



Town of *Wellesley*

FY2019 Budget Request

Planning Department Operating Request

Department: 175

Department Head: Michael Zehner, Planning Director

DEPARTMENT	FY15	FY16	FY17	FY18	FY19	\$ Variance	% Variance
EXPENDITURES	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Request</u>	<u>FY18-19</u>	<u>FY18-19</u>
Personal Services							
Director	\$ 82,287	\$ 85,906	\$ 87,931	\$ 97,130	\$ 97,130	\$ (0)	0.00%
Other Professionals	105,487	92,013	108,484	137,922	152,300	14,378	10.42%
Support Staff	24,908	26,233	26,314	26,509	27,040	530	2.00%
Subtotal, Personal Services	212,682	204,151	222,729	261,561	276,470	14,908	5.70%
Expenses	18,394	31,388	15,284	42,750	42,750	-	0.00%
Encumbrances	-	650	-	-	-	-	0.00%
Subtotal, Expenses	18,394	32,038	15,284	42,750	42,750	-	0.00%
TOTAL TAX IMPACT	\$ 231,076	\$ 236,189	\$ 238,013	\$ 304,311	\$ 319,220	\$ 14,908	4.90%

PERMANENT STAFFING (FTEs)	FY15	FY16	FY17	FY18	FY19
	<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	1.5	1.5
Secretary/Technical Assistant	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>
Total Number of Positions	3.6	3.6	3.6	4.1	4.1

Planning Department FY19 Operating Budget Request

Org	Object	Account # 01-175 Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
PERSONAL SERVICES										
01175100	511010	Senior Administrator	Planning Director	\$ 82,287	\$ 85,906	\$ 87,931	\$ 97,130	\$ 97,130	\$ (0)	0.00%
01175100	511220	Other Professionals	Senior Planner and Planner	105,487	92,013	108,484	110,422	125,000	14,578	13.20%
01175100	511420	Other Professionals	Part-Time Planner	-	-	-	27,500	27,300	(200)	-0.73%
01175100	511370	Support Staff	Support Staff	24,837	26,233	26,314	26,509	27,040	530	2.00%
01175100	512040	Clerical/Helpers	Housing Development Corp. Work	71	-	-	-	-	-	0.00%
			PERSONAL SERVICES SUBTOTAL	212,682	204,151	222,729	261,561	276,470	14,908	5.70%
EXPENSES										
01175200	517010	Medical Expenses		68	-	-	-	-	-	0.00%
01175200	517040	Tuition Reimbursement	For job related academic courses.	-	-	-	-	-	-	0.00%
01175200	530900	Other Professional Services ¹	For retaining professional and consultant services	714	20,000	7,942	25,000	25,000	-	0.00%
01175200	534010	Postage	For all mailing.	2,356	2,637	1,641	2,725	2,725	-	0.00%
01175200	534030	Advertising - General	For all newspaper public notice of meetings and public hearings.	1,547	829	1,032	2,125	2,125	-	0.00%
01175200	534060	Photocopying ²	Beginning FY11, all Townhall copying costs are included as one line item in Dept 199	-	107	-	-	-	-	0.00%
01175200	542010	General Office Supplies	For all other office supplies needed by the Planning Department.	1,460	1,568	2,132	3,600	3,600	-	0.00%
01175200	571010	Travel - Mileage	For mileage reimbursement for use of private vehicles by Planning Department staff for subdivision, site inspections, regional meetings.	100	620	226	800	800	-	0.00%
01175200	571110	Conf. Meetings-Administrators ³	For attendance at conferences and seminars.	517	648	513	1,500	1,500	-	0.00%
01175200	573010	Dues ⁴	For professional assoc. membership and Town's dues to MetroWest Regional Collaborative.	11,631	4,979	1,796	7,000	7,000	-	0.00%
01175200	578090	Unclassified Expenses		-	-	-	-	-	-	0.00%
			EXPENSE SUBTOTAL	18,394	31,388	15,284	42,750	42,750	-	0.00%
		Other Charges & Expenses	Encumbered expenses from prior fiscal year	-	650	-	-	-	-	0.00%
			DEPARTMENT TOTAL	\$ 231,076	\$ 236,189	\$ 238,013	\$ 304,311	\$ 319,220	\$ 14,908	4.90%

¹ 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

² Photocopying has become centralized, and is no longer an individual department expense.

³ 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.

⁴ 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 FY19 Operating Budget Request

Job Title Employee Name	FY18 Rate as of 6/30/2018	FY19 RATE REQUEST				
		Group - Step	Starting Rate 7/1/2018	Step Adjustment Date	Adjusted Rate	Total Budget Request
Planning Director Michael Zehner	\$ 1,867.88	60	\$ 1,867.88	N/A	N/A	97,130
Senior Planner Victor Panak	\$ 1,250.00	57	\$ 1,250.00	N/A	N/A	65,000
Planner Claudia Zarazua	\$ 1,153.85	54	\$ 1,153.85	N/A	N/A	60,000
Planner (P/T 17.5 hours) Jeanette Rebecchi	\$ 525.00	54	\$ 525.00	N/A	N/A	27,300
Sec/Tech Assistant (P/T 20 hours) Lynda Schelling	\$ 509.80	45-6	\$ 520.00	N/A	N/A	27,040
					Total Salary \$	276,470
Note: FY19 Salary is based on a 52 week year.						