



Town of Wellesley

FY2019 Budget Request

Council on Aging Operating Request

Department: 541

Department Head: Gayle Thieme, COA Director

DEPARTMENT EXPENDITURES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
Personal Services							
Full Time	\$ 200,202	\$ 241,228	\$ 287,635	\$ 297,579	\$ 300,662	\$ 3,083	1.04%
Part Time	67,735	85,098	79,594	100,473	111,916	11,444	11.39%
Grant Offsets	(31,045)	(53,432)	(53,432)	(43,432)	(43,432)	-	0.00%
Subtotal, Personal Services	236,893	272,894	313,798	354,620	369,147	14,527	4.10%
						-	
Expenses	110,023	158,850	167,244	114,866	63,446	(51,420)	-44.77%
Encumbered Expended	-	-	-	-	-	-	0.00
Subtotal, Expenses	110,023	158,850	167,244	114,866	63,446	(51,420)	-44.77%
TOTAL	\$ 346,915	\$ 431,743	\$ 481,042	\$ 469,486	\$ 432,593	\$ (36,893)	-7.86%

PERMANENT STAFFING (FTEs)	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 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	1.0
Health & Social Services Admin.	1.0	1.0	1.0	1.0	1.0
Program & Office Assistant	1.0	1.0	1.0	1.0	1.0
Senior Activities Coordinator	1.0	1.0	1.0	1.0	1.0
Activities Assistant (15 hrs./wk.)		0.38	0.38	0.38	0.38
Transportation Coordinator (19 hrs.)	0.48	0.45	0.48	0.48	0.48

Transportation Coordinator (19 hrs.)	0.2	0.45	0.48	0.48	0.48
Office Assistant (15 hrs./wk.)	0.1	0.1	0.1	0.1	0.38
Volunteer Coord (19 hrs./wk.)	0.38	0.38	0.38	0.38	0.48
Bus Driver A (16 hrs./wk.)	0.45	0.45	0.45	0.45	0.40
Bus Driver B (16 hrs./wk.)	0.45	0.45	0.45	0.45	0.40
Bus Driver C (5 hrs./wk.)					0.12
On-call Bus Driver (1 hr./wk.)			0.03	0.03	0.03
Total Number of Positions	6.1	7.7	7.7	7.8	8.1

Council On Aging - FY19 Operating Budget Request

Org	Object	Account # 01-541 Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
PERSONAL SERVICES										
01541100	511010	Senior Administrator	Director of Senior Services	\$ 74,687	\$ 77,035	\$ 78,942	\$ 80,120	\$ 80,120	\$ (0)	0.00%
01541100	511220	Other Professionals	Assistant Director, Health & Social Services Administrator	52,322	80,988	114,888	116,900	116,900	(0)	0.00%
01541100	511370	Clerical	Program & Office Assistant, Senior Activities Coordinator	73,192	83,205	93,805	100,559	103,643	3,084	3.07%
01541100	512290	Part-time	Activities Assistant, Volunteer Coordinator, 2 Transportation Coordinators; 3 Bus Drivers; 1 On-Call Bus Driver; Office Assistant	67,735	85,098	79,594	100,473	111,916	11,444	11.39%
	569500	Offsetting Grants	EOEA **, Eastern Development (\$10K)	(31,045)	(53,432)	(53,432)	(43,432)	(43,432)	-	0.00%
PERSONAL SERVICES SUBTOTAL				236,893	272,894	313,798	354,620	369,147	14,527	4.10%
** Anticipated FY 19 EOEA grant total = \$52,661.30										
01541200	517020	Medical Check-up	HR Expense	334	-	-	-	-	-	0.00%
01541200	524030	Equipment Maintenance	MySeniorCenter hardware upgrades	2,343	2,474	2,254	3,000	2,500	(500)	-16.67%
01541200	534080	Software Licenses	MySeniorCenter, Assisted Rides, InDesign, Survey Monkey annual subscription fees	-	-	-	-	4,716	4,716	0.00%
01541200	524050	Computer Equipment Maintenance	Staff laptop replacement	-	-	-	-	1,000	1,000	0.00%
01541200	543040	Equipment Maintenance /Repair Supplies	TPC kitchen equipment; coffee brewer; A/V	-	-	-	-	5,000	5,000	0.00%
01541200	527010	Building Rental/Lease	WCC rent and janitorial payments	81,139	115,349	127,461	70,826	-	(70,826)	-100.00%
01541200	530500	Training & Development	Staff Professional Development Opportunities	-	7,536	2,769	4,100	4,100	-	0.00%
01541200	530900	Other Professional Services		660	936	1,187	1,831	-	(1,831)	-100.00%
01541200	573010	Dues - Administrators	NCOA and MCOA annual dues	-	-	-	-	1,231	1,231	0.00%
01541200	533090	Public Transportation	Transportation donation offset	-	-	(1,947)	(2,500)	(2,500)	-	0.00%
01541200	541010	Public Transportation	Gasoline	4,780	3,352	3,150	4,000	5,000	1,000	25.00%
01541200	524020	Public Transportation	Vehicle maintenance	888	3,673	3,065	5,000	6,000	1,000	20.00%
01541200	534010	Postage	General postage	704	1,136	738	1,119	1,000	(119)	-10.63%

Council On Aging - FY19 Operating Budget Request

Org	Object	Account # 01-541 Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
01541200	534020	Telephone	Bus driver cell phone; 4 required POTS lines @ TPC	2,699	2,285	1,506	540	1,560	1,020	188.89%
01541200	534055	Cable and Internet	Monthly Comcast	-	-	-	-	900	900	0.00%
01541200	534035	Advertising - Employment	HR Expense	920	-	-	-	-	-	0.00%
01541200	534040	Printing and Mailing Expense	Newsletter mailings to households 60+ six times per year; other printing expenses	3,873	5,727	6,070	6,000	9,000	3,000	50.00%
01541200	534060	Photocopying	Monthly Service Agreement + overages	2,912	2,967	619	1,650	1,139	(511)	-30.97%
01541200	538090	Other Purchased Services		10	14	136	-	-	-	0.00%
01541200	542010	Office Supplies	Office Supplies	1,011	1,490	1,623	1,750	2,500	750	42.86%
01541200	557010	Programs and Activities	Supplies and materials associated with non-fee based events	5,803	11,591	12,371	15,000	17,000	2,000	13.33%
01541200	557020	Social and Cultural Programs		-	-	61	-	-	-	0.00%
01541200	571010	In-state travel (mileage)	Staff business related expense	713	1,420	1,660	1,300	1,800	500	38.46%
01541200	557030	COA Survey		-	-	3,361	-	-	-	0.00%
01541200	571110	Conferences/Meetings Administrators	Conference Fees	1,236	1,129	1,163	1,250	1,500	250	20.00%
01541200	583120	Office Machines Replacement	Office, copier, and fax machine	-	2,000	-	-	-	-	0.00%
01541200	599999	Unapprop/Unassigned		-	(4,231)	-	-	-	-	0.00%
			EXPENSE SUBTOTAL	110,023	158,850	167,244	114,866	63,446	(51,420)	-44.77%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	\$ 439	\$ 48	\$ -	\$ -	\$ -	-	0.00%
			DEPARTMENT TOTAL	\$ 346,915	\$ 431,743	\$ 481,042	\$ 469,486	\$ 432,593	\$ (36,893)	-7.86%

Council On Aging - FY19 Operating Budget Request - Salaries

Job Title Employee Name	FY18 Rate as of 6/30/18	FY19 RATE REQUEST					Total Budget Request
		Group - Step	Starting Rate 7/1/18	Step Adjustment Date	Adjusted Rate	Offsets	
Director of Senior Services Gayle Thieme (DOH 4/28/2003)	\$ 1,540.77	58	\$ 1,540.77				80,120
Assistant Director of Senior Services Linda Clifford (DOH 10/21/13)	\$ 1,158.90	54	\$ 1,158.90				60,263
Health & Social Services Administrator Kathryn Burnham (DOH 1/27/16)	\$ 1,089.17	53	\$ 1,089.17				56,637
Program & Office Assistant Elizabeth Bradley (DOH 12/22/14)	\$ 977.20	47-6 6/22/17	\$ 996.74				51,831
Senior Activities Coordinator Ashley Shaheen (DOH 6/25/13)	\$ 976.85	47-6 12/25/17	\$ 996.39				51,812
Activities Assistant - 15 hrs/wk - Beth Harrington	\$ 230.70	DGEN	\$ 235.35				12,238
Volunteer Coordinator - 19 hrs/wk - Sara Raveret	\$ 252.45	DGEN	\$ 326.23				16,964
Transportation Coordinator - 19 hrs/wk - Jill Dube	\$ 397.29		\$ 405.27				21,074
Transportation Coordinator - 19 hrs/wk - Judy Siggins	\$ 397.29		\$ 405.27				21,074
Office Assistant - 15 hrs/wk - Betsy Visvis	\$ 56.35		\$ 172.50				8,970
Bus Driver A - 16 hrs/wk - Richard Waldman	\$ 282.24		\$ 255.84				13,304
Bus Driver B - 16 hrs/wk - James Murphy	\$ 282.24		\$ 255.84				13,304
Bus Driver C - 5 hrs/wk - TBD	\$ 15.68		\$ 79.95				4,157
On-call Bus Driver - 1 hr/wk - Hector McDonald	\$ 15.68		\$ 15.99				831
Eastern Development Grant						(10,000)	(10,000)
EOEA Grant						(33,432)	(33,432)
Total Salary							\$ 369,147

*Note: FY19 Salary is based on 52 weeks

Assumptions:

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