

# Section X: General Government

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Program 8000



Board of Selectmen  
Town Manager  
Town Committees  
Finance  
Town Clerk  
Management Information Systems

# Section X: Program 8000: General Government

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This section includes detailed information about the FY 2010 Operating Budget & Financing Plan for general government. It includes:

- 8100 Board of Selectmen X-2
- 8200 Town Manager X-6
- 8300 Town Committees X-10
- 8400 Finance X-14
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## **8100 Board of Selectmen**

**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, the Annual Town Report, and Public, Educational and Government (PEG) programming via LexMedia.

Day-to-day operation of the Selectmen's Office is under the direction of the Executive Clerk who assists the Selectmen and coordinate activities with the Town Manager's Office. The staff prepares 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, gasoline 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.

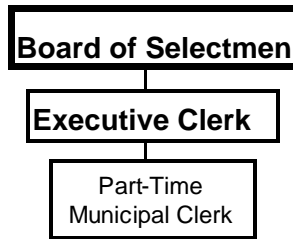
Town Counsel represents the Town on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

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

Lexington Community Television LexMedia provides Public, Educational and Government (PEG) Access services to Lexington. Currently LexMedia provides the PEG Access channel programming, equipment and facilities per a contract with the Town of Lexington.

### **Departmental Initiatives:**

1. Develop a funding strategy for major road, intersection and sidewalk projects.
2. Consider proposals for enhancements of the Town's commercial base, including any zoning changes.
3. Continue the evaluation of Town sites for a multi-generational Community Center.
4. Provide input to the Library Trustees on the use of the Stone Building.



**Authorized/Appropriated Staffing**

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Budget	FY 2010 Recommended
Executive Clerk	0.86	0.86	0.94	0.94	0.94
Part-Time Municipal Clerk (2 Positions)	0.54	0.54	0.56	0.56	0.56
<b>Total FTE</b>	<b>1.40</b>	<b>1.40</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>Total FT/PT</b>	<b>0 FT/ 2 PT</b>	<b>0 FT/ 2 PT</b>	<b>0 FT/ 2 PT</b>	<b>0 FT/ 2 PT</b>	<b>0 FT/ 3PT</b>

**Explanatory Notes:**

Executive Clerk is budgeted for 33 hours per week and Municipal Clerks are budgeted for up to 19 hours and vacation coverage for Executive Clerk.

**Budget Recommendations:**

The FY2010 recommended budget represents an increase of \$30,519, or 6 percent over the FY2009 general fund budget. This is comprised of a 4.57% increase in compensation and a 6.26% increase in expenses.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. A level-service budget reflects the estimated cost in FY2010 to maintain the current (FY2009) level of services. Notable increases in the FY2010 recommended budget include:

1. \$1,500 increase in expenses related to the annual Town Audit.
2. \$25,000 increase in expenses for Legal Services.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None.

# 8100 Board of Selectmen

## Budget Summary

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 501,432	\$ 450,918	\$ 475,757	\$ 475,757	\$ 24,839	5.51%
Revolving Funds	\$ 278,325	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%
PEG TV/Cable Access	\$ 278,325	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%
Directed Funding	\$ 69,120	\$ 58,000	\$ 63,680	\$ 63,680	\$ 5,680	9.79%
Licenses & Permits	\$ 69,120	\$ 58,000	\$ 63,680	\$ 63,680	\$ 5,680	9.79%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 848,877</b>	<b>\$ 908,918</b>	<b>\$ 939,437</b>	<b>\$ 939,437</b>	<b>\$ 30,519</b>	<b>3.36%</b>

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 68,527	\$ 78,048	\$ 81,612	\$ 81,612	\$ 3,564	4.57%
Expenses	\$ 780,349	\$ 830,870	\$ 857,825	\$ 857,825	\$ 26,955	3.24%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 848,877</b>	<b>\$ 908,918</b>	<b>\$ 939,437</b>	<b>\$ 939,437</b>	<b>\$ 30,519</b>	<b>3.36%</b>

Level-Service Requests (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 140,438	\$ 151,918	\$ 157,437	\$ 157,437	\$ 5,519	3.63%
Total 8120 Legal	\$ 414,619	\$ 350,000	\$ 375,000	\$ 375,000	\$ 25,000	7.14%
Total 8130 Town Report	\$ 6,495	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
Total 8140 PEG Programming	\$ 287,325	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 848,877</b>	<b>\$ 908,918</b>	<b>\$ 939,437</b>	<b>\$ 939,437</b>	<b>\$ 30,519</b>	<b>3.36%</b>

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 68,527	\$ 78,048	\$ 81,612	\$ 81,612	\$ 3,564	4.57%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 68,527	\$ 78,048	\$ 81,612	\$ 81,612	\$ 3,564	4.57%
Contractual Services	\$ 756,821	\$ 810,650	\$ 837,150	\$ 837,150	\$ 26,500	3.27%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 19,376	\$ 20,220	\$ 20,675	\$ 20,675	\$ 455	2.25%
Small Capital	\$ 4,153	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 780,349	\$ 830,870	\$ 857,825	\$ 857,825	\$ 26,955	3.24%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 848,877</b>	<b>\$ 908,918</b>	<b>\$ 939,437</b>	<b>\$ 939,437</b>	<b>\$ 30,519</b>	<b>3.36%</b>

Appropriations Summary (General Fund Only)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 68,527	\$ 78,048	\$ 81,612	\$ 81,612	\$ 3,564	4.57%
Expenses	\$ 493,024	\$ 430,870	\$ 457,825	\$ 457,825	\$ 26,955	6.26%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 561,552</b>	<b>\$ 508,918</b>	<b>\$ 539,437</b>	<b>\$ 539,437</b>	<b>\$ 30,519</b>	<b>6.00%</b>

Appropriations Summary (Non- General Fund)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 287,325	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%
8140 Lexington Community Television	\$ 287,325	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%
<b>Total 8100 Board of Selectmen</b>	<b>\$ 287,325</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>0.00%</b>

## 8200 Town Manager

**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 the 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. The Town Manager's Office is also responsible for human resources, benefit administration and risk management.

**Budget Overview:** The Town Manager's Office is comprised of Administration and Human Resources.

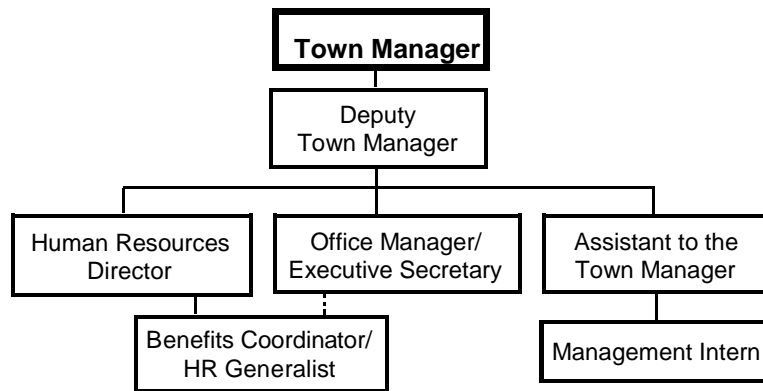
Administration includes the day-to-day oversight for all general government departments, town-wide staff training and professional development, special projects and website management. This function also implements all decisions of Board of Selectmen and provides staff support to various Town committees.

Human Resources includes personnel and, benefits administration, collective bargaining contract administration, workers compensation and unemployment benefits.

### Departmental Initiatives:

1. Implement the new youth, family and senior service program model;
2. Create a multi-year professional development plan;
3. Plan for space reallocation in the Town Office Building;
4. Continue Town website enhancements; and
5. Negotiate collective bargaining agreements for all municipal unions, associations and the Employee/Retiree Health Insurance Coalition.

# 8200 Town Manager



## Authorized/Appropriated Staffing

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Budget	FY 2010 Recommended
Town Manager	1	1	1	1	1
Deputy Town Manager	1	1	1	1	1
Office Manager	1	1	1	1	1
Administrative Assistant	1	1	0	0	0
Benefits Coordinator/HR Generalist	0	0	1	1	1
Assistant to the Town Manager	1	1	1	1	1
Human Resources Director	0	1	1	1	1
Hearing Officers	0.06	0.12	0.12	0.12	0.12
Management Intern	1	1	1	1	1
Grantswriter	0.35	0	0	0	0
<b>Total FTE</b>	<b>6.41</b>	<b>7.12</b>	<b>7.12</b>	<b>7.12</b>	<b>7.12</b>
<b>Total FT/PT</b>	<b>6 FT / 2 PT</b>	<b>7 FT / 2 PT</b>	<b>7 FT / 2 PT</b>	<b>7 FT / 2 PT</b>	<b>7 FT / 2 PT</b>

## **8200 Town Manager**

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### **Budget Recommendations:**

The FY2010 recommended budget reflects a \$15,494 or 2.18% increase over the FY09 adjusted budget. This is comprised of a 5.23% increase in compensation and a 5.63% decrease in expenses. At the time of the preparation of this budget recommendation, no salary adjustments have been determined by the Board of Selectmen for the non-represented employees in this Department. Salary increases, therefore, are not included in this budget.

The Salary Adjustment Account, however, is for anticipated collective bargaining settlements, other wage increases and for compensated leave payments due certain employees at retirement. Once contract settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Board of Selectmen.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. A level-service budget reflects the estimated cost in FY2010 to maintain the current (FY2009) level of services. Notable increases in the FY2010 recommended budget include:

1. \$26,744 for salary step increases and other salary adjustments.
2. \$4,000 decrease in Human Resources legal Services due to the adjustment made at the FY 2008 Special Town Meeting.

### Program Improvement Requests submitted by Department:

1. \$16,500 for a Classification and Compensation Study for various municipal employees.
2. \$5,000 for Pre-employment physicals.
3. \$20,000 in compensation for the purpose of hiring a part-time administrative assistant.

Program Improvement Requests Recommended for Funding: None

# 8200 Town Manager

## Budget Summary

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Adjusted	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 766,566	\$ 677,198	\$ 690,753	\$ 700,762	\$ 23,564	3.48%
Enterprise Funds (Indirect)	\$ 34,978	\$ 17,683	\$ 17,872	\$ 18,223	\$ 540	3.05%
Available Funds	\$ 53,346	\$ 16,000	\$ 17,750	\$ 17,750	\$ 1,750	10.94%
Rentals	\$ 53,346	\$ 16,000	\$ 17,750	\$ 17,750	\$ 1,750	10.94%
<b>Total 8200 Town Manager</b>	<b>\$ 854,890</b>	<b>\$ 710,881</b>	<b>\$ 726,375</b>	<b>\$ 736,735</b>	<b>\$ 25,854</b>	<b>3.64%</b>

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Adjusted	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 506,997	\$ 511,131	\$ 537,875	\$ 537,875	\$ 26,744	5.23%
Expenses	\$ 347,893	\$ 199,750	\$ 188,500	\$ 198,860	\$ (890)	-0.45%
<b>Total 8200 Town Manager</b>	<b>\$ 854,890</b>	<b>\$ 710,881</b>	<b>\$ 726,375</b>	<b>\$ 736,735</b>	<b>\$ 25,854</b>	<b>3.64%</b>

Level-Service Requests (All Funds)	FY 2008 Actual	FY 2009 Adjusted	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 512,019	\$ 535,546	\$ 556,706	\$ 556,706	\$ 21,160	3.95%
Total 8220 Human Resources	\$ 342,871	\$ 175,335	\$ 169,669	\$ 180,029	\$ 4,694	2.68%
<b>Total 8200 Town Manager</b>	<b>\$ 854,890</b>	<b>\$ 710,881</b>	<b>\$ 726,375</b>	<b>\$ 736,735</b>	<b>\$ 25,854</b>	<b>3.64%</b>

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Adjusted	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 506,997	\$ 511,131	\$ 537,875	\$ 537,875	\$ 26,744	5.23%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 506,997	\$ 511,131	\$ 537,875	\$ 537,875	\$ 26,744	5.23%
Contractual Services	\$ 327,694	\$ 167,850	\$ 156,050	\$ 166,410	\$ (1,440)	-0.86%
Utilities	\$ 480	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 12,455	\$ 12,400	\$ 12,950	\$ 12,950	\$ 550	4.44%
Small Capital	\$ 7,264	\$ 19,500	\$ 19,500	\$ 19,500	\$ -	0.00%
Expenses	\$ 347,893	\$ 199,750	\$ 188,500	\$ 198,860	\$ (890)	-0.45%
<b>Total 8200 Town Manager</b>	<b>\$ 854,890</b>	<b>\$ 710,881</b>	<b>\$ 726,375</b>	<b>\$ 736,735</b>	<b>\$ 25,854</b>	<b>3.64%</b>

### Budget Summary- Municipal Salary Adjustment (8230)

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Adjusted	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ 495,491	\$ 1,083,000	\$ 1,003,000	\$ 507,509	102.43%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total 8200 Town Manager</b>	<b>\$ -</b>	<b>\$ 495,491</b>	<b>\$ 1,083,000</b>	<b>\$ 1,003,000</b>	<b>\$ 507,509</b>	<b>102.43%</b>

Level Service Request (All Funds)	FY 2008 Actual	FY 2009 Adjusted	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ -	\$ 495,491	\$ 1,083,000	\$ 1,003,000	\$ 587,509	102.43%
<b>Total 8200 Town Manager</b>	<b>\$ -</b>	<b>\$ 495,491</b>	<b>\$ 1,083,000</b>	<b>\$ 1,003,000</b>	<b>\$ 507,509</b>	<b>102.43%</b>

## **8300 Town Committees**

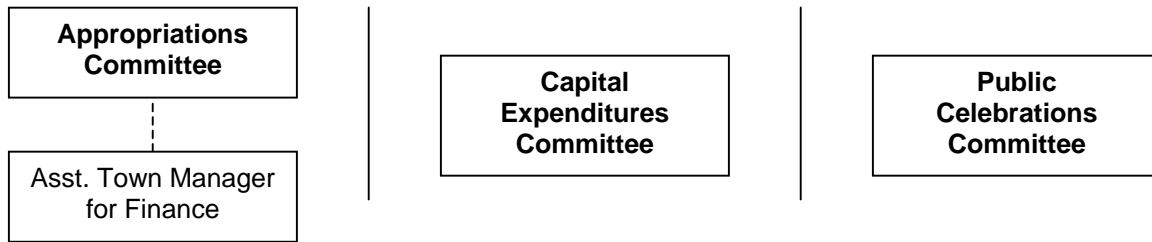
**Mission:** Town Committees includes the Appropriation Committee, Capital Expenditures Committee, Public Celebrations Committee and various boards and committees appointed by the Board of Selectmen, Moderator and the Town Manager.

**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, that is, 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 Veteran's, Memorial and Patriot's Day.

# 8300 Town Committees

Program: General Government  
Town of Lexington, Massachusetts

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## Authorized/Appropriated Staffing

No direct staff are charged to this line-item. Limited staff support is provided through the Town Manager's Office and Finance Department.

## **8300 Town Committees**

### **Budget Recommendations:**

The FY2010 recommended budget represents a \$500 or 1.40% increase over the FY 2009 budget.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. A level-service budget reflects the estimated cost in FY2010 to maintain the current (FY2009) level of services. Notable increases in the FY2010 recommended budget include:

1. \$500 increase in the Public Celebration budget due to normal inflationary increases for the Patriot's Day events.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

# 8300 Town Committees

Program: General Government  
Town of Lexington, Massachusetts

## Budget Summary

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 32,957	\$ 35,700	\$ 36,200	\$ 36,200	\$ 500	1.40%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Available Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total 8300 Town Committees</b>	<b>\$ 32,957</b>	<b>\$ 35,700</b>	<b>\$ 36,200</b>	<b>\$ 36,200</b>	<b>\$ 500</b>	<b>1.40%</b>

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 32,957	\$ 35,700	\$ 36,200	\$ 36,200	\$ 500	1.40%
<b>Total 8300 Town Committees</b>	<b>\$ 32,957</b>	<b>\$ 35,700</b>	<b>\$ 36,200</b>	<b>\$ 36,200</b>	<b>\$ 500</b>	<b>1.40%</b>

Level-Service Requests (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 543	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Total 8320 Misc. Boards & Committees	\$ 3,449	\$ 4,700	\$ 4,700	\$ 4,700	\$ -	0.00%
Total 8330 Public Celebrations	\$ 28,964	\$ 29,500	\$ 30,000	\$ 30,000	\$ 500	1.69%
<b>Total 8300 Town Committees</b>	<b>\$ 32,957</b>	<b>\$ 35,700</b>	<b>\$ 36,200</b>	<b>\$ 36,200</b>	<b>\$ 500</b>	<b>1.40%</b>

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ 2,704	\$ 4,500	\$ 4,000	\$ 4,000	\$ (500)	-11.11%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 30,253	\$ 31,200	\$ 32,200	\$ 32,200	\$ 1,000	3.21%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 32,957	\$ 35,700	\$ 36,200	\$ 36,200	\$ 500	1.40%
<b>Total 8300 Town Committees</b>	<b>\$ 32,957</b>	<b>\$ 35,700</b>	<b>\$ 36,200</b>	<b>\$ 36,200</b>	<b>\$ 500</b>	<b>1.40%</b>

## 8400 Finance

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

### **Departmental Initiatives:**

Assessing:

1. Perform interim-year updates to property values and continue to pursue initiatives to identify annual growth in personal property.

Comptroller:

1. Transition to accounting for Trust Funds in the general ledger.

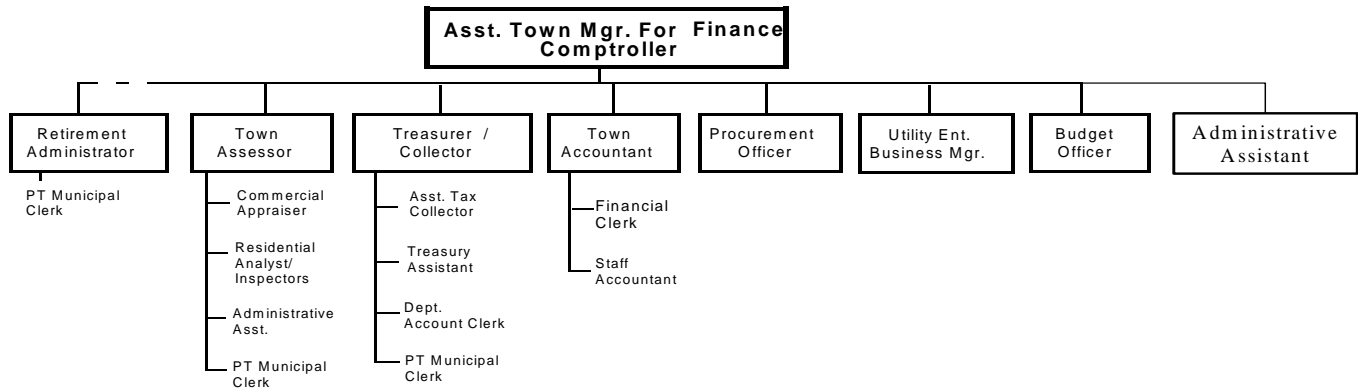
2. Implement electronic purchase order system.

3. Implement a general billing application for miscellaneous receivables.

## 8400 Finance

### Treasurer/Collector:

1. Move unpaid water and sewer bills onto tax bills, preparatory to moving delinquent taxes (inclusive of unpaid utility charges) to tax title, thus insuring ultimate collection of past due utility bills.
2. Bid banking and bill printing services.



### Authorized/Appropriated Staffing

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Budget	FY 2010 Recommended
<b>Element 8410: Comptroller</b>					
Asst. Town Manager for Finance/Comptroller	1	1	1	1	1
Town Accountant	1	1	1	1	1
Staff Accountant	1	1	1	1	1
Chief Procurement Agent	1	1	1	1	1
Retirement Administrator <sup>1</sup>	0	0	0	0	0
Financial Clerk	1	1	1	1	1
Budget Officer	1	1	1	1	1
Administrative Support	---	---	---	0.4	0.4
<b>sub-total FTE</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.40</b>	<b>6.40</b>
<b>sub-total FT/PT</b>	<b>6 FT / 0PT</b>	<b>6 FT / 0PT</b>	<b>6 FT / 0PT</b>	<b>6 FT / 1PT</b>	<b>6 FT / 1PT</b>
<b>Element 8420: Treasurer/Collector</b>					
Treasurer/Collector	1	1	1	1	1
Financial Clerk	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Account Clerk	1	1	1	1	1
Municipal Clerk	0.46	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>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>4 FT/1 PT</b>
<b>Element 8430: Assessor</b>					
Town Assessor	1	1	1	1	1
Residential Appraiser	1	1	1	1	1
Commercial Appraiser	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Property Inspector	1	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46	0.46
<b>sub-total FTE</b>	<b>5.46</b>	<b>5.46</b>	<b>5.46</b>	<b>5.46</b>	<b>5.46</b>
<b>sub-total FT/PT</b>	<b>5FT/1 PT</b>	<b>5FT/1 PT</b>	<b>5FT/1 PT</b>	<b>5FT/1 PT</b>	<b>5FT/1 PT</b>
<b>Element 8440: Utility Billing</b>					
Water/Sewer Enterprise Business Manager	0	1	1	1	1
Account Clerk	1	0	0	0	0
<b>sub-total FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</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>1 FT/0 PT</b>
<b>Total FTE</b>	<b>15.91</b>	<b>15.91</b>	<b>15.91</b>	<b>16.31</b>	<b>16.31</b>
<b>Total FT/PT</b>	<b>16 FT/2 PT</b>	<b>16 FT/2 PT</b>	<b>16 FT/2 PT</b>	<b>16 FT/3 PT</b>	<b>16 FT/3 PT</b>

**Explanatory Notes:**

<sup>1</sup> Staff includes a fulltime Retirement Administrator and a part-time Administrative Assistant, paid for by Retirement Board eff. FY 2004

## **8400 Finance**

### **Budget Recommendations:**

The FY2010 recommended budget represents an increase of \$26,744 or 2 percent increase over the FY2009 Budget. This is comprised of an increase of 0.75% in compensation and a 6.67% in expenses.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. A level-service budget reflects the estimated cost in FY2010 to maintain the current (FY2009) level of services. Notable increases in the FY2010 recommended budget include:

1. \$7,906 increase for salary step increases and other contractual adjustments.
2. \$5,350 increase in expenses attributable to a mandatory survey of exempt property, to be performed by the Assessing department.
3. \$3,700 increase in expenses for the replacement of a photocopier machine.
4. \$4,600 increase in expenses relating to a projected increase in postage rates.

### Program Improvement Requests submitted by Department:

1. \$40,000 in compensation and expenses for the purpose of hiring a full time clerk in the Assessing Department.
2. \$66,000 in compensation and expenses for the purpose of hiring a Residential Appraiser in the Assessing Department.
3. \$24,000 in expenses for the purpose of obtaining the services of an outside consultant to perform independent appraisals of properties going before the Appellate Tax Board.

Program Improvement Requests Recommended for Funding: None

# 8400 Finance

## Budget Summary

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 895,602	\$ 996,530	\$ 1,021,082	\$ 1,014,923	\$ 18,393	1.85%
Enterprise Funds (Indirects)	\$ 323,096	\$ 311,788	\$ 313,981	\$ 320,139	\$ 8,351	2.68%
Fees & Charges	\$ 31,908	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
Charges for Services	\$ 31,908	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
<b>Total 8400 Finance</b>	<b>\$ 1,250,606</b>	<b>\$ 1,338,318</b>	<b>\$ 1,365,062</b>	<b>\$ 1,365,062</b>	<b>\$ 26,744</b>	<b>2.00%</b>

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 990,601	\$ 1,055,828	\$ 1,063,734	\$ 1,063,734	\$ 7,906	0.75%
Expenses	\$ 260,005	\$ 282,490	\$ 301,328	\$ 301,328	\$ 18,838	6.67%
<b>Total 8400 Finance</b>	<b>\$ 1,250,606</b>	<b>\$ 1,338,318</b>	<b>\$ 1,365,062</b>	<b>\$ 1,365,062</b>	<b>\$ 26,744</b>	<b>2.00%</b>

Level-Service Requests (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 491,844	\$ 552,646	\$ 550,134	\$ 550,134	\$ (2,512)	-0.45%
Total 8420 Treasurer/Collector	\$ 278,828	\$ 283,863	\$ 295,907	\$ 295,907	\$ 12,044	4.24%
Total 8430 Assessor	\$ 414,508	\$ 435,169	\$ 452,381	\$ 452,381	\$ 17,212	3.96%
Total 8440 Utility Billing	\$ 65,426	\$ 66,640	\$ 66,640	\$ 66,640	\$ -	0.00%
<b>Total 8400 Finance</b>	<b>\$ 1,250,606</b>	<b>\$ 1,338,318</b>	<b>\$ 1,365,062</b>	<b>\$ 1,365,062</b>	<b>\$ 26,744</b>	<b>2.00%</b>

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 990,601	\$ 1,055,828	\$ 1,063,734	\$ 1,063,734	\$ 7,906	0.75%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 990,601</i>	<i>\$ 1,055,828</i>	<i>\$ 1,063,734</i>	<i>\$ 1,063,734</i>	<i>\$ 7,906</i>	<i>0.75%</i>
Contractual Services	\$ 219,456	\$ 227,870	\$ 246,275	\$ 246,275	\$ 18,405	8.08%
Utilities	\$ (163)	\$ 1,695	\$ 1,249	\$ 1,249	\$ (446)	-26.28%
Supplies	\$ 39,410	\$ 52,925	\$ 53,804	\$ 53,804	\$ 879	1.66%
Small Capital	\$ 1,302	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Expenses</i>	<i>\$ 260,004</i>	<i>\$ 282,490</i>	<i>\$ 301,328</i>	<i>\$ 301,329</i>	<i>\$ 18,839</i>	<i>6.67%</i>
<b>Total 8400 Finance</b>	<b>\$ 1,250,606</b>	<b>\$ 1,338,318</b>	<b>\$ 1,365,062</b>	<b>\$ 1,365,062</b>	<b>\$ 26,744</b>	<b>2.00%</b>

## **8500 Town Clerk**

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**Mission:** The Office of the Town Clerk serves as a primary provider of official documents for the Town through its work as the custodian of and recording office for the official Town records, issuing marriage licenses and recording vital statistics, issuing dog licenses, registering businesses and conducting the 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 Archive & Records Management. The most significant changes in the requested FY2010 budget impact the Elections (8530) and Archives & Records Management (8540) elements.

**Town Clerk Administration:** Administration provides oversight and Town Clerk's office responsibilities including recording of vital records, recording of Planning, Appeals and Historic Districts Commission decisions, dog licensing, attestations, and overall office operations.

**Registration:** Primary components of the Registration element are comprised of voter registration processing, certification of candidate papers, initiative petitions, and conduct of municipal census.

**Elections:** Oversight of election administration, including staffing by election officers, police details, voting system operations and maintenance, and other related responsibilities for conduct of local and state elections.

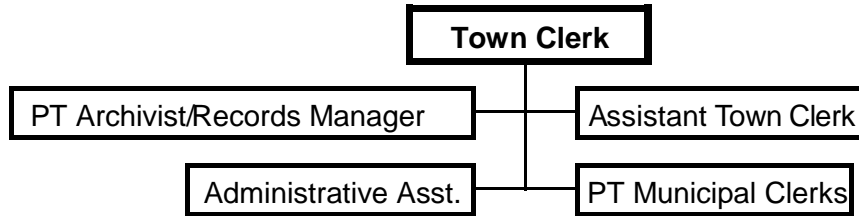
**Archives & Records Management:** Development and maintenance of municipal archives, oversight over records retention and disposition, public records requests, document conservation, microfilming, and publishing of the Code of Lexington.

### **Departmental Initiatives:**

1. Development of coordinated Archives & Records Management Program, including Cary vault completion, CPA support for historic records conservation and preservation, and records indexing.
2. Laserfiche Document Imaging System implementation for records retention and electronic access.

# 8500 Town Clerk

Program: General Government  
Town of Lexington, Massachusetts



## Authorized/Appropriated Staffing

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Recommended
Town Clerk	1	1	1	1	1
Administrative Assistant	1	1	0	1	1
Assistant Town Clerk	0	0	1	1	1
Information Specialist	1	1	1	0	0
Municipal Clerk	.88	.88	0.88	0.88	0.88
Archivist/Records Manager	0	0.40	0.40	0.40	0.40
<b>Total FTE</b>	<b>3.88</b>	<b>4.28</b>	<b>4.28</b>	<b>4.28</b>	<b>4.28</b>
<b>Total FT/PT</b>	<b>3 FT /2 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>

## **8500 Town Clerk**

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### **Budget Recommendations:**

The FY2010 recommended budget represents a decrease of \$42,632 or 10.76 percent compared to the FY09 Budget. This is comprised of a 7.07% decrease in compensation and a 20.84% decrease in expenses. It continues to include funds for the salary of a part-time Archivist/Records Manager and expenses for codification of Town bylaws, both of which were funded by the FY2007 override.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. A level-service budget reflects the estimated cost in FY2010 to maintain the current (FY2009) level of services. Notable increases in the FY2010 recommended budget include:

1. \$20,518 decrease in compensation relating to the administration of elections, as a result of the reduction in the number of elections.
2. \$22,114 decrease in expenses related to conducting elections.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

## 8500 Town Clerk

### Budget Summary

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 292,756	\$ 314,145	\$ 270,523	\$ 262,523	\$ (51,622)	-16.43%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Directed Funding	\$ 87,659	\$ 82,000	\$ 82,990	\$ 90,990	\$ 8,990	10.96%
Fees: Town Clerk	\$ 46,315	\$ 47,000	\$ 46,750	\$ 54,750	\$ 7,750	16.49%
Licenses & Permits: Town Clerk	\$ 41,344	\$ 35,000	\$ 36,240	\$ 36,240	\$ 1,240	3.54%
<b>Total 8500 Town Clerk</b>	<b>\$ 380,415</b>	<b>\$ 396,145</b>	<b>\$ 353,513</b>	<b>\$ 353,513</b>	<b>\$ (42,632)</b>	<b>-10.76%</b>

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 255,525	\$ 290,031	\$ 269,513	\$ 269,513	\$ (20,518)	-7.07%
Expenses	\$ 124,890	\$ 106,114	\$ 84,000	\$ 84,000	\$ (22,114)	-20.84%
<b>Total 8500 Town Clerk</b>	<b>\$ 380,415</b>	<b>\$ 396,145</b>	<b>\$ 353,513</b>	<b>\$ 353,513</b>	<b>\$ (42,632)</b>	<b>-10.76%</b>

Level-Service Requests (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 215,765	\$ 241,056	\$ 246,140	\$ 246,140	\$ 5,084	2.11%
Total 8520 Board of Registrars	\$ 16,526	\$ 17,525	\$ 17,525	\$ 17,525	\$ -	0.00%
Total 8530 Elections	\$ 91,773	\$ 102,214	\$ 52,200	\$ 52,200	\$ (50,014)	-48.93%
Total 8540 Records Management	\$ 56,350	\$ 35,350	\$ 37,648	\$ 37,648	\$ 2,298	6.50%
<b>Total 8500 Town Clerk</b>	<b>\$ 380,415</b>	<b>\$ 396,145</b>	<b>\$ 353,513</b>	<b>\$ 353,513</b>	<b>\$ (42,632)</b>	<b>-10.76%</b>

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 253,952	\$ 287,131	\$ 268,013	\$ 268,013	\$ (19,118)	-6.66%
Overtime	\$ 1,573	\$ 2,900	\$ 1,500	\$ 1,500	\$ (1,400)	-48.28%
<i>Personal Services</i>	<i>\$ 255,525</i>	<i>\$ 290,031</i>	<i>\$ 269,513</i>	<i>\$ 269,513</i>	<i>\$ (20,518)</i>	<i>-7.07%</i>
Contractual Services	\$ 106,125	\$ 95,164	\$ 73,100	\$ 73,100	\$ (22,064)	-23.19%
Utilities	\$ 1,700	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Supplies	\$ 17,064	\$ 8,950	\$ 8,700	\$ 8,700	\$ (250)	-2.79%
Small Capital	\$ -	\$ -	\$ 200	\$ 200	\$ 200	100.00%
Expenses	\$ 124,890	\$ 106,114	\$ 84,000	\$ 84,000	\$ (22,114)	-20.84%
<b>Total 8500 Town Clerk</b>	<b>\$ 380,415</b>	<b>\$ 396,145</b>	<b>\$ 353,513</b>	<b>\$ 353,513</b>	<b>\$ (42,632)</b>	<b>-10.76%</b>

## **8600 Management Information Systems**

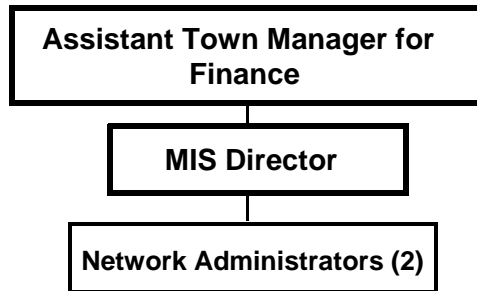
**Mission:** The Management Information Systems Department provides information technology services to all Town staff and supports the accounting/payroll applications for both Municipal departments and the School department.

**Budget Overview:** The Management Information Systems (MIS) staff manages the Town's information technology systems (hardware and software) that are critical elements of service delivery and program management of all of the Town's departmental operations. MIS includes the maintenance of financial management hardware and software that serves town and school departments. MIS also supports software of the recreation department and the Retirement System. MIS co-manages the Town Wide Area Network in 27 buildings, operation and security of the local area network for Town buildings, personal computer and peripheral maintenance, and support for electronic mail, Internet access, Web infrastructure and standard office software applications running over these networks.

### **Departmental Initiatives:**

1. Maintain a stable network.
2. Provide training and support to employees.
3. Manage infrastructure within the constraints of existing budget as technology interest increases in all departments.
4. Support the Town's new website.

# 8600 Management Information Systems



## Authorized/Appropriated Staffing

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Recommended
Director, Management Information Systems	1	1	1	1	1
Network Administrator	2	2	2	2	2
<b>Total FT/PT</b>	<b>3 FT</b>	<b>3 FT</b>	<b>3 FT</b>	<b>3 FT</b>	<b>3 FT</b>
<b>Total FTE</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**8600 Management Information Systems****Budget Recommendations:**

The FY2010 recommended budget reflects a \$19,922, or 3.72 percent increase over the FY09 adjusted budget. This is comprised of a 6.54 percent increase in compensation and a 2.06 percent decrease in expenses.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. A level-service budget reflects the estimated cost in FY2010 to maintain the current (FY2009) level of services. Notable increases in the FY2010 recommended budget include:

1. \$12,953 increase in compensation due to the hiring of a new Director of Management information Systems as well as contractual salary step increases for other positions.
2. \$9,300 decrease in expenses related to the development of the Town's new website, launched in FY2009.
3. \$13,275 increase for the Town's network maintenance contract.
4. \$15,500 increase in expenses for Laserfiche Server upgrade for the Town's document management program.

**Program Improvement Requests submitted by Department:**

1. \$15,500 for Laserfiche Server upgrade for the Town's document management program.

**Program Improvement Requests Recommended for Funding:** None

# 8600 Management Information Systems

## Budget Summary

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 330,857	\$ 485,773	\$ 505,157	\$ 504,161	\$ 18,388	3.79%
Enterprise Funds (Indirects)	\$ 52,262	\$ 50,250	\$ 50,788	\$ 51,784	\$ 1,534	3.05%
Directed Funding	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total 8600 MS</b>	<b>\$ 383,119</b>	<b>\$ 536,023</b>	<b>\$ 555,945</b>	<b>\$ 555,945</b>	<b>\$ 19,922</b>	<b>3.72%</b>

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 69,126	\$ 198,090	\$ 211,043	\$ 211,043	\$ 12,953	6.54%
Expenses	\$ 313,993	\$ 337,933	\$ 344,902	\$ 344,902	\$ 6,969	2.06%
<b>Total 8600 MS</b>	<b>\$ 383,119</b>	<b>\$ 536,023</b>	<b>\$ 555,945</b>	<b>\$ 555,945</b>	<b>\$ 19,922</b>	<b>3.72%</b>

Level-Service Requests (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Total 8610 MS Administration	\$ 366,313	\$ 512,023	\$ 542,245	\$ 542,245	\$ 30,222	5.90%
Total 8620 Web Development	\$ 16,806	\$ 24,000	\$ 13,700	\$ 13,700	\$ (10,300)	-42.92%
<b>Total 8600 MS</b>	<b>\$ 383,119</b>	<b>\$ 536,023</b>	<b>\$ 555,945</b>	<b>\$ 555,945</b>	<b>\$ 19,922</b>	<b>3.72%</b>

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Budget	FY 2010 Mgr. Rec'd	FY 2010 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 69,126	\$ 198,090	\$ 211,043	\$ 211,043	\$ 12,953	6.54%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 69,126	\$ 198,090	\$ 211,043	\$ 211,043	\$ 12,953	6.54%
Contractual Services	\$ 206,863	\$ 221,233	\$ 232,202	\$ 232,202	\$ 10,969	4.96%
Utilities	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0.00%
Supplies	\$ 1,815	\$ 3,200	\$ 4,700	\$ 4,700	\$ 1,500	46.88%
Small Capital	\$ 105,315	\$ 111,700	\$ 106,200	\$ 106,200	\$ (5,500)	-4.92%
Expenses	\$ 313,993	\$ 337,933	\$ 344,902	\$ 344,902	\$ 6,969	2.06%
<b>Total 8600 MS</b>	<b>\$ 383,119</b>	<b>\$ 536,023</b>	<b>\$ 555,945</b>	<b>\$ 555,945</b>	<b>\$ 19,922</b>	<b>3.72%</b>