

# BARNSTABLE COUNTY

In the Year Nineteen Hundred and Ninety-One

Ordinance No. 91-2

To make appropriations for Barnstable County's operating budget for the Fiscal Year 1992 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, and to establish a revenue loan order including a provision relative to the County tax levy for said fiscal year.

***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 sections two and two A for the several purposes and subject to the conditions specified in sections two through ten, are hereby appropriated from the County General Fund unless specifically designated otherwise, subject to provisions of general law regulating the disbursement of public funds and the approval thereof, for the fiscal year ending June thirtieth, nineteen hundred and ninety-two.

Section 2.

The following appropriations shall be from the County General Fund unless specifically designated otherwise.

Budget Item	Program/ Element	Group	\$ Amount	Budget Item \$ Total
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## GENERAL GOVERNMENT

### EXECUTIVE

To supervise and direct all county agencies. To redefine existing County services and define future needs. To complete the restructuring of the County's personnel policies and procedures.

3-0	<u>BOARD OF COUNTY COMMISSIONERS</u>			
	Salaries & Wages	1	\$ 185,252	
	Contractual Services	2	\$ 5,454	
	Supplies & Materials	3	\$ 2,895	
	Charges & Obligations	4	\$ 3,915	
	Equipment	5	\$ 2,000	
				\$ 199,546
7-0	<u>HIGHWAYS &amp; BRIDGES</u>			\$ 2

**LEGISLATIVE**

27-0 ASSEMBLY OF DELEGATES

To deliberate and refine legislative proposals and conduct public hearings on such proposals. To conduct oversight inquiries on County agencies. To appropriate the County's annual operating and capital budgets. To formulate legislative initiatives to address issues of importance to Barnstable County.

Salaries & Wages	1	\$	46,800	
Contractual Services	2	\$	23,950	
Supplies & Materials	3	\$	4,200	
Charges & Obligations	4	\$	500	
Equipment	5	\$	500	
				\$ 75,950

**ADVISORY**

25-0 A.B.C.E.

To consider all expenditures proposed for the County budget and file a report with the Assembly of Delegates containing its recommendations for the annual budget.

Salaries & Wages	1	\$	1,000	
Contractual Services	2	\$	1	
				\$ 1,001

26-0 COUNTY PERSONNEL COMMITTEE

Contractual Services	2	\$	500	
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**FINANCIAL**

To coordinate all financial services and activities. To assist in the preparation of the annual operating and capital budget. To assist towns in maximizing the purchasing power of their public funds thru central purchasing. To administer a group medical and dental insurance plan for County and other town and district employees

30-0 DEPARTMENT OF FINANCE

Salaries & Wages	1	\$	187,602	
Contractual Services	2	\$	11,350	
Supplies & Materials	3	\$	5,500	
Charges & Obligations	4	\$	5,450	
Equipment	5	\$	4,675	
				\$ 214,577

4-0 PURCHASING DEPARTMENT

Salaries & Wages	1	\$	51,363	
Contractual Services	2	\$	1,150	
Supplies & Materials	3	\$	2,400	
Charges & Obligations	4	\$	295	
Equipment	5	\$	419	
				\$ 55,627

30-1 GROUP INSURANCE ADMINISTRATION

Salaries & Wages	1	\$ 44,193
Contractual Services	2	\$ 7,000
Supplies & Materials	3	\$ 5,500
Charges & Obligations	4	\$ 13,919
Equipment	5	\$ 3,900

\$ 74,512

**GENERAL GOVERNMENT PROGRAM TOTAL**

**\$ 621,715**

**COUNTY SERVICES**

**BUILDING & GROUNDS MAINTENANCE**

Provides for maintenance and custodial services, utility costs, ground and parking lot maintenance, telephone and mail system for the county complex, the Second District courthouse in Orleans and some county residences. An overall energy conservation plan is being developed for FY'92 with conversion to natural gas when all underground tanks are removed. The FY'92 budget provides for an increase in staffing to provide certain maintenance and janitorial services in-house as a cost saving measure.

6-1 SUPERIOR COURTHOUSE/DEEDS/PROBATE

Salaries & Wages		\$ 85,216
Contractual Services	2	\$ 84,476
Supplies & Materials	3	\$ 11,660
Charges & Obligations	4	\$ 6,305
Equipment	5	\$ 3,852

\$ 191,509

6-2 SECOND DISTRICT COURTHOUSE

Salaries & Wages	1	\$ 71,013
Contractual Services	2	\$ 39,243
Supplies & Materials	3	\$ 6,662
Charges & Obligations	4	\$ 1,650
Equipment	5	\$ 246

\$ 118,814

6-3 FIRST DISTRICT COURTHOUSE

Salaries & Wages	1	\$ 61,885
Contractual Services	2	\$ 92,915
Supplies & Materials	3	\$ 8,284
Charges & Obligations	4	\$ 4,700
Equipment	5	\$ 1,950

\$ 169,734

6-4 COUNTY COMPLEX

Salaries & Wages	1	\$ 190,795
Contractual Services	2	\$ 100,025
Supplies & Materials	3	\$ 38,650
Charges & Obligations	4	\$ 850
Equipment	5	\$ 400

\$ 330,720

6-5 POLICE - SERVICE BUILDING

Salaries & Wages	1	\$	3,024	
Contractual Services	2	\$	30,700	
Supplies & Materials	3	\$	3,200	
Charges & Obligations	4	\$	1,000	
Equipment	5	\$	363	
				\$ 38,287

36-7 COUNTY RESIDENCES

Contractual Services	2	\$	2,000	
Supplies & Materials	3	\$	500	
				\$ 2,500

**BUILDING & GROUNDS MAINT. SUB-PROGRAM TOTAL     \$ 851,564**

34-0 REGISTRY OF DEEDS

The Registry of Deeds provides a permanent public record of the title to property, copies of all transfers and plans to the fifteen Boards of Assessors on Cape Cod and records for the general public. In FY'92 the Registry plans to expand its computer system to meet increasing demands and develop an imaging system that will reduce personnel and space requirements.

Salaries & Wages	1	\$	1,064,021	
Contractual Services	2	\$	130,300	
Supplies & Materials	3	\$	44,500	
Charges & Obligations	4	\$	51,300	
Equipment	5	\$	5,500	
				\$ 1,295,621

8-0 COOPERATIVE EXTENSION SERVICES

The Extension Service, linked to the University of Massachusetts, educates residents through local workshops, publications and phone inquiries on issues such as nutrition, health, water quality, horticulture, agriculture, marine resources, natural resources, 4-H, volunteer leadership, family strength and economic security; disseminates and applies research information into practical use for the benefit of local residents.

Salaries & Wages	1	\$	271,144	
Contractual Services	2	\$	13,360	
Supplies & Materials	3	\$	14,100	
Charges & Obligations	4	\$	6,200	
Equipment	5	\$	3,225	
				\$ 308,029

**15-0 GRANTS FOR HUMAN SERVICES**

The County grants funding to Elder Services, Project COACH and R.S.V.P. Elder Services is a central resource for information and referral, coordinates care, advocates and provides direct care. A non-profit Alternative Sentencing Program, Project COACH offers residential detention, community service, placement, evaluation and referral services as an alternative to incarceration. The Retire Senior Citizen Program (R.S.V.P.) provides retired persons 60 or over opportunities to participate in the community through volunteer services.

ELDER SERVICES	2	\$	61,200	
PROJECT COACH	2	\$	15,000	
R.S.V.P.	2	\$	7,700	
				\$ 83,900

<b>COUNTY SERVICES</b>	<b>PROGRAM TOTAL</b>	<b>\$ 2,539,114</b>
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**HEALTH & ENVIRONMENTAL SERVICES**

**16-1 DEPT. OF HEALTH & ENVIRONMENTAL SERVICES**

To protect public health, physical and mental health and social well-being of the residents of Barnstable County; identifying and reducing risk factors of chronic and communicable diseases, exposure to environmental hazards and lifestyle risks; assistance to local Boards of Health; to maintain and operate the water quality testing laboratory; to provide public information and foster improved health and human service coordination.

Salaries & Wages	1	\$	452,959	
Contractual Services	2	\$	50,000	
Supplies & Materials	3	\$	40,000	
Charges & Obligations	4	\$	2,800	
				\$ 545,759

**16-13 SPECIALIZED HEALTH CARE SERVICES**

Provide comprehensive specialized pediatric services through direct care in multi-disciplinary settings at two clinics in Pocasset and Harwich, health education, social service interventions and needs assessments

Salaries & Wages	1	\$	133,724	
Contractual Services	2	\$	60,668	
Supplies & Materials	3	\$	5,550	
Charges & Obligations	4	\$	10,450	
Equipment	5	\$	600	
				\$ 210,992

**16-21 BARNSTABLE COUNTY HOSPITAL**

Provides intensive rehabilitation services and the medical management of patients with chronic illness in both inpatient and outpatient settings. The patients served reside in Barnstable County and surrounding communities. An average daily case census of 36 is projected for FY '92.

Salaries & Wages	1	\$ 3,361,476	
Contractual Services	2	\$ 477,050	
Supplies & Materials	3	\$ 358,275	
Charges & Obligations	4	\$ 344,416	
Equipment	5	\$ 36,250	
Structures & Improvements	6	\$ 17,100	
			\$ 4,594,567

**16-22 BARNSTABLE COUNTY HOSPITAL SPECIAL**

Directly allocates costs of legal services, insurance and FICA Medicare to the Barnstable County Hospital program for accounting purposes and rate setting requirements.

Contractual Services	2	\$ 12,502	
Charges & Obligations	4	\$ 614,818	
			\$ 627,320

**HEALTH & ENVIRONMENTAL SERVICES PROGRAM TOTAL \$ 5,978,638**

**The sums set forth in the Sheriff's Department and Department of Public Safety are appropriated from the County General Fund and from Chapter 193, Acts of 1989, for the operation and maintenance of a County Jail/House of Correction and other statutorily authorized facilities and functions of the office of the Sheriff.**

**SHERIFF'S DEPT. & DEPARTMENT OF PUBLIC SAFETY**

**35-1 JAIL & HOUSE OF CORRECTION**

Primary function of the House of Correction is administration of the jail in a manner to contribute to the security of the community and well-being of the inmates, providing education, social rehabilitation, medical care and work details designed to increase inmate participation in release programs.

Salaries & Wages	1	\$ 2,246,390	
Contractual Services	2	\$ 380,025	
Supplies & Materials	3	\$ 469,700	
Charges & Obligations	4	\$ 5,500	
Equipment	5	\$ 13,360	
			\$ 3,114,975

**35-2 COUNTY SHERIFF**

The elected Sheriff, responsible under Chapter 27 of MGL to carry out his duties, seeks reduction of the Jail's inmate population as a continuing objective. The program includes prevention of recidivism through classification, day reporting, work release and furlough.

Salaries & Wages	1	\$	74,420	
Contractual Services	2	\$	5,250	
Supplies & Materials	3	\$	4,000	
Charges & Obligations	4	\$	450	
Equipment	5	\$	1,000	
				\$ 85,120

**36-2 FIRE & POLICE TRAINING**

The Fire and Police Academies provide technical resources for all fire and rescue departments in the county and training sites for municipal police departments and fire departments. They also provide training and safety programs for Boston Edison Pilgrim Station and private industry.

Salaries & Wages	1	\$	6,000	
Contractual Services	2	\$	67,680	
Supplies & Materials	3	\$	10,300	
Charges & Obligations	4	\$	750	
Equipment	5	\$	8,300	
Structures & Improvements	6	\$	55,000	
				\$ 148,030

**36-3 POLICE TRAINING & BCI**

The Training School and Bureau of Criminal Investigation instruct deputy sheriffs, constables and police officers within the County in use of firearms, criminal investigation and detection, as well as prosecution of criminal cases in court.

Salaries & Wages	1	\$	327,626	
Contractual Services	2	\$	25,275	
Supplies & Materials	3	\$	37,500	
Charges & Obligations	4	\$	2,750	
Equipment	5	\$	500	
				\$ 393,651

**36-4 POLICE RADIO**

The Barnstable County Police Radio Service provides communication services to the public safety agencies throughout the county and serves as a clearing house. It provides emergency service, installation and maintenance support, assistance in writing technical specifications for equipment, its technicians install and maintain radios, emergency equipment and lighting as well as cell block video cameras, monitors and switchers used by all county police departments and the Jail.

Salaries & Wages	1	\$	505,067	
Contractual Services	2	\$	33,850	
Supplies & Materials	3	\$	20,400	
Charges & Obligations	4	\$	1,200	
Equipment	5	\$	3,650	
				\$ 564,167

**36-5 DRUG BUREAU**

Collects, processes and disseminates information about crimes involving drug use, substance abuse and drug traffic; furnishes educational materials related to drugs; conducts prevention programs; supports the Drug Task Force, and carries out drug-related research.

Salaries & Wages	1	\$	192,207	
Contractual Services	2	\$	8,200	
Supplies & Materials	3	\$	31,800	
Charges & Obligations	4	\$	585	
Equipment	5	\$	2,500	
				\$ 235,292

**36-1 COUNTY AIRPLANE**

The County airplane, available at all times, assists police and fire chiefs throughout the County. Use of the County plane is less expensive than calling on the Coast Guard and has the advantage of a radio frequency compatible with local fire and police departments.

Contractual Services	2	\$	2,200	
Supplies & Materials	3	\$	1,000	
Charges & Obligations	4	\$	400	
				\$ 3,600

**SHERIFF'S DEPT. & PUBLIC SAFETY PROGRAM TOTAL \$ 4,544,835**

**SHARED COSTS & DEBT SERVICE,  
EMPLOYEE BENEFITS**

To fund a portion of the County share of group health and dental insurance. To fund County retirement obligations as well as a reserve for contractual salary agreements and other salary adjustments. To fund a reserve for emergency appropriations, capital equipment expenditures and interest and principle for County debt.

18-0 <u>EMPLOYEE GROUP INSURANCE</u>				
<u>CHARGES &amp; OBLIGATIONS</u>	4	\$	1,005,000	
31-1 <u>NON CONTRIBUTORY PENSION</u>	4	\$	33,875	
31-2 <u>CONTRIBUTORY RETIREMENT</u>	4	\$	777,169	
31-3 <u>UNFUNDED CONT. RETIREMENT</u>	4	\$	0	
12-A <u>RESERVE FOR SALARY ADJUSTMENT</u>	1	\$	303,000	

To provide funds for salary increases, re-grades and re-classifications if approved by the County Commissioners.

\$ 2,119,044

**OTHER SHARED COSTS**

10-0 <u>Miscellaneous &amp; Contingent</u>				
Contractual Services	2	\$	113,402	
Charges & Obligations	4	\$	466,104	
Equipment	5	\$	5,000	
				\$ 584,506



<u>SHARED COSTS</u>			
12-0	Reserve Fund	\$	50,000
24-0	Capital Stabilization	\$	78,765
11-0	Payment of Unpaid Bills	\$	5,000
			\$ 133,765
<u>DEBT SERVICE</u>			
1-0	Payment of interest on Debt	\$	129,500
	Reduction of County Debt	\$	60,000
<b>SHARED COSTS &amp; DEBT SERVICE PROGRAM TOTAL</b>			<b>\$3,026,815</b>
<hr/> <b>TOTAL APPROPRIATIONS IN SECTION 2</b>			<b>\$16,711,117</b>

Section 2A. The following appropriations for the Cape Cod Commission (CCC) shall be from the Barnstable County Environmental Protection Fund established by Section 18 of Acts 1989, Chapter 716, as amended.

**PLANNING & DEVELOPMENT  
CAPE COD COMMISSION**

19-90 GENERAL ADMINISTRATION & SUPPORT SERVICES

To develop, implement and manage programs to accomplish the Commission goals; to centralize the Commission's indirect costs; provide support services; produce a bi-weekly newsletter and other publications for public information and education.

Salaries & Wages	1	\$	180,468	
Contractual Services	2	\$	104,000	
Supplies & Materials	3	\$	48,200	
Charges & Obligations	4	\$	146,517	
Equipment	5	\$	27,150	
				\$ 506,335

19-94 REGIONAL PLANNING PROGRAM

Completion and implementation of Regional Policy Plan; implementation of the Districts of Critical Planning Concern (DCPC) process; co-ordinate, identify and promote economic development opportunities; collect, analyze and disseminate demographic and economic information.

Salaries & Wages	1	\$	262,238	
Contractual Services	2	\$	436,000	
Charges & Obligations	4	\$	82,867	
				\$ 781,105

19-95 REGULATORY PROGRAM

Process Developments of Regional Impact (DRI); process Districts of Critical Planning Concern (DCPC); process Environmental Notification Forms (ENFs) and Environmental Impacts Forms (EIRs); promulgate regulations.

Salaries & Wages	1	\$	177,707	
Contractual Services	2	\$	140,500	
Charges & Obligations	4	\$	55,978	
				\$ 374,185

19-98 TECHNICAL SERVICES

To co-ordinate all technical activities of the Commission: to provide technical expertise in Transportation, Coastal Zone Management, Waste Management, Geographic Information System (GIS).

Salaries & Wages	1	\$	427,532	
Contractual Services	2	\$	103,500	
Supplies & Materials	3	\$	20,000	
Charges & Obligations	4	\$	135,673	
Equipment	5	\$	18,000	
				\$ 704,705

19-99A RESERVE FOR SALARY ADJUSTMENTS 1 \$ 43,100

To provide funds for salary increases, re-grades and re-classifications if approved by the County Commissioners.

**PLANNING & DEVELOPMENT      PROGRAM TOTAL      \$ 2,409,430**

Section 3. (a) Appropriations shown according to numbered groups within departmental Budget Items and Programs are made for expenditure for general purposes as follows:

- Group 1 - for salaries and other compensation for personal services;
- Group 2 - for contractual services;
- Group 3 - for supplies and materials;
- Group 4 - for other current charges and obligations
- Group 5 - for equipment; and
- Group 6 - for capital structures and improvements.

(b) Funds appropriated in any group other than group 6 may be transferred to another group within the same departmental Budget Item or Program with the written approval of the County Administrator, Director of Finance or other County official designated by the Board of County Commissioners to determine the expenditures from such departmental Budget Item or Program, provided that no such transfer shall operate to exceed the total appropriation for such departmental Budget Item or Program.

(c) The total appropriations for functional Budget Items from which are paid employee fringe benefits, insurance premiums and other aggregated indirect costs may be supplemented by transfers from departmental Budget Items or Programs in amounts determined by the Director of Finance and the Treasurer, or either of them, to be necessary to meet the County's costs therefor. Such functional Budget Items include 10 Miscellaneous & Contingent, 18 Employee Group Insurance and 31-2 Contributory Retirement.

Section 4. 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 County Commissioners, the County Administrator or the Director of Finance. The amount and circumstances of any such liability approved by the Board of County Commissioners, the County Administrator or the Director of Finance shall be reported to the Assembly of Delegates not later than its second regular meeting following such approval.

Section 5. No transfers shall be made from the Capital Stabilization Fund (Budget Item 24) except pursuant to a supplemental appropriation ordinance.

Section 6. Transfers to departmental Budget Items or Programs may be made from the Reserve Fund (Budget Item 12) for extraordinary, unforeseen, necessary, non-recurring liabilities, provided that any such transfer shall be approved by the Board of County Commissioners and by a vote of the Advisory Board on County Expenditures representing a majority of the population of Barnstable County. Any such transfer shall be promptly reported to the Standing Committee on Finance of the Assembly of Delegates.

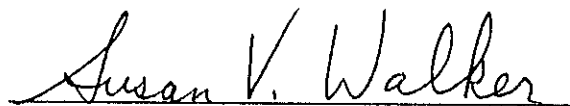
Section 7. Transfers from the Reserve for Salary Adjustments (Budget Items 12A and 19-99A) may be made only for increases in compensation for personal services in accordance with the Barnstable County personnel compensation plan approved in writing by the Board of County Commissioners or pursuant to the terms of any collective bargaining agreement covering employees of Barnstable County executed by the Board of County Commissioners.

Section 8. 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 County 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 County Commissioners. The Board of County 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.

Section 9. Notwithstanding any other provision of this ordinance, expenditures from the appropriation for the Assembly of Delegates (Budget Item 27) shall be as determined by the Assembly of Delegates which may authorize the Speaker or the Deputy Speaker 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 10. The Board of County Commissioners may borrow money in anticipation of, and to be repaid from, the County tax for the fiscal year ending June thirtieth, nineteen hundred and ninety-two 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 borrowings 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 therefor County notes maturing within one year after the date of the loan for which they are issued is incurred. Such notes, if issued for less than one year, may be renewed from time to time; provided, that the period from the date of the original loan to the date of maturity of any refunding loan shall not exceed one year. 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 County Commissioners; any discount to be treated as interest paid in advance, pursuant to Section thirty-seven of Chapter thirty-five of the general laws, Article 4, Section 4-2 (1) of the Barnstable County Home Rule Charter and Section 2.5 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 County Commissioners, and shall expressly be made payable from the taxes or state revenues of said fiscal year, but shall nevertheless be negotiable.

Adopted on May 29, 1991 by the Assembly of Delegates



Susan V Walker, Speaker

Approved by the Board of County Commissioners June 5, 1991 at 10:15 a.m.  
Date Time

