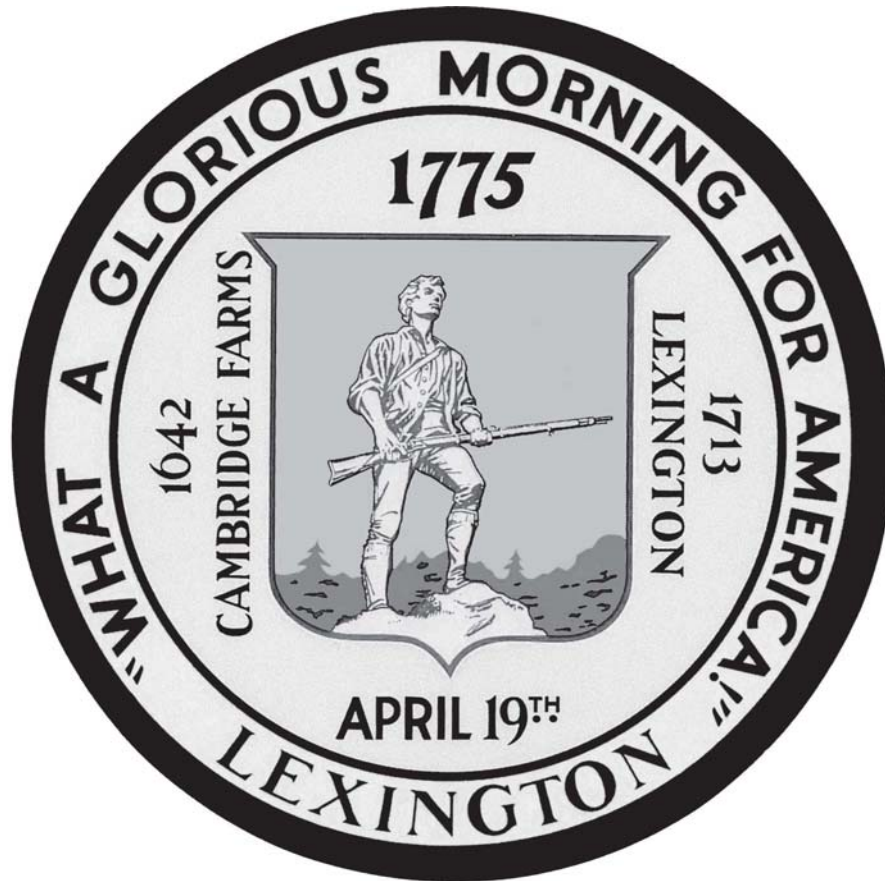


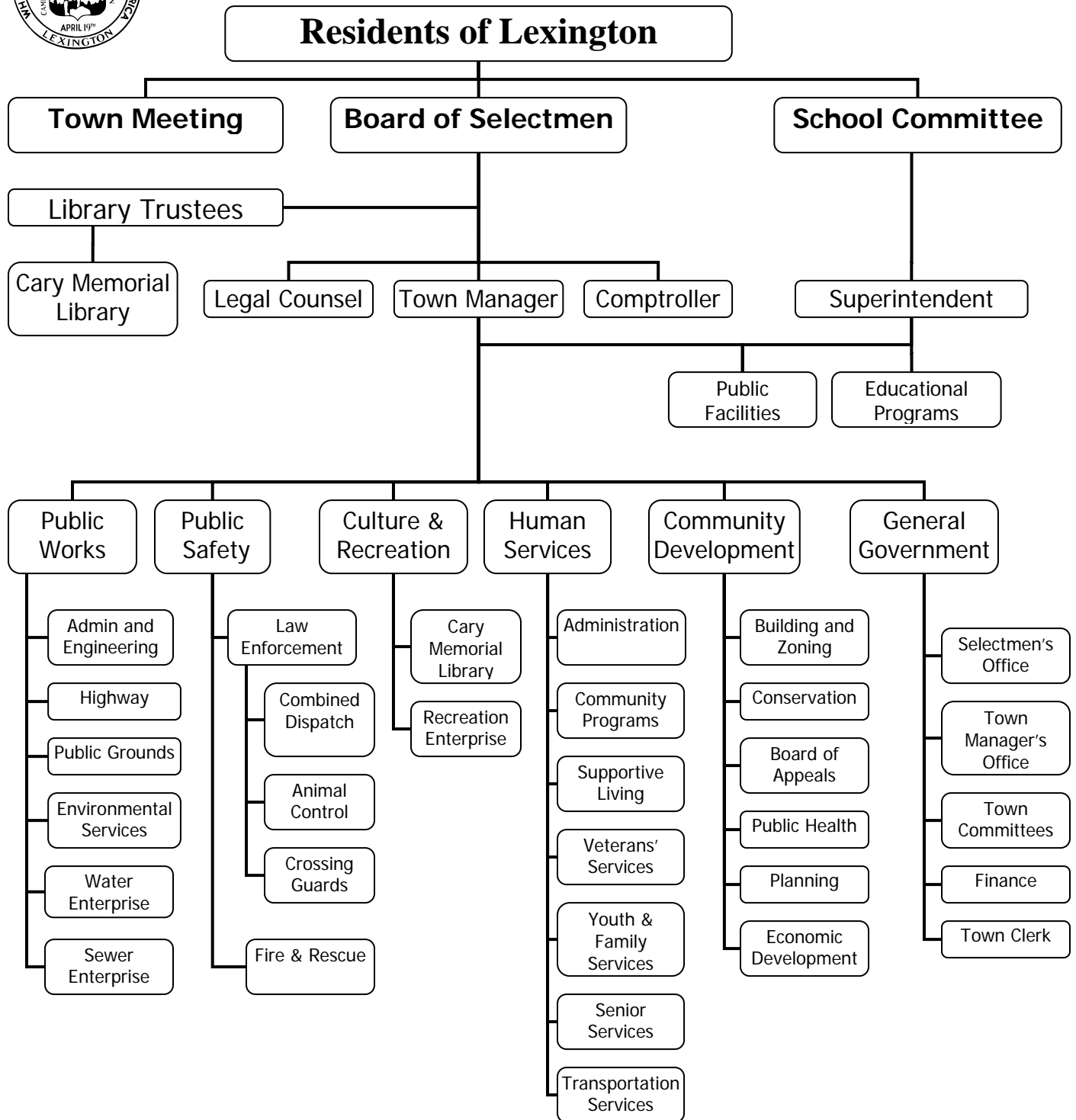
# TOWN OF LEXINGTON, MASSACHUSETTS



**FISCAL YEAR 2015  
RECOMMENDED  
BUDGET & FINANCING PLAN  
MARCH 3, 2014**



# Town of Lexington Organizational Chart





*Town of Lexington*  
Town Manager's Office

Carl F. Valente, Town Manager  
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March 3, 2014

**To: Appropriation Committee  
Capital Expenditures Committee  
Town Meeting Members**

The Board of Selectmen has approved the FY2015 Recommended Budget and Financing Plan and, on February 24, 2014, voted to transmit it to the financial committees and Town Meeting Members for consideration. The Code of the Town of Lexington, Section 90-13, requires the Board of Selectmen to submit its proposed budget for the upcoming Fiscal Year four weeks prior to the date when the Annual Town Meeting is scheduled to consider it.

As I conclude my ninth budget for the Town of Lexington, I want to acknowledge the many boards and committees, staff and citizens who participated in this process. Singling out specific individuals to thank would diminish what is a team effort. The diversity of opinion, commitment to problem solving, and focus on community priorities are hallmarks of our Town government. Lexington is well served by the many officials who contributed to this recommended budget and I greatly appreciate their leadership and vision that has been exemplified throughout the budget process.

Sincerely,

*Carl F. Valente*

Carl F. Valente  
Town Manager

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The budget document outlines the Town’s financial plan as recommended by the Board of Selectmen. Both the operating and capital budgets are contained in this document. The effective period of this budget is from July 1<sup>st</sup>, 2014 to June 30<sup>th</sup>, 2015.

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## Budget-In-Brief

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### Report of the Town Manager

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The Budget Message is a letter to the Board of Selectmen from the Town Manager in support of the enclosed budget recommendations. The letter provides an overview of the operating and capital budget, identifies significant budget issues, and explains the Town Manager's rationale for budget recommendations.

### Section I: Budget Overview

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The Budget Overview contains several summary tables, which display the schedule of the FY2015 budget process, expenditure and revenue history, and a detailed summary of proposed appropriations for the coming fiscal year.

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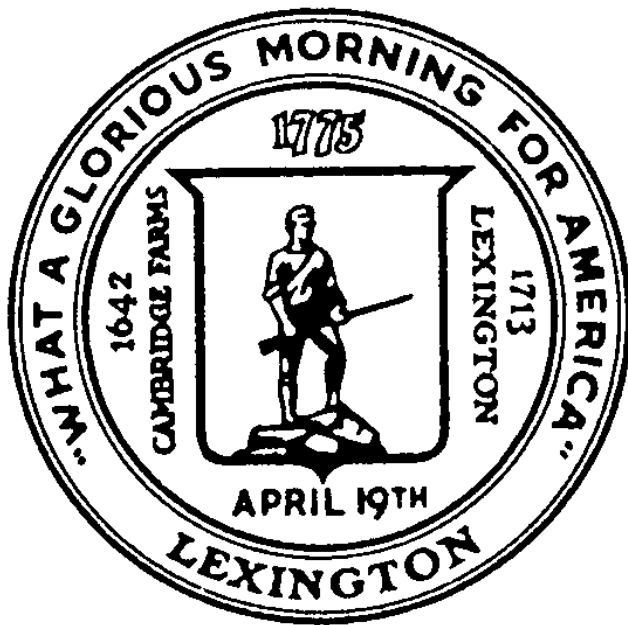
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# Report of the Town Manager

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## **REPORT OF THE TOWN MANAGER**

The fiscal year 2015 general fund budget totals \$181,111,084, an increase of \$6,514,476, or 3.7 percent over the fiscal year 2014 adopted budget. The recommended budget is balanced and will not require a Proposition 2 ½ override vote. The Board of Selectmen has unanimously approved this FY2015 Recommended Budget and Financing Plan and voted to transmit it to Town Meeting for consideration.

### **Overview of the FY2015 Recommended Budget and Financing Plan**

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The Board of Selectmen held the first of five financial summits with the School Committee, Appropriation Committee and Capital Expenditures Committee on October 3, 2013 to begin working on the fiscal year 2015 budget. Following the fifth and final financial summit held on February 12, 2014, the Board of Selectmen approved the FY2015 recommended budget on February 24, 2014.

Given the recovering State and local economy, the Board of Selectmen early on established a goal of presenting a budget for FY2015 that was sustainable and prepared the Town for the long list of substantial capital projects in the coming five years. With this as a priority, the Town Manager and Superintendent of Schools worked to present initial budget recommendations that were within projected FY2015 revenues. On January 13, 2014 the Town Manager presented a Preliminary Budget and Financing Plan that was balanced, but included a number of open issues related to the proposed operating and capital budget. These issues were resolved by the Board of Selectmen and presented for review at Summit 5.

This budget, being recommended to Town Meeting for adoption, includes;

- \$919,000 in available reserves be appropriated to mitigate the debt service impact of the Lexington High School modular buildings construction financing;
- \$400,000 in revenues set aside to offset potential reductions in State and federal aid, in recognition of budget balancing initiatives at the federal level;
- \$5,632,584 in revenues be appropriated to the Capital Projects/Debt Service Reserve/Building Renewal (CP/DSR/BR) Stabilization Fund for future capital projects; and
- \$1,119,000 in revenues be appropriated to the Other Post-Employment Benefits (retiree health insurance) Trust Fund.

These proposed reserves and tax relief initiative are possible due to the moderation in employee/retiree health insurance costs as a result of joining the State's Group Insurance Commission program and the Town's strong financial position at the end of FY2013.

Table 1 provides a summary of the FY2015 General Fund budget, by cost center.



## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

Table 1	FY2014 Budget	FY2015 Budget Recommended	Change \$	Chg. %
<b>Education</b>	\$ 82,874,773	\$ 87,868,313	\$ 4,993,540	6.0%
<b>Shared Expenses</b> <i>(Public Facilities, employee/retiree benefits, pension, debt, liability insurance, Reserve Fund)</i>	\$ 45,883,421	\$ 48,352,944	\$ 2,469,523	5.4%
<b>Municipal Departments</b>	\$ 30,580,972	\$ 31,957,311	\$ 1,376,338	4.5%
<b>Subtotal Operating Budget</b>	\$ 159,339,166	\$ 168,178,567	\$ 8,839,401	5.5%
<b>Cash Capital</b>	\$ 6,919,202	\$ 5,238,117	\$ (1,681,085)	-24.3%
<b>Other</b> <i>(Appro. to reserves, misc.)</i>	\$ 8,338,240	\$ 7,694,400	\$ (643,840)	-7.7%
<b>Total General Fund</b>	<b>\$ 174,596,608</b>	<b>\$ 181,111,084</b>	<b>\$ 6,514,477</b>	<b>3.7%</b>
<b>Projected Revenue</b>	\$ 174,892,518	\$ 181,111,084	\$ 6,218,566	3.6%
<b>Surplus/(Deficit)</b>	\$ 295,910	\$ 0	\$ (295,910)	

### Selectmen's Budget Principles

In developing the annual operating budget, the Board of Selectmen continued to adhere to the following principles in order to preserve the Town's long-term financial condition:

1. Continue to provide property tax relief to offset the Proposition 2½ debt exclusion costs of funding the Bridge, Bowman and Estabrook school projects.
2. Recurring revenues, not reserves or one-time revenues, should support operating expenses and debt service.
3. Debt will not be used to fund current operating expenditures.
4. Adequate reserves and contingency funds will be budgeted, consistent with the recommendations of the ad hoc Financial Policy Committee (2006) as adopted by the Board of Selectmen.
5. The use of reserves to fund operating expenses should be limited to cover temporary revenue shortfalls, consistent with the recommendations of the Selectmen's ad hoc Fiscal Task Force (2009).
6. Sufficient funds for building maintenance will be budgeted to properly maintain facilities and equipment as well as foster energy conservation.
7. One-time revenue use should be limited to funding one-time expenses (e.g., capital projects) or used to fund reserve accounts.
8. The core services currently provided through the operating and capital budgets should be maintained, recognizing that changes in service demands may require that additional resources be provided in certain areas.
9. Resources should continue to be provided for road, intersection, traffic calming and sidewalk improvements and to address deferred maintenance in these assets.
10. Continue to provide funding for the post employment benefits liability.

### The FY2015 Budget in Brief: Financing Plan, Expenditures, Reserves

While the Town's FY2015 operating budget has many complexities, the following matters deserve specific attention:

## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

### I. Financing Plan:

a. Revenue Allocation Model: It has been the Town's practice to equitably share Town revenues between the municipal departments and the School Department. Based on a model developed by the Town Manager and Superintendent of Schools and accepted by the Board of Selectmen, School Committee and financial committees, projected revenues are allocated, on a preliminary basis, such that after shared expenses are funded, 72.6 percent of all projected general fund revenues are allocated to the School Department and 27.4 percent are allocated to municipal departments.

b. Revenue Projection: In FY2015, General Fund revenues are projected to increase by \$6.2 million or 3.6 percent over FY2014 budgeted revenues. By way of comparison, budgeted revenue growth in recent years has been:

- FY14: 6.2 percent
- FY13: 4.7 percent
- FY12: 4.0 percent
- FY11: 3.9 percent
- FY10: 4.0 percent

Table 2 provides a summary of the major revenue sources that fund the operating budget.

Table 2	FY2014 Tax Recap	FY2015 Projected	Change \$	Chg. %	% of Total Revenue
Property Tax Revenue	\$ 141,842,483	\$ 147,689,750	\$ 5,847,267	4.1%	81.5%
State Aid	\$ 10,201,794	\$ 10,405,830	\$ 204,036	2.0%	5.7%
Local Receipts (Recap)	\$ 10,228,490	\$ 10,769,383	\$ 540,893	5.3%	5.9%
Local Receipts not shown on Recap	\$ 295,910	\$ -	\$ (295,910)	---	---
<b>Total Local Receipts</b>	<b>\$ 10,524,400</b>	<b>\$ 10,769,383</b>	<b>\$ 244,983</b>	<b>2.3%</b>	<b>5.9%</b>
<b>Available Funds</b>	<b>\$ 12,473,510</b>	<b>\$ 11,935,109</b>	<b>\$ (538,401)</b>	<b>-4.3%</b>	<b>6.6%</b>
Other Available Fund: Use of Capital Project/Debt Service Reserve/Building Renewal Stabilization	\$ -	\$ 919,000	\$ 919,000	---	0.5%
Revenue Offsets	\$ (1,647,074)	\$ (2,097,751)	\$ (450,677)	27.4%	-1.2%
Enterprise Receipts	\$ 1,497,405	\$ 1,489,763	\$ (7,642)	-0.5%	0.8%
<b>Gross General Fund Revenues</b>	<b>\$ 174,892,518</b>	<b>\$ 181,111,084</b>	<b>\$ 6,218,566</b>	<b>3.6%</b>	
Less - Revenue Set-Aside for Designated Expenses	\$ 15,159,376	\$ 13,851,518	\$ (1,307,858)	-8.6%	
<b>Net General Fund Revenues</b>	<b>\$ 159,733,142</b>	<b>\$ 167,259,566</b>	<b>\$ 7,526,424</b>	<b>4.7%</b>	

c. Revenue Sources: The property tax remains the Town's primary revenue source, comprising 81.5 percent of total revenues (Table 2). Although residential property values make up 86.6 percent of the total assessed value in Lexington, residential property owners currently pay only 77.3 percent of total property taxes as a result of the tax classification model adopted by the Board of Selectmen (Table 4). Due to the Town's economic development efforts along the Spring Street/Hayden Avenue commercial corridor (Shire and Cubist properties), there has been a positive shift in the Town's tax levy, with commercial and industrial property owners contributing slightly more towards the Town's overall tax burden.

Tables 3 and 4 provide a history of the Town's assessed valuation and property tax levy.

**FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN**

<b>Table 3</b>	<b>Total Assessed Valuation</b>	<b>%Chg. From Prior Year</b>	<b>Property Tax Levy (net of excluded debt service)</b>	<b>% Chg. From Prior Year</b>	<b>Override Year</b>
<b>FY2014</b>	\$ 8,555,595,350	3.0%	\$ 141,842,483	4.8%	no
<b>FY2013</b>	\$ 8,307,956,760	3.5%	\$ 135,386,782	5.3%	no
<b>FY2012</b>	\$ 8,026,687,320	0.7%	\$ 128,615,714	5.2%	no
<b>FY2011</b>	\$ 7,973,719,190	1.0%	\$ 122,202,173	5.4%	no
<b>FY2010</b>	\$ 7,891,590,610	-1.8%	\$ 115,979,750	4.7%	no
<b>FY2009</b>	\$ 8,033,608,130	1.3%	\$ 110,778,389	5.6%	no
<b>FY2008</b>	\$ 7,929,164,350	-1.6%	\$ 104,879,746	9.3%	yes
<b>FY2007</b>	\$ 8,059,234,580	4.9%	\$ 95,954,870	6.9%	yes

<b>Table 4</b>	<b>% Assessed Valuation</b>		<b>% of Property Tax Levy</b>	
	<b>Residential</b>	<b>All Commercial</b>	<b>Residential</b>	<b>All Commercial</b>
<b>FY2014</b>	<b>86.6%</b>	<b>13.4%</b>	<b>77.3%</b>	<b>22.7%</b>
<b>FY2013</b>	86.6%	13.4%	77.3%	22.7%
<b>FY2012</b>	86.9%	13.1%	77.7%	22.3%
<b>FY2011</b>	87.2%	12.8%	78.3%	21.7%
<b>FY2010</b>	87.4%	12.6%	78.6%	21.4%

State Aid, which is estimated at 5.7 percent of total revenues, is also an important source of revenue. As recently as FY2008, however, State Aid was 7 percent of total revenues. State Aid is currently projected to increase by 2 percent for FY2015, largely the result of the increasing number of students in Lexington's schools. However, the Legislature will not likely vote the FY2015 State budget until after the close of Town Meeting. This revenue projection assumes that if FY2015 State or federal aid is below estimated amounts, the difference will be made up by the use of revenues set aside in this proposed budget (\$400,000). Federal budget reductions may impact certain School Department grants and State distributions to cities and towns.

Table 5 below provides a recent history of the Town's State Aid.

<b>Table 5</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014 Estimate</b>
<b>Chapter 70-Education Unrestricted</b>	\$ 7,013,863	\$ 7,051,517	\$ 7,876,799	\$ 8,657,571
<b>Education Aid Restricted</b>	\$ 17,418	\$ 23,222	\$ 18,769	\$ 6,485
<b>General Government Unrestricted</b>	\$ 1,419,861	\$ 1,266,367	\$ 1,452,815	\$ 1,474,257
<b>General Government Restricted</b>	\$ 55,549	\$ 60,511	\$ 61,751	\$ 63,481
<b>Total</b>	<b>\$ 8,506,691</b>	<b>\$ 8,401,617</b>	<b>\$ 9,410,134</b>	<b>\$ 10,201,794</b>
<b>\$ Change from Prior Year</b>	\$ (347,353)	\$ (105,074)	\$ 1,008,517	\$ 791,660
<b>% Change from Prior Year</b>	<b>-3.9%</b>	<b>-1.2%</b>	<b>12.0%</b>	<b>8.4%</b>

## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

### II. Expenditures:

Budget highlights include:

- a. Lexington Public Schools: The FY2015 School Department proposed General Fund budget (net of grants and other receipts) is increasing by 6.4 percent. The Minuteman Regional High School budget (included in the Education line shown in Table 1) is decreasing by 15.59 percent, largely driven by declining enrollment.
- b. Municipal Departments: The municipal budget is increasing by 4.5 percent, largely the result of contractual salary adjustments.
- c. Health Insurance for Employees and Retirees: At the time this FY2015 Recommended Budget and Financing Plan was being completed, the State's Group Insurance Commission (GIC), which the Town joined as of July 1, 2012, had not established its premiums for the various health insurance plans it offers. The Town has estimated a 6 percent increase in premiums for FY2015. Any budget revisions, if necessary, will be presented to Town Meeting as part of the motion for Article 4.

The FY2015 health insurance budget to be presented to Town Meeting will reflect 27.7 new school department positions and 2 new municipal positions. This budget also provides for the potential of an additional 45 active employees and new retirees not currently enrolled in the Town's health plans. Further, the budget makes a provision for those employees who may convert from individual to the more expensive family plans.

Table 6 provides a recent history of the Town health insurance enrollments.

<b>Employees/Retirees Enrolled in Town's Health Insurance Program</b>					
<b>Table 6</b>					
<b>Fiscal Year <sup>1</sup></b>	<b>Municipal Employees</b>	<b>School Employees</b>	<b>Total Employees</b>	<b>Retirees</b>	<b>Total</b>
<b>2007</b>	260	819	1079	948	2027
<b>2008</b>	256	834	1090	976	2066
<b>2009</b>	267	859	1126	991	2117
<b>2010</b>	264	847	1111	1000	2111
<b>2011</b>	272	835	1107	1016	2123
<b>2012</b>	264	827	1091	1034	2125
<b>2013 <sup>2</sup></b>	270	821	1091	1103	2194
<b>2014</b>	<b>269</b>	<b>839</b>	<b>1108</b>	<b>1151</b>	<b>2259</b>

*Note 1: Data as of November of each fiscal year.*

*Note 2: Increase in retiree enrollment in 2013 represents transfer of certain retirees from active to Medicare supplement plans.*

- d. Utilities/Fuel: Utility costs for FY2015 are expected to decrease by \$779 or 0.02 percent. With the conversion of heating systems at the Bridge, Bowman and Estabrook schools to natural gas, nearly all Town facilities now use this heating source. Two factors have contributed to the successful management of utility

## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

costs: energy efficiency initiatives and long-term energy contracts at favorable rates.

Table 7 provides a recent history of the Town's energy budget.

Table 7	FY2012 Actual	FY2013 Actual	FY2014 Budget	FY2015 Recommended	FY14-15 Change \$	FY14-15 Change %
<b>Electricity</b>	\$ 1,905,708	\$1,974,761	\$2,051,465	\$2,089,242	\$37,777	1.84%
<b>Heating Oil</b>	\$ 248,327	\$145,905	\$7,000	\$3,500	(\$3,500)	-50.00%
<b>Natural Gas</b>	\$ 854,255	\$842,380	\$1,000,453	\$970,217	(\$30,236)	-3.02%
<b>Diesel/Gasoline</b>	\$ 353,954	\$363,042	\$477,658	\$472,838	(\$4,820)	-1.01%
<b>Total</b>	<b>\$ 3,362,244</b>	<b>\$3,326,088</b>	<b>\$3,536,576</b>	<b>\$3,535,797</b>	<b>(\$779)</b>	<b>-0.02%</b>

- III. **Reserves:** Following the downturn in the economy in the 2001-2003 period, the Board of Selectmen became increasingly concerned about the Town's lack of financial reserves to bridge revenue shortfalls that result when a recession occurs. In addition, Lexington had not been building reserves to fund its unfunded liabilities (e.g., post employment health benefits). Reserves provide an important tool in managing Town finances during a recessionary period. In response to these concerns, in 2005 the Board appointed the Ad Hoc Financial Policy Committee to examine and propose comprehensive financial policies to address operational needs, catastrophic and emergency reserves, maintenance of assets and unfunded liabilities. This Committee's recommendations may be found on the Town's website <http://www.lexingtonma.gov/finance/adhocfinrept031506.pdf>. The resulting policy recommendations adopted by the Selectmen called for rebuilding financial reserves and addressing the Town's unfunded liabilities over a multi-year period.

Table 8 below provides a summary of the Town's primary reserve funds.

Table 8	Stabilization Fund	Special Education Stabilization Fund	Other Post Employment Benefits Trust Fund <sup>(1)</sup>	Debt Service/Capital Projects/Building Renewal Fund
<b>Current Balance, February 1, 2014</b>	\$8,832,189	\$1,070,526	\$4,210,096	\$3,987,919
<b>Proposed Appropriation From</b>	\$ -	\$ -	\$ -	\$ (1,869,000)
<b>Proposed Appropriation To</b>	\$ -	\$ -	\$ 1,119,000	\$ 5,632,584
<b>Projected Balance, July 1, 2014</b>	<b>\$8,832,189</b>	<b>\$1,070,526</b>	<b>\$5,329,096</b>	<b>\$7,751,503</b>

<sup>(1)</sup> Reflects 12/31/2013 Market Value

The Town's goal has been to build its reserves to a level of seven percent of General Fund revenues (\$12.5 to \$13 million), an amount considered sufficient to make up three years of revenue shortfalls that typically occur during an economic slowdown. This goal has largely been achieved. Further, even with the recent recession, with conservative budget policies and growth in the commercial tax base, the Town has been fortunate in not having to draw on its stabilization funds. On another positive note, the budget includes a recommendation to set aside funds for post-employment benefits (i.e., retiree health care) for the seventh consecutive year.

The Board of Selectmen has previously supported devoting a portion of the CP/DSR/BR Stabilization Fund to offset the substantial increase in Excluded Debt Service related to the Bridge, Bowman and Estabrook school projects and the increase of within-levy debt service for the High School modular buildings project.

## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

This continued use of reserves to offset the debt service for these school projects is reflected in this recommended budget.

Table 9 below provides an overview of the recommended appropriations to and uses of the CP/DSR/BR Stabilization Fund:

Table 9	FY2013	FY2014	FY2015 Recommended	FY2016 Planned	FY 2017 Planned
Prior Year Balance		\$ 1,601,836	\$ 3,987,919	\$ 7,751,503	\$ 6,200,003
Appropriation To CP/DSR/BR Stabilization Fund	\$ 1,600,000	\$ 3,983,240	\$ 5,632,584		
Subtotal-Available for Appropriation	\$ 1,600,000	\$ 5,585,076	\$9,620,503	\$ 7,751,503	\$ 6,200,003
Appropriation From CP/DSR/BR Stabilization Fund					
Bridge/Bowman/Estabrook Debt Service Tax Relief	\$ -	\$ 1,600,000	\$ 950,000	\$ 350,000	
High School Modularity Debt Service Tax Relief	\$ -	\$ -	\$ 919,000	\$ 1,201,500	\$ 699,000
Subtotal - Appropriation	\$ -	\$ 1,600,000	\$ 1,869,000	\$ 1,551,500	\$ 699,000
Interest Income	\$ 1,836	\$ 2,843			
Projected Balance of Fund	\$ 1,601,836	\$ 3,987,919	\$ 7,751,503	\$ 6,200,003	\$ 5,501,003

## The FY2015 Capital Budget: Financing Infrastructure and Equipment

### I. Proposed Capital Spending:

The recommended Capital Budget will provide for aggressive replacement and improvements to Town buildings, infrastructure and equipment. Warrant Articles 8-14 represent the capital portion of this year's budget. For fiscal year 2015, a total capital budget of \$32.9 million is proposed.

Table 10 provides a summary of funding sources financing the Town's recommended capital plan for FY2015.

Table 10	Free Cash/Tax Levy	Other Financing Sources <sup>1</sup>	Debt <sup>2</sup>	Total
General Fund	\$ 5,183,229		\$ 13,190,759	\$ 18,373,988
Chapter 90/Other Funding	\$ -	\$ 1,216,813	\$ -	\$ 1,216,813
Water Enterprise	\$ -	\$ 873,500	\$ 293,000	\$ 1,166,500
Sewer Enterprise	\$ -	\$ 940,500	\$ 900,000	\$ 1,840,500
Recreation Enterprise	\$ -	\$ 240,000	\$ -	\$ 240,000
Compost Revolving Fund	\$ -		\$ -	\$ -
Community Preservation Act <sup>3</sup>	\$ -	\$ 10,053,733	\$ -	\$ 10,053,733
<b>Total (all Funds)</b>	<b>\$ 5,183,229</b>	<b>\$ 13,324,546</b>	<b>\$ 14,383,759</b>	<b>\$ 32,891,534</b>

<sup>1</sup> Other Funding includes \$961,105 in Chapter 90 Aid for street improvements, \$200,820 in PEG Access Revolving Fund monies for Cary Memorial upgrades, and \$54,888 of unused bond proceeds from prior capital authorizations to fund a portion of the Clarke Elevator Upgrade and DPW Equipment Replacement.

<sup>2</sup> General Fund includes \$7.7 million for LHS Modular Classroom construction approved at the November 2013 special town meeting.

<sup>3</sup> Includes both Town and non-Town CPA funded projects.

This capital budget is consistent with the recommendations of the Selectmen's ad hoc Fiscal Task Force. The Task Force suggested that, given the favorable bidding environment and low interest rates, the Town continue to make progress with the backlog of capital projects, increasing both debt and cash capital financing.

Table 11 provides a history of the Town's cash capital plan for the period FY2012-

# FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

2015.

<b>Table 11</b>	<b>Cash Capital</b>
FY2015 Proposed	\$ 5,238,117
FY2014 Appropriated <sup>1</sup>	\$ 6,919,202
FY2013 Appropriated	\$ 3,902,794
FY2012 Appropriated	\$ 2,627,174

*Note 1: The FY14 amount is not inclusive of \$42,579 of balances of prior year capital articles proposed for appropriation at the 2013 ATM to support the FY14 Capital Budget*

## II. Other Planned Capital Projects:

The Town is planning for a number of significant future capital projects over the next three to five years potentially including a new fire station, police station, Center Streetscape improvements, Hartwell Avenue infrastructure improvements, expanded Visitor's Center and Community Center expansion. It is recommended, and shown in Table 9, that the Town appropriate to the CP/DSR/BR Stabilization Fund an additional \$5,632,584 to be used to partially fund these future projects or to mitigate the related debt service.

### Potential School Reconstruction

The School Committee has submitted a Statement of Interest to the Massachusetts School Building Authority (MSBA) for the reconstruction of Hastings School. The Committee expects to receive notification from the MSBA by fall 2014 as to whether this project will be included in its capital program. This matter could come before Town Meeting in the fall of 2014.

## III. Debt/Debt Service:

The Town of Lexington has maintained a Aaa credit rating for a number of years. Moody's Investors Service recently reaffirmed this credit rating in February 2014 when the Town issued \$22.8 million in long-term debt that sold at a 1.67 percent interest rate over an 8 to 10-year term. In its credit rating opinion, Moody's cited the Town's wealthy tax base with continuing economic development activities, healthy reserves and a track record of voter support for Proposition 2 ½ operating overrides and debt exclusions. The Aaa rating is the highest credit rating a municipality can receive and allows the Town to borrow funds at the most favorable interest rates. Approximately 27 of the 351 Massachusetts cities and towns maintain the Aaa rating.

Table 12 provides an historical summary of the Town's debt service. More detailed debt service schedules can be found in Section XI of this Recommended Budget and Financing Plan. The credit rating agencies find that debt service up to 10 percent of revenues reflects strong financial condition. The major factor driving the projected increase in debt service for fiscal year 2015 is the debt service impacts of financing the installation of modular buildings at Lexington High School, which was approved at the November 2013 Special Town Meeting. The Board of Selectmen will propose appropriating \$919,000 from the CP/DSR/BR Stabilization Fund to mitigate the debt service impacts of this project. The Board will also propose appropriating \$950,000

## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

from the CP/DSR/BR Stabilization Fund to offset a portion of the debt service costs for the Bridge, Bowman and Estabrook school projects. These two amounts, totaling \$1,869,000, will provide direct tax relief to taxpayers.

Table 12	FY2010	FY 2011	FY2012	FY2013	FY2014	FY2015
Annual Debt Service	Actual	Actual	Actual	Estimated	Budgeted	Projected
General Fund <sup>1</sup>	\$ 4,256,097	\$ 4,669,173	\$ 4,849,052	\$ 5,669,343	\$ 5,534,823	\$ 6,730,641
Prop 2 1/2 Debt Exclusion <sup>2</sup>	\$ 5,746,375	\$ 5,753,550	\$ 5,721,834	\$ 6,642,450	\$ 8,381,309	\$ 8,344,302
Water	\$ 1,074,551	\$ 1,193,333	\$ 1,258,968	\$ 1,299,090	\$ 1,260,655	\$ 1,379,622
Compost Revolving Fund	\$ 48,650	\$ 45,493	\$ 44,655	\$ 43,406	\$ 88,071	\$ 40,199
Sewer	\$ 575,357	\$ 651,446	\$ 879,713	\$ 956,855	\$ 1,131,673	\$ 1,220,843
Recreation	\$ 138,100	\$ 137,200	\$ 137,200	\$ 131,500	\$ 100,000	\$ 100,000
<b>Total Debt Service</b>	<b>\$ 11,839,130</b>	<b>\$ 12,450,195</b>	<b>\$ 12,891,422</b>	<b>\$ 14,742,644</b>	<b>\$ 16,496,531</b>	<b>\$ 17,815,607</b>
<b>Gross Revenues</b>	<b>\$ 164,093,822</b>	<b>\$ 169,743,424</b>	<b>\$ 171,412,228</b>	<b>\$ 186,825,482</b>	<b>\$ 200,482,883</b>	<b>\$ 209,355,835</b>
Debt Serv. % of Revenue	7.21%	7.33%	7.52%	7.89%	8.23%	8.51%

## History of Proposition 2 ½ Overrides and Debt Exclusions in Lexington

The FY2015 budget, as presented, has been balanced without a Proposition 2 ½ Override. Below is a history of Overrides and Debt Exclusions election results in Lexington:

NR: none requested

<u>Fiscal Year</u>	<u>Override</u>	<u>Debt Exclusion</u>
2015	NR	NR
2014	NR	NR
2013	NR	NR
2012	NR	\$51,800,000 (Est., Bridge,Bowman,Estabrook)
2011	NR	NR
2010	NR	NR
2009	NR	NR
2008 - approved	\$4,636,987	\$27,500,000 (Public Services Building)
2007 - approved	\$1,858,435	NR
2007 - <b>not approved</b>	\$3,166,166	NR
2006	NR	NR
2005 - approved	\$4,224,340	NR
2004 - <b>not approved</b>	\$4,957,000	NR
2003 - approved	NR	\$42,550,000 (schools, roads, Lincoln Park)
2002	NR	NR
2001 - approved	\$3,440,829	NR
2000 - approved	NR	\$52,235,000 (school building projects)
1999 - <b>not approved</b>	NR	\$68,200,000 (school building projects)
1998	NR	NR
1997	NR	NR
1996 - approved	\$1,500,000	NR
1995	NR	NR
1994	NR	NR
1993 - approved	\$2,718,092	NR
1992	NR	NR
1991 - approved	\$1,097,829	NR
1990	NR	NR
1989 - approved	NR	\$11,000,000(Pine Meadows Golf Course)

## Elderly/Low Income Property Tax Relief

The Board of Selectmen continues to examine various options to provide property tax relief to low income and elderly residents. The FY2015 recommended budget provides



## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

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funding for the following tax relief programs:

1. Senior Service Program – Qualified property owners over the age of 60 can work for the Town and receive up to \$1,045 per individual or \$1,330 per two-person household toward their property tax bills.
2. Property Tax Deferral - The Town has received special legislation to increase the income limits for residents over 65 years of age who wish to defer their property taxes. Currently, seniors who earn less than \$65,000 qualify for this program. As a result of 2006 State legislation, Town Meeting voted to decrease the interest rate charged for elderly residents who choose to defer payment of their property taxes. The interest rate is determined each March and is tied to the U.S. Treasury 1-Year Constant Maturity. The interest rate for deferred taxes for the past five years has been:

FY2014:	0.15 percent
FY2013:	0.18 percent
FY2012:	0.26 percent
FY2011:	0.34 percent
FY2010:	0.68 percent
3. Increase in the Property Tax Exemption Limits – At the 2006 Annual Town Meeting, the Town voted to double the amount of the property tax exemption for certain qualifying residents, to \$1,000.
4. The Town offers an exemption from the Community Preservation Act surcharge to qualified low-income residents.
5. The Town provides a 30 percent discount on water and sewer rates to qualified low-income residents.

## Collective Bargaining

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The Town has settled collective bargaining agreements with the following unions and associations for FY2015: Public Works, Public Safety Dispatchers, Building Maintenance Custodians and Lexington Municipal Employees. For FY2014, the Town is still negotiating with Crossing Guards and Fire. For FY2013, the Town is still negotiating with Police and Police Superior Officers. The School Department has settled collective bargaining contracts with School Teachers and Custodial staff for FY2013-15.

The budget for fiscal year 2015 includes amounts that may be required for those collective bargaining contracts yet to be settled.

## Tax Rate Estimate

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Section 12 of the Selectmen-Town Manager Act requires the Town Manager to provide an unofficial estimate of the tax rate that might result if the financial plans presented in this report are adopted and the assumptions with respect to State aid prove reasonably accurate. Without assuming any change in the tax shift factor or assessed valuations for

## FISCAL YEAR 2015 RECOMMENDED BUDGET AND FINANCING PLAN

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Fiscal Year 2015, a residential tax rate of \$15.94/\$1,000 of valuation is estimated compared to the residential tax rate of \$15.51/\$1,000 of valuation for Fiscal Year 2014.

The following table provides a summary of components of the property tax bill for a home assessed at \$644,000, which is the current median residential property value in Lexington.

<b>MEDIAN RES. TAX BILL</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>
Property tax w/2.5% increase	\$8,238	\$8,671	\$9,055	\$9,529	\$9,768 <i>(est.)</i>
Proposition 2½ debt exclusion	388	386	415	459	498
Community Preservation Act surcharge	216	227	238	253	260
<b>Total tax bill</b>	<b>\$8,841</b>	<b>\$9,284</b>	<b>\$9,708</b>	<b>\$10,242</b>	<b>\$10,525</b>

Notes: Assumes no change in the residential/commercial tax shift in FY15.

Assumes no change in total valuation by class of property (residential, commercial/industrial, personal property) in FY15.

## Additional Information

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The remainder of this document provides additional information on various aspects of the Town's budget. In addition, the School Committee, Appropriation Committee and Capital Expenditures Committee will be providing separate documents, reports and recommendations. Further questions may also be directed to the Town Manager's Office, Assistant Town Manager for Finance or Budget Officer.

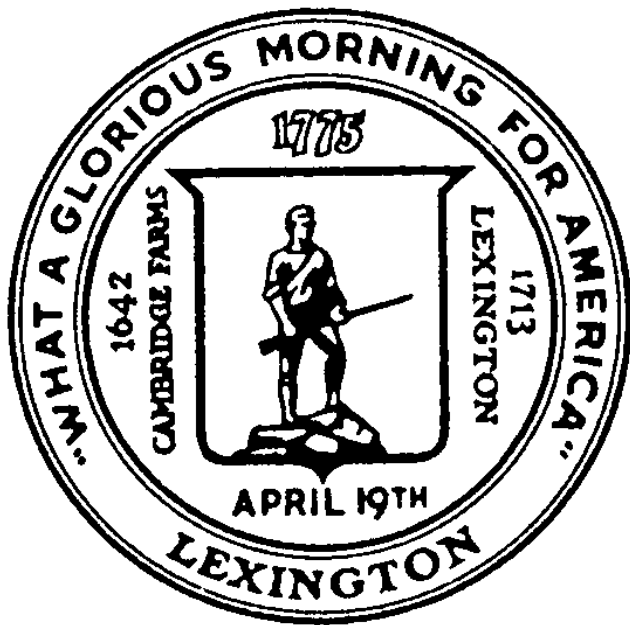
Town Manager Carl Valente: 781 862-0500 ext. 296

Assistant Town Manager for Finance Rob Addelson: 781 862-0500 ext. 219

Budget Officer Theo Kalivas: 781 862-0500 ext. 278

# Section I: Budget Overview

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# Town of Lexington

## FY2015 Budget Process

	July	August	September	October	November	December	January	February	March	April	May	June
<b>Elections</b>												
<b>Town Meeting</b>												
<b>Town Manager</b>												
<b>Summit</b>				I	II	III	IV	V				
<b>BOS</b>												
<b>School Cmte.</b>												
	Calendar Year 2013						Calendar Year 2014					

### Important Dates

#### August 2013

Issuance of Capital and Operating Budget Guidelines

#### October 2013

- I** Summit I - Financial Indicators & Projections  
October 2nd
- Discuss Guidelines and Drivers
- Town Manager Review of Capital Budget Requests

#### November 2013

- II** Summit II - Revenue Projection and Allocation  
November 13th
- Town Manager Review of Operating Budget Requests

#### December 2013

- Municipal Budget Workshops with Selectmen
- School Committee Hearings on Budget
- III** Summit III - Revenue Allocation  
December 18th

#### January 2014

- Submittal of FY2015 Superintendent's Recommended Budget to SC  
January 8th
- Submittal of FY2015 Manager's Recommended Budget to BOS  
January 13th
- IV** Summit IV - Review of FY2015 Town Manager's Preliminary Budget  
January 15th

#### February 2014

- V** Summit V - Comment and Budget Deliberations  
February 12th
- Board of Selectmen Vote on the FY2015 Recommended Budget  
**Budget Decisions and Deliberations Concluded**  
February 24th

#### March 2014

- FY2015 Recommended Budget submitted to Town Meeting  
**March 3rd**
- Municipal Election  
March 3rd
- Town Meeting Commences (anticipated)  
March 24th
- Budget Presentations by Town Manager and Superintendent  
March 26th
- Town Meeting Begins Budget Deliberations  
**March 31st**

# Section I Budget Overview

Town of Lexington, Massachusetts

## Summary of Revenues and Expenditures

The summary below shows revenues & expenditures for the Town of Lexington for FY 2012-2015. It reflects actual results of FY2012 and FY2013, FY2014 estimated revenues and budgeted expenditures submitted to the Department of Revenue for the certification of the FY2014 tax rate, and the budget recommendations of the Town Manager and School Superintendent for FY2015 budget and projected revenues to support those recommendations.

Revenue Summary	FY2012 Actual	FY2013 Actual	FY2014 Recap	FY2015 Projected
Tax Levy	\$ 128,615,715	\$ 135,386,783	\$ 141,842,483	\$ 147,689,750
State Aid	\$ 8,401,617	\$ 9,410,134	\$ 10,201,794	\$ 10,405,830
Local Receipts	\$ 12,340,331	\$ 12,549,845	\$ 10,228,490	\$ 10,769,383
Local Receipts not shown on Recap	\$ -	\$ -	\$ 295,910	\$ -
Available Funds	\$ 7,975,216	\$ 7,249,652	\$ 12,473,510	\$ 12,854,109
Revenue Offsets	\$ (2,474,521)	\$ (1,645,350)	\$ (1,647,074)	\$ (2,097,751)
Enterprise Funds (Indirect)	\$ 1,564,441	\$ 1,512,892	\$ 1,497,405	\$ 1,489,763
<b>Total General Fund</b>	<b>\$ 156,422,799</b>	<b>\$ 164,463,955</b>	<b>\$ 174,892,518</b>	<b>\$ 181,111,084</b>

### General Fund Expenditure Summary

<b>Education</b>				
Lexington Public Schools	\$ 72,272,372	\$ 76,628,356	\$ 81,400,507	\$ 86,623,929
Minuteman Regional School	\$ 1,780,500	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384
<i>sub-total Education</i>	<i>\$ 74,052,872</i>	<i>\$ 78,036,335</i>	<i>\$ 82,874,773</i>	<i>\$ 87,868,313</i>
<b>Municipal Departments</b>				
\$ 27,404,105	\$ 29,378,174	\$ 30,580,972	\$ 31,957,311	
<b>Shared Expenses</b>				
Benefits & Insurance	\$ 28,380,746	\$ 28,083,601	\$ 29,688,138	\$ 30,824,628
Debt (within-levy)	\$ 4,849,052	\$ 5,462,902	\$ 5,534,823	\$ 6,730,641
Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000
Facilities	\$ 9,242,458	\$ 9,343,330	\$ 9,760,460	\$ 9,897,675
<i>sub-total Shared Expenses</i>	<i>\$ 42,472,256</i>	<i>\$ 42,889,832</i>	<i>\$ 45,883,421</i>	<i>\$ 48,352,943</i>
<b>Capital</b>				
Cash Capital (designated)	\$ 2,627,174	\$ 3,902,794	\$ 6,919,202	\$ 5,238,117
<i>sub-total Capital</i>	<i>\$ 2,627,174</i>	<i>\$ 3,902,794</i>	<i>\$ 6,919,202</i>	<i>\$ 5,238,117</i>
<b>Other</b>				
General Stabilization Fund	\$ -	\$ -	\$ -	\$ -
Exempt Debt Service Mitigation	\$ -	\$ -	\$ -	\$ -
Other (allocated)	\$ 726,885	\$ 2,436,250	\$ 8,338,240	\$ 7,694,400
Other (unallocated)	\$ -	\$ -	\$ -	\$ -
<i>sub-total Other</i>	<i>\$ 726,885</i>	<i>\$ 2,436,250</i>	<i>\$ 8,338,240</i>	<i>\$ 7,694,400</i>
<b>Total General Fund</b>	<b>\$ 147,283,293</b>	<b>\$ 156,643,385</b>	<b>\$ 174,596,608</b>	<b>\$ 181,111,084</b>
<b>Surplus/(Deficit)</b>	<b>\$ 9,139,506</b>	<b>\$ 7,820,570</b>	<b>\$ 295,910</b>	<b>\$ 0</b>

<b>Other Expenses</b>				
Revolving Funds	\$ 2,151,886	\$ 2,117,849	\$ 2,850,000	\$ 3,055,000
Grants	\$ 169,363	\$ 91,286	\$ 90,786	\$ 131,261
CPA	\$ 4,279,982	\$ 5,475,592	\$ 3,205,052	\$ 10,906,426
<i>sub-total Other Expenses</i>	<i>\$ 6,601,231</i>	<i>\$ 7,684,727</i>	<i>\$ 6,145,838</i>	<i>\$ 14,092,687</i>
<b>Enterprise Funds (Direct)</b>				
Water	\$ 7,228,616	\$ 7,324,348	\$ 7,878,103	\$ 8,481,606
Wastewater (Sewer)	\$ 8,190,814	\$ 8,418,699	\$ 8,775,784	\$ 9,052,588
Recreation	\$ 1,659,193	\$ 1,658,811	\$ 1,785,840	\$ 1,840,934
Cash Capital	\$ 610,000	\$ -	\$ 1,211,750	\$ 2,054,000
<i>sub-total Enterprise Funds</i>	<i>\$ 17,688,623</i>	<i>\$ 17,401,859</i>	<i>\$ 19,651,477</i>	<i>\$ 21,429,127</i>
<b>Exempt Debt</b>				
Municipal	\$ 2,933,716	\$ 2,026,243	\$ 1,846,167	\$ 1,801,140
School	\$ 2,788,118	\$ 4,172,838	\$ 5,081,487	\$ 6,543,162
<i>sub-total Exempt debt</i>	<i>\$ 5,721,834</i>	<i>\$ 6,199,081</i>	<i>\$ 6,927,654</i>	<i>\$ 8,344,302</i>
<b>Total Other Expenses</b>	<b>\$ 30,011,688</b>	<b>\$ 31,285,666</b>	<b>\$ 32,724,969</b>	<b>\$ 43,866,117</b>
<b>Total Expenses</b>	<b>\$ 177,294,980</b>	<b>\$ 187,929,051</b>	<b>\$ 207,321,577</b>	<b>\$ 224,977,201</b>

# Section I Budget Overview

Town of Lexington, Massachusetts

## Program Summary

		A	B	C	D	E	F
						(D-C)	(E/C)
ELEMENT	DESCRIPTION	FY2012 Actual	FY2013 Actual	FY2014 Restated	FY2015 Recommended	Change \$	Change %
<u>Program 1000: Education</u>							
1100	Lexington Public Schools	\$ 72,272,372	\$ 76,628,356	\$ 81,400,507	\$ 86,623,929	\$ 5,223,422	6.42%
1200	Regional Schools	\$ 1,780,500	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ (229,882)	-15.59%
<b>Total Education</b>		<b>\$ 74,052,872</b>	<b>\$ 78,036,335</b>	<b>\$ 82,874,773</b>	<b>\$ 87,868,313</b>	<b>\$ 4,993,540</b>	<b>6.03%</b>
<u>Program 2000: Shared Expenses</u>							
2110	Contributory Retirement	\$ 4,003,549	\$ 5,124,696	\$ 4,805,537	\$ 5,005,537	\$ 200,000	4.16%
2120	Non-Contributory Retirement	\$ 12,367	\$ 12,696	\$ 12,907	\$ 13,447	\$ 540	4.18%
2130	Employee Benefits	\$ 22,616,553	\$ 21,635,504	\$ 23,182,159	\$ 24,041,965	\$ 859,806	3.71%
2140	Unemployment	\$ 190,655	\$ 99,558	\$ 200,000	\$ 200,000	\$ -	0.00%
2150	Workers Compensation*	\$ 624,543	\$ 511,139	\$ 610,915	\$ 612,223	\$ 1,308	0.21%
2160	Property & Liability Insurance	\$ 589,503	\$ 653,614	\$ 726,620	\$ 776,455	\$ 49,835	6.86%
2170	Uninsured Losses*	\$ 343,577	\$ 46,394	\$ 150,000	\$ 175,000	\$ 25,000	16.67%
<i>sub-total 2100 Benefits</i>		<i>\$28,380,746</i>	<i>\$ 28,083,601</i>	<i>\$ 29,688,138</i>	<i>\$ 30,824,628</i>	<i>\$ 1,136,490</i>	<i>3.83%</i>
2210	Payment on Funded Debt	\$ 4,007,565	\$ 4,767,186	\$ 4,585,443	\$ 5,490,414	\$ 904,971	19.74%
2220	Interest on Funded Debt	\$ 623,599	\$ 695,715	\$ 681,560	\$ 980,676	\$ 299,116	43.89%
2230	Temporary Borrowing	\$ 217,888	\$ -	\$ 267,820	\$ 259,551	\$ (8,269)	-3.09%
<i>sub-total 2200 Debt Services</i>		<i>\$ 4,849,052</i>	<i>\$ 5,462,902</i>	<i>\$ 5,534,823</i>	<i>\$ 6,730,641</i>	<i>\$ 1,195,818</i>	<i>21.61%</i>
2310	Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
<i>sub-total 2300 Reserve Fund</i>		<i>\$ -</i>	<i>\$ -</i>	<i>\$ 900,000</i>	<i>\$ 900,000</i>	<i>\$ -</i>	<i>0.00%</i>
2400	Facilities	\$ 9,242,458	\$ 9,343,330	\$ 9,760,460	\$ 9,897,675	\$ 137,215	1.41%
<b>Total Shared Expenses</b>		<b>\$ 42,472,256</b>	<b>\$ 42,889,832</b>	<b>\$ 45,883,421</b>	<b>\$ 48,352,943</b>	<b>\$ 2,469,523</b>	<b>5.38%</b>
<u>Program 3000: Public Works</u>							
3100-3500	DPW Personal Services	\$ 3,375,829	\$ 3,489,424	\$ 3,512,368	\$ 3,692,070	\$ 179,701	5.12%
3100-3500	DPW Expenses	\$ 4,678,761	\$ 4,782,278	\$ 4,914,629	\$ 5,029,416	\$ 114,787	2.34%
	October Storm Supplemental	\$ 290,590	\$ 138,153	\$ -	\$ -	\$ -	0.00%
<b>Total Public Works</b>		<b>\$ 8,345,181</b>	<b>\$ 8,409,855</b>	<b>\$ 8,426,997</b>	<b>\$ 8,721,486</b>	<b>\$ 294,488</b>	<b>3.49%</b>
<u>Program 4000: Public Safety</u>							
4100	Law Enforcement Personal Services	\$ 5,256,655	\$ 5,315,329	\$ 5,482,736	\$ 5,552,853	\$ 70,117	1.28%
4100	Law Enforcement Expenses	\$ 520,584	\$ 647,094	\$ 680,954	\$ 760,700	\$ 79,746	11.71%
<i>sub-total 4100 Law Enforcement</i>		<i>\$ 5,777,239</i>	<i>\$ 5,962,423</i>	<i>\$ 6,163,690</i>	<i>\$ 6,313,553</i>	<i>\$ 149,863</i>	<i>2.43%</i>
4200	Fire Personal Services	\$ 4,570,496	\$ 5,059,117	\$ 5,065,365	\$ 5,151,428	\$ 86,063	1.70%
4200	Fire Expenses	\$ 588,418	\$ 482,626	\$ 548,500	\$ 622,510	\$ 74,010	13.49%
<i>sub-total 4200 EMS/Fire</i>		<i>\$ 5,158,915</i>	<i>\$ 5,541,743</i>	<i>\$ 5,613,865</i>	<i>\$ 5,773,938</i>	<i>\$ 160,073</i>	<i>2.85%</i>
<b>Total Public Safety</b>		<b>\$ 10,936,154</b>	<b>\$ 11,504,166</b>	<b>\$ 11,777,556</b>	<b>\$ 12,087,491</b>	<b>\$ 309,935</b>	<b>2.63%</b>
<u>Program 5000: Culture &amp; Recreation</u>							
5100	Library Personal Services	\$ 1,752,593	\$ 1,764,557	\$ 1,891,472	\$ 1,909,214	\$ 17,742	0.94%
5100	Library Expenses	\$ 243,197	\$ 250,639	\$ 257,677	\$ 271,355	\$ 13,678	5.31%
<b>Total Culture &amp; Recreation</b>		<b>\$ 1,995,790</b>	<b>\$ 2,015,196</b>	<b>\$ 2,149,149</b>	<b>\$ 2,180,569</b>	<b>\$ 31,420</b>	<b>1.46%</b>
<u>Program 6000: Human Services</u>							
6000	Human Services Personal Services	\$ 315,764	\$ 411,221	\$ 522,085	\$ 529,795	\$ 7,710	1.48%
6000	Human Services Expenses	\$ 157,145	\$ 628,872	\$ 686,867	\$ 690,337	\$ 3,470	0.51%
<b>Total Human Services</b>		<b>\$ 472,909</b>	<b>\$ 1,040,093</b>	<b>\$ 1,208,952</b>	<b>\$ 1,220,132</b>	<b>\$ 11,180</b>	<b>0.92%</b>
<u>Program 7000: Community Development</u>							
7100	Comm. Devel. Personal Services	\$ 953,567	\$ 997,851	\$ 1,127,635	\$ 1,149,790	\$ 22,155	1.96%
7100	Comm. Devel. Expenses	\$ 179,122	\$ 174,764	\$ 181,953	\$ 182,314	\$ 361	0.20%
<i>sub-total 7100 Comm. Dev.</i>		<i>\$ 1,132,689</i>	<i>\$ 1,172,615</i>	<i>\$ 1,309,588</i>	<i>\$ 1,332,104</i>	<i>\$ 22,516</i>	<i>1.72%</i>
7200	Planning Personal Services	\$ 243,112	\$ 263,603	\$ 273,237	\$ 298,222	\$ 24,985	9.14%
7200	Planning Expenses	\$ 56,400	\$ 20,902	\$ 49,700	\$ 42,475	\$ (7,225)	-14.54%
<i>sub-total 7200 Planning</i>		<i>\$ 299,512</i>	<i>\$ 284,505</i>	<i>\$ 322,937</i>	<i>\$ 340,697</i>	<i>\$ 17,760</i>	<i>5.50%</i>
7300	Economic Devel. Personal Services	\$ 38,809	\$ 87,591	\$ 91,199	\$ 94,172	\$ 2,973	3.26%
7300	Economic Devel. Expenses	\$ 18,256	\$ 42,591	\$ 33,550	\$ 65,850	\$ 32,300	96.27%
<i>sub-total 7300 Eco. Dev.</i>		<i>\$ 57,065</i>	<i>\$ 130,182</i>	<i>\$ 124,749</i>	<i>\$ 160,022</i>	<i>\$ 35,273</i>	<i>28.28%</i>
<b>Total Community Development</b>		<b>\$ 1,489,266</b>	<b>\$ 1,587,302</b>	<b>\$ 1,757,274</b>	<b>\$ 1,832,823</b>	<b>\$ 75,549</b>	<b>4.30%</b>

# Section I Budget Overview

Town of Lexington, Massachusetts

## Program Summary

ELEMENT	DESCRIPTION	A	B	C	D	E	F
		FY2012 Actual	FY2013 Actual	FY2014 Restated	FY2015 Recommended	(D-C) Change \$	(E/C) Change %
<u>Program 8000: General Government</u>							
8110	Selectmen Personal Services	\$ 93,003	\$ 97,027	\$ 127,853	\$ 128,165	\$ 312	0.24%
8110	Selectmen Expenses	\$ 86,064	\$ 92,206	\$ 92,325	\$ 104,825	\$ 12,500	13.54%
8120	Legal	\$ 305,187	\$ 340,592	\$ 410,000	\$ 410,000	\$ -	0.00%
8130	Town Report	\$ 6,942	\$ 6,945	\$ 7,500	\$ 8,000	\$ 500	6.67%
<i>sub-total 8100 Board of Selectmen</i>		\$ 491,196	\$ 536,770	\$ 637,678	\$ 650,990	\$ 13,312	2.09%
8210-8220	Town Manager Personal Services	\$ 586,923	\$ 623,768	\$ 613,183	\$ 625,239	\$ 12,056	1.97%
8210-8220	Town Manager Expenses	\$ 169,449	\$ 160,271	\$ 218,150	\$ 237,620	\$ 19,470	8.93%
8230	Salary Transfer Account* (MGL Ch.40, Sec 13D)	\$ 423,874	\$ 488,878	\$ 491,706	\$ 878,000	\$ 386,294	78.56%
<i>sub-total 8200 Town Manager</i>		\$ 1,180,246	\$ 1,272,917	\$ 1,323,039	\$ 1,740,859	\$ 417,821	31.58%
8310	Financial Committees	\$ 1,153	\$ 6,225	\$ 7,500	\$ 7,500	\$ -	0.00%
8320	Misc. Boards and Committees	\$ 2,134	\$ 2,178	\$ 4,500	\$ 4,500	\$ -	0.00%
8330	Public Celebrations Committee	\$ 35,583	\$ 51,675	\$ 35,000	\$ 41,000	\$ 6,000	17.14%
<i>sub-total 8300 Town Committees</i>		\$ 38,870	\$ 60,077	\$ 47,000	\$ 53,000	\$ 6,000	12.77%
8400	Finance Personal Services	\$ 1,083,784	\$ 1,168,140	\$ 1,264,022	\$ 1,273,421	\$ 9,399	0.74%
8400	Finance Expenses	\$ 420,454	\$ 414,561	\$ 478,945	\$ 495,975	\$ 17,030	3.56%
<i>sub-total 8400 Finance</i>		\$ 1,504,238	\$ 1,582,701	\$ 1,742,967	\$ 1,769,396	\$ 26,429	1.52%
8500	Town Clerk Personal Services	\$ 296,836	\$ 337,600	\$ 354,665	\$ 362,992	\$ 8,328	2.35%
8500	Town Clerk Expenses	\$ 92,951	\$ 115,818	\$ 153,975	\$ 121,075	\$ (32,900)	-21.37%
<i>sub-total 8500 Town Clerk</i>		\$ 389,787	\$ 453,418	\$ 508,640	\$ 484,067	\$ (24,572)	-4.83%
8600	IT Personal Services	\$ 222,372	\$ 283,387	\$ 347,327	\$ 465,547	\$ 118,220	34.04%
8600	IT Expenses	\$ 338,097	\$ 632,292	\$ 654,394	\$ 750,950	\$ 96,556	14.76%
<i>sub-total 8600 IT</i>		\$ 560,469	\$ 915,679	\$ 1,001,721	\$ 1,216,497	\$ 214,776	21.44%
<b>Total General Government</b>		\$ 4,164,806	\$ 4,821,563	\$ 5,261,044	\$ 5,914,810	\$ 653,766	12.43%
<b>Total Municipal</b>		\$ 27,404,105	\$ 29,378,174	\$ 30,580,972	\$ 31,957,311	\$ 1,376,338	4.50%
<b>Capital</b>							
	Capital Requests (Cash-GF)	\$ 1,615,000	\$ 2,307,497	\$ 4,855,174	\$ 2,804,891	\$ (2,050,283)	-42.23%
	Building Envelope Set Aside	\$ 165,572	\$ 169,711	\$ 173,954	\$ 178,302	\$ 4,348	2.50%
	Streets Set Aside	\$ 846,602	\$ 1,425,586	\$ 1,890,074	\$ 2,254,924	\$ 364,850	19.30%
<b>Total Capital</b>		\$ 2,627,174	\$ 3,902,794	\$ 6,919,202	\$ 5,238,117	\$ (1,681,085)	-24.30%
<b>Other</b>							
	General Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ -	-
	33 Marrett Road Property Acquisition	\$ -	\$ -	\$ 3,560,000	\$ -	\$ (3,560,000)	-100%
	33 Marrett Road Phase I Building Improvements	\$ -	\$ -	\$ -	\$ 322,816	\$ -	-
	Set-Aside for Potential Local Aid/Federal Aid	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	-
	Set-Aside for Unanticipated Current Fiscal Year Need	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	-
	Allocated to Debt Service/Capital Projects/Building Renewal Stabilization Fund	\$ -	\$ 1,600,000	\$ 3,983,240	\$ 5,632,584	\$ 1,649,344	41.41%
	Senior Service Program	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.00%
	SPED Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ -	-
	OPEB Stabilization Fund	\$ 500,000	\$ 500,000	\$ 775,000	\$ 1,119,000	\$ 344,000	44.39%
	Warrant Articles	\$ -	\$ 316,250	\$ -	\$ -	\$ -	-
	CPA Bond Premium	\$ 216,885	\$ -	\$ -	\$ -	\$ -	-
<b>Total Other Articles</b>		\$ 726,885	\$ 2,436,250	\$ 8,338,240	\$ 7,694,400	\$ (643,840)	-7.72%
<b>General Fund Total</b>		\$ 147,283,293	\$ 156,643,385	\$ 174,596,608	\$ 181,111,084	\$ 6,514,476	3.73%

Note: Line-items marked with an asterisk (\*) will be presented at Town Meeting as Continuing Balance accounts.

# Section I Budget Overview

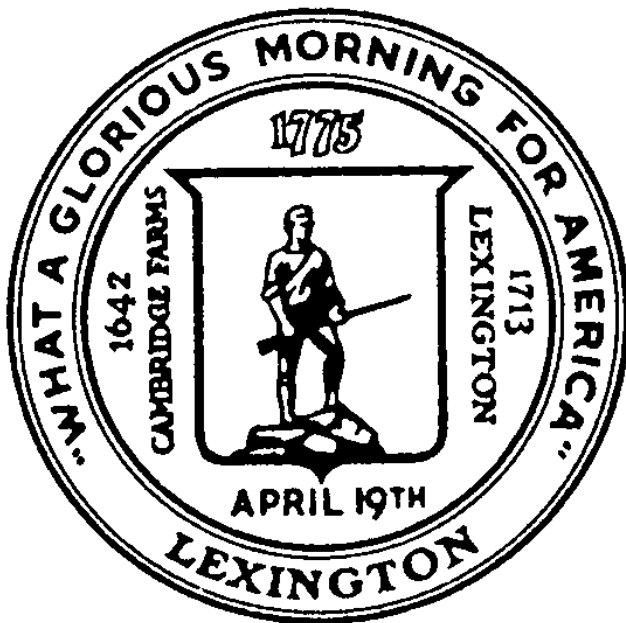
Town of Lexington, Massachusetts

ELEMENT	DESCRIPTION	A	B	C	D	E	F
		FY2012 Actual	FY2013 Actual	FY2014 Restated	FY2015 Recommended	(D-C) Change \$	(E/C) Change %
<b>Enterprise Articles</b>							
3600	Water Enterprise	\$ 7,228,616	\$ 7,324,348	\$ 7,878,103	\$ 8,481,606	\$ 603,503	7.66%
3700	Sewer Enterprise	\$ 8,190,814	\$ 8,418,699	\$ 8,775,784	\$ 9,052,588	\$ 276,804	3.15%
5200	Recreation Enterprise	\$ 1,659,193	\$ 1,658,811	\$ 1,785,840	\$ 1,840,934	\$ 55,094	3.09%
	Cash Capital - Enterprise	\$ 610,000	\$	\$ 1,211,750	\$ 2,054,000	\$ 842,250	69.51%
<b>Total Enterprise Funds (Oper. Exp. ONLY)</b>		<b>\$ 17,688,623</b>	<b>\$ 17,401,859</b>	<b>\$ 19,651,477</b>	<b>\$ 21,429,127</b>	<b>\$ 1,777,650</b>	<b>9.05%</b>
<b>Revolving Funds</b>							
1100	School Bus Transportation	\$ 576,207	\$ 541,030	\$ 830,000	\$ 830,000	\$ -	0.00%
2400	Public Facilities Revolving Fund	\$ 292,530	\$ 359,735	\$ 405,000	\$ 410,000	\$ 5,000	1.23%
3320	Tree (DPW-Forestry)	\$ 4,470	\$ 9,577	\$ 25,000	\$ 25,000	\$ -	0.00%
3330	Burial Container (DPW-Cemetery)	\$ 34,468	\$ 25,893	\$ 40,000	\$ 40,000	\$ -	0.00%
3420	Compost Operations (DPW-Rec.)	\$ 441,429	\$ 361,953	\$ 465,000	\$ 490,000	\$ 25,000	5.38%
3420	MHHP Operations	\$ 107,998	\$ 120,356	\$ 175,000	\$ 180,000	\$ 5,000	2.86%
6120	Council on Aging Programs	\$ 74,592	\$ 57,179	\$ 100,000	\$ 100,000	\$ -	0.00%
7140	Health Programs	\$ 8,453	\$ 9,787	\$ 10,000	\$ 14,000	\$ 4,000	40.00%
8140	PEG Access	\$ 429,128	\$ 450,000	\$ 490,000	\$ 671,000	\$ 181,000	36.94%
7320	Tourism/ Liberty Ride	\$ 181,491	\$ 180,473	\$ 290,000	\$ 275,000	\$ (15,000)	-5.17%
3100	Regional Cache - Hartwell Avenue	\$ 1,121	\$ 1,866	\$ 20,000	\$ 20,000	\$ -	0.00%
<b>Total Revolving Funds</b>		<b>\$ 2,151,886</b>	<b>\$ 2,117,849</b>	<b>\$ 2,850,000</b>	<b>\$ 3,055,000</b>	<b>\$ 205,000</b>	<b>7.19%</b>
<b>Community Preservation Act (CPA)</b>							
	CPA Capital	\$ 4,129,982	\$ 5,325,592	\$ 3,055,052	\$ 10,756,426	\$ 7,701,374	252.09%
	CPA Other (Projects & Admin.)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	0.00%
<b>Total CPA</b>		<b>\$ 4,279,982</b>	<b>\$ 5,475,592</b>	<b>\$ 3,205,052</b>	<b>\$ 10,906,426</b>	<b>\$ 7,701,374</b>	<b>240.29%</b>
<b>Grants</b>							
	Grants & Subsidies	\$ 169,363	\$ 91,286	\$ 90,786	\$ 131,261	\$ 40,475	44.58%
<b>Total Grants</b>		<b>\$ 169,363</b>	<b>\$ 91,286</b>	<b>\$ 90,786</b>	<b>\$ 131,261</b>	<b>\$ 40,475</b>	<b>44.58%</b>
<b>Exempt Debt</b>							
	Municipal	\$ 2,933,716	\$ 2,026,243	\$ 1,846,167	\$ 1,801,140	\$ (45,027)	-2.44%
	School	\$ 2,788,118	\$ 4,172,838	\$ 5,081,487	\$ 6,543,162	\$ 1,461,675	28.76%
<b>Total Exempt Debt</b>		<b>\$ 5,721,834</b>	<b>\$ 6,199,081</b>	<b>\$ 6,927,654</b>	<b>\$ 8,344,302</b>	<b>\$ 1,416,648</b>	<b>20.45%</b>
<b>Reconciliation</b>							
	Education	\$ 74,052,872	\$ 78,036,335	\$ 82,874,773	\$ 87,868,313	\$ 4,993,540	6.03%
	Shared Expenses	\$ 42,472,256	\$ 42,889,832	\$ 45,883,421	\$ 48,352,943	\$ 2,469,523	5.38%
	Municipal	\$ 27,404,105	\$ 29,378,174	\$ 30,580,972	\$ 31,957,311	\$ 1,376,338	4.50%
	Capital	\$ 2,627,174	\$ 3,902,794	\$ 6,919,202	\$ 5,238,117	\$ (1,681,085)	-24.30%
	Other	\$ 726,885	\$ 2,436,250	\$ 8,338,240	\$ 7,694,400	\$ (643,840)	-7.72%
	Enterprise	\$ 17,688,623	\$ 17,401,859	\$ 19,651,477	\$ 21,429,127	\$ 1,777,650	9.05%
	Revolving Funds & Grants	\$ 2,321,249	\$ 2,209,135	\$ 2,940,786	\$ 3,186,261	\$ 245,475	8.35%
	CPA	\$ 4,279,982	\$ 5,475,592	\$ 3,205,052	\$ 10,906,426	\$ 7,701,374	240.29%
	Exempt Debt	\$ 5,721,834	\$ 6,199,081	\$ 6,927,654	\$ 8,344,302	\$ 1,416,648	20.45%
<b>Totals</b>		<b>\$ 177,294,980</b>	<b>\$ 187,929,051</b>	<b>\$ 207,321,577</b>	<b>\$ 224,977,201</b>	<b>\$ 17,655,623</b>	<b>8.52%</b>



## Section II: Revenues

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## Section II: Revenues

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This section includes detailed information about FY2015 Projected Revenues. It includes:

- General Fund Revenue Description

II-2

## Section II Revenues

Town of Lexington, Massachusetts

The summary below presents Total General Fund Revenues and Net General Fund Revenues. Total General Fund Revenues include annually recurring and non-recurring sources of revenue. Net General Fund Revenues are Total General Fund Revenues less revenues recommended to be set-aside to fund designated expenses. In FY2015, Total General Fund Operating Revenues are projected to increase by approximately \$6.2 million, or 3.6%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$7.5 million, or 4.7%.

General Fund Revenue Summary	FY12 Actual	FY13 Actual	FY14 Recap	FY15 Projected	FY 14-15 Change	
					\$	%
Property Tax Levy (Table 1)	\$ 128,615,715	\$ 135,386,783	\$ 141,842,483	\$ 147,689,750	\$ 5,847,267	4.12%
State Aid (Table 2)	\$ 8,401,617	\$ 9,410,134	\$ 10,201,794	\$ 10,405,830	\$ 204,036	2.00%
Local Receipts (Table 3)	\$ 12,340,331	\$ 12,549,845	\$ 10,228,490	\$ 10,769,383	\$ 540,893	5.29%
Local Receipts not shown on Recap	\$ -	\$ -	\$ 295,910	\$ -	\$ (295,910)	---
Total Local Receipts	\$ 12,340,331	\$ 12,549,845	\$ 10,524,400	\$ 10,769,383	\$ 244,983	2.33%
Available Funds (Table 4)	\$ 7,975,216	\$ 7,249,652	\$ 12,473,510	\$ 11,935,109	\$ (538,401)	-4.32%
Other Available Fund: Use of Capital Project/Debt Service Reserve/Building Renewal Stabilization Fund	\$ -	\$ -	\$ -	\$ 919,000		
Revenue Offsets (Table 5)	\$ (2,474,521)	\$ (1,645,350)	\$ (1,647,074)	\$ (2,097,751)	\$ (450,677)	27.36%
Enterprise Receipts (Table 6)	\$ 1,564,441	\$ 1,512,892	\$ 1,497,405	\$ 1,489,763	\$ (7,642)	-0.51%
<b>Total General Fund Operating Revenues</b>	<b>\$ 156,422,799</b>	<b>\$ 164,463,955</b>	<b>\$ 174,892,518</b>	<b>\$ 181,111,084</b>	<b>\$ 6,218,566</b>	<b>3.56%</b>
<b>Less - Revenues Set-Aside for Designated Purposes</b>	<b>\$ 3,554,059</b>	<b>\$ 6,339,044</b>	<b>\$ 15,159,376</b>	<b>\$ 13,851,518</b>	<b>\$ (1,307,858)</b>	<b>-8.63%</b>
<b>Net General Fund Revenues</b>	<b>\$ 152,868,740</b>	<b>\$ 158,124,911</b>	<b>\$ 159,733,142</b>	<b>\$ 167,259,566</b>	<b>\$ 7,526,424</b>	<b>4.71%</b>

### Detailed Description:

**Property Tax Levy:** The FY2015 property tax levy is projected to increase approximately \$5.8 million, or 4.1%. The projected levy is a function of the FY2014 levy limit increased by 2.5% per Proposition 2 1/2, plus an increment for new growth. FY2015 new growth will be a function of construction activity for the period July 1, 2013 to June 30, 2014. FY2015 new growth is estimated at \$2,300,000 based on a review of historical data on new growth. FY14 new growth was certified by the Department of Revenue at \$3,017,335.

**State Aid:** FY2015 state aid is projected to increase 2% from its FY2014 level. Final FY2015 state aid numbers are likely to be known in June 2014 when the Legislature adopts, and the Governor signs, the FY2015 State budget.

**Local Receipts:** FY2015 projections for each category of receipt are based on the history of actual collections and projections of 3 and 5 year historical averages, unless otherwise specified in the supplemental tables of this document. FY2015 local receipts are estimated to increase by approximately \$245,000 or 2.3% over FY14 estimates. The major contributor to this growth is an increase in the estimate for Motor Vehicle Excise of \$100,000.

**Available Funds:** Available Funds are projected to decrease by approximately \$0.54 million or 4.3%. This decrease is a net change driven predominantly by two factors. The first factor is an approximate \$1.5 million decrease in free cash. The FY14 free cash certification was \$12.6 million.

# Section II Revenues

Town of Lexington, Massachusetts

	FY12 Actual	FY13 Actual	FY14 Recap	FY15 Projected	Dollar Change	Percent Change
<b>Table 1: Property Tax Levy</b>						
Tax Levy	\$ 122,259,637	\$ 128,662,664	\$ 135,440,316	\$ 141,843,659	\$ 6,403,343	4.7%
Prop. 2.5%	\$ 3,056,491	\$ 3,217,107	\$ 3,386,008	\$ 3,546,091	\$ 160,084	4.7%
New Growth	\$ 3,346,536	\$ 3,560,545	\$ 3,017,335	\$ 2,300,000	\$ (717,335)	-23.8%
Override/Excess Levy Capacity	\$ (46,950)	\$ (53,534)	\$ (1,175)	\$ -	\$ -	-
<b>Subtotal</b>	<b>\$ 128,615,715</b>	<b>\$ 135,386,783</b>	<b>\$ 141,842,483</b>	<b>\$ 147,689,750</b>	<b>\$ 5,847,267</b>	<b>4.1%</b>
<b>Table 2: State Aid</b>						
Chapter 70	\$ 7,051,517	\$ 7,876,799	\$ 8,657,571	\$ 8,830,722	\$ 173,151	2.0%
Charter School Reimbursement	\$ 23,222	\$ 18,769	\$ 6,485	\$ 6,615	\$ 130	2.0%
Unrestricted General Government Aid	\$ 1,202,550	\$ 1,296,276	\$ 1,326,917	\$ 1,353,455	\$ 26,538	2.0%
Lottery, Beano, Charity Games	\$ -	\$ -	\$ -	\$ -	\$ -	-
Police Career Incentive	\$ -	\$ -	\$ -	\$ -	\$ -	-
Veterans' Benefits & Exemptions	\$ 63,817	\$ 156,539	\$ 147,340	\$ 150,287	\$ 2,947	2.0%
Offsets (School Lunch & Library)	\$ 60,511	\$ 61,751	\$ 63,481	\$ 64,751	\$ 1,270	2.0%
<b>Subtotal</b>	<b>\$ 8,401,617</b>	<b>\$ 9,410,134</b>	<b>\$ 10,201,794</b>	<b>\$ 10,405,830</b>	<b>\$ 204,036</b>	<b>2.0%</b>
<b>Table 3: Local Receipts</b>						
Motor Vehicle Excise Tax	\$ 3,924,928	\$ 4,300,549	\$ 4,000,000	\$ 4,100,000	\$ 100,000	2.5%
Other Excise	\$ 1,525,700	\$ 1,415,189	\$ 1,310,000	\$ 1,380,000	\$ 70,000	5.3%
Penalties & Interest	\$ 461,887	\$ 468,003	\$ 309,000	\$ 342,000	\$ 33,000	10.7%
PILOT's	\$ 488,569	\$ 539,258	\$ 532,000	\$ 546,000	\$ 14,000	2.6%
Rentals	\$ 336,842	\$ 336,836	\$ 309,930	\$ 322,500	\$ 12,570	4.1%
Departmental-Schools	\$ 576,164	\$ 272,741	\$ 275,000	\$ 408,910	\$ 133,910	48.7%
Departmental-Municipal	\$ 1,522,991	\$ 1,516,166	\$ 1,438,510	\$ 1,493,000	\$ 54,490	3.8%
Licenses & Permits <sup>2</sup>	\$ 1,513,734	\$ 1,698,028	\$ 1,446,870	\$ 1,538,973	\$ 92,103	6.4%
Special Assessments	\$ 24,885	\$ 24,312	\$ 20,409	\$ 20,000	\$ (409)	-2.0%
Fines & Forfeits	\$ 344,126	\$ 335,984	\$ 339,770	\$ 336,000	\$ (3,770)	-1.1%
Investment Income	\$ 247,761	\$ 272,998	\$ 247,000	\$ 282,000	\$ 35,000	14.2%
Miscellaneous Non-Recurring	\$ 1,372,744	\$ 1,369,782	\$ -	\$ -	\$ -	-
Local Receipts not shown on Recap	\$ -	\$ -	\$ 295,910	\$ -	\$ -	-
<b>Subtotal</b>	<b>\$ 12,340,331</b>	<b>\$ 12,549,845</b>	<b>\$ 10,524,400</b>	<b>\$ 10,769,383</b>	<b>\$ 244,983</b>	<b>2.3%</b>
<b>Table 4: Available Funds</b>						
Parking	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ -	0.0%
Cemetery	\$ 120,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ -	0.0%
Free Cash	\$ 7,125,000	\$ 6,269,024	\$ 11,650,931	\$ 10,303,125	\$ (1,347,806)	-11.6%
Brookhaven	\$ -	\$ -	\$ -	\$ -	\$ -	---
Health Claims Trust Fund	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	---
Insurance Proceeds	\$ 4,610	\$ 200,000	\$ -	\$ -	\$ -	---
Overlay Surplus	\$ -	\$ -	\$ -	\$ -	\$ -	---
Proceeds from the Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	---
Transp.Demand Mgmt. Stab. Fund	\$ 83,560	\$ 85,160	\$ 90,000	\$ 88,000	\$ (2,000)	-2.2%
Center Improvement District Stabilization Fund	\$ 15,000	\$ -	\$ -	\$ -	\$ -	---
Avalon Bay School Enrollment Mitigation Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 49,096	\$ (200,904)	-80.4%
Balances from Prior Yr. Capital Articles	\$ 42,046	\$ 5,468	\$ 42,579	\$ 54,888	\$ 12,309	28.9%
School Bus Stabilization Fund	\$ -	\$ -	\$ -	\$ -	\$ -	---
<b>Subtotal</b>	<b>\$ 7,975,216</b>	<b>\$ 7,249,652</b>	<b>\$ 12,473,510</b>	<b>\$ 11,935,109</b>	<b>\$ (538,401)</b>	<b>-4.3%</b>
<b>Table 4a: Other Available Funds</b>						
Capital Project/Debt Service Reserve/Building Renewal Stabilization Fund	\$ -	\$ -	\$ -	\$ 919,000	\$ 919,000	---
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 919,000</b>	<b>\$ 919,000</b>	<b>---</b>
<b>Table 5: Revenue Offsets</b>						
Cherry Sheet Assessments	\$ (736,561)	\$ (813,255)	\$ (804,202)	\$ (833,000)	\$ (28,798)	3.6%
Cherry Sheet Offsets	\$ -	\$ -	\$ -	\$ -	\$ -	---
School Lunch	\$ (22,523)	\$ (24,262)	\$ (25,212)	\$ (25,716)	\$ (504)	2.0%
Public Libraries	\$ (37,988)	\$ (37,489)	\$ (38,269)	\$ (39,034)	\$ (765)	2.0%
Overlay (abatements)	\$ (1,023,396)	\$ (770,344)	\$ (779,391)	\$ (900,000)	\$ (120,609)	15.5%
Snow Deficit	\$ (654,053)	\$ -	\$ -	\$ (300,000)	\$ (300,000)	---
<b>Subtotal</b>	<b>\$ (2,474,521)</b>	<b>\$ (1,645,350)</b>	<b>\$ (1,647,074)</b>	<b>\$ (2,097,751)</b>	<b>\$ (450,677)</b>	<b>27.4%</b>
<b>Table 6: Enterprise Receipts</b>						
Water	\$ 704,624	\$ 665,848	\$ 818,689	\$ 789,275	\$ (29,414)	-3.6%
Wastewater (Sewer)	\$ 646,217	\$ 623,444	\$ 450,116	\$ 465,030	\$ 14,914	3.3%
Recreation	\$ 213,600	\$ 223,600	\$ 228,600	\$ 235,458	\$ 6,858	3.0%
<b>Subtotal</b>	<b>\$ 1,564,441</b>	<b>\$ 1,512,892</b>	<b>\$ 1,497,405</b>	<b>\$ 1,489,763</b>	<b>\$ (7,642)</b>	<b>-0.5%</b>
<b>Gross General Fund Revenues</b>	<b>\$ 156,422,799</b>	<b>\$ 164,463,955</b>	<b>\$ 174,892,518</b>	<b>\$ 181,111,084</b>	<b>\$ 6,218,566</b>	<b>3.6%</b>
<b>Revenues Set Aside for Designated Expenses</b>	<b>\$ 3,554,059</b>	<b>\$ 6,339,044</b>	<b>\$ 15,159,376</b>	<b>\$ 13,851,518</b>	<b>\$ (1,307,858)</b>	<b>-8.6%</b>
<b>Net General Fund Revenues Available for Appropriation</b>	<b>\$ 152,868,740</b>	<b>\$ 158,124,911</b>	<b>\$ 159,733,142</b>	<b>\$ 167,259,566</b>	<b>\$ 7,526,424</b>	<b>4.7%</b>

## Section II Revenues

*Town of Lexington, Massachusetts*

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**Available Funds cont:** The figure of \$11.65 million shown represents free cash appropriated to support FY14 operating and capital spending including \$1.5 million appropriated at the November 2012 special town meeting to fund Estabrook School access improvements and \$2.47 million voted last spring to finance the acquisition of 33 Marrett Road. The FY15 figure of \$10.3 million represents the 7/1/13 certification of \$10.3 million. The second factor is the proposed use of \$1 million from the Town's Health Claims Trust Fund which is a portion of the balance in the fund that was the repository of employer and employee contributions when the Town's employee health insurance program was self-insured. It is proposed that this amount be used to underwrite the Town's share of FY15 GIC premiums thus freeing up \$1 million in the tax levy to continue progress in funding the Town's OPEB liability.

Other components of Available Funds include the proposed use of parking meter receipts, cemetery funds, the Transportation Demand Management Stabilization Fund, and the Avalon Bay School Enrollment Mitigation Stabilization Fund to support FY15 operating costs, and balances of unused bond proceeds from prior years' capital articles to support the FY15 capital budget. Though not considered an operating revenue, another source of available funds is the use of \$919,000 from the Capital Projects/Debt Service Reserve/Building Renewal Stabilization Fund to mitigate the debt service impacts of the financing of the LHS modular classrooms construction.

**Revenue Offsets:** Revenue Offsets are projected to increase by approximately \$451,000 or 27.4%. Revenue Offsets represent the set-aside of a portion of projected revenues needed for particular purposes including:

- (1) components of state aid (Public Library aid and School Lunch reimbursements) that are distributed as Cherry Sheet aid, but, in fact, are categorical grants that are not available to support general fund operations;
- (2) cherry sheet assessments - estimated charges to be levied by the Commonwealth to cover the costs of state and regional services provided to the Town. Cherry Sheet Assessments assume a 3.5% increase in FY 2015;
- (3) the Assessor's Overlay account which covers the cost of abatements and exemptions granted to property taxpayers; and,
- (4) potential snow and ice deficits.

The FY15 increase in total revenue offsets is driven primarily by an increase in the set-aside for snow and ice deficits from \$0 in FY14 -given that there was no snow/ice deficit incurred in FY13 - to the traditional set-aside of \$300,000 in FY15 to cover a potential FY14 deficit.

**Enterprise Receipts:** This category represents transfers from the water, sewer and recreation enterprise funds to the general fund to cover general fund expenditures that support the operations of the water, sewer and recreation departments. Water & Sewer Indirects were reduced by \$61,549 annually from FY07 through FY13 as per BOS vote on October 30, 2006 to bring historical levels of indirect costs in line with actual costs. FY14 and FY15 amounts are based on the results of indirect cost analyses conducted by the Finance Department. In FY15, Enterprise Receipts are projected to decrease by approximately \$7,600 or 0.5%.

**Revenues Set Aside for Designated Expenses:** This represents components of Total General Fund Revenues that are set aside for designated purposes. The proposed purposes are shown below.

# Section II Revenues

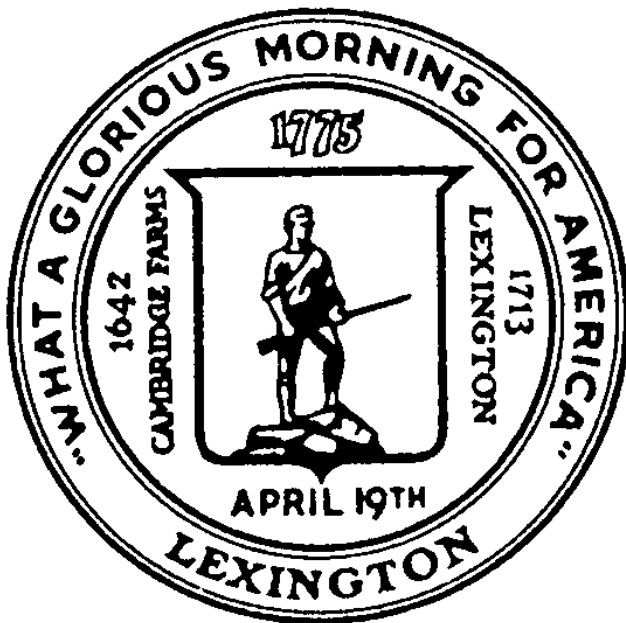
Town of Lexington, Massachusetts

Revenues Set-Aside for Designated Purposes						
	Tax Levy	Free Cash	Other	Total		
1	33 Marrett Road Improvements Phase I	\$ -	\$ 322,816	\$ -	\$ 322,816	Approved at Nov. 2013 special town meeting.
2	Set-Aside for Unanticipated Current Fiscal Year Needs	\$ -	\$ 200,000	\$ -	\$ 200,000	Reserved for appropriation at the 2014 annual town meeting to fund supplemental appropriations to the FY14 budget.
3	OPEB	\$ 1,000,000	\$ 119,000	\$ -	\$ 1,119,000	\$1 million resulting from use of Health Insurance Claims Trust Fund to fund FY15 Health Insurance and contribution from Enterprise funds
4	Cash Capital	\$ 750,003	\$ 2,000,000	\$ 54,888	\$ 2,804,891	Includes \$750,000 for potential general fund components of CPA eligible projects, including but not limited to the Cary Hall and Community Center projects.
5	Capital Stabilization Fund	\$ 2,471,275	\$ 3,161,309	\$ -	\$ 5,632,584	To meet future capital/debt service needs, including \$350,000 to offset FY16 exempt debt service attributable to Bridge/Bowman and Estabrook projects.
6	Set-Aside to Offset LHM Extraordinary Increase in Debt Service	\$ -	\$ -	\$ 919,000	\$ 919,000	To mitigate debt service impact of LHS Modular Classroom construction financing.
7	Street Reconstruction	\$ 2,254,924	\$ -	\$ -	\$ 2,254,924	Consistent with long-term street maintenance plan.
8	Reserve for Federal Budget Reductions	\$ -	\$ 400,000	\$ -	\$ 400,000	Set-aside to offset potential federal budget cuts that will impact School grant programs.
9	Municipal Building Envelope and Systems	\$ 178,303	\$ -	\$ -	\$ 178,303	Initially funded in 2006 override; increases by 2.5% per year.
10	Senior Service Program	\$ 20,000	\$ -	\$ -	\$ 20,000	
11	<b>Subtotal</b>	<b>\$ 6,674,505</b>	<b>\$ 6,203,125</b>	<b>\$ 973,888</b>	<b>\$ 13,851,518</b>	
12	Operating Budget	\$ -	\$ -	\$ -	\$ 4,100,000	\$4,100,000 of Free Cash to support FY15 budget
13	<b>Grand Total</b>	<b>\$ 6,674,505</b>	<b>\$ 6,203,125</b>	<b>\$ 973,888</b>	<b>\$ 17,951,518</b>	

# Section III: Education

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Program 1000



Lexington Public Schools  
Minuteman Regional School

## Section III: Program 1000: Education

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This section includes detailed information about the FY2015 Operating Budget & Financing Plan for education. It includes:

- 1100 Lexington Public Schools III-2
- 1200 Minuteman Regional School III-5



**Mission:** To sustain high academic achievement and pro-social excellence for all students, accomplished in the spirit of collaboration, continuous improvement, and respectful and caring relationships.

**Budget Overview:** On February 11, 2014, the School Committee voted the FY15 budget recommendation for Town Meeting. The budget provides funds that are necessary to provide a high quality education for all students and meets all legal requirements, including current collective bargaining requirements and special education laws. The recommended budget for 2014-2015 is \$86,623,929, which requires an additional \$5,223,422. The FY15 request represents an increase of 6.42% over the FY14 appropriation.

The changes in the school budget are driven by five key factors:

1. Negotiated Salary Increases: The FY15 budget includes funds for all negotiated salary and step increases for all bargaining units.
2. New Positions Due to Enrollment Increases and Grant Offsets: During the past four years, the enrollment increased by 477 students (+7.8%), or on average 120 students per year (1.95% per year). Next year, the K-12 enrollment is projected to increase by 97 students (6,608 to 6,705). Based on current class size guidelines, the school system will need approximately 9.33 positions, kindergarten through grade 12 for enrollment increases and grant offsets. At the K-5 level, 3 additional teachers are needed, including 2 unallocated positions. Special Education also has 1 unallocated teacher in anticipation of enrollment changes.
3. New Positions Due to Special Education Needs: The FY15 personnel budget includes funds to add 2.84 positions that are legally required due to an increase in the number of students with special needs and more challenging needs. The increase in demand for special education services is related to the overall increase in the student population and more students who can be educated in-district. Our investment in building in-house capacity over the past seven years now means we can provide higher quality educational services in all nine schools and avoid some placements in out-of-district schools and the corresponding transportation costs. The out-of-district budget for FY15 is projected to decrease by \$470,253 (-8.93%) due to more in-district capacity, an increase in the State "circuit breaker" reimbursement rate from 70% to 75%, and a larger than usual number of students who will leave the school system as they reach the maximum age of 22. One of the major changes in the FY 15 budget is the increase in the level of services for students with significant social and emotional needs. At Bridge and Estabrook Schools, the budget includes funds to add staffing and restructure the PALS and CARE programs in order to provide more consistent, comprehensive, and responsive support for these students and families. The two programs will now be called the Therapeutic Learning Program (TLP). At both middle schools, the budget includes one social worker per school to provide social work support to students in their Therapeutic Learning Programs (Presently called Compass at Clarke. The Diamond program has no name).
4. New Positions and Other Costs Due to Major Program Needs: The FY15 budget includes funds to add 15.10 positions that are required to address significant programmatic needs. At the end of the Executive summary a list of these positions is included. A description for each position is included in the respective department budgets.

5. School and District and Administrative Needs: The new state-mandated educator evaluation system is more demanding than the former evaluation system. The new evaluation process requires administrators to spend considerably more time visiting classrooms, collecting data under each State standard, discussing practice with supervisees, and providing feedback for growth and improvement to evaluatees. In order to meet the higher State expectations, the teaching load for high school department heads and K-12 Coordinators will be reduced from two classes per week to one class per week. In FY 14, this change was made at the middle school level and the administrative time for K-5 Assistant Principals was increased from half-time to full-time. In the Guidance Department, the budget includes an additional 0.5 allocation for leadership. This change will restore the full-time department head to the high school and free up the K-12 Director to more effectively meet mandates and develop programs in the elementary, middle, and high schools.
6. At the central administration level, the budget includes funds to increase staffing by 1.6 positions.
7. In the department of Curriculum, Instruction, and Professional Learning, an additional 0.4 position is requested in order to enable the Assistant Superintendent sufficient capacity to address additional demands from the state and federal governments. This is being funded through a reallocation of a 0.4 teaching position. Just this past year alone, Massachusetts adopted the Common Core along with 45 states that will require a reexamination of Lexington's curriculum. In addition, in November, the Massachusetts Board of Education decided to phase out MCAS examinations and transition to a new national system known as PARCC (Partnership for Assessment of Readiness of College and Careers). The current staffing level of 1.6 is insufficient to meet both our internal needs and the new demands from the State.
8. In Human Resources needs to add an additional 0.2 FTE to increase the Employee Wellness Coordinator's position, in order to meet the demands of our expanded Employee Wellness Program, now in its second year. The additional 0.2 FTE this year will increase to a total of 0.4 FTE in FY15.
9. The FY 15 budget includes adding a 1.0 FTE Director of Planning and Assessment. The Director will work in collaboration with the Assistant Superintendent of Curriculum, Instruction, and Professional Development to deepen the systemic use of data-driven decision-making and researched-based accountability measures in the selection and evaluation of programs and services in order to bring about the continuous improvement of student, school, and district outcomes. The Director will also provide support to teachers, administrators, and district staff in strategic planning. Beginning next fall, all school districts in Massachusetts must adopt district-determined measures (DDMs) for all teachers and evaluate teacher progress toward these measures. The new Director would provide critical support in this area.

# 1100 Lexington Public Schools

Program: Education  
Town of Lexington, Massachusetts

## Budget Summary

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 72,022,372	\$ 76,378,356	\$ 81,150,507	\$ 87,563,488	\$ 6,412,981	7.90%
Avalon Bay Mitigation	\$ 250,000	\$ 250,000	\$ 250,000	\$ 49,088	\$ (200,912)	-80.36%
Available Funds (one-time)	-	-	-	-	\$ -	-
<b>Total 1100 Lexington Public Schools</b>	<b>\$ 72,272,372</b>	<b>\$ 76,628,356</b>	<b>\$ 81,400,507</b>	<b>\$ 87,612,576</b>	<b>\$ 6,212,069</b>	<b>7.63%</b>

Appropriation Summary	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 60,894,680	\$ 64,481,249	\$ 68,735,873	\$ 73,496,851	\$ 4,760,978	6.93%
Expenses	\$ 11,377,692	\$ 12,147,107	\$ 12,664,634	\$ 13,127,078	\$ 462,444	3.65%
<b>Total 1100 Lexington Public Schools</b>	<b>\$ 72,272,372</b>	<b>\$ 76,628,356</b>	<b>\$ 81,400,507</b>	<b>\$ 86,623,929</b>	<b>\$ 5,223,422</b>	<b>6.42%</b>

Transfer to Unclassified (Health, Medicare, Workers' Comp) \$ 346,314 25.46 FTE  
Unallocated from Revenue Allocation Model \$ 642,332

More detailed information about the School Committee recommendation is available at:  
<http://lps.lexingtonma.org/Page/3787>

This page will be updated as necessary in anticipation of the 2014 Town Meeting.

**1200 Minuteman Regional School**

*Town of Lexington, Massachusetts*

**Budget Overview:** The Regional School subprogram provides funding to operate the Minuteman Science-Technology High School. Minuteman Tech is a regional school, located in Lexington and Lincoln, which provides technical and academic education for students in grades 9-12 from the 16-town Minuteman district.

Minuteman Tech’s programs include courses in biotechnology, environmental technology, computer programming, printing, commercial art, cosmetology, child care, carpentry, drafting, auto body repair and welding, as well as four-year academic and college preparatory programs. In addition, adults can pursue a variety of continuing education programs at Minuteman.

Lexington’s historical enrollment at Minuteman is in the table below.

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>High School Students</b>	62	54	53	53	45.5
<b>Post Graduate Students</b>	21	9	8	7	4
<b>Total</b>	<b>83</b>	<b>63</b>	<b>61</b>	<b>60</b>	<b>49.5</b>

# **1200 Minuteman Regional School**

**Program: Education**  
*Town of Lexington, Massachusetts*

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## **Appropriated/Authorized Staffing:**

No staff charged to this budget.

## **1200 Minuteman Regional School**

### **Budget Recommendations**

Lexington's FY2015 assessment for the Minuteman Regional School is \$1,244,384. This is a \$163,595 or 11.62% decrease over the FY2014 budget. This assessment may be further refined in advance of Town Meeting.

**1200 Minuteman Regional School**

*Town of Lexington, Massachusetts*

**Budget Summary:**

<b>Funding Sources</b>	<b>FY2012 Actual</b>	<b>FY2013 Actual</b>	<b>FY2014 Appropriation</b>	<b>FY2015 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Tax Levy	\$ 1,780,500	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ (163,595)	-11.62%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total 1200 Minuteman</b>	<b>\$ 1,780,500</b>	<b>\$ 1,407,979</b>	<b>\$ 1,474,266</b>	<b>\$ 1,244,384</b>	<b>\$ (163,595)</b>	<b>-11.62%</b>

<b>Appropriation Summary</b>	<b>FY2012 Actual</b>	<b>FY2013 Actual</b>	<b>FY2014 Appropriation</b>	<b>FY2015 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 1,780,500	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ (163,595)	-11.62%
<b>Total 1200 Minuteman</b>	<b>\$ 1,780,500</b>	<b>\$ 1,407,979</b>	<b>\$ 1,474,266</b>	<b>\$ 1,244,384</b>	<b>\$ (163,595)</b>	<b>-11.62%</b>

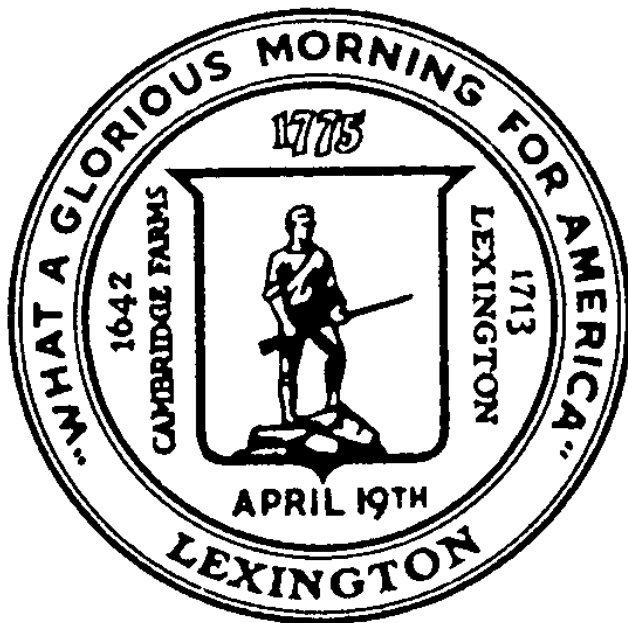
<b>Level-Service Requests</b>	<b>FY2012 Actual</b>	<b>FY2013 Actual</b>	<b>FY2014 Appropriation</b>	<b>FY2015 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Total 1200 Minuteman Regional School	\$ 1,780,500	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ (163,595)	-11.62%
<b>Total 1200 Minuteman</b>	<b>\$ 1,780,500</b>	<b>\$ 1,407,979</b>	<b>\$ 1,474,266</b>	<b>\$ 1,244,384</b>	<b>\$ (163,595)</b>	<b>-11.62%</b>

<b>Object Code Summary</b>	<b>FY2012 Actual</b>	<b>FY2013 Actual</b>	<b>FY2014 Appropriation</b>	<b>FY2015 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Compensation</i>	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 1,780,500	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ (163,595)	-11.62%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 1,780,500	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ (163,595)	-11.62%
<b>Total 1200 Minuteman</b>	<b>\$ 1,780,500</b>	<b>\$ 1,407,979</b>	<b>\$ 1,474,266</b>	<b>\$ 1,244,384</b>	<b>\$ (163,595)</b>	<b>-11.62%</b>

# Section IV: Shared Expenses

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Program 2000



Employee Benefits  
Debt Service  
Reserve Fund  
Public Facilities



## Section IV: Program 2000: Shared Expenses

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This section includes detailed information about the FY2015 Operating Budget & Financing Plan for shared expenses. It includes:

- 2100 Employee Benefits IV-2
- 2200 Debt Service IV-8
- 2300 Reserve Fund IV-12
- 2400 Public Facilities IV-16

## 2100 Employee Benefits

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**Mission:** To provide and manage a comprehensive benefits program for Town and School employees and retirees.

**Budget Overview:** Included in the Employee Benefits program are costs for the Town's pension assessment, workers' compensation, property and casualty insurance, unemployment insurance, health, dental and life insurance benefits and the Medicare tax.

Employee Benefits is comprised of the following:

- **Contributory Retirement Assessment:** The assessment of the Lexington Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on the date of hire - make up the majority of the funding of the pension system.
- **Non-Contributory Retirement:** The cost of benefits for employees who retired prior to the creation of the Lexington Contributory Retirement System.
- **Health Benefits:** The Town's annual contribution to finance: (1) the cost of health insurance for active Town and School Department employees, and retirees; (2) the cost of dental insurance for active Town and School Department employees, and retirees; (3) the cost of life insurance for active Town and School Department employees and retirees; and (4) the Town's 1.45% share of Medicare tax for all employees hired after 1986.
- **Unemployment Compensation:** The cost of unemployment payments for eligible employees separated from Town or School Department employment. The Town self-insures for this expense.
- **Workers' Compensation:** The medical costs incurred by Town and School employees injured on the job, medical costs of former public safety employees who retired on accidental disability, and for "stop loss" insurance to mitigate the Town's exposure to extraordinary work-related medical claims. The Town self-insures for this expense.
- **Property and Liability Insurance:** The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town's vehicles; and (3) cover the Town against liability claims.
- **Uninsured Losses:** A continuing balance account for uninsured property losses, settlements and deductibles contained in various insurance policies.

### Authorized/Appropriated Staffing:

Staff support is provided through the Town Manager's Office, Human Resources and Finance Department. Portions of the salaries of four employees are charged to the general fund health insurance budget and property and liability insurance budget.

## 2100 Employee Benefits

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### Budget Recommendations:

The FY2015 recommended Employee Benefits budget is \$30,824,628. This is a \$1,136,490 or 3.83% increase from the FY2014 budget. The recommended budget includes the benefits costs (health, dental, Medicare and workers' compensation) for all proposed new benefits-eligible municipal and school positions.

### Changes Include:

1. A \$200,000 or 4.16% increase in Contributory Retirement based on a funding schedule included in the January 1, 2012 actuarial valuation of the Lexington Retirement System. This schedule would result in full funding of the systems unfunded liability by 2013.
2. A \$47,907 or 3.67% increase in the Town's contribution for Medicare Tax based on FY2013 actual costs, projected FY2014 salaries and wages, and historical rates of increase in this tax;
3. An \$823,324 or 3.93% increase in the health insurance budget. The FY2015 budget is based on an increase of 6.0% on health insurance costs across all plans; the addition of 45 subscribers (new retiree subscribers, active employees currently not enrolled in the Town's plan subscribing in the future, and active employees switching from individual to family plans); and new municipal and school benefits-eligible positions recommended in this budget.
4. An \$12,624 or 1.39% decrease in dental insurance costs based on estimated premium rates for FY 2015;
5. A \$1,200 or 5.88% increase in life insurance costs based on projected enrollments;
6. A \$0 change in unemployment insurance based on a projection of a consistent number of claimants for FY2015;
7. A \$1,308 or 0.21% increase in workers' compensation costs based on FY2014 actual experience, the continuation of \$100,000 to finance the medical costs of former public safety employees who retired due to work-related injuries, and the continuation of efforts to build a reserve balance in this continuing balance account;
8. An \$49,835 or 6.86% increase in the costs of property and liability insurance based on guidance from our carrier on projected market conditions; and
9. A \$25,000 or 16.67% increase in the budget for uninsured losses. The balance in this continuing balance account as of January 7, 2014 is \$484,344.

# 2100 Employee Benefits

Program: Shared Expenses  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 28,104,043	\$ 27,829,112	\$ 28,967,120	\$ 30,114,266	\$ 1,147,147	3.96%
Enterprise Funds (Indirects)	\$ 208,464	\$ 200,731	\$ 667,260	\$ 667,260	\$ -	-
Directed Funding (Revolving Funds)	\$ 68,240	\$ 53,758	\$ 53,758	\$ 43,101	\$ (10,657)	-19.82%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,380,747</b>	<b>\$ 28,083,601</b>	<b>\$ 29,688,138</b>	<b>\$ 30,824,628</b>	<b>\$ 1,136,490</b>	<b>3.83%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 28,380,747	\$ 28,083,601	\$ 29,688,138	\$ 30,824,628	\$ 1,136,490	3.83%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,380,747</b>	<b>\$ 28,083,601</b>	<b>\$ 29,688,138</b>	<b>\$ 30,824,628</b>	<b>\$ 1,136,490</b>	<b>3.83%</b>

Level-Service Requests	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 4,003,549	\$ 5,124,696	\$ 4,805,537	\$ 5,005,537	\$ 200,000	4.16%
Total 2120 Non-Contributory Retirement	\$ 12,367	\$ 12,696	\$ 12,907	\$ 13,447	\$ 540	4.18%
Total 2130 Medicare	\$ 1,162,131	\$ 1,242,409	\$ 1,305,421	\$ 1,353,328	\$ 47,907	3.67%
Total 2130 Health Insurance	\$ 20,675,008	\$ 19,495,823	\$ 20,945,505	\$ 21,768,829	\$ 823,324	3.93%
Total 2130 Dental Insurance	\$ 759,551	\$ 875,062	\$ 910,832	\$ 898,208	\$ (12,624)	-1.39%
Total 2130 Life Insurance	\$ 19,863	\$ 22,210	\$ 20,400	\$ 21,600	\$ 1,200	5.88%
Total 2140 Unemployment	\$ 190,655	\$ 99,558	\$ 200,000	\$ 200,000	\$ -	0.00%
Total 2150 Workers Compensation	\$ 624,543	\$ 511,139	\$ 610,915	\$ 612,223	\$ 1,308	0.21%
Total 2160 Property & Liability Insurance	\$ 589,503	\$ 653,614	\$ 726,620	\$ 776,455	\$ 49,835	6.86%
Total 2170 Uninsured Losses	\$ 343,577	\$ 46,394	\$ 150,000	\$ 175,000	\$ 25,000	16.67%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,380,747</b>	<b>\$ 28,083,601</b>	<b>\$ 29,688,138</b>	<b>\$ 30,824,628</b>	<b>\$ 1,136,490</b>	<b>3.83%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 28,380,747	\$ 28,083,601	\$ 29,688,138	\$ 30,824,628	\$ 1,136,490	3.83%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 28,380,747	\$ 28,083,601	\$ 29,688,138	\$ 30,824,628	\$ 1,136,490	3.83%
<b>Total 2100 Employee Benefits</b>	<b>\$ 28,380,747</b>	<b>\$ 28,083,601</b>	<b>\$ 29,688,138</b>	<b>\$ 30,824,628</b>	<b>\$ 1,136,490</b>	<b>3.83%</b>

## **2100 Employee Benefits**

### **Focus on: Health Benefits – Line Item 2130**

While the cost of health insurance continues to be a concern for the Town of Lexington, as is the case with all public and private organizations in this region and across the country, the Town was successful in negotiating with the Employee Health Insurance Coalition to join the State's Group Insurance Commission (GIC) health insurance program, which should help to slow the future growth of this large cost driver.

The table on the following page shows the number of employees and retirees enrolled in the Town's health insurance program.

# 2100 Employee Benefits

Table 1: Health Insurance Enrollments <sup>(1)</sup>					
				FY 2014 Budget Based on Actual Subscribers plus Additional Projected Lives shown below	FY 2015 Budget Based on Actual Subscribers plus Additional Projected Lives shown below
	Actual Subscribers November 2009 (FY 2010)	Actual Subscribers November 2010 (FY 2011)	Actual Subscribers November 2011 (FY 2012)	November 2012 (FY 2013)	November 2013 (FY 2014)
<b>Subscribers</b>					
<u>Town</u>					
Individual	72	76	72	74	77
Family	192	196	192	196	192
<b>subtotal</b>	<b>264</b>	<b>272</b>	<b>264</b>	<b>270</b>	<b>269</b>
<u>School</u>					
Individual	333	331	321	319	330
Family	514	504	506	502	509
<b>subtotal</b>	<b>847</b>	<b>835</b>	<b>827</b>	<b>821</b>	<b>839</b>
<u>Retirees</u>	1000	1016	1034	1103	1151
<b>subtotal</b>	<b>2111</b>	<b>2123</b>	<b>2125</b>	<b>2194</b>	<b>2259</b>
<b>Additional projected lives for budget purposes FY 2015</b>					
<b>Position Vacancies</b>					
Individual				3	4
Family				6	8
<b>subtotal</b>				<b>9</b>	<b>12</b>
<b>Estimated Open Enrollment / Qualifying Events <sup>(2)</sup></b>					
Individual				9	9
Family				16	16
Retirees				20	20
<b>subtotal</b>				<b>45</b>	<b>45</b>
<b>Total</b>	<b>2111</b>	<b>2123</b>	<b>2125</b>	<b>2248</b>	<b>2316</b>
<b>New Positions FY 2015</b>					
School <sup>(3)</sup>				47	25
Municipal				4	2
Facilities Dept.				6	0
<b>subtotal</b>				<b>57</b>	<b>27</b>
<b>Proposed Reduction in Subscribers FY 2015</b>					
School				---	---
Retirees				(19)	(25)
<b>Total</b>	<b>2111</b>	<b>2123</b>	<b>2125</b>	<b>2286</b>	<b>2318</b>
(1) The subscriber counts above do not include COBRA subscribers, but includes 5 employees who are not General Fund employees.					
(2) The projection shown under open enrollment / qualifying events is based on an assumption of current employees losing coverage on their spouse's plans, and changes in marital status or dependent status.					
(3) Based on the school budget as adopted by the School Committee and assumes that each full-time equivalent will subscribe to Town's insurance. The cost is estimated at a composite rate based on school personnel enrollment.					

# 2100 Employee Benefits

Program: Shared Expenses  
Town of Lexington, Massachusetts

Table 2: Health Insurance Budget: FY 2012 - 2015					
	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriated	FY2015 Projected	Percentage Increase FY2014 to FY2015
Town	\$ 3,679,243	\$ 3,397,070	\$ 3,835,477	\$ 3,982,596	3.84%
School	\$ 10,576,185	\$ 9,851,024	\$ 11,154,976	\$ 11,577,418	3.79%
Retirees	\$ 6,976,588	\$ 5,026,524	\$ 5,859,994	\$ 6,102,765	4.14%
Total	\$ 21,232,015	\$ 18,274,618	\$ 20,850,447	\$ 21,662,780	3.90%
EdJobs Offset <sup>(1)</sup>	\$ (557,007)	---	---	---	---
Mitigation Fund <sup>(2)</sup>		\$ 1,120,000	---	---	---
Medicare Part B Penalty <sup>(3)</sup>		\$ 101,205	\$ 95,058	\$ 106,050	11.56%
Net Budget Amount	\$ 20,675,008	\$ 19,495,823	\$ 20,945,505	\$ 21,768,830	3.93%

(1) EdJobs was a federal stimulus grant provided to school departments.

(2) Mitigation Fund is a one (1) time cost in FY13 under the new health insurance statute.

(3) Medicare Part B Penalty is the penalty the Town must pay due to deferred migration of retirees from active plans to Medicare supplement plans.

## **2200 Debt Service**

**Mission:** To manage the issuance of Town debt in a manner which contains issuance and interest costs and limits large increases or decreases in annual debt service.

**Budget Overview:** Debt service includes general fund principal and interest payments for levy-supported (non-exempt) debt and temporary borrowing, both authorized by Town Meeting as well as for capital projects being proposed to the 2014 Annual Town Meeting. Also included in these figures are debt issuance costs and interest on abatements. Debt service on water and sewer enterprise projects is shown in elements 3610 and 3710. Debt voted to be exempt from Proposition 2 ½, while not appropriated by Town Meeting, is shown for informational purposes in Section I: Budget Overview.



## 2200 Debt Service

**Program: Shared Expenses**  
*Town of Lexington, Massachusetts*

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### **Authorized/Appropriated Staffing:**

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

## 2200 Debt Service

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### Budget Recommendations:

Combined FY2015 debt service—inclusive of Within-Levy and Exempt debt service—is increasing by \$2,612,416 or 20.96%.

In the case of exempt debt service, which is shown to be increasing 20.4%, the amount of FY14 debt service is net of \$1.6 million appropriated from the Capital Projects/Debt Service Reserve/Building Renewal Stabilization Fund (CP/DSR/BR SF) at the 2013 Annual Town Meeting to mitigate the debt service impacts of the Bridge/Bowman and Estabrook Elementary School projects. The amount for FY15 is gross estimated debt service. It is recommended that \$950,000 be appropriated from the CP/DSR/BR SF at the 2014 Annual Town Meeting to continue mitigation of the debt service impacts of the Bridge/Bowman and Estabrook Elementary School projects. Applying \$950,000 to mitigate FY15 debt service would yield an increase in debt service of 6.7% on an adjusted basis. It is proposed that at the 2015 Annual Town Meeting, \$350,000 be appropriated from the CP/DSR/BR SF to continue to mitigate the debt service impacts of these projects in FY2016.

Within-Levy debt service is shown to be increasing 21.6%. The major factor driving this increase is the debt service impacts of financing the installation of modular buildings at Lexington High School, which was approved at the November 2013 Special Town Meeting. It is recommended that \$919,000 be appropriated from the CP/DSR/BR SF at the 2014 Annual Town Meeting to mitigate the debt service impacts of this project. Applying \$919,000 for this purpose would yield an increase of debt service of 5.0% on an adjusted basis, the target identified in presentations on this project last November. It is projected that additional funds will need to be appropriated from the Stabilization Fund in FY2016 and FY2017, respectively, to continue mitigation of the debt service impacts of the modular buildings construction financing so that the annual increase in debt service in each of those years is limited to 5% as well.

# 2200 Debt Service

Program: Shared Expenses  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources (All Funds)	FY2012 Actual	FY2013 Actual	FY2014 Estimated	FY 2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 10,570,886	\$ 11,661,983	\$ 12,462,477	\$ 15,074,943	\$ 2,612,466	20.96%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total 2200 Debt Service</b>	<b>\$ 10,570,886</b>	<b>\$ 11,661,983</b>	<b>\$ 12,462,477</b>	<b>\$ 15,074,943</b>	<b>\$ 2,612,466</b>	<b>20.96%</b>

Appropriation Summary (All Funds)	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 10,570,886	\$ 11,661,983	\$ 12,462,477	\$ 15,074,943	\$ 2,612,466	20.96%
<b>Total 2200 Debt Service</b>	<b>\$ 10,570,886</b>	<b>\$ 11,661,983</b>	<b>\$ 12,462,477</b>	<b>\$ 15,074,943</b>	<b>\$ 2,612,466</b>	<b>20.96%</b>

Level-Service Requests (Within Levy Debt)	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Total 2210 Within-Levy Principal	\$ 4,007,565	\$ 4,767,186	\$ 4,585,443	\$ 5,490,414	\$ 904,971	19.74%
Total 2220 Within Levy Interest	\$ 623,599	\$ 695,715	\$ 681,560	\$ 980,676	\$ 299,116	43.89%
Total 2230 Temporary Borrowing	\$ 217,888	\$ -	\$ 267,820	\$ 259,551	\$ (8,269)	-3.09%
<b>Total 2200 Within-Levy Debt Service</b>	<b>\$ 4,849,052</b>	<b>\$ 5,462,902</b>	<b>\$ 5,534,823</b>	<b>\$ 6,730,641</b>	<b>\$ 1,195,818</b>	<b>21.61%</b>
Proposed use of Stabilization Fund to mitigate debt service impacts of LHS modular buildings construction	\$ -	\$ -	\$ -	\$ (919,000)	\$ -	-
<b>Net 2200 Within-Levy Debt Service</b>	<b>\$ 4,849,052</b>	<b>\$ 5,462,902</b>	<b>\$ 5,534,823</b>	<b>\$ 5,811,641</b>	<b>\$ 276,818</b>	<b>5.00%</b>

Level-Service Requests (Exempt Debt)	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Total 2210 Exempt Debt Principal						
Total 2220 Exempt Debt Interest						
<b>Total 2200 Exempt Debt Service</b>	<b>\$ 5,721,834</b>	<b>\$ 6,199,081</b>	<b>\$ 6,927,654</b>	<b>\$ 8,344,302</b>	<b>\$ 1,416,648</b>	<b>20.45%</b>

<b>Total 2200 Debt Service</b>	<b>\$ 10,570,886</b>	<b>\$ 11,661,983</b>	<b>\$ 12,462,477</b>	<b>\$ 15,074,943</b>	<b>\$ 2,612,466</b>	<b>20.96%</b>
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Object Code Summary (All Funds)	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ 10,570,886	\$ 11,661,983	\$ 12,462,477	\$ 15,074,943	\$ 2,612,466	20.96%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 10,570,886	\$ 11,661,983	\$ 12,462,477	\$ 15,074,943	\$ 2,612,466	29.27%
<b>Total 2200 Debt Service</b>	<b>\$ 10,570,886</b>	<b>\$ 11,661,983</b>	<b>\$ 12,462,477</b>	<b>\$ 15,074,943</b>	<b>\$ 2,612,466</b>	<b>20.96%</b>

## 2300 Reserve Fund

**Program: Shared Expenses**  
*Town of Lexington, Massachusetts*

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**Mission:** To provide for extraordinary and unforeseen expenses.

**Budget Overview:** The Reserve Fund is under the jurisdiction of the Appropriation Committee.

## **2300 Reserve Fund**

**Program: Shared Expenses**  
*Town of Lexington, Massachusetts*

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### **Authorized/Appropriated Staffing:**

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

## **2300 Reserve Fund**

**Program: Shared Expenses**  
*Town of Lexington, Massachusetts*

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### **Budget Recommendations:**

The FY2015 Town Manager's recommendation for the Reserve Fund is \$900,000, which represents no increase over the FY2014 budget.

# 2300 Reserve Fund

Program: Shared Expenses  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY2012 Actual	FY2013 Actual	FY2014 Estimated	FY2015 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total 2300 Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>0.00%</b>

Appropriation Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
<b>Total 2300 Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>0.00%</b>

Level-Service Requests	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
<b>Total 2300 Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>0.00%</b>

Object Code Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Compensation</i>	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Expenses</i>	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
<b>Total 2300 Reserve Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>0.00%</b>

**Note:** The FY2012 budget amount for the Reserve Fund was \$900,000, and \$40,000 was transferred to departmental budgets. Spending resulting from those transfers is shown as part of the budgets in the departmental summaries. For details regarding the amount transferred and to which departments the transfers were made, please see the table in Appendix C, "Summary of Reserve Fund Transfers," on page C-10.

## **2400 Public Facilities**

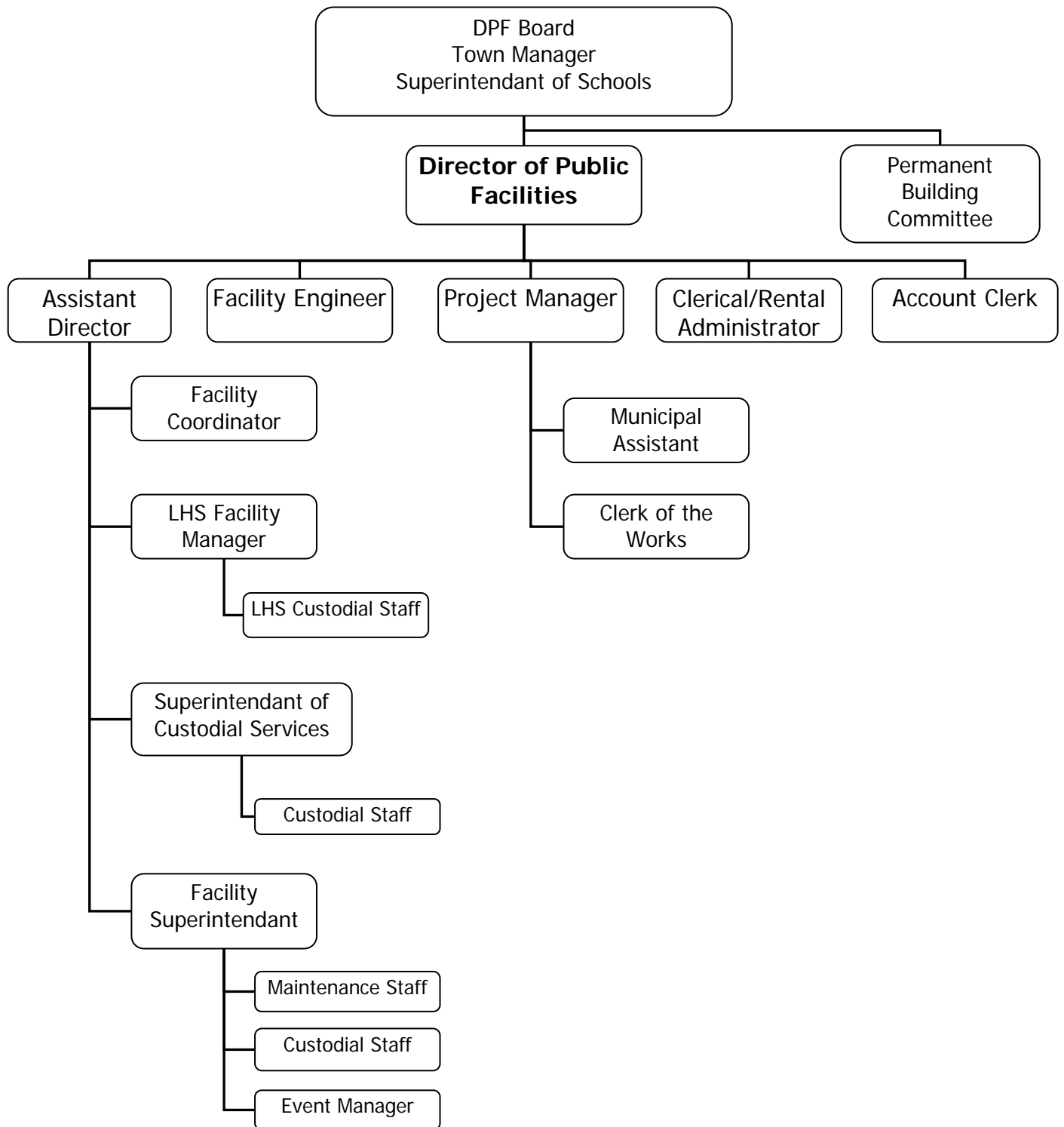
**Mission:** The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town buildings, preserve facility and equipment assets of the Town, and plan and implement capital improvements. This mission will be accomplished through establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a five-year capital plan in collaboration with the Permanent Building Committee and other Town committees.

**Budget Overview:** The Department of Public Facilities (DPF) is responsible for the coordination and care of all Town-owned buildings inclusive of those under the control of the Town Manager, Library Trustees and School Committee. The primary areas of service include custodial care and cleaning, building maintenance and repair (including preventative maintenance), utilities, and landscaping and grounds (school buildings only). The DPF administrative staff develops and implements the programs that provide services for the Town buildings. In addition, the DPF Capital Budget and the Rental Revolving Fund are managed by the staff.

### **Departmental Initiatives:**

1. Utilize work order and preventive maintenance program to continuously improve equipment reliability.
2. Identify opportunities to perform more in-house repair work with lower costs and improved service.
3. Support Town-wide goals on facility energy efficiency, resulting in Town-wide reduction in facility energy consumption.
4. Support renovation and operation of the new Community Center.





# 2400 Public Facilities

**Program: Shared Expenses**  
*Town of Lexington, Massachusetts*

## Authorized/Appropriated Staffing

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Recommended</b>
<b>School Facilities 2410</b>				
Maintenance Staff <sup>1</sup>	8	8	10	10
Custodian <sup>2</sup>	47	47	48	48
<b>Sub-total FTE</b>	<b>55</b>	<b>55</b>	<b>58</b>	<b>58</b>
<b>Municipal Facilities 2420</b>				
Superintendent	0	0	0	0
Foreman <sup>4</sup>	1	1	1	0
Technician	1	1	1	1
Custodian <sup>4</sup>	5.4	6	9	10
<b>Sub-total FTE</b>	<b>7.4</b>	<b>8</b>	<b>11</b>	<b>11</b>
<b>Shared Facilities 2430</b>				
Administrative Asst - Facility Coordinator	1	1	1	1
Administrative Asst - Clerical/ Rental Administrator	1	1	1	1
Administrative Asst - Account Clerk	1	1	1	1
Municipal Assistant - Part time	0	0	0.5	0.5
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager <sup>3</sup>	0.4	0.4	1	1
LHS Facility Manager	1	1	1	1
<b>Sub-total FTE</b>	<b>10.4</b>	<b>10.4</b>	<b>11.5</b>	<b>11.5</b>
<b>Total FTE</b>	<b>72.8</b>	<b>73.4</b>	<b>80.5</b>	<b>80.5</b>

**Notes:**

- (1) Two additional maintenance staff in FY 2014, funded from a reduction in contractual services (plumbing and carpentry) and due to new contract language that licensed staff can work in all DPF managed buildings.
- (2) One additional custodial staff for new Estabrook School, spring 2014, with scheduled opening of new school with an additional 30,000 square feet to maintain.
- (3) Proposed staff from FY 14 Program Improvement Requests: Three additional staff to maintain the property at 33 Marret Road, in anticipation of the Town's purchase of that property; Event Manager hours increased to full time.
- (4) Foreman position replaced by Head Custodian position.

# 2400 Public Facilities

**Budget Recommendations:**

The FY2015 recommended Public Facilities, All Funds budget is \$10,326,706, which is a \$143,993 or 1.41% increase over the FY2014 All Funds budget. The All Funds budget is inclusive of the Rental Revolving Fund and funding from PEG Access, which are self-supporting. Excluding the two revolving fund budgets, the FY2015 Town Manager’s recommended General Fund budget is \$9,897,675, which is a \$137,215 or 1.41% increase over the FY2014 General Fund budget.

The \$143,993 or 1.41% All Funds budget increase includes a \$209,335 or 4.36% increase in compensation, which is driven by contractually obligated step increases and cost of living adjustments, a \$65,938 or 0.58% decrease in expenses, and a \$595 or 5% increase for benefits to the Rental and PEG Access revolving funds.

The \$65,938 decrease in expenses is net of a \$31,894 decrease in Contractual Services, a \$44,544 decrease in Utilities, and a \$9,500 increase in Small Capital. These changes are driven by several factors. The decrease in Contractual Services is driven by the elimination of environmental services for the Estabrook School. Utilities costs are decreasing as a result of projected efficiencies from new natural gas high-efficiency boilers at Bridge, Bowman, and Estabrook schools, as well as the transfer of telephone costs to Information Technology to reflect the Town’s adoption of a Voice over Internet Protocol (VoIP) phone system. The \$35,000 request in the table below is for the acquisition and integration of an upgrade to the Kronos electronic time-card system, as well as the requisite module to integrate that system into the town’s existing MUNIS accounting software. This upgrade will eliminate paper from the payroll approval process, greatly increasing processing efficiency and reducing staff time dedicated to data entry. It is being funded as a part of the recommended Information Technology budget.

Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Facilities						
Upgrade Kronos Timekeeping Software	\$ 35,000	\$ -	\$ 35,000	*	\$ -	\$ -
Totals	\$ 35,000	\$ -	\$ 35,000	*	\$ -	\$ -

\*This had been portrayed as requested in Public Facilities for the White Book, but will be funded in Information Technology since the cost of software maintenance is in that department.

# 2400 Public Facilities

Program: Shared Expenses  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 9,242,458	\$ 9,343,330	\$ 9,760,460	\$ 9,897,675	\$ 137,215	1.41%
Enterprise Funds (Indirect)	-	-	-	-	-	-
Revolving Funds						
Public Facilities Revolving Fund	\$ 292,530	\$ 359,735	\$ 403,648	\$ 409,083	\$ 5,435	1.35%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 18,605	\$ 19,947	\$ 1,342	7.21%
<b>Total 2400 Public Facilities</b>	<b>\$ 9,544,988</b>	<b>\$ 9,713,065</b>	<b>\$ 10,182,713</b>	<b>\$ 10,326,706</b>	<b>\$ 143,993</b>	<b>1.41%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,087,738	\$ 4,406,962	\$ 4,803,180	\$ 5,012,515	\$ 209,335	4.36%
Expenses	\$ 5,457,250	\$ 5,306,104	\$ 5,367,627	\$ 5,301,689	\$ (65,938)	-1.23%
Benefits	\$ -	\$ -	\$ 11,906	\$ 12,501	\$ 595	5.00%
<b>Total 2400 Public Facilities</b>	<b>\$ 9,544,988</b>	<b>\$ 9,713,065</b>	<b>\$ 10,182,713</b>	<b>\$ 10,326,706</b>	<b>\$ 143,993</b>	<b>1.41%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Education Facilities	\$ 7,022,745	\$ 7,112,927	\$ 7,167,826	\$ 7,258,223	\$ 90,398	1.26%
Municipal Facilities	\$ 1,600,204	\$ 1,610,193	\$ 1,966,409	\$ 1,965,660	\$ (749)	-0.04%
Shared Facilities	\$ 922,040	\$ 989,945	\$ 1,048,478	\$ 1,102,822	\$ 54,344	5.18%
<b>Total 2400 Public Facilities</b>	<b>\$ 9,544,988</b>	<b>\$ 9,713,065</b>	<b>\$ 10,182,713</b>	<b>\$ 10,326,706</b>	<b>\$ 143,993</b>	<b>1.41%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,763,099	\$ 3,916,911	\$ 4,322,780	\$ 4,499,292	\$ 176,512	4.08%
Overtime	\$ 324,639	\$ 490,051	\$ 480,399	\$ 513,223	\$ 32,824	6.83%
Personal Services	\$ 4,087,738	\$ 4,406,962	\$ 4,803,180	\$ 5,012,515	\$ 209,335	4.36%
Contractual Services	\$ 1,629,202	\$ 1,546,425	\$ 1,373,704	\$ 1,341,810	\$ (31,894)	-2.32%
Utilities	\$ 3,138,325	\$ 3,079,883	\$ 3,199,723	\$ 3,155,179	\$ (44,544)	-1.39%
Supplies	\$ 561,358	\$ 541,937	\$ 664,200	\$ 665,200	\$ 1,000	0.15%
Small Capital	\$ 128,366	\$ 137,859	\$ 130,000	\$ 139,500	\$ 9,500	7.31%
Expenses	\$ 5,457,250	\$ 5,306,104	\$ 5,367,627	\$ 5,301,689	\$ (65,938)	-1.23%
Benefits	\$ -	\$ -	\$ 11,906	\$ 12,501	\$ 595	5.0%
<b>Total 2400 Public Facilities</b>	<b>\$ 9,544,988</b>	<b>\$ 9,713,065</b>	<b>\$ 10,182,713</b>	<b>\$ 10,326,706</b>	<b>\$ 143,993</b>	<b>1.41%</b>

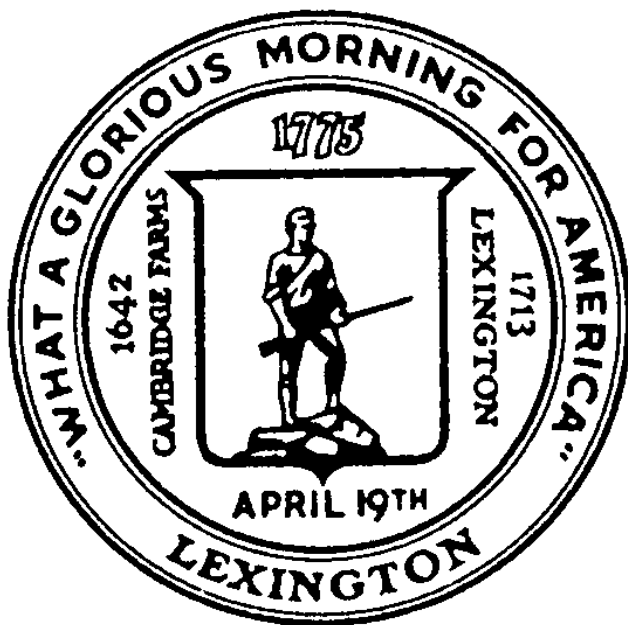
Appropriations Summary (General Fund Only)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 3,947,830	\$ 4,210,260	\$ 4,560,833	\$ 4,763,986	\$ 203,153	4.45%
Expenses	\$ 5,294,628	\$ 5,133,071	\$ 5,199,627	\$ 5,133,689	\$ (65,938)	-1.27%
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total 2400 Public Facilities</b>	<b>\$ 9,242,458</b>	<b>\$ 9,343,330</b>	<b>\$ 9,760,460</b>	<b>\$ 9,897,675</b>	<b>\$ 137,215</b>	<b>1.41%</b>

Appropriations Summary (Non-General Fund)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 139,908	\$ 196,702	\$ 242,347	\$ 248,529	\$ 6,182	2.55%
Public Facilities Revolving Fund	\$ 129,908	\$ 186,702	\$ 228,207	\$ 233,270	\$ 5,063	2.22%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 14,140	\$ 15,259	\$ 1,119	7.91%
Expenses	\$ 162,623	\$ 173,033	\$ 168,000	\$ 168,000	\$ -	0.00%
Public Facilities Revolving Fund	\$ 162,623	\$ 173,033	\$ 168,000	\$ 168,000	\$ -	0.00%
Benefits	\$ -	\$ -	\$ 11,906	\$ 12,501	\$ 595	5.00%
Public Facilities Revolving Fund	\$ -	\$ -	\$ 7,441	\$ 7,813	\$ 372	5.00%
PEG Revolving Fund	\$ -	\$ -	\$ 4,465	\$ 4,688	\$ 223	5.00%
<b>Total 2400 Public Facilities</b>	<b>\$ 302,530</b>	<b>\$ 369,735</b>	<b>\$ 422,253</b>	<b>\$ 429,030</b>	<b>\$ 6,778</b>	<b>1.61%</b>

# Section V: Department of Public Works

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Program 3000



DPW Administration and Engineering  
Highway  
Public Grounds  
Environmental Services  
Water Enterprise  
Sewer Enterprise

## Section V: Program 3000: Public Works

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This section includes detailed information about the FY2015 Operating Budget & Financing Plan for Public Works (DPW). It includes:

- 3000-3500 DPW Summary V-2
- 3100 DPW Administration & Engineering V-7
- 3200 Highway V-11
- 3300 Public Grounds V-15
- 3400 Environmental Services V-19
- 3600 Water Enterprise V-23
- 3700 Sewer Enterprise V-27

**3000 – 3500 DPW Summary***Town of Lexington, Massachusetts*

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**Mission:** The Department of Public Works is a professional team dedicated to enhancing the quality of life in Lexington and supporting the Town's core values. The Department makes every effort to maximize the efficient, effective use of Town resources in the support, maintenance and upkeep of the infrastructure, public lands and programs. Staff is committed to public safety and providing prompt, courteous quality service to both customers and to each other.

**Budget Overview:** The Department of Public Works is comprised of multiple divisions including Administration and Engineering, Highway, Public Grounds and Environmental Services. The services provided by Public Works include the maintenance, repair, and construction of the Town's infrastructure, roads, equipment, and property. The Department of Public Works is responsible for 284 lane miles of road, 154 miles of water mains, 34 miles of trunk sewer lines, 119 miles of street sewer lines, 4,700 catch basins, 141 pieces of equipment, 9 parks, 4 cemeteries, the Pine Meadows golf course, and the 5.5 mile-long Jack Edison Memorial Bikeway. Public Works supports Town functions through the maintenance and repair of facilities such as playing fields, and the bikeway. This program also includes the Town's water and sewer operations, which function as separate enterprise funds and are shown in separate enterprise budgets.

**Departmental Initiatives:**

1. Finish the American Public Works Association Accreditation process.
2. Support the implementation of GIS.
3. Explore long-term alternative disposal options for refuse disposal and collection.
4. Work with the Energy Committee to improve energy efficiency and savings.
5. Continue the regular tree planting program.

# 3000 – 3500 DPW Summary

## Authorized/Appropriated Staffing

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY2015 Recommended
<b>Department of Public Works - General Fund</b>				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Municipal Clerk	0.6	0	0	0
Department Account Clerk <sup>1</sup>	2.6	2.6	2.6	2.6
Department Clerk - Pub Grounds/Cemetery	1	1	1	1
Department Lead Clerk	1	1	1	1
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	1	1
Engineering Assistant	3	3	3	3
Engineering Aide	0.7	0.7	0.7	0.7
Engineering Inspector	0	0	0	1
Supt of Equipment, Highways & Drains	1	1	1	1
Crew Chief	7	6	6	6
Laborer	0	0	0	0
Heavy Equipment Operators	12	10	10	10
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	1.8	2.2	2.2	2.2
Highways and Drains Foreman	1	1	1	1
Equipment Foreman	1	1	1	1
Mechanic	3	4	4	4
Superintendent of Public Grounds	1	1	1	1
Laborer-Truck Driver	1	3	3	3
Leadmen	6	7	7	7
Senior Arborist	2	2	2	2
Tree Climber	1	1	2	2
Cemetery Foreman	1	1	1	1
Transportation Coordinator**	1	0	0	0
Parking Attendant Supervisor**	0.4	0	0	0
Parking Attendant**	2.3	0	0	0
<b>Department of Public Works - Compost Revolving Fund</b>				
Superintendent of Environmental Services	1	1	1	1
Crew Chief	0	1	1	1
Heavy Equipment Operators	2	1	1	1.5
Seasonal Laborer	0.7	0.7	0.7	0.7
<b>Total FTE</b>	<b>63.7</b>	<b>60.8</b>	<b>61.8</b>	<b>63.3</b>
<b>Total FT/PT</b>	<b>55 FT/17 PT</b>	<b>56 FT/10 PT</b>	<b>57 FT/10 PT</b>	<b>58 FT/10 PT</b>

### Explanatory Notes

<sup>1</sup>FT Dept. Acct. Clerk shown as 0.6 from General Fund; 0.4 is charged to Water and Sewer Enterprise.

\*\* Lexpress moved to Human Services in FY2013, Parking Attendant Supervisor & Attendants, moved to Police Dept in FY2013



**3000 – 3500 DPW Summary**

*Town of Lexington, Massachusetts*

**Budget Recommendations:**

The FY2015 recommended Public Works All Funds budget is \$9,475,403, which is a \$326,778 or 3.57% increase over the FY2014 restated budget. The All Funds budget is inclusive of the Compost, Minuteman Household Hazardous Product (MMHP), Burial Containers, and Tree revolving funds. The FY2014 restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting.

Exclusive of the revolving funds, the overall FY2014 Public Works General Fund budget is \$8,721,486. This is a \$294,488 or 3.49% increase from the FY2014 restated General Fund budget.

All Funds compensation is increasing by \$121,024 or 3.25%; expenses by \$77,025 or 1.46%; benefits for Compost facility employees by \$2,335 or 4.31%, and revolving fund debt service is decreasing by \$40,288 or 50.05% as debt is paid down.

General Fund compensation is increasing by \$84,681 or 2.4%, and expenses are increasing by \$37,325 or 0.76%.

Any Compensation increases not attributed to Program Improvement requests (below) are due to contractually obligated step increases, and do not (with the exception of the Compost Revolving Fund) reflect an estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager’s budget.

Please see the division sections in the following pages for a detailed explanation of the FY2015 budget changes.

Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Works						
Engineering Inspector	\$ 65,020	\$ 15,967	\$ 80,987	<b>\$ 65,020</b>	<b>\$ 15,967</b>	\$ -
Top Dressing for Athletic Fields	\$ 8,000	\$ -	\$ 8,000	<b>\$ 8,000</b>	\$ -	\$ -
Tree Planting Program	\$ 45,000	\$ -	\$ 45,000	<b>\$ 45,000</b>	\$ -	\$ -
Regulatory Sign Upgrades	\$ 24,462	\$ -	\$ 24,462	<b>\$ 24,462</b>	\$ -	\$ -
HE Operator for Compost Revolving	\$ 40,206	\$ 14,345	\$ 54,552	<b>\$ 24,200</b>	\$ -	\$ 30,352
<b>Totals</b>	<b>\$ 142,482</b>	<b>\$ 15,967</b>	<b>\$ 213,000</b>	<b>\$ 166,682</b>	<b>\$ 15,967</b>	\$ 30,352

# 3000 – 3500 DPW Summary

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 7,064,678	\$ 7,428,219	\$ 7,539,389	\$ 7,768,160	\$ 86,290	1.14%
Enterprise Funds (Indirects)	\$ 669,602	\$ 657,599	\$ 562,367	\$ 638,812	\$ 76,445	13.59%
Fees & Charges	-	-	-	-	-	-
Parking Fund	\$ 140,544	\$ 33,688	\$ 35,070	\$ 34,929	\$ (140)	-
Cemetery Trust	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ -	0.00%
Cemetery Prep Fees	\$ 139,063	\$ 122,321	\$ 134,520	\$ 127,024	\$ -	0.00%
Charges for Service	\$ 4,236	\$ 4,164	\$ 3,480	\$ 3,760	\$ 280	-
Licenses & Permits	\$ 46,058	\$ 43,864	\$ 43,800	\$ 43,800	\$ -	0.00%
Lexpress Fares	\$ 89,000	\$ -	\$ -	\$ -	\$ -	-
TDM Allocation	\$ 72,000	\$ -	\$ -	\$ -	\$ -	-
Revolving Funds	-	-	-	-	-	-
Burial Containers	\$ 34,468	\$ 25,893	\$ 40,000	\$ 40,000	\$ -	0.00%
Compost Operations	\$ 441,429	\$ 361,953	\$ 465,000	\$ 488,918	\$ 23,918	5.14%
Tree	\$ 4,470	\$ 9,577	\$ 25,000	\$ 25,000	\$ -	0.00%
MMHP	\$ 107,968	\$ 120,356	\$ 175,000	\$ 180,000	\$ 5,000	2.86%
Regional Cache at Hartwell Ave	\$ 1,121	\$ 1,866	\$ 20,000	\$ 20,000	\$ -	0.00%
Grants (MBTA)	\$ 80,000	\$ -	\$ -	\$ -	\$ -	-
<b>Total 3100-3500 DPW All Funds</b>	<b>\$ 9,014,636</b>	<b>\$ 8,929,499</b>	<b>\$ 9,148,626</b>	<b>\$ 9,475,403</b>	<b>\$ 326,778</b>	<b>3.57%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 3,567,699	\$ 3,693,607	\$ 3,722,537	\$ 3,932,780	\$ 121,024	3.25%
Expenses	\$ 5,364,257	\$ 5,151,397	\$ 5,291,379	\$ 5,445,866	\$ 77,025	1.46%
Benefits	\$ 38,025	\$ 41,089	\$ 54,222	\$ 56,557	\$ 2,335	4.31%
Debt Service (Revolving Fund)	\$ 44,655	\$ 43,406	\$ 80,488	\$ 40,200	\$ (40,288)	-50.05%
<b>Total 3100-3500 DPW</b>	<b>\$ 9,014,636</b>	<b>\$ 8,929,499</b>	<b>\$ 9,148,626</b>	<b>\$ 9,475,403</b>	<b>\$ 326,778</b>	<b>3.57%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 553,431	\$ 529,548	\$ 574,216	\$ 580,425	\$ 6,209	1.08%
Total 3120 Town Engineering	\$ 583,876	\$ 558,353	\$ 663,944	\$ 731,160	\$ 67,216	10.12%
Total 3130 Street Lighting	\$ 275,521	\$ 375,126	\$ 277,781	\$ 287,145	\$ 9,364	3.37%
Total 3210 Highway	\$ 1,099,304	\$ 1,103,113	\$ 1,196,706	\$ 1,236,542	\$ 39,836	3.33%
Total 3220 Road Machinery	\$ 727,204	\$ 729,113	\$ 747,747	\$ 759,557	\$ 11,810	1.58%
Total 3230 Snow Removal	\$ 603,900	\$ 1,448,923	\$ 1,091,534	\$ 1,127,716	\$ 36,182	3.31%
Total 3230 (A) October Storm	\$ 290,590	\$ 138,153	\$ -	\$ -	\$ -	-
Total 3310 Parks	\$ 916,976	\$ 872,716	\$ 1,010,227	\$ 1,031,209	\$ 20,983	2.08%
Total 3320 Forestry	\$ 269,262	\$ 276,821	\$ 360,019	\$ 410,852	\$ 50,833	14.12%
Total 3330 Cemetery	\$ 296,400	\$ 296,564	\$ 326,972	\$ 333,926	\$ 6,954	2.13%
Total 3410 Refuse Collection	\$ 758,867	\$ 749,290	\$ 769,376	\$ 779,561	\$ 10,185	1.32%
Total 3420 Recycling	\$ 1,350,587	\$ 1,284,293	\$ 1,474,902	\$ 1,523,910	\$ 49,007	3.32%
Total 3430 Refuse Disposal	\$ 573,879	\$ 567,485	\$ 655,200	\$ 673,400	\$ 18,200	2.78%
Total 3510 Lexpress	\$ 570,842	\$ -	\$ -	\$ -	\$ -	-
Total 3520 Parking Operations	\$ 143,999	\$ -	\$ -	\$ -	\$ -	-
<b>Total 3100-3500 DPW All Funds</b>	<b>\$ 9,014,636</b>	<b>\$ 8,929,499</b>	<b>\$ 9,148,626</b>	<b>\$ 9,475,403</b>	<b>\$ 326,778</b>	<b>3.57%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,244,000	\$ 3,211,764	\$ 3,418,145	\$ 3,588,600	\$ 170,456	4.99%
Overtime	\$ 323,699	\$ 481,843	\$ 304,392	\$ 344,180	\$ 39,788	13.07%
Personal Services	\$ 3,567,699	\$ 3,693,607	\$ 3,722,537	\$ 3,932,780	\$ 210,244	5.65%
Contractual Services	\$ 4,102,610	\$ 3,744,528	\$ 3,760,946	\$ 3,881,669	\$ 120,723	3.21%
Utilities	\$ 331,000	\$ 353,832	\$ 435,811	\$ 441,505	\$ 5,694	1.31%
Supplies	\$ 827,294	\$ 974,368	\$ 1,013,047	\$ 1,058,317	\$ 45,270	4.47%
Small Capital	\$ 103,352	\$ 78,669	\$ 81,575	\$ 64,375	\$ (17,200)	-21.08%
Expenses	\$ 5,364,257	\$ 5,151,397	\$ 5,291,379	\$ 5,445,866	\$ 154,487	2.92%
Benefits	\$ 38,025	\$ 41,089	\$ 54,222	\$ 56,557	\$ 2,335	4.31%
Debt	\$ 44,655	\$ 43,406	\$ 80,488	\$ 40,200	\$ (40,288)	-50.05%
<b>Total 3100-3500 DPW All Funds</b>	<b>\$ 9,014,636</b>	<b>\$ 8,929,499</b>	<b>\$ 9,148,626</b>	<b>\$ 9,475,403</b>	<b>\$ 326,778</b>	<b>3.57%</b>

Object Code Summary (General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,077,892	\$ 3,033,606	\$ 3,228,977	\$ 3,368,890	\$ 139,913	4.33%
Overtime	\$ 297,937	\$ 455,818	\$ 283,392	\$ 323,180	\$ 39,788	14.04%
Personal Services	\$ 3,375,829	\$ 3,489,424	\$ 3,512,368	\$ 3,692,070	\$ 179,701	5.12%
Contractual Services	\$ 3,811,029	\$ 3,561,807	\$ 3,474,946	\$ 3,558,469	\$ 83,523	2.40%
Utilities	\$ 331,000	\$ 353,832	\$ 435,811	\$ 441,505	\$ 5,694	1.31%
Supplies	\$ 781,670	\$ 926,122	\$ 922,297	\$ 965,067	\$ 42,770	4.64%
Small Capital	\$ 45,652	\$ 78,669	\$ 81,575	\$ 64,375	\$ (17,200)	-21.08%
Expenses	\$ 4,969,351	\$ 4,920,431	\$ 4,914,629	\$ 5,029,416	\$ 114,787	2.34%
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total 3100-3500 DPW General Fund</b>	<b>\$ 8,345,181</b>	<b>\$ 8,409,854</b>	<b>\$ 8,426,997</b>	<b>\$ 8,721,486</b>	<b>\$ 294,488</b>	<b>3.49%</b>

**3000 – 3500 DPW Summary**

*Town of Lexington, Massachusetts*

Approp Summary (General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 3,375,829	\$ 3,489,424	\$ 3,512,368	\$ 3,692,070	\$ 114,681	3.27%
Expenses	\$ 4,969,351	\$ 4,920,431	\$ 4,914,629	\$ 5,029,416	\$ 37,325	0.76%
<b>Total 3100-3500 DPW General Fund</b>	<b>\$ 8,345,181</b>	<b>\$ 8,409,854</b>	<b>\$ 8,426,997</b>	<b>\$ 8,721,486</b>	<b>\$ 294,488</b>	<b>3.49%</b>
Approp Summary (Non-Gen Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
<b>Compensation</b>	<b>\$ 191,870</b>	<b>\$ 204,184</b>	<b>\$ 210,168</b>	<b>\$ 240,711</b>	<b>\$ 6,342</b>	<b>3.02%</b>
Total 3420 Recycling: Compost	\$ 191,870	\$ 204,184	\$ 210,168	\$ 240,711	\$ 6,342	3.02%
<b>Expenses</b>	<b>\$ 394,905</b>	<b>\$ 230,967</b>	<b>\$ 376,750</b>	<b>\$ 416,450</b>	<b>\$ 39,700</b>	<b>10.54%</b>
Total 3110 Admin: Regional Cache	\$ 1,121	\$ 1,866	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3320 Forestry: Tree Fund	\$ 4,470	\$ 9,577	\$ 25,000	\$ 25,000	\$ -	0.00%
Total 3330 Cemetery: Burial Containers	\$ 34,468	\$ 25,893	\$ 40,000	\$ 40,000	\$ -	0.00%
Total 3420 Recycling: Compost	\$ 166,879	\$ 73,274	\$ 116,750	\$ 151,450	\$ 34,700	29.72%
Total 3420 Recycling: MMHP	\$ 107,968	\$ 120,356	\$ 175,000	\$ 180,000	\$ 5,000	2.86%
Total 3510 MBTA Grant	\$ 80,000	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Benefits</b>	<b>\$ 38,025</b>	<b>\$ 41,089</b>	<b>\$ 54,222</b>	<b>\$ 56,557</b>	<b>\$ 2,335</b>	<b>4.31%</b>
Total 3420 Recycling: Compost	\$ 38,025	\$ 41,089	\$ 54,222	\$ 56,557	\$ 2,335	4.31%
<b>Debt</b>	<b>\$ 44,655</b>	<b>\$ 43,406</b>	<b>\$ 80,488</b>	<b>\$ 40,200</b>	<b>\$ (40,288)</b>	<b>-50.05%</b>
Total 3420 Recycling: Compost	\$ 44,655	\$ 43,406	\$ 80,488	\$ 40,200	\$ (40,288)	-50.05%
<b>Total 3100-3500 DPW General Fund</b>	<b>\$ 669,456</b>	<b>\$ 519,645</b>	<b>\$ 721,628</b>	<b>\$ 753,918</b>	<b>\$ 8,089</b>	<b>1.12%</b>

**3100 DPW Administration & Engineering**

**Mission:** This element of the budget provides executive direction and leadership to all aspects of the Department of Public Works by promoting best management practices, administering Town policies and providing engineering support to other DPW divisions and Town departments.

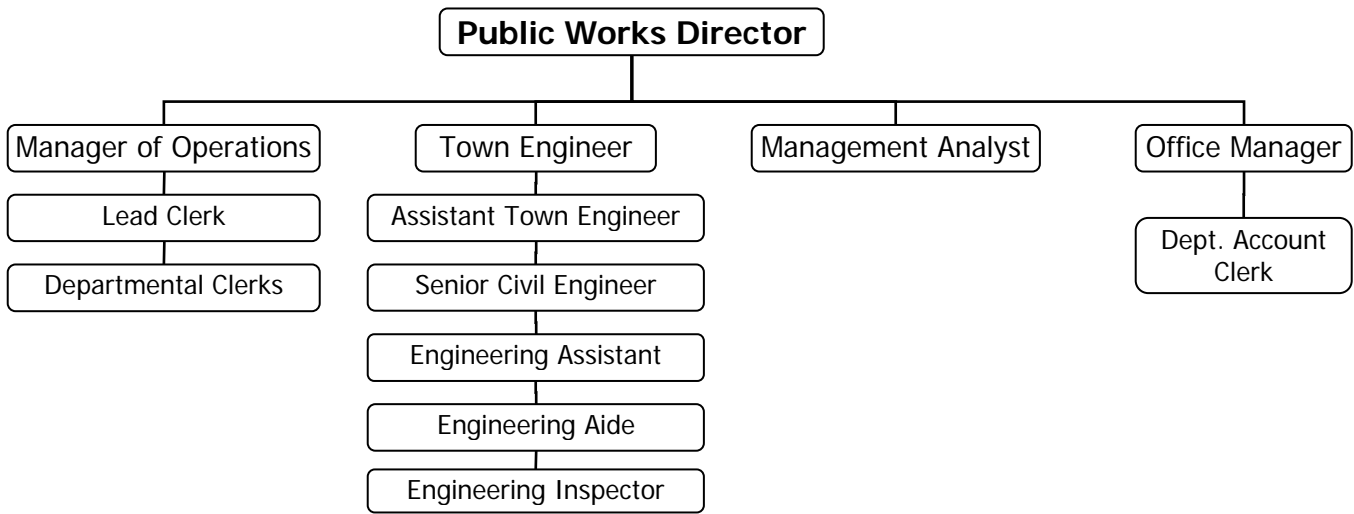
**Budget Overview:**

DPW Administration includes Administration, Operations, Engineering and Street Lighting. DPW Administration and Oversight staff plan, manage, coordinate, schedule and direct the department's activities. Staff are responsible for preparing budgets, monitoring expenditures, developing bid specifications for DPW procurements, responding to citizens' questions and concerns, evaluating work performance, performing inspections, managing projects, and scheduling work assignments.

Staff also support various committees including the Permanent Building Committee, Center Committee, Sidewalk Committee, Capital Expenditures Committee, Energy Conservation Committee, Bicycle Advisory Committee, Tree Committee, and Water and Sewer Abatement Board.

**Division Initiatives:**

1. Finish the American Public Works Association accreditation process.
2. Continue to streamline Operations and Administration office assignments and functions for efficiency.
3. Increase illicit discharge inspection efforts.
4. Increase patching oversight for private contractors.
5. Explore options to better track street light outages and explore ways to enhance response time to outages.
6. Continue to work with the Energy Committee and Lighting Options Committee to find energy savings for street lights.
7. Continue to proactively maintain a cost-effective lighting system which reduces outage frequency and down time and provides safety along Lexington's roadways.



**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Recommended</b>
<b>Element 3110: DPW Administration</b>				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Lead Clerk	1	1	1	1
Department Account Clerk*	2.6	2.6	2.6	2.6
<b>sub-total FTE</b>	<b>7.2</b>	<b>7.2</b>	<b>7.2</b>	<b>7.2</b>
<b>sub-total FT/PT</b>	<b>6FT/2 PT</b>	<b>6FT/2 PT</b>	<b>6 FT/2 PT</b>	<b>6 FT/2 PT</b>
<b>Element 3120: Engineering</b>				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	1	1
Engineering Assistant	3	3	3	3
Engineering Aide	0.7	0.7	0.7	0.7
Engineering Inspector	0	0	0	1
<b>sub-total FTE</b>	<b>6.7</b>	<b>6.7</b>	<b>6.7</b>	<b>7.7</b>
<b>sub-total FT/PT</b>	<b>6 FT/1 PT</b>	<b>6 FT/1 PT</b>	<b>6 FT/1 PT</b>	<b>7 FT/1 PT</b>

<b>Total FTE</b>	<b>13.9</b>	<b>13.9</b>	<b>13.9</b>	<b>14.9</b>
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<b>Total Full/Part Time</b>	<b>12 FT/3 PT</b>	<b>12 FT/3 PT</b>	<b>12 FT/3 PT</b>	<b>13 FT/3 PT</b>
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\*1 FT Clerk split between DPW, Water & Sewer

**3100 DPW Administration & Engineering**

Town of Lexington, Massachusetts

**Budget Recommendations:**

The FY2015 recommended DPW Administration and Engineering budget is \$1,598,730. This reflects a \$17,768 or 1.17% increase over the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 annual town meeting.

The overall budget increase reflects a \$22,119 or 2.1% increase in compensation, and a \$4,351 or 0.94% decrease in expenses.

Salary increases are due to contractually obligated step increases, and do not reflect any estimate of prospective cost of living increases or contract settlements, which are budgeted for in the salary adjustment account within the Town Manager's budget.

The \$6,209 or 1.12% increase in Administration reflects salary increases due to contractually obligated step increases.

The \$2,196 or 0.33% increase in Engineering is driven primarily by a \$65,020 request (the \$15,967 in benefits is budgeted for under Shared Expenses) for funding for a full-time Engineering Inspector (see table below). This will provide for a dedicated inspector to oversee the increasing demand for inspectional work and permitting associated with Public Works capital projects and street work. The 0.33% increase is net of the increase from this PIR and from a decrease in Contractual Services due to the completion of environmental monitoring around the Police Station site.

The \$9,364 or 3.37% increase in Street Lighting is driven by an increased need for street light repairs in the wake of recent outages, as well as an increase in electricity costs. The Town is currently evaluating the potential for legal recourse to resolve warranty issues associated with these outages.

Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Works						
Engineering Inspector	\$ 65,020	\$ 15,967	\$ 80,987	<b>\$ 65,020</b>	<b>\$ 15,967</b>	\$ -
Totals	\$ 65,020	\$ 15,967	\$ 80,987	<b>\$ 65,020</b>	<b>\$ 15,967</b>	\$ -

# 3100 DPW Administration & Engineering

Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,014,004	\$ 1,072,911	\$ 1,150,634	\$ 1,215,990	\$ 337	0.03%
Enterprise Funds (Indirects)	\$ 345,856	\$ 340,383	\$ 318,028	\$ 335,179	\$ 17,151	5.39%
Fees & Charges	-	-	-	-	-	-
Charges for Service	\$ 4,236	\$ 4,164	\$ 3,480	\$ 3,760	\$ 280	8.06%
Licenses & Permits	\$ 46,058	\$ 43,864	\$ 43,800	\$ 43,800	\$ -	0.00%
Parking Fund	\$ 2,673	\$ 1,705	\$ 2,145	\$ 2,120	\$ (26)	-1.20%
Regional Cache at Hartwell Ave	\$ 1,121	\$ 1,866	\$ 20,000	\$ 20,000	\$ -	0.00%
<b>Total 3100 DPW Admin. &amp; Engineering</b>	<b>\$ 1,412,827</b>	<b>\$ 1,463,027</b>	<b>\$ 1,515,942</b>	<b>\$ 1,598,730</b>	<b>\$ 17,768</b>	<b>1.17%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,040,467	\$ 1,020,754	\$ 1,052,576	\$ 1,139,715	\$ 22,119	2.10%
Expenses	\$ 372,360	\$ 442,273	\$ 463,366	\$ 459,015	\$ (4,351)	-0.94%
<b>Total 3100 DPW Admin. &amp; Engineering</b>	<b>\$ 1,412,827</b>	<b>\$ 1,463,027</b>	<b>\$ 1,515,942</b>	<b>\$ 1,598,730</b>	<b>\$ 17,768</b>	<b>1.17%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 553,431	\$ 529,548	\$ 574,216	\$ 580,425	\$ 6,209	1.08%
Total 3120 Engineering	\$ 583,876	\$ 558,353	\$ 663,944	\$ 731,160	\$ 2,196	0.33%
Total 3130 Street Lighting	\$ 275,521	\$ 375,126	\$ 277,781	\$ 287,145	\$ 9,364	3.37%
<b>Total 3100 DPW Admin. &amp; Engineering</b>	<b>\$ 1,412,827</b>	<b>\$ 1,463,027</b>	<b>\$ 1,515,942</b>	<b>\$ 1,598,730</b>	<b>\$ 17,768</b>	<b>1.17%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,014,614	\$ 1,002,667	\$ 1,040,131	\$ 1,126,451	\$ 21,300	2.05%
Overtime	\$ 25,853	\$ 18,087	\$ 12,444	\$ 13,264	\$ 820	6.59%
Personal Services	\$ 1,040,467	\$ 1,020,754	\$ 1,052,576	\$ 1,139,715	\$ 22,119	2.10%
Contractual Services	\$ 229,032	\$ 300,395	\$ 297,350	\$ 288,970	\$ (8,380)	-2.82%
Utilities	\$ 116,110	\$ 119,797	\$ 119,866	\$ 121,395	\$ 1,529	1.28%
Supplies	\$ 26,936	\$ 21,497	\$ 45,150	\$ 47,650	\$ 2,500	5.54%
Small Capital	\$ 283	\$ 584	\$ 1,000	\$ 1,000	\$ -	0.00%
Expenses	\$ 372,360	\$ 442,273	\$ 463,366	\$ 459,015	\$ (4,351)	-0.94%
<b>Total 3100 DPW Admin. &amp; Engineering</b>	<b>\$ 1,412,827</b>	<b>\$ 1,463,027</b>	<b>\$ 1,515,942</b>	<b>\$ 1,598,730</b>	<b>\$ 17,768</b>	<b>1.17%</b>

Program Summary (General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,040,467	\$ 1,020,754	\$ 1,052,576	\$ 1,139,715	\$ 22,119	2.10%
Expenses	\$ 371,239	\$ 440,407	\$ 443,366	\$ 439,015	\$ (4,351)	-0.98%
<b>Total 3100 DPW Admin. &amp; Engineering</b>	<b>\$ 1,411,706</b>	<b>\$ 1,461,161</b>	<b>\$ 1,495,942</b>	<b>\$ 1,578,730</b>	<b>\$ 17,768</b>	<b>1.19%</b>

Appropriation Summary (Non-General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Expenses	\$ 1,121	\$ 1,866	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3110 Admin: Regional Cache	\$ 1,121	\$ 1,866	\$ 20,000	\$ 20,000	\$ -	0.00%
<b>Total 3400 Environmental Services</b>	<b>\$ 1,121</b>	<b>\$ 1,866</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>0.00%</b>

## 3200 Highway

**Mission:** The Highway Division maintains the town streets, sidewalks and storm water infrastructure, providing for the safe movement of vehicular traffic. The Highway Division performs minor construction repairs, snow and ice operations for roadways and sidewalks, maintains all traffic signage, traffic markings and supervises contractual service providers that perform repairs, street and sidewalk cleaning and maintenance work. In addition, the Road Machinery Division ensures that the Town's fleet is operational and well maintained by performing repairs, preventative maintenance and managing the fuel management program.

**Budget Overview:** The Highway Division includes Highway Maintenance, Road Machinery and Snow Removal.

Highway Maintenance is responsible for all public streets, sidewalks, town parking lots, drainage infrastructure and brooks, performing minor construction repairs, as well as maintaining all traffic signage and traffic markings.

Road Machinery is responsible for the repair and preventive maintenance of 160 vehicles, rolling stock and equipment.

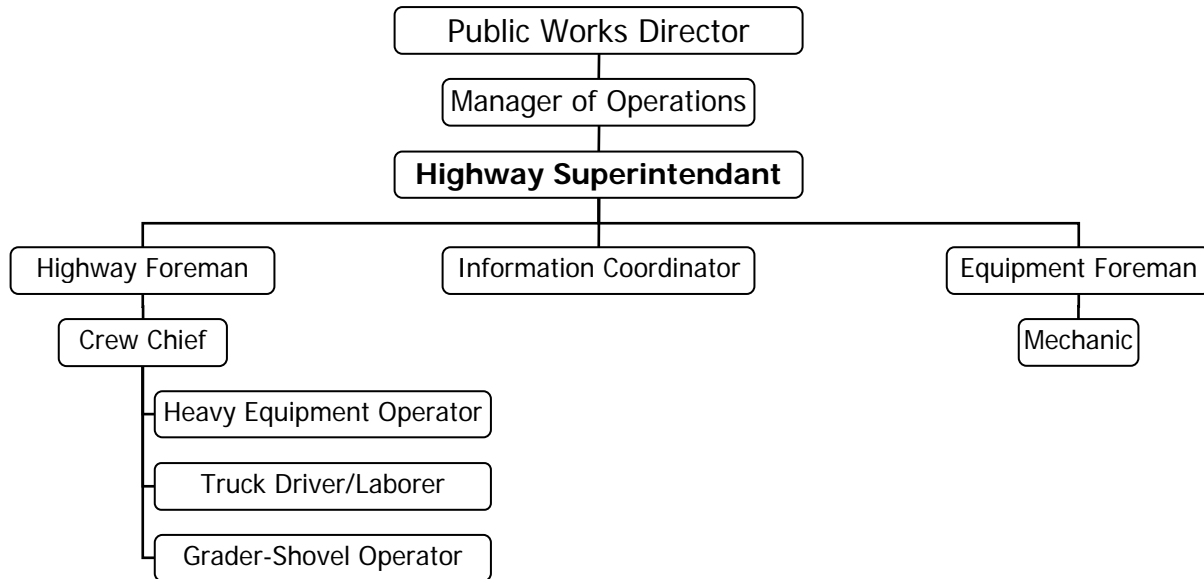
Snow Removal is responsible for removing snow and treating 155 miles of roads and 62 miles of sidewalks.

The Highway Division staff works with and provides support to the Sidewalk and Center Committees.

### Division Initiatives:

1. Repair and replace regulatory signs according to the Retroreflectivity study conducted in 2013 (Phase 1 of 3).
2. Continue drainage and flushing program.
3. Refine proactive measures to repair catch basins town wide.
4. Refine the preventative maintenance program with new technologies.
5. Research the web-based technologies that improve in-house efficiency.
6. Refine the use of liquids with salt in order to enhance the treatment processes at a lower cost.
7. Research new technologies to improve the efficiency of snow removal operations.





**Authorized/Appropriated Staffing**

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
<b>Element 3210: Highway Maintenance</b>				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
Laborer/Truck Driver	0	1	0	1
Heavy Equipment Operators	4	4	5	4
Leadman	3	2	2	2
Gradel/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	1	1	1	1
<b>sub-total FTE</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>sub-total FT/PT</b>	<b>13 FT/2 PT</b>	<b>13 FT/2 PT</b>	<b>13 FT/2 PT</b>	<b>13 FT/2 PT</b>
<b>Element 3220: Road Machinery</b>				
Equipment Foreman	1	1	1	1
Mechanic	3	4	4	4
<b>sub-total FTE</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>sub-total FT/PT</b>	<b>4 FT/0 PT</b>	<b>4 FT/0 PT</b>	<b>5 FT/0 PT</b>	<b>5 FT/0 PT</b>
<b>Total FTE</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>Total Full/Part Time</b>	<b>17 FT/2 PT</b>	<b>17 FT/2 PT</b>	<b>18 FT/2 PT</b>	<b>18 FT/2 PT</b>

**3200 Highway**

**Budget Recommendations:**

The FY2015 recommended Highway budget is \$3,123,815. This is an \$87,828 or 2.89% increase from the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 annual town meeting.

Compensation reflects a \$55,493 or 4.65% increase, which is due to contractually obligated step increases.

Expenses reflect a \$32,335 or 1.76% increase.

The \$39,836 or 3.33% increase in Highway Maintenance is driven by step increases, but primarily by a \$24,462 request (see table below) for funds to replace street signs identified during the Retroreflectivity study conducted in 2013. This is the first of three phases, and includes the cost of materials to replace municipal signage that is out of compliance with Town Code as well as the Manual of Uniform Traffic Control Devices. This increase is also driven by a \$3,000 transfer of electricity costs from the Police Department to this division as the result of an expense audit performed by the Police Department. There will be a corresponding \$3,000 decrease in electricity expense in the FY2015 Police Department budget, so the net effect to the overall General Fund budget will be neutral.

The \$11,810 or 1.58% increase in Road Machinery is primarily driven by step increases, and by an increase in supplies costs for the purchase of diagnostic software for equipment maintenance.

The \$36,182 or 0.57% increase in Snow Removal reflects an increase in funding for overtime work associated with snow plowing to keep pace with employee contractual agreements.

Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Works						
Regulatory Sign Upgrades	\$ 24,462	\$ -	\$ 24,462	<b>\$ 24,462</b>	<b>\$ -</b>	\$ -
Totals	\$ 24,462	\$ -	\$ 24,462	<b>\$ 24,462</b>	<b>\$ -</b>	\$ -

# 3200 Highway

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 2,195,974	\$ 3,053,246	\$ 2,876,108	\$ 2,901,133	\$ 25,025	0.9%
Enterprise Funds (Indirects)	\$ 202,450	\$ 195,920	\$ 126,955	\$ 189,872	\$ 62,917	33.1%
Fees & Charges	-	-	-	-	-	-
Parking Fund	\$ 31,983	\$ 31,983	\$ 32,924	\$ 32,810	\$ (115)	-0.3%
<b>Total 3200 Highway</b>	<b>\$ 2,430,407</b>	<b>\$ 3,281,149</b>	<b>\$ 3,035,988</b>	<b>\$ 3,123,815</b>	<b>\$ 87,828</b>	<b>2.89%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,044,428	\$ 1,365,978	\$ 1,194,300	\$ 1,249,792	\$ 55,493	4.65%
Expenses	\$ 1,385,980	\$ 1,915,171	\$ 1,841,688	\$ 1,874,023	\$ 32,335	1.76%
<b>Total 3200 Highway</b>	<b>\$ 2,430,407</b>	<b>\$ 3,281,149</b>	<b>\$ 3,035,988</b>	<b>\$ 3,123,815</b>	<b>\$ 87,828</b>	<b>2.89%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$ 1,099,304	\$ 1,103,113	\$ 1,196,706	\$ 1,236,542	\$ 39,836	3.33%
Total 3220 Road Machinery	\$ 727,204	\$ 729,113	\$ 747,747	\$ 759,557	\$ 11,810	1.58%
Total 3230 Snow Removal	\$ 603,900	\$ 1,448,923	\$ 1,091,534	\$ 1,127,716	\$ 36,182	3.31%
<b>Total 3200 Highway</b>	<b>\$ 2,430,407</b>	<b>\$ 3,281,149</b>	<b>\$ 3,035,988</b>	<b>\$ 3,123,815</b>	<b>\$ 87,828</b>	<b>2.89%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 892,855	\$ 1,038,526	\$ 998,467	\$ 1,016,617	\$ 18,150	1.82%
Overtime	\$ 151,573	\$ 327,452	\$ 195,833	\$ 233,175	\$ 37,342	19.07%
<i>Personal Services</i>	<i>\$ 1,044,428</i>	<i>\$ 1,365,978</i>	<i>\$ 1,194,300</i>	<i>\$ 1,249,792</i>	<i>\$ 55,493</i>	<i>4.65%</i>
Contractual Services	\$ 568,263	\$ 862,335	\$ 730,896	\$ 731,796	\$ 900	0.12%
Utilities	\$ 201,789	\$ 221,431	\$ 297,270	\$ 301,435	\$ 4,165	1.40%
Supplies	\$ 584,552	\$ 778,003	\$ 757,847	\$ 785,117	\$ 27,270	3.60%
Small Capital	\$ 31,375	\$ 53,402	\$ 55,675	\$ 55,675	\$ -	0.00%
<i>Expenses</i>	<i>\$ 1,385,980</i>	<i>\$ 1,915,171</i>	<i>\$ 1,841,688</i>	<i>\$ 1,874,023</i>	<i>\$ 32,335</i>	<i>1.76%</i>
<b>Total 3200 Highway</b>	<b>\$ 2,430,407</b>	<b>\$ 3,281,149</b>	<b>\$ 3,035,988</b>	<b>\$ 3,123,815</b>	<b>\$ 87,828</b>	<b>2.89%</b>

## 3300 Public Grounds

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**Mission:** The Public Grounds Division, working with other Town Departments, user groups and concerned citizens, support various Town services and recreational opportunities that help to preserve the Town's green character and open spaces and promote public safety. It also serves bereaved families and provides well-maintained cemetery grounds.

**Budget Overview:** The Public Grounds Division is comprised of the Parks, Forestry and Cemetery functions.

The Parks staff maintain 9 parks, 12 playgrounds, 28 conservation areas, 41 athletic fields, 12 school grounds, 4 tennis facilities, 3 historical sites, the pool and reservoir complexes as well as the Town's bicycle, fitness and conservation trails totaling approximately 630 acres. Lexington's athletic fields are used by many groups, which put excessive demands on these facilities. The new turf program has continued to make a marked improvement of the safety and playability of these fields.

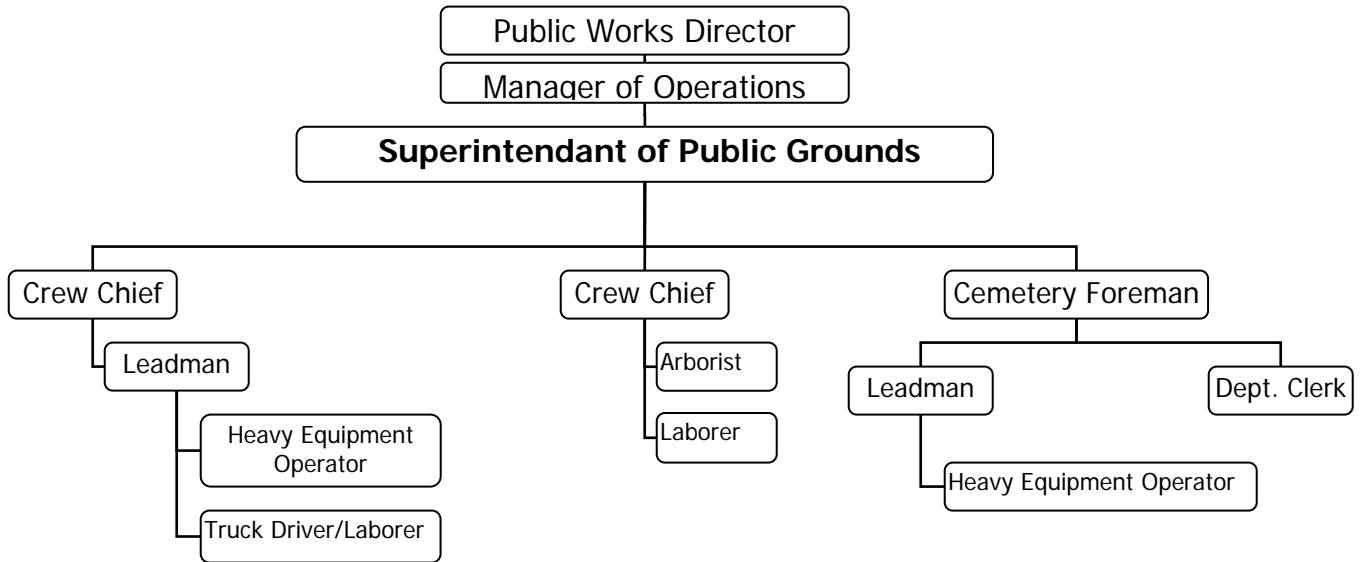
The Forestry staff maintains approximately 10,000 street trees, an undetermined number of trees on Park and Conservation lands and numerous shrub bed plantings on park, cemetery, school and conservation properties and along right-of-ways.

The Cemetery staff is responsible for the administration and maintenance of four cemeteries including 21.5 acres in Westview, 6.9 acres in Munroe, 1.28 in Colonial and 0.5 acres in Robbins.

Staff supports the Recreation, Tree and Bike Path Advisory Committees.

### Division Initiatives:

1. Continue the implementation of a proactive park maintenance program to provide safe, well-maintained, aesthetically pleasing parks, athletic fields and public grounds.
2. Continue to improve two turf areas per year. This past year the areas worked on were the soccer fields at Diamond Middle School and Harrington School.
3. Complete the American Public Works Accreditation process.
4. Develop a program to plant at least 130 trees per year in the Town Right-of-Ways, parks, public grounds areas and setback areas on private property. It is anticipated that the trees for FY2015 planting will come from the Tree Nursery and bare-root trees from a supplier.
5. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and perform timely tree pruning. This promotes good tree health, safety, and aesthetics.
6. Complete the GPS location of Westview Cemetery grave sites and implement a plan for the other cemeteries.
7. Plan for future expansion.



Authorized/Appropriated Staffing

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
<b>Element 3310: Parks Division</b>				
Superintendent of Public Grounds	1	1	1	1
Crew Chief	4	4	3	3
Leadman	2	2	4	4
Heavy Equipment Operator	8	6	4	2
Laborer-Truck Driver	0	2	3	5
<b>sub-total FTE</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>sub-total FT/PT</b>	<b>15 FT/0 PT</b>	<b>15 FT/0 PT</b>	<b>15 FT/0 PT</b>	<b>15 FT/0 PT</b>
<b>Element 3320: Forestry Division</b>				
Crew Chief	1	1	1	1
Senior Arborist	2	2	2	2
Laborer-Tree Climber	1	1	2	2
Seasonal Laborer*	0	0.6	0.6	0.6
<b>sub-total FTE</b>	<b>4</b>	<b>4</b>	<b>5.6</b>	<b>5.6</b>
<b>sub-total FT/PT</b>	<b>4 FT/0 PT</b>	<b>4 FT/0 PT</b>	<b>5 FT/2 PT</b>	<b>5 FT/2 PT</b>
<b>Element 3330: Cemetery Division</b>				
Cemetery Foreman	1	1	1	1
Crew Chief	0	0	0	0
Leadman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Department Clerk	1	1	1	1
Seasonal Laborer	0.6	0.6	0.6	0.6
<b>sub-total FTE</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>
<b>sub-total FT/PT</b>	<b>4 FT/2 PT</b>	<b>4 FT/2 PT</b>	<b>4 FT/2 PT</b>	<b>4 FT/2 PT</b>
<b>Total FTE</b>	<b>23.6</b>	<b>23.6</b>	<b>25.2</b>	<b>25.2</b>
<b>Total Full/Part Time</b>	<b>23 FT/2 PT</b>	<b>23 FT/2 PT</b>	<b>23 FT/4 PT</b>	<b>23 FT/4 PT</b>

### 3300 Public Grounds

#### Budget Recommendations:

The FY2015 recommended Public Grounds, All Funds budget is \$1,775,988, which is a \$78,769 or 4.64% increase over the FY2014 restated budget. The All Funds budget includes the Tree and Burial Containers revolving funds, which are self-sustaining through customer fees. Excluding the two revolving fund budgets, the FY2015 recommended General Fund budget is \$1,710,988. This reflects a \$78,769 or 4.83% increase over the FY2014 restated General Fund budget. The All Funds and General Fund restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 annual town meeting.

There is no change in the funding requested for the Tree and Burial Container revolving funds. The General Fund budget increase reflects a \$37,069 or 2.93% increase in compensation, and a \$41,700 or 11.37% increase in expenses.

Increases in compensation are due to contractually obligated step increases.

The \$20,983 or 2.08% increase in Parks is driven by contractually obligated step increases as well as an \$8,000 request (see below) for materials to supplement the Top Dressing program for the Town's athletic fields, which will improve safety, turf density, drainage and overall field condition and durability. This 2.08% increase is net of step increases, the PIR and of a \$17,200 decrease in Small Capital due to the one-time nature of funds for the purchase of a synthetic field groomer in FY2014.

The \$50,833 or 14.12% increase in Forestry reflects step increases, but is primarily driven by a \$45,000 request (see the table below) to supplement the Department's tree planting program to keep pace with the 130 trees that are removed each year. The \$45,000 in proposed funding is for using contractual work to plant 70 of those trees per year and perform one year of watering, fertilization and monitoring.

The \$6,954 or 2.13% increase in Cemetery is driven primarily by step increases, as well as increases in landscaping supplies and materials.

#### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Works						
Top Dressing for Athletic Fields	\$ 8,000	\$ -	\$ 8,000	<b>\$ 8,000</b>	<b>\$ -</b>	\$ -
Tree Planting Program	\$ 45,000	\$ -	\$ 45,000	<b>\$ 45,000</b>	<b>\$ -</b>	\$ -
<b>Totals</b>	<b>\$ 53,000</b>	<b>\$ -</b>	<b>\$ 53,000</b>	<b>\$ 53,000</b>	<b>\$ -</b>	\$ -

# 3300 Public Grounds

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,060,509	\$ 1,047,015	\$ 1,275,314	\$ 1,365,203	\$ 89,889	7.05%
Enterprise Funds (Indirects)	\$ 121,296	\$ 121,296	\$ 117,384	\$ 113,760	\$ (3,624)	-3.09%
Fees & Charges	-	-	-	-	-	-
Cemetery Prep Fees	\$ 139,063	\$ 122,321	\$ 134,520	\$ 127,024	\$ (7,496)	-5.57%
Directed Funding	-	-	-	-	-	-
Cemetery Trust	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ -	0.00%
Revolving Funds	-	-	-	-	-	-
Burial Containers	\$ 37,300	\$ 25,893	\$ 40,000	\$ 40,000	\$ -	0.00%
Tree	\$ 4,470	\$ 9,577	\$ 25,000	\$ 25,000	\$ -	0.00%
<b>Total 3300 Public Grounds</b>	<b>\$ 1,482,638</b>	<b>\$ 1,446,102</b>	<b>\$ 1,697,218</b>	<b>\$ 1,775,988</b>	<b>\$ 78,769</b>	<b>4.64%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,121,480	\$ 1,102,691	\$ 1,265,493	\$ 1,302,563	\$ 37,069	2.93%
Expenses	\$ 361,158	\$ 343,411	\$ 431,725	\$ 473,425	\$ 41,700	9.66%
<b>Total 3300 Public Grounds</b>	<b>\$ 1,482,638</b>	<b>\$ 1,446,102</b>	<b>\$ 1,697,218</b>	<b>\$ 1,775,988</b>	<b>\$ 78,769</b>	<b>4.64%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 916,976	\$ 872,716	\$ 1,010,227	\$ 1,031,209	\$ 20,983	2.08%
Total 3320 Forestry	\$ 269,262	\$ 276,821	\$ 360,019	\$ 410,852	\$ 50,833	14.12%
Total 3330 Cemetery	\$ 296,400	\$ 296,564	\$ 326,972	\$ 333,926	\$ 6,954	2.13%
<b>Total 3300 Public Grounds</b>	<b>\$ 1,482,638</b>	<b>\$ 1,446,102</b>	<b>\$ 1,697,218</b>	<b>\$ 1,775,988</b>	<b>\$ 78,769</b>	<b>4.64%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,000,969	\$ 992,413	\$ 1,190,378	\$ 1,225,822	\$ 35,443	2.98%
Overtime	\$ 120,511	\$ 110,278	\$ 75,115	\$ 76,741	\$ 1,626	2.17%
Personal Services	\$ 1,121,480	\$ 1,102,691	\$ 1,265,493	\$ 1,302,563	\$ 37,069	2.93%
Contractual Services	\$ 153,410	\$ 159,490	\$ 210,850	\$ 257,250	\$ 46,400	22.01%
Utilities	\$ 13,102	\$ 12,605	\$ 18,675	\$ 18,675	\$ -	0.00%
Supplies	\$ 180,652	\$ 146,633	\$ 177,300	\$ 189,800	\$ 12,500	7.05%
Small Capital	\$ 13,994	\$ 24,683	\$ 24,900	\$ 7,700	\$ (17,200)	-69.08%
Expenses	\$ 361,158	\$ 343,411	\$ 431,725	\$ 473,425	\$ 41,700	9.66%
<b>Total 3300 Public Grounds</b>	<b>\$ 1,482,638</b>	<b>\$ 1,446,102</b>	<b>\$ 1,697,218</b>	<b>\$ 1,775,988</b>	<b>\$ 78,769</b>	<b>4.64%</b>

Appropriation Summary (General Fund Only)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,121,480	\$ 1,102,691	\$ 1,265,493	\$ 1,302,563	\$ 37,069	2.93%
Expenses	\$ 322,220	\$ 307,941	\$ 366,725	\$ 408,425	\$ 41,700	11.37%
<b>Total 3300 Public Grounds</b>	<b>\$ 1,443,700</b>	<b>\$ 1,410,632</b>	<b>\$ 1,632,218</b>	<b>\$ 1,710,988</b>	<b>\$ 78,769</b>	<b>4.83%</b>

Appropriation Summary (Non-General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 38,938	\$ 35,470	\$ 65,000	\$ 65,000	\$ -	0.00%
Total 3320 Forestry	\$ 4,470	\$ 9,577	\$ 25,000	\$ 25,000	\$ -	0.00%
Total 3330 Cemetery	\$ 34,468	\$ 25,893	\$ 40,000	\$ 40,000	\$ -	0.00%
<b>Total 3300 Public Grounds</b>	<b>\$ 38,938</b>	<b>\$ 35,470</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>0.00%</b>

## 3400 Environmental Services

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**Mission:** The Environmental Services Division manages the solid waste, recyclables, yard waste and household hazardous products generated by the residents and at municipal facilities. The Division also provides educational materials on ways to reduce the solid waste, increase recycling and composting, and reduce the toxicity of the waste stream.

**Budget Overview:** The Environmental Services Division includes Refuse Collection and Disposal, Recycling, Yard Waste and Appliance/Electronic Waste.

Refuse collection is the curbside collection of non-recyclable residential solid waste and the separate collection of large appliances and yard waste. Recycling is the curbside collection of recyclable materials, management of yard waste operations at the Hartwell Avenue Compost Facility, operation of the Minuteman Household Hazardous Products regional facility and curbside collection of televisions, computer monitors and other electronics (CRT's) and drop off of corrugated cardboard.

FY2015 is the third year of a five year contract with JRM Hauling and Recycling Inc. The total refuse and recycling contract was \$1,460,000 in FY2013, \$1,489,000 in FY2014 and \$1,518,984 in FY2015.

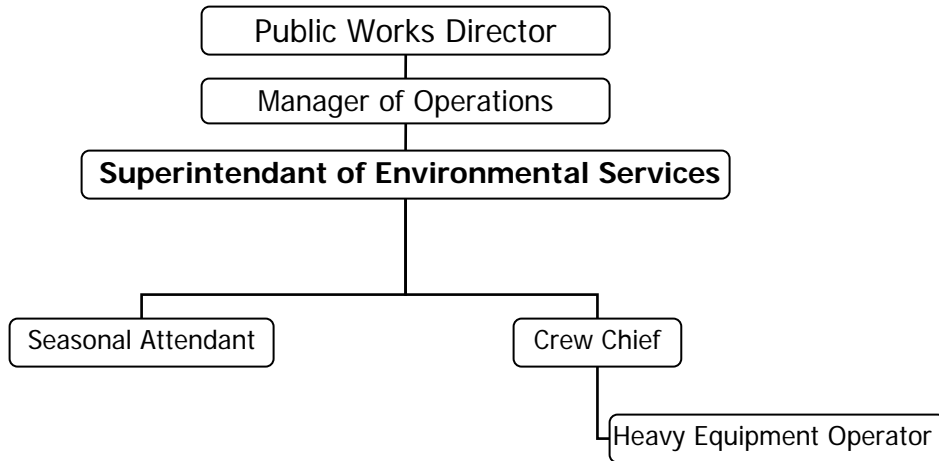
The Town is currently under contract with Wheelabrator in North Andover for the disposal of the Town's solid waste. This contract ends on June 30, 2015.

### Division Initiatives:

1. Provide oversight regarding enforcement of the mandatory recycling bylaw and State waste bans included in new collection contract.
2. Research opportunities to expand residential recycling program, divert organic waste and improve recycling education activities.
3. Propose a yard waste disposal rate increase for the Contractor Permit Program at Hartwell Avenue.
4. Examine opportunity to extend current refuse disposal contract or explore alternative refuse disposal options.



# 3400 Environmental Services



## Authorized/Appropriated Staffing

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
<b>Element 3420: Recycling (Compost Facility)</b>				
Superintendent of Environmental Services	1	1	1	1
Crew Chief	2	1	1	1
Heavy Equipment Operator**	0	1	1	1.5
Seasonal Attendant	0.7	0.7	0.7	0.7
<b>sub-total FTE</b>	<b>3.7</b>	<b>3.7</b>	<b>3.7</b>	<b>4.2</b>
<b>sub-total FT/PT</b>	<b>2 FT/1 PT*</b>	<b>2 FT/1 PT*</b>	<b>3 FT/1 PT*</b>	<b>3 FT/1 PT*</b>
<b>Total FTE</b>	<b>3.7</b>	<b>3.7</b>	<b>3.7</b>	<b>4.2</b>
<b>Total Full/Part Time</b>	<b>2 FT/1 PT</b>	<b>2 FT/1 PT</b>	<b>3 FT/1 PT</b>	<b>3 FT/1 PT</b>

\*\*Additional appropriation in FY13

### 3400 Environmental Services

#### Budget Recommendations:

The FY2015 recommended Environmental Services, All Funds budget is \$2,976,861, which is a \$77,392 or 2.67% increase over the FY2014 budget. The All Funds budget is inclusive of the Compost and Minuteman Household Hazardous Products revolving funds, which are self-supported through user fees. Exclusive of the two revolving fund budgets, the FY2014 recommended General Fund budget is \$2,307,953. This is a \$45,103 or 1.99% increase over the FY2014 General Fund budget. The All Funds budget increase is composed of a \$30,542 or 14.53% increase in compensation, an \$84,803 or 3.32% increase in expenses, a \$2,335 or 4.31% increase in benefits for Compost employees, and a \$40,288 or 50.05% decrease in Debt Service for the Compost Revolving Fund.

The \$30,542 increase in compensation includes contractual step increases, as well as prospective cost of living increases. The cost of living increases are included in this budget, rather than the Salary Adjustment Account, because compensation is funded out of the Compost Revolving Fund, and not the General Fund. The increase is driven primarily by the request (see below) for an additional \$24,200 in Compost Revolving seasonal wages for a part-time Heavy Equipment Operator. This is reflective of a seasonal position working 1,100 hours per year at a wage of \$22.00 per hour, funded through Compost fund revenues.

The \$84,803 increase in expenses is due to increases associated with increased curbside pick-up and increases in costs associated with contractual obligations. It is also inclusive of an increase in the Compost revolving fund for costs associated with the disposal and processing of curbside yard waste from Arlington, for which the Compost Revolving fund collects additional fees as part of an agreement. The \$5,000 increase in MHHP is due to a contractually obligated increase in costs after the service went out to bid in November of 2012.

The \$2,335 increase in Benefits reflects increases in individual employee plans.

The \$40,288 decrease to Debt Service is for a culvert replacement capital project at the Hartwell Avenue Compost Facility, and reflects the retirement in FY2014 of debt to support the purchase of a CAT loader.

The General Fund budget increase of \$45,103 is driven by contractually obligated increases in curbside collection costs and tipping fees.

#### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Works						
HE Operator for Compost Revolving	\$ 40,206	\$ 14,345	\$ 54,552	<b>\$ 24,200</b>	<b>\$ -</b>	\$ 30,352
<b>Totals</b>	<b>\$ 40,206</b>	<b>\$ 14,345</b>	<b>\$ 54,552</b>	<b>\$ 24,200</b>	<b>\$ -</b>	<b>\$ 30,352</b>

# 3400 Environmental Services

## Budget Summary:

Funding Sources	FY 2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 2,133,936	\$ 2,118,759	\$ 2,262,850	\$ 2,307,953	\$ 45,103	1.99%
Revolving Funds	-	-	-	-	-	-
Compost Operations	\$ 441,429	\$ 361,953	\$ 461,628	\$ 488,918	\$ 27,289	5.91%
MMHP Operations	\$ 107,968	\$ 120,356	\$ 175,000	\$ 180,000	\$ 5,000	2.86%
<b>Total 3400 Environmental Services</b>	<b>\$ 2,683,333</b>	<b>\$ 2,601,068</b>	<b>\$ 2,899,478</b>	<b>\$ 2,976,871</b>	<b>\$ 77,392</b>	<b>2.67%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 191,870	\$ 204,184	\$ 210,168	\$ 240,711	\$ 30,542	14.53%
Expenses	\$ 2,408,783	\$ 2,312,390	\$ 2,554,600	\$ 2,639,403	\$ 84,803	3.32%
Benefits	\$ 38,025	\$ 41,089	\$ 54,222	\$ 56,557	\$ 2,335	4.31%
Debt Service (Revolving Fund)	\$ 44,655	\$ 43,406	\$ 80,488	\$ 40,200	\$ (40,288)	-50.05%
<b>Total 3400 Environmental Services</b>	<b>\$ 2,683,333</b>	<b>\$ 2,601,068</b>	<b>\$ 2,899,478</b>	<b>\$ 2,976,871</b>	<b>\$ 77,392</b>	<b>2.67%</b>

Program Summary (All Funds)	FY 2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 758,867	\$ 749,290	\$ 769,376	\$ 779,561	\$ 10,185	1.32%
Total 3420 Recycling	\$ 1,350,587	\$ 1,284,293	\$ 1,474,902	\$ 1,523,910	\$ 49,007	3.32%
Total 3420 Refuse Disposal	\$ 573,879	\$ 567,485	\$ 655,200	\$ 673,400	\$ 18,200	2.78%
<b>Total 3400 Environmental Services</b>	<b>\$ 2,683,333</b>	<b>\$ 2,601,068</b>	<b>\$ 2,899,478</b>	<b>\$ 2,976,871</b>	<b>\$ 77,392</b>	<b>2.67%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 166,108	\$ 178,158	\$ 189,168	\$ 219,711	\$ 30,542	16.15%
Overtime	\$ 25,762	\$ 26,025	\$ 21,000	\$ 21,000	\$ -	0.00%
Personal Services	\$ 191,870	\$ 204,184	\$ 210,168	\$ 240,711	\$ 30,542	14.53%
Contractual Services	\$ 2,323,160	\$ 2,284,155	\$ 2,521,850	\$ 2,603,653	\$ 81,803	3.24%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 27,923	\$ 28,234	\$ 32,750	\$ 35,750	\$ 3,000	9.16%
Small Capital	\$ 57,700	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 2,408,783	\$ 2,312,390	\$ 2,554,600	\$ 2,639,403	\$ 84,803	3.32%
Benefits	\$ 38,025	\$ 41,089	\$ 54,222	\$ 56,557	\$ 2,335	4.31%
Debt	\$ 44,655	\$ 43,406	\$ 80,488	\$ 40,200	\$ (40,288)	-50.05%
<b>Total 3400 Environmental Services</b>	<b>\$ 2,683,333</b>	<b>\$ 2,601,068</b>	<b>\$ 2,899,478</b>	<b>\$ 2,976,871</b>	<b>\$ 77,392</b>	<b>2.67%</b>

Appropriation Summary (General Fund Only)	FY 2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 2,133,936	\$ 2,118,759	\$ 2,262,850	\$ 2,307,953	\$ 45,103	1.99%
<b>Total 3400 Environmental Services</b>	<b>\$ 2,133,936</b>	<b>\$ 2,118,759</b>	<b>\$ 2,262,850</b>	<b>\$ 2,307,953</b>	<b>\$ 45,103</b>	<b>1.99%</b>

Appropriation Summary (Non-General Fund)	FY 2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
<b>Compensation</b>	<b>\$ 191,870</b>	<b>\$ 204,184</b>	<b>\$ 210,168</b>	<b>\$ 240,711</b>	<b>\$ 30,542</b>	<b>14.53%</b>
Total 3420 Recycling	\$ 191,870	\$ 204,184	\$ 210,168	\$ 240,711	\$ 30,542	14.53%
<b>Expenses</b>	<b>\$ 274,846</b>	<b>\$ 193,631</b>	<b>\$ 291,750</b>	<b>\$ 331,450</b>	<b>\$ 39,700</b>	<b>13.61%</b>
Total 3420 Recycling: Compost Operations	\$ 166,879	\$ 73,274	\$ 116,750	\$ 151,450	\$ 34,700	29.72%
Total 3420 Recycling: MMHP	\$ 107,968	\$ 120,356	\$ 175,000	\$ 180,000	\$ 5,000	2.86%
<b>Benefits</b>	<b>\$ 38,025</b>	<b>\$ 41,089</b>	<b>\$ 54,222</b>	<b>\$ 56,557</b>	<b>\$ 2,335</b>	<b>4.31%</b>
Total 3420 Recycling	\$ 38,025	\$ 41,089	\$ 54,222	\$ 56,557	\$ 2,335	4.31%
<b>Debt</b>	<b>\$ 44,655</b>	<b>\$ 43,406</b>	<b>\$ 80,488</b>	<b>\$ 40,200</b>	<b>\$ (40,288)</b>	<b>-50.05%</b>
Total 3420 Recycling	\$ 44,655	\$ 43,406	\$ 80,488	\$ 40,200	\$ (40,288)	-50.05%
<b>Total 3400 Environmental Services</b>	<b>\$ 549,397</b>	<b>\$ 482,309</b>	<b>\$ 636,628</b>	<b>\$ 668,918</b>	<b>\$ 32,289</b>	<b>5.07%</b>

## 3600 Water Enterprise

**Mission:** The Water/Sewer Division provides safe drinking water by regular monitoring and testing of water and maintaining and improving the water system infrastructure.

**Budget Overview:** The Water Division budget is comprised of Water Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

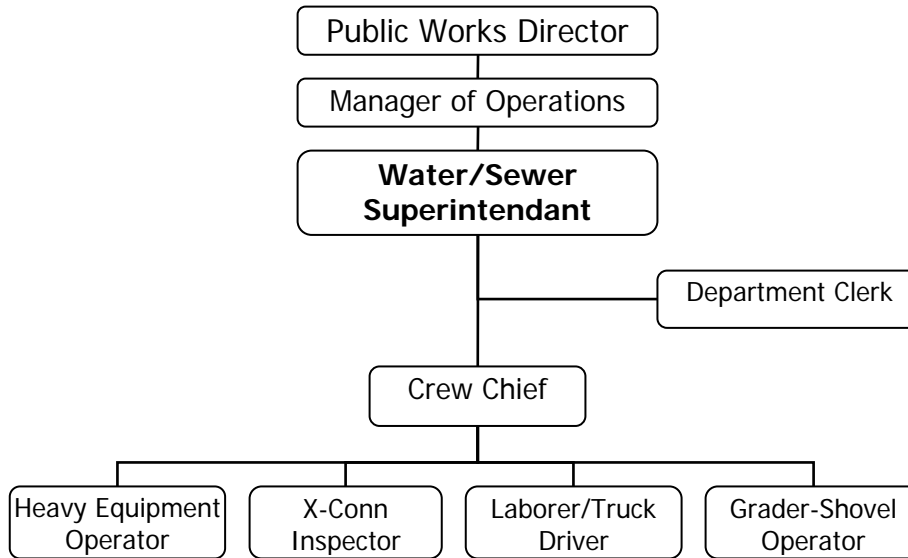
The Water Operations maintains and repairs the water system that delivers water to Lexington homes and businesses through 154 miles of water mains, 1500 fire hydrants and two water towers that store 3.24 million gallons of water. The Town has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate for the additional units increases. Customers are billed twice per year. The Town also sells water to the Town of Bedford at the MWRA wholesale rate plus an administrative fee.

The MWRA provides water to Lexington and greater Boston.

Indirect support from the General Fund reflects Water Enterprise Fund expenses (benefits, insurance, engineering support) that are appropriated in the General Fund. The Water Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer.

### Departmental Initiatives:

1. Continue with the hydrant replacement program.
2. Continue seeking out the last two percent of meters that have not been replaced.
3. Implement a backflow/cross connection program.
4. Continue reducing the amount of Pit Meters in Town and change out the manual reads on the ones that cannot be eliminated.
5. Continue updating all the "paper tie cards" for GIS implementation.



**Authorized/Appropriated Staffing**

	<b>FY 2013 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Recommended</b>
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector	2	2	2	2
Heavy Equipment Operator	4	4	4	4
Laborer-Truck Driver	0	1	1	1
Department Clerk	0.2	0.2	0.2	0.2
Meter Reader/Laborer	1	0	0	0
<b>Total FTE</b>	<b>10.7</b>	<b>10.7</b>	<b>10.7</b>	<b>10.7</b>

<b>Total Full/Part Time</b>	<b>10 FT/2 PT</b>	<b>10 FT/2 PT</b>	<b>10 FT/2 PT</b>	<b>10 FT/2 PT</b>
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# 3600 Water Enterprise

## Budget Recommendations:

The FY2015 recommended Water Enterprise budget is \$9,270,881. This is a \$574,089 or 6.6% increase over the FY2014 budget.

Compensation is increasing by \$7,428 or 1.11%. Salary increases are due to contractually obligated step increases, and because this budget is an enterprise fund—and does not draw from the Town’s General Fund budget—prospective cost of living increases and increases for prospective contract settlements are included in this budget as well.

Expenses reflect a \$5,800, or 1.47% decrease.

Debt Service reflects a \$118,967 or 9.44% increase.

The MWRA’s Preliminary Assessment for Lexington is \$6,037,972, which is a \$482,907 or 8.69% increase over FY2014.

Indirect payments to the General Fund for FY2015 are decreasing \$29,414 or 3.59%. This decrease is a result of the completion of the Enterprise Indirect Cost Analysis by the Finance Department.

## Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Works						
<b>No Requests</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ -		\$ -	\$ -	\$ -

# 3600 Water Enterprise

Program: Public Works  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY2012 Actual	FY2013 Actual	FY2014 Estimate	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	-
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Retained Earnings	\$ 450,000	\$ 350,000	\$ 300,000	\$ 250,000	\$ (50,000)	0.00%
User Charges	\$ 8,336,794	\$ 8,485,529	\$ 8,055,723	\$ 8,679,812	\$ 624,089	7.75%
Connection Fees	\$ 4,076	\$ 4,194	\$ 4,200	\$ 4,200	\$ -	0.00%
Investment Income	\$ 4,413	\$ 4,224	\$ 4,220	\$ 4,220	\$ -	0.00%
Fees & Charges	\$ 424,963	\$ 332,649	\$ 332,649	\$ 332,649	\$ -	0.00%
<b>Total 3600 Water Enterprise</b>	<b>\$ 9,220,245</b>	<b>\$ 9,176,596</b>	<b>\$ 8,696,792</b>	<b>\$ 9,270,881</b>	<b>\$ 574,089</b>	<b>6.60%</b>

Appropriation Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 603,565	\$ 592,228	\$ 667,183	\$ 674,611	\$ 7,428	1.11%
Expenses	\$ 341,688	\$ 336,857	\$ 395,200	\$ 389,400	\$ (5,800)	-1.47%
Debt	\$ 1,233,364	\$ 1,249,336	\$ 1,260,655	\$ 1,379,622	\$ 118,967	9.44%
MWRA	\$ 5,049,999	\$ 5,145,927	\$ 5,555,065	\$ 6,037,972	\$ 482,907	8.69%
Indirects	\$ 704,624	\$ 665,848	\$ 818,689	\$ 789,275	\$ (29,414)	-3.59%
<b>Total 3600 Water Enterprise</b>	<b>\$ 7,933,240</b>	<b>\$ 7,990,196</b>	<b>\$ 8,696,792</b>	<b>\$ 9,270,881</b>	<b>\$ 574,089</b>	<b>6.60%</b>

Program Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 3610 Water Operations	\$ 2,178,617	\$ 2,178,421	\$ 2,323,038	\$ 2,443,634	\$ 120,596	5.19%
Total 3620 MWRA	\$ 5,049,999	\$ 5,145,927	\$ 5,555,065	\$ 6,037,972	\$ 482,907	8.69%
Indirects	\$ 704,624	\$ 665,848	\$ 818,689	\$ 789,275	\$ (29,414)	-3.59%
<b>Total 3600 Water Enterprise</b>	<b>\$ 7,933,240</b>	<b>\$ 7,990,196</b>	<b>\$ 8,696,792</b>	<b>\$ 9,270,881</b>	<b>\$ 574,089</b>	<b>6.60%</b>

Object Code Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 500,064	\$ 490,079	\$ 526,975	\$ 531,598	\$ 4,624	0.88%
Overtime	\$ 103,501	\$ 102,149	\$ 140,209	\$ 143,013	\$ 2,805	2.00%
Personal Services	\$ 603,565	\$ 592,228	\$ 667,183	\$ 674,611	\$ 7,428	1.11%
Contractual Services	\$ 146,009	\$ 152,244	\$ 183,200	\$ 188,900	\$ 5,700	3.11%
Utilities	\$ 4,482	\$ 6,140	\$ 5,500	\$ 5,500	\$ -	0.00%
Supplies	\$ 189,346	\$ 162,556	\$ 170,500	\$ 161,000	\$ (9,500)	-5.57%
Small Capital	\$ 1,850	\$ 15,916	\$ 36,000	\$ 34,000	\$ (2,000)	-5.56%
Expenses	\$ 341,688	\$ 336,857	\$ 395,200	\$ 389,400	\$ (5,800)	-1.47%
Debt	\$ 1,233,364	\$ 1,249,336	\$ 1,260,655	\$ 1,379,622	\$ 118,967	9.44%
MWRA	\$ 5,049,999	\$ 5,145,927	\$ 5,555,065	\$ 6,037,972	\$ 482,907	8.69%
Indirects	\$ 704,624	\$ 665,848	\$ 818,689	\$ 789,275	\$ (29,414)	-3.59%
<b>Total 3600 Water Enterprise</b>	<b>\$ 7,933,240</b>	<b>\$ 7,990,196</b>	<b>\$ 8,696,792</b>	<b>\$ 9,270,881</b>	<b>\$ 574,089</b>	<b>6.60%</b>

## 3700 Sewer Enterprise

**Mission:** The Sewer Division ensures the proper and safe discharge of wastewater through the operation of pumping stations and by maintaining and improving the wastewater system infrastructure.

**Budget Overview:** The Sewer Division budget is comprised of Wastewater Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

The Sewer Division maintains the wastewater system that serves 99 percent of Town residences and businesses through 34 miles of trunk lines, 119 miles of street lines and 9,524 service connections. There are also ten sewage-pumping stations operated by the Sewer Division. The Town has a three-block inclining rate structure to encourage conservation. Customer sewer usage is determined based on water usage over the same period.

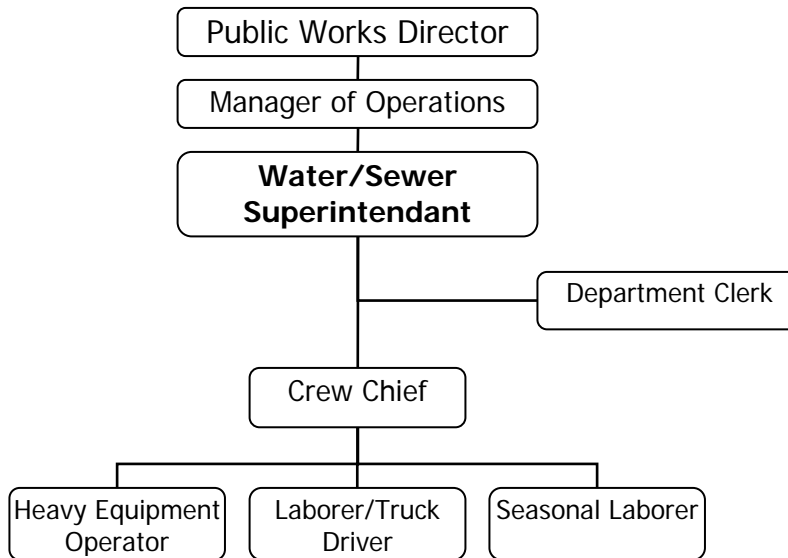
The MWRA provides wastewater treatment to Lexington and greater Boston at the Deer Island treatment facility.

Indirect support from the General Fund reflects Wastewater Enterprise Fund expenses (benefits, insurance, engineering support) that are appropriated in the General Fund. The Wastewater Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer.

### Departmental Initiatives:

1. Continue to rehab and refurbish all 9 pump stations and bring them up to OSHA standards.
2. Clear and repair all access routes to all sewer easements.
3. Prioritize and repair problem areas.
4. Continue pipe flushing program and root removal in all problem areas.
5. Initiate an educational program for the entire Town as to the costs and problems created by Inflow and Infiltration.





**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY2015 Recommended</b>
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Crew Chief	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Department Clerk	0.2	0.2	0.2	0.2
Seasonal Clerk	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
<b>Total FTE</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>

<b>Total Full/Part Time</b>	<b>3 FT/4 PT</b>	<b>3 FT/4 PT</b>	<b>3 FT/4 PT</b>	<b>3 FT/4 PT</b>
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**Explanatory Notes:**

Seasonal Clerk works out of the Engineering Office but is funded by Sewer Enterprise.

### 3700 Sewer Enterprise

**Budget Recommendations:**

The FY2015 recommended Sewer Enterprise budget is \$9,517,618. This is a \$285,231 or 3.09% increase over the FY2014 budget.

Compensation is increasing by \$9,649 or 3.3%. Salary increases are due to contractually obligated step increases, and because this budget is an enterprise fund—and does not draw from the Town’s General Fund budget—prospective cost of living increases and increases for prospective contract settlements are included in this budget as well.

Expenses reflect an \$8,550, or 2.54% increase.

Debt Service reflects an \$89,170 or 7.88% increase.

The MWRA’s Preliminary Assessment for Lexington is \$7,183,735, which is a \$169,435 or 2.42% increase over FY2014.

Indirect payments to the General Fund for FY2015 are decreasing by \$8,427 or 1.85%. This decrease is a result of the completion of the Enterprise Indirect Cost Analysis by the Finance Department.

Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Public Works						
<b><i>No Requests</i></b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals		\$ -		\$ -	\$ -	\$ -

# 3700 Sewer Enterprise

Program: Public Works  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY2012 Actual	FY2013 Actual	FY2014 Estimate	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Retained Earnings	\$ 300,000	\$ 150,000	\$ 100,000	\$ 50,000	\$ (50,000)	-50.00%
User Charges	\$ 8,336,794	\$ 9,204,357	\$ 8,791,320	\$ 9,126,551	\$ 335,231	3.81%
Connection Fees	\$ 4,076	\$ 4,194	\$ 4,194	\$ 4,194	\$ -	0.00%
Investment Income	\$ 4,413	\$ 4,224	\$ 4,224	\$ 4,224	\$ -	0.00%
Fees & Charges	\$ 424,963	\$ 332,649	\$ 332,649	\$ 332,649	\$ -	0.00%
<b>Total 3700 Sewer Enterprise</b>	<b>\$ 9,070,245</b>	<b>\$ 9,695,424</b>	<b>\$ 9,232,387</b>	<b>\$ 9,517,618</b>	<b>\$ 285,231</b>	<b>3.09%</b>

Appropriation Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 201,519	\$ 203,310	\$ 292,711	\$ 302,360	\$ 9,649	3.30%
Expenses	\$ 268,207	\$ 334,019	\$ 337,100	\$ 345,650	\$ 8,550	2.54%
Debt	\$ 918,213	\$ 927,193	\$ 1,131,673	\$ 1,220,843	\$ 89,170	7.88%
MWRA	\$ 6,802,875	\$ 6,954,177	\$ 7,014,300	\$ 7,183,735	\$ 169,435	2.42%
Indirects	\$ 646,217	\$ 623,444	\$ 456,603	\$ 465,030	\$ 8,427	1.85%
<b>Total 3700 Sewer Enterprise</b>	<b>\$ 8,837,031</b>	<b>\$ 9,042,143</b>	<b>\$ 9,232,387</b>	<b>\$ 9,517,618</b>	<b>\$ 285,231</b>	<b>3.09%</b>

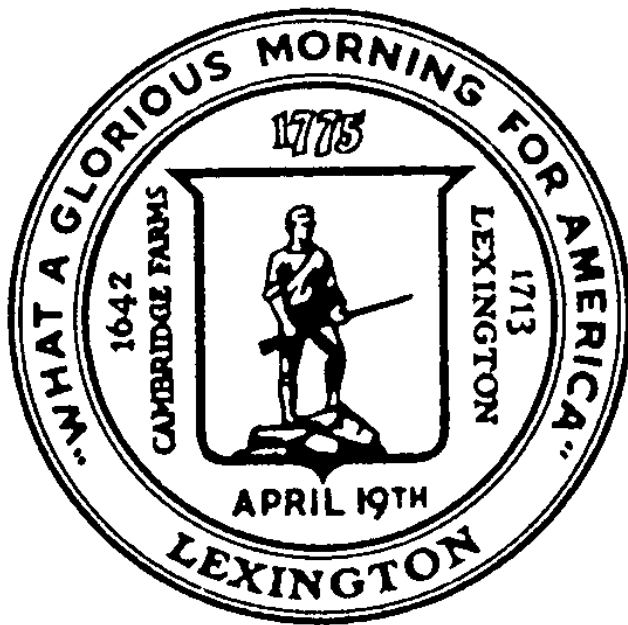
Program Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 3710 Sewer Enterprise	\$ 1,387,939	\$ 1,464,522	\$ 1,761,484	\$ 1,868,853	\$ 107,369	6.10%
Total 3720 MWRA	\$ 6,802,875	\$ 6,954,177	\$ 7,014,300	\$ 7,183,735	\$ 169,435	2.42%
Indirects	\$ 646,217	\$ 623,444	\$ 456,603	\$ 465,030	\$ 8,427	1.85%
<b>Total 3700 Sewer Enterprise</b>	<b>\$ 8,837,031</b>	<b>\$ 9,042,143</b>	<b>\$ 9,232,387</b>	<b>\$ 9,517,618</b>	<b>\$ 285,231</b>	<b>3.09%</b>

Object Code Summary	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 164,147	\$ 169,781	\$ 229,349	\$ 237,731	\$ 8,381	3.65%
Overtime	\$ 37,372	\$ 33,530	\$ 63,362	\$ 64,629	\$ 1,267	2.00%
Personal Services	\$ 201,519	\$ 203,310	\$ 292,711	\$ 302,360	\$ 9,649	3.30%
Contractual Services	\$ 95,688	\$ 148,825	\$ 141,600	\$ 144,900	\$ 3,300	2.33%
Utilities	\$ 104,513	\$ 110,101	\$ 114,750	\$ 119,500	\$ 4,750	4.14%
Supplies	\$ 68,006	\$ 62,972	\$ 67,250	\$ 67,750	\$ 500	0.74%
Small Capital	\$ -	\$ 12,121	\$ 13,500	\$ 13,500	\$ -	0.00%
Expenses	\$ 268,207	\$ 334,019	\$ 337,100	\$ 345,650	\$ 8,550	2.54%
Debt	\$ 918,213	\$ 927,193	\$ 1,131,673	\$ 1,220,843	\$ 89,170	7.88%
MWRA	\$ 6,802,875	\$ 6,954,177	\$ 7,014,300	\$ 7,183,735	\$ 169,435	2.42%
Indirects	\$ 646,217	\$ 623,444	\$ 456,603	\$ 465,030	\$ 8,427	1.85%
<b>Total 3700 Sewer Enterprise</b>	<b>\$ 8,837,031</b>	<b>\$ 9,042,143</b>	<b>\$ 9,232,387</b>	<b>\$ 9,517,618</b>	<b>\$ 285,231</b>	<b>3.09%</b>

# Section VI: Public Safety

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Program 4000



Law Enforcement  
Fire & Rescue

## Section VI: Program 4000: Public Safety

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This section includes detailed information about the FY2015 Operating Budget & Financing Plan for public safety. It includes:

- 4100 Law Enforcement VI-2
- 4200 Fire & Rescue VI-7

## 4100 Law Enforcement

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**Mission:** The Lexington Police Department provides public safety services to enhance the quality of life in Lexington. A team of dedicated police officers, detectives, dispatchers and support staff work in a coordinated manner to effectively intervene in emergencies, promote traffic safety, suppress crime, reduce fear and deliver services to the community through a variety of prevention, problem solving and law enforcement programs.

**Budget Overview:** The Police Department is comprised of seven divisions: Administration, Patrol and Enforcement, Traffic Bureau, Investigations, Dispatch, Animal Control and Crossing Guards. In FY2013, the Police Department responded to 11,424 calls for service with 644 crimes investigated.

The Administration division is comprised of 11 full-time and 2 part-time employees including: the Chief and two Captains who oversee administrative and operational functions including budget, planning, training, personnel administration, public affairs and policy development; four Lieutenants who each lead a workgroup consisting of patrol officers, dispatchers and a Sergeant providing 24/7 policing services; an administrative Sergeant (a new position in FY2014) tends to the accreditation program as well as detail and event planning; an office manager and clerk who handle records management, accounting and payroll; 2 cadets who provide administrative support; and a mechanic who purchases, equips and maintains the vehicle fleet and other specialized equipment.

The Patrol and Enforcement division is comprised of 33 officers (28 patrol officers and five sergeants) responsible for responding to a variety of critical front-line services 24/7 including intervening in emergencies, promoting crime prevention and traffic safety as well as suppressing crime.

The Traffic Bureau has one supervisor who oversees the Parking Enforcement Officer (PEO), one account clerk and eight parking lot attendants. Meter and parking enforcement in Lexington Center is done by the PEO while the parking lot attendants manage the public/permit parking lot on Meriam Street. The Traffic Bureau supervisor also manages the school crossing guard program.

The Investigations division is supervised by a Detective Lieutenant, assisted by the Sergeant Prosecutor, who oversees six detectives responsible for investigation and prevention including: two major case detectives, a family services detective, a narcotics/vice investigator, a Community Resource Officer (CRO) and a School Resource Officer (SRO).

The Dispatch division is comprised of nine civilian dispatchers responsible for directing the proper resources to over 13,880 service calls that require a police, fire or medical unit response; in FY2013 they answered 10,755 9-1-1 calls and over 34,600 telephone calls.

The Animal Control division, working in collaboration with the Health Department, is comprised of one part-time civilian animal control officer (ACO) responsible for regulations governing the ownership, health and wellbeing of animals in the community, including 2300 dogs. The ACO will also oversee the reopening of the Animal Shelter.

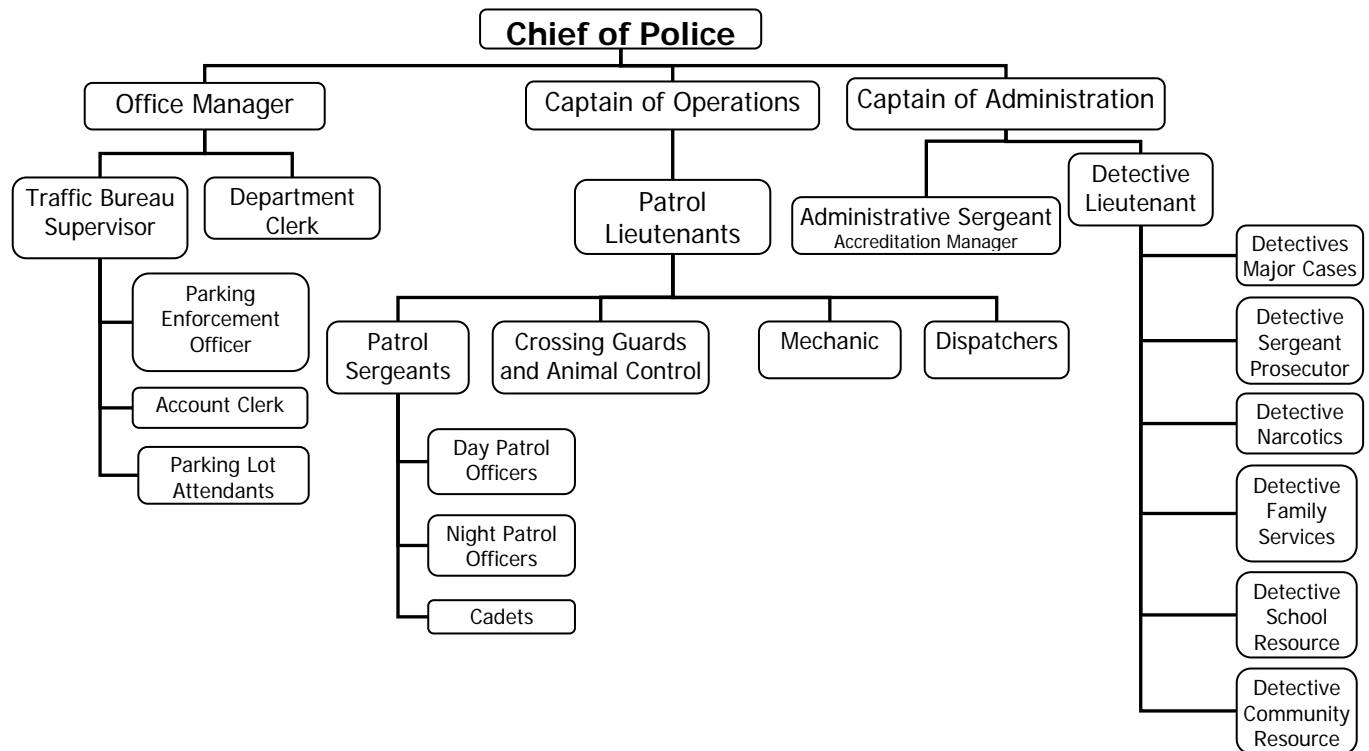
The School Crossing guard program has 16 part-time civilian members who cover 14 school crossings during the school year.

## **4100 Law Enforcement**

### **Departmental Initiatives:**

1. Advance the Department's Accreditation Certification to Full Accreditation;
2. Provide succession training to middle managers, given the probable retirement of two Captains in 2015-2016;
3. Assist the Board of Selectmen with planning, budgeting and constructing a renovated or new Police Station and improvements to the Hartwell Avenue outdoor firing range; and
4. Identify a Police/Fire/Emergency Dispatching software suitable for future departmental needs.

# 4100 Law Enforcement



## Authorized/Appropriated Staffing

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
Chief	1	1	1	1
Captain of Operations	1	1	1	1
Captain of Administration	1	1	1	1
Administrative Sergeant	0	0	1	1
Lieutenants (Patrol)	4	4	4	4
Sergeants (Patrol)	5	5	5	5
Police Officers	29	29	28	28
Lieutenant (Detective)	1	1	1	1
Sergeant (Prosecutor)	1	1	1	1
Detectives	2	2	2	2
Family Services Detective	1	1	1	1
School Resource Officer	1	1	1	1
Community Resource Detective	0	0	1	1
Narcotics/Vice Detective	1	1	1	1
Cadets - 2 part-time	1.09	1.09	1.09	1.09
Parking Enforcement Officer	1	1	1	1
Dispatcher	9	9	9	9
Office Manager	1	1	1	1
Traffic Bureau Supervisor	1	1	1	1
Department Clerk	1	1	1	1
Department Account Clerk	1	1	1	1
Mechanic	1	1	1	1
Animal Control - 1 part-time	0.54	0.54	0.54	0.54
Parking Lot Attendants - 8 part-time	n/a	3.1	3.1	3.1
Crossing Guards - 16 part-time	3.43	3.43	3.43	3.43
<b>FTE Total</b>	<b>68.06</b>	<b>71.16</b>	<b>72.16</b>	<b>72.16</b>
	48 Officers	48 Officers	49 Officers	49 Officers
<b>FT - PT Total</b>	<b>61(FT)/20(PT)</b>	<b>63(FT)/27(PT)</b>	<b>64(FT)/27(PT)</b>	<b>64(FT)/27(PT)</b>

### Overall staff changes from FY2011 to FY2014:

FY 11 - Minuteman Technical High School eliminates funding for a School Resource Officer

FY 12 - 1 Police officer position restored

FY 12 - Sept 2011, Transportation reorganization moves Parking program to Police Department; Traffic Bureau established one PT position eliminated and replaced with FT Bureau Manager; 8 PT parking lot attendants transferred to the Police Department from DPW

FY 14 - New Administrative Sergeant position funded; Middle School SRO replaced with Community Resource Detective



# 4100 Law Enforcement

## Budget Recommendations:

The FY2015 recommended Police Department budget is \$6,313,553, which is a \$149,863 or 2.43% increase over the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting. The budget increase includes a \$70,117 or 1.28% increase in compensation. Salary increases are due to contractually obligated step increases and do not reflect any estimate for prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager’s budget. Expenses are increasing by \$79,746 or 11.71%. This increase is net of a \$15,616 or 7.05% decrease in Contractual Services, a \$2,956 or 2.11% decrease in Utilities, a \$56,318 or 40.29% increase in Supplies, and a \$42,000 or 23.25% increase in Small Capital.

Contractual Services in FY2015 include a \$5,000 request for funds in Investigations to contribute funding to the Domestic Violence Support Network (see the table below), a multi-town network providing services to victims of domestic violence, of which Lexington is a member. It is also inclusive of additional funding in Patrol to enhance public safety at the 2014 Patriot’s Day Celebration, and an increase in repair costs for Police vehicles. The overall decrease to Contractual Services is due to the net of these changes and to the one-time nature of \$21,800 of FY2014 funding used to purchase a digital fingerprint scanner, and of \$8,197 for the FY2014 purchase of a NetClock for Dispatch, as well as to reductions in software maintenance costs. The \$2,956 decrease in Utilities reflects the transfer of \$3,000 in electricity costs to the DPW Highway Maintenance division as a result of a Police Department expense audit, and is net of that transfer and a \$44 increase to the department’s cell phone budget.

The \$56,318 increase in Supplies is for the purchase of three Automated External Defibrillator machines for \$4,185 and for Breaching Tools for Patrol units for \$6,630, as shown in the table below. It also includes an overall increase in supplies and materials costs, as well as funds to replace protective ballistic vests that have reached the end of their useful life, which in previous years had been available via grant funding. A bid for purchasing uniforms was opened after the establishment of the FY2014 budget and as a result reflects two years of contractually obligated increases.

The \$42,000 increase in Small Capital is driven primarily by the fact that effective this fiscal year, features such as curtain airbags and all wheel drive are no longer optional for police vehicles, increasing their cost. In addition, this object code includes \$750 for a Traffic Counter, as noted in the table below. The balance of the Traffic Counter (\$4,250) is funded internally, through an offsetting reduction in Contractual Services items within the Police Department.

## Program Improvement Requests:

Requested by:	Departmental Request			Recommended		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Chief of Police						
Patrol Officer	\$ 72,008	\$ 14,807	\$ 86,815	\$ -	\$ -	\$ 86,815
3 AED Machines	\$ 4,185	\$ -	\$ 4,185	\$ 4,185	\$ -	\$ -
Breaching Tools	\$ 6,630	\$ -	\$ 6,630	\$ 6,630	\$ -	\$ -
DVSN Services	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
Traffic Counter	\$ 5,000	\$ -	\$ 5,000	\$ 750	\$ -	\$ 4,250
<b>Totals</b>	<b>\$ 92,823</b>	<b>\$ 14,807</b>	<b>\$ 107,630</b>	<b>\$ 16,565</b>	<b>\$ -</b>	<b>\$ 91,065</b>

# 4100 Law Enforcement

Program: Public Safety  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Estimate	FY2015 Estimate	Dollar Increase	Percent Increase
Tax Levy	\$ 5,436,055	\$ 5,438,101	\$ 5,682,311	\$ 5,828,074	\$ 145,764	2.57%
Fees & Charges	-	-	-	-	-	-
Fees	\$ 68,319	\$ 95,681	\$ 74,519	\$ 73,842	\$ (677)	-0.91%
Fines & Forfeitures	\$ 87,106	\$ 120,898	\$ 104,930	\$ 109,000	\$ 4,070	3.88%
Licenses & Permits	\$ 2,263	\$ 4,125	\$ 2,000	\$ 2,000	\$ -	0.00%
State Education Incentive Reimburse	\$ 22,509	\$ -	\$ -	\$ -	\$ -	-
Parking Meter Fund*	\$ 160,988	\$ 303,618	\$ 299,930	\$ 300,637	\$ 706	0.24%
<b>Total 4100 Law Enforcement</b>	<b>\$ 5,777,239</b>	<b>\$ 5,962,423</b>	<b>\$ 6,163,690</b>	<b>\$ 6,313,553</b>	<b>\$ 149,863</b>	<b>2.43%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,256,655	\$ 5,315,329	\$ 5,482,736	\$ 5,552,853	\$ 70,117	1.28%
Expenses	\$ 520,584	\$ 647,094	\$ 680,954	\$ 760,700	\$ 79,746	11.71%
<b>Total 4100 Law Enforcement</b>	<b>\$ 5,777,239</b>	<b>\$ 5,962,423</b>	<b>\$ 6,163,690</b>	<b>\$ 6,313,553</b>	<b>\$ 149,863</b>	<b>2.43%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,294,386	\$ 1,232,117	\$ 1,246,506	\$ 1,286,656	\$ 40,150	3.22%
Total 4120 Patrol & Enforcement	\$ 3,028,131	\$ 3,082,838	\$ 3,184,165	\$ 3,266,011	\$ 81,846	2.57%
Total 4130 Traffic Bureau	\$ 71,090	\$ 266,930	\$ 283,677	\$ 302,744	\$ 19,067	6.72%
Total 4140 Investigations	\$ 685,374	\$ 653,442	\$ 662,512	\$ 660,686	\$ (1,826)	-0.28%
Total 4150 Dispatch	\$ 529,241	\$ 553,393	\$ 610,805	\$ 615,174	\$ 4,369	0.72%
Total 4160 Animal Control	\$ 32,369	\$ 32,429	\$ 34,424	\$ 39,763	\$ 5,339	15.51%
Total 4170 Crossing Guards	\$ 136,648	\$ 141,273	\$ 141,601	\$ 142,519	\$ 918	0.65%
<b>Total 4100 Law Enforcement</b>	<b>\$ 5,777,239</b>	<b>\$ 5,962,423</b>	<b>\$ 6,163,690</b>	<b>\$ 6,313,553</b>	<b>\$ 149,863</b>	<b>2.43%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,400,690	\$ 4,579,813	\$ 4,795,457	\$ 4,847,633	\$ 52,176	1.09%
Overtime	\$ 855,965	\$ 735,516	\$ 687,279	\$ 705,220	\$ 17,941	2.61%
Personal Services	\$ 5,256,655	\$ 5,315,329	\$ 5,482,736	\$ 5,552,853	\$ 70,117	1.28%
Contractual Services	\$ 124,596	\$ 166,701	\$ 221,435	\$ 205,819	\$ (15,616)	-7.05%
Utilities	\$ 129,608	\$ 122,281	\$ 139,837	\$ 136,881	\$ (2,956)	-2.11%
Supplies	\$ 133,292	\$ 157,578	\$ 139,793	\$ 196,111	\$ 56,318	40.29%
Small Capital	\$ 133,088	\$ 200,533	\$ 179,889	\$ 221,889	\$ 42,000	23.35%
Expenses	\$ 520,584	\$ 647,094	\$ 680,954	\$ 760,700	\$ 79,746	11.71%
<b>Total 4100 Law Enforcement</b>	<b>\$ 5,777,239</b>	<b>\$ 5,962,423</b>	<b>\$ 6,163,690</b>	<b>\$ 6,313,553</b>	<b>\$ 149,863</b>	<b>2.43%</b>

\*The increase in funding from the Parking Meter fund from FY12 to FY13 and FY14 reflects the merging of Parking Lot operations into the Traffic Bureau division of the Police Department. Accordingly, the amount previously allocated to Parking Lot operations from the Parking Meter Fund is now being allocated to the Traffic Bureau. This is in addition to the amount that was already being allocated to Police Admin, Patrol and Parking Meter Maintenance (now also merged into Traffic Bureau) and these allocations make up \$299,930 of the total \$335,000 appropriated by Town Meeting to help fund the FY2014 Operating Budget. The remainder is allocated to DPW for Highway and Street maintenance.

\*The revenue from the Parking Meter Fund is inclusive of permits, fees, and meter revenue associated with the Depot Square parking lot.

## 4200 Fire & Rescue

**Mission:** The Lexington Fire & Rescue Department is an all hazards department that protects the people, homes, and businesses in our community from fire, medical emergencies, hazardous material incidents, and natural disasters. This is accomplished through public education, safety code management, and emergency response.

**Budget Overview:** The Fire & Rescue Department is comprised of five divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services and Emergency Management.

The Administration division is responsible for developing policies and procedures, training, inventory control, financial and budgetary oversight and managing the day-to-day operations of the Department.

The Fire Prevention division is responsible for fire code enforcement activities, public education, plan review, permit application and approval, flammable/combustible liquid storage approval and regulatory enforcement of blasting applications and permits.

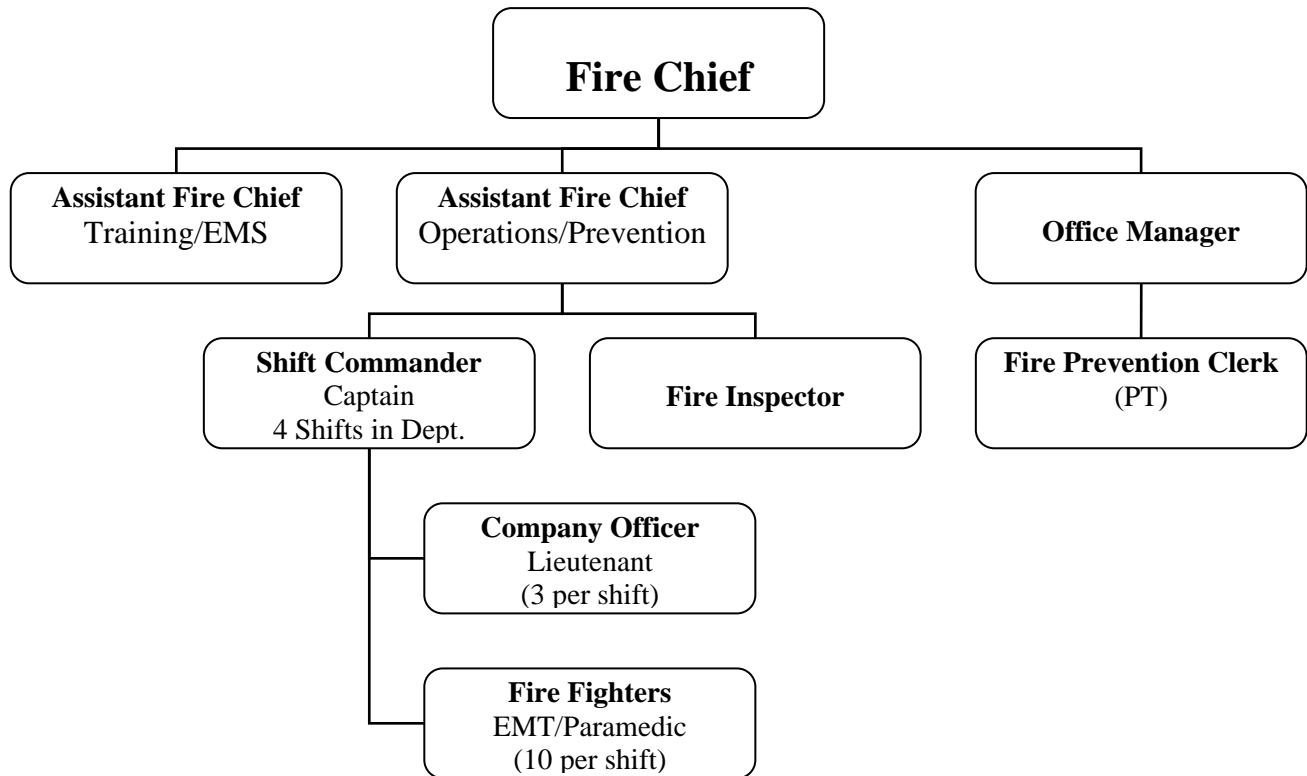
The Fire Suppression division is staffed 24/7, operating out of two stations and responding to emergency calls including: fire suppression, motor vehicle accidents, medical emergencies, hazardous material responses, and other emergency incidents.

The Emergency Medical Services division operates in conjunction with the Fire Suppression division, staffing one ambulance 24/7 at the Advanced Life Support (ALS) level, and a second ambulance operating at the ALS level—Monday through Friday, 8:00 am to 6:00 pm—and available other hours through cross-staffing when the ladder truck is in quarters. These vehicles respond annually to over 2,500 calls for assistance.

The Emergency Management division is responsible for communications with FEMA and MEMA as well as reviewing and commenting on numerous Town-wide emergency operation plans. The Chief serves as the Emergency Management Director and the department's administrative staff serves as support to this division.

### Departmental Initiatives:

1. Following the Facilities Master Plan report, evaluate suitable locations for a new Fire Headquarters.
2. Transition our training to meet the new requirements for National Emergency Medical Technician certification.
3. Implement a Comprehensive Department Training Program.
4. Expand Fire Safety Education for senior citizens, utilizing new State funding.



**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Recommended</b>
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Administrative Assistant	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants*	8	8	12	12
Firefighters/Paramedics	40	42	38	38
Firefighters/Paramedics (Grant Funding)**	0	0	4	4
Municipal Clerk	0.71	0.71	0.71	0.86
<b>FTE Total</b>	<b>57.71</b>	<b>59.71</b>	<b>63.71</b>	<b>63.86</b>
<b>Full-Time/Part-time Total</b>	<b>58FT/1PT</b>	<b>59FT/1PT</b>	<b>63FT/1PT</b>	<b>63FT/1PT</b>

**Explanatory Notes:**

\*4 Lieutenant promotions are reflected in FY 2014

\*\*4 full-time positions will be funded through the SAFER grant award

There are currently 2 vacant Firefighter positions.

**4200 Fire & Rescue**

**Budget Recommendations:**

The FY2015 recommended Fire Department, All Funds budget is \$5,884,004, which is a \$50,006 or 0.86% increase. The All Funds budget is inclusive of funding from the federal SAFER grant program. Exclusive of the grant funding, the FY2015 recommended General Fund budget is \$5,773,938. This is a \$160,073 or 2.85% increase over the FY2014 General Fund budget.

The All Funds budget increase is composed of a \$24,004 or 0.45% decrease in compensation, and a \$74,010 or 13.49% increase in expenses. The decrease in All Funds compensation is not reflective of a decrease in staffing levels, but rather by the anticipated loss of SAFER grant money as of January 2015. This is shown in the table on the following page as a \$110,066 or 50% reduction in grant funding from FY2014. The Fire Department currently carries two funded vacancies, and it is proposed that this will absorb the loss of the SAFER grant mid-way through the year and allow the Department to maintain level service in FY2015.

Net of the SAFER grant, General Fund compensation is increasing \$86,063 or 1.7% as a result of contractually obligated step increases. The Compensation line does not reflect any estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account in the Town Manager's budget. A contractual agreement with the I.A.F.F remains unsettled for FY2014 and FY2015.

In addition to step increases, the increase in compensation is also driven by the \$5,582 request in Fire Admin for additional hours for the part-time Fire Prevention Clerk as noted in the table below. It is anticipated that this request will be funded through an increase in departmental fees, and thus will not impact the tax levy.

The increase in compensation is also driven by an \$8,500 request for Fire Suppression (see below) to include the off-duty Lieutenants in quarterly officers' meetings, the purpose for which is to maintain group connectivity, improve departmental communication, and bolster the overall Fire Department command structure.

General Fund expenses are increasing by \$74,010 or 13.49% over the FY2014 budget. This is driven primarily by the one-time, \$78,000 increase in Small Capital to purchase replacement vehicles for the Assistant Chief in Fire Administration, and to replace the Shift Commander's vehicle in Fire Suppression. One of the current vehicles will be traded in toward the cost of its replacement. The increase in expenses is slightly offset by the decreases in Utilities and Supplies costs. The \$4,710 increase in Contractual Services is reflective of an increase in fees charged to the Town by the EMS unit's Medical Control Physician.

Program Improvement Requests:

Requested by:	Departmental Request			Recommended		Not Recommended
	Salaries & Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries & Expenses	Benefits	
Fire Chief						
Administrative Support Lieutenant	\$ 62,192	\$ 14,650	\$ 76,842	\$ -	\$ -	\$ 76,842
Additional Hours for Clerk	\$ 5,582	\$ -	\$ 5,582	\$ 5,582	\$ -	\$ -
Ambulance Staffing - 4 FT positions	\$ 236,077	\$ 58,328	\$ 294,405	\$ -	\$ -	\$ 294,405
Quarterly Officers' Meetings	\$ 8,500	\$ -	\$ 8,500	\$ 8,500	\$ -	\$ -
<b>Totals</b>	<b>\$ 312,351</b>	<b>\$ 72,977</b>	<b>\$ 385,328</b>	<b>\$ 14,082</b>	<b>\$ -</b>	<b>\$ 371,246</b>

# 4200 Fire & Rescue

Program: Public Safety  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 4,177,065	\$ 4,589,659	\$ 4,838,598	\$ 4,784,028	\$ (70,112)	-1.45%
Enterprise Funds (Indirects)	-	-	-	-	-	-
Fees & Charges	-	-	-	-	-	-
Ambulance Fees	\$ 917,229	\$ 891,544	\$ 931,000	\$ 931,000	\$ -	0.00%
Fire Department Fees	\$ 31,690	\$ 32,315	\$ 36,580	\$ 32,000	\$ (4,592)	-12.55%
Licenses & Permits	\$ 32,930	\$ 28,225	\$ 27,820	\$ 26,910	\$ 562	2.02%
SAFER Grant	\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-
<b>Total 4200 Fire/EMS</b>	<b>\$ 5,158,915</b>	<b>\$ 5,541,743</b>	<b>\$ 5,833,998</b>	<b>\$ 5,884,004</b>	<b>\$ 50,006</b>	<b>0.86%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,570,496	\$ 5,059,117	\$ 5,285,498	\$ 5,261,494	\$ (24,004)	-0.45%
Expenses	\$ 588,418	\$ 482,626	\$ 548,500	\$ 622,510	\$ 74,010	13.49%
<b>Total 4200 Fire/EMS</b>	<b>\$ 5,158,915</b>	<b>\$ 5,541,743</b>	<b>\$ 5,833,998</b>	<b>\$ 5,884,004</b>	<b>\$ 50,006</b>	<b>0.86%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 336,118	\$ 345,296	\$ 403,847	\$ 440,162	\$ 36,315	8.99%
Total 4220 Fire Prevention	\$ 189,025	\$ 179,640	\$ 199,059	\$ 200,561	\$ 1,503	0.75%
Total 4320 Fire Suppression	\$ 4,503,030	\$ 4,888,100	\$ 5,084,952	\$ 5,090,181	\$ 5,229	0.10%
Total 4240 Emergency Medical Services	\$ 107,396	\$ 123,865	\$ 141,600	\$ 148,600	\$ 7,000	4.94%
Total 4250 Emergency Management	\$ 23,346	\$ 4,841	\$ 4,540	\$ 4,500	\$ (40)	-0.88%
<b>Total 4200 Fire/EMS</b>	<b>\$ 5,158,915</b>	<b>\$ 5,541,743</b>	<b>\$ 5,833,998</b>	<b>\$ 5,884,004</b>	<b>\$ 50,006</b>	<b>0.86%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,713,313	\$ 4,298,975	\$ 4,478,898	\$ 4,440,994	\$ (37,904)	-0.85%
Overtime	\$ 857,183	\$ 760,142	\$ 806,600	\$ 820,500	\$ 13,900	1.72%
Personal Services	\$ 4,570,496	\$ 5,059,117	\$ 5,285,498	\$ 5,261,494	\$ (24,004)	-0.45%
Contractual Services	\$ 354,414	\$ 219,852	\$ 294,300	\$ 299,010	\$ 4,710	1.60%
Utilities	\$ 53,406	\$ 50,843	\$ 66,900	\$ 61,250	\$ (5,650)	-8.45%
Supplies	\$ 145,307	\$ 117,330	\$ 160,300	\$ 157,250	\$ (3,050)	-1.90%
Small Capital	\$ 35,292	\$ 94,602	\$ 27,000	\$ 105,000	\$ 78,000	288.89%
Expenses	\$ 588,418	\$ 482,626	\$ 548,500	\$ 622,510	\$ 74,010	13.49%
<b>Total 4200 Fire/EMS</b>	<b>\$ 5,158,915</b>	<b>\$ 5,541,743</b>	<b>\$ 5,833,998</b>	<b>\$ 5,884,004</b>	<b>\$ 50,006</b>	<b>0.86%</b>

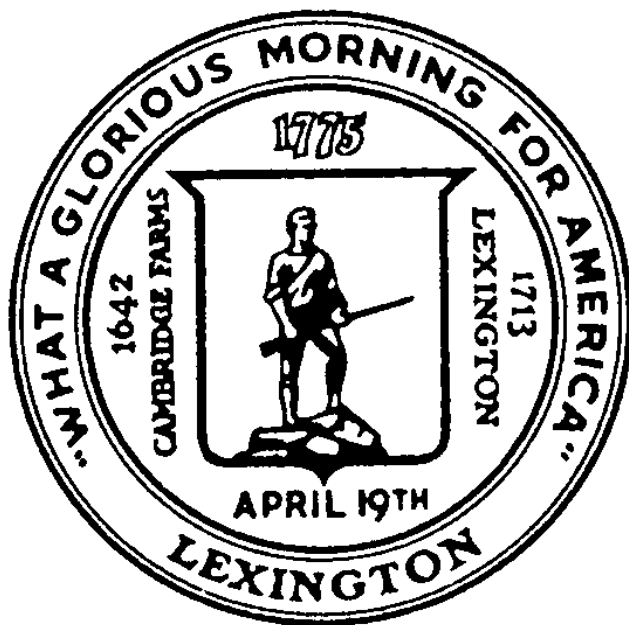
Appropriation Summary (General Fund Only)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,570,496	\$ 5,059,117	\$ 5,065,365	\$ 5,151,428	\$ 86,063	1.70%
Expenses	\$ 588,418	\$ 482,626	\$ 548,500	\$ 622,510	\$ 74,010	13.49%
<b>Total 4200 Fire/EMS</b>	<b>\$ 5,158,915</b>	<b>\$ 5,541,743</b>	<b>\$ 5,613,865</b>	<b>\$ 5,773,938</b>	<b>\$ 160,073</b>	<b>2.85%</b>

Appropriation Summary (Non-General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-50.00%
4230 Fire Suppression	\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-50.00%
<b>Total 4200 Fire/EMS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220,133</b>	<b>\$ 110,066</b>	<b>\$ (110,066)</b>	<b>-50.00%</b>

# Section VII: Culture and Recreation

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Program 5000



Cary Memorial Library  
Recreation

## Section VII: Program 5000: Culture & Recreation

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This section includes detailed information about the FY 2015 Operating Budget & Financing Plan for culture & recreation services. It includes:

- 5100 Cary Memorial Library VII-2
- 5200 Recreation VII-6



## **5100 Cary Memorial Library**

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**Mission:** The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

**Budget Overview:** Cary Memorial Library is comprised of three divisions: General and Technical Services, Adult Services, and Children's Services.

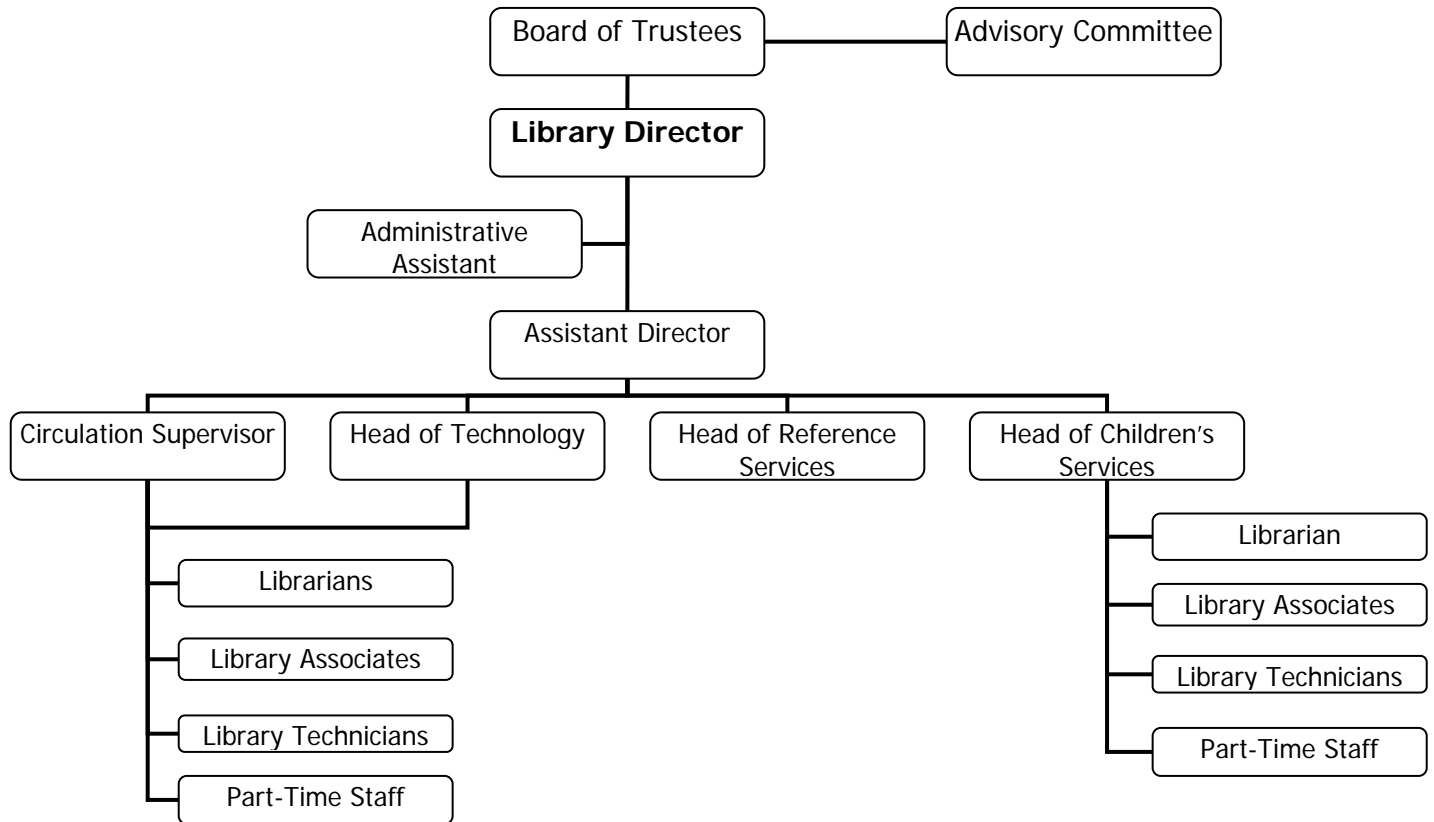
- General and Technical Services includes the administrative staff as well as the supply, equipment, and network membership costs.
- Adult Services includes all adult library, technology, and bibliographic services staff as well as adult, teen, and audiovisual materials.
- Children's Services includes all children's library staff and also includes library materials for children.

### **Departmental Initiatives:**

- **Books and Information:** To build and maintain a collection to reflect community needs and expectations, to include varying points of view, and to respond to changing interests and demographics. To keep abreast of an ever-evolving variety of materials and to provide the content users want in the format they prefer.
- **People and Connections:** To foster connections by helping users find exactly what they need and by putting them in touch with the intellectual and creative resources of the community. Library staff provides personal service both in the library and online.
- **Ideas and Inspiration:** To be more than a place where books are stored; To be a place where ideas are created, discovered, and shared. Recognize that users are inspired by more than words on a page - users find value in music, art, multimedia, and all forms of expression. To provide a venue to find and explore content, and also to create and share it.
- **Technology and Innovation:** The world is changing and the ways in which users experience books, gather information, and create content will continue to evolve. The Library will help users navigate these changes, explore new formats, and experiment with innovative devices in an environment where both experts and novices are welcome.
- **Generations and Cultures:** The Library's collections, services, and programs reflect the broad and deep interests of the community. The staff will strive to be responsive to user's needs across generations and cultures.
- **Individual and Community:** To be a vibrant, bustling facility located in the heart of Lexington. To provide a quiet space to read, write, and think as well as space to talk, laugh, and learn together.

# 5100 Cary Memorial Library

Program: Culture & Recreation  
Town of Lexington, Massachusetts



## Authorized/Appropriated Staffing

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY2015 Recommended
Library Director	1	1	1	1
Assistant Library Director	1	1	1	1
Administrative Assistant	1	1	1	1
Head of Reference Services	1	1	1	1
Head of Technology	1	1	1	1
Head of Children's Services	1	1	1	1
Circulation Supervisor	1	1	1	1
Librarians	9	9	9	9
Library Associates	2	2	2	2
Library Technicians	14.6	14.6	14.6	14.6
Adult Pages	1.3	1.3	1.3	1.3
Student Pages	0.6	0.6	0.6	0.6
<b>Total FTE</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>	<b>34.5</b>
<b>Total FT/PT</b>	<b>26(FT)/22 (PT)</b>	<b>26(FT)22(PT)</b>	<b>26(FT)22(PT)</b>	<b>26(FT)22(PT)</b>

## **5100 Cary Memorial Library**

### **Budget Recommendations:**

The FY2015 recommended Library budget is \$2,180,569. This is a \$31,420 or 1.46% increase over the FY2014 restated budget. The FY2014 restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 annual town meeting. The FY2015 budget includes a \$17,742 or 0.94% increase in compensation and a \$13,678 or 5.31% increase in expenses.

Salary increases are due to contractually obligated step increases, and do not reflect any estimate of prospective cost of living increases or prospective contract settlements for FY2015, which are budgeted for in the salary adjustment account within the Town Manager's budget.

The \$43,777 or 11.25% increase in Children's Library is the result of a transfer of one full time position between that division and Adult Library, and is why Adult Library reflects a decrease.

### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Library Director						
<b>No Requests</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# 5100 Cary Memorial Library

Program: Culture & Recreation  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,995,790	\$ 2,015,196	\$ 2,149,149	\$ 2,180,569	\$ 31,420	1.46%
<b>Total 5100 Library</b>	<b>\$ 1,995,790</b>	<b>\$ 2,015,196</b>	<b>\$ 2,149,149</b>	<b>\$ 2,180,569</b>	<b>\$ 31,420</b>	<b>1.46%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,752,593	\$ 1,764,557	\$ 1,891,472	\$ 1,909,214	\$ 17,742	0.94%
Expenses	\$ 243,197	\$ 250,639	\$ 257,677	\$ 271,355	\$ 13,678	5.31%
<b>Total 5100 Library</b>	<b>\$ 1,995,790</b>	<b>\$ 2,015,196</b>	<b>\$ 2,149,149</b>	<b>\$ 2,180,569</b>	<b>\$ 31,420</b>	<b>1.46%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 5110 General & Technical Services	\$ 420,776	\$ 369,498	\$ 391,362	\$ 397,676	\$ 6,314	1.61%
Total 5120 Adult Library	\$ 1,235,570	\$ 1,273,377	\$ 1,368,638	\$ 1,349,966	\$ (18,671)	-1.36%
Total 5130 Children's Library	\$ 339,444	\$ 372,321	\$ 389,149	\$ 432,926	\$ 43,777	11.25%
<b>Total 5100 Library</b>	<b>\$ 1,995,790</b>	<b>\$ 2,015,196</b>	<b>\$ 2,149,149</b>	<b>\$ 2,180,569</b>	<b>\$ 31,420</b>	<b>1.46%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,715,642	\$ 1,723,730	\$ 1,848,138	\$ 1,866,214	\$ 18,076	0.98%
Overtime (Sunday Premium)	\$ 36,950	\$ 40,827	\$ 43,334	\$ 43,000	\$ (334)	-0.77%
Personal Services	\$ 1,752,593	\$ 1,764,557	\$ 1,891,472	\$ 1,909,214	\$ 17,742	0.94%
Contractual Services	\$ 72,564	\$ 75,937	\$ 79,450	\$ 82,500	\$ 3,050	3.84%
Utilities	\$ 10,850	\$ 10,912	\$ 11,000	\$ 11,000	\$ -	0.00%
Supplies	\$ 127,867	\$ 132,975	\$ 135,227	\$ 145,855	\$ 10,628	7.86%
Small Capital	\$ 31,916	\$ 30,815	\$ 32,000	\$ 32,000	\$ -	0.00%
Expenses	\$ 243,197	\$ 250,639	\$ 257,677	\$ 271,355	\$ 13,678	5.31%
<b>Total 5100 Library</b>	<b>\$ 1,995,790</b>	<b>\$ 2,015,196</b>	<b>\$ 2,149,149</b>	<b>\$ 2,180,569</b>	<b>\$ 31,420</b>	<b>1.46%</b>

## **5200 Recreation Enterprise**

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**Mission:** The Lexington Recreation Department strives to provide affordable, quality programs that are educational, fun and rewarding. The Recreation Department promotes participation by all Lexington citizens in facilities that are safe, accessible and well maintained.

**Budget Overview:** Since 1991, the Lexington Recreation Department has operated as an Enterprise Fund whereby program and facility fees cover the cost of fee-based programs and facilities. As such, the Recreation Department operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. The Director of Recreation, through the Recreation Committee, sets fees with the approval of the Board of Selectmen. The Recreation operating budget supports staff who manage and deliver recreation programs along with the materials needed to operate those programs. Revenue generated through the Recreation Enterprise (Recreation and Pine Meadows Golf Club) help fund Capital Improvement Projects and support services, including those provided by the Department of Public Works to the aquatic facilities, tennis courts and golf course. The Recreation department makes indirect payments to the General Fund to cover the cost of Recreation employee benefits and indirect services provided to Recreation by other Town departments.

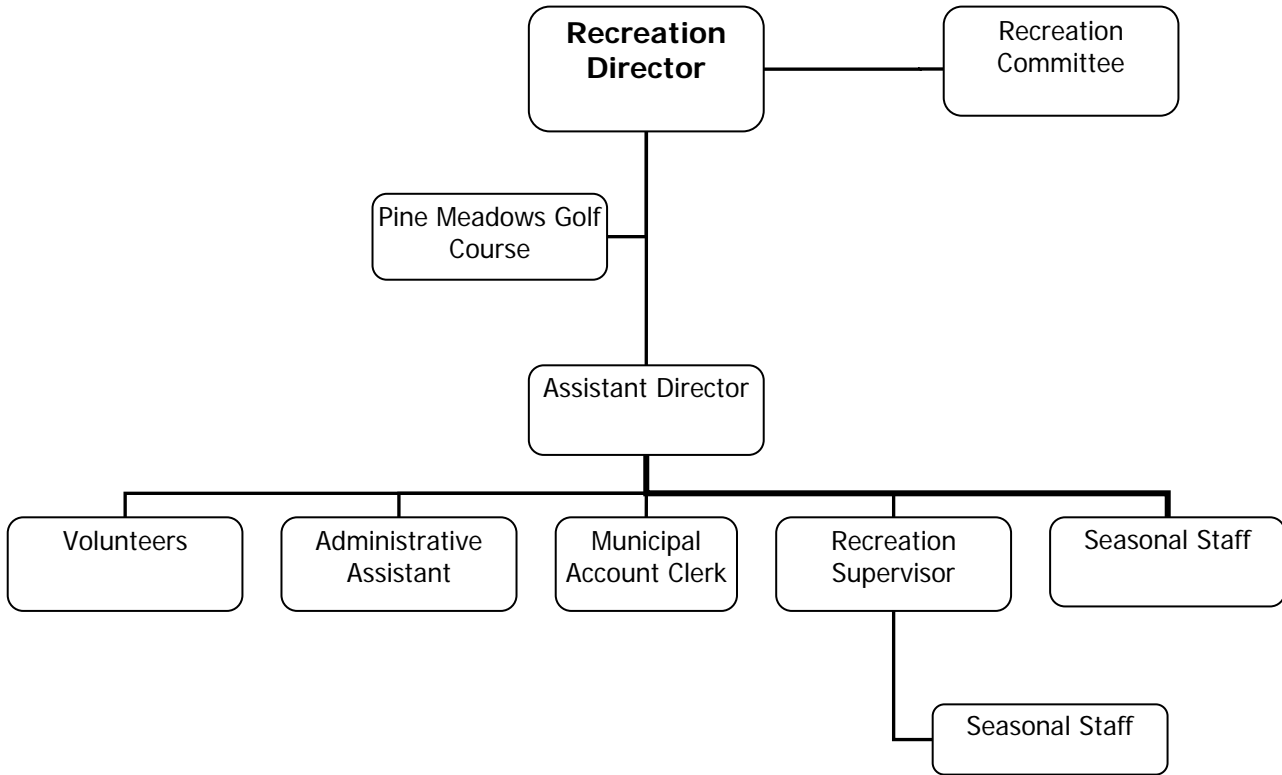
The Lexington Recreation Department offers a wide variety of leisure and recreational opportunities for individuals of all ages and abilities. General recreation program areas include: summer camps, summer youth clinics and classes, tennis, aquatics, youth and adult programs and youth and adult leagues. Recreation staff plan, schedule and coordinate recreation activities and special events using facilities such as: schools, Cary Hall, playgrounds, tennis and basketball courts, playing fields, the Irving H. Mabee Pool Complex, the Old Reservoir, Pine Meadows Golf Club, the Jack Eddison Memorial Bikeway, Teresa & Roberta Lee Fitness-Nature Path and other hiking/nature trails.

### **Departmental Initiatives:**

1. Implementation of the Recreation Strategic Plan
2. Manage Active Recreation Construction Projects: projects approved for FY 2015 funding; Phase I and II of the Marrett Road Stormwater Mitigation Project; Phase III of the Center Playfields Drainage Project; Sutherland Park athletic field renovation; Lincoln Park Field #1 synthetic turf replacement; Dredge Irrigation Pond at Pine Meadows; Skatepark renovation.
3. Assist with the usage and programming for the Lexington Community Center.
4. Assist in updating the Open Space and Recreation Master Plan.
5. Develop and facilitate Customer Service training to all seasonal staff.

Note: Pine Meadows staffing is provided via a contractual service. Oversight provided by the Director of Recreation.

**5200 Recreation Enterprise**



**Authorized/Appropriated Staffing**

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
Director of Recreation	1	1	1	1
Assistant Director	1	1	1	1
Municipal Clerk	1.34	1.34	1.34	1.34
Administrative Assistant	1	1	1	1
Recreation Supervisor	1	1	1	1
Seasonal (Part Time)	175+/-	175+/-	175+/-	175+/-
<b>Total FTE</b>	<b>5.34 FTE + Sea.</b>	<b>5.34 FTE + Sea.</b>	<b>5.34 FTE + Seasonal</b>	<b>5.34 FTE + Seasonal</b>
<b>Total</b>	<b>5(FT)/»175(PT)</b>	<b>5.34(FT)/»175(PT)</b>	<b>5.34(FT)/»175(PT)</b>	<b>5.34 FTE + Seasonal</b>

## 5200 Recreation Enterprise

### Budget Recommendations:

The FY2015 recommended Recreation Department budget is \$2,074,534. This is a \$60,094 or 2.98% increase from the FY2014 budget. Compensation is increasing by \$26,816 or 3.96% and expenses are increasing by \$28,278 or 2.81%.

Salary increases are due to contractually obligated step increases, and because this budget is an enterprise fund—and does not draw from the Town’s General Fund budget—prospective cost of living increases and increases for prospective contract settlements are included. It also includes a projected increase in the minimum wage for seasonal employees.

The \$28,278 increase in expenses is driven by an increase in water and sewer costs at the Irving H Mabee Town Pool Complex. This increase may be the result of a leak in the pool resulting in continual automatic refilling, and Town staff is currently investigating this possibility and estimate that the problem will be isolated before the summer. Other changes to expenses reflect an increase in vendor costs, repair costs at the aquatic facilities, clothing and safety equipment and uniform costs.

There is an increase of \$5,000 or 2.19% in indirect payments to the General Fund.

### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Recreation Director						
<b><i>No Requests</i></b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## 5200 Recreation Enterprise

### Budget Summary

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	-	-
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	-	-
Retained Earnings	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	0.00%
User Charges	\$ 1,156,437	\$ 1,158,512	\$ 817,540	\$ 877,634	\$ 60,094	7.35%
Golf User Charges	\$ 756,007	\$ 741,216	\$ 816,800	\$ 816,800	\$ -	0.00%
Bond Premiums & Proceeds	\$ -		\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 5,100	\$ 4,391	\$ 5,100	\$ 5,100	\$ -	0.00%
Free Cash	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total 5200 Recreation</b>	<b>\$ 2,292,544</b>	<b>\$ 2,279,119</b>	<b>\$ 2,014,440</b>	<b>\$ 2,074,534</b>	<b>\$ 60,094</b>	<b>2.98%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 595,026	\$ 620,845	\$ 677,799	\$ 704,615	\$ 26,816	3.96%
Expenses	\$ 932,667	\$ 907,366	\$ 1,008,041	\$ 1,036,319	\$ 28,278	2.81%
Debt Service	\$ 131,500	\$ 130,600	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect Costs (Trans. to Gen. Fund)	\$ 213,600	\$ 223,600	\$ 228,600	\$ 233,600	\$ 5,000	2.19%
<b>Total 5200 Recreation</b>	<b>\$ 1,872,793</b>	<b>\$ 1,882,411</b>	<b>\$ 2,014,440</b>	<b>\$ 2,074,534</b>	<b>\$ 60,094</b>	<b>2.98%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,156,189	\$ 1,175,143	\$ 1,249,605	\$ 1,304,659	\$ 55,054	4.41%
Total 5220 Pine Meadows	\$ 503,004	\$ 483,668	\$ 536,235	\$ 536,275	\$ 40	0.01%
Indirect Costs	\$ 213,600	\$ 223,600	\$ 228,600	\$ 233,600	\$ 5,000	2.19%
<b>Total 5200 Recreation</b>	<b>\$ 1,872,793</b>	<b>\$ 1,882,411</b>	<b>\$ 2,014,440</b>	<b>\$ 2,074,534</b>	<b>\$ 60,094</b>	<b>2.98%</b>

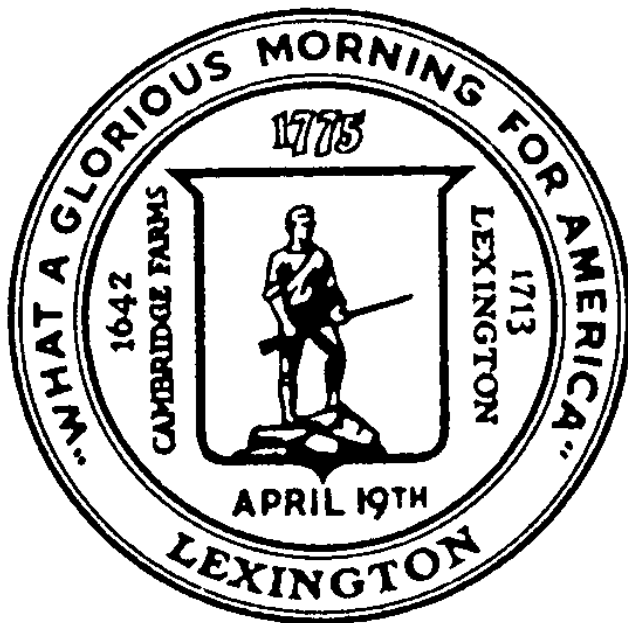
Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 595,026	\$ 620,845	\$ 677,799	\$ 704,615	\$ 26,816	3.96%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 595,026</i>	<i>\$ 620,845</i>	<i>\$ 677,799</i>	<i>\$ 704,615</i>	<i>\$ 26,816</i>	<i>3.96%</i>
Contractual Services	\$ 801,159	\$ 795,204	\$ 860,896	\$ 871,279	\$ 10,383	1.21%
Utilities	\$ 51,540	\$ 48,849	\$ 55,475	\$ 72,225	\$ 16,750	30.19%
Supplies	\$ 71,555	\$ 59,216	\$ 84,320	\$ 85,465	\$ 1,145	1.36%
Small Capital	\$ 8,412	\$ 4,097	\$ 7,350	\$ 7,350	\$ -	0.00%
<i>Expenses</i>	<i>\$ 932,667</i>	<i>\$ 907,366</i>	<i>\$ 1,008,041</i>	<i>\$ 1,036,319</i>	<i>\$ 28,278</i>	<i>2.81%</i>
<i>Debt</i>	<i>\$ 131,500</i>	<i>\$ 130,600</i>	<i>\$ 100,000</i>	<i>\$ 100,000</i>	<i>\$ -</i>	<i>0.00%</i>
<i>Indirect</i>	<i>\$ 213,600</i>	<i>\$ 223,600</i>	<i>\$ 228,600</i>	<i>\$ 233,600</i>	<i>\$ 5,000</i>	<i>2.19%</i>
<b>Total 5200 Recreation</b>	<b>\$ 1,872,793</b>	<b>\$ 1,882,411</b>	<b>\$ 2,014,440</b>	<b>\$ 2,074,534</b>	<b>\$ 60,094</b>	<b>2.98%</b>



# Section VIII: Human Services

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Program 6000



Human Services  
Veterans' Services  
Transportation Services

## Section VIII: Program 6000: Human Services

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This section includes detailed information about the FY2015 Operating Budget & Financing Plan for Human Services. It includes:

- 6100-6200 Administration; Community Programs; Supportive Living; Veterans' Services; Youth and Family Services; Senior Services; and Transportation Services

VIII - 2

## 6100-6200 Human Services

**Mission:** The Lexington Human Services Department ensures that core social services – which include outreach, assessment, advocacy, financial support, educational programming, cultural outreach and the promotion of health and well-being for residents of all ages—are provided to the community. In collaboration with other Town and school departments, community groups and government agencies, the Lexington Human Services Department is committed to providing leadership in identifying unmet needs and making sure that service delivery is available and accessible to all. The department is dedicated to the delivery of services in a professional manner that respects the dignity of each individual served.

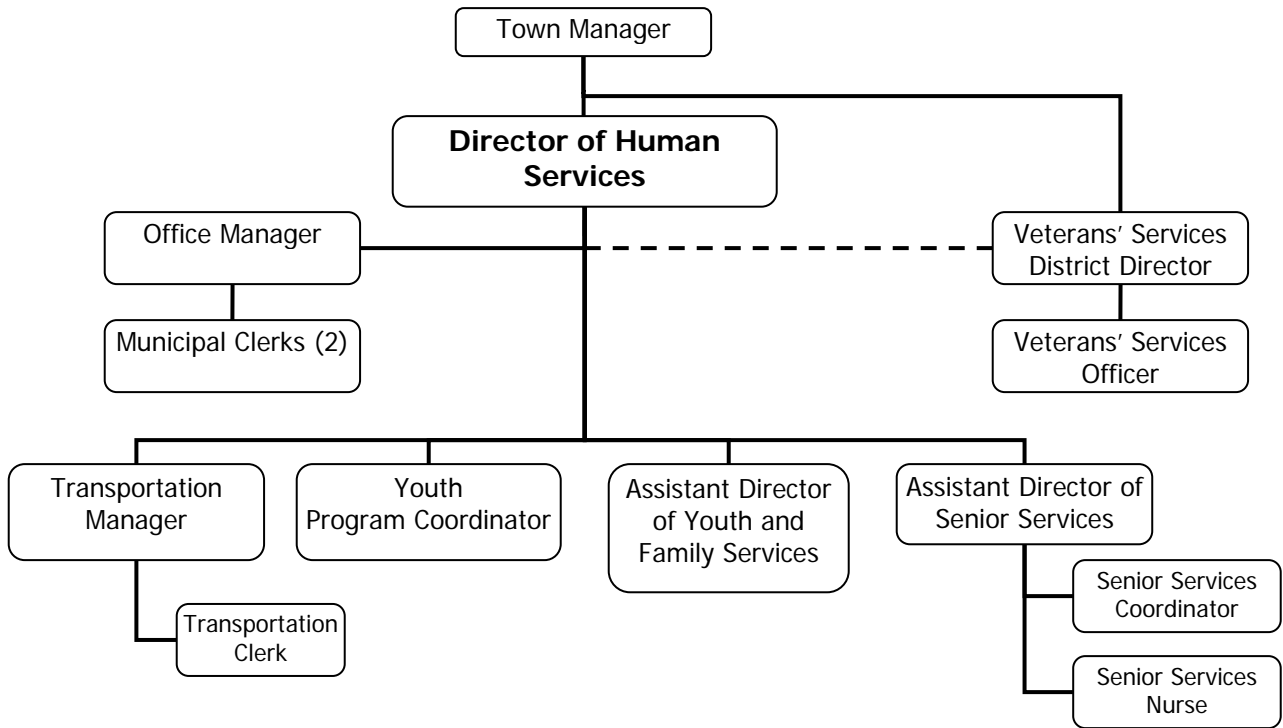
**Budget Overview:** The Human Services Department is organized to ensure service delivery to residents of all ages. Assistant Directors, Managers and Coordinators oversee the following department divisions: Administration and Community Services (includes the operation and programming of the Lexington Senior Center), Senior Services, Youth and Family Services, Veterans' Services, Supported Living and Transportation Services.

In February 2013, the Towns of Lexington and Bedford signed an inter-municipal agreement forming the Lexington-Bedford Veterans District. Under this agreement, Lexington's Veterans Services Officer became the District Director, and the Town of Lexington hired a PT Veterans Services Officer to work primarily in the Town of Bedford. The Towns of Lexington and Bedford share expenses, with Bedford providing a portion of the District Director salary, and assuming full responsibility for the salary and expenses of the PT Veterans Services Officer. Both towns have benefited from this new district with increased outreach and support to veterans.

### Departmental Initiatives:

1. Complete transition of staff and programming to new multigenerational Community Center located on Marrett Road.
2. The Human Services department, in collaboration with other Town and School departments, will continue to address the concerns and needs of families facing financial hardship and/or homelessness.
3. Continue analysis of the effectiveness of the Town's transportation program, services and amenities, identify unmet transportation needs and implement pilot programs to address these needs and improve customer service.
4. Increase awareness of services available to Veterans and their families through participation in community events and celebrations, outreach and multimedia presentation of information.

6100-6200 Human Services



Authorized/Appropriated Staffing:

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
Director of Human Services	1	1	1	1
Assistant Director of Senior Services <sup>1</sup>	0.7	0.7	0.8	0.8
Assistant Director of Youth and Family Services <sup>2</sup>	0.8	0.8	1	1
Assistant Director of Youth Services <sup>3</sup>	1	1	-	-
Family and Youth Services Coordinator	-	-	-	0.8
Senior Services Coordinator	1	1	1	1
Senior Services Nurse <sup>4</sup>	0.34	0.34	0.42	0.42
Office Manager	1	1	1	1
Municipal Clerk (Part Time)	-	0.5	0.5	0.5
Municipal Clerk (Part Time)	0.5	0.5	0.5	0.5
Veterans' Services District Director <sup>5</sup>	-	-	1	1
Veterans' Services Officer	1	1	0.4	0.4
Youth Program Coordinator	0.3	0.3	0.8	0
Transportation Manager <sup>6</sup>	-	0.8	1	1
Transportation Clerk <sup>6</sup>	-	0.6	0.6	0.6
<b>Total FTE</b>	<b>7.6</b>	<b>9.5</b>	<b>10.0</b>	<b>10.0</b>

**Total FT/PT** 5 (FT) / 6 (PT) 5 (FT)/8 (PT) 6 (FT)/8 (PT) 6 (FT)/8 (PT)

**Explanatory Notes:**

- (1) The Senior Services Assistant Director part-time hours increased from 24 to 28 hours/week in FY2014.
- (2) The Assistant Director of Youth and Family Services hours increased to 35 per week in FY2014.
- (3) The Assistant Director of Youth Service position was reorganized in FY2014 to create a Full Time Assistant Director of Youth and Family Services and part time (28hrs/week) Youth Services Coordinator.
- (4) The increase in hours for the nurse is funded by the EOE A Formula Grant
- (5) Formerly Veterans' Services officer in FY12 and FY13. Created as part of Veterans' District agreement with Town of Bedford, supervises part time Veterans' Services Officer (VSO). VSO is 100% funded by Town of Bedford
- (6) These positions were previously part of the Department of Public Works - Transportation Services.

**6100-6200 Human Services**

**Budget Recommendations:**

The FY2015 recommended Human Services, All Funds budget is \$1,451,393, which is a \$23,619 or 1.65% increase over the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting. The All Funds budget is inclusive of the Community Programs Revolving Fund, funding from an Executive Office of Elder Affairs grant for Senior Services, an MBTA Suburban Transportation grant for Transportation Services, and regional funding from the Town of Bedford for the Veterans' Services District. Exclusive of the revolving fund and grants, the FY2015 recommended General Fund budget is \$1,220,132, which is an \$11,180 or 0.92% increase from the FY2014 restated budget.

All Funds Compensation reflects a \$12,260 or 2.07% increase in compensation, while General Fund Compensation is increasing \$7,710 or 1.48%. Salary increases are due to contractually obligated step increases, and do not reflect any estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager's budget.

All Funds Expenses reflect an \$11,359 or 1.36% increase, while General Fund Expenses reflect a \$3,470 or 0.51% increase. The All Funds increase is reflective of an \$8,500 increase in available grant funding from the Executive Office of Elder Affairs for Senior Services expenses, and an additional \$3,889 for Community Programs for printing costs. The General Fund increase is driven by a \$4,920 request (see the table below) to fund costs associated with the implementation of a GPS-based bus tracking pilot program for Lexpress. The request includes the tracking units themselves, as well as a monthly subscription service providing a customized website, a mobile app for customers, text message alerts, and administrative tracking and reporting tools. This pilot project is supported by the Transportation Advisory Committee, and will be funded through the Transportation Demand Management allocation.

Finally, the FY2015 budget reflects an organizational change to the Human Services Department, in that Services for Youth is being integrated into Family Services to create Youth and Family Services. This is reflected in the budget as a \$60,074 or 114% increase in Youth and Family Services and a \$70,884 or 100% decrease in Services for Youth.

Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Human Services						
Lexpress GPS Tracking	\$ 4,920	\$ -	\$ 4,920	<b>\$ 4,920</b>	<b>\$ -</b>	\$ -
<b>Totals</b>	<b>\$ 4,920</b>	<b>\$ -</b>	<b>\$ 4,920</b>	<b>\$ 4,920</b>	<b>\$ -</b>	\$ -

# 6100-6200 Human Services

## Budget Summary:

Funding Sources (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 396,085	\$ 982,458	\$ 997,823	\$ 976,539	\$ (21,284)	-2.13%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Veteran Benefits Reimbursement	\$ 20,131	\$ 57,635	\$ 62,915	\$ 64,173	\$ 1,258	2.00%
Community Program Revolving Fund	\$ 74,592	\$ 57,179	\$ 100,000	\$ 100,000	\$ -	0.00%
Fees	-	-	-	-	-	-
Lexpress Fares	\$ -	\$ -	\$ 86,250	\$ 86,500	\$ 250	0.29%
Available Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grants	\$ 89,365	\$ 91,286	\$ 90,786	\$ 131,261	\$ 40,475	44.58%
Supportive Living Fees	\$ 16,693	\$ -	\$ -	\$ -	\$ -	-
TDM Allocation	\$ -	\$ 85,160	\$ 90,000	\$ 92,920	\$ 2,920	3.24%
<b>Total 6000 Human Services All Funds</b>	<b>\$ 596,867</b>	<b>\$ 1,188,557</b>	<b>\$ 1,427,774</b>	<b>\$ 1,451,393</b>	<b>\$ 23,619</b>	<b>1.65%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 359,839	\$ 455,296	\$ 592,381	\$ 604,641	\$ 12,260	2.07%
Expenses	\$ 237,028	\$ 733,261	\$ 835,393	\$ 846,752	\$ 11,359	1.36%
<b>Total 6000 Human Services All Funds</b>	<b>\$ 596,867</b>	<b>\$ 1,188,557</b>	<b>\$ 1,427,774</b>	<b>\$ 1,451,393</b>	<b>\$ 23,619</b>	<b>1.65%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 167,187	\$ 177,090	\$ 205,218	\$ 209,743	\$ 4,524	2.20%
Total 6120 Community Programs	\$ 107,002	\$ 90,907	\$ 136,375	\$ 141,312	\$ 4,937	3.62%
Total 6130 Supportive Living	\$ 12,000	\$ 8,389	\$ 15,000	\$ 15,000	\$ -	0.00%
Total 6140 Veterans' Services	\$ -	\$ 137,882	\$ 235,800	\$ 236,468	\$ 668	0.28%
Total 6150 Youth & Family Services	\$ 153,158	\$ 57,543	\$ 52,711	\$ 112,785	\$ 60,074	113.97%
Total 6160 Services for Youth	\$ 54,469	\$ 10,004	\$ 70,884	\$ -	\$ (70,884)	-100.00%
Total 6170 Senior Services	\$ 103,050	\$ 121,553	\$ 138,905	\$ 159,935	\$ 21,030	15.14%
Total 6210 Transportation Services	\$ -	\$ 585,190	\$ 572,880	\$ 576,150	\$ 3,270	0.57%
<b>Total 6000 Human Services</b>	<b>\$ 596,867</b>	<b>\$ 1,188,557</b>	<b>\$ 1,427,774</b>	<b>\$ 1,451,393</b>	<b>\$ 23,619</b>	<b>1.65%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 359,839	\$ 455,296	\$ 592,381	\$ 604,641	\$ 12,260	2.07%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 359,839	\$ 455,296	\$ 592,381	\$ 604,641	\$ 12,260	2.07%
Contractual Services	\$ 206,517	\$ 706,533	\$ 800,818	\$ 802,707	\$ 1,889	0.24%
Utilities	\$ 4,786	\$ 924	\$ 3,124	\$ 3,624	\$ 500	16.01%
Supplies	\$ 23,943	\$ 25,805	\$ 31,451	\$ 38,421	\$ 6,970	22.16%
Small Capital	\$ 1,782	\$ -	\$ -	\$ 2,000	\$ 2,000	-
Expenses	\$ 237,028	\$ 733,261	\$ 835,393	\$ 846,752	\$ 11,359	1.36%
<b>Total 6000 Human Services</b>	<b>\$ 596,867</b>	<b>\$ 1,188,557</b>	<b>\$ 1,427,774</b>	<b>\$ 1,451,393</b>	<b>\$ 23,619</b>	<b>1.65%</b>

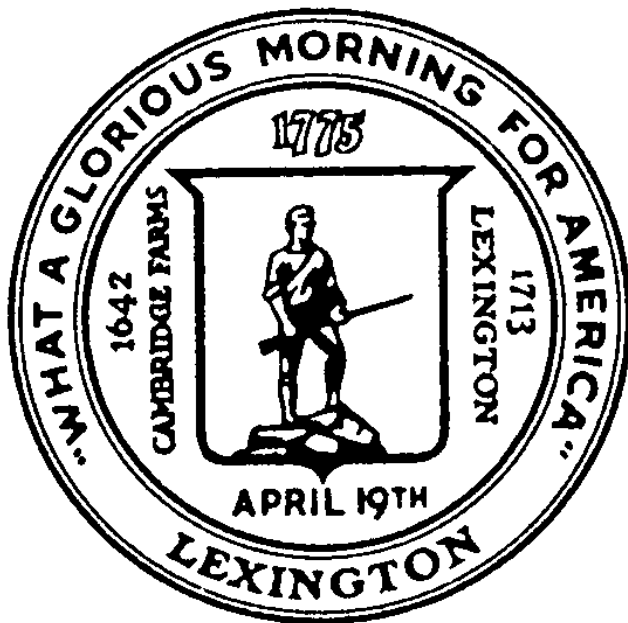
Appropriations Summary (General Fund Only)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 315,764	\$ 411,221	\$ 522,085	\$ 529,795	\$ 7,710	1.48%
Expenses	\$ 157,145	\$ 628,872	\$ 686,867	\$ 690,337	\$ 3,470	0.51%
<b>Total 6000 Human Services</b>	<b>\$ 472,909</b>	<b>\$ 1,040,093</b>	<b>\$ 1,208,952</b>	<b>\$ 1,220,132</b>	<b>\$ 11,180</b>	<b>0.92%</b>

Appropriations Summary (Non-General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
<b>Compensation</b>	<b>\$ 44,075</b>	<b>\$ 44,075</b>	<b>\$ 70,296</b>	<b>\$ 74,846</b>	<b>\$ 4,550</b>	<b>6.47%</b>
6120 Community Programs EOE Grant	\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
6140 Veterans' Services: Regional Funding	\$ -	\$ -	\$ 26,221	\$ 26,271	\$ 50	-
6170 Senior Services: EOE Grant	\$ 34,420	\$ 34,420	\$ 34,420	\$ 38,920	\$ 4,500	13.07%
<b>Expenses</b>	<b>\$ 79,882</b>	<b>\$ 104,390</b>	<b>\$ 148,526</b>	<b>\$ 156,415</b>	<b>\$ 7,889</b>	<b>5.31%</b>
6120 Community Programs: EOE Grant	\$ 5,290	\$ 7,211	\$ 6,711	\$ 10,600	\$ 3,889	57.95%
6120 Community Programs: Revolving	\$ 74,592	\$ 57,179	\$ 100,000	\$ 100,000	\$ -	-
6140 Veterans' Services: Regional Funding	\$ -	\$ -	\$ 1,815	\$ 1,815	\$ -	-
6170 Senior Services: EOE Grant	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	-
6210 Transportation Services: MBTA Grant	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	-
<b>Total 6000 Human Services</b>	<b>\$ 123,957</b>	<b>\$ 148,465</b>	<b>\$ 218,822</b>	<b>\$ 231,261</b>	<b>\$ 12,439</b>	<b>5.68%</b>

# Section IX: Community Development

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Program 7000



Community Development  
Planning  
Economic Development

# Section IX: Program 7000: Community Development

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This section includes detailed information about the FY2015 Operating Budget & Financing Plan for community development. It includes:

- 7100 Office of Community Development IX-2
- 7200 Planning IX-7
- 7300 Economic Development IX-11



**Mission:** The Office of Community Development protects the health and safety of residents through the enforcement of public health, building code, zoning, and land-use laws, bylaws and regulations. The Department integrates several different regulatory services, including building, conservation, health, historic districts, demolition delay for historically significant buildings, and zoning board of appeals. By consolidating these various operations into a single department, the Town is able to streamline code enforcement, outreach and educational activities related to commercial, residential and public development.

**Budget Overview:** The Community Development Department is comprised of the following four divisions: Building and Zoning, Regulatory Support, Conservation and Health.

The Building and Zoning Division is responsible for enforcing the State building, electrical, gas, and plumbing codes, the local zoning bylaw, and Architectural Access Board Regulations.

The Regulatory Support Division is responsible for providing administrative support to the Building, Conservation, and Health divisions and to the Community Development Department boards and commissions, including the Board of Health, Conservation Commission, Zoning Board of Appeals, Historic Districts Commission, and Historical Commission.

The Conservation Division is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, managing over 1,400 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.

The Health Division is responsible for enforcing State and local health codes, administering health screening and vaccination programs, evaluating community health needs and developing intervention programs to prevent disease and disability.

**Departmental Initiatives:**

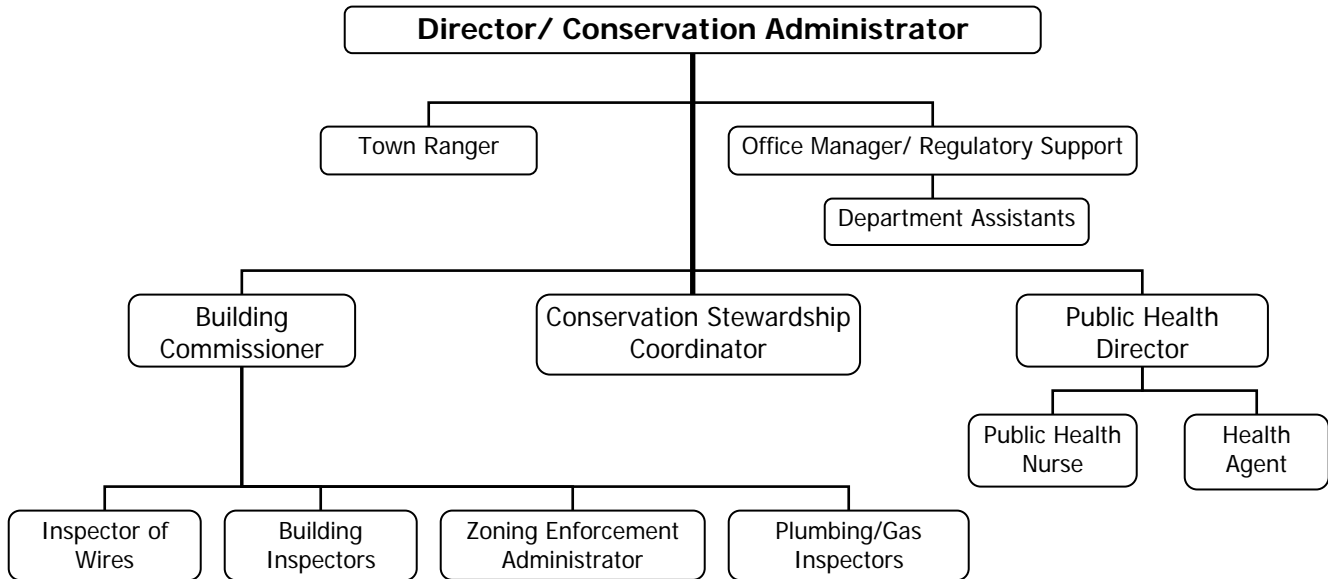
1. Continue to implement the Laserfiche Document Imaging software, including converting historical records to digital format.
2. Implement ViewPermit software to provide a comprehensive electronic permit management and tracking system.
3. Draft Chapter 40U Regulations for adoption at Town Meeting.

Health Initiatives:

1. Continue pandemic flu planning, including continuing to partner with Human Services and Public Schools to provide vaccination clinics for the aging and school age population.
2. Continue Food Establishment Emergency Operations Policy planning.
3. Provide food and public health-related educational outreach materials to a targeted demographic based on needs identified in the Demographic Task Force's Report.
4. Establish an Abandoned Properties Task Force to coordinate a unified response for addressing code issues related to abandoned properties.
5. Implement the CHNA Healthy Communities Plan developed as a result of the grant-supported survey, subject to additional CHNA grant funding approval.

Conservation Initiatives:

1. Continue to implement the Willard's Woods Action Plan, including increased education and enforcement regarding regulations.
2. Develop Land Management Plans for Wright Farm, Leary, and Cotton Farm Conservation Areas.
3. Coordinate the Watershed Stewardship Water Quality Sampling Program with the Engineering Division.
4. Complete the Whipple Hill Conservation Area trail improvements via awarded DCR Recreational Trails Grants.
5. Update the Open Space and Recreation Plan in collaboration with the Recreation Department.
6. Implement ACROSS Lexington Program in collaboration with the Greenway Corridor Committee. This is the second year of a three-year plan.
7. Develop a design and construction plan for a universally-accessible passive recreational trail system at Parker Meadow in collaboration with the Recreation department, subject to CPA funding approval.



**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Recommended</b>
Building Commissioner	1	1	1	1
Inspector of Wires	1.1	1.1	1.1	1.1
Building Inspectors	2	2	2	2
Zoning Enforcement Administrator	1	1	1	1
Plumbing/Gas Inspectors	1.2	1.2	1.2	1.2
Sealer of Weights and Measures	0	0	0	0
Office Manager	1	1	1	1
Department Assistants	3	4	4	4
Community Development Director*	1	1	1	1
Conservation Stewardship Coordinator	1	1	1	1
Public Health Director	1	1	1	1
Health Agent	1	1	1	1
Public Health Nurse	0.6**	0.6**	0.6**	0.6**
Town Ranger	0	0	0.3	0.3
<b>sub-total FTE</b>	<b>14.9</b>	<b>15.9</b>	<b>16.2</b>	<b>16.2</b>
<b>Total FT/PT</b>	<b>14FT/3PT</b>	<b>15FT/3PT</b>	<b>15FT/4PT</b>	<b>15FT/4PT</b>

\*Conservation Administrator

**Explanatory Notes:**

Sealer of Weights and Measures Services were transferred to Building Contractual Services in FY 2009.  
 \*\*The Full-Time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY 2009.  
 The recently created Ranger position in FY 14 is vacant and the recruitment process is underway.

**Budget Recommendations:**

The FY2015 recommended Community Development All Funds budget is \$1,346,104, which is a \$26,516 or 2.01% increase over the FY2014 restated budget. The All Funds budget is inclusive of the Health Program revolving fund, which is self-supporting. Exclusive of the revolving fund, the FY2015 Community Development General Fund budget is \$1,332,104, which is a \$22,516, or 1.72%, increase over the FY2014 restated General Fund budget. The FY2014 restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting.

Compensation is funded exclusively through the General Fund, and is increasing by \$22,155 or 1.96%. Salary increases are due to contractually obligated step increases and do not reflect any estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager’s budget.

All Funds expenses are increasing by \$4,361 or 2.27%. This increase is the net effect of several factors, as shown in the Object Code Summary in the Budget Summary. First, there is a \$4,639 or 3.11% decrease in departmental Contractual Services and a \$1,500 or 4.82% decrease in Supplies. This is driven primarily by the one-time nature of funds added in FY2014 to Contractual Services for restoration of the Old Idylwilde Community Garden Site and to Supplies for noise-testing equipment, as well as by the \$4,000 increase to the Health revolving fund. The \$4,000 increase to the revolving fund is self-supporting and is to account for the significant increase in public health clinics offered as part of the Department’s comprehensive flu vaccination program.

Finally, there is a \$12,000 increase to the Regulatory Support division (see the table below) for the purchase of a multi-function, large format printer. This is reflected in the Object Code Summary as an annual \$1,500 increase to Supplies, and a one-time \$10,500 increase to Small Capital for the purchase of the printer itself. The printer will be used to reproduce the types of large-format plans, GIS maps and other documents that citizens and customers must get from the Community Development Department, and will greatly enhance customer service by reducing turnaround time for these documents. Currently, Community Development must rely on the Engineering division in DPW to provide these documents.

Net of the \$4,000 increase to the Health revolving fund, the increase to General Fund expenses is \$361 or 0.2%.

Program Improvement Requests:

Requested by:	Departmental Request			Recommended		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Director of Community Development						
Multifunction Printer	\$ 12,000	\$ -	\$ 12,000	<b>\$ 12,000</b>	\$ -	\$ -
Land Management	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
<b>Totals</b>	<b>\$ 62,000</b>	<b>\$ -</b>	<b>\$ 62,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>

# 7100 Office of Community Development

Program: Community Development

Town of Lexington, Massachusetts

## Budget Summary:

### Funding Sources (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ (225,699)	\$ (375,774)	\$ (52,782)	\$ (68,574)	\$ (15,793)	29.92%
Enterprise Funds (Indirects)	-	-	-	-	-	-
Health Department Revolving Fund	\$ 8,453	\$ 9,787	\$ 10,000	\$ 14,000	\$ 4,000	40.00%
Fees & Charges	-	-	-	-	-	-
Departmental Fees	\$ 60,663	\$ 62,193	\$ 59,710	\$ 60,057	\$ 347	0.58%
Licenses & Permits	\$ 1,297,725	\$ 1,486,196	\$ 1,302,660	\$ 1,340,622	\$ 37,962	0.03
<b>Total 7100 Community Development</b>	<b>\$ 1,141,142</b>	<b>\$ 1,182,402</b>	<b>\$ 1,319,588</b>	<b>\$ 1,346,104</b>	<b>\$ 26,516</b>	<b>2.01%</b>

### Appropriation Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 953,567	\$ 997,851	\$ 1,127,635	\$ 1,149,790	\$ 22,155	1.96%
Expenses	\$ 187,574	\$ 184,551	\$ 191,953	\$ 196,314	\$ 4,361	2.27%
<b>Total 7100 Community Development</b>	<b>\$ 1,141,142</b>	<b>\$ 1,182,402</b>	<b>\$ 1,319,588</b>	<b>\$ 1,346,104</b>	<b>\$ 26,516</b>	<b>2.01%</b>

### Level-Service Requests (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 7110 Building & Zoning	\$ 526,828	\$ 507,244	\$ 561,744	\$ 567,750	\$ 6,005	1.07%
Total 7120 Regulatory Support	\$ 207,693	\$ 233,727	\$ 266,185	\$ 275,886	\$ 9,701	3.64%
Total 7130 Conservation	\$ 173,462	\$ 190,805	\$ 230,087	\$ 228,660	\$ (1,427)	-0.62%
Total 7140 Health	\$ 233,159	\$ 250,625	\$ 261,572	\$ 273,809	\$ 12,237	4.68%
<b>Total 7100 Community Development</b>	<b>\$ 1,141,142</b>	<b>\$ 1,182,402</b>	<b>\$ 1,319,588</b>	<b>\$ 1,346,104</b>	<b>\$ 26,516</b>	<b>2.01%</b>

### Object Code Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 948,437	\$ 993,832	\$ 1,110,607	\$ 1,133,279	\$ 22,673	2.04%
Overtime	\$ 5,130	\$ 4,019	\$ 17,029	\$ 16,511	\$ (518)	-3.04%
<i>Personal Services</i>	\$ 953,567	\$ 997,851	\$ 1,127,635	\$ 1,149,790	\$ 22,155	1.96%
Contractual Services	\$ 150,630	\$ 144,506	\$ 149,175	\$ 144,536	\$ (4,639)	-3.11%
Utilities	\$ 8,934	\$ 8,966	\$ 11,652	\$ 11,652	\$ -	0.00%
Supplies	\$ 28,011	\$ 31,079	\$ 31,126	\$ 29,626	\$ (1,500)	-4.82%
Small Capital	\$ -	\$ -	\$ -	\$ 10,500	\$ 10,500	-
<i>Expenses</i>	\$ 187,574	\$ 184,551	\$ 191,953	\$ 196,314	\$ 4,361	2.27%
<b>Total 7100 Community Development</b>	<b>\$ 1,141,142</b>	<b>\$ 1,182,402</b>	<b>\$ 1,319,588</b>	<b>\$ 1,346,104</b>	<b>\$ 26,516</b>	<b>2.01%</b>

### Appropriation Summary (General Fund)

	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 953,567	\$ 997,851	\$ 1,127,635	\$ 1,149,790	\$ 22,155	1.96%
Expenses	\$ 179,122	\$ 174,764	\$ 181,953	\$ 182,314	\$ 361	0.20%
<b>Total 7100 Community Development</b>	<b>\$ 1,132,689</b>	<b>\$ 1,172,615</b>	<b>\$ 1,309,588</b>	<b>\$ 1,332,104</b>	<b>\$ 22,516</b>	<b>1.72%</b>

### Appropriation Summary (Non-General Fund)

	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 8,453	\$ 9,787	\$ 10,000	\$ 14,000	\$ 4,000	40.00%
7140- Health Program Revolving Fund	\$ 8,453	\$ 9,787	\$ 10,000	\$ 14,000	\$ 4,000	40.00%
<b>Total 7100 Community Development</b>	<b>\$ 8,453</b>	<b>\$ 9,787</b>	<b>\$ 10,000</b>	<b>\$ 14,000</b>	<b>\$ 4,000</b>	<b>40.00%</b>

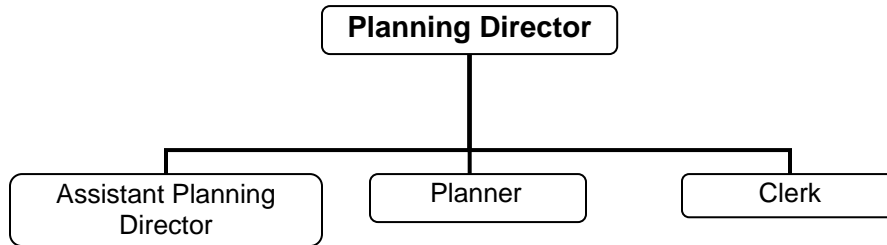
## **7200 Planning**

**Mission:** Guided by the Comprehensive Plan, the Planning Board and the Planning Office help residents to envision and work toward a community that serves the need of all its citizens and to manage growth and change. Supported by the Planning staff, the Board administers the Zoning By-law and reviews and permits applications for residential and commercial development.

**Budget Overview:** The Planning Department supports the Planning Board in the implementation of the Comprehensive Plan, the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the CM District and the review of planned development district proposals that go to Town Meeting. In addition, the staff engages in short and long term planning in regard to growth and development issues in Lexington, being active participants in various committees dealing with issues of transportation, affordable housing and economic development, as well as participating in regional and statewide initiatives. The planning staff participates on the Development Review Team, the Economic Development Advisory Committee, the Housing Partnership Board, the Transportation Management Group, and the HOME Consortium.

### **Departmental Initiatives:**

1. Update the Development Regulations.
2. Draft the Zoning Bylaw changes that were identified as “highly desirable” during the recodification of the existing Zoning Bylaw.
3. Continue implementation of the transportation management plan for the Hartwell Avenue Area.
4. Long term planning, including reviewing the Comprehensive Plan.



**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Recommended</b>
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	0.4	0.63	0.63	1
Department Clerk/Adminstrative Assistant	1	1	1	1
<b>Total FTE</b>	<b>3.4</b>	<b>3.63</b>	<b>3.63</b>	<b>4</b>
<b>Total FT/PT</b>	<b>3 (FT)/1 (PT)</b>	<b>3 (FT)/1 (PT)</b>	<b>3 (FT)/1 (PT)</b>	<b>4(FT)</b>

## 7200 Planning

### Budget Recommendations:

The FY2015 recommended Planning budget is \$340,697, which is a \$17,760 or 5.5% increase over the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting.

Compensation reflects a \$24,985 or 9.14% increase, which is driven primarily by a \$21,391 request (see the table below) for additional hours to bring an existing part-time planner to full-time status. Since the position is already benefits-eligible, there is no accompanying benefits request. Aside from this request, salary increases are due to contractually obligated step increases, and do not reflect any estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager's budget.

Expenses reflect a \$7,225 or 14.54% decrease. The majority of the FY2014 professional services expenditure was a one-time expense that has not carried over to the FY2015 request, and is the major factor in the decrease in the Expenses. An ongoing \$2,000 professional services item has been requested for FY2015. In addition, there is a \$5,000 request (see table below) to fund a consultant as part of Lexington's participation in the Battle Road Scenic Byway. The consultant will help the Byway Committee meet its objective to "Develop a Battle Road Scenic Byway Logo and branding scheme that will be used in Byway print and online materials as well as along the corridor itself." The three other member towns will also be expected to provide support for the consultant.

The \$6,000 request (see table below) to supplement Massport and other internship hours within the Planning Department is not recommended at this time but still subject to review, as the Town has approached the Jackie Smith Trust Fund to support this.

### Program Improvement Requests:

Requested by:	Departmental Request			Recommended		Not Recommended
	Salaries & Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries & Expenses	Benefits	
Planning Director						
Additional Hours for Massport Intern	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
Additional Hours for part time Planner	\$ 21,391	\$ -	\$ 21,391	\$ 21,391	\$ -	\$ -
Scenic Byways Initiative	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
<b>Totals</b>	\$ 32,391	\$ -	\$ 32,391	\$ 26,391	\$ -	\$ 6,000



## 7200 Planning

### Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 281,589	\$ 268,466	\$ 302,767	\$ 324,502	\$ 21,736	7.18%
Fees	\$ 17,923	\$ 16,039	\$ 20,170	\$ 16,194	\$ (3,976)	-19.71%
<b>Total 7200 Planning</b>	<b>\$ 299,512</b>	<b>\$ 284,505</b>	<b>\$ 322,937</b>	<b>\$ 340,697</b>	<b>\$ 17,760</b>	<b>5.50%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 243,112	\$ 263,603	\$ 273,237	\$ 298,222	\$ 24,985	9.14%
Expenses	\$ 56,400	\$ 20,902	\$ 49,700	\$ 42,475	\$ (7,225)	-14.54%
<b>Total 7200 Planning</b>	<b>\$ 299,512</b>	<b>\$ 284,505</b>	<b>\$ 322,937</b>	<b>\$ 340,697</b>	<b>\$ 17,760</b>	<b>5.50%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 7200 Planning	\$ 299,512	\$ 284,505	\$ 322,937	\$ 340,697	\$ 17,760	5.50%
<b>Total 7200 Planning</b>	<b>\$ 299,512</b>	<b>\$ 284,505</b>	<b>\$ 322,937</b>	<b>\$ 340,697</b>	<b>\$ 17,760</b>	<b>5.50%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 241,385	\$ 261,843	\$ 270,087	\$ 295,072	\$ 24,985	9.25%
Overtime	\$ 1,727	\$ 1,760	\$ 3,150	\$ 3,150	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 243,112</i>	<i>\$ 263,603</i>	<i>\$ 273,237</i>	<i>\$ 298,222</i>	<i>\$ 24,985</i>	<i>9.14%</i>
Contractual Services	\$ 51,391	\$ 18,576	\$ 45,950	\$ 37,825	\$ (8,125)	-17.68%
Utilities	\$ 450	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 2,959	\$ 2,326	\$ 3,250	\$ 4,150	\$ 900	27.69%
Small Capital	\$ 1,600	\$ -	\$ 500	\$ 500	\$ -	-
<i>Expenses</i>	<i>\$ 56,400</i>	<i>\$ 20,902</i>	<i>\$ 49,700</i>	<i>\$ 42,475</i>	<i>\$ (7,225)</i>	<i>-14.54%</i>
<b>Total 7200 Planning</b>	<b>\$ 299,512</b>	<b>\$ 284,505</b>	<b>\$ 322,937</b>	<b>\$ 340,697</b>	<b>\$ 17,760</b>	<b>5.50%</b>

## **7300 Economic Development**

**Mission:** The Economic Development Office works to encourage new investment and support our local businesses – big and small. A strong local business sector is a critical component of a healthy and sustainable community creating places to eat and shop, as well as opportunities for employment and added revenue to support local services. To that end, the Economic Development Office serves as a liaison for businesses and works to address business-related issues from parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, and leveraging state economic development tools and resources designed to improve the business environment. Finally, the Economic Development Office cultivates and maintains relationships with state-level resources for business development and infrastructure investment opportunities.

The Tourism Committee continues to focus leveraging economic opportunities from tourism. The three programs—the Liberty Ride, the Battle Green Guides and the regional marketing program—are aimed at promoting Lexington in the Tourism industry.

**Budget Overview:** the Economic Development budget is divided into three elements: the Economic Development Office, the Liberty Ride and Tourism. These latter two programs are under the oversight of the Tourism Committee.

**Economic Development:** The Economic Development Director is tasked with strengthening the commercial tax base and providing services to existing and prospective businesses. The Economic Development Office is supported by the Economic Development Advisory Committee, is staff to the Lexington Center Committee, and is liaison to the Tourism Committee.

The Liberty Ride ridership continues to grow. This trolley tour of Lexington and Concord serves as the only public transportation link to the area's historic sites. Designed to spur economic development, it has continued to improve the tourism experience. In FY2015 the Liberty Ride will celebrate its 13<sup>th</sup> season. As a revolving fund, the Liberty Ride is funded through ticket fees.

The Tourism Committee oversees the Battle Green Guides, who serve as ambassadors for the Town, teaching residents and visitors about our rich history, and encouraging them to visit our historic sites and shop and dine in Town. The funding from this program provides Guide coverage on the Battle Green from April through October, which is Lexington's tourist season. It should be noted, however, that Lexington receives visitors year round.

The marketing budget has helped increase visitation. This year, Lexington's first official Visitor's Guide and Map was prepared and distributed with this funding. The Town has also leveraged thousands of dollars in advertising through strategic use of these funds.

## **7300 Economic Development**

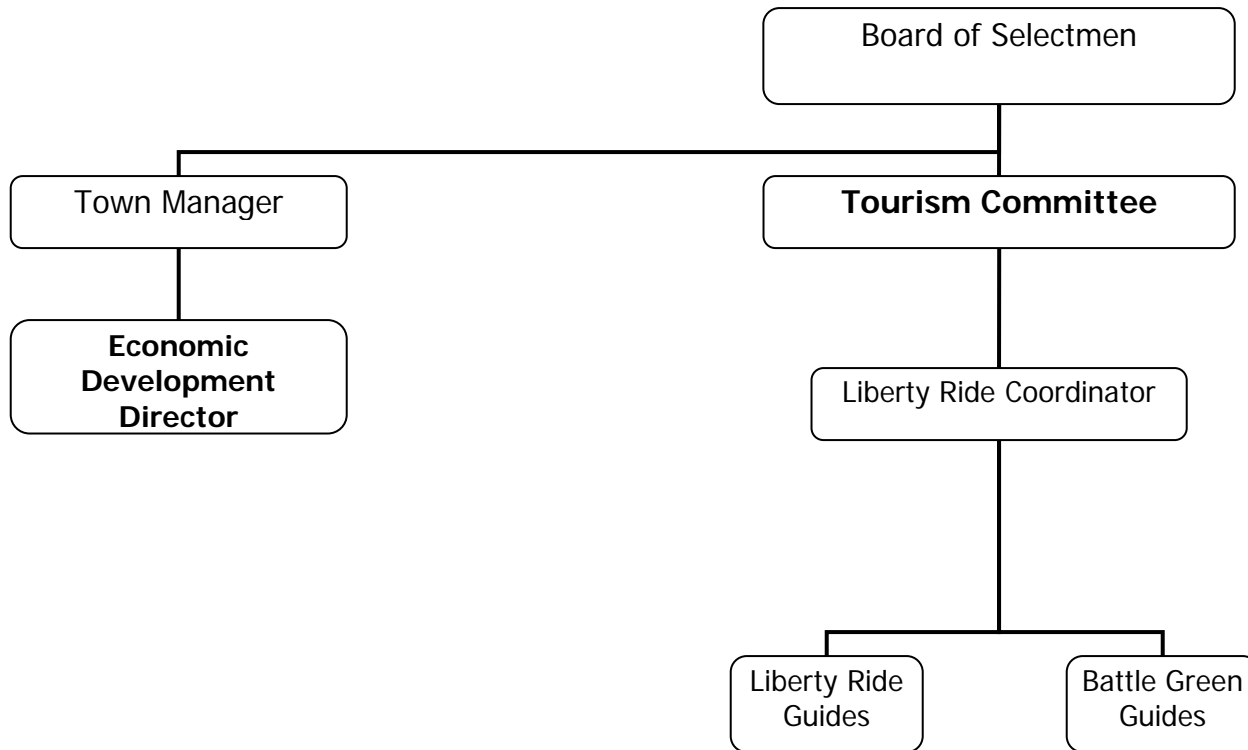
### **Departmental Initiatives:**

#### **Economic Development Director**

1. Advance a Parking Implementation Plan for Lexington Center with the over-arching goal of increasing parking availability, boosting business, and promoting longer stays in the Center by both residents and visitors.
2. Continue to encourage investment along Hartwell Avenue and support the pilot commuter shuttle, "The Rev."
3. Cultivate programs and policies to leverage and grow Lexington's Life Sciences cluster.
4. Serve as a resource and offer technical assistance for all business and entrepreneurs through the permitting process, as well as continue to build relationships with regional and state organizations to promote local economic development.

#### **Battle Green Guide/Liberty Ride**

1. Continue to target cultural tourism through the "Linger in Lexington" campaign.
2. Continue implementation of the Battle Green Master Plan.
3. Continue to foster Sister City relationship with Antony, France, including public input and approval for Antony Park design.



**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY2015 Recommended</b>
Economic Development Director	1	1	1	1
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Coordinator*	0.5	0.7	0.7	0.7
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
<b>Total FT/PT</b>	<b>1FT</b>	<b>1FT</b>	<b>1FT</b>	<b>1FT</b>

\*Starting in FY12, this position includes funding for a second part-time, Assistant Coordinator position.

# 7300 Economic Development

## Budget Recommendations:

The FY2015 recommended Economic Development, All Funds budget is \$430,349. The All Funds budget is inclusive of the Liberty Ride revolving fund. This is a \$25,421 or 6.28% increase over the FY2014 All Funds budget. This is comprised of a \$19,917 or 12.92% increase in compensation and a \$5,504 or 2.2% increase in expenses.

Excluding the Liberty Ride revolving fund, the FY2015 General Fund budget recommendation is \$160,022. This reflects a \$2,973 or 3.26% increase in Compensation, and a \$32,300 or 96.27% increase in Expenses. The primary driver of this increase is a request for funding of initiatives to promote economic development (see the table below). These initiatives could include, though would not be limited to, marketing efforts to attract international visitors to the Town's historic sites and efforts to promote other attributes of the Town that would be attractive to visitors from the greater metropolitan area. Any proposed initiatives would be subject to oversight by the Economic Development Director, in consultation with the Town Manager and the Tourism Committee. Please note that this request represents a combination of two other listed proposals for "International Marketing" and "Revolutionary Revelry."

Salary increases are due to contractually obligated step increases, and do not reflect any estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager's budget.

## Program Improvement Requests:

Requested by:	Departmental Request			Recommended		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Economic Development Director						
Econ Dev. Promotional Initiatives	\$ 31,250	\$ -	\$ 31,250	\$ 31,250	\$ -	\$ -
International Marketing*	\$ 19,250	\$ -	\$ 19,250	\$ -	\$ -	\$ 19,250
Revolutionary Revelry*	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
Marketing Consultant	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Event and Marketing Coordinator	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
<b>Totals</b>	<b>\$ 110,500</b>	<b>\$ -</b>	<b>\$ 110,500</b>	<b>\$ 31,250</b>	<b>\$ -</b>	<b>\$ 79,250</b>

\* These PIRs, submitted by the Tourism Committee, were recast as "Economic Development Promotional Initiatives" by the Town Manager.

# 7300 Economic Development

Program: Community Development

Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimated	FY2015 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 57,065	\$ 130,182	\$ 114,928	\$ 160,022	\$ 45,094	39.24%
Liberty Ride Revolving Fund	\$ 181,491	\$ 180,473	\$ 290,000	\$ 270,327	\$ (19,673)	-7.28%
<b>Total 7300 Economic Development</b>	<b>\$ 238,555</b>	<b>\$ 310,655</b>	<b>\$ 404,928</b>	<b>\$ 430,349</b>	<b>\$ 25,421</b>	<b>6.28%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 85,160	\$ 140,719	\$ 154,200	\$ 174,117	\$ 19,917	12.92%
Expenses	\$ 153,395	\$ 169,936	\$ 250,728	\$ 256,232	\$ 5,504	2.20%
<b>Total 7300 Economic Development</b>	<b>\$ 238,555</b>	<b>\$ 310,655</b>	<b>\$ 404,928</b>	<b>\$ 430,349</b>	<b>\$ 25,421</b>	<b>6.28%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 7310 Economic Development Office	\$ 31,184	\$ 81,441	\$ 86,699	\$ 120,972	\$ 34,273	39.53%
Total 7320 Liberty Ride	\$ 181,491	\$ 180,473	\$ 280,179	\$ 270,327	\$ (9,852)	-3.52%
Total 7330 Tourism	\$ 25,880	\$ 48,741	\$ 38,050	\$ 39,050	\$ 1,000	2.63%
<b>Total 7300 Economic Development</b>	<b>\$ 238,555</b>	<b>\$ 310,655</b>	<b>\$ 404,928</b>	<b>\$ 430,349</b>	<b>\$ 25,421</b>	<b>6.28%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 85,160	\$ 140,719	\$ 154,200	\$ 174,117	\$ 19,917	12.92%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 85,160	\$ 140,719	\$ 154,200	\$ 174,117	\$ 19,917	12.92%
Contractual Services	\$ 145,911	\$ 164,457	\$ 235,957	\$ 245,081	\$ 9,124	3.87%
Utilities	\$ 833	\$ 359	\$ 1,200	\$ 1,200	\$ -	-
Supplies	\$ 5,946	\$ 4,371	\$ 12,571	\$ 8,451	\$ (4,120)	-32.77%
Small Capital	\$ 705	\$ 749	\$ 1,000	\$ 1,500	\$ 500	-
Expenses	\$ 153,395	\$ 169,936	\$ 250,728	\$ 256,232	\$ 5,504	2.20%
<b>Total 7300 Economic Development</b>	<b>\$ 238,555</b>	<b>\$ 310,655</b>	<b>\$ 404,928</b>	<b>\$ 430,349</b>	<b>\$ 25,421</b>	<b>6.28%</b>

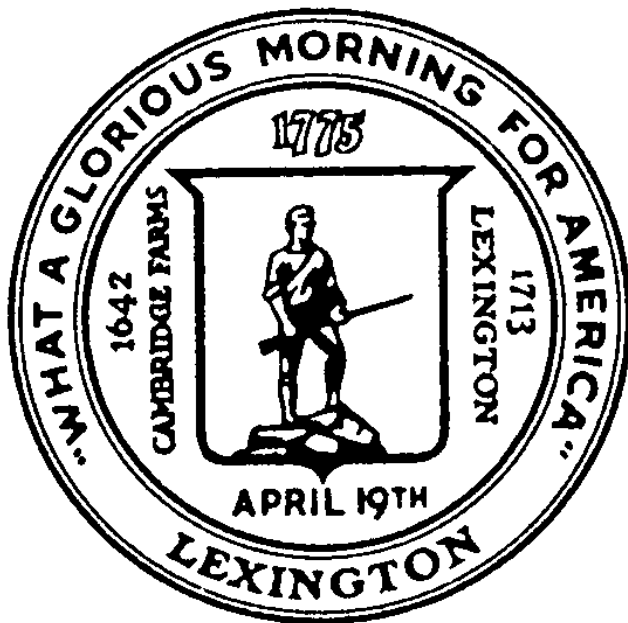
Appropriations Summary (General Fund)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 38,809	\$ 87,591	\$ 91,199	\$ 94,172	\$ 2,973	3.26%
Expenses	\$ 18,256	\$ 42,591	\$ 33,550	\$ 65,850	\$ 32,300	96.27%
<b>Total 7300 Economic Development</b>	<b>\$ 57,065</b>	<b>\$ 130,182</b>	<b>\$ 124,749</b>	<b>\$ 160,022</b>	<b>\$ 35,273</b>	<b>28.28%</b>

Appropriations Summary (Non-General Fund)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation						
7320 Liberty Ride	\$ 46,351	\$ 53,128	\$ 63,001	\$ 79,945	\$ 16,944	26.89%
Expenses						
7320 Liberty Ride	\$ 135,139	\$ 127,345	\$ 217,178	\$ 190,382	\$ (26,796)	-12.34%
<b>Total 7300 Economic Development</b>	<b>\$ 181,491</b>	<b>\$ 180,473</b>	<b>\$ 280,179</b>	<b>\$ 270,327</b>	<b>\$ (9,852)</b>	<b>-3.64%</b>

# Section X: General Government

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Program 8000



Board of Selectmen  
Town Manager  
Town Committees  
Finance  
Town Clerk  
Information Technology

# Section X: Program 8000: General Government

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This section includes detailed information about the FY2015 Operating Budget & Financing Plan for general government. It includes:

- 8100 Board of Selectmen X-2
- 8200 Town Manager X-6
- 8300 Town Committees X-11
- 8400 Finance X-15
- 8500 Town Clerk X-20
- 8600 Information Technology X-24



## 8100 Board of Selectmen

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**Mission:** The Board of Selectmen, together with the Town Manager, represents the executive branch of the Town government. The Board consists of five members, elected for three-year terms. Selectmen serve without compensation. The Board acts as the Town's primary policy making body for a wide variety of issues affecting service delivery, finance and Town infrastructure. They provide oversight in matters of litigation, act as the licensing authority, enact rules and regulations regarding traffic control and are responsible for calling Town Meetings and approving the Town Meeting Warrant.

**Budget Overview:** This budget includes funding for the Selectmen's Office, Town Counsel and the Annual Town Report.

Day-to-day operation of the Selectmen's Office is under the direction of the Executive Clerk and the Municipal Clerk who assist the Selectmen and coordinate activities with the Town Manager's Office. The staff prepare the Annual and Special Town Meeting Warrants and assists the Selectmen in responding to questions and inquiries from the public. They also receive all contributions to Selectmen gift accounts, the Fund for Lexington, PTA Council Scholarship, Lexington Education Fund and all other Trustees of Public Trusts funds.

Staff manage the licensing and permitting process for the Board (the licensing authority). These licenses include alcoholic beverage, auctioneer, cable television, common victualler, entertainment, flammable storage, innkeeper, lodging house, theater, Class I, II and III for the sale of used cars, vehicles for hire such as common carrier, limousine and taxi cab and automatic amusement machines.

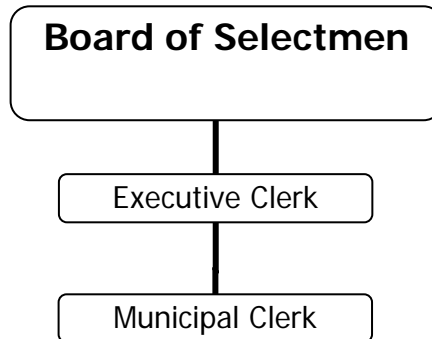
Staff maintain over 300 Selectmen appointments to more than 40 committees. In addition, the Selectmen's Office notifies Lexington residents of all national, state and local elections.

Town Counsel represents the Town, through the Board of Selectmen and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

The Town Report is the official proceeding and activities of Town Government. It is required to be prepared annually under State law.

### Departmental Initiatives:

1. Evaluate sites for a main Fire Station and develop plans for renovation and/or reconstruction of Fire and Police Stations.
2. Continue monitoring the implementation of programming and development of the new Community Center.



**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY 2013 Budget</b>	<b>FY 2014 Budget</b>	<b>FY 2015 Recommended</b>
Executive Clerk	0.94	0.94	0.94	0.94
Municipal Clerk	0.56	0.56	1.00	1.00
<b>Total FTE</b>	<b>1.50</b>	<b>1.50</b>	<b>1.94</b>	<b>1.94</b>
<b>Total FT/PT</b>	<b>0 FT/ 2 PT</b>	<b>0 FT/ 2 PT</b>	<b>1 FT/ 1 PT</b>	<b>1 FT/ 1 PT</b>

## 8100 Board of Selectmen

### Budget Recommendations:

The FY2015 recommended Board of Selectmen budget, All Funds, is \$1,100,990. The All Funds budget is inclusive of the PEG Access Revolving Fund. This is a \$13,312 or 1.22% increase over the FY2014 budget. Exclusive of the revolving fund, the FY2014 recommended General Fund budget is \$650,990. This is a \$13,312 or 2.09% increase from the FY2014 General Fund budget.

The PEG Access Revolving Fund request remains level-funded at \$450,000.

The General Fund budget increase is composed of a \$312 or 0.24% increase in compensation, a \$12,500 or 0.46% increase in expenses, level funding for Legal, and a \$500 or 6.67% increase for the Town Report.

The \$3,000 increase to Contractual Services is driven by the lease costs of a replacement photocopier for the Selectmen's office, and the \$10,000 increase in Small Capital is driven by a request (see the table below) for funds to purchase a software package that will allow Town boards and committees to electronically organize, store and make accessible to the public their various agenda items.

### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Chairman of the Board of Selectmen						
Board and Committee Agenda Software	\$ 10,000	\$ -	\$ 10,000	<b>\$ 10,000</b>	<b>\$ -</b>	\$ -
Totals	\$ 10,000	\$ -	\$ 10,000	<b>\$ 10,000</b>	<b>\$ -</b>	\$ -

# 8100 Board of Selectmen

Program: General Government  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 412,086	\$ 456,167	\$ 585,998	\$ 571,125	\$ (14,873)	-2.54%
Enterprise Funds (Indirects)	\$ 1,083	\$ 1,048	\$ 1,048	\$ 1,016	\$ (32)	0.00%
Revolving Funds	-	-	-	-	-	-
PEG Access	\$ 429,128	\$ 450,000	\$ 420,000	\$ 450,000	\$ 30,000	7.14%
Fees	-	-	-	-	-	-
Licenses & Permits	\$ 68,900	\$ 79,555	\$ 81,680	\$ 78,850	\$ (2,830)	-3.46%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 911,197</b>	<b>\$ 986,770</b>	<b>\$ 1,087,678</b>	<b>\$ 1,100,990</b>	<b>\$ 13,312</b>	<b>1.22%</b>

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 93,003	\$ 97,027	\$ 127,853	\$ 128,165	\$ 312	0.24%
Expenses	\$ 506,064	\$ 542,206	\$ 542,325	\$ 554,825	\$ 12,500	2.30%
Legal	\$ 305,187	\$ 340,592	\$ 410,000	\$ 410,000	\$ -	0.00%
Town Report	\$ 6,942	\$ 6,945	\$ 7,500	\$ 8,000	\$ 500	6.67%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 911,197</b>	<b>\$ 986,770</b>	<b>\$ 1,087,678</b>	<b>\$ 1,100,990</b>	<b>\$ 13,312</b>	<b>1.22%</b>

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 179,068	\$ 189,233	\$ 220,178	\$ 232,990	\$ 12,812	5.82%
Total 8120 Legal	\$ 305,187	\$ 340,592	\$ 410,000	\$ 410,000	\$ -	0.00%
Total 8130 Town Report	\$ 6,942	\$ 6,945	\$ 7,500	\$ 8,000	\$ 500	6.67%
Total 8140 PEG Access	\$ 420,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ -	0.00%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 911,197</b>	<b>\$ 986,770</b>	<b>\$ 1,087,678</b>	<b>\$ 1,100,990</b>	<b>\$ 13,312</b>	<b>1.22%</b>

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 93,003	\$ 97,027	\$ 127,853	\$ 128,165	\$ 312	0.24%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 93,003	\$ 97,027	\$ 127,853	\$ 128,165	\$ 312	0.24%
Contractual Services	\$ 784,896	\$ 847,321	\$ 933,825	\$ 936,825	\$ 3,000	0.32%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 31,881	\$ 42,422	\$ 25,000	\$ 25,000	\$ -	0.00%
Small Capital	\$ 1,416	\$ -	\$ 1,000	\$ 11,000	\$ 10,000	-
Expenses	\$ 818,193	\$ 889,743	\$ 959,825	\$ 972,825	\$ 13,000	1.35%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 911,197</b>	<b>\$ 986,770</b>	<b>\$ 1,087,678</b>	<b>\$ 1,100,990</b>	<b>\$ 13,312</b>	<b>1.22%</b>

Appropriation Summary (General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 93,003	\$ 97,027	\$ 127,853	\$ 128,165	\$ 312	0.24%
Expenses	\$ 86,064	\$ 92,206	\$ 92,325	\$ 104,825	\$ 12,500	13.54%
Legal	\$ 305,187	\$ 340,592	\$ 410,000	\$ 410,000	\$ -	0.00%
Town Report	\$ 6,942	\$ 6,945	\$ 7,500	\$ 8,000	\$ 500	6.67%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 491,197</b>	<b>\$ 536,770</b>	<b>\$ 637,678</b>	<b>\$ 650,990</b>	<b>\$ 13,312</b>	<b>2.09%</b>

Appropriation Summary (Non General Fund)	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	-	-	-	-	-	-
PEG Access	\$ 420,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ -	0.00%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 420,000</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>0.00%</b>

## **8200 Town Manager**

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**Mission:** The Board of Selectmen appoints the Town Manager, who oversees the daily operations of all general government departments, implements the policies of the Board of Selectmen, proposes an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Selectmen-Town Manager Act of 1968. In addition, the Town Manager's Office is responsible for human resources, benefits administration and risk management.

**Budget Overview:** The Town Manager's Office budget is comprised of two elements; Organizational Direction and Administration and Human Resources.

Organizational Direction and Administration includes day-to-day oversight for all Town departments, town-wide staff training and professional development, special projects and website content management. This function also implements all decisions of the Board of Selectmen and provides staff support to various Town committees.

The Town Manager's Office, through the Human Resource function, is responsible for personnel administration, benefits administration, collective bargaining agreements, workers compensation and unemployment benefits.

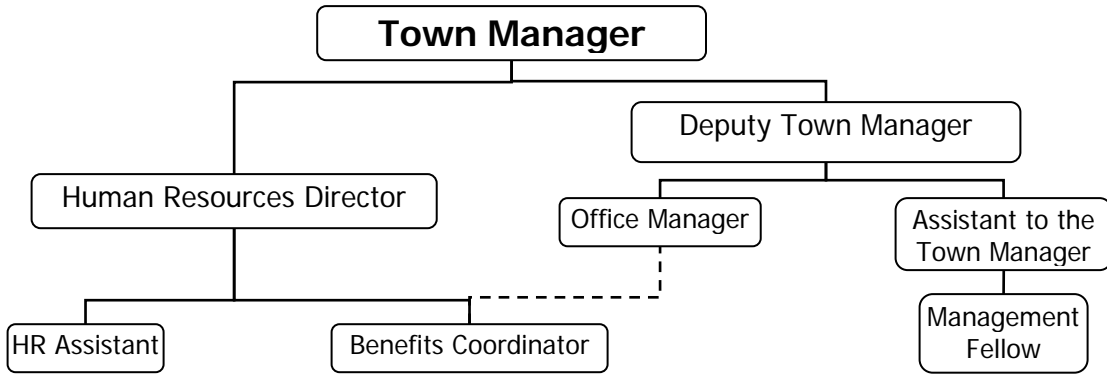
### **Departmental Initiatives:**

1. Continue to research a funding model for Other Post-Employment Benefits (OPEB) that considers the Board of Selectmen goal of an annual minimum contribution and potential additional amounts from one-time revenues.
2. Receive recommendations from the Community Center Advisory Committee, as approved by the Board of Selectmen, to move forward with the development of a multi-generational Community Center.
3. Work with the Board of Selectmen to determine how to better support committees with consideration given to member training on minute-taking, web postings and email and public records retention. Review committee processes including committee charges and succession planning.
4. Review guidelines and consider the implementation of a remote participation policy which, if approved by the Board of Selectmen, will grant board and committee members the ability to participate in public meetings by telephone, internet, video conferencing, or other technology under certain circumstances.
5. Establish direction for how technology best fits within the organizational structure, the role that technology plays, and how it may be used to meet the needs of the organization.

**8200 Town Manager**

6. Receive the departmental survey results on internal controls and analyze the organizational assets that are understood to be vulnerable to abuse. Revise existing policies and develop and new policies that may be necessary to ensure the protection of those assets.

**8200 Town Manager**



**Authorized/Appropriated Staffing**

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Benefits Coordinator	1	1	1	1
Assistant to the Town Manager	1	1	1	1
Human Resources Director	1	1	1	1
Hearing Officers*	0.12	0.12	0.12	0.12
Management Fellow	1	1	1	1
Human Resources Assistant	0.46	1	1	1
<b>Total FTE</b>	<b>7.58</b>	<b>8.12</b>	<b>8.12</b>	<b>8.12</b>
<b>Total Full/Part Time</b>	<b>7 FT / 3 PT</b>	<b>8 FT / 2 PT</b>	<b>8 FT / 2 PT</b>	<b>8 FT / 2 PT</b>

\* Two hearing officers hear appeals for parking fines; one municipal hearing officer hears appeals for fines issued by the Fire Department (regional position, shared with Winchester and Woburn)

## 8200 Town Manager

### Budget Recommendations:

The FY2015 recommended Town Manager's Office budget is \$862,859. This is a \$31,526 or 3.79% increase from the FY2014 budget. This increase reflects a \$12,056 or 1.97% increase in compensation and a \$19,470 or 8.93% increase in expenses.

The department's budget also includes prospective amounts for all municipal department contractual settlements for FY2015 in the Salary Adjustment Account. The Account is for anticipated collective bargaining settlements, other wage increases and for compensated leave payments due certain employees at retirement. Once contractual settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Board of Selectmen. Units settled through FY2015 are: AFSCME DPW; AFSCME Dispatch; AFSCME Custodians; and the LMEA. The Library Staff Association has settled through FY2014, but not for FY2015. In addition, the FY2015 Salary Adjustment account also includes \$40,000 for new staff to manage general operations in the Community Center, the use of which is subject to transfer by Town Meeting.

The \$12,056 or 1.97% increase in compensation is due to the effect of employee step and merit increases in Organizational Direction and Administration and Human Resources.

Expenses are increasing by \$19,470 or 8.93%. This is primarily driven by an additional \$24,000 for Organizational Direction and Administration Professional Services for consulting and bid evaluation services (see table below). A firm will provide property and casualty insurance consulting services, including an inventory of municipal and school services; the identification of risk and exposure associated with those services; and the identification of coverage available to mitigate risk and exposure.

This increase in expenses is offset slightly by a \$5,000 decrease in Human Resources Professional Services due to decreased costs associated with an Assessment Center for promotional testing; the amount budgeted for the Police Department in FY2015 is less than that budgeted in FY2014 for the Fire Department as there are fewer candidates in the Police Department.

### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Town Manager						
General Liability Consulting	\$ 24,000	\$ -	\$ 24,000	<b>\$ 24,000</b>	<b>\$ -</b>	\$ -
<b>Totals</b>	<b>\$ 24,000</b>	<b>\$ -</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ -</b>	<b>\$ -</b>



# 8200 Town Manager

Program: General Government  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 374,532	\$ 403,655	\$ 477,028	\$ 495,984	\$ 18,956	3.97%
Enterprise Funds (Indirect)	\$ 45,000	\$ 43,549	\$ 44,375	\$ 44,375	\$ 0	0.00%
Available Funds	-	-	-	-	-	-
Rentals*	\$ 336,840	\$ 336,836	\$ 309,930	\$ 322,500	\$ 12,570	4.06%
<b>Total 8200 Town Manager</b>	<b>\$ 756,372</b>	<b>\$ 784,039</b>	<b>\$ 831,333</b>	<b>\$ 862,859</b>	<b>\$ 31,526</b>	<b>3.79%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 586,923	\$ 623,768	\$ 613,183	\$ 625,239	\$ 12,056	1.97%
Expenses	\$ 169,449	\$ 160,271	\$ 218,150	\$ 237,620	\$ 19,470	8.93%
<b>Total 8200 Town Manager</b>	<b>\$ 756,372</b>	<b>\$ 784,039</b>	<b>\$ 831,333</b>	<b>\$ 862,859</b>	<b>\$ 31,526</b>	<b>3.79%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 574,417	\$ 569,040	\$ 591,678	\$ 626,422	\$ 34,745	5.87%
Total 8220 Human Resources	\$ 181,954	\$ 214,999	\$ 239,655	\$ 236,437	\$ (3,218)	-1.34%
<b>Total 8200 Town Manager</b>	<b>\$ 756,372</b>	<b>\$ 784,039</b>	<b>\$ 831,333</b>	<b>\$ 862,859</b>	<b>\$ 31,526</b>	<b>3.79%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 586,923	\$ 623,768	\$ 613,183	\$ 625,239	\$ 12,056	1.97%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 586,923	\$ 623,768	\$ 613,183	\$ 625,239	\$ 12,056	1.97%
Contractual Services	\$ 150,685	\$ 138,253	\$ 184,550	\$ 203,635	\$ 19,085	10.34%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 11,884	\$ 14,462	\$ 14,100	\$ 14,485	\$ 385	2.73%
Small Capital	\$ 6,879	\$ 7,557	\$ 19,500	\$ 19,500	\$ -	0.00%
Expenses	\$ 169,449	\$ 160,271	\$ 218,150	\$ 237,620	\$ 19,470	8.93%
<b>Total 8200 Town Manager</b>	<b>\$ 756,372</b>	<b>\$ 784,039</b>	<b>\$ 831,333</b>	<b>\$ 862,859</b>	<b>\$ 31,526</b>	<b>3.79%</b>

\*Rentals are comprised of rental receipts from the Waldorf School, Bertucci's Italian Restaurant and Peet's Coffee & Tea sidewalk rentals, and the sublease of Kline Hall to LexMedia.

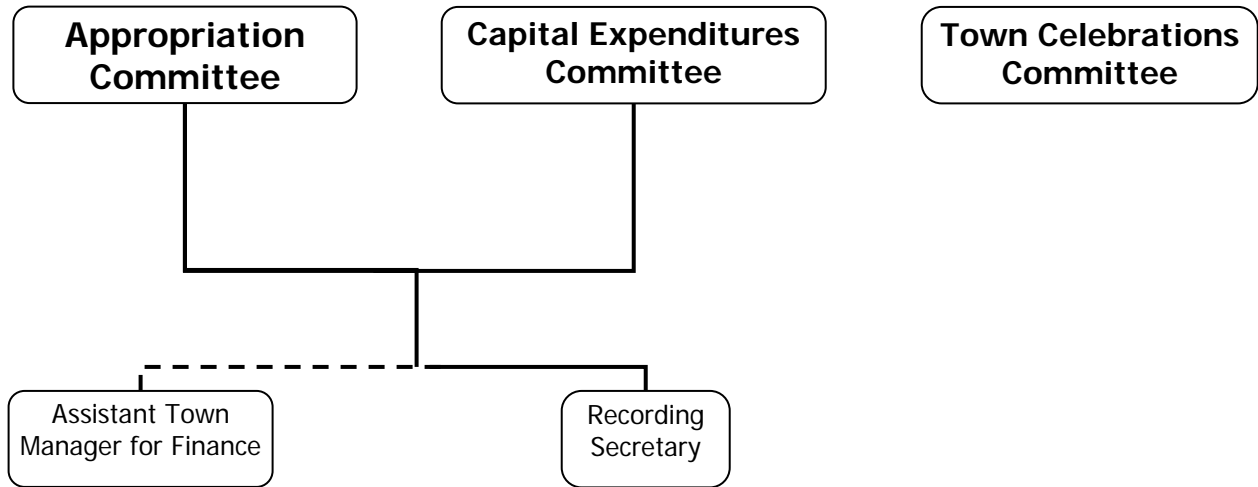
Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 423,874	\$ 413,224	\$ 491,706	\$ 878,000	\$ 386,294	78.56%
<b>Total 8200 Town Manager</b>	<b>\$ 423,874</b>	<b>\$ 413,224</b>	<b>\$ 491,706</b>	<b>\$ 878,000</b>	<b>\$ 386,294</b>	<b>78.56%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 423,874	\$ 413,224	\$ 491,706	\$ 878,000	\$ 386,294	78.56%
<b>Total 8200 Town Manager</b>	<b>\$ 423,874</b>	<b>\$ 413,224</b>	<b>\$ 491,706</b>	<b>\$ 878,000</b>	<b>\$ 386,294</b>	<b>78.56%</b>

## **8300 Town Committees**

**Mission:** Town Committees includes the Appropriation Committee, Capital Expenditures Committee, Town Celebrations Committee and various boards and committees appointed by the Board of Selectmen, Moderator and the Town Manager.

**Budget Overview:** The Town Committees budget provides limited funding for a variety of statutory and advisory committees that are an integral part of the operation of local government in Lexington. The financial committees—the Appropriation Committee and the Capital Expenditures Committee—provide detailed financial review and analysis to Town Meeting. The Public Celebrations Committee plans the Town's annual celebrations, including parades on Veterans', Memorial and Patriots' Day.



**Authorized/Appropriated Staffing**

Limited staff support is provided through the Town Manager’s Office and Finance Department, and a part-time Recording Secretary takes meeting minutes.

## 8300 Town Committees

### Budget Recommendations:

The FY2015 recommended Town Committees budget is \$53,000. This is a \$6,000 or 12.77% increase from the FY2014 budget. Compensation is level-funded, with expenses increasing by \$6,000 or 12.77%.

The increase in expenses is driven primarily by a \$5,000 or 14.29% increase (please see the table below) to the Public Celebrations Committee budget to fund the Dance Around the World event, as well as a \$1,000 increase for Patriot's Day activities.

Dance Around the World was one of the many successful events held during Lexington's 300th Anniversary Celebration Year that was sponsored by the 300th Anniversary Celebration Committee, which was formed as a subcommittee of the Public Celebrations Committee. The event is about bringing together different cultures and ethnic communities to celebrate the diversity of the community through dance. The 2013 event was held at Lexington High School and was staffed by over 100 volunteers, attended by approximately 1,400 people and had over 100 performers representing 10 dance traditions as part of the event.

The \$5,000 request is for equipment needs, performers, decorations and the cost of supplies associated with the event.

### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Town Manager						
Dance Around the World Event	\$ 5,000	\$ -	\$ 5,000	<b>\$ 5,000</b>	<b>\$ -</b>	\$ -
Totals	\$ 5,000	\$ -	\$ 5,000	<b>\$ 5,000</b>	<b>\$ -</b>	\$ -

# 8300 Town Committees

Program: General Government  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 38,870	\$ 60,077	\$ 47,000	\$ 53,000	\$ 6,000	12.77%
<b>Total 8300 Town Committees</b>	<b>\$ 38,870</b>	<b>\$ 60,077</b>	<b>\$ 47,000</b>	<b>\$ 53,000</b>	<b>\$ 6,000</b>	<b>12.77%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 997	\$ 5,845	\$ 6,000	\$ 6,000	\$ -	0.00%
Expenses	\$ 37,873	\$ 54,232	\$ 41,000	\$ 47,000	\$ 6,000	14.63%
<b>Total 8300 Town Committees</b>	<b>\$ 38,870</b>	<b>\$ 60,077</b>	<b>\$ 47,000</b>	<b>\$ 53,000</b>	<b>\$ 6,000</b>	<b>12.77%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 1,153	\$ 6,225	\$ 7,500	\$ 7,500	\$ -	0.00%
Total 8320 Misc. Boards & Committees	\$ 2,134	\$ 2,178	\$ 4,500	\$ 4,500	\$ -	0.00%
Total 8330 Town Celebrations	\$ 35,583	\$ 51,675	\$ 35,000	\$ 41,000	\$ 6,000	17.14%
<b>Total 8300 Town Committees</b>	<b>\$ 38,870</b>	<b>\$ 60,077</b>	<b>\$ 47,000</b>	<b>\$ 53,000</b>	<b>\$ 6,000</b>	<b>12.77%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 997	\$ 5,845	\$ 6,000	\$ 6,000	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 997	\$ 5,845	\$ 6,000	\$ 6,000	\$ -	0.00%
Contractual Services	\$ 2,312	\$ 1,737	\$ 4,000	\$ 4,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 35,887	\$ 52,495	\$ 37,000	\$ 43,000	\$ 6,000	16.22%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 38,199	\$ 54,232	\$ 41,000	\$ 47,000	\$ 6,000	14.63%
<b>Total 8300 Town Committees</b>	<b>\$ 39,196</b>	<b>\$ 60,077</b>	<b>\$ 47,000</b>	<b>\$ 53,000</b>	<b>\$ 6,000</b>	<b>12.77%</b>

## **8400 Finance**

**Mission:** The Finance Department is responsible for: (1) maintaining timely and accurate records on all financial activities of the Town; (2) administering internal financial controls; (3) facilitating the evaluation of the Town's financial condition; (4) ensuring that the delivery of Town services is done in compliance with Massachusetts General Laws that govern municipal finance; (5) providing timely and accurate financial information to managers of Town services to facilitate the evaluation of the cost effectiveness and efficiency of Town programs; (6) providing timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (7) safeguarding the financial assets of the Town.

**Budget Overview:** The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office, the Assessing Office and the Utility Billing Office.

The Comptroller's Office is responsible for maintaining the Town's general ledger (accounting), accounts payable, payroll, and centralized purchasing. The Comptroller's budget is also inclusive of funding for the Assistant Town Manager for Finance, who oversees all financial operations of the Town, and the Budget Officer, who in concert with the Assistant Town Manager for Finance and the Town Manager develops and monitors the annual capital and operating budgets.

The Treasurer/Collector's Office has three primary responsibilities: the collection and deposit of all Town taxes, fees and charges including property taxes, motor vehicle excise, utility billing and other local receipts (permit and license fees, fines, etc.); the management and investment of all revenues collected; and the issuance and servicing of debt.

The Assessing Office's primary function is the development of assessed values of real and personal property.

The Utility Division's primary function is the operation of the Town's utility billing system and the issuance of monthly and semi-annual water and sewer bills.

## **8400 Finance**

### **Departmental Initiatives:**

#### Assessing:

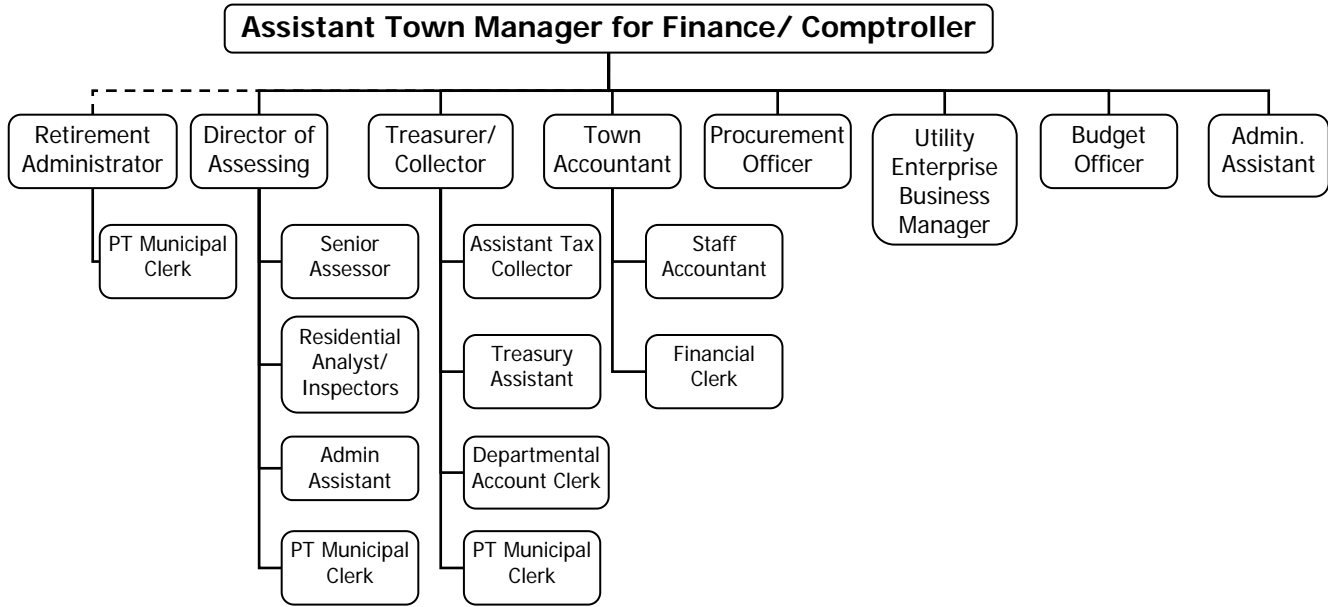
1. Develop a six-year, cyclical inspection program for interior and exterior inspections.
2. Develop a protocol for regular data entry of permits and deeds into Vision to mitigate backlogs.
3. Embark on a cross-training program among Assessing Department employees to promote staff capacity at all times.
4. Activate GIS functionality in Vision software and train staff in its use.

#### Comptroller:

1. Implement electronic purchase order system.
2. Implement general billing for miscellaneous receivables.

#### Treasurer/Collector:

1. Bid banking services.
2. Bid bill printing services.
3. Develop tax foreclosure policy recommendation.
4. Explore online access to individual property tax accounts.



**Authorized/Appropriated Staffing**

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
<b>Element 8410: Comptroller</b>				
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	1	1	1	1
Financial Clerk	1	1	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.40	0.4	0.4	0.4
<b>sub-total FTE</b>	<b>6.40</b>	<b>6.40</b>	<b>6.40</b>	<b>6.40</b>
<b>sub-total FT/PT</b>	<b>6 FT / 1PT</b>	<b>6 FT / 1PT</b>	<b>6 FT / 1PT</b>	<b>6 FT / 1 PT</b>
<b>Element 8420: Treasurer/Collector</b>				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
<b>sub-total FTE</b>	<b>4.46</b>	<b>4.46</b>	<b>4.46</b>	<b>4.46</b>
<b>sub-total FT/PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>	<b>4 FT/1 PT</b>
<b>Element 8430: Assessor</b>				
Director of Assessing	1	1	1	1
Senior Assessor	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Administrative Assistant	1	1	1	1
Municipal Clerk	0.46	0.60	0.60	0.60
<b>sub-total FTE</b>	<b>5.46</b>	<b>5.60</b>	<b>5.60</b>	<b>5.60</b>
<b>sub-total FT/PT</b>	<b>5FT/1 PT</b>	<b>5FT/1 PT</b>	<b>5FT/2PT</b>	<b>5FT/2PT</b>
<b>Element 8440: Utility Billing</b>				
Utility Enterprise Business Manager	1	1	1	1
<b>sub-total FTE</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>sub-total FT/PT</b>	<b>1 FT/0 PT</b>	<b>1 FT/0 PT</b>	<b>1 FT/0 PT</b>	<b>1 FT/0 PT</b>
<b>Total FTE</b>	<b>17.32</b>	<b>17.46</b>	<b>17.46</b>	<b>17.46</b>
<b>Total FT/PT</b>	<b>16 FT/3 PT</b>	<b>16 FT/3 PT</b>	<b>16 FT/3 PT</b>	<b>16 FT/ 3 PT</b>



## 8400 Finance

### Budget Recommendations:

The FY2015 recommended Finance Department budget is \$1,769,396, which is a \$26,429 or 1.52% increase over the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting.

The budget increase includes a \$9,399 or 0.74% increase in compensation, which is due to contractually obligated step increases, and does not reflect any estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager's budget.

Expenses reflect a \$17,030 or 3.56% increase. This increase is driven primarily by a \$17,100 or 3.99% increase in Contractual Services due to (1) increases in the Treasurer/Collector's budget for bank charges and for lease fees for the replacement of a copier that has reached the end of its useful life, and (2) increases in the Assessing budget for additional costs associated with the triennial certification of values scheduled for FY15 and also for lease fees for the replacement of a copier that has reached the end of its useful life.

### Program Improvement Requests:

Requested by:	Departmental Request			Recommended		Not Recommended
	Salaries & Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries & Expenses	Benefits	
Assistant Town Manager for Finance						
Part Time Clerk, Treasurer/Collector	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000
Part Time Clerk, Assessing	\$ 19,760	\$ -	\$ 19,760	\$ -	\$ -	\$ 19,760
Laserfiche Archiving, Assessing	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
<b>Totals</b>	<b>\$ 90,760</b>	<b>\$ -</b>	<b>\$ 90,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,760</b>

## 8400 Finance

### Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,216,453	\$ 1,303,857	\$ 1,499,073	\$ 1,507,931	\$ 8,858	0.59%
Enterprise Funds (Indirects)	\$ 238,780	\$ 231,079	\$ 203,214	\$ 223,945	\$ 20,731	10.20%
Fees & Charges	-	-	-	-	-	-
Charges for Services	\$ 49,005	\$ 47,765	\$ 40,680	\$ 37,520	\$ (3,160)	-7.77%
<b>Total 8400 Finance</b>	<b>\$ 1,504,238</b>	<b>\$ 1,582,701</b>	<b>\$ 1,742,967</b>	<b>\$ 1,769,396</b>	<b>\$ 26,429</b>	<b>1.52%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,083,784	\$ 1,168,140	\$ 1,264,022	\$ 1,273,421	\$ 9,399	0.74%
Expenses	\$ 420,454	\$ 414,561	\$ 478,945	\$ 495,975	\$ 17,030	3.56%
<b>Total 8400 Finance</b>	<b>\$ 1,504,238</b>	<b>\$ 1,582,701</b>	<b>\$ 1,742,967</b>	<b>\$ 1,769,396</b>	<b>\$ 26,429</b>	<b>1.52%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 550,595	\$ 594,167	\$ 644,677	\$ 650,678	\$ 6,001	0.93%
Total 8420 Treasurer/Collector	\$ 371,216	\$ 373,364	\$ 395,520	\$ 408,532	\$ 13,012	3.29%
Total 8430 Assessing	\$ 511,590	\$ 544,219	\$ 629,814	\$ 636,056	\$ 6,242	0.99%
Total 8440 Utility Billing	\$ 70,838	\$ 70,951	\$ 72,955	\$ 74,130	\$ 1,174	1.61%
<b>Total 8400 Finance</b>	<b>\$ 1,504,238</b>	<b>\$ 1,582,701</b>	<b>\$ 1,742,967</b>	<b>\$ 1,769,396</b>	<b>\$ 26,429</b>	<b>1.52%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,083,547	\$ 1,168,140	\$ 1,264,022	\$ 1,273,421	\$ 9,399	0.74%
Overtime	\$ 238	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 1,083,784</i>	<i>\$ 1,168,140</i>	<i>\$ 1,264,022</i>	<i>\$ 1,273,421</i>	<i>\$ 9,399</i>	<i>0.74%</i>
Contractual Services	\$ 379,801	\$ 372,469	\$ 428,765	\$ 445,865	\$ 17,100	3.99%
Utilities	\$ 750	\$ 1,350	\$ 1,350	\$ 2,070	\$ 720	53.33%
Supplies	\$ 39,903	\$ 40,213	\$ 48,830	\$ 48,040	\$ (790)	-1.62%
Small Capital	\$ -	\$ 529	\$ -	\$ -	\$ -	-
Expenses	\$ 420,454	\$ 414,561	\$ 478,945	\$ 495,975	\$ 17,030	3.56%
<b>Total 8400 Finance</b>	<b>\$ 1,504,238</b>	<b>\$ 1,582,701</b>	<b>\$ 1,742,967</b>	<b>\$ 1,769,396</b>	<b>\$ 26,429</b>	<b>1.52%</b>

**Note:** The FY2014 Appropriation reflects the transfer of \$40,000 from Compensation to Personal Services, approved at the November 2013 Special Town Meeting.

## **8500 Town Clerk**

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**Mission:** The Town Clerk is the keeper of records for the Town. The Office of the Town Clerk is the primary provider of official documents for the Town, and the custodian of and recording office for official Town records. Responsibilities include issuing marriage licenses, recording vital statistics, issuing dog licenses, registering businesses, and conducting the annual Town Census. The Town Clerk's Office conducts elections in conformance with State and local laws and, with the Board of Registrars, processes voter registrations and certifications.

**Budget Overview:** The four elements comprising the Office of the Town Clerk include Town Clerk Administration, Registration, Elections, and Archives & Records Management.

**Town Clerk Administration:** The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and chief election official. The Town Clerk certifies Town Meeting by-laws, appropriations and other official actions, signs notes for borrowing, and certifies official documents. The Town Clerk also registers all vital events within Lexington, records and preserves birth, marriage and death records to provide a basis for the Commonwealth's central vital records system. Effective January 1, 2014, the Board of Health has designated the Town Clerk as Burial Agent for the Town. The Town Clerk is the keeper of the seal, administers the oath of office to elected and appointed members of boards and committees, maintains records of adopted municipal codes, regulations, bylaws, oaths of office, resignations, appointments, and submits general bylaws and zoning bylaws to the Attorney General for approval. Staff issue licenses and permits and serve as the central information point for residents.

**Registration:** Registrars, appointed by the Board of Selectmen, are responsible for promoting voter registration, maintaining voter records, and ruling on voter eligibilities. Stipends for the Board of Registrars remain level funded. Annual voter confirmations are conducted in accordance with State statute. The Annual Town Census and the publishing of the List of Residents is funded through this element.

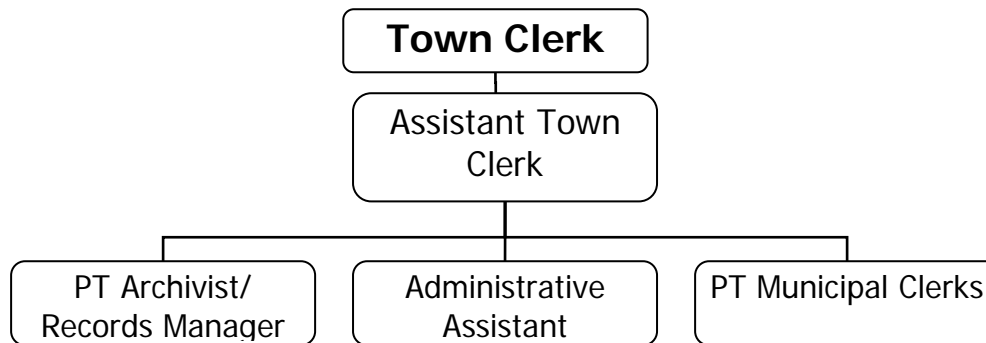
**Elections:** Elections administration includes conduct of local, state and national elections along with the monitoring of candidate certifications and referenda and initiative petitions. Staff provide information on campaign finance law, election procedures, ballot initiatives, and voter information. Election preparations are coordinated with, and with support from, various town departments including Public Works, Police, Fire, and School personnel.

**Archives & Records Management:** This element addresses inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records and information. The FY2015 budget continues authorized funding for a part-time Archivist/Records Manager position to continue the process to conserve, preserve, digitize and catalog Lexington's historic documents and records.

# 8500 Town Clerk

## Departmental Initiatives:

1. Continued development of coordinated Archives & Records Management Program;
2. Enhancement and further implementation of Laserfiche Document Imaging System for records retention, electronic access, and archives/records portal.
3. Ongoing review of town/state/federal elections with statutory requirements to provide legal and accessible elections to Lexington voters, while identifying potential location/building issues due to municipal and school construction projects.
4. Implementation of the Commonwealth of Massachusetts Electronic Vital Records Systems for births and marriages.



## Authorized/Appropriated Staffing

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Recommended
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Information Specialist	0	0	0	0
Municipal Clerk	0.91	0.91	0.91	1.03
Archivist/Records Manager	0.46	0.46	0.46	0.46
<b>Total FTE</b>	<b>4.37</b>	<b>4.37</b>	<b>4.37</b>	<b>4.49</b>
<b>Total FT/PT</b>	<b>3 FT /3 PT</b>	<b>3 FT/ 3 PT</b>	<b>3 FT/ 3 PT</b>	<b>3 FT/ 3 PT</b>

### Explanatory Notes:

\* 1.03 Municipal Clerk level reflects, through Program Improvement Request, Town Clerk funding request for total of combined 4 additional hours for PT Municipal Clerk (2) positions

## 8500 Town Clerk

### Budget Recommendations:

The FY2015 recommended Town Clerk budget is \$484,067, which is a \$24,572 or 4.83% decrease from the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting.

Compensation reflects an \$8,328 or 2.35% increase, primarily due to contractually obligated step increases, and does not reflect any estimate of prospective cost of living increases or prospective contract settlements, which are budgeted for in the salary adjustment account within the Town Manager's budget. The increase in Compensation is also driven by a \$4,714 request in Town Clerk Administration to increase the hours of the two part-time clerks in that division. The additional hours would accommodate the increases in workload for records management responsibilities associated with electronic document processing, archiving, and document management of the many documents created within the organization and submitted to the Town Clerk's Office for permanent retention and electronic retrieval. Both positions would remain part-time, and so there is no benefits portion to the increase.

Expenses reflect a \$32,900 or 21.37% decrease, which is driven primarily by the one-time nature of FY2014 funds in Elections used for the initial purchase of an electronic voting system for Town Meeting. This is reflected in the \$35,000 decrease in Small Capital shown in the table on the opposite page. Funding remains in FY2015 for the ongoing support of the electronic voting system. This overall decrease is net of some smaller increases due to the anticipated increase in police detail expenses, as well as other expenses associated with the November 2014 state election. This is reflected in the \$3,150 increase in Contractual Services.

### Program Improvement Requests:

Requested by:	<u>Departmental Request</u>			<b>Recommended</b>		Not Recommended
	Salaries & Expenses	Benefits <small>(to be budgeted under Shared Expenses)</small>	Total Requested	Salaries & Expenses	Benefits	
Town Clerk						
Additional Hours for PT Clerks	\$ 4,714	\$ -	\$ 4,714	<b>\$ 4,714</b>	<b>\$ -</b>	\$ -
<b>Totals</b>	<b>\$ 4,714</b>	<b>\$ -</b>	<b>\$ 4,714</b>	<b>\$ 4,714</b>	<b>\$ -</b>	\$ -

## 8500 Town Clerk

### Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 305,678	\$ 371,672	\$ 433,610	\$ 407,585	\$ (26,025)	-6.00%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees: Town Clerk	\$ 37,629	\$ 33,151	\$ 31,100	\$ 31,100	\$ -	0.00%
Licenses & Permits: Town Clerk	\$ 46,480	\$ 48,595	\$ 43,930	\$ 45,383	\$ 1,453	3.31%
<b>Total 8500 Town Clerk</b>	<b>\$ 389,787</b>	<b>\$ 453,418</b>	<b>\$ 508,640</b>	<b>\$ 484,067</b>	<b>\$ (24,572)</b>	<b>-4.83%</b>

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 296,836	\$ 337,600	\$ 354,665	\$ 362,992	\$ 8,328	2.35%
Expenses	\$ 92,951	\$ 115,818	\$ 153,975	\$ 121,075	\$ (32,900)	-21.37%
<b>Total 8500 Town Clerk</b>	<b>\$ 389,787</b>	<b>\$ 453,418</b>	<b>\$ 508,640</b>	<b>\$ 484,067</b>	<b>\$ (24,572)</b>	<b>-4.83%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 261,023	\$ 272,684	\$ 292,336	\$ 300,192	\$ 7,855	2.69%
Total 8520 Board of Registrars	\$ 14,841	\$ 15,824	\$ 16,825	\$ 16,825	\$ -	0.00%
Total 8530 Elections	\$ 79,590	\$ 132,779	\$ 153,850	\$ 120,450	\$ (33,400)	-21.71%
Total 8540 Records Management	\$ 34,333	\$ 32,131	\$ 45,628	\$ 46,601	\$ 972	2.13%
<b>Total 8500 Town Clerk</b>	<b>\$ 389,787</b>	<b>\$ 453,418</b>	<b>\$ 508,640</b>	<b>\$ 484,067</b>	<b>\$ (24,572)</b>	<b>-4.83%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 295,149	\$ 332,435	\$ 349,865	\$ 359,992	\$ 10,128	2.89%
Overtime	\$ 1,687	\$ 5,165	\$ 4,800	\$ 3,000	\$ (1,800)	-37.50%
<i>Personal Services</i>	<i>\$ 296,836</i>	<i>\$ 337,600</i>	<i>\$ 354,665</i>	<i>\$ 362,992</i>	<i>\$ 8,328</i>	<i>2.35%</i>
Contractual Services	\$ 80,635	\$ 105,664	\$ 104,700	\$ 107,850	\$ 3,150	3.01%
Utilities	\$ 1,600	\$ 1,524	\$ 2,500	\$ 3,000	\$ 500	20.00%
Supplies	\$ 9,216	\$ 10,130	\$ 11,575	\$ 10,025	\$ (1,550)	-13.39%
Small Capital	\$ 1,500	\$ (1,500)	\$ 35,200	\$ 200	\$ (35,000)	-99.43%
<i>Expenses</i>	<i>\$ 92,951</i>	<i>\$ 115,818</i>	<i>\$ 153,975</i>	<i>\$ 121,075</i>	<i>\$ (32,900)</i>	<i>-21.37%</i>
<b>Total 8500 Town Clerk</b>	<b>\$ 389,787</b>	<b>\$ 453,418</b>	<b>\$ 508,640</b>	<b>\$ 484,067</b>	<b>\$ (24,572)</b>	<b>-4.83%</b>

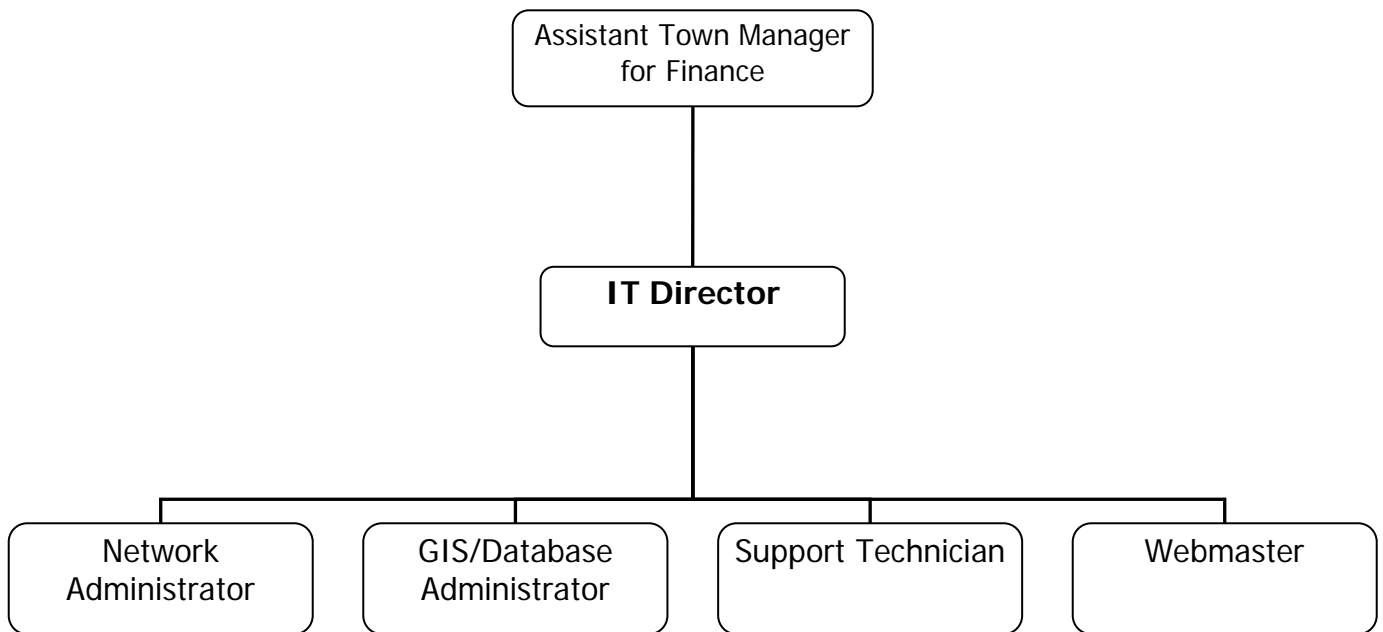
**Note:** The FY2014 Appropriation includes supplemental appropriations of \$29,300 to Compensation and \$25,200 to Expenses for the costs of Special Congressional Elections in calendar year 2013.

**Mission:** The Information Technology Department (formerly Management Information Systems) provides technology hardware, services and resources to all Town staff. It also supports the accounting and payroll applications, along with other core services and applications for both the general government and school department.

**Budget Overview:** The Information Technology Department (IT) supports, maintains and manages the Town's information technology systems (hardware, software and web sites) that are critical elements of service delivery and program management for all of the Town's departmental operations. This includes: hardware and software support for all information technology activities in all municipal operations; training of end users; the maintenance of financial management hardware and software (MUNIS) that serves town and school departments; electronic mail and internet access; support of the Town's website on the internet and intranet; voice over internet protocol (VoIP) telephone infrastructure and applications; head end management and support; and co-management with School Department IT staff of the Town's metropolitan area network that connects 27 town and school buildings.

**Departmental Initiatives:**

1. Maintain stable and secure local area and wide area networks.
2. Provide on-going training and support to employees.
3. Introduce VoIP to more buildings.
4. Create self-service improvements for Town employees and residents:
  - Implement on-line permitting
  - Improve on-line document management and resources
5. Develop GIS-based improvements:
  - Meet new state GIS standards
  - Deliver GIS on-line with improved functionality and information
6. Make effective use of new technology to improve staff efficiency and mobility.
7. Improve network and services resiliency through installation of redundant network pathways and failover servers.
8. Continue to reduce technology energy burden via "green" initiatives.
9. Introduce new ways to engage citizens using social media and mobile apps.



**Authorized/Appropriated Staffing**

	<b>FY 2012 Budget</b>	<b>FY2013 Budget</b>	<b>FY2014 Budget</b>	<b>FY2015 Recommended</b>
Chief Information Officer	0	0	0	1
Director, Information Technology Department	1	1	1	1
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	0	1	1	1
Webmaster	0	1	1	1
<b>Total FT/PT</b>	<b>3 FT</b>	<b>5 FT</b>	<b>5 FT</b>	<b>6 FT</b>
<b>Total FTE</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>6</b>

**Note:** The Organizational Chart does not reflect the proposed re-organization of the Information Technology Department from the addition of a Chief Information Officer (CIO). The nature of this re-organization is still under review and is pending a final determination by the Town Manager and Board of Selectmen.



**8600 Information Technology Department**

**Budget Recommendations:**

The FY2015 recommended Information Technology budget is \$1,216,497, which is a \$214,776 or 21.44% increase over the FY2014 restated budget. The restatement reflects increases in salaries attributable to contractual settlements approved after the budget was adopted at the 2013 Annual Town Meeting.

Compensation reflects a \$118,220 or 34.04% increase, which is inclusive of contractually obligated step increases but does not reflect any estimate of prospective cost of living increases or contract settlements, which are budgeted for in the salary adjustment account within the Town Manager's budget. This increase is driven primarily by the request for funding for the new position (see the table below) of Chief Information Officer (CIO). It has become increasingly apparent that to meet public expectations of how municipal services should be delivered, and to then improve this service delivery by town departments, often requires solutions driven by information systems and applications. The position of CIO will work with all stakeholders to identify opportunities to apply technology efficiently and effectively, develop specifications to implement solutions, manage implementation, and monitor effectiveness post-implementation.

Expenses reflect a \$96,556 or 14.76% increase, which is driven primarily by the growing cost of software maintenance, part of which is reflected in the \$57,055 increase in Contractual Services. This increase is attributable to increases in existing software support, the addition of the newly implemented ViewPermit system (\$31,000) and a one-time, \$24,000 request (see the table below) to contract with a vendor to redesign the Town's website, modernizing and streamlining its appearance and interface with the public.

The \$20,500 increase in Utilities reflects the Town's adoption of a Voice over Internet Protocol (VoIP) system and the transfer of responsibility to maintain it from Public Facilities to the Information Technology Department, and is inclusive of a \$16,000 transfer of telephone costs from Public Facilities. This also includes a \$4,500 increase for mobile data plans and equipment for staff wireless devices.

The \$24,999 decrease in Supplies reflects the one-time nature of an FY2014 equipment purchase for staff mobile devices and digital smart boards for plan review, the data services for which are captured in the Utilities increase. The increase in Supplies also includes a \$4,000 request (see below) for a subscription to ESRI Business Analyst Online (BAO), which is a Web-based solution for site evaluation, market analysis, economic analysis and other GIS associated data analysis. This request is being made jointly with the Economic Development Office, and will allow the Town access to an extensive regional database of consumer spending patterns and behavior, which will provide data-driven insights into the Town's business and consumer flow. The \$44,000 increase in Small Capital includes an additional \$9,000 for adding workstation computers, printers and network hardware to support additional staff and space in existing Town buildings and in the new Marrett Road Community Center, as well as \$35,000 for an upgrade to the Kronos timekeeping software used by Public Facilities.

Program Improvement Requests:

Requested by:	Departmental Request			Recommended		Not Recommended
	Salaries & Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries & Expenses	Benefits	
IT Director						
Chief Information Officer	\$ 110,000	\$ 15,456	\$ 125,456	\$ 110,000	\$ 15,456	\$ -
Town Website Redesign	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -	\$ -
ESRI Business Analyst Subscription	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ -
Upgrade Kronos Timekeeping Software*	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -
<b>Totals</b>	<b>\$ 173,000</b>	<b>\$ 15,456</b>	<b>\$ 188,456</b>	<b>\$ 173,000</b>	<b>\$ 15,456</b>	<b>\$ -</b>

\*This request had been portrayed as requested in Public Facilities for the White Book, but will be funded in Information Technology since the cost of software maintenance is in this department.

# 8600 Information Technology Department

Program: General Government  
Town of Lexington, Massachusetts

## Budget Summary:

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 500,319	\$ 857,121	\$ 925,830	\$ 1,159,747	\$ 233,916	25.27%
Enterprise Funds (Indirects)	\$ 60,150	\$ 58,558	\$ 75,891	\$ 56,750	\$ (19,140)	-25.22%
<b>Total 8600 Information Technology</b>	<b>\$ 560,469</b>	<b>\$ 915,679</b>	<b>\$ 1,001,721</b>	<b>\$ 1,216,497</b>	<b>\$ 214,776</b>	<b>21.44%</b>

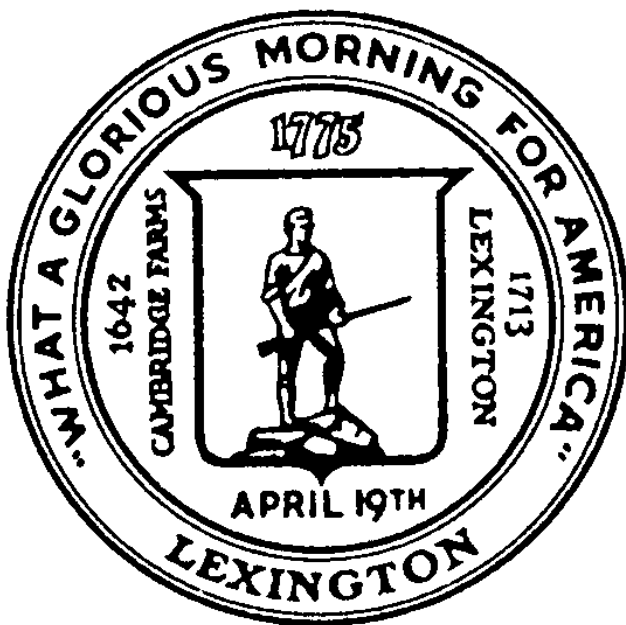
Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 222,372	\$ 283,387	\$ 347,327	\$ 465,547	\$ 118,220	34.04%
Expenses	\$ 338,097	\$ 632,292	\$ 654,394	\$ 750,950	\$ 96,556	14.76%
<b>Total 8600 Information Technology</b>	<b>\$ 560,469</b>	<b>\$ 915,679</b>	<b>\$ 1,001,721</b>	<b>\$ 1,216,497</b>	<b>\$ 214,776</b>	<b>21.44%</b>

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Total 8610 IT Administration	\$ 544,229	\$ 901,564	\$ 967,926	\$ 1,173,797	\$ 205,871	21.27%
Total 8620 Web Development	\$ 16,239	\$ 14,115	\$ 33,795	\$ 42,700	\$ 8,905	26.35%
<b>Total 8600 Information Technology</b>	<b>\$ 560,469</b>	<b>\$ 915,679</b>	<b>\$ 1,001,721</b>	<b>\$ 1,216,497</b>	<b>\$ 214,776</b>	<b>21.44%</b>

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Restated	FY2015 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 221,266	\$ 282,886	\$ 344,827	\$ 463,047	\$ 118,220	34.28%
Overtime	\$ 1,106	\$ 501	\$ 2,500	\$ 2,500	\$ -	0.00%
<i>Personal Services</i>	\$ 222,372	\$ 283,387	\$ 347,327	\$ 465,547	\$ 118,220	34.04%
Contractual Services	\$ 252,760	\$ 470,780	\$ 491,295	\$ 548,350	\$ 57,055	11.61%
Utilities	\$ 900	\$ 1,808	\$ 7,600	\$ 28,100	\$ 20,500	269.74%
Supplies	\$ 10,803	\$ 18,585	\$ 44,499	\$ 19,500	\$ (24,999)	-56.18%
Small Capital	\$ 73,634	\$ 141,119	\$ 111,000	\$ 155,000	\$ 44,000	39.64%
Expenses	\$ 338,097	\$ 632,292	\$ 654,394	\$ 750,950	\$ 96,556	14.76%
<b>Total 8600 Information Technology</b>	<b>\$ 560,469</b>	<b>\$ 915,679</b>	<b>\$ 1,001,721</b>	<b>\$ 1,216,497</b>	<b>\$ 214,776</b>	<b>21.44%</b>

# Section XI: Capital Investment

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# Section XI: Capital Investment

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## INTRODUCTION

A crucial aspect of the Town's operations, from providing services to its residents and businesses to equipping employees to effectively perform their jobs, requires the existence of certain basic physical assets. These assets include streets, water mains, parks, buildings, large equipment and technology. They must be purchased, maintained and replaced on a timely basis or their usefulness in providing public services will diminish. The Town's five-year Capital Improvements Program and annual Capital Budget are developed to ensure adequate capital investment in the Town's assets.

## DEFINITION OF CAPITAL PROJECTS

For the purposes of the capital planning process, a capital project is defined as a major, non-recurring expenditure that generally meets all of the following criteria:

- Massachusetts General Laws permit the Town to issue bonds to finance the expenditure;
- The expenditure is \$25,000 or more;
- The expenditure will have a useful life of 10 years or more for buildings or building components and 5 years for vehicles and equipment; and
- Planning, engineering, or design services may be considered capital when such services are integral to a construction, renewal, or replacement project that meets the criteria for a capital expenditure.

## CAPITAL POLICY FRAMEWORK

The FY2015 Capital Budget was developed within the capital policy framework initially adopted by the Board of Selectmen in 1991, and subsequently amended to ensure adequate planning and funding for capital investment, particularly cash capital projects within the general fund. This capital investment strategy includes the following major elements:

- Multi-year planning for capital investment;
- Debt exclusions for major capital projects; and
- Ensuring sufficient operating budget resources for maintaining capital assets.

## FIVE-YEAR CAPITAL PROGRAM

Five-year capital improvement planning has been part of Lexington's budget development process for many years. Multi-year planning allows proper staging and sequencing of capital projects to smooth financing plans and to make funding needs more predictable. Capital investment requirements can vary, involving unique large projects such as a new fire engine or a new school building. Other capital investment needs are recurring such as the annual program to resurface roadways.

The five-year Capital Improvement Program includes all anticipated capital projects identified by school and municipal departments over the next five years.

The following are potential funding sources for financing the Town's capital investments:

- **Available Funds (Cash Capital)** – The Town regularly appropriates monies from the general fund and enterprise funds to finance certain capital investment projects. Examples of available funds are free cash, tax levy, enterprise fund retained earnings, specialized stabilization funds and, when available, unexpended balances of prior years' capital articles.
- **Debt** – The Town has traditionally financed large capital projects with debt. Depending upon the project, the debt service resulting from debt-funded capital projects can be financed from a variety of sources including the General Fund (either within the Levy Limit or from a voter approved Proposition 2 ½ debt exclusion), Enterprise and Revolving Funds or the Community Preservation Fund (see discussion of the CPA below).
- **Other Sources** – The Town uses dedicated state aid and grant funding to finance capital investment when these funds are available.
- **Community Preservation Act (CPA) Funds** – Beginning in FY07, following voter approval, the Town began to assess a Community Preservation Surcharge of 3% of the property tax levied against all taxable real property. For owners of residential property, the assessed value used to calculate the surcharge is net of a \$100,000 residential exemption. Community Preservation funds can be used for those purposes defined by the Community Preservation Act, MGL Ch. 44B. Such purposes include the acquisition and preservation of open space, the creation and support of community (affordable) housing, the acquisition and preservation of historic resources, and the creation and support of recreational facilities. Beginning in FY08, the Town began to receive State matching funds to supplement the local surcharge. Receipts for FY15 from the surcharge and state matching funds are preliminarily estimated at \$4.8 million.

## FY 2015 CAPITAL FINANCING STRATEGY

The proposed financing plan for the recommended FY2015 capital budget is shown in the table below.

<b>Capital Requests Summary</b>				
	<b>Free Cash/Tax Levy</b>	<b>Other Financing Sources <sup>1</sup></b>	<b>Debt <sup>2</sup></b>	<b>Total</b>
General Fund	\$ 5,183,229	\$ -	\$ 13,190,759	\$ 18,373,988
Chapter 90/Other Funding	\$ -	\$ 1,216,813		\$ 1,216,813
Water Enterprise	\$ -	\$ 873,500	\$ 293,000	\$ 1,166,500
Sewer Enterprise	\$ -	\$ 940,500	\$ 900,000	\$ 1,840,500
Recreation Enterprise	\$ -	\$ 240,000	\$ -	\$ 240,000
Compost Revolving Fund	\$ -	\$ -	\$ -	\$ -
Community Preservation Act <sup>3</sup>	\$ -	\$ 10,053,733	\$ -	\$ 10,053,733
<b>Total (all Funds)</b>	<b>\$ 5,183,229</b>	<b>\$ 13,324,546</b>	<b>\$ 14,383,759</b>	<b>\$ 32,891,534</b>
<sup>1</sup> Other Funding includes \$961,105 in Chapter 90 Aid for street improvements, \$200,820 in PEG Access Revolving Fund monies for Cary Memorial upgrades, and \$54,888 of unused bond proceeds from prior capital authorizations to fund a portion of the Clarke Elevator Upgrade and DPW Equipment Replacement.				
<sup>2</sup> General Fund includes \$7.7 million for LHS Modular Classroom construction approved at the November 2013 special town meeting.				
<sup>3</sup> Includes both Town and non-Town CPA funded projects.				

The following table, FY2015 Recommended Capital Budget, lists all FY2015 projects recommended by the Town Manager for consideration and their estimated costs by program area and funding source. The Capital Expenditures Committee has also been evaluating these requests and will issue a report and recommendations to Town Meeting.

<b>FY 2015 Recommended Capital Budget</b>			
<b>Department</b>	<b>Project Description</b>	<b>Recommendation</b>	<b>Requested Funding Source(s)</b>
<i>Community Development</i>	Parker Meadow Accessible Trail Design and Construction	\$ 34,500	CPA
<i>Community Development</i>	Historical Commission Inventory Forms for Listed Buildings	\$ 35,000	CPA
<b>Total Community/Economic Development</b>		<b>\$ 69,500</b>	
<i>Fire</i>	Ambulance Replacement	\$ 250,000	GF Debt/Free Cash
<i>Fire</i>	Heart Monitor	\$ 105,000	Tax Levy
<b>Total Public Safety</b>		<b>\$ 355,000</b>	
<i>Recreation</i>	Park and Playground Improvements	\$ 65,000	CPA
<i>Recreation</i>	Park Improvements - Athletic Fields	\$ 100,000	CPA
<i>Recreation</i>	Pine Meadows Equipment	\$ 51,000	Recreation RE
<i>Recreation</i>	Park Improvements- Hard Court Resurfacing	\$ 85,000	CPA
<i>Recreation</i>	Lincoln Park Field Improvements	\$ 620,000	Free Cash/Recreation RE/CPA
<b>Total Culture and Recreation</b>		<b>\$ 921,000</b>	
<i>Public Facilities</i>	Fire Station Headquarters Replacement Design	TBD	TBD
<i>Public Facilities</i>	School Building Envelope and Systems Program	\$ 230,000	Free Cash
<i>Public Facilities</i>	LHS Heating Systems Upgrade Phases 2 & 3	\$ 75,000	GF Debt
<i>Public Facilities</i>	Cary Memorial Building Upgrades	\$ 8,677,400	CPA/Tax Levy/PEG Access
<i>Public Facilities</i>	Municipal Building Envelope and Systems	\$ 178,302	Tax Levy
<i>Public Facilities</i>	School Building Flooring Program	\$ 125,000	Free Cash
<i>Public Facilities</i>	School Window Treatments Extraordinary Repair	\$ 50,000	Free Cash
<i>Public Facilities</i>	School Paving Program	\$ 100,000	Free Cash
<i>Public Facilities</i>	Interior Painting Program	\$ 153,750	Free Cash
<i>Public Facilities</i>	East Lexington Fire Station Physical Fitness Room	\$ 75,000	Free Cash
<i>Public Facilities</i>	Public Facilities Bid Documents	\$ 75,000	Free Cash
<i>Public Facilities</i>	Visitor Center	\$ 220,608	Tax Levy/CPA
<i>Public Facilities</i>	Middle School Science , Performing Arts, and General Education Spaces	\$ 40,000	Free Cash
<i>Public Facilities</i>	Middle School Nurses Stations	\$ 45,000	Free Cash
<i>Public Facilities</i>	Clarke School Elevator Upgrade	\$ 275,000	GF Debt/Tax Levy/Other
<i>Public Facilities</i>	39 Marrett Road Community Center Renovation ( <b>\$125,000 for FF&amp;E; CPA eligible renovation costs TBD</b> )	\$ 125,000	Free Cash/CPA
<i>Public Facilities</i>	Renovation & Update of Diamond Kitchen and Cafeteria	\$ 25,000	Free Cash
<i>Public Facilities</i>	LHS Modular Buildings (approved at Nov. 2013 STM)	\$ 7,700,000	GF Debt
<i>Public Facilities</i>	LHS Modular Buildings - Supplemental Funding	\$ 495,000	GF Debt
<i>Public Facilities</i>	Clarke School Gymnasium Dividing Curtain	\$ 25,000	Free Cash
<i>Public Facilities</i>	Clarke School Auditorium Audio Visual System	\$ 69,300	Free Cash
<b>Total Public Facilities Department</b>		<b>\$ 18,759,360</b>	
<i>Public Works</i>	Center Streetscape Improvements	\$ 600,000	GF Debt
<i>Public Works</i>	DPW Equipment Replacement	\$ 700,000	GF Debt/Water RE/Wastewater RE
<i>Public Works</i>	Street Improvements	\$ 3,216,029	Tax Levy/State Aid
<i>Public Works</i>	Storm Drainage Improvements and NPDES Compliance	\$ 340,000	GF Debt/Free Cash
<i>Public Works</i>	Sanitary Sewer System Investigation and Improvements	\$ 1,200,000	Wastewater Debt/Wastewater RE
<i>Public Works</i>	Hydrant Replacement Program	\$ 100,000	Free Cash/Water RE
<i>Public Works</i>	Pump Station Upgrades	\$ 600,000	Wastewater RE
<i>Public Works</i>	Comprehensive Watershed Storm Water Management Implementation Measures	\$ 390,000	GF Debt
<i>Public Works</i>	Water Distribution System Improvements	\$ 900,000	Water Debt/Water RE
<i>Public Works</i>	Massachusetts Ave. Intersections Improvements	\$ 500,000	GF Debt
<i>Public Works</i>	Sidewalk Improvements	\$ 400,000	GF Debt
<i>Public Works</i>	Dam Repair	\$ 150,000	GF Debt
<i>Public Works</i>	Battle Green Streetscape Improvements	\$ 90,000	CPA/Free Cash
<i>Public Works</i>	Town Wide Culvert Replacement	\$ 390,000	GF Debt
<i>Public Works</i>	Town-wide Signalization Improvements	\$ 125,000	GF Debt
<i>Public Works</i>	Hastings Park Gazebo Repairs	\$ 120,000	CPA
<i>Public Works</i>	Traffic Island Renovation	\$ 83,000	Free Cash
<b>Total Public Works Department</b>		<b>\$ 9,904,029</b>	

## FY 2015 Recommended Capital Budget (continued)

<i>Lexington Public Schools</i>	Systemwide School Furniture	\$ 261,594	Free Cash
<i>Lexington Public Schools</i>	School Technology Capital Request	\$ 1,110,000	GF Debt
<i>Lexington Public Schools</i>	Design Funds for School Traffic Safety Mitigation	\$ 30,000	Free Cash
<i>Lexington Public Schools</i>	School AED Replacement	\$ 30,500	Free Cash
<b>Total Lexington Public Schools</b>		<b>\$ 1,432,094</b>	
		\$ -	
<i>Information Technology</i>	Replace Town Wide Phone Systems-Phase III	\$ 260,000	GF Debt
<i>Information Technology</i>	Network Redundancy & Improvement Plan - Phase II	\$ 140,000	GF Debt/Free Cash/Tax Levy
<b>Total General Government</b>		<b>\$ 400,000</b>	
		\$ -	
<i>Non-Governmental Projects</i>	Vynebrooke Village Renovations	\$ 300,551	CPA
<i>Non-Governmental Projects</i>	LexHAB Set-Aside Funds for Development of Community Housing (Busa)	\$ 750,000	CPA
<b>Total Non-Governmental Projects</b>		<b>\$ 1,050,551</b>	
<b>Total FY 2015 Recommendations - All Funds</b>		<b>\$ 32,891,534</b>	

## CAPITAL PLAN BY FINANCING SOURCE

The following pages include tables that show the recommended FY2015 capital projects by financing source: general fund debt, water fund debt, wastewater fund debt, and cash capital (i.e., current revenue). Each table debt-related table includes the projected debt service impact of recommended projects, actual debt service on debt authorized and issued, and projected debt service on debt authorized and unissued. Finally, each table is accompanied by a written description of each recommended project.

### FY2015 RECOMMENDED PROJECTS - GENERAL FUND DEBT (Table I)

Town of Lexington - FY 2015 Budget FY 2015 Manager's Recommended Budget: Capital Projects										
TABLE I: FY2015 RECOMMENDED PROJECTS - GENERAL FUND DEBT										
		AMOUNT FINANCED	TERM	INTEREST RATE	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
<b>MUNICIPAL PROJECTS</b>										
1	Ambulance Replacement (\$250,000)	\$ 185,000	5	4.0%		\$ 3,700	\$ 44,400	\$ 42,920	\$ 41,440	\$ 39,960
2	Replace Town Wide Phone Systems-Phase III	\$ 260,000	5	4.0%		\$ 5,200	\$ 62,400	\$ 60,320	\$ 58,240	\$ 56,160
3	Center Streetscape Improvements	\$ 600,000	10	4.0%		\$ 12,000	\$ 84,000	\$ 81,600	\$ 79,200	\$ 76,800
4	DPW Equipment Replacement (700,000)	\$ 428,440	5	4.0%		\$ 8,569	\$ 102,826	\$ 99,398	\$ 95,971	\$ 92,543
5	Network Redundancy & Improvement Plan - Phase II (\$140,000)	\$ 38,913	5	4.0%		\$ 778	\$ 9,339	\$ 9,028	\$ 8,717	\$ 8,405
6	Storm Drainage Improvements and NPDES Compliance (\$340,000)	\$ 270,000	10	4.0%		\$ 5,400	\$ 37,800	\$ 36,720	\$ 35,640	\$ 34,560
7	Comprehensive Watershed Storm Water Management Implementation Measures	\$ 390,000	10	4.0%		\$ 7,800	\$ 54,600	\$ 53,040	\$ 51,480	\$ 49,920
8	Massachusetts Ave. Intersections Improvements	\$ 500,000	10	4.0%		\$ 10,000	\$ 70,000	\$ 68,000	\$ 66,000	\$ 64,000
9	Sidewalk Improvements	\$ 400,000	10	4.0%		\$ 8,000	\$ 56,000	\$ 54,400	\$ 52,800	\$ 51,200
10	Dam Repair	\$ 150,000	10	4.0%		\$ 3,000	\$ 21,000	\$ 20,400	\$ 19,800	\$ 19,200
11	Town Wide Culvert Replacement	\$ 390,000	10	4.0%		\$ 7,800	\$ 54,600	\$ 53,040	\$ 51,480	\$ 49,920
12	Town-wide Signalization Improvements	\$ 125,000	10	4.0%		\$ 2,500	\$ 17,500	\$ 17,000	\$ 16,500	\$ 16,000
	<b>Subtotal</b>	<b>\$ 3,737,353</b>				<b>\$ 74,747</b>	<b>\$ 614,465</b>	<b>\$ 595,866</b>	<b>\$ 577,267</b>	<b>\$ 558,668</b>
<b>FACILITIES PROJECTS</b>										
1	LHS Heating Systems Upgrade Phases 2 & 3	\$ 75,000	5	4.0%		\$ 1,500	\$ 18,000	\$ 17,400	\$ 16,800	\$ 16,200
2	Clarke School Elevator Upgrade (\$275,000)	\$ 73,406	5	4.0%		\$ 1,468	\$ 17,617	\$ 17,030	\$ 16,443	\$ 15,856
3	LHS Modular Buildings Construction (approved at November 2013 STM)	\$ 7,700,000	10	---						
3a	LHS Modular Buildings Construction - Supplemental Funding	\$ 495,000	10	4.0%		\$ -	\$ 69,300	\$ 67,320	\$ 65,340	\$ 63,360
	<b>Subtotal</b>	<b>\$ 8,343,406</b>				<b>\$ 2,968</b>	<b>\$ 35,617</b>	<b>\$ 34,430</b>	<b>\$ 33,243</b>	<b>\$ 32,056</b>
<b>SCHOOL PROJECTS</b>										
1	School Technology Capital Request	\$ 1,110,000	5	4.0%		\$ 22,200	\$ 266,400	\$ 257,520	\$ 248,640	\$ 239,760
	<b>Subtotal</b>	<b>\$ 1,110,000</b>				<b>\$ 22,200</b>	<b>\$ 266,400</b>	<b>\$ 257,520</b>	<b>\$ 248,640</b>	<b>\$ 239,760</b>
	<b>TOTAL LEVY SUPPORTED GROSS DEBT SVCE.</b>	<b>\$ 13,190,759</b>				<b>\$ 99,915</b>	<b>\$ 916,482</b>	<b>\$ 887,816</b>	<b>\$ 859,150</b>	<b>\$ 830,484</b>
<b>AUTHORIZED LEVY SUPPORTED DEBT SERVICE</b>					<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
A	Subtotal - Approved and Issued Levy Supported Debt Service					\$ 5,984,029	\$ 5,150,254	\$ 4,346,546	\$ 3,131,705	\$ 2,485,904
B	Subtotal - Estimated Debt Service - Approved and Unissued Levy Supported Debt Service (short and long-term debt)					\$ 580,845	\$ 1,198,145	\$ 1,162,611	\$ 1,127,078	\$ 1,091,545
C	Summary - Debt Service on authorized debt					\$ 6,564,874	\$ 6,348,399	\$ 5,509,158	\$ 4,258,784	\$ 3,577,449
D	Subtotal - Projected New Levy Supported Net Debt Service					\$ 99,915	\$ 916,482	\$ 887,816	\$ 859,150	\$ 830,484
E	Subtotal - Other Debt-related costs					\$ 65,851	\$ 68,156	\$ 70,541	\$ 73,010	\$ 75,566
F	<b>TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE</b>					<b>\$ 5,534,823</b>	<b>\$ 6,730,641</b>	<b>\$ 7,333,037</b>	<b>\$ 6,467,515</b>	<b>\$ 4,483,499</b>
G	<b>PROPOSED USE OF STABILIZATION FUNDS TO MITIGATE DEBT SERVICE IMPACTS OF LHS MODULAR BUILDINGS CONSTRUCTION PROJECT</b>					\$ (919,000)				
H	<b>PROJECTED NET LEVY SUPPORTED DEBT SERVICE</b>					<b>\$ 5,811,641</b>				

Note: It is proposed that \$919,000 be appropriated from the Capital Projects/Debt Service Reserve/Building Renewal Stabilization Fund in FY15 to mitigate the impact of the LHS Modular Buildings construction financing on General Fund debt service so that the increase in FY15 total debt service - net of projected debt service for the modulars - is limited to 5%. It is projected that additional funds will need to be appropriated from the Stabilization Fund in FY16 and FY17 respectively to continue mitigation of the debt service impacts of the Modular Buildings construction financing so that the annual increase in debt service in each of those years is limited to 5% as well.

## Municipal Projects

**Ambulance Replacement - \$250,000 (\$185,000 General Fund Debt and \$65,000 Free Cash):** The Fire Department maintains three (3) ambulances in its fleet. Each ambulance is rotated approximately every three years. The newest ambulance is run as the primary ambulance, responding to all calls from the Bedford Street Station. The second ambulance is used when the primary ambulance is committed to a call or as the primary ambulance from the East Lexington Station during peak hours (M-F 8am-6pm). The third ambulance is used as a



mechanical backup, and staffed during special events (Patriots Day, July Fireworks, etc.). The oldest ambulance is typically replaced when it has accumulated more than 100,000 miles and performed more than 9,000 emergency transports. The ambulance to be retired from the Department is a 2006 model.

**Replace Town Wide Phone Systems Phase III - \$260,000 (General Fund Debt):** This is a request for Year 3 of a multi-year program to replace phone systems in town and school buildings as the systems reach their end of useful life. At the 2008 Annual Town Meeting, \$30,000 was appropriated to fund an assessment of existing phone systems in town and school buildings. This assessment, which was completed in the summer of 2011, recommended that upon reaching end of useful life, existing systems be replaced with voice over internet protocol (VOIP) systems that will operate on the Town's wide area fiber network. The FY2013 Phase I request included funding "core devices" to support all new VOIP systems proposed for replacement including Lexington High School, Cary Memorial Building, Westview Cemetery, the sewer pump station, and the recycling building. (Included in the capital requests for the Bridge, Bowman and Estabrook schools was funding for the installation of VOIP systems that will be supported by the "core devices" referenced above.) The FY14 Phase II request of \$146,000 was approved to replace telephone systems that support the School Administration Building, Fire Headquarters, the East Lexington Fire Station, and the Human Services Department. This request for \$260,000 is for the replacement of the phone systems at the Clarke and Diamond Middle Schools.

**Center Streetscape Improvements - \$600,000 (General Fund Debt):** At the 2012 Town Meeting, funding was approved to bring the center streetscape design from conceptual design to the 25% design stage. The 25% design plans are currently in production and included numerous stakeholder meetings to help mold the plan. This FY15 request is for detailed design and the development of plans and specifications necessary for bidding. The construction phase is likely to include the restoration, removal and replacement of the forty-year-old brick sidewalk along the northerly side of Massachusetts Avenue from Depot Square to the Town Office Building, streetscape improvements, and improved lighting.

**DPW Equipment Replacement - \$700,000 (\$428,440 General Fund Debt, \$216,500 Water Fund Retained Earnings, \$40,500 Wastewater Fund Retained Earnings, and \$14,560 of unused balance of prior capital appropriation):** This is an annual request to replace equipment that is beyond its useful life and whose mechanical condition no longer meets work requirements. The Department of Public Works has an inventory of 146 pieces of equipment including sedans, hybrid SUVs, construction vehicles and specialized equipment used to mow parks, plow snow, repair streets and complete a variety of other projects. Without regular equipment replacement, the efficiency and cost effectiveness of the DPW's operations would be handicapped due to equipment down time and excessive repair costs. The FY2015 request, broken down by funding sources, is shown in the following table.

	General Fund	Water	Sewer	Total
F450 w/ utility body, lift gate and plow	\$ 9,000	\$ 40,500	\$40,500	\$ 90,000
HD Rack Body Dump	\$ 150,000			\$ 150,000
10 Wheel Hook Bed Dump	\$ 275,000			\$ 275,000
10 Wheel Dump	\$ 9,000	\$ 176,000		\$ 185,000
	\$ 443,000	\$216,500	\$40,500	\$700,000

**Network Redundancy and Improvement Phase II - \$140,000 (\$38,913 General Fund Debt, \$13,856 Free Cash, \$87,231 Tax Levy):** This request is for funding of a multi-year program to improve the resiliency of the town wide fiber network and provide better networked services. FY14 funding was approved to provide wireless access to select municipal buildings (Town Hall, Police Dept. and the Public Services Building) including the purchase and installation of the access points, security reprogramming of the network, and the addition of network drops. This request of \$140,000 is for the design, engineering and installation of alternative fiber optic pathways and hardware needed to connect to the fiber.

**Storm Drainage Improvements and NPDES Compliance - \$340,000 (\$270,000 General Fund Debt and \$70,000 Free Cash):** This is an annual request to replace and supplement existing storm drain infrastructure. \$70,000 of the request is to fund the design of projects and programs that will meet requirements imposed on the Town by the US Environmental Protection Agency's NPDES illicit discharge detection and elimination program, and implement best management practices (BMPs), e.g., installations and retrofits. The remaining \$270,000 of the request is for the repair/replacement of drainage structures encountered during the road resurfacing program as well as repair of other drainage areas of concern in town including but not limited to trouble spots in the watersheds of the Vine Brook, Mill Brook, Beaver Brook, and Kiln Brook; and, other work identified during the NPDES investigation work.

**Comprehensive Watershed Storm Water Management Implementation Measures - \$390,000 (General Fund Debt):** This is an annual request to fund watershed stormwater management projects. It is a product of collaboration between the Department of Public Works and the Conservation Commission Division in an effort to prevent damage to private property and Town infrastructure. Watershed studies have been completed for the three watersheds in the Town: Charles River, Shawsheen, and Mystic River. This capital request is for design of priority projects identified in these studies which may include Clematis Brook at Valleyfield Road and Whipple Brook areas. Design work is currently underway for construction of the Willard Woods Improvements identified in the Shawsheen study.

**Massachusetts Ave. Intersection Improvements - \$500,000 (General Fund Debt):** At the 2010 annual town meeting, \$125,000 was authorized to fund 25% design of improvements at major intersections on Mass Ave at Marrett Road, Maple Street, and Pleasant Street to address traffic congestion and associated safety concerns for vehicles, cyclists, and pedestrians. In anticipation of state construction funding through the Transportation Improvement Plan (the TIP) of the Mass. Department of Transportation (DOT), \$500,000 is being requested for the remaining design and development of bid specifications as required by DOT for eligibility for state funding. In the absence of full or partial TIP funding, these projects will be deferred or scaled back.

**Sidewalk Improvements - \$400,000 (General Fund Debt):** This is an annual request to rebuild and/or repave existing asphalt sidewalks that are deteriorated and to construct new sidewalks. Sidewalk improvements will support and enhance pedestrian safety and the Safe Routes to School Program. All work will be ADA compliant.

**Dam Repair - \$150,000 (General Fund Debt):** Pursuant to dam inspection reports required by the Massachusetts Department of Conservation and Recreation's Office of Dam Safety, repairs to the dam at the Old Res are needed to insure the long term stability of the structure. Funds requested here are for design and cost estimates for these repairs. Construction funding will be requested for FY16 based on design estimates.

**Town Wide Culvert Replacement - \$390,000 (General Fund Debt):** This is an annual program request. Ongoing culvert inspections indicate the need for a replacement program for many of the older culverts in town. Locations have been identified in the Charles, Shawsheen, and Mystic River watershed management plans. Replacing these culverts will allow for continuous and safe road access as well as proper storm water flow to avoid flooding. This funding request is for design, permitting, bidding, and construction.

**Town Wide Signalization Improvements - \$125,000 (General Fund Debt):** This annual request is for funds to update traffic and pedestrian signals identified through a signal inventory and compliance study that was funded at the 2011 annual town meeting that included assessments of ADA compliance, signal condition and signal timing. Possible improvements may include the Brookside Avenue and Waltham Street intersection.

### **Public Facilities Projects**

**LHS Heating Systems Upgrade Phase 2 - \$75,000 (General Fund Debt):** In 2009, the need for a major upgrade to the High School Heating systems was identified by the Facilities Department at projected cost of \$3.65 million. Funds were appropriated at the 2009 annual town meeting to begin limited repairs, which have been completed. Given the shift in capital priorities brought on by the unanticipated need to replace the Estabrook School, the School Committee's stated priority to move the Hastings School reconstruction forward, and the pending need for the replacement of the High School in approximately 10 years, the recommended scope of the heating system upgrade at the High School has been reduced from initial estimates. This request for \$75,000 is for design and development of bid documents for the revised scope of work which will include improve system reliability and control through the replacement of unreliable pneumatic controls and unit ventilator valve and damper operators. Construction funding to be requested at the 2015 annual town meeting is preliminarily estimated at approximately \$900,000.

**Clarke School Elevator Upgrade - \$275,000 (\$73,406 General Fund Debt, 161,266 tax levy and \$40,328 unused balances from prior capital appropriations):** This project would increase the interior dimensions of the Clarke Middle School elevator to make it compliant with current handicapped access codes. The elevator does not have the minimum dimensions that allow for a mobility-impaired individual to maneuver inside the cab. As a result, impaired individuals may require assistance to operate the elevator. The Lexington Commission on Disability has made the upgrade a priority.

**Lexington High School Modular Buildings Construction - \$7,700,000 (General Fund Debt):** Though this project was approved at the November 2013 special town meeting, it is being included here because the impact of its debt financing is significant and is reflected in the presentation in Table I: FY2015 Recommended Projects – General Fund Debt shown above.

**Lexington High School Modular Buildings Construction, Supplemental Funding - \$495,000 (General Fund Debt):** The low bid for Phase I of the Modular Buildings construction project, to be completed in the summer of 2014, exceeded the original cost estimate by \$372,221. Extrapolating this bid price results in an increase to the original estimate for Phase II, to be completed in the summer of 2015, by \$122,514. These revised estimates result in this request for funding to supplement the \$7.7 million authorization approved at the November 2013 special town meeting in the amount of \$495,000.

## School Projects

**School Technology Capital Request - \$1,110,000 (General Fund Debt):** This is an annual request for technology equipment to support the District's Strategic Goal of utilizing technology as an instructional and administrative tool. Technology equipment includes technology workstations (desktop computers, laptops, mobile devices), printers/peripherals, projection systems, network head-end equipment, and wireless network delivery systems. This capital request would provide the funding for:

- Technology Workstations (Desktops, Laptops, Mobile Devices) - \$575,000: \$485,000 to replace approximately 520 aging computers that will be 5-6 years old during FY15 with up-to-date technology workstations, and \$90,000 allocated as part of a three year plan to equalize the allocation of technology in all six elementary schools.
- Individualized iPad initiatives in Grades 8 and 9 - \$170,000: During the 2012-13 and 2013-14 school years, LPS piloted the use of iPads in the 9th and 10th grade. During each of these two years, a group of approximately 50 Grade 10 students and their teachers were provided iPads for use at school and at home. During the current year, 100 9th graders and their teachers were provided iPads for every day classroom use in history and English classrooms. In addition in the summer and fall of 2013, LPS purchased and deployed iPads for all of our Grade 9 teachers. The funding was provided both through the local budget and through an extensive LEF grant for professional development on the use of iPads in educational environments. The \$170,000 requested here is for the continuation of these pilot programs including as follows: (1) providing iPads to a second set of 100 9th graders and their teachers for every day classroom use in history and English classrooms, (2) providing a classroom set of iPads to every 8th grade team at Clarke and Diamond Middle Schools, and (3) providing two classroom sets of iPads for strategic use by two of our high school departments. These pilot programs will be subject to ongoing evaluation to determine their effectiveness and to guide decisions about expansion of the program in future years.
- Technology Peripherals - \$35,000: To purchase and replace old printers, document readers, and projection systems throughout the district.
- Maintenance and Updating of local area networks (LAN) - \$170,000: to replace end of life switches, upgrade server storage capacity; to provide additional backup and recovery hardware for the District's computer/network system; to upgrade the wireless network at the high school and middle schools through an additional controller and access points to address the increased use of the mobile devices (laptops, iPads, etc) in these schools.
- Interactive Projector/Whiteboards Units - \$160,000: the FY15 request represents the third stage of four stages that will allow the Lexington School District to accomplish its goal by FY16 of having every Grade 3-12 classroom equipped with interactive projector/whiteboard units. Specifically, this request will allow the District to purchase and install interactive whiteboards/projection units in 50 classrooms in Grades 3-12.

## FY2015 RECOMMENDED PROJECTS - WATER FUND DEBT (Table II)

Town of Lexington - FY 2015 Budget FY 2015 Manager's Recommended Budget: Capital Projects										
TABLE II: FY2015 RECOMMENDED PROJECTS - WATER DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
1	Water Distribution System Improvements (\$900,000)	\$ 293,000	10	4.0%		\$ 5,860	\$ 41,020	\$ 39,848	\$ 38,676	\$ 37,504
	<b>TOTAL</b>	\$ 293,000				\$ 5,860	\$ 41,020	\$ 39,848	\$ 38,676	\$ 37,504
AUTHORIZED WATER DEBT SERVICE					FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
<b>A</b>	Subtotal: Authorized and Issued Water Debt Service					\$ 1,366,679	\$ 1,133,222	\$ 1,019,388	\$ 979,997	\$ 898,734
<b>B</b>	Subtotal - Estimated Debt Service - Approved and Unissued Water Debt Service (short and long-term debt)					\$ 4,083	\$ 28,000	\$ 27,200	\$ 26,400	\$ 25,600
<b>C</b>	<b>Summary: Debt Service on Authorized Debt</b>					\$ 1,370,762	\$ 1,161,222	\$ 1,046,588	\$ 1,006,397	\$ 924,334
<b>D</b>	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ 5,860	\$ 41,020	\$ 39,848	\$ 38,676	\$ 37,504
<b>E</b>	Subtotal - Other Debt-related costs					\$ 3,000	\$ 3,105	\$ 3,214	\$ 3,326	\$ 3,443
<b>F</b>	<b>TOTAL PROJECTED WATER DEBT SERVICE</b>					\$ 1,260,655	\$ 1,379,622	\$ 1,205,347	\$ 1,089,649	\$ 965,281

**Water Distribution System Improvements - \$900,000 (\$293,000 Water Enterprise Fund Debt and \$607,000 Water Enterprise Fund Retained Earnings):** This is an annual request for funding of an on-going program to replace unlined or inadequate water mains and deteriorated service connections, and to eliminate dead ends in water mains and includes funding for design/engineering and construction. Unlined water mains are subject to corrosion which results in restricted flow and degradation of drinking water quality. Possible locations of water main repair and replacement include Massachusetts Avenue from the Arlington Town Line to Oak Street or the Prospect Hill Road area. Part of these project costs may be eligible for financing through an MWRA grant/loan program.

## FY2015 RECOMMENDED PROJECTS - WASTEWATER FUND DEBT (Table III)

Town of Lexington - FY 2015 Budget Table III: FY 2015 Manager's Recommended Budget: Capital Projects										
TABLE III: FY2015 RECOMMENDED PROJECTS - WASTEWATER DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
1	Sanitary Sewer System Investigation and Improvements (\$1,200,000)	\$900,000	10	4.0%		\$ 18,000	\$ 126,000	\$ 122,400	\$ 118,800	\$ 115,200
	<b>TOTAL</b>	900,000				\$ 18,000	\$ 126,000	\$ 122,400	\$ 118,800	\$ 115,200
AUTHORIZED SEWER DEBT SERV.					FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
<b>A</b>	Subtotal: Authorized and Issued Sewer Debt Service					\$ 1,175,649	\$ 753,309	\$ 471,019	\$ 329,904	\$ 302,843
<b>B</b>	Subtotal - Estimated Debt Service - Approved and Unissued Sewer Debt Service (short and long-term debt)					\$ 20,194	\$ 133,577	\$ 129,760	\$ 125,944	\$ 122,127
<b>C</b>	<b>Summary: Debt Service on Authorized Debt</b>					\$ 1,195,843	\$ 886,886	\$ 600,779	\$ 455,848	\$ 424,970
<b>D</b>	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ 18,000	\$ 126,000	\$ 122,400	\$ 118,800	\$ 115,200
<b>E</b>	Subtotal - Other Debt-related costs					\$ 7,000	\$ 7,245	\$ 7,499	\$ 7,761	\$ 8,033
<b>F</b>	<b>TOTAL PROJECTED SEWER DEBT SERVICE</b>					\$ 1,131,673	\$ 1,220,843	\$ 1,020,131	\$ 730,678	\$ 582,409

**Wastewater System Investigation and Improvements - \$1,200,000 (\$900,000 Wastewater Fund Debt and \$300,000 Wastewater Fund Retained Earnings):** This is an annual request for rehabilitation of sanitary sewer infrastructure. Engineering investigation and evaluation will be done on sewers in various watersheds. Work will include replacement or repair of deteriorated sewers and manholes identified throughout Town. Sewage leaks and overflows present a direct danger to the health of the community through transmission of waterborne diseases. In addition, the Town's assessment by the MWRA for sewage treatment is based on total flow through the meter at the Arlington town line, so excessive flow of storm water in the sewer results in unnecessarily higher sewage bills. Projects may be eligible for MWRA grant/loan program funding. Further identification, prioritization, and repair of sanitary sewer lines in the town to reduce inflow and infiltration into the system has been ongoing in several sewer basins in town that include, but are not limited, to the Kiln Brook Basin/Topphet Swamp area, the Stimson Ave./Grandview Ave. area, the Parker Street/downtown area, and the Saddle Club area. Possible future areas of investigation and removal are the Bow Street area, the Maple Street area, the Woburn Street area, the Bloomfield Street area, Waltham Street / Concord Ave area, and Adams Street area.

**FY2015 RECOMMENDED PROJECTS – RECREATION FUND DEBT (Table IV)**

Town of Lexington - FY 2015 Budget										
FY 2015 Manager's Recommended Budget: Capital Projects										
TABLE IV: FY2015 RECOMMENDED PROJECTS - RECREATION DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
	None Proposed	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ -</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>AUTHORIZED REVENUE SUPPORTED DEBT SERV.</b>					<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
<b>A</b>	Subtotal	Approved and Issued Revenue Supported Debt Service				\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
<b>B</b>	Subtotal	Approved and Unissued Revenue Supported Debt Service				\$ -	\$ -	\$ -	\$ -	\$ -
<b>C</b>	<b>Summary</b>	<b>Approved Revenue Supported Debt Service</b>				<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>D</b>	Subtotal	Projected Debt Service on Proposed Capital Projects				\$ -	\$ -	\$ -	\$ -	\$ -
<b>E</b>		Other Debt-related costs				\$ -	\$ -	\$ -	\$ -	\$ -
<b>F</b>	<b>TOTAL PROJECTED DEBT SERVICE</b>				<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>

No recommendations are being made for debt financing of recreation enterprise fund projects.

## FY2015 RECOMMENDED PROJECTS – FUNDING THROUGH PROPOSITION 2 ½ DEBT EXCLUSION (Table V)

<b>Town of Lexington - FY 2015 Budget</b> FY 2015 Manager's Recommended Budget: Capital Projects										
TABLE V: FY2015 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2 1/2 DEBT EXCLUSION										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
1	None Recommended	\$ -	0	0.00%		\$ -	\$ -	\$ -	\$ -	\$ -
	<b>PROJ. NEW EXCLUDED DEBT SERVICE</b>	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
<b>APPROVED AND PROPOSED EXCLUDED DEBT SERVICE</b>					<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
	Subtotal Approved and Issued Excluded Supported Debt Service					8,344,302	8,104,804	7,485,355	7,244,177	6,924,060
	Subtotal Approved and Unissued Excluded Debt Service					\$ -	233,976	228,777	223,577	218,378
	<b>TOTAL Approved Excluded Debt Service</b>					<b>8,344,302</b>	<b>8,338,780</b>	<b>7,714,132</b>	<b>7,467,755</b>	<b>7,142,437</b>
	Subtotal Proposed Excluded Debt Service					\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL APPROVED AND PROPOSED EXCLUDED DEBT SERVICE</b>				<b>8,527,654</b>	<b>8,344,302</b>	<b>8,338,780</b>	<b>7,714,132</b>	<b>7,467,755</b>	<b>7,142,437</b>
Less actual (FY14) and proposed (FY15 and FY16) use of Capital Project/Debt Service Reserve/Building Renewal Stabilization Funds to Mitigate Debt Service Impacts of Bridge/Bowman and Estabrook Projects					\$ 1,600,000	\$ 950,000	\$ 350,000	\$ -	\$ -	\$ -
					Net Debt Service	6,927,654	7,394,302	7,988,780	7,714,132	7,467,755

No recommendations are being made for debt financing of debt excluded projects.

## FY2015 RECOMMENDED PROJECTS – COMPOST REVOLVING FUND CAPITAL (Table VI)

<b>Town of Lexington - FY 2015 Budget</b> FY 2015 Manager's Recommended Budget: Capital Projects										
TABLE VI: FY2015 RECOMMENDED PROJECTS - COMPOST REVOLVING FUND DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
	None Proposed	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
<b>AUTHORIZED REVENUE SUPPORTED DEBT SERV.</b>					<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>
<b>A</b>	Subtotal Approved and Issued Revenue Supported Debt Service					\$ 39,663	\$ 33,313	\$ 32,188	\$ 31,125	\$ 30,125
<b>B</b>	Subtotal Approved and Unissued Revenue Supported Debt Service					\$ 537	\$ 6,670	\$ 6,440	\$ 6,210	\$ 5,980
<b>C</b>	<b>Summary Approved Revenue Supported Debt Service</b>					<b>\$ 40,199</b>	<b>\$ 39,983</b>	<b>\$ 38,628</b>	<b>\$ 37,335</b>	<b>\$ 36,105</b>
<b>D</b>	Subtotal Projected Debt Service on Proposed Capital Projects					\$ -	\$ -	\$ -	\$ -	\$ -
<b>E</b>	Other Debt-related costs					\$ -	\$ -	\$ -	\$ -	\$ -
<b>F</b>	<b>TOTAL PROJECTED DEBT SERVICE</b>				<b>\$ 80,488</b>	<b>\$ 40,199</b>	<b>\$ 39,983</b>	<b>\$ 38,628</b>	<b>\$ 37,335</b>	<b>\$ 36,105</b>

No recommendations are being made for debt financing of Compost Revolving Fund projects.

# FY2015 RECOMMENDED PROJECTS – CASH CAPITAL (Table VII)

Town of Lexington - FY 2015 Budget FY 2015 Manager's Recommended Budget: Capital Projects									
TABLE VII: FY2015 RECOMMENDED FUNDING FROM REVENUES (Cash by Source)									
PROJECT	Free Cash	Tax Levy	Water Retained Earnings	Sewer Retained Earnings	Recreation Retained Earnings	CPA <sup>1</sup>	Other Funding <sup>2</sup>	TOTAL COST	
<b>SCHOOL PROJECTS</b>									
1 Systemwide School Furniture	\$ 261,594								\$ 261,594
2 Design Funds for School Traffic Safety Mitigation	\$ 30,000								\$ 30,000
3 School AED Replacement	\$ 30,500								\$ 30,500
<b>SUBTOTAL</b>	<b>\$ 322,094</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 322,094</b>
<b>FACILITIES</b>									
1 School Building Envelope and Systems Program	\$ 230,000								\$ 230,000
2 Cary Memorial Building Upgrades (subject to revision based on pending 95% design cost estimate)		\$ 235,230				\$ 8,241,350	\$ 200,820		\$ 8,677,400
3 Municipal Building Envelope and Systems		\$ 178,302							\$ 178,302
4 School Building Flooring Program	\$ 125,000								\$ 125,000
5 School Window Treatments Extraordinary Repair	\$ 50,000								\$ 50,000
6 School Paving Program	\$ 100,000								\$ 100,000
7 Interior Painting Program	\$ 153,750								\$ 153,750
8 East Lexington Fire Station Physical Fitness Room	\$ 75,000								\$ 75,000
9 Public Facilities Bid Documents	\$ 75,000								\$ 75,000
10 Visitor Center		\$ 161,276				\$ 59,332			\$ 220,608
11 Middle School Science , Performing Arts, and General Education Spaces	\$ 40,000								\$ 40,000
12 Middle School Nurses Stations	\$ 45,000								\$ 45,000
13 Clarke Elevator Upgrade (\$275,000)		\$ 161,266					\$ 40,328		\$ 201,594
14 39 Marrett Road Community Center Renovation - (\$125,000 for FF&E; CPA eligible renovation costs TBD)	\$ 125,000						TBD		\$ 125,000
15 Renovation & Update of Diamond Kitchen and Cafeteria	\$ 25,000								\$ 25,000
16 Clarke School Gymnasium Dividing Curtain	\$ 25,000								\$ 25,000
17 Fire Station Headquarters Replacement Design	\$ -								TBD
18 Clarke School Auditorium Audio Visual System	\$ 69,300								\$ 69,300
<b>SUBTOTAL</b>	<b>\$ 1,138,050</b>	<b>\$ 736,074</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,300,682</b>	<b>\$ 241,148</b>		<b>\$ 10,415,954</b>
<b>MUNICIPAL PROJECTS</b>									
1 DPW Equipment Replacement (\$700,000)			\$ 216,500	\$ 40,500			\$ 14,560		\$ 271,560
2 Street Improvements <sup>2</sup>		\$ 2,254,924					\$ 961,105		\$ 3,216,029
3 Storm Drainage Improvements and NPDES Compliance (\$340,000)	\$ 70,000								\$ 70,000
4 Wastewater System Investigation and Improvements (\$1,200,000)				\$ 300,000					\$ 300,000
5 Hydrant Replacement Program	\$ 50,000		\$ 50,000						\$ 100,000
6 Pump Station Upgrades				\$ 600,000					\$ 600,000
7 Water Distribution System Improvements (\$900,000)			\$ 607,000						\$ 607,000
8 Battle Green Streetscape Improvements	\$ 27,000					\$ 63,000			\$ 90,000
9 Hastings Park Gazebo Repairs						\$ 120,000			\$ 120,000
10 Park and Playground Improvements						\$ 65,000			\$ 65,000
11 Park Improvements - Athletic Fields						\$ 100,000			\$ 100,000
12 Pine Meadows Equipment					\$ 51,000				\$ 51,000
13 Park Improvements- Hard Court Resurfacing						\$ 85,000			\$ 85,000
14 Lincoln Park Field Improvements	\$ 231,000				\$ 189,000	\$ 200,000			\$ 620,000
15 Parker Meadow Accessible Trail Design and Construction						\$ 34,500			\$ 34,500
16 Historical Commission Inventory Forms for Listed Buildings						\$ 35,000			\$ 35,000
17 Heart Monitor		\$ 105,000							\$ 105,000
18 Ambulance Replacement (\$250,000)	\$ 65,000								\$ 65,000
19 Network Redundancy & Improvement Plan - Phase II (\$140,000)	\$ 13,856	\$ 87,231							\$ 101,087
20 Traffic Island Renovation	\$ 83,000								\$ 83,000
<b>SUBTOTAL</b>	<b>\$ 539,856</b>	<b>\$ 2,447,155</b>	<b>\$ 873,500</b>	<b>\$ 940,500</b>	<b>\$ 240,000</b>	<b>\$ 702,500</b>	<b>\$ 975,665</b>		<b>\$ 6,719,176</b>
<b>OTHER CPA FUNDED PROJECTS</b>									
1 Vynebrooke Village Renovations						\$ 300,551			\$ 300,551
2 LexHAB Set-Aside Funds for Development of Community Housing (Busa)						\$ 750,000			\$ 750,000
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,050,551</b>	<b>\$ -</b>		<b>\$ 1,050,551</b>
<b>TOTAL</b>	<b>\$ 2,000,000</b>	<b>\$ 3,183,229</b>	<b>\$ 873,500</b>	<b>\$ 940,500</b>	<b>\$ 240,000</b>	<b>\$ 10,053,733</b>	<b>\$ 1,216,813</b>		<b>\$ 18,507,775</b>

<sup>1</sup> CPA totals do not include proposed FY2015 administrative budget of \$150,000 or any FY2015 debt service payments for the Wright Farm and Marrett Road properties. \$8,241,350 shown for the Cary Memorial Building project represents CPA component of the total project cost which will be financed through the issuance of debt.

<sup>2</sup> Proposed funding for the annual street resurfacing program is comprised of \$2,254,924 of tax levy dollars of which \$608,840 derives from a 2001 operating budget override, and an anticipated distribution of \$961,105 of Chapter 90 funds. Over and above the \$608,840 in tax levy dollars from the 2001 override, additional amounts are recommended and are based on the following: the continued funding of \$281,234 of tax levy support that was initiated in FY12 and maintained in FY13; the continued funding of \$164,850 of tax levy support that was initiated in FY13; \$1.1 million derived from health insurance savings, which reflects an increase from the \$850,000 allocated in FY14 for street improvements, and \$100,000 from FY15 estimated tax levy revenue for Shade Street traffic calming.

## School Projects

**System Wide School Furniture Request - \$261,594 (Free Cash):** This is an annual request for replacement of furniture that has reached the end of its useful life. Many buildings have not been renovated and need to have classroom furnishings replaced. The schools need workstations, office furniture, folding chairs/tables, conference room furniture, bookshelves, storage units and cabinets, kidney tables, library furniture, staff room mailboxes, carts, corkboard and partitions.



**Design Funds for School Traffic Safety Mitigation - \$30,000 (Free Cash):** An initial Traffic Safety and Mitigation study of school sites commissioned by the School Committee on February 26, 2013. This study identified the need for more detailed analyses including GIS mapping and inventory of topology, signs, crosswalks, and parking spaces at each site as it relates to School Committee policies and Manual on Uniform Traffic Control Devices (MUTCD) standards for schools. This request is year 1 of a three-year program to conduct these analyses and identify mitigation measures that may result in future requests for construction funding. The school sites to be reviewed include Bowman Elementary School, Bridge Elementary School, Estabrook Elementary School, Fiske Elementary School, Harrington Elementary School, Hastings Elementary School, Clarke Middle School, Diamond Middle School, Lexington High School and Central Administration.

**School AED Replacement - \$30,500 (Free Cash):** Fourteen Automatic External Defibrillators (AEDs) purchased in the year 2000 are beginning to show their age. Funding is requested to replace the 14 AEDs plus install one in the LHS Science building and equip the high and middle school coaches with portable AEDs for sports.

### **Department of Public Facilities Projects**

**School Building Envelope and Systems Program - \$230,000 (Free Cash):** This project involves performing annual prioritized design, repairs and modifications to prevent deterioration of school building exteriors and building systems. Proper maintenance of school buildings requires continual investment in the building envelope and building systems. This includes but is not limited to repair of damaged panels and siding, re-caulking and weatherproofing windows and doors, repainting the wood exterior and extraordinary repairs to mechanical systems. Small, individual items such as failure of a specific door or window or small painting projects will continue to be funded through the operating budget. FY 2015 priorities include making extraordinary repairs as required to school buildings including acoustic treatments to meet the needs of students with hearing impairments, educational space modifications from enrollment changes, modifications to the School Finance Offices and moisture/insulation barrier at Clarke Middle School and improved moisture barrier for Diamond Middle School Library. Engineering design and preparation of bid documents are included in the project.

**Cary Memorial Building Upgrades - \$8,677,400 (\$235,230 Tax Levy, and \$8,241,350 CPA, and \$200,820 PEG Access Revolving Fund):** The Cary Memorial Building is a significant and historical building in Lexington. Since its dedication in 1928, it has hosted a range of community events including Town Meeting, Town Elections, Cary Lecture Series and many performances. An authorization of \$60,000 in Community Preservation funds was approved at the 2010 Annual Town Meeting to perform a comprehensive review of the building systems, building and life safety codes, and theatrical and functional capabilities. This Building Evaluation concluded that though the building is well maintained, improvements are needed in several areas: accessibility, support spaces, structural, electrical, mechanical, plumbing, stage, and acoustical and audio visual improvements. The Ad Hoc Cary Memorial Building Program Committee (AHCMBPC) reviewed the recommended scope of work and issued its report to the Selectmen on January 14, 2013. At the 2013 annual town meeting, \$550,000 was appropriated to continue the design process and begin the development of construction documents. In June, 2013, the Selectmen appointed the Ad hoc Cary Memorial Building Renovation Design Committee (ahCMBRDC) to oversee the development of design and

construction documents and to oversee the implementation of the recommended design. This FY15 funding request is for the estimated cost of construction for improvements to the Cary Memorial Building.

**Municipal Building Envelope and Systems - \$178,302 (Tax Levy):** This ongoing capital request, originally approved for funding in the 2006 operating budget override, includes repair/replacement projects for the maintenance and upgrade of municipal buildings and systems. Repairs to roofs, windows, mechanical and electrical systems, and interior finishes are required on a continual basis to maintain town facilities for their intended function. The public building infrastructure will always need to be maintained, repaired, and upgraded to prevent structural deterioration and avoid safety hazards. The projects within this program do not increase the size of the public building stock and therefore do not result in increased utility usage or maintenance costs. One project already identified for funding in FY2015 is for extraordinary repairs to Cary Memorial Library, including ceiling system replacements and interior painting.

**School Building Flooring Program - \$125,000 (Free Cash):** This is a multi-year project that will replace carpet, vinyl tile, and ceramic tile flooring systems are beyond their useful life. Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable. Worn or broken flooring creates a tripping hazard, can provide harborage for bacteria and water, and is difficult to clean. Smaller repairs of flooring components are funded through the operating budget.

**School Window Treatments Extraordinary Repair - \$50,000 (Free Cash):** This request is for the final year of a four year program to make extraordinary repairs to unreliable, high maintenance horizontal blinds or replace them with low maintenance solar shades to improve energy efficiency and also control sun glare in the educational space. Smaller repairs of window treatments components are funded through the operating budget.

**School Paving Program - \$100,000 (Free Cash):** This project requests funds for design and construction to maintain school parking and paved pedestrian surfaces in a condition suitable for public use. In the last seven years paving improvements have been implemented at Estabrook, Bridge, Bowman, Fiske, Hastings, Diamond, and Central Administration buildings. In addition, improvements were made to various school buildings to remove access barriers identified in the ADA Survey completed in 2011. In the absence of as yet identified needs, the FY15 request is likely to be used to perform extraordinary repairs to sidewalks on school grounds. Locations considered for work to be performed include the Harrington and Fiske Schools. This project also includes engineering design and development of construction bid documents. The Department of Public Facilities and the Department of Public Works Engineering partner on these projects to utilize the DPW paving bids.

**School Interior Painting Program - \$153,750 (Free Cash):** This is a multi-year project for a school building interior painting program with the intent of systematically repainting interior surfaces on a 7 to 10 year schedule. Elementary school interiors are occasionally painted through PTA planning of community volunteers. The Middle Schools and High School have not had interior painting done for many years. This painting program will enable DPF to plan for and implement annual summer painting projects that will improve maintenance and cleanliness of building interiors. Projects will be identified annually with input from school administrators. Small painting projects are funded through the operating budget.

**East Lexington Fire Station Physical Fitness Room - \$75,000 (Free Cash):** This project is to build a room on the apparatus floor of the East Lexington Fire Station that is atmospherically controlled so firefighters can exercise in the station close to their emergency equipment for rapid response to calls. Physical fitness equipment presently is located on the apparatus floor, shared with trucks and the firefighting gear. This space is hot in the summer, cold in the winter and smells of diesel exhaust and remnants of fire particulates off the members' protective gear after working fires. There needs to be an atmospherically-controlled space for firefighters to use to stay physically fit.

**Public Facilities Bid Documents - \$75,000 (Free Cash):** This is an annual request for funding of professional services to produce design development, construction documents, and/or bid administration services for smaller school projects in anticipation of requests for construction funding at town meeting that that have a high probability of approval. This will insure that the projects can be completed in the then-current construction season, which is particularly important for the timely completion of such projects given the short window between the end of school in June and the beginning of school the following August.

**Visitor Center - \$220,608 (\$161,276 Tax Levy and \$59,332 CPA):** The Tourism Committee, working in conjunction with the Public Facilities Department, requests funding to redesign and possibly expand the Visitors' Center to accommodate visitors to Historic Lexington. Originally opened in 1970 in anticipation of the nation's bicentennial, the Visitor Center has served as an information hub to Lexingtonians as well as millions of guests from around the world. Today's visitors seek a different kind of service than they did over five decades ago when this building was built. The programmatic changes being considered include visitor education, space for tour groups, a self-service kiosk, counter space for assisting visitors, veterans' display with visual connection to exterior memorials, retail space, food vending area, new rest rooms, and office space. To realize these goals, a custom exhibit will be designed and constructed that captures Lexington's unique place in American History. The building will be made fully handicapped accessible and provide community meeting space. The last upgrade to the building was when the restrooms were made handicapped accessible 10 years ago, and these facilities suffer from overuse. FY2015 funding is requested for design development and construction documents and represents costs for the scope of work described above. At this time, the Board of Selectmen is still in discussion on whether this scope is warranted. If funding is approved, it will not authorize design to begin before it receives and reviews program recommendations for the facility.

**Evaluation of Middle School Science, Performing Arts, and General Classroom Spaces- \$40,000 (Free Cash):** This request is for funding to evaluate the use of existing educational space in both middle schools to determine what opportunities exist for improving space utilization to better deliver educational programs and accommodate increasing enrollments. The two middle schools were renovated approximately 11 years ago. Currently there are concerns from the school administrators that the laboratories and auditoriums no longer adequately support the middle school science and performing arts programs, and that the systems, equipment, and space plan should be evaluated for alignment with the educational program. In addition, increasing enrollment in elementary schools indicate increased middle school enrollments in FY 2017. This request is for funding in FY 2015 to study space utilization and make a recommendation for FY 2016 funding to address identified space needs.

**Middle School Nurses Stations - \$45,000 (Free Cash):** This request is for funds to modify the spaces allocated for nurses at both Middle Schools to better align them with the kinds of services provided. Both nurses' stations need to have an area for nurses to meet privately with students, but also allow the nurse to monitor other areas where students may be resting or waiting for parents. Additional sinks are required for hand washing and routine hygiene.

**Clarke School Elevator Upgrade - \$275,000 (\$73,406 General Fund Debt, 161,266 tax levy and \$40,328 unused balances from prior capital appropriations:** *see detailed description in section I - General Fund Debt financed projects.*

**39 Marrett Road Community Center Renovation - TBD (\$125,000 Free Cash and CPA funding to be determined (TBD):** Funds were appropriated at the November 2013 special town meeting for the new Community Center. These funds were for design and construction of Phase I improvements to facilitate occupancy of the building, the design of a sidewalk from Marrett Road to the Community Center, and to add the Carriage House to the study of long-term Phase II building improvements needed to support proposed community center services in the process of being identified by the Selectmen-appointed Ad Hoc Community Center Advisory Committee (CACC). The total FY15 funding request will be submitted to the Board of Selectmen on March 10, 2014. At this time, it is known that \$125,000 will be requested for furniture, fixtures and equipment (FF & E) which will be financed from general fund revenue, specifically free cash. The remaining costs, to be determined, will supplement construction funding approved at the November 2013 special town meeting, and will include the costs of additional renovation needs including required improvements to heating, ventilating and air conditioning (HVAC) and the construction of a sidewalk from Marrett Road to the Community Center.

**Renovation & Update of Diamond Kitchen and Cafeteria - \$25,000 (Free Cash):** The Diamond Middle School cafeteria and kitchen need to be redesigned and renovated to accommodate the number of students now attending the school. Funding for design documents is requested for FY2015, with construction funding anticipated in FY2016.

**Clarke School Gymnasium Dividing Curtain - \$25,000 (Free Cash):** A dividing wall in the Clarke School gymnasium - intended to create two separate activity spaces - had long been inoperable and was removed during the summer of 2012. In the absence of the dividing wall, physical education staff place gym mats and rolls down the center-line, creating a imperfect barrier when needed. The pseudo-wall keeps student activity and equipment (balls, pucks, etc.) isolated to one half of the gymnasium, while students in the other half are engaged in an alternate or mirror activity. With the student population at Clarke having grown from 750 students to 870 students over the past 3-4 years, there is a heightened need to install an operable dividing curtain. This request is for funding to purchase and install that curtain.

**Fire Station Headquarters Replacement Design- TBD:** The Board of Selectmen is evaluating a privately owned parcel as a potential site for a fire headquarters to replace the main station. While this evaluation is not anticipated to be completed for the Annual Town Meeting, it may be presented at a special town meeting this Spring. The existing station was built in 1947 and is too small to house the apparatus and all the functions that are required to be staffed in the building. A structure is needed that is large enough to safely house 5 pieces of fire apparatus, two ambulances and several auxiliary vehicles; living quarters for twelve personnel; areas to conduct interviews, plan reviews, meetings and training; office space for

nine staff; and room for supplies and records. There is currently insufficient parking for staff and the public who come to the Fire Department for service or emergencies. The station is not energy efficient with leaking windows, doors and apparatus bay doors. Water leaks into the 2nd floor through the cornices at the roofline, and mold is growing in the basement from water infiltration. A water cleansing system was installed behind the station to filter contaminants from ground water leaching in from the old gas station that was located across the street.

**Clarke Auditorium Audio Visual System - \$69,300 (Free Cash):** The Clarke School auditorium is heavily used by students, staff and community members, including School Committee meetings. The current sound system that serves this space is original to the building and has significant reliability problems. Given the condition of the system, there are concerns that the entire system may fail. Staff has been advised by contractors to avoid adjustments to the outdated wires and parts. A new sound system will enable meetings, performances, and presentations to be heard without excessive static, feedback and knocking. This funding request is for the replacement of the entire sound system and plus the addition of a projection system to facilitate visual presentations.

### **Municipal Projects**

**DPW Equipment Replacement - \$700,000 (\$428,440 General Fund Debt, \$216,500 Water Fund Retained Earnings, \$40,500 Wastewater Fund Retained Earnings, and \$14,560 of unused balances of prior capital appropriations):** *see detailed description in section I - General Fund Debt financed projects.*

**Street Improvements - \$3,216,029 (\$2,254,924 Tax Levy, \$961,105 of Chapter 90 funds):** This is an annual request for the street resurfacing and maintenance program. Funds will be used for design, inspections, planning, repair, patching, crack sealing and construction of roadways as well as repair and installation of sidewalks. Roadways are selected for work using a pavement management system which is updated on a regular basis. Funding is included for data collection, analyses, traffic calming requests, complete street evaluations, and developing plans for traffic mitigation and improvements town-wide. \$100,000 of the requested funding is specifically for a portion of the cost for a trial program of traffic calming measures on Shade Street. The components of funding are shown in the following table.

	<b>FY15 St. Improvements</b>
2001 Override Increased by 2.5% per year	\$ 608,840
Maintenance of unallocated revenue from FY12 Revenue Allocation Model	\$ 281,234
Maintenance of unallocated revenue from FY13 Revenue Allocation Model	\$ 164,850
FY14 Health Insurance Savings	\$ 1,100,000
Additional Tax Levy Funding- Shade Street Traffic Calming	\$ 100,000
Estimated Chapter 90 Aid	\$ 961,105
	<b>\$ 3,216,029</b>

**Storm Drainage Improvements and NPDES Compliance - \$340,000 (\$270,000 General Fund Debt and \$70,000 Free Cash):** *see detailed description in section I - General Fund Debt financed projects.*

**Wastewater System Investigation and Improvements - \$1,200,000 (\$900,000 Wastewater Fund Debt and \$300,000 Wastewater Fund Retained Earnings):** *see detailed description in section III - Wastewater Fund Debt financed projects.*

**Hydrant Replacement Program - \$100,000 (\$50,000 Free Cash, \$50,000 from Water Enterprise Retained Earnings):** This is an ongoing replacement program designed to maintain the integrity of the fire protection system by replacing faulty hydrants throughout town. A list of hydrants needing replacement each year is generated during the annual inspection and flushing of hydrants by the Water Department and the Fire Department. The target goal is to replace approximately 40 hydrants per year. A total of 191 hydrants of the total 1,500 in the system have been replaced to date. Hydrants typically have a 50 year life unless they are damaged.

**Pump Station Upgrades - \$600,000 (Sewer Enterprise Fund Retained Earnings):** Lexington has ten sewer pumping stations valued at over \$6 million. This is an ongoing program for upgrade of the stations including bringing them in compliance with federal (OSHA) regulations, equipment replacement and generator installations. The pump stations are evaluated every year to ensure they are operating within design parameters. As the system ages, motors and valves need to be replaced and entryways need to be brought up to current OSHA Standards. Pump failure results in sewer surcharges and overflows, which create a public health risk and environmental damage. This year's funding may include a full replacement of the pump station at Brigham Road.

**Water Distribution System Improvements - \$900,000 (\$293,000 Water Enterprise Fund Debt and \$607,000 Water Enterprise Fund Retained Earnings):** *see detailed description in section II - Water Fund Debt financed projects.*

**Battle Green Streetscape Improvements - \$90,000 (\$63,000 CPA and \$27,000 Free Cash):** The 2012 annual town meeting approved \$60,000 to undertake a parking, pedestrian and traffic study for the area around the Battle Green. The FY15 request is for engineering services to develop plans and specifications at the 25% design level for improvements in parking, pedestrian flow and traffic flow around the Battle Green. One engineer will be selected for the integrated design for Center Streetscape and Battle Green improvements. Funding for 100% design and construction will be requested in FY2016 to address traffic and pedestrian improvements. This is consistent with recommendation #7 of the Battle Green Master Plan.

**Hastings Park Gazebo Repairs - \$120,000 (CPA):** This request is for funding for repairs to the Gazebo at Hastings Park, a well-used park that is used for community and private events such as concerts, weddings, picnics, and school and recreation activities. The Gazebo's railings, stairs and electrical system have been deteriorating over the past few years creating unsafe conditions. Funding will be used to repair and replace the rails, bollards, stairs and electrical system and include painting and caulking as needed. It will also be used for improvements to make the structure handicapped accessible.

**Park and Playground Improvements - \$65,000 (CPA):** This project is part of an annual program to update and replace playground equipment at parks throughout Lexington. The goal is to renovate and rehabilitate existing safety surfacing and deteriorating equipment so that all sites will be in compliance with Consumer Product Safety Commission (CPSC), the American Society for Testing and Materials (ASTM) and the Americans with Disabilities Act (ADA)

standards and guidelines. This FY15 request for funding is for the renovation of the playground equipment at the Garfield Playground. The improvements will include construction of a new play structure, a new swing set, installation of appropriate safety surfacing under and around the playground structure and swings, and new site amenities such as signage, park benches and trash barrels.

**Park Improvements, Athletic Fields - \$100,000 (CPA):** This is an ongoing multi-year capital program to provide adequate and safe field conditions. Town athletic fields are constantly used by neighborhood families, youth and adult groups, and recreation and school programs. Athletic fields see excessive use, and there are safety issues with faulty backstops, uneven turf, uneven infield areas, and drainage. Continued deterioration can lead to injuries and cancellation of games. Safety for all participants is the major concern and improving upon field safety, playability, and ease of maintenance of the fields is the major benefit to all users. This FY2015 funding request is for the multipurpose field at the Clarke Middle School, which was last renovated in 2000. The field will be laser graded and crowned for proper drainage, and site amenities such as signage, trash barrels and benches will be installed.

**Pine Meadows Equipment - \$51,000 (Recreation Retained Earnings):** This request is for funding to purchase two new pieces of equipment for the Pine Meadows Golf Course. One would replace a 1990 three-wheeled Cushman Utility vehicle which can be unstable carrying heavy loads over certain terrain. The vehicle is used on a daily basis for all golf course maintenance projects including top dressing of the greens, tees, collars and aprons, spraying the greens, tees, collars and aprons and fairways, fertilizing the golf course fairways and rough, hauling material for bunker repair. The second would replace a turf aerator purchased in 2000 that is used to aerate the tees, greens, collars and aprons during the season.

**Park Improvements, Hard Court Resurfacing - \$85,000 (CPA):** The FY 2015 request is to resurface, paint and restripe the tennis courts at Gallagher and the Clarke Middle School. It will also replace some tennis equipment such as net posts and center anchors. If the Gallagher tennis courts continue to deteriorate, the Massachusetts Interscholastic Athletic Association (MIAA) could deem them to be unplayable, and the Lexington Public Schools athletic program would have to schedule matches away.

**Lincoln Park Field Improvements - \$620,000 (\$231,000 Free Cash, \$189,000 Recreation Fund Retained Earnings, \$200,000 CPA):** This request is the second of three phases for the reconditioning of fields at Lincoln Park necessitated by heavy use by the Lexington Public School athletic teams and physical education programs, youth leagues, adult leagues, and residents. Phase I funding was used to replace the synthetic turf field at Lincoln Park #1 which has reached the end of its useful life after having been installed in 2003 as part of the Lincoln Park reconstruction project. This FY15 funding request is for the replacement of the synthetic turf and in-fill materials at Lincoln Park Field #2. Phase III, the replacement of Field #3 is planned for FY2016.

**Parker Meadow Accessible Trail Design and Construction - \$34,500 (CPA):** This request is for funding the design for a barrier-free access via a passive recreational trail system for members of the public with physical, vision and auditory limitations. This project will meet a goal of Lexington's Open Space and Recreation Plan to make open space accessible to all. The project is a collaborative initiative of private citizens, land stewards, a representative of the Commission on Disability, Conservation, and Recreation. It is expected that the design will yield a project cost estimate which will be the basis for a request for construction funding at a subsequent town meeting.

**Historical Commission Inventory Forms for Listed Buildings - \$35,000 (CPA):** This request is for funding to hire a professional preservationist consultant to complete the Massachusetts Historical Commission inventory forms for 157 properties that are listed as

"priority" on the Lexington Historical Commission's master inventory of buildings. These properties are listed by the Lexington Historical Commission as significant based on visual review but are provisional since research and documentation have not been done. Under the general oversight of the Historical Commission, detailed research will be conducted and documentation prepared to verify that the structures are indeed historically significant and should be retained on the inventory, or in some cases to determine that a provisionally listed structure should be removed. This project will benefit property owners and/or potential buyers of buildings currently listed on the inventory by providing detailed documentation of the architectural and historical significance of the building and the importance of its preservation. For buildings that are eventually demolished, a permanent, detailed record of architectural and historical significant buildings in the Town will be preserved.

**Heart Monitor Replacement - \$105,000 (Tax Levy):** This request is to replace three current 12-lead EKG monitors/Defibrillators that are 5-7 years old (the expected lifespan). The monitors have gone through a series of software updates over the last few months to increase their reliability, but the patient care software the Department uses is not fully compatible with the current monitors.

**Ambulance Replacement - \$250,000 (\$185,000 General Fund Debt and \$65,000 Free Cash):** *see detailed description in section I - General Fund Debt financed projects.*

**Network Redundancy and Improvement Phase II - \$140,000 (\$38,913 General Fund Debt, \$13,856 Free Cash, \$87,231 Tax Levy):** *see detailed description in section I - General Fund Debt financed projects.*

**Traffic Island Renovation - \$83,000 (Free Cash):** The Board of Selectmen has identified the Hartwell Avenue commercial corridor as a key area of economic development for the Town. Working with the Economic Development Advisory Committee and the Town's Economic Development Director, the Board has endorsed a number of initiatives to improve the marketability of this commercial district including adding a pedestrian walkway, Alewife Shuttle Service, a daily food truck program for area employees, and undertaking a comprehensive engineering study to support future infrastructure improvements. This request is to upgrade the gateway to the Hartwell commercial district, a high priority of the Hartwell property owners. The Town has been granted permission from the Massachusetts Department of Transportation (which owns the right of way) to upgrade and maintain the landscaping at the intersection of Bedford Street and Hartwell Avenue. The island is in disrepair and needs renovation in order to improve functionality and aesthetics. The proposed work will include re-grading and installing new pathways and landscaping. Ongoing maintenance is expected to be performed by a combination of in-house staff and volunteers.

### **Other CPA-Funded Projects**

**Vynebrooke Village Renovations - \$300,551 (CPA):** The Lexington Housing Authority is requesting funding for the replacement of roofing, siding and exterior doors at Vynebrooke Village. The requested CPA grant is one third of the entire project cost of \$901,653. The



remaining \$601,102 will be funded through a grant from the Department of Housing and Community Development. The project will preserve the deteriorating building envelope, improve energy costs and help create a safe and sustainable home for Lexington's low income residents.

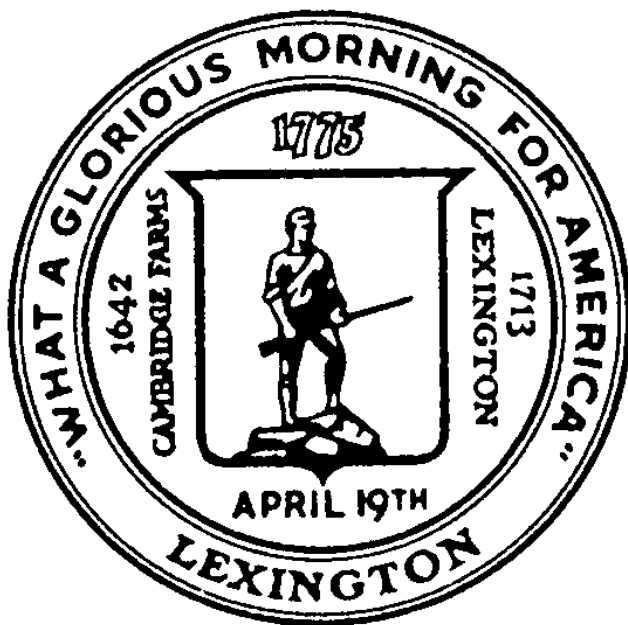
**LexHab Set-Aside Funds for Development of Community Housing (Busa) - \$750,000**

**(CPA):** LexHAB is requesting FY15 funding for the construction of affordable housing on a designated section of the Busa property on Lowell Street. In FY12 and FY13, Town Meeting approved set-aside funds for LexHAB for affordable housing. The organization currently has access to \$535,000 from these two appropriations, and with its FY15 request of \$750,000 plans to build two separate houses, with 2-3 affordable units in each. The houses will face on Lowell Street and will each contain an accessible unit. Advertising and selection of renters for the units will be in compliance with current State requirements, and all units will be included on the Town's SHI (Subsidized Housing Inventory).

DEFERRED FY2015 CAPITAL REQUESTS AND FY2016 TO FY2019 CAPITAL REQUESTS							
Department	Project Name	Deferred 2015	FY 2016	FY 2017	FY 2018	FY 2019	TOTALS
<b>Community Development</b>							
	Parker Meadow Accessible Trail Construction		TBD				TBD
<b>TBD</b>							
<b>Fire</b>							
	Ambulance Replacement		\$ -	\$ -	\$ 280,000	\$ -	\$ 280,000
	Fire Station Headquarters Replacement Construction		TBD	\$ -	\$ -	\$ -	TBD
	Portable Radio Replacement		\$ -	\$ -	\$ -	TBD	TBD
	Ladder Truck Replacement		\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
<b>FIRE TOTAL</b>			<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ 1,280,000</b>
<b>Information Technology</b>							
	Replace Town Wide Phone Systems-Phase III		\$ 52,000	\$ 204,000	\$ -	\$ -	\$ 256,000
	Head End Equipment Replacement		\$ -	\$ 125,000	\$ 250,000	\$ -	\$ 375,000
	MIS Technology Improvement Program		\$ 109,000	\$ -	\$ 100,000	\$ 55,000	\$ 264,000
	Network Redundancy & Improvement Plan - Phase II		\$ 110,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 310,000
			<b>\$ 271,000</b>	<b>\$ 429,000</b>	<b>\$ 400,000</b>	<b>\$ 105,000</b>	<b>\$ 1,205,000</b>
<b>Police</b>							
	Software (Police & Fire/EMS)		\$ -	\$ 425,000	\$ -	\$ -	\$ 425,000
	Police Station, Renovation and Add-on Design and Engineering		TBD	\$ -	\$ -	\$ -	TBD
	Police Station, Renovation and Add-on Construction			TBD			TBD
			<b>\$ -</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 425,000</b>
<b>Public Facilities</b>							
	Roofing Program		\$ 285,560	\$ 416,408	\$ 704,834	\$ 802,620	\$ 2,209,422
	School Building Envelope and Systems Program		\$ 210,000	\$ 215,000	\$ 221,000	\$ 226,000	\$ 872,000
	LHS Heating Systems Upgrade Phases 2 & 3		\$ 893,000	\$ -	\$ -	\$ -	\$ 893,000
	Municipal Building Envelope and Systems		\$ 182,760	\$ 187,329	\$ 192,012	\$ 196,812	\$ 758,913
	School Building Flooring Program		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
	School Paving Program		\$ 150,000	\$ 153,750	\$ 157,593	\$ 161,901	\$ 623,244
	Interior Painting Program		\$ 157,594	\$ 161,534	\$ 165,572	\$ 169,896	\$ 654,596
	Public Facilities Bid Documents		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	Diamond Energy Improvements		\$ 250,000	\$ 3,500,000	\$ -	\$ -	\$ 3,750,000
	Visitor Center		\$ 2,080,375	\$ -	\$ -	\$ -	\$ 2,080,375
	Middle School Science ,Performing Arts, and General Education Spaces		\$ 500,000	\$ 3,100,000	\$ -	\$ -	\$ 3,600,000
	Hastings School Renovation/Replacement		\$ 1,100,000	\$ 40,000,000	\$ -	\$ -	\$ 41,100,000
	39 Marrett Road Community Center Renovation - Construction/Addition		TBD	\$ -	\$ -	\$ -	TBD
	Renovation & Update of Diamond Kitchen and Cafeteria		\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000
	Clarke Gymnasium Lockers		\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
			<b>\$ 6,364,289</b>	<b>\$ 47,934,021</b>	<b>\$ 1,641,011</b>	<b>\$ 1,757,229</b>	<b>\$ 57,696,550</b>
<b>Public Works</b>							
	Center Streetscape Improvements		\$ 6,675,000	\$ -	\$ -	\$ -	\$ 6,675,000
	Automatic Meter Reading System		\$ -	\$ 657,250	\$ 496,000	\$ 496,000	\$ 1,649,250
	DPW Equipment Replacement		\$ 803,000	\$ 695,000	\$ 695,000	\$ 665,000	\$ 2,898,000
	Street Improvements		\$ 2,531,250	\$ 2,546,851	\$ 2,562,843	\$ 2,579,234	\$ 10,220,178
	Storm Drainage Improvements and NPDES Compliance		\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 1,360,000
	Sanitary Sewer System Investigation and Improvements		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 4,800,000
	Hydrant Replacement Program		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
	Pump Station Upgrades		\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 2,400,000
	Comprehensive Watershed Storm Water Management Implementation Measures		\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Water Distribution System Improvements		\$ 900,000	\$ 660,000	\$ 660,000	\$ 660,000	\$ 2,880,000
	Massachusetts Ave. Intersections Improvements		\$ 50,000	\$ -	\$ 6,550,000	\$ -	\$ 6,600,000
	Sidewalk Improvements		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000
	Dam Repair		\$ 525,000	\$ -	\$ -	\$ -	\$ 525,000
	Battle Green Streetscape Improvements		\$ 200,000	\$ 900,000	\$ -	\$ -	\$ 1,100,000
	Battle Green Master Plan - Phase 3			\$ 570,438			
	Town Wide Culvert Replacement		\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Town-wide Signalization Improvements		\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
	Hartwell Avenue Infrastructure Improvements		\$ 3,000,000	\$ 1,750,000	TBD	\$ -	\$ 4,750,000
	Hastings Park Overhead Wires		TBD	\$ -	\$ -	\$ -	TBD
	Municipal Parking lot improvements	\$ 40,000	\$ 440,000	\$ -	\$ -	\$ -	\$ 480,000
	Bikeway Bridge Repairs		\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
	Hartwell Avenue Compost Site Improvements		\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
			<b>\$ 40,000</b>	<b>\$ 18,749,250</b>	<b>\$ 11,664,539</b>	<b>\$ 14,508,843</b>	<b>\$ 7,945,234</b>
							<b>\$ 52,337,428</b>
<b>Recreation</b>							
	Athletic Facility Lighting		\$ 287,552	\$ -	\$ -	\$ 483,150	\$ 770,702
	Pine Meadows Improvements		\$ -	\$ 275,000	\$ -	\$ 75,000	\$ 350,000
	Park and Playground Improvements		\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 260,000
	Town Pool Renovation		\$ -	\$ 1,188,308	\$ -	\$ -	\$ 1,188,308
	Park Improvements - Athletic Fields		\$ 110,000	\$ 75,000	\$ 150,000	\$ 210,000	\$ 545,000
	Pine Meadows Equipment		\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
	ADA Accessibility Study		\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
	Park Improvements- Hard Court Resurfacing		\$ 55,000	\$ 55,000	\$ 60,000	\$ -	\$ 170,000
	Potential Land Acquisition			TBD			TBD
	Center Track and Field Reconstruction		\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,000,000
	Lincoln Park Field Improvements		\$ 620,000	\$ -	\$ -	\$ -	\$ 620,000
			<b>\$ 1,262,552</b>	<b>\$ 1,658,308</b>	<b>\$ 3,275,000</b>	<b>\$ 833,150</b>	<b>\$ 7,029,010</b>
<b>Schools</b>							
	Food Service Equipment		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
	Systemwide School Furniture		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000
	School Technology Capital Request		\$ 1,220,000	\$ 1,220,000	\$ 1,220,000	\$ 1,220,000	\$ 4,880,000
	Design Funds for School Traffic Safety Mitigation		\$ 30,000	\$ 40,000	\$ -	\$ -	\$ 70,000
	School Traffic Safety Mitigation - Construction		TBD	TBD	TBD	TBD	TBD
			<b>\$ 1,680,000</b>	<b>\$ 1,690,000</b>	<b>\$ 1,650,000</b>	<b>\$ 1,650,000</b>	<b>\$ 6,670,000</b>
<b>GRAND TOTAL</b>			<b>\$ 40,000</b>	<b>\$ 28,327,091</b>	<b>\$ 64,800,868</b>	<b>\$ 21,754,854</b>	<b>\$ 12,290,613</b>
							<b>\$ 126,642,988</b>

# Section XII: Appendices

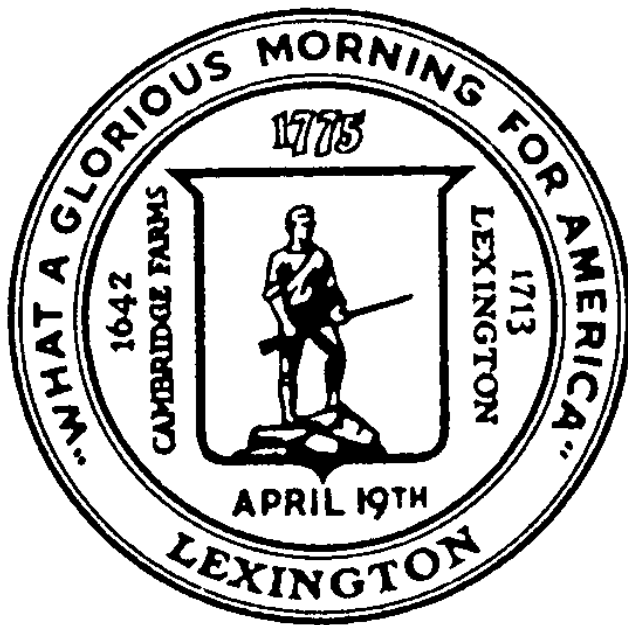
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- A: Program Improvement Requests
- B: Budget Information
- C: Financial Information
- D: Glossary

# Appendix A: Program Improvement Request Summary

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## Appendix A: Program Improvement Requests

Shared and Municipal Programs 2000 – 8000

FY2015 Recommended Budget: Program Improvements

### Program Improvement Request Summary

<u>Program</u>	<u>Department Request</u>	<u>Recommended</u>	<u>Not Recommended</u>
sub-total 2400 Public Facilities*	\$ 35,000	\$ -	\$ -
sub-total 3000 Public Works**	\$ 213,000	\$ 182,649	\$ 30,352
sub-total 4100 Police	\$ 107,630	\$ 16,565	\$ 91,065
sub-total 4200 Fire	\$ 385,328	\$ 14,082	\$ 371,246
sub-total 6000 Human Services	\$ 4,920	\$ 4,920	\$ -
sub-total 7100 Community Development	\$ 62,000	\$ 12,000	\$ 50,000
sub-total 7200 Planning	\$ 32,391	\$ 26,391	\$ 6,000
sub-total 7300 Economic Development	\$ 110,500	\$ 31,250	\$ 79,250
sub-total 8100 Board of Selectmen	\$ 10,000	\$ 10,000	\$ -
sub-total 8200 Town Manager's Office	\$ 24,000	\$ 24,000	\$ -
sub-total 8300 Town Committees	\$ 5,000	\$ 5,000	\$ -
sub-total 8400 Finance	\$ 90,760	\$ -	\$ 90,760
sub-total 8500 Town Clerk	\$ 4,714	\$ 4,714	\$ -
sub-total 8600 Information Technology *	\$ 153,456	\$ 188,456	\$ -
<b>Total Municipal Program Improvement Requests</b>	<b>\$ 1,238,700</b>	<b>\$ 520,027</b>	<b>\$ 718,673</b>

\*This request originally appeared in the DPF budget, but it is being funded in IT because ongoing costs for software maintenance are part of the IT budget.

\*\*Includes a \$24,200 request for a Heavy Equipment Operator for the Compost facility, which will be funded from receipts from the Compost Revolving fund and will not impact the General Fund Budget.



# Appendix A: Program Improvement Requests

## Shared and Municipal Programs 2000 – 8000

### FY2015 Recommended Budget: Program Improvements

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Public Facilities</b>							
2430 - Shared Facilities	Upgrade Kronos Timekeeping Software*	\$ -	\$ 35,000	\$ -	\$ 35,000	*	\$ -
<b>Total Public Facilities</b>		\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -

\*Funded in the Information Technology budget.

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Public Works</b>							
3120 - Engineering	Engineering Inspector	\$ 65,020	\$ -	\$ 15,967	\$ 80,987	\$ 80,987	\$ -
3210 - Highway	Regulatory Sign Upgrades	\$ -	\$ 24,462	\$ -	\$ 24,462	\$ 24,462	\$ -
3310 - Parks	Top Dressing For Athletic Fields	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -
3320 - Forestry	Tree Planting Program	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -
3420 - Recycling	Heavy Equipment Operator*	\$ 40,206	\$ -	\$ 14,345	\$ 54,552	\$ 24,200	\$ 30,352
<b>Total Public Works</b>		\$ 105,226	\$ 77,462	\$ 30,312	\$ 213,000	\$ 182,649	\$ 30,352

\*Funded through receipts from the Compost Revolving fund; does not impact the General Fund budget.

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Police</b>							
4120 - Patrol	Patrol Officer	\$ 72,008	\$ -	\$ 14,807	\$ 86,815	\$ -	\$ 86,815
4120 - Patrol	3 AED Machines	\$ -	\$ 4,185	\$ -	\$ 4,185	\$ 4,185	\$ -
4120 - Patrol	Breaching Tools	\$ -	\$ 6,630	\$ -	\$ 6,630	\$ 6,630	\$ -
4140 - Investigations/Prevention	DVSN Services	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
4140 - Investigations/Prevention	Traffic Counter	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 750	\$ 4,250
<b>Total Police</b>		\$ 72,008	\$ 20,815	\$ 14,807	\$ 107,630	\$ 16,565	\$ 91,065

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Fire</b>							
4210 - Fire Administration	Administrative Support Lieutenant	\$ 61,192	\$ 1,000	\$ 14,650	\$ 76,842	\$ -	\$ 76,842
4210 - Fire Administration	Additional Hours for Clerk	\$ 5,582	\$ -	\$ -	\$ 5,582	\$ 5,582	\$ -
4230 - Fire Suppression	Ambulance Staffing - 4 FT Positions	\$ 226,077	\$ 10,000	\$ 58,328	\$ 294,405	\$ -	\$ 294,405
4230 - Fire Suppression	Quarterly Officers' Meetings	\$ 8,500	\$ -	\$ -	\$ 8,500	\$ 8,500	\$ -
<b>Total Fire</b>		\$ 301,351	\$ 11,000	\$ 72,977	\$ 385,328	\$ 14,082	\$ 371,246

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Human Services</b>							
6310 - Transportation Svcs	Lexpress GPS Tracking	\$ -	\$ 4,920	\$ -	\$ 4,920	\$ 4,920	\$ -
<b>Total Human Services</b>		\$ -	\$ 4,920	\$ -	\$ 4,920	\$ 4,920	\$ -

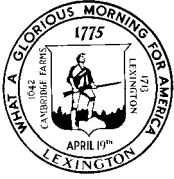
Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Community Development</b>							
7120 - Regulatory Support	Multifunction Printer	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ 12,000	\$ -
7130 - Conservation	Land Management	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
<b>Total Community Development</b>		\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 12,000	\$ 50,000

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Planning</b>							
7210 - Planning	Additional Hours for Massport Intern	\$ 6,000	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
7210 - Planning	Additional Hours for Part Time Planner	\$ 21,391	\$ -	\$ -	\$ 21,391	\$ 21,391	\$ -
7210 - Planning	Scenic Byways Initiative	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
<b>Total Planning</b>		\$ 27,391	\$ 5,000	\$ -	\$ 32,391	\$ 26,391	\$ 6,000

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Economic Development</b>							
7310 - Economic Development Office	Economic Dev. Promotional Initiatives*	\$ -	\$ 31,250	\$ -	\$ 31,250	\$ 31,250	\$ -
7330 - Tourism	International Marketing	\$ -	\$ 19,250	\$ -	\$ 19,250	\$ -	\$ 19,250
7330 - Tourism	Revolutionary Revelry	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000
7330 - Tourism	Marketing Consultant	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000
7330 - Tourism	Event and Marketing Coordinator	\$ -	\$ 18,000	\$ -	\$ 18,000	\$ -	\$ 18,000
<b>Total Economic Development</b>		\$ -	\$ 110,500	\$ -	\$ 110,500	\$ 31,250	\$ 79,250

\*This combines funding for "International Marketing" and "Revolutionary Revelry" into a single request.

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Board of Selectmen</b>							
8110 - Selectmen's Office	Board and Committee Agenda Software	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -
<b>Total Board of Selectmen</b>		\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -



## Appendix A: Program Improvement Requests

Shared and Municipal Programs 2000 – 8000

FY2015 Recommended Budget: Program Improvements

Program	Description	Departmental Request				Recommendation	
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Town Manager's Office</b>							
8210 - Org. Direction and Administration	General Liability Insurance Consulting	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -
<b>Total Town Manager's Office</b>		\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -

<b>Town Committees</b>							
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8330 - Town Celebrations	Dance Around the World Event	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
<b>Total Town Committees</b>		\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -

<b>Finance</b>							
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8420 - Treasurer	Part Time Clerk	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000
8430 - Assessing	Part Time Clerk	\$ 19,760	\$ -	\$ -	\$ 19,760	\$ -	\$ 19,760
8430 - Assessing	Laserfiche Archiving of Paper Property Records	\$ -	\$ 55,000	\$ -	\$ 55,000	\$ -	\$ 55,000
<b>Total Finance</b>		\$ 35,760	\$ 55,000	\$ -	\$ 90,760	\$ -	\$ 90,760

<b>Town Clerk</b>							
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8510 - Town Clerk Administration	Additional Hours for PT Clerks	\$ 4,714	\$ -	\$ -	\$ 4,714	\$ 4,714	\$ -
<b>Total Town Clerk</b>		\$ 4,714	\$ -	\$ -	\$ 4,714	\$ 4,714	\$ -

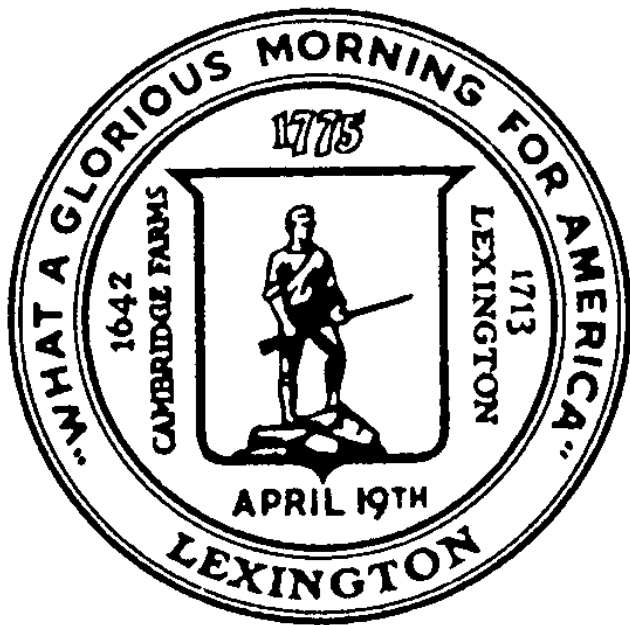
<b>Information Technology</b>							
		Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
8600 - IT	Chief Information Officer	\$ 110,000	\$ -	\$ 15,456	\$ 125,456	\$ 125,456	\$ -
8600 - IT	Town Website Redesign	\$ -	\$ 24,000	\$ -	\$ 24,000	\$ 24,000	\$ -
8600 - IT	ESRI Business Analyst Subscription	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -
8600 - IT	Upgrade Kronos Timekeeping Software*	\$ -	*	\$ -	\$ -	\$ 35,000	\$ -
<b>Total Information Technology</b>		\$ 110,000	\$ 28,000	\$ 15,456	\$ 153,456	\$ 188,456	\$ -

\* Requested in DPF budget, funded here because costs for software maintenance are part of the IT budget.

<b>Sub-Total Programs 2000-8000</b>		\$ 656,450	\$ 448,697	\$ 133,552	\$ 1,238,700	\$ 520,027	\$ 718,673
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# Appendix B: Budget Information

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# Budget Bylaw– Table of Contents

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This document summarizes local and state law regarding town budget preparation and submission. References are made to Massachusetts General Laws, the By-Laws of the Town of Lexington, the Lexington Selectmen-Town Manager Act, and the Administrative Directives of the Lexington Town Manager. Those references offering the greatest amount of information on the given topic have been listed first.

# The Town Manager

The Town Manager is appointed by the Board of Selectmen to oversee the daily operations of the Town, to administer the policies and procedures of the Board, and to enforce all by-laws and actions passed at Town Meetings. The Manager is the Chief Executive Officer of the Town, and his/her authority and responsibilities are established in the Selectmen-Town Manager Act of 1968 (at page A20107 – Appendix §A201 Special Acts).

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## **REQUEST FOR DEPARTMENTAL BUDGET INFORMATION**

**TO OCCUR:** Annually, at Town Manager's request

**REFERENCE:** Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request all boards, departments, committees, commissions and officers of the Town, except the School Committee, to submit to him/her in writing a detailed estimate of the appropriations required for the efficient and proper conduct of the respective departments and offices during the next fiscal year.

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## **REQUEST FOR SCHOOL BUDGET INFORMATION**

**TO OCCUR:** Annually, at Town Manager's request

**REFERENCE:** Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request from the School Committee a total budget estimate for the next fiscal year.

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## The Town Manager (con't)

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### REQUEST FOR CAPITAL EXPENDITURES INFORMATION

**TO OCCUR:** Annually, at Town Manager's request

**REFERENCE:** Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page A20113)  
Sections 29-13 and 29-14 of the Code of the Town of Lexington

All boards, departments, committees, commissions and officers of the Town shall annually submit to the Town Manager and to the Capital Expenditures Committee in writing a detailed estimate of the capital expenditures (as defined below) required for the efficient and proper conduct of their respective departments and offices for the next fiscal year and the ensuing four year period.

#### Definitions of Capital Expenditures

Per Section 29-14 of the Code of the Town of Lexington, "Capital Expenditures shall mean any and all expense of a non-recurring nature not construed as an ordinary operating expense, the benefit of which will accrue to the Town over an extended period of time."

Per the Manager's budget, "A capital project is defined as a major, non-recurring expenditure including at least one of the following:

- acquisition of land for a public purpose;
- construction of, or addition to, a facility such as a public building, water or sewer lines, or playfields, etc.;
- rehabilitation or repair of a building, facility, or equipment; provided the cost is \$25,000 or more and the improvement will have a useful life of 10 years or more;
- purchase of equipment costing \$25,000 or more, with a useful life of 5 years or more (all cars are defined to be non-capital items);
- any planning, engineering or design study related to an individual capital project."

## The Town Manager (con't)

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### **SUBMISSION OF TOWN BUDGET TO SELECTMEN**

**TO OCCUR:** On the specified date

**REFERENCE:** Section 90-12 of the Code of the Town of Lexington  
Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page  
A20113)

Section 12. The Town Manager shall annually submit to the Selectmen, the Appropriation Committee, and the Capital Expenditures Committee for their consideration a proposed budget, revenue statement and tax rate estimate on a date specified no later than September 30 by the Selectmen after consultation with the School Committee, Appropriation Committee and the Capital Expenditures Committee.

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### **SUBMISSION OF CAPITAL EXPENDITURES BUDGET TO SELECTMEN**

**TO OCCUR:** Annually

**REFERENCE:** Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page  
A20113)

The Town Manager shall submit in writing to the Board of Selectmen and to the Capital Expenditures Committee a careful, detailed estimate of the recommended capital expenditures for the next fiscal year and the ensuing four year period, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the interest and maturing bonds and notes or other indebtedness of the Town.

# The Board of Selectmen

Lexington's charter establishes an elected five member Board of Selectmen to oversee the executive branch of Town government. Selectmen are elected for three-year terms and are responsible for the general direction and management of the property and affairs of the Town.

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## **RECOMMENDATIONS ON TOWN BUDGET**

**TO OCCUR:** Prior to the Annual Town Meeting

**REFERENCE:** Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)  
Mass. General Law Ch. 41, § 60

The Selectmen shall consider the proposed budget submitted by the Town Manager and make such recommendations relative thereto as they deem expedient and proper in the interest of the Town. The Selectmen shall transmit a copy of the budget together with their recommendations relative thereto to the Appropriation Committee and, for its information, a copy to the Capital Expenditures Committee.

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## **RECOMMENDATIONS ON CAPITAL BUDGET**

**TO OCCUR:** Prior to the annual Town Meeting

**REFERENCE:** Selectmen-Town Manager Act §12-13 (Appendix §A201 Special Acts at page A20113)

The Selectmen shall consider the capital budget submitted by the Town Manager and make such recommendations relative thereto as they deem appropriate and proper in the interests of the Town. The Selectmen shall transmit a copy of the capital budget together with their recommendations relative thereto to the Appropriation Committee and to the Capital Expenditures Committee.

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## Board of Selectmen (con't)

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### **SUBMISSION OF BUDGET TO TOWN MEETING**

**TO OCCUR:** At least four weeks prior to the date when the Annual Town Meeting is scheduled to consider the budget.

**REFERENCE:** Section 90-13 of the Code of the Town of Lexington

The Selectmen shall submit a budget at the annual Town Meeting. The Selectmen's proposed budget shall be distributed to the Appropriation Committee, the Capital Expenditures Committee, and to each Town Meeting Member at least four weeks prior to the date when the Annual Town Meeting is scheduled to consider it.

# The Appropriation Committee

The Appropriation Committee is a nine-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and serve to evaluate the fiscal policies and priorities set by the Board of Selectmen and the Town Meeting. The Committee advises Town Meeting Members on financial proposals, analyzes operating budget proposals, makes fiscal projections, and reviews funding for proposed capital improvements. The Committee's approval is required to use reserve funds for unanticipated operating costs.

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## **APPROPRIATION COMMITTEE REPORT ON TOWN BUDGET**

**TO OCCUR:** Prior to the Annual Town Meeting

**REFERENCE:** Section 29-11(A) of the Code of the Town of Lexington  
Mass. General Law Ch. 39, § 16

The Committee shall prior to each annual town meeting for the transaction of business prepare, publish and distribute by making copies available at the Office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each town meeting member a review of the budget adopted by the Board of Selectmen to be considered at the Annual Town Meeting. This review will include the Committee's advice and recommendations with reference to the various appropriations of town funds, and other municipal matters coming before such town meeting. The Appropriation Committee shall include in its report an assessment of the budget plan based on all the data available to it concerning the next year's revenues and expenses as well as a projection for future years' revenues and expenses.

This publication may be combined with and distributed at the same time as the Capital Expenditures Committee Report (Section 29-13(B) of the Code of the Town of Lexington).

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## **EXPLANATION OF APPROPRIATION COMMITTEE REPORT**

**TO OCCUR:** At the annual Town Meeting

**REFERENCE:** Section 29-11(B) of the Code of the Town of Lexington

The Appropriation Committee shall explain its report with advice and recommendations and it shall also at each special Town meeting give its advice and recommendations with reference to any appropriation of the Town funds or other municipal matter coming before such special Town meeting.

# The Capital Expenditures Committee

The Capital Expenditures Committee is a five-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and consider the relative need, timing and cost of capital expenditure projects proposed for the ensuing five-year period.

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## **CAPITAL EXPENDITURES REPORT**

**TO OCCUR:** Prior to the annual Town Meeting

**REFERENCE:** Section 29-13 of the Code of the Town of Lexington

Each year the Capital Expenditures Committee shall request and receive from the Town boards and departments a list of all capital expenditures that may be required within the ensuing five-year period. The Committee shall consider the relative need, timing and cost of these projects, the adequacy thereof and the effect these expenditures might have on the financial position of the Town.

The Committee shall prior to each annual meeting for the transaction of business prepare, publish and distribute by making copies available at the office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each Town meeting member, a report of its findings, setting forth a list of all such capital expenditures together with the Committee's recommendations as to the projects that should be undertaken within the five-year period and the approximate date on which each recommended project should be started. This publication may be combined with and distributed at the same time as the Appropriation Committee report.

[Amended 3-16-1981 ATM by Art. 11; 3-23-2009 ATM by Art. 33]



# Override History

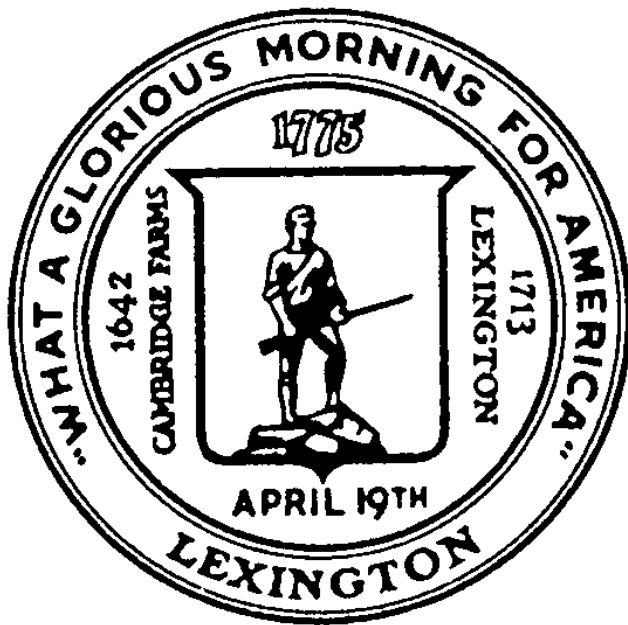
An operating override is an action taken by the voters of a town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2 ½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and thus becomes a permanent addition to the tax levy limit.

Two provisions within Proposition 2 ½ allow votes to authorize the Town to raise taxes above the tax levy limit: an operating override or a debt exclusion. A debt exclusion is a temporary increase in the tax levy limit to fund the debt service associated with a capital project. A debt exclusion requires a majority vote but does not become a permanent part of the tax levy. The following table shows the history of overrides and debt exclusions in Lexington.

History of Proposition 2 1/2 Override Votes				
Date of Vote	FY	Proposition 2½ Overrides	Amount	Result
Jan 2012	2012	Debt Exclusion		
		Estabrook School Reconstruction	\$ 29,100,000	Approved
		Bridge and Bowman Schools Renovations	\$ 22,700,000	Approved
Jun 2007	2008	Override		
		Schools	\$ 3,981,589	Approved
	2008	Debt Exclusion		
		Public Works Facility	\$ 25,180,000	Approved
Jun 2006	2007	Override		
		Schools #1	\$ 2,614,509	Not Appr.
		Schools #2	\$ 551,607	Not Appr.
		Maintenance - Schools & Municipal	\$ 1,059,100	Approved
		Municipal	\$ 799,335	Approved
Jun 2004	2005	Override	\$ 4,224,340	Approved
Jun 2003	2004	Override	\$ 4,957,000	Not Appr.
Jun 2002	2003	Debt Exclusion - Schools, Roads, Lincoln Park	\$ 42,550,000	Approved
May/June 2000	2001	Override – Town/School Services and Roads	\$ 3,440,829	Approved
Dec 1998	2000	Debt Exclusion – School Building Project	\$ 52,235,000	Approved
Dec 1997	-	Debt Exclusion – School Building Project	\$ 68,200,000	Not Appr.
Jun 1995	1996	Override – Town/School Services		
		Schools	\$ 1,172,152	Approved
		Open Space	\$ 29,000	Approved
		Police	\$ 102,000	Approved
		Fire	\$ 196,848	Approved
Jun 1992	1993	Override – Trash Collection	\$ 2,718,092	Approved
Jun 1990	1991	Override – Town/School Services	\$ 1,097,829	Approved
Aug 1988	1989	Debt Exclusion – Pine Meadows Golf Course	\$ 11,000,000	Approved

# Appendix C: Financial Information

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# Summary of Town Fund Balances

## Combined Summary of Revenues & Expenditures - FY 2013 Actual

This spreadsheet shows beginning and ending fund balances for FY2013. Beginning balances (as of July 1, 2012) are shown on the first line, followed by all revenues received by category (Tax levy, intergovernmental revenue/state aid, fees, etc.) on the left-hand side of the page. Expenditures are shown by service category (education, public safety, public works, etc.). FY2013 actuals are provided because it is the most recent fiscal year for which data is available.

	General Fund	Sewer	Water	Recreation	Special Revenue	Capital	Trusts	Total All Funds
<b>Beginning Balances</b>	<b>\$27,906,804</b>	<b>\$ 26,160,295</b>	<b>\$ 22,219,804</b>	<b>\$ 3,517,466</b>	<b>\$ 14,354,118</b>	<b>\$ (1,279,631)</b>	<b>\$ 24,280,671</b>	<b>\$117,159,527</b>
<b>REVENUES</b>								
Property Taxes, net	\$ 141,130,709	-	-	-	-	-	-	\$ 141,130,709
Intergovernmental	\$ 9,350,653	-	-	-	\$ 12,671,011	\$ 3,411,637	\$ 5,995	\$ 25,439,296
MV & Other Excise Tax	\$ 5,715,738	-	-	-	\$ 929,507	-	-	\$ 6,645,245
Departmental Fees & Charges	\$ 2,581,528	\$ 9,488,837	\$ 8,704,181	\$ 1,900,150	\$ 29,180,851	-	\$ 300	\$ 51,855,846
Investment Income	\$ 729,997	\$ 4,224	\$ 8,268	\$ 4,391	\$ 47,062	\$ 4,123,327	\$ 684,531	\$ 5,601,800
Special Assessments	\$ 24,312	-	-	-	-	-	-	\$ 24,312
In-Lieu Payments	\$ 539,258	-	-	-	\$ 7,564	-	-	\$ 546,822
Penalties & Interest	\$ 468,003	\$ 52,363	\$ 28,747	-	-	-	-	\$ 549,113
Licenses & Permits	\$ 1,698,028	-	-	-	-	-	-	\$ 1,698,028
Fines & Forfeits	\$ 335,984	-	-	-	-	-	-	\$ 335,984
Bond Proceeds	-	\$ 2,354,504	\$ 1,615,754	\$ 220,000	\$ 3,386,445	\$ 46,260,164	-	\$ 53,836,867
Employee Contributions/Other	-	-	-	-	-	-	\$ 385,185	\$ 385,185
<b>TOTAL REVENUES:</b>	<b>\$ 162,574,210</b>	<b>\$ 11,899,929</b>	<b>\$ 10,356,949</b>	<b>\$ 2,124,541</b>	<b>\$ 46,222,440</b>	<b>\$ 53,795,128</b>	<b>\$ 1,076,010</b>	<b>\$ 288,049,207</b>
Transfers from other funds	\$ 2,288,052	-	-	-	\$ 4,806,961	\$ 4,425,490	\$ 2,192,366	\$ 13,712,869
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 164,862,262</b>	<b>\$ 11,899,929</b>	<b>\$ 10,356,949</b>	<b>\$ 2,124,541</b>	<b>\$ 51,029,401</b>	<b>\$ 58,220,618</b>	<b>\$ 3,268,376</b>	<b>\$ 301,762,076</b>
<b>EXPENDITURES</b>								
General Government	\$ 7,442,788	-	-	-	\$ 6,634,724	\$ 27,399,080	\$ 1,234	\$ 41,477,826
Public Safety	\$ 12,269,742	-	-	-	\$ 1,354,824	\$ 212,784	\$ 6,152	\$ 13,843,502
Education	\$ 82,045,499	-	-	-	\$ 11,492,530	\$ 1,329,458	-	\$ 94,867,487
Public Works	\$ 7,221,925	\$ 9,489,717	\$ 7,735,246	-	\$ 3,078,644	\$ 1,569,040	-	\$ 29,094,571
Health and Human Services	\$ 1,222,065	-	-	-	\$ 448,919	\$ 24,442	-	\$ 1,695,426
Culture and Recreation	\$ 2,953,076	-	-	\$ 2,076,096	\$ 87,270	-	\$ 4,740	\$ 5,121,182
State and County Assessments	\$ 799,342	-	-	-	-	-	-	\$ 799,342
Debt Service	\$ 11,823,388	\$ 927,193	\$ 1,249,336	\$ 130,600	\$ 1,973,706	-	-	\$ 16,104,223
Pension/Insurance	\$ 28,091,527	-	-	-	\$ 22,429,409	-	\$ 1,422,811	\$ 51,943,747
<b>TOTAL EXPENDITURES:</b>	<b>\$ 153,869,352</b>	<b>\$ 10,416,910</b>	<b>\$ 8,984,582</b>	<b>\$ 2,206,696</b>	<b>\$ 47,500,026</b>	<b>\$ 30,534,804</b>	<b>\$ 1,434,937</b>	<b>\$ 254,947,306</b>
Transfers to other funds	\$ 7,633,576	\$ 623,444	\$ 690,848	-	\$ 1,057,612	-	\$ 814,217	\$ 10,819,697
<b>ENDING FUND BALANCES</b>	<b>\$ 31,266,137</b>	<b>\$ 27,327,981</b>	<b>\$ 23,324,286</b>	<b>\$ 3,440,171</b>	<b>\$ 16,825,881</b>	<b>\$ 26,406,184</b>	<b>\$ 25,299,894</b>	<b>\$ 153,890,534</b>

# Summary of Revolving Fund Balances

## FY 2013 Actuals (and first half of FY2014)

This spreadsheet shows beginning and ending balances for municipal Revolving Funds for FY2013 and the first half of FY2014. Beginning balances (as of July 1, 2012) are shown on the first line, followed by all revenues received by category (Tax levy, intergovernmental revenue/state aid, fees, etc.) on the left-hand side of the page. Expenditures are shown by service category (education, public safety, public works, etc.). FY2013 actuals are provided because it is the most recent fiscal year for which data is available. Rules for the establishment, use and reporting of Revolving Funds is governed by M.G.L. Ch.44, Sec. 53E 1/2.

	(1) 7/1/12 Beg Bal	(2) FY13 Revenue	(3) FY13 Expenditures	(4) 6/30/2013 End Bal	(5) July-Dec 13 Revenue	(6) July-Dec 13 Expenditures	(7) 12/31/2013 End Bal
Tree	\$ 10,914	\$ 20,930	\$ 9,577	\$ 22,267	\$ 11,097	\$ 7,876	\$ 25,488
Burial Container	\$ 124,849	\$ 41,070	\$ 43,163	\$ 122,756	\$ 23,530	\$ 30,000	\$ 116,286
Compost Operations	\$ 406,956	\$ 468,614	\$ 357,110	\$ 518,460	\$ 341,620	\$ 163,246	\$ 696,834
MHHP Operations	\$ 67,376	\$ 124,461	\$ 120,356	\$ 71,481	\$ 56,752	\$ 90,622	\$ 37,610
Council on Aging Programs	\$ 44,671	\$ 69,358	\$ 68,351	\$ 45,678	\$ 41,554	\$ 31,020	\$ 56,212
Health Programs	\$ 17,394	\$ 4,429	\$ 10,646	\$ 11,177	\$ 8,588	\$ 943	\$ 18,822
PEG/Lexington Comm. TV	\$ 781,014	\$ 581,216	\$ 519,882	\$ 842,348	\$ 332,306	\$ 874,503	\$ 300,151
School Bus Transportation	\$ 537,485	\$ 294,714	\$ 625,447	\$ 206,752	\$ 463,515	\$ 557,229	\$ 113,038
Public Facilities Revolving Fund	\$ 69,491	\$ 361,324	\$ 345,928	\$ 84,887	\$ 151,898	\$ 172,429	\$ 64,356
Liberty Ride	\$ (13,190)	\$ 181,559	\$ 168,369	\$ (0)	\$ 154,599	\$ 133,120	\$ 21,479
Regional Cache - Hartwell Ave	\$ 1,121	\$ 745	\$ -	\$ 1,866	\$ 1,178		\$ 3,044

**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>
<b>Community Preservation Act Revenue</b>								
Property Surcharge	\$ 2,777,882	\$ 2,922,795	\$ 3,042,587	\$ 3,215,551	\$ 3,360,117	\$ 3,510,101	\$ 3,691,000	\$ 3,907,000
State Match	\$ 2,556,362	\$ 1,927,708	\$ 1,060,390	\$ 885,463	\$ 885,463	\$ 929,507	\$ 1,786,230	\$ 927,310
Investment Income	\$ 148,154	\$ 101,141	\$ 41,153	\$ 36,023	\$ 19,101	\$ 13,784	\$ 17,000	\$ 14,000
Donations/Other	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ 30,297	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 5,482,398</b>	<b>\$ 4,955,144</b>	<b>\$ 4,144,130</b>	<b>\$ 4,137,037</b>	<b>\$ 4,264,682</b>	<b>\$ 4,483,689</b>	<b>\$ 5,494,230</b>	<b>\$ 4,848,310</b>

**Use of Community Preservation Funds**

**Open Space Reserve Allocation**

Beginning balance	\$ 230,000	\$ 690,847	\$ -	\$ 397,207	\$ -	\$ -	\$ 1,174	\$ 504,730
New Allocation	\$ 523,347	\$ 430,564	\$ 397,207	\$ 414,470	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831
Close Out of Unused Project Balances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,174	\$ 5,633	\$ -
<b>Total</b>	<b>\$ 753,347</b>	<b>\$ 1,121,411</b>	<b>\$ 397,207</b>	<b>\$ 811,677</b>	<b>\$ 419,900</b>	<b>\$ 427,474</b>	<b>\$ 556,230</b>	<b>\$ 989,561</b>

**Appropriations for:**

<i>West Lexington Greenway Corridor (Art. 26(k) 2007 ATM)</i>	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Goodwin Property (Art. 5, November 2008 STM)</i>	\$ -	\$ 181,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Leary Property (Art. 12, April 13 2009 ATM)</i>	\$ -	\$ 939,894	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Minuteman Bikeway (Art. 8(a), 2010 ATM) (1/2 appropriation, split with Unbudgeted Reserve)</i>	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -
<i>Cotton Farm Acquisition (Art 9, 2010 ATM)</i>	\$ -	\$ -	\$ -	\$ 651,677	\$ -	\$ -	\$ -	\$ -
<i>Cotton Farm Debt Service (Art. 9, 2010 ATM) (\$3,857,000 Authorization). FY12 debt service is \$1,300,604 on a \$1,297,400 bond anticipation note; residual balance of the debt service is funded from the Unbudgeted Reserve)</i>	\$ -	\$ -	\$ -	\$ -	\$ 419,900	\$ -	\$ -	\$ -
<i>Cotton Farm Debt Service - \$1,000,000 (Art. 8 (l), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426,300	\$ -	\$ -
<i>CPA Conservation Restriction Enforcement Funds (Art 8(b), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
<i>Lexington Center Pocket Park Design and Ancillary Costs(Art 8(i), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,500	\$ -
<i>ACROSS Lexington Pedestrian/Bicycle Route System(Art 8(n), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
<b>subtotal - appropriations</b>	<b>\$ 62,500</b>	<b>\$ 1,121,411</b>	<b>\$ -</b>	<b>\$ 811,677</b>	<b>\$ 419,900</b>	<b>\$ 426,300</b>	<b>\$ 51,500</b>	<b>\$ -</b>
<b>Open Space Reserve Balance at end of fiscal year</b>	<b>\$ 690,847</b>	<b>\$ -</b>	<b>\$ 397,207</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,174</b>	<b>\$ 504,730</b>	<b>\$ 989,561</b>

**Historic Resources Reserve Allocation**

Beginning balance	\$ 45,000	\$ -	\$ -	\$ 141,194	\$ 416,996	\$ 521,515	\$ 729,283	\$ 82,427
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Allocation	\$ 676,045	\$ 1,361,900	\$ 484,700	\$ 2,214,839	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831
Close Out of Unused Project Balances	\$ -	\$ -	\$ -	\$ 416,996	\$ 29,619	\$ 602,756	\$ -	\$ -
<b>Total</b>	<b>\$ 721,045</b>	<b>\$ 1,361,900</b>	<b>\$ 484,700</b>	<b>\$ 2,773,029</b>	<b>\$ 866,515</b>	<b>\$ 1,550,571</b>	<b>\$ 1,278,706</b>	<b>\$ 567,258</b>

**Appropriations for:**

<i>Munroe and Old Burial Grounds (Art. 26(b) 2007 ATM)</i>	\$ 367,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Historic Homes Fire Monitoring Systems (Art. 26(c) 2007 ATM)</i>	\$ 18,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Buckman Tavern Boiler (Art. 26(d) 2007 ATM)</i>	\$ 10,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Comprehensive Cultural Resource Survey (Art. 26(e) 2007 ATM)</i>	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>East Lexington Library Study (Art. 26(g) 2007 ATM)</i>	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Cary Hall Performance Restoration (Art. 26(h) 2007 ATM)</i>	\$ 147,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Historic Signage (Art. 26(i) 2007 ATM)</i>	\$ 18,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Muzzey Condominium Study (Art. 26(l) 2007 ATM)</i>	\$ 26,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Belfry Hill Tree Restoration (Art. 9(b) 2008 ATM)</i>	\$ -	\$ 9,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Archive Record Management &amp; Conservation (Art. 9(f) 2008 ATM)</i>	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>School Administration Building/Old Harrington (Art. 9(j) 2008 ATM)</i>	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Munroe Center Sprinkler System (Art. 9(q) 2008 ATM)</i>	\$ -	\$ 579,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>
Town Office Complex Building Envelope (Art. 9(k) 2008 ATM)	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
East Lexington Fire Station (Art.9 (l) 2008 ATM)	\$ -	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADA Accessible Bathrooms and Signs for TOB (Art. 9m) 2008 ATM)	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Office Building Use Study & Renovation Design (Art. 9(n) 2008 ATM)	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Vault Control - Supplemental Appropriation (Art. 11(e) 2009 ATM) <b>IP'D</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Office Building Renovation and Design (Art. 11(f) 2009 ATM)	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Lexington Police Station Space Needs Study (Art. 11(g) 2009 ATM)	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Headquarters Renovation (Art. 11(i) 2009 ATM)	\$ -	\$ -	\$ 29,700	\$ -	\$ -	\$ -	\$ -	\$ -
Stone Building Study (Art. 11(h) 2009 ATM)	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
Munroe Tavern Historic Structures Report (Art. 11(k) 2009 ATM)	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Library Vault, Preservation Project - Archives (Art. 8(h) 2010 ATM)	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Building Envelope, Cary Mem. Bldng./TOB (Art. 8(k) 2010 ATM)	\$ -	\$ -	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -
Muzzey Senior Center Improvements Study (Art. 8(o) 2010 ATM)	\$ -	\$ -	\$ -	\$ 45,100	\$ -	\$ -	\$ -	\$ -
Cary Memorial Building/TOB HVAC Controls Upgrade (Art. 8(m) 2010 ATM)	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Police Station Ventilation System (Art. 8(n) 2010 ATM)	\$ -	\$ -	\$ -	\$ 31,700	\$ -	\$ -	\$ -	\$ -
White House Historic Structure Report (Art. 8(p) 2010 ATM)	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -
Stone Building Exterior Stabilization (Art.8(q) 2010 ATM)	\$ -	\$ -	\$ -	\$ 202,933	\$ -	\$ -	\$ -	\$ -
Town Office Building Renovation (Art. 8(l) 2010 ATM)	\$ -	\$ -	\$ -	\$ 1,185,000	\$ -	\$ -	\$ -	\$ -
Cary Memorial Building - Venue Improvements Study (Art.8(j) 2010 ATM)	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Archives and Records Management/Records Conservation (Art.8 (g) 2010 ATM)	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Cary Memorial Building Signage (Art.8(j) 2010 ATM)	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Munroe Tavern Capital Improvements (Art.(r)2010 ATM)	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Battle Green Master Plan Study (Art.8(t) 2010 ATM)	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Cultural Resources Study - Supplemental Appropriation (Art.8(s) 2010 ATM)	\$ -	\$ -	\$ -	\$ 5,300	\$ -	\$ -	\$ -	\$ -
Archive Record Management & Conservation (Art. 8(a) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
East Lexington Fire Equipment Doors Replacement (Art.8(b) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -
Battle Green Monument Restoration (Art. 8(e) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Battle Green Master Plan Implementation (Art.8(f) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
Cary Library Vault, Preservation Project - Archives (Supplemental Appropriation) (Art. 7(a), November 14, 2011 STM)	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
Archive Record Management & Conservation (Art. 8 (a), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Paint Mine Barn Preservation (Art. 8 (b), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,770	\$ -	\$ -
Muzzey Senior Center Upgrades (Art. 8 ( c ), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 561,518	\$ -	\$ -
Cary Memorial Building Upgrades - \$550,000 (Art. 8 (d), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -
Archives and Records Management/Conservation (Art.8(a) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
Buckman Tavern Restoration and Renovation (Total cost is \$650,000; residual balance is funded from Unbudgeted Reserves)(Art.8(o) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Cary Memorial Building Upgrades (Total cost is \$550,000; residual balance is funded from Unbudgeted Reserves)(Art.8(c) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314,523	\$ -
Merriam Hill Preservation Project (Art.8(j) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -
Moon Hill National Register Nomination Project (Art.8(k) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -
Renovations to Buildings to be Acquired at 39 Marrett Road (Art. 5, 11/4/2013 STM) - (Total Cost is \$3,169,000; residual balance funded from Unbudgeted Reserve (\$1,984,118), Undesignated Fund Balance of the CPA Fund (\$259,310) and General Fund Unreserved Fund Balance (\$322,816))	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 602,756	\$ -
Cary Memorial Building Upgrades (Art. 2, 3/24/2014 STM) - Total cost is \$8,677,400 of which \$235,230 is from the tax levy and \$200,820 is from PEG Access funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$8,241,350 to be debt financed
Community Center Renovations(Art.3, 3/24/2014 STM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Amount and method of financing - TBD
39 Marrett Road - Community Center renovation D & E and Sidewalk Construction (Art. 8(a)2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	to be indefinitely postponed

**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>
<i>Visitor Center - Design Phase (Art. 8(b) 2014 ATM) - Total Cost is \$220,608 of which \$161,276 is from tax levy</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,332
<i>Hastings Park Gazebo Renovations (Art. 8(c) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
<i>Historical Commission Inventory Forms for Listed Buildings (Art. 8(d) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
<i>Battle Green Streetscape Improvements (Art. 8(e) 2014 ATM) - Total Cost is \$90,000 of which \$27,000 from tax levy</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000
<b>subtotal - appropriations</b>	<b>\$ 721,045</b>	<b>\$ 1,361,900</b>	<b>\$ 334,700</b>	<b>\$ 2,356,033</b>	<b>\$ 345,000</b>	<b>\$ 821,288</b>	<b>\$ 1,196,279</b>	<b>\$ 277,332</b>
<b>Historic Resources Reserve Balance at end of fiscal year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 416,996</b>	<b>\$ 521,515</b>	<b>\$ 729,283</b>	<b>\$ 82,427</b>	<b>\$ 289,926</b>

**Community Housing Reserve Allocation**

Beginning balance	\$ 230,000	\$ 198,193	\$ -	\$ 7,289	\$ 3,533	\$ 30,001	\$ 11,796	\$ 388,485
New Allocation	\$ 523,347	\$ 638,293	\$ 1,165,828	\$ 1,083,840	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831
Close Out of Unused Project Balances	\$ -	\$ -	\$ -	\$ 3,532	\$ -	\$ 11,796	\$ -	\$ -
<b>Total</b>	<b>\$ 753,347</b>	<b>\$ 836,486</b>	<b>\$ 1,165,828</b>	<b>\$ 1,094,661</b>	<b>\$ 423,433</b>	<b>\$ 468,097</b>	<b>\$ 561,219</b>	<b>\$ 873,316</b>

**Appropriations for:**

<i>Greeley Village Window Replacement (Art. 26(f) 2007 ATM)</i>	\$ 228,404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Douglas House Specialized Affordable Housing (Art. 26(j) 2007 ATM)</i>	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Muzzey Condominium Study (Art. 26(l) 2007 ATM)</i>	\$ 26,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Survey and Define Aff. Housing Assist. Prog. (Art 9(a) 2008 ATM)</i>	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Vynebrook Village Windows (Art. 9(e) 2008 ATM)</i>	\$ -	\$ 158,686	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Parker Manor Condo Purchases (Art. 9(g) 2008 ATM)</i>	\$ -	\$ 652,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Greeley Roof Replacement (Art. 11(j) 2009 ATM)</i>	\$ -	\$ -	\$ 320,828	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Lexhab Purchase of 3 Properties (Art. 11(l) 2009 ATM)</i>	\$ -	\$ -	\$ 845,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Greeley Village Siding Replacement (Art.8(d) 2010 ATM)</i>	\$ -	\$ -	\$ -	\$ 386,129	\$ -	\$ -	\$ -	\$ -
<i>Vynebrooke Village Design Study (Art.8(e) 2010 ATM)</i>	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
<i>LexHAB Purchase of 2 Properties (Art. 8(f) 2010 ATM)</i>	\$ -	\$ -	\$ -	\$ 695,000	\$ -	\$ -	\$ -	\$ -
<i>LexHAB - Set Aside for Housing Acquisition (Total cost is \$450,000; residual balance is funded from Unbudgeted Reserves)(Art.8(d) 2011 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ 393,432	\$ -	\$ -	\$ -
<i>LexHAB - Set Aside for Housing Acquisition - \$450,000 (Art. 8 (g), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ -	\$ -
<i>Greeley Village Accessible Housing Project - \$810,673 (Art. 8 (j), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,301	\$ -	\$ -
<i>Greeley Village Front Doors (Art. 8 (l), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,734	\$ -
<i>Vynebrooke Village Renovations (Art. 8(f) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,551
<i>LexHAB Set-Aside funds for Development of Community Housing at the Busa Property - (Total cost is \$750,000; residual balance is funded from Unbudgeted Reserve) (Art. 8(g) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,707
<b>subtotal - appropriations</b>	<b>\$ 555,154</b>	<b>\$ 836,486</b>	<b>\$ 1,165,828</b>	<b>\$ 1,091,129</b>	<b>\$ 393,432</b>	<b>\$ 456,301</b>	<b>\$ 172,734</b>	<b>\$ 567,258</b>
<b>Community Housing Reserve Balance at end of fiscal year</b>	<b>\$ 198,193</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,532</b>	<b>\$30,001</b>	<b>\$11,796</b>	<b>\$ 388,485</b>	<b>\$ 306,058</b>

**Unbudgeted Reserve**

Beginning balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Allocation	\$ 3,510,731	\$ 1,874,884	\$ 1,924,336	\$ 431,557	\$ 2,939,300	\$ 3,145,607	\$ 3,845,961	\$ 3,393,817
<b>Total</b>	<b>\$ 3,510,731</b>	<b>\$ 1,874,884</b>	<b>\$ 1,924,336</b>	<b>\$ 431,551</b>	<b>\$ 2,939,300</b>	<b>\$ 3,145,607</b>	<b>\$ 3,845,961</b>	<b>\$ 3,393,817</b>
<b>Appropriations for:</b>								
<i>Hancock Clark Restoration (Art 4, 2006 STM - for Hist. Pres.)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Lexington Depot (Art. 4, 2006 STM - for Hist. Pres.)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Cary Hall Records Vault (Art. 4, 2006 STM - for Hist. Pres.)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>West Lexington Greenway Corridor (Art. 26(k) 2007 ATM)</i>	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>
<i>Center Playfield Drainage Improvements (Art. 26(a) 2007 ATM)</i>	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Administrative Expenses (Art. 26(m) 2007 ATM)</i>	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Administrative Expenses (Art. 9(r) 2008 ATM)</i>	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Old Reservoir Management (Art. 9(d) 2008 ATM)</i>	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Harrington Pre-School Playground (Art. 9(i) 2008 ATM)</i>	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Harrington Pre-Schl Plygrnd (Suplmtl. Apprtn.(Art. 6, Nov. 2008 STM))</i>	\$ -	\$ 35,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Park Improvements Center Playfields (Art. 11(a) 2009 ATM)</i>	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Old Reservoir/Marrett Rd. Stormwater Mitigation (Art. 11(b) 2009 ATM)</i>	\$ -	\$ -	\$ 569,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Pine Meadow Improvements (Art. 11(c) 2009 ATM)</i>	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Administrative Expenses (Art. 11(n) 2009 ATM)</i>	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Leary (Art. 12. April 13 2009 ATM)</i>	\$ -	\$ 1,659,749	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Minuteman Bikeway (Art. 8(a), 2010 ATM) (1/2 appropriation, split with Open Space Reserve)</i>	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -
<i>Center Playfields Drainage - Implementation Phase - \$875,173 (Art. 8 ( c ), 2010 ATM, \$603,622 of project cost financed from undesignated fund balance)</i>	\$ -	\$ -	\$ -	\$ 271,551	\$ -	\$ -	\$ -	\$ -
<i>Cotton Farm Debt Service (Art. 9, 2010 ATM) (\$3,857,000 Authorization). FY12 debt service is \$1,300,604 on a \$1,297,400 bond anticipation note; residual balance of the debt service is funded from the Open Space Reserve)</i>	\$ -	\$ -	\$ -	\$ -	\$ 880,704	\$ -	\$ -	\$ -
<i>Busa Farm Debt Service (Art. 6, 2009 STM) (\$4,197,000 Bond Authorization). FY12 debt service is \$974,600; residual balance of the FY12 debt service to be funded with \$216,885 in free cash derived from portion of FY2010 bond premium and accrued interest attributable to issuance of Busa Farm debt in February 2010.)</i>	\$ -	\$ -	\$ -	\$ -	\$ 757,715	\$ -	\$ -	\$ -
<i>LexHAB - Set Aside for Housing Acquisition (Total cost is \$450,000; residual balance is funded from the Community Housing Reserve) (Art.8(d)2011 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ 56,568	\$ -	\$ -	\$ -
<i>Vynebrook Village Drainage Improvements (Art.8(i) 2011 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ 364,800	\$ -	\$ -	\$ -
<i>FY12 Administrative Expenses (Art. 8(l) 2011 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
<i>FY13 Administrative Expenses (Art. 8 (m), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -
<i>Center Playfields Drainage - Implementation Phase - (Art. 8 (e), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 605,718	\$ -	\$ -
<i>Busa Farm Debt Service - \$930,300 (Art. 8 (k), 2012 ATM) (remaining project balance funded from Undesignated Fund Balance)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,105	\$ -	\$ -
<i>Cotton Farm Debt Service - \$1,000,000 (Art. 8 (l), 2012 ATM) (remaining project balance funded from Open Space Reserve)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 573,700	\$ -	\$ -
<i>Cary Memorial Building Upgrades - \$550,000 (Art. 8 (d), 2012 ATM) (remaining project balance funded from Historic Resources Reserve)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Battle Green Area Master Plan Implementation - \$143,845 (Art. 8 (f), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,845	\$ -	\$ -
<i>Buckman Tavern Historic Structure Report/Restoration Plans - \$65,000 (Art. 8 (h), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
<i>Historical Society-Historic Records Preservation - \$77,268 (Art. 8 (i), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,268	\$ -	\$ -
<i>Greeley Village Accessible Housing Project - \$810,673 (Art. 8 (j), 2012 ATM) (remaining project balance funded from Community Housing Reserve)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 804,372	\$ -	\$ -
<i>Land Acquisition (Wright Farm - \$122,000 (Art. 9(a), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,000	\$ -	\$ -
<i>Land Acquisition (Wright Farm - \$37,000 (Art. 9(b), 2012 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -
<i>Buckman Tavern Restoration and Renovation (Total cost is \$650,000; remaining balance is funded from the Historic Resources Reserve)(Art.8(o) 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -
<i>Cary Memorial Building Upgrades (Total cost is \$550,000; remaining balance is funded from Historic Resources Reserve)(Art.8(c) 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,477	\$ -
<i>Lincoln Park Field Improvements (Art. 8 (h), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
<i>Park and Playground Improvements (Art. 8 (f), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,500	\$ -
<i>Park Improvements - Athletic Fields (Art. 8 (g), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -
<i>Administrative Budget (Art. 8 (q), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -



**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>
<i>Marrett Road - Short Term Debt Service and Issuance Costs (Art.2(b), March 18, 2013 STM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ -
<i>Marrett Road - Ancillary Costs (Art.2( c ), March 18, 2013 STM)</i>						\$ 147,500	\$ -	\$ -
<i>Wright Farm Debt Service (Art. 8 (p), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,875	\$ -
<i>Marrett Road Design and Engineering - Code Compliance and Future Improvements (Art. 14(n), 2013 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
<i>Renovations to Buildings to be Acquired at 39 Marrett Road (Art. 5, 11/4/2013 STM) - (Total Cost is \$3,169,000; residual balance funded from Historic Resources Reserve (\$602,756), Undesignated Fund Balance of the CPA Fund (\$259,310) and General Fund Unreserved Fund Balance (\$322,816))</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,984,118	\$ -
<i>LexHAB Set-Aside funds for Development of Community Housing at the Busa Property - (Total cost is \$750,000; residual balance is funded from Community Housing Reserve) (Art. 8(g) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 483,293
<i>Lincoln Park Field Improvements (Art. 8(h), 2014 ATM) - (Total Cost is \$\$620,000; residual balance funded from General Fund Unreserved Fund Balance (\$231,000) and Recreation Retained Earnings (\$189,000))</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
<i>Park and Playground Improvements (Art. 8(i) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
<i>Park Improvements - Athletic Fields (Art. 8(j) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<i>Park Improvements - Hard Court Resurfacing (Art. 8(k) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000
<i>Parker Meadow Accessible Trail D &amp; E (Art. 8(l) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,500
<i>CPA Debt Service (Art. 8(m) 2014 ATM) (Does not include potential debt service on short term debt for proposed Cary Memorial Hall renovations and for supplemental funding for Community Center Improvements)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,524,407
<i>Administrative Budget (Art. 8(n) 2014 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>subtotal - appropriations</b>	<b>\$ 152,500</b>	<b>\$ 1,874,884</b>	<b>\$ 989,000</b>	<b>\$ 431,551</b>	<b>\$ 2,209,787</b>	<b>\$ 3,027,508</b>	<b>\$ 3,268,970</b>	<b>\$ 2,642,200</b>
<b>Close to Year-End Surplus Available for Appropriation</b>	<b>\$ 3,358,231</b>	<b>\$ -</b>	<b>\$ 935,336</b>	<b>\$ -</b>	<b>\$ 729,513</b>	<b>\$ 118,099</b>	<b>\$ 576,991</b>	<b>\$ 751,617</b>

**Appropriations from Undesignated Fund Balance (year-end surplus available for appropriation)**

<i>Hancock-Clarke House Restoration(Art. 9(c) 2008 ATM for Hist. Pres.)</i>	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Police Station Repairs (Art. 28, 2006 ATM - for Hist Pres.)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Cary Hall Records Vault (Art. 28, 2006 ATM - for Hist. Pres.)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Fire Station Repairs (Art. 28, 2006 ATM - for Hist. Pres. )</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Leary Property (Art. 12, 2009 ATM)</i>	\$ -	\$ 163,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Busa Property, Short term bonding cost (Art. 6, 2009 STM)</i>	\$ -	\$ -	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Administrative Expenses(Art. 25, 2006 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Busa Debt Service (Art. 6, 2009 STM) (\$4,197,000 Bond Authorization)</i>	\$ -	\$ -	\$ -	\$ 2,562,100	\$ -	\$ -	\$ -	\$ -

**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>
<i>FY09 Administrative Expenses-Supplemental Appropriation (Art. 7, May 2009 STM)</i>	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Stormwater Mitigation Old Res./Marrett Road (Art. 8(b) 2010 ATM)</i>	\$ -	\$ -	\$ -	\$ 190,047	\$ -	\$ -	\$ -	\$ -
<i>Center Playfields Drainage - Implementation Phase - \$875,173 (Art. 8 ( c ), 2010 ATM, \$271,551of project cost financed from Unbudgeted Reserves)</i>	\$ -	\$ -	\$ -	\$ 603,622	\$ -	\$ -	\$ -	\$ -
<i>FY2011 Administrative Expenses (Art.8(v) 2010 ATM)</i>	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
<i>Center Playfields Drainage (Art. 8(f)2011 ATM)</i>	\$ -	\$ -	\$ -	\$ -	\$ 911,863	\$ -	\$ -	\$ -
<i>Busa Farm Debt Service - \$930,300 (Art. 8 (k), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 744,195	\$ -	\$ -
<i>Renovations to Buildings to be Acquired at 39 Marrett Road (Art. 5, 11/4/2013 STM) - (Total Cost is \$3,169,000; residual balance funded from Historic Resources Reserve (\$602,756), Unbudgeted Reserve (\$1,984,118) and General Fund Unreserved Fund Balance (\$322,816))</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 259,310	\$ -
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ 163,457</b>	<b>\$ 123,000</b>	<b>\$ 3,505,769</b>	<b>\$ 911,863</b>	<b>\$ 744,195</b>	<b>\$ 259,310</b>	<b>\$ -</b>
<b>Total Appropriations</b>	<b>\$ 2,091,199</b>	<b>\$ 5,358,138</b>	<b>\$ 2,612,528</b>	<b>\$ 8,196,159</b>	<b>\$ 4,279,982</b>	<b>\$ 5,475,592</b>	<b>\$ 4,948,793</b>	<b>\$ 3,486,790</b>

# Stabilization Fund History

Authorized M.G.L. Ch. 40, Sec. 5, The Town of Lexington's general stabilization fund has grown steadily over the last seven fiscal years. Stemming from actions of Town Meeting and recommendations of the Selectmen's Ad Hoc Fiscal Policy Committee, annual appropriations to the fund are shown in the table below.

The Fiscal Policy Committee recommended that the Town "[b]uild a Stabilization Fund large enough to buffer the General Fund from the impact of two to three years of reduced state aid and declining local receipts. Continue to allocate between \$500,000 and \$1 million each year until the Stabilization Fund reaches roughly 7% of the prior year's General Fund revenues." (Report of the Financial Policy Committee to BOS, page 4 & 11, March 15, 2006)

Staff further recommended "While we strongly endorse the policy to establish a target balance of 7% of general fund revenues in the Stabilization Fund, we propose that the fund be built to this level over a 5 to 7 year period and that the primary source of funding be significant one-time revenues e.g., NESWC payments, arbitrage proceeds, etc. Furthermore, as a companion to the Committee's recommendation, we propose that a policy guiding the use of stabilization funds be developed. Generally, the policy should specify permitted uses of the fund such as the replacement of significant losses of operating revenue during economic downturns and the funding of unanticipated costs that outstrip the capacity of the Appropriation Committee's reserve fund; and, a specification of the number of years to return the fund to its target level when it is drawn down below that level." (Staff Memo to BOS on FPC Recommendations, September 15, 2006)

## Stabilization Fund History

	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
Beginning Balance	\$ 139,797	\$ 961,771	\$ 1,615,947	\$ 4,461,675	\$ 5,672,193	\$ 6,805,815	\$ 7,523,979	\$ 8,376,820	\$ 8,551,561
Interest Earned	\$ 14,652	\$ 50,529	\$ 195,728	\$ 210,518	\$ 133,622	\$ 48,320	\$ 142,842	\$ 174,741	\$ 192,700
T.M. Appropriation	\$ 807,322	\$ 603,647	\$ 2,650,000	\$ 1,000,000	\$ 1,000,000	\$ 669,843	\$ 710,000	\$ -	\$ -
T.M. Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Balance</b>	<b>\$ 961,771</b>	<b>\$ 1,615,947</b>	<b>\$ 4,461,675</b>	<b>\$ 5,672,193</b>	<b>\$ 6,805,815</b>	<b>\$ 7,523,979</b>	<b>\$ 8,376,820</b>	<b>\$ 8,551,561</b>	<b>\$ 8,744,262</b>

## As a Percent of General Fund Revenue

	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13
<b>Total General Fund</b>	<b>\$ 110,144,605</b>	<b>\$ 117,182,016</b>	<b>\$ 124,113,723</b>	<b>\$ 133,085,712</b>	<b>\$ 134,854,618</b>	<b>\$ 138,988,772</b>	<b>\$ 145,783,426</b>	<b>\$ 152,868,740</b>	<b>\$ 158,124,911</b>
<b>% of GF Revenue</b>	<b>0.87%</b>	<b>1.38%</b>	<b>3.59%</b>	<b>4.26%</b>	<b>5.05%</b>	<b>5.41%</b>	<b>5.75%</b>	<b>5.59%</b>	<b>5.53%</b>

## Specialized Stabilization Funds

Ending balances as of fiscal year end

	FY08	FY09	FY10	FY11	FY12	FY13
Transportation Demand Mitigation Fund	\$ 222,697	\$ 216,693	\$ 255,063	\$ 305,844	\$ 297,902	\$ 305,765
Traffic Mitigation Stabilization Fund	\$ 253,310	\$ 284,515	\$ 160,528	\$ 327,159	\$ 346,477	\$ 96,562
School Bus Stabilization Fund	\$ 74,583	\$ 4,603	\$ 16	\$ 18	\$ 18	\$ 18
Special Education Stabilization Fund	\$ 357,863	\$ 710,970	\$ 1,060,970	\$ 1,064,210	\$ 1,067,142	\$ 1,069,456
Other Post Employment Benefits (OPEB)	\$ -	\$ 1,291,971	\$ 1,292,828	\$ 2,060,928	\$ 2,166,697	\$ 3,069,273
Debt Service/Capital Projects/Building Renewal Fund*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,601,835

\*Amount shown is fund balance as of 6/30/2013. Reflective of 2013 Annual and Special Town Meeting action, the current balance of the fund in FY2014 is \$3,987,447.

# Summary of Reserve Fund Transfers

## FY 2008-2013

This spreadsheet shows the budgeted and actual transfers from the Appropriation Committee Reserve Fund. The fund, set forth under M.G.L. Ch. 40, Sec. 6, is to be used for extraordinary and unforeseen expenditures, which cannot be paid through regular program appropriations. Specifically, M.G.L. states:

*Chapter 40: Section 6. Towns; reserve funds for extraordinary expenditures; establishment*

*Section 6. To provide for extraordinary or unforeseen expenditures, a town may at an annual or special town meeting appropriate or transfer a sum or sums not exceeding in the aggregate five per cent of the levy of the fiscal year preceding the fiscal year for which the fund, to be known as the reserve fund, is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the finance or appropriation committee of the town, in towns having such a committee, and in other towns by the selectmen; and the town accountant in towns having such an official, and in other towns the auditor or board of auditors, shall make such transfers accordingly.*

Appropriated by Town Meeting annually, the Appropriation Committee approves transfer requests.

	FY 2008		FY 2009		FY 2010		FY 2011		FY 2012		FY 2013	
	Rev. Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<b>Reserve Fund</b>	<b>\$ 469,868</b>	<b>\$ 140,000</b>	<b>\$ 532,500</b>	<b>\$ 532,500</b>	<b>\$ 550,000</b>	<b>\$ 334,401</b>	<b>\$ 950,000</b>	<b>\$ 470,000</b>	<b>\$ 900,000</b>	<b>\$ 40,000</b>	<b>\$ 900,000</b>	<b>\$ 210,350</b>
Legal	-	\$ 140,000	-	\$ 32,495	-	-	-	-	-	-	-	-
Public Schools	-	-	-	-	-	-	-	-	-	-	-	-
General Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Worker's Comp.	-	-	-	-	-	-	-	-	-	-	-	-
Uninsured Losses	-	-	-	-	-	-	-	-	-	-	-	-
Social Services	-	-	-	-	-	-	-	\$ 20,000	-	-	-	-
Elections	-	-	-	-	-	-	-	-	-	-	-	\$ 3,350
Unemployment	-	-	-	-	-	-	-	\$ 50,000	-	-	-	-
DPW Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Highway Expenses	-	-	-	-	-	\$ 10,000	-	-	-	-	-	-
BOS Wages	-	-	-	-	-	-	-	-	-	-	-	-
Police Wages	-	-	-	-	-	-	-	-	-	-	-	-
Fire Wages	-	-	-	-	-	-	-	-	-	-	-	-
Fire Expenses	-	-	-	-	-	\$ 60,000	-	-	-	-	-	-
Snow Wages	-	-	-	-	-	-	-	-	-	-	-	\$ 189,000
Snow Expenses	-	-	-	\$ 500,005	-	\$ 264,401	-	-	-	-	-	\$ 18,000
Library Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Public Facilities	-	-	-	-	-	-	-	\$ 400,000	-	-	-	-
Community Dev Exp.	-	-	-	-	-	-	-	-	-	\$ 40,000	-	-

# Lexington Retirement System History

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Authorized under M.G.L. Ch 32, the Lexington Retirement System is charged with managing the pensions of most municipal and school employees. Teachers are covered the Massachusetts Teachers Retirement System. State law requires that retirement systems fully fund their pension liabilities by 2027. Lexington is on track to complete full funding of its liability by 2030.

The following table shows information concerning the Pension Liability.

	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013*	FY 2014
Assessment	\$3,519,578	\$3,718,593	\$3,798,276	\$4,083,286	\$4,205,537	\$4,805,537
% Funded	N/A	N/A	N/A	88.80%	86.10%	78.30%
Target Date for 100% Liability Funding	2015	2015	2015	2020	2020	2030

\*An additional \$1,000,000 appropriated in addition to this Assessment at the 2012 Special Town Meeting

**Note:** FY2014 Assessment from Actuarial Valuation of the Lexington Retirement System as of January 1, 2012.

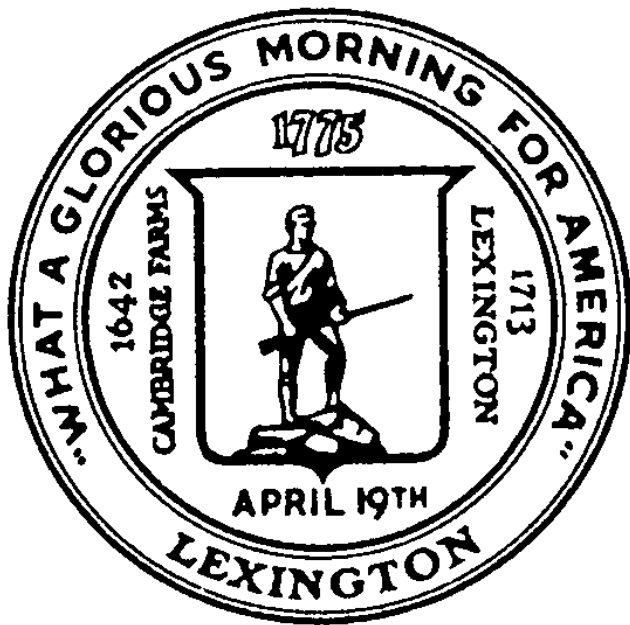
# Snow & Ice History

The following spreadsheet details snow & ice expenditures for the Town of Lexington over the last fourteen (14) Fiscal Years.

FY	Appropriated Budget	Total Expenses	Covered within Budget	Covered with Supplemental Transfers	Year End Deficit Raised on Recap
2013	\$ 1,091,534	\$ 1,448,098	\$ 149,564	\$ 207,000	\$ -
2012	\$ 1,004,944	\$ 603,900	\$ -		\$ -
2011	\$ 987,445	\$ 1,884,338	\$ 242,840		\$ 654,053
2010	\$ 737,445	\$ 1,396,285	\$ 658,840		\$ -
2009	\$ 646,925	\$ 2,282,115	\$ 1,533,443		\$ 101,747
2008	\$ 610,237	\$ 1,645,140	\$ 537,865		\$ 497,038
2007	\$ 610,173	\$ 759,594	\$ 149,421		\$ -
2006	\$ 600,000	\$ 1,120,337	\$ 378,378		\$ 141,959
2005	\$ 494,125	\$ 1,741,220	\$ 453,334	\$ 147,073	\$ 646,688
2004	\$ 297,045	\$ 871,616	\$ 259,171	\$ 133,454	\$ 181,946
2003	\$ 297,045	\$ 1,187,465	\$ 60,274	\$ 111,000	\$ 719,146
2002	\$ 297,045	\$ 611,932	\$ 68,933		\$ 245,954
2001	\$ 297,045	\$ 950,220	\$ 275,302		\$ 377,873
2000	\$ 285,200	\$ 436,661	\$ 93,264		\$ 58,197
<b>Total</b>	<b>\$ 6,159,730</b>	<b>\$ 14,886,923</b>	<b>\$ 4,711,065</b>	<b>\$ 391,527</b>	<b>\$ 3,624,601</b>
<b>2009-2013</b>					
<b>Average</b>	<b>\$ 893,659</b>	<b>\$ 1,522,947</b>	<b>\$ 516,938</b>		<b>\$ 151,160</b>
<b>2003-2013</b>					
<b>Average</b>	<b>\$ 670,629</b>	<b>\$ 1,358,192</b>	<b>\$ 402,103</b>	<b>\$ 149,632</b>	<b>\$ 267,507</b>

# Appendix D: Glossary

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# Glossary

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**ABATEMENT** – an Abatement is a reduction of a tax liability. The Board of Assessors grants abatements for real estate and personal property taxes in cases where an individual’s assessed valuation is determined to be in excess of fair market value.

**ACCRUAL BASIS FOR ACCOUNTING** – A method of accounting that recognizes revenue when earned, rather than when collected, and recognizes expenses when incurred, rather than when paid. In Massachusetts, cities and towns must use this basis of accounting for the audited financial statements of Enterprise funds. (Also see Modified Accrual Basis of Accounting).

**APPROPRIATION** - An authorization granted by the Town Meeting to make expenditures and to incur obligations for specific purposes. Appropriations for any expenditure specify dollar amounts, funding sources, and a period of time within which the funds must be spent. Any funds not expended within the specified time (usually one fiscal year) revert to the Unreserved Fund Balance.

**APPROPRIATED BUDGET** – As used in fund summaries and department summaries within the budget document, represents the current year budget as originally adopted by Town Meeting. It does not include prior year encumbrances.

**ARTICLE** - An article or item on the Town Warrant. There are four standard financial articles that appear in the Warrant every year: the Operating Budget Article; an Article for “Supplementary Appropriations for the Current Fiscal Year” (the current fiscal year is the one that was appropriated at the previous year’s Town Meeting); an Article for Prior Years’ Unpaid Bills; and an Article for supplementary appropriations for previously authorized capital improvement projects. “New” capital project requests and other special items generally appear as individual articles without a predetermined order.

**ARTICLE TRANSFERS**- Projects from previous year Town Meeting article appropriations occasionally have unexpended balances not required once the project is complete. The unexpended balance becomes available for future Town Meeting appropriation.

**ASSESSED VALUATION** - The valuation of real estate or other property determined by the Town Assessor for tax levying purposes. The Commonwealth certifies the values and methodology in determining values every three years.

**ASSETS** – Property, plant and equipment owned by the Town.

**AUDIT** – An examination of the town’s financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluation of the fiscal performance of a community.

**BUDGETARY FUND BALANCE (ALSO FREE CASH)** – Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

**BOND** - A written promise to pay a specified sum of money—called the face value or principal amount—at a specified date in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes, usually one year or two years in length, and a bond is that the latter runs for a longer period of time. State statute and the Board of Selectmen establish the length of a bond repayment.



**BOND ANTICIPATION NOTE (BAN)** – A temporary note issued for no more than one or two years. This is commonly used to defer the initial pay down of debt or to accommodate reimbursement for borrowed notes from a private source or other governmental entity.

**BUDGET** - A plan of financial operation embodying an estimate of proposed expenditures for a given period with proposed means of financing. Lexington's budget is a financial plan that is established for a single fiscal year that begins on July 1 and ends on June 30.

**BUDGET MESSAGE (Town Manager's Transmittal Letter)** – The opening section of the budget that provides the Board of Selectmen, Town Meeting Members, and the general public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the recommendations of the Town Manager.

**CAPITAL EXPENDITURE** - A major, non-recurring expenditure involving land acquisition, construction or major rehabilitation of a facility, or purchase of equipment costing \$25,000 or more with a useful life of five years or more.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** - A financial planning and management tool that identifies public facility and equipment requirements, presents these requirements in order of priority, and schedules them for funding and implementation.

**CEMETERY FUND** - See Special Revenue Fund.

**CHAPTER 90** - Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities through the Transportation Bond Issue for highway construction, preservation and improvement projects that create or extend the life of capital facilities. Routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 funds on pre-approved projects on a reimbursement basis.

**CHERRY SHEET** - The State allocates a portion of generated revenue to municipalities each year for education and general governmental expenditures. The amount of state aid each community will receive is itemized in a financial statement printed on cherry colored paper (thus the name). The amount of reimbursement is a function of the State budget. Towns usually receive notification in late summer, subsequent to the beginning of the fiscal year.

**COMMUNITY PRESERVATION ACT (CPA)** – is a local acceptance statute approved by Lexington voters in 2006. The purpose of the CPA is to fund open space, affordable housing, historic preservation and recreation projects that meet the eligibility criteria of the Act. Funding for projects comes from an annual property tax surcharge of up to three percent, which is the percentage adopted in Lexington. The local surcharge is matched by State funds collected as part of the deeds excise tax. The matching funds have ranged from 100% in 2006 to 36% in 2009.

**COMMUNITY PRESERVATION COMMITTEE (CPC)** – this nine-member appointed Committee reviews projects and determines their eligibility under the CPA. Projects that are approved by the Committee are then recommended to Town Meeting, which has the final vote on appropriating funds for each project. Members of the CPC are appointed by the Board of Selectmen (3), Planning Board, Conservation Commission, Recreation Committee, Housing Authority, Housing Partnership and Historical Commission.

**COMPETITIVE BIDDING PROCESS** – the process following State law requiring that for purchases of \$25,000 or more a Town must advertise, solicit and publicly open sealed bids from prospective vendors. After a review period, the Town Manager then awards a contract to the successful bidder.

**CONTINUING BALANCE ACCOUNTS** – At the end of a fiscal year, any unexpended balance in a continuing balance account carries forward to the next year as a type of reserve against future liabilities related to the account. Massachusetts General Laws provides for a number of continuing balance accounts including those for: workers compensation claims, property and liability uninsured losses, and unemployment compensation claims. A continuing balance account is also typically used to fund compensated absence liabilities, facility repair accounts and equipment replacement accounts.

**DEBT EXCLUSION** - The amount of taxes assessed in excess of the Proposition 2-1/2 levy limit for the payment of debt service costs, subject to a popular referendum. Two-thirds of the Selectmen and a majority of citizens voting must approve the exclusion. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

**DEBT SERVICE** - Payment of interest and principal on an obligation resulting from the issuance of bonds.

**DEPARTMENT** – A division of the Town that has overall management responsibility for an operation or group of related operations within a functional area.

**DEPRECIATION** – 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, and inadequacy of obsolescence. 2) That portion of the cost of a capital asset that is charged as an expense during a particular period. Depreciation is based on historic costs not replacement value.

**EFFICIENCY MEASURES** – Indicate how well resources are being used. They include cost-per-unit and productivity indicators.

**ELEMENT** - The smallest unit of budgetary accountability, which encompasses specific and distinguishable lines of work performed for the purpose of accomplishing a function for which the Town is responsible.

**ENCUMBRANCE** – To encumber funds means to set aside or commit funds for a future expenditure. Encumbrances include obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved.

**ENTERPRISE FUND** - An account supported by user fees for a specific service that the Town operates as a separate "business" (e.g. Water, Sewer, Recreation). Enterprise funds do not depend on taxes for operating revenue as user fee revenue and expenses are balanced over the long run. Budgeting for all Enterprise Funds is done on a Generally Accepted Accounting Practices (GAAP) basis.

**EXPENDITURE** – Decrease in net financial resources for the purpose of acquiring and providing goods and services.

**EXPENSES** – Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses consist of the following objects of expenditure: Utilities, Supplies and Materials, Contractual Services, and Equipment.

**FINES & FORFEITURES** - Revenue collected from court fines, penalty charges for overdue taxes along with non-criminal fines are included in this category.

**FREE CASH** - see Budgetary Fund Balance.

**FUND BALANCE** – The excess of assets over liabilities.

**FUNDING SOURCE** – The specifically identified funds allocated to meet budget requirements/expenses.

**GENERAL FUND** - Revenues derived from the tax levy, state aid, local receipts and available funds are considered General Fund revenues. The General Fund is distinguished from Enterprise Funds and Special Revenue Funds.

**GFOA** – Government Finance Officers Association of the United States and Canada. The G.F.O.A. is a professional organization of governmental finance officers.

**GRANT** – A contribution by one government unit or outside agency to another governmental unit. The contribution is usually made for a specific purpose but is sometimes for general purposes.

**INVESTMENT INCOME** - The Town earns interest on cash held in savings accounts and invested in short term securities. The investment goal is to ensure that all funds are invested in short-term, risk-averse investments. The Treasurer is very restricted as to the instruments in which investments can be made. The amount of investment income is a function of the amount of funds invested and the interest rate.

**LIABILITY** – Debt or other legal obligation which must be paid, renewed or refunded at some future date, but does not include encumbrances.

**LOCAL RECEIPTS** - A category of revenue sources including school department charges for services, investment income, fines and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2 ½ Tax Levy.

**MODIFIED ACCRUAL BASIS FOR ACCOUNTING** – A method of accounting that recognizes revenue when it is actually received and recognizes expenditures when a commitment is made. In Massachusetts, cities and towns must use this basis for accounting for the general government.

**MOTOR VEHICLE EXCISE** - All Massachusetts vehicle owners who have their vehicle(s) registered in the State of Massachusetts pay an annual motor vehicle excise tax to the city or town in which they reside. The Registry of Motor Vehicles creates a listing of all vehicles registered in Lexington and the book value assigned to each vehicle. The Town uses this information to bill all owners an annual tax equal to 2 ½ percent or \$25 for each \$1,000 of the vehicle's value.

**MWRA** – Massachusetts Water Resources Authority, from which the Town purchases water at a wholesale rate in the form of annual assessments to the Water and Wastewater (Sewer) departments.

**OPERATING BUDGET** – The portion of the budget that pertains to daily operations, which provide basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

**OPERATING EXPENDITURE** - An ongoing or recurring cost of performing a function or providing a service. Operating expenditures include personal services, supplies and materials, utilities, contractual services, minor equipment, and debt service.

**OTHER EXCISE (Hotel/Motel and Jet Fuel)** - Lexington hotels and motels charge an 11.7% room tax to guests in accordance with local option legislation. The Town of Lexington receives 6% of this tax in semi-annual installments (See page 12 of the Revenue Section).

**OTHER FEES AND CHARGES** - Revenue is received from fees or charges by the Inspectional Services, Engineering and Planning Departments, and the Department of Public Works. Also included in this category are collections from ambulance fees, municipal liens, and building rentals.

**OVERLAY** - The amount reserved for funding property tax abatements and exemptions granted by the Board of Assessors.

**OVERRIDE** - An action taken by the voters of the town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2 ½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and becomes a permanent addition to the tax levy limit.

**PARKING METER FUNDS** - Revenue from town parking meters and parking lot permits are deposited into the Parking Fund. This fund helps offset the costs of Police Department personal services, parking lot maintenance costs, and Department of Public Works expenses directly related to parking lot maintenance.

**PERFORMANCE MEASURES** – Specific quantitative and qualitative measures of work performed as an objective of the department. Performance Measurement Systems are generally comprised of the following indicators: workload measures, efficiency measures and outcome measures.

**PERSONAL SERVICES** – A line on the program, subprogram and element sheets which refers to the total of the following objects of expenditure: Wages, Overtime, and Other Compensation.

**PROGRAM** - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the Town is responsible.

**PROPOSITION 2 ½** - A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. In other words, the total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next. New construction values are in addition to this limit. Two provisions within Proposition 2 ½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an operating **override** or a **debt exclusion**.

**RECREATION FEES** - Users of Town recreational facilities and teams participating in Town sponsored sports pay fees for these services. Revenue collected from these fees covers the costs of maintaining facilities, providing coaches and referees, and recreation program management, as well as some Recreation related capital improvements. These recreation programs are managed through a Recreation Enterprise Fund.

**RESERVE FUND** - An amount set aside annually within the budget of a city or town to provide a funding source for "extraordinary and unforeseen" expenditures. In a town, the Finance (or Appropriation) Committee can authorize transfers from this fund.

**RETAINED EARNINGS** – The equity account reflecting the accumulated earnings of the enterprise funds.

**REVENUE** - Budgetary resources. The various revenues the Town receives are listed in the Revenue Summary in the Budget Overview section.

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA)** – A program of the Commonwealth of Massachusetts for the purpose of assisting municipalities in the reconstruction and renewal of its public schools.

**SCHOOL REVENUE** - Revenue received by Lexington Public Schools from athletic fees, as well as applicable bus transportation fees.

**SENIOR MANAGEMENT TEAM** – A group of top managers including department heads from eleven departments and the Town Manager’s Office.

**SEWER & WATER CHARGES** - The Town operates Water and Sewer Enterprise Funds to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon metered usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, such as Massachusetts Water Resources Authority (MWRA) assessments, debt service obligations, personal service costs, and capital projects. Charges for services are based on a three-tier block rate structure corresponding to usage. Charges rise as usage increases. The Town pays the MWRA assessments to supply water and dispose of Town sewage.

**SPECIAL REVENUE FUND** - A group of accounts that are funded by revenues from other sources such as the Parking and Cemetery Funds.

**STABILIZATION FUND** – Massachusetts General Law Ch.40, Sec. 5B, allows a municipality to appropriate in any year an amount not exceeding ten percent of the amount raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. Money from the Stabilization Fund may be appropriated for any lawful purpose by two-thirds vote of Town Meeting. In addition to the General Stabilization Fund, the town has stabilization funds for specific purposes, including the Transportation Demand Management Fund, Traffic Mitigation Fund, Special Education Fund, Other Post Employment Benefits (OPEB) Fund, and the Capital Projects/Debt Service/Building Renewal Fund.

**TAX LEVY** - The total amount to be raised through real estate and personal property taxes. Lexington property owners pay taxes to the Town based on the assessed value of their real and/or personal property. Each year the Board of Selectmen conducts a tax classification hearing to determine a tax rate. The Town Assessor makes adjustments to real estate values in order to properly reflect fair market value. In addition to real estate, businesses may also pay a personal property tax (set at the commercial rate) based on the value of their professional equipment, furniture and fixtures. The amount of taxes a property owner pays is determined by multiplying the applicable tax rate by the valuation. For example, if the tax rate is \$10 and a property's assessed value is \$100,000, the property owner will pay \$10 times \$100,000/1,000, or \$1,000. Tax levy revenues are the largest source of funding for the Town.

**TAX LEVY LIMIT** - The maximum amount that can be raised by a municipality within Proposition 2 ½.

**TAX RATE** - The amount of tax levied for each \$1,000 of assessed valuation.

**USER FEES** - Fees paid for direct receipt of a public service by the user or beneficiary of the service.