

Section V: Program 3000: Public Works

This section includes detailed information about the FY2019 Operating Budget & Financing Plan for Public Works (DPW). It includes:

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- 3100 DPW Administration & Engineering V-7
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3000 – 3500 DPW Summary

Town of Lexington, Massachusetts

Mission: The Department of Public Works is a professional team dedicated to enhancing the quality of life in Lexington and supporting the Town's core values. We make every effort to maximize the efficient, effective use of our resources in the support, maintenance and upkeep of the infrastructure, public lands and programs. We are committed to public safety and providing prompt, courteous, quality service to our customers and each other.

Budget Overview: The Public Works program contains all DPW divisions. The services provided by Public Works include the maintenance, repair and construction of the Town's infrastructure, roads, equipment and property. The Department of Public Works is responsible for 284 lane miles of road, 154 miles of water mains, 34 miles of trunk sewer lines, 119 miles of street sewer lines, 4,700 catch basins, and 160 pieces of equipment, 9 parks, 4 cemeteries, and the 5.5 mile-long Jack Edison Memorial Bikeway. Public Works supports Town functions through the maintenance and repair of facilities such as playing fields, and the bikeway. This program also includes the Town's water and sewer operations, which function as separate enterprise funds and are shown in separate enterprise budgets.

Along with the day to day duties of DPW staff, many are also actively involved or work with Town committees. Those committees include the Permanent Building Committee, the Tree Committee, the Center Committee, the Water/Sewer Abatement Board, the Capital Expenditures Committee, the Energy Committee, the Electric Utility Ad-Hoc Committee, the Transportation Safety Group, the Bicycle Advisory Committee and the Recreation Committee. These, and other staff, also work collaboratively on internal committees and teams.

Departmental Initiatives:

1. Finalize the reaccreditation process through the American Public Works Association.
2. Continue the stormwater initiatives in preparation for the new NPDES permit.
3. Support the implementation of People GIS Asset Management and Work Order System.
4. Work with Energy Committee and Sustainability Committee to improve energy efficiencies.

3000 – 3500 DPW Summary*Town of Lexington, Massachusetts***Authorized/Appropriated Staffing**

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Department of Public Works - General Fund				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Account Assistant ¹	2.6	2.6	2.6	2.6
Department Assistant - Pub Grounds/Cemetery	1	1	1	1
Department Lead Assistant	1	1	1	1
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	2	2
Engineering Assistant	4	4	4	4
Engineering Aide	0.7	0.7	0.7	0.7
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	6	6	6	6
Heavy Equipment Operators	12	12	12	12
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	2.2	1.7	1.7	1.7
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Laborer-Truck Driver	1	1	1	1
Leadmen	7	7	7	7
Senior Arborist	2	2	2	2
Tree Climber	2	2	2	2
Cemetery Foreman	1	1	1	1
Department of Public Works - Compost Revolving Fund				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Heavy Equipment Operators ²	1	1	1	2
Seasonal Heavy Equipment Operator ²	0.5	0.5	0.5	0
Seasonal Laborer	0.7	0.7	0.7	0.7
Total FTE	63.3	62.8	63.8	64.3
Total FT/PT	59 FT/10 PT	59 FT/9 PT	60 FT/9 PT	61 FT/8 PT

Explanatory Notes

¹ FT Dept. Acct. Clerk shown as 0.6 from General Fund; 0.4 is charged to Water and Sewer Enterprise.

² In FY2019, the Seasonal Heavy Equipment Operator was converted to full-time.

3000 – 3500 DPW Summary

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2019 recommended All Funds Public Works budget inclusive of the General Fund operating budget and the Burial Containers, Compost Operations, Lexington Tree Fund, Minuteman Household Hazardous Waste, and Regional Cache – Hartwell Avenue revolving funds is \$11,207,908. The recommended budget is a \$701,743, or 6.68% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting, as well as a supplemental appropriation at the 2017-3 Special Town Meeting for compost material bins.

The FY2019 recommended Public Works General Fund operating budget is \$10,119,459, which is a \$716,819, or 7.62% increase from the restated FY2018 General Fund budget.

The General Fund operating budget for Compensation is \$4,156,023, and reflects a \$96,263 or 2.37% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2018. Funds for prospective increases are included in the Salary Adjustment account within the Town Manager’s budget.

The General Fund operating budget for Expenses is \$5,963,436 and reflects a \$620,556 or 11.61% increase.

The combined FY2019 recommended Revolving Fund budgets (see page V-6) are \$1,088,449 which is a \$15,076 or 1.37% decrease from the restated FY2018 budget.

Please see the division sections on the following pages for a detailed explanation of the FY2019 budget changes.

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	
Heavy Equip Operator @ Compost Facility PT to FT	\$ 23,754	\$ 16,109	\$ 39,863	\$ 23,754	\$ 16,109	\$ 39,863	\$ -
Landscape Improvements at Town Buildings	\$ 15,000	\$ -	\$ 15,000			\$ -	\$ 15,000
Sidewalk Data Collection Using PathMeT	\$ 22,500	\$ -	\$ 22,500			\$ -	\$ 22,500
Vehicle Inspections	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -

3000 – 3500 DPW Summary

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 7,734,403	\$ 8,119,875	\$ 8,538,980	\$ 9,210,019	\$ 671,039	7.76%
Enterprise Funds (Indirects)	\$ 562,367	\$ 638,811	\$ 588,560	\$ 596,915	\$ 8,355	1.42%
Fees, Charges and Available Funds						
Parking Fund	\$ 76,046	\$ 75,125	\$ 72,900	\$ 72,900	\$ -	-
Cemetery Trust	\$ 105,000	\$ 105,000	\$ 48,500	\$ 75,000	\$ 26,500	54.64%
Cemetery Prep Fees	\$ 125,588	\$ 123,190	\$ 115,000	\$ 126,000	\$ 11,000	0.10
Misc. Charges for Service	\$ 698	\$ 491	\$ 700	\$ 625	\$ (75)	-10.71%
Licenses & Permits	\$ 33,173	\$ 39,564	\$ 38,000	\$ 38,000	\$ -	-
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 10,119,459	\$ 716,819	7.62%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 3,805,810	\$ 4,021,677	\$ 4,059,760	\$ 4,156,023	\$ 96,263	2.37%
Expenses	\$ 4,831,465	\$ 5,080,379	\$ 5,342,880	\$ 5,963,436	\$ 620,556	11.61%
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 10,119,459	\$ 716,819	7.62%

Program Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 591,824	\$ 588,826	\$ 596,489	\$ 623,814	\$ 27,326	4.58%
Total 3120 Town Engineering	\$ 752,545	\$ 736,801	\$ 830,567	\$ 909,768	\$ 79,201	9.54%
Total 3130 Street Lighting	\$ 270,646	\$ 181,412	\$ 257,853	\$ 256,988	\$ (865)	-0.34%
Total 3210 Highway	\$ 1,243,058	\$ 1,127,535	\$ 1,413,783	\$ 1,428,233	\$ 14,450	1.02%
Total 3220 Road Machinery	\$ 664,290	\$ 672,846	\$ 678,640	\$ 722,722	\$ 44,082	6.50%
Total 3230 Snow Removal	\$ 1,196,662	\$ 1,685,467	\$ 1,257,822	\$ 1,354,130	\$ 96,308	7.66%
Total 3310 Parks	\$ 1,044,597	\$ 1,144,059	\$ 1,160,161	\$ 1,187,666	\$ 27,505	2.37%
Total 3320 Forestry	\$ 315,019	\$ 334,410	\$ 473,236	\$ 473,775	\$ 539	0.11%
Total 3330 Cemetery	\$ 319,336	\$ 326,019	\$ 336,991	\$ 347,151	\$ 10,160	3.01%
Total 3410 Refuse Collection	\$ 795,153	\$ 811,056	\$ 846,800	\$ 964,443	\$ 117,643	13.89%
Total 3420 Recycling	\$ 871,144	\$ 913,032	\$ 934,732	\$ 1,219,858	\$ 285,126	30.50%
Total 3430 Refuse Disposal	\$ 573,000	\$ 580,594	\$ 615,567	\$ 630,912	\$ 15,345	2.49%
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 10,119,459	\$ 716,819	7.62%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,407,654	\$ 3,465,021	\$ 3,677,414	\$ 3,768,638	\$ 91,224	2.48%
Overtime	\$ 398,156	\$ 556,656	\$ 382,347	\$ 387,385	\$ 5,039	1.32%
<i>Personal Services</i>	<i>\$ 3,805,810</i>	<i>\$ 4,021,677</i>	<i>\$ 4,059,760</i>	<i>\$ 4,156,023</i>	<i>\$ 96,263</i>	<i>2.37%</i>
Contractual Services	\$ 3,420,317	\$ 3,623,306	\$ 3,843,139	\$ 4,413,338	\$ 570,199	14.84%
Utilities	\$ 343,486	\$ 392,677	\$ 385,633	\$ 394,498	\$ 8,865	2.30%
Supplies	\$ 1,007,676	\$ 991,860	\$ 1,043,608	\$ 1,063,100	\$ 19,492	1.87%
Small Capital	\$ 59,986	\$ 72,535	\$ 70,500	\$ 92,500	\$ 22,000	31.21%
Expenses	\$ 4,831,465	\$ 5,080,379	\$ 5,342,880	\$ 5,963,436	\$ 620,556	11.61%
Total 3100-3500 DPW General Fund	\$ 8,637,275	\$ 9,102,056	\$ 9,402,640	\$ 10,119,459	\$ 716,819	7.62%

3000 – 3500 DPW Summary

Town of Lexington, Massachusetts

Budget Summary (continued):

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.	\$ 4,246	\$ 8,487	\$ 10,000	\$ 10,000	\$ -	-
Lexington Tree Fund	\$ 28,500	\$ 36,350	\$ 45,000	\$ 45,000	\$ -	-
Burial Containers	\$ 48,760	\$ 46,775	\$ 40,000	\$ 50,000	\$ 10,000	25.00%
Compost Operations	\$ 658,680	\$ 448,402	\$ 764,000	\$ 793,449	\$ 29,449	-0.58%
Minuteman Household Hazardous Waste	\$ 151,234	\$ 163,234	\$ 180,000	\$ 190,000	\$ 10,000	5.56%
Total 3100-3500 DPW - Revolving Funds	\$ 891,420	\$ 703,248	\$ 1,039,000	\$ 1,088,449	\$ 49,449	4.76%

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

Approp Summary (Non-General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue (3110)	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	-
Expenses	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	-
Tree Revolving Fund (3320)	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	-
Expenses	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	-
Burial Containers Revolving Fund (3330)	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ 10,000	25.00%
Expenses	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ 10,000	25.00%
Compost Operations Rev. Fund (3420)	\$ 479,634	\$ 666,748	\$ 828,525	\$ 793,449	\$ (35,076)	-4.23%
Compensation	\$ 251,623	\$ 264,606	\$ 282,344	\$ 315,907	\$ 33,563	11.89%
Expenses	\$ 151,195	\$ 279,403	\$ 326,850	\$ 193,150	\$ (133,700)	-40.91%
Benefits	\$ 30,934	\$ 31,511	\$ 56,650	\$ 67,532	\$ 10,882	19.21%
Debt	\$ 45,883	\$ 91,228	\$ 162,681	\$ 216,859	\$ 54,178	33.30%
Minuteman Household Haz. Waste (3420)	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ 10,000	5.56%
Expenses	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ 10,000	5.56%
Total 3100-3500 DPW Revolving Funds	\$ 702,917	\$ 917,477	\$ 1,103,525	\$ 1,088,449	\$ (15,076)	-1.37%

Budget Summary - All Funds

Appropriation Summary (All Funds)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,057,433	\$ 4,286,283	\$ 4,342,104	\$ 4,471,931	\$ 129,826	2.99%
Expenses	\$ 5,205,942	\$ 5,610,511	\$ 5,944,730	\$ 6,451,586	\$ 506,856	8.53%
Benefits (Revolving Funds)	\$ 30,934	\$ 31,511	\$ 56,650	\$ 67,532	\$ 10,882	19.21%
Debt Service (Revolving Fund)	\$ 45,883	\$ 91,228	\$ 162,681	\$ 216,859	\$ 54,178	33.30%
Total 3100-3500 DPW	\$ 9,340,192	\$10,019,532	\$10,506,165	\$ 11,207,908	\$ 701,743	6.68%

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3100 DPW Administration & Engineering

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

Budget Overview:

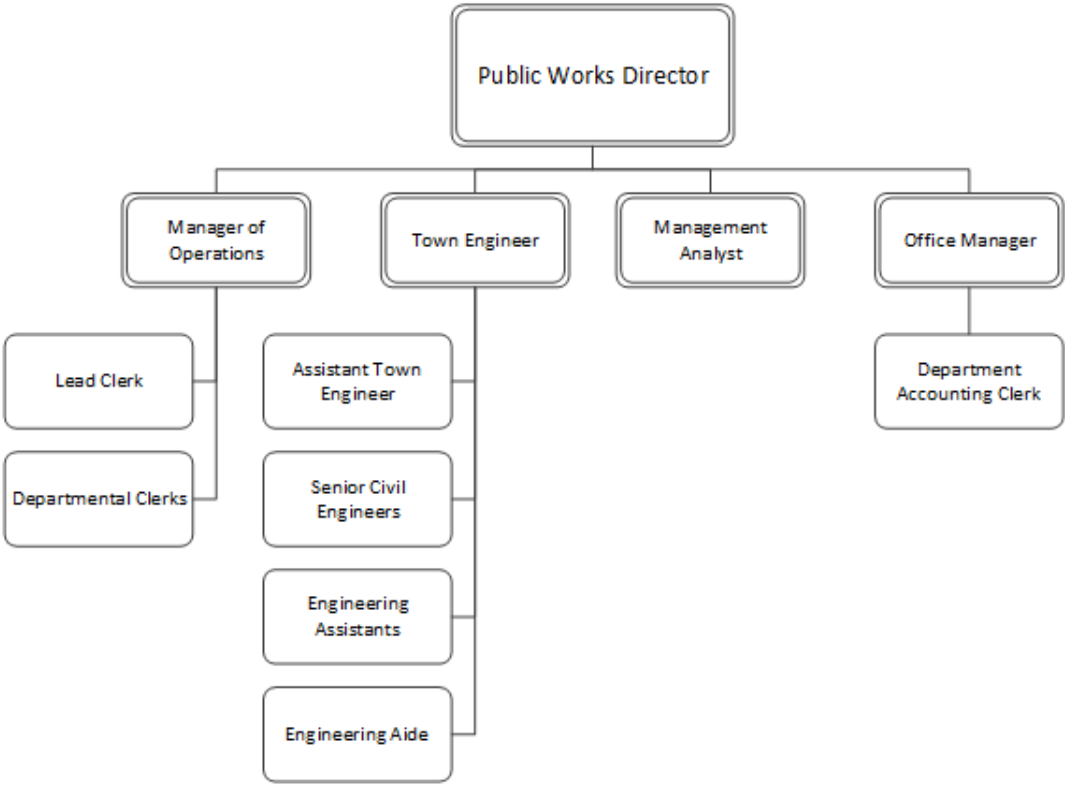
DPW Administration includes Administration, Operations, Engineering and Street Lighting. DPW Administration and Oversight staff plan, manage, coordinate, schedule and direct the department's activities. Staff are responsible for preparing budgets, monitoring expenditures, developing bid specifications for DPW procurements, responding to citizens' questions and concerns, evaluating work performance, performing inspections, managing projects and scheduling work assignments.

Staff also support various committees including the Permanent Building Committee, Center Committee, Energy Conservation Committee, Bicycle Advisory Committee, Tree Committee and Water and Sewer Abatement Board.

Division Initiatives:

1. Continue to streamline Operations and Administration office assignments and functions for efficiency.
2. Finalize the reaccreditation process through the American Public Works Association.
3. Expand the utilization of PeopleGIS in managing the Towns assets that are DPW managed.
4. Continue to proactively implement the NPDES program in a practical and cost effective manner.
5. Continue to work with the Energy Committee and Lighting Options Committee to find energy savings for street lights.
6. Continue to proactively maintain a cost effective lighting system which reduces outage frequency and down time and provides safety along Lexington's roadways.

3100 DPW Administration & Engineering



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3110: DPW Administration				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Lead Assistant	1	1	1	1
Department Account Assistant*	2.6	2.6	2.6	2.6
Subtotal FTE	7.2	7.2	7.2	7.2
Subtotal FT/PT	7 FT/1 PT	7 FT/1 PT	7 FT/1 PT	7 FT/1 PT
Element 3120: Engineering				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	2	2
Engineering Assistant	4	4	4	4
Engineering Aide	0.7	0.7	0.7	0.7
Subtotal FTE	7.7	7.7	8.7	8.7
Subtotal FT/PT	7 FT/1 PT	7 FT/1 PT	8 FT/1 PT	8 FT/1 PT
Total FTE	14.9	14.9	15.9	15.9
Total Full/Part Time	14 FT/2 PT	14 FT/2 PT	14 FT/2 PT	14 FT/2 PT

*1 FT Assistant split between DPW, Water & Sewer

3100 DPW Administration & Engineering

Budget Recommendations:

The FY2019 recommended All Funds Administration and Engineering budget, inclusive of the General Fund operating budgets for Administration, Engineering and Street Lighting, and the Regional Cache Revolving Fund which funds the operation of the cache - a repository of emergency equipment at the Hartwell Avenue compost facility for use by contributing member communities - is \$1,800,570. The recommended budget is a \$105,661 or 6.23% increase from the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The recommended FY2019 Administration and Engineering General Fund operating budget is \$1,790,570 which is a \$105,661, or 6.27% increase from the restated FY2018 General Fund budget. Of this amount, \$1,370,145 is for Compensation and reflects a \$73,826 or 5.70% increase, which is attributable to the cost of contractually obligated step increases and cost of living adjustments, as well as incorporating a full year of salary for a second Senior Civil Engineer. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2018. Funds for prospective increases are provided for in the Salary Adjustment account within the Town Manager’s budget.

The recommended FY2018 Administration and Engineering General Fund operating budget for Expenses is \$420,425 and reflects a \$31,835, or 8.19% increase. The most notable changes in the Expense Budget are in DPW Administration, which is adding additional funds to administer mandatory drug and alcohol testing, and in the Engineering Division, which is increasing Professional Services by \$26,500 to continue to proactively implement stormwater management best practices under the new permit.

The FY2019 recommended Regional Cache Revolving Fund request is funded at \$10,000, the same funding level as FY2018.

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	
Sidewalk Data Collection Using PathMeT	\$ 22,500	\$ -	\$ 22,500			\$ -	\$ 22,500

3100 DPW Administration & Engineering

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,261,363	\$ 1,130,019	\$ 1,278,348	\$ 1,346,438	\$ 68,090	5.33%
Enterprise Funds (Indirects)	\$ 318,028	\$ 335,179	\$ 366,160	\$ 403,807	\$ 37,646	10.28%
Fees & Charges						
Charges for Service	\$ 698	\$ 491	\$ 700	\$ 625	\$ (75)	-10.71%
Licenses & Permits	\$ 33,173	\$ 39,564	\$ 38,000	\$ 38,000	\$ -	-
Parking Fund	\$ 1,753	\$ 1,785	\$ 1,700	\$ 1,700	\$ -	-
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ 105,661	6.27%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,184,988	\$ 1,182,134	\$ 1,296,319	\$ 1,370,145	\$ 73,826	5.70%
Expenses	\$ 430,027	\$ 324,904	\$ 388,590	\$ 420,425	\$ 31,835	8.19%
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ 105,661	6.27%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 591,824	\$ 588,826	\$ 596,489	\$ 623,814	\$ 27,326	4.58%
Total 3120 Engineering	\$ 752,545	\$ 736,801	\$ 830,567	\$ 909,768	\$ 79,201	9.54%
Total 3130 Street Lighting	\$ 270,646	\$ 181,412	\$ 257,853	\$ 256,988	\$ (865)	-0.34%
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ 105,661	6.27%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,180,111	\$ 1,175,675	\$ 1,282,579	\$ 1,356,158	\$ 73,579	5.74%
Overtime	\$ 4,876	\$ 6,459	\$ 13,740	\$ 13,987	\$ 247	1.80%
Personal Services	\$ 1,184,988	\$ 1,182,134	\$ 1,296,319	\$ 1,370,145	\$ 73,826	5.70%
Contractual Services	\$ 246,391	\$ 182,892	\$ 196,490	\$ 229,625	\$ 33,135	16.86%
Utilities	\$ 125,450	\$ 107,831	\$ 122,000	\$ 122,000	\$ -	-
Supplies	\$ 56,416	\$ 33,467	\$ 68,600	\$ 67,300	\$ (1,300)	-1.90%
Small Capital	\$ 1,770	\$ 715	\$ 1,500	\$ 1,500	\$ -	-
Expenses	\$ 430,027	\$ 324,904	\$ 388,590	\$ 420,425	\$ 31,835	8.19%
Total 3100 - General Fund	\$ 1,615,015	\$ 1,507,038	\$ 1,684,909	\$ 1,790,570	\$ 105,661	6.27%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Ave.	\$ 4,246	\$ 8,487	\$ 10,000	\$ 10,000	\$ -	-
Total 3100 - Revolving Funds	\$ 4,246	\$ 8,487	\$ 10,000	\$ 10,000	\$ -	0.00%

*Revolving Funds are authorized by Town Meeting via Article 8, and are not appropriated under Article 4.

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Regional Cache - Hartwell Avenue	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	-
Expenses	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	-
Total 3100 - Revolving Funds	\$ 1,358	\$ 2,134	\$ 10,000	\$ 10,000	\$ -	0.00%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,184,988	\$ 1,182,134	\$ 1,296,319	\$ 1,370,145	\$ 73,826	5.70%
Expenses	\$ 431,385	\$ 327,038	\$ 398,590	\$ 430,425	\$ 31,835	7.99%
Total 3100 - All Funds	\$ 1,616,373	\$ 1,509,172	\$ 1,694,909	\$ 1,800,570	\$ 105,661	6.23%

3200 Highway

Mission: The Highway Division maintains the town streets, sidewalks and storm water infrastructure, providing for the safe movement of vehicular and pedestrian traffic. The Highway Division performs minor construction repairs, snow and ice operations for roadways and sidewalks, maintains all traffic signage, traffic markings and supervises contractual service providers that perform repairs, cleaning and maintenance work. In addition, the Road Machinery Division ensures the Town's fleet is operational and well maintained by performing repairs, preventative maintenance and managing the fuel management program.

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

Highway Maintenance is responsible for all public streets, sidewalks, town parking lots, drainage infrastructure and brooks, performing minor construction repairs, as well as maintaining all traffic signage and traffic markings.

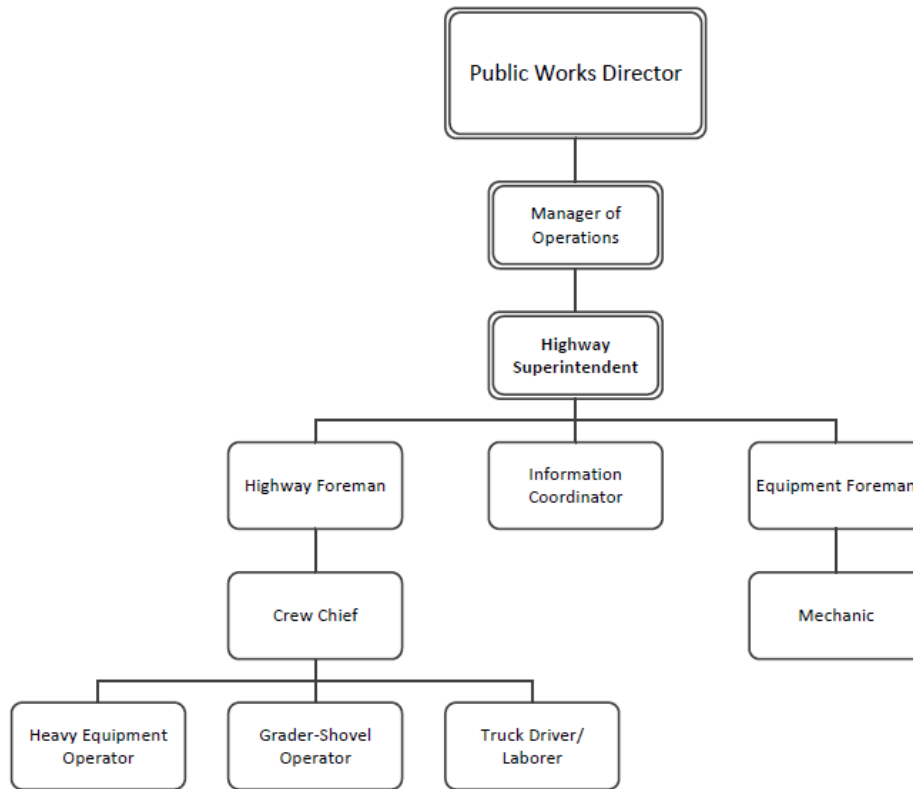
Road Machinery is responsible for the repair and preventive maintenance of 160 vehicles, rolling stock and equipment.

Snow Removal is responsible for removing snow and treating 155 miles of roads and 62 miles of sidewalks.

The Highway Division staff works with and provides support to the Sidewalk and Center Committees.

Division Initiatives:

1. Continue with the repair and replacement of regulatory signs from 2013 Retro-reflectivity study.
2. Take proactive measures to repair catch basins town wide.
3. Refine the preventative maintenance program with new technologies.
4. Implementation of web-based technologies that improve efficiency.
5. Refine the use of enhanced liquids with salt in order to enhance the treatment processes and reduce salt consumption.
6. Continue researching new technologies that will improve the efficiency of snow removal operations.
7. Continue researching and utilizing composite plow edge technology.



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3210: Highway Maintenance				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
Laborer/Truck Driver	0	0	0	0
Heavy Equipment Operator	5	5	5	5
Leadman	2	2	2	2
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	1	0.5	0.5	0.5
Subtotal FTE	14	13.5	13.5	13.5
Subtotal FT/PT	13 FT/2 PT	13 FT/1 PT	13 FT/1 PT	13 FT/1 PT
Element 3220: Road Machinery				
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Subtotal FTE	5	5	5	5
Subtotal FT/PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT
Total FTE	19	18.5	18.5	18.5
Total Full/Part Time	18 FT/2 PT	18 FT/1 PT	18 FT/1 PT	18 FT/1 PT

3200 Highway

Budget Recommendations:

The FY2019 recommended Highway budget inclusive of the Highway Maintenance, Road Machinery and Snow Removal divisions is \$3,505,085. The recommended budget is a \$154,840, or 4.62%, increase over the FY2018 budget.

The budget for Compensation is \$1,348,687 and reflects a \$10,158 or 0.76% increase, for contractually obligated step increases and cost of living adjustments. FY2018 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on June 30, 2018. Funds for prospective increases are provided for in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$2,156,398 and reflects a \$144,682 or 7.19% increase which includes an addition of \$8,000 in Road Machinery expenses for a program improvement for on-site vehicle inspections, \$18,000 for the replacement of two wheel balancing machines that have met their life expectancy, \$8,700 in staff uniform expenses, and \$100,000 for outside plowing contractors following a rebid of services.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (reflected in Shared Expenses)	Total	
Vehicle Inspections	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -

3200 Highway

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,902,763	\$ 3,222,636	\$ 3,143,008	\$ 3,329,511	\$ 186,503	5.9%
Enterprise Funds (Indirects)	\$ 126,955	\$ 189,872	\$ 136,037	\$ 104,373	\$ (31,664)	-23.3%
Fees & Charges	-	-	-	-	-	-
Parking Fund	\$ 74,293	\$ 73,339	\$ 71,200	\$ 71,200	\$ -	0.0%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,505,085	\$ 154,840	4.62%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,346,584	\$ 1,505,361	\$ 1,338,529	\$ 1,348,687	\$ 10,158	0.76%
Expenses	\$ 1,757,426	\$ 1,980,487	\$ 2,011,716	\$ 2,156,398	\$ 144,682	7.19%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,505,085	\$ 154,840	4.62%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$ 1,243,058	\$ 1,127,535	\$ 1,413,783	\$ 1,428,233	\$ 14,450	1.02%
Total 3220 Road Machinery	\$ 664,290	\$ 672,846	\$ 678,640	\$ 722,722	\$ 44,082	6.50%
Total 3230 Snow Removal	\$ 1,196,662	\$ 1,685,467	\$ 1,257,822	\$ 1,354,130	\$ 96,308	7.66%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,505,085	\$ 154,840	4.62%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,079,061	\$ 1,095,805	\$ 1,076,738	\$ 1,083,492	\$ 6,754	0.63%
Overtime	\$ 267,523	\$ 409,555	\$ 261,791	\$ 265,194	\$ 3,403	1.30%
Personal Services	\$ 1,346,584	\$ 1,505,361	\$ 1,338,529	\$ 1,348,687	\$ 10,158	0.76%
Contractual Services	\$ 769,995	\$ 1,004,757	\$ 920,650	\$ 1,034,700	\$ 114,050	12.39%
Utilities	\$ 147,528	\$ 142,321	\$ 213,458	\$ 214,798	\$ 1,340	0.63%
Supplies	\$ 787,079	\$ 786,591	\$ 816,608	\$ 823,900	\$ 7,292	0.89%
Small Capital	\$ 52,825	\$ 46,817	\$ 61,000	\$ 83,000	\$ 22,000	36.07%
Expenses	\$ 1,757,426	\$ 1,980,487	\$ 2,011,716	\$ 2,156,398	\$ 144,682	7.19%
Total 3200 Highway	\$ 3,104,011	\$ 3,485,848	\$ 3,350,245	\$ 3,505,085	\$ 154,840	4.62%

3300 Public Grounds

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

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

The Parks staff maintain 9 parks, 12 playgrounds, 28 conservation areas, 41 athletic fields, 12 school grounds, 4 tennis facilities, 3 historical sites, the pool and reservoir complexes as well as the Town's bicycle, fitness and conservation trails totaling approximately 630 acres. Lexington's athletic fields are used by many groups, which put excessive demands on these facilities. The new turf program has continued to make a marked improvement in the safety and playability of these fields.

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

The Cemetery staff is responsible for the administration and maintenance of four cemeteries including 21.5 acres in Westview, 6.9 acres in Munroe, 1.28 in Colonial and 0.5 acres in Robbins.

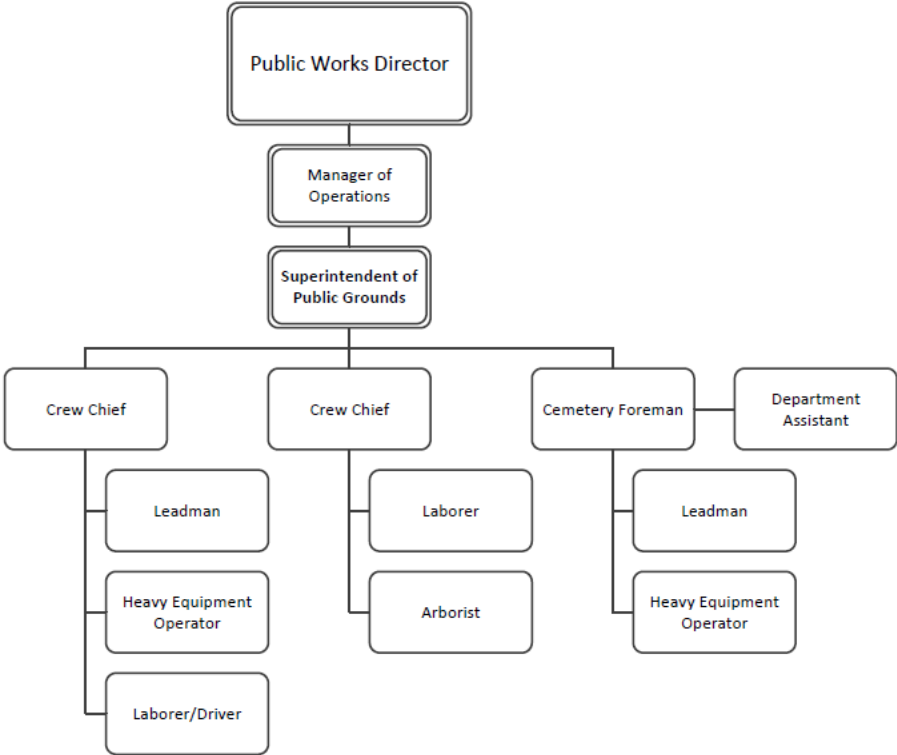
Staff support the Recreation, Tree and Bicycle Advisory Committees.

Division Initiatives:

1. Develop a program to improve two turf areas per year. In 2017, the target areas were the fields at Clarke and Harrington Schools.
2. Continue the implementation of planting at least 130 trees per year in the Town Right-of Ways, parks, public grounds areas, and setback areas on private property. It is anticipated that the trees for the FY2019 plantings will come from bare root trees from a supplier.
3. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and provide safe, well maintained, aesthetically pleasing parks, athletic fields and public ground areas.
4. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
5. Oversee the construction of the new cemetery building.

3300 Public Grounds

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3310: Parks Division				
Superintendent of Public Grounds	1	1	1	1
Crew Chief	3	3	3	3
Leadman	4	4	4	4
Heavy Equipment Operator	6	6	6	6
Laborer-Truck Driver	1	1	1	1
Subtotal FTE	15	15	15	15
Subtotal FT/PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT
Element 3320: Forestry Division				
Crew Chief	1	1	1	1
Senior Arborist	2	2	2	2
Laborer-Tree Climber	2	2	2	2
Seasonal Laborer	0.6	0.6	0.6	0.6
Subtotal FTE	5.6	5.6	5.6	5.6
Subtotal FT/PT	5 FT/2 PT	5 FT/2 PT	5 FT/2 PT	5 FT/2 PT
Element 3330: Cemetery Division				
Cemetery Foreman	1	1	1	1
Leadman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Department Assistant	1	1	1	1
Seasonal Laborer	0.6	0.6	0.6	0.6
Subtotal FTE	4.6	4.6	4.6	4.6
Subtotal FT/PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT
Total FTE	25.2	25.2	25.2	25.2
Total Full/Part Time	24 FT/4 PT	24 FT/4 PT	24 FT/4 PT	24 FT/4 PT

3300 Public Grounds

Budget Recommendations:

The FY2019 recommended All Funds Public Grounds budget inclusive of the General Fund operating budgets for the Parks, Forestry and Cemetery divisions and the Burial Containers and Lexington Tree Fund Revolving Funds is \$2,103,592, which is a \$48,204 or 2.35% increase over the restated FY2018 budget. The FY2018 budget is restated to reflect cost of living increases that were negotiated subsequent to the adoption of the FY2018 budget at the 2017 annual town meeting.

The combined Parks, Forestry and Cemetery FY2019 recommended General Fund operating budget is \$2,008,592 which is a \$38,204 or 1.94% increase from the restated FY2018 General Fund budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Compensation is \$1,437,192 and reflects a \$12,279 or 0.86% increase, for contractually obligated step increases and cost of living adjustments. FY2019 Compensation does not include any estimate of prospective cost of living increases for contracts expiring on or before June 30, 2018. Funds for prospective increases are provided for in the Salary Adjustment account within the Town Manager's budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Expenses is \$571,400 and reflects a \$25,925 or 4.75% increase, which reflects a \$4,900 increase in landscaping and other contract services, a \$7,525 increase in water, electricity and mobile phone utility costs, and a \$14,500 increase in landscaping and parks supplies, tools, parts and staff uniforms.

The combined FY2019 revolving fund budgets are funded at \$95,000, which reflects a \$10,000 increase in the Burial Container Revolving Fund in recognition of the July 1, 2017 fee increases.

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	
Landscape Improvements at Town Buildings	\$ 15,000	\$ -	\$ 15,000			\$ -	\$ 15,000

3300 Public Grounds

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,330,980	\$ 1,462,538	\$ 1,720,525	\$ 1,718,856	\$ (1,668)	-0.10%
Enterprise Funds (Indirects)	\$ 117,384	\$ 113,760	\$ 86,363	\$ 88,735	\$ 2,372	2.75%
Fees & Charges						
Cemetery Prep Fees	\$ 125,588	\$ 123,190	\$ 115,000	\$ 126,000	\$ 11,000	9.57%
Directed Funding						
Cemetery Trust	\$ 105,000	\$ 105,000	\$ 48,500	\$ 75,000	\$ 26,500	54.64%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ 38,204	1.94%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,274,238	\$ 1,334,183	\$ 1,424,913	\$ 1,437,192	\$ 12,279	0.86%
Expenses	\$ 404,714	\$ 470,306	\$ 545,475	\$ 571,400	\$ 25,925	4.75%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ 38,204	1.94%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 1,044,597	\$ 1,144,059	\$ 1,160,161	\$ 1,187,666	\$ 27,505	2.37%
Total 3320 Forestry	\$ 315,019	\$ 334,410	\$ 473,236	\$ 473,775	\$ 539	0.11%
Total 3330 Cemetery	\$ 319,336	\$ 326,019	\$ 336,991	\$ 347,151	\$ 10,160	3.01%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ 38,204	1.94%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,148,481	\$ 1,193,541	\$ 1,318,097	\$ 1,328,988	\$ 10,891	0.83%
Overtime	\$ 125,757	\$ 140,642	\$ 106,816	\$ 108,204	\$ 1,388	1.30%
<i>Personal Services</i>	<i>\$ 1,274,238</i>	<i>\$ 1,334,183</i>	<i>\$ 1,424,913</i>	<i>\$ 1,437,192</i>	<i>\$ 12,279</i>	<i>0.86%</i>
Contractual Services	\$ 182,797	\$ 152,668	\$ 359,400	\$ 364,300	\$ 4,900	1.36%
Utilities	\$ 70,508	\$ 142,525	\$ 50,175	\$ 57,700	\$ 7,525	15.00%
Supplies	\$ 146,017	\$ 150,110	\$ 127,900	\$ 141,400	\$ 13,500	10.56%
Small Capital	\$ 5,392	\$ 25,003	\$ 8,000	\$ 8,000	\$ -	-
Expenses	\$ 404,714	\$ 470,306	\$ 545,475	\$ 571,400	\$ 25,925	4.75%
Total 3300 - General Fund	\$ 1,678,952	\$ 1,804,489	\$ 1,970,388	\$ 2,008,592	\$ 38,204	1.94%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Lexington Tree Fund	\$ 28,500	\$ 36,350	\$ 45,000	\$ 45,000	\$ -	-
Burial Containers	\$ 48,760	\$ 46,775	\$ 40,000	\$ 50,000	\$ 10,000	25.00%
Total 3300 - Revolving Funds	\$ 77,260	\$ 83,125	\$ 85,000	\$ 95,000	\$ 10,000	11.76%

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

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Lexington Tree Revolving Fund	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	-
Expenses	\$ 40,421	\$ 41,151	\$ 45,000	\$ 45,000	\$ -	-
Burial Container Revolving Fund	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ 10,000	25.00%
Expenses	\$ 33,700	\$ 37,280	\$ 40,000	\$ 50,000	\$ 10,000	25.00%
Total 3300 - Revolving Funds	\$ 74,121	\$ 78,431	\$ 85,000	\$ 95,000	\$ 10,000	11.76%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,274,238	\$ 1,334,183	\$ 1,424,913	\$ 1,437,192	\$ 12,279	0.86%
Expenses	\$ 478,835	\$ 548,737	\$ 630,475	\$ 666,400	\$ 35,925	5.70%
Total 3300 - All Funds	\$ 1,753,073	\$ 1,882,920	\$ 2,055,388	\$ 2,103,592	\$ 48,204	2.35%

3400 Environmental Services

Town of Lexington, Massachusetts

Mission: The Environmental Services Division manages the solid waste, recyclables, yard waste and household hazardous products generated by households and municipal facilities. The Division also provides educational materials on ways to reduce the solid waste, increase recycling and composting, and reduce the toxicity of the waste stream.

Budget Overview: The Environmental Services Division includes Refuse Collection and Disposal, Recycling, Yard Waste and Appliance/Electronic Waste.

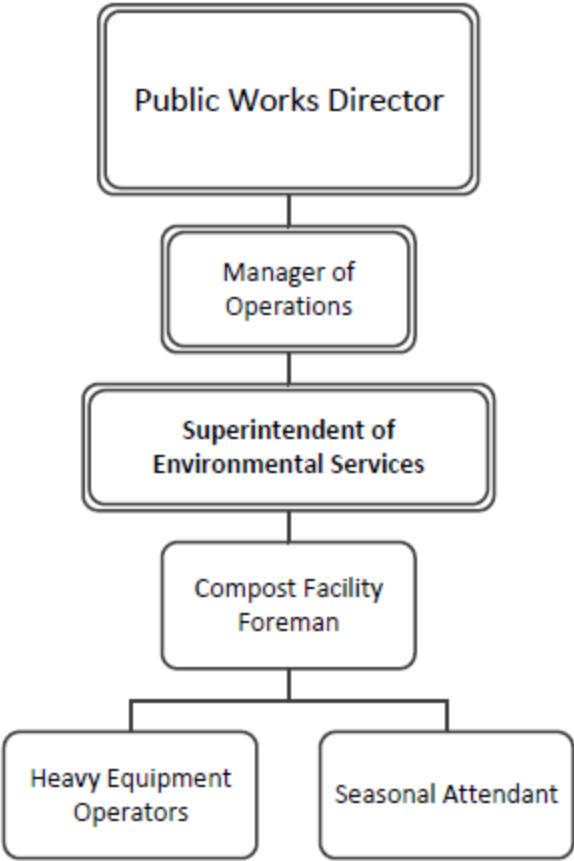
Refuse collection is the curbside collection of non-recyclable residential solid waste and the separate collection of large appliances and yard waste. Recycling is the curbside collection of recyclable products, management of yard waste operations at the Hartwell Avenue Compost Facility, operation of the Minuteman Household Hazardous Products regional facility and curbside collection of televisions, computer monitors and other electronics (CRT's) and drop off of corrugated cardboard.

The Town's five-year contract and one-year extension with JRM Hauling and Recycling, Inc. are currently scheduled to end on June 30, 2018. The Town is actively negotiating a successor contract beginning in FY2019. The Town is currently under contract with Wheelabrator in North Andover for refuse disposal through June 30, 2020.

Division Initiatives:

1. Continue to oversee enforcement of mandatory recycling by-law and State waste ban regulations implemented by curbside collection vendor.
2. Work with vendor to implement the new refuse collection contract.
3. Begin the implementation plan for Hartwell Avenue following the solar construction project.
4. Examine recycling opportunities for the Lexington Business community.
5. Continue to look for revenue opportunities and enhancements for disposal permit program.

3400 Environmental Services



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Element 3420: Recycling* (Compost Facility)				
Superintendent of Environmental Services	1	1	1	1
Compost Facility Foreman	1	1	1	1
Heavy Equipment Operator**	1	1	1	2
Seasonal Heavy Equipment Operator**	0.5	0.5	0.5	0.0
Seasonal Attendant	0.7	0.7	0.7	0.7
Subtotal FTE	4.2	4.2	4.2	4.7
Subtotal FT/PT	3 FT/2 PT*	3 FT/2 PT*	3 FT/2 PT*	4 FT/1 PT*
Total FTE	4.2	4.2	4.2	4.7
Total Full/Part Time	3 FT/2 PT	3 FT/2 PT	3 FT/2 PT	4 FT/1 PT

*The positions shown in Element 3420: Recycling are paid from the DPW Compost Revolving Fund.

**In FY2019, the Seasonal Heavy Equipment Operator was converted to full-time.

3400 Environmental Services

Budget Recommendations:

The recommended FY2019 All Funds Environmental Services budget inclusive of the General Fund operating budgets for the Refuse Collection, Recycling and Refuse Disposal divisions and the Compost Operations and Minuteman Household Hazardous Waste Program Revolving Funds is \$3,798,662, which is a net \$393,038 or 11.54% increase over the restated FY2018 budget. The FY2018 budget has been restated to reflect a \$142,000 supplemental appropriation approved at 2017-3 Special Town Meeting to replace bins for materials at the Compost Facility, funded by the solar contractor.

There is no Compensation in the Refuse Collection, Recycling and Refuse Disposal General Fund operating budget as all staff are funded within the Compost Operations Revolving Fund budget.

The combined General Fund Refuse Collection, Recycling and Refuse Disposal operating budget for Expenses is \$2,815,213 and reflects a \$418,114 or 17.44% increase. The Refuse Collection expense budget is recommended at \$964,443, an increase of \$117,643 or 13.89%, and the Recycling expense budget is recommended at \$1,219,858 an increase of \$285,126 or 30.50%, both of which reflect increases in the Town's contracts for refuse and recycling collections, which expire June 30, 2018. As of press time, successor contracts are still under negotiation. The Recycling increase also reflects the current market for disposal of recycled materials, which has become unsettled in recent months. The Refuse Disposal expense budget is recommended at \$630,912, an increase of \$15,345 or 2.49%, attributable to a 2.5% or \$1.65 increase in the Town's tipping fee per ton. Total refuse disposal tonnage for FY2019 is projected to be 9,300 tons.

The FY2019 revolving fund budgets are recommended at \$983,449, a \$25,076 or 2.49% net decrease. The Minuteman Household Hazardous Waste Program Revolving Fund is funded at \$190,000, an increase of \$10,000 or 5.56%, which reflects actual expenses. The Compost Operations Revolving Fund is recommended at \$793,449 a \$35,076 or 4.23% decrease which reflects the removal of one-time costs for material bins, offset by an increase in debt service for equipment purchased in 2016 and 2017 to help staff manage on a smaller footprint due to the addition of solar panels, and the conversion of a part-time heavy equipment operator to full-time through a program improvement.

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	
Heavy Equip Operator @ Compost Facility PT to FT	\$ 23,754	\$ 16,109	\$ 39,863	\$ 23,754	\$ 16,109	\$ 39,863	\$ -

3400 Environmental Services

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,815,213	\$ 418,114	17.44%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,815,213	\$ 418,114	17.44%

Appropriation Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,815,213	\$ 418,114	17.44%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,815,213	\$ 418,114	17.44%

Program Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 795,153	\$ 811,056	\$ 846,800	\$ 964,443	\$ 117,643	13.89%
Total 3420 Recycling	\$ 871,144	\$ 913,032	\$ 934,732	\$ 1,219,858	\$ 285,126	30.50%
Total 3430 Refuse Disposal	\$ 573,000	\$ 580,594	\$ 615,567	\$ 630,912	\$ 15,345	2.49%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,815,213	\$ 418,114	17.44%

Object Code Summary (General Fund)	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 2,221,134	\$ 2,282,989	\$ 2,366,599	\$ 2,784,713	\$ 418,114	17.67%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 18,163	\$ 21,692	\$ 30,500	\$ 30,500	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,815,213	\$ 418,114	17.44%
Total 3400 - General Fund	\$ 2,239,297	\$ 2,304,682	\$ 2,397,099	\$ 2,815,213	\$ 418,114	17.44%

Budget Summary - Revolving Funds*

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compost Operations Revolving Fund	\$ 658,680	\$ 448,402	\$ 764,000	\$ 799,432	\$ 35,432	4.64%
Minuteman Hazardous Waste Rev. Fund	\$ 151,234	\$ 163,234	\$ 180,000	\$ 190,000	\$ 10,000	5.56%
Total 3400 - Revolving Funds	\$ 809,914	\$ 611,636	\$ 944,000	\$ 989,432	\$ 45,432	4.81%

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

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compost Operations Revolving Fund	\$ 479,634	\$ 666,748	\$ 828,525	\$ 793,449	\$ (35,076)	-4.23%
Compensation	\$ 251,623	\$ 264,606	\$ 282,344	\$ 315,907	\$ 33,563	11.89%
Expenses	\$ 151,195	\$ 279,403	\$ 326,850	\$ 193,150	\$ (133,700)	-40.91%
Benefits	\$ 30,934	\$ 31,511	\$ 56,650	\$ 67,532	\$ 10,882	19.21%
Debt	\$ 45,883	\$ 91,228	\$ 162,681	\$ 216,859	\$ 54,178	33.30%
Minuteman Hazardous Waste Rev. Fund	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ 10,000	5.56%
Expenses	\$ 147,804	\$ 170,164	\$ 180,000	\$ 190,000	\$ 10,000	5.56%
Total 3400 - Revolving Funds	\$ 627,438	\$ 836,912	\$ 1,008,525	\$ 983,449	\$ (25,076)	-2.49%

Budget Summary - All Funds

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Restated	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 251,623	\$ 264,606	\$ 282,344	\$ 315,907	\$ 33,563	11.89%
Expenses	\$ 2,538,296	\$ 2,754,248	\$ 2,903,949	\$ 3,198,363	\$ 294,414	10.14%
Benefits (Revolving Fund)	\$ 30,934	\$ 31,511	\$ 56,650	\$ 67,532	\$ 10,882	19.21%
Debt Service (Revolving Fund)	\$ 45,883	\$ 91,228	\$ 162,681	\$ 216,859	\$ 54,178	33.30%
Total 3400 - All Funds	\$ 2,866,735	\$ 3,141,593	\$ 3,405,624	\$ 3,798,662	\$ 393,038	11.54%

3600 Water Enterprise

Town of Lexington, Massachusetts

Mission: The Water/Sewer Division strives to enhance the quality of life in Lexington by providing quality drinking water, and ensuring the proper and safe discharge of our wastewater and by maintaining our commitment to improving the infrastructure.

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

The Water Operations maintains and repairs the water system that delivers water to Lexington homes and businesses through 154 miles of water mains, 1,500 fire hydrants and two water towers that store 3.24 million gallons of water. The Town has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate for the additional units increases. Customers are billed twice per year. The Town also sells water to the Town of Bedford at the MWRA wholesale rate plus an administrative fee. The MWRA provides water to Lexington and greater Boston.

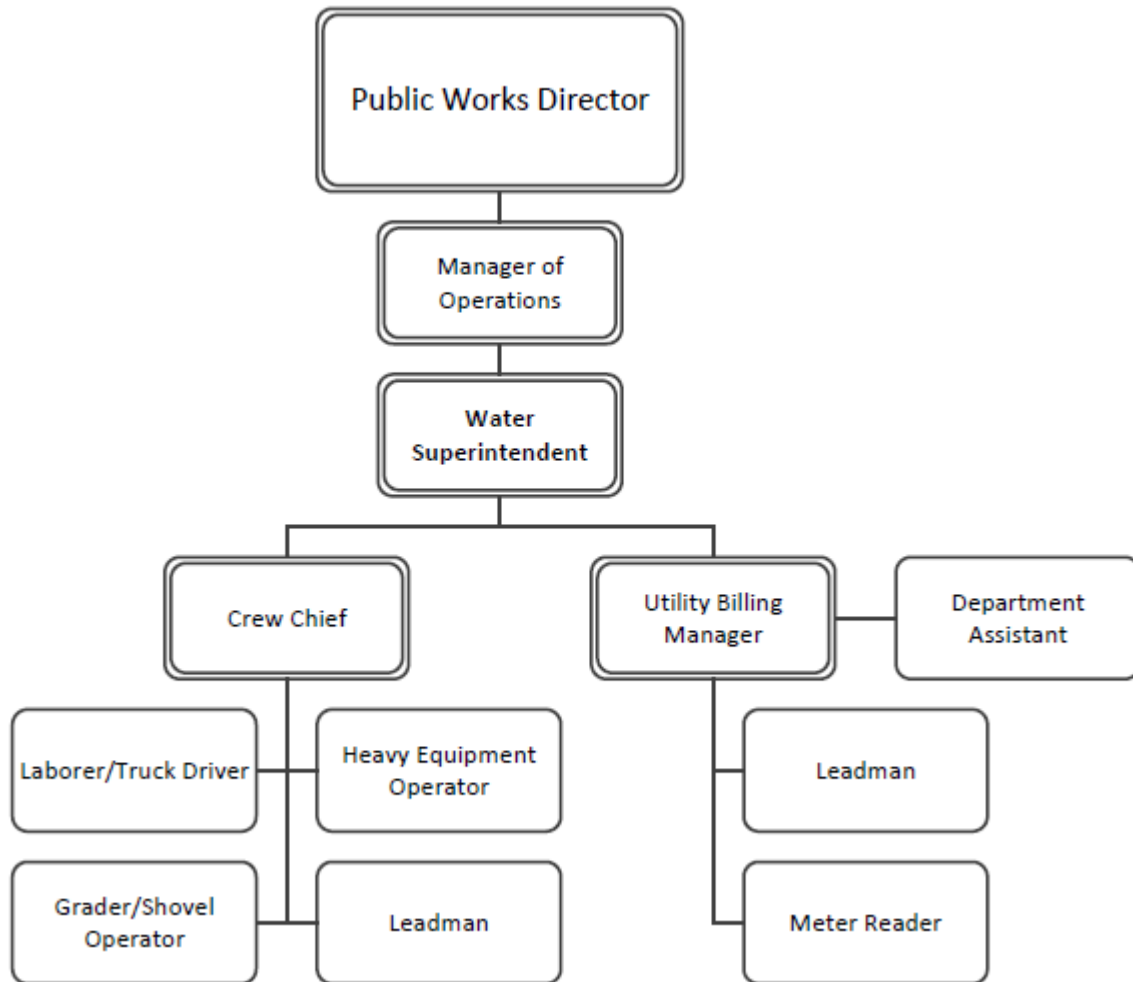
Indirect support from the General Fund reflects Water Enterprise Fund expenses (benefits, insurance and engineering support) that are appropriated in the General Fund. The Water Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer. In FY2018, the Water Enterprise Fund began contributing to the Other Post-Employment Benefits (OPEB) Trust Fund in a funding level that matches the contributions of the General Fund.

Departmental Initiatives:

1. Continue with the Hydrant Maintenance Program.
2. Develop educational materials for water conservation.
3. Implement a backflow/cross connection program.
4. Reduce the amount of Pit Meters in Town and change out the manual reads on the ones that cannot be eliminated.
5. Continue to update all the water connection "paper tie cards" for GIS implementation.
6. Continue the reaccreditation process with the American Public Works Association.

3600 Water Enterprise

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Superintendent of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager*				0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector	2	2	2	2
Heavy Equipment Operator	4	4	4	4
Laborer-Truck Driver	1	1	1	1
Department Assistant	0.2	0.2	0.2	0.2
Meter Reader/Laborer	0	0	0	0
Total FTE	10.7	10.7	10.7	11.2

Total Full/Part Time	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT	10 FT/3 PT
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*In FY2019, budget reflects shift of Utility Billing Manager from Finance to be split between Water and Sewer.

3600 Water Enterprise**Budget Recommendations:**

The FY2019 recommended Water operating budget is \$10,800,973, inclusive of indirect costs. The recommended budget reflects a \$65,814 or 0.61% increase over the FY2018 budget.

The budget for Compensation is \$771,886, and reflects a \$70,758 or 10.09% increase, which is primarily due to the transfer of the Utility Billing Manager from Finance to Water/Sewer Operations, as well as increases for the cost of step increases and cost of living adjustments.

The budget for Expenses is \$494,025 which is an increase of \$67,000, or 15.69% over FY2018, and is primarily due to an increase of \$25,000 in contractual services to provide sufficient funds to restore roadways that are significantly damaged from major water breaks that require the damaged portion of the road to be removed and then resurfaced, as well as an increase of \$25,000 for meter replacements in recognition of the growing demand. Other expense budget adjustments are in response to actual experience.

Debt service is recommended to decrease by \$2,526 or 0.17%.

The anticipated MWRA Assessment is \$7,179,738, which is a \$66,793 or 0.92% decrease from FY2018. The MWRA issued a preliminary assessment in February, and will publish a final assessment in June.

In FY2019, it is recommended that the Water Enterprise Fund continue contributing to the Other Post-Employment Benefits Trust Fund, which was initiated in FY2018.

Indirect payments to the General Fund for those costs borne by the General Fund in support of water operations are projected at \$869,833, a decrease of \$2,625 or 0.30%. The decrease is primarily due to the transfer of the Utility Billing Manager from Finance, where the salary was included in Indirect costs from that department.

Program Improvement Requests:

None requested.

3600 Water Enterprise

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	-
Enterprise Funds						
Retained Earnings	\$ 275,000	\$ 131,000	\$ 73,000	\$ 61,000	\$ (12,000)	-16.44%
User Charges	\$10,118,443	\$11,556,498	\$10,334,984	\$ 10,412,798	\$ 77,814	0.75%
Meter Charges	\$ 70,162	\$ 59,744	\$ 60,000	\$ 60,000	\$ -	-
Investment Income	\$ 8,659	\$ 10,079	\$ 7,500	\$ 7,500	\$ -	-
Fees & Charges	\$ 316,651	\$ 435,295	\$ 247,175	\$ 247,175	\$ -	-
Total 3600 Water Enterprise	\$10,788,915	\$12,192,616	\$10,722,659	\$ 10,788,473	\$ 65,814	0.61%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 627,911	\$ 631,564	\$ 701,128	\$ 771,886	\$ 70,758	10.09%
Expenses	\$ 366,033	\$ 402,571	\$ 427,025	\$ 494,025	\$ 67,000	15.69%
Debt	\$ 1,307,938	\$ 1,374,696	\$ 1,466,428	\$ 1,463,902	\$ (2,526)	-0.17%
MWRA	\$ 6,695,144	\$ 7,376,976	\$ 7,246,531	\$ 7,179,738	\$ (66,793)	-0.92%
OPEB	\$ -	\$ -	\$ 9,089	\$ 9,089	\$ -	-
Indirects	\$ 898,614	\$ 877,411	\$ 872,458	\$ 869,833	\$ (2,625)	-0.30%
Total 3600 Water Enterprise	\$ 9,895,640	\$10,663,218	\$10,722,659	\$ 10,788,473	\$ 65,814	0.61%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Recommended	Dollar Increase	Percent Increase
Total 3610 Water Operations	\$ 2,301,882	\$ 2,408,831	\$ 2,594,581	\$ 2,729,813	\$ 135,232	5.21%
Total 3620 MWRA	\$ 6,695,144	\$ 7,376,976	\$ 7,246,531	\$ 7,179,738	\$ (66,793)	-0.92%
OPEB	\$ -	\$ -	\$ 9,089	\$ 9,089	\$ -	-
Indirects	\$ 898,614	\$ 877,411	\$ 872,458	\$ 869,833	\$ (2,625)	-0.30%
Total 3600 Water Enterprise	\$ 9,895,640	\$10,663,218	\$10,722,659	\$ 10,788,473	\$ 65,814	0.61%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 499,951	\$ 518,985	\$ 551,607	\$ 617,392	\$ 65,785	11.93%
Overtime	\$ 127,960	\$ 112,579	\$ 149,521	\$ 154,494	\$ 4,973	3.33%
Personal Services	\$ 627,911	\$ 631,564	\$ 701,128	\$ 771,886	\$ 70,758	10.09%
Contractual Services	\$ 135,301	\$ 174,211	\$ 215,525	\$ 243,625	\$ 28,100	13.04%
Utilities	\$ 16,885	\$ 13,159	\$ 10,500	\$ 13,500	\$ 3,000	28.57%
Supplies	\$ 199,307	\$ 179,027	\$ 167,000	\$ 200,900	\$ 33,900	20.30%
Small Capital	\$ 14,541	\$ 36,174	\$ 34,000	\$ 36,000	\$ 2,000	5.88%
Expenses	\$ 366,033	\$ 402,571	\$ 427,025	\$ 494,025	\$ 67,000	15.69%
Debt	\$ 1,307,938	\$ 1,374,696	\$ 1,466,428	\$ 1,463,902	\$ (2,526)	-0.17%
MWRA	\$ 6,695,144	\$ 7,376,976	\$ 7,246,531	\$ 7,179,738	\$ (66,793)	-0.92%
OPEB	\$ -	\$ -	\$ 9,089	\$ 9,089	\$ -	-
Indirects	\$ 898,614	\$ 877,411	\$ 872,458	\$ 869,833	\$ (2,625)	-0.30%
Total 3600 Water Enterprise	\$ 9,895,640	\$10,663,218	\$10,722,659	\$ 10,788,473	\$ 65,814	0.61%

3700 Sewer Enterprise

Town of Lexington, Massachusetts

Mission: The Water/Sewer Division strives to enhance the quality of life in Lexington by providing quality drinking water, by ensuring the proper and safe discharge of wastewater and by maintaining our commitment to improving the infrastructure.

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

The Sewer Division maintains the wastewater system that serves 99 percent of Town residences and businesses through 34 miles of trunk lines, 119 miles of street lines and 9,524 service connections. There are also ten sewage-pumping stations operated by the Sewer Division. The Town has a three-block inclining rate structure to encourage conservation. Customer sewer usage is determined based on water usage over the same period, with the exception of meters dedicated to outdoor irrigation.

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

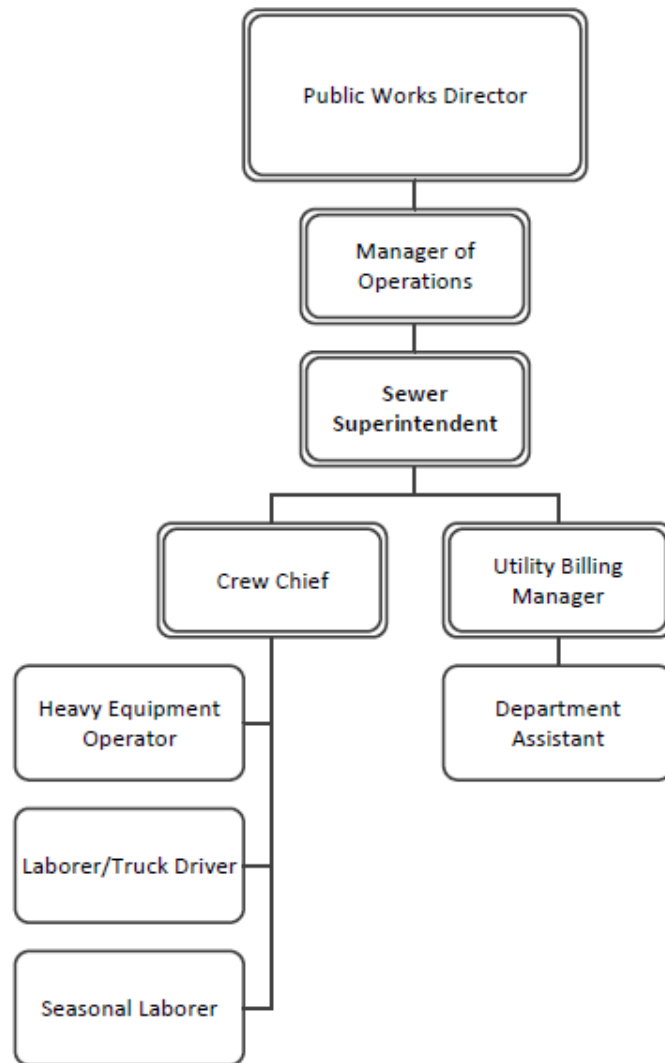
Indirect support from the General Fund reflects Sewer Enterprise Fund expenses (benefits, insurance and engineering support) that are appropriated in the General Fund. The Sewer Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer. In FY2018, the Sewer Enterprise Fund began contributing to the Other Post-Employment Benefits (OPEB) Trust Fund in a funding level that matches the contributions of the General Fund.

Departmental Initiatives:

1. Continue the pipe flushing program and root removal in all areas.
2. Continue to educate the public as to the costs and problems created by Inflow & Infiltration.
3. Continue the reaccreditation process through the American Public Works Association.

3700 Sewer Enterprise

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Request
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Utility Billing Manager*				0.5
Crew Chief	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Department Assistant	0.2	0.2	0.2	0.2
Seasonal Assistant	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
Total FTE	4.4	4.4	4.4	4.9
Total Full/Part Time	3 FT/4 PT	3 FT/4 PT	3 FT/4 PT	3 FT/5 PT

*In FY2019, budget reflect shift of Utility Billing Manager from Finance to be split between Water and Sewer.

3700 Sewer Enterprise

Budget Recommendations:

The FY2018 recommended Sewer operating budget, inclusive of indirect costs, is \$10,119,860, a \$437,346 or 4.52% increase over the FY2018 budget.

The budget for Compensation is \$359,312 and reflects a \$50,563 or 16.38% increase, which is primarily due to the transfer of the Utility Billing Manager from Finance to Water/Sewer Operations, as well as increases for the cost of step increases and cost of living adjustments.

The budget for Expenses is \$408,150, an increase of \$51,625 or 14.48%, which is primarily due to an increase of \$25,000 for meter replacements in recognition of the growing demand, an increase of \$10,000 in electricity to reflect actual experience and a net increase of and a net increase of \$16,625 in facility service and repair expenses.

Debt service is recommended to increase by \$135,316 or 12.73%.

The anticipated MWRA Assessment is \$7,634,368, which is a \$231,389 or 3.13% increase from FY2018. The MWRA issued a preliminary assessment in February, and will publish a final assessment in June.

In FY2019, it is recommended that the Sewer Enterprise Fund continue contributing to the Other Post-Employment Benefits Trust Fund, which was initiated in FY2018.

Indirect payments to the General Fund for those costs borne by the General Fund in support of sewer operations are projected at \$515,280, a decrease of \$31,547 or 5.77%. The decrease is primarily due to the transfer of the Utility Billing Manager from Finance, where the salary was included in Indirect costs from that department.

Program Improvement Requests:

None requested.

3700 Sewer Enterprise

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2016 Actual	FY2017 Actual	FY2018 Estimate	FY2019 Projected	Dollar Increase	Percent Increase
Tax Levy	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Retained Earnings	\$ -		\$ -	\$ -	\$ -	-
User Charges	\$ 9,216,503	\$ 8,774,287	\$ 9,319,514	\$ 9,756,860	\$ 437,346	4.69%
Connection Fees	\$ 2,975	\$ 2,784	\$ -	\$ -	\$ -	-
Investment Income	\$ 11,070	\$ 13,531	\$ 8,000	\$ 8,000	\$ -	-
Fees & Charges	\$ 533,274	\$ 424,385	\$ 355,000	\$ 355,000	\$ -	-
Total 3700 Sewer Enterprise	\$ 9,763,822	\$ 9,214,987	\$ 9,682,514	\$ 10,119,860	\$ 437,346	4.52%

Appropriation Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 209,514	\$ 261,525	\$ 308,749	\$ 359,312	\$ 50,563	16.38%
Expenses	\$ 295,145	\$ 349,034	\$ 356,525	\$ 408,150	\$ 51,625	14.48%
Debt	\$ 1,021,867	\$ 937,922	\$ 1,063,349	\$ 1,198,665	\$ 135,316	12.73%
MWRA	\$ 6,970,176	\$ 7,265,870	\$ 7,402,979	\$ 7,634,368	\$ 231,389	3.13%
OPEB	\$ -	\$ -	\$ 4,085	\$ 4,085	\$ -	-
Indirects	\$ 478,354	\$ 503,898	\$ 546,827	\$ 515,280	\$ (31,547)	-5.77%
Total 3700 Sewer Enterprise	\$ 8,975,057	\$ 9,318,250	\$ 9,682,514	\$ 10,119,860	\$ 437,346	4.52%

Program Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Recommended	Dollar Increase	Percent Increase
Total 3710 Sewer Enterprise	\$ 1,526,526	\$ 1,548,482	\$ 1,728,623	\$ 1,966,127	\$ 237,504	13.74%
Total 3720 MWRA	\$ 6,970,176	\$ 7,265,870	\$ 7,402,979	\$ 7,634,368	\$ 231,389	3.13%
OPEB	\$ -	\$ -	\$ 4,085	\$ 4,085	\$ -	-
Indirects	\$ 478,354	\$ 503,898	\$ 546,827	\$ 515,280	\$ (31,547)	-5.77%
Total 3700 Sewer Enterprise	\$ 8,975,057	\$ 9,318,250	\$ 9,682,514	\$ 10,119,860	\$ 437,346	4.52%

Object Code Summary	FY2016 Actual	FY2017 Actual	FY2018 Appropriation	FY2019 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 169,508	\$ 211,592	\$ 239,830	\$ 288,102	\$ 48,272	20.13%
Overtime	\$ 40,006	\$ 49,933	\$ 68,919	\$ 71,211	\$ 2,292	3.33%
Personal Services	\$ 209,514	\$ 261,525	\$ 308,749	\$ 359,312	\$ 50,563	16.38%
Contractual Services	\$ 96,470	\$ 124,820	\$ 166,775	\$ 180,900	\$ 14,125	8.47%
Utilities	\$ 134,600	\$ 122,870	\$ 108,500	\$ 118,000	\$ 9,500	8.76%
Supplies	\$ 63,702	\$ 93,690	\$ 67,750	\$ 95,250	\$ 27,500	40.59%
Small Capital	\$ 373	\$ 7,655	\$ 13,500	\$ 14,000	\$ 500	3.70%
Expenses	\$ 295,145	\$ 349,034	\$ 356,525	\$ 408,150	\$ 51,625	14.48%
Debt	\$ 1,021,867	\$ 937,922	\$ 1,063,349	\$ 1,198,665	\$ 135,316	12.73%
MWRA	\$ 6,970,176	\$ 7,265,870	\$ 7,402,979	\$ 7,634,368	\$ 231,389	3.13%
OPEB	\$ -	\$ -	\$ 4,085	\$ 4,085	\$ -	-
Indirects	\$ 478,354	\$ 503,898	\$ 546,827	\$ 515,280	\$ (31,547)	-5.77%
Total 3700 Sewer Enterprise	\$ 8,975,057	\$ 9,318,250	\$ 9,682,514	\$ 10,119,860	\$ 437,346	4.52%