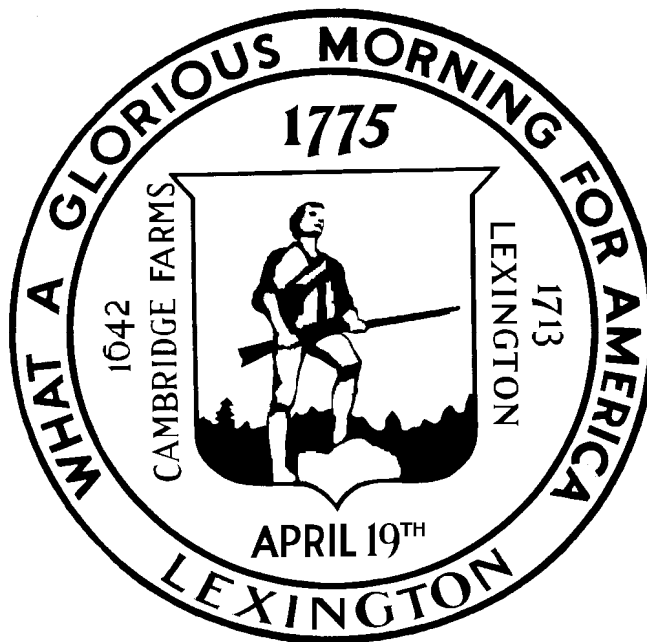


TOWN OF LEXINGTON, MASSACHUSETTS



**FISCAL YEAR 2011
RECOMMENDED BUDGET &
FINANCING PLAN
MARCH 1, 2010**



Town of Lexington Organizational Chart

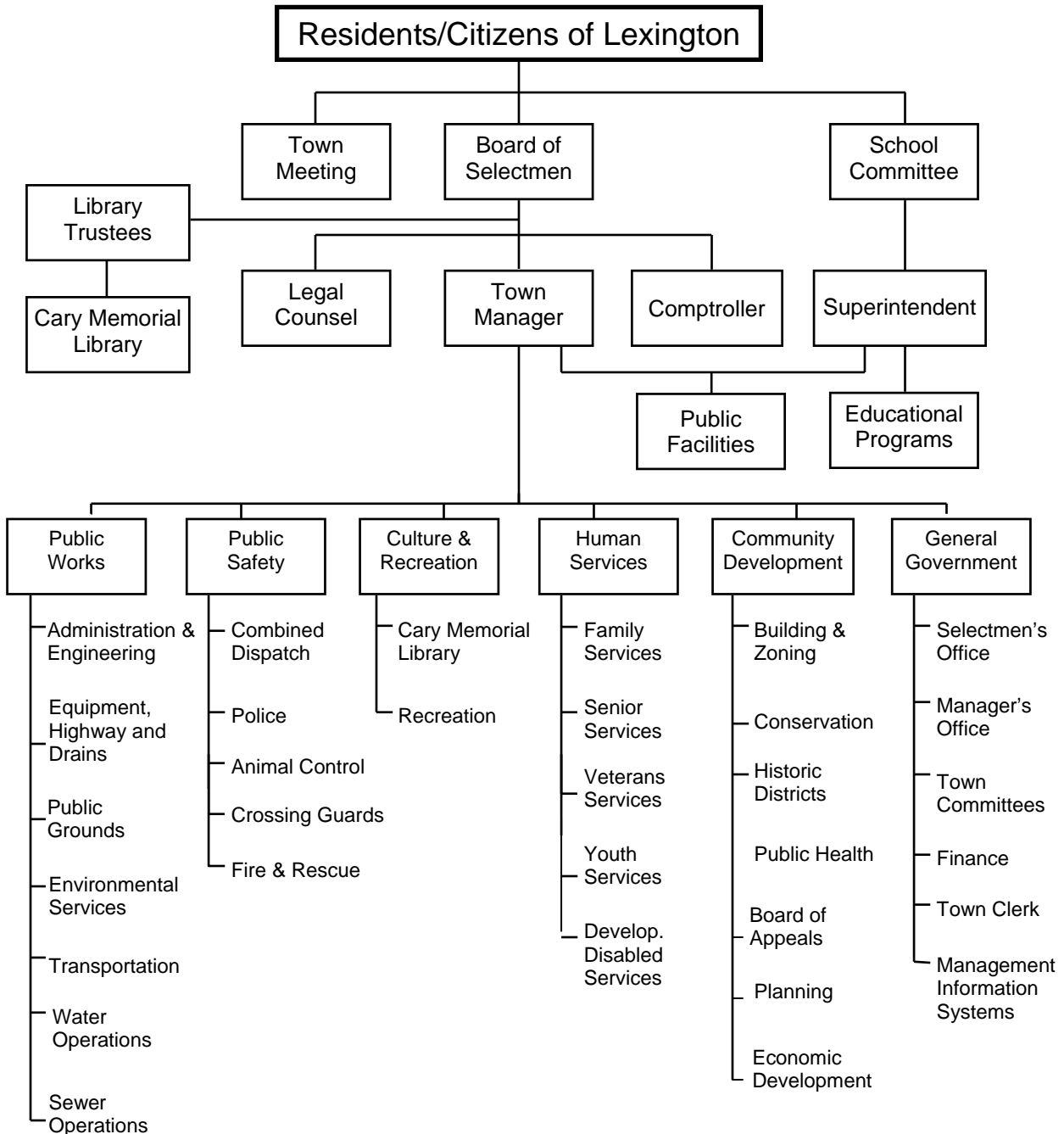


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The budget document outlines the Town's Fiscal Year 2011 (FY 2011) financial plan as recommended by the Board of Selectmen. Both the operating and capital budgets are contained in this document. The effective period of this budget is from July 1, 2010 to June 30, 2011.



Budget-In-Brief

Report of the Town Manager

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

Section I: Budget Overview

The Budget Overview contains several summary tables, which display the calendar of the FY 2011 budget process, expenditure and revenue history, and a detailed summary of proposed appropriations for the coming fiscal year.

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Town of Lexington

Town Manager's Office

Carl F. Valente, Town Manager
Linda Crew Vine, Assistant Town Manager

Tel: (781) 862-0500 x276
Fax: (781) 861-2921

March 1, 2010

The Honorable Board of Selectmen, Appropriation Committee, Capital Expenditures Committee and Town Meeting Members:

The Board of Selectmen voted on February 22, 2010 to bring forward to Town Meeting this FY2011 Recommended Budget and Financing Plan. The Code of the Town of Lexington, Section 90-13, requires the Selectmen to submit their proposed budget for the upcoming Fiscal Year four weeks prior to the date when the Annual Town Meeting is scheduled to consider it.

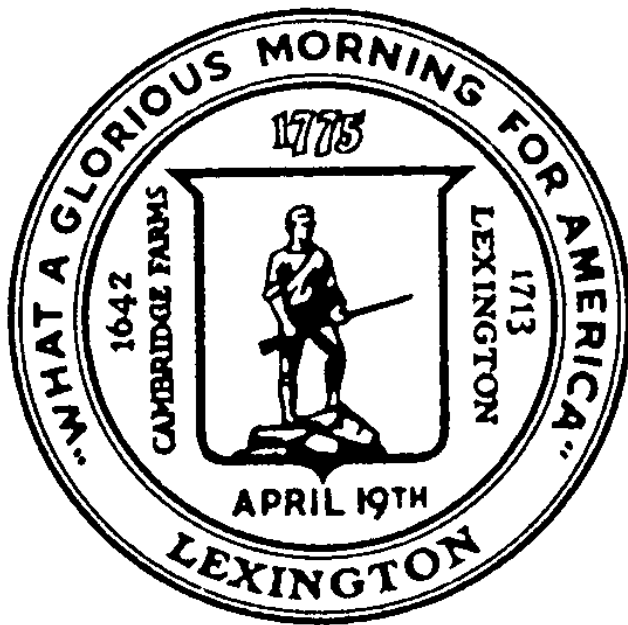
As I conclude my fifth budget for the Town of Lexington, I want to acknowledge the many boards and committees, staff and citizens who participated in this process. Singling out specific individuals to thank would diminish what was a team effort. The diversity of opinion, problem solving perspective and commitment to community continues to be a true pleasure to experience. Lexington is well served by the many officials who contributed to this budget recommendation and I greatly appreciate the leadership and vision that has been exemplified throughout the budget process.

Sincerely,

Carl F. Valente

Carl F. Valente
Town Manager

Report of the Town Manager



FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

REPORT OF THE TOWN MANAGER

The fiscal year 2011 general fund budget totals \$145,367,909, an increase of \$5,238,657 or 3.7 percent over the fiscal year 2010 adopted budget. The recommended budget is balanced and will not require a Proposition 2 ½ override vote. The Board of Selectmen has endorsed this FY2011 Recommended Budget and Financing Plan and voted to transmit it to Town Meeting for consideration.

Overview of the FY2011 Recommended Budget and Financing Plan

The Board of Selectmen held the first of three financial summits with the School Committee, Appropriation Committee and Capital Expenditures Committee on October 1, 2009 to begin working on the fiscal year 2011 budget. Following the third and final financial summit, the Board of Selectmen approved the FY2011 recommended budget on February 22, 2010

Given the current national and regional economic conditions, the Board of Selectmen early on established a goal of presenting a budget for FY2011 that did not require a Proposition 2½ Override. With this as a priority, the Town Manager and Superintendent of Schools worked to present initial budget recommendations that were within projected FY2011 revenues. On January 11, 2010 the Town Manager presented a Preliminary Budget and Financing Plan that was balanced. This preliminary budget, with some minor modifications, is being recommended to Town Meeting for adoption and includes \$243,333 in unallocated revenues. It is important to note, however, that the **FY2011 revenue projection assumes that State Aid will be funded at FY2010 levels. If State Aid falls below FY2010 levels, it is recommended that the difference be covered with these unallocated revenues, plus supplemental funding from the Town's Stabilization Fund, if needed.**

Table 1 provides a summary of the FY2011 budget, by cost center.

Table 1	FY2010 Budget Restated	FY2011 Budget Recommended	Change \$	Chg. %
Education	\$ 68,669,847	\$ 70,497,426	\$ 1,827,579	2.66%
Shared Expenses (<i>Public Facilities, employee/retiree benefits, pension, debt, liability insurance, Reserve Fund</i>)	\$ 41,892,183	\$ 44,775,186	\$ 2,883,003	6.88%
Municipal Departments	\$ 26,400,970	\$ 27,237,786	\$ 836,816	3.17%
Subtotal Operating Budget	\$ 136,963,000	\$ 142,510,398	\$ 5,547,398	4.05%
Capital-Cash Funding Only	\$ 1,545,719	\$ 1,983,112	\$ 437,393	28.30%
Other (<i>Appro. To reserves, misc.</i>)	\$ 1,620,533	\$ 874,399	\$ (746,134)	-46.04%
Total General Fund	\$ 140,129,252	\$ 145,367,909	\$ 5,238,656	3.74%
Projected Revenue	\$ 140,129,252	\$ 145,611,242	\$ 5,481,990	3.91%
Surplus/(Deficit)	\$ -	\$ 243,333		

Selectmen's Budget Principles

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

1. Recurring revenues, not reserves or one-time revenues, should support operating expenses and debt service.
2. Debt will not be used to fund current operating expenditures.
3. Adequate reserves and contingency funds will be budgeted, consistent with the recommendations of the ad hoc Financial Policy Committee as adopted by the Board of Selectmen.
4. The use of reserves to fund operating expenses should be limited to cover temporary revenue shortfalls, consistent with the recommendations of the Selectmen's ad hoc Fiscal Task Force.
5. Sufficient funds for building maintenance will be budgeted to properly maintain facilities and equipment as well as foster energy conservation.
6. One-time revenue use should be limited to funding one-time expenses (e.g., capital projects) or used to fund a reserve account.
7. The operating and capital budgets will strive to maintain the core services currently provided, and recognize that changes in service demands may require that additional resources be provided in certain areas.
8. The budget should strive to maintain the core services and staff that were restored by the voters with the passage of Questions 3 and 4 (municipal services and municipal/school facility maintenance) of the June 2006 Proposition 2 ½ override and Question 1 (education programs) of the June 2007 Proposition 2 ½ override.

The FY2011 Budget in Brief: Financing Plan, Expenditures, Reserves

While the Town's FY2011 operating budget has many complexities, certain matters deserve specific attention:

I. Financing Plan:

a. Revenue Allocation Model: It has been the Town's practice to share Town revenues between the municipal departments and School Department. Based on a model developed by the Town Manager and Superintendent of Schools and accepted by the Board of Selectmen, School Committee and financial committees, projected revenues are allocated such that after shared expenses are funded, 71.6 percent of all general fund revenues are allocated to the School Department and 28.4 percent are allocated to the municipal departments.

b. Revenue Projection: In FY2011, General Fund revenues are projected to increase by \$5.5 million or 3.9 percent. By way of comparison, in FY09 and FY10 budgeted revenues grew by 5.8 percent and 4 percent, respectively. The FY2011 revenue growth, above the allowable 2.5 percent tax levy increase, is largely due to the two new local option taxes (meals and room tax) enacted at the November

FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

2009 Special Town Meeting, and the change in legislation that allows municipalities to tax utility poles and wires. Together these new revenue sources account for approximately \$1,100,000 in revenue, which more than offsets decreases in other local receipts.

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

Table 2	FY2010 Tax Recap	FY2011 Projected	Change \$	Chg. %
Property Tax Revenue	\$ 115,921,074	\$ 120,379,244	\$ 4,458,170	3.8%
State Aid	\$ 9,017,027	\$ 9,017,027	\$ -	0.0%
Local Receipts	\$ 9,188,640	\$ 9,957,450	\$ 768,810	8.4%
Available Funds	\$ 6,053,619	\$ 6,614,892	\$ 561,273	9.3%
Revenue Offsets	\$ (1,713,630)	\$ (1,986,631)	\$ (273,001)	15.9%
Enterprise Receipts	\$ 1,662,522	\$ 1,629,260	\$ (33,262)	-2.0%
Gross General Fund Revenues	\$ 140,129,252	\$ 145,611,242	\$ 5,481,990	3.9%
Less - Revenue Set-Aside for Designated Expenses	\$ 2,353,859	\$ 2,857,511	\$ 503,652	21.4%
Net General Fund Revenues	\$ 137,775,393	\$ 142,753,731	\$ 4,978,337	3.6%

c. Revenue Sources: The property tax remains the Town's primary revenue source, comprising 83 percent of total revenues. Residential property values make up 87 percent of the total assessed value in Lexington. Residential property owners, however, currently pay only 78.6 percent of total property taxes, as a result of the tax classification model adopted by the Board of Selectmen. Due to the weak commercial real estate market of the last two years, there has been a slight shift in the Town's tax levy, with commercial and industrial property owners paying 21.4 percent of the Town's overall tax burden in FY10 compared to 22 percent in FY09. The Selectmen reconsider the tax shift every year.

Table 3 below provides a history of the Town's assessed valuation and property tax levy.

Table 3	Assessed Valuation	%Chg. From Prior Year	Property Tax Levy (net of excluded debt service)	% Chg. From Prior Year	Override Year
FY2010	\$ 7,891,590,610	-1.8%	\$ 115,979,750	4.7%	no
FY2009	\$ 8,033,608,130	1.3%	\$ 110,778,389	5.6%	no
FY2008	\$ 7,929,164,350	-1.6%	\$ 104,879,746	9.2%	yes
FY2007	\$ 8,059,234,580	NA	\$ 96,010,528	NA	yes

State Aid, which is estimated at 6.2 percent of total revenues, is also an important source of revenue. Due to the state of the national and State economies and sharply declining tax revenue, the Legislature authorized Governor Patrick to make

FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

a mid-year reduction in State Aid for fiscal year 2009, reducing Lexington's State Aid by \$185,870. The Governor's budget proposal for fiscal year 2011 calls for level funding of State Aid at FY2010 amounts. The Legislature will not likely vote a fiscal year 2011 State budget until after the close of Town Meeting. This revenue projection assumes that any reduction in State Aid will be made up by the use of unallocated revenues and the Town's Stabilization Fund.

Table 4 below provides a recent history of the Town's State Aid.

Table 4	FY2008	FY2009	FY2010 Estimated	FY2011 Projected
Chapter 70-Education Unrestricted	\$ 6,740,439	\$ 6,801,698	\$ 7,463,778	\$ 7,463,778
Education Aid Restricted	\$ 20,745	\$ 19,986	\$ 20,744	\$ 20,744
General Government Unrestricted	\$ 2,305,062	\$ 1,987,789	\$ 1,498,237	\$ 1,498,237
General Government Restricted	\$ 41,989	\$ 44,571	\$ 34,268	\$ 34,268
Total	\$ 9,108,235	\$ 8,854,044	\$ 9,017,027	\$ 9,017,027
\$ Change from Prior Year	NA	\$ (254,191)	\$ 162,983	\$ -
% Change from Prior Year	NA	-2.8%	1.8%	0.0%

II. **Expenditures:** Budget highlights include:

- a. Lexington Public Schools: The FY2011 School Department budget is increasing by 2.67 percent.
- b. Municipal Departments: The municipal budget is increasing by 3.17 percent, which includes an additional \$250,000 to more adequately budget for snow/ice removal. Without the increase in snow/ice removal, the municipal budget is increasing by 2.2 percent.
- c. Health Insurance for Employees and Retirees: The Town currently contributes 80-85 percent towards the health insurance premium for employees and retirees. The health insurance budget for employees and retirees is expected to increase by \$2,801,748 or 13.3 percent in fiscal year 2011. Overall, the estimated premiums for the Town's Blue Cross and Harvard Pilgrim products are increasing by 9.5 percent. In addition to this projected premium increase, the Town is also budgeting an additional \$98,938 for seven new school department positions and \$713,202 to insure an estimated 65 employees not currently enrolled in the Town's health plan, or converting from individual to family plans and for new retiree subscribers. The Town saw a modest decrease in school employees enrolled in the Town's health plans in FY2010. This was the result of the Superintendent's efforts to reduce the number of part-time benefits eligible Instructional Assistants.

Table 5 on the following page provides a recent history of the Town health insurance enrollments.

FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

Table 5 Employees/Retirees Enrolled in Town's Health Insurance Program					
Fiscal Year	Municipal Employees	School Employees	Total Employees	Retirees	Total
2008	260	839	1099	1001	2100
2009	267	857	1124	993	2117
2010	277	847	1124	1000	2124
Change 2008-10	17	8	25	-1	24
% Chg. 2008-10	6.5%	1.0%	2.3%	-0.1%	1.1%

The Town's health insurance benefits program is subject to bargaining between the Town and the Employee Health Insurance Coalition. The Coalition is comprised of one representative from each Municipal and School collective bargaining unit, one retiree representative and three non-voting non-union employees. The Town Manager is required to negotiate with the Coalition to make any change to health or dental insurance benefits. A 70 percent weighted vote of the Coalition is needed to approve any change, as is a majority vote of the Board of Selectmen.

The Town Manager is currently negotiating with the Employee Health Insurance Coalition to modify the Town's health insurance program. In FY08, as a result of negotiations, doctor visits and prescription medication co-pays were increased by a modest amount and the Town's contribution to the Blue Cross Network Blue plan decreased from 87 to 85 percent. Over the two-year period of this Coalition agreement, the Town savings from these changes were approximately \$1,100,000.

It is anticipated that, in the absence of changes in the Town's health insurance program, future budgets will reflect unsustainable increases at a rate far greater than the overall increase in the Consumer Price Index, given the nature of health care costs and the increasing age of covered employees and retirees.

- d. Utilities/Fuel: The budgets for electricity and natural gas are projected to decrease in FY2011 while the budget for gasoline and diesel fuel is projected to increase. The Town participates in a regional purchasing consortium for gasoline and heating oil and has long-term contracts for the purchase of natural gas and electricity. This provides competitive prices and budget stability for the Town. Utility costs for FY2011 are expected to decrease by \$218,000 or 5.8 percent, due to favorable long-term energy contracts and, more importantly, to the progress made by the Facilities Department to improve the energy efficiency of the Town and School buildings. Electricity consumption at school buildings has continued to trend favorably, totaling a 33% reduction from 2006 through 2009. The Clarke Middle School heating conversion from electricity to natural gas-fired condensing boilers alone netted annual energy savings of \$140,000. The total energy budget for the 10 school buildings has been reduced from \$2.96 million in FY 2008 to \$2.36 million for FY 2011.

FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

Table 6 provides a recent history of the Town's energy budget.

Table 6	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	FY10-11 Change \$	FY10-11 Change %
Electricity	\$ 1,924,650	\$ 2,139,065	\$ 1,976,594	\$ (162,471)	-7.60%
Heating Oil	\$ 623,608	\$ 350,862	\$ 266,815	\$ (84,047)	-23.95%
Natural Gas	\$ 895,165	\$ 935,693	\$ 928,289	\$ (7,404)	-0.79%
Diesel/Gasoline	\$ 452,307	\$ 307,007	\$ 342,792	\$ 35,785	11.66%
Total	\$ 3,895,730	\$ 3,732,627	\$ 3,514,490	\$ (218,137)	-5.84%

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

Table 7 below provides a summary of the Town's primary reserve funds.

Table 7	Stabilization Fund	Special Education Stabilization Fund	Other Post Employment Benefits Trust Fund
Current Balance, February 1, 2010	\$ 7,160,000	\$ 709,000	\$ 844,300
Proposed Increase	\$ -	\$ 350,000	\$ 479,399
Projected Balance, July 1, 2010	\$ 7,160,000	\$ 1,059,000	\$ 1,323,699

The Town's goal had been to build the Stabilization fund to a level of seven percent of general fund revenues (\$9 to \$9.5 million), an amount considered sufficient to make up three years of revenue shortfalls that typically occur during an economic slowdown. The economic downturn is now upon us and, depending on FY2011 State Aid, the Town may need to begin to draw on its Stabilization Fund. On a positive note, for the third consecutive year, the budget includes a recommendation to set aside funds for post-employment benefits (i.e., retiree health care). The Town's unfunded liability for this retiree benefit is approximately \$100 million, based on a 30-year funding schedule. Lastly, the FY2011 budget includes a recommendation to add an additional \$350,000 to the existing balance of the Special Education Stabilization fund.

The FY2011 Capital Budget: Financing Infrastructure and Equipment

I. Proposed Capital Spending:

The recommended Capital Budget will provide for replacement and improvements to our buildings, infrastructure and equipment. Time has proven that deferring capital improvements result in higher repair and replacement costs in the future. Warrant Articles 8-16 represent the capital portion of this year's budget. For fiscal year 2011, a total capital budget of \$11.9 million is proposed.

Table 8 provides a summary of the Town's capital plan for FY2011.

Table 8	General / Revolving Fund Projects	Water Enterprise Fund Projects	Sewer Enterprise Fund Projects	Recreation Enterprise Fund Projects	Community Preservation Act Projects	Total
Debt Financing	\$ 3,737,855	\$ 1,471,045	\$ 453,625	\$ -	\$ -	\$ 5,662,525
Cash/Tax Levy Financing	\$ 2,065,112	\$ 25,000	\$ 45,000	\$ 25,000	\$ 4,082,900	\$ 6,243,012
Total	\$ 5,802,967	\$ 1,496,045	\$ 498,625	\$ 25,000	\$ 4,082,900	\$ 11,905,537

This capital budget is consistent with the recommendations of the Selectmen's ad hoc Fiscal Task Force. The Task Force suggested that, given the favorable bidding environment and low interest rates, the Town continue to make progress with the backlog of capital projects. To this end, this capital budget recommends a \$438,000 increase over FY2010 levels for projects funded through free cash and the tax levy.

II. Debt/Debt Service:

The Town of Lexington has maintained a Aaa credit rating for a number of years. Moody's Investors Service recently reaffirmed this credit rating in February 2010 when the Town issued \$10.4 million in long-term debt that sold at a 1.5 percent interest rate. In its credit rating opinion, Moody's states that, "The Aaa rating reflects the Town's sizeable and stable tax base with wealth and income levels that exceed Commonwealth and national medians, the Town's healthy financial position and affordable debt burden." The Aaa rating is the highest credit rating a municipality can receive and allows the Town to borrow funds at the most favorable interest rates. Approximately 27 Massachusetts' cities and towns maintain the Aaa rating.

Table 9 below provides an historical summary of the Town's debt service. More detailed debt service schedules can be found in Section 11 of this Recommended Budget and Financing Plan.

Table 9	FY2007 Actual	FY2008 Actual	FY2009 Actual	FY2010 Budgeted	FY 2011 Projected
Annual Debt Service					
General Fund	\$ 3,760,126	\$ 3,572,204	\$ 3,846,702	\$ 4,471,432	\$ 4,669,173
Prop 2 1/2 Excluded	\$ 5,027,256	\$ 5,372,874	\$ 5,632,643	\$ 5,746,385	\$ 5,871,767
Water	\$ 358,301	\$ 358,301	\$ 751,641	\$ 1,108,100	\$ 1,200,406
Sewer	\$ 333,899	\$ 473,256	\$ 488,135	\$ 633,497	\$ 658,519
Recreation	\$ 172,013	\$ 100,168	\$ 101,227	\$ 132,600	\$ 137,200
Total Debt Service	\$ 9,651,595	\$ 9,876,803	\$ 10,820,348	\$ 12,092,014	\$ 12,537,065
Total Revenue	\$ 143,478,786	\$ 152,344,315	\$ 157,423,868	\$ 169,873,440	\$ 172,907,576
Debt Serv. % of Revenue	6.73%	6.48%	6.87%	7.12%	7.25%

FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

History of Proposition 2 ½ Overrides and Debt Exclusions in Lexington

The FY2011 budget, as presented, has been balanced without a Proposition 2 ½ Override. Below is a history of Overrides and Debt Exclusions election results in Lexington:

NR: none requested

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

Elderly/Low Income Property Tax Relief

The Board of Selectmen continues to examine various options to provide property tax relief to our low income and elderly residents. Currently, the Town is able to provide the following options:

1. Senior Service Program – Qualified property owners over the age of 60 can work for the Town and receive up to \$935 per individual or \$1,190 per two-person household toward their property tax bills.
2. Property Tax Deferral-Interest Rate Reduction – As a result of 2006 State legislation, Town Meeting voted to decrease the interest rate charged for elderly residents who choose to defer payment of their property taxes. The rate for FY2010 will be less than .5 percent (simple interest), down from 1.66 percent in FY2009.
3. Property Tax Deferral-Qualifying Income Level - The Town has received special legislation to increase the income limits for residents over 65 years of age who wish to defer their property taxes. Currently, seniors who earn less than \$50,000 qualify

FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

for this program. Consideration is being given to increase the qualifying income level for the Property Tax Deferral program.

4. Increase in the Property Tax Exemption Limits – At the 2006 Annual Town Meeting, the Town voted to double the amount of the property tax exemption for certain qualifying residents, to \$1,000.
5. The Town provides a 30 percent discount on water and sewer rates to qualified low-income residents.

Collective Bargaining

All but one of the collective bargaining contracts with municipal and school employees expired at the end of FY2009. For FY2010, the Town has settled collective bargaining contracts with the Lexington Police Association and the IBPO Local 501 (Police Superior Officers). These agreements provide for a zero percent salary increase. For the School Department, FY2010 marks the final year of a three-year agreement with the School custodians. No other collective bargaining agreements have been settled for FY2010 and no contracts are settled for FY2011.

The budget for fiscal year 2011 includes amounts that, in the judgment of the Town Manager and Superintendent of Schools, may be required for collective bargaining contract renewals. That being said, Town officials are very mindful of the current economic conditions and its impact on Town finances and will take that into account during negotiations.

Tax Rate Estimate

Section 12 of the Selectmen-Town Manager Act requires the Town Manager to provide an unofficial estimate of the tax rate that might result if the financial plans presented in this report are adopted and the assumptions with respect to State aid prove reasonably accurate. Without assuming any change in assessed valuations for Fiscal Year 2011, a residential tax rate of \$14.21/\$1,000 of valuation is estimated compared to the tax rate of \$13.86/\$1,000 of valuation for Fiscal Year 2010.

The following table provides a summary of components of the property tax bill for a home assessed at \$596,000, which is the current median residential property value in Lexington.

MEDIAN RESIDENTIAL TAX BILL	FY2008	FY2009	FY2010	FY2011 (est.)
Base property tax	\$7,328	\$7,515	\$7,871	\$7,871
Allowable 2.5% increase	--	--	--	\$197
Proposition 2½ debt exclusion	378	384	390	\$397
Community Preservation Act surcharge	196	198	206	\$210
Total tax bill	\$7,902	\$8,097	\$8,467	\$8,675

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

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

FISCAL YEAR 2011 RECOMMENDED BUDGET AND FINANCING PLAN

property).

Additional Information

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

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

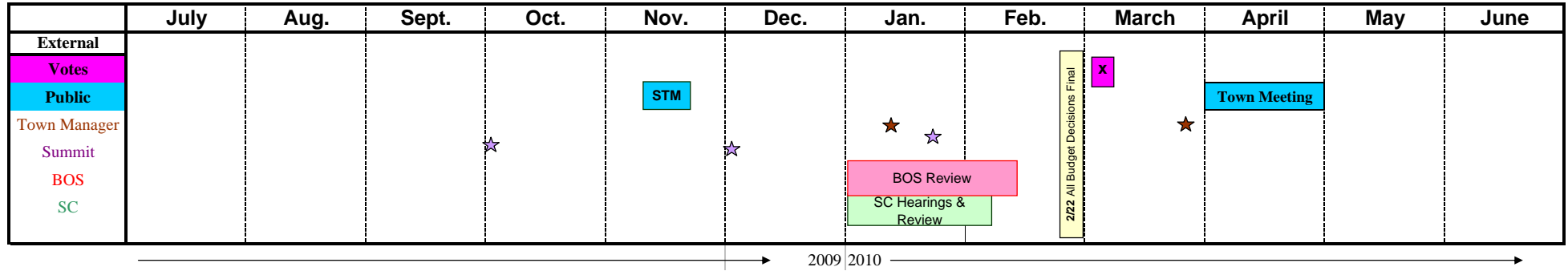
Assistant Town Manager for Finance Rob Addelson: 781 862-0500 ext. 219

Budget Officer Micah Niemy: 718 862-0500 ext. 278



Town of Lexington - FY 2011 Budget Schedule & Process

Budget Schedule



Significant Dates

September 2009

Distribution of Materials to Departments

September 9th

October 2009

☆ Summit I - Financial; Distribution of Budget Calendar Discussion of Preliminary Revenue Estimates

October 1st

December 2009

☆ Summit II - Revenue Model

December 3rd

January 2010

Submittal of FY 2011 Superintendent's Recommended Budget to SC
 ★ Submittal of FY 2011 Town Manager's Preliminary Budget to BOS
 ☆ Summit III - Expenses Review & Gap Defining
 School Committee - Public Hearings on Budget

January 5th
 January 11th
 January 20th
 January

February 2010

BOS - Review of Budget
 School Committee - Public Hearings on Budget
 Budget Decisions & Deliberations concluded

Early February
 Early February
 February 22th

March 2010

Budget Printing &
 ✕ Municipal Election
 Town Meeting Commences
 ★ FY 2011 Recommended Budget Presented to Town Meeting

March 1st
 March 1st
 March 22nd
 March 31st

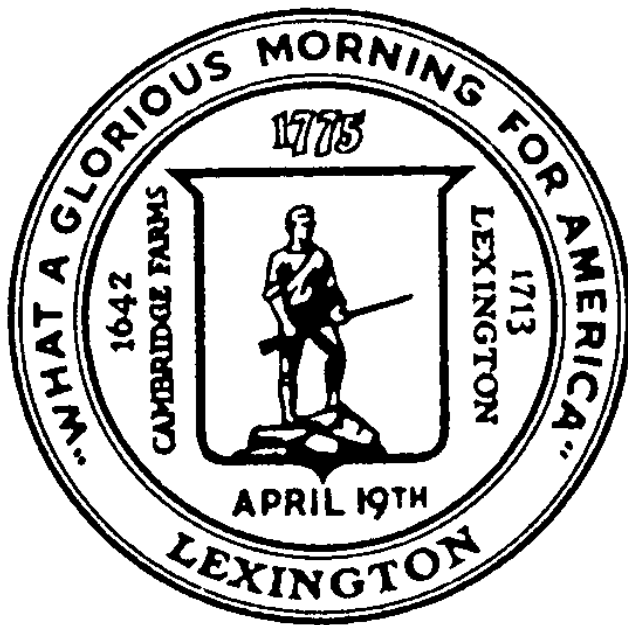
April 2010

Town Meeting

April

Note: All times & deadlines subject to change and revision.

Section I: Budget Overview



Summary of Revenues & Expenditures

The summary provided below shows revenues & expenses for the Town of Lexington FY 2008-2011. This summary reflects actual results of FY 2008 and FY 2009, adjusted figures for FY 2010 and the recommendations of the Board of Selectmen & School Committee for FY 2011.

General Fund Revenue Summary

	FY2008 Actual	FY2009 Actual	FY2010 Recap	FY2011 Projected
Tax Levy ¹	\$ 104,879,746	\$ 110,778,389	\$ 115,921,074	\$ 120,379,244
State Aid	\$ 9,064,275	\$ 8,854,044	\$ 9,017,027	\$ 9,017,027
Local Receipts	\$ 12,189,265	\$ 11,281,358	\$ 9,188,640	\$ 9,957,450
Available Funds	\$ 4,216,097	\$ 5,620,168	\$ 6,053,619	\$ 6,614,892
Revenue Offsets	\$ (1,897,006)	\$ (2,540,476)	\$ (1,713,630)	\$ (1,986,631)
Enterprise Funds (Indirect)	\$ 1,752,885	\$ 1,710,887	\$ 1,662,522	\$ 1,629,260

Total General Fund	\$ 130,205,261	\$ 135,704,370	\$ 140,129,252	\$ 145,611,242
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General Fund Expense Summary

Education				
Lexington Public Schools	\$ 60,193,779	\$ 63,829,348	\$ 66,958,293	\$ 68,747,426
Minuteman Reg. School	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000
<i>sub-total Education</i>	<i>\$ 61,387,995</i>	<i>\$ 65,339,946</i>	<i>\$ 68,669,847</i>	<i>\$ 70,497,426</i>
Municipal	\$ 25,651,599	\$ 26,147,778	\$ 26,400,970	\$ 27,237,786
Shared Expenses				
Benefits & Insurance	\$ 23,425,240	\$ 25,233,150	\$ 27,940,275	\$ 30,857,308
Debt (within-levy)	\$ 3,572,204	\$ 3,846,702	\$ 4,471,433	\$ 4,669,173
Reserve Fund	\$ -	\$ -	\$ 550,000	\$ 550,000
Facilities	\$ 8,994,689	\$ 8,698,436	\$ 8,930,475	\$ 8,698,704
<i>sub-total Shared Expenses</i>	<i>\$ 35,992,133</i>	<i>\$ 37,778,288</i>	<i>\$ 41,892,183</i>	<i>\$ 44,775,185</i>
Capital				
Cash Capital	\$ 1,355,000	\$ 1,520,750	\$ 1,545,719	\$ 1,983,112
<i>sub-total Capital</i>	<i>\$ 1,355,000</i>	<i>\$ 1,520,750</i>	<i>\$ 1,545,719</i>	<i>\$ 1,983,112</i>
Other				
Stabilization Fund	\$ 1,000,000	\$ 1,000,000	\$ 669,843	\$ -
Other	\$ 390,000	\$ 519,000	\$ 950,690	\$ 874,399
<i>sub-total Other</i>	<i>\$ 1,390,000</i>	<i>\$ 1,519,000</i>	<i>\$ 1,620,533</i>	<i>\$ 874,399</i>

Total General Fund Expenses	\$ 125,776,726	\$ 132,305,762	\$ 140,129,252	\$ 145,367,909
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General Fund Surplus/(Deficit)	\$ 4,428,535	\$ 3,398,607	\$ (0)	\$ 243,333
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Expenses-All Other Funds

Revolving Funds	\$ 1,971,658	\$ 2,021,382	\$ 2,326,000	\$ 2,416,373
Grants	\$ 134,112	\$ 126,111	\$ 126,821	\$ 126,573
CPA ²	\$ 1,491,199	\$ 3,836,694	\$ 9,722,628	\$ 5,731,329
Enterprise Funds (Direct)				
Water	\$ 6,409,199	\$ 7,197,300	\$ 7,376,303	\$ 7,905,720
Wastewater (Sewer)	\$ 7,412,494	\$ 7,635,147	\$ 8,166,879	\$ 9,116,798
Recreation	\$ 1,686,548	\$ 1,721,358	\$ 1,914,557	\$ 1,923,671
Cash Capital	\$ 25,000	\$ 85,305	\$ 111,000	\$ 90,000
<i>sub-total Enterprise Funds</i>	<i>\$ 15,533,241</i>	<i>\$ 16,639,110</i>	<i>\$ 17,568,739</i>	<i>\$ 19,036,189</i>
Exempt Debt	\$ 5,372,873	\$ 5,632,643	\$ 5,746,385	\$ 5,871,767

Total-All Other Funds	\$ 24,503,082	\$ 28,255,941	\$ 35,490,573	\$ 33,182,231
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Total Expenses	\$ 150,279,808	\$ 160,561,703	\$ 175,619,825	\$ 178,550,140
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¹ FY2010 tax levy is as shown on FY10 Recap Sheet, which is net of excess levy capacity.

² The FY2010 figure includes a \$4.197 million authorization to issue debt for the purchase of the Busa property.

Program Summary

A	B	C	D	E	F	(F/D)	(F/D)-1
DESCRIPTION	FY2008 Actual	FY2009 Actual	FY2010 Restated	FY2011 Request	FY2011 Recommended	Change \$	Change %
Operating Budget- General Fund Expenses							
<u>Program 1000: Education</u>							
1100 Lexington Public Schools	\$ 60,193,779	\$ 63,829,348	\$ 66,958,293	\$ 68,879,195	\$ 68,747,426	\$ 1,789,133	2.67%
1200 Regional Schools	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 1,750,000	\$ 38,446	2.25%
Total Education	\$ 61,387,995	\$ 65,339,946	\$ 68,669,847	\$ 70,629,195	\$ 70,497,426	\$ 1,827,579	2.66%
<u>Program 2000: Shared Expenses</u>							
2110 Contributory Retirement	3,381,300	3,446,236	3,643,396	3,718,549	3,718,549	\$ 75,153	2.06%
2120 Non-Contributory Retirement	41,218	35,675	42,000	42,000	42,000	\$ -	0.00%
2130 Employee Benefits	18,965,998	20,681,388	22,874,458	25,610,794	25,714,261	\$ 2,839,803	12.41%
2140 Unemployment	147,694	164,067	267,300	198,600	198,600	\$ (68,700)	-25.70%
2150 Workers Compensation*	311,102	335,168	401,624	460,000	480,302	\$ 78,678	19.59%
2160 Property & Liability Insurance	573,838	498,766	611,497	585,800	585,800	\$ (25,697)	-4.20%
2170 Uninsured Losses*	4,088	71,849	100,000	117,796	117,796	\$ 17,796	17.80%
<i>sub-total 2100 Benefits</i>	<i>\$23,425,240</i>	<i>\$25,233,150</i>	<i>\$ 27,940,275</i>	<i>\$30,733,539</i>	<i>\$30,857,308</i>	<i>\$2,917,033</i>	<i>10.44%</i>
2210 Payment on Funded Debt	\$ 2,833,980	\$ 3,110,800	\$ 3,622,390	\$ 3,797,740	\$ 3,797,740	\$ 175,350	4.84%
2220 Interest on Funded Debt	\$ 696,227	\$ 644,561	\$ 660,650	\$ 726,605	\$ 726,605	\$ 65,955	9.98%
2230 Temporary Borrowing	\$ 41,997	\$ 91,342	\$ 188,393	\$ 144,829	\$ 144,829	\$ (43,564)	-23.12%
<i>sub-total 2200 Debt Services</i>	<i>\$ 3,572,204</i>	<i>\$ 3,846,702</i>	<i>\$ 4,471,433</i>	<i>\$ 4,669,173</i>	<i>\$ 4,669,173</i>	<i>\$ 197,740</i>	<i>4.42%</i>
2310 Reserve Fund	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ 550,000	\$ -	0.00%
<i>sub-total 2300 Reserve Fund</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 550,000</i>	<i>\$ 550,000</i>	<i>\$ 550,000</i>	<i>\$ -</i>	<i>0.00%</i>
2400 Facilities	\$ 8,994,689	\$ 8,698,436	\$ 8,930,475	\$ 8,670,704	\$ 8,698,704	\$ (231,771)	-2.60%
Total Shared Expenses	\$ 35,992,133	\$ 37,778,288	\$ 41,892,183	\$ 44,623,417	\$ 44,775,185	\$ 2,883,002	6.88%
<u>Program 3000: Public Works</u>							
3100-3500 DPW Personal Services	\$ 3,303,096	\$ 3,529,222	\$ 3,212,353	\$ 3,220,324	\$ 3,300,824	\$ 88,471	2.75%
3100-3500 DPW Expenses	\$ 5,183,585	\$ 5,595,607	\$ 4,747,743	\$ 4,877,382	\$ 5,066,882	\$ 319,139	6.72%
Total Public Works	\$ 8,486,681	\$ 9,124,828	\$ 7,960,096	\$ 8,097,706	\$ 8,367,706	\$ 407,610	5.12%
<u>Program 4000: Public Safety</u>							
4100 Law Enforcement Personal Services	\$ 4,706,271	\$ 4,929,248	\$ 4,978,807	\$ 4,973,667	\$ 5,003,667	\$ 24,860	0.50%
4100 Law Enforcement Expenses	\$ 485,970	\$ 487,349	\$ 468,628	\$ 479,632	\$ 485,632	\$ 17,004	3.63%
<i>sub-total 4100 Law Enforcement</i>	<i>\$ 5,192,241</i>	<i>\$ 5,416,596</i>	<i>\$ 5,447,435</i>	<i>\$ 5,453,299</i>	<i>\$ 5,489,299</i>	<i>\$ 41,864</i>	<i>0.77%</i>
4200 Fire Personal Services	\$ 4,130,153	\$ 4,053,479	\$ 4,486,834	\$ 4,621,235	\$ 4,622,535	\$ 135,702	3.02%
4200 Fire Expenses	\$ 519,969	\$ 473,805	\$ 470,368	\$ 489,136	\$ 489,136	\$ 18,768	3.99%
<i>sub-total 4200 EMS/Fire</i>	<i>\$ 4,650,122</i>	<i>\$ 4,527,284</i>	<i>\$ 4,957,202</i>	<i>\$ 5,110,371</i>	<i>\$ 5,111,672</i>	<i>\$ 154,470</i>	<i>3.12%</i>
Total Public Safety	\$ 9,842,363	\$ 9,943,881	\$ 10,404,637	\$ 10,563,670	\$ 10,600,970	\$ 196,333	1.89%
<u>Program 5000: Culture & Recreation</u>							
5100 Library Personal Services	\$ 1,548,077	\$ 1,666,933	\$ 1,708,608	\$ 1,723,497	\$ 1,723,497	\$ 14,889	0.87%
5100 Library Expenses	\$ 454,119	\$ 235,398	\$ 249,400	\$ 246,200	\$ 246,200	\$ (3,200)	-1.28%
Total Culture & Recreation	\$ 2,002,196	\$ 1,902,331	\$ 1,958,008	\$ 1,969,697	\$ 1,969,697	\$ 11,689	0.60%
<u>Program 6000: Human Services</u>							
6000 Human Services Personal Services	\$ 363,822	\$ 350,225	\$ 295,397	\$ 321,001	\$ 321,001	\$ 25,604	8.67%
6000 Human Services Expenses	\$ 227,530	\$ 140,441	\$ 121,749	\$ 110,575	\$ 110,575	\$ (11,174)	-9.18%
Total Human Services	\$ 591,352	\$ 490,666	\$ 417,146	\$ 431,576	\$ 431,576	\$ 14,430	3.46%
<u>Program 7000: Community Development</u>							
7100 Comm. Devel. Personal Services	\$ 700,533	\$ 791,621	\$ 885,993	\$ 918,022	\$ 919,372	\$ 33,379	3.77%
7100 Comm. Devel. Expenses	\$ 100,640	\$ 94,281	\$ 116,397	\$ 112,672	\$ 123,272	\$ 6,875	5.91%
<i>sub-total 7100 Comm. Dev.</i>	<i>\$ 801,173</i>	<i>\$ 885,902</i>	<i>\$ 1,002,390</i>	<i>\$ 1,030,694</i>	<i>\$ 1,042,644</i>	<i>\$ 40,254</i>	<i>4.02%</i>
7200 Planning Personal Services	\$ 204,039	\$ 219,065	\$ 227,538	\$ 235,320	\$ 235,320	\$ 7,783	3.42%
7200 Planning Expenses	\$ 7,015	\$ 38,075	\$ 9,850	\$ 9,850	\$ 79,850	\$ 70,000	710.66%
<i>sub-total 7200 Planning</i>	<i>\$ 211,054</i>	<i>\$ 257,140</i>	<i>\$ 237,388</i>	<i>\$ 245,170</i>	<i>\$ 315,170</i>	<i>\$ 77,783</i>	<i>32.77%</i>
7300 Economic Devel. Personal Services	\$ 109,151	\$ 94,031	\$ 86,000	\$ 89,087	\$ 89,087	\$ 3,087	3.59%
7300 Economic Devel. Expenses	\$ 144,089	\$ 12,623	\$ 6,666	\$ 21,750	\$ 21,750	\$ 15,084	226.28%
<i>sub-total 7300 Eco. Dev.</i>	<i>\$ 253,240</i>	<i>\$ 106,654</i>	<i>\$ 92,666</i>	<i>\$ 110,837</i>	<i>\$ 110,837</i>	<i>\$ 18,171</i>	<i>19.61%</i>
Total Community Development	\$ 1,265,467	\$ 1,249,696	\$ 1,332,444	\$ 1,386,701	\$ 1,468,651	\$ 136,207	10.22%

Note: Asterisk denotes a Continuing Balance Account.

Program Summary

A	B	C	D	E	F	(F/D)	(F/D)-1
DESCRIPTION	FY2008 Actual	FY2009 Actual	FY2010 Restated	FY2011 Request	FY2011 Recommended	Change \$	Change %
Program 8000: General Government							
8110 Selectmen Personal Services	\$ 68,527	\$ 72,266	\$ 81,857	\$ 81,359	\$ 81,359	\$ (498)	-0.61%
8110 Selectmen Expenses	\$ 71,910	\$ 64,897	\$ 75,825	\$ 77,975	\$ 87,975	\$ 12,150	16.02%
8120 Legal	\$ 414,619	\$ 392,576	\$ 375,000	\$ 400,000	\$ 400,000	\$ 25,000	6.67%
8130 Town Report	\$ 6,495	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
sub-total 8100 Board of Selectmen	\$ 561,552	\$ 536,739	\$ 539,682	\$ 566,334	\$ 576,334	\$ 36,652	6.79%
8210-8220 Town Manager Personal Services	\$ 506,997	\$ 530,376	\$ 537,875	\$ 545,215	\$ 545,215	\$ 7,340	1.36%
8210-8220 Town Manager Expenses	\$ 347,893	\$ 215,265	\$ 199,852	\$ 200,510	\$ 217,010	\$ 17,158	8.59%
8230 Salary Transfer Account*	\$ -	\$ -	\$ 646,916	\$ 541,025	\$ 541,025	\$ (105,890)	-16.37%
sub-total 8200 Town Manager	\$ 854,890	\$ 745,642	\$ 1,384,643	\$ 1,286,751	\$ 1,303,251	\$ (81,392)	-5.88%
8310 Appropriation Committee	\$ 543	\$ 1,673	\$ 1,500	\$ 1,500	\$ 7,500	\$ 6,000	400.00%
8320 Misc. Towns and Committees	\$ 3,449	\$ 2,802	\$ 4,700	\$ 4,500	\$ 4,500	\$ (200)	-4.26%
8330 Public Celebrations Committee	\$ 28,964	\$ 29,498	\$ 30,000	\$ 30,000	\$ 32,000	\$ 2,000	6.67%
sub-total 8300 Town Committees	\$ 32,957	\$ 33,972	\$ 36,200	\$ 36,000	\$ 44,000	\$ 7,800	21.55%
8400 Finance Personal Services	\$ 990,601	\$ 1,057,678	\$ 1,065,714	\$ 1,086,867	\$ 1,086,867	\$ 21,153	1.98%
8400 Finance Expenses	\$ 260,005	\$ 251,849	\$ 342,328	\$ 357,504	\$ 391,504	\$ 49,176	14.37%
sub-total 8400 Finance	\$ 1,250,606	\$ 1,309,527	\$ 1,408,042	\$ 1,444,371	\$ 1,478,371	\$ 70,329	4.99%
8500 Town Clerk Personal Services	\$ 255,525	\$ 282,846	\$ 292,026	\$ 302,532	\$ 302,532	\$ 10,506	3.60%
8500 Town Clerk Expenses	\$ 124,890	\$ 93,138	\$ 112,100	\$ 107,300	\$ 107,300	\$ (4,800)	-4.28%
sub-total 8500 Town Clerk	\$ 380,415	\$ 375,984	\$ 404,126	\$ 409,832	\$ 409,832	\$ 5,706	1.41%
8600 MIS Personal Services	\$ 69,126	\$ 108,928	\$ 211,043	\$ 212,948	\$ 212,948	\$ 1,905	0.90%
8600 MIS Expenses	\$ 313,993	\$ 325,585	\$ 344,902	\$ 374,450	\$ 374,450	\$ 29,548	8.57%
sub-total 8600 MIS	\$ 383,119	\$ 434,513	\$ 555,945	\$ 587,398	\$ 587,398	\$ 31,453	5.66%
Total General Government	\$ 3,463,539	\$ 3,436,376	\$ 4,328,638	\$ 4,330,686	\$ 4,399,186	\$ 70,548	1.63%
Total Municipal	\$ 25,651,599	\$ 26,147,778	\$ 26,400,970	\$ 26,780,036	\$ 27,237,786	\$ 836,817	3.17%
Capital							
Capital Requests (Cash-GF)	\$ 655,000	\$ 842,000	\$ 850,000	\$ 1,270,000	\$ 1,270,000	\$ 420,000	49.41%
Capital Requests (Cash-Other)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Building Envelope Set Aside	\$ 150,000	\$ 153,750	\$ 157,594	\$ 161,534	\$ 161,534	\$ 3,940	2.50%
Streets Set Aside	\$ 500,000	\$ 525,000	\$ 538,125	\$ 551,578	\$ 551,578	\$ 13,453	2.50%
Total Capital	\$ 1,355,000	\$ 1,520,750	\$ 1,545,719	\$ 1,983,112	\$ 1,983,112	\$ 437,393	28.30%
Other							
Stabilization Fund	\$ 1,000,000	\$ 1,000,000	\$ 669,843	\$ -	\$ -	\$ (669,843)	-100.00%
Set-Aside for Potential Local Aid Reductions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Senior Tax Work-Off Program	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	0.00%
Brookhaven	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	0.00%
SPED Reserve	\$ 350,000	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	0.00%
Post-Employment Benefits (OPEB)	\$ -	\$ 400,000	\$ 440,690	\$ 479,399	\$ 479,399	\$ 38,709	8.78%
Warrant Articles	\$ -	\$ 24,000	\$ 115,000	\$ -	\$ -	\$ (115,000)	-100.00%
Total Other Articles	\$ 1,390,000	\$ 1,519,000	\$ 1,620,533	\$ 874,399	\$ 874,399	\$ (746,134)	-46.04%
General Fund Total	\$ 125,776,726	\$ 132,305,762	\$ 140,129,252	\$ 144,890,159	\$ 145,367,909	\$ 5,238,657	3.74%
Enterprise Funds							
3600 Water Enterprise	\$ 6,409,199	\$ 7,197,300	\$ 7,376,303	\$ 7,905,720	\$ 7,905,720	\$ 529,417	7.18%
3700 Sewer Enterprise	\$ 7,412,494	\$ 7,635,147	\$ 8,166,879	\$ 9,102,669	\$ 9,116,798	\$ 949,919	11.63%
5200 Recreation Enterprise	\$ 1,686,548	\$ 1,721,358	\$ 1,914,557	\$ 1,923,671	\$ 1,923,671	\$ 9,113	0.48%
Enterprise Cash Capital	\$ 25,000	\$ 85,305	\$ 111,000	\$ 90,000	\$ 90,000	\$ (21,000)	-18.92%
Total Enterprise Funds (Oper. Exp. ONLY)	\$ 15,533,241	\$ 16,639,110	\$ 17,568,739	\$ 19,022,059	\$ 19,036,189	\$ 1,467,450	8.35%
Revolving Funds							
1100 School Bus Transportation	\$ 837,582	\$ 722,256	\$ 830,000	\$ 830,000	\$ 830,000	\$ -	0.00%
2400 Building Rental Revolving Fund	\$ -	\$ 290,989	\$ 275,000	\$ 275,000	\$ 275,000	\$ -	0.00%
3320 Tree (DPW-Forestry)	\$ 4,468	\$ 4,070	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.00%
3330 Burial Container (DPW-Cemetery)	\$ 24,834	\$ 25,905	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%
3420 Compost Operations (DPW-Rec.)	\$ 241,022	\$ 255,396	\$ 315,000	\$ 397,000	\$ 397,000	\$ 82,000	26.03%
3420 MHHP Operations	\$ 144,727	\$ 117,090	\$ 175,000	\$ 175,000	\$ 175,000	\$ -	0.00%
6120 Council of Aging Programs	\$ 68,625	\$ 68,705	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
7140 Health Programs	\$ 24	\$ 6,989	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%
8140 Lexington Community Television	\$ 650,377	\$ 421,654	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.00%
7320 Liberty Ride	\$ -	\$ 108,328	\$ 166,000	\$ 174,373	\$ 174,373	\$ 8,373	5.04%
Total Revolving Funds	\$ 1,971,658	\$ 2,021,382	\$ 2,326,000	\$ 2,416,373	\$ 2,416,373	\$ 90,373	3.89%

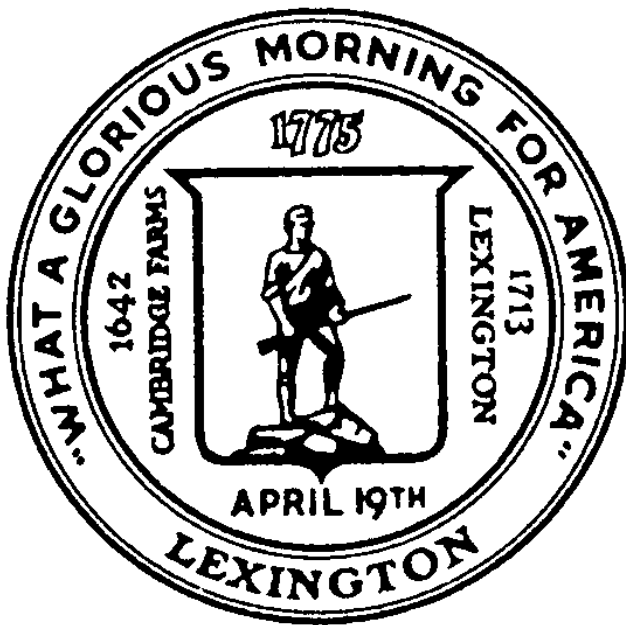
Note: Asterisk denotes a Continuing Balance Account.

¹ The FY2010 figure includes a \$4.197 million authorization to issue debt for the purchase of the Bosa property.

Program Summary

A	B	C	D	E	F	(F/D)	(F/D)-1
DESCRIPTION	FY2008 Actual	FY2009 Actual	FY2010 Restated	FY2011 Request	FY2011 Recommended	Change \$	Change %
Community Preservation Act (CPA)							
CPA- Municipal/School ¹	\$ 740,490	\$ 2,351,502	\$ 8,331,800	\$ 4,084,900	\$ 4,084,900	\$ (4,246,900)	-50.97%
CPA-Administration	\$ 50,000	\$ 50,000	\$ 175,000	\$ 150,000	\$ 150,000		
CPA Other	\$ 700,709	\$ 1,435,192	\$ 1,215,828	\$ 1,496,429	\$ 1,496,429	\$ 280,601	23.08%
					\$ -		
Total CPA	\$ 1,491,199	\$ 3,836,694	\$ 9,722,628	\$ 5,731,329	\$ 5,731,329	\$ (3,991,299)	-41.05%
Grants							
Grants & Subsidies	\$ 134,112	\$ 126,111	\$ 126,821	\$ 126,573	\$ 126,573	\$ (248)	-0.20%
Total Grants	\$ 134,112	\$ 126,111	\$ 126,821	\$ 126,573	\$ 126,573	\$ (248)	-0.20%
Exempt Debt							
Municipal	\$ 3,927,422	\$ 2,551,420	\$ 2,853,441	\$ 2,998,989	\$ 2,998,989	145,548	5.10%
School	\$ 1,445,451	\$ 3,081,223	\$ 2,892,944	\$ 2,872,778	\$ 2,872,778	(20,166)	-0.70%
Total Exempt Debt	\$ 5,372,873	\$ 5,632,643	\$ 5,746,385	\$ 5,871,767	\$ 5,871,767	\$ 125,382	2.18%
Reconciliation							
Education	\$ 61,387,995	\$ 65,339,946	\$ 68,669,847	\$ 70,629,195	\$ 70,497,426	\$ 1,827,579	2.85%
Shared Expenses	\$ 35,992,133	\$ 37,778,288	\$ 41,892,183	\$ 44,623,417	\$ 44,775,185	\$ 2,883,002	6.52%
Municipal	\$ 25,651,599	\$ 26,147,778	\$ 26,400,970	\$ 26,780,036	\$ 27,237,786	\$ 836,817	3.11%
Capital	\$ 1,355,000	\$ 1,520,750	\$ 1,545,719	\$ 1,983,112	\$ 1,983,112	\$ 437,393	28.30%
Other	\$ 1,390,000	\$ 1,519,000	\$ 1,620,533	\$ 874,399	\$ 874,399	\$ (746,134)	-46.04%
Enterprise	\$ 15,533,241	\$ 16,639,110	\$ 17,568,739	\$ 19,022,059	\$ 19,036,189	\$ 1,467,450	8.27%
Revolving Funds & Grants	\$ 2,105,770	\$ 2,147,494	\$ 2,452,821	\$ 2,542,946	\$ 2,542,946	\$ 90,125	3.67%
CPA	\$ 1,491,199	\$ 3,836,694	\$ 9,722,628	\$ 5,731,329	\$ 5,731,329	\$ (3,991,299)	-41.05%
Exempt Debt	\$ 5,372,873	\$ 5,632,643	\$ 5,746,385	\$ 5,871,767.30	\$ 5,871,767	\$ 125,382	0.00%
Totals	\$ 150,279,809	\$ 160,561,703	\$ 175,619,825	\$ 178,058,260	\$ 178,550,140	\$ 2,930,315	1.64%

Section II: Revenues



Section II: Revenues

The summary below presents gross and net general fund revenues. Gross General Fund Revenues include all revenues projected as available for use in FY2011. Net General Fund Revenues are gross revenues less revenues recommended to be set-aside to fund designated expenses. In FY2011, Gross Revenues are projected to increase by approximately \$5.5 million, or 3.9%, while Net Revenues are projected to increase by approximately \$5.0 million, or 3.6%.

General Fund Revenue Summary	FY08 Actual	FY09 Actual	FY 2010 Recap	FY 2011 Projected	FY 10-11 Change	
					\$	%
Property Tax Levy (Table 1) ¹	\$ 104,879,746	\$ 110,778,389	\$ 115,921,074	\$ 120,379,244	\$ 4,458,170	3.8%
State Aid (Table 2)	\$ 9,108,235	\$ 8,854,044	\$ 9,017,027	\$ 9,017,027	\$ -	0.0%
Local Receipts (Table 3)	\$ 11,551,978	\$ 11,281,358	\$ 9,188,640	\$ 9,957,450	\$ 768,810	8.4%
Available Funds (Table 4)	\$ 4,216,097	\$ 5,620,168	\$ 6,053,619	\$ 6,614,892	\$ 561,273	9.3%
Revenue Offsets (Table 5)	\$ (1,897,006)	\$ (2,540,476)	\$ (1,713,630)	\$ (1,986,631)	\$ (273,001)	15.9%
Enterprise Receipts (Table 6)	\$ 1,749,663	\$ 1,710,887	\$ 1,662,522	\$ 1,629,260	\$ (33,262)	-2.0%
Gross General Fund Revenues	\$ 129,608,712	\$ 135,704,370	\$ 140,129,252	\$ 145,611,242	\$ 5,481,991	3.9%
Less - Revenues Set-Aside for Designated Expenses	\$ 2,395,000	\$ 3,015,750	\$ 2,353,859	\$ 2,857,511	\$ 503,652	21.4%
Net General Fund Revenues	\$ 127,213,712	\$ 132,688,620	\$ 137,775,393	\$ 142,753,731	\$ 4,978,339	3.6%

Detailed Description:

Property Tax Levy: The projected FY2011 levy limit is a function of the FY10 levy limit increased by 2.5% per Proposition 2 1/2, plus an increment for new growth. FY2011 new growth will be a function of construction activity for the period July 1, 2009 to June 30, 2010. FY2011 new growth is estimated at \$1,500,000. The new growth amount of \$2,431,902 for FY2010 has been approved by the Department of Revenue.

State Aid: FY2011 state aid is projected to remain unchanged from its FY2010 level. This is admittedly an aggressive projection in light of current economic conditions that suggest more state aid cuts over and above those received in FY2010. It is recommended that reductions in state aid be offset with appropriations from the Stabilization Fund. FY2011 state aid numbers will probably not be known until June 2010 when the Legislature adopts and the Governor signs the FY2011 State budget.

Local Receipts: FY2011 local receipts are projected on the basis of historical averages for individual categories of receipts unless otherwise specified in the supplemental tables of this document. FY2011 local receipts are estimated to increase by \$767,000 or 8.4%. This is a function of the change between the estimates used to set the FY2010 tax rate (FY2010 Recap) and FY2011 projections. This increase is artificially high as it reflects a reduction in the FY2010 estimates of motor vehicle excise and licenses and permits by a total of \$231,000 as a hedge against potential State Aid 9C cuts. The real FY2011 change in local receipts, based on the projections of motor vehicle excise and licenses and permits prior to the \$231,000 adjustment, is approximately \$182,000, or 1.9%. On an adjusted basis, the major changes in local receipts are an increase in other excise of \$398,000 driven by the adoption of meals and hotel/motel local option taxes which will become effective on January 1, 2010 and July 1, 2010 respectively; an approximate \$92,000 increase in estimates for motor vehicle excise based on actual experience in FY2009; a decrease in Departmental-Municipal receipts due to the elimination of the Adult Day Care program; and a decrease in the estimate for licenses and permits of approximately \$292,000 driven by the reduction in building permit fees reflected in FY2009 actual collections and the elimination of mechanical permit fees.

Available Funds: Available Funds are projected to increase by approximately \$561,000 or 9.3%. The largest component of FY2011 Available Funds is general fund undesignated fund balance (free cash). Certified free cash as of 7/1/09 is \$6,159,509. Other components of Available Funds includes parking meter receipts, cemetery funds, insurance proceeds and the Lexpress Stabilization Fund. Note that \$200,000 (free cash) for unanticipated needs of the current fiscal year (FY10) is not included in the revenue detail or revenue summaries as free cash is presented as net of this amount, \$5,959,509 as opposed to \$6,159,509 which is certified free cash as of July 1, 2009.

¹ FY2010 tax levy is as shown on FY10 Recap Sheet, which is net of excess levy capacity.

Text Continues on Page II-4

Section II: Revenues

	FY 2008 Actual	FY 2009 Actual	FY2010 Recap	FY 2011 Projected	FY 10-11 Change	
					\$	%
Table 1: Property Tax Levy						
Tax Levy ¹	\$ 96,012,202	\$ 104,879,746	\$ 110,778,389	\$ 115,979,750	\$ 5,201,362	4.7%
Prop. 2.5%	\$ 2,400,305	\$ 2,621,994	\$ 2,769,460	\$ 2,899,494	\$ 130,034	4.7%
New Growth	\$ 2,485,650	\$ 3,276,649	\$ 2,431,902	\$ 1,500,000	\$ (931,902)	-38.3%
Override	\$ 3,981,589	\$ -	\$ -	\$ -	\$ -	0.0%
Subtotal	\$ 104,879,746	\$ 110,778,389	\$ 115,921,074	\$ 120,379,244	\$ 4,458,170	3.8%
Table 2: State Aid						
Chapter 70	\$ 6,740,205	\$ 6,801,698	\$ 7,449,035	\$ 7,449,035	\$ -	0.0%
Charter School Reimbursement	\$ 234	\$ -	\$ 14,743	\$ 14,743	\$ -	0.0%
Unrestricted General Government Aide	\$ -	\$ -	\$ 1,350,288	\$ 1,350,288	\$ -	0.0%
Lottery, Beano, Charity Games	\$ 1,907,409	\$ 1,721,539	\$ -	\$ -	\$ -	0.0%
Police Career Incentive	\$ 220,008	\$ 239,762	\$ 44,837	\$ 44,837	\$ -	0.0%
Veterans' Benefits & Exemptions	\$ 177,645	\$ 26,488	\$ 103,112	\$ 103,112	\$ -	0.0%
Offsets (School Lunch & Library)	\$ 62,734	\$ 64,557	\$ 55,012	\$ 55,012	\$ -	0.0%
Subtotal	\$ 9,108,235	\$ 8,854,044	\$ 9,017,027	\$ 9,017,027	\$ -	0.0%
Table 3: Local Receipts						
Motor Vehicle Excise Tax ²	\$ 3,758,043	\$ 4,161,316	\$ 3,546,000	\$ 3,739,000	\$ 193,000	5.4%
Other Excise	\$ 294,217	\$ 673,994	\$ 496,000	\$ 893,750	\$ 397,750	80.2%
Penalties & Interest	\$ 317,016	\$ 415,855	\$ 285,000	\$ 326,000	\$ 41,000	14.4%
PILOT's	\$ 803,593	\$ 628,028	\$ 454,000	\$ 489,000	\$ 35,000	7.7%
Rentals	\$ 192,000	\$ 240,265	\$ 228,000	\$ 246,000	\$ 18,000	7.9%
Departmental-Schools	\$ 415,914	\$ 326,431	\$ 292,000	\$ 291,500	\$ (500)	-0.2%
Departmental-Municipal	\$ 1,685,125	\$ 1,709,987	\$ 1,567,640	\$ 1,543,900	\$ (23,740)	-1.5%
Licenses & Permits ³	\$ 1,920,467	\$ 1,343,629	\$ 1,155,000	\$ 1,268,000	\$ 113,000	9.8%
Special Assessments	\$ 128,963	\$ 63,491	\$ 27,000	\$ 26,300	\$ (700)	-2.6%
Fines & Forfeits	\$ 370,368	\$ 347,308	\$ 358,000	\$ 339,000	\$ (19,000)	-5.3%
Investment Income	\$ 1,666,272	\$ 891,655	\$ 780,000	\$ 795,000	\$ 15,000	1.9%
Miscellaneous Non-Recurring	\$ -	\$ 479,399	\$ -	\$ -	\$ -	0.0%
Subtotal	\$ 11,551,978	\$ 11,281,358	\$ 9,188,640	\$ 9,957,450	\$ 768,810	8.4%
Table 4: Available Funds						
Parking	\$ 350,000	\$ 325,000	\$ 325,000	\$ 335,000	\$ 10,000	3.1%
Cemetery	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	0.0%
Free Cash	\$ 3,543,097	\$ 4,860,766	\$ 5,281,717	\$ 5,959,509	\$ 677,792	12.8%
Brookhaven	\$ -	\$ 50,000	\$ -	\$ -	\$ -	0.0%
Insurance Proceeds	\$ -	\$ 138,402	\$ 52,387	\$ 117,796	\$ 65,409	124.9%
Overlay Surplus	\$ 100,000	\$ -	\$ 104,965	\$ -	\$ (104,965)	-100.0%
Procees from the Sale of Assets	\$ -	\$ -	\$ 27,550	\$ -	\$ (27,550)	-100.0%
Lexpress Stabilization Fund	\$ 58,000	\$ 61,000	\$ 72,000	\$ 78,000	\$ 6,000	8.3%
School Bus Stabilization Fund	\$ 65,000	\$ 65,000	\$ 70,000	\$ 4,587	\$ (65,413)	-93.4%
Subtotal	\$ 4,216,097	\$ 5,620,168	\$ 6,053,619	\$ 6,614,892	\$ 561,273	9.3%
Table 5: Revenue Offsets						
Cherry Sheet Assessments	\$ (695,146)	\$ (701,893)	\$ (706,285)	\$ (731,619)	\$ (25,334)	3.6%
Cherry Sheet Offsets	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
School Lunch	\$ (20,745)	\$ (19,986)	\$ (20,744)	\$ (20,744)	\$ -	0.0%
Public Libraries	\$ (41,989)	\$ (44,571)	\$ (34,268)	\$ (34,268)	\$ -	0.0%
Overlay (abatements)	\$ (1,139,126)	\$ (1,276,988)	\$ (850,587)	\$ (900,000)	\$ (49,413)	5.8%
Snow Deficit	\$ -	\$ (497,038)	\$ (101,747)	\$ (300,000)	\$ (198,254)	194.9%
Subtotal	\$ (1,897,006)	\$ (2,540,476)	\$ (1,713,630)	\$ (1,986,631)	\$ (273,001)	15.9%

¹ FY2010 tax levy of \$115,921,074 is as shown on FY10 Recap Sheet, which is net of excess levy capacity. The FY11 tax levy of \$115,979,750 is the FY10 levy limit which serves as the starting point for calculating the FY11 levy limit.

Section II: Revenues

	FY 2008 Actual	FY 2009 Actual	FY2010 Recap	FY 2011 Projected	FY 10-11 Change	
					\$	%
Table 6: Enterprise Receipts						
Water	\$ 859,728	\$ 820,952	\$ 782,176	\$ 743,400	\$ (38,776)	-5.0%
Wastewater (Sewer)	\$ 714,536	\$ 714,536	\$ 691,763	\$ 668,990	\$ (22,773)	-3.3%
Recreation	\$ 175,399	\$ 175,399	\$ 188,583	\$ 216,870	\$ 28,287	15.0%
Subtotal	\$ 1,749,663	\$ 1,710,887	\$ 1,662,522	\$ 1,629,260	\$ (33,262)	-2.0%
Gross General Fund Revenues	\$ 129,608,712	\$ 135,704,370	\$ 140,129,252	\$ 145,611,242	\$ 5,481,991	3.9%
Revenues Set Aside for Designated Expenses	\$ 2,395,000	\$ 3,015,750	\$ 2,353,859	\$ 2,857,511	\$ 503,652	21.4%
Net General Fund Revenues Available for Appropriation	\$ 127,213,712	\$ 132,688,620	\$ 137,775,393	\$ 142,753,731	\$ 4,978,339	3.6%

² FY2010 estimate reduced by \$100,000 as a hedge against potential FY2010 9C cuts.

³ FY2010 estimate reduced by \$131,000 as a hedge against potential FY2010 9C cuts.

Section II: Revenues

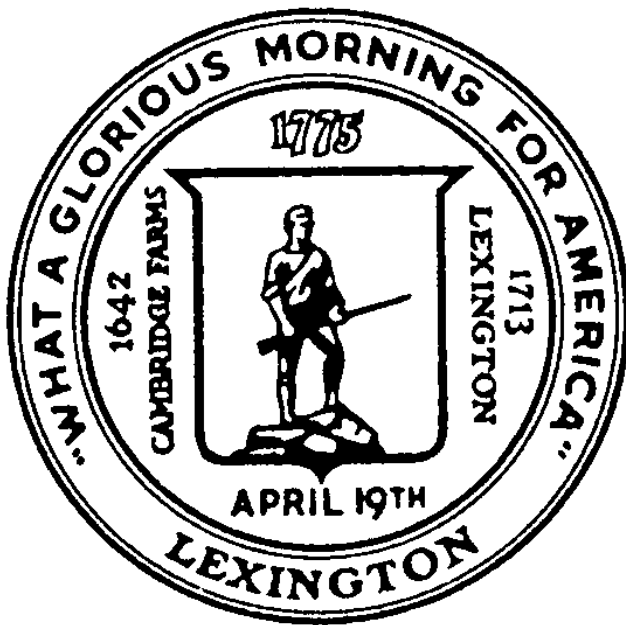
Revenue Offsets: Revenue Offsets are projected to decrease by approximately \$174,00 or 9.6%. Recognizing that the set-aside for a snow and ice deficit was reduced from its budgeted amount of \$300,000 and adjusting for this change, a more realistic FY2011 increase in Revenue Offsets is \$28,000. or 1.4%. Revenue Offsets represent the set-aside of a portion of projected revenues needed for particular purposes including (1) components of state aid (Public Library aid and School Lunch reimbursements) that are distributed as Cherry Sheet aid, but in fact are categorical grants that are not available to support general fund operations; (2) cherry sheet assessments - estimated charges to be levied by the Commonwealth to cover the costs of state and regional services provided to the Town; (3) the Assessor's Overlay account which covers the cost of abatements and exemptions granted to property taxpayers; and, (4) potential snow and ice deficits. Cherry Sheet Assessments assume a 3.0% increase in FY 2011. FY2011 is the scheduled triennial revaluation of real property. The Overlay Account (Reserve for Abatements) is based upon recent levels of funding for revaluation years.

Enterprise Receipts: This category represents transfers from enterprise funds to the general fund to cover general fund expenditures that support the operations of the water, sewer and recreation departments. The approximate \$61,500, or 3.6%, decrease in water and sewer enterprise fund revenues reflects year 4 of a 6-year plan to bring indirects in line with revised estimates of indirect costs. This decrease is offset by an increase of approximately \$28,300, or 15%, in recreation fund enterprise receipts.

Revenues Set Aside for Designated Expenses: This represents components of Gross General Fund Revenues that are set aside to finance non-operating budget expenses. The amount proposed for FY2011 and their financing sources are \$479,399 (free cash) to be used for supplemental funding of the OPEB account; \$1,270,000 (free cash) to be applied to cash capital; \$350,000 (free cash) to be used for supplemental funding of the SPED reserve; \$551,578 (tax levy) for the Street Reconstruction program funded in the 2001 override, \$161,534 (tax levy) for the Building Envelope capital program funded in the 2006 override, and \$45,000 (tax levy) for the Senior Work-Off program. Note that \$200,000 (free cash) for unanticipated needs of the current fiscal year(FY10) is not included in the revenue detail or revenue summaries as free cash is presented as net of this amount, \$5,959,509 as opposed to \$6,159,509 which is certified free cash as of July 1, 2009.

Section III: Education

Program 1000



Lexington Public Schools
Minuteman Regional School

Section III: Program 1000: Education

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for education. It includes:

- 1100 Lexington Public Schools III-2
- 1200 Minuteman Regional School III-7

Mission: The vision of the Lexington Public Schools is Excellent, Efficient, and Effective Schools which serve three core purposes; Academic Excellence, Caring and Respectful Relationships and Continuous Improvement.

Our Vision in Action... Its Impact on Teaching and Learning

- ☑ 3rd year of Full-Day Kindergarten with a Half-Day Option in All Schools
- ☑ Tiered Instructional Interventions (K-12) – Continued Development
 - K-5 Literacy (use of AIMSWEB to monitor progress)
 - K-5 Mathematics (use of specialized math skill software)
 - 6-8 Mathematics Intervention Specialists (including use of specialized math skill software)
 - 6-12 English and Reading (development of intervention models)
- ☑ K-12 Curriculum Reviews in Science and English Language Arts
- ☑ Development of a new, standards-based K-5 report card (to be implemented in 2011)
- ☑ High quality professional development program that will improve student learning
 - Ongoing – PLCs (Peer Learning Communities), data driven instruction, common planning time, common formative assessments, ELL training for teachers, Teachers As Scholars, Primary Source, Project Alliance, Teacher Mentoring Program, EDCO courses
 - New – Focused, after-school courses for educators that are based on district goals (funded by ARRA stimulus dollars)
- ☑ 3rd year of the Equity and Excellence Committee's work to improve academic achievement for minority students
- ☑ Further Expansion of In-District Special Education Programs
 - Fiske and High School Intensive Learning Programs
 - Clarke's Development Learning Program
 - Collaboration with other towns to reduce transportation services to out-of-district schools

Budget Overview: The School Committee's FY 2011 Recommended Budget was as presented by the Superintendent was voted on February 22, 2010. An Executive Summary of the School Committee voted budget can be found at <http://lps.lexingtonma.org/businessandfinance.html>.

The FY11 level service and recommended budgets are included in this document. For purposes of clarification, a level service budget is defined as the funds necessary to replicate the current level of services provided and meet all legal requirements, including current collective bargaining requirements and special education laws.

The Superintendent built the recommended budget using the following guidelines: (approved by the School Committee on September 22, 2009):

- 1) Continue the current level of services with the understanding that the School Committee will consider equal-cost substitutions in the recommended budget with all assumptions clearly defined.

1100 Lexington Public Schools

Town of Lexington, Massachusetts

- 2) Ensure all legal mandates will be met.
- 3) Ensure professional staffing guidelines will be met.
- 4) Continue to identify alternatives that will provide services in more cost-effective ways (e.g., build more in-house capacity to avoid some special education out-of-district costs, reduce energy consumption, reduce special education transportation costs per rider, find less expensive means of purchasing some products).
- 5) Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students.
- 6) Identify ways to reduce the budget, if there are not sufficient monies available to fund a level-service budget.

School Committee Budget:

Since no two school budgets can ever be exactly the same, a level-service budget is based on the following assumptions:

- A. No new programs are recommended
- B. Current class size guidelines are maintained
- C. Special education legal requirements are funded
- D. Contractual requirements are funded (e.g. utilities, union contracts, transportation contracts)
- E. Instructional expense budgets are only adjusted for inflation, unless legally required. School and department budgets are equalized based on per pupil spending for K-5 and 6-8 schools.

Major goals of the recommended budget:

- 1) Meet State, Federal, and Local Revenue Challenges
 - a. A significant reduction in the State's special education circuit breaker reimbursement formula (72% to 40%, which reduced the FY 10 revenue by \$600,000)
 - b. A projected 15% decrease in most state and federal grants (appx. \$70,000). We will need to wait until February before the METCO grant can be estimated.
 - c. No change in federal special education funding is projected (0% increase)
- 2) Meet All Collective Bargaining Obligations
- 3) Fund Required Special Education Services Adequately
- 4) Provide Effective Education for all Students
 - a. Continue the district's commitment to academic excellence (e.g., data-driven instruction, high standards, regular education intervention, and Professional Learning Communities)
 - b. Continue the district's commitment to the social and emotional well-being of our students

1100 Lexington Public Schools

Town of Lexington, Massachusetts

- c. Continue the district's commitment to the curriculum review processes
- d. Provide high quality professional development using federal ARRA funds through September 2011.
- 5) Enhance Technology Capacity as an Instructional and Administrative Tool
 - a. Increase staffing
 - b. Purchase and deploy wireless hardware
 - c. Purchase needed software materials to support curriculum objectives
 - d. Provide professional development through workshops and coaching
 - e. Increase communication by educators through the use of their own web sites
 - f. Implement promising practices for using technology in all schools
- 6) Educational Software/Subscriptions
 - a. Extremely limited budget set aside for education software/subscriptions. In FY 10, \$45,000 was budgeted.
 - b. Based on information from Quality Education Data, if we were to budget using the national average of \$19.60 per pupil, it would mean budgeting over \$120,000 yearly
 - c. Software needed to support mathematics and language arts at elementary and middle schools
 - d. Purchase of subscription services all grade levels to support curriculum/instruction
 - e. Purchase of web site subscription services for teachers, schools, and the district (\$33,000)
- 7) K-5 Mathematics Department
 - a. 1.0 K-5 Mathematics Coach \$68,987
 - i. This individual will provide support to classroom teachers with a focus on professional practice and in-depth content knowledge of K-5 mathematics.
 - ii. The K-5 Mathematics Coach will collaborate with teachers to broaden their repertoire and implementation of research-based promising practices.
- 8) Restore the K-5 social studies coordinator position that was lost in the 2007 override and eliminate 1.0 speech therapist.
 - a. The K-5 social studies coordinator will provide direct services, including coaching, to 128 K-5 classroom teachers to improve social studies instruction.
 - b. The K-5 social studies coordinator will examine the condition of the K-5 social studies curriculum, based on state standards, in order to be ready for the K-12 curriculum social studies review in FY 12.

Budget Recommendation:

The School Committee's recommended budget for 2010-2011, as voted on February 22, 2010, is \$68,747,426, an increase of \$1,789,133 or 2.67% over the FY10 ATM budget.

FY 10 Budget	\$ 66,958,293
Recommended Increase	\$ 1,789,133
FY 11 Budget	\$ 68,747,426*
Percent Increase	2.67%*

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***Plus \$818,090 in federal stimulus funds (ARRA)**

Major Changes to the FY 10 School Budget with ARRA funding included

Salaries & Wages	<u>\$ 1,666,983</u>
<ul style="list-style-type: none">▪ Collective Bargaining Increases (to be negotiated)▪ Step Increases▪ Lane Changes▪ Professional Development (funded by ARRA)▪ Use of Local Funds to Make up for a Reduction in Federal Grants (15% estimate)	
Expenses	<u>\$ 940,240</u>
<ul style="list-style-type: none">▪ Special Education Tuitions: 857,583▪ Transportation (Special Education): (322,153)▪ Transportation (Regular): 97,981▪ Special Education Consultants: 117,617▪ Professional Development (funded by ARRA): 135,733▪ Other: 53,479	
<hr/>	
Total Request	\$2,738,992
Less ARRA Funds	<u>\$ (818,090)</u>
	\$1,789,133

Revisions or updates to the School Committee budget will be located at:
<http://lps.lexingtonma.org/businessandfinance.html>

1100 Lexington Public Schools

Program: Education
Town of Lexington, Massachusetts

Budget Summary

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 59,777,865	\$ 63,829,348	\$ 66,958,293	\$ 68,747,426	\$ 1,920,902	2.67%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ 415,914	\$ -	\$ -	\$ -	\$ -	0.00%
Total 1100 Lexington Public Schools	\$ 60,193,779	\$ 63,829,348	\$ 66,958,293	\$ 68,747,426	\$ 1,789,133	2.67%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 49,786,874	\$ 53,418,882	\$ 56,290,945	\$ 57,548,883	\$ 1,257,938	2.23%
Expenses	\$ 10,406,905	\$ 10,410,466	\$ 10,667,348	\$ 11,198,543	\$ 531,195	4.98%
Total 1100 Lexington Public Schools	\$ 60,193,779	\$ 63,829,348	\$ 66,958,293	\$ 68,747,426	\$ 1,789,133	2.67%

Level-Service Requests	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 1100 Lexington Public Schools	\$ 60,193,779	\$ 63,829,348	\$ 66,958,293	\$ 68,747,426	\$ 1,789,133	2.67%
Total 1100 Lexington Public Schools	\$ 60,193,779	\$ 63,829,348	\$ 66,958,293	\$ 68,747,426	\$ 1,789,133	2.67%

1200 Minuteman Regional School

Town of Lexington, Massachusetts

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

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

Lexington's enrollment at Minuteman High School, as of October 1 is:

	2007	2008	2009
High School Students-Full Time	54	59	57
High School Students-Part Time	<u>7</u>	<u>5.5</u>	<u>5.5</u>
Subtotal	61	64.5	62.5
Post Graduate Students	13	11	11
Total	74	75.5	73.5

1200 Minuteman Regional School

Program: Education
Town of Lexington, Massachusetts

Appropriated/Authorized Staffing:

No staff charged to this budget.

Budget Recommendations

The FY 2011 recommended budget reflects a \$38,446 or 2.25% increase over the FY10 restated budget. This is an estimated assessment. Preliminary assessments will be available later in January and further refined in advance of Town Meeting.

1200 Minuteman Regional School*Town of Lexington, Massachusetts***Budget Summary**

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,194,216	\$ 532,500	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 1200 Minuteman	\$ 1,194,216	\$ 532,500	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%

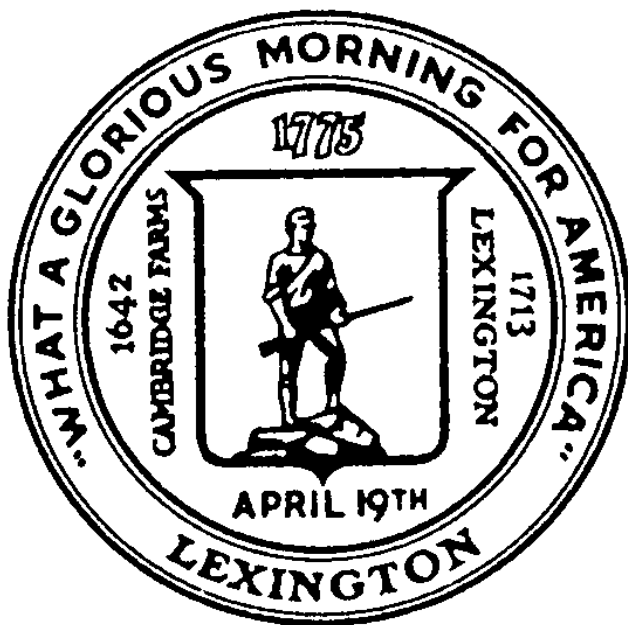
Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%
Total 1200 Minuteman	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%

Level-Service Requests	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 1200 Minuteman Regional School	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%
Total 1200 Minuteman	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Compensation</i>	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%
Total 1200 Minuteman	\$ 1,194,216	\$ 1,510,598	\$ 1,711,554	\$ 1,750,000	\$ 38,446	2.25%

Section IV: Shared Expenses

Program 2000



Employee Benefits
Debt Service
Reserve Fund
Public Facilities

Section IV: Program 2000: Shared Expenses

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for shared expenses. It includes:

- 2100 Employee Benefits IV-2
- 2200 Debt Service IV-7
- 2300 Reserve Fund IV-11
- 2400 Public Facilities IV-15

2100 Employee Benefits*Town of Lexington, Massachusetts*

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

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

A description of each benefit follows:

- Contributory Retirement Assessment: The assessment of the Lexington Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching school employees. This assessment is issued pursuant to Massachusetts General Law (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Retirement System. In addition to this assessment, employee contributions - ranging from 5 to 11 percent depending on the date of hire - make up the balance of the funding of the pension system.
- Non-Contributory Retirement: The cost of benefits for employees who retired prior to the creation of the Lexington contributory retirement system.
- Health-Related Insurance: The Town's annual contribution to finance: (1) the cost of health insurance for active Town and School Department employees and retirees; (2) the cost of dental insurance for active Town and School Department employees and retirees; (3) the cost of life insurance for active Town and School Department employees and retirees; and (4) the Town's 1.45% share of the Federal Medicare tax for all employees hired after 1986.

All aspects of health insurance benefits, including plan providers, plan design and employer/employee contribution rates are subjects of collective bargaining in all Massachusetts municipalities. Pursuant to MGL Chapter 32B, Section 19, certain municipalities, including Lexington, have adopted what is referred to as Coalition Bargaining for the purpose of bargaining health and dental insurance benefits. The Coalition is comprised of representatives of each Town and School collective bargaining unit, a retiree representative and three non-union representatives. The Town Manager is required to negotiate with the Coalition to make any change to health and dental insurance benefits or contribution rates. A 70 percent weighted vote of the Coalition is needed to approve any change.

- Unemployment: The cost of unemployment payments for eligible employees separated from Town or School Department employment.
- Workers' Compensation: The medical costs incurred by employees injured on the job, medical costs of former public safety employees who retired on accidental disability,

2100 Employee Benefits*Town of Lexington, Massachusetts*

and for the costs of “stop loss” insurance to mitigate the Town’s exposure to extraordinary medical claims.

- Property and Liability Insurance: The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town’s vehicles; and (3) cover the Town against liability claims.
- Uninsured Losses: A continuing balance account to cover the Town for uninsured losses and to finance the deductibles contained in our various insurance policies.

Departmental Initiatives:

1. Continue negotiations with the Employee Health Insurance Coalition for a new health insurance benefit agreement.

Authorized/Appropriated Staffing

Staff support is provided through the Town Manager’s Office, Human Resources and the Finance Department. Portions of the salaries of three employees are charged to the health insurance trust fund and general liability insurance budget based on the amount of time they spend managing these programs.

Budget Recommendations:

The FY 2011 recommended budget represents a \$2,917,033, or 10.44% increase over the FY2010 restated budget.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. A 2.06 percent increase in Contributory Retirement based on the FY2011 pension assessment adopted by the Lexington Retirement Board;
2. A 13.34 percent increase in the health insurance budget which reflects an underlying projected increase in health insurance costs of 9.5% across all plans; the addition of 65 subscribers (new retiree subscribers, active employees currently not enrolled in the Town’s plan subscribing in the future, and active employees switching from individual to family plans); and, the addition of seven new positions in the School Department;
3. A 10.69 percent increase in the Town’s contribution for Medicare Tax based on FY09 actual costs, projected FY2010 spending and historical rates of increase for this federal program;
4. A 7.83 percent decrease in dental insurance costs based on favorable claims experience and a rate lock for FY2011;

2100 Employee Benefits

Town of Lexington, Massachusetts

5. A 2.19 percent decrease in life insurance costs based on FY09 actual experience;
6. A 25.70 percent decrease in Unemployment Insurance. In FY2010, the Unemployment Insurance budget was increased substantially due to the planned elimination of certain part-time, benefit-eligible School Department positions. For FY2011, the recommended budget is set closer to the historical average plus an additional amount in the event that claimants take advantage of extended benefits offered in response to the economic downturn;
7. A 19.59 percent increase in Workers' Compensation costs based on our FY09 actual experience, the addition of \$100,000 to finance the medical costs of former public safety employees who retired due to accidental disabilities, the proposed addition of seven new school positions, and the continuation of efforts to build a reserve balance in this continuing balance account;
8. A 4.20 percent decrease in the costs of property and liability insurance based on guidance from the Town's insurance carrier; and
9. A 17.80 percent increase in the budget for uninsured losses. This account is funded from insurance claim reimbursements.

2100 Employee Benefits

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 23,002,727	\$ 24,764,410	\$ 27,496,613	\$ 30,258,808	\$ 2,762,195	10.05%
Enterprise Funds (Indirects)	\$ 393,908	\$ 437,421	\$ 409,802	\$ 561,948	\$ 152,146	37.13%
Directed Funding (Revolving Funds)	\$ 28,605	\$ 31,319	\$ 33,860	\$ 36,552	\$ 2,692	7.95%
Total 2100 Employee Benefits	\$ 23,425,240	\$ 25,233,150	\$ 27,940,275	\$ 30,857,308	\$ 2,917,033	10.44%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 25,127	\$ -	\$ -	\$ -	\$ -	0.00%
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 23,400,113	\$ 25,233,150	\$ 27,940,275	\$ 30,857,308	\$ 2,917,033	10.44%
Total 2100 Employee Benefits	\$ 23,425,240	\$ 25,233,150	\$ 27,940,275	\$ 30,857,308	\$ 2,917,033	10.44%

Level-Service Requests	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 3,381,300	\$ 3,446,236	\$ 3,643,396	\$ 3,718,549	\$ 75,153	2.06%
Total 2120 Non-Contributory Retirement	\$ 41,218	\$ 35,675	\$ 42,000	\$ 42,000	\$ -	0.00%
Total 2130 Medicare	\$ 889,954	\$ 978,339	\$ 991,889	\$ 1,097,929	\$ 106,040	10.69%
Total 2130 Health Insurance ¹	\$ 17,344,579	\$ 18,919,998	\$ 20,999,884	\$ 23,801,632	\$ 2,801,748	13.34%
Total 2130 Dental Insurance	\$ 710,262	\$ 762,183	\$ 861,930	\$ 794,400	\$ (67,530)	-7.83%
Total 2130 Life Insurance	\$ 21,204	\$ 20,868	\$ 20,755	\$ 20,300	\$ (455)	-2.19%
Total 2140 Unemployment	\$ 147,694	\$ 164,067	\$ 267,300	\$ 198,600	\$ (68,700)	-25.70%
Total 2150 Workers Compensation	\$ 311,102	\$ 335,168	\$ 401,624	\$ 480,302	\$ 78,678	19.59%
Total 2160 Property & Liability Insurance	\$ 573,838	\$ 498,766	\$ 611,497	\$ 585,800	\$ (25,697)	-4.20%
Total 2170 Uninsured Losses	\$ 4,088	\$ 71,849	\$ 100,000	\$ 117,796	\$ 17,796	17.80%
Total 2100 Employee Benefits	\$ 23,425,240	\$ 25,233,150	\$ 27,940,275	\$ 30,857,308	\$ 2,917,033	10.44%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 25,127	\$ -	\$ -	\$ 26,327	\$ 26,327	100.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ 25,127	\$ -	\$ -	\$ 26,327	\$ 26,327	100.00%
Contractual Services	\$ 23,400,113	\$ 25,233,150	\$ 27,940,275	\$ 30,830,981	\$ 2,890,706	10.35%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 23,400,113	\$ 25,233,150	\$ 27,940,275	\$ 30,830,981	\$ 2,890,706	10.35%
Total 2100 Employee Benefits	\$ 23,425,240	\$ 25,233,150	\$ 27,940,275	\$ 30,857,308	\$ 2,917,033	10.44%

¹ FY2009 Actual includes \$18,120,638 that was posted to the general fund appropriation plus an additional \$799,359 that was funded by a state grant made at fiscal year-end to offset the State's elimination of its 4th quarter Chapter 70 payment.

Focus on: Health Benefits – Line Item 2130

The cost of health insurance continues to be a major concern for the Town of Lexington, as is the case with all public and private organizations in this region and across the country. In the context of Coalition Bargaining, the Town will continue its negotiations with Town employees, School employees and retirees to identify opportunities to moderate increases in future health insurance costs.

The table below shows the number of employees and retirees enrolled in the Town's health insurance program as well as a distribution of costs among employees and retirees:

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Intentionally

2100 Employee Benefits*Town of Lexington, Massachusetts*

		FY2009 Actual	FY2010 Budget	FY2011,¹ Projected	FY2010 to FY2011 Increase
Subscribers					
<u>Town</u>					
Individual		71	72	74	2.8%
Family		196	205	225	9.8%
subtotal		267	277	299	7.9%
<u>School</u>					
Individual		346	333	344	3.3%
Family		511	514	542	5.4%
subtotal		857	847	886	4.6%
Retirees		993	1000	1025	2.5%
Total		2117	2124	2210	4.0%
Budget					
Town	\$	3,326,148	\$ 3,907,950	\$ 4,522,098	15.7%
School	\$	9,649,851	\$ 10,544,514	\$ 12,088,572	14.6%
Retirees	\$	5,943,999	\$ 6,547,420	\$ 7,190,962	9.8%
Total	\$	18,919,998	\$ 20,999,884	\$ 23,801,632	13.3%
¹ The FY2011 health insurance budget is based on the following: November, 2009 census of participants; the addition of 14 subscribers in municipal positions that are funded but not currently filled; 7 new positions proposed in the FY11 School Department budget; a projection of 65 new participants next year; and an increase in health care costs of approximately 9.5% across all plans. The distribution of the projected 65 new participants is 10 new individual plan subscribers, 30 new family plan subscribers, and 25 new retiree plan subscribers. The projected growth in subscribers continues to be driven in large part in anticipation of current employees losing coverage on their spouse's plans due to the economic downturn.					

2200 Debt Service

Town of Lexington, Massachusetts

Mission: To manage the issuance of debt at a level that that will: (1) protect the existing capital assets of the Town and finance new capital initiatives; (2) effect a balance between operating budget and capital budget needs; and (3) seek to maintain the Town's Aaa bond rating.

Budget Overview:

The Town's debt service is a function of debt authorized by Town Meeting, to be financed within the limits of Proposition 2 ½ (non-exempt debt), and debt authorized by Town referendum and Town Meeting, to be financed outside the limits of Proposition 2 ½ (exempt debt).

The debt service budget finances general fund¹ costs of:

- Actual annual payments on bonds for principal and interest and payments on bond anticipation notes (BANs) for interest for debt that has been authorized and issued;
- Estimated annual payments on bonds for principal and interest and payments on bond anticipation notes (BANs) for interest for debt that has been authorized and will be issued in FY2011;
- Estimated costs of issuing new debt as proposed in the FY2011 capital budget;
- Estimated cost of interest on abatements of property taxes.

¹ Debt service for water, sewer and fee-based recreation capital projects is shown in elements 3610, 3710 and 5200 respectively.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

There is no direct staff charged to this line-item. Management of debt is a joint effort of the Town Manager's Office and the Finance Department.

2200 Debt Service

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 recommendation represents an increase of \$323,133 or 3.16 percent over the FY2010 budget for all exempt and non-exempt debt service. Non-exempt debt service is increasing by \$197,740, or 4.42 percent and exempt debt service is increasing by 125,382, or 2.18 percent.

Of the recommended non-exempt debt service, \$59,757 is attributable to estimated short-term debt service for \$3.74 million in proposed capital projects included in the recommended FY2011 capital budget. This amount would grow to an estimated \$ 732,085 in FY2012 upon the conversion of the short-term financing to long-term debt (See Section XI of this budget document).

The increase in exempt debt service reflects a combination of declining exempt debt previously authorized and issued and the estimated new debt service to finance the final phases of the Public Facilities project.

Exempt debt service is shown for informational purposes only as it is not subject to appropriation.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 2200 Debt Service	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%
Total 2200 Debt Service	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%

Level-Service Requests (Non-Exempt)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 2210 Within-Levy Principal	\$ 2,833,980	\$ 3,110,800	\$ 3,622,390	\$ 3,797,740	\$ 175,350	4.84%
Total 2220 Within Levy Interest	\$ 696,227	\$ 644,561	\$ 660,650	\$ 726,605	\$ 65,955	9.98%
Total 2230 Temporary Borrowing	\$ 41,997	\$ 91,342	\$ 188,393	\$ 144,829	\$ (43,564)	-23.12%
Total 2200 Within-Levy Debt Service	\$ 3,572,204	\$ 3,846,702	\$ 4,471,433	\$ 4,669,173	\$ 197,740	4.42%

Level-Service Requests (Exempt)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 2210 Exempt Debt Principal	\$ 3,789,162	\$ 3,564,593	\$ 3,936,724	\$ 4,081,423	\$ 144,699	3.68%
Total 2220 Exempt Debt Interest	\$ 1,365,630	\$ 1,887,572	\$ 1,791,212	\$ 1,765,344	\$ (25,868)	-1.44%
Total 2230 Exempt Debt Temporary Borrowing	\$ 218,082	\$ 180,478	\$ 18,449	\$ 25,000	\$ 6,551	35.51%
Total 2200 Exempt Debt Service	\$ 5,372,874	\$ 5,632,643	\$ 5,746,385	\$ 5,871,767	\$ 125,382	2.18%

Total Debt Service	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%
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Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%
Total 2200 Debt Service	\$ 8,945,078	\$ 9,479,345	\$ 10,217,818	\$ 10,540,941	\$ 323,123	3.16%

Subprogram: 2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: To provide for extraordinary and unforeseen expenses.

Budget Organization: The Reserve fund is under the jurisdiction of the Appropriation Committee and provides for extraordinary and unforeseen expenses such as snow removal, legal services, public safety overtime and special education costs.

Departmental Initiatives: As recommended by the Financial Policy Review Committee, to increase the amount of the reserve fund to a level that will be equal to the historical amount of extraordinary and unforeseen expenses, as a percentage of the General Fund operating budget.

Subprogram: 2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing:

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

Subprogram: 2300 Reserve Fund

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 recommendation maintains the Reserve Fund at the FY2010 level of \$550,000; a level deemed sufficient to meet unforeseen and extraordinary expenses without having to rely upon reserves such as free cash or stabilization fund.

Focus on: Reserves

The Reserve Fund is just one of numerous reserves built into the FY2011 Town Manager's Recommended Budget. Other recommended reserves include:

- \$479,399 for funding the Town's OPEB (Other Post-Employment Benefits) liability.
- \$350,000 to supplement the \$700,000 previously appropriated to fund a SPED (Special Education) Reserve to alleviate unpredictable increases in SPED costs.
- \$117,796 for uninsured losses (for the purpose of paying the Town's deductible on insured losses and for uninsured losses).

Subprogram: 2300 Reserve Fund

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual ¹	FY 2009 Actual ¹	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 469,868	\$ 532,500	\$ 550,000	\$ 550,000	\$ -	0.00%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 2300 Reserve Fund	\$ 469,868	\$ 532,500	\$ 550,000	\$ 550,000	\$ -	0.00%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 469,868	\$ 532,500	\$ 550,000	\$ 550,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ 469,868	\$ 532,500	\$ 550,000	\$ 550,000	\$ -	0.00%

Level-Service Requests	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 2300 Reserve Fund	\$ 469,868	\$ 532,500	\$ 550,000	\$ 550,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ 469,868	\$ 532,500	\$ 550,000	\$ 550,000	\$ -	0.00%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ -	0.00%

¹ \$469,868 and \$532,500 represents the amount budgeted for the FY 2008 and FY 2009 Reserve Fund respectively. No spending is shown under the Object Code Summary because no spending is posted to Reserve Fund. Transfers are made from the reserve fund but actual spending is reflected in the budgets into which the Reserve Fund Transfers are made.

2400 Public Facilities*Town of Lexington, Massachusetts*

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

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

Departmental Initiatives:

1. Utilize work order and PM program to continuously improve equipment reliability.
2. Establish standards on service deliver, monitor performance, and identify opportunities for improvement
3. Support Town-wide goals on facility energy efficiency, resulting in a Town -wide reduction in facility energy consumption.

2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
School Facilities 2410				
Maintenance Staff	8	8	8	8
Custodian	47	44	44	44
Sub-total FTE	55	52	52	52
Municipal Facilities 2420				
Superintendent	1	0	0	0
Foreman	1	1	1	1
Technician	1	1	1	1
Custodian	5.4	5.4	5.4	5.4
Sub-total FTE	8.4	7.4	7.4	7.4
Shared Facilities 2430				
Administrative Asst - Facility Coordinator	1	1	1	1
Administrative Asst - Clerical/ Rental Administrator	0	1	1	1
Administrative Asst - Account Clerk	0	1	1	1
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	0	1	1	1
Clerk of the Works	0	1	0	0
Facility Superintendent	1	1	1	1
Facility Engineer	0	1	1	1
LHS Facility Manager	0	0	0	1
Sub-total FTE	5	10	9	10
Total FTE	68.40	69.40	68.40	69.40
Total FT/PT	FT 68/PT 1	FT 69/PT 1	FT 68/PT 1	FT 69/PT 1

- Notes:
- (1) Administrative Assistant for Clerical/ Rental Administrator is full time, 50% of wages funded from Rental Revolving Fund
 - (2) Administrative Assistant - Account Clerk function was previously supplied by School Finance Department. DPF is now separate department and Clerk position filled August 2008.
 - (3) Clerk of the Works position is a contract position for construction of Public Services building and funded through the Public Services project authorization. This position has been eliminated with the conclusion of this project.
 - (4) LHS Facility Manager - Position previously in school department, transferred to Public Facilities beginning in FY 2011.

2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 recommended budget reflects a \$231,771 or 2.52 percent decrease over the FY10 restated budget (all funds). The Public Facilities program is comprised of a General Fund and a Revolving Fund component (Building Rental Revolving Fund). The change in the General Fund is comprised of a 0.95 percent increase in compensation and a 5.13 percent decrease in expenses.

At the time of the preparation of this budget recommendation, a wage adjustment/collective bargaining agreement with the municipal custodial staff has not been reached for FY2010 and FY2011. A wage adjustment/collective bargaining agreement has not been reached with school custodial staff for FY2011. Therefore, no salary adjustments are included for those employees in this budget.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

- 1) A decrease of \$318,896 in expenses due to savings in utility costs.
- 2) An increase of \$28,464 in compensation due to contractual increases.
- 3) Increase of \$50,000 in expenses related to the purchasing of vehicles.
- 4) Transfer of the LHS Facility Manager from the School Department budget to the Public Facilities budget.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 8,994,689	\$ 8,631,585	\$ 8,903,252	\$ 8,671,481	\$ (231,771)	-2.60%
Enterprise Funds (Indirects)	\$ -	\$ 56,126	\$ 27,223	\$ 27,223	\$ -	0.00%
Revolving Fund	\$ -	\$ 301,714	\$ 275,000	\$ 275,000	\$ -	0.00%
Public Facilities Rental Revolving Fund	\$ -	\$ 301,714	\$ 275,000	\$ 275,000	\$ -	0.00%
Total 2400 Public Facilities	\$ 8,994,689	\$ 8,989,425	\$ 9,205,475	\$ 8,973,704	\$ (231,771)	-2.52%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 3,060,937	\$ 3,590,321	\$ 3,848,884	\$ 3,884,313	\$ 35,429	0.92%
Expenses	\$ 5,933,752	\$ 5,399,103	\$ 5,356,591	\$ 5,089,391	\$ (267,200)	-4.99%
Total 2400 Public Facilities	\$ 8,994,689	\$ 8,989,425	\$ 9,205,475	\$ 8,973,704	\$ (231,771)	-2.52%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 2410 Education Facilities	\$ 7,973,242	\$ 6,998,933	\$ 6,997,964	\$ 6,546,455	\$ (451,509)	-6.45%
Total 2410 Municipal Facilities	\$ 1,021,447	\$ 1,378,346	\$ 1,487,127	\$ 1,546,974	\$ 59,846	4.02%
Total 2430 Shared Facilities	\$ -	\$ 612,146	\$ 720,384	\$ 880,275	\$ 159,891	22.20%
Total 2400 Public Facilities	\$ 8,994,689	\$ 8,989,425	\$ 9,205,475	\$ 8,973,704	\$ (231,771)	-2.52%

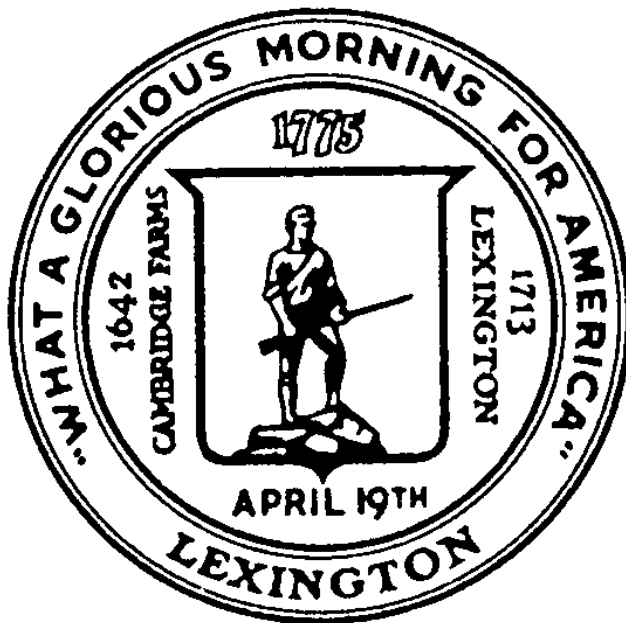
Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 2,965,043	\$ 3,255,799	\$ 3,494,284	\$ 3,597,667	\$ 103,382	2.96%
Overtime	\$ 95,894	\$ 334,523	\$ 354,600	\$ 286,647	\$ (67,953)	-19.16%
Compensation	\$ 3,060,937	\$ 3,590,321	\$ 3,848,884	\$ 3,884,313	\$ 35,429	0.92%
Contractual Services	\$ 1,436,159	\$ 750,798	\$ 1,147,318	\$ 1,167,514	\$ 20,196	1.76%
Utilities	\$ 3,575,147	\$ 3,449,763	\$ 3,425,500	\$ 3,112,404	\$ (313,096)	-9.14%
Supplies	\$ 833,774	\$ 1,083,972	\$ 601,273	\$ 607,973	\$ 6,700	1.11%
Small Capital	\$ 88,673	\$ 114,569	\$ 182,500	\$ 181,500	\$ (1,000)	-0.55%
Expenses	\$ 5,933,752	\$ 5,399,103	\$ 5,356,591	\$ 5,069,391	\$ (287,200)	-5.36%
Total 2400 Public Facilities	\$ 8,994,689	\$ 8,989,425	\$ 9,205,475	\$ 8,953,704	\$ (251,771)	-2.74%

Appropriations Summary (General Fund Only)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 3,060,937	\$ 3,473,181	\$ 3,723,884	\$ 3,759,313	\$ 35,429	0.95%
Expenses	\$ 5,933,752	\$ 5,225,254	\$ 5,206,591	\$ 4,939,391	\$ (267,200)	-5.13%
Total 2400 Public Facilities	\$ 8,994,689	\$ 8,698,436	\$ 8,930,475	\$ 8,698,704	\$ (231,771)	-2.60%

Budget Summary (Non-General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ -	\$ 117,140	\$ 125,000	\$ 125,000	\$ -	0.00%
Expenses	\$ -	\$ 173,849	\$ 150,000	\$ 275,000	\$ 125,000	83.33%
Total 2400 Public Facilities	\$ -	\$ 290,989	\$ 275,000	\$ 275,000	\$ -	0.00%

Section V: Department of Public Works

Program 3000



DPW Administration and Engineering
Highway
Parks and Grounds
Environmental Services
Transportation
Water Enterprise
Sewer Enterprise

Section V: Program 3000: Public Works

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for Public Works (DPW). It includes:

- | | |
|---|------|
| • 3100 DPW Administration & Engineering | V-2 |
| • 3200 Highway | V-6 |
| • 3300 Public Grounds | V-10 |
| • 3400 Environmental Services | V-14 |
| • 3500 Transportation | V-18 |
| • 3600 Water Operations | V-22 |
| • 3700 Sewer Operations | V-26 |

3100 DPW Administration & Engineering*Town of Lexington, Massachusetts*

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

Budget Organization: DPW Administration and Engineering includes Administration, Operations, Engineering and Street Lighting.

DPW Administration staff plans, manages, coordinates, schedules and directs the department's activities. Staff is responsible for preparing budgets, monitoring expenditures, responding to citizens' questions and concerns, evaluating work performance, managing projects, and scheduling work assignments.

DPW Engineering develops bid specifications for DPW procurements, performs inspections on projects, manages construction projects and assists other departments, particularly Planning and Community Development, in reviewing development proposals.

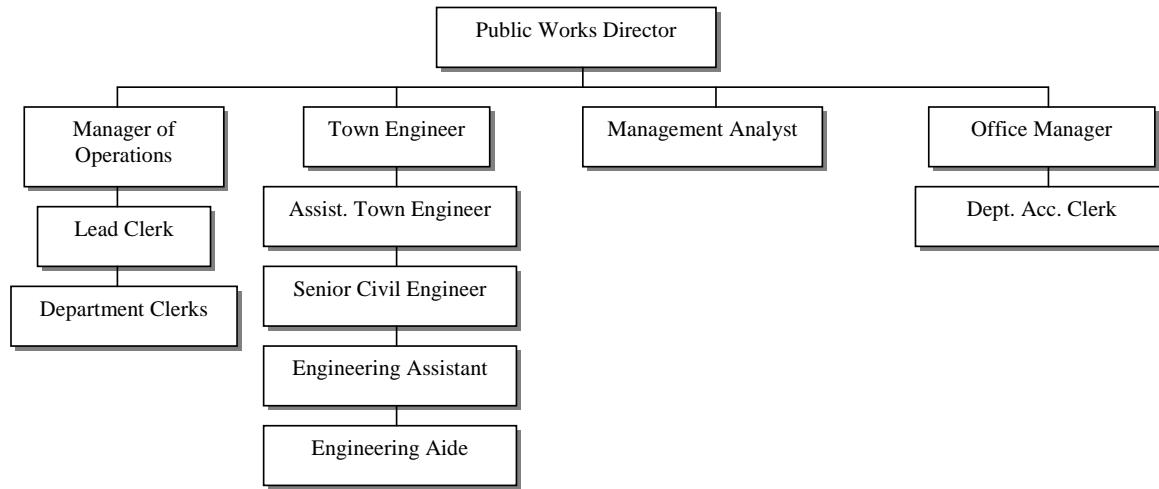
Staff also work with various committees including the Permanent Building Committee, Center Committee, Sidewalk Committee, Energy Conservation Committee, Electric Utility Ad-Hoc Committee, Bicycle Advisory Committee and the Water and Sewer Abatement Board.

Departmental Initiatives:

1. Continue the American Public Works Association self-assessment portion of the accreditation process.
2. Re-evaluate the Operations and Administration office assignments and functions and implement changes.
3. Investigate, find and eliminate sources of inflow and infiltration into the sanitary sewer system.
4. Complete all Engineering policies for the DPW accreditation process.
5. Continue outfall inspections and NPDES Phase II compliance.
6. Continue to work with the Energy Conservation Committee to find energy savings for street lights.
7. Continue to proactively maintain a cost effective lighting system which reduces outage frequency and down time and provides safety along Lexington's roadways.
8. Develop a plan to standardize the types of lights used taking into consideration energy efficiency, useful life and aesthetics.
9. Take advantage of NSTAR grant program to replace mercury vapor fixtures.

3100 DPW Administration & Engineering

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Element 3110: DPW Administration					
Director of Public Works	1	1	1	1	1
Manager of Operations	1	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1	1
Administrative Assistant	0	0	0	0	0
Department Lead Clerk	1	1	1	1	1
Department Account Clerk	2.6	2.6	2.6	2.6	2.6
sub-total FTE	7.2	7.2	7.2	7.2	7.2
sub-total FT/PT	6FT/2 PT	6FT/2 PT	6FT/2 PT	6FT/2 PT	6FT/2 PT
Element 3120: Engineering					
Town Engineer	1	1	1	1	1
Assistant Town Engineer	1	1	1	1	1
Senior Civil Engineer	1	1	1	1	1
Engineering Assistant	3	3	3	3	3
Engineering Aide	0.7	0.7	0.7	0.7	0.7
sub-total FTE	6.7	6.7	6.7	6.7	6.7
sub-total FT/PT	6 FT/1 PT	6 FT/1 PT	6 FT/1 PT	6 FT/1 PT	6 FT/1 PT
Total FTE	13.9	13.9	13.9	13.9	13.9
Total Full/Part Time	12 FT/3 PT	12 FT/3 PT	12 FT/3 PT	12 FT/3 PT	12 FT/3 PT

Budget Recommendations:

The FY 2011 recommended budget reflects a \$45,219 or 3.17 percent increase over the FY10 restated budget. This is comprised of a 1.08 percent increase in compensation and a 7.63 percent increase in expenses. At the time of the preparation of this budget recommendation, a wage adjustment/collective bargaining agreement with the staff assigned to this program has not been reached for FY2010 or FY 2011. No salary adjustments, therefore, are included for employees in this budget.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$10,435 increase in compensation as the result of salary steps and contractual increases.
2. \$14,360 increase in expenses as a result of the cost of monitoring the former Lincoln St. and Hartwell Ave. landfills.
3. \$35,424 increase in expenses related to additional electrical charges not currently in the budget.
4. \$15,000 decrease in expenses due to the elimination of one-time funds approved at the 2009 STM

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

3100 DPW Administration & Engineering*Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 877,909	\$ 864,166	\$ 1,020,316	\$ 1,086,735	\$ 66,419	6.51%
Enterprise Funds (Indirects)	\$ 384,798	\$ 370,330	\$ 381,633	\$ 357,383	\$ (24,250)	-6.35%
Fees & Charges	\$ 3,301	\$ 40,501	\$ 22,750	\$ 25,800	\$ 3,050	13.41%
Parking Fund	\$ -	\$ 2,465	\$ 2,580	\$ 3,200	\$ 620	24.03%
Charges for Service	\$ 3,301	\$ 38,036	\$ 20,170	\$ 22,600	\$ 2,430	12.05%
Total 3100 DPW Admin. & Engineering	\$ 1,266,008	\$ 1,274,997	\$ 1,424,699	\$ 1,469,918	\$ 45,219	3.17%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 882,844	\$ 921,989	\$ 968,888	\$ 979,323	\$ 10,435	1.08%
Expenses	\$ 383,164	\$ 353,008	\$ 455,811	\$ 490,595	\$ 34,784	7.63%
Total 3100 DPW Admin. & Engineering	\$ 1,266,008	\$ 1,274,997	\$ 1,424,699	\$ 1,469,918	\$ 45,219	3.17%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 464,340	\$ 485,162	\$ 509,407	\$ 520,506	\$ 11,099	2.18%
Total 3120 Engineering	\$ 484,031	\$ 495,356	\$ 549,709	\$ 548,405	\$ (1,304)	-0.24%
Total 3130 Street Lighting	\$ 317,636	\$ 294,479	\$ 365,583	\$ 401,007	\$ 35,424	9.69%
Total 3100 DPW Admin. & Engineering	\$ 1,266,008	\$ 1,274,997	\$ 1,424,699	\$ 1,469,918	\$ 45,219	3.17%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 869,092	\$ 902,464	\$ 949,971	\$ 960,406	\$ 10,435	1.10%
Overtime	\$ 13,753	\$ 19,525	\$ 18,917	\$ 18,917	\$ -	0.00%
Personal Services	\$ 882,844	\$ 921,989	\$ 968,888	\$ 979,323	\$ 10,435	1.08%
Contractual Services	\$ 112,060	\$ 110,466	\$ 150,817	\$ 150,177	\$ (640)	-0.42%
Utilities	\$ 234,177	\$ 221,865	\$ 267,234	\$ 302,558	\$ 35,324	13.22%
Supplies	\$ 36,926	\$ 20,677	\$ 35,900	\$ 36,000	\$ 100	0.28%
Small Capital	\$ -	\$ -	\$ 1,860	\$ 1,860	\$ -	0.00%
Expenses	\$ 383,164	\$ 353,008	\$ 455,811	\$ 490,595	\$ 34,784	7.63%
Total 3100 DPW Admin. & Engineering	\$ 1,266,008	\$ 1,274,997	\$ 1,424,699	\$ 1,469,918	\$ 45,219	3.17%

Mission: The Highway Division maintains the town streets, sidewalks and storm water inlets, providing for the safe movement of vehicular traffic. In addition, the Road Machinery Division ensures that the Town's fleet is operational and well maintained by providing a repair, maintenance and fuel management program.

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

Highway Maintenance is responsible for maintaining all public streets, sidewalks, Town parking lots, drains and brooks, performing minor construction repairs, installing traffic signs and lane or line markers, and cleaning catch basins.

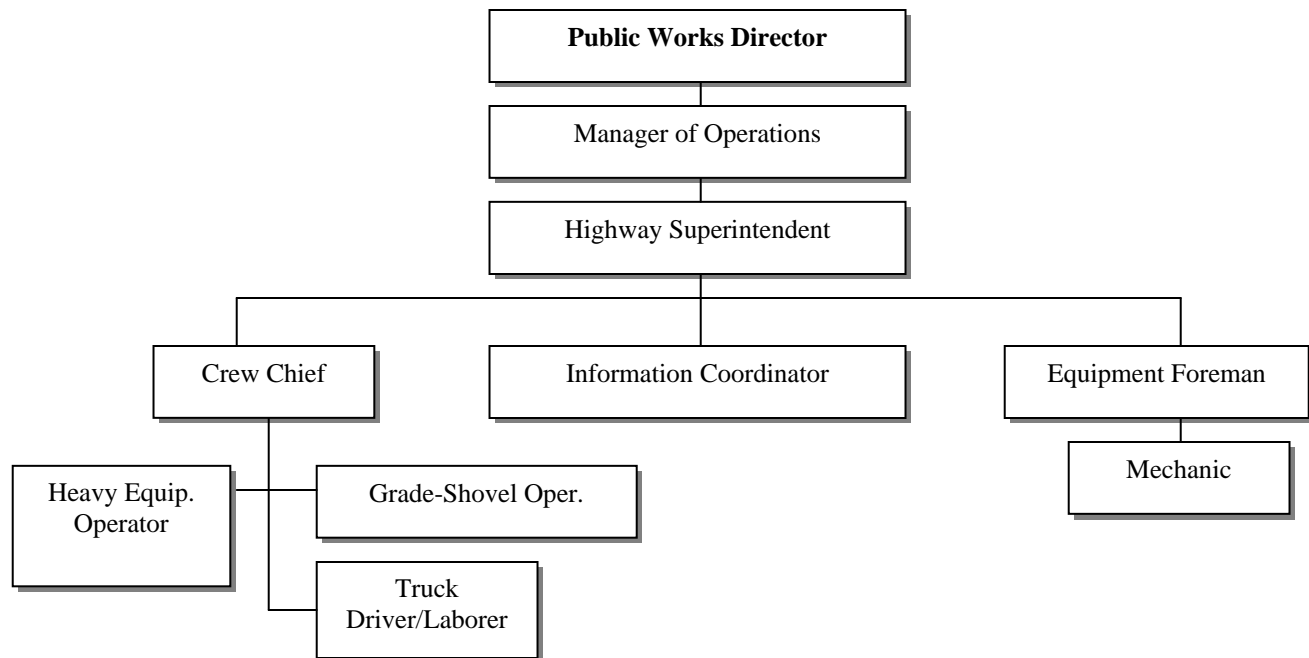
Road Machinery is responsible for the repair and preventive maintenance of 160 vehicles, rolling stock and equipment.

Snow Removal is responsible for removing snow and treating 126 lane miles of roads and 58 miles of sidewalks.

Highway Division employees work with and provide staff support to the Sidewalk and Center Committees.

Departmental Initiatives:

1. Continue to develop a comprehensive drainage maintenance program.
2. Establish good procedures and practices in new DPW Facility mechanics shop.
3. Continue to review efficiency and cost-effectiveness of contracting out vs. inhouse repairs of vehicles.



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Element 3210: Highway Maintenance					
Manager of Operations / Supt. Of Highways	0	0	0	0	0
Supt. of Equipment, Highways & Drains	1	1	1	1	1
Crew Chief	3	3	3	2	2
Laborer-Truck Driver	0	0	0	1	0
Heavy Equipment Operators/Painters	7	7	7	4	5
Leadman	0	0	0	3	3
Grader-Shovel Operator	1	1	1	1	1
Information Coordinator	1	1	1	1	1
Seasonal Laborer	1.2	1.2	1.2	1.2	1.2
sub-total FTE	14.2	14.2	14.2	14.2	14.2
sub-total FT/PT	13 FT/2 PT	13 FT/2 PT	13 FT/2 PT	13 FT/2 PT	13 FT/2 PT
Element 3220: Road Machinery					
Equipment Foreman	1	1	1	1	1
Mechanic	3	3	3	3	3
sub-total FTE	4	4	4	4	4
sub-total FT/PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT
Total FTE	18.2	18.2	18.2	18.2	18.2
Total Full/Part Time	17 FT/2 PT	17 FT/2 PT	17 FT/2 PT	17 FT/2 PT	17 FT/2 PT

Budget Recommendations:

The FY 2011 recommended budget reflects a \$271,479 or 11.01 percent increase over the FY10 restated budget. This is comprised of an 8.63 percent increase in compensation and a 12.46 percent increase in expenses. It continues to include \$63,150 of salary for a Highway Superintendent that was funded by the FY2007 override. Overall, this budget includes an additional \$250,000 for snow removal to more accurately budget for cost of this program. See Appendix C, page C-8 for a history of Snow/Ice Expenditures. In the absence of the \$250,000 increase for Snow/Ice removal this budget would be increased by \$21,478 or 0.87 percent. At the time of the preparation of this budget recommendation, a collective bargaining agreement with the DPW Union has not been reached for FY2010 and FY 2011. No salary adjustments, therefore, are included for employees in this bargaining unit.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$80,500 increase in compensation related to more accurately budgeting employee snow costs.
2. A \$169,500 increase in the snow removal expenses in order to more accurately reflect expenditures for contractors and salt and sand.
3. \$21,318 increase in the cost of gasoline and diesel fuel.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

3200 Highway

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 2,794,421	\$ 3,575,467	\$ 2,080,816	\$ 2,503,562	\$ 422,746	20.32%
Enterprise Funds (Indirects)	\$ 355,690	\$ 343,241	\$ 353,717	\$ 202,450	\$ (151,267)	-42.76%
Fees & Charges	\$ 30,000	\$ 31,983	\$ 31,983	\$ 31,983	\$ -	0.00%
Parking Fund	\$ 30,000	\$ 31,983	\$ 31,983	\$ 31,983	\$ -	0.00%
Total 3200 Highway	\$ 3,180,111	\$ 3,950,691	\$ 2,466,516	\$ 2,737,995	\$ 271,479	11.01%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,263,145	\$ 1,423,698	\$ 934,541	\$ 1,015,202	\$ 80,661	8.63%
Expenses	\$ 1,916,966	\$ 2,526,993	\$ 1,531,975	\$ 1,722,793	\$ 190,818	12.46%
Total 3200 Highway	\$ 3,180,111	\$ 3,950,691	\$ 2,466,516	\$ 2,737,995	\$ 271,479	11.01%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$ 900,951	\$ 888,389	\$ 1,078,945	\$ 1,078,550	\$ (396)	-0.04%
Total 3220 Road Machinery	\$ 629,020	\$ 787,393	\$ 650,126	\$ 672,000	\$ 21,874	3.36%
Total 3230 Snow Removal	\$ 1,650,140	\$ 2,274,908	\$ 737,445	\$ 987,445	\$ 250,000	33.90%
Total 3200 Highway	\$ 3,180,111	\$ 3,950,691	\$ 2,466,516	\$ 2,737,995	\$ 271,479	11.01%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 910,049	\$ 1,022,295	\$ 816,065	\$ 896,726	\$ 80,661	9.88%
Overtime	\$ 353,095	\$ 401,403	\$ 118,476	\$ 118,476	\$ -	0.00%
Compensation	\$ 1,263,145	\$ 1,423,698	\$ 934,541	\$ 1,015,202	\$ 80,661	8.63%
Contractual Services	\$ 904,994	\$ 1,271,498	\$ 680,148	\$ 690,030	\$ 9,882	1.45%
Utilities	\$ 194,962	\$ 307,062	\$ 210,554	\$ 231,872	\$ 21,318	10.12%
Supplies	\$ 758,082	\$ 901,609	\$ 587,773	\$ 747,391	\$ 159,618	27.16%
Small Capital	\$ 58,928	\$ 46,823	\$ 53,500	\$ 53,500	\$ -	0.00%
Expenses	\$ 1,916,966	\$ 2,526,993	\$ 1,531,975	\$ 1,722,793	\$ 190,818	12.46%
Total 3200 Highway	\$ 3,180,111	\$ 3,950,691	\$ 2,466,516	\$ 2,737,995	\$ 271,479	11.01%

3300 Public Grounds

Town of Lexington, Massachusetts

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

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

The Parks staff maintain 9 parks, 12 playgrounds, 28 conservation areas, 41 athletic fields, 12 school grounds, 4 tennis facilities, 3 historical sites, the pool and reservoir complexes and the Town's bicycle, fitness and conservation trails totaling approximately 630 acres. Lexington's athletic fields are used by many groups, which puts excessive demands on these facilities. This past year a new turf program was implemented at the Muzzey soccer field and the center track field leading to a marked improvement of the safety and playability of these fields.

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

The Cemetery staff is responsible for the administration and maintenance of four cemeteries including 21.5 acres in Westview, 6.9 acres in Munroe, 1.28 in Colonial and .5 acres in Robbins.

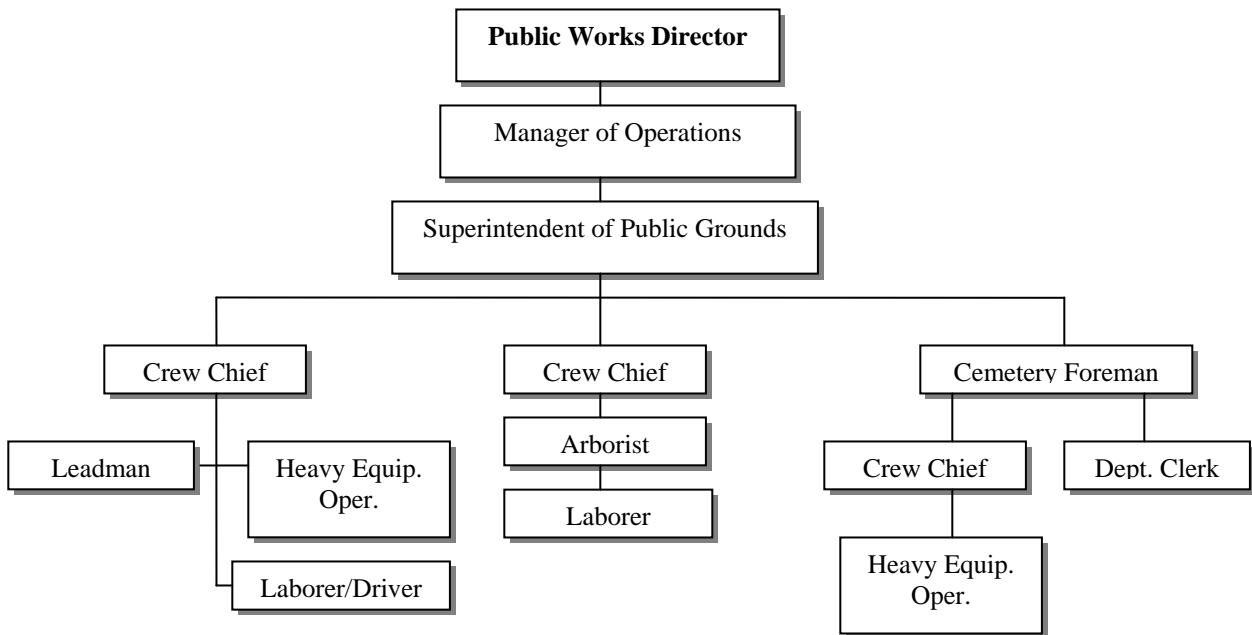
Staff work with the Recreation, Tree and Bike Path Advisory committees.

Departmental Initiatives:

1. Continue the implementation of a proactive park maintenance program to provide safe, well-maintained, aesthetically pleasing park, athletic field and public grounds areas.
2. Secure the proper budget and develop a program to improve two turf areas per year.
3. Secure the proper budget and develop a program to plant at least seventy trees per year in the Town Right-of Ways and park and public grounds areas. It is anticipated that some of the trees for FY 2011 planting will come from the Tree Nursery.
4. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and perform timely tree pruning to promote good tree health, safety and aesthetics.
5. Secure the proper budget and complete the irrigation system on existing turf areas at Westview Cemetery.
6. Continue to plan for future expansion at Westview Cemetery.

3300 Public Grounds

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Element 3310: Parks Division					
Superintendent of Public Grounds	1	1	1	1	1
Crew Chief	4	4	4	4	4
Leadman	2	2	2	2	2
Heavy Equipment Operator	6	6	8	8	8
Light Equipment Operator	0	0	0	0	0
Laborer-Truck Driver	2	2	0	0	0
sub-total FTE	15	15	15	15	15
sub-total FT/PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT
Element 3320: Forestry Division					
Crew Chief	1	1	1	1	1
Senior Arborist	2	2	2	2	2
Tree Climber	1	1	1	1	1
sub-total FTE	4	4	4	4	4
sub-total FT/PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT
Element 3330: Cemetery Division					
Cemetery Foreman	1	1	1	1	1
Crew Chief	1	1	1	1	1
Heavy Equipment Operator	1	1	1	1	1
Department Clerk	1	1	1	1	1
sub-total FTE	4	4	4	4	4
sub-total FT/PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT	4 FT/0 PT
Total FTE	23	23	23	23	23
Total Full/Part Time	23 FT/0 PT	23 FT/0 PT	23 FT/0 PT	23 FT/0 PT	23 FT/0 PT

3300 Public Grounds*Town of Lexington, Massachusetts*

Budget Recommendations:

The FY 2011 recommended budget reflects a \$25,178 or 1.73 percent increase over the FY10 restated budget (all funds). The Public Grounds program is comprised of a General Fund and two Revolving Fund components (Trees & Burial Containers). The change in the General Fund is comprised of a 0.28 percent decrease in compensation and an 11.92 percent increase in expenses. There is no change to funding for the Revolving Fund. At the time of the preparation of this budget recommendation, a collective bargaining agreement with the DPW Union has not been reached for FY2010 and FY 2011. No salary adjustments, therefore, are included for employees in this bargaining unit.

The recommended budget is a level-service budget except where noted below. Notable changes in the FY2011 recommended budget include:

1. \$ 4,515 increase in expenses due to the increased cost landscape maintenance, supplies and materials.
2. \$20,000 increase in expenses for Minuteman Bikeway maintenance

Program Improvement Requests submitted by Department:

1. \$20,000 for Minuteman Bikeway maintenance

Program Improvement Requests Recommended for Funding:

1. \$20,000 for Minuteman Bikeway maintenance

3300 Public Grounds

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 895,607	\$ 907,044	\$ 1,055,390	\$ 1,056,971	\$ 1,581	0.15%
Enterprise Funds (Indirects)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 121,296	\$ 21,296	21.30%
Fees & Charges	\$ 133,803	\$ 129,936	\$ 125,300	\$ 127,600	\$ 2,300	1.84%
Fees	\$ 133,803	\$ 129,936	\$ 125,300	\$ 127,600	\$ 2,300	1.84%
Directed Funding	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	0.00%
Cemetery Trust	\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	0.00%
Revolving Funds	\$ 49,557	\$ 39,440	\$ 55,000	\$ 55,000	\$ -	0.00%
Burial Containers	\$ 42,430	\$ 38,865	\$ 35,000	\$ 35,000	\$ -	0.00%
Tree	\$ 7,127	\$ 575	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3300 Public Grounds	\$ 1,278,967	\$ 1,296,420	\$ 1,455,690	\$ 1,480,867	\$ 25,178	1.73%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,025,877	\$ 1,046,261	\$ 1,161,922	\$ 1,158,628	\$ (3,293)	-0.28%
Expenses	\$ 253,090	\$ 250,159	\$ 293,768	\$ 322,239	\$ 28,471	9.69%
Total 3300 Public Grounds	\$ 1,278,967	\$ 1,296,420	\$ 1,455,690	\$ 1,480,867	\$ 25,178	1.73%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 774,240	\$ 795,854	\$ 877,636	\$ 903,037	\$ 25,401	2.89%
Total 3320 Forestry	\$ 223,869	\$ 215,603	\$ 277,291	\$ 278,237	\$ 946	0.34%
Total 3330 Cemetery	\$ 280,858	\$ 284,963	\$ 300,762	\$ 299,593	\$ (1,169)	-0.39%
Total 3300 Public Grounds	\$ 1,278,967	\$ 1,296,420	\$ 1,455,690	\$ 1,480,867	\$ 25,178	1.73%

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 926,124	\$ 962,157	\$ 1,094,445	\$ 1,091,151	\$ (3,293)	-0.30%
Overtime	\$ 99,753	\$ 84,104	\$ 67,477	\$ 67,477	\$ -	0.00%
Compensation	\$ 1,025,877	\$ 1,046,261	\$ 1,161,922	\$ 1,158,628	\$ (3,293)	-0.28%
Contractual Services	\$ 119,209	\$ 107,240	\$ 114,630	\$ 139,740	\$ 25,110	21.91%
Utilities	\$ 15,013	\$ 14,802	\$ 20,188	\$ 20,188	\$ -	0.00%
Supplies	\$ 113,847	\$ 119,622	\$ 152,350	\$ 155,711	\$ 3,361	2.21%
Small Capital	\$ 5,021	\$ 8,495	\$ 6,600	\$ 6,600	\$ -	0.00%
Expenses	\$ 253,090	\$ 250,159	\$ 293,768	\$ 322,239	\$ 28,471	9.69%
Total 3300 Public Grounds	\$ 1,278,967	\$ 1,296,420	\$ 1,455,690	\$ 1,480,867	\$ 25,178	1.73%

Appropriation Summary (General Fund Only)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,025,877	\$ 1,046,261	\$ 1,161,922	\$ 1,158,628	\$ (3,293)	-0.28%
Expenses	\$ 227,043	\$ 215,490	\$ 238,768	\$ 267,239	\$ 28,471	11.92%
Total 3300 Public Grounds	\$ 1,252,920	\$ 1,261,751	\$ 1,400,690	\$ 1,425,867	\$ 25,178	1.80%

Budget Summary (Non-General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 26,047	\$ 34,669	\$ 55,000	\$ 55,000	\$ -	0.00%
Total 3320 Forestry	\$ 4,468	\$ 4,764	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3330 Cemetery	\$ 21,579	\$ 29,905	\$ 35,000	\$ 35,000	\$ -	0.00%
Total 3300 Public Grounds	\$ 26,047	\$ 34,669	\$ 55,000	\$ 55,000	\$ -	0.00%

3400 Environmental Services*Town of Lexington, Massachusetts*

Mission: The Environmental Services Division manages the solid waste generated by residents. The Division also provides educational materials on ways to reduce the solid waste, increase recycling and composting, and reduce the toxicity of the waste stream.

Budget Organization: The Environmental Services Division includes Refuse Collection, Recycling and Refuse Disposal.

Refuse collection is the curbside collection of non-recyclable residential solid waste and the separate collection of large appliances and yard waste. FY2011, begins the fourth year of contractual services by JRM Hauling and Recycling Inc. for the collection and transportation of solid waste.

Recycling is the curbside collection of recyclable materials, management of yard waste operations at the Hartwell Avenue Compost Facility, operation of the Minuteman Household Hazardous Products regional facility and drop-off collection of televisions, computer monitors and other electronics (CRT's) and corrugated cardboard. FY2011, begins the fourth year of contractual services by JRM Hauling and Recycling Inc. for the collection and transportation of recyclables.

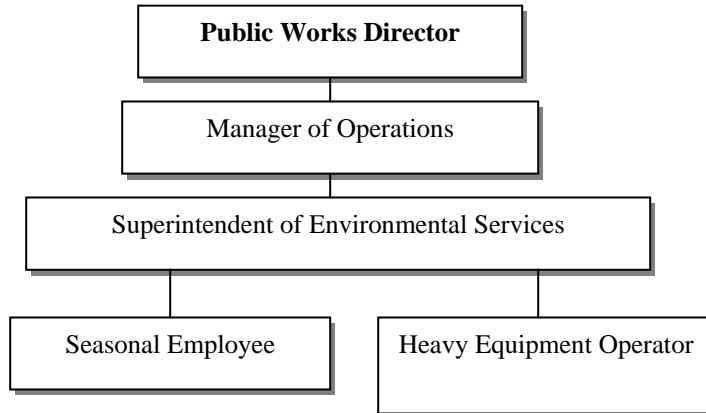
Refuse disposal is the disposal of the Town's solid waste. The Town is currently under contract with Wheelabrator in North Andover for this service. This contract ends on June 30, 2015.

Departmental Initiatives:

1. Expand enforcement of the mandatory recycling by-law.
2. Examine alternative collection methods of automated and food waste collection options examine economic, operational regulatory feasibility of accepting organic food.
3. Conduct outreach with neighboring communities to explore solid waste and recycling regional collection contract.
4. Examine economic feasibility of single-stream (no separation of materials) recycling collection.
5. Continue implementation of "Visible Recyclables Ban" and examine feasibility of enforcing mandatory recycling by-law.
6. Expand recycling options in municipal and school buildings.
7. Explore recycling access for businesses.

3400 Environmental Services

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Element 3420: Recycling (Compost Facility)					
Superintendent of Environmental Services	1	1	1	1	1
Heavy Equipment Operator	1	1	1	1	1
Seasonal	0	0.4	0.4	0.7	0.7
sub-total FTE	2	2.4	2.4	2.7	2.7
sub-total FT/PT	2 FT/0 PT	2 FT/1 PT*	2 FT/1 PT*	2 FT/1 PT*	2 FT/1 PT*
Total FTE	2	2.4	2.4	2.7	2.7
Total Full/Part Time	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT

Notes:

*Positions paid out of DPW Compost Operations Revolving Fund.

3400 Environmental Services*Town of Lexington, Massachusetts*

Budget Recommendations:

The FY 2011 recommended budget reflects a \$47,730 or 1.85 percent increase over the FY10 restated budget (all funds). The Environmental Services program is comprised of a General Fund and two Revolving Funds (DPW Compost Operations & Minuteman Household Hazardous Waste Program). The General fund expenses increased by \$50,700, a 2.42 percent increase due to contractual increases for solid waste and recycling. The Revolving funds, which funds the Town's composting facility and hazardous waste program, decreased by \$2,970 or just less than 1 percent. This is due to a decrease in the debt service for a new front end loader. At the time of the preparation of this budget recommendation, collective bargaining agreements with employees in this department have not been reached for FY2010 and FY2011. No salary adjustments, therefore, are included for employees in this bargaining unit.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$29,000 increase in expenses due to the increase cost of Town's recycling contract.
2. \$6,202 decrease in the interest on the long term debt service for the compost facility equipment.
3. \$19,500 increase in expenses due to the increased cost of the Town's refuse collection contract.

Program Improvement Requests submitted by Department:

1. \$51,939 in order to hire a Heavy Equipment Operator for the Compost Facility.

Program Improvement Requests Recommended for Funding: None

3400 Environmental Services

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 2,207,625	\$ 2,048,306	\$ 2,092,750	\$ 2,143,450	\$ 50,700	2.42%
Revolving Funds	\$ 426,126	\$ 448,038	\$ 486,928	\$ 483,959	\$ (2,970)	-0.61%
Composting Operations	\$ 281,643	\$ 330,948	\$ 311,928	\$ 308,959	\$ (2,970)	-0.95%
MHHP Operations	\$ 144,483	\$ 117,090	\$ 175,000	\$ 175,000	\$ -	0.00%
Total 3400 Environmental Services	\$ 2,633,751	\$ 2,496,344	\$ 2,579,678	\$ 2,627,409	\$ 47,730	1.85%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 140,182	\$ 149,115	\$ 145,628	\$ 145,628	\$ 0	0.00%
Expenses	\$ 2,464,963	\$ 2,286,005	\$ 2,353,750	\$ 2,404,450	\$ 50,700	2.15%
Benefits	\$ 28,605	\$ 31,319	\$ 28,605	\$ 31,838	\$ 3,233	11.30%
Debt	\$ -	\$ 29,905	\$ 51,695	\$ 45,493	\$ (6,202)	-12.00%
Total 3400 Environmental Services	\$ 2,633,751	\$ 2,496,344	\$ 2,579,678	\$ 2,627,409	\$ 47,730	1.85%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 798,668	\$ 725,000	\$ 725,000	\$ 744,500	\$ 19,500	2.69%
Total 3420 Recycling	\$ 1,218,926	\$ 1,155,589	\$ 1,265,878	\$ 1,288,909	\$ 23,030	1.82%
Total 3430 Refuse Disposal	\$ 616,157	\$ 615,755	\$ 588,800	\$ 594,000	\$ 5,200	0.88%
Total 3400 Environmental Services	\$ 2,633,751	\$ 2,496,344	\$ 2,579,678	\$ 2,627,409	\$ 47,730	1.85%

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 123,023	\$ 126,241	\$ 125,495	\$ 125,495	\$ 0	0.00%
Overtime	\$ 17,159	\$ 22,874	\$ 20,133	\$ 20,133	\$ -	0.00%
Compensation	\$ 140,182	\$ 149,115	\$ 145,628	\$ 145,628	\$ 0	0.00%
Contractual Services	\$ 2,432,627	\$ 2,267,426	\$ 2,328,850	\$ 2,381,350	\$ 52,500	2.25%
Utilities	\$ 179	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 32,158	\$ 18,579	\$ 24,900	\$ 23,100	\$ (1,800)	-7.23%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 2,464,963	\$ 2,286,005	\$ 2,353,750	\$ 2,404,450	\$ 50,700	2.15%
Debt	\$ -	\$ 31,319	\$ 28,605	\$ 31,838	\$ 3,233	11.30%
Benefits	\$ 28,605	\$ 29,905	\$ 51,695	\$ 45,493	\$ (6,202)	-12.00%
Total 3400 Environmental Services	\$ 2,633,751	\$ 2,496,344	\$ 2,579,678	\$ 2,627,409	\$ 47,730	1.85%

Appropriation Summary (General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 2,248,001	\$ 2,094,202	\$ 2,092,750	\$ 2,143,450	\$ 50,700	2.42%
Total 3400 Environmental Services	\$ 2,248,001	\$ 2,094,202	\$ 2,092,750	\$ 2,143,450	\$ 50,700	2.42%

Budget Summary (Non-General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 140,182	\$ 149,115	\$ 145,628	\$ 145,628	\$ 0	0.00%
Total 3420 Recycling	\$ 140,182	\$ 149,115	\$ 145,628	\$ 145,628	\$ 0	0.00%
Expenses	\$ 216,962	\$ 191,803	\$ 261,000	\$ 261,000	\$ -	0.00%
Total 3420 Recycling	\$ 216,962	\$ 191,803	\$ 261,000	\$ 261,000	\$ -	0.00%
Benefits	\$ 28,605	\$ 31,319	\$ 28,605	\$ 31,838	\$ 3,233	11.30%
Total 3420 Recycling	\$ 28,605	\$ 31,319	\$ 28,605	\$ 31,838	\$ 3,233	11.30%
Debt	\$ -	\$ 29,905	\$ 51,695	\$ 45,493	\$ (6,202)	-12.00%
Total 3420 Recycling	\$ -	\$ 29,905	\$ 51,695	\$ 45,493	\$ (6,202)	-12.00%
Total 3400 Environmental Services	\$ 385,750	\$ 402,142	\$ 486,928	\$ 483,959	\$ (2,970)	-0.61%

Mission: The Transportation Services Office provides transportation and parking services to local businesses and neighborhoods. Services emphasize the needs of seniors, students and persons with special needs.

Budget Organization: The Transportation Office includes Lexpress and the Parking Operations in Lexington Center.

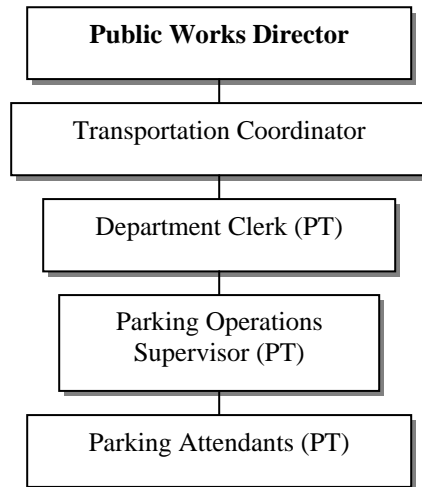
The Lexpress neighborhood mini-bus system is funded through several sources. Of the \$532,123 request for Lexpress in FY 2011, \$280,123 comes from the tax levy. Additional funding for Lexpress includes an MBTA subsidy of \$80,000, estimated fare revenue of \$94,000, and Transportation Demand Management funds of \$78,000. This budget reflects 8,937 hours of community mini-bus service. FY2011 will be the first of two renewal option years stipulated in the original three-year contract with Joseph's Transportation & Limousine to provide Lexpress service.

Parking Operations includes the management and operation of the three Town parking lots, including the Depot Square lot, and the Lexington Center parking permit program. It includes the Town Hall parking program and coordination of the traffic safety functions between Town departments. The Transportation Coordinator serves as staff liaison to the Traffic Safety Advisory Committee.

Transportation staff work with the Transportation Advisory Committee, Traffic Safety Advisory Committee, and the Traffic Mitigation Group.

Departmental Initiatives:

1. Increase ridership on Lexpress.
2. Promote community awareness of Lexpress routes.
3. Continue to adapt Lexpress service to the needs of the community.
4. Publicize regional transportation options.
5. Maintain a viable mix of long-term and short-term parking in the Center Business District.
6. Promote community awareness of the Center parking permit program.
7. Continue to encourage usage of lot behind NSTAR building.



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Element 3510: Lexpress					
Transportation Coordinator	1	0.5	0.5	0.5	0.5
Municipal Clerk	0.6	0.3	0.3	0.3	0.3
sub-total FTE	1.6	0.8	0.8	0.8	0.8
sub-total FT/PT	1 FT/1 PT	1 FT/1 PT	1 FT/1 PT	1 FT/1 PT	1 FT/1 PT
Element 3520: Parking Operations					
Transportation Coordinator	0	0.5	0.5	0.5	0.5
Municipal Clerk	0	0.3	0.3	0.3	0.3
Parking Attendant Supervisor	0.5	0.5	0.5	0.4	0.4
Parking Attendant	2.2	2.2	2.2	2.3	2.3
sub-total FTE	2.7	3.5	3.5	3.5	3.5
sub-total FT/PT	0 FT/5 PT	0 FT/8 PT	0 FT/8 PT	0 FT/8 PT	0 FT/8 PT
Total FTE	4.3	4.3	4.3	4.3	4.3
Total Full/Part Time	1 FT/6 PT	1 FT/9 PT	1 FT/9 PT	1 FT/9 PT	1 FT/9 PT

Budget Recommendations:

The FY 2011 recommended budget reflects a \$15,035 or 2.29 percent increase over the FY10 restated budget (all funds). The Transportation program is comprised of a General Fund component and a grant component from the MBTA. The change in the General Fund is comprised of a 0.45 percent increase in compensation and a 3.35 percent increase in expenses. There is no change to funding for the MBTA grant. At the time of the preparation of this budget recommendation, a collective bargaining agreement with the staff assigned to this program has not been reached for FY2010 and FY2011. No salary adjustments, therefore, are included for employees in this budget.

The recommended budget is a level-service budget. Notable changes the FY2011 recommended budget include:

1. \$13,874 increase in expenses related to Lexpress contractual services

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

3500 Transportation

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 246,262	\$ 254,987	\$ 273,092	\$ 282,127	\$ 9,035	3.31%
Fees & Charges	\$ 167,547	\$ 158,891	\$ 166,000	\$ 172,000	\$ 6,000	3.61%
Lexpress Fares	\$ 91,458	\$ 97,891	\$ 94,000	\$ 94,000	\$ -	0.00%
TDM Allocation	\$ 76,089	\$ 61,000	\$ 72,000	\$ 78,000	\$ 6,000	8.33%
Parking Meter Fund	\$ 125,832	\$ 136,349	\$ 136,349	\$ 136,349	\$ -	0.00%
Grants (MBTA)	\$ 80,000	\$ 72,480	\$ 80,000	\$ 80,000	\$ -	0.00%
Total 3500 Transportation	\$ 619,641	\$ 622,707	\$ 655,441	\$ 670,476	\$ 15,035	2.29%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 131,230	\$ 137,274	\$ 147,002	\$ 147,671	\$ 669	0.45%
Expenses	\$ 488,411	\$ 485,433	\$ 508,439	\$ 522,805	\$ 14,366	2.83%
Total 3500 Transportation	\$ 619,641	\$ 622,707	\$ 655,441	\$ 670,476	\$ 15,035	2.29%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 3510 Lexpress	\$ 497,179	\$ 497,891	\$ 516,746	\$ 532,123	\$ 15,377	2.98%
Total 3520 Parking Operations	\$ 122,462	\$ 124,816	\$ 138,695	\$ 138,353	\$ (342)	-0.25%
Total 3500 Transportation	\$ 619,641	\$ 622,707	\$ 655,441	\$ 670,476	\$ 15,035	2.29%

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 131,230	\$ 137,274	\$ 147,002	\$ 147,671	\$ 669	0.45%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ 131,230	\$ 137,274	\$ 147,002	\$ 147,671	\$ 669	0.45%
Contractual Services	\$ 483,749	\$ 480,866	\$ 502,539	\$ 516,905	\$ 14,366	2.86%
Utilities	\$ 3,305	\$ 3,317	\$ 4,000	\$ 4,000	\$ -	0.00%
Supplies	\$ 1,357	\$ 1,250	\$ 1,900	\$ 1,900	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 488,411	\$ 485,433	\$ 508,439	\$ 522,805	\$ 14,366	2.83%
Total 3500 Transportation	\$ 619,641	\$ 622,707	\$ 655,441	\$ 670,476	\$ 15,035	2.29%

Appropriation Summary (General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 131,230	\$ 137,274	\$ 147,002	\$ 147,671	\$ 669	0.45%
Expenses	\$ 408,411	\$ 405,913	\$ 428,439	\$ 442,805	\$ 14,366	3.35%
Total 3500 Transportation	\$ 539,641	\$ 543,187	\$ 575,441	\$ 590,476	\$ 15,035	2.61%

Budget Summary (Non-General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 80,000	\$ 79,520	\$ 80,000	\$ 80,000	\$ -	0.00%
Total 3510 Lexpress	\$ 80,000	\$ 79,520	\$ 80,000	\$ 80,000	\$ -	0.00%
Total 3500 Transportation	\$ 80,000	\$ 79,520	\$ 80,000	\$ 80,000	\$ -	0.00%

3600 Water Operations

Town of Lexington, Massachusetts

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

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

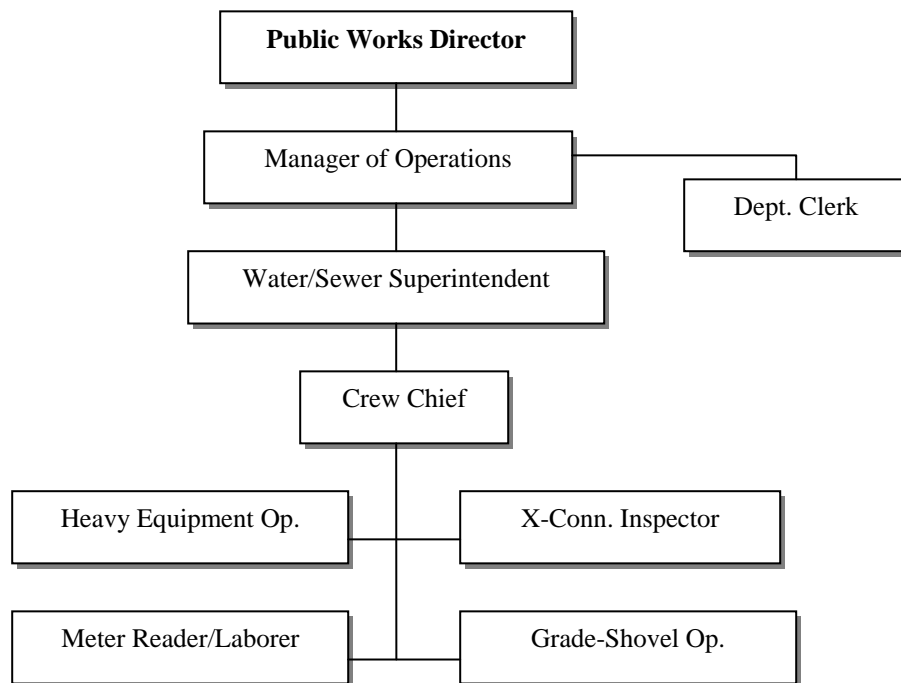
The Water Operations maintains and repairs the water system that delivers water to Lexington homes and businesses through 154 miles of water mains, 1500 fire hydrants and two water towers that store 3.24 million gallons of water. The Town has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate for the additional units increases. Customers are billed twice per year. The Town also sells water to the Town of Bedford at the MWRA wholesale rate plus an administrative fee. The Water Department operates as an Enterprise Fund whereby user fees cover 100% of the cost of operations.

Indirect support from the General Fund reflects Water Enterprise Fund expenses (benefits, insurance, engineering support) that are appropriated in the General Fund. The Water Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer. The Indirect Support from the Water Enterprise Fund to the General Fund has also been reduced by \$ 38,776 to more accurately reflect the true costs of this General Fund support.

The MWRA provides water to Lexington and greater Boston.

Departmental Initiatives:

1. Continue with the Hydrant Maintenance Program.
2. Complete the Town wide meter change out by installing the last 660 meters that can not be read electronically. This will all but eliminate "incorrect" readings and customers having to send in postcard readings.
3. Recertify two employees in Backflow/Cross-Connection Devices, and plan and implement a Backflow Testing Program for the 2776 irrigation meters that have been installed.
4. Reduce the amount of Pit Meters in Town and change out the manual reads on the ones that cannot be eliminated.
5. Update all the "paper tie cards" for GIS implementation.



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Recommended
Superintendent of Water & Sewer	0.5	0.5	0.5	0.5	0.5
Crew Chief	2	2	2	2	2
Grader-Shovel Operator	1	1	1	1	1
Leadman/Cross Connector Inspector	2	2	2	2	2
Heavy Equipment Operator	3	3	4	4	4
Laborer-Truck Driver	0	0	0	0	0
Department Clerk	0.2	0.2	0.2	0.2	0.2
Meter Reader/Laborer	2	2	1	1	1
Total FTE	10.7	10.7	10.7	10.7	10.7
Total Full/Part Time	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT

Budget Recommendations:

The FY 2011 recommended budget reflects a \$529,417 or 7.18 percent increase over the FY10 budget. This is comprised of a 0.81 percent increase in compensation, a 6.18 percent increase in expenses, and an 8.33 percent increase in debt service. The MWRA water assessment, the largest part of this budget, is projected to increase by 10 percent. At the time of the preparation of this budget recommendation, a collective bargaining agreement with the DPW Union has not been reached for FY2010 and FY2011. No salary adjustments, therefore, are included for employees in this bargaining unit.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

- 1) \$25,000 increase in expenses as a result of the Water Department taking responsibility for paying for the asphalt associated with all water breaks and water services. This was previously changed to the Highway Department.
- 2) \$448,225 or 10 percent increase in the MWRA assessment. More accurate estimates of MWRA costs will be available in March 2010 and the final approved assessment will be available in June 2010.
- 3) \$38,776 decrease in the indirect cost payment from the Water Enterprise Fund to the General Fund. This is the result of the Finance Department analyzing water division indirect costs and bringing the payment in line with actual costs.
- 4) \$74,059 increase in debt service for previously authorized capital projects and proposed capital projects shown in Section XI of this budget, including the new Public Services Building.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

3600 Water Operations

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Enterprise Funds	\$ 6,893,939	\$ 7,413,130	\$ 7,376,303	\$ 7,905,720	\$ 529,417	7.18%
Retained Earnings	\$ -	\$ 463,050	\$ 525,000	\$ 400,000	\$ (125,000)	-23.81%
User Charges	\$ 6,625,589	\$ 6,710,155	\$ 6,595,303	\$ 7,648,720	\$ 1,053,417	15.97%
Investment Income	\$ 83,038	\$ 32,256	\$ 30,000	\$ 31,000	\$ 1,000	3.33%
Fees & Charges	\$ 185,312	\$ 207,669	\$ 226,000	\$ 226,000	\$ -	0.00%
Total 3600 Water Enterprise	\$ 6,893,939	\$ 7,413,130	\$ 7,376,303	\$ 7,905,720	\$ 529,417	7.18%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 574,104	\$ 609,985	\$ 640,290	\$ 645,488	\$ 5,197	0.81%
Expenses	\$ 499,291	\$ 448,842	\$ 363,186	\$ 385,620	\$ 22,434	6.18%
Debt	\$ 358,301	\$ 751,641	\$ 1,108,100	\$ 1,200,406	\$ 92,306	8.33%
MWRA	\$ 4,117,775	\$ 4,565,881	\$ 4,482,551	\$ 4,930,806	\$ 448,255	10.00%
Indirects	\$ 859,728	\$ 820,952	\$ 782,176	\$ 743,400	\$ (38,776)	-4.96%
Total 3600 Water Enterprise	\$ 6,409,199	\$ 7,197,300	\$ 7,376,303	\$ 7,905,720	\$ 529,417	7.18%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 3610 Water Operations	\$ 1,431,696	\$ 1,810,467	\$ 2,111,576	\$ 2,231,514	\$ 119,938	5.68%
Total 3620 MWRA	\$ 4,117,775	\$ 4,565,881	\$ 4,482,551	\$ 4,930,806	\$ 448,255	10.00%
Indirects	\$ 859,728	\$ 820,952	\$ 782,176	\$ 743,400	\$ (38,776)	-4.96%
Total 3600 Water Enterprise	\$ 6,409,199	\$ 7,197,300	\$ 7,376,303	\$ 7,905,720	\$ 529,417	7.18%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 436,289	\$ 446,577	\$ 516,349	\$ 519,068	\$ 2,719	0.53%
Overtime	\$ 137,815	\$ 163,407	\$ 123,941	\$ 126,420	\$ 2,479	2.00%
Personal Services	\$ 574,104	\$ 609,985	\$ 640,290	\$ 645,488	\$ 5,197	0.81%
Contractual Services	\$ 389,192	\$ 306,707	\$ 202,360	\$ 195,510	\$ (6,850)	-3.39%
Utilities	\$ 5,023	\$ 5,158	\$ 5,326	\$ 5,910	\$ 584	10.97%
Supplies	\$ 99,144	\$ 94,947	\$ 115,500	\$ 138,200	\$ 22,700	19.65%
Small Capital	\$ 5,931	\$ 42,030	\$ 40,000	\$ 46,000	\$ 6,000	15.00%
Expenses	\$ 499,290	\$ 448,842	\$ 363,186	\$ 385,620	\$ 22,434	6.18%
Debt	\$ 358,301	\$ 751,641	\$ 1,108,100	\$ 1,200,406	\$ 92,306	8.33%
MWRA	\$ 4,117,775	\$ 4,565,881	\$ 4,482,551	\$ 4,930,806	\$ 448,255	10.00%
Indirects	\$ 859,728	\$ 820,952	\$ 782,176	\$ 743,400	\$ (38,776)	-4.96%
Total 3600 Water Enterprise	\$ 6,409,198	\$ 7,197,300	\$ 7,376,303	\$ 7,905,720	\$ 529,417	7.18%

3700 Sewer Operations

Town of Lexington, Massachusetts

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

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

The Sewer Division maintains the wastewater system that serves 99 percent of Town residences and businesses through 34 miles of trunk lines, 119 miles of street lines and 9,524 service connections. There are also nine sewage-pumping stations operated by the Sewer Division. The Town has a three-block inclining rate structure to encourage conservation. Customer sewer usage is determined based on water usage over the same period. The Sewer Department operates as an Enterprise Fund whereby user fees cover 100% of the cost of operations.

Indirect support from the General Fund reflects Wastewater Enterprise Fund expenses (benefits, insurance, engineering support) that are appropriated in the General Fund. The Wastewater Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer. The indirect support from the Wastewater Enterprise Fund to the General Fund has been reduced by \$23,073 to more accurately reflect the true costs of this General Fund support.

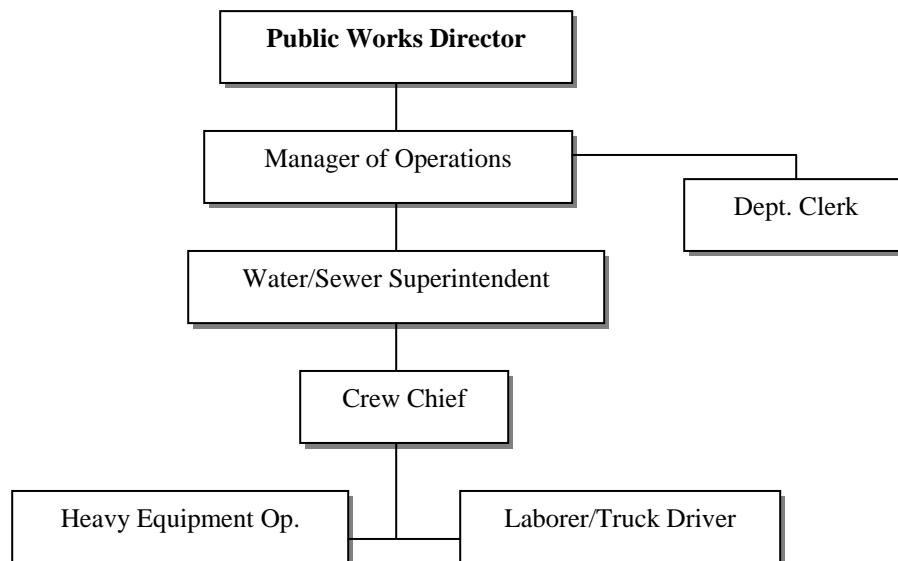
The MWRA provides wastewater treatment to Lexington and greater Boston at the Deer Island treatment facility.

Departmental Initiatives:

1. Continue to rehab and refurbish all 9 pump stations and bring them up to OSHA standards. Rehab the Potter Pond Pump Station and install new grinder pumps at the North Street Pump Station.
2. Continue to clear and repair all access routes to all sewer easements.
3. Continue pipe flushing program and root removal in all problem areas.
4. Initiate an educational program for the entire Town as to the costs and problems created by Inflow and Infiltration.

3700 Sewer Operations

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Request
Superintendent of Water & Sewer	0.5	0.5	0.5	0.5	0.5
Crew Chief	1	1	1	1	1
Foreman	0	0	0	0	0
Heavy Equipment Operator	2	2	2	2	2
Department Clerk	0.2	0.2	0.2	0.2	0.2
Seasonal Clerk	0	0	0.4	0.4	0.4
Seasonal Laborer	0	0	0.3	0.3	0.3
Total FTE	3.7	3.7	4.4	4.4	4.4

Total Full/Part Time	3 FT	3 FT	3 FT/4 PT	3 FT/4 PT	3 FT/4 PT
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Explanatory Notes:

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

3700 Sewer Operations

Program: Public Works
Town of Lexington, Massachusetts

Budget Recommendations:

The FY 2011 recommended budget reflects a \$949,919 or 11.63 percent increase over the FY10 restated budget. The MWRA water assessment, the largest part of this budget, is estimated to increase by 15 percent. Other budget changes include a 2.25 percent increase in compensation, a 1.54 percent increase in expenses, and a 3.95 percent increase in debt service. At the time of the preparation of this budget recommendation, a collective bargaining agreement with the DPW Union has not been reached for FY2010 and FY 2011. No salary adjustments, therefore, are included for employees in this bargaining unit.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$878,281 or 15 percent increase in the MWRA assessment. This increase is greater than the prior years estimates of 10 percent. This is due to the reduction in State aid to the MWRA for debt service assistance. More accurate estimates of MWRA costs will be available in March 2009 and the final approved assessment will be available in June 2009
2. \$23,073 decrease in the indirect cost payment from the Wastewater Enterprise Fund to the General Fund. This is the result of the Finance Department analyzing sewer (wastewater) division indirect costs and bringing this payment in line with actual costs.
3. \$10,892 increase for debt service for previously authorized capital projects and projects proposed in Section XI of this budget, including the new DPW Building.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

3700 Sewer Operations

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%
Enterprise Funds	\$ 8,103,011	\$ 7,476,336	\$ 8,166,879	\$ 9,116,798	\$ 949,919	11.63%
Retained Earnings	\$ -	\$ -	\$ 625,000	\$ 400,000	\$ (225,000)	-36.00%
User Charges	\$ 7,674,061	\$ 7,132,912	\$ 7,241,879	\$ 8,416,798	\$ 1,174,919	16.22%
Connection Fees	\$ 238	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 88,769	\$ 26,596	\$ 30,000	\$ 30,000	\$ -	0.00%
Fees & Charges	\$ 339,943	\$ 316,828	\$ 270,000	\$ 270,000	\$ -	0.00%
Total 3700 Sewer Operations	\$ 8,103,011	\$ 7,476,336	\$ 8,166,879	\$ 9,116,798	\$ 949,919	11.63%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 224,349	\$ 236,450	\$ 270,073	\$ 276,152	\$ 6,079	2.25%
Expenses	\$ 330,076	\$ 340,817	\$ 325,600	\$ 330,600	\$ 5,000	1.54%
Debt	\$ 473,256	\$ 488,135	\$ 633,497	\$ 658,519	\$ 25,022	3.95%
MWRA	\$ 5,630,863	\$ 5,855,209	\$ 6,245,946	\$ 7,182,838	\$ 936,892	15.00%
Indirects	\$ 753,950	\$ 714,536	\$ 691,763	\$ 668,690	\$ (23,073)	-3.34%
Total 3700 Sewer Operations	\$ 7,412,494	\$ 7,635,147	\$ 8,166,879	\$ 9,116,798	\$ 949,919	11.63%

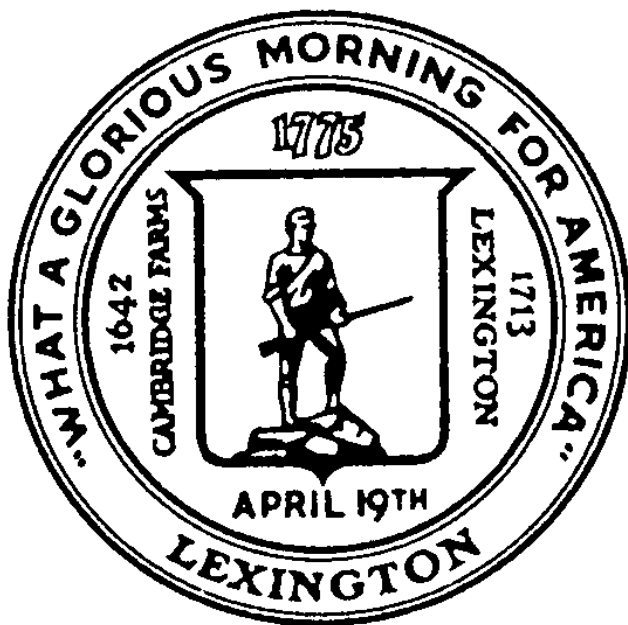
Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 3710 Sewer Enterprise	\$ 1,027,681	\$ 1,065,402	\$ 1,229,170	\$ 1,265,270	\$ 36,100	2.94%
Total 3720 MWRA	\$ 5,630,863	\$ 5,855,209	\$ 6,245,946	\$ 7,182,838	\$ 936,892	15.00%
Indirects	\$ 753,950	\$ 714,536	\$ 691,763	\$ 668,690	\$ (23,073)	-3.34%
Total 3700 Sewer Operations	\$ 7,412,494	\$ 7,635,147	\$ 8,166,879	\$ 9,116,798	\$ 949,919	11.63%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 174,215	\$ 185,813	\$ 216,220	\$ 220,145	\$ 3,925	1.82%
Overtime	\$ 50,134	\$ 50,637	\$ 53,853	\$ 56,007	\$ 2,154	4.00%
Personal Services	\$ 224,349	\$ 236,450	\$ 270,073	\$ 276,152	\$ 6,079	2.25%
Contractual Services	\$ 203,207	\$ 182,579	\$ 141,100	\$ 130,000	\$ (11,100)	-7.87%
Utilities	\$ 103,330	\$ 116,494	\$ 118,700	\$ 117,900	\$ (800)	-0.67%
Supplies	\$ 21,604	\$ 31,567	\$ 47,300	\$ 65,700	\$ 18,400	38.90%
Small Capital	\$ 1,935	\$ 10,377	\$ 18,500	\$ 17,000	\$ (1,500)	-8.11%
Expenses	\$ 330,076	\$ 341,017	\$ 325,600	\$ 330,600	\$ 5,000	1.54%
Debt	\$ 473,256	\$ 488,135	\$ 633,497	\$ 658,519	\$ 25,022	3.95%
MWRA	\$ 5,630,863	\$ 5,855,209	\$ 6,245,946	\$ 7,182,838	\$ 936,892	15.00%
Indirects	\$ 753,950	\$ 714,536	\$ 691,763	\$ 668,690	\$ (23,073)	-3.34%
Total 3700 Sewer Operations	\$ 7,412,494	\$ 7,635,347	\$ 8,166,879	\$ 9,116,798	\$ 949,919	11.63%

Section VI: Public Safety

Program 4000

Law Enforcement
Fire & Rescue



Section VI: Program 4000: Public Safety

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for public safety. It includes:

- 4100 Law Enforcement
- 4200 Fire & Rescue

VI-2

VI-6

4100 Law Enforcement*Town of Lexington, Massachusetts*

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

Budget Organization: The Police Department is comprised of seven divisions: Administration, Patrol and Enforcement, Parking Operations, Investigations, Dispatch, Animal Control and Crossing Guards. The Police Department responds to approximately 11,000 calls for service and over 900 reported crimes annually.

The Administration division is comprised of 11 full time employees that includes: the Chief and two Captains who oversee administrative and operational functions including budget, planning, training, personnel administration, public affairs and policy development; four Lieutenants who each lead a team/workgroup consisting of patrol officers, dispatchers and a supervisor that provide 24/7 policing services; an office manager and clerks who handle records management, accounting and payroll, and traffic and parking administration; part-time cadets who provide administrative support; and a mechanic who purchases, equips and maintains the vehicle fleet and other specialized equipment.

The Patrol and Enforcement division is comprised of 33 officers (27 FTE patrol officers and six supervisors) responsible for responding to a variety of critical front-line services 24/7 including intervening in emergencies, promoting traffic safety and suppressing crime.

The Parking Operations division is comprised of a civilian parking control officer (PCO) who, through the enforcement of parking regulations, is responsible for ensuring that parking spaces are turned over on a regular basis and that roadways are not obstructed.

The Investigations division is comprised of seven detectives responsible for investigative and prevention programming that includes: two specialized detectives, a family services detective, a narcotics investigator assigned to the Suburban Middlesex Drug Task Force (from eight communities), and three detectives assigned as School Resource Officers to the Middle Schools, and Senior High.

The Dispatch division is comprised of nine civilian dispatchers responsible for directing the proper resources to over 15,000 calls that require a police, fire or medical unit response.

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

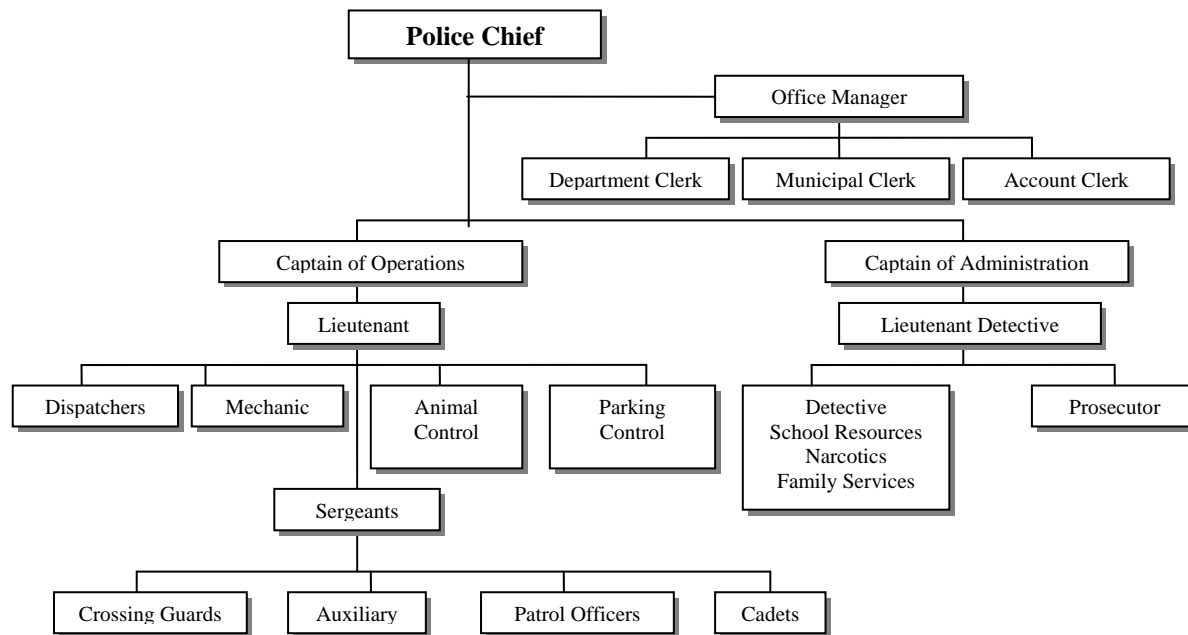
The School Crossing guard program has 16 part-time civilian members who cover 14-school crossings on each school day.

Departmental Initiatives:

1. Promote and train new personnel including (at a minimum) one Captain, one Lieutenant, two Sergeants with hiring of patrol officers to fill these vacancies.
2. Advance the space needs study of the police station into the subsequent stages of design and engineering.
3. Update at least 50% of Department policies and procedures; convert them to an on-line medium with ultimate goal of achieving Accreditation recognition.

4100 Law Enforcement

Program: Public Safety
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Recommended
Police Chief	1	1	1	1	1
Captain of Operations	1	1	1	1	1
Captain of Administration	1	1	1	1	1
Police Lieutenants	4	4	4	4	4
Police Sergeants	6	6	6	6	6
Police Officers	27	27	27	27	27
Cadets - 3 PT(FY07-09); 2 PT(FY10-11)	1.63	1.63	1.63	1.09	1.09
Parking Control Officer	1	1	1	1	1
Lieutenant Detective	1	1	1	1	1
Detectives	2	2	2	2	2
Family Services Officer	1	1	1	1	1
School Resource Officer	3	3	3	3	2
Narcotics Investigator	1	1	1	1	1
Dispatcher	9	9	9	9	9
Office Manager	1	1	1	1	1
Department Clerk	1	1	1	1	1
Department Account Clerk	1	1	1	1	1
Municipal Clerk - 1 part-time	0	0	0	0.54	0.54
Mechanic	1	1	1	1	1
Animal Control - 1 part-time	0.54	0.54	0.54	0.54	0.54
Crossing Guards - 16 part-time	0	0	3.43	3.43	3.43
FTE Total	64.17	64.17	67.6	67.6	66.6
FT - PT Total	60(FT)/3(PT)	62(FT)/4(PT)	62(FT)/20(PT)	62(FT)/20(PT)	61(FT)/20(PT)

Explanatory Notes:

Overall staff changes from FY2004 to FY2010:

FY'04 - 5 police officer positions cut from 53 to 48

FY'04 - 2 Cadet positions cut (5 to 3) with hours reduced to <20

FY'04 - 1 Department Account Clerk cut with early retirement (3 to 2 positions)

FY'05 - 1 dispatcher position added (9-positions)

FY'07 - PT animal control officer (ACO) position transferred to the Police

FY'07 - 1 Department Account Clerk restored

FY'09 - 16 PT Crossing Guards transferred to the Police

FY'10 - 1 PT Cadet cut to add 1 PT Municipal Clerk (<20 hours)

FY'10 - 1 police officer position lost due to non funding by Minuteman Regional High School (number of officers reduced to 47)

FY'10 - As of 12-14-2009, there are five **funded** but unfilled positions (1 Captain, 1 Sergeant, 2 Officers, 1 Cadet)

Budget Recommendations:

The FY2011 recommended budget reflects a \$41,864 or 0.77 percent increase over the FY10 restated budget. This is comprised of a 0.50 percent increase in compensation and a 3.63 percent increase in expenses. At the time of the preparation of this budget recommendation, a collective bargaining agreement with the Lexington Patrol Association (Patrolmen, Sergeants & Detectives) has not been reached for FY 2011. Collective bargaining agreements with the A.F.S.C.M.E. Local #1703 (Dispatchers), L.M.M.A and L.M.E.A. have not been reached for FY2010 and FY2011. No salary adjustments, therefore, are included for employees in these bargaining units for those years.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. Notable increases in the FY2011 recommended budget include:

1. \$24,860 increase in compensation due to contractual obligations.
2. \$10,068 increase in expenses related to the purchase of gasoline.
3. \$20,000 for overtime to backfill/staff the Department's policy development initiative.
4. \$10,000 in overtime increase for quarterly police-fire-dispatch debriefing meetings

Program Improvement Requests submitted by Department:

1. \$54,973 to hire one new police officer to concentrate on traffic enforcement.
2. \$38,872 for overtime to backfill a Lexington Center officers.
3. \$21,518 to implement a full-time Animal Control Officer.
4. \$54,973 to hire a Crime Prevention and Safety Officer.
5. \$37,252 for overtime to backfill a Monday-Friday daytime desk officer.
6. \$60,000 to hire a Computer Forensic and Information Specialist.
7. \$35,609 for overtime to backfill/staff the Department's policy development initiative.
8. \$10,507 in overtime increase for quarterly police-fire-dispatch debriefing meetings

Program Improvement Requests Recommended for Funding:

1. \$20,000 (original request \$35,609) for overtime to backfill/staff the Department's policy development initiative.
2. \$10,000 (original request \$10,507) in overtime increase for quarterly police-fire-dispatch debriefing meetings

4100 Law Enforcement

Program: Public Safety
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 4,553,700	\$ 4,767,338	\$ 4,818,406	\$ 5,072,700	\$ 254,294	5.28%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ 587,883	\$ 649,258	\$ 629,029	\$ 416,599	\$ (212,430)	-33.77%
Fees	\$ 77,696	\$ 116,181	\$ 94,990	\$ 89,700	\$ (5,290)	-5.57%
Fines & Forfeitures	\$ 143,298	\$ 124,480	\$ 134,920	\$ 124,480	\$ (10,440)	-7.74%
Licenses & Permits	\$ 2,713	\$ 1,438	\$ 2,690	\$ 1,400	\$ (1,290)	-47.96%
State Education Incentive Reimbursement	\$ 220,008	\$ 239,761	\$ 240,247	\$ 44,837	\$ (195,410)	-81.34%
Parking Meter Fund	\$ 144,168	\$ 167,399	\$ 156,182	\$ 156,182	\$ -	0.00%
Grants (Minuteman)	\$ 50,658	\$ -	\$ -	\$ -	\$ -	0.00%
Total 4100 Law Enforcement	\$ 5,192,241	\$ 5,416,596	\$ 5,447,435	\$ 5,489,299	\$ 41,864	0.77%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,706,271	\$ 4,929,248	\$ 4,978,807	\$ 5,003,667	\$ 24,860	0.50%
Expenses	\$ 485,970	\$ 487,349	\$ 468,628	\$ 485,632	\$ 17,004	3.63%
Total 4100 Law Enforcement	\$ 5,192,241	\$ 5,416,596	\$ 5,447,435	\$ 5,489,299	\$ 41,864	0.77%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,071,864	\$ 1,100,868	\$ 1,152,766	\$ 1,152,705	\$ (61)	-0.01%
Total 4120 Patrol & Enforcement	\$ 2,804,429	\$ 2,819,105	\$ 2,889,696	\$ 2,863,324	\$ (26,372)	-0.91%
Total 4130 Parking Operations	\$ 74,599	\$ 72,699	\$ 71,033	\$ 77,033	\$ 6,000	8.45%
Total 4140 Investigations	\$ 685,082	\$ 726,882	\$ 651,274	\$ 697,349	\$ 46,075	7.07%
Total 4150 Dispatch	\$ 530,861	\$ 538,700	\$ 522,025	\$ 537,092	\$ 15,067	2.89%
Total 4160 Animal Control	\$ 25,408	\$ 28,514	\$ 28,850	\$ 30,005	\$ 1,155	4.00%
Total 4170 Crossing Guards	\$ -	\$ 129,828	\$ 131,791	\$ 131,791	\$ -	0.00%
Total 4100 Law Enforcement	\$ 5,192,241	\$ 5,416,596	\$ 5,447,435	\$ 5,489,299	\$ 41,864	0.77%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,210,545	\$ 4,438,340	\$ 4,400,026	\$ 4,394,886	\$ (5,140)	-0.12%
Overtime	\$ 495,726	\$ 490,908	\$ 578,781	\$ 608,781	\$ 30,000	5.18%
Personal Services	\$ 4,706,271	\$ 4,929,248	\$ 4,978,807	\$ 5,003,667	\$ 24,860	0.50%
Contractual Services	\$ 91,916	\$ 126,527	\$ 131,000	\$ 137,000	\$ 6,000	4.58%
Utilities	\$ 116,315	\$ 114,230	\$ 92,938	\$ 103,942	\$ 11,004	11.84%
Supplies	\$ 144,305	\$ 128,332	\$ 125,726	\$ 125,726	\$ -	0.00%
Small Capital	\$ 133,434	\$ 118,260	\$ 118,964	\$ 118,964	\$ -	0.00%
Expenses	\$ 485,970	\$ 487,349	\$ 468,628	\$ 485,632	\$ 17,004	3.63%
Total 4100 Law Enforcement	\$ 5,192,241	\$ 5,416,596	\$ 5,447,435	\$ 5,489,299	\$ 41,864	0.77%

4200 Fire & Rescue

Town of Lexington, Massachusetts

Mission: The Lexington Fire & Rescue Department protects the lives and property of the community from emergencies involving fire, medical, hazardous material, and environmental causes. This is accomplished through public education, code management and by responding to emergency events.

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

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

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

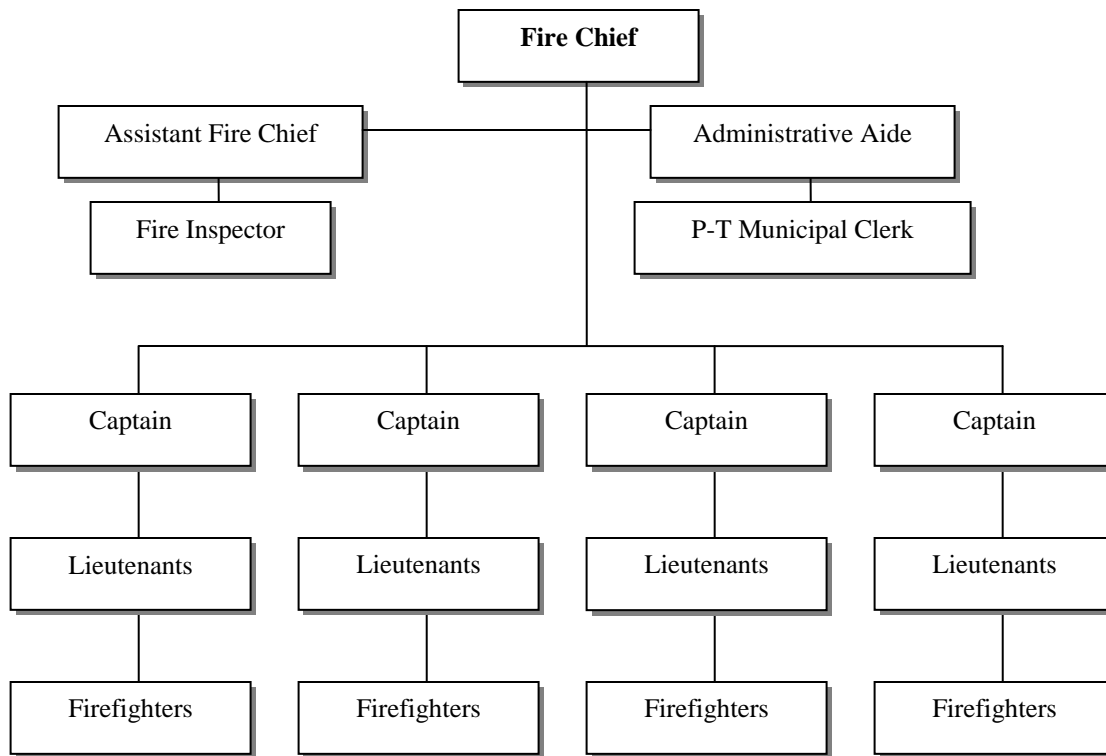
The Fire Suppression division is staffed 24/7, operating out of two stations and responding to emergency calls including: fire suppression, motor vehicle accidents, EMS support, hazardous material responses, vehicle extrication and water related incidents.

The Emergency Medical Services division operates in conjunction with the Fire Suppression division, staffing one ambulance, at the Advanced Life Support level. The second ambulance is available to operate at the ALS level when the ladder truck is in quarters. EMS division responds to over 2,500 calls for assistance annually.

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

Departmental Initiatives:

1. Work with the Permanent Building Committee, Public Facilities department and staff to make proposed schematic designs recommendations for facility upgrades of fire headquarters, by June of 2010.
2. Complete the conversion of the municipal fire alarm system from the 100 mil, telegraph system to an upgraded radio box system, by providing redundancy at fire headquarters, and complete the removal of the overhead wires during the spring and summer of 2010.
3. Receive, test and accept and train staff on a new Rescue-Engine to be assigned to the East Lexington station in September 2010.



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010¹ Budget	FY 2011 Recommended
Fire Chief	1	1	1	1	1
Assistant Fire Chief	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Fire Inspector	1	1	1	1	1
Fire Captain	4	4	4	4	4
Fire Lieutenants	8	8	8	8	8
Firefighters/Paramedics	40	40	40	42	42
Municipal Clerk	0	0.54	0.54	0.54	0.54
FTE Total	56	56.54	56.54	58.54	58.54
Full-Time/Part-time Total	56 FT / 0 PT	56 FT / 1 PT	56FT/1PT	56FT/1PT	58FT/1PT

Explanatory Notes:

¹Two full time positions budgeted for half the year.

Budget Recommendations:

The FY2011 recommended budget reflects a \$154,470 or 3.12 percent increase over the FY10 adjusted budget. This is comprised of a 3.02 percent increase in compensation and a 3.99 percent increase in expenses. At the time of the preparation of this budget recommendation, a collective bargaining agreement with I.A.F.F. Local #1403, the Firefighters Union, has not been reached for fiscal year 2010 or 2011. No salary adjustments, therefore, are included for employees in this bargaining unit.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. Notable changes in the FY2011 recommended budget include:

1. \$135,702 for salary step increases and other contractual adjustments as well as funding two additional firefighter positions for the entire fiscal year. The FY 2010 these two positions were funded for six months.
2. \$10,000 increase in expenses related to the cost maintaining the Reverse 911 system.
3. \$29,500 increase in expenses related to increased cost of apparatus maintenance.
4. \$5,000 increase in expenses due to the increase contractual services costs, which covers Radio Maintenance Agreements.
5. \$29,500 decrease in expenses as a result of removing one time cost of purchase a vehicle.
6. \$1,300 to provide a stipend for the appointment of an Assistant EMS Coordinator.

Program Improvement Requests submitted by Department:

1. \$77,797 for the purpose of hiring an Assistant Chief to coordinate operations and training.
2. \$16,181 to promote four firefighters to the position of lieutenant in order to supervise ladder company operations.
3. \$1,300 stipend for Assistant EMS Coordinator.

Program Improvement Requests Recommended for Funding:

1. \$1,300 stipend for Assistant EMS Coordinator.

4200 Fire & Rescue*Town of Lexington, Massachusetts***Budget Summary:**

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 3,788,070	\$ 3,551,798	\$ 4,046,202	\$ 4,132,572	\$ 86,370	2.13%
Fees & Charges	\$ 862,053	\$ 975,486	\$ 911,000	\$ 979,100	\$ 68,100	7.48%
Ambulance Fees	\$ 833,855	\$ 911,177	\$ 851,000	\$ 917,000	\$ 66,000	7.76%
Other Fees	\$ 2,775	\$ 43,342	\$ 35,000	\$ 41,200	\$ 6,200	17.71%
Licenses & Permits	\$ 25,423	\$ 20,967	\$ 25,000	\$ 20,900	\$ (4,100)	-16.40%
Total 4200 Fire/EMS	\$ 4,650,122	\$ 4,527,284	\$ 4,957,202	\$ 5,111,672	\$ 154,470	3.12%

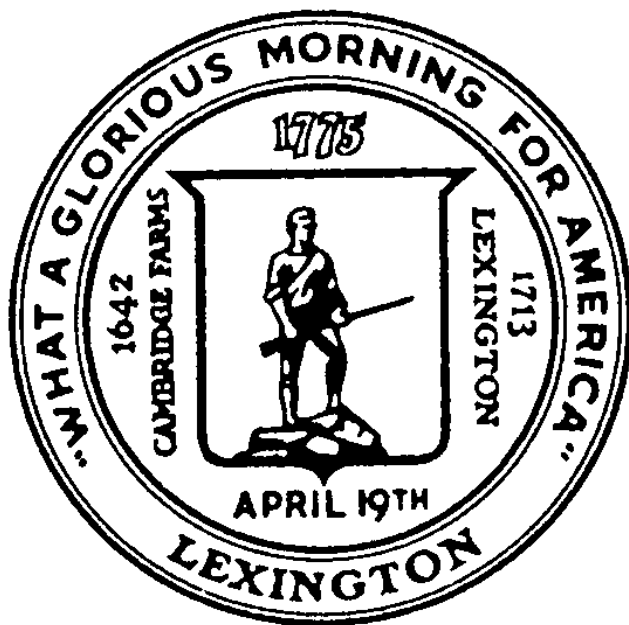
Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,130,153	\$ 4,053,479	\$ 4,486,834	\$ 4,622,536	\$ 135,702	3.02%
Expenses	\$ 519,969	\$ 473,805	\$ 470,368	\$ 489,136	\$ 18,768	3.99%
Total 4200 Fire/EMS	\$ 4,650,122	\$ 4,527,284	\$ 4,957,202	\$ 5,111,672	\$ 154,470	3.12%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 290,836	\$ 283,450	\$ 247,105	\$ 254,109	\$ 7,004	2.83%
Total 4220 Fire Prevention	\$ 152,449	\$ 174,862	\$ 182,264	\$ 184,360	\$ 2,096	1.15%
Total 4230 Fire Suppression	\$ 4,107,148	\$ 3,953,773	\$ 4,383,997	\$ 4,519,303	\$ 135,306	3.09%
Total 4240 Emergency Medical Services	\$ 94,833	\$ 105,857	\$ 131,837	\$ 131,900	\$ 63	0.05%
Total 4250 Emergency Management	\$ 4,857	\$ 9,343	\$ 12,000	\$ 22,000	\$ 10,000	83.33%
Total 4200 Fire/EMS	\$ 4,650,122	\$ 4,527,284	\$ 4,957,202	\$ 5,111,672	\$ 154,470	3.12%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,442,067	\$ 3,592,486	\$ 3,736,246	\$ 3,871,947	\$ 135,702	3.63%
Overtime	\$ 688,086	\$ 460,994	\$ 750,588	\$ 750,588	\$ -	0.00%
Compensation	\$ 4,130,153	\$ 4,053,479	\$ 4,486,834	\$ 4,622,536	\$ 135,702	3.02%
Contractual Services	\$ 240,286	\$ 217,310	\$ 239,747	\$ 284,450	\$ 44,703	18.65%
Utilities	\$ 50,979	\$ 65,942	\$ 48,306	\$ 51,811	\$ 3,505	7.26%
Supplies	\$ 168,137	\$ 129,651	\$ 128,115	\$ 128,175	\$ 60	0.05%
Small Capital	\$ 60,567	\$ 60,902	\$ 54,200	\$ 24,700	\$ (29,500)	-54.43%
Expenses	\$ 519,969	\$ 473,805	\$ 470,368	\$ 489,136	\$ 18,768	3.99%
Total 4200 Fire/EMS	\$ 4,650,122	\$ 4,527,284	\$ 4,957,202	\$ 5,111,672	\$ 154,470	3.12%

Section VII: Culture and Recreation

Program 5000



Cary Memorial Library
Recreation Enterprise

Section VII: Program 5000: Culture & Recreation

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for culture & recreation services. It includes:

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

5100 Cary Memorial Library

Mission: Cary Memorial Library offers to the Lexington community:

- Resources, programs and services that promote lifelong learning, recreation and cultural enrichment.
- Materials in a variety of formats, meaningful to a culturally and educationally diverse population of all ages.
- A knowledgeable and helpful staff to connect users to all library resources.
- A place to connect with one another, with the library, and a means to connect with others outside its walls.

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

General and Technical Services includes the administrative functions of the main library and one bibliographic services employee.

Adult Services includes library staff for the adult section of the main library and related library materials.

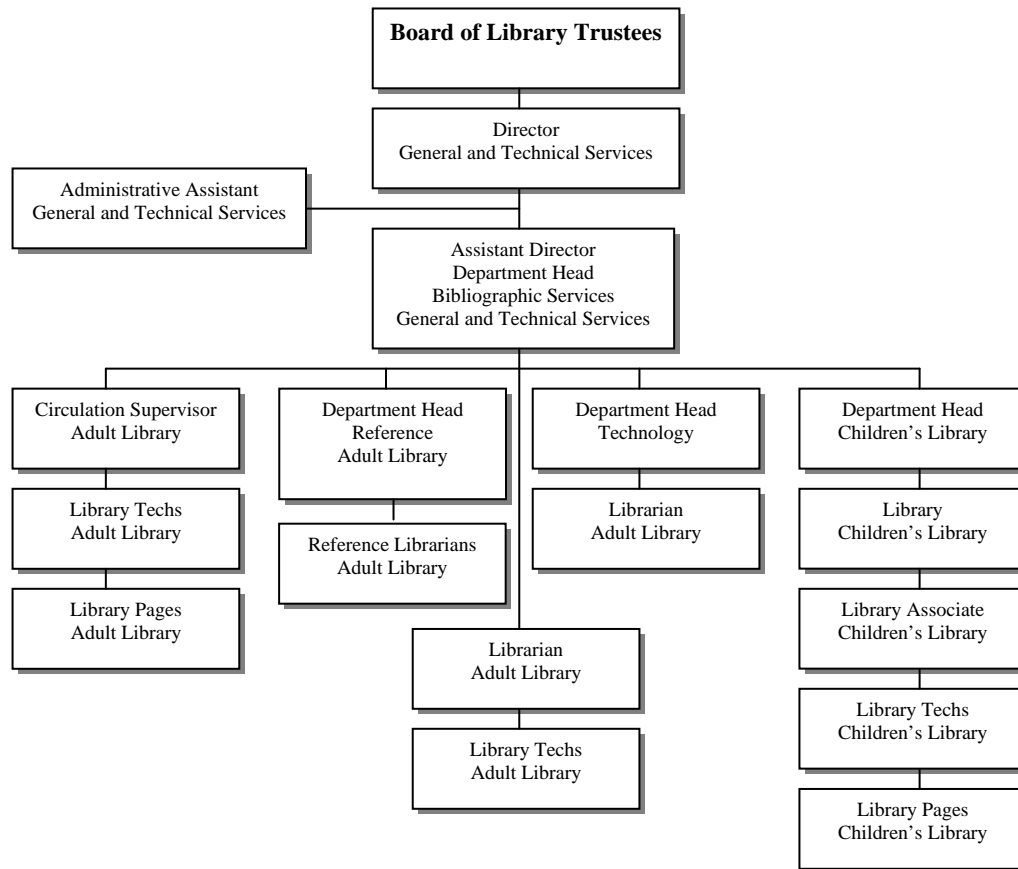
Children's Services reflects library staff for the children's section of the main library and related library materials.

Cary Memorial Library Trustees are in process of determining future use of the Stone Building.

Departmental Initiatives:

1. To provide a variety of rich, historical and current print and electronic resources for the public, the Library will continue to meet MBLC standards for municipal appropriations, library materials budget and minimum hours open.
2. To promote the love of reading in order to encourage a community of lifelong learners, the Library will take appropriate steps to further the cooperation among library staff, Lexington school librarians, and Lexington preschool and child care centers.
3. To connect library users with the information they need, the Library will increase its efforts to partner with other community organization in sponsoring speakers and special events.
4. To serve as a physical as well as virtual "commons": informational, cultural and social, the Library will continue to work with Trustees and Town to evaluate and increase the usability of the Stone Building.
5. To utilize appropriate technology to maintain, enhance and extend library services, both within the library and beyond, the Library will develop plans to enable patrons outside the library to participate in and receive transmission of library programs, events, discussion groups and collection updates via appropriate emerging technologies.
6. To provide a welcoming environment to all, the Library will develop at least one new initiative to collaborate with local businesses to enhance the Library's presence as a core tenant of downtown Lexington.

Please visit our website for the complete plan: www.caryllibrary.org/trustees/strategic.plan.pdf



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Recommended
Library Director	1	1	1	1	1
Assistant Library Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Head of Reference Services	1	1	1	1	1
Head of Technology	1	1	1	1	1
Head of Children's Services	1	1	1	1	1
Circulation Supervisor	1	1	1	1	1
Librarian	7.7	8.5	9	9	9
Library Associate	3.6	3	2	2	2
Library Technician	14.1	13.9	13.6	14.6	14.6
Adult Pages	1.3	1.3	1.3	1.3	1.3
Student Pages	0.6	0.6	0.6	0.6	0.6
Total FTE	34.3	34.3	34.5	34.5	34.5
Total FT/PT	25(FT)/23 (PT)	25(FT)/23 (PT)	26(FT)/22 (PT)	26(FT)/22 (PT)	26(FT)22(PT)

Explanatory Notes:

Explanatory Notes:
There are no staffing changes reflected in this budget.

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 recommended budget reflects an \$11,689 or 0.60 percent increase over the FY10 budget. This is comprised of a 0.87 percent increase in compensation and a 1.28 percent decrease in expenses. It continues to include \$120,000 that was funded by the FY2007 override to maintain Sunday hours at the main Library. At the time of the preparation of this budget recommendation a collective bargaining agreement with C.M.L.S.A., Local 4828, the library union, has not been reached for FY2010 or FY2011. No salary adjustments, therefore, are included for employees in this bargaining unit.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$11,501 increase in salaries for step increases and other contractual adjustments.
2. \$ 2,500 decrease in expenses due to a reduction in small capital.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 2,002,196	\$ 1,902,331	\$ 1,958,008	\$ 1,969,697	\$ 11,689	0.60%
Total 5100 Library	\$ 2,002,196	\$ 1,902,331	\$ 1,958,008	\$ 1,969,697	\$ 11,689	0.60%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,548,077	\$ 1,666,933	\$ 1,708,608	\$ 1,723,497	\$ 14,889	0.87%
Expenses	\$ 454,119	\$ 235,398	\$ 249,400	\$ 246,200	\$ (3,200)	-1.28%
Total 5100 Library	\$ 2,002,196	\$ 1,902,331	\$ 1,958,008	\$ 1,969,697	\$ 11,689	0.60%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 5110 General & Technical Services	\$ 634,293	\$ 414,660	\$ 421,904	\$ 409,996	\$ (11,908)	-2.82%
Total 5120 Adult Library	\$ 1,040,389	\$ 1,140,626	\$ 1,175,041	\$ 1,201,242	\$ 26,201	2.23%
Total 5130 Children's Library	\$ 327,514	\$ 347,045	\$ 361,063	\$ 358,458	\$ (2,604)	-0.72%
Total 5100 Library	\$ 2,002,196	\$ 1,902,331	\$ 1,958,008	\$ 1,969,697	\$ 11,689	0.60%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,514,949	\$ 1,666,933	\$ 1,708,608	\$ 1,723,497	\$ 14,889	0.87%
Overtime (Sunday Premium)	\$ 33,127	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 1,548,076	\$ 1,666,933	\$ 1,708,608	\$ 1,723,497	\$ 14,889	0.87%
Contractual Services	\$ 71,814	\$ 73,418	\$ 74,600	\$ 73,900	\$ (700)	-0.94%
Utilities	\$ 239,197	\$ 11,248	\$ 10,000	\$ 10,000	\$ -	0.00%
Supplies	\$ 111,142	\$ 119,620	\$ 130,300	\$ 130,300	\$ -	0.00%
Small Capital	\$ 31,967	\$ 31,112	\$ 34,500	\$ 32,000	\$ (2,500)	-7.25%
Expenses	\$ 454,120	\$ 235,398	\$ 249,400	\$ 246,200	\$ (3,200)	-1.28%
Total 5100 Library	\$ 2,002,196	\$ 1,902,331	\$ 1,958,008	\$ 1,969,697	\$ 11,689	0.60%

5200 Recreation

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

Budget Organization: Since 1991, the Lexington Recreation Department has operated as an Enterprise Fund whereby program and facility fees cover 100% of the cost of operations. As such, the Recreation Department operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. The Recreation Director, through the Recreation Committee, recommends fees for approval by the Board of Selectmen. The Recreation operating budget supports staff who manage and deliver recreation programs along with the supplies needed to operate those programs. Revenue generated through the Recreation Enterprise (Recreation and Pine Meadows Golf Club) help fund capital improvement projects and financially supports services provided by the Department of Public Works to the aquatic facilities, tennis courts and golf course. Recreation is contributing \$203,583 to cover the cost of recreation employee benefits and indirect services provided to Recreation by other Town departments. The Fund also contributes \$100,000 towards the debt payment for Lincoln Park.

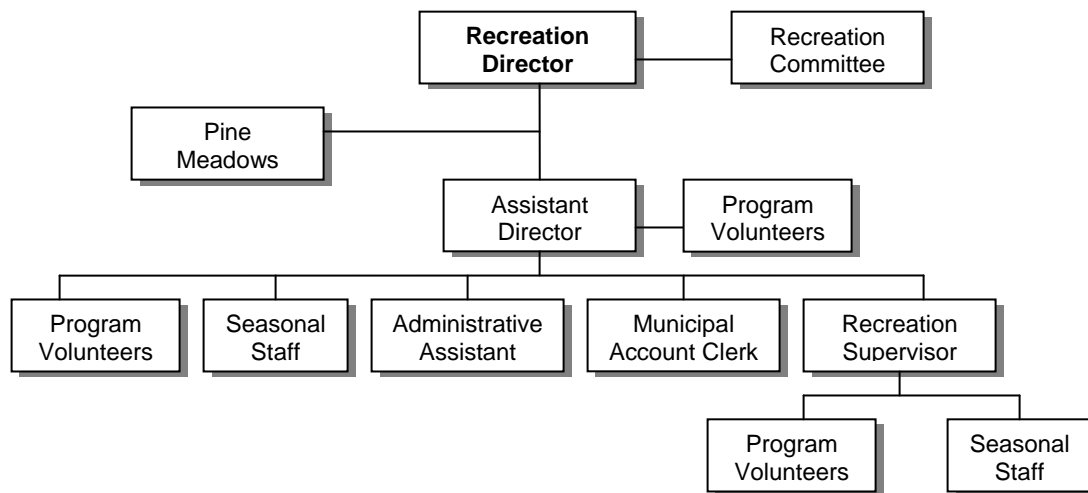
The Lexington Recreation Department offers a wide variety of leisure and recreational opportunities for individuals of all ages and abilities. General recreation program areas include: summer camps, summer youth clinics and classes, tennis, aquatics, youth and adult programs and youth and adult leagues.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

Departmental Initiatives:

1. Implement online registration for all recreation programs.
2. Manage active recreation construction projects. (Marrett Road Stormwater Mitigation Project, Pine Meadows Stormwater Mitigation/Pond Preservation Project, Center Recreation Complex Drainage and Field Renovation Project, Town Pool Renovation Project, Park Drive Bathroom Rehabilitation Project, Bowman School Field Renovation Project and Pine Meadows Bunker & Drainage Projects);
3. Review, edit and implement new department performance measurement system.

5200 Recreation

Program: Culture & Recreation
Town of Lexington, Massachusetts



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

Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Recreation Director	1	1	1	1	1
Assistant Director	1	1	1	1	1
Municipal Clerk	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Recreation Supervisor	1	1	1	1	1
Seasonal (Part Time)	175+/-	175+/-	175+/-	175+/-	175+/-
Total FTE	5.0 FTE + Sea.	5.0 FTE + Sea.	5.0 FTE + Sea.	5.0 FTE + Sea.	5.0 FTE + Sea.
Total	5(FT)/»175(PT)	5(FT)/»175(PT)	5(FT)/»175(PT)	5(FT)/»175(PT)	5(FT)/»175(PT)

5200 Recreation

Budget Recommendations:

The FY2011 recommended budget reflects a \$9,113 or 0.48 percent increase over the FY10 budget. This is comprised of a 0.72 percent decrease in compensation, 0.62 percent decrease in expenses, 3.47% increase in debt service and a 7.95 percent increase in indirect costs.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. Decrease of (\$11,245) for the one time cost for online registration software.
2. Increase of \$7,533 in Recreation Contractual Services due to an increase in the cost of vendor services, increased credit card fees, and addition of youth programs.
3. Increase of \$12,950 in Pine Meadows Contractual Services due to the new credit card service and an increase in the Golf Course management contract.
4. Increase of \$5,600 in Facility and Equipment Service and Repair due to annual repairs at the Town Pool and repair and replacement of tennis, ballfield and basketball lighting.
5. Increase of \$ 15,000 for the Indirect contribution to General Government.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

5200 Recreation

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -		\$ -	0.00%
Enterprise Funds	\$ 1,869,230	\$ 1,875,334	\$ 1,914,557	\$ 1,896,976	\$ (17,581)	-0.92%
User Charges	\$ 981,104	\$ 1,054,536	\$ 1,020,552	\$ 1,066,871	\$ 46,319	4.54%
Golf User Charges	\$ 757,178	\$ 740,551	\$ 805,390	\$ 776,800	\$ (28,590)	-3.55%
Bond Premiums & Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 130,948	\$ 80,247	\$ 88,615	\$ 80,000	\$ (8,615)	-9.72%
Total 5200 Recreation	\$ 1,869,230	\$ 1,875,334	\$ 1,914,557	\$ 1,923,671	\$ 9,113	0.48%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 550,252	\$ 572,781	\$ 636,560	\$ 631,992	\$ (4,568)	-0.72%
Expenses	\$ 880,280	\$ 871,952	\$ 956,815	\$ 950,896	\$ (5,919)	-0.62%
Debt Service	\$ 100,168	\$ 101,227	\$ 132,600	\$ 137,200	\$ 4,600	3.47%
Indirect Costs (Trans. to Gen. Fund)	\$ 155,848	\$ 175,399	\$ 188,583	\$ 203,583	\$ 15,000	7.95%
Total 5200 Recreation	\$ 1,686,548	\$ 1,721,358	\$ 1,914,557	\$ 1,923,671	\$ 9,113	0.48%

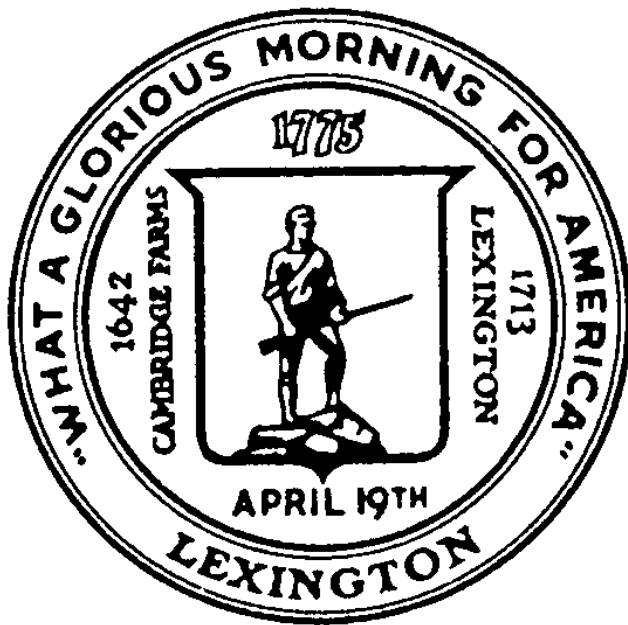
Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,040,421	\$ 1,066,556	\$ 1,188,839	\$ 1,191,041	\$ 2,202	0.19%
Total 5220 Pine Meadows	\$ 490,279	\$ 479,404	\$ 537,136	\$ 529,047	\$ (8,089)	-1.51%
Indirect Costs	\$ 155,848	\$ 175,399	\$ 188,583	\$ 203,583	\$ 15,000	7.95%
Total 5200 Recreation	\$ 1,686,548	\$ 1,721,358	\$ 1,914,557	\$ 1,923,671	\$ 9,113	0.48%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 550,252	\$ 572,781	\$ 636,560	\$ 631,992	\$ (4,568)	-0.72%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ 550,252	\$ 572,781	\$ 636,560	\$ 631,992	\$ (4,568)	-0.72%
Contractual Services	\$ 766,198	\$ 740,506	\$ 779,009	\$ 802,749	\$ 23,740	3.05%
Utilities	\$ 34,719	\$ 47,380	\$ 53,695	\$ 52,972	\$ (723)	-1.35%
Supplies	\$ 76,054	\$ 63,270	\$ 83,360	\$ 87,825	\$ 4,465	5.36%
Small Capital	\$ 3,309	\$ 20,795	\$ 40,751	\$ 7,350	\$ (33,401)	-81.96%
Expenses	\$ 880,280	\$ 871,952	\$ 956,815	\$ 950,896	\$ (5,919)	-0.62%
Debt Service	\$ 100,168	\$ 101,227	\$ 132,600	\$ 137,200	\$ 4,600	3.47%
Indirects	\$ 155,848	\$ 175,399	\$ 188,583	\$ 203,583	\$ 15,000	7.95%
Total 5200 Recreation	\$ 1,686,547	\$ 1,721,358	\$ 1,914,557	\$ 1,923,671	\$ 9,113	0.48%

Section VIII: Human Services

Program 6000

Senior Services
Youth Services
Family Services



Section VIII: Program 6000: Human Services

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for Human Services. It includes:

- 6100-6200 Community Program, Human/Veterans Administration
Youth Services, Senior Services, and Developmental Disabled Support

VIII-2

Mission: The Lexington Human Services Department works to ensure the provision of core social services, including direct services to residents, promoting health and well being, advocacy, financial assistance, educational and support programs, and cultural outreach for residents of all ages and backgrounds. In collaboration with Town and school departments, community groups, and government agencies, the Lexington Human Services Department is committed to providing leadership in identifying unmet needs and working to provide appropriate programs and services. The staff is dedicated to the delivery of services in a professional manner that respects the dignity of all individuals served.

Budget Organization: The Human Services Department was reorganized in 2009 as described below. Each area is overseen by an Assistant Director who is a licensed social worker. Staff work together as a team and with other Lexington departments to identify critical needs and coordinate service delivery.

Family/Human Services: Provides coordination of social and mental health services to families and adults. Coordinates services with the Veteran's Agent.

Senior Services: Provides coordination of services to the senior community, including oversight of all aspects of the Lexington Senior Center.

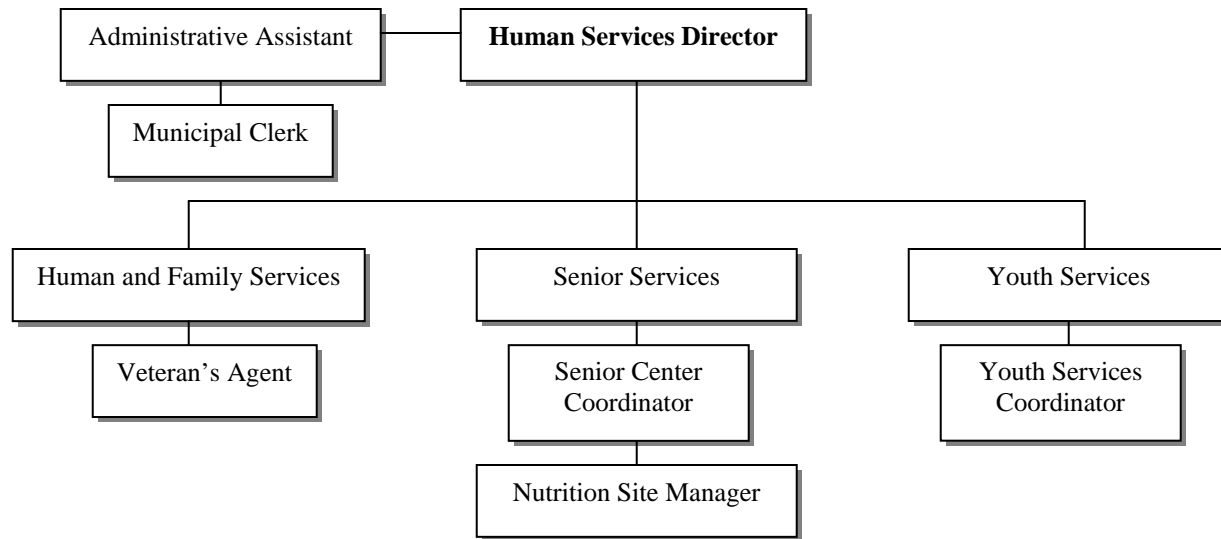
Youth Services: Provides planning and coordination of services to youth.

Departmental Initiatives:

1. Collaborate with the Department of Public Facilities to make safety and accessibility improvements to the Muzzey Senior Center.
2. Increase program offerings for youth and families, in partnership with the Lexington Public Schools, Town of Lexington departments and local community groups.
3. Conduct community-wide forums to discuss transportation needs and possible solutions.
4. Improve outreach and communication to all members of the Lexington community, informing the community of available services and resources; continue assessment of critical social services needs; strengthen working partnerships with boards and committees.

6100-6200 Human Services

Program: Human Services
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing:

	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Recommended
Director of Human Services	1	1	1	1
Senior Services Assistant Director	1	1	0.7	0.7
Human Service Assistant Director	-	-	0.8	0.8
Youth Services Assistant Director	1	1	1	1
Senior Services Coordinator*	0	1	0.8	0.8
Senior Services Nurse	0.8	0.8	0.5	0.5
Administrative Assistant	1	1	1	1
Municipal Clerk (Part Time)	0.5	0.5	0.5	0.5
Veterans Agent (Part Time)	0.2	0.2	0.2	0.2
Program Coordinantor**	-	-	0.5	0.5
Adult Day Care Coordinator ***	1	1	0	0
Assistant Day Care Coordinator ***	1	1	0	0
Department Account Clerk ***	0.5	0.5	0	0
Day Care Aides (Part-time) ***	3 @ .5	3 @ .5	0	0
Total FTE	9.5 FTE	10.5 FTE	7 FTE	7 FTE
Total FT/PT	6 (FT) / 7 (PT)	7 (FT) / 7 (PT)	3(FT) / 7 (PT)	3 (FT) / 7 (PT)

Explanatory Notes:

Staffing for 2011 reflects the full implementation of the 2008 reorganization of the Human Services Department. The Adult Day Care positions have been eliminated. The Assistant Director of Senior Services was hired at 24 hours/week, which resulted in the Senior Services Coordinator position being hired at 28 hours per week.

* Senior Services Coordinator - Former Social Services Coordinator

** Staff continues to evaluate the need for a PT Youth Services Program Coordinator

*** The Adult Supportive Day Care closed in June, 2009, resulting in the elimination of these positions.

Budget Recommendations:

The FY2011 Town Manager's recommended budget for reflects a \$14,182 or 2.51 percent decrease over the FY10 restated budget (all funds). The Human Services program is comprised of a General Fund component, a Revolving Fund component (Council on Aging Programs) and a grant component. The change in the General Fund is comprised of an 8.67 percent increase in compensation and a 9.18 percent decrease in expenses. The Revolving Fund and Grants are decreasing by 0.17 percent.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$37,989 increase in compensation due to contractual salary step increases as well as reorganization of nursing services from contractual to in-house staff.
2. \$12,250 decrease in expenses due to the reorganization of nursing services from contractual to in-house staff.

Program Improvement Requests submitted by Departments:

1. \$10,000 to restore Senior Services Coordinator position to full time.
2. \$7,739 for a part-time municipal clerk.

Program Improvement Requests Recommended for Funding: None

6100-6200 Human Services

Program: Human Services
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 436,095	\$ 372,707	\$ 273,016	\$ 414,446	\$ 141,430	51.80%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Veteran Benefits Reimbursement	\$ 6,666	\$ 6,097	\$ 17,130	\$ 17,130	\$ -	0.00%
Community Program Revolving Fund	\$ 67,420	\$ 65,402	\$ 100,000	\$ 100,000	\$ -	0.00%
Available Funds	\$ 202,703	\$ 161,756	\$ 173,821	\$ 46,573	\$ (127,248)	-73.21%
Grants	\$ 54,112	\$ 49,897	\$ 53,821	\$ 46,573	\$ (7,248)	-13.47%
Supportive Day Care Fees	\$ 148,591	\$ 111,859	\$ 120,000	\$ -	\$ (120,000)	-100.00%
Total 6100-6200 Human Services	\$ 712,884	\$ 605,962	\$ 563,967	\$ 578,149	\$ 14,182	2.51%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 410,934	\$ 382,048	\$ 327,468	\$ 365,074	\$ 37,606	11.48%
Expenses	\$ 301,950	\$ 223,914	\$ 236,499	\$ 213,075	\$ (23,424)	-9.90%
Total 6100-6200 Human Services	\$ 712,884	\$ 605,962	\$ 563,967	\$ 578,149	\$ 14,182	2.51%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 209,913	\$ 139,308	\$ 161,187	\$ 166,130	\$ 4,943	3.07%
Total 6120 Community Programs	\$ 93,294	\$ 111,401	\$ 128,765	\$ 129,939	\$ 1,174	0.91%
Total 6130 Supportive Day Care	\$ 232,236	\$ 182,200	\$ -	\$ -	\$ -	0.00%
Total 6210 Human Services and Veterans Admin.	\$ 67,917	\$ 86,600	\$ 90,871	\$ 77,709	\$ (13,162)	-14.48%
Total 6220 Services for Youth	\$ 32,250	\$ 23,231	\$ 73,810	\$ 74,326	\$ 516	0.70%
Total 6230 Senior Services	\$ 63,672	\$ 49,620	\$ 94,496	\$ 115,045	\$ 20,550	21.75%
Total Developmentally Disabled	\$ 13,602	\$ 13,602	\$ 14,839	\$ 15,000	\$ 161	1.08%
Total 6100-6200 Human Services	\$ 712,884	\$ 605,962	\$ 563,967	\$ 578,149	\$ 14,182	2.51%

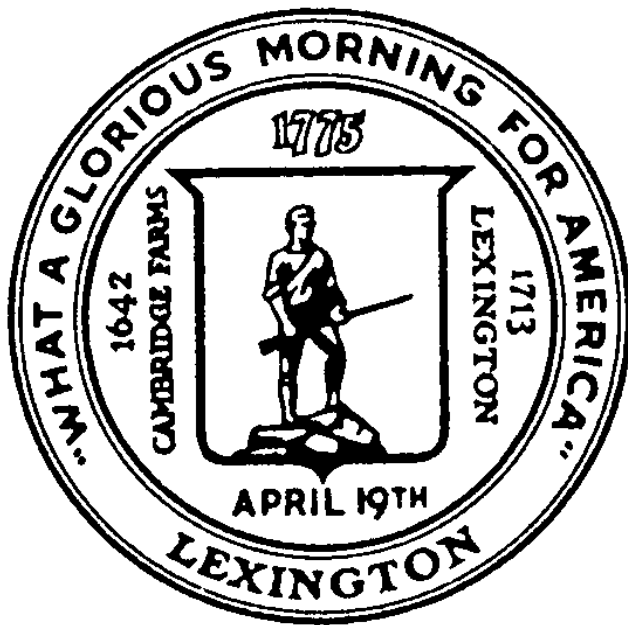
Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 410,934	\$ 382,048	\$ 327,468	\$ 365,074	\$ 37,606	11.48%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ 410,934	\$ 382,048	\$ 327,468	\$ 365,074	\$ 37,606	11.48%
Contractual Services	\$ 228,674	\$ 189,788	\$ 202,083	\$ 186,000	\$ (16,083)	-7.96%
Utilities	\$ 49,623	\$ 6,688	\$ 6,280	\$ 6,100	\$ (180)	-2.87%
Supplies	\$ 23,653	\$ 27,438	\$ 25,936	\$ 18,775	\$ (7,161)	-27.61%
Small Capital	\$ -	\$ -	\$ 2,200	\$ 2,200	\$ -	0.00%
Expenses	\$ 301,950	\$ 223,914	\$ 236,499	\$ 213,075	\$ (23,424)	-9.90%
Total 6100-6200 Human Services	\$ 712,884	\$ 605,962	\$ 563,967	\$ 578,149	\$ 14,182	2.51%

Appropriations Summary (General Fund Only)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 363,822	\$ 350,225	\$ 295,397	\$ 321,001	\$ 25,604	8.67%
Expenses	\$ 227,530	\$ 140,441	\$ 121,749	\$ 110,575	\$ (11,174)	-9.18%
Total 6100-6200 Human Services	\$ 591,352	\$ 490,666	\$ 417,146	\$ 431,576	\$ 14,430	3.46%

Budget Summary (Non-General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 54,112	\$ 31,823	\$ 32,071	\$ 44,073	\$ 12,002	37.42%
6120 Community Programs	\$ -	\$ 9,653	\$ 9,653	\$ 9,653	\$ -	0.00%
6130 Supportive Day Care	\$ 7,000	\$ -	\$ -	\$ -	\$ -	0.00%
6210 Human Services	\$ 17,866	\$ -	\$ -	\$ -	\$ -	0.00%
6230 Senior Services	\$ 29,246	\$ 22,170	\$ 22,418	\$ 34,420	\$ 12,002	53.54%
Expenses	\$ 67,420	\$ 83,473	\$ 114,750	\$ 102,500	\$ (12,250)	-10.68%
6120 Community Programs	\$ 67,420	\$ 67,902	\$ 102,500	\$ 102,500	\$ -	0.00%
6130 Supportive Day Care	\$ -	\$ 3,321	\$ -	\$ -	\$ -	0.00%
6230 Senior Services	\$ -	\$ 12,250	\$ 12,250	\$ -	\$ (12,250)	-100.00%
Total 6100-6200 Human Services	\$ 121,532	\$ 115,296	\$ 146,821	\$ 146,573	\$ (248)	-0.17%

Section IX: Community Development

Program 7000



Community Development
Planning
Economic Development

Section IX: Program 7000: Community Development

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for community development. It includes:

- 7100 Community Development IX-2
- 7200 Planning IX-6
- 7300 Economic Development IX-10

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

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

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

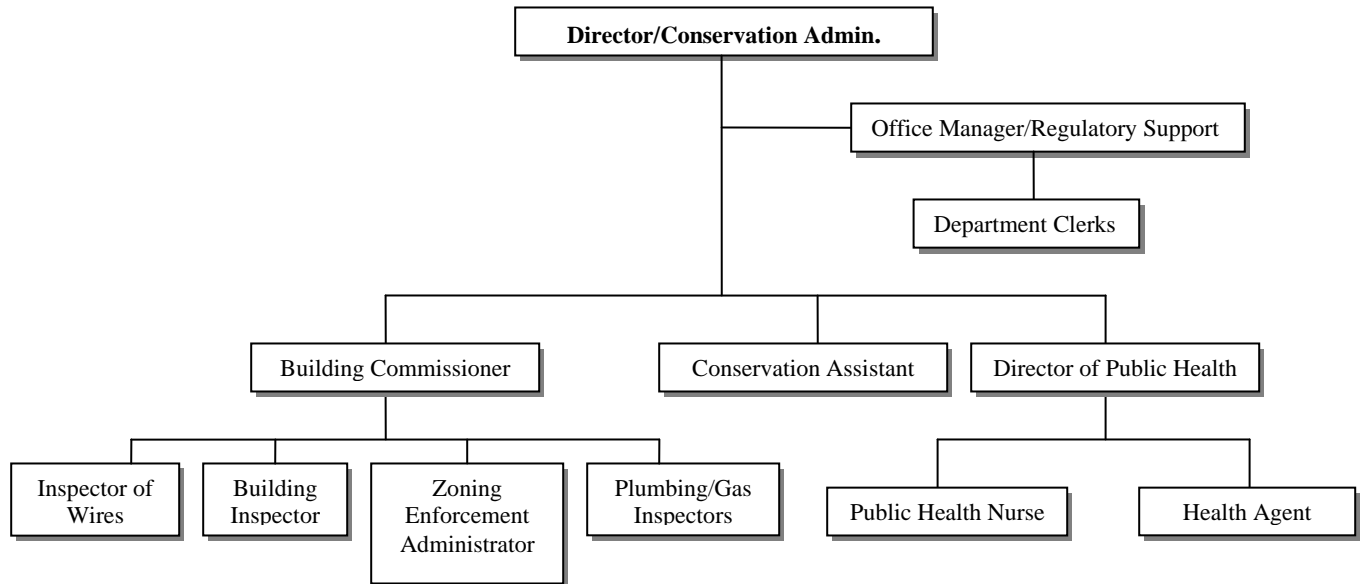
The Regulatory Support Division is responsible for providing administrative support to the Building, Conservation, and Health divisions and to the Community Development Department boards and commissions, including the Zoning Board of Appeals and Historic Districts Commission.

The Conservation Division is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, managing over 1,300 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.

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

Departmental Objectives:

1. Implement the Laserfiche document imaging software.
2. Expand microfilming and scanning programs to other divisions within the department.
3. Develop and adopt an electronic records management submissions format policy for permit filings, plans, and other documents that will be incorporated into the new Laserfiche Document Imaging Program (with Planning and Town Clerk Departments).
4. Implement permit-tracking software.
5. Increase public outreach and education to homeowners and contractors regarding the Community Development Department functions and permitting processes through the Town website.
6. Continue pandemic flu planning.
7. Prepare and implement land management plans for each conservation area.
8. Implement the watershed stewardship program in collaboration with the Department of Public Works.



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget ¹	FY 2009 Budget ²	FY 2010 Budget ³	FY 2011 Requested
Building Commissioner	1	1	1	1	1
Electrical Inspector	1	1.2	1.2	1.1	1.1
Building Inspector	1.13	1.13	2.13	2	2
Zoning Enforcement Administrator	1	1	1	1	1
Plumbing/Gas/Mechanical Inspector	1	1.2	1.2	1.2	1.2
Sealer of Weights and Measures	0.22	0.11	0	0	0
Office Manager	1	1	1	1	1
Department Clerk	3	3	3	3	3
Community Development Department Director ⁴	1	1	1	1	1
Conservation Assistant	1	1	1	1	1
Public Health Director	1	1	1	1	1
Health Agent	1	1	1	1	1
Public Health Nurse	0.71	0.71	0.71	0.6	0.6
sub-total FTE	14.06	14.35	15.24	14.9	14.9
sub-total FT/PT	13 FT/3 PT	13 FT/5 PT	14 FT/4 PT	14FT/3PT	14FT/3PT

Explanatory Notes:

¹Part-time Electrical and Plumbing Inspectors were funded in FY 2008.

²Sealer of Weights and Measures Services were converted to a contractual service in FY 2009.

²The added full-time Building Inspector was funded as of January 1, 2009, but has remained vacant due to budget considerations.

³The part-time Electrical and Building Inspector positions were reduced in FY 2010 due to the appropriation for the additional full-time Building Inspector in FY 2009.

³The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per a Nursing Services Agreement executed in FY 2009.

⁴The Director also serves as the Conservation Administrator.

Budget Recommendations:

The FY2011 recommended budget reflects a \$40,254 or 3.98 percent increase over the FY10 restated budget (all funds). The Community Development program is comprised of a General Fund component and a Revolving Fund component (Health Programs). The change in the General Fund is comprised of a 3.77 percent increase in compensation and a 5.91 percent increase in expenses. There is no change to funding for the Revolving Fund.

The recommended budget is a level-service budget with the exception of Program Improvement Requests shown below as recommended for funding. Notable changes in the FY2011 recommended budget include:

1. \$32,029 increase in compensation attributable to step increases and overtime increases per existing collective bargaining agreements and full-year funding for the new Building Inspector position added in January 2009 .
2. \$5,000 decrease in Conservation Binding and Archiving for microfilming and scanning services based on the estimate of fees.
3. \$1,275 increase in Board of Health contractual services expense for the mosquito control contract and food inspection/training services.
4. \$1,350 in order to fund two additional weeks (120 hours) for Seasonal Land Management Interns.
5. \$10,600 to improve the conditions at the Idylwilde community garden site.

Program Improvement Requests submitted by Department:

1. \$1,350 in order to fund two additional weeks (120 hours) for Seasonal Land Management Interns.
2. \$10,600 to improve the conditions at the Idylwilde community garden site.
3. \$11,900 to hire a Part-time Conservation Ranger.
4. \$14,707 to hire a Part-time Municipal Clerk.

Program Improvement Requests Recommended for Funding:

1. \$1,350 in order to fund two additional weeks (120 hours) for Seasonal Land Management Interns.
2. \$10,600 to improve the conditions at the Idylwilde community garden site.

7100 Office of Community Development

Program: Community Development

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ (1,006,623)	\$ (314,458)	\$ (394,740)	\$ (154,046)	\$ 240,694	-60.98%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Health Department Revolving Fund	\$ 7,000	\$ 7,000	\$ 10,000	\$ 10,000	\$ -	0.00%
Fees & Charges	\$ 1,807,796	\$ 3,012,378	\$ 1,397,130	\$ 1,196,690	\$ (200,440)	-14.35%
Departmental Fees	\$ 42,212	\$ 55,525	\$ 52,360	\$ 49,810	\$ (2,550)	-4.87%
Licenses & Permits	\$ 1,765,584	\$ 1,149,057	\$ 1,344,770	\$ 1,146,880	\$ (197,890)	-14.72%
Total 7100 Office of Community Development	\$ 808,173	\$ 2,704,920	\$ 1,012,390	\$ 1,052,644	\$ 40,254	3.98%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 700,533	\$ 796,045	\$ 885,993	\$ 919,372	\$ 33,379	3.77%
Expenses	\$ 107,640	\$ 101,079	\$ 126,397	\$ 133,272	\$ 6,875	5.44%
Total 7100 Office of Community Development	\$ 808,173	\$ 897,124	\$ 1,012,390	\$ 1,052,644	\$ 40,254	3.98%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 7110 Building & Zoning	\$ 357,110	\$ 386,725	\$ 459,541	\$ 471,298	\$ 11,757	2.56%
Total 7120 Regulatory Support	\$ 159,433	\$ 169,577	\$ 181,770	\$ 189,896	\$ 8,126	4.47%
Total 7130 Conservation	\$ 132,457	\$ 131,963	\$ 158,009	\$ 169,860	\$ 11,852	7.50%
Total 7140 Health	\$ 159,173	\$ 208,859	\$ 213,070	\$ 221,589	\$ 8,519	4.00%
Total 7100 Office of Community Development	\$ 808,173	\$ 897,124	\$ 1,012,390	\$ 1,052,644	\$ 40,254	3.98%

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 699,481	\$ 794,560	\$ 874,773	\$ 907,809	\$ 33,036	3.78%
Overtime	\$ 1,052	\$ 1,485	\$ 11,220	\$ 11,563	\$ 343	3.06%
Compensation	\$ 700,533	\$ 796,045	\$ 885,993	\$ 919,372	\$ 33,379	3.77%
Contractual Services	\$ 91,688	\$ 78,155	\$ 103,448	\$ 99,723	\$ (3,725)	-3.60%
Utilities	\$ 2,884	\$ 2,666	\$ 4,139	\$ 4,139	\$ -	0.00%
Supplies	\$ 13,068	\$ 20,259	\$ 18,810	\$ 29,410	\$ 10,600	56.35%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 107,640	\$ 101,079	\$ 126,397	\$ 133,272	\$ 6,875	5.44%
Total 7100 Office of Community Development	\$ 808,173	\$ 897,124	\$ 1,012,390	\$ 1,052,644	\$ 40,254	3.98%

Appropriation Summary (General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 700,533	\$ 796,045	\$ 885,993	\$ 919,372	\$ 33,379	3.77%
Expenses	\$ 100,640	\$ 94,281	\$ 116,397	\$ 123,272	\$ 6,875	5.91%
Total 7100 Office of Community Development	\$ 801,173	\$ 890,326	\$ 1,002,390	\$ 1,042,644	\$ 40,254	4.02%

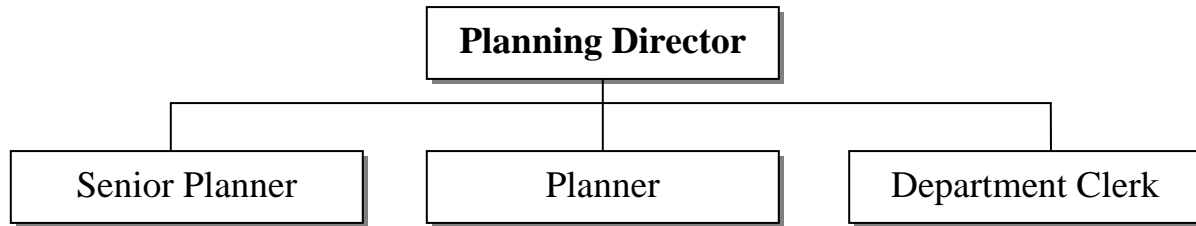
Appropriations Summary (Non-General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 7,000	\$ 6,798	\$ 10,000	\$ 10,000	\$ -	0.00%
7140 Health Revolving Fund	\$ 7,000	\$ 6,798	\$ 10,000	\$ 10,000	\$ -	0.00%
Total 7100 Office of Community Development	\$ 7,000	\$ 6,798	\$ 10,000	\$ 10,000	\$ -	0.00%

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

Budget Organization: The Planning Department supports the Planning Board in the implementation of the Comprehensive Plan, the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, 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 a regular basis on the Development Review Team, the Economic Development Advisory Committee, the Housing Partnership Board, the Transportation Management Group, and the HOME Consortium.

Departmental Initiatives:

1. Update the Zoning Bylaw, particularly the use table and definitions.
2. Update the development regulations and coordinate standards with the Engineering Divisions' standards. This is an ongoing project.
3. Implement the transportation management plan for the Hartwell Avenue Area. (This was funded with a \$100,000 appropriation at the 2009 Town Meeting.)
4. Continued study of the commercial districts in order to propose bylaw changes that will enhance economic development while mitigating impacts on the Town (subject to funding).
5. Explore affordable housing production options utilizing CPA and HOME funds.
6. Work with the Town Manager's Office on examining options for administration and regulatory oversight of the Town's community/affordable housing.

**Authorized/Appropriated Staffing**

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Recommended
Planning Director	1	1	1	1	1
Department Clerk/Adminstrative Assistant	1	1	1	1	1
Planner	0.4	0.4	0.4	0.4	0.4
Senior Planner	1	1	1	1	1
Total FTE	3.4	3.4	3.4	3.4	3.4
Total FT/PT	3 (FT)/1 (PT)	3 (FT)/1 (PT)	3 (FT)/1 (PT)	3 (FT)/1 (PT)	3 (FT)/1 (PT)

Budget Recommendations:

The FY2011 recommended budget represents a increase of \$77,783 or 32.77 percent over the FY2010 Budget. This is comprised of a 3.42 percent increase in compensation and a 710.66 percent increase in expenses. In absence of the two one-time Program Improvement Requests, the budget would be increasing by \$7,783 or 3.3 percent.

The recommended budget is a level-service budget with the exception of Program Improvement Requests shown below as recommended for funding. Notable changes in the FY2011 recommended budget include:

1. \$7,783 increase for salary step increases and other contractual adjustments.
2. \$50,000 increase in expenses for consultant services to assist in the recodification of the zoning bylaw.
3. \$20,000 for staff/consultant assistance for administering the Town's community/affordable housing.

Program Improvement Requests submitted by Departments:

1. \$50,000 to contact the services of a Zoning Consultant.
2. \$20,000 to contact the services of a Regional Housing Consultant.

Program Improvement Requests Recommended for Funding:

1. \$50,000 to contact the services of a Zoning Consultant.
2. \$20,000 to contact the services of a Regional Housing Consultant.

7200 Planning

Program: Community Development
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 192,891	\$ 234,860	\$ 205,568	\$ 292,950	\$ 87,383	42.51%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ 18,163	\$ 22,280	\$ 31,820	\$ 22,220	\$ (9,600)	-30.17%
Fees	\$ 18,163	\$ 22,280	\$ 31,820	\$ 22,220	\$ (9,600)	-30.17%
Total 7200 Planning	\$ 211,054	\$ 257,140	\$ 237,388	\$ 315,170	\$ 77,783	32.77%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 204,039	\$ 219,065	\$ 227,538	\$ 235,320	\$ 7,783	3.42%
Expenses	\$ 7,015	\$ 38,075	\$ 9,850	\$ 79,850	\$ 70,000	710.66%
Total 7200 Planning	\$ 211,054	\$ 257,140	\$ 237,388	\$ 315,170	\$ 77,783	32.77%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 7200 Planning	\$ 211,054	\$ 257,140	\$ 237,388	\$ 315,170	\$ 77,783	32.77%
Total 7200 Planning	\$ 211,054	\$ 257,140	\$ 237,388	\$ 315,170	\$ 77,783	32.77%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 204,039	\$ 217,197	\$ 225,538	\$ 231,720	\$ 6,183	2.74%
Overtime	\$ -	\$ 1,868	\$ 2,000	\$ 3,600	\$ 1,600	80.00%
Compensation	\$ 204,039	\$ 219,065	\$ 227,538	\$ 235,320	\$ 7,783	3.42%
Contractual Services	\$ 3,979	\$ 35,569	\$ 6,650	\$ 76,550	\$ 69,900	1051.13%
Utilities	\$ -	\$ 600	\$ 750	\$ 750	\$ -	0.00%
Supplies	\$ 3,036	\$ 1,906	\$ 2,450	\$ 2,550	\$ 100	4.08%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 7,015	\$ 38,075	\$ 9,850	\$ 79,850	\$ 70,000	710.66%
Total 7200 Planning	\$ 211,054	\$ 257,140	\$ 237,388	\$ 315,170	\$ 77,783	32.77%

7300 Economic Development

Mission: The Economic Development Office works to strengthen the Town's commercial tax base and, through the Tourism Committee's efforts, promote the Town's historic sites. The Office provides comprehensive services to existing and prospective businesses and individuals to support and enhance the business climate in Lexington. The Economic Development Officer serves as a liaison to businesses providing information, technical assistance and help with meeting local land use regulations.

Taking advantage of the economic opportunities presented to the Town as a tourist attraction continues to be the focus of the Tourism Committee. Three programs: the Liberty Ride, the Battle Green Guides and the regional marketing program are aimed at promoting Lexington's many historic sites.

Budget Organization: The Economic Development budget is divided into three elements: the Economic Development Officer, the Liberty Ride and the Battle Green Guides. These latter two programs are under the direction of the Tourism Committee.

The Economic Development Officer 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.

Despite the economic downturn, the Liberty Ride continues to be financially self-supporting. This fee-based trolley tour of Lexington and Concord links public transportation and the areas historic sites. Designed to spur economic development, it has continued to improve the tourism experience. This fall the Liberty Ride completed its eighth year of operations, with the charter business has continuing to grow.

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

A new marketing fund was authorized in FY 2010 to expand our regional marketing. With this funding we are increasing our presence on the web, and preparing a tourism focused map and brochure of local sites and businesses. In order to be effect, continues funding on an ongoing basis is necessary.

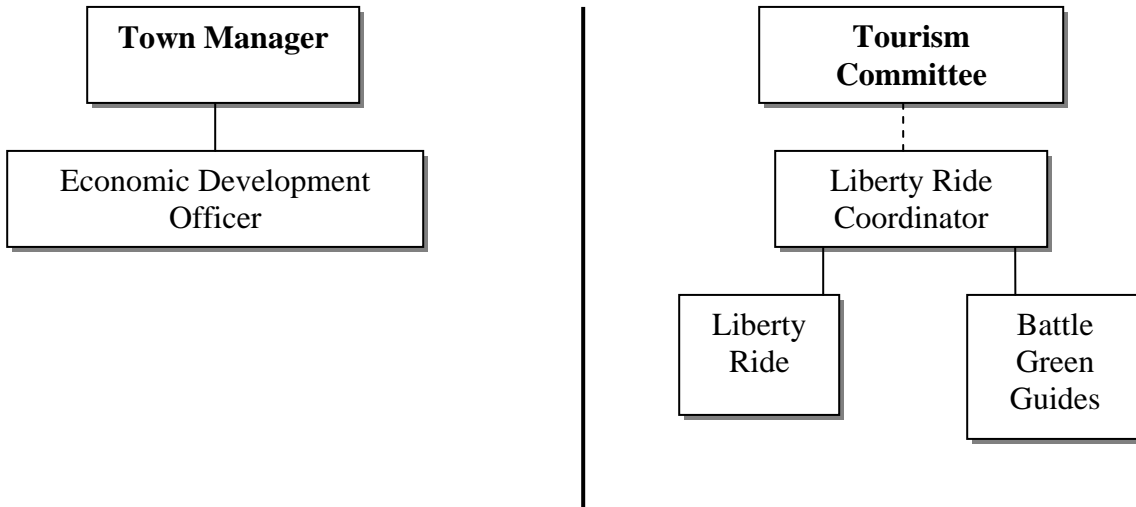
Departmental Initiatives:

1. Expanding the annual town-wide tourist training event.
2. Continuing to market Lexington as a tourist destination.
3. Planning and coordinating the visit to Lexington of officials and citizens from Antony, France, our Sister City, including raising private funds to pay the expenses.
4. Shepherding the Battle Green Master Planning process through public input and approval by the Selectmen and Town Meeting.

7300 Economic Development

Program: Community Development

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Economic Development Officer	0	1	1	1	1
Battle Green Guides	Varies	Varies	Varies	Varies	Varies
Liberty Ride Coordinator	0.5	0.5	0.5	0.5	0.5
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal	Seasonal
Total FT/PT	0FT/1PT	1FT/1PT	1FT/1PT	1FT/1PT	1FT/1PT

7300 Economic Development

Program: Community Development

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 Town Manager's recommended budget reflects a \$26,543 or 10.26% increase over the FY10 budget (all funds). The Economic Development program is comprised of a General Fund component and a Revolving Fund component (Tourism/Liberty Ride). The General Fund compensation increased by 3.59 percent while expenses have increased by 226.28 percent. The Liberty Ride Revolving Fund has increased by 5.04 percent.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$2,642 increase in compensation for the Battle Green Guides, due primarily to additional hours for this program.
2. \$4,749 increase in compensation for the Liberty Ride, due to additional hours and a salary adjustment.
3. \$6,000 increase in expenses for the Liberty Ride for membership fees.
4. \$15,000 increase in expenses for tourism initiatives, due to an adjustment in the way in which this funding is being presented. In FY 2010 this money was appropriated out in a separate warrant article and does not appear in the Operating Budget.

Program Improvement Requests Submitted by Department: None

Program Improvement Requests Recommended for Funding: None

7300 Economic Development

Program: Community Development

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated ¹	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 253,240	\$ 214,982	\$ 258,666	\$ 285,209	\$ 26,543	10.26%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 7310 Economic Development Officer	\$ 253,240	\$ 214,982	\$ 258,666	\$ 285,209	\$ 26,543	10.26%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 109,151	\$ 117,131	\$ 132,056	\$ 139,892	\$ 7,836	5.93%
Expenses	\$ 144,089	\$ 97,851	\$ 126,610	\$ 145,318	\$ 18,708	14.78%
Total 7310 Economic Development Officer	\$ 253,240	\$ 214,982	\$ 258,666	\$ 285,209	\$ 26,543	10.26%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 7310 Economic Development Office	\$ 111,321	\$ 79,714	\$ 83,916	\$ 84,445	\$ 529	0.63%
Total 7320 Liberty Ride	\$ 133,384	\$ 125,828	\$ 166,000	\$ 174,373	\$ 8,373	5.04%
Total 7330 Battle Green Guides	\$ 8,536	\$ 9,440	\$ 8,750	\$ 26,392	\$ 17,642	201.62%
Total 7310 Economic Development Officer	\$ 253,240	\$ 214,982	\$ 258,666	\$ 285,209	\$ 26,543	10.26%

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 109,151	\$ 117,131	\$ 132,056	\$ 139,892	\$ 7,836	5.93%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 109,151	\$ 117,131	\$ 132,056	\$ 139,892	\$ 7,836	5.93%
Contractual Services	\$ 139,268	\$ 93,169	\$ 121,812	\$ 119,668	\$ (2,144)	-1.76%
Utilities	\$ 846	\$ 981	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 3,404	\$ 3,082	\$ 4,798	\$ 9,900	\$ 5,102	106.34%
Small Capital	\$ 571	\$ 620	\$ -	\$ 15,750	\$ 15,750	0.00%
Expenses	\$ 144,089	\$ 97,851	\$ 126,610	\$ 145,318	\$ 18,708	14.78%
Total 7310 Economic Development Officer	\$ 253,240	\$ 214,982	\$ 258,666	\$ 285,209	\$ 26,543	10.26%

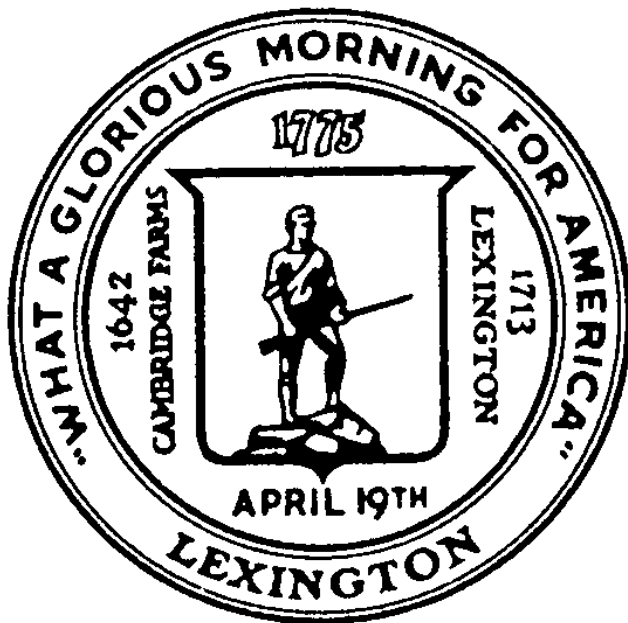
Appropriations Summary (General Fund Only)	FY 2008 Actual	2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 109,151	\$ 94,031	\$ 86,000	\$ 89,087	\$ 3,087	3.59%
Expenses	\$ 144,089	\$ 12,623	\$ 6,666	\$ 21,750	\$ 15,084	226.28%
Total 7310 Economic Development Officer	\$ 253,240	\$ 106,654	\$ 92,666	\$ 110,837	\$ 18,171	19.61%

Appropriations Summary (Non-General Fund)	FY 2008 Actual	2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ 23,100	\$ 46,056	\$ 50,805	\$ 4,749	10.31%
7320 Liberty Ride	\$ -	\$ 23,100	\$ 46,056	\$ 50,805	\$ 4,749	10.31%
Expenses	\$ -	\$ 85,228	\$ 119,944	\$ 123,568	\$ 3,624	3.02%
7320 Liberty Ride	\$ -	\$ 85,228	\$ 119,944	\$ 123,568	\$ 3,624	3.02%
Total 7310 Economic Development Officer	\$ -	\$ 108,328	\$ 166,000	\$ 174,373	\$ 8,373	5.04%

¹In FY 2010 \$15,000 was appropriated for tourism initiatives as a separate warrant article. In FY 2011 \$15,000 is recommended for tourism initiatives as part of the operating budget.

Section X: General Government

Program 8000



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

Section X: Program 8000: General Government

This section includes detailed information about the FY 2011 Recommended Budget & Financing Plan for general government. It includes:

- | | |
|---------------------------------------|------|
| • 8100 Board of Selectmen | X-2 |
| • 8200 Town Manager | X-6 |
| • 8300 Town Committees | X-10 |
| • 8400 Finance | X-14 |
| • 8500 Town Clerk | X-19 |
| • 8600 Management Information Systems | X-23 |

8100 Board of Selectmen*Town of Lexington, Massachusetts*

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 Organization: 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 who assists the Selectmen and coordinates activities with the Town Manager's Office. The staff prepares the Annual and Special Town Meeting Warrants and assists the Selectmen in responding to questions and inquiries from the public. They also receive all contributions to Selectmen gift accounts, the Fund for Lexington, PTA Council Scholarship, Lexington Education Fund and all other Trustees of Public Trusts funds.

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

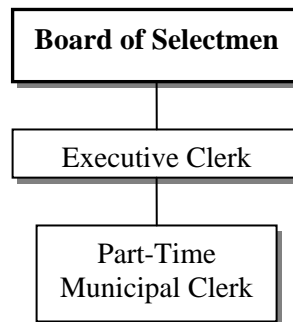
The Town Report is the official proceeding and activities of Town Government. It is required to be prepared annually under State law.

Departmental Initiatives:

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

8100 Board of Selectmen

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Budget	FY 2011 Recommended
Executive Clerk	0.86	0.86	0.94	0.94	0.94
Part-Time Municipal Clerk	0.54	0.54	0.56	0.56	0.56
Total FTE	1.40	1.40	1.50	1.50	1.50
Total FT/PT	0 FT/ 2 PT	0 FT/ 2 PT	0 FT/ 2 PT	0 FT/ 2 PT	0 FT/ 3 PT

Budget Recommendations:

The FY2011 recommended budget represents an increase of \$36,652, or 3.90 percent over the FY2010 restated budget (all funds). The Board of Selectmen program is comprised of a General Fund and a Revolving Fund component. The General Fund is increasing by \$36,652, or 3.90 percent. There is no change in funding for the Revolving Fund.

The recommended budget is a level-service budget with the exception of the Program Improvement Request shown below as recommended for funding. Notable changes in the FY2011 recommended budget include:

1. \$2,000 decrease in expenses related to cost of seminars and conferences.
2. \$2,150 increase in expenses related to the annual Town Audit.
3. \$25,000 increase in expenses for Legal Services.
4. \$10,000 increase in expenses for Metro West Community Developers, Inc.

Program Improvement Requests submitted by Department:

1. \$10,000 request by the Housing Partner Committee for membership in a four-town Metro West Community Developers, Inc., an organization created to develop affordable housing.

Program Improvement Requests Recommended for Funding:

1. \$10,000 request by the Housing Partner Committee for membership in a four-town Metro West Community Developers, Inc., an organization created to develop affordable housing.

8100 Board of Selectmen

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 501,432	\$ 398,326	\$ 476,172	\$ 504,651	\$ 28,479	5.98%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ 1,083	\$ 1,083	100.00%
Revolving Funds	\$ 278,325	\$ 479,363	\$ 400,000	\$ 400,000	\$ -	0.00%
PEG TV/Cable Access	\$ 278,325	\$ 479,363	\$ 400,000	\$ 400,000	\$ -	0.00%
Directed Funding	\$ 69,120	\$ 82,670	\$ 63,510	\$ 70,600	\$ 7,090	11.16%
Licenses & Permits	\$ 69,120	\$ 82,670	\$ 63,510	\$ 70,600	\$ 7,090	11.16%
Total 8100 Board of Selectmen	\$ 848,877	\$ 960,359	\$ 939,682	\$ 976,334	\$ 36,652	3.90%

Appropriation Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 68,527	\$ 72,266	\$ 81,857	\$ 81,359	\$ (498)	-0.61%
Expenses	\$ 359,235	\$ 488,517	\$ 475,825	\$ 487,975	\$ 12,150	2.55%
Legal	\$ 414,619	\$ 392,576	\$ 375,000	\$ 400,000	\$ 25,000	6.67%
Town Report	\$ 6,495	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
Total 8100 Board of Selectmen	\$ 848,877	\$ 960,359	\$ 939,682	\$ 976,334	\$ 36,652	3.90%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 140,438	\$ 139,130	\$ 157,682	\$ 169,334	\$ 11,652	7.39%
Total 8120 Legal	\$ 414,619	\$ 392,576	\$ 375,000	\$ 400,000	\$ 25,000	6.67%
Total 8130 Town Report	\$ 6,495	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
Total 8140 PEG TV/Cable Access	\$ 287,325	\$ 421,653	\$ 400,000	\$ 400,000	\$ -	0.00%
Total 8100 Board of Selectmen	\$ 848,877	\$ 960,359	\$ 939,682	\$ 976,334	\$ 36,652	3.90%

Object Code Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 68,527	\$ 72,266	\$ 81,857	\$ 81,359	\$ (498)	-0.61%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 68,527	\$ 72,266	\$ 81,857	\$ 81,359	\$ (498)	-0.61%
Contractual Services	\$ 756,821	\$ 871,627	\$ 837,150	\$ 872,475	\$ 35,325	4.22%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 19,376	\$ 16,189	\$ 20,675	\$ 22,000	\$ 1,325	6.41%
Small Capital	\$ 4,153	\$ 276	\$ -	\$ 500	\$ 500	0.00%
Expenses	\$ 780,349	\$ 888,092	\$ 857,825	\$ 894,975	\$ 37,150	4.33%
Total 8100 Board of Selectmen	\$ 848,877	\$ 960,359	\$ 939,682	\$ 976,334	\$ 36,652	3.90%

Appropriation Summary (General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 68,527	\$ 72,266	\$ 81,857	\$ 81,359	\$ (498)	-0.61%
Expenses	\$ 71,910	\$ 64,897	\$ 75,825	\$ 87,975	\$ 12,150	16.02%
Legal Services	\$ 414,619	\$ 392,576	\$ 375,000	\$ 400,000	\$ 25,000	6.67%
Town Report	\$ 6,495	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%
Total 8100 Board of Selectmen	\$ 561,552	\$ 536,739	\$ 539,682	\$ 576,334	\$ 36,652	6.79%

Appropriation Summary (Non-General Fund)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 287,325	\$ 421,653	\$ 400,000	\$ 400,000	\$ -	0.00%
Total 8100 Board of Selectmen	\$ 287,325	\$ 421,653	\$ 400,000	\$ 400,000	\$ -	0.00%

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 also responsible for administering human resources, benefits administration and risk management.

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

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

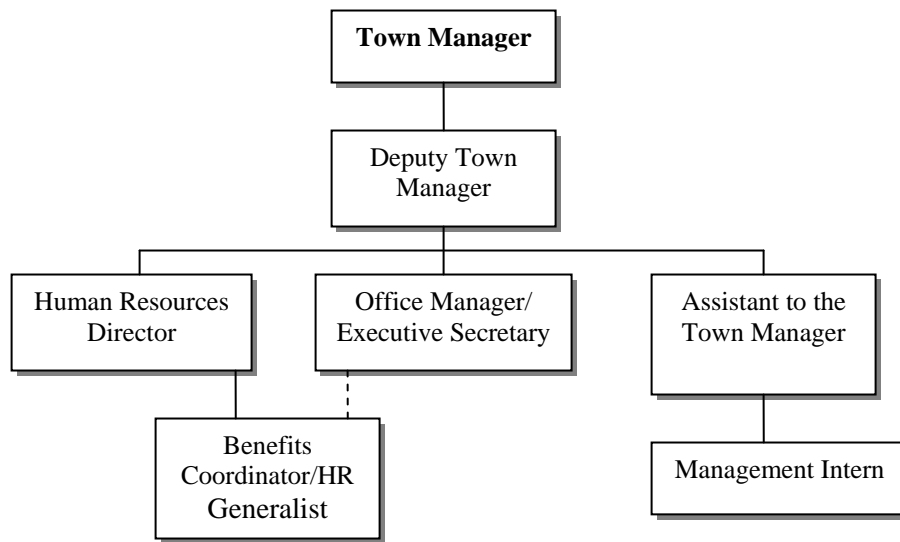
Human Resources include personnel administration, benefits administration, collective bargaining/contract administration, workers compensation and unemployment benefits.

Departmental Initiatives:

1. Continue Town Office Building code improvement improvements and renovations;
2. Create multi-year professional development plan primarily focused on staff managers;
3. Maintain and improve Town website, specifically with regard to usability, usage of e-government services, and policies & procedures;
4. Negotiate collective bargaining agreements for all municipal unions, associations and the Health Insurance Coalition;
5. Review and refine administrative policies for the organization; and
6. Issue an RFP for health insurance consulting services.

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Recommended
Town Manager	1	1	1	1	1
Deputy Town Manager	1	1	1	1	1
Office Manager	1	1	1	1	1
Administrative Assistant	1	1	0	0	0
Benefits Coordinator/HR Generalist	0	0	1	1	1
Assistant to the Town Manager	1	1	1	1	1
Human Resources Director	0	1	1	1	1
Hearing Officers	0.06	0.12	0.12	0.12	0.12
Management Intern	1	1	1	1	1
Grantswriter	0.35	0	0	0	0
Total FTE	6.41	7.12	7.12	7.12	7.12
Total Full/Part Time	6 FT / 2 PT	7 FT / 2 PT	7 FT / 2 PT	7 FT / 2 PT	7 FT / 2 PT

Budget Recommendations:

The FY2011 recommended budget reflects a \$24,498 or 3.32 percent increase over the FY10 adjusted budget. This is comprised of a 1.36 percent increase in compensation and an 8.59 percent increase in expenses. At the time of the preparation of this budget recommendation, no salary adjustments have been determined by the Board of Selectmen for the non-represented employees in this Department. Salary increases, therefore, are not included in this budget.

The Salary Adjustment Account (8230) is for anticipated collective bargaining settlements, wage increases for non-represented employees and compensated leave payments due certain employees at retirement. Once wage settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Board of Selectmen.

The recommended budget is a level-service budget with the exception of Program Improvement Requests, if any, shown below as recommended for funding. A level-service budget reflects the estimated cost in FY2011 to maintain the current (FY2010) level of services. Notable increases in the FY2011 recommended budget include:

1. \$7,340 for salary step increases and other contractual adjustments.
2. \$16,500 increase in contractual services for a classification/compensation study.

Program Improvement Requests submitted by Department:

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

Program Improvement Requests Recommended for Funding:

1. \$16,500 for a classification and compensation study for various municipal employees.

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 766,566	\$ 722,444	\$ 702,227	\$ 699,475	\$ (2,752)	-0.39%
Enterprise Funds (Indirect)	\$ 34,978	\$ 16,000	\$ 17,750	\$ 45,000	\$ 27,250	153.52%
Fees & Charges	\$ 53,346	\$ 7,197	\$ 17,750	\$ 17,750	\$ -	0.00%
Rentals	\$ 53,346	\$ 7,197	\$ 17,750	\$ 17,750	\$ -	0.00%
Total 8200 Town Manager	\$ 854,890	\$ 745,642	\$ 737,727	\$ 762,225	\$ 24,498	3.32%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 506,997	\$ 530,376	\$ 537,875	\$ 545,215	\$ 7,340	1.36%
Expenses	\$ 347,893	\$ 215,265	\$ 199,852	\$ 217,010	\$ 17,158	8.59%
Total 8200 Town Manager	\$ 854,890	\$ 745,642	\$ 737,727	\$ 762,225	\$ 24,498	3.32%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 512,019	\$ 501,301	\$ 557,698	\$ 564,413	\$ 6,715	1.20%
Total 8220 Human Resources	\$ 342,871	\$ 244,341	\$ 180,029	\$ 197,812	\$ 17,783	9.88%
Total 8200 Town Manager	\$ 854,890	\$ 745,642	\$ 737,727	\$ 762,225	\$ 24,498	3.32%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 506,997	\$ 530,376	\$ 537,875	\$ 545,215	\$ 7,340	1.36%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 506,997	\$ 530,376	\$ 537,875	\$ 545,215	\$ 7,340	1.36%
Contractual Services	\$ 327,694	\$ 189,524	\$ 167,402	\$ 181,810	\$ 14,408	8.61%
Utilities	\$ 480	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 12,455	\$ 13,839	\$ 12,950	\$ 15,700	\$ 2,750	21.24%
Small Capital	\$ 7,264	\$ 11,903	\$ 19,500	\$ 19,500	\$ -	0.00%
Expenses	\$ 347,893	\$ 215,265	\$ 199,852	\$ 217,010	\$ 17,158	8.59%
Total 8200 Town Manager	\$ 854,890	\$ 745,642	\$ 737,727	\$ 762,225	\$ 24,498	3.32%

Budget Summary- Salary Adjustment Account (8230)

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ 646,916	\$ 541,025	\$ (105,890)	-16.37%
Total 8200 Town Manager	\$ -	\$ -	\$ 646,916	\$ 541,025	\$ (105,890)	-16.37%

Program Summary (All Funds)	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ -	\$ -	\$ 646,916	\$ 541,025	\$ (105,890)	-16.37%
Total 8200 Town Manager	\$ -	\$ -	\$ 646,916	\$ 541,025	\$ (105,890)	-16.37%

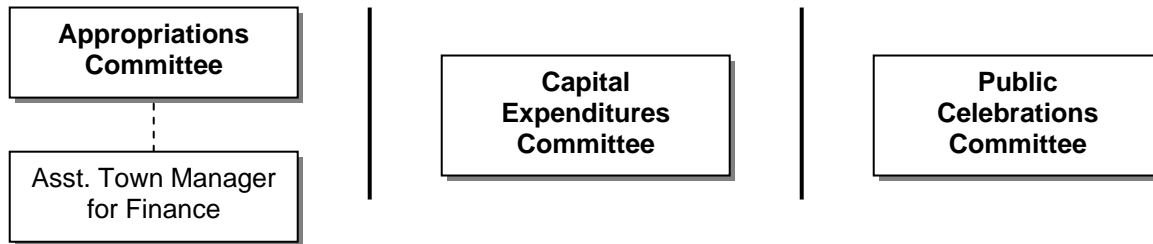
8300 Town Committees

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

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

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

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

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 recommended budget represents a \$7,800 or 21.5% increase over the FY 2010 Restated Budget.

The recommended budget is a level-service budget except where noted below. Notable increases in the FY2011 recommended budget include:

1. \$2,000 to begin planning the Town's tricentennial in 2013.
2. \$6,000 to provide recording secretary staff to the financial committees.

Program Improvement Requests submitted by Department:

1. \$2,000 to begin planning the Town's tricentennial in 2013.
2. \$6,000 to provide recording secretary staff to the financial committees.

Program Improvement Requests Recommended for Funding:

1. \$2,000 to begin planning the Town's tricentennial in 2013.
2. \$6,000 to provide recording secretary staff to the financial committees.

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 32,957	\$ 33,972	\$ 36,200	\$ 44,000	\$ 7,800	21.55%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 8300 Town Committees	\$ 32,957	\$ 33,972	\$ 36,200	\$ 44,000	\$ 7,800	21.55%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 543	\$ 1,673	\$ 1,500	\$ 7,500	\$ 6,000	400.00%
Total 8320 Misc. Boards & Committees	\$ 3,449	\$ 2,802	\$ 4,700	\$ 4,500	\$ (200)	-4.26%
Total 8330 Public Celebrations	\$ 28,964	\$ 29,498	\$ 30,000	\$ 32,000	\$ 2,000	6.67%
Total 8300 Town Committees	\$ 32,957	\$ 33,972	\$ 36,200	\$ 44,000	\$ 7,800	21.55%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 543	\$ 1,673	\$ 1,500	\$ 7,500	\$ 6,000	400.00%
Total 8320 Misc. Boards & Committees	\$ 3,449	\$ 2,802	\$ 4,700	\$ 4,500	\$ (200)	-4.26%
Total 8330 Public Celebrations	\$ 28,964	\$ 29,498	\$ 30,000	\$ 32,000	\$ 2,000	6.67%
Total 8300 Town Committees	\$ 32,957	\$ 33,972	\$ 36,200	\$ 44,000	\$ 7,800	21.55%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100.00%
Contractual Services	\$ 2,704	\$ 2,457	\$ 4,000	\$ 4,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 30,253	\$ 31,516	\$ 32,200	\$ 34,000	\$ 1,800	5.59%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 32,957	\$ 33,972	\$ 36,200	\$ 38,000	\$ 1,800	4.97%
Total 8300 Town Committees	\$ 32,957	\$ 33,972	\$ 36,200	\$ 44,000	\$ 7,800	21.55%

8400 Finance

Mission: The Finance Department is responsible for: (1) maintaining current and accurate records on all Financial activities of the Town; (2) maintaining internal financial controls; (3) facilitating the evaluation of the Town's financial condition; (4) insuring 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 Organization: The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office, the Assessing Office and the Utility Billing Office.

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

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

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

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

Departmental Initiatives:

Assessing:

1. Perform triennial revaluation of property values and continue to pursue initiatives to identify full annual growth in personal property.

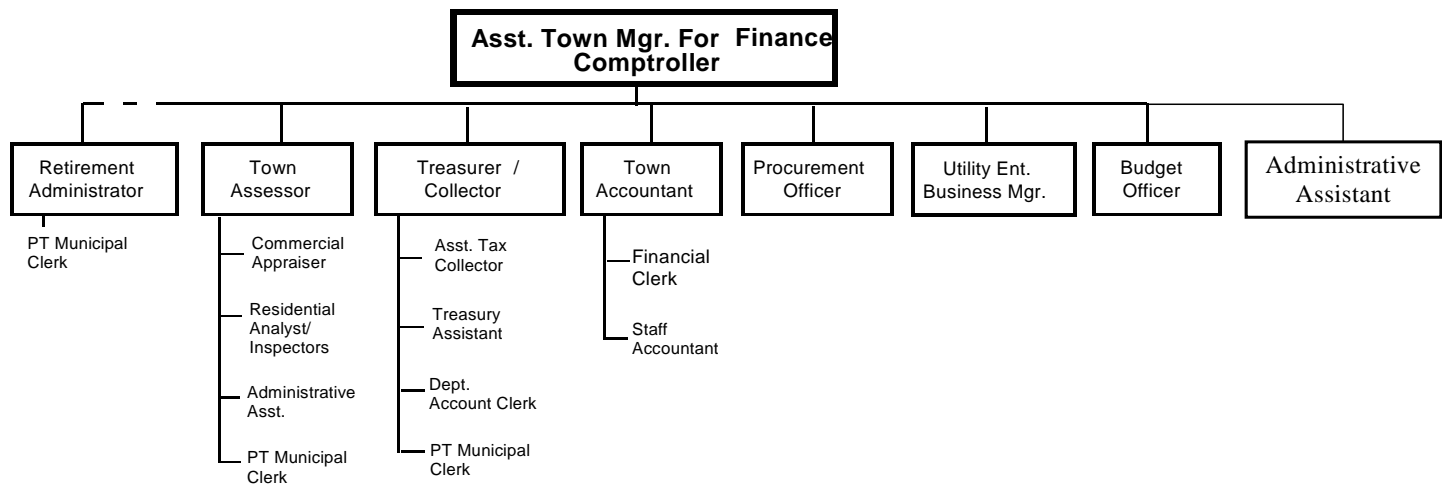
Comptroller:

1. Transition to accounting for Trust Funds in the general ledger
2. Implement electronic purchase order system
3. Implement general billing for miscellaneous receivables

8400 Finance

Treasurer/Collector:

1. Continue progress in putting delinquent taxes into tax title to insure ultimate collection of past due amounts
2. Move unpaid water and sewer bills onto tax bills, preparatory to moving delinquent taxes (inclusive of unpaid utility charges) to tax title, thus insuring ultimate collection of past due utility bills.
3. Bid Banking Services
4. Bid Bill Printing Service



Authorized/Appropriated Staffing

	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 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
Chief Procurement Agent	1	1	1	1
Retirement Administrator *	0	0	0	0
Financial Clerk	1	1	1	1
Budget Officer	1	1	1	1
Administrative Support	---	---	0.40	0.40
sub-total FTE	6.00	6.00	6.40	6.40
sub-total FT/PT	6 FT / 0PT	6 FT / 0PT	6 FT / 1PT	6 FT / 1PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Financial Clerk	1	1	1	1
Administrative 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				
Town Assessor	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Commercial Appraiser	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
sub-total FTE	5.46	5.46	5.46	5.46
sub-total FT/PT	5FT/1 PT	5FT/1 PT	5FT/1 PT	5FT/1 PT
Element 8440: Utility Billing				
Water/Sewer 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	16.91	16.91	17.31	17.31
Total FT/PT	16 FT/2 PT	16 FT/2 PT	16 FT/3 PT	16 FT/3 PT

Explanatory Notes:

* Paid by Retirement Board eff. FY 2004

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Budget Recommendations:

The FY2011 Finance recommended budget represents an increase of \$70,329, or 4.99 percent. This is comprised of a 1.98 percent increase in compensation and a 14.37 percent increase in expenses. over the FY2010 Budget.

This is The recommended budget is a level-service budget with the exception of Program Improvement Requests shown below as recommended for funding. Notable changes in the FY2011 recommended budget include:

1. \$21,153 increase for salary step increases and other contractual adjustments.
2. \$14,000 increase in expenses due to the restructuring in the way bank fees are paid. This is partially offset by an estimated \$10,000 increase in investment income
3. \$5,200 decrease in expenses due to the reclassification of software maintenance costs from the Assessor's to MIS department.
4. \$4,850 increase in expenses due to increases costs associated with the triennial recertification.
5. \$10,000 increase in expenses for additional costs associated with Tax Title accounts, recording fees and potential land court fees
6. \$24,000 increase in expenses to fund the hiring of contract appraisal services to provide third party appraisals of properties before the Appellate Tax Board.

Program Improvement Requests submitted by Department:

1. \$10,000 in expenses for additional costs associated with Tax Title accounts, recording fees and potential land court fees
2. \$24,000 in expenses to fund the hiring of contract appraisal services to provide third party appraisals of properties before the Appellate Tax Board.

Program Improvement Requests Recommended for Funding:

1. \$10,000 in expenses for additional costs associated with Tax Title accounts, recording fees and potential land court fees
2. \$24,000 in expenses to fund the hiring of contract appraisal services to provide third party appraisals of properties before the Appellate Tax Board.

8400 Finance

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 895,602	\$ 953,802	\$ 1,057,903	\$ 1,203,591	\$ 145,688	13.77%
Enterprise Funds (Indirects)	\$ 323,096	\$ 311,788	\$ 320,139	\$ 238,780	\$ (81,359)	-25.41%
Fees & Charges	\$ 31,908	\$ 43,937	\$ 30,000	\$ 36,000	\$ 6,000	20.00%
Charges for Services	\$ 31,908	\$ 43,937	\$ 30,000	\$ 36,000	\$ 6,000	20.00%
Total 8400 Finance	\$ 1,250,606	\$ 1,309,527	\$ 1,408,042	\$ 1,478,371	\$ 70,329	4.99%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 990,601	\$ 1,057,678	\$ 1,065,714	\$ 1,086,867	\$ 21,153	1.98%
Expenses	\$ 260,005	\$ 251,849	\$ 342,328	\$ 391,504	\$ 49,176	14.37%
Total 8400 Finance	\$ 1,250,606	\$ 1,309,527	\$ 1,408,042	\$ 1,478,371	\$ 70,329	4.99%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 491,844	\$ 523,357	\$ 550,775	\$ 559,159	\$ 8,384	1.52%
Total 8420 Treasurer/Collector	\$ 278,828	\$ 277,268	\$ 337,324	\$ 365,904	\$ 28,580	8.47%
Total 8430 Assessor	\$ 414,508	\$ 440,725	\$ 453,303	\$ 486,667	\$ 33,364	7.36%
Total 8440 Utility Billing	\$ 65,426	\$ 68,177	\$ 66,640	\$ 66,641	\$ 1	0.00%
Total 8400 Finance	\$ 1,250,606	\$ 1,309,527	\$ 1,408,042	\$ 1,478,371	\$ 70,329	4.99%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 990,601	\$ 1,057,678	\$ 1,065,714	\$ 1,086,867	\$ 21,153	1.98%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ 990,601	\$ 1,057,678	\$ 1,065,714	\$ 1,086,867	\$ 21,153	1.98%
Contractual Services	\$ 219,456	\$ 202,627	\$ 287,275	\$ 336,115	\$ 48,840	17.00%
Utilities	\$ (163)	\$ 3,520	\$ 1,249	\$ 1,249	\$ -	0.00%
Supplies	\$ 39,410	\$ 34,902	\$ 53,804	\$ 54,140	\$ 336	0.62%
Small Capital	\$ 1,302	\$ 10,800	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 260,005	\$ 251,849	\$ 342,328	\$ 391,504	\$ 49,176	14.37%
Total 8400 Finance	\$ 1,250,606	\$ 1,309,527	\$ 1,408,042	\$ 1,478,371	\$ 70,329	4.99%

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Mission: The Office of the Town Clerk serves as a primary provider of official documents for the Town through its work as the custodian of and recording office for the official Town records, issuing marriage licenses and recording vital statistics, issuing dog licenses, registering businesses, and conducting the Town Census. The Town Clerk's Office conducts elections in conformance with State and local laws and, with the Board of Registrars, processes voter registrations and certifications.

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

Town Clerk Administration: The Town Clerk's Office staffing request remains the same, three full-time and two part-time.

Registration: Registrar stipends remain level funded. Expenses are related to costs associated with maintaining voter registration rolls, annual census and printing of the annual list of residents.

Elections: Three elections are scheduled for FY2011: September 2010 State Primary, November 2010 State Election, March 2011 Annual Town Election. The budget request also includes funding for the Annual Town Meeting and one Special Town Meeting.

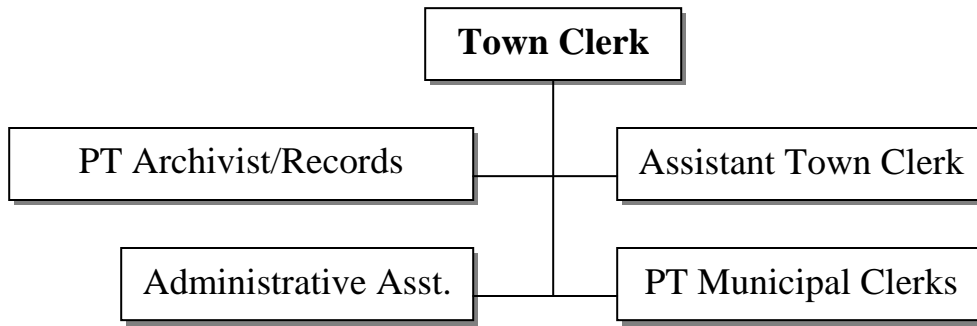
Archives and Records Management: Requested FY2011 funding covers annual updates to Code of Lexington (increase due to bylaw changes recently adopted and additional changes anticipated), and electronic document management. A request for the preservation and treatment of certain historic documents has been submitted for CPA funding. (Article 8 (g)).

Departmental Initiatives:

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

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Town Clerk	1	1	1	1	1
Administrative Assistant	1	1	0	1	1
Assistant Town Clerk	0	0	1	1	1
Information Specialist	1	1	1	0	0
Municipal Clerk	0.91	0.91	0.91	0.91	0.91
Archivist/Records Manager	0	0.46	0.46	0.46	0.46
Total FTE	3.88	4.37	4.37	4.37	4.37

Total FT/PT	3 FT /2 PT	3 FT /3 PT	3 FT /3 PT	3 FT /3 PT	3 FT /3 PT
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8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 recommended budget represents a increase of \$5,706 or 1.41 percent compared to the FY10 Budget. This is comprised of a 3.60 percent increase in compensation and a 4.28 percent decrease in expenses. It continues to include funds for the salary of a part-time Archivist/Records Manager and expenses for codification of Town bylaws, both of which were funded by the FY2007 override. Salary adjustments are not reflected for FY10 & FY11, pending settlement of collective bargaining agreements.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$10,506 increase in compensation related primarily to the administration of elections, as a result of the increase in the number of elections.
2. \$7,200 decrease in expenses due to the reduction in the cost of printing and postage related to the cost of conducting elections.

Program Improvement Requests submitted by Department: None

Program Improvement Requests Recommended for Funding: None

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 292,756	\$ 293,820	\$ 313,136	\$ 331,432	\$ 18,296	5.84%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ 87,659	\$ 82,164	\$ 90,990	\$ 78,400	\$ (12,590)	-13.84%
Fees: Town Clerk	\$ 46,315	\$ 39,504	\$ 54,750	\$ 40,000	\$ (14,750)	-26.94%
Licenses & Permits: Town Clerk	\$ 41,344	\$ 42,660	\$ 36,240	\$ 38,400	\$ 2,160	5.96%
Total 8500 Town Clerk	\$ 380,415	\$ 375,984	\$ 404,126	\$ 409,832	\$ 5,706	1.41%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 255,525	\$ 282,846	\$ 292,026	\$ 302,532	\$ 10,506	3.60%
Expenses	\$ 124,890	\$ 93,138	\$ 112,100	\$ 107,300	\$ (4,800)	-4.28%
Total 8500 Town Clerk	\$ 380,415	\$ 375,984	\$ 404,126	\$ 409,832	\$ 5,706	1.41%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 215,765	\$ 239,067	\$ 246,671	\$ 248,267	\$ 1,596	0.65%
Total 8520 Board of Registrars	\$ 16,526	\$ 12,009	\$ 17,525	\$ 17,525	\$ -	0.00%
Total 8530 Elections	\$ 91,773	\$ 82,095	\$ 102,200	\$ 105,450	\$ 3,250	3.18%
Total 8540 Records Management	\$ 56,350	\$ 42,812	\$ 37,730	\$ 38,591	\$ 860	2.28%
Total 8500 Town Clerk	\$ 380,415	\$ 375,984	\$ 404,126	\$ 409,832	\$ 5,706	1.41%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 253,952	\$ 280,737	\$ 289,626	\$ 299,382	\$ 9,756	3.37%
Overtime	\$ 1,573	\$ 2,109	\$ 2,400	\$ 3,150	\$ 750	31.25%
Compensation	\$ 255,525	\$ 282,846	\$ 292,026	\$ 302,532	\$ 10,506	3.60%
Contractual Services	\$ 106,125	\$ 79,018	\$ 100,900	\$ 96,800	\$ (4,100)	-4.06%
Utilities	\$ 1,700	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Supplies	\$ 17,064	\$ 12,120	\$ 9,000	\$ 8,300	\$ (700)	-7.78%
Small Capital	\$ -	\$ -	\$ 200	\$ 200	\$ -	0.00%
Expenses	\$ 124,889	\$ 93,138	\$ 112,100	\$ 107,300	\$ (4,800)	-4.28%
Total 8500 Town Clerk	\$ 380,415	\$ 375,984	\$ 404,126	\$ 409,832	\$ 5,706	1.41%

8600 Management Information Systems

Town of Lexington, Massachusetts

Mission: The mission of the Management Information Systems Department (MIS) is to support Town departments in the development, implementation and maintenance of information technology systems that enhance the efficiency and cost effectiveness of Town operations and improve residents' access to Town data and Town Services.

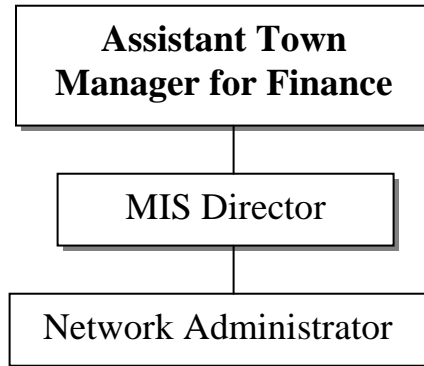
Budget Organization: The Management Information Systems Department (MIS) supports, maintains and manages the Town's information technology systems (hardware, software and web site) that are critical elements of service delivery and program management for all of the Town's departmental operations. This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

Departmental Initiatives:

1. Maintain stable and secure local area and wide area networks.
2. Provide on-going training and support to employees.
3. Perform an assessment of phone system needs and make recommendations for improvements.
4. Create self service improvements for Town employees and residents: (including improved access to GIS information and function, Recreation Dept. on-line registration and payment, Laserfiche documents linked to the Town's web site)
5. Reduce technology energy burden via "green" initiatives.

8600 Management Information Systems

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2007 Budget	FY 2008 Budget	FY 2009 Budget	FY 2010 Budget	FY 2011 Requested
Director, Management Information Systems	1	1	1	1	1
Network Administrator	2	2	2	2	2
Total FT/PT	3 FT	3 FT	3 FT	3 FT	3 FT
Total FTE	3	3	3	3	3

8600 Management Information Systems

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2011 recommended budget reflects a \$31,453 or 5.66 percent increase over the FY10 restated budget. This is comprised of a 0.90 percent increase in compensation and an 8.57 percent increase in expenses.

The recommended budget is a level-service budget. Notable changes in the FY2011 recommended budget include:

1. \$24,948 (\$21,548 MIS Administration and \$3,400 Web Development) increase in expenses due to the increased cost of software maintenance contracts as well as software support costs formerly budgeted in the Assessor's Department but now reflected in the FY2011 budget request.
2. \$5,800 increase in expenses due to some deferred computer replacements from 2009 and replacement of end-of-life computers and monitors which are above standard (more expensive) units; these are used for GIS and Police dispatch.
3. \$13,000 decrease in expenses due to the reduction in the cost of the Town's network Support Contract.

Program Improvement Requests submitted by Department: None.

Program Improvement Requests Recommended for Funding: None.

8600 Management Information Systems

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

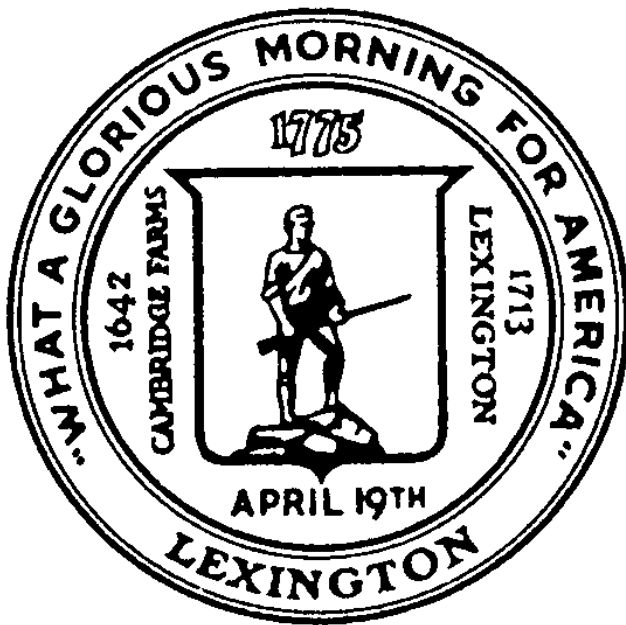
Funding Sources	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 330,857	\$ 384,263	\$ 505,157	\$ 526,888	\$ 21,731	4.30%
Enterprise Funds (Indirects)	\$ 52,262	\$ 50,250	\$ 50,788	\$ 60,510	\$ 9,722	19.14%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 8600 MIS	\$ 383,119	\$ 434,513	\$ 555,945	\$ 587,398	\$ 31,453	5.66%

Appropriation Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 69,126	\$ 108,928	\$ 211,043	\$ 212,948	\$ 1,905	0.90%
Expenses	\$ 313,993	\$ 325,585	\$ 344,902	\$ 374,450	\$ 29,548	8.57%
Total 8600 MIS	\$ 383,119	\$ 434,513	\$ 555,945	\$ 587,398	\$ 31,453	5.66%

Program Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Total 8610 MIS Administration	\$ 366,313	\$ 415,036	\$ 542,245	\$ 570,298	\$ 28,053	5.17%
Total 8620 Web Development	\$ 16,806	\$ 19,477	\$ 13,700	\$ 17,100	\$ 3,400	24.82%
Total 8600 MIS	\$ 383,119	\$ 434,513	\$ 555,945	\$ 587,398	\$ 31,453	5.66%

Object Code Summary	FY 2008 Actual	FY 2009 Actual	FY 2010 Restated	FY 2011 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 69,126	\$ 108,928	\$ 211,043	\$ 212,948	\$ 1,905	0.90%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ 69,126	\$ 108,928	\$ 211,043	\$ 212,948	\$ 1,905	0.90%
Contractual Services	\$ 206,863	\$ 226,471	\$ 232,202	\$ 253,150	\$ 20,948	9.02%
Utilities	\$ -	\$ 900	\$ 1,800	\$ 1,800	\$ -	0.00%
Supplies	\$ 1,815	\$ 5,699	\$ 4,200	\$ 6,500	\$ 2,300	54.76%
Small Capital	\$ 105,315	\$ 92,516	\$ 106,700	\$ 113,000	\$ 6,300	5.90%
Expenses	\$ 313,993	\$ 325,585	\$ 344,902	\$ 374,450	\$ 29,548	8.57%
Total 8600 MIS	\$ 383,119	\$ 434,513	\$ 555,945	\$ 587,398	\$ 31,453	5.66%

Section XI: Capital Investment



Section XI: Capital Investment

INTRODUCTION

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

DEFINITION OF CAPITAL PROJECTS

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

- Massachusetts General Laws permit the Town to issue bonds to finance the expenditure;
- The expenditure is \$25,000 or more for a single item, or five times this threshold (\$125,000) for a capital project consisting of multiple units costing less than \$25,000 each;
- The expenditure will have a useful life of 10 years or more for buildings or building components and five years for vehicles and equipment; and
- Planning, engineering, or design services may be considered capital when such services are integral to a construction, renewal, or replacement project that meets the criteria for a capital expenditure.

CAPITAL POLICY FRAMEWORK

The FY2011 Capital Budget was developed within the capital policy framework initially adopted by the Board of Selectmen in 1991, and subsequently amended to ensure adequate planning and funding for capital investment, particularly cash capital projects within the general fund. This capital investment strategy includes the following major elements:

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

FIVE-YEAR CAPITAL PROGRAM

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

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

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

- **Available Funds (Cash Capital)** – The Town regularly appropriates monies from the general fund and enterprise funds to finance small capital investment projects. Examples of available funds are free cash and enterprise fund retained earnings.
- **Debt Service** – The Town has traditionally financed large capital projects with debt. Debt can be appropriated under the General Fund Tax Levy (either within the levy limit or from a voter approved Proposition 2 ½ debt exclusion) or from Enterprise Funds.
- **Other Sources** – The Town uses dedicated state funds and grants to finance capital investment when these funds are available.
- **Community Preservation Act (CPA) Funds** – Beginning in 2007 following voter approval, the Town receives approximately \$4.0 million annually from a property tax surcharge and State matching funds to finance open space, historic preservation, affordable housing and recreation projects.

FY 2011 CAPITAL FINANCING STRATEGY

The proposed financing plan for the recommended FY2011 capital budget is shown in the table below.

	Free Cash/Tax Levy	Other Financing Sources	Debt	Total
General Fund (a)	\$ 1,983,112	\$ -	3,737,855	\$ 5,720,967
Chapter 90/Other State Funding		\$ 915,000	\$ -	\$ 915,000
Water Enterprise		\$ 25,000	1,471,045	\$1,496,045
Sewer Enterprise		\$ 45,000	453,625	\$498,625
Recreation Enterprise		\$ 25,000	\$ -	\$ 25,000
Compost Revolving Fund		\$ 82,000		\$ 82,000
Traffic Mitigation Stab. Fund		\$ 215,000.00		
Community Preservation Act		\$ 5,579,329	\$ -	\$5,579,329
Total (all Funds)	\$ 1,983,112	\$ 6,886,329	\$ 5,662,525	\$14,316,966
(a) Cash/Tax Levy Includes \$551,578 for street resurfacing from an FY2001 override and \$161,534 for maintenance of municipal building envelopes from a FY2007 override. These amounts have been increased annually to mirror the statutory growth in the levy limit allowed under Proposition 2 1/2. It is proposed that this 2.5% increase occur on an annual basis.				

The table on the next page lists all FY2011 recommended projects and their estimated costs by program area and funding source. The Capital Expenditures Committee has also been evaluating these requests and will issue a report and recommendations to Town Meeting.


FY 2011 Recommended Capital Budget

Department	Project Description	FY 2011 Request	Requested Funding Source(s)
<i>Community Development</i>	Land Acquisition	TBD	CPA
<i>Economic Dev</i>	Battle Green Master Plan	\$ 25,000	CPA
Total Community Development		\$ 25,000	
<i>Fire</i>	Replace and Upgrade Self Contained Breathing Apparatus	\$ 260,000	GF Debt
<i>Fire</i>	Fire Headquarters Alarm Receiver	\$ 30,000	Free Cash
Total Public Safety		\$ 290,000	
<i>Library</i>	Cary Library Building Project-Material Handling and Workflow	\$ 25,000	Free Cash
<i>Library</i>	Cary Library-Preservation Project-Archives	\$ 100,000	CPA
<i>Recreation</i>	Stormwater Mitigation Marrett Road/Old Reservoir	\$ 190,047	CPA
<i>Recreation</i>	Town Pool Renovation	\$ 25,000	Rec. RE
<i>Recreation</i>	Park Improvements - Athletic Fields	\$ 50,000	Free Cash
<i>Recreation</i>	Center Playfields Drainage - Implementation Phase	\$ 875,173	CPA
Total Culture and Recreation		\$ 1,265,220	
<i>Public Facilities</i>	Municipal Building Envelope	\$ 234,534	CPA/Tax Levy
<i>Public Facilities</i>	School Accessibility Improvements	\$ 30,000	Free Cash
<i>Public Facilities</i>	School Building Roofing Program	\$ 147,400	GF Debt
<i>Public Facilities</i>	School Building Envelope Program	\$ 125,000	Free Cash
<i>Public Facilities</i>	Muzzey Senior Center Improvements Study	\$ 45,100	CPA
<i>Public Facilities</i>	Cary Hall & Town Office Building HVAC Controls Upgrade	\$ 35,000	CPA
<i>Public Facilities</i>	Police Station Ventilation System	\$ 31,700	CPA
<i>Public Facilities</i>	Cary Library Energy Management System	\$ 50,000	Free Cash
<i>Public Facilities</i>	Stone Building Stabilization	\$ 200,933	CPA
<i>Public Facilities</i>	White House Historic Structures Report	\$ 18,000	CPA
<i>Public Facilities</i>	Hastings School Modular Classroom Upgrade	\$ 75,000	Free Cash
<i>Public Facilities</i>	Hastings School Cabinetry Replacement	\$ 38,000	Free Cash
<i>Public Facilities</i>	Hastings School Parking Area Improvements	\$ 50,000	Free Cash
<i>Public Facilities</i>	Town Office Building Renovation	\$ 1,933,947	CPA
<i>Public Facilities</i>	Removal of Modulares from Central Administration Building	\$ 30,000	Free Cash
<i>Public Facilities</i>	Clarke Auditorium Safety and Technology Upgrade	\$ 174,000	GF Debt
<i>Public Facilities</i>	Cary Memorial Hall Venue Improvements Study	\$ 60,000	CPA
<i>Public Facilities</i>	Bridge & Bowman Renovation Design Development and Engineering	\$ 750,000	GF Debt
<i>Public Facilities</i>	School Building Flooring Program	\$ 100,000	Free Cash
<i>Public Facilities</i>	LHS ILP Program	\$ 75,000	Free Cash
<i>Public Facilities</i>	Diamond Boiler Controls	\$ 30,000	Free Cash
<i>Public Facilities</i>	Estabrook Playground Replacement	\$ 125,000	Free Cash
Total Public Facilities		\$ 4,358,614	
<i>Public Works</i>	Pedestrian Signal Improvements	\$ 42,000	Free Cash
<i>Public Works</i>	Security Gate & Access Control System at Hartwell Ave	\$ 82,000	Revolving Fund
<i>Public Works</i>	Minuteman Bikeway Preservation	\$ 320,000	CPA
<i>Public Works</i>	Mass Ave - Three Intersections Improvement	\$ 125,000	GF Debt
<i>Public Works</i>	Water Distribution System Improvements	\$ 900,000	Ent. Fund Debt
<i>Public Works</i>	Comprehensive Watershed Storm Water Management Study	\$ 110,000	GF Debt
<i>Public Works</i>	StandPipe Rehab Program	\$ 160,000	Ent. Fund Debt
<i>Public Works</i>	Marrett / Waltham Intersection Traffic Signal Poles	\$ 100,000	GF Debt
<i>Public Works</i>	Equipment Replacement	\$ 502,804	GF/EF Debt - Free Cash/SRE
<i>Public Works</i>	Hydrant Replacement Program	\$ 50,000	Free Cash/WRE
<i>Public Works</i>	Pump Station Upgrades	\$ 100,000	Ent. Fund Debt
<i>Public Works</i>	Street Improvements	\$ 1,251,578	Tax Levy
<i>Public Works</i>	Automatic Meter Reading System	\$ 707,250	Ent. Fund Debt
<i>Public Works</i>	Dam Repair	\$ 10,000	Free Cash
<i>Public Works</i>	CBD Sidewalks Engineering	\$ 50,000	Free Cash
<i>Public Works</i>	Sidewalk Improvement	\$ 200,000	GF Debt
<i>Public Works</i>	Storm Drainage Improvements	\$ 260,000	GF Debt
<i>Public Works</i>	Traffic Mitigation	\$ 50,000	Free Cash
<i>Public Works</i>	Hayden Ave./Spring St. Traffic Master Plan	\$ 125,000	Traffic Mitigation Stab. Fund
<i>Public Works</i>	Concord Avenue Sidewalk Design and Engineering	\$ 90,000	Traffic Mitigation Stab. Fund
Total Public Works Department		\$ 5,235,632	

FY 2011 Recommended Capital Budget (continued)			
Department	Project Description	FY 2011 Request	Requested Funding Source(s)
<i>Lexington Public Schools</i>	Technology Capital Request	\$ 696,000	GF Debt
<i>Lexington Public Schools</i>	Classroom Furniture	\$ 58,571	Free Cash
<i>Lexington Public Schools</i>	Food Service Equipment and Software	\$ 99,500	GF Debt
<i>Lexington Public Schools</i>	Time Clock/Time Reporting System	\$ 97,000	GF Debt
Total Lexington Public Schools		\$ 951,071	
<i>Selectmen</i>	Cotton Farm Land Acquisition	TBD	CPA
<i>Town Clerk</i>	Archives & Records Management/Records Conservation & Preservation	\$ 150,000	CPA
<i>Town Manager</i>	Cary Hall Signage	\$ 25,000	CPA
<i>Finance</i>	Replace Town Wide Phone Systems	\$ 55,000	Free Cash
<i>MIS</i>	Head End Equipment Replacement - phase III	\$ 240,000	GF Debt
<i>MIS</i>	Town Hall Server Room Improvement	\$ 170,000	GF Debt
<i>MIS</i>	MUNIS upgrades	\$ 55,000	Free Cash
Total General Government		\$ 695,000	
<i>Non-Governmental Projects</i>	Greeley Village Siding Replacement	\$ 386,129	CPA
<i>Non-Governmental Projects</i>	Munroe Tavern Capital Improvements	\$ 400,000	CPA
<i>Non-Governmental Projects</i>	LexHab - Purchase of 2 properties	\$ 695,000	CPA
<i>Non-Governmental Projects</i>	Comprehensive Cultural Resources Survey - Supplemental Appropriation	\$ 5,300	CPA
<i>Non-Governmental Projects</i>	Vynebrook Village Drainage Project Design	\$ 10,000	CPA
Total Non-Governmental Projects		\$ 1,496,429	
Total FY 2011 Requests - All Funds		\$ 14,316,966	

The following pages include tables that show the recommended FY2011 capital projects by financing source: general fund debt, water fund debt, wastewater fund debt, and cash capital (i.e., current revenue). Each table depicting projects to be funded with debt includes the projected debt service impact of recommended projects, actual debt service on debt authorized and issued, and projected debt service on debt authorized and unissued. Finally, each table is accompanied by a written description of each recommended project.

FY2011 RECOMMENDED PROJECTS - GENERAL FUND DEBT (Table I)

 Town of Lexington - FY 2011 Budget FY 2011 Manager's Recommended Budget: Capital Projects										
TABLE I: FY2011 RECOMMENDED PROJECTS - GENERAL FUND DEBT										
		AMOUNT FINANCED	DEBT SERV. YEARS	EST. BOND INT. RATE	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
MUNICIPAL PROJECTS										
1	Replace and Upgrade Self Contained Breathing Apparatus	260,000	5	4.0%		\$ 5,200	\$ 62,400	\$ 60,320	\$ 58,240	\$ 56,160
2	Mass Ave - Three Intersections Improvement	125,000	5	4.0%		\$ 2,500	\$ 30,000	\$ 29,000	\$ 28,000	\$ 27,000
3	Comprehensive Watershed Storm Water Management Study	110,000	5	4.0%		\$ 2,200	\$ 26,400	\$ 25,520	\$ 24,640	\$ 23,760
4	DPW Equipment Replacement (total request = \$502,804, other financing from enterprise funds (debt and retained earnings) and tax levy)	308,955	5	4.0%		\$ 6,179	\$ 74,149	\$ 71,678	\$ 69,206	\$ 66,734
5	Head End Equipment Replacement - phase III	240,000	5	4.0%		\$ 4,800	\$ 57,600	\$ 55,680	\$ 53,760	\$ 51,840
6	Town Hall Server Room Improvement	170,000	5	4.0%		\$ 3,400	\$ 40,800	\$ 39,440	\$ 38,080	\$ 36,720
7	Sidewalk Improvement	200,000	5	4.0%		\$ 4,000	\$ 48,000	\$ 46,400	\$ 44,800	\$ 43,200
8	Storm Drainage Improvements	260,000	5	4.0%		\$ 5,200	\$ 62,400	\$ 60,320	\$ 58,240	\$ 56,160
9	Marrett / Waltham Intersection Traffic Signal Poles	100,000	5	4.0%		\$ 2,000	\$ 24,000	\$ 23,200	\$ 22,400	\$ 21,600
FACILITIES PROJECTS										
10	School Building Roofing Program	147,400	5	4.0%		\$ 2,948	\$ 35,376	\$ 34,197	\$ 33,018	\$ 31,838
11	Clarke Auditorium Safety and Technology Upgrade	174,000	5	4.0%		\$ 3,480	\$ 41,760	\$ 40,368	\$ 38,976	\$ 37,584
13	Bridge & Bowman Renovation Design Development and Engineering ¹	750,000	5	4.0%		\$ -	\$ 15,000	\$ 180,000	\$ 174,000	\$ 168,000
SCHOOL PROJECTS										
14	School Technology	696,000	5	4.0%		\$ 13,920	\$ 167,040	\$ 161,472	\$ 155,904	\$ 150,336
15	Food Service Equipment and Software	99,500	5	4.0%		\$ 1,990	\$ 23,880	\$ 23,080	\$ 22,288	\$ 21,492
16	Time Clock/Time Reporting System	97,000	5	4.0%		\$ 1,940	\$ 23,280	\$ 22,504	\$ 21,728	\$ 20,952
NEW LEVY SUPPORTED DEBT SERVICE		\$ 3,737,855				\$ 59,757	\$ 732,085	\$ 873,182	\$ 843,280	\$ 813,377
AUTHORIZED LEVY SUPPORTED DEBT SERVICE										
					FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
A	Subtotal - Approved and Issued Levy Supported Debt Service					\$ 3,699,863	\$ 3,177,563	\$ 2,592,310	\$ 1,869,364	\$ 1,216,925
B	Subtotal - Estimated Debt Service - Approved and Unissued Levy Supported Debt Service (short and long-term debt)					\$ 866,014	\$ 1,106,168	\$ 1,067,258	\$ 1,028,348	\$ 989,438
C	Summary - Debt Service on authorized debt					\$ 4,565,878	\$ 4,283,732	\$ 3,659,569	\$ 2,897,712	\$ 2,206,363
D	Subtotal - Projected New Levy Supported Debt Service					\$ 59,757	\$ 732,085	\$ 873,182	\$ 843,280	\$ 813,377
E	Subtotal - Other Debt-related costs					\$ 43,539	\$ 44,845	\$ 46,190	\$ 47,576	\$ 48,003
F	TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE				\$ 4,471,432	\$ 4,669,173	\$ 5,060,662	\$ 4,578,941	\$ 3,788,568	\$ 3,068,743

¹ This project is a candidate for financing as exempt debt. It is assumed that a bond anticipation note will be issued in June 2010 for a retirement date at the beginning of FY2012, after a debt exclusion vote in the Spring 2011.

Municipal Projects

Replace and Upgrade Self Contained Breathing Apparatus - \$260,000:

Most of the department's existing self-contained breathing apparatus (SCBA) have been in service for more than 10 years and have reached their life expectancy. SCBA now in service do not meet current thermal protection requirements and most are not equipped with any connection for buddy breathing in an entrapment situation. SCBA units and air bottles are tested annually, recalibrated and repaired as needed. Repairs are increasingly costly and most of the units are not upgradeable. All 34 units of the self-contained breathing apparatus will be replaced with new apparatus compliant with NFPA standards. Each unit will be fitted with a firefighter tracking system, remote air supply monitoring system and a PASS alarm system.

Improvement of Three Mass Ave Intersections - \$125,000: This project would redesign three major intersections with Massachusetts Avenue in East Lexington to control traffic flow and increase safety. The current configurations of these intersections at Pleasant Street, Maple Avenue, and Marrett Road create traffic congestion and traffic backup and pose safety concerns for vehicles, cyclists, and pedestrians. This project would entail the 25% permitting design of the intersections and ultimately the 100% design plans and bid specifications. The design would follow the Massachusetts Highway Department Transportation Improvement Program procedures with the goal of receiving State funding for the construction.

Comprehensive Watershed Storm Water Management Study - \$110,000: The Department of Public Works and Community Development Department are collaborating to address drainage/brook management issues related to the 18 brooks in Lexington. Specifically,

sediment buildup in brooks and wetlands has reduced the volume of water that the drainage system can handle. In some cases the drain system outlets into the brooks have been completely filled with sediment. This program will address flooding issues in a more comprehensive manner to prevent property damage and reduce liability to the Town. This capital request is for the 2nd phase of a 3-phase project to fund comprehensive detailed studies on Lexington's three major watersheds that can be used to develop and prioritize brook restoration and drainage improvement plans. FY2010 funding is being used for a study of the Charles River watershed. The FY2011 request is for a Shawsheen River watershed study, and a future request will be made to study the Mystic River watershed.

DPW Equipment Replacement - \$308,955 (total equipment replacement cost is \$502,804 of which \$308,955 is general fund debt, \$91,429 is free cash, \$57,420 is water fund debt and \$45,000 is sewer retained earnings): The Department of Public Works has an inventory of more than 140 pieces of motorized equipment including sedans, hybrid SUVs, construction vehicles, pumps, rollers, sprayers and mowers. DPW maintains a systematic replacement program that identifies what equipment is expected to need replacement during the next five years, with the intent of preventing any unexpected emergency purchases. Each year every piece of equipment is assessed for its mechanical condition and suitability for the work requirements. Items recommended for replacement in FY2011 that are proposed to be financed with general fund debt include a 6-wheel HD dump with plow/underscraper and SS sander body, a 6-wheel heavy duty dump truck with a plow/underscraper; a 3-5 ton asphalt roller with a trailer for transporting it, and a sidewalk tractor with snowblower and mower attachments. Water/Sewer funding is requested for a Jet Vac on tracks and an emergency response box truck.

Head End Equipment Replacement - \$240,000: This request is for phase III of a project to relocate, replace, and upgrade central equipment for the Town's Wide Area Network. Maintaining a reliable network is critical because municipal and school operations are heavily dependent on access to information technology. Replacing equipment will improve network dependability and allow the Town to take advantage of technology advances made since the existing equipment was installed 8 years ago. Previous requests have funded relocating the head end to the newly constructed Public Services Building and replacing most of the equipment. The FY2011 request will focus on improving the head end (the hub of the wide area network). New equipment will include a network admission control device, an e-mail archive appliance with backup, a bandwidth aggregator to allow for multiple sources of bandwidth to feed the head end, and a device for network analysis and reporting. In addition, the spam and virus filter appliance and the DNS server will be replaced. Future year requests will be made in 2013 through 2015 for continued replacement of head end equipment as they reach the end of their useful life.

Town Office Building Server Room Improvement - \$170,000: This is the first year of a multi-phase project to upgrade equipment and systems in the server room in the Town Office Building. Requested FY2011 funding would replace server room air conditioning, install uninterruptible power supplies (UPSs), add 1 server rack and reconfigure existing server racks for more efficient use of cooling and space. The project includes electrical work to accommodate the new equipment (the removal of the existing air conditioning system and exterior restoration is included in the Town Office Building Renovation Project). The server room currently uses a 25+ year old AC unit that provides insufficient cooling capacity. The new AC system will provide a more stable environment, be easier and less expensive to maintain and more energy efficient. New UPS equipment will improve technology systems uptime and protect servers and data from damage that has been experienced during past power outages and surge loads.

Sidewalk Improvements - \$200,000: This request is for continued funding of the Town's effort to rebuild and/or repave existing asphalt sidewalks throughout town that are in poor condition, and to construct new bituminous sidewalks with granite or asphalt curbing. Improvements to existing sidewalks will support and enhance pedestrian safety and the Safe Routes to School Program, and also improve the Dept. of Public Works' ability to clear snow from sidewalks during the winter season. Sidewalk projects will be chosen from the Selectmen's Sidewalk Committee's Master Plan and all work will be compliant with the requirements of the Americans with Disabilities Act.

Storm Drainage Improvements - \$260,000: Requested funds will be used to replace and supplement existing drainage structures and to achieve compliance with USEPA and Massachusetts Department of Environmental Protection Phase II stormwater regulations. \$160,000 will be for the restoration of selected town drainage systems, either deteriorated structures uncovered during roadway construction activity or older drainage systems that are now inadequate to handle flows from the increased amounts of impermeable surface. To move toward compliance with the new Stormwater Phase II regulations, the remaining \$100,000 will be used for the development of Lexington's second 5-year stormwater management plan. Work will include increased monitoring and testing that will help improve the water quality in Lexington's streams and ponds.

Marrett/Waltham Intersection Traffic Signal Poles - \$100,000: This request is for funding to purchase ornamental mast arms for traffic signal poles to be installed at the Marrett/Waltham intersection. The Marrett/Waltham intersection is a state-funded project scheduled for construction as early as the 2010 construction season. MassDOT (formerly MassHighway) will allow the installation of the ornamental mast arms if the Town pays the cost difference between the standard mast arms and the ornamental mast arms. Funds are being requested for these ornamental mast arms which will be consistent with the mast arms currently in place at the Mass Ave / Waltham Street intersection and scheduled to be installed at the Spring Street / Marrett Road intersection. The Town will be required to have replacement equipment in stock in case of damage.

Public Facilities Projects

School Building Roofing Program - \$147,400: Lexington's 10 public school buildings have 806,000 square feet of roof at an estimated value of \$12,000,000. A comprehensive roofing assessment in May of 2008 inventoried roof type and condition, and catalogued the many leaks that were impacting the educational environment. Water infiltration causes classrooms to be closed and students relocated into other spaces, damages furnishings, property, and building components, and creates indoor air quality issues due to mold growth. Annual roof replacement needs are expected to exceed \$400,000. FY2011 funds are intended for the replacement of the Lexington High School Auditorium roof and for design of prospective FY2012 projects. Other required roof replacements are included in projects at Lexington High School and the Bowman Elementary School.

Clarke Auditorium Safety and Technology Upgrade - \$174,000: This multi-year project will increase the size of the stage at the Clarke Middle School auditorium and add the appropriate technology and lighting to fully utilize the space as designed. The auditorium is utilized by students, staff and parents throughout the school year. Town and community groups also reserve the auditorium for large-scale meetings and performances. FY2011 funds are requested to install a new stage lighting system to provide adequate lighting for performing groups. Currently, basic work lights illuminate the Clarke stage, as the previous stage lights

have become inoperable. The drama teacher provides her own personal lighting system for productions. The new system will be operable by digital (DMX) connection from the back of the auditorium, the stage left wing, or the front of the auditorium. Future phases will include installing a Stage Sound System (Year 2), increasing the Stage Depth (Year 3), creating Backstage Storage Cages (Year 4), and installing a new Stage Curtains & Pulley System (Year 4).

Bridge & Bowman Renovation Design Development and Engineering - \$750,000:

Funds are requested for the costs of design, engineering and generation of construction documents for the renovation of the Bridge and the Bowman Elementary Schools to extend their useful lives. Both schools (constructed in the mid 1960's) still retain most of their original systems and suffer from significant deferred maintenance. The 2009 Lexington Public Schools pre-K to 12 Master Plan identified specific work to be done at each school, valued in 2009 dollars as \$6,490,573 (Bowman) and \$5,135,152 (Bridge). A Master Planning committee of volunteers appointed by the Board of Selectmen, the School Committee, and the Permanent Building Committee reviewed the plan and recommended renovations proceed as soon as funding can be made available. The renovations will include fire alarm replacement, heating and ventilation system replacement, building envelope upgrades, and architectural and accessibility improvements. This project is a likely candidate for financing as exempt debt, which would require a town wide referendum to exclude project financing from the limits of Proposition 2 ½.

School Projects


School Technology - \$696,000: This is annual request to support the School District's Strategic Goal for enhancing technology use as an instructional and administrative tool. FY2011 funds would augment or replace desktop and laptop computers, printers/peripherals, projection systems, network head-end equipment, and wireless network delivery systems. This article would provide the funding to:

- Replace the 460 oldest computers (6+ years);
- Increase the number of student workstations at the High School and certain areas of our elementary schools;
- Replace worn out printers and peripherals;
- Maintain and update the school's LAN network with replacement servers;
- Provide additional classroom projectors; and
- Install a managed wireless network throughout the High School. The FY2011 request of \$91,000 is the first phase of providing managed wireless networks in each of the District's schools. The high school wireless network, as proposed, will augment the school's current wired network and provide wireless access points throughout the LHS campus. It will include a District Wide controller to manage and control the wireless access across all the schools. The second and third stages for FY12 and FY13 will also cost approximately \$90,000 each to provide wireless technology to the middle schools (phase 2) and the five elementary schools without building wireless (phase 3).

Food Service Equipment and Software - \$99,500: Currently, some school kitchens are functioning with household grade equipment, which is unsafe and inappropriate for kitchens that are serving hundreds of meals a day. In addition, some of the commercial grade equipment has survived well beyond its useful life and needs to be replaced. During FY07, two kitchens failed and satellite operations needed to be put in place. This project will replace the walk-in refrigerator & freezer at the Bowman School and purchase a walk-in freezer for the High School. Eventually, the Food Service program will have a \$30,000 equipment budget built into the lunch fee.

Time Clock/Time Reporting System - \$97,000: The School District will partner with municipal departments to implement the KRONOS Time Keeper System. KRONOS is a business partner with the Town's accounting software vendor MUNIS, and provides an integrated technology system that would more precisely record and report time worked, overtime, and absences for the approximately 500 hourly school employees. This will meet the requirements of the Fair Labor Standards Act and provide a more respectful work environment. A side benefit is to replace a currently cumbersome paper process with an automated attendance and request-for-time system for approximately 1,000 school department faculty and staff. Goals for this project are: improved accuracy and decreasing payroll error rates; better control over labor costs through improved overtime management and consistent application of pay and work policies; and increased productivity of employees. The School Department's preliminary estimate of cost avoidance resulting from the implementation of this system is approximately \$50,000 per year.

FY2011 RECOMMENDED PROJECTS - WATER FUND DEBT (Table II)

 Town of Lexington - FY 2011 Budget FY 2011 Manager's Recommended Budget: Capital Projects										
TABLE II: FY2011 RECOMMENDED PROJECTS - WATER DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
1	Water Distribution System Improvements	\$900,000	10	4.0%		\$ 18,000	\$ 126,000	\$ 122,400	\$ 118,800	\$ 115,200
2	Stand Pipe Rehabilitation Program	\$160,000	10	4.0%		\$ 3,200	\$ 22,400	\$ 21,760	\$ 21,120	\$ 20,480
3	Automatic Meter Reading System	\$353,625	5	4.0%		\$ 7,073	\$ 84,870	\$ 82,041	\$ 79,212	\$ 76,383
4	Equipment replacement	\$ 57,420	5	4.0%		\$ 1,148	\$ 13,781	\$ 13,321	\$ 12,862	\$ 12,403
PROJ. REVENUE (WATER) SUPPORTED DEBT SERVICE		\$ 1,471,045				\$ 29,421	\$ 247,051	\$ 239,522	\$ 231,994	\$ 224,466
	AUTHORIZED WATER DEBT SERVICE				FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
A	Subtotal: Authorized and Issued Water Debt Service					\$ 1,085,035	\$ 1,039,166	\$ 831,781	\$ 640,539	\$ 623,292
B	Subtotal - Estimated Debt Service - Approved and Unissued Water Debt Service (short and long-term debt)					\$ 70,630	\$ 193,268	\$ 515,218	\$ 500,296	\$ 485,374
C	Summary: Debt Service on Authorized Debt					\$ 1,155,665	\$ 1,232,434	\$ 1,346,999	\$ 1,140,835	\$ 1,108,666
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ 29,421	\$ 247,051	\$ 239,522	\$ 231,994	\$ 224,466
E	Subtotal - Other Debt-related costs					\$ 15,320	\$ 15,780	\$ 16,253	\$ 16,741	\$ 17,243
F	TOTAL: PROJECTED WATER DEBT SERVICE				\$ 1,108,100	\$ 1,200,406	\$ 1,495,265	\$ 1,602,775	\$ 1,389,570	\$ 1,350,375

Water Distribution System Improvements - \$900,000: This is an annual request for funding of an on-going program to replace unlined or inadequate water mains and deteriorated service connections, and to eliminate dead ends in water mains. Unlined water mains are subject to corrosion which results in restricted flow and degradation of drinking water quality. Dead end water mains limit the flow of water available at hydrants in the event of a fire. Approximately 5,800 linear feet of water main work is planned for FY2011. Possible locations of water main repair and replacement are portions of Lincoln Street, Downing Road, Vine Street, Forest Court, Manning Street, and Marrett Road. Part of these project costs are eligible for financing through an MWRA/Grant loan program.


Standpipe Rehab Program - \$160,000: The US Environmental Protection Agency is issuing a new "disinfection by-product" rule that will cover the quality of water stored in water storage tanks. Because of the switch from chlorine to chloramines (chlorine + ammonia) for water disinfection we will have to monitor more closely for nitrites caused by ammonia-oxidizing bacteria. The goal is to eliminate the possibility of a boil order in the drinking water supply. The project will consist of:

- Draining the tanks and cleaning out sediment that has settled on the bottom;
- Power washing and sanitizing the inside of the tanks;
- Installing the mixer and associated wiring to keep the water in circulation throughout the tanks;
- Re-filling the tanks and bringing them back on line;
- Power washing the lower 50 feet of the outside of the tanks to remove the mildew deposited from the trees.

Automatic Meter Reading System - \$353,625 (*total cost is \$707,250 allocated on a 50/50 basis to the Water and Sewer Funds*): This funding request is for phase I of installation of automated water meter reading system throughout the Town. This phase will include the installation of meter transmitters in approximately one third of the Town's meters (Section 1) and to install base stations required for the automated readings. Funding will be requested to install transmitters in Section 2 in FY2012, and in Section 3 in FY2013. Completion of this project will provide the Town with regular meter readings and immediate status alerts. It will enable the reassignment of some of the meter reading staff to income generating projects such as backflow testing, increase billing frequency, and reduce or eliminate estimated readings.

Equipment Replacement - \$57,240: (*See detailed narrative in General Fund project section.*) DPW maintains a systematic replacement program that identifies what equipment is expected to need replacement during the next five years, with the intent of preventing any unexpected emergency purchases. FY2011 funding is requested for an emergency response box truck to be used by the Water Department.

FY2011 RECOMMENDED PROJECTS - WASTEWATER FUND DEBT (Table III)

 Town of Lexington - FY 2011 Budget Table III: FY 2011 Manager's Recommended Budget: Capital Projects										
PROJECT		AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
1	Pump Station Upgrades	\$100,000	5	4.0%		\$ 2,000	\$ 24,000	\$ 23,200	\$ 22,400	\$ 21,600
2	Automatic Meter Reading System	\$353,625	5	4.0%		\$ 7,073	\$ 84,870	\$ 82,041	\$ 79,212	\$ 76,383
	PROJ. REVENUE (SEWER) SUPPORTED DEBT S	453,625				\$ 9,073	\$ 108,870	\$ 105,241	\$ 101,612	\$ 97,983
AUTHORIZED SEWER DEBT SERV.					FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
A	Subtotal: Authorized and Issued Sewer Debt Service					\$ 517,018	\$ 349,703	\$ 235,733	\$ 128,756	\$ 125,910
B	Subtotal - Estimated Debt Service - Approved and Unissued Sewer Debt Service (short and long-term debt)					\$ 125,902	\$ 319,779	\$ 590,668	\$ 573,557	\$ 556,447
C	Summary: Debt Service on Authorized Debt					\$ 642,920	\$ 669,482	\$ 826,402	\$ 702,313	\$ 682,356
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ 9,073	\$ 108,870	\$ 105,241	\$ 101,612	\$ 97,983
E	Subtotal - Other Debt-related costs					\$ 6,526	\$ 6,722	\$ 6,924	\$ 7,131	\$ 7,345
F	TOTAL: PROJECTED SEWER DEBT SERVICE				\$ 633,497	\$ 658,519	\$ 785,074	\$ 938,566	\$ 811,057	\$ 787,685


Pump Station Upgrades - \$100,000: Lexington has ten sewer pumping stations valued at over \$6 million. This request is the fourth of a five-year program for upgrades of the stations including bringing them in compliance with federal (OSHA) regulations, and equipment replacement. The pump stations are evaluated every year to ensure they are operating within design parameters. As the system ages, motors and valves need to be replaced and entryways need to be brought up to current OSHA Standards. Pump failure results in sewer surcharging

and overflows, which create a public health risk and environmental damage. FY11 work will be at the Potter Pond Station.


Automatic Meter Reading System - \$353,625 (total cost is \$707,250 allocated on a 50/50 basis to the Water and Sewer funds): *(See detailed narrative in Water Fund Debt section.)*

FY2011 RECOMMENDED PROJECTS – RECREATION FUND DEBT (Table IV)

No recreation projects are being recommended for funding with Recreation Fund debt. Table IV depicts the debt service costs for FY2010 through FY2015 for recreation projects funded at prior town meetings.

 Town of Lexington - FY 2011 Budget FY 2011 Manager's Recommended Budget: Capital Projects										
TABLE IV: FY2011 RECOMMENDED PROJECTS - RECREATION DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
	NONE REQUESTED		10	4.0%		\$ -	\$ -	\$ -	\$ -	\$ -
	PROJ. RECREATION SUPPORTED DEBT SERVICE	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
	AUTHORIZED WATER DEBT SERVICE				FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
A	Subtotal: Authorized and Issued Recreation Debt Service					\$ 137,200	\$ 131,500	\$ 130,600	\$ 100,000	\$ 100,000
B	Subtotal - Estimated Debt Service - Approved and Unissued Recreation Debt Service (short and long-term debt)					\$ -	\$ -	\$ -	\$ -	\$ -
C	Summary: Debt Service on Authorized Debt					\$ 137,200	\$ 131,500	\$ 130,600	\$ 100,000	\$ 100,000
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ -	\$ -	\$ -	\$ -	\$ -
E	Subtotal - Other Debt-related costs									
F	TOTAL: PROJECTED RECREATION DEBT SERVICE				\$ 132,600	\$ 137,200	\$ 131,500	\$ 130,600	\$ 100,000	\$ 100,000

FY2011 RECOMMENDED PROJECTS – CASH CAPITAL (Table V)

 Town of Lexington - FY 2011 Budget FY 2011 Manager's Recommended Budget: Capital Projects									
TABLE V: FY2011 RECOMMENDED FUNDING FROM REVENUES (Cash by Source)									
PROJECT	Free Cash	Tax Levy	Water Retained Earnings	Sewer Retained Earnings	Recreation Retained Earnings	Revolving Fund	CPA ¹	Other Funding	TOTAL COST
SCHOOL PROJECTS									
1 Classroom Furniture	\$ 58,571								\$ 58,571
SUBTOTAL	\$ 58,571	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 58,571
FACILITIES									
1 School Accessibility Improvements	30,000								\$ 30,000
2 Removal of Modulars from Central Administration Building	30,000								\$ 30,000
3 Diamond Boiler Controls	30,000								\$ 30,000
4 Hastings School Cabinetry Replacement	38,000								\$ 38,000
5 Cary Library Energy Management System	50,000								\$ 50,000
6 Hastings School Parking Area Improvements	50,000								\$ 50,000
7 Hastings School Modular Classroom Upgrade	75,000								\$ 75,000
8 LHS ILP Program	75,000								\$ 75,000
9 School Building Flooring Program	100,000								\$ 100,000
10 School Building Envelope Program	125,000								\$ 125,000
11 Municipal Building Envelope	\$ -	\$ 161,534					\$ 73,000		\$ 234,534
12 Estabrook Playground	125,000								\$ 125,000
SUBTOTAL	728,000	\$ 161,534	\$ -	\$ -		\$ -	\$ 73,000	\$ -	\$ 962,534
MUNICIPAL PROJECTS									
1 Dam Repair	\$ 10,000								\$ 10,000
2 Traffic Mitigation	\$ 50,000								\$ 50,000
3 Hayden Ave./Spring St. Traffic Master Plan								\$125,000	\$ 125,000
4 Concord Avenue Sidewalk Design and Engineering								\$90,000	\$ 90,000
5 CBD Sidewalks Engineering	\$ 50,000								\$ 50,000
6 Security Gate & Access Control System at Hartwell Ave	\$ -					\$ 82,000			\$ 82,000
7 DPW Equipment Replacement	\$ 91,429			\$ 45,000					\$ 136,429
8 Hydrant Replacement Program	\$ 25,000		\$ 25,000						\$ 50,000
9 Pedestrian Signal Improvements	42,000								\$ 42,000
10 Cary Library Building Project-Material Handling and Workflow	\$ 25,000								\$ 25,000
11 Fire Headquarters Alarm Receiver	\$ 30,000								\$ 30,000
12 Park Improvements - Athletic Fields	\$ 50,000								\$ 50,000
13 Town Pool Renovation	\$ -				\$ 25,000				\$ 25,000
14 Replace Town Wide Phone Systems (phase I)	\$ 55,000								\$ 55,000
15 MUNIS upgrades	\$ 55,000								\$ 55,000
16 Street Improvements	\$ -	\$ 551,578						\$700,000	\$ 1,251,578
SUBTOTAL	\$ 483,429	\$ 551,578	\$ 25,000	\$ 45,000	\$ 25,000	\$ 82,000	\$ -	\$ 915,000	\$ 2,127,007
CPA FUNDED PROJECTS									
1 Land Acquisition							TBD		\$ -
2 Battle Green Master Plan							\$ 25,000		\$ 25,000
3 Cary Library-Preservation Project-Archives							\$ 100,000		\$ 100,000
4 Muzzey Senior Center Improvements							\$ 45,100		\$ 45,100
5 Cary Hall & Town Office Building HVAC Controls Upgrade							\$ 35,000		\$ 35,000
6 Police Station Ventilation System							\$ 31,700		\$ 31,700
7 Stone Building Stabilization							\$ 200,933		\$ 200,933
8 White House Historic Structures Report							\$ 18,000		\$ 18,000
9 Town Office Building Renovation							\$ 1,933,947		\$ 1,933,947
10 Cary Memorial Hall Venue Improvements Study							\$ 60,000		\$ 60,000
11 Minuteman Bikeway preservation							\$ 320,000		\$ 320,000
12 Stormwater Mitigation Marrett Road/Old Reservoir							\$ 190,047		\$ 190,047
13 Center Playfields Drainage - Implementation Phase							\$ 875,173		\$ 875,173
14 Cotton Farm Land Acquisition							TBD		\$ -
15 Archives & Records Management/Records Conservation & Preservation							\$ 150,000		\$ 150,000
16 Cary Hall Signage							\$ 25,000		\$ 25,000
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,009,900	\$ -	\$ 4,009,900
OTHER CPA FUNDED PROJECTS									
1 Greeley Village Siding Replacement							\$ 386,129		\$ 386,129
2 Munroe Tavern Capital Improvements							\$ 400,000		\$ 400,000
3 LexHab - Purchase of 2 properties							\$ 695,000		\$ 695,000
4 Comprehensive Cultural Resources Survey							\$ 5,300		\$ 5,300
5 Vynebrook Village Drainage Project Design							\$ 10,000		\$ 10,000
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,496,429	\$ -	\$ 1,496,429
TOTAL	\$1,270,000	\$713,112	\$25,000	\$45,000	\$25,000	\$82,000	\$5,579,329	\$915,000	\$8,654,441

¹ CPA totals do not include proposed FY2010 administrative budget of \$150,000 or the FY2011 debt service payment for the acquisition of the Bosa property.

School Projects

Classroom Furniture - \$58,571: This is the third annual request for funds to replace classroom furnishings in school buildings that have not been renovated. FY2011 funding will be used for the following:

- Bowman - Classroom Furniture Replacement - all Classrooms;
- Clarke - Classroom Furniture Replacement - all Classrooms;
- Diamond - Classroom & Guidance Furniture Replacement, Cafeteria Tables, Speaker System;
- Estabrook - Classroom Furniture Replacement & Cafeteria Tables;
- Hastings - Classroom 5th Grade Furniture Replacement; and
- Lexington High School - First Phase of Library Redesign.

Department of Public Facilities Projects

School Improvement Projects

School Accessibility Improvements - \$30,000 (free cash): This project will complete accessibility improvements at primary entrances to school buildings. Students with physical challenges have experienced difficulty in entering even the newly constructed elementary schools, which are in compliance with accessibility codes. In August of 2009 door openers were installed at Lexington High School, the Diamond Middle School, and the Harrington, Fiske, and Bowman Elementary Schools. This FY2011 project will install automatic door openers at the remaining five school buildings plus the entrance to Lexington Children's Place.

Removal of Modular Classrooms from Central Administration Building - \$30,000 (free cash): This request is for funds to remove the modular classrooms behind the School Administration Building. The modulares are an attractive nuisance and should be removed for safety and security reasons. Removing the modulares will also improve access to the ground level entrances for LABBB and print shop deliveries. The structures currently do not have electric power or smoke detectors but there are no current plans to utilize the modulares, so investing in electrical and fire alarms service is not justified at this time. Efforts will be made to recycle the modulares, perhaps at the DPW Hartwell Avenue site.

Hastings School Modular Classroom Upgrade - \$75,000 (free cash): The modular classrooms at Hastings are in need of repair. The roofing system drainage needs to be improved to prevent ponding, and selective demolition and repair will be required to extend the useful life of these classrooms. Ponding on the roof has allowed some water migration into the walls and flooring resulting in weakening of these components. Currently classrooms 41-44 are housed in modular additions that have been at Hastings for eight years. They were installed at Clarke Middle School prior to their use at Hastings. Classrooms 31-34 are twelve years old. Modulares of this design typically have an expected useful life of 10 years.

Hastings School Cabinetry Replacement - \$38,000 (free cash): This project would replace countertops, wooden cabinetry, sinks and faucets in all classrooms at Hastings School. The existing equipment is original to the school and is beyond repair. Water damage has occurred in the cabinets, causing the wood to split and create openings for additional water damage, and leading to environmental hazards such as rot and insect infestation.

School Building Flooring Program - \$100,000 (free cash): This project would replace flooring systems (carpet, vinyl tile, ceramic tile) that have failed, are broken and/or are beyond their useful life. The Department of Public Facilities maintains approximately 1.25 million square feet of space in the school buildings, with flooring systems in various conditions. While the operating budget funds repairs of components in flooring systems, this program will replace entire systems when the work will exceed \$25,000. Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable.

Diamond Middle School Boiler Controls - \$30,000 (free cash): This project requests funds to install sequencing controls for the boilers and pumps at Diamond Middle School. These sequencing controls will automatically monitor boiler and pump operation and shift operation to maintain even run hours on the equipment, which will prolong the useful life of the equipment. In the absence of automatic controls, the head custodian of the building currently does his best to manually sequence the equipment.

High School Independent Learning Program (ILP) - \$75,000 (free cash): This project would create a new ILP classroom at Lexington High School. This new space will be required due to students graduating from Middle School to the High School. The specific requirements are not known at this time.

School Building Envelope Program - \$125,000 (free cash): This is an annual project request for prioritized school building envelope repairs. FY 2011 work may include making repairs to the Hastings School building envelope. In addition, recent EPA communications have indicated that building caulk used before 1978 contain PCBs, so funds will be used to mitigate potential safety and health issues from caulk if the risks are confirmed. Ongoing investment in the building envelope will include repair of damaged panels and siding, recaulking and weatherproofing windows and doors, and repainting the wood exterior. Without continual maintenance the exterior of the buildings will deteriorate, allowing moisture to become entrapped and propagate cracks through the freeze thaw cycle.

Cary Library Energy Management Systems - \$50,000 (free cash): The existing environmental controls at the Cary Library for the chiller, boiler and air handlers are not integrated. This proposed project is for the integration of these controls under a common energy management system. The new controls will improve comfort, improve systems' reliability and reduce energy.

School Grounds Improvement Projects

Hastings School Parking Area Improvements - \$50,000 (free cash): The Hastings School is in need of grounds maintenance for the parking area that extends behind the school. The edges of the paved area are all broken, leaving rutted areas and ponding water and ice. This project will improve the parking area and create a safer environment.

Estabrook Playground Replacement - \$125,000 (free cash): Funding is requested to install a new playground at the Estabrook School. The existing playground is made from pressure treated wood, is splintering, and has reached the end of its useful life. When the new playground is installed, the layout of the structures within the green space will be modified to make better use of the space for health programs.

Municipal Projects

Dam Repair - \$10,000 (free cash): This project is for inspection of the Butterfield Dam on Lowell Street to comply with the Department of Conservation and Recreation's requirement that we inspect significant hazard dams once every 3 years. After this dam was inspected in 2006, \$30,000 was appropriated in 2007 for minimal repairs. We believe the next inspection will lead to the design and construction of repairs to this dam in FY2012 to preserve its structural integrity. The Old Res Dam is on a different re-inspection interval as it is a low hazard dam. This report was formerly a State responsibility, but has now become a municipal responsibility.

Traffic Mitigation - \$50,000 (free cash): This is the fourth of four annual requests planned in support of the Traffic Mitigation Group. Traffic safety is an important component of the quality of life in Lexington, and projects identified will have a positive impact on safety and vehicle fuel usage. These funds will be used to collect data, perform analyses, review proposals and make recommendations for traffic improvements town wide. Projects will be developed and construction costs will be estimated for future capital requests. Projects performed with past funding include installation of compliant crosswalks and pedestrian ramps near various schools, completion of a traffic study along Hartwell Avenue for the design and implementation of a new pavement marking plan including bike lanes, and conducting a traffic study along the eastern Mass Ave corridor. Potential study areas for FY11 are the southern Waltham Street corridor, town-wide signal compliance and evaluation of traffic calming requests.

Hayden Ave./Spring St. Traffic Master Plan - \$125,000 (traffic mitigation stabilization fund): This request is to fund a Traffic Master Plan for the Hayden and Spring Street corridor, which will evaluate vehicular and pedestrian circulation and other modes of transport in the area. The plan will identify strategies to address existing deficiencies and potential issues created by future growth in traffic volumes and to implement traffic improvements as development proceeds. The funds for this traffic plan will be from payments made to the Town under provisions of Memoranda of Understanding between the Town and developers of certain properties that have been commercially re-zoned including Beal Companies (\$35,000), Patriot Partners (\$65,000), and, Cubist Pharmaceuticals (\$25,000).

Concord Avenue Sidewalk – Concept Planning - \$90,000 (traffic mitigation stabilization fund): Concord Avenue Sidewalk Concept Plan \$90,000- This is a request to fund the schematic design plan for the Concord Avenue sidewalk. The project would entail a concept plan that identifies the major impacts such as wetlands, permitting, trees, right of way, walls, bicycle accommodations, etc. The work will involve initial survey to determine right-of-way and an engineered concept plan. The plan will provide a solid foundation for a future capital request for full engineering/specifications and construction funding.

Central Business District Sidewalks Master Plan/Engineering - \$50,000 (free cash): This project is a three phase plan to develop a master plan for replacing the existing brick along the north side of Massachusetts Avenue from Depot Square to the exit of Town Hall. In addition to the planned restoration of these areas to improve the walking surface, all of the existing pedestrian corridors and ramps will be brought into ADA compliance and the Bank of America alley may be closed. Requested funds will be used for survey, inspection, and design.

Security Gate & Access Control System at Hartwell Ave - \$82,000 (compost revolving fund): This request is part of the long-range business plan for the Hartwell Avenue Compost Facility. This facility needs an up-to-date security system that will allow access for town employees 24 hours a day while maintaining a secure environment to protect the site in general and equipment and supplies that are stored there. The proposal is to install IP-based

CCTV and Access Control gates at the entrance to insure that access during off-hours is restricted.

DPW Equipment Replacement - \$136,429 (\$91,429 free cash/\$45,000 sewer retained earnings): *(See detailed narrative in General Fund project section.)* The funds requested here are to supplement equipment replacement funding recommended in Table I (general fund debt) and Table II (water fund debt). The use of \$91,429 in free cash reduces the amount of debt that needs to be issued to fund equipment replacement, thereby reducing interest costs. The \$45,000 in sewer retained earnings will be used to purchase a Jet Vacuum unit on tracks that will allow access to sewer wetland areas that are currently inaccessible with existing equipment.

Hydrant Replacement Program - \$50,000 (\$25,000 free cash/\$25,000 water retained earnings): This is for funding of the fourth year of a program to replace hydrants throughout town. The Town of Lexington has 1,500 Fire hydrants in its fire protection system. This tax levy request will be combined with \$25,000 to be funded from the water enterprise fund to purchase and install 25 hydrants per year. The new, more efficient hydrants will be compliant with NFPA standards and increase firefighting capacity. The hydrants are "break-aways" which are less costly to replace.

Pedestrian Signal Improvements - \$42,000 (free cash): The Town's pedestrian signals at street crossings are outdated and have been malfunctioning. Funding for pedestrian signal improvement projects will be requested on an annual basis. FY2011 work will update the push button pedestrian signals at two locations in Town. High priority locations are the bikeway crossing on Hartwell Avenue and on Mass Ave near the Stone Building. Intended benefits are cost savings on maintenance and safer pedestrian crossings.

Cary Library Building Project - Material Handling and Workflow Study - \$25,000 (free cash): This request is for an engineering study of how to reorganize the Library's Circulation and Bibliographic Services workspace with the potential for automating bin sorting and processing. The current configuration is not designed to handle the volume of material that flows through the library daily. Library circulation increased 14% over the past year, from 668,313 to 762,718. Increased circulation creates an overflow of items that are returned through the exterior book drops and via Network Transfer Bins. Each day, 15-25 bins are delivered to the Circulation Department work area via a public elevator. Reorganization would improve the ergonomic and efficient handling of materials so that library users have faster access to items. There are also health and safety concerns for the employees who work in a location that is not ergonomically designed for warehouse-type work. Phase 1 of this project consists of a study of existing conditions with recommendations for solution. Phase 2 will be design of the solution (2012) and the Phase 3 request will be for installation and/or construction (2013).

Fire Headquarters Alarm Receiver - \$30,000 (free cash): Funds are to install an alarm receiver at Fire Headquarters capable of receiving radio boxes and telegraph input/output signal. The unit will allow for monitoring of Fire Alarm Radio Boxes for all municipal and the 100 fee-based subscribers from fire headquarters, providing flexibility and redundancy to the current installation that includes monitoring at the Public Safety Dispatch area. The receiver will allow the fire department command staff as well as fire prevention personnel the opportunity to readily decipher problem units and assist in reducing the human error factor during dispatch. The unit also will assist in maintaining Insurance Services Organizations standards, as well as the National Fire Prevention Association Standards in the event of a unit failure at our dispatch center.

Park Improvements - Athletic Fields - \$50,000 (free cash): This is an ongoing capital program to address safety and playability concerns in order to provide adequate, safe field space for youth, adult, recreation, and school programs. The Town of Lexington's athletic fields are in constant use and many, even with regular maintenance, are in need of major repairs. FY2011 funding is requested to address the ballfield area at the Hastings School. This site has not been significantly upgraded in the last 20 years and is now a safety concern. The renovations will include turf, drainage, irrigation (where applicable), and site amenities (benches, backstops, etc.). Future renovation projects are anticipated for the Estabrook School Ballfield, Adams Playfields, Franklin Ballfield, the Football Field and Center Track Area, and all three Fields at Lincoln Park.

Town Pool Renovation - \$25,000 (Recreation Fund retained earnings): This request is Phase 1 of a multi-phased program of renovations to the Town Pool Complex. Attendance at the Center Pool Complex averages over 85,000 people per summer. With each year, the efficiency and effectiveness of the filtration systems and chlorinators decreases and repairs become more frequent and costly. If immediate needs are not addressed, the pool may need to be closed for an extended period of time during the peak season, thus affecting the Town's customers and decreasing revenues. While the facility continues to operate safely, the infrastructure was last updated in 1980. An engineering study completed in FY2008 by Bargmann Hendrie and Archetype provided the Town with a detailed, prioritized list of recommended upgrades and repairs. Phase I work will include replacing the hot water heater, replacing the ventilation & exhaust system, and completing top priority projects to address compliance and safety concerns. Funding for Phase 2 will be requested in FY2012 to make interior repairs and renovations and provide energy and environmental efficiencies. Phase 3 of the project will include replacing the filtration systems which are beyond their life expectancy, and enlarging the building in order to accommodate four filters. The estimated cost of Phase 3, anticipated in FY2016, is \$1,000,000. Phases 1 and 2 will yield value even if Phase 3 is not funded.

Replace Town Wide Phone Systems (phase I) - \$55,000 (free cash): This request is part of a multi-year project to replace the existing phone systems in all municipal and school buildings and complete an integrated phone system for all Town of Lexington operations. Funds are being requested in FY2011 to replace the phone system in the Town Office Building at the time of its proposed renovation. The existing telephone system is at least 10 years old, and is becoming increasingly unreliable and expensive to maintain. A new system with current technologies such as Voice over IP would be more reliable, less expensive to maintain and improve customer service. The proposed system will integrate with the newly installed system at 201 Bedford St. The town wide assessment funded by the 2008 Annual Town Meeting to assess phone needs for all municipal and school operations is underway. New phone technologies are expected to provide cost savings to the Town with regard to maintenance and service issues, and significantly reduce monthly line lease costs from Verizon.

MUNIS Upgrade - \$55,000 (free cash): Tyler Technologies' MUNIS system is the financial management program for all Town finances. The complete system includes the server, the server operating system, the MUNIS software and the database software. Funding is requested to migrate the system to a new, stable hardware platform and updated software. The existing system will not support the next release of software, and the current software version will be retired and become unsupported as of April 2011. This project includes the purchase of 2 new servers with the operating system and database software, and licensing for the new MUNIS version.

Street Improvements - \$1,251,578 (\$551,578 tax levy/\$700,000 Chapter 90 funds):

This request is for the annual street resurfacing program. It is comprised of \$551,578 of Town funds from the 2001 override and an estimated \$700,000 of Chapter 90 funds. Funds will be used for design, inspections, planning and construction of street improvements plus maintenance and repair of existing sidewalks. A preliminary list of the streets to be repaired under this article is currently under development.

Municipal Building Envelope - \$234,534 (\$161,534 tax levy/\$73,000 CPA): This annual request funds top priority construction repair /replacement projects for the maintenance and upgrade of municipal buildings and systems that are vital to prevent deterioration and proactive in preventing safety hazards. FY2011 projects include:

- Cary Hall - Replace 1,350 square feet of built up roof (CPA funding);
- Town Office Building - Replace three copper valleys on slate roof (CPA funding);
- Cary Hall - Restore existing architectural detail above roofline and create replacement (CPA funding);
- Update Massachusetts Historical Commission Inventory Form "B" for Town Office Building and Cary Memorial Building (CPA funding); and
- Other projects to be identified (tax levy).

CPA-Funded Projects**Municipal Projects**

Land Acquisition – (\$ TBD): The Board of Selectmen is in discussion with the owner of a parcel of land at the end of Farm Road. This parcel was historically part of the Busa Farm site and is adjacent to a parcel the Town recently purchased. It is shown as lots 191 and 192 on Assessors Map 20 and encompasses approximately 2.41 acres. The 2.41 acres are presently undeveloped and acquiring them would add to the adjacent 7.9 acres the town recently purchased. A larger area of land affords the Town greater flexibility and options for the use of the land that would be comprised of the combined parcels. A cost estimate is not available at this time.

Battle Green Master Plan - Study - \$25,000: The Selectmen authorized the Tourism Committee to conduct a master planning process for the Battle Green, a place of national historic importance, and community and tourist interest. The Battle Green working group for the project, after conducting significant work, has identified the need for assistance from a landscape architect. This proposal would fund the master plan document as well as enough design work to enable the Town to get credible cost estimates to implement recommended changes. There is community consensus on the need for design consistence in the Battle Green area, and failure to resolve issues such as parking, traffic pathways and appropriate site interpretation will allow further deterioration of both the Battle Green and its surrounding historic treasures. This master plan, with the help of the professional consultant who works on similar historically important landscapes, will develop a design that represents the expectation and needs of all stakeholders. It will also provide a suitable stewardship framework to oversee the Green's future care.

Cary Library, Preservation Project – Archives - \$ 100,000: This project would convert part of an existing storage room into a fireproof, climate-controlled room for valuable, irreplaceable historic materials owned by the Library. A temperature-controlled vault would allow proper storage of items that are housed in the Library's three historic rooms. Initial plans for the renovation of the Library included the construction of a vault in or near the historic Oval

Room, but it was eliminated from the 2004 building renovation due to inadequate funding. The Library's central HVAC system controls temperature but does not control relative humidity. A recent preservation study indicates that temperature and humidity levels fluctuate significantly in the three historic rooms, and these conditions can damage the historic documents that are stored there.

Municipal Building Envelope - \$73,000: (see project description above on page XI-18 above)

Muzzey Senior Center Improvements - Study - \$45,100: This project is for critical renovations needed to address safety, accessibility and program space needs at the Lexington Senior Center, located at the Muzzey Condominium at 1475 Massachusetts Ave. The needs reflected in this capital request have been identified in two studies in 2008 - an Envelope and Systems Analysis by TBA Architects, Inc. in April, 2008; and a Muzzey Senior Center and White House Conceptual and Feasibility Study by Bargmann Hendrie + Archetype. The FY2011 request is for design development funds. Funds for building improvements will be requested in FY2012. The needed improvements include:

- Replace/relocate communicating staircase connecting the first floor of the senior center with the lower level;
- Install wheelchair lift inside of the Senior Center space;
- Replace inefficient and obsolete HVAC system;
- Expand program space, add lighting, and signage;
- Address regulatory requirements of the Massachusetts Architectural Access Board.

Cary Memorial Building/Town Office Building HVAC Controls Upgrade - \$35,000:

This project would upgrade the HVAC controls in Cary Hall and the Town Office Building. The two buildings share chilled water for cooling and steam boilers for heating. This project will add controls, valving, and integration to better coordinate the production of chilled water and steam to meet the needs of the spaces. The existing controls and valving cannot adequately zone the heat and air-conditioning in the Cary Memorial Building, nor can it provide zone set back in the Town Office Building. Installation of these controls will reduce energy use and meet occupants' needs.

Police Station Ventilation System - \$31,700: This project would replace the Police Station lower level ventilation unit with a higher rated fan and motor to achieve required ventilation. The existing unit is undersized and cannot deliver design airflows to adequately ventilate the lower level, including holding cells, resulting in insufficient fresh air and odor problems. Outside air is heated when necessary, but not cooled, so extremely high temperature outside air is pumped into the cell area when ventilation is needed during summer months. The new fan and motor will be rated to operate with the installed ductwork and achieve design airflow.

Stone Building Exterior Stabilization - \$200,933: Funding is requested for additional stabilization work to the Stone Building to be completed during the summer of 2010. Immediate stabilization work recommended in a Historic Structures Report was completed in the fall of 2009. The additional stabilization includes a new roof, gutters, removal of aluminum siding, repair and painting of wood siding, and reglazing of windows. This work could be deferred to FY2012 as part of a larger renovation project, but the schedule to renovate the Stone Building is unknown. Deferring the stabilization of the building increases the risk of damage from leaks in the building envelope and delays the opportunity to improve the aesthetics of the structure for the surrounding neighborhood.

White House Historic Structure Report - \$18,000: This project requests Community Preservation Act funds to prepare a limited Historic Structures Report that details the history and significance of the "White House" at 1557 Massachusetts Avenue. The "White House" has not been maintained for many years and the building continues to deteriorate. At this time, funding for renovation is not being considered because new program requirements have not been determined. Information from the Historic Structures Report will be utilized to determine the maintenance and stabilization that is warranted, for which CPA funding will likely be requested in FY2012.

Town Office Building Renovation - \$1,933,947: This project is for limited renovations to the Town Office Building following the change in building use when DPW administration moved to its new facility at 201 Bedford Street. This process began at the 2008 Annual Town Meeting when funds were appropriated for the Town Office Use Study and Renovation Design. The architectural firm of Bargmann Hendrie and Archetype (BH+A) was engaged to conduct the architectural and engineering portion of this work. To date, the programming of space needs and building use evaluation work has been completed and staff has recommended a preferred design concept for consideration. It is anticipated that BH+A will complete 75% design by late February/early March at which time a more rigorous cost estimate will be completed. The Town Office Building was built in 1927 and has undergone one significant renovation in the last 80 years when the rear wing was added in 1971 to increase the building footprint and available office space. The relocation of the Department of Public Works/Engineering Division to the new facility represents the most significant shift of offices in the Town Hall in nearly 20 years. This renovation will correct code and ADA deficiencies, complete the fire suppression system and provide for the realignment of staff to improve efficiency and effectiveness for serving customers and staff, thus ensuring the building remains fully functional for its intended use.

Cary Memorial Building Venue Improvements Study - \$60,000: This project would begin the process of enhancing and restoring the Cary Memorial Building for continued use as a public venue. Spaces originally designed in support of performances in the Cary Hall auditorium, shown in detailed drawings from 1927, have been converted to other non-performing arts uses. Stage lighting is inadequate, the restrooms need updating and mechanical systems interfere with the taping and broadcast of performances. This project would result in a plan and cost estimate that identifies enhancements and restoration opportunities to improve the functionality of the building for performers, increase enjoyment for the public, and improve accessibility.

Minuteman Bikeway Preservation - \$320,000 - The Minuteman Bikeway is an important feature in Lexington, widely used for walking, cycling, and rollerblading. Over the last 16 years since it opened in 1993, the bikeway has deteriorated in numerous locations as a result of improper drainage, root penetration, and erosion. This project will address this deterioration and extend the useful life of the bikeway through the installation of root barriers and additional drainage, measures that were not included in the original design of the Bikeway.

Stormwater Mitigation - Old Reservoir/Marrett Road - \$190,047: In 2007, the Town hired a consultant to undertake a water quality study at the Old Reservoir on Marrett Road. The Old Reservoir is located in the watershed of the Vine Brook, which is part of the watershed for the Shawsheen River. The study identified the storm water system as the main source of bacteria entering the reservoir. FY2010 CPA Funds were appropriated to improve the water quality of storm runoff from the drainage areas entering the Old Reservoir via four outfalls along Marrett Road, thus helping to preserve the Old Reservoir and surrounding recreational and open space areas. The Phase II request in FY2011 is to create a second water quality structure to capture water in the southwest corner of the facility from one outfall along Marrett

Road. Originally, built as the water supply to the Town of Lexington, the Old Reservoir is now an important natural resource used for both active and passive recreational purposes.

Center Playfields Drainage – Implementation Phase - \$875,173: The Center Playfields Complex is the most heavily used recreation complex in Town. It is used by the schools, adult and youth leagues and the general public. The entire area (approximately 23 acres) has been seriously impacted by poor drainage conditions for years. This request is the first of three phases to install long-term drainage solutions to alleviate the standing water and wet field conditions that presently exist on the Center Playfields complex in order to preserve this valuable Town Recreation area and protect the fields from degradation. FY2011 funding is requested to implement Phase I of the work recommended by the consulting firm Stantec in a drainage study funded with FY 2010 CPA funds. Phase I work, requested from CPA funds under the preservation of a recreation resource and a continuation of an ongoing project, will be used to implement the drainage improvements on the baseball/softball/multi-purpose field areas. The work will involve installing new drain systems and grading in an effort to move water off of the fields and collect it so that flooding and standing water conditions do not occur. Future requests will address the football field area, the little league field, the practice field area and the parking area.

Cotton Farm Acquisition - TBD: This project proposes acquisition of a portion of the 121 Marrett Road property known as the Cotton Farm by the Town to preserve open space. The acquisition cost is unknown at this time and discussions are on-going with the owners. The Cotton Farm is a very visible property of approximately 10.2 acres along Marrett Road that includes a mid-20th century house framed by an orchard to the south and wetlands and woodlands to the north, east and west. The property is listed in Lexington's Reconnaissance Report of 2006 as a Priority Heritage Landscape in that it reflects the history of the community, provides a sense of place, shows the natural ecology that influenced land use patterns and has scenic qualities.

Archives & Records Conservation and Preservation - \$150,000: CPA funding is requested for Year 3 of a projected 5-year project for conservation and preservation of historic municipal documents and records. The project will include conservation/preservation, equipment and supplies, microfilming and/or digitization, consulting services, computerization and data migration. It will continue to address the needs to protect and secure the large backlog of permanent and vital records created by municipal departments for proper retention, archiving and perpetual access. Recent changes in the Commonwealth's public records law are expected to increase the volume of records required to be retained permanently; many existing records exist only in hard copy form. The main vault in the Cary Memorial Building, enhanced with moveable shelving, fire protection, and climate control work funded by the CPA, has been established as a core facility. Work to be completed during a 5-year project will provide the basis for a virtual exhibit of some of Lexington's history during 2013 when Lexington celebrates the 300th anniversary of its incorporation.

Cary Memorial Building Signage - \$25,000: Funds are requested to install directional information signage inside the Cary Memorial Building and the exterior complex. Exterior signage will include a "campus" sign and identification signs on all three buildings: Police Station, Cary Memorial Building, and Town Office Building. Cary Hall interior signage will include directories on pillars in front lobbies, ADA-compliant room signs, hallway and stairway signs where needed, and miscellaneous regulatory signs. Exterior signage for the three brick buildings sharing the semicircular driveway is long overdue because at present the only identification on the buildings is gold lettering on the frieze at the top of the building facades. Public use of the historic Cary Memorial Building has increased significantly since its recent

renovation, consistent with its historic function as community activity space. Performing groups frequently use the Main Hall, Recreation programs use the ground floor spaces, and boards and committees use the three accessible meeting rooms.

Non - Governmental Projects

Greeley Village Siding Replacement – \$386,129: The Lexington Housing Authority is requesting \$386,129 for replacement of the siding at Greeley Village, an elderly/handicapped low income public housing complex. This development of 100 bedrooms apartments was built in 1968 and has original siding on its exterior. Currently the siding has failed due to age and deterioration, resulting in water penetrating into the sheathing, which in turn has caused the sheathing and some sills to rot. Entrance ways have also been affected since snow and rain penetrate the siding, leak down through the sheathing and in through the door frames. In winter, when this water freezes, some doors cannot be properly closed. In 2010, \$320,828 in CPA funds were used to replace leaking roofs at Greeley Village with LEED Green Building Rating shingles in hopes of preserving this housing resource.

Munroe Tavern Capital Improvements - \$400,000: The Lexington Historical Society requests \$400,000 for the restoration of the Munroe Tavern, the home of generations of the Munroe family, and the temporary field headquarters and hospital of the British on the afternoon of April 19, 1775. In 2009, the Society undertook an Historic Structures Report with the assistance of Community Preservation Funds. The work proposed in this project reflects the needs identified in that study. The restoration work and corresponding percentage of the \$400,000 requested budget are as follows: Repair and restoration of historic fabric, including restoration of the historic Colonial fireplace (33%); Renovation of underutilized space to create a museum room and public bathrooms (11%); Handicapped accessibility to both the first and second floors and site work to replace deteriorated stairs, landings and railings (9%); Systems replacement including installation of heat in the museum, climate control to protect artifacts, complete re-wiring of the house and replacement of the 90-year-old sprinkler system (29%); and Curatorial storage improvements (18%). The requested \$400,000 from CPA funds represents a portion of the project cost of \$820,000. Additional sources to bridge the gap in funding include private individuals and the Historical Society itself.

LexHAB Purchase of Two Properties – \$695,000: LexHAB is requesting \$695,000 to complete the purchase of two (2) properties for rental units to families that qualify under the Sate Housing Inventory (SHI) requirements. LexHAB will cover the payments on the loans until the CPA funds are made available to complete the purchase. The first unit is located at 142 Emerson Gardens, and is a two-bedroom, one-bath 830-square foot apartment on two floors. It is located within walking distance of a MBTA bus stop at Massachusetts Avenue and Maple Street. The second unit is located at 454 Marrett Road and is a three-bedroom, one-bath, 1,186 square foot two story single family home on a .56 acre lot. It is located across the street from the "Old Res" and is on an MBTA bus route.

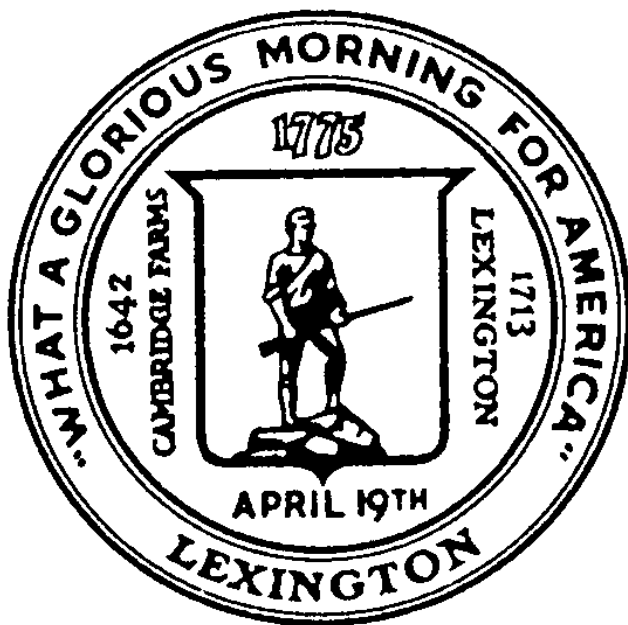
Comprehensive Cultural Resources Survey - Supplemental Funding – \$5,300: The Lexington Historical Commission is requesting \$5,300 in supplemental funds to complete the final phase of its Comprehensive Cultural Resources Study of Lexington. The Study, approved at Town Meeting in 2007, completes, consolidates and organizes in a resident-friendly form, the architectural and historical information about Lexington's important cultural resources. The final phase of this work will entail completion and submission of a nomination form requested by the Massachusetts Historical Commission (MHC) to list the Town's Mid-Century Modern Neighborhoods and Houses on the National Register of Historic Places. The MHC has invited

Lexington to apply for a \$15,000 grant to complete this nomination. This CPA grant of \$5,300 along with \$4,875 in unspent funds from the original appropriation will provide the 40% match needed to apply for the grant. (The other \$175 included in this request is to cover advertising costs for Request for Proposals in accordance with public bidding requirements.)

Vynebrook Village Drainage Project - Design Study – \$10,000: The Housing Authority requests \$10,000 in CPA funds for an engineering design for drainage solutions to water infiltration problems at Vynebrook Village, a 48-unit low income housing complex. At present, rain runoff infiltrates the crawl spaces of the housing units, causing unsafe conditions. While most of the units are equipped with sumps, the basements take on water throughout the year. Ponding of water occurs around the exterior of the building year round. This design study would determine the most effective way to direct surface drainage away from the units, thereby eliminating infiltration into the crawl spaces. The Authority has already contacted the Conservation Commission on this project, since there may be permitting requirements associated with the work. It is anticipated that the Authority will return to the CPC with a FY2012 request for funds for the drainage work.

DEFERRED FY2011 CAPITAL REQUESTS AND FY2012 TO FY2015 CAPITAL REQUESTS						
Capital Project Requests	FY2011 Deferred	FY2012 Request	FY2013 Request	FY2014 Request	FY2015 Request	Total
Finance						
Replace Town Wide Phone Systems	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000
Total	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000
Fire						
Replacement of Ambulance	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000
Replacement of Ladder Truck	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
Total	\$ -	\$ 240,000	\$ -	\$ 1,000,000	\$ -	\$ 1,240,000
MIS						
Head End Equipment Replacement - phase III	\$ -	\$ -	\$ 60,000	\$ 125,000	\$ 250,000	\$ 435,000
Town Hall Server Room Improvement	\$ -	\$ 220,000	\$ 120,000	\$ -	\$ 64,000	\$ 404,000
MUNIS upgrades	\$ -	\$ 2,000	\$ 20,000	\$ 2,000	\$ 57,500	\$ 81,500
Total	\$ -	\$ 222,000	\$ 200,000	\$ 127,000	\$ 371,500	\$ 920,500
Police						
Lexington Police Station Renovation (Phase II - Design and Engineering)	\$ -	TBD	\$ -	\$ -	\$ -	TBD
Software (Police & Fire/EMS)	\$ -	\$ -	\$ -	\$ 10,000	\$ 400,000	\$ 410,000
Total	\$ -	\$ -	\$ -	\$ 10,000	\$ 400,000	\$ 410,000
Public Facilities						
Building Envelope	\$ -	\$ 165,572	\$ 169,711	\$ 173,954	\$ 178,302	\$ 687,539
School Building Roofing Program	\$ -	\$ 532,507	\$ 527,882	\$ 570,500	\$ 550,000	\$ 2,180,889
School Building Envelope Program	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 132,000	\$ 507,000
Muzzey Senior Center Improvements	\$ -	\$ 251,600	\$ -	\$ -	\$ -	\$ 251,600
White House Assessment	\$ -	TBD	\$ -	\$ -	\$ -	TBD
Clarke Auditorium Safety and Technology Upgrade	\$ -	\$ 152,500	\$ 110,000	\$ 80,000	\$ -	\$ 342,500
Cary Memorial Hall Venue Improvements	\$ -	TBD	\$ -	\$ -	\$ -	TBD
Bridge & Bowman Renovation Design Development and Engineering	\$ -	\$ 12,325,000	\$ -	\$ -	\$ -	\$ 12,325,000
School Building Flooring Program	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Lexington High School Project, Feasibility and Design	\$ 1,131,000	\$ 36,569,000	\$ -	\$ -	\$ -	\$ 37,700,000
Total	\$ 1,131,000	\$ 50,221,179	\$ 1,032,593	\$ 1,049,454	\$ 960,302	\$ 54,394,528
Public Works						
Pedestrian Signal Improvements	\$ -	\$ 42,000	\$ 220,000	\$ 180,000	\$ 180,000	\$ 622,000
Mass Ave - Three Intersections Improvement	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000
Water Distribution System Improvements	\$ -	\$ 900,000	\$ 575,000	\$ 575,000	\$ 575,000	\$ 2,625,000
Comprehensive Watershed Storm Water Management Study	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000
StandPipe Rehab Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marrett / Waltham Intersection Ornamental signals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer System Improvements	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 4,800,000
Equipment Replacement	\$ -	\$ 453,700	\$ 533,700	\$ 531,000	\$ 427,000	\$ 1,945,400
Hydrant Replacement Program	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
Pump Station Upgrades	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Street Improvements	\$ -	\$ 1,265,368	\$ 1,279,502	\$ 1,293,989	\$ 1,308,839	\$ 5,147,698
Automatic Meter Reading System	\$ -	\$ 546,000	\$ 546,000	\$ -	\$ -	\$ 1,092,000
Dam Repair	\$ -	TBD	\$ -	\$ 10,000	TBD	\$ 10,000
CBD Sidewalks	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 800,000
Sidewalk Improvement	\$ -	\$ 200,000	\$ 300,000	\$ 400,000	\$ 400,000	\$ 1,300,000
Storm Drainage Improvements	\$ -	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ 840,000
Total	\$ -	\$ 5,752,068	\$ 5,414,202	\$ 4,549,989	\$ 4,450,839	\$ 20,167,098
Recreation						
Town Pool Renovation	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Park Improvements - Athletic Fields	\$ -	\$ 50,000	\$ 160,000	\$ 200,000	\$ 210,000	\$ 620,000
Center Playfields Drainage - Implementation Phase	\$ -	\$ 575,612	\$ 605,718	\$ -	\$ -	\$ 1,181,330
Pine Meadows Equipment	\$ -	\$ 28,737	\$ -	\$ -	\$ -	\$ 28,737
Athletic Facility Lighting	\$ -	\$ 261,620	\$ -	\$ 445,990	\$ -	\$ 707,610
Pine Meadows Improvements	\$ -	\$ -	\$ 252,000	\$ -	\$ -	\$ 252,000
Park Improvements- Hard Court Resurfacing	\$ -	\$ -	\$ 100,000	\$ 65,000	\$ -	\$ 165,000
Park and Playground Improvements	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 120,000
ADA Accessibility Study	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Total	\$ -	\$ 1,065,969	\$ 1,177,718	\$ 770,990	\$ 260,000	\$ 3,274,677
Schools						
Technology Capital Request	\$ -	\$ 700,000	\$ 700,000	\$ 600,000	\$ 600,000	\$ 2,600,000
Classroom Furniture	\$ -	\$ 83,243	\$ 17,049	\$ 100,000	\$ 100,000	\$ 300,292
Food Service Equipment and Software	\$ -	\$ 40,300	\$ 30,500	\$ 100,000	\$ 100,000	\$ 270,800
Total	\$ -	\$ 823,543	\$ 747,549	\$ 800,000	\$ 800,000	\$ 3,171,092
Town Clerk						
Archives & Records Management/Records Conservation & Preservation	\$ -	\$ 150,000	\$ 150,000	\$ 10,000	\$ 10,000	\$ 320,000
Total	\$ -	\$ 150,000	\$ 150,000	\$ 10,000	\$ 10,000	\$ 320,000
Grand Total	\$ 1,131,000	\$ 59,224,759	\$ 8,722,062	\$ 8,317,433	\$ 7,252,641	\$ 84,647,895

Section XII: Appendices



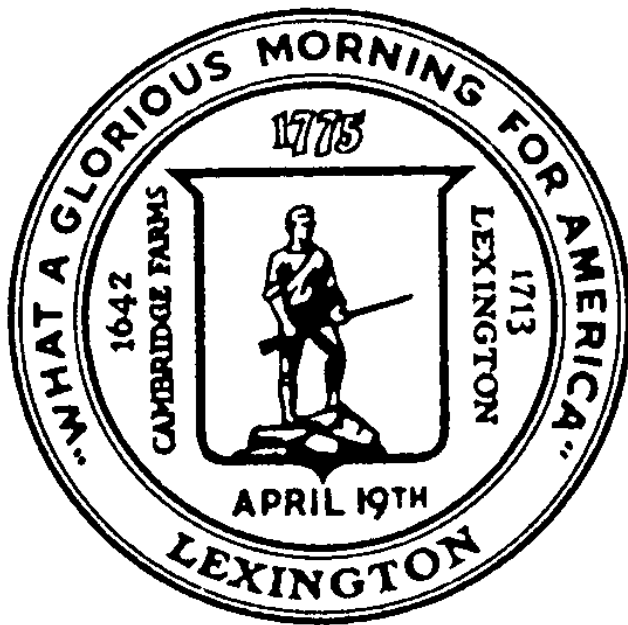
- A: Program Improvement Requests
- B: Budget Information
- C: Financial Information
- D: Glossary

Section XII: Appendices

This section includes detailed information about:

- Appendix A: Program Improvement Request Summary A-1
- Appendix B: Budget Information B-1
- Appendix C: Financial Data C-1
- Appendix D: Glossary D-1

Appendix A: Program Improvement Request Summary





Appendix A: Program Improvement Requests
Shared & Municipal Programs 2000-8000
FY 2011 Town Manager's Preliminary Budget: Program Restoration/Improvements

Program Improvement Request Summary

<u>Program</u>	<u>Department Request</u>	<u>Town Manager's Recommendation</u>		<u>Selectmen's Recommendation</u>	
		<u>Recommended</u>	<u>Not Recommended</u>	<u>Recommended</u>	<u>Not Recommended</u>
sub-total 3000 Public Works	\$ 71,939	\$ 20,000	\$ 51,939	\$ 20,000	\$ 51,939
sub-total 4100 Police	\$ 313,704	\$ 30,000	\$ 283,704	\$ 30,000	\$ 283,704
sub-total 4200 Fire	\$ 98,415	\$ 1,300	\$ 97,115	\$ 1,300	\$ 97,115
sub-total 6000 Human Services	\$ 17,739	\$ -	\$ 17,739	\$ -	\$ 17,739
sub-total 7100 Community Development	\$ 38,557	\$ 11,950	\$ 26,607	\$ 11,950	\$ 26,607
sub-total 7200 Planning	\$ 70,000	\$ 70,000	\$ -	\$ 70,000	\$ -
sub-total 8100 Board of Selectmen	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
sub-total 8200 Town Manager Office	\$ 41,500	\$ 16,500	\$ 25,000	\$ 16,500	\$ 25,000
sub-total 8300 Town Committees	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -
sub-total 8400 Finance	\$ 34,000	\$ 34,000	\$ -	\$ 34,000	\$ -
Total Municipal Program Improvement Requests	\$ 693,854	\$ 201,750	\$ 502,104	\$ 201,750	\$ 502,104



Appendix A: Program Improvement Requests
Shared & Municipal Programs 2000-8000
FY 2011 Recommended Budget: Program Restoration/Improvements

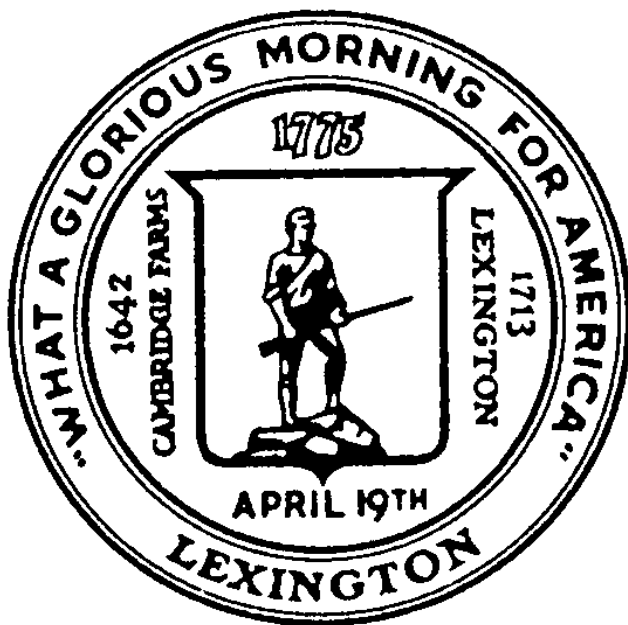
Program	Description	Department Request	Town Manager's Recommendation		Selectmen's Recommendation	
			Recommended	Not Recommended	Recommended	Not Recommended
Public Works						
3310 Park Division	Minuteman Bikepath Maintenance	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -
3420 Environmental Services	W-4 Heavy Equipment Operator (Compost Facility)	\$ 51,939	\$ -	\$ 51,939	\$ -	\$ 51,939
Total Public Works		\$ 71,939	\$ 20,000	\$ 51,939	\$ 20,000	\$ 51,939
Police						
4120 Patrol and Enforcement	Traffic Safety Officer	\$ 54,973	\$ -	\$ 54,973	\$ -	\$ 54,973
4120 Patrol and Enforcement	Center Officer O.T. Backfill	\$ 38,872	\$ -	\$ 38,872	\$ -	\$ 38,872
4120 Patrol and Enforcement	Backfill/Staff and Policy Development	\$ 35,609	\$ 20,000	\$ 15,609	\$ 20,000	\$ 15,609
4110 Administration & 4150 Dispatch	Quarterly Debriefing of Fire Operations	\$ 10,507	\$ 10,000	\$ 507	\$ 10,000	\$ 507
4160 Animal Control & 4170 Parking Control	Animal Control Officer	\$ 21,518	\$ -	\$ 21,518	\$ -	\$ 21,518
4120 Patrol and Enforcement	Crime Prevention and Safety Officer	\$ 54,973	\$ -	\$ 54,973	\$ -	\$ 54,973
4120 Patrol and Enforcement	Backfill-Desk Officer Overtime	\$ 37,252	\$ -	\$ 37,252	\$ -	\$ 37,252
4110 Administration	Computer Forensic and Information Specialist	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 60,000
Total Police		\$ 313,704	\$ 30,000	\$ 283,704	\$ 30,000	\$ 283,704
Fire						
4230 Fire Suppression	Assistant EMS Coordinator	\$ 1,300	\$ 1,300	\$ -	\$ 1,300	\$ -
4230 Fire Suppression	Four (4) Fire Lieutenants	\$ 19,318	\$ -	\$ 19,318	\$ -	\$ 19,318
4210 Fire Administration	Operations/Training Assistant Chief	\$ 77,797	\$ -	\$ 77,797	\$ -	\$ 77,797
Total Fire		\$ 98,415	\$ 1,300	\$ 97,115	\$ 1,300	\$ 97,115
Human Services						
6230 Senior Services	Senior Services Coordinator (restore to FT)	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
6120 Administration	P/T Municipal Clerk	\$ 7,739	\$ -	\$ 7,739	\$ -	\$ 7,739
Total Human Services		\$ 17,739	\$ -	\$ 17,739	\$ -	\$ 17,739
Community Development						
7120 Regulatory Support	Part-time Municipal Clerk	\$ 14,707	\$ -	\$ 14,707	\$ -	\$ 14,707
7130 Conservation	Seasonal land Management Intern Hours	\$ 1,350	\$ 1,350	\$ -	\$ 1,350	\$ -
7130 Conservation	Community Gardens on Conservation Land	\$ 10,600	\$ 10,600	\$ -	\$ 10,600	\$ -
7130 Conservation	Part-time Conservation Ranger	\$ 11,900	\$ -	\$ 11,900	\$ -	\$ 11,900
Total Community Development		\$ 38,557	\$ 11,950	\$ 26,607	\$ 11,950	\$ 26,607
Planning						
7210 Planning	Zoning Consultant	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ -
7210 Planning	Regional Housing Specialist	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ -
Total Planning		\$ 70,000	\$ 70,000	\$ -	\$ 70,000	\$ -



Appendix A: Program Improvement Requests
Shared & Municipal Programs 2000-8000
FY 2011 Recommended Budget: Program Restoration/Improvements

Program	Description	Department Request	Town Manager's Recommendation		Selectmen's Recommendation	
			Recommended	Not Recommended	Recommended	Not Recommended
Board of Selectmen						
8110 Selectmen's Office	Memebership in Metro West Community Developer's Inc.	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
Total Board of Selectmen		\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
Town Manager						
8210 Organizational Direction & Administration	Part-time Administrative Assistant	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000
8230 Human Resources	Classification & Compensation Study	\$ 16,500	\$ 16,500	\$ -	\$ 16,500	\$ -
8230 Human Resources	Pre-Employment Physicals	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
Total Town Manager		\$ 41,500	\$ 16,500	\$ 25,000	\$ 16,500	\$ 25,000
Town Committees						
8310 Financial Committees	Part-Time Clerk (AC & CEC)	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -
8330 Public Celebrations	Lexington's 300th Birthday	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -
Total Town Committees		\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -
Finance						
8420 Treasurer	Tax Title Fees	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -
8430 Assessor	Fee-Based Professional Appraisals	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	\$ -
Total Finance		\$ 34,000	\$ 34,000	\$ -	\$ 34,000	\$ -
Sub-Total Programs 2000-8000		\$ 693,854	\$ 201,750	\$ 502,104	\$ 201,750	\$ 502,104

Appendix B: Budget Information



Compilation Budget Laws
Override History

Budget Bylaw– Table of Contents

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CAPITAL EXPENDITURES COMMITTEE	
Capital Expenditures Report	B-8

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

The Town Manager

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

REQUEST FOR DEPARTMENTAL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

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

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

REQUEST FOR SCHOOL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

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

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

The Town Manager (con't)

REQUEST FOR CAPITAL EXPENDITURES INFORMATION

TO OCCUR: Annually, at Town Manager's request

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

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

Definitions of Capital Expenditures

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

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

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

The Town Manager (con't)

SUBMISSION OF TOWN BUDGET TO SELECTMEN

TO OCCUR: On the specified date

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

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

SUBMISSION OF CAPITAL EXPENDITURES BUDGET TO SELECTMEN

TO OCCUR: Annually

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

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

The Board of Selectmen

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

RECOMMENDATIONS ON TOWN BUDGET

TO OCCUR: Prior to the annual Town Meeting

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

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

RECOMMENDATIONS ON CAPITAL BUDGET

TO OCCUR: Prior to the annual Town Meeting

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

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

Board of Selectmen (con't)

SUBMISSION OF BUDGET TO TOWN MEETING

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

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

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

The Appropriation Committee

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

APPROPRIATION COMMITTEE REPORT ON TOWN BUDGET

TO OCCUR: Prior to the annual Town Meeting

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

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

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

EXPLANATION OF APPROPRIATION COMMITTEE REPORT

TO OCCUR: At the annual Town Meeting

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

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

The Capital Expenditures Committee

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

CAPITAL EXPENDITURES REPORT

TO OCCUR: Prior to the annual Town Meeting

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

The Capital Expenditures Committee shall consider the relative need, timing and costs for those capital expenditure requests submitted to the Committee for the ensuing five-year period, and the effect these expenditures might have on the financial position of the Town.

The Capital Expenditures Committee shall prepare, publish and distribute a report of its findings, setting forth a list of all such capital expenditures together with the Committee's recommendations as to the projects that should be undertaken within the five year period and the approximate date on which each recommended project should be started. This report shall be distributed by making copies available at the Office of the Town Clerk and at Cary Memorial Library, or otherwise distributed to each Town Meeting Member.

This publication may be combined with and distributed at the same time as the Appropriation Committee Report.

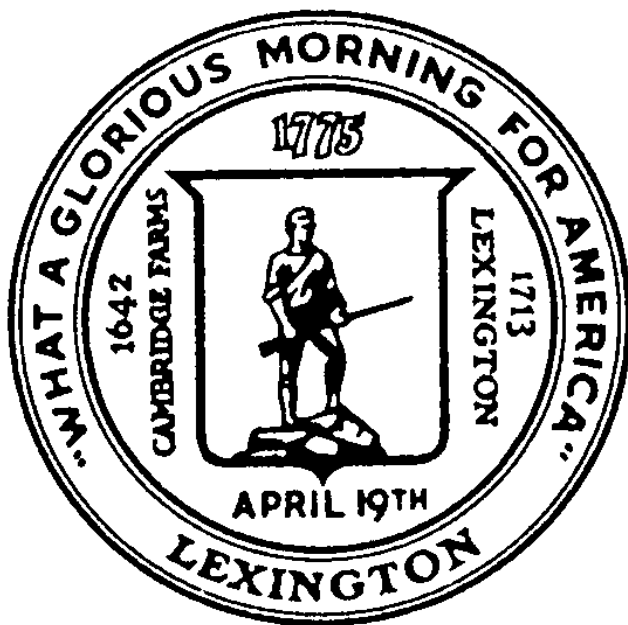
Override History

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

Two provisions within Proposition 2 ½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an operating override or a debt exclusion. The following table shows the history of overrides and debt exclusions in Lexington.

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

Appendix C: Financial Information



[FY 2009 Fund Balances](#)
[Revolving Fund Balances](#)
[FY 2008-2010 CPA Summary](#)
[Reserve Fund Transfer History](#)
[Stabilization Fund History](#)
[Pension History](#)
[Snow & Ice History](#)

Summary of Town Fund Balances

Combined Summary of Revenues & Expenditures - FY 2009 Actual

This spreadsheet shows beginning and ending fund balances for FY 2009. Beginning balances (as of July 1, 2008) are shown on the first line, followed by all revenues received by category (Tax levy, intergovernmental revenue/state aid, fees, etc.) on the left-hand side of the page. Expenditures are shown by service category (education, public safety, public works, etc.). FY 2009 Actual are provided because it is the most recent fiscal year for which data is available.

	General Fund	Sewer	Water	Recreation	Special Revenue	Capital	Trusts	Total All Funds
Beginning Balances	\$16,668,103	\$ 27,018,691	\$ 21,425,680	\$ 3,212,055	\$ 12,096,748	\$ 16,506,279	\$ 8,381,995	\$ 105,309,551
REVENUES								
Property Taxes, net	\$ 115,977,132				\$ 2,922,795			\$ 118,899,927
Intergovernmental	\$ 8,833,533				\$ 9,175,796		\$ 8,558	\$ 18,017,887
MV & Other Excise Tax	\$ 4,835,310							\$ 4,835,310
Departmental Fees & Charges	\$ 2,778,468	\$ 7,445,373	\$ 6,911,082	\$ 1,808,428	\$ 8,137,864		\$ 1,263	\$ 27,082,477
Investment Income	\$ 1,095,532	\$ 26,596	\$ 32,256	\$ 80,247	\$ 106,667		\$ 300,725	\$ 1,642,024
Special Assessments	\$ 45,421							\$ 45,421
In-Lieu Payments	\$ 634,637							\$ 634,637
Penalties & Interest	\$ 415,855							\$ 415,855
Licenses & Permits	\$ 1,340,629							\$ 1,340,629
Fines & Forfeits	\$ 335,918							\$ 335,918
Bond Proceeds		\$ 4,368	\$ 1,385,613	\$ 4,849	\$ 1,150,000	\$ 6,894,090		\$ 9,438,920
Employee Contributions/Other							\$ 23,454,081	\$ 23,454,081
TOTAL REVENUES:	\$ 136,292,435	\$ 7,476,336	\$ 8,328,951	\$ 1,893,524	\$ 21,493,122	\$ 6,894,090	\$ 23,764,627	\$ 206,143,086
Transfers from other funds	\$ 2,505,814		\$ 25,000	\$ 137,000	\$ 674,000	\$ 1,117,870	\$ 1,706,843	\$ 6,166,527
TOTAL AVAILABLE RESOURCES	\$ 138,798,249	\$ 7,476,336	\$ 8,353,951	\$ 2,030,524	\$ 22,167,122	\$ 8,011,960	\$ 25,471,470	\$ 212,309,613
EXPENDITURES								
General Government	\$ 12,686,693				\$ 1,300,012	\$ 1,423,816	\$ 8,133	\$ 15,418,654
Public Safety	\$ 10,566,330				\$ 4,952,963	\$ 144,582	\$ 3,500	\$ 15,667,375
Education	\$ 64,500,794				\$ 10,132,186	\$ 2,350,025		\$ 76,983,005
Public Works	\$ 8,145,497	\$ 7,016,517	\$ 6,134,424		\$ 632,791	\$ 12,248,041		\$ 34,177,270
Health and Human Services	\$ 685,848				\$ 168,555	\$ 31,790		\$ 886,193
Culture and Recreation	\$ 2,711,738			\$ 1,515,075	\$ 2,801,067	\$ 51,564	\$ 4,494	\$ 7,083,938
State and County Assessments	\$ 679,078							\$ 679,078
Debt Service	\$ 9,459,022	\$ 234,224	\$ 389,745	\$ 191,227	\$ 635,000	\$ 2,739,500		\$ 13,648,718
Pension/Insurance	\$ 24,403,984				\$ 13,626		\$ 21,454,150	\$ 45,871,760
TOTAL EXPENDITURES:	\$ 133,838,984	\$ 7,250,741	\$ 6,524,169	\$ 1,706,302	\$ 20,636,200	\$ 18,989,318	\$ 21,470,277	\$ 210,415,990
Transfers to other funds	\$ 3,012,990	\$ 736,658	\$ 854,135	\$ 193,738	\$ 770,245	\$ 265,260	\$ 246,000	\$ 6,079,026
ENDING FUND BALANCES	\$18,614,378	\$26,507,629	\$ 22,401,328	\$ 3,342,539	\$12,857,425	\$5,263,661	\$12,137,189	\$ 101,124,148

Summary of Revolving Fund Balances

FY 2009 Actuals (and first half of FY 2010)

This spreadsheet shows beginning and ending balances for municipal Revolving Funds for FY 2009 and the first half of FY 2010 (July 1, 2009-December 31, 2009). Beginning balances (as of July 1, 2008) are shown on the first line, followed by all revenues received by category (Tax levy, intergovernmental revenue/state aid, fees, etc.) on the left-hand side of the page. Expenditures are shown by service category (education, public safety, public works, etc.). FY 2008 Actuals are provided because it is the most recent fiscal year for which data is available. Rules for the establishment, use and reporting of Revolving Funds is governed by M.G.L. Ch.44, Sec. 53E 1/2.

	7/1/08 Beg Bal	FY09 Revenue	FY09 Expenditures	6/30/2009 End Bal	7/1/09 Beg Bal	July-Dec 09 Revenue	July-Dec 09 Expenditures	12/31/2009 End Bal
Tree	\$ 5,069	\$ 575	\$ 5,043	\$ 601	\$ 601	\$ 1,715	\$ -	\$ 2,316
Burial Container	\$ 59,581	\$ 38,865	\$ 25,905	\$ 72,541	\$ 72,541	\$ 26,870	\$ 27,780	\$ 71,631
Compost Operations	\$ 273,286	\$ 330,948	\$ 257,396	\$ 346,838	\$ 346,838	\$ 169,930	\$ 115,923	\$ 400,845
MHHP Operations	\$ 15,433	\$ 138,538	\$ 117,090	\$ 36,881	\$ 36,881	\$ 69,120	\$ 112,037	\$ (6,036)
Council on Aging Programs	\$ 12,062	\$ 72,160	\$ 68,705	\$ 15,518	\$ 15,518	\$ 63,972	\$ 58,514	\$ 20,975
Health Programs	\$ 14,967	\$ 1,781	\$ 6,989	\$ 9,759	\$ 9,759	\$ 5,326	\$ 5,449	\$ 9,636
PEG/Lexington Comm. TV	\$ 287,325	\$ 477,951	\$ 422,189	\$ 343,086	\$ 343,086	\$ -	\$ -	\$ 343,086
School Bus Transportation	\$ 474,604	\$ 677,029	\$ 722,256	\$ 429,377	\$ 429,377	\$ 217,938	\$ 761,178	\$ (113,863)
Public Facilities Revolving Fund	\$ 9,894	\$ 321,199	\$ 290,989	\$ 40,104	\$ 40,104	\$ 105,125	\$ 130,629	\$ 14,601
Liberty Ride	\$ -	\$ 130,396	\$ 108,328	\$ 22,068	\$ 22,068	\$ 118,678	\$ 109,084	\$ 31,662

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Budget	FY10 Budget	FY11 Budget
Community Preservation Act Revenue					
Property Surcharge	\$2,531,494	\$2,649,000	\$2,754,960	\$3,027,909	\$3,133,886
State Match		\$2,584,470	\$1,550,682	\$869,162	\$878,094
Investment Income	\$48,911	\$0		\$75,000	\$75,000
Donations/Other	\$20,000	\$0	\$0		
Total Revenues	\$2,600,406	\$5,233,470	\$4,305,642	\$3,972,071	\$4,086,980
Use of Community Preservation Funds					
Open Space Reserve Allocation					
Beginning balance	\$230,000	\$230,000	\$690,847	\$939,894	\$397,207
New Allocation		\$523,347	\$430,564	\$397,207	\$408,698
Total	\$230,000	\$753,347	\$1,121,411	\$1,337,101	\$805,905
<u>Appropriations for:</u>					
West Lexington Greenway Corridor (Art. 26(k) 2007 ATM)	\$0	\$62,500			
Goodwin Property (Art. 5, November 2008 STM)			\$181,517		
Leary Property (Art. 12, April 13 2009 ATM)				\$939,894	
Minuteman Bikeway (1/2 appropriation, split with Unbudgeted Reserve)					\$160,000
Cotton Farm					TBD
Goldinger Parcel					TBD
subtotal - appropriations	\$0	\$62,500	\$181,517	\$939,894	\$160,000
Open Space Reserve Balance at end of fiscal year	\$230,000	\$690,847	\$939,894	\$397,207	\$645,905
Historic Preservation Reserve Allocation					
Beginning balance	\$25,000	\$45,000	\$0	\$0	\$146,070
Donations	\$20,000	\$0		\$0	\$0
New Allocation	\$0	\$676,045	\$1,361,900	\$529,700	\$2,958,910
Total	\$45,000	\$721,045	\$1,361,900	\$529,700	\$3,104,980
<u>Appropriations for:</u>					
Munroe and Old Burial Grounds (Art. 26(b) 2007 ATM)		\$367,000			
Historic Homes Fire Monitoring Systems (Art. 26(c) 2007 ATM)		\$18,120			
Buckman Tavern Boiler (Art. 26(d) 2007 ATM)		\$10,685			
Comprehensive Cultural Resource Survey (Art. 26(e) 2007 ATM)		\$90,000			
East Lexington Library Study (Art. 26(g) 2007 ATM)		\$43,000			
Cary Hall Performance Restoration (Art. 26(h) 2007 ATM)		\$147,130			
Historic Signage (Art. 26(i) 2007 ATM)		\$18,360			
Muzzey Condominium Study (Art. 26(l) 2007 ATM)		\$26,750			
Belfry Hill Tree Restoration (Art. 9(b) 2008 ATM)			\$9,850		
Archive Record Management & Conservation (Art. 9(f) 2008 ATM)			\$150,000		
School Administration Building/Old Harrington (Art. 9(j) 2008 ATM)			\$330,000		
Munroe Center Sprinkler System (Art. 9(q) 2008 ATM)			\$579,550		
Town Office Complex Building Envelope (Art. 9(k) 2008 ATM)			\$95,000		
East Lexington Fire Station (Art.9 (l) 2008 ATM)			\$47,500		
ADA Accessible Bathrooms and Signs for TOB (Art. 9m) 2008 ATM)			\$70,000		
Town Office Building Use Study & Renovation Design (Art. 9(n) 2008 ATM)			\$80,000		
Archive Record Management & Conservation (Art. 11(d) 2009 ATM)				\$150,000	
Cary Vault Control - Supplemental Appropriation (Art. 11(e) 2009 ATM)				\$45,000	
Town Office Building Renovation and Design (Art. 11(f) 2009 ATM)				\$30,000	
Lexington Police Station Space Needs Study (Art. 11(g) 2009 ATM)				\$45,000	
Fire Headquarters Renovation (Art. 11(i) 2009 ATM)				\$29,700	
Stone Building Study (Art. 11(h) 2009 ATM)				\$180,000	
Munroe Tavern Historic Structures Report (Art. 11(k) 2009 ATM)				\$50,000	
Cary Library Vault, Preservation Project - Archives					\$100,000
Building Envelope, Cary Mem. Bldg./TOB					\$73,000
Muzzey Senior Center Improvements Study					\$45,100
Cary Memorial Building/TOB HVAC Controls Upgrade					\$35,000
Police Station Ventilation System					\$31,700
White House Historic Structure Report					\$18,000
Stone Building Exterior Stabilization					\$202,933
Town Office Building Renovation					\$1,933,947
Cary Memorial Building - Venue Improvements Study					\$60,000
Archives and Records Management/Records Conservation					\$150,000
Cary Memorial Building Signage					\$25,000
Munroe Tavern Capital Improvements					\$400,000
Battle Green Master Plan Study					\$25,000
Cultural Resources Study - Supplemental Appropriation					\$5,300
subtotal - appropriations	\$0	\$721,045	\$1,361,900	\$529,700	\$3,104,980
Historic Preservation Reserve Balance at end of fiscal year	\$45,000	\$0	\$0	\$0	\$0

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Budget	FY10 Budget	FY11 Budget
Community Housing Reserve Allocation					
Beginning balance	\$230,000	\$230,000	\$198,193	\$0	\$7,289
New Allocation	\$0	\$523,347	\$638,293	\$1,165,828	\$1,083,840
Total	\$230,000	\$753,347	\$836,486	\$1,165,828	\$1,091,129
<u>Appropriations for:</u>					
Greeley Village Window Replacement (Art. 26(f) 2007 ATM)		\$228,404			
Douglas House Specialized Affordable Housing (Art. 26(j) 2007 ATM)		\$300,000			
Muzzey Condominium Study (Art. 26(l) 2007 ATM)		\$26,750			
Survey and Define Aff. Housing Assist. Prog. (Art 9(a) 2008 ATM)			\$25,000		
Vynebrook Village Windows (Art. 9(e) 2008 ATM)			\$158,686		
Parker Manor Condo Purchases (Art. 9(g) 2008 ATM)			\$652,800		
Greeley Roof Replacement (Art. 11(j) 2009 ATM)				\$320,828	
Lexhab Purchase of 3 Properties (Art. 11(l) 2009 ATM)				\$845,000	
Greeley Village Siding Replacement					\$386,129
Vynebrooke Village Design Study					\$10,000
LexHAB Purchase of 2 Properties					\$695,000
subtotal - appropriations	\$0	\$555,154	\$836,486	\$1,165,828	\$1,091,129
Community Housing Reserve Balance at end of fiscal year	\$230,000	\$198,193	\$0	\$0	\$0
Unbudgeted Reserve					
Beginning balance	\$1,530,000	\$0	\$0	\$0	\$0
New Allocation		\$3,510,731	\$1,874,884	\$1,924,336	\$0
Total	\$1,530,000	\$3,510,731	\$1,874,884	\$1,924,336	\$0
<u>Appropriations for:</u>					
Hancock Clark Restoration (Art 4, 2006 STM - for Hist. Pres.)	\$25,000				
Lexington Depot (Art. 4, 2006 STM - for Hist. Pres.)	\$44,000				
Cary Hall Records Vault (Art. 4, 2006 STM - for Hist. Pres.)	\$60,000				
West Lexington Greenway Corridor (Art. 26(k) 2007 ATM)		\$62,500			
Center Playfield Drainage Improvements (Art. 26(a) 2007 ATM)		\$40,000			
Administrative Expenses (Art. 26(m) 2007 ATM)		\$50,000	\$50,000		
Old Reservoir Management (Art. 9(d) 2008 ATM)			\$55,000		
Harrington Pre-School Playground (Art. 9(i) 2008 ATM)			\$75,000		
Harrington Pre-Schl Plygrmd (Suplmntl. Apprtn.(Art. 6, Nov. 2008 STM))			\$35,135		
Park Improvements Center Playfields (Art. 11(a) 2009 ATM)				\$70,000	
Old Reservoir/Marrett Rd. Stormwater Mitigation (Art. 11(b) 2009 ATM)				\$569,000	
Pine Meadow Improvements (Art. 11(c) 2009 ATM)				\$200,000	
Administrative Expenses (Art. 11(n) 2009 ATM)				\$150,000	
Leary (Art. 12. April 13 2009 ATM)				\$1,659,749	
subtotal - appropriations	\$129,000	\$152,500	\$215,135	\$989,000	\$0
Close to Year-End Surplus Available for Appropriation	\$1,401,000	\$3,358,231	\$1,659,749	\$935,336	\$0
<u>Appropriations from Undesignated Fund Balance (year-end surplus available for appropriation)</u>					
Hancock-Clarke House Restoration(Art. 9(c) 2008 ATM for Hist. Pres.)		\$600,000			
Police Station Repairs (Art. 28, 2006 ATM - for Hist Pres.)	\$100,000				
Cary Hall Records Vault (Art. 28, 2006 ATM - for Hist. Pres.)	\$60,000				
Fire Station Repairs (Art. 28, 2006 ATM - for Hist. Pres.)	\$100,000				
Leary Property (Art. 12, 2009 ATM)				\$163,457	
Busa Property, Short term bonding cost (Art. 6, 2009 STM)				\$98,000	
Administrative Expenses(Art. 25, 2006 ATM)	\$25,000				
Busa Debt Service (Art. 6, 2009 STM) (\$4,197,000 Bond Authorization)					\$2,562,100
Minuteman Bikeway (1/2 appropriation, split with Open Space)					\$160,000
Stormwater Mitigation Old Res./Marrett Road					\$190,047
Center Playfields Drainage - Implementation Phase					\$875,173
FY2011 Administrative Expenses					\$150,000
Total	\$285,000	\$600,000	\$0	\$261,457	\$3,937,320

Stabilization Fund History

Authorized M.G.L. Ch. 40, Sec. 5, The Town of Lexington's general stabilization fund has grown steadily over the last five fiscal years. Stemming from actions of Town Meeting and recommendations of the Selectmen's Ad Hoc Fiscal Policy Committee, annual appropriations to the fund are shown in the table below.

The Fiscal Policy Committee recommended that the Town "*build a Stabilization Fund large enough to buffer the General Fund from the impact of two to three years of reduced state aid and declining local receipts. Continue to allocate between \$500,000 and \$1 million each year until the Stabilization Fund reaches roughly 7% of the prior year's General Fund revenues.*" (Report of the Financial Policy Committee to BOS, page 4 & 11, March 15, 2006)

Staff further recommended "*While we strongly endorse the policy to establish a target balance of 7% of general fund revenues in the Stabilization Fund, we propose that the fund be built to this level over a 5 to 7 year period and that the primary source of funding be significant one-time revenues e.g., NESWC payments, arbitrage proceeds, etc. Furthermore, as a companion to the Committee's recommendation, we propose that a policy guiding the use of stabilization funds be developed. Generally, the policy should specify permitted uses of the fund such as the replacement of significant losses of operating revenue during economic downturns and the funding of unanticipated costs that outstrip the capacity of the Appropriation Committee's reserve fund; and, a specification of the number of years to return the fund to its target level when it is drawn down below that level.*" (Staff Memo to BOS on FPC Recommendations, September 15, 2006.

	FY04	FY05	FY06	FY07	FY08	FY09	FY10
Beginning Balance	\$ 27,634	\$ 139,797	\$ 961,771	\$ 1,615,947	\$ 4,461,675	\$ 5,672,193	\$ 6,805,815
Interest Earned	\$ 1,021	\$ 14,652	\$ 50,529	\$ 195,728	\$ 210,518	\$ 133,622	\$ 20,347
T.M. Appropriation	\$ 111,142	\$ 807,322	\$ 603,647	\$ 2,650,000	\$ 1,000,000	\$ 1,000,000	\$ 669,843
T.M. Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 139,797	\$ 961,771	\$ 1,615,947	\$ 4,461,675	\$ 5,672,193	\$ 6,805,815	\$ 7,496,006

GF Revenue @ fiscal year end	\$ 99,491,413	\$ 110,144,605	\$ 117,182,016	\$ 124,113,723	\$ 129,608,712	\$ 135,704,370	\$ 140,129,252
% of GF Revenue	0.14%	0.87%	1.38%	3.59%	4.38%	5.02%	5.35%

NOTE: FY10 interest is through December 2009

Summary of Reserve Fund Transfers

FY 2006-2010 (as proposed)

This spreadsheet shows beginning and ending balances for the Appropriation Committee Reserve Fund. The fund, set forth under M.G.L. Ch. 40, Sec. 6, is to be used for extraordinary, unforeseen and unanticipated expenditures, which cannot be paid through regular program appropriations. Specifically, M.G.L. states:

Chapter 40: Section 6. Towns; reserve funds for extraordinary expenditures; establishment

Section 6. To provide for extraordinary or unforeseen expenditures, a town may at an annual or special town meeting appropriate or transfer a sum or sums not exceeding in the aggregate five per cent of the levy of the fiscal year preceding the fiscal year for which the fund, to be known as the reserve fund, is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the finance or appropriation committee of the town, in towns having such a committee, and in other towns by the selectmen; and the town accountant in towns having such an official, and in other towns the auditor or board of auditors, shall make such transfers accordingly.

Appropriated by Town Meeting annually, the Appropriation Committee approves transfer requests.

	FY 2005		FY 2006		FY 2007		FY 2008		FY 2009		FY 2010	
	Rev. Budget	Actual	Rev. Budget	Actual	Rev. Budget	Actual	Rev. Budget	Actual (YTD)	Budget	Actual	Budget	Actual
Reserve Fund	\$ 300,000	\$ 300,000	\$ 347,520	\$ 347,520	\$ 537,500	\$ 404,626	\$ 469,868	\$ 140,000	\$ 532,500	\$ 532,500	\$ 550,000	N/A
Legal		\$ 167,100				\$ 20,000		\$ 140,000		\$ 32,495		
Public Schools						\$ 146,020						
General Insurance				\$ -		\$ 98,284						
Worker's Comp.				\$ 79,500		\$ 50,000						
Uninsured Losses						\$ 41,252						
Social Services				\$ 11,000								
Elections				\$ 25,000		\$ 28,900						
Unemployment				\$ 70,000								
DPW Utilities				\$ 35,000								
BOS Wages						\$ 3,400						
Police Wages						\$ 16,770						
Fire Wages		\$ 55,600										
Snow Expenses				\$ 86,720						\$ 500,005		
Library Expenses		\$ 77,300		\$ 40,300								

Lexington Retirement System History

Authorized under M.G.L. Ch 32, the Lexington Retirement System is charged with managing the pensions of most municipal and school employees. Teachers are covered the Massachusetts Teachers Retirement System. State law requires that retirement systems fully fund their pension liabilities by 2027. Lexington is on track to complete full funding of its liability by 2015.

The following table shows information concerning the Pension Liability.

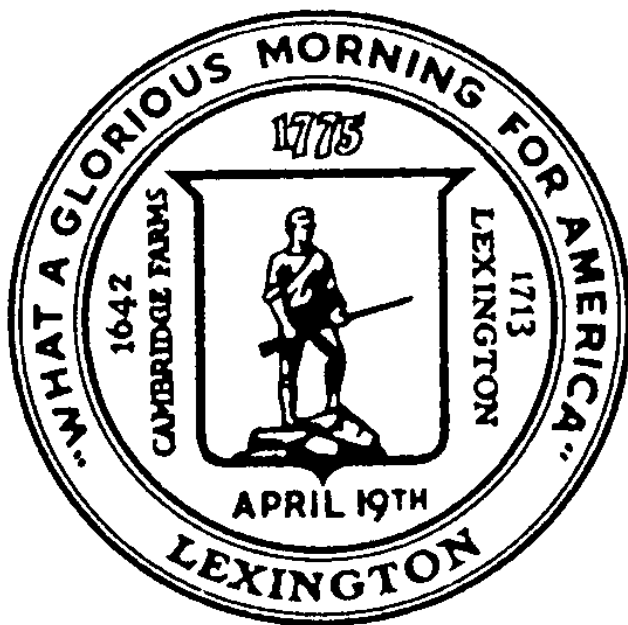
	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Assessment	\$ 3,015,532	\$ 3,284,315	\$ 3,342,331	\$ 3,449,284	\$ 3,519,578	\$ 3,718,593	\$ 3,798,276
% Funded	84.7%	88.4%	100.5%	90.8%	N/A	N/A	N/A
Traget Date for 100% Liability Funding	2015	2015	2015	2015	2015	2015	2015

Snow & Ice History

The Following spreadsheet details Snow & ice expenditures for the Town of Lexington over the last ten (10) Fiscal Years.

FY	Appropriated Budget	Total Expenses	Covered within Budget	Covered with Supplemental Grants	Raised Deficit on Recap
2009	\$ 646,925	\$ 2,282,115	\$ 1,533,443		\$ (101,747)
2008	\$ 610,237	\$ 1,645,140	\$ 537,865		\$ (497,038)
2007	\$ 610,173	\$ 759,594	\$ 149,421		\$ -
2006	\$ 600,000	\$ 1,120,337	\$ 378,378		\$ (141,959)
2005	\$ 494,125	\$ 1,741,220	\$ 453,334	\$ 147,073	\$ (646,688)
2004	\$ 297,045	\$ 871,616	\$ 259,171	\$ 133,454	\$ (181,946)
2003	\$ 297,045	\$ 1,187,465	\$ 60,274	\$ 111,000	\$ (719,146)
2002	\$ 297,045	\$ 611,932	\$ 68,933		\$ (245,954)
2001	\$ 297,045	\$ 950,220	\$ 275,302		\$ (377,873)
2000	\$ 285,200	\$ 436,661	\$ 93,264		\$ (58,197)
1998	\$ 283,675	\$ 525,690	\$ 52,023		\$ (189,992)
Total	\$ 4,434,840	\$ 11,606,300	\$ 3,809,385	\$ 391,527	\$ (2,970,548)
5-Yr.					
Average	\$ 522,316	\$ 1,227,581	\$ 355,634	\$ 140,264	\$ (293,526)
10-Yr.					
Average	\$ 443,484	\$ 1,160,630	\$ 380,939	\$ 130,509	\$ (297,055)

Appendix D: Glossary



Glossary

ABATEMENT - Abatement is a reduction of a tax liability. The Board of Assessors grants abatements for real estate and personal property taxes in cases where an individual's assessed valuation is determined to be in excess of fair market value.

ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when earned, rather than when collected, and recognizes expenses when incurred, rather than when paid. In Massachusetts, cities and towns must use this basis of accounting for the audited financial statements of Enterprise funds. (Also see Modified Accrual Basis of Accounting).

APPROPRIATION - An authorization granted by the Town Meeting to make expenditures and to incur obligations for specific purposes. Appropriations for any expenditure specify dollar amounts, funding sources, and a period of time within which the funds must be spent. Any funds not expended within the specified time (usually one fiscal year) revert to the Unreserved Fund Balance.

APPROPRIATED BUDGET – As used in fund summaries and department summaries within the budget document, represents the current year budget as originally adopted by Town Meeting. It does not include prior year encumbrances.

ARTICLE - An article or item on the Town Warrant. There are four standard financial articles that appear in the Warrant every year: the Operating Budget Article; an Article for "Supplementary Appropriations for the Current Fiscal Year" (the current fiscal year is the one that was appropriated at the previous year's Town Meeting); an Article for Prior Years' Unpaid Bills; and an Article for supplementary appropriations for previously authorized capital improvement projects. "New" capital project requests and other special items generally appear as individual articles without a predetermined order.

ARTICLE TRANSFERS- Projects from previous year Town Meeting article appropriations occasionally have unexpended balances not required once the project is complete. The unexpended balance becomes available for future Town Meeting appropriation.

ASSESSED VALUATION - The valuation of real estate or other property determined by the Town Assessor for tax levying purposes. The Commonwealth certifies the values and methodology in determining values every three years.

ASSETS – Property, plant and equipment owned by the Town.

AUDIT – An examination of the town's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluation of the fiscal performance of a community

FREE CASH (Also Budgetary Fund Balance) – Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficit reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

BOND - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes, usually one year or two years in length and a bond is that the latter runs for a longer period of time. State statute and the Board of Selectmen establish the length of a bond repayment.

BOND ANTICIPATION NOTE (BAN) – A temporary note issued for no more than one or two years. This is commonly used to defer the initial pay down of debt or to accommodate reimbursement for borrowed notes from a private source or other governmental entity.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period with proposed means of financing. Lexington's budget is a financial plan that is established for a single fiscal year that begins on July 1 and ends on June 30.

BUDGET MESSAGE (Town Manager's Transmittal Letter) – The opening section of the budget that provides the Board of Selectmen, Town Meeting Members, and the general public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the recommendations of the Town Manager.

CAPITAL EXPENDITURE - A major, non-recurring expenditure involving land acquisition, construction or major rehabilitation of a facility, or purchase of equipment costing \$25,000 or more with a useful life of five years or more.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A financial planning and management tool which: identifies public facility and equipment requirements; places these requirements in order of priority; and schedules them for funding and implementation.

CEMETERY FUND - See Special Revenue Fund.

CHAPTER 90 - Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities through the Transportation Bond Issue for highway construction, preservation and improvement projects that create or extend the life of capital facilities. Routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 funds on pre-approved projects on a reimbursement basis.

CHERRY SHEET - The State allocates a portion of generated revenue to municipalities each year for education and general governmental expenditures. The amount of state aid each community will receive is itemized in a financial statement printed on cherry colored paper (thus the name). The amount of reimbursement is a function of the State budget. Towns usually receive notification in late summer, subsequent to the beginning of the fiscal year.

COMMUNITY PRESERVATION ACT (CPA) – is a local acceptance statute approved by Lexington voters in 2006. The purpose of the CPA is to fund open space, affordable housing, historic preservation and recreation projects that meet the eligibility criteria of the Act. Funding for projects comes from an annual property tax surcharge of up to three percent, which is the percentage adopted in Lexington. The local surcharge is matched by State funds collected as part of the deeds excise tax. The matching funds have ranged from 100% in 2006 to 36% in 2009.

COMMUNITY PRESERVATION COMMITTEE (CPC) – this nine-member appointed Committee reviews projects and determines their eligibility under the CPA. Projects that are approved by the Committee are then recommended to Town Meeting, which has the final vote on appropriating funds for each project. Members of the CPC are appointed by the Board of Selectmen (3), Planning Board, Conservation Commission, Recreation Committee, Housing Authority, Housing Partnership and Historical Commission.

COMPETITIVE BIDDING PROCESS – the process following State law requiring that for purchases of \$25,000 or more a Town must advertise, solicit and publicly open sealed bids from prospective vendors. After a review period, the Town Manager then awards a contract to the successful bidder.

CONTINUING BALANCE ACCOUNTS – Continuing Balance Account: At the end of a fiscal year, any unexpended balance in a continuing balance account carries forward to the next year as a type of reserve against future liabilities related to the account. Massachusetts General Laws provides for a number of continuing balance accounts including those for: workers compensation claims, property and liability uninsured losses, and unemployment compensation claims. A continuing balance account is also typically used to fund compensated absence liabilities, facility repair accounts and equipment replacement accounts..

DEBT EXCLUSION - The amount of taxes assessed in excess of the Proposition 2-1/2 levy limit for the payment of debt service costs attributable to a vote of the electorate. Two-thirds of the Selectmen and a majority of citizens voting must approve the exclusion. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

DEBT SERVICE - Payment of interest and principal on an obligation resulting from the issuance of bonds.

DEPARTMENT – A division of the Town that has overall management responsibility for an operation or group of related operations within a functional area.

DEPRECIATION – 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, and inadequacy of obsolescence. 2) That portion of the cost of a capital asset that is charged as an expense during a particular period. Depreciation is based on historic costs not replacement value.

EFFICIENCY MEASURES – Indicate how well resources are being used. They include cost-per-unit and productivity indicators.

ELEMENT - The smallest unit of budgetary accountability, which encompasses specific and distinguishable lines of work performed for the purpose of accomplishing a function for which the Town is responsible.

ENCUMBRANCE – To encumber funds means to set aside or commit funds for a future expenditure. Encumbrances include obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved.

ENTERPRISE FUND - An account supported by user fees for a specific service that the Town operates as a separate "business" (e.g. Water, Sewer, Recreation). Enterprise funds do not depend on taxes for operating revenue as user fee revenue and expenses are balanced over the long run. Budgeting for all Enterprise Funds is done on a Generally Accepted Accounting Practices (GAAP) basis.

EXPENDITURE – Decrease in net financial resources for the purpose of acquiring and providing goods and services.

EXPENSES – Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses consist of the following objects of expenditure: Utilities, Supplies and Materials, Contractual Services, and Equipment.

FINES & FORFEITURES - Revenue collected from court fines, penalty charges for overdue taxes along with non-criminal fines are included in this category.

FREE CASH - see Available Funds.

FUND BALANCE – The excess of assets over liabilities.

FUNDING SOURCE – The specifically identified funds allocated to meet budget requirements/expenses.

GENERAL FUND - Revenues derived from the tax levy, state aid, local receipts and available funds are considered General Fund revenues. The General Fund is distinguished from Enterprise Funds and Special Revenue Funds.

GFOA – Government Finance Officers Association of the United States and Canada. The G.F.O.A. is a professional organization of governmental finance officers.

GRANT – A contribution by one government unit or outside agency to another governmental unit. The contribution is usually made for a specific purpose but is sometimes for general purposes.

INVESTMENT INCOME - The Town earns interest on cash held in savings accounts and invested in short term securities. The investment goal is to ensure that all funds are invested. The term of these investments is short-term and risk adverse. The Treasurer is very restricted as to the instruments in which investments can be made. The amount of investment income is a function of the amount of funds invested and the interest rate.

LIABILITY – Debt or other legal obligation which must be paid, renewed or refunded at some future date, but does not include encumbrances.

LOCAL RECEIPTS - A category of revenue sources including school department charges for services, investment income, fines and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2 ½ Tax Levy.

MODIFIED ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when it is actually received and recognizes expenditures when a commitment is made. In Massachusetts, cities and towns must use this basis for accounting for the general government.

MOTOR VEHICLE EXCISE - All Massachusetts vehicle owners who have their vehicle(s) registered in the State of Massachusetts pay an annual motor vehicle excise tax to the city or town in which they reside. The Registry of Motor Vehicles creates a listing of all vehicles registered in Lexington and the book value assigned to each vehicle. The Town uses this information to bill all owners an annual tax equal to 2 ½ percent or \$25 for each \$1,000 of the vehicle's value.

MWRA – Massachusetts Water Resources Authority

OPERATING BUDGET – The portion of the budget that pertains to daily operations, which provide basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

OPERATING EXPENDITURE - An ongoing or recurring cost of performing a function or providing a service. Operating expenditures include personal services, supplies and materials, utilities, contractual services, minor equipment, and debt service.

OTHER EXCISE (Hotel/Motel and Jet Fuel) - Lexington hotels and motels charge a 11.7% room tax to guests in accordance with local option legislation. The Town of Lexington receives 6% of this tax in semi-annual installments (See page 12 of the Revenue Section).

OTHER FEES AND CHARGES - Revenue is received from fees or charges by the Inspectional Services, Engineering and Planning Departments, and the Department of Public Works. Also included in this category are collections from ambulance fees, municipal liens, and building rentals.

OVERLAY - The amount reserved for funding property tax abatements and exemptions granted by the Board of Assessors.

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

PARKING METER FUNDS - Revenue from town parking meters and parking lot permits are deposited into the Parking Fund. This fund helps offset the costs of Police Department personal services, parking lot maintenance costs, and Department of Public Works expenses directly related to parking lot maintenance.

PERFORMANCE MEASURES – Specific quantitative and qualitative measures of work performed as an objective of the department. Performance Measurement Systems are generally comprised of the following indicators: workload measures, efficiency measures and outcome measures.

PERSONAL SERVICES – A line on the program, subprogram and element sheets which refers to the total of the following objects of expenditure: Wages, Overtime, and Other Compensation.

PROGRAM - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the Town is responsible.

PROPOSITION 2 ½ - A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. In other words, the total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next unless the citizens of the town approve a debt exclusion or an operating override. New construction values are in addition to this limit. Two provisions within Proposition 2 ½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an operating override or a debt exclusion.

RECREATION FEES - Users of Town recreational facilities and teams participating in Town sponsored sports pay fees for these services. Revenue collected from these fees covers the costs of maintaining facilities, providing coaches and referees, and recreation program management, as well as some recreation related capital improvements. These recreation programs are managed through a Recreation Enterprise Fund.

RESERVE FUND - An amount set aside annually within the budget of a city or town to provide a funding source for "extraordinary and unforeseen" expenditures. In a town, the Finance (or Appropriation) Committee can authorize transfers from this fund.

RETAINED EARNINGS – The equity account reflecting the accumulated earnings of the enterprise funds.

REVENUE - Budgetary resources. The various revenues the Town receives are listed in the Revenue Summary in the Budget Overview section.

SCHOOL BUILDING AUTHORITY – A program OF the Commonwealth of Massachusetts for the purpose of assisting municipalities in the reconstruction and renewal of its public schools.

SCHOOL REVENUE - Revenue received by Lexington Public Schools from athletic fees, and bus transportation fees is included in this category.

SENIOR MANAGEMENT TEAM – A group of top managers including department heads from eleven departments and the Town Manager’s Office.

SEWER & WATER CHARGES - The Town operates Water and Sewer Enterprise Funds to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, such as Massachusetts Water Resources Authority (MWRA) assessments, debt service obligations, personal service costs, and capital projects. Charges for services are based on an three-tier block rate structure corresponding to usage. Charges rise as usage increases. The Town pays the MWRA assessments to supply water and dispose of Town sewage.

SPECIAL REVENUE FUND - A group of accounts that are funded by revenues from other sources such as the Parking and Cemetery Funds.

STABILIZATION FUND – Massachusetts General Law Ch.40, Sec. 5B, allows a municipality to appropriate in any year an amount not exceeding ten percent of the amount raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. Money from the Stabilization Fund may be appropriated for any lawful purpose by two-thirds vote of Town Meeting.

TAX LEVY - The total amount to be raised through real estate and personal property taxes. Lexington property owners pay taxes to the Town based on the assessed value of their real and/or personal property. Each year the Board of Selectmen conducts a tax classification hearing to determine a tax rate. The Town Assessor makes adjustments to real estate values in order to properly reflect fair market value. In addition to real estate, businesses may also pay a personal property tax (set at the commercial rate) based on the value of their professional equipment, furniture and fixtures. The amount of taxes a property owner pays is determined by multiplying the applicable tax rate by the valuation. For example, if the tax rate is \$10 and a property's assessed value is \$100,000, the property owner will pay \$10 times \$100,000/1,000, or \$1,000. Tax levy revenues are the largest source of funding for the Town.

TAX LEVY LIMIT - The maximum amount that can be raised within Proposition 2 ½.

TAX RATE - The amount of tax levied for each \$1,000 of assessed valuation.

USER FEES - Fees paid for direct receipt of a public service by the user or beneficiary of the service.