



Town of Wellesley

FY2018 Budget Request

Council on Aging Operating Request

Department: 541

Department Head: Gayle Thieme, COA Director

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 199,604	\$ 200,202	\$ 241,228	\$ 281,411	\$ 293,715	\$ 12,304	4.37%
Part Time	25,502	67,735	85,098	97,867	100,473	2,606	2.66%
Grant Offsets	-	(31,045)	(53,432)	(53,432)	(43,432)	10,000	-18.72%
Subtotal, Personal Services	225,106	236,893	272,894	325,846	350,756	24,910	7.64%
Expenses	118,649	110,023	158,850	170,222	114,866	(55,356)	-32.52%
Encumbered Expended	-	-	-	-	-	-	0.00%
Subtotal, Expenses	118,649	110,023	158,850	170,222	114,866	(55,356)	(0)
TOTAL	\$ 343,755	\$ 346,915	\$ 431,743	\$ 496,068	\$ 465,622	\$ (30,447)	-6.14%

PERMANENT STAFFING (FTEs)	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Position Titles:					
Director of Senior Services	1.0	1.0	1.0	1.0	1.0
Assistant Senior Administrator			1.0	1.0	1.0
Health & Social Services Admin.	1.0	1.0	1.0	1.0	1.0
Prog & Office Assistant	1.0	1.0	1.0	1.0	1.0
Sr. Activities Coordinator	1.0	1.0	1.0	1.0	1.0
Activities Assistant (15 hrs./wk.)			0.38	0.38	0.38
Transportation Coordinator (19 hrs.)	0.0	0.48	0.45	0.48	0.48
Transportation Coordinator (19 hrs)	0.2	0.2	0.45	0.48	0.48
Office Support (5 hrs./wk.)	0.1	0.1	0.1	0.1	0.1
Volunteer Coord (15 hours/wk.)	0.4	0.38	0.38	0.38	0.38
Bus Driver A (18 hrs./wk.)	0.0	0.45	0.45	0.45	0.45
Bus Driver B (18 hrs./wk.)	0.0	0.45	0.45	0.45	0.45
On-call Bus Driver (1 hr./wk.)				0.03	0.03
On-call Bus Driver (1 hr./wk.)				0.03	0.03
Total Number of Positions	4.7	6.1	7.7	7.8	7.8

Council On Aging - FY18 Operating Budget Request

Org	Object	Account # 01-541 Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
01541100	511010	Senior Administrator	Director of Senior Services	\$ 72,336	\$ 74,687	\$ 77,035	\$ 78,852	\$ 78,549	\$ (303)	-0.38%
01541100	511220	Other Professionals	Health & Social Services Administr., Asst. Director	48,011	52,322	80,988	114,354	114,607	253	0.22%
01541100	511370	Clerical	Program & Office Assist., Senior Activities Coord..	79,257	73,192	83,205	88,205	100,559	12,354	14.01%
01541100	512290	Part-time	Activities Asst.; Vol Coord; 2 Transp Coords; 2 Bus Drivers; 2 On-Call Bus Drivers; Office Support	25,502	67,735	85,098	97,867	100,473	2,606	2.66%
	569500	Offsetting Grants	EOEA **	-	(31,045)	(53,432)	(53,432)	(43,432)	10,000	-18.72%
			PERSONAL SERVICES SUBTOTAL	225,106	236,893	272,894	325,846	350,756	24,910	7.64%
** Anticipated FY 18 EOEA grant total = \$54,290										
01541200	517020	Medical Check-up	HR Exp.	60	334	-	-	-	-	0.00%
01541200	524030	Equipment Maintenance	Software fees (MySrCenter, Assisted Rides, Comcast)	2,021	2,343	2,474	2,500	3,000	500	20.00%
01541200	527010	Building Rental/Lease	WCC rent and janitorial payments	80,379	81,139	115,349	128,953	70,826	(58,127)	-45.08%
01541200	530500	Training & Development	Staff Professional Development Opportunities	-	-	7,536	-	4,100	4,100	0.00%
01541200	530900	Other Professional Service	Dues NCOA & MCOA. Language Line & Survey Monkey fees	707	660	936	800	1,831	1,031	128.88%
01541200	533090	Public Transportation	Bus contract subsidy	17,000	-	-	-	-	-	0.00%
01541200	541010	Public Transportation	Gasoline	-	4,780	3,352	6,000	4,000	(2,000)	-33.33%
01541200	524020	Public Transportation	Vehicle maintenance	-	888	3,673	5,500	5,000	(500)	-9.09%
01541200	534010	Postage	General postage	992	704	1,136	1,119	1,119	-	0.00%
01541200	534020	Telephone	Bus driver cell phone and Fax	2,867	2,699	2,285	4,500	540	(3,960)	-88.00%
01541200	534035	Advertising- Employment	HR Exp.	502	920	-	-	-	-	0.00%
01541200	534040	Printing and Mailing Expense	Newsletter mailings to households 60+; six times per year	4,250	3,873	5,727	5,000	6,000	1,000	20.00%

01541200	534060	Photocopying	Monthly Svc. Agreement + overages	1,450	2,912	2,967	3,500	1,650	(1,850)	-52.86%
01541200	538090	Other Purchased Services		50	10	14	50	-	(50)	-100.00%
01541200	542010	Office Supplies	Office Supplies	951	1,011	1,490	1,500	1,750	250	16.67%
01541200	557010	Programs and Activities	Non income events: Socials, Lecture Series at Increased participation; Coffee & supplies; Implementation Mktg. recommendations	5,473	5,803	11,591	10,000	15,000	5,000	50.00%
01541200	571010	In-state travel (mileage)	Staff business related expense	695	713	1,420	800	1,300	500	62.50%
01541200	571110	Conf/Meetings Administrators	Conference Fees	1,251	1,236	1,129	3,000	1,250	(1,750)	-58.33%
01541200	583120	Office Machines Replacement	Office, copier, and fax machine	-	-	2,000			-	0.00%
28554133	533090	Participation Fares	Bus Fares	-	-	-	(3,000)	(2,500)	500	-16.67%
01541200	599999	Unapprop/Unassigned		-	-	(4,231)	-	-	-	0.00%
				EXPENSE SUBTOTAL						
				118,649	110,023	158,850	170,222	114,866	(55,356)	-32.52%
570000		Other Charges & Expenses	Encumbered expenses from prior fiscal year	\$ -	\$ 439	\$ 48	\$ -	\$ -	-	0.00%
				DEPARTMENT TOTAL						
				\$ 343,755	\$ 346,915	\$ 431,743	\$ 496,068	\$ 465,622	\$ (30,447)	-6.14%

Council On Aging - FY18 Operating Budget Request

Job Title Employee Name	FY17 Rate as of 6/30/17	FY18 RATE REQUEST					Total Budget Request
		Group - Step	Starting Rate 7/1/17	Step Adjustment Date	Adjusted Rate	Offsets	
Director of Senior Services Gayle Thieme (DOH 4/23/2003)	\$ 1,510.56	58	\$ 1,510.56				78,549
Assistant Director of Senior Services Linda Clifford (DOH 10/21/13)	\$ 1,136.17	54	\$ 1,136.17				59,081
Health & Social Services Administrator (DOH 1/27/16) Kathryn Burnham	\$ 1,067.81	53	\$ 1,067.81				55,526
Program & Office Assistant Elizabeth Bradley (DOH 12/22/14)	\$ 957.95	47-6 6/22/17	\$ 977.11				50,810
Senior Activities Coordinator Ashley Shaheen (DOH 6/25/13)	\$ 916.65	47-5 12/25/16	\$ 934.98	47-6 12/25/17	976.85		49,750
Activities Assistant - 15 hrs/wk Harrington Beth	\$ 225.00	DGEN	\$ 230.70				11,996
Volunteer Coordinator - 15 hrs/wk Carolyn Burt	\$ 252.45	DGEN	\$ 258.75				13,455
Transportation Coordinator - Jill Dube 19 hrs./week	\$ 387.60		\$ 397.29				20,659
Transportation Coordinator - Judy Siggins 19 hrs/week	\$ 387.60		\$ 397.29				20,659
On Call Office Help - 5 hrs/wk) Betsy Visvis	\$ 51.00		\$ 52.30				2,720
Bus Driver A -18 hrs/week Richard Waldman	\$ 275.40		\$ 282.24				14,676
Bus Driver B - 18 hrs/week - James Murphy	\$ 275.40		\$ 282.24				14,676
On-call Bus Driver -	\$ 15.30		\$ 15.68				815
On-call Bus Driver - Hector McDonald	\$ 15.30		\$ 15.68				815
Final Year of Gateway Transfer						-	-
EOWA Grant						(43,432)	(43,432)
Total Salary							\$ 350,756

*Note: FY18 Salary is based on 52 weeks

Assumptions:

40 series increase	2.00%	1.020
50,60 series increase	2.00%	1.000
Part timers	2.50%	1.025