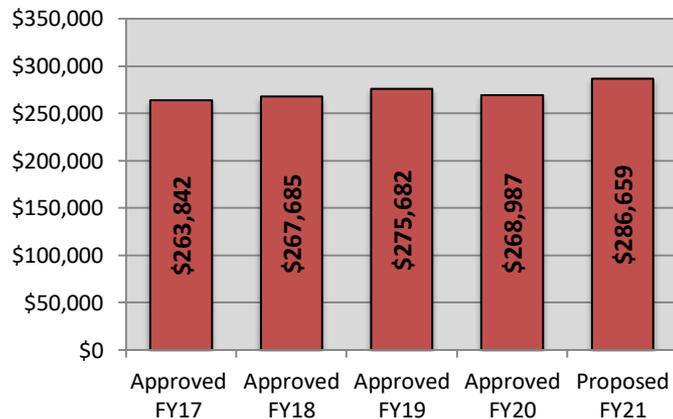


# Town Council Budget Appropriation Order 2020-161

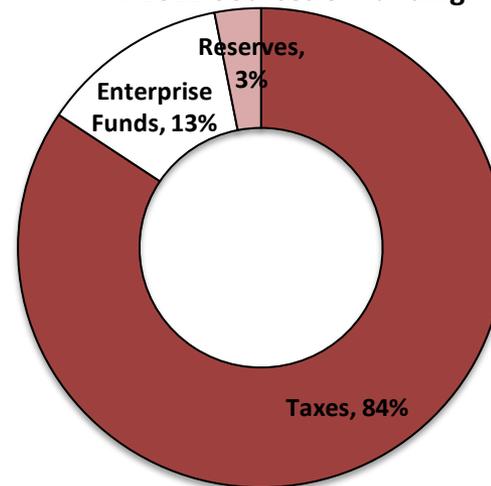
Town Council Category	Actual FY 2019	Projected FY 2020	Approved FY 2020	Proposed FY 2021	Change FY20 - 21	Percent Change
Taxes	\$230,428	\$212,341	\$219,089	\$241,825	\$22,736	10.38%
Interest and Other	-	59	-	-	-	0.00%
Enterprise Funds	32,645	49,898	49,898	36,022	(13,876)	-27.81%
Reserves	5,000	-	-	8,812	8,812	0.00%
<b>Total Sources</b>	<b>\$268,073</b>	<b>\$262,298</b>	<b>\$268,987</b>	<b>\$286,659</b>	<b>\$17,672</b>	<b>6.57%</b>

Expenditure Category	Actual FY 2019	Projected FY 2020	Approved FY 2020	Proposed FY 2021	Change FY20 - 21	Percent Change
Personnel	\$240,350	\$238,000	\$238,537	\$259,237	\$20,700	8.68%
Operating Expenses	27,723	24,298	30,450	27,422	(3,028)	-9.94%
<b>Total Appropriation</b>	<b>\$268,073</b>	<b>\$262,298</b>	<b>\$268,987</b>	<b>\$286,659</b>	<b>\$17,672</b>	<b>6.57%</b>

**Town Council Budget History**



**FY 2021 Sources of Funding**



# Town Council Budget Appropriation Order 2020-161

Budget Reconciliation	Personnel	Operating	Totals
<b>FY 2020 Approved Budget</b>			<b>\$268,987</b>
Cost of Grade Change and Contractual Obligations	9,755	-	<b>9,755</b>
One-time Payment for Missed Performance Evaluation	8,812	-	<b>8,812</b>
<b>FY 2021 Budget Changes</b>			
1. Part-time Coverage	2,133	-	<b>2,133</b>
2. Training & Conferences Budget Reduction	-	(3,028)	<b>(3,028)</b>
<b>FY 2021 Proposed Budget</b>	<b>20,700</b>	<b>(3,028)</b>	<b>\$286,659</b>

## **ORDERED:**

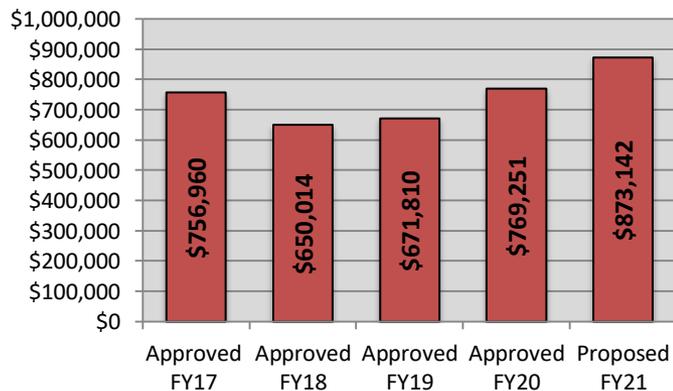
That the sum of \$286,659 be appropriated for the purpose of funding the Town's FY 2021 Town Council budget and to meet such appropriation, that \$277,847 be raised from current year revenue, that \$8,812 be transferred from the General Fund reserves, as presented to the Town Council by the Town Manager.

# Town Manager Budget Appropriation Order 2020-162

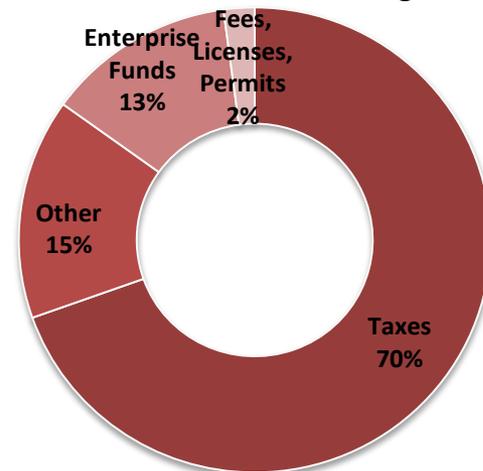
Town Manager Category	Actual FY 2019	Projected FY 2020	Approved FY 2020	Proposed FY 2021	Change FY20 - 21	Percent Change
Taxes	\$406,967	\$453,219	\$479,880	\$607,455	\$127,575	26.58%
Fees, Licenses, Permits	18,034	15,555	16,900	18,487	1,587	9.39%
Interest and Other	159,661	144,028	149,000	134,000	(15,000)	-10.07%
Enterprise Funds	81,566	123,471	123,471	113,200	(10,271)	-8.32%
<b>Total Sources</b>	<b>\$666,228</b>	<b>\$736,273</b>	<b>\$769,251</b>	<b>\$873,142</b>	<b>\$103,891</b>	<b>13.51%</b>

Expenditure Category	Actual FY 2019	Projected FY 2020	Approved FY 2020	Proposed FY 2021	Change FY20 - 21	Percent Change
Personnel	568,832	636,563	639,451	754,342	\$114,891	17.97%
Operating Expenses	97,396	99,710	129,800	118,800	(11,000)	-8.47%
<b>Total Appropriation</b>	<b>\$666,228</b>	<b>\$736,273</b>	<b>\$769,251</b>	<b>\$873,142</b>	<b>\$103,891</b>	<b>13.51%</b>

Town Manager Department  
Budget History



FY 2021 Sources of Funding



# Town Manager Budget Appropriation Order 2020-162

Budget Reconciliation	Personnel	Operating	Totals	FTE
<b>FY 2020 Approved Budget</b>			<b>\$769,251</b>	
Contractual Obligations Net of Staff Turnover	5,441	-	<b>5,441</b>	-
<b>FY 2021 Budget Changes</b>				
1. Communications Director Position	21,391	-	<b>21,391</b>	0.60
2. Transfer Web Developer Position	88,059	-	<b>88,059</b>	1.00
3. Citizens Academy Budget Reduction	-	(6,000)	<b>(6,000)</b>	-
4. Training & Conferences Budget Reduction	-	(5,000)	<b>(5,000)</b>	-
<b>FY 2021 Proposed Budget</b>			<b>\$873,142</b>	<b>1.60</b>

## **ORDERED:**

That the sum of \$873,142 be appropriated for the purpose of funding the Town's FY 2021 Town Manager budget as presented to the Town Council by the Town Manager.

# PEG Enterprise Fund Budget Appropriation Order 2020-163

Public, Educational, Government (PEG)	Actual	Projected	Approved	Proposed	Change	Percent
Source of Funding	FY 2019	FY 2020	FY 2020	FY 2021	FY20 - 21	Change
Fees, Licenses, Permits	\$814,704	\$895,000	\$813,000	\$798,000	(\$15,000)	-1.85%
Interest and Other	39,641	35,000	25,000	25,000	-	0.00%
<b>Total Operating Source of Funding</b>	<b>\$854,345</b>	<b>\$930,000</b>	<b>\$838,000</b>	<b>\$823,000</b>	<b>(\$15,000)</b>	<b>-1.79%</b>

Expenditure Category						
Personnel	\$283,536	\$325,000	\$334,809	\$328,554	(\$6,255)	-1.87%
Benefits	70,977	79,859	89,187	84,944	(4,243)	-4.76%
Operating Expenses	390,982	316,955	390,517	376,788	(13,729)	-3.52%
Capital Outlay	72,707	38,256	42,000	30,000	(12,000)	-28.57%
Transfers Out	23,156	21,347	21,347	20,744	(603)	-2.82%
<b>Total Operating Budget</b>	<b>\$841,358</b>	<b>\$781,417</b>	<b>\$877,860</b>	<b>\$841,030</b>	<b>(\$36,830)</b>	<b>-4.20%</b>

<b>Excess (Deficiency) Cash Basis</b>	<b>\$12,987</b>	<b>\$148,583</b>	<b>(\$39,860)</b>	<b>(\$18,030)</b>	<b>\$21,830</b>
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PEG Enterprise Fund  
Budget History



# PEG Enterprise Fund Budget Appropriation Order 2020-163

Budget Reconciliation	Personnel	Operating	Capital Outlay	Totals	FTE
<b>FY 2020 Approved Budget</b>				<b>\$877,860</b>	
Contractual Obligations Net of Staff Turnover	450	-	-	<b>450</b>	-
Change in Indirect Costs	(1,095)	(607)	-	<b>(1,702)</b>	
One-Time Charges	(3,148)	-	(42,000)	<b>(45,148)</b>	-
<b>FY 2021 Budget Changes</b>					
1. Temporary Positions Budget Reduction	(30,000)	-	-	<b>(30,000)</b>	-
2. Communications Director	49,928	-	-	<b>49,928</b>	0.40
3. Reallocated Dir. of Community Services Salary	(26,633)	-	-	<b>(26,633)</b>	(0.25)
4. B2B School Channel 22 Transfer Reduced	-	(13,725)	-	<b>(13,725)</b>	-
5. Barnstable High School B2B TV Studio	-	-	30,000	<b>30,000</b>	-
<b>FY 2021 Proposed Budget</b>	<b>(\$10,498)</b>	<b>(\$14,332)</b>	<b>(\$12,000)</b>	<b>\$841,030</b>	<b>0.15</b>

## ORDERED:

That the sum of \$841,030 be appropriated for the purpose of funding the Town's FY 2021 Public, Education & Government (PEG) Access Channels Enterprise fund budget, and to meet such appropriation that \$823,000 be raised from the Enterprise Fund revenues, and that \$18,030 be transferred from the PEG Enterprise Fund reserves.

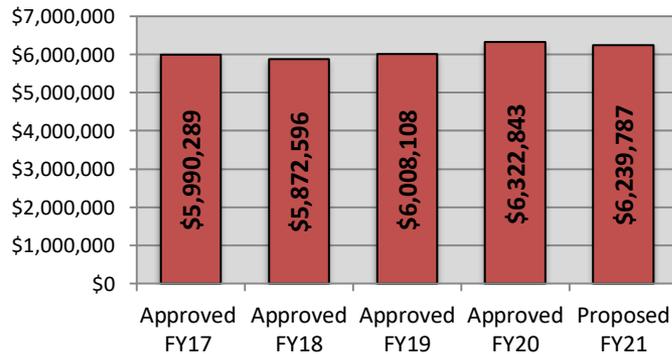
# Administrative Services Department Budget Appropriation Order 2020-164

Administrative Services Dept. Category	Actual FY 2019	Projected FY 2020	Approved FY 2020	Proposed FY 2021	Change FY20 - 21	Percent Change
Taxes	\$1,722,905	\$1,476,191	\$2,997,498	\$3,347,250	\$349,752	11.67%
Intergovernmental	319,991	319,856	323,505	323,505	-	0.00%
Fines, Forfeitures, Penalties	1,590,629	2,168,586	1,204,000	995,000	(209,000)	-17.36%
Fees, Licenses, Permits	289,448	259,378	267,700	213,994	(53,706)	-20.06%
Charges for Services	144	229	-	-	-	0.00%
Interest and Other	1,099,392	1,103,608	621,678	521,500	(100,178)	-16.11%
Enterprise Funds	781,298	745,962	745,962	770,803	24,841	3.33%
Reserves	-	-	162,500	67,735	(94,765)	-58.32%
<b>Total Sources</b>	<b>\$5,803,807</b>	<b>\$6,073,810</b>	<b>\$6,322,843</b>	<b>\$6,239,787</b>	<b>(\$83,056)</b>	<b>-1.31%</b>

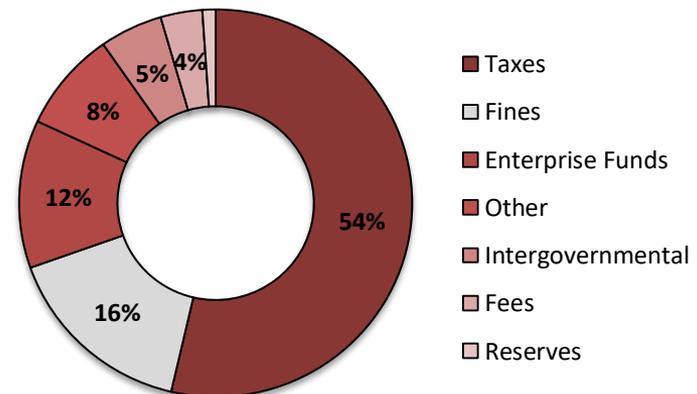
  

Expenditure Category	Actual FY 2019	Projected FY 2020	Approved FY 2020	Proposed FY 2021	Change FY20 - 21	Percent Change
Personnel	\$4,461,157	\$4,642,657	\$4,724,153	\$4,644,658	(\$79,495)	-1.68%
Operating Expenses	1,227,913	1,242,153	1,409,690	1,490,129	80,439	5.71%
Capital Outlay	114,737	189,000	189,000	105,000	(84,000)	-44.44%
<b>Total Appropriation</b>	<b>\$5,803,807</b>	<b>\$6,073,810</b>	<b>\$6,322,843</b>	<b>\$6,239,787</b>	<b>(\$83,056)</b>	<b>-1.31%</b>

Administrative Services Department  
Budget History



Percentage of FY21 General Fund Budget



# Administrative Services Department Budget Appropriation Order 2020-164

Budget Reconciliation	Personnel	Operating	Capital Outlay	Totals	FTE
<b>FY 2020 Approved Budget</b>				<b>\$6,322,843</b>	
Contractual Obligations Net of Staff Turnover	(26,803)	-	-	<b>(26,803)</b>	-
One-time Charges	-	-	(84,000)	<b>(84,000)</b>	-
<b>FY 2021 Budget Changes</b>					
1. Legal Clerk Position Reduced Hours	(13,174)	-	-	<b>(13,174)</b>	(0.20)
2. Temporary Positions Budget Reduction	(25,818)	-	-	<b>(25,818)</b>	-
3. Overtime Budget	(13,700)	-	-	<b>(13,700)</b>	-
4. Various Budget Line Items	-	(71,400)	-	<b>(71,400)</b>	-
5. Transfer Vehicle Lease	-	(3,600)	-	<b>(3,600)</b>	-
6. Drug Test Monitoring	-	3,600	-	<b>3,600</b>	-
7. Driver Licenses Monitoring	-	7,250	-	<b>7,250</b>	-
8. MPA Program	-	40,000	-	<b>40,000</b>	-
9. Vision Appraisal Software	-	67,735	-	<b>67,735</b>	-
10. Software Licenses	-	30,854	-	<b>30,854</b>	-
11. Utility Valuation	-	6,000	-	<b>6,000</b>	-
<b>FY 2021 Proposed Budget</b>	<b>(\$79,495)</b>	<b>\$80,439</b>	<b>(\$84,000)</b>	<b>\$6,239,787</b>	<b>(0.20)</b>

## ORDERED:

That the sum of \$6,239,788 be appropriated for the purpose of funding the Town's FY 2021 Administrative Services Department budget, and to meet such appropriation, that \$6,172,053 be raised from current year revenue, and that \$67,735 be transferred from the General Fund reserves, as presented to the Town Council by the Town Manager.

# Town Council Reserve Fund

## Appropriation Order 2020-165

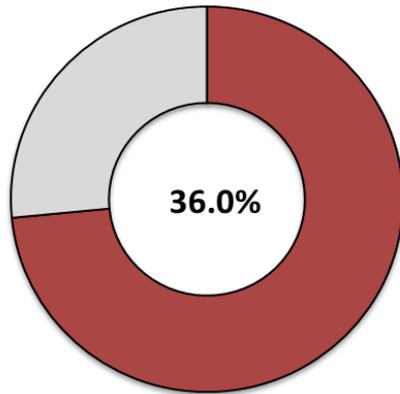
Chapter 40 §5A of the General Laws allows for the establishment of a reserve fund for extraordinary or unforeseen expenditures. The reserve fund may not exceed 5 percent of the tax levy, or currently \$6.1 million. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted on by the Town Council.

This allows the town to respond faster to situations on a smaller scale such as replacing the evaporative condenser at the Hyannis Youth & Community Center. A typical appropriation order takes 2 readings before the Town Council and then there is a 30 day waiting period before the funds become available. A transfer from this reserve can be acted upon when first introduced to the Council, and if approved, become available immediately for contracting.

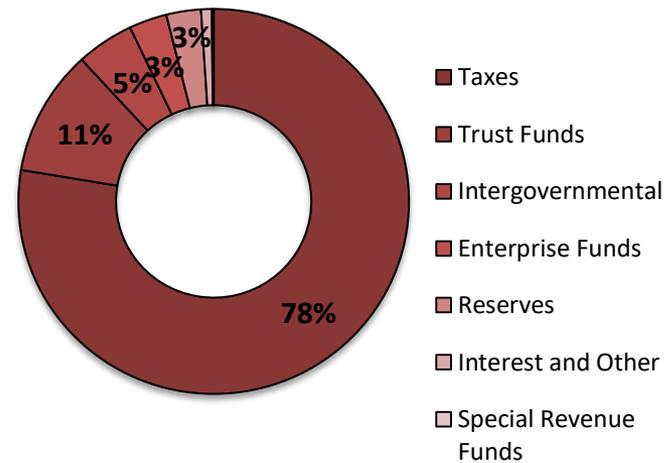
Any remaining funds in this account at the end of the fiscal year are closed to the General Fund reserves and do not carry over to the subsequent year. The Council approved a Reserve Fund of \$250,000 for FY20 and the balance remaining in the appropriation is \$159,000. \$91,000 was used for the condenser replacement at the HYCC.

# Other Requirements Budget Appropriation Order 2020-166

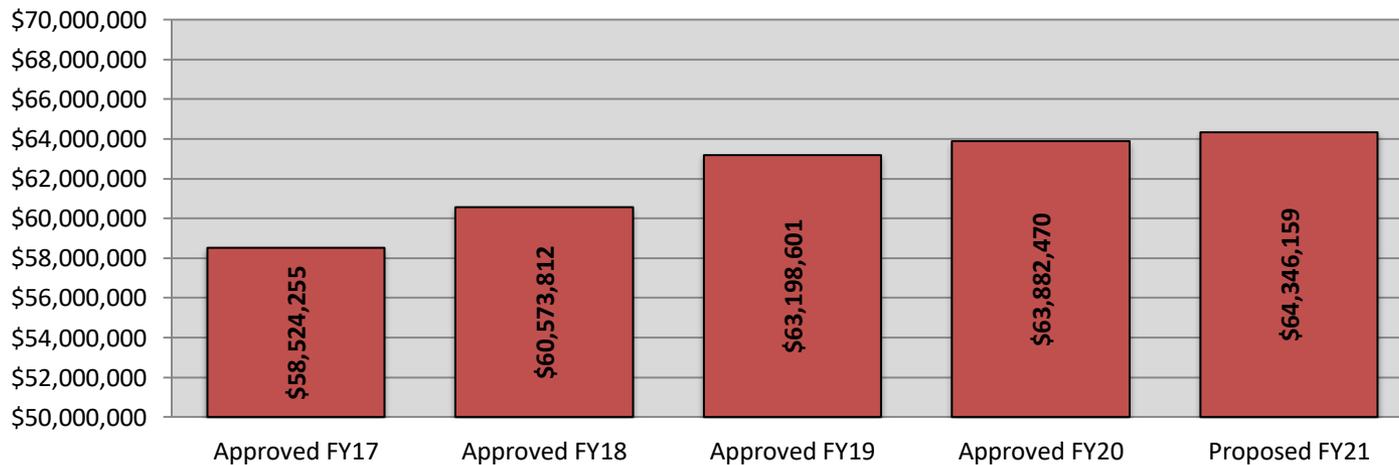
Percentage of FY21 General Fund Budget



Other Requirements Source of Funding



Other Requirements Budget History



# Other Requirements Budget Appropriation Order 2020-166

Employee Benefits	Actual FY 2019	Projected FY 2020	Approved FY 2020	Proposed FY 2021	Change FY20 - 21	Percent Change
Retirement Assessments	\$ 9,308,023	\$ 10,364,345	\$ 10,364,345	\$ 10,602,208	\$ 237,863	2.30%
OPEB Contribution	500,000	500,000	550,000	600,000	50,000	9.09%
Health Insurance for Active Employees	7,539,428	7,800,000	8,362,536	7,993,371	(369,165)	-4.41%
Retiree Health & Sick Benefits	4,074,804	4,646,884	4,646,884	4,950,958	304,074	6.54%
Workers' Compensation & Unemployment	1,511,171	1,530,250	1,600,000	1,200,000	(400,000)	-25.00%
Medicare & Life Insurance	1,177,496	1,186,000	1,190,400	1,237,616	47,216	3.97%
<b>Subtotal</b>	<b>\$24,110,922</b>	<b>\$26,027,479</b>	<b>\$26,714,165</b>	<b>\$26,584,153</b>	<b>(130,012)</b>	<b>-0.49%</b>
Less Retired Teachers' Health Insurance	-249,407	(2,820,024)	(2,820,024)	(2,980,058)	(160,034)	-5.67%
<b>Appropriation Amount</b>	<b>\$21,616,852</b>	<b>\$23,207,455</b>	<b>\$23,894,141</b>	<b>\$23,604,095</b>	<b>(290,046)</b>	<b>-1.21%</b>

<b>Debt Service</b>	\$ 9,970,663	\$ 7,152,492	\$ 7,152,492	\$ 6,567,324	(585,168)	-8.18%
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Library Grants	1,882,000	1,938,460	1,938,460	1,899,691	(38,769)	-2.00%
Tourism Grant	122,930	177,000	177,000	127,000	(50,000)	-28.25%
Property & Liability Insurance	1,780,057	1,865,000	1,860,000	1,910,000	50,000	2.69%
Celebrations	123,187	120,000	120,000	120,000	-	0.00%
Lombard Trust Rent	52,000	52,000	52,000	52,000	-	0.00%
Veterans' District Assessment & Benefit Payments	319,129	380,632	400,000	400,000	-	0.00%
Old Kings Highway	9,950	9,950	9,950	9,950	-	0.00%
Greenhead Fly Control District	5,820	5,820	5,820	5,820	-	0.00%
Regional School District Assessment	3,682,234	6,119,570	6,119,570	5,856,271	(263,299)	-4.30%
Transfer to Capital Trust Fund	9,517,045	10,191,521	10,191,521	10,442,825	251,304	2.47%
<b>Total</b>	<b>\$49,081,867</b>	<b>\$51,219,900</b>	<b>\$51,920,954</b>	<b>\$50,994,976</b>	<b>-\$925,978</b>	<b>-1.78%</b>

# Other Requirements Budget Appropriation Order 2020-166

## **ORDERED:**

That the sum of \$50,994,976 be appropriated for the purpose of funding the Town's FY 2021 Other Requirements budget, and to meet such appropriation, that \$44,100,112 be raised from current year revenue, that \$230,000 be transferred from the Pension Reserve Trust Fund, that \$6,567,324 be transferred from the Capital Trust Fund, that \$44,640 be transferred from the Embarkation Fee Special Revenue Fund, that \$52,900 be transferred from the Bismore Park Special Revenue Fund, and that the following sums be transferred from the Town's Enterprise Funds for the purpose of reimbursing administrative, employee benefit and insurance costs budgeted within the General Fund:

Water Pollution Control \$517,837

Solid Waste \$426,584

Water Supply \$192,837

Airport \$726,408

Golf Course \$477,240

Marinas \$70,961

Sandy Neck \$116,606

HYCC \$332,922

PEG \$82,542

And further, that the sum of \$1,593,648 be transferred from the General Fund reserves all for the purpose of funding the Town's FY 2021 General Fund budget as presented to the Town Council by the Town Manager.

# Community Preservation Fund Appropriation Order 2020-167

Total estimated CPF FY21 revenue	\$ 4,232,527
Reserve for Open Space/Recreation	(423,253)
Reserve for Historic Preservation	(423,253)
Reserve for Community Housing	(423,253)
Committed to Landbank debt service	(1,732,028)
FY21 CPC Administrative budget	<u>(200,000)</u>
Budget reserve	<u><u>\$ 1,030,740</u></u>

## **ORDERED:**

That, pursuant to the provisions of G. L. c. 44B § 6, for the fiscal year beginning July 1, 2020, the following sums of the annual revenues of the Community Preservation Fund be set aside for further appropriation and expenditure for the following purposes: \$423,253 for open space and recreation; \$423,253 for historic resources; \$423,253 for community housing; \$1,030,740 for a budget reserve, and that the sum of \$200,000 be appropriated from the annual revenues of the Community Preservation Fund for the administrative expenses the Community Preservation Committee, to be expended under the direction of the Town Manager, or the Community Preservation Committee with the prior approval of the Town Manager.

# Community Preservation Fund Debt Service Appropriation Order 2020-168

COMMUNITY PRESERVATION FUND INTEREST & PRINCIPAL	Payments FY 2021	Payments FY 2022	Payments FY 2023	Payments FY 2024	Payments FY 2025	Payments FY 2026	Payments FY 2027	Payments FY 2028	Payments FY 2029	Payments FY 2030
Town Hall Renovations	88,319	86,369	84,256	82,144	79,869	77,594	75,238	72,638	70,200	67,600
Land Acquisition 1 Adv Ref 6/15/2002	624,480	526,240	-	-	-	-	-	-	-	-
Advance Refund 6/15/2003 Landbank Acquisitions	104,009	100,684	96,492	-	-	-	-	-	-	-
Advance Refund 6/15/2004 Landbank Acquisitions 3	623,374	597,544	567,732	-	-	-	-	-	-	-
Advance Refund 6/15/2004 Landbank Acquisitions 2	27,375	26,500	25,500	-	-	-	-	-	-	-
Land Acquisition - 2004-105 Bone Hill \$200k Refunded	10,800	10,440	10,080	9,720	9,360	-	-	-	-	-
Land Acquisition - 06-15-05 - 2004-106 \$180k Refunded	11,040	4,640	4,480	4,320	4,160	-	-	-	-	-
Land Acquisition - Hyannis Golf \$5,500,000 Refunded	301,580	286,500	277,620	266,700	255,320	-	-	-	-	-
Land Acquisition - Archibald \$500,000 Refunded	29,370	28,410	26,450	25,530	24,610	23,690	-	-	-	-
<b>Total Community Preservation Fund</b>	<b>1,820,347</b>	<b>1,667,327</b>	<b>1,092,610</b>	<b>388,414</b>	<b>373,319</b>	<b>101,284</b>	<b>75,238</b>	<b>72,638</b>	<b>70,200</b>	<b>67,600</b>

## ORDERED:

That the Town Council hereby appropriate \$1,820,347 or the purpose of paying the FY 2021 Community Preservation Fund debt service requirements, and to meet such appropriation, that \$1,732,028 be provided from current year revenues of the Community Preservation Fund and that \$88,319 be provided from the reserve for the historic preservation program within the Community Preservation Fund.

# Sewer Construction & Private Way Fund Appropriation Order 2020-169

SEWER CONSTRUCTION & PRIVATE WAY MAINT. IMP. FUND INTEREST & PRINCIPAL	Payments FY 2021	Payments FY 2022	Payments FY 2023	Payments FY 2024	Payments FY 2025
MWPAT CWS-09-07	199,318	199,318	199,318	199,318	199,318
Sewer CWS-09-07-A Series 16	302,608	302,965	303,329	303,701	304,082
310 Main Street, Barnstable (Centerville) Acquisition (#2020-025)	54,064	48,938	47,438	45,938	44,438
1456 Falmouth Road, Route 28, Barnstable (Centerville) Acquisition (#2020-026)	29,274	24,725	23,975	23,225	22,475
<b>Total Sewer Construction &amp; Private Way Maintenance and Improvement Fund</b>	<b>585,264</b>	<b>575,945</b>	<b>574,059</b>	<b>572,182</b>	<b>570,313</b>

## **ORDERED:**

That the Town Council hereby appropriate \$585,264 for the purpose of paying the FY 2021 Sewer Construction and Private Way Improvement Fund debt service requirements, and to meet such appropriation, that \$585,264 be provided from the reserves of the Comprehensive Water Management and Private Way Fund.

# Revolving Fund Spending Limits

## Town Council Order 2020-170

### **RESOLVED:**

That the Town Council hereby authorizes the following spending limitations for fiscal year 2021 revolving funds:

Senior Services Classroom Education Fund - \$100,000

Recreation Program Fund - \$525,000

Shellfish Propagation Fund - \$200,000

Consumer Protection Fund - \$600,000

Geographical Information Technology Fund - \$10,000

Arts and Culture Program Fund - \$50,000

Asset Management Fund - \$500,000

The Consumer Protection Fund (Weights & Measures Program) increases \$200,000 to include employee benefits and vehicle and equipment replacement reserve. Contracts with 10 towns to provide payment for services rendered have been agreed to and covers additional costs.