

Maine
Cumberland **County**

**CUMBERLAND COUNTY COMMISSIONERS
MEETING AGENDA**

**Peter J. Feeney Conference Room
Cumberland County Courthouse
142 Federal Street, Portland, Maine**

Monday, February 10, 2020

5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

Regular Meeting Minutes of January 13, 2020

INFORMATIONAL REPORT/PRESENTATIONS

There are no Informational Reports/Presentations this month

COMMENTS FROM THE PUBLIC

The Board Chair will limit comments to 3 minutes per speaker.

CONSENT AGENDA APPROVALS

- 20-012** Approval of the Cumberland County Emergency Communications service contract with the Town of Cumberland from July 1, 2020 to June 20, 2023.
- 20-013** Approval of the Cumberland County Emergency Communications service contract with the Town of New Gloucester from July 1, 2019 to June 30, 2022.
- 20-014** Approval of Sheriff's Office Commissions for February 2020.

ACTION ITEMS

- 20-015** Award a bid to Radio Communications Management, Inc. of Portland, Maine for the replacement of the County's Primary and Secondary Microwave system.
- 20-016** Authorization of Cumberland County's application to the Maine Bond Bank for the Radio Microwave Project.
- 20-017** Authorizing the County Treasurer to refinance the 2012 General Obligation Bond for the Cross Insurance Arena and County Capital.
- 20-018** Authorizing the County Manager to transfer 2019-year end fund balance to 2020 to cover capital projects.
- 20-019** Amending the County Commissioner By-Laws dated December 2011. First Reading.

OLD BUSINESS

There is no Old Business this month.

NEW BUSINESS

There is no New Business this month.

COMMENTS FROM THE COUNTY MANAGER

COMMENTS FROM THE EXECUTIVE STAFF

COMMENTS FROM THE COUNTY COMMISSIONERS

EXECUTIVE SESSION

The County Commissioners will enter into Executive Session in accordance with 1 M.R.S.A §405 (6) (D) to discuss NCEU negotiations and revised bargaining guidance. It is anticipated that Commissioners will not be making a motion upon coming out of the Executive Session.

ADJOURN

Next Commissioners' meeting: Monday, March 9, 2020, in the Peter J. Feeney Conference Room, Cumberland County Courthouse, 142 Federal Street, Portland, ME at 5:30 PM.

Maine
Cumberland County

CUMBERLAND COUNTY COMMISSIONERS' MEETING

MINUTES

January 13, 2020

CALL TO ORDER – 5:30 pm

Commissioners in Attendance:

Thomas Coward, Chair
Stephen Gorden, Vice Chair
Neil D. Jamieson, Jr.
James Cloutier
Susan Witonis

Staff in Attendance:

James Gailey, Cumberland County Manager
Don Brewer, Human Resource Director
Kevin Joyce, Cumberland County Sheriff
Travis Kennedy, Director of Public Affairs
Alex Kimball, Deputy Manager – Finance & Administration
Barbara Owens, Executive Assistant/Deputy Clerk
Naldo Gagnon, Chief Deputy, Cumberland County Sheriff's Office
Steven Butts, Captain, Cumberland County Sheriff's Office

The meeting was held at 5:35 PM at the Cumberland County Courthouse, First Floor, Peter Feeney Conference Room, 142 Federal Street, Portland, ME 04101.

PLEDGE OF ALLEGIANCE / APPROVAL OF THE MINUTES

County Commission Chair Thomas Coward asked for a motion to approve the Regular Meeting Minutes for Monday, December 9, 2019. Commissioner James Cloutier so moved, Commissioner Neil D. Jamieson, Jr., seconded the motion. All Commissioners voted unanimously in favor, 5-0.

INFORMATIONAL REPORTS/PRESENTATIONS

Cumberland County's incoming Commission Chair Thomas Coward thanked Commissioner James Cloutier for his service in 2019 as Chair of the Board of Cumberland County Commissioners. He presented him with a plaque in appreciation of a great year of service.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

CONSENT AGENDA APPROVALS

20-001 Renewal of the Mutual Cooperation Agreement with Cumberland County HOME Consortium.

- 20-002 Award a three-year contract to Consolidated Communications for phone system upgrade at Courthouse to VOIP
- 20-003 Establishment of a Vehicle Reserve Account
- 20-004 Award the bid for 10G Wave Service & Internet Agreement to Consolidated Communications.
- 20-005 Appointment of Diane Smith Howard to the Midcoast Maine Community Action Board of Directors representing County Commissioner District 3.
- 20-006 Re-Appointment of the Board of Assessment Review Committee Members

Commission Chair Coward asked the Deputy Clerk to read all Consent Agenda Items, then he asked for a motion to approve Consent Agenda Items 20-001 thru 20-006. Commissioner Neil D. Jamieson, Jr. so moved, Commissioner James Cloutier seconded. All Commissioners voted unanimously in favor, 5-0.

ACTION ITEMS

- 20-007 Approval of Acquisition of Surplus Property Policy

County Manager Jim Gailey presented staff's proposal for a Surplus Property Policy, stating that the County Commissioners during the budget process requested staff to develop and present such a policy at an upcoming meeting. An amended policy was passed out to the Commissioners, which took into account a few comments he received after the agenda packet was sent out last week. The Policy will amend Administrative Regulations #7 Surplus Material & Sale of County Property – Acquisition of Surplus Property (*a copy of which is attached to these minutes*). The Commissioners offered discussion on this item.

Commission Chair Thomas Coward asked for a motion to approve Action Item 20-007 -- the newly amended version -- of the Acquisition of Surplus Property Policy. Commissioner Neil Jamieson, Jr., so moved, Commissioner Susan Witonis seconded. All Commissioners voted unanimously in favor, 5-0.

- 20-008 Approval of the establishment of a Regional Aid Reserve Policy

County Manager Jim Gailey reported on staff's proposed Policy for the Regional Aid Reserve account as requested by the Commissioners at the December 9, 2019 meeting during that time the Commissioners established the Reserve Account. Commission Chair Thomas Coward asked for a motion to approve Action Item 20-008 approving the establishment of a Regional Aid Reserve Policy. Commissioner James Cloutier so moved, Commissioner Susan Witonis seconded. All Commissioners voted unanimously in favor, 5-0.

- 20-009 Approve amended garage and surface parking rates for County Courthouse facilities

County Manager Jim Gailey went through the memo provided by Ray Saba, Cumberland County's Parking Garage Manager, outlining the parking rates on the Portland peninsula. Mr. Saba provided a survey of monthly, hourly and daily rates from other garages and recommended amending the County's rates starting March 2020. Commission Chair Thomas Coward asked for a motion to approve Action Item 20-009 approving the amended garage and surface parking rates for the County Courthouse facilities per staff's recommendation. Commissioner Neil Jamieson so moved, Commissioner James Cloutier seconded. All Commissioners voted unanimously in favor, 5-0.

20-010 Acceptance of the 2020 Commissioner Committee Assignments

After much discussion and finalization of assignments, Commission Chair Thomas Coward asked for a motion to approve Action Item 20-010 approving the acceptance of the 2020 amended Cumberland County Commissioner Committee Assignments. *(a copy of which is attached to these minutes)* Commissioner Neil Jamieson, Jr., so moved, Commissioner Stephen Gorden seconded. All Commissioners voted unanimously in favor, 5-0.

Commission Chair Thomas Coward asked for a motion to enter into Executive Session in accordance with 1 M.R.S.A. §405 (6)(D). to review wages and other terms of the Teamsters Local #340 Law Enforcement TA on a new three-year contract. James Cloutier so moved, Commissioner Susan Witonis seconded. All Commissioners voted unanimously in favor, 5-0. Commission Chair stated they will then come out of executive session and formally vote on contract.

Commission Chair Thomas Coward asked for a motion to come out of Executive Session in accordance with 1 M.R.S.A. §405 (6)(D). Commissioner James Cloutier so moved, Commissioner Neil D. Jamieson, Jr., seconded. They came out of Executive Session at 6:30 pm.

20-011 Approval of Collective Bargaining Agreement with the Teamsters Local #340 Law Enforcement Unit

EXECUTIVE SESSION

Commission Chair Thomas Coward asked for a motion to approve Action Item 20-011 which was approval of the Collective Bargaining Agreement with the Teamsters Local #340 Law Enforcement Unit TA on a three-year contract. Commissioner Susan Witonis so moved, Commissioner James Cloutier seconded. All Commissioners voted unanimously in favor, 5-0. Commission Chair made the comment that this has been a remarkably productive negotiation. And he is thankful for all those that participated in it.

OLD BUSINESS

There were no Old Business items at this time.

NEW BUSINESS

There were no New Business items at this time.

COMMENTS FROM THE COUNTY MANAGER

First, Jim wanted to thank Commissioner Cloutier for being Chair in 2019 and shared it was a smooth process working with Jim.

Jim Gailey shared about an incident last week on Tuesday where a gentleman tried to bring two handguns through security at the Cumberland County Courthouse. He was apprehended by the marshals with the help of the City of Portland police. Cumberland County staff had an active shooter training last Friday and more are scheduled for the future in the courthouse. He shared two detectives from the sheriff's office did an excellent job training staff on what to do if and when this should happen. It is going to start a continued dialog.

This week, Jim shared we will be sending out letters to the Town and City Managers as well as Chairs and Mayors of communities announcing the County's desire to go from a calendar year general fund budget to a fiscal year budget. That is all slated to begin a year from this month with the County creating a six-month budget from January to June 2021 and our first fiscal year budget will begin July 1, 2021 to June 31, 2022. We have been updating the managers for the last year yet now we

are sharing the more particulars of how things are going to work.

We are currently accepting nominations for the 2020 Leadership Academy class. It's a terrific opportunity for employees and those from communities around the County. Classes start the second or third week of March.

Last, Jim Gailey wanted to congratulate Commissioner Cloutier and his wife Peggy for being selected as the 2091 STRIVE Volunteers of the year.

Commissioner Stephen Gorden asked the manager if he could consider creating a policy whereby they could have use electronic signatures.

COMMENTS FROM THE EXECUTIVE STAFF

Deputy Manager of Finance & Administration, Alex Kimball, shared it is January so there is a lot going on. First he discussed the Tax Anticipation Note (TAN) which last Wednesday was opened. Morgan & Stanley Company won it with a 1.05% rate which was lower than expected and lower than last year by a pretty good chunk.

He noted that anyone getting a COLA or benefit change(s) for the start of the new year that should have gone into effect and he just wanted to mention the jail does their increases on a July to June basis so it will be a little different there.

He recently sent out an email with regard to the payroll tax table changes and the changes to the W-4 Forms. The new form looks very different than the prior form. The IRS is trying to be a lot more accurate with the new forms. They are focusing now on getting everyone out their W-2 forms and then the 1099 forms for the contractors and the 1095Bs and 1095Cs – Certificates of Health Insurance.

Director of Public Affairs, Travis Kennedy, discussed he recently had a meeting with seven towns with regard to establishing Wi-Fi hot spots and they are moving on to get engineering bids and will provide an update with a better idea of costs. He also updated the Commissioners that the Legislature is in session. He discussed the jail situation with the Legislature. He shared that 2019 was a very productive year.

HR Director Don Brewer shared that with regard to staffing – we have openings for Corrections Officers at the jail. We are sending teams to job fairs and recruiting for those positions. Also in January is our annual Sexual Harassment and other unlawful forms of Harassment Training that we do every January. Also in keeping with the Commissioners' strategic initiatives to invest in staff training, we are launching a year-long training series for department heads, supervisors and managers on various items to enhance their skill sets. Every month will be a different topic.

Sheriff Kevin Joyce shared more about staffing and the needs there. On February 13th there will be a sleep deprivation expert coming in from Washington State to do two classes for union members/staff and some local law enforcement. It's a problem for everyone not just a Cumberland County problem.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioners Witonis, Gorden and Jamieson had no comments this month.

Commissioner James Cloutier shared he was very grateful for having lots of choices in the Broadband study arena and wanted to mention he still would like to have some participation of the 200th anniversary of Maine becoming a State.

Commission Chair Thomas Coward shared about his last meeting as president of the Maine County of Commissioners Association

last week. They introduced a new budget that their finances are being paid a little more by the larger counties. There was a speaker who spoke about Broadband from the State-wide community. He felt it may be a year where everyone is going in the right direction for Broadband. The State is putting significant resources toward that item. He also thanked Jim Cloutier for chairing the Board for this past year.

EXECUTIVE SESSION

Commission Chair Thomas Coward asked for a motion to enter into Executive Session in accordance with 1 M.R.S.A. §405 (6)(D) to discuss NCEU negotiations and revised bargaining guidance. Commissioner Neil D. Jamieson, Jr., so moved, Commissioner Susan Witonis seconded. All Commissioners voted unanimously in favor, 5-0. Commission Chair stated there will be no motion associated with this Executive Session and that they will be adjourning afterward.

Commission Chair Coward asked for a motion to come out of Executive Session in accordance with 1 M.R.S.A. §405 (6)(D) Commissioner Neil D. Jamieson, Jr., so moved, Commissioner Susan Witonis seconded. They came out of Executive Session at 7:52 pm.

ADJOURN

Commission Chair Thomas Coward asked for a motion to adjourn the meeting. Commissioner Jamieson moved to adjourn the meeting, Commissioner James Cloutier seconded. All commissioners voted unanimously in favor, 5-0. The meeting adjourned at 7:53 pm.

Next Commissioners' Public Hearing meeting: Monday, February 10, 2020, in the Peter J. Feeney Conference Room, Cumberland County Courthouse, 142 Federal Street, Portland, ME at 5:30 PM.

PROPOSED AMENDED January 13, 2020

Administrative Regulations #7 Surplus Material & Sale of County Property

ACQUISITION OF SURPLUS PROPERTY

The acquisition of new equipment falls under the County's annual bonding /non-debt Capital and operational/maintenance planning budgets.

Periodically, County departments may locate pieces of equipment that might serve their needs through Local, State or Federal surplus equipment lists. The decision to procure such equipment may be appropriate when it fulfills (1) a required function and (2) a total life-cycle cost savings. The investigation of both is required for the initial review and decision prior to the acquisition.

Acquisition of surplus equipment will be based upon the asset's life-cycle cost and shall abide by the following guidelines:

1. An estimated value of \$20,000 or less, Department Head authorization
2. An estimated value between \$20,001 - \$100,000 County Manager authorization; and
3. Any estimated value over \$100,000 shall seek the recommendation of the County Manager and the authorization of the County Commissioners

~~County operations relies on a number of pieces of equipment to accomplish the job. Acquisition of new equipment falls under the County's annual bonding / non-debt Capital planning budget. Periodically, departments find a piece of equipment that serves their needs through Local, State or Federal surplus equipment list. The ability to obtain equipment from these lists is worthy, if deemed appropriate and provides a cost-savings. Staff shall recognize these pieces of equipment are on surplus list for a reason, and staff should be aware and be ready to justify any costs associated with repairs, rehabilitation or rebuilding of acquired equipment. This justification shall be part of the initial review prior to acquisition.~~

~~Acquisition of surplus equipment shall abide by the following guidelines:~~

- ~~An estimated value of \$10,000 or less, Department Head authorization~~
~~An estimated value between \$10,001 and \$50,000 County Manager authorization; and~~
~~Any estimated value over \$50,001 shall seek recommendation by the County Manager and acceptance by the County Commissioners~~

2020 Commissioner Committees

Local Emergency Planning Committee	Commissioner Witonis
Board of Trustee Liaison to Cross Insurance Arena	Commissioner Witonis
CCRCC Board of Directors	Commissioner Witonis
Greater Portland Council of Governments Alternate/Proxy	Commissioner Witonis County Manager Gailey
Liaison for the Chief Local Elected Officials	Commissioner Gorden
County Emergency Food and Shelter Program	Commissioner Jamieson
Cumberland County Public Health Council	Commissioner Cloutier
Cooperative Extension Services Board of Trustees	Commissioner Cloutier
Cumberland County Soil and Water District	Commissioner Jamieson
Municipal Oversight Committee – CDBG/HOME	Commissioner Jamieson
Metro Regional Coalition	Commissioner Coward County Manager Gailey
County Commissioners Associations Risk Pool Alternate/Proxy Alternate/Proxy	Commissioner Coward Commissioner Gorden County Manager Gailey
Maine County Commissioner Association Alternate/Proxy Alternate/Proxy	Commissioner Gorden Commissioner Coward Commissioner Cloutier
Coastal County Workforce Board	Commissioner Gorden

STAFF REPORT
County of Cumberland
01-21-2020

TITLE: CCRCC – Town of Cumberland renewal

COUNTY MANAGER COMMENT:

BACKGROUND:

The Town of Cumberland emergency communications contract is set to expire June 30, 2020. The new contract runs through June 30, 2023.

- Typo on signed contract with third year supposed to run through 2023.

DISCUSSION

Contract renewal.

FISCAL IMPACT:

Annual 3% increase.

RECOMMENDATION:

The Communications Director recommends the Commissioners' approval of the Cumberland Emergency Communications service contract from July 1, 2020 through June 30, 2023.

William Holmes

Signature
Emergency Communication Director

AGREEMENT BETWEEN CUMBERLAND COUNTY AND THE TOWN OF

Cumberland
"COMMUNICATION SERVICES"

THIS AGREEMENT, effective July 1, 2020 is entered into by and between the COUNTY OF CUMBERLAND (hereinafter referred to as "the County") with a principal place of business at 142 Federal Street, Portland, Maine and the TOWN OF CUMBERLAND (hereinafter referred as "the Town") with a principal place of business at 290 Tuttle Road, Cumberland, Maine.

WITNESSETH

WHEREAS, pursuant to Title 30-A MRSA §107 and §453 the County Commissioners are authorized to establish a regional communications center and to contract with municipalities within the County that either the County or Municipality may perform; and WHEREAS, the Town is desirous of contracting with the County for Communication Services which are more particularly described herein; and

WHEREAS, the County is willing to provide said Communication Services;

NOW, THEREFORE, in consideration of the mutual promises by each party to the other and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties covenant and agree as follows:

1. SERVICES

The County agrees, through its Communications Department, to provide the Town with Communication services for appropriate service providers. These include, but are not limited to, Police, Fire, Rescue, Animal Control, Marine Safety, Public Works and access for use of the CITYWATCH system. The County shall:

- (A) Provide adequate facilities, equipment and personnel to carry out the purposes stated in the PSAP standards of the State of Maine.
- (B) Provide call answering which shall include all emergency and non-emergency calls for service.
- (C) Provide dispatching service which shall include dispatching personnel and equipment for emergency and non-emergency calls for service, dispatching for all ongoing incidents, as well as coordination of all support services as deemed appropriate by the incident commanders and / or authorized agency personnel.
- (D) Provide a warrant repository for participating agencies.
- (E) Provide all services in the most cost effective and efficient manner possible.
- (F) Ensure that all calls for service in the Town are dispatched to the appropriate service providers for the Town.

2. TERM

A. The initial term of this Agreement shall be three years from its effective date. This Agreement shall be automatically renewed without affirmative action by the parties for successive one-year periods on its anniversary date, until notice of termination is given. Notice of termination shall be given in writing by either party no less than ninety (90) days prior to the actual termination. If the Town fails to appropriate funds at town meeting, the agreement may be terminated. The term shall continue from year to year thereafter until terminated as provided herein.

B. Notwithstanding the above provisions, this Agreement may be terminated as follows:

1. By the Town if:

a. the County fails to provide sufficient personnel or equipment to perform the services detailed herein.

b. the County discontinues the service; or

c. the County fails to comply with the material terms of this Agreement.

2. By the County if:

a. the Town fails to make all payments required under the terms of the Agreement

b. the Town fails to abide by all Cumberland County RCC Policies and procedures.

c. the Town fails to comply with the material terms of this agreement.

3. A ninety (90) day written notice of termination must be provided, stating the grounds for termination and providing the other party an opportunity to cure the defect during said ninety (90) day period.

3. ADMINISTRATION

Pursuant to the provisions of Title 30-A M.R.S.A. Section 453, The County Commissioners, after consulting with municipal officers, will set policies for the Communications Center. The Cumberland County Communications Director shall be responsible for the administration and operation of the Communications Center.

A. Board of Directors.

A Board of Directors will be established to serve as a liaison between the Town/Agency and the Communications Department; review and recommend policies for the Communications Center; and review and recommend a budget for the Communications Center.

1. Composition The Board of Directors shall consist of one representative / designee from each of the participating agencies, (contracting with Cumberland County for Communications Service) and an "at-large" member of the community from each of the County Commissioners Districts. Communities for which the County is exclusively providing PSAP services may participate by appointing a non-voting member.

2. Term of Members The term of Board of Directors Members shall be three (3) years, except that one-third (1/3) of the initial committee shall be elected for a one-year term, one-third (1/3) for a two-year term and one-third (1/3) for three-year term. One-third of the members shall be appointed or re-appointed each year. Any representative may be appointed to successive terms without limit. The term of the initial committee members shall be determined by random selection. The same procedure will apply to all non-voting members.

3. Vacancies. Any vacancy on the Board shall be filled within 30 days after the vacancy occurs. The officials from the Town / Agency which the member represents make the appointments. An appointee to a vacancy shall serve until the expiration of the term of his / her predecessor and may be re-appointed.

B. Law Enforcement Committee. A law enforcement committee, comprised of representatives of each law enforcement agency served by the CCRCC will be established and shall have the responsibility and authority to promulgate policy and procedures for complete oversight of the teletype system and its usage. The Communications Director shall be responsible for maintaining training and certification of all communications officers to ensure compliance with all state regulations pertaining to the teletype system.

C. Technical Committee. A technical committee will be established to provide assistance to the Communications Department in the area of current technology and advice on future enhancements. The technical committee, comprised of individuals with expertise in communications such as radio, computers and diversified communications skills, operates on an as needed basis as scheduled by the Communications Director.

D. Acquisition, holding and disposal or Real and personal property. Any real and personal property acquired or used in the performance of this contract shall be the Property of Cumberland County. As such, acquisition, use and disposal of such property shall be in accordance with policies and procedures of Cumberland County.

E. Authority of the County Commissioners. This agreement shall not limit the County Commissioners' power to contract with other political subdivisions, quasi-municipal corporations, agencies or other enterprises to perform the services specified in this agreement, nor shall it restrict or curtail any authority otherwise bestowed by law upon the County Commissioners.

F. Indemnity. The County agrees to indemnify and hold harmless the Town from any and all liability, loss or damage arising out of the County's performance or failure to perform any of its obligations set forth in this agreement. The County further agrees to defend any claims brought or actions filed against the Town with respect to the County's performance or nonperformance of this agreement, whether such claims or actions are rightfully or wrongfully brought or filed.

The Town agrees to indemnify and hold harmless the County from any and all loss, liability or damage arising out of the Town's performance or failure to perform any of its obligations set forth in this agreement. The Town further agrees to defend the any claims brought or actions filed against the County with respect to the Town's performance or nonperformance of this agreement, whether such claims or actions are rightfully or wrongfully brought or filed.

G. Costs.

The Town agrees to pay the County \$161,815.00 for emergency communications service from July 1, 2020 to June 30, 2021.

The Town agrees to pay the County \$166,718.00 for emergency communications service from July 1, 2021 to June 30, 2022.

The Town agrees to pay the County \$171,766.00 for emergency communications service from July 1, 2022 to June 30, 2022.

This contract is based on a per capita fee of \$22.44 for 2020 / 21, \$23.12 for 2021 / 22 and \$23.82 for 2022 / 2023 using a population of 7211.

H. ENTIRE AGREEMENT

This instrument embodies the entire agreement of the parties and may not be amended or changed unless in writing executed by all parties. There are no promised terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

IN WITNESS WHEREOF, the TOWN OF CUMBERLAND By order duly adopted by its Selectmen, Town Manager or Council, has caused this Agreement to be signed by the Selectmen, Town Manager or Council and the COUNTY OF CUMBERLAND, by order of the County Commissioners, has caused this Agreement to be subscribed by the Chairman of said Board and the seal of said board to be affixed thereto and attested by the Clerk of said Board, all as of the day and year first above written.

By: _____
Chairman, Board of Commissioners

Date: _____

By: 
Town of CUMBERLAND
It's Authorized Representative

Date: 1/20/20

STAFF REPORT
County of Cumberland
01-31-2020

TITLE: CCRCC – Town of New Gloucester (NG) Emergency Communications Contract

COUNTY MANAGER COMMENT:

BACKGROUND:

The current emergency communications contract with the Town of NG expired June 30, 2019.

DISCUSSION

The enclosed contract renewal is for the three year period of July 1, 2019 to June 30 2022. The cost of the contract increases 3 % each year.

FISCAL IMPACT:

The Town of NG will pay the County as follows:

July 1, 2019 to June 30, 2020 \$40,734.00

July 1, 2020 to June 30, 2021 \$41,953.00

July 1, 2021 to June 30, 2022 \$43,228.00

RECOMMENDATION:

The Communications Director recommends the Commissioners' approval of the proposed Emergency Communications Contract with the Town of New Gloucester for a period of 3 years.

William Holmes

Signature
Emergency Communication Director
Title

2. TERM

A. The initial term of this Agreement shall be three years from its effective date. This Agreement shall be automatically renewed without affirmative action by the parties for successive one-year periods on its anniversary date, until notice of termination is given. Notice of termination shall be given in writing by either party no less than ninety (90) days prior to the actual termination. If the Town fails to appropriate funds at town meeting, the agreement may be terminated. The term shall continue from year to year thereafter until terminated as provided herein.

B. Notwithstanding the above provisions, this Agreement may be terminated as follows:

1. By the Town if:

- a. the County fails to provide sufficient personnel or equipment to perform the services detailed herein,
- b. the County discontinues the service; or
- c. the County fails to comply with the material terms of this Agreement.

2. By the County if:

- a. the Town fails to make all payments required under the terms of the Agreement
- b. the Town fails to abide by all Cumberland County RCC Policies and procedures.
- c. the Town fails to comply with the material terms of this agreement.

3. A ninety (90) day written notice of termination must be provided, stating the grounds for termination and providing the other party an opportunity to cure the defect during said ninety (90) day period.

3. ADMINISTRATION

Pursuant to the provisions of Title 30-A M.R.S.A. Section 453, The County Commissioners, after consulting with municipal officers, will set policies for the Communications Center. The Cumberland County Communications Director shall be responsible for the administration and operation of the Communications Center.

A. Board of Directors.

A Board of Directors will be established to serve as a liaison between the Town/Agency and the Communications Department; review and recommend policies for the Communications Center; and review and recommend a budget for the Communications Center.

1. Composition The Board of Directors shall consist of one representative / designee from each of the participating agencies, (contracting with Cumberland County for Communications Service) and an "at-large" member of the community from each of the County Commissioners Districts. Communities for which the County is exclusively providing PSAP services may participate by appointing a non-voting member.

2. Term of Members The term of Board of Directors Members shall be three (3) years, except that one-third (1/3) of the initial committee shall be elected for a one-year term, one-third (1/3) for a two-year term and one-third (1/3) for three-year term. One-third of the members shall be appointed or re-appointed each year. Any representative may be appointed to successive terms without limit. The term of the initial committee members shall be determined by random selection. The same procedure will apply to all non-voting members.

3. Vacancies. Any vacancy on the Board shall be filled within 30 days after the vacancy occurs. The officials from the Town / Agency which the member represents make the appointments. An appointee to a vacancy shall serve until the expiration of the term of his / her predecessor and may be re-appointed.

B. Law Enforcement Committee. A law enforcement committee, comprised of representatives of each law enforcement agency served by the CCRCC will be established and shall have the responsibility and authority to promulgate policy and procedures for complete oversight of the teletype system and its usage. The Communications Director shall be responsible for maintaining training and certification of all communications officers to ensure compliance with all state regulations pertaining to the teletype system.

C. Technical Committee. A technical committee will be established to provide assistance to the Communications Department in the area of current technology and advice on future enhancements. The technical committee, comprised of individuals with expertise in communications such as radio, computers and diversified communications skills, operates on an as needed basis as scheduled by the Communications Director.

D. Acquisition, holding and disposal of Real and personal property. Any real and personal property acquired or used in the performance of this contract shall be the Property of Cumberland County. As such, acquisition, use and disposal of such property shall be in accordance with policies and procedures of Cumberland County.

E. Authority of the County Commissioners. This agreement shall not limit the County Commissioners' power to contract with other political subdivisions, quasi-municipal corporations, agencies or other enterprises to perform the services specified in this agreement, nor shall it restrict or curtail any authority otherwise bestowed by law upon the County Commissioners.

F. Indemnity. The County agrees to indemnify and hold harmless the Town from any and all liability, loss or damage arising out of the County's performance or failure to perform any of its obligations set forth in this agreement. The County further agrees to defend any claims brought or actions filed against the Town with respect to the County's performance or nonperformance of this agreement, whether such claims or actions are rightfully or wrongfully brought or filed.

The Town agrees to indemnify and hold harmless the County from any and all loss, liability or damage arising out of the Town's performance or failure to perform any of its obligations set forth in this agreement. The Town further agrees to defend the any claims brought or actions filed against the County with respect to the Town's performance or nonperformance of this agreement, whether such claims or actions are rightfully or wrongfully brought or filed.

G. Costs.

The Town agrees to pay the County \$40,734.00 for emergency communications service from July 1, 2019 to June 30, 2020.

The Town agrees to pay the County \$41,953.00 for emergency communications service from July 1, 2020 to June 30, 2021.

The Town agrees to pay the County \$43,228.00 for emergency communications service from July 1, 2021 to June 30, 2022.

This contract is based on a per capita fee of \$7.35 for 2019 / 2020, \$7.57 for 2020 / 2021 and \$7.80 for 2021 / 2022 using a population of 5542.

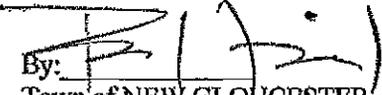
H. ENTIRE AGREEMENT

This instrument embodies the entire agreement of the parties and may not be amended or changed unless in writing executed by all parties. There are no promised terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

IN WITNESS WHEREOF, the TOWN of NEW GLOUCESTER, By order duly adopted by its Selectmen, Town Manager or Council, has caused this Agreement to be signed by the Selectmen, Town Manager or Council and the COUNTY OF CUMBERLAND, by order of the County Commissioners, has caused this Agreement to be subscribed by the Chairman of said Board and the seal of said board to be affixed thereto and attested by the Clerk of said Board, all as of the day and year first above written.

By: _____
Jim Gailey, County Manager

Date:

By: 
Town of NEW GLOUCESTER
It's Authorized Representative,
Interim Manager
1/29/20

Date:



CUMBERLAND COUNTY SHERIFF'S OFFICE

- Kevin J. Joyce
SHERIFF
- Naldo S. Gagnon
CHIEF DEPUTY

36 COUNTY WAY, PORTLAND, ME 04102

PHONE (207) 774-1444 ~ FAX (207) 828-2373

TO: CUMBERLAND COUNTY COMMISSIONERS
FROM: SHERIFF KEVIN JOYCE
DATE: January 30, 2020
SUBJECT: SHERIFF'S OFFICE COMMISSIONS February 2020

Agency

Officer

CCSO

Joyce Hodsdon

Michael Archibald

Christopher DeCapua

Timothy Kortes

Justin Gaudette

Scott Secord

Old Orchard Beach

Gerard Hamilton

Yarmouth

Derek Miller

Westbrook

Evan Haskell

A handwritten signature in blue ink, appearing to be "K. Joyce", is written over the list of officers.



Maine
Cumberland County

CUMBERLAND COUNTY COMMISSIONERS

POSITION PAPER OF THE COUNTY MANAGER

Date: February 10, 2020

Subject: Primary & Secondary Microwave Replacement

For a number of years, the County has used Radio Communications Management Inc. (RCM), as its vendor for maintenance to the County's radio system. The radio system not only services the Sheriff's Department, but also 20 communities across the county for fire, ems and police dispatching.

RCM has notified the County that as of December 2020 our current maintenance agreement is ending for our primary microwaves. There is no immediate concerns, only we should begin the discussion on how we want to approach replacing the five primary and four secondary microwaves scattered across the County. The primary microwave costs are \$41,590.00 per site or \$207,950.00 for the five sites. Each secondary microwave site is \$20,561.00 or \$82,244.00 for four sites.

In addition to the microwave system, the County has a Simulcast Radio Repeater network, which serves as the equipment used for communications between dispatch and the public safety field units for the CCSO, County Law and County Fire radio channels. The current equipment is Harris and will no longer be supported after January 2023. The system is a number of Repeaters and Simulcast equipment installed on nine tower sites. The factory support for this type of equipment will end in 2023 and parts and support will no longer be available. It is the type of system that if you change one, you need to change all components at the same time. The proposed system will be Digital Mobile Radio (DMR), which can be used as analog or a digital system. The cost of the equipment is \$424,092.00.

The total cost of the equipment is:

Primary Microwave	\$207,950.00
Secondary Microwave	\$ 82,244.00
Radio System Upgrade	<u>\$424,092.00</u>
	\$714,286.00*

Commissioner's Decision:

During an October 2019 workshop, staff presented two options for the Commissioners on how to approach the funding of this capital item. The Commissioners opted to address the Primary and Secondary Microwaves first, moving that project forward in 2020. The Radio System Upgrade will be funded in a future budget year.

Alternative Schedule:

	<u>Primary Micro</u>	<u>Secondary Micro</u>	<u>Radio System</u>	<u>Cost per Year</u>
2020	\$207,950.00	\$82,244.00		\$290,194.00
2021				
2022			\$424,092.00	\$424,092.00

Sole Source:

Additionally, staff brought forth the request for the Commissioners to consider waiving the Procurement Policy in order to award the work to the County's long-time radio system maintenance vendor Radio Communications Management, Inc. (RCM). Through the years, RCM has been a valued partner with the County's radio system. RCM understands the system and has provided valuable guidance and troubleshooting for the County. County staff request consideration of waiving the procurement policy requiring a competitive bid for this system changeover. It is staff's opinion that if bid, pricing will come in much higher as a result of all the accessory costs that would be brought into the bid requirement. RCM is a valued long-term partner with the County and has provided, what staff believes to be a fair straight-up price for the hardware and installation.

The Commissioners were amenable to awarding this bid as a sole source bid due to the circumstances and knowledge of the County's system that RCM has.

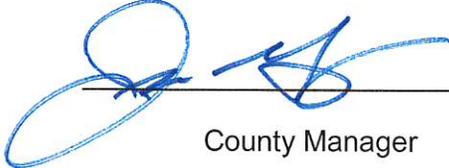
Maine Bond Bank:

Staff proposed funding this project through bond proceeds from the Maine Bond Bank. An application is prepared and will be submitted this week to have this amount of funding included in the Bond Bank's March sale. The Commissioners authorized \$35,000.00 in the 2020 budget to cover the first year bond payments.

The next agenda item gives staff authorization to submit the application to the Bond Bank.

Motion:

Award the replacement of the Primary and Secondary Microwave system to Radio Communications Management Inc. of Portland, Maine in the amount of \$290,194.00, while waiving Administrative Regulation #5 Procurement Policy IX (D) allowing a sole source bid.



County Manager



Radio Communications Management, Inc.



10/3/2019

William Holmes
Director
Cumberland County Regional Communications Center
22 High Street
Windham, ME 04062

Reference: Proposed Radio System Upgrade Summary

Mr. Holmes,

Below is a follow up from our meeting this morning detailing discussion of the proposed radio system.

Primary Microwave System

The primary microwave system is the heart of the radio system network and consist of (5) fully redundant hot stand-by links. These (5) links interconnect the (6) primary CCRCC radio sites including CCRCC, Gray/WPXT, Portland/Back Bay, Casco, Harrison and Harpswell. RCM is proposing the replacement of this equipment with new model 6 GHz equipment from Aviat, the same manufacturer as the current equipment. For this upgrade the existing microwave dishes would be re-used.

Cost per link- \$41,590.00
Total Cost for (5) links- \$207,950.00

Manufacturer incentives for orders received before March 27, 2020

Additional \$20,000.00 system discount- ***Discounted cost \$187,950.00***

No cost additional items:

- Provision Solutions Pack with server- \$10,815.00 value
- Provision Solutions Support for 24 months- \$6,375.00 value
- Warranty Plus on all equipment for 24 months- \$8,100.00 value
- One complete link of spare radio hardware (4 total)- \$12,880.00 value

Ongoing annual Aviat cost after year 2- \$10,887.00

- Provision Solutions Support- \$3,187.00
- AviatCare (Warranty Plus)- \$7,700.00

158 Rand Rd.
Portland, ME 04102
Phone: 207-797-7503
Fax: 207-878-3521

236 Hallowell Rd.
Chelsea, ME 04330
Phone: 207-622-2758
Fax: 207-622-5871

38 Rice St.
Presque Isle, ME
Phone: 207-540-1544
Fax: 207-541-1545



Radio Communications Management, Inc.



Secondary Microwave

This is the secondary microwave system interconnects (4) less critical sites in the network and is non-redundant. This includes Baldwin, New Gloucester, Gorham Fort Hill and Standish. RCM is proposing the replacement of this equipment with same model equipment from Aviat as proposed for the primary link but using 11 GHz frequency band and in a non-redundant configuration. This will include FCC licensing with new antennas and cabling.

Cost per link- \$20,561.00
Total cost for (4) links- \$82,244.00

Includes:

- All Equipment with new antennas and cabling
- FCC Licensing for new equipment
- RCM configuration, staging and testing
- Tower Crew Labor
- RCM Installation Labor

Ongoing Aviat annual cost after year 2- \$2,440.00
AviatCare (Warranty Plus)- \$2,440.00

Repeaters and Simulcast Equipment

The Simulcast Radio Repeater network is the equipment used for communications between dispatch and the public safety field units for CCSO Primary, County Law and County Fire radio channels. This equipment is currently Harris equipment that will no longer be supported after January 31, 2023. The system is comprised (9) tower sites including (5) transmitter and receiver sites along with (4) additional receive only sites.

RCM is proposing the replacement of this equipment with Tait TB7300 simulcast repeaters which has the integrated simulcast equipment along with new GPS time synchronization equipment. This new system will be ready for operations on both Analog Simulcast and DMR Digital Simulcast with the capabilities of being future upgraded to P25 Conventional Simulcast. This upgrade would include new GPS antennas, but we would re-use of the existing VHF antennas.

Total Cost - \$424,092.00

Includes:

- All Required Equipment and Software Licensing
- System Design and Engineering
- Tait EnableMonitor Software Suite
- RCM configuration, staging and testing
- RCM Installation Labor

158 Rand Rd.
Portland, ME 04102
Phone: 207-797-7503
Fax: 207-878-3521

236 Hallowell Rd.
Chelsea, ME 04330
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38 Rice St.
Presque Isle, ME
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Radio Communications Management, Inc.



Pricing Summary

Primary Microwave- \$207,950.00

- Discounted cost, plus extras with order before 3/27/20- \$187,950.00
- **Add \$12,500.00 for (2) new VHF antennas at (5) sites during this installation**

Secondary Microwave- \$82,244.00

- \$20,561.00 per link (x4)

Radio System Upgrade- \$424,092.00

Total Cost- \$714,286.00 (\$694,286.00 before 3/27/20)

Note: Additional discounts would apply for a complete single system purchase.

Please contact me should you have any questions or would like additional information.

Respectfully,

Scott Rivard- President

158 Rand Rd.
Portland, ME 04102
Phone: 207-797-7503
Fax: 207-878-3521

236 Hallowell Rd.
Chelsea, ME 04330
Phone: 207-622-2758
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RCM



Radio Communications
Management, Inc.

DMR

Digital Mobile Radio (DMR) is an open digital mobile radio standard defined in the European Telecommunications Standards Institute (ETSI) Standard TS 102 361 parts 1–4 and used in commercial products around the world. **DMR, along with P25 phase II and NXDN are the main competitor technologies in achieving 6.25 kHz equivalent bandwidth using the proprietary AMBE+2 vocoder.**

DMR and P25 II both use two-slot TDMA in a 12.5 kHz channel, while NXDN uses discrete 6.25 kHz channels using frequency division. DMR was designed with three tiers. DMR tiers I and II (conventional) were first published in 2005, and DMR III (trunked) was published in 2012, with manufacturers producing products within a few years of each publication. The primary goal of the standard is to specify a digital system with low complexity, low cost and interoperability across brands, so radio communications purchasers are not locked into a proprietary solution. In practice, many brands have not adhered to this open standard and have introduced proprietary features that make their product offerings non-interoperable.



Radio Communications
Management, Inc.



Project 25 (P25 or APCO-25) is a suite of standards for digital mobile radio communications designed for use by public safety organizations in North America. P25 radios are a direct replacement for analog UHF (example FM) radios but add the ability to transfer data as well as voice, allowing for a more natural implementation of encryption or messaging. P25 radios are commonly implemented by dispatch organizations, such as police, fire, ambulance and emergency rescue service, using vehicle-mounted radios combined with walkie-talkie handheld use. Starting around 2012, products became available with the newer phase 2 modulation protocol, the older protocol known as P25 became P25 phase 1. **P25 phase 2 products use the more advanced AMBE2+ vocoder, which allows audio to pass through a more compressed bitstream and provides two TDMA voice channels in the same RF bandwidth (12.5 kHz), while phase 1 can provide only one voice channel.** The two protocols are not compatible. However, P25 Phase 2 infrastructure can provide a "dynamic transcoder" feature that translates between Phase 1 and Phase 2 as needed. In addition to this, phase 2 radios are backwards compatible with phase 1 modulation and analog FM modulation, per the standard. On the other hand, EU area created the standard for Terrestrial Trunked Radio similar to Project 25.



Radio Communications Management, Inc.

DMR vs. P25 Cost Comparisons

Kenwood NX-5200 Portable (MSRP \$1,068.50)

- Radio (Analog)
- Battery
- Charger
- Antenna



P25 Software Features

- P25 Conventional- \$575.00
- P25 Phase I Trunking- \$520.00
- P25 Phase II Trunking- \$400.00 ** Ultra Narrow **
- AES & DES Encryption- \$562.00

P25 Phase II Trunking- \$2,563.50
(without encryption)

DMR Software Features

- DMR Tier II- \$60.00 ** Ultra Narrow **
- DMR Tier III Trunking- \$134.00
- DMR Encryption- \$40.00

DMR Tier III Trunking- \$1,302.50
(with encryption)



Radio Communications
Management, Inc.

Three Separate Systems

Primary Microwave

- Currently 6 GHz Licensed
- Redundant
- Propose replacing with same manufacturer current model

Secondary Microwave

- Currently 4.9 GHz Public Safety
- Propose Licensed 11 GHz of the same manufacturer as primary link

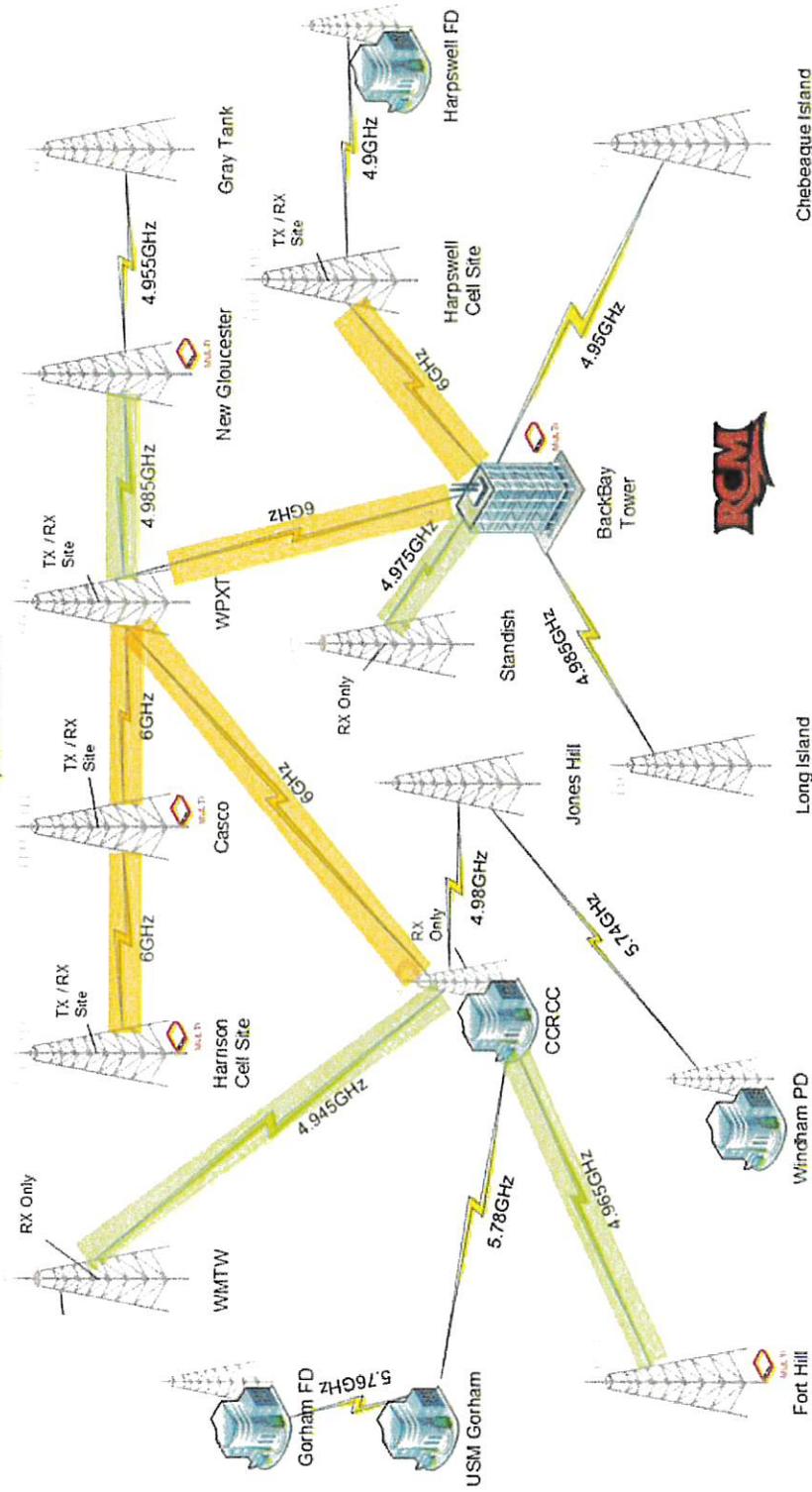
Radio Repeater Systems (CCSO, County Law and County Fire)

- Currently Harris MASTR III
- Propose replacing with Tait TB7300



Cumberland County System

Updated 02/01/19



CCRCC Primary Redundant Links- 5

CCRCC Secondary Links- 4



Radio Communications Management, Inc.

Primary Microwave Proposed

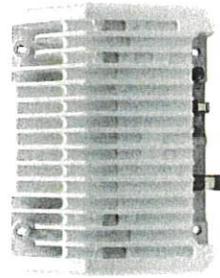
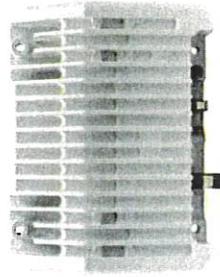


Aviat NETWORKS

Same configuration as current system:

- Split indoor/outdoor unit
- 6 GHz Licensed
- Hot stand-by redundancy
- Reuse existing antennas and cables
- V2 version just released in the past 6 months
- Minimum of 10 years of support

AVIAT ODU 600V2



The Eclipse™ Packet Node Intelligent Node Unit is a highly modular and scalable indoor unit that delivers a unique combination of high capacity hybrid or all-packet transport, Carrier Ethernet/IP networking, and comprehensive Mission Critical Microwave features, enabling operators to prepare for the all-IP future.



PROVISION® ELEMENT MANAGEMENT SYSTEM



SUPPORT THE ALL NETWORKS EQUIPMENT TYPES

- Provision provides the following Aviat Networks and third-party device support:
- Eclipse and Eclipse Packet Node Platform
 - Aviat WTM series of all-indoor and all-outdoor microwave systems
 - All Aviat current, legacy, and future devices
 - Generic Device Support built-in management for a wide range of third-party equipment. Only Aviat device packages currently available
 - Application Integration including create tools, PCG collector, PGR viewer, HSSU



Primary Microwave Suggested Replacement Schedule

Critical Timeline

- RCM's current maintenance agreement with CCRCC expires 12/31/20
- RCM's support agreement with Aviat expires 12/31/20
- Aviat will not renew the maintenance agreement

Recent issues:

- Back Bay to Harpswell link has failed numerous times over the past two years on A or B side.
- Gray to Casco link failed recently on A side on Casco end then on Gray end
- CCRCC pays for tower crew labor, not in RCM contract

New equipment installation schedule:

- Licensing 4-6 weeks
- Equipment build time 6-8 weeks
- Factory configuration and system testing 2-3 weeks
- Shipping 1 week

Total worst case ~ 18 weeks or 4 ½ months

Recommend Summer of 2020 replacement of all 5 links if possible



Radio Communications
Management, Inc.

Primary Microwave Replacement Cost

Cost per link- \$41,590.00

Total cost x 5- \$207,950.00

Includes:

- All Equipment
- FCC Re-licensing for new equipment
- Factory configuration, staging and testing
- Tower Crew Labor
- RCM Labor



Radio Communications
Management, Inc.

Primary Microwave Replacement Cost

Manufacturer incentives for orders received before March 27, 2020

Additional \$20,000.00 system discount- Cost \$187,950.00

No cost additional items:

- Provision Solutions Pack with server- \$10,815.00 value
- Provision Solutions Support for 24 months- \$6,375.00 value
- Warranty Plus on all equipment for 24 months- \$8,100.00 value
- One complete link set of spare radio hardware (4 total)- \$12,880.00 value

* **No cost maintenance agreement years 1 and 2 ***

Ongoing annual cost after year 2- \$10,887.00

- Provision Solutions Support- \$3,187.00
- AviatCare (Warranty Plus)- \$7,700.00 (This is already in RCM annual cost)



Radio Communications Management, Inc.

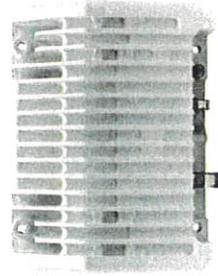
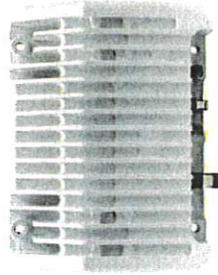
Secondary Microwave Proposed



Same model equipment as proposed Primary Microwave

- Split indoor/outdoor unit
- **11 GHz** Licensed
- **Non-redundant**
- **New antennas and cabling**
- V2 version just released in the past 6 months
- Minimum of 10 years of support
- Integrates with Provision Element Management

AVIAT ODU 600V2



The Eclipse™ Packet Node Intelligent Mode Unit is a highly modular and scalable indoor unit that delivers a unique combination of high capacity hybrid or all-packet transport, Carrier Ethernet/IP networking, and comprehensive Mission Critical Microwave features, enabling operators to prepare for the all-IP future.



PROVISION® ELEMENT MANAGEMENT SYSTEM



SUPPORT FOR ALL NETWORK ENVIRONMENT TYPES
Provision provides the following Aviat Networks and third-party device support:

- Eclipse and Eclipse Packet Node Platform
- Aviat WTM series of all-IP indoor and all-outdoor microwave systems devices
- All Aviat carrier, legacy, and future devices
- Generic Device Support for management for a wider range of third-party SD-WAN devices; 50+ third-party device packages currently available
- Application Integration including 170+ tools, PCR collector, PCR viewer, MSU



Radio Communications
Management, Inc.

Secondary Microwave Suggested Replacement Schedule

Critical Timeline

- RCM's current maintenance agreement with CCRCC expires 12/31/20
- RCM has limited spare equipment
- If RCM is contract extended we would have to include new 4.9 GHz equipment and additional costs for spares

Recent issues

- Back Bay to Standish is an ongoing issue, likely interference
- CCRCC to Baldwin and CCRCC to Gorham links have occasional issues

Suggested replacement schedule

- **Replace (1) link in 2020 if possible**
- **Use removed equipment as spares for emergencies after December 31, 2020**
- Plan to replace remaining (3) in 2021

Other agency secondary links

- There are (9) additional links that are not CCRCC (and RCM contract) responsibility
- RCM has been maintaining these for them under CCRCC contract
- All removed radios from CCRCC could be used for spares but agencies should plan on replacement



Radio Communications
Management, Inc.

Secondary Microwave Replacement Cost

Cost per link- \$20,561.00

Total cost x 4- \$82,244.00

Includes:

- All Equipment with new antennas and cabling
- FCC Licensing for new equipment
- RCM configuration, staging and testing
- Tower Crew Labor
- RCM Installation Labor



Radio System Suggested Replacement Schedule

Critical Timeline

- RCM's current maintenance agreement with CCRCC expires 12/31/20
- Harris MASTR III end of factory support will be January 31, 2023
- Simulcast equipment has no announcement for end of life but some modules are no longer available

Recent issues:

- Several MASTR III power amplifier failures but RCM has several spares
- GPS clock failed, RCM has spare

Suggested replacement schedule:

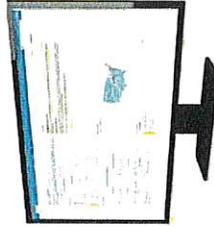
- Start licensing for DMR ** Not included in cost **
- System cannot be upgraded on a site by site basis over time
- Could possibly upgrade on a per channel basis, meaning one repeater at each site.
Additional cost to visit sites multiple times
- **Suggest planning for complete replacement in Summer 2024**



Radio Communications Management, Inc.

Radio System Proposed

- (5) Simulcast Transmit and Receive Sites
- (5) 100-watt amplifiers
- (4) Receive only sites (capable of Simulcast Transmit 50 watts)
- Analog and DMR Simulcast Ready
- **(3) Voter Sites for redundancy**
- P25 Phase I Software Upgradable
- Reuse existing VHF antenna systems
- New GPS time synchronization equipment and antennas
- Simulcast equipment integrated into repeater
- Reconfigure battery plants for new system



EnableMonitor



TB7300

High performing, multi-mode, 1U slimline base station/repeater.

The Tait TB7300 base station is a multi-mode platform for analog conventional, MPT, DMR and P25 conventional.

In DMR, the TB7300 provides a TDMA 6.25kHz equivalent operation and is fully compliant with DMR Tier 2 and Tier 3 standards.

In P25, the TB7300 provides dual mode analog/P25 and P25 conventional operation with DFSI interface.

Simulcast is supported in the following LMR modes: analog AS-IP, DMR Tier 2 and Tier 3, and P25 conventional.

This rugged slim, 1U design, IP connected base station offers a spectrally efficient solution.





Radio Communications
Management, Inc.

Radio System Replacement Cost

Total Cost - \$424,092.00

Includes:

- All Required Equipment and Software Licensing
- System Design and Engineering
- Tait EnableMonitor
- RCM configuration, staging and testing
- RCM Installation Labor



Radio Communications
Management, Inc.

Cost Summary

Primary Microwave- \$207,950.00

- Before 3/27/20- \$187,950.00 plus extras

Secondary Microwave

- \$20,561.00 per link
- \$82,244.00 for 4 links

3) Radio System Upgrade- \$424,092.00

Total- \$714,286.00 (\$694,286.00 before 3/27/20)

Maine

Cumberland County

Finance Office

(207-699-1988)

142 Federal Street, Portland, Me. 04102

Alex Kimball

Deputy Manager, Finance & Administration

STAFF REPORT

CUMBERLAND COUNTY FINANCE OFFICE

TITLE: Maine Bond Bank Application

COUNTY MANAGER COMMENTS:

Background:

As Jim has outlined in his prior papers, we are going to use the Maine Bond Bank for the Microwave replacement cost of \$290,194. The application for this issuance is due by February 12th, although the actual pricing won't be until April 20th, and the proceeds will be disbursed May 21st. As a result, the application is before you for your approval.

Issue:

While the Commissioners approved this in concept back in December, a formal motion to approve the exact amount through the Bond Bank was not done.

Fiscal Impact:

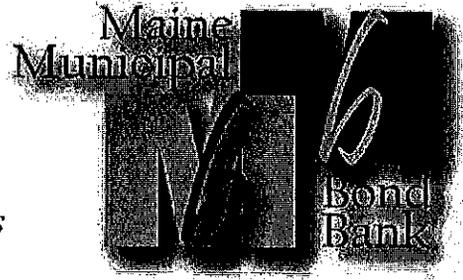
The debt service on this item is expected to be roughly \$35,000 annually, although we won't know the exact cost until later in the spring.

Recommendation:

Commissioners move to authorize the County Manager to submit the application in the amount of \$290,194 to the Maine Bond Bank for the purpose of Microwave Replacement.


Prepared By: Alex Kimball
Deputy Manager, Fin & Admin

Dated February 6, 2020

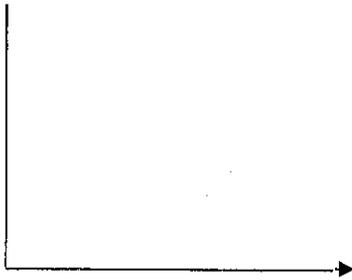


Making a Difference for Maine Communities

FINANCIAL APPLICATION

for General Obligation Borrowers

Long-term bonds for



Public purpose financing of:

Construction Projects

Capital Improvements

Acquisitions

Toni Reed, Program Officer

e-mail: tir@mmbb.com

127 Community Drive, P.O. Box 2268, Augusta, Maine 04338-2268
1-800-821-1113 207-622-9386 Fax: 623-5359

MAINE MUNICIPAL BOND BANK

GENERAL RESOLUTION PROGRAM APPLICATION

Types of Borrowers: This application is designed for the purpose of obtaining financial information from districts, municipalities and other governmental units. As a result, different information will be required for each type of unit. In certain cases it may be appropriate to note that a particular section is not applicable to the specific district, municipality or governmental unit. The following is a brief summary of the sections that are applicable to a specific type of borrower:

MUNICIPALITIES/GOVERNMENTAL UNITS: The application should be filled out with information concerning the municipality and/or governmental unit. If the municipality has any stand-alone debt, it should be reflected as part of the debt and financial information. An applicant will use General Fund financial information only when completing the Financial Info worksheet of this General Resolution Application.

SCHOOL DISTRICTS: If the school district debt is backed by a General Obligation pledge of the municipality or municipalities in the district, both district and municipal information will be required. When completing the Financial Info, Tax Info and Economic Info worksheets of this General Resolution Application, the district must obtain financial information from each city or town served by the school district.

WATER AND SEWER DISTRICTS: If the applicant is a water district or sewer district, a different application is needed. Please contact the Bond Bank to obtain a copy of the Financial Application for Revenue Borrowers or visit our website at www.mmbb.com.

Repayment Source: Loan applications and supporting financial information will be reviewed for evidence of a dedicated source of revenue (in this case, property taxes) that is sufficient to cover repayment of the proposed loan, plus all existing indebtedness and operating costs of the borrower.

Local Bond Counsel: For a current listing of approved Bond Counsel please visit the Bond Bank's webpage at www.mmbb.com. It is strongly recommended that an applicant consult local bond counsel before completing the General Obligation Financial Application. Bond counsel is an attorney with expert knowledge of bond procedures who will issue a bond opinion confirming that the bonds issued by the applicant meet all requirements for tax-exempt status.

Application Instructions: Line-by-line instructions to help you fill out the General Resolution Program application are available. To obtain the most current version of the General Obligation Program's Fillable Application and Instructions, please visit our website: www.mmbb.com. The application and instructions can be downloaded using Adobe Acrobat Reader.

Careful completion of the application will contribute to quick processing of your loan request. Please bring to our attention any additional information that is not disclosed in the Application or the supporting documentation. If you have any questions or need help completing the application form, please call Toni Reed at 1-800-821-1113 or 622-9386 (Augusta).

When you are applying for a loan please remember to:

1. Contact your local bond counsel and advise them of your intentions to borrow. Also, please list the
2. Make sure you have local authorization to borrow as laid out in your charter, by-laws or state statutes.
3. Review our bond issue schedule to ensure you can meet all deadlines.
4. If you are refinancing debt, you will need to receive a payoff balance as of the closing date and that
5. Also, if refinancing debt, describe on your application what the original purpose of the debt was used for.
6. Bids on all projects need to be received prior to pricing to ensure proper bond pricing amounts.
7. Please tell us if you are paying off a temporary BAN on your application.
8. Your loan will be priced as a level principal payment amortization if not otherwise specified.
9. For all water districts: receive PUC approval prior to pricing bond as outlined on our bond issue

The undersigned Government Unit (the applicant) hereby requests the Maine Municipal Bond Bank (the Bank) to purchase the following described obligation of the applicant. *This application shall not constitute a contract or commitment to enter into a contract.*

GENERAL INFORMATION

Name of Applicant: County of Cumberland

Mailing Address: 142 Federal Street, Portland Maine 04101

Physical Address: Same

	Chief Administrative Officer	Contact Person (if different)	Billing Contact Person (if different)
Name	Jim Gailey	Alex Kimball	Alex Kimball
Title	County Manager	Deputy Manager, Fin & Admin.	Deputy Manager, Fin & Admin.
Telephone	871-8380	699-1988	699-1988
Fax	699-1991	699-1991	699-1991
Email	gailey@cumberlandcounty.org	akimball@cumberlandcounty.org	akimball@cumberlandcounty.org

Purpose of Borrowing: Microwave Dispatch Tower Replacement

If refinancing debt, please include original purpose of loan.

Source of Funds		Project Cost Breakdown	
Amount Requested from Bond Bank (this application)	\$ 290,194.00	Land	\$
Federal grant or loan- <i>Specify</i>	\$	Design	\$
State grant or loan- <i>Specify</i>	\$	Contractors	\$ 290,194.00
Applicant's share	\$	Legal	\$
Other- <i>Specify</i>	\$	Contingency	\$
Other- <i>Specify</i>	\$	Other- <i>Specify</i>	\$
Total Source of Funds	\$ 290,194.00	Total Project Costs	\$ 290,194.00

A current listing of approved Bond Counsel can be found on our website at www.mmbb.com.

Bond Counsel: Name: Alyssa Tibbetts Firm: Jensen, Baird, Gardner & Henry

Telephone: 775-7271 Email: Atibbetts@jbg.com

Mailing Address: Ten Free Street, PO Box 4510 Portland, ME 04112

Form of Authorization: Referendum Council Town Meeting Other Commissioners

Amount Authorized: \$ 290,194.00 Date of Authorization: 12/9/2019

Project Bid Date*: 10/3/2019 Expected Completion Date: 12/31/2020

**bids need to be complete prior to bond pricing date*

Has bond counsel reached a preliminary determination that the interest on your bond will be exempt from federal income taxes? Yes No

How much, if any, of the proposed loan is for the refinance of existing debt: \$

If applicable, what is the original issue date of loan being refinanced:

FINANCIAL INFORMATION *(continued)*

Summary Statement of Revenue and Expenditures for General Fund For Last Three Years and for Two Years Projected *General Fund Only*

REVENUES

(Complete for SAD and each City/Town in the District)

	2016	2017	2018	2019	2020
Local Tax Revenues	\$ 15,721,653	\$ 17,029,083	\$ 17,623,416	\$ 19,015,202	\$ 20,000,000
Licenses & Permits					
Intergovernmental Revenue	\$ 1,650,598	\$ 1,788,383	\$ 1,811,037	\$ 1,900,000	\$ 1,900,000
State Subsidy for Schools					
Charges for Services	\$ 4,579,714	\$ 4,633,406	\$ 4,894,586	\$ 5,500,000	\$ 5,500,000
Other State Subsidies					
Other- <i>Explain</i>	\$ 50,302	\$ 21,569	\$ 19,850	\$ -	
Other- <i>Explain</i>					

TOTAL REVENUES	\$ 22,002,267	\$ 23,472,441	\$ 24,348,889	\$ 26,415,202	\$ 27,400,000
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EXPENDITURES

All Departments <i>Operations</i>	\$ 17,508,022	\$ 18,485,128	\$ 18,960,697	\$ 20,264,515	\$ 22,500,000
Debt Service	\$ 3,102,678	\$ 3,674,839	\$ 3,251,285	\$ 3,933,193	\$ 3,900,000
Other- <i>Explain</i>	\$ 1,166,437	\$ 875,355	\$ 150,549	\$ 150,000	\$ 150,000

TOTAL EXPENDITURES	\$ 21,777,137	\$ 23,035,322	\$ 22,362,531	\$ 24,347,708	\$ 26,550,000
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Excess of Revenues Over/Under Expenditures	\$ 225,130	\$ 437,119	\$ 1,986,358	\$ 2,067,494	\$ 850,000
Other Financing Sources (Uses)					
*Operating Transfer In:					
*Operating Transfer Out:	\$ 313,765	\$ 665,245	\$ 1,584,413	\$ 1,400,000	\$ 850,000

BEGINNING

FUND BALANCE	\$ 2,893,256	\$ 2,804,621	\$ 2,734,015	\$ 2,973,908	\$ 3,641,402
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*PRIOR PERIOD

ADJUSTMENTS	\$ 157,520	\$ (162,052)	\$ -	\$ -	\$ -
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FUND BALANCE	\$ 2,804,621	\$ 2,734,015	\$ 2,973,908	\$ 3,641,402	\$ 3,641,402
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*Please Explain: Transfers to cover Cross Insurance Arena expenses, CIP Funds, and also Accrued Benefits paid out, are all treated as Operating Transfers Out.

BUDGETED EXPENDITURES FOR LAST THREE FISCAL YEARS

	1/1/2018	1/1/2019	1/1/2020
Gross Budgeted Dollars	\$ 24,349,075	\$ 25,521,922	\$ 26,538,794

DEBT INFORMATION

Complete for SAD and each City/Town in the District

Debt Statement - Most current as of: 12/31/2019

GENERAL OBLIGATION BONDS		Principal Amount Outstanding
Issued Through the Bond Bank		
None	\$	-
Other Issuances, outside the Bond Bank <i>(list principal/interest info on Pg. 8)</i>		
2012, 214, 2016, 2018 Issuances	\$	37,455,000.00
		\$ -
LOAN REQUESTS		Principal Amount Outstanding
Loan amount being requested through the Bond Bank <i>(this application)</i>		
		\$ -
		\$ -
Loan amount being requested through other sources <i>(e.g., USDA)</i>		
		\$ -
		\$ -

Total Direct Debt \$ 37,455,000.00

Overlapping Debt

List all governmental units that have overlapping jurisdiction (county, school district, town, fire district, water, sewer, utility, etc.) with your own unit and the amount of debt owed by each. Please indicate the amount and percent of outstanding debt for which your community is liable.

Name of Governmental Unit	Outstanding Bonded Debt	Your % of Outstanding Debt	Your \$ share of Outstanding Debt
None (nice to be County!)		%	\$
		%	\$
		%	\$

Total Overlapping Debt \$ -

Total Direct Debt and Overlapping Debt \$ 37,455,000.00

Do you belong to the Maine State Retirement System? Yes No
 If yes, what is the amount of the unfunded liability? \$ 8,176,464.00

If no, does the municipality provide a retirement system? Yes No
 If yes, please provide the most current estimate of any unfunded pension liability.

TAX INFORMATION

Tax Rate and Tax Collections *SAD's to complete for each City/Town in the District*

Fiscal Year	Tax Rate (Per \$1,000 of Assessed Value)	Total Taxes Billed	Collected by End of Fiscal Year		Collected by End of Second Year	
			Dollar Amount	% of Tax Levy	Dollar Amount	% of Tax Levy
2014	\$ 0.66	\$ 25,413,304.00	\$ 25,413,304.00	100.000%	\$ 25,413,304.00	100.000%
2015	\$ 0.68	\$ 26,773,596.00	\$ 26,773,596.00	100.000%	\$ 26,773,596.00	100.000%
2016	\$ 0.68	\$ 27,644,523.00	\$ 27,644,523.00	100.000%	\$ 27,644,523.00	100.000%
2017	\$ 0.69	\$ 29,283,062.00	\$ 29,283,062.00	100.000%	\$ 29,283,062.00	100.000%
2018	\$ 0.69	\$ 30,612,625.00	\$ 30,612,625.00	100.000%	\$ 30,612,625.00	100.000%
2019	\$ 0.69	\$ 32,141,295.00	\$ 32,141,295.00	100.000%	\$ 32,141,295.00	100.000%

Property Valuations *SAD's to complete for each City/Town in the District*

Year Ending (Most Recent Year)	Local Assessed Value (Real Estate + Personal Property)	State Assessed Value
12/31/2019	NA	\$ 46,892,350,000.00

Date of Last Re-evaluation: NA / /

Composition of Tax Base: Please provide current fiscal year estimates for the following:

% Commercial and Industrial NA%

% Residential NA%

Tax Due Dates: 9/1/2017

Penalties and/or interest charged on overdue taxes: 7.00%

Basis of Accounting (check one) Cash Modified Accrual Full Accrual

ECONOMIC INFORMATION

Ten Largest Taxpayers of Municipality (SAD's will need to complete for each City/Town)

Taxpayer	Type of Business	Current Year Assessed Value	% of Total Assessed Value taxpayer assessed value divided by town/city's total assessed value
Portland	Municipality	\$ 9,687,850,000	20.660%
Scarborough	Municipality	\$ 4,313,600,000	9.199%
South Portland	Municipality	\$ 4,380,100,000	9.341%
Falmouth	Municipality	\$ 2,532,600,000	5.401%
Brunswick	Municipality	\$ 2,319,900,000	4.947%
Westbrook	Municipality	\$ 2,144,350,000	4.573%
Cape Elizabeth	Municipality	\$ 2,125,200,000	4.532%
Windham	Municipality	\$ 2,095,000,000	4.468%
Harpswell	Municipality	\$ 1,931,200,000	4.118%
Gorham	Municipality	\$ 1,806,250,000	3.852%

Are you anticipating any changes in the largest taxpayer? Yes No

If yes, why?

Five Largest Employers in your Community (SAD's to complete for each City/Town)

Employer	Type of Business	# of Employees
MaineHealth	Health Care	10267
LL Bean	Retail	4721
Unum Provident	Insurance	2902
Hannaford Bros	Grocery	2749
Mercy Hospital	Hospital	1386

Yes No Are any of these employers expected to make major changes in workforce or operations?

If yes, why?

Yes No Are there any other factors that have occurred since the date of the last annual report or financial statements that would significantly affect your revenue, expenditures or overall financial

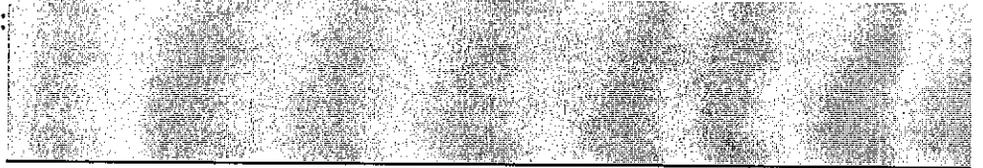
If yes, please list:

Yes No There is pending litigation in excess of \$10,000. If yes, we will need a statement from your local legal counsel about any such lawsuit.

ECONOMIC INFORMATION *(continued)*

Yes No There is in place in your community or pending before the governing body, a limitation on the ability of governmental unit to raise, through taxes or rates, or expend from revenues, funds necessary to pay the costs incurred if you issue the debt called for in this application. *If yes, please provide a copy of the ordinance or proposed governmental unit action, explaining the possible limitation.*

Yes No Other-please explain:



Yes No Are there any limitations (e.g., local ordinance, statutory, or regulation) governing the amount of bonded or general obligation debt that you may incur?

If yes, please explain:

County Charter places limits on annual borrowing, but this issuance comes nowhere near the limits. It is .01% of state equalized valuation, which would be \$4.6 Million at present valuation.

Maine

Cumberland County

Finance Office

(207-699-1988)

142 Federal Street, Portland, Me. 04102

Alex Kimball

Deputy Manager, Finance & Administration

STAFF REPORT

CUMBERLAND COUNTY FINANCE OFFICE

TITLE: 2012 Bond Re-issuance

COUNTY MANAGER COMMENTS:

Background:

When the 2012 combined CIA and County CIP Bond was issued for an overall amount of \$35,775,000, it was for fully Tax-Exempt bonds, and had an average rate of 3.2%. Shortly after the issuance of the bonds, two policy issues arose that had potential impacts on the issuance.

The first was that the IRS began to pay greater attention to the tax exempt status of stadium bonds. Their issue was that if the bonds tended to benefit a private entity such as the sports team that primarily used the stadium, and not so much the taxpayers themselves, then the bonds weren't really suitable as tax-exempt. In the case of the CIA, how the IRS would interpret our current setup is open to debate, given that a great deal of the revenue generated does go to the Maine Mariners, but nothing close to larger sole-use venues. While it is far less likely that the CIA would run afoul of this regulation than other arenas, it is nonetheless an outstanding source of uncertainty.

The second issue was that refinancing of tax-exempt bonds was eliminated a few years ago, to the great dismay of municipalities and counties around the country. This was done to allow the lenders to preserve the value of their investments. As a result, the only way that our 2012 issuance could be refinanced was as a taxable bond.

Then in the fall of 2019, the rates for taxable bonds dropped well below prior years, and suddenly it was actually worthwhile financially to do a re-issuance. However, no sooner did we start the process on this reissuance, than rates rebounded and we halted the process. Then rates promptly dropped again, and then rebounded again just as soon as

we said go, again. This all leads to last week, when rates once again dropped down as low as September 2019.

A few things make this particular time different. First is that the rates overall were on a longer decline prior to last week, suggesting that this is truly a more long-term trend. The second is that the most recent drop was due to concerns about the economic impacts of the Coronavirus outbreak. While recent news has suggested that the outbreak will be brought under control eventually due to the worldwide containment and treatment efforts, it is those very efforts that are going to negatively impact the global economy for the next few months at a minimum. While the fears of the virus itself may calm down quickly, the negative economic impacts of 50 million people placed on near house arrest will be very real and will linger. As a result, we are going to move quickly to do this re-issuance while it is still cost-effective.

Issue:

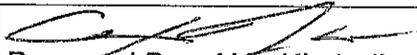
A formal motion from the Commissioners to authorize the re-issuance is needed, and is attached.

Fiscal Impact:

When we started the ball on this process on February 1st, the savings over the life of the bonds was over \$800,000. As the market has recovered since that date, those savings have ticked much lower, but we are still in the realm of savings at present.

Recommendation:

Commissioners move to authorize the County Treasurer to proceed with a re-issuance of the 2012 Bonds, as written on the attached document.


Prepared By: Alex Kimball
Deputy Manager, Fin & Admin

Dated February 6, 2020

RESOLUTION OF THE BOARD OF COMMISSIONERS OF CUMBERLAND COUNTY, MAINE
AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$27,580,000 2020 GENERAL
OBLIGATION REFUNDING BONDS (FEDERALLY TAXABLE)

WHEREAS, the voters of County of Cumberland, Maine (the "County"), at a statewide election duly called and held November 8, 2011 pursuant to the provisions of Title 30-A, Sections 934 and 938 of the Maine Revised Statutes, approved (the "Referendum Approval") the issuance of general obligation bonds of the County in an amount not to exceed \$33,000,000 to fund the costs of improvements to the Cumberland County Civic Center (the "Civic Center Project") and delegated authority to the Board of Commissioners of the County to determine other details of such bonds;

WHEREAS, the Board of Commissioners of the County, at meetings duly called and held on May 14, 2012 and June 19, 2012, approved, and ratified the approval of, the issuance of general obligation bonds of the County in an amount not to exceed \$35,775,000 to fund the costs of certain projects in the County's Capital Improvement Program (the "CIP Projects") and the Civic Center Project (collectively, the "Projects");

WHEREAS, as authorized, the Board of Commissioners of the County, issued, sold and delivered the County's 2012 General Obligation Bonds (the "2012 Bonds") to fund the costs of the Projects;

WHEREAS, the Charter of the County (the "Charter") provides, pursuant to Section 3.8.1.3.3, that the Board of Commissioners is authorized to utilize any and all financial instruments that create an advantage for serving its citizens; and

WHEREAS, the Board of Commissioners propose to advance refund the 2012 Bonds through the issuance of taxable general obligation refunding bonds of the County, for a net present value savings on debt service over the life of the bonds.

NOW, THEREFORE, BE IT VOTED AND RESOLVED BY THE BOARD OF COMMISSIONERS OF CUMBERLAND COUNTY, MAINE AS FOLLOWS:

RESOLVED: That the Board of Commissioners hereby ratifies its prior actions approving the Projects and authorizes the advance refunding of the principal and any accrued interest outstanding on the 2012 Bonds and purchase of eligible escrow securities for such purpose with the proceeds of the 2020 General Obligation Refunding Bond (Federally Taxable) issue; and further

RESOLVED: That pursuant to the provisions of the Sections 934 and 938 of Title 30-A of the Maine Revised Statutes, as amended, the Charter, the Referendum Approval, and all other authority thereto enabling, and to advance refund the 2012 Bonds and provide for costs of issuance thereof, the Treasurer of the County is hereby authorized and empowered in the name and on behalf of the County to issue refunding bonds in an aggregate principal amount not to exceed \$27,580,000, plus any additional premium (the "Refunding Bonds"), which Refunding Bonds must have a net present value savings over the life of such Refunding Bonds, to be signed by the Treasurer and countersigned by the Chairman of the Board of Commissioners and sealed with the seal of the County attested by its Clerk, and otherwise be in such form and containing such other terms and provisions as the officers executing the same may approve, their approval to be conclusively evidenced by their execution thereof; and further

RESOLVED: The Treasurer and the Manager of the County be and hereby are authorized and empowered, in the name and on behalf of the County, to execute and deliver, under the seal of the County, attested by its Clerk, such agreements, documents and other

instruments as the Treasurer or County Manager may deem necessary or appropriate in order to effect the issuance, sale, delivery, of the Refunding Bonds, and any future refinancing thereof that provides savings, and the advance refunding of the 2012 Bonds including the purchase of eligible escrow securities, such agreements and documents and other instruments to contain such terms and provisions, not contrary to the general tenor hereof, as the Treasurer or County Manager may approve, their approval to be conclusively evidenced by their execution thereof; and further

RESOLVED: That the Refunding Bonds shall be issued as general obligations of the County payable from County taxes apportioned upon the municipalities within the County and for which payment the full faith and credit and the taxing power of the County are hereby pledged; and further

RESOLVED: That the County covenants and agrees that it will at all times so long as any Refunding Bonds are outstanding, issue warrants for, assess, apportion and collect taxes, the amount of which, together with all other monies available to the County, will be fully sufficient to permit the performance of all of the covenants and obligations for the County established herein and in the Refunding Bonds, including payment of principal of and interest on the Refunding Bonds as and when due.

**COUNTY OF CUMBERLAND, MAINE
COMMISSIONER CERTIFICATE OF ACKNOWLEDGEMENT**

The Undersigned attests to having read and reviewed the Public Offering Statement drafted in connection with the **County of Cumberland, Maine 2020 General Obligation Refunding Bonds (Federally Taxable)**.

To the best of the knowledge and belief of the Undersigned, this Public Offering Statement does not contain any untrue statement of fact and does not omit any fact necessary to make the statements herein. In light of the circumstances under which they were made, such statements of fact are not misleading, subject to the condition that while information in the Public Offering Statement obtained from sources other than the County is not guaranteed as to accuracy, completeness or fairness, the Undersigned has no reason to believe that such information is materially inaccurate or misleading.

Dated:

Name:
Commissioner, County of Cumberland

Maine
Cumberland County

CUMBERLAND COUNTY COMMISSIONERS
POSITION PAPER OF THE COUNTY MANAGER

Date: February 10, 2020

Subject: Transferring 2019 Year End Fund Balance

Position:

The 2019 budget ended December 31, 2019. Now two months into the new budget, staff has a strong understanding of where the County landed on expenditures and revenues for 2019. The unaudited final expenditure and revenue lines show positive signs, allowing staff to explore transferring some of these funds into a reserve account in order to take care of capital items that have come to the forefront over the last three months and were not able to be funded in the 2020 budget.

The County has had a long-standing Strategic Planning Reserve, which has allowed projects throughout the year to be funded that were not considered in that year's general fund allocation. Currently this Reserve has a balance of \$1,800.00 and not at the level of funding, it should be; therefore, I request the Commissioners consider transferring \$559,000 of the 2019 year-end fund balance to the Strategic Planning Reserve.

The funding would be set aside in the Reserve, allowing the following projects to receive funding:

Amending the Pay Plan	\$ 20,000
Jail Camera Window 7 Conversion	\$144,000
Legal Fees	\$ 75,000
Jail Windows 7 computers (7)	\$ 35,000
County Broadband	\$250,000
Parking Garage Firewall Software	\$ 10,000
Miscellaneous Expenditures	<u>\$ 25,000</u>
	\$559,000

Amending Pay Plan – The Non-Union Pay Plan is in serious need of review and amending as it simply does not work correctly and has not since adoption. The review is not intended to move employees to greater/lesser pay.

Jail Camera System – Camera system is from Geutebruck. Consists of five Server stations with Raid 6 video storage. These five servers are running on Windows 7 server software and supports 155 licenses for 155 cameras. Also runs perimeter analytics around the jail exterior. Geutebruck is not supporting the Windows 7 machines with technical software support. Parts for these servers are hit or miss for availability. If one fails will need to upgrade to Windows 10 machines. Current Cameras will work on either Software versions and are still available. Cost to change the five servers is \$144,000.

Legal Fees – Covering legal fees associated with employee issues over time.

Jail Computers - Current systems that are affected by Windows 7 no longer being supported are in order of importance. First is MTI Door control located at the jail , responsible for controlling over 700 doors along with all lighting, power devices and voice verification. This is done by over 1100 addressable modules, which are controlled from 11 locations. The two factors are the 11 PCs that are no longer supported by Windows 7 are no longer supported by MTI. No parts or software database support currently is available with failure of our existing system. The 11 PCs will have to be replaced to specification required to run MTI Applications 4 on Windows 10 and upgraded 11 Embedded Controllers. Next factor is the new replacement modules mentioned for the 1100 controlling addresses do not work on our existing Windows 7 system do to clock speed and MTI is not able to correct this problem. Older modules are very difficult to find. Good thing is the older modules are able to run on the Windows 10 upgraded system. Cost for this upgrade to Windows 10 is \$80,000. We will be using existing Facilities funding to offset the cost. Request is \$35,000.

County Broadband – furthering the Goal of the Commissioners to expand broadband coverage throughout the County.

Parking Garage Firewall Software – the firewall has come to the end of its support from the manufacturer and needs to be replaced.

Misc. – Anything that pops up over the next 10 months that needs to be addressed and was not in the 2020 budget.

Recommendation:

Transfer \$559,000 from the 2019 Year-end Fund Balance to the Strategic Planning Reserve.


County Manager

Maine
Cumberland **County**

**CUMBERLAND COUNTY COMMISSIONERS
POSITION PAPER OF THE COUNTY MANAGER**

Date: February 10, 2020

Subject: Amending Commissioner By-Laws

Position:

In December, the County Commissioners voted to authorize the County Manager to begin the process in changing from a calendar year budget to a fiscal year budget (July – June). Since the vote staff has notified town/city managers and mayors/chairs of each community in Cumberland County. Staff have fielded a number of calls for budgeting clarification from the towns over the last month.

To codify the change, staff brings forward a request to amend the Commissioners By-Laws dated December 2011. The Charter references the By-Laws for the governance of when the County’s budget year shall be. By amending the By-Laws, the Commissioners are establishing policy that come July 1, 2021 the County will be changing to a fiscal year.

County Charter Chapter 5 Finance, Section 5.2 states “Fiscal Year: The fiscal year of the County shall be determined in the Bylaws.”

County Commissioner Bylaws Chapter 5 Finance, Section 5.2 states “Fiscal Year: The fiscal year of the County shall be January 1 to December 31.

Suggested Amendment:

County Commissioner Bylaws Chapter 5 Finance, Section 5.2 states “Fiscal Year: The fiscal year of the County shall be ~~January 1 to December 31~~ July 1st to June 30th.”

The transition year is January 1, 2021. The creation of a 6-month budget for January 1, 2021 to June 30, 2021. Subsequently a 12-month budget will be created covering July 1, 2021 to June 30, 2022. The 6-month budget will be pro-rated over one to five years

dependent upon the wishes of individual municipalities. The prorated budget will be included in the annual fiscal year Warrant until such time the 6-month budget is fully funded.

The By-Laws require two readings for amendments to take effect. We request first reading on February 10th and the second reading on March 9th.

Recommendation:

Approve as first reading and set March 9, 2020 as second reading and final action.



County Manager