

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	810,514	798,003	875,810	Wages for full-time departmental staff.	825,810	845,810	845,810	845,810
					ADD Clerical Position	50,000			
5205	Wages & Salaries (PT)				mgr RECOMM pt FOR \$20,000	(30,000)			
					Wages for part-time departmental staff.				
5210	Seasonal/Temporary/Intern	80,374	73,524	80,374	Wages for Interns.-Largest block of Intern time and other temporary positions		80,374	80,374	80,374
5500	Employee Benefits & Taxes	265,573	279,681	304,001	Taxes and benefits for departmental employees.		304,001	304,001	297,074
	TOTAL PERSONNEL SERVICES	1,156,461	1,151,208	1,260,185		TOTAL	1,230,185	1,230,185	1,223,258
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	19,400	19,763	19,400	Departmental travel expenses including those incurred by providing service to court in Bath and Bridgton. Lodging/meal expenses for conferences		19,400	19,400	19,400
6301	Professional Services	74,478	1,200	74,478	Contract with Sheriff's Office to provide a detective for the Domestic Violence program		74,478	74,478	74,478
6305	Stenographer- Transcripts	5,000	2,309	5,000	Court transcripts required for case preparation and appeals.		5,000	5,000	5,000
6307	Witness Fees & Expenses- DA	15,000	19,373	15,000	Allocation for legislative requirement.		15,000	15,000	15,000
6308	Witness Fees & Expenses- AG	3,000	16	3,000	Allocation for legislative requirement.		3,000	3,000	3,000
6309	Laboratory Tests	1,000	-	1,000	State legislated requirement for medical testing fees for victims of crime		1,000	1,000	1,000
6400	Insurance - Building & Contents	3,225	2,424	3,225	Insurance for Bath office.		3,225	3,225	3,225
6401	Insurance Liability	2,972	3,834	3,313	Liability insurance		3,313	3,313	3,313

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6500	Office Supplies	19,000	18,902	19,000	Departmental office supplies	19,000	19,000	19,000
6505	Printing and Engraving	7,000	8,984	7,000	Case Folderd, letterhead, envelopes	7,000	7,000	7,000
6506	Postal Expenses	7,000	6,052	7,000	mail costs associated with the prosecution of criminal cases anad statewide business	7,000	7,000	7,000
6507	Advertising	4,200	2,505	4,200	Job Placement ads Victim Brochure development and printing	4,200	4,200	4,200
6508	Dues	20,764	20,009	20,764	Board of Bar Overseers. (18 memberships) \$ 3,944 National District Attorney's Association. (1 DA membership) \$ 695 National District Attorney Assoc. \$ 100 Cumberland Bar Assoc \$ 40 National District Attorney Assoc. \$ 75 Maine Prosecutor's Association membership. \$ 600 Victim Advocate's Association. (5) \$ 125 Maine Trial Lawyers. (1 membership) \$ 185 MEDATs:Justware database upgrade and template mgt services, educ and training \$ 15,000	20,764	20,764	20,764
6509	Books, Periodicals, & Subscriptions	21,000	25,154	21,000	Yearly Expenses for statute updates, reference books and subscriptions for additional attorneys	21,000	21,000	21,000
6511	Equipment Rental	11,500	10,328	13,000	Copier Expenses-Rental and photocopy costs \$ 10,332 Water Cooler rental \$ 892	13,000	13,000	13,000
6512	Training, Education, & Seminars	20,880	3,705	20,880	Maine Prosecutor's Conference Registration. \$ 4,000 Staff training Seminars \$ 470 ADA CLE Seminars \$ 240	20,880	20,880	20,880

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6513	Leases & Service Agreements	27,330	28,608	27,330	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 Seacoast maintenance Agreements \$ 480 Maintenance Costs for JustWare database \$ 22,850 Confidential Destruction 12 times \$ 1,000 Ikon Lease Agreement \$ 3,000	27,330	27,330	27,330
6800	Telephone & Communication	15,100	11,395	15,100	Telephone Service expenses \$ 8,000 Wireless Service \$ 2,160 Air Card for Computer \$ 520 language Translation Line \$ 240 Connection to state Metro line \$ 960 Remote internet access \$ 2,985	15,100	15,100	15,100
	TOTAL O&M	-	-	-		-	-	-
		277,849	184,561	279,690	TOTAL	279,690	279,690	279,690
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	2,000	800	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	800	2,000	TOTAL	2,000	2,000	2,000
	TOTAL DISTRICT ATTORNEY	1,436,310	1,336,569	1,541,875	TOTAL	1,511,875	1,511,875	1,504,948
				105,565		75,565	75,565	68,638
				7.3%		5.3%	5.3%	4.8%

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

	2009 Actual	2010 Actual	2011 Actual	2013 Budget
EMA	142,668	178,287	182,655	235,000
EMA	22,587	15,243	9,324	8,184
EMA	\$ 165,255	\$ 193,530	\$ 191,979	\$ 243,184

## EXPENSES

**2013**

Labor	O&M	Capital	TOTAL
310,233	55,537	51,000	416,770

### 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, preparedness 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	3		
PROGRAM CCORD			1
LEPC Planner			1
FINANCE ASSISTANT		1	
	5	1	2

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY					ACTIVITY CENTER: EMERGENCY MANAGEMENT				
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	184,426	215,665	243,818	232,059	245,726	245,726	245,726	245,726
5401	Overtime	-	384	2,000	798	2,000	2,000	2,000	2,000
5500	Benefits	46,705	56,117	70,173	67,049	63,617	63,617	63,617	62,507
	TOTAL PERSONNEL SERVICES	231,131	272,166	315,991	299,906	311,343	311,343	311,343	310,233
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	6,532	5,395	5,000	4,167	4,000	4,000	4,000	4,000
6231	Base Radio Repair		474	500	510	500	500	500	500
6232	Mobile Radio Repair	175	-	500	-	500	500	500	500
6400	Insurance- Building & Contents	3,289	2,697	3,751	2,819	3,751	3,751	3,751	3,751
6401	Insurance- Liability	7,187	5,892	8,196	6,159	8,196	8,196	8,196	8,196
6404	Insurance- Radio Equipment	650	532	740	556	740	740	740	740
6500	Office Supplies	1,374	979	2,000	2,704	2,000	2,000	2,000	2,000
6501	Training Supplies	450	187	1,000	-	1,000	1,000	1,000	1,000
6505	Printing & Engraving	903	(145)	1,000	706	500	500	500	500
6506	Postal Expenses	1,429	1,198	1,500	1,425	1,500	1,500	1,500	1,500
6507	Advertising	-	-	500	1,173	500	500	500	500
6508	Dues		50	100	-	100	100	100	100
6509	Books, Periodicals, & Subscriptions	172	990	500	81	500	500	500	500
6512	Training, Education, & Seminars	499	918	500	319	500	500	500	500
6513	Leases & Service Agreements	3,100	3,910	4,750	2,767	4,750	4,750	4,750	4,750
6800	Telephone & Communication	4,393	6,061	6,000	5,373	5,500	5,500	5,500	5,500
6801	Electricity Utility	4,929	3,549	9,000	3,799	8,500	8,500	8,500	8,500
6802	Gas Utility	-	268	6,250	2,476	5,500	5,500	5,500	5,500
6803	Water Utility	532	558	500	598	500	500	500	500
6806	Fuel Oil	4,740	2,700	-	-	-	-	-	-
6903	Food & Groceries	2,115	2,065	1,500	2,331	2,000	2,000	2,000	2,000

EMERGENCY MANAGEMENT AGENCY

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6904	Institutional Supplies	577	510	500	320	500	500	500	500
6913	Safety Equipment	1,316	4,680	4,000	1,226	4,000	4,000	4,000	4,000
6950	Other	50,000	50,000	-	-	-	-	-	-
	TOTAL O&M	94,362	93,468	58,287	39,509	55,537	55,537	55,537	55,537
	CAPITAL OUTLAY								
71701	Homeland Security HazMat/WMD CIP			50,000	50,002	50,000	50,000	50,000	50,000
7350	Office Equipment	640		1,000	180	1,000	1,000	1,000	1,000
7355	Computer Hardware			-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	640	-	51,000	50,182	51,000	51,000	51,000	51,000
	TOTAL DEPARTMENT	326,133	365,634	425,278	389,597	417,880	417,880	417,880	416,770
						(7,398)	(7,398)	(7,398)	(8,508)
						-1.7%	-1.7%	-1.7%	-2.0%

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY					ACTIVITY CENTER: EMERGENCY MANAGEMENT			
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	243,818	232,059	245,726	Wages for full-time departmental staff.	245,726	245,726	245,726
5401	Overtime	2,000	798	2,000		2,000	2,000	2,000
5500	Total Employee Benefits	70,173	67,049	63,617	Taxes and benefits for departmental employees.	63,617	63,617	62,507
	TOTAL PERSONNEL SERVICES	315,991	299,906	311,343	TOTAL	311,343	311,343	310,233
	OPERATIONS AND MAINTENANCE							
6130	Transportation & Lodging	5,000	4,167	4,000	Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections.	4,000	4,000	4,000
6231	Base Radio Repair	500	510	500	Base radio repair expenses.	500	500	500
6232	Mobile Radio Repair	500	-	500	Mobile radio repair expenses.	500	500	500
6400	Insurance- Building & Contents	3,751	2,819	3,751	Agency share of insurance costs.	3,751	3,751	3,751
6401	Insurance- Liability	8,196	6,159	8,196	Agency share of insurance costs.	8,196	8,196	8,196
6404	Insurance- Radio Equipment	740	556	740	Insurance on EMA radio equipment.	740	740	740
6500	Office Supplies	2,000	2,704	2,000	General office supplies.	2,000	2,000	2,000
6501	Training Supplies	1,000	-	1,000	Supplies, equipment, and programs used to provide community classes. Hold EMA/Town/State Breakfast Symposium	1,000	1,000	1,000
6505	Printing & Engraving	1,000	706	500	Letterhead printing.	500	500	500

EMERGENCY MANAGEMENT AGENCY



LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6506	Postal Expenses	1,500	1,425	1,500	Business cards. Prints and map enlargements. Postage costs for mailing correspondence. \$ 500 Courier Service to Bunker \$ 1,000	1,500	1,500	1,500
6507	Advertising	500	1,173	500	Posting position openings and advertising for bid proposals	500	500	500
6508	Dues	100	-	100	CCFC Dues, MEMA Director and Council dues	100	100	100
6509	Books, Periodicals, & Subscriptions	500	81	500	Portland Press Herald. Emergency Management.	500	500	500
6512	Training, Education, & Seminars	500	319	500	Training classes not offered free by the Maine Emergency Management Agency. County Mitigation Planning Project	500	500	500
6513	Leases & Service Agreements	4,750	2,767	4,750	Telephone Maintenance Agreement. \$ 555 Photocopier lease. \$ 3,000 Postage Management \$ 345	4,750	4,750	4,750
6800	Telephone & Communication	6,000	5,373	5,500	Telephone costs including long distance fees. \$ 3,359 Roadrunner Service \$ 2,064 AT&T Blackberry \$ 840 Seacoast security Testing Quartely \$ 348	5,500	5,500	5,500
6801	Electricity Utility	9,000	3,799	8,500	Power for EMA bunker.	8,500	8,500	8,500
6802	Gas Utility	6,250	2,476	5,500	For propane gas	5,500	5,500	5,500

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6803	Water Utility	500	598	500	Water fees for EMA bunker.	500	500	500
6806	Fuel Oil				Heating for EMA shelter.- natural gas			
6903	Food & Groceries	1,500	2,331	2,000	Operational & emergency food and supplies	2,000	2,000	2,000
6904	Institutional Supplies	500	320	500	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	500	500	500
6913	Safety Equipment	4,000	1,226	4,000	MRE's for 15 people x 3mealsx 3 days	500	4,000	4,000
					Replacement and maintenance for emergency management equipment.	2,000		
					EPI and Handout items	1,000		
		-	-	-		-	-	-
	TOTAL O&M	58,287	39,509	55,537	TOTAL	55,537	55,537	55,537
	CAPITAL OUTLAY							
71701	Homeland Security HazMat/WMD CIP	50,000	50,002	50,000		50,000	50,000	50,000
7111								
7350	Office Equipment	1,000	180	1,000		1,000	1,000	1,000
7355	Computer Hardware							
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	51,000	50,182	51,000	TOTAL	51,000	51,000	51,000
	TOTAL EMA	425,278	389,597	417,880	TOTAL	417,880	417,880	416,770
				(7,398)		(7,398)	(7,398)	(8,508)
				-1.7%		-1.7%	-1.7%	-2.0%

EMERGENCY MANAGEMENT AGENCY



## 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

**2013**

Revenue	Service	2012 REVENUES	2013 REVENUES		Labor	O&M	Capital	TOTAL
Baldwin	Fire & Rescue	8,193	8,439					-
Casco	Fire & Rescue	22,252	22,921					
Chebeague Island	Fire & Rescue	1,794	1,848					
Cumberland	Fire/Res/PD	122,067	128,989					
Frye Island	Fire/Res/PD	8,269	8,516					
Gorham	Fire/Res/PD	263,833	271,724					
Gray	Fire & Rescue	43,427	44,734					
Harpwell	Fire & Rescue	31,329	32,272					
Harrison	Fire & Rescue	14,418	15,068					
Long Island	Fire & Rescue	1,274	1,312					
Naples	Fire & Rescue	21,737	22,391					
New Gloucester	Fire & Rescue	30,743	31,669					
Raymond	Fire & Rescue	27,460	28,287					
Windham	Fire/Res/PD	278,682	287,017					
Bridgton	PP/FD/EMS	95,050	97,759					
Pop Adj. Revenue			50,000					
		970,528	1,052,946					

### STATISTICS

### PERSONNEL

	Communications	Full Time	Part Time	
<p>CCRCC provides emergency communication services to 15 Public Safety agencies in the county and dispatches for 14 municipalities and PSAP (E911) services to 19 municipalities</p> <p>Police/Fire/Rescue calls average 90,000 per year</p> <p>Emergency 911 calls received average almost 20,000 calls annually</p>	COMMUNICATIONS DIRECTOR	1		
	DEPUTY DIRECTOR	1		
	SHIFT SUPERVISOR	5		
	DISPATCHER	30.5		
	CALL TAKER	0		
		37.5		

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS				ACTIVITY CENTER: COMMUNICATIONS					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	608,680	1,185,715	1,327,446	1,351,648	1,520,341	1,495,341	1,495,341	1,495,341
5205	Wages & Salaries (PT)	59,204	109,739	55,000	113,506	75,000	25,000	25,000	25,000
5401	Overtime	100,848	158,227	115,000	246,260	150,000	150,000	150,000	150,000
5500	Employee Benefits & Taxes	201,533	408,586	472,846	483,611	529,073	529,073	529,073	518,186
	TOTAL PERSONNEL SERVICES	970,265	1,862,267	1,970,292	2,195,026	2,274,414	2,199,414	2,199,414	2,188,527
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	4,194	6,355	5,000	8,627	6,000	6,000	6,000	6,000
6131	Gas, oil and Grease	1,908	1,880	1,800	2,130	1,800	1,800	1,800	1,800
6230	Radio Site Rental	63,632	63,889	69,780	66,792	73,269	73,269	73,269	73,269
6231	Base Radio Repair	11,275	10,506	7,000	7,919	7,000	7,000	7,000	7,000
6301	Professional Services	250	-	2,000	750	2,000	2,000	2,000	2,000
6500	Office Supplies	4,716	5,053	5,000	5,342	6,000	6,000	6,000	6,000
6505	Printing & Engraving	1,124	776	1,500	175	1,500	1,500	1,500	1,500
6506	Postal Expenses	1,000	964	800	1,141	900	900	900	900
6507	Advertising	885	4,011	3,000	1,694	3,000	3,000	3,000	3,000
6508	Dues	347	125	400	564	400	400	400	400
6509	Books, Periodicals, & Subscriptions	128	80	500	304	500	500	500	500
6511	Equipment Rental	1,206	1,653	2,292	623	2,292	2,292	2,292	2,292
6512	Training, Education, & Seminars	25,465	31,196	34,800	18,143	85,880	52,000	52,000	52,000
6513	Leases & Service Agreements	10,846	3,738	8,400	4,302	8,400	8,400	8,400	8,400
6609	Equipment Repair	-	-	1,000	378	1,000	1,000	1,000	1,000
6800	Telephone & Communication	23,174	20,159	29,800	22,766	32,300	32,300	32,300	32,300
6908	Clothing & Uniforms	5,106	6,043	4,000	4,400	4,000	4,000	4,000	4,000
	TOTAL O&M	155,258	156,428	177,072	146,050	236,241	202,361	202,361	202,361
CAPITAL OUTLAY									
7350	Office Equipment	2,780	1,509	2,000	900	2,000	2,000	2,000	2,000
7365	Radio Equipment	7,925	6,521	10,000	16,960	10,000	10,000	10,000	10,000
	TOTAL CAPITAL OUTLAY	10,705	8,030	12,000	17,860	12,000	12,000	12,000	12,000
	TOTAL COMMUNICATIONS	1,136,228	2,026,725	2,159,364	2,358,936	2,522,655	2,413,775	2,413,775	2,402,888
						363,291	254,411	254,411	243,524
						16.8%	11.8%	11.8%	11.3%

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS								
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
5120	PERSONNEL SERVICES Wages & Salaries (FT)	1,327,446	1,351,648	1,520,341	Wages for full-time departmental staff. <i>ADD Three (3) New Dispatchers</i> <i>MGR remove one dispatcher, start 7/1/13</i>	\$ 1,370,341 \$ 150,000 \$ (25,000)	1,495,341	1,495,341
5210-05	Seasonal/ Temporary/ Intern	55,000	113,506	75,000	Wages for part-time departmental staff. MGR remove from PT	\$ 75,000 \$ (50,000)	25,000	25,000
5401	Overtime	115,000	246,260	150,000	Wages for required overtime work.		150,000	150,000
5500	Employee Benefits & Taxes	<u>472,846</u>	<u>483,611</u>	<u>529,073</u>	Taxes and benefits for departmental employees.	<u>529,073</u>	<u>529,073</u>	<u>518,186</u>
	TOTAL PERSONNEL SERVICES	1,970,292	2,195,026	2,274,414		2,199,414	2,199,414	2,188,527
6130	OPERATIONS & MAINTENANCE Transportation & Lodging	5,000	8,627	6,000	Lodging, Food, Travel and mileage reimbursements	6,000	6,000	6,000
6131	Gas, Oil and Grease	1,800	2,130	1,800	Gas for Communication vehicle	1,800	1,800	1,800
6230	Radio Site Rental	69,780	66,792	73,269	Rental of tower services to connect Patrol vehicle communication throughout the State. Towers at Harrison, Portland, Gray, Harpswell Towers at Casco and CCRCC	73,269	73,269	73,269

EMERGENCY COMMUNICATIONS  
CCRCC

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6231	Base Radio Repair	7,000	7,919	7,000	Funds radio transmitter and receiver repairs and preventative maintenance.	7,000	7,000	7,000
6301	Professional Services	2,000	750	2,000	Legal Reviews and transcription	2,000	2,000	2,000
6500	Office Supplies	5,000	5,342	6,000	General Administrative needs from pens to paper. Paper, envelopes, notebooks, paper clips Fax machine printer cartridges. Toner cartridges. Recorder tapes.	6,000	6,000	6,000
6505	Printing & Engraving	1,500	175	1,500	Letter head paper., Business cards, and badges and Year end reports	1,500	1,500	1,500
6506	Postal Expenses	800	1,141	900	Departmental postage expenses.	900	900	900
6507	Advertising	3,000	1,694	3,000	Ads for personnel vacancies in local paper	3,000	3,000	3,000
6508	Dues	400	564	400	National Emergency Number Association (2). APCO Membership -2, News	400	400	400
6509	Books, Periodicals, & Subscriptions	500	304	500	Legal reference materials. \$ 150 News from several local source subscriptions \$ 350	500	500	500
6511	Equipment Rental	2,292	623	2,292	Rental of equipment used by the communications center.  Pagers for key personnel- \$4.50/mo. (2) \$ 108 Teletype rental. Monthly rental \$82 x 12 = \$ 1,092 ADD second teletype rental for IT office \$ 1,092	2,292	2,292	2,292

EMERGENCY COMMUNICATIONS  
CCRCC

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6512	Training, Education, & Seminars	34,800	18,143	85,880	Yearly Mandated Training CTO/ETC/911/METRO/CPR New Hire Training (18 WKS x \$16 x 40 X 4) Out of State APCO MGR reduce training	52,000	52,000	52,000
					\$ 34,800 \$ 46,080 \$ 5,000 \$ (33,880)			
6513	Leases & Service Agreements	8,400	4,302	8,400	Lease Dictaphone recorder (5 year lease.) Lease new photo copier Copy charges. Comtronix Service Agreement (see Non CIP)	8,400	8,400	8,400
					\$ 5,169 \$ 2,472 \$ 759			
6609	Equipment Repair	1,000	378	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	22,766	32,300	Telephone services. T-1 Line from Dispatch to CCSO In-state charges (500/month) Out of state charges (100/month) Line charges on 14 lines. Cell Phone for Director of Communications Cell phone for comm center ESCB 911 Lines	32,300	32,300	32,300
					\$ 8,638 \$ 4,500 \$ 1,200 \$ 13,920 \$ 800 \$ 800 \$ 2,500			
6908	Clothing- Uniforms	4,000	4,400	4,000	Uniforms for dispatchers	4,000	4,000	4,000
		-	-	-		-	-	-
	TOTAL O&M	177,072	146,050	236,241		202,361	202,361	202,361
	CAPITAL OUTLAY							
7350	Office Equipment	2,000	900	2,000	Dispatcher chair replacement	2,000	2,000	2,000

EMERGENCY COMMUNICATIONS  
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
7365	Radio Equipment	10,000	16,960	10,000	CIP for base radio replacement	10,000	10,000	10,000
			-	-		-	-	-
	TOTAL CAPITAL OUTLAY	12,000	17,860	12,000		12,000	12,000	12,000
	TOTAL COMMUNICATIONS	2,159,364	2,358,936	2,522,655		2,413,775	2,413,775	2,402,888
				363,291		254,411	254,411	243,524
				16.82%		11.8%	11.8%	11.3%

EMERGENCY COMMUNICATIONS  
CCRCC





# Executive Administration

*Peter Erichton, 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

EXEC				
	\$ -	\$ -	\$ -	\$ -

## EXPENSES

2013

Labor	O&M	Capital	TOTAL
559,744	149,236	-	708,980

### Grant & Enterprise Funding:

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

## BUDGET OBJECTIVES

## PERSONNEL

	Full Time	Part Time
Coordinate agendas and provide analysis for Commissioner Meetings and Workshops	5	
Provide general administration of the county	1	
Provide leadership for strategic planning, budget development and implementation	1	
Coordinate Domestic Violence Intervention Program increasing domestic violence prosecution rate and saving hundreds of thousands by supervising offenders in the community.	1	
Lead and coordinate several county strategic initiatives for more cost efficient, effective delivery of public services on a regional or county wide basis, such as dispatching and assessing.	0	1
Provide a presence at the State House for Cumberland County Government and on issues of importance to our communities and region.	0	1
	1	
	9	2

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE				ACTIVITY CENTER: ADMINISTRATION					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120-01	Wages & Salaries (FT)	246,532	256,153	286,067	286,618	351,464	351,464	351,464	351,464
5205-01	Wages & Salaries (PT)	73,019	73,990	69,444	73,174	77,372	77,372	77,372	77,372
5401-01	Overtime	4,347	2,842	3,500	2,308	3,500	3,500	3,500	3,500
5500-01	Employee Benefits & Taxes	94,643	99,214	118,558	122,118	129,944	129,944	129,944	127,408
	TOTAL PERSONNEL SERVICES	418,541	432,199	477,569	484,218	562,280	562,280	562,280	559,744
	OPERATIONS & MAINTENANCE								
6130-01	Transportation & Lodging	19,973	19,660	20,000	18,609	20,000	20,000	20,000	20,000
6301-01	Professional Services	56,206	45,790	46,531	42,749	46,531	24,199	24,199	24,199
6302-01	Legal Services	91,475	69,382	45,000	26,097	45,000	45,000	45,000	45,000
6400-01	Building & Contents Insurance	4,359	3,575	4,972	3,736	4,972	4,972	4,972	4,972
6407-01	Surety Bond Premiums	3,681	3,018	4,198	3,155	4,198	4,198	4,198	4,198
6500-01	Office Supplies	3,671	4,908	5,000	4,061	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	1,526	1,954	2,500	1,955	2,500	2,500	2,500	2,500
6506-01	Postal Expenses	2,418	2,801	2,500	2,029	2,500	2,500	2,500	2,500
6507-01	Advertising	1,107	2,009	500	4,677	500	500	500	500
6508-01	Dues	22,375	17,159	22,267	11,219	22,267	22,267	22,267	22,267
6509-01	Books periodicals, subs	511	541	500	548	500	500	500	500
6512-01	Training, Education, & Seminars	4,027	7,130	6,000	9,239	6,000	6,000	6,000	6,000
6513-01	Leases & Service Agreements	4,884	6,128	6,300	6,663	6,300	6,300	6,300	6,300
6609-01	Equipment Repair	150	220	300	-	300	300	300	300
6800-01	Telephone & Communication	3,226	3,660	5,000	3,860	5,000	5,000	5,000	5,000
	TOTAL O&M	219,588	187,935	171,568	138,597	171,568	149,236	149,236	149,236
	CAPITAL OUTLAY								
7361-01	Occupational Health & Safety Equip								
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	638,129	620,134	649,137	622,815	733,848	711,516	711,516	708,980
						84,711	62,379	88,701	(24,868)
						13.0%	9.6%	13.7%	-3.8%

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION						
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL							
5120-01	Wages & Salaries (FT)	286,067	286,618	351,464	Wages for full-time departmental staff. 292,717 ADD Webmaster from IT to EXEC (inc benefits) 58,747	351,464	351,464	351,464
5401-01	Overtime	3,500	2,308	3,500		3,500	3,500	3,500
5205-01	Wages & Salaries (PT)	69,444	73,174	77,372	DV & Special projects	77,372	77,372	77,372
5500-01	Employee Benefits & Taxes	118,558	122,118	129,944	Benefits and taxes for departmental employees.	129,944	129,944	127,408
	TOTAL PERSONNEL SERVICES	477,569	484,218	562,280	TOTAL	562,280	562,280	559,744
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	20,000	18,609	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	46,531	42,749	46,531	Arbitration, dispute resolution and other required services. \$ 9,199 Funding to public health initiatives agreement \$ 15,000 Family Crisis Part time funding \$ 22,332 MGR- remove to the Jail Doc Account \$ (22,332)	24,199	24,199	24,199
6302-01	Legal Services	45,000	26,097	45,000	Legal fees associated with consultation and pending law suits.	45,000	45,000	45,000
6400-01	Building & Content Insurance	4,972	3,736	4,972	Departmental share of insurance premium.	4,972	4,972	4,972
6407-01	Surety Bond Premiums	4,198	3,155	4,198	Bond obtained through MCCA.	4,198	4,198	4,198
6500-01	Office Supplies	5,000	4,061	5,000	Departmental office supply costs.	5,000	5,000	5,000

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6505-01	Printing & Engraving	2,500	1,955	2,500	General printing costs to include county budget, annual report, budget	2,500	2,500	2,500
6506-01	Postal Expenses	2,500	2,029	2,500	Departmental postage costs.	2,500	2,500	2,500
6507-01	Advertising	500	4,677	500	Legal notices and job postings in area newspapers.	500	500	500
6508-01	Dues	22,267	11,219	22,267	Professional Memberships \$ 745 International City/County Managers Assoc. \$ 877 Maine Municipal Association. \$ 500 NACO Association \$ 6,000 Maine County Commissioners Association. \$ 8,000 Maine County Administrators Association. \$ 50 Local/regional Chamber of Commerce \$ 656 ME Town & City Management Association. \$ 280 Northeast county caucus \$ 1,159	22,267	22,267	22,267
6509-01	Books periodicals, subs	500	548	500		500	500	500
6512-01	Training, Education, & Seminars	6,000	9,239	6,000	MCCA Convention, MMA seminars and NACO conference	6,000	6,000	6,000
6513-01	Leases & Service Agreements	6,300	6,663	6,300	Lease agreement/ copier \$ 4,330 maintenance agreement for copier \$ 1,170 Postage meter lease/ maintenance. \$ 700 Postage machine service agreement. \$ 100	6,300	6,300	6,300
6609-01	Equipment Repair	300	-	300	Equipment maintenance not covered under service agreement.	300	300	300

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6800-01	Telephone & Communication	5,000	3,860	5,000	Provides for local and long distance calls, and associated communication.	5,000	5,000	5,000
	TOTAL O&M	171,568	138,597	171,568		149,236	149,236	149,236
	CAPITAL OUTLAY							
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL ADMINISTRATION	649,137	622,815	733,848	TOTAL	711,516	711,516	708,980
				84,711		62,379	62,379	59,843
				13.05%		9.6%	9.6%	9.2%

EXEC-ADMINISTRATION

**GRANTS AND OTHER FUNDING- Executive Office****Federally Funded Community Development Block Grant**

Aaron Shapiro, County Community Development Director

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

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

	<b>Community Development Block Grant and Other Federal programs</b>	<b>PERIOD</b>	<b>EMPLOYEES</b>	<b>2013 REVENUES</b>	<b>2013 EXPENSES</b>
	HUD CDBG Program Grant for	7/1 to 6/30	1	1,435,000	1,435,000
	CDBG-R Recovery Act Funds	1/1 to 12/31			
	Homeless Prevention Rapid Recovery Act HPRP	1/1 to 12/31			
	Neighborhood Stabilization Program	1/1 to 12/31			
				1,435,000	1,435,000

	<b>GRANT FUNDED PROGRAMS</b>	<b>PERIOD</b>	<b>EMPLOYEES</b>	<b>2013 REVENUES</b>	<b>2013 EXPENSES</b>
51286	Domestic Violence grant	1/1 to 12/31	0	382,674	382,674
51352	Drug Free Communities (DFC)	1/1 to 12/31	1.5	125,000	125,000
51264	COPS Fast program	1/1 to 12/31	1	75,000	75,000
	<b>TOTAL GRANT FUNDED PROGRAMS</b>		<b>2.5</b>	<b>582,674</b>	<b>582,674</b>

## OTHER ACTIVITIES - Executive Office

### CIVIC CENTER

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

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

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



# Executive-Garage Operation

*Mike Beveridge, Coordinator*

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

## REVENUES

	2009 Actual	2010 Actual	2011 Budget	2013 Budget
GAR	3,885	2,889	-	-
GAR	213,427	160,118	180,000	200,000
GAR	238,170	285,050	285,000	285,000
GAR				
GAR	\$ 455,482	\$ 448,057	\$ 465,000	\$ 485,000

## EXPENSES

2013

Labor	O&M	Capital	TOTAL
87,331	3,550	-	90,881

## 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	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120-03	Wages & Salaries (FT)	37,948	39,067	39,398	39,380	40,183	40,183	40,183	40,183
5205-03	Wages & Salaries (PT)	27,381	26,525	27,500	26,827	28,050	28,050	28,050	28,050
5401-03	Overtime	1,769	1,739	2,000	1,278	2,000	2,000	2,000	2,000
5500-03	Employee Benefits & Taxes	13,481	14,742	15,711	15,838	17,350	17,350	17,350	17,098
	TOTAL PERSONNEL SERVICES	80,579	82,073	84,609	83,322	87,583	87,583	87,583	87,331
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	326	419	400	381	400	400	400	400
6503-03	Computer Software & Supplies			-	-	-	-	-	-
6505-03	Printing & Engraving	1,806	1,598	2,000	1,804	2,000	2,000	2,000	2,000
6507-03	Advertising			50	-	50	50	50	50
6510-03	Tools & Implements			-	-	-	-	-	-
6609-03	Equipment Repair	108	175	500	-	500	500	500	500
6800-03	Telephone & Communication	398	333	500	145	500	500	500	500
6905-03	Medical Supplies	-	-	100	-	100	100	100	100
	TOTAL O&M	2,638	2,525	3,550	2,331	3,550	3,550	3,550	3,550
	CAPITAL								
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	83,217	84,598	88,159	85,653	91,133	91,133	91,133	90,881
						2,974	2,974	2,974	2,722
						3.4%	3.4%	3.4%	3.1%

PARKING GARAGE

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: PARKING GARAGE						
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL							
5120-03	Wages & Salaries (FT)	39,398	39,380	40,183	Wages for full-time departmental staff.	40,183	40,183	40,183
5205-03	Temporary	27,500	26,827	28,050	Wages for temporary departmental staff.	28,050	28,050	28,050
5401-03	Overtime	2,000	1,278	2,000	Wages for required overtime work.	2,000	2,000	2,000
5500-03	Employee Benefits & Taxes	15,711	15,838	17,350	Taxes and benefits for departmental employees.	17,350	17,350	17,098
	TOTAL PERSONNEL	84,609	83,322	87,583	TOTAL	87,583	87,583	87,331
	OPERATIONS & MAINTENANCE							
6500-03	Office Supplies	400	381	400	General office supplies used in garage operation.	400	400	400
6505-03	Printing & Engraving	2,000	1,804	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	-	500	Repair material for gate swing-arms, and mechanical readers.	500	500	500
6800-03	Telephone & Communication	500	145	500	Garage telephone costs.	500	500	500
6905-03	Medical Supplies	100	-	100	Replacement medical supplies. (Expiration of existing medical supplies.)	100	100	100
	TOTAL O&M	3,550	2,331	3,550	TOTAL	3,550	3,550	3,550
	CAPITAL OUTLAY							
7325-03	Furniture & Fixtures							

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
7365-03	Radio Equipment							
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL GARAGE	88,159	85,653	91,133	TOTAL	91,133	91,133	90,881
				2,974		2,974	2,974	2,722
				3.4%		3.4%	3.4%	3.1%

PARKING GARAGE



# Information Technology

*Aaron Gilpatric Acting 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

	2,008	2,009	2,011	2013 Budget
		"No revenue"		-
				\$ -

## EXPENSES

**2013**

Labor	O&M	Capital	TOTAL
287,015	297,000	55,000	639,015

## 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	0	
PUBLIC SAFETY SOFTWARE SPECIALIST	1	
	4	

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: INFORMATION TECHNOLOGY				ACTIVITY CENTER: INFORMATION TECHNOLOGY					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	244,251	255,657	260,235	238,348	206,686	206,686	206,686	206,686
5500	Employee Benefits & Taxes	66,295	72,152	77,954	69,354	81,873	81,873	81,873	80,329
	TOTAL PERSONNEL SERVICES	310,546	327,809	338,189	307,702	288,559	288,559	288,559	287,015
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	3,647	4,517	4,000	1,090	4,000	4,000	4,000	4,000
6301	Professional Services	4,225	4,989	33,000	25,215	33,000	33,000	33,000	33,000
6500	Office Supplies	601	354	1,000	673	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	43,722	39,280	45,000	47,217	45,000	45,000	45,000	45,000
6512	Training, Education, & Seminars	3,395	4,647	5,000	5,549	5,000	5,000	5,000	5,000
6514	maintenance Contracts	79,529	80,142	137,000	142,622	137,000	137,000	137,000	137,000
6811	Computer Repair	11,354	9,122	12,000	9,276	12,000	12,000	12,000	12,000
6800	Telephone & Communication	31,561	34,371	58,596	74,443	60,000	60,000	60,000	60,000
	TOTAL O&M	178,035	177,422	295,596	306,086	297,000	297,000	297,000	297,000
	CAPITAL OUTLAY								
7355-02	Computer Hardware	54,846	53,108	55,000	51,863	55,000	55,000	55,000	55,000
	TOTAL CAPITAL OUTLAY	54,846	53,108	55,000	51,863	55,000	55,000	55,000	55,000
	TOTAL ACTIVITY CENTER	543,427	558,339	688,785	665,651	640,559	640,559	640,559	639,015
						(48,226)	(48,226)	(48,226)	(49,770)
						-7.0%	-7.0%	-7.0%	-7.2%

INFORMATION TECHNOLOGY

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	260,235	238,348	206,686	Wages for full-time departmental staff. \$ 265,433 REMOVE Webmaster from IT to EXEC (inc benefits) \$ (58,747)	206,686	206,686	206,686
5500	Employee Benefits & Taxes	77,954	69,354	81,873		81,873	81,873	80,329
	TOTAL PERSONNEL SERVICES	338,189	307,702	288,559		288,559	288,559	287,015
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,000	1,090	4,000	Mileage Expense	4,000	4,000	4,000
6301	Professional Services	33,000	25,215	33,000	On site Technical Assistance \$ 5,000 GIS Service for Municipalities \$ 28,000	33,000	33,000	33,000
6500	Office Supplies	1,000	673	1,000	General Office Supplies	1,000	1,000	1,000
6503	Computer, Software, & Supplies	45,000	47,217	45,000	Software upgrades and licensing	45,000	45,000	45,000
6512	Training, Education, & Seminars	5,000	5,549	5,000	System training	5,000	5,000	5,000
6514	Maintenance Contracts	137,000	142,622	137,000	Spillman Maint Agreement \$ 91,000 Picture Link Maint (photos, web, facial/finger recognition) \$ 9,000 G Mail \$ 37,000	137,000	137,000	137,000
6611	Computer Repair	12,000	9,276	12,000	Repair equipment formerly under maintenance contract.	12,000	12,000	12,000
6800	Telephone & Communication	58,596	74,443	60,000	System wide internet, wireless access and fiber lines	60,000	60,000	60,000

INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	TOTAL O&M	295,596	306,086	297,000	TOTAL	297,000	297,000	297,000
7355	Computer hardware for County	55,000	51,863	55,000	Communications, server and network hardware	55,000	55,000	55,000
	TOTAL CAPITAL OUTLAY	55,000	51,863	55,000	TOTAL	55,000	55,000	55,000
	TOTAL IT	688,785	665,651	640,559	TOTAL	640,559	640,559	639,015
				(48,226)		(48,226)	(48,226)	(49,770)
				-7.0%		-7.0%	-7.0%	-7.2%

INFORMATION TECHNOLOGY (IT)



# Human Resources

*Wanda Pettersen, Director*

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

## REVENUES

	2009 Actual	2010 Actual	2011 Budget	2013 Budget	
					No Revenues
				\$ -	

## EXPENSES

2013

Labor	O&M	Capital	TOTAL
306,807	75,735	5,000	387,542

## 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	
HUMAN RESOURCE ASSISTANT	1	
	4	



## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES				ACTIVITY CENTER: HUMAN RESOURCES					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	183,246	189,365	222,833	193,138	237,361	237,361	237,361	237,361
5500	Employee Benefits & Taxes	42,259	47,175	60,726	50,378	70,830	70,830	70,830	69,446
	TOTAL PERSONNEL SERVICES	225,505	236,540	283,559	243,516	308,191	308,191	308,191	306,807
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	291	206	1,652	728	1,652	1,652	1,652	1,652
6301	Professional Services	12,851	15,671	68,360	36,629	68,360	60,860	60,860	60,860
6500	Office Supplies	1,395	2,032	2,450	2,765	2,450	2,450	2,450	2,450
6505	Printing & Engraving	-	-	-	189	-	-	-	-
6506	Postal Expenses	1,486	1,020	2,050	1,411	2,050	2,050	2,050	2,050
6508	Dues	194	180	575	165	375	375	375	375
6509	Books, Periodicals, & Subscriptions	683	754	548	754	748	748	748	748
6512	Training, Education, & Seminars	704	645	6,600	1,354	6,600	6,600	6,600	6,600
6800	Telephone & Communication	498	445	-	-	1,000	1,000	1,000	1,000
	TOTAL O&M	18,101	20,953	83,235	44,284	83,235	75,735	75,735	75,735
	CAPITAL OUTLAY								
7361	Occupational Health & Safety Equip.	3,708	3,708	5,000	1,294	5,000	5,000	5,000	5,000
	TOTAL CAPITAL OUTLAY	3,708	3,708	5,000	1,294	5,000	5,000	5,000	5,000
	TOTAL ACTIVITY CENTER	247,314	261,201	371,794	289,094	396,426	388,926	388,926	387,542
						24,632	17,132	17,132	15,748
						6.6%	4.6%	4.6%	4.2%

HUMAN RESOURCES

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES							
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET	
5120	PERSONNEL Wages & Salaries (FT)	222,833	193,138	237,361	Wages for full-time departmental staff. ADD 30 increase to 40 Hour HR Assistant s	227,289 10,072	237,361	237,361	237,361
5500	Employee Benefits & Taxes	60,726	50,378	70,830	Benefits and taxes for departmental employees.	70,830	70,830	69,446	
	TOTAL PERSONNEL SERVICES	283,559	243,516	308,191	TOTAL	308,191	308,191	306,807	
6130	OPERATIONS & MAINTENANCE Transportation & Lodging	1,652	728	1,652	Transportation and costs associated with seminars, meetings, and training conferences including Hr, and MCCA arbitration Conferences	1,652	1,652	1,652	
6301	Professional Services	68,360	36,629	68,360	Group Dynamics Section 125 Administration Employee Advisory Committee EAP administrative fee MGR-traing from new employee offset Afirmative action/EEO employee plan for feds and grants Got Health Wellness Initiative/ Contract	\$ 1,260 \$ 6,600 \$ 7,500 \$ (7,500) \$ 3,000 \$ 50,000	60,860	60,860	60,860
6500	Office Supplies	2,450	2,765	2,450	Departmental office supply costs.	2,450	2,450	2,450	
6505	Printing & Engraving		189						
6506	Postal Expenses	2,050	1,411	2,050	Departmental postage costs.	2,050	2,050	2,050	
6508	Dues	575	165	375	Society for HR Management&HRASM dues	375	375	375	
6509	Books, Periodicals, & Subscriptions	548	754	748	HR Updates	748	748	748	
HUMAN RESOURCES									

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6512	Training, Education, & Seminars	6,600	1,354	6,600	HR and Arbitration Conferences \$ 1,400 Training for Supervisors/ Team Building \$ 1,200 Safety & DOL training for County Employees \$ 4,000	6,600	6,600	6,600
6800	Telephone expense	1,000	290	1,000		1,000	1,000	1,000
		-	-	-				
	TOTAL O&M	83,235	44,284	83,235		75,735	75,735	75,735
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.	5,000	1,294	5,000	For employee ergonomic needs to reduce medical costs	5,000	5,000	5,000
		-	-	-		-	-	-
		5,000	1,294	5,000	TOTAL	5,000	5,000	5,000
		371,794	289,094	396,426	TOTAL	388,926	388,926	387,542
				24,632		17,132	17,132	15,748
				6.63%		4.6%	4.6%	4.2%

HUMAN RESOURCES



# Facilities Department

*Bruce Jarbox, 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

	2010	2011	2012	
FAC	-	-	-	No Revenues

## EXPENSES

**2013**

Labor	O&M	Capital	TOTAL
902,785	824,520	11,300	1,738,605
<b>ENTERPRISE</b>			311,603
<b>TOTAL DEPT</b>			2,050,208

### Enterprise Activities:

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

## STATISTICS

## PERSONNEL

Facility	Full Time	Part Time	Court lease	Jail
<p>Responsible for Fleet maintenance of over 93 Vehicles</p> <p>Responsible for 7 buildings, and over 416,350 sq feet</p> <p>Responsible to maintain operations for:</p> <p>EMA      Probate      Executive</p> <p>DA      Finance      Garage</p> <p>Treasurer      CCRCC</p> <p>Deeds      Sheriff Office</p> <p>Negotiate over \$1 million dollars in Utility costs</p> <p>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.</p>				
FACILITIES MANAGER	1			
MAINTENANCE SUPERVISOR	1			
FACILITIES SUPERVISOR	0			1
CUSTODIAN SUPERVISOR	1			
MAINT TECH I	0		1	
CUSTODIAN	4		3	1
ELECTRICIAN SUPERVISOR	1			
ELECTRICIAN	1			1
ELECTRONIC TECHNICIAN	0			
BUILDING TECH I	1			
MAINTENANCE TECHNICIAN II	0		1	4
FLEET AUTOMOTIVE SUPERVIROR	1			
FLEET AUTOMOTIVE TECHNICIAN	1			
ASST MAINTENANCE TECHNII			1	
EXECUTIVE SECRETARY	1			
ASST DIRECTOR & SAFETY COORD	1			
	14		6	7

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-105 DEPARTMENT: FACILITIES									
ACCT #	ACCOUNT DESCRIPTION	2010Actual	2011Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)*	593,643	584,197	617,987	583,124	641,420	645,420	645,420	645,420
5210	Seasonal/Temporary/Intern	17,555	21,212	5,800	8,339	5,800	5,800	5,800	5,800
5401	Overtime	12,570	14,462	12,000	15,777	12,000	12,000	12,000	12,000
5500	Employee Benefits & Taxes	204,917	225,843	251,518	225,708	244,162	244,162	244,162	239,565
	TOTAL PERSONNEL SERVICES	828,685	845,714	887,305	832,948	903,382	907,382	907,382	902,785
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	783	1,002	1,700	910	1,200	1,200	1,200	1,200
6131	Gas, Oil, & Grease	42,578	23,445	39,600	48,372	39,600	39,600	39,600	39,600
6132	Vehicle Repair	72,792	50,007	87,000	82,380	87,000	87,000	87,000	87,000
6301	Professional Services	21,339	4,946	9,350	16,434	9,350	9,350	9,350	9,350
6303	Contract Special Services	7,670	5,696	10,568	6,643	8,668	8,668	8,668	8,668
6304	Security Services	248	365	1,500	2,012	1,400	1,400	1,400	1,400
6400	Insurance- Building & Contents	40,871	38,156	53,072	39,882	53,072	53,072	53,072	53,072
6401	Insurance- Liability	1,638	2,097	2,917	2,192	2,917	2,917	2,917	2,917
6402	Vehicle Insurance	12,181	9,988	13,893	10,440	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	7,187	5,892	8,196	6,159	8,196	8,196	8,196	8,196
6406	Insurance- Deductible	299	-	5,000	-	5,000	5,000	5,000	5,000
6500	Office Supplies	668	414	1,500	969	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	3,803	7,379	9,600	9,893	9,600	9,600	9,600	9,600
6504	Maintenance Supplies	18,461	10,065	14,875	14,194	14,875	14,875	14,875	14,875
6505	Printing & Engraving	122	31	550	681	550	550	550	550
6506	Postal Expenses	192	258	600	49	600	600	600	600
6507	Advertising	416	991	1,450	2,172	1,450	1,450	1,450	1,450
6508	Dues	300	-	535	150	535	535	535	535
6509	Books, Periodicals, & Subscriptions	-	122	680	320	680	680	680	680
6510	Tools & Implements	1,088	558	3,400	2,225	3,000	3,000	3,000	3,000
6511	Equipment Rental	6,845	7,165	4,170	5,611	3,500	3,500	3,500	3,500
6512	Training, Education, & Seminars	565	253	1,500	427	1,500	1,500	1,500	1,500
6513	Lease & service Agreements	-	-	129,830		129,830	129,830	129,830	129,830

FACILITIES

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010Actual	2011Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6514	Maintenance Contracts	46,854	37,969	56,070	61,602	59,070	59,070	59,070	59,070
6600	Cleaning & Sanitary	2,138	1,676	2,500	1,647	2,500	2,500	2,500	2,500
6601	Snow Removal	1,008	1,560	4,400	1,392	4,400	4,400	4,400	4,400
6602	Lot & Grounds Maintenance	7,370	6,954	3,400	3,117	3,400	3,400	3,400	3,400
6603	Building & Structure Repair	40,213	11,056	20,250	18,925	20,250	20,250	20,250	20,250
6604	Heating & Cooling (HVAC) Repair	7,414	27,273	13,900	15,500	17,000	17,000	17,000	17,000
6605	Electrical Repair	30,452	13,529	9,400	17,386	11,400	11,400	11,400	11,400
6606	Painting Repair	1,722	5,157	4,400	3,847	4,400	4,400	4,400	4,400
6607	Plumbing Repair	4,955	4,492	9,100	4,011	9,100	9,100	9,100	9,100
6608	Elevator Repair	-	460	1,500	1,960	1,500	1,500	1,500	1,500
6609	Equipment Repair	6,694	4,527	4,000	4,354	4,000	4,000	4,000	4,000
6612	Furniture Repair	-	3,127	2,200	-	2,200	2,200	2,200	2,200
6800	Telephone & Communication	1,859	1,428	3,000	1,301	3,000	3,000	3,000	3,000
6801	Electricity Utility	136,364	129,068	140,462	112,480	144,484	144,484	144,484	144,484
6802	Gas Utility	39,495	34,317	93,000	35,577	70,000	70,000	70,000	70,000
6803	Water Utility	5,552	5,912	6,500	5,354	8,000	8,000	8,000	8,000
6804	Sewer Utility	23,070	22,292	23,000	20,095	27,000	27,000	27,000	27,000
6805	Rubbish Removal	12,281	10,937	15,400	12,910	18,000	18,000	18,000	18,000
6806	Fuel Oil	52,545	-	1,000	-	500	500	500	500
6906	Paper Goods	7,262	7,929	10,000	7,780	9,500	9,500	9,500	9,500
6908	Clothing- Uniforms	2,097	1,105	2,400	2,317	2,400	2,400	2,400	2,400
6909	Clothing- Cleaning	1,529	2,156	1,700	2,049	2,100	2,100	2,100	2,100
6913	Safety Equipment	754	631	2,400	2,464	2,400	2,400	2,400	2,400
6950	misc expense PRC	4,203	-	-	-	-	-	-	-
TOTAL O&M		675,878	502,385	831,468	588,185	824,520	824,520	824,520	824,520

FACILITIES

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010Actual	2011Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	-	-	-	-	-	5,000	5,000	5,000
7315	Electrical Capital		1,944	2,000	1,765	2,000	2,000	2,000	2,000
7335	Maintenance Capital			-	-	-	-	-	-
7350	Office Equipment	67	-	500	195	400	400	400	400
7355	Computer Hardware	2,313	271	600	114	400	400	400	400
7365	Radio Equipment			-	-	3,500	3,500	3,500	3,500
	TOTAL CAPITAL OUTLAY	2,379	2,215	3,100	2,074	6,300	11,300	11,300	11,300
	Remove 2008 Budgets & transfer to Jail BOC								
	TOTAL DEPARTMENT	1,506,941	1,350,314	1,721,873	1,423,207	1,734,202	1,743,202	1,743,202	1,738,605
						12,329	21,329	21,329	16,732
						0.7%	1.2%	1.2%	1.0%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES							
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
5120	PERSONNEL SERVICES Wages & Salaries (FT)	617,987	583,124	641,420	Wages for full-time departmental staff. <i>ADD Custodian for 25 Pearl Street</i> MGR ADD more for custodian	\$ 630,420 \$ 11,000 \$ 4,000	645,420	645,420
5210	Seasonal/Temporary/Intern	5,800	8,339	5,800	Wages for substitute custodians/ maint./ special projects.	5,800	5,800	5,800
5401	Overtime	12,000	15,777	12,000	Wages for required overtime work and call in work.	12,000	12,000	12,000
5500	Employee Benefits & Taxes	251,518	225,708	244,162	Taxes and benefits for departmental employees.	244,162	244,162	239,565
	TOTAL PERSONNEL SERVICES	887,305	832,948	903,382	TOTAL	907,382	907,382	902,785
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,700	910	1,200	Departmental travel expenses including for training.	1,200	1,200	1,200
6131	Gas Oil & Grease	39,600	48,372	39,600	Gas, oil, grease, and maintenance for departmental vehicles and machines. Tires for Sheriff vehicles. Oil & grease for Sheriff vehicles.	\$ 5,000 \$ 30,100 \$ 4,500	39,600	39,600
6132	Vehicle Repair	87,000	82,380	87,000	Parts and labor for automobile and machine repair. Sheriff Administration/ Support Services Sheriff Law Enforcement Sheriff General New Vehicle equipment set up	\$ 5,400 \$ 11,000 \$ 46,000 \$ 9,600 \$ 15,000	87,000	87,000
6301	Professional Services	9,350	16,434	9,350	Consultants: chemical, etc. Indoor Air Quality tests. Elevator/lift inspections.	\$ 3,250 \$ 2,000 \$ 4,100	9,350	9,350
6303	Contract Special Services	10,568	6,643	8,668	Pest control. ( Courthouse & EMA) Hazardous Mats (lamp)	\$ 4,668 \$ 2,000	8,668	8,668

FACILITIES



LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
					Window Cleaning outside \$ 1,000			
					Recycling Costs \$ 1,000			
6304	Security Services	1,500	2,012	1,400	Alarm monitoring - Intrusion and Fire	1,400	1,400	1,400
6400	Insurance -Building & Contents	53,072	39,882	53,072	Courthouse. Garage.	53,072	53,072	53,072
6401	Insurance- Liability	2,917	2,192	2,917	Departmental share of insurance.	2,917	2,917	2,917
6402	Vehicle Liability	13,893	10,440	13,893	Departmental share of insurance.	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	6,159	8,196	Departmental share of insurance.	8,196	8,196	8,196
6406	Insurance- Deductible	5,000	-	5,000	Deductible for any insurance claim.	5,000	5,000	5,000
6500	Office Supplies	1,500	969	1,500	Office supplies and copy paper.	1,500	1,500	1,500
6502	Cleaning Supplies	9,600	9,893	9,600	Custodial supplies. (Does not include Jail secure area.)	9,600	9,600	9,600
					Car Cleaning Supplies \$ 100			
					Courthouse. \$ 7,500			
					Garage. \$ 300			
					EMA & Dispatch \$ 1,100			
					25 Pearl Street \$ 600			
6504	Maintenance Supplies	14,875	14,194	14,875	Repair supplies. Courthouse. \$ 12,000	14,875	14,875	14,875
					Garage. \$ 200			
					EMA. \$ 850			
					Law Enforcement Center. \$ 725			
					Communications \$ 1,100			
6505	Printing & Engraving	550	681	550	Printing for work orders, forms, and blueprints.	550	550	550

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6506	Postal Expenses	600	49	600	Departmental postage costs.	600	600	600
6507	Advertising	1,450	2,172	1,450	For material bids and personnel	1,450	1,450	1,450
6508	Dues	535	150	535	NFPA AFE (American Facilities Eng.) ASHRAE (Heating and AC Eng.) NSEE (Energy Engineers.) Electrician Licensing Fees.	535	535	535
6509	Books, Periodicals, & Subscriptions	680	320	680	Manager's Legal Bulletin. \$ 100 Vehicle manuals. \$ 150 ASHRAE Handbooks. \$ 120 Means Data Books. \$ 25 Reference manuals and code books. \$ 335	680	680	680
6510	Tools & Implements	3,400	2,225	3,000	Hand tools. \$ 2,700 Ladders \$ 700	3,000	3,000	3,000
6511	Equipment Rental	4,170	5,611	3,500	Pagers. \$ 1,000 Gas cylinders. \$ 250 Safety Kleen for Mechanic/Jail (oil) \$ - Copier \$ 1,500 Concrete cutter & others as needed \$ 750	3,500	3,500	3,500
6512	Training, Education, & Seminars	1,500	427	1,500	OSHA Training \$ 400 Training for Electrician \$ 700 Act 1000 training \$ 200 Local seminars. \$ 200	1,500	1,500	1,500
6513	Leases and Service Agreements	129,830	113,108	129,830	Leased Office Space and Common Charges	129,830	129,830	129,830

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6514	Maintenance Contracts	56,070	61,602	59,070	Lease 10,000 square feet  HVAC contract. CCRCC new building CCCH & EMA Sprinkler system. Extinguishers. Fire alarm. . Elevator/lifts. Telephone Garage gate equipment. Identicard Act Systems Support Automatic Doors	59,070	59,070	59,070
6600	Cleaning & Sanitary	2,500	1,647	2,500	Carpets cleaned in-house for cost and quality assurance. Courthouse. (done in house) EMA. Law Enforcement Center.	2,500	2,500	2,500
6601	Snow Removal	4,400	1,392	4,400	Courthouse complex (includes parking lot). EMA & Dispatch.	4,400	4,400	4,400
6602	Lot & Grounds Maintenance	3,400	3,117	3,400	Loam, seed, sod. Flowers, shrubbery. Landscape timbers, fencing. Asphalt maintenance or repair:	3,400	3,400	3,400
6603	Building & Structure Repair	20,250	18,925	20,250	Doors, walls, ceilings, stairs, & windows. Replacement locks and keys Roof patches and repairs. CCCH Replacement Air Conditioners Carpeting and repairs Exterior building repairs. Replacement ceiling tiles.	20,250	20,250	20,250

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6604	Heating & Cooling (HVAC) Repair	13,900	15,500	17,000	Heating & Cooling (HVAC) Repair Courthouse. \$ 10,525 Garage. \$ 75 EMA. \$ 3,400 Law Enforcement Center. \$ 3,000	17,000	17,000	17,000
6605	Electrical Repair	9,400	17,386	11,400	MTI & control repairs. \$ 2,000 Lighting-lamps and ballast, light bulbs \$ 3,000 Power outlets & wiring. \$ 2,400 Electrical repairs. \$ 4,000	11,400	11,400	11,400
6606	Painting Repair	4,400	3,847	4,400	Preventative & ongoing maintenance. Courthouse. \$ 2,500 Garage. \$ 1,000 EMA. & communications \$ 500 Law Enforcement Center. \$ 400	4,400	4,400	4,400
6607	Plumbing Repair	9,100	4,011	9,100	Preventative/ ongoing maintenance. Courthouse. \$ 7,000 Garage. \$ 200 EMA. \$ 1,500 Law Enforcement Center. \$ 300	9,100	9,100	9,100
6608	Elevator Repair	1,500	1,960	1,500	Non-contract repairs	1,500	1,500	1,500
6609	Equipment Repair	4,000	4,354	4,000	Repair for County equipment.	4,000	4,000	4,000
6612	Furniture Repair	2,200	-	2,200	Repair material for any County furniture.	2,200	2,200	2,200
6800	Telephone & Communication	3,000	1,301	3,000	Telephone Costs	3,000	3,000	3,000
6801	Electricity Utility	140,462	112,480	144,484	Electricity costs for county properties	144,484	144,484	144,484

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6802	Gas Utility	93,000	35,577	70,000	Communications \$ 34,074 Garage \$ 31,294 CCCH \$ 46,000 LEC \$ 20,616 Pearl Street \$ 12,500 Natural Gas costs for county properties Communications- generator \$ 600 LEC \$ 18,158 CCRCC Communication Bldg \$ 2,792 Courthouse \$ 44,000 EMA \$ 4,400	70,000	70,000	70,000
6803	Water Utility	6,500	5,354	8,000	Courthouse \$ 6,305 Garage. \$ 195 Pearl Street \$ 1,500	8,000	8,000	8,000
6804	Sewer Utility	23,000	20,095	27,000	Courthouse.	27,000	27,000	27,000
6805	Rubbish Removal	15,400	12,910	18,000	Courthouse. \$ 6,500 Law Enforcement Center. \$ 2,000 EMA & Dispatch \$ 8,000 Garage \$ 500 Pearl Street \$ 1,000	18,000	18,000	18,000
6806	Fuel Oil	1,000	-	500		500	500	500
6906	Paper Goods	10,000	7,780	9,500	Toilet paper, sanitary napkins, paper towels.	9,500	9,500	9,500
6908	Clothing- Uniforms	2,400	2,317	2,400	CCCH complex. (4 sets)	2,400	2,400	2,400
6909	Clothing- Cleaning	1,700	2,049	2,100	Mechanic Uniforms.	2,100	2,100	2,100
6913	Safety Equipment	2,400	2,464	2,400	Safety shoes. \$ 1,500 Gloves & wipes for chemicals & blood pathogens. \$ 650 First-aid kit maintenance. \$ 250	2,400	2,400	2,400
		-	-	-		-	-	-

FACILITIES

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
-0.8%	TOTAL O&M	831,468	701,293	824,520	TOTAL	824,520	824,520	824,520
	CAPITAL OUTLAY							
7305	Building & Building Improvement				Signage	5,000	5,000	5,000
7315	Electrical Capital	2,000	1,765	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	195	400	Replace misc office equipment	400	400	400
7355	Computer Hardware	600	114	400	Printers	400	400	400
	Safety Program			3,500		3,500	3,500	3,500
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	3,100	2,074	6,300	TOTAL	11,300	11,300	11,300
	TOTAL FACILITIES	1,721,873	1,536,315	1,734,202	TOTAL	1,743,202	1,743,202	1,738,605
				12,329				
				0.7%				



# FINANCE DEPARTMENT

*Vic Fabrecque, 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

	2009 Actual	2010 Actual	2011 Budget	2013 Budget
		No revenues		
				\$ -

## EXPENSES

2013

Labor	O&M	Capital	TOTAL
354,968	61,103	2,000	418,071

## 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	

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE				FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	239,593	249,381	254,465	254,371	266,804	266,804	266,804	266,804
5401	Overtime	7,014	4,835	5,000	6,164	5,000	5,000	5,000	5,000
5500	Employee Benefits & Taxes	64,831	71,638	76,647	75,764	84,749	84,749	84,749	83,164
	TOTAL PERSONNEL SERVICES	311,438	325,854	336,112	336,300	356,553	356,553	356,553	354,968
6130	Transportation & Lodging	1,255	1,058	800	775	800	800	800	800
6300	Accounting & Audit Fees	12,000	12,000	13,000	14,000	20,000	20,000	20,000	20,000
6401	Insurance- Liability	325	266	370	103	370	370	370	370
6500	Office Supplies	1,650	1,287	1,200	790	1,200	1,200	1,200	1,200
6505	Printing & Engraving	621	649	800	2,483	800	800	800	800
6506	Postal Expenses	7,091	5,544	4,700	6,373	5,700	5,700	5,700	9,133
6508	Dues	612	1,145	1,500	1,145	1,500	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	75	-	50	-	50	50	50	50
6512	Training, Education, & Seminars		-	50	-	50	50	50	50
6513	Leases and Service Agreements		-			3,000	3,000	3,000	3,000
6514	Maintenance Contract	20,120	21,096	22,200	22,121	24,000	24,000	24,000	24,000
6800	Telephone & Communication	222	156	350	102	200	200	200	200
	TOTAL O&M	43,970	43,201	45,020	47,893	57,670	57,670	57,670	61,103
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	-	-	2,000	2,000	2,000	2,000
	TOTAL CAPITAL OUTLAY	-	-	-	-	2,000	2,000	2,000	2,000
	DEPARTMENT TOTAL	355,408	369,055	381,132	384,192	416,223	416,223	416,223	418,071
						35,091	35,091	35,091	36,939
						9.2%	9.2%	9.2%	9.7%



LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	254,465	254,371	266,804	Wages for full-time departmental staff. <i>*includes Training pay in January-replacement</i>	266,804	266,804	266,804
5401	Overtime	5,000	6,164	5,000	Wages for required overtime work.	5,000	5,000	5,000
5500	Employee Benefits & Taxes	76,647	75,764	84,749	Taxes and benefits for departmental staff.	84,749	84,749	83,164
	TOTAL PERSONNEL SERVICES	336,112	336,300	356,553		356,553	356,553	354,968
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	800	775	800	Costs to attend conferences and mileage	800	800	800
6300	Accounting & Audit Fees	13,000	14,000	20,000	Annual Audit Fees and CAFR prep	20,000	20,000	20,000
6401	Insurance- Liability	370	103	370	Departmental share of insurance costs.	370	370	370
6500	Office Supplies	1,200	790	1,200	Departmental office supply costs.	1,200	1,200	1,200
6505	Printing & Engraving	800	2,483	800	Envelope, pr checks, ap checks and printing .	800	800	800
6506	Postal Expenses	4,700	6,373	5,700	Postage costs. \$ 700 Courier Service \$ 5,000	5,700	5,700	9,133
6508	Dues	1,500	1,145	1,500	GFOA. For Finance, treasurer, and County	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	50	-	50	Subscription to Payroll Updates	50	50	50

FINANCE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE					Department- FINANCE DEPARTMENT			
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6512	Training, Education, & Seminars	50	-	50	Day classes for staff	50	50	50
6513	Leases & Service Agreements	-	-	3,000	New copier for move to Federal Street	3,000	3,000	3,000
6514	Maintenance Contract	22,200	22,121	24,000	Maintenance contract for munis software	24,000	24,000	24,000
6800	Telephone & Communication	350	102	200	Phone expenses.	200	200	200
	TOTAL O&M	45,020	47,893	57,670		57,670	57,670	61,103
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-	-	2,000	Office replacement needs.	2,000	2,000	2,000
	CAPITAL OUTLAY	-	-	2,000		2,000	2,000	2,000
	TOTAL FINANCE	381,132	384,192	416,223	TOTAL	416,223	416,223	418,071
				35,091		35,091	35,091	36,939
				9.2%		9.2%	9.2%	9.7%



# Registry of DEEDS

*Pamela Lovley Registrar*

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

## REVENUES

	2009 Actual	2010 Actual	2011 Budget	2013 Budget
Deeds	4,526	5,250	2,500	2,500
Deeds	1,542,586	1,344,366	1,500,000	1,500,000
Deeds	571,198	592,287	525,000	525,000
Deeds	591,111	677,790	364,420	364,420
Deeds				
Deeds	\$ 2,709,421	\$ 2,619,693	\$ 2,391,920	\$ 2,391,920

## EXPENSES

**2013**

Labor	O&M	Capital	TOTAL
558,490	227,502	8,000	793,992

*In 2012, the Deeds department moved to 27 Pearl Street.....*

## STATISTICS

Approx number of recorded documents each year, deeds etc	75,000
Average number of plans	750
Revenues derived from recording is \$1.4 million	
Transfer tax to State at 90%	\$ 6,000,000
Transfer tax to the County	\$ 600,000

## 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	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	423,023	407,680	416,025	415,864	424,341	424,341	424,341	424,341
5401	Overtime	638	(5,315)	500	-	500	500	500	500
						-	-		
5500	Employee Benefits & Taxes	116,793	121,686	126,339	127,163	136,473	136,473	136,473	133,649
	TOTAL PERSONNEL SERVICES	540,454	524,051	542,864	543,027	561,314	561,314	561,314	558,490
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	933	1,502	3,000	1,504	4,000	4,000	4,000	4,000
6500	Office Supplies	13,484	10,249	15,000	9,989	15,000	15,000	15,000	15,000
6505	Printing & Engraving	41	579	1,000	630	1,000	1,000	1,000	1,000
6506	Postal Expenses	15,171	13,428	15,000	18,804	15,000	15,000	15,000	15,000
6507	Advertising	500	-	500	260	500	500	500	500
6508	Dues	550	570	700	570	700	700	700	700
6512	Training & Education	882	945	3,000	2,411	3,000	3,000	3,000	3,000
6513	Leases & Service Agreements	134,431	136,999	163,160	139,831	180,022	180,022	180,022	180,022
6800	Telephone & Communication	2,295	2,222	5,000	1,449	8,280	8,280	8,280	8,280
	TOTAL O&M	168,287	166,494	206,360	175,448	227,502	227,502	227,502	227,502
	CAPITAL OUTLAY								
7350	Office Equipment	5,992	7,663	8,000	4,536	8,000	8,000	8,000	8,000
	TOTAL CAPITAL OUTLAY	5,992	7,663	8,000	4,536	8,000	8,000	8,000	8,000
	TOTAL DEPARTMENT	714,733	698,208	757,224	723,011	796,816	796,816	796,816	793,992
						39,592	39,592	39,592	36,768
						5.2%	5.2%	5.2%	4.9%

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	416,025	415,864	424,341	Wages for full-time departmental staff.	424,341	424,341	424,341
5401	Overtime	500	-	500	Wages for required overtime work.	500	500	500
5500	Employee Benefits & Taxes	126,339	127,163	136,473	Taxes and benefits for departmental employees.	136,473	136,473	133,649
	TOTAL PERSONNEL SERVICES	542,864	543,027	561,314	TOTAL	561,314	561,314	558,490
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	3,000	1,504	4,000	Travel expenses to be associated with Registry meetings and MCCA Convention. PRIA Conference Participating/testifying at legislative hearings	4,000	4,000	4,000
6500	Office Supplies	15,000	9,989	15,000	General office supplies used in the Registry. Subscription to Portland Press Herald	15,000	15,000	15,000
6505	Printing & Engraving	1,000	630	1,000	Printing letterhead, stationary, & business cards.	1,000	1,000	1,000
6506	Postal Expenses	15,000	18,804	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	260	500	Posting position vacancies.	500	500	500
6508	Dues	700	570	700	Membership fees associated with the Registry of Deeds Association and NACRC, PRIA	700	700	700
6512	Training & Education	3,000	2,411	3,000	Seminars & Supervisor Training, PRIA Conference	3,000	3,000	3,000
6513	Leases & Service Agreements	163,160	139,831	180,022	ACS contract (with maintenance.) Lease copy machines. (2)	\$ 150,000 \$ 5,000	180,022	180,022

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6800	Telephone & Communication				Plan machine contract. \$ 2,000			
					Water Cooler \$ 1,022			
					<b>Parking Leases for 11 vehicles for \$130+</b> \$ 20,000			
					Postage Meter lease/maintenance \$ 2,000			
					Telephone exp at Pearl Street @ \$300 month \$ 3,600	8,280	8,280	8,280
				Time Warner Internet at @ \$390 per month \$ 4,680				
	TOTAL O&M	206,360	175,448	227,502	TOTAL	227,502	227,502	227,502
7350	Office Equipment							
					Plan cabinets , Bookcases, stools and fatigue mats	8,000	8,000	8,000
	TOTAL CAPITAL OUTLAY	8,000	4,536	8,000	TOTAL	8,000	8,000	8,000
	TOTAL DEEDS	757,224	723,011	796,816	TOTAL	796,816	796,816	793,992
39,592						39,592	39,592	36,768
5.2%						5.2%	5.2%	4.9%

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

	2009 Actual	2010 Actual	2011 Budget	2013 Budget
Prob	383,867	425,710	400,000	400,000
Prob	36,348	37,707	30,000	30,000
Prob	18,410	18,270	15,960	15,960
Prob	8,196	18,256	10,000	10,000
Prob	18,716	17,674	18,000	18,000
Prob	\$ 465,537	\$ 517,617	\$ 473,960	\$ 473,960

## EXPENSES

2013

Labor	O&M	Capital	TOTAL
371,446	133,024	3,500	507,970

## STATISTICS

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

## PERSONNEL

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

## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	277,007	269,581	276,593	272,330	282,109	282,109	282,109	282,109
5500	Employee Benefits & Taxes	82,106	80,310	92,505	84,452	91,184	91,184	91,184	89,337
	TOTAL PERSONNEL SERVICES	359,113	349,891	369,098	356,782	373,293	373,293	373,293	371,446
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	598	2,805	2,500	2,337	2,500	2,500	2,500	2,500
6301	Professional Services	11,877	10,967	21,000	11,549	21,000	21,000	21,000	21,000
6305	Stenographer - Transcripts	-	800	500	-	500	500	500	500
6306	Attorneys - Court Appointed	25,918	26,244	30,000	35,216	30,000	30,000	30,000	30,000
6401	Insurance- Liability	359	376	349	387	349	349	349	349
6500	Office Supplies	5,281	4,586	6,500	3,782	6,500	6,500	6,500	6,500
6505	Printing & Engraving	1,573	2,055	3,000	2,226	3,000	3,000	3,000	3,000
6506	Postal Expenses	8,385	6,380	8,400	6,733	8,400	8,400	8,400	8,400
6507	Advertising	7,349	6,742	10,000	7,159	10,000	10,000	10,000	10,000
6508	Dues	525	575	500	525	500	500	500	500
6509	Books, Periodicals, & Subscriptions	4,114	2,278	3,000	2,881	3,000	3,000	3,000	3,000
6512	Training, Education, & Seminars	1,334	-	1,500	737	1,500	1,500	1,500	1,500
6513	Leases & Service Agreements	5,448	2,354	8,300	5,839	8,300	8,300	8,300	8,300
6610	Office Equipment Repair	331	-	1,000	-	1,000	1,000	1,000	1,000
6700	Abstract Fees	9,808	8,599	9,975	10,115	9,975	9,975	9,975	9,975
6800	Telephone & Communication	1,859	1,555	3,500	1,014	3,500	3,500	3,500	3,500
6807	Visitor Expenses	23,962	21,806	23,000	27,522	23,000	23,000	23,000	23,000
	TOTAL O&M	108,722	98,122	133,024	118,023	133,024	133,024	133,024	133,024
	CAPITAL OUTLAY								
7325	Furniture & Fixtures			2,500	1,984	2,500	2,500	2,500	2,500
7350	Office Equipment	180	-	1,000	1,000	1,000	1,000	1,000	1,000
7355	Computer Hardware			-	-	-	-	-	-

REGISTRY OF PROBATE



## DEPARTMENTAL BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	TOTAL CAPITAL OUTLAY	180	-	3,500	2,984	3,500	3,500	3,500	3,500
	TOTAL DEPARTMENT	468,015	448,013	505,622	477,790	509,817	509,817	509,817	507,970
						4,195	4,195	4,195	2,348
						0.8%	0.8%	0.8%	0.5%

## LINE ITEM BUDGET JUSTIFICATION

## COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	276,593	272,330	282,109	Wages for full-time departmental staff.	282,109	282,109	282,109
5500	Employee Benefits & Taxes	92,505	84,452	91,184	Benefits and taxes for departmental employees.	91,184	91,184	89,337
	TOTAL PERSONNEL SERVICES	369,098	356,782	373,293	TOTAL	373,293	373,293	371,446
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	2,500	2,337	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	11,549	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	35,216	30,000	Appointed counsel for unprotected wards in judicial proceedings-Maine law requirement	30,000	30,000	30,000
6401	Insurance- Liability	349	387	349	Department Liability Insurance premium	349	349	349
6500	Office Supplies	6,500	3,782	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

REGISTRY OF PROBATE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET	
6505	Printing & Engraving	3,000	2,226	3,000	Printing of official probate and court forms for resale: general office printing, including letterhead, envelopes, will security labels, receipts, forms, cards: public information and education materials and brochures	3,000	3,000	3,000	
6506	Postal Expenses	8,400	6,733	8,400	Postage	8,400	8,400	8,400	
6507	Advertising	10,000	7,159	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	2,881	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	737	1,500	Continuing legal education seminars	1,500	1,500	1,500	
6513	Leases & Service Agreements	8,300	5,839	8,300	Photo copier Web Hosting Icon Support	\$ 3,000 \$ 1,800 \$ 3,500	8,300	8,300	8,300
6610	Office Equipment Repair	1,000	-	1,000	adding many scanners	1,000	1,000	1,000	
6611	Computer Repair				Repair allowance for computers				
6700	Abstract Fees	9,975	10,115	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	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6800	Telephone & Communication	3,500	1,014	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	27,522	23,000		23,000	23,000	23,000
		-	-	-		-	-	-
	TOTAL O&M	133,024	118,023	133,024	TOTAL	133,024	133,024	133,024
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	2,500	1,984	2,500	Judges chambers, lights, chair paint	2,500	2,500	2,500
7350	Office Equipment	1,000	1,000	1,000	Court Recording	1,000	1,000	1,000
7355	Computer Hardware	-	-	-	Court Recording	-	-	-
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	3,500	2,984	3,500	TOTAL	3,500	3,500	3,500
	TOTAL PROBATE	505,622	477,790	509,817	TOTAL	509,817	509,817	507,970
				4,195		4,195	4,195	2,348
				0.8%		0.8%	0.8%	0.5%

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 on the managerial needs of the organization, while the Business Office supports the financial coordination of the entire department.

## REVENUES

	2009 Actual	2010 Actual	2011 Budget	2013 Budget
SHER	252,434	49,200	65,000	65,000
	\$ 252,434	\$ 49,200	\$ 65,000	\$ 65,000

## EXPENSES

**2013**

Labor	O&M	Capital	TOTAL
672,289	259,913	4,000	936,202

## OBJECTIVES

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

## PERSONNEL

	Full Time	Part Time
SHERIFF	1	
CHIEF DEPUTY	1	
ADMINISTRATIVE INVESTIGATOR	1	
CLERK II	1	
EXECUTIVE ASSISTANT	1	
INVESTIGATIONS CLERK	1	1
RECEPTION/CLERK	1	
CAPTIAN-SUPPORT SERVICES	1	
ACCREDITATION MANAGER	1	
	9	1

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	430,751	431,324	483,398	482,188	486,097	486,097	486,097	506,464
5205-05	Wages & Salaries (PT)	18,756	22,231	19,500	20,949	20,367	20,367	20,367	-
5401-05	Overtime	258	75	1,000	1,259	1,000	1,000	1,000	1,000
5500-05	Employee Benefits & Taxes	125,169	126,233	158,881	150,864	167,802	167,802	167,802	164,825
	TOTAL PERSONNEL SERVICES	574,935	579,863	662,779	655,260	675,266	675,266	675,266	672,289
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	8,062	3,795	8,000	6,530	8,000	8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	9,518	11,763	11,000	10,325	11,000	11,000	11,000	11,000
6301-05	Professional Services	6,921	17,565	12,300	11,249	12,300	12,300	12,300	12,300
6302-05	Legal Services	26,521	7,234	20,000	17,708	20,000	20,000	20,000	20,000
6401-05	Insurance - Liability	49,189	49,595	68,983	51,839	68,983	68,983	68,983	68,983
6402-05	Insurance- Vehicle	23,543	17,555	24,418	18,350	24,418	24,418	24,418	24,418
6500-05	Office Supplies	13,411	12,242	13,000	16,307	13,000	13,000	13,000	13,000
6505-05	Printing & Engraving	6,805	6,850	7,000	9,499	9,000	9,000	9,000	9,000
6506-05	Postal Expenses	3,368	5,203	5,000	4,546	5,000	5,000	5,000	5,000
6507-05	Advertising	545	15,557	7,000	10,227	7,000	7,000	7,000	7,000
6508-05	Dues	3,428	2,867	4,500	3,682	4,500	4,500	4,500	4,500
6509-05	Books, Periodicals, & Subscriptions	5,088	9,557	6,000	6,165	6,000	6,000	6,000	6,000
6511-05	Equipment Rental	9,080	8,981	10,212	10,274	10,212	10,212	10,212	10,212
6512-05	Training, Education, & Seminars	6,509	5,086	12,000	5,398	12,000	12,000	12,000	12,000
6800-05	Telephone & Communication	36,515	38,418	40,000	22,754	40,000	40,000	40,000	40,000
6908-05	Clothing- Uniforms	4,873	5,108	7,000	6,724	7,000	7,000	7,000	7,000

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6910-05	Criminal Investigation	877	1,623	1,500	880	1,500	1,500	1,500	1,500
	TOTAL O&M 218,999	214,253	218,999	257,913	212,456	259,913	259,913	259,913	259,913
	CAPITAL OUTLAY								
7350-05	Office Equipment	2,325	3,064	4,000	3,969	46,350	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	2,325	3,064	4,000	3,969	46,350	4,000	4,000	4,000
	TOTAL ACTIVITY CENTER	791,513	801,926	924,692	871,685	981,529	939,179	939,179	936,202
						56,837	14,487	14,487	11,510
						6.1%	1.6%	1.6%	1.2%

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES						
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES							
5120-05	Wages & Salaries (FT)	483,398	482,188	486,097	Wages for full-time departmental staff.	486,097	486,097	486,097
5205-05	Wages & Salaries (PT)	19,500	20,949	20,367	Wages for part-time departmental staff. SD	20,367	20,367	20,367
5401-05	Overtime	1,000	1,259	1,000	Wages for required overtime work. Includes	1,000	1,000	1,000
	Benefits							
5500-05	Employee Benefits & Taxes	<u>158,881</u>	<u>150,864</u>	<u>167,802</u>	Taxes and benefits for departmental employees.	<u>167,802</u>	<u>167,802</u>	<u>164,825</u>
	TOTAL PERSONNEL SERVICES	662,779	655,260	675,266	TOTAL	675,266	675,266	672,289
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	8,000	6,530	8,000	Departmental mileage and travel expenses	8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	11,000	10,325	11,000	To provide gas for vehicles assigned to the administration bureau. (5000 gal @\$3.75)	11,000	11,000	11,000
6301-05	Professional Services	12,300	11,249	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	20,000	17,708	20,000	To provide legal advice and representation in preparing and presenting cases of employee misconduct for all activity centers.	20,000	20,000	20,000
6401-05	Insurance - Liability	68,983	51,839	68,983	Provides departmental share of liability insurance.	68,983	68,983	68,983
6402-05	Insurance- Vehicle	24,418	18,350	24,418	Fleet insurance needs through current carrier.	24,418	24,418	24,418

ADMINISTRATION/ SUPPORT SERVICES



## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6500-05	Office Supplies	13,000	16,307	13,000	General Administrative needs from pens to paper.	13,000	13,000	13,000
6505-05	Printing & Engraving	7,000	9,499	9,000	Generic printing needs of the department from business cards to letterhead and includes recognition program (coins, community policing).	9,000	9,000	9,000
6506-05	Postal Expenses	5,000	4,546	5,000	Departmental postage expenses & rate increase. \$ 4,000 Postage meter rental 171x4 \$ 700 Postage meter maintenance agreement \$ 300	5,000	5,000	5,000
6507-05	Advertising Expense	7,000	10,227	7,000	Recruiting and other necessary advertisements for Sheriff's office	7,000	7,000	7,000
6508-05	Dues	4,500	3,682	4,500	Funding to continue affiliation with local police and law enforcement organizations, CALEA, and support networks. Assoc.: Maine Sheriff Assoc., Maine Chief of Police, National Sheriff's Assn., American Jail Assoc., International Associations.	4,500	4,500	4,500
6509-05	Books, Periodicals, & Subscriptions	6,000	6,165	6,000	Legal reference material, new title updates, . \$ 1,000 Clear search database for LEC \$ 5,000	6,000	6,000	6,000
6511-05	Equipment Rental	10,212	10,274	10,212	Rental of equipment used in the facility. Base rental for copiers. (2) 426 x 12= \$ 5,112 Naples Copier \$ 1,100 Copier fees based on estimated copies \$ 2,800 Circuit to tie to ME Public Safety for data \$ 1,200	10,212	10,212	10,212

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6512-05	Training, Education, & Seminars	12,000	5,398	12,000	Ongoing educational needs (usually outside the facility.) Includes 1 to Southern Police Inst for Command Officers Development Administrative support task development training at 7 6,000 Educational reimbursements for dept. Administration 2,000 Law Enforcement 4,000	12,000	12,000	12,000
6800-05	Telephone & Communication	40,000	22,754	40,000	Telephone services. In-State/Out State service. 19,620 Wireless Phone Services 15,000 Replacement-wireless equipment 2,880 Substation service. 4,000 Phone maintenance. 4,500 Pagers for key personnel \$142 X 12 3,408	40,000	40,000	40,000
6908-05	Clothing- Uniforms	7,000	6,724	7,000	Provided to staff	7,000	7,000	7,000
6910-05	Criminal Investigation	1,500	880	1,500	General expenses for investigations including CD/DVD, batteries (Internal investigations.) Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process.	1,500	1,500	1,500
		-	-	-		-	-	-
	TOTAL O&M	257,913	212,456	259,913	TOTAL	259,913	259,913	259,913
	CAPITAL OUTLAY							
7350-05	Office Equipment	4,000	3,969	46,350	Misc replacement of broken/worn furniture 4,000	4,000	4,000	4,000

ADMINISTRATION/ SUPPORT SERVICES

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
		-	-	-	Telestaff Scheduling Software- MGR removed 22,000	-	-	-
		4,000	3,969	46,350	Record Storage Unit for LEC-MGR Removed 20,350	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY							
	TOTAL ADMIN/ SUPPORT SERVICES	924,692	871,685	981,529	TOTAL	939,179	939,179	936,202
				56,837		14,487	14,487	11,510
				6.1%		1.6%	1.6%	1.2%

ADMINISTRATION/ SUPPORT SERVICES



# Sheriff's Office- Law Enforcement

*Kevin Joyce, Sheriff*

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

## REVENUES

#REF!	2010 Actual	2011 Actual	Estimated results	2013 Budget
LEC	49,200	71,853	65,000	65,000
<b>ENTERPRISE</b>				1,278,945
				\$ 1,343,945

## EXPENSES

2013

Labor	O&M	Capital	TOTAL
3,476,140	569,987	333,366	4,379,493
<b>ENTERPRISE</b>			1,278,945
<b>TOTAL DEPT.</b>			1,278,945

### Enterprise Fund:

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

## Statistics

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

## Personnel

	Full Time	Part Time	Enterprise
CAPTAIN -CID	1		
CAPTAIN-PATROL	1		
LIEUTENANT	3		
SERGEANT	7		
DEPUTY	17		17
DETECTIVE	7		
COMPLAINT OFFICER	1		
CRIME ANALYST	1		
	38	0	17
			1 PT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: LAW ENFORCEMENT					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
PERSONNEL SERVICES									
5120-06	Wages & Salaries (FT)	1,755,655	1,851,589	1,990,296	1,896,862	2,106,320	2,037,689	2,037,689	2,037,689
5401-06	Overtime	442,579	514,044	360,000	616,131	415,000	415,000	415,000	415,000
5500-06	Employee Benefits & Taxes	804,086	862,552	951,374	976,387	1,023,451	1,023,451	1,023,451	1,023,451
	TOTAL PERSONNEL SERVICES	3,002,320	3,228,185	3,301,670	3,489,379	3,544,771	3,476,140	3,476,140	3,476,140
OPERATIONS & MAINTENANCE									
6130-06	Transportation & Lodging	9,031	12,354	12,000	8,835	12,000	12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	159,156	209,203	193,470	221,958	193,470	193,470	193,470	193,470
6132-06	Vehicle Repair	-	-	-	-	-	-	-	-
6232-06	Mobile Radio Repair	3,145	3,918	5,000	6,881	7,000	7,000	7,000	7,000
6501-06	Training Supplies	25,904	26,970	24,816	16,219	22,816	22,816	22,816	22,816
6503-06	Computer Software & Supplies								
6509-06	Books, Periodicals, & Subscriptions	4,123	510	3,000	4,411	3,000	3,000	3,000	3,000
6512-06	Training, Education, & Seminars	157,919	153,422	200,232	105,137	207,548	207,548	207,548	207,548
6905-06	Medical Supplies	2	-	3,000	-	3,000	3,000	3,000	3,000
6908-06	Clothing- Uniforms	33,914	35,317	50,000	44,821	50,000	50,000	50,000	50,000
6909-06	Clothing- Cleaning	48		-					
6910-06	Criminal Investigation	43,672	44,026	41,555	36,231	48,153	48,153	48,153	48,153
6911-06	Canine Supplies & Equipment	7,878	6,327	16,000	11,133	17,500	17,500	17,500	17,500
6950-06	CALEA Expenses					5,500	5,500	5,500	5,500
	TOTAL O&M	444,793	492,047	549,073	455,625	569,987	569,987	569,987	569,987
CAPITAL OUTLAY									
7345-06	Vehicles	129,329	108,129	155,080	173,498	336,771	286,771	286,771	286,771
7350-06	Office Equipment	11,383	2,975	11,400	6,703	8,900	8,900	8,900	8,900
7360-06	Employee Safety Equipment	42,071	28,230	38,427	32,985	37,695	37,695	37,695	37,695
	TOTAL CAPITAL OUTLAY	182,783	139,334	204,907	213,185	383,366	333,366	333,366	333,366
	TOTAL ACTIVITY CENTER	3,629,896	3,859,566	4,055,650	4,158,190	4,498,124	4,379,493	4,379,493	4,379,493
						442,474	323,843	323,843	323,843
						10.9%	8.0%	8.0%	8.0%

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: LAW ENFORCEMENT				
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
5120-06	PERSONNEL SERVICES Wages & Salaries (FT)	1,990,296	1,896,862	2,106,320	Wages for full-time departmental staff. ADD Deputy Position ADD Deputy Position Benefits ADD Detective Position ADD Detective Position Benefits MGR Remove one position	1,997,125 41,711 26,920 42,644 26,920 (68,631)	2,037,689	2,037,689
5401-06	Overtime	360,000	616,131	415,000	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes.	415,000	415,000	415,000
5500-06	Employee Benefits & Taxes	951,374	976,387	1,023,451	Benefits and taxes for departmental employees.	1,023,451	1,023,451	1,023,451
	TOTAL PERSONNEL SERVICES	3,301,670	3,489,379	3,544,771	TOTAL	3,476,140	3,476,140	3,476,140
6130-06	OPERATIONS & MAINTENANCE Transportation & Lodging	12,000	8,835	12,000	To pay Sheriff Department expenses for required travel (training, firearms training, etc.) Includes overnight lodging, meals, tolls, and other costs incidental to travel.	12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	193,470	221,958	193,470	To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 2300*29=66,700 gals at \$3.75)	193,470	193,470	193,470
6232-06	Mobile Radio Repair	5,000	6,881	7,000	Fund repairs for all mobile and portable radios in the Sheriff's Department (Approx 100 radios)	7,000	7,000	7,000

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6501-06	Training Supplies	24,816	16,219	22,816	Required firearm training. 40 Cal Duty Law Enforcement, ESU (Reg&night) \$ 10,626 Shotgun \$ 646 Rifle 223 cal \$ 732 Rifle .308 cal \$ 512 9mm \$ 400 Targets, range rental, lumber \$ 2,700 Policy manual revision in CD format \$ 2,000 Taser cartridges and download equipment \$ 7,200	22,816	22,816	22,816
6509-06	Books, Periodicals, & Subscriptions	3,000	4,411	3,000	Law enforcement statute literature required by law. Maintain ongoing yearly needs. New Title 29 and 17A updates .	3,000	3,000	3,000
6512-06	Training, Education, & Seminars	200,232	105,137	207,548	Provide all in-house certifications and State, Academy, \$ 53,280 or Federally required training. 2 officers x 40 hrs/week x 18 weeks x 37.00= Mandatory 20 hrs: 4 hrs firearms training, 2 hrs law update, 2 hrs ethics civil liability, 12 hrs mandatory with discretionary subject matter 40 officers X 20 hrs (MCJA) X \$37 \$ 29,600 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 \$ 33,300 Accident reconstruction training (3 wk x40x \$37) \$ 4,440 ESU Training (6x122 hrs./yr.) \$ 27,084 ESU Practical Scenarios (2) (15x8x\$37) \$ 8,880 LeadershipTraining \$ 10,000 Dive team training (3x\$36x96 hrs/month) \$ 10,656	207,548	207,548	207,548

LAW ENFORCEMENT

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
					\$ 207,548			
6905-06	Medical Supplies	3,000	-	3,000	Mandatory inoculation for: Hepatitis B, TB,PPE equip	3,000	3,000	3,000
6908-06	Clothing- Uniforms	50,000	44,821	50,000	Provided to staff under ongoing contract, increased due to staff turnover, including clothing allow/ CID	50,000	50,000	50,000
6909-06	Clothing Cleaning							
6910-06	Criminal Investigation	41,555	36,231	48,153	For drug analysis, lab supplies and chemicals used in the booking process "Buy Money" for Investigations Metro Forensic Unit	48,153	48,153	48,153
					\$ 13,000			
					\$ 35,153			
6911-06	Canine Supplies & Equipment	16,000	11,133	17,500	General supplies for canine requirements. Food, equipment, and medical expenses for dog (drug search, article search, tracking). Kennel fees to house K( during handler vacation Boarding of K9 Dogs K-9 Replacement Insurance (Major Medical/Routine Care)	17,500	17,500	17,500
					\$ 8,000			
					\$ 8,000			
					\$ 1,500			
6950-06	CALEA Expenses	-	-	5,500	CALEA Expenses: PowerDMS (Removed from Training Suppiles Account) Membership Fees	5,500	5,500	5,500
					\$ 2,000			
					\$ 3,500			
		-	-	-		-	-	-
	TOTAL O&M	549,073	455,625	569,987	TOTAL	569,987	569,987	569,987
	CAPITAL OUTLAY							
7345-06	Vehicles	155,080	173,498	336,771	Cost of reinstalling all equipment on new vehicle; on old vehicle remove decals, repaint, repair rust, and refurbish. New light bars-on other rotation	286,771	286,771	286,771
					\$ 23,500			

LAW ENFORCEMENT



## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
					Vehicle fit up for 9 new vehicles@ \$6250 \$ 56,250			
					Vehicle lease for the 2010 package \$ 49,338			
					Vehicle lease for the 2011 package \$ 47,732			
					Vehicle lease for the 2012 package \$ 59,951			
					<i>Lease for 6 Veh (new deputy), regular rotation, 1 CID, 1 Admin and 1 SUV rotation-\$216,000</i>			
					2 new vehicles for new CID and deputy \$ 100,000			
					MGR removes one vehicle \$ (50,000)			
7350-06	Office Equipment	11,400	6,703	8,900	Replace broken and worn out equipment \$ 6,500	8,900	8,900	8,900
					Internet access for 4 substations at \$50 month \$ 2,400			
7360-06	Employee Safety Equipment	38,427	32,985	37,695	Equipment for employees that enhance Department and public safety.	37,695	37,695	37,695
					8 protective safety vests at \$700 each			
					Dive Team Equipment (tanks, resp, wet suit replaced)			
					Replacement equipment ( 3 radar units)			
					Replace ESU Equipment (smoke canister, short/long range ammo, non lethal rounds, distraction reloads)			
					Radar recalibration's)			
					2 AR 15			
					Small item electronics			
					2 portable radio units P25			
					2 Mobile Radios			
					2 Glock			
					1 Shotgun			
					Total			
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	204,907	213,185	383,366	178,459 TOTAL	333,366	333,366	333,366

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	TOTAL LAW ENFORCEMENT	4,055,650	4,158,190	4,498,124	TOTAL	4,379,493	4,379,493	4,379,493
				442,474		323,843	323,843	323,843
				10.9%		8.0%	8.0%	8.0%

ENTERPRISE ACTIVITIES TOTAL	1,555,273
OVERALL DEPARTMENTAL EXPENSES	5,934,766

(118,631)

LAW ENFORCEMENT

## 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		2012/13 REVENUES	2012/13 EXPENSES
	PERIOD	EMPLOYEES		
	<b>FULL TIME CONTRACTS</b>			
21203	Town of Harpswell	4/1 to 3/31	3	341,156
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	214,979
21204	Town of Harrison	7/1 to 6/30	1	123,911
21212	Town of Standish	7/1 to 6/30	5.5	494,002
21207	SAD #6	9/1 to 6/30	1	42,261
21213	Chebeague Island	7/1 to 6/30	1	15,406
21225	Maine Drug Enforcement (Reimburse )	1/1 to 12/31	2	124,704
21254	Domestic Violence Investigator	1/1 to 12/31	1	74,998
	Town of Gray	7/1 to 6/30	1	82,476
	<b>TOTAL FULL-TIME CONTRACTS</b>		<b>17.5</b>	<b>1,513,893</b>
	<b>SUMMER CONTRACTS</b>		Part Time	
21215	Long Island	Summer	1	22,203
	Town of Chebeague	Summer	1	19,177
	<b>TOTAL SUMMER CONTRACTS</b>		<b>2</b>	<b>41,380</b>

**TOTAL FROM NON-BUDGET ACTIVITIES**

**1,555,273**

**1,555,273**



# 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

	2009 Actual	2010 Actual	2011 Budget	2013 Budget
CIV	296,660	349,584	320,000	320,000
				\$ 320,000

## EXPENSES

2013

Labor	O&M	Capital	TOTAL
248,013	52,206	900	301,119

### Enterprise Fund:

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

ADMINISTRATIVE CIVIL DEPUTY  
CIVIL DEPUTY

Full Time	Part Time	ENTERPRISE
1		
3		6
4	0	6

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF				ACTIVITY CENTER: CIVIL PROCESS					
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2011 Actual	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	175,698	182,796	182,733	185,371	183,157	183,157	183,157	183,157
5500-08	Employee Benefits & Taxes	46,997	58,050	55,823	61,600	66,135	66,135	66,135	64,856
	TOTAL PERSONNEL SERVICES	222,695	240,846	238,556	246,971	249,292	249,292	249,292	248,013
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	23,177	22,078	29,960	21,794	29,960	29,960	29,960	29,960
6500-08	Office Supplies	2,856	1,232	2,500	1,944	2,500	2,500	2,500	2,500
6506-08	Postal Expenses	3,858	9,124	15,000	7,615	15,000	15,000	15,000	15,000
6509-08	Books, Periodicals, & Subscriptions			900	1,078	900	900	900	900
6513-08	Leases & Service Agreements	179	173	373	112	373	373	373	373
6800-08	Telephone & Communication	2,455	2,633	2,273	3,287	2,273	2,273	2,273	2,273
6908-08	Clothing- Uniforms	1,200	1,306	1,200	1,200	1,200	1,200	1,200	1,200
	TOTAL O&M	33,725	36,546	52,206	37,028	52,206	52,206	52,206	52,206
	CAPITAL OUTLAY								
7350-08	Office Equipment	59	-	900	-	900	900	900	900
	TOTAL CAPITAL OUTLAY	59	-	900	-	900	900	900	900
	TOTAL ACTIVITY CENTER	256,479	277,392	291,662	283,999	302,398	302,398	302,398	301,119
						10,736	10,736	10,736	9,457
						3.7%	3.7%	3.7%	3.2%

CIVIL PROCESS

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: CIVIL PROCESS						
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
5120-08	PERSONNEL SERVICES Wages & Salaries (FT)	182,733	185,371	183,157	Wages for full-time Civil Deputies.	183,157	183,157	183,157
5500-08	Employee Benefits & Taxes	55,823	61,600	66,135	Benefits and taxes for Civil Deputies.	66,135	66,135	64,856
	TOTAL PERSONNEL SERVICES	238,556	246,971	249,292	TOTAL	249,292	249,292	248,013
6130-08	OPERATIONS & MAINTENANCE Transportation & Lodging	29,960	21,794	29,960	Mileage reimbursements for process serving.	29,960	29,960	29,960
6500-08	Office Supplies	2,500	1,944	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	7,615	15,000	Postage fees for process serving.	15,000	15,000	15,000
6509-08	Books, Periodicals, & Subscriptions	900	1,078	900	Statute updates.	900	900	900
6513-08	Leases & Service Agreements	373	112	373	Pager rentals. (3)	373	373	373
6800-08	Telephone & Communication	2,273	3,287	2,273	Departmental phone expenses. Purchase iPhones (\$200*3=\$600)monthly data plans \$45 month *12 *3=\$1,620	2,273	2,273	2,273
6908-08	Clothing- Uniforms	1,200	1,200	1,200	Uniform and clothing expenses.- 3@\$400	1,200	1,200	1,200
	TOTAL O&M	52,206	37,028	52,206	TOTAL	52,206	52,206	52,206
7350-08	CAPITAL OUTLAY Office Equipment	900	-	900	Office equipment for Civil division.	900	900	900
	TOTAL CAPITAL OUTLAY	900		900	TOTAL	900	900	900
	TOTAL CIVIL PROCESS	291,662	283,999	302,398	TOTAL	302,398	302,398	301,119
				10,736		10,736	10,736	9,457
				3.7%		3.7%	3.7%	3.2%

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
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ENTERPRISE ACTIVITIES TOTAL	260,000
OVERALL DEPARTMENTAL EXPENSES	561,119

♦

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)

21255	Outside Civil Deputies	PERIOD	EMPLOYEES	2013 REVENUES	2013 EXPENSES
	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Department.	1/1 to 12/31	6	260,000	260,000
	Their compensation is paid by users of the civil service activities				





# 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

	2006 Actual	2007 Actual	2011 Budget	2013 Budget	Treasurer Income (Interest, etc.)	Labor	O&M	Capital	TOTAL
TREAS			25,000	-		32,104	6,060	-	38,164

## EXPENSES

2013

## STATISTICS

## PERSONNEL

		Full Time	Part Time
Monitor debt issuance in the County and signs payable checks. Assist in Tax Anticipation Note issuance and cash solicitation	TREASURER CLERK	1	1
Monitor interest rates with local institutions		1	1

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER									
ACCT #	ACCOUNT DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	20,342	20,750	21,173	21,166	21,597	21,597	21,597	21,597
5205	Wages & Salaries (PT)	-	-	205	-	205	205	205	205
5500	Employee Benefits & Taxes	8,238	9,080	9,594	9,560	10,554	10,554	10,554	10,302
	TOTAL PERSONNEL SERVICES	28,580	29,830	30,972	30,726	32,356	32,356	32,356	32,104
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,394	1,383	1,500	1,316	1,500	1,500	1,500	1,500
6401	Insurance- Liability	67	45	63	47	63	50	50	50
6500	Office Supplies	70	30	100	14	100	100	100	100
6505	Printing & Engraving	402	378	500	758	500	500	500	500
6506	Postal Expenses	2,498	2,236	2,400	2,496	2,400	2,400	2,400	2,400
6508	Dues	477	110	100	110	100	110	110	110
6509	Books, Periodicals, & Subscriptions	-	-	15	-	15	-	-	-
6512	Training, Education, & Seminars	1,019	734	1,000	246	1,000	1,000	1,000	1,000
6800	Telephone & Communication	615	651	500	662	500	400	400	400
6950	Bank Charges	-	-	-	-	-	-	-	-
	TOTAL O&M	6,541	5,567	6,178	5,649	6,178	6,060	6,060	6,060
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	-	-	-	-	-	-
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	DEPARTMENT TOTAL	35,122	35,397	37,150	36,376	38,534	38,416	38,416	38,164
						1,384	1,266	1,266	1,014
						3.7%	3.4%	3.4%	2.7%

TREASURER

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER								
ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	21,173	21,166	21,597	Wages for full-time departmental staff.	21,597	21,597	21,597
5205	Wages & Salaries (PT)	205	-	205		205	205	205
5500	Employee Benefits & Taxes	9,594	9,560	10,554	Taxes and benefits for departmental staff.	10,554	10,554	10,302
	TOTAL PERSONNEL SERVICES	30,972	30,726	32,356		32,356	32,356	32,104
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,500	1,316	1,500	MMA convention. GFOA convention. County convention. Travel to Treasurer's meetings. National GFOA Convention	1,500	1,500	1,500
6401	Insurance Liability	63	47	63	Liability Insurance	50	50	50
6500	Office Supplies	100	14	100	Departmental office supply costs & ink cartridge	100	100	100
6505	Printing & Engraving	500	758	500	Envelope printing.	500	500	500
6506	Postal Expenses	2,400	2,496	2,400	Postage costs increases	2,400	2,400	2,400
6508	Dues	100	110	100	Association of County Treasurer's. MMA	110	110	110
6509	Books, Periodicals, & Subscriptions	15	-	15	Subscription to Governing magazine.	-	-	-

TREASURER

## ACTIVITY CENTER BUDGET SUMMARY

## COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
6512	Training, Education, & Seminars	1,000	246	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	500	662	500	Wireless Cell phone expense	400	400	400
	TOTAL O&M	6,178	5,649	6,178		6,060	6,060	6,060
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-	-	-	Computer upgrade	-	-	-
	CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL TREASURER	37,150	36,376	38,534	TOTAL	38,416	38,416	38,164
				1,384		1,266	1,266	1,014
				3.7%		3.4%	3.4%	2.7%

TREASURER

## NON-DEPARTMENTAL DEBT SERVICE

COUNTY OF CUMBERLAND  
FISCAL YEAR 2013

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2010 ACTUAL	2011 ACTUAL	2012 FINAL BUDGET	2012 YEAR END ESTIMATE	2013 BUDGET REQUEST	DRAFT MGR RECOMM	2013 FC BUDGET	2013 FINAL BUDGET
		<b>PRINCIPAL</b>								
11-120	9112	2002 General Obligation Refunding Bonds Jail-	2,000,000	2,105,000	-	-	-	-	-	-
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment			300,000	-	294,750	294,750	294,750	294,750
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 -to Civic Ctr Page	150,000	170,301	170,301	170,301				
11-120		2012-County Debt under Charter- Principal \$2.775M	-	-	330,000	(213,007)	330,000	330,000	330,000	330,000
		<b>TOTAL BOND DEBT SERVICE</b>	<b>2,235,000</b>	<b>2,360,301</b>	<b>885,301</b>	<b>42,294</b>	<b>709,750</b>	<b>709,750</b>	<b>709,750</b>	<b>709,750</b>
		<b>INTEREST</b>								
11-120	9212	2002 General Obligation Refunding Bonds Jail-	155,250	52,625	-	-	-	-	-	-
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	-	-	700,000	537,753	705,250	705,250	705,250	705,250
11-120	9208	2008 Debt Interest for Interoperability Referendum	74,906	71,293	67,682	67,681	67,680	67,680	67,680	67,680
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	56,616	36,315	36,315					
11-120		2012-County Debt under Charter- Interest \$2.775M	-	-	65,004	32,502	65,004	65,004	65,004	65,004
		<b>TOTAL BOND DEBT INTEREST</b>	<b>286,772</b>	<b>160,233</b>	<b>869,001</b>	<b>637,936</b>	<b>837,934</b>	<b>837,934</b>	<b>837,934</b>	<b>837,934</b>
		<b>DEBT EXPENSE - LOANS</b>								
11-120	9205	TAN Bank Charge/and Rating Agencies	7,006	14,778	15,000	36,315	24,000	24,000	24,000	24,000
11-120	9210	TAN Legal Fees	2,638	1,785	3,000	4,542	5,000	5,000	5,000	5,000
11-120	9220	TAN Interest	(18,953)	(39,080)	20,000	23,368	20,000	20,000	20,000	20,000
		<b>TOTAL DEBT EXPENSE - LOANS</b>	<b>(9,309)</b>	<b>(22,517)</b>	<b>38,000</b>	<b>64,225</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>
		<b>NON-DEPARTMENTAL</b>								
11-140	5520	Retiree Life Insurance	3,062	2,600	2,800	3,350	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	37,174	20,000	30,000	37,376	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	4,364	(4,766)	3,300	-	3,300	3,300	3,300	3,300
11-141	9526	County Capital Improvement Reserve for CIP	-	-	104,996	426,750	204,996	154,996	154,996	154,996
11-141	9500	Civic Center Operational Subsidy	-	-	-					
11-141	5502	Contingent Appropriation	16,125		30,000	23,965	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	52,301	5,745	50,000	35,000	50,000	50,000	50,000	50,000
		<b>TOTAL NON-DEPARTMENTAL</b>	<b>113,026</b>	<b>23,579</b>	<b>221,096</b>	<b>526,441</b>	<b>331,096</b>	<b>281,096</b>	<b>281,096</b>	<b>281,096</b>
		<b>TOTAL NON-DEPARTMENTAL &amp; DEBT SERVICE</b>	<b>2,625,489</b>	<b>2,521,596</b>	<b>2,013,398</b>	<b>1,270,896</b>	<b>1,927,780</b>	<b>1,877,780</b>	<b>1,877,780</b>	<b>1,877,780</b>

\*Note- Civic Center Principal & Interest to the County is committed at \$1 million annually-P&I shown above

(85,618) (135,618) (135,618) (135,618)

## GRANT REQUESTS

COUNTY OF CUMBERLAND  
FISCAL YEAR 2013

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	2009	2013		MGR	2013 FC	2013 FINAL
		ADOPTED BUDGET	ADOPTED BUDGET	2012 FINAL BUDGET	GRANT REQUEST			
		-						
8002	Cumberland County Extension Association	105,000	105,000	120,696	129,500	123,110		
8003	Cumberland County Soil & Water	14,000	14,000	16,320	17,000	16,646		
8005	Portland Public Library	11,808	11,808	10,036	11,808	10,237		
8007	So. Maine Emergency Medical Services	4,346	4,346	3,694	6,000	3,768		
8008	Threshold to Maine	750	750	750	750	765		
	Total	135,904	135,904	151,496	165,058	154,526	-	-

**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:	2010 Budget Commissioners	2011 Budget Commissioners	2012 Budget Commissioners	2013 Agency Request	County Mgr. Recom 2013	2012 Finance Committee	2013 FINAL Commissioners
389	Peaks Island Food Pantry	315	315	315	-	-	-	-
428	Planned Parenthood of N.N.E.	1,575	1,575	1,575	1,800	1,607	1,607	1,607
3105	Learning Works- Was Portland West Service Works	3,151	3,151	3,151	5,000	3,214	3,214	3,214
89	Sexual Assault Response Services of So. ME	3,939	3,939	3,939	3,939	3,939	3,939	3,939
1167	Community Counseling Center	15,066	15,000	15,000	15,000	15,000	15,000	15,000
179	Center for Community Dental Health	3,500	3,500	3,500	3,500	3,500	3,500	3,500
4914	Mid Coast Hunger Prevention Program	2,087	2,087	2,087	3,000	2,129	2,129	2,129
96	Tedford Shelter	5,089	5,089	5,089	6,000	5,191	5,191	5,191
210	Family Crisis Services	13,085	13,085	13,085	18,000	13,347	15,847	15,847
4165	CCM Mental Health Support & Recovery Serv.	9,846	9,000	9,000	9,000	9,000	9,000	9,000
	Day One		10,000	10,000	15,000	10,200	10,200	10,200
	Community Counseling (Spring Harbor)		35,000	35,000	35,000	35,000	35,000	35,000
	BY VENDOR NAME:	2010 Budget Commissioners	2011 Budget Commissioners	2012 Budget Commissioners	2013 Agency Request	County Mgr. Recom 2013	2012 Finance Committee	2013 FINAL Commissioners
87	<b>Preble Street Resource Center</b>							
	Preble St. Resource Center-Soup Kitchens	6,617	17,500	17,500	17,500	17,500	17,500	17,500
	Preble St. Resource Center-Lighthouse Shelter	5,829	5,829	5,829	5,829	5,829	5,829	5,829
	Preble Street Women's Shelter	2,836	2,836	2,836	2,836	2,836	2,836	2,836
			-	-	-	-	-	-
482	<b>Wayside Evening Soup Kitchen</b>		-	-	-	-	-	-
	Wayside Soup Kitchen	11,028	15,000	15,000	15,000	15,000	15,000	15,000
	Wayside Food Rescue Program	4,798	15,000	15,000	20,000	15,300	15,300	15,300
			-	-	-	-	-	-
			-	-	-	-	-	-
	<b>Salvation Army-426</b>		-	-	-	-	-	-
426	Food Pantry	1,103	1,103	1,103	1,500	1,125	1,125	1,125
	Portland Moms in Recovery Network			-	-	-	-	-
			-	-	-	-	-	-

[illegible]



# **COUNTY OF CUMBERLAND**

## **DEBT PLANNING- CIP NEEDS FOR 5 YEARS**

Project Code	Project Title	2012	#YRS	2013	#YRS	2014	#YRS	2015	#YRS	2016	#YRS
FACL-12-001	Roof Repair older section CCCH	215,000	30								
FACL-12-002	Exterior repointing of granite at CCCH					250,000	40				
FACL-12-003	Parking Garage repairs	450,000	15	150,000	20	200,000	20				
FACL-12-004	Security Upgrade LEC	26,000	10								
FACL-12-005	Elevator wall repair roof line at CCCH			10,000	20						
FACL-12-006	Pavement at vehicle impound yard			8,500	10						
FACL-12-007	UPS replacement CCRCC			21,000	7						
FACL-12-008	Fleet Maintenance truck			28,000	7						
FACL-12-009	HVAC air handler replacement EMA			46,000	25						
FACL-12-010	Sidewalk repair CCCH			50,000	10						
FACL-12-011	New HVAC air handler controls at LEC			55,000	25						
FACL-12-013	Library window housing repair CCCH					29,000	25				
FACL-12-014	Camera , DVR , Identicard upgrades					45,000	7				
FACL-12-015	Complete Inmate cell area					17,000	20				
FACL-12-016	Energy Saving upgrades all locations					47,000	15				
FACL-12-017	Snow removal equipment					34,000	15				
FACL-12-018	ADA upgrades all locations							35,000	25		
FACL-12-020	Replacement exterior windows CCCH							171,000	25		
FACL-12-021	Upgrade HVAC in DA admin area									243,000	25
FACL-12-022	Upgrade HVAC in Probate									218,000	25
FACL-12-023	HVAC Replacement in the LEC	85,000	20								
SHER-12-002	Purchase of 8 Cruisers		3	200,000	3	230,000	3	235,000	3	240,000	3
SHER 14-001	Record Storage units for the LEC					20,350					
EMA 12-001	Homeland security HazMat/WMD	50,000	3	50,000	3	50,000	3	50,000	3	50,000	3
EMA 12-002	HaxMat Equipment Replacement	20,500	3	20,500	3	20,500	3	20,500	3	20,500	3
EXEC-12-001	Civic Center Subsidy CIP & Operations							500,000	1	600,000	1
EXEC-12-002	Fit up Lease Office Space-Deeds	60,000	10								
IT-1-001	Technology Upgrades	75,000	5	75,000	5	75,000	5	75,000	5	75,000	5
IT-1-002	National Fire Incident Reporting			40,000	7						
IT-1-003	Positive Identification	37,500	7								

Project Code	Project Title	2012	#YRS	2013	#YRS	2014	#YRS	2015	#YRS	2016	#YRS
IT-1-004	Patrol and CID Upgrades			40,000	5	40,000	5	40,000	5	40,000	5
DA-12-001	Finish DA Database Conversion	32,000	7								
DA-12-002	Update Diversion & Restitution database	10,000	7								
COMM-14-001	Comm- CAD Computers					200,000					
COMM-14-002											
COMM-14-003											
New	Enhance CAD/CAM System in CCRCC	800,000	10								
New	Tower Enhancements	120,000	15								
New	Expand the footprint of CCRCC					798,100	40				
New	Startup Funding for Assessing				10	500,000	10	356,400			
New	Srartup Funding for Tax Collection							615,500	10		
New	CCRCC Radio System-Hdwe Replaced									275,500	7
<b>FY 2012</b>	<b>Total CIP Allocation</b>	<b>1,981,000</b>		<b>794,000</b>		<b>2,555,950</b>		<b>2,098,400</b>		<b>1,762,000</b>	
	<b>Summary Totals</b>	<b>2012</b>		<b>2013</b>		<b>2014</b>		<b>2015</b>		<b>2016</b>	
		<b>2 year Need</b>		<b>2,775,000</b>		<b>2 year Need</b>		<b>4,654,350</b>			
				Borrowed in July 2012				(2,270,000)			
								<u>2,384,350</u>			

## **COUNTY OF CUMBERLAND**

### **SUPPLEMENTAL CIP FROM BUDGET 2013**

<i>Project Code</i>	<i>Project Title</i>	2013		2014	#YRS	2015	#YRS	2016	#YRS
EXEC-13-001	Automation for the Parking Garage	50,000							
SHER-13-001	TeleStaff Software for Sheriff LEC	22,000							
SHER-13-002	Record Storage at LEC	20,350							
SHER-13-003	Additional LEC Vehicle Funding	16,000							
COMM-13-001	Comtronics Equipment at CCRCC	37,500							
SHER-13-004	Sheriff's VIP program	9,146							
<b>FY 2013</b>	<b>Total CIP Allocation</b>	<b>154,996</b>		-		-		-	
	<b>Summary Totals</b>	<b>2013</b>		<b>2014</b>		<b>2015</b>		<b>2016</b>	

These CIP needs are supplemental to the two year bonding procedure used by the County



## **BOARD OF CORRECTIONS**

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

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

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

The board of corrections is composed of these nine members:

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

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

Their duties can be summarized as follows:

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

### **FISCAL NOTE TO COUNTY BUDGET:**

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

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

CORRECTIONS DIVISION

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

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

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



COUNTY OF CUMBERLAND  
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	LINE ITEM BUDGET REQUEST JUSTIFICATION
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## FACILITY SUPPORT TO BOC

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

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.

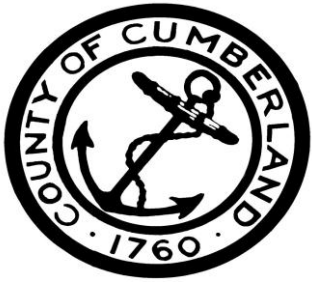
COUNTY OF CUMBERLAND  
JAIL STATUTORY CAP

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
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BOC Budget Presentation for a 12 Month Period			
<b>NEW BOC BUDGET PER STATUTE</b>			
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		
 <b>NEW BOC GROSS</b>	 <b>16,506,896</b>		
 Less Revenue	 (4,731,841)		
Less 20% revenue	(199,453)		
Total all revenues	(4,931,294)		
 <b>Statutory CAP</b>	 <b>11,575,602</b>		
<i>ASSESSMENT IS FROZEN TO TAXPAYERS AT THIS AMOUNT STATE PAYS OVERAGE</i>			
		This is for a 12 month period	



# CIVIC CENTER

## "Recreational District"

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

	2011 BUDGET	2012 BUDGET	2013 BUDGET REQUEST	2013 FC RECOMM	2013 FINAL Budget	TAX Impact
<b>From the County Taxes</b>						
Total Estimated Expenditures		1,000,000	1,848,116			3.68%
Total Estimated Revenues						0.00%
Tax Revenue Required		1,000,000	1,848,116	-	-	3.68%
<b>Net Dollar Change</b>			848,116	\$ 23,044,497		
			<b>Increase</b>	<b>2012 Tax Assessment</b>		

DEPARTMENT: CIVIC CENTER								
	From the County	2012 ADOPTED BUDGET	2012 Actual Expense	2013 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2013 PRELIM	2013 FC BUDGET	2013 FINAL BUDGET
	County Commitment	1,000,000	505,250	1,000,000	For Civic Center expnses i.e. debt	1,000,000		
	<u>Civic Center \$33M Bond</u>				(2013 Debt Payment is \$1.410M)			
	Principal & Interest	-	-	410,500	New Civic Center Referendum for Modernization Civic center Contribution	410,500		
	CC operational Subsidy	-	-	150,000	To Fund the Operational Budget from 6/30/2012	150,000		
	<u>Revolving Debt:</u>							
	CC Revolving Principal		170,301	170,301	Revolving Line of Credit	170,301		
	CC Revolving Interest	-	36,315	36,315		36,315		
	<b>Total to Civic Center</b>	<b>1,000,000</b>	<b>711,866</b>	<b>1,767,116</b>		<b>1,767,116</b>	<b>-</b>	<b>-</b>

**INCREASE OVER FY 2012** \$ 767,116  
**FY 12 COUNTY ASSESSMENT** \$ 23,044,497  
**ADDITION TO THE 2013 TAXES** 3.33%