

Mission Statement:

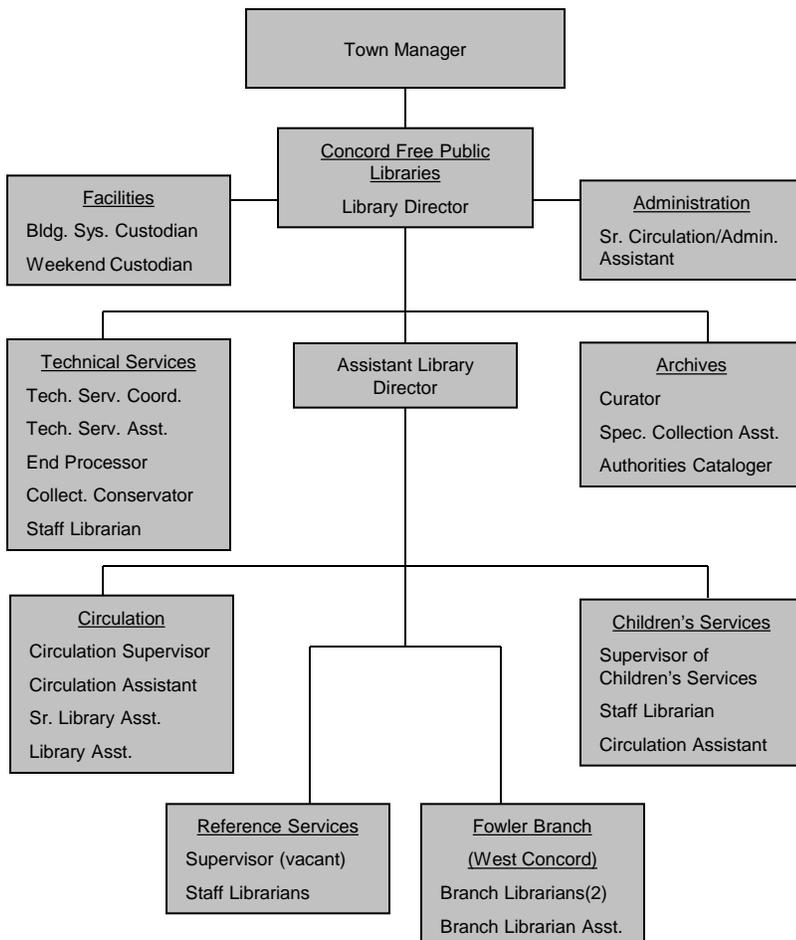
The mission of the Concord Free Public Library is to inspire lifelong learning and to actively promote personal enrichment by connecting community members to information, ideas, culture, unique historical resources, and each other in a tradition of innovation and excellence.

Budget Highlights:

- This budget represents a 1.7% increase in operating costs over that of the FY13 budget.
- The Head of Reference position, which has been vacant and not funded in previous budgets, is proposed to be partially funded at a 0.58FTE level in FY14 with the hope and expectation that full funding could occur in future years.
- An additional amount of \$6,000 is proposed to be allocated in order to staff the Main Library from 1 p.m. to 5 p.m. on Saturdays during 7 weeks in the summer. During this period, the Main Library will be open from 9 a.m. to 5 p.m. on these Saturdays.
- An amount of \$61,164 is proposed to be used to contract with a janitorial service to make sure that the Main Library and Fowler Branch are thoroughly cleaned during the year.
- The General Fund contribution for new Library books and materials is proposed to be \$95,140.

Expenditure Summary

	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 1,734,894	\$ 1,826,877	\$ 1,859,577	\$ 1,872,206
Other Funds	\$ 14,000	\$ 14,000	\$ 23,000	\$ 38,000
Total Expenditures	\$ 1,748,894	\$ 1,840,877	\$ 1,882,577	\$ 1,910,206



Description:

The Library provides, in an accessible and attractive manner, a collection of informational and recreational materials both online and from the main Library in Concord Center and the Fowler Branch in West Concord.

In the spring of 2011, the Fowler Branch Library reopened after a major renovation. The project enhanced the historical detail of the original design, brought building access up-to-code, and doubled the library's service area. Funding for the project primarily came from private contributions.

The Trustees of the Concord Free Public Library Corporation own the building and grounds, and are responsible capital improvements. The Library Director oversees the budget of the Library Corporation. The Town budget funds the staffing and operations of the Library.

HUMAN SERVICES: Library

Item 25

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 1,359,269	\$ 1,390,546	\$ 1,507,273	\$ 1,560,135	\$ 1,529,294
Purchased Services	117,054	162,241	122,340	131,046	131,046
Supplies	104,862	105,614	95,690	100,550	95,690
Other Charges	2,142	1,460	4,900	4,900	4,900
Capital Outlay	51,465	41,270	10,000	10,000	5,000
Assumption of Lib. Corp. Costs	114,102	139,746	142,374	144,276	144,276
Totals	\$ 1,748,894	\$ 1,840,877	\$ 1,882,577	\$ 1,950,908	\$ 1,910,206

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 1,859,577	98.78%	\$ 1,872,206	98.01%	0.68%
Library Corporation	12,000	0.64%	12,000	0.63%	0.00%
State Aid	11,000	0.58%	26,000	1.36%	136.36%
Totals	\$ 1,882,577	100.00%	\$ 1,910,206	100.00%	1.47%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
M-1	Computer Equipment	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Totals	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Utility Performance Information						
Utility	Cost				Efficiency	
	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed	FY12 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity (Main)	\$59,283	\$55,079	\$62,368	\$56,731	1.147	7.948
Electricity (Fowler)	\$5,412	\$15,612	\$13,065	\$16,081	3.122	17.808
Natural Gas (Main)	\$19,487	\$18,003	\$21,399	\$19,487	0.375	0.222
Natural Gas (Fowler)	\$5,187	\$5,732	\$5,689	\$3,423	1.146	0.286
Water	\$2,031	\$3,638	\$2,343	\$2,404	0.076	0.017
Sewer	\$3,466	\$7,547	\$5,313	\$5,577	0.157	0.017

The Library has a square footage of 48,000 (Main) and 5,000 (Fowler) and is used daily. Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

HUMAN SERVICES: Library

Item 25

Personnel Services Summary					
		FY13 Budgeted		FY14 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Library Director	1.00	\$ 104,758	1.00	\$ 104,758
	Assistant Library Director	1.00	79,283	1.00	81,709
	Technical Services Coordinator	1.00	82,079	1.00	81,687
	Curator	1.00	79,468	1.00	79,468
	Supervisor of Children's Services	1.00	79,201	1.00	79,201
	Circulation Supervisor	1.00	69,944	1.00	69,944
	Head of Reference	0.00	-	0.58	42,591
	Staff Librarian	2.80	188,396	2.80	188,321
	Staff Librarian (Reference)	0.75	48,274	0.75	48,274
	Technical Services Assistant	2.00	99,142	2.00	99,142
	Sr. Admin Assistant	1.00	54,748	0.50	27,780
	Circulation Assistant	1.88	86,757	1.88	86,757
	Building Systems Custodian	1.00	46,793	1.00	46,793
		Sub Total	<u>15.43 FTEs</u>	<u>\$ 1,018,843</u>	<u>15.51 FTEs</u>
5112	Branch Librarian	1.35	\$ 106,711	1.35	\$ 106,711
	Special Collections Assistant	0.50	27,180	0.50	27,180
	Sr. Library Assistant	1.18	61,826	1.18	61,826
	Branch Library Assistant	0.75	38,649	0.75	38,649
	Library Assistant	1.71	70,160	1.71	70,160
	Sub Total	<u>5.49 FTEs</u>	<u>\$ 304,526</u>	<u>5.49 FTEs</u>	<u>\$ 304,526</u>
5115	Library Assistant	1044 hrs.	\$ 25,000	1156 hrs.	\$ 28,429
	Librarian	200 hrs.	5,000	200 hrs.	5,000
	Circulation Assistant	157 hrs.	3,345	157 hrs.	3,345
	Library Assistant	2150 hrs.	35,862	2178 hrs.	36,787
	Authorities Cataloguer	783 hrs.	18,134	783 hrs.	18,134
	Librarian	1462 hrs.	33,612	1490 hrs.	34,537
	Maintenance Custodian	522 hrs.	9,519	522 hrs.	9,519
	Collections Conservator	940 hrs.	19,224	940 hrs.	19,224
	End Processor	940 hrs.	12,132	940 hrs.	12,132
	Prof. Project Specialist	365 hrs.	9,250	365 hrs.	9,250
	Library Page	1103 hrs.	8,826	1103 hrs.	8,826
	Sub Total	<u>4.63 FTEs</u>	<u>\$ 179,904</u>	<u>4.71 FTEs</u>	<u>\$ 185,183</u>
5130	Custodial Overtime	94 hrs.	2,500	94 hrs.	3,160
5191	Tuition Reimbursement	N/A	1,500	N/A	-
5171	Recruitment Expense	N/A	-	N/A	-
	Total	<u>25.54 FTEs</u>	<u>\$ 1,507,273</u>	<u>25.70 FTEs</u>	<u>\$ 1,529,294</u>

Program Implementation

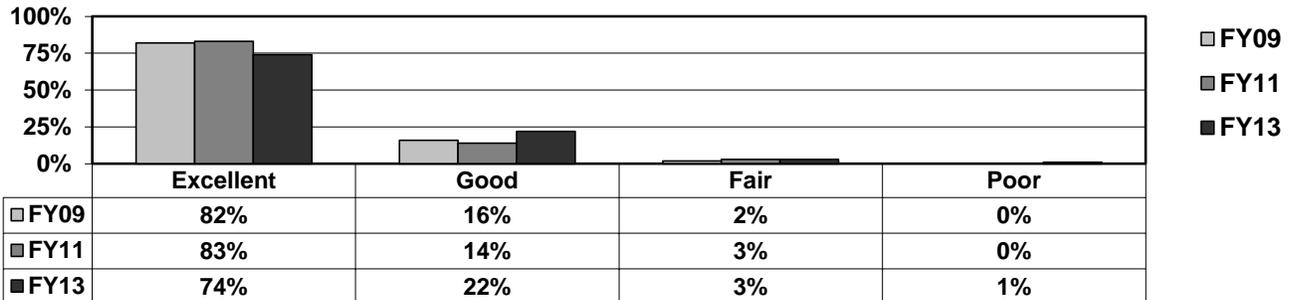
The FY14 budget provides \$95,140 for Library books and materials.

In accordance with the terms of a 1987 agreement between the Board of Selectmen and the Library Corporation, the Town pays for the certain building operating costs including electricity (\$72,812), natural gas (\$30,284), and telephone service (\$10,000). The total amount of costs assumed by the Town is \$144,276.

The addition of \$6,000 for staffing in the FY14 budget will enable the Main Library to be open for an additional 4 hours on 7 Saturdays during the summer. As a result during this period, the Main Library will be open from 9:00 a.m. to 5:00 p.m., instead from 9:00a.m to 1:00 p.m. the normal Saturday hours.

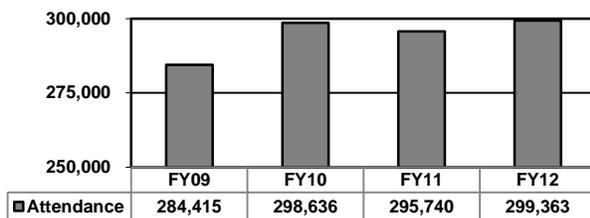
In FY14, Radio Frequency Identification Technology (RFID) will be fully operational at both locations. This technology will expedite the circulation and inventory process for library materials. The funding for this project was approved with the adoption of Article 34 of the 2011 Annual Town Meeting.

Rating of Services provided by the Library

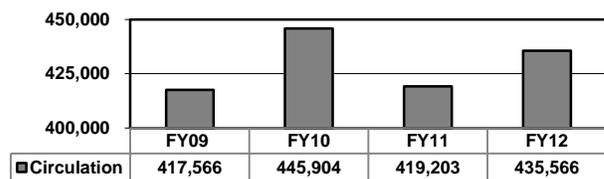


Discussion: Citizen Surveys were conducted in the fall of 2008 (FY09), 2010 (FY11), and 2012 (FY13).

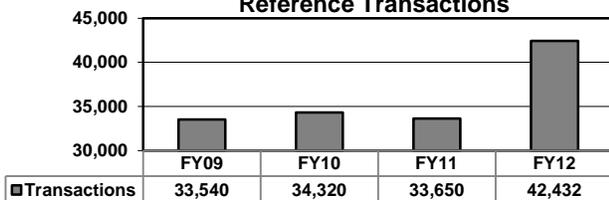
Library Attendance



Direct Circulation



Reference Transactions



Discussion: The data was compiled by The Concord Free Public Library for the Annual Report of Information Survey, Board of Library Commissioners, Commonwealth of Massachusetts.

Mission Statement:

The mission of Recreation Administration is to provide high-quality activities designed to meet the year-round recreation interests of the community in an efficient, cost-effective, affordable, and inclusive manner.

Budget Highlights:

- This budget represents no change in General Fund operating cost from that of the FY13 budget.
- The General Fund supports only the personnel costs associated with the Recreation Director. All other costs are supported by the Recreation Fund, which relies on program fees for funding.
- Depending on the number of participants in each program, the revenues and expenditure attributed to the Recreation Fund varies from year to year
- In FY14, an amount of \$11,809 is to be transferred from the Beede Swim & Fitness Center account to the Recreation Administration account to partially fund the salary of the Recreation Director who is in charge of the Beede Center.

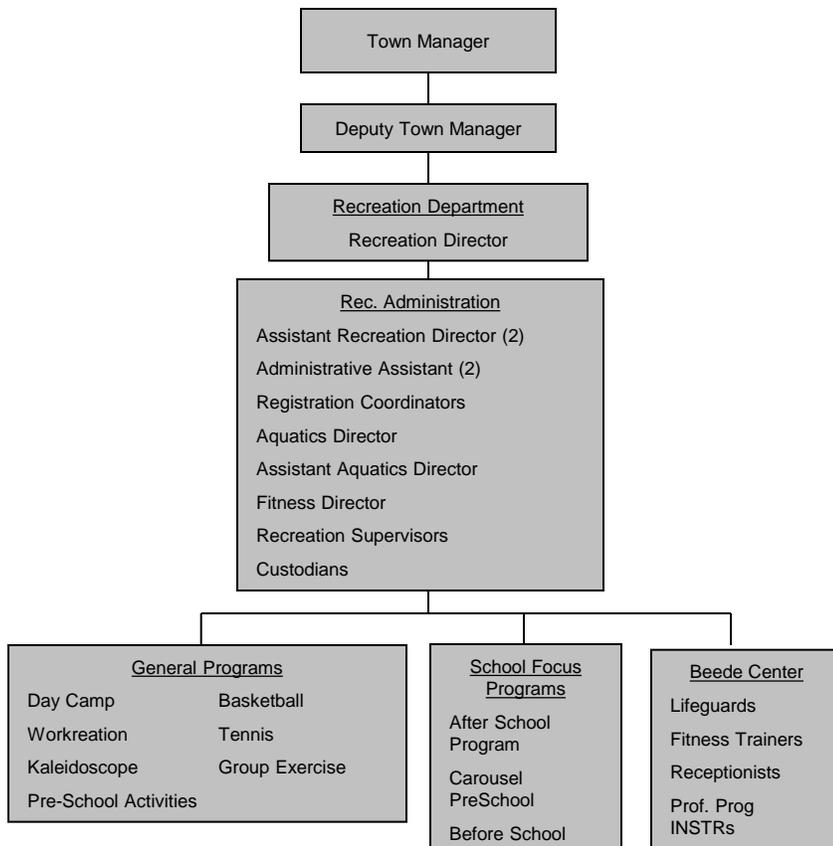
Expenditure Summary

	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 97,537	\$ 92,554	\$ 96,742	\$ 96,742
Other Funds	\$ 1,329,273	\$ 1,371,448	\$ 1,536,358	\$ 1,507,362
Total Expenditures	\$ 1,426,810	\$ 1,464,002	\$ 1,633,100	\$ 1,604,104

Description:

The Recreation Department provides activities that are designed to meet the year-round recreational interests of the community. Seventy employees serve program participants in the fall, winter, and spring, while 80 work in the summer. Approximately 60 work at the Beede Swim & Fitness Center. The Department's services are grouped into four major categories:

- Child Care Programs
- Summer Activities
- Sports Activities
- Swim & Fitness Center



HUMAN SERVICES: Recreation Administration

Item 26

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 1,198,159	\$ 1,207,123	\$ 1,359,831	\$ 1,416,216	\$ 1,416,216
Purchased Services	157,233	170,678	174,718	130,513	130,513
Supplies	26,288	22,838	41,850	42,150	42,150
Other Charges	582	617	829	225	225
Capital Outlay	-	17,658	14,300	-	-
Rec. Fund Contribution	44,548	45,088	41,572	15,000	15,000
Totals	<u>\$ 1,426,810</u>	<u>\$ 1,464,002</u>	<u>\$ 1,633,100</u>	<u>\$ 1,604,104</u>	<u>\$ 1,604,104</u>

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 96,742	5.92%	\$ 96,742	6.03%	0.00%
Recreation Fund	1,524,549	93.35%	1,495,553	93.23%	-1.90%
Swim and Fitness Fund	11,809	0.72%	11,809	0.74%	N/A
Totals	<u>\$ 1,633,100</u>	100.00%	<u>\$ 1,604,104</u>	100.00%	-1.78%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	<u>\$ -</u>					

HUMAN SERVICES: Recreation Administration

Item 26

Personnel Services Summary					
		FY13 Budgeted		FY14 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Recreation Director	1.00	\$ 107,352	1.00	\$ 107,352
5157	Car Allowance	N/A	1,200	N/A	1,200
General Fund Sub Total		<u>1.00 FTEs</u>	<u>\$ 108,552</u>	<u>1.00 FTEs</u>	<u>\$ 108,552</u>
5111	Assistant Recreation Director	1.00	85,304	1.00	85,384
	Recreation Supervisor	2.48	133,711	2.48	133,711
	Fitness Coordinator	0.00	-	0.50	38,662
	Recreation Coordinator	0.00	-	0.25	16,426
	Sr. Administrative Assistant	1.00	62,002	1.00	63,219
5112	Recreation Clerk	0.56	22,610	0.56	22,610
Sub Total		<u>5.04 FTEs</u>	<u>\$ 303,627</u>	<u>5.79 FTEs</u>	<u>\$ 360,012</u>
5115	Limited Status	620 hrs.	\$ 12,601	620 hrs.	\$ 12,601
5120	Other Rec. Fund Personnel Costs	38866 hrs.	790,151	38866 hrs.	790,151
5130	Overtime	N/A	19,700	N/A	19,700
5157	Car Allowance	N/A	1,200	N/A	1,200
	Benefits	N/A	124,000	N/A	124,000
Sub Total		<u>18.91 FTEs</u>	<u>\$ 947,652</u>	<u>18.91 FTEs</u>	<u>\$ 947,652</u>
Recreation Fund Sub Total		<u>23.95 FTEs</u>	<u>\$ 1,251,279</u>	<u>24.70 FTEs</u>	<u>\$ 1,307,664</u>
Total		<u>24.95 FTEs</u>	<u>\$ 1,359,831</u>	<u>25.70 FTEs</u>	<u>\$ 1,416,216</u>

Program Implementation

In the fiscal year 2012, the Recreation Department served over 8,500 participants and had total program revenues of \$3.9 million (\$1.6 million in various program fees and \$2.3 million associated with the Beede Center).

Programs are provided at the Hunt Recreation Center, Emerson Playground, Harvey Wheeler Community Center, 105 Everett Street, Ripley Gymnasium, and the Beede Swim & Fitness Center located at 498 Walden Street.

Under the FY14 proposed budget, the general fund supports approximately 90% of the cost of the Recreation Administrator. All other costs, including the cost of employee benefits, are covered by program revenues and are part of the Recreation Fund or the Swim and Fitness Fund (i.e., the Beede Center).

In addition, program fees are used to fund most of the cost of the summer and school-year scholarship programs, which provides an average of \$190,000 in support of Concord families that otherwise would not be able to participate. The Recreation Department produces community fundraising events such as The Shamrock Ball, the Concord Open Golf Tournament and the Middle School Halloween Dance to support scholarships.

Recreation Administration Programs

Program 1 – Recreation Administration Operations:

Objective: To manage the Recreation Department in an efficient and effective manner.

Performance Measure 1: Summer Activities

The goal of the Recreation Department is to meet the recreation interests of the community by offering a variety of financially self-supporting activities. In pursuit of this goal, the Department offers an array of programs, camps and clinics during the summer season.

The most significant program the Department offers during the summer is the Day Camp, which serves an average of 175 children each day and relies on a support staff of over 70 employees.

2012 Summer Service Level				
Activity	Participants	Revenue	Expenses	Net
Basketball Clinics	108	25,800	23,800	2,000
Extended Day AM/PM	341	14,716	11,872	2,844
Post Camp	32	10,275	7,785	2,490
Kaleidoscope/PreSchool Adv.	185	37,820	37,250	570
Ultimate Frisbee/Disc Sports	18	3,989	3,141	848
Brine Lacrosse	141	21,480	20,400	1,080
Theatre Camps (2)	117	32,454	29,454	3,000
Workreation	177	32,195	16,218	15,977
Swim Programs				
Swim Lessons (Children's Center)	61	18,874	15,350	3,524
Family Swim	88	4,539	4,539	0
Adult Programs				
Group Exercise (June-August)	132	12,667	12,667	0
Minuteman Road Race	265	5,985	5,533	452
Concord Open				
Concord Open – 2012	92	62,526	39,590	22,936
Day Camp				
Day Camp – 2012	1,025	287,554	262,134	25,420

Mission Statement:

The purpose of this funding is to provide for the costs of operating and maintaining the Hunt Recreation Center, 105 Everett Street and Rideout Playground restrooms in an efficient and cost-effective manner, and to provide office and program space supporting activities designed to meet the year-round recreational needs of the community.

Budget Highlights:

- This budget represents a 6.6% increase in operating cost over that of the FY13 budget.
- The increase is mostly due to higher budgeted utility and HVAC maintenance costs.
- The routine maintenance of the building is paid for by the Recreation Fund, and is not a General Fund Capital Improvement Program expense.
- This budget also includes \$7,733 to cover the utility costs for the 105 Everett Street building and \$6,101 to pay for the upkeep of the restroom facilities at the Rideout Playground.

Expenditure Summary

	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 75,427	\$ 84,351	\$ 83,538	\$ 86,922
Other Funds	\$ 24,730	\$ 24,833	\$ 20,929	\$ 24,455
Total Expenditures	\$ 100,157	\$ 109,184	\$ 104,467	\$ 111,377

Description:

The Hunt Recreation Center houses the Recreation Department's main office and approximately one-half of the Department's programs. It is located at 90 Stow Street adjacent to the Emerson Playground. The facility underwent a \$1.2 million renovation in 1988, prior to which it had been vacant and unused for a ten year period. The facility's locker rooms were renovated in fall of 2005 at a cost of approximately \$100,000. The building has offices, conference and multi-purpose rooms, a large second floor gymnasium, and shower facilities. Adjacent to the building on Emerson Playground is a small teaching swimming pool used during summer camp, a children's spray fountain, basketball/tennis courts (which were rehabilitated in Fall 2006), a state-of-the-art running track (which was resurfaced in fall of 2008), and playground equipment which was completed in April 2009. The center when open also contains the public restroom for Emerson Playground.

The facility received a new HVAC system in the fall of 2011. The equipment which is of a high efficiency nature is projected to produce lower utility costs effective in FY 12.

The Hunt Recreation Center operates from 8:00 a.m. to 10:00 p.m. Monday through Friday, 8:00 a.m. to 6:00 p.m. on Saturday, and 8:00 a.m. to 10:00 p.m. on Sunday. The primary summer activity is the day camp that operates Monday through Friday. The summer season also includes a family swim program. The Center is also very busy throughout the year with activities that include the following: girl's basketball, men's and women's basketball, co-ed volleyball, aerobics, and "Saturday Night Live" dances for middle school students. The Center is also home for the Department's Grades 3-to-6 after-school childcare program, which operates from September through June. In addition, the Center can be rented for private events and is used by several community and sports organizations and by Town committees for meetings. It is also the polling site for Precinct 5.

HUMAN SERVICES: Hunt Recreation Center

Item 27

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 30,763	\$ 42,150	\$ 43,430	\$ 43,828	\$ 43,828
Purchased Services	38,519	38,961	37,157	43,465	43,465
Supplies	4,671	5,839	10,800	10,250	10,250
105 Everett Street	-	7,746	5,580	6,101	6,101
Rideout Fieldhouse	9,329	5,263	7,500	7,733	7,733
Capital Outlay	16,875	9,225	-	-	-
Totals	\$ 100,157	\$ 109,184	\$ 104,467	\$ 111,377	\$ 111,377

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 83,538	79.97%	\$ 86,922	78.04%	4.05%
Recreation Fund	20,929	20.03%	24,455	21.96%	16.85%
Totals	\$ 104,467	100.00%	\$ 111,377	100.00%	6.61%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
N-1	Emerson Track	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
	Totals	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -

Personnel Services Summary					
Code	Position Title	FY13 Budgeted		FY14 Proposed	
		# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Building Maintenance Custodian	1.00	\$ 43,430	1.00	\$ 43,828
	Total	1.00 FTEs	\$ 43,430	1.00 FTEs	\$ 43,828

Utility Performance Information						
Utility	Cost				Efficiency	
	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed	FY12 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity	\$ 11,608	\$ 13,884	\$ 11,840	\$ 13,583	1.111	6.321
Natural Gas	11,719	7,563	9,660	9,936	0.605	0.420
Water	890	767	1,172	1,202	0.061	0.014
Sewer	1,978	1,721	2,657	2,789	0.138	0.014

The Hunt Gym has a square footage of 631 and is used daily.

Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

Mission Statement:

The purpose of this funding is to provide for the costs of operating and maintaining the Harvey Wheeler Community Center as office and program space for both the Council on Aging and the Recreation Department Carousel Preschool and After School Care Program and as general meeting space for other Town departments and community groups.

Budget Highlights:

- This budget represents a 5.5% increase in operating cost over that of the FY13 budget.
- In increase in the HVAC Maintenance was requested in anticipation of a service contract to cover the new boiler installed in the Fall of 2012

Expenditure Summary

	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 133,062	\$ 135,284	\$ 137,934	\$ 144,945
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 133,062	\$ 135,284	\$ 137,934	\$ 144,945

Description:

The space at the Harvey Wheeler Community Center (HWCC) provides office and programming space for the Council on Aging, as well as the Recreation Department Carousel pre-school and after-school programs.

HWCC was also used during the evenings and on the weekends by many different Town departments, non-profit groups and private individuals. In FY12 income from rent for use of HWCC totaled \$13,547.00. The building fills an important need in the community for small to medium-sized meeting spaces with adequate parking.

A grant from the Sawyer Trust made it possible to replace the boiler in the facility with a much more energy efficient model in the Fall of 2012.

During FY14 the parking lot lights will be replaced with LEDs and should result in significant energy savings. Funding from the Sawyer Trust also made this project possible.

Utility Performance Information

Utility	Cost				Efficiency	
	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed	FY12 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity	\$ 20,123	\$ 20,554	\$ 19,708	\$ 21,291	1.432	8.591
Natural Gas	20,400	11,258	18,473	18,473	0.785	0.561
Water	545	538	575	559	0.038	0.009
Sewer	1,137	1,118	1,304	1,298	0.078	0.009

The Harvey Wheeler Center has a square footage of 14,350 and is used on weekdays and evenings.

Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

HUMAN SERVICES: Harvey Wheeler Community Center

Item 28

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 61,485	\$ 65,491	\$ 64,820	\$ 68,262	\$ 68,262
Purchased Services	60,356	47,764	56,679	60,548	60,548
Supplies	5,286	5,029	6,435	6,135	6,135
Other Charges	-	-	-	-	-
Capital Outlay	5,935	17,000	10,000	10,000	10,000
Totals	\$ 133,062	\$ 135,284	\$ 137,934	\$ 144,945	\$ 144,945

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 137,934	100.00%	\$ 144,945	100.00%	5.08%
Totals	\$ 137,934	100.00%	\$ 144,945	100.00%	5.08%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
O-1	HWCC Building Improvements	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000
	Totals	\$ 10,000	\$ 15,000				

Personnel Services Summary					
Code	Position Title	FY13 Budgeted		FY14 Proposed	
		# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Building Maintenance Custodian	1.00	\$ 50,572	1.00	\$ 50,551
	Sub Total	<u>1.00 FTEs</u>	\$ 50,572	<u>1.00 FTEs</u>	\$ 50,551
5115	Part-Time Custodian	783 hrs.	12,920	808 hrs.	\$13,332
5115	Electrician	0 hrs.	-	50 hrs.	\$2,200
5130	Overtime	80 hrs.	1,328	60 hrs.	\$2,179
	Total	<u>1.38 FTEs</u>	\$ 64,820	<u>1.41 FTEs</u>	\$ 68,262

Mission Statement:

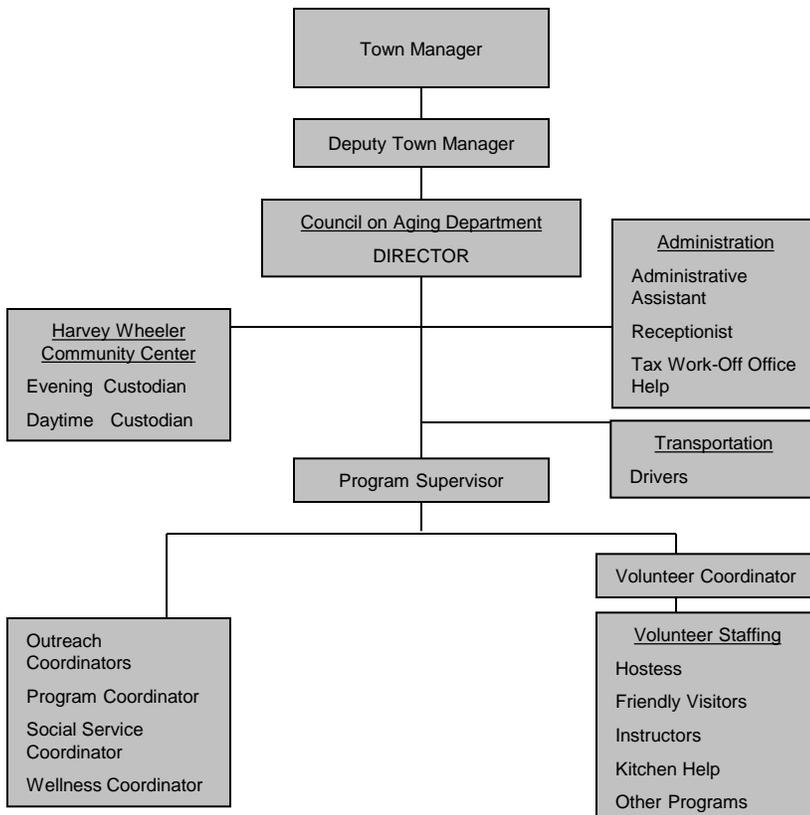
The mission of the Council on Aging is to assist Concord citizens over the age of 60 in maintaining their dignity, self-esteem, independence, and ability to participate in the community.

Budget Highlights:

- This budget represents a 9.5% increase in operating cost from that of the FY13 budget.
- The State Formula Grant for FY 2014 is expected to be \$32,243, which provides funding for the following positions: Wellness Coordinator, Activity Coordinator and Outreach Coordinator
- An expected gift from the Community Chest of \$27,600 will be used to fund or partially fund the Outreach Coordinator Social Service Coordinator and Volunteer Coordinator.
- An increase of \$3,465 was requested to increase the receptionist hours from 32 to 40 per week
- The van driver budget was increased to fund a small wage increase and to allow for some additional driver time.
- Thanks to a bequest from the estate of John Florio, one Outreach Coordinator position will be increased by approximately 20 hours per week.
- Additional assistance for programs, events, and materials is provided on a case by case basis by the Concord Friends of the Aging.

Expenditure Summary

	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 270,095	\$ 230,528	\$ 264,591	\$ 276,466
Other Funds	\$ 42,791	\$ 52,409	\$ 56,763	\$ 75,343
Total Expenditures	\$ 312,886	\$ 282,937	\$ 321,354	\$ 351,809



Description:

The Council on Aging (COA) provides a variety of essential services to Concord citizens over the age of 60. These services include information and referral, counseling, crisis intervention, transportation, educational programs, and recreational activities. The COA also cooperates with other local and regional elder service providers to ensure the well being of elders in Concord.

HUMAN SERVICES: Council on Aging

Item 29

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 278,797	\$ 230,013	\$ 287,074	\$ 317,550	\$ 317,550
Purchased Services	17,703	14,550	17,612	17,015	17,015
Supplies	14,388	8,559	12,613	13,443	13,443
Other Charges	1,997	1,758	4,055	3,801	3,801
Capital Outlay	-	28,056	-	-	-
Totals	\$ 312,886	\$ 282,937	\$ 321,354	\$ 351,809	\$ 351,809

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 264,591	82.34%	\$ 276,466	78.58%	4.49%
EOEA Grant	29,163	9.08%	32,243	9.16%	10.56%
Friends of the Aging	-	0.00%	-	0.00%	N/A
Community Chest Gift	27,600	8.59%	27,600	7.85%	0.00%
Florio Gift	-	0.00%	15,500	4.41%	N/A
Totals	\$ 321,354	100.00%	\$ 351,809	100.00%	9.48%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Personnel Services Summary					
		FY13 Budgeted		FY14 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Council on Aging Director	1.00	\$ 67,804	1.00	\$ 67,804
	COA Program Supervisor	1.00	50,140	1.00	50,140
	Administrative Assistant	1.00	41,372	0.88	41,419
	Receptionist / Clerk	0.80	29,964	1.00	33,429
	Sub Total	<u>3.80 FTEs</u>	\$ 189,280	<u>3.88 FTEs</u>	\$ 192,792
5115	Van Drivers	2548 hrs.	30,576	2656 hrs.	\$33,200
	Wellness Clinic Coordinator	600 hrs.	10,350	588 hrs.	\$10,143
	Activity Coordinator	600 hrs.	7,200	950 hrs.	\$12,350
	Outreach Coordinators	1600 hrs.	\$24,000	2888 hrs.	\$43,325
	Social Services Coordinator	500 hrs.	12,500	500 hrs.	\$12,500
	Volunteer Coordinator	800 hrs.	11,200	800 hrs.	\$11,200
5130	Overtime	60 hrs.	1,968	60 hrs.	\$2,040
	Total	<u>6.98 FTEs</u>	\$ 287,074	<u>7.89 FTEs</u>	\$ 317,550

Program Implementation

The FY14 budget recommendation provides funding to cover the full-time positions of the Director, Program Supervisor, Administrative Assistant; Receptionist and 9 part-time Van Drivers who cover 40 hours of van service per week plus special trips and a portion of the Outreach Worker’s and Volunteer Coordinator’s hours.

The State Formula Grant, received from the Executive Office of Elder Affairs (EOEA), provides full funding for a part time Wellness Coordinator (\$10,143), Activity Coordinator (\$12,350), as well as partial funding for one of the Outreach Coordinators (\$9750).

A gift from Concord Carlisle Community Chest (CCCC) is expected to partially fund a Volunteer Coordinator (\$5,600), part-time Outreach Coordinator (\$12,000), and a part-time Social Service Coordinator (\$10,000), as well as associated social security and Medicare benefits.

Council on Aging Programs

Program 1 – COA Operations:

Objective: To offer COA services effectively and efficiently.

Performance Measures

- Over 25,000 requests for information came into the COA office
- Nearly 3,000 rides were provided on the COA van
- Over 1,000 health screenings were provided
- Over 300 seniors were monitored by the Outreach/ Social work staff
- Over 4,000 congregate meals were served
- Over 400 people participated in fitness classes
- Nearly 200 people borrowed medical equipment
- Over 1,400 people receive the monthly newsletter

Volunteer statistics:

	2009	2010	2011	2012
Hours of Service	9152 hrs.	9,125 hrs.	11,430 hrs.	10,945
Value of Hours*	\$190,819	\$190,256	\$238,316	\$228,203

•Value of hours based on the hourly value of \$20.85 established by the Points of Light Foundation

A small sample of COA volunteer opportunities:

Friendly visitors, grocery shoppers, handyman helpers, “Concord on Call” volunteers to provide rides, Wellness Clinic Volunteer Nurses , Reception Desk Hosts, lunch set up and clean up assistance, “Dream Team” members (youth groups and their leaders) for seasonal yard work for seniors, Board members, gift shop workers, library assistants, trip leaders, teachers /leaders for craft , computer , fitness , and art classes, Art exhibit committee members.

Mission Statement:

The mission of Veterans Services and Benefits is to provide information, advice, and assistance to veterans in need of service, including assistance regarding benefits to veterans and their dependants.

Budget Highlights:

- This budget represents a 50.8% increase in operating cost from that of the FY13 budget.
- The increase is a result of the expected cost of providing benefits to additional eligible residents.
- The benefits portion of this account reflects five qualifying residents receiving monetary benefits as of December, 2012, with a small contingency included to address the ever-present possibility of a mid-year addition of another qualifying resident.
- Purchased services for this account includes \$1,500 to cover telephone service and telephone maintenance costs for the Veterans' Agent.
- Funds are allocated for office supplies, gasoline, vehicle supplies, and conference/training expenses.

Expenditure Summary

	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 27,393	\$ 28,031	\$ 30,468	\$ 45,971
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 27,393	\$ 28,031	\$ 30,468	\$ 45,971

Description:

The Veterans Services Program is mandated according to Massachusetts General Law, Ch. 115, and is administered under State guidelines. Every city and town in the Commonwealth is required to have a benefits program for its resident veterans and their dependents, as well as a full-time Director of Veterans Services/Veterans Agent. State law also requires that the Town's Director of Veterans Services/Veterans Agent be a war-era veteran, and be available on a full-time basis to provide assistance.

The purpose of this program is to provide information, advice, and assistance regarding benefits to veterans and their dependents. The Town is reimbursed by the State for 75% of benefits paid under the mandated program. The reimbursement occurs about 12-15 months after the expenditure and is received as State aid revenue rather than as a credit to this appropriation account. Administrative costs, including salary, are not reimbursable.

The Office of Veterans Services serves as a one-stop human service office, with the top priority of providing services that improve the quality of life for every one of the Town's veterans, as well as their families and surviving dependents.

In the past year, the Veterans' Agent has seen a noticeable increase in residents seeking and qualifying for Ch. 115 benefits. The number of qualifying residents is difficult to predict on an annual basis as individuals move into or out of the community. This is an aspect of the State Veterans' Services Program that continues to be closely monitored by the Veterans' Agent.

HUMAN SERVICES: Veterans Services & Benefits

Item 30

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
<u>Veterans Services</u>					
Personnel Services	\$ 17,654	\$ 18,715	\$ 18,550	\$ 19,184	\$ 19,184
Purchased Services	1,379	1,287	1,540	1,500	1,500
Supplies	2,006	563	578	662	662
Other Charges	132	513	800	625	625
Sub Total	\$ 21,171	\$ 21,078	\$ 21,468	\$ 21,971	\$ 21,971
<u>Veterans Benefits</u>					
Other Charges	\$ 6,222	\$ 6,953	\$ 9,000	\$ 23,270	\$ 24,000
Totals	\$ 27,393	\$ 28,031	\$ 30,468	\$ 45,241	\$ 45,971

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 30,468	100.00%	\$ 45,971	100.00%	50.88%
Totals	\$ 30,468	100.00%	\$ 45,971	100.00%	50.88%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Personnel Services Summary					
		FY13 Budgeted		FY14 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5115	Veterans Service Agent	783 hrs.	18,550	783 hrs.	19,184
	Total	<u>0.38 FTEs</u>	<u>\$ 18,550</u>	<u>0.38 FTEs</u>	<u>\$ 19,184</u>

Mission Statement:

The purpose of this funding is to provide the community with efficient and cost-effective services in planning for and carrying-out Concord’s annual, tradition-rich, public ceremonies and celebrations.

Budget Highlights:

- This budget represents no change in operating cost from that of the FY13 budget.
- Public safety (police overtime) remains a significant but necessary portion of this account at \$10,300, calculated based upon prior years’ experience as well as FY14 contractual wage obligations.
- Other event-related expenses include band/musician fees, participant refreshments, honored-citizen related expenses, horse and carriage rentals, etc.
- Flag replacement remains an important element of this account, for the annual purchase of Memorial Day flags and for maintenance of the street flags placed out for various significant days and events during the year. This line remains at \$2,500.

Expenditure Summary

	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 23,478	\$ 23,540	\$ 23,800	\$ 23,800
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 23,478	\$ 23,540	\$ 23,800	\$ 23,800

Description:

This budget provides funding for equipment and activities associated with several distinctly separate functions that are related to various Concord ceremonies and celebrations. Committees and volunteers, with the assistance of staff from the Town departments, carry out the related activities. Notable public ceremonies supported by this account include the Veteran’s Day Flag Retirement Ceremony, the Honored Citizen Reception, the Meriam’s Corner Exercise, and Patriots’ Day and Memorial Day events. Net of Public Safety coverage for the various ceremonies and events, a very austere budget remains to cover other Town-wide event-related expenses. The Public Ceremonies and Celebrations Committee reports it to be an increasing challenge to secure sufficient event participants given their limited resources, but this citizen committee does not wish to request additional General Fund support at this time.

HUMAN SERVICES: Ceremonies & Celebrations

Item 31

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
Public Ceremonies	\$ 20,469	\$ 21,613	\$ 21,300	\$ 21,300	\$ 21,300
Memorial Day Flags	2,385	1,411	1,500	1,500	1,500
Street Flags	624	517	1,000	1,000	1,000
Totals	<u>\$ 23,478</u>	<u>\$ 23,540</u>	<u>\$ 23,800</u>	<u>\$ 23,800</u>	<u>\$ 23,800</u>

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 23,800	100.00%	\$ 23,800	100.00%	0.00%
Totals	<u>\$ 23,800</u>	100.00%	<u>\$ 23,800</u>	100.00%	0.00%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	<u>\$ -</u>					

Mission Statement:

The purpose of this funding is to provide for the costs of operating and maintaining the Visitors Center and Restroom in an efficient and cost-effective manner, to provide free public restroom service in the same manner, and to provide space for an information services program.

Budget Highlights:

- This budget represents a 6.0% increase in operating cost from that of the FY13 budget.
- Daily restroom cleaning of this highly used facility remains a high priority, with cleaning costs split between part-time staff custodial costs (weekends) and contract cleaning (weekdays).
- Custodial supplies also remain a significant portion of this account.

Expenditure Summary

	FY12 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed
General Fund	\$ 23,788	\$ 22,668	\$ 23,206	\$ 24,447
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 23,788	\$ 22,668	\$ 23,206	\$ 24,447

Description:

This account provides for utility costs, daily restroom cleaning expenses, and building maintenance expenditures for the Visitors' Center/Public Restroom Facility located on Main Street. The Concord Chamber of Commerce is currently a tenant in the Visitors' Center portion of the building, in the first year of a new 10-year lease, managing the information center service. The Chamber compensates the Town for a proportionate share of natural gas and electric costs for the building and is responsible for cleaning costs within its occupied space. Care and maintenance of the facility is coordinated by the Deputy Town Manager. The public restrooms are open 365 days-a-year and are cleaned and re-stocked with supplies at least once each day.

Utility Performance Information

Utility	Cost				Efficiency	
	FY11 Actual	FY12 Actual	FY13 Budgeted	FY14 Proposed	FY12 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity	\$ 1,236	\$ 1,290	\$ 819	\$ 1,337	1.151	5.171
Natural Gas	1,748	970	524	999	0.866	0.553
Water	502	496	665	586	0.443	0.064
Sewer	1,119	1,129	1,507	1,359	1.008	0.064

The Visitors Center has a square footage of 1,120 and is used daily.

Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

HUMAN SERVICES: Visitors Center Restroom

Item 32

Expenditure Detail					
	Previous Fiscal Years			FY14 Proposed	
	FY11 Actual	FY12 Actual	FY13 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 3,504	\$ 3,091	\$ 2,340	\$ 3,915	\$ 3,915
Purchased Service	12,232	13,235	14,316	15,082	15,082
Supplies	2,375	1,930	4,050	2,950	2,950
Other Charges and Expenses	-	-	-	-	-
Capital Outlay	5,678	4,412	2,500	5,000	2,500
Totals	<u>\$ 23,789</u>	<u>\$ 22,668</u>	<u>\$ 23,206</u>	<u>\$ 26,947</u>	<u>\$ 24,447</u>

Funding Plan					
	FY13 Budgeted	% of Budget	FY14 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 23,206	100.00%	\$ 24,447	100.00%	5.35%
Totals	<u>\$ 23,206</u>	100.00%	<u>\$ 24,447</u>	100.00%	5.35%

Capital Outlay Plan							
Ref. #	Description	FY13 Budgeted	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	FY18 Proposed
A-5	Building Improvements	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
	Totals	<u>\$ 2,500</u>					

Personnel Services Summary					
		FY13 Budgeted		FY14 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5115	Limited Status (custodian)	156 hrs.	\$ 2,340	261 hrs.	\$ 3,915
5130	Overtime (custodian)	0 hrs.	-	0 hrs.	-
	Total	<u>0.07 FTEs</u>	<u>\$ 2,340</u>	<u>0.13 FTEs</u>	<u>\$ 3,915</u>