

Section X: Program 8000: General Government

This section includes detailed information about the FY2018 Operating Budget & Financing Plan for general government. It includes:

- 8100 Board of Selectmen X-2
- 8200 Town Manager X-6
- 8300 Town Committees X-10
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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 Office Manager and the Municipal Assistant 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.

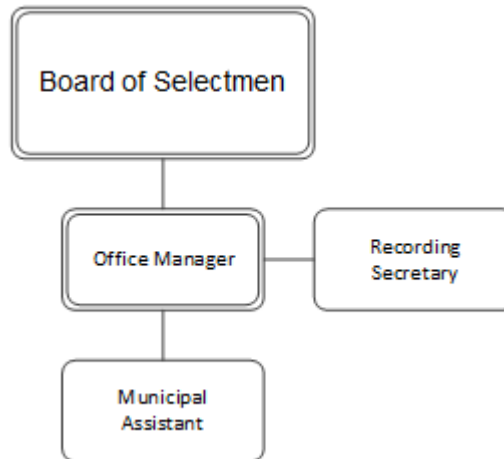
Town Counsel represents the Town, through the Board of Selectmen and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

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. Continue advancing the Fire Station and Police Station projects
2. Continue to refine the Financing Plan/Property Tax Impact for School and Municipal Capital Projects
3. Continue to address Pedestrian, Bicycle and Vehicle Safety on Town Roads, Intersections and School Properties
4. Improve methods of Communication (inbound/outbound) of the Board and the Town given an increasing reliance on electronic mediums.

8100 Board of Selectmen



Authorized/Appropriated Staffing

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request
Office Manager	0.94	0.94	1	1
Municipal Assistant	1	1	1	1
Recording Secretary	0	0	0	0.12
Total FTE	1.94	1.94	2.00	2.12
Total FT/PT	1 FT/1 PT	1 FT/1 PT	2 FT	2 FT/1 PT

8100 Board of Selectmen

Budget Recommendations:

The FY2018 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 \$1,196,458. The recommended budget is a \$21,099 or 1.73% decrease from the FY2017 budget.

The Selectmen's FY2018 recommended General Fund operating budget is \$648,580, which is a \$24,669 or 3.66% decrease from the FY2017 General Fund budget.

The General Fund operating budget for Compensation is \$125,304, and reflects a \$21,120 or 14.42% decrease, which reflects a restructuring of the office. FY2018 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$523,276, which is a net decrease of \$3,549 or 0.67%. Annual audit costs are being restated to reflect actual billing, resulting in a savings of \$4,250, which is offset by inflationary increases for memberships and Town Report expenses.

The recommended FY2018 budget for legal expenses is unchanged from FY2017 at \$410,000. The recommended budget for the annual Town Report is \$13,688 which reflects an increase of \$188 or 1.39% over FY2017.

The FY2018 recommended PEG Revolving Fund request is \$547,878 which is a \$3,570 or 0.66% increase from FY2017.

Program Improvement Requests:

None requested.

8100 Board of Selectmen

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY2015 Actual	FY2016 Actual	FY2017 Estimated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 570,380	\$ 420,308	\$ 592,963	\$ 568,112	\$ (24,850)	-4.19%
Enterprise Funds (Indirects)	\$ 1,015	\$ 1,103	\$ 1,136	\$ 1,067	\$ (69)	-6.04%
Revolving Funds						
PEG Access	\$ 416,061	\$ 508,472	\$ 544,308	\$ 547,878	\$ 3,570	0.66%
Fees						
Licenses & Permits	\$ 78,985	\$ 80,675	\$ 79,150	\$ 79,400	\$ 250	0.32%
Total 8100 Board of Selectmen	\$ 1,066,440	\$ 1,010,558	\$ 1,217,557	\$ 1,196,458	\$ (21,099)	-1.73%

Appropriation Summary (All Funds)	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 119,765	\$ 136,653	\$ 146,424	\$ 125,304	\$ (21,120)	-14.42%
Expenses	\$ 946,675	\$ 873,905	\$ 1,071,133	\$ 1,071,154	\$ 21	0.00%
Total 8100 Board of Selectmen	\$ 1,066,440	\$ 1,010,558	\$ 1,217,557	\$ 1,196,458	\$ (21,099)	-1.73%

Program Summary (All Funds)	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 211,699	\$ 216,377	\$ 249,749	\$ 224,892	\$ (24,857)	-9.95%
Total 8120 Legal	\$ 434,000	\$ 276,769	\$ 410,000	\$ 410,000	\$ -	0.00%
Total 8130 Town Report	\$ 4,680	\$ 8,940	\$ 13,500	\$ 13,688	\$ 188	1.39%
Total 8140 PEG Revolving Fund	\$ 416,061	\$ 508,472	\$ 544,308	\$ 547,878	\$ 3,570	0.66%
Total 8100 Board of Selectmen	\$ 1,066,440	\$ 1,010,558	\$ 1,217,557	\$ 1,196,458	\$ (21,099)	-1.73%

Object Code Summary (All Funds)	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 119,765	\$ 136,653	\$ 146,424	\$ 125,304	\$ (21,120)	-14.42%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 119,765</i>	<i>\$ 136,653</i>	<i>\$ 146,424</i>	<i>\$ 125,304</i>	<i>\$ (21,120)</i>	<i>-14.42%</i>
Contractual Services	\$ 919,256	\$ 855,109	\$ 1,046,133	\$ 1,045,641	\$ (492)	-0.05%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 19,469	\$ 18,796	\$ 24,000	\$ 24,513	\$ 513	2.14%
Small Capital	\$ 7,950	\$ -	\$ 1,000	\$ 1,000	\$ -	-
<i>Expenses</i>	<i>\$ 946,675</i>	<i>\$ 873,905</i>	<i>\$ 1,071,133</i>	<i>\$ 1,071,154</i>	<i>\$ 21</i>	<i>0.00%</i>
Total 8100 Board of Selectmen	\$ 1,066,440	\$ 1,010,558	\$ 1,217,557	\$ 1,196,458	\$ (21,099)	-1.73%

Appropriation Summary (General Fund)	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 119,765	\$ 136,653	\$ 146,424	\$ 125,304	\$ (21,120)	-14.42%
Expenses	\$ 530,614	\$ 365,433	\$ 526,825	\$ 523,276	\$ (3,549)	-0.67%
Total 8100 Board of Selectmen	\$ 650,379	\$ 502,086	\$ 673,249	\$ 648,580	\$ (24,669)	-3.66%

Appropriation Summary (Non-General Fund)	FY2015 Actual	FY2016 Actual	FY2017 Appropriation	FY2018 Recommended	Dollar Increase	Percent Increase
Expenses	\$ 416,061	\$ 508,472	\$ 544,308	\$ 547,878	\$ 3,570	0.66%
PEG Revolving Fund	\$ 416,061	\$ 508,472	\$ 544,308	\$ 547,878	\$ 3,570	0.66%
Total 8100 Board of Selectmen	\$ 416,061	\$ 508,472	\$ 544,308	\$ 547,878	\$ 3,570	0.66%

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. The Town Manager's Office is responsible for Human Resources and benefits administration, as well as risk management.

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

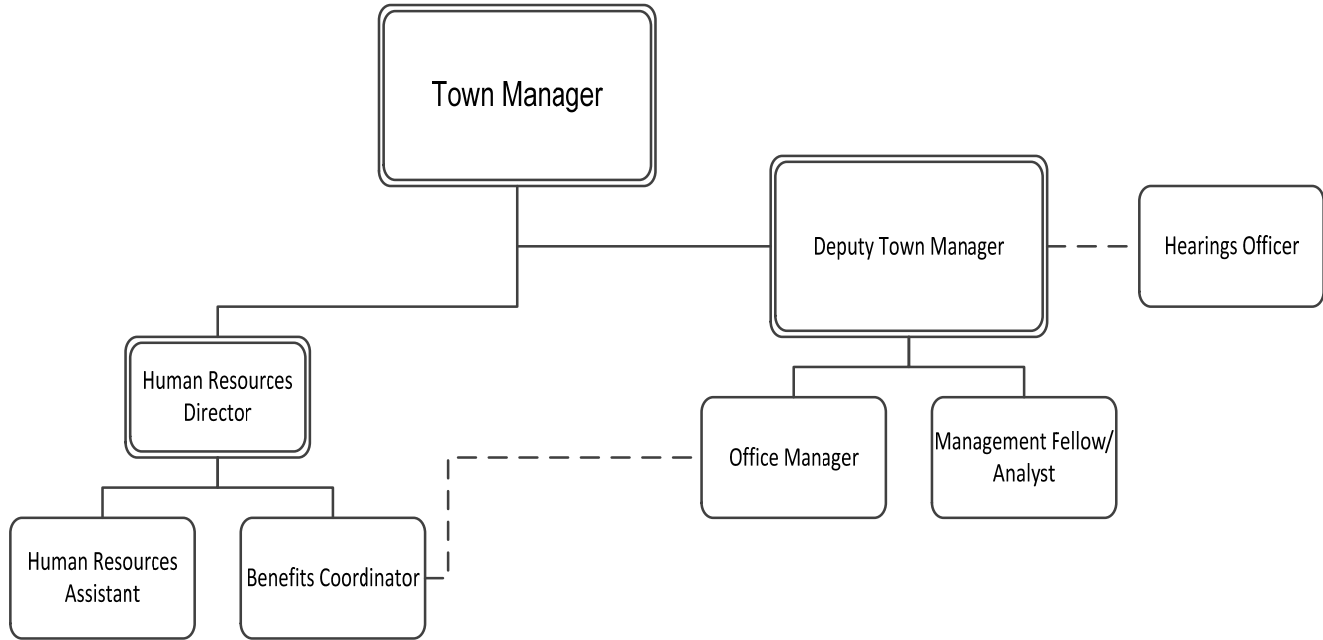
Organizational Direction and Administration includes day-to-day oversight for all Town departments, town-wide staff training and professional development, and special projects. This function also implements all decisions of the Board of Selectmen and provides staff support to various Town committees.

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 initiative to develop organizational sustainability by conveying institutional knowledge, engaging mid-level managers in decision making, and selecting and training qualified individuals.
3. Work to support the high performance culture in the organization by providing directed team building to the Senior Management Team.
4. Work to ensure that municipal services address the needs of Lexington's culturally diverse community.
5. Develop new revenue sources to support the budget, particularly the capital budget.

8200 Town Manager



Authorized/Appropriated Staffing

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request
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	0	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 Associate ³	1	1	1	1
Total FTE	8.12	7.12	7.12	7.12
Total Full/Part Time	8 FT / 2 PT	7 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)

(3) In FY2017, the Human Resources Assistant was reclassified as a Human Resources Associate.

8200 Town Manager

Budget Recommendations:

The FY2018 recommended budget inclusive of the Town Manager’s Office and Human Resources is \$790,043. The recommended budget is a \$33,966, or 4.12% decrease from the restated FY2017 budget. The budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2017 budget as adopted at the 2016 annual town meeting.

The recommended FY2018 budget for Compensation is \$583,458, and reflects a \$10,701, or 1.87% increase, attributable to the cost of prospective step increases and the reclassification of the Human Resources Assistant position to a higher grade. FY2018 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager’s budget.

The recommended FY2018 budget for Expenses is \$206,585 and reflects a \$43,500, or 17.39% decrease which is a net change primarily due to a \$45,000 decrease in professional services for the Human Resources department for non-recurring services in FY2017.

The department's budget includes a Salary Adjustment Account, which reflects anticipated FY2018 collective bargaining settlements, other wage increases, and 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 Police Superiors, Patrol Officers, Crossing Guards and Fire Fighters. Contracts that expire at the end of FY2017 are also included in the Salary Adjustment account and are comprised of the Lexington Municipal Employee Association and the Library Staff Association.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (budgeted under Shared Expenses)	Total	
Human Resources - Administrative Assistant	\$52,616	\$ 17,747	\$ 70,363			\$ -	\$ 70,363

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Estimated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 472,686	\$ 479,330	\$ 501,784	\$ 421,774	\$ (80,010)	-15.95%
Enterprise Funds (Indirect)	\$ 42,421	\$ 42,152	\$ 45,825	\$ 46,419	\$ 594	1.30%
Available Funds				-	-	-
Rentals*	\$ 287,082	\$ 255,391	\$ 276,400	\$ 321,850	\$ 45,450	16.44%
Total 8200 Town Manager	\$ 802,189	\$ 776,873	\$ 824,009	\$ 790,043	\$ (33,966)	-4.12%

Appropriation Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 636,241	\$ 567,869	\$ 573,924	\$ 583,458	\$ 9,534	1.66%
Expenses	\$ 165,948	\$ 209,004	\$ 250,085	\$ 206,585	\$ (43,500)	-17.39%
Total 8200 Town Manager	\$ 802,189	\$ 776,873	\$ 824,009	\$ 790,043	\$ (33,966)	-4.12%

Program Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 569,583	\$ 529,450	\$ 538,081	\$ 542,841	\$ 4,760	0.88%
Total 8220 Human Resources	\$ 232,605	\$ 247,423	\$ 285,928	\$ 247,202	\$ (38,726)	-13.54%
Total 8200 Town Manager	\$ 802,189	\$ 776,873	\$ 824,009	\$ 790,043	\$ (33,966)	-4.12%

Object Code Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 636,241	\$ 567,869	\$ 573,924	\$ 583,458	\$ 9,534	1.66%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 636,241	\$ 567,869	\$ 573,924	\$ 583,458	\$ 9,534	1.66%
Contractual Services	\$ 132,707	\$ 169,213	\$ 215,850	\$ 172,350	\$ (43,500)	-20.15%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 15,176	\$ 19,986	\$ 14,735	\$ 14,735	\$ -	-
Small Capital	\$ 18,066	\$ 19,805	\$ 19,500	\$ 19,500	\$ -	-
Expenses	\$ 165,948	\$ 209,004	\$ 250,085	\$ 206,585	\$ (43,500)	-17.39%
Total 8200 Town Manager	\$ 802,189	\$ 776,873	\$ 824,009	\$ 790,043	\$ (33,966)	-4.12%

*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)

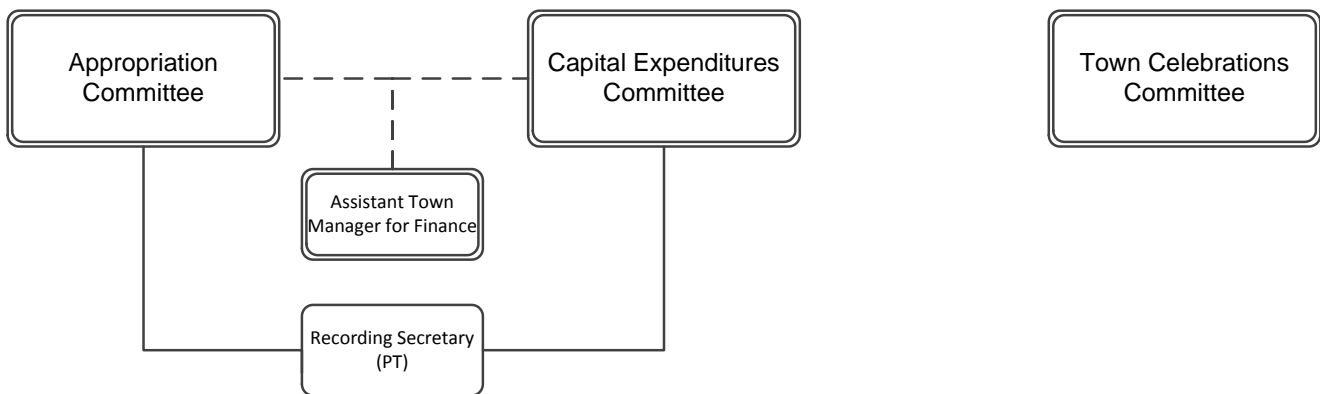
Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 587,310	\$ 455,517	\$ 546,757	\$ 750,592	\$ 203,835	37.28%
Total 8200 Town Manager	\$ 587,310	\$ 455,517	\$ 546,757	\$ 750,592	\$ 203,835	37.28%

Program Summary	FY2015 Balance	FY2016 Balance	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 587,310	\$ 455,517	\$ 546,757	\$ 750,592	\$ 203,835	37.28%
Total 8200 Town Manager	\$ 587,310	\$ 455,517	\$ 546,757	\$ 750,592	\$ 203,835	37.28%

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 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.



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.

Budget Recommendations:

The FY2018 Town Manager's recommended Town Committees budget is \$57,880. This is a \$23,620 or a 28.98% decrease from the restated FY2017 budget. The budget is restated to reflect the \$30,000 supplemental appropriation for the Vision 20/20 survey approved at Special Town Meeting.

Compensation is increasing \$130, or 2.0% with expenses decreasing by \$23,750 or 31.67%. The expense decrease is due to removing a one-time FY2017 expenditure for the Vision 20/20 study (\$30,000). The FY2017 budget includes \$5,250 for the Dance Around the World event, which is held every two years and reflects a 5% increase from its FY2016 budget.

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts

Program Improvement Request:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (budgeted under Shared Expenses)	Total	
Council for the Arts Grant Program	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

Budget Summary:

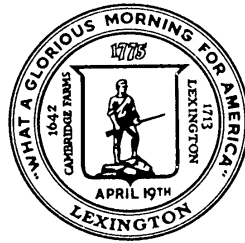
Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Estimated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 49,270	\$ 96,664	\$ 81,500	\$ 57,880	\$ (23,620)	-28.98%
Total 8300 Town Committees	\$ 49,270	\$ 96,664	\$ 81,500	\$ 57,880	\$ (23,620)	-28.98%

Appropriation Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 6,143	\$ 5,791	\$ 6,500	\$ 6,630	\$ 130	2.00%
Expenses	\$ 43,126	\$ 90,873	\$ 75,000	\$ 51,250	\$ (23,750)	-31.67%
Total 8300 Town Committees	\$ 49,270	\$ 96,664	\$ 81,500	\$ 57,880	\$ (23,620)	-28.98%

Program Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 6,476	\$ 6,652	\$ 8,000	\$ 8,130	\$ 130	1.63%
Total 8320 Misc. Boards & Committees	\$ 1,813	\$ 16,818	\$ 34,500	\$ 4,500	\$ (30,000)	-86.96%
Total 8330 Town Celebrations	\$ 40,980	\$ 73,194	\$ 39,000	\$ 45,250	\$ 6,250	16.03%
Total 8300 Town Committees	\$ 49,270	\$ 96,664	\$ 81,500	\$ 57,880	\$ (23,620)	-28.98%

Object Code Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 6,143	\$ 5,791	\$ 6,500	\$ 6,630	\$ 130	2.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Compensation</i>	<i>\$ 6,143</i>	<i>\$ 5,791</i>	<i>\$ 6,500</i>	<i>\$ 6,630</i>	<i>\$ 130</i>	<i>2.00%</i>
Contractual Services	\$ 1,107	\$ 16,267	\$ 34,000	\$ 4,000	\$ (30,000)	-88.24%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 42,020	\$ 74,606	\$ 41,000	\$ 47,250	\$ 6,250	15.24%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Expenses</i>	<i>\$ 43,126</i>	<i>\$ 90,873</i>	<i>\$ 75,000</i>	<i>\$ 51,250</i>	<i>\$ (23,750)</i>	<i>-31.67%</i>
Total 8300 Town Committees	\$ 49,270	\$ 96,664	\$ 81,500	\$ 57,880	\$ (23,620)	-28.98%

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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:

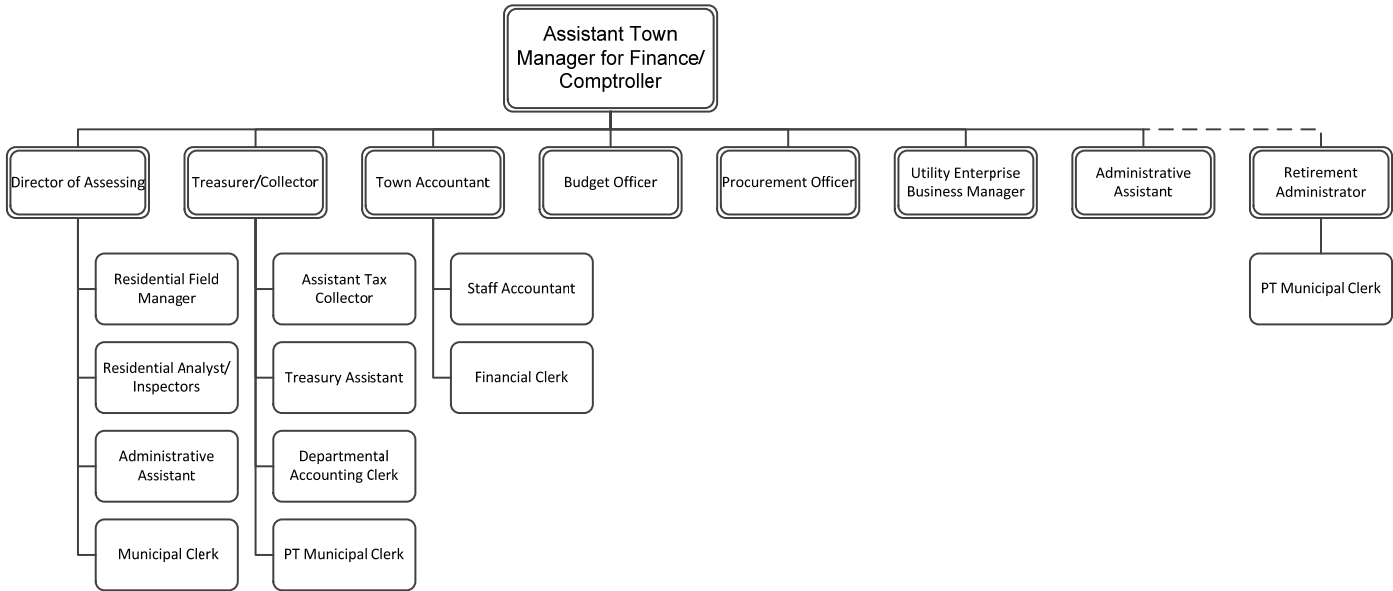
- 1. Administer a 6-year, cyclical annual inspection program for interior and exterior inspection and comply with requirements of the Massachusetts Department of Revenue pertaining to the FY2018 recertification of values.
- 2. Develop a protocol for regular data entry of permits and deeds into Vision 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. Continue to implement general billing for miscellaneous receivables.

Treasurer/Collector:

- 1. Bid bill printing services.
- 2. Pursue tax foreclosures.
- 3. Explore online access to individual property tax accounts.



8400 Finance

Authorized/Appropriated Staffing

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request
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
Subtotal FTE	6.40	6.40	6.40	6.40
Subtotal FT/PT	6 FT/1PT	6 FT/1PT	6 FT/1PT	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
Subtotal FTE	4.46	4.46	4.46	4.46
Subtotal 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	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Office Manager ²	1	1	1	1
Municipal Clerks	0.46	0.79	1.14	1.14
Subtotal FTE	5.46	5.79	6.14	6.14
Subtotal FT/PT	5FT/2 PT	5FT/2PT	6FT/1PT	6FT/1PT
Element 8440: Utility Billing				
Utility Enterprise Business Manager	1	1	1	1
Subtotal FTE	1.00	1.00	1.00	1.00
Subtotal FT/PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT
Total FTE	17.32	17.65	18.00	18.00
Total FT/PT	16 FT/4 PT	16 FT/4 PT	17 FT/3 PT	17 FT/3 PT

¹ In FY2015 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 FY2015 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 FY2018 recommended General Fund Finance Department budget is 1,880,025, which represents a \$28,312, or 1.48% decrease from the restated FY2017 budget. The FY2017 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2017 budget at the 2016 annual town meeting.

The General Fund operating budget for Compensation is \$1,394,395, and reflects a \$15,947, or 1.13% decrease, which is a net decrease attributable to the retirement of the Town Comptroller and his replacement at a lower salary, as well as costs for contractually obligated step increases and cost of living adjustments. FY2018 Compensation does not include any estimate of prospective cost of living increases for personnel whose contracts expire on June 30, 2017. Funds for such prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$485,630 and reflects a \$12,365 or 2.48% decrease attributable to realigning costs in various budget lines across Finance department divisions.

Program Improvement Requests:

None Requested.

8400 Finance

Budget Summary:

Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Estimated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,396,035	\$ 1,456,029	\$ 1,627,178	\$ 1,616,069	\$ (11,109)	-0.68%
Enterprise Funds (Indirects)	\$ 225,094	\$ 223,666	\$ 243,159	\$ 230,955	\$ (12,204)	-5.02%
Fees & Charges						
Charges for Services	\$ 34,504	\$ 32,658	\$ 38,000	\$ 33,000	\$ (5,000)	-13.16%
Total 8400 Finance	\$ 1,655,633	\$ 1,712,353	\$ 1,908,337	\$ 1,880,025	\$ (28,312)	-1.48%

Appropriation Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,223,727	\$ 1,307,608	\$ 1,410,342	\$ 1,394,395	\$ (15,947)	-1.13%
Expenses	\$ 431,907	\$ 404,745	\$ 497,995	\$ 485,630	\$ (12,365)	-2.48%
Total 8400 Finance	\$ 1,655,633	\$ 1,712,353	\$ 1,908,337	\$ 1,880,025	\$ (28,312)	-1.48%

Program Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 609,342	\$ 665,588	\$ 701,352	\$ 669,532	\$ (31,820)	-4.54%
Total 8420 Treasurer/Collector	\$ 378,209	\$ 369,326	\$ 399,272	\$ 399,894	\$ 622	0.16%
Total 8430 Assessing	\$ 592,533	\$ 601,168	\$ 730,210	\$ 733,096	\$ 2,885	0.40%
Total 8440 Utility Billing	\$ 75,550	\$ 76,271	\$ 77,503	\$ 77,503	\$ -	0.00%
Total 8400 Finance	\$ 1,655,633	\$ 1,712,353	\$ 1,908,337	\$ 1,880,025	\$ (28,312)	-1.48%

Object Code Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,223,727	\$ 1,307,608	\$ 1,410,342	\$ 1,394,395	\$ (15,947)	-1.13%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 1,223,727	\$ 1,307,608	\$ 1,410,342	\$ 1,394,395	\$ (15,947)	-1.13%
Contractual Services	\$ 384,915	\$ 343,905	\$ 448,455	\$ 435,715	\$ (12,740)	-2.84%
Utilities	\$ 345	\$ 15,779	\$ 1,350	\$ 2,550	\$ 1,200	88.89%
Supplies	\$ 45,937	\$ 44,562	\$ 48,190	\$ 47,365	\$ (825)	-1.71%
Small Capital	\$ 710	\$ 499	\$ -	\$ -	\$ -	-
Expenses	\$ 431,907	\$ 404,745	\$ 497,995	\$ 485,630	\$ (12,365)	-2.48%
Total 8400 Finance	\$ 1,655,633	\$ 1,712,353	\$ 1,908,337	\$ 1,880,025	\$ (28,312)	-1.48%

8500 Town Clerk

Mission: 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.

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, recording births, marriages and deaths in accordance with State law. The Town Clerk is 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.

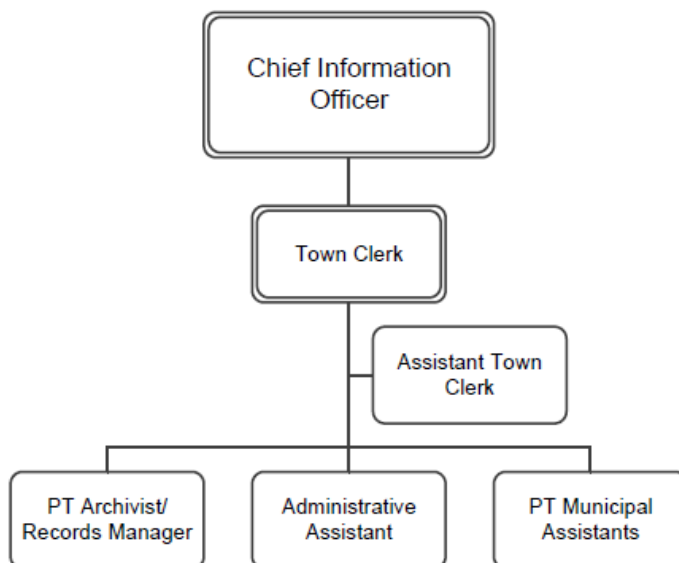
Elections: This element includes administration of local, state and national elections in accordance with current election laws, most recently including Early Voting and pre-registration of 16 and 17 year olds. Staff provide information on candidate certifications, referenda, initiative petitions, campaign finance laws, election procedures, ballot initiatives, and voter information. Election site preparations are coordinated with 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.

8500 Town Clerk

Departmental Initiatives:

1. Ongoing administration of town/state/federal elections in conformance with statutory requirements to provide legal and accessible elections to Lexington voters, including adhering to Election Reform laws of 2014. Continued emphasis on long term goal of utilizing municipal buildings for polling locations.
2. Continued development of coordinated Archives & Records Management Program;
3. Enhancement and further implementation of Laserfiche Document Imaging System for records retention, electronic access, and archives/records portal.
4. Continued use of Commonwealth of Massachusetts Electronic Vital Records Systems for births, deaths and burial permits.



Authorized/Appropriated Staffing

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Assistant	1.03	1.03	1.03	1.03
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.49	4.49	4.49	4.49
Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT

8500 Town Clerk

Budget Recommendations:

The FY2018 recommended Town Clerk budget is \$478,086 which is a \$17,603 or 3.55% decrease from the restated FY2017 budget. The FY2017 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2017 budget at the 2016 annual town meeting.

The budget for Compensation is \$357,836 and reflects a \$12,286 or 3.32% decrease, which is a net change attributable to fewer elections in FY2018, as well as the recommended funding of a program improvement request for additional staff hours. The decrease in FY2018 compensation is inclusive of contractually obligated step increases and cost of living adjustments. FY2018 compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$120,250 and reflects a \$5,317, or 4.23% decrease which is driven by fewer elections in FY2018.

Program Improvement Request:

Description	Requested			Recommended			Not Recommended
	Salaries and Expenses	Benefits (budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (budgeted under Shared Expenses)	Total	
Municipal Assistant - Additional Hours	\$ 9,871	\$ 15,554	\$ 25,425	\$ 9,871	\$ 14,596	\$ 24,467	\$ -

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Estimated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 339,669	\$ 343,149	\$ 411,768	\$ 394,186	\$ (17,581)	-4.27%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding	\$ -	\$ -	\$ -	\$ -	\$ -	-
Fees: Town Clerk	\$ 37,041	\$ 34,825	\$ 35,800	\$ 35,900	\$ 100	0.28%
Licenses & Permits: Town Clerk	\$ 49,120	\$ 48,321	\$ 48,122	\$ 48,000	\$ (122)	-0.25%
Total 8500 Town Clerk	\$ 425,829	\$ 426,295	\$ 495,689	\$ 478,086	\$ (17,603)	-3.55%

Appropriation Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 311,770	\$ 329,359	\$ 370,122	\$ 357,836	\$ (12,286)	-3.32%
Expenses	\$ 114,059	\$ 96,936	\$ 125,567	\$ 120,250	\$ (5,317)	-4.23%
Total 8500 Town Clerk	\$ 425,829	\$ 426,295	\$ 495,689	\$ 478,086	\$ (17,603)	-3.55%

Program Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 254,618	\$ 276,483	\$ 290,668	\$ 305,888	\$ 15,220	5.24%
Total 8520 Board of Registrars	\$ 14,763	\$ 15,566	\$ 17,325	\$ 17,325	\$ -	0.00%
Total 8530 Elections	\$ 118,034	\$ 97,533	\$ 137,364	\$ 105,250	\$ (32,114)	-23.38%
Total 8540 Records Management	\$ 38,415	\$ 36,713	\$ 50,333	\$ 49,623	\$ (709)	-1.41%
Total 8500 Town Clerk	\$ 425,829	\$ 426,295	\$ 495,689	\$ 478,086	\$ (17,603)	-3.55%

Object Code Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 304,575	\$ 323,250	\$ 361,174	\$ 349,836	\$ (11,338)	-3.14%
Overtime	\$ 7,194	\$ 6,109	\$ 8,948	\$ 8,000	\$ (948)	-10.59%
<i>Personal Services</i>	<i>\$ 311,770</i>	<i>\$ 329,359</i>	<i>\$ 370,122</i>	<i>\$ 357,836</i>	<i>\$ (12,286)</i>	<i>-3.32%</i>
Contractual Services	\$ 101,920	\$ 86,432	\$ 110,692	\$ 106,600	\$ (4,092)	-3.70%
Utilities	\$ 2,520	\$ 1,500	\$ 3,500	\$ 3,500	\$ -	0.00%
Supplies	\$ 9,620	\$ 8,804	\$ 11,175	\$ 10,050	\$ (1,125)	-10.07%
Small Capital	\$ -	\$ 200	\$ 200	\$ 100	\$ (100)	-50.00%
<i>Expenses</i>	<i>\$ 114,059</i>	<i>\$ 96,936</i>	<i>\$ 125,567</i>	<i>\$ 120,250</i>	<i>\$ (5,317)</i>	<i>-4.23%</i>
Total 8500 Town Clerk	\$ 425,829	\$ 426,295	\$ 495,689	\$ 478,086	\$ (17,603)	-3.55%

8600 Information Services Department

Town of Lexington, MA

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.

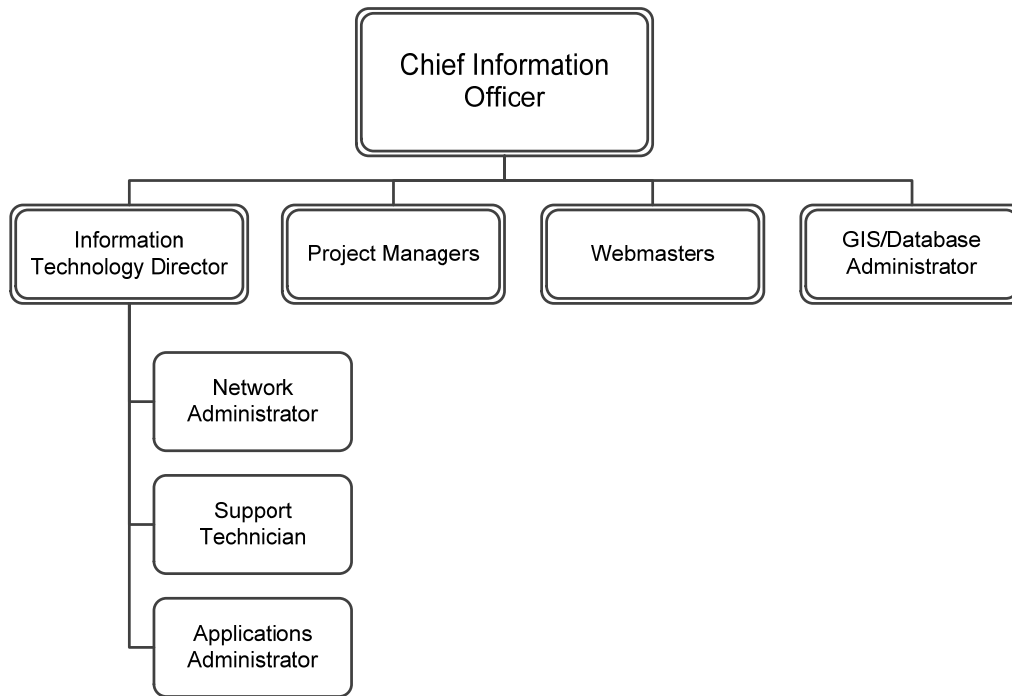
Budget Overview: The Information Services Department (IS) supports, maintains and manages the Town's information technology systems (hardware, software and web sites) that are critical elements of service delivery and program management for all of the Town's departmental operations. Services provided 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; voice over internet protocol (VoIP) phone 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. Provide IT project leadership for the selection and implementation of the new Town Public Safety system

8600 Information Services Department

Town of Lexington, MA



Authorized and Appropriated Staffing:

	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Request
Chief Information Officer	1	1	1	1
Information Technology Director	1	1	1	1
Project Manager ^{1, 2}	0	1.8	1.8	2
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Applications Administrator	0	1	1	1
Webmaster	1	2	2	2
Total FTE	6	9.8	9.8	10
Total FT/PT	6 FT	9 FT/1 PT	9 FT/1 PT	10 FT

¹The funding for the Project Manager was transferred from the Town Manager's Office to the Information Services (IS) budget in FY2015. In FY2016 and FY2017 the position was reduced to 0.8 FTE. With the retirement of the incumbent in December 2017, the position will be reposted for hiring and funded for FY2018 as 1.0 FTE

²The full-time Project Manager position was partially funded (80%) via Capital Article 2015/11P for FY2016, with the remainder in IS. In FY2017, the IS budget funded 60% of the salary and the capital article funded the remaining 40%. For FY2018, the IS budget will fund 100% of the position.

8600 Information Services Department

Town of Lexington, MA

Budget Recommendations:

The FY2018 recommended Information Services budget is \$1,965,892, which is a \$128,888 or 7.02% increase over the restated FY2017 budget. The FY2017 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2017 budget at the 2016 annual town meeting.

The recommended budget for Compensation is \$807,817, and reflects a \$1,713 or 0.21% increase, which is a net increase that reflects replacing retired staff at lower steps, increasing the Project Manager from 0.8 to 1.0 FTE and shifting 0.4 FTE of funding for a second project manager from capital to the IS budget. It also includes contractually obligated step increases and cost of living adjustments. FY2018 Compensation does not include any prospective cost of living increases for contracts that expire on June 20, 2017. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager’s budget.

The recommended budget for Expenses is \$1,158,075 and reflects a \$127,175 or 12.34% 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 additional costs for LAN hardware and software costs for IS support of the Library.

The expense budget includes an increase of \$15,000 for IT services through the MAGIC (Lexington sub-regional planning organization) consortium. The Town Manager and CIO have been evaluating whether certain technology services can be more effectively provided through a multi-town consortium that may have improved purchasing power. A State grant has assisted the MAGIC communities in evaluating this option. As a next step, the MAGIC communities will each contribute \$15,000 that will be used to procure certain common network and security services.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	
IT Services through MAGIC Regional Consortium	\$ 15,000		\$ 15,000	\$ 15,000		\$ 15,000	\$ -

8600 Information Services Department

Town of Lexington, MA

Budget Summary:

Funding Sources	FY2015 Actual	FY2016 Actual	FY2017 Estimated	FY2018 Projected	Dollar Increase	Percent Increase
Tax Levy	\$1,113,637	\$1,597,685	\$1,773,536	\$1,850,675	\$77,139	4.35%
Enterprise Funds (Indirects)	\$56,680	\$61,619	\$63,468	\$115,217	\$51,749	83.98%
Total 8600 Information Services	\$1,170,317	\$1,659,304	\$1,837,004	\$1,965,892	\$128,888	7.02%

Appropriation Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Compensation	\$458,967	\$684,694	\$806,104	\$807,817	\$1,713	0.21%
Expenses	\$711,350	\$974,611	\$1,030,900	\$1,158,075	\$127,175	12.34%
Total 8600 Information Services	\$1,170,317	\$1,659,304	\$1,837,004	\$1,965,892	\$128,888	7.02%

Program Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Total 8610 IS Administration	\$1,170,317	\$1,659,304	\$1,837,004	\$1,965,892	\$128,888	7.02%
Total 8600 Information Services	\$1,170,317	\$1,659,304	\$1,837,004	\$1,965,892	\$128,888	7.02%

Object Code Summary	FY2015 Actual	FY2016 Actual	FY2017 Restated	FY2018 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$457,185	\$683,772	\$802,968	\$804,017	\$1,049	0.13%
Overtime	\$1,781	\$922	\$3,137	\$3,800	\$664	21.15%
Personal Services	\$458,967	\$684,694	\$806,104	\$807,817	\$1,713	0.21%
Contractual Services	\$449,092	\$745,746	\$757,000	\$865,575	\$108,575	14.34%
Utilities	\$37,043	\$69,141	\$93,400	\$112,000	\$18,600	19.91%
Supplies	\$3,432	\$27,807	\$26,500	\$26,500	\$-	-
Small Capital	\$221,783	\$131,916	\$154,000	\$154,000	\$-	-
Expenses	\$711,350	\$974,611	\$1,030,900	\$1,158,075	\$127,175	12.34%
Total 8600 Information Services	\$1,170,317	\$1,659,304	\$1,837,004	\$1,965,892	\$128,888	7.02%