



# Town of Wellesley

## FY2018 Budget Request

### Executive Director Operating Request

Department: 122

Department Head: Hans Larsen, Executive Director

<b>DEPARTMENT EXPENDITURES</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Request</b>	<b>\$ Variance FY17-18</b>	<b>% Variance FY17-18</b>
Personal Services							
Full Time	\$ 376,932	\$ 403,340	\$ 432,065	\$ 448,738	\$ 455,991	\$ 7,254	1.62%
Part Time/Temp/Seasonal	1,621	-	-	2,461	-	(2,461)	-100.00%
Longevity	600	600	600	600	600	-	0.00%
<b>Subtotal, Personal Services</b>	<b>379,152</b>	<b>403,940</b>	<b>432,665</b>	<b>451,799</b>	<b>456,591</b>	<b>4,793</b>	<b>1.06%</b>
Expenses	19,346	30,361	20,817	26,500	28,925	2,425	9.15%
Encumbrances	1,004	103	1,507	-	-	-	0.00%
	<b>20,350</b>	<b>30,464</b>	<b>22,324</b>	<b>26,500</b>	<b>28,925</b>	<b>2,425</b>	<b>9.15%</b>
<b>TOTAL</b>	<b>\$ 399,503</b>	<b>\$ 434,404</b>	<b>\$ 454,989</b>	<b>\$ 478,299</b>	<b>\$ 485,516</b>	<b>\$ 7,218</b>	<b>1.51%</b>

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Request</b>
Position Titles:					
Executive Director	1.0	1.0	1.0	1.0	1.0
Senior Deputy Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Staff*	<u>3.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
<b>Total Number of Positions</b>	<b>6.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

\* Veteran's Assistant/Insurance transferred to Finance in 2015

**Executive Director Operating Request**

Org	Object	Account # 01-122 Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
<b>PERSONAL SERVICES</b>										
01122100	511010	Senior Administrator	Salary of the Executive Director	\$ 168,947	\$ 173,340	\$ 191,462	\$ 195,499	\$ 193,800	\$ (1,699)	-0.87%
01122100	511220	Other Professionals*	Salaries of Dep. Directors & Exec. Asst.	157,815	\$ 177,557	187,435	198,949	207,037	8,088	4.07%
01122100	511370	Clerical	Salaries for staff	50,169	\$ 52,443	53,168	54,289	55,154	865	1.59%
01122100	512290	Part-Time/Seasonal	Part-Time/Seasonal	1,621	\$ -	-	2,461	-	(2,461)	-100.00%
01122100	515050	Longevity	Longevity payment due personnel with more than 15 years service.	600	\$ 600	600	600	600	-	0.00%
<b>PERSONAL SERVICES SUBTOTAL</b>				<b>379,152</b>	<b>403,940</b>	<b>432,665</b>	<b>451,799</b>	<b>456,591</b>	<b>4,793</b>	<b>1.06%</b>

\* Vacant position in FY13, approximately \$80,000

<b>EXPENSES</b>										
01122200	517020	Medical Check-up	Replacement physical	-	-	-	-	-	-	0.00%
01122200	521010	Electricity	Cover Streelight Deficit	-	11,797	-	-	-	-	0.00%
01122200	524030	Equip. Maint. Contracts	Maintenance for the time stamp machine.	-	-	-	-	-	-	0.00%
01122200	530500	Training & Development	Training for staff members enables the department to stay informed about changes in laws and procedures related to payroll,	-	-	-	3,000	3,000	-	0.00%
01122200	530600	Appraisals & Surveys	Appraisals as required for land/municipal surveys.	3,213	-	1,460	2,000	2,000	-	0.00%
01122200	530900	Other Professional Services		-	587	2,801	500	500	-	0.00%
01122200	534010	Postage	For routine mailing and also to cover additional mailings (e.g., reports, surveys, etc.).	1,356	2,325	2,745	2,500	2,500	-	0.00%
01122200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers.	1,756	472	455	1,500	1,500	-	0.00%
01122200	534035	Advertising- Employment	For employment advertising.	627	210	-	600	600	-	0.00%
01122200	534040	Printing and Binding Expense	For large jobs which can't be handled by office copier (e.g., budgets and reports).	-	57	21	500	500	-	0.00%

**Executive Director Operating Request**

<b>Org</b>	<b>Object</b>	<b>Account # 01-122 Account Title</b>	<b>Explanation</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Request</b>	<b>\$ Variance FY17-18</b>	<b>% Variance FY17-18</b>
01122200	542010	Office Supplies	Office supplies	2,412	1,489	2,230	2,500	2,500	-	0.00%
01122200	549090	Other Food Service Supplies		-	272	213			-	0.00%
01122200	555020	Periodicals & Newspapers	Newspaper subscriptions	80	86	667	200	200	-	0.00%
01122200	571010	In-state travel (mileage)	For reimbursement of mileage	260	159	42	300	300	-	0.00%
01122200	571110	Conf/Meetings Administrators	Attendance at in and out-of-state conferences enables the Town to keep current on new topics and ideas, and exert some influence on decisions by the state or other groups which may impact the Town.	239	356	1,862	2,000	3,625	1,625	81.25%
01122200	573010	Dues-Administrators	Dues for professional organizations such as MMMA, AICP	1,587	1,579	-	2,000	2,800	800	40.00%
01122200	573040	Dues-Committee/Board Members	Massachusetts Municipal Association and Norfolk County Selectmen's Association dues.	7,816	7,972	8,321	8,900	8,900	-	0.00%
01122200	578010	Approved Special Dept Expense	Funds for the care of Town-owned cemetery lots for indigent persons at Woodlawn Cemetery.	-	-	-	-	-	-	0.00%
01122200	578090	Unclassified Expenses	Inactive Account	-	3,000	-	-	-	-	0.00%
			<b>EXPENSES SUBTOTAL</b>	<b>19,346</b>	<b>30,361</b>	<b>20,817</b>	<b>26,500</b>	<b>28,925</b>	<b>8,108</b>	<b>30.60%</b>
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	1,004	103	1,507	-	-	-	0.00%
			<b>DEPARTMENT TOTAL</b>	<b>\$ 399,503</b>	<b>\$ 434,404</b>	<b>\$ 454,989</b>	<b>\$ 478,299</b>	<b>\$ 485,516</b>	<b>\$ 7,218</b>	<b>1.51%</b>

**Executive Director Operating Request**

Department: 122

Job Title Employee Name	FY17 Rate as of 6/30/2017	Group - Step	FY18 Starting Rate 7/1/2017	Total Yrly Salary	Other Funding Sources	
					Traffic & Parking (50%)	Tax Impact
					27293100	Salary Request (Dept 122)
Executive Director Blythe Robinson	\$ 3,653.85	69	\$ 3,726.93	193,800		193,800
Assistant Executive Director Meghan Jop	\$ 2,168.96	61	\$ 2,168.96	112,786		112,786
Deputy Director Terrance Connolly	\$ 1,658.52	58	\$ 1,658.52	86,243		86,243
Executive Assistant Tanyalee Williams	\$ 983.27	51	\$ 983.27	51,130		51,130
Administrative Secretary Alexandra Hobson	\$ 1,039.85	49-6	\$ 1,060.65	55,154		55,154
Part Time Seasonal				-		2,461
Offsets - 50% of T. Connolly Salary					43,122	(43,122)
Longevity-A. Hobson	N/A	N/A	N/A	600		600
				<b>499,713</b>	<b>43,122</b>	<b>\$ 459,052</b>

\*Note: FY18 Salary is based on 52 weeks