



1760

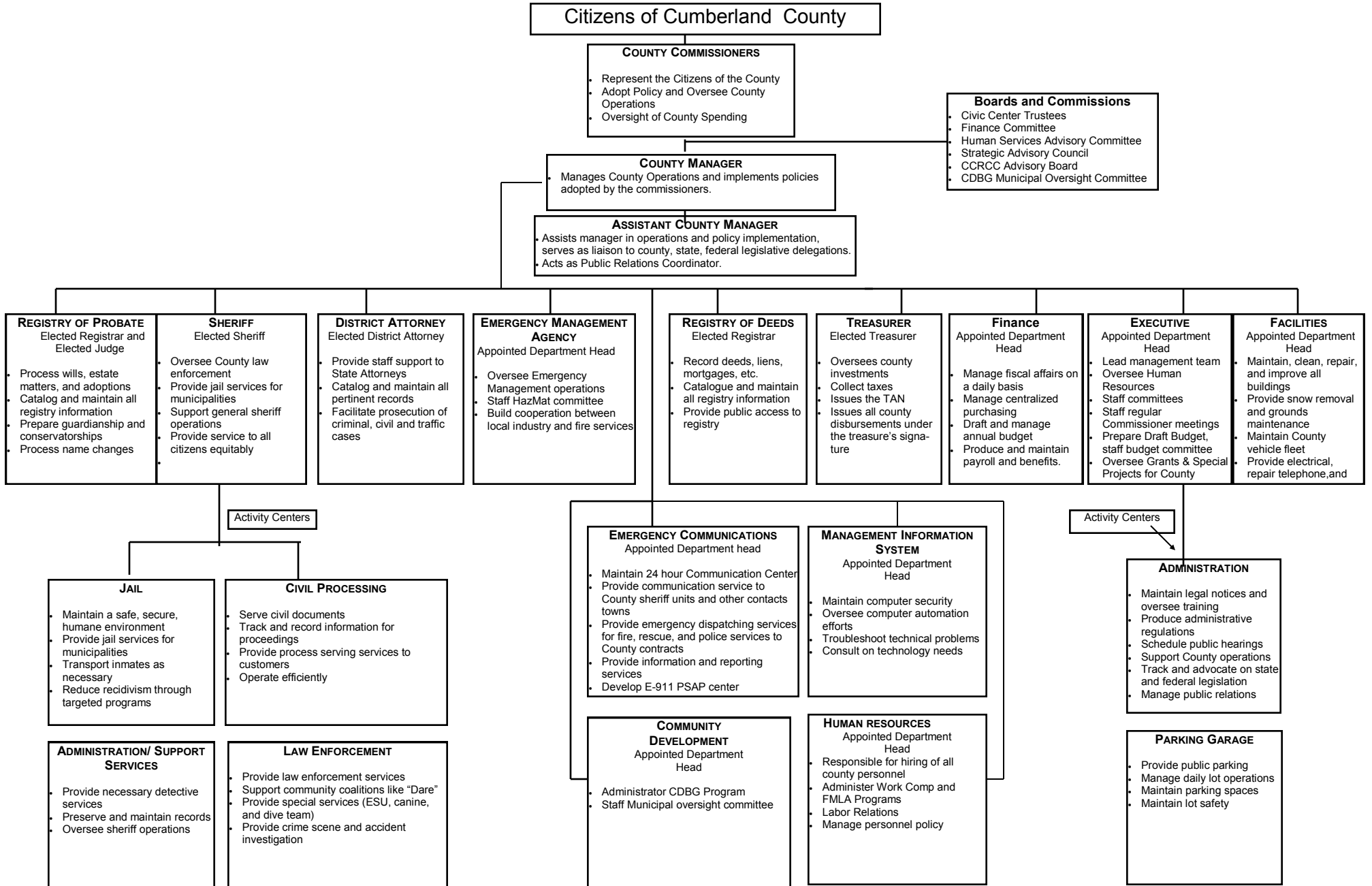
County Of
CUMBERLAND

www.cumberlandcounty.org

**COUNTY OF
CUMBERLAND
ANNUAL BUDGET 2014**

	<i>Table of Contents</i>
	<i>County of Cumberland</i>
	<i>2014 Final Budget</i>
Overview	
1	Table of Contents
2	Cumberland County Organizational Chart
3	County Officials
4	Finance Committee
5	Budget Timeline
Introduction	
6	County Manager's FY 2014 Budget Message
11	Budget Process and Financial Management Policies
19	How to Read the Budget
General Fund	
23	County Budget and Tax Overview Schedule
25	Global Overall Budget Schedule from all Sources
26	Civic Center
27	Enterprise and Grant Funding
33	Budget reduction record
35	Revenue Summary
36	Tax Distribution Schedule
37	Debt Service
Human Resources	
38	Position Classification Plan
46	Departmental Positions
Departments	
50	District Attorney
57	Emergency Management Agency
64	Emergency Communications- CCRCC
70	Executive-Administration
77	Executive-Garage
81	Information Technology
85	Human Resources
89	Facilities
101	Finance
105	Registry of Deeds
109	Registry of Probate
115	Sheriff-Administration
122	Sheriff-Law Enforcement
130	Sheriff- Civil
135	Treasurer
Non-Departmental	
139	Non-Departmental and Debt Service
140	County Grants
141	Human Services
Capital Improvement Program	
143	County of Cumberland Capital Improvement Program
144	Board of Corrections and Jail

**FY2014
COUNTY OF CUMBERLAND
ORGANIZATION CHART**



County of Cumberland
Elected and Appointed Officials

2014

**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 Agency, Director	Jim Budway	892-6785
Facilities, Director	Bruce Tarbox	871-8380
Human Resources Director	Wanda Pettersen	775-6809
Information Technology	Aaron Gilpatric	774-1444
Jail Administrator	Francine Breton	774-5939
Emergency Communications Director	William Holmes	893-2810
Community Development Director	Aaron Shapiro	871-8380

FINANCE COMMITTEE - FY 2014

Name	Email Address/Phone	Term Expires	Elected
District 1			
Ken Murphy 109 Main Street Bridgton, Me 04009	selectmanmurphy@yahoo.com 207-242-9417	2014	2013
District 2			
Dennis Welch 26 Trails End Windham, ME 04062	dwelch@cumberlandcounty.org Cell – 252-9662	2014	2013
Chris Orestis 4 Winn Rd Falmouth, ME 04105	corestis@town.falmouth.me.us 329-6795	2014	2013
District 3			
Melanie Sachs 84 Kelsey Ridge Road Freeport, ME 04032	msachs@freeportmaine.com Home: 449-1524 Cell: 299-6825	2016	2013
Elinor Multer 19 Winchelsea Way Orrs Island, ME 04066-2412	emofme@comcast.net 833-5476	2014	2013
District 4			
Linda Cohen 67 Gary L. Maietta Parkway Unit 1 South Portland, ME 04106	lcohen@southportland.org 831-9574	2014	2013
District 5			
Vacant		2014	2013

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, 2013 (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, 2013

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 15, 2013 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, 2013

November 26, 2013

Dear Citizens, Community Leaders, and Legislators,

On behalf of the Commissioners, it is my honor and privilege to present the County Budget for fiscal year 2014. This is my fifteenth budget as county manager and I am honored to serve as the chief executive for Cumberland County Government. We are a highly effective organization with over 430 hardworking and capable employees who are committed to providing quality services to the citizens of the county in a responsive and caring manner.

As the largest county government in Maine with over 280,000 people, we are in a unique group with only 5% of the county governments in the nation that have a population of 250,000 people or more. We are a diverse county with many assets from the ocean, to the lakes, to the mountains, with many picturesque communities and a rich history that is steeped in the New England culture. We have much to be thankful for as we think about the unique leadership challenges that we face now and in the future.

INTRODUCTION

As has been the case with past budgets, the department heads have done a very commendable job with the budget requests that they have submitted. With my recommendations, I have cut a total of \$171,191 from the requests by the county departments, as well as the outside agencies and organizations.

There are two changes that have occurred as a result of the Finance Committee's deliberations over the Commissioners' Proposed Budget. One was a recommendation by the Finance Committee to add the full-time equivalent of \$60,000 for what had previously been a grant funded part-time Inmate Communications Clerk in order to monitor inmates' phone calls. The other change was a favorable adjustment to the budget when we learned from the Maine Municipal Association that our increase would be only 3% instead of the 10% that we had anticipated.

With the final adoption of the budget the Commissioners have voted 5-0 to accept the recommendation of the Finance Committee, with one additional change of their own by accelerating the implementation of the Compensation Study to phase in the recommended employee wage adjustments by Municipal Resources, Inc. over a two year period instead of three years. This change requires an additional investment of \$31,000 in county expenditures.

In summary, the budget is divided into two categories: 1) there are the county government operations, and 2) the civic center. This is similar to how municipalities view school expenses in their local budgets. In order to support the operations of Cumberland County Government there is an increase of \$265,489 over our existing 2013 budget for a tax increase of 1.84% on the county side. In addition to this change, there is an increase of \$591,634 or 2.43% due to the Civic Center, for a total county tax increase of 4.27 %.

This change represents an overall county assessment of \$25,413,304 which adds an additional \$5 to the average taxpayer for a home valued at \$200,000. Or put another way, this means that the average taxpayer in 2014 will pay less than \$130.00 in county taxes to support the Civic Center and operations of Cumberland County Government.

BUDGET PRIORITIES & HIGHLIGHTS

As in past years, this is a priority based budget which calls for a greater investment in the areas of public safety, criminal justice, and financial management of the County. This budget is also consistent with our strong commitment to technology and continued support of our municipalities through regional programs that add value to our communities, such as our emergency management services and funding for our regional hazmat teams. It also recognizes that our employees need to be compensated fairly and equitably with a modest 2% cost of living increase. This is in keeping with the standard that has been set by the municipalities.

The highlights of this budget are, as follows:

1) There is funding for a deputy position which fulfills our commitment to a COPS grant that is expiring.

2) There is also funding for a clerk position at the Sheriff's Office to enable the staff for the Criminal Investigation Division to get out into the field more frequently.

3) There is funding for an accounting position in the Finance Office. This position is long overdue and is something that should have been done previously, with almost 450 employees and an annual payroll of over \$16 million. The County has the same number of accounting and payroll staff as we did 15 years ago!

4) There is funding for an IT position to more effectively meet the needs of the various departments within the County, as well as to better respond to the outside agencies being served.

5) There is an emergency management position that has been grant funded previously, which is an integral part of the EMA programs being offered to the municipalities. Approximately 75% of the costs for this position will be covered by reimbursements from the Maine Emergency Management Agency.

6) To ensure that our employees are compensated equitably there is, as previously mentioned, a 2% cost of living increase with a fiscal impact of \$169,000. In addition, there is \$51,000 budgeted to implement the first phase of pay adjustments for 42 people as a result of a Compensation Study which has compared the compensation of our 100+ job titles with 12 other organizations.

7) In addition, the County is budgeting for an increase of 3% on our health insurance as administered by the Maine Municipal Health Trust. This represents an increase of \$60,914. There is also an increase from the Maine State Retirement System and our Workers Comp Program in the amount of \$87,000.

8) There is funding for 31 human service programs included in this budget, as well as 5 organizations that we have traditionally funded.

9) There is also a Tax Stabilization Fund that the County utilizes similar to other local Governments, with a continuation of \$350,000 for FY14 to help offset the fiscal impact to the municipalities from the county tax assessment.

CAPITAL IMPROVEMENT PROGRAM

The County has a long term capital improvement program (CIP) which is now being funded in large part by the new borrowing authority the County has been granted under the new County Charter. The CIP is managed carefully and thoughtfully with projects totaling \$1,330,000 for 2014 and 2015. The manner in which the County's CIP

has been created resembles municipal governments, with the various department heads submitting requests with a written explanation for each project. The departments submit this information to the county manager's office, which I then review with my budget team and the department heads before making my recommendations to the Board of Commissioners and Finance Committee. There are 25 capital projects that have been included in this Budget. Some examples of these projects include:

- \$175,000 for repair of the roof for the older section of the Courthouse;
- \$100,000 for an exterior repointing of the granite on the Courthouse;
- \$85,000 for the purchase of an automated parking garage attendant; and
- \$170,000 for technology upgrades, to mention a few.

THE FUTURE

Today, across the nation there are over 3,000 county governments; including over 1,000 county governments like Cumberland County with 800 or more square miles. As the past president of the National Association of County Administrators, I am aware of the wide array of services that county governments throughout the nation are providing. County governments like Peoria County, Illinois with a population less than ours and about a dozen municipalities are providing many local government services, including animal control, assessment, economic development, elections, health and human services, public works, and tax collection.

I believe it is entirely possible that we will see greater utilization of county governments in Maine as the economies of scale and the advent of new technology become better known. All of us who are interested and concerned about the future of this particular region will hopefully be able to recognize the important role that regional services can play in improving the affordability and quality of the government services that are delivered to our citizens.

In Cumberland County's case, we are continually discussing ideas with our municipalities about how we can better utilize our economies of scale and technology to deliver cost efficient, quality services to our municipalities and citizens. We have already shown the ability to do this through the establishment of a federally funded county based community development program, a highly successful regional communications center, and most recently the creation of a regional assessing office.

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 with this entrepreneurial spirit in mind 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 closing, I would like to give special thanks to the County Finance Director Alex Kimball for his great assistance during this lengthy and important process. I would also like to thank the Assistant County Manager Bill Whitten and Human Resources Director Wanda Pettersen for their active involvement in the preparation of this budget. And I would like to express my gratitude to the department heads and their staff for their highly effective work on the budget. This was a team effort in every sense and it is my privilege to be able to present this budget document.

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 Sheriffs contracts and regional activities. GASB allows creation of funds where activities are financed and operated in a manner similar to private business enterprises.

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

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

FUND BALANCE

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

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

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

Internal Controls

Management of the County of Cumberland is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the government are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principals. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The county manager meets regularly with the Finance Director 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				ACTIVITY CENTER: EMERGENCY MANAGEMENT					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET

ACCT # - This line lists the County-wide account number that corresponds to the account within which funds are designated. In practice, the various accounts are accounting tools used throughout the year to monitor departmental spending within and between accounts.

ACCOUNT DESCRIPTION – This line contains the descriptive title each account is assigned. Account descriptions are universal so comparisons between departments are made as closely as possible. For example, the **Clothing – Uniforms** account in the Jail activity center is similar to the account in the Facilities department even though the uniforms purchased are different.

2011 ACTUAL - An actual line records the amount expended from each account during the budget year as recorded by the year end audit. 2011 Actual would record expenditures for 2011. This line is included purely for comparative purposes.

2012 ACTUAL - This line records the departments actual expenditure for each account during 2012. For the 2013 budget this represents the prior year allocation which is useful for comparing current allocations.

2013 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.

2013 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.

2014 BUDGET REQUEST - The 2014 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.

2014 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.

2014 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 2014

DEPARTMENT	2013 ADOPTED BUDGET	2013 ACTUAL EXPENSES	2014 BUDGET REQUEST	Dollars over 2013	Mgr Cuts from Request	2014 MGR RECOMM	2014 FC RECOMM	2014 FINAL Budget	% Increase over 2013
<i>Emergency Mgmt Agency</i>	416,770	435,115	560,097	143,327	-	560,097	554,822	554,822	34.39%
<i>District Attorney</i>	1,504,948	1,428,446	1,558,410	53,462	(10,001)	1,548,410	1,533,976	1,533,976	3.55%
<i>Treasurer</i>	38,164	37,956	39,600	1,436	0	39,600	39,016	39,016	3.76%
<i>Facilities</i>	1,738,605	1,517,972	1,855,894	117,289	(20,930)	1,834,964	1,823,403	1,823,403	6.75%
<i>Registry of Deeds</i>	793,992	769,075	826,515	32,523	(4,000)	822,515	816,812	816,812	4.10%
<i>Registry of Probate</i>	507,970	465,402	518,323	10,353	(7,000)	511,323	507,195	507,195	2.04%
<i>Finance</i>	418,071	408,901	451,359	33,288	-	451,359	449,134	449,134	7.96%
<i>Communications</i>	2,402,888	2,499,501	2,653,401	250,513	0	2,653,402	2,638,402	2,638,402	10.43%
<i>Executive-Admin</i>	708,980	711,528	744,152	35,172	(4,367)	739,785	729,703	729,703	4.96%
<i>Executive-Garage</i>	90,881	89,545	92,417	1,536	(14,795)	77,621	77,115	77,115	1.69%
<i>Information Technology</i>	639,015	572,386	810,419	171,404	0	810,419	808,633	808,633	26.82%
<i>Human Resources</i>	387,542	346,025	383,936	(3,606)	(4,057)	379,879	377,916	377,916	-0.93%
<i>Sheriff-Admin</i>	936,202	922,141	953,006	16,804	-	953,006	946,792	946,792	1.79%
<i>Sheriff-Law Enforcement</i>	4,379,493	4,459,683	4,639,566	260,073	(5,016)	4,634,550	4,683,643	4,683,643	5.94%
<i>Sheriff-Civil</i>	301,119	287,233	304,093	2,974	-	304,093	300,375	300,375	0.99%
<i>Debt Service-Principal</i>	415,000	745,000	515,000	100,000	-	515,000	515,000	515,000	24.10%
<i>DebtService- Interest</i>	132,684	(200,926)	168,861	36,177	-	168,861	168,861	168,861	27.27%
<i>Debt Expense - TAN Loans</i>	49,000	32,342	49,000	-	-	49,000	49,000	49,000	0.00%
<i>Grants</i>	154,526	154,526	164,953	10,427	-	164,953	164,953	164,953	6.75%
<i>Human Services</i>	242,960	242,960	289,574	46,614	(43,842)	245,732	245,732	245,732	19.19%
<i>Pension Life- Retirees</i>	2,800	3,770	2,800	-	-	2,800	2,800	2,800	0.00%
<i>Contingent Account</i>	30,000	5,000	30,000	-	-	30,000	30,000	30,000	0.00%
<i>Sal./ Ben./ Term. Pay</i>	3,300	-	123,300	120,000	-	123,300	123,300	154,300	3636.36%
<i>Unemployment Insurance</i>	40,000	25,634	40,000	-	-	40,000	40,000	40,000	0.00%
<i>Referendum and Public Info</i>	50,000	(10,559)	50,000	-	-	50,000	50,000	50,000	0.00%
<i>Capital Improvement Res.</i>	154,996	261,421	154,996	-	(37,184)	117,812	117,812	117,812	0.00%
<i>Human Services Reserve</i>	20,000	-	20,000	-	(20,000)	-	-	-	
<i>Total Expenditure Summary</i>	16,559,906	16,210,076	17,999,672	1,439,767	(171,191)	17,828,481	17,794,396	17,825,396	
Change			1,439,767	1,439,767		1,268,576	1,234,490	1,265,490	
Tax Calculation	2011 BUDGET	2012 BUDGET	2013 BUDGET	2014 BUDGET REQUEST	2014 MGR RECOMM	2014 FC RECOMM	2014 FINAL Budget	% Increase	
COUNTY									
Total Estimated Expenditures	16,529,584	16,894,470	16,559,906	17,999,672	17,828,481	17,794,396	17,825,396	1,265,490	8.69%
Total Estimated Revenues	(5,178,837)	(5,075,575)	(5,179,080)	(5,996,443)	(5,996,443)	(5,996,443)	(5,996,443)	(817,363)	15.78%
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	-	0.00%
Tax Revenue Required	11,000,747	11,468,895	11,030,826	11,653,229	11,482,038	11,447,953	11,478,953	448,127	5.64%
Net Dollar Change		468148	(438,069)	622,404	451,213	417,127	448,127		
Percent from prior year		4.26%	-3.98%	5.64%	4.09%	3.78%	4.06%		

Board of Corrections Budget								
Tax Calculation	2008	2011-12	2012-13	2013-14	2014 MGR RECOMM	2014 FC RECOMM	2014 FINAL Budget	% Increase
COUNTY								
Total Estimated Expenditures	16,506,896	16,506,896	16,506,896	16,506,896	16,506,896	16,506,896	16,506,896	0.00%
Total Estimated Revenues	(4,931,294)	(4,931,294)	(4,931,294)	(4,931,294)	(4,931,294)	(4,931,294)	(4,931,294)	0.00%
Designated Surplus	-	-	-	-	-	-	-	
Tax Revenue Required	11,757,602	11,757,602	11,757,602	11,575,602	11,575,602	11,575,602	11,575,602	
	11,575,602	11,575,602	11,575,602	11,575,602	11,575,602			
	Amount fixed by statute							

Civic Center Budget								
Tax Calculation	2011 BUDGET	2012 BUDGET	2013 BUDGET	2014 BUDGET REQUEST	2014 MGR RECOMM	2014 FC RECOMM	2014 FINAL Budget	% Increase
Bond Principal			400,000	602,500	602,500	602,500	602,500	50.63%
Bond Interest			1,010,500	1,000,000	1,000,000	1,000,000	1,000,000	-1.04%
Revolving Line of Credit			206,616	406,250	406,250	406,250	406,250	96.62%
Operational Subsidy			150,000	350,000	350,000	350,000	350,000	133.33%
Tax Revenue Required	-	-	1,767,116	2,358,750	2,358,750	2,358,750	2,358,750	33.48%
Net Dollar Change				591,634	591,634	591,634	591,634	
Percent from prior year				33.48%				

COMBINED TAX PRESENTATION								
Tax Calculation	2011 BUDGET	2012 BUDGET	2013 BUDGET	2014 BUDGET REQUEST	2014 MGR RECOMM	2014 FC RECOMM	2014 FINAL Budget	% Increase
Total Estimated Expenditures	33,036,480	33,401,366	34,833,918	36,865,318	36,694,127	36,660,042	36,691,042	1,857,124 5.83%
Total Estimated Revenues	(10,110,131)	(10,006,869)	(10,110,374)	(10,927,737)	(10,927,737)	(10,927,737)	(10,927,737)	(817,363) 8.08%
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	- 0.00%
Tax Revenue Required	22,576,349	23,044,497	24,373,544	25,587,581	25,416,390	25,382,305	25,413,305	1,039,761 4.98%
Net Dollar Change		468,148	1,329,047	1,214,038	1,042,847	1,008,761	1,039,761	
Percent from prior year		2.07%	5.77%	4.98%	4.28%	4.14%	4.27%	

Budget Requests	General County Impact			622,404				2.55%
	Civic Center Impact			591,634				2.43%
				30,770				4.98%
Finance Committee	General County Impact			417,127				1.71%
	Civic Center Impact			591,634				2.43%
				(174,507)			Total	4.14%
Final Budget	General County Impact			448,127				1.84%
	Civic Center Impact			591,634				2.43%
				(143,507)			Total	4.27%

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

COUNTY OF CUMBERLAND: BUDGET 2014-ASSESSMENT

Tax Calculation	Budget 2010	Budget 2011	Budget 2012	Budget 2013	2014 BUDGET REQUEST	2014 MGR RECOMM	2014 FC Recommend	2014 FINAL Budget
Total Estimated Expenditures	31,939,344	33,036,480	33,401,366	34,833,918	36,865,318	36,694,127	36,660,042	36,691,042
Total Estimated Revenues	(9,402,459)	(10,110,131)	(10,006,869)	(10,110,374)	(10,927,737)	(10,927,737)	(10,927,737)	(10,927,737)
Designated Surplus	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)
Tax Revenue Required	22,186,885	22,576,349	23,044,497	24,373,544	25,587,581	25,416,390	25,382,305	25,413,305

4.27%

COUNTY OF CUMBERLAND: Enterprise Funds 2014

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			2014 Budget
Total Estimated Expenditures	Enterprise		2,113,709
Total Estimated Revenues	Enterprise		2,113,709
Tax Revenue Required			\$0.00

COUNTY OF CUMBERLAND: Grants and other Funds 2014

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			2014 Budget
Total Estimated Expenditures	Grants and Other		1,846,098
Total Estimated Revenues	Grants and Other		1,846,098
Tax Revenue Required			\$0.00

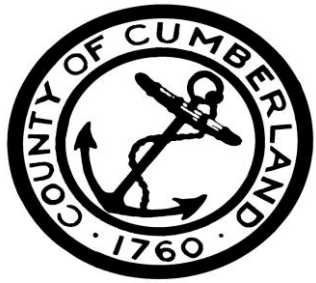
COUNTY OF CUMBERLAND: Summary Budget from all Sources 2014

Summary Overview

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

Budget Grants
Enterprise Recreational District

Budget			2014 Budget
Total Estimated Expenditures			40,650,849
Total Estimated Revenues			(14,887,544)
Designated Surplus			(350,000)
Tax Revenue Required			\$ 25,413,305



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.*

			2012 BUDGET	2013 BUDGET	2014 BUDGET REQUEST	2014 FC RECOMM	2014 FINAL Budget	TAX Impact
From the County Taxes								
Total Estimated Expenditures			1,000,000	1,767,116	2,358,750	2,358,750	2,358,750	2.43%
Total Estimated Revenues								0.00%
Tax Revenue Required				1,767,116	2,358,750	-	-	2.43%
Net Dollar Change					591,634	\$	24,373,544	
					Increase		2013 Tax Assessment	

DEPARTMENT: CIVIC CENTER									
	From the County	2012 Actual Expenses	2013 ADOPTED BUDGET	2013 ACTUAL EXPENSE	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	2014 PRELIM		2014 FINAL BUDGET
	County Commitment		1,000,000	1,000,000	1,000,000	For Civic Center expnses i.e. debt	1,000,000		1,000,000
	<u>Civic Center \$33M Bond</u>					(2014 Debt Payment is \$1.410M)			
	Principal & Interest	537,753	410,500	410,500	602,500	New Civic Center Referendum for Modernization Civic center Contribution	602,500		602,500
	CC operational Subsidy	150,000	150,000	138,905	350,000	To Fund the Operational Budget from 6/30/2013	350,000		350,000
	<u>Bonded Debt:</u>								
	CC Bond Principal	170,301	170,301	170,301	350,000	Debt service for Capital needs	350,000		350,000
	CC Bond Interest	36,315	36,315	36,315	56,250		56,250		56,250
	Total to Civic Center	894,369	1,767,116	1,756,021	2,358,750		2,358,750	-	2,358,750

INCREASE OVER FY 2013	\$ 591,634
FY 13 COUNTY ASSESSMENT	\$ 24,373,544
ADDITION TO THE 2014 TAXES	2.43%

Enterprise Activities-Law Enforcement

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

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

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

Acct #	Sheriff's Office Services	PERIOD	EMPLOYEES	2013/14 REVENUES	2013/14 EXPENSES
FULL TIME CONTRACTS					
21203	Town of Harpswell	4/1 to 3/31	3	351,014	351,014
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	223,020	223,020
21204	Town of Harrison	7/1 to 6/30	1	88,063	88,063
21212	Town of Standish	7/1 to 6/30	5.5	497,271	497,271
21207	SAD #6	9/1 to 6/30	1	55,904	55,904
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		16.5	1,497,450	1,497,450
SUMMER CONTRACTS					
			Part Time		
21215	Long Island	Summer	1	23,601	23,601
	Town of Chebeague	Summer	1	21,055	21,055
	TOTAL SUMMER CONTRACTS		2	44,656	44,656
TOTAL FROM NON-BUDGET ACTIVITIES				1,542,106	1,542,106

Enterprise Activities-Facilities

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

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

State Court Custodial Program		PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	227,394	227,394
			Supply	84,209	84,209
TOTAL FROM NON-BUDGET ACTIVITIES				311,603	311,603

Enterprise Activities-Executive 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.

2014 Will mark the inaugural year for the county Office of Regional Assessing. All operating costs will be 100% reimbursed by the towns that participate in this service

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)

	Regional Assessing				
		PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
21256	Regional Assessing fees paid according to contracts with participating Municipalities	1/1 to 12/31	6	142,009	142,009

Enterprise Activities-Civil Division

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

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

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

	Outside Civil Deputies	PERIOD	EMPLOYEES	2014	2014
				REVENUES	EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Department. Their compensation is paid by users of the civil service activities	1/1 to 12/31	6	260,000	260,000

GRANTS AND OTHER FUNDING- EMA

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

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

	GRANT FUNDED PROGRAMS		EMPLOYEES	2014	2014
		PERIOD		REVENUES	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	-	-
	TOTAL GRANT FUNDED PROGRAMS		2	24,000	24,000

GRANTS AND OTHER FUNDING- Executive Office

Federally Funded Community Development Block Grant

Aaron Shapiro, County Community Development Director

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

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

	Community Development Block Grant and Other Federal programs	PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
	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

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	161,905	161,905
51352	Drug Free Communities (DFC)	1/1 to 12/31	1.5	150,086	150,086
51264	COPS Fast program	1/1 to 12/31	1	75,107	75,107
	TOTAL GRANT FUNDED PROGRAMS		2.5	387,098	387,098

		<i>Manager's recommended cuts from department request</i>	
Dept 102	5120	Remove \$10,000 from training	\$ (10,000)
DA			
\$	(10,000)		
Dept 103-01	6301	Reduction in dues paid	\$ (4,367)
Exec Admin			
\$	(4,367)		
Dept 103-03		No Part-Time wages after automated attendant installed	\$ (14,795)
Exec-Garage			
Dept 103-04			
HR	6301	Reduce Wellness costs	\$ (4,057)
Dept 105		Update to Maintenance contract costs	\$ (930)
Facilities		Reductions to utility budgets	\$ (20,000)
\$	(20,930)		
Dept 106-06		Change Detective to Admin	\$ (8,950)
		Remove Detective uniform costs	\$ (8,000)
Sher-LEC		Remove Detective vehicle	\$ (19,000)
		Remove vehicle fit-up costs	\$ (6,250)
		Reduce Non-Debt CIP offset	\$ 37,184
\$	(5,016)		
Dept 107			
Deeds		Reduce Furniture and Fixtures due to new space	\$ (4,000)
Dept 108			
Probate		Professional Services historically below budget request	\$ (5,000)
		Reduced Furniture & Fixtures	\$ (2,000)
\$	(7,000)		
Other Cuts		Human Service requests funded at 2% increase max	\$ (43,842)
		Reduce Non-Debt CIP by eliminating vehicle	\$ (37,184)
		Eliminate additional Human Services Funding	\$ (20,000)
\$	(101,026)		
		Control Sub Total	\$ (171,191)
		ADJUSTED BY THE FINANCE COMMITTEE	
		Add Full-Time Inmate Monitoring position	60,000
		Health Insurance increase is 3%, not 10% as expected	(94,085)
		NET TAX DECREASE - FC	-\$34,085
		Percent Increase over 2013	4.14%
		Total operational budget recommended by FC	\$25,382,305
		ADJUSTED BY COUNTY COMMISSIONERS	
		Commissioners agreed with FC from above	
		Change phase in of Compensation study from 3 to 2 years	-
		Net Tax Increase	31,000
		Percent Increase over 2013	\$25,413,305
		Voted/approved by Commissioners on 11/13/2012	4.27%

PROJECTED REVENUE

COUNTY OF CUMBERLAND
FISCAL YEAR 2014

Revenues

Acct #	Source	2011 Actual	2012 Actual	2013 YTD	2012 YTD	2013 Estimated	2013 Budget	Surplus 2013	2014 Budget
11-001-4003	Supreme Court Rental	2,400	2,400	600	800	2,400	2,400	0	2,400
11-001-4004	State Court Rent / Reimbursements	9,324	-						
11-101-4101	Emergency Management Allocation	182,655	261,531		24,599	235,000	235,000	0	310,000
11-101-4102	AT&T Tower Lease	10,579	12,085	3,505	4,333	9,775	8,184	1,591	12,000
11-102-4100	District Attorney	116,485	125,813	38,993	49,208	99,694	120,000	-20,306	110,000
11-103-01-4100	Executive		-						
11-103-03-4100	Garage Operations	3,914	1,219	141	25	6,875		6,875	
11-103-03-4301	Garage Daily Parking	147,549	103,653	35,372	35,385	103,616	200,000	-96,384	150,000
11-103-03-4302	Garage Monthly Parking <i>Inc Monthly \$100 to \$110</i>	307,022	305,747	92,178	93,779	300,527	285,000	15,527	290,000
11-104-4401	Treasurer Income (Interest, etc.)	6,730	2,478	899	2,433	2,000	-	2,000	-
11-105-4100	Facilities Misc Revenue	13,164	4,542	30	96	1,418			
11-105-4100	Facilities Salvage								
11-106-05-4100	Sheriff Misc Revenues	71,853	64,648	13,725	21,219	41,817	65,000	-23,183	65,000
11-110-4100	CCRCC Revenues	980,966	1,038,158	133,481	245,672	1,052,946	1,052,946	0	1,068,873
11-106-08-4100	Civil Process	308,670	343,553	86,284	105,059	282,156	320,000	-37,844	300,000
11-107-4100	Register of Deeds - Misc. Revenue	3,263	2,760	1,785	915	5,384	2,500	2,884	2,500
11-107-4701	Register of Deeds - Recording Fees	1,162,466	1,400,526	474,474	420,657	1,579,704	1,500,000	79,704	1,910,000
11-107-4702	Register of Deeds - Transfer Tax	636,470	680,526	203,096	178,027	776,352	525,000	251,352	800,000
11-107-4703	Register of Deeds - Copies	554,856	447,030	138,289	127,999	482,968	364,420	118,548	450,000
11-108-4801	Register of Probate - Fees	397,568	390,024	159,285	140,332	442,702	400,000	42,702	420,000
11-108-4802	Register of Probate - Notices	38,875	39,440	14,750	14,420	40,343	30,000	10,343	35,000
11-108-4803	Register of Probate - Abstracts	18,410	19,355	8,995	7,210	24,147	15,960	8,187	20,000
11-108-4804	Register of Probate -Forms	7,926	10,207	3,138	4,577	6,999	10,000	-3,001	8,000
11-108-4805	Register of Probate - Visitor fees Fees for heirs & advertising	16,431	27,694	5,734	9,057	17,533	18,000 24,670	-467 -24,670	18,000 24,670
Total Revenues		4,997,576	5,283,389	1,414,752	1,485,801	5,514,355	5,179,080	\$ 333,856	5,996,443
Designated Surplus							350,000		350,000
Total Revenues & Surplus		4,997,576	5,283,389				5,529,080		6,346,443
		2010 Actual	2011 Actual	2012 estimated results			2013 Budget	Surplus 2013	2014 Budget

REVENUES FROM THE JAIL BOC ACTIVITY

FROZEN AMOUNT

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

GRAND TOTAL FROM ALL COUNTY REVENUE

\$ 10,927,737

2014

FY2014 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 2014 shows overall County increase of Valuation Growth

Tax Distribution Schedule						
	-3.03%		-0.18%			
Town	State 2013 Valuation	2013 Tax	State 2014 Valuation	Val Change %	2014 Tax	Percent Tax Change
Baldwin	147,250,000	92,762	145,100,000	-1.5%	95,482	2.93%
Bridgton	968,850,000	610,333	945,550,000	-2.4%	622,208	1.95%
Brunswick	1,983,450,000	1,249,487	2,026,250,000	2.2%	1,333,350	6.71%
Cape Elizabeth	1,685,400,000	1,061,728	1,685,300,000	0.0%	1,108,992	4.45%
Casco	616,450,000	388,337	614,800,000	-0.3%	404,562	4.18%
Chebeague Island	198,800,000	125,235	195,900,000	-1.5%	128,910	2.93%
Cumberland	1,056,700,000	665,675	1,057,800,000	0.1%	696,073	4.57%
Falmouth	2,097,800,000	1,321,522	2,091,550,000	-0.3%	1,376,320	4.15%
Freeport	1,362,450,000	858,284	1,335,900,000	-1.9%	879,073	2.42%
Frye Island	162,600,000	102,431	161,050,000	-1.0%	105,977	3.46%
Gorham	1,409,850,000	888,144	1,420,400,000	0.7%	934,677	5.24%
Gray	847,150,000	533,667	845,000,000	-0.3%	556,042	4.19%
Harpswell	1,791,200,000	1,128,378	1,797,900,000	0.4%	1,183,087	4.85%
Harrison	491,550,000	309,655	477,250,000	-2.9%	314,049	1.42%
Long Island	142,250,000	89,611	140,100,000	-1.5%	92,191	2.88%
Naples	703,500,000	443,174	685,950,000	-2.5%	451,381	1.85%
New Gloucester	485,300,000	305,718	455,750,000	-6.1%	299,901	-1.90%
North Yarmouth	433,400,000	273,023	425,100,000	-1.9%	279,732	2.46%
Portland	7,552,150,000	4,757,524	7,551,450,000	0.0%	4,969,143	4.45%
Pownal	184,350,000	116,132	189,200,000	2.6%	124,501	7.21%
Raymond	996,600,000	627,814	938,400,000	-5.8%	617,503	-1.64%
Scarborough	3,482,500,000	2,193,823	3,579,450,000	2.8%	2,355,415	7.37%
Sebago	384,750,000	242,376	375,800,000	-2.3%	247,291	2.03%
South Portland	3,516,250,000	2,215,084	3,537,700,000	0.6%	2,327,942	5.09%
Standish	1,001,000,000	630,586	978,750,000	-2.2%	644,055	2.14%
Westbrook	1,810,550,000	1,140,567	1,804,400,000	-0.3%	1,187,364	4.10%
Windham	1,751,900,000	1,103,620	1,721,650,000	-1.7%	1,132,912	2.65%
Yarmouth	1,426,850,000	898,853	1,436,350,000	0.7%	945,173	5.15%
	38,690,850,000	24,373,545	38,619,800,000	-0.18%	25,413,305	4.27%
Tax Calculation	2011	2012	2013		2014	
Total Estimated Expenditures	33,036,480	33,401,366	34,833,918		36,691,042	
Total Estimated Revenues	(10,110,131)	(10,006,869)	(10,110,374)		(10,927,737)	
Designated Surplus	(350,000)	(350,000)	(350,000)		(350,000)	Net Increase
Tax Revenue Required	22,576,349	23,044,497	24,373,544		25,413,305	4.27%
	2011	2012	2013		2014	
Mil Rate	0.0005542936	0.0005834493	0.0006299563		0.0006580382	
Per \$1,000	0.5542936	0.5834493	0.629956269		0.658038227	
Amount for \$200,000 home	\$ 110.86	\$ 116.69	\$ 125.99		\$ 131.61	
Increase		\$ 5.83	\$ 9.30		\$ 5.62	

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 FINAL BUDGET	2013 YEAR END ESTIMATE	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PRINCIPAL										
11-120	9112	2002 General Obligation Refunding Bonds Jail-	2,105,000	-	-	-	-	-	-	-
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment			624,750	760,116	600,000	600,000	600,000	600,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	170,301	170,301	170,301	170,301	170,301	170,301	170,301	170,301
11-120		2012-County Debt under Charter- Principal \$2.775M	-	-	330,000	330,000	330,000	330,000	330,000	330,000
		2014- County CIP Debt					100,000	100,000	100,000	100,000
TOTAL BOND DEBT SERVICE			2,360,301	255,301	1,210,051	1,345,417	1,285,301	1,285,301	1,285,301	1,285,301
INTEREST										
11-120	9212	2002 General Obligation Refunding Bonds Jail-	52,625	52,625	-	-	-	-	-	-
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	-	537,753	700,000	680,501	1,002,500	1,002,500	1,002,500	1,002,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	71,293	67,681	67,682	64,069	60,456	60,456	60,456	60,456
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	36,315	36,315	36,315	56,616	36,315	36,315	36,315	36,315
11-120		2012-County Debt under Charter- Interest \$2.775M	-	-	65,004	65,004	58,405	58,405	58,405	58,405
		2014- County CIP Debt					50,000	50,000	50,000	50,000
TOTAL BOND DEBT INTEREST			160,233	694,374	869,001	866,190	1,207,676	1,207,676	1,207,676	1,207,676
DEBT EXPENSE - LOANS										
11-120	9205	TAN Bank Charge/and Rating Agencies	14,778	14,778	24,000	20,869	24,000	24,000	24,000	24,000
11-120	9210	TAN Legal Fees	1,785	4,542	3,000	5,441	5,000	5,000	5,000	5,000
11-120	9220	TAN Interest	(39,080)	(39,080)	20,000	6,032	20,000	20,000	20,000	20,000
TOTAL DEBT EXPENSE - LOANS			(22,517)	(19,760)	47,000	32,342	49,000	49,000	49,000	49,000
NON-DEPARTMENTAL										
11-140	5520	Retiree Life Insurance	2,600	2,600	2,800	3,770	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	20,000	20,000	40,000	25,634	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	(4,766)	(4,766)	3,300	-	123,300	123,300	154,300	154,300
11-141	9526	County Capital Improvement Reserve for CIP	-	426,750	154,996	261,421	154,996	117,812	117,812	117,812
11-141	9500	Civic Center Operational Subsidy	-	-	150,000	138,905	350,000	350,000	350,000	350,000
11-141	5502	Contingent Appropriation		23,965	30,000	5,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	5,745	24,459	50,000	(10,559)	50,000	50,000	50,000	50,000
TOTAL NON-DEPARTMENTAL			23,579	493,008	431,096	424,171	751,096	713,912	744,912	744,912
TOTAL NON-DEPARTMENTAL & DEBT SERVICE			2,521,596	1,422,923	2,557,148	2,668,120	3,293,073	3,255,889	3,286,889	3,286,889
							735,925	698,741	729,741	729,741

CUMBERLAND COUNTY

PERSONNEL

2014

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 2014.

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

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

COMMUNICATIONS BARGAINING UNIT 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

**COUNTY OF CUMBERLAND, MAINE
FISCAL YEAR 2014
POSITION CLASSIFICATION PLAN**

MANAGEMENT

<u>TITLE</u>	<u>GRADE</u>	<u>ANNUAL SALARY RANGE</u>
County Manager	17	\$87,443 - 119,184
Assistant County Manager	16	\$80,974 - 114,982
Assessor Chief Deputy Finance Director	15	\$74,984 – 106,475
Community Development Coordinator Emergency Communications Director Emergency Management Agency Director Facilities Manager Human Resources Director Information Technology Director Jail Administrator	14	\$69,430 – 98,592
Captain – Administrative Support Captain – CID, Patrol Captain – Support Services Captain - Security/Operations Network Administrator	11	\$55,120 – 78,270
Human Resources Specialist	9	\$47,257 – 67,100
Administrative Investigator Deputy Communications Director Deputy EMA Director Deputy Register of Deeds Deputy Register of Probate Domestic Violence Coordinator	8	\$43,763 – 62,150

GENERAL GOVERNMENT POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Purchasing Clerk	8	\$21.04 – 29.88
Clerk Supervisor Custodian Supervisor Paralegal	7	\$19.48 – 26.56
Computer Specialist Finance Assistant Fleet Auto Technician Maintenance Technician Parking Garage Coordinator Planner	6	\$17.71 – 24.14
Clerk II Restitution Clerk Trial Assistant	5	\$16.10 – 21.93
Receptionist	4	\$14.64 – 19.95
Clerk I Custodian	3	\$13.31 – 18.13

CONFIDENTIAL TO THE BARGAINING PROCESS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Account Supervisor	9	\$22.72 – 32.26
Human Resources Generalist Payroll Supervisor	8	\$21.04 – 29.88
Executive Assistant	7	\$19.48 – 26.56
Inmate Communications Clerk Investigations Clerk	6	\$17.71 – 24.14
Administrative Assistant	5	\$16.10 – 21.93

PROFESSIONAL/TECHNICAL POSITIONS

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Assistant Director/Safety Coordinator Electrician Supervisor	11	\$26.50 – 37.63
Business & Communication Coordinator Chaplin Coordinator/Rehabilitation & Diversion	10	\$24.54 – 34.85
Community Development Assistant Drug Free Community Coordinator EMA Program Coordinator Legal Administration Supervisor	9	\$22.72 – 32.26
Accreditation Coordinator Assistant Assessor Facilities Supervisor Fleet Automotive Supervisor Grants/Special Projects Coordinator Maintenance Supervisor Public Safety Software Specialist	8	\$21.04 – 29.88
Electrician Public Relations Assistant	7	\$19.48 – 26.56
Building Technician Legal Secretary Victim Assistant	6	\$17.71 – 24.14

SHERIFF'S OFFICE/JAIL BARGAINING UNIT F/Y 2014

<u>TITLE</u>	<u>GRADE</u>	<u>HOURLY PAY RANGE</u>
Librarian	N1	\$15.70 – 19.17
Clerk II Lobby Receptionist Receptionist Clerk Records Clerk	N2	\$16.62 – 20.36
Complaint Officer	N3	\$17.03 – 20.79
Administrative Secretary Crime Analyst Education Technician	N4	\$17.60 – 21.66
Administrative Civil Deputy Civil Deputy	N5	\$17.99 – 22.10
Corrections Officer – Probation	1	\$17.14
Corrections Officer I	2	\$17.83 – 21.56
Corrections Officer II Lobby Receptionist-CO	3	\$18.25 – 21.99
Property Officer Transportation Officer	4	\$18.79 – 22.87
Community Program Officer Recreation Officer Trustee Coordinator Staff Development	5	\$19.20 – 23.32

LAW ENFORCEMENT TEAMSTER UNIT 2013

TITLE	HOURLY PAY RANGE
Deputy	\$19.95 – 24.50
Detective	\$20.70 – 25.23
Sergeant	\$25.64 – 28.99
Lieutenant	\$28.09 – 31.39

COMMUNICATIONS BARGAINING UNIT 2013

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Dispatcher	\$17.09 – 21.75
Shift Supervisor	\$20.60 – 24.32

JAIL SUPERVISORS TEAMSTER UNIT F/Y 2014

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Administrative Officer	\$22.80 – 28.02
Food Service Manager	
Sergeant	\$20.79 – 24.60
Lieutenant	\$24.86 – 29.49

JAIL COOKS TEAMSTER UNIT F/Y 2014

<u>TITLE</u>	<u>HOURLY PAY RANGE</u>
Cook	\$16.23 - 21.22

RESERVE / PART-TIME

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

ELECTED OFFICIALS

<u>TITLE</u>	<u>ANNUAL SALARY</u>
County Commissioners	\$ 9,942
Judge of Probate	\$61,942
Register of Deeds	\$59,176
Register of Probate	\$45,406
Sheriff	\$90,480
Treasurer	\$22,027

This schedule is a representation of positions within departments.

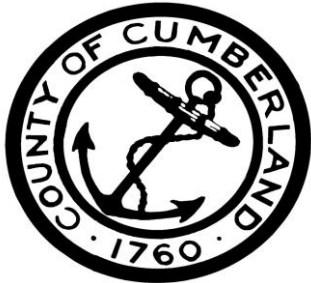
Job Title	2013				2014			
	Approved		Grant & Contract		Approved		Grant & Contract	
	FT	PT	FT	PT	FT	PT	FT	PT
EXECUTIVE								
Administration								
Commissioners	5				5			
County Manager	1				1			
Executive Assistant/Deputy Clerk	1				1			
Deputy County Manager	1				1			
DV Coordinator		1				1		
Grant/Special Project Coordinator		1				1		
Media & Graphic Specialist	1							
Public Relations Assistant					1			
Drug Free Grant								
Drug Free Community Coordinator			1				1	
Drug Free Community Assistant				1				1
CDBG								
Community Development Coordinator			1				1	
Community Development Assistant				1				1
Parking Garage								
Parking Garage Coordinator	1				1			
Cashier		2				2		
	10	4	2	2	10	4	2	2
INFORMATION TECHNOLOGY								
Information Technology Director	1				1			
Network Administrator	1				1			
Computer Specialist	1				1			
Public Safety Software Specialist	1				1			
Software Specialist					1			
	4				5			
Human Resources								
Human Resources Director	1				1			
Human Resources Specialist	1				1			
Executive Assistant	1				1			
HR Generalist	1				1			
	4	0			4			
Finance Department								
Director of Finance	1				1			
Purchasing Agent	1				1			
Accounts Supervisor	1				1			
Payroll Supervisor	1				1			
Accounting Clerk					1			
	4				5			

	2013				2014			
	Approved		Grant & Contract		Approved		Grant & Contract	
DISTRICT ATTORNEY								
Business & Communication Coordinator	1				1			
Executive Assistant	1				1			
Intern		6				6		
Paralegal	1				1			
Legal Administrative Supervisor	2				2			
Receptionist	2				2			
Trial Assistant	11				11			
Victim Assistant	4				4			
Coord of Rehab & diversion program	1				1			
Restitution		1				1		
	23	7			23	7		
FACILITIES								
Facilities Manager	1				1			
Maintenance Supervisor	1				1			
Facilities Supervisor	1				1			
Custodian Supervisor	1				1			
Maintenance Technician I	1				1			
Custodian	7	1			7	2		
Electrician Supervisor	1				1			
Electrician	2				2			
Electronic Technician								
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			
	24	1	2		24	2	2	
DEEDS								
Register of Deeds	1				1			
Deputy Register	1				1			
Clerk/Supervisor	2				2			
Business Account Coordinator	0				0			
Clerk II	5				5			
Clerk 1	2				2			
	11				11			
PROBATE								
Register of Probate	1				1			
Deputy Register	1				1			
Clerk II	3				3			
Judge of Probate	1				1			
Legal Secretary	1				1			
	7				7			

	2013				2014			
	Approved		Grant & Contract		Approved		Grant & Contract	
EMERGENCY MANAGEMENT AGENCY								
EMA Director	1				1			
Deputy EMA Director	1				1			
Planner	3				3			
Program Coordinator			1		1			
LEPC Planner			1				1	
Finance Assistant		1				1		
	5	1	2		6	1	1	
TREASURER								
Treasurer	1				1			
Clerk		1	1			1	1	
	1	1	1		1	1	1	
SHERIFF								
Administration/Support Services								
Sheriff	1				1			
Chief Deputy	1				1			
Administrative Investigator	1				1			
Inmate Communications Clerk	0			1	1			
Executive Assistant	1				1			
Investigations Clerk	1	1			1	1		
Receptionist/Clerk	1				1			
Captain-Support Services	1				1			
Accreditation Compliance Coordinator	1				1			
Administrative Assistant	1				1			
	9	1			10	1		
Law Enforcement								
Captain - CID	1				1			
Captain - Patrol	1				1			
Lieutenant	3				3			
Sergeant	7				7			
Deputy/Community Relations Officer	18		18	5	19		17	5
Detective	7		1		7		1	
Complaint Officer	1				1			
Crime Analyst	1				1			
Clerk					1			
	39		19	5	41		18	5
Civil Process								
Administrative Civil Deputy	1				1			
Civil Deputy	3			6	3			6
	4			6	4			6
Communications								
Communications Director	1				1			
Deputy Communications Director	1				1			
Department Supervisor	0				0			
Shift Supervisor	6				6			
Dispatcher	29.5				29.5			
Call Taker	0				0			
	37.5				37.5			
Total Budget Employees Only	182.5	15	26	13	188.5	16	24	13
Jail positions next page								

Jail	2013					2014				
	Approved		COMMISSARY			Proposed		COMMISSARY		
	FT	PT	FT	PT	FT	PT	FT	PT		
Job Title										
Jail Administrator	1					1				
Capt. - Admin./Support	1					1				
Capt.- Security/Operations	1					1				
Administrative Secretary	1					1				
Administrative Officer	1					1				
Community Services Officer	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	15					15				
Corporal	0					0				
Intake Supervisor	0					0				
Staff Development Specialist	1					1				
Transportation Supervisor	0					0				
Transportation Officer	9					9				
Trustee Coordinator	1					1				
Lieutenant	6					6				
Lieutenant Education	1					1				
Work Release Officer	0					0				
Librarian					1					1
Chaplin	1					1				
	188			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

2014

	2010 Actual	2011 Actual	2012 Actual	2014 Budget		Labor	O&M	Capital	TOTAL
DA	\$ 116,284	\$ 116,485	\$ 125,813	\$ 110,000		1,255,109	278,867	-	1,533,976

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

Budget Objectives

Personnel

Budget Objectives	DISTRICT ATTORNEY	
	Full Time	Part Time
Prosecutes approx 15,000 cases per year	1	
Coordinates Check Enforcement Program which returns approx \$20,000 to merchants from bad checks	1	
Coordinates the "Deferred Disposition Program"		6
Operates a Drug Court	1	
Coordinates collection and disbursement of approx \$400,000 each year back to victims.	2	
Has four teams of attorneys dedicated to Felony, Juvenile, Misdemeanor and Domestic Violence Crimes	2	
	11	
	4	
	1	1
	23	7

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY									
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	780,207	798,003	845,810	808,431	858,235	858,235	858,235	858,235
5205	Wages & Salaries (PT)			-	235	-	-	-	-
5210	Seasonal/Temporary/Intern	68,779	73,524	80,374	63,900	81,981	81,981	81,981	81,981
3500	Employee Benefits & Taxes	254,861	279,681	297,074	298,826	329,327	329,327	314,893	314,893
	TOTAL PERSONNEL SERVICES	1,103,847	1,151,208	1,223,258	1,171,392	1,269,543	1,269,543	1,255,109	1,255,109
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	17,538	19,763	19,400	19,889	22,000	22,000	22,000	22,000
6301	Professional Services	74,478	1,200	74,478	74,478	74,478	74,478	74,478	74,478
6305	Stenographer-Transcripts	3,549	2,309	5,000	872	4,000	4,000	4,000	4,000
6307	Witness Fees & Expenses - DA	7,310	19,373	15,000	19,461	15,000	15,000	15,000	15,000
6308	Witness Fees & Expenses - AG	3,744	16	3,000	92	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)	2,245	2,424	3,225	2,404	3,225	3,225	3,225	3,225
6401	Insurance- Liability	3,233	3,834	3,313	4,030	3,800	3,800	3,800	3,800
6500	Office Supplies	13,088	18,902	19,000	19,332	19,000	19,000	19,000	19,000
6505	Printing and Engraving	4,375	8,984	7,000	2,688	7,000	7,000	7,000	7,000
6506	Postal Expenses	5,695	6,052	7,000	6,360	7,000	7,000	7,000	7,000
6507	Advertising	2,874	2,505	4,200	3,114	4,200	4,200	4,200	4,200
6508	Dues	12,935	20,009	20,764	20,393	20,764	20,764	20,764	20,764
6509	Books, Periodicals, & Subscriptions	21,446	25,154	21,000	21,299	24,000	24,000	24,000	24,000
6511	Equipment Rental	9,279	10,328	13,000	12,571	13,500	13,500	13,500	13,500
6512	Training, Education, & Seminars	25,083	3,705	20,880	6,944	20,800	10,800	10,800	10,800
6513	Leases & Service Agreements	36,796	28,608	27,330	30,088	31,000	31,000	31,000	31,000
6800	Telephone & Communication	12,887	11,395	15,100	12,196	15,100	15,100	15,100	15,100
	TOTAL O&M	256,555	184,561	279,690	256,210	288,867	278,867	278,867	278,867

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,721	800	2,000	845	-	-	-	-
7355	Computer Hardware	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	2,721	800	2,000	845	-	-	-	-
	TOTAL DEPARTMENT	1,363,123	1,336,569	1,504,948	1,428,446	1,558,410	1,548,410	1,533,976	1,533,976
						53,462	43,462	29,028	29,028
						3.6%	2.9%	1.9%	1.9%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-102 DEPARTMENT: DISTRICT ATTORNEY								
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	845,810	808,431	858,235	Wages for full-time departmental staff.	858,235	858,235	858,235
5205	Wages & Salaries (PT)		235		Wages for part-time departmental staff.			
5401	Overtime		2,234					
5210	Seasonal/Temporary/Intern	80,374	63,900	81,981	Wages for Interns.-Largest block of Intern time and other temporary positions	81,981	81,981	81,981
5510	Health Insurance	173,405	204,254	226,821		226,821	212,387	212,387
5520	Retirement	14,300	19,658	20,261		20,261	20,261	20,261
5530	Social Security	68,153	64,990	71,927		71,927	71,927	71,927
5540	Workers Comp	3,385	3,543	3,385		3,385	3,385	3,385
5560	Deferred Comp	6,330	6,381	6,933		6,933	6,933	6,933
5500	Employee Benefits & Taxes	297,074	298,826	329,327	Taxes and benefits for departmental employees.	329,327	314,893	314,893
	TOTAL PERSONNEL SERVICES	1,223,258	1,173,626	1,269,543	TOTAL	1,269,543	1,255,109	1,255,109
	OPERATIONS AND MAINTENANCE							
6130	Transportation & Lodging	19,400	19,889	22,000	Departmental travel expenses including those incurred by providing service to satellite courts. Transportation to lodging for and meal expenses at conferences. Transportation costs associated with traveling to meetings with State agencies	22,000	22,000	22,000
6301	Professional Services	74,478	74,478	74,478	Contract with Sheriff's Office to provide a detective for the Domestic Violence program	74,478	74,478	74,478
6305	Stenographer- Transcripts	5,000	872	4,000	Court transcripts required for case preparation and appeals.	4,000	4,000	4,000
6307	Witness Fees & Expenses- DA	15,000	19,461	15,000	Allocation for legislative requirement.	15,000	15,000	15,000
6308	Witness Fees & Expenses- AG	3,000	92	3,000	Allocation for legislative requirement.	3,000	3,000	3,000

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
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	2,404	3,225	Insurance for Bath office.	3,225	3,225	3,225
6401	Insurance Liability	3,313	4,030	3,800	Liability insurance	3,800	3,800	3,800
6500	Office Supplies	19,000	19,332	19,000	Departmental office supplies	19,000	19,000	19,000
6505	Printing and Engraving	7,000	2,688	7,000	Case Folderd, letterhead, envelopes	7,000	7,000	7,000
6506	Postal Expenses	7,000	6,360	7,000	mail costs associated with the prosecution of criminal cases anad statewide business	7,000	7,000	7,000
6507	Advertising	4,200	3,114	4,200	Job Placement ads Victim Brochure development and printing	4,200	4,200	4,200
6508	Dues	20,764	20,393	20,764	Board of Bar Overseers. (18 memberships) National District Attorney's Association. (1 DA membership) National District Attorney Assoc. Cumberland Bar Assoc National District Attorney Assoc. Maine Prosecutor's Association membership. Victim Advocate's Association. (5) Maine Trial Lawyers. (1 membership) MEDATs:Justware database upgrade and template mgt services, educ and training	20,764	20,764	20,764
6509	Books, Periodicals, & Subscriptions	21,000	21,299	24,000	Yearly Expenses for statute updates, reference books and subscriptions for additional attorneys	24,000	24,000	24,000

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET	
6511	Equipment Rental	13,000	12,571	13,500	Copier Expenses-New copier for one space Water Cooler rental \$ -	13,500	13,500	13,500	
6512	Training, Education, & Seminars	20,880	6,944	20,800	Maine Prosecutor's Conference Registration. Staff training Seminars ADA CLE Seminars Nat'l center for prosecution of DV training National District Attorney Assoc. Board Meetings and Training Conference New Case management software training	10,800	10,800	10,800	
6513	Leases & Service Agreements	27,330	30,088	31,000	Service agreement increase with new copier equipment Maintenance Costs for JustWare database + 5% increase Confidential Destruction 12 times Ricoh Lease Agreement	31,000	31,000	31,000	
6800	Telephone & Communication	15,100	12,196	15,100	Telephone Service expenses Wireless Service Air Card for Computer language Translation Line Connection to state Metro line Remote internet access	15,100	15,100	15,100	
	TOTAL O&M	279,690	256,210	288,867	TOTAL	278,867	278,867	278,867	
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,000	845	-	To purchase furniture for the new court model	-			
7355	Computer Hardware								

DISTRICT ATTORNEY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
7400	Capital Improvement Program	-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	2,000	845	-	TOTAL	-	-	-
	TOTAL DISTRICT ATTORNEY	1,504,948	1,430,681	1,558,410	TOTAL	1,548,410	1,533,976	1,533,976
				53,462		43,462	29,028	29,028
				3.6%		2.9%	1.9%	1.9%

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	2011 Actual	2012 Actual	2013 Budget	2014 Budget
EMA Allocation	\$ 182,655	\$ 261,531	\$ 235,000	\$ 310,000
AT&T Tower Lease	\$ 10,579	\$ 12,085	\$ 8,184	\$ 12,000
Total Revenues	\$ 193,234	\$ 273,616	\$ 243,184	\$ 322,000

EXPENSES	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Labor	\$ 272,166	\$ 299,906	\$ 310,233	\$ 403,135
O&M	\$ 93,468	\$ 39,509	\$ 55,537	\$ 50,687
Capital	\$ 50,000	\$ 50,182	\$ 51,000	\$ 101,000
CIP*	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Total Expenses	\$ 415,634	\$ 439,597	\$ 466,770	\$ 554,822

Net Cost	\$ 222,400	\$ 165,981	\$ 223,586	\$ 232,822
-----------------	-------------------	-------------------	-------------------	-------------------

*CIP includes amounts previously listed in the CIP Budget

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 county Pandemic Flu development

Grant Funding:

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

Personnel

EMA Positions	Full Time	Part Time	Grant
EMA DIRECTOR	1		
DEPUTY EMA DIRECTOR	1		
PLANNER	3		
PROGRAM CCORD	1		
LEPC Planner			1
FINANCE ASSISTANT		1	
	6	1	1

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY				ACTIVITY CENTER: EMERGENCY MANAGEMENT					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	215,665	232,059	245,726	256,947	256,410	256,410	256,410	256,410
						55,390	55,390	55,390	55,390
5401	Overtime	384	798	2,000	147	2,000	2,000	2,000	2,000
5500	Benefits	56,117	67,049	62,507	83,856	94,510	94,510	89,335	89,335
	TOTAL PERSONNEL SERVICES	272,166	299,906	310,233	340,950	408,310	408,310	403,135	403,135
	OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	5,395	4,167	4,000	5,560	5,500	5,500	5,500	5,500
6231	Base Radio Repair	474	510	500	-	500	500	500	500
6232	Mobile Radio Repair	-	-	500	90	500	500	500	500
6400	Insurance- Building & Contents	2,697	2,819	3,751	2,796	3,751	3,751	3,751	3,751
6401	Insurance- Liability	5,892	6,159	8,196	6,109	8,196	8,196	8,196	8,196
6404	Insurance- Radio Equipment	532	556	740	552	740	740	740	740
6500	Office Supplies	979	2,704	2,000	1,674	2,000	2,000	2,000	2,000
6501	Training Supplies	187	-	1,000	826	750	750	750	750
6505	Printing & Engraving	(145)	706	500	237	500	500	500	500
6506	Postal Expenses	1,198	1,425	1,500	1,761	1,500	1,500	1,500	1,500
6507	Advertising	-	1,173	500	-	500	500	500	500
6508	Dues	50	-	100	50	100	100	100	100
6509	Books, Periodicals, & Subscriptions	990	81	500	185	150	150	150	150
6512	Training, Education, & Seminars	918	319	500	106	500	500	500	500
6513	Leases & Service Agreements	3,910	2,767	4,750	3,780	3,800	3,800	3,800	3,800
6800	Telephone & Communication	6,061	5,373	5,500	5,273	5,200	5,200	5,200	5,200
6801	Electricity Utility	3,549	3,799	8,500	4,164	4,400	4,400	4,400	4,400
6802	Gas Utility	268	2,476	5,500	3,312	5,000	5,000	5,000	5,000
6803	Water Utility	558	598	500	590	700	700	700	700
6806	Fuel Oil	2,700	-	-	-	-	-	-	-

EMERGENCY MANAGEMENT AGENCY

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET	
6903	Food & Groceries	2,065	2,331	2,000	1,531	2,000	2,000	2,000	2,000	
6904	Institutional Supplies	510	320	500	548	400	400	400	400	
6913	Safety Equipment	4,680	1,226	4,000	4,463	4,000	4,000	4,000	4,000	
6914	Non-Food Items Purchases					100	100			
6950	Other	50,000	-	-	-	-	-	-	-	
	TOTAL O&M	93,468	39,509	55,537	43,605	50,787	50,787	50,687	50,687	
	CAPITAL OUTLAY									
71701	Homeland Security HazMat/WMD CIP		50,002	50,000	50,000	100,000	100,000	100,000	100,000	
7350	Office Equipment		180	1,000	560	1,000	1,000	1,000	1,000	
7355	Computer Hardware			-	-	-	-	-	-	
	TOTAL CAPITAL OUTLAY	-	50,182	51,000	50,560	101,000	101,000	101,000	101,000	
	TOTAL DEPARTMENT	365,634	389,597	416,770	435,115	560,097	560,097	554,822	554,822	
						143,327	143,327	138,052	138,052	
						34.4%	34.4%	33.1%	33.1%	

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-101 DEPARTMENT: EMERGENCY MANAGEMENT AGENCY					ACTIVITY CENTER: EMERGENCY MANAGEMENT			
ACCT #	ACCOUNT DESCRIPTION	2013 Budget	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	245,726	256,947	256,410	Wages for full-time departmental staff.	256,410	256,410	256,410
				55,390	Ron Jones @26.63 hourly	55,390	55,390	55,390
5401	Overtime	2,000	147	2,000		2,000	2,000	2,000
5510	Health Insurance	32,066	50,022	56,922		56,922	51,747	51,747
5520	Retirement	9,038	10,990	11,107		11,107	11,107	11,107
5530	Social Security	18,951	20,535	24,006		24,006	24,006	24,006
5540	Workers Comp	892	918	892		892	892	892
5560	Deferred Comp	1,560	1,392	1,583		1,583	1,583	1,583
5500	Total Employee Benefits	62,507	83,856	94,510	Taxes and benefits for departmental employees.	94,510	89,335	89,335
	TOTAL PERSONNEL SERVICES	310,233	340,950	408,310	TOTAL	408,310	403,135	403,135
OPERATIONS AND MAINTENANCE								
6130	Transportation & Lodging	4,000	5,560	5,500	Travel to meetings with State & Federal officials, town managers & selectman, training and exercise programs and project inspections.	5,500	5,500	5,500
6231	Base Radio Repair	500		500	Base radio repair expenses.	500	500	500
6232	Mobile Radio Repair	500	90	500	Mobile radio repair expenses.	500	500	500
6400	Insurance- Building & Contents	3,751	2,796	3,751	Agency share of insurance costs.	3,751	3,751	3,751
6401	Insurance- Liability	8,196	6,109	8,196	Agency share of insurance costs.	8,196	8,196	8,196
6404	Insurance- Radio Equipment	740	552	740	Insurance on EMA radio equipment.	740	740	740
6500	Office Supplies	2,000	1,674	2,000	General office supplies.	2,000	2,000	2,000
6501	Training Supplies	1,000	826	750	Supplies, equipment, and programs used to provide community classes.	750	750	750

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 Budget	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Hold EMA/Town/State Breakfast Symposium			
6505	Printing & Engraving	500	237	500	Letterhead printing. Business cards. Prints and map enlargements.	500	500	500
6506	Postal Expenses	1,500	1,761	1,500	Postage costs for mailing correspondence. \$ 500 Courier Service to Bunker \$ 1,000	1,500	1,500	1,500
6507	Advertising	500		500	Posting position openings and advertising for bid proposals	500	500	500
6508	Dues	100	50	100	CCFC Dues, MEMA Director and Council dues	100	100	100
6509	Books, Periodicals, & Subscriptions	500	185	150	Portland Press Herald. Emergency Management.	150	150	150
6512	Training, Education, & Seminars	500	106	500	Training classes not offered free by the Maine Emergency Management Agency. County Mitigation Planning Project	500	500	500
6513	Leases & Service Agreements	4,750	3,780	3,800	Telephone Maintenance Agreement. Photocopier lease. Postage Management	3,800	3,800	3,800
6800	Telephone & Communication	5,500	5,273	5,200	Telephone costs including long distance fees. Roadrunner Service AT&T Blackberry Seacoast security Testing Quartely	5,200	5,200	5,200
6801	Electricity Utility	8,500	4,164	4,400	Power for EMA bunker.	4,400	4,400	4,400
6802	Gas Utility	5,500	3,312	5,000	For propane gas	5,000	5,000	5,000

EMERGENCY MANAGEMENT AGENCY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 Budget	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6803	Water Utility	500	590	700	Water fees for EMA bunker.	700	700	700
6806	Fuel Oil				Heating for EMA shelter.- natural gas			
6903	Food & Groceries	2,000	1,531	2,000	Operational & emergency food and supplies	2,000	2,000	2,000
6904	Institutional Supplies	500	548	400	Operational & emergency supplies such as air mattresses, coffee pots, & blankets.	400	400	400
6913	Safety Equipment	4,000	4,463	4,000	MRE's for 15 people x 3mealsx 3 days Replacement and maintenance for emergency management equipment.	500 2,000	4,000	4,000
6914	Non-Food Items Purchases	-	133	100	EPI and Handout items Added line for EMA supplies.	1,000	-	-
		-	-	-		100	100	100
	TOTAL O&M	55,537	43,605	50,787		TOTAL	50,787	50,787
	CAPITAL OUTLAY							
71701	Homeland Security HazMat/WMD CIP	50,000	50,000	100,000	\$50,000 moved from CIP to Operations	100,000	100,000	100,000
7111								
7350	Office Equipment	1,000	560	1,000		1,000	1,000	1,000
7355	Computer Hardware							
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	51,000	50,560	101,000		TOTAL	101,000	101,000
	TOTAL EMA	416,770	435,115	560,097		TOTAL	560,097	554,922
				143,327			143,327	138,152
				34.4%			34.4%	33.1%
								138,152
								33.1%

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	2014	2014
				REVENUES	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	-	-
	TOTAL GRANT FUNDED PROGRAMS		2	24,000	24,000



Cumberland County Regional Communications Center
 William Holmes, Director

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

REVENUES

2014

Revenue	Service	2013 REVENUES	2014 REVENUES	2014			
				Labor	O&M	Capital	TOTAL
				2,342,868	283,534	12,000	2,638,402
Baldwin	Fire & Rescue	8,439	9,394				
Casco	Fire & Rescue	22,921	23,051				
Chebeague Island	Fire & Rescue	1,848	2,100				
Cumberland	Fire/Res/PD	128,989	131,601				
Frye Island	Fire/Res/PD	8,516	8,516				
Gorham	Fire/Res/PD	271,724	298,953				
Gray	Fire & Rescue	44,734	47,808				
Harpswell	Fire & Rescue	32,272	29,198				
Harrison	Fire & Rescue	15,068	16,817				
Long Island	Fire & Rescue	1,312	1,417				
Naples	Fire & Rescue	22,391	23,852				
New Gloucester	Fire & Rescue	31,669	34,139				
Raymond	Fire & Rescue	28,287	27,326				
Windham	Fire/Res/PD	287,017	319,618				
Bridgton	PP/FD/EMS	97,759	95,083				
Pop Adj. Revenue		50,000					
		1,052,946	1,068,873				

Statistics

Personnel

<p>CCRCC provides emergency communication services to 15 Public Safety agencies in the county and dispatches for 14 municipalities and PSAP (E911) services to 19 municipalities</p> <p>Police/Fire/Rescue calls average 90,000 per year</p> <p>Emergency 911 calls received average almost 20,000 calls annually</p>	Communications	Full Time	Part Time
	COMMUNICATIONS DIRECTOR	1	
	DEPUTY DIRECTOR	1	
	SHIFT SUPERVISOR	6	
	DISPATCHER	29.5	
	CALL TAKER	0	
	37.5		

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: COMMUNICATIONS				ACTIVITY CENTER: COMMUNICATIONS					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	1,185,715	1,351,648	1,495,341	1,435,359	1,551,183	1,551,183	1,551,183	1,551,183
5205	Wages & Salaries (PT)	109,739	113,506	25,000	60,484	71,080	71,080	71,080	71,080
5401	Overtime	158,227	246,260	150,000	297,119	170,000	170,000	170,000	170,000
5500	Employee Benefits & Taxes	408,586	483,611	518,186	528,955	565,604	565,604	550,604	550,604
TOTAL PERSONNEL SERVICES		1,862,267	2,195,025	2,188,527	2,321,917	2,357,867	2,357,868	2,342,868	2,342,868
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	6,355	8,627	6,000	6,429	6,000	6,000	6,000	6,000
6131	Gas, oil and Grease	1,880	2,130	1,800	1,644	1,800	1,800	1,800	1,800
6230	Radio Site Rental	63,889	66,792	73,269	71,454	76,932	76,932	76,932	76,932
6231	Base Radio Repair	10,506	7,919	7,000	11,379	7,000	7,000	7,000	7,000
6301	Professional Services	-	750	2,000	1,280	2,000	2,000	2,000	2,000
6500	Office Supplies	5,053	5,342	6,000	3,011	6,000	6,000	6,000	6,000
6505	Printing & Engraving	776	175	1,500	-	1,500	1,500	1,500	1,500
6506	Postal Expenses	964	1,141	900	1,564	900	900	900	900
6507	Advertising	4,011	1,694	3,000	1,660	3,000	3,000	3,000	3,000
6508	Dues	125	564	400	937	1,200	1,200	1,200	1,200
6509	Books, Periodicals, & Subscriptions	80	304	500	-	500	500	500	500
6511	Equipment Rental	1,653	623	2,292	174	1,000	1,000	1,000	1,000
6512	Training, Education, & Seminars	31,196	18,143	52,000	37,804	52,000	52,000	52,000	52,000
6513	Leases & Service Agreements	3,738	4,302	8,400	4,480	85,402	85,402	85,402	85,402
6609	Equipment Repair	-	378	1,000	1,958	1,000	1,000	1,000	1,000
6800	Telephone & Communication	20,159	22,766	32,300	23,777	32,300	32,300	32,300	32,300
6908	Clothing & Uniforms	6,043	4,400	4,000	-	5,000	5,000	5,000	5,000
TOTAL O&M		156,428	146,050	202,361	167,550	283,534	283,534	283,534	283,534
CAPITAL OUTLAY									
7350	Office Equipment	1,509	900	2,000	2,329	2,000	2,000	2,000	2,000
7365	Radio Equipment	6,521	16,960	10,000	7,428	10,000	10,000	10,000	10,000
TOTAL CAPITAL OUTLAY		8,030	17,860	12,000	9,757	12,000	12,000	12,000	12,000
TOTAL COMMUNICATIONS		2,026,725	2,358,935	2,402,888	2,499,225	2,653,401	2,653,402	2,638,402	2,638,402
						250,513	250,514	235,514	235,514
						10.4%	10.4%	9.8%	9.8%

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-110 DEPARTMENT: EMERGENCY COMMUNICATIONS									
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	1,495,341	1,435,359	1,551,183	Wages for full-time departmental staff. <i>For part to full-time</i>	\$ 1,526,183 \$ 25,000	1,551,183	1,551,183	1,551,183
5210-05	Seasonal/ Temporary/ Intern	25,000	60,484	71,080	Wages for part-time departmental staff. (4 trainees x 40 hours x 18 weeks @ \$16 per hour)	\$ 25,000 \$ 46,080	71,080	71,080	71,080
5401	Overtime	150,000	297,119	170,000	Wages for required overtime work.		170,000	170,000	170,000
5510	Health Insurance	314,524	297,017	336,066			336,066	321,066	321,066
5520	Retirement	80,080	89,458	86,615			86,615	86,615	86,615
5530	Social Security	117,836	136,512	137,108			137,108	137,108	137,108
5540	Workers Comp	5,545	5,704	5,545			5,545	5,545	5,545
5560	Deferred Comp	201	264	270			270	270	270
5500	Employee Benefits & Taxes	518,186	528,955	565,604	Taxes and benefits for departmental employees.		565,604	550,604	550,604
	TOTAL PERSONNEL SERVICES	2,188,527	2,321,917	2,357,867			2,357,868	2,342,868	2,342,868
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	6,000	6,429	6,000	Lodging, Food, Travel and mileage reimbursements		6,000	6,000	6,000
6131	Gas, Oil and Grease	1,800	1,644	1,800	Gas for Communication vehicle		1,800	1,800	1,800
6230	Radio Site Rental	73,269	71,454	76,932	Rental of tower services to connect Patrol vehicle communication throughout the State. Towers at Harrison,Portland,Gray, Harpswell	\$ 73,269	76,932	76,932	76,932

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Towers at Casco and CCRCC Add 5 % annual increase			
						\$ 3,663		
6231	Base Radio Repair	7,000	11,379	7,000	Funds radio transmitter and receiver repairs and preventative maintenance.	7,000	7,000	7,000
6301	Professional Services	2,000	1,280	2,000	Legal Reviews and transcription	2,000	2,000	2,000
6401	Insurance-Liability		276					
6500	Office Supplies	6,000	3,011	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		1,500	Letter head paper., Business cards, and badges and Year end reports	1,500	1,500	1,500
6506	Postal Expenses	900	1,564	900	Departmental postage expenses.	900	900	900
6507	Advertising	3,000	1,660	3,000	Ads for personnel vacancies in local paper	3,000	3,000	3,000
6508	Dues	400	937	1,200	National Emergency Number Association (2). APCO Membership -2, News	\$ 400 \$ 800	1,200	1,200
6509	Books, Periodicals, & Subscriptions	500		500	Legal reference materials. News from several local source subscriptions	\$ 500	500	500

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6511	Equipment Rental	2,292	174	1,000	Rental of equipment used by the communications center. Pagers	1,000	1,000	1,000
6512	Training, Education, & Seminars	52,000	37,804	52,000	Yearly Mandated Training CTO/ETC/911/METRO/CPR Out of State Spillman (1) Out of State APCO	52,000	52,000	52,000
6513	Leases & Service Agreements	8,400	4,480	85,402	Lease Acorn Recorder \$ 8,600 Lease new photo copier Copy charges. Comtronix Service Agreement \$ 41,802 Citywatch 2 Year rental + Fairpoint updates \$ 35,000	85,402	85,402	85,402
6609	Equipment Repair	1,000	1,958	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	32,300	23,777	32,300	Telephone services. \$ 32,000 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	32,300	32,300	32,300

EMERGENCY COMMUNICATIONS
CCRCC

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6908	Clothing- Uniforms	4,000		5,000	ESCB 911 Lines Cell Phone for Deputy Director			
		-	-	-	Uniforms for dispatchers	5,000	5,000	5,000
		-	-	-	Added 3 FT staff and 2 PT staff	-	-	-
	TOTAL O&M	202,361	167,826	283,534		283,534	283,534	283,534
	CAPITAL OUTLAY							
7350	Office Equipment	2,000	2,329	2,000	Dispatcher chair replacement	2,000	2,000	2,000
7365	Radio Equipment	10,000	7,428	10,000	CIP for base radio replacement	10,000	10,000	10,000
		-	-	-		-	-	-
	TOTAL CAPITAL OUTLAY	12,000	9,757	12,000		12,000	12,000	12,000
	TOTAL COMMUNICATIONS	2,402,888	2,499,501	2,653,401		2,653,402	2,638,402	2,638,402
				250,513		250,514	235,514	235,514
				10.43%		10.4%	9.8%	9.8%

EMERGENCY COMMUNICATIONS
CCRCC



Executive Administration

Peter Crichton, County Manager

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

REVENUES

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

EXPENSES

2014

Labor	O&M	Capital	TOTAL
585,834	143,869	-	729,703

Grant & Enterprise Funding:

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

BUDGET OBJECTIVES

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

Personnel

	Full Time	Part Time
COMMISSIONERS	5	
COUNTY MANAGER	1	
EXECUTIVE ASSISTANT/DEPUTY CLERK	1	
ASSISTANT COUNTY MANAGER	1	
DV COORDINATOR	0	1
GRANT/SPECIAL PROJECTS COORD	0	1
MEDIA & GRAPHIC SPECIALIST	1	
CDBG (see last page)	9	2

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION							
ACCT #	ACCOUNT DESCRIPTION	2010 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES									
5120-01	Wages & Salaries (FT)	256,153	286,618	351,464	333,117	340,793	340,793	340,793	340,793
5205-01	Wages & Salaries (PT)	73,990	73,174	77,372	76,839	78,889	78,889	78,889	78,889
5401-01	Overtime	2,842	2,308	3,500	3,661	3,500	3,500	3,500	3,500
5500-01	Employee Benefits & Taxes	99,214	122,118	127,408	156,784	172,734	172,734	162,652	162,652
TOTAL PERSONNEL SERVICES		432,199	484,218	559,744	570,401	595,916	595,916	585,834	585,834
OPERATIONS & MAINTENANCE									
6130-01	Transportation & Lodging	19,660	18,609	20,000	20,382	20,000	20,000	20,000	20,000
6301-01	Professional Services	45,790	42,749	24,199	22,648	24,199	24,199	24,199	24,199
6302-01	Legal Services	69,382	26,097	45,000	34,893	45,000	45,000	45,000	45,000
6400-01	Building & Contents Insurance	3,575	3,736	4,972	3,706	4,972	4,972	4,972	4,972
6407-01	Surety Bond Premiums	3,018	3,155	4,198	3,129	4,198	4,198	4,198	4,198
6500-01	Office Supplies	4,908	4,061	5,000	5,357	5,000	5,000	5,000	5,000
6505-01	Printing & Engraving	1,954	1,955	2,500	1,399	2,500	2,500	2,500	2,500
6506-01	Postal Expenses	2,801	2,029	2,500	3,309	2,500	2,500	2,500	2,500
6507-01	Advertising	2,009	4,677	500	4,215	500	500	500	500
6508-01	Dues	17,159	11,219	22,267	22,389	22,267	17,900	17,900	17,900
6509-01	Books periodicals, subs	541	548	500	752	500	500	500	500
6512-01	Training, Education, & Seminars	7,130	9,239	6,000	7,984	6,000	6,000	6,000	6,000
6513-01	Leases & Service Agreements	6,128	6,663	6,300	7,440	6,300	6,300	6,300	6,300
6609-01	Equipment Repair	220	-	300	-	300	300	300	300
6800-01	Telephone & Communication	3,660	3,860	5,000	3,527	4,000	4,000	4,000	4,000
TOTAL O&M		187,935	138,597	149,236	141,127	148,236	143,869	143,869	143,869
CAPITAL OUTLAY									
7361-01	Occupational Health & Safety Equip	-	-	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	-	-	-
TOTAL ACTIVITY CENTER		620,134	622,815	708,980	711,528	744,152	739,785	729,703	729,703
						35,172	30,805	18,175	(14,449)
						5.0%	4.3%	2.6%	-2.0%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: ADMINISTRATION						
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL							
5120-01	Wages & Salaries (FT)	351,464	333,117	340,793	Wages for full-time departmental staff. <i>Prior year included benefits for webmaster</i>	340,793	340,793	340,793
5401-01	Overtime	3,500	3,661	3,500		3,500	3,500	3,500
5205-01	Wages & Salaries (PT)	77,372	76,839	78,889	<i>DV & Special projects</i>	78,889	78,889	78,889
5510	Health Insurance	73,254	95,749	110,901		110,901	100,819	100,819
5520	Retirement	16,016	17,078	18,365		18,365	18,365	18,365
5530	Social Security	28,577	32,500	32,373		32,373	32,373	32,373
5540	Workers Comp	1,345	1,384	1,345		1,345	1,345	1,345
5560	Deferred Comp	8,216	10,073	9,750		9,750	9,750	9,750
5500-01	Employee Benefits & Taxes	127,408	156,784	172,734	Benefits and taxes for departmental employees.	172,734	162,652	162,652
	TOTAL PERSONNEL SERVICES	559,744	570,401	595,916	TOTAL	595,916	585,834	585,834
	OPERATIONS & MAINTENANCE							
6130-01	Transportation & Lodging	20,000	20,382	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	24,199	22,648	24,199	Arbitration, dispute resolution and other required services. \$ 9,199 Funding to public health initiatives agreement \$ 15,000	24,199	24,199	24,199
6302-01	Legal Services	45,000	34,893	45,000	Legal fees associated with consultation and pending law suits.	45,000	45,000	45,000
6400-01	Building & Content Insurance	4,972	3,706	4,972	Departmental share of insurance premium.	4,972	4,972	4,972
6407-01	Surety Bond Premiums	4,198	3,129	4,198	Bond obtained through MCCA.	4,198	4,198	4,198

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6500-01	Office Supplies	5,000	5,357	5,000	Departmental office supply costs.	5,000	5,000	5,000
6505-01	Printing & Engraving	2,500	1,399	2,500	General printing costs to include county budget, annual report, budget	2,500	2,500	2,500
6506-01	Postal Expenses	2,500	3,309	2,500	Departmental postage costs.	2,500	2,500	2,500
6507-01	Advertising	500	4,215	500	Legal notices and job postings in area newspapers.	500	500	500
6508-01	Dues	22,267	22,389	22,267	Professional Memberships \$ 745 International City/County Managers Assoc. \$ 877 Maine Municipal Association. \$ 500 NACO Association \$ 5,633 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	17,900	17,900	17,900
6509-01	Books periodicals, subs	500	752	500		500	500	500
6512-01	Training, Education, & Seminars	6,000	7,984	6,000	MCCA Convention, MMA seminars and NACO conference	6,000	6,000	6,000
6513-01	Leases & Service Agreements	6,300	7,440	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

EXEC-ADMINISTRATION

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6609-01	Equipment Repair	300	-	300	Equipment maintenance not covered under service agreement.	300	300	300
6800-01	Telephone & Communication	5,000	3,527	4,000	Provides for local and long distance calls, and associated communication.	4,000	4,000	4,000
	TOTAL O&M	149,236	141,127	148,236		143,869	143,869	143,869
	CAPITAL OUTLAY							
	TOTAL CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL ADMINISTRATION	708,980	711,528	744,152		739,785	729,703	729,703
				35,172		30,805	20,723	20,723
				4.96%		4.3%	2.9%	2.9%
					TOTAL	-	-	-
					TOTAL	739,785	729,703	729,703

EXEC-ADMINISTRATION

GRANTS AND OTHER FUNDING- Executive Office

Federally Funded Community Development Block Grant

Aaron Shapiro, County Community Development Director

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

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

	Community Development Block Grant and Other Federal programs	PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
	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

	GRANT FUNDED PROGRAMS	PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
51286	Domestic Violence grant	1/1 to 12/31	0	161,905	161,905
51352	Drug Free Communities (DFC)	1/1 to 12/31	1.5	150,086	150,086
51264	COPS Fast program	1/1 to 12/31	1	75,107	75,107
	TOTAL GRANT FUNDED PROGRAMS		2.5	387,098	387,098

Enterprise Activities-Executive 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.

2014 Will mark the inaugural year for the county Office of Regional Assessing. All operating costs will be 100% reimbursed by the towns that participate in this service

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)

	Regional Assessing				
		PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
21256	Regional Assessing fees paid according	1/1 to 12/31	6	142,009	142,009
	to contracts with participating Municipalities				



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

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
GAR	3,914	1,219	-	-
GAR	147,549	103,653	200,000	150,000
GAR	307,022	305,747	285,000	290,000
GAR				
GAR	\$ 458,485	\$ 410,619	\$ 485,000	\$ 440,000

EXPENSES

2014

	Labor	O&M	Capital	TOTAL
Garage Operations	73,565	3,550	-	77,115
Garage Daily Parking				
Garage Monthly Parking				

Statistics

Personnel

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

PARKING GARAGE COORDINATOR

Cashier Part Time

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: PARKING GARAGE							
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120-03	Wages & Salaries (FT)	39,067	39,380	40,183	40,301	40,989	40,989	40,989	40,989
5205-03	Wages & Salaries (PT)	26,525	26,827	28,050	28,299	28,050	14,306	14,306	14,306
5401-03	Overtime	1,739	1,278	2,000	1,813	2,000	2,000	2,000	2,000
5500-03	Employee Benefits & Taxes	14,742	15,838	17,098	16,836	17,828	16,776	16,270	16,270
	TOTAL PERSONNEL SERVICES	82,073	83,323	87,331	87,249	88,867	74,071	73,565	73,565
	OPERATIONS & MAINTENANCE								
6500-03	Office Supplies	419	381	400	472	400	400	400	400
6503-03	Computer Software & Supplies			-	-	-	-	-	-
6505-03	Printing & Engraving	1,598	1,804	2,000	1,438	2,000	2,000	2,000	2,000
6507-03	Advertising			50	-	50	50	50	50
6510-03	Tools & Implements			-	-	-	-	-	-
6609-03	Equipment Repair	175	-	500	238	500	500	500	500
6800-03	Telephone & Communication	333	145	500	147	500	500	500	500
6905-03	Medical Supplies	-	-	100	-	100	100	100	100
	TOTAL O&M	2,525	2,330	3,550	2,296	3,550	3,550	3,550	3,550
	CAPITAL								
7325-03	Furniture & Fixtures	-	-	-	-	-	-	-	-
7365-03	Radio Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL	-	-	-	-	-	-	-	-
	TOTAL ACTIVITY CENTER	84,598	85,653	90,881	89,545	92,417	77,621	77,115	77,115
						1,536	(13,260)	(13,766)	(13,766)
						1.7%	-14.6%	-15.1%	-15.1%

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: EXECUTIVE		ACTIVITY CENTER: PARKING GARAGE						
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL							
5120-03	Wages & Salaries (FT)	40,183	40,301	40,989	Wages for full-time departmental staff.	40,989	40,989	40,989
5205-03	Temporary	28,050	28,299	28,050	Wages for temporary departmental staff.	14,306	14,306	14,306
5401-03	Overtime	2,000	1,813	2,000	Wages for required overtime work.	2,000	2,000	2,000
5510	Health Insurance	7,298	7,047	7,950		7,950	7,444	7,444
5520	Retirement	2,460	2,416	2,476		2,476	2,476	2,476
5530	Social Security	5,373	5,352	5,435		4,383	4,383	4,383
5540	Workers Comp	1,967	2,024	1,967		1,967	1,967	1,967
5560	Deferred Comp		(2)					
5500-03	Employee Benefits & Taxes	17,098	16,836	17,828	Taxes and benefits for departmental employees.	16,776	16,270	16,270
	TOTAL PERSONNEL	87,331	87,249	88,867		TOTAL 74,071	73,565	73,565
	OPERATIONS & MAINTENANCE							
6500-03	Office Supplies	400	472	400	General office supplies used in garage operation.	400	400	400
6505-03	Printing & Engraving	2,000	1,438	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	238	500	Repair material for gate swing-arms, and mechanical readers.	500	500	500
6800-03	Telephone & Communication	500	147	500	Garage telephone costs.	500	500	500

PARKING GARAGE

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6905-03	Medical Supplies	100	-	100	Replacement medical supplies. (Expiration of existing medical supplies.)	100	100	100
	TOTAL O&M	3,550	2,296	3,550		TOTAL	3,550	3,550
7325-03	Furniture & Fixtures							
7365-03	Radio Equipment							
	TOTAL CAPITAL OUTLAY	-	-	-	TOTAL	-	-	-
	TOTAL GARAGE	90,881	89,545	92,417	TOTAL	77,621	77,115	77,115
				1,536		(13,260)	(13,766)	(13,766)
				1.7%		-14.6%	-15.1%	-15.1%

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

	2010	2011	2012	2014 Budget
		"No revenue"		-
				\$ -

EXPENSES

2014

Labor	O&M	Capital	TOTAL
333,633	400,000	75,000	808,633

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	2	
MEDIA & GRAPHIC SPECIALIST	0	
PUBLIC SAFETY SOFTWARE SPECIALIST	1	
	5	

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: INFORMATION TECHNOLOGY				ACTIVITY CENTER: INFORMATION TECHNOLOGY					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	255,657	238,348	206,686	191,514	257,138	257,138	257,138	257,138
5500	Employee Benefits & Taxes	72,152	69,354	80,329	51,689	78,281	78,281	76,495	76,495
	TOTAL PERSONNEL SERVICES	327,809	307,702	287,015	243,203	335,419	335,419	333,633	333,633
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,517	1,090	4,000	4,968	4,000	4,000	4,000	4,000
6301	Professional Services	4,989	25,215	33,000	16,119	33,500	33,500	33,500	33,500
6500	Office Supplies	354	673	1,000	560	1,000	1,000	1,000	1,000
6503	Computer, Software, & Supplies	39,280	47,217	45,000	44,631	28,000	28,000	28,000	28,000
	Printing & Engraving					22,500	22,500	22,500	22,500
6512	Training, Education, & Seminars	4,647	5,549	5,000	5,525	11,000	11,000	11,000	11,000
6514	maintenance Contracts	80,142	142,622	137,000	143,967	203,500	203,500	203,500	203,500
6811	Computer Repair	9,122	9,276	12,000	6,998	12,000	12,000	12,000	12,000
6800	Telephone & Communication	34,371	74,443	60,000	70,661	84,500	84,500	84,500	84,500
	TOTAL O&M	177,422	306,085	297,000	293,427	400,000	400,000	400,000	400,000
	CAPITAL OUTLAY								
7355-02	Computer Hardware	53,108	51,863	55,000	35,756	75,000	75,000	75,000	75,000
	TOTAL CAPITAL OUTLAY	53,108	51,863	55,000	35,756	75,000	75,000	75,000	75,000
	TOTAL ACTIVITY CENTER	558,339	665,650	639,015	572,386	810,419	810,419	808,633	808,633
						171,404	171,404	169,618	169,618
						26.8%	26.8%	26.5%	26.5%

INFORMATION TECHNOLOGY

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: IT		ACTIVITY CENTER: INFORMATION TECHNOLOGY						
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	206,686	191,514	257,138	Wages for full-time departmental staff. \$ 198,391 ADD Software Specialist (inc benefits) \$ 58,747	257,138	257,138	257,138
5510	Health Insurance	44,616	27,389	45,064		45,064	43,278	43,278
5520	Retirement	10,239	9,674	8,378		8,378	8,378	8,378
5530	Social Security	20,306	13,110	19,671		19,671	19,671	19,671
5540	Workers Comp	956	984	956		956	956	956
5560	Deferred Comp	4,212	533	4,212		4,212	4,212	4,212
5500	Employee Benefits & Taxes	<u>80,329</u>	<u>51,689</u>	<u>78,281</u>		<u>78,281</u>	<u>76,495</u>	<u>76,495</u>
	TOTAL PERSONNEL SERVICES	287,015	243,203	335,419		335,419	333,633	333,633
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	4,000	4,968	4,000	Mileage Expense	4,000	4,000	4,000
6301	Professional Services	33,000	16,119	33,500	On site Technical Assistance \$ 5,000 GIS Service for Municipalities \$ 22,000 Online video/audio streaming Commissioner Meetings \$ 6,500	33,500	33,500	33,500
6500	Office Supplies	1,000	560	1,000	General Office Supplies	1,000	1,000	1,000
6503	Computer, Software, & Supplies	45,000	44,631	28,000	Software, upgrades and licensing	28,000	28,000	28,000
	Printing and Engraving			22,500	Printer and Toner cartridges	22,500	22,500	22,500
6512	Training, Education, & Seminars	5,000	5,525	11,000	System training	11,000	11,000	11,000
6514	Maintenance Contracts	137,000	143,967	203,500	Spillman Maint Agreement \$ 145,000 Picture Link Maint (photos, web, facial/finger recognition) \$ 9,000 G Mail \$ 37,500	203,500	203,500	203,500

INFORMATION TECHNOLOGY (IT)

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Open Fox Messenger	\$ 6,000		
					FATPOT	\$ 6,000		
6611	Computer Repair	12,000	6,998	12,000	Repair equipment formerly under maintenance contract.	12,000	12,000	12,000
6800	Telephone & Communication	<u>60,000</u>	<u>70,661</u>	<u>84,500</u>	System wide internet, wireless access and fiber lines	<u>84,500</u>	<u>84,500</u>	<u>84,500</u>
	TOTAL O&M	297,000	293,427	400,000	TOTAL	400,000	400,000	400,000
7355	Computer hardware for County	<u>55,000</u>	<u>35,756</u>	<u>75,000</u>	Communications, server and network hardware	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
	TOTAL CAPITAL OUTLAY	55,000	35,756	75,000	TOTAL	75,000	75,000	75,000
	TOTAL IT	639,015	572,386	810,419	TOTAL	810,419	808,633	808,633
				171,404		171,404	169,618	169,618
				26.8%		26.8%	26.5%	26.5%

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

	2011 Actual	2012 Actual	2013 Budget	2014 Budget	
					No Revenues
				\$ -	

EXPENSES

2014

Labor	O&M	Capital	TOTAL
302,681	70,235	5,000	377,916

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	2	
EXECUTIVE ASSISTANT	1	
	4	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-103 DEPARTMENT: HUMAN RESOURCES				ACTIVITY CENTER: HUMAN RESOURCES					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES									
5120	Wages & Salaries (FT)	189,365	193,138	237,361	224,011	240,356	241,232	241,232	241,232
5500	Employee Benefits & Taxes	47,175	50,378	69,446	57,782	63,345	63,412	61,449	61,449
TOTAL PERSONNEL SERVICES		236,540	243,516	306,807	281,792	303,701	304,644	302,681	302,681
OPERATIONS & MAINTENANCE									
6130	Transportation & Lodging	206	728	1,652	250	1,652	1,652	1,652	1,652
6301	Professional Services	15,671	36,629	60,860	54,541	60,860	55,860	55,860	55,860
6500	Office Supplies	2,032	2,765	2,450	2,265	2,450	2,450	2,450	2,450
6505	Printing & Engraving	-	189	-	-	-	-	-	-
6506	Postal Expenses	1,020	1,411	2,050	1,258	2,050	2,050	2,050	2,050
6508	Dues	180	165	375	370	375	375	375	375
6509	Books, Periodicals, & Subscriptions	754	754	748	1,255	748	748	748	748
6512	Training, Education, & Seminars	645	1,354	6,600	2,015	6,600	6,600	6,600	6,600
6800	Telephone & Communication	445	290	-	-	500	500	500	500
TOTAL O&M		20,953	44,285	75,735	62,248	75,235	70,235	70,235	70,235
CAPITAL OUTLAY									
7361	Occupational Health & Safety Equip.	3,708	1,294	5,000	1,985	5,000	5,000	5,000	5,000
TOTAL CAPITAL OUTLAY		3,708	1,294	5,000	1,985	5,000	5,000	5,000	5,000
TOTAL ACTIVITY CENTER		261,201	289,095	387,542	346,025	383,936	379,879	377,916	377,916
						(3,606)	(7,663)	(9,626)	(9,626)
						-0.9%	-2.0%	-2.5%	-2.5%

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-103 HUMAN RESOURCES		ACTIVITY CENTER: HUMAN RESOURCES							
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL								
5120	Wages & Salaries (FT)	237,361	224,011	240,356	Wages for full-time departmental staff.	240,356	241,232	241,232	241,232
5510	Health Insurance	39,972	27,644	30,856			30,856	28,893	28,893
5520	Retirement	11,268	8,984	11,112			11,112	11,112	11,112
5530	Social Security	17,388	17,214	18,387			18,454	18,454	18,454
5540	Workers Comp	818	842	818			818	818	818
5560	Deferred Comp		3,098	2,172			2,172	2,172	2,172
5500	Employee Benefits & Taxes	69,446	57,782	63,345	Benefits and taxes for departmental employees.		63,412	61,449	61,449
	TOTAL PERSONNEL SERVICES	306,807	281,792	303,701		TOTAL	304,644	302,681	302,681
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,652	250	1,652	Transportation and costs associated with seminars, meetings, and training conferences including Hr, & arbitration Conferences		1,652	1,652	1,652
6301	Professional Services	60,860	54,541	60,860	Group Dynamics Section 125 Administration	\$ 1,260	55,860	55,860	55,860
					Employee Advisory Committee	\$ 6,600			
					Afirmative action/EEO employee plan for feds and grants	\$ 3,000			
					Got Health Wellness Initiative/ Contract	\$ 45,000			
6500	Office Supplies	2,450	2,265	2,450	Departmental office supply costs.		2,450	2,450	2,450
6505	Printing & Engraving								
6506	Postal Expenses	2,050	1,258	2,050	Departmental postage costs.		2,050	2,050	2,050
6508	Dues	375	370	375	Society for HR Management&HRASM dues		375	375	375

HUMAN RESOURCES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6509	Books, Periodicals, & Subscriptions	748	1,255	748	HR Updates	748	748	748
6512	Training, Education, & Seminars	6,600	2,015	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	295	500		500	500	500
	TOTAL O&M	75,735	- 62,248	75,235		70,235	70,235	70,235
	CAPITAL OUTLAY							
7361	Occupational Health & Safety Equip.	5,000	1,985	5,000	For employee ergonomic needs to reduce medical costs	5,000	5,000	5,000
		-	-	-		-	-	-
		5,000	1,985	5,000	TOTAL	5,000	5,000	5,000
		387,542	346,025	383,936	TOTAL	379,879	377,916	377,916
				(3,606)		(7,663)	(9,626)	(9,626)
				-0.93%		-2.0%	-2.5%	-2.5%

HUMAN RESOURCES



Facilities Department

Bruce Tarbox, Director

Mission to provide a useable, quality environment to the public and occupants of all County buildings, by maintaining the structures, systems, grounds and vehicles to the highest standards. The department is responsible for the physical operations of the County Courthouse complex, the County Jail, Law Enforcement Center, Pre-Release Center, Emergency Management Agency, the County Parking Garage, and the new County Communications Center.

REVENUES

	2011	2012	2013	2014
FAC	899	2,433	-	-

EXPENSES

2014

Labor	O&M	Capital	TOTAL
969,215	839,888	14,300	1,823,403
ENTERPRISE			311,603
TOTAL DEPT			2,135,006

Enterprise Activities:

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

Statistics

Personnel

Responsible for Fleet maintenance of over 93 Vehicles Responsible for 7 buildings, and over 416,350 sq feet Responsible to maintain operations for: EMA Probate Executive DA Finance Garage Treasurer CCRCC Deeds Sheriff Office Negotiate over \$1 million dollars in Utility costs	Facility	Full Time	Part Time	Court lease	Jail
	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 SUPERVISOR	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	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)*	584,197	583,124	645,420	649,363	661,285	661,285	661,285	661,285
5210	Seasonal/Temporary/Intern	21,212	8,339	5,800	-	13,716	13,716	13,716	13,716
5401	Overtime	14,462	15,777	12,000	17,999	14,000	14,000	14,000	14,000
5500	Employee Benefits & Taxes	225,843	225,708	239,565	272,062	291,775	291,775	280,214	280,214
	TOTAL PERSONNEL SERVICES	845,714	832,948	902,785	939,424	980,776	980,776	969,215	969,215
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,002	910	1,200	840	1,200	1,200	1,200	1,200
6131	Gas, Oil, & Grease	23,445	48,372	39,600	43,814	41,000	41,000	41,000	41,000
6132	Vehicle Repair	50,007	82,380	87,000	83,379	90,000	90,000	90,000	90,000
6301	Professional Services	4,946	16,434	9,350	14,880	11,100	11,100	11,100	11,100
6303	Contract Special Services	5,696	6,643	8,668	5,607	9,040	9,040	9,040	9,040
6304	Security Services	365	2,012	1,400	1,440	1,400	1,400	1,400	1,400
6400	Insurance- Building & Contents	38,156	39,882	53,072	39,556	53,072	53,072	53,072	53,072
6401	Insurance- Liability	2,097	2,192	2,917	2,174	2,917	2,917	2,917	2,917
6402	Vehicle Insurance	9,988	10,440	13,893	10,355	13,893	13,893	13,893	13,893
6405	Insurance - Boilers/ Mechanical	5,892	6,159	8,196	6,109	8,196	8,196	8,196	8,196
6406	Insurance- Deductible	-	-	5,000	-	5,000	5,000	5,000	5,000
6500	Office Supplies	414	969	1,500	863	1,500	1,500	1,500	1,500
6502	Cleaning Supplies	7,379	9,893	9,600	7,999	9,600	9,600	9,600	9,600
6504	Maintenance Supplies	10,065	14,194	14,875	11,836	14,875	14,875	14,875	14,875
6505	Printing & Engraving	31	681	550	81	550	550	550	550
6506	Postal Expenses	258	49	600	75	600	600	600	600
6507	Advertising	991	2,172	1,450	1,377	1,450	1,450	1,450	1,450
6508	Dues	-	150	535	50	535	535	535	535
6509	Books, Periodicals, & Subscriptions	122	320	680	-	680	680	680	680
6510	Tools & Implements	558	2,225	3,000	1,809	3,000	3,000	3,000	3,000
6511	Equipment Rental	7,165	5,611	3,500	6,277	4,710	4,710	4,710	4,710
6512	Training, Education, & Seminars	253	427	1,500	-	1,500	1,500	1,500	1,500
6513	Lease & service Agreements	-	113,108	129,830		134,000	134,000	134,000	134,000

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6514	Maintenance Contracts	37,969	61,602	59,070	36,275	68,000	67,070	67,070	67,070
6600	Cleaning & Sanitary	1,676	1,647	2,500	2,675	2,500	2,500	2,500	2,500
6601	Snow Removal	1,560	1,392	4,400	1,178	5,000	5,000	5,000	5,000
6602	Lot & Grounds Maintenance	6,954	3,117	3,400	3,530	3,400	3,400	3,400	3,400
6603	Building & Structure Repair	11,056	18,925	20,250	22,351	21,000	21,000	21,000	21,000
6604	Heating & Cooling (HVAC) Repair	27,273	15,500	17,000	30,532	18,000	18,000	18,000	18,000
6605	Electrical Repair	13,529	17,386	11,400	15,423	12,000	12,000	12,000	12,000
6606	Painting Repair	5,157	3,847	4,400	5,699	4,400	4,400	4,400	4,400
6607	Plumbing Repair	4,492	4,011	9,100	4,753	8,200	8,200	8,200	8,200
6608	Elevator Repair	460	1,960	1,500	859	1,500	1,500	1,500	1,500
6609	Equipment Repair	4,527	4,354	4,000	7,975	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	1,428	1,301	3,000	884	3,000	3,000	3,000	3,000
6801	Electricity Utility	129,068	112,480	144,484	112,435	147,600	137,600	137,600	137,600
6802	Gas Utility	34,317	35,577	70,000	32,495	77,600	67,600	67,600	67,600
6803	Water Utility	5,912	5,354	8,000	8,063	10,500	10,500	10,500	10,500
6804	Sewer Utility	22,292	20,095	27,000	23,154	27,000	27,000	27,000	27,000
6805	Rubbish Removal	10,937	12,910	18,000	8,923	18,000	18,000	18,000	18,000
6806	Fuel Oil	-	-	500	1,731	500	500	500	500
6906	Paper Goods	7,929	7,780	9,500	8,782	9,500	9,500	9,500	9,500
6908	Clothing- Uniforms	1,105	2,317	2,400	1,458	2,400	2,400	2,400	2,400
6909	Clothing- Cleaning	2,156	2,049	2,100	2,362	2,300	2,300	2,300	2,300
6913	Safety Equipment	631	2,464	2,400	479	2,400	2,400	2,400	2,400
6950	misc expense PRC	-	-	-	-	-	-	-	-
	TOTAL O&M	502,385	701,291	824,520	570,533	860,818	839,888	839,888	839,888

FACILITIES

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	CAPITAL OUTLAY								
7305	Building & Building Improvements	-	-	5,000	5,000	5,000	5,000	5,000	5,000
7315	Electrical Capital	1,944	1,765	2,000	1,351	5,000	5,000	5,000	5,000
7335	Maintenance Capital			-	-	-	-	-	-
7350	Office Equipment	-	195	400	387	400	400	400	400
7355	Computer Hardware	271	114	400	524	400	400	400	400
7365	Radio Equipment			3,500	754	3,500	3,500	3,500	3,500
	TOTAL CAPITAL OUTLAY	2,215	2,074	11,300	8,016	14,300	14,300	14,300	14,300
	Remove 2008 Budgets & transfer to Jail BOC								
	TOTAL DEPARTMENT	1,350,314	1,536,313	1,738,605	1,517,972	1,855,894	1,834,964	1,823,403	1,823,403
						117,289	96,359	84,798	84,798
						6.7%	5.5%	4.9%	4.9%

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-105	DEPARTMENT: FACILITIES								
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION		DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	645,420	649,363	661,285	Wages for full-time departmental staff.	\$ -	661,285	661,285	661,285
5205	Wages & Salaries (PT)		16,128						
5210	Seasonal/Temporary/Intern	5,800		13,716	Wages for substitute custodians/ maint./ special projects.		13,716	13,716	13,716
5401	Overtime	12,000	17,999	14,000	Wages for required overtime work and call in work.		14,000	14,000	14,000
5510	Health Insurance	135,543	165,450	181,686			181,686	170,125	170,125
5520	Retirement	26,884	29,097	29,831			29,831	29,831	29,831
5530	Social Security	49,589	49,207	52,709			52,709	52,709	52,709
5540	Workers Comp	22,234	22,873	22,234			22,234	22,234	22,234
5560	Deferred Comp	5,315	5,435	5,315			5,315	5,315	5,315
5500	Employee Benefits & Taxes	239,565	272,062	291,775	Taxes and benefits for departmental employees.		291,775	280,214	280,214
	TOTAL PERSONNEL SERVICES	902,785	955,552	980,776		TOTAL	980,776	969,215	969,215
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,200	840	1,200	Departmental travel expenses including for training.		1,200	1,200	1,200
6131	Gas Oil & Grease	39,600	43,814	41,000	Gas, oil, grease, and maintenance for departmental vehicles and machines.	\$ 5,000	41,000	41,000	41,000
					Tires for Sheriff vehicles.	\$ 31,500			
					Oil & grease for Sheriff vehicles.	\$ 4,500			
6132	Vehicle Repair	87,000	83,379	90,000	Parts and labor for automobile and machine repair.	\$ 5,400	90,000	90,000	90,000
					Sheriff Administration/ Support Services	\$ 11,000			
					Sheriff Law Enforcement	\$ 44,000			
					Sheriff General	\$ 9,600			
					New Vehicle equipment set up	\$ 20,000			
6301	Professional Services	9,350	14,880	11,100	Consultants: chemical, etc.	\$ 1,000	11,100	11,100	11,100

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Indoor Air Quality tests.	\$ 6,000		
					Elevator/lift inspections.	\$ 4,100		
6303	Contract Special Services	8,668	5,607	9,040	Pest control. (Courthouse & EMA)	\$ 3,040	9,040	9,040
					Hazardous Mats (lamp)	\$ 3,000		
					Window Cleaning outside	\$ 2,500		
					Recycling Costs	\$ 500		
6304	Security Services	1,400	1,440	1,400	Alarm monitoring - Intrusion and Fire		1,400	1,400
6400	Insurance -Building & Contents	53,072	39,556	53,072	Courthouse. Garage.		53,072	53,072
6401	Insurance- Liability	2,917	2,174	2,917	Departmental share of insurance.		2,917	2,917
6402	Vehicle Liability	13,893	10,355	13,893	Departmental share of insurance.		13,893	13,893
6405	Insurance - Boilers/ Mechanical	8,196	6,109	8,196	Departmental share of insurance.		8,196	8,196
6406	Insurance- Deductible	5,000		5,000	Deductible for any insurance claim.		5,000	5,000
6500	Office Supplies	1,500	863	1,500	Office supplies and copy paper.		1,500	1,500
6502	Cleaning Supplies	9,600	7,999	9,600	Custodial supplies. (Does not include Jail secure area.)		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	11,836	14,875	Repair supplies. Courthouse. Garage. EMA.	\$ 12,000 \$ 200 \$ 850	14,875	14,875

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Law Enforcement Center.	\$ 725		
					Communications	\$ 1,100		
6505	Printing & Engraving	550	81	550	Printing for work orders, forms, and blueprints.		550	550
6506	Postal Expenses	600	75	600	Departmental postage costs.		600	600
6507	Advertising	1,450	1,377	1,450	For material bids and personnel		1,450	1,450
6508	Dues	535	50	535	NFPA	\$ 50	535	535
					AFE (American Facilities Eng.)	\$ 35		
					ASHRAE (Heating and AC Eng.)	\$ 50		
					NSEE (Energy Engineers.)	\$ 50		
					Electrician Licensing Fees.	\$ 400		
6509	Books, Periodicals, & Subscriptions	680		680	Manager's Legal Bulletin.	\$ 100	680	680
					Vehicle manuals.	\$ 150		
					ASHRAE Handbooks.	\$ 120		
					Means Data Books.	\$ 25		
					Reference manuals and code books.	\$ 335		
6510	Tools & Implements	3,000	1,809	3,000	Hand tools.	\$ 2,500	3,000	3,000
					Ladders	\$ 500		
6511	Equipment Rental	3,500	6,277	4,710	Pagers.	\$ 1,000	4,710	4,710
					Offsite Storage	\$ 1,860		
					Safety Kleen for Mechanic/Jail (oil)	\$ 150		
					Copier	\$ 1,500		
					Concrete cutter & others as needed	\$ 200		
6512	Training, Education, & Seminars	1,500		1,500	OSHA Training	\$ 400	1,500	1,500
					Training for Electrician	\$ 700		

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Act 1000 training	\$ 200		
					Local seminars.	\$ 200		
6513	Leases and Service Agreements	129,830	144,909	134,000	Leased Office Space and Common Charges Lease 10,000 square feet	134,000	134,000	134,000
6514	Maintenance Contracts	59,070	36,275	68,000	HVAC contract. CCRCC new building CCCH & EMA Sprinkler system. Extinguishers. Fire alarm. . Elevator/lifts. Telephone Garage gate equipment. Identicard Act Systems Support Automatic Doors	67,070	67,070	67,070
						\$ 3,000		
						\$ 25,000		
						\$ 2,300		
						\$ 1,000		
						\$ 1,900		
						\$ 15,500		
						\$ 9,000		
						\$ 3,500		
						\$ 2,500		
						\$ 1,875		
						\$ 1,495		
						\$ 67,070		
6600	Cleaning & Sanitary	2,500	2,675	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
						\$ 2,000		
						\$ 250		
						\$ 250		
6601	Snow Removal	4,400	1,178	5,000	Courthouse complex (includes parking lot). EMA & Dispatch.	5,000	5,000	5,000
						\$ -		
6602	Lot & Grounds Maintenance	3,400	3,530	3,400	Loam, seed, sod. Flowers, shrubbery. Landscape timbers, fencing. Asphalt maintenance or repair:	3,400	3,400	3,400
						\$ 1,000		
						\$ 900		
						\$ 500		
						\$ 1,000		
6603	Building & Structure Repair	20,250	22,351	21,000	Doors, walls, ceilings, stairs, & windows. Replacement locks and keys Roof patches and repairs.	21,000	21,000	21,000
						\$ 3,000		
						\$ 3,000		
						\$ 2,500		

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6604	Heating & Cooling (HVAC) Repair	17,000	30,532	18,000	CCCH Replacement Air Conditioners	\$ 2,500	18,000	18,000
					Carpeting and repairs	\$ 7,000		
					Exterior building repairs.	\$ 2,000		
					Replacement ceiling tiles.	\$ 1,000		
					Heating & Cooling (HVAC) Repair Courthouse.	\$ 11,000		
6605	Electrical Repair	11,400	15,423	12,000	Garage.	\$ 500	12,000	12,000
					EMA.	\$ 3,500		
					Law Enforcement Center.	\$ 3,000		
					MTI & control repairs.	\$ 3,000		
					Lighting-lamps and ballast, light bulbs	\$ 3,000		
6606	Painting Repair	4,400	5,699	4,400	Power outlets & wiring.	\$ 2,000	4,400	4,400
					Electrical repairs.	\$ 4,000		
					Preventative & ongoing maintenance. Courthouse.	\$ 2,500		
					Garage.	\$ 1,000		
					EMA. & communications	\$ 500		
6607	Plumbing Repair	9,100	4,753	8,200	Law Enforcement Center.	\$ 400	8,200	8,200
					Preventative/ ongoing maintenance. Courthouse.	\$ 6,000		
					Garage.	\$ 200		
					EMA.	\$ 1,500		
					Law Enforcement Center.	\$ 500		
6608	Elevator Repair	1,500	859	1,500	Non-contract repairs	1,500	1,500	1,500
6609	Equipment Repair	4,000	7,975	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

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6800	Telephone & Communication	3,000	884	3,000	Telephone Costs	3,000	3,000	3,000
6801	Electricity Utility	144,484	112,435	147,600	Electricity costs for county properties Communications \$ 34,135 Garage \$ 34,340 CCCH \$ 45,900 LEC \$ 21,225 Pearl Street \$ 12,000	137,600	137,600	137,600
6802	Gas Utility	70,000	32,495	77,600	Natural Gas costs for county properties Communications- generator \$ 1,200 LEC \$ 19,000 CCRCC Communication Bldg \$ 3,000 Courthouse \$ 47,000 EMA \$ 4,400	67,600	67,600	67,600
6803	Water Utility	8,000	8,063	10,500	Courthouse \$ 8,000 Garage. \$ 200 Pearl Street \$ 1,800	10,500	10,500	10,500
6804	Sewer Utility	27,000	23,154	27,000	Courthouse. \$ 27,000	27,000	27,000	27,000
6805	Rubbish Removal	18,000	8,923	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	500	1,731	500		500	500	500
6906	Paper Goods	9,500	8,782	9,500	Toilet paper, sanitary napkins, paper towels.	9,500	9,500	9,500
6908	Clothing- Uniforms	2,400	1,458	2,400	CCCH complex. (4 sets)	2,400	2,400	2,400
6909	Clothing- Cleaning	2,100	2,362	2,300	Mechanic Uniforms. \$ 2,300	2,300	2,300	2,300
6913	Safety Equipment	2,400	479	2,400	Safety shoes. \$ 1,500	2,400	2,400	2,400

FACILITIES

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET	
					Gloves & wipes for chemicals & blood pathogens. \$ 650				
					First-aid kit maintenance. \$ 250				
4.4%	TOTAL O&M	824,520	715,442	860,818	TOTAL	839,888	839,888	839,888	
	CAPITAL OUTLAY								
7305	Building & Building Improvement	5,000	5,000	5,000	Signage	5,000	5,000	5,000	
7315	Electrical Capital	2,000	1,351	5,000	Energy controls (lighting) courthouse	5,000	5,000	5,000	
7335	Maintenance Capital				Set up maintenance and custodial equipment				
7350	Office Equipment	400	387	400	Replace misc office equipment	400	400	400	
7355	Computer Hardware	400	524	400	Upgrades	400	400	400	
	Safety Program	3,500	754	3,500		3,500	3,500	3,500	
	TOTAL CAPITAL OUTLAY	11,300	8,016	14,300	TOTAL	14,300	14,300	14,300	
	TOTAL FACILITIES	1,738,605	1,679,009	1,855,894	TOTAL	1,834,964	1,823,403	1,823,403	

117,289
6.7%

96,359 84,798 84,798
5.5% 4.9% 4.9%

ENTERPRISE ACTIVITIES TOTAL	311,603
OVERALL DEPARTMENTAL EXPENSES	2,146,567

FACILITIES

Enterprise Activities-Facilities

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

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

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

State Court Custodial Program		PERIOD	EMPLOYEES	2014 REVENUES	2014 EXPENSES
21221	Custodian Floor/and maintenance	1/1 to 12/31	6	227,394	227,394
			Supply	84,209	84,209
TOTAL FROM NON-BUDGET ACTIVITIES				311,603	311,603



FINANCE DEPARTMENT

Alex Kimball, 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

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
		No revenues		
				\$ -

EXPENSES

2014

Labor	O&M	Capital	TOTAL
384,111	64,023	1,000	449,134

Statistics

<p>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</p>
--

Personnel

	Full Time	Part Time
Finance Director	1	
Purchasing Agent	1	
Accounts Supervisor	1	
Payroll Supervisor	1	
Payroll Clerk	1	
	5	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE				FINANCE DEPARTMENT					
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	249,381	254,371	266,804	254,738	285,886	285,886	285,886	285,886
5401	Overtime	4,835	6,164	5,000	25,346	10,000	10,000	10,000	10,000
5500	Employee Benefits & Taxes	71,638	75,764	83,164	70,832	90,450	90,450	88,225	88,225
	TOTAL PERSONNEL SERVICES	325,854	336,299	354,968	350,916	386,336	386,336	384,111	384,111
6130	Transportation & Lodging	1,058	775	800	1,036	800	800	800	800
6300	Accounting & Audit Fees	12,000	14,000	20,000	16,435	20,000	20,000	20,000	20,000
6401	Insurance- Liability	266	103	370	-	370	370	370	370
6500	Office Supplies	1,287	790	1,200	2,191	2,000	2,000	2,000	2,000
6505	Printing & Engraving	649	2,483	800	2,098	2,000	2,000	2,000	2,000
6506	Postal Expenses	5,544	6,373	9,133	8,456	9,133	9,133	9,133	9,133
6508	Dues	1,145	1,145	1,500	1,145	1,500	1,500	1,500	1,500
6509	Books, Periodicals, & Subscriptions	-	-	50	-	50	50	50	50
6512	Training, Education, & Seminars	-	-	50	-	1,050	1,050	1,050	1,050
6513	Leases and Service Agreements	-	-	3,000	-	3,000	3,000	3,000	3,000
6514	Maintenance Contract	21,096	22,121	24,000	26,200	24,000	24,000	24,000	24,000
6800	Telephone & Communication	156	102	200	103	120	120	120	120
	TOTAL O&M	43,201	47,892	61,103	57,665	64,023	64,023	64,023	64,023
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	2,000	320	1,000	1,000	1,000	1,000
	TOTAL CAPITAL OUTLAY	-	-	2,000	320	1,000	1,000	1,000	1,000
	DEPARTMENT TOTAL	369,055	384,191	418,071	408,901	451,359	451,359	449,134	449,134
						33,288	33,288	31,063	31,063
						8.0%	8.0%	7.4%	7.4%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT						
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	266,804	254,738	255,886	Wages for full-time departmental staff.	255,886	255,886	255,886
				30,000	<i>3/4 year of salary for new Payroll Clerk</i>	30,000	30,000	30,000
5401	Overtime	5,000	25,346	10,000	Wages for required overtime work.	10,000	10,000	10,000
5510	Health Insurance	45,777	32,703	49,965		49,965	47,740	47,740
5520	Retirement	15,616	16,074	16,872		16,872	16,872	16,872
5530	Social Security	20,793	21,048	22,635		22,635	22,635	22,635
5540	Workers Comp	978	1,006	978		978	978	978
5560	Deferred Comp							
5500	Employee Benefits & Taxes	83,164	70,832	90,450	Taxes and benefits for departmental staff.	90,450	88,225	88,225
	TOTAL PERSONNEL SERVICES	354,968	350,916	386,336		386,336	384,111	384,111
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	800	1,036	800	Costs to attend conferences and mileage	800	800	800
6300	Accounting & Audit Fees	20,000	16,435	20,000	Annual Audit Fees and CAFR prep	20,000	20,000	20,000
6401	Insurance- Liability	370	-	370	Departmental share of insurance costs.	370	370	370
6500	Office Supplies	1,200	2,191	2,000	Departmental office supply costs.	2,000	2,000	2,000
6505	Printing & Engraving	800	2,098	2,000	Envelope, pr checks, ap checks and printing .	2,000	2,000	2,000
6506	Postal Expenses	9,133	8,456	9,133	Postage costs.	\$ 700	9,133	9,133
					Courier Service	\$ 5,000		

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-109 DEPARTMENT: FINANCE		Department- FINANCE DEPARTMENT							
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET	
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	
6512	Training, Education, & Seminars	50	-	1,050	NESGFOA Conference, day classes	1,050	1,050	1,050	
6513	Leases & Service Agreements	3,000		3,000	New copier for move to Federal Street	3,000	3,000	3,000	
6514	Maintenance Contract	24,000	26,200	24,000	Maintenance contract for munis software	24,000	24,000	24,000	
6800	Telephone & Communication	200	103	120	Phone expenses.	120	120	120	
	TOTAL O&M	61,103	57,665	64,023		64,023	64,023	64,023	
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,000	320	1,000	Office replacement needs.	1,000	1,000	1,000	
	CAPITAL OUTLAY	2,000	-	1,000		1,000	1,000	1,000	
	TOTAL FINANCE	418,071	408,581	451,359	TOTAL	451,359	449,134	449,134	
				33,288		33,288	31,063	31,063	
				8.0%		8.0%	7.4%	7.4%	



Registry of DEEDS

Pamela Lovley Registrar

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

REVENUES

EXPENSES

2014

	2011 Actual	2012 Actual	2013 Budget	2014 Budget	Type of Revenue	Labor	O&M	Capital	TOTAL
Deeds	3,263	2,760	2,500	2,500	Register of Deeds - Misc. Revenue	570,390	242,422	4,000	816,812
Deeds	1,162,466	1,400,526	1,500,000	1,910,000	Register of Deeds - Recording Fees				
Deeds	636,470	680,526	525,000	800,000	Register of Deeds - Transfer Tax				
Deeds	554,856	447,030	364,420	450,000	Register of Deeds - Copies				
Deeds									
Deeds	\$ 2,357,055	\$ 2,530,842	\$ 2,391,920	\$ 3,162,500					

Statistics

Personnel

		Full Time	Part Time
Approx number of recorded documents each year, deeds etc	75,000	1	
Average number of plans	750	1	
Revenues derived from recording is \$1.4 million		2	
Transfer tax to State at 90%	\$ 8,000,000	0	
Transfer tax to the County	\$ 800,000	5	
		2	
		11	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS									
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	407,680	415,864	424,341	427,022	432,849	432,849	432,849	432,849
5401	Overtime	(5,315)	-	500	291	500	500	500	500
5500	Employee Benefits & Taxes	<u>121,686</u>	<u>127,163</u>	<u>133,649</u>	<u>135,487</u>	<u>142,744</u>	<u>142,744</u>	<u>137,041</u>	<u>137,041</u>
	TOTAL PERSONNEL SERVICES	524,051	543,027	558,490	562,800	576,093	576,093	570,390	570,390
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,502	1,504	4,000	1,305	4,000	4,000	4,000	4,000
6500	Office Supplies	10,249	9,989	15,000	9,199	15,000	15,000	15,000	15,000
6505	Printing & Engraving	579	630	1,000	1,000	1,000	1,000	1,000	1,000
6506	Postal Expenses	13,428	18,804	15,000	25,606	28,000	28,000	28,000	28,000
6507	Advertising	-	260	500	-	500	500	500	500
6508	Dues	570	570	700	570	700	700	700	700
6512	Training & Education	945	2,411	3,000	1,110	3,000	3,000	3,000	3,000
6513	Leases & Service Agreements	136,999	139,831	180,022	160,062	181,942	181,942	181,942	181,942
6800	Telephone & Communication	<u>2,222</u>	<u>1,449</u>	<u>8,280</u>	<u>6,524</u>	<u>8,280</u>	<u>8,280</u>	<u>8,280</u>	<u>8,280</u>
	TOTAL O&M	166,494	175,448	227,502	205,376	242,422	242,422	242,422	242,422
	CAPITAL OUTLAY								
7350	Office Equipment	<u>7,663</u>	<u>4,536</u>	<u>8,000</u>	<u>899</u>	<u>8,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
	TOTAL CAPITAL OUTLAY	7,663	4,536	8,000	899	8,000	4,000	4,000	4,000
	TOTAL DEPARTMENT	698,208	723,011	793,992	769,075	826,515	822,515	816,812	816,812
						32,523	28,523	22,820	22,820
						4.1%	3.6%	2.9%	2.9%

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-107 DEPARTMENT: REGISTRY OF DEEDS								
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL							
5120	Wages & Salaries (FT)	424,341	427,022	432,849	Wages for full-time departmental staff.	432,849	432,849	432,849
5401	Overtime	500	291	500	Wages for required overtime work.	500	500	500
5510	Health Insurance	81,603	82,208	89,607		89,607	83,904	83,904
5520	Retirement	12,129	12,380	12,345		12,345	12,345	12,345
5530	Social Security	32,500	33,332	33,151		33,151	33,151	33,151
5540	Workers Comp	1,529	1,573	1,529		1,529	1,529	1,529
5560	Deferred Comp	5,888	5,994	6,112		6,112	6,112	6,112
5500	Employee Benefits & Taxes	133,649	135,487	142,744	Taxes and benefits for departmental employees.	142,744	137,041	137,041
	TOTAL PERSONNEL SERVICES	558,490	562,800	576,093	TOTAL	576,093	570,390	570,390
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	4,000	1,305	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	9,199	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	1,000	1,000	Printing letterhead, stationary, & business cards.	1,000	1,000	1,000
6506	Postal Expenses	15,000	25,606	28,000	Registry postal costs in mail back of original docs Yearly fee for postal box rental.	28,000	28,000	28,000
6507	Advertising	500		500	Posting position vacancies.	500	500	500
6508	Dues	700	570	700	Membership fees associated with the Registry of Deeds Association and NACRC, PRIA	700	700	700

REGISTRY OF DEEDS

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET	
6512	Training & Education	3,000	1,110	3,000	Seminars & Supervisor Training, PRIA Conference	3,000	3,000	3,000	
6513	Leases & Service Agreements	180,022	160,062	181,942	ACS contract (with maintenance.) \$ 150,000 Lease copy machines. (2) \$ 5,000 Plan machine contract. \$ 2,000 Water Cooler \$ 1,022 Parking Leases for 11 vehicles for \$130+ \$ 20,000 Postage Meter lease/maintenance \$ 2,000 Time Warner Cable \$ 600 Records retention \$ 6,000	181,942	181,942	181,942	
6800	Telephone & Communication	8,280	6,524	8,280	Telephone exp at Pearl Street @ \$300 month \$ 3,600 Time warner \$390 month	8,280	8,280	8,280	
	TOTAL O&M	227,502	205,376	242,422	TOTAL	242,422	242,422	242,422	
	CAPITAL OUTLAY								
7350	Office Equipment	8,000	899	8,000	Plan cabinets , Bookcases, stools and fatigue mats	4,000	4,000	4,000	
	TOTAL CAPITAL OUTLAY	8,000	899	8,000	TOTAL	4,000	4,000	4,000	
	TOTAL DEEDS	793,992	769,075	826,515	TOTAL	822,515	816,812	816,812	
				32,523		28,523	22,820	22,820	
				4.1%		3.6%	2.9%	2.9%	



Registry of Probate

John O'Brien, Registrar

Mission is to fulfill legal requirements for processing estates, guardianships, name changes and adoptions. The Probate Code and rules govern the department procedures. We are dedicated to high quality service, friendly, helpful and efficient.

REVENUES

EXPENSES

2014

	2011 Actual	2012 Actual	2013 Budget	2014 Budget		Labor	O&M	Capital	TOTAL
Prob	397,568	390,024	400,000	420,000	Register of Probate - Fees	377,671	128,024	-	507,195
Prob	38,875	39,440	30,000	35,000	Register of Probate - Notices				
Prob	18,410	19,355	15,960	20,000	Register of Probate - Abstracts				
Prob	7,926	10,207	10,000	8,000	Register of Probate - Handling				
Prob	16,431	27,694	18,000	18,000	Register of Probate - Forms				
Prob	\$ 479,210	\$ 486,720	\$ 473,960	\$ 501,000					

Statistics

Personnel

		PROBATE	
		Full Time	Part Time
Some general statistics: Cases	Probated Estates	1,000	
	Guardianships	300	
	Name Changes	300	
	Adoptions	200	
	Annual types of cases:	<u>1,800</u>	
		7	

DEPARTMENTAL BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE									
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	269,581	272,330	282,109	277,014	282,661	282,661	282,661	282,661
5500	Employee Benefits & Taxes	80,310	84,452	89,337	93,045	99,139	99,139	95,011	95,011
	TOTAL PERSONNEL SERVICES	349,891	356,782	371,446	370,059	381,799	381,799	377,671	377,671
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,805	2,337	2,500	729	2,500	2,500	2,500	2,500
6301	Professional Services	10,967	11,549	21,000	16,979	21,000	16,000	16,000	16,000
6305	Stenographer - Transcripts	800	-	500	-	500	500	500	500
6306	Attorneys - Court Appointed	26,244	35,216	30,000	20,010	30,000	30,000	30,000	30,000
6401	Insurance- Liability	376	387	349	385	349	349	349	349
6500	Office Supplies	4,586	3,782	6,500	5,185	6,500	6,500	6,500	6,500
6505	Printing & Engraving	2,055	2,226	3,000	1,573	3,000	3,000	3,000	3,000
6506	Postal Expenses	6,380	6,733	8,400	6,365	8,400	8,400	8,400	8,400
6507	Advertising	6,742	7,159	10,000	6,924	10,000	10,000	10,000	10,000
6508	Dues	575	525	500	525	500	500	500	500
6509	Books, Periodicals, & Subscriptions	2,278	2,881	3,000	3,140	3,000	3,000	3,000	3,000
6512	Training, Education, & Seminars	-	737	1,500	-	1,500	1,500	1,500	1,500
6513	Leases & Service Agreements	2,354	5,839	8,300	5,612	8,300	8,300	8,300	8,300
6610	Office Equipment Repair	-	-	1,000	-	1,000	1,000	1,000	1,000
6700	Abstract Fees	8,599	10,115	9,975	11,755	9,975	9,975	9,975	9,975
6800	Telephone & Communication	1,555	1,014	3,500	1,156	3,500	3,500	3,500	3,500
6807	Visitor Expenses	21,806	27,522	23,000	15,005	23,000	23,000	23,000	23,000
	TOTAL O&M	98,122	118,022	133,024	95,343	133,024	128,024	128,024	128,024
	CAPITAL OUTLAY								
7325	Furniture & Fixtures		1,984	2,500	-	2,500	500	500	500
7350	Office Equipment		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	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	TOTAL CAPITAL OUTLAY	-	2,984	3,500	-	3,500	1,500	1,500	1,500
	TOTAL DEPARTMENT	448,013	477,788	507,970	465,402	518,323	511,323	507,195	507,195
						10,353	3,353	(775)	(775)
						2.0%	0.7%	-0.2%	-0.2%

LINE ITEM BUDGET JUSTIFICATION

COUNTY OF CUMBERLAND

11-108 DEPARTMENT: REGISTRY OF PROBATE								
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL								
5120	Wages & Salaries (FT)	282,109	277,014	282,661	Wages for full-time departmental staff.	282,661	282,661	282,661
5510	Health Insurance	53,351	59,110	64,881		64,881	60,753	60,753
5520	Retirement	8,237	6,143	6,214		6,214	6,214	6,214
5530	Social Security	21,581	21,447	21,624		21,624	21,624	21,624
5540	Workers Comp	1,016	1,045	1,016		1,016	1,016	1,016
5560	Deferred Comp	5,152	5,300	5,404		5,404	5,404	5,404
5500	Employee Benefits & Taxes	<u>89,337</u>	<u>93,045</u>	<u>99,139</u>	Benefits and taxes for departmental employees.	<u>99,139</u>	<u>95,011</u>	<u>95,011</u>
	TOTAL PERSONNEL SERVICES	371,446	370,059	381,799		TOTAL 381,799	377,671	377,671
OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	2,500	729	2,500	Direct travel expenses related to judicial conferences, educational symposia, seminars and workshops, plus community outreach trips	2,500	2,500	2,500
6301	Professional Services	21,000	16,979	21,000	Paralegal Services for the Judge of Probate Increasing Work Load	16,000	16,000	16,000
6305	Stenographer - Transcripts	500	-	500	Expenses for recording and transcription	500	500	500
6306	Attorneys - Court Appointed	30,000	20,010	30,000	Appointed counsel for unprotected wards in judicial proceedings-Maine law requirement	30,000	30,000	30,000
6401	Insurance- Liability	349	385	349	Department Liability Insurance premium	349	349	349
6500	Office Supplies	6,500	5,185	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	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6505	Printing & Engraving	3,000	1,573	3,000	Printing of official probate and court forms for resale: general office printing, including letterhead, envelopes, will security labels, receipts, forms, cards: public information and education materials and brochures	3,000	3,000	3,000
6506	Postal Expenses	8,400	6,365	8,400	Postage	8,400	8,400	8,400
6507	Advertising	10,000	6,924	10,000	Newspaper legal notice advertising, employment-recruitment advertising	10,000	10,000	10,000
6508	Dues	500	525	500	Professional organization dues, including:Registers Association, Judge groups etc.	500	500	500
6509	Books, Periodicals, & Subscriptions	3,000	3,140	3,000	Bar Directory, Law books and statutes updates Probate, Family Law, Civil Proc books,	3,000	3,000	3,000
6512	Training, Education, & Seminars	1,500	-	1,500	Continuing legal education seminars	1,500	1,500	1,500
6513	Leases & Service Agreements	8,300	5,612	8,300	Photo copier Web Hosting Icon Support	\$ 3,000 \$ 1,800 \$ 3,500	8,300	8,300
6610	Office Equipment Repair	1,000	-	1,000	adding many scanners	1,000	1,000	1,000
6611	Computer Repair				Repair allowance for computers			
6700	Abstract Fees	9,975	11,755	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	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET	
6800	Telephone & Communication	3,500	1,156	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	15,005	23,000		23,000	23,000	23,000	
		-	-	-		-	-	-	
	TOTAL O&M	133,024	95,343	133,024	TOTAL	128,024	128,024	128,024	
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	2,500	-	2,500	Judges chambers, lights, chair paint	500	500	500	
7350	Office Equipment	1,000	-	1,000	Court Recording	1,000	1,000	1,000	
7355	Computer Hardware	-	-	-	Court Recording	-	-	-	
		-	-	-		-	-	-	
	TOTAL CAPITAL OUTLAY	3,500	-	3,500	TOTAL	1,500	1,500	1,500	
	TOTAL PROBATE	507,970	465,402	518,323	TOTAL	511,323	507,195	507,195	
				10,353		3,353	(775)	(775)	
				2.0%		0.7%	-0.2%	-0.2%	



Sheriff's Office-Administration

Kevin Joyce , Sheriff

Administration and support services are responsible for providing administrative services to all aspects of the Sheriff's Office. Areas included are the Office of the Sheriff, Chief Deputy, Administrative Investigator, and Business Office. The administration focuses of the managerial needs of the organization, while the Business Office supports the financial coordination of the entire department

REVENUES

EXPENSES

2014

	2011 Actual	2012 Actual	2013 Budget	2014 Budget		Labor	O&M	Capital	TOTAL
SHER	71,853	64,648	65,000	65,000	Misc revenue	690,379	252,413	4,000	946,792
	\$ 71,853	\$ 64,648	\$ 65,000	\$ 65,000					

Objectives

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

Personnel

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

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION/ SUPPORT SERVICES							
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120-05	Wages & Salaries (FT)	431,324	482,188	486,097	514,457	496,756	496,756	496,756	517,526
5205-05	Wages & Salaries (PT)	22,231	20,949	20,367	20,855	20,770	20,770	20,770	-
5401-05	Overtime	75	1,259	1,000	826	1,000	1,000	1,000	1,000
5500-05	Employee Benefits & Taxes	126,233	150,864	164,825	175,098	178,067	178,067	171,853	171,853
	TOTAL PERSONNEL SERVICES	579,863	655,260	672,289	711,236	696,593	696,593	690,379	690,379
	OPERATIONS & MAINTENANCE								
6130-05	Transportation & Lodging	3,795	6,530	8,000	5,778	8,000	8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	11,763	10,325	11,000	10,272	11,000	11,000	11,000	11,000
6301-05	Professional Services	17,565	11,249	12,300	5,475	12,300	12,300	12,300	12,300
6302-05	Legal Services	7,234	17,708	20,000	31,112	20,000	20,000	20,000	20,000
6401-05	Insurance - Liability	49,595	51,839	68,983	51,415	68,983	68,983	68,983	68,983
6402-05	Insurance- Vehicle	17,555	18,350	24,418	18,199	24,418	24,418	24,418	24,418
6500-05	Office Supplies	12,242	16,307	13,000	9,924	15,000	15,000	15,000	15,000
6505-05	Printing & Engraving	6,850	9,499	9,000	7,107	9,000	9,000	9,000	9,000
6506-05	Postal Expenses	5,203	4,546	5,000	3,510	5,000	5,000	5,000	5,000
6507-05	Advertising	15,557	10,227	7,000	4,653	7,000	7,000	7,000	7,000
6508-05	Dues	2,867	3,682	4,500	3,335	4,000	4,000	4,000	4,000
6509-05	Books, Periodicals, & Subscriptions	9,557	6,165	6,000	6,568	7,000	7,000	7,000	7,000
6511-05	Equipment Rental	8,981	10,274	10,212	12,076	10,212	10,212	10,212	10,212
6512-05	Training, Education, & Seminars	5,086	5,398	12,000	6,711	12,000	12,000	12,000	12,000
6800-05	Telephone & Communication	38,418	22,754	40,000	28,916	30,000	30,000	30,000	30,000
6908-05	Clothing- Uniforms	5,108	6,724	7,000	2,476	7,000	7,000	7,000	7,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6910-05	Criminal Investigation	1,623	880	1,500	1,451	1,500	1,500	1,500	1,500
	TOTAL O&M 212,457	218,999	212,457	259,913	208,977	252,413	252,413	252,413	252,413
	CAPITAL OUTLAY								
7350-05	Office Equipment	3,064	3,969	4,000	1,928	4,000	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	3,064	3,969	4,000	1,928	4,000	4,000	4,000	4,000
	TOTAL ACTIVITY CENTER	801,926	871,686	936,202	922,141	953,006	953,006	946,792	946,792
						16,804	16,804	10,590	10,590
						1.8%	1.8%	1.1%	1.1%

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: ADMINISTRATION & SUPPORT SERVICES						
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES							
5120-05	Wages & Salaries (FT)	486,097	514,457	496,756	Wages for full-time departmental staff.	496,756	496,756	496,756
5205-05	Wages & Salaries (PT)	20,367	20,855	20,770	Wages for part-time departmental staff. SD	20,770	20,770	20,770
5401-05	Overtime	1,000	826	1,000	Wages for required overtime work. Includes	1,000	1,000	1,000
5510	Health Insurance	86,026	93,600	97,650		97,650	91,436	91,436
5520	Retirement	24,081	23,567	24,727		24,727	24,727	24,727
5530	Social Security	38,821	40,030	39,667		39,667	39,667	39,667
5540	Workers Comp	12,687	13,052	12,687		12,687	12,687	12,687
5560	Deferred Comp	3,210	4,850	3,336		3,336	3,336	3,336
					Benefits			
5500-05	Employee Benefits & Taxes	164,825	175,098	178,067	Taxes and benefits for departmental employees.	178,067	171,853	171,853
	TOTAL PERSONNEL SERVICES	672,289	711,236	696,593	TOTAL	696,593	690,379	690,379
	OPERATIONS & MAINTENANCE							
6130-05	Transportation & Lodging	8,000	5,778	8,000	Departmental mileage and travel expenses	8,000	8,000	8,000
6131-05	Gas, Oil, & Grease	11,000	10,272	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	5,475	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	31,112	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

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6401-05	Insurance - Liability	68,983	51,415	68,983	Provides departmental share of liability insurance.	68,983	68,983	68,983
6402-05	Insurance- Vehicle	24,418	18,199	24,418	Fleet insurance needs through current carrier.	24,418	24,418	24,418
6500-05	Office Supplies	13,000	9,924	15,000	General Administrative needs from pens to paper.	15,000	15,000	15,000
6505-05	Printing & Engraving	9,000	7,107	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	3,510	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	4,653	7,000	Recruiting and other necessary advertisements for Sheriff's office	7,000	7,000	7,000
6508-05	Dues	4,500	3,335	4,000	Funding to continue affiliation with local police and law enforcement organizations, CALEA, and support networks. Assoc.: Maine Sheriff Assoc., Maine Chief of Police, National Sheriff's Assn., American Jail Assoc., International Associations.	4,000	4,000	4,000
6509-05	Books, Periodicals, & Subscriptions	6,000	6,568	7,000	Legal reference material, new title updates, . \$ 1,000 Clear search database for LEC \$ 5,000	7,000	7,000	7,000

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Telestaff Maintenance \$ 1,000			
6511-05	Equipment Rental	10,212	12,076	10,212	Rental of equipment used in the facility. \$ 5,112 Base rental for copiers. (2) 426 x 12= \$ 1,100 Naples Copier \$ 2,800 Copier fees based on estimated copies \$ 1,200 Circuit to tie to ME Public Safety for data	10,212	10,212	10,212
6512-05	Training, Education, & Seminars	12,000	6,711	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	28,916	30,000	Telephone services. In-State/Out State service. Wireless Phone Services Replacement-wireless equipment Substation service. Phone maintenance. Pagers for key personnel \$142 X 12	30,000	30,000	30,000
6908-05	Clothing- Uniforms	7,000	2,476	7,000	Provided to staff	7,000	7,000	7,000
6910-05	Criminal Investigation	1,500	1,451	1,500	General expenses for investigations including CD/DVD, batteries (Internal investigations.)	1,500	1,500	1,500

ADMINISTRATION/ SUPPORT SERVICES

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
		-	-	-	Film, film processing, fingerprinting pads, fingerprinting materials, & chemicals used in the investigation process.	-	-	-
	TOTAL O&M	259,913	208,977	252,413	TOTAL	252,413	252,413	252,413
	CAPITAL OUTLAY							
7350-05	Office Equipment	4,000	1,928	4,000	Misc replacement of broken/worn furniture	4,000	4,000	4,000
	TOTAL CAPITAL OUTLAY	4,000	1,928	4,000		4,000	4,000	4,000
	TOTAL ADMIN/ SUPPORT SERVICES	936,202	922,141	953,006	TOTAL	953,006	946,792	946,792
						16,804	10,590	10,590
						1.8%	1.1%	1.1%

ADMINISTRATION/ SUPPORT SERVICES

Enterprise Activities-Law Enforcement

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

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

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

	Sheriff's Office Services				
<i>Acct #</i>		PERIOD	EMPLOYEES	2013/14 REVENUES	2013/14 EXPENSES
	FULL TIME CONTRACTS				
21203	Town of Harpswell	4/1 to 3/31	3	351,014	351,014
21216	Town of Harpswell-Marine Patrol	4/1 to 3/31	2	223,020	223,020
21204	Town of Harrison	7/1 to 6/30	1	88,063	88,063
21212	Town of Standish	7/1 to 6/30	5.5	497,271	497,271
21207	SAD #6	9/1 to 6/30	1	55,904	55,904
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		16.5	1,497,450	1,497,450
	SUMMER CONTRACTS		Part Time		
21215	Long Island	Summer	1	23,601	23,601
	Town of Chebeague	Summer	1	21,055	21,055
	TOTAL SUMMER CONTRACTS		2	44,656	44,656
	TOTAL FROM NON-BUDGET ACTIVITIES			1,542,106	1,542,106



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

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
LEC			-	
ENTERPRISE				1,278,945
				\$ 1,278,945

EXPENSES

2014

Labor	O&M	Capital	TOTAL
3,759,173	582,203	342,267	4,683,643
ENTERPRISE			1,278,945
TOTAL DEPT.			5,962,588

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

Regular

Grant & Contract

	Full Time	Part Time	Full Time	Part Time
CAPTAIN -CID	1			
CAPTAIN-PATROL	1			
LIEUTENANT	3			
SERGEANT	7			
DEPUTY	18		18	5
DETECTIVE	7		1	
COMPLAINT OFFICER	1			
CRIME ANALYST	1			
Clerk II	1			
	40	0	17	5

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT							
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES									
5120-06	Wages & Salaries (FT)	1,851,589	1,896,862	2,037,689	1,955,593	2,081,841	2,081,841	2,081,841	2,081,841
5401-06	Overtime	514,044	616,131	415,000	720,636	89,382	80,432	140,432	140,432
5500-06	Employee Benefits & Taxes	862,552	976,387	1,023,451	1,032,835	429,600	429,600	429,600	429,600
TOTAL PERSONNEL SERVICES		3,228,185	3,489,380	3,476,140	3,709,064	1,118,207	1,118,207	1,107,300	1,107,300
OPERATIONS & MAINTENANCE									
6130-06	Transportation & Lodging	12,354	8,835	12,000	7,457	12,000	12,000	12,000	12,000
6131-06	Gas, Oil, & Grease	209,203	221,958	193,470	225,636	200,000	200,000	200,000	200,000
6232-06	Mobile Radio Repair	3,918	6,881	7,000	3,930	13,500	13,500	13,500	13,500
6501-06	Training Supplies	26,970	16,219	22,816	23,232	27,450	27,450	27,450	27,450
6509-06	Books, Periodicals, & Subscriptions	510	4,411	3,000	3,763	4,000	4,000	4,000	4,000
6512-06	Training, Education, & Seminars	153,422	105,137	207,548	68,902	207,600	207,600	207,600	207,600
6905-06	Medical Supplies	-	-	3,000	2,617	3,000	3,000	3,000	3,000
6908-06	Clothing- Uniforms	35,317	44,821	50,000	40,826	58,000	50,000	50,000	50,000
6909-06	Clothing- Cleaning			-					
6910-06	Criminal Investigation	44,026	36,231	48,153	41,445	48,153	48,153	48,153	48,153
6911-06	Canine Supplies & Equipment	6,327	11,133	17,500	20,249	11,000	11,000	11,000	11,000
6950-06	CALEA Expenses			5,500		5,500	5,500	5,500	5,500
TOTAL O&M		492,047	455,626	569,987	438,055	590,203	582,203	582,203	582,203
CAPITAL OUTLAY									
7345-06	Vehicles	108,129	173,498	286,771	284,874	274,837	286,771	286,771	286,771
7350-06	Office Equipment	2,975	6,703	8,900	594	8,900	8,900	8,900	8,900
7360-06	Employee Safety Equipment	28,230	32,985	37,695	27,095	19,096	19,096	19,096	19,096
	Dive Team					2,500	2,500	2,500	2,500
	Emergency Services Unit					17,000	17,000	17,000	17,000
	Community Policing					8,000	8,000	8,000	8,000
TOTAL CAPITAL OUTLAY		139,334	213,186	333,366	312,563	330,333	342,267	342,267	342,267
TOTAL ACTIVITY CENTER		3,859,566	4,158,192	4,379,493	4,459,683	4,639,566	4,634,550	4,683,643	4,683,643
						260,073	255,057	304,150	304,150
						5.9%	5.8%	6.9%	6.9%

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: LAW ENFORCEMENT						
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES							
5120-06	Wages & Salaries (FT)	2,037,689	1,955,593	2,081,841	Wages for full-time departmental staff.	2,081,841	2,081,841	2,081,841
				44,350	ADD Detective Position	44,350	44,350	44,350
					Remove Detective Posion	(44,350)	(44,350)	(44,350)
					ADD Admin Position	35,400	35,400	35,400
				45,032	\$45,032 for expiring COPS Grant	45,032	45,032	45,032
					ADD Inmate Communications Specialist		60,000	60,000
5401-06	Overtime	415,000	720,636	429,600	Wages for required overtime for coverage of vacations, sickness, holiday, worker's compensation, disability, etc., contract holiday changes.	429,600	429,600	429,600
5510	Health Insurance	587,780	564,785	641,052		641,052	630,145	630,145
5520	Retirement	172,229	177,373	201,908		201,908	201,908	201,908
5530	Social Security	180,320	203,222	192,125		192,125	192,125	192,125
5540	Workers Comp	79,671	81,962	79,671		79,671	79,671	79,671
5560	Deferred Comp	3,451	5,494	3,451		3,451	3,451	3,451
5500-06	Employee Benefits & Taxes	1,023,451	1,032,835	1,118,207	Benefits and taxes for departmental employees.	1,118,207	1,107,300	1,107,300
	TOTAL PERSONNEL SERVICES	3,476,140	3,709,064	3,719,030		TOTAL 3,710,080	3,699,173	3,699,173
	OPERATIONS & MAINTENANCE							
6130-06	Transportation & Lodging	12,000	7,457	12,000	To pay Sheriffs office 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	225,636	200,000	To provide gas for vehicles assigned to the law enforcement bureau. (increased cost of gasoline use of 1777*30=53310 gals at \$3.75)	200,000	200,000	200,000

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6232-06 New	Mobile Radio Repair Electronic Equipment Repair	7,000	3,930	13,500	Fund repairs for all mobile and portable radios in the Sheriff's Office (Approx 100 radios) \$ 7,000 Radar Calibration \$ 4,000 Accident Reconstruction cables/license \$ 2,500	13,500	13,500	13,500
6501-06	Training Supplies	22,816	23,232	27,450	Required firearm training. 40 Cal Duty Law Enforcement, ESU (Reg&night) - \$12800. Shotgun \$775. Rifle 223 cal \$880. Rifle .308 cal \$615. 9mm \$480. Targets, range rental, lumber - \$2700. Power DMS - \$2000. Taser cartridges and download equipment - \$7200.	27,450	27,450	27,450
6509-06	Books, Periodicals, & Subscriptions	3,000	3,763	4,000	Law enforcement statute literature required by law. Maintain ongoing yearly needs. New Title 29 and 17A updates .	4,000	4,000	4,000
6512-06	Training, Education, & Seminars	207,548	68,902	207,600	Provide all in-house certifications and State, Academy, or Federally required training. 2 officers x 40 hrs/week x 18 weeks x 40.00= 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 40 \$ 32,000 6 officers X 20 hrs (MCJA) X \$18 reserves \$ 2,160 Canine Drug Training 2 @ 115hrs*\$40.00 \$ 9,200	207,600	207,600	207,600

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					CALEA training (40 dep*10 hrsx\$40) accreditation required	\$ 16,000		
					13 officers X 10 hrs (CALEA) X \$40 CID/Civil	\$ 5,200		
					Canine Handler training-3 Dep x 240 hrs x \$40	\$ 28,800		
					Accident reconstruction training (3 wk x40x \$40)	\$ 4,800		
					ESU Training (6x168hrs./yr.*40)	\$ 40,320		
					ESU Practical Scenarios (1) (15x8x\$40)			
					Leadership Training			
					Dive team training (3x\$40x96 hrs/month)	\$ 11,520		
						\$ 207,600		
6905-06	Medical Supplies	3,000	2,617	3,000	Mandatory inoculation for: Hepatitis B, TB,PPE equip		3,000	3,000
6908-06	Clothing- Uniforms	50,000	40,826	58,000	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				Clothing/equipment new CID position	\$ 8,000		
6910-06	Criminal Investigation	48,153	41,445	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
6911-06	Canine Supplies & Equipment	17,500	20,249	11,000	General supplies for canine requirements. Food, equipment, Boarding of K9 Dogs and medical expenses for dog (drug search, article search, tracking). - \$9000. Canine Replacement - \$0.00 Insurance (Major Medical/Routine Care) - \$2000.		11,000	11,000

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6950-06	CALEA Expenses	5,500	3,924	5,500	CALEA Expenses:	5,500	5,500	5,500
		-	-	-		-	-	-
	TOTAL O&M	569,987	441,980	590,203	TOTAL	582,203	582,203	582,203
	CAPITAL OUTLAY							
7345-06	Vehicles	286,771	284,874	274,837	Cost of reinstalling all equipment on new vehicle; on old vehicle remove decals, repaint, repair rust, and refurbish. New light bars-on other rotation.	\$ 23,500	23,500	23,500
					Vehicle lease for the 2011 package	\$ 47,732	\$ 47,732	\$ 47,732
					Vehicle lease for the 2012 package	\$ 59,951	\$ 59,951	\$ 59,951
					Vehicle fit up - 8 new vehicles @ \$6250.	\$ 50,000	\$ 50,000	\$ 50,000
					New CID Vehicle fit up @ \$6250.	\$ 6,250	\$ -	\$ -
					6- 4x2 Tahoes - \$28,700. ea	\$ 172,200	\$ 172,200	\$ 172,200
					1- 4x4 SUV @ \$32,200.	\$ 32,200	\$ 32,200	\$ 32,200
					2- CID Cruiser @ \$19,000. (including new CID car)	\$ 38,000	\$ 19,000	\$ 19,000
					Minus existing Non-Debt CIP	\$ (154,996)	\$ (117,812)	\$ (117,812)
						\$ 274,837	\$ 286,771	\$ 286,771
7350-06	Office Equipment	8,900	594	8,900	Replace broken and worn out equipment Internet access for 4 substations at \$50 month	8,900	8,900	8,900
7360-06	Employee Safety Equipment	37,695	27,095	19,096	Equipment for employees that enhance Department and public safety. 7- protective safety vests@ \$550 each	\$ 3,850		
					Replacement equipment (2 radar units)	\$ 4,400		

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
					Radar recalibration's)-MOVED TO ANOTHER LINE- REMOVE			
					2 AR 15	\$ 1,600		
					Small item electronics	\$ 1,500		
					2 portable radio units P25	\$ 2,630		
					2 Mobile Radios	\$ 3,316		
					2 Glock	\$ 800		
					2 - Shotguns @ \$500.00 each	\$ 1,000		
	Dive Team			2,500	Dive Team Equipment (tanks, resp, wet suit replaced)	\$ 2,500	2,500	2,500
	Emergency Services Unit			17,000	Replace ESU Equipment (smoke canister, short/long range ammo, non lethal rounds, distraction reloads)	\$ 6,000	17,000	17,000
					Pole Camera, Bang Pole, hydrolic RAM assembly kit	\$ 10,000		
					Night Vision Scope Batteries	\$ 1,000		
	Community Policing			8,000	Misc. equipment VIPS and Explorers	\$ 5,000	8,000	8,000
					Honor Guard	\$ 3,000		
					Total			
	TOTAL CAPITAL OUTLAY	333,366	312,563	330,333	(3,033) TOTAL		342,267	342,267
	TOTAL LAW ENFORCEMENT	4,379,493	4,463,607	4,639,566	TOTAL		4,634,550	4,623,643
				260,073			255,057	244,150
				5.9%			5.8%	5.6%

ENTERPRISE ACTIVITIES TOTAL	1,542,106
OVERALL DEPARTMENTAL EXPENSES	6,176,656

(5,016)

LAW ENFORCEMENT

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
--------	---------------------	---------------------------	------------------------	---------------------------	--	----------------------	-------------------	----------------------

LAW ENFORCEMENT



Sheriff's Office-Civil Division

Kevin Joyce, Sheriff

The Civil Processing Division services documents through the Sheriff's Department to individuals throughout the County. A key aspect of the division is the record keeping and review that ensures process serving is complete in every case. Documents involved in the civil process include civil complaints, summonses, divorce complaints, notices to quit, forcible entry and detainees, subpoenas, debtor capias, petitions, motions and orders.

REVENUES

EXPENSES

2014

	2011 Actual	2012 Actual	2013 Budget	2014 Budget		Labor	O&M	Capital	TOTAL
CIV	308,670	343,553	320,000	300,000	Civil Process	251,896	47,579	900	300,375
				\$ 300,000					

Enterprise Fund:

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

Statistics

Personnel

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

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: CIVIL PROCESS							
ACCT #	ACCOUNT DESCRIPTION	2011 Actual	2012 Actual	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120-08	Wages & Salaries(FT)	182,796	185,371	183,157	186,453	186,234	186,234	186,234	186,234
5500-08	Employee Benefits & Taxes	58,050	61,600	64,856	65,261	69,380	69,380	65,662	65,662
	TOTAL PERSONNEL SERVICES	240,846	246,971	248,013	251,714	255,614	255,614	251,896	251,896
	OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	22,078	21,794	29,960	22,300	29,960	29,960	29,960	29,960
6500-08	Office Supplies	1,232	1,944	2,500	837	2,500	2,500	2,500	2,500
6506-08	Postal Expenses	9,124	7,615	15,000	8,211	10,000	10,000	10,000	10,000
6509-08	Books, Periodicals, & Subscriptions		1,078	900	-	900	900	900	900
6513-08	Leases & Service Agreements	173	112	373	-	373	373	373	373
6800-08	Telephone & Communication	2,633	3,287	2,273	2,971	2,646	2,646	2,646	2,646
6908-08	Clothing- Uniforms	1,306	1,200	1,200	1,200	1,200	1,200	1,200	1,200
	TOTAL O&M	36,546	37,030	52,206	35,519	47,579	47,579	47,579	47,579
	CAPITAL OUTLAY								
7350-08	Office Equipment	-	-	900	-	900	900	900	900
	TOTAL CAPITAL OUTLAY	-	-	900	-	900	900	900	900
	TOTAL ACTIVITY CENTER	277,392	284,001	301,119	287,233	304,093	304,093	300,375	300,375
						2,974	2,974	(744)	(744)
						1.0%	1.0%	-0.2%	-0.2%

CIVIL PROCESS

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-106 DEPARTMENT: SHERIFF		ACTIVITY CENTER: CIVIL PROCESS						
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PERSONNEL SERVICES								
5120-08	Wages & Salaries (FT)	183,157	186,453	186,234	Wages for full-time Civil Deputies.	186,234	186,234	186,234
5510	Health Insurance	36,931	37,156	40,893		40,893	37,175	37,175
5520	Retirement	7,722	7,959	8,049		8,049	8,049	8,049
5530	Social Security	14,012	13,776	14,247		14,247	14,247	14,247
5540	Workers Comp	6,191	6,369	6,191		6,191	6,191	6,191
5560	Deferred Comp							
5500-08	Employee Benefits & Taxes	64,856	65,261	69,380	Benefits and taxes for Civil Deputies.	69,380	65,662	65,662
	TOTAL PERSONNEL SERVICES	248,013	251,714	255,614	TOTAL	255,614	251,896	251,896
OPERATIONS & MAINTENANCE								
6130-08	Transportation & Lodging	29,960	22,300	29,960	Mileage reimbursements for process serving.	29,960	29,960	29,960
6500-08	Office Supplies	2,500	837	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	8,211	10,000	Postage fees for process serving.	10,000	10,000	10,000
6509-08	Books, Periodicals, & Subscriptions	900		900	Statute updates.	900	900	900
6513-08	Leases & Service Agreements	373		373	Pager rentals. (3)	373	373	373
6800-08	Telephone & Communication	2,273	2,971	2,646	Departmental phone expenses. Purchase Iphones (\$200*3=\$600)monthly data plans \$45 month *12 *3=\$1,620	2,646	2,646	2,646
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	35,519	47,579	TOTAL	47,579	47,579	47,579
CAPITAL OUTLAY								
7350-08	Office Equipment	900	-	900	Office equipment for Civil division.	900	900	900
							CIVIL PROCESS	

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	TOTAL CAPITAL OUTLAY	900		900	TOTAL	900	900	900
	TOTAL CIVIL PROCESS	301,119	287,233	304,093	TOTAL	304,093	300,375	300,375
				2,974		2,974	(744)	(744)
				1.0%		1.0%	-0.2%	-0.2%

ENTERPRISE ACTIVITIES TOTAL	260,000
OVERALL DEPARTMENTAL EXPENSES	560,375

♦

CIVIL PROCESS

Enterprise Activities-Civil Division

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

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

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

	Outside Civil Deputies			2014	2014
		PERIOD	EMPLOYEES	REVENUES	EXPENSES
21255	Outside Civil Deputies are paid through the County but work independently in conjunction with our in house Civil Department. Their compensation is paid by users of the civil service activities	1/1 to 12/31	6	260,000	260,000



Treasurer's Office

Diane Gurney

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

REVENUES

EXPENSES 2014

	2011 Actual	2012 Actual	2013 Budget	2014 Budget	Treasurer Income (Interest, etc.)	Labor	O&M	Capital	TOTAL
TREAS	6,730	2,478	-	-		32,956	6,060	-	39,016

Statistics

Personnel

	Full Time	Part Time

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER									
ACCT #	ACCOUNT DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES								
5120	Wages & Salaries (FT)	20,750	21,166	21,597	21,582	22,022	22,022	22,022	22,022
5205	Wages & Salaries (PT)	-	-	205	-	205	205	205	205
5500	Employee Benefits & Taxes	9,080	9,560	10,302	10,201	11,313	11,313	10,729	10,729
	TOTAL PERSONNEL SERVICES	29,830	30,726	32,104	31,784	33,540	33,540	32,956	32,956
	OPERATIONS & MAINTENANCE								
6130	Transportation & Lodging	1,383	1,316	1,500	1,423	1,500	1,500	1,500	1,500
6401	Insurance- Liability	45	47	50	37	50	50	50	50
6500	Office Supplies	30	14	100	101	100	100	100	100
6505	Printing & Engraving	378	758	500	410	500	500	500	500
6506	Postal Expenses	2,236	2,496	2,400	2,432	2,400	2,400	2,400	2,400
6508	Dues	110	110	110	110	110	110	110	110
6509	Books, Periodicals, & Subscriptions	-	-	-	-	-	-	-	-
6512	Training, Education, & Seminars	734	246	1,000	1,075	1,000	1,000	1,000	1,000
6800	Telephone & Communication	651	662	400	585	400	400	400	400
6950	Bank Charges	-	-	-	-	-	-	-	-
	TOTAL O&M	5,567	5,649	6,060	6,172	6,060	6,060	6,060	6,060
	CAPITAL OUTLAY								
7325	Furniture & Fixtures	-	-	-	-	-	-	-	-
7350	Office Equipment	-	-	-	-	-	-	-	-
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	DEPARTMENT TOTAL	35,397	36,375	38,164	37,956	39,600	39,600	39,016	39,016
						1,436	1,436	852	852
						3.8%	3.8%	2.2%	2.2%

TREASURER

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

11-104 DEPARTMENT: TREASURER								
ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
	PERSONNEL SERVICES							
5120	Wages & Salaries (FT)	21,597	21,582	22,022	Wages for full-time departmental staff.	22,022	22,022	22,022
5205	Wages & Salaries (PT)	205	-	205		205	205	205
5510	Health Insurance	7,298	7,244	8,028		8,028	7,444	7,444
5520	Retirement	1,258	1,244	1,522		1,522	1,522	1,522
5530	Social Security	1,668	1,634	1,685		1,685	1,685	1,685
5540	Workers Comp	78	80	78		78	78	78
5560	Deferred Comp							
5500	Employee Benefits & Taxes	10,302	10,201	11,313	Taxes and benefits for departmental staff.	11,313	10,729	10,729
	TOTAL PERSONNEL SERVICES	32,104	31,784	33,540		33,540	32,956	32,956
	OPERATIONS & MAINTENANCE							
6130	Transportation & Lodging	1,500	1,423	1,500	MMA convention. GFOA convention. County convention. Travel to Treasurer's meetings. National GFOA Convention	1,500	1,500	1,500
6313	Bank Fees		2,373					
6401	Insurance Liability	50	37	50	Liability Insurance	50	50	50
6500	Office Supplies	100	101	100	Departmental office supply costs & ink cartridge	100	100	100
6505	Printing & Engraving	500	410	500	Envelope printing.	500	500	500

TREASURER

ACTIVITY CENTER BUDGET SUMMARY

COUNTY OF CUMBERLAND

ACCT #	ACCOUNT DESCRIPTION	2013 ADOPTED BUDGET	2013 Actual Expense	2014 BUDGET REQUEST	LINE ITEM BUDGET REQUEST JUSTIFICATION	DRAFT MGR/ RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
6506	Postal Expenses	2,400	2,432	2,400	Postage costs increases	2,400	2,400	2,400
6508	Dues	110	110	110	Association of County Treasurer's. MMA	110	110	110
6509	Books, Periodicals, & Subscriptions	-	-	-	Subscription to Governing magazine.	-	-	-
6512	Training, Education, & Seminars	1,000	1,075	1,000	County convention. MMA convention. New England GFOA convention. Computer training. MMA workshops. National GFOA Convention	1,000	1,000	1,000
6800	Telephone & Communication	400	585	400	Wireless Cell phone expense	400	400	400
	TOTAL O&M	6,060	8,546	6,060		6,060	6,060	6,060
	CAPITAL OUTLAY							
7325	Furniture & Fixtures	-	-	-	Computer upgrade	-	-	-
	CAPITAL OUTLAY	-	-	-		-	-	-
	TOTAL TREASURER	38,164	40,330	39,600	TOTAL	39,600	39,016	39,016
				1,436		1,436	852	852
				3.8%		3.8%	2.2%	2.2%

TREASURER

NON-DEPARTMENTAL & DEBT SERVICE										
ACCT #	ACCT #	DESCRIPTION	2011 ACTUAL	2012 ACTUAL	2013 FINAL BUDGET	2013 YEAR END ESTIMATE	2014 BUDGET REQUEST	DRAFT MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
PRINCIPAL										
11-120	9112	2002 General Obligation Refunding Bonds Jail-	2,105,000	-	-	-	-	-	-	-
11-120	9113	2012-Civic Center Referendum Ref \$33M Payment			624,750	760,116	600,000	600,000	600,000	600,000
11-120	9108	2008 Debt Principal for Interoperability Referendum	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
11-120	9103	2003- Civic Center Revolving Bond -to Civic Ctr Page	170,301	170,301	170,301	170,301	170,301	170,301	170,301	170,301
11-120		2012-County Debt under Charter- Principal \$2.775M	-	-	330,000	330,000	330,000	330,000	330,000	330,000
		2014- County CIP Debt					100,000	100,000	100,000	100,000
TOTAL BOND DEBT SERVICE			2,360,301	255,301	1,210,051	1,345,417	1,285,301	1,285,301	1,285,301	1,285,301
INTEREST										
11-120	9212	2002 General Obligation Refunding Bonds Jail-	52,625	52,625	-	-	-	-	-	-
11-120	9213	2012-Civic Center Referendum Ref \$33M Interest	-	537,753	700,000	680,501	1,002,500	1,002,500	1,002,500	1,002,500
11-120	9208	2008 Debt Interest for Interoperability Referendum	71,293	67,681	67,682	64,069	60,456	60,456	60,456	60,456
11-120	9202	2003- Civic Center Revolving Bond - to Civic Ctr page	36,315	36,315	36,315	56,616	36,315	36,315	36,315	36,315
11-120		2012-County Debt under Charter- Interest \$2.775M	-	-	65,004	65,004	58,405	58,405	58,405	58,405
		2014- County CIP Debt					50,000	50,000	50,000	50,000
TOTAL BOND DEBT INTEREST			160,233	694,374	869,001	866,190	1,207,676	1,207,676	1,207,676	1,207,676
DEBT EXPENSE - LOANS										
11-120	9205	TAN Bank Charge/and Rating Agencies	14,778	14,778	24,000	20,869	24,000	24,000	24,000	24,000
11-120	9210	TAN Legal Fees	1,785	4,542	3,000	5,441	5,000	5,000	5,000	5,000
11-120	9220	TAN Interest	(39,080)	(39,080)	20,000	6,032	20,000	20,000	20,000	20,000
TOTAL DEBT EXPENSE - LOANS			(22,517)	(19,760)	47,000	32,342	49,000	49,000	49,000	49,000
NON-DEPARTMENTAL										
11-140	5520	Retiree Life Insurance	2,600	2,600	2,800	3,770	2,800	2,800	2,800	2,800
11-140	5550	Unemployment Insurance	20,000	20,000	40,000	25,634	40,000	40,000	40,000	40,000
11-141	5501	Salary / Benefits / Termination Pay	(4,766)	(4,766)	3,300	-	123,300	123,300	154,300	154,300
11-141	9526	County Capital Improvement Reserve for CIP	-	426,750	154,996	261,421	154,996	117,812	117,812	117,812
11-141	9500	Civic Center Operational Subsidy	-	-	150,000	138,905	350,000	350,000	350,000	350,000
11-141	5502	Contingent Appropriation		23,965	30,000	5,000	30,000	30,000	30,000	30,000
11-141	9498	Referendum and Public Information	5,745	24,459	50,000	(10,559)	50,000	50,000	50,000	50,000
TOTAL NON-DEPARTMENTAL			23,579	493,008	431,096	424,171	751,096	713,912	744,912	744,912
TOTAL NON-DEPARTMENTAL & DEBT SERVICE			2,521,596	1,422,923	2,557,148	2,668,120	3,293,073	3,255,889	3,286,889	3,286,889
							735,925	698,741	729,741	729,741

GRANT REQUESTS

COUNTY OF CUMBERLAND
FISCAL YEAR 2014

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	2011 ADOPTED BUDGET	2012 FINAL BUDGET	2013 FINAL BUDGET	2014 GRANT REQUEST	MGR RECOMM	2014 FC BUDGET	2014 FINAL BUDGET
8002	Cumberland County Extension Association	105,000	120,696	123,110	130,395	130,395	130,395	130,395
8003	Cumberland County Soil & Water	14,000	16,320	16,646	17,500	17,500	17,500	17,500
8005	Portland Public Library	11,808	10,036	10,237	11,808	11,808	11,808	11,808
8007	So. Maine Emergency Medical Services	4,346	3,694	3,768	4,500	4,500	4,500	4,500
8008	Threshold to Maine	750	750	765	750	750	750	750
					-			
	Total	135,904	151,496	154,526	164,953	164,953	164,953	164,953

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;

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

	Parenting Education Program	6,069	6,069	6,069	6,069	6,069	6,069	6,069
	Youth Parent Program	4,332	4,332	4,332	4,332	4,332	4,332	4,332
	774-HELP	7,358	7,358	7,358	7,358	7,358	7,358	7,358
	The Bridge	5,937	5,937	5,937	5,937	5,937	5,937	5,937
		-	-	-	-			
	Salvation Army-426	-	-	-	-			
426	Food Pantry	1,103	1,103	1,125	1,500	1,148	1,148	1,148
	Portland Moms in Recovery Network		-	-	-			
		-	-	-	-			
429	S. Maine Area Agency on Aging Programs:429	-	-	-	-			
	Information and Advocacy (Senior Solutions)	3,151	-	-	-			
	Meals on Wheels/Community Links	5,120	8,271	8,436	15,000	8,605	8,605	8,605
		-	-	-	-			
	Mid Coast Community Action, formerly called		-	-	-			
187	Coastal Economic Development	-	-	-	-			
	Family CAN-Midcoast Maine	394	394	400	400	400	400	400
	Family Development	1,575	1,575	1,575	1,575	1,575	1,575	1,575
		-	-	-	-	-	-	-
13888	My Brother's Keeper	4,250	4,250	4,335	4,000	4,000	4,000	4,000
	My Sister's Keeper	-	-	2,185	4,000	4,000	4,000	4,000
	My Place Teen Center- Westbrook			1,567	19,200	1,598	1,598	1,598
	Total Human Services	235,744	235,744	242,960	289,574	245,732	245,732	245,732
		2011 Budget Commissioners	2012 Budget Commissioners	2013 Budget Commissioners	2014 Agency Request	County Mgr. Recom 2014	Finance Committee	2014 FINAL Commissioners

COUNTY OF CUMBERLAND DEBT PLANNING- CIP NEEDS FOR 5 YEARS

Project Code	Project Title	2014	#YRS	2015	#YRS	2016	#YRS	2017	#YRS	2018	#YRS
FACL-12-001	Roof Repair older section CCCH	175,000	30			75,000	30				
FACL-12-002	Exterior repointing of granite at CCCH	100,000	30			75,000	30				
FACL-12-013	Library window housing repair CCCH					29,000	25				
FACL-12-014	Camera , DVR , Identocard upgrades					45,000	7				
FACL-12-015	Complete Inmate cell area					17,000					
FACL-12-016	Energy Saving upgrades all locations	23,500	15			23,500	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	80,000	25			91,000	25				
FACL-12-021	Upgrade HVAC in DA admin area					243,000	25				
FACL-12-022	Upgrade HVAC in Probate					218,000	25				
New	Automated Parking Attendant	85,000	10								
EMA 12-002	HazMat Equipment Replacement	20,500	3	20,500	3						
IT-1-001	Technology Upgrades	55,000	5	35,000	5						
IT-1-004	Patrol and CID Upgrades	40,000	5	40,000	5	40,000	5				
COMM-14-001	Comm- CAD Computers					200,000	5				
New	Tower Enhancements	166,000	15								
New	Expand the footprint of CCRCC									910,000	40
New	CCRCC Radio System-Hdwe Replaced					275,500	7				
New LEC	Ballistic Vests	6,000	5	6,000	5	6,000	5				
New LEC	Tactical Vehicle					15,000	10				
New LEC	Evidence Van							30,000	10		
New LEC	In-Vehicle Cameras					10,000	5	10,000	5	10,000	5
New LEC	Repeaters	45,000	10								
New IT	Virtual Server	60,000	5								
New IT	DA Evidence Management	20,000	10								
New IT	Microwave from CCRCC to Courthouse	40,000	20								
New IT	Replace Microwave Network switches	15,000	10								
New DA	e-Discovery Justice Web	99,500	10								
New CCRCC	Back up Center Equipment	80,000	10								
New CCRCC	Purchase of 7 new computers	52,000	5								
New CCRCC	Back room Radios	16,000	10								
New CCRCC	SWCC and SWFD Countywide	40,000	20								
New CCRCC	Tower Alarms	10,000	10								
New CCRCC	Zetron Console Replacement					300,000	10				
FY 2012	Total CIP Allocation	1,228,500		101,500		1,732,000		40,000		920,000	
	Summary Totals	2014		2015		2016		2017		2018	
		2 year Need		1,330,000							



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.

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

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

COUNTY OF CUMBERLAND
JAIL STATUTORY CAP

ACCT #	ACCOUNT DESCRIPTION	20XX	LINE ITEM BUDGET REQUEST JUSTIFICATION
--------	---------------------	------	---

FACILITY SUPPORT TO BOC

11-105	DEPARTMENT: FACILITIES BOC Activities ONLY		
ACCT #	ACCOUNT DESCRIPTION	2008 ADOPTED CAP	LINE ITEM BUDGET REQUEST JUSTIFICATION
	PERSONNEL SERVICES		
5120	Wages & Salaries (FT) Move to BOC Budget	239,140	Wages for full-time departmental staff. <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
--------	---------------------	------	---

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