

Section X: Program 8000: General Government

This section includes detailed information about the FY2023 Operating Budget & Financing Plan for General Government. It includes:

- 8100 Select Board X-2
- 8200 Town Manager X-6
- 8300 Town Committees X-10
- 8400 Finance X-12
- 8500 Town Clerk X-16
- 8600 Innovation & Technology X-20

Mission: The Select Board, together with the Town Manager, represents the executive branch of the Town government. The Board consists of five members, elected for three-year terms. Select Board members serve without compensation. The Board acts as the Town's primary policy-making body for a wide variety of issues affecting service delivery, finance and Town infrastructure. They provide oversight in matters of litigation, act as the licensing authority, enact rules and regulations regarding traffic control and are responsible for calling Town Meetings and approving the Town Meeting Warrant.

Budget Overview: This budget includes funding for the Select Board's Office, Town Counsel, the Annual Town Report, and the Public, Education, Governmental (PEG) programming budget.

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

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

Staff maintain approximately 320 Select Board appointments to more than 50 committees. In addition, the Select Board's Office notifies Lexington residents of all national, state and local elections.

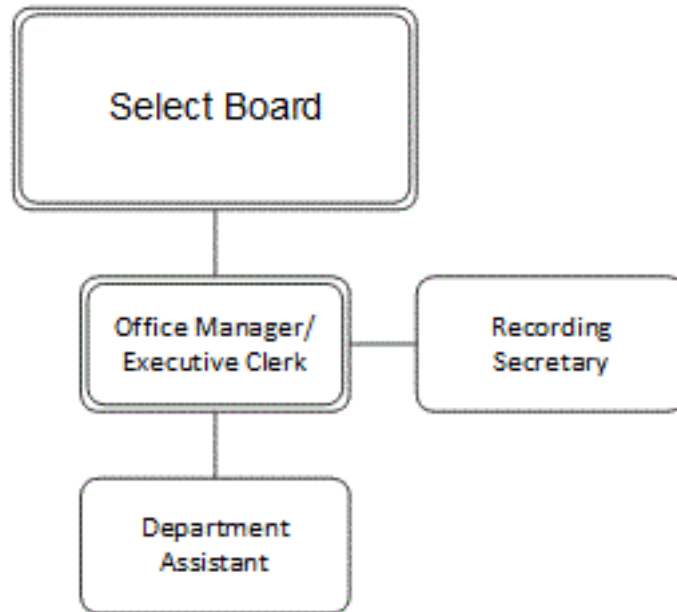
Town Counsel represents the Town, through the Select Board and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

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

The PEG budget funds activities related to the Town's cable television programming. Under Massachusetts law, municipalities may receive up to 5% of the basic cable bill for PEG programming activities. These funds are largely used, under the guidance of the Communications Advisory Committee, to fund the LexMedia contract.

Departmental Initiatives:

1. Develop enhanced recruitment and onboarding processes for Select Board appointments to Boards and Committees.
2. Improve methods of Communication between the Select Board and residents.
3. Continue to work with the IT Department to automate the remaining Permitting and Licensing workflows for Select Board Permits.



Authorized/Appropriated Staffing

	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Office Manager/Executive Clerk	1	1	1	1
Department Assistant	1	1	1	1
Recording Secretary	0.22	0.25	0.25	0.25
Total FTE	2.22	2.25	2.25	2.25
Total FT/PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT	2 FT/1 PT

Budget Recommendations:

The FY2023 recommended General Fund operating budget for the Select Board is \$1,298,802, which is a \$38,994 or 3.10% increase from the FY2022 General Fund budget.

The Compensation budget is \$145,163, which is a \$9,381 or 6.91% increase, which reflects step increases. 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 overall Expenses operating budget is \$1,153,639, which is an increase of \$29,613 or 2.63%, which is primarily due to a program improvement for \$20,000 to fund the goal-setting process for the Select Board. In addition, there are increases in the annual audit (\$2,000) and PEG Access (\$7,613) budgets.

The recommended FY2023 budget for legal expenses is level-funded from FY2022 at \$395,000. The recommended FY2023 budget for the annual Town Report is unchanged from FY2022 at \$13,688.

The FY2023 recommended budget for the Town’s annual contract with LexMedia for broadcasting public meetings and events is \$610,113 which is a \$7,613 or 1.26% increase from FY2022, and reflects contractual commitments to LexMedia. This budget item is fully funded from the PEG Access Special Revenue Fund.

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	
Goal Setting	\$ —	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	\$ 20,000	\$ —

Budget Summary

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 376,874	\$ 542,450	\$ 588,144	\$ 609,018	\$ 20,874	3.55%
Transfers from Enterprise Funds to General Fund (Indirects)	\$ 1,118	\$ 1,071	\$ 664	\$ 1,171	\$ 507	76.36%
PEG Access Special Revenue Fund			\$ 602,500	\$ 610,113	\$ 7,613	1.26%
Fees						
Licenses & Permits	\$ 76,258	\$ 74,525	\$ 68,500	\$ 78,500	\$ 10,000	14.60%
Total 8100 (General Fund)	\$1,068,726	\$1,213,197	\$ 1,259,808	\$1,298,802	\$ 38,994	3.10%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 nded	Dollar Increase	Percent Increase
Compensation	\$ 118,280	\$ 128,668	\$ 135,782	\$ 145,163	\$ 9,381	6.91%
Expenses	\$ 950,446	\$1,084,528	\$ 1,124,026	\$1,153,639	\$ 29,613	2.63%
Total 8100 (General Fund)	\$1,068,726	\$1,213,197	\$ 1,259,808	\$1,298,802	\$ 38,994	3.10%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 nded	Dollar Increase	Percent Increase
Total 8110 Select Board's Office	\$ 204,629	\$ 205,805	\$ 248,620	\$ 280,001	\$ 31,381	12.62%
Total 8120 Legal	\$ 241,617	\$ 399,245	\$ 395,000	\$ 395,000	\$ —	—%
Total 8130 Town Report	\$ 11,004	\$ 10,445	\$ 13,688	\$ 13,688	\$ —	—%
Total 8140 PEG Access	\$ 611,477	\$ 597,702	\$ 602,500	\$ 610,113	\$ 7,613	1.26%
Total 8100 (General Fund)	\$1,068,726	\$1,213,197	\$ 1,259,808	\$1,298,802	\$ 38,994	3.10%

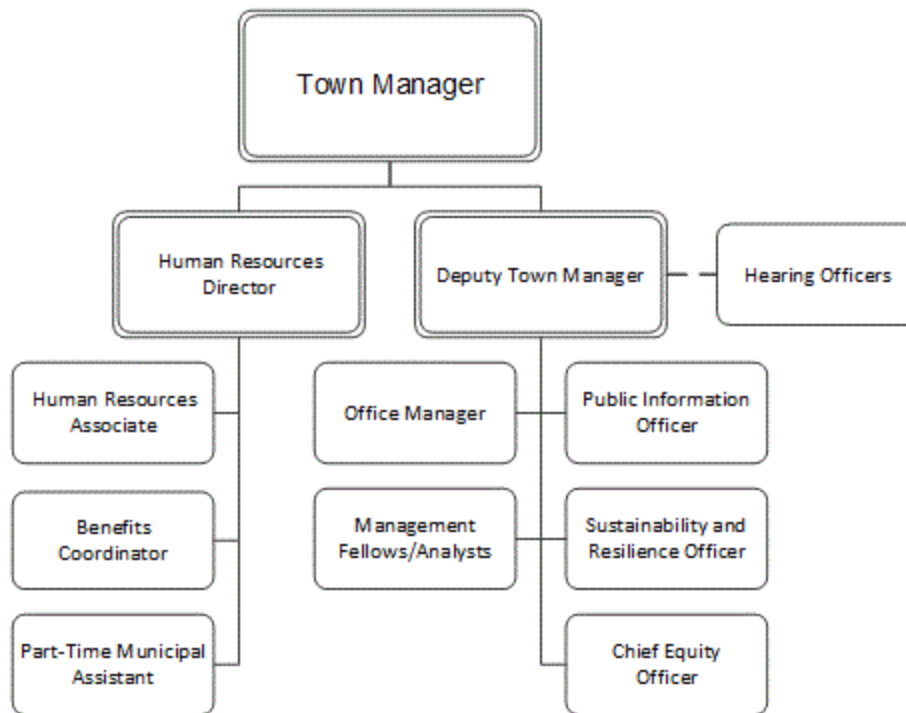
Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 nded	Dollar Increase	Percent Increase
Salaries & Wages	\$ 118,280	\$ 128,668	\$ 135,782	\$ 145,163	\$ 9,381	6.91%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Personal Services</i>	<i>\$ 118,280</i>	<i>\$ 128,668</i>	<i>\$ 135,782</i>	<i>\$ 145,163</i>	<i>\$ 9,381</i>	<i>6.91%</i>
Contractual Services	\$ 930,639	\$1,069,616	\$ 1,103,513	\$1,133,126	\$ 29,613	2.68%
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	—%
Supplies	\$ 19,807	\$ 14,913	\$ 20,513	\$ 20,513	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 950,446</i>	<i>\$1,084,528</i>	<i>\$ 1,124,026</i>	<i>\$1,153,639</i>	<i>\$ 29,613</i>	<i>2.63%</i>
Total 8100 (General Fund)	\$1,068,726	\$1,213,197	\$ 1,259,808	\$1,298,802	\$ 38,994	3.10%

Mission: The Select Board appoints the Town Manager who oversees the daily operations of all general government departments, implements the policies of the Select Board, proposes an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Select Board-Town Manager Act of 1968. The Town Manager's Office is also responsible for Human Resources and benefit administration, as well as risk management.

Budget Overview: The Town Manager's Office budget is comprised of the following elements: Organizational Direction and Administration, Human Resources, Sustainability, Public Outreach and Communication, and Diversity, Equity and Inclusion. Organizational Direction and Administration includes day-to-day oversight for all Town departments, townwide staff training and professional development, and special projects. This function also implements all decisions of the Select Board and provides staff support to various Town committees. The Sustainability and Resilience Officer, Public Information Officer and Chief Equity Officer positions are in the Town Manager's Office to support and further the goals and priorities of the Town. In addition, the Town Manager's Office, through the Human Resources function, is responsible for personnel administration, benefits administration, collective bargaining negotiations, workers compensation and unemployment benefits.

Departmental Initiatives:

1. Continue to support the Racial Diversity, Inclusion, and Equity Transformation plan and other social equity initiatives in coordination with the Select Board.
2. Work to support the organization's high-performance culture by providing directed team building to the Middle and Senior Management Team.
3. Develop new revenue sources to support the budget, particularly the capital budget, by developing long-term debt management strategies to mitigate the impact of large project debt service.
4. Continue the initiative to develop organizational sustainability by passing on institutional knowledge, engaging mid-level managers in organization decision-making and selecting and training qualified individuals.
5. Finalize new fiscal policies, specifically the development of a sustainable funding model for the Capital Stabilization Fund and updating strategies for funding the Town's OPEB Liability. The next policy review will evaluate the funding model for the Recreation Enterprise Fund.



Authorized/Appropriated Staffing

	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Public Information Officer	1	1	1	1
Sustainability and Resilience Officer	1	1	1	1
Chief Equity Officer*	—	—	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Management Fellow/Analyst**	1	1	2	2
Hearing Officers***	0.12	0.12	0.12	0.12
Human Resources Director	1	1	1	1
Human Resources Associate	1	1	1	1
Benefits Coordinator	1	1	1	1
Municipal Assistant****	—	0.54	0.54	0.54
Total FTE	9.12	9.66	11.66	11.66
Total FT/PT	9FT / 2PT	9FT / 3PT	11FT / 3PT	11FT / 3PT

*A Chief Equity Officer was added in FY2022 via a program improvement in response to community organizing around racial justice and equity.

**A second Management Analyst role was added via 2021 Fall STM, in part to help manage the American Recovery Plan Act (ARPA) projects. A portion of their salary is funded from ARPA.

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

****A part-time Municipal Assistant was add via a program improvement in FY2021 to support benefits processing for Human Resources.

Budget Recommendations:

The FY2023 recommended budget inclusive of the Town Manager’s Office and Human Resources is \$1,245,753, which is a \$30,039 or 2.47% increase from the revised FY2022 budget. Fall 2021 Special Town Meeting approved an increase in compensation to hire a Management analyst to assist with ARPA project management.

The recommended FY2023 budget for Compensation is \$956,568, and reflects a \$23,889 or 2.56% increase, which captures step increases. 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 FY2023 budget for Expenses is \$289,185, which reflects an increase of \$6,150 or 2.17% from FY2022, which is a net increase to support the growth in department personnel.

The department's budget includes a Salary Adjustment Account, which reflects anticipated FY2023 collective bargaining settlements, other wage increases, and compensated leave payments due certain employees at retirement. Once contractual settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Select Board. Nine contracts expire at the end of FY2022 or earlier, including those with the Lexington Police Supervisors and Patrol Officers, Dispatchers, Firefighters, Town Custodians, Crossing Guards, Municipal Managers and Municipal Clerks.

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	
Full-time HR Administrative Assistant (PT to FT)	\$ 26,609	\$ 16,790	\$ 43,399	\$ —	\$ —	\$ —	\$ 43,399

Budget Summary

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 393,690	\$ 487,168	\$ 784,136	\$ 847,175	\$ 63,039	8.04%
Enterprise Funds (Indirect)	\$ 51,406	\$ 42,193	\$ 36,728	\$ 36,728	\$ —	—%
Available Funds						
Rentals*	\$ 431,498	\$ 473,201	\$ 394,850	\$ 361,850	\$ (33,000)	-8.36%
Total 8200 Town Manager	\$ 876,594	\$ 1,002,562	\$ 1,215,714	\$ 1,245,753	\$ 30,039	2.47%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 714,544	\$ 826,080	\$ 932,679	\$ 956,568	\$ 23,889	2.56%
Expenses	\$ 162,050	\$ 176,481	\$ 283,035	\$ 289,185	\$ 6,150	2.17%
Total 8200 Town Manager	\$ 876,594	\$ 1,002,562	\$ 1,215,714	\$ 1,245,753	\$ 30,039	2.47%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 624,321	\$ 753,077	\$ 904,789	\$ 929,103	\$ 24,314	2.69%
Total 8220 Human Resources	\$ 252,274	\$ 249,485	\$ 310,925	\$ 316,650	\$ 5,725	1.84%
Total 8200 Town Manager	\$ 876,594	\$ 1,002,562	\$ 1,215,714	\$ 1,245,753	\$ 30,039	2.47%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 714,544	\$ 826,080	\$ 932,679	\$ 956,568	\$ 23,889	2.56%
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Personal Services</i>	<i>\$ 714,544</i>	<i>\$ 826,080</i>	<i>\$ 932,679</i>	<i>\$ 956,568</i>	<i>\$ 23,889</i>	<i>2.56%</i>
Contractual Services	\$ 143,342	\$ 155,818	\$ 244,550	\$ 250,050	\$ 5,500	2.25%
Utilities	\$ 168	\$ 1,107	\$ —	\$ 1,400	\$ 1,400	—%
Supplies	\$ 15,981	\$ 16,217	\$ 31,985	\$ 31,235	\$ (750)	-2.34%
Small Capital	\$ 2,559	\$ 3,339	\$ 6,500	\$ 6,500	\$ —	—%
<i>Expenses</i>	<i>\$ 162,050</i>	<i>\$ 176,481</i>	<i>\$ 283,035</i>	<i>\$ 289,185</i>	<i>\$ 6,150</i>	<i>2.17%</i>
Total 8200 Town Manager	\$ 876,594	\$ 1,002,562	\$ 1,215,714	\$ 1,245,753	\$ 30,039	2.47%

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

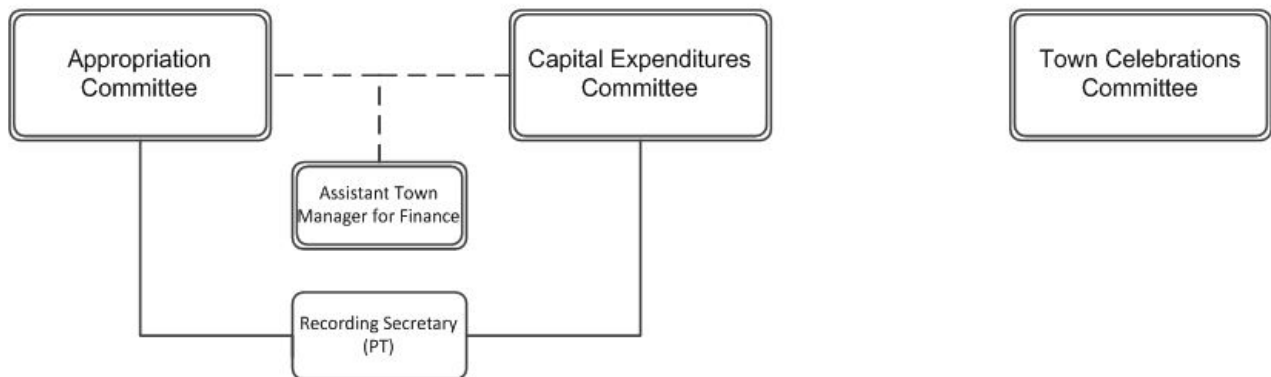
Budget Summary - Salary Adjustment (8230)

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 477,222	\$ 408,732	\$ 313,529	\$ 826,422	\$ 512,893	163.59%
Total 8230 Salary Adjustment	\$ 477,222	\$ 408,732	\$ 313,529	\$ 826,422	\$ 512,893	163.59%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Revised	FY2023 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 477,222	\$ 408,732	\$ 313,529	\$ 826,422	\$ 512,893	163.59%
Total 8230 Salary Adjustment	\$ 477,222	\$ 408,732	\$ 313,529	\$ 826,422	\$ 512,893	163.59%

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

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



Authorized/Appropriated Staffing

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

8300 Town Committees

Budget Recommendations:

The FY2023 recommended Town Committees budget is \$70,160, which is an increase of \$4,927 or 7.55% from FY2022.

Compensation will increase by \$135 or 2%, which reflects a cost of living adjustment. Expenses are funded at \$63,263, which is an increase of \$4,792 or 8.20%. This reflects a \$925 or 2.5% increase in supplies for the Town Celebrations Committee for increasing costs for Patriots' Day, and an additional \$4,000 (\$5,000 total) for the Dance Around the World event that was postponed in FY2020, FY2021, and FY2022 due to the pandemic.

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	
Lexington Human Rights Committee Budget	\$ 6,000	\$ —	\$ 6,000	\$ —	\$ —	\$ —	\$ 6,000
Lexington Council for the Arts Expanded Programming	\$ 4,000	\$ —	\$ 4,000	\$ —	\$ —	\$ —	\$ 4,000

Budget Summary

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 10,102	\$ 24,890	\$ 65,233	\$ 70,160	\$ 4,927	7.55 %
Total 8300 Town Committees	\$ 10,102	\$ 24,890	\$ 65,233	\$ 70,160	\$ 4,927	7.55 %

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 3,954	\$ 5,805	\$ 6,762	\$ 6,897	\$ 135	2.00 %
Expenses	\$ 6,148	\$ 19,085	\$ 58,471	\$ 63,263	\$ 4,792	8.20 %
Total 8300 Town Committees	\$ 10,102	\$ 24,890	\$ 65,233	\$ 70,160	\$ 4,927	7.55 %

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 4,299	\$ 6,329	\$ 8,262	\$ 8,397	135	1.63 %
Total 8320 Misc. Boards & Committees	\$ 103	\$ 6,005	\$ 10,500	\$ 10,500	\$ —	— %
Total 8330 Town Celebrations	\$ 5,700	\$ 12,557	\$ 46,471	\$ 51,263	\$ 4,792	10.31 %
Total 8300 Town Committees	\$ 10,102	\$ 24,890	\$ 65,233	\$ 70,160	\$ 4,927	7.55 %

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,954	\$ 5,805	\$ 6,762	\$ 6,897	\$ 135	2.00 %
Overtime	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Compensation</i>	<i>\$ 3,954</i>	<i>\$ 5,805</i>	<i>\$ 6,762</i>	<i>\$ 6,897</i>	<i>\$ 135</i>	<i>2.00 %</i>
Contractual Services	\$ 38	\$ 6,183	\$ 10,000	\$ 10,000	\$ —	— %
Utilities	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Supplies	\$ 6,110	\$ 12,902	\$ 48,471	\$ 53,263	\$ 4,792	9.89 %
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	— %
<i>Expenses</i>	<i>\$ 6,148</i>	<i>\$ 19,085</i>	<i>\$ 58,471</i>	<i>\$ 63,263</i>	<i>\$ 4,792</i>	<i>8.20 %</i>
Total 8300 Town Committees	\$ 10,102	\$ 24,890	\$ 65,233	\$ 70,160	\$ 4,927	7.55 %

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

Budget Overview: The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office and the Assessing 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 Assessor's Office's primary function is the development of assessed values of real and personal property.

Staff also support various boards and committees including the Appropriation Committee, Capital Expenditures Committee, Retirement Board, Water and Sewer Abatement Board and other ad-hoc committees as assigned.

Departmental Initiatives:

Comptroller:

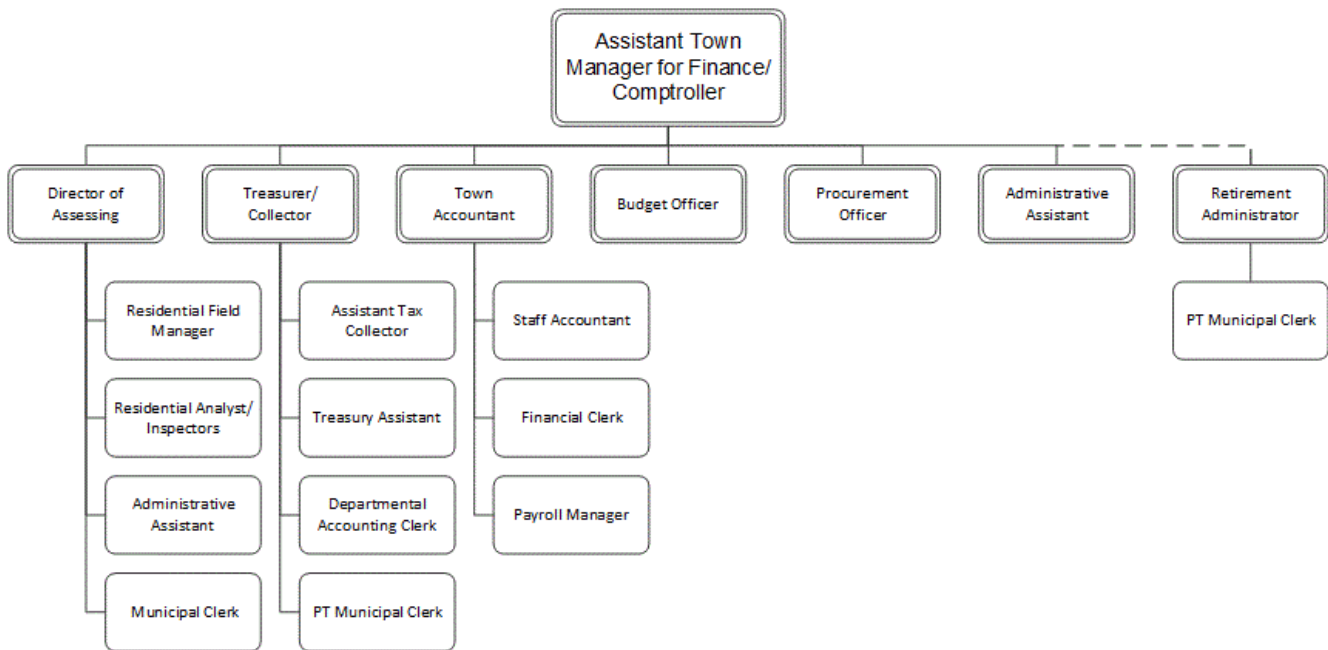
1. The Employee Self Service (ESS) module went live in FY2021 and employees now have view access to their own information in the online portal. The Comptroller's office continues to work on implementing Tyler Content Manager (TCM) in conjunction with the IT department. This module is an integrated document management and archiving system that will further expand functionality for ESS and move the department closer to paperless processing.
2. Over the last year the Federal Government has appropriated billions of dollars for pandemic relief through FEMA, the CARES Act, and the American Rescue Plan Act (ARPA). The Town of Lexington has been allocated millions of dollars through these programs and the Comptroller's office has taken on tracking, accounting, documentation and reporting of these funds. This initiative will continue for several more years and we will continue to maximize the amount of funding available to Lexington.
3. Partner with the Treasurer/Collector to implement electronic Accounts Payable as requested by vendors to decrease the overall number of printed and mailed checks.

Treasurer/Collector:

1. Implement an online portal for accepting gifts and donations for the Town's trust and gift accounts. Staff believes our existing payment vendor UniPay can be used for this purpose and will be working to design and implement this online payment option in the coming year.
2. Explore online access to individual property tax accounts.
3. The Water and Sewer department recently implemented the tracking of miscellaneous receivables (backflow billing) in Munis. The Finance department expects to add supplemental tax billing, PILOTS and TDM payments to this process in the coming year.

Assessor:

1. Enhance productivity through adoption of new technology to support data collection and input activity, including income and expense data.
2. Archive and electronically store all historical property record cards currently residing in the Assessor's Office.
3. Develop procedures for addressing and resolving commercial abatements without litigation.



Authorized/Appropriated Staffing

Element 8410: Comptroller	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	0.91	0.91	0.91	0.91
Financial Clerk	1	1	1	1
Payroll Manager*	—	—	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.40	0.40	0.40	0.40
Subtotal FTE	6.31	6.31	7.31	7.31
Subtotal FT/PT	5FT/2PT	5FT/2PT	6FT/2PT	6FT/2PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
Subtotal FTE	4.46	4.46	4.46	4.46
Subtotal FT/PT	4FT/1PT	4FT/1PT	4FT/1PT	4FT/1PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Residential Field Manager	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Office Manager	1	1	1	1
Municipal Clerk	1	1	1	1
Subtotal FTE	6.0	6.0	6.0	6.0
Subtotal FT/PT	6FT/0PT	6FT/0PT	6FT/0PT	6FT/0PT
Total FTE	16.77	16.77	17.77	17.77
Total FT/PT	15FT/3 PT	15FT/3 PT	16FT/3 PT	16FT/3 PT

*In FY2022, a payroll manager was added via a program improvement.

Budget Recommendations:

The FY2023 recommended Finance Department budget is \$2,048,151, which represents a \$43,543, or 2.17% increase from the FY2022 budget.

The operating budget for Compensation is \$1,549,316, and reflects an increase of \$38,343 or 2.54%, which captures 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 \$498,835, and reflects an increase of \$5,200 or 1.05%, which reflects a small number of inflationary increases.

Program Improvement Request:

None requested.

Budget Summary

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,500,102	\$ 1,555,492	\$ 1,822,694	\$ 1,837,725	\$ 15,031	0.82%
Enterprise Funds (Indirects)	\$ 163,526	\$ 166,750	\$ 149,914	\$ 178,426	\$ 28,512	19.02%
Fees & Charges						
Charges for Services	\$ 34,229	\$ 42,645	\$ 32,000	\$ 32,000	\$ —	—%
Total 8400 Finance	\$ 1,697,857	\$ 1,764,887	\$ 2,004,608	\$ 2,048,151	\$ 43,543	2.17%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,328,134	\$ 1,393,047	\$ 1,510,973	\$ 1,549,316	\$ 38,343	2.54%
Expenses	\$ 369,723	\$ 371,841	\$ 493,635	\$ 498,835	\$ 5,200	1.05%
Total 8400 Finance	\$ 1,697,857	\$ 1,764,887	\$ 2,004,608	\$ 2,048,151	\$ 43,543	2.17%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 632,386	\$ 630,442	\$ 767,639	\$ 797,386	\$ 29,747	3.88%
Total 8420 Treasurer/Collector	\$ 413,231	\$ 433,903	\$ 459,243	\$ 465,201	\$ 5,958	1.30%
Total 8430 Assessing	\$ 652,240	\$ 700,543	\$ 777,726	\$ 785,564	\$ 7,838	1.01%
Total 8400 Finance	\$ 1,697,857	\$ 1,764,887	\$ 2,004,608	\$ 2,048,151	\$ 43,543	2.17%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,325,306	\$ 1,393,252	\$ 1,510,973	\$ 1,549,316	\$ 38,343	2.54%
Overtime	\$ 2,827	\$ (205)	\$ —	\$ —	\$ —	—%
<i>Personal Services</i>	<i>\$ 1,328,134</i>	<i>\$ 1,393,047</i>	<i>\$ 1,510,973</i>	<i>\$ 1,549,316</i>	<i>\$ 38,343</i>	<i>2.54%</i>
Contractual Services	\$ 344,683	\$ 349,997	\$ 449,345	\$ 453,745	\$ 4,400	0.98%
Utilities	\$ (4,641)	\$ (1,980)	\$ 1,950	\$ 2,750	\$ 800	41.03%
Supplies	\$ 29,681	\$ 23,823	\$ 42,340	\$ 42,340	\$ —	—%
Small Capital	\$ —	\$ —	\$ —	\$ —	\$ —	—%
<i>Expenses</i>	<i>\$ 369,723</i>	<i>\$ 371,841</i>	<i>\$ 493,635</i>	<i>\$ 498,835</i>	<i>\$ 5,200</i>	<i>1.05%</i>
Total 8400 Finance	\$ 1,697,857	\$ 1,764,887	\$ 2,004,608	\$ 2,048,151	\$ 43,543	2.17%

Mission: The Office of the Town Clerk is the primary repository of official documents for the Town, and the custodian of and recording office for official Town and vital records. Responsibilities include issuing marriage licenses, recording vital statistics, issuing dog licenses, registering businesses, fulfilling public records requests, and conducting the annual Town Census. The Town Clerk's Office conducts elections in conformance with State and local laws and, with the Board of Registrars, processes voter registrations and certifications. The Town Clerk reports to the Deputy Town Manager.

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

Town Clerk Administration: The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and chief election official. The Town Clerk is the official record-keeper of Town Meeting, certifies bylaws, Town Meeting appropriations, filings with the Department of Revenue, signs notes for borrowing, and certifies official documents. The Town Clerk also registers all vital events within Lexington, recording births, marriages and deaths in accordance with State law. The Town Clerk is keeper of the seal, administers the oath of office to elected and appointed members of boards and committees, maintains records of adopted municipal codes, regulations, bylaws, oaths of office, resignations, appointments, and submits general bylaws and zoning bylaws to the Attorney General for approval. The Town Clerk's Office issues licenses and permits and serves as a central information point for residents.

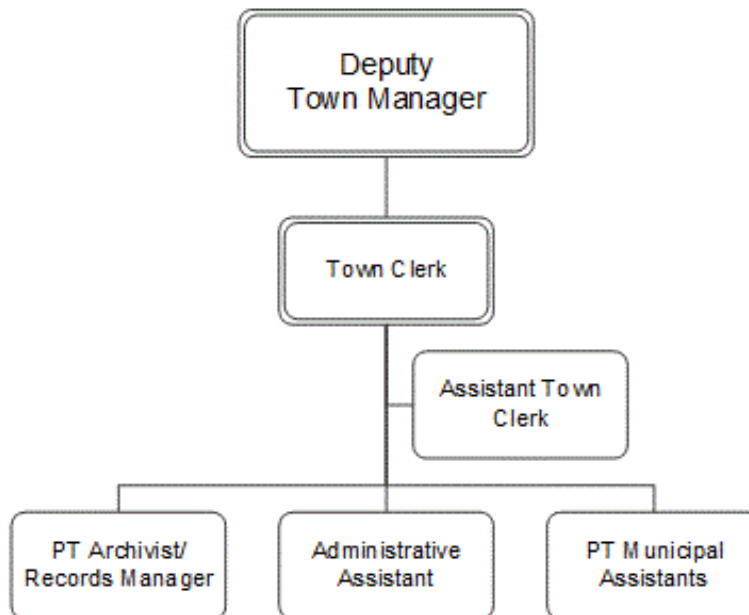
Board of Registrars: Registrars, appointed by the Select Board, are responsible for promoting voter registration, overseeing voter records and ruling on voter eligibility. Stipends for the Board of Registrars remain level-funded. Annual voter confirmations are conducted in accordance with State statute.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

Elections: This element includes administration of local, state and federal elections in accordance with election laws, most recently including Early Voting for State biennial Elections and the Presidential Primary, pre-registration of 16 and 17 year-olds, and automatic voter registration. Staff provide information on candidate certifications, referenda, initiative petitions, campaign finance laws, election procedures, ballot initiatives and voter information. Over 110 Election Workers staff Lexington's polling locations, and site preparations are coordinated with Public Works, Public Facilities, Police and Lexington Public Schools.

Records Management: This element addresses inventory and retention of historic and current records and documents, including proper maintenance and storage, preservation, management of electronic documents, and public access to public records and information. A part-time Archivist/Records Manager is responsible for this work and oversees the conservation and preservation of Lexington's historic documents.

Departmental Initiatives:

1. Ongoing administration of town/state/federal elections in conformance with statutory requirements to provide legal and accessible elections to Lexington voters. Emphasis on goal of utilizing municipal buildings for polling locations rather than schools.
2. Continued development of Archives & Records Management Program, including the management of the Town's electronic documents;
3. Continued use of Laserfiche Document Imaging System for records retention, electronic access, and archives/records portal, as well as for office use.
4. Continued use of Commonwealth of Massachusetts Electronic Vital Records Systems for births, deaths and burial permits.



Authorized/Appropriated Staffing

	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Municipal Assistant	1.23	1.23	1.23	1.23
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.69	4.69	4.69	4.69
Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT

Budget Recommendations:

The FY2023 recommended Town Clerk budget is \$627,297 which is a \$124,866 or 24.85% increase from the FY2022 budget. In FY2022, only one local election was budgeted, whereas in FY2023 there will also be a state primary in September 2022 and a state general election in November 2022.

The budget for Compensation is \$470,247 and reflects a \$66,066 or 16.35% increase, which is primarily driven by a larger number of elections in FY2023. The increase in FY2023 compensation is inclusive of contractually obligated step increases and an increased need for poll workers. 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 budget for Expenses is \$157,050, which is an increase of \$58,800 or 59.85%, and reflects a higher number of anticipated elections in FY2023, as well as a program improvement for \$30,500 to purchase electronic poll pads for each precinct in Lexington, increasing efficiency and reducing the need for paper reports.

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	
Municipal Clerk Position - additional hours	\$ 10,351	\$ 16,554	\$ 26,905	\$ —	\$ —	\$ —	\$ 26,905
Archivist/Records Manager - Additional Hours	\$ 20,606	\$ 16,703	\$ 37,309	\$ —	\$ —	\$ —	\$ 37,309
Election Modernization - Poll Pads	\$ 30,500	\$ —	\$ 30,500	\$ 30,500	\$ —	\$ 30,500	\$ —

Budget Summary

Funding Sources	FY2020 Actual	FY2021 Actual	FY2022 Estimate	FY2023 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 406,463	\$ 438,936	\$ 426,531	\$ 546,397	\$ 119,866	28.10%
Directed Funding						
Departmental Fees	\$ 36,361	\$ 36,943	\$ 35,900	\$ 35,900	\$ —	—%
Licenses and Permits	\$ 42,255	\$ 46,366	\$ 40,000	\$ 45,000	\$ 5,000	12.50%
Total 8500 Town Clerk	\$ 485,079	\$ 522,245	\$ 502,431	\$ 627,297	\$ 124,866	24.85%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 391,457	\$ 427,766	\$ 404,181	\$ 470,247	\$ 66,066	16.35%
Expenses	\$ 93,622	\$ 94,479	\$ 98,250	\$ 157,050	\$ 58,800	59.85%
Total 8500 Town Clerk	\$ 485,079	\$ 522,245	\$ 502,431	\$ 627,297	\$ 124,866	24.85%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Admin.	\$ 332,542	\$ 338,717	\$ 351,389	\$ 347,595	\$ (3,794)	-1.08%
Total 8520 Board of Registrars	\$ 20,128	\$ 16,906	\$ 18,525	\$ 19,825	\$ 1,300	7.02%
Total 8530 Elections	\$ 92,889	\$ 121,755	\$ 79,800	\$ 204,875	\$ 125,075	156.74%
Total 8540 Records Management	\$ 39,519	\$ 44,867	\$ 52,717	\$ 55,002	\$ 2,285	4.33%
Total 8500 Town Clerk	\$ 485,079	\$ 522,245	\$ 502,431	\$ 627,297	\$ 124,866	24.85%

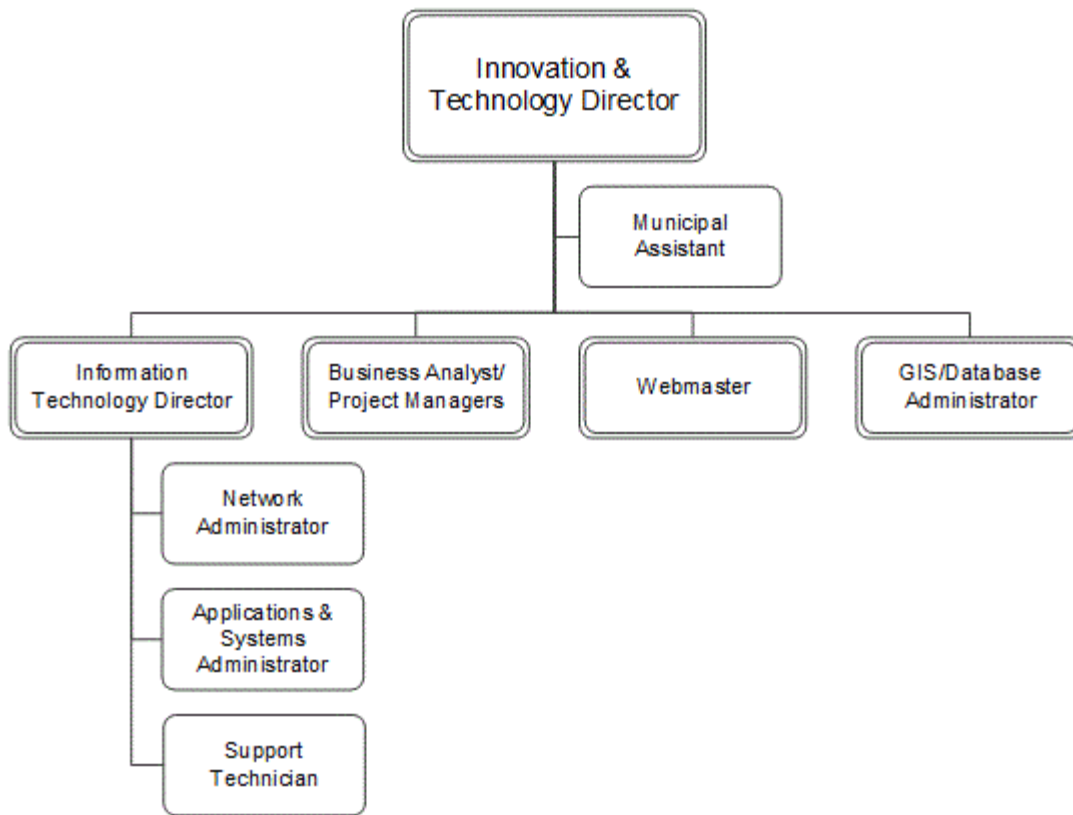
Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 373,302	\$ 406,539	\$ 395,881	\$ 457,622	\$ 61,741	15.60%
Overtime	\$ 18,155	\$ 21,226	\$ 8,300	\$ 12,625	\$ 4,325	52.11%
<i>Personal Services</i>	<i>\$ 391,457</i>	<i>\$ 427,766</i>	<i>\$ 404,181</i>	<i>\$ 470,247</i>	<i>\$ 66,066</i>	<i>16.35%</i>
Contractual Services	\$ 77,589	\$ 89,770	\$ 86,150	\$ 113,600	\$ 27,450	31.86%
Utilities	\$ 3,050	\$ 2,400	\$ 2,000	\$ 2,000	\$ —	—%
Supplies	\$ 12,982	\$ 2,309	\$ 10,000	\$ 10,850	\$ 850	8.50%
Small Capital	\$ —	\$ —	\$ 100	\$ 30,600	\$ 30,500	30,500.00%
<i>Expenses</i>	<i>\$ 93,622</i>	<i>\$ 94,479</i>	<i>\$ 98,250</i>	<i>\$ 157,050</i>	<i>\$ 58,800</i>	<i>59.85%</i>
Total 8500 Town Clerk	\$ 485,079	\$ 522,245	\$ 502,431	\$ 627,297	\$ 124,866	24.85%

Mission: The Innovation & Technology (IT) Department's mission is to provide high-quality, cost-effective technology and services to Town administration and staff so that they can best serve the citizens of the Town of Lexington; and, to provide effective web services to employees and residents to facilitate both the dissemination and collection of information by town government.

Budget Overview: The IT department supports, maintains and manages Townwide business-related technology (e.g. technology that serves both the School and Municipal staff or environments). IT maintains the technology serving all Municipal departments. The department supports townwide core services including the financial system (MUNIS), time keeping (NovaTime), document management (Laserfiche), facilities maintenance and management technology, emergency management websites and services, and VoIP telephone systems. IT maintains the infrastructure and security of the network core and co-manages the townwide area network for municipal and school departments. The department manages municipal technology purchases and performs the installations and maintenance of Town information technology equipment and services. IT staff also provide support and training for end-users.

Departmental Initiatives:

1. Maximize the value of current systems
 - a. Laserfiche
 - b. ViewPoint Cloud
 - c. MUNIS
 - d. VISION
 - e. BlueBeam
 - f. ProPhoenix
 - g. SeamlessDocs
2. Continue to invest in the Town's IT infrastructure and security posture
 - a. Implement recommendations from the network assessment
 - b. Implement recommendations from the cybersecurity assessment
 - c. Investigate additional cybersecurity/security measures and services
3. Increase Customer Service Quality
 - a. Emphasis on a customer-centric approach to working with the departments and staff
4. Focus on future visioning for IT
 - a. Mobile work initiatives
 - b. Hosting and replatforming of core systems
 - c. Unified communication
 - d. Disaster Recovery (DR) planning and expansion of capabilities
 - e. Network redundancy planning and implementation



Authorized/Appropriated Staffing

	FY2020 Budget	FY2021 Budget	FY2022 Budget	FY2023 Request
Innovation & Technology Director*	1	1	1	1
Information Technology Director	1	1	1	1
Municipal Assistant**	0.43	0.43	0.43	0.54
Business Analyst/Project Manager	2	2	2	2
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	1	1	1	1
Applications & Systems Administrator	1	1	1	1
Webmaster***	2	2	1	1
Part-time Intern	0.25	0.25	0.25	0.25
Total FTE	10.68	10.68	9.68	9.79
Total FT/PT	10 FT/2 PT	10 FT/2 PT	9 FT/2 PT	9 FT/2 PT

*In FY2021, the Information Technology Department was renamed the Department of Innovation & Technology, which resulted in a title change for the department head.

**In FY2023, a program improvement requests an increase in hours for the Municipal Assistant from 15 to 19 per week.

***In FY2022, a webmaster was reassigned to Cary Library at Fall 2021 Special Town Meeting.

Budget Recommendations:

The FY2023 recommended Innovation & Technology budget is \$2,727,727, which is a \$(61,565) or (2.21)% decrease from the FY2022 budget.

The recommended budget for Compensation is \$867,192, and reflects a \$(27,600) or (3.08)% decrease, which is a net change that reflects contractually obligated step increases and a program improvement to increase the hours for an administrative assistant, offset by the transfer of a webmaster to Cary Library. 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 \$1,860,535 and reflects a \$(33,965) or (1.79)% decrease, which incorporates the following adjustments:

- An increase in Communications and Network Support (\$75,000) to cover costs associated with the replacement of the Network Core, including a \$5,000 program improvement to maintain a redundant network anticipated to be installed in FY2023 using either capital or ARPA funding;
- A decrease in Contract Services (\$62,000) due to fewer projects requiring contracted services during FY2023;
- A decrease in PC Hardware (\$30,000) due to the large deployment of laptops during the pandemic and FY2022 budgeting;
- An increase in overall Software Maintenance (\$29,035) to reflect annual increases in software maintenance in applications like MUNIS and ProPhoenix as well as new software installations, offset by a reduction in the number of licenses for many other applications, especially under IT Software Support.
- A decrease in LAN Hardware (\$17,000) due to reduced server replacement needs.
- An increase in LAN Peripherals (\$12,000) for replacing the network switches at the Community Center.
- A decrease in various items (\$35,000) relating to office supplies, mobile phones and professional development to reflect actual expenses.

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	
Administrative Assistant (PT to FT)	\$ 34,197	\$ 16,900	\$ 51,097	\$ 6,838	\$ 99	\$ 6,937	\$ 44,160
Applications Administrator	\$ 66,895	\$ 17,374	\$ 84,269	\$ —	\$ —	\$ —	\$ 84,269
Fiber Maintenance and Repair	\$ 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	\$ 1,792,874	\$ 2,109,853	\$ 2,700,253	\$ 2,604,272	\$ (95,981)	-3.55%
Enterprise Funds (Indirects)	\$ 142,966	\$ 119,524	\$ 89,039	\$ 123,455	\$ 34,416	38.65%
Total 8600 Innovation & Tech.	\$ 1,935,840	\$ 2,229,377	\$ 2,789,292	\$ 2,727,727	\$ (61,565)	-2.21%

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 860,292	\$ 836,010	\$ 894,792	\$ 867,192	\$ (27,600)	-3.08%
Expenses	\$ 1,075,548	\$ 1,393,367	\$ 1,894,500	\$ 1,860,535	\$ (33,965)	-1.79%
Total 8600 Innovation & Tech.	\$ 1,935,840	\$ 2,229,377	\$ 2,789,292	\$ 2,727,727	\$ (61,565)	-2.21%

Program Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
8610 IT Administration	\$ 1,935,840	\$ 2,229,377	\$ 2,789,292	\$ 2,727,727	\$ (61,565)	-2.21%
Total 8600 Innovation & Tech.	\$ 1,935,840	\$ 2,229,377	\$ 2,789,292	\$ 2,727,727	\$ (61,565)	-2.21%

Object Code Summary	FY2020 Actual	FY2021 Actual	FY2022 Appropriation	FY2023 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 855,562	\$ 831,717	\$ 890,374	\$ 862,716	\$ (27,658)	-3.11%
Overtime	\$ 4,729	\$ 4,293	\$ 4,418	\$ 4,476	\$ 58	1.31%
<i>Personal Services</i>	<i>\$ 860,292</i>	<i>\$ 836,010</i>	<i>\$ 894,792</i>	<i>\$ 867,192</i>	<i>\$ (27,600)</i>	<i>-3.08%</i>
Contractual Services	\$ 891,561	\$ 1,179,015	\$ 1,542,000	\$ 1,552,035	\$ 10,035	0.65%
Utilities	\$ 82,381	\$ 95,684	\$ 129,000	\$ 127,500	\$ (1,500)	-1.16%
Supplies	\$ (4,401)	\$ 7,560	\$ 29,500	\$ 17,000	\$ (12,500)	-42.37%
Small Capital	\$ 106,007	\$ 111,108	\$ 194,000	\$ 164,000	\$ (30,000)	-15.46%
<i>Expenses</i>	<i>\$ 1,075,548</i>	<i>\$ 1,393,367</i>	<i>\$ 1,894,500</i>	<i>\$ 1,860,535</i>	<i>\$ (33,965)</i>	<i>-1.79%</i>
Total 8600 Innovation & Tech.	\$ 1,935,840	\$ 2,229,377	\$ 2,789,292	\$ 2,727,727	\$ (61,565)	-2.21%