

FY 2022 MUNICIPAL & ENTERPRISE OPERATING BUDGET RECOMMENDATIONS

PREPARED FOR THE TOWN OF CANTON FINANCE COMMITTEE

MARCH 31, 2021



FY 2022 BUDGET MILESTONE CALENDAR

By or On Date	Capital / CPA or Operating	Description	Owner
9/16/20	Capital	Capital Budget Request Memo distributed to all Dept's, Boards & Committees	Finance Director
10/9/20	CPA	All Dept's, Boards, Committees submit CPA PRE-Application funding requests to CCPC	All CPA Funding Requestors
11/9/20	Capital	Municipal Dept's, Boards & Committees submit FY '22 Capital Requests to Finance	All Dept. Heads, Boards & Committees
November '20	Capital	Municipal Dept's review their Capital Requests w/Town Administrator & Finance Director	Dept. Heads / TA / FD
11/20/20	CPA	All Dept's, Boards, Committees submit CPA FULL-Application funding requests to CCPC	All CPA Funding Requestors
11/30/20	Operating	Operating Budget Memo & Worksheets distributed to all Dept's, Boards & Committees	Finance Director
12/7 & 12/22	Capital	Municipal Dept's review their Capital Requests w/the Select Board	Dept. Heads / Select Board
12/31/20	Capital	Muni & School Balnc'd Capital Plans for FY '22 thru '26 distrib'd to Capital Planning Comm.	Finance Director
1/4/21	Operating	Municipal Dept's, Boards & Committees submit FY '22 Operating Requests to Finance	All Dept. Heads, Boards & Committees
January '21	Operating	Municipal Dept's review their Operating Requests w/Town Administrator & Finance Director	Dept. Heads / TA / FD
1/19/21	Operating	Municipal & School FY '22 Operating Requests distributed to the Finance Committee	Finance Director
1/27/21	Operating	Governor's FY '22 State Budget is released reflecting State Aid & Assessment Estimates	Governor
2/9/21	Operating	Revenue Forecasting Committee meets to establish FY '22 General Fund Revenue Est's	RFC / Finance Director
2/10/21	Operating	Voted Revenue Forecast, and Fixed Cost & Cash Capital Estimates submitted to FINCOM	Finance Director
2/24/21	Operating	FINCOM sets FY '22 School & Municipal Operating Budget Targets	Finance Committee
Feb/Mar '21	Operating	Municipal Dept's review their Operating Requests w/Select Board if Exceeding Base Budget	Dept. Heads / Select Board
Feb/Mar '21	Capital	Select Board & School Committee review their Capital Requests w/the Capital Committee	CPC / SB / SC
3/10/21	CPA	CCPC reviews their FY '22 CPA recommendations w/Finance Committee	FINCOM / CCPC
3/17/21	Capital	CPC reviews their FY '22 Capital recommendations w/Finance Committee	FINCOM / CPC
3/3 & 3/31	Operating	School Committee & Select Board review their Operating & Capital Requests w/Fincom	FINCOM / SC / SB
3/24/21	Capital	FINCOM Votes on Capital Budgets to be recommended to Annual Town Meeting	Finance Committee
4/7/21	Operating	FINCOM Votes on Operating Budgets to be recommended to Annual Town Meeting	Finance Committee
4/30/21	Rcvd by 5/8	FINCOM Report & Recommendations Finalized & Mailed to Residents	FINCOM / Finance Director
5/22/21		First Session of Annual Town Meeting. 12:30PM Memorial Field. Rain date 6/5/21	Town Leadership & Voters

MUNICIPAL GENERAL FUND OPERATING BUDGETS

- General Fund operating budget requests initially totaled \$24,247,313, a 5.78% increase.
- The Finance Committee established a Municipal budget target of \$23,663,041 following the accepted budget setting practices, reflecting a 4.1%, or \$931.6K increase over FY '21 budgets.
- After reviewing all requests the Town Administrator balanced the budget requests by reducing a net of \$584,272 in order to meet the target, which the Select Board voted to support.

SUPPORTED MUNICIPAL OPERATING BUDGET INCREASES

- \$569.9K for contractual increases (*61% of total increase*)

FINANCE / IT

- \$13.7K for a PT A/P Clerk starting mid-year
- \$32.3K for H/W, S/W, & Network Security Upgrades

POLICE

- \$111.8K for a 4th Police Lieutenant
- \$80K for Police Reform Related Training Backfill

FIRE

- \$30K for 4 FF's to attend the Training Academy
- \$20K for Structural Firefighting Gear
- \$9K increase for Fire Dept Heating Fuel
- \$7.7K for a Contractual Fire Dispatch increase

SUPPORTED MUNICIPAL OPERATING BUDGET INCREASES

DPW

- \$10K increase for Traffic Light R&M

RECREATION

- \$7.6K for Recreation Dept Minimum Wage increases

CONSERVATION

- \$23.9K for a total of 20 hours increased across 3 Conservation Dept positions

VETERANS

- \$25K for American Legion Support & Maintenance costs, to be considered separately in Article 26
- \$2.9K for increases across 4 supplies and expense accounts in the Veterans Dept

LIBRARY

- \$36.7K for increases in Library Reading Materials
- \$23K for one-time Library R&M expenses related to Flooring and HVAC
- \$6.7K for increase in Library Custodial Supplies



SUPPORTED MUNICIPAL OPERATING BUDGET INCREASES

COMMITTEES

- \$5.4K for a 5 hour Admin Support increase for the Paul Revere Heritage Committee
- \$3.5K for Diversity, Equity & Inclusion Committee Funding
- \$1K for Sustainability Committee Funding

OTHER

- \$5.4K for increases across a dozen lines and multiple dept's
- All of these increases were reduced by \$114K in base budgets due primarily to attrition in a couple of dept's (Police, BOH)

NOT SUPPORTED MUNICIPAL OPERATING BUDGET REQUESTS

HEALTH

- \$27.3K to increase Assistant Public Health Nurse hours (from 19 to 35)
 - We assume this cost will be supported by the new ARPA funds (American Rescue Plan Act) expected to be available in the next 60 days or so

DPW / STORMWATER

- \$602K in Stormwater related requests
 - The plan for Stormwater is to utilize a currently open and funded Operations Manager position in the DPW budget to spearhead the Town's Stormwater effort by determining appropriate action plans and funding strategies to be brought forward in the next budget cycle as appropriate.
 - \$20K in related Health Benefits associated with this position were added out of the Municipal target allocation.

FY 22 MUNICIPAL OPERATING BUDGETS
(3/11/21 requests - SB Voted)

DEPT #	DEPARTMENT NAME	FY 21 Base Budget	FY 21 Voted Budget	FY 22 Base Budget	Change from FY 21 Voted Budget (Contract Costs)	FY 22 Department Request	Change from FY 22 Base Budget	Explanation for Departments' Changes	Redux	Revised Change from FY 22 Base Budget	Redux Explanation	BOS Voted Budget
129	EXECUTIVE OFFICE	503,830	503,830	510,826	6,996	510,826	-			-		510,826
151	TOWN COUNSEL	297,778	299,440	299,440	-	299,440	-			-		299,440
154	HUMAN RESOURCES	187,209	190,259	191,294	1,035	191,594	300	Dues increase \$300		300		191,594
179	PLANNING DEPARTMENT	90,866	91,376	91,376	-	91,376	-			-		91,376
195	TOWN REPORTS	2,500	3,000	3,000	-	3,000	-			-		3,000
244	WEIGHTS AND MEASURES	7,500	7,500	7,500	-	7,500	-			-		7,500
910	EMPLOYEE CONTRACT BENEFIT	160,000	160,000	160,000	-	436,696	276,696	Est'd Contract Settlements \$276.7K		276,696		436,696
	TOTAL EXECUTIVE AREA	1,249,683	1,255,405	1,263,436	8,031	1,540,432	276,996			-	276,996	1,540,432
133	FINANCE DIRECTOR	229,015	229,015	229,015	-	229,115	100	Training budget incrs. \$100	-	100		229,115
135	ACCOUNTING	244,149	255,642	260,043	4,401	273,787	13,744	New 20 hour A/P clerk \$13.7K		13,744		273,787
145	TREASURER/COLLECTOR	224,759	224,759	228,619	3,860	229,119	500	Training budget incrs. \$500	-	500		229,119
155	INFORMATION SYSTEMS	505,357	595,957	595,957	-	628,302	32,345	S/W & H/W Maintenance Cost Increases \$32.3K		32,345		628,302
	TOTAL FINANCE DEPARTMENT	1,203,280	1,305,373	1,313,634	8,261	1,360,323	46,689			-	46,689	1,360,323
161	TOWN CLERK	215,970	216,645	218,809	2,164	218,809	-			-		218,809
163	ELECTIONS	56,475	66,000	66,000	-	66,000	-			-		66,000
	TOTAL TOWN CLERK	272,445	282,645	284,809	2,164	284,809	-			-		284,809
210	POLICE DEPARTMENT	5,316,463	5,464,679	5,373,314	(91,365)	5,565,150	191,836	Lieutenants increase from 3 to 4 (\$111.8K); Police Reform Related Training OT (\$80K)		191,836		5,565,150
292	ANIMAL CONTROL	137,189	137,189	138,202	1,013	138,202	-			-		138,202
	TOTAL POLICE & ANIMAL CONTROL	5,453,652	5,601,868	5,511,516	(90,352)	5,703,352	191,836			-	191,836	5,703,352
220	FIRE DEPARTMENT	5,908,873	6,045,110	6,146,066	100,956	6,204,966	58,900	4 FF's Train Acdmy (\$30K); Structural FF Gear (\$20K); Heating Fuel Incrs. (\$9K);		58,900		6,204,966
215	DISPATCH SERVICES	241,113	258,113	258,113	-	265,856	7,743	Contractual Increase \$7.7K	-	7,743		265,856
221	FIRE ALARM	22,975	22,975	22,975	-	22,975	-			-		22,975
231	AMBULANCE	442,710	444,030	444,030	-	444,030	-			-		444,030
232	UNMANNED AMBULANCE	1,000	-	-	-	-	-			-		-
291	EMERGENCY MANAGEMENT	28,850	31,650	31,650	-	31,650	-			-		31,650
	TOTAL FIRE DEPARTMENT	6,645,521	6,801,878	6,902,834	100,956	6,969,477	66,643			-	66,643	6,969,477
176	ZONING BOARD	27,772	27,772	27,772	-	27,772	-			-		27,772
241	BUILDING DEPT	359,492	359,492	366,486	6,994	366,486	-			-		366,486
	TOTAL BUILDING & ZONING	387,264	387,264	394,258	6,994	394,258	-			-		394,258
192	PUBLIC BUILDINGS	590,883	610,883	625,418	14,535	625,418	-			-		625,418
632	PEQUITSIDE FARM	30,000	30,000	30,000	-	30,000	-			-		30,000
	SUB-TOTAL PROPERTY MAINTENANCE	620,883	640,883	655,418	14,535	655,418	-			-		655,418
400	DPW ADM	371,687	344,687	394,812	50,125	394,812	-			-	\$20K increase for Health Benefits for unfilled Stormwater/Operations Mgmt. Position funded w/Municipal funds, but appropriated in Fixed Costs Budget	394,812
410	ENGINEERING	250,064	250,064	253,185	3,121	458,185	205,000	Stormwater BMP \$205K	205,000	-	Defer Stormwater effort until plan is in place.	253,185
420	HIGHWAY MAINTENANCE	1,055,671	1,063,671	1,084,071	20,400	1,481,071	397,000	4 Stormwater Positions (\$277K); Stormwater Testing (\$80K); Stormwater Supplies (\$40K)	397,000	-	Defer Stormwater effort until plan is in place.	1,084,071
425	STREET SIGNS	51,700	65,700	65,700	-	75,700	10,000	Traffic Lights R&M \$10K	-	10,000		75,700
426	GAS & OIL	61,190	61,190	61,190	-	61,190	-			-		61,190
427	HIGHWAY EQUIPMENT MAINT	329,698	329,698	338,440	8,742	338,440	-			-		338,440
491	CEMETERY	181,074	181,074	186,373	5,299	186,373	-			-		186,373

**FY 22 MUNICIPAL OPERATING BUDGETS
(3/11/21 requests - SB Voted)**

DEPT #	DEPARTMENT NAME	FY 21 Base Budget	FY 21 Voted Budget	FY 22 Base Budget	Change from FY 21 Voted Budget (Contract Costs)	FY 22 Department Request	Change from FY 22 Base Budget	Explanation for Departments' Changes	Redux	Revised Change from FY 22 Base Budget	Redux Explanation	BOS Voted Budget
492	TREE DEPARTMENT	157,156	157,156	162,637	5,481	162,637	-		-	-		162,637
	TOTAL PUBLIC WORKS	3,079,123	3,094,123	3,201,826	107,703	3,813,826	612,000		602,000	10,000		3,211,826
542	YOUTH SERVICES	5,000	5,000	5,000	-	5,000	-		-	-		5,000
630	RECREATION	772,693	778,643	794,500	15,857	806,100	11,600	Min Wage Increases (\$7.6K); Phone Stipend (\$1.2K); Utilities Inc. (\$900); All other (\$900)	-	11,600		806,100
650	PARKS	52,400	92,200	92,200	-	80,000	(12,200)	Costs Better Known		(12,200)		80,000
	TOTAL RECREATION DEPT	830,093	875,843	891,700	15,857	891,100	(600)		-	(600)		891,100
131	FINANCE COMMITTEE	11,500	12,500	12,500	-	12,500	-		-	-		12,500
182	CAPITAL PLANNING COMMITTEE	2,556	2,556	2,556	-	2,556	-		-	-		2,556
184	BLDG RENOVATIONS COMM	3,200	3,200	3,200	-	3,200	-		-	-		3,200
544	PAUL REVERE HERITAGE COMMISSION	1,000	5,652	5,652	-	11,704	6,052	Increasing admin support hours from 5 to 10 p/wk (\$ 5.4K) & increased supplies needs (\$700)	-	6,052		11,704
545	SUBSTANCE ABUSE COMMITTEE	10,000	10,000	10,000	-	10,000	-		-	-		10,000
546	WALK, BIKE & HIKE COMMITTEE	1,000	1,000	1,000	-	1,000	-		-	-		1,000
547	DISABILITY COMMISSION	900	900	900	-	900	-		-	-		900
691	HISTORICAL COMMISSION	3,669	3,669	3,669	-	3,669	-		-	-		3,669
692	BEAUTIFICATION COMMITTEE	1,378	1,378	1,378	-	1,378	-		-	-		1,378
TBD	SUSTAINABILITY COMMITTEE	-	-	-	-	1,000	1,000	New Committee Funding \$1K	-	1,000		1,000
TBD	DIVERSITY EQUITY & INCLUSION COMMITTEE	-	-	-	-	3,500	3,500	New Committee Funding \$3.5K	-	3,500		3,500
	TOTAL COMMITTEES & COMMISSIONS	35,203	40,855	40,855	-	51,407	10,552		-	10,552		51,407
141	ASSESSORS	380,986	374,513	378,606	4,093	379,036	430	Clothing & Advertising		430		379,036
171	CONSERVATION COMMISSION	138,633	138,633	137,833	(800)	161,688	23,855	Increase Dept Head hrs 35 to 40 (\$10.2K); Increase Secretary hrs 32 to 35 (\$1.2K); Increase Clerical hrs 3 to 15 (\$12.5K)		23,855		161,688
175	PLANNING BOARD	70,734	70,734	70,734	-	70,734	-			-		70,734
510	HEALTH DEPARTMENT	391,128	379,749	370,034	(9,715)	397,320	27,286	Increase Asst. Public Health Nurse/Sanitarian hrs 16 to 35 (\$27.3K)	27,286	-	To be funded with Federal ARPA stimulus funds.	370,034
541	COUNCIL ON AGING	412,325	466,837	470,774	3,937	470,774	-			-		470,774
543	VETERANS	290,135	268,653	269,722	1,069	272,602	2,880	Cemetery Flags (\$1.75K); Phone (\$700); Dues (\$230); Supplies (\$200)		2,880	\$25K increase for American Legion Maint. Expenses funded w/Municipal funds, but appropriated in Article 26.	272,602
610	LIBRARY	1,363,785	1,387,095	1,418,975	31,880	1,486,175	67,200	Reading Materials Increase (\$36.7K); Flooring/HVAC (\$23K); Custodial Supplies (\$6.7K); Meetings (\$800)		67,200		1,486,175
	TOTAL ALL OTHER	3,047,726	3,086,214	3,116,678	30,464	3,238,329	121,651		27,286	94,365		3,211,043
	TOTAL MUNICIPAL	22,203,990	22,731,468	22,921,546	190,078	24,247,313	1,325,767		629,286	696,481		23,618,027

ENTERPRISE FUND OPERATING BUDGET REQUESTS

WATER ENTERPRISE

- The proposed Water Enterprise Operating budget is up \$499.2K or 6.7% to \$7.89MM
- Primary drivers of the increase are:
 - Debt Service increasing \$373.1K
 - Repair & Maintenance of Wells & Equipment \$93K
 - Software Maintenance increases of \$20K related to a S/W upgrade (Asset Mgmt)

SEWER ENTERPRISE

- The proposed Sewer Ent. Operating budget is up only \$31.5K, or less than 1/2 of a %, to \$6.65MM
- The net increase is spread across multiple categories

RINK ENTERPRISE

- The proposed Rink Ent. Operating budget is up \$152K to \$390.6K, as we look forward to the 1st full year of operation next fiscal year.
- There are increases in every category due to moving from a partial year to an expected full year of operations.

ENTERPRISE FUNDS' OPERATING BUDGET

	FISCAL	FISCAL	FISCAL	FISCAL	FISCAL	INC/(DEC)
	2018	2019	2020	2021	2022	FROM
DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUESTS	FISCAL 2021
WATER REVENUE	7,365,806	7,013,139	6,488,324	7,386,658	7,885,870	499,212
SALARIES & WAGES	874,844	1,010,552	1,085,909	1,005,746	980,394	(25,352)
MWRA ASSESSMENT	2,551,203	1,884,292	2,147,100	2,137,222	2,137,222	0
DEBT SERVICE	2,352,219	2,238,918	2,198,295	2,361,866	2,734,995	373,129
CHARGES FROM GENERAL FUND	514,825	584,844	536,298	632,564	660,999	28,435
OTHER EXPENSES	1,271,914	1,317,761	1,146,910	1,249,260	1,372,260	123,000
TOTAL WATER OPERATING EXPENSES	7,565,005	7,036,368	7,114,512	7,386,658	7,885,870	499,212
CASH CAPITAL	732,332	363,688	235,000	65,700	72,000	
TOTAL WATER ENTERPRISE EXPENSES	8,297,337	7,400,056	7,349,512	7,452,358	7,957,870	
WATER SURPLUS/(DEFICIT)	(931,531)	(386,917)	(861,188)	(65,700)	(72,000)	
SEWER REVENUE	7,423,938	6,976,818	6,773,653	6,619,067	6,650,517	31,450
SALARIES & WAGES	304,448	435,301	459,275	500,499	557,525	57,026
MWRA ASSESSMENT	4,252,646	4,425,854	4,633,404	4,661,549	4,661,549	0
DEBT SERVICE	1,126,658	1,030,120	862,506	663,465	599,131	(64,334)
CHARGES FROM GENERAL FUND	358,865	326,670	329,454	378,855	402,613	23,758
OTHER EXPENSES	466,191	347,713	185,498	414,699	429,699	15,000
TOTAL SEWER OPERATING EXPENSES	6,508,808	6,565,658	6,470,137	6,619,067	6,650,517	31,450
CASH CAPITAL	403,380	199,350	200,000	13,500	382,000	
TOTAL SEWER ENTERPRISE EXPENSES	6,912,188	6,765,008	6,670,137	6,632,567	7,032,517	
SEWER SURPLUS/(DEFICIT)	511,750	211,811	103,516	(13,500)	(382,000)	
RINK REVENUE	29,351	64,871	40,331	238,660	390,620	151,960
SALARIES & WAGES	0	1,331	0	64,300	121,400	57,100
DEBT SERVICE	7,289	6,120	0	50,000	108,851	58,851
CHARGES FROM GENERAL FUND	0	0	0	5,460	14,829	9,369
OTHER EXPENSES	4,870	4,437	8,785	118,900	145,540	26,640
TOTAL RINK OPERATING EXPENSES	12,159	11,888	8,785	238,660	390,620	151,960
CASH CAPITAL	0	0	0	17,000	0	
TOTAL RINK ENTERPRISE EXPENSES	12,159	11,888	8,785	255,660	390,620	
RINK SURPLUS/(DEFICIT)	17,192	52,983	31,546	(17,000)	-	