

Handout: Article 9, FY2024 Town Budget

Motion: That the Town raise and appropriate the sum of \$50,489,830, transfer the following amounts:

- \$275,790 from the Cemetery Fund;
- \$277,656 from the Sewer Fund;
- \$771,342 from the Water Fund;
- \$621,402 from the Light Fund;
- \$142,547 from the Solid Waste Fund;
- \$35,956 from the Telecom Fund;
- \$1,552 from PEG Access Fund;
- \$1,650,000 from the Pension Reserve Fund;
- \$137,354 from the Recreation Fund;
- \$3,500 from the Transportation Network Fund;
- \$29,851 from the National Opioid Settlement Fund; and
- \$600,000 from Article 10 of the 2021 Annual Town Meeting (FY22 Budget)

for a total appropriation under Article 9 of \$55,036,779, as printed in the handout, as Fiscal 2024 Proposal, Items 1 – 16, for the necessary and expedient purposes of the Town for the Fiscal Year ending June 30, 2024, and that the same be expended only for such purposes under the direction of the Town Manager; and further, that the Town Manager is authorized to turn in or sell at public auction surplus equipment, the amount allowed or received therefore to be applied against the purchase of new equipment; and that the Town appropriate and transfer the sum of \$1,000 from the Dog Inoculation Fees Reserve Account for the cost of the Board of Health’s Rabies Clinic; and further that the Town appropriate \$67,808 from the Title 5 Septic Loan Betterment Reserve Account to meet the loan payments to the Massachusetts Clean Water Trust due and payable during FY2024.

Town Government Operating Budget						
Item No.	Item No.	Department	FY23 Appropriation	FY24 Appropriation (Original)	FY24 Appropriation (Revised)	Difference Original vs. Revised
General Government						
\$5,363,601 is 9.75% of Total						
1	A	Town Manager's Office	\$ 686,197	\$ 730,350	\$ 730,350	
	B	Human Resources	\$ 595,606	\$ 573,682	\$ 573,682	
	C	Information Systems	\$ 1,348,980	\$ 1,757,756	\$ 1,757,756	
	D	Town Meeting & Reports	\$ 117,919	\$ 95,400	\$ 95,400	
	E	Facilities Administration	\$ 1,026,590	\$ 1,930,088	\$ 1,930,088	
	F	Parks & Playgrounds	\$ 215,776	\$ 216,727	\$ 216,727	
	G	Resource Sustainability	\$ 165,203	\$ 125,000	\$ 125,000	
	H	Visitor's Center and Restrooms	\$ 37,970	\$ -	\$ -	
	I	Adjustment	\$ -	\$ -	\$ (515,402)	
		Sub-total:	\$ 4,194,241	\$ 5,429,003	\$ 4,913,601	\$ (515,402)
2	A	Legal Services	\$ 450,000	\$ 450,000	\$ 450,000	
		Department Sub-total:	\$ 4,644,241	\$ 5,879,003	\$ 5,363,601	\$ (515,402)

Finance \$2,473,813 is 4.49% of Total			FY23 Appropriation	FY24 Appropriation (Original)	FY24 Appropriation (Revised)	Difference Original vs. Revised
3	A	Finance Administration	\$ 555,491	\$ 647,927	\$ 647,927	
	B	Treasurer-Collector	\$ 505,631	\$ 466,957	\$ 466,957	
	C	Town Accountant	\$ 340,945	\$ 367,594	\$ 367,594	
	D	Assessors	\$ 444,387	\$ 434,957	\$ 434,957	
	E	Town Clerk	\$ 439,831	\$ 464,499	\$ 464,499	
	F	Elections	\$ 89,374	\$ 80,714	\$ 80,714	
	G	Registrars	\$ 10,452	\$ 11,165	\$ 11,165	
		Department Sub-total:	\$ 2,386,111	\$ 2,473,813	\$ 2,473,813	\$ -
Planning and Land Management \$2,505,856 is 4.55% of Total						
4	A	Planning Administration	\$ 583,522	\$ 661,933	\$ 661,933	
	B	Natural Resources	\$ 449,396	\$ 449,610	\$ 449,610	
	C	Inspections	\$ 479,288	\$ 593,097	\$ 593,097	
	D	Health	\$ 462,035	\$ 561,895	\$ 561,895	
	E	Economic Vitality & Tourism	\$ 190,735	\$ 235,721	\$ 235,721	
	F	141 Keyes Road	\$ 48,840	\$ 3,600	\$ 3,600	
		Department Sub-total:	\$ 2,213,816	\$ 2,505,856	\$ 2,505,856	\$ -
Human Services \$3,451,331 is 6.27% of Total						
5	A	Library	\$ 2,398,544	\$ 2,490,316	\$ 2,490,316	
	B	1. Senior Services	\$ 630,527	\$ 652,076	\$ 652,076	
		2. Harvey Wheeler Community Center	\$ 101,276	\$ 65,342	\$ 65,342	
	C	1. Recreation Services	\$ 114,569	\$ -	\$ -	
		2. Hunt Recreation Center	\$ 93,375	\$ -	\$ -	
	D	Human Services	\$ 74,286	\$ 93,350	\$ 93,350	
	E	Veterans Services	\$ 78,734	\$ 86,647	\$ 86,647	
	F	Ceremonies and Celebrations	\$ 44,960	\$ 63,600	\$ 63,600	
		Department Sub-total:	\$ 3,536,271	\$ 3,451,331	\$ 3,451,331	\$ -
Public Safety \$11,928,437 is 21.67% of Total						
6	A	Police Department	\$ 4,864,484	\$ 5,219,135	\$ 5,219,135	
	B	Animal Control Officer	\$ 28,500	\$ 29,260	\$ 29,260	
	C	Police-Fire Station	\$ 278,317	\$ 52,918	\$ 52,918	
	D	Fire Department	\$ 5,783,853	\$ 6,611,011	\$ 6,611,011	
	E	Emergency Management	\$ 16,000	\$ 14,550	\$ 14,550	
	F	West Concord Fire Station	\$ 21,309	\$ 1,563	\$ 1,563	
		Department Sub-total:	\$ 10,992,463	\$ 11,928,437	\$ 11,928,437	\$ -

			FY23	FY24	FY24	Difference
			Appropriation	Appropriation	Appropriation	Original vs.
				(Original)	(Revised)	Revised
Public Works						
\$4,958,795 is 9.01% of Total						
7	A	Public Works Administration	\$ 403,332	\$ 422,120	\$ 422,120	
	B	Engineering	\$ 506,999	\$ 701,634	\$ 701,634	
	C	Highway Maintenance	\$ 1,638,237	\$ 1,805,133	\$ 1,805,133	
	D	Winter Maintenance	\$ 650,000	\$ 655,500	\$ 655,500	
	E	Park and Trees	\$ 901,592	\$ 992,220	\$ 992,220	
	F	Cemetery	\$ 312,235	\$ 273,790	\$ 273,790	
	G	133/ 135 Keyes Road	\$ 183,580	\$ 68,088	\$ 68,088	
	H	Street Lighting	\$ 31,625	\$ 40,310	\$ 40,310	
		Department Sub-total:	\$ 4,627,600	\$ 4,958,795	\$ 4,958,795	\$ -
Unclassified						
\$1,030,000 is 1.87% of Total						
8	A	Unused Sick Leave	\$ 23,061	\$ 75,000	\$ 75,000	
	B	Public Safety Disability	\$ 887	\$ -	\$ -	
	C	Employee Assistance Program	\$ 2,661	\$ -	\$ -	
		Sub-total:	\$ 26,609	\$ 75,000	\$ 75,000	
9		Reserve Fund	\$ 225,000	\$ 200,000	\$ 200,000	
10		Salary Reserve	\$ 1,057,934	\$ 755,000	\$ 755,000	
11		Land Fund	\$ 25,000	\$ -	\$ -	
		Unclassified Sub-total:	\$ 1,334,544	\$ 1,030,000	\$ 1,030,000	\$ -
Town Government Sub-total; Accounts 1 - 10			\$ 29,735,046	\$ 32,227,235	\$ 31,711,833	\$ (515,402)
Joint Expenses (Town and CPS)						
\$23,324,946 is 42.38% of Total						
12	A	Group Insurance	\$ 7,468,322	\$ 8,140,471	\$ 8,140,471	
	B	OPEB	\$ -	\$ -	\$ -	
	C	Property/ Liability	\$ 378,000	\$ 406,350	\$ 406,350	
		Insurance Sub-total:	\$ 7,846,322	\$ 8,546,821	\$ 8,546,821	\$ -
13	A	Unemployment Compensation	\$ 120,000	\$ 138,000	\$ 138,000	
	B	Workers' Compensation	\$ 142,450	\$ 163,818	\$ 163,818	
		Sub-total:	\$ 262,450	\$ 301,818	\$ 301,818	\$ -
14	A	Retirement, General Fund	\$ 3,381,101	\$ 3,399,675	\$ 3,399,675	\$ -
	B	Pension Reserve	\$ 1,501,370	\$ 1,650,000	\$ 1,650,000	\$ -
15		Social Security and Medicare	\$ 942,064	\$ 989,168	\$ 989,168	\$ -
16	A	Principal & Interest: Town	\$ 3,423,349	\$ 3,698,148	\$ 3,698,148	
		Principal & Interest: CPS	\$ 741,752	\$ 829,552	\$ 829,552	
		Interest on Notes	\$ 70,000	\$ -	\$ -	
		Other Debt Expense	\$ -	\$ -	\$ -	
		Sub-total: Debt within Levy	\$ 4,235,101	\$ 4,527,700	\$ 4,527,700	\$ -
	B	Principal & Interest: Town	\$ 326,294	\$ 317,544	\$ 317,544	
		Principal & Interest: CPS	\$ 2,660,210	\$ 3,592,220	\$ 3,592,220	
		Sub-total: Excluded Debt	\$ 2,986,504	\$ 3,909,764	\$ 3,909,764	\$ -
		Total: Debt Service	\$ 7,221,605	\$ 8,437,464	\$ 8,437,464	\$ -
		Total: Joint Expenses (Town and CPS)	\$ 21,154,912	\$ 23,324,946	\$ 23,324,946	\$ -
		Total Appropriation	\$ 50,889,958	\$ 55,552,181	\$ 55,036,779	\$ (515,402)

Summary of Appropriations and Funding Sources:

Unlike other operating budgets, the Town’s budget is appropriated by Town Meeting in 16 distinct line items. Lines 1 – 11 appropriate what is commonly referred to as the “Guidelines” budget and lines 12 – 16 appropriate Fixed Costs shared by the Town and Concord Public Schools. Once appropriated, the Town Manager must then manage to the “bottom line” of each line-item appropriation, rather than to the total warrant article appropriation. Adjustments to the Town’s budget are then only allowed, either by further Town Meeting action or at year-end with the approval of the Finance Committee and the Select Board.

This chart shows a summary of the line-item appropriations on the left and a summary of the various funding sources supporting the appropriations on the right. As you can see, there are a variety of funding sources used to support the Town’s operating budget including property tax, local receipts and transfers from enterprise and other special revenue funds.

Appropriation:			Funding:	
Line Item	Line Item, description	Amount	Line Item, description	Amount
1- 11	Guideline Budget	\$ 31,711,833	Raise & Appropriate	\$ 50,489,830
12A	Group Insurance	\$ 8,140,471	Light Fund	\$ 621,402
12B	OPEB (now in Article 12)	\$ -	Telecom	\$ 35,956
12C	Property/ Liability Insurance	\$ 406,350	Water Fund Sewer Fund	\$ 771,342
13A	Unemployment	\$ 138,000	Sewer Fund	\$ 277,656
13B	Workers Compensation	\$ 163,818	Solid Waste Fund	\$ 142,547
14A	Retirement	\$ 3,399,675	Cemetery Fund	\$ 275,790
14B	Retirement, Pension Reserve	\$ 1,650,000	Pension Reserve	\$ 1,650,000
15	Social Security and Medicare	\$ 989,168	Swim & Fitness Fund	\$ -
16A	Debt Service, within Levy Limit	\$ 4,527,700	Recreation Fund	\$ 137,354
16B	Debt Service, Excluded Debt	\$ 3,909,764	PEG	\$ 1,552
			National Opioid Settlement	\$ 29,851
			Transfer from 10-ATM-2021 (FY22 Budget)	\$ 600,000
	Sub-total: Town Budget Article	\$ 55,036,779	Transportation Network Fund	\$ 3,500
	Additional Appropriations:			
	Dog Inoculation	\$ 1,000	Dog Inoculation	\$ 1,000
	Septic Betterments, debt	\$ 67,808	Septic Betterment	\$ 67,808
	Total: Budget Article	\$ 55,105,587	Total Revenue to support Town Budget Article:	\$ 55,105,587

FY24 Budget Timetable

The Town’s budget process is a lengthy one, beginning in early fall and concluding in late February, in time for the public hearing process. The FY24 Budget process began in earnest in October, and through a series of internal meetings with department managers and then meetings with both the FinCom and the Select Board, has resulted in the recommended budget being presented today. This slide highlights key budget dates, including the various Finance Committee meeting hearings. Please note that the FY24 Budget document is available on the Town’s website, <https://concordma.gov/DocumentCenter/View/41018/2024-Budget-Book>

Date	Action Item
12-Sep-22	FY24 Budget instructions issued to all departments
13-Oct-22	FY24 Guideline Information Request due to Finance Committee
17-Oct-22	FY24 General Fund Operating Budget Requests due to Town Manager
23-Oct-22	FY24 FinCom Preliminary Guideline Issued
1-Nov-22	FY24 Budget Review with Departments begins
9-Nov-22	FY24 Budget Review with Departments ends
17-Nov-22	FY24 Response to Preliminary Guideline
27-Nov-22	FY24 FinCom Final Guideline Issued
31-Dec-22	FY24 General Fund Operating Budget and Capital Plan Finalized
21-Feb-23	FY24 General Fund Operating Budget and Capital Plan Published
3-Dec-22	2023 Annual Town Meeting Warrant Opens; ATM Preview Meeting
1-Mar-23	Annual Town Meeting Public Hearing
30-Apr-23	2023 Annual Town Meeting

FY24 ARPA Spending:

In FY22, the Town was awarded \$5.6M in ARPA (American Rescue Plan Act) grant funding through the SLFRF (State and Local Fiscal Recovery Funds) program. At the Select Board’s recommendation, as a part of the development of the annual operating budget and capital plan, the Town will plan to program 25% of the grant award each year from FY23 – 26, at which point, 100% of the funds must be fully committed.

While these grant funds do not need to be appropriated by Town Meeting, the proposed plan for FY24 spending is shown here in the chart below. As you can see, much of the proposed spending is for infrastructure, or for plans or work that will inform future infrastructure projects. All but one of the proposed funding purposes is for one-time expense. The only recurring expense is for the advancement of DEI initiatives which will be more fully rolled into the Town’s General Fund budget beginning in FY25.

FY24 Target:	<div style="display: flex; justify-content: space-between;"> \$ 1,320,000 </div>	
Amount	Description	Justification
\$ 500,000	250th Celebration: To pay for expenses of the 250th Anniversary Celebration Commemorating the historic battles of Concord and Lexington.	To pay for expenses of the 250th Anniversary Celebration Commemorating the historic battles of Concord and Lexington.
\$ 150,000	Level 3 Charging, Public Safety: Installation is needed to make efficient use of the department's electric fleet. In accordance with the Fleet Electrification Study.	Installation is needed to make efficient use of the department's electric fleet. In accordance with the Fleet Electrification Study.
\$ 150,000	Facilities Study: Town appropriated \$150,000 in 2014 for a CPW Feasibility Study, and is now positioning itself to move forward. On a parallel path, the Town would also like to explore options for Public Safety. Project funding will be combined to explore all options relative to both facilities.	Town appropriated \$150,000 in 2014 for a CPW Feasibility Study, and is now positioning itself to move forward. On a parallel path, the Town would also like to explore options for Public Safety. Project funding will be combined to explore all options relative to both facilities.
\$ 130,000	Park Improvements: Emerson Basketball & tennis court rehabilitation; Rideout Basketball & tennis court rehabilitation. Projects eliminated from CIP due to lack of resources.	Emerson Basketball & tennis court rehabilitation; Rideout Basketball & tennis court rehabilitation. Projects eliminated from CIP due to lack of resources.
\$ 100,000	Stormwater Management Fund: Evaluate feasibility of creation of fund. Revenue to fund future stormwater infrastructure maintenance and improvements.	Evaluate feasibility of creation of fund. Revenue to fund future stormwater infrastructure maintenance and improvements.
\$ 100,000	Municipal Buildings Energy Audit: Working with a vendor, explore options for energy efficiency and implement recommendations. This funding to be combined with the remaining Sawyer Trust Funds (approximately \$75,000)	Working with a vendor, explore options for energy efficiency and implement recommendations. This funding to be combined with the remaining Sawyer Trust Funds (approximately \$75,000)
\$ 75,000	DEI Initiatives: Advancing initiatives identified by the DEI Commission & the Town's DEI Consultant	Advancing initiatives identified by the DEI Commission
\$ 50,000	Water Due Diligence: Town is investigating the feasibility of joining MWRA, the cost of which would be borne by the Water Enterprise Fund. Approximately 95% of residents are served by municipal water, but 5% are not for a variety of reasons. Funds would be used to determine the feasibility of providing municipal water to remaining residents.	Town is investigating the feasibility of joining MWRA, the cost of which would be borne by the Water Enterprise Fund. Approximately 95% of residents are served by municipal water, but 5% are not for a variety of reasons. Funds would be used to determine the feasibility of providing municipal water to remaining residents.
\$ 40,000	GIS: Additional data gathering and development.	Additional data gathering and development.
\$ 25,000	Municipal, Strategic Planning: Demand for increase in municipal services is tremendous. The organization has grown fast; segments are disconnected and sometimes siloed. Continued review of organization structure to better position for success. Collaboration building and development of common/ shared goals.	Demand for increase in municipal services is tremendous. The organization has grown fast; segments are disconnected and sometimes siloed. Continued review of organization structure to better position for success. Collaboration building and development of common/ shared goals.
\$ 1,320,000	Total	