

**TOWN OF BELMONT
SELECTMEN AND TOWN ADMINISTRATOR DEPARTMENT
OVERVIEW OF PERFORMANCE AND OTHER CRITERIA**

Performance Data (Selectmen/Town Administrator/Legal)

Key Performance Indicators

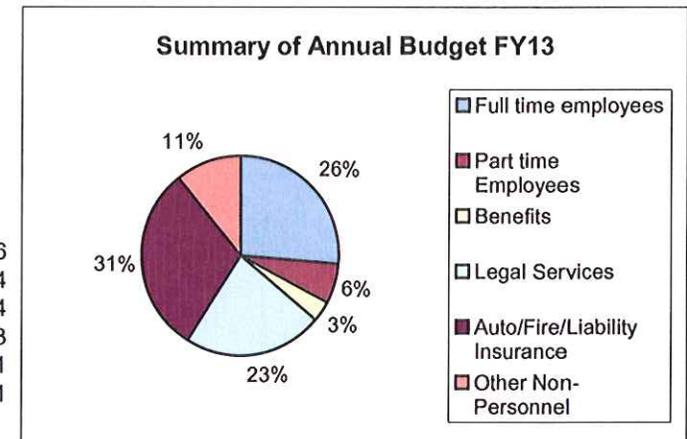
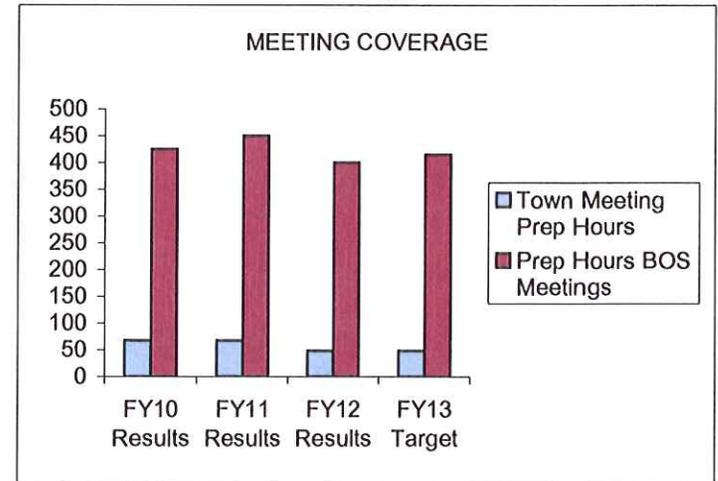
	FY10 Results	FY11 Results	FY12 Results	FY13 Target
Hours preparing for Selectmen's/other meetings	425	450	400	415
Selectmen's Meetings	32	32	32	32
Permanent and Temporary Committees	57	57	57	57
Committee Members	293	293	285	285
Hours to produce Town Meeting documents/slides	67	67	48	48
Annual Town Report (pages)	213	213	215	200
Hours to produce Annual Report	77	77	77	77

Administrative Performance Data

	FY10 Result	FY11 Budget	FY12 Budget	FY13 Target
# Full Time equivalents (FTE)	3.8	3.8	3.8	4.3
# Full Time	3	3	3	3
# Part Time	3	3	2	3
% of workforce - women	50%	50%	50%	50%
Multilingual employees	1	1	1	2
% sick time - non FMLA employees	4.22%	3.59%	3.02%	

Budget Data

	FY10 Actual	FY11 Actual	FY12 Budget	FY13 Budget	%
Total Full time employees	269,623	271,679	270,738	278,761	26
Total part time employees (including elected)	41,994	44,015	42,650	67,967	6.4
Benefits (health, life, work comp, Medicare)	32,334	34,638	34,638	36,145	3.4
Legal Services	237,327	240,000	240,000	240,000	23
Auto/Fire/Liability Insurance	268,612	304,000	290,000	323,400	31
Other Non-Personnel	30,615	33,340	32,840	113,408	11
Total Expenses	\$880,505	\$927,672	\$910,866	\$1,059,681	



TOWN OF BELMONT FY 2013 NARRATIVE – BOARD OF SELECTMEN/TOWN ADMINISTRATOR

BOARD OF SELECTMEN/TOWN ADMINISTRATOR

I. Overview

Program responsibilities: The Town Administrator's Office has 5 primary responsibilities:

Board of Selectmen: The office provides administrative support to the Selectmen including communications, scheduling and preparations for Board meetings and Town Meetings.

Community Relations: The office maintains primary responsibility for communication and relations with the community and the rest of the world.

Committees & Commissions: The office provides administrative support for all Town committees and commissions.

Legal Services: The office oversees and works directly with Town Counsel to manage the Town's legal services.

General Management: The office is responsible for the general management of the Town and the coordination of the various different departments to achieve unified goals and consistent policies.

The Town Administrator's office also manages the Town's property, casualty, and liability insurance, and produces the Town's Annual Report.

Staffing: The office has 4.3 FTEs (3 full time and 3 part time employees).

Budget: The FY2011 budget for the department was \$736,281. Roughly 55% of this amount went toward General Management Services while another 40% was for Legal Services, and the remaining 10% split among the other functions.

Program outcomes/performance indicators: Because the department's functions are primarily administrative in nature, the department indicators primarily measure the workload of committees and meetings that are supported.

II. Department Budget by function

The chart below represents our best estimates of the functional costs for the department. Benefits are allocated on a percentage basis, not per person since these tend to change periodically. Salaries represent direct payments to employees. Benefits are departmental expenses for health insurance, workers comp, and the town's Medicare match. Town employees are not covered under Social Security.

The "Other" category generally includes supplies, purchased services, dues & memberships, and travel expenses. For the Selectmen, it also includes an annual \$7,500 payment to the Belmont VFW approved by Town Meeting.

**TOWN OF BELMONT FY 2013 NARRATIVE – BOARD OF
SELECTMEN/TOWN ADMINISTRATOR**

FY13	Salaries	Benefits	Other	Total
Selectmen	80,756	11,643	102,068	194,467
Community Relations	30,476	5,443		35,919
Committees/Commissions	33,299	8,834	800	42,933
General Management	153,882	8,175	17,140	179,197
Legal	34,312	2,052	240,000	276,364
Total	332,725	36,147	360,008	728,880
1 part time employee is not eligible for benefits				

III. Staffing and Structure

The department consists of the Town Administrator and Assistant Town Administrator (grouped as "Management"), a full time Administrative Coordinator and two part-time Administrative Secretaries (grouped as "Clerical"). The Accounting department has a part-time budget analyst; that position will be moved to the Town Administrator's office.

FTE - FY13	Mgmt	Clerical	Total
Selectmen	0.4	0.7	1.1
Community Relations	0.2	0.3	0.5
Committees/Commissions	0.1	0.6	0.7
General Management	1.5	0.2	1.7
Legal	0.3	0	0.3
Total	2.5	1.8	4.3

IV. Goals, outcome measures, detailed descriptions and input/output measures for major programs

A. Program Description: Selectmen

1. Goals

- a. To prepare agenda and relevant materials for Selectmen's Meetings
- b. To prepare Warrant and relevant materials for Town Meetings
- c. To work with Accounting and other Departments to prepare the Board's annual budget recommendation
- d. To process license applications

2. Program outcome

- a. 100% - Selectmen's materials packaged and delivered
- b. 100% - Annual Town Meeting Warrants distributed to Committee Members

TOWN OF BELMONT FY 2013 NARRATIVE – BOARD OF SELECTMEN/TOWN ADMINISTRATOR

3. Detailed description

Many hours of staff and management support are provided to the operations of the Board of Selectmen. Functions include, among others, the processing of license applications; working in concert with the Chairman of the Board of Selectmen to set the Board's meeting agendas; preparing an "agenda packet" for each Selectman and PowerPoint slides for the public containing information regarding each agenda item to ensure efficient and effective meetings; processing the actions of each Selectmen's meeting; tracking requests for information and claims; preparing all materials for the smooth and efficient flow of the Town Meeting; and facilitating the preparation of the Board's budget recommendation.

4. Input/Output measures

INPUTS	Actual FY 11	Budget FY 12	Estimated FY 12	Projected FY 13
1. Number of Employees	1.1 \$115,900	1.1 \$113,712	1.1 \$114,318	1.1 \$194,467
2. Department Expenditures				
OUTPUTS				
Number of Selectmen's meetings	32	32	32	32
Number of hours preparing for Selectmen's and other meetings	425	450	450	450
Number of hours to produce Town Meeting documents/slides	67	48	48	48

B. Program Description: Community Relations

1. Goals

- a. To produce Annual Report
- b. To keep website updated with meetings, documents, and information.

2. Program Outcomes

- a. Number of hits/unique visitors to Town website
- b. Number of proactive news articles published in local media
- c. Achievement of Common Cause "E-Government" award.

3. Detailed Description

A variety of services are provided in this program that relate to public relations and public information and communication. Publication of the Town Report and the Town website are both funded from this program.

**TOWN OF BELMONT FY 2013 NARRATIVE – BOARD OF
SELECTMEN/TOWN ADMINISTRATOR**

4. Input/Output Measures

INPUTS	Actual FY 11	Budget FY 12	Estimated FY 12	Projected FY 13
1. Number of Employees	0.5	0.5	0.5	0.5
2. Department Expenditures	\$39,000	\$40,187	\$35,919	\$35,919
OUTPUTS				
Number of pages in Annual Report	213	215	215	215
Number of hours to produce Annual report	77	77	77	77

C. Program Description: Committees/Commissions

1. Goals

- a. To post committee meetings
- b. To collect and post meeting minutes
- c. To maintain committee web pages
- d. To track member terms and maintain volunteer database

2. Program Outcomes

- a. Percentage of committees with up-to-date minutes posted online
- b. Percentage of committees with current content on their webpage

3. Detailed Description

The Committees and Commissions Coordinator provides complete services to all permanent and temporary Town Committees and Commissions. Services include: identifying and booking meeting locations; officially posting committee meetings on Town Clerk's bulletin board, the Town's website calendar, and ensuring that website subscribers receive a copy; adding any pertinent reports, etc. to a Committee or Commission webpage; maintaining current membership information on official town roster, as well as website; officially posting Committee and Commissions minutes with Town Clerk, as well as on Committee or Commissions webpage; and compiling and maintaining a listing of resident volunteers as a "pool" for future appointments. In addition, the Committees and Commissions Coordinator provides an invaluable service to Committee Chairpersons in understanding their roles and responsibilities and also provides additional administrative support in their efforts to lead committees.

**TOWN OF BELMONT FY 2013 NARRATIVE – BOARD OF
SELECTMEN/TOWN ADMINISTRATOR**

4. Input/Output Measures

INPUTS	Actual FY 11	Budget FY 12	Estimated FY 12	Projected FY 13
1. Number of Employees	0.7	0.7	0.7	0.7
2. Department Expenditures	\$45,782	\$44,652	\$45,721	\$42,933
OUTPUTS				
Number of permanent and temporary committees	57	57	57	57
Number of committee members	293	285	285	285

D. Legal Services

1. Goals

- a. To defend Town in legal actions
- b. To advise Selectmen and other bodies on applicable laws
- c. To negotiate agreements with private and public parties
- d. To review contracts, licenses, leases, and RFPs.

2. Program Outcomes

- a. Percentage of Net expenditures for settlement of legal claims (non-insurance)
- b. Percentage of labor grievances appealed/overturned.

3. Detailed Description

The Legal program is the budget from which all legal counsel services and legal settlements are funded. The Board of Selectmen annually appoints a Town Counsel. In addition, the Town retains the services of labor, cable, land use, and other special counsel. The Town Administrator manages this program budget. The Town has enjoyed a decrease in legal costs resulting from the decision to purchase general liability insurance in 2006. However, the cost of occasional settlements against claims varies wildly from year to year. Town Counsel staunchly defends the best interests of the Town and minimizes settlement costs.

Controlling legal costs is an important priority for the Town Administrator.

**TOWN OF BELMONT FY 2013 NARRATIVE – BOARD OF
SELECTMEN/TOWN ADMINISTRATOR**

4. Input/Output Measures

INPUTS	Actual FY 11	Budget FY 12	Estimated FY 12	Projected FY 13
1. Number of Employees	0.3	0.3	0.3	0.3
2. Department Expenditures	\$275,303	\$255,802	\$255,802	\$276,364
OUTPUTS				
Number of legal cases resolved	5	5	5	
Number of labor grievances resolved	11	12	12	

E. General Management

1. Goals

- a. Meet with department heads to coordinate services and policies.
- b. Oversee Town's property and liability insurance / process claims.
- c. Recommend solutions to parking and other issues raised by residents.
- d. Pursue regionalization agreements with neighbor communities.
- e. Consolidate Town/school functions where feasible/desirable.

2. Program Outcomes

- a. 100% - property and liability insurance claims processed and updated

3. Detailed Description

The Town Administrator, Assistant Town Administrator, Budget Analyst, and Administrative Coordinator positions are funded from this program. These individuals coordinate generally the overall operations of the Town and handle special projects. Specific responsibilities include public relations; recruitment and hiring of key department head positions; budget development; responding to public requests for information; oversight of the Town's property, auto and professional liability insurance programs for both the Town and School departments; evaluation of all department manager performance; rental of Town facilities; and oversight of special projects and issues. In addition, the Town Administrator and Assistant Town Administrator are routinely tasked by the Board of Selectmen to take on additional responsibilities and projects of interest to them and the Town.

**TOWN OF BELMONT FY 2013 NARRATIVE – BOARD OF
SELECTMEN/TOWN ADMINISTRATOR**

4. Input/Output Measures

INPUTS	Actual FY 11	Budget FY 12	Estimated FY 12	Projected FY 13
1. Number of Employees	1.2	1.2	1.2	1.7
2. Department Expenditures	\$144,724	\$141,608	\$141,608	\$179,197
OUTPUTS				
Number of hours of meetings with department heads	101	101	101	101

V. Innovation.

The Department continues to strive to find new and better ways of managing the Town's affairs. In FY10 the Town's insurance coverages were re-bid resulting in lower premiums. The Annual Report was spiral bound by staff and limited hard copies were made also resulting in savings.

VI. Opportunities.

The Department has a great need for document management both for ongoing and archived records. Additional funds could pay for the electronic conversion and shredding of existing documents as well as a better indexing system.

VII. Challenges.

The Department is constantly devoting time to issues raised by individual residents at the expense of other responsibilities that impact the Town as a whole. The need to be responsive and communicate clearly and effectively multiplies the amount of time and effort required to address even minor items.

**TOWN OF BELMONT EXPENDITURES
FY2013 PROPOSED BUDGETS**

MUNIS Org & Obj	Account Title	FY10 EXPENDED	FY11 EXPENDED	FY12 TOWN FINAL VOTE	FY12 TOWN EST EXP	FY13 TOWN REQ LEVEL SERVICE	% Chg Level Service to FY 12
11221	<u>BOARD OF SELECTMEN</u>						
511100	PART TIME WAGES	6,439	7,510	7,555	7,555	7,601	
511900	WAGES-ELECTED OFFICIALS	14,000	14,000	14,000	14,000	14,000	
517000	HEALTH INSURANCE	19,449	20,269	22,413	22,413	22,413	
517200	WORKERS COMPENSATION	185	177	237	237	272	
	<u>PERSONAL SERVICES</u>	<u>40,074</u>	<u>41,957</u>	<u>44,205</u>	<u>44,205</u>	<u>44,286</u>	
11222							
530000	PROFESSIONAL SERVICES	16					
530005	PROFESSIONAL DEVELOPMENT	170	104	200	200	200	
558900	MISC EXPENSES						
571000	IN-STATE TRAVEL	242	-	300	300	300	
573000	DUES & MEMBERSHIPS	6,823	6,682	6,900	6,900	6,900	
	DOCUMENT IMAGING-HISTORICAL RECORDS						
	<u>OTHER EXPENSES</u>	<u>7,251</u>	<u>6,786</u>	<u>7,400</u>	<u>7,400</u>	<u>7,400</u>	
	Departmental Supplemental Requests					80,568	
	TOTAL BOARD OF SELECTMEN	47,325	48,743	51,605	51,605	132,254	156.3%
15442	<u>VFW LEASE</u>						
527100	LEASED SPACE	7,500	7,500	7,500	7,500	7,500	
	TOTAL VFW LEASE	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	0.0%
11971	<u>COMMUNITY RELATIONS</u>						
511100	PART TIME WAGES	460	495				
	<u>PERSONAL SERVICES</u>	<u>460</u>	<u>495</u>	<u>-</u>	<u>-</u>	<u>-</u>	
11972							
534600	ANNUAL TOWN REPORT-PRINTING						
534700	TOWN MEETING REPORTS	158	267				
	<u>PURCHASE OF SERVICES</u>	<u>158</u>	<u>267</u>	<u>-</u>	<u>-</u>	<u>-</u>	
	TOTAL COMMUNITY RELATIONS	618	762	-	-	-	

**TOWN OF BELMONT EXPENDITURES
FY2013 PROPOSED BUDGETS**

MUNIS Org & Obj	Account Title	FY10 EXPENDED	FY11 EXPENDED	FY12 TOWN FINAL VOTE	FY12 TOWN EST EXP	FY13 TOWN REQ LEVEL SERVICE	% Chg Level Service to FY 12
11981	<u>COMMITTEES/COMMISSIONS</u>						
511100	PART TIME WAGES	21,095	21,095	21,095	21,095	21,862	
	PERSONAL SERVICES	21,095	21,095	21,095	21,095	21,862	
11982							
534700	PRINTING	100	94	400	400	400	
542100	OFFICE SUPPLIES	475	182	400	400	400	
	TOTAL SUPPLIES	575	275	800	800	800	
	TOTAL COMMITTEE/COMMISSION:	21,670	21,370	21,895	21,895	22,662	3.5%
	<u>GENERAL MANAGEMENT SERVICES</u>						
11231							
511000	FULL TIME WAGES	269,623	256,697	270,738	270,738	278,761	
511100	PART TIME WAGES					24,504	
513000	OVERTIME		772				
517000	HEALTH INSURANCE	5,243	5,464	6,042	6,042	6,042	
517200	WORKERS COMPENSATION	751	719	960	960	1,104	
517800	MEDICARE	4,960	3,956	4,484	4,484	4,714	
573200	DISABILITY INSURANCE	1,566	1,566	1,600	1,600	1,600	
	PERSONAL SERVICES	282,143	269,174	283,824	283,824	316,725	
11232							
524500	MAINTENANCE OFFICE EQUIP.	267	59	200	200	200	
527200	RENTALS/LEASES	2,961	2,376	3,200	3,200	3,200	
530000	PROFESSIONAL SERVICES	4,453	4,538	5,000	5,000	5,000	
531700	PROFESSIONAL STAFF DEVELOPME	1,090	1,211	1,500	1,500	1,500	
531900	ADVERTISING SERVICE	275	389	700	700	700	
534100	TELEPHONE	947	984	850	850	850	
534600	PRINTING/MAILING	38	52	90	90	90	
534700	TOWN MEETING REPORTS		-	250	250	250	
542100	OFFICE SUPPLIES	1,121	956	1,150	1,150	1,150	
542100	PHOTOCOPY SUPPLIES						
552900	BOOKS/PERIODICALS						
571000	IN-STATE TRAVEL	2,602	3,175	2,700	2,700	2,700	
573000	DUES & MEMBERSHIPS	1,378	1,378	1,500	1,500	1,500	
	OTHER EXPENSES	15,132	15,117	17,140	17,140	17,140	
	TOTAL MANAGEMENT SERVICES	297,275	284,291	300,964	300,964	333,865	10.9%

**TOWN OF BELMONT EXPENDITURES
FY2013 PROPOSED BUDGETS**

MUNIS Org & Obj	Account Title	FY10 EXPENDED	FY11 EXPENDED	FY12 TOWN FINAL VOTE	FY12 TOWN EST EXP	FY13 TOWN REQ LEVEL SERVICE	% Chg Level Service to FY 12
<u>11512</u>	<u>LEGAL SERVICES</u>						
530100	PROF. SERVICE-LEGAL	233,327	187,468	235,000	235,000	235,000	
576100	SETTLEMENTS	4,000	500	5,000	5,000	5,000	
	<u>OTHER EXPENSES</u>	<u>237,327</u>	<u>187,968</u>	<u>240,000</u>	<u>240,000</u>	<u>240,000</u>	
	TOTAL LEGAL SERVICES	237,327	187,968	240,000	240,000	240,000	0.0%