A of D 2-20-19

BARNSTABLE COUNTY

In the Year Two Thousand and Nineteen

Proposed Ordinance 19-06

To make appropriations for Barnstable County's operating budget for the Fiscal Year 2020, including the operations of the County Assembly, Executive branch, County agencies, boards, commissions, departments and institutions and the maintenance of certain County functions; for interest, reserve funds and serial bond requirements of the County.

The Cape Cod regional government, known as Barnstable county, hereby ordains:

Section 1.

To provide for the operations of the County Assembly, Executive branch, the several agencies, boards, commissions, departments and institutions of the County, and for sundry other functions, and to meet certain requirements of law, the sums set forth in Section Two and Section Three for the several purposes and subject to the conditions specified in Sections Four through Thirteen, are hereby appropriated from the County General Fund; Grants and Other Financing Sources, subject to the provisions of Massachusetts General Laws regulating the disbursement of public funds and the approval thereof, for the fiscal year ending June thirtieth, two thousand and twenty.

GENERAL GOVERNMENT

Section 2.

(a) To appropriate a total of $3,728,950.82 for General Government; funded as follows: County General Funds $3,476,450.82 and Other Financing Sources $252,500.00 for the purposes set forth below:

EXECUTIVE

The mission of the County is to promote and sustain a pro-active government that enhances the quality of life for the citizens of Barnstable County. The budget established each year for Barnstable County is based on the program priorities set by the Board of Regional Commissioners and objectives of County leadership, considering affordability and value to the County and its towns and citizens. The emphasis in the fiscal year 2020 budget process has been on a collaborative effort to enhance the delivery of services in a cost control environment and to maintain and improve the delivery of priority services to the towns and residents of Barnstable County.

As outlined in Article 3 of the Barnstable County Home Rule Charter, the Executive powers of the County shall be vested solely in the Board of Regional Commissioners and may be

exercised either directly by such Board, or through several County agencies under its direction and supervision. The Board of Regional Commissioners shall cause this Charter, the laws, ordinances and orders for the government and administration of the County to be enforced. The Chief Administrative Officer for the County shall be the County Administrator, who shall be appointed by a majority vote of the Board of Regional Commissioners to serve for an indefinite term. The County Administrator shall have, possess and may exercise all the powers, rights, and duties commonly associated with the office of chief administrator of a local government.

The Board of Regional Commissioners meets weekly on Wednesdays at the Superior Courthouse on Route 6A in Barnstable. Through these meetings the Board of Regional Commissioners make County policy, establish the goals of the County, and conduct the day-to-day business of the County.

RESOURCE DEVELOPMENT OFFICE

The Resource Development Office, founded in the belief that common problems can be solved through regional solutions, is committed to the advancement of grant programs and creative uses of existing resources on Cape Cod. The objective of the department is to develop methods that facilitate communication between County officials, the public and local officials sharing information and developing partnerships to further enhance regional efforts and innovations. The mission of the office is achieved through grant administration within Barnstable County departments, outreach and education, sharing specialized knowledge and understanding of grant writing, monitoring and grant compliance.

ASSEMBLY OF DELEGATES

The Barnstable County Assembly of Delegates is the legislative branch of County Government. As the County's law-making body, the Assembly's work takes the form of ordinances and resolutions which may be initiated by Delegates, Assembly committees, the Board of County Commissioners or by an initiative petition. The Assembly of Delegates appropriates the County's annual operating and capital budgets and supplemental requests. At the direction of the Speaker, operating and capital budgets and supplemental budgets are assigned to Standing Committees or the full Assembly for review. The Assembly or its Standing Committees meet with department managers and discuss the effectiveness of programs and consider Barnstable County's future needs for regional services.

Because it is difficult to forecast the number and/or complexities of legislative initiatives that the Assembly of Delegates will be required to deal with, it is impossible to predict what the volume of output or priorities will be in any given year. The budget is designed to assure that the functions of the Assembly are carried out and that the public is well served.

DEPARTMENT OF FINANCE

The Finance Department is responsible for the oversight of all financial activities of the County including financial reporting and auditing, management of County funds,

administration of debt, processing of payroll and accounts payable, and the annual development and ongoing monitoring of the County operating and capital budgets, fiscal grant monitoring and grant compliance.

The department is also charged with the management of purchasing and group insurance programs, as well as the provision of information systems and data processing. The services provided by the department enable the County to coordinate financial and analytical activities, control costs, and improve the overall operational effectiveness of the County with its object to identify, prioritize and provide services on a regional basis in areas of need.

INFORMATION TECHNOLOGY OFFICE

The mission of the Information Technology Office is to provide the County of Barnstable with high quality advice and support in the high technology and communication field. The IT staff will maintain the infrastructure needed to keep the County working productively. The IT staff also administers the County's networks and multi-user systems.

COUNTY SERVICES

(b) To appropriate a total of $7,488,255.61 for County Services; funded as follows: County General Funds $7,104,823.71, Grant Funds $288,430.97 and Other Financing Sources $95,000.93. For the purposes set forth below:

DEPARTMENT OF FACILITIES

The Department of Facilities is charged with asset management. The department is responsible for all physical plant operations, general maintenance and planning at the County Complex, the Fire Training Academy, the Children's Cove, the Farm property in Barnstable, the Second District Courthouse in the town of Orleans, and other properties located in the towns of Barnstable and Bourne.

COOPERATIVE EXTENSION SERVICE

The Cape Cod Cooperative Extension is Barnstable County's education department. Extension programs are conducted in Barnstable County in cooperation with the University of Massachusetts in Amherst, the United States Department of Agriculture and the Woods Hole Oceanographic Institution's Sea Grant Program. The Extension has been supported by County, federal and state funds and county, federal and state laws and agreements. Research findings are translated into practical applications and shared throughout the region at workshops, conferences, field demonstrations, technical assistance, educational materials, exhibits, newspaper articles, radio and television. Education programs focus on horticulture/agriculture, aquaculture, shellfish management, coastal processes, natural resources, nutrition and food safety, water quality and management, recycling, hazardous products, and 4-H youth development issues facing the County.

REGISTRY OF DEEDS

The mission of the Registry of Deeds is to deliver effective and efficient services to all users of the Registry of Deeds. The primary responsibility of the Registry of Deeds is to receive for recording instruments, documents and plans, pertaining to the titles of real estate in Barnstable County. The Registry indexes and scans these instruments, creating a database of landowners, lien holders and all other interested parties. These records are available to be researched in both book and computer formats. The Registry of Deeds has continued to expand its base of information retrieval and storage to better assist the public in its recording and research needs. Computerization of these functions has progressed a long way in allowing the Registry of Deeds to successfully handle the volume of plans and instruments processed for recording.

HEALTH AND HUMAN SERVICES

(c) To appropriate a total of $6,079,772.36 for Health and Human Services; funded as follows: County General Funds $3,701,796.79, Grant funds $1,484,575.56 and Other Financing Sources $893,400.01 for the purposes set forth below:

DEPARTMENT OF HEALTH AND THE ENVIRONMENT

The Department of Health and the Environment's objective is to protect the public health and environment and to promote the physical and mental health and well being of the residents of Barnstable County. The population growth in the region has presented unprecedented challenges to local Boards of Health to address public health, water quality, community sanitation, wastewater disposal, workplace safety, hazardous materials, and a host of other environmental and public health issues that have heightened regional-specific significance. In addition, world events have underscored the need for preparing for emergencies that could undoubtedly challenge the public health emergency response resources. The department addresses the public health needs of the citizenry as identified primarily by the Boards of Health and maintains a very high level of expertise to assist both logistically and administratively to carry out programs that protect the public health and environment. Barnstable County is used by the State DPH as a model of regional efficiency as it continues its initiative to implement regionalization statewide for health department services based in part on the successes in Barnstable County. The Department's mission is supported by four divisions within the Department: Administration, Public Health Nursing, Laboratory and Environmental Health.

DEPARTMENT OF HUMAN SERVICES

The Barnstable County Human Services Department plans, develops and implements programs that enhance the overall delivery of human services in Barnstable County and promotes the health and social well-being of County residents through regional efforts designed to improve coordination and efficiency of human services and designed to strengthen the fabric of community care available to all. The Department serves as a grant facilitator for all 15 towns in areas of housing, serving the health needs of everyone (SHINE), continuing care and substance and opioid use prevention.

CHILDREN'S COVE

Children's Cove provides coordinated and comprehensive multidisciplinary services to child victims of sexual abuse/serious physical abuse and their families.

PUBLIC SAFETY

(d) To appropriate a total of $2,212,740.84 for Public Safety, funded as follows: County General Funds $1,937,740.84 and Other Financing Sources $275,000.00 for the purposes set forth below:

COUNTY CONTRIBUTION TO THE SHERIFF'S DEPARTMENT RETIREES & PUBLIC SAFETY OFFICERS

The County is mandated by the Commonwealth of Massachusetts to appropriate the sum of $1,601,421 for the unfunded pension liability associated with retirees of the Sheriff's Department, retired from the Barnstable County Retirement Association. The department was transferred to the Commonwealth in 2010. Funds are required to be appropriated annually through the year 2035.
The County has budgeted the sum of $50,000 to provide support for the training efforts of public safety officers in FY20.

FIRE AND RESCUE TRAINING ACADEMY

The Fire and Rescue Training Academy provides current, high-quality, safe and realistic fire and rescue training from beginning to the most advanced levels. As technology changes so does the fire service. The Fire and Rescue Training Academy conducts ongoing reviews of each program to assure that each meets the most current accepted standards. Course instructors, being firefighters in service at numerous fire departments, bring training, invaluable practical experience and advanced education to the classroom. The Academy utilizes a multitude of training props and scenarios to expose each student to real life situations in a safe environment. Portable training props can be deployed to the individual departments for training and the Academy employs a "train the trainer" concept, the result of which is a department's ability to further train internally as time permits.

SHARED COSTS AND DEBT SERVICE

(e) To appropriate a total of $2,807,690.37 for Shared Costs and Debt Service, funded as follows: County General Funds $2,807,690.37 for the purposes set forth below:

The budgets for Shared Costs and Debt Service support costs, which are not applicable to specific departments. These types of costs include property & casualty insurances, group insurances for retirees, contingencies and non-contributory retirement costs.

The annual budgeting process is designed to accurately portray the costs of service for each department. All applicable costs have been allocated to the proper sub-program and cost center. Costs associated with active employees are allocated to each sub-program or department. Some elements of these programs remain in Shared Costs. The following sub-programs are included in Shared Costs and Debt Service:

FRINGE BENEFITS

The Fringe Benefits sub-program of Shared Costs provides funds for health, dental, and life insurance costs for the County's and the Cape Cod Commission's retirees. The County contributes 75% of the costs of these benefits. This budget also includes the cost of previous Early Retirement Incentives offered in 2002 & 2003, the remaining costs of retirement for the closed County Hospital and Worker's Compensation costs.

MISCELLANEOUS & CONTINGENCY

The Miscellaneous & Contingency sub-program of Shared Costs provides funds for architectural and engineering services, legal counsel and auditing services, property & casualty and other insurance premiums, and provisions for other contingencies not otherwise appropriated. This sub-program provides funds for costs of Legal Settlements.

DEBT SERVICE

The Debt Service sub-program provides funding for repayments of General Obligation Bonds of the County, including principal and interest, exclusive of the Clean Water Trust obligations funded and repaid through the Septic Loan Fund. Funding is also provided for interest and pay-downs on short-term obligations from the issuance of Bond Anticipation Notes (B.A.N.S.).

APPROPRIATED RESERVES

The Appropriated Reserves sub-program provides funding for certain reserves of the County and funding that provides Other Funding Sources for funds outside of the County's General Fund Operating Budget.

TOTAL FY 2020 OPERATING BUDGET

Section 3.

To appropriate a total of $22,317,410 to fund the Operating Budgets of the General Fund as follows: County General Funds $19,028,502.53, Grants $1,773,006.53 and Other Financing Sources $1,515,900.94 according to the schedule set forth on the following pages.

Section 4.

BARNSTABLE COUNTY
Ordinance 19-xx: Barnstable County's Operating Budget for FY2020
Adopted:

Section 4.

DEPT. # SUB-PROGRAM	GROUP	#	BUDGET AMOUNT	GENERAL FUND	FINANCING SOURCES GRANTS	OTHER FINANCING SOURCES
GENERAL GOVERNMENT						
100 COUNTY COMMISSIONERS		1	542,017.53			
		2	117,713.38			
		3	5,941.24			
		4	10,700.00			
		5	-			
		9	150,352.16			
			826,724.31	826,724.31		
105 INFORMATION TECHNOLOGY		1	558,915.23			
		2	289,611.00			
		3	4,050.00			
		4	750.00			
		5	40,000.00			
		8				
		9	237,771.59			
			1,131,097.82	941,097.82		190,000.00
110 RESOURCE DEVELOPMENT		1	386,487.71			
		2	67,747.00			
		3	25,534.31			
		4	22,347.00			
		5	3,625.00			
		8	25,000.00			
		9	169,114.12			
			699,855.14	699,855.14		
130 ASSEMBLY OF DELEGATES		1	107,982.00			
		2	39,200.00			
		3	750.00			
		4	200.00			
		9	214,325.72			
			362,457.72	362,457.72		
140 FINANCE		1	440,072.03			
		2	84,333.00			
		3	13,000.00			
		4	12,300.00			
		5	1,000.00			
		9	158,110.80			
			708,815.83	646,315.83		62,500.00
GENERAL GOVERNMENT TOTAL			**3,728,950.82**	**3,476,450.82**		**252,500.00**

COUNTY SERVICES					
200 DEPARTMENT OF FACILITIES	1	1,051,723.52			
	2	743,800.00			
	3	161,575.00			
	4	24,350.00			
	5	9,700.00			
	8	8,000.00			
	9	519,416.37			
		2,518,564.89	2,518,564.89		
230 COOPERATIVE EXTENSION	1	1,308,238.01			
	2	221,575.00			
	3	73,950.00			
	4	10,150.00			
	5	7,000.00			
	9	707,368.60			
		2,328,281.61	1,944,849.71	288,430.97	95,000.93
240 REGISTRY OF DEEDS	1	1,666,596.11			
	2	136,750.00			
	3	22,750.00			
	4	4,735.00			
	5	1,000.00			
	9	809,578.00			
		2,641,409.11	2,641,409.11		
COUNTY SERVICES TOTAL		**7,488,255.61**	**7,104,823.71**	**288,430.97**	**95,000.93**
HEALTH & HUMAN SERVICES					
300 HEALTH & ENVIRONMENT	1	2,004,312.31			
	2	626,559.82			
	3	241,192.00			
	4	14,465.00			
	5	21,500.00			
	9	866,380.99			
		3,774,410.12	2,456,773.23	449,236.88	868,400.01
310 HUMAN SERVICES	1	642,288.17			
	2	321,416.06			
	3	9,248.06			
	4	9,425.00			
	5	6,434.45			
	9	323,435.61			
		1,312,247.35	774,308.67	512,938.68	25,000.00
320 CHILDRENS COVE	1	513,470.38			
	2	125,988.00			
	3	11,300.00			
	4	16,700.00			
	5	17,102.00			
	9	308,554.51			
		993,114.89	470,714.89	522,400.00	-
HEALTH & HUMAN SERVICES TOTAL		**6,079,772.36**	**3,701,796.79**	**1,484,575.56**	**893,400.01**

PUBLIC SAFETY					
450	2	50,000			
COUNTY CONTRIBUTION TO THE SHERIFF'S RETIREMENT ASSESSMENT	9	1,601,421			
		1,651,421	1,651,421.00	-	-
460 FIRE TRAINING ACADEMY	1	388,585.48			
	2	65,700.00			
	3	47,000.00			
	4	5,150.00			
	5	20,000.00			
	8	8,000.00			
	9	26,884.36			
		561,319.84	286,319.84	-	275,000.00
PUBLIC SAFETY TOTAL		**2,212,740.84**	**1,937,740.84**	-	**275,000.00**
SHARED COSTS & DEBT SERVICE					
900 FRINGE BENEFITS	9	1,241,718.00			
		1,241,718.00	1,241,718.00	-	-
910 MISCELLANEOUS & CONTINGENCY	2	419,750.00			
	3	1,000.00			
	4	322,400.00			
	5	2,500.00			
	7	5,000.00			
		750,650.00	750,650.00	-	-
920 DEBT SERVICE	7	815,322.37			
		815,322.37	815,322.37	-	-
SHARED COSTS & DEBT SERVICE TOTAL		**2,807,690.37**	**2,807,690.37**	-	-
TOTAL FY2020 BARNSTABLE COUNTY OPERATING BUDGET		**22,317,410.00**	**19,028,502.53**	**1,773,006.53**	**1,515,900.94**

Section 5.

(a) Appropriations shown according to numbered groups within departmental budget Budget Items and Programs are made for expenditure for general purposes as follows:

Category A – Group 1 – for salaries and other compensation for personal services;
Category B – Group 8 – for capital structures, improvements and CIP;
Category C – Group 9 – for fringe benefits; and
Category D – Group 2 – for contractual services, Group 3 – for supplies & materials, Group 4 – for other current charges, Group 5 – for equipment and CIP Equipment and Obligations and Group 7 – for not otherwise classified.

(b) Funds appropriated in any category may not be transferred to another category without the prior written approval of the Board of Regional Commissioners and the ratification of such approval by a majority vote of the Assembly of Delegates. Such ratification may be by Resolution.

Section 6.

No liability in excess of the total appropriations for any departmental Budget Item or Program as provided in this ordinance shall be incurred by any official of the County except in cases of emergency and then only upon the prior written approval of the Board of Regional Commissioners. The amount and circumstances of any such liability approved by the Board of Regional Commissioners, the Assembly of Delegates shall act on said approval by Resolution.

Section 7.

No transfers shall be made from the Capital Trust Fund (Budget Item 930) except pursuant to a supplemental appropriation ordinance.

Section 8.

Transfers to departmental Budget Items or Programs made be made from the Reserve Fund (Budget Item 930) for extraordinary, unforeseen, necessary, non-recurring liabilities, provided that any such transfer shall be approved by the Board of Regional Commissioners and by a vote of the Assembly of Delegates, representing a majority of the population of Barnstable County.

Section 9.

(a) Transfers from the Reserve for Salary Adjustments (Budget Items 930 and 500) may be made only for increases in compensation for personal services in accordance with the

Barnstable County personnel compensation plan approved in writing by the Board of Regional Commissioners or pursuant to the terms of any collective bargaining agreement covering employees of Barnstable County executed by the Board of Regional Commissioners.

(b) Transfers within the General Fund for Fringe Benefits (Group 9) may be made from sub-programs with excess appropriations in Group 9 to sub-programs where original appropriations are insufficient to cover the direct allocation of group insurance costs, retirement assessments, workers' compensation claims and payroll tax deductions. Such transfers shall be determined by the Director of Finance/Treasurer, with the approval of the Board of Regional Commissioners.

Section 10.

Usual expenses of travel, including highway tolls and parking fees, necessary for the performance of the duties of any County official or employee, other than travel from home to the regular workplace of such official or employee, shall be eligible for reimbursement, provided that no expenditure shall be made for the reimbursement of expenses of travel outside the Commonwealth unless such travel shall have been approved in advance in writing by the department head or other County official designated by the Board of Regional Commissioners to determine the expenditure of funds appropriated for such Budget Item. Such travel by any department head or other such designated official shall have been so approved by the Board of Regional Commissioners. The Board of Regional Commissioners shall from time to time promulgate a schedule of standard mileage rates for reimbursement of travel by private automobile designed fairly to reflect the full, actual costs of motor vehicle operation. Such funds shall be expended from the department budget.

Section 11.

Notwithstanding any other provision of this ordinance, expenditures from the appropriation for the Assembly of Delegates (Budget Item 130) shall be as determined by the Assembly of Delegates which may authorize the Speaker or the Deputy Speaker or a designee of the Assembly to approve for payment any expenditure or liability incurred by any Delegate or by any officer, employee or consultant of the Assembly in the proper performance of his duties as such.

Section 12.

The Board of Regional Commissioners may borrow money in anticipation of, and to be repaid from, the County tax for the fiscal year ending June thirtieth, two thousand and nineteen levied pursuant to Section thirty and thirty-one of Chapter thirty-five of the general laws, and obligated state revenues to be paid to the County for said fiscal year. Such borrowing shall not exceed the sum of (i) one half the amount of such tax plus (ii) the amount of such state revenues. They may issue therefore County notes maturing up to one year, which may be renewed from time to time; not to exceed ten years and the mandatory pay-downs per State statute. Notes issued hereunder may be sold at such discount or bear such

rate, or rates, of interest as the County Treasurer may deem proper with the approval of the Board of Regional Commissioners; any discount to be treated as interest paid in advance, pursuant to Section thirty-seven of Chapter 35 of the general laws. Article 4, Section 4-2 (1) of the Barnstable County Home Rule Charter and Section 2.6 of the Administrative Code of Barnstable County. Such notes shall be signed by the Treasurer or Assistant Treasurer, countersigned by a majority of the Board of Regional Commissioners, and shall expressly be made payable from the taxes or state revenues of said fiscal year, but shall nevertheless be negotiable.

Section 13.

(a) The Board of Regional Commissioners is hereby authorized to make necessary repairs, replacements and improvements to, and o purchase and install equipment for use in, buildings and facilities of the County, and to employ professional services for the design of such repairs, replacements, improvements and for the specifications of such purchases and installation of equipment, as presented in the FY2019 Capital Improvement Plan and appropriated in the FY2019 departments' budgets.

(b) For the purpose set forth in Section 12, the County Treasurer, with the approval of the Board of Regional Commissioners, may borrow from time to time, on the credit of the County, such sums as may be necessary but not exceeding in the aggregate the limitation set forth by statute, and may issue bonds or notes of the County therefore, which shall bear on their face Barnstable County Facilities and Equipment Loan, County Ordinance of 2015. Each authorized issue shall constitute a separate loan, and such loans are payable within the terms and conditions prescribed by Massachusetts General Laws.

(c) All bonds or notes issued pursuant to the ordinance shall be signed by the County Treasurer or Assistant Treasurer and countersigned by a majority of the Board of Regional Commissioners. The County may sell securities at public or private sale upon such terms and conditions as the Board of Regional Commissioners may deem proper but not for less than their par value. Indebtedness incurred under this ordinance shall, except as herein provided, be subject to Chapter thirty-five of the Massachusetts General Laws.

Approved by the Board of County Commissioners at a Regular Meeting on the thirteenth day of February 2019

Ronald Bergstrom, Chair

Mary Pat Flynn, Vice-Chair

Ronald R. Beaty, Commissioner