

SCHEDULE C

Cecil County Government  
Budget Request Forms

OPERATING EXPENDITURES  
by Department  
**(excluding Salaries, Fringes)**  
**(include OT, shift diff., holiday)**

Department

231 - Courthouse

FY2012

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Salaries- Clerical	60,698	60,466	
Salaries- Other	423,030	412,235	
Salaries- Part-Time	102,017	101,626	
Salaries- Overtime	32,500	32,500	
Shift Differential	11,000	11,000	
Workers Compensation	27,653	25,385	
FICA	46,496	52,648	
Pension Plan- State	61,714	57,725	
Health Insurance	135,640	136,925	
Life Insurance	962	940	
Employee Assistance	352	341	
Flex Plan	51	0	
Deferred Comp	1,500	2,250	
Supplies	7,000	7,000	
Professional Services	2,500	2,500	
Electricity	102,200	92,152	
Natural Gas and Heating Oil	47,000	50,000	
Water and Sewer	7,300	8,000	
Telephone	7,000	6,000	
Facilities Maintenance	12,000	7,000	CR2 Carpet
Prev Maintenance and Fire Prevention	80,000	25,000	HVAC Contracts
Equipment Rental and Lease	6,500	4,500	
Buildings and Improvements	124,324	10,000	New West Doors
<b>TOTAL</b>	<b>1,299,437</b>	<b>1,106,193</b>	

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Department

233 ECMDA Maintenance

FY2012

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Electricity	122,000	115,537	
Natural Gas and Heating Oil	35,000	36,050	
Water and Sewer	2,550	2,600	
Facilities Maintenance	3,500	1,000	
Preventative Maintenance & FP	6,000	4,000	DES Generator Contract
Building and Land Rental	415,000	449,791	
<b>TOTAL</b>	584,050	608,978	

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Department

**234 Parks and Rec Maint**

**FY2012**

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Electricity	27,000	19,126	
Natural Gas and Heating Oil	8,000	8,000	
Facilities Maintenance	2,000	2,000	Rear Door Replacement, Security Monitoring
Trash Removal	2,500	4,600	

TOTAL

39,500

33,726

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Department

235 137 E High St (VMB)

**FY2012**

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Electricity	600	571	
Natural Gas and Heating Oil	2,000	2,000	
Preventative Maintenance & FP	300	300	

TOTAL

2,900

2,871

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Department

**237 Purchasing Building**

**FY2012**

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Electricity	750	404	

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TOTAL

750

404

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Department

238 Buckworth Center

**FY2012**

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Electricity	2,000	3,329	
Water and Sewer	475	475	
Facilities Maintenance	1,000	1,000	Sale Prep

TOTAL

3,475

4,804

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Department

**239 Historical Society Bldg**

**FY2012**

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Electricity	10,000	7,438	
Natural Gas and Heating Oil	5,500	5,500	
Water and Sewer	400	400	
Building and Improvement	0	5,800	Replace Three Heat Pumps in Arts Council

TOTAL

15,900

19,138

SCHEDULE C

OPERATING EXPENDITURES  
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Department

243 Health Department

FY2012

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Salaries- Other	53,223	53,019	
Overtime	0	0	
Shift Differential	780	780	
Workers Comp	2,603	2,343	
FICA	3,904	4,056	
Pension Plan State	5,742	5,800	
Health Insurance	13,217	13,597	
Life Insurance	106	106	
Employee Assistance	33	33	
Training and Education	500	250	
Natural Gas and Heating Oil	14,000	14,000	
Water and Sewer	3,200	3,300	
Facilities Maintenance	1,000	1,000	
Building and Improvements	0	0	
Trash Removal/Recycling	4,000	4,200	
Elevator Services	12,000	12,600	
Preventative Maintenance and FP	8,500	2,500	
<b>TOTAL</b>	<b>122,808</b>	<b>117,584</b>	

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Department

245 Old Housing Bldg

**FY2012**

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Electricity	6,000	4,517	
Water and Sewer	500	500	
Facilities Maintenance	300	300	

TOTAL

6,800

5,317

SCHEDULE A

**(\$ 5,000 per unit or greater)**

MACHINERY & EQUIPMENT

by Department

(Excludes CIP Budget)

\*include on Schedule C

Cecil County Government

Budget Request Forms

Department 246 - Administration Bldg.

**FY2012**

Description of Item	(A) Rank by Priority (1=high, 5=low)	(B) Current Existing Inventory	(C) Planned Additions	(D) Planned Deletions use ( )	(E) \$ Unit Cost	(F) (= C * E) Extended Cost	Justification (use additional sheets, if necessary)
F550 Dump Truck	1	1	1	(1)	70,000.00	70,000	Replace aging equivalent. Unit is unreliable

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TOTAL 1 1 (1) 70,000

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Department

246 Administration Bldg.

FY2012

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Supplies	15,000	15,000	
Uniforms	2,000	2,000	
Travel	250	250	
Training and Education	1,000	750	
Professional Services	453,000	461,000	
Electricity	125,000	125,160	
Natural Gas and Heating Oil	7,000	7,500	
Water and Sewer	5,810	7,500	
Postage	60	70	
Advertising	500	500	
Gasoline and Oil	10,000	12,000	
Vehicle Repair and Maintenance	16,000	20,000	
Facilities Maintenance	2,500	2,500	
Preventative Maintenance	7,500	6,000	
Equipment Rental	3,500	3,500	
Buildings and Improvements	0	30,000	Snow rails, roof tie-off points
Machinery and Equipment	0	70,000	Replace Dump Truck
<b>TOTAL</b>	<b>649,120</b>	<b>763,730</b>	

SCHEDULE D

Cecil County Government  
Budget Request Forms

STAFFING SUMMARY  
(express in FTE, 2080 hours = 1 FTE)

Department

Administration Bldg.

FY2012

Position Listing (by title)	FY 2011 Authorized Positions	FY 2012 Requested Total Positions	Comments
Maintenance Supervisor	1.00	1.00	
2nd Shift Supervisor	1.00	1.00	
OSS	1.00	1.00	
Mechanic	3.00	3.00	
Maintenance Worker II	2.00	2.00	
Maintenance Worker I	1.00	1.00	
Laborer	2.00	2.00	
Janitor- Full-time	5.00	5.00	
Janitor- Part- time	0.75	0.75	
Security Guard	3.13	3.13	4 Employees= 3.125 FTE
Office Services Assistant	1.00	1.00	
Security Guard- on call	as needed		
Janitor- on call	as needed		

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TOTAL

20.88

20.88