

SELECTMEN'S MEETING
Thursday, December 5, 2013
Selectmen Meeting Room
8:30 a.m.

AGENDA

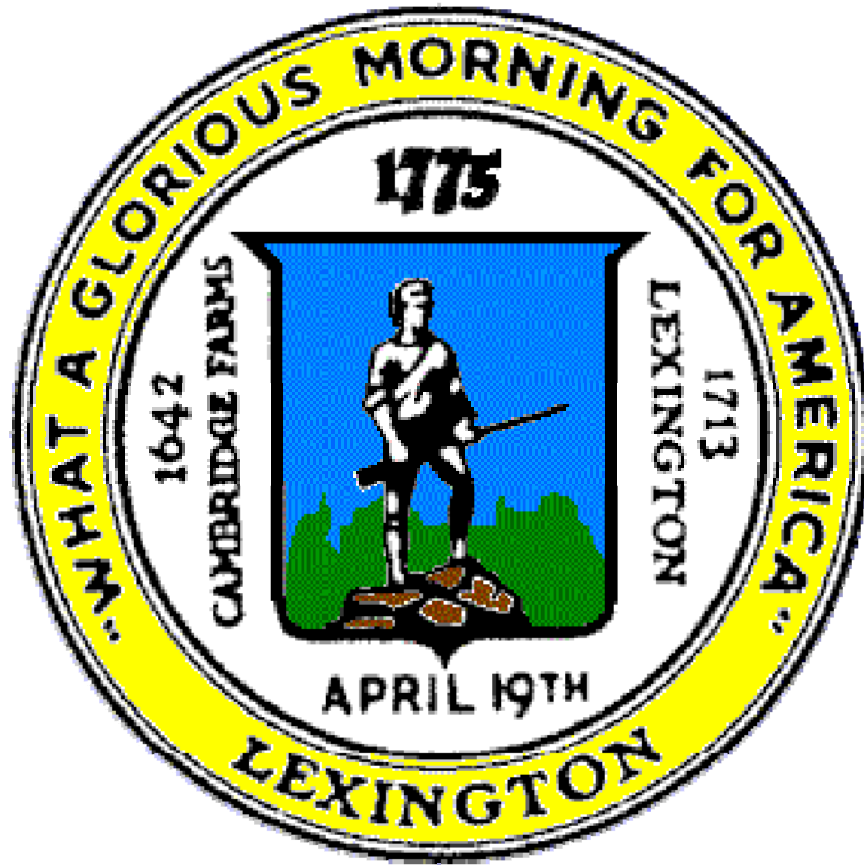
8:30 a.m. FY2015 Budget Presentations

1. Public Facilities
2. Fire
3. Human Services
4. Finance/IT

10:30 noon ADJOURN

*Hearing Assistance Devices Available on Request
All agenda times and the order of items are approximate and subject to change.*





Department of Public Facilities
Requested Budget
Fiscal Year 2015

Submitted by:
Patrick Goddard, Director of Public Facilities

Board of Selectmen Presentation
December 5th, 2013



Departmental Budget Requests

Program: 2000 Shared Expenses

Subprogram: 2400 Public Facilities

Mission:

The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town Buildings, preserve the facility and equipment assets of the Town, and plan and implement Capital improvements. This mission will be accomplished through establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a 5 year Facility Capital plan through collaboration with the Permanent Building Committee and other Town committees.

Budget Overview:

The Department of Public Facilities (DPF) FY 2015 budget consists of three divisions: educational facility division, municipal facility division, and shared facility division. The DPF FY 2015 budget is a level services budget.

The FY2015 All Funds budget request is \$10,326,706, which reflects a \$143,993 or 1.41% increase. The All Funds budget includes the Building Rentals revolving fund, as well as funding from the PEG TV revolving fund.

Less these revolving funds, the FY 2015 (general funds) recommended DPF budget reflects an increase of \$137,215 or 1.4%. This increase includes a \$203,153 (4.45%) increase in compensation. The compensation budget increase reflects negotiated increases for contracts through FY 2015. Expenses are reduced \$65,938 (1.2%), primarily as a result of transferring \$46,000 of telephone line costs to the School and Town IT Departments for lines for the new voice over internet protocol telephone system.

Department Goals

DPF Goals for 2015 include:

- 1) Utilize work order and PM program to continuously improve equipment reliability.
- 2) Identify opportunities to perform more in house repair work with lower costs and improved service.
- 3) Support Town-wide goals on facility energy efficiency, resulting in a Town -wide reduction in facility energy consumption.
- 4) Support renovation and operation of the new Community Center.

Program Improvement Requests:

	Division	FY2015
KRONOS Systems Upgrade	2430 - Shared Facilities	\$ 35,000
Sub-total 2400 by request		\$ 35,000
Compensation		
Benefits		
Expenses		\$ 35,000
Sub-total 2400 by Category		\$ 35,000



Departmental Budget Requests

Program: 2000 Shared Expenses

Subprogram: 2400 Public Facilities

Budget Summary

Funding Sources (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
Tax Levy	\$ 9,242,458	\$ 9,343,330	\$ 9,764,925	\$ 9,902,363	\$ 137,438	1.41%
Enterprise Funds (Indirect)	-	-	-	-	-	-
Revolving Funds	-	-	-	-	-	-
Public Facilities Revolving Fund	\$ 292,530	\$ 359,735	\$ 403,648	\$ 409,083	\$ 5,435	1.35%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 14,140	\$ 15,259	\$ 1,119	7.91%
Total 2400 Public Facilities	\$ 9,544,988	\$ 9,713,065	\$ 10,182,713	\$ 10,326,706	\$ 143,993	1.41%

Appropriation Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 4,087,738	\$ 4,406,962	\$ 4,803,180	\$ 5,012,515	\$ 209,335	4.36%
Expenses	\$ 5,457,250	\$ 5,306,104	\$ 5,367,627	\$ 5,301,689	\$ (65,938)	-1.23%
Benefits	\$ -	\$ -	\$ 11,906	\$ 12,501	\$ 595	5.00%
Total 2400 Public Facilities	\$ 9,544,988	\$ 9,713,065	\$ 10,182,713	\$ 10,326,706	\$ 143,993	1.41%

Program Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
Education Facilities	\$ 7,022,745	\$ 7,112,927	\$ 7,167,826	\$ 7,258,223	\$ 90,398	1.26%
Municipal Facilities	\$ 1,600,204	\$ 1,610,193	\$ 1,966,409	\$ 1,965,660	\$ (749)	-0.04%
Shared Facilities	\$ 922,040	\$ 989,945	\$ 1,048,478	\$ 1,102,822	\$ 54,344	5.18%
Total 2400 Public Facilities	\$ 9,544,988	\$ 9,713,065	\$ 10,182,713	\$ 10,326,706	\$ 143,993	1.41%

Object Code Summary (All Funds)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,763,099	\$ 3,916,911	\$ 4,322,780	\$ 4,499,292	\$ 176,512	4.08%
Overtime	\$ 324,639	\$ 490,051	\$ 480,399	\$ 513,223	\$ 32,824	6.83%
Personal Services	\$ 4,087,738	\$ 4,406,962	\$ 4,803,180	\$ 5,012,515	\$ 209,335	4.36%
Contractual Services	\$ 1,629,202	\$ 1,546,425	\$ 1,373,704	\$ 1,341,810	\$ (31,894)	-2.32%
Utilities	\$ 3,138,325	\$ 3,079,883	\$ 3,199,723	\$ 3,155,179	\$ (44,544)	-1.39%
Supplies	\$ 561,358	\$ 541,937	\$ 664,200	\$ 665,200	\$ 1,000	0.15%
Small Capital	\$ 128,366	\$ 137,859	\$ 130,000	\$ 139,500	\$ 9,500	7.31%
Expenses	\$ 5,457,250	\$ 5,306,104	\$ 5,367,627	\$ 5,301,689	\$ (65,938)	-1.23%
Benefits	\$ -	\$ -	\$ 11,906	\$ 12,501	\$ 595	5.00%
Total 2400 Public Facilities	\$ 9,544,988	\$ 9,713,065	\$ 10,182,713	\$ 10,326,706	\$ 143,993	1.41%

Appropriations Summary (General Fund Only)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
Personal Services	\$ 3,947,830	\$ 4,210,260	\$ 4,560,833	\$ 4,763,986	\$ 203,153	4.45%
Expenses	\$ 5,294,628	\$ 5,133,071	\$ 5,199,627	\$ 5,133,689	\$ (65,938)	-1.27%
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total 2400 Public Facilities	\$ 9,242,458	\$ 9,343,330	\$ 9,760,460	\$ 9,897,675	\$ 137,215	1.41%

Appropriations Summary (Non-General Fund)	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
Personal Services	\$ 139,908	\$ 196,702	\$ 242,347	\$ 248,529	\$ 6,182	2.55%
Public Facilities Revolving Fund	\$ 129,908	\$ 186,702	\$ 228,207	\$ 233,270	\$ 5,063	2.22%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 14,140	\$ 15,259	\$ 1,119	7.91%
Expenses	\$ 162,623	\$ 173,033	\$ 168,000	\$ 168,000	\$ -	0.00%
Public Facilities Revolving Fund	\$ 162,623	\$ 173,033	\$ 168,000	\$ 168,000	\$ -	0.00%
Benefits	\$ -	\$ -	\$ 11,906	\$ 12,501	\$ 595	5.00%
Public Facilities Revolving Fund	\$ -	\$ -	\$ 7,441	\$ 7,813	\$ 372	5.00%
PEG Revolving Fund	\$ -	\$ -	\$ 4,465	\$ 4,688	\$ 223	5.00%
Total 2400 Public Facilities	\$ 302,530	\$ 369,735	\$ 422,253	\$ 429,030	\$ 6,778	1.61%



Town of Lexington
FY 2015 Budget Development

Program: 2000: Shared Expenses

Subprogram: Public Facilities

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Request
School Facilities 2410				
Maintenance Staff ¹	8	8	10	10
Custodian ²	47	47	48	48
Sub-total FTE	55	55	58	58
Municipal Facilities 2420				
Superintendent	0	0	0	0
Foreman ⁴	1	1	1	0
Technician	1	1	1	1
Custodian ⁴	5.4	6	9	10
Sub-total FTE	7.4	8	11	11
Shared Facilities 2430				
Administrative Asst - Facility Coordinator	1	1	1	1
Administrative Asst - Clerical/ Rental Administrator	1	1	1	1
Administrative Asst - Account Clerk	1	1	1	1
Municipal Assistant - Part time	0	0	0.5	0.5
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager ³	0.4	0.4	1	1
LHS Facility Manager	1	1	1	1
Sub-total FTE	10.4	10.4	11.5	11.5
Total FTE	72.80	73.40	80.50	80.50

Notes:

- (1) Two additional maintenance staff in FY 2014, funded from a reduction in contractual services (plumbing and carpentry) and due to new contract language that licensed staff can work in all DPF managed buildings.
- (2) One additional custodial staff for new Estabrook School, spring 2014, with scheduled opening of new school with an additional 30,000 square feet to maintain.
- (3) Proposed staff from FY 14 Program Improvement Requests: Three additional staff to maintain the property at 33 Marret Road, in anticipation of the Town's purchase of that property; Event Manager hours increased to full time.
- (4) Foreman position replaced by Head Custodian position.



Departmental Budget Requests

Program 2400 Public Facilities
Element: 2410 Education Facilities

Budget Description:

The Education Facilities division provides maintenance and custodial care, contracted services, landscaping, and utilities for school facilities. The budget includes 48 custodians and 10 maintenance employees.

The recommended FY 2015 (general fund) budget reflects an increase of \$90,398 or 1.31%, over FY 2014. This increase includes a \$138,842 increase in compensation. Labor rates are contracted through FY 2015. Contractual services line 52110 is for maintenance of video and access control security systems.

Overall utility expenses are stable. Projected efficiencies from new natural gas high efficiency boilers at Bridge, Bowman, and Estabrook are expected to reduce heating costs, which offset increased ventilation and cooling costs.

Division Goals:

DPF Goals for 2015 include: 1) Utilize work order and PM program to continuously improve equipment reliability. 2) Identify opportunities to perform more in-house repair work with lower costs and improved service and 3) Support Town-wide goals on facility energy efficiency, resulting in a Town-wide reduction in facility energy consumption.

Budget Data (by Object Code)

	Object	Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
19244111	51110	REGULAR WAGES	\$ 2,259,279	\$ 2,302,270	\$ 2,288,627	\$ 2,375,873	\$ 87,245	3.81%
	51130	OVERTIME	\$ 146,616	\$ 246,790	\$ 137,142	\$ 141,257	\$ 4,114	3.00%
	51120	NIGHT DIFFERENTIAL	\$ -	\$ -	\$ 80,219	\$ 99,217	\$ 18,999	23.68%
	51144	LONGEVITY	\$ -	\$ -	\$ 28,700	\$ 27,300	\$ (1,400)	-4.88%
	51150	REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	51512	STIPENDS	\$ 1,000	\$ -	\$ 18,600	\$ 21,100	\$ 2,500	13.44%
		Custodial	\$ 2,406,895	\$ 2,549,060	\$ 2,553,288	\$ 2,664,747	\$ 111,458	4.37%
19244221	51110	REGULAR WAGES	\$ 328,175	\$ 375,045	\$ 556,294	\$ 582,385	\$ 26,091	4.69%
	51130	OVERTIME	\$ 35,250	\$ 60,348	\$ 43,061	\$ 44,353	\$ 1,292	3.00%
	51120	NIGHT DIFFERENTIAL	\$ -	\$ -	\$ -	\$ -	\$ -	-
	51144	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
	51150	REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	51512	STIPEND	\$ -	\$ -	\$ -	\$ -	\$ -	-
		Maintenance	\$ 363,426	\$ 435,392	\$ 599,355	\$ 626,738	\$ 27,383	4.57%
Sub-Total Compensation			\$ 2,770,320	\$ 2,984,453	\$ 3,152,643	\$ 3,291,484	\$ 138,842	4.40%
19264222	52120	PROFESSIONAL SERVICES	\$ 12,837	\$ 13,520	\$ 15,000	\$ 16,000	\$ 1,000	6.67%
	52142	EQUIP-SERVICES & REPAIR	\$ 20,289	\$ 28,356	\$ 20,000	\$ 20,000	\$ -	0.00%
	54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	54131	SUPPLIES & MATERIALS	\$ 159,470	\$ 179,374	\$ 185,000	\$ 192,000	\$ 7,000	3.78%
	54141	MILEAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
	54141	TRAVEL	\$ 3,784.85	\$ 3,563	\$ 4,000	\$ 4,000	\$ -	0.00%
	54601	EQUIPMENT	\$ 24,897	\$ 27,904	\$ 25,000	\$ 30,000	\$ 5,000	20.00%
		Custodial Expenses	\$ 221,277	\$ 252,717	\$ 249,000	\$ 262,000	\$ 13,000	5.22%
19264222	52110	CONTRACTUAL SERVICES	\$ 160,798	\$ 186,445	\$ 100,000	\$ 60,000	\$ (40,000)	-40.00%
	52119	CONTRACTUAL SERVICES	\$ 530,243	\$ 427,564	\$ 350,000	\$ 330,000	\$ (20,000)	-5.71%
	52141	FACILITIES SERVICE AND REPAIR	\$ 166,797	\$ 152,045	\$ 140,000	\$ 140,000	\$ -	0.00%
	52142	EQUIP-SERVICE & REPAIR	\$ 91,910	\$ 98,829	\$ 90,000	\$ 100,000	\$ 10,000	11.11%
	52186	PROF DEV & TRAINING	\$ 2,110	\$ 1,764	\$ 2,000	\$ 6,000	\$ 4,000	200.00%
	54100	SCHOOL RELATED FACILITY CHRGS	\$ -	\$ 7,030	\$ 35,000	\$ 35,000	\$ -	0.00%
	54131	SUPPLIES & MATERIALS	\$ 204,540	\$ 143,204	\$ 180,000	\$ 190,000	\$ 10,000	5.56%
	58215	SCH FACIL OP ROOF REPAIRS	\$ 45,553	\$ 45,869	\$ 45,000	\$ 45,000	\$ -	0.00%
		Maintenance Expenses	\$ 1,201,951	\$ 1,062,751	\$ 942,000	\$ 906,000	\$ (36,000)	-3.82%
19274212	52110	CONTRACTUAL SERVICES	\$ 41,930	\$ 34,740	\$ 42,000	\$ 42,000	\$ -	0.00%
	52140	LANDSCAPING MAINTENANCE	\$ 25,574	\$ 39,602	\$ 50,000	\$ 50,000	\$ -	0.00%
	52142	EQUIP-SERVICE AND REPAIR	\$ 31,790	\$ 30,401	\$ 30,000	\$ 30,000	\$ -	0.00%
	52208	GASOLINE	\$ 24,262	\$ 23,368	\$ 26,000	\$ 26,000	\$ -	0.00%
	54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	54131	SCH FACIL GRNDS SUPP & MATERIAL	\$ -	\$ 11,103	\$ 10,000	\$ 10,000	\$ -	0.00%
	54160	CLOTH & SAFE EQUIP	\$ 9,646	\$ 7,477	\$ 12,000	\$ 12,000	\$ -	0.00%
	54601	OPER FACILITIES & EQUIPMENT	\$ 41,898	\$ 43,043	\$ 40,000	\$ 40,000	\$ -	0.00%
		Landscaping Expense	\$ 175,101	\$ 189,733	\$ 210,000	\$ 210,000	\$ -	0.00%
19244132	52201	ELECTRICITY	\$ 1,323,043	\$ 1,388,777	\$ 1,353,984	\$ 1,388,776	\$ 34,792	2.57%
	52202	OIL HEATING	\$ 244,158	\$ 142,351	\$ -	\$ -	\$ -	-
	52203	NATURAL GAS	\$ 707,417	\$ 685,865	\$ 810,399	\$ 780,163	\$ (30,236)	-3.73%
	52204	WATER/SEWER	\$ 47,241	\$ 49,337	\$ 55,000	\$ 55,000	\$ -	0.00%
	52205	NETWORK & COMMUNICATIONS	\$ 7,200	\$ 11,738	\$ 8,400	\$ 8,400	\$ -	0.00%
	52206	TELEPHONE	\$ 87,696	\$ 71,573	\$ 90,000	\$ 60,000	\$ (30,000)	-33.33%
	52208	DIESEL	\$ -	\$ -	\$ 8,400	\$ 8,400	\$ -	-
		Utility Expenses	\$ 2,416,757	\$ 2,349,641	\$ 2,326,183	\$ 2,300,739	\$ (25,444)	-1.09%
Sub-total Expenses			\$ 4,015,086	\$ 3,854,842	\$ 3,727,183	\$ 3,678,739	\$ (48,444)	-1.30%
Total General Fund- Education Facilities			\$ 6,785,406	\$ 6,839,294	\$ 6,879,826	\$ 6,970,223	\$ 90,398	1.31%



Departmental Budget Requests

Revolving Fund

Public Facilities Building Rental Revolving Fund

	Object	Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
	51110	REGULAR WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	51130	OVERTIME	\$ 74,716	\$ 107,200	\$ 130,000	\$ 130,000	\$ -	0.00%
	51150	REGULAR PART TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Personal Services		\$ 74,716	\$ 107,200	\$ 130,000	\$ 130,000	\$ -	0.00%
	52141	SERVICE AND REPAIR	\$ 72,195	\$ 79,713	\$ 78,000	\$ 78,000	\$ -	0.00%
	52201	ELECTRICITY	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	0.00%
	52203	NATURAL GAS	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0.00%
	54131	SUPP & MAINT	\$ 54,428	\$ 50,720	\$ 44,000	\$ 44,000	\$ -	0.00%
	Expenses		\$ 162,623	\$ 166,433	\$ 158,000	\$ 158,000	\$ -	0.00%
Total Revolving Fund-Education Facilities			\$ 237,339	\$ 273,633	\$ 288,000	\$ 288,000	\$ -	0.00%
Total 2410 Education Facilities			\$ 7,022,745	\$ 7,112,927	\$ 7,167,826	\$ 7,258,223	\$ 90,398	1.26%



Departmental Budget Requests

Program: 2400 Public Facilities
Element: 2420 Municipal Facilities

Budget Description:

The Municipal Facilities division provides maintenance and custodial care, contracted services, and utilities for municipal facilities. The budget includes nine (9) custodians, one (1) head custodian, and one (1) maintenance person.

The recommended FY 2015 (general fund) budget reflects a decrease of \$749 or 0.04% from FY 2014. This level service budget includes step increases and a COLA for employees with a labor agreement expiring 6/30/2015.

The maintenance supplies is increasing in support of DPF plans to increase internal staff capabilities and reduce reliance on contracted services, which has been reduced.

Town Related Facility Charges (object 54100) has been reduced \$28,000 due to the one-time nature of an increase in FY 2014 for Solar Energy Consulting. 52206 Telephone is reduced \$16,000 to transfer line costs to Town IT for costs related to the Voice over Internet Protocol phone system.

Division Goals:

DPF Goals for 2015 include: 1) Utilize work order and PM program to continuously improve equipment reliability. 2) Identify opportunities to perform more in house repair work with lower costs and improved service 3) Support Town-wide goals on facility energy efficiency, resulting in a Town -wide reduction in facility energy consumption and 4) Support operation of the new Community Center.

Budget Data (by Object Code)

	Object	Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
10019201	51110	REGULAR WAGES	\$ 295,201	\$ 309,751	\$ 465,788	\$ 482,664	\$ 16,876	3.62%
	51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
	51130	OVERTIME	\$ 49,281	\$ 49,580	\$ 63,977	\$ 65,896	\$ 1,919	3.00%
	51144	LONGEVITY	\$ -	\$ -	\$ 2,400	\$ 1,600	\$ (800)	-33.33%
	51150	REGULAR P/T WAGES	\$ 10,945	\$ 297	\$ -	\$ -	\$ -	-
	51151	SEASONAL P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	51512	STIPENDS	\$ 1,800	\$ 2,100	\$ 2,400	\$ 3,300	\$ 900	37.50%
			\$ 357,227	\$ 361,728	\$ 534,565	\$ 553,460	\$ 18,895	3.53%
Sub-Total Compensation			\$ 357,227	\$ 361,728	\$ 534,565	\$ 553,460	\$ 18,895	3.53%
10019212	52119	CONTRACTUAL SERVICES	\$ 117,006	\$ 122,594	\$ 122,000	\$ 130,000	\$ 8,000	6.56%
	52142	EQUIP. SERVICE & REPAIR	\$ -	\$ 486	\$ 1,000	\$ 1,000	\$ -	0.00%
	54131	SUPPLIES & MATERIALS	\$ 34,125	\$ 39,132	\$ 46,200	\$ 48,200	\$ 2,000	4.33%
	54601	EQUIPMENT	\$ 10,953	\$ 10,426	\$ 12,000	\$ 12,000	\$ -	0.00%
		Custodial Expenses	\$ 162,084	\$ 172,638	\$ 181,200	\$ 191,200	\$ 10,000	5.52%
10019222	52119	CONTRACTUAL SERVICES	\$ 126,869	\$ 124,230	\$ 120,000	\$ 130,000	\$ 10,000	8.33%
	52141	SERVICE & REPAIR	\$ 135,232	\$ 102,576	\$ 115,000	\$ 105,000	\$ (10,000)	-8.70%
	52142	EQUIP SVC & REPAIR	\$ 75,125	\$ 73,949	\$ 75,000	\$ 75,000	\$ -	0.00%
	52151	TN FACIL OP BUILDING RENTAL	\$ 13,038	\$ 13,704	\$ 13,704	\$ 19,560	\$ 5,856	42.73%
	52186	PROFESSIONAL DEVELOPMENT	\$ -	\$ 680	\$ 1,000	\$ 1,000	\$ -	0.00%
	52192	COMM & NTRWK SUPP	\$ -	\$ -	\$ -	\$ -	\$ -	-
	54100	TOWN RELATED FACILITY CHARG	\$ -	\$ 2,851	\$ 38,000	\$ 10,000	\$ (28,000)	-73.68%
	54131	OPERATING SUPPLIES & MATERIA	\$ 25,155	\$ 28,550	\$ 35,000	\$ 45,000	\$ 10,000	28.57%
	54160	CLOTH & SAFE EQUIPMENT	\$ 2,020	\$ 1,602	\$ 2,000	\$ 2,000	\$ -	0.00%
	58215	ROOF REPAIRS	\$ 12,733	\$ 3,034	\$ 10,000	\$ 10,000	\$ -	0.00%
		Maintenance Expenses	\$ 390,172	\$ 351,176	\$ 409,704	\$ 397,560	\$ (12,144)	-2.96%
10019202	52110	CONTRACTUAL SERVICES	\$ -	\$ -	\$ 3,000	\$ -	\$ (3,000)	-
	52192	COMM & NTRWK SUPP	\$ 1,800	\$ 2,144	\$ -	\$ 3,000	\$ 3,000	-
	52201	ELECTRICITY	\$ 451,317	\$ 449,439	\$ 552,136	\$ 552,136	\$ -	0.00%
	52202	OIL HEAT	\$ 4,169	\$ 3,554	\$ 7,000	\$ 3,500	\$ (3,500)	-50.00%
	52203	NATURAL GAS	\$ 146,838	\$ 156,514	\$ 190,054	\$ 190,054	\$ -	0.00%
	52204	WATER/SEWER	\$ 9,990	\$ 11,582	\$ 10,000	\$ 12,000	\$ 2,000	20.00%
	52205	NETWORK AND COMM	\$ -	\$ -	\$ -	\$ -	\$ -	-
	52206	TELEPHONE	\$ 45,644	\$ 45,027	\$ 46,000	\$ 30,000	\$ (16,000)	-34.78%
	52207	CELL/PAGER	\$ -	\$ -	\$ -	\$ -	\$ -	-
	52208	DIESEL	\$ -	\$ -	\$ 750	\$ 750	\$ -	-
	54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	54160	CLOTHING	\$ 26	\$ 273	\$ -	\$ -	\$ -	-
	54601	EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
		Utility Expenses	\$ 659,784	\$ 668,533	\$ 808,940	\$ 791,440	\$ (17,500)	-2.16%
10019232	54131	SUPPLIES & MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
	54601	EQUIPMENT	\$ -	\$ 8,078	\$ -	\$ -	\$ -	-
		Landscaping Expense	\$ -	\$ 8,078	\$ -	\$ -	\$ -	-
Sub-Total Expenses			\$ 1,212,040	\$ 1,200,424	\$ 1,399,844	\$ 1,380,200	\$ (19,644)	-1.40%
Total General Fund- Municipal Facilities			\$ 1,569,266	\$ 1,562,152	\$ 1,934,409	\$ 1,933,660	\$ (749)	-0.04%



Departmental Budget Requests

Revolving Fund

Public Facilities Building Rental Revolving Fund

Object	Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ 18,776	\$ 26,133	\$ 22,000	\$ 22,000	\$ -	0.00%
51150	REGULAR PART TIME WAGES	\$ 12,162	\$ 15,308	\$ -	\$ -	\$ -	-
Personal Services		\$ 30,938	\$ 41,441	\$ 22,000	\$ 22,000	\$ -	0.00%
52141	SERVICE AND REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	-
52201	ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
52203	NATURAL GAS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54131	SUPP & MAINT	\$ -	\$ 6,600	\$ 10,000	\$ 10,000	\$ -	0.00%
Expenses		\$ -	\$ 6,600	\$ 10,000	\$ 10,000	\$ -	0.00%
Total Revolving Fund-Municipal Facilities		\$ 30,938	\$ 48,041	\$ 32,000	\$ 32,000	\$ -	0.00%
Total 2420 Municipal Facilities		\$ 1,600,204	\$ 1,610,193	\$ 1,966,409	\$ 1,965,660	\$ (749)	-0.04%



Departmental Budget Requests

Program: 2400 Public Facilities
Element: 2430 Shared Facilities

Budget Description:

The recommended FY 2015 budget (general fund) reflects an increase of \$47,566, or 5.03%, over FY 2014. This includes an increase in general fund compensation of \$45,416 or 5.2% including COLA and merit increases.

The DPF administrative staff develops and implements the programs that provide services for the Town buildings. In addition, the DPF Capital Budget and the Rental Revolving Fund are managed by the staff. Two vehicles (2000 GMC Sierra and 2005 Chevy 2500HD) will be replaced with new utility van and a mid-sized pick up truck.

Division Goals:

DPF Goals for 2015 include: 1) Utilize work order and PM program to continuously improve equipment reliability. 2) Establish standards on service deliveries, and monitor performances, and identify opportunities for improvement 3) Support Town-wide goals on facility energy efficiency, resulting in a Town -wide reduction in facility energy consumption.

Org	Object	Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Appropriation	FY 2015 Request	Dollar Increase	Percent Increase
10019281	51110	REGULAR WAGES	\$ 812,283	\$ 858,079	\$ 839,325	\$ 886,059	\$ 46,734	5.57%
	51120	NIGHT DIFFERENTIAL	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500	-
	51130	FACILITIES ADMIN OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
	51151	FACILITIES ADMIN PT WAGES	\$ -	\$ -	\$ 19,800	\$ 18,482	\$ (1,318)	-
	51512	FACILITIES ADMIN STIPENDS	\$ 8,000	\$ 6,000	\$ 14,500	\$ 8,000	\$ (6,500)	-44.83%
<i>Sub-total Compensation</i>			\$ 820,283	\$ 864,079	\$ 873,625	\$ 919,041	\$ 45,416	5.20%
10019282	52142	EQUIP-SERVICE & REPAIR	\$ 206	\$ -	\$ 500	\$ -	\$ (500)	-100.00%
	52180	CATERING/MEALS	\$ 345	\$ 867	\$ 500	\$ 750	\$ 250	50.00%
	52183	MILEAGE	\$ 1,578	\$ 1,416	\$ 2,000	\$ 1,500	\$ (500)	-25.00%
	52186	PROFESSIONAL DEVELOPMENT	\$ 1,530	\$ 10,800	\$ 3,000	\$ 3,000	\$ -	0.00%
	52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	52205	FACILITIES ADMIN NETWK & COMM	\$ -	\$ -	\$ -	\$ -	\$ -	-
	52207	CELLPHONES/PAGERS	\$ 3,348	\$ 4,758	\$ 5,600	\$ 4,000	\$ (1,600)	-28.57%
	54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
	54131	FACILITIES ADMIN SUPP & MATS	\$ 9,878	\$ 11,555	\$ 8,000	\$ 8,000	\$ -	0.00%
	54601	EQUIPMENT	\$ 2,899	\$ 1,693	\$ 3,000	\$ 2,500	\$ (500)	-16.67%
	54707	OTHER EQUIPMENT	\$ 47,719	\$ 46,716	\$ 50,000	\$ 55,000	\$ 5,000	10.00%
<i>Sub-Total Expenses</i>			\$ 67,502	\$ 77,805	\$ 72,600	\$ 74,750	\$ 2,150	2.96%
Total General Fund- Shared Facilities			\$ 887,786	\$ 941,884	\$ 946,225	\$ 993,791	\$ 47,566	5.03%
Revolving Funds								
Public Facilities Building Rental Revolving Fund								
	51110	REGULAR WAGES	\$ 24,254	\$ 27,982	\$ 60,207	\$ 77,270	\$ 17,063	28.34%
	51130	OVERTIME	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -	0.00%
	51150	REGULAR PART TIME WAGES	\$ -	\$ 10,079	\$ 12,000	\$ -	\$ (12,000)	-100.00%
<i>Sub-Total Personal Services</i>			\$ 24,254	\$ 38,061	\$ 76,207	\$ 81,270	\$ 5,063	6.64%
	52141	SERVICE AND REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	-
	52201	ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
	52203	NATURAL GAS	\$ -	\$ -	\$ -	\$ -	\$ -	-
	54131	SUPP & MAINT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-Total Expenses</i>			\$ -	\$ -	\$ -	\$ -	\$ -	-
	59100	BENEFITS	\$ -	\$ -	\$ 7,441	\$ 7,813	\$ 372	5.0%
<i>Sub-Total Benefits</i>			\$ -	\$ -	\$ 7,441	\$ 7,813	\$ 372	5.0%
Total Building Revolving Fund			\$ 24,254	\$ 38,061	\$ 83,648	\$ 89,083	\$ 5,435	6.50%
PEG Revolving Fund								
	51110	REGULAR WAGES	\$ 10,000	\$ 10,000	\$ 14,140	\$ 15,259	\$ 1,119	7.91%
<i>Sub-Total Personal Services</i>			\$ 10,000	\$ 10,000	\$ 14,140	\$ 15,259	\$ 1,119	7.91%
	59100	BENEFITS	\$ -	\$ -	\$ 4,465	\$ 4,688	\$ 223	5.00%
<i>Sub-Total Benefits</i>			\$ -	\$ -	\$ 4,465	\$ 4,688	\$ 223	5.00%
Total Revolving Funds- Shared Facilities			\$ 34,254	\$ 48,061	\$ 102,253	\$ 109,030	\$ 6,778	6.63%
Total 2430 Shared Facilities			\$ 922,040	\$ 989,945	\$ 1,048,478	\$ 1,102,822	\$ 54,344	5.18%

FY2015 Technology Request Form

For New Hardware or Software

Request Number

1 of 1

Department	Public Facilities
Division	

Item Requested Upgrade Kronos to 7.0 & add MUNIS timekeeper interface

Item Description

Public Facilities has been using Kronos since 2009. Kronos has released software upgrades over the last few years, and we need to upgrade from version 6.1 to be able to continue using the system.

Rationale (gains in productivity or efficiency that will result)

This year we are adding employee self-service for Kronos, which will eliminate paper approvals for approving work type and hours. After full implementation of this improvement, we will be able to process payroll more efficiently.

The next improvement will be to upload the hours directly into MUNIS, and then transfer the accruals back into Kronos for employees to reference when requesting time off. This will reduce the workload to input hours into MUNIS and will make the employees access to information more transparent.

The DPW Department also uses the Kronos timeclock and has stated that they are interested in using the Munis interface to reduce the time it takes to process payroll.

The costs are not yet quoted by Kronos, and data gathering is in process to obtain the quote.

Estimated Costs

	One-Time (FY15 Only)	Recurring (FY15 and future)	Total FY15 Request
Acquisition	\$ 25,000		\$ 25,000
Training	\$ 5,000		\$ 5,000.00
Data Migration	\$ 5,000		\$ 5,000.00
Maintenance/Support			\$ -
Total	\$ 35,000	\$ -	\$ 35,000

Public Facilities FY2015 Five Year Capital Plan

		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	TOTALS
561	Roofing Program	\$ -	\$ 285,560	\$ 416,408	\$ 704,834	\$ 802,620	\$ 2,209,422
562	School Building Envelope and Systems Program	\$ 205,000	\$ 210,000	\$ 215,000	\$ 221,000	\$ 226,000	\$ 1,077,000
564	LHS Heating Systems Upgrade Phases 2 & 3	\$ 75,000	\$ 893,000	\$ -	\$ -	\$ -	\$ 968,000
639	Cary Memorial Building Upgrades	\$ 7,988,000	\$ -	\$ -	\$ -	\$ -	\$ 7,988,000
647	Municipal Building Envelope and Systems	\$ 178,302	\$ 182,760	\$ 187,329	\$ 192,012	\$ 196,812	\$ 937,215
653	School Building Flooring Program	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
696	School Window Treatments Extraordinary Repair	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
698	School Paving Program	\$ 100,000	\$ 150,000	\$ 153,750	\$ 157,593	\$ 161,901	\$ 723,244
699	Interior Painting Program	\$ 153,750	\$ 157,594	\$ 161,534	\$ 165,572	\$ 169,896	\$ 808,346
739	East Lexington Fire Station Physical Fitness Room	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
749	Public Facilities Bid Documents	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
754	Diamond Energy Improvements	\$ -	\$ 250,000	\$ 3,500,000	\$ -	\$ -	\$ 3,750,000
835	Visitor Center	\$ 220,500	\$ 2,080,375	\$ -	\$ -	\$ -	\$ 2,300,875
838	Middle School Science , Performing Arts, and General Education Spaces	\$ 60,000	\$ 500,000	\$ 3,100,000	\$ -	\$ -	\$ 3,640,000
870	Hastings School Renovation/Replacement	\$ 1,100,000	\$ -	\$ 40,000,000	\$ -	\$ -	\$ 41,100,000
887	Middle School Nurses Stations	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
888	Clarke Elevator Upgrade	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
889	Town Offices Security Cameras	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
892	39 Marrett Road Community Center Renovation	\$ 768,631	\$ 8,076,848	\$ -	\$ -	\$ -	\$ 8,845,479
900	Renovation & Update of Diamond Kitchen and Cafeteria	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
904	Clarke Gymnasium Dividing Curtain	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
905	Clarke Gymnasium Lockers	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
910	Clarke Auditorium Audio Visual System	\$ 69,300	\$ -	\$ -	\$ -	\$ -	\$ 69,300
PUBLIC FACILITIES TOTAL		\$ 11,588,483	\$ 13,396,137	\$ 47,934,021	\$ 1,641,011	\$ 1,757,229	\$ 76,296,881



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: School Building Envelope and Systems Program Date: 29-Oct-08
 Project ID Number: 562 Revision Date: 27-Nov-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 1
 First Year Submission? Phone #: _____ E-mail pgoddard@exingtonma.gov

Description of Project:

This project is requesting funds to perform annual prioritized repairs and modifications to school buildings. FY 2015 priorities may include making extraordinary repairs as required to school buildings including educational space modifications from enrollment changes and moisture/insulation barrier at Clarke Middle School and improved moisture barrier for Diamond Middle School Library. Engineering design and preparation of bid documents are included in the project.

Justification/Benefit:

To properly maintain the buildings operated by the Schools will require continual investment in the building envelope. This includes repair of damaged panels and siding, recaulking and weatherproofing windows and doors, and painting the wood exterior on an as needed basis (approximately seven years. In addition, late enrollments often require space modifications to accommodate revised plans.

Impact if not completed:

Without continual maintenance the building exterior will deteriorate, allowing more moisture to become entrapped in the envelope and propagate cracks through the freeze thaw cycle.

Timeframe:

System wide annually, on a priority basis to each school building

Replace. Freq:

0 Years

Stakeholders:

School users, public.

Operating Budget Impact:

Operating budget will continue to fund small, individual items such as failure of a specific door or window or small painting projects.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

562	2015	2016	2017	2018	2019	Totals	Recurring Cost					
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00					
Design/Engineer	\$16,000	\$17,000	\$18,000	\$19,000	\$20,000	\$90,000	Maintenance Cycle					
Construction	\$189,000	\$193,000	\$197,000	\$202,000	\$206,000	\$987,000	0 Years					
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	<table border="1"> <tr><th>CPA Purpose</th></tr> <tr><td><input type="radio"/> Open Space</td></tr> <tr><td><input type="radio"/> Recreation</td></tr> <tr><td><input type="radio"/> Historic</td></tr> <tr><td><input type="radio"/> Housing</td></tr> </table>	CPA Purpose	<input type="radio"/> Open Space	<input type="radio"/> Recreation	<input type="radio"/> Historic	<input type="radio"/> Housing
CPA Purpose												
<input type="radio"/> Open Space												
<input type="radio"/> Recreation												
<input type="radio"/> Historic												
<input type="radio"/> Housing												
Contingency	\$0	\$0	\$0	\$0	\$0	\$0						
Totals	\$205,000	\$210,000	\$215,000	\$221,000	\$226,000	\$1,077,000						
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0						

Basis of Cost Projection:

Budget estimated, to perform priority projects on a yearly basis.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: LHS Heating Systems Upgrade Phases 2 & 3 Date: 28-Oct-08
 Project ID Number: 564 Revision Date: 27-Nov-13
 Submitted By: Pat Goddard Department: Public Facilities Priority 0
 First Year Submission? Phone #: _____ E-mail pgoddard@ci.lexington.ma.us

Description of Project:

Phase one of this project was completed under an authorization at 2009 Annual Town Meeting, Article 19C. The remainder of the project was then to be completed as part of the LHS Renovation project submitted to MSBA as a Statement of Interest in the fall of 2009. Less than a year later, the Estabrook School became the funding priority. Due to increasing enrollments and other educational factors, The School Committee has identified a major project at Lexington High School (LHS) as being their second priority, after a major project at the Hastings Elementary School. As a result, The Department of Public Facilities is recommending reducing the scope of the LHS Heating Systems Upgrade. It is anticipated that this reduced scope will retain the existing steam generation, distribution piping, and coils in the unit ventilators, and replace the unreliable pneumatic controls and unit ventilator valve and damper operators to improve reliability and control.

The FY 2015 request for this project (Phase 2) is to complete design development and bid documents for this revised scope of work. Phase 3 will then become implementation of the project, tentatively schedule for FY 2016.

Justification/Benefit:

Currently the design of the heating system at LHS Main Building depends on univents to deliver heat into the classroom. Most of the univents operate poorly and at unacceptable noise level for a classroom environment. Teachers often must shut off the univent for students to be able to hear the lecture. The univents and VAV boxes are also mostly controlled by pneumatic controls. The pneumatic controls are unreliable and fail in a full heat mode, resulting in windows being open in classrooms to vent poorly controlled heat out of the room. This project is requesting funds to complete a control system upgrade at Lexington High School. Phase I was completed during the summer of 2009 and included replacement of the Math, Science, and Foreign Language buildings univents and added digital controls (DDC) to all univents, variable air volume (VAV) boxes, and roof top units. Phase 2 will fund design and construction documents of the reduced scope of work, and Phase 3 will replace the unreliable pneumatic controls and unit ventilator valve and damper operators to improve reliability and control.

Impact if not completed:

The HVAC system at LHS Main Building includes unreliable pneumatic controls with old steam unit ventilators. This combination results in poor temperature control, noisy classrooms, and the potential for indoor air quality issues. With the prioritization of LHS as a major project, perhaps in the next 10 years, the Department of Public Facilities is reducing spending on the heating systems upgrade from the previously identified amount, \$3,650,000, to a reduced scope amount expected to be implemented for \$798,000, plus \$75,000 in design and engineering. If this reduced scope of work is not implemented, control of the system will continue to degrade, resulting in higher heating costs and varying conditions for education.

Timeframe:

Two years

Replace. Freq:

20 Years

Stakeholders:

LHS students, teachers, administrators, public.

Operating Budget Impact:

It is anticipated that additional control of the HVAC equipment will reduce utility cost \$10,000 to \$15,000 per year.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: LHS Heating Systems Upgrade Phases 2 & 3 Date: 28-Oct-08

Project ID Number: 564 Revision Date: 27-Nov-13

Submitted By: Pat Goddard Department: Public Facilities Priority 0

First Year Submission? Phone #: _____ E-mail pgoddard@ci.lexington.ma.us

Capital Funding Request

564	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$75,000	\$15,000	\$0	\$0	\$0	\$90,000
Construction	\$0	\$798,000	\$0	\$0	\$0	\$798,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$80,000	\$0	\$0	\$0	\$80,000
Totals	\$75,000	\$893,000	\$0	\$0	\$0	\$968,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost
\$0.00

Maintenance Cycle
0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

LHS Master Plan prepared by Garcia, Galouska, and DeSousa. Design and implementation costs projected from previous and similar projects.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Cary Memorial Building Upgrades Date: 14-Oct-09
 Project ID Number: 639 Revision Date: 27-Nov-13
 Submitted By: pgoddard Department: Public Facilities Priority 0
 First Year Submission? Phone #: 781 274 8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

The Board of Selectmen formed the Ad hoc Cary Memorial Building Renovation Design Committee (AhCMBRDC) in June of 2013. The charge of the Committee is to oversee the development of design and construction documents to implement the scope of work recommended in the Final Report of the Ad hoc Cary Memorial Building Programming Committee (AhCMBPC), dated January 18, 2013.

The contracting of qualified consults to produce the design and construction documents for a future renovation project was funded at 2013 Annual Town Meeting, under article 8C, in the amount of \$550,000 dollars in Community Preservation Act funds. The work of the AhCMBPC was funded with \$75,000 in Community Preservation Act funds at the 2012 Annual Town Meeting under article 8D.

The documentation process will continue through the fall and winter and it is anticipated that in February revised estimates will be produced on the new documents. Until that time, the previous estimate contained in the January 18, 2013 Final report will be used for planning purposes.

Justification/Benefit:

The Cary Memorial Building is a significant and historical building in Lexington. Since its dedication in 1928, it has hosted a range of community events including Town Meeting, Town Elections, Cary Lecture Series and many performances. An authorization of \$60,000 in Community Preservation funds was approved at the 2010 Annual Town Meeting to perform a comprehensive review of the building systems, building and life safety codes, and theatrical and functional capabilities.

The Building Evaluation concluded that though the building is well maintained, improvements are recommended in several areas: accessibility, support spaces, structural, electrical, mechanical, plumbing, stage, and acoustical and audio visual improvements and a single project to implement all improvements was recommended. The AhCMBPC further reviewed the project and then recommended a scope of work to the Board of Selectmen in January of 2013, which included improvements to life safety and accessibility, building system improvements, and facility usability.

Impact if not completed:

If this project is not completed, the Hall will continue to operate with basic functionality and accessibility, but will not provide the performers and audience the experience for which it was originally designed. Performances will continue to be impacted by lack of lighting and stage characteristics. Meeting rooms will continue to be underutilized due to poor acoustics and accessibility.

Timeframe:

Depending on availability of funding, work could begin July of 2014 and be completed in one year.

Replace. Freq:

50 Years

Stakeholders:

Community, performing arts

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Cary Memorial Building Upgrades Date: 14-Oct-09

Project ID Number: 639 Revision Date: 27-Nov-13

Submitted By: pgoddard Department: Public Facilities Priority 0

First Year Submission? Phone #: 781 274 8958 E-mail pgoddard@lexingtonma.gov

Capital Funding Request

639	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$182,000	\$0	\$0	\$0	\$0	\$182,000
Construction	\$6,973,628	\$0	\$0	\$0	\$0	\$6,973,628
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$832,372	\$0	\$0	\$0	\$0	\$832,372
Totals	\$7,988,000	\$0	\$0	\$0	\$0	\$7,988,000
CPA Amt. Req.	\$7,596,950	\$0	\$0	\$0	\$0	

Recurring Cost
\$0.00
Maintenance Cycle
0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input checked="" type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Preliminary Project Cost by Mills Whitaker Architects, January 18, 2013. Audio visual costs are estimated at \$391,050, which may not be CPA eligible. Of those identified AV costs, \$200,820 involves broadcast capability for public access cable channels.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Municipal Building Envelope and Systems Date: 01-Oct-08
 Project ID Number: 647 Revision Date: 11-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority 0
 First Year Submission? Phone #: 781-274-8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

This request is for continued funding of Town Building Envelope and Systems projects as approved in a 2006 operating override in the amount of \$150,000, annually increased by 2.5%. This years request intends to implement extraordinary repairs Cary Memorial Library, including ceiling system replacements and interior painting.

Justification/Benefit:

To maintain town facilities for their intended function, extraordinary repairs to roofs, windows, mechanical and electrical systems, and interior finishes are required on a continual basis. This project allocates funds to enable this repairs and avoid deferred maintenance.

Impact if not completed:

Town buildings and structures will depreciate and not meet the continuing needs of the community.

Timeframe:

This is an on-going capital request, as the public building infrastructure will always need to be maintained, repaired, and upgraded.

Replace. Freq:

10 Years

Stakeholders:

Town staff, Lexington residents

Operating Budget Impact:

The projects within this program do not increase the size of the public building stock and therefore do not result in increased utility usage or maintenance costs.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

647	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$15,000	\$15,000	\$15,000	\$15,000	\$16,000	\$76,000
Construction	\$163,302	\$167,760	\$172,329	\$177,012	\$180,812	\$861,215
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$178,302	\$182,760	\$187,329	\$192,012	\$196,812	\$937,215
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Continuation of building envelope at 2.5% annual increase.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: School Building Flooring Program Date: 18-Oct-09
 Project ID Number: 653 Revision Date: 11-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781-274-8958 E-mail: pgoddard@ci.lexington.ma.us

Description of Project:

This project is requesting funds to replace flooring systems (carpet, vinyl tile, ceramic tile) that have failed and/or have been used beyond their useful life. The Department of Public Facilities maintains approximately 1.25 million square feet of space, with flooring systems in various conditions. The operating budget funds repairs of components in flooring systems. This program will replace entire systems when the work will exceed \$25,000. This is the fifth year of this program and new flooring systems have been installed in Clarke stairwells, classrooms, and auditorium, Hastings main corridor, Diamond School, and Central Administration and LHS.

Justification/Benefit:

Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable. Broken and failed systems can become tripping hazards and/or harborage areas for bacteria and water.

Impact if not completed:

Without adequate funding for replacement, flooring systems will potentially develop into unsafe conditions and become tripping hazards and difficult to clean.

Timeframe:

Annual

Replace. Freq:

15 Years

Stakeholders:

Building users, employees, and community.

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

653	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

Flooring contract is bid for square foot pricing to maximize use of funds.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: School Window Treatments Extraordinary Repair Date: 14-Oct-10
 Project ID Number: 696 Revision Date: 11-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781 274 8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

This project is requesting funds to perform extraordinary repairs for district wide window treatment replacements. This is the fourth and last year of this program. With this appropriation, it is expected that all school buildings will have maintainable window treatments.

Justification/Benefit:

This project will replace the unreliable, high maintenance horizontal blinds with low maintenance solar shades to improve energy efficiency and also control sun glare in the educational space.

Impact if not completed:

The operating budget is not sufficiently funded to improve the window treatments system wide. Impact of not funding this program will result in the item continue to being deferred.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

students, educators, community

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

696	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$50,000	\$0	\$0	\$0	\$0	\$50,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

A standard window blind specification was developed and bid with a resulting price of \$118/shade. Classrooms typically require 4 to 5 shades for complete window coverage.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: School Paving Program Date: 14-Oct-10
 Project ID Number: 698 Revision Date: 17-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781 274 8958 E-mail: pgoddard@lexingtonma.gov

Description of Project:

In the last seven years paving improvements have been implemented at Estabrook, Bridge, Bowman, Fiske, Hastings, Diamond, and Central Administration buildings. In addition, improvements were made to various school buildings to remove access barriers identified in the ADA Survey completed in 2011. It is anticipated that a priority for next year will be to perform extraordinary repairs to sidewalks on school grounds. This project also includes engineering design and development of construction bid documents.

Justification/Benefit:

Extraordinary repairs for school paving areas are necessary to maintain parking and pedestrian surfaces in a condition suitable for public use.

Impact if not completed:

Additional paving replacements are required at school buildings to deteriorated surfaces with severe cracking. If this program is not funded, these conditions will continue.

Timeframe:

Annual

Replace. Freq:

0 Years

Stakeholders:

Community, students, parents, staff

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

698	2015	2016	2017	2018	2019	Totals	Recurring Cost
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Design/Engineer	\$10,000	\$15,000	\$16,000	\$17,000	\$18,000	\$76,000	Maintenance Cycle
Construction	\$90,000	\$135,000	\$137,750	\$140,593	\$143,901	\$647,244	0 Years
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	<div style="border: 1px solid black; padding: 5px;"> CPA Purpose <input type="radio"/> Open Space <input type="radio"/> Recreation <input type="radio"/> Historic <input type="radio"/> Housing </div>
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	
Totals	\$100,000	\$150,000	\$153,750	\$157,593	\$161,901	\$723,244	
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0		

Basis of Cost Projection:

DPF Projections



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Interior Painting Program Date: 14-Oct-10
 Project ID Number: 699 Revision Date: 17-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781 274 8958 E-mail: pgoddard@lexingtonma.gov

Description of Project:

This is the second year of the building interior painting program with the intent of repainting interior surfaces on a 7 to 10 year schedule. Projects will be identified annually with input from school administrators.

Justification/Benefit:

Previously there was no interior painting program. Elementary school interiors are occasionally painted through PTA planning of community volunteers. The Middle Schools and High School have not had interior painting done for many years. With first year funding, the priorities were to paint main corridors and entryways at the Middle School and the High School.

Impact if not completed:

The painting program will enable DPF to plan for and implement annual summer painting projects that will improve maintenance and cleanliness of building interiors.

Timeframe:

Annual

Replace. Freq:

0 Years

Stakeholders:

building users, residents

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

699	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$153,750	\$157,594	\$161,534	\$165,572	\$169,896	\$808,346
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$153,750	\$157,594	\$161,534	\$165,572	\$169,896	\$808,346
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

DPF Projection



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: East Lexington Fire Station Physical Fitness Room Date: 16-Sep-11
 Project ID Number: 739 Revision Date: 27-Nov-13
 Submitted By: Pat Goddard, John Wilson Department: Public Facilities Priority 0
 First Year Submission? Phone #: (781) 274-8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

Physical fitness equipment presently is located on the apparatus floor, shared with trucks and the firefighting gear. This space is hot in the summer and cold in the winter, and smells of diesel exhaust and remnants of fire particulates off the members' protective gear after working fires. There needs to be an atmospherically-controlled space for members to exercise in. The project will build a room on the apparatus floor that is atmospherically controlled so firefighters can exercise in the station close to their emergency equipment for rapid response to calls.

Justification/Benefit:

The present space is not inviting to exercise in during hot and cold months. If the staff leave the station to exercise at Town Hall (or elsewhere), they are out of district and it takes more time to reach EMS and fire calls than necessary. There should be an environmentally controlled space for them to use to stay fit at the East Lexington fire station.

Impact if not completed:

Risk of injury and disease increases if the members cannot stay physically fit. The present space is too hot in summer: too cold in winter: and has diesel smoke and fire particulates in the air at certain times - an unhealthy mix.

Timeframe:

2015

Replace. Freq:

30 Years

Stakeholders:

firefighters

Operating Budget Impact:

none

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

739	2015	2016	2017	2018	2019	Totals	Recurring Cost
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0	Maintenance Cycle
Construction	\$50,000	\$0	\$0	\$0	\$0	\$50,000	0 Years
Equipment	\$25,000	\$0	\$0	\$0	\$0	\$25,000	<div style="border: 1px solid black; padding: 5px;"> CPA Purpose <input type="radio"/> Open Space <input type="radio"/> Recreation <input checked="" type="radio"/> Historic <input type="radio"/> Housing </div>
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	
Totals	\$75,000	\$0	\$0	\$0	\$0	\$75,000	
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0		

Basis of Cost Projection:

Cost Estimate, project jointly submitted through Public Facilities. At this time facilities is doing a scope of work and design plan study



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Public Facilities Bid Documents Date: 17-Sep-11
 Project ID Number: 749 Revision Date: 27-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781-274-8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

This project appropriates a fund for professional services to produce design development, construction documents, and/or bid administration services for projects. Eligible projects would be projects seeking authorization at the Annual Town Meeting that have a high probability of approval and the intended schedule would be unattainable if the project design process could not begin until after the close of Annual Town Meeting. This is the third year of this program. During spring of 2013, \$20,485.84 was used from the first year of this program (FY 2013) to engineer the school paving improvements that were completed under Article 14E of 2013 Annual Town Meeting (FY 2014). Annually, the unused funds will be closed back to the general fund.

Justification/Benefit:

Public Facilities manages projects for school buildings with very short construction windows due to the academic calendar. With the Annual Town Meeting closing in late April or early May, there is insufficient time to obtain professional services for bid documents, complete the bidding process, and implement the project before school is back in session. With this available fund, projects that have a high probability of approval at Town Meeting can be developed with sufficient time to implement them in the same calendar year as Town Meeting.

Impact if not completed:

Impact if not completed is to delay implementation of projects for 12 months or use available operating dollars to supplement capital projects.

Timeframe:

Replace. Freq:

1 Years

Stakeholders:

Public Facilities and project stakeholders

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

749	2015	2016	2017	2018	2019	Totals	Recurring Cost
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Design/Engineer	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000	Maintenance Cycle
Construction	\$0	\$0	\$0	\$0	\$0	\$0	0 Years
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	<div style="border: 1px solid black; padding: 5px;"> CPA Purpose <input type="radio"/> Open Space <input type="radio"/> Recreation <input type="radio"/> Historic <input type="radio"/> Housing </div>
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	
Totals	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000	
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0		

Basis of Cost Projection:

Estimate



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Visitor Center Date: 13-Oct-11
 Project ID Number: 835 Revision Date: 27-Nov-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: _____ E-mail pgoddard@lexingtonma.gov

Description of Project:

Working in conjunction with the Tourism Committee, this project recommends a redesign and expansion of the Visitors' Center to encourage visitors to spend their time and money in Lexington. The programmatic needs addressed by this proposal include: education, space for tour groups, self-service kiosk, counter space for assisting visitors, veterans' display with visual connection to exterior memorials, retail space, food vending area, rest rooms, and office space. To realize these goals, a custom exhibit will be designed a constructed that captures Lexington's unique place in American History. In addition, the building will be made fully handicap accessible and provide community meeting space.

Justification/Benefit:

Originally opened in 1970, in anticipation of the nation's bicentennial, the visitor center has served as an information hub to Lexingtonians as well as millions of guests from around the world since it was built. On an annual basis, this building by far sees more foot traffic than any other town-owned building, with over 100,000 visitors annually, utilizing the restrooms. The last upgrade to the facility was when the restrooms were made handicap accessible 10 years ago. Since then, it has been used by over 1,000,000 visitors.

Impact if not completed:

Today's visitors seek a different kind of service than they did over five decades ago, when the building was built. Lexington has focused on improving its visitors' experience, and so failure to modernize will prevent us from maximizing the economic development opportunities that exist. Additionally, the current state of the rest rooms from such overuse are borderline unsanitary.

Timeframe:

Design development and construction documents in FY2015. Expectation that work would begin at the close of the season in the fall calendar 2015. This project will be timed to have minimal impact on the tourist season.

Replace. Freq:

0 Years

Stakeholders:

Lexington taxpayers, local businesses, international and national visitors

Operating Budget Impact:

Potential operating impact might be additional utility costs and cleaning services. Current utility costs are about \$6,000/ year, and with LEED strech energy code requirements it is not expected that this would increase more than 25%.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

835	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$200,500	\$54,000	\$0	\$0	\$0	\$254,500
Construction	\$0	\$1,517,250	\$0	\$0	\$0	\$1,517,250
Equipment	\$0	\$320,000	\$0	\$0	\$0	\$320,000
Contingency	\$20,000	\$189,125	\$0	\$0	\$0	\$209,125
Totals	\$220,500	\$2,080,375	\$0	\$0	\$0	\$2,300,875
CPA Amt. Req.	\$53,781	\$612,769	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input checked="" type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Lexington Visitor Center Programmatic Report, January 20, 2012, escalated 19% for FY 2016 construction. Assumed 39.4% (ration of 6,566 square feet Visitor's Center to total) is% CPA eligible. Wondercabinet educational exhibit \$400,000 (20% design) .



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Middle School Science , Performing Arts, and General Education Spaces Date: 19-Oct-11
 Project ID Number: 838 Revision Date: 22-Nov-13
 Submitted By: Anna Monaco, Anne Carothers, Department: Public Facilities Priority 1
 First Year Submission? Phone #: 781 274 8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

Funding to evaluate the two middle school science laboratories and performing arts spaces as to their capabilities to deliver the middle school science and performing arts programs were provided for FY 2103 and the study is in process. For FY 2015, funding is requested to evaluate the Diamond food services and the use of existing educational space in both middle schools and determine what opportunities exist to improve utilization for increasing enrollments. A similar evaluation yielded four additional classrooms at LHS.

Justification/Benefit:

The two middle schools were renovated approximately 11 years ago. There are concerns from the school administrators that the educational space no longer adequately support the middle school science and performing arts programs and that the systems, equipment, and the space plan should be evaluated for alignment with the educational program. In addition, increasing enrollment in elementary schools will result in increased middle school enrolments for FY 2017. This project will allocate funding for FY 2015 to study space utilization for general education, and make a recommendation for FY 2016 to address multiple middles school space and program requirements.

Impact if not completed:

The school administrators have observed limitations in the physical space of the laboratories and auditoriums for delivering educational program, and middle school enrollment is projected to increase for FY 2017. A study needs to be done to identify the shortfalls so that a plan can be developed to meet the need. If funding is not provided to assess the current situation and plan for improvements, the science and performing arts program staff will continue to be challenged in meeting the educational goals.

Timeframe:

3 years

Replace. Freq:

0 Years

Stakeholders:

Middle School students, teachers, administrators

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

838	2015	2016	2017	2018	2019	Totals	Recurring Cost
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Design/Engineer	\$60,000	\$250,000	\$100,000	\$0	\$0	\$410,000	Maintenance Cycle
Construction	\$0	\$250,000	\$3,000,000	\$0	\$0	\$3,250,000	0 Years
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	<div style="border: 1px solid black; padding: 5px;"> CPA Purpose <input type="radio"/> Open Space <input type="radio"/> Recreation <input type="radio"/> Historic <input type="radio"/> Housing </div>
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	
Totals	\$60,000	\$500,000	\$3,100,000	\$0	\$0	\$3,660,000	
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0		

Basis of Cost Projection:

DPF estimates



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Hastings School Renovation/Replacement Date: 17-Oct-12
 Project ID Number: 870 Revision Date: 27-Nov-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781 274 8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

The School Committee reviewed the school Ten Year Facility Master Plan in January of 2013 and voted to bring forward submission of a State of Interest (SOI) to the Massachusetts School Building Authority (MSBA) at the next available opportunity. In all likelihood, project funding would not be submitted for consideration at the 2014 annual town meeting. It is estimated that the next opportunity to submit an SOI will be January 2014. Response from the MSBA is anticipated in the fall 2014. If the response is positive, the Town would have 90 days to seek Town Meeting approval of project funding for a Feasibility and Schematic Design Study. If all this comes to pass, the MSBA would reimburse Lexington for part of the work, at a percentage to be determined, but the percentage is expected to be a minimum of 32%.

Justification/Benefit:

The Hastings Elementary School has several program and physical deficiencies that need to be evaluated for appropriate resolution.

Impact if not completed:

Included in 10 year plan, may be updated.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Hastings community

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

870	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$1,100,000	\$0	\$0	\$0	\$0	\$1,100,000
Construction	\$0	\$0	\$40,000,000	\$0	\$0	\$40,000,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$1,100,000	\$0	\$40,000,000	\$0	\$0	\$41,100,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Middle School Nurses Stations Date: 17-Sep-13
 Project ID Number: 887 Revision Date: 24-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781-274-8958 E-mail: pgoddard@lexingtonma.gov

Description of Project:

This project is requesting funds to modify the spaces allocated for nurses at both Middle School spaces to better align with the services provided. Separating spaces for infection control and confidentiality are primary objectives, as well as the capability to support multiple students with differing needs. The existing spaces do not fully support the multi faceted needs of the students and nurses. Additional sinks are needed for hand washing, an area for rest, and an area for treatment.

Justification/Benefit:

Both nurses stations need to have an area for nurses to meet privately with students, but also allow the nurse to monitor other areas where students may be resting or waiting for parents. Additional sinks are required for hand washing and routine hygiene. A treatment area separate from a resting area for an ill child supports infection control and privacy.

Impact if not completed:

The current spaces will continue in use however improvements in infection control, privacy and timely return of students to class will not be met.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Middle School Students at Clarke & Diamond, Nursing staff

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

887	2015	2016	2017	2018	2019	Totals	Recurring Cost					
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00					
Design/Engineer	\$7,000	\$0	\$0	\$0	\$0	\$7,000	Maintenance Cycle					
Construction	\$33,000	\$0	\$0	\$0	\$0	\$33,000	0 Years					
Equipment	\$5,000	\$0	\$0	\$0	\$0	\$5,000	<table border="1"> <tr><th>CPA Purpose</th></tr> <tr><td><input type="radio"/> Open Space</td></tr> <tr><td><input type="radio"/> Recreation</td></tr> <tr><td><input type="radio"/> Historic</td></tr> <tr><td><input type="radio"/> Housing</td></tr> </table>	CPA Purpose	<input type="radio"/> Open Space	<input type="radio"/> Recreation	<input type="radio"/> Historic	<input type="radio"/> Housing
CPA Purpose												
<input type="radio"/> Open Space												
<input type="radio"/> Recreation												
<input type="radio"/> Historic												
<input type="radio"/> Housing												
Contingency	\$0	\$0	\$0	\$0	\$0	\$0						
Totals	\$45,000	\$0	\$0	\$0	\$0	\$45,000						
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0						

Basis of Cost Projection:

Estimate from TBA architect.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Clarke Elevator Upgrade Date: 17-Sep-13
 Project ID Number: 888 Revision Date: 27-Sep-13
 Submitted By: Pat Goddard Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781-274-8958 E-mail: pgoddard@lexingtonma.gov

Description of Project:

This project is requesting funds to increase the interior dimensions of the Clarke elevator to make it compliant with current access codes. The Clarke elevator is not compliant with minimum dimensions that allow for a mobility impaired individual to maneuver inside the cab. As a result, impaired individuals may require assistance to operate the elevator, or other accommodations.

Justification/Benefit:

In past years, mobility impaired students at Clarke have been accommodated by assigning a person to assist with operation of the elevator. This has been manageable during the school day, but other public users of the building with mobility impairments may not have assistance available to operate the car controls. The 2012 Lexington Title II Self-Evaluation listed this non-compliance condition and the Lexington Commission on Disability has made the correction of the non-compliance condition a priority.

Impact if not completed:

If funding is not available to make the cab of the elevator comply with the requirement of the access code, the Town may file for a variance from the Architectural Access Board.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Clarke Community, students, public

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

888	2015	2016	2017	2018	2019	Totals	Recurring Cost					
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00					
Design/Engineer	\$17,000	\$0	\$0	\$0	\$0	\$17,000	Maintenance Cycle					
Construction	\$238,000	\$0	\$0	\$0	\$0	\$238,000	0 Years					
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	<table border="1"> <tr><th>CPA Purpose</th></tr> <tr><td><input type="radio"/> Open Space</td></tr> <tr><td><input type="radio"/> Recreation</td></tr> <tr><td><input type="radio"/> Historic</td></tr> <tr><td><input type="radio"/> Housing</td></tr> </table>	CPA Purpose	<input type="radio"/> Open Space	<input type="radio"/> Recreation	<input type="radio"/> Historic	<input type="radio"/> Housing
CPA Purpose												
<input type="radio"/> Open Space												
<input type="radio"/> Recreation												
<input type="radio"/> Historic												
<input type="radio"/> Housing												
Contingency	\$20,000	\$0	\$0	\$0	\$0	\$20,000						
Totals	\$275,000	\$0	\$0	\$0	\$0	\$275,000						
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0							

Basis of Cost Projection:

TBA Architect estimate



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: 39 Marrett Road Community Center Renovation Date: 30-Sep-13
 Project ID Number: 892 Revision Date: 02-Dec-13
 Submitted By: Pat Goddard Department: Public Facilities Priority 0
 First Year Submission? Phone #: 781-274-8958 E-mail pgoddard@lexingtonma.gov

Description of Project:

The Town of Lexington is scheduled to close on the purchase of the 39 Marrett Road property from the Scottish Rite on December 3, 2013. The Board of Selectmen has appointed an Ad Hoc Community Center Advisory Committee (AHCCAC) to make a recommendation of the services and programs that should be delivered at the new Community Center, and it is anticipated that the facility will require renovation, and potentially an addition, to fulfill the needs of the Community. This project will, in phases, ask for funding to implement the design and construction phases of the 39 Marrett Road property.

The AHCCAC has begun its work on developing the Community vision for the Community Center and it is anticipated that the FY 2015 appropriation will continue the design, and perhaps construction documents, for the facility renovation, plus construct a sidewalk from Marrett Road.

This sidewalk, budgeted at \$250,000, will enable pedestrian access for the Community Center when it opens for phase one occupancy while the full plan is being developed. Funding was appropriated at the November 4, 2013 Special Town Meeting to implement phase one work, including work required for code compliance, work to avoid future, major, disruptions to staff and programs, and work to provide functionality so that the departments moving into the building can replicate or improve the services being offered. The floor loading capacity of the building is being increased for assembly use, and additional restrooms added, for flexibility in building use. The phase one plan, budgeted at \$3,169,000, is a subset of the total amount estimated at the March 18, 2013 Special Town Meeting of \$11,893,717 of which \$9,495,306 is CPA funds.

Justification/Benefit:

The plan to purchase the 39 Marrett Road property for use as a Lexington Community Center included the renovation, and potential expansion, of the historic mansion and annex.

Impact if not completed:

The implementation of the fully functioning Community Center will be delayed.

Timeframe:

Replace. Freq:

0 Years

Stakeholders:

Community

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: 39 Marrett Road Community Center Renovation Date: 30-Sep-13

Project ID Number: 892 Revision Date: 02-Dec-13

Submitted By: Pat Goddard Department: Public Facilities Priority 0

First Year Submission? Phone #: 781-274-8958 E-mail pgoddard@lexingtonma.gov

Capital Funding Request

892	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$518,631	\$197,906	\$0	\$0	\$0	\$716,537
Construction	\$250,000	\$7,012,405	\$0	\$0	\$0	\$7,262,405
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$768,631	\$7,210,311	\$0	\$0	\$0	\$7,978,942
CPA Amt. Req.	\$612,735	\$4,967,796	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input checked="" type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Cost as identified for April 2013 STM and updated for November 4 STM. Design and engineering costs assume FY 2015 funding of design development and construction documents for renovation plus 1/2 gym.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Clarke Gymnasium Dividing Curtain Date: 16-Oct-13
 Project ID Number: 904 Revision Date: _____
 Submitted By: Pat Goddard/Anna Monaco Department: Public Facilities Priority 0
 First Year Submission? Phone #: 781-274-8900 E-mail pgoddard@lexingtonma.gov

Description of Project:

Jonas Clarke Middle School is requesting to install a dividing curtain in the gymnasium.

Justification/Benefit:

Clarke had a long-time inoperable dividing wall removed during the summer of 2012 - mechanical conflict with the composite flooring. Adding a dividing curtain (roll down from ceiling mount) in the gymnasium would allow for two separate learning areas within the same large gymnasium, as well as to increase student safety from stray gym equipment coming from one side to the other. Staff members currently place gym mats and rolls down the center-line, creating a pseudo-wall when needed. The pseudo-wall keeps student activity and equipment (balls, pucks, etc.) isolated to one half of the gymnasium, while the other half is engaged in an alternate or mirror activity.

Additionally, Clarke has seen their student population grown from 750 students to 870 students over the past 3-4 years. Along with the population growth comes larger physical education class sizes and the need to find appropriate and safe learning spaces.

Facilities provided a verbal quote of \$20,000.00 to complete the installation.

Impact if not completed:

Staff will continue to place gym mats and rolls down the center line, creating a pseudo-wall or barrier to students and their gym equipment isolated in one area. Gym equipment (balls, pucks, etc.) will continue to move back-and-forth between the two learning spaces, interrupting student activity and safety.

Timeframe:

Summer 2014

Replace. Freq:

0 Years

Stakeholders:

Faculty, students and community members.

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

904	2015	2016	2017	2018	2019	Totals	Recurring Cost
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Design/Engineer	\$3,000	\$0	\$0	\$0	\$0	\$3,000	Maintenance Cycle
Construction	\$0	\$0	\$0	\$0	\$0	\$0	0 Years
Equipment	\$20,000	\$0	\$0	\$0	\$0	\$20,000	<div style="border: 1px solid black; padding: 5px;"> CPA Purpose <input type="radio"/> Open Space <input type="radio"/> Recreation <input type="radio"/> Historic <input type="radio"/> Housing </div>
Contingency	\$2,000	\$0	\$0	\$0	\$0	\$2,000	
Totals	\$25,000	\$0	\$0	\$0	\$0	\$25,000	
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0		

Basis of Cost Projection:



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Clarke Gymnasium Dividing Curtain **Date:** 16-Oct-13

Project ID Number: 904 **Revision Date:** _____

Submitted By: Pat Goddard/Anna Monaco **Department:** Public Facilities **Priority** 0

First Year Submission? **Phone #:** 781-274-8900 **E-mail** pgoddard@lexingtonma.gov

Verbal quote from vendor



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Clarke Auditorium Audio Visual System Date: 17-Oct-13
 Project ID Number: 910 Revision Date: 18-Oct-13
 Submitted By: Pat Goddard/Anna Monaco Department: Public Facilities Priority: 0
 First Year Submission? Phone #: 781-274-8900 E-mail pgoddard@lexingtonma.gov

Description of Project:

Jonas Clarke Middle School is requesting to replace the entire auditorium sound system and add a projection system.

Justification/Benefit:

Planning for replacement of the auditorium sound system and to add a projection system at Clarke began FY10. The project was put on hold as funding was diverted to similar auditorium projects in the school system, working towards equality between the middle schools. Due to reliability issues with the existing equipment, we are advancing the work ahead of the middle school project.

The Clarke auditorium is a heavily used space by students, staff and community members (including school committee meetings). The current sounds system that serves this space is original to the building and has reportedly outlived its life expectancy. A new sound system would enable meetings, performances, and presentations to be heard without excessive static, feedback and thunderous knocking. Adding a projection system would allow for much greater flexibility for the presenter, who could simply plug into the system, accessing a ceiling mounted projector.

Impact if not completed:

If the project is not completed, Clarke and the community will continue to use the current sounds system, working through the loud thunderous noises and static that frequent the space. We anticipate a whole system failure in the near future, and have been advised by contractors to avoid adjustments to the outdated wires and parts.

Clarke does not currently have a projection system in place, so staff and community members would continue to assemble a projection system (table at front of auditorium) on a needs basis. This role currently falls on either school administration or the building custodians.

Timeframe:

Summer 2014

Replace. Freq:

0 Years

Stakeholders:

Faculty, students and community members.

Operating Budget Impact:

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

910	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$5,000	\$0	\$0	\$0	\$0	\$5,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$58,000	\$0	\$0	\$0	\$0	\$58,000
Contingency	\$6,300	\$0	\$0	\$0	\$0	\$6,300
Totals	\$69,300	\$0	\$0	\$0	\$0	\$69,300
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

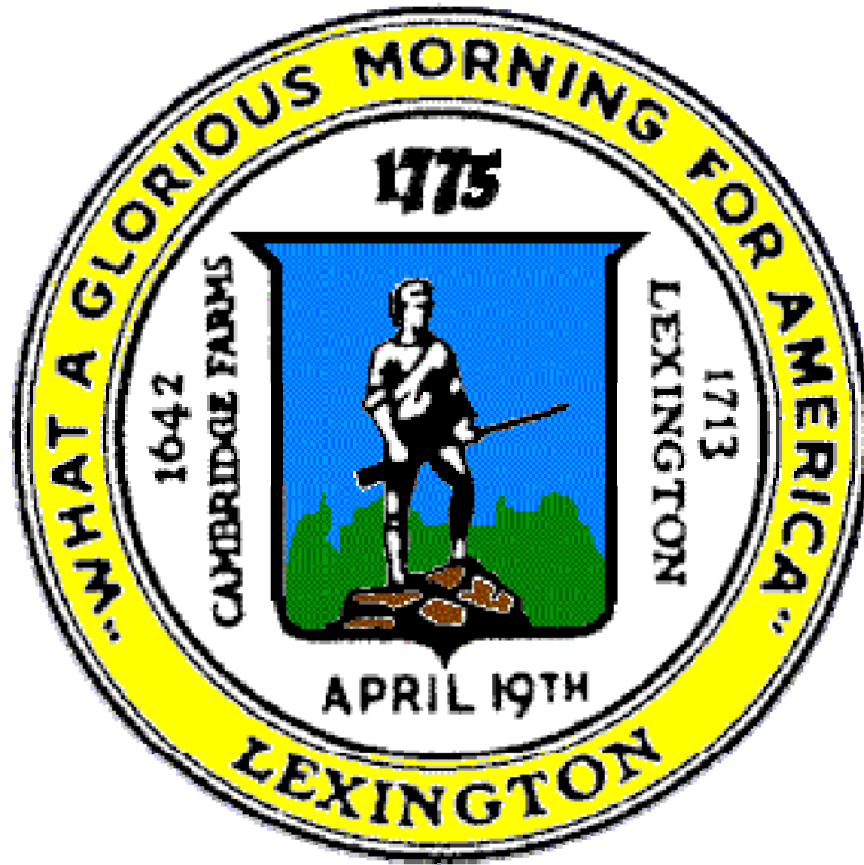
Project Name: Clarke Auditorium Audio Visual System **Date:** 17-Oct-13

Project ID Number: 910 **Revision Date:** 18-Oct-13

Submitted By: Pat Goddard/Anna Monaco **Department:** Public Facilities **Priority** 0

First Year Submission? **Phone #:** 781-274-8900 **E-mail** pgoddard@lexingtonma.gov

Proposals from Shanahan Sounds.



Fire Department Requested Budget
Fiscal Year 2015

Submitted by:
John Wilson, Fire Chief

Board of Selectmen Presentation
December 5th, 2013



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire/EMS

Mission:

The mission of the Lexington Fire Department is to protect the lives and property of the community from emergencies involving fire, medical, hazardous materials and environmental causes. This mission will be achieved through public information, code management, and emergency response.

Budget Overview:

The FY 2015 All Funds budget for the Lexington Fire/EMS Department is \$5,869,922, which is a \$35,924 or 0.62% increase from Fiscal Year 2014. Compensation is decreasing by \$38,086, or 0.72% but does not include funding for prospective cost of living increases for yet-to-be-settled contractual agreements, which is budgeted for in the Salary Adjustment Account in the Town Manager's budget. The decrease in compensation is driven by the partial loss of expected funding from the SAFER grant program during FY2015.

Expenses are increasing by \$74,010, or 13.49%.

The All Funds budget includes funding from the federal SAFER grant program. Less this amount, the FY 2015 General Fund Budget is \$5,759,856, which reflects a \$145,991 or 2.6% increase from FY 2014. General Fund Compensation is increasing by \$71,981 or 1.42%, with expenses identical to the All Funds budget.

The Fire Department is comprised of the following divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services, and Emergency Management.

The Administrative function is responsible for all policies and procedures, training, inventory, and the day to day operations of the fire department, as well as accounts payable and receivables and payroll.

The Fire Prevention Bureau is responsible for fire code enforcement activities, public education, plan reviews, permit applications and approvals, flammable and combustible liquid storage approval, as well as blasting regulatory enforcement.

The Fire Suppression Division is staffed 24/7, operating out of two stations and responds to all calls for assistance in the community. These calls range from fire suppression, motor vehicle accidents, EMS support calls, hazardous materials responses, and vehicle extractions as well as any water related incidents. Four positions funded through a Federal SAFER grant will be funded through January 2015. This grant is to add staffing to the department in an effort to be closer to compliance with NFPA 1710.

The Emergency Medical Services Division operates along with the Fire Suppression Division, staffing one ambulance primarily as the Advanced Life Support Level. A second ambulance is staffed during peak hours (M-F 8-6), and available during off-peak hours when the ladder truck is in quarters. These vehicles respond to over 2,500 calls for assistance annually.

Department Goals:

- 1.) Following the Facilities Master Plan report, evaluate suitable locations for a new Fire Headquarters.
- 2.) Transition into the new requirements for National Emergency Medical Technician certification.
- 3.) Implement Comprehensive Department Training Program.
- 4.) Expand our fire safety education for senior citizen utilizing new State funding.

Program Improvement Requests:

		FY 2015
Administrative Support Lieutenant	4210 - Admin	\$ 62,192
Additional Hours for Clerk	4210 - Admin	\$ 5,582
Ambulance Staffing, 4 FT Positions	4230 - Suppression	\$ 236,077
Quarterly Officers' Meetings	4230 - Suppression	\$ 8,500
<i>Sub-total 4100 by request</i>		\$ 312,351
Compensation		\$ 301,351
Benefits		\$ -
Expenses		\$ 11,000
<i>Sub-total 4100 by Category</i>		\$ 312,351



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire/EMS

Budget Summary

Funding Sources (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 4,177,065	\$ 4,589,659	\$ 4,838,598	\$ 4,768,485	\$ (70,112)	-1.45%
Enterprise Funds (Indirects)	-	-	-	-	-	-
Fees & Charges	-	-	-	-	-	-
Ambulance Fees	\$ 917,229	\$ 891,544	\$ 931,000	\$ 931,000	\$ -	0.00%
Fire Department Fees	\$ 31,690	\$ 32,315	\$ 36,580	\$ 31,988	\$ (4,592)	-12.55%
Licenses & Permits	\$ 32,930	\$ 28,225	\$ 27,820	\$ 28,382	\$ 562	2.02%
SAFER Grant	\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-
Total 4200 Fire/EMS	\$ 5,158,915	\$ 5,541,743	\$ 5,833,998	\$ 5,869,922	\$ 35,924	0.62%

Appropriation Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 4,570,496	\$ 5,059,117	\$ 5,285,498	\$ 5,247,412	\$ (38,086)	-0.72%
Expenses	\$ 588,418	\$ 482,626	\$ 548,500	\$ 622,510	\$ 74,010	13.49%
Total 4200 Fire/EMS	\$ 5,158,915	\$ 5,541,743	\$ 5,833,998	\$ 5,869,922	\$ 35,924	0.62%

Program Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 336,118	\$ 345,296	\$ 403,847	\$ 434,580	\$ 30,733	7.61%
Total 4220 Fire Prevention	\$ 189,025	\$ 179,640	\$ 199,059	\$ 200,561	\$ 1,503	0.75%
Total 4320 Fire Suppression	\$ 4,503,030	\$ 4,888,100	\$ 5,084,952	\$ 5,081,681	\$ (3,271)	-0.06%
Total 4240 Emergency Medical Services	\$ 107,396	\$ 123,865	\$ 141,600	\$ 148,600	\$ 7,000	4.94%
Total 4250 Emergency Management	\$ 23,346	\$ 4,841	\$ 4,540	\$ 4,500	\$ (40)	-0.88%
Total 4200 Fire/EMS	\$ 5,158,915	\$ 5,541,743	\$ 5,833,998	\$ 5,869,922	\$ 35,924	0.62%

Object Code Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,713,313	\$ 4,298,975	\$ 4,478,898	\$ 4,435,412	\$ (43,486)	-0.97%
Overtime	\$ 857,183	\$ 760,142	\$ 806,600	\$ 812,000	\$ 5,400	0.67%
<i>Personal Services</i>	<i>\$ 4,570,496</i>	<i>\$ 5,059,117</i>	<i>\$ 5,285,498</i>	<i>\$ 5,247,412</i>	<i>\$ (38,086)</i>	<i>-0.72%</i>
Contractual Services	\$ 354,414	\$ 219,852	\$ 294,300	\$ 299,010	\$ 4,710	1.60%
Utilities	\$ 53,406	\$ 50,843	\$ 66,900	\$ 61,250	\$ (5,650)	-8.45%
Supplies	\$ 145,307	\$ 117,330	\$ 160,300	\$ 157,250	\$ (3,050)	-1.90%
Small Capital	\$ 35,292	\$ 94,602	\$ 27,000	\$ 105,000	\$ 78,000	288.89%
<i>Expenses</i>	<i>\$ 588,418</i>	<i>\$ 482,626</i>	<i>\$ 548,500</i>	<i>\$ 622,510</i>	<i>\$ 74,010</i>	<i>13.49%</i>
Total 4200 Fire/EMS	\$ 5,158,915	\$ 5,541,743	\$ 5,833,998	\$ 5,869,922	\$ 35,924	0.62%

Appropriation Summary (General Fund Only)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 4,570,496	\$ 5,059,117	\$ 5,065,365	\$ 5,137,346	\$ 71,981	1.42%
Expenses	\$ 588,418	\$ 482,626	\$ 548,500	\$ 622,510	\$ 74,010	13.49%
Total 4200 Fire/EMS	\$ 5,158,915	\$ 5,541,743	\$ 5,613,865	\$ 5,759,856	\$ 145,991	2.60%

Appropriation Summary (Non-General Fund)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-50.00%
4230 Fire Suppression	\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-50.00%
Total 4200 Fire/EMS	\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-50.00%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram: 4200 Fire/EMS

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Request
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Administrative Assistant	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants*	8	8	12	12
Firefighters/Paramedics	40	42	38	38
Firefighters/Paramedics (Grant Funding)**	0	0	4	4
Municipal Clerk	0.71	0.71	0.71	0.71
FTE Total	57.71	59.71	63.71	63.71

Full-Time/Part-time Total	58FT/1PT	59FT/1PT	63FT/1PT	63FT/1PT
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Explanatory Notes:

*4 Lieutenant promotions are reflected in FY 2014

**4 full-time positions will be funded through the SAFER grant award

There are currently 2 vacant Firefighter positions.



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram:

4200 Fire/EMS

Element: 4210 Fire Administration

Budget Description:

The main function of this area involves planning, organizing and evaluating department services and oversight of the operations. Managing the Dispatch Center is shared with the Police. Labor negotiations, personnel management, and command of forces at major emergency incidents are other functions of this budgetary component. The Fire Chief, Assistant Chief for Training, Office Manager and part time clerk are assigned to this category.

The Fire Administration budget for FY15 reflects a \$1,733 or 0.55% increase for compensation and a \$29,000 or 32.6% increase for expenses. The \$31,000 increase in 54707 Vehicles pertains to a replacement vehicle for the Assistant Chief. The current vehicle (2007 Chevrolet) will be retained as a backup.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 167,805	\$ 213,163	\$ 274,025	\$ 276,014	\$ 1,989	0.73%
51120	OTHER COMP	\$ -		\$ -		\$ -	-
51140	ECI/QUINN	\$ -	\$ -	\$ 2,600	\$ 2,600	\$ -	0.00%
51141	HOLIDAY	\$ 2,568	\$ -	\$ 10,627	\$ 5,230	\$ (5,397)	-50.79%
51144	LONGEVITY	\$ 2,295	\$ 2,950	\$ -	\$ 2,950	\$ 2,950	-
51150	REGULAR PT WAGES	\$ 24,504	\$ 25,587	\$ 27,635	\$ 29,826	\$ 2,191	7.93%
<i>Sub-total Compensation</i>		\$ 197,171	\$ 241,700	\$ 314,887	\$ 316,620	\$ 1,733	0.55%
52110	CONTRACTUAL SERVICES	\$ 6,259	\$ 2,073	\$ 1,600	\$ 2,100	\$ 500	31.25%
52111	PRINTING/FORMS	\$ 1,085	\$ 1,081	\$ 1,250	\$ 1,250	\$ -	0.00%
52120	PROF SERVICES	\$ 36,985	\$ -	\$ -		\$ -	-
52141	FACILITY SERV & REPAIR	\$ 4,796	\$ 4,964	\$ 5,000	\$ 5,000	\$ -	0.00%
52142	EQUIP-SVC & REPAIR	\$ 1,560	\$ 200	\$ 1,500	\$ 1,500	\$ -	0.00%
52181	DRUG & ALCOHOL TEST	\$ 789	\$ 421	\$ 2,000	\$ 2,000	\$ -	0.00%
52182	LEASE AGREEMENTS	\$ 2,086	\$ 1,231	\$ 1,810	\$ 1,810	\$ -	0.00%
52183	MILEAGE	\$ -		\$ -		\$ -	-
52186	PROF DEV & TRAININ	\$ -	\$ 1,627	\$ 2,000	\$ 2,250	\$ 250	12.50%
52187	TRAVEL	\$ -		\$ -	\$ 500	\$ 500	-
52188	SEM/WORKSHOPS/CONF	\$ 705	\$ 1,695	\$ 1,000	\$ 1,500	\$ 500	50.00%
52200	UTILITIES	\$ -		\$ -		\$ -	-
52206	TELEPHONE	\$ 841	\$ 1,398	\$ 1,000	\$ 1,450	\$ 450	45.00%
52207	CELLPHONE/PAGERS	\$ 6,340	\$ 6,255	\$ 7,500	\$ 6,400	\$ (1,100)	-14.67%
52208	GASOLINE	\$ 46,105	\$ 43,191	\$ 57,000	\$ 52,000	\$ (5,000)	-8.77%
54100	SUPPLIES	\$ -	\$ -	\$ -		\$ -	-
54111	OFFICE SUPPLIES	\$ 2,017	\$ 2,610	\$ 2,500	\$ 2,700	\$ 200	8.00%
54113	MEMBERSHIP/DUES/LICENSES & SUB	\$ 3,035	\$ 4,040	\$ 3,000	\$ 4,000	\$ 1,000	33.33%
54160	CLOTH & SAFETY EQU	\$ -	\$ -	\$ 800	\$ 1,000	\$ 200	25.00%
54706	OFFICE EQUIPMENT	\$ -	\$ 2,810	\$ 1,000	\$ 1,500	\$ 500	50.00%
54707	VEHICLES	\$ 26,344	\$ 30,000	\$ -	\$ 31,000	\$ 31,000	-
<i>Sub-total Expenses</i>		\$ 138,947	\$ 103,596	\$ 88,960	\$ 117,960	\$ 29,000	32.60%
Total 4210 Fire Administration		\$ 336,118	\$ 345,296	\$ 403,847	\$ 434,580	\$ 30,733	7.61%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4220 Fire Prevention

Subprogram: 4200 Fire/EMS

Budget Description:

The FY2015 Fire Prevention budget reflects an increase of \$1,503 or 0.75%. Compensation reflects a by \$1,953 or 1.1% increase, while expenses reflect a \$450 or 2.6% decrease.

This division ensures that the Town is complying with state and federal laws and regulations pertaining to fire and hazardous materials code enforcement. Specifically cited are Massachusetts General Laws Chapter 148 and 527 CMR. An Assistant Chief and Fire Prevention Lieutenant principally function in this area. New building construction and renovations are checked for fire code compliance and new fire protection systems are acceptance tested. Other services provided are Permits required by the state to be issued for the sale of homes, flammable liquids and gases underground and above ground tanks, oil burning equipment and storage and blasting. Routine inspection and conduct of fire drills in schools, clinics, theaters, day care centers, multi family structures, commercial and industrial buildings are performed according to state regulations. In many cases, the on duty emergency forces must assist the Fire Prevention staff with these routine duties.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 163,529	\$ 154,146	\$ 154,616	\$ 152,364	\$ (2,252)	-1.46%
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51140	ECI/QUINN	\$ 2,600	\$ 4,700	\$ 5,200	\$ 5,800	\$ 600	11.54%
51141	HOLIDAY	\$ 3,508	\$ 5,278	\$ 8,642	\$ 8,553	\$ (89)	-1.03%
51142	HAZMAT	\$ 311	\$ 366	\$ 652	\$ 621	\$ (31)	-4.78%
51143	EMT	\$ 2,191	\$ 2,704	\$ 9,598	\$ 12,702	\$ 3,104	32.34%
51144	LONGEVITY	\$ 2,700	\$ 2,950	\$ 2,950	\$ 2,950	\$ -	0.00%
51145	CLOTHING ALLOWANCE	\$ -	\$ 85	\$ -	\$ -	\$ -	-
51150	REG PART-TIME WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
51151	SEAS PART-TIME WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	STIPENDS	\$ -	\$ -	\$ -	\$ 621	\$ 621	-
<i>Sub-total Compensation</i>		\$ 174,838	\$ 170,230	\$ 181,659	\$ 183,611	\$ 1,953	1.07%
52110	CONTRACTUAL SERVICES	\$ -	\$ 300	\$ -	\$ -	\$ -	-
52111	PRINTING/FORMS	\$ 312	\$ 95	\$ 500	\$ 500	\$ -	0.00%
52120	PROF SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52142	EQUIP-SVC & REPAIR	\$ -	\$ -	\$ 600	\$ -	\$ (600)	-100.00%
52182	LEASE AGREEMENT	\$ 5,329	\$ 5,522	\$ 5,500	\$ 5,600	\$ 100	1.82%
52183	MILEAGE	\$ -	\$ 33	\$ -	\$ -	\$ -	-
52186	PROF DEV & TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -	-
52187	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	SEM/WORKSHOPS/CONF	\$ 104	\$ 435	\$ 1,500	\$ 1,500	\$ -	0.00%
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ 5,180	\$ 2,795	\$ 5,000	\$ 5,000	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54113	MEMBERSHIP/DUES/LICENSES & SUB.	\$ 95	\$ 135	\$ 300	\$ 350	\$ 50	16.67%
54160	CLOTH & SAFETY EQUI	\$ 112	\$ 96	\$ 1,000	\$ 1,000	\$ -	0.00%
54500	SMALL EQUIPMENT	\$ 3,055	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 14,187	\$ 9,411	\$ 17,400	\$ 16,950	\$ (450)	-2.59%
Total 4220 Fire Prevention		\$ 189,025	\$ 179,640	\$ 199,059	\$ 200,561	\$ 1,503	0.75%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

Subprogram:

4200 Fire/EMS

Element: 4230 Fire Suppression

The total FY15 Fire Suppression All Funds budget reflects a \$31,026 or 0.61% decrease from FY2014, while the General Fund budget reflects a \$106,795 or 2.2% increase. The decrease in the All Funds budget is driven primarily by the expected loss of 50% of SAFER grant funding in FY2015.

General Fund Compensation reflects an increase of \$68,295 or 1.49%. Additionally, funding for four full-time Firefighter/Paramedics is available from the two-year federal SAFER grant; this allows the department to staff a second ambulance during peak hours. Expenses reflect an increase of \$38,500 or 13%, which is driven by the need to replace the shift commander's vehicle (a 2009 Chevrolet Tahoe), which will be handed down to the Fire Inspector. The Fire Inspector's vehicle (a 2006 Ford with 56,000 miles on it) will be traded towards this new purchase. The Fire Inspector's vehicle is also utilized as a back-up for the Shift Commander.

The Fire Department provides 24-hour fire and life safety protective services in suppression, emergency medicine, technical rescue, hazardous materials incident mitigation, fire prevention and educational services and emergency management in natural and man-made disasters. The Department operates out of two fire stations to accomplish this goal and deliver safety services in as quickly a timeframe as possible in this configuration. The vast variety of skills that today's firefighters must possess to handle the traditional hazards of the job also now includes those homeland security functions added after September 11, 2001. Training is a constant and is difficult to accomplish on-duty due to the high volume of emergency calls and mandatory state-required fire prevention inspections. Attendance at outside fire and EMS academies and training schools is necessary for our personnel to stay current with today's technologies and strategies to mitigate hazards we face each day.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 2,760,756	\$ 3,148,716	\$ 2,991,683	\$ 3,048,680	\$ 56,997	1.91%
51130	OVERTIME	\$ 857,183	\$ 760,142	\$ 806,600	\$ 812,000	\$ 5,400	0.67%
51140	ECI/QUINN	\$ 84,414	\$ 86,238	\$ 93,950	\$ 82,000	\$ (11,950)	-12.72%
51141	HOLIDAY	\$ 156,934	\$ 193,622	\$ 168,533	\$ 192,258	\$ 23,725	14.08%
51142	HAZMAT	\$ 19,404	\$ 27,160	\$ 29,917	\$ 30,487	\$ 570	1.91%
51143	EMT	\$ 248,775	\$ 363,985	\$ 386,847	\$ 386,790	\$ (57)	-0.01%
51144	LONGEVITY	\$ 60,000	\$ 62,650	\$ 71,250	\$ 70,400	\$ (850)	-1.19%
51145	CLOTHING ALLOWANCE	\$ 4,420	\$ 4,675	\$ 5,540	\$ (5,540)	\$ (5,540)	-100.00%
51512	STIPENDS	\$ 6,600	\$ -	\$ 14,500	\$ 14,500	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 4,198,487	\$ 4,647,187	\$ 4,568,819	\$ 4,637,114	\$ 68,295	1.49%
52110	CONTRACTUAL SERVICES	\$ 8,756	\$ 11,728	\$ 12,000	\$ 12,500	\$ 500	4.17%
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52128	ADVERTISING	\$ 4,541	\$ 540	\$ -	\$ -	\$ -	-
52142	EQUIP-SERVICE & REPAIR	\$ 171,901	\$ 82,472	\$ 120,000	\$ 120,000	\$ -	0.00%
52183	MILEAGE	\$ 398	\$ 2,601	\$ 6,000	\$ 3,000	\$ (3,000)	-50.00%
52186	PROF DEV & TRAINING	\$ 2,290	\$ 7,775	\$ 25,000	\$ 25,000	\$ -	0.00%
52187	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	SEMINARS/WORKSHOPS/CONFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	COMMUNICATIONS & NETWORK SUPP	\$ 15,907	\$ 19,651	\$ 21,000	\$ 22,000	\$ 1,000	4.76%
52207	CELLPHONE/PAGERS	\$ 120	\$ -	\$ -	\$ -	\$ -	-
52208	GASOLINE	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ 32,081	\$ 30,000	\$ 40,000	\$ 40,000	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ 11	\$ 20	\$ -	\$ -	\$ -	-
54113	MEMBERSHIP/DUES/LICENSES & SUB.	\$ -	\$ -	\$ -	\$ -	\$ -	-
54160	CLOTHING & SAFETY EQUIPMENT	\$ 57,714	\$ 38,102	\$ 46,000	\$ 46,000	\$ -	0.00%
54161	CHEMICALS & CLEANING SUPPLIES	\$ 4,930	\$ 5,081	\$ 9,000	\$ 7,000	\$ (2,000)	-22.22%
54500	SMALL EQUIPMENT	\$ 5,893	\$ 11,000	\$ 17,000	\$ 20,000	\$ 3,000	17.65%
54707	VEHICLES	\$ -	\$ 31,943	\$ -	\$ 39,000	\$ 39,000	-
<i>Sub-total Expenses</i>		\$ 304,542	\$ 240,913	\$ 296,000	\$ 334,500	\$ 38,500	13.01%
Total Fire Suppression General Fund		\$ 4,503,030	\$ 4,888,100	\$ 4,864,819	\$ 4,971,614	\$ 106,795	2.20%
SAFER Grant							
51110	REGULAR WAGES	\$ -	\$ -	\$ 164,623	\$ 82,311	\$ (82,311)	-50%
51140	ECI/QUINN	\$ -	\$ -	\$ 10,400	\$ 5,200	\$ (5,200)	-50%
51141	HOLIDAY	\$ -	\$ -	\$ 9,343	\$ 4,672	\$ (4,672)	-50%
51142	HAZMAT	\$ -	\$ -	\$ 1,646	\$ 823	\$ (823)	-50%
51143	EMT	\$ -	\$ -	\$ 34,121	\$ 17,060	\$ (17,060)	-50%
51144	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	0%
51145	CLOTHING ALLOWANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0%
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<i>Sub-Total Compensation</i>		\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-50%
Total SAFER Grant		\$ -	\$ -	\$ 220,133	\$ 110,066	\$ (110,066)	-50.00%
Total 4230 Fire Suppression (All Funds)		\$ 4,503,030	\$ 4,888,100	\$ 5,084,952	\$ 5,081,681	\$ (31,026)	-0.61%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety
Element: 4240 Emergency Medical Services

4200 Fire/EMS

Budget Description:

The Fire Department provides 24 hour advanced life support emergency medical transport services (EMS) with two ambulances and a third mechanical back up unit, staffed with 35 EMT-Paramedics assigned among our four work groups to insure that the community receives quality medical services. Approximately 500 times annually we have both of our ambulances committed to simultaneously transporting patients to hospitals. Providing EMS now comprises 65% of the Department's emergency services. The Department is committed to providing quality service to our customers; on an annual basis we exceed the minimum required training set by the State. Our required Medical Control Physician has increased his fees, showing an increase in contractual services (52110). The increase in small equipment (54500) is to replace required equipment on our ambulances. This program shows an overall 5% increase in expenses or \$7,000.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51120	OTHER COMP	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ -	\$ -	\$ -	\$ -	\$ -	-
52110	CONTRACTUAL SERVICES	\$ 62,583	\$ 58,648	\$ 65,000	\$ 70,000	\$ 5,000	7.69%
52111	PRINTING/FORMS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52142	EQUIP-SERVICE & REPAIR	\$ 71	\$ -	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52186	PROF DEV & TRAINING	\$ 4,610	\$ 11,917	\$ 16,500	\$ 16,500	\$ -	0.00%
52187	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	SEMINARS/WORKSHOPS/CONFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	COMMUNICATIONS & NETWORK SUPP	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	CELLPHONE/PAGERS	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ -	-
54100	SUPPLIES	\$ 35,554	\$ 30,702	\$ 47,500	\$ 45,000	\$ (2,500)	-5.26%
54113	MEMBERSHIP/DUES/LICENSES & SUB.	\$ 3,750	\$ 3,750	\$ 5,200	\$ 5,200	\$ -	0.00%
54160	CLOTHING & SAFETY EQUIPMENT	\$ 827	\$ -	\$ -	\$ -	\$ -	-
54161	CHEMICALS & CLEANING SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54500	SMALL EQUIPMENT	\$ -	\$ 18,848	\$ 6,000	\$ 10,500	\$ 4,500	75.00%
54707	VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 107,396	\$ 123,865	\$ 141,600	\$ 148,600	\$ 7,000	4.94%
Total 4240 Emergency Medical Services		\$ 107,396	\$ 123,865	\$ 141,600	\$ 148,600	\$ 7,000	4.94%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 4000 Public Safety

4200 Fire/EMS

Element: 4250 Emergency Management

Budget Description:

The Fire Chief, appointed as the Town's Emergency Manager, administers the Emergency Management budget. All man made and natural disasters that occur in the community can trigger activation of the Town's Emergency Plan and put into motion a coordinated effort by public and private entities to mitigate the result and after effects of such a calamity. State aid through the Massachusetts Emergency Management Agency and the federal government through FEMA can bring other resources to bear. Hurricane Sandy and the February 13 Blizzard are examples where State and Federal funding were required.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
52110	CONTRACTUAL SERVICES	\$ 23,346	\$ 4,841	\$ 3,040	\$ 3,000	\$ (40)	-1.32%
52111	PRINTING/FORMS	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	-
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 23,346	\$ 4,841	\$ 4,540	\$ 4,500	\$ (40)	-0.88%
Total 4250 Emergency Management		\$ 23,346	\$ 4,841	\$ 4,540	\$ 4,500	\$ (40)	-0.88%

FY2015 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 4

Department: **Fire**
 Program: **Public Safety**
 Element: **Fire Administration**
 Accounting Dept #:
 Supplemental Title: **Administrative Support Lieutenant**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2015 Only)	Ongoing Annual Cost (FY2015 & Future)	TOTAL FY2015 Request
<u>Compensation</u>	Wages		\$61,192	\$61,192
	Holiday			\$0
	ECI			\$0
<u>Benefits</u>	Longevity			\$0
<u>Expenses</u>	Clothing	\$1,000		\$1,000
				\$0
				\$0
				\$0
				\$0
	TOTAL	\$1,000	\$61,192	\$62,192

PURPOSE / DESCRIPTION OF REQUEST

This request is for a full-time day Lieutenant position. This position would provide administrative support to Fire Prevention, Fire Training, and Emergency Medical Services. In Fire Prevention we have a full-time Fire Inspector that performs plan reviews, issues permits, and conducts code compliance inspections. The Captains perform the residential resale smoke detector inspections each afternoon, and the shift Lieutenants conduct the inspections and fire drills for our schools and places of lodging on a quarterly basis. We would shift the Captains current inspection responsibility over to the support Lieutenant, and have the Captains begin pre-incident planning for the many buildings in town, something we currently don't do because of time restraints. In the training and EMS division, the administrative support position would assist in providing consistent training to the individual groups.

SERVICE IMPLICATION

Improved public safety, and a more efficient administrative process.

FY2015 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 2 of 4

Department:	Fire
Program:	Public Safety
Element:	Fire Administration
Accounting Dept #:	
Supplemental Title:	Additional Hours for Clerk

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2015 Only)	Ongoing Annual Cost (FY2015 & Future)	TOTAL FY2015 Request
<u>Compensation</u>				
	Wages		\$5,582	\$5,582
				\$0
<u>Benefits</u>				
				\$0
<u>Expenses</u>				
				\$0
				\$0
				\$0
				\$0
				\$0
	TOTAL	\$0	\$5,582	\$5,582

PURPOSE / DESCRIPTION OF REQUEST

This request is to increase the hours of our Fire Prevention Clerk from 25 hours per week, to 30 hours per week. As the administrative requirements increase in our Department, so does the record keeping requirements. The Department Clerk has the responsibilities of scheduling inspections, receiving, processing, and filling permit and license applications. This increase can be partially funded through increased permit fees (\$2,770.)

SERVICE IMPLICATION

The additional hours will allow the Clerk time to complete her current tasks, and have the ability for added responsibilities.

FY2015 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 4 of 4

Department: **Fire**
 Program: **Public Safety**
 Element: **Suppression**
 Accounting Dept #:
 Supplemental Title: **Fulltime Ambulance Staffing, 4 FT positions**

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2015 Only)	Ongoing Annual Cost (FY2015 & Future)	TOTAL FY2015 Request
<u>Compensation</u>	Wages		\$226,077	\$226,077
	Holiday			\$0
	ECI			\$0
<u>Benefits</u>				\$0
<u>Expenses</u>				\$0
				\$0
				\$0
	Clothing	\$10,000		\$10,000
	TOTAL	\$10,000	\$226,077	\$236,077

PURPOSE / DESCRIPTION OF REQUEST

The purpose of this request is to staff our second ambulance on a full time basis. Currently we staff our second ambulance Monday through Friday, from 8am-6pm. The remainder of the time it is cross staffed using personnel from the Ladder Truck. With the volume of medical emergencies it requires us to compromise our fire protection. The additional personnel will also bring the Department into NFPA 1710 compliance.

SERVICE IMPLICATION

Improve the emergency medical service provided to the citizens of Lexington without compromising their fire protection.

Fire FY2015 Five Year Capital Plan

		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	TOTALS
735	Ambulance Replacement	\$ 250,000	\$ -	\$ -	\$ 280,000	\$ -	\$ 530,000
738	Headquarters Fire Station Replacement	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
741	Portable Radio Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
849	Ladder Truck Replacement	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
877	Heart Monitor	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
FIRE TOTAL		\$ 655,000	\$ -	\$ 1,000,000	\$ 280,000	\$ -	\$ 1,935,000



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Ambulance Replacement Date: 15-Sep-11
 Project ID Number: 735 Revision Date: 01-Oct-13
 Submitted By: John Wilson Department: Fire Priority: 1
 First Year Submission? Phone #: 860-7001 E-mail: jwilson@lexingtonma.gov

Description of Project:

Replace our mechanical back up ambulance. Our ambulance replacement program tries to rotate our ambulance every 3 years. The new vehicle runs as the primary ambulance, then moves to the secondary position, and finally to mechanical back up status. At the end of this 9 year rotation the vehicle has over 150,000 tough miles on it, and completes more than 9k medical transports. This is the usual replacement program for the ambulance.

Justification/Benefit:

The ambulance mechanical systems are suffering more frequent breakdowns due to the hard usage that it receives. As an emergency medical transport vehicle, we cannot allow it to breakdown while transporting a patient to a medical control facility. This is a routine replacement of the vehicle after 9 years service. History has shown us that with the amount of use these vehicles get, keeping them for a longer period of time greatly increases maintenance and repair costs.

Impact if not completed:

Patient care will be compromised by the vehicle breaking down on the highway en route to a medical control facility.

Timeframe:

Specification development from May through July, using MAPC bid. Order vehicle at beginning of fiscal year

Replace. Freq:

9 Years

Stakeholders:

Fire Department and citizens of Lexington

Operating Budget Impact:

None.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

735	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$250,000	\$0	\$0	\$280,000	\$0	\$530,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$250,000	\$0	\$0	\$280,000	\$0	\$530,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose

- Open Space
- Recreation
- Historic
- Housing

Basis of Cost Projection:

vendor projection, MAPC Bid Purchase



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Headquarters Fire Station Replacement Date: 16-Sep-11
 Project ID Number: 738 Revision Date: 01-Oct-13
 Submitted By: John Wilson Department: Fire Priority: 0
 First Year Submission? Phone #: 860-7001 E-mail jwilson@lexingtonma.gov

Description of Project:

The Headquarters station built in 1947 needs to be replaced. It is too small to house the apparatus and all the functions that are required to be staffed in the building. It leaks water into the basement and through the cornices. It has had fuel leaking into the basement area from ruptured fuel tanks at the gas station across the street and has a filtration system installed to clean the ground water around the building. There should be a two story structure large enough to house 5 pieces of fire apparatus, two ambulances and several auxiliary vehicles such as brush trucks, a pick-up truck, several equipment trailers, a zodiac boat and an ATV. There should be living quarters for twelve (12) personnel. There should be a meeting/training room for sixty (60) personnel, and offices for the Chief, two Assistant Chiefs with a conference room between them, an Office Manager, clerk, Fire Prevention officer, Shift Captain, two shift Lieutenants, a Fire Safety Education office and a Fire Investigation office. Beyond that, there should be room for a Plan Review space, EMS supplies room, mechanics storeroom, supplies closet and Records room.

Justification/Benefit:

The 1947 station is too small for our operation. We have an Assistant Chief, Fire Prevention officer and clerk in a trailer behind the station. We have two brush trucks and two equipment trailers outside the station because there is no room inside for this equipment. In the winter, some of this equipment must be stored in an old DPW Quonset hut and is unavailable for emergencies. The station is not energy efficient with leaking windows, doors and apparatus bay doors. Water leaks into the basement and mold grows there. Several members are allergic. Water leaks into the 2nd floor through the cornices at the roofline. There is insufficient parking for staff and the public who come to the Fire Department for service or emergencies. There is a water cleansing system installed behind the station to filter contaminants from ground water leaching in from the old gas station that was located across the street. We have insufficient space to conduct training, to professionally review building construction and renovation plans, to conduct interviews or hold meetings.

Impact if not completed:

We have improper space to conduct fire and EMS operations. We have an energy inefficient structure that has mold growing in the basement, an unsafe apparatus floor, and is not inviting for the public to conduct their business in. Every year we delay modernizing the facility, we add hundreds of thousands of dollars to the cost of doing so. The Town wide Facilities Master Planning Committee is currently evaluating this building. The project should not move forward until the plan is complete.

Timeframe:

Jan. 2015 through Dec. 2017

Replace. Freq:

60 Years

Stakeholders:

Fire Department and the citizens of Lexington

Operating Budget Impact:

Insurance and electrical costs will increase due to a larger structure.

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

738	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$300,000	\$0	\$0	\$0	\$0	\$300,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

FY2015 Fire Capital Plan



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Headquarters Fire Station Replacement **Date:** 16-Sep-11
Project ID Number: 738 **Revision Date:** 01-Oct-13
Submitted By: John Wilson **Department:** Fire **Priority** 0
First Year Submission? **Phone #:** 860-7001 **E-mail** jwilson@lexingtonma.gov

Cost estimate beyond the FY12 estimate of the same project. This is a place holder with a construction cost TBD



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Portable Radio Replacement Date: 16-Sep-11
 Project ID Number: 741 Revision Date: 02-Oct-13
 Submitted By: John Wilson Department: Fire Priority 0
 First Year Submission? Phone #: 860-7001 E-mail jwilson@lexingtonma.gov

Description of Project:

In 2012 the FCC made us aware of a change in public safety communications that would be taking place within the next ten years. This change would affect both police and fire communications. The FCC will be mandating that we give up our current radio frequencies, and move to a new Public Safety Broadband system. None of our current equipment would be compatible with this new system. The Federal Government has pledged \$7 billion in funds to assist Local, State, and Federal Agencies make this transition. This money will be needed across the entire country by all public safety organizations. Although I can't give any kind of number at this time, it is my belief that Lexington will have to fund a large portion of this cost.

With a complete change to our radio system, I believe any monies spent should have an eye toward the future. We would like to move this as a place holder into FY19, and only purchase new portable radios as required.

Justification/Benefit:

The portable radio is the connection between firefighters at a fire or medical emergency and are critical for life safety. Portable radios also connect the firefighters to the dispatchers for immediate rendering of instructions relative to other responses required to an individual emergency scene. These portable radio units must operate every time they are used during an emergency. There is an ongoing study of our public safety radio system. The results of this study may impact this request.

Impact if not completed:

Firefighter safety and perhaps the public safety may be compromised.

Timeframe:

FY 2019

Replace. Freq:

Years

Stakeholders:

Fire Department, Police Department, and the citizens of Lexington

Operating Budget Impact:

none

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

741	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	\$0

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Place Holder FY19, cost TBD



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Portable Radio Replacement Date: 16-Sep-11

Project ID Number: 741 Revision Date: 02-Oct-13

Submitted By: John Wilson Department: Fire Priority 0

First Year Submission? Phone #: 860-7001 E-mail jwilson@lexingtonma.gov



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Ladder Truck Replacement **Date:** 20-Aug-12
Project ID Number: 849 **Revision Date:** 02-Oct-13
Submitted By: John Wilson **Department:** Fire **Priority:** 0
First Year Submission? **Phone #:** 781 860-7001 **E-mail:** jwilson@lexingtonma.gov

Description of Project:

To replace our 2000 E-one 100 aerial ladder truck. This vehicle is utilized on a daily basis to respond to emergency incidents. Its primary design is to be used at a fire scene to conduct rescues, perform roof ventilation, and provide firefighting capabilities through the water way on the end of the ladder. This vehicle carries many tools used in the day to day operations of the department. The current ladder will be 17 years old at its replacement. Front line apparatus generally are utilized as a first line vehicle for between 10-12 years then go into a reserve capacity. In Lexington we use our ladder truck in a primary position for its entire life span. We are looking to replace this vehicle with a similarly sized and equipped unit.

Justification/Benefit:

As our current ladder truck ages the cost of repairing it has followed suit. We spent in excess of \$60,000 in FY 2012 to make major repairs. Each year that we have the service test done to certify the ladder, we are faced with more mandatory repairs. A community like Lexington requires a ladder truck that is the size of our current one. Although we don't have many buildings that tower 100 feet, we have plenty of buildings and homes that are a great distance from the street. Having a vehicle that can carry the amount of equipment as this vehicle is beneficial at emergency calls.

Impact if not completed:

As this truck ages, the required repairs has steadily risen. The cost of keeping it will begin to out-weigh the trade value.

Timeframe:

Specification development May of 2016 through Aug. of 2016 Bid in Sept. 2016 award and deliver spring 2017

Replace. Freq:

20 Years

Stakeholders:

Fire Department, and citizens of Lexington

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

849	2015	2016	2017	2018	2019	Totals	Recurring Cost
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0	Maintenance Cycle
Construction	\$0	\$0	\$0	\$0	\$0	\$0	0 Years
Equipment	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000	<div style="border: 1px solid black; padding: 5px;"> CPA Purpose <input type="radio"/> Open Space <input type="radio"/> Recreation <input type="radio"/> Historic <input type="radio"/> Housing </div>
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	
Totals	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000	
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0		

Basis of Cost Projection:

Vendor projection through MAPC bid procedure less trade.



Town of Lexington - FY 2015-FY 2019 Capital Improvement Projects

Project Name: Heart Monitor Date: 12-Aug-13
 Project ID Number: 877 Revision Date: _____
 Submitted By: John Wilson Department: Fire Priority 2
 First Year Submission? Phone #: 781-860-7001 E-mail jwilson@lexingtonma.gov

Description of Project:

To replace our current 12 Lead EKG monitors/Defibrillators (3 total) that are between 5-7 years old.

Justification/Benefit:

Currently we have 3 Philips brand monitors that range in age from 5 years to 7 years old. They have gone through a series of software updates over the last few months to increase their reliability. The manufacturer recommends replacing them after 5 years of frontline service. We currently are evaluating all brands to see which will benefit our ALS service and the Town. The Electronic Patient Contact Report (ePCR) software we use is not fully compatible with our current monitors, and the State Dept of OEMS requires that we attach an electronic copy of the EKG to the ePCR.

Impact if not completed:

Our current monitors will require costly repairs on a more frequent basis. There is a mechanical component to these devices that wear out. We need a high degree of reliability in this life-saving equipment.

Timeframe:

Go to bid 7/2014, purchase equipment by 9/2014

Replace. Freq:

5 Years

Stakeholders:

Citizens of Lexington, Fire Personnel

Operating Budget Impact:

None

Cost Analysis:

Funding Source: Levy CPA Revolving State Aid Water Sewer Recreation Private Other

Capital Funding Request

877	2015	2016	2017	2018	2019	Totals
Site Acquisition	\$0	\$0	\$0	\$0	\$0	\$0
Design/Engineer	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$105,000	\$0	\$0	\$0	\$0	\$105,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$105,000	\$0	\$0	\$0	\$0	\$105,000
CPA Amt. Req.	\$0	\$0	\$0	\$0	\$0	

Recurring Cost

\$0.00

Maintenance Cycle

0 Years

CPA Purpose
<input type="radio"/> Open Space
<input type="radio"/> Recreation
<input type="radio"/> Historic
<input type="radio"/> Housing

Basis of Cost Projection:

Manufacture quote, less trade



Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 IT

Mission:

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

Budget Overview:

The recommended FY2015 combined budget request for Information Technology and Web Development reflects an increase of \$52,593, or 5.31% over the FY2014 budget. This includes a \$19,037 or 5.66% increase in compensation. The FY14 Appropriation for Wages is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 2.4% increase rather than the 5.66% increase shown in the table below.

Expenses reflect a \$33,556 or 5.13% increase over FY2014. The major factor driving the increase in the expense budget is the increase in the cost of existing software maintenance contracts with the addition of the software maintenance and hosting of the new e-permitting (ViewPermit) solution.

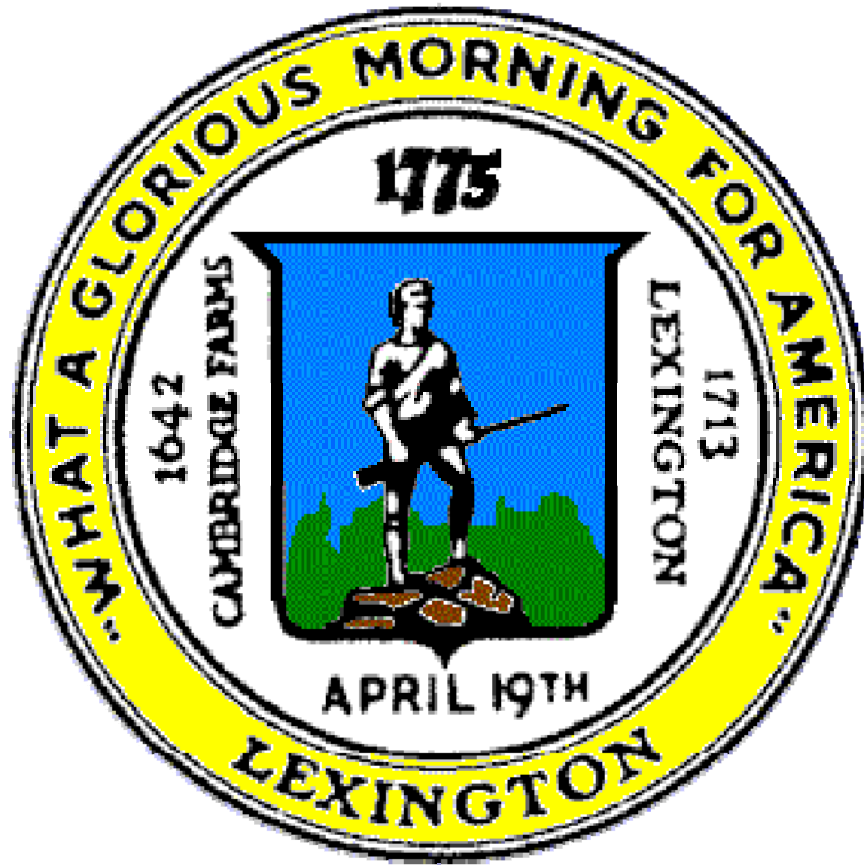
The Information Technology Department supports, maintains and manages Town wide business-related technology. The technology supported (hardware and software) are critical elements of service delivery and program management for all of the Town's departmental operations and IT-related services to town residents. MIS administration primarily maintains the technology serving the following departments: Finance, Assessors, Revenue, Recreation, Town Manager's Office, Town Clerk, DPW, Facilities, Retirement, Community Development, Conservation, Planning, Engineering, Police, Fire, Library, and Human Services. Additionally, the department supports town wide core services such as the financial system (Munis), time keeping (Kronos), document management (Laserfiche), facilities maintenance and management technology, emergency management web sites and services, and VoIP phone systems. MIS maintains the infrastructure and security of the head end and co-manages the town wide area network that connects approximately 30 buildings . The department manages Town technical purchases and performs the installations, maintenance and management of the Town local area network, computers, peripherals, electronic mail, Internet access, web infrastructure, software and applications. Informationa Technology staff also provide support for end-users.

Departmental Goals:

- Maintain stable and secure local area and wide area networks.
- Provide on-going training and support to employees.
- Introduce VoIP to more buildings
- Create self service improvements for Town employees and residents.
(Including: On-line permitting, improved on-line document management and resources)
- Develop GIS based improvements
(including: meeting new state GIS standards and delivering GIS on-line with improved function and information)
- Improve staff mobility and efficiency via new technology.
- Reduce technology energy burden via 'green' initiatives.
- Improve network and services resiliency through installation of redundant network pathways and failover servers.
- Introduce new ways to engage citizens via social media and mobile apps.

Program Improvement Requests:

	Division	FY2015 Requested
Tech Request - Town Website Redesign	8610 - IT Admin	\$ 24,000
Tech Request - ESRI Business Analyst Subscription	8610 - IT Admin	\$ 4,000
<i>Total 8600 IT by type of request</i>		\$ 28,000
Compensation		\$ -
Benefits		\$ -
Expenses		\$ 28,000
<i>Total 8600 IT by category of spending</i>		\$ 28,000



Department of Human Services
Requested Budget
Fiscal Year 2015

Submitted by:
Charlotte Rodgers, Human Services Director

Board of Selectmen Presentation
December 5th, 2013



Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100-6200 Human Services

Mission:

The Lexington Human Services Department ensures that core social services including outreach, assessment, advocacy, financial support, educational programming, transportation services and the promotion of health are provided for residents across the lifespan. In collaboration with other Town and School departments, community groups and government agencies, the Lexington Human Services Department is committed to identifying unmet needs and ascertaining that service delivery is available and accessible to all in a professional manner that respects the dignity of each individual served.

Budget Overview:

The Human Services Department is requesting a level services budget. The requested FY2015 All Funds budget is \$1,446,473, which is a \$30,815 or 2.18% increase from FY2014. This includes a \$24,376 or 4.2% increase in compensation and a \$6,439 or 0.77% increase in expenses. The All Funds budget includes funding from a Massachusetts Executive Office of Elder Affairs grant, the MBTA Suburban Transportation grant, and the Community Programs revolving fund.

Less these revolving funds and grant funding, the General Fund budget is \$1,215,212 and reflects a \$18,376 or 1.4% increase, with a \$19,826 or 3.89% increase in compensation. The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 1.84% increase rather than the 3.89% increase shown in the table below.

Salary increases are due to contractually obligated step increases, and do not reflect any estimate of prospective cost of living increases, which are budgeted for in the salary adjustment account within the Town Manager's budget.

General Fund Expenses reflect a \$1,450 or 0.21% decrease from FY2014.

Administration/Community Services:

The Human Services Department is responsible for the operation and programming of the Lexington Senior Center, located in the Muzzey Building at 1475 Massachusetts Ave. The Human Services Director and Administrative support staff provide programmatic oversight and support to department divisions.

Senior/Family and Youth Services:

Assistant Directors and Coordinators, all human services professionals, coordinate services to youth, families and older adults. Clinical services include limited case management, crisis stabilization, parent coaching, family support, Senior Health Outreach Programming, community outreach and school consultation.

Supported Living:

Services are provided to Lexington residents with physical, cognitive or mental health disabilities, as well as those residents that may be in need of additional supportive services.

Veterans Services:

The Towns of Bedford and Lexington formed a Massachusetts Department of Veterans' Services approved in February 2013, and hired a part time Veterans' Services Officer in April 2013. The Veterans Services District staff administer Chapter 115 benefits as mandated by Massachusetts General Law and assists veterans and their families by linking them to Federal VA benefits and other available resources. Veteran's payments are reimbursed by the state to the Town at a rate of 75%, this reimbursement has an approximate one year lag.

Transportation Services:

The Transportation Services Division works toward meeting the transportation needs of the Lexington community. The transportation budget includes the operational expenses for Lexpress, the Town's community bus service. The Transportation Manager oversees Lexpress operations and customer service, and is responsible for the outreach and promotion of all local transportation options available to residents.

Departmental Goals:

- 1. Complete transition of staff and programming to new multigenerational community center located at 39 Marrett Road.
2. The Human Services department, in collaboration with other Town and School departments, will continue to address the concerns and needs of families facing financial hardship and/or homelessness.
3. Continued analysis of the effectiveness of the Town's transportation programs, services and amenities, with identification of unmet transportation needs and implementation of pilot programs to address these needs.
4. Increase awareness of services available to Veterans and their families by participation in community events and celebrations, outreach and multi media presentation of information.

Program Improvement Requests:

Table with 3 columns: Description, Division, and Requested. Rows include GPS Tracking for Lexpress Busses - Tech Req. (\$4,920), Smart Bus - Tech Request (\$24,000), Sub-total 6100 by request (\$28,920), Compensation (\$-), and Benefits (\$-).



Departmental Budget Requests

Program: 6000 Human Services

Subprogram: 6100 - 6200 Human Services

Budget Summary

Funding Sources (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 396,085	\$ 982,458	\$ 985,707	\$ 976,539	\$ (9,168)	-0.93%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Veteran Benefits Reimbursement	\$ 20,131	\$ 57,635	\$ 62,915	\$ 64,173	\$ 1,258	2.00%
Community Program Revolving Fund	\$ 74,592	\$ 57,179	\$ 100,000	\$ 100,000	\$ -	0.00%
Fees	\$ -	\$ -	\$ -	\$ -	\$ -	-
Lexpress Fares	\$ -	\$ -	\$ 86,250	\$ 86,500	\$ 250	0.29%
Available Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grants	\$ 89,365	\$ 91,286	\$ 90,786	\$ 131,261	\$ 40,475	44.58%
Supportive Living Fees	\$ 16,693	\$ -	\$ -	\$ -	\$ -	-
TDM Allocation	\$ -	\$ 85,160	\$ 90,000	\$ 88,000	\$ (2,000)	-2.22%
Total 6000 Human Services All Funds	\$ 596,867	\$ 1,188,557	\$ 1,415,658	\$ 1,446,473	\$ 30,815	2.18%

Appropriation Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 359,839	\$ 455,296	\$ 580,265	\$ 604,641	\$ 24,376	4.20%
Expenses	\$ 237,028	\$ 733,261	\$ 835,393	\$ 841,832	\$ 6,439	0.77%
Total 6000 Human Services All Funds	\$ 596,867	\$ 1,188,557	\$ 1,415,658	\$ 1,446,473	\$ 30,815	2.18%

Program Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 167,187	\$ 177,090	\$ 198,580	\$ 209,743	\$ 11,163	5.62%
Total 6120 Community Programs	\$ 107,002	\$ 90,907	\$ 135,651	\$ 141,312	\$ 5,662	4.17%
Total 6130 Supportive Living	\$ 12,000	\$ 8,389	\$ 15,000	\$ 15,000	\$ -	0.00%
Total 6140 Veterans' Services	\$ -	\$ 137,882	\$ 235,800	\$ 236,468	\$ 668	0.28%
Total 6150 Youth & Family Services	\$ 153,158	\$ 57,543	\$ 52,171	\$ 112,785	\$ 60,615	116.18%
Total 6160 Services for Youth	\$ 54,469	\$ 10,004	\$ 70,884	\$ -	\$ (70,884)	-100.00%
Total 6170 Senior Services	\$ 103,050	\$ 121,553	\$ 135,804	\$ 159,935	\$ 24,131	17.77%
Total 6210 Transportation Services	\$ -	\$ 585,190	\$ 571,768	\$ 571,230	\$ (538)	-0.09%
Total 6000 Human Services	\$ 596,867	\$ 1,188,557	\$ 1,415,658	\$ 1,446,473	\$ 30,815	2.18%

Object Code Summary (All Funds)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 359,839	\$ 455,296	\$ 580,265	\$ 604,641	\$ 24,376	4.20%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 359,839</i>	<i>\$ 455,296</i>	<i>\$ 580,265</i>	<i>\$ 604,641</i>	<i>\$ 24,376</i>	<i>4.20%</i>
Contractual Services	\$ 206,517	\$ 706,533	\$ 800,818	\$ 802,707	\$ 1,889	0.24%
Utilities	\$ 4,786	\$ 924	\$ 3,124	\$ 3,624	\$ 500	16.01%
Supplies	\$ 23,943	\$ 25,805	\$ 31,451	\$ 33,501	\$ 2,050	6.52%
Small Capital	\$ 1,782	\$ -	\$ -	\$ 2,000	\$ 2,000	-
Expenses	\$ 237,028	\$ 733,261	\$ 835,393	\$ 841,832	\$ 6,439	0.77%
Total 6000 Human Services	\$ 596,867	\$ 1,188,557	\$ 1,415,658	\$ 1,446,473	\$ 30,815	2.18%

Appropriations Summary (General Fund Only)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 315,764	\$ 411,221	\$ 509,969	\$ 529,795	\$ 19,826	3.89%
Expenses	\$ 157,145	\$ 628,872	\$ 686,867	\$ 685,417	\$ (1,450)	-0.21%
Total 6000 Human Services	\$ 472,909	\$ 1,040,093	\$ 1,196,836	\$ 1,215,212	\$ 18,376	1.54%

Appropriations Summary (Non-General Fund)

	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 44,075	\$ 44,075	\$ 70,296	\$ 74,846	\$ 4,550	6.47%
6120 Community Programs EOE Grant	\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
6140 Veterans' Services: Regional Funding	\$ -	\$ -	\$ 26,221	\$ 26,271	\$ 50	-
6170 Senior Services: EOE Grant	\$ 34,420	\$ 34,420	\$ 34,420	\$ 38,920	\$ 4,500	13.07%
Expenses	\$ 79,882	\$ 104,390	\$ 148,526	\$ 156,415	\$ 7,889	5.31%
6120 Community Programs: EOE Grant	\$ 5,290	\$ 7,211	\$ 6,711	\$ 10,600	\$ 3,889	57.95%
6120 Community Programs: Revolving	\$ 74,592	\$ 57,179	\$ 100,000	\$ 100,000	\$ -	-
6140 Veterans' Services: Regional Funding	\$ -	\$ -	\$ 1,815	\$ 1,815	\$ -	-
6170 Senior Services: EOE Grant	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	-
6210 Transportation Services: MBTA Grant	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	-
Total 6000 Human Services	\$ 123,957	\$ 148,465	\$ 218,822	\$ 231,261	\$ 12,439	5.68%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6110 Administration and Outreach

Subprogram: 6100 Human Services

Budget Description:

Human Services Department administrative staff members provide support and oversight of the Human Services Department, Muzzey Senior Center, Human Services programs and outreach services, and the development of educational, recreational, fitness and wellness programming for Lexington citizens of all ages. It is the responsibility of the administrative staff to provide facility and program management, collect data on programming and community needs, and actively collaborate with the Council on Aging Board, the Friends of the Council on Aging Board and the Human Services Committee.

The department coordinates the Senior Service (Tax Work-Off) Program, assisting eligible residents with the application and job placement process. Residents work in several town departments including the Police Department, Senior Center, Town Clerk's office and the Assessor's office. The Human Services Director is responsible for the coordination and delivery of social services to Lexington residents of all ages and works closely with other Town departments and Lexington boards and committees to identify unmet needs in the community.

Volunteers provide hundreds of hours of key support services and are vital to the operation of the Senior Center and Human Services Department. They assist with administration tasks, reception desk coverage and customer service, office support, and assistance with the coordination of senior trips, shops, and meals. Volunteers also participate in community outreach activities.

Budget Detail:

The change from FY2014 to FY2015 represents a net increase of 4.1% (\$8,094). This includes a 4.5% (\$7,494) increase in compensation due to annual step increases.

The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 2.31% increase rather than the 6.36% increase shown in the table below.

The amount of \$2000 was moved from Office Supplies to Office Equipment to reflect the cost of the office copier lease.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 136,245	\$ 145,225	\$ 148,920	\$ 158,299	\$ 9,380	6.30%
51144	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
51150	REGULAR PART-TIME WAGES	\$ -	\$ 4,955	\$ 17,260	\$ 18,444	\$ 1,183	6.86%
<i>Sub-total Compensation</i>		\$ 136,245	\$ 150,180	\$ 166,180	\$ 176,743	\$ 10,563	6.36%
52110	CONTRACTUAL SERVICES	\$ 1,516	\$ 2,231	\$ 1,500	\$ 1,500	\$ -	0.00%
52111	PRINTING/FORMS	\$ 332	\$ 258	\$ 1,000	\$ 1,000	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ 21	\$ 2,014	\$ 2,500	\$ 2,500	\$ -	0.00%
52128	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -	-
52141	FACILITY SERVICE & REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	-
52151	BUILDING RENTAL	\$ 1,400	\$ -	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ 215	\$ 240	\$ 500	\$ 500	\$ -	0.00%
52185	POSTAGE & MAILING	\$ 9,004	\$ 11,018	\$ 11,000	\$ 11,000	\$ -	0.00%
52186	PROF DEV & TRAINING	\$ 238	\$ 1,922	\$ 1,500	\$ 1,500	\$ -	0.00%
52188	SEMINARS/WORKSHOPS/CONFEREN	\$ 1,698	\$ 721	\$ 2,000	\$ 2,000	\$ -	0.00%
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52201	ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	-
52202	OIL HEATING	\$ -	\$ -	\$ -	\$ -	\$ -	-
52203	NATURAL GAS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52206	TELEPHONE	\$ 3,755	\$ -	\$ -	\$ -	\$ -	-
52207	CELLPHONE/PAGERS	\$ 731	\$ 624	\$ 1,000	\$ 1,500	\$ 500	50.00%
52208	GASOLINE	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ 1,586	\$ 137	\$ -	\$ -	\$ -	-
54111	OFFICE SUPPLIES	\$ 7,170	\$ 6,028	\$ 9,500	\$ 7,500	\$ (2,000)	-21.05%
54113	MEMBERSHIP/DUES/LICENSES &	\$ 1,494	\$ 1,716	\$ 1,900	\$ 2,000	\$ 100	5.26%
54170	PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54706	OFFICE EQUIPMENT	\$ 1,782	\$ -	\$ -	\$ 2,000	\$ 2,000	-
<i>Sub-total Expenses</i>		\$ 30,942	\$ 26,910	\$ 32,400	\$ 33,000	\$ 600	1.85%
Total 6110 COA Administration		\$ 167,187	\$ 177,090	\$ 198,580	\$ 209,743	\$ 11,163	5.62%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6120 Community Programs

Subprogram: 6100 Human Services

Budget Description:

Programs at the Senior Center continue to be well attended with residents asking for more offerings in the areas of fitness, wellness and lifelong learning. Formal instruction is offered by fitness trainers with advanced knowledge of working with the fitness needs of older adults; strength training, walking groups, yoga, tai chi, dance classes, pool and table tennis are also offered. Educational programs include lunch and lectures, world affairs, current events discussion groups, ESL classes, financial planning and safe driving seminars. Evidence-based wellness classes are taught by trained instructors and have included "A Matter of Balance", "Chronic Pain Management", "Living with Arthritis" and nutrition classes. The Computer and Technology group offers weekly meetings, guest speakers and volunteer computer instruction. Opportunities to travel outside of the Senior Center are offered and planned by Senior Center Staff and the volunteer Trip Committee; this year's trip itinerary included two smaller "on your own" tours of Boston. The Senior Center also serves as a daily welcoming space for meals, coffee and socialization; and a central location for information, referrals and individual or family consultations and support.

In the fall of 2013, the Friends of the Council on Aging launched a successful lifelong learning program "Older, Wiser, Lifelong Learners" (O.W.L.L.) - funded by a grant from the Dana Home Foundation. The goal of this program is to provide an affordable, high quality educational experience for older adults.

Partnerships with the Cary Library, Lexington Recreation Department, Lexington Community Education and the Munroe Center for the Arts contribute to the variety of education, intergenerational and enrichment opportunities available to Lexington residents - offered at the Muzzey Senior Center and other community locations. Program fees for specific classes are subsidized by donations from the Friends of the Council on Aging, and volunteers lead many classes and discussion groups at no charge to the participants.

Budget Detail:

The All Funds budget is increasing by \$5,662 or 4.17%, reflecting contractually obligated step increases for Regular Part-Time Wages. The All Funds budget includes grant funding from the Massachusetts Executive Office of Elder Affairs. Less this grant funding, the General Fund budget reflects a \$1,773 or 9.19% increase.

Compensation reflects a \$1,773 or 21.4% increase. The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect an 11.63% increase rather than the 21.4% increase shown in the table below. This reflects the nature of the Executive Office of Elder Affairs grant money, which partially funds Compensation. Specifically, the annual award amount to the department remains static, while employee wages must increase according to contractually obligated step increases. This static grant funding results in an increasing General Fund obligation, as employees advance in steps.

The partial costs of printing and mailing the Senior Services Newsletter is reflected in the Executive Office of Elder Affairs expense section of this page.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
General Fund							
51110	REGULAR WAGES	\$ -	\$ (9,655)	\$ -	\$ -	\$ -	-
51150	REGULAR PART-TIME WAGES	\$ 9,290	\$ 16,454	\$ 8,285	\$ 10,057	\$ 1,773	21.40%
<i>Sub-total Compensation</i>		\$ 9,290	\$ 6,799	\$ 8,285	\$ 10,057	\$ 1,773	21.40%
52110	CONTRACTUAL SERVICES	\$ (780)	\$ 2,082	\$ 3,000	\$ 3,000	\$ -	0.00%
54100	SUPPLIES	\$ 8,955	\$ 7,982	\$ 8,000	\$ 8,000	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 8,175	\$ 10,064	\$ 11,000	\$ 11,000	\$ -	0.00%
Sub-Total General Fund		\$ 17,465	\$ 16,862	\$ 19,285	\$ 21,057	\$ 1,773	9.19%
Available Funds (EOEA Grant)							
51150	REGULAR PART-TIME WAGES	\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
52110	CONTRACTUAL SERVICES	\$ 2,790	\$ 4,711	\$ 4,711	\$ 1,600	\$ (3,111)	-66.04%
52111	PRINTING	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	-
52185	POSTAGE/MAILING	\$ 2,500	\$ 2,500	\$ 2,000	\$ 2,000	\$ -	0.00%
54100	SUPPLIES	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	-
<i>Sub-total Expenses</i>		\$ 5,290	\$ 7,211	\$ 6,711	\$ 10,600	\$ 3,889	57.95%
Sub-total Grant		\$ 14,945	\$ 16,866	\$ 16,366	\$ 20,255	\$ 3,889	23.76%
COA Programs Revolving Fund							
52110	CONTRACTUAL SERVICES	\$ 74,592	\$ 57,179	\$ 100,000	\$ 100,000	\$ -	0.00%
<i>Sub-total Revolving Fund</i>		\$ 74,592	\$ 57,179	\$ 100,000	\$ 100,000	\$ -	0.00%
Total 6120 COA Program		\$ 107,002	\$ 90,907	\$ 135,651	\$ 141,312	\$ 5,662	4.17%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6130 Supportive Living

Subprogram: 6100 Human Services

Budget Description:

The Human Services Department Supportive Living element funds services to Lexington residents with physical, cognitive and mental health disabilities, as well as those residents that may be in need of additional supportive services to live independently in our community.

In collaboration with other Town departments, funds in this element may be used to support services such as the purchase of bracelets that use GPS technology for residents at risk of wandering; transportation subsidies, recreation and/or respite subsidies and translation services. Specifically, these funds will be used to assist Lexington residents who utilized the MBTA "RIDE" service, and have been impacted by an increased fee in "premium areas". Identified RIDE users will be reimbursed \$1 for each ride in the premium area.

Budget Detail:

Contractual payments to NuPath were eliminated July 1, 2013, after implementing a planned reduction in the contractual payments that spanned 3 years. Translation and interpretation services from this budget item help to support the Chinese senior support group, translating the newsletter into Mandarin and facilitating communication between the Evergreen Support Group members and the Human Services Department staff.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
General Fund							
52110	CONTRACTUAL SERVICES	\$ 12,000	\$ 8,389	\$ 15,000	\$ 15,000	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ 12,000	\$ 8,389	\$ 15,000	\$ 15,000	\$ -	0.00%
Total 6240 Supportive Living		\$ 12,000	\$ 8,389	\$ 15,000	\$ 15,000	\$ -	0.00%



Departmental Budget Requests

Program 6000 Human Services
Element: 6140 Veterans' Services

Subprogram: 6100 Human Services

Budget Description:

The Towns of Lexington and Bedford formed a Massachusetts Department of Veterans' Services (DVS) Veterans' Services District in December 2012. The District hired a part time Veterans' Services Officer (VSO) to work primarily out of the Bedford Town office. The District Director is a member of the Human Services Department clinical team, and is supported by the Human Services Department administrative staff. Both of the veterans staff members are available by cell phone, direct phone line and post regular hours at the Muzzey Senior Center and other easily accessed sites in the Town of Lexington. Home visits are also offered to veterans and their families. The Veterans Services District supports the needs of local veterans and their dependents by administering veterans benefits as required by Massachusetts General Law Chapter 115. The district staff also serves as a single point of service for information and referral to numerous town, state and federal benefits and services available to veterans and their dependents, as well as linking them to support services that are available to all Lexington residents.

In the last 3 years the average age of veterans served continues to increase. Trends forecast an increase in the number of eligible veterans due to

- 1 - increasing age of WWII and Korea era Veterans
- 2 - Increase in Vietnam era veterans reaching retirement age and seeking benefits
- 3 - Increasing numbers of Veterans from Iraq & Afghanistan returning home (both activity duty and Reserve/Guard)
- 4 - Increased caseload of Veterans in Bedford as result of it's proximity to the Edith Nourse Rogers Memorial Veterans Hospital.

Budget Detail:

The Town of Lexington is reimbursed at a rate of 75% by the State of Massachusetts for approved Veterans benefits and expenses (excluding the Veterans Service Officer salary) under Chapter 115. The Town of Bedford is responsible for 100% of the part time VSO salary and 8.20% of the Director Salary as per the Inter Municipal Agreement. Cases that originate from the VA Hospital are reimbursed back to the Town of Bedford at 100% rate.

Projections indicate a need for \$150,000 for Veterans' Benefits in FY2015.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
General Fund							
51110	REGULAR WAGES	\$ -	\$ 46,756	\$ 51,914	\$ 52,432	\$ 518	1.0%
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51150	REGULAR PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ -	\$ 46,756	\$ 51,914	\$ 52,432	\$ 518	1.00%
52110	VETERANS' BENEFITS	\$ -	\$ 89,350	\$ 150,000	\$ 150,000	\$ -	0.00%
52111	PRINTING/FORMS	\$ -	\$ 15	\$ 1,250	\$ 1,250	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
52183	MILEAGE	\$ -	\$ 841	\$ 600	\$ 600	\$ -	0.00%
52188	SEMINARS/WORKSHIPS/CONFERENCE	\$ -	\$ 100	\$ 500	\$ 500	\$ -	0.00%
52206	TELEPHONE	\$ -	\$ -	\$ 1,500	\$ -	\$ (1,500)	-
52207	CELL PHONE/PAGER	\$ -	\$ 300	\$ -	\$ 1,500	\$ 1,500	#DIV/0!
54100	SUPPLIES	\$ -	\$ 465	\$ 1,000	\$ 1,000	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
54113	MEMBERSHIP/DUES/LICENSES &	\$ -	\$ 55	\$ -	\$ 100	\$ 100	-
<i>Sub-total Expenses</i>		\$ -	\$ 91,126	\$ 155,850	\$ 155,950	\$ 100	0.06%
Total General Fund		\$ -	\$ 137,882	\$ 207,764	\$ 208,382	\$ 618	0.30%
Veteran's Services Regional District (Town of Bedford Share)							
51110	REGULAR WAGES	\$ -	\$ -	\$ 5,009	\$ 5,059	\$ 50	-
51150	REGULAR PART-TIME WAGES	\$ -	\$ -	\$ 21,212	\$ 21,212	\$ -	-
<i>Sub-Total Compensation</i>		\$ -	\$ -	\$ 26,221	\$ 26,271	\$ 50	-
52111	PRINTING/FORMS	\$ -	\$ -	\$ 140	\$ 140	\$ -	-
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ -	\$ -	\$ 200	\$ 200	\$ -	-
52188	SEMINARS/WORKSHIPS/CONFERENCE	\$ -	\$ -	\$ 200	\$ 200	\$ -	-
52207	CELL PHONE/PAGER	\$ -	\$ -	\$ 624	\$ 624	\$ -	-
54100	SUPPLIES	\$ -	\$ -	\$ 651	\$ 651	\$ -	-
<i>Sub-total Expenses</i>		\$ -	\$ -	\$ 1,815	\$ 1,815	\$ -	-
Total Regional Funding		\$ -	\$ -	\$ 28,036	\$ 28,086	\$ -	-
Total 6210 Human Services & Veterans Admin.		\$ -	\$ 137,882	\$ 235,800	\$ 236,468	\$ 668	0.28%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6150 Youth & Family Services

Subprogram: 6100 Human Services

Budget Description:

The Assistant Director of Youth and Family Services is responsible for planning and coordinating the social services needs for families in Lexington. The primary focus of this position is to provide information and referral resources, intake, assessment, crisis intervention, limited case management and support services to the community. Efforts are directed toward improving the quality of life of Lexington's youth and families by providing education and supportive resources in the areas of mental health, financial assistance, education and safety. Specific assistance available to residents includes financial needs assessment, medical benefit counseling, assistance with accessing food stamps, fuel assistance, water and sewer discounts and holiday programs.

The Assistant Director of Youth and Family Services is a member of the Human Services clinical team and is responsible for outreach, identification and assessment of unmet community needs; the position is also responsible for coordinating intervention, stabilization and referral for at risk families via collaboration with Lexington Police, Fire, Schools and Health Departments.

The Youth Services Program Coordinator (YSPC) began working for the town in June 2013. The YSPC is responsible for a wide range of youth, family and intergenerational programming and services. The YSPC works closely with the Assistant Director of Youth and Family Services, as well as Lexington Public Schools, town departments and other town groups in identifying and addressing unmet youth and family programming needs. In addition to planning substance-free recreational and educational programs, the YSPC will help connect families to various social service programs and local resources.

Master's level interns are supervised by Human Services Staff and provide additional outreach and services to the Town, while gaining valuable experience in the field of human services and social work.

Budget Detail:

The increase in Compensation reflect the merging of this division with Youth Services, representing the addition of former Youth Services staff to the new Youth and Family Services.

The increase in 54100 Supplies and 54160 Clothing reflects needed materials for youth programs.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
General Fund							
51110	REGULAR WAGES	\$ 16,023	\$ 16,756	\$ -	\$ 62,473	\$ 62,473	-
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51150	REGULAR PART-TIME WAGES	\$ 45,834	\$ 38,304	\$ 47,971	\$ 41,013	\$ (6,958)	-14.51%
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 61,857	\$ 55,060	\$ 47,971	\$ 103,485	\$ 55,515	115.73%
52110	CONTRACTUAL SERVICES	\$ 87,461	\$ -	\$ -	\$ 1,000	\$ 1,000	-
52111	PRINTING/FORMS	\$ 283	\$ 254	\$ 400	\$ 900	\$ 500	125.00%
52120	PROFESSIONAL SERVICES	\$ -	\$ 1,500	\$ 2,000	\$ 3,000	\$ 1,000	50.00%
52183	MILEAGE	\$ 339	\$ 115	\$ 300	\$ 550	\$ 250	83.33%
52188	SEMINARS/WORKSHOPS/CONFERENCE	\$ 415	\$ 77	\$ 1,000	\$ 1,700	\$ 700	70.00%
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	CELL PHONE/PAGER	\$ 300	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ 2,070	\$ 506	\$ 400	\$ 1,500	\$ 1,100	275.00%
54111	OFFICE SUPPLIES	\$ 364	\$ 31	\$ 100	\$ 400	\$ 300	300.00%
54113	MEMBERSHIP/DUES/LICENSES &	\$ 70	\$ -	\$ -	\$ -	\$ -	-
54160	CLOTHING AND SAFETY EQUIP	\$ -	\$ -	\$ -	\$ 250	\$ 250	-
<i>Sub-total Expenses</i>		\$ 91,301	\$ 2,483	\$ 4,200	\$ 9,300	\$ 5,100	121.43%
Total 6210 Human Services & Veterans Admin.		\$ 153,158	\$ 57,543	\$ 52,171	\$ 112,785	\$ 60,615	116.18%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6160 Services for Youth

Subprogram: 6100 Human Services

Budget Description:

The Assistant Director of Youth Services position was eliminated and hours combined to provide a full time Assistant Director of Youth and Family Services and a 28 hour per week Youth Services Program Coordinator in July, 2013.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
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General Fund

51110	REGULAR WAGES	\$ 49,444	\$ 8,063	\$ 57,677	\$ -	\$ (57,677)	-100.00%
51150	REGULAR PART-TIME WAGES	\$ 3,147	\$ -	\$ 8,957	\$ -	\$ (8,957)	-100.00%
51151	SEASONAL PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 52,592	\$ 8,063	\$ 66,634	\$ -	\$ (66,634)	-100.00%

52110	CONTRACTUAL SERVICES	\$ 432	\$ -	\$ 1,000	\$ -	\$ (1,000)	-100.00%
52111	PRINTING/FORMS	\$ 166	\$ 50	\$ 500	\$ -	\$ (500)	-100.00%
52120	PROFESSIONAL SERVICES	\$ -	\$ 1,149	\$ 1,000	\$ -	\$ (1,000)	-100.00%
52183	MILEAGE	\$ 128	\$ -	\$ 250	\$ -	\$ (250)	-100.00%
52188	SEMINARS/WORKSHOPS/CONFEREN	\$ 317	\$ -	\$ 700	\$ -	\$ (700)	-100.00%
52207	CELLPHONE/PAGER	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ 525	\$ 742	\$ 500	\$ -	\$ (500)	-100.00%
54111	OFFICE SUPPLIES	\$ 309	\$ -	\$ 300	\$ -	\$ (300)	-100.00%
<i>Sub-total Expenses</i>		\$ 1,877	\$ 1,941	\$ 4,250	\$ -	\$ (4,250)	-100.00%

Total 6220 Services for Youth		\$ 54,469	\$ 10,004	\$ 70,884	\$ -	\$ (70,884)	-100.00%
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Town of Lexington
FY 2015 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6170 Senior Services

Subprogram: 6100 Human Services

Budget Description:

The Assistant Director of Senior Services provides supervision for the services provided to older adults in the Lexington community. The Assistant Director is responsible for outreach, information and referral, needs assessment, limited case management, financial assistance and consultation to families. The Senior Services department also includes the Senior Health Outreach Program, which provides outreach to Lexington's most frail and vulnerable seniors (homebound) with a monthly home wellness visit by a registered nurse, and consultation and coordination with care providers and families. In June, 2013 the department was awarded a grant from The Dana Home Foundation to provide enhanced outreach services to Lexington seniors and their families. This funding enabled the hire of a part time, grant funded outreach worker

The Senior Services Coordinator is responsible for the day to day operation of the programs and services at the Lexington Senior Center. The Senior Center is home to the following nutrition programs: Lexington Meals on Wheels and the daily lunch program (LexCafe) - operated by Minuteman Senior Services. Staff work closely with Minuteman Senior Services to ensure the coordination of services available to eligible Lexington residents.

The Assistant Director and the Coordinator are members of the Human Services clinical team, and work closely with all members of the department to coordinate community volunteers, provide essential services and identify critical needs in the community. The Council on Aging, an eleven member board appointed by the Town Manager, serves in an advisory capacity to the Director and staff, identifying the needs and interests of older adults in the Town of Lexington. The Friends of the Council on Aging, a non-profit organization, raises funds to support programming and activities and purchase supplies that directly benefit seniors. Both staff members attend the Council on Aging and Friends of the Council on Aging board meetings to report on Senior Center activities, statistics and trends in service needs.

The senior services staff works in collaboration with the Lexington Police and Fire Departments, and the Health Department around a variety of issues that may impact the health and safety of older adults.

Budget Detail:

The overall budget is increasing by \$24,131, or 17.8%. General Fund Compensation is increasing by \$15,631 or 18.2%. The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 14% increase rather than the 18.2% increase shown in the table below.

This increase in Regular Wages reflects the nature of the Executive Office of Elder Affairs grant money, which partially funds this line item. Specifically, the annual award amount to the department remains static, while employee wages must increase according to contractually obligated step increases. This static grant funding results in an increasing General Fund obligation, as employees advance in steps.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
General Fund							
51110	REGULAR WAGES	\$ 28,191	\$ 34,837	\$ 46,300	\$ 51,322	\$ 5,022	10.85%
51150	REGULAR PART-TIME WAGES	\$ 27,590	\$ 41,154	\$ 39,684	\$ 50,293	\$ 10,609	26.74%
<i>Sub-total Compensation</i>		\$ 55,781	\$ 75,991	\$ 85,984	\$ 101,615	\$ 15,631	18.18%
52110	CONTRACTUAL SERVICES	\$ 9,197	\$ 8,814	\$ 10,500	\$ 10,500	\$ -	0.00%
52111	PRINTING/FORMS	\$ 890	\$ 115	\$ 1,000	\$ 1,000	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ 859	\$ -	\$ 1,200	\$ 1,200	\$ -	0.00%
52183	MILEAGE	\$ 469	\$ 628	\$ 700	\$ 700	\$ -	0.00%
52188	SEMINARS/WORKSHOPS/CONFERENCES	\$ 33	\$ 921	\$ 1,000	\$ 1,000	\$ -	0.00%
54100	SUPPLIES	\$ 1,401	\$ 664	\$ 1,000	\$ 1,000	\$ -	0.00%
54113	MEMBERSHIP/DUES/LICENSES & SUB.	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 12,849	\$ 11,142	\$ 15,400	\$ 15,400	\$ -	0.00%
Total General Fund		\$ 68,630	\$ 87,133	\$ 101,384	\$ 117,015	\$ 15,631	15.42%
Available Funds (EOEA Grant)							
51110	REGULAR WAGES	\$ 11,085	\$ 11,085	\$ 11,085	\$ 11,085	\$ -	0.00%
51150	REGULAR PART-TIME WAGES	\$ 23,335	\$ 23,335	\$ 23,335	\$ 27,835	\$ 4,500	19.28%
<i>Sub-total Grant Compensation</i>		\$ 34,420	\$ 34,420	\$ 34,420	\$ 38,920	\$ 4,500	13.07%
52110	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 1,500	\$ -	-
52118	SEMINARS/WORKSHOPS/CONFERENCES	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	-
<i>Sub-total Grant Expenses</i>		\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	-
Total Grant		\$ 34,420	\$ 34,420	\$ 34,420	\$ 42,920	\$ 8,500	24.69%
Total 6230 COA Support Services		\$ 103,050	\$ 121,553	\$ 135,804	\$ 159,935	\$ 24,131	17.77%



Town of Lexington
FY 2015 Budget Development

Departmental Budget Requests

Program: 6000 Human Services
Element: 6210 Transportation Services

Subprogram: 6200 Transportation Services

Budget Description:

Transportation Services Division works toward meeting the transportation needs of the Lexington community. This includes the operation of the Lexpress minibus system, a program that provides nearly 9,000 hours of neighborhood bus service annually. FY 2015 marks the third year of a four-year plus two option year bus contract awarded in 2012.

Division Goals:

1. Increase the efficiency and effectiveness of Lexpress, with a specific focus on providing service to the new Community Center at 39 Marett Road.
2. Expand the use of technology in Lexpress marketing and operations.
3. Provide financial oversight for the Town-operated Liberty Ride trolley.
4. Continue to refine the Lex-Connect taxi voucher program in collaboration with the COA Board and Senior Services staff.
5. Maximize collaboration with the 128 Business Council, and the Planning, Economic Development, and School Departments.

Budget Detail:

The total FY2015 All Funds Transportation Services request for FY15 is \$571,230, which reflects a \$538 or 0.09% decrease from FY2014. The All Funds budget includes \$40,000 in grant funding from the MBTA as part of the Suburban Transportation grant program. Less the grant funding, the General Fund budget reflects a \$538 or 0.1% decrease. The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 1.6% increase rather than the 2.97% increase shown in the table below.

The FY15 Contractual Services request reflects a \$4,000 decrease due to money budgeted in support of the new Hartwell Avenue shuttle operated by the 128 Business Council.

Anticipated revenue from outside sources includes \$86,500 from fares, \$40,000 from an MBTA grant, and \$88,000 from Transportation Demand Management funds. The \$6,600 in dues reflect the annual cost for membership to the 128 Business Council. Membership include support and technical assistance for community transit planning and a transportation incentives program for all Town employees among other benefits.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ -	\$ -	\$ -	\$ 57,829	\$ 57,829	-
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	LONGEVITY	\$ -	\$ -	\$ 114	\$ 114	\$ -	0.00%
51150	REGULAR PART-TIME WAGES	\$ -	\$ 68,372	\$ 82,887	\$ 27,520	\$ (55,367)	-66.80%
51151	SEASONAL PART-TIME WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ -	\$ 68,372	\$ 83,001	\$ 85,463	\$ 2,462	2.97%
52110	CONTRACTUAL SERVICES	\$ -	\$ 466,031	\$ 436,917	\$ 432,917	\$ (4,000)	-0.92%
52111	PRINTING/FORMS	\$ -	\$ 3,248	\$ 2,500	\$ 3,500	\$ 1,000	40.00%
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52142	EQUIP-SERVICE & REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ -	\$ 59	\$ 150	\$ 150	\$ -	0.00%
52186	PROF DEV & TRAINING	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -	0.00%
52187	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	SEMINARS/WORKSHOPS/CONFEREN	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	LEXPRESS SUPPLIES	\$ -	\$ -	\$ -	\$ 900	\$ 900	-
54111	OFFICE SUPPLIES	\$ -	\$ 911	\$ 1,500	\$ 600	\$ (900)	-60.00%
54113	MEMBERSHIP/DUES/LICENSES &	\$ -	\$ 6,570	\$ 6,600	\$ 6,600	\$ -	0.00%
<i>Sub-total Expenses</i>		\$ -	\$ 476,818	\$ 448,767	\$ 445,767	\$ (3,000)	-0.67%
Total General Fund		\$ -	\$ 545,190	\$ 531,768	\$ 531,230	\$ (538)	-0.10%
Grants - MBTA Grant							
52110	LEXPRESS CONT SVC	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	-
<i>Sub-total Expenses</i>		\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	-
Total 3610 Transportation Services		\$ -	\$ 585,190	\$ 571,768	\$ 571,230	\$ (538)	-0.09%

FY2015 Technology Request Form

For New Hardware or Software

Request Number

1 of 2

Department	Human Services
Division	Transportation Services

Item Requested	Real-time GPS Tracking Service
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Item Description

The purpose of this request is to implement a real-time GPS-based bus tracking pilot service on Lexpress as a means to increase ridership, efficiency and convenience. Funding would outfit all three Lexpress buses with portable GPS units and pay for a monthly subscription to RideSystems, the preferred software vendor. The monthly subscription includes a customized website and mobile app, customer text message alerts, and administrative tracking and reporting tools.

RideSystems uses web-based software and onboard GPS units to track the location of each Lexpress bus. As the bus continually updates the central system with its location, the software uses predicative algorithms to display the expected arrival time at each stop along the route. Riders can view the progress of their bus approaching via smart phone, full-featured website, text message alert, or a phone call to the Lexpress office.

This pilot project is supported by the Transportation Advisory Committee and will be funded from Lexpress Gift and Transportation Demand Management accounts.

Rationale (gains in productivity or efficiency that will result)

Research has shown that providing real-time GPS tracking dramatically improves riders' confidence in their transit system by making the system more predictable and usable. Indeed the MBTA, 128 Business Council, and many other municipal and university transit agencies are already providing this valuable service with great success.

Anticipated benefits for Lexpress include:

- o Increased ridership - Knowing exactly when the bus arrives reduces rider uncertainty, a key barrier to taking public transit.
- o Increased customer satisfaction - Riders do not waste time waiting for a vehicle. They are notified when a change occurs (detours, cancelations, etc) or when the bus is running late or is disabled.
- o Increased Safety - Riders do not have to wait on the side of the road exposed to bad weather or other dangers.
- o Increased staff efficiency/better customer service – Less time is spent addressing customer inquiries and complaints via antiquated two-way radio system. The software is entirely maintained and supported by RideSystems.
- o Increased operational efficiency - Administrative tracking and reporting tools view, record, and analyze vehicle route patterns and timing, as well as driver behavior. Data and trends are captured, which helps determine future service changes including a demand-responsive "Smart Bus" service.

Estimated Costs

	One-Time (FY15 Only)	Recurring (FY15 and future)	Total FY15 Request
Acquisition	\$ 900		\$ 900
Training			\$ -
Data Migration			\$ -
Maintenance/Support		\$ 4,020	\$ 4,020.00
Total	\$ 900	\$ 4,020	\$ 4,920

FY2015 Technology Request Form

For New Hardware or Software

Request Number

2 of 2

Department	Human Services
Division	Transportation Services

Item Requested **Intelligent Transportation System Hardware - "Smart Bus" Technology**

Item Description

The purpose of this request is to implement a technology-driven, demand-responsive service on Lexpress during off peak hours, which will both improve mid-day ridership and respond to demand for affordable, ADA accessible, door-to-door service for seniors. The intelligent transportation system (ITS), currently being developed by the 128 Business Council, is expected to be ready by FY15. The \$24,000 initial estimate would outfit all three Lexpress buses with mobile data terminals. The ITS ("Smart Bus") software component will be provided and maintained by the 128 Business Council at no charge.

ITS software differs from traditional dial-a-ride software, which requires advanced reservations and a dedicated staff person to create vehicle manifests ahead of time. Instead, the new Smart Bus software will have the capability to route buses in near real-time using geospatial location (GPS) information and advanced routing and vehicle assignment algorithms. Simply stated, riders will be able to input trip requests via Smartphone, computer, or a phone call to a live person. The Smart Bus software tracking the Lexpress vehicles already in service will assign a customer's new trip request to an available vehicle and confirm the request with the rider. The riders' pick-up location, time, destination, etc. is transmitted directly to the onboard guidance system/console, which then automatically reprograms the bus' navigational system and manifest to accommodate the new trip.

This concept is supported by the Transportation Advisory Committee. Grant funding is being considered to financially support this new service.

Rationale (gains in productivity or efficiency that will result)

- Implementing the Smart Bus service on Lexpress during off-peak hours will:
- o Utilize existing Town resources to meet a pressing need for door-to-door transportation, particularly for a growing senior population. Most trips on the former Town dial-a-ride service were during the day, when Lexpress buses are on the road with excess capacity.
 - o Increase Lexpress ridership during off-peak hours and reduce traffic by alleviating the need for individual car trips.
 - o Provide direct service to the new Community Center.
 - o Show bus locations and provide predicted arrival times for all in-service vehicles.
 - o Lay the groundwork for potentially creating a dedicated senior van to serve Lexington seniors and/or sharing transportation resources with neighboring communities and organizations.

Due to the level of automation, minimal staff time is needed for maintenance or oversight.

Estimated Costs

	One-Time (FY15 Only)	Recurring (FY15 and future)	Total FY15 Request
Acquisition	\$ 24,000		\$ 24,000
Training			\$ -
Data Migration			\$ -
Maintenance/Support			\$ -
Total	\$ 24,000	\$ -	\$ 24,000



Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

Mission:

It is the mission of the Finance Department to (1) maintain current and accurate data about all financial activities of the Town to facilitate the evaluation of the Town's financial condition at any point in time; (2) to insure that the delivery of town services is done in compliance with Massachusetts General Laws that govern municipal finance; (3) to provide timely and accurate financial information to managers of town services to facilitate the evaluation of the cost effectiveness and efficiency of town programs; (4) to provide timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (5) to safeguard the financial assets of the Town.

Budget Overview:

The requested FY2015 Finance Department budget reflects a \$65,677 or 3.86% increase over the FY2014 budget. This includes a \$50,357, or 4.12% increase in compensation due to contractual step increases. The FY2014 Appropriation for Compensation reflects a reduction of \$40,000 due to the transfer of that amount from Assessing Personal Services to Assessing Expenses at the November 2013 Special Town Meeting.

Furthermore, FY2014 Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 0.77% increase rather than the 4.12% increase shown in the table below.

Departmental expenses are increasing \$15,320, or 3.2% over the FY2014 appropriation, driven primarily by professional services associated with cyclical review work in the Assessing division. As noted above, the FY2014 appropriation includes a transfer of \$40,000 from Assessing Personal Services to Assessing Expenses, and is reflected in the numbers below.

The Finance Department is comprised of the following divisions: the Treasurer/Collector's Office, the Comptroller's Office, the Assessor's Office and the Utility Billing Office.

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

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

The Assessing Office's primary function is the development of assessed values of real and personal property used in determining the amount of property tax levied on real and personal property.

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

Departmental Initiatives:

Assessing:

1. Develop a 6-year, cyclical annual inspection program for interior and exterior inspections.
2. Develop a protocol for regular data entry of permits and deeds into Vision to mitigate backlogs
3. Embark on cross-training program among Assessing Department employees to promote staff capacity at all times
4. Activate GIS functionality in Vision software and train staff in its use.

Comptroller:

1. Implement electronic purchase order system
2. Implement general billing for miscellaneous receivables

Treasurer/Collector:

1. Bid Banking Services
2. Bid Bill Printing Services
3. Develop tax foreclosure policy recommendation.
4. Explore online access to individual property tax accounts.

Program Improvement Requests:

	Division	FY2015 Request
Part Time Clerk	8420 - Treasurer	\$ 16,000
PT Municipal Clerk	8430 - Assessor	\$ 19,760
Laserfisch Archiving of Paper Property Records	8430 - Assessor	\$ 55,000
New Photocopier	8430 - Assessor	\$ 6,500
Total 8400 Finance by type of request		\$ 97,260
Compensation		\$ 35,760
Benefits		\$ -
Expenses		\$ 61,500
Total 8400 Finance by category of spending		\$ 97,260



Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

Budget Summary

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 1,135,094	\$ 1,296,156	\$ 1,429,760	\$ 1,495,920	\$ 72,494	5.07%
Enterprise Funds (Indirects)	\$ 320,139	\$ 238,780	\$ 231,079	\$ 227,422	\$ (3,657)	-1.58%
Fees & Charges						
Charges for Services	\$ 49,005	\$ 47,765	\$ 40,680	\$ 43,853	\$ (3,160)	-7.77%
Total 8400 Finance	\$ 1,504,238	\$ 1,582,701	\$ 1,701,519	\$ 1,767,196	\$ 65,677	3.86%

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 1,083,784	\$ 1,168,140	\$ 1,223,064	\$ 1,273,421	\$ 50,357	4.12%
Expenses	\$ 420,454	\$ 414,561	\$ 478,455	\$ 493,775	\$ 15,320	3.20%
Total 8400 Finance	\$ 1,504,238	\$ 1,582,701	\$ 1,701,519	\$ 1,767,196	\$ 65,677	3.86%

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 550,595	\$ 594,167	\$ 624,704	\$ 650,678	\$ 25,974	4.16%
Total 8420 Treasurer/Collector	\$ 371,216	\$ 373,364	\$ 388,249	\$ 408,532	\$ 20,284	5.22%
Total 8430 Assessing	\$ 511,590	\$ 544,219	\$ 618,444	\$ 633,856	\$ 15,412	2.49%
Total 8440 Utility Billing	\$ 70,838	\$ 70,951	\$ 70,122	\$ 74,130	\$ 4,007	5.71%
Total 8400 Finance	\$ 1,504,238	\$ 1,582,701	\$ 1,701,519	\$ 1,767,196	\$ 65,677	3.86%

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,083,547	\$ 1,168,140	\$ 1,223,064	\$ 1,273,421	\$ 50,357	4.12%
Overtime	\$ 238	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 1,083,784</i>	<i>\$ 1,168,140</i>	<i>\$ 1,223,064</i>	<i>\$ 1,273,421</i>	<i>\$ 50,357</i>	<i>4.12%</i>
Contractual Services	\$ 379,801	\$ 372,469	\$ 428,765	\$ 443,665	\$ 14,900	3.48%
Utilities	\$ 750	\$ 1,350	\$ 1,350	\$ 2,070	\$ 720	53.33%
Supplies	\$ 39,903	\$ 40,213	\$ 48,340	\$ 48,040	\$ (300)	-0.62%
Small Capital	\$ -	\$ 529	\$ -	\$ -	\$ -	-
<i>Expenses</i>	<i>\$ 420,454</i>	<i>\$ 414,561</i>	<i>\$ 478,455</i>	<i>\$ 493,775</i>	<i>\$ 15,320</i>	<i>3.20%</i>
Total 8400 Finance	\$ 1,504,238	\$ 1,582,701	\$ 1,701,519	\$ 1,767,196	\$ 65,677	3.86%

Note: The FY2014 Appropriation includes the transfer of \$40,000 from Compensation to Personal Services, approved at the November 2013 Special Town Meeting.



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8400 Finance

	FY 2012 Budget	FY 2013 Budget	FY 2014 Budget	FY 2015 Request
Element 8410: Comptroller				
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	1	1	1	1
Financial Clerk	1	1	1	1
Budget Officer	1	1	1	1
Administrative Support	0.40	0.4	0.4	0.4
sub-total FTE	6.40	6.40	6.40	6.40
sub-total FT/PT	6 FT / 1PT	6 FT / 1PT	6 FT / 1PT	6 FT / 1 PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
sub-total FTE	4.46	4.46	4.46	4.46
sub-total FT/PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Assistant Assessor	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Administrative Assistant	1	1	1	1
Municipal Clerk	0.46	0.60	0.60	0.60
sub-total FTE	5.46	5.60	5.60	5.60
sub-total FT/PT	5FT/1 PT	5FT/1 PT	5FT/2PT	5FT/2PT
Element 8440: Utility Billing				
Utility Enterprise Business Manager	1	1	1	1
sub-total FTE	1.00	1.00	1.00	1.00
sub-total FT/PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT
Total FTE	17.32	17.46	17.46	17.46
Total FT/PT	16 FT/3 PT	16 FT/3 PT	16 FT/3 PT	16 FT/ 3 PT



Departmental Budget Requests

Program: 8000 General Government
Element: 8410 Comptroller

Subprogram: 8400 Finance

Element Description:

The Comptroller's Office, through the Town Accountant, is responsible for maintaining the Town's financial records in accordance with generally accepted accounting principles, running the payroll system, preparing and submitting numerous state and federal reports, and processing accounts payable warrants. The Office, working with the Town Manager, is also responsible for the preparation of annual operating and capital budgets. Other duties include the centralized procurement of goods and services in compliance with the requirements of Massachusetts General Laws.

Budget Activity:

The requested FY2015 budget is a level service budget. Compensation is increasing by \$25,974 or 5.17%, and is driven primarily by contractually obligated step increases.

The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 1.2% increase rather than the 5.17% increase shown in the table below.

Expenses are level funded.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 476,075	\$ 504,016	\$ 501,954	\$ 527,928	\$ 25,974	5.17%
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	LONGEVITY	\$ 4	\$ 200	\$ 400	\$ 400	\$ -	0.00%
51150	REGULAR P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51151	SEASONAL P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 476,079	\$ 504,215	\$ 502,354	\$ 528,328	\$ 25,974	5.17%
52110	CONTRACTUAL SERVICES	\$ 807	\$ 625	\$ 4,000	\$ 4,000	\$ -	0.00%
52111	PRINTING/FORMS	\$ 4,782	\$ 6,276	\$ 7,000	\$ 7,000	\$ -	0.00%
52120	PROFESSIONAL SERVICES	\$ 7,750	\$ 11,524	\$ 23,000	\$ 23,000	\$ -	0.00%
52128	ADVERTISING	\$ 415	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
52180	CATERING/MEALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52182	LEASE AGREEMENT	\$ 6,208	\$ 6,177	\$ 7,000	\$ 7,000	\$ -	0.00%
52183	MILEAGE	\$ 197	\$ 397	\$ 400	\$ 400	\$ -	0.00%
52184	BINDING & ARCHIVE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52185	POSTAGE	\$ 35,626	\$ 44,032	\$ 51,000	\$ 51,000	\$ -	0.00%
52186	PROFESSIONAL DEVELOPMENT	\$ 600	\$ 2,465	\$ 3,000	\$ 3,000	\$ -	0.00%
52187	TRAVEL	\$ 60	\$ 24	\$ 1,200	\$ 1,200	\$ -	0.00%
52188	SEMINARS	\$ 50	\$ 650	\$ 2,000	\$ 2,000	\$ -	0.00%
52189	AUDIT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	COMMUNICATIONS/NETWORK SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	CELLPHONES/PAGERS	\$ 750	\$ 750	\$ 750	\$ 750	\$ -	0.00%
54100	SUPPLIES	\$ 16,406	\$ 2,430	\$ 20,000	\$ 20,000	\$ -	-
54111	OFFICE SUPPLY	\$ -	\$ 13,343	\$ -	\$ -	\$ -	-
54113	MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ 865	\$ 730	\$ 2,000	\$ 2,000	\$ -	0.00%
54170	PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54706	OFFICE EQUIPMENT	\$ -	\$ 529	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 74,516	\$ 89,951	\$ 122,350	\$ 122,350	\$ -	0.00%
Total 8410 Comptroller		\$ 550,595	\$ 594,167	\$ 624,704	\$ 650,678	\$ 25,974	4.16%



Departmental Budget Requests

Program 8000 General Government
Element: 8420 Treasurer/Collector

Subprogram: 8400 Finance

Element Description:

The Treasurer/Collector's Office has responsibility for the timely collection and deposit of all town revenues, and the investment of all funds to maximize return on investment while balancing returns against the requirements of liquidity and safety. In addition, the Treasurer/Collector's Office is responsible for the issuance of all debt authorized to finance capital projects.

Budget Activity:

The requested FY2015 budget reflects a \$20,284 or 5.22% increase over the FY2014 budget. This includes a 6.21%, or \$16,534 increase in compensation. This increase is given by contractually obligated step increases.

The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 3.48% increase rather than the 6.21% increase shown in the table below.

Expenses are expected to increase by 3.07%, or \$3,750. The overall increase in 52110 Contractual Services over the recent years is the result of an adjustment in the way in which the town pays for banking services. Included in this year's Contractual Services line is an increase of \$2,200 due to the needed replacement of a copier/fax machine with a newer model that includes printing and scanning functionality. Costs related to recording of Tax Title documents and advertising costs associated with Notice of Tax Taking have remained consistent.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 237,563	\$ 244,380	\$ 248,958	\$ 263,889	\$ 14,931	6.00%
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	-
51144	LONGEVITY	\$ -	\$ -	\$ 800	\$ 1,400	\$ 600	75.00%
51150	REGULAR P/T WAGE	\$ 12,708	\$ 15,362	\$ 16,385	\$ 17,388	\$ 1,003	6.12%
51151	SEASONAL P/T WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 250,271	\$ 259,741	\$ 266,144	\$ 282,677	\$ 16,534	6.21%
52110	CONTRACTUAL SERVICES	\$ 62,582	\$ 62,514	\$ 69,000	\$ 72,000	\$ 3,000	4.35%
52111	PRINTING/FORMS	\$ 21,101	\$ 16,386	\$ 17,000	\$ 17,000	\$ -	0.00%
52128	ADVERTISING	\$ 775	\$ 595	\$ 1,000	\$ 1,000	\$ -	0.00%
52183	MILEAGE	\$ 136	\$ 208	\$ 200	\$ 200	\$ -	0.00%
52185	POSTAGE	\$ 28,577	\$ 29,266	\$ 30,250	\$ 31,000	\$ 750	2.48%
52186	PROFESSIONAL DEVELOPMENT	\$ 3,769	\$ 400	\$ -	\$ -	\$ -	-
52187	TRAVEL	\$ 111	\$ 114	\$ 300	\$ 300	\$ -	0.00%
52188	SEMINARS	\$ 145	\$ 140	\$ 300	\$ 300	\$ -	0.00%
52197	FIDELITY	\$ 1,663	\$ 1,663	\$ 1,665	\$ 1,665	\$ -	0.00%
52207	CELLPHONES/PAGERS	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
54111	OFFICE SUPPLIES	\$ 1,697	\$ 1,851	\$ 2,000	\$ 2,000	\$ -	-
54113	MEMBERSHIPS/DUES/SUB.	\$ 390	\$ 485	\$ 390	\$ 390	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-Total Expenses</i>		\$ 120,946	\$ 113,623	\$ 122,105	\$ 125,855	\$ 3,750	3.07%
Total 8420 Treasurer/Collector		\$ 371,216	\$ 373,364	\$ 388,249	\$ 408,532	\$ 20,284	5.22%



Town of Lexington

FY 2014 Budget Development

Departmental Budget Requests

Program: 8000 General Government
Element: 8430 Assessing

Subprogram: 8400 Finance

Element Description:

The Assessing Department is responsible for the establishment of full and fair value all real and personal property in the Town, and the commitment of real and personal property taxes and motor vehicle taxes to the Revenue Office for collection. In addition, the Department rules on all applications for abatements and exemptions from property and motor vehicle excise bills.

Budget Description:

The requested FY2015 budget represents a \$15,412 or 2.49% increase over the FY2014 budget. This change is comprised of:

(a) an increase of \$3,842, or 1% in compensation. This change represents a net value of two factors: the first is that \$55,000 was approved for the FY2014 budget for an additional Residential Analyst position that, upon completion of a staffing study by consultants, was not deemed necessary and thus has not been added. Therefore, the FY2015 request does not include the \$55,000 approved for the prior year.

The second is the FY2014 transfer of \$40,000 from 51110 Regular Wages to 52120 Professional Services that was approved at the November 2013 Special Town Meeting. This was for the purpose of completing through contractual work some of the envisioned duties of the Residential Analyst. This creates the appearance of near level-funding, when in fact it is the net result of the FY14 STM transfer and the absence of the \$55,000 FY2014 request in FY2015.

Additionally, the FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 1.83% decrease rather than the 1% increase shown in the table below. This decrease does not reflect any changes in staffing, but is the result of the net effect on the Compensation budget explained above.

(b) an increase of \$11,570 or 4.94% in expenses. This increase is driven primarily by an addition of \$1,000 to object 52123, Legal Services for the addition of court fees and retrospective property appraisals and for costs associated with cases that the Town has before the Appellate Tax Board. The \$1,000 increase in Printing/Forms is due to the additional costs associated with printing notification post cards regarding change in property valuation, as FY2015 is a recertification year. Postage is increasing by \$3,500 to reflect the additional mailing volume from distributing the above-mentioned post cards. The \$500 increase in 5123 Advertising is for the expected hiring of one position in FY15. The \$720 increase in 52207 Cell Phones is due to the addition of another mobile device and data plan, reflective of the need of additional staff added in the FY2014 budget. The \$300 reduction in 54706 Memberships is due to the biennial nature of some licenses and association dues.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REGULAR WAGES	\$ 256,271	\$ 300,029	\$ 353,900	\$ 357,742	\$ 3,842	1.09%
51120	OTHER COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ 238	\$ -	\$ -	\$ -	\$ -	-
51144	LONGEVITY	\$ -	\$ -	\$ 400	\$ 400	\$ -	0.00%
51150	REGULAR P/T WAGES	\$ 22,088	\$ 25,203	\$ 22,144	\$ 22,144	\$ 0	0.00%
51151	SEASONAL P/T WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	-
51512	STIPENDS	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
<i>Sub-total Compensation</i>		\$ 286,597	\$ 333,232	\$ 384,444	\$ 388,286	\$ 3,842	1.00%
52110	CONTRACTUAL SERVICES	\$ 707	\$ 312	\$ 350	\$ -	\$ (350)	-100.00%
52111	PRINTING/FORMS	\$ 1,116	\$ 2,418	\$ 2,500	\$ 3,500	\$ 1,000	40.00%
52120	PROFESSIONAL SERVICES	\$ 116,502	\$ 119,284	\$ 144,000	\$ 149,000	\$ 5,000	3.47%
52123	LEGAL SERVICES	\$ 75,842	\$ 58,010	\$ 50,000	\$ 51,000	\$ 1,000	2.00%
52128	ADVERTISING	\$ 375	\$ 1,137	\$ 1,000	\$ 1,500	\$ 500	50.00%
52182	LEASE AGREEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ 1,776	\$ 1,487	\$ 1,500	\$ 1,500	\$ -	0.00%
52184	BINDING & ARCHIVE	\$ -	\$ -	\$ -	\$ 500	\$ 500	-
52185	POSTAGE	\$ 3,595	\$ -	\$ 500	\$ 4,000	\$ 3,500	700%
52186	PROFESSIONAL DEVELOPMENT	\$ 4,534	\$ 6,010	\$ 8,100	\$ 8,100	\$ -	0.00%
52187	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52188	SEMINARS	\$ -	\$ 355	\$ 1,500	\$ 1,500	\$ -	0.00%
52190	SOFTWARE MAINT & SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	-
52200	UTILITIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52207	CELLPHONES/PAGERS	\$ -	\$ 600	\$ 600	\$ 1,320	\$ 720	120.00%
54100	SUPPLIES	\$ 6,810	\$ 6,699	\$ 6,500	\$ 6,500	\$ -	0.00%
54111	OFFICE SUPPLY	\$ -	\$ -	\$ -	\$ -	\$ -	-
54113	MEMBERSHIPS/DUES/SUBSCRIPTIONS	\$ 12,707	\$ 13,685	\$ 16,450	\$ 16,150	\$ (300)	-1.82%
54160	CLOTHING	\$ 1,028	\$ 990	\$ 1,000	\$ 1,000	\$ -	0.00%
54706	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Expenses</i>		\$ 224,993	\$ 210,987	\$ 234,000	\$ 245,570	\$ 11,570	4.94%
Total 8430 Assessor		\$ 511,590	\$ 544,219	\$ 618,444	\$ 633,856	\$ 15,412	2.49%



Departmental Budget Requests

Program: 8000 General Government
Element: 8440 Utility Billing

Subprogram: 8400 Finance

Element Description:

This division of the finance department is responsible for the management and review of all financial aspects of the water and sewer billing function. This includes the generating of semi-annual and monthly water and sewer bills for all residential, commercial and institutional customers; and the review of customer requests for account adjustments and recommendation of proposed adjustments to the Board of Selectmen through the Assistant Town Manager and the Director of Public Works.

The division also performs periodic analyses of cost and usage data, and assists the Town Manager, the Public Works Director and the Assistant Town Manager for Finance in the annual development of recommended annual Water and Sewer rates. It also assists in monitoring the financial condition of the Water and Sewer enterprise funds and compiles data needed to make recommendations regarding levels of reserves, indirect allocation of costs, and the scheduling of proposed capital investment.

Budget Description:

The requested FY2015 budget is increasing by \$4,007 or 5.7%, as a result of contractually obligated compensation increases. Expenses of the division (primarily bill printing costs) are considered direct costs of the water and sewer departments and are budgeted in, and charged directly to, the water and sewer departmental budgets.

The FY14 Appropriation for Compensation is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 1.67% increase rather than the 5.71% increase shown in the table below.

Budget Data (by Object Code)

Table with 8 columns: Object, Description, FY 2012 Actual, FY 2013 Actual, FY2014 Appropriation, FY2015 Request, Dollar Increase, Percent Increase. Rows include Regular Wages, Longevity, Regular P/T Wages, Contractual Services, and Printing/Forms.

FY2015 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department:	Finance Department
Program:	Assessing Division
Element:	Municipal Clerk/Administrative
Accounting Dept #:	10014102
Supplemental Title:	Additional Hours for Position

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2015 Only)	Ongoing Annual Cost (FY2015 & Future)	TOTAL FY2015 Request
<u>Compensation</u>				
	Salary		\$19,760	\$19,760
		*\$20/hr x19 [more] hrs x 52 weeks		\$0
<u>Benefits</u>				
	Benefits		\$0	\$0
<u>Expenses</u>				
				\$0
				\$0
				\$0
				\$0
				\$0
	TOTAL	\$0	\$19,760	\$19,760

PURPOSE / DESCRIPTION OF REQUEST

This request is to increase the hours for the existing LMEA Part-Time Municipal Clerk from 16 hrs/week to Full Time LMEA position of 35 hrs/week, due to the increase in the work load in the Assessors office. As opposed to the supporting role that we hired our PT clerk for, this role has expanded to become our first point of contact for all 16 hours that she is in the office.

We have seen a large increase in the volume and variety of requests: for abutters lists (approx twice 2012), for motor vehicle excise billing & abatements (approx 30% over 2012, largely from leasing companies and related complications), and for general information requests. Also, requests for information pertaining to elderly exemptions, and the community preservation act (CPA) have increased, many of these are initially handled by our Clerk before transferred to others.

Phone and counter, and e-mail requests seem to have increased proportionately with the motor vehicle billing activities.

The position has changed to the point where it is critical to production needs in the office, and the 16 hours have become insufficient to allow for needed productivity, particularly notable where the 90-day turnaround activities for MV Excise is an increasingly difficult goal to meet.

SERVICE IMPLICATION

Currently, FT staff members must handle the overflow, which results in backlogs of targeted production work not being completed. (e.g.: deed data entry, lot splits, exemptions, and CPA abatements will not be processed in a timely manner). Also, if MV Excise is not completed within the guidelines set by DOR (90 days), the town must pay interest. This addition of hours will allow for the improvement of the level of customer service for the taxpayers.

FY2015 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 1

Department:	Finance
Program:	Assessing Department
Element:	Archiving
Accounting Dept #:	
Supplemental Title:	Microfilming and/or Laserfiche of RE & Pers. Prop. Cards

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2015 Only)	Ongoing Annual Cost (FY2015 & Future)	TOTAL FY2015 Request
<u>Compensation</u>				
				\$0
				\$0
				\$0
<u>Benefits</u>				
				\$0
<u>Expenses</u>				
		\$40,000	\$15,000	\$55,000
				\$0
				\$0
				\$0
TOTAL		\$40,000	\$15,000	\$55,000

PURPOSE / DESCRIPTION OF REQUEST

Real Estate - One-Time Cost
 This request is to fund the cost of microfilming and/or scanning of approximately 12,000 Real Estate property folders representing Map 1 through Map 91. These records contain historical information from the approximate Fiscal Years of 1961 to 1991 with ownership, building information and value information. Each folder may contain 8 to 15 individual documents to be scanned.

Real Estate - On-Going Costs
 This request is to fund the cost of microfilming and/or scanning of approximately 12,000 property record cards (2 sided) for each fiscal year to be scanned. Retention of these records is required by the Department of Revenue.

Personal Property - On-Going Costs INTERNAL ASSESSOR'S USE ONLY
 This request is to fund the cost of microfilming and/or scanning of approximately 900 Active Personal Property folders and 600 Inactive folders. The contents of these folders is not open to public inspection and would not be available to the public to review and would be for INTERNAL USE ONLY. These folders could contain anywhere from 20 sheets of paper to over 100 sheets of paper to be scanned.

Real Estate / Income & Expense Reports - On-Going Costs INTERNAL ASSESSOR'S USE ONLY
 This request is to fund the cost of microfilming and/or scanning of annual Income & Expense filings of approximately 700 filings. These folders could contain 2 sheets of paper to 15 sheets of paper to be scanned.

SERVICE IMPLICATION

This request is to preserve historical information of both real estate and personal property records. Historical Real Estate information will then be able to accessed by the public immediately. In addition, this will also free up space in our office that is taken up with paper records.

Annually we are able to get state approved permission to shred certain folders which reduces the number of folders. We then annually add to the files with new accounts.

Files are now at their maximum capacity (over 300 cubic feet of file space) and this would allow the Assessor's office to have a net gain of 3 cubic feet (equivalent of one file drawer) per year on-going.

FY2015 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1 of 3

Department:	Finance Department
Program:	Assessing Division
Element:	Office Equipment
Accounting Dept #:	10014102
Supplemental Title:	Photocopier

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

REQUESTED PROGRAM IMPROVEMENT FUNDING

Object Code	Object Description	One-Time Cost (FY2015 Only)	Ongoing Annual Cost (FY2015 & Future)	TOTAL FY2015 Request
<u>Compensation</u>				
_____	_____			\$0
_____	_____			\$0
<u>Benefits</u>				
_____	_____			\$0
<u>Expenses</u>				
_____	_____			\$0
10014102	54706	5 YR LEASE	\$2,200	\$2,200
10014102	PURCHASE	\$6,000	\$500	\$6,500
_____	_____			\$0
TOTAL		\$6,000	CHOICE	CHOICE

PURPOSE / DESCRIPTION OF REQUEST

The Lexington Assessors' Office presently has an older, limited feature photocopier. We believe that it is over 10 years old. Our office received it "used" in 2006 from elsewhere in TOB. We do know that it is discontinued model. We have not been able to obtain a contract for maintenance or parts since 2011! The existing hardware of the unit cannot expand to include document scanning capabilities!

It runs slowly and occasionally does not work. Downtime of the copier and it's inability to function with the volume of its use results in slow customer service. As a result, our staff becomes involved in servicing the machine, which is often a barrier to providing good customer service at the counter.

The town would have an option to Lease a photocopier for a term of 60 months, including features of maintenance and toner supplies built into the monthly premium. The option to Purchase a photocopier, includes a feature of 36 months maintenance and toner supplies. After the 36 month term expires, it would require an annual expense for a maintenance agreement up until 5 years after the purchase model becomes discontinued by the manufacturer.

SERVICE IMPLICATION

A new photocopier would allow all staff members to expedite the preparation of documents more efficiently and timely. Customer service to taxpayers, vendors, etc. is would be improved. Scanning to digitize and email is an increasingly needed option.



Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 IT

Mission:

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

Budget Overview:

The recommended FY2015 combined budget request for Information Technology and Web Development reflects an increase of \$52,593, or 5.31% over the FY2014 budget. This includes a \$19,037 or 5.66% increase in compensation. The FY14 Appropriation for Wages is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 2.4% increase rather than the 5.66% increase shown in the table below.

Expenses reflect a \$33,556 or 5.13% increase over FY2014. The major factor driving the increase in the expense budget is the increase in the cost of existing software maintenance contracts with the addition of the software maintenance and hosting of the new e-permitting (ViewPermit) solution.

The Information Technology Department supports, maintains and manages Town wide business-related technology. The technology supported (hardware and software) are critical elements of service delivery and program management for all of the Town's departmental operations and IT-related services to town residents. MIS administration primarily maintains the technology serving the following departments: Finance, Assessors, Revenue, Recreation, Town Manager's Office, Town Clerk, DPW, Facilities, Retirement, Community Development, Conservation, Planning, Engineering, Police, Fire, Library, and Human Services. Additionally, the department supports town wide core services such as the financial system (Munis), time keeping (Kronos), document management (Laserfiche), facilities maintenance and management technology, emergency management web sites and services, and VoIP phone systems. MIS maintains the infrastructure and security of the head end and co-manages the town wide area network that connects approximately 30 buildings . The department manages Town technical purchases and performs the installations, maintenance and management of the Town local area network, computers, peripherals, electronic mail, Internet access, web infrastructure, software and applications. Informationa Technology staff also provide support for end-users.

Departmental Goals:

- Maintain stable and secure local area and wide area networks.
- Provide on-going training and support to employees.
- Introduce VoIP to more buildings
- Create self service improvements for Town employees and residents.
(Including: On-line permitting, improved on-line document management and resources)
- Develop GIS based improvements
(including: meeting new state GIS standards and delivering GIS on-line with improved function and information)
- Improve staff mobility and efficiency via new technology.
- Reduce technology energy burden via 'green' initiatives.
- Improve network and services resiliency through installation of redundant network pathways and failover servers.
- Introduce new ways to engage citizens via social media and mobile apps.

Program Improvement Requests:

	Division	FY2015 Requested
Tech Request - Town Website Redesign	8610 - IT Admin	\$ 24,000
Tech Request - ESRI Business Analyst Subscription	8610 - IT Admin	\$ 4,000
<i>Total 8600 IT by type of request</i>		\$ 28,000
Compensation		\$ -
Benefits		\$ -
Expenses		\$ 28,000
<i>Total 8600 IT by category of spending</i>		\$ 28,000



Departmental Budget Requests

Program: 8000 General Government

Subprogram: 8600 Information Technology

Budget Summary

Funding Sources	FY 2012 Actual	FY 2013 Actual	FY2014 Estimated	FY2015 Estimated	Dollar Increase	Percent Increase
Tax Levy	\$ 500,319	\$ 857,121	\$ 915,013	\$ 967,606	\$ 52,593	5.75%
Enterprise Funds (Indirects)	\$ 60,150	\$ 58,558	\$ 75,891	\$ 75,891	\$ -	0.00%
Total 8600 Information Technology	\$ 560,469	\$ 915,679	\$ 990,904	\$ 1,043,497	\$ 52,593	5.31%

Appropriation Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Compensation	\$ 222,372	\$ 283,387	\$ 336,510	\$ 355,547	\$ 19,037	5.66%
Expenses	\$ 338,097	\$ 632,292	\$ 654,394	\$ 687,950	\$ 33,556	5.13%
Total 8600 Information Technology	\$ 560,469	\$ 915,679	\$ 990,904	\$ 1,043,497	\$ 52,593	5.31%

Program Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Total IT Administration	\$ 544,229	\$ 901,564	\$ 957,109	\$ 1,000,797	\$ 43,688	4.56%
Total 8620 Web Development	\$ 16,239	\$ 14,115	\$ 33,795	\$ 42,700	\$ 8,905	26.35%
Total 8600 Information Technology	\$ 560,469	\$ 915,679	\$ 990,904	\$ 1,043,497	\$ 52,593	5.31%

Object Code Summary	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
Salaries & Wages	\$ 221,266	\$ 282,886	\$ 334,010	\$ 353,047	\$ 19,037	5.70%
Overtime	\$ 1,106	\$ 501	\$ 2,500	\$ 2,500	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 222,372</i>	<i>\$ 283,387</i>	<i>\$ 336,510</i>	<i>\$ 355,547</i>	<i>\$ 19,037</i>	<i>5.66%</i>
Contractual Services	\$ 252,760	\$ 470,780	\$ 491,295	\$ 524,350	\$ 33,055	6.73%
Utilities	\$ 900	\$ 1,808	\$ 7,600	\$ 28,100	\$ 20,500	269.74%
Supplies	\$ 10,803	\$ 18,585	\$ 44,499	\$ 15,500	\$ (28,999)	-65.17%
Small Capital	\$ 73,634	\$ 141,119	\$ 111,000	\$ 120,000	\$ 9,000	8.11%
<i>Expenses</i>	<i>\$ 338,097</i>	<i>\$ 632,292</i>	<i>\$ 654,394</i>	<i>\$ 687,950</i>	<i>\$ 33,556</i>	<i>5.13%</i>
Total 8600 Information Technology	\$ 560,469	\$ 915,679	\$ 990,904	\$ 1,043,497	\$ 52,593	5.31%



Town of Lexington

FY 2015 Budget Development

Departmental Budget Requests

Program: 8000 General Government **Subprogram:** 8600 IT

Authorized/Appropriated Staffing

	FY 2012 Budget	FY2013 Budget	FY2014 Budget	FY2015 Request
Director, Information Technology Department	1	1	1	1
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Support Technician	0	1	1	1
Webmaster	0	1	1	1
Total FT/PT	3 FT	5 FT	5 FT	5 FT
Total FTE	3	5	5	5



Departmental Budget Requests

Program: 8000 General Government
Element: 8610 IT Administration

Subprogram: 8600 IT

Budget Description:

The recommended FY15 budget request reflects a \$43,688, or 4.56% increase over the FY14 budget. This includes a \$19,037 or 5.66% increase in compensation and a \$24,651 or 3.97% increase in expenses. The greatest impact on the budget is the growing cost of software maintenance (object 52190), increasing by \$16,000 or 4.68%. The bulk of the increase is due to increases in existing software support, attributable to the implementation of ViewPermit and maintenance of existing contracts. A budget line transfer of \$16,000 from the Facilities Utility Budget to the IT Utility budget reflects the transfer of responsibility for costs associated with the installation of upgraded phone lines needed for the Voice over Internet Protocol (VoIP) phone system. The \$29,999 reduction in FY2015 for 54100 Supplies is due to the one-time nature of an FY2014 increase to fund the purchase of supporting technology for the Viewpermit solution (this includes tablets and smartboards for DPW, Community Development and Fire). The \$3,000 or 150% increase in 54702 LAN Software is for new email licenses, including accounts for board and committee members. The PC hardware increase of \$5,000 is due to the increase in workstations as a result of both increased computing needs in Town where personnel that did not require computers now require them to perform their jobs and an increase in personnel.

The FY14 Appropriation for Wages is not inclusive of cost of living increases associated with employee contractual settlements that were made subsequent to the 2013 Annual Town Meeting. Were these increases to be accounted for in the FY2014 Appropriation (budgeted for separately under the Salary Adjustment Account) then the underlying change in Compensation would reflect a 2.4% increase rather than the 5.66% increase shown in the table below.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
51110	REG WAGES	\$ 221,266	\$ 282,886	\$ 333,810	\$ 352,847	\$ 19,037	5.70%
51120	OTHER COMP	\$ -	\$ -	\$ -	\$ -	\$ -	-
51130	OVERTIME	\$ 1,106	\$ 501	\$ 2,500	\$ 2,500	\$ -	0.00%
51144	LONGEVITY	\$ -	\$ -	\$ 200	\$ 200	\$ -	0.00%
51512	STIPENDS	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Sub-total Compensation</i>		\$ 222,372	\$ 283,387	\$ 336,510	\$ 355,547	\$ 19,037	5.66%
52110	CONT SVCS	\$ 6,651	\$ 39,310	\$ 21,200	\$ 25,000	\$ 3,800	17.92%
52111	PRINTING/FORMS	\$ -	\$ 21,968	\$ -	\$ 500	\$ 500	-
52120	PROF SVCS	\$ 1,360	\$ -	\$ -	\$ -	\$ -	-
52128	ADVERTISING	\$ 840	\$ 1,040	\$ -	\$ -	\$ -	-
52152	EQUIP RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	-
52183	MILEAGE	\$ 1,324	\$ 234	\$ 900	\$ 1,000	\$ 100	11.11%
52186	PROF DEV	\$ -	\$ 7,070	\$ 10,000	\$ 10,000	\$ -	0.00%
52187	TRAVEL	\$ -	\$ 60	\$ 1,000	\$ 1,000	\$ -	0.00%
52188	SEMINARS	\$ 15	\$ 1,240	\$ 1,000	\$ 1,000	\$ -	0.00%
52190	SOFTWARE MAINT	\$ 182,329	\$ 321,736	\$ 342,000	\$ 358,000	\$ 16,000	4.68%
52191	HARDWARE MAINT	\$ 7,942	\$ 5,729	\$ 22,000	\$ 22,000	\$ -	0.00%
52192	COMM/NETWORK	\$ 36,183	\$ 58,652	\$ 60,000	\$ 64,000	\$ 4,000	6.67%
52200	UTILITIES	\$ -	\$ -	\$ 3,600	\$ 19,600	\$ 16,000	-
52207	CELL/PAGER	\$ 900	\$ 1,808	\$ 4,000	\$ 8,500	\$ 4,500	112.50%
54100	SUPPLIES	\$ 10,380	\$ 15,388	\$ 41,999	\$ 12,000	\$ (29,999)	-71.43%
54111	OFFICE SUPPLY	\$ -	\$ 342	\$ 800	\$ 800	\$ -	0.00%
54113	MEM/DUES	\$ 300	\$ -	\$ 600	\$ 600	\$ -	0.00%
54160	SAFETY EQUIP & CLOTHING	\$ -	\$ 2,479	\$ 500	\$ 1,250	\$ 750	150.00%
54500	SMALL EQUIPMENT	\$ 15,264	\$ 7,043	\$ 500	\$ 1,000	\$ 500	100.00%
54700	LAN HARDWARE	\$ -	\$ 26,380	\$ 15,000	\$ 15,000	\$ -	0.00%
54701	PC HARDWARE	\$ 28,437	\$ 59,962	\$ 60,000	\$ 65,000	\$ 5,000	8.33%
54702	LAN SOFTWARE	\$ 16,595	\$ 18,630	\$ 2,000	\$ 5,000	\$ 3,000	150.00%
54703	PC SOFTWARE	\$ 3,084	\$ 10,512	\$ 15,000	\$ 15,000	\$ -	0.00%
54704	LAN PERIPHERALS	\$ 935	\$ 6,117	\$ 10,000	\$ 10,000	\$ -	0.00%
54705	PC PERIPHERALS	\$ 3,567	\$ 6,010	\$ 7,000	\$ 7,000	\$ -	0.00%
54706	OFFICE EQUIP	\$ 5,752	\$ 6,465	\$ 1,500	\$ 2,000	\$ 500	33.33%
<i>Sub-total Expenses</i>		\$ 321,858	\$ 618,177	\$ 620,599	\$ 645,250	\$ 24,651	3.97%
Total 8610 IT Administration		\$ 544,229	\$ 901,564	\$ 957,109	\$ 1,000,797	\$ 43,688	4.56%



Departmental Budget Requests

Program: 8000 General Government
Element: 8620 Web Development

Subprogram: 8600 IT

Budget Description:

The Web Development budget covers annual expenses for managing and improving the Town's websites and social media. The major expense is vendor support for website hosting, content management, and online applications. Professional development for employees with website responsibilities is also included. A full-time Webmaster position, added in FY13 and shown in the MIS Administration budget, is the only staff dedicated to the Town websites. An employee in each department serves as Web Editor to manage website content, and overall content coordination is staffed in the Town Manager's Office.

The FY15 level service budget request reflects an \$8,905, or 26.35% increase over the FY14 budget. This reflects the addition of the hosting cost in software maintenance for the new ViewPermit solution and the addition of the LexEngage Mindmixer web site support cost.

Budget Data (by Object Code)

Object	Description	FY 2012 Actual	FY 2013 Actual	FY2014 Appropriation	FY2015 Request	Dollar Increase	Percent Increase
52110	CONTRACTUAL SERVICES	\$ 3,834	\$ 105	\$ 7,250	\$ 2,000	\$ (5,250)	-72.41%
52120	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	-
52186	PROF DEVELOPMENT	\$ 129	\$ -	\$ 2,900	\$ 2,000	\$ (900)	-31.03%
52187	TRAVEL	\$ 395	\$ 477	\$ 750	\$ 750	\$ -	0.00%
52188	SEMINARS	\$ 2,708	\$ 1,079	\$ 1,050	\$ 1,100	\$ 50	4.76%
52190	SOFTWARE MAINTENANCE	\$ 9,050	\$ 12,079	\$ 21,245	\$ 36,000	\$ 14,755	69.45%
52191	HARDWARE MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	-
52192	COMM/NETWORK	\$ -	\$ -	\$ -	\$ -	\$ -	-
54100	SUPPLIES	\$ 23	\$ -	\$ 100	\$ 100	\$ -	0.00%
54113	SUBSCRIPTIONS	\$ 100	\$ 375	\$ 500	\$ 750	\$ 250	50.00%
<i>Sub-total Expenses</i>		\$ 16,239	\$ 14,115	\$ 33,795	\$ 42,700	\$ 8,905	26.35%
Total 8620 Web Development		\$ 16,239	\$ 14,115	\$ 33,795	\$ 42,700	\$ 8,905	26.35%

FY2015 Technology Request Form

For New Hardware or Software

Request Number

1 of 2

Department	IT and Economic Development
Division	

Item Requested	ESRI Business Analyst Subscription
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Item Description

This request is a joint request of Economic Development and IT with the understanding that other Departments will be able to use and to benefit from this data as well. The solution is an annual subscription that provides access to all of the data for Lexington and other Towns. The data is updated and maintained by ESRI.

Esri Business Analyst Online (BAO) is a Web-based solution for site evaluation, market analysis, economic analysis and other GIS associated data analysis. Utilizing extensive demographic, consumer spending, and business data (gathered and maintained by ESRI), BAO provides detailed information and insights about consumers, their lifestyles and buying behavior, and businesses in this area as well as other areas to provide market comparisons.

Info on product attached.

Rationale (gains in productivity or efficiency that will result)

This solution provides data that is not currently available to the Town and will provide invaluable data for use in analysis of trends and needs of the Town as well as allow for the comparison to other Towns. The IT Department will be able to gain access to data that has already been converted to GIS usable data such as census data, demographic data, and key economic indicators to assist various department in producing reports.

The Economic Development Office would be able to use the Esri BAO to significantly increase the value and effectiveness of the services provided by this office to existing and potential businesses.

Providing small business with local market demographic information and consumer spending pattern.
Developing accurate content for ED website and materials to promote Lexington as a location for potential business (for instance, Lex BIO brochure).

Identifying and analyzing local and regional trends that can better inform our economic development strategy.

Comparing and contrasting our commercial districts and peer communities with key economic indicators.

Identify specific business in a trade area that the town would what to target or reach out to medical devices, high tech, and pharma.

Analyzing consumer spending to help make the case for various regulatory policy related to land use.

Garnering information for a future compressive plan update.

Estimated Costs

	One-Time (FY15 Only)	Recurring (FY15 and future)	Total FY15 Request
Acquisition		\$ 4,000	\$ 4,000
Training			\$ -
Data Migration			\$ -
Maintenance/Support			\$ -
Total	\$ -	\$ 4,000	\$ 4,000

FY2015 Technology Request Form

For New Hardware or Software

Request Number

2

 of 2

Department	Information Technology
Division	IT Admin

Item Requested	Town Website Redesign
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Item Description

This request covers the redesign of the Town web site and includes the cost to move to a new Content Management System (CMS), training, and the purchase of stock photography for the new website .

Redesigning the Town website on a new CMS will provide us with a much more powerful, flexible and up-to-date platform. This will enable the Town to better meet the information needs of residents, businesses and visitors, and allow easier, faster communications by town departments and committees. In order to migrate to a new CMS, we will host our website with a hosting provider who has experience with the selected CMS. This gives us an opportunity find a vendor with whom we can negotiate 7/24 support and a Service Level Agreement (SLA) with a site uptime guarantee. We will contract with a vendor or consultant to help us redesign and program our website to make best use of the new CMS, and to provide training and support as needed.

Web site hosting is currently in the operating budget and is not listed in this PIR as it is an existing, level service, expense, however it is expected that the hosting cost will increase from \$3,500/year to \$4,200/year with the new hosting provider. This change is noted in the operating budget request.

Rationale (gains in productivity or efficiency that will result)

Major improvements include:

- allowing us to build a "responsive" website, which will automatically reconfigure to display optimally on all screen sizes from smartphones to tablets to large monitors.
- faster, easier and more flexible content creation and updating by departments and committees
- better website navigation, as well as an improved site search function
- ability to create more flexible page templates to better serve different kinds of content such as maps and photo galleries
- ability to easily add new content types to pages, such as embedded calendars, news widgets, polls and email subscription signup forms

Overall, it will allow us to create a more professional, easier-to-navigate website that better meets the needs of both our web visitors and internal stakeholders.

Estimated Costs

	One-Time (FY15 Only)	Recurring (FY15 and future)	Total FY15 Request
Acquisition	\$ 24,000		\$ 24,000
Training			\$ -
Data Migration			\$ -
Maintenance/Support			\$ -
Total	\$ 24,000	\$ -	\$ 24,000