

***TOWN OF BARNSTABLE, MASSACHUSETTS***

***TOWN MANAGER'S***

***PROPOSED***

***OPERATING BUDGET***

**FISCAL YEAR**

MARK S. ELLS, TOWN MANAGER

**2022**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Barnstable**

**Massachusetts**

For the Fiscal Year Beginning

**July 1, 2020**

*The Government Finance Officers Association of the United States and Canada (GFOA) has presented a Distinguished Budget Award to the Town of Barnstable for the fiscal year beginning July 1, 2020. The award is the highest form of recognition in governmental budgeting. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This is the **twentieth consecutive year** that the Town of Barnstable has been presented with this prestigious award.*

*The criterion on which the award for fiscal year 2021 was based is that which has been used as a guide in preparing the budget for fiscal year 2022. Therefore, it is my belief that the Capital and Operating budgets presented for fiscal year 2022 conform to program requirements, and I will submit them to GFOA to determine their eligibility for another award. My Staff, Mark Milne, Finance Director, and Nathan Empey, Finance/Budget Analyst, are to be congratulated for their parts in this and the previous awards.*

Mark S. Ells  
Town Manager

# FY 2022 Budget Action Calendar

DATE	ACTION
Tuesday, October 6, 2020	Town Manager issues instructions to Departments for FY 2022 Operating & Capital budgets
Thursday, October 22, 2020	Municipal Departments submit preliminary listing of any proposed FY 2022 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Monday, November 2, 2020	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2022 General Fund revenue
Monday, November 9, 2020	Departments submit Calendar Year permit and fees change requests to Town Manager along with supporting documentation
Monday, November 16, 2020	Departments submit Capital Improvements Project (CIP) project data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Tuesday, November 17, 2020	Town Manager conducts public hearing on any changes to <i>Calendar Year</i> permits and fees
Thursday, November 19, 2020	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town
Monday, November 23, 2020	CIP Task Force provided copy of CIP submissions
Wednesday, November 25, 2020	HR Director submits position changes summary including comments to Town Manager
Thursday, December 3, 2020	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, May 21, 2021)
Thursday, December 10, 2020	CIP Task Force conducts workshop on CIP submissions
Wednesday, December 16, 2020	Department Managers submit Operating Budget <i>Decision Packages</i>
Tuesday, January 19, 2021	Department Managers submit Operating Budget <i>Narratives</i> including photos
Tuesday, January 26, 2021	Departments submit Fiscal Year permit and fees change requests to Town Manager along with supporting documentation
Monday, March 8, 2021	Town Manager submits recommended FY 2022 Capital Budget to Town Council per Part VI, Section 6-5 (a) of the Charter (TC must adopt plan BEFORE June 1, 2021)
Monday, March 8, 2021	CFAC submits their review of recommended FY 2022 Capital Budget to Town Manager & Town Council
Thursday, March 18, 2021	Town Council conducts first reading of FY 2022 Capital Budget Orders. Capital Budget presentation made to the Town Council.
Tuesday, March 23, 2021	Town Manager conducts public hearing on <i>Fiscal Year</i> permits and fees
Thursday, April 1, 2021	Town Council conducts first public hearing on FY 2022 Capital Budget
Thursday, April 8, 2021	School Department submits adopted FY 2022 School budget to Town Manager
Thursday, April 15, 2021	Town Council conducts second public hearing on FY 2022 Capital Budget
Thursday, May 6, 2021	Town Council conducts third public hearing on FY 2022 Capital Budget, if necessary
Tuesday, May 11, 2021	Town Manager submits recommended FY 2022 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 25, 2021) otherwise it becomes part of FY 2022 appropriations per Section 6-3 (b) of the Charter)
Tuesday, May 11, 2021	CFAC submits their review of recommended FY 2022 Operating Budget to Town Manager & Town Council
Thursday, May 20, 2021	Town Council conducts first reading of the FY 2022 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 3, 2021	Town Council conducts first public hearing on FY 2022 Operating Budget
Thursday, June 17, 2021	Town Council conducts second public hearing on FY 2022 Operating Budget.
Thursday, June 24, 2021	Town Council conducts third public hearing on FY 2022 Operating Budget if needed. This is the last weekday FY 2022 Operating Budget can be adopted by Town Council per Part VI Section 6-3 (b) of the charter (TC must adopt within 45 days of receiving budget)

Town Council Action    
 Town Manager Action    
 Municipal & School Dept./CFAC Action

# MISSION STATEMENT

*Our mission is to protect the Town of Barnstable's quality of life and unique character, engage our citizens, and enact policies that respond to and anticipate the needs of our community.*



Kennedy Legacy Trail – Aselton Park Sidewalk

*The Town of Barnstable's operating and capital budgets are now on line at <http://budget.townofbarnstable.us>*