



# Town of *Wellesley*

## FY2019 Budget Request

### Executive Director Operating Request

Department: 122

Department Head: Blythe Robinson, Executive Director

<b>DEPARTMENT EXPENDITURES</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Request</b>	<b>\$ Variance FY18-19</b>	<b>% Variance FY18-19</b>
Personal Services							
Full Time	\$ 403,340	\$ 432,065	\$ 434,799	\$ 459,973	\$ 456,319	\$ (3,654)	-0.79%
Part Time/Temp/Seasonal	-	-	-	-	7,000	7,000	-
Longevity	600	600	600	600	-	(600)	-100.00%
<b>Subtotal, Personal Services</b>	<b>403,940</b>	<b>432,665</b>	<b>435,399</b>	<b>460,573</b>	<b>463,319</b>	<b>2,746</b>	<b>0.60%</b>
Expenses	30,361	20,817	24,963	28,925	33,225	4,300	14.87%
Encumbrances	103	1,507	-	-	-	-	-
	<b>30,464</b>	<b>22,324</b>	<b>24,963</b>	<b>28,925</b>	<b>33,225</b>	<b>4,300</b>	<b>14.87%</b>
<b>TOTAL</b>	<b>\$ 434,404</b>	<b>\$ 454,989</b>	<b>\$ 460,362</b>	<b>\$ 489,498</b>	<b>\$ 496,544</b>	<b>\$ 7,046</b>	<b>1.44%</b>

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Request</b>
Position Titles:					
Executive Director	1.0	1.0	1.0	1.0	1.0
Assistant Exec. Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	-
Communications Officer	-	-	-	-	1.0
Executive Assistant*	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>1.0</u>
<b>Total Number of Positions</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>

\* FY19 Dep. Director position eliminated, Clerk position eliminated

**Executive Director Operating Request**

Org	Object	Account # 01-122 Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
<b>PERSONAL SERVICES</b>										
01122100	511010	Senior Administrator	Salary of the Executive Director	\$ 173,340	\$ 191,462	\$ 195,116	\$ 193,800	\$ 197,676	\$ 3,876	2.00%
01122100	511220	Other Professionals*	Salaries of Asst. Exec. Dir, Comm Officer. & Exec. Asst.	\$ 230,000	240,603	239,684	266,173	258,643	(7,530)	-2.83%
01122100	512290	Temporary Help	Substitute Exec. Assistant (vacations/sick leave and transcription)	\$ -	-	-	-	7,000	7,000	0.00%
01122100	515050	Longevity	Longevity payment due personnel with more than 15 years service.	\$ 600	600	600	600	-	(600)	-100.00%
			<b>PERSONAL SERVICES SUBTOTAL</b>	<b>403,940</b>	<b>432,665</b>	<b>435,399</b>	<b>460,573</b>	<b>463,319</b>	<b>2,746</b>	<b>0.60%</b>
* Vacant position in FY13, approximately \$80,000										
<b>EXPENSES</b>										
01122200	521010	Electricity	Cover Streetlight Deficit	11,797	-	-	-	-	-	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,	-	-	915	3,000	2,500	(500)	-16.67%
01122200	530600	Appraisals & Surveys	Appraisals as required for land/municipal surveys.	-	1,460	4,500	2,000	2,000	-	0.00%
01122200	530900	Other Professional Services	Consulting Services as needed	587	2,801	2,835	500	5,000	4,500	900.00%
01122200	534010	Postage	For routine mailing and also to cover additional mailings (e.g., reports, surveys, etc.).	2,325	2,745	1,701	2,500	2,500	-	0.00%
01122200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers.	472	455	931	1,500	1,200	(300)	-20.00%
01122200	534035	Advertising- Employment	For employment advertising.	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%
01122200	542010	Office Supplies	Office supplies	1,489	2,230	3,519	2,500	3,000	500	20.00%
01122200	549090	Other Food Service Supplies		272	213			-	-	0.00%

**Executive Director Operating Request**

<b>Org</b>	<b>Object</b>	<b>Account # 01-122 Account Title</b>	<b>Explanation</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Budget</b>	<b>FY19 Request</b>	<b>\$ Variance FY18-19</b>	<b>% Variance FY18-19</b>
01122200	555020	Periodicals & Newspapers	Newspaper subscriptions	86	667	450	200	300	100	50.00%
01122200	571010	In-state travel (mileage)	For reimbursement of mileage	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.	356	1,862	1,588	3,625	3,625	-	0.00%
01122200	573010	Dues-Administrators	Dues for professional organizations such as MMMA, AICP	1,579	-	-	2,800	2,800	-	0.00%
01122200	573040	Dues-Committee/Board Members	Massachusetts Municipal Association and Norfolk County Selectmen's Association dues.	7,972	8,321	8,524	8,900	8,900	-	0.00%
01122200	578090	Unclassified Expenses	Inactive Account	3,000	-	-	-	-	-	0.00%
			<b>EXPENSES SUBTOTAL</b>	<b>30,361</b>	<b>20,817</b>	<b>24,963</b>	<b>28,925</b>	<b>33,225</b>	<b>4,300</b>	<b>14.87%</b>
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	103	1,507	-	-	-	-	0.00%
			<b>DEPARTMENT TOTAL</b>	<b>\$ 434,404</b>	<b>\$ 454,989</b>	<b>\$ 460,362</b>	<b>\$ 489,498</b>	<b>\$ 496,544</b>	<b>\$ 7,046</b>	<b>1.44%</b>

**Executive Director Operating Request**

Department: 122

Job Title Employee Name	FY18 Rate as of 6/30/2018	Group - Step	FY19 Starting Rate 7/1/2018	Total Yrly Salary	Other Funding Sources	
					Traffic & Parking (50%)	Tax Impact
Executive Director Blythe Robinson	\$ 3,726.92	69	\$ 3,801.46	197,676	27293100	Salary Request (Dept 122) <b>197,676</b>
Assistant Executive Director Meghan Jop	\$ 2,212.35	61	\$ 2,212.35	115,042		<b>115,042</b>
Communications Officer or TBD	\$ 1,552.02	TBD	\$ 1,552.02	80,705		<b>80,705</b>
Executive Assistant Heidi Henderson	\$ 1,209.54	53	\$ 1,209.54	62,896		<b>62,896</b>
Temporary help during vacations/sick	\$ -		\$ -	-		<b>5,000</b>
Temporary help - transcribing minutes	\$ -		\$ -	-		<b>2,000</b>
				<b>456,319</b>	<b>-</b>	<b>\$ 463,319</b>

\*Note: FY19 Salary is based on 52 weeks

Assumptions:

40 series increase	2.00%	1.020
50,60 series increase	2.00%	1.000
Contract Employee	2.00%	1.020
Temp. Help \$30/hr for 4.5 weeks		