

# Appendix A: Program Improvement Request Summary

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## Appendix A: Program Improvement Requests

Shared and Municipal Programs 2000 – 8000  
 FY2019 Recommended Budget: Program Improvements

### Program Improvement Request Summary

Program	Department Requests	Recommended	Not Recommended
<b>General Fund</b>			
Public Facilities	\$ 25,000	\$ 25,000	\$ -
Public Works	\$ 45,500	\$ 8,000	\$ 37,500
Police	\$ 5,000	\$ 5,000	\$ -
Fire	\$ 188,565	\$ 91,371	\$ 97,194
Library	\$ 3,000	\$ 3,000	\$ -
Human Services	\$ 186,197	\$ 161,197	\$ 25,000
Land Use, Health and Development Department	\$ 194,833	\$ 91,433	\$ 103,400
Town Manager's Office	\$ 135,112	\$ 135,112	\$ -
Miscellaneous Boards and Committees	\$ 6,900	\$ 6,900	\$ -
Finance	\$ 7,597	\$ 7,597	\$ -
Information Technology	\$ 90,950	\$ 39,000	\$ 51,950
<b>Total General Fund Requests</b>	<b>\$ 888,653</b>	<b>\$ 573,609</b>	<b>\$ 315,044</b>
<b>Non-General Fund</b>			
Public Works	\$ 39,863	\$ 39,863	\$ -
Recreation	\$ 18,991	\$ 18,991	\$ -
<b>Total Non-General Fund Requests</b>	<b>\$ 58,855</b>	<b>\$ 58,855</b>	<b>\$ -</b>

**GENERAL FUND**

		Departmental Request				Recommendation	
Program	Description	Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
<b>Public Facilities</b>							
2430 - Shared Facilities	Owner's Agent Solar Design and Contracting	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -
<b>Total Public Facilities</b>		\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -
<b>Public Works</b>							
3100 - DPW Admin/Engineering	Sidewalk Data Collection Using PathMeT	\$ -	\$ 22,500	\$ -	\$ 22,500	\$ -	\$ 22,500
3200 - Highway	Vehicle Inspections	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -
3300 - Public Grounds	Landscape Improvements at Town Buildings	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
<b>Total Public Works</b>		\$ -	\$ 45,500	\$ -	\$ 45,500	\$ 8,000	\$ 37,500
<b>Police</b>							
4140 - Investigations	Domestic Violence Service Network	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
<b>Total Police</b>		\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
<b>Fire</b>							
4230 - Fire Suppression/EMS	Ambulance Staffing, 2 FTE's	\$ 149,000	\$ 5,000	\$ 34,565	\$ 188,565	\$ 91,371	\$ 97,194
<b>Total Fire</b>		\$ 149,000	\$ 5,000	\$ 34,565	\$ 188,565	\$ 91,371	\$ 97,194
<b>Library</b>							
5110 - General & Tech. Services	Additional Travel Funds for Conference Attendance	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -
<b>Total Library</b>		\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -
<b>Human Services</b>							
6150 - Youth & Family Services	Youth and Family Services Additional Supports	\$ 82,000	\$ -	\$ 17,391	\$ 99,391	\$ 99,391	\$ -
6170 - Senior Services and Community Programs	Age Friendly Lexington - UMASS Boston	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	\$ -
6210 - Transportation Services	Transportation Strategic Plan	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
6170 - Senior Services and Community Programs	Senior Services Nurse	\$ 9,620	\$ -	\$ 15,686	\$ 25,306	\$ 25,306	\$ -
6210 - Transportation Services	Credit Card Processing Fees	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -
<b>Total Human Services</b>		\$ 91,620	\$ 61,500	\$ 33,077	\$ 186,197	\$ 161,197	\$ 25,000
<b>Land Use, Health and Development Department</b>							
7110 - Building & Zoning	Assistant Building Commissioner	\$ 20,000	\$ -	\$ 290	\$ 20,290	\$ 20,290	\$ -
7120 - Administration	Administrative Assistant	\$ 46,155	\$ -	\$ 16,871	\$ 63,027	\$ 63,027	\$ -
7130/7300 - Cons. & ED	Conservation and Economic Development Inter	\$ 8,000	\$ -	\$ 116	\$ 8,116	\$ 8,116	\$ -
7300 - Economic Development	Hartwell Gateway Signage	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
7300 - Economic Development	General Fund Support of Visitors Center	\$ 41,400	\$ -	\$ -	\$ 41,400	\$ -	\$ 41,400
7300 - Economic Development	Marketing Budget Increase	\$ -	\$ 12,000	\$ -	\$ 12,000	\$ -	\$ 12,000
<b>Total Office of Land Use, Health and Development</b>		\$ 115,555	\$ 62,000	\$ 17,277	\$ 194,833	\$ 91,433	\$ 103,400
<b>Town Manager's Office</b>							
8210 - Org. Direction & Admin.	Diversity Advisory Task Force	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -
8210 - Org. Direction & Admin.	Public Information Officer	\$ 102,424	\$ -	\$ 17,687	\$ 120,112	\$ 120,112	\$ -
<b>Total Town Manager's Office</b>		\$ 102,424	\$ 15,000	\$ 17,687	\$ 135,112	\$ 135,112	\$ -
<b>Miscellaneous Boards and Committees</b>							
8320 - Misc. Boards and Committees	Community Cultural Programs	\$ -	\$ 6,900	\$ -	\$ 6,900	\$ 6,900	\$ -
<b>Total Miscellaneous Boards and Committees</b>		\$ -	\$ 6,900	\$ -	\$ 6,900	\$ 6,900	\$ -
<b>Finance</b>							
8410 - Comptroller	Finance College Intern	\$ 7,488	\$ -	\$ 109	\$ 7,597	\$ 7,597	\$ -
<b>Total Finance</b>		\$ 7,488	\$ -	\$ 109	\$ 7,597	\$ 7,597	\$ -
<b>Information Technology</b>							
8600 - Information Technology	Gartner Professional Services	\$ -	\$ 39,000	\$ -	\$ 39,000	\$ 39,000	\$ -
8600 - Information Technology	Strategic Communications Training*	\$ -	\$ 44,000	\$ -	\$ 44,000	\$ -	\$ 44,000
8600 - Information Technology	Unmanned Aerial System	\$ -	\$ 7,950	\$ -	\$ 7,950	\$ -	\$ 7,950
<b>Total Information Services</b>		\$ -	\$ 90,950	\$ -	\$ 90,950	\$ 39,000	\$ 51,950
<b>TOTAL - GENERAL FUND</b>		\$ 466,088	\$ 319,850	\$ 102,715	\$ 888,653	\$ 573,609	\$ 315,044
<b>NON-GENERAL FUND</b>							
<b>Public Works</b>							
3400 - Environmental Services	Heavy Equip Operator @ Compost Facility PT to FT	\$ 23,754	\$ -	\$ 16,109	\$ 39,863	\$ 39,863	\$ -
<b>Total Public Works</b>		\$ 23,754	\$ -	\$ 16,109	\$ 39,863	\$ 39,863	\$ -
<b>Recreation</b>							
5210 - Recreation	Certified Therapeutic Recreation Specialist	\$ 12,480	\$ -	\$ 181	\$ 12,661	\$ 12,661	\$ -
5210 - Recreation	Municipal Assistant	\$ 6,240	\$ -	\$ 90	\$ 6,330	\$ 6,330	\$ -
<b>Total Recreation</b>		\$ 18,720	\$ -	\$ 271	\$ 18,991	\$ 18,991	\$ -
<b>TOTAL - NON-GENERAL FUND</b>		\$ 42,474	\$ -	\$ 16,381	\$ 58,855	\$ 58,855	\$ -
<b>COMBINED TOTAL - ALL FUNDS</b>		\$ 508,562	\$ 319,850	\$ 119,096	\$ 947,508	\$ 632,464	\$ 315,044

\*See item under Town Manager's Office.

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# Appendix B: Budget Information

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

# The Town Manager

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

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## REQUEST FOR DEPARTMENTAL BUDGET INFORMATION

**TO OCCUR:** Annually, at Town Manager's request

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

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

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## REQUEST FOR SCHOOL BUDGET INFORMATION

**TO OCCUR:** Annually, at Town Manager's request

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

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

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## **The Town Manager** (continued)

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### **REQUEST FOR CAPITAL EXPENDITURES INFORMATION**

**TO OCCUR:** Annually, at Town Manager's request

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

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

#### Definitions of Capital Expenditures

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

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

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



## **The Town Manager** (continued)

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### **SUBMISSION OF TOWN BUDGET TO SELECTMEN**

**TO OCCUR:** On the specified date

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

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

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### **SUBMISSION OF CAPITAL EXPENDITURES BUDGET TO SELECTMEN**

**TO OCCUR:** Annually

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

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

# The Board of Selectmen

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

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## RECOMMENDATIONS ON TOWN BUDGET

**TO OCCUR:** Prior to the Annual Town Meeting

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

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

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## RECOMMENDATIONS ON CAPITAL BUDGET

**TO OCCUR:** Prior to the annual Town Meeting

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

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

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## **Board of Selectmen** (continued)

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### **SUBMISSION OF BUDGET TO TOWN MEETING**

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

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

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

# The Appropriation Committee

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

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## APPROPRIATION COMMITTEE REPORT ON TOWN BUDGET

**TO OCCUR:** Prior to the Annual Town Meeting

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

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

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

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## EXPLANATION OF APPROPRIATION COMMITTEE REPORT

**TO OCCUR:** At the annual Town Meeting

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

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

# The Capital Expenditures Committee

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

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## **CAPITAL EXPENDITURES REPORT**

**TO OCCUR:** Prior to the annual Town Meeting

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

Each year the Capital Expenditures Committee shall request and receive from the Town boards and departments a list of all capital expenditures that may be required within the ensuing five-year period. The Committee shall consider the relative need, timing and cost of these projects, the adequacy thereof and the effect these expenditures might have on the financial position of the Town.

The Committee shall prior to each annual meeting for the transaction of business prepare, publish and distribute by making copies available at the office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each Town meeting member, a report of its findings, setting forth a list of all such capital expenditures together with the Committee's recommendations as to the projects that should be undertaken within the five-year period and the approximate date on which each recommended project should be started. This publication may be combined with and distributed at the same time as the Appropriation Committee report.

[Amended 3-16-1981 ATM by Art. 11; 3-23-2009 ATM by Art. 33]

# Override History

In Massachusetts, a state law known as Proposition 2½ limits municipal tax revenue growth. Two provisions within Proposition 2½ allow votes to authorize the Town to raise taxes above the tax levy limit: an operating override or a debt exclusion.

- An operating override is an action taken by the voters of a town to exceed the limit placed on tax revenue growth. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and thus becomes a permanent addition to the tax levy limit.
- A debt exclusion is a temporary increase in the tax levy limit to fund the debt service associated with a capital project. A debt exclusion requires a majority vote but does not become a permanent part of the tax levy.

The following table shows the history of operating overrides and debt exclusions in Lexington.

History of Proposition 2½ Override Votes					
Date of Vote	FY	Proposition 2½ Overrides	Operating Override	Debt Exclusion	Result
Dec 2017	2018	Fire Department Reconstruction		\$ 22,140,000	Approved
		Hastings School Reconstruction		\$ 65,279,418	Approved
		Lexington Children's Place New Building		\$ 15,079,342	Approved
May 2016	2017	Diamond & Clarke School Renovations		\$ 71,663,200	Approved
Jan 2012	2012	Estabrook School Reconstruction		\$ 29,100,000	Approved
		Bridge & Bowman School Renovations		\$ 22,700,000	Approved
Jun 2007	2008	Schools	\$ 3,981,589		Approved
		Public Works Facility		\$ 25,180,000	Approved
Jun 2006	2007	Schools #1	\$ 2,614,509		Not Appr.
		Schools #2	\$ 551,607		Not Appr.
		Maintenance - Schools & Municipal	\$ 1,059,100		Approved
		Municipal	\$ 799,335		Approved
Jun 2004	2005	Override	\$ 4,224,340		Approved
Jun 2003	-	Override	\$ 4,957,000		Not Appr.
Jun 2002	2003	Schools, Roads, Lincoln Park		\$ 42,550,000	Approved
May/June 2000	2001	Town/School Services and Roads	\$ 3,440,829		Approved
Dec 1998	2000	School Building Project		\$ 52,235,000	Approved
Dec 1997	-	School Building Project		\$ 68,200,000	Not Appr.
Jun 1995	1996	Schools	\$ 1,172,152		Approved
		Open Space	\$ 29,000		Approved
		Police	\$ 102,000		Approved
		Fire	\$ 196,848		Approved
Jun 1992	1993	Trash Collection	\$ 2,718,092		Approved
Jun 1990	1991	Town/School Services	\$ 1,097,829		Approved
Aug 1988	1989	Pine Meadows Golf Course		\$ 11,000,000	Approved

# Appendix C: Financial Information

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# Summary of Town Fund Balances

## Combined Summary of Revenues & Expenditures – FY2017 Actuals

The chart below is an extract from the FY2017 Audited Financial Statements. Revenues received by category (Tax levy, intergovernmental/state aid, fees, etc.) appear at the top, followed by expenditures by service category (education, public safety, public works, etc.). The resulting net impact on overall fund balance is shown in the beginning and ending fund balance figures at the bottom. FY2017 actuals are provided because it is the most recent fiscal year for which data is available.

	General Fund	Community Preservation Fund	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues</b>					
Property taxes	\$ 168,889,989	\$ 4,420,668	\$ -	\$ -	\$ 173,310,657
Intergovernmental	35,604,772	897,243	142,225	8,736,441	45,380,681
Motor vehicle and other excise taxes	6,967,130	-	-	-	6,967,130
Departmental and other	2,708,148	-	-	11,473,687	14,181,835
Investment income	986,148	30,448	-	627,316	1,643,912
Special assessments	26,231	-	-	-	26,231
Payment in lieu of taxes	589,351	-	-	-	589,351
Penalties and interest	738,750	6,237	-	-	744,987
Licenses and permits	2,826,886	-	-	-	2,826,886
Fines and forfeitures	214,300	-	-	-	214,300
Contributions	-	-	-	1,215,939	1,215,939
Other	244,450	-	-	68,832	313,282
<b>Total Revenues</b>	<b>219,796,155</b>	<b>5,354,596</b>	<b>142,225</b>	<b>22,122,215</b>	<b>247,415,191</b>
<b>Expenditures</b>					
<b>Current:</b>					
General government	9,143,730	53,866	-	1,864,129	11,061,725
Public safety	13,748,604	-	-	1,630,326	15,378,930
Education	125,222,299	-	-	12,246,882	137,469,181
Public works	6,626,064	-	-	5,865,178	12,491,242
Health and human services	1,340,165	-	-	277,269	1,617,434
Culture and recreation	3,593,490	-	-	2,134,443	5,727,933
Pension	5,283,667	-	-	-	5,283,667
Insurance	26,707,732	-	-	-	26,707,732
Debt service	15,928,647	2,338,856	-	91,228	18,358,731
Intergovernmental	850,915	-	-	-	850,915
Capital outlay	-	1,779,040	51,441,741	-	53,220,781
<b>Total Expenditures</b>	<b>208,445,313</b>	<b>4,171,762</b>	<b>51,441,741</b>	<b>24,109,455</b>	<b>288,168,271</b>
Excess (deficiency) of revenues over expenditures	11,350,842	1,182,834	(51,299,516)	(1,987,240)	(40,753,080)
<b>Other Financing Sources (Uses)</b>					
Issuance of general obligation bonds	-	208,200	41,175,800	1,793,900	43,177,900
Bond premiums	6,463	20,088	1,563,558	142,396	1,732,505
Transfers in	2,774,475	-	3,503,211	3,001,910	9,279,596
Transfers out	(6,326,228)	-	(420,376)	(812,844)	(7,559,448)
<b>Total Other Financing Sources (Uses)</b>	<b>(3,545,290)</b>	<b>228,288</b>	<b>45,822,193</b>	<b>4,125,362</b>	<b>46,630,553</b>
Change in fund balance	7,805,552	1,411,122	(5,477,323)	2,138,122	5,877,473
Fund Balance, at Beginning of Year, as reclassified	65,528,318	7,644,555	(980,154)	20,749,320	92,942,039
<b>Fund Balance, at End of Year</b>	<b>\$ 73,333,870</b>	<b>\$ 9,055,677</b>	<b>\$ (6,457,477)</b>	<b>\$ 22,887,442</b>	<b>\$ 98,819,512</b>



# Summary of Revolving Fund Balances

## FY2017 Actuals (and first half of FY2018)

This chart shows beginning and ending balances for municipal Revolving Funds for FY2017 and the first half of FY2018. Beginning balances (as of July 1, 2016) are shown in the first column, followed by all revenues received for the year and expenditures made. Rules for the establishment, use and reporting of Revolving Funds are set forth in M.G.L. Chapter 44, Section 53E½.

	(1) 7/1/2016 Beg Bal	(2) FY2017 Revenue	(3) FY2017 Expenditures	(4) 7/1/2017 End Bal	(5) July-Dec 17 Revenue	(6) July-Dec 17 Expenditures	(7) 12/31/2017 End Bal
Building Rental Revolving Fund	\$ 85,423	\$ 550,334	\$ 456,073	\$ 179,684	\$ 154,847	\$ 218,471	\$ 116,060
Burial Containers	\$ 189,048	\$ 49,415	\$ 37,280	\$ 201,183	\$ 27,970	\$ 41,005	\$ 188,148
Trees	\$ 32,520	\$ 36,350	\$ 41,151	\$ 27,719	\$ 16,945	\$ 30,695	\$ 13,969
Compost Operations	\$1,099,754	\$ 479,625	\$ 568,240	\$1,011,139	\$ 330,489	\$ 409,688	\$ 931,940
Minuteman Household Hazardous Waste Program	\$ 64,213	\$ 181,921	\$ 188,770	\$ 57,364	\$ 68,135	\$ 94,089	\$ 31,410
Health Programs	\$ 39,149	\$ 45,780	\$ 13,947	\$ 70,983	\$ 14,731	\$ 116	\$ 85,598
Senior Services (formerly Council on Aging Programs)	\$ 56,344	\$ 53,433	\$ 44,963	\$ 64,813	\$ 22,975	\$ 39,881	\$ 47,908
Liberty Ride	\$ 16,567	\$ 201,142	\$ 199,403	\$ 18,306	\$ 137,288	\$ 150,973	\$ 4,621
School Bus Transportation	\$ 643,964	\$ 945,714	\$1,048,300	\$ 541,378	\$ 673,945	\$1,124,962	\$ 90,361
Regional Cache - Hartwell Ave	\$ 11,397	\$ 8,487	\$ 2,134	\$ 17,751	\$ 2,486	\$ -	\$ 20,237
Visitors Center	\$ 29,929	\$ 205,362	\$ 210,182	\$ 25,110	\$ 117,233	\$ 115,747	\$ 26,596
PEG Access <sup>1</sup>	\$1,069,481	\$ 966,035	\$ 755,216	\$1,280,300	\$ 355,904	\$ 535,220	\$1,100,984

<sup>1</sup>Effective July 1, 2017 the PEG Access operation will no longer operate as a Revolving Fund pursuant to IGR 16-102 released in January of 2016. The PEG Access operation will be transitioned to a Special Purpose Revenue Fund and will be initially funded out of monies currently in the Revolving Fund.

# Stabilization Fund History

Authorized M.G.L. Ch. 40, Sec. 5, the Town of Lexington's general stabilization fund has grown steadily since FY2007. Stemming from actions of Town Meeting and recommendations of the Selectmen's Ad Hoc Fiscal Policy Committee, annual appropriations to the fund are shown in the table below.

The Fiscal Policy Committee recommended that the Town "[b]uild a Stabilization Fund large enough to buffer the General Fund from the impact of two to three years of reduced state aid and declining local receipts. Continue to allocate between \$500,000 and \$1 million each year until the Stabilization Fund reaches roughly 7% of the prior year's General Fund revenues."

*(Report of the Financial Policy Committee to BOS, page 4 & 11, March 15, 2006)*

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

*(Staff Memo to BOS on FPC Recommendations, September 15, 2006)*

## General Stabilization Fund History

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Beginning Balance	\$ 8,376,820	\$ 8,551,561	\$ 8,744,262	\$ 8,895,689	\$ 9,056,939	\$ 9,251,859
Interest Earned	\$ 174,741	\$ 192,700	\$ 151,427	\$ 161,250	\$ 194,920	\$ 196,008
T.M. Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T.M. Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Balance</b>	<b>\$ 8,551,561</b>	<b>\$ 8,744,262</b>	<b>\$ 8,895,689</b>	<b>\$ 9,056,939</b>	<b>\$ 9,251,859</b>	<b>\$ 9,447,866</b>

## As a Percent of Net General Fund Revenue

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
<b>Net GF Revenue</b>	\$ 152,864,130	\$ 157,476,366	\$ 164,029,637	\$ 169,629,470	\$ 180,436,298	\$ 187,974,706
<b>% of GF Revenue</b>	5.59%	5.55%	5.42%	5.34%	5.13%	5.03%

## Specialized Stabilization Funds

Ending balances as of fiscal year end	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Transportation Demand Mitigation Fund	\$ 297,903	\$ 305,765	\$ 295,712	\$ 302,092	\$ 300,766	\$ 214,309
Traffic Mitigation Stabilization Fund	\$ 346,478	\$ 96,562	\$ 29,077	\$ 88,830	\$ 147,401	\$ 146,701
Special Education Stabilization Fund	\$ 1,067,142	\$ 1,069,456	\$ 1,071,495	\$ 1,073,638	\$ 1,078,170	\$ 1,088,001
Capital Stabilization Fund	\$ -	\$ 1,601,836	\$ 3,990,704	\$ 8,048,466	\$ 16,725,947	\$ 23,203,210
Center Improvement Stabilization Fund	\$ 85,983	\$ 86,169	\$ 86,334	\$ 86,506	\$ 86,872	\$ 87,664
TMOD Stabilization Fund	\$ 10,709	\$ 10,732	\$ 10,752	\$ 10,774	\$ 98,164	\$ 98,263
Debt Stabilization Fund	\$ 1,380,728	\$ 1,259,567	\$ 1,137,817	\$ 1,015,788	\$ 895,503	\$ 778,494
Avalon Bay School Enrollment*	\$ 548,379	\$ 299,036	\$ 49,141	\$ 45	\$ 45	\$ 45
School Bus Stabilization Fund*	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18

\*The remaining balances in these funds was transferred to the General Fund at the 2017 Annual Town Meeting. The 2018 Annual Town Meeting will be asked to vote to dissolve the funds.

## Dedicated Trust Funds

Ending balances as of fiscal year end	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
Other Post Employment Benefits (OPEB)	\$ 2,166,697	\$ 3,069,273	\$ 4,482,338	\$ 5,798,656	\$ 7,334,848	\$ 9,869,875
Health Care Trust Fund	\$ 10,029,381	\$ 8,343,874	\$ 8,567,189	\$ 7,559,580	\$ 5,693,188	\$ 4,540,875
Dental Trust Fund	\$ 220,887	\$ 221,365	\$ 221,787	\$ 222,231	\$ 223,169	\$ 225,204

# Summary of Reserve Fund Transfers

## FY2012-2017

The chart below shows the budgeted and actual transfers from the Appropriation Committee Reserve Fund. The fund, set forth under M.G.L. Ch. 40, Sec. 6, is to be used for extraordinary and unforeseen expenditures, which cannot be paid through regular program appropriations.

Specifically, M.G.L. states:

Chapter 40: Section 6. Towns; reserve funds for extraordinary expenditures; establishment Section 6. To provide for extraordinary or unforeseen expenditures, a town may at an annual or special town meeting appropriate or transfer a sum or sums not exceeding in the aggregate five per cent of the levy of the fiscal year preceding the fiscal year for which the fund, to be known as the reserve fund, is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the finance or appropriation committee of the town, in towns having such a committee, and in other towns by the selectmen; and the town accountant in towns having such an official, and in other towns the auditor or board of auditors, shall make such transfers accordingly.

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

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
<b>Budgeted Amounts</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$900,000</b>	<b>\$900,000</b>
<b>Reserve Fund Transfers</b>	<b>\$ 40,000</b>	<b>\$210,350</b>	<b>\$118,000</b>	<b>\$289,620</b>	<b>\$176,800</b>	<b>\$198,115</b>
2140 - Unemployment	-	-	\$ 65,000	-	-	-
2160 - General Insurance	-	-	\$ 11,000	-	-	-
2400 - Public Facilities	-	-	-	-	-	\$106,000
3000 - DPW Supplies	-	-	\$ 17,000	-	-	-
3000 - DPW Wages	-	-	\$ 5,000	-	-	-
3230 - Snow Expenses	-	\$ 18,000	-	-	-	-
3230 - Snow Wages	-	\$189,000	-	-	-	-
4100 - Police Expenses	-	-	\$ 9,000	-	-	-
4100 - Police Wages	-	-	\$ 11,000	-	-	-
7140 - Board of Health	-	-	-	\$ 11,500	-	-
7000 - Land Use Expenses	\$ 40,000	-	-	-	-	-
7300 - Economic Dev.	-	-	-	\$104,120	-	-
8120 - Legal	-	-	-	\$ 24,000	-	-
8530 - Elections	-	\$ 3,350	-	-	-	-
Capital	-	-	-	\$150,000	\$176,800	\$ 92,115

# Lexington Retirement System History

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Authorized under M.G.L. Ch. 32, the Lexington Retirement System is charged with managing the pensions of most municipal and school employees. Teachers are covered by the Massachusetts Teachers Retirement System. State law requires that retirement systems fully fund their pension liabilities by 2040. Lexington is on track to complete full funding of its liability by 2024.

The following table shows information concerning the Pension Liability.

	<b>FY2013*</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>
Assessment	\$ 4,205,537	\$ 4,805,537	\$ 5,005,537	\$ 5,255,537	\$ 5,505,537	\$ 5,755,537
% Funded	86.1%	78.3%	82.3%	83.7%	85.3%	87.0%
Target Date for 100% Liability Funding	2020	2030	2025	2025	2024	2024

\*An additional \$1,000,000 appropriated in addition to this Assessment at the 2012 Special Town Meeting

**Note:** FY2018 Assessment from Actuarial Valuation of the Lexington Retirement System as of January 1, 2016.

# Snow & Ice History

The following chart details snow and ice expenditures for the Town of Lexington over the last 10 fiscal years. As a variable expenditure, Massachusetts General Laws allow cities and towns to carry over deficits from one year to be funded by revenue in the following year. The Town works to limit expenditures where feasible, leverage available funds from other Department of Public Works items, or transfer from the Reserve Fund. Where balances remain, they are funded in the following year, as noted in the column on the right.

Fiscal Year	Budget	Actual	Surplus/ (Shortfall)	Transfers within DPW Budget	Reserve Fund Transfers	Year End Deficit Raised in Next Fiscal Year
2017	\$ 1,188,024	\$ 1,685,467	\$ (497,443)	\$ 232,193	\$ -	\$ 265,250
2016	\$ 1,128,216	\$ 1,196,662	\$ (68,446)	\$ 68,446	\$ -	\$ -
2015	\$ 1,127,716	\$ 2,235,573	\$ (1,107,857)	\$ 464,207	\$ -	\$ 643,650
2014	\$ 1,091,534	\$ 1,744,540	\$ (653,006)	\$ -	\$ -	\$ 653,006
2013	\$ 1,091,534	\$ 1,448,098	\$ (356,564)	\$ 149,564	\$ 207,000	\$ -
2012	\$ 1,004,944	\$ 603,900	\$ 401,044	\$ -	\$ -	\$ -
2011	\$ 987,445	\$ 1,884,338	\$ (896,893)	\$ 242,840	\$ -	\$ 654,053
2010	\$ 737,445	\$ 1,396,285	\$ (658,840)	\$ 658,840	\$ -	\$ -
2009	\$ 646,925	\$ 2,282,115	\$ (1,635,190)	\$ 1,533,443	\$ -	\$ 101,747
2008	\$ 610,237	\$ 1,645,140	\$ (1,034,903)	\$ 537,865	\$ -	\$ 497,038
<b>Total</b>	<b>\$ 9,036,169</b>	<b>\$ 15,196,245</b>	<b>\$ (6,160,076)</b>	<b>\$ 3,804,626</b>	<b>\$ 207,000</b>	<b>\$ 2,549,494</b>
<b>2013-2017 Average</b>	<b>\$ 1,125,405</b>	<b>\$ 1,662,068</b>	<b>\$ (536,663)</b>	<b>\$ 182,882</b>	<b>\$ 41,400</b>	<b>\$ 312,381</b>
<b>2008-2017 Average</b>	<b>\$ 961,402</b>	<b>\$ 1,612,212</b>	<b>\$ (650,810)</b>	<b>\$ 388,740</b>	<b>\$ 20,700</b>	<b>\$ 281,474</b>

## APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	Adopted FY2018 Budget	Recommended FY2019 Budget
<b>Community Preservation Act Revenue</b>								
Prior Year Balance (allocated and unallocated)								
Property Surcharge	\$ 3,360,117	\$ 3,510,101	\$ 3,779,719	\$ 4,011,213	\$ 4,224,137	\$ 4,398,551	\$ 4,613,000	\$ 4,805,000
State Match	\$ 885,463	\$ 929,507	\$ 1,932,347	\$ 1,230,116	\$ 1,229,774	\$ 897,243	\$ 839,000	\$ 689,000
Investment Income	\$ 19,101	\$ 13,784	\$ 23,826	\$ 41,050	\$ 26,720	\$ 30,076	\$ 20,000	\$ 20,000
Donations/Other	\$ -	\$ 30,297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 4,264,682</b>	<b>\$ 4,483,689</b>	<b>\$ 5,735,892</b>	<b>\$ 5,282,379</b>	<b>\$ 5,480,632</b>	<b>\$ 5,325,871</b>	<b>\$ 5,472,000</b>	<b>\$ 5,514,000</b>

### Use of Community Preservation Funds

#### Open Space Reserve Allocation

Beginning balance	\$ -	\$ -	\$ 1,174	\$ 504,730	\$ 772,618	\$ 573,191	\$ 538,903	\$ 261,322
New Allocation	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831	\$ 504,800	\$ 538,600	\$ 547,200	\$ 551,400
Close Out of Unused Project Balances	\$ -	\$ 1,174	\$ 5,633	\$ 3,057	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 419,900</b>	<b>\$ 427,474</b>	<b>\$ 556,230</b>	<b>\$ 992,618</b>	<b>\$ 1,277,418</b>	<b>\$ 1,111,791</b>	<b>\$ 1,086,103</b>	<b>\$ 812,722</b>

#### Appropriations for:

Cotton Farm Debt Service (Art. 9, 2010 ATM) (\$3,857,000 Authorization). FY12 debt service is \$1,300,604 on a \$1,297,400 bond anticipation note; residual balance of the debt service is funded from the Unbudgeted Reserve)	\$ 419,900							
Cotton Farm Debt Service - \$1,000,000 (Art. 8 (l), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)		\$ 426,300						
CPA Conservation Restriction Enforcement Funds (Art 8(b), 2013 ATM)			\$ 25,000					
Lexington Center Pocket Park Design and Ancillary Costs (Art 8(i), 2013 ATM)			\$ 21,500					
ACROSS Lexington Pedestrian/Bicycle Route System (Art 8(n), 2013 ATM)			\$ 5,000					
Art 3 STM 6/14/14 Land Acquisition - off Concord Road				\$ 220,000				
Conservation Meadow Preservation Program (Art 8(a), 2015 ATM)					\$ 26,400			
Property Purchase - 241 Grove Street (Art. 9, 2015 ATM) (Note, total acquisition costs are \$618,000 of which \$264,428 is allocated to Community Housing and \$100,545 is allocated to the Unbudgeted Reserve)					\$ 253,027			
FY16 CPA Debt Service (Art. 8( r ), 2015 ATM (Note, \$1,992,400 of FY16 debt service is in the Unbudgeted Reserve)					\$ 424,800			
Wright Farm Barn Needs Assessment and Feasibility Study (Art. 8(a) 2016 ATM)						\$ 35,000		
Grain Mill Alley Design Implementation (Art. 8(o) 2016 ATM)						\$ 127,838		
FY2017 CPA Debt Service (Art. 8(p) 2016 ATM) (Note, total FY2017 debt service is \$3,289,721 of which \$2,879,671 is allocated to the Unbudgeted Reserve)						\$ 410,050		
Cotton Farm Conservation Area Improvements (Art. 10(f) 2017 ATM)							\$ 301,300	
Willard's Woods and Wright Farm Meadow Preservation (Art. 10(e) 2017 ATM)							\$ 40,480	
Wright Farm Supplemental Funds (Art. 10(g) 2017 ATM)							\$ 87,701	
FY2018 CPA Debt Service (Art. 10(o) 2017 ATM) (Note, total FY2018 debt service is \$2,390,998 of which \$1,995,698 is allocated to the Unbudgeted Reserve)							\$ 395,300	
Wright Farm Acquisition Debt Service (Art. 10(k) 2018 ATM), Authorized (Art. 9(a) 2012 ATM)								\$ 380,550
<b>subtotal - appropriations</b>	<b>\$ 419,900</b>	<b>\$ 426,300</b>	<b>\$ 51,500</b>	<b>\$ 220,000</b>	<b>\$ 704,227</b>	<b>\$ 572,888</b>	<b>\$ 824,781</b>	<b>\$ 380,550</b>
<b>Open Space Reserve Balance at end of fiscal year</b>	<b>\$ -</b>	<b>\$ 1,174</b>	<b>\$ 504,730</b>	<b>\$ 772,618</b>	<b>\$ 573,191</b>	<b>\$ 538,903</b>	<b>\$ 261,322</b>	<b>\$ 432,172</b>

## APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	Adopted FY2018 Budget	Recommended FY2019 Budget
<b>Historic Resources Reserve Allocation</b>								
Beginning balance	\$ 416,996	\$ 521,515	\$ 729,283	\$ 200,613	\$ 122,187	\$ 79,313	\$ 612,746	\$ 447,833
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Allocation	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831	\$ 504,800	\$ 538,600	\$ 547,200	\$ 551,400
Close Out of Unused Project Balances	\$ 29,619	\$ 602,756	\$ 118,186	\$ 4,001	\$ 13,714	\$ 49,113	\$ 42,637	\$ -
<b>Total</b>	<b>\$ 866,515</b>	<b>\$ 1,550,571</b>	<b>\$ 1,396,892</b>	<b>\$ 689,445</b>	<b>\$ 640,701</b>	<b>\$ 667,026</b>	<b>\$ 1,202,583</b>	<b>\$ 999,233</b>
<b>Appropriations for:</b>								
Archive Record Management & Conservation (Art. 8(a) 2011 ATM)	\$ 150,000							
East Lexington Fire Equipment Doors Replacement (Art.8(b) 2011 ATM)	\$ 60,000							
Battle Green Monument Restoration (Art. 8(e) 2011 ATM)	\$ 50,000							
Battle Green Master Plan Implementation (Art.8(f) 2011 ATM)	\$ 50,000							
Cary Library Vault, Preservation Project - Archives (Supplemental Appropriation) (Art. 7(a), November 14, 2011 STM)	\$ 35,000							
Archive Record Management & Conservation (Art. 8 (a), 2012 ATM)		\$ 150,000						
Paint Mine Barn Preservation (Art. 8 (b), 2012 ATM)		\$ 34,770						
Muzzey Senior Center Upgrades (Art. 8 ( c ), 2012 ATM)		\$ 561,518						
Cary Memorial Building Upgrades - \$550,000 (Art. 8 (d), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)		\$ 75,000						
Archives and Records Management/Conservation (Art.8(a) 2013 ATM)			\$ 20,000					
Buckman Tavern Restoration and Renovation (Total cost is \$650,000; residual balance is funded from Unbudgeted Reserves)(Art.8(o) 2013 ATM)			\$ 250,000					
Cary Memorial Building Upgrades (Total cost is \$550,000; residual balance is funded from Unbudgeted Reserves)(Art.8(c) 2013 ATM)			\$ 314,523					
Merriam Hill Preservation Project (Art.8(j) 2013 ATM)			\$ 3,000					
Moon Hill National Register Nomination Project (Art.8(k) 2013 ATM)			\$ 6,000					
Visitor Center - Design Phase (Art. 8(b) 2014 ATM) - Total Cost is \$220,608 of which \$161,276 is from tax levy				\$ 59,332				
Hastings Park Gazebo Renovations (Art. 8(c) 2014 ATM)				\$ 120,000				
Historical Commission Inventory Forms for Listed Buildings (Art. 8(d) 2014 ATM)				\$ 35,000				
Battle Green Streetscape Improvements (Art. 8(e) 2014 ATM) - Total Cost is \$90,000 of which \$27,000 from tax levy				\$ 63,000				
Art 10 6/13/14 Community Center amendment				\$ 289,926				
Cary Memorial Building Sidewalk Enhancements (Art. 4 March 23, 2015 STM)					\$ 194,200			
Parker's Revenge Site Restoration (Art. 8(b) 2015 ATM)					\$ 36,790			
First Parish Church Restoration - Historic Structure Report (Art. 8(c) 2015 ATM)					\$ 40,000			
Cary Memorial Building Records Center Shelving (Art. 8(d) 2015 ATM)					\$ 75,398			
Battle Green Streetscape Improvements (Art. 8(e) 2015 ATM)					\$ 140,000			
Community Center Sidewalk Design (Art. 8(f) 2015 ATM)					\$ 50,000			
Community Center Preservation Restriction Endowment (Art. 8(h) 2015 ATM)					\$ 25,000			
Munroe Center for the Arts Window Study (Art. 8(b) 2016 ATM)						\$ 30,000		
Lexington Arts and Crafts Society Parson's Gallery Lighting Renovation (Art. 8(c) 2016 ATM)						\$ 24,280		
Munroe School Window Restoration (Art. 10(i) 2017 ATM)							\$ 675,000	
Interpretive Signage Project (Art. 10(a) 2017 ATM)							\$ 38,400	
Parker's Revenge Interpretive and Public Education Project (Art. 10(b) 2017 ATM)							\$ 41,350	
Community Center Sidewalk (Art. 10(b) 2018 ATM)								TBD

## APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	Adopted FY2018 Budget	Recommended FY2019 Budget
<i>Archives &amp; Records Management/Records Conservation &amp; Preservation (Art. 10(c) 2018 ATM)</i>								\$ 20,000
<i>9 Oakland St Renovation and Adaptive Re-Use (Art. 10(d) 2018 ATM)</i>								\$ 200,000
<b>subtotal - appropriations</b>	<b>\$ 345,000</b>	<b>\$ 821,288</b>	<b>\$ 1,196,279</b>	<b>\$ 567,258</b>	<b>\$ 561,388</b>	<b>\$ 54,280</b>	<b>\$ 754,750</b>	<b>\$ 220,000</b>
<b>Historic Resources Reserve Balance at end of fiscal year</b>	<b>\$ 521,515</b>	<b>\$ 729,283</b>	<b>\$ 200,613</b>	<b>\$ 122,187</b>	<b>\$ 79,313</b>	<b>\$ 612,746</b>	<b>\$ 447,833</b>	<b>\$ 779,233</b>
<b>Community Housing Reserve Allocation</b>								
Beginning balance	\$ 3,533	\$ 30,001	\$ 11,796	\$ 396,587	\$ 8,102	\$ 48,473	\$ 185,949	\$ 56,437
New Allocation	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831	\$ 504,800	\$ 538,600	\$ 547,200	\$ 551,400
Close Out of Unused Project Balances	\$ -	\$ 11,796	\$ 8,102	\$ -	\$ -	\$ 47,126	\$ -	\$ -
<b>Total</b>	<b>\$ 423,433</b>	<b>\$ 468,097</b>	<b>\$ 569,321</b>	<b>\$ 881,418</b>	<b>\$ 512,902</b>	<b>\$ 634,199</b>	<b>\$ 733,149</b>	<b>\$ 607,837</b>
<b>Appropriations for:</b>								
<i>LexHAB - Set Aside for Housing Acquisition (Total cost is \$450,000; residual balance is funded from Unbudgeted Reserves)(Art.8(d) 2011 ATM)</i>	\$ 393,432							
<i>LexHAB - Set Aside for Housing Acquisition - \$450,000 (Art. 8 (g), 2012 ATM)</i>		\$ 450,000						
<i>Greeley Village Accessible Housing Project - \$810,673 (Art. 8 (j), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)</i>		\$ 6,301						
<i>Greeley Village Front Doors (Art. 8 (l), 2013 ATM)</i>			\$ 172,734					
<i>Vynebrooke Village Renovations (Art. 8(f) 2014 ATM)</i>				\$ 300,551				
<i>LexHAB Set-Aside funds for Development of Community Housing at the Busa</i>				\$ 572,764				
<i>Property Purchase - 241 Grove Street (Art. 9, 2015 ATM) (Note, total acquisition costs are \$618,000 of which \$253,027 is allocated to Open Space and \$100,545 is allocated to the Unbudgeted Reserve)</i>					\$ 264,428			
<i>Property Improvements - 241 Grove Street (Art. 5, December 2, 2015 STM)</i>					\$ 200,000			
<i>Keeler Farm Community Housing acquisition (Art. 8(e) 2016 ATM)</i>						\$ 185,000		
<i>Greeley Village Rear Door and Porch Preservation (Art. 8(f) 2016 ATM)</i>						\$ 263,250		
<i>Affordable Units Preservation - Pine Grove/Judge's Road (Art. 10(d) 2017 ATM)</i>							\$ 620,000	
<i>Greeley Village Rear Door and Porch Supplemental Request (Art. 10(c) 2017 ATM)</i>							\$ 56,712	
<i>Lowell Street - Farmview Affordable Housing Supplemental Funds (Art. 10(j) 2018 ATM)</i>								TBD
<b>subtotal - appropriations</b>	<b>\$ 393,432</b>	<b>\$ 456,301</b>	<b>\$ 172,734</b>	<b>\$ 873,315</b>	<b>\$ 464,428</b>	<b>\$ 448,250</b>	<b>\$ 676,712</b>	<b>\$ -</b>
<b>Community Housing Reserve Balance at end of fiscal year</b>	<b>\$30,001</b>	<b>\$11,796</b>	<b>\$ 396,587</b>	<b>\$ 8,102</b>	<b>\$ 48,473</b>	<b>\$ 185,949</b>	<b>\$ 56,437</b>	<b>\$ 607,837</b>



## APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	Adopted FY2018 Budget	Recommended FY2019 Budget
<b>Unbudgeted Reserve</b>								
Beginning balance	NA	NA	NA	NA	NA	NA	NA	NA
New Allocation	\$ 2,939,300	\$ 3,145,607	\$ 3,845,961	\$ 3,827,886	\$ 3,533,600	\$ 3,710,071	\$ 3,830,400	\$ 3,859,800
<b>Total</b>	<b>\$ 2,939,300</b>	<b>\$ 3,145,607</b>	<b>\$ 3,845,961</b>	<b>\$ 3,827,886</b>	<b>\$ 3,533,600</b>	<b>\$ 3,710,071</b>	<b>\$ 3,830,400</b>	<b>\$ 3,859,800</b>
<b>Appropriations for:</b>								
Cotton Farm Debt Service (Art. 9, 2010 ATM) (\$3,857,000 Authorization). FY12 debt service is \$1,300,604 on a \$1,297,400 bond anticipation note; residual balance of the debt service is funded from the Open Space Reserve)	\$ 880,704							
Busa Farm Debt Service (Art. 6, 2009 STM) (\$4,197,000 Bond Authorization). FY12 debt service is \$974,600; residual balance of the FY12 debt service to be funded with \$216,885 in free cash derived from portion of FY2010 bond premium and accrued interest attributable to issuance of Busa Farm debt in February 2010.)	\$ 757,715							
LexHAB - Set Aside for Housing Acquisition (Total cost is \$450,000; residual balance is funded from the Community Housing Reserve) (Art.8(d)2011 ATM)	\$ 56,568							
Vynebrooke Village Drainage Improvements (Art.8(i) 2011 ATM)	\$ 364,800							
FY12 Administrative Expenses (Art. 8(l) 2011 ATM)	\$ 150,000							
FY13 Administrative Expenses (Art. 8 (m), 2012 ATM)		\$ 150,000						
Center Playfields Drainage - Implementation Phase - (Art. 8 (e), 2012 ATM)		\$ 605,718						
Busa Farm Debt Service - \$930,300 (Art. 8 (k), 2012 ATM) (remaining project balance funded from Undesignated Fund Balance)		\$ 186,105						
Cotton Farm Debt Service - \$1,000,000 (Art. 8 (l), 2012 ATM) (remaining project balance funded from Open Space Reserve)		\$ 573,700						
Cary Memorial Building Upgrades - \$550,000 (Art. 8 (d), 2012 ATM) (remaining project balance funded from Historic Resources Reserve)		\$ -						
Battle Green Area Master Plan Implementation - \$143,845 (Art. 8 (f), 2012 ATM)		\$ 143,845						
Buckman Tavern Historic Structure Report/Restoration Plans - \$65,000 (Art. 8 (h), 2012 ATM)		\$ 65,000						
Historical Society-Historic Records Preservation - \$77,268 (Art. 8 (i), 2012 ATM)		\$ 77,268						
Greeley Village Accessible Housing Project - \$810,673 (Art. 8 (j), 2012 ATM) (remaining project balance funded from Community Housing Reserve)		\$ 804,372						
Land Acquisition (Wright Farm - \$122,000 (Art. 9(a), 2012 ATM)		\$ 122,000						
Land Acquisition (Wright Farm - \$37,000 (Art. 9(b), 2012 ATM)		\$ 37,000						
Buckman Tavern Restoration and Renovation (Total cost is \$650,000; remaining			\$ 400,000					
Cary Memorial Building Upgrades (Total cost is \$550,000; remaining balance is funded from Historic Resources Reserve)(Art.8(c) 2013 ATM)			\$ 235,477					
Lincoln Park Field Improvements (Art. 8 (h), 2013 ATM)			\$ 150,000					
Park and Playground Improvements (Art. 8 (f), 2013 ATM)			\$ 147,500					
Park Improvements - Athletic Fields (Art. 8 (g), 2013 ATM)			\$ 65,000					
Administrative Budget (Art. 8 (q), 2013 ATM)			\$ 150,000					
Marrett Road - Short Term Debt Service and Issuance Costs (Art.2(b), March 18, 2013 STM)		\$ 115,000						
Marrett Road - Ancillary Costs (Art.2( c ), March 18, 2013 STM)		\$ 147,500						
Wright Farm Debt Service (Art. 8 (p), 2013 ATM)			\$ 36,875					
Marrett Road Design and Engineering - Code Compliance and Future Improvements (Art. 14(n), 2013 ATM)			\$ 100,000					

## APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	Adopted FY2018 Budget	Recommended FY2019 Budget
Community Center Renovations (Art. 4, 11/4/2013 STM as amended at the 3/24/2014 STM) - (Total Cost is \$6,320,000 comprised of the following: Undesignated Fund Balance of the CPA Fund (\$2,135,041); residual balance funded from Historic Resources Reserve (\$650,034), Balance of Unbudgeted Reserve as of 3/13/14 (\$2,561,109) and General Fund Unreserved Fund Balance (\$422,816) and CPA-funded Debt Financing(\$551,000)). <b>Note: \$100,000 of cost is for sidewalk construction which is to be funded under Art. 8(a) of the 2014 ATM with funds from the allocation to Unbudgeted Reserve as of 7/1/14)</b>			\$ 2,561,109					
LexHAB Set-Aside funds for Development of Community Housing at the Busa Property - (Total cost is \$750,000; residual balance is funded from Community Housing Reserve) (Art. 8(g) 2014 ATM)				\$ 177,236				
Lincoln Park Field Improvements (Art. 8(h), 2014 ATM) - (Total Cost is \$620,000; residual balance funded from General Fund Unreserved Fund Balance (\$231,000) and Recreation Retained Earnings (\$189,000))				\$ 200,000				
Park and Playground Improvements (Art. 8(i) 2014 ATM)				\$ 65,000				
Park Improvements - Athletic Fields (Art. 8(j) 2014 ATM)				\$ 100,000				
Park Improvements - Hard Court Resurfacing (Art. 8(k) 2014 ATM)				\$ 85,000				
Parker Meadow Accessible Trail D & E (Art. 8(l) 2014 ATM)				\$ 34,500				
CPA Debt Service (Art. 8(m) 2014 ATM) (Does not include potential debt service on short term debt for proposed Cary Memorial Hall renovations and for supplemental funding for Community Center Improvements)				\$ 1,600,807				
Administrative Budget (Art. 8(n) 2014 ATM)				\$ 150,000				
Art 10 6/13/14 Community Center Amendment				\$ 834,344				
Park Improvements - Athletic Fields (Art. 8(j) 2015 ATM)					\$ 85,000			
Park and Playground Improvements (Art. 8(i) 2015 ATM)					\$ 68,000			
Park and Playground ADA Accessibility Study (Art. 8(k) 2015 ATM)					\$ 78,000			
Park Improvements - Hard Court Resurfacing (Art. 8(l) 2015 ATM)					\$ 55,000			
Lincoln Park Field Improvements (Art. 8(m) 2015 ATM)					\$ 220,000			
Minuteman Bikeway Culvert Rehabilitation (Art. 8(n) 2015 ATM)					\$ 290,000			
Grain Mill Alley Design Funds (Art. 8(o) 2015 ATM)					\$ 18,000			
Minuteman Bikeway Wayfinding Signs (Art. 8(p) 2015 ATM)					\$ 39,000			
Lower Vine Brook Paved Recreation Path Reconstruction (Art. 8(q) 2015 ATM)					\$ 369,813			
Property Purchase - 241 Grove Street (Art. 9, 2015 ATM) (Note, total acquisition costs are \$618,000 of which \$264,428 is allocated to Community Housing and \$253,027 is allocated to Open Space)					\$ 100,545			
FY16 CPA Debt Service (Art.( r ), 2015 ATM) (Note, \$424,800 of FY16 debt service for the purchase of Wright Farm Parcel I is in Open Space)					\$ 1,992,400			
Administrative Budget (Art. 8 (s), 2015 ATM)					\$ 150,000			
Antony Park Construction - Design (Art. 8 (h), 2016 ATM)						\$ 60,000		
Minuteman Bikeway Wayfinding Signs Implementation (Art. 8 (j), 2016 ATM)						\$ 120,000		
Town Pool Renovation Design and Engineering (Art. 8 (j), 2016 ATM)						\$ 166,000		
Park Improvements – Hard Court Resurfacing (Art. 8 (k), 2016 ATM)						\$ 61,000		
Granite Forest Pocket Park Construction at Lincoln Park (Art. 8 (l), 2016 ATM)						\$ 30,000		
Park Improvements – Athletic Fields (Art. 8 (m), 2016 ATM)						\$ 120,000		
Park and Playground Improvements (Art. 8 (n), 2016 ATM)						\$ 75,000		
FY2017 Debt Service (Art. 8(p) 2016 ATM) (Note, total FY2017 debt service is \$3,289,721 of which \$410,050 is allocated to the Open Space Reserve)						\$ 2,879,671		
Administrative Budget (Art. 8 (q), 2016 ATM)						\$ 150,000		
Park and Playground Improvements (Art. 10(n) 2017 ATM)							\$ 60,000	
Park Improvements - Athletic Fields (Art. 10(l) 2017 ATM)							\$ 125,000	

**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	Adopted FY2018 Budget	Recommended FY2019 Budget
<i>Affordable Units Preservation - Pine Grove/Judge's Road (Art. 10(d) 2017 ATM)</i>							\$ 428,000	
<i>Administrative Budget (Art. 10(p) 2017 ATM)</i>							\$ 150,000	
<i>Town Pool Renovation (Art. 10(m) 2017 ATM) (Note, the total cost of the Town Pool is \$2,154,350, of which \$1,920,000 is allocated to Undesignated Fund Balance)</i>							\$ 234,350	
<i>FY2018 Debt Service (Art. 10(o) 2017 ATM) (Note, total FY2018 debt service is \$2,390,998 of which \$395,300 is allocated to Open Space)</i>							\$ 1,995,698	
<i>Public Grounds Irrigation Improvements (Art. 10(e) 2018 ATM) (Total project cost is \$100,000, of which \$60,000 will be funded from the General Fund and \$40,000 from CPA Fund.)</i>								\$ 40,000
<i>Old Reservoir Bathhouse Design (Art. 10(i) 2018 ATM)</i>								\$ 75,000
<i>Athletic Facility Lighting (Art. 10(g) 2018 ATM)</i>								\$ 975,000
<i>Playground Replacement Program Bowman School (Art. 10(f) 2018 ATM)</i>								\$ 302,000
<i>Center Track and Field Reconstruction Debt Service (Art. 10(h) 2018 ATM) (Total Cost is \$3,340,000 which will be comprised of \$2,829,000 of CPA debt financing and \$511,000 General Fund debt financing. \$94,300 is for the first year of interest on a 1-year note for the CPA portion of the project.)</i>								\$ 94,300
<i>Administrative Budget (Art. 10(l) 2018 ATM)</i>								\$ 150,000
<i>FY2019 Debt Service (Art. 10(k) 2018 ATM) (\$954,100 Marrett Rd. Land Acquisition (Art. 2013 ATM), \$838,400 Cary Memorial Building Upgrades (Art. 2 2014 ATM), \$47,166 Community Center Renovations (Art. 3 2014 STM))</i>								\$ 1,839,666
<b>subtotal - appropriations</b>	<b>\$ 2,209,787</b>	<b>\$ 3,027,508</b>	<b>\$ 3,845,961</b>	<b>\$ 3,246,887</b>	<b>\$ 3,465,758</b>	<b>\$ 3,661,671</b>	<b>\$ 2,993,048</b>	<b>\$ 3,435,966</b>
<b>Close to Year-End Surplus Available for Appropriation</b>	<b>\$ 729,513</b>	<b>\$ 118,099</b>	<b>\$ (0)</b>	<b>\$ 580,999</b>	<b>\$ 67,842</b>	<b>\$ 48,400</b>	<b>\$ 837,352</b>	<b>\$ 423,834</b>

**APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY**

	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	Adopted FY2018 Budget	Recommended FY2019 Budget
<b>Appropriations from Undesignated Fund Balance (year-end surplus available for appropriation)</b>								
Center Playfields Drainage (Art. 8(f)2011 ATM)	\$ 911,863							
Busa Farm Debt Service - \$930,300 (Art. 8 (k), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)		\$ 744,195						
Community Center Renovations (Art. 4, 11/4/2013 STM as amended at the 3/24/2014 STM) - (Total Cost is \$6,320,000 comprised of the following: Undesignated Fund Balance of the CPA Fund (\$2,135,041); residual balance funded from Historic Resources Reserve (\$650,034), Balance of Unbudgeted Reserve as of 3/13/14 (\$2,561,109) and General Fund Unreserved Fund Balance (\$422,816) and CPA-funded Debt Financing(\$551,000)). <b>Note: \$100,000 of cost is for sidewalk construction which is to be funded under Art. 8(a) of the 2014 ATM with funds from the allocation to Unbudgeted Reserve as of 7/1/14)</b>			\$ 2,135,041					
Supplemental Appropriation to FY15 CPA Debt Service - Cary Memorial Bldg, financing (Art. 30, 2015 ATM)					\$ 1,000,960			
Supplemental Appropriation to FY17 CPA Debt Service - Community Center, financing (Art. 6, 2016 STM #5)						\$ 40,000		
Town Pool Renovation (Art. 10(m) 2017 ATM) (Note, the total cost of the Town Pool is \$2,154,350, of which \$234,350 is allocated to Undesignated Fund Balance)							\$ 1,920,000	
<b>Total</b>	<b>\$ 911,863</b>	<b>\$ 744,195</b>	<b>\$ 2,135,041</b>	<b>\$ -</b>	<b>\$ 1,000,960</b>	<b>\$ 40,000</b>	<b>\$ 1,920,000</b>	<b>\$ -</b>
<b>Total Appropriations</b>	<b>\$ 4,279,982</b>	<b>\$ 5,475,592</b>	<b>\$ 7,401,515</b>	<b>\$ 4,907,460</b>	<b>\$ 6,196,761</b>	<b>\$ 4,777,089</b>	<b>\$ 7,169,291</b>	<b>\$ 4,036,516</b>

Community Preservation Fund Debt Service								
	FY2012 Actual	FY2013 Actual	FY2014 Actual	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Projected
Wright Farm - from Open Space	-	-	-	\$ 434,633	\$ 424,800	\$ 410,050	\$ 395,300	\$ 380,550
Marrett Rd. Purchase - from Unbudgeted Reserves	-	-	-	\$ 1,089,774	\$ 1,065,100	\$ 1,028,100	\$ 991,100	\$ 954,100
Cary Memorial Building Construction - from Unbudgeted Reserves	-	-	-	\$ 67,100	\$ 899,459	\$ 889,600	\$ 869,800	\$ 838,400
Community Center Renovation - from Unbudgeted Reserves	-	-	-	-	-	-	-	\$ 47,166
Center Track and Field Reconstruction (projected debt service) - from Unbudgeted Reserves								\$ 94,300
<b>Total CPA Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 1,591,507</b>	<b>\$ 2,389,359</b>	<b>\$ 2,327,750</b>	<b>\$ 2,256,200</b>	<b>\$ 2,314,516</b>

# Appendix D: Glossary

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# Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CAPITAL IMPROVEMENT PROGRAM (CIP)** – A financial planning and management tool that identifies public facility and equipment requirements, presents these requirements in order of priority, and schedules them for funding and implementation.

**CEMETERY FUND** – See Special Revenue Fund.

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

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

**COMMUNITY PRESERVATION ACT (CPA)** – A local acceptance statute approved by Lexington voters in 2006. The purpose of the CPA is to fund open space, affordable housing, historic preservation and recreation projects that meet the eligibility criteria of the Act. Funding for projects comes from an annual property tax surcharge of up to three percent, which is the percentage adopted in Lexington. The local surcharge is matched by State funds collected as part of the deeds excise tax. The matching funds have ranged from 100% in 2006 to 17.8% in 2017.

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

**COMPETITIVE BIDDING PROCESS** – The process following State law requiring that for purchases of \$50,000 or more a Town must advertise, solicit and publicly open sealed bids from prospective vendors. After a review period, the Town Manager then awards a contract to the successful bidder.

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

**DEBT EXCLUSION** – The amount of taxes assessed in excess of the Proposition 2½ levy limit for the payment of debt service costs, subject to a popular referendum. Two-thirds of the Selectmen and a majority of citizens voting must approve the exclusion. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

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

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

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

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

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



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

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

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

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

**FREE CASH** – see Budgetary Fund Balance.

**FUND BALANCE** – The excess of assets over liabilities.

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

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

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

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

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

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

**LOCAL RECEIPTS** – A category of revenue sources including school department charges for services, investment income, fines and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2½ Tax Levy.

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

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

**MWRA** – Massachusetts Water Resources Authority, from which the Town purchases water at a wholesale rate in the form of annual assessments to the Water and Wastewater (Sewer) departments.

**OPEB** – Other Post-Employment Benefits refer to the Town's requirement to provide health, dental and life insurance benefits to qualified retirees. Over the next 30 years, the Town's OPEB liability is approximately \$200 million. In recent years, the Town has begun to fund an OPEB Trust Fund for the purpose of reducing the liability.

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

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

**OPERATING OVERRIDE** – An action taken by the voters of the town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and becomes a permanent addition to the tax levy limit.

**OTHER EXCISE (Hotel/Motel, Meals and Jet Fuel)** – Lexington hotels and motels charge an 11.7% room tax to guests, which includes a 6% local option. Lexington restaurants collect a 7.0% sales tax, which includes a 0.75% local option. A portion of the jet fuel tax collected at Hanscom airport is distributed to Lexington. These revenues are collected by the Department of Revenue and distributed to the Town of Lexington on a quarterly basis. (See page II-3 of the Revenue Section).

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

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

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

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

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

**PROPOSITION 2½** – A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. In other words, the total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next. New construction values are in addition to this limit. Two provisions within Proposition 2½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an **operating override** or a **debt exclusion**. (See page B-9 of Appendix B for an Override History.)

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

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

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

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

**MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA)** – A program of the Commonwealth of Massachusetts for the purpose of assisting municipalities in the reconstruction and renewal of its public schools.

**SCHOOL REVENUE** – Revenue received by Lexington Public Schools from athletic fees, as well as applicable bus transportation fees.

**SENIOR MANAGEMENT TEAM** – A group of top managers including department heads from eleven departments and the Town Manager's Office.

**SEWER & WATER CHARGES** – The Town operates Water and Sewer Enterprise Funds to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon metered usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, such as Massachusetts Water Resources Authority (MWRA) assessments, debt service obligations, personal service costs, and capital projects. Charges for services are based on a three-tier block rate structure corresponding to usage. Charges rise as usage increases. The Town pays the MWRA assessments to supply water and dispose of Town sewage.

**SPECIAL REVENUE FUND** – A group of accounts that are funded by revenues from other sources such as the Parking, Cemetery, and Public Education Government (PEG) Access Funds.

**STABILIZATION FUND** – Massachusetts General Law Ch.40, Sec. 5B, allows a municipality to appropriate in any year an amount not exceeding ten percent of the amount raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. Money from the Stabilization Fund may be appropriated for any lawful purpose by two-thirds vote of Town Meeting. In addition to the General Stabilization Fund, the town has stabilization funds for specific purposes, including the Transportation Demand Management Fund, Traffic Mitigation Fund, Special Education Fund, and the Capital Projects Fund.

**TAX LEVY** – The total amount to be raised through real estate and personal property taxes. Lexington property owners pay taxes to the Town based on the assessed value of their real and/or personal property. Each year the Board of Selectmen conducts a tax classification hearing to determine a tax rate. The Town Assessor makes adjustments to real estate values in order to properly reflect fair market value. In addition to real estate, businesses may also pay a personal property tax (set at the commercial rate) based on the value of their professional equipment, furniture and fixtures. The amount of taxes a property owner pays is determined by multiplying the applicable tax rate by the valuation. For example, if the tax rate is \$10 and a property's assessed value is \$100,000, the property owner will pay \$10 times 100 (\$100,000/1,000), or \$1,000. Tax levy revenues are the largest source of funding for the Town.

**TAX LEVY LIMIT** – The maximum amount that can be raised by a municipality within Proposition 2½.

**TAX RATE** – The amount of tax levied for each \$1,000 of assessed valuation.

**USER FEES** – Fees paid for direct receipt of a public service by the user or beneficiary of the service.