



Town of *Wellesley*

FY2025 Budget Request

Traffic & Parking Operating Request

Fund: 27

Department #: 293

Department Head: Chief Jack Pilecki

The mission of the Traffic and Parking Department is to facilitate vehicular and pedestrian safety and orderly movement throughout the community through the appropriate application of traffic regulatory and warning devices. The Department also maintains municipal parking lots and on-street parking meters. This budget is funded from parking meter receipts.

DEPARTMENT EXPENDITURES	FY21 <u>Actual</u>	FY22 <u>Actual</u>	FY23 <u>Actual</u>	FY24 <u>Budget</u>	FY25 <u>Request</u>	\$ Variance <u>FY24-25</u>	% Variance <u>FY24-25</u>
Personal Services							
Full Time	\$ 94,066	\$ 108,450	\$ 110,190	\$ 110,616	\$ 120,240	\$ 9,624	8.70%
Part Time/Temp/Seasonal	70,363	64,993	67,794	95,600	101,598	\$ 5,998	6.27%
Other (Meter/Sign Repair)	56,717	59,691	59,728	58,000	60,000	\$ 2,000	3.45%
Traffic Officier	36,085	36,556	37,168	38,137	41,473	\$ 3,336	8.75%
Subtotal, Personal Services	257,230	269,689	274,879	302,353	323,311	\$ 20,958	6.93%
Expenses	332,492	397,684	505,092	696,650	711,400	14,750	2.12%
Capital							
P/S & Expenses TOTAL	\$ 589,722	\$ 667,373	\$ 779,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%

Capital Request	\$ 300,000	\$ -	\$ 100,000	\$ -
GRAND TOTAL	\$ 889,722	\$ 667,373	\$ 879,971	\$ 999,003

Cash Capital						
Debt Service	-	-	-	-	-	*final payment issued in FY19
General Fund Transf and Debt Srvc Subtotal	-	-	-	-	-	

GRAND TOTAL (Operating + Debt)	\$ 589,722	\$ 667,373	\$ 779,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%
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Revenues - Parking Charges	FY21 <u>Actual</u>	FY22 <u>Actual</u>	FY23 <u>Actual</u>	FY24 <u>Estimated</u>	FY25 <u>Estimated</u>
Annual Permits	19,369	52,753	78,875	80,000	88,000
Debit Card Sales	-	-	-	-	-
Ticket Machines	-	-	-	-	-
Lot Meters	13,009	33,697	30,000	30,000	30,000
Street Meters	58,306	190,828	80,500	71,000	70,000
Passport/PaybyPhone	71,569	165,330	440,712	570,000	600,000
EV Charging Stations				5,400	10,000
Other Revenue (Rental, etc)	3,700	1,171	500	750	2,000
General Fund Subsidy	-	600,300	400,000	260,003	200,000
Total Revenue	165,953	1,044,079	1,030,587	1,017,153	1,000,000

<u>PERMANENT STAFFING (FTEs)</u>	FY21 <u>Actual</u>	FY22 <u>Actual</u>	FY23 <u>Actual</u>	FY24 <u>Budget</u>	FY25 <u>Request</u>
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Full Time-Equivalent Employees

Position Titles:

Administrator	0.5	0.5	0.5	0.5	0.5
Parking Clerk	1.0	0.5	0.5	0.5	0.5
Meter/Sign Repair	0.5	0.5	0.5	0.5	0.5

Parking Attendants	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.1</u>
Total Number of Positions	4.6	4.1	4.1	4.1	3.6

Traffic & Parking Operating Request

Org	Obj	Munis Object # Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
<u>PERSONAL SERVICES</u>										
27293100	511010	Senior Administrator	50% Police Lieutenant	\$ 62,006	\$ 75,749	\$ 76,969	\$ 76,674	\$ 84,355	\$ 7,681	10.02%
27293100	511220	Other Professional	Parking Clerk	\$ 32,060	\$ 32,701	\$ 33,221	\$ 33,942	\$ 35,885	\$ 1,943	5.72%
27293100	511240	Unif Staff	4 part-time positions 18 hours/week	70,363	64,693	67,794	93,600	99,598	\$ 5,998	6.41%
27293100	514010	Shift Diff	\$2.00/hour stipend	-	300	-	2,000	2,000	\$ -	0.00%
27293100	511350	Laborer	HWY sign/meter repair/maint MLP traffic signal maint	56,717	59,691	59,728	58,000	60,000	\$ 2,000	3.45%
27293100	511230	Traffic Officer	One Patrolman in Police paid 50% from Traffic and Parking - made as a departmental transfer	36,085	36,556	37,168	38,137	41,473	\$ 3,336	8.75%
				257,230	269,689	274,879	302,353	323,311	\$ 20,958	6.93%
<u>EXPENSES</u>										

27293200	521005	Electricity - Charging Station	Electricity - Charging Station	4,012	2,123	3,077	-	5,500		0.00%
27293200	521010	Electricity	Parking Lot Lighting traffic signals pedestrian lights	10,302	10,213	10,505	8,000	10,500	\$ 2,500	31.25%
27293200	524015	Grounds Maint	Municipal Parking Lots monthly	31,303	40,318	41,002	35,000	35,000	\$ -	0.00%
27293200	524030	Equip Maint	Yearly replacement parking meter batteries	-	-	1,736		2,000	\$ 2,000	0.00%
27293200	529030	Snow Removal	Municipal parking Lots	34,219	44,028	-	60,000	60,000	\$ -	0.00%
27293200	530700	Arch/Eng	On-call traffic consultants	20,151	22,298	81,665	75,000	80,000	\$ 5,000	6.67%
27293200	530900	Other Prof	Violation Processing Meter collection	28,465	51,426	92,569	100,000	95,000	\$ (5,000)	-5.00%
27293200	534010	Postage	Postage	422	371	299	750	500	\$ (250)	-33.33%
27293200	534020	Telephone	Cellular phones parking attendants (3) parking clerk	-	-	-			\$ -	0.00%
27293200	534030	Advertising - General	Advertising - General	86	-	-	500	500	\$ -	0.00%
27293200	534040	Printing and Mailing	Printing and Mailing	-	-	316			\$ -	0.00%

Traffic & Parking Operating Request

Org	Obj	Munis Object # Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
27293200	536100	DPW-PW Services	Fringe per DPW Transfers	22,687	22,325	23,891	25,000	25,000	\$ -	0.00%
27293200	538090	Other Services	Traffic signal maintenance	45,668	15,261	51,642	55,000	60,000	\$ 5,000	9.09%
27293200	542010	Office Supplies	Office Supplies	355	35	317	400	400	\$ -	0.00%
27293200	542110	Uniforms	Uniforms	124	281	96	4,000	2,000	\$ (2,000)	-50.00%
27293200	543040	Equipment Supplies	Meter maintenance supplies	10,484	9,290	2,598	5,000	7,000	\$ 2,000	40.00%
27293200	543050	Paint Supplies	Line Painting contract	13,840	106,637	93,849	60,000	65,000	\$ 5,000	8.33%
27293200	543090	Other M &R	CALE meter maintenance agreement CALE meter supplies	-					\$ -	0.00%
27293200	552030	Signs Supplies	Regulatory Signs	50,284	19,624	22,214	30,000	30,000	\$ -	0.00%
27293200	571010	Travel-Mileage	Travel-Mileage	2,179	1,913	2,227	3,000	3,000	\$ -	0.00%
27293200	571540	Parking Lot Imp	Landscaping Improvements Fencing Improvements Pothole Repair	2,454	717	6,520	20,000	20,000	\$ -	0.00%
27293200	571550	Traffic Calming	Various traffic calming projects	7,919	1,240	21,976	60,000	60,000	\$ -	0.00%
27293200	575210	Health Insurance	Benefits	40,000	40,000	40,000	40,000	40,000	\$ -	0.00%
27293200	578015	Late Fees		-	20	-			\$ -	0.00%
27293200	578020	Credit card	Credit card fees (max 2.88%) coin count verification from meters	7,538	9,564	8,593	15,000	10,000	\$ (5,000)	-33.33%
27293200	595530	Misc Fees	Passport/PBP App Usage Fee	-	-		100,000	100,000	\$ -	0.00%
Expense Total				332,492	397,684	505,092	696,650	711,400	\$ 14,750	2.12%
P/S and Expenses Total				\$ 589,722	\$ 667,373	\$ 779,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%
Capital Request				\$ 350,000	\$ -	\$ 100,000			\$ -	0%
Grand Total				\$ 939,722	\$ 667,373	\$ 879,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%

Traffic & Parking Operating Request

								Funding source:			Salary Request (Dept 293)	Total - Based on 52.2 wks
								Police Dept.	Traffic & Parking	Treasurer		
Employee Name	Title	FY24 Rate as of 6/30/24	Group - Step	FY25 Starting Rate 7/1/24	Hrs pr week	Step date	Weekly/ Step amt	01210100	27293100	01145100		
Police Lieutenant	Police Lieutenant	\$ 2,949.00	n/a	\$ 3,232.00				84,355	84,355		84,355	168,710
Kathryn Rumsey	Parking Clerk	\$ 1,341.37	52	\$ 1,374.90	17.50						35,885	71,770
Vacant	Parking Meter Attendant	\$ 22.00	Gen	\$ 22.00	18.00						20,671	20,671
Richard Dami	Parking Meter Attendant	\$ 28.00	Gen	\$ 28.00	18.00						26,309	26,309
William Schultz	Parking Meter Attendant	\$ 28.00	Gen	\$ 28.00	18.00						26,309	26,309
Richard Swinimer	Parking Meter Attendant	\$ 28.00	Gen	\$ 28.00	18.00						26,309	26,309
Meter Maint Shift Diff	\$2 per hour										2,000	2,000
Anthony Manolian	Meter Repair Laborer	Work & equipment on signs/meters charged by DPW									60,000	60,000
Patrolmen	Traffic Officer (50% Police Detail)	\$ -	n/a	\$ 1,589.00					41,473		41,473	82,946
Less General fund transfer for Patrolman and TRS clk									-			
										Total Salary	\$ 323,311	

***Note: FY25 salary is based on a 52.2 week year.

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Capital	FY23	FY24	FY25	FY26	FY27	FY28	FY30	Total
Traffic Signal Upgrades/Refurbishment				\$225,000	\$175,000	\$125,000	\$100,000	\$625,000
Parking Lot Paving	\$100,000			\$100,000	\$100,000			\$300,000
ALPR Parking Lot Technology					\$50,000	\$50,000	\$50,000	\$150,000
Total	\$100,000			\$325,000	\$325,000	\$175,000	\$150,000	\$1,075,000



Town of *Wellesley*

FY2025 Budget Request

Group Insurance Operating Request

Department: 914/912

Department Head: Sheryl Strother Finance Director

The Group Insurance budget comprises the line items identified in the matrix below.

Org	Object	Account # 01-914 Account Title	Explanation	FY23 Budget	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
21914200	575210	Group Health Insurance	Provides coverage for 1,800+ employees and retirees	18,213,887	18,417,664	19,390,128	972,464	5.28%
21914200	575214	HSA Contribution		438,000	438,000	450,000	12,000	2.74%
21914200	578510	TOWN FSA CONTRIBUTION MATCH		170,250	226,050	232,000	5,950	2.63%
21914200	575295	OPT Out		351,250	351,250	400,000	48,750	13.88%
21914200	575295	Additional Insurance Opt Outs (Dental/Accident)		-	-	65,000	65,000	100.00%
21914200	575210	Enterprise Assessment		(1,045,000)	(1,110,000)	(1,221,000)	(111,000)	10.00%
		See Enrollment sheet		18,128,387	18,322,964	19,316,128	993,164	5.42%
21914200	578500	FSA ADMIN FEE PAID BY TOWN		107,250	106,450	110,000	3,550	3.33%

21914200	578511	HRA MEDICAL	First come, first served reimbursements	50,000	35,000	35,000	-	0.00%
21914200	578512	HRA NON MEDICARE ELIGIBLE	First come, first served reimbursements	50,000	35,000	35,000	-	0.00%
21914200	530259	OPEB Consulting	Provides investment and actuarial consulting services to the OPEB program	30,000	30,000	30,000	-	0.00%
21914200	575230	Medicare Tax	Employer share of the 2.9% of salary for employees hired after 4/1/86	1,610,000	1,650,000	1,700,000	50,000	3.03%
21914200	575210	Medicare B Penalty & Refunds	For those who were forced into Medicare	58,000	58,000	58,000	-	0.00%
21914200	575250	Group Dental Insurance	Per agreement, Town contributes base dental up to \$325 and option for Health Indemnity or Accident Insurance	320,000	320,000	500,000	180,000	56.25%
21914200	575218	EYEMED		80,000	80,000	80,000	-	0.00%
21914200	575297	Life, Ltd, Hospital	Provides coverage to all benefit eligible employees with a basic level of protection	470,250	626,050	750,000	123,950	19.80%
21914200	578550	VOYA Fees	Town now pays for the OBRA Plan Voya fees	30,000	35,000	35,000	-	0.00%
21914200	575260	Employee Assistance Plan	Provides local emergency intervention services to all employees. FY21 new agreement	87,500	87,500	90,000	2,500	2.86%
			TOTAL	\$ 21,021,387	\$ 21,385,964	\$ 22,739,128	1,353,164	6.33%

*

New Collective Bargaining Agreement to become effective 7/1/2022 through 6/30/2025



Town of *Wellesley*

FY2025 Budget Request

Workers Compensation Operating Request

Department: 912

Department Head: Sheryl Strother, Finance Director

The Town self-insures its Workers' compensation program. The Town engages an actuary to perform an annual analysis of Wellesley's loss and allocated loss adjustment expense (ALAE). The appropriations in this budget go into the Town's Workers' Compensation Trust Fund. The Fund then pays out all claims costs, the cost for staffing in the HR department associated with Workers' Comp, claims handling costs, reinsurance and legal/actuarial costs of the program. Based on the year end balance in the Trust Fund, the actuary then recommends an appropriation amount for the subsequent fiscal year. The recommended FY25 contribution as of the 6/30/23 valuation was \$772,000 at a discounted 75% confidence level basis

Org	Object	Account # 01-912 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01912200	578010	Approved Special Expenses	Workers' compensation requirement per Actuarial Study	\$ 244,149	\$ 244,149	\$ 944,149	\$ 700,070	\$ 740,348	\$ 40,278	5.75%
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Other Funding Sources:				FY21	FY22	FY23	FY24	FY25		
Workers' Compensation Requirement Per Actuarial Study				300,000	300,000	300,000	730,000	772,000		
Less: Workers' Comp Staff Salary covered in HR Budget				(43,551)	(43,551)	(43,551)	-	-		
Workers' Compensation Requirement				256,449	256,449	256,449	730,000	772,000		
Municipal Light (1.9% of total appropriation)				(5,700)	(5,700)	(5,700)	(13,870)	(14,668)		
Water/Sewer &Stormwater (2.2% of total appropriation)				(6,600)	(6,600)	(6,600)	(16,060)	(16,984)		
				244,149	244,149	244,149	700,070	740,348		



Town of *Wellesley*

FY2025 Budget Request

OPEB Operating Request

Department: 919

Department Head: Sheryl Strother, Finance Director

Org	Object	Account # 01-919 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01919200	596998	OPEB Non-Excluded	\$ 3,432,000	\$ 3,432,000	\$ 3,443,628	\$ 3,450,000	\$ 3,200,000	\$ (250,000)	-7.25%
01919200	596999	OPEB Excluded	-	-	-	-		\$ -	0.00%
		EXPENSES TOTAL	\$ 3,432,000	\$ 3,432,000	\$ 3,443,628	\$ 3,450,000	\$ 3,200,000	\$ (250,000)	-7.25%



Town of *Wellesley*

FY2025 Budget Request

Retirement Operating Request

Department: 910

The Town is making contributions to the Pension Fund in accordance with the 1/1/23 Actuarial valuation.

The Enterprise Funds are assessed their share.

Org	Object	Account # 01-910 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
		Contributory Retirement Pension	Total Retirement	\$ 9,438,070	\$ 9,756,209	\$ 10,034,958	\$ 10,338,575	\$ 10,648,732	\$ 310,157	3.00%
64*	575010	Sewer Contribution		(141,553)	(146,419)	(113,566)	(117,016)	(101,421)	\$ 15,595	-13.33%
74*	575010	Water Contribution		(330,291)	(341,643)	(264,988)	(273,036)	(339,775)	\$ (66,739)	24.44%
64	202049	MLP Contribution		(921,561)	(951,741)	(987,095)	(1,016,728)	(1,092,844)	\$ (76,116)	7.49%
		West Suburban Veteran's District		(9,477)	(9,809)	(12,038)	(12,411)	(8,792)	\$ 3,619	-29.16%
		Wellesley Housing Authority Contribution		(69,407)	(71,780)	(70,845)	(73,019)	(66,796)	\$ 6,223	-8.52%
01910200	575010	Contributory Retirement Pension	Expense total	\$ 7,965,781	\$ 8,234,817	\$ 8,586,426	\$ 8,846,365	\$ 9,039,104	\$ 192,739	2.18%



Town of *Wellesley* FY2025 Budget Request

Unemployment Compensation Operating Request

Department: 913

Department Head: Sheryl Strother, Finance Director

The Town has an option of paying a percentage of its payroll to cover unemployment compensation claims or reimbursing the Division of Unemployment for actual claims paid. The Town has elected to follow the latter procedure. Qualified claims may be reimbursed for a period of up to 30 weeks. The Division of Unemployment also charges towns for the costs of extensions approved by Congress. The appropriation requested ensures that each year's budget contains an amount which offsets the approximate cost of this program.



Town of *Wellesley* FY2025 Budget Request

Compensated Absences Operating Request

Department: 950

Department Head: Sheryl Strother, Finance Director

Compensated absences for vacation and sick leave are calculated based upon services already performed by employees, when it is probable that it will be paid in a future period.

All employees separated from employment are paid for unused vacation days earned.

Upon retirement, termination, or death, some Police and Fire personnel are compensated for unused vacation time AND a portion of their unused sick leave (subject to certain limitations) at their current rate of pay.

Departments are generally expected to absorb this cost. If this is not possible because of long term service, Department Heads can reach out to the Finance Director for assistance.

Because there are limits on vacation carryover, charges to this account are usually limited to Police and Fire.

Org	Object	Account # 01-950 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01950100	519020		Sick Leave/Vacation Buyback	\$ 49,382	\$ 12,668	\$ 159,854	\$ 120,000	\$ 120,000	\$ -	0.00%