



# Town of Wellesley

## FY2018 Budget Request

### Planning Department Operating Request

Department: 175

Department Head: Michael Zehner, Planning Director

DEPARTMENT	FY14	FY15	FY16	FY17	FY18	\$ Variance	% Variance
EXPENDITURES	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Request</u>	<u>FY17-18</u>	<u>FY17-18</u>
Personal Services							
Director	\$ 85,906	\$ 82,287	\$ 85,906	\$ 87,932	\$ 87,594	\$ (338)	-0.38%
Other Professionals	92,013	105,487	92,013	124,702	116,755	(7,947)	-6.37%
Support Staff	26,233	24,908	26,233	26,089	26,509	420	1.61%
<b>Subtotal, Personal Services</b>	<b>204,151</b>	<b>212,682</b>	<b>204,151</b>	<b>238,723</b>	<b>230,858</b>	<b>(7,864)</b>	<b>-3.29%</b>
Expenses	31,388	18,394	31,388	46,750	42,750	(4,000)	-8.56%
Encumbrances	650	-	650	-	-	-	0.00%
<b>Subtotal, Expenses</b>	<b>32,038</b>	<b>18,394</b>	<b>32,038</b>	<b>46,750</b>	<b>42,750</b>	<b>(4,000)</b>	<b>-8.56%</b>
<b>TOTAL TAX IMPACT</b>	<b>\$ 236,189</b>	<b>\$ 231,076</b>	<b>\$ 236,189</b>	<b>\$ 285,473</b>	<b>\$ 273,608</b>	<b>\$ (11,864)</b>	<b>-4.16%</b>

PERMANENT STAFFING (FTEs)	FY14	FY15	FY16	FY17	FY18
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Request</u>
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0	1.0	1.0
Planner	1.0	1.0	1.0	1.0	1.0
Secretary/Technical Assistant	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>
<b>Total Number of Positions</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>	<b>3.6</b>

**Planning Department FY18 Operating Budget Request**

Org	Object	Account # 01-175 Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
<b>PERSONAL SERVICES</b>										
01175100	511010	Senior Administrator	Planning Director	\$ 64,587	\$ 82,287	\$ 85,906	\$ 87,932	\$ 87,594	\$ (338)	-0.38%
01175100	511220	Other Professionals	Senior Planner and Planner	120,371	105,487	92,013	124,702	116,755	(7,947)	-6.37%
01175100	511370	Support Staff	Support Staff	24,163	24,837	26,233	26,089	26,509	420	1.61%
01175100	512040	Clerical/Helpers	Housing Development Corp. Work	-	71	-	-	-	-	0.00%
			<b>PERSONAL SERVICES SUBTOTAL</b>	<b>209,121</b>	<b>212,682</b>	<b>204,151</b>	<b>238,723</b>	<b>230,858</b>	<b>(7,864)</b>	<b>-3.29%</b>
<b>EXPENSES</b>										
01175200	517010	Medical Expenses		-	68	-	-	-	-	0.00%
01175200	517040	Tuition Reimbursement	For job related academic courses.	-	-	-	-	-	-	0.00%
01175200	530900	Other Professional Services <sup>1</sup>	For retaining professional and consultant services	13,878	714	20,000	25,000	25,000	-	0.00%
01175200	534010	Postage	For all mailing.	2,152	2,356	2,637	2,500	2,725	225	9.00%
01175200	534030	Advertising - General	For all newspaper public notice of meetings and public hearings.	1,181	1,547	829	2,000	2,125	125	6.25%
01175200	534060	Photocopying <sup>2</sup>	Beginning FY11, all Townhall copying costs are included as one line item in Dept 199	(81)	-	107	-	-	-	0.00%
01175200	542010	General Office Supplies	For all other office supplies needed by the Planning Department.	1,763	1,460	1,568	3,500	3,600	100	2.86%
01175200	571010	Travel - Mileage	For mileage reimbursement for use of private vehicles by Planning Department staff for subdivision, site inspections, regional meetings.	492	100	620	650	800	150	23.08%
01175200	571110	Conf. Meetings-Administrators <sup>3</sup>	For attendance at conferences and seminars.	845	517	648	1,300	1,500	200	15.38%
01175200	573010	Dues <sup>4</sup>	For professional assoc. membership and Town's dues to MetroWest Regional Collaborative.	11,433	11,631	4,979	11,800	7,000	(4,800)	-40.68%
01175200	578090	Unclassified Expenses		-	-	-	-	-	-	0.00%
			<b>EXPENSE SUBTOTAL</b>	<b>31,663</b>	<b>18,394</b>	<b>31,388</b>	<b>46,750</b>	<b>42,750</b>	<b>(4,000)</b>	<b>-8.56%</b>
		Other Charges & Expenses	Encumbered expenses from prior fiscal year	865	-	650	-	-	-	0.00%
			<b>DEPARTMENT TOTAL</b>	<b>\$ 241,649</b>	<b>\$ 231,076</b>	<b>\$ 236,189</b>	<b>\$ 285,473</b>	<b>\$ 273,608</b>	<b>\$ (11,864)</b>	<b>-4.16%</b>

<sup>1</sup> This account is used for consultant services associated with special projects/studies, and to respond to needs beyond the expertise or time available of Staff. As an example, in FY16 \$20,000 of these funds were used for Phase 1 of the Route 9 Enhancement Study & Plan

<sup>2</sup> Photocopying has become centralized, and is no longer an individual department expense.

<sup>3</sup> This account provides funds to allow Staff and Planning Board members to participate in conferences and training. Professional Staff AICP certification requires a minimum of 32 CM credits every two years. The Southern New England APA Conference accounts for nearly 12 credits a year. With 3 staff members the cost to attend the two day conference is \$450. In addition Planning Board members are encouraged to attend the annual Citizen Planner Conference which costs approximately \$50 pp.

<sup>4</sup> This account includes funds allocated to pay the Town's membership fees in the Metrowest Regional Collaborative, and Staff dues for membership in professional organizations (APA, AICP, etc.).

**Planning Department FY18 Operating Budget Request**

Job Title Employee Name	FY17 Rate as of 6/30/2017	FY18 RATE REQUEST				
		Group - Step	Starting Rate 7/1/2017	Step Adjustment Date	Adjusted Rate	Total Budget Request
Planning Director Michael Zehner	\$ 1,684.50	60	\$ 1,684.50	N/A	N/A	87,594
Senior Planner VACANT	\$ 1,283.75	57	\$ 1,283.75	N/A	N/A	66,755
Planner Victor Panak	\$ 961.54	53	\$ 961.54	N/A	N/A	50,000
Sec/Tech Assistant (P/T 20 hours) Lynda Schelling	\$ 499.80	45-6	\$ 509.80	N/A	N/A	26,509
					<b>Total Salary \$</b>	<b>230,858</b>
Note: FY18 Salary is based on a 52 week year.						