

Section X: Program 8000: General Government

This section includes detailed information about the FY2017 Operating Budget & Financing Plan for general government. It includes:

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- 8200 Town Manager X-6
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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 and the Annual Town Report.

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

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

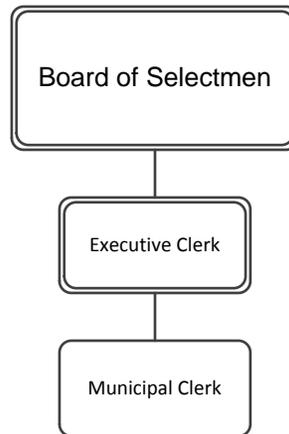
Staff maintain over 300 Selectmen appointments to more than 40 committees. In addition, the Selectmen's Office notifies Lexington residents of all national, state and local elections.

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

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

Departmental Initiatives:

1. Evaluate sites for a main Fire Station and develop plans for renovation and/or reconstruction of Fire and Police stations.



Authorized/Appropriated Staffing

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Executive Clerk	0.94	0.94	1	1
Municipal Clerk	1.00	1	1	1
Total FTE	1.94	1.94	2.00	2.00
Total FT/PT	1 FT/ 1 PT	1 FT/ 1 PT	2FT	2FT

8100 Board of Selectmen

Budget Recommendations:

The FY2017 recommended All Funds Board of Selectmen budget inclusive of the General Fund operating budget and the PEG Access Revolving Fund, which funds the Town's annual contract with Lexmedia, is \$1,148,249. The recommended budget is a \$51,264, or 4.27% 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 Selectmen's FY2017 recommended General Fund operating budget is \$673,249, which is a \$7,736, or 1.16% increase from the restated FY2016 General Fund budget.

The budget for Compensation is \$146,424, and reflects a \$7,736, or 5.58% increase, which is attributable to the cost of prospective salary 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 budget for Expenses is \$526,825 and is unchanged from FY2016. This budget has been reduced by \$1,000 to reflect the transfer of this amount to the Economic Development/Tourism budget for the Merrimack Valley and Greater Boston Visitor's Center dues, offset by a \$1,000 increase in audit expenses.

The recommended FY17 budget for legal expenses is unchanged from FY16 at \$410,000. The recommended budget for the annual Town Report is \$13,500 which is unchanged from FY16.

The FY17 recommended PEG Access Revolving Fund request is \$475,000 which is a \$59,000, or 11.05% decrease from FY16 attributable to non-recurring capital expenses.

Program Improvement Requests:

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

8100 Board of Selectmen

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 518,666	\$ 570,380	\$ 585,259	\$ 592,963	\$ 7,703	1.32%
Enterprise Funds (Indirects)	\$ 1,021	\$ 1,015	\$ 1,103	\$ 1,136	\$ 33	0.00%
Revolving Funds						
PEG Access	\$ 490,935	\$ 416,061	\$ 534,000	\$ 475,000	\$ (59,000)	-11.05%
Fees						
Licenses & Permits	\$ 85,175	\$ 78,985	\$ 79,150	\$ 79,150	\$ -	0.00%
Total 8100 Board of Selectmen	\$ 1,095,797	\$ 1,066,440	\$ 1,199,512	\$ 1,148,249	\$ (51,264)	-4.27%

Appropriation Summary (All Funds)	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 111,887	\$ 119,765	\$ 138,687	\$ 146,424	\$ 7,736	5.58%
Expenses	\$ 983,910	\$ 946,675	\$ 1,060,825	\$ 1,001,825	\$ (59,000)	-5.56%
Total 8100 Board of Selectmen	\$ 1,095,797	\$ 1,066,440	\$ 1,199,512	\$ 1,148,249	\$ (51,264)	-4.27%

Program Summary (All Funds)	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 180,741	\$ 211,699	\$ 242,012	\$ 249,749	\$ 7,736	3.20%
Total 8120 Legal	\$ 416,621	\$ 434,000	\$ 410,000	\$ 410,000	\$ -	0.00%
Total 8130 Town Report	\$ 7,500	\$ 4,680	\$ 13,500	\$ 13,500	\$ -	0.00%
Total 8140 PEG Access	\$ 490,935	\$ 416,061	\$ 534,000	\$ 475,000	\$ (59,000)	-11.05%
Total 8100 Board of Selectmen	\$ 1,095,797	\$ 1,066,440	\$ 1,199,512	\$ 1,148,249	\$ (51,264)	-4.27%

Object Code Summary (All Funds)	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 111,887	\$ 119,765	\$ 138,687	\$ 146,424	\$ 7,736	5.58%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 111,887	\$ 119,765	\$ 138,687	\$ 146,424	\$ 7,736	5.58%
Contractual Services	\$ 966,283	\$ 919,256	\$ 1,034,825	\$ 976,825	\$ (58,000)	-5.60%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 17,626	\$ 19,469	\$ 25,000	\$ 24,000	\$ (1,000)	-4.00%
Small Capital	\$ -	\$ 7,950	\$ 1,000	\$ 1,000	\$ -	-
Expenses	\$ 983,910	\$ 946,675	\$ 1,060,825	\$ 1,001,825	\$ (59,000)	-5.56%
Total 8100 Board of Selectmen	\$ 1,095,797	\$ 1,066,440	\$ 1,199,512	\$ 1,148,249	\$ (51,264)	-4.27%

Appropriation Summary (General Fund)	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 111,887	\$ 119,765	\$ 138,687	\$ 146,424	\$ 7,736	5.58%
Expenses	\$ 492,975	\$ 530,614	\$ 526,825	\$ 526,825	\$ -	0.00%
Total 8100 Board of Selectmen	\$ 604,862	\$ 650,379	\$ 665,512	\$ 673,249	\$ 7,736	1.16%

Appropriation Summary (Non General Fund)	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Expenses	490,935	416,061	534,000	\$ 475,000	\$ (59,000)	-11.05%
PEG Access	\$ 490,935	\$ 416,061	\$ 534,000	\$ 475,000	\$ (59,000)	-11.05%
Total 8100 Board of Selectmen	\$ 490,935	\$ 416,061	\$ 534,000	\$ 475,000	\$ (59,000)	-11.05%

¹Fees for membership in the Greater Boston and Greater Merrimack Valley Visitor's Centers transferred to Economic Development in FY17.

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 an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Selectmen-Town Manager Act of 1968. In addition, the Town Manager's Office is responsible for human resources, benefits administration and risk management.

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

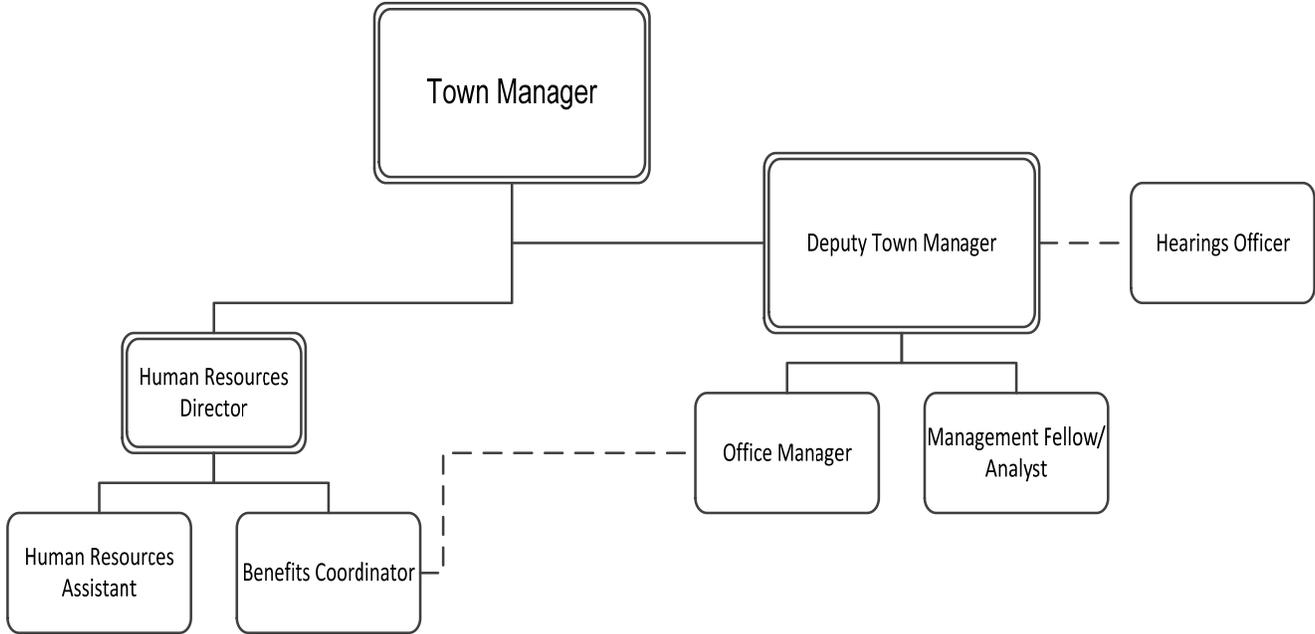
Organizational Direction and Administration includes day-to-day oversight for all Town departments, town-wide staff training and professional development and special projects. This function also implements all decisions of the Board of Selectmen and provides staff support to various Town committees.

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

Departmental Initiatives:

1. Continue to work on internal controls by revising existing policies and developing new policies that may be necessary to ensure the protection of assets that are vulnerable to abuse.
2. Continue the work of the Technology Committee and identify ways to best use technology to meet both the internal needs of the organization as well as the needs of residents and customers.
3. Develop organizational sustainability by passing on institutional knowledge, engaging mid-level managers in organization decision-making and selecting and training qualified individuals. It is anticipated that in FY17 it will be necessary to recruit 4-5 Senior Managers.
4. Work to ensure that municipal services address the needs of Lexington's culturally diverse community.
5. Expand public communications by developing a comprehensive and coordinated plan for engaging the community.

8200 Town Manager



Authorized/Appropriated Staffing

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Benefits Coordinator	1	1	1	1
Assistant to the Town Manager ¹	1	1	0	0
Human Resources Director	1	1	1	1
Hearing Officers ²	0.12	0.12	0.12	0.12
Management Fellow/Analyst	1	1	1	1
Human Resources Assistant	1	1	1	1
Total FTE	8.12	8.12	7.12	7.12
Total Full/Part Time	8 FT / 2 PT	8 FT / 2 PT	7 FT / 2 PT	7 FT / 2 PT

(1) Position reassigned to Information Technology in FY2015

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

8200 Town Manager

Budget Recommendations:

The FY2017 recommended Town Manager's budget inclusive of the Town Manager's Office and Human Resources is \$814,149. The recommended budget is a \$52,894, or 6.95% increase over the restated FY2016 restated 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 recommended FY17 budget for Compensation is \$564,064, and reflects a \$17,894, or 3.28% increase, attributable to the cost of prospective step increases as well as additional compensation for the Management Fellow. 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 FY17 budget for Expenses is \$250,085 and reflects a \$35,000, or 16.27% increase which is net change attributable to a \$10,000 increase in legal services for labor counsel and a \$25,000 increase in professional services for the Human Resources department. Professional Services includes a \$20,000 program improvement for a classification study for the AFSCME Local 1703 (DPW workers) as well as increases for assessment centers held every three years for Fire Captains and Lieutenants.

The department's budget also includes prospective amounts for all municipal department contractual settlements for FY2017 in the Salary Adjustment Account. The Account is for anticipated collective bargaining settlements, other wage increases and for compensated leave payments due certain employees at retirement. Once contractual settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Board of Selectmen. Contracts that are currently being negotiated whose outcome will affect the Salary Adjustment Account include AFSCME Dispatch; AFSCME Custodians and Police Superiors and Patrolmen. Contracts that expire at the end of FY16 are also included in the Salary Adjustment account and are comprised of Crossing Guards, Fire Fighters, and the Lexington Municipal Management Association.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Classification and Compensation Study	\$20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	
Administrative Assistant	\$ 53,144	\$ 15,923	\$ 69,067	\$ -	\$ -	\$ -	\$ 69,067

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 364,383	\$ 472,955	\$ 451,280	\$ 489,179	\$ 37,899	8.40%
Enterprise Funds (Indirect)	\$ 42,421	\$ 42,152	\$ 45,825	\$ 47,200	\$ 1,375	3.00%
Available Funds	-	-	-	-	-	-
Rentals*	\$ 384,180	\$ 287,082	\$ 264,150	\$ 277,770	\$ 13,620	5.16%
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 814,149	\$ 52,894	6.95%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 617,579	\$ 636,241	\$ 546,170	\$ 564,064	\$ 17,894	3.28%
Expenses	\$ 173,405	\$ 165,948	\$ 215,085	\$ 250,085	\$ 35,000	16.27%
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 814,149	\$ 52,894	6.95%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 556,302	\$ 569,583	\$ 515,691	\$ 531,028	\$ 15,337	2.97%
Total 8220 Human Resources	\$ 234,682	\$ 232,605	\$ 245,564	\$ 283,121	\$ 37,557	15.29%
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 814,149	\$ 52,894	6.95%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 617,579	\$ 636,241	\$ 546,170	\$ 564,064	\$ 17,894	3.28%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 617,579</i>	<i>\$ 636,241</i>	<i>\$ 546,170</i>	<i>\$ 564,064</i>	<i>\$ 17,894</i>	<i>3.28%</i>
Contractual Services	\$ 150,281	\$ 132,707	\$ 180,850	\$ 215,850	\$ 35,000	19.35%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 19,510	\$ 15,176	\$ 14,735	\$ 14,735	\$ -	0.00%
Small Capital	\$ 3,613	\$ 18,066	\$ 19,500	\$ 19,500	\$ -	0.00%
Expenses	\$ 173,405	\$ 165,948	\$ 215,085	\$ 250,085	\$ 35,000	16.27%
Total 8200 Town Manager	\$ 790,984	\$ 802,189	\$ 761,255	\$ 814,149	\$ 52,894	6.95%

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

Budget Summary - Salary Adjustment (8230)

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 128,400	\$ 587,310	\$ 455,517	\$ 673,016	\$ 217,499	47.75%
Total 8200 Town Manager	\$ 128,400	\$ 587,310	\$ 455,517	\$ 673,016	\$ 217,499	47.75%

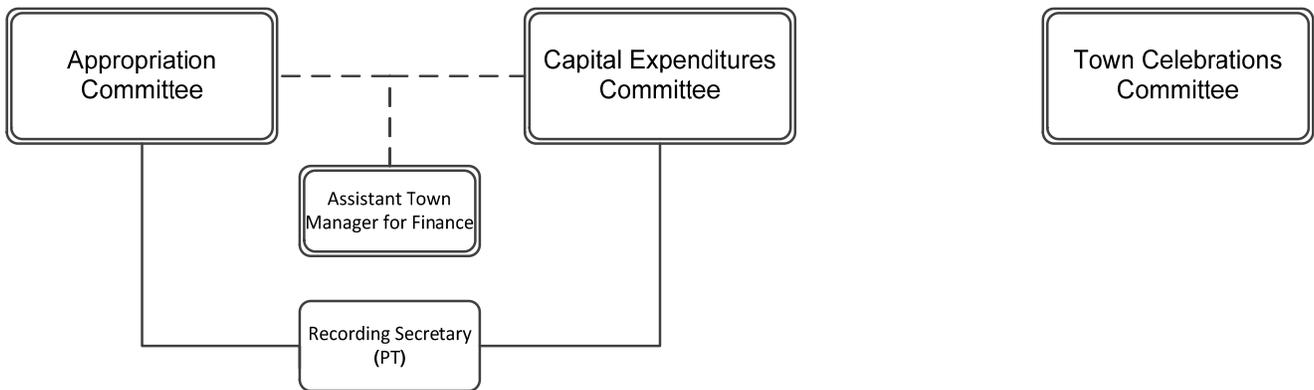
Program Summary	FY 2014 Balance	FY2015 Balance	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 128,400	\$ 587,310	\$ 455,517	\$ 673,016	\$ 217,499	47.75%
Total 8200 Town Manager	\$ 128,400	\$ 587,310	\$ 455,517	\$ 673,016	\$ 217,499	47.75%

8300 Town Committees

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

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

8300 Town Committees



Authorized/Appropriated Staffing

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

8300 Town Committees

Budget Recommendations:

The FY2017 Town Manager's recommended Town Committees budget is \$51,500. This is a \$23,500 or 31.33% decrease from the FY2016 budget. Compensation is increasing \$500, or 8.33% with expenses decreasing by \$24,000 or 34.78%.

The expense decrease is attributed to a one-time FY2016 expenditure for contractual services (\$15,000) for a Vision 20/20 study on demographic changes in Lexington as well as for a one-time FY2016 supplies expense for staging (\$6,000). The FY2017 budget includes a program improvement of \$1,000 for supplies for the Martin Luther King Day celebration.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Martin Luther King Celebration	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000	

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 40,791	\$ 49,270	\$ 75,000	\$ 51,500	\$ (23,500)	-31.33%
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 51,500	\$ (23,500)	-31.33%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,283	\$ 6,143	\$ 6,000	\$ 6,500	\$ 500	8.33%
Expenses	\$ 36,509	\$ 43,126	\$ 69,000	\$ 45,000	\$ (24,000)	-34.78%
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 51,500	\$ (23,500)	-31.33%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 7,559	\$ 6,476	\$ 7,500	\$ 8,000	\$ 500	6.67%
Total 8320 Misc. Boards & Committees	\$ 3,276	\$ 1,813	\$ 19,500	\$ 4,500	\$ (15,000)	-76.92%
Total 8330 Town Celebrations	\$ 29,956	\$ 40,980	\$ 48,000	\$ 39,000	\$ (9,000)	-18.75%
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 51,500	\$ (23,500)	-31.33%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Appropriation	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,283	\$ 6,143	\$ 6,000	\$ 6,500	\$ 500	8.33%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Compensation</i>	<i>\$ 4,283</i>	<i>\$ 6,143</i>	<i>\$ 6,000</i>	<i>\$ 6,500</i>	<i>\$ 500</i>	<i>8.33%</i>
Contractual Services	\$ 2,292	\$ 1,107	\$ 19,000	\$ 4,000	\$ (15,000)	-78.95%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 34,216	\$ 42,020	\$ 50,000	\$ 41,000	\$ (9,000)	-18.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Expenses</i>	<i>\$ 36,509</i>	<i>\$ 43,126</i>	<i>\$ 69,000</i>	<i>\$ 45,000</i>	<i>\$ (24,000)</i>	<i>-34.78%</i>
Total 8300 Town Committees	\$ 40,791	\$ 49,270	\$ 75,000	\$ 51,500	\$ (23,500)	-31.33%

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8400 Finance

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

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

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

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

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

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

8400 Finance

Departmental Initiatives:

Assessing:

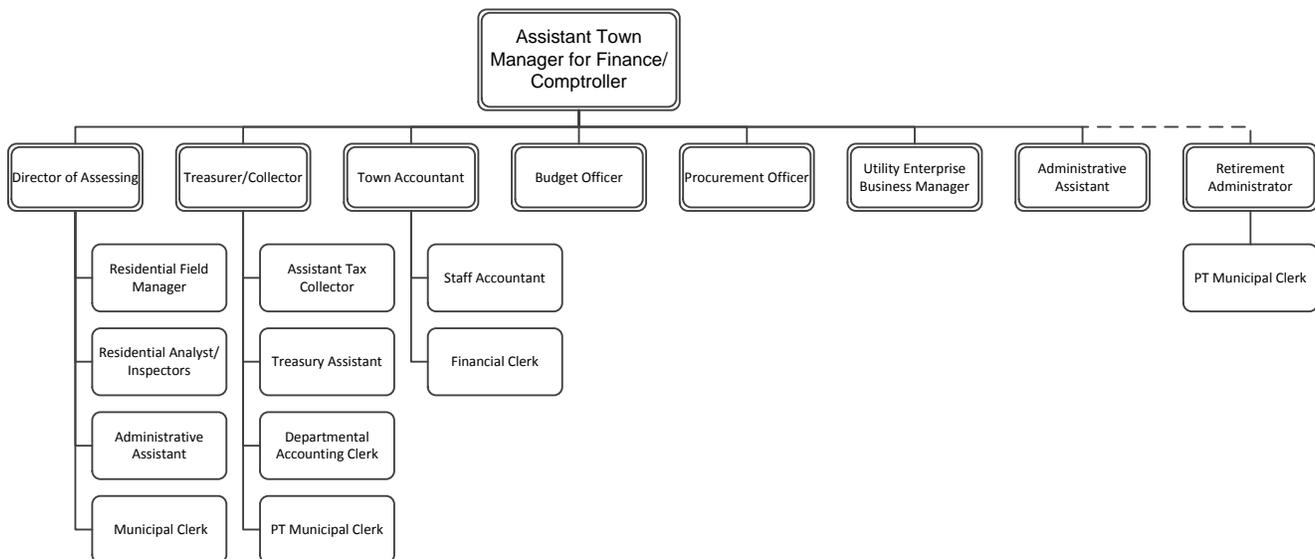
1. Administer a 6-year, cyclical annual inspection program for interior and exterior inspection and comply with requirements of the DOR pertaining to the FY18 triennial recertification of values.
2. Develop a protocol for regular data entry of permits and deeds into Vision to mitigate backlogs.
3. Embark on cross-training program among Assessing Department employees to promote staff capacity at all times.
4. Activate GIS functionality in Vision software and train staff in its use.

Comptroller:

1. Implement general billing for miscellaneous receivables.

Treasurer/Collector:

1. Bid bill printing services.
2. Develop tax foreclosure policy recommendation.



8400 Finance

Authorized/Appropriated Staffing

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Element 8410: Comptroller				
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	1	1	1	1
Financial Clerk	1	1	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.4	0.4	0.4	0.4
sub-total FTE	6.40	6.40	6.40	6.40
sub-total FT/PT	6 FT / 1PT			
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
sub-total FTE	4.46	4.46	4.46	4.46
sub-total FT/PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Residential Field Manager ¹	2	1	1	1
Residential Analyst/Inspector	1	2	2	2
Office Manager ²	1	1	1	1
Municipal Clerks	0.60	0.60	1.10	1.10
sub-total FTE	5.60	5.60	6.10	6.10
sub-total FT/PT	5FT/2PT	5FT/2PT	5FT/3PT	5FT/3PT
Element 8440: Utility Billing				
Utility Enterprise Business Manager	1	1	1	1
sub-total FTE	1.00	1.00	1.00	1.00
sub-total FT/PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT
Total FTE	17.46	17.46	17.96	17.96
Total FT/PT	16 FT/4 PT	16 FT/4 PT	16 FT/5 PT	16 FT/5 PT

¹ In FY15 this position was classified as Commercial Appraiser. It was recast as Residential Field Manager as a result of a reorganization of the Assessing Office implemented in the Fall of 2015.

² In FY15 this position was classified as Administrative Assistant. It was recast as Office Manager as a result of a reorganization of the Assessing Office implemented in the Fall of 2015.

8400 Finance

Budget Recommendations:

The FY2017 recommended Finance Department budget is 1,892,924. The recommended budget is a \$71,787, or 3.94% 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 recommended budget for Compensation is \$1,394,929, and reflects a \$36,667, or 2.70% increase, which is attributable primarily to the cost of contractually obligated step increases. FY17 Compensation does not include any estimate of prospective cost of living increases for personnel whose contracts expire on 6/30/16. Funds for prospective cost of living increases for these personnel are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$497,995 and reflects a \$35,120, or 7.59%, increase attributable to increases in lease costs for a copier and mail machine, increases in legal and appraisal services for defending commercial and industrial assessed values at the Appellate Tax Board, as well as a recommended Program Improvement Request for Tax Title Foreclosure services.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Assessor-Administrative Assistant	\$ 45,000	\$ 15,805	\$ 60,805	\$ -	\$ -	\$ -	\$ 60,805
Treasurer-Tax Title Foreclosure	\$ 10,150	\$ -	\$ 10,150	\$ 10,150	\$ -	\$ 10,150	

8400 Finance

Budget Summary:

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,369,601	\$ 1,397,463	\$ 1,536,497	\$ 1,604,471	\$ 57,824	3.76%
Enterprise Funds (Indirects)	\$ 225,094	\$ 223,666	\$ 243,159	\$ 250,453	\$ 7,295	3.00%
Fees & Charges						
Charges for Services	\$ 32,079	\$ 34,504	\$ 41,482	\$ 38,000	\$ (3,482)	-8.39%
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,892,924	\$ 71,787	3.94%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,251,874	\$ 1,223,727	\$ 1,358,262	\$ 1,394,929	\$ 36,667	2.70%
Expenses	\$ 374,901	\$ 431,907	\$ 462,875	\$ 497,995	\$ 35,120	7.59%
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,892,924	\$ 71,787	3.94%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 632,251	\$ 609,342	\$ 675,443	\$ 692,756	\$ 17,313	2.56%
Total 8420 Treasurer/Collector	\$ 390,489	\$ 378,209	\$ 384,676	\$ 397,258	\$ 12,582	3.27%
Total 8430 Assessing	\$ 528,568	\$ 592,533	\$ 684,451	\$ 725,408	\$ 40,957	5.98%
Total 8440 Utility Billing	\$ 75,467	\$ 75,550	\$ 76,567	\$ 77,503	\$ 935	1.22%
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,892,924	\$ 71,787	3.94%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,251,874	\$ 1,223,727	\$ 1,358,262	\$ 1,394,929	\$ 36,667	2.70%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 1,251,874</i>	<i>\$ 1,223,727</i>	<i>\$ 1,358,262</i>	<i>\$ 1,394,929</i>	<i>\$ 36,667</i>	<i>2.70%</i>
Contractual Services	\$ 329,199	\$ 384,915	\$ 413,665	\$ 448,455	\$ 34,790	8.41%
Utilities	\$ 5,901	\$ 345	\$ 2,070	\$ 1,350	\$ (720)	-34.78%
Supplies	\$ 39,800	\$ 45,937	\$ 47,140	\$ 48,190	\$ 1,050	2.23%
Small Capital	\$ -	\$ 710	\$ -	\$ -	\$ -	-
Expenses	\$ 374,901	\$ 431,907	\$ 462,875	\$ 497,995	\$ 35,120	7.59%
Total 8400 Finance	\$ 1,626,774	\$ 1,655,633	\$ 1,821,137	\$ 1,892,924	\$ 71,787	3.94%

8500 Town Clerk

Mission: The Town Clerk is the keeper of records for the Town. The Office of the Town Clerk is the primary repository of official documents for the Town, and the custodian of and recording office for official Town and vital records. Responsibilities include issuing marriage licenses, recording vital statistics, issuing dog licenses, registering businesses, and conducting the annual Town Census. The Town Clerk's Office conducts elections in conformance with State and local laws and, with the Board of Registrars, processes voter registrations and certifications. The Town Clerk reports to the Chief Information Officer (whose position is funded in the Information Services Budget – 8600).

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

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

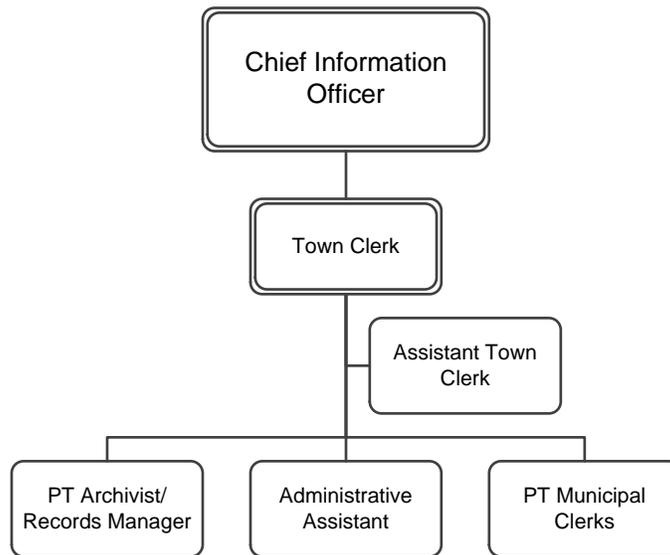
Registration: Registrars, appointed by the Board of Selectmen, are responsible for promoting voter registration, overseeing voter records, and ruling on voter eligibilities. Stipends for the Board of Registrars remain level funded. Annual voter confirmations are conducted in accordance with State statute.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

Elections: This element includes administration of local, state and national elections along with the monitoring of candidate certifications and referenda and initiative petitions. Staff provide information on campaign finance laws, election procedures, ballot initiatives, and voter information. Election preparations are coordinated with, and receives support from, various town departments including Public Works, Public Facilities, Police, and Lexington Public Schools.

Archives & Records Management: This element addresses inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records and information. A part-time Archivist/Records Manager is responsible for overseeing the conservation, preservation, digitization and cataloging of Lexington's historic documents and records.

Departmental Initiatives:

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



Authorized/Appropriated Staffing

	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Recommended
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Clerk	0.91	1.03	1.03	1.03
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.37	4.49	4.49	4.49
Total FT/PT	3 FT/ 3 PT			

8500 Town Clerk

Budget Recommendations:

The FY2017 recommended Town Clerk budget is \$487,356 which is a \$44,849 or 10.14% increase from the FY2016 budget.

The budget for Compensation is \$362,681 and reflects a \$29,549, or 8.87% increase, which is attributable to (1) increases in staffing and expenses for three elections in FY2017 versus the two to be held in FY16 and (2) contractually obligated step increases. FY2017 compensation does not include any estimate for cost of living increases for contracts that expire on June 30, 2016. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$124,675 and reflects a \$15,300, or 13.99% increase which is driven primarily by the increase in the number of elections in FY2017.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Municipal Assistant - Additional Hours	\$ 8,842	\$ 15,281	\$ 24,123	\$ -	\$ -	\$ -	\$ 24,123

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 383,851	\$ 340,319	\$ 359,805	\$ 403,435	\$ 43,630	12.13%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees: Town Clerk	\$ 37,085	\$ 37,041	\$ 35,955	\$ 35,800	\$ (155)	-0.43%
Licenses & Permits: Town Clerk	\$ 49,485	\$ 49,120	\$ 46,748	\$ 48,122	\$ 1,374	2.94%
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

Appropriation Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 347,171	\$ 312,420	\$ 333,132	\$ 362,681	\$ 29,549	8.87%
Expenses	\$ 123,249	\$ 114,059	\$ 109,375	\$ 124,675	\$ 15,300	13.99%
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

Program Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 289,688	\$ 254,618	\$ 281,552	\$ 288,585	\$ 7,033	2.50%
Total 8520 Board of Registrars	\$ 15,316	\$ 14,763	\$ 16,825	\$ 17,325	\$ 500	2.97%
Total 8530 Elections	\$ 127,985	\$ 118,684	\$ 95,725	\$ 131,114	\$ 35,389	36.97%
Total 8540 Records Management	\$ 37,431	\$ 38,415	\$ 48,405	\$ 50,333	\$ 1,928	3.98%
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

Object Code Summary	FY 2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 341,458	\$ 305,226	\$ 330,132	\$ 354,317	\$ 24,185	7.33%
Overtime	\$ 5,713	\$ 7,194	\$ 3,000	\$ 8,364	\$ 5,364	178.80%
<i>Personal Services</i>	\$ 347,171	\$ 312,420	\$ 333,132	\$ 362,681	\$ 29,549	8.87%
Contractual Services	\$ 85,802	\$ 101,920	\$ 95,600	\$ 109,800	\$ 14,200	14.85%
Utilities	\$ 1,830	\$ 2,520	\$ 3,500	\$ 3,500	\$ -	0.00%
Supplies	\$ 9,891	\$ 9,620	\$ 10,075	\$ 11,175	\$ 1,100	10.92%
Small Capital	\$ 25,726	\$ -	\$ 200	\$ 200	\$ -	0.00%
<i>Expenses</i>	\$ 123,249	\$ 114,059	\$ 109,375	\$ 124,675	\$ 15,300	13.99%
Total 8500 Town Clerk	\$ 470,420	\$ 426,480	\$ 442,507	\$ 487,356	\$ 44,849	10.14%

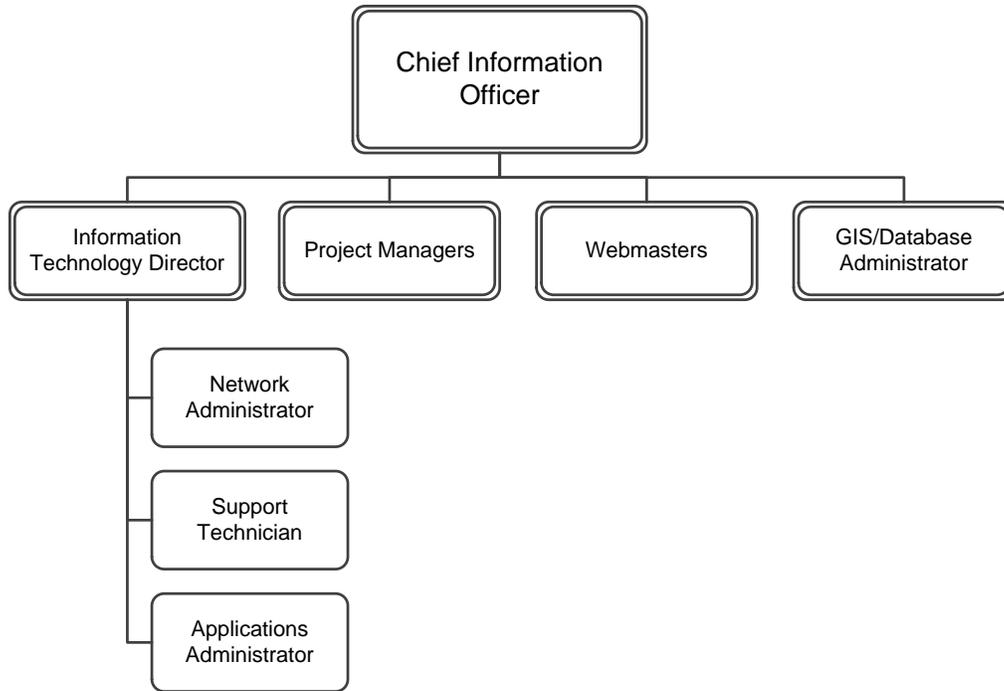
8600 Information Services Department

Mission: The Information Services Department provides information technology services and resources to all Town staff, including accounting and payroll applications, along with other core technology related services for municipal and school departments.

Budget Overview: The Information Services Department (IS) supports, maintains and manages the Town's information technology systems (hardware, software and web sites) that are critical elements of service delivery and program management for all of the Town's departmental operations. Services provided include: hardware and software support for all information technology activities in all municipal operations; staff training; maintenance of financial management hardware and software (MUNIS) that serves town and school departments; electronic mail and internet access; support of the Town's website on the internet and intranet; phone voice over internet protocol (VoIP) infrastructure and applications; head end management and support; and co-management, with School Department Information Technology staff, of the Town's wide-area network that connects 30 town and school buildings.

Departmental Initiatives:

1. Improve network and services resiliency through installation of redundant network pathways and failover hardware (switches and servers).
2. Expand wireless capability to additional municipal buildings.
3. Manage self service enhancements and improvements for Town employees and residents including on-line permitting and improved on-line document management and resources.
4. Continue implementation of VoIP phone systems to municipal and school buildings.
5. Develop GIS based improvements, including meeting new state GIS standards and delivering GIS on-line with improved function and information.
6. Update and support Town website capabilities for departments and users.
7. Identify, create and support "born digital" paperless workflow and efficiencies.
8. Through the use of technology, build a sustainable communications framework and develop methods for community engagement to meet organizational goals.



Authorized and Appropriated Staffing:

	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Recommended
Chief Information Officer	0	1	1	1
Information Technology Director	1	1	1	1
Project Manager ^{1, 2}	0	0	1.8	1.8
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Applications Administrator	0	0	1	1
Webmaster	1	1	2	2
Total FT/PT	5 FT	6 FT	9.8	9.8
Total FTE	5	6	9.8	9.8

¹The Project Manager position was transferred from the Town Manager's Office to the Information Services Department in FY2015. The funding remained in the TMO budget for FY2015 and transferred to the IS budget in FY2016. In FY2016 the position was reduced to a 0.8 FTE.

²The Project Manager position was partially funded via Capital Article 2015/11P for FY2016. The split for FY16 was 80% Capital and 20% IS. The funding to support this position will be transitioned into the Information Services operating budget. In FY2017 the IS budget will fund 60% of the salary and the capital article will fund the remaining 40% of the salary.

8600 Information Services Department

Budget Recommendations:

The FY2017 recommended Information Services budget is \$1,829,781. The recommended budget is a \$120,276, or 7.04% 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 recommended budget for Compensation is \$798,881, and reflects a \$39,826, or 5.25% increase, which includes adjustments in compensation due to employee contractual settlements and prospective step increases, as well as an increase in the portion of the full-time Project Manager's salary borne by the operating budget from 20% in FY16 to 60% in FY17. FY17 Compensation does not include any estimate of prospective cost of living increases for contracts that expire on 6/30/16. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$1,030,900 and reflects an \$80,450, or 8.46% increase. Major factors driving the increase are the growing cost of software maintenance for both existing licenses as well as new application support contracts, the continuation of the transfer of responsibility for Town phone systems and the accompanying utility costs, an increase in mobile services costs due to mobile data needs and the additional costs for LAN hardware and software costs for IS support of the Library.

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							

8600 Information Services Department

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2014 Actual	FY2015 Actual	FY2016 Estimated	FY2017 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 930,243	\$ 1,139,654	\$ 1,647,885	\$ 1,766,313	\$ 118,428	7.19%
Enterprise Funds (Indirects)	\$ 57,041	\$ 56,680	\$ 61,619	\$ 63,468	\$ 1,849	3.00%
Total 8600 Information Services	\$ 987,284	\$ 1,196,334	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%

Appropriation Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 355,598	\$ 458,967	\$ 759,055	\$ 798,881	\$ 39,826	5.25%
Expenses	\$ 631,686	\$ 737,367	\$ 950,450	\$ 1,030,900	\$ 80,450	8.46%
Total 8600 Information Services	\$ 987,284	\$ 1,196,334	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%

Program Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Total 8610 IT Administration	\$ 987,284	\$ 1,196,334	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%
Total 8600 Information Services	\$ 987,284	\$ 1,196,334	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%

Object Code Summary	FY2014 Actual	FY2015 Actual	FY2016 Restated	FY2017 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 353,511	\$ 457,185	\$ 756,055	\$ 795,744	\$ 39,690	5.25%
Overtime	\$ 2,087	\$ 1,781	\$ 3,000	\$ 3,137	\$ 137	4.55%
<i>Personal Services</i>	\$ 355,598	\$ 458,967	\$ 759,055	\$ 798,881	\$ 39,826	5.25%
Contractual Services	\$ 443,188	\$ 474,980	\$ 700,500	\$ 757,000	\$ 56,500	8.07%
Utilities	\$ 1,800	\$ 37,043	\$ 80,200	\$ 93,400	\$ 13,200	16.46%
Supplies	\$ 32,273	\$ 3,561	\$ 24,250	\$ 26,500	\$ 2,250	9.28%
Small Capital	\$ 154,425	\$ 221,783	\$ 145,500	\$ 154,000	\$ 8,500	5.84%
<i>Expenses</i>	\$ 631,686	\$ 737,367	\$ 950,450	\$ 1,030,900	\$ 80,450	8.46%
Total 8600 Information Services	\$ 987,284	\$ 1,196,334	\$ 1,709,505	\$ 1,829,781	\$ 120,276	7.04%