

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

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This section includes detailed information about the FY2023 Operating Budget & Financing Plan for the Land Use, Health and Development Department. It includes:

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## **7100-7400 Program Summary**

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

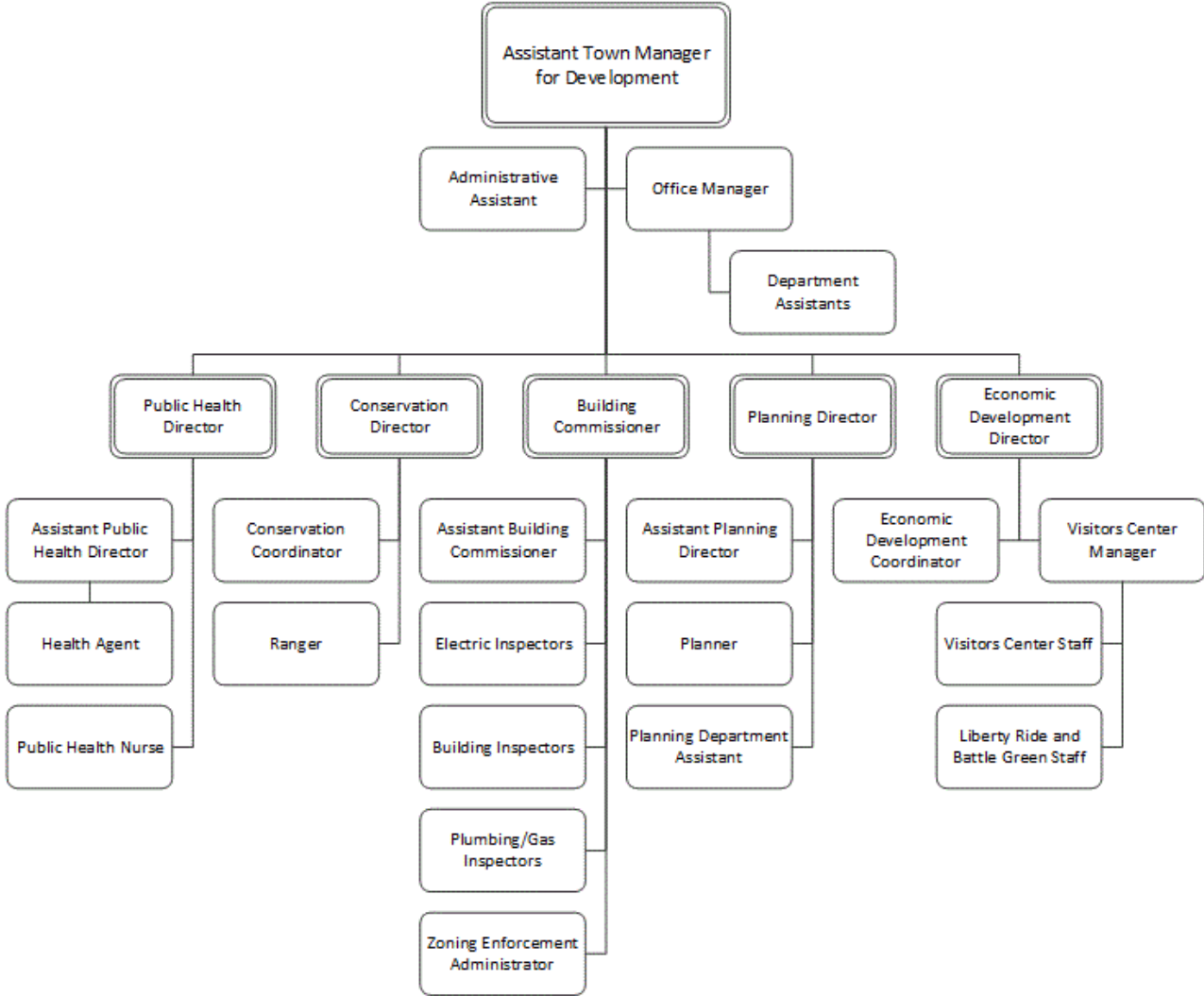
**Budget Overview:** The Land Use, Health and Development Department is comprised of: Building and Zoning, Conservation, Health, Planning and Economic Development.

- Building and Zoning is responsible for enforcing the State building, electrical, gas and plumbing codes, the local zoning bylaw, and Architectural Access Board Regulations.
- Conservation is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, managing over 1,400 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.
- Public Health 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.
- Planning supports the Planning Board in the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the commercial manufacturing district, and the review of planned development district proposals that go to Town Meeting. In addition, the staff engages in short- and long-term planning in regard to growth and development issues in Lexington, being active participants in various committees dealing with issues of transportation, affordable housing and economic development, as well as participating in regional and statewide initiatives.
- Economic Development works to encourage new investment and support our local businesses. It serves as a liaison for businesses and works to address business-related issues from Center parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, supporting a visitor-based economy, and leveraging State economic development tools and resources designed to improve the business environment. The Economic Development Office manages the Visitors Center and Tourism operations.

### **Departmental Initiatives:**

1. Implement the Select Board's health and development-related goals associated with the work of the Department.
2. Implement high priority and near-term action steps and recommendations of the Comprehensive Plan Update.
3. Implement initiatives, policies and plans of the Board of Health, especially with respect to completing the dispensing of the COVID vaccine to Lexington residents and others, as required.
4. With the Engineering Division, support the community input on the Bedford Street/Hartwell Avenue 25% design development.

**7100-7400 Program Summary**



# 7100-7400 Program Summary

## Authorized/Appropriated Staffing

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Administration Dept Office Manager	1	1	1	1
Administration Dept Assistants	4	4	4	4
Economic Development Director	1	1	1	1
Economic Development Coordinator	1	1	1	1
Visitor Services Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center PT Assistant Manager	0.56	0.56	0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Coordinator	0.7	—	—	—
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Planning Dept. Assistant	1	1	1	1
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.25	0.25	0.25	0.25
Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
Public Health Director	1	1	1	1
Assistant Public Health Director*	—	—	1	1
Public Health Agents*	1	2	1	1
Public Health Nurse**	0.6	0.6	0.6	1
Building Commissioner	1	1	1	1
Asst Building Commissioner	1	1	1	1
Building Inspectors	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspectors	1	1	1	1
Part-time Electric Inspector***	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector***	0.14	0.14	0.14	0.14
Part-time Building Inspector***	0.38	0.38	0.38	0.58
<b>Total FTE</b>	<b>31.62</b>	<b>31.92</b>	<b>31.92</b>	<b>32.52</b>
<b>Total FT/PT</b>	<b>23FT/11PT + Seasonal</b>	<b>24FT/10PT + Seasonal</b>	<b>24FT/10PT + Seasonal</b>	<b>25FT/9PT + Seasonal</b>

**Explanatory Notes:**

\*A second Health Agent was funded in FY2021 via a program improvement. They were later reclassified to an Assistant Health Director.

\*\*The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009. A program improvement in FY2023 seeks to reassign the position to Lexington on a full-time basis.

\*\*\*The hours budgeted for part-time inspectors are filled by multiple individuals, as available. The FY2023 increase supports expanded responsibilities of the division, particularly for short-term rentals and expanded commercial developments.

# 7100-7400 Program Summary

**Budget Recommendations:**

The FY2023 recommended All Funds Land Use, Health and Development Department budget, inclusive of the General Fund operating budget, the Liberty Ride, Visitor Center, Residential Engineering Review and Health Program Revolving Funds, is \$3,201,078, which is a \$111,328 or 3.60% increase from the FY2022 budget.

The FY2023 recommended Land Use, Health and Development General Fund operating budget is \$2,792,613 which is a \$98,624, or 3.66% increase from the FY2022 General Fund budget.

The General Fund operating budget for Compensation is \$2,338,226 and reflects a \$166,974 or 7.69% increase, which funds contractually obligated step increases, as well as a program improvement to make the public health nurse a full-time position in Lexington. Compensation also reflects the transfer of the Visitors Center manager from the Visitors Center Revolving Fund to the General Fund, partially offset by transferring the Battle Green Guides to the Visitors Center Revolving Fund, and more fully offset by a reduction in expenses to support the Visitors Center. Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager’s budget.

The General Fund operating budget for Expenses is \$454,387 and reflects a decrease of \$(68,350) or (13.08)%, which is a net change that reflects shifting \$74,000 in ongoing support for the Visitors Center to Compensation at Economic Development, removing \$19,500 in scanning costs from the Building and Zoning and Conservation budgets, and increasing support for professional development at both Health (\$7,000) and Economic Development (\$7,000), as well as increasing Marketing (\$5,000) and Advertising (\$2,000) at Economic Development to support the town's promotional efforts for the 250th celebration, and \$5,000 for a program improvement to reprint brochures for ACROSS Lexington.

The FY2023 recommended budget for the Residential Engineering Review, Health Program, Liberty Ride, and Visitor Center revolving funds is \$506,065, an increase of \$12,704 or 2.57%, which reflects ongoing adjustments as the Visitors Center continues to adapt to pandemic operations in their permanent location.

**Program Improvement Requests:**

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
ACROSS Lexington Brochures	\$ 5,000	\$ —	\$ 5,000	\$ 5,000	\$ —	\$ 5,000	\$ —
Increase Public Health Nurse to Full-time	\$ 34,681	\$ 1,503	\$ 36,184	\$ 34,681	\$ 1,503	\$ 36,184	\$ —
Senior Planner	\$ 90,000	\$ 17,709	\$ 107,709	\$ —	\$ —	\$ —	\$ 107,709
Visitors Center Assistant Manager (PT to FT)	\$ 57,538	\$ 17,239	\$ 74,777	\$ —	\$ —	\$ —	\$ 74,777

# 7100-7400 Program Summary

## Budget Summary - General Fund

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (709,547)	\$(1,084,948)	\$ 901,089	\$ 564,513	\$(336,576)	-37.35 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	— %
Center Impr. District Stab. Fund	\$ 27,000	\$ —	\$ —	\$ —	\$ —	— %
<b>Fees &amp; Charges</b>						
Departmental Fees	\$ 80,873	\$ 70,022	\$ 49,200	\$ 76,900	\$ 27,700	56.30 %
Licenses & Permits	\$ 2,711,117	\$ 3,213,684	\$ 1,697,700	\$ 2,105,200	\$ 407,500	24.00 %
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,155,443</b>	<b>\$ 2,244,758</b>	<b>\$ 2,693,989</b>	<b>\$ 2,792,613</b>	<b>\$ 98,624</b>	<b>3.66 %</b>

Appropriation Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,828,944	\$ 1,903,721	\$ 2,171,252	\$ 2,338,226	\$ 166,974	7.69 %
Expenses	\$ 326,499	\$ 341,037	\$ 522,737	\$ 454,387	\$ (68,350)	-13.08 %
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,155,443</b>	<b>\$ 2,244,758</b>	<b>\$ 2,693,989</b>	<b>\$ 2,792,613</b>	<b>\$ 98,624</b>	<b>3.66 %</b>

Level-Service Requests (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Total 7110 Building & Zoning	\$ 609,689	\$ 561,393	\$ 640,862	\$ 644,673	\$ 3,811	0.59 %
Total 7120 Administration	\$ 429,696	\$ 431,375	\$ 553,500	\$ 569,150	\$ 15,650	2.83 %
Total 7130 Conservation	\$ 214,574	\$ 197,387	\$ 255,027	\$ 253,882	\$ (1,145)	-0.45 %
Total 7140 Health	\$ 252,755	\$ 301,634	\$ 400,951	\$ 457,870	\$ 56,919	14.20 %
Total 7200 Planning	\$ 323,020	\$ 375,185	\$ 434,992	\$ 446,240	\$ 11,248	2.59 %
Total 7300 Economic Development	\$ 325,708	\$ 377,784	\$ 408,657	\$ 420,798	\$ 12,141	2.97 %
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,155,443</b>	<b>\$ 2,244,758</b>	<b>\$ 2,693,989</b>	<b>\$ 2,792,613</b>	<b>\$ 98,624</b>	<b>3.66 %</b>

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,816,122	\$ 1,887,074	\$ 2,136,687	\$ 2,303,212	\$ 166,525	7.79 %
Overtime	\$ 12,822	\$ 16,648	\$ 34,565	\$ 35,014	\$ 449	1.30 %
<i>Personal Services</i>	<i>\$ 1,828,944</i>	<i>\$ 1,903,721</i>	<i>\$ 2,171,252</i>	<i>\$ 2,338,226</i>	<i>\$ 166,974</i>	<i>7.69 %</i>
Contractual Services	\$ 180,715	\$ 239,506	\$ 374,526	\$ 378,676	\$ 4,150	1.11 %
Utilities	\$ 10,062	\$ 10,674	\$ 13,111	\$ 13,561	\$ 450	3.43 %
Supplies	\$ 135,723	\$ 90,856	\$ 135,100	\$ 62,150	\$ (72,950)	-54.00 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 326,499</i>	<i>\$ 341,037</i>	<i>\$ 522,737</i>	<i>\$ 454,387</i>	<i>\$ (68,350)</i>	<i>-13.08 %</i>
<b>Total 7100-7400 - General Fund</b>	<b>\$ 2,155,443</b>	<b>\$ 2,244,758</b>	<b>\$ 2,693,989</b>	<b>\$ 2,792,613</b>	<b>\$ 98,624</b>	<b>3.66 %</b>

# 7100-7400 Program Summary

## Budget Summary - Revolving Funds

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Residential Engineering Review Revolving Fund	\$ —	\$ 57,600	\$ 57,600	\$ 57,600	\$ —	— %
Health Programs Revolving Fund	\$ 22,654	\$ 21,342	\$ 45,000	\$ 45,000	\$ —	— %
Lab Animal Permits Revolving Fund	\$ —	\$ —	\$ 40,000	\$ 40,000	\$ —	— %
Liberty Ride Revolving Fund	\$ 125,800	\$ 790	\$ 104,000	\$ 104,000	\$ —	— %
Visitor Center Revolving Fund	\$ 39,309	\$ 74,242	\$ 247,000	\$ 260,000	\$ 13,000	5.26 %
<b>Total 7100-7400 - Rev. Funds</b>	<b>\$ 187,763</b>	<b>\$ 153,974</b>	<b>\$ 493,600</b>	<b>\$ 506,600</b>	<b>\$ 13,000</b>	<b>2.63 %</b>

*\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.*

## Appropriation Summary (Revolving Funds)

	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
<b>7110 - Residential Engineering Review</b>						
Expenses	\$ —	\$ —	\$ 57,600	\$ 57,600	\$ —	— %
<b>7140 - Health Programs</b>						
Expenses	\$ 45,719	\$ 27,352	\$ 45,000	\$ 45,000	\$ —	— %
<b>7140 - Lab Animal Permits</b>						
Expenses	\$ —	\$ —	\$ 40,000	\$ 40,000	\$ —	— %
<b>7320 - Liberty Ride</b>	<b>\$ 139,510</b>	<b>\$ —</b>	<b>\$ 104,000</b>	<b>\$ 104,000</b>	<b>\$ —</b>	<b>— %</b>
Compensation	\$ 41,715	\$ —	\$ 14,000	\$ 14,000	\$ —	— %
Expenses	\$ 97,795	\$ —	\$ 90,000	\$ 90,000	\$ —	— %
<b>7340 - Visitor Center</b>	<b>\$ 44,359</b>	<b>\$ 59,470</b>	<b>\$ 246,761</b>	<b>\$ 259,465</b>	<b>\$ 12,704</b>	<b>5.15 %</b>
Compensation	\$ 18,459	\$ 26,501	\$ 138,541	\$ 114,750	\$ (23,791)	(17.17)%
Expenses	\$ 25,899	\$ 32,970	\$ 108,220	\$ 144,715	\$ 36,495	33.72 %
<b>Total 7100-7400 - Rev. Funds</b>	<b>\$ 229,588</b>	<b>\$ 86,822</b>	<b>\$ 493,361</b>	<b>\$ 506,065</b>	<b>\$ 12,704</b>	<b>2.57 %</b>

## Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,889,118	\$ 1,930,222	\$ 2,323,793	\$ 2,466,976	\$ 143,183	6.16 %
Expenses	\$ 495,913	\$ 401,359	\$ 765,957	\$ 734,102	\$ (31,855)	-4.16 %
<b>Total 7100-7400 - All Funds</b>	<b>\$ 2,385,031</b>	<b>\$ 2,331,581</b>	<b>\$ 3,089,750</b>	<b>\$ 3,201,078</b>	<b>\$ 111,328</b>	<b>3.60 %</b>



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## 7110 Building & Zoning

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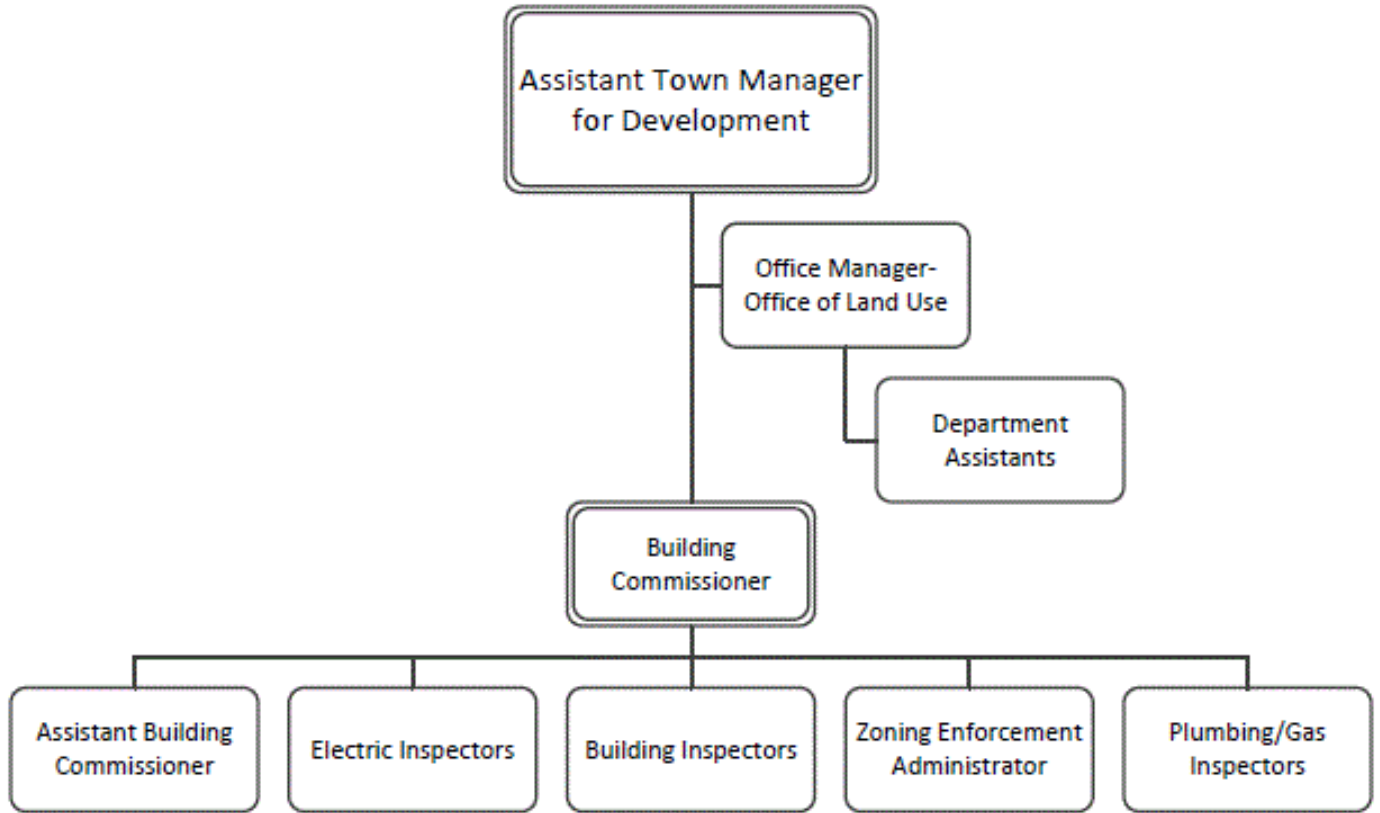
**Mission:** The Building and Zoning Division is a regulatory function with the goal of protecting the health and safety of residents. This role is fulfilled through the enforcement of building, zoning and land use regulations.

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

### Division Initiatives:

1. Continue the efforts to improve and administer the online permitting system, helping applicants obtain their permits. The ViewPoint Cloud permit system requires all building, zoning, electrical, plumbing and gas permits to be applied for electronically. This permitting system allows applicants to do much of their work from their office or home, thereby saving time and money from having to visit the Town offices.
2. Scan all the historical building, wiring, plumbing and gas permit records.
3. Permit, inspect, monitor and ensure code compliance for the first high-rise building constructed in Lexington at 440 Bedford Street. This building is 120 feet tall and will be a major construction project in a highly visible and congested area of town.
4. Add capacity to perform more inspections to the current work load of the Building Inspectors. This will be for the review, permitting, inspection and enforcement of the new Short-Term Rental zoning bylaw; the proposed fence/wall zoning bylaw; as well as the recently approved noise construction limits. This is supported by the addition of 52 days of funding for per diem inspectors.
5. Assist the planning office in amending the zoning bylaw to address heights and setbacks of walls and fences in residential districts.
6. Support the Town's efforts to Increase the building permit fees for commercial construction from \$12 per thousand to \$15 per thousand. If increased, the high-rise building at 440 Bedford street alone, would increase revenue about \$100,000.

# 7110 Building & Zoning



## Authorized/Appropriated Staffing

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Building Commissioner	1	1	1	1
Asst. Bldg. Commissioner	1	1	1	1
Building Inspectors	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspector	1	1	1	1
Part-time Electric Inspector*	0.24	0.24	0.24	0.24
Part-time Plumbing Inspector*	0.14	0.14	0.14	0.14
Part-time Building Inspector*	0.38	0.38	0.38	0.58
<b>Total FTE</b>	<b>6.76</b>	<b>6.76</b>	<b>6.76</b>	<b>6.96</b>
<b>Total FT/PT</b>	<b>6FT/3PT</b>	<b>6FT/3PT</b>	<b>6FT/3PT</b>	<b>6FT/3PT</b>

\*The hours budgeted for part-time inspectors are filled by multiple individuals, as available. The FY2023 increase supports expanded responsibilities of the division, particularly for short-term rentals and expanded commercial developments.

## **7110 Building & Zoning**

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### **Budget Recommendations:**

The FY2023 recommended All Funds Building and Zoning budget is \$702,273 a \$3,811 or 0.55% increase from the FY2022 budget.

The FY2023 recommended General Fund Building and Zoning budget is \$644,673 a \$3,811 or 0.59% increase from the FY2022 budget.

The recommended budget for Compensation is \$610,583 and reflects a \$18,311, or 3.09% increase, which is due to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$34,090 and reflects a decrease of \$(14,500) or (29.84)% from FY2022, due to removal of a scanning budget item that will be undertaken via other available funds.

### **Program Improvement Requests:**

None requested.

# 7110 Building & Zoning

Town of Lexington, MA

## Budget Summary:

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (2,096,778)	\$ (2,616,550)	\$ (1,046,838)	\$ (1,443,027)	\$ (396,189)	37.85%
Directed Funding						
Departmental Fees	\$ 12,210	\$ 16,170	\$ 12,500	\$ 12,500	\$ —	—%
Licenses and Permits	\$ 2,694,257	\$ 3,161,772	\$ 1,675,200	\$ 2,075,200	\$ 400,000	23.88%
<b>Total 7110 Building and Zoning</b>	<b>\$ 609,689</b>	<b>\$ 561,393</b>	<b>\$ 640,862</b>	<b>\$ 644,673</b>	<b>\$ 3,811</b>	<b>0.59%</b>

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 582,335	\$ 537,920	\$ 592,272	\$ 610,583	\$ 18,311	3.09%
Expenses	\$ 27,355	\$ 23,473	\$ 48,590	\$ 34,090	\$ (14,500)	-29.84%
<b>Total 7110 Building and Zoning</b>	<b>\$ 609,689</b>	<b>\$ 561,393</b>	<b>\$ 640,862</b>	<b>\$ 644,673</b>	<b>\$ 3,811</b>	<b>0.59%</b>

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 577,238	\$ 532,287	\$ 585,933	\$ 604,161	\$ 18,228	3.11%
Overtime	\$ 5,096	\$ 5,633	\$ 6,339	\$ 6,422	\$ 83	1.31%
<i>Personal Services</i>	<i>\$ 582,335</i>	<i>\$ 537,920</i>	<i>\$ 592,272</i>	<i>\$ 610,583</i>	<i>\$ 18,311</i>	<i>3.09%</i>
Contractual Services	\$ 5,444	\$ 15,329	\$ 36,640	\$ 22,140	\$ (14,500)	-39.57%
Utilities	\$ 5,635	\$ 5,983	\$ 6,800	\$ 6,800	\$ —	—%
Supplies	\$ 16,275	\$ 2,161	\$ 5,150	\$ 5,150	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 27,355</i>	<i>\$ 23,473</i>	<i>\$ 48,590</i>	<i>\$ 34,090</i>	<i>\$ (14,500)</i>	<i>-29.84%</i>
<b>Total 7110 Building and Zoning</b>	<b>\$ 609,689</b>	<b>\$ 561,393</b>	<b>\$ 640,862</b>	<b>\$ 644,673</b>	<b>\$ 3,811</b>	<b>0.59%</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Residential Engineering Review	\$ —	\$ 57,600	\$ 57,600	\$ 57,600	\$ —	—%
<b>Total 7110 B&amp;Z Rev. Funds</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>—%</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
<b>7110 - Residential Engineering Review Revolving Fund</b>						
<i>Expenses</i>	<i>\$ —</i>	<i>\$ —</i>	<i>\$ 57,600</i>	<i>\$ 57,600</i>	<i>\$ —</i>	<i>—%</i>
<b>Total 7110 B&amp;Z Rev. Funds</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 57,600</b>	<b>\$ 57,600</b>	<b>\$ —</b>	<b>—%</b>

## Budget Summary - All Funds

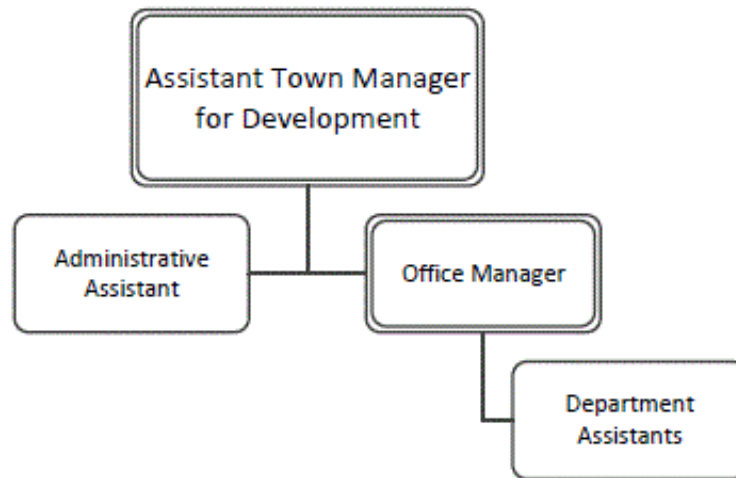
Appropriation Summary (All Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 582,335	\$ 537,920	\$ 592,272	\$ 610,583	\$ 18,311	3.09%
Expenses	\$ 27,355	\$ 23,473	\$ 106,190	\$ 91,690	\$ (14,500)	-13.65%
<b>Total 7110 B&amp;Z - All Funds</b>	<b>\$ 609,689</b>	<b>\$ 561,393</b>	<b>\$ 698,462</b>	<b>\$ 702,273</b>	<b>\$ 3,811</b>	<b>0.55%</b>

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

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

**Division Initiatives:**

1. Direct the Department in support of the Select Board goals specifically focused on public health, land and real property, housing and economic development and planning, as assigned by the Town Manager.
2. Improve online information on Department initiatives and boards and committees supported by the Department.
3. Improve the availability of information about Department initiatives, permit processes, and opportunities for public engagement.



**Authorized/Appropriated Staffing**

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Assistant Town Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Office Manager	1	1	1	1
Department Assistants	4	4	4	4
<b>Total FTE</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Total FT/PT</b>	<b>7 FT</b>	<b>7 FT</b>	<b>7 FT</b>	<b>7 FT</b>

**Budget Recommendations:**

The recommended FY2023 General Fund budget for the Office of Administration is \$569,150, an increase of \$15,650 or 2.83% from the FY2022 budget.

The General Fund operating budget for Compensation is \$514,050 and reflects an increase of \$10,850 or 2.16% for contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager’s budget.

The General Fund operating budget for Expenses is \$55,100 and reflects a net increase of \$4,800 or 9.54%, which incorporates adjustments to reflect actual expenditures as \$5,000 for a program improvement to reprint ACROSS Lexington brochures.

**Program Improvement Requests:**

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
ACROSS Lexington Brochures	\$ 5,000	\$ —	\$ 5,000	\$ 5,000	\$ —	\$ 5,000	\$ —

**Budget Summary:**

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 418,496	\$ 423,275	\$ 539,800	\$ 547,750	\$ 7,950	1.47%
Directed Funding						
Departmental Fees	\$ 11,200	\$ 8,100	\$ 13,700	\$ 21,400	\$ 7,700	56.20%
<b>Total 7120 Administration</b>	<b>\$ 429,696</b>	<b>\$ 431,375</b>	<b>\$ 553,500</b>	<b>\$ 569,150</b>	<b>\$ 15,650</b>	<b>2.83%</b>

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 415,527	\$ 414,009	\$ 503,200	\$ 514,050	\$ 10,850	2.16%
Expenses	\$ 14,169	\$ 17,366	\$ 50,300	\$ 55,100	\$ 4,800	9.54%
<b>Total 7120 Administration</b>	<b>\$ 429,696</b>	<b>\$ 431,375</b>	<b>\$ 553,500</b>	<b>\$ 569,150</b>	<b>\$ 15,650</b>	<b>2.83%</b>

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 410,923	\$ 406,987	\$ 490,539	\$ 501,225	\$ 10,686	2.18%
Overtime	\$ 4,604	\$ 7,022	\$ 12,661	\$ 12,825	\$ 164	1.30%
<i>Personal Services</i>	<i>\$ 415,527</i>	<i>\$ 414,009</i>	<i>\$ 503,200</i>	<i>\$ 514,050</i>	<i>\$ 10,850</i>	<i>2.16%</i>
Contractual Services	\$ 8,746	\$ 11,165	\$ 43,200	\$ 46,700	\$ 3,500	8.10%
Utilities	\$ 614	\$ 940	\$ 600	\$ 900	\$ 300	50.00%
Supplies	\$ 4,809	\$ 5,261	\$ 6,500	\$ 7,500	\$ 1,000	15.38%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 14,169</i>	<i>\$ 17,366</i>	<i>\$ 50,300</i>	<i>\$ 55,100</i>	<i>\$ 4,800</i>	<i>9.54%</i>
<b>Total 7120 Administration</b>	<b>\$ 429,696</b>	<b>\$ 431,375</b>	<b>\$ 553,500</b>	<b>\$ 569,150</b>	<b>\$ 15,650</b>	<b>2.83%</b>

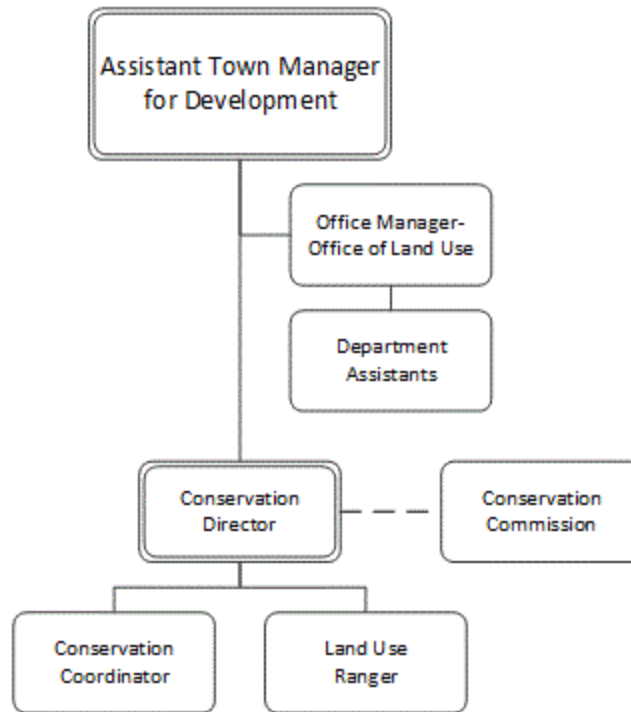
**Mission:** To protect the health and safety of Town residents through education about and regulation of and management of natural areas and wetlands.

**Budget Overview:** The Conservation Division provides administration, interpretation and enforcement of all applicable State laws and Local codes; counsel, guidance and education to the public on environmental issues; research and reports on relevant issues for the Conservation Commission meetings to aid the Commission in key decision making; enforcement of permit conditions through construction inspections; management of conservation areas and the Land and Watershed Stewardship Program. The Conservation Director manages and supervises the Conservation staff and operations and, along with the Conservation Stewardship Coordinator, performs administrative, supervisory, professional and technical work in connection with managing and directing comprehensive environmental programs.

### **Division Initiatives:**

1. Continue efforts to provide for a comprehensive online records management program for conservation historical records via the Laserfiche Document Imaging Software.
2. Plan for and implement enhanced public outreach and programming to protect, preserve, and promote Lexington's natural resources.
3. Complete the Open Space and Recreation Plan Update (FY2022 CPA) and implement goals, objectives and priorities established in Year 1 of the Seven Year Action Plan.
4. Onboard a new community garden coordinator volunteer and provide a comprehensive orientation and training program.
5. Finalize and record Conservation Restrictions for all CPA conservation land acquisitions.
6. Plan for and acquire open space parcels as prioritized by the Conservation Commission.
7. Implement the numerous conservation land management and stewardship prioritized projects, including Daisy, Willard's Woods, and West Farm meadows preservation, Parker Meadow Universal Accessible Trail Construction (FY2021 and FY2022 Supplemental CPA), Wright Farm Conceptual Site Access Design and Parking (FY2021 CPA), and Willard's Woods Accessible Improvements Design and Engineering (FY2020 CPA).





**Authorized/Appropriated Staffing**

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Conservation Director	1	1	1	1
Conservation Coordinator	1	1	1	1
Land Use Ranger	0.26	0.26	0.26	0.26
Seasonal Land Management Interns	Seasonal	Seasonal	Seasonal	Seasonal
<b>Total FTE</b>	<b>2.26</b>	<b>2.26</b>	<b>2.26</b>	<b>2.26</b>
<b>Total FT/PT</b>	<b>2FT/1PT + Seasonals</b>	<b>2FT/1PT + Seasonals</b>	<b>2FT/1PT + Seasonals</b>	<b>2FT/1PT + Seasonals</b>

**Budget Recommendations:**

The recommended FY2023 General Fund Conservation budget is \$253,882, a decrease of \$(1,145) or (0.45)% from the FY2022 budget.

This includes a \$3,855 or 1.75% increase in compensation to reflect contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

Expenses reflect a decrease of \$(5,000), or (14.19)%, due to removal of a scanning budget item that will be undertaken via other available funds.

**Program Improvement Requests:**

None requested.

# 7130 Conservation

## Budget Summary:

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 211,274	\$ 184,635	\$ 252,027	\$ 250,882	\$ (1,145)	-0.45 %
Directed Funding						
Fees	\$ 3,300	\$ 12,752	\$ 3,000	\$ 3,000	\$ —	— %
<b>Total 7130 Conservation</b>	<b>\$ 214,574</b>	<b>\$ 197,387</b>	<b>\$ 255,027</b>	<b>\$ 253,882</b>	<b>\$ (1,145)</b>	<b>-0.45 %</b>

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 192,861	\$ 171,404	\$ 219,780	\$ 223,635	\$ 3,855	1.75 %
Expenses	\$ 21,713	\$ 25,983	\$ 35,247	\$ 30,247	\$ (5,000)	(14.19)%
<b>Total 7130 Conservation</b>	<b>\$ 214,574</b>	<b>\$ 197,387</b>	<b>\$ 255,027</b>	<b>\$ 253,882</b>	<b>\$ (1,145)</b>	<b>(0.45)%</b>

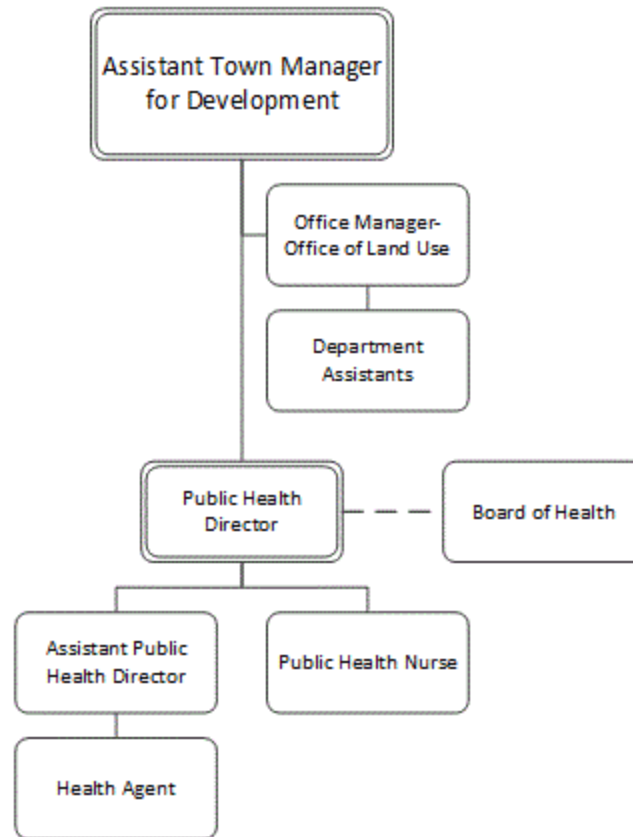
Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 191,510	\$ 169,673	\$ 216,701	\$ 220,516	\$ 3,815	1.76 %
Overtime	\$ 1,351	\$ 1,731	\$ 3,079	\$ 3,119	\$ 40	1.30 %
<i>Personal Services</i>	<i>\$ 192,861</i>	<i>\$ 171,404</i>	<i>\$ 219,780</i>	<i>\$ 223,635</i>	<i>\$ 3,855</i>	<i>1.75 %</i>
Contractual Services	\$ 11,309	\$ 19,972	\$ 26,636	\$ 21,436	\$ (5,200)	-19.52 %
Utilities	\$ 2,389	\$ 2,191	\$ 2,911	\$ 3,061	\$ 150	5.15 %
Supplies	\$ 8,015	\$ 3,820	\$ 5,700	\$ 5,750	\$ 50	0.88 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 21,713</i>	<i>\$ 25,983</i>	<i>\$ 35,247</i>	<i>\$ 30,247</i>	<i>\$ (5,000)</i>	<i>-14.19 %</i>
<b>Total 7130 Conservation</b>	<b>\$ 214,574</b>	<b>\$ 197,387</b>	<b>\$ 255,027</b>	<b>\$ 253,882</b>	<b>\$ (1,145)</b>	<b>-0.45 %</b>

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

**Budget Overview:** The Health Office manages disease prevention and surveillance programs designed to protect the health of the community. Programs include but are not limited to public health education, infectious disease surveillance and case investigation activities, oversight and enforcement of all state and local community health and environmental health regulations, mosquito-borne disease prevention efforts, public vaccination clinics, and public health emergency planning and response efforts. The Health Office staff is comprised of the Health Director, an Assistant Health Director, a Health Agent, and a part-time Public Health Nurse.

**Division Initiatives:**

1. Continue to perform all required activities regarding Covid-19 and to offer services such as testing, tracing, education, data collection and analysis, and vaccine.
2. Review local Board of Health regulations, and update as necessary, to coincide with current State and Federal regulations, standards and best practices, including tobacco, body art and food. Research and finalize local regulations regarding the care and use of laboratory animals.
3. Continue to enhance customer service satisfaction and improve staff efficiency by updating Board of Health permit applications in ViewPoint Cloud, with particular focus on the following record types: retail food, temporary food, mobile food, food plan review, public swimming pool, rDNA, Animal Keeping and Recreational Camps for Children. Begin to implement field inspection capacity with a new software system.
4. Continue to respond to all inquiries, complaints, and concerns from the public and staff in a timely fashion. Perform routine inspections to ensure compliance with state and local regulations.
5. Continue to work with Region 4AB to improve regional collaboration for Preparedness and with Region 4A to strengthen the Medical Reserve Corps. (MRC) in volunteer recruitment, training, deployment and retention.
6. Continue to update and exercise shelter plans, develop shelter intake and medical triage forms, and develop a checklist for environmental health risk management in shelters.
7. Engage and convene community partners to broaden public health preparedness planning efforts to include people with disabilities and considerations for access and functional needs in the scope of EDS and shelter plans in accordance with Massachusetts Department of Public Health (MDPH) guidance.
8. Continue to serve as a local resource for public health education and outreach on the impacts of climate change on health. Collaborate with the Sustainability Director.
9. Continue to provide flu shots to the public utilizing the most reasonable and safe methods including drive through clinics and at various locations. Evaluate and implement ways to expand our vaccine program to include all recommended adult and pediatric vaccines.



**Authorized/Appropriated Staffing**

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Public Health Director	1	1	1	1
Public Asst. Health Director*	—	—	1	1
Public Health Agent*	1	2	1	1
Public Health Nurse**	0.6	0.6	0.6	1.0
<b>Total FTE</b>	<b>2.6</b>	<b>3.6</b>	<b>3.6</b>	<b>4.0</b>
<b>Total FT/PT</b>	<b>2FT/1PT</b>	<b>2FT/1PT</b>	<b>3FT/1PT</b>	<b>4FT/0PT</b>

\*In FY2021, a second Health Agent was funded via a program improvement. During that year, one of the Health Agents was reclassified to Assistant Health Director.

\*\*The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY2009. A program improvement in FY2023 seeks to reassign the position to Lexington on a full-time basis.

**Budget Recommendations:**

The recommended FY2023 All Funds Health budget inclusive of the General Fund operating budget and the Health Program Revolving Fund, which funds health clinics, is \$542,870. The recommended budget is a \$56,919 or 11.71% increase from the FY2022 budget.

The FY2023 recommended Health General Fund operating budget is \$457,870, which is a \$56,919 or 14.20% increase from the FY2022 General Fund budget.

The General Fund operating budget for Compensation is \$359,570 and reflects a \$48,169 or 15.47% increase, which funds the cost of contractually obligated step increases and salary increases.

The General Fund operating budget for Expenses is \$98,300 and reflects a \$8,750 or 9.77% increase, which reflects a \$1,500 decrease in staff mileage and travel expenses.

The FY2023 Health Programs Revolving Fund is recommended at \$45,000 which is level-funded from the FY2022 authorization. First authorized in FY2021, a revolving fund for Lab Animal Permits is recommended at \$40,000 to handle inspections for an increasing number of lab animals in the commercial and industrial properties in town.

**Program Improvement Requests:**

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Increase Public Health Nurse to Full-time	\$ 34,681	\$ 1,503	\$ 36,184	\$ 34,681	\$ 1,503	\$ 36,184	\$ —

**Budget Summary - General Fund**

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 235,895	\$ 249,721	\$ 378,451	\$ 427,870	\$ 49,419	13.06%
Directed Funding						
Permits	\$ 16,860	\$ 51,912	\$ 22,500	\$ 30,000	\$ 7,500	33.33%
<b>Total 7140 Health</b>	<b>\$ 252,755</b>	<b>\$ 301,634</b>	<b>\$ 400,951</b>	<b>\$ 457,870</b>	<b>\$ 56,919</b>	<b>14.20%</b>

Appropriation Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 207,852	\$ 267,494	\$ 311,401	\$ 359,570	\$ 48,169	15.47%
Expenses	\$ 44,903	\$ 34,140	\$ 89,550	\$ 98,300	\$ 8,750	9.77%
<b>Total 7140 Health</b>	<b>\$ 252,755</b>	<b>\$ 301,634</b>	<b>\$ 400,951</b>	<b>\$ 457,870</b>	<b>\$ 56,919</b>	<b>14.20%</b>

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 206,941	\$ 267,144	\$ 309,631	\$ 357,777	\$ 48,146	15.55%
Overtime	910	350	\$ 1,770	\$ 1,793	\$ 23	1.30%
<i>Personal Services</i>	<i>\$ 207,852</i>	<i>\$ 267,494</i>	<i>\$ 311,401</i>	<i>\$ 359,570</i>	<i>\$ 48,169</i>	<i>15.47%</i>
Contractual Services	\$ 43,273	\$ 32,526	\$ 80,500	\$ 89,250	\$ 8,750	10.87%
Utilities	\$ 1,102	\$ 960	\$ 2,800	\$ 2,800	\$ —	—%
Supplies	\$ 529	\$ 654	\$ 6,250	\$ 6,250	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 44,903</i>	<i>\$ 34,140</i>	<i>\$ 89,550</i>	<i>\$ 98,300</i>	<i>\$ 8,750</i>	<i>9.77%</i>
<b>Total 7140 Health</b>	<b>\$ 252,755</b>	<b>\$ 301,634</b>	<b>\$ 400,951</b>	<b>\$ 457,870</b>	<b>\$ 56,919</b>	<b>14.20%</b>

**Budget Summary - Revolving Funds\***

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Health Programs Revolving Fund	\$ 22,654	\$ 21,342	\$ 45,000	\$ 45,000	\$ —	—%
Lab Animal Permits Revolving Fund	\$ —	\$ —	\$ 40,000	\$ 40,000	\$ —	—%
<b>Total 7140 Health</b>	<b>\$ 22,654</b>	<b>\$ 21,342</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ —</b>	<b>—%</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
<b>7140 - Health Programs Revolving Fund</b>						
<i>Expenses</i>	\$ 45,719	\$ 27,352	\$ 45,000	\$ 45,000	\$ —	—%
<b>7140 - Lab Animal Permits Revolving Fund</b>						
<i>Expenses</i>	\$ —	\$ —	\$ 40,000	\$ 40,000	\$ —	—%
<b>Total 7140 Health</b>	<b>\$ 45,719</b>	<b>\$ 27,352</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ —</b>	<b>—%</b>

**Budget Summary - All Funds**

Appropriation Summary (All Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 207,852	\$ 267,494	\$ 311,401	\$ 359,570	\$ 48,169	15.47%
Expenses	\$ 90,622	\$ 61,492	\$ 174,550	\$ 183,300	\$ 8,750	5.01%
<b>Total 7140 Health - All Funds</b>	<b>\$ 298,474</b>	<b>\$ 328,986</b>	<b>\$ 485,951</b>	<b>\$ 542,870</b>	<b>\$ 56,919</b>	<b>11.71%</b>

**Mission:** The Planning Office helps residents envision and work toward a community that serves the needs of all its citizens and to manage growth and change. The Planning Office provides staff assistance to the Planning Board, helps to administer the Zoning Bylaw and reviews development permit applications for residential and commercial projects.

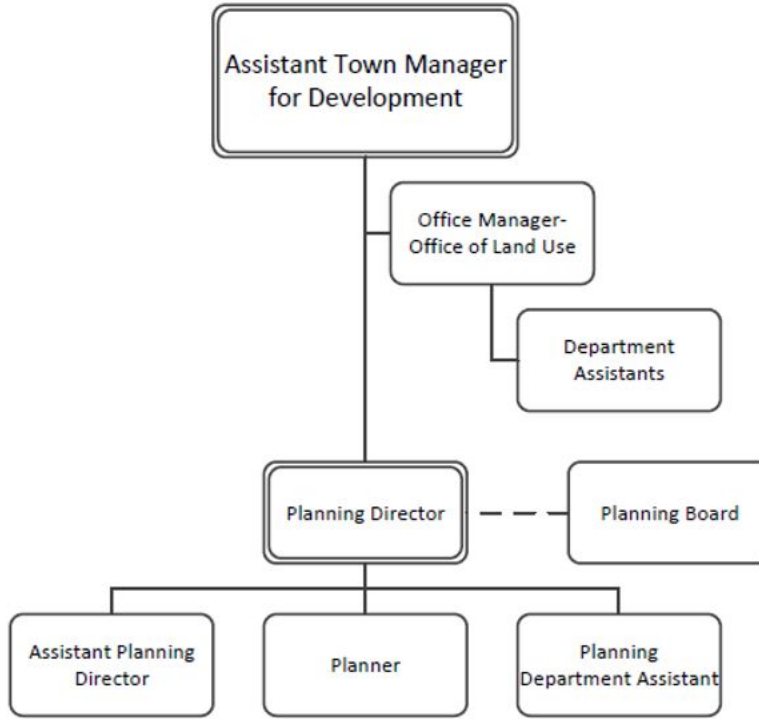
**Budget Overview:** The Planning Office supports the Planning Board in the administration of the Subdivision Regulations, the adequacy determinations of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits, as well as reviewing zoning amendments and planned development district proposals that go to Town Meeting. In addition, the staff engages in short- and long-term planning regarding growth and development issues in Lexington, actively participants in various committees dealing with transportation, affordable housing, economic development, as well as regional and statewide initiatives.

The planning staff participates on the Development Review Team, the Economic Development Advisory Committee, the Housing Partnership Board, the Transportation Safety Group, Parking Management Group, Transportation Forum, the HOME Consortium, and the Boston Metropolitan Planning Organization.

### **Division Initiatives:**

1. Implement Lexington's updated Comprehensive Plan (LexingtonNext), which will guide future land development and preservation activities over the next 2, 5, 10-years, and beyond.
2. Assemble and support the Planning Board's Annual Work Plan to ensure alignment with LexingtonNext.
3. Establish an expedited, transparent, and engaging permitting process that is clear and consistent for all projects.
4. Collaborate with members of the Land Use, Health, and Development (LUHD) Department and other staff members to plan and execute short- and long-term planning initiatives.





**Authorized/Appropriated Staffing**

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	1	1	1	1
Administrative Assistant	1	1	1	1
<b>Total FTE</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Total FT/PT</b>	<b>4 FT</b>	<b>4 FT</b>	<b>4 FT</b>	<b>4 FT</b>

### Budget Recommendations:

The FY2023 recommended General Fund Planning Office budget is \$446,240, which is an increase of \$11,248 or 2.59% from the FY2022 budget.

The General Fund operating budget for Compensation is \$368,890 and reflects a \$11,248 or 3.15% increase from the FY2022 budget, due to contractually obligated step increases. Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2022. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager’s budget.

The recommended budget for Expenses is \$77,350 and is level-funded from FY2022. A warrant article requests \$75,000 for implementation of LexingtonNEXT, the long-term plan which is due to be completed early in 2022.

### Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Senior Planner	\$ 90,000	\$ 17,709	\$ 107,709	\$ —	\$ —	\$ —	\$ 107,709

**Budget Summary**

<b>Funding Sources</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Estimate</b>	<b>FY2023 Projected</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Tax Levy	\$ 268,858	\$ 342,185	\$ 414,992	\$ 406,240	\$ (8,752)	-2.11%
Directed Funding						
Fees	\$ 54,163	\$ 33,000	\$ 20,000	\$ 40,000	\$ 20,000	100.00%
<b>Total 7200 Planning</b>	<b>\$ 323,020</b>	<b>\$ 375,185</b>	<b>\$ 434,992</b>	<b>\$ 446,240</b>	<b>\$ 11,248</b>	<b>2.59%</b>

<b>Appropriation Summary</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Appropriation</b>	<b>FY2023 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Compensation	\$ 291,624	\$ 339,806	\$ 357,642	\$ 368,890	\$ 11,248	3.15%
Expenses	\$ 31,396	\$ 35,379	\$ 77,350	\$ 77,350	\$ —	—%
<b>Total 7200 Planning</b>	<b>\$ 323,020</b>	<b>\$ 375,185</b>	<b>\$ 434,992</b>	<b>\$ 446,240</b>	<b>\$ 11,248</b>	<b>2.59%</b>

<b>Object Code Summary</b>	<b>FY2020 Actual</b>	<b>FY2021 Actual</b>	<b>FY2022 Appropriation</b>	<b>FY2023 Recommended</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Salaries & Wages	\$ 291,017	\$ 339,028	\$ 349,848	\$ 360,995	\$ 11,147	3.19%
Overtime	\$ 608	\$ 778	\$ 7,794	\$ 7,895	\$ 101	1.30%
<i>Personal Services</i>	<i>\$ 291,624</i>	<i>\$ 339,806</i>	<i>\$ 357,642</i>	<i>\$ 368,890</i>	<i>\$ 11,248</i>	<i>3.15%</i>
Contractual Services	\$ 29,643	\$ 33,283	\$ 72,850	\$ 72,850	\$ —	—%
Utilities	\$ 322	\$ 600	\$ —	\$ —	\$ —	—%
Supplies	\$ 1,431	\$ 1,497	\$ 4,500	\$ 4,500	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 31,396</i>	<i>\$ 35,379</i>	<i>\$ 77,350</i>	<i>\$ 77,350</i>	<i>\$ —</i>	<i>—%</i>
<b>Total 7200 Planning</b>	<b>\$ 323,020</b>	<b>\$ 375,185</b>	<b>\$ 434,992</b>	<b>\$ 446,240</b>	<b>\$ 11,248</b>	<b>2.59%</b>

## 7300 Economic Development

Town of Lexington, MA

**Mission:** The Economic Development Office works to encourage new investment and support for our local businesses - big and small. A strong local business environment is a critical component of a healthy and sustainable community, creating places to eat and shop, as well as opportunities for employment and added revenue to support local services. To that end, the Economic Development Office serves as a liaison for businesses and works to address business-related issues from parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, and leveraging State economic development resources. The Economic Development Office also cultivates and maintains relationships with State-level partners for business development, tourism, and infrastructure investment opportunities. The Economic Development Office works to leverage economic opportunities from tourism through the operations of the Visitors Center, the Liberty Ride Trolley Tour, and the Battle Green Guides program. Sharing our role in American history attracts many thousands of visitors to Lexington each year. These visitors help to support our local businesses which contributes to our community's overall economic sustainability.

**Budget Overview:** The Economic Development budget is divided into three elements: the Economic Development Office, the Liberty Ride Trolley Tour Program, and the Visitors Center Operations.

The Economic Development Office is tasked with strengthening the commercial tax base, providing services to existing and prospective businesses, and overseeing tourism functions and staff. The Economic Development Office works on initiatives with input from the Economic Development Advisory Committee, the Lexington Center Committee, and the Tourism Committee.

The Liberty Ride is a trolley tour of Lexington and Concord which also serves as the only transportation link to the area's historic sites. As a revolving fund, the Liberty Ride is self-funded through ticket sales. Due to the pandemic, the Liberty Ride did not operate during 2020, and operated a limited schedule in 2021. Since the current trolley contract expires in March 2022, operations will need to adapt to a new contract.

The Visitors Center serves as gateway for over 120,000 people who come to visit Lexington every year. As a revolving fund, the Visitors Center operates with revenue generated from gift shop retail sales to offset costs. The construction of the new Visitors Center was completed and opened to the public in Spring 2020. Unfortunately, operations in 2020 and 2021 were hampered due to the pandemic.

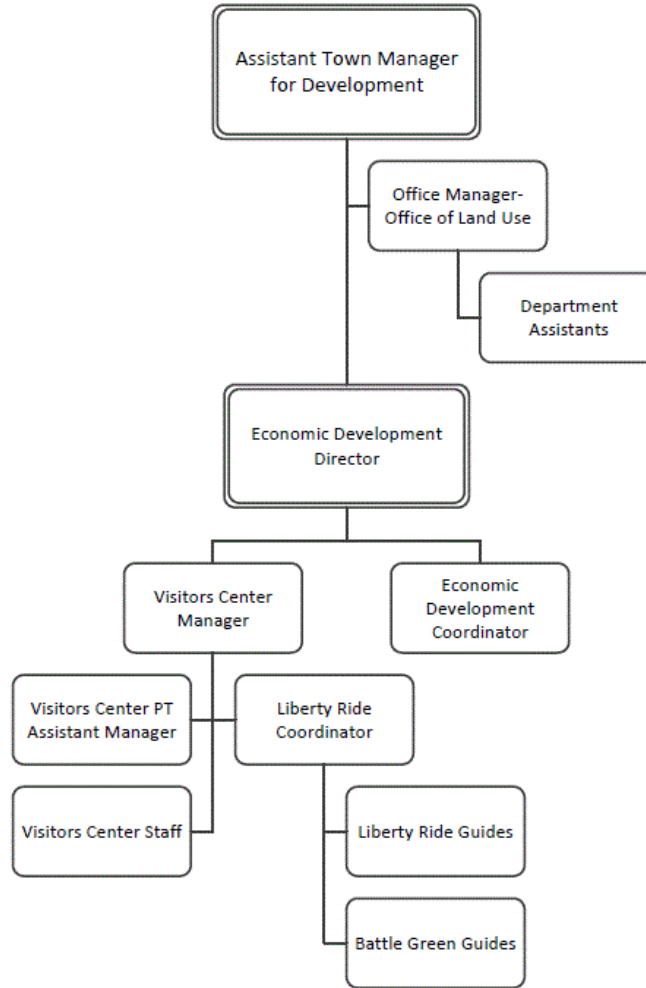
### **Division Initiatives: Economic Development Office**

1. Ensure long-term viability of Lexington businesses in light of the COVID-19 Pandemic and changing retail environment.
2. Implement next steps from the Local Rapid Recovery Plan recommendation to improve East Lexington Business Corridor.
3. Launch a new Tourism Website.

### **Tourism/Visitor Activities**

1. Expand programs & retail operations in the Visitors Center.
2. Develop additional materials for non-English speaking visitors and implement the Freedoms Way Grant.
3. Identify other funding opportunities to augment revenue for the tourism revolving funds.
4. Increase the use of social media and target online advertising to increase visits to Lexington.

**7300 Economic Development**



**Authorized/Appropriated Staffing**

	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Budget</b>	<b>FY2023 Request</b>
Economic Development Director	1	1	1	1
Economic Development Coordinator	1	1	1	1
Economic Development Intern	Seasonal	Seasonal	Seasonal	Seasonal
Visitor Center Manager	1	1	1	1
Visitor Center Staff (6PT)	4.75	4.75	4.75	4.75
Visitor Center Assistant Manager	0.56	0.56	0.56	0.56
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Tour Services Coordinator	0.70	—	—	—
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
<b>Total FTE</b>	<b>9.01</b>	<b>8.31</b>	<b>8.31</b>	<b>8.31</b>
<b>Total FT/PT</b>	<b>1FT/1PT + Seasonal</b>	<b>3FT/7PT + Seasonal</b>	<b>3FT/8PT + Seasonal</b>	<b>3FT/8PT + Seasonal</b>

Note: Visitor Center staffing is included above as this function was transferred from Chamber of Commerce in FY2015. There are 7 Visitor Center staff (1 works full-time and 6 work part-time) and 30 seasonal workers from April to October

## 7300 Economic Development

### Budget Recommendations:

The FY2023 recommended All Funds Economic Development budget, inclusive of the General Fund operating budget and the Liberty Ride and Visitors Center Revolving Funds, is \$784,263, which is a \$24,845 or 3.27% increase from the FY2022 budget.

The FY2023 recommended General Fund Economic Development operating budget is \$420,798, which is a \$12,141 or 2.97% increase from the FY2022 General Fund budget. The recommended General Fund operating budget for Compensation is \$261,498, and reflects a \$74,541 or 39.87% increase, which is a net change, and captures contractually obligated step increases, the transfer of the Visitors Center manager from the Visitors Center Revolving Fund to the General Fund, partially offset by transferring the Battle Green Guides to the Visitors Center Revolving Fund, and more fully offset by a reduction in expenses to support the Visitors Center. Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are captured in the Salary Adjustment account within the Town Manager's budget.

The recommended General Fund operating budget for Expenses is \$159,300, a decrease of \$(62,400) or (28.15)%. This is a net-change that reflects reducing ongoing support for the Visitors Center by \$74,000; offset by increasing Marketing (\$5,000) and Advertising (\$2,000) to support the town's promotional efforts for the 250th celebration.

Contractual costs include expenses associated with the REV Shuttle, a business-serving shuttle that runs between the Hartwell Avenue corridor and the Alewife Red Line Station, funded via a transfer from the Transportation Demand Management (TDM) Stabilization Fund.

The recommended FY2023 Liberty Ride Revolving Fund request is level-funded at \$104,000. COVID-19 travel restrictions affected the travel and tourism industry overall; the Liberty Ride tour was suspended in Summer 2020, and operated on a limited schedule in Summer 2021. Since the current trolley contract expires in March 2022, operations will need to adapt to a new contract. If new proposals will not be self-sustaining, staff may seek alternative transportation options, including potentially a bus.

The recommended FY2023 Visitor Center Revolving Fund request is \$259,465 which is essentially level-funded from FY2022. In an effort to provide greater stability for the operation going forward, the salary for the Visitors Center manager is being moved to the General Fund. A small amount of support remains in the General Fund budget (\$20,000) in the event that sales do not adequately fund the remaining operating expenses. Staff anticipate that this level of support will allow the Visitors Center to remain open year-round.

### Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Visitors Center Assistant Manager (PT to FT)	\$ 57,538	\$ 17,239	\$ 74,777	\$ —	\$ —	\$ —	\$ 74,777

# 7300 Economic Development

Town of Lexington, MA

## Budget Summary - General Fund

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 252,708	\$ 331,784	\$ 362,657	\$ 374,798	\$ 12,141	3.35 %
TDM Stabilization Fund	\$ 46,000	\$ 46,000	\$ 46,000	\$ 46,000	\$ —	— %
Center Impr. District Stab. Fund	\$ 27,000	\$ —	\$ —	\$ —	\$ —	— %
<b>Total 7300 - General Fund</b>	<b>\$ 325,708</b>	<b>\$ 377,784</b>	<b>\$ 408,657</b>	<b>\$ 420,798</b>	<b>\$ 12,141</b>	<b>2.97 %</b>

Appropriation Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 138,745	\$ 173,089	\$ 186,957	\$ 261,498	\$ 74,541	39.87 %
Expenses	\$ 186,964	\$ 204,696	\$ 221,700	\$ 159,300	\$ (62,400)	-28.15 %
<b>Total 7300 - General Fund</b>	<b>\$ 325,708</b>	<b>\$ 377,784</b>	<b>\$ 408,657</b>	<b>\$ 420,798</b>	<b>\$ 12,141</b>	<b>2.97 %</b>

Program Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
7310 Economic Development Office	\$ 325,708	\$ 377,784	\$ 408,657	\$ 420,798	\$ 12,141	2.97 %
<b>Total 7300 - General Fund</b>	<b>\$ 325,708</b>	<b>\$ 377,784</b>	<b>\$ 408,657</b>	<b>\$ 420,798</b>	<b>\$ 12,141</b>	<b>2.97 %</b>

Object Code Summary (General Fund)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 138,492	\$ 171,955	\$ 184,035	\$ 258,538	\$ 74,503	40.48 %
Overtime	\$ 252	\$ 1,134	\$ 2,922	\$ 2,960	\$ 38	1.30 %
<i>Personal Services</i>	<i>\$ 138,745</i>	<i>\$ 173,089</i>	<i>\$ 186,957</i>	<i>\$ 261,498</i>	<i>\$ 74,541</i>	<i>39.87 %</i>
Contractual Services	\$ 82,299	\$ 127,231	\$ 114,700	\$ 126,300	\$ 11,600	10.11 %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 104,665	\$ 77,464	\$ 107,000	\$ 33,000	\$ (74,000)	-69.16 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 186,964</i>	<i>\$ 204,696</i>	<i>\$ 221,700</i>	<i>\$ 159,300</i>	<i>\$ (62,400)</i>	<i>-28.15 %</i>
<b>Total 7300 - General Fund</b>	<b>\$ 325,708</b>	<b>\$ 377,784</b>	<b>\$ 408,657</b>	<b>\$ 420,798</b>	<b>\$ 12,141</b>	<b>2.97 %</b>

## Budget Summary - Revolving Funds\*

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Liberty Ride Rev. Fund	\$ 125,800	\$ 790	\$ 104,000	\$ 104,000	\$ —	— %
Visitors Center Rev. Fund	\$ 39,309	\$ 74,242	\$ 247,000	\$ 260,000	\$ 13,000	5.26 %
<b>Total 7300 - Revolving Funds</b>	<b>\$ 165,109</b>	<b>\$ 75,032</b>	<b>\$ 351,000</b>	<b>\$ 364,000</b>	<b>\$ 13,000</b>	<b>3.70 %</b>

\*Revolving Funds are authorized by Town Meeting via Article 9, and are not appropriated under Article 4.

Appropriation Summary (Revolving Funds)	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
<b>7320 Liberty Ride Rev. Fund</b>	<b>\$ 139,510</b>	<b>\$ —</b>	<b>\$ 104,000</b>	<b>\$ 104,000</b>	<b>\$ —</b>	<b>— %</b>
Compensation	\$ 41,715	\$ —	\$ 14,000	\$ 14,000	\$ —	— %
Expenses	\$ 97,795	\$ —	\$ 90,000	\$ 90,000	\$ —	— %
<b>7340 Visitors Center Rev. Fund</b>	<b>\$ 44,359</b>	<b>\$ 59,470</b>	<b>\$ 246,761</b>	<b>\$ 259,465</b>	<b>\$ 12,704</b>	<b>5.15 %</b>
Compensation	\$ 18,459	\$ 26,501	\$ 138,541	\$ 114,750	\$ (23,791)	-17.17 %
Expenses	\$ 25,899	\$ 32,970	\$ 108,220	\$ 144,715	\$ 36,495	33.72 %
<b>Total 7300 - Revolving Funds</b>	<b>\$ 183,869</b>	<b>\$ 59,470</b>	<b>\$ 350,761</b>	<b>\$ 363,465</b>	<b>\$ 12,704</b>	<b>3.62 %</b>

## Budget Summary - All Funds

Appropriations Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 198,919	\$ 199,589	\$ 339,498	\$ 390,248	\$ 50,750	14.95 %
Expenses	\$ 310,658	\$ 237,665	\$ 419,920	\$ 394,015	\$ (25,905)	-6.17 %
<b>Total 7300 - All Funds</b>	<b>\$ 509,577</b>	<b>\$ 437,254</b>	<b>\$ 759,418</b>	<b>\$ 784,263</b>	<b>\$ 24,845</b>	<b>3.27 %</b>