

# Section IX: Program 7000: Office of Land Use, Health and Development

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This section includes detailed information about the FY2017 Operating Budget & Financing Plan for the Office of Land Use, Inspectional Services and Economic development. It includes:

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## 7100 Program Summary

*Town of Lexington, Massachusetts*

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**Mission:** The Office of Land Use, Health and Development includes those departments that manage and promote residential and commercial development in Lexington while protecting the health and safety of residents through local bylaws and regulations, as well as state statutes and regulations, in the areas of public health, building code, zoning, wetland protection and land-use. By consolidating these various operations under the management of an Assistant Town Manager, the Town is able to further streamline code enforcement, program and policy development, and outreach and educational activities related to commercial, residential and public development.

**Budget Overview:** The Office of Land Use, Inspectional Services and Economic Development is comprised of: Building and Zoning, Conservation, Health, the Planning Department and the Economic Development Office.

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

The Conservation Office 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 Department 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.

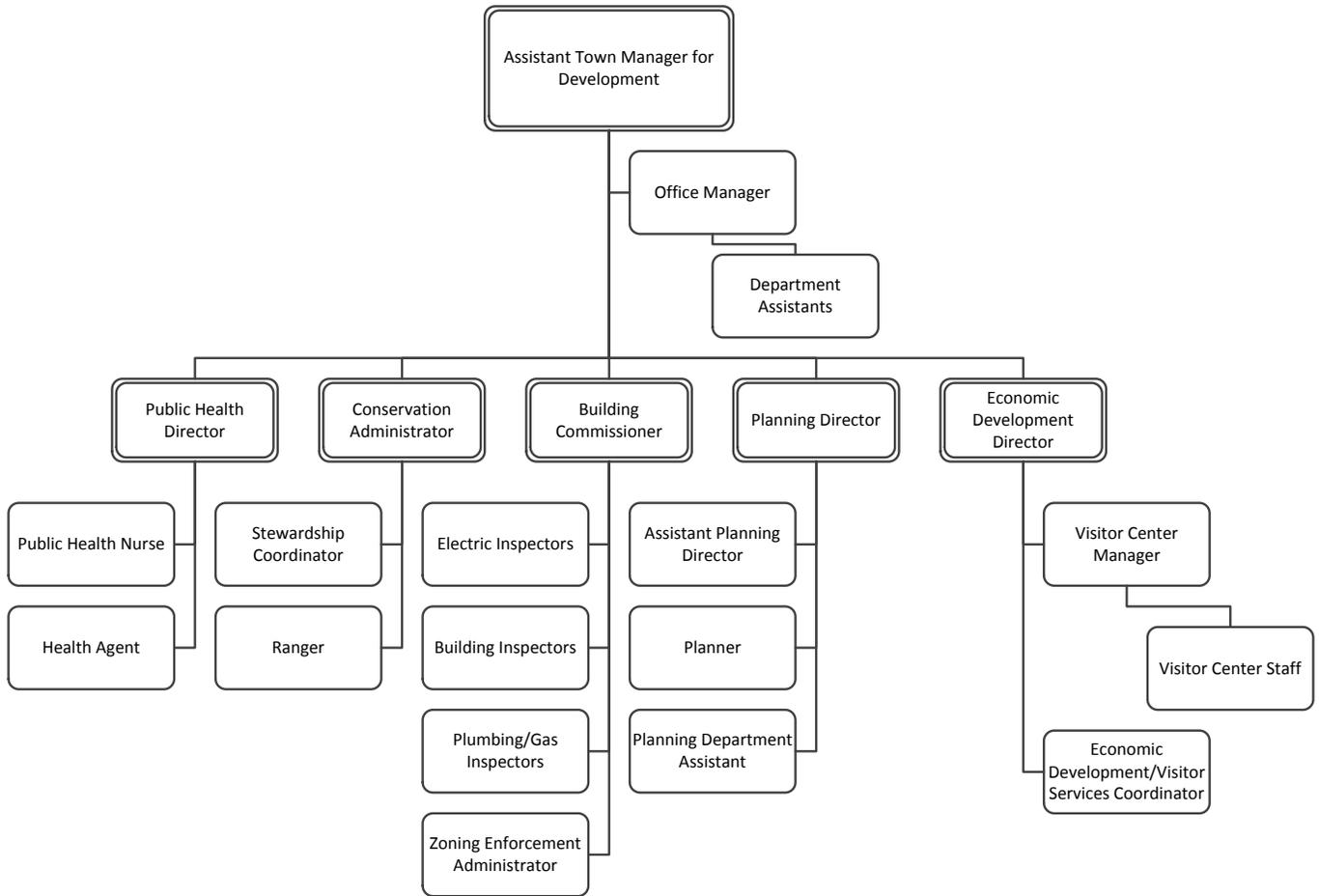
The Planning Department supports the Planning Board in the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the CM District, and the 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 Economic Development Office works to encourage new investment and support our local businesses. It serves as a liaison for businesses and works to address business-related issues from Center parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, supporting a visitor-based economy, and leveraging State economic development tools and resources designed to improve the business environment. In September, 2014, the Economic Development Office took over responsibility for managing the Visitors Center after the Chamber of Commerce ended their long-time agreement with the Town to do so. In addition, at the request of the Board of Selectmen the Economic Development Office will provide additional staff support to the Tourism Committee regarding their operational activities and visitor programs.

# 7100 Program Summary

## Office Initiatives:

1. Effect the transition to the newly created Office of Land Use, Inspectional Services and Economic Development.



# 7100 Program Summary

Town of Lexington, Massachusetts

## Authorized/Appropriated Staffing

|  | FY 2014<br>Budget       | FY 2015<br>Budget       | FY 2016<br>Budget        | FY 2017<br>Recommended   |
|--|-------------------------|-------------------------|--------------------------|--------------------------|
| Assistant Town Manager                           |                         |                         | 1                        | 1                        |
| Administration Department Office Manager         | 1                       | 1                       | 1                        | 1                        |
| Administration Department Assistants             | 4                       | 4                       | 4                        | 4                        |
| Economic Development Director                    | 1                       | 1                       | 1                        | 1                        |
| Economic Development/Visitor Center Coordinator  |                         |                         | 1                        | 1                        |
| Visitor Services Manager <sup>1</sup>            |                         |                         | 1                        | 1                        |
| Visitor Center Staff (6PT) <sup>1</sup>          |                         |                         | 4.75                     | 4.75                     |
| Visitor Center PT Assistant Manager <sup>2</sup> |                         |                         |                          | 0.56                     |
| Battle Green Guides                              | 1                       | 1                       | Seasonal                 | Seasonal                 |
| Liberty Ride Coordinator                         | 0.7                     | 0.7                     | 0.7                      | 0.7                      |
| Liberty Ride Guides                              | 0                       | 0                       | Seasonal                 | Seasonal                 |
| Planning Director                                | 1                       | 1                       | 1                        | 1                        |
| Assistant Planning Director                      | 1                       | 1                       | 1                        | 1                        |
| Planner  | 0.63                    | 1                       | 1                        | 1                        |
| Planning Dept. Clerk/Admin. Assistant            | 1                       | 1                       | 1                        | 1                        |
| Conservation Administrator                       | 1                       | 1                       | 1                        | 1                        |
| Stewardship Coordinator                          | 1                       | 1                       | 1                        | 1                        |
| Land Use Ranger                                  | 0.25                    | 0.25                    | 0.25                     | 0.25                     |
| Land Management Interns                          | Seasonal                | Seasonal                | Seasonal                 | Seasonal                 |
| Public Health Director                           | 1                       | 1                       | 1                        | 1                        |
| Health Agent                                     | 1                       | 1                       | 1                        | 1                        |
| Health Nurse <sup>3</sup>                        | 0.6                     | 0.6                     | 0.6                      | 0.6                      |
| Building Commissioner                            | 1                       | 1                       | 1                        | 1                        |
| Building Inspectors                              | 2                       | 2                       | 2                        | 2                        |
| Plumbing and Gas Inspector                       | 1                       | 1                       | 1                        | 1                        |
| Zoning Enforcement Administrator                 | 1                       | 1                       | 1                        | 1                        |
| Electric Inspectors                              | 1                       | 1                       | 1                        | 1                        |
| Part-Time Electric Inspector                     | PT                      | PT                      | PT                       | PT                       |
| Part-time Plumbing Inspector                     | PT                      | PT                      | PT                       | PT                       |
| <b>sub-total FTE</b>                             | <b>22.78</b>            | <b>23.15</b>            | <b>29.9</b>              | <b>30.5</b>              |
| <b>Total FT/PT</b>                               | <b>19FT/6PT + Seas.</b> | <b>20FT/5PT + Seas.</b> | <b>22FT/11PT + Seas.</b> | <b>22FT/11PT + Seas.</b> |

**Explanatory Notes:**

<sup>1</sup>These Visitor Center positions were previously employees of the Chamber of Commerce via a contract with the Town. The Chamber funded the staff support of the Visitors Center through the gift shop revenues. In September 2014 the Town took over the Visitor Center Operations at the request of the Chamber.

<sup>2</sup>Position added in FY2017.

<sup>3</sup>The Full-Time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY 2009.

# 7100 Program Summary

## Budget Recommendations:

The FY2017 recommended All Funds Office of Land Use, Health and Development budget inclusive of the General Fund operating budget, the Liberty Ride, Visitor Center and Health Program Revolving Funds, is \$2,721,047. The recommended budget is a \$180,328 or 7.10% increase over the restated FY2016 budget. The budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2016 budget at the 2015 annual town meeting.

The FY2017 recommended Land Use, Health and Development General Fund operating budget is \$2,232,642 which is a \$102,794, or 4.83% increase from the restated FY2016 General Fund budget.

The General Fund operating budget for Compensation is \$1,818,489 and reflects a \$46,798 or 2.64% increase, which is attributable to the cost of prospective step increases. FY17 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account for contracts expiring on June 30, 2016 within the Town Manager's budget.

The General Fund operating budget for Expenses is \$414,153 and reflects a \$55,996 or 15.63% increase which is primarily driven by recommended program improvements throughout the budget.

The FY17 recommended budget for the Health Program, Liberty Ride, and Visitor Center revolving funds is \$488,405, a \$77,534, or 18.87%, increase driven primarily by increases for expenses for the Visitor Center as well as a recommended program improvement for additional staffing at the Visitor Center.

## Program Improvement Requests:

| Description   | Request               |  |                 | Recommended           |   |       | Not Recommended |
|---|-----------------------|--|-----------------|-----------------------|---|-------|-----------------|
|   | Salaries and Expenses | Benefits (to be budgeted in Shared Expenses) | Total Requested | Salaries and Expenses | Benefits (to be budgeted under Shared Expenses) | Total |                 |
| 7110 - Building and Zoning: Massachusetts Building Code Update        | \$ 2,900              |  | \$ 2,900        | \$ 2,900              |   |       | \$ -            |
| 7120 - Administration: Land Study Master Plan 1                       | \$ 50,000             |  | \$ 50,000       | \$ 25,000             |   |       | \$ 25,000       |
| 7120 - Administration: Land Study Master Plan 2                       | \$ 60,000             |  | \$ 60,000       | \$ 25,000             |   |       | \$ 35,000       |
| 7130 - Conservation: Conservation Tractor Implements                  | \$ 1,700              |  | \$ 1,700        | \$ 1,700              |   |       | \$ -            |
| 7200 - Planning : Comprehensive Plan Update                           | \$ 150,000            |  | \$ 150,000      |                       |   |       | \$ 150,000      |
| 7340 - Visitor's Center: Part-time Assistant Manager (Revolving Fund) | \$ 18,525             |  | \$ 18,525       | \$ 18,525             |   |       | \$ -            |

# 7100 Program Summary

Town of Lexington, Massachusetts

## Budget Summary:

| Funding Sources (All Funds)      | FY 2014 Actual      | FY2015 Actual       | FY2016 Estimated    | FY2017 Estimated    | FY2017 Projected    | Dollar Increase   | Percent Increase |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| Tax Levy                         | \$ 8,417            | \$ 206,716          | \$ 632,077          | \$ 601,701          | \$ 645,739          | \$ 13,661         | 2.16%            |
| TDM Stabilization Fund           | \$ -                | \$ -                | \$ 45,400           | \$ 46,000           | \$ 46,000           | \$ 600            | 1.32%            |
| Liberty Ride Revolving Fund      | \$ 54,911           | \$ 108,426          | \$ 140,305          | \$ 173,550          | \$ 173,550          | \$ 33,245         | 23.69%           |
| Visitor Center Revolving Fund    | \$ 157,436          | \$ 145,220          | \$ 196,616          | \$ 205,374          | \$ 205,374          | \$ 8,758          | 4.45%            |
| Health Department Revolving Fund | \$ -                | \$ 30,684           | \$ 59,950           | \$ 76,956           | \$ 95,481           | \$ 35,531         | 59.27%           |
| Fees & Charges                   |                     |                     |                     |                     |                     | \$ -              |                  |
| Departmental Fees                | \$ 93,312           | \$ 90,469           | \$ 82,889           | \$ 82,891           | \$ 82,891           | \$ 2              | 0.002%           |
| Licenses & Permits               | \$ 1,462,964        | \$ 1,597,712        | \$ 1,383,482        | \$ 1,472,013        | \$ 1,472,013        | \$ 88,530         | 6.40%            |
| <b>Total 7100</b>                | <b>\$ 1,777,041</b> | <b>\$ 2,179,228</b> | <b>\$ 2,540,719</b> | <b>\$ 2,658,484</b> | <b>\$ 2,721,047</b> | <b>\$ 180,328</b> | <b>7.10%</b>     |

| Appropriation Summary (All Funds) | FY 2014 Actual      | FY2015 Actual       | FY2016 Restated     | FY2017 Request      | FY2017 Recommended  | Dollar Increase   | Percent Increase |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| Compensation                      | \$ 1,413,417        | \$ 1,600,798        | \$ 1,914,896        | \$ 1,974,245        | \$ 1,992,770        | \$ 77,874         | 4.07%            |
| Expenses                          | \$ 363,624          | \$ 578,430          | \$ 625,823          | \$ 684,239          | \$ 728,277          | \$ 102,454        | 16.37%           |
| <b>Total 7100</b>                 | <b>\$ 1,777,041</b> | <b>\$ 2,179,228</b> | <b>\$ 2,540,719</b> | <b>\$ 2,658,484</b> | <b>\$ 2,721,047</b> | <b>\$ 180,328</b> | <b>7.10%</b>     |

| Level-Service Requests (All Funds) | FY 2014 Actual      | FY2015 Actual       | FY2016 Restated     | FY2017 Request      | FY2017 Recommended  | Dollar Increase   | Percent Increase |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| Total 7110 Building & Zoning       | \$ 444,824          | \$ 533,694          | \$ 569,425          | \$ 582,454          | \$ 585,354          | \$ 15,929         | 2.80%            |
| Total 7120 Administration          | \$ 233,290          | \$ 249,321          | \$ 380,811          | \$ 416,277          | \$ 466,277          | \$ 85,465         | 22.44%           |
| Total 7130 Conservation            | \$ 195,697          | \$ 235,258          | \$ 239,667          | \$ 234,103          | \$ 235,803          | \$ (3,864)        | -1.61%           |
| Total 7140 Health                  | \$ 264,609          | \$ 282,438          | \$ 302,425          | \$ 304,457          | \$ 304,457          | \$ 2,032          | 0.67%            |
| Total 7200 Planning                | \$ 304,223          | \$ 331,118          | \$ 362,087          | \$ 355,097          | \$ 355,097          | \$ (6,990)        | -1.93%           |
| Total 7310 Economic Development    | \$ 334,399          | \$ 547,399          | \$ 686,305          | \$ 766,097          | \$ 774,060          | \$ 87,755         | 12.79%           |
| <b>Total 7100</b>                  | <b>\$ 1,777,041</b> | <b>\$ 2,179,228</b> | <b>\$ 2,540,719</b> | <b>\$ 2,658,484</b> | <b>\$ 2,721,047</b> | <b>\$ 180,328</b> | <b>7.10%</b>     |

| Object Code Summary (All Funds)   | FY 2014 Actual      | FY2015 Actual       | FY2016 Restated     | FY2017 Request      | FY2017 Recommended  | Dollar Increase   | Percent Increase |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| Salaries & Wages                  | \$ 1,407,434        | \$ 1,584,011        | \$ 1,894,044        | \$ 1,949,254        | \$ 1,967,779        | \$ 73,734         | 3.89%            |
| Overtime                          | \$ 5,984            | \$ 16,787           | \$ 20,852           | \$ 24,991           | \$ 24,991           | \$ 4,139          | 19.85%           |
| Personal Services                 | \$ 1,413,417        | \$ 1,600,798        | \$ 1,914,896        | \$ 1,974,245        | \$ 1,992,770        | \$ 77,874         | 4.07%            |
| Contractual Services <sup>1</sup> | \$ 318,788          | \$ 455,352          | \$ 498,275          | \$ 512,377          | \$ 551,527          | \$ 53,252         | 10.69%           |
| Utilities                         | \$ 9,963            | \$ 10,155           | \$ 13,752           | \$ 13,752           | \$ 13,752           | \$ -              | 0.00%            |
| Supplies                          | \$ 33,885           | \$ 101,105          | \$ 102,796          | \$ 155,110          | \$ 159,998          | \$ 57,202         | 55.65%           |
| Small Capital                     | \$ 988              | \$ 11,819           | \$ 11,000           | \$ 3,000            | \$ 3,000            | \$ (8,000)        | -72.73%          |
| Expenses                          | \$ 363,624          | \$ 578,430          | \$ 625,823          | \$ 684,239          | \$ 728,277          | \$ 102,454        | 16.37%           |
| <b>Total 7100</b>                 | <b>\$ 1,777,041</b> | <b>\$ 2,179,228</b> | <b>\$ 2,540,719</b> | <b>\$ 2,658,484</b> | <b>\$ 2,721,047</b> | <b>\$ 180,328</b> | <b>7.10%</b>     |

| Appropriation Summary (General Fund) | FY 2014 Actual      | FY2015 Actual       | FY2016 Restated     | FY2017 Request      | FY2017 Recommended  | Dollar Increase   | Percent Increase |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|------------------|
| Compensation                         | \$ 1,358,506        | \$ 1,513,599        | \$ 1,771,691        | \$ 1,818,489        | \$ 1,818,489        | \$ 46,798         | 2.64%            |
| Expenses                             | \$ 197,047          | \$ 368,852          | \$ 358,157          | \$ 370,115          | \$ 414,153          | \$ 55,996         | 15.63%           |
| <b>Total 7100</b>                    | <b>\$ 1,555,553</b> | <b>\$ 1,882,451</b> | <b>\$ 2,129,848</b> | <b>\$ 2,188,604</b> | <b>\$ 2,232,642</b> | <b>\$ 102,794</b> | <b>4.83%</b>     |

| Appropriation Summary (Non-General Fund) | FY 2014 Actual    | FY2015 Actual     | FY2016 Restated   | FY2017 Request    | FY2017 Recommended | Dollar Increase  | Percent Increase |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|------------------|------------------|
| 7140 - Health Program Revolving Fund     | \$ 9,141          | \$ 12,447         | \$ 14,000         | \$ 14,000         | \$ 14,000          | \$ -             | 0.00%            |
| Expenses                                 | \$ 9,141          | \$ 12,447         | \$ 14,000         | \$ 14,000         | \$ 14,000          | \$ -             | 0.00%            |
| 7320 Liberty Ride                        | \$ 212,347        | \$ 201,735        | \$ 279,871        | \$ 284,174        | \$ 284,174         | \$ 4,303         | 1.54%            |
| Compensation                             | \$ 54,911         | \$ 56,515         | \$ 83,255         | \$ 78,800         | \$ 78,800          | \$ (4,455)       | -5.35%           |
| Expenses                                 | \$ 157,436        | \$ 145,220        | \$ 196,616        | \$ 205,374        | \$ 205,374         | \$ 8,758         | 4.45%            |
| 7340 Visitor Center                      | \$ -              | \$ 82,595         | \$ 117,000        | \$ 171,706        | \$ 190,231         | \$ 73,231        | 62.59%           |
| Compensation                             | \$ -              | \$ 30,684         | \$ 59,950         | \$ 76,956         | \$ 95,481          | \$ 35,531        | -                |
| Expenses                                 | \$ -              | \$ 51,911         | \$ 57,050         | \$ 94,750         | \$ 94,750          | \$ 37,700        | 66.08%           |
| <b>Total 7100</b>                        | <b>\$ 221,488</b> | <b>\$ 296,777</b> | <b>\$ 410,871</b> | <b>\$ 469,880</b> | <b>\$ 488,405</b>  | <b>\$ 77,534</b> | <b>18.87%</b>    |

## 7110 Building and Zoning

*Town of Lexington, Massachusetts*

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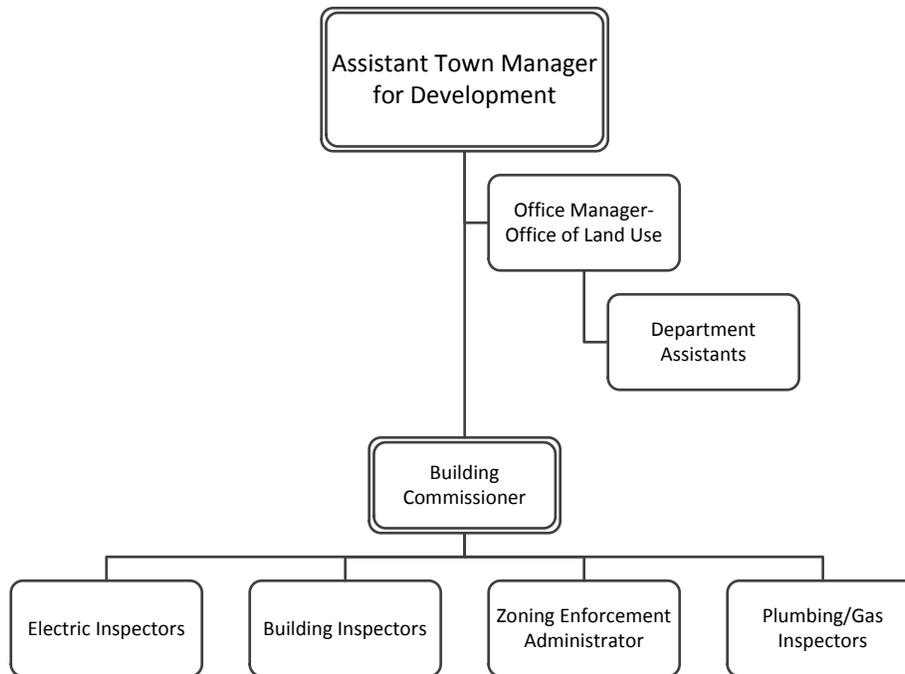
**Mission:** The Building and Zoning Office Department a regulatory function with the goal of protecting the health and safety of residents. This role is fulfilled through the enforcement of building, zoning and land use regulations

**Budget Overview:** The Building and Zoning Department enforces state building, electrical, plumbing, gas and mechanical codes, Architectural Access Board Regulations, and local zoning by-laws. Staff, comprised of the Building Commissioner, Building Inspectors, Electrical Inspector, Plumbing & Gas Inspector, and Zoning Enforcement Administrator, review construction drawings and specifications, issue permits, conducts inspections of new construction, conduct periodic inspections of restaurants, day care centers, schools, religious instructions, museums, places of public assembly and multi-family housing, levy fines or prosecute when necessary to maintain code compliance.

### Departmental Initiatives:

1. Implement transition from the Eight Edition of the Massachusetts State Building Code to the Ninth Edition, including training for local contractors.
2. Continue to streamline the on-line permitting process and shorten approval time.
3. Implement View Permit for zoning requests.

**7110 Building and Zoning**



**Authorized/Appropriated Staffing**

|                                  | FY 2014<br>Budget | FY 2015<br>Budget | FY 2016<br>Budget | FY 2017<br>Recommended |
|----------------------------------|-------------------|-------------------|-------------------|------------------------|
| Building Commissioner            | 1                 | 1                 | 1                 | 1                      |
| Building Inspectors              | 2                 | 2                 | 2                 | 2                      |
| Plumbing and Gas Inspector       | 1                 | 1                 | 1                 | 1                      |
| Zoning Enforcement Administrator | 1                 | 1                 | 1                 | 1                      |
| Electric Inspectors              | 1                 | 1                 | 1                 | 1                      |
| Part-Time Electric Inspector     | PT                | PT                | PT                | PT                     |
| Part-time Plumbing Inspector     | PT                | PT                | PT                | PT                     |
| Part-time Building Inspector     | -                 | -                 | PT                | PT                     |
| <b>Total FTE</b>                 | <b>6</b>          | <b>6</b>          | <b>6</b>          | <b>6</b>               |
| <b>Total FT/PT</b>               | <b>6FT/2PT</b>    | <b>6FT/2PT</b>    | <b>6FT/3PT</b>    | <b>6FT/3PT</b>         |

**7110 Building and Zoning**

**Budget Recommendations:**

The FY2017 recommended Building and Zoning budget is \$585,354 a \$15,929 or 2.80% increase over the restated FY2016 budget. The FY2016 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2016 budget at the 2015 annual town meeting.

The recommended budget for Compensation is \$516,814 and reflects a \$13,029, or 2.59% increase, which is attributable to staff step increases. FY17 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2016. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$68,540 and reflects a \$2,900, or 4.42% increase over FY16 attributable to a program improvement of \$2,900 to update the Massachusetts State Building Code books to the Ninth Edition.

**Program Improvement Requests:**

| Description                    | Request               |  |                 | Recommended           |   |          | Not Recommended |
|--------------------------------|-----------------------|--|-----------------|-----------------------|---|----------|-----------------|
|                                | Salaries and Expenses | Benefits (to be budgeted in Shared Expenses) | Total Requested | Salaries and Expenses | Benefits (to be budgeted under Shared Expenses) | Total    |                 |
| Massachusetts Code Book Update | \$ 2,900              |  | \$ 2,900        | \$ 2,900              |   | \$ 2,900 | \$ -            |

**7110 Building and Zoning**

Town of Lexington, Massachusetts

**Budget Summary:**

| <b>Funding Sources</b>                | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Estimated</b> | <b>FY2017<br/>Projected</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|---------------------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|
| Tax Levy                              | \$ (979,820)              | \$ (1,049,808)            | \$ (787,226)                | \$ (871,009)                | \$ (83,783)                | 10.64%                      |
| Directed Funding                      |                           |                           |                             |                             |                            |                             |
| Departmental Fees                     | \$ 11,765                 | \$ 15,155                 | \$ 13,646                   | \$ 14,350                   | \$ 704                     | 5.16%                       |
| Licenses and Permits                  | \$ 1,412,878              | \$ 1,568,347              | \$ 1,343,005                | \$ 1,442,013                | \$ 99,007                  | 7.37%                       |
| <b>Total 7110 Building and Zoning</b> | <b>\$ 444,824</b>         | <b>\$ 533,694</b>         | <b>\$ 569,425</b>           | <b>\$ 585,354</b>           | <b>\$ 15,929</b>           | <b>2.80%</b>                |

| <b>Appropriation Summary</b>          | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Compensation                          | \$ 403,267                | \$ 474,736                | \$ 503,785                 | \$ 516,814                    | \$ 13,029                  | 2.59%                       |
| Expenses                              | \$ 41,556                 | \$ 58,959                 | \$ 65,640                  | \$ 68,540                     | \$ 2,900                   | 4.42%                       |
| <b>Total 7110 Building and Zoning</b> | <b>\$ 444,824</b>         | <b>\$ 533,694</b>         | <b>\$ 569,425</b>          | <b>\$ 585,354</b>             | <b>\$ 15,929</b>           | <b>2.80%</b>                |

| <b>Program Summary</b>                | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Total 7110 Building and Zoning        | \$ 444,824                | \$ 533,694                | \$ 569,425                 | \$ 585,354                    | \$ 15,929                  | 2.80%                       |
| <b>Total 7110 Building and Zoning</b> | <b>\$ 444,824</b>         | <b>\$ 533,694</b>         | <b>\$ 569,425</b>          | <b>\$ 585,354</b>             | <b>\$ 15,929</b>           | <b>2.80%</b>                |

| <b>Object Code Summary</b>            | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Salaries & Wages                      | \$ 401,895                | \$ 471,059                | \$ 498,785                 | \$ 511,253                    | \$ 12,468                  | 2.50%                       |
| Overtime                              | \$ 1,373                  | \$ 3,677                  | \$ 5,000                   | \$ 5,561                      | \$ 561                     | 11.22%                      |
| <i>Personal Services</i>              | <i>\$ 403,267</i>         | <i>\$ 474,736</i>         | <i>\$ 503,785</i>          | <i>\$ 516,814</i>             | <i>\$ 13,029</i>           | <i>2.59%</i>                |
| Contractual Services                  | \$ 28,126                 | \$ 49,962                 | \$ 54,060                  | \$ 54,060                     | \$ -                       | 0.00%                       |
| Utilities                             | \$ 6,150                  | \$ 6,372                  | \$ 7,480                   | \$ 7,480                      | \$ -                       | 0.00%                       |
| Supplies                              | \$ 7,280                  | \$ 2,624                  | \$ 4,100                   | \$ 7,000                      | \$ 2,900                   | 70.73%                      |
| Small Capital                         | \$ -                      | \$ -                      | \$ -                       | \$ -                          | \$ -                       | -                           |
| Expenses                              | \$ 41,556                 | \$ 58,959                 | \$ 65,640                  | \$ 68,540                     | \$ 2,900                   | 4.42%                       |
| <b>Total 7110 Building and Zoning</b> | <b>\$ 444,824</b>         | <b>\$ 533,694</b>         | <b>\$ 569,425</b>          | <b>\$ 585,354</b>             | <b>\$ 15,929</b>           | <b>2.80%</b>                |

## **7120 Administration**

**Mission:** To develop comprehensive regulatory and technical assistance services to town residents and commercial entities transacting development business with the Town.

**Budget Overview:** Administration provides management oversight and administrative support to the Building and Zoning, Health, Conservation, Planning and Economic Development Departments and to the numerous boards and commissions, including the Zoning Board of Appeals and Historic Districts Commission, and coordinates their daily operations. The staff, comprised of an Assistant Town Manager, an Office Manager and four Department Clerks, schedules and coordinates hearings, prepares legal notices, sets agendas, processes applications and permits, inputs data into access databases, maintains files, circulates petitions among Town boards and officials, prepares meeting notices, agendas and minutes, determines and notifies abutters, communicates with the public, attends meetings, performs payroll and accounts payable functions, makes daily deposits, and files all final documentation. The Assistant Town Manager position oversees all operations of the departments included in the re-organized Office of Land Use, Health and Development program.

### **Departmental Initiatives:**

1. Transition responsibilities from Town Manager to the Assistant Town Manager for Development.
2. Improve public information regarding permitting requirements and procedures for prospective business owners and commercial tenants.
3. Increase efficiency in providing administrative support to boards and committees.

**7120 Administration**



**Authorized/Appropriated Staffing**

|                        | FY 2014<br>Budget | FY 2015<br>Budget | FY 2016<br>Budget | FY 2017<br>Recommended |
|------------------------|-------------------|-------------------|-------------------|------------------------|
| Assistant Town Manager |                   |                   | 1                 | 1                      |
| Department Assistants  | 4                 | 4                 | 4                 | 4                      |
| Office Manager         | 1                 | 1                 | 1                 | 1                      |
| <b>Total FTE</b>       | <b>5</b>          | <b>5</b>          | <b>6</b>          | <b>6</b>               |
| <b>Total FT/PT</b>     | <b>5</b>          | <b>5</b>          | <b>6</b>          | <b>6</b>               |

**7120 Administration**

**Budget Recommendations:**

The recommended FY2017 General Fund budget for the Office of Administration is \$466,277, an \$85,465, or 22.44%, increase over the restated FY2016 budget.

The General Fund operating budget for Compensation is \$393,671 and reflects a \$28,919, or 7.93% increase, which is attributable mainly to the hiring of new staff at a salary greater than projected during the FY16 planning process. FY17 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager’s budget.

The General Fund operating budget for Expenses is \$72,606 and reflects a \$56,546, or 352.09% increase which is primarily driven by the recommendation of two program improvements for land studies totaling \$50,000 and additional expenses associated with the hiring of the Assistant Town Manager for Development.

**Program Improvement Requests:**

| Description              | Request               |  |                 | Recommended           |   |           | Not Recommended |
|--------------------------|-----------------------|--|-----------------|-----------------------|---|-----------|-----------------|
|                          | Salaries and Expenses | Benefits (to be budgeted in Shared Expenses) | Total Requested | Salaries and Expenses | Benefits (to be budgeted under Shared Expenses) | Total     |                 |
| Land Study Master Plan 1 | \$ 50,000             |  | \$ 50,000       | \$ 25,000             |   | \$ 25,000 | \$ 25,000       |
| Land Study Master Plan 2 | \$ 60,000             |  | \$ 60,000       | \$ 25,000             |   | \$ 25,000 | \$ 35,000       |

**7120 Administration**

Town of Lexington, Massachusetts

**Budget Summary:**

| <b>Funding Sources</b>           | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Estimated</b> | <b>FY2017<br/>Projected</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|
| Tax Levy                         | \$ 219,763                | \$ 232,883                | \$ 362,941                  | \$ 449,137                  | \$ 86,195                  | 23.75%                      |
| Directed Funding                 |                           |                           |                             |                             |                            |                             |
| Departmental Fees                | \$ 13,526                 | \$ 16,438                 | \$ 17,870                   | \$ 17,140                   | \$ (730)                   | -4.08%                      |
| <b>Total 7120 Administration</b> | <b>\$ 233,290</b>         | <b>\$ 249,321</b>         | <b>\$ 380,811</b>           | <b>\$ 466,277</b>           | <b>\$ 85,465</b>           | <b>22.44%</b>               |

| <b>Appropriation Summary</b>     | <b>FY2014<br/>Actual</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Appropriation</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------------|--------------------------|--------------------------|---------------------------------|-------------------------------|----------------------------|-----------------------------|
| Compensation                     | \$ 223,857               | \$ 224,550               | \$ 364,751                      | \$ 393,671                    | \$ 28,919                  | 7.93%                       |
| Expenses                         | \$ 9,432                 | \$ 24,770                | \$ 16,060                       | \$ 72,606                     | \$ 56,546                  | 352.09%                     |
| <b>Total 7120 Administration</b> | <b>\$ 233,290</b>        | <b>\$ 249,321</b>        | <b>\$ 380,811</b>               | <b>\$ 466,277</b>             | <b>\$ 85,465</b>           | <b>22.44%</b>               |

| <b>Program Summary</b>           | <b>FY2014<br/>Actual</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Appropriation</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------------|--------------------------|--------------------------|---------------------------------|-------------------------------|----------------------------|-----------------------------|
| Total 7120 Administration        | \$ 233,290               | \$ 249,321               | \$ 380,811                      | \$ 466,277                    | \$ 85,465                  | 22.44%                      |
| <b>Total 7120 Administration</b> | <b>\$ 233,290</b>        | <b>\$ 249,321</b>        | <b>\$ 380,811</b>               | <b>\$ 466,277</b>             | <b>\$ 85,465</b>           | <b>22.44%</b>               |

| <b>Object Code Summary</b>       | <b>FY2014<br/>Actual</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Appropriation</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------------|--------------------------|--------------------------|---------------------------------|-------------------------------|----------------------------|-----------------------------|
| Salaries & Wages                 | \$ 220,510               | \$ 218,585               | \$ 357,351                      | \$ 384,224                    | \$ 26,872                  | 7.52%                       |
| Overtime                         | \$ 3,348                 | \$ 5,966                 | \$ 7,400                        | \$ 9,447                      | \$ 2,047                   | 27.66%                      |
| <i>Personal Services</i>         | \$ 223,857               | \$ 224,550               | \$ 364,751                      | \$ 393,671                    | \$ 28,919                  | 7.93%                       |
| Contractual Services             | \$ 5,400                 | \$ 7,708                 | \$ 7,994                        | \$ 60,506                     | \$ 52,512                  | 656.89%                     |
| Utilities                        | \$ -                     | \$ -                     | \$ -                            | \$ 600                        | \$ 600                     | 0.00%                       |
| Supplies                         | \$ 4,032                 | \$ 6,562                 | \$ 8,066                        | \$ 11,500                     | \$ 3,434                   | 42.57%                      |
| Small Capital                    | \$ -                     | \$ 10,500                | \$ -                            | \$ -                          | \$ -                       | -                           |
| Expenses                         | \$ 9,432                 | \$ 24,770                | \$ 16,060                       | \$ 72,606                     | \$ 56,546                  | 352.09%                     |
| <b>Total 7120 Administration</b> | <b>\$ 233,290</b>        | <b>\$ 249,321</b>        | <b>\$ 380,811</b>               | <b>\$ 466,277</b>             | <b>\$ 85,465</b>           | <b>22.44%</b>               |

## 7130 Conservation

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**Mission:** To protect the health and safety of Town residents through education about and regulation of natural areas and wetlands.

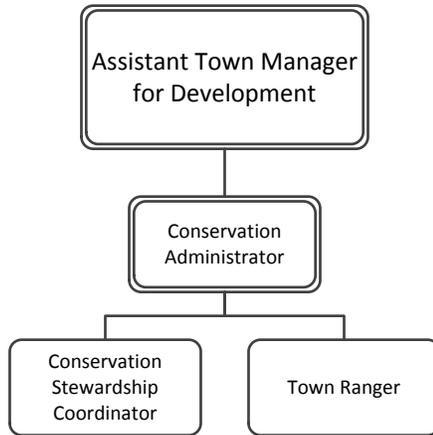
**Budget Overview:** The Conservation Office responsibilities include administering, interpreting, and enforcing all applicable State laws and Local codes; counseling, guiding, and educating the public on environmental issues; researching and reporting on relevant issues for the Commission meetings to aid the Commission in key decision making; enforcing permit conditions through construction inspections, and managing conservation areas and the Land and Watershed Stewardship Program. The Conservation Administrator manages and supervises the Conservation staff and operations and, along with the Conservation Stewardship Coordinator, performs administrative, supervisory, professional, and technical work in connection with managing and directing comprehensive environmental programs.

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.

### **Departmental Initiatives:**

1. Continue to implement the Laserfiche Document Imaging Software for conservation records.
2. Implement the conservation module of the View Permit on-line permitting software.
3. Implement the numerous conservation land management projects including meadows preservation, Lower Vine Brook path reconstruction and Parker Meadow ADA Trail Design.
4. Support the Greenway Corridor Committee with the implementing the ACROSS Lexington project.

**7130 Conservation**



**Authorized/Appropriated Staffing**

|                                  | <b>FY 2014<br/>Budget</b> | <b>FY 2015<br/>Budget</b> | <b>FY 2016<br/>Budget</b> | <b>FY 2017<br/>Recommended</b> |
|----------------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Conservation Administrator       | 1                         | 1                         | 1                         | 1                              |
| Stewardship Coordinator          | 1                         | 1                         | 1                         | 1                              |
| Land Use Ranger                  | 0.25                      | 0.25                      | 0.25                      | 0.25                           |
| Seasonal Land Management Interns | Seasonal                  | Seasonal                  | Seasonal                  | Seasonal                       |
| <b>Total FTE</b>                 | <b>2.25</b>               | <b>2.25</b>               | <b>2.25</b>               | <b>2.25</b>                    |

|                    |                        |                        |                        |                        |
|--------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Total FT/PT</b> | <b>2FT/1PT + Seas.</b> | <b>2FT/1PT + Seas.</b> | <b>2FT/1PT + Seas.</b> | <b>2FT/1PT + Seas.</b> |
|--------------------|------------------------|------------------------|------------------------|------------------------|

## 7130 Conservation

### Budget Recommendations:

The recommended FY2017 General Fund Conservation budget is \$235,803, a \$3,864, or 1.61% decrease from the restated FY2016 budget. The FY2016 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2016 budget at the 2015 annual town meeting.

The General Fund operating budget for Compensation is \$201,846 and reflects a \$4,931, or 2.50% increase, which is attributable to the cost of prospective step increases. FY17 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$33,957 and reflects an \$8,795, or 20.57% decrease which is primarily driven by the elimination of one-time expenses for FY2016 partially offset by an FY17 program improvement for the purchase of conservation tractor implements.

### Program Improvement Requests:

| Description                     | Request               |  |                 | Recommended           |   |          | Not Recommended |
|---------------------------------|-----------------------|--|-----------------|-----------------------|---|----------|-----------------|
|                                 | Salaries and Expenses | Benefits (to be budgeted in Shared Expenses) | Total Requested | Salaries and Expenses | Benefits (to be budgeted under Shared Expenses) | Total    |                 |
| Conservation Tractor Implements | \$ 1,700              |  | \$ 1,700        | \$ 1,700              |   | \$ 1,700 | \$ -            |

**7130 Conservation**

Town of Lexington, Massachusetts

**Budget Summary:**

| <b>Funding Sources</b>         | <b>FY 2014<br/>Actual</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Estimated</b> | <b>FY2017<br/>Projected</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--------------------------------|---------------------------|--------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|
| Tax Levy                       | \$ 162,946                | \$ 198,931               | \$ 210,994                  | \$ 207,103                  | \$ (3,891)                 | -1.84%                      |
| Directed Funding               |                           |                          |                             |                             |                            |                             |
| Fees                           | \$ 32,751                 | \$ 36,326                | \$ 28,672                   | \$ 28,700                   | \$ 28                      | 0.10%                       |
| <b>Total 7130 Conservation</b> | <b>\$ 195,697</b>         | <b>\$ 235,258</b>        | <b>\$ 239,667</b>           | <b>\$ 235,803</b>           | <b>\$ (3,864)</b>          | <b>-1.61%</b>               |

| <b>Appropriation Summary</b>   | <b>FY 2014<br/>Actual</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--------------------------------|---------------------------|--------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Compensation                   | \$ 161,407                | \$ 186,253               | \$ 196,915                 | \$ 201,846                    | \$ 4,931                   | 2.50%                       |
| Expenses                       | \$ 34,290                 | \$ 49,005                | \$ 42,752                  | \$ 33,957                     | \$ (8,795)                 | -20.57%                     |
| <b>Total 7130 Conservation</b> | <b>\$ 195,697</b>         | <b>\$ 235,258</b>        | <b>\$ 239,667</b>          | <b>\$ 235,803</b>             | <b>\$ (3,864)</b>          | <b>-1.61%</b>               |

| <b>Program Summary</b>         | <b>FY 2014<br/>Actual</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--------------------------------|---------------------------|--------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Total 7130 Conservation        | \$ 195,697                | \$ 235,258               | \$ 239,667                 | \$ 235,803                    | \$ (3,864)                 | -1.61%                      |
| <b>Total 7130 Conservation</b> | <b>\$ 195,697</b>         | <b>\$ 235,258</b>        | <b>\$ 239,667</b>          | <b>\$ 235,803</b>             | <b>\$ (3,864)</b>          | <b>-1.61%</b>               |

| <b>Object Code Summary</b>     | <b>FY 2014<br/>Actual</b> | <b>FY2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--------------------------------|---------------------------|--------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Salaries & Wages               | \$ 161,079                | \$ 183,937               | \$ 194,940                 | \$ 199,739                    | \$ 4,800                   | 2.46%                       |
| Overtime                       | \$ 328                    | \$ 2,316                 | \$ 1,975                   | \$ 2,106                      | \$ 131                     | 6.64%                       |
| <i>Personal Services</i>       | <i>\$ 161,407</i>         | <i>\$ 186,253</i>        | <i>\$ 196,915</i>          | <i>\$ 201,846</i>             | <i>\$ 4,931</i>            | <i>2.50%</i>                |
| Contractual Services           | \$ 24,765                 | \$ 41,456                | \$ 30,561                  | \$ 24,286                     | \$ (6,275)                 | -20.53%                     |
| Utilities                      | \$ 2,012                  | \$ 2,143                 | \$ 2,371                   | \$ 2,371                      | \$ -                       | 0.00%                       |
| Supplies                       | \$ 7,512                  | \$ 5,406                 | \$ 9,820                   | \$ 7,300                      | \$ (2,520)                 | -25.66%                     |
| Small Capital                  | \$ -                      | \$ -                     | \$ -                       | \$ -                          | \$ -                       | -                           |
| <i>Expenses</i>                | <i>\$ 34,290</i>          | <i>\$ 49,005</i>         | <i>\$ 42,752</i>           | <i>\$ 33,957</i>              | <i>\$ (8,795)</i>          | <i>-20.57%</i>              |
| <b>Total 7130 Conservation</b> | <b>\$ 195,697</b>         | <b>\$ 235,258</b>        | <b>\$ 239,667</b>          | <b>\$ 235,803</b>             | <b>\$ (3,864)</b>          | <b>-1.61%</b>               |

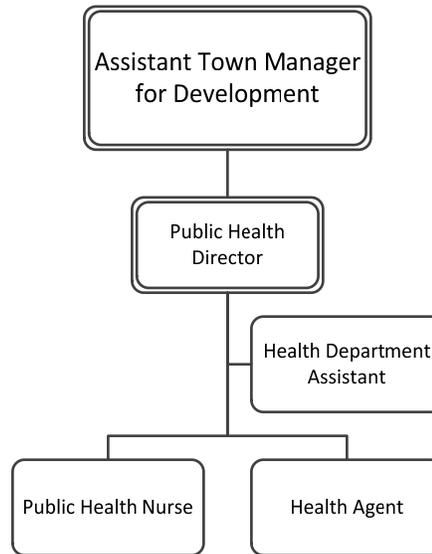
## 7140 Health

**Mission:** Under the direction of the Lexington Board of Health, the mission of the Lexington Health Department is to *prevent* disease and to *promote* wellness in order to *protect* and improve the health and quality of life of its residents, visitors and work force.

**Budget Overview:** The Health Department manages disease prevention and surveillance programs designed to protect the health of the community. Programs include but are not limited to public health education empowerment programs, environmental health code enforcement activities, mosquito control, vaccination clinics and public health emergency planning and recovery efforts in partnership with the Massachusetts Department of Public Health, (MDPH). The Health Department staff is comprised of the Health Director, Health Agent, and a part time Public Health Nurse.

### Departmental Initiatives:

1. Continue Public Health emergency planning and recovery efforts due to a communicable disease threat, (*Pandemic Influenza Response*).
2. Continue Food Establishment Emergency Operations planning efforts to prevent disease transmission due to loss of utilities or water & sewer service infrastructure.
3. Continue partnering with *Human Services, Police, Fire and Building* to plan a unified response to occupied properties found to be in an unsanitary condition or unfit for human habitation. Abandoned properties may also be discussed as necessary.
4. Provide *food safety* and public health *disease prevention* educational outreach to targeted demographics based on needs identified in the Demographic Task Force's Report.
5. Implement *View* Permit software to improve the customer's experience in obtaining various Board of Health permits. Permits include but are not limited to retail food service, temporary food service events, swimming pool operation, retail tobacco sales, rDNA Biosafety, Animal Keeping and Summer Camps.



**Authorized/Appropriated Staffing**

|                        | FY 2014 Budget | FY 2015 Budget | FY 2016 Budget | FY 2017 Recommended |
|------------------------|----------------|----------------|----------------|---------------------|
| Public Health Director | 1              | 1              | 1              | 1                   |
| Health Agent           | 1              | 1              | 1              | 1                   |
| Health Nurse *         | 0.6            | 0.6            | 0.6            | 0.6                 |
| <b>Total FTE</b>       | <b>2.6</b>     | <b>2.6</b>     | <b>2.6</b>     | <b>2.6</b>          |

|                    |                |                |                |                |
|--------------------|----------------|----------------|----------------|----------------|
| <b>Total FT/PT</b> | <b>2FT/1PT</b> | <b>2FT/1PT</b> | <b>2FT/1PT</b> | <b>2FT/1PT</b> |
|--------------------|----------------|----------------|----------------|----------------|

\*The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY 2009.

## 7140 Health

### Budget Recommendations:

The recommended FY2017 All Funds Health budget inclusive of the General Fund operating budget and the Health Program Revolving Fund, which funds health clinics, is \$304,457. The recommended budget is a \$2,032, or 0.67% increase over the restated FY2016 budget. The FY2016 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2016 budget at the 2015 annual town meeting.

The FY2017 recommended Health General Fund operating budget is \$290,457, which is a \$2,032, or 0.70% increase over the restated FY2016 General Fund budget.

The General Fund operating budget for Compensation is \$228,995 and reflects a \$4,912, or 2.19% increase, which is attributable to the cost of prospective step increases. FY17 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$61,462 and reflects a \$2,880, or 4.48% decrease which is primarily driven by the reduction of one-time expenses for FY16 partially offset by increases in staff education and the contract for the annual mosquito control program.

The FY17 recommended Health Programs Revolving Fund is recommended at \$14,000 which is unchanged from the FY16 authorization.

### Program Improvement Requests:

| Description    | Request               |  |                 | Recommended           |   |       | Not Recommended |
|----------------|-----------------------|--|-----------------|-----------------------|---|-------|-----------------|
|                | Salaries and Expenses | Benefits (to be budgeted in Shared Expenses) | Total Requested | Salaries and Expenses | Benefits (to be budgeted under Shared Expenses) | Total |                 |
| NONE REQUESTED | \$ -                  |  | \$ -            | \$ -                  |   | \$ -  | \$ -            |

**7140 Health**

Town of Lexington, Massachusetts

**Budget Summary:**

| <b>Funding Sources</b>           | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Estimated</b> | <b>FY2017<br/>Projected</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|
| Tax Levy                         | \$ 205,382                | \$ 240,626                | \$ 247,948                  | \$ 260,457                  | \$ 12,509                  | 5.05%                       |
| Permits                          | \$ 50,086                 | \$ 29,365                 | \$ 40,477                   | \$ 30,000                   | \$ (10,477)                | -25.88%                     |
| Health Department Revolving Fund | \$ 9,141                  | \$ 12,447                 | \$ 14,000                   | \$ 14,000                   | \$ -                       | 0.00%                       |
| <b>Total 7140 Health</b>         | <b>\$ 264,609</b>         | <b>\$ 282,438</b>         | <b>\$ 302,425</b>           | <b>\$ 304,457</b>           | <b>\$ 2,032</b>            | <b>0.67%</b>                |

| <b>Appropriation Summary (All Funds)</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Compensation                             | \$ 203,508                | \$ 211,931                | \$ 224,083                 | \$ 228,995                    | \$ 4,912                   | 2.19%                       |
| Expenses                                 | \$ 61,101                 | \$ 70,507                 | \$ 78,342                  | \$ 75,462                     | \$ (2,880)                 | -3.68%                      |
| <b>Total 7140 Health</b>                 | <b>\$ 264,609</b>         | <b>\$ 282,438</b>         | <b>\$ 302,425</b>          | <b>\$ 304,457</b>             | <b>\$ 2,032</b>            | <b>0.67%</b>                |

| <b>Program Summary (All Funds)</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|------------------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Total 7140 Health                  | \$ 264,609                | \$ 282,438                | \$ 302,425                 | \$ 304,457                    | \$ 2,032                   | 0.67%                       |
| <b>Total 7140 Health</b>           | <b>\$ 264,609</b>         | <b>\$ 282,438</b>         | <b>\$ 302,425</b>          | <b>\$ 304,457</b>             | <b>\$ 2,032</b>            | <b>0.67%</b>                |

| <b>Object Code Summary (All Funds)</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Salaries & Wages                       | \$ 203,392                | \$ 211,605                | \$ 221,856                 | \$ 226,768                    | \$ 4,912                   | 2.21%                       |
| Overtime                               | \$ 117                    | \$ 326                    | \$ 2,227                   | \$ 2,227                      | \$ 0                       | 0.00%                       |
| <i>Personal Services</i>               | <i>\$ 203,508</i>         | <i>\$ 211,931</i>         | <i>\$ 224,083</i>          | <i>\$ 228,995</i>             | <i>\$ 4,912</i>            | <i>2.19%</i>                |
| Contractual Services                   | \$ 48,602                 | \$ 56,004                 | \$ 64,281                  | \$ 61,401                     | \$ (2,880)                 | -4.48%                      |
| Utilities                              | \$ 1,363                  | \$ 1,640                  | \$ 1,801                   | \$ 1,801                      | \$ -                       | 0.00%                       |
| Supplies                               | \$ 11,136                 | \$ 12,863                 | \$ 12,260                  | \$ 12,260                     | \$ -                       | 0.00%                       |
| Small Capital                          | \$ -                      | \$ -                      | \$ -                       | \$ -                          | \$ -                       | -                           |
| <i>Expenses</i>                        | <i>\$ 61,101</i>          | <i>\$ 70,507</i>          | <i>\$ 78,342</i>           | <i>\$ 75,462</i>              | <i>\$ (2,880)</i>          | <i>-3.68%</i>               |
| <b>Total 7140 Health</b>               | <b>\$ 264,609</b>         | <b>\$ 282,438</b>         | <b>\$ 302,425</b>          | <b>\$ 304,457</b>             | <b>\$ 2,032</b>            | <b>0.67%</b>                |

| <b>Appropriations Summary (General Fund)</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Compensation                                 | \$ 203,508                | \$ 211,931                | \$ 224,083                 | \$ 228,995                    | \$ 4,912                   | 2.19%                       |
| Expenses                                     | \$ 51,960                 | \$ 58,060                 | \$ 64,342                  | \$ 61,462                     | \$ (2,880)                 | -4.48%                      |
| <b>Total 7140 Health</b>                     | <b>\$ 255,468</b>         | <b>\$ 269,991</b>         | <b>\$ 288,425</b>          | <b>\$ 290,457</b>             | <b>\$ 2,032</b>            | <b>0.70%</b>                |

| <b>Appropriations Summary (Non-General Fund)</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|--|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Expenses   |                           |                           |                            |                               |                            |                             |
| 7140 Health Programs Revolving Fund              | \$ 9,141                  | \$ 12,447                 | \$ 14,000                  | \$ 14,000                     | \$ -                       | 0.00%                       |
| <b>Total 7140 Health</b>                         | <b>\$ 9,141</b>           | <b>\$ 12,447</b>          | <b>\$ 14,000</b>           | <b>\$ 14,000</b>              | <b>\$ -</b>                | <b>0.00%</b>                |

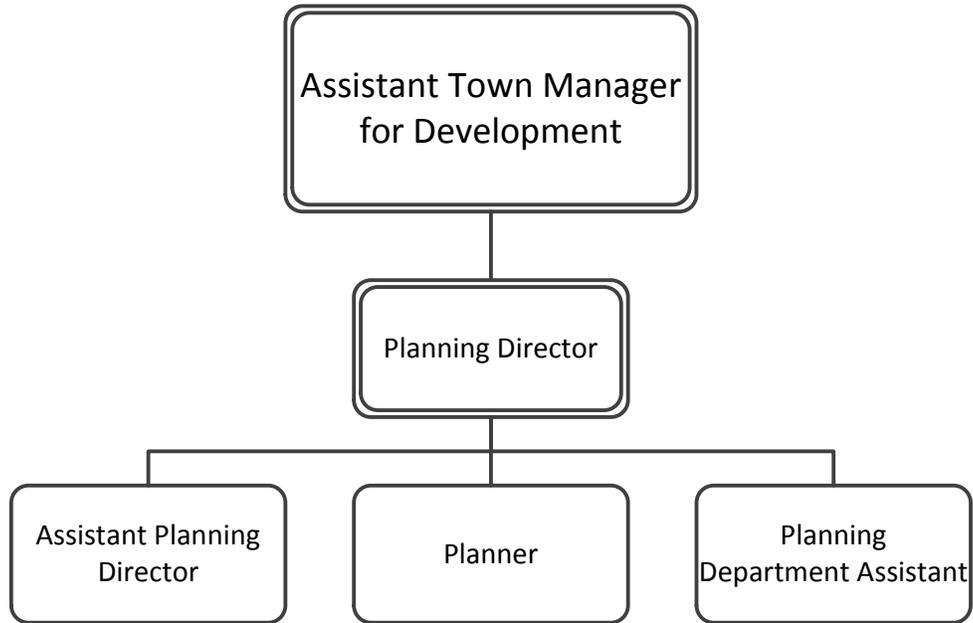
## 7200 Planning

**Mission:** The Planning Board and the Planning Department helps 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 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 Traffic Safety Group, Parking Management Group, Transportation Forum and the HOME Consortium.

### **Departmental Initiatives:**

1. Complete the update to the Board's Subdivision and Zoning Regulations, including administrative aspects (permit tracking and online access).
2. Continue to develop and enhance the Town's various transportation initiatives.
3. Continue to develop and draft zoning bylaw changes identified as highly desirable during the 2014 recodification.



**Authorized/Appropriated Staffing**

|                             | FY 2014<br>Budget | FY 2015<br>Budget | FY 2016<br>Budget | FY 2017<br>Recommended |
|-----------------------------|-------------------|-------------------|-------------------|------------------------|
| Planning Director           | 1                 | 1                 | 1                 | 1                      |
| Assistant Planning Director | 1                 | 1                 | 1                 | 1                      |
| Planner                     | 0.63              | 1                 | 1                 | 1                      |
| Administrative Assistant    | 1                 | 1                 | 1                 | 1                      |
| <b>Total FTE</b>            | <b>3.63</b>       | <b>4</b>          | <b>4</b>          | <b>4</b>               |

|                    |                      |              |              |              |
|--------------------|----------------------|--------------|--------------|--------------|
| <b>Total FT/PT</b> | <b>3 (FT)/1 (PT)</b> | <b>4(FT)</b> | <b>4(FT)</b> | <b>4(FT)</b> |
|--------------------|----------------------|--------------|--------------|--------------|

**7200 Planning**

**Budget Recommendations:**

The FY2017 recommended Planning Department budget is \$355,097. The recommended budget is a \$6,990, or 1.93% decrease from the restated FY2016 budget. The budget is restated to reflect cost of living increases that were not included in the FY2016 budget as adopted at the 2015 annual town meeting.

The recommended budget for Compensation is \$308,397 and reflects an \$11,015 or 3.45% decrease, which is attributable to the replacement of retired staff with lower salary positions, partially offset by step increases for current staff. FY17 Compensation does not include any estimate of prospective cost of living increases for contracts that will expire on June 30, 2016. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager’s budget.

The recommended budget for Expenses is \$46,700 and reflects a \$4,025, or 9.43% increase, attributable mainly to the increase in the cost for the Town’s participation in the Regional Housing Services Office.

**Program Improvement Requests:**

| Description               | Request               |  |                 | Recommended           |   |       | Not Recommended |
|---------------------------|-----------------------|--|-----------------|-----------------------|---|-------|-----------------|
|                           | Salaries and Expenses | Benefits (to be budgeted in Shared Expenses) | Total Requested | Salaries and Expenses | Benefits (to be budgeted under Shared Expenses) | Total |                 |
| Comprehensive Plan Update | \$ 150,000            |  | \$ 150,000      |                       |   | \$ -  | \$ 150,000      |

**7200 Planning**

Town of Lexington, Massachusetts

**Budget Summary:**

| <b>Funding Sources</b>     | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Estimated</b> | <b>FY2017<br/>Projected</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|
| Tax Levy                   | \$ 268,953                | \$ 308,568                | \$ 339,386                  | \$ 332,396                  | \$ (6,990)                 | -2.06%                      |
| Fees                       | \$ 35,270                 | \$ 22,550                 | \$ 22,701                   | \$ 22,701                   | \$ -                       | 0.00%                       |
| <b>Total 7200 Planning</b> | <b>\$ 304,223</b>         | <b>\$ 331,118</b>         | <b>\$ 362,087</b>           | <b>\$ 355,097</b>           | <b>\$ (6,990)</b>          | <b>-1.93%</b>               |

| <b>Appropriation Summary</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Compensation                 | \$ 275,503                | \$ 302,467                | \$ 319,412                 | \$ 308,397                    | \$ (11,015)                | -3.45%                      |
| Expenses                     | \$ 28,720                 | \$ 28,651                 | \$ 42,675                  | \$ 46,700                     | \$ 4,025                   | 9.43%                       |
| <b>Total 7200 Planning</b>   | <b>\$ 304,223</b>         | <b>\$ 331,118</b>         | <b>\$ 362,087</b>          | <b>\$ 355,097</b>             | <b>\$ (6,990)</b>          | <b>-1.93%</b>               |

| <b>Program Summary</b>     | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Total 7200 Planning        | \$ 304,223                | \$ 331,118                | \$ 362,087                 | \$ 355,097                    | \$ (6,990)                 | -1.93%                      |
| <b>Total 7200 Planning</b> | <b>\$ 304,223</b>         | <b>\$ 331,118</b>         | <b>\$ 362,087</b>          | <b>\$ 355,097</b>             | <b>\$ (6,990)</b>          | <b>-1.93%</b>               |

| <b>Object Code Summary</b> | <b>FY 2014<br/>Actual</b> | <b>FY 2015<br/>Actual</b> | <b>FY2016<br/>Restated</b> | <b>FY2017<br/>Recommended</b> | <b>Dollar<br/>Increase</b> | <b>Percent<br/>Increase</b> |
|----------------------------|---------------------------|---------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------|
| Salaries & Wages           | \$ 274,684                | \$ 300,042                | \$ 315,162                 | \$ 304,147                    | \$ (11,015)                | -3.50%                      |
| Overtime                   | \$ 819                    | \$ 2,425                  | \$ 4,250                   | \$ 4,250                      | \$ -                       | 0.00%                       |
| <i>Personal Services</i>   | \$ 275,503                | \$ 302,467                | \$ 319,412                 | \$ 308,397                    | \$ (11,015)                | -3.45%                      |
| Contractual Services       | \$ 26,008                 | \$ 26,605                 | \$ 38,375                  | \$ 42,400                     | \$ 4,025                   | 10.49%                      |
| Utilities                  | \$ -                      | \$ -                      | \$ 600                     | \$ -                          | \$ (600)                   | 0.00%                       |
| Supplies                   | \$ 2,712                  | \$ 2,046                  | \$ 3,700                   | \$ 4,300                      | \$ 600                     | 16.22%                      |
| Small Capital              | \$ -                      | \$ -                      | \$ -                       | \$ -                          | \$ -                       | -                           |
| <i>Expenses</i>            | \$ 28,720                 | \$ 28,651                 | \$ 42,675                  | \$ 46,700                     | \$ 4,025                   | 9.43%                       |
| <b>Total 7200 Planning</b> | <b>\$ 304,223</b>         | <b>\$ 331,118</b>         | <b>\$ 362,087</b>          | <b>\$ 355,097</b>             | <b>\$ (6,990)</b>          | <b>-1.93%</b>               |

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## 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. The Economic Development Office also cultivates and maintains relationships with State-level partners for business development and infrastructure investment opportunities.

In addition, the Economic Development Office works to leverage economic opportunities from tourism. The three programs—the Liberty Ride, the Battle Green Guides and the regional marketing program—are aimed at enhancing Lexington’s visitor-based economy.

**Budget Overview:** the Economic Development budget is divided into four elements: the Economic Development Office, the Liberty Ride, Tourism and the Visitor Center.

**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 and the Economic Development Director serves as liaison to the Lexington Center Committee and the Tourism Committee.

**The Liberty Ride:** This trolley tour of Lexington and Concord serves as the only public transportation link to the area’s historic sites. The ridership continues to increase, and in 2017 the Liberty Ride will celebrate its 15<sup>th</sup> season. As a revolving fund, the Liberty Ride is funded through ticket sales.

**Tourism:** The Battle Green Guides, who serve as ambassadors for the Town, teach residents and visitors about our rich history, and encourage them to visit our historic sites and shop and dine in town. The funding from this program provides guide coverage on the Battle Green form April through October. Marketing funds enabled the production and distribution of Lexington’s first official Visitor’s Guide and new international marketing materials.

**Visitors Center:** The Visitors Center serves as gateway for over 115,000 people who come to visit Lexington every year. The Visitors Center operates with sales revenue generated from the gift shop.

## **7300 Economic Development**

### **Departmental Initiatives:**

#### **Economic Development Office**

1. Implement parking rate recommendations from the Lexington Center Parking Management Plan.
2. Secure twenty-five parking spaces that are currently not part of the public parking inventory.
3. Secure funding for year four of the REV Shuttle Bus.
4. Engage stakeholders in Hartwell and East Lexington to identify long-term development opportunities.

#### **Tourism/Visitor Activities**

1. Engage the new Economic Development Coordinator in marketing efforts.
2. Develop standards to track and measure the impact of tourism investments.
3. Install new point of sale system at the Visitors Center.
4. Create a social media program for the Visitors Center and other visitor services.



**7300 Economic Development****Budget Recommendations:**

The FY2017 recommended All Funds Economic Development budget inclusive of the General Fund operating budget and the Liberty Ride and Visitor Center Revolving Funds is \$774,060. The recommended budget is an \$87,755, or 12.79% increase over the restated FY2016 budget. The budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2016 budget at the 2015 annual town meeting.

The FY2017 recommended General Fund Economic Development operating budget is \$299,655, which is a \$10,221, or 3.53% increase from the restated FY2016 General Fund budget.

The recommended General Fund operating budget for Compensation is \$168,767, and reflects a \$6,021, or 3.70% increase, which is attributable to a new position being hired at a salary greater than the FY16 projection, as well as the cost of prospective step increases. FY17 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended General Fund operating budget for Expenses is \$130,888, a \$4,200, or 3.32% increase which is attributable to a \$3,000 increase in professional development as well as several small increases in several line items. Contractual costs include expenses associated with the REV Bus, a business-serving shuttle that runs between the Hartwell Avenue corridor and the Alewife Red Line Station, as well as level-funded costs associated with tourism and marketing events. Additionally, the Town provides a limited amount of General Fund support in the amount of \$18,788 to the Visitor Center (level funded from FY2016) while they transition to a self-supporting operation. The Town's share of the REV bus is proposed to be funded with an appropriation from the Transportation Demand Management (TDM) Stabilization Fund. In addition, the recommended expense budget includes \$1,000 in expenses transferred from the Board of Selectmen budget to cover the Town's memberships in the Boston and Greater Merrimack Valley Visitor Centers.

The recommended FY17 Liberty Ride Revolving Fund request is \$284,174 which is a \$4,303, or 1.54% increase over FY16. This increase attributed to small increases in several expense line items, offset by a savings created by a change in the method of payment for the Liberty Ride Coordinator from an annual stipend to an hourly basis.

The recommended FY17 Visitor Center Revolving Fund request is \$190,231 which is a \$73,231, or 62.59% increase over FY16. This is attributed to the addition of a part-time Assistant Manager, as well as a projected increase in inventory purchases in FY17.

# 7300 Economic Development

Town of Lexington, Massachusetts

## Budget Summary:

| Funding Sources                        | FY 2014<br>Actual | FY 2015<br>Actual | FY2016<br>Estimated | FY2017<br>Projected | Dollar<br>Increase | Percent<br>Increase |
|--|-------------------|-------------------|---------------------|---------------------|--------------------|---------------------|
| Tax Levy                               | \$ 279,488        | \$ 460,200        | \$ 244,034          | \$ 272,180          | \$ 28,146          | 11.53%              |
| TDM Stabilization Fund                 | \$ -              | \$ -              | \$ 45,400           | \$ 46,000           | \$ 600             | 1.32%               |
| Liberty Ride Revolving Fund            | \$ 54,911         | \$ 87,199         | \$ 143,205          | \$ 155,756          | \$ 12,551          | 8.76%               |
| Visitor Center Revolving Fund          | \$ -              | \$ 197,131        | \$ 253,666          | \$ 300,124          | \$ 46,458          | 18.31%              |
| <b>Total 7300 Economic Development</b> | <b>\$ 334,399</b> | <b>\$ 547,399</b> | <b>\$ 686,305</b>   | <b>\$ 774,060</b>   | <b>\$ 87,755</b>   | <b>12.79%</b>       |

| Appropriation Summary (All Funds)      | FY 2014<br>Actual | FY 2015<br>Actual | FY2016<br>Restated | FY2017<br>Recommended | Dollar<br>Increase | Percent<br>Increase |
|--|-------------------|-------------------|--------------------|-----------------------|--------------------|---------------------|
| Compensation                           | \$ 145,874        | \$ 200,861        | \$ 305,951         | \$ 343,048            | \$ 37,097          | 12.13%              |
| Expenses                               | \$ 188,525        | \$ 346,538        | \$ 380,354         | \$ 431,012            | \$ 50,658          | 13.32%              |
| <b>Total 7300 Economic Development</b> | <b>\$ 334,399</b> | <b>\$ 547,399</b> | <b>\$ 686,305</b>  | <b>\$ 774,060</b>     | <b>\$ 87,755</b>   | <b>12.79%</b>       |

| Program Summary (All Funds)            | FY 2014<br>Actual | FY 2015<br>Actual | FY2016<br>Restated | FY2017<br>Recommended | Dollar<br>Increase | Percent<br>Increase |
|--|-------------------|-------------------|--------------------|-----------------------|--------------------|---------------------|
| Total 7310 Economic Development Office | \$ 87,045         | \$ 226,927        | \$ 249,634         | \$ 259,855            | \$ 10,221          | 4.09%               |
| Total 7320 Liberty Ride                | \$ 212,347        | \$ 201,735        | \$ 279,871         | \$ 284,174            | \$ 4,303           | 1.54%               |
| Total 7330 Tourism                     | \$ 35,007         | \$ 36,141         | \$ 39,800          | \$ 39,800             | \$ -               | 0.00%               |
| Total 7340 Visitor Center              | \$ -              | \$ 82,595         | \$ 117,000         | \$ 190,231            | \$ 73,231          | 62.59%              |
| <b>Total 7300 Economic Development</b> | <b>\$ 334,399</b> | <b>\$ 547,399</b> | <b>\$ 686,305</b>  | <b>\$ 774,060</b>     | <b>\$ 87,755</b>   | <b>12.79%</b>       |

| Object Code Summary (All Funds)        | FY 2014<br>Actual | FY 2015<br>Actual | FY2016<br>Restated | FY2017<br>Recommended | Dollar<br>Increase | Percent<br>Increase |
|--|-------------------|-------------------|--------------------|-----------------------|--------------------|---------------------|
| Salaries & Wages                       | \$ 145,874        | \$ 198,783        | \$ 305,951         | \$ 341,648            | \$ 35,697          | 11.67%              |
| Overtime                               | \$ -              | \$ 2,078          | \$ -               | \$ 1,400              | \$ 1,400           | -                   |
| <i>Personal Services</i>               | <i>\$ 145,874</i> | <i>\$ 200,861</i> | <i>\$ 305,951</i>  | <i>\$ 343,048</i>     | <i>\$ 37,097</i>   | <i>12.13%</i>       |
| Contractual Services                   | \$ 185,887        | \$ 273,616        | \$ 303,004         | \$ 308,874            | \$ 5,870           | 1.94%               |
| Utilities                              | \$ 438            | \$ -              | \$ 1,500           | \$ 1,500              | \$ -               | 0.00%               |
| Supplies                               | \$ 1,211          | \$ 71,603         | \$ 64,850          | \$ 117,638            | \$ 52,788          | 81.40%              |
| Small Capital                          | \$ 988            | \$ 1,319          | \$ 11,000          | \$ 3,000              | \$ (8,000)         | -                   |
| <i>Expenses</i>                        | <i>\$ 188,525</i> | <i>\$ 346,538</i> | <i>\$ 380,354</i>  | <i>\$ 431,012</i>     | <i>\$ 50,658</i>   | <i>13.32%</i>       |
| <b>Total 7300 Economic Development</b> | <b>\$ 334,399</b> | <b>\$ 547,399</b> | <b>\$ 686,305</b>  | <b>\$ 774,060</b>     | <b>\$ 87,755</b>   | <b>12.79%</b>       |

| Appropriations Summary (General Fund)  | FY 2014<br>Actual | FY 2015<br>Actual | FY2016<br>Restated | FY2017<br>Recommended | Dollar<br>Increase | Percent<br>Increase |
|--|-------------------|-------------------|--------------------|-----------------------|--------------------|---------------------|
| Compensation                           | \$ 90,963         | \$ 113,662        | \$ 162,746         | \$ 168,767            | \$ 6,021           | 3.70%               |
| Expenses                               | \$ 31,089         | \$ 149,407        | \$ 126,688         | \$ 130,888            | \$ 4,200           | 3.32%               |
| <b>Total 7300 Economic Development</b> | <b>\$ 122,052</b> | <b>\$ 263,069</b> | <b>\$ 289,434</b>  | <b>\$ 299,655</b>     | <b>\$ 10,221</b>   | <b>3.53%</b>        |

| Appropriations Summary (Non-General Fund) | FY 2014<br>Actual | FY 2015<br>Actual | FY2016<br>Restated | FY2017<br>Recommended | Dollar<br>Increase | Percent<br>Increase |
|---|-------------------|-------------------|--------------------|-----------------------|--------------------|---------------------|
| 7320 Liberty Ride                         |                   |                   |                    |                       |                    |                     |
| Compensation                              | \$ 54,911         | \$ 56,515         | \$ 83,255          | \$ 78,800             | \$ (4,455)         | -5.35%              |
| Expenses                                  | \$ 157,436        | \$ 145,220        | \$ 196,616         | \$ 205,374            | \$ 8,758           | 4.45%               |
|   | \$ 212,347        | \$ 201,735        | \$ 279,871         | \$ 284,174            | \$ 4,303           | 1.54%               |
| 7340 Visitor Center                       |                   |                   |                    |                       |                    |                     |
| Compensation                              | \$ -              | \$ 30,684         | \$ 59,950          | \$ 95,481             | \$ 35,531          | 59.27%              |
| Expenses                                  | \$ -              | \$ 51,911         | \$ 57,050          | \$ 94,750             | \$ 37,700          | 66.08%              |
|   | \$ -              | \$ 82,595         | \$ 117,000         | \$ 190,231            | \$ 73,231          | 62.59%              |
| <b>Total 7300 Economic Development</b>    | <b>\$ 212,347</b> | <b>\$ 284,330</b> | <b>\$ 396,871</b>  | <b>\$ 474,405</b>     | <b>\$ 77,534</b>   | <b>16.34%</b>       |

# 7300 Economic Development

## Program Improvement Requests:

| Description                                  | Request               |  |                 | Recommended           |   |           | Not Recommended |
|--|-----------------------|--|-----------------|-----------------------|---|-----------|-----------------|
|  | Salaries and Expenses | Benefits (to be budgeted in Shared Expenses) | Total Requested | Salaries and Expenses | Benefits (to be budgeted under Shared Expenses) | Total     |                 |
| Part-time Assistant Manager - Visitor Center | \$ 18,525             |  | \$ 18,525       | \$ 18,525             |   | \$ 18,525 | \$ -            |