CITY OF MELROSE

APPROPRIATIONS & OVERSIGHT COMMITTEE

AGENDA● JUNE 6, 2022

Council Chamber, First Floor, Melrose City Hall Budget Hearing 7:00 PM
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Jen Grigoraitis	Chair
Leila Migliorelli	Vice Chair
Shawn M. MacMaster	
Jack Eccles	
Mark Garipay	
Maya Jamaleddine	
Robb Stewart	
Manjula Karamcheti	
John Obremski	
Ryan Williams	
Christopher Cinella	President, ex oficio

II. PUBLIC COMMENT

Remote Link for Public Comment:
https://cityofmelrose.webex.com/cityofmelrose/onstage/g.php?MTID=e07cb96568031f2416bb56fd6119f3dcd

III. DEPARTMENTS

Department	Presenter
401	PW Admin & Engineer
402	PW Facilities
422	PW Highway
423	PW Snow
433	PW Sanitation
475	PW Parks & Forest
485	PW Automotive
491	Cemetery
Order 2022-120	Recycling/Waste Mgmt Revolving Acct #2657
Order 2022-123	Water Rates
Order 2022-124	Sewer Rates
Order 2022-120	False Alarm Revolving Acct #2665

IV. ORDERS

1. **ORDER-2022-119 :** City of Melrose Operating Budget for Fiscal Year 2023 in the amount of $95,256,080 (Ninety Five Million, Two Hundred Fifty-Six Thousand and Eighty Dollars)

   From: Appropriations & Oversight Committee HOLD

2. **ORDER-2022-120 :** Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

   From: Appropriations & Oversight Committee HELD IN COMMITTEE

3. **ORDER-2022-123 :** Water Enterprise Operating Budget for Fiscal 2023 in the amount of $6,119,429 (Six Million, One Hundred Nineteen Thousand, Four Hundred Twenty-Nine Dollars).

   From: City Council ASSIGNED TO COMMITTEE

4. **ORDER-2022-124 :** Sewer Enterprise Operating Budget for Fiscal 2023 in the amount of $8,793,909 (Eight Million, Seven Hundred Ninety-Three Thousand, Nine Hundred and Nine Dollars)

   From: City Council ASSIGNED TO COMMITTEE

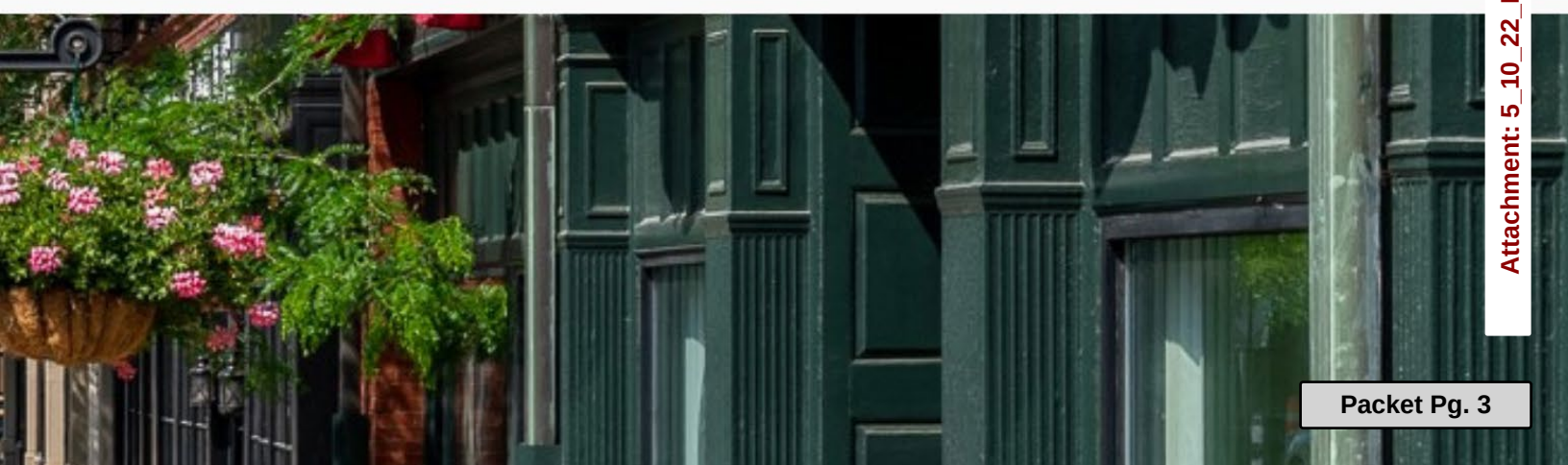
V. ADJOURNMENT

CITY OF MELROSE

Fiscal Year 2023 Municipal Budget

Proposed

Paul Brodeur



Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose, Massachusetts

Budget Proposal Supplement, Fiscal Year 2023

Mayor

Paul Brodeur

City Council

Christopher C. Cinella, President
Jack Eccles, Councilor-at-Large
Maya Jamaleddine, Councilor-at-Large
Leila B. Migliorelli, Councilor-at-Large
Manjula Karamcheti, Ward 1
John Obremski, Ward 2
Robb Stewart, Ward 3
Mark D. Garipay, Ward 4
Shawn MacMaster, Ward 5
Jen Grigoraitis, Ward 6
Ryan Williams, Ward 7

Melrose Public Schools

Dr. Julie Kukenberger, Superintendent of Schools

School Committee

Jen McAndrew, Chair
Jennifer Razi-Thomas, Vice Chair
Lizbeth DeSelm
Margaret Raymond Driscoll
Paul Brodeur
Ed O'Connell
Dorie Withey

Patrick Dello Russo, CFO
Auditor Kerriann Golden, Assistant Auditor
Margot Fleischman, Director of Strategic Initiatives and Communication
Lily Wall, Communications & Community Outreach Coordinator

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Table of Contents

Submission Letter, Fiscal Year 2023 Budget Message, Mayor Paul Brodeur **3**
General Government **5**
Executive Office of the Mayor 5
The City Council 6
Clerk of Committees 7
City Clerk & Elections 8
Community Services Division **10**
Council on Aging 11
Melrose Public Library 12
Memorial Hall 15
Park Department/Mount Hood 16
Recreation Department 17
Veterans' Services 19
Finance and Administrative Services **21**
Assessor 22
Auditor 22
City Solicitor 24
Human Resources 25
Treasurer/Collector 29
Public Safety and Infrastructure **31**
Department of Public Works 32
Emergency Management 34
Fire Department 36
Health & Human Service Department 38
Information Technology 39
Inspectional Services 42
Office of Planning and Community Development 43
Police Department 46

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

PAUL BRODEUR
Mayor

OFFICE OF THE MAYOR
City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

May 12, 2022

Dear Honorable City Council and Melrose Community members,

Pursuant to M.G.L. c. 44 § 32 and § 6-3 of the Melrose City Charter, I respectfully submit for your consideration the City of Melrose's proposed operating budget for Fiscal Year 2023. With this letter, I hope to provide assurance to our community and the City Council that we have successfully managed, and will continue to manage, downturns of the economy such as the fiscal dips that we have overcome during the COVID-19 pandemic.

With that said, I am pleased to share the details of this year's proposed balanced budget with total estimated operating expenses of $95,256,808, representing a 4.7% increase over Fiscal Year 2022. Please also note that FY23 budgets have been adjusted to reflect a 53-week year, rather than a 52-week year.

A top priority of my administration is to guarantee the residents of Melrose that we will be able to successfully navigate any economic storm and maintain a stable level of services. The total FY23 Operating Budget accomplishes these objectives for both the City and the Melrose Public Schools.

This budget delivers on a commitment to our residents to:

- provide first-rate education by investing in our schools
- enhance quality of life by supporting seniors, continuing sustainability efforts, advancing diversity, equity, and inclusion in our community, and increasing support for community members experiencing mental health crisis
- use data to drive decision-making by investing in critical infrastructure such as IT
- and use what we learned through the pandemic to drive us forward.

We will propose a 4.18% budget increase for the School Department which represents an increase of over $1.4 million for Fiscal Year 2023, and we will meet the state mandated Net School Spending requirement. We will propose balanced budgets for the Water, Sewer, Mt. Hood and Ambulance Enterprise Funds.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

In developing the Fiscal Year 2023 Operating Budget, the City formulated the budget utilizing the following:

- new tax revenue resulting from the 2½ Tax Levy;
- approximately 75% of the New Growth realized last year;
- an increase in Net State Aid of $1,285,000 or just over 12.0%, (principally driven by revenues received through the New Student Opportunity Act in Chapter 70 Educational Aid);
- and we are also recognizing approximately 75% of the total Local Receipts revenue realized in the last full fiscal year.

In developing this strategic plan, we have also requested an increase in the amount to be deposited into the City's Stabilization Funds. We have requested $1,225,000 be deposited into these funds prior to July 1, 2022. This is a significant deposit into the City's Stabilization Funds and continues the administration's effort of insuring solid fiscal health.

If approved, in conjunction with our FY23 requested budgetary funding for the Stabilization and OPEB funds, over $8.4 million dollars will reside in our Stabilization Funds as of July 1, 2022 (the highest level in the City's history).

I am equally committed to increasing transparency in our City's finances. As Mayor, it is also my goal to inspire and increase civic engagement within our community. To achieve these goals, my office has once again collaborated with the Auditor's department to deliver an interactive FY23 budget tool. This interactive budget presentation makes the numbers clear, accessible, and digestible. Transparency is nothing without accessibility, and the budget tool allows for both.

Finally, I also offer the following pages as a supplement to the clear and accessible numbers you will find on our budget presentation's dashboard. These subsequent pages add context and texture to the services City departments provide.

Respectfully submitted,

Paul Brodeur
Mayor of Melrose

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

General Government

Executive Office of the Mayor

Mission & Overview

The Mayor is the Chief Executive Officer of the City of Melrose, elected by the voters at large every 4 years. The Mayor oversees all City operations and is responsible for appointing Department Heads, city officers, and the members of multi-member bodies (Boards & Commissions). Paul Brodeur is the 23rd Mayor of Melrose and assumed office on November 15, 2019.

Mayor's Office Departmental Organization

- His Honor, the Mayor
- Director of Strategic Initiatives & Communication (Mayor's Chief of Staff)
- Communications & Outreach Coordinator
- Director of Economic Recovery and Business Development

Changes from FY22 to FY23

Staffing Changes:

In FY22, the Mayor's Office welcomed back Senior volunteers, high school interns, and Property Tax Write-Off program participants to help staff the Mayor's Office front desk. In FY23, the Mayor's Office will be creating a part-time administrative position to provide a consistent level of staffing for the office, answer phones, coordinate volunteers, and provide billing and payroll administrative support for Mayor's Office and other departments on an as-needed basis.

In FY22, the Mayor added a new economic recovery and business development position to better serve the needs of small businesses and arts/culture sector non-profits. This is a grant funded position that will continue in FY23, and therefore does not affect the Mayor's Office operating budget.

What is the percentage increase in your budget over FY22?
The Mayor's Office budget increase for FY23 is 14.6%.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

What are the major changes to the Mayor's budget?

- Increase to Salary and Wages
- Increase in Dues and Membership

What are the reasons for these changes (major cost drivers)?

- Salary and Wages has been adjusted to reflect a 53-week year
- Salary and Wages for a PT administrative position has been added
- Dues and Membership had been underbudgeted for several years so was adjusted to reflect the actual cost of Metropolitan Area Planning Council (MAPC) dues for FY23

City Council

Mission & Overview

The City Council is the legislative branch of The City of Melrose consisting of eleven elected members, one from each of the seven wards (Ward Councilors), and four city-wide representatives (At-Large Councilors). All terms of office are two years.

The Council adopts ordinances, orders and resolutions; reviews and approves the annual budget; approves appropriations, appointments and other matters proposed by the Mayor. Annually, the Council selects one member to serve as President who then presides over the bimonthly Council meetings, decides committee assignments and assures that information and member discussion is conducted fairly and democratically. The Council is governed by its own Rules of Order and follows Roberts Rules of Order.

Department Organization

The City Council oversees the City Clerk's Office and the Clerk of Committees.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Clerk of Committees

Mission & Overview

The Clerk of Committees, an office of one, supports the eleven-member council. The Clerk oversees the posting of agendas for each of the seven committees he supports. He runs their meetings, be it remote or in person. He acts as a liaison between each department head and the Mayor. The Clerk oversees the Boards and Commissions operating under the Administrative Code. He provides guidance on applicable law and ensures that all members have received oaths and have met all onboarding standards.

Department Organization

- One Clerk

Why Do People Contact Us?

- For assistance with City services
- To determine their ward or who their ward councilor is
- To schedule Oaths of Office and Notary appointments

Clerk of Committees by the Numbers

- 75 Total meetings held from July 1, 2021 – May 6, 2022
    - 22 City Council Meetings
    - 17 Appropriations & Oversight Committee Meetings
    - 6 Finance Committee Meetings
    - 9 Health, Education & Welfare Committee Meetings
    - 7 Legal and Legislative Committee Meetings
    - 4 Protection and License Committee Meetings
    - 4 Public Service Committee Meetings
    - 6 Public Works Committee including one site visit
- Rendered assistance in 45 different requests for website updates
- Aided with Granicus / IQM2 in 15 different occasions.
- Hosted 2 workshops to assist with remote meeting setup and virtual public comment for other city departments.
- 47 Notaries performed

Little Known Facts/Common Misconceptions

- This office does not have your vital record!

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

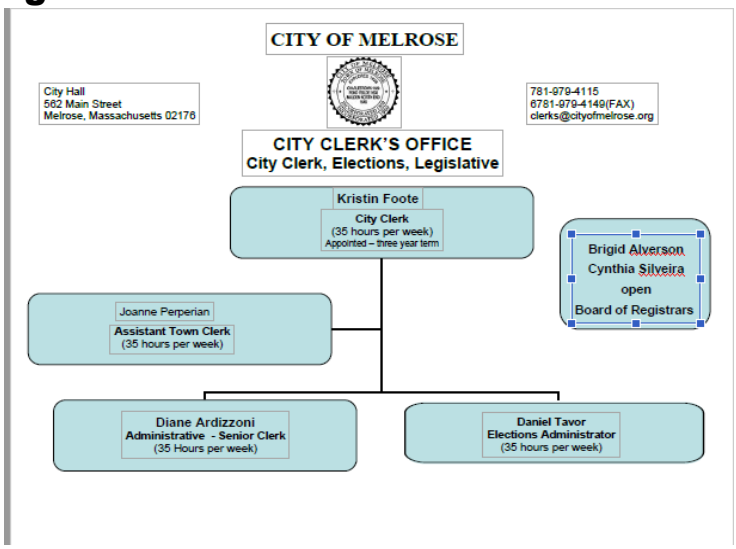
City Clerk & Elections

Mission & Overview

The City Clerk's office is a service-oriented office and typically the first stop in the building. As the official record keeper and clerk of the municipal organization, the City of Melrose, our mission is to maintain and preserve records in the best possible manner. We are here to serve the public by providing information in an efficient and timely manner. The City Clerk supports the City Council with meeting agenda preparation, producing minutes and clerking the meetings as well as posting meetings for all appointive bodies in the City. The Clerk ensures the City charter and administrative codes are kept current with new ordinances and zoning regulations. The City Clerk serves as a member of the Board of Registrars of Voters and supervises the Election Administrator. The City Clerk is also responsible for all functions related to elections.

As one of five Records Access Officers (RAO), the City Clerk is responsible for public records requests general in nature. The Clerk's office serves as custodian of all vital records (Birth, Death, & Marriage) dating back to the 1800s and oversees the issuance of common victualer, business, and dog licenses. The city clerk is also a justice of the peace and hosts many weddings in city hall.

Department Organization



Why Do People Contact Us?

- Business and dog licensing and raffle permits
- Vital records & historical research
- Getting married at city hall
- To register to vote

City Clerk by the Numbers:

- 18 Vital Records Issued per day on average
- 207 Marriage Intentions (previous staff elevated the FY 22 figure – there were 145 intentions)

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- 57 Weddings Performed
- 124 New Business Certificates
- 36 Common Victualer Licenses issued
- 1 special election for the Northeast Vocation school building vote
- 68 Election Day Poll Workers
- 15,089 City Census Forms Mailed

Little Known Facts

- The Clerk's Office issues fortune teller licenses.
- We are responsible for over a century's worth of public records

Goals for FY23

- Having met the 25% paper reduction goal of FY22, continue this by enhancing online services.
- Respond to customer request to increase cloud-based transaction options to enhance resident access. This workflow has increased staff productivity and efficiency.
- Conduct a comprehensive review of the charter and administrative code to create a calendar noting stated deadlines.

What is the percentage increase in your budget over FY22?

The City Clerk's budget changes by 5.96% and the Election/Registrar changes by 7.51%

What are the major changes to your budget?

Clerk - lines increased: overtime, public hearing notices, printing, recodification, paper. Elections – supplies; printing, postage

What are the reasons for these changes (major cost drivers)?

- Permanent changes to the fall elections process including the covid accommodations, changes to the administrative code/charter, increases cost of supplies like paper, replacing broken time/date stamp, 14 retractable banners for polling identification, re-precinct postcards and postage.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Community Services Division

Mission & Overview

The City of Melrose benefits from having a consortium of department heads who work together to offer life-enhancing services to our community members. The Community Services Division is headed by Director of Strategic Initiatives and Communications and is comprised of the following department heads:

- Council on Aging Director
- Melrose Free Public Library Director
- Executive Director, Soldiers and Sailors Memorial Building ("Memorial Hall")
- Superintendent of Mount Hood and Open Spaces
- Recreation Director
- Veterans' Services Director

Together, these department heads collaborate to provide cultural, social, and wellness events, connect Melrose residents to resources such as COVID-19 vaccination clinics, and most recently, coordinating with the Director of Health and Human Services to address community mental health needs through the development of initiatives and training for mental health and wellness.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Council on Aging

Mission/Overview

To advocate for older adults and connect them with available programs that promote their health and well-being and help them live with dignity. Our job is to enrich the lives of our seniors and create a community where they can age in place with dignity and respect. The Council on Aging operates on a "no wrong door policy." Not only do we serve the older residents of Melrose, but we also operate as a resource hub for anyone in need.

Department Organization

- Executive Director
- Administrative Assistant/Program Coordinator
- Milano Center Manager
- Social Worker – 18 hours
- 7 Drivers- total 30 hours per week
- 2 Senior Center Assistants- total 20 hours per week
- 36 Volunteers

Why Do People Contact Us?

- Adult learning, skills, and craft workshops/classes
- Social and recreational activities including excursions
- Congregate meals
- Resource/Referral Assistance

Council on Aging by the Numbers

- 15 employees – 233 hours per week
- 81 average weekly wellness check calls
- 3,125 older adult contacts in Milano Center database
- 841 newsletters mailed monthly, 1,346 electronic versions, 876 public locations
- 99 referrals to Mystic Valley Elder Services (services, ombudsman, protective)
- 189 Benefits Assistance referrals (fuel assistance, snap, mass health, etc.)
- 49 Melrose Emergency Board cases (housing assistance)
- 87 Melrose Emergency Fund cases (rent, necessities, utilities, etc.)
- 23 Housing applications assistance
- 82 unduplicated participants in outdoor activities
- 1200 additional square feet of outdoor space coming with the canopy project for the patio.
- 100% Covid compliant HVAC system installed at the Milano Center

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Little Known Facts/Common Misconceptions

- We operate as a resource portal for *all* Melrose residents in need
- We believe that teaching life skills along the younger age spectrum hopefully positions one to plan better for their later years

Changes from FY22 to FY23

- Transportation services resumed with increased hours of operation and multiple busses supported by service fees and formula grant
- 53 weeks of payroll

Goals for FY23

- Community needs assessment
- Resume strategic planning

Melrose Public Library

Mission & Overview

Melrose Public Library's staff, building and collections provide a portal for all to explore, imagine and engage. The library is where literacy, local history and community connect! We serve as an educational and cultural hub for residents and visitors alike.

Department Organization

- Library Director
- Assistant Director
- Head of Children's Services
- Adult Services & Circulation Librarian
- Teen Services & Circulation Librarian
- Reference & Technology Librarian
- Reference & Local History Librarian
- 3 Senior Library Assistants (Children's Assistant Librarian; Office Coordinator; Acquisitions Manager)
- 3 Library Assistants
- 3 Part time Reference Librarian (14 hours/week total)
- 6 Part time Library Assistants (52 hours/week total)

Why Do People Contact Us?

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- Finding fiction and nonfiction reading, listening or viewing material
- Readers' Advisory Services
- Technical help (computers and technology)
- Genealogical and School Research
- Space to meet/gather
- Questions about programming

Melrose Public Library by the Numbers:

- Third highest NOBLE circulations, averaging 15,444 physical items per month between July 1, 2021, and April 30, 2022
- 45,383 e-audiobooks, e-books and e-magazines (including e-picture books) circulated from Overdrive and Hoopla from July 1, 2021 – April 30, 2022
- 951 new library cards issued from July 1, 2021 – April 30, 2022
- 237 Programs were held – 16 hybrid, 123 in-person, 15 passive, 82 virtual (10 recorded), with total attendance of 4,938. 542 people/devices watched the recorded programs.
- 939 take-home kits were used for crafting programs
- 14,246 active Melrose patrons

Little Known Facts/Common Misconceptions

- We value access to information in all formats, not just books. We now use mobile hotspots and laptops to help increase access to the internet and our library databases from home, for patrons who may not have this technology.

Changes from FY22 to FY23

- No major financial changes
- We will be moving in early Fall to a portion of the Beebe School when construction on the library building project begins. Although will have limited space, we will be open our full hours.

Goals for FY23

- Partner with other City departments and community stakeholders to provide library programming during our time in temporary quarters.
- Conduct Diversity Audit on collections for all ages to ensure broad representation in our library materials.
- Provide access to library materials and services in our temporary location by ensuring that all residents are made aware of where the library is located, and what services we will be offering.

Percentage Increase Budget over FY22?

The library budget has a 4.6% increase in the total budget.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Major changes to the Library Budget FY22 to FY23

The mileage line (523000) has decreased 50%. However, the dollar amount represents a $500 budget cut to $250, so the financial impact is not significant. The contract maintenance line (527702) has a 15.1% increase. Physical format budgets for the Supplies and Materials section have been level funded or reduced, while electronic and downloadable format budgets have been increased. The overall increase is 3.5%, which includes contractual increases.

Reasons for these changes

The decrease in the mileage budget is due to the continuation of virtual meetings and trainings for library staff. The increase in contract maintenance includes a variety of contracts including microfilm machine maintenance, software contracts for the library's museum pass program and calendar program, as well as an increase in wireless hotspots available to the public. The changes in the Supplies and Materials section are due to the limited physical space at our temporary location, combined with continuing demand for downloadable and electronic resources.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Memorial Hall

Mission & Overview

The mission of the Soldiers & Sailors Memorial Building is to provide the City with a commemorative monument to the patriotism of service men and women from Melrose who died for their country. It is also a cultural center for the community. It continues for the usage of meetings of the veterans and for commemorative ceremonies marking certain dates in the history of the Veterans of the United States as well as inaugural ceremonies for the city of Melrose.

Department Organization

- Executive Director
- (4) part time Operations Assistants: average @ 17.5 hours/week per person

Why Do People Contact Us?

1. Rental inquiries
2. Scheduled Events Information: Ticket sales, HP access to building and seating, parking, time doors open, length of event, organization contact information and general event information

Memorial Hall by the Numbers:

Memorial Hall is seeing an overall increase in the number of event bookings and the attendance at the events as the public becomes comfortable with indoor events. In FY22, we are on target for 225 event bookings and will welcome over 37,000 guests (attendees) to Memorial Hall. As of April 2022, we have received requests for 191 event dates in FY23. Our customer database is made up of 75% nonprofits organizations and 25% businesses, (dance companies, private businesses, individuals for private events, etc.). 78% of our customers are listed as Melrose addresses, with 22% outside Melrose.

We partnered with several City of Melrose departments to use Memorial Hall for public programs:

- Melrose Recreation Department: a summer robotics program for 3 weeks in July which will be increased to 4 weeks in FY23 due to its great success
- Melrose Health Department: Vaccine Booster Clinic run by the MHD, (2,181 attendees), five Vaccine clinics run by the MHD and MA state PHD contractors, (750 attendees), and a MHD Public Information Meeting (100 attendees)
- Melrose Veterans Services Department: Monthly Veterans Food Mart serving 4 communities in conjunction with the Boston Food Bank
- Mayor's Office: Senior Resource Fair (207 attendees) and the city of Melrose Inauguration (200 attendees)
- Council on Aging: due to temporary closure of Milano Center, hosted 6 events (265 attendees)
- Melrose Emergency Management: Hosted 2 Active Shooter Training sessions for

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

city of Melrose employees (96 attendees)

Little Known Facts/Common Misconceptions

- Memorial Hall operates as a business with the staff of Memorial Hall responsible for the facilities management, i.e., service plans, maintenance plans, daily maintenance and repairs, annual inspections, etc. and all aspects of event management. Melrose DPW is responsible for the exterior i.e. landscaping, trash disposal, snow plowing
- Revenue generated is from facility rental fees only.

Percent increase in Memorial Hall's Budget

- Memorial Building budget increase is 3.33%

Budget changes from FY22 to FY23

- Increase to elevator line item due to approximate 4% union wages increase for service plan
- Increase to Professional Services line item for MERV Filter replacements
- 53 weeks in Salary line item

Goals for FY23

- Completion of the Melrose Civil War Heritage Project, which will identify, catalogue, restore and preserve the artifacts housed at Memorial Hall and to research the history of our local veterans to ensure that all Civil War veterans who resided in Melrose are recognized
- Building Envelope Improvements at the Soldiers and Sailors Memorial Building: construction project will occur Summer 2022 through Spring 2023 coordinated around event schedule
- Increase event bookings to pre-COVID levels
- Interior renovation plan finalized

Park Department/Mount Hood

Mission & Overview

The goal of the Melrose Park Department is to protect, maintain and develop the City's parks, fields and recreational facilities for the benefit of Melrose residents.
The Park Department is responsible for the City's parks, fields and open spaces including Mount Hood Golf Course and Memorial Park. Apart from Mount Hood, these properties are maintained by the Department of Public Works. Mount Hood is operated and maintained under a management agreement between the City of Melrose and Mass. Golf Management, LLC.

Why Do People Contact Us?

- Park permits
- Golf

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- Guidance on how to use outdoor spaces

Department Organization

- Superintendent of Mt. Hood and Open Spaces
- Executive Assistant

Parks by the Numbers

- **3219** Permits Issued across 27 parks
- **81** Parks and Fields Overseen
- **50** Adopt-a-Sites
- **40** gardening beds added at 2 Greenwood Pl
- **45,693** Rounds of golf played in 2021
- **$2.5 million** Total Revenue
- **$1.9 million** Golf Revenue
- **$390K** Food & BeverageRevenue
- **$148K** Pro Shop Revenue

Little Known Facts/Common Misconceptions

- Our department does not control the weather

Changes from FY22 to FY23

Mt. Hood's budget is comprised of revenue brought in by the golf course and functions. It is not funded out of the City's general fund. In our contract with the management company, we contractually have agreed to spend a minimum of $50K on capital improvements each year.

Goals for FY23

January 1, 2023, we look forward to starting a relationship with a new management company for Mt. Hood Memorial Park and Golf Course. GMC has had 4-5-year contracts with the City and will not be putting in a bid for the 2023 Management Contract for Mt. Hood, due to internal changes/illness within their company. The transition should start internally once we review the bids and pick the vendor, (expected beginning of June). Our shift to the new company will be as smooth as possible by the end of year. Golf course revenue is driven by weather. Parks and Open Spaces requires comfortable weather for residents to take advantage of all the wonderful sports fields, parks, playgrounds, hiking trails, dog parks, community gardens, skateboard park, and bike paths Melrose has to offer.

Recreation Department

Mission & Overview

The Melrose Recreation Department creates high quality recreational programs and events that are affordable, safe, and fun for residents of all ages and abilities.

Through our programming we provide resources and opportunities to strengthen our community while

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

promoting social, cultural, and physical well-being. On average our department has over 8,000+ residents participate in our programs and events per year. Some of our largest programs include Melrose Youth Basketball (1000+ participants, 200+ volunteers), Melrose Flag Football (300+ participants, 50+ volunteers) and Middle School Afterschool Athletics & Clubs (600+ participants, 25+ volunteers). In total we have 300+ community volunteers and 80+ seasonal / part-time workers helping us make our programs run.

Additionally, we typically provide 60+ scholarships per year for families who are experiencing financial hardships. A face for the City, our department works and interacts with residents ranging from ages 2 to 100. Daily, we can have contact with hundreds of residents.

Department Organization

- Recreation Director
- Recreation Coordinator
- 2 Recreation Assistants (Part-time)

Why Do People Contact Us?

1. Register for a program
2. Apply for job
3. Drop volunteer paperwork

Recreation by the Numbers:

- 3,000+ Program Participants
- 200+ Programs Offered
- 60+ Scholarships
- $3,000+ Fundraising/Donations
- $350,000 Approx. Revolving Budget

Little Known Facts/Common Misconceptions

- The Recreation Department is revenue-generating
- The Recreation Department is level funded and has received a 0% budget increase over the past 10+ years
- Our department's operations never stopped through the pandemic
    - While other communities' rec. departments shut down, we continued programming on top of the ways we assisted with COVID response

Budget Requests & Changes

- Overall percentage increase of 31.2% for FY23
- One request: $20,000 increase to Salary & Wages line item
- Requesting funds to fill vacancy of the Recreation Coordinator position. During HR compensation study it was determined that the position was grossly underpaid compared to surrounding communities.
    - These additional funds will allow us to hire a qualified candidate with a competitive

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

salary. The Recreation Department has responsibly held this vacancy since November 2021 (understaffed) waiting to confirm financial support from the City prior to hiring. Funds will allow the Recreation Department to return to two full-time employees and continue to provide quality programs and events for the Melrose community.

- Note: The Recreation Department has received 0% budget increase in the past 10+ years.

Changes from FY22 to FY23

- Filling of Recreation Coordinator position and returning to full staff
- Expanding offerings to include programming that supports mental health

Goals for FY23

- Continue to adapt ourselves and programming to meet the changing needs of our residents

Veterans' Services

Mission & Overview

Melrose Veterans' Services is led in the Melrose-Wakefield-Saugus (MWS) Veterans Services District. The MWS Veterans' Services District seeks to advocate on behalf of all the district's veterans and provide them with guidance on local, state and federal benefit programs, quality support services and to direct an emergency financial assistance program for those veterans and their dependents who are in need.

Goals and Objectives

- To execute timely and accurate benefit delivery for all veterans seeking help from the Federal, State and Local branches of government
- To provide dignity, compassion, respect and privacy to all veterans seeking assistance
- To empower veterans through technology, information sharing, and networking, where they can assist themselves and their fellow veterans by connecting services
- To continue the fight against homelessness and joblessness within the veteran community
- To be honest and forthright with our veterans, researching the correct answer and providing results as quickly as accuracy allows
- To see the office as a base of operations, not a home, bringing services to the veteran wherever they are whenever they need

Department Organization

- Director of Veterans' Services
- Administrative Assistant

Why Do People Contact Us?

- Department of Defense (DoD) questions, Chapter 115*, VA Claims, VA Healthcare,

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

anything VA related in addition to local ceremonies for veterans.
- Vaccine inquiries
- Home healthcare inquiries

The Chapter 115 Benefits Program is run by the Massachusetts Department Veterans' Services (DVS). This program is run locally and benefits are reimbursed up to 75% by the State. he U.S. Department of Veterans Affairs (VA) offers federal benefits and at the local level we aid veterans and their families in applying for them.

Veterans' Services by the Numbers:

- 3 Municipalities served
- 75–100 Chapter 115* clients served across the 3 communities
- Average 30 Disability claims filed annually
- Average 10 VA pensions for Aid and Attendance filed annually
- Over $625,000 brought back to VA beneficiaries who reside in the City of Melrose between VA disability compensation and VA pensions and survivor benefits.

Little Known Facts/Common Misconceptions

- While we are seen publicly at events, the office runs much more than events and ceremonies
- We run the MVMMS Operation club and trip annually which involves meeting with the students weekly culminating in a trip to Washington DC in May. (Hoping to start back up in school year 2022-23)
- We help with all the events and fundraising efforts the VAB does.
- We serve as a source of socialization for some of our senior veterans.
- Assist from cradle to grave with VA disability claims and pensions

COVID-19 Response

The Veterans' Services Office was busier than ever during the pandemic.

- Continued providing services and filing claims
- Admin Assistant helped with Friday food delivery for veterans in need of food

Changes from FY22 to FY23

- Increase in Veterans Benefit line 015432/544000 by 6% in anticipation of DVS COLA adjustment in July 2022 to match Social Security COLA increase of 5.9% in January 2022.

Goals for FY23

- Increase current part-time Melrose Veterans Administrative Assistant to full-time based on number of residents in the District/State compliance (greater than 70K residents)

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Finance and Administrative Services

Finance and administrative services departments act as the organizational engine of municipal government operations. While some of these departments are public facing (e.g., Treasurer/Collector), most operate internally, playing a critical role in ensuring the City's assets are stable and protected (Assessor, Auditor, City Solicitor), and that your public servants have the support they need to provide the customer service our residents deserve (Human Resources).

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Assessor

Mission & Overview

The mission of the Melrose Assessing Department is to determine the valuation of all real and personal property within the City in a fair, transparent, and cost-effective manner. To taxation, the Assessing Department is obligated under law to assess all property at full and fair market value as of January 1st of each year.

The Assessing Department is responsible for the following functions:

- Ensuring the accuracy of real property valuation through annual inspection of all sale properties, all properties for which building permits have been taken out, and all abatement application properties.
- Routine re-inspection of all properties on a ten-year cycle.
- Discovering, listing, and valuing over 8,760 residential properties, including single-family homes, multi-family homes, condominiums, and apartment buildings. There are 294 commercial, industrial and mixed-use properties, 424 exempt properties and 473 business personal property accounts which are also valued on an annual basis.
- Maintenance and administration of the assessing databases and maps.
- Recording all changes in property ownership, land subdivisions, and changes in land use codes.
- Analyzing real estate sales transactions and annually adjusting property assessments to reflect market value.
- Processing property tax exemption applications for income-eligible senior citizens, veterans with service-related disabilities, and persons who are legally blind.
- Processing Motor Vehicle Excise tax abatements. The City of Melrose annually issues over 22,000 excise tax bills and more than 750 excise abatements.
- Capturing new growth from building permit activity as defined by Mass. General Law.

Department Organization

- Chief Assessor
- Assistant Assessor
- Assessing Clerk

Why Do People Contact Us?

- Excise abatements
- Personal exemptions
- Valuation information
- Assessors Maps

Little Known Facts/Common Misconceptions

- The Assessor's Office is incredibly innovative in its use of technology
- We save the City money by ensuring 100% valuation on all Melrose properties

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

COVID-19 Response

- The Assessing Office was already innovating and was able to transition to a virtual format and meet the requirements of the department in a remote setting
- As a result of the digitizing the Assessing Office did ahead of the pandemic, the Department served as a model for conducting remote municipal work
- We were able to effectively communicate with the public and facilitate transactions, enhance resident support and assist people with navigating government functions throughout the pandemic
- External inspections continue with aerial cameras and lasers to measure outside of buildings, as well as incorporating the use of street-view cameras

Changes from FY22 to FY23

- 5% **decrease** in overall budget
- 7.6% **decrease** in Salary & Wages line due to staffing changes
- No other funding changes

Goals for FY23

- Continue to be a leader in using data to drive decision-making
- Collaborate with Building Department and GIS Manager to integrate mapping and permitting data systems with Assessors Database
- Collaborate with Treasurer/Collector to develop efficiencies and streamline tax billing and abatement processes

Auditor

Mission & Overview

The mission of the Office of the Auditor is to protect the City's assets. We serve as the financial foundation for all the City's operations by ensuring every bill, every payroll, every purchase, every grant that comes across our Office is lawful, accurate, and in line with the Council's approved budget.

Department Organization

- City Auditor/CFO
- Assistant City Auditor
- Financial Manager
- Senior Accounting Clerk

Why Do People Contact Us?

1. Vendors checking the status of payments
2. Internal help desk for MUNIS software
3. Payroll inquiries from employees

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Little Known Facts/Common Misconceptions

- All departments must flow through the Office of the Auditor to achieve their goals
- This Office keeps *all* the City's finances secure
- While the Office of the Auditor does not have much direct contact with the public, we have a very direct impact on the lives of residents by ensuring appropriate application of all public monies

Changes from FY22 to FY23

- Salary and Wage adjustments for staff
- Increase in hours for union employee from 30 to 35

Goals for FY23

- Continue to develop and train All MUNIS users on enhancements (version 2021) and best practices.
- Continue to work on MUNIS projects that create efficiencies for all departments.
- Collaborate with School Finance Team to identify efficiencies.
- Collaborate with Treasurer's Office to move to electronic payments for larger vendors.

City Solicitor

Mission & Overview

The City Solicitor's office functions as a full-time law office handling the City's litigation and other legal functions in-house to the greatest extent possible. The office serves to provide high quality legal representation and advice to the City Council, School Committee, Mayor, and to all departments, agencies and multiple-member bodies of the City in numerous areas, including but not limited to: zoning, employment & labor law, elections, civil rights, civil service, contracts and procurement, permitting and licensing, real estate, workers' compensation, education law, ethics, conflict of interest law, open meeting law, public records law, and tort actions involving personal injury and property damage claims.
The City Solicitor's office strives to successfully prosecute and defend any actions before state and federal courts and administrative agencies, provide well-reasoned and timely legal opinions, draft legislation, draft and review contracts, leases, and deeds, and help facilitate the lawful implementation of programs, policies and best practices throughout all City operations. Its staff has broad expertise in various areas of municipal law.

Department Organization

- City Solicitor
- Assistant City Solicitor

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- Executive Assistant

Why Do People Contact Us?

- Requests for Advice and Legal Opinions
- Departmental Operation Items
- Insurance Claims Processing

Little Known Facts/Common Misconceptions

- Legal department oversees the Melrose Liquor Commission

Budget Changes from FY22 to FY23

- Overall Budget Increase of 19.26%
- Increase Assistant City Solicitor hours from 30 to 35 hours. Former City Solicitor's departure occurred right in the middle of switching this employee from 30 to 35 hours. For FY22, this position was budgeted for only 30 hours.
- Increase of $15,000 for Professional Services. Increase reflects cost of specialized Labor Counsel this coming fiscal year to assist in Main Table Collective Bargaining Negotiations for Public Safety Contracts and continued use of Outside Counsel for Cable License Negotiations with Verizon/Comcast.
- Increase in annual subscription cost for online legal database Westlaw
- Increased education/seminar line to allow for more advanced opportunities for professional development and growth for Law Department staff. For example, City Solicitor and Assistant City Solicitor review/draft contracts and advise on the procurement process on a very regular basis on the School and City side. The Massachusetts Certified Public Purchasing Official (MCPPO) program classes and training would greatly benefit their specializing in these tasks. In addition, since COVID-19 there has also been an increase in online course offerings and legal updates that would greatly benefit the Law Department personnel in its goal of staying up to date on the current state of municipal law and best practices.
- Increase in Property Insurance coverage to reflect new Pole chargers that were not part of the FY22 budget due to timing. Increase in coverage is also reflective of capital acquisitions in process at a regular basis and insurance cost increases to cover liability/defense of public safety employees. This number is also reflective of a 5% assumed increase across existing policies.

Human Resources

Mission & Overview

The Human Resources Department ensures that the City of Melrose follows fair and consistent employment practices, supports employees and retirees in health and welfare benefits, complies with federal and state laws and collective bargaining agreements, and effectively communicates employment matters to all City employees. By providing

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

exemplary service to City employees, and ensuring a safe and inclusive work environment, the HR Department strives to create an environment where employees of all backgrounds can succeed and thrive while providing citizens of all backgrounds with excellent municipal services.

Department Organization

- Director of Human Resources and Labor Relations
- Human Resources Coordinator
- Human Resources Assistant

Percentage Increase in HR Budget over FY22

152 Human Resources- overall increase **5.6%**

- Salaries and Wages
  - 6% increase due to having 53 payroll Fridays in FY2023
- Dues and Membership
  - 83.6% ($230) increase for SHRM membership, which offers useful tools, Employment news and legal updates, and best practices for HR professionals.
- Education/Training (for HR)
  - A new line item of $500. Training is an important element for the professional development of employees, keeping up with the ever-changing HR field, aiding in performance boost and retention of HR staff

912 Worker's Comp - no changes

- Level-funded

913 Unemployment- no changes

- Level-funded

914 Employee Benefits - overall increase **4.3%**

- Health Contractual Benefits – 4.7% increase
  - FY23 health insurance increase is 4.3% for the City cost (calculation used 3/1 membership enrollment)
    - Non- Medicare health plan rates increased between 2.9% to 10.2%
    - Medicare health plan rates increased between 1.2 % to 3.0%

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- The health budget projection is always a snapshot of a moment in time and cannot predict the behavior of employees, life events or economic changes that may affect future enrollment.

- Salaries and Wages
  - 7.1% increase due to having 53 payroll Fridays in FY2023

What are the major changes to your budget?

The HR department doesn't have major changes to the budget in FY2023

What are the reasons for these changes (major cost drivers)?

The Health Insurance budget, which has the largest financial impact on our budget is a contractual obligation for the City of Melrose and is primarily driven by the healthcare inflation, which we don't control. The 5% average increase of the health insurance plans has been consistent over the last few years.

HR by the Numbers:

Clients Served

- **22** Departments
- **396** City Employees: 265 Benefit Eligible & 131 Non-Benefit Eligible (not including election help)
- **503** School Benefit Eligible
- **762** retirees/survivors

Benefits & Budget Administration

- Administrate **the following benefits for active employees:**
  - 14 Health plans
  - 2 Dental Insurance plans (Employee and Retiree)
  - 3 Life Insurance plans
  - 3 Deferred Compensation plans
  - Disability Insurance
  - Pet Insurance
  - Flexible Spending Account
  - Opt. Out Incentive program
- Administrate **the following Benefits for retirees:**
  - Health Insurance
  - Dental Insurance
  - Basic Life Insurance
  - Optional Life Insurance
  - Medicare Part B Reimbursement for **654 retirees & their spouses.**

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Financial Management: We manage approximately $15 million.

Recruitment:
Oversaw and participated in the recruitment, screening, hiring and orientation for positions in the Police, Fire, Public Works, Library and City Hall departments and three Regional offices:

- Health and Human Services: Melrose, Wakefield
- Veterans: Melrose, Wakefield, Saugus
- Pine Banks: Melrose, Malden

- FY 2022 new hires (through May 2022):
  36 Benefit eligible
  46 non-benefit eligible (excluding election help)

City Staffing Changes:

- FY 2022 (through May 2022):
  30 Retirements (9 School; 21 City)
  18 Resignations
  26 Deceased Retirees

Little Known Facts/Common Misconceptions

- We are a department of three employees with a broad range of responsibilities:
  - Benefit Administration
  - Finance Management
  - Labor Relations
  - Performance Management
  - Recruiting and retention
  - Succession Planning
  - Unemployment
  - Worker's Comp and 111F Administration
  - Supporting 22 departments, 400+ City employees, and 700 retirees

COVID-19 Continued Response

- In FY22, HR continued to play a major role in interpreting the ever-changing federal and state regulations around pandemic protocols and response.
  - Created new testing, quarantine and leave policies based on guidelines, educated and supported staff and managers on their application
  - Tracked pandemic-related leaves and reported to the state for reimbursement

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Goals for FY23

- Implement the new Comp and Class system; develop a compensation administration policy based on a hybrid model of length of service and performance and create a uniform performance guide for managers to support the new policy.
- Develop and implement Employee Recognition and Retention strategy for employees to feel appreciated, supported, and engaged in the workplace, which further enhances the morale and performance of staff and translates into higher retention and excellent service for the residents of Melrose.
- Continue supporting the DEI mission of the administration and work on implementing the recommendations of Visions Consultants, HRS' Organizational Needs Assessment and DEI Taskforce.
- Work closely with the Executive Police Chief Search Consultant and coordinate the process for the successful selection, hiring and transition of a new Police Chief.
- *Long term goals and projects:* streamline resumes submission, automate processes, including new hire paperwork collection, leaves management, etc.; research a new Benefit Tracking software product since current software is outdated; continue developing partnerships and researching best practices for the purposes of attracting and retaining a talented diverse workforce and building up a DEI employer brand.

Treasurer/Collector

Mission & Overview

The Treasurer Collector department is responsible for the billing and collection of water and sewer bills, real estate, personal property and auto excise taxes and the receipt of various fees for permits, licenses and miscellaneous payments. The department is also responsible for the reconciliation of all bank accounts, short-term and long-term investments, short-term and long-term borrowing, management of Tax Title accounts, payroll processing, W-2 issuance, income tax reporting and other required governmental filings, and the funding of all disbursements.

Department Organization

Treasurer Collector	Head Collector – Real Estate Tax
Assistant Treasurer	Senior Collector – Excise Tax
Parking/Treasury Clerk	Senior Collector – Water & Sewer

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Why Do People Contact Us?

- Billing questions: not understanding water liens, missed payments, excise tax
- Parking questions: tickets, stickers, overnight parking.
- Payroll questions: deduction changes, lost checks, employment verification, W2 information

Little Known Facts/Misconceptions

- Every dollar received or spent in City Hall flows through our office.
- We manage maintenance of the postage machine.

FY22 Accomplishments/Changes

- Clean-up of over 200 legacy reconciling items in the General Ledger
- Implementation of the Munis Cash Management module in April 2022
- Internal promotion of Head Clerk and hiring of new Senior Clerk - Water and Sewer
- Implemented PayByPhone payment app at the train stations in collaboration with the DPW
- Implemented debit and credit card payments at the Collector's window for real estate and personal property tax and water/sewer payments
- Collaborated with outward facing departments on the collection of outstanding taxes prior to the issuance of permits and licenses
- Finalized two IRS audits with minimal findings

Percentage Increase in FY22 Budget

- The overall Treasurer Collector department budget is 8% higher than FY22.
- The Parking Budget is flat to FY22.

Changes to FY22 Budget and Reasons

- Salaries – up 1.6% or $6,105 due to contractual step ups/COLA increases on a fully staffed team.
- Printing – up 121.7% or $13,000 due to the reallocation of certain Kelley & Ryan processing charges that should be booked to printing rather than Postage.
- Postage – up 6.4% or $3,000. Estimated cost of two elections offset a large portion of the reallocation of certain Kelley & Ryan processing fees plus impact of potential increase in postage rates.
- Bank Fees – $6,000 low interest rate on bank accounts do not generate enough interest to offset lockbox fees. This was not a budgeted item in past years as the processing costs were always offset by the interest earned. This cost will decrease and potentially eliminate as rates rise over time.
- Professional Services – up 25% or $3,000 based on average bill of Clifton Larson after FY22 price increase.

Goals for FY23

- Address Personal Property tax receivables.
- Research options for automating excise tax payments from leasing companies.
- Vet certain processing providers to ensure best price for best product/service.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Public Safety and Infrastructure

Local government operations are like a clock: many pieces move independently of one another but rely on one another's success to function. While no one department can truly optimally perform without another, what the following departments do is truly bedrock to the City of Melrose.

Municipal government operates best in the background of our lives. We typically only notice it when something goes wrong: when a sidewalk is cracked, the WiFi at school goes out, a traffic light breaks. What we don't see are the fires prevented because of strong building codes and talented inspectors; the lives saved this year because of a dedicated health department's commitment to ensuring public safety as the COVID-19 pandemic continued to have a major impact in 2021 and early 2022; the hours spent collaborating on logistics to bring cultural events to our public spaces while ensuring all attendees are safe and the crowds manageable; the family dinners missed to respond to winter storms, so our children can get to school safely.

It is my hope that the following pages will demonstrate that capital investments are nothing without the talented and dedicated public employees who implement them.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Department of Public Works

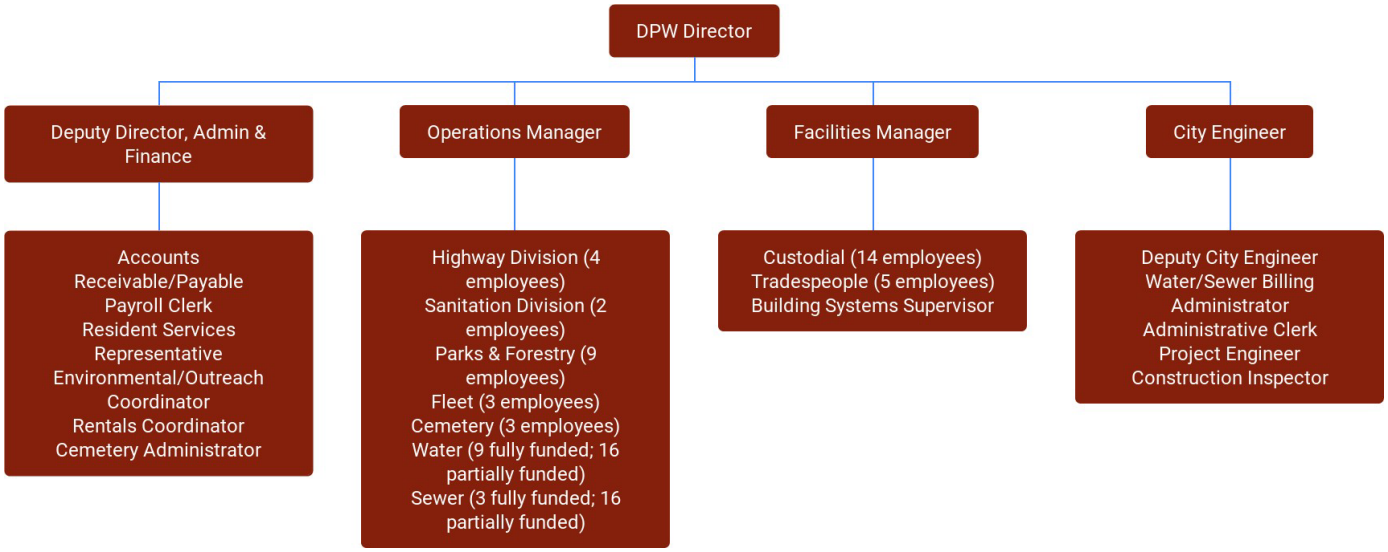
Mission & Overview

The Department of Public Works is one of the most diverse branches of city government, working to ensure the safety and wellbeing of all residents of Melrose by providing essential services with the responsibility of maintaining critical infrastructure for the City such as streets, sidewalks, water, sewer, catch basins, rubbish and recyclable collection, and vehicle and equipment maintenance.

The Department is also responsible for response to snow, ice and other emergency services; responsible for the care of all City trees, for the maintenance of all parks and fields, for the maintenance and general operations of the cemetery, for enforcing of water, sewer and street ordinances; and engineering design and construction management for capital improvement and maintenance projects. To accomplish these functions, the Department is organized into eleven divisions:

Administration, Engineering, Facilities, Fleet, Highway, Parks, Sanitation, Sewer, Trees, Water, and Wyoming Cemetery

Department Organization



Why Do People Contact Us?

- Potholes and other road/pavement maintenance issues.
- Trash pickup questions
- Snow removal

DPW by the Numbers:

Since the beginning of Fiscal Year 2022, these are some of the items DPW has addressed:

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- potholes filled: 547 locations
- storms responded to: 51.6 inches of snow
- vehicles in fleet maintained: 140 pc. of equipment
- tonnage of trash/recycling:
    - 1.6,923 tons of trash
    - 1.2408 tons of recycling
- parks/fields/open spaces maintained: 81 locations
- total work orders: 3250 resolved
- invoices processed: 2393 purchase orders YTD
- recycled 290 mattresses as part of the new mattress recycling program
- provided 919 affordable barrels to residents through the temporary barrel purchasing program

The Department of Public Works also played a critical role in several large projects/events:

- Capital projects including paving, water main replacement, sewer main improvements, and drainage improvements
- Support of all City events including school sports, elections, memorials, Earth Week,
    - Healthy Melrose, and private facility rental events
- Continued delivery of COVID-related services such as additional cleaning and disinfection of buildings and assisting with storage and delivery of supplies
- Launched and managed a temporary barrel purchasing program to provide affordable and compliant barrels to the community

Little Known Facts/Common Misconceptions

- DPW functions mostly in the background of the lives of people in Melrose yet we are foundational to all City operations.
- We play a key role in putting on community and cultural events like Home for the Holidays, Earth Week, Victorian Fair, Summer Stroll, etc.

COVID-19 Response

- DPW provides essential services to the City, and we did not miss a beat despite the pandemic
- Met the guidelines for school safety in an environment that needed to shift frequently as a result of COVID rates
- Spearheaded deep cleaning efforts in City facilities throughout the pandemic
- Installed and maintained four parklets, oversaw changes to Central Terrace (alley next to the YMCA) into a public amenity, and provided materials for Mayor Brodeur's Safe Streets initiative

Changes from FY22 to FY23

- Contractual increases in salaries (step increases for both union and non-union staff). Please note that union cost-of-living increases are currently being negotiated and have therefore not been included at this time.
- Annual increase in Massachusetts Water Resource Authority assessment in water and sewer

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

funds.

- In the Administration and Engineering Budget, increases to the line items of Professional Services and Professional Development are due to the additional contracted services that provide oversight on projects and the professional association memberships for our staff. Similarly, professional services are needed for the Facilities Division, which has been tasked with many small capital projects for which outside consultant support is frequently required to assist with bid document preparation and construction administration. (These services for larger capital projects are typically included in the capital project budget, but for smaller projects paid for with operating funds, they do not presently have a funding source.)
- Some of the biggest challenges facing the DPW are with costs associated with delivering facilities maintenance services. Rising costs for supplies and materials have affected the Facilities Division more than any other DPW Division. To address the rising cost and inventory need to deliver services, we have requested increases to three supply line items. These increases assume that costs will level off.
- The Highway Division budget is drastically affected by our obligations for NPDES MS4 drain services under the related federal permit, thus resulting in increases requested to those line items. Additional traffic markings (bike lanes, etc.) have resulted in increased cost to maintain these markings, through both materials costs for in-house efforts and contractual costs with our on-call line painting contractor.
- For Snow and Ice Operations, it should be noted that our 5-year average annual spending is $996,049. Although the budget has been adjusted each year, the average budgeted amount in the same period has been $574,103.
- Our Solid Waste and Recycling hauling and disposal contract will be entering the second of three option years. The base cost of the contract will increase to $835,000. Disposal costs increase to $68/ton. At a projection of 8,500 tons of trash, the result is a cost of $578,000 in FY23. We will also see an increase in recycling costs that project to a $159,000 need in order to fully fund the contract. Lastly, in response to resident and City Council requests to increase downtown barrel pickup, the additional costs to the overtime line item are $2,000 to provide this added service.
- Requested increases in the Parks & Forestry Division are associated with our contracts to maintain our City trees with the increase in windstorms in recent years.

Goals for FY23

- Meeting the obligations of all regulatory programs, such as lead water service removals, NPDES MS4 drainage requirements, and hazardous materials reduction/removal
- Fostering a positive work environment through enhanced professional development

Emergency Management

Mission & Overview

Melrose Emergency Management, using the guidelines of the Federal Emergency Management Agency (FEMA), facilitates planning, secures and provides resources to assist and help protect the residents,

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

business community, and city government from hazards that threaten Melrose. This is done through the four phases of Emergency Management: Preparedness (Planning, Training, Exercising), Response, Mitigation and Recovery.

Working in close partnership with City Departments and our Regional/State Partners, EM plans and prepares for emergencies, educates the public about emergency preparedness, conducts training exercises and performs other services to support the City's overall preparedness. EM follows an all-hazards approach, preparing for various types of emergencies – natural or man-made.

Department Organization

- Emergency Management Director

Why Do People Contact Us?

The Emergency Management Director rarely interfaces with the public and generally acts as a liaison between the State and the City, as well as the Chiefs of Police and Fire.

Little Known Facts/Common Misconceptions

- Every municipality is required by state law to have an Emergency Management Director
- The EMD spearheads coordination of City Departments for planned and demand response events using the Federal Incident Management System (NIMS) and the Federal Incident Command System (ICS)
- In the event of a disaster, fire or flood, the EMD would coordinate emergency relief for residents, (food, temporary sheltering, etc.)
- Melrose Emergency Management is the third-tier layer of emergency management system, our partners are the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA)
- Melrose Emergency Management makes application to MEMA and FEMA for grants and all reimbursement from Declarations of Emergencies

Changes from FY22 to FY23

With the effects of COVID-19 becoming less life threatening, the ordering of PPE supplies has stopped as we maintain a sufficient supply.

Goals for FY23

- Phase back to normal operations
- For all event planning, foster the use of NIMS and ICS
- Complete the EOC/Training Center upgrade
- Conduct Tabletop Exercises with city departments, State and Federal Agencies and local constituents to plan and train for events that could have a negative or disastrous impact on the City
- Establish written evacuation plans for City Hall

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Fire Department

Mission & Overview

The Melrose Fire Department (MFD) strives to improve and safeguard the quality of life within the City of Melrose. The members of the department guarantee the citizens and visitors of Melrose that we will provide dependable service in a responsible fashion, while showing care and compassion for those in need. As public servants, our first and foremost duty is to serve the community. We will treat those we serve fairly, regardless of their race, color, creed, sex, age, lifestyle, national origin, or economic status. We ensure that any service we provide adds value to our citizens'/customers quality of life. The department recognizes the individuality of everyone who works here. We will treat one another with respect, kindness, and sense of importance of teamwork. We continue to foster a spirit of excellence throughout the organization while we serve our citizens.

The MFD responds promptly and efficiently to structure fires and emergency medical incidents. The members of the MFD continuously train in all aspects such as fire safety, hazmat operations, technica rescue operations, EMS training, specialty team training, water rescue, and automobile extrications.

Department Organization

- Fire Chief
- Financial Administrator
- Fire Alarm Superintendent
- 7 Captains
- 9 Lieutenants
- 40 Firefighters

Why Do People Contact Us?

- Emergency response calls
- Master-box plug outs
- Fire prevention

Melrose Fire Department by the Numbers: (July 1, 2021 - May 6, 2022)

- 3,797 Emergency Response Calls
- 95 Training Activities consisting of 1,320 personnel hours
- Fire Prevention/Code Enforcement Activities:
    - 1 Complaint
    - 11 School Fire Drills
    - 528 Permits Issued
    - 538 Inspections Conducted

Little Known Facts/Common Misconceptions

- We are a multi-faceted all-hazard fire department

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

FY22 Accomplishments

In July of 2022, the Fire Department received 16 new hand-held thermal imaging cameras (TIC's) as a result of a Firefighter Safety Equipment Grant. This allows each riding position to hold their own TIC during each shift. Also in this grant, we received scene lighting for fire prevention investigations.

The Tremont Street Fire Station received a new 2021 Seagrave Pumper in place of the 2007 Seagrave Pumper. The 2007 engine will replace the 1999 engine which is now a reserve. The 2021 pumper was placed in service on November 17, 2021. Approximately 5 minutes after being in service, the first call came in to respond to a house fire on Marmion Road.

The Fire Department is also anticipating a delivery of a new tractor drawn aerial truck (TDA ladder truck) mid-May of 2022.

COVID-19 Response

The Fire Department continues to respond at the frontline of the Covid-19 pandemic.

In FY22, the Fire Department was able to procure funds to purchase a patient simulator (SimMan 3G Plus). With this patient simulator, our members can train on the proper techniques and interventions when faced with bodily fluids. Staying ahead of the curve starts with proper training. With the patient simulator we can help prepare our team to develop clinical knowledge to manage severe cases of a patient suffering from Coronavirus and other infections. Scenarios can be run as an individual scenario or back-to-back in series. The scenarios focus on key decisions regarding invasive care and patient management. The patient simulator allows providers to remain proficient with interventions and clinical judgement. Scenarios will allow providers to properly complete a scene size up and deploy proper PPE to protect themselves and others.

Percentage Increase in the Fire Budget for FY23

The Fire Department will receive an overall budget increase of 6% for FY23

- .5% increase in overtimes due to contractual raises
- 100% increase in fire contracts for Metro Fire Chief's annual dues. Metro Fire Chief's is a consortium of cities and towns within the 128-belt known as Metro Boston
- 20.5% increase in professional services for in-house fit testing and in-house annual Hazmat training

Goals for FY23

• Increase our training to stay in line with national standards as well as documenting said training by implementing Lexipol/Fire Rescue Academy. Lexipol/Fire Rescue Academy is an online training module that sends out and tracks the training performed by the Fire Department members. The Lexipol side of the module holds policies and procedures, most

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

mandated by the State. The Fire Rescue Academy side of the module contains training videos and allows our department to upload our own videos for training purposes.

Health and Human Services Department

Mission & Overview

The Melrose Health and Human Services Department promotes the personal and environmental health of the community through education and policy development supported by enforceable regulations, and collaboration with other people and organizations.
Our goal in the public health sector is to protect and promote health. The Melrose Health Department offers a wide variety of services and functions for the City of Melrose to accomplish just that. The services range from a variety of topics, including, but not limited to, vaccinations, health permits and applications, informational sheets, healthy eating and living activities, pest control, tobacco use control, substance abuse prevention, animal control, and more.

The Melrose Board of Health is the policymaking, rule-making, and adjudicatory body for public health in the county or counties in Melrose. State legislature gives boards of health specific powers and duties.

Department Organization

- Health Director for Melrose & Wakefield
- Public Health Nurse
- Health Inspector
- Sr. Health Inspector
- Public Health Specialist
- Mass in Motion Coordinator
- Regional Tobacco Control Coordinator
- Animal Control Officer
- 11 School Nurses

Why Do People Contact Us?

- Complaints about trash/housing/food establishments/noise/pests
- Flu shots

- Clarification on the Governor's 60 Orders and Standards
- How to get a mask (in the beginning when these were scarce)
- Reporting COVID protocol violations
- Vaccination inquiries

Health and Human Services Department by the Numbers:

- 4,138 vaccine doses administered

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- 1,925 COVID-19 cases (excluding non-residents working in Melrose)
- 16 contact Tracers
- 32 personnel working on COVID issues
- 40 weekly hours currently being spent on contact tracing
- 125 complaints January 2020 through April 2021

Little Known Facts/Common Misconceptions

- Melrose shares a Health department with Wakefield
- Melrose Health and Human Services Department is responsible for working with schools through School Nursing

COVID-19 Response

Everything changed at the outset of the pandemic. All staff members were cross trained to help with contact tracing and answering phones. We utilized volunteers and Wakefield personnel to expand our contact tracing. We shifted resources and ensured everyone performed COVID-related work. The biggest challenge was the incredible stress and working 24/7. There was no work life balance over the last year. Another main challenge included the State providing information last minute and making the City responsible for execution, as announcements were often made before infrastructure was in place to execute at the local level.

Changes from FY22 to FY23

- 5.8% increase in salary and wages; to respond appropriately and in a timely manner, the department needs more health inspections capacity to fulfill the City's needs. We are proposing an increase of 0.5 FTE in the Health Inspector position to fulfill the volume of complaints and mandatory routine food inspections.

Goals for FY23

- Reduce stigma around mental health and increase behavioral health resources
- Formalize and expand shared services with the Mystic Valley Public Health Coalition
- Reinstate the Substance Use Prevention Program

Information Technology

Mission & Overview

The City of Melrose IT Department strives to make technology services better, quicker, effective, and efficient for all students, families, employees and residents.
The IT Department is responsible for installing and maintaining critical infrastructure for the City of Melrose including the schools. We provide all technology-related equipment and software in the City and Schools including but not limited to, networks, copiers, projectors, printers, smartboards, wireless access points, telephones (both analog and Voice over IP (VoIP),

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Public Address (PA) systems, uninterrupted battery backup systems, security systems, door hardware, fobs, cameras & intercoms, computers, monitors, laptops, Chromebooks, police cruiser computer systems, Public safety devices, servers, virtual servers, email, websites, mobile phones, fiber optic network on street poles, desktop support for City and School personnel, backup and disaster recovery systems, running new cabling and repairing old cabling, and reverse 911 systems. We are also responsible for designing, contracting and leading projects for the City and Schools to upgrade or install new systems. We communicate with City and School leaders to understand needs and provide technical solutions to those needs.

Department Organization

- IT Director/Chief Information Officer
- Assistant IT Director
- IT Systems Analyst
- IT Project Manager
- Financial Systems Analyst
- School Systems Administrator
- School Elementary Desktop Technician
- School MVMMS/HS/Franklin Desktop Technician
- School SIS Data Coordinator

IT Department by the Numbers:

- FY21: 1,510 Tickets processed. FY22 (so far): 1,241
- FY21: 2,996 Tickets processed. FY22 (so far): 3,553
- $242,360 received in successful grants and $250,000 in potential grants written

There are also dozens of both small and large-scale projects the IT department spearheaded this fiscal year which cannot be distilled in neat qualitative numbers. Some of these include:

- M365 implementation and migration
- M365 training for entire city
- All Roosevelt projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced
- All Horace Mann projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced and 3 interactive touchpanels installed
- Field camera installed on Fred Green Field Press Box for MMTV coverage of games
- Distributed 1,042 new Chromebooks to secondary students as part of our 1 device for every student program (1:1).
- Cameras installed in the MHS Gym and the MVMMS Gym for MMTV broadcast
- Completed Telephone system implementation to all buildings
- Roosevelt telephone system replaced (in-house) and new phones installed throughout the building
- 74 Mobile phones replaced and upgraded
- Successful MCAS Exam conducted with students in school and students testing remotely on Chromebooks

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- WIDA ACCESS for English Language Learners - Successful Implementation under pandemic conditions
- K and Pre-K web registrations built and implemented
- Moved Veteran's office to Milano Center
- Implemented cybersecurity training throughout the City and the Schools
- 44 Chromebooks repaired in-house (parts replaced)
- 6 computer labs rebuilt
- 22 new laptops rolled out to City staff
- New camera security system installed at the School Central Administration Office
- Conferencing setup including room camera, microphone, speakerbar and 75" LCD touchpanel in the Emergency Management Training Room at City Hall
- Began scanning invoices and quotes straight into Munis
- New wireless system installed at the Milano Center
- Created internal data dashboard for COVID-19 cases in the schools
- Successfully submitted many state-mandated reports
- Installed digital signage hardware and software at the Police Station lobby
- Design work with vendor for a city-wide fiber-optic upgrade and extension of critical public safety radios

Little Known Facts/Common Misconceptions

- IT is responsible for over 10,914 pieces of equipment up from 5,322 6 years ago
- IT has a fleet of over 4,000 Chromebooks

Changes from FY22 to FY23

- Munis support
  - This change reflects the traditional annual 5% increase for all MUNIS products
- Computer Paper and Printing Supplies
  - Toner and paper will now be consolidated to the Office Supply line
- Software Licenses
  - Microsoft M365 cost added
  - Microsoft M365 backup software added
  - New helpdesk ticketing system added
  - Offsite Disaster recovery added
  - Antivirus renewal added

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Inspectional Services

Mission & Overview

The Inspectional Services Department is responsible for the health and public safety of the community and for the monitoring of improvements for both residential and commercial properties. Our goal is to help the residents of Melrose by providing timely and quality service and providing answers to questions regarding building and zoning issues. We also ensure compliance with the Architectural Access Barriers Board regulations to ensure everyone living, working, and moving through Melrose can adequately access our buildings and spaces.

Department Organization

- Director of Inspectional Services
- Executive Assistant to the Director
- Part- Time Plumbing and Gas Inspector (26 Hrs.)
- Part-Time Wire Inspector/Sealer of Weights & Measures (28 Hrs.)
- Part-Time Local Building Inspector (28 Hrs.)

Why Do People Contact Us?

- Permit Applications for Building, Electric, Plumbing, Gas or Occupancy
- Information regarding application requirements and zoning
- Information about opening a business
- To learn and understand the Codes and Ordinances
- To complain/inquire about:
    - if permits were issued
    - obstructions to intersections
    - unregistered vehicles on a property
    - the condition of a house/building

ISD by the Numbers (in an average year):

- 7,000 emails fielded
- $800,000 in permit fees collected
- 3,300 inspections
- 6,000 in-office customer visits
- 3,100 permits issued

This year (as of May 5, 2022):

- 2694 permits issued
- $869,670.00 in fees collected
- 3234 inspections
- 300 walk-throughs (were not ready for inspection)

Little Known Facts/Common Misconceptions

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- There is a tremendous number of nuances in zoning and building codes and it requires a huge amount of knowledge and agility to keep up with the changes
- Regulations are constantly changing but funding does not always come down from higher government levels to accommodate those regulation changes
- Building and inspectional services provide public safety. If we don't ensure compliance with all codes, this could result in loss of life. We keep residents safe with stringent building codes, talented and dedicated inspectors, and thorough processes
- Housing stock in Melrose remains the way it is because of the work of ISD. The work we do is foundational to making Melrose an attractive place to live

COVID-19 Response

- Developed system to accept and process permit applications and payments online
- Performed virtual inspections
- Had system in place within two weeks of the pandemic hitting
- Challenge faced: not having access to historical hard files which contain construction documents, letters, plans, applications etc.
    - Looking forward, digitizing our records will allow us to operate fully remotely when needed

Changes from FY22 to FY23

- Work to develop and institute online permitting for Melrose
- We are happy to announce that we have gone live to the public with online permitting
- Upgraded local Building Inspector to a permanent 28-hour-per-week position

Office of Planning and Community Development

Mission & Overview

It is the mission of the Office of Planning and Community Development (OPCD) to protect and enhance the quality of life in Melrose. To accomplish this mission, OPCD provides long range planning, manages the capital improvement program, reviews and recommends changes in zoning, applies for and administers grants and community development programs, implements special projects, oversees sustainability efforts throughout the City and provides mapping and GIS (Geographic Information System) support. Additionally, OPCD supports the work of several Boards and Commissions in the City and reviews all major land use proposals, including subdivision plans and significant residential and commercial development proposals. OPCD provides staff support to the following Boards and Commissions: Planning Board, Board of Appeals (ZBA), Historic District Commission, and Energy Commission.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Department Organization

- Director of Planning and Community Development
- Senior Planner
- Account Manager & GIS Analyst
- Sustainability Manager
- Assistant Planner

Why Do People Contact Us?

- Property owners & developers inquiring about land
- Affordable housing opportunities
- Questions about electricity pricing
    - Questions about establishing a business in Melrose

OPDC by the Numbers:

Planning Board Activity

- 12 Meetings
- 25 ZBA cases reviewed
- 2 Subdivision applications reviewed
- 6 Site Plan Review Applications permitted: 2 pending
- 22 housing units permitted: 61 housing units pending
- 2 Zoning Subcommittee Meetings
- 1 Design Review Subcommittee Meeting

Zoning Board of Appeals Activity

- 12 Meetings
- 25 permit applications reviewed and decision filed

Historic District Commission Activity

- 5 Meetings
- 9 Cases Reviewed for Certificate of Appropriateness

Housing Production Plan

- Community Engagement #2 on Housing Goals, Types and Locations
    - Online Open House – 375 participants
    - Webinar – 30 participants
- Plan presented and approved by Planning Board and City Council and submitted to DHCD for approval

Affordable Housing Activity

- 2 deed restricted housing units permitted with 9 units pending permitting
- 2 lotteries held for 3 affordable homes
- 2 lotteries pending for 21 affordable homes
- Current Affordable Housing percentage on the Subsidized Housing Inventory – 8%

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Capital Improvements

- Evaluated 96 capital projects representing over $90M in requests for the FY22-26 timeframe
- Produced FY22 CIP Report with prioritized list of capital requests and recommendations for FY22 funding
- Secured grant approvals for 2 school roof projects
- Secured additional $1.5 million capital funding for Memorial Hall Building Envelope Project
- Participated in effort to secure $21 million funding for Library Renovations & Addition Project

Geographic Information Systems (GIS)/Mapping/Sign making –

- Worked with CDM Sewer App project
- Renamed and geo located 7000 sewer tie cards for CDM & Arc Reader Map
- Created Trash survey app for DPW
- Worked with Weston & Sampson on Catch Basin Cleaning App
- Worked on 2020 Census redistricting data, mailing notification address changes for the state, and created new 2020 Ward Precinct Maps
- Edited and researched the water, sewer, drainage, and easement GIS layers.
- Assisted Inspectional Services with new Permitting software
- Continued with scanning plans - vault drainage cabinet plans

FY22 Sustainability

- Melrose Net Zero Action Plan - Completed and released in April 2022, charting a roadmap to reach community-wide greenhouse gas emissions reduction goals for 2030 and 2050 for buildings, transportation, and energy supply
- Green Community Grant #6 for $104,663
- Municipal Vulnerability Preparedness Grant #2 for $101,108
- MassSave Community First Partnership award for $25,000 annually for three years for energy outreach and coaching
- Melrose Community Power – Introduced new contract and rates for 2021 – 2024 that includes a standard product with 10% more local renewable energy than required by the state
- First 15 pole-mounted EV chargers on the east coast – installation completed
- Events – Participated in Victorian Fair, Senior Resource Fair, Earth Week, Healthy Melrose, EV Showcase and various other webinars and virtual events

Little Known Facts/Common Misconceptions

- OPCD oversees a sign and façade grant program to help small business defray the cost of new signage
- OPCD does not decide what kinds of businesses come to Melrose
- OPCD manages the capital improvement program and has overseen renovations projects in many of the City's school and municipal buildings

COVID-19 Response/Impacts

OPCD did not miss a beat during the pandemic and had to contend with an increasing workload while pivoting to a completely new working modality which added to the complexity of the work.

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- All employees went fully remote until City Hall re-opened
- Shifted to staggering staff to keep office open while City Hall was open to the public
- Instituted routine virtual meetings with staff
- Shifted to online platform for permitting and virtual meeting platform for public hearings
- Post permit review application materials online for all applications to facilitate access by the public

Changes from FY22 to FY23

- Upgraded part time Planning Coordinator position to a full time Assistant Planner position to better respond to demands of the Department

Goals for FY23

- Continue to assist residents, developers, and business owners and provide technical and administrative support to the Boards and Commissions under OPCD purview
- Continue to provide mapping and GIS support to enhance the City's GIS capabilities and Maps Online functionality
- Implement the Housing Production Plan and support the newly formed Affordable Housing Trust
- Implement the Net Zero Action Plan
- Increase total number of residents purchasing 100% renewable energy through our aggregate
- Continue to provide project management support for the Library Renovations, Roof Replacements and other Capital Projects

Police Department

Mission & Overview

The Melrose Police Department pledges to maintain the highest standards of integrity, ethics, excellence and teamwork in the performance of our mission while at the same time protecting the Constitutional rights of the citizens. Our mission is to strengthen public confidence in the organization, develop and maintain positive relationships with the community and promote the concept of teamwork for the benefit of all, while at the same time promoting a safe and friendly community through enforcement and education.

Department Organization

- Chief of Police
- Executive Office Manager
- Administrative Assistant
- 4 Lieutenants
- 10 Sergeants
- 31 Patrol Officers
- 5 Academy Recruits
- 1 Explosives K-9; 1 Patrol K-9

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Little Known Facts/Common Misconceptions

Police departments do not write laws; they are tasked with the responsibility of enforcing laws that are enacted by elected officials in the legislature and that are interpreted by the courts. Enforcing laws is just one of many different roles of the police. Other important roles include working with communities to prevent crimes and solve various "quality of life" problems, maintaining order, and conducting investigations. Police officials are responsible for performing their various roles and responsibilities in a way that protects everyone's constitutional rights. This means that policing must be conducted in accordance with the parameters set by the U.S. Constitution, state constitutions, and the many court decisions that have defined in greater detail what the text of the Constitution means in terms of the everyday practices of policing.

Changes from FY22 to FY23

- Three officers separated from the Melrose Police Department as well as the Patrol Commander, Lieutenant DeCroteau
- One officer was promoted to Sergeant, one Sergeant was promoted to Lieutenant, and one Lieutenant was promoted to Patrol Commander
- Both Unions' contracts expired in FY21, negotiations are ongoing
- The introduction of the Massachusetts Peace Officer Standards and Training (POST) State-mandated training and policies has significantly impacted the police department budget

Goals for FY23

- Complete Accreditation Compliance
- Implement Police HUB Program
- Implement Social Media Investigation Trial Program
- Rotate in a new SRO for Melrose High School

Attachment: 5_10_22_FY23 Supplement Budget Document (FY23-SBD)(Volume 3) (ORDER-2022-119 : Fiscal 2023 Operating Budget)

05/10/2022 12:10 pm

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

112 CITY COUNCIL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY COUNCIL SALARIES							
011121 - 511000	SALARY & WAGES	97,191.88	109,276.00	109,276.00	86,977.79	105,751.00	-3.2%
CITY COUNCIL SALARIES TOTAL		97,191.88	109,276.00	109,276.00	86,977.79	105,751.00	-3.2%
CITY COUNCIL CONTRACTUAL							
011122 - 520500	ADVERTISING	163.29	125.00	125.00	0.00	125.00	0.0%
011122 - 521000	PRINTING	421.43	500.00	500.00	591.58	500.00	0.0%
011122 - 523100	EXPENSES	11,000.00	11,000.00	11,000.00	9,166.74	11,000.00	0.0%
011122 - 525308	IQM2 SOFTWARE CONTRACT	12,348.48	12,189.00	12,189.00	12,189.00	18,926.00	55.3%
CITY COUNCIL CONTRACTUAL TOTAL		23,933.20	23,814.00	23,814.00	21,947.32	30,551.00	28.3%
CITY COUNCIL OTHER CHARGES							
011122 - 540700	SEMINARS & SCHOOLING	0.00	535.00	535.00	0.00	535.00	0.0%
CITY COUNCIL OTHER CHARGES TOTAL		0.00	535.00	535.00	0.00	535.00	0.0%
112 CITY COUNCIL BUDGET TOTAL		**121,125.08**	**133,625.00**	**133,625.00**	**108,925.11**	**136,837.00**	**2.4%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

121 MAYOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MAYOR SALARIES							
011211 - 511000	SALARY & WAGES	258,721.74	268,696.00	268,696.00	241,545.82	311,268.00	15.8%
MAYOR SALARIES TOTAL		258,721.74	268,696.00	268,696.00	241,545.82	311,268.00	15.8%
MAYOR CONTRACTUAL							
011212 - 521000	PRINTING	0.00	750.00	750.00	576.22	750.00	0.0%
011212 - 523100	EXPENSE ACCOUNT	7,000.24	7,000.00	7,000.00	6,192.52	7,000.00	0.0%
011212 - 529000	PROFESSIONAL SERVICES	2,934.00	5,900.00	35,900.00	4,695.00	6,000.00	1.7%
MAYOR CONTRACTUAL TOTAL		9,934.24	13,650.00	43,650.00	11,463.74	13,750.00	0.7%
MAYOR OTHER CHARGES							
011212 - 540500	DUES & MEMBERSHIPS	21,944.00	19,444.00	19,444.00	22,533.00	24,000.00	23.4%
011212 - 540600	EDUCATION/SEMINARS	105.00	2,134.00	2,134.00	0.00	2,134.00	0.0%
011212 - 548950	COMMUNITY OUTREACH	7,025.83	18,500.00	18,500.00	13,663.65	18,500.00	0.0%
MAYOR OTHER CHARGES TOTAL		29,074.83	40,078.00	40,078.00	36,196.65	44,634.00	11.4%
121 MAYOR BUDGET TOTAL		**297,730.81**	**322,424.00**	**352,424.00**	**289,206.21**	**369,652.00**	**14.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

135 AUDITOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
AUDITOR SALARIES							
011351 - 511000	SALARY & WAGES	356,207.57	367,067.00	367,067.00	325,513.07	394,042.00	7.3%
AUDITOR SALARIES TOTAL		356,207.57	367,067.00	367,067.00	325,513.07	394,042.00	7.3%
AUDITOR CONTRACTUAL							
011352 - 528600	AUDITING SERVICES	46,140.00	48,640.00	48,640.00	48,640.00	48,640.00	0.0%
011352 - 529000	PROFESSIONAL SERVICES	11,660.00	11,800.00	11,800.00	11,800.00	11,800.00	0.0%
AUDITOR CONTRACTUAL TOTAL		57,800.00	60,440.00	60,440.00	60,440.00	60,440.00	0.0%
AUDITOR OTHER CHARGES							
011352 - 540500	DUES & MEMBERSHIPS	0.00	200.00	200.00	0.00	200.00	0.0%
011352 - 540600	EDUCATION/SEMINARS	700.00	3,000.00	3,000.00	2,620.00	3,000.00	0.0%
AUDITOR OTHER CHARGES TOTAL		700.00	3,200.00	3,200.00	2,620.00	3,200.00	0.0%
135 AUDITOR BUDGET TOTAL		**414,707.57**	**430,707.00**	**430,707.00**	**388,573.07**	**457,682.00**	**6.3%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

141 ASSESSORS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ASSESSORS SALARIES							
011411 - 511000	SALARY & WAGES	243,041.94	253,228.00	253,228.00	185,351.16	233,867.00	-7.6%
ASSESSORS SALARIES TOTAL		243,041.94	253,228.00	253,228.00	185,351.16	233,867.00	-7.6%
ASSESSORS CONTRACTUAL							
011412 - 521000	PRINTING	0.00	250.00	250.00	189.00	250.00	0.0%
011412 - 523000	MILEAGE	0.00	1,000.00	1,000.00	500.80	1,000.00	0.0%
011412 - 528000	FEES	0.00	300.00	300.00	210.00	300.00	0.0%
011412 - 529000	PROFESSIONAL SERVICES	9,564.00	15,900.00	15,900.00	10,000.00	15,900.00	0.0%
011412 - 529300	REVALUATION	61,277.44	103,500.00	103,500.00	92,004.34	103,500.00	0.0%
ASSESSORS CONTRACTUAL TOTAL		70,841.44	120,950.00	120,950.00	102,904.14	120,950.00	0.0%
ASSESSORS SUPPLIES & MATERIAL							
011412 - 530200	COPY MACHINE SUPPLIES	172.14	200.00	200.00	114.98	200.00	0.0%
011412 - 537500	FURNITURE & FIXTURES	2,237.98	4,000.00	4,000.00	29.98	4,000.00	0.0%
ASSESSORS SUPPLIES & MATERIAL TOTAL		2,410.12	4,200.00	4,200.00	144.96	4,200.00	0.0%
ASSESSORS OTHER CHARGES							
011412 - 540500	DUES & MEMBERSHIPS	670.00	700.00	700.00	807.50	700.00	0.0%
011412 - 540600	EDUCATION/SEMINARS	4,000.00	4,000.00	4,000.00	1,433.30	4,000.00	0.0%
011412 - 540700	SEMINARS & SCHOOLING	2,000.00	2,000.00	2,000.00	1,135.00	2,000.00	0.0%
ASSESSORS OTHER CHARGES TOTAL		6,670.00	6,700.00	6,700.00	3,375.80	6,700.00	0.0%
141 ASSESSORS BUDGET TOTAL		**322,963.50**	**385,078.00**	**385,078.00**	**291,776.06**	**365,717.00**	**-5.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

145 TREASURER/COLLECTOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
TREASURER/COLLECTOR SALARIES							
011451 - 511000	SALARY & WAGES	365,298.66	374,226.00	374,226.00	309,480.97	380,331.00	1.6%
TREASURER/COLLECTOR SALARIES TOTAL		365,298.66	374,226.00	374,226.00	309,480.97	380,331.00	1.6%
TREASURER/COLLECTOR CONTRACTUAL							
011452 - 521000	PRINTING	4,818.37	12,178.00	12,178.00	4,309.96	27,000.00	121.7%
011452 - 521500	POSTAGE	49,517.17	47,000.00	47,000.00	43,473.37	50,000.00	6.4%
011452 - 521801	FOLDER INSERTER MAINTENANCE	1,195.00	1,200.00	1,200.00	1,195.00	1,200.00	0.0%
011452 - 525303	SOFTWARE LICENSES	0.00	0.00	0.00	0.00	2,000.00	0.0%
011452 - 527600	OFFICE EQUIPMENT MAINTENANCE	933.22	1,900.00	1,900.00	1,143.71	1,900.00	0.0%
011452 - 528001	BANK SERVICE FEES	0.00	0.00	0.00	0.00	6,000.00	0.0%
011452 - 528002	TAX TITLE FEES	3,765.00	1,500.00	1,500.00	315.00	1,500.00	0.0%
011452 - 529000	PROFESSIONAL SERVICES	12,642.50	12,000.00	12,000.00	22,460.06	15,000.00	25.0%
TREASURER/COLLECTOR CONTRACTUAL TOTAL		72,871.26	75,778.00	75,778.00	72,897.10	104,600.00	38.0%
TREASURER/COLLECTOR OTHER CHARGES							
011452 - 540500	DUES & MEMBERSHIPS	100.00	235.00	235.00	235.00	250.00	6.4%
011452 - 540600	EDUCATION/SEMINARS	25.00	2,000.00	2,000.00	1,204.65	3,000.00	50.0%
011452 - 544100	SURETY BOND	1,125.00	800.00	800.00	375.00	1,125.00	40.6%
TREASURER/COLLECTOR OTHER CHARGES TOTAL		1,250.00	3,035.00	3,035.00	1,814.65	4,375.00	44.2%
145 TREASURER/COLLECTOR BUDGET TOTAL		**439,419.92**	**453,039.00**	**453,039.00**	**384,192.72**	**489,306.00**	**8.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

151 CITY SOLICITOR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY SOLICITOR SALARIES							
011511 - 511000	SALARY & WAGES	298,729.68	204,620.00	204,620.00	178,472.53	211,736.00	3.5%
01151771 - 511000	SALARY & WAGES	0.00	89,224.00	89,224.00	91,460.88	111,533.00	25.0%
CITY SOLICITOR SALARIES TOTAL		298,729.68	293,844.00	293,844.00	269,933.41	323,269.00	10.0%
CITY SOLICITOR CONTRACTUAL							
011512 - 523100	EXPENSES	236.00	2,475.00	2,475.00	641.25	2,475.00	0.0%
011512 - 529000	PROFESSIONAL SERVICES	6,590.60	15,000.00	15,000.00	16,268.25	30,000.00	100.0%
CITY SOLICITOR CONTRACTUAL TOTAL		6,826.60	17,475.00	17,475.00	16,909.50	32,475.00	85.8%
CITY SOLICITOR SUPPLIES & MATERIAL							
011512 - 534200	BOOKS & PERIODICALS	696.00	495.00	495.00	0.00	495.00	0.0%
011512 - 534250	ELECTRONIC MASS GENERAL LAWS	3,673.05	4,600.00	4,600.00	1,078.86	4,800.00	4.3%
CITY SOLICITOR SUPPLIES & MATERIAL TOTAL		4,369.05	5,095.00	5,095.00	1,078.86	5,295.00	3.9%
CITY SOLICITOR OTHER CHARGES							
011512 - 540500	DUES & MEMBERSHIPS	2,451.00	2,710.00	2,710.00	701.00	2,710.00	0.0%
011512 - 540600	EDUCATION/SEMINARS	655.00	990.00	990.00	195.00	3,000.00	203.0%
011512 - 544310	PROPERTY & CASUALTY INSURANCE	577,194.80	579,448.00	579,448.00	627,171.60	708,000.00	22.2%
011512 - 544500	SUITS & CLAIMS	4,040.70	10,000.00	10,000.00	3,963.00	10,000.00	0.0%
CITY SOLICITOR OTHER CHARGES TOTAL		584,341.50	593,148.00	593,148.00	632,030.60	723,710.00	22.0%
151 CITY SOLICITOR BUDGET TOTAL		**894,266.83**	**909,562.00**	**909,562.00**	**919,952.37**	**1,084,749.00**	**19.3%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

152 HUMAN RESOURCES

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HUMAN RESOURCES SALARIES							
011521 - 511000	SALARY & WAGES	163,257.14	138,276.00	138,276.00	114,559.88	146,614.00	6.0%
HUMAN RESOURCES SALARIES TOTAL		163,257.14	138,276.00	138,276.00	114,559.88	146,614.00	6.0%
HUMAN RESOURCES CONTRACTUAL							
011522 - 520500	ADVERTISING	6,990.27	10,000.00	10,000.00	9,475.77	10,000.00	0.0%
011522 - 521000	PRINTING	88.50	100.00	100.00	88.50	100.00	0.0%
011522 - 529000	PROFESSIONAL SERVICES	-23,666.67	0.00	0.00	0.00	0.00	0.0%
HUMAN RESOURCES CONTRACTUAL TOTAL		-16,587.90	10,100.00	10,100.00	9,564.27	10,100.00	0.0%
HUMAN RESOURCES OTHER CHARGES							
011522 - 540500	DUES & MEMBERSHIPS	275.00	275.00	275.00	350.00	505.00	83.6%
011522 - 540600	EDUCATION/SEMINARS	0.00	0.00	0.00	0.00	500.00	0.0%
011522 - 540700	SCHOOLING	5,000.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
011522 - 543000	PHYSICAL EXAMS	5,069.70	8,000.00	8,000.00	4,715.80	8,000.00	0.0%
HUMAN RESOURCES OTHER CHARGES TOTAL		10,344.70	13,275.00	13,275.00	5,065.80	14,005.00	5.5%
152 HUMAN RESOURCES BUDGET TOTAL		**157,013.94**	**161,651.00**	**161,651.00**	**129,189.95**	**170,719.00**	**5.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

155 INFORMATION TECHNOLOGY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
INFORMATION TECHNOLOGY SALARIES							
011551 - 511000	SALARY & WAGES	303,945.24	383,656.00	383,656.00	305,910.61	396,766.00	3.4%
INFORMATION TECHNOLOGY SALARIES TOTAL		303,945.24	383,656.00	383,656.00	305,910.61	396,766.00	3.4%
INFORMATION TECHNOLOGY CONTRACTUAL							
011552 - 522000	TELEPHONE	84,958.00	116,100.00	116,100.00	122,880.33	116,100.00	0.0%
011552 - 522004	WAN COMMUNICATIONS	0.00	6,077.00	6,077.00	5,900.00	6,077.00	0.0%
011552 - 525105	COMPUTER MAINTENANCE	10,513.69	12,880.00	12,880.00	4,398.31	12,880.00	0.0%
011552 - 525106	TELEPHONE MAINTENANCE	0.00	1,000.00	1,000.00	103.94	1,000.00	0.0%
011552 - 525203	NETWORKING SERVICES	1,983.00	5,000.00	5,000.00	1,693.00	5,000.00	0.0%
011552 - 525301	MUNIS SOFTWARE ANNUAL SUPPORT	113,078.35	129,248.00	129,248.00	118,597.25	129,248.00	0.0%
011552 - 525303	SOFTWARE LICENSES	23,536.75	66,100.00	66,100.00	40,215.46	167,791.00	153.8%
011552 - 525305	IT COMMUNITY NOTIFICATION SYST	7,416.50	7,416.50	7,416.50	6,867.13	7,417.00	0.0%
011552 - 525309	OSDBA SUPPORT CONTRACT	-3,570.00	10,000.00	10,000.00	1,821.89	10,000.00	0.0%
011552 - 525402	INTERNET ACCESS	6,726.75	9,180.00	9,180.00	11,713.96	9,180.00	0.0%
011552 - 529000	PROFESSIONAL SERVICES	-423.27	10,000.00	10,000.00	2,524.00	10,000.00	0.0%
INFORMATION TECHNOLOGY CONTRACTUAL TOTAL		244,219.77	373,001.50	373,001.50	316,715.27	474,693.00	27.3%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL							
011552 - 530110	COMPUTER PAPER & PRINTING SUP	8,266.15	9,976.00	9,976.00	7,587.30	0.00	-100.0%
011552 - 530120	COMPUTER MISC SUPPLIES	1,940.43	2,000.00	2,000.00	855.90	2,000.00	0.0%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL TOTAL		10,206.58	11,976.00	11,976.00	8,443.20	2,000.00	-83.3%
INFORMATION TECHNOLOGY OTHER CHARGES							
011552 - 540700	SEMINARS & SCHOOLING	-180.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
INFORMATION TECHNOLOGY OTHER CHARGES TOTAL		-180.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
155 INFORMATION TECHNOLOGY BUDGET TOTAL		**558,191.59**	**773,633.50**	**773,633.50**	**631,069.08**	**878,459.00**	**13.5%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

161 CITY CLERK

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CITY CLERK SALARIES							
011611 - 511000	SALARY & WAGES	267,094.93	275,445.00	275,445.00	209,495.77	285,137.00	3.5%
011611 - 513000	OVERTIME	6,739.01	6,000.00	6,000.00	1,066.04	8,000.00	33.3%
CITY CLERK SALARIES TOTAL		273,833.94	281,445.00	281,445.00	210,561.81	293,137.00	4.2%
CITY CLERK CONTRACTUAL							
011612 - 520500	ADVERTISING	93.98	500.00	500.00	-31.00	700.00	40.0%
011612 - 521000	PRINTING	2,109.47	2,300.00	2,300.00	1,660.70	2,300.00	0.0%
011612 - 525109	DOG PROGRAM MAINTENANCE	488.24	700.00	700.00	355.60	700.00	0.0%
011612 - 525401	WEBSITE	6,375.00	9,000.00	9,000.00	6,615.00	9,000.00	0.0%
011612 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	500.00	0.0%
011612 - 529301	RECODIFICATION	1,612.00	6,000.00	16,000.00	10,743.58	10,000.00	66.7%
011612 - 529400	BINDING	437.92	1,100.00	1,100.00	441.78	0.00	-100.0%
CITY CLERK CONTRACTUAL TOTAL		11,116.61	19,600.00	29,600.00	19,785.66	23,200.00	18.4%
CITY CLERK SUPPLIES & MATERIAL							
011612 - 530501	VITAL RECORD SUPPLIES	0.00	0.00	0.00	0.00	4,400.00	0.0%
CITY CLERK SUPPLIES & MATERIAL TOTAL		0.00	0.00	0.00	0.00	4,400.00	0.0%
CITY CLERK OTHER CHARGES							
011612 - 540500	DUES & MEMBERSHIPS	150.00	500.00	500.00	310.00	500.00	0.0%
011612 - 540600	EDUCATION/SEMINARS	503.31	1,200.00	1,200.00	571.77	2,000.00	66.7%
011612 - 544100	SURETY BOND	100.00	100.00	100.00	0.00	100.00	0.0%
CITY CLERK OTHER CHARGES TOTAL		753.31	1,800.00	1,800.00	881.77	2,600.00	44.4%
CITY CLERK MISCELLANEOUS							
011612 - 560100	VITAL STATISTICS	1,775.40	2,300.00	2,300.00	1,568.35	0.00	-100.0%
CITY CLERK MISCELLANEOUS TOTAL		1,775.40	2,300.00	2,300.00	1,568.35	0.00	-100.0%
161 CITY CLERK BUDGET TOTAL		**287,479.26**	**305,145.00**	**315,145.00**	**232,797.59**	**323,337.00**	**6.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

162 ELECTION/REGISTRAR

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ELECTION/REGISTRAR SALARIES							
011621 - 511000	SALARY & WAGES	4,566.12	4,566.12	4,566.12	3,464.42	4,569.00	0.1%
011621 - 512000	PART TIME SALARIES & WAGES	55,000.00	40,000.00	40,000.00	29,976.58	41,000.00	2.5%
ELECTION/REGISTRAR SALARIES TOTAL		59,566.12	44,566.12	44,566.12	33,441.00	45,569.00	2.3%
ELECTION/REGISTRAR CONTRACTUAL							
011622 - 521000	PRINTING	7,333.59	15,000.00	15,000.00	21,845.24	19,000.00	26.7%
011622 - 521500	POSTAGE	10,251.19	9,000.00	9,000.00	6,962.58	9,500.00	5.6%
011622 - 525102	EQUIP MAINTENANCE/PROGRAMMING	2,017.00	7,500.00	7,500.00	9,049.12	7,500.00	0.0%
011622 - 529000	PROFESSIONAL SERVICES	7,571.42	8,000.00	8,000.00	665.00	8,000.00	0.0%
ELECTION/REGISTRAR CONTRACTUAL TOTAL		27,173.20	39,500.00	39,500.00	38,521.94	44,000.00	11.4%
ELECTION/REGISTRAR SUPPLIES & MATERIAL							
011622 - 530506	ELECTION SUPPLIES	1,998.14	1,500.00	1,500.00	1,056.99	2,500.00	66.7%
ELECTION/REGISTRAR SUPPLIES & MATERIAL TOTAL		1,998.14	1,500.00	1,500.00	1,056.99	2,500.00	66.7%
ELECTION/REGISTRAR OTHER CHARGES							
011622 - 540500	DUES & MEMBERSHIPS	0.00	175.00	175.00	0.00	175.00	0.0%
011622 - 540600	EDUCATION/SEMINARS	85.00	900.00	900.00	585.84	900.00	0.0%
ELECTION/REGISTRAR OTHER CHARGES TOTAL		85.00	1,075.00	1,075.00	585.84	1,075.00	0.0%
162 ELECTION/REGISTRAR BUDGET TOTAL		**88,822.46**	**86,641.12**	**86,641.12**	**73,605.77**	**93,144.00**	**7.5%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

165 LIQUOR COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
LIQUOR COMMISSION CONTRACTUAL							
011652 - 529000	PROFESSIONAL SERVICES	77.97	1,000.00	1,000.00	0.00	1,000.00	0.0%
011652 - 529027	COMPLIANCE CHECK	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
LIQUOR COMMISSION CONTRACTUAL TOTAL		77.97	2,000.00	2,000.00	0.00	2,000.00	0.0%
165 LIQUOR COMMISSION BUDGET TOTAL		**77.97**	**2,000.00**	**2,000.00**	**0.00**	**2,000.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

171 CONSERVATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CONSERVATION SALARIES							
011711 - 511000	SALARIES	9,500.00	9,500.00	9,500.00	8,896.72	15,200.00	60.0%
CONSERVATION SALARIES TOTAL		9,500.00	9,500.00	9,500.00	8,896.72	15,200.00	60.0%
CONSERVATION CONTRACTUAL							
011712 - 520500	ADVERTISING	51.00	150.00	150.00	150.00	150.00	0.0%
011712 - 521000	PRINTING	0.00	250.00	250.00	250.00	250.00	0.0%
011712 - 528810	CONSERVATION MAINTENANCE	5,589.95	9,925.00	9,925.00	2,284.95	9,925.00	0.0%
CONSERVATION CONTRACTUAL TOTAL		5,640.95	10,325.00	10,325.00	2,684.95	10,325.00	0.0%
CONSERVATION OTHER CHARGES							
011712 - 540500	DUES & MEMBERSHIPS	645.00	645.00	645.00	696.00	710.00	10.1%
011712 - 540600	EDUCATION/SEMINARS	20.00	355.00	355.00	293.83	355.00	0.0%
CONSERVATION OTHER CHARGES TOTAL		665.00	1,000.00	1,000.00	989.83	1,065.00	6.5%
171 CONSERVATION BUDGET TOTAL		**15,805.95**	**20,825.00**	**20,825.00**	**12,571.50**	**26,590.00**	**27.7%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

175 PLANNING BOARD

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PLANNING BOARD SALARIES							
011751 - 511000	SALARY & WAGES	290,123.10	317,234.00	317,234.00	271,717.34	362,014.00	14.1%
PLANNING BOARD SALARIES TOTAL		290,123.10	317,234.00	317,234.00	271,717.34	362,014.00	14.1%
PLANNING BOARD CONTRACTUAL							
011752 - 520500	ADVERTISING	1,011.39	730.00	730.00	386.26	730.00	0.0%
011752 - 521000	PRINTING	399.73	1,030.00	1,030.00	715.32	1,030.00	0.0%
011752 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	2,830.46	0.00	0.0%
011752 - 529026	MESSINA ARTS GRANT	2,933.66	10,000.00	10,000.00	0.00	10,000.00	0.0%
PLANNING BOARD CONTRACTUAL TOTAL		4,344.78	11,760.00	11,760.00	3,932.04	11,760.00	0.0%
PLANNING BOARD OTHER CHARGES							
011752 - 540500	DUES & MEMBERSHIPS	300.00	300.00	300.00	300.00	300.00	0.0%
011752 - 540600	EDUCATION/SEMINARS	50.00	50.00	50.00	50.00	50.00	0.0%
PLANNING BOARD OTHER CHARGES TOTAL		350.00	350.00	350.00	350.00	350.00	0.0%
175 PLANNING BOARD BUDGET TOTAL		**294,817.88**	**329,344.00**	**329,344.00**	**275,999.38**	**374,124.00**	**13.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

196 ENERGY COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
ENERGY COMMISSION CONTRACTUAL							
011962 - 529000	PROFESSIONAL SERVICES	979.15	2,500.00	2,500.00	195.00	2,500.00	0.0%
ENERGY COMMISSION CONTRACTUAL TOTAL		979.15	2,500.00	2,500.00	195.00	2,500.00	0.0%
196 ENERGY COMMISSION BUDGET TOTAL		**979.15**	**2,500.00**	**2,500.00**	**195.00**	**2,500.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

211 POLICE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
POLICE SALARIES							
012111 - 511000	SALARY & WAGES	4,434,245.67	4,512,237.17	4,575,237.17	3,825,943.96	4,657,560.00	3.2%
012111 - 513000	OVERTIME	497,434.26	457,000.00	457,000.00	690,893.99	482,000.00	5.5%
012111 - 514000	COURT TIME	13,207.70	35,000.00	35,000.00	23,017.33	45,000.00	28.6%
POLICE SALARIES TOTAL		4,944,887.63	5,004,237.17	5,067,237.17	4,539,855.28	5,184,560.00	3.6%
POLICE CONTRACTUAL							
012112 - 521000	PRINTING	2,539.72	2,500.00	2,500.00	1,806.85	2,500.00	0.0%
012112 - 521500	POSTAGE	1,462.14	2,550.00	2,550.00	629.93	3,600.00	41.2%
012112 - 523500	LAUNDRY & CLEANING	192.45	800.00	800.00	591.00	800.00	0.0%
012112 - 525103	LEAPS REPAIR/MAINTENANCE COMP	730.00	1,240.00	1,240.00	730.00	1,240.00	0.0%
012112 - 525108	GENERATOR MAINTENANCE	399.00	1,500.00	1,500.00	160.00	1,500.00	0.0%
012112 - 525202	COMPUTER SUPPORT	25,354.12	36,200.00	36,200.00	29,052.26	47,897.00	32.3%
012112 - 525404	BESAFE	1,440.00	1,440.00	1,440.00	1,440.00	1,440.00	0.0%
012112 - 527305	RADIO SYSTEMS UPGRADE	21,936.62	29,000.00	29,000.00	9,739.85	29,000.00	0.0%
012112 - 527601	COPY MACHINE MAINTENANCE	5,323.68	4,500.00	4,500.00	4,875.80	4,500.00	0.0%
012112 - 529000	PROFESSIONAL SERVICES	10,709.23	2,500.00	2,500.00	2,163.30	2,500.00	0.0%
POLICE CONTRACTUAL TOTAL		70,086.96	82,230.00	82,230.00	51,188.99	94,977.00	15.5%
POLICE SUPPLIES & MATERIAL							
012112 - 530120	COMPUTER MISC SUPPLIES	26.88	250.00	250.00	204.76	300.00	20.0%
012112 - 530202	FILM SUPPLIES	960.92	590.00	590.00	870.71	590.00	0.0%
012112 - 530501	MISC SUPPLIES	3,144.49	1,800.00	1,800.00	536.61	2,969.00	64.9%
012112 - 530505	RADAR	3,981.00	5,000.00	5,000.00	1,007.09	5,000.00	0.0%
012112 - 533400	ACCREDITATION - SUPP & MAT	3,469.80	6,900.00	6,900.00	6,298.75	13,600.00	97.1%
012112 - 534200	BOOKS & PERIODICALS	3,099.30	1,200.00	1,200.00	747.76	1,200.00	0.0%
012112 - 535400	FOOD FOR PRISONERS	95.00	500.00	500.00	293.00	500.00	0.0%
012112 - 535500	UNIFORMS	92,693.18	73,500.00	138,500.00	85,214.81	73,500.00	0.0%
012112 - 535600	NARCAN	600.00	2,500.00	2,500.00	733.60	2,500.00	0.0%
012112 - 535700	AMMUNITION	14,808.55	5,750.00	9,350.00	2,768.11	10,500.00	82.6%
POLICE SUPPLIES & MATERIAL TOTAL		122,879.12	97,990.00	166,590.00	98,675.20	110,659.00	12.9%
POLICE OTHER CHARGES							
012112 - 540500	DUES & MEMBERSHIPS	11,647.75	10,500.00	10,500.00	4,927.00	10,500.00	0.0%
012112 - 540702	TRAINING	28,042.48	50,000.00	69,600.00	32,487.92	75,000.00	50.0%
POLICE OTHER CHARGES TOTAL		39,690.23	60,500.00	80,100.00	37,414.92	85,500.00	41.3%
211 POLICE BUDGET TOTAL		**5,177,543.94**	**5,244,957.17**	**5,396,157.17**	**4,727,134.39**	**5,475,696.00**	**4.4%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

221 FIRE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
FIRE SALARIES							
012211 - 511000	SALARY & WAGES	3,783,308.49	4,187,473.00	4,491,166.00	3,828,575.77	4,504,672.00	7.6%
012211 - 513000	OVERTIME	611,114.49	490,000.00	504,000.00	458,175.42	515,000.00	5.1%
012211 - 515000	MUTUAL AID	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
FIRE SALARIES TOTAL		4,394,422.98	4,678,973.00	4,996,666.00	4,286,751.19	5,021,172.00	7.3%
FIRE CONTRACTUAL							
012212 - 521000	PRINTING	219.88	250.00	250.00	243.50	250.00	0.0%
012212 - 527311	LIFE/SAFETY EQUIPMENT	7,351.48	10,900.00	10,900.00	9,313.32	10,900.00	0.0%
012212 - 527500	MOTOR VEHICLE REPAIR & MAINT	102,300.92	100,000.00	100,000.00	79,970.71	100,000.00	0.0%
012212 - 527605	FIRE CONTRACTS	2,500.00	2,500.00	2,500.00	2,500.00	5,000.00	100.0%
012212 - 527606	RADIO MAINT CONTRACT	2,391.60	13,500.00	13,500.00	5,119.52	13,500.00	0.0%
012212 - 527801	RADIO REPAIRS	1,060.77	0.00	0.00	0.00	0.00	0.0%
012212 - 529000	PROFESSIONAL SERVICES	31,628.09	30,000.00	30,000.00	14,617.40	36,140.00	20.5%
FIRE CONTRACTUAL TOTAL		147,452.74	157,150.00	157,150.00	111,764.45	165,790.00	5.5%
FIRE SUPPLIES & MATERIAL							
012212 - 530100	COMPUTER PURCHASES & UPGRADES	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 530503	FIRE PREVENTION SUPPLIES	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
012212 - 531000	GAS & OIL	57.24	500.00	500.00	0.00	500.00	0.0%
012212 - 531200	TIRES	3,000.00	6,000.00	6,000.00	3,928.58	6,000.00	0.0%
012212 - 531500	BATTERIES	473.00	1,500.00	1,500.00	137.75	1,500.00	0.0%
012212 - 532000	CLEANING & DISINFECTANT SUP	4,756.02	4,800.00	4,800.00	4,080.17	4,800.00	0.0%
012212 - 533000	PAINTS	0.00	500.00	500.00	10.04	500.00	0.0%
012212 - 533200	ELECTRICAL SUPPLIES	-149.68	1,000.00	1,000.00	-708.79	1,000.00	0.0%
012212 - 533300	ALARM SYSTEM	4,576.91	5,000.00	5,000.00	2,558.94	5,000.00	0.0%
012212 - 533500	TOOLS & HARDWARE	1,082.82	2,400.00	2,400.00	1,229.08	2,400.00	0.0%
012212 - 534200	BOOKS & PERIODICALS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 535500	UNIFORMS	47,100.00	57,100.00	57,100.00	49,269.98	57,100.00	0.0%
012212 - 535501	CLOTHING	0.00	500.00	500.00	0.00	500.00	0.0%
012212 - 535502	PROTECTIVE CLOTHING	0.00	2,400.00	2,400.00	37.47	2,400.00	0.0%
012212 - 535505	FIRE TURNOUT GEAR	71,327.00	75,000.00	75,000.00	0.00	75,000.00	0.0%
FIRE SUPPLIES & MATERIAL TOTAL		132,223.31	163,200.00	163,200.00	60,543.22	163,200.00	0.0%
FIRE OTHER CHARGES							
012212 - 540500	DUES & MEMBERSHIPS	830.00	975.00	975.00	690.00	975.00	0.0%
012212 - 540600	EDUCATION/SEMINARS	0.00	1,500.00	1,500.00	618.00	1,500.00	0.0%
FIRE OTHER CHARGES TOTAL		830.00	2,475.00	2,475.00	1,308.00	2,475.00	0.0%

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

221 FIRE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
FIRE MISCELLANEOUS (continued from previous page)							
FIRE MISCELLANEOUS							
012212 - 560200	EDUCATION REIMBURSEMENT	10,920.00	24,356.00	24,356.00	14,462.64	24,356.00	0.0%
012212 - 568000	FIRE NEW HOSE	595.00	3,700.00	3,700.00	615.00	3,700.00	0.0%
FIRE MISCELLANEOUS TOTAL		11,515.00	28,056.00	28,056.00	15,077.64	28,056.00	0.0%
221 FIRE BUDGET TOTAL		**4,686,444.03**	**5,029,854.00**	**5,347,547.00**	**4,475,444.50**	**5,380,693.00**	**7.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

241 INSPECTION SERVICES

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
INSPECTION SERVICES SALARIES							
012411 - 511000	SALARY & WAGES	249,623.01	309,283.00	309,283.00	266,733.46	328,407.00	6.2%
012411 - 513000	OVERTIME	1,562.63	2,000.00	2,000.00	775.67	2,000.00	0.0%
INSPECTION SERVICES SALARIES TOTAL		251,185.64	311,283.00	311,283.00	267,509.13	330,407.00	6.1%
INSPECTION SERVICES CONTRACTUAL							
012412 - 521000	PRINTING	400.00	400.00	400.00	400.00	400.00	0.0%
012412 - 529000	PROFESSIONAL SERVICES	39,086.10	10,000.00	10,000.00	5,250.00	10,000.00	0.0%
INSPECTION SERVICES CONTRACTUAL TOTAL		39,486.10	10,400.00	10,400.00	5,650.00	10,400.00	0.0%
INSPECTION SERVICES SUPPLIES & MATERIAL							
012412 - 530502	WEIGHTS & MEASURES SUPPLIES	60.00	1,250.00	1,250.00	993.76	1,500.00	20.0%
012412 - 534200	BOOKS & PERIODICALS	139.00	883.00	883.00	0.00	1,080.00	22.3%
INSPECTION SERVICES SUPPLIES & MATERIAL TOTAL		199.00	2,133.00	2,133.00	993.76	2,580.00	21.0%
INSPECTION SERVICES OTHER CHARGES							
012412 - 540500	DUES & MEMBERSHIPS	340.00	500.00	500.00	545.00	500.00	0.0%
012412 - 540600	EDUCATION/SEMINARS	0.00	800.00	800.00	0.00	1,000.00	25.0%
012412 - 540700	SEMINARS & SCHOOLING	0.00	300.00	300.00	125.00	300.00	0.0%
INSPECTION SERVICES OTHER CHARGES TOTAL		340.00	1,600.00	1,600.00	670.00	1,800.00	12.5%
241 INSPECTION SERVICES BUDGET TOTAL		**291,210.74**	**325,416.00**	**325,416.00**	**274,822.89**	**345,187.00**	**6.1%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

291 EMERGENCY MANAGEMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
EMERGENCY MANAGEMENT SALARIES							
012911 - 511000	SALARY & WAGES	25,530.00	28,080.00	28,080.00	23,550.00	28,080.00	0.0%
EMERGENCY MANAGEMENT SALARIES TOTAL		25,530.00	28,080.00	28,080.00	23,550.00	28,080.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL							
012912 - 521000	PRINTING	0.00	100.00	100.00	0.00	100.00	0.0%
012912 - 521500	POSTAGE	0.00	25.00	25.00	0.00	25.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL TOTAL		0.00	125.00	125.00	0.00	125.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL							
012912 - 530703	RADIO - EMERGENCY MGMT	0.00	2,000.00	2,000.00	505.80	2,000.00	0.0%
012912 - 535501	CLOTHING	0.00	250.00	250.00	0.00	250.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL TOTAL		0.00	2,250.00	2,250.00	505.80	2,250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES							
012912 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	1,555.00	1,555.00	87.54	1,555.00	0.0%
012912 - 540500	DUES & MEMBERSHIPS	195.00	195.00	195.00	0.00	195.00	0.0%
012912 - 540702	TRAINING	0.00	250.00	250.00	0.00	250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES TOTAL		195.00	2,000.00	2,000.00	87.54	2,000.00	0.0%
291 EMERGENCY MANAGEMENT BUDGET TOTAL		**25,725.00**	**32,455.00**	**32,455.00**	**24,143.34**	**32,455.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

296 PARKING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PARKING SALARIES							
012961 - 511000	SALARY & WAGES	14,669.26	13,369.00	13,369.00	11,796.02	13,370.00	0.0%
PARKING SALARIES TOTAL		14,669.26	13,369.00	13,369.00	11,796.02	13,370.00	0.0%
PARKING CONTRACTUAL							
012962 - 521000	PRINTING	1,164.00	3,500.00	3,500.00	1,151.00	3,500.00	0.0%
012962 - 527950	GROVE/MYRTLE ST PARKING	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
012962 - 529000	PROFESSIONAL SERVICES	11,544.98	25,000.00	25,000.00	17,197.00	25,000.00	0.0%
PARKING CONTRACTUAL TOTAL		42,708.98	58,500.00	58,500.00	48,348.00	58,500.00	0.0%
296 PARKING BUDGET TOTAL		**57,378.24**	**71,869.00**	**71,869.00**	**60,144.02**	**71,870.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

300 SCHOOL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SCHOOL SALARIES							
013001 - 511000	SALARY & WAGES	0.00	34,085,441.00	34,085,441.00	0.00	35,511,659.00	4.2%
SCHOOL SALARIES TOTAL		0.00	34,085,441.00	34,085,441.00	0.00	35,511,659.00	4.2%
300 SCHOOL BUDGET TOTAL		**0.00**	**34,085,441.00**	**34,085,441.00**	**0.00**	**35,511,659.00**	**4.2%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

399 REGIONAL SCHOOL ASSESSMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES							
013012 - 547100	REGIONAL SCHOOL ASSESS EXP	767,490.00	754,661.00	754,661.00	754,661.00	1,050,138.00	39.2%
013012 - 547300	ESSEX NORTH SHORE AGRICULTURAL	96,590.00	143,985.00	143,985.00	143,985.00	143,985.00	0.0%
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES TOTAL		864,080.00	898,646.00	898,646.00	898,646.00	1,194,123.00	32.9%
399 REGIONAL SCHOOL ASSESSMENT BUDGET TOTAL		**864,080.00**	**898,646.00**	**898,646.00**	**898,646.00**	**1,194,123.00**	**32.9%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

401 PW ADMINISTRATION/ ENGINEERING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW ADMINISTRATION/ ENGINEERING SALARIES							
014011 - 511000	SALARY & WAGES	655,044.07	726,007.00	726,007.00	661,692.50	743,684.00	2.4%
014011 - 512000	PART TIME SALARIES & WAGES	5,948.79	21,840.00	21,840.00	7,117.50	21,840.00	0.0%
014011 - 513000	OVERTIME	1,359.64	7,905.00	7,905.00	2,038.42	7,905.00	0.0%
PW ADMINISTRATION/ ENGINEERING SALARIES TOTAL		662,352.50	755,752.00	755,752.00	670,848.42	773,429.00	2.3%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL							
014012 - 520500	ADVERTISING	4,098.84	4,000.00	4,000.00	4,410.31	4,000.00	0.0%
014012 - 521000	PRINTING	1,358.50	4,500.00	4,500.00	4,948.50	4,500.00	0.0%
014012 - 521500	POSTAGE	4,353.18	4,250.00	4,250.00	2,502.96	4,250.00	0.0%
014012 - 527601	COPY MACHINE MAINTENANCE	1,204.24	0.00	0.00	1,950.60	0.00	0.0%
014012 - 529000	PROFESSIONAL SERVICES	33,675.22	32,000.00	32,000.00	35,239.42	40,000.00	25.0%
014012 - 529304	WELLNESS	0.00	1,500.00	1,500.00	1,000.00	1,500.00	0.0%
014012 - 529500	GIS SERVICES	5,700.00	6,000.00	6,000.00	3,000.00	6,000.00	0.0%
01401772 - 529025	PW SCHOOL OUTREACH	0.00	3,500.00	3,500.00	0.00	3,500.00	0.0%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL TOTAL		50,389.98	55,750.00	55,750.00	53,051.79	63,750.00	14.3%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL							
014012 - 533502	PROFESSIONAL TOOLS & EQUIP	3,604.52	5,000.00	5,000.00	4,724.20	5,000.00	0.0%
014012 - 533503	OPERATIONS TOOLS & EQUIP	3,033.74	10,000.00	10,000.00	1,109.25	10,000.00	0.0%
014012 - 535501	CLOTHING	39,884.74	39,015.00	39,015.00	22,730.51	39,015.00	0.0%
014012 - 535509	SAFETY EQUIPMENT	405.16	8,000.00	8,000.00	6,374.39	8,000.00	0.0%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL TOTAL		46,928.16	62,015.00	62,015.00	34,938.35	62,015.00	0.0%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES							
014012 - 540704	PROFESSIONAL DEVELOPMENT	6,844.29	13,500.00	13,500.00	6,396.95	15,000.00	11.1%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES TOTAL		6,844.29	13,500.00	13,500.00	6,396.95	15,000.00	11.1%
401 PW ADMINISTRATION/ ENGINEERING BUDGET TOTAL		**766,514.93**	**887,017.00**	**887,017.00**	**765,235.51**	**914,194.00**	**3.1%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

402 PW FACILITY MAINTENANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW FACILITY MAINTENANCE SALARIES							
014021 - 511000	SALARY AND WAGES	172,383.53	176,524.00	176,524.00	157,741.43	188,238.00	6.6%
014021 - 512004	INTERNS & SEASONAL STAFFING	25,360.25	65,000.00	65,000.00	12,528.00	69,120.00	6.3%
014021 - 513000	OVERTIME	15,734.86	16,275.00	16,275.00	30,973.83	16,275.00	0.0%
01402531 - 512002	LIBRARY PART TIME SALARIES	9,729.00	25,000.00	25,000.00	23,418.00	25,000.00	0.0%
01402771 - 511041	SALARIES CUSTODIANS	621,049.04	649,037.00	649,037.00	568,319.72	686,248.00	5.7%
01402771 - 511042	MAINTENANCE SALARIES	315,283.45	345,343.00	345,343.00	255,173.55	353,914.00	2.5%
01402771 - 511170	SALARY ED STATIONS	0.00	0.00	0.00	1,406.25	0.00	0.0%
01402771 - 512003	ALL SCHOOL PART TIME SALARIES	78,119.15	25,000.00	25,000.00	40,563.50	25,000.00	0.0%
01402771 - 513000	OVERTIME SCH BUILDING	54,720.84	77,910.00	77,910.00	122,420.82	77,910.00	0.0%
01402771 - 513008	OT FRED GREEN MHS ATHLETIC	14,001.52	8,379.00	8,379.00	20,944.45	8,379.00	0.0%
01402771 - 513160	OT SCHOOL RENTAL	0.00	0.00	0.00	414.75	0.00	0.0%
01402771 - 513170	OT ED STATIONS	0.00	0.00	0.00	4,283.54	0.00	0.0%
PW FACILITY MAINTENANCE SALARIES TOTAL		1,306,381.64	1,388,468.00	1,388,468.00	1,238,187.84	1,450,084.00	4.4%
PW FACILITY MAINTENANCE CONTRACTUAL							
014022 - 522525	ESCO PROJECT	202,639.26	209,288.44	209,288.44	209,288.44	216,138.00	3.3%
014022 - 522526	ESCO QC	11,502.18	16,621.00	16,621.00	6,310.00	16,621.00	0.0%
014022 - 527700	MUNICIPAL BLDG REPAIR & MAINT	212,235.40	120,000.00	120,000.00	188,844.77	120,000.00	0.0%
014022 - 527759	MUNBLD MAJOR CLEANING	16,488.33	30,000.00	30,000.00	31,402.02	30,000.00	0.0%
014022 - 529000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	20,000.00	0.0%
01402502 - 522506	CITY HALL ELECTRICITY	36,950.17	45,000.00	45,000.00	36,565.72	45,000.00	0.0%
01402502 - 522611	CITY HALL GAS & OIL HEAT	11,067.72	18,700.00	18,700.00	10,887.48	18,700.00	0.0%
01402512 - 522507	STREET LIGHTS ELECTRICITY	126,613.16	140,000.00	140,000.00	115,042.11	140,000.00	0.0%
01402522 - 522509	COA ELECTRICITY	5,110.03	6,800.00	6,800.00	4,258.24	6,800.00	0.0%
01402522 - 522613	COA GAS & OIL HEAT	2,602.37	4,910.00	4,910.00	2,819.60	4,910.00	0.0%
01402532 - 522510	LIBRARY ELECTRICITY	15,821.26	23,923.00	23,923.00	19,090.35	23,923.00	0.0%
01402532 - 522614	LIBRARY GAS & OIL HEAT	10,299.97	10,350.00	10,350.00	10,758.06	10,350.00	0.0%
01402542 - 522511	POLICE ELECTRICITY	16,748.53	18,500.00	18,500.00	13,718.75	18,500.00	0.0%
01402542 - 522615	POLICE GAS & OIL HEAT	6,175.37	7,500.00	7,500.00	6,422.78	7,500.00	0.0%
01402552 - 522512	FIRE ELECTRICITY	25,448.67	27,750.00	27,750.00	22,481.08	27,750.00	0.0%
01402552 - 522616	FIRE GAS & OIL HEAT	15,479.00	20,000.00	20,000.00	14,104.70	20,000.00	0.0%
01402582 - 522515	PARKS ELECTRICITY	17,566.31	26,500.00	26,500.00	19,414.96	26,500.00	0.0%
01402592 - 522516	CEMETERY ELECTRICITY	2,858.96	5,750.00	5,750.00	2,486.08	5,750.00	0.0%
01402592 - 522619	CEMETERY GAS & OIL HEAT	3,724.15	4,250.00	4,250.00	4,298.21	4,250.00	0.0%
01402602 - 522508	OPERATIONS FACILITY ELECTRICIT	23,414.71	40,200.00	40,200.00	19,327.29	40,200.00	0.0%
01402602 - 522612	OPERATIONS GAS & OIL HEAT	24,256.02	33,000.00	33,000.00	24,603.11	33,000.00	0.0%

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

402 PW FACILITY MAINTENANCE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW FACILITY MAINTENANCE CONTRACTUAL (continued from previous page)							
01402772 - 522524	ALL SCHOOL ELECTRICITY	636,743.53	700,000.00	700,000.00	638,160.49	700,000.00	0.0%
01402772 - 522627	SCHOOL GAS & OIL HEAT	305,829.83	260,000.00	260,000.00	249,015.62	260,000.00	0.0%
01402772 - 527550	SCHOOL CLEANING CONTRACT	124,863.00	275,000.00	275,000.00	247,357.82	275,000.00	0.0%
01402772 - 527551	SCHOOL GROUNDS MAINTENANCE	8,871.08	25,000.00	25,000.00	14,955.90	25,000.00	0.0%
01402772 - 527552	SCHOOL EQUIPMENT MAINTENANCE	33,698.95	47,500.00	47,500.00	127,014.15	47,500.00	0.0%
01402772 - 527553	SCHOOL SYSTEMS CONTROL	-14,515.00	21,800.00	21,800.00	16,694.35	21,800.00	0.0%
01402772 - 527554	SCHOOL DOOR SECURITY	917.90	5,000.00	5,000.00	7,374.48	5,000.00	0.0%
01402772 - 527555	SCHOOL SECURITY MAINTENANCE	1,667.99	10,000.00	10,000.00	19,578.65	10,000.00	0.0%
PW FACILITY MAINTENANCE CONTRACTUAL TOTAL		1,885,078.85	2,153,342.44	2,153,342.44	2,082,275.21	2,180,192.00	1.2%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL							
014022 - 533100	CLEANING SUPPLIES & MATERIALS	11,271.83	18,000.00	18,000.00	35,334.72	20,000.00	11.1%
014022 - 533107	CLEANING EQUIP TOOLS&HARDWARE	14,011.70	12,500.00	12,500.00	19,735.25	13,750.00	10.0%
01402772 - 531825	SCHOOL CONTRACTUAL	268,425.40	500,000.00	500,000.00	447,249.67	500,000.00	0.0%
01402772 - 533115	SCH BLDG CUSTODIAL SUPPLIES	100,174.25	132,495.00	132,495.00	150,010.59	146,000.00	10.2%
01402772 - 533116	SCHOOL MAINTENANCE SUPPLIES	88,117.20	98,000.00	98,000.00	85,651.27	98,000.00	0.0%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL TOTAL		482,000.38	760,995.00	760,995.00	737,981.50	777,750.00	2.2%
402 PW FACILITY MAINTENANCE BUDGET TOTAL		**3,673,460.87**	**4,302,805.44**	**4,302,805.44**	**4,058,444.55**	**4,408,026.00**	**2.4%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

422 PUBLIC WORKS HIGHWAY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS HIGHWAY SALARIES							
014221 - 511000	SALARY & WAGES	238,685.00	252,121.00	252,121.00	213,725.39	269,586.00	6.9%
014221 - 512004	INTERNS & SEASONAL STAFFING	4,560.00	4,800.00	4,800.00	3,240.00	4,800.00	0.0%
014221 - 513000	OVERTIME	30,414.18	32,603.00	32,603.00	28,256.45	32,603.00	0.0%
PUBLIC WORKS HIGHWAY SALARIES TOTAL		273,659.18	289,524.00	289,524.00	245,221.84	306,989.00	6.0%
PUBLIC WORKS HIGHWAY CONTRACTUAL							
014222 - 520200	TRAFFIC SIGNALS MAINTENANCE	10,463.99	17,000.00	17,000.00	13,129.30	17,000.00	0.0%
014222 - 520450	STREET LIGHTING MAINTENANCE	21,171.13	21,400.00	21,400.00	15,000.00	21,400.00	0.0%
014222 - 524000	HIRED EQUIPMENT	22,017.72	32,500.00	32,500.00	4,810.46	32,500.00	0.0%
014222 - 526900	TRAFFIC MARKING	33,711.23	50,000.00	50,000.00	45,006.00	60,000.00	20.0%
014222 - 527100	CATCH BASIN CLEANING	25,608.00	24,000.00	24,000.00	24,000.00	24,000.00	0.0%
014222 - 527101	PW NPDES STORM DRAIN MAINT	0.00	40,000.00	40,000.00	40,000.00	70,000.00	75.0%
014222 - 527102	PW STORM DRAIN MAINTENANCE	1,500.00	15,250.00	15,250.00	24,149.40	15,250.00	0.0%
014222 - 527105	MS4 DRAIN PROGRAM	323.51	24,725.00	24,725.00	25,627.00	44,725.00	80.9%
014222 - 527307	SIDEWALK REPAIRS	-19,244.39	35,100.00	35,100.00	37,457.29	35,100.00	0.0%
014222 - 529012	STREET SWEEPING	56,365.00	50,000.00	50,000.00	45,277.00	50,000.00	0.0%
PUBLIC WORKS HIGHWAY CONTRACTUAL TOTAL		151,916.19	309,975.00	309,975.00	274,456.45	369,975.00	19.4%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL							
014222 - 533000	PAINTS	141.82	8,266.00	8,266.00	7,915.50	8,266.00	0.0%
014222 - 533504	BARRICADE	0.00	2,100.00	2,100.00	0.00	2,100.00	0.0%
014222 - 535800	BUTUMINOUS PATCH	35,113.76	44,000.00	44,000.00	38,805.80	44,000.00	0.0%
014222 - 536000	CEMENT & CONCRETE	1,036.03	4,536.00	4,536.00	0.00	4,536.00	0.0%
014222 - 536210	ROADWAY STRUCTURES	11,833.28	7,560.00	7,560.00	5,000.00	7,560.00	0.0%
014222 - 537200	LUMBER	580.32	2,400.00	2,400.00	2,033.21	2,400.00	0.0%
014222 - 538000	SIGN MATERIALS	7,957.07	15,000.00	15,000.00	13,580.26	15,000.00	0.0%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL TOTAL		56,662.28	83,862.00	83,862.00	67,334.77	83,862.00	0.0%
422 PUBLIC WORKS HIGHWAY BUDGET TOTAL		**482,237.65**	**683,361.00**	**683,361.00**	**587,013.06**	**760,826.00**	**11.3%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

423 PUBLIC WORKS SNOW REMOVAL

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS SNOW REMOVAL SALARIES							
014231 - 513000	OVERTIME	212,059.88	125,000.00	125,000.00	186,809.19	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SALARIES TOTAL		212,059.88	125,000.00	125,000.00	186,809.19	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL							
014232 - 524000	HIRED EQUIPMENT	344,992.98	248,700.00	248,700.00	378,276.51	273,700.00	10.1%
014232 - 529015	YOUTH SNOW SHOVELING FORCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
014232 - 529220	WEATHER SERVICE	2,331.00	2,300.00	2,300.00	2,331.00	2,300.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL TOTAL		347,323.98	252,000.00	252,000.00	380,607.51	277,000.00	9.9%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL							
014232 - 531000	GAS & OIL	41,592.54	15,000.00	15,000.00	61,395.75	15,000.00	0.0%
014232 - 531201	TIRE CHAINS & BELTS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
014232 - 531203	SNOWPLOW PARTS	13,583.93	30,000.00	30,000.00	28,752.11	30,000.00	0.0%
014232 - 531800	MOTOR VEHICLE PARTS & REPAIRS	97,243.32	35,000.00	35,000.00	85,895.33	35,000.00	0.0%
014232 - 533500	TOOLS & HARDWARE	6,898.57	2,000.00	2,000.00	3,714.85	2,000.00	0.0%
014232 - 534900	SALT & CHEMICALS	219,567.16	222,000.00	222,000.00	292,615.85	222,000.00	0.0%
014232 - 535000	SAND & GRAVEL	0.00	15,000.00	15,000.00	0.00	15,000.00	0.0%
014232 - 535401	SNOW REMOVAL MEALS	871.94	2,000.00	2,000.00	1,830.44	2,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL TOTAL		379,757.46	323,000.00	323,000.00	474,204.33	323,000.00	0.0%
423 PUBLIC WORKS SNOW REMOVAL BUDGET TOTAL		**939,141.32**	**700,000.00**	**700,000.00**	**1,041,621.03**	**725,000.00**	**3.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

433 PUBLIC WORKS SANITATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PUBLIC WORKS SANITATION SALARIES							
014331 - 511000	SALARY & WAGES	109,344.47	120,593.00	120,593.00	103,563.82	128,060.00	6.2%
014331 - 512000	PART TIME SALARIES & WAGES	7,332.00	7,500.00	7,500.00	8,694.00	7,500.00	0.0%
014331 - 513000	OVERTIME	52,340.52	55,892.00	55,892.00	40,592.74	58,000.00	3.8%
PUBLIC WORKS SANITATION SALARIES TOTAL		169,016.99	183,985.00	183,985.00	152,850.56	193,560.00	5.2%
PUBLIC WORKS SANITATION CONTRACTUAL							
014332 - 522700	TRASH DISPOSAL	430,245.28	569,500.00	569,500.00	588,859.92	578,000.00	1.5%
014332 - 522702	HAZARDOUS COLLECTION	8,877.85	7,000.00	7,000.00	3,777.82	7,000.00	0.0%
014332 - 522710	TRASH & RECYCLING COLLECTION	674,785.24	800,000.00	800,000.00	801,822.90	825,000.00	3.1%
014332 - 522712	RECYCLING	885.50	16,200.00	16,200.00	1,233.45	159,000.00	881.5%
014332 - 524000	HIRED EQUIPMENT	59,788.11	50,000.00	50,000.00	48,710.92	50,000.00	0.0%
PUBLIC WORKS SANITATION CONTRACTUAL TOTAL		1,174,581.98	1,442,700.00	1,442,700.00	1,444,405.01	1,619,000.00	12.2%
433 PUBLIC WORKS SANITATION BUDGET TOTAL		**1,343,598.97**	**1,626,685.00**	**1,626,685.00**	**1,597,255.57**	**1,812,560.00**	**11.4%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

475 PW PARK & FORESTRY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW PARK & FORESTRY SALARIES							
014751 - 511000	SALARY & WAGES	495,557.62	542,464.00	542,464.00	474,341.43	574,794.00	6.0%
014751 - 512000	PART TIME SALARIES & WAGES	15,318.00	24,000.00	24,000.00	17,647.50	24,000.00	0.0%
014751 - 513000	OVERTIME	52,846.64	42,500.00	42,500.00	42,214.51	42,500.00	0.0%
PW PARK & FORESTRY SALARIES TOTAL		563,722.26	608,964.00	608,964.00	534,203.44	641,294.00	5.3%
PW PARK & FORESTRY CONTRACTUAL							
014752 - 524006	FORESTRY HIRED EQUIPMENT	27,878.75	18,500.00	18,500.00	19,853.25	21,500.00	16.2%
014752 - 524007	PARKS HIRED EQUIPMENT	23,330.82	30,000.00	30,000.00	22,003.27	30,000.00	0.0%
014752 - 527400	IRRIGATION SYSTEM REPAIR	8,791.81	12,000.00	12,000.00	10,000.00	12,000.00	0.0%
014752 - 527806	PLAYGROUND & EQUIP REPAIRS	7,025.19	6,500.00	6,500.00	627.00	6,500.00	0.0%
014752 - 528805	MOWING & MAINTENANCE	27,436.00	68,000.00	68,000.00	40,020.57	68,000.00	0.0%
PW PARK & FORESTRY CONTRACTUAL TOTAL		94,462.57	135,000.00	135,000.00	92,504.09	138,000.00	2.2%
PW PARK & FORESTRY SUPPLIES & MATERIAL							
014752 - 531826	EQUIPMENT & FIELD PARTS	2,691.06	6,500.00	6,500.00	3,367.26	6,500.00	0.0%
014752 - 533050	FIELDMARKING	7,009.25	7,500.00	7,500.00	2,215.95	7,500.00	0.0%
014752 - 533505	LANDSCAPING EQUIP & HARDWARE	2,824.67	6,500.00	6,500.00	0.00	6,500.00	0.0%
014752 - 535200	LANDSCAPING SUPPLIES	52,425.94	54,000.00	54,000.00	63,044.98	54,000.00	0.0%
014752 - 537300	FENCE MATERIALS	6,533.71	4,200.00	4,200.00	1,913.53	4,200.00	0.0%
014752 - 537610	BENCHES & BARRELS	268.56	4,200.00	4,200.00	1,200.00	4,200.00	0.0%
014752 - 537640	ADOPT-A-SITE	343.00	5,000.00	5,000.00	6,397.00	5,000.00	0.0%
PW PARK & FORESTRY SUPPLIES & MATERIAL TOTAL		72,096.19	87,900.00	87,900.00	78,138.72	87,900.00	0.0%
475 PW PARK & FORESTRY BUDGET TOTAL		**730,281.02**	**831,864.00**	**831,864.00**	**704,846.25**	**867,194.00**	**4.2%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

485 PW AUTOMOTIVE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PW AUTOMOTIVE SALARIES							
014851 - 511000	SALARY & WAGES	138,854.47	178,201.00	178,201.00	136,436.57	191,189.00	7.3%
014851 - 513000	OVERTIME	7,562.82	6,484.00	6,484.00	3,344.50	6,484.00	0.0%
PW AUTOMOTIVE SALARIES TOTAL		146,417.29	184,685.00	184,685.00	139,781.07	197,673.00	7.0%
PW AUTOMOTIVE SUPPLIES & MATERIAL							
014852 - 531000	GAS & OIL	70,607.18	140,000.00	140,000.00	45,489.58	140,000.00	0.0%
014852 - 531200	TIRES	15,958.73	21,775.00	21,775.00	16,666.52	21,775.00	0.0%
014852 - 531204	POLICE TIRES	2,267.41	3,308.00	3,308.00	3,555.62	3,308.00	0.0%
014852 - 531205	WELDING SUPPLIES	1,584.31	2,040.00	2,040.00	1,942.10	2,040.00	0.0%
014852 - 531500	BATTERIES	536.23	4,245.00	4,245.00	66.88	4,245.00	0.0%
014852 - 531800	MOTOR VEHICLE PARTS & REPAIRS	101,732.07	98,313.00	98,313.00	122,040.54	98,313.00	0.0%
014852 - 532000	CLEANING & DISINFECTANT SUP	1,774.95	3,360.00	3,360.00	1,679.48	3,360.00	0.0%
014852 - 533500	TOOLS & HARDWARE	4,634.75	4,500.00	4,500.00	3,325.82	4,500.00	0.0%
01485542 - 531804	POLICE MOTOR VEHICLE REPAIRS	14,547.92	25,650.00	25,650.00	30,415.88	25,650.00	0.0%
01485772 - 531814	ALL SCHOOL MV REPAIR	11,533.79	8,400.00	8,400.00	6,988.79	8,400.00	0.0%
PW AUTOMOTIVE SUPPLIES & MATERIAL TOTAL		225,177.34	311,591.00	311,591.00	232,171.21	311,591.00	0.0%
485 PW AUTOMOTIVE BUDGET TOTAL		**371,594.63**	**496,276.00**	**496,276.00**	**371,952.28**	**509,264.00**	**2.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

491 CEMETERY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CEMETERY SALARIES							
014911 - 511000	SALARY & WAGES	199,158.59	206,366.00	206,366.00	171,144.74	189,491.00	-8.2%
014911 - 512000	PART TIME SALARIES & WAGES	22,080.00	24,650.00	24,650.00	9,922.50	24,650.00	0.0%
014911 - 513000	OVERTIME	17,821.45	16,210.00	16,210.00	15,063.74	16,210.00	0.0%
CEMETERY SALARIES TOTAL		239,060.04	247,226.00	247,226.00	196,130.98	230,351.00	-6.8%
CEMETERY CONTRACTUAL							
014912 - 524000	HIRED EQUIPMENT	682.85	4,800.00	4,800.00	3,306.30	4,800.00	0.0%
CEMETERY CONTRACTUAL TOTAL		682.85	4,800.00	4,800.00	3,306.30	4,800.00	0.0%
CEMETERY SUPPLIES & MATERIAL							
014912 - 530704	CEMETERY MARKERS	2,221.34	2,500.00	2,500.00	0.00	2,500.00	0.0%
014912 - 531205	WELDING SUPPLIES	0.00	850.00	850.00	0.00	850.00	0.0%
014912 - 532000	CLEANING & DISINFECTANT SUP	519.76	900.00	900.00	389.87	900.00	0.0%
014912 - 535200	LANDSCAPING SUPPLIES	17,958.91	15,000.00	15,000.00	14,642.84	15,000.00	0.0%
014912 - 536000	CEMENT & CONCRETE	-2,400.00	4,500.00	4,500.00	0.00	4,500.00	0.0%
014912 - 536100	PIPES & FITTINGS	61.92	1,500.00	1,500.00	0.00	1,500.00	0.0%
014912 - 537300	FENCING MATERIALS	0.00	200.00	200.00	4,040.00	200.00	0.0%
CEMETERY SUPPLIES & MATERIAL TOTAL		18,361.93	25,450.00	25,450.00	19,072.71	25,450.00	0.0%
CEMETERY OTHER CHARGES							
014912 - 544310	PROPERTY & CASUALTY INSURANCE	2,400.00	2,400.00	2,400.00	2,400.00	3,300.00	37.5%
CEMETERY OTHER CHARGES TOTAL		2,400.00	2,400.00	2,400.00	2,400.00	3,300.00	37.5%
491 CEMETERY BUDGET TOTAL		**260,504.82**	**279,876.00**	**279,876.00**	**220,909.99**	**263,901.00**	**-5.7%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

511 HEALTH

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HEALTH SALARIES							
015111 - 511000	SALARY & WAGES	405,623.73	448,112.00	448,112.00	356,976.30	473,959.00	5.8%
01511771 - 511000	SALARY SCHOOL NURSE	565,002.53	632,603.00	632,603.00	448,025.36	658,109.00	4.0%
HEALTH SALARIES TOTAL		970,626.26	1,080,715.00	1,080,715.00	805,001.66	1,132,068.00	4.8%
HEALTH CONTRACTUAL							
015112 - 520500	ADVERTISING	0.00	200.00	200.00	0.00	800.00	300.0%
015112 - 521000	PRINTING	398.50	496.00	496.00	265.50	500.00	0.8%
015112 - 522711	SHARPS DISPOSAL	1,505.00	1,764.00	1,764.00	1,330.00	1,800.00	2.0%
015112 - 523000	MILEAGE	297.10	1,000.00	1,000.00	103.89	1,000.00	0.0%
015112 - 524500	PEST CONTROL	19,791.00	18,791.00	18,791.00	18,791.00	24,000.00	27.7%
015112 - 529000	PROFESSIONAL SERVICES	1,778.30	1,366.00	1,366.00	120.00	1,400.00	2.5%
015112 - 529031	ANIMAL SHELTERING	766.16	3,000.00	3,000.00	2,762.30	3,000.00	0.0%
015112 - 529032	INTERFACE	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	0.0%
01511772 - 529000	PROFESSIONAL SERVICES	210.00	9,000.00	9,000.00	3,585.00	9,000.00	0.0%
HEALTH CONTRACTUAL TOTAL		40,746.06	51,617.00	51,617.00	42,957.69	57,500.00	11.4%
HEALTH SUPPLIES & MATERIAL							
015112 - 530501	MISC SUPPLIES	1,638.95	558.00	558.00	853.70	600.00	7.5%
015112 - 533500	TOOLS & HARDWARE	79.69	600.00	600.00	0.00	600.00	0.0%
015112 - 535501	CLOTHING	250.00	250.00	250.00	250.00	250.00	0.0%
01511772 - 532100	MEDICAL & SURGICAL SUPPLES	8,100.55	8,900.00	8,900.00	4,193.60	8,900.00	0.0%
HEALTH SUPPLIES & MATERIAL TOTAL		10,069.19	10,308.00	10,308.00	5,297.30	10,350.00	0.4%
HEALTH OTHER CHARGES							
015112 - 540500	DUES & MEMBERSHIPS	150.00	250.00	250.00	295.00	600.00	140.0%
015112 - 540700	SEMINARS & SCHOOLING	170.00	950.00	950.00	1,295.00	1,500.00	57.9%
015112 - 547000	RIVERSIDE ASSESSMENT	3,100.00	6,200.00	6,200.00	0.00	6,200.00	0.0%
015112 - 547001	COMMNUNITAS	8,460.00	8,460.00	8,460.00	0.00	8,460.00	0.0%
HEALTH OTHER CHARGES TOTAL		11,880.00	15,860.00	15,860.00	1,590.00	16,760.00	5.7%
511 HEALTH BUDGET TOTAL		**1,033,321.51**	**1,158,500.00**	**1,158,500.00**	**854,846.65**	**1,216,678.00**	**5.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

540 BEEBE ESTATE

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
BEEBE ESTATE CONTRACTUAL							
015402 - 522505	BEEBE ESTATE ELECTRIC	1,104.98	1,800.00	1,800.00	1,128.64	1,800.00	0.0%
015402 - 522605	BEEBE ESTATE GAS	4,662.36	3,900.00	3,900.00	4,128.71	3,900.00	0.0%
015402 - 527700	BUILDING REPAIR & MAINTENANCE	1,932.66	2,000.00	2,000.00	2,523.15	2,000.00	0.0%
BEEBE ESTATE CONTRACTUAL TOTAL		7,700.00	7,700.00	7,700.00	7,780.50	7,700.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL							
015402 - 530501	MISC SUPPLIES	200.00	200.00	200.00	0.00	200.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL TOTAL		200.00	200.00	200.00	0.00	200.00	0.0%
540 BEEBE ESTATE BUDGET TOTAL		**7,900.00**	**7,900.00**	**7,900.00**	**7,780.50**	**7,900.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

541 COUNCIL ON AGING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
COUNCIL ON AGING SALARIES							
015411 - 511000	SALARY & WAGES	173,177.07	226,769.00	226,769.00	177,410.88	252,442.00	11.3%
COUNCIL ON AGING SALARIES TOTAL		173,177.07	226,769.00	226,769.00	177,410.88	252,442.00	11.3%
COUNCIL ON AGING CONTRACTUAL							
015412 - 521000	PRINTING	0.00	50.00	50.00	94.50	600.00	1,100.0%
015412 - 523000	MILEAGE	0.00	100.00	100.00	0.00	100.00	0.0%
015412 - 527304	FIRE ALARM/SPRINKLER INSP	0.00	300.00	300.00	0.00	300.00	0.0%
COUNCIL ON AGING CONTRACTUAL TOTAL		0.00	450.00	450.00	94.50	1,000.00	122.2%
COUNCIL ON AGING SUPPLIES & MATERIAL							
015412 - 530200	COPY MACHINE SUPPLIES	150.00	150.00	150.00	0.00	0.00	-100.0%
015412 - 530501	PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	1,300.00	0.0%
015412 - 532500	HOUSEHOLD SUPPLIES	150.00	150.00	150.00	0.00	0.00	-100.0%
015412 - 534200	BOOKS & PERIODICALS	0.00	50.00	50.00	0.00	0.00	-100.0%
015412 - 535500	UNIFORMS	0.00	0.00	0.00	0.00	500.00	0.0%
COUNCIL ON AGING SUPPLIES & MATERIAL TOTAL		300.00	350.00	350.00	0.00	1,800.00	414.3%
COUNCIL ON AGING OTHER CHARGES							
015412 - 540500	DUES & MEMBERSHIPS	100.00	200.00	200.00	126.59	2,885.00	1,342.5%
COUNCIL ON AGING OTHER CHARGES TOTAL		100.00	200.00	200.00	126.59	2,885.00	1,342.5%
541 COUNCIL ON AGING BUDGET TOTAL		**173,577.07**	**227,769.00**	**227,769.00**	**177,631.97**	**258,127.00**	**13.3%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

542 WOMEN'S COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WOMEN'S COMMISSION OTHER CHARGES							
015422 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	2,000.00	2,000.00	245.00	2,000.00	0.0%
WOMEN'S COMMISSION OTHER CHARGES TOTAL		0.00	2,000.00	2,000.00	245.00	2,000.00	0.0%
542 WOMEN'S COMMISSION BUDGET TOTAL		**0.00**	**2,000.00**	**2,000.00**	**245.00**	**2,000.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

543 VETERANS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
VETERANS SALARIES							
015431 - 511000	SALARY & WAGES	146,302.33	148,820.34	148,820.34	138,292.60	152,962.00	2.8%
VETERANS SALARIES TOTAL		146,302.33	148,820.34	148,820.34	138,292.60	152,962.00	2.8%
VETERANS CONTRACTUAL							
015432 - 523000	MILEAGE	0.00	500.00	500.00	0.00	500.00	0.0%
015432 - 525303	SOFTWARE LICENSES	449.00	700.00	700.00	449.00	700.00	0.0%
015432 - 527803	WAR MEMORIALS MAINTENANCE	2,495.92	4,000.00	4,000.00	1,525.88	4,000.00	0.0%
015432 - 529000	PROFESSIONAL SERVICES	0.00	0.00	20,000.00	20,000.00	0.00	0.0%
VETERANS CONTRACTUAL TOTAL		2,944.92	5,200.00	25,200.00	21,974.88	5,200.00	0.0%
VETERANS OTHER CHARGES							
015432 - 540500	DUES & MEMBERSHIPS	25.00	160.00	160.00	75.00	160.00	0.0%
015432 - 540600	EDUCATION/SEMINARS	415.97	2,000.00	2,000.00	38.70	2,000.00	0.0%
015432 - 542501	RENTAL OF QUARTERS - VETERANS	0.00	1,550.00	1,550.00	8.55	1,550.00	0.0%
015432 - 544000	VETERANS' BENEFITS	214,865.17	270,000.00	270,000.00	174,427.14	275,000.00	1.9%
015432 - 544020	OUTREACH PROGRAM	559.96	2,000.00	2,000.00	5.00	2,000.00	0.0%
VETERANS OTHER CHARGES TOTAL		215,866.10	275,710.00	275,710.00	174,554.39	280,710.00	1.8%
543 VETERANS BUDGET TOTAL		**365,113.35**	**429,730.34**	**449,730.34**	**334,821.87**	**438,872.00**	**2.1%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

544 HUMAN RIGHTS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
HUMAN RIGHTS CONTRACTUAL							
015442 - 521000	PRINTING	275.00	525.00	525.00	500.00	525.00	0.0%
015442 - 529000	PROFESSIONAL SERVICES	2,459.00	2,475.00	2,475.00	950.00	2,475.00	0.0%
HUMAN RIGHTS CONTRACTUAL TOTAL		2,734.00	3,000.00	3,000.00	1,450.00	3,000.00	0.0%
544 HUMAN RIGHTS BUDGET TOTAL		**2,734.00**	**3,000.00**	**3,000.00**	**1,450.00**	**3,000.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

545 DISABILITY COMMISSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
DISABILITY COMMISSION OTHER CHARGES							
015452 - 540000	OTHER CHARGES AND EXPENDITURES	0.00	2,500.00	2,500.00	436.80	2,500.00	0.0%
DISABILITY COMMISSION OTHER CHARGES TOTAL		0.00	2,500.00	2,500.00	436.80	2,500.00	0.0%
545 DISABILITY COMMISSION BUDGET TOTAL		**0.00**	**2,500.00**	**2,500.00**	**436.80**	**2,500.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

611 LIBRARY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
LIBRARY SALARIES							
016111 - 511000	SALARY & WAGES	872,970.77	941,814.12	941,814.12	854,706.79	988,138.00	4.9%
016111 - 513000	OVERTIME	10,663.58	15,225.00	15,225.00	7,480.97	15,454.00	1.5%
LIBRARY SALARIES TOTAL		883,634.35	957,039.12	957,039.12	862,187.76	1,003,592.00	4.9%
LIBRARY CONTRACTUAL							
016112 - 521000	PRINTING	2,694.03	1,000.00	1,000.00	0.00	1,000.00	0.0%
016112 - 521500	POSTAGE	1,192.20	1,500.00	1,500.00	944.15	1,400.00	-6.7%
016112 - 522000	TELEPHONE	4,126.58	2,500.00	2,500.00	1,298.12	2,500.00	0.0%
016112 - 523000	MILEAGE	0.00	500.00	500.00	17.92	250.00	-50.0%
016112 - 525104	NOBLE ASSESSMENT & MAINTENANCE	51,166.02	51,166.00	51,166.00	42,638.35	52,087.00	1.8%
016112 - 527702	CONTRACT MAINTENANCE	10,601.00	13,241.00	13,241.00	12,580.60	15,235.00	15.1%
LIBRARY CONTRACTUAL TOTAL		69,779.83	69,907.00	69,907.00	57,479.14	72,472.00	3.7%
LIBRARY SUPPLIES & MATERIAL							
016112 - 530100	COMPUTER PURCHASES & UPGRADES	1,500.73	1,500.00	1,500.00	1,500.00	1,500.00	0.0%
016112 - 530500	OFFICE SUPPLIES	5,076.61	8,000.00	8,000.00	8,000.00	8,000.00	0.0%
016112 - 534100	AUDIO VISUAL MATERIALS	2,240.70	5,000.00	5,000.00	3,185.72	4,000.00	-20.0%
016112 - 534150	VIDEO FORMATS	2,940.83	5,400.00	5,400.00	2,450.79	4,000.00	-25.9%
016112 - 534200	BOOKS & PERIODICALS	63,833.04	42,000.00	42,000.00	45,989.93	42,000.00	0.0%
016112 - 534210	ELECTRONIC FORMATS	6,149.15	6,437.00	6,437.00	1,793.04	6,530.00	1.4%
016112 - 534220	NETWORK ECONTENT	16,325.00	16,325.00	16,325.00	16,325.00	18,407.00	12.8%
016112 - 534230	DOWNLOADABLE AV	13,493.14	7,319.00	7,319.00	7,319.00	10,069.00	37.6%
016112 - 534240	ELECTRONIC DATABASES	15,270.95	14,671.00	14,671.00	14,671.00	16,026.00	9.2%
016112 - 534300	LIBRARY MUSEUM PASSES	350.00	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
016112 - 534800	RECREATIONAL SUPPLIES	800.85	1,000.00	1,000.00	1,000.00	1,000.00	0.0%
LIBRARY SUPPLIES & MATERIAL TOTAL		127,981.00	109,652.00	109,652.00	104,234.48	113,532.00	3.5%
LIBRARY OTHER CHARGES							
016112 - 540500	DUES & MEMBERSHIPS	373.00	300.00	300.00	620.00	300.00	0.0%
016112 - 540600	EDUCATION/SEMINARS	49.00	500.00	500.00	129.00	500.00	0.0%
016112 - 542700	RECREATIONAL PROGRAMS	2,978.00	2,600.00	2,600.00	2,485.00	2,600.00	0.0%
LIBRARY OTHER CHARGES TOTAL		3,400.00	3,400.00	3,400.00	3,234.00	3,400.00	0.0%
611 LIBRARY BUDGET TOTAL		**1,084,795.18**	**1,139,998.12**	**1,139,998.12**	**1,027,135.38**	**1,192,996.00**	**4.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

631 RECREATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
RECREATION SALARIES							
016311 - 511000	SALARY & WAGES	44,130.18	44,130.18	44,130.18	35,779.56	64,130.00	45.3%
RECREATION SALARIES TOTAL		44,130.18	44,130.18	44,130.18	35,779.56	64,130.00	45.3%
RECREATION OTHER CHARGES							
016312 - 542702	INCLUSIVE PROGRAMMING	3,600.00	3,600.00	3,600.00	2,049.30	3,600.00	0.0%
016312 - 542704	RECREATION SCHOLARSHIP	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.0%
016312 - 548950	COMMUNITY OUTREACH	2,500.00	2,500.00	2,500.00	2,564.23	2,500.00	0.0%
RECREATION OTHER CHARGES TOTAL		10,100.00	10,100.00	10,100.00	8,613.53	10,100.00	0.0%
RECREATION CAPITAL OUTLAY							
016312 - 551067	TEEN PROGRAMMING	9,800.00	9,800.00	9,800.00	8,189.50	9,800.00	0.0%
RECREATION CAPITAL OUTLAY TOTAL		9,800.00	9,800.00	9,800.00	8,189.50	9,800.00	0.0%
631 RECREATION BUDGET TOTAL		**64,030.18**	**64,030.18**	**64,030.18**	**52,582.59**	**84,030.00**	**31.2%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

652 PINE BANKS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PINE BANKS SALARIES							
016521 - 511000	SALARY & WAGES	211,418.04	211,467.00	211,467.00	127,048.08	213,514.00	1.0%
016521 - 513000	OVERTIME	1,802.56	6,100.00	6,100.00	1,960.43	6,100.00	0.0%
PINE BANKS SALARIES TOTAL		213,220.60	217,567.00	217,567.00	129,008.51	219,614.00	0.9%
PINE BANKS CONTRACTUAL							
016522 - 522000	TELEPHONE	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.0%
016522 - 522500	ELECTRICITY	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	0.0%
016522 - 527500	MOTOR VEHICLE REPAIR & MAINT	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.0%
016522 - 527700	BUILDING REPAIR & MAINTENANCE	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
016522 - 528600	AUDITING SERVICES	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	0.0%
016522 - 528804	ATHLETIC FIELD MAINT	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	0.0%
016522 - 529000	PROFESSIONAL SERVICES	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.0%
PINE BANKS CONTRACTUAL TOTAL		44,300.00	44,300.00	44,300.00	44,300.00	44,300.00	0.0%
PINE BANKS SUPPLIES & MATERIAL							
016522 - 530500	OFFICE SUPPLIES	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 530800	HEATING FUEL	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	0.0%
016522 - 531000	GAS & OIL	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.0%
016522 - 532000	CLEANING & DISINFECTANT SUP	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 533000	PAINTS	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 533500	TOOLS & HARDWARE	500.00	500.00	500.00	500.00	500.00	0.0%
016522 - 535100	PARKS & FIELDS MAINTENANCE SUP	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.0%
016522 - 537200	LUMBER	500.00	500.00	500.00	500.00	500.00	0.0%
PINE BANKS SUPPLIES & MATERIAL TOTAL		40,500.00	40,500.00	40,500.00	40,500.00	40,500.00	0.0%
PINE BANKS OTHER CHARGES							
016522 - 543201	WORKERS' COMP INS - PINE BANKS	4,225.00	5,225.00	5,225.00	5,225.00	5,225.00	0.0%
016522 - 544320	FIRE INSURANCE	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.0%
016522 - 544325	PINE BANKS LIABILITY INSURANCE	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0.0%
016522 - 544330	AUTO INSURANCE	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	0.0%
PINE BANKS OTHER CHARGES TOTAL		9,225.00	10,225.00	10,225.00	10,225.00	10,225.00	0.0%
PINE BANKS CAPITAL OUTLAY							
016523 - 551095	PINE BANKS EQUIPMENT	10,700.00	7,500.00	7,500.00	7,500.00	7,500.00	0.0%
PINE BANKS CAPITAL OUTLAY TOTAL		10,700.00	7,500.00	7,500.00	7,500.00	7,500.00	0.0%
652 PINE BANKS BUDGET TOTAL		**317,945.60**	**320,092.00**	**320,092.00**	**231,533.51**	**322,139.00**	**0.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

692 COMMUNITY EVENTS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
COMMUNITY EVENTS MISCELLANEOUS							
016922 - 560300	CELEBRATIONS EXPENSE	0.00	6,000.00	6,000.00	0.00	6,000.00	0.0%
016922 - 560301	CELEBRATIONS - VETERANS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
COMMUNITY EVENTS MISCELLANEOUS TOTAL		0.00	8,000.00	8,000.00	0.00	8,000.00	0.0%
692 COMMUNITY EVENTS BUDGET TOTAL		**0.00**	**8,000.00**	**8,000.00**	**0.00**	**8,000.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

693 MEMORIAL BUILDING

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MEMORIAL BUILDING SALARIES							
016931 - 511000	SALARY & WAGES	99,585.81	146,700.00	146,700.00	105,562.80	152,183.00	3.7%
MEMORIAL BUILDING SALARIES TOTAL		99,585.81	146,700.00	146,700.00	105,562.80	152,183.00	3.7%
MEMORIAL BUILDING CONTRACTUAL							
016932 - 522500	ELECTRICITY	11,933.36	20,700.00	20,700.00	12,832.42	20,700.00	0.0%
016932 - 522600	GAS HEAT	12,267.71	12,295.00	12,295.00	11,220.04	12,295.00	0.0%
016932 - 527303	ELEVATOR MAINTENANCE	4,518.48	4,632.00	4,632.00	4,878.60	5,200.00	12.3%
016932 - 527700	BUILDING REPAIR & MAINTENANCE	9,130.84	6,273.00	6,273.00	1,312.69	6,273.00	0.0%
016932 - 529000	PROFESSIONAL SERVICES	19,616.40	15,000.00	15,000.00	16,754.31	16,000.00	6.7%
MEMORIAL BUILDING CONTRACTUAL TOTAL		57,466.79	58,900.00	58,900.00	46,998.06	60,468.00	2.7%
MEMORIAL BUILDING SUPPLIES & MATERIAL							
016932 - 530501	MISC SUPPLIES	4,117.59	5,170.00	5,170.00	4,259.30	5,170.00	0.0%
016932 - 530508	MARKETING SUPPLIES	194.95	800.00	800.00	95.00	800.00	0.0%
MEMORIAL BUILDING SUPPLIES & MATERIAL TOTAL		4,312.54	5,970.00	5,970.00	4,354.30	5,970.00	0.0%
693 MEMORIAL BUILDING BUDGET TOTAL		**161,365.14**	**211,570.00**	**211,570.00**	**156,915.16**	**218,621.00**	**3.3%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
017112 - 565000	MUNICIPAL DEBT	2,885,400.00	2,193,500.00	2,193,500.00	2,193,500.00	2,190,000.00	-0.2%
017112 - 565010	EXEMPT PRINCIPAL	1,463,009.35	1,525,409.35	1,525,409.35	1,525,409.35	1,588,910.00	4.2%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		4,348,409.35	3,718,909.35	3,718,909.35	3,718,909.35	3,778,910.00	1.6%
711 MUNICIPAL DEBT BUDGET TOTAL		**4,348,409.35**	**3,718,909.35**	**3,718,909.35**	**3,718,909.35**	**3,778,910.00**	**1.6%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

751 MUNICIPAL DEBT INTEREST

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
017512 - 549102	MUNICIPAL DEBT INTEREST	1,072,273.87	1,014,965.10	1,014,965.10	1,014,965.04	920,261.00	-9.3%
017512 - 549103	EXEMPT INTEREST	468,530.68	412,160.50	412,160.50	412,160.50	353,273.00	-14.3%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		1,540,804.55	1,427,125.60	1,427,125.60	1,427,125.54	1,273,534.00	-10.8%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**1,540,804.55**	**1,427,125.60**	**1,427,125.60**	**1,427,125.54**	**1,273,534.00**	**-10.8%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

752 PROJECTED DEBT & TEMP INTEREST

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES							
017522 - 549100	PROJECTED DEBT & TEMP INTEREST	0.00	84,283.48	74,283.48	0.00	31,777.00	-62.3%
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES TOTAL		0.00	84,283.48	74,283.48	0.00	31,777.00	-62.3%
752 PROJECTED DEBT & TEMP INTEREST BUDGET TOTAL		**0.00**	**84,283.48**	**74,283.48**	**0.00**	**31,777.00**	**-62.3%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

911 PENSION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
PENSION SALARIES							
019111 - 511010	CONTRIBUTORY RETIREMENT	6,396,652.00	6,650,843.00	6,650,843.00	6,650,843.00	7,039,967.00	5.9%
PENSION SALARIES TOTAL		6,396,652.00	6,650,843.00	6,650,843.00	6,650,843.00	7,039,967.00	5.9%
911 PENSION BUDGET TOTAL		**6,396,652.00**	**6,650,843.00**	**6,650,843.00**	**6,650,843.00**	**7,039,967.00**	**5.9%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

912 WORKER'S COMPENSATION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WORKER'S COMPENSATION OTHER CHARGES							
019122 - 543100	WORKERS' COMP MEDICAL	98,830.57	100,000.00	100,000.00	97,762.95	100,000.00	0.0%
019122 - 543101	WORKERS' COMP EXPENSES	42,167.01	50,000.00	50,000.00	33,660.93	50,000.00	0.0%
019122 - 543102	WORKERS' COMP BENEFITS	157,698.10	200,000.00	200,000.00	149,530.63	200,000.00	0.0%
019122 - 543200	INDEMNIFICATION	19,065.69	70,000.00	70,000.00	5,932.03	70,000.00	0.0%
WORKER'S COMPENSATION OTHER CHARGES TOTAL		317,761.37	420,000.00	420,000.00	286,886.54	420,000.00	0.0%
912 WORKER'S COMPENSATION BUDGET TOTAL		**317,761.37**	**420,000.00**	**420,000.00**	**286,886.54**	**420,000.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

913 UNEMPLOYMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
UNEMPLOYMENT OTHER CHARGES							
019132 - 544400	UNEMPLOYMENT EXPENSES	60,906.02	100,000.00	100,000.00	31,585.15	100,000.00	0.0%
UNEMPLOYMENT OTHER CHARGES TOTAL		60,906.02	100,000.00	100,000.00	31,585.15	100,000.00	0.0%
913 UNEMPLOYMENT BUDGET TOTAL		**60,906.02**	**100,000.00**	**100,000.00**	**31,585.15**	**100,000.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

914 EMPLOYEE BENEFITS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
EMPLOYEE BENEFITS SALARIES							
019141 - 511000	SALARY & WAGES	76,640.48	86,610.18	86,610.18	67,333.06	92,736.00	7.1%
EMPLOYEE BENEFITS SALARIES TOTAL		76,640.48	86,610.18	86,610.18	67,333.06	92,736.00	7.1%
EMPLOYEE BENEFITS OTHER CHARGES							
019142 - 549201	GROUP HEALTH PROVIDERS	10,746,647.29	11,927,565.00	11,927,565.00	9,610,150.85	12,482,900.00	4.7%
019142 - 549214	LIFE INSURANCE PREMIUM	86,070.70	118,000.00	118,000.00	79,482.91	118,000.00	0.0%
019142 - 549215	SENTINEL FSA PREMIUM	36,725.50	17,500.00	17,500.00	30,672.73	17,500.00	0.0%
019142 - 549217	PART B MEDICARE PREMIUM (70%)	716,240.04	780,000.00	780,000.00	766,188.08	785,000.00	0.6%
019142 - 549218	PART B MEDICARE PENALTIES	29,393.90	35,000.00	35,000.00	24,060.00	35,000.00	0.0%
019142 - 549223	HIATUS REIMBURSEMENT	11,684.15	0.00	0.00	5,121.92	0.00	0.0%
019142 - 549224	HEALTH OPT-OUT PROGRAM	817,296.45	867,500.00	867,500.00	666,045.59	892,500.00	2.9%
EMPLOYEE BENEFITS OTHER CHARGES TOTAL		12,444,058.03	13,745,565.00	13,745,565.00	11,181,722.08	14,330,900.00	4.3%
914 EMPLOYEE BENEFITS BUDGET TOTAL		**12,520,698.51**	**13,832,175.18**	**13,832,175.18**	**11,249,055.14**	**14,423,636.00**	**4.3%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

916 MEDICARE TAX CITY PORTION

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MEDICARE TAX CITY PORTION OTHER CHARGES							
019162 - 548000	MEDICARE TAX, CITY PORTION	820,706.06	877,000.00	877,000.00	692,758.29	885,000.00	0.9%
MEDICARE TAX CITY PORTION OTHER CHARGES TOTAL		820,706.06	877,000.00	877,000.00	692,758.29	885,000.00	0.9%
916 MEDICARE TAX CITY PORTION BUDGET TOTAL		**820,706.06**	**877,000.00**	**877,000.00**	**692,758.29**	**885,000.00**	**0.9%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

930 DEPARTMENTAL EQUIPMENT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
DEPARTMENTAL EQUIPMENT CONTRACTUAL							
019302 - 525305	IT COMMUNITY NOTIFICATION SYST	8,324.00	10,800.00	10,800.00	10,432.96	0.00	-100.0%
019302 - 527602	INFO TECH COPY MACHINE LEASE	7,558.55	27,707.00	27,707.00	28,071.84	27,707.00	0.0%
DEPARTMENTAL EQUIPMENT CONTRACTUAL TOTAL		15,882.55	38,507.00	38,507.00	38,504.80	27,707.00	-28.0%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL							
019302 - 530100	IT COMPUTER PURCHASES & UPGRAD	5,644.32	28,000.00	28,000.00	20,040.78	28,000.00	0.0%
019302 - 530103	IT PRINTER PURCHASES	1,969.22	2,000.00	2,000.00	0.00	2,000.00	0.0%
019302 - 530500	OFFICE SUPPLIES	6,404.94	24,000.00	24,000.00	35,357.85	33,329.00	38.9%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL TOTAL		14,018.48	54,000.00	54,000.00	55,398.63	63,329.00	17.3%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY							
019303 - 551059	PERMITTING SOFTWARE	67,534.23	60,000.00	60,000.00	49,235.15	60,000.00	0.0%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY TOTAL		67,534.23	60,000.00	60,000.00	49,235.15	60,000.00	0.0%
930 DEPARTMENTAL EQUIPMENT BUDGET TOTAL		**97,435.26**	**152,507.00**	**152,507.00**	**143,138.58**	**151,036.00**	**-1.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

931 CAPITAL OUTLAY

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
CAPITAL OUTLAY CAPITAL OUTLAY							
019313 - 551049	POLICE VEHICLES	-28,084.00	0.00	0.00	0.00	0.00	0.0%
019313 - 551098	CITY IT TECHNOLOGY	-211,000.00	50,000.00	50,000.00	0.00	50,000.00	0.0%
019313 - 551099	PINE BANKS CAPITAL PROJECTS	101,294.18	101,294.18	101,294.18	101,294.18	101,295.00	0.0%
019313 - 551102	PINE BANKS FACILITY SHED	0.00	48,597.67	48,597.67	48,597.67	48,598.00	0.0%
019313 - 551155	MUNIS UPGRADES	-39,874.33	0.00	0.00	0.00	0.00	0.0%
019313 - 551156	PHONE SYSTEM	-450.48	0.00	0.00	0.00	0.00	0.0%
01931773 - 551097	SCHOOL IT	0.00	50,000.00	50,000.00	2,646.63	50,000.00	0.0%
CAPITAL OUTLAY CAPITAL OUTLAY TOTAL		-178,114.63	249,891.85	249,891.85	152,538.48	249,893.00	0.0%
931 CAPITAL OUTLAY BUDGET TOTAL		**-178,114.63**	**249,891.85**	**249,891.85**	**152,538.48**	**249,893.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

942 STABILIZATION FUNDS

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
STABILIZATION FUNDS MISCELLANEOUS							
019422 - 561300	STABILIZATION TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
019422 - 561400	OPEB TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
STABILIZATION FUNDS MISCELLANEOUS TOTAL		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.0%
942 STABILIZATION FUNDS BUDGET TOTAL		**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**	**100,000.00**	**0.0%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**52,799,158.59**	**91,000,522.33**	**91,519,415.33**	**50,843,886.69**	**95,256,080.00**	**4.7%**

Attachment: Fiscal2023-OperatingBudget5-10-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
112	CITY COUNCIL					
51	SALARIES					
011121	511000 - SALARY & WAGES					105,751.00 *
	GHOBRIAL, ANDREW CLERK OF COMMITTEES		1.00	61,151.00		61,151.00
	CITY COUNCILORS		11.00	4,000.00		44,000.00
	UNUSED SICK TIME		1.00	600.00		600.00
	TOTAL SALARIES					105,751.00
	TOTAL CITY COUNCIL					105,751.00
121	MAYOR					
51	SALARIES					
011211	511000 - SALARY & WAGES					311,268.00 *
	BRODEUR, PAUL MAYOR		1.00	127,404.00		127,404.00
	WALL, LILY COMMUNICATIONS & OUTREACH COORDINATOR		1.00	65,703.00		65,703.00
	FLEISCHMAN, MARGOT DIRECTOR OF STRATEGIC INITIATIVES & COMMUNICATIONS		1.00	96,896.00		96,896.00
	REQUESTED POSITION PART TIME ADMIN		1.00	19,965.00		19,965.00
	UNUSED SICK TIME		1.00	1,300.00		1,300.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					311,268.00
	TOTAL MAYOR					311,268.00
135	AUDITOR					
51	SALARIES					
011351	511000 - SALARY & WAGES					394,042.00 *
	DELLO RUSSO, PATRICK CFO/CITY AUDITOR		1.00	158,347.00		158,347.00
	GOLDEN, KERRIANN ASSISTANT CITY AUDITOR		1.00	96,125.00		96,125.00
	IRVIN, JILL ACCOUNTS PAYABLE		1.00	64,914.00		64,914.00
	KENAWELL, KATIE FINANCE MANAGER		1.00	72,256.00		72,256.00
	UNUSED SICK TIME		1.00	2,400.00		2,400.00
	TOTAL SALARIES					394,042.00
	TOTAL AUDITOR					394,042.00
141	ASSESSORS					
51	SALARIES					
011411	511000 - SALARY & WAGES					233,867.00 *
	MACLELLAN, SARAH CHIEF ASSESSOR		1.00	93,979.00		93,979.00
	HOARE, TRISTAN ASSISTANT ASSESSOR		1.00	53,553.00		53,553.00
	VACANCY HEAD CLERK		1.00	59,165.00		59,165.00
	PITTS, JANE		1.00	12,279.00		12,279.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
GIS ANALYST		3.00	4,347.00		13,041.00
BOARD OF ASSESSORS		1.00	1,850.00		1,850.00
SICK LEAVE INCENTIVE					
TOTAL SALARIES					233,867.00
TOTAL ASSESSORS					233,867.00
145 TREASURER/COLLECTOR					
51 SALARIES					
011451 511000 - SALARY & WAGES					380,331.00 *
ARMATA, KATHRYN TREASURER COLLECTOR		1.00	114,308.00		114,308.00
CIAMPI, STEPHANIE ASSISTANT TREASURER		1.00	77,590.00		77,590.00
DEAN, PATRICIA HEAD CLERK		1.00	60,567.00		60,567.00
OLESKY, RENEE CLERK		1.00	42,321.00		42,321.00
NICHOLS, ANDREA PAYROLL CLERK		1.00	37,725.00		37,725.00
VERMA, MONIKA CLERK		1.00	44,220.00		44,220.00
SICK LEAVE INCENTIVE		1.00	3,600.00		3,600.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					380,331.00
	TOTAL TREASURER/COLLECTOR					380,331.00
151	CITY SOLICITOR					
51	SALARIES					
011511	511000 - SALARY & WAGES					211,736.00 *
	COGAVIN, KELLY EXECUTIVE ASSISTANT		1.00	76,182.00		76,182.00
	PHILLIPS, SHANNON CITY SOLICITOR		1.00	134,354.00		134,354.00
	SICK LEAVE INCENTIVE		1.00	1,200.00		1,200.00
01151771	511000 - SALARY & WAGES					111,533.00 *
	LINDQUIST, AMY ASSISTANT SOLICITOR FOR SCHOOL & LABOR		1.00	111,533.00		111,533.00
	SICK LEAVE INCENTIVE		.00	.00		.00
	TOTAL SALARIES					323,269.00
	TOTAL CITY SOLICITOR					323,269.00
152	HUMAN RESOURCES					
51	SALARIES					
011521	511000 - SALARY & WAGES					146,614.00 *
	LATTA, POLINA DIRECTOR OF HUMAN RESOURCES		1.00	81,268.00		81,268.00
	BARRETT, DIANE HUMAN RESOURCE COORDINATOR		1.00	37,409.00		37,409.00
	TRAVERS, MATTHEW HUMAN RESOURCE ASSISTANT		1.00	27,187.00		27,187.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	SICK LEAVE INCENTIVE		1.00	750.00		750.00
TOTAL SALARIES						146,614.00
TOTAL HUMAN RESOURCES						146,614.00
155	INFORMATION TECHNOLOGY					
51	SALARIES					
011551	511000 - SALARY & WAGES					396,766.00 *
	ELLIS, NEAL DIRECTOR OF IT (CITY & SCHOOL)		1.00	87,431.00		87,431.00
	CAMERLENGO, JARED IT ANALYST		1.00	75,665.00		75,665.00
	SMULLIGAN, THOMAS ASSISTANT IT DIRECTOR		1.00	94,255.00		94,255.00
	CARDILLO, DONNA SYSTEMS ANALYST		1.00	64,244.00		64,244.00
	NICHOLS, ANDREA AP CLERK STIPEND		1.00	3,500.00		3,500.00
	VACANCY ANALYST		1.00	69,101.00		69,101.00
	SICK LEAVE INCENTIVE		1.00	2,570.00		2,570.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					396,766.00
	TOTAL INFORMATION TECHNOLOGY					396,766.00
161	CITY CLERK					
51	SALARIES					
011611	511000 - SALARY & WAGES					285,137.00 *
	FOOTE, KRISTIN CITY CLERK		1.00	97,082.00		97,082.00
	PERPERIAN, JOANNE ASSISTANT CITY CLERK		1.00	70,158.00		70,158.00
	TAVOR, DANIEL ELECTIONS ADMINISTRATOR		1.00	59,247.00		59,247.00
	ARDIZZONI, DIANE ADMINISTRATIVE CLERK		1.00	56,250.00		56,250.00
	SICK LEAVE INCENTIVE		1.00	2,400.00		2,400.00
	TOTAL SALARIES					285,137.00
	TOTAL CITY CLERK					285,137.00
162	ELECTION/REGISTRAR					
51	SALARIES					
011621	511000 - SALARY & WAGES					4,569.00 *
	BOARD OF REGISTRARS		3.00	1,023.00		3,069.00
	FOOTE, KIRSTIN CITY CLERK/BOARD OF REGISTRARS		1.00	1,500.00		1,500.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					4,569.00
	TOTAL ELECTION/REGISTRAR					4,569.00
171	CONSERVATION					
51	SALARIES					
011711	511000 - SALARIES					15,200.00 *
	DEVLIN, ERIC CONSERVATION COMMISSION AGENT		1.00	15,200.00		15,200.00
	TOTAL SALARIES					15,200.00
	TOTAL CONSERVATION					15,200.00
175	PLANNING BOARD					
51	SALARIES					
011751	511000 - SALARY & WAGES					362,014.00 *
	MASSA, LORI SENIOR PLANNER		1.00	73,349.00		73,349.00
	GAFFEY, DENISE DIRECTOR OF COMMUNITY DEVELOPMENT		1.00	133,067.00		133,067.00
	PITTS, JANE ACCOUNTING MANAGER & GIS ANALYST		1.00	61,507.00		61,507.00
	GROVER, MARTHA ENERGY EFFICIENCY MANAGER		1.00	30,390.00		30,390.00
	NOVISKI, MAYA ASSISTANT PLANNER		1.00	60,701.00		60,701.00
	SICK LEAVE INCENTIVE		1.00	3,000.00		3,000.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					362,014.00
	TOTAL PLANNING BOARD					362,014.00
211	POLICE					
51	SALARIES					
012111	511000 - SALARY & WAGES					4,657,560.00 *
	AKELL, DAVID SERGEANT		1.00	98,853.00		98,853.00
	ALLEY, RON PATROL OFFICER		1.00	82,274.00		82,274.00
	APPLEGATE, JAMES PATROL OFFICER		1.00	94,865.00		94,865.00
	BALDWIN, ASHLEY PATROL OFFICER		1.00	65,518.00		65,518.00
	BARRANCO, ALEX PATROL OFFICER		1.00	85,749.00		85,749.00
	BROWN, ALAN PATROL OFFICER		1.00	94,423.00		94,423.00
	COLLINS, JOSEPH PATROL OFFICER		1.00	88,096.00		88,096.00
	CONNORS, RICHARD PATROL OFFICER		1.00	72,799.00		72,799.00
	COONEY, RICHARD SERGEANT		1.00	90,541.00		90,541.00
	CROWLEY, JOSHUA SERGEANT		1.00	110,554.00		110,554.00
	DOHERTY, JOHN PATROL OFFICER		1.00	74,505.00		74,505.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
DIFRANZA, LEVI		1.00	79,945.00		79,945.00
EHLERS, DANIEL PATROL OFFICER		1.00	73,536.00		73,536.00
FORESTELL, GREG PATROL OFFICER		1.00	72,850.00		72,850.00
GALVIN, STEPHEN PATROL OFFICER		1.00	75,375.00		75,375.00
GOC, JONATHAN SERGEANT		1.00	113,330.00		113,330.00
GOODHUE, JOHN PATROL OFFICER		1.00	69,233.00		69,233.00
GRANT, THOMAS PATROL OFFICER		1.00	62,735.00		62,735.00
GREEN, RICHARD PATROL OFFICER		1.00	79,656.00		79,656.00
HALL, ROBERT PARKING ENFORCEMENT		1.00	20,048.00		20,048.00
HANLEY, DANIEL PATROL OFFICER		1.00	72,794.00		72,794.00
HICKEY, CAMERON PATROL OFFICER		1.00	69,934.00		69,934.00
KAESTNER, LUCAS PATROL OFFICER		1.00	75,407.00		75,407.00
KARELAS, ERNIE PARKING ENFORCEMENT		1.00	11,925.00		11,925.00
LADNER, BRIAN SERGEANT		1.00	105,855.00		105,855.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
LYLE, MICHAEL CHIEF/NEW CHIEF		1.00	145,988.00		145,988.00
LYNCH, MICHAEL SERGEANT		1.00	111,877.00		111,877.00
MACINTOSH, NIKOLAUS SERGEANT		1.00	93,770.00		93,770.00
MACKEY, DAVID LIEUTENANT		1.00	128,508.00		128,508.00
MACLEOD, DEBORAH PART TIME ACCOUNTING CLERK		1.00	19,561.00		19,561.00
MAHER, TIM LIEUTENANT		1.00	130,616.00		130,616.00
MALONEY, MICHAEL PATROL OFFICER		1.00	69,445.00		69,445.00
MANN, ROBERT PATROL OFFICER		1.00	88,627.00		88,627.00
MCNAMARA, PAUL SERGEANT		1.00	114,299.00		114,299.00
MORRIS, SEAN PATROL OFFICER		1.00	82,488.00		82,488.00
MULRENAN, JAMES LIEUTENANT		1.00	129,748.00		129,748.00
MULRENAN, KEVIN SERGEANT		1.00	104,222.00		104,222.00
NALLY, TRAVIS PATROL OFFICER		1.00	85,749.00		85,749.00
		1.00	130,616.00		130,616.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
NORTON, PAUL		1.00	73,581.00		73,581.00
PARSONS, DALE PATROL OFFICER		1.00	111,877.00		111,877.00
PIASECKI, JON SERGEANT		1.00	70,677.00		70,677.00
PLUMER, MICHAEL PATROL OFFICER		1.00	80,103.00		80,103.00
RIORDAN, DANIEL PATROL OFFICER		1.00	74,913.00		74,913.00
RUBY, ANDREW PATROL OFFICER		1.00	85,749.00		85,749.00
SASSO, PAUL PATROL OFFICER		1.00	68,894.00		68,894.00
STAMEGNA, JOSEPH PATROL OFFICER		1.00	75,012.00		75,012.00
TRAINOR, BRIAN PATROL OFFICER		1.00	55,541.00		55,541.00
UPTON, KIM OFFICE MANAGER		1.00	76,674.00		76,674.00
WILSON, ALEX PATROL OFFICER		6.00	59,800.00		358,800.00
GILL, HINCHEY, KOYTIKH, STAMEGNA, TROCHE-VELL PATROL OFFICER RECRUITS		1.00	82,800.00		82,800.00
SICK LEAVE INCENTIVE		1.00	62,500.00		62,500.00
STIPENDS NARCAN, HAZMAT, DEFIB					

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	4,125.00		4,125.00
	TOTAL SALARIES					4,657,560.00
	TOTAL POLICE					4,657,560.00
221	FIRE					
51	SALARIES					
012211	511000 - SALARY & WAGES					4,504,672.00 *
	ALLEY, SCOTT FIREFIGHTER		1.00	77,498.00		77,498.00
	BALL, DAVID FIREFIGHTER		1.00	84,487.00		84,487.00
	BELL, MICHAEL FIREFIGHTER		1.00	82,880.00		82,880.00
	BORNSTEIN, DEVIN FIREFIGHTER		1.00	83,149.00		83,149.00
	BRAMMER, MATTHEW CAPTAIN		1.00	105,971.00		105,971.00
	CANAVAN, BARRY LIEUTENANT		1.00	96,501.00		96,501.00
	CARLSON, SCOTT FIREFIGHTER		1.00	81,942.00		81,942.00
	CARPENTER, MICHAEL FIREFIGHTER		1.00	81,290.00		81,290.00
	CHRISTOPHER, ERIC FIREFIGHTER		1.00	82,993.00		82,993.00
	COLARUSSO, ALESSANDRO FIREFIGHTER		1.00	79,866.00		79,866.00
			1.00	145,803.00		145,803.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
COLLINA, EDWARD		1.00	93,907.00		93,907.00
COLLINA, PAUL LIEUTENANT		1.00	78,007.00		78,007.00
CONSTANTINE, MARC FIREFIGHTER		1.00	81,811.00		81,811.00
COOK, CHRISTOPHER FIREFIGHTER		1.00	103,695.00		103,695.00
DILLON, CHRISTOPHER CAPTAIN		1.00	79,866.00		79,866.00
DOBBINS, WILLIAM FIREFIGHTER		1.00	86,736.00		86,736.00
DRISCOLL, ROBERT FIREFIGHTER		1.00	79,866.00		79,866.00
DUNCGA, JEREMY FIREFIGHTER		1.00	79,866.00		79,866.00
FERREIRA, AUSTIN FIREFIGHTER		1.00	110,218.00		110,218.00
GIBSON, JAMES CAPTAIN		1.00	83,260.00		83,260.00
GLABICKY, JOHN FIREFIGHTER		1.00	108,070.00		108,070.00
GRANT, PETER CAPTAIN		1.00	77,498.00		77,498.00
GROGAN, CHRISTOPHER FIREFIGHTER		1.00	83,149.00		83,149.00
HOLM, WILLIAM FIREFIGHTER					

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
JACOBSMEYER, RACHEL		1.00	50,816.00		50,816.00
JOHNSON, ALAN LIEUTENANT		1.00	93,053.00		93,053.00
JUDGE, STEPHEN FIREFIGHTER		1.00	79,317.00		79,317.00
KELEGHAN, SEAN FIREFIGHTER		1.00	78,007.00		78,007.00
LEPORE, PAUL FIREFIGHTER		1.00	80,983.00		80,983.00
MACINTOSH, KENNETH LIEUTENANT		1.00	94,637.00		94,637.00
MACLEOD, DARYL FIREFIGHTER		1.00	78,061.00		78,061.00
MADDEN, DERMOTT LIEUTENANT		1.00	93,733.00		93,733.00
MCCARRON, JOHN FIREFIGHTER		1.00	78,007.00		78,007.00
MCGREGOR, IAIN FIREFIGHTER		1.00	84,156.00		84,156.00
MERRIGAN, SEAN FIREFIGHTER		1.00	82,880.00		82,880.00
MORAN, BRIAN LIEUTENANT		1.00	92,803.00		92,803.00
MORNEAULT, JOHN LIEUTENANT		1.00	96,453.00		96,453.00
NOBILE, KEVIN CAPTAIN		1.00	101,590.00		101,590.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
OCONNOR, MICHAEL LIEUTENANT		1.00	95,281.00		95,281.00
PARSONS, SAMUEL LIEUTENANT		1.00	92,860.00		92,860.00
SANDS, JOHN FIREFIGHTER		1.00	81,811.00		81,811.00
SCALISI, ANTHONY FIREFIGHTER		1.00	80,604.00		80,604.00
STARE, WILLIAM FIREFIGHTER		1.00	78,007.00		78,007.00
SULLIVAN, MICHAEL CAPTAIN		1.00	113,590.00		113,590.00
WALSH, CHRISTOPHER FIREFIGHTER		1.00	81,811.00		81,811.00
WALSH, KEVIN FIRE ALARM TECHNCIAN		1.00	77,019.00		77,019.00
WHITE, JOHN CAPTAIN		1.00	107,942.00		107,942.00
FIGUEIREDO, ALFRED FIREFIGHTER		1.00	74,355.00		74,355.00
HARRIS, KRISTINA FIREFIGHTER		1.00	79,866.00		79,866.00
ORNAE, DANIEL FIREFIGHTER		1.00	74,363.00		74,363.00
ZUNIGA, MICHAEL FIREFIGHTER		1.00	74,338.00		74,338.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	60,000.00		60,000.00
TOTAL SALARIES						4,504,672.00
TOTAL FIRE						4,504,672.00
241	INSPECTION SERVICES					
51	SALARIES					
012411	511000 - SALARY & WAGES					328,407.00 *
			1.00	61,457.00		61,457.00
	BUCCIERO, PATRICIA ASSISTANT DIRECTOR OF INSPECTIONAL SERVICES					
			1.00	105,190.00		105,190.00
	JOHNSON, PAUL DIRECTOR OF INSPECTIONAL SERVICES					
			1.00	49,629.00		49,629.00
	KOTOWSKI, WILLIAM WIRE INSPECTOR					
			1.00	45,058.00		45,058.00
	ROGERS, KENNETH PLUMBING INSPECTOR					
			1.00	64,452.00		64,452.00
	DOUCET, STEPHEN INSPECTOR					
			1.00	2,621.00		2,621.00
	SICK LEAVE INCENTIVE					
TOTAL SALARIES						328,407.00
TOTAL INSPECTION SERVICES						328,407.00
291	EMERGENCY MANAGEMENT					
51	SALARIES					
012911	511000 - SALARY & WAGES					28,080.00 *
			1.00	28,080.00		28,080.00
	ALPERT, ALLAN PART TIME EMERGENCY MANAGEMENT DIRECTOR					

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					28,080.00
	TOTAL EMERGENCY MANAGEMENT					28,080.00
296	PARKING					
51	SALARIES					
012961	511000 - SALARY & WAGES					13,370.00 *
	CLERK STIPEND		3.00	1,300.00		3,900.00
	NICHOLS, ANDREA PARKING CLERK		1.00	9,470.00		9,470.00
	TOTAL SALARIES					13,370.00
	TOTAL PARKING					13,370.00
300	SCHOOL					
51	SALARIES					
013001	511000 - SALARY & WAGES					35,511,659.00
	TOTAL SALARIES					35,511,659.00
	TOTAL SCHOOL					35,511,659.00
401	PW ADMINISTRATION/ ENGINEERING					
51	SALARIES					
014011	511000 - SALARY & WAGES					743,684.00 *
	DIXON, SCOTT STAFF ENGINEER		1.00	33,354.00		33,354.00
	ELSHANI, ARDI PROJECT ENGINEER		1.00	9,790.00		9,790.00
	GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	30,293.00		30,293.00
	HOBBS, JOSEPH		1.00	59,825.00		59,825.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
OPERATIONS MANAGER		1.00	56,927.00		56,927.00
REIS, VONNIE CITY ENGINEER		1.00	72,395.00		72,395.00
PROAKIS-ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	67,640.00		67,640.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	78,956.00		78,956.00
MCNEIL, JAY FACILITIES MANAGER		1.00	59,969.00		59,969.00
TROUP, JAMES ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	25,208.00		25,208.00
COY, JASON DEPUTY CITY ENGINEER		1.00	66,125.00		66,125.00
BRIGHT, TINA ACCOUNTS PAYABLE CLERK		1.00	48,632.00		48,632.00
PISACRETA, ANGELA CEMETERY ADMINISTRATOR		1.00	35,986.00		35,986.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR		1.00	50,428.00		50,428.00
BELL, JOAN SUPERINTENDENT OF PARKS AND OPEN SPACES		1.00	14,074.00		14,074.00
BRICKLEY, CINDY EXECUTIVE ASSISTANT		1.00	29,693.00		29,693.00
BOLGER, JANE SCHOOL RENTAL ADMINISTRATOR					

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
			1.00	4,389.00		4,389.00
TOTAL SALARIES						743,684.00
TOTAL PW ADMINISTRATION/ ENGINEERING						743,684.00
402	PW FACILITY MAINTENANCE					
51	SALARIES					
014021	511000 - SALARY AND WAGES					188,238.00 *
	GUEVIN, DANIEL MUNICIPAL CUSTODIAN		1.00	64,892.00		64,892.00
	PECK, LOUIS MUNICIPAL CUSTODIAN		1.00	58,839.00		58,839.00
	ALTIDOR, WILL MUNICIPAL CUSTODIAN		1.00	61,807.00		61,807.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00
01402771	511041 - SALARIES CUSTODIANS					686,248.00 *
	MACKENZIE, ROBERT SCHOOL CUSTODIAN		1.00	57,349.00		57,349.00
	DACOVA, ANGELO SCHOOL CUSTODIAN		1.00	58,275.00		58,275.00
	CRONIN, KEVIN SCHOOL CUSTODIAN		1.00	73,480.00		73,480.00
	MACLEAN, LENNY SCHOOL CUSTODIAN		1.00	68,385.00		68,385.00
	SHELTON, NICK SCHOOL CUSTODIAN		1.00	53,505.00		53,505.00
	MROZOWSKI, ED SCHOOL CUSTODIAN		1.00	66,110.00		66,110.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
THOMAS, PAUL SCHOOL CUSTODIAN		1.00	63,019.00		63,019.00
MACKEY, MIKE SCHOOL CUSTODIAN		1.00	63,366.00		63,366.00
RUDOLPH, TREVOR SCHOOL CUSTODIAN		1.00	63,366.00		63,366.00
CURRAN, RICHARD SCHOOL CUSTODIAN		1.00	60,166.00		60,166.00
MARTINEZ, WALTER SCHOOL CUSTODIAN		1.00	49,327.00		49,327.00
SICK LEAVE INCENTIVE		1.00	9,900.00		9,900.00
01402771 511042 - MAINTENANCE SALARIES					353,914.00 *
MEANS, RYAN FACILITIES TRADESMAN		1.00	76,871.00		76,871.00
ENOS, SCOTT DIVISION FOREMAN		1.00	74,219.00		74,219.00
BELLIVEAU, JOHN FACILITIES TRADESMAN		1.00	67,883.00		67,883.00
FILIPIAK, DAVID FACILITIES TRADESPERSON		1.00	63,300.00		63,300.00
HICKEY, PETER FACILITIES TRADESMAN		1.00	67,141.00		67,141.00
SICK LEAVE INCENTIVE		1.00	4,500.00		4,500.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES				1,228,400.00	
	TOTAL PW FACILITY MAINTENANCE				1,228,400.00	
422	PUBLIC WORKS HIGHWAY					
51	SALARIES					
014221	511000 - SALARY & WAGES				269,586.00	*
	LANPHERE, DEREK OPERATIONS FOREMAN		1.00	88,108.00	88,108.00	
	BARTLEBAUGH, JOHN HMEO		1.00	71,971.00	71,971.00	
	CUTLIP, RICHARD LABORER		1.00	49,946.00	49,946.00	
	THOMAS, CHARLES MEO TRUCK DRIVER		1.00	55,961.00	55,961.00	
	SICK LEAVE INCENTIVE		1.00	3,600.00	3,600.00	
	TOTAL SALARIES				269,586.00	
	TOTAL PUBLIC WORKS HIGHWAY				269,586.00	
433	PUBLIC WORKS SANITATION					
51	SALARIES					
014331	511000 - SALARY & WAGES				128,060.00	*
	HELLER, NICK DIVISION FOREMAN		1.00	78,006.00	78,006.00	
	ECHEVARRIA, MARCOS LABORER		1.00	50,054.00	50,054.00	
	SICK LEAVE INCENTIVE		.00	.00	.00	

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					128,060.00
	TOTAL PUBLIC WORKS SANITATION					128,060.00
475	PW PARK & FORESTRY					
51	SALARIES					
014751	511000 - SALARY & WAGES					574,794.00 *
	SORRENTINO, CARMEN FORESTRY FOREMAN		1.00	67,895.00		67,895.00
	VROOMAN, NICK HMEO		1.00	66,320.00		66,320.00
	GUERRA, AL MEO DRIVER		1.00	70,664.00		70,664.00
	SASSO, MICHAEL PARK FOREMAN		1.00	69,244.00		69,244.00
	FOSS, SHAUN LABORER		1.00	62,331.00		62,331.00
	WEST, BRYAN SKILLED LABORER		1.00	62,741.00		62,741.00
	RUSH, SCOTT LABORER		1.00	60,668.00		60,668.00
	SUPPLE, SCOTT LABORER		1.00	49,482.00		49,482.00
	NEE, MIKE MEO		1.00	57,349.00		57,349.00
	SICK LEAVE INCENTIVE		1.00	8,100.00		8,100.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					574,794.00
	TOTAL PW PARK & FORESTRY					574,794.00
485	PW AUTOMOTIVE					
51	SALARIES					
014851	511000 - SALARY & WAGES					191,189.00 *
	MECHANIC		1.00	57,817.00		57,817.00
	FOREMAN		1.00	76,897.00		76,897.00
	NASCIMENTO, JOHNATHAN JR. MECHANIC		1.00	53,775.00		53,775.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00
	TOTAL SALARIES					191,189.00
	TOTAL PW AUTOMOTIVE					191,189.00
491	CEMETERY					
51	SALARIES					
014911	511000 - SALARY & WAGES					189,491.00 *
	ROSSI, JACK DIVISION FOREMAN		1.00	81,523.00		81,523.00
	MEDEIROS, MICHAEL LABORER		1.00	50,921.00		50,921.00
	FAWCETT, TIMOTHY HMEO EQUIPMENT OPERATOR		1.00	54,347.00		54,347.00
	SICK LEAVE INCENTIVE		1.00	2,700.00		2,700.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					189,491.00
	TOTAL CEMETERY					189,491.00
511	HEALTH					
51	SALARIES					
015111	511000 - SALARY & WAGES					473,959.00 *
	CHUI, ANTHONY HEALTH DIRECTOR MELROSE & WAKEFIELD		1.00	116,936.00		116,936.00
	HOPE, CORAL SENIOR HEALTH INSPECTOR MELROSE & WAKEFIELD		1.00	83,277.00		83,277.00
	VACANCY HEALTH INSPECTOR		1.00	55,734.00		55,734.00
	LOWRY, MELISSA PUBLIC HEALTH NURSE MELROSE & WAKEFIELD		1.00	77,009.00		77,009.00
	HATCHOUEL, EMILY PUBLIC HEALTH SPECIALIST		1.00	67,615.00		67,615.00
	SLANE, DENISE ADMINISTRATIVE ASSISTANT		1.00	44,102.00		44,102.00
	VACANCY ANIMAL CONTROL OFFICER		1.00	25,686.00		25,686.00
	SICK LEAVE INCENTIVE		1.00	3,600.00		3,600.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
01511771 511000 - SALARY SCHOOL NURSE					658,109.00 *
HANKS, DONNA SCHOOL NURSE LEADER		1.00	88,565.00		88,565.00
ABRAMO, MARIA SCHOOL NURSE		1.00	69,383.00		69,383.00
MORRIS, KATHY SCHOOL NURSE		1.00	75,626.00		75,626.00
HOOD, JENNA SCHOOL NURSE		1.00	62,629.00		62,629.00
DENNISON, LEANNE PART TIME SCHOOL NURSE		1.00	41,735.00		41,735.00
BROCKLESBY, KAREN PART TIME SCHOOL NURSE		1.00	27,359.00		27,359.00
CABRAL-PINI, MELODY SCHOOL NURSE		1.00	75,212.00		75,212.00
MINSK, SUZANNE SCHOOL NURSE		1.00	78,744.00		78,744.00
MACADAM, AMANDA SCHOOL NURSE		1.00	65,619.00		65,619.00
ZAGARELLA, ANNE SCHOOL NURSE		1.00	67,837.00		67,837.00
SICK LEAVE INCENTIVE		1.00	5,400.00		5,400.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES				1,132,068.00	
	TOTAL HEALTH				1,132,068.00	
541	COUNCIL ON AGING					
51	SALARIES					
015411	511000 - SALARY & WAGES				252,442.00	*
	BROWN, ERICA SENIOR CENTER COORDINATOR		1.00	58,287.00	58,287.00	
	RIZZO, DEB PROGRAM ASSISTANT		1.00	53,502.00	53,502.00	
	MINCHELLO, STACEY DIRECTOR COA		1.00	90,921.00	90,921.00	
	CORDELLA, RACHEL SOCIAL WORKER		1.00	16,447.00	16,447.00	
	MINIBUS DRIVERS		1.00	31,485.00	31,485.00	
	SICK LEAVE INCENTIVE		1.00	1,800.00	1,800.00	
	TOTAL SALARIES				252,442.00	
	TOTAL COUNCIL ON AGING				252,442.00	
543	VETERANS					
51	SALARIES					
015431	511000 - SALARY & WAGES				152,962.00	*
	PINETTE, JAMES DISTRICT VSO		1.00	29,136.00	29,136.00	
	MANGAN, DAVID DISTRICT VSO		1.00	25,232.00	25,232.00	
	BURKE, KAREN DIRECTOR VETERANS SERVICES		1.00	78,448.00	78,448.00	

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
MELROSE- WAKEFIELD - SAUGUS					
		1.00	19,546.00		19,546.00
VACANY ADMINISTRATIVE ASSISTANT					
		1.00	600.00		600.00
SICK LEAVE INCENTIVE					
TOTAL SALARIES					152,962.00
TOTAL VETERANS					152,962.00
611 LIBRARY					
51 SALARIES					
016111 511000 - SALARY & WAGES					988,138.00 *
		1.00	9,135.00		9,135.00
DUGAN-POTTER, KATHLEEN LIBRARY ASSISTANT PART TIME					
		1.00	62,042.00		62,042.00
COGAN, RENEE SENIOR CHILDREN'S ASSISTANT					
		1.00	65,333.00		65,333.00
CONNOLLY, JILL LIBRARIAN					
		1.00	70,885.00		70,885.00
D'AMBRA-O'BRIEN, SHELLEY REFERENCE LIBRARIAN					
		1.00	8,563.00		8,563.00
JONES, PENNY LIBRARY ASSISTANT PART TIME					
		1.00	65,742.00		65,742.00
D'INNOCENZO, ANDREA SENIOR ACQUISITIONS ASSISTANT					
		1.00	13,130.00		13,130.00
LE MON, REBECCA LIBRARY ASSISTANT PART TIME					
		1.00	46,834.00		46,834.00
FANTOZZI, ELIZABETH LIBRARY ASSISTANT					
		1.00	8,232.00		8,232.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
STANTON, MARIANNE		1.00	100,826.00		100,826.00
GARDENER, LINDA C.W. LIBRARY DIRECTOR		1.00	65,402.00		65,402.00
LEWIS, ERIN LIBRARIAN		1.00	2,697.00		2,697.00
LUCEY, PETER LIBRARIAN PART TIME		1.00	45,847.00		45,847.00
MCKENNA, NOREEN LIBRARY ASSISTANT		1.00	65,694.00		65,694.00
MORRISSEY, CHRISTINE OFFICE COORDINATOR		1.00	58,749.00		58,749.00
ROWE, VIRGINIA LIBRARY ASSISTANT		1.00	7,686.00		7,686.00
SOOHOO, MAYOI LIBRARY ASSISTANT PART TIME		1.00	6,850.00		6,850.00
SULLIVAN, JUDITH LIBRARY ASSISTANT PART TIME		1.00	13,701.00		13,701.00
WALL, BRADLEY LIBRARY ASSISTANT PART TIME		1.00	86,766.00		86,766.00
WALL, DIANE ASSISTANT LIBRARY DIRECTOR		1.00	59,786.00		59,786.00
ODONNELL, MARY CLARE HEAD OF CHILDREN'S SERVICES		1.00	55,100.00		55,100.00
HELLER-WALLACE, MUHL LIBRARIAN		1.00	8,766.00		8,766.00
MACINTOSH, EMELYN PART TIME REFERENCE LIBRARIAN					

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	SCHOFIELD, PAM		1.00	8,766.00		8,766.00
	SUNDAY STAFF		1.00	8,104.00		8,104.00
	SUBSTITUTES		1.00	1,935.00		1,935.00
	SICK LEAVE INCENTIVE		1.00	5,765.00		5,765.00
	LIBRARY PAGES		1.00	35,802.00		35,802.00
TOTAL SALARIES						988,138.00
TOTAL LIBRARY						988,138.00
631	RECREATION					
51	SALARIES					
016311	511000 - SALARY & WAGES					64,130.00 *
	OLIVIERI, FRANK RECREATION DIRECTOR		1.00	43,100.00		43,100.00
	VACANCY RECREATION COORDINATOR		1.00	21,030.00		21,030.00
TOTAL SALARIES						64,130.00
TOTAL RECREATION						64,130.00
652	PINE BANKS					
51	SALARIES					
016521	511000 - SALARY & WAGES					213,514.00 *
	BENNER, KEVIN SUPERINTENDENT		1.00	73,626.00		73,626.00
	VACANY SKILLED LABORER		1.00	38,328.00		38,328.00
			1.00	44,152.00		44,152.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	WRIGHT, JOHN		1.00	38,328.00		38,328.00
	VACANCY PART TIME SKILLED LABORER		1.00	19,080.00		19,080.00
TOTAL SALARIES						213,514.00
TOTAL PINE BANKS						213,514.00
693	MEMORIAL BUILDING					
51	SALARIES					
016931	511000 - SALARY & WAGES					152,183.00 *
	PIGOTT-BRODEUR, KATHY EXECUTIVE DIRECTOR		1.00	88,393.00		88,393.00
	CODAIR, DAVE PART TIME OPERATIONS ASSISTANT		1.00	18,824.00		18,824.00
	MASON, ROB PART TIME OPERATIONS ASSISTANT		1.00	20,335.00		20,335.00
	SANTOS, DANIEL PART TIME OPERATIONS ASSISTANT		1.00	18,776.00		18,776.00
	DUMOT, WILLIAM PART TIME OPERATIONS ASSISTANT		1.00	5,255.00		5,255.00
	SICK LEAVE INCENTIVE		1.00	600.00		600.00

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
	TOTAL SALARIES					152,183.00
	TOTAL MEMORIAL BUILDING					152,183.00
911	PENSION					
51	SALARIES					
019111	511010 - CONTRIBUTORY RETIREMENT					7,039,967.00
	TOTAL SALARIES					7,039,967.00
	TOTAL PENSION					7,039,967.00
914	EMPLOYEE BENEFITS					
51	SALARIES					
019141	511000 - SALARY & WAGES					92,736.00 *
	LATTA, POLINA DIRECTOR OF HUMAN RESOURCES		1.00	27,090.00		27,090.00
	BARRETT, DIANE HUMAN RESOURCE COORDINATOR		1.00	37,409.00		37,409.00
	TRAVERS, MATTHEW HUMAN RESOURCE ASSISTANT		1.00	27,187.00		27,187.00
	SICK LEAVE INCENTIVE		1.00	1,050.00		1,050.00
	TOTAL SALARIES					92,736.00
	TOTAL EMPLOYEE BENEFITS					92,736.00
	TOTAL GENERAL FUND					61,415,920.00
	GRAND TOTAL					61,415,920.00

** END OF REPORT - Generated by Kerriann Golden **

Attachment: Fiscal2023-OperatingSalaries (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Budgets for Boards and Commissions
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the commissions with budgetary allocations. As you will note from the chart below, the only commission that will see an increase in FY23 is the Conservation Commission. The Conservation Commission requested an increase in the salary and wages line of $5,700. This will allow the Conservation Agent to work 16 hours weekly versus the current 10 hours weekly.

		FY22	FY23	$ Change	% Change
165	Liquor Commission	2,000.00	2,000.00	0.00	0.00%
171	Conservation	20,825.00	26,590.00	5,765.00	27.68%
196	Melrose Energy Commission	2,500.00	2,500.00	0.00	0.00%
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%
542	Women's Commission	2,000.00	2,000.00	0.00	0.00%
544	Human Rights Commission	3,000.00	3,000.00	0.00	0.00%
545	Commission on Disability	2,500.00	2,500.00	0.00	0.00%

Attachment: Boards and Commissions budgets memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

Attachment: Mayor's Office budget memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Mayor's Office Budgets (121 and 692)
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the proposed changes to the Mayor's Office budgets.

The Mayor's Office operating budget (121) for FY23 reflects a 14.6% increase over FY22. The main cost drivers for this increase are Dues and Membership and Salary and Wages.

In the case of Dues and Memberships, the Mayor's Office budget has been underfunded for the past several years relative to the current annual dues paid by the City to the Massachusetts Municipal Association (MMA) and the Metropolitan Area Planning Council (MAPC). This line item has been increased by $4,556 (23.4%) to reflect the actual cost of these dues.

The Salary and Wages line item has been increased by $42,572 (15.8%) to reflect the 53-week year, as well as funding for a part-time (18 hours per week) administrative position in the Mayor's Office in FY23.

Mayor Brodeur's office is currently comprised of three employees:

- Director of Strategic Initiatives & Communication Margot Fleischman, who also serves as the Mayor's Chief of Staff
- Communications & Outreach Coordinator Lily Wall
- Director of Economic Recovery and Business Development Lauren Grymek

The Mayor's Office has traditionally relied on volunteers and participants in the Property Tax Work Program (PTWP) to staff our phones and front desk. While we value and deeply appreciate the contributions our excellent senior volunteers make to our office, there are some limitations to this set-up: PTWP participants are limited in the number of hours they work, and as they reach their maximum benefit of $1000, their turn-over means that we must continue to train and recruit new volunteers throughout the year.

Reliance on volunteers also means that it is not always possible to provide coverage during all the hours of the work week. There are frequently times when all members of the Mayor's staff need to be out of the office, in meetings, or on webinars, and there is no one available to answer phones or greet visitors to the Mayor's Office. Since our office has also taken over the responsibility to receive general calls on

the City Hall main phone number, members of the public are unable to reach a live person when they call during business hours if our front desk is unstaffed.

This new part-time position will provide a consistent level of staffing for the office, answering phones, coordinating volunteers, and providing billing and payroll administrative support for the Mayor's Office and other departments as needed. We will continue to utilize volunteers and PTWP participants to cover the front desk for the remaining 17 hours per week.

Finally, the Mayor's Office recently welcomed Lauren Grymek as the City's first Director of Economic Recovery and Business Development. This new role was created by the Mayor to address the economic impacts of the COVID-19 pandemic and will be funded using ARPA funds. This position will continue through FY23-FY25, but as it is grant funded, there is no impact to the Mayor's Office operating budget.

The Community Events Budget (692) which is overseen by the Mayor's Office will remain unchanged from FY22 as we anticipate that the Memorial Day parade will return next year.

City of Melrose

Emergency Management

562 Main Street
Melrose, MA 02176
781-979-4411
aalpert@cityofmelrose.org

Allan I. Alpert
Director

MEMORANDUM

DATE: May 5, 2022
TO: Honorable City Council
FROM: Director Alpert
SUBJECT: FY Budget 2023

Below are the answers to your questionnaire.

1. Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations, or procedures, etc.)

1.1 The director was relocated to a first-floor office. 1.2 Using MEMA EMPG and HMEP Grant Funding, the EOC/training center was upgraded with new furniture, laptop computers and large screen monitors.

2. Do all your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

Yes

3. Are there any significant changes to your FY22 budget compared to previous years? Please explain.

None

4. Any events or changes you anticipate in your department for 23?
4.1 Publish Evacuation Plans for City Hall. 4.2 Assess all city buildings (with the police department) to determine what is required to safely secure the location in the event of an intruder (armed or unarmed). 4.3 Prepare a protocol for intruder notification to departments and the police, 4.4 Establish a policy for an active intruder incident. 4.5 Conduct tabletop exercises for City Plans 4.6 Install radio equipment in the EOC/Training Center for FD & PD training, emergency use and EOC Operations.

Attachment: EmergencyManagement_Budget_FY23_Memorandum_5.5.22 PDF (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

SOLDIERS & SAILORS
MEMORIAL BUILDING

590 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4185
www.melrosememorialhall.com

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manger
Kpigottbrodeur@cityofmelrose.org

MEMORANDUM

TO: The Honorable Melrose City Council
FR: Kathy Pigott-Brodeur, Executive Director/Operations Manager, Memorial Hall
DATE: May 5, 2022
RE: FY23 Memorial Hall (693) Budget

The following is an overview of the Soldiers and Sailors Memorial Building, (Memorial Building 693), FY23 budget and projects that will occur in FY23.

The Memorial Hall FY23 budget has an overall increase of 3.3%. The increases are due to:

- Elevator Maintenance line item: Memorial Hall has a stand-alone elevator service contract as Memorial Hall requires 24 hours on demand service, (ex: elevator needs repair during an event on Saturday night). The $568 increase (12.3%) is due to the annual contractual International Union of Elevator Contractors labor rates.

- Professional Services line item: There is an increase of $1,000 (6.7%). We are now required to use MERV Filter replacements in the HVAC system which have a higher cost than the filters that were used in the past.

- Salary and Wages line item: FY23 has an increase of $5,483 (3.7%) due to the 53 week-year and the annual steps for staff
    - Memorial Hall staff includes one Executive Director/Operations Manager, (4) part time Operations Assistants and (1) temporary summer custodian
    - All Memorial Hall salaries are in the Memorial Hall Salary and Wages line item

In FY23, the Memorial Hall Building Envelope Improvements project will occur. Construction will begin in Summer of 2022 with completion expected in Fall of 2023. As this project will include mostly exterior work, the construction will be scheduled around the event schedule to avoid disruption. Updates on the progress of the project will be posted weekly on the Memorial Hall city website page during construction.

Attachment: SoldiersSailorsMemorialBuilding FY23 budget memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

With the awarding of a matching SHRAB grant, the Melrose Civil War Veterans Heritage Project will be started in FY23. The project, will identify, catalogue, restore and preserve the artifacts housed at Memorial Hall and to research the history of our local veterans to ensure that all Civil War veterans who resided in Melrose are recognized. If it is discovered there are Civil War Veterans who have not been recognized, the next step will be to determine how and where to recognize these heroic veterans.

In FY22, we are on target to host 225 events, with approximately 37,000 guests in attendance. These events including symphony concerts, live concert performances and comedy shows fundraisers, business meetings, dance recitals, private music school performances, private family parties, rehearsals for surrounding communities and out of state professional music organizations (choral, music, symphonies, etc.), boxing, wrestling and muay thai amateur and professional matches, out of state dance company performances, vaccination clinics and the annual Nutcracker performances. As of April 2022, for FY23 we have requests for 191 event dates at Memorial Hall. For FY23 our main goal is to return to pre-COVID event bookings level, (FY19: 301 events).

Attachment: SoldiersSailorsMemorialBuilding FY23 budget memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

– – –

Annual Report

of

PINE BANKS PARK

– – –

January 2022

– – –

Budget for Fiscal 2023

– – –

Report of Activities

for

Calendar 2021

– – –

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

PINE BANKS PARK

Superintendent Kevin Benner
Dr. Jessica Zaks
Baby Thomas "TJ" Benner's First Christmas

2022 Report of the Trustees

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Clerk's Certificate
Pine Banks Park

A meeting of the Board of Trustees of Pine Banks Park was held at 5:00 P.M. on Tuesday, May 10, 2022, due notice of which was given to all members in advance thereof, via ZOOM Conferencing from 350 Main Street, Malden, Massachusetts.

Present at the meeting were the following members:

C. Henry Kezer, of Melrose, Presiding, Hon Gary Christenson, Mayor of Malden, Hon Paul A. Brodeur, Mayor of Melrose, Richard R. Burns, Jr. of Malden, Peter M. Carroll, of Malden, and Richard C. Rudolph, at large. John W. Lynch, of Melrose was personally consulted in advance by Mr. Kezer, and approved by proxy.

A quorum was declared present and voting.

Section 6. of St. 1905, Chap. 393 states:

> The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year.

Section 7. of St. 1905, Chap. 393 states:

> The Cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

Wherefore, the Annual Report of Pine Banks Park for January 2022, containing the Budget for the fiscal year 2023, and the report of the Superintendent of operations for Calendar 2021 was presented for the consideration of the board.

Upon motion duly made and seconded, it was unanimously:

VOTED: To adopt the report and budget, and submit the same to the Cities of Malden and Melrose for the purposes set forth in St. 1905, Chap. 393.

A true copy

C. Henry Kezer

C. Henry Kezer, Clerk

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Malden
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 218,910,537.67
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	117,237,894.70
Ic.	Tax Levy (Ia minus Ib)	$ 101,672,642.97
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	79.7756	81,109,960.97	8,210,295,767.00		
Net of Exempt			6,567,322,967.00	12.35	81,106,438.64
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	11.2395	11,427,496.71	596,220,995.00	19.17	11,429,556.47
Net of Exempt					
Industrial	4.6447	4,722,389.25	246,386,492.00	19.17	4,723,229.05
SUBTOTAL	*95.6598*		*9,052,903,254.00*		*97,259,224.16*
Personal	4.3402	4,412,796.05	230,225,290.00	19.17	4,413,418.81
TOTAL	*100.0000*		*9,283,128,544.00*		*101,672,642.97*

MUST EQUAL 1C

Assessors

Robert Donnelly, Assessor , Malden , bdonnelly@cityofmalden.org 781-397-7100 | 12/1/2021 9:38 AM

Comment:

Gregory Lucey, City Clerk , Malden , glucey@cityofmalden.org 781-397-7000 | 12/1/2021 11:01 AM

Comment:

Nathaniel Cramer, Assessor , Malden , ncramer@cityofmalden.org 781-397-7100 | 12/1/2021 9:28 AM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/06/2021
Approved: Anthony Rassias
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/6/2021

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Melrose
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 118,016,420.33
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	46,844,764.34
Ic.	Tax Levy (Ia minus Ib)	$ 71,171,655.99
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.9297	65,427,889.84	6,190,050,331.00	10.57	65,428,832.00
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4174	3,143,936.73	174,343,349.00	18.03	3,143,410.58
Net of Exempt					
Industrial	0.5275	375,430.49	20,820,720.00	18.03	375,397.58
SUBTOTAL	*96.8746*		*6,385,214,400.00*		*68,947,640.16*
Personal	3.1254	2,224,398.94	123,350,850.00	18.03	2,224,015.83
TOTAL	*100.0000*		*6,508,565,250.00*		*71,171,655.99*

MUST EQUAL 1C

Assessors

Cathy A Gulino, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:50 AM

Comment:

Sarah MacLellan, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/9/2021 10:45 AM

Comment:

Lee A Phalen, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:51 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Susan Whouley
Date: 12/14/2021
Approved: Thomas Guilfoyle
Director of Accounts: Deborah A. Wagner

NOTE : The information was Approved on 12/14/2021

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Municipal Funding Formula **Fiscal 2023**
Pine Banks Park
Chapter 393 of 1905; as Amended by Chapter 162 of 1906

Total Assessed Valuation - All Classes		Smaller Assessed Value	
Real Property Excluding Municipal and		City of Melrose	$ 6,385,214,400.00
Tax Exempt Property		"1 Percent"	$ 63,852,144.00
Prior Fiscal Year	2022	"1/150th Part" of 1%	$ 425,680.96
City	Total Assessed Value	Maximum Budget Requisition	
City of Malden	$ 9,052,903,254	City of Melrose - 50%	$ 425,680.96
City of Melrose	$ 6,385,214,400	City of Malden - 50%	$ 425,680.96
		Total	$ 851,361.92

Statutory Excerpt: St. 1905 Chapter 393; amended by St. 1906 Chapter 162

Section 6.

Said Board of trustees shall have the absolute control and management of the property, and shall have power to make rules and regulations regarding its use and management, in such manner as it shall deem best.

The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year. Its expenditures in any year shall not exceed the sum of the appropriations for that year and the income at the disposal of said trustees by reason of any gifts received under the authority of section two of this act.

Section 7.

The cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

If either of said cities shall in any year fail to make such appropriation, the said board shall upon the written request of said donors or their heirs or devisees who may then hold their estate, reconvey said property to said heirs or devisees free from all trusts;

but the amount required of each city by said board to work a forfeiture shall not in any year exceed one one hundred and fiftieth part of one per cent of the assessed valuation for the preceding year of the city having the smaller assessed valuation.

Said cities may, if in their judgment the proper maintenance or improvement of said property shall require it, appropriate in equal amounts and place at the disposal of said board sums in excess of the amount which said board is hereby authorized to require of said cities.

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Pine Banks Park - Budget Summary - Fiscal Year 2023

3:25 PM 12-May-22

								Budg Code	
1	Compensation & Benefits Summary	Prior FY	**Budget**	$ increase	% increase	/City	Increase/City	Maid	Melr
2	Salaries & Wages	$ 217,567.00	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)		
3	Pensions, Benefits & Insurance	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)		
4		- - -	- - -	- - -	- - -	- - -	- - -		
5	Total from Compensation Schedule	$ 398,497.14	$ 392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
6	Utilities	Budget	Budget	$ increase	% increase	/City	Increase/City		
7	Telephone[1]	$ 5,000.00	$ 8,800.00	$3,800.00	76.00%	$4,400.00	$1,900.00	52217	522000
8	Electric	$ 26,000.00	$ 25,800.00	($200.00)	-0.77%	$12,900.00	($100.00)	52218	522500
9	Fuel/Heating Oil[2]	$ 9,000.00	$ 15,000.00	$6,000.00	66.67%	$7,500.00	$3,000.00	54311	530800
10		- - -	- - -	- - -	- - -	- - -	- - -		
11	Total	$ 40,000.00	$ 49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
12	Insurance	Budget	Budget	$ increase	% increase	/City	Increase/City		
13	Liability	$ 10,450.00	$ 8,600.00	($1,850.00)	-17.70%	$4,300.00	($925.00)	52418	543201
14	Auto Ins	$ 3,500.00	$ 3,500.00	$0.00	0.00%	$1,750.00	$0.00	52417	544330
15	D & O Liab.	$ 2,500.00	$ 2,500.00	$0.00	0.00%	$1,250.00	$0.00		
16	Fire Ins[3]	$ 4,000.00	$ 7,000.00	$3,000.00	75.00%	$3,500.00	$1,500.00	52415	544320
17		- - -	- - -	- - -	- - -	- - -	- - -		
18	Total	$ 20,450.00	$ 21,600.00	$1,150.00	5.62%	$10,800.00	$575.00		
19	Vehicles	Budget	Budget	$ increase	% increase	/City	Increase/City		
20	Gasoline/Grease	$ 7,000.00	$ 7,000.00	$0.00	0.00%	$3,500.00	$0.00	54312	531000
21	Repair & Maint MVE	$ 5,000.00	$ 5,000.00	$0.00	0.00%	$2,500.00	$0.00	52250	527500
22		- - -	- - -	- - -	- - -	- - -	- - -		
23	Total	$ 12,000.00	$ 12,000.00	$0.00	0.00%	$6,000.00	$0.00		
24	Maintenance	Budget	Budget	$ increase	% increase	/City	Increase/City		
25	Repair & Maint Bldng	$ 20,000.00	$ 15,000.00	($5,000.00)	-25.00%	$7,500.00	($2,500.00)	52252	527700
26	Field/Park Maint.	$ 60,000.00	$ 75,000.00	$15,000.00	25.00%	$37,500.00	$7,500.00	54319	535100
27		- - -	- - -	- - -	- - -	- - -	- - -		
28	Total	$ 80,000.00	$ 90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
29	Supplies & Materials	Budget	Budget	$ increase	% increase	/City	Increase/City		
30	Office Supplies	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54310	530500
31	Clean/Disinfect	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54325	532000
32	Paint	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54332	533000
33	Hardware	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54330	533500
34	Lumber	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54334	537200
35	Misce Expenses	$ 6,600.00	$ 6,600.00	$0.00	0.00%	$3,300.00	$0.00	57247	528804
36		- - -	- - -	- - -	- - -	- - -	- - -		
37	Total	$ 11,600.00	$ 11,600.00	$0.00	0.00%	$5,800.00	$0.00		
38	Professional Services	Budget	Budget	$ increase	% increase	/City	Increase/City		
39	Audit & Accounting	$ 16,000.00	$ 18,700.00	$2,700.00	16.88%	$9,350.00	$1,350.00	5300	528600
40	Web Site/Scheduling Admin	$ 10,000.00	$ 10,000.00	$0.00	0.00%	$5,000.00	$0.00		529000
41				- - -	- - -	- - -	- - -		
42	Total	$ 26,000.00	$ 28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
43	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	***Last Year & Continuing***								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
46	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
47	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
48									
49	***New Initiatives***								
50	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
51	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
52		- - -	- - -	- - -	- - -	- - -	- - -		
53	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
54		- - -	- - -	- - -	- - -	- - -	- - -		
55	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
56	Summary	Budget	Budget	$ increase	% increase	/City	Increase/City		
57	***Compensation and Benefits line 5***	$398,497.14	$392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
58									
59	Operating Expenses								
60	Utilities line 11	$40,000.00	$49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
61	Insurance line 18	$18,450.00	$21,600.00	$1,150.00	6.23%	$10,800.00	$575.00		
62	Vehicles line 23	$12,000.00	$12,000.00	$0.00	0.00%	$6,000.00	$0.00		
63	Maintenance line 28	$80,000.00	$90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
64	Supplies & Materials line 37	$11,600.00	$11,600.00	$0.00	0.00%	$5,800.00	$0.00		
65	Professional Services line 42	$26,000.00	$28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
66		- - -	- - -	- - -	- - -	- - -	- - -		
67	***Operating Expenses lines 59 - 64***	$188,050.00	$213,500.00	$23,450.00	12.47%	$106,750.00	$11,725.00		
68		- - -	- - -	- - -	- - -	- - -	- - -		
69	***Eqpmt/Captl Purch line 54***	$314,783.69	$367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
70	***Total***	$901,330.83	$973,571.89	$70,241.05	7.79%	$486,785.94	$35,120.52		
71	Statutory Mandate Amount	$ 794,823.49	$ 851,361.92	$56,538.43	7.11%	$425,680.96	$28,269.22		
72	Total Budget Amount	$ 901,330.83	$ 973,571.89	$72,241.05	8.01%	$486,785.94	$36,120.53		
73	Amount Over/(Under) Mandate	$ 106,507.34	$ 122,209.97	$15,702.62	14.74%	$61,104.98	$7,851.31		

[1] Alarm & internet to new office [2] Propane for Utility Bldng [3] New Bldng

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

	Pine Banks Park - - -	Fiscal Year			2023	7:38 PM	9-May-22
	Compensation & Benefits Summary	*Prior FY*	***Budget***	*$ increase*	*% increase*	*/City*	*Increase/City*
1	*Salaries & Wages*						
2	Superintendent	$ 81,553.75	$ 70,800.00	($10,753.75)	-13.19%	$35,400.00	($5,376.88)
3	Asst Superintendent (vacant)	$ 50,576.53	$ 0.00	($50,576.53)	-100.00%	$0.00	($25,288.27)
4	Skilled Laborer	$ 42,469.45	$ 43,531.00	$1,061.55	2.50%	$21,765.50	$530.78
5	Skilled Laborer	$ 36,867.28	$ 37,789.00	$921.72	2.50%	$18,894.50	$460.86
6	Skilled Laborer (mechanic)	$ 0.00	$ 41,600.00	$41,600.00	100%	$20,800.00	$20,800.00
7	Skilled Laborer (part time)	$ 0.00	$ 18,720.00	$18,720.00	100%	$9,360.00	$9,360.00
8		- - -	- - -	- - -	- - -	- - -	- - -
9	Total	$ 211,467.00	$ 212,440.00	$973.00	0.46%	$106,220.00	$486.50
10							
11	Reserve for Overtime	$ 6,100.01	$ 5,106.73	($993.29)	-16.28%	$2,553.36	($496.64)
12							
13	Total Current Compensation	***$ 217,567.01***	***$ 217,546.73***	($20.29)	-0.01%	$108,773.36	($10.14)
14	*Pensions, Benefits & Insurance*						
15	Pension Benefits						
16	Pensions Benefits Active Staff	$ 65,843.00	$ 59,840.00	($6,003.00)	-9.12%	$29,920.00	($3,001.50)
17	Pension Benefits to Retirees	$ 50,563.20	$ 52,080.11	$1,516.91	3.00%	$26,040.06	$758.46
18		- - -	- - -	- - -	- - -	- - -	- - -
19	Total Pension Benefits	$ 116,406.20	$ 111,920.11	($4,486.09)	-3.85%	$55,960.06	($2,243.05)
20							
21	Health Insurance						
22	Health Insurance Active Staff	$ 46,591.61	$ 44,171.16	($2,420.45)	-5.20%	$22,085.58	($1,210.23)
23	Health Insurance Retirees	$ 11,561.26	$ 12,425.28	$864.02	7.47%	$6,212.64	$432.01
24		- - -	- - -				
25	Total Health Insurance	$ 58,152.87	$ 56,596.44	($1,556.43)	-2.68%	$28,298.22	($778.21)
26							
27	Misce						
28	Employers % Life Insurance	$ 904.80	$ 723.84	($180.96)	-20.00%	$361.92	($90.48)
29	Employers % Medicare Tax	$ 3,066.27	$ 3,080.38	$14.11	0.46%	$1,540.19	$7.05
30	Unemployment InsuranceH	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
31	Workingman's CompI	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
32	Sick Leave Buyback (4x $600)	$ 2,400.00	$ 2,400.00	$0.00	0.00%	$1,200.00	$0.00
33		- - -	- - -				
34	Total Miscellaneous	$ 6,371.07	$ 6,204.22	($166.85)	-2.62%	$1,902.11	($83.43)
35		- - -	- - -	- - -	- - -	- - -	- - -
36	*Total Pensions & Insurance*	***$ 180,930.14***	***$ 174,720.77***	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
37	*Total Current Compensation*	$ 217,567.01	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)
38	*Total Pensions & Insurance*	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
39	*Total Compensation*	**$ 398,497.15**	**$ 392,267.50**	($6,229.66)	-1.56%	**$196,133.75**	($3,114.83)
40							
41	Reserve for Overtime Reconciliation.						
42	Year Round Budgeted Amount		$ 212,440.00				
43	Per week (52)		$ 4,085.38				
44	Reserve - 1.25 x One Week		$ 5,106.73				
45							

46 *Notes:*

47 Administered through and with current payments made through the City of Melrose HR Department.

48 Reimbursements from the City of Malden - estimated quarterly --> **$ 49,033.44**

49 Annualized Increase o/ prior yr --> **-1.56%**

50 Active employee pension cost based on per capita cost over all Melrose Employees.

51 H Unemployment Insurance funded semi-annually and if a PB employee is laid off Malden will contribute 1/2 actual cost.

52 I Melrose self insures Workingman's Compensation and Malden will pay 1/2 of claims as they actually occur.

53 Cost might change if employees or retirees change their benefits during Open Enrollment with effective date of change July 1.

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

pine banks park

ANNUAL REPORT
OF
PINE BANKS PARK

Fiscal Year 2022

July 1, 2021 through June 30, 2022

Board of Trustees

C. Henry Kezer, President and Chairman, Melrose
Richard R. Burns, Jr., Treasurer, Malden
Peter M. Carroll, Malden
John Lynch, Melrose
Gary Christenson (Ex Officio), Mayor of Malden
Paul Brodeur (Ex Officio), Mayor of Melrose
Richard Rudolph (Provisional at-Large)

Staff Members of Pine Banks Park

Kevin Benner, Superintendent
Russell P. Kezer, Skilled Laborer
John Wright, Skilled Laborer
Frank Celona, Mechanic/Skilled Laborer

Report of the Superintendent.

As Superintendent of Pine Banks Park, I herewith submit the following report for the year 2022.

The park's overall usage has been very busy and is basically back to the 2019 schedule for organized programs, since the lifting of restrictions due to the pandemic. We were once again able to provide picnic reservations for three picnic sites which are available from May 1st through October 31st. The sports fields are heavily used by the cities of Malden and Melrose for high school and youth organizations, and any time left over is for reservation for private rental by travel programs and other athletic user groups for a set fee. The track and dog park continue to be very popular, as well as the hiking trails, which our staff tries to maintain regularly to keep a safe and consistent walking path.

Thanks to the Trustees and the cities of Malden and Melrose, the new maintenance building will be completed for this summer. This building will create a better operation for maintenance of every aspect of the park, and for the first time we will have everything needed at one location. The building process started in the summer of 2021 with the demolition of the old building and has continued throughout the fall and winter and is now in its final stages before completion.

For the first time since 2019, the park was able to hold the Santa event back in the Santa house on Main Street on Saturday December 18th from 2PM-6PM. Also, the Fairy House event was held on Saturday August 28th from 12PM-

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

4PM. Special thanks to Malden city councilor Barbara Murphy and her Ward 5 volunteers for organizing both events and making it very special for all who attended.

We continued again this year to hire a private tree service to prune and remove certain trees which pose a threat and create hazards to areas such as roadways, parking areas, pond and playground areas, or anywhere there is a potential target. On October 27th, we had to make an emergency call for a large oak tree which split at the base and was hung up several feet in the air, hung up in another tree and compressed on the road surface. The trees were cleared and later a large section of trunk scheduled for crane removal. We had that same tree service come in a couple of other times for similar work but was based upon scheduled set-up location to remove hazardous trees and limbs. Some of the logs were kept onsite to decrease cost and were cut up by park staff safely (always wearing proper personal protective equipment, hard hat, face shield, leg chaps, as well as a work plan and focus on continued education involving tree work). The logs were then split and piled as firewood.

There are 13 maple trees at the field areas located along the road from field BB1 and ending at the track by Main Street. Most recently we had one small dead maple removal, and nine others were pruned of all dead wood. These trees are all in decline and have suffered from past road construction, compaction, storm damage and other factors. A project for tree planting throughout this area mentioned as well as removals should be strongly considered.

Though this year has been tough without a maintenance building, the new building will create a terrific environment for successful maintenance throughout the park. Overall, this year was a success. The park continues to see an interest from outside renters, and the revenue has been very good, but we are probably at capacity. The sports fields are heavily used, but with our regular maintenance, they still hold up well and can handle the heavy use.

This year, I was appointed to the NESTMA (New England Sports Turf Managers Association) Board of Directors, and hopefully either this fall or next spring we will be able to host a field day event. On May 18th, the park will be holding a field day for the Massachusetts Tree Wardens and Foresters Association, which will provide lunch, as well as a tree planting demonstration and risk assessment and vendor booths. Organizations such as the ones mentioned have helped me so much and offer education and advice for all in these related fields of open space and recreation.

The support of the Pine Banks Park Board of Trustees and the cities of Malden and Melrose make all of this possible for this just over 100 acre gem to be used for these communities as a public park. I think Mr. Converse would be proud of what it has become.

I would like to thank the Pine Banks staff – Russell Kezer, John Wright and newly hired mechanic/skilled laborer Frank Celona. The work that they do, and all their continued efforts are so important for this facility.

Finally, I would like to thank the Board of Trustees for giving me this opportunity to be Superintendent, it is a great honor and means a great deal to me. I would also like to thank past Superintendent, Andrew Walsh for all that he did for Pine Banks over five years. Also, to all that have had a part in the new building, whether it be in architecture or design, engineering, whatever it may be, thank you so much.

Respectfully submitted

Kevin D. Benner

Superintendent

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Scheduled Field Usage

The following is a list of participants using the sports fields on an annual basis:

Malden:
Varsity, JV & Freshman Baseball
Varsity & JV Soccer
Varsity, JV & Freshman Field Hockey
High School Cross Country
Girls' Varsity & JV Lacrosse
Boys' Varsity & JV Lacrosse
Malden Youth Soccer (with lights)
Malden Babe Ruth Baseball (with lights)
Malden Pop Warner Football
Malden Youth Softball

Melrose:
Varsity, JV & Freshman Baseball
Boys' Varsity & JV Soccer
High School Girls' Varsity & JV Soccer
High School Girls' Field Hockey
High School Girls' Varsity Softball
High School Girls' Lacrosse
High School Boys' Lacrosse
Babe Ruth Baseball (with lights)
Pop Warner Football practice (with lights)
Melrose Youth Soccer (with lights)
Melrose Youth Lacrosse

Other Organizations:
Kendall Wanderers AFC Soccer
Melrose Running Club
Mystic River Rugby Club (with lights)
Melrose Men's Softball League (with lights)
Vikings AAU baseball
Team Boston AAU baseball
Malden Youth Flag Football
North East Baseball Tournament
Boston City Football Club

Special Events Calendar

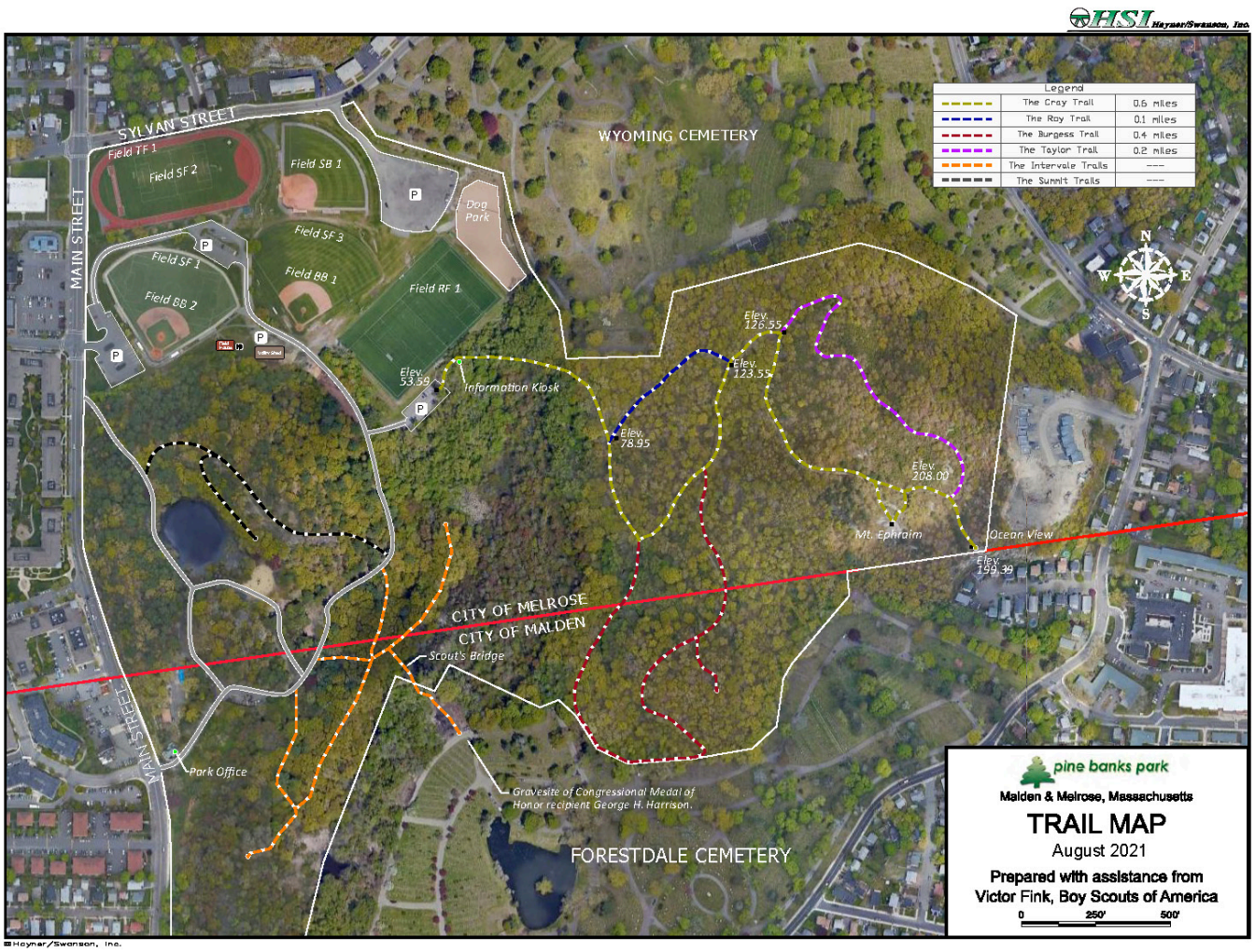
A sample of groups which hold their "Special Events" at the Park during the season. They included:

A. Melrose Running Club Mother's Day 5K Race
B. Bread of Life Walk
C. Melrose High School Marching Band Memorial Day Picnic
D. Melrose and Malden Boy Scouts Camp Out
E. Mayors' Cup (Malden vs. Melrose scholastic teams).
F. Malden YMCA Summer Program (a day camp)
G. Malden YWCA 5k road race.
H. Melrose Victorian Fair Road Race
I. Fundraising event for the Jimmy Fund
J. Learn to Cope Run and Walk Race
K. Weekly AA Meetings
L. Mystic River Rugby Club – Youth Rugby Summer Camp June – July

Youth Rugby Summer Camp

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Pine Banks Park – Satellite Photo.



This is a satellite photo of Pine Banks Park as it is presently configured, with an overlay of the locations of improvements and adjoining streets. The trail mapping was part of Victor Fink's Eagle Scout project, and was accomplished with a hand held GPS unit that provided exact locations and elevations. Victor stopped every six feet along the way to get these. His original work has been placed on the updated satellite image showing the new track, softball, dog park and parking area. This has been provided to us by our Civil Engineer, John Vancor, of Hayner/Swanson, and his son, Thomas Vancor, and our thanks goes out to them for it.

It is always interesting to see that the portion of the Park dedicated to the ball fields is a small portion of the total. It is also interesting to see the extensive trails running through the area, which a not well known to residents of either city.

A good portion is covered by a tributary stream to the Malden River. This comes down through the notch in our boundary with Wyoming Cemetery, running in a Southwesterly direction along our border with Forestdale Cemetery. This is the reason that there are no trails on the map where the boundaries for Melrose and Malden are shown. This low area is in contrast to the area to the East, which runs up to the high point at Mt. Ephraim and the view from Ocean View. Anyone who has not been up to visit these areas should try to make it and see the great views of Boston and the Ocean that available at Pine Banks Park.

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Pine Banks Park - Trustees' Notes 2022

Contributions.

In support of various projects, the trustees received the following contributions during the fiscal year:

- The Adelaide Breed Bayrd Foundation is in the renewed its grant of $250,000 over five years. Total contributions from them now exceed $1 million for park improvements. An additional grant for a similar amount to support capital improvements is to be submitted.
- The Adelaide Breed Bayrd Foundation contributed $25,000 for the purpose of acquiring miscellaneous equipment, improvements and other initiatives.
- The Adelaide Breed Bayrd Foundation contributed $5,000 for the hiring of a student from Malden as an intern during the late Spring and Summer. .
- The Piccolo Family Charitable Foundation contributed $25,000 for the purpose of acquiring miscellaneous equipment, improvements and other initiatives.
- The Piccolo Family Charitable Foundation contributed $5,000 for the hiring of a college student as an intern from the city of Melrose during the late Spring and Summer.

Capital Projects – Adelaide Breed Bayrd Foundation Loan.

As mentioned last year, the 1963 storage shed was to be replaced with a new Field Utility Building. This is the before picture:

Construction on the building began in the summer of 2021. Due to the East Boston Savings Bank acquisition by Rockland Trust Company, and the departure of key lending personnel, we lost our primary funding source since obtaining the MassDevelopment Bond. As an alternative, the trustees of the Adelaide Breed Bayrd

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Foundation agreed to loan the Pine Banks Park Foundation, Inc. the principal amount of $800,000.00 payable at 4.00% interest fixed over a term of ten years as had previously been discussed with East Boston Savings Bank. From the borrower's perspective, this is an advantageous arrangement in providing a fixed below market loan facility with minimum administrative overhead. From the lender's perspective, it allows the Adelaide Breed Bayrd Foundation to create an innovative and flexible charitable benefit to a local operating charity, like Pine Banks Park, while providing a fixed income investment at competitive rates. And all the Bayrd Trustees grew up at Pine Banks Park.

This loan was closed on February 16, 2022, and has been deployed toward the completion of the building. This loan was included in the FY 2022 budget, and is shown on the FY 2023 budget on line 46 of the Budget Summary.

This is a picture of the new building taken in May 2022, with occupancy set for Memorial Day 2022.

The main entrance is provided by two large overhead doors to the left, and behind the parked truck. To the right is the repair shop, with its own door for access. Inside is a complete vehicle workshop, complete with a lift for repair of park vehicles. Behind the workshop, but not visible here, is the office entrance to the right, The staff area consists of the Superintendent's office, a common break room with kitchenette, staff lockers, and bath and shower facilities. This new facility will provide Pine Banks Park with increased storage, maintenance capacity, and administrative space for the next fifty years. It took a lot of effort from all the friends of Pine Banks Park, but it came in on budget and on time. Our thanks to all.

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Pine Banks Park – Budget Summary – Fiscal 2023 Line Item Notes.

Pine Banks Park organizes its funding into three parts:

Part I Income - Compensation and Benefits. Lines 1 – 5 page 5.

The Park 'Leases' its employees from the City of Melrose. All compensation and benefits are administered through the Human Resources Department of the City of Melrose, and the entire scope of the costs are shown on the Park Budget. The City of Malden advances to the City of Melrose one half of the amounts required quarterly as shown on page 6. We include all costs related to benefits and retirement to be sure that the amounts are shared equally. The process was put into place in November 2012, and has been working extremely well, with thanks to the Human Resources Department of Malden and Melrose. Detail information is shown on the Compensation & Benefits Summary on page 6. These figures have remained flat from last year.

Part II Income – Operations - Budget Summary Lines 6 - 42. & 59 – 67.

These expenditures are made through a segregated central operating account at the Park, funded by monthly disbursements from each city. This has allowed a more accurate and timely control over expenses, which previously were made by each city on a per-expenditure basis. It also provides a more accurate basis for budgeting. The process has indicated areas to focus for more effective application of resources. These figures show and increase of $23,450 due to increased overhead in the operation of the new building, including heat, burglar alarm & internet totaled on line 67. The figures in the red box represent funds advanced from each city during the year.

Part III Income - Equipment and Capital Purchases Lines 43 - 55.

Capital expenses and acquisitions are shown on lines 43 - 55. These items are allocated and billed to each city as they are incurred during the year. Line 45 is the continuing amortization payment for the field improvements, and line 46 is for the supplemental funding of the Field Utility Building. Line 51 is a new one time capital expenditure to pave the parking lot by the playground.

Conclusion.

The Summary of expenditures is on lines 56 through 70. The Statutory Mandate is shown on line 71, and due to growth in assessed values has grown $56,538.43 this year to $851,361.92. The proposed budget is $973,571.89 and exceeds the mandate by $122,209.97, attributable largely to capital improvements.

The Trustees wish to express their appreciation to the citizens of Malden and Melrose for making this project possible. Those contributions together with the private grants that we continue to receive have permitted the Park to greatly improve its services for the citizens of both communities.

Respectfully submitted,

C. Henry Kezer, President & Chairman.

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Attachment: 2022 Report - Pine Banks Park - EMAIL (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Human Resources FY 23 Budget Memo

May 11, 2022

1. Percentage Increase in HR Budget over FY22?

152 Human Resources - overall increase 5.6%

- Salary and Wages
  - 6% increase due to step movement and having to budget for 53 payroll cycles in FY23
- Dues and Membership
  - 83.6% ($230) increase for SHRM membership, which offers useful tools, employment news and legal updates, and best practices for HR professionals.
- Education/Training (for HR)
  - A new line item of $500. Training is an important element for the professional development of employees, keeping up with the ever-changing HR field, aiding in performance boost and retention of HR staff.

914 Health Contractual

- Health Contractual Benefits – 4.7% increase
  - FY23 health insurance increase is 4.3% for City cost (calculation used 3/1 membership enrollment)
    - Non-Medicare health plan rates increased between 2.9% to 10.2%
    - Medicare health plan rates increased between 1.2% to 3.0%
  - The health budget projection is always a snapshot of a moment in time and cannot predict the behavior of employees, life events, or economic changes that may affect enrollment.
- Salaries and Wages
  - 7.1% increase due to step movement and having to budget for 53 payroll cycles in FY23.

2. What are the major changes to your budget?

There are no major changes to the FY23 budget, besides the health insurance contractual increase.

3. What are the reasons for these changes (major cost drivers)?

The Health Insurance budget, which has the largest financial impact on our budget is a contractual obligation for the City of Melrose and is primarily driven by the economy and the healthcare inflation, which we don't control. Approximately 5% average increase of the health insurance plans has been consistent over the last few years.

Attachment: City Council Memo-HR (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Human Resources FY 23 Budget Memo

May 11, 2022

4. Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

In FY22 the HR department expanded its staffing. Three months ago we hired and started training an HR Assistant to help with recruiting, W/C, accruals, leave management and other projects. In FY22 HR continued playing a major role in interpreting the ever-changing federal and state regulations around pandemic protocols and response. HR created new testing, quarantine and leave policies based on current guidelines, educated and supported staff and managers on their application. We also tracked pandemic-related leaves and reported to the state for reimbursement purposes. Further, the HR Department provided regular professional development opportunities to managers and employees by offering and facilitating trainings related to team building, performance management, diversity, unconscious bias, inclusion and gender pronouns, financial webinars, First Amendment training, active shooter training, etc. In FY22 HR also implemented best DEI practices in the recruiting process, resulting in 25% of new hires (benefit eligible) who identify as "Other than Caucasian".

5. Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

	HR S&W	Health S&W
HR Director	75%	25%
HR Coordinator	50%	50%
HR Assistant	50%	50%

6. Any events or changes you anticipate in your department for FY23?

In FY23 the HR department along with the Auditor's office will work towards implementing the new Compensation and Classification plans proposed by HRS Consultants. Part of the implementation will include developing a compensation administration policy based on a hybrid model of length of service and performance. To ensure the success of the new system and provide support for department heads and managers, HR will create a uniform performance guide.

The new employment landscape requires HR's strategic role in succession planning; recruiting for these roles, onboarding, providing transition support and retaining our employees. A critical project for FY23 will be the development and implementation of Recognition and Retention strategy for employees to feel appreciated, supported, and engaged in the workplace, which further enhances the morale and performance of staff and translates into higher retention and excellent service for the residents of Melrose.

In FY23, HR will continue supporting the DEI mission of the administration and work on implementing the recommendations of Visions Consultants, HRS' Organizational Needs Assessment and DEI Taskforce.

Attachment: City Council Memo-HR (ORDER-2022-119 : Fiscal 2023 Operating Budget)

HR will also work closely with the Executive Police Chief Search Consultant and coordinate the process for the successful selection, hiring and transition of a new Police Chief.

7. Additional Budget Summaries

912 Worker's Comp

Our FY23 Worker's Comp budget is being level funded. The HR Department oversees the Worker's Compensation (WC) for City and School employees as well as Fire and Police Injured on Duty. It is difficult to project what a WC budget may look like from year to year since the cost is driven by the number of claims and the type of claims that are filed.

The City of Melrose currently has three permanent WC recipients whose total cost is $155,000, and two short term recipients (one City, one School). We use a third party vendor, Future Comp, to assist with claims administration, billing and compliance with state and federal laws and regulations. They provide medical case management, utilization review, outside council services, and other tools that are critical in the sound and efficient management of a claim, overall cost reduction and most importantly, successful claims outcomes and return to work.

913 Unemployment

Our FY23 Unemployment budget is being level-funded. The City of Melrose is a reimbursable employer, which means that we are responsible to pay all costs related to unemployment benefits for former employees and as a subsequent employer, which makes it challenging to project what our next year's budget may look like. HR also reviews and dispute every claim that we believe is inaccurate or fraudulent.

Currently, the maximum benefit an employee can collect is half of their average weekly earnings up to $974 weekly for a maximum of 30 weeks. FY22 Unemployment budget has been fairly stable. In March 2022 we had two claims (one City, one School).

914 Health Contractual

The City of Melrose provides health insurance to our employees and retirees, their dependents and survivors through the Group Insurance Commission. In FY23, the City will be entering its second of six years agreement between the City of Melrose and Melrose Public Employee Committee regarding providing health insurance benefits. This agreement dictates the City and the Employee/Retiree health plans contributions for the next several years.

The Health insurance budget is dynamic and constantly changing. At any point in time we are presented with a snapshot of membership enrollment, which is driven by employees' life events and socioeconomic factors. In addition to the economy, the health contractual budget can be impacted by Open Enrollment changes, Opt Out enrollments, Medicare premium cost. All these factors provide for fluid, constantly changing data and over the years the HR and Auditor's office have worked creatively to adjust our approach to provide a most reasonable estimate next year's budget.

Attachment: City Council Memo-HR (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Human Resources FY 23 Budget Memo

May 11, 2022

The City did not see too many changes during April- May 2022 Open Enrollment. The major change resulted from Fallon Health exiting out of the municipal insurance market. This affected 19 employees, who had Fallon and ended up enrolling in comparable health plans effective July 1.

When determining the Health Contractual budget for FY23 the City used a balanced approach of based on average plan cost, April 1 enrollment numbers and projected for anticipated retirements, vacancies, employee's turning 26, etc. This translated into 4.3% for City cost increase.

Our Opt Out program has been a successful health cost avoidance measure that employees take advantage of. The growth has stabilized and slowed down over the years. The City currently has 133 employees in the Family Opt Out plan and 14 employees in Individual Opt Out plan, which is an increase of 11 Family plans compared to the same time last year. Past history shows that about a quarter of new hires enroll in the Opt Out program. We projected an increase of the Opt Out budget of 2.9%.

Medicare Part B cost is another element that impacts the Health contractual budget. The City of Melrose reimburses our retirees and their spouses 70% of the standard Medicare Part B premium. Retirees are seeing a larger Medicare Part B premium increase in 2022 compared to previous years. These premiums are controlled by the Federal government. Since not every retiree pays the same premium, HR does its best to project the most reasonable estimated cost with the information we have available at the time.

Attachment: City Council Memo-HR (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Ghobrial, Andrew

From: Travinski, Adam
Sent: Tuesday, May 10, 2022 12:44 PM
To: Ghobrial, Andrew
Subject: COLA vote- City Council meeting
Attachments: Funding schedule with $12k COLA.pdf; Funding schedule with $16k COLA.pdf

Hi Andrew,

Please see the attached funding schedules. At the Retirement Board meeting on September 29, 2921, the Board voted to adopt two new funding schedules. One with our current $12k COLA base for retirees and one with an increase of $16k to the COLA base for retirees.

If the City Council votes yes to increasing the COLA base to $16k, this would mean an additional $10 per month for our retirees, if they at least receive a $16k pension from the Retirement Board.

As you know, our COLA base has never been raised for our retirees since 1997. I have provided a link below from PERAC's website that shows what other communities have done with increasing the COLA base for retirees over the years.

https://www.mass.gov/service-details/increase-cola-base

Please let me know if you have any questions.

Thanks,

Adam Travinski
Executive Director
Melrose Retirement Board
562 Main Street, City Hall
Melrose, MA 02176
Phone: 781-979-4151
Fax: 781-979-4206

MELROSE RETIREMENT SYSTEM

FUNDING SCHEDULE with 3(8)(C) - 15 years: 4% amortization

RP-2014 adjusted to 2006, projected generationally using MP-2020; 7.25% Discount Rate

Funding Appropriation

Fiscal Year	Unfunded Liability	Net Normal Cost	Funding Amortization of UAAL	Amortization of Recognized Asset Loss/(Gain)	Net 3(8)(c) Payments	Schedule Contribution
2023	62,976,750	1,652,525	5,161,850	-	53,423	6,867,798
2024	62,006,481	1,726,889	5,368,324	-	53,423	7,148,635
2025	59,112,059	1,804,599	5,583,057	(150,032)	53,423	7,291,047
2026	57,570,763	1,885,806	5,806,379	(156,033)	53,423	7,589,575
2027	53,137,587	1,970,667	6,038,634	(431,064)	53,423	7,631,660
2028	50,975,942	2,059,347	6,280,180	(448,306)	53,423	7,944,643
2029	48,417,014	2,152,017	6,531,387	(466,238)	53,423	8,270,589
2030	45,422,375	2,248,858	6,792,642	(484,888)	53,423	8,610,036
2031	41,950,431	2,350,057	7,064,348	(504,283)	53,423	8,963,544
2032	37,956,167	2,455,809	7,346,922	(524,455)	53,423	9,331,699
2033	33,390,893	2,566,321	7,640,799	(545,433)	53,423	9,715,110
2034	28,201,953	2,681,805	7,946,431	(567,250)	53,423	10,114,409
2035	22,332,423	2,802,486	8,264,288	(589,940)	53,423	10,530,257
2036	15,720,786	2,928,598	8,594,860	(613,538)	53,423	10,963,343
2037	8,300,575	3,060,385	8,938,654	(638,079)	53,423	11,414,383
2038	(0)	3,198,103	-	-	53,423	3,251,525

Amortization of Unfunded Liability as of July 1, 2022

Year	Type*	Original Base	Original Amort. Amount	Percentage Increasing	Original # of Years	Current Amort. Amount	Years Remaining
2023	Fresh Start	62,976,750	5,161,850	4.00%	15	5,161,850	15
2025	Asset Gain	(1,632,364)	(150,032)	4.00%	13	-	13
2027	Asset Gain	(2,547,060)	(268,789)	4.00%	11	-	11

* Asset Gain/Loss is the amount recognized by the smoothing method in the year shown

stoneconsulting,inc

Attachment: Pension (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MELROSE RETIREMENT SYSTEM

FUNDING SCHEDULE with 3(8)(C) - 15 years: 4% amortization

RP-2014 adjusted to 2006, projected generationally using MP-2020; 7.25% Discount Rate; $16k COLA

Funding Appropriation

Fiscal Year	Unfunded Liability	Net Normal Cost	Funding Amortization of UAAL	Amortization of Recognized Asset Loss/(Gain)	Net 3(8)(c) Payments	Schedule Contribution
2023	66,410,270	1,721,559	5,443,276	-	53,423	7,218,258
2024	65,387,101	1,799,029	5,661,007	-	53,423	7,513,459
2025	62,423,871	1,879,985	5,887,448	(150,032)	53,423	7,670,824
2026	60,796,223	1,964,585	6,122,946	(156,033)	53,423	7,984,920
2027	56,257,375	2,052,991	6,367,863	(431,064)	53,423	8,043,214
2028	53,968,817	2,145,376	6,622,578	(448,306)	53,423	8,373,070
2029	51,259,650	2,241,918	6,887,481	(466,238)	53,423	8,716,583
2030	48,089,192	2,342,804	7,162,980	(484,888)	53,423	9,074,319
2031	44,413,404	2,448,230	7,449,500	(504,283)	53,423	9,446,869
2032	40,184,631	2,558,400	7,747,480	(524,455)	53,423	9,834,848
2033	35,351,323	2,673,528	8,057,379	(545,433)	53,423	10,238,897
2034	29,857,732	2,793,837	8,379,674	(567,250)	53,423	10,659,684
2035	23,643,593	2,919,560	8,714,861	(589,940)	53,423	11,097,903
2036	16,643,777	3,050,940	9,063,455	(613,538)	53,423	11,554,280
2037	8,787,914	3,188,232	9,425,993	(638,079)	53,423	12,029,569
2038	(0)	3,331,703	-	-	53,423	3,385,126

Amortization of Unfunded Liability as of July 1, 2022

Year	Type*	Original Base	Original Amort. Amount	Percentage Increasing	Original # of Years	Current Amort. Amount	Years Remaining
2023	Fresh Start	66,410,270	5,443,276	4.000%	15	5,443,276	15
2025	Asset Gain	(1,632,364)	(150,032)	4.000%	13	-	13
2027	Asset Gain	(2,547,060)	(268,789)	4.000%	11	-	11

* Asset Gain/Loss is the amount recognized by the smoothing method in the year shown

stoneconsulting,inc

Attachment: Pension (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Ghobrial, Andrew

From: Travinski, Adam
Sent: Monday, May 16, 2022 11:01 AM
To: Ghobrial, Andrew
Subject: FY 23 Appropriation
Attachments: FY 23 Appropriation by unit.pdf

Hi Andrew,

If the City Council approves the COLA increase to $16k, please see the attached FY 23 appropriation by unit.

Thanks,

Adam Travinski
Executive Director
Melrose Retirement Board
562 Main Street, City Hall
Melrose, MA 02176
Phone: 781-979-4151
Fax: 781-979-4206

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

Melrose Retirement Board
Appropriation by Governmental Unit

Fiscal Year 2023 - July 1, 2022 to June 30, 2023

Aggregate amount of appropriation: **$7,218,258**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Melrose	97.53%	$7,039,967	$0	$7,039,967
Melrose Housing Authority	2.47%	$178,291	$0	$178,291
UNIT TOTAL	**100%**	**$7,218,258**	**$ 0**	**$7,218,258**

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

Attachment: Pension (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Budgets for Boards and Commissions
Date: May 16, 2022

In preparation for the review of Fiscal Year 2023 budgets, I am pleased to provide the Honorable City Council a summary of the commissions with budgetary allocations. As you will note from the chart below, the only commission that will see an increase in FY23 is the Conservation Commission. The Conservation Commission requested an increase in the salary and wages line of $5,700. This will allow the Conservation Agent to work 16 hours weekly versus the current 10 hours weekly.

		FY22	FY23	$ Change	% Change
165	Liquor Commission	2,000.00	2,000.00	0.00	0.00%
171	Conservation	20,825.00	26,590.00	5,765.00	27.68%
196	Melrose Energy Commission	2,500.00	2,500.00	0.00	0.00%
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%
542	Women's Commission	2,000.00	2,000.00	0.00	0.00%
544	Human Rights Commission	3,000.00	3,000.00	0.00	0.00%
545	Commission on Disability	2,500.00	2,500.00	0.00	0.00%

Attachment: Boards and Commissions budgets memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

FY 2023 Budget Questions from Councilors

Questions received by May 13, 2022

Updated May 25, 2022

General Questions:

1. What was the number of non-union employees included in FY 2022 Budget?
There were 66.5 non-union employees in the FY22 City Operating Budget.

2. What is the number of non-union employees included in FY 2023 Budget?
There are 66.5 non-union employees in the FY23 City Operating Budget. Although there is an increase of 1.0 FTE overall (see below), one existing FT position was shifted from non-union to union.

3. What new positions were created in FY 2022 and are there any new positions planned for in the FY 2023 Budget?
There were 3 positions added to the Fiscal 2022 Budget, HR(152), IT(155) and Inspectional Services (241).
There are 2 new positions added to the Fiscal 2023 Budget: part time positions in the Mayor's Office (121) and Pine Banks (652).

4. Where all new positions absorbed in the budget?
The new positions proposed are part of the balanced budget for Fiscal 2023.

5. Has any one-time money (ARPA) been used in FY22 or projected to be used in FY23 for any / new positions?
Yes. ARPA funds are being used to pay the wages, benefits and insurance costs of two full-time positions:

- Social Services Coordinator in the Health and Human Services Department
- Director of Economic Recovery and Business Development in the Mayor's Office

As the position are grant funded, they have no effect on the operating budget for either department.

6. Why do the Salary numbers seem so high for the Fiscal 2023 budget?
For Fiscal Year 2023, from Friday, July 1,, 2022 to Friday June 30,, 2023, there are 53 Fridays. City Departments are paid on Fridays and must budget for 53 weeks to account for this. This does not result in an extra week of pay for employees. In addition, typically this occurs every five or six years in the budget cycle.

7. How can I get a list of what the ARPA money has been committed to and that dollar amount?
An update memo to the City Council has been provided which lists all ARPA-funded projects approved to-date. There are also resources available on the City website to answer questions about approved projects at https://www.cityofmelrose.org/mayor/pages/ARPA.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

8. What are the balances in the revolving funds as well as revenues collected?

Fund Number	Revolving Fund	Balance as of 5/18/22	Revenues as of 5/18/22
2607	Veterans	2,026.04	-
2652	Recreation	388,350.43	403,844.10
2657	Recycling	65,018.89	58,361.08
2658	Inspectional Services	33,054.31	4,592.00
2659	Health	58,922.63	52,259.51
2665	Police False Alarm	3,362.64	3,250.00
2669	Park Permits	20,196.31	15,066.34
2750	Beebe	96,550.78	11,800.00
2811	COA	2,593.38	42,814.94*

*Please note COA revenues include a donation of $31,500 to fund the Social Worker position.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Budget 121: Mayor

1. How many new positions were created in FY 2022 and are there any new positions proposed in the FY 2023 budget?
One full-time, grant funded position was created in FY22: the new Director of Economic Recovery and Business Development position was created by the Mayor using ARPA funds.

One part-time position is being proposed for inclusion in the FY23 operating budget: a part-time (18 hours/week) administrative position is proposed to be added to provide admin and front desk support to the Mayor's Office and other City Hall departments in need of additional administrative support.

2. Are these new salaries accounted for in the budget or through one time money?
The PT administrative position is included in the proposed FY23 budget. The ARPA-funded position is not.

3. Where in the Budget is the Community Development position?
There is no Community Development position in the Mayor's Office. The Director of Economic Recovery and Business Development position is not in the budget, as it is being fully grant funded through the use of ARPA funds.

4. Can you shed some light on the 23% increase in dues and membership?
For the past several years, the Mayor's Office budget has been carrying an outdated number for the cost of dues to the Massachusetts Municipal Association and the Metropolitan Area Planning Council, and because of this has regularly overspent this line item. These dues have been increased regularly, but the Mayor's Office budget has not kept pace with those adjustments. The increase for FY23 brings the budget in line with what is expected to be needed to meet these costs.

5. Can you explain the 15.8% increase in salaries?
This is a combination of the cost of the addition of the 18 hour/week administrative position and the effect of the 53-week year.

6. Will the part-time assistant position be eligible for benefits?
No. This will be a "Part-Time Employee Without Benefits" which is defined as an employee who is scheduled eighteen (18) hours or less per week regularly. These employees are not entitled to holiday pay, vacation pay, sick pay, group health insurance or any other benefits.

0100 Auditor

1. Were there any positions created in FY 2022 and are there any new positions proposed in FY 2023 Budget?
There are no new positions as part of the Fiscal 2023 budget for the Auditor's Office.

2. Can you shed some light on the 7.3% salary increase?
The Auditor's office is proposing that our union position be increased from 30 hours to 35 hours, in addition to the 53rd week budget requirement for Fiscal 2023.

141 Assessor

1. Are there any new/additional positions included in FY 2023 Budget?
No.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

2. When is the next re-evaluation? Was it in 2022? If so does FY 2023 need to be the same dollar amount?

- The next Revaluation (Certification Review conducted by the Bureau of Local Assessments/Department of Revenue) will be in Fiscal Year 2027.
- Fiscal Year 2022 is a Certification year for Melrose.
- The Bureau of Local Assessment (BLA) conducts this comprehensive review every 5 years using statistical analysis to ensure that the assessed values in each community in Massachusetts are supported with current market evidence and are uniformly and equitably applied to all property, and that the assessors have applied mass appraisal practices according to the law.
- In interim years (years between Certification years), assessors are required to adjust valuations to reflect changes in the tax base due to new construction, alterations, demolitions, etc. If there has been a change in market conditions, assessors must also adjust their valuation schedules so that all property valuations reflect full and fair cash value as of January 1st.
- Because the resources required to assess all property at full and fair market value as of January 1 remain the same in FY23, our budget requirements also remain the same.

3. Why do we need $4k in furniture if we spent $2,200 in 2021 and $29.98 YTD in FY 2022?

The Furniture & Fixtures line in the Assessor's budget is intended primarily for the maintenance and support of public access to materials, records and resources in the Assessor's office. Due to restrictions associated with the pandemic, some of the projects covered under this budget line were temporarily suspended in FY 2022. The Assessor's Department is currently resuming work on and intends to continue work on these projects in FY 2023, starting with the reestablishment of a Resident Kiosk area. This kiosk will allow all residents and taxpayers easy access to Assessors Maps, Property Record Cards, Valuation information, historical information, etc., while Assessing Office staff may provide explanation and support as needed. The planning of this space incorporates a focus on ADA compliance.

145 Treasurer/Collector

1. Are there any new/additional positions included in FY 2023 Budget?

No, there is no intent to add to the team in FY23. During FY22, the Head Clerk-RE retired and a Senior Clerk-W&S was promoted to Head Clerk. We recently hired a new Senior Clerk-W&S who has fit into the team very nicely and doing well on the learning curve. We are fully staffed and will focus on cross-training during the year.

2. Can you shed some light on why there is a $15k increase in printing cost?

The increase in printing cost is largely due to a reallocation of a portion of the Kelley & Ryan fees that had been booked to the postage line. The Kelley & Ryan bills cover the costs associated with printing, stuffing envelopes, processing and postage costs for each mailing for RE, Excise, Personal Property and other communications. Which line item the expenses were booked to seems to have varied over time and the entire bill had ended up booked in Postage. After reviewing with the Senior Auditor, it was decided that only the postage portion of the bills will be booked to postage and the actual creation/processing of the items should be booked to printing to more accurately reflect the expense.

Other printing line items that are part of the increase include the cost of W-2 forms & envelopes which we had had an inventory of to use in 2022 and will need to purchase for 2023. Additionally, the costs of mandatory advertisements in the Melrose Weekly News for Tailings, Tax Titles and bids for services have risen and added to the increase.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

3. Can you explain the new bank service fees that were not in the previous budget?
There are two drivers to the new cost. The first is the near zero percent interest rates that are being applied to our bank balances, the second is a merger between two of our providers.

The City has been using one banking institution for processing lockbox payments for many years. Their pricing model included that interest earned on the balances held in the lockbox account would be used to offset lockbox processing services. When interest rates dropped to record lows on the accounts, there was not enough interest generated to offset the fees, particularly during high spend or low collections periods such as when we fund the retirement pension or the month or so before the real estate payments are due and the account balances are lower than average. As the Fed tightens rates, the additional interest earned will help offset fees to a larger extent. This expense was not in prior years' budgets because the expense was not incurred in the past.

The bank we have been using was acquired in the late fall of 2021. The new bank did not have a pricing model in place for lockbox and rather than adopt the original bank's pricing, came up with a more restrictive pricing model from a client perspective. Additionally, they continue to apply the lowest interest rates to the accounts of all our banking relationships (.05%-.10%).

From a client perspective, the results of the merger have not been positive and I have initiated conversations with another lockbox provider to determine our best course for pricing and quality of service.

151 City Solicitor

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Can you please explain the 25% increase in the salary/wages line?
The increase is to account for increasing the hours of the Assistant City Solicitor from 30 to 35 hours. Former City Solicitor's departure occurred right in the middle of switching this employee from 30 to 35 hours. For FY22, this position was budgeted for only 30 hours.

3. Why such a large increase in professional services?
Increase of $15,000 for Professional Services: Increase reflects cost of specialized Labor Counsel this coming fiscal year to assist in Main Table Collective Bargaining Negotiations for 3 Public Safety Contracts and continued use of Outside Counsel for Cable License Negotiations with Verizon/Comcast.

4. Can you shed some light into the considerable increase in the property and casualty Insurance? Did we experience a lot of claims?
Increase in Property Insurance coverage to reflect new pole chargers that were not part of the FY22 budget due to timing. Increase in coverage is also reflective of capital acquisitions in process on a regular basis and insurance cost increases to cover liability/defense of public safety employees. This number is also reflective of a 5% assumed increase across existing policies.

152 Human Resource

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Can you give a little background into the 6% salary increase?
The 6% increase is due to step movement and having to budget for 53 payroll cycles in FY23.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

3. 30 retirements, including 21 on the City side: is this a typical number of retirements for the City in a fiscal year?

The number 21 represents the number of retirees collecting City pension (this includes retirees from the school who are not members of the Mass Teachers Retirement System).

If we report on the number of retirees who came from the City (not School), then that breakdown shifts to 16 City and 14 School retirees. This number is slightly larger than last year. In FY21 we had 12 retirees on the City side. Also this year, on both City and School side, we have few employees who resigned years ago and decided to retire now and are eligible for retirement benefits. They were counted towards the total number.

4**. What is the status of the police search committee? Is there any budgetary costs for that, or is it covered by what was appropriated for the search consultant?**

The Police Chief Search process is underway in coordination with our consultants at MRI, Inc.

Using community input gathered through a survey which received over 420 responses, our MRI consultant created an ideal candidate profile to be used in the recruiting process. We anticipate that MRI will be placing the ad for this position this week with various professional organizations.

Upon the consultant's recommendation that 6-8 community stakeholders be interviewed to gain a better understanding of what they are looking for in the next police chief, the Mayor identified 14 community members representing different groups and identities within Melrose. MRI will complete interviewing these stakeholders in the next week or two to gain their perspective in advance of beginning to evaluate candidates.

A Search Screening Committee will participate in the assessment center led by the MRI consultants later in the process. This will consist of a separate group of stakeholders that the Mayor has not yet designated.

There are no further costs associated with this process beyond the appropriation that funded the consultant.

5. Why was only about ½ of the budgeted amount for advertising spent, despite that number of open searches we've had in the past year?

As of today, the YTD advertising budget has been almost entirely spent. We currently have around $500 left, which will be deplete once we pay pending invoices, which we have not received yet. When the City Council received the YTD Advertising budget, we were still awaiting invoices from MMA. Additionally, two of the engines we use for recruiting (Linkedin and Indeed) require the use of a credit cards. Every few months I submit for the reimbursement of the cost associated with posting on Linkedin and Indeed. HR, Treasurer and Auditor are discussing using a City-issued card for these expenses going forward.

6. Would any DEI trainings be reflected in the HR budget, or in each individual department's professional development line item?

HR has a professional services line that is designated for the implementation of the Visions DEI audit recommendations. The consultants have just delivered their final report, and among their recommendations are additional trainings for staff. At this time, the funds in the professional services line item are anticipated to go in part towards further department-level DEI related trainings for staff, including cultural competency trainings and opportunities for all employees and leadership to improve

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

their skills for having cross cultural, challenging conversations and to enhance problem solving using a multicultural lens (MCL).

Only individual departments who have requested professional development have a professional line item in their budget. The department determines the trainings that meet their needs, some of which are required in order to maintain certifications and licenses.

Separately, HR coordinated and participated in the following trainings for department heads and employees in FY22:

- REAL 100,200,300 webinars through National League of Cities:
  - Normalizing Racial Equity in Local Government
  - Organizing and Operationalizing Racial Equity in Local Government
  - Massachusetts "Town Hall Discussion" on Racial Equity in Local Government *(offered to employees, HR participated)*
- Unconscious Bias, Inclusion and Gender Pronouns *(offered to employees, HR participated)* through Optum
- Honors Class: how to recruit diverse talent (*HR participated)* through AMARU
- Advancing DEI & Talent Development in Cities & Towns *(HR participated)* through Northeast Government Executives Council

7. Do we typically not budget for any increased in the salary for new Chief of Police? According to the Police memo, there is no projected increase in the salary for FY23.

Since we don't have the specifics of the new Chief's start date and salary the department has not budgeted for the new projected increase yet.

155 Informational Technology

1. Are there any new/additional positions included in FY 2023 Budget?
There are no new positions included in the FY23 Budget. I do need another position to fulfil some of the Public Safety workload and cybersecurity issues but since I was allowed a new position for FY22, it was not prudent to add another position at this time. During the discussions for the IT Project Manager position in 2020, 2 positions were identified to be added to the IT Dept. The first was the Project Manager and the second was a technician to address the aforementioned items.

2. Can you give us a little background into the large increase in software licenses?
The city has moved to an Microsoft 365 (M365) platform for all of our MS Office products with the addition of Teams and email hosting (which is required for M365). This product will cost the City roughly $60,000/year. In FY22, the amount paid for M365 is $58,200.00. However, we have already needed to add licenses for departments and employees so I predict this will grow. Additionally, adjacent products are required to facilitate the use of M365. We are using a Barracuda product to backup all of the data now stored in 365 as well as screen and archive our email for legal compliance. This product is $24,898.64 for FY22. We will be renewing our antivirus this year for a three year terms which accounts for the rest of the increase. I predict the increase in these online platforms to rise in price 3-5% annually.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

3. OSDBA support contract line. We have been budgeting $10k a year but have not come close to using that dollar amount over the last two years. Is this the correct amount could it be less?
The OSDBA contract line has been in place for a while. Initially, this was for an actual Operational Services DataBase Agreement (OSDBA) which was a maintenance contract with Tyler (Munis) for anything related to emergency fixes and database issues. We have since discontinued that agreement which was for over $15,000 but kept in place a $10,000 amount to use for any emergencies that may arise and for Tyler upgrades etc. During the pandemic, we were focused on all tech needs surrounding the pandemic and school operations and there was not much done in Munis. Now that we are coming out of the pandemic (sort of) we have refocused our efforts on Munis maintenance upgrades. By the end of June, we will have rolled out the new 2021.3 version of Munis which is a major upgrade with many new features. Additionally, we will be rolling out new features with Tyler ESS in the coming year. The 2021.3 version will deprecate in 2023 at which time we will need to do another upgrade so this funding will be necessary.

161 City Clerk

1. Are there any new/additional positions included in FY 2023 Budget?
There are no new positions included in the FY 2023 budget for City Clerk 161, Clerk of Committees 112 or Elections 162

2. Can you give some insight into the 33% increase in the overtime budget?
It is anticipated that the voter access protocols will be back reinstituted in some fashion possibly with additional measures. With two fall elections the Elections Administrator will be working more than 35 hours to accommodate the work and this union position is eligible for overtime. Additionally, the senior clerk who shares some elections responsibilities is eligible for overtime as well. The FY2021 budget) reflects high overtime costs where that budget line was spent along with an additional $739.01 due to the additional voter access processes. Overtime will be carefully managed. Previously the City Clerk and Assistant City Clerk (not overtime eligible) were handling election functions.

162 Elections

1. Where is the Elections Administrators salary? It does not look like it is in this budget.
The elections administrator salary is paid from the City Clerk's salary and wages line (Department 161).

171 Conservation

1. What falls into the conservation maintenance line?
The conservation Maintenance line is what we pay out all of the pond treatments from. It currently has our regular maintenance contract for all three ponds (Ell, Swains and Towners). The current treatment contract (Algaecide and Alum treatments at Ell, herbicide treatments at Swains for submersed vegetation control and floating vegetation control at Towners) totals over $10k and is a separate contract from the Water Chestnut treatment contract.

2. Can you explain the 60% increase in salary and wages? Is this additional hours?
Yes. The Conservation Commission requested an increase in the salary and wages line of $5,700. This will allow the Conservation Agent to work 16 hours weekly versus the current 10 hours weekly.

3. Will the current conservation agent remain in the position for 16 hours a week?

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Yes, that is the expectation.

4. Does this increase from 10 to 16 hours change any benefits?
No.

175 Planning Board

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Can you she some light on the 14% increase in salary and wages?
There are no new positions in the Office of Planning and Community Department in the FY2023 budget, but there have been staff changes that have resulted in an increase in salaries and wages. The Senior Planner left the organization and was replaced by the Planner who held the part time Planning Coordinator role for the past six years. During this transition, the job description for the Senior Planner role was reviewed and the salary was adjusted to reflect market conditions. When the promotion occurred and the part time Planning Coordinator role became available, the Planning Director consulted with the Mayor, the CFO and HR and received support to upgrade the Planning Coordinator role to a full time Assistant Planner position. The hours were adjusted from 24 hours per week to 35 hours per week, the job description was updated to reflect additional responsibilities and there was a corresponding increase in salary to reflect the additional hours, responsibilities and market conditions. This additional capacity and skill level will help with the implementation of the Housing Production Plan and help us better respond to the complexities of the work we do in the Office of Planning and Community Department.

211 Police

No questions received.

221 Fire

No questions received.

241 Inspectional Services

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Do you have enough support in terms of staff?
I am continually assessing the needs for additional ISD staffing. Currently I am not pursing any additional staff. However, given the volume of large mixed use residential/retail projects in the pipeline, I anticipate pursing an additional local building inspector sometime during the FY 23 Budget period.

291 Emergency Management

No questions received.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

296 Parking

1. What falls under professional services line?
The professional services line for Parking includes the services provided by Kelley & Ryan. This includes and entering ticket data and maintaining the parking ticket system, mailing notifications regarding additional fees (demands) added to the amount due for late payment and for marking outstanding tickets at the registry of motor vehicles. The expense is driven by the number of parking tickets issued.

399 Regional School Assessment

1. Do we know what the enrollment is for next year?
56 at Northeast Metropolitan Regional Vocational School and 7 at Essex Agricultural

2. What is the increase in students?
Northeast Metropolitan Regional Vocation School is increasing by 12 students for Fiscal Year 2022 to Fiscal Year 2023. As of right now, there are 7 students attending Essex Agricultural in 2023. Enrollment remained the same from Fiscal Year 2022 to Fiscal Year 2023. For informational purposes, these enrollment numbers can and do fluctuate after the budget has been adopted as they are not under the purview of the City's control.

3. When does the assessment begin for the new school?
The Assessment for the Northeast Metropolitan begins in Fiscal Year 2023.

401 Administration and engineering

No questions received.

402 PW Facility Maintenance

No questions received.

422 Public Works Highway

No questions received.

423 Public Works Snow Removal

No questions received.

433 Public Works Sanitation

No questions received.

475 PW Park and Forestry

No questions received.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

485 PW Automotive

No questions received.

491 Cemetery

No questions received.

511 Health

1. Are there any new/additional positions included in FY 2023 Budget?
No.

2. Do you have any positions funded through ARPA?
We have one full-time position supported by ARPA: the Social Services Coordinator.

3. Can you shed some light on the 5.8% increase in salary and wages?
The 5.8% increase in salary and wages reflects two phenomena: new personnel are early career professionals, which entails Step increases on the union scale, as opposed to long time employees that may have maxed out on the union scale and are only receiving COLA each year. The other reason for the increase is due to the starting salary range for Health Inspectors being moved up. Health Inspectors are a difficult position to fill in the State of Massachusetts due to their unique skillset requirements and lack of a state funded formal training program. To remain competitive in the market, we needed to increase our salary range to attract and retain qualified Health Inspectors. And like all departments, our salary and wages budget is also affected by the 53-week year this fiscal year.

4. 27.7% increase in funding to pest control - what does that buy?

The increase in the pest control line is actually not a new service or increased service. Goose control was mistakenly not budgeted for last fiscal year, so we ended up paying for it through the Animal Control budget. This year, we are moving this cost back into pest control, along with the mosquito control that was already there.

540 Beebe Estate

No questions received.

541 Council on Aging

1. Are any positions covered under ARPA?
No.

2. Where does the transportation cost fall within this budget?

- Original purchases of busses were grants from the Friends of Milano Center.
- COA transportation costs are driver salaries.
- Passenger service fees go to the COA revolving account as well as expense-related to trips
- DPW assumes cost of vehicles (repairs, insurance, maintenance, and gas).

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

3. What meals are being provided at the Milano Center now that it has reopened? How will this be different from what was done in the past?

The Milano Center is a distribution site for Mystic Valley's Meals on Wheels program. The caterer arrives on site and MVES drivers deliver. **– No change.**
The Milano Center is a congregate meal lunch site. Meals are provided by MVES and served on site for a requested donation of $2. **– No change.**
Exceptions to this state nutrition program are when we schedule special events. In other words, we cancel the MVES meal when we host bbqs, cooking demonstrations, or special meals.

The weekly Tuesday night dinner which was called the Community Dinner will no longer take place at the Milano Center. We will offer a monthly senior dinner on the last Tuesday of the month for a fee of $5 per person. The first dinner is scheduled June 28th. Reservation procedures are in place to tackle equity, access, and Melrose priority.

4. What is the fare structure for transportation to activities in/out of the City?

- $4 in town- Melrose roundtrip
- $8 out of town roundtrip
- Free service to the Milano Center
- Special trips follow the same structure with the addition of an event cost (ticket, parking, etc.)
- No one is ever denied transportation if unable to pay.

5. What is the revenue brought in from COA transportation?

July 1, 2021 – April 2022 $4,526.00

6. Salary increase of 11.3% - please provide addition information

- The Friends of the Milano Center covered 100% of the part-time social worker for FY22. In FY23, the approximate split will be: Friends $15,750, City $16,520. In FY24 the City will pay 100%.
- Drivers' salaries will increase aligning with minimum wage.

7. Dues and memberships increase of 1,342.5% - please provide additional information

The annual cost to Massachusetts Councils on Aging is $1435 with a soon to be released increase. MCOA is the regional organization that supports COAs locally with grants, best practices, and trainings. They also legislatively advocate for increased state funding and grants. The remaining amount of $1,450 covers training costs, workshop fees, and annual conference.

543 Veterans

1. Approximately how many Melrose veterans are being served through the Veteran's Services programs?

In Melrose, this department serves approximately 100-150/month in some capacity (fielding questions, filing claims, providing food, providing Ch. 115 assistance)

- As far as Chapter 115 the number of veterans/widows/families the number averages between 25-35 generally speaking. This is monthly assistance through Chapter 115.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- For the food market it is 40-50 Melrose with the City being the hub for 200.
- For VA claims it can vary and is not a simple number since one A&A claim can take numerous appointments but on average the office processes 20-40 claims annually. With most claims that involves follow-up questions and appointments and then if denied assistance through the appeals process.
- In addition, the office fields multiple calls for a large variety of general VA and DoD related questions.

2. I know the department is split among Melrose, Saugus and Wakefield, so I'm also curious about how much these salaries are in totality, and what exactly is mandated under state regulations in terms of this department's composition and funding? And is each community splitting costs equally?

According to *A Guide for Establishing Veterans' Services Districts under Chapter 115*, based on our population, it recommends minimum staffing levels at 1 Full Time Director, 1 Full Time Agent & 2 Full Time Clerical Staff.

MINIMUM PERSONNEL STAFFING REQUIREMENTS AND GUIDELINES FOR VETERANS' SERVICES DISTRICTS

Aggregate Population of Municipalities Comprising Veterans' Services District	Full-Time Director of Veterans' Services District	Part-Time Director of Veterans' Services District	Full-Time Deputy Director or Assistant Director of Veterans' Services District	Part-Time Deputy Director or Assistant Director of Veterans' Services District	Full-Time Veterans' Agents	Part-Time Veterans' Agents	Full-Time Clerical Staff	Part-Time Clerical Staff
700,001 and Over	1	0	Optional	Optional	Ad Hoc	Ad Hoc	Ad Hoc	Ad Hoc
550,001 to 700,000	1	0	Optional	Optional	3	2	4	Optional
480,001 to 550,000	1	0	Optional	Optional	3	2	3	1
410,001 to 480,000	1	0	Optional	Optional	3	2	3	Optional
340,001 to 410,000	1	0	Optional	Optional	2	2	3	Optional
270,001 to 340,000	1	0	Optional	Optional	2	1	3	1
210,001 to 270,000	1	0	Optional	Optional	2	1	3	Optional
150,001 to 210,000	1	0	Optional	Optional	2	Optional	3	Optional
120,001 to 150,000	1	0	Optional	Optional	1	1	2	1
100,001 to 120,000	1	0	Optional	Optional	1	1	2	Optional
90,501 to 100,000	1	0	Optional	Optional	1	Optional	2	1
70,001 to 90,500	1	0	Optional	Optional	1	Optional	2	Optional

A Guide for Establishing Veterans' Services Districts

The salary line item in the Veteran's Service Budget of $152,962 represents the full salary for the following positions: District VSO, 2 Part Time VSOs and 1 Part Time Admin Assistant. These positions are all paid for through the City of Melrose payroll.

Wakefield reimburses the City of Melrose 33% of the District VSO's salary and benefits (Health & Medicare), 100% of their part time VSO's salary and benefits (Medicare). Wakefield employs an admin for the Veterans Office that is paid through their payroll.

Saugus reimburses the City of Melrose 33% of the District VSO's salary and benefits, 100% of their part time VSO's salary and benefits (Medicare). Saugus employs an admin for the Veterans Office that is paid through their payroll.

544 Human Rights Commission

No questions received.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

545 Disability Commission

No questions received.

611 Library

1. What is the plan to relocate the library and will this have any impact of the budget?
With the School Committee's approval, the library will relocate to the Beebe School in mid-August. The cost of the move is included in the project budget, and will have no impact on the library's operating budget.

2. Has any ARPA money been used for the relocation of the library?
No.

3. Will there be any cost saving from this budget while the library is relocated?
Because the library is required to maintain its normal hours open in our temporary space and maintain spending on new material for patrons, there are no significant changes to the budget.

4. Will there be any services not provided while the library is relocated?
Normal library programming will continue but will be located in partner locations or hosted virtually. As we did during COVID, we will modify our services to ensure that we are still providing service to the community. A small percentage of the library collections will be browsable by the public, and the remainder will be accessible by staff. We will also continue our interlibrary loan program. There will be a few computers available in the temporary space for the public, as well as wireless internet access.

631 Recreation

1. Is this budget enough to provide the programs?
The proposed FY23 budget for the Recreation Dept. allows us to continue our current level of programming and events for the community.

2. Has any ARPA money been allocated to the Recreation Department?
Yes. Money has been allocated to help support mental health and wellness programming. These funds are being used to offer specific types of trainings and workshops in Mental Health First Aid, mindfulness, and other programs that promote health and well-being.

3. What were the participation numbers pre Covid, during Covid and currently?

- Pre-Covid = 7,000+ participants
- During Covid = 3,000+ participants
- Currently = 5,000+ participants
- FY23 = Expecting increase to 8,000+ participants (our programs are in extremely high demand)

4. Do you have any new programs you are looking to create that cannot be funded within this budget?
Yes, however any new programming would require additional professional staff such as a second Recreation Coordinator. At this time the Recreation Department is at capacity with our current programs and events. In order to provide more programming to the community in the areas of athletics, fitness, arts, music, STEM, trainings, wellness, nature, clubs, gaming, adventure, inclusive, and events we would need the staff to provide appropriate coordination and oversight. Quality offerings are important for our residents and we need to have the staff available to do it properly. The first proposal would be to promote one of our part-time roles to a full-time position. The additional funds necessary would be in the ball park of $50,000 per year to cover their full-time salary and benefits. We're working on meeting

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

this need through non-operating sources including our Revolving fund and by using ARPA funds and Free Cash to meet the department's capital needs as prioritized by the Rec Director.

652 Pine Banks

No questions received.

692 Community Events

1. What is planned in 2023? Why was not money spent in 2022?

We anticipate a full return of the Memorial Day parade in 2023, and that the budgeted community event funds for 2022 will be spent before the end of the Fiscal Year.

693 Memorial Hall

1. How do the bookings look for the rest on calendar year 2022?

For May 2022, we have 28 events and June we have 27 events. Total events for FY22 = 225 events

711 Municipal Debt

No questions received.

751 Municipal Debt Interest

No questions received.

752 Projected Temp/Debt Interest

No questions received.

911 Pension

No questions received.

912 Worker's Compensation

No questions received.

913 Unemployment

No questions received.

914 Employee Benefits

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

No questions received.

916 Medicare Tax City Portion

No questions received.

930 Departmental Equipment

No questions received.

931 Capital Outlay

1. We budget $50k last year and spent $2,600. What goes into this line item?
This line item is used for IT upgrades for both the City ($50K) and School ($50K). Previous things this line item have been used on includes upgrades to projectors and whiteboards.

2. Wouldn't this go in the IT or School budget? These lines represent annual investment in the City and School's IT infrastructure. These items are considered Capital and put into a separate Capital budget outside of the department's operating budget.

942 Stabilization Funds

No questions received.

Attachment: FY 2023 BUDGET Q+Av.3 [Revision 1] (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MELROSE POLICE FY23 BUDGET

-Multi-Community Collaboration

POLICE – SALARIES, OT, AND COURT

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
SALARIES	4,512,237.17	4,589,071.67	4,657,560.00	3.2 %
OVERTIME	457,000.00	530,000.00	482,000.00	5.5 %
COURT TIME	35,000.00	53,000.00	45,000.00	28.6 %

INCREASE JUSTIFICATIONS	
SALARIES	Includes 6 Patrol replacements, 3 promotions due to recent separations, salary increases based on normal salary adjustments (steps and years of service). DOES NOT include any new union contract negotiations, or Chief of Police replacement impacts
OVERTIME	Report requests continue to increase, assigning a supervisor 2x/month (**FY22 TO-DATE: $17,140.36**), continued Military Deployments, Patrol backfill for minimum manning due to separations (no patrol pipeline queue), 111F, and both known and unknown separations2
COURT	Due to COVID criminal cases have resumed at peak capacity to eliminate backlog

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

POLICE – CONTRACTUAL – LINE 52

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
PRINTING	2,500.00	4,121.00	2,500.00	0 %
POSTAGE	2,550.00	3,600.00	3,600.00	41.2 %
LAUNDRY	800.00	800.00	800.00	0 %
LEAPS	1,240.00	1,240.00	1,240.00	0 %
GENERATOR	1,500.00	1,500.00	1,500.00	0 %
COMP SUPP	36,200.00	37,897.00	47,897.00	32.3 %
BESAFE	1,440.00	1,400.00	1,440.00	0 %
RADIO SYSTEM	29,000.00	671,847.28	29,000.00	??
COPY MAINT	4,500.00	4,500.00	4,500.00	0 %
PROF SERVICES	2,500.00	10,648.00	2,500.00	0 %

INCREASE JUSTIFICATIONS	
POSTAGE	USPS Postage Increase, federal agencies require certified mail ; our fax system not an approved system
COMP SUPP	SW Contract Cost Increases (Booking Room Camera, Fingerprint, Records Mgt. System (IMC), Evidence Room Tracking, Website Hosting and 24x7 Media Relations, PD Lobby Digital Signage)

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

POLICE – SUPPLIES AND MATERIALS – LINE 53

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
COMP MISC	250.00	300.00	300.00	20 %
FILM SUPPLIES	590.00	6,090.00	590.00	0 %
MISC SUPPLIES	1,800.00	2,969.00	2,969.00	64.9 %
RADAR	5,000.00	31,000.00	5,000.00	0 %
ACCREDITATION	6,900.00	13,600.00	13,600.00	97.1 %
BOOKS	1,200.00	1,200.00	1,200.00	0 %
FOOD FOR PRISONERS	500.00	500.00	500.00	0 %
UNIFORMS	73,500.00	129,825.15	73,500.00	0 %
NARCAN	2,500.00	2,672.00	2,500.00	0 %
AMMUNITION	5,750.00	10,500.00	10,500.00	82.6 %

INCREASE JUSTIFICATIONS	
COMP MISC	File transfer and storage now required to be on USB drives, CDs no longer accepted as media transfer
MISC SUPPLIES	Evidence room supplies (bags, boxes, other storage materials, tags, etc.) required under police reform mandates
ACCREDITATION	POST Integrated Policy Management System Replacement/Upgrade ($11,236.80)
AMMUNITION	Cost of ammunition increased. DOES NOT include cost for ammunition for new academy recrui

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

POLICE – OTHER CHARGES – LINE 54

CATEGORY	FY22 BUDGETED	FY23 REQUESTED	FY23 PROPOSED	INCREASE/DECREASE %
DUES/MEMBERSHIPS	10,500.00	10,500.00	10,500.00	0.0 %
TRAINING	50,000.00	157,103.57	75,000.00	50 %

INCREASE JUSTIFICATIONS	
TRAINING	Police Reform in-service training requirements to increase annually (38 hours) as well as an additional 8 hour sponsored De-escalation Training through MDAO, and an additional 8 hour training of enhanced Behavioral Recognition training. Total is 54 hours per officer.

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

POLICE – FY23 Goals and Objectives

1. Complete Accreditation Compliance – staffing shortages have always been a challenge;
   - *City Ordinance states 44 Patrol Officers, we fall well below that at 33*
2. Melrose Police Department to institute a HUB program to establish a team approach when dealing with families and individuals who may need Mental Health Services (drug addiction, homelessness, etc) from multiple agencies
   - *DPH Grant Social Worker will chair the HUB Community Meetings*
3. Implement a Social Media Investigation FREE Trial Program (Chorus)
4. Rotate in a new SRO for Melrose Middle School

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

POLICE – FLEET

CATEGORY	COUNT	CONDITION
PATROL CAR		
Patrol SGT *	1	
Line Car *	2	Requesting 2 Replacements*
Hybrid	5	
ADMIN CARS		
Detective *	3	Requesting 2 Replacements*
Prosecutor *	1	1 – High Mileage
Chief	1	1 – EXTREMELY POOR CONDITION
Patrol Commander	1	
K-9 VEHICLES	1	
RADAR TRAILERS	1	
MOTORCYCLES	2	
HYBRID PATROL BICYCLES	2	

*** Pending Free Cash disbursement**

POLICE – Special Studies

- Melrose Crime Analysis – 2021 data pending state review
- Annual Citation Analysis – 2021 pending new POST requirements
- OT Breakdown – General Financials
- Revenue Collected – Admin Fees
- Overdue Payments Analysis

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

OT Breakdown – General Financials

FY21 Total Comp Time and Comp Time Bfill

1981 Hours

FY22 Total Comp Time and Comp Time Bfill

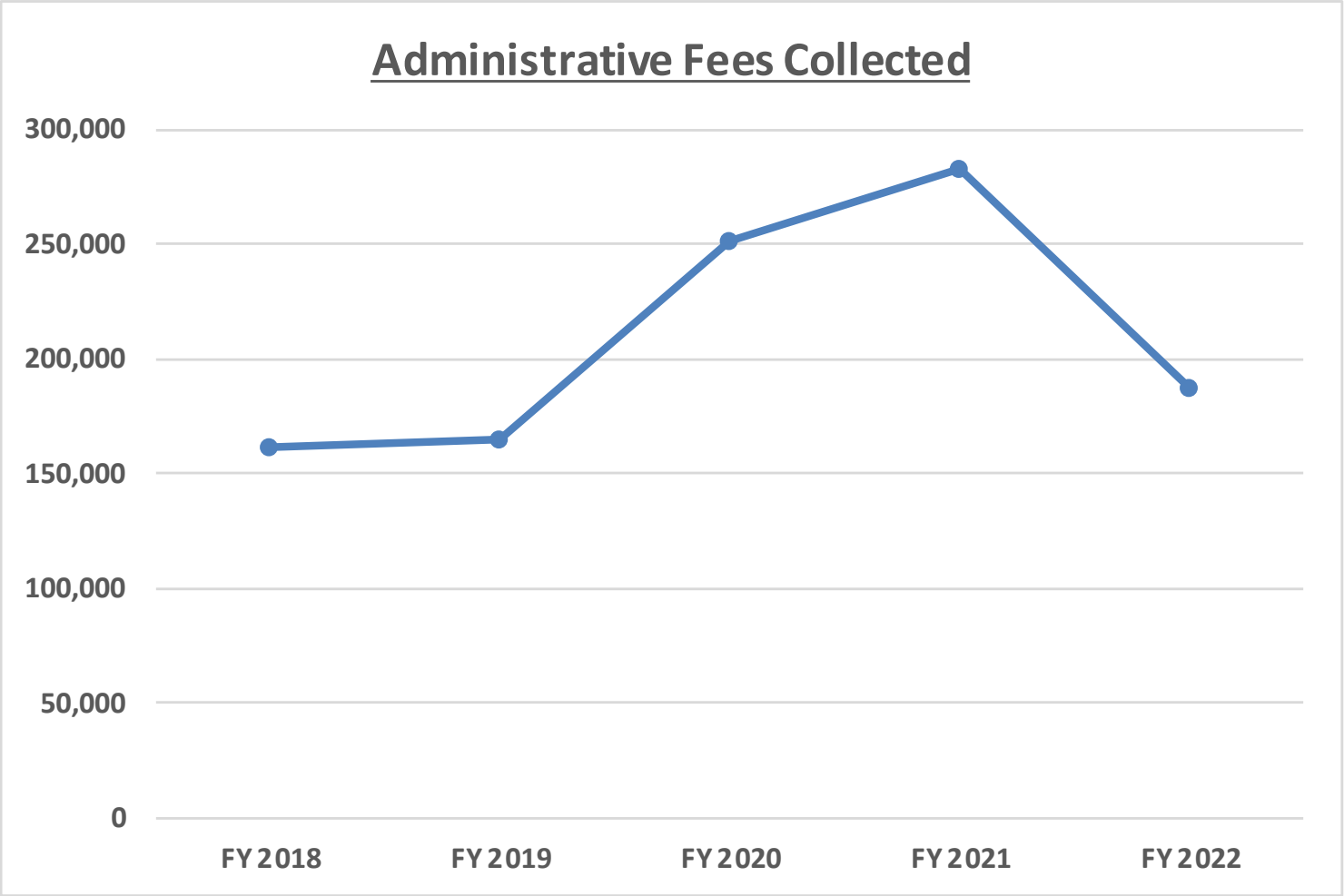
1264 Hours

OT CATEGORY	FY20 HOUR	FY21 HOURS	FY22 HOURS A/O (5/11/2
VACATION BFILL	1999	1816	1672
SICK BFILL	1580	1194	2087.45 *
INJURED BFILL	1160	64	0
COURT	584.20	337.15	412.15 *
GRANTS	874.30	976	776.30
MINIMUM MANNING	632	2427.6	1304.27 *
INSERVICE TRNG	538	1452	1750
COVID – 19 RELATED	1172	2263.15	8
MILITARY BFILL	536	1208	1588
DETECTIVE/INVESTIGATION	668.30	790.30	877.45
WEATHER/EMERGENCY	12	73.50	195.45
COMMUNITY POLICING/EVENTS/BIKE PATROL	387	394	553.45
RANGE QUALIFICATION	476	340	248
BEREAVEMENT BFILL	40	116	40
REPORT REQUESTS	28	160	228

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

Revenue Collected – Admin Fees

	FY Year	Fees Collected
	FY 2018	161,006
	FY 2019	164,756
	FY 2020	251,729
	FY 2021	282,824
Thru 5/17/22	FY 2022	187,091 *

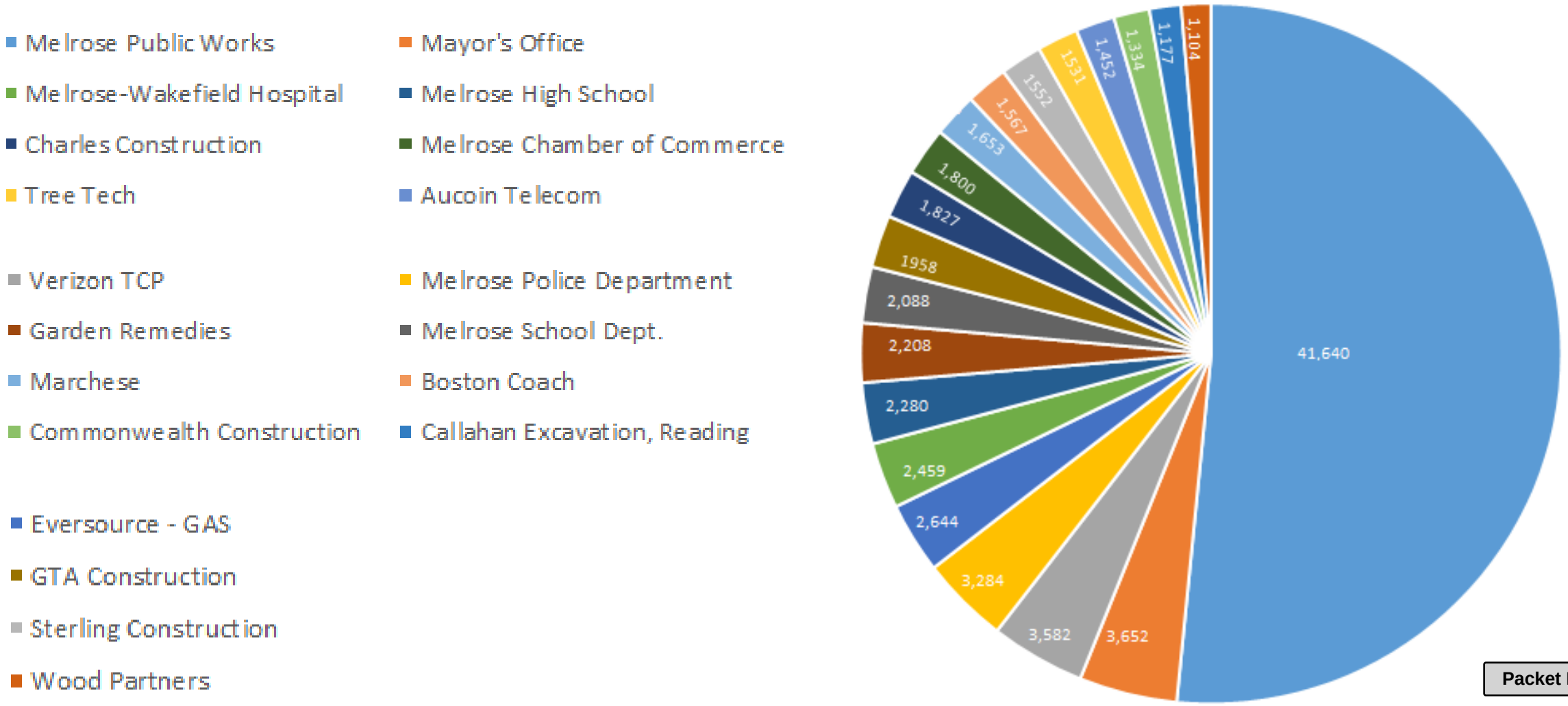


All revenue collected goes to the General Fund

Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

Overdue Payments Analysis

M.P.D. A/R AGING SUMMARY OVER $1,000 (60-90+ Days)



Attachment: FY 23 Police Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

CITY OF MELROSE **Legal Department**

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

MEMORANDUM

To: **The Honorable Melrose City Council**

From: **Shannon Phillips**

Re: **FY2023 Office of the City Solicitor (151)**

Date: **May 17, 2022**

To better assist the Honorable City Council in its review of the Fiscal Year 2023 Budget submitted by the Office of the City Solicitor, I am providing you with the following additional detailed information.

This past year, our office has gone through several changes including a change in personnel filling the role of City Solicitor which was held for many years by the same individual. Also, this year, there have been more than a few collective bargaining agreements expiring including with the 3 public safety unions, and the expiration of the long-term cable licensing agreements for the City of Melrose.

The overall change in the budget for the Office of the City Solicitor this year is +19.3%. This change is necessary and reflective of what is best for the operations of the department and a result of the following major changes/ considerations:

- *Increase in Salary & Wages line item:*

  The increase in this line item reflects 53 weeks of salary/wages this fiscal year, step/COLA increases for applicable employees within this Department, and an increase in the hours of the Assistant City Solicitor from 30 to 35 hours. The former City Solicitor's departure occurred right in the middle of switching this employee from 30 to 35 hours. For FY22, this position was budgeted for only 30 hours. Important to note is that while this employee has a day-to-day focus on School-related legal matters, her past legal experience has allowed us to expand her role to now assist as needed with general City-side legal work.

Attachment: Office of City Solicitor Memo to Council 05.17.22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- *Increase in Professional Services line item*:

As you will note, there was also an increase of $15,000 for Professional Services. This line item is used to pay for the cost of specialized outside counsel, but also includes charges assessed to the City for things like constable services, overnight mailings, insurance deductibles for ongoing claims/litigation covered through our insurance contract, etc.

This Increase also reflects the expected cost to use specialized outside Labor Counsel this coming fiscal year to assist in Collective Bargaining Negotiations for Public Safety Union Contracts. During the upcoming fiscal year, the City anticipates negotiating with three (3) public safety unions. The use of specialized outside counsel to assist in these negotiations will put the City on the best path towards contract resolution in the timeliest and cost-effective manner possible. By way of background, should contract negotiations with public safety unions reach impasse, the parties end up at the Joint Labor Management Committee (JLMC). One of these contracts is already before this Committee in the initial stages. The JLMC allows for binding arbitration by a panel of arbitrators, with a specialized arbitration process and preparation consisting of a complex financial analysis and presentation of financial data involving financial comparable to other cities and towns in the Commonwealth.

- *Increase in Education/Seminars line item:*

The increase to the education/seminar line of our budget is necessary to allow for more advanced opportunities for professional development and growth for staff. For example, City Solicitor and Assistant City Solicitor review/draft contracts and advise on the procurement process on a very regular basis on the School and City side. The Massachusetts Certified Public Purchasing Official (MCPPO) program classes and training would greatly benefit their specializing in these tasks on the City and School side - something that would be greatly beneficial given the absence of a specialized Procurement Department within the City. In addition, since COVID-19, there has also been an increase in online course offerings and legal updates that would greatly benefit all Law Department personnel and allow for us to continue our goal of staying up to date on the current state of municipal law and best practices.

- *Increase in Property & Casualty Insurance line item:*

The increase in Property Insurance coverage reflects the costs of new Pole chargers that were not part of the FY22 budget due to timing, capital acquisitions in process on a regular basis, and the costs of insurance increases to cover liability/defense of public safety employees. This number is also reflective of a 5% assumed increase across existing policies.

Should you have any additional questions or need more details on the budget of the Office of the City Solicitor, please do not hesitate to reach out accordingly.

CITY OF MELROSE Inspection Services

Paul E. Johnson
Director of Inspection Services
Building Commissioner

City Hall, 562 Main Street
Melrose, Massachusetts 02176
pjohnson@cityofmelrose.org
Telephone – (781) 979-4135
Fax – (781) 662-3450

MEMORANDUM

To: Honorable City Council

From: Paul E. Johnson, Director of Inspectional Services. PJ

Re: ISD FY 2023 Budget and Revolving Account #2658

Date: May 17, 2022

Please accept this memorandum in lieu of appearing in front of you tonight. Our primary goal is public safety. Through effective code enforcement we protect and ensure the safety of Melrose residents and the general public. Without effective code enforcement, there is a potential for loss of life. The staff consists of 1 full-time Director of Inspectional Services/Building Commissioner/Zoning Officer; 1 full time Assistant to the Director of Inspection Services/Assistant Zoning Officer; 1 part-time Building Inspector 28 Hr per week; 1 part-time Inspector of Wires/ Sealer of Weights and Measures 28 Hr per week and 1 part-time Inspector of Plumbing and Gas 24 Hrs per week . During FY22 I have increased the Building Inspectors and Inspector of Wires/Weights and Measures hours from 24 per week to 28 per week. As of this date ISD has issued 2,826 permits and preformed 4,104 inspections.

Over the last year, my staff and I have worked with Peoples Simplicity software to develop and offer an easy to use online permitting system to Melrose. My staff and I are excied to announce that as of April 2022, Melrose ISD has a new Online Permitting Portal. The portal is accessed through the ISD web page. This portal allows homeowner's and contractor's to create an account, apply for ISD permits, make payments and receive their permits all through the new Online Permitting Sysytem.

All salarires are paid form the ISD budget. I have stayed within the cap setforth in the revolving acconut ans do not forsee any changes to the account.

At this time I have made a few small increases to my operation budget accounts # 534200, #530502 and #540600 totaling $647.00. I would ask that you approve these minor changes.

Attachment: Inspectional_Services_FY 2023 Memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MELROSE PUBLIC LIBRARY

Date: May 13, 2022
To: City Council
From: Linda C.W. Gardener, Library Director
Subject: FY2023 budget

FY2022 began on an exciting note. On June 28, 2021 the library returned to its full hours for the first time since the COVID shut down, with no appointments or other restrictions. The year got really exciting with the announcement that MBLC had awarded Melrose a provisional grant, contingent upon attaining local funding and the approval of the City Council. In July, the Library Board of Trustees clearly expressed their support for the project by committing $2 million towards the local funding needed. City Council members were diligent in assessing the merits of the project, and Denise Gaffey, Patrick Dello Russo, the Mayor's office and I worked to ensure that they had all the information they needed. In October, the members of the City Council voted unanimously to support the library project, ensuring an accessible, modern library for future generations.

The library's roof reached a point of crisis, causing a leak directly into the local history room which caused damage to a photo album from 1884, which is currently being professionally preserved as much as is possible. After significant discussion on how to best proceed forward to protect the building while not putting extensive funds into a roof slated for replacement, a stopgap repair was implemented by DPW staff, which has held thus far. The heat in part of the building was not working in January. DPW was able to revive the system long enough to get through to warmer weather.

In September the library resumed service to community groups needing meeting space. Some part-time staff had made the decision to leave during the shut down, and some staff left during the year; those staff hours were replaced. In some cases, a single part time position was broken up to allow for more scheduling flexibility. One full-time staff member, our Head of Children's Services, left her position, and was replaced this Spring.

The entire staff took part in training on unconscious/implicit bias, provided the Human Resources department. The Assistant Director and I attended the Public Library Association Conference virtually.

Work on the library construction and design plans has been ongoing since the project was approved, and meetings have been had with the Building Committee. A meeting was also held with the Fire Chief, Police Chief, Building Commissioner, City Engineer and Facilities Manager

Melrose Public Library's staff, building and collections provide a portal for all to explore, imagine and engage. The library is where literacy, local history and community connect!

69 West Emerson Street
Melrose, MA 02176
www.melrosepubliclibrary.org

Phone: 781-665-2313
Fax: 781-662-4229
Email: lcwgardener@noblenet.org

Linda C.W. Gardener
Director

Attachment: FY2023 Library City Council memo (ORDER-2022-119 : Fiscal 2023 Operating Budget)

where they had the opportunity to review the plans, ask questions and express any concerns. The architects, Owner's Project Manager, City Planner and I have been working together very closely, receiving approvals from the Massachusetts Board of Library Commissioners' building specialists at regular intervals.

The Library was very happy to be approached by members of the community and the schools regarding a community-wide read, and is partnering in MelroseReads, a city-wide book read. Books have been provided in multiple formats by the library, and book discussions, storytelling programs and other thematically related events are happening all over Melrose.

The library department's salaries all come from the same budget.

The library department's FY2023 expense budget submission reflects the request for level funding outside of contractual obligations. The submitted budget will cover our contractual increases. Trustee, State Aid, Donation and Friends funds will be used to cover other anticipated costs not covered by the budget. Because we are required to maintain our normal hours open in our temporary space, and maintain spending on new material for patrons, there are no significant changes to the budget.

Naturally, the big change in the library in FY23 will be the move into our temporary space at the Beebe School. We anticipate moving in mid-August and being closed for services for about a month while we move and set up operations in the Beebe. We will then be open our regular hours until we are ready to move back into the new/renovated space. Due to the limited publicly accessible space in the temporary location, we are working on finding satellite locations for our book groups and children's programs. We will work to ensure that the public knows where we are located, and also that they are aware of our wealth of online resources during this time when some of our physical resources will be less available.

CITY OF MELROSE

OFFICE OF THE ASSESSOR

Sarah MacLellan
Chief Assessor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4103
assessor@cityofmelrose.org

MEMORANDUM

To: The Honorable Melrose City Council
From: Sarah MacLellan
Re: FY2023 Assessor's Office Budget (141)
Date: May 23, 2022

In preparation of review of the Fiscal Year 2023 Department Budgets, I am providing the City Council the following information regarding the proposed budget for the Assessor's Office.

There were several staffing changes that occurred in the Assessor's Department throughout FY 2022. At the start of the fiscal year, I transitioned into the Chief Assessor role after serving as the Assistant Assessor for four years. As a result of this promotion, we filled the vacant Assistant Assessor role in August 2021. Finally, the Assessing Head Clerk retired in February 2022 and we filled the role in April.

The overall change in the Assessing Budget for FY 2023 is a difference of -5.0%. This change is due to a reduction in the Salary and Wages line of $19,361 (-7.6%) due to the staffing changes outlined above. All Assessing staff salaries are paid directly from the Assessor's Department Budget (141). There are no further proposed changes in the Assessors Department Budget for FY2023 beyond the reduction in the Salary and Wages line.

Attachment: Assessors FY23 Budget Memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

VETERANS SERVICES

Karen Burke
Director of
Veterans Services

Milano Center
201 West Foster Street
Melrose, MA 02176
Telephone - 781-979-4186
Fax - 781-979-4509

MEMORANDUM
To: Melrose City Council
From: Karen Burke, Former Director of Veterans Services
Re: Veterans Services Budget FY23
Date: May 17, 2022

Changes & Updates In FY22

MA Department of Veteran Services (DV) launched a new program to administer Chapter 115 benefits. The new web-based program is called OnBase. It presented some challenges when launched but training has been updated and staff are familiar with the program and working with it proficiently. There was no impact to the Ch. 115 beneficiaries.

As of May 2022, there have been staffing two changes. Karen Burke, Director of Veterans Services, has accepted a new position with the Town of Wakefield as the COA Director. Her last day was May 6th, and she has been working with HR to help find qualified applicants for the position. As this is written the job is still posted and HR is working with Col Driscoll to review applicants and schedule interviews. Karen Burke will participate with Col Driscoll in the hiring process to help ensure we get the most qualified candidate to fill the role.

The second staffing change is of Sue Caffey, who has resigned her position as Veterans Administrative Assistant. Her last day was May 5th. As this is written, we have filled the position with the hiring of Jacquelyn Miller. However, Sue Caffey will stay on as a consultant to train the new Veterans Administrative Assistant and if needed the new Director of Veterans Services on Chapter 115 benefits.

The 108 CMR is being re-written, but I do not anticipate this will be released prior to the end of FY 2022.

Salaries are paid from the same budget. The Director of Veterans Services budget is paid by Wakefield, Saugus and Melrose.

Attachment: Veterans_Services_Memo_5_17_22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Currently the only submitted change is for the Veteran Benefit line which was a requested increase by 6% to match the anticipated DVS COLA adjustment that will be made in July. This is to correspond with the Social Security 5.9% COLA increase in Jan 2022.

Have requested the City look at increasing the administrative assistant position to full time to stay in compliance with the State regulations. Current manning for a District with 70-90K residents is 2 full time VSOs and 2 full time admins. We currently have 1 full time VSO (District Director) and 2 part time VSOs (1 each in Saugus and Wakefield). This meets the VSO requirement. We have part time admins in each of the 3 communities in the district. This only equals 1.5 so we need to increase the admin position. The best way to accomplish this is by increasing the Melrose admin position to full time. This also enables the District Director to spend more time working with Wakefield and Saugus, who pay towards their salary as being a part of the district.

Ghobrial, Andrew

From: Bill Butler <billb@thebillbutlergroup.com>
Sent: Monday, May 9, 2022 3:15 PM
To: Ghobrial, Andrew
Subject: FY23 Budget Memo

FY23 Budget Memo

1. In 2022, we had one trustee resign and our Treasurer, Tarica Leskiw, gave notice on resigning as Treasurer but would still like to remain on the board.
2. Our board is voluntary and there are no salaries for the members.
3. There are no significant budget changes for 2022
4. For 2023, we will need to fill two vacancies on the board and elect/designate a new Treasurer.

Bill Butler
Leading Edge Real Estate
p: 617.771.9376
f: 781.979.0214
Bill@TheBillButlerGroup.com
License #: 009506274 I LE License #: 9499

Why The Bill Butler Group?

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

MEMORANDUM

To: Melrose City Council
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY23 Budget for Beebe Estates (540)
Date: May 17, 2022

As previously noted, the FY23 Beebe Estates budget will remain unchanged over FY22. The budget is comprised of utility costs ($5700), building maintenance ($2000), and supplies ($200). The Beebe Estate Rev. Acct (#2750) receives the revenue from rentals and is used to pay for capital expenses. As of 5/16/22 the balance of this account is 96,550.78. To-date rental revenues have been collected in the amount of $11,800, expenses year to date have been $15,085.19 which is almost entirely for the cost of the replacement of a boiler that failed late last December.

		FY22	FY23	$ Change	% Change
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%

Attachment: Beebe Estates memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council

From: Kathryn Armata

Date: May 17, 2022

Re: **FY23 - Treasurer Collector budgets**

This memo provides a summary of the proposed FY23 budgets for the following categories:

145- Treasurer/Collector	711 – Municipal Debt
296 – Parking	751 – Municipal Interest
916 – Medicare City Portion	752 – Projected debt

Each budget commentary will address the following questions put forward by the City Council, when applicable:

- Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations, or procedures, etc.)
- Do all your department's salaries come from the same budget, if not, please identify the split among multiple budgets?
- Any events or changes you anticipate in your department for FY23?

145 – Treasurer Collector Operating Budget

The Treasurer Collector department is comprised of six people.

Treasurer	Head Clerk – Real Estate
Assistant Treasurer	Senior Clerk – Water & Sewer
Parking/Treasury Clerk	Senior Clerk - Excise

Attachment: Treasurer Collector budget memo FY23 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

Each of the Collectors is the subject matter expert of their assigned desk and also trained to act as a generalist on the other two desks. The Parking/Treasury Clerk is also trained as a generalist on the Collector's desks and covers the collections window or returns phone calls when needed.

The Treasurer Collector department budget is 8% higher than FY22.

The major drivers of the increase include:

- Salaries – Up 1.6% or $6,105 due to contractual step ups/COLA increases on a fully staffed team and 53 pay periods in FY23 rather than the usual 52 wks. These increases were modestly offset by lower starting salaries for the new Head Clerk and new hire Senior clerk than their predecessors' salaries at the time they left the positions.

  The majority of the salaries are paid from the Treasurer Collector budget. The Parking/Treasury Clerk salary is paid 23.5 hours per week from the Treasurer Collector budget and 6.5 hours per week from the Parking budget. The three Collectors also receive a weekly stipend of one hour or $25.00 each from the Parking budget. The Collectors and Treasury/Parking Clerk are Union positions and have 30 hour work weeks.

  There is no intent to add to the team in FY23. During FY22, the Head Clerk – Real Estate retired and in September the Senior Clerk – Water & Sewer was promoted to Head Clerk – Real Estate. We recently welcomed a new Senior Clerk – Water & Sewer, who has fit into the team nicely and is ahead of our expectations on the learning curve. We are fully staffed and will focus on additional cross-training during the year.

- Printing – up 121.7% or $14,822. The increase in printing costs is largely due to a reallocation of a $13,000 of the Kelley & Ryan fees that had previously been booked to the postage line.

  The Kelley & Ryan bills cover the costs associated with printing, stuffing envelopes, processing and postage costs for each mailing of Real Estate, Excise, Personal Property taxes and inserts that are occasionally added to the mailings. The line item the expenses were booked to seems to have varied over time and the entire bill had ended up booked in Postage. After reviewing the bills with the Senior Auditor, it was decided that only the postage portion of the bills will be booked to postage and the actual printing and processing of the items should be booked to printing to more accurately reflect the expense.

  Other printing line items that are part of the increase include the cost of W2 forms and envelopes. Additionally, the costs of mandatory advertisements in the Melrose Weekly News for Tailings, Tax Titles and bids for services have risen and added to the increase.

- Postage – Up 6.4% or $3,000. There is a minimal increase to the postage budget after the reallocation of Kelley & Ryan fees. The estimated cost of two elections and an anticipated increase in price of postage offsets the majority of the $13k reallocated to Printing.

- Bank Fees - $6,000 – This was not a budgeted item in past years as the cost had not been incurred in the past. The low interest rates we see in today's market drove the shift in funding these costs.

- Professional Services – up 25% or $3,000 based on the average bill of Clifton Larson after a FY22 price increase. This is offset by a reduction in the amount of time per month to audit the books due to our new cash management module.

In FY22, the Treasurer Collector team experienced a retirement of the Head Clerk – Real Estate, internal promotion, replacement hire, addressed general ledger and cash balance outstanding items and a few projects in collaboration with other departments.

- Implemented the Munis Cash Management module in April 2022.
- The Senior Clerk – Water & Sewer was promoted to Head Clerk – Real Estate in September 2021 and a new Senior Clerk – Water & Sewer hired in March 2022.
- Implemented debit and credit card payments at the Collector's window for real estate and personal property tax and water/sewer payments.
- Collaborated with outward facing departments on the collection of outstanding taxes prior to the issuance of permits and licenses.
- Submitted Covid leave data to Commonwealth resulting in approximately $100,000 of reimbursements to the City.
- Finalized two IRS audits.

Our goals for FY23 include vetting lockbox providers for best services for best price, exploring if we can improve the Excise tax collection process with major leasing companies (electronic file and payment vs physical checks), and addressing the Personal Property tax receivables.

296 - Parking

The FY23 Parking budget is unchanged from FY22 at $71,870.

The budget includes 6.5 hours per week of the Treasury/Parking Clerk's salary and a stipend of 1 hour per week at $25.00 per hour for the three Collection Clerks for addressing parking issues at the collections window. The budget also includes the printing of parking stickers, lease of parking space at Grove & Myrtle Streets and the cost of professional services needed to support the operation.

Professional services are provided by Kelley & Ryan. The services provided include entering ticket data into their proprietary system and maintaining the system, mailing notifications regarding fees (demands) added to the amount due for late payment and for marking outstanding tickets at the registry of motor vehicles. The expense is driven by the number of parking tickets issued.

During FY22, the Parking Clerk collaborated with the DPW to implement the PayByPhone payment app at the train stations. The former ticket system had machinery with prohibitive maintenance and system upgrade costs, particularly as parking revenue decreased during Covid. As part of the transition to PayByPhone, we included an option of phoning in the payment for those without a

Attachment: Treasurer Collector budget memo FY23 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

smartphone. We will monitor the use of the telephone option over the year to determine if it is cost effective.

In FY23, the Parking goals include researching parking rates at the train stations to determine how our current prices compare to similar cities and towns and to review our pricing policy for overnight parking stickers. The overnight parking stickers are issued on a calendar year and priced at $80 whether purchased in January or December. Our written findings and recommendations will be submitted to the appropriate Committee for consideration.

916 - Medicare City Portion

The City portion of Medicare expenses for FY23 is budgeted at $885,000 which is 0.9% or $8,000 higher than prior year.

The budget is calculated at the mandated rate of 1.45% of Medicare wages. Medicare wages are defined as:

	Total Wages
Less:	FSA contributions
	Dental premiums
	Life Insurance premiums
	Health Insurance premiums
	Opt-outs of the City Health plan

The model assumes an overall 2.7% increase in total payroll due to head count changes, step increases and COLA. It also assumes a 4.7% increase in health insurance expenses based on prior years' experience.

711 - Municipal Debt and 751 - Municipal Interest

The debt issued by the City of Melrose is a contractual obligation taken on at the time the debt is issued. Failure to pay per the terms of the bond documents would result in default of the debt, reputational damage in the market and decline of the City's Standard & Poor's rating of AA+.

The issuance of Municipal Debt is the result of a rigorous process that includes the participation of the Mayor, Auditor/CFO, Treasurer Collector, Department Head in need of the funds, Debt Advisor (HillTop Securities) and Bond Counsel (Hinkley Allen) prior to presentation to and vote by the City Council to approve the issuance [1].

[1] Each loan order must be passed at two separate meetings of the City Council by a two-thirds vote of all members of the City Council and must be approved by the Mayor after final passage. Pursuant to Section 2-9(c) of the City Charter, the loan order must be posted in full on the City bulletin board and made available in the office of the City Clerk at least 10 days prior to final passage. Prior to final passage of the loan order, the Treasurer Collector is required under Section 56-14 of the City

Attachment: Treasurer Collector budget memo FY23 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

For FY23, the contractual payments due on Municipal Debt are:

	Principal	Interest
Exempt	$1,588,910.00	$ 353,273.00
Non-exempt	$2,190,000.00	$ 920,261.00
Total	$3,778,910.00	$1,273,534.00

752- Projected Debt Payments

The projected debt payments for FY23 are calculated on the maturity and re-issuance of the short-term debt (BANs) issued in FY22. The items included in the FY23 Budget are:

	Principal	Interest
Maturing BANs	$ -	$ 31,777.00

Should you have any questions regarding the budgets in this memo, please direct them to Margot Fleischman at mfleischman@cityofmelrose.org who will coordinate the response to the City Council.

Ordinances to provide each member of the City Council with a projection of the estimated principal and interest payment schedule on the bonds. Bond Counsel must wait until the expiration of the 21-day referendum period after final passage of the loan order to approve the issuance of the bonds or notes authorized by the loan order, assuming no referendum petition challenging the loan order is filed.

Attachment: Treasurer Collector budget memo FY23 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo

Date: May 18, 2022

Re: **Fiscal Year 2023 Auditor Departmental Budget (135)**

For Fiscal Year 2023, The Auditors budget is increasing by 6.3%. The only line item that is changing is our Salary & Wage line. The four employees in the Auditor's office are all paid from the same budget. The increase in our salary line is due to the 53rd week of budgeted payroll for Fiscal 2023, as well as the increase in hours from 30 to 35 hours for our Accounts Payable function, which is part of the Clerical Union.

During Fiscal Year 2022, our office continued to work on the CARES Act Reporting for the City, participated in discussions on use of ARPA funding, trained new staff on Munis functions and will migrate to a newer version of Munis late next month.

For Fiscal Year 2023, our office will continue to monitor the ARPA funding and seek professional development opportunities as applicable to our job functions. The changes in staff across the City and School have been impactful to our office. During Fiscal Year 2023, our goal is to use the migration of Munis to create standard trainings and documentation to help departments be successful.

Attachment: Auditor-135-5-18-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

CITY OF MELROSE

Auditors Office

Patrick D. Dello Russo
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

Attachment: Auditor-942-5-18-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo

Date: May 18, 2022

Re: **Fiscal Year 2023 Stabilization Fund Budget (942)**

For Fiscal Year 2023, there is no increase in the Stabilization or OPEB Trust Fund budget request over Fiscal Year 2022.

019422-561300 Stabilization Trust - The money budgeted in this line item is transferred into the Stabilization Trust Fund (#8401). Please see section **48-5** of the City of Melrose Charter.

48-5. Stabilization fund. For the purpose of creating a stabilization fund, as authorized by MGL c. 40, § 5B, and subject to the provisions of such section, the Mayor may include, and the City Council may appropriate, in the annual budget for each year an amount of money to be raised by taxation on real estate and tangible personal property or transfer from any surplus funds an amount of money for such purposes. Appropriations from the stabilization fund created by this section may be made for the purposes for which the City would be authorized to borrow money under MGL c. 44, § 7.

019422-561400 OPEB Trust – The money budgeted in this line item is transferred into the OPEB (Other Post Employment Benefits) Trust Fund (#8407). Please see below the results of our most recent study as of June 30, 2021.

SECTION I – ACTUARIAL RESULTS

Summary of Results

The most recent actuarial OPEB valuation performed by Stone Consulting for the City of Melrose was on January 1, 2020. Participant census data as of January 1, 2020 was supplied by the City of Melrose and liabilities were first determined as of that date. Update procedures were used to roll the Total OPEB Liability from the valuation date to June 30, 2021, the OPEB plan's fiscal year-end (GASB 74) and the measurement date (GASB 75).

The key results as of June 30, 2021 were:

Total OPEB Liability	$ 172,961,147
Plan Fiduciary Net Position	1,023,696
Net OPEB Liability	$ 171,937,451

- "Total OPEB Liability" is the total liability for all benefits as of the reporting date and is based on a projection of future liabilities based on the City of Melrose's actuarial assumptions.
- "Plan Fiduciary Net Position" is the amount of assets available and in the OPEB trust as of the end of the 2021 Fiscal Year, 06/30/2021.
- "Net OPEB Liability" is the difference between the above two figures and is the amount of the future liability not funded as of the reporting date.

Attachment: Auditor-942-5-18-22 (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose Commission on Disability

Budget Memo – FY 2023

Prepared by David Hoff, Commission Chair

1. Please identify any noteworthy changes or events that took place during FY22 in your Board / Commission (staffing changes, technology upgrades, new regulations or procedures, etc.)

The Commission applied for a $54,000 grant to the Massachusetts Office on Disability on behalf of the city for an accessibility evaluation and development of a transition plan to improve accessibility for people with disabilities. The application was successful and work is currently underway, being conducted by the Institute for Human Centered Design, a consultant funded by the grant funds.

2. If applicable, do all of your Board / Commission's salaries come from the same budget, if not, please identify the split among multiple budgets?

N/A. All commissioners are volunteer.

3. Are there any significant changes to your FY22 budget compared to previous years? Please explain.

No significant changes. We do plan to use funds for outreach events, details to be determined.

4. Any events or changes you anticipate in your department for FY23?

No events or changes planned. The major activity will the completion of the self-evaluation and transition plan, resulting in a long-term plan for improving accessibility for individuals with disabilities in Melrose.

Attachment: Commission on Disability (ORDER-2022-119 : Fiscal 2023 Operating Budget)

MELROSE FIRE

FY23 Budget Presentation

for Fire and Ambulance

FIRE SALARIES, OVERTIME, AND MUTUAL AID

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Fire Salaries	$4,491,166.00	$4,537,945.27	$4,504,672.00	.3%
Fire Overtime	$504,000.00	$550,000.00	$515,000.00	2.2%
Mutual Aid	$1,500.00	$1,500.00	$1,500.00	0%

- The fire salary cost covers 51 of the Melrose Fire Department employees (8 other Fire Department employees are salaried through the Ambulance budget). The increase for salaries and overtime is due to contractual raises.

- *FY23 requested amount included the position of an EMS coordinator which was not funded.*

FIRE – CONTRACTUAL – LINE #52

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Printing	$250.00	No change requested	$250.00	0%
Life/Safety Equipment	$10,900.00	No change requested	$10,900.00	0%
Vehicle Repairs/Maint.	$100,000.00	No change requested	$100,000.00	0%
Fire Contracts	$2,500.00	$5,000.00	$5,000.00	100%
Radio Contracts	$13,500.00	No change requested	$13,500.00	0%
Professional Services	$30,000.00	$36,140.00	$36,140.00	20.5%

- 100% increase in Fire Contracts line for Metro Fire Chief's annual dues. Metro Fire Chief's is a consortium of cities and towns within the 128-belt known as Metro Boston.

- 20.5% increase in Professional Services line for in-house fit testing and in-house annual Hazmat training.

FIRE – SUPPLIES & MATERIALS – LINE #53

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Computer Purchase	$2,000.00	No change requested	$2,000.00	0%
Fire Prevention Supplies	$2,500.00	No change requested	$2,500.00	0%
Gas & Oil	$500.00	No change requested	$500.00	0%
Tires	$6,000.00	No change requested	$6,000.00	0%
Batteries	$1,500.00	No change requested	$1,500.00	0%
Cleaning Supplies	$4,800.00	No change requested	$4,800.00	0%
Paints	$500.00	No change requested	$500.00	0%
Electrical Supplies	$1,000.00	No change requested	$1,000.00	0%
Alarm System	$5,000.00	No change requested	$5,000.00	0%
Tools & Hardware	$2,400.00	$5,400.00	$2,400.00	---------
Books	$2,000.00	No change requested	$2,000.00	0%
Uniforms	$57,100.00	No change requested	$57,100.00	0%
Clothing	$500.00	No change requested	$500.00	0%
Protective Clothing	$2,400.00	No change requested	$2,400.00	0%
Turnout Gear	$75,000.00	No change requested	$75,000.00	0%

- *$3,000.00 requested in Tools & Hardware line to build proper storage cage in Headquarters attic for record securing. This request is under review through another funding source.*

FIRE – OTHER CHARGES – LINE #54

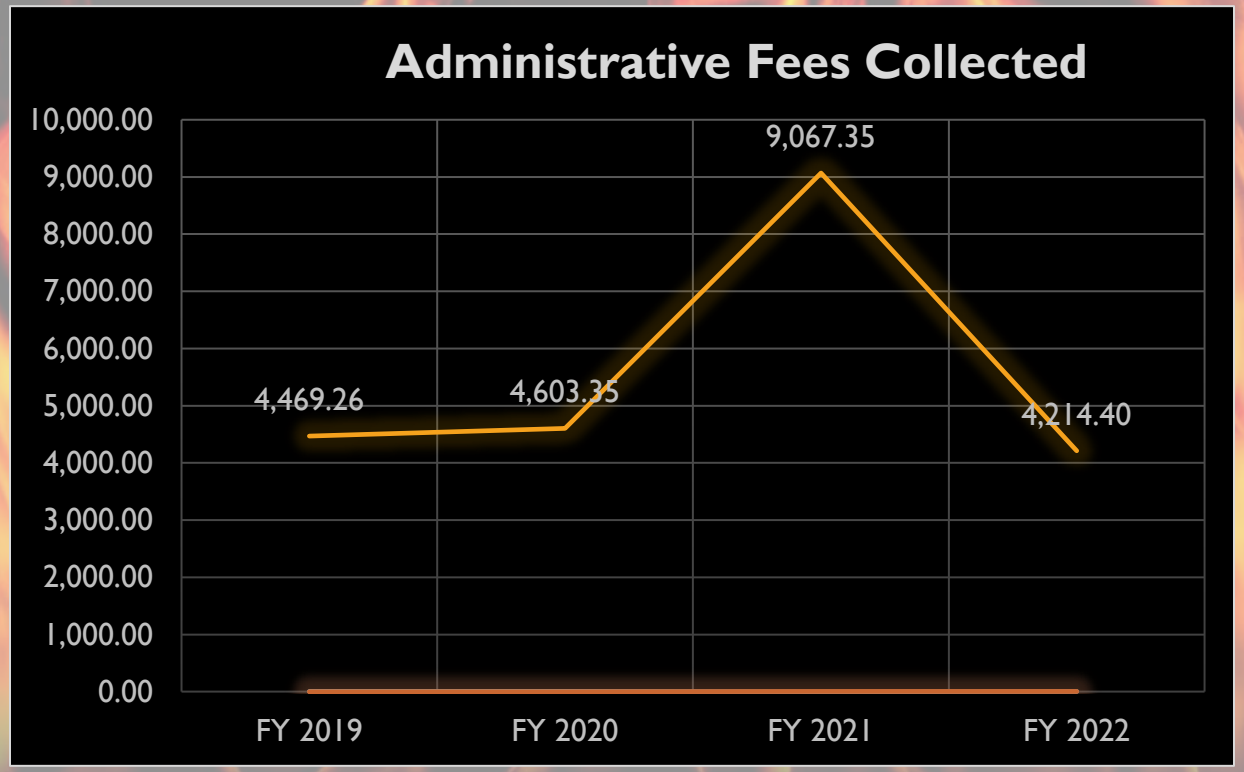
CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Dues/Memberships	$975.00	No changed requested	$975.00	0%
Education/Seminars	$1,500.00	No changed requested	$1,500.00	0%

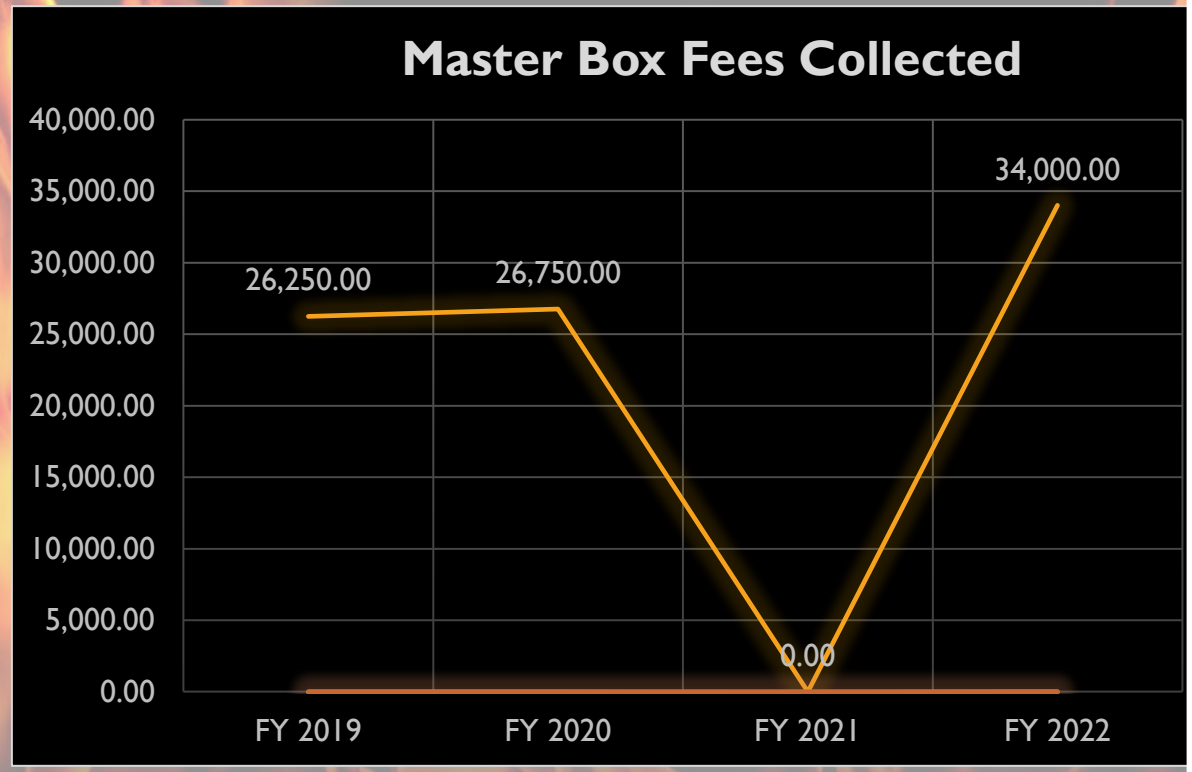
FIRE – MISCELLANEOUS– LINE #56

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Education Reimbursement	$24,356.00	No changed requested	$24,356.00	0%
Fire Hose	$3,700.00	No changed requested	$3,700.00	0%

- *A new line item "Station Supplies" to be funded for $2,000.00/yr. was requested to purchase and replace 4 mattresses at $500.00 each per year. The Fire Department has a total of 20 beds between all 3 stations. This request is under review through another funding source.*

FIRE – REVENUE COLLECTED

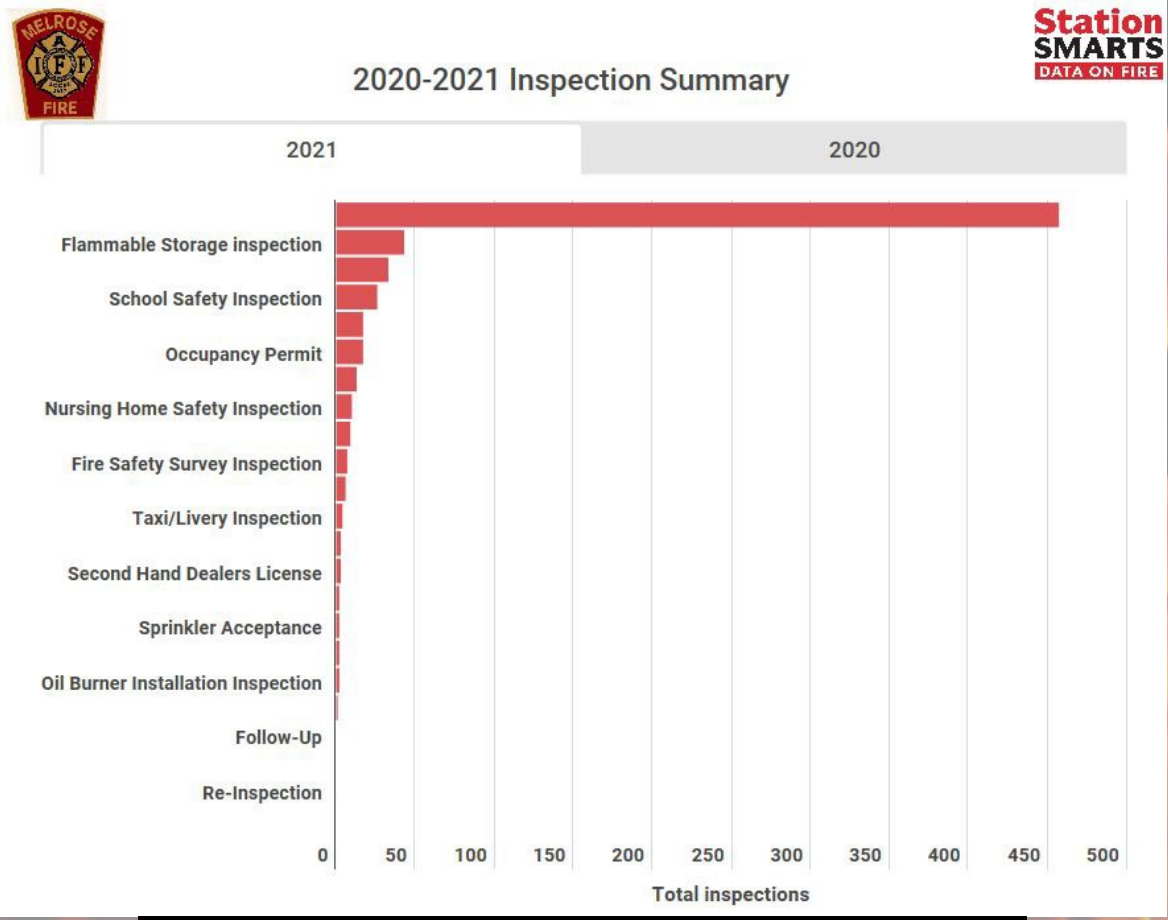




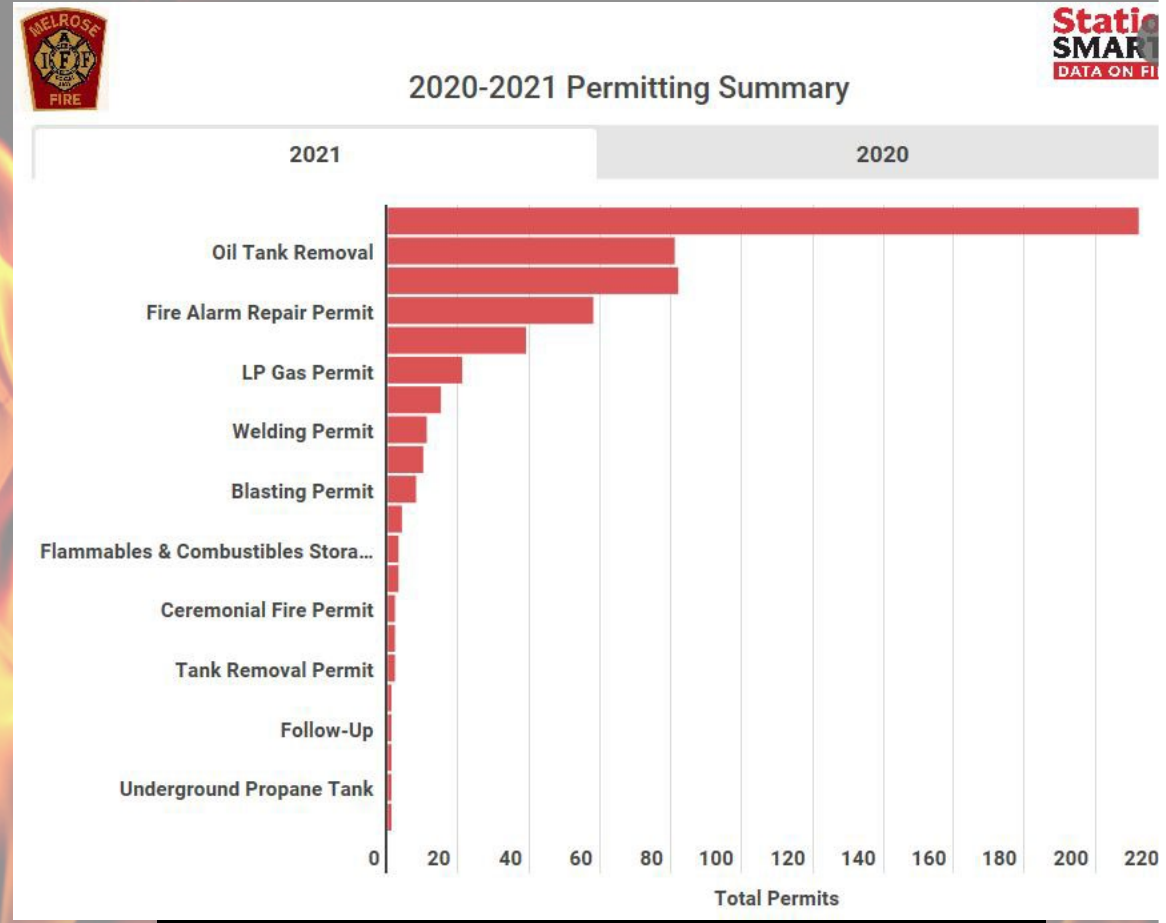
FY 2022 fees collected as of 5/23/2022

Note: Master Box fees were waived for FY 21 due to the Covid-19 pandemic

FIRE PREVENTION – PERMITS/INSPECTIONS



Total Inspections Performed: 657



Total Permits Issued: 568

Total Fire Prevention Revenue: $45,195.00

as of May 2022

Attachment: FY23 Fire Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

AMBULANCE SALARIES AND OVERTIME

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Ambulance Salaries	$653,616.00	$654,487.39	$666,212.00	9.4%
Ambulance Overtime	$120,000.00	$120,000.00	$120,000.00	0%

- The ambulance salary cost covers 8 of the Melrose Fire Department employees (51 other Fire Department employees are salaried through the fire budget). The increase for salaries is due to contractual raises.

AMBULANCE – CONTRACTUAL – LINE #52

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Printing	$250.00	No change requested	$250.00	0%
Medical Waste Disposal	$1,000.00	No change requested	$1,000.00	0%
Special Equip. Maint.	$4,000.00	No change requested	$4,000.00	0%
Radio Repairs	$1,000.00	No change requested	$1,000.00	0%
Defibrillator Maint.	$1,500.00	No change requested	$1,500.00	0%
SCBA Maintenance	$800.00	No change requested	$800.00	0%
ALS Fees	$2,000.00	No change requested	$2,000.00	0%
Professional Services	$65,000.00	No change requested	$65,000.00	0%

AMBULANCE – SUPPLIES & MATERIALS – LINE #53

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Office Supplies	$2,700.00	$9,700.00	$2,700.00	---------
EMS Supplies	$25,000.00	No change requested	$25,000.00	0%
Fire Equipment	$4,000.00	No change requested	$4,000.00	0%
Fire Stretcher	$1,000.00	No change requested	$1,000.00	0%
Tires	$3,500.00	No change requested	$3,500.00	0%
Oxygen – Ambulance	$1,500.00	No change requested	$1,500.00	0%
Motor Vehicle Parts & Repairs	$10,000.00	No change requested	$10,000.00	0%
Cleaning & Disinfecting Sup.	$1,000.00	No change requested	$1,000.00	0%
Uniforms	$8,500.00	No change requested	$8,500.00	0%
Clothing	$2,000.00	No change requested	$2,000.00	0%
Fire Turnout Gear	$10,000.00	No change requested	$10,000.00	0%

- *$5,000.00 requested in Office Supplies line to update Chief Collina's workstation furniture (desk/cabinet). This request is under review through another funding source.*

AMBULANCE – OTHER CHARGES – LINE #54

CATEGORY	FY22 Budgeted	FY23 Requested	FY23 Proposed	Increase/Decrease %
Training	$25,000.00	No changed requested	$25,000.00	0%
Property & Casualty Insurance	$11,100.00	No changed requested	$11,100.00	

Attachment: FY23 Fire Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

AMBULANCE - PROJECTED REVENUE

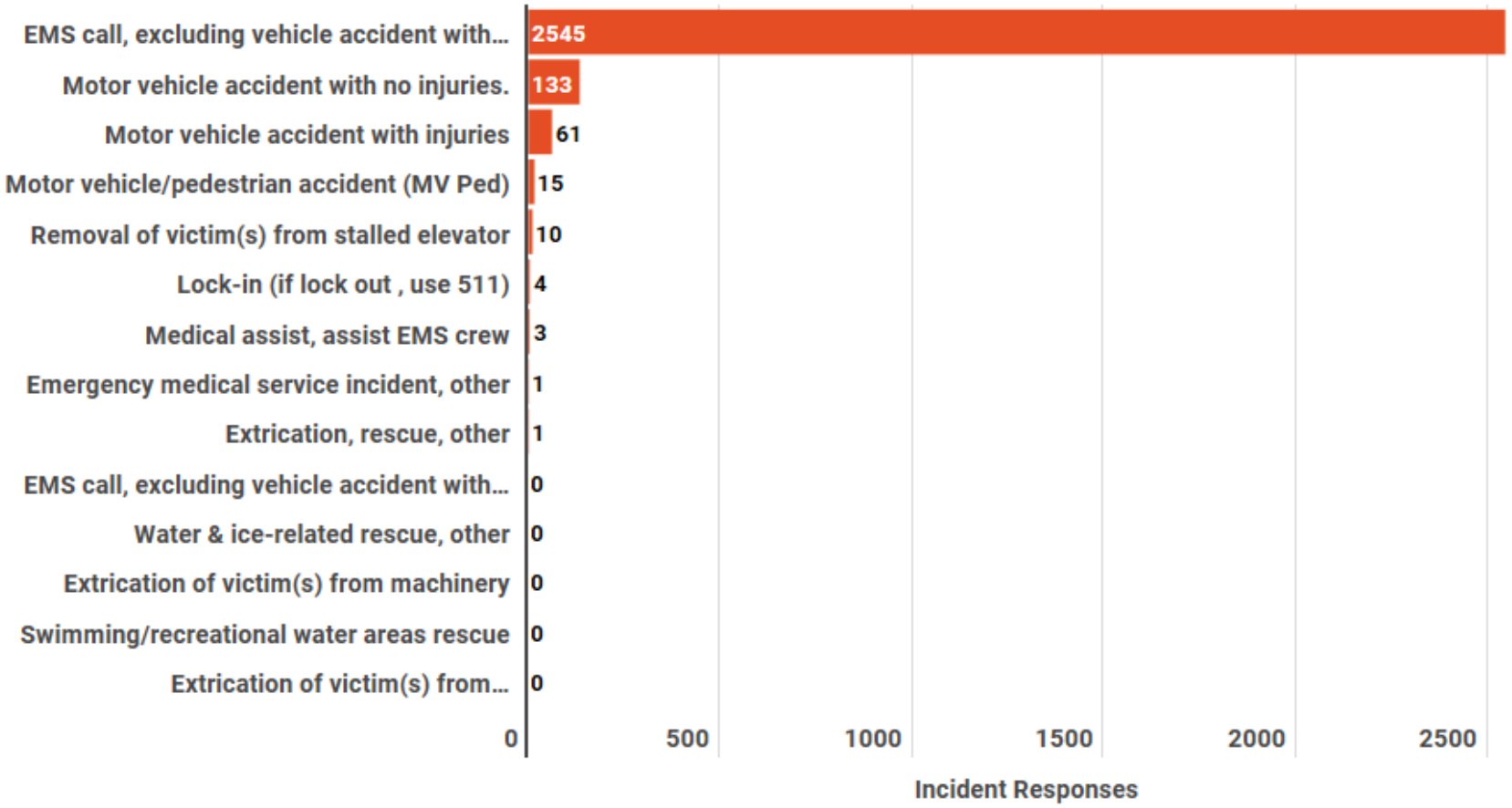
Payment Type	% of Cust.	Collection Rate	Transport Type	Transports	Net Rate Proj. Totals
Medicare	60.4%	90.0%	BLS	513	$210,226.0
			ALS – 1	503	$244,653.0
			ALS – 2	10	$7,227.0
Medicaid	15.4%	96.0%	BLS	131	$31,768.0
			ALS – 1	128	$36,970.0
			ALS – 2	3	$1,092.0
Other Insurance	21.5%	70.0%	BLS	183	$261,888.0
			ALS – 1	179	$316,117.0
			ALS – 2	4	$8,176.0
Patient Billed	2.4%	2.0%	BLS	20	$820.0
			ALS – 1	20	$990.0
			ALS – 2	0	$26.0

- Total EMS Projected Revenue = $1,162,159.00 (this total includes billing fees and mileage)

Totals calculated and projected by ProEMS

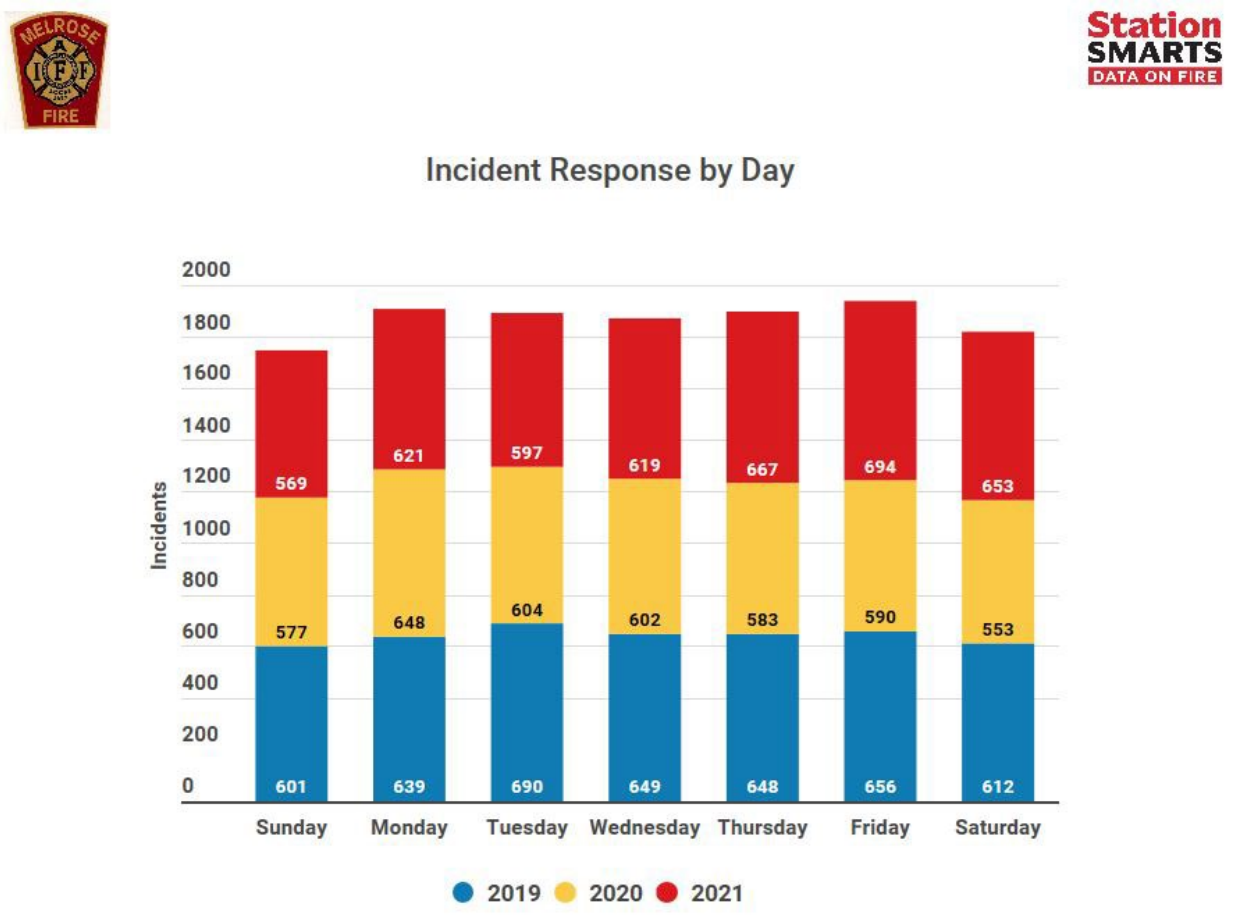
Rescue Call 300 Series Response Breakdown

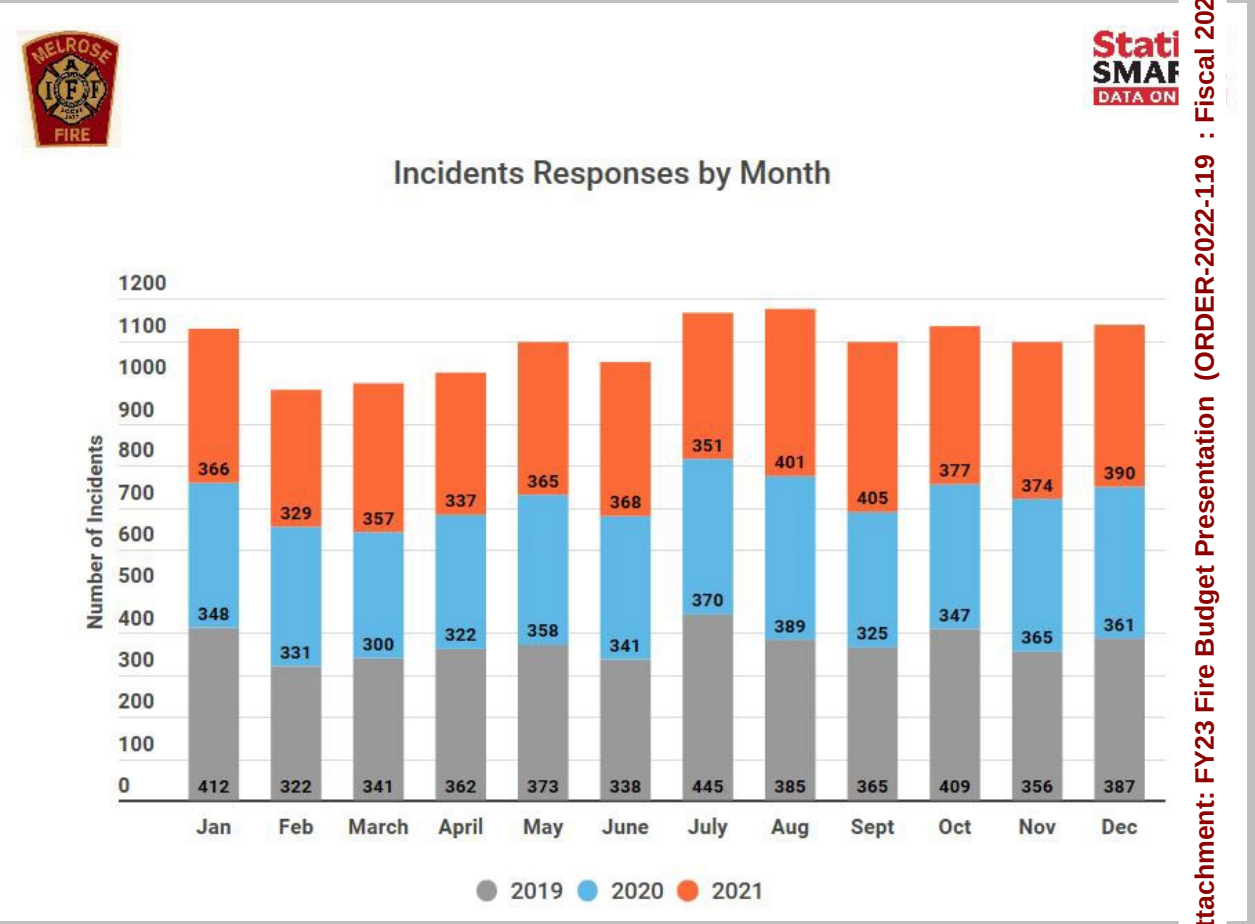
2021 | 2020 | 2019



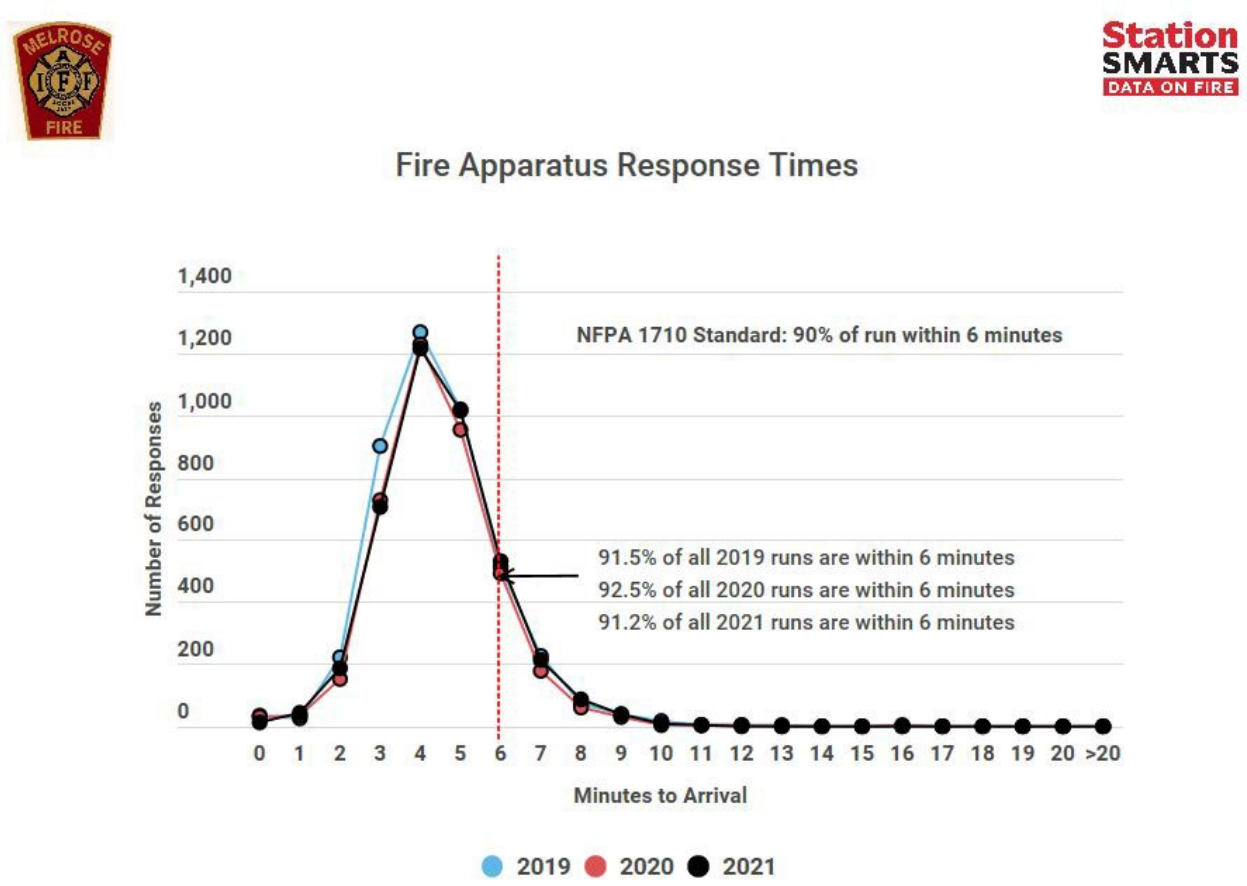
Attachment: FY23 Fire Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

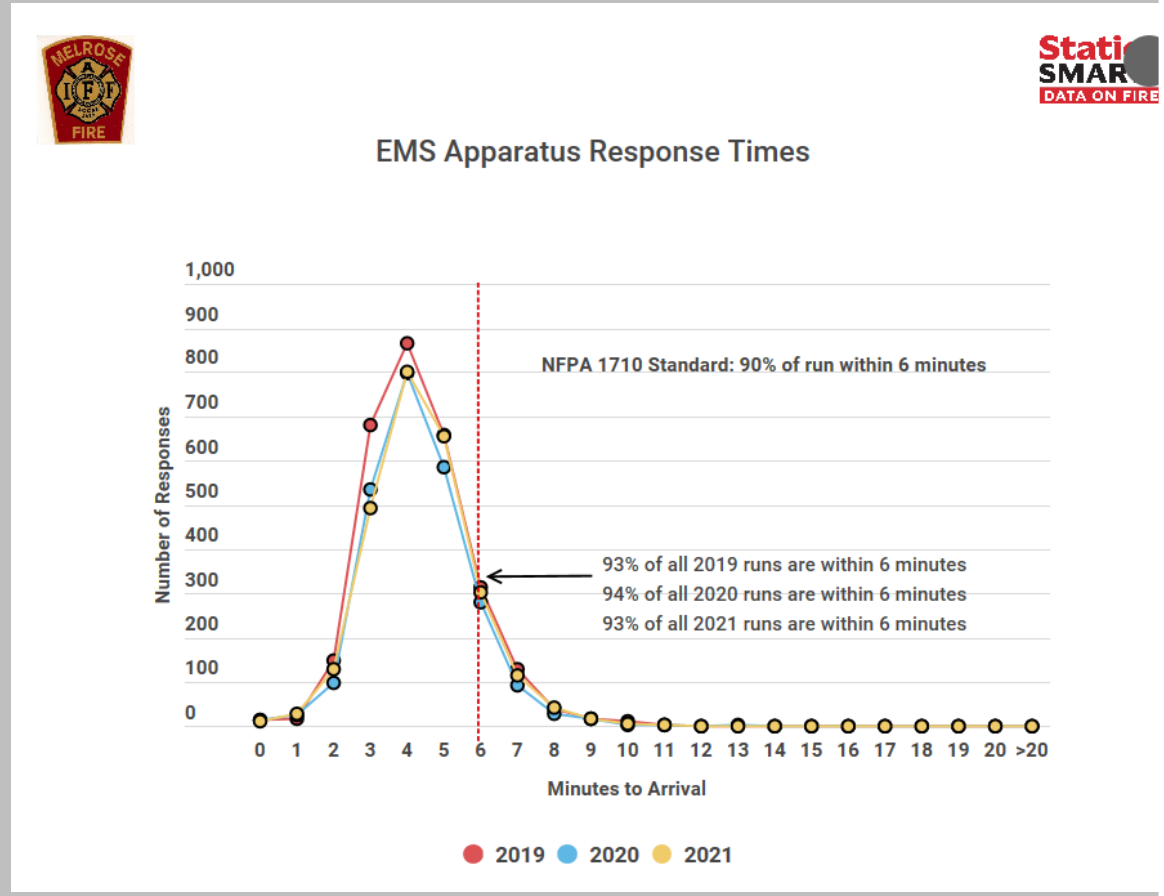
FIRE INCIDENT RESPONSES





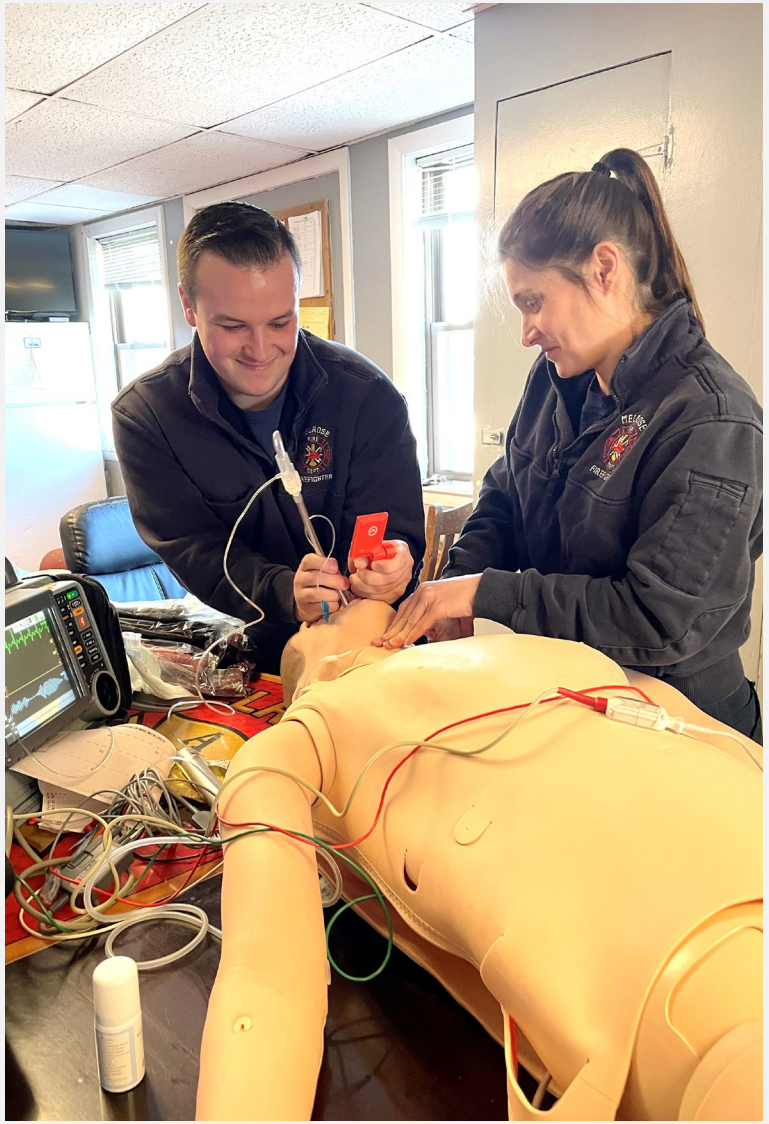
FIRE/EMS RESPONSE TIMES





Attachment: FY23 Fire Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

FY22 ACCOMPLISHMENTS



Pictured above: FF Austin Ferreira (left) and FF Dana Risso (right) training on the SimMan 3G Plus

COVID-19 Response

The Melrose Fire Department continues to respond at the frontline of the Covid-19 pandemic.

In FY22, the Fire Department was able to procure funds to purchase a patient simulator (SimMan 3G Plus). With this patient simulator, our members can train on the proper techniques and interventions when faced with bodily fluids. Staying ahead of the curve starts with proper training. With the patient simulator we can help prepare our team to develop clinical knowledge to manage severe cases of a patient suffering from Coronavirus and other infections. Scenarios can be run as an individual scenario or back-to-back in series. The scenarios focus on key decisions regarding invasive care and patient management. The patient simulator allows providers to remain proficient with interventions and clinical judgement. Scenarios will allow providers to properly complete a scene size up and deploy proper PPE to protect themselves and others.

Grant Funds

In July of 2022, the Fire Department received 16 new hand-held thermal imaging cameras (TIC's) as a result of a Firefighter Safety Equipment Grant. This allows each riding position to hold their own TIC during each shift. Also in this grant, we received scene lighting for fire prevention investigations.

Apparatus

The Tremont Street Fire Station received a new 2021 Seagrave Pumper in place of the 2007 Seagrave Pumper. The 2007 engine will replace the 1999 engine which is now a reserve. The 2021 pumper was placed in service on November 17, 2021. Approximately 5 minutes after being in service, the first call came in to respond to a house fire on Marmion Road.

The Fire Department took delivery of a new tractor drawn aerial truck (TDA ladder truck) in May of 2022 with the hopes of having it placed into service in June of 2022.

Attachment: FY23 Fire Budget Presentation (ORDER-2022-119 : Fiscal 2023 Operating

FY23 GOALS

- Increase the department's training to stay in line with national standards as well as documenting said training by implementing Lexipol/Fire Rescue Academy. Lexipol/Fire Rescue Academy is an online training module that sends out and tracks the training performed by the Fire Department members. The Lexipol side of the module holds policies and procedures, most mandated by the State. The Fire Rescue Academy side of the module contains training videos and allows our department to upload our own videos for training purposes.

- Coming into compliance with OSHA annual fit-testing as per the OSHA regulation: *Appendix A to § 1910.134 - Fit Testing Procedures (Mandatory).*

- Continue to respond safely and effectively to the emergencies in the City of Melrose.

CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: City Council

CC: Lily Wall, Andrew Ghobrial

From: Neal Ellis

Date: May 6, 2022

Subject: Memo to the City Council, from the Information Technology Department

City Councilors,

To keep you current with IT operations as it pertains to the budget, I have provided answers to your specific questions below. If you have any questions, please feel free to contact me and I will be happy to answer them.

Please identify any noteworthy changes or events that took place during FY22 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)

Staffing

- New position was added to the FY22 budget for a Project Manager.

Projects

- M365 implementation and migration
- M365 training for the entire city
- All Roosevelt projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced
- All Horace Mann projectors, Interactive White Boards (Smartboards), and room audio amplifiers were replaced and 3 interactive touchpanels installed
- Field camera was installed on Fred Green Field Press Box for MMTV coverage of games
- Distributed 1,042 new Chromebooks to secondary students as part of our 1 device for every student program (1:1)
- Cameras were installed in the MHS Gym and the MVMMS Gym for MMTV broadcast
- Completed Telephone system implementation to all buildings

Attachment: FY23_IT_Department Head Budget Memo to Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

- Roosevelt telephone system replaced (in-house) and new phones installed throughout the building
- 74 Mobile phones replaced and upgraded
- Successful MCAS Exam conducted with students in school and students testing remotely on Chromebooks
- WIDA ACCESS for English Language Learners - Successful Implementation under pandemic conditions
- K and Pre-K web registrations built and implemented
- Moved Veteran's office to Milano Center
- Implemented cybersecurity training throughout the City and the Schools
- 44 Chromebooks repaired in-house (parts replaced)
- 6 computer labs rebuilt
- 22 new laptops rolled out to City staff
- New camera security system installed at the School Central Administration Office
- Conferencing setup including room camera, microphone, speakerbar and 75" LCD touchpanel in the Emergency Management Training Room at City Hall
- Began scanning invoices and quotes straight into Munis
- New wireless system installed at the Milano Center
- Created internal data dashboard for COVID-19 cases in the schools
- Successfully submitted many state-mandated reports
- Installed digital signage hardware and software at the Police Station lobby
- Design work with vendor for a city-wide fiber-optic upgrade and extension of critical public safety radios

Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?

Position	Budget Amount
• IT Director/Chief Information Officer	• 60% City | 40% School
• Assistant IT Director	• 100% City IT salary budget
• IT Systems Analyst	• 100% City IT salary budget
• IT Project Manager	• 100% City IT salary budget
• Financial Systems Analyst	• 21 hours City IT salary budget, 3.5 Water budget & 3.5 Sewer budget
• School Systems Administrator	• 100% School IT Salary Budget
• School Elementary Desktop Technician	• 100% School IT Salary Budget
• School MVMMS/HS/Franklin Desktop Technician	• 100% School IT Salary Budget

Attachment: FY23_IT_Department Head Budget Memo to Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

• School SIS Data Coordinator	• 100% School IT Salary Budget

Are there any significant changes to your FY23 budget compared to previous years? Please explain.

- Org: 019302 Obj: 525305 Desc: IT Community Notification System
  - In budget discussions with the schools, it was determined that this cost should be paid by the schools. The amount in the fund currently is $10.800
- Org: 011552 Obj: 530110 Desc: Computer Paper and Printing Supplies
  - Toner and paper will now be consolidated to the Office Supply line
- Org: 011552 Obj: 525303 Desc: Software Licenses
  - Microsoft M365 cost added
  - Microsoft M365 backup software added
  - New helpdesk ticketing system added
  - Offsite Disaster recovery added
  - Antivirus renewal added

Any events or changes you anticipate in your department for FY23?

In FY23, there are many projects that will need to be completed. I am anticipating the following projects:

- Hyper-Converged Infrastructure (HCI) (New servers with redundancy and malware protection) Implementation
- Antivirus upgrade
- Telephone system replacement at the schools
- Security camera server replacement and migration to new software
- Replacement of older printers in the elementary schools
- Switch replacement in the elementary schools
- Replacement of security cameras in the MVMMS
- Tyler Open Finance software on the website
- Fiber Optic Wide Area Network upgrade
- Virtual servers offsite location disaster recovery project
- Munis upgrade to version 2021.3

Attachment: FY23_IT_Department Head Budget Memo to Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

City of Melrose

DEPARTMENT OF PUBLIC WORKS

FY23 BUDGET

Attachment: FY23 Public Works Budget Presentation (ORDER-2022-119 : Fiscal 2023

Who is DPW?

- 68 Full-time Employees
- Four Main Divisions:
  - Administration
  - Engineering/Water & Sewer Billing
  - Facilities
  - Operations

Attachment: FY23 Public Works Budget Presentation (ORDER-2022-119 : Fiscal 2023

Who is DPW?

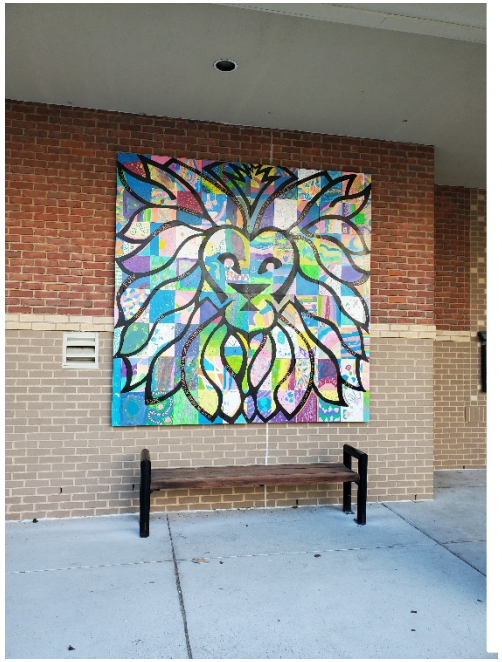
- Administration:
  - Public Relations
  - Accounts Payable/Receivable
  - Payroll
  - Environmental/Outreach Coordinator
  - Rentals Coordinator

Who is DPW?

- Engineering/Water & Sewer Billing:
  - Capital Projects – Planning, Design, and Construction
  - Permits and Inspections
  - Development Reviews
  - Records and Plans
  - Geographic Information Systems
  - Water and Sewer Billing

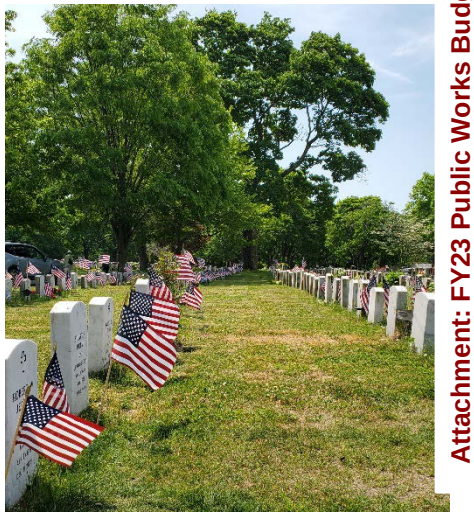
Who is DPW?

- Facilities:
  - Custodial Services – Schools and Municipal Buildings
  - Building Maintenance
  - Building Capital Projects
  - Building Security



Who is DPW?

- Operations:
  - Highway
  - Snow and Ice
  - Sanitation
  - Parks and Forestry
  - Fleet
  - Cemetery
  - Water and Sewer (Enterprise Funded)



Attachment: FY23 Public Works Budget Presentation (ORDER-2022-119 : Fiscal 2023

DPW Organization

Elena Proakis Ellis, P.E., DPW Director

- Joe Hobbs, Operations Manager
- James Troup, Asst. Director Admin & Finance
- Jay McNeil, Facilities Manager
- Vonnie Reis City Engineer

New Employees Hired

- Operations Manager, **Joe Hobbs**
  (after retirement of longtime Manager **Peter Pietrantonio – THANK YOU!**)
- Project Engineer, **Ardi Elshani**
- Administrative Clerk – Engineering/Water & Sewer, **Jennifer Rosa**
- Rentals Coordinator, **Jane Bolger**
- School Custodian, **Walter Martinez**
- Heavy Motor Equipment Operator, **Tim Fawcett**
- Laborer - Sanitation, **Marcos Echevarria**
- Laborer - Parks & Forestry, **Scott Supple**
- Laborer - Cemetery, **Mike Medeiros**

WELCOME TO MELROSE!

Attachment: FY23 Public Works Budget Presentation (ORDER-2022-119 : Fiscal 2023

Thank You for your Service to Melrose

Rick Cantone

- 32-year employee of Melrose DPW
- Retired in 2021

1957-2022

Some Capital Accomplishments in FY22

- Paved: Echo Street, Botolph Street, Brown Street, Wyoming Heights, portions of Mt. Vernon Street, First Street (Waverly to Ashcroft), Damon Ave. (Boardman to Cochrane), South Main Street

- Water Main Replacements: Felton Place, Sycamore Road, Burnett Street, Hunnewell Street, Brazil Street, Ashland Street (Franklin to Melrose)

- Roosevelt School grounds project, including paving, completed

Some Projects Ongoing in FY22

- City Hall/Memorial Hall generators under construction
- Memorial Hall envelope project
- Ell Pond Park Feasibility Study completed
- Central Terrace alley seating near completion
- 4 Parklets Installed
- Milano HVAC upgrade completed

Attachment: FY23 Public Works Budget Presentation (ORDER-2022-119 : Fiscal 2023

Some Operational Accomplishments in FY22

Through mid-May:

- 3,250 work orders resolved
- 547 potholes filled
- 171 City trees planted
- Handled storms totaling 51.6” of snow
- 2,393 invoices processed

Attachment: FY23 Public Works Budget Presentation (ORDER-2022-119 : Fiscal 2023

Some Operational Accomplishments in FY22

- Collected 6,923 tons of trash (JRM)
- Collected 2,408 tons of recycling (JRM)
- Collected yard waste curbside (City forces)
- Recycled 290 mattresses
- Sold 919 compliant trash barrels
- Accepted yard waste, recycling, and special collections at the City Yard

Some Operational Accomplishments in FY22

- Fleet Division maintained 140 vehicles and pieces of equipment
- Green Team maintained 81 locations (parks, fields, open spaces)
- Wyoming Cemetery: 71 burials and 80 cremations
- Assisted with City events

FY23 DPW, Water, and Sewer Operating Budgets

- DPW General Fund Request:

  $10,260,965

- Water Enterprise Fund Request:

  $6,119,429

- Sewer Enterprise Fund Request:

  $8,793,909

FY23 Budget Highlights - Salaries

- Majority of salary increases are contractual (Laborers Union and Clerical Union)
- Both contracts are in the process of being negotiated, thus only step raises have been included in the budget
- Cost of living increases, once negotiated, will be added in

Salary Breakdown by Account

- Some employees have portions of their salaries split between DPW general funds and the Water and Sewer Enterprise funds
- DPW includes portions of salaries for four full-time employees shared with other departments
- See handout for breakdown of salaries by account

Employees by Operating Budget

Division	# of Full-time Employees
Administration/Engineering	3 fully funded; 12 partially funded
Facilities	14 custodians, 5 tradespeople
Highway	4 employees
Snow Removal	0 employees (all overtime)
Sanitation	2 employees
Parks & Forestry	9 employees
Fleet	3 employees
Cemetery	3 employees
Water	9 fully funded; 15 partially funded
Sewer	3 fully funded; 15 partially funded
TOTAL	**54 fully funded in one DPW division** **14 spread between DPW divisions** **4 shared with other departments**

Attachment: FY23 Public Works Budget Presentation (ORDER-2022-119 : Fiscal 2023

FY23 Budget Changes from FY22

- Budget level-funded in all non-salary line items except:
  - Admin Professional Services: $8,000
  - Professional Development: $2,500
  - ESCO project increase: $6,849.56
  - Facilities Professional Services: $20,000
  - Custodial Supplies increases: $16,755

FY22 Budget Changes from FY22 (cont.)

- Traffic Markings: $10,000
- Drainage NPDES MS4 Permit Lines: $50,000
- Snow and Ice: $25,000
- Sanitation OT (Weekend Barrels): $2,108
- Solid Waste & Recycling Collection Contractual Obligations: $176,300
- Forestry Hired Equipment: $2,000
- MWRA Sewer Assessment: $350,889

Water and Sewer Rates

- Water and Sewer volumetric rates proposed to go up by a combined 5.17%
- Reserve funds meeting 10% goals with transfers from retained earnings
- $400,000 in retained earnings put toward sewer fund operating expenses for FY23
- See memo for new rates and base fees

Questions

DEPARTMENT OF PUBLIC WORKS
Administration–Engineering–Water–Sewer–Facilities
Parks–Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone – (781) 665-0142
E-mail: jtroup@cityofmelrose.org

James Troup
Assistant Director – Administration & Finance

To: Melrose City Council
From: James Troup, DPW Deputy Director Administration and Finance
CC: Elena Proakis Ellis, DPW Director
RE: FY23 Budget Financial Submittal

Thank you for your consideration of the Department of Public Works FY23 Operating Budget request. Please accept the information below as further clarification to accompany our requests.

Salaries: The majority of the salaries for the Department of Public Works are aligned with the divisions in which they work. Engineering and Administrative support is proportionately split between the Operating Budget and the Water and Sewer Enterprise Funds. A complete list is shown below.

POSITION	SALARY 1	SALARY 2	SALARY 3	OTHER
Director of Public Works	50% Admin	25% Water	25% Sewer	
City Engineer	50% Admin	25% Water	25% Sewer	
Staff Engineer	50% Admin	25% Water	25% Sewer	
Deputy City Engineer	25% Admin	25% Water		50% Water/Sewer Bond
Project Engineer	15% Admin			85% Water/Sewer Bond
Water & Sewer Billing Clerk		50% Water	50% Sewer	
Billing and Engineering Clerk		50% Water	50% Sewer	
Clerk Sr. Accountant		50% Water	50% Sewer	
Deputy Director Admin/Finance	50% Admin	25% Water	25% Sewer	
Facilities Manager	70% Admin	15% Water	15% Sewer	
Operations Manager	50% Admin	25% Water	25% Sewer	
Facilities Technician	80% Admin	10% Water	10% Sewer	
SW&R Environmental Outreach	70% Admin	15% Water	15% Sewer	
Resident Service Rep	50% Admin	25% Water	25% Sewer	

Contractual and Service Obligations:

- Contractual increases in salaries (step increases for both union and non-union staff) are included in the budget as submitted. Please note that union cost-of-living increases are currently being negotiated and have therefore not been included at this time.

- Annual increases are included in Massachusetts Water Resource Authority assessments in water and sewer funds.

- In the Administration and Engineering Budget, increases to the line items of Professional Services and Professional Development are due to the additional contracted services that provide oversight on projects

Attachment: Budget PW FY23 Memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

and the professional association memberships for our staff. Many of the professional services needs in the Administration budget arise from traffic analysis requests that are recommended by the Traffic Commission. Similarly, professional services are needed for the Facilities Division, which has been tasked with many small capital projects for which outside consultant support is frequently required to assist with bid document preparation and construction administration. (These services for larger capital projects are typically included in the capital project budget, but for smaller projects paid for with operating funds, they do not presently have a funding source.)

- Some of the biggest challenges facing the DPW are with costs associated with delivering facilities maintenance services. Rising costs for supplies and materials have affected the Facilities Division more than any other DPW Division. To address the rising cost and inventory need to deliver services, we have requested increases to three supply line items, which are shown in the budget in the range of roughly 10-11%. These increases assume that costs will level off.

- For Snow and Ice Operations, it should be noted that our 5-year average annual spending is $996,049. Although the budget has been adjusted each year, the average budgeted amount in the same period has been $574,103.

- The Highway Division budget is drastically affected by our obligations for NPDES MS4 drain services under the related federal permit, thus resulting in increases requested to those line items. We do not have any option of not performing these tasks that are federally mandated. In addition, increases to traffic markings (bike lanes, etc.) have resulted in increased costs to maintain these markings, through both materials costs for in-house efforts and contractual costs with our on-call line painting contractor.

- Our Solid Waste and Recycling hauling and disposal contract will be entering the second of three option years. The base cost of the contract will increase to $835,000. Disposal costs increase to $68/ton. At a projection of 8,500 tons of trash, the result is a cost of $578,000 in FY23. We will also see an increase in recycling costs that project to a $159,000 need in order to fully fund the contract. Lastly, in response to resident and City Council requests to increase downtown barrel pickup, the additional costs to the overtime line item are $2,000 to provide this added service.

- Requested increases in the Parks & Forestry Division are associated with our contracts to maintain our City trees with the increase in windstorms in recent years.

- The $900 increase shown to the insurance at Wyoming Cemetery is an actual cost that must be covered.

Anticipated Changes: The only additional change we are expecting to our budget is the increase in salaries and wages when cost of living increases are negotiated with both the clerical and laborers' unions.

Other Noteworthy Items Going into FY23:

Critical goals for the Department of Public Works in FY23 include meeting the obligations of all regulatory programs, such as lead water service removals, NPDES MS4 drainage requirements, and hazardous materials reduction/removal, and fostering a positive work environment through enhanced professional development.

Of significant importance, the Department of Public Works is presently faced with staffing challenges and multiple openings throughout several of the Divisions. The retirement of our Operations Manager, along with several other key departures, has depleted the team in various Divisions. We have been fortunate to identify several candidates to fill vacancies, but we continue to struggle finding experienced candidates in some of the skilled trades, especially in our Fleet Division. We are working toward upgrading our technology with our time clock system and with a facilities asset management program. The goals of these programs are to improve efficiencies in the administration of the DPW, a more comprehensive facilities-focused preventive maintenance and work order system, and a stronger base to develop our Capital Improvement Program as it relates to our City's assets.

Thank you for your continued support of our Department and our staff as we continue to deliver critical services to our community.

Attachment: Budget PW FY23 Memo to City Council (ORDER-2022-119 : Fiscal 2023 Operating Budget)

	A	B	C	D	E	F	G
Fund #	**Revolving Fund**	**Department, Board, Committee, Agency or Officer Authorized to Spend from the Fund**	**Fees, Charges or Other Receipts Credited to Fund**	**Program of Activity Expenses Payable from Fund**	**Restrictions or Conditions on Expenses Payable from Fund**	**Other Requirements/ Reports**	**Fiscal years**
2607	Veterans	Veterans Service Officer and Board	Donations	Supplies, administrative fees and permits for any programs related to Veteran Services and Melrose Community events.	$15,000 Annual Cap		Fiscal Year 2023 and subsequent years
2652	Recreation	Park Commission	Registration and User fees collected for Recreation Department sponsored programs	Costs associated with the various programs sponsored by the Recreation Department including the Director and Assistant Director's salary, program coordinator salaries as well as supplies and equipment needed to run the program.	$450,000 Annual Cap		Fiscal Year 2023 and subsequent years
2657	Recycling	Director of Public Works	Fees collected from the collection and recycling of white goods and metal, TV's monitors and special recycling events, sale of recycled paper and other products collected at our facility, sale of yard waste, compost, etc.	Hazardous household recycling funding, purchase, repairs and preplacement of recycling bins, rolls-offs, trucks, equipment, containers and maintenance of the Public Works Operations Facility Recycling drop-off area and salaries	$65,000 Annual Cap		Fiscal Year 2023 and subsequent years
2658	Inspectional Services	Director of Inspectional Services	Fees from inspections of multifamily homes	State-Mandated certificates of inspections, multifamily inspections, equipment, contracted inspectors, education and printing.	$15,000 Annual Cap. Salaries related to contracted inspectors are only paid from this fund.		Fiscal Year 2023 and subsequent years
2659	Health	Director of Health Department	Fees associated with public health programs	Costs associated with flu clinics, sale of bike helmets, salaries and CPR classes	$60,000 Annual Cap		Fiscal Year 2023 and subsequent years
2665	Police False Alarm	Chief of Police	Fees associated with excessive false alarm responses from private homes and businesses throughout the City	Maintenance of Police Department Fleet	$10,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2023 and subsequent years
2669	Park Permits	Park Commission	Rental Fees and Custodial charges received from activities hosted by user groups and organizations that do not reside within the City.	Supplies and maintenance costs associated with parks, fields and playgrounds where permits are issued.	$40,000 Annual Cap		Fiscal Year 2023 and subsequent years

Attachment: RevolvingFunds-2023 (ORDER-2022-120 : Fiscal 2023 Revolving Fund Reauthorization)

2750	Beebe Estate	Beebe Estate Trustees	Fees associated with the rental of this building and donations	Fees related to maintaining the Beebe Estate in a safe and sanitary manner.	$30,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2023 and subsequent years
2811	Council on Aging	Council on Aging Director	Donations	Council on Aging and Milano Center Programs and services, minibus related expenses and costs associated with maintaining the Milano Center in a safe and sanitary manner, Salary for Social Service Coordinator	$60,000 Annual Cap		Fiscal Year 2023 and subsequent years

Attachment: RevolvingFunds-2023 (ORDER-2022-120 : Fiscal 2023 Revolving Fund Reauthorization)

05/10/2022 12:14 pm

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

451 WATER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WATER SALARIES							
614511 - 511000	SALARY & WAGES	813,914.30	878,996.00	878,996.00	740,544.39	921,211.00	4.8%
614511 - 512000	PART TIME SALARIES & WAGES	10,266.00	15,900.00	15,900.00	9,000.00	15,900.00	0.0%
614511 - 513000	OVERTIME	41,650.02	68,250.00	68,250.00	51,138.48	68,250.00	0.0%
WATER SALARIES TOTAL		865,830.32	963,146.00	963,146.00	800,682.87	1,005,361.00	4.4%
WATER CONTRACTUAL							
614512 - 521500	POSTAGE	20,753.61	18,000.00	18,000.00	15,070.20	18,000.00	0.0%
614512 - 522401	HYDRANT FLUSHING SYSTEM	0.00	32,500.00	32,500.00	14,533.12	32,500.00	0.0%
614512 - 522500	ELECTRICITY	13,242.72	14,763.00	14,763.00	11,489.36	14,763.00	0.0%
614512 - 522600	GAS HEAT	721.65	5,110.00	5,110.00	1,073.88	5,110.00	0.0%
614512 - 524002	CONSTRUCTION	15,487.90	54,000.00	54,000.00	31,136.00	54,000.00	0.0%
614512 - 525204	COMPUTER CONSULT W & S	-774.51	18,500.00	18,500.00	0.00	18,500.00	0.0%
614512 - 525406	DEA PROGRAM	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
614512 - 527104	BIANNUAL LEAK DETECTION	10,455.00	17,500.00	17,500.00	9,995.00	17,500.00	0.0%
614512 - 527202	WATER SERVICE REPLACEMENT	18,340.02	50,000.00	50,000.00	33,600.00	50,000.00	0.0%
614512 - 527302	WATER REPAIRS	79,874.04	46,500.00	46,500.00	25,119.00	46,500.00	0.0%
614512 - 527400	WATER BACK FLOW PREVENTION	-1,201.34	17,500.00	17,500.00	4,200.00	17,500.00	0.0%
614512 - 527701	PUMP STATION MAINTENANCE	4,327.24	25,000.00	25,000.00	21,024.09	25,000.00	0.0%
614512 - 528600	AUDITING SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
614512 - 529000	PROFESSIONAL SERVICES	13,141.35	40,000.00	40,000.00	40,518.75	40,000.00	0.0%
614512 - 529200	MWRA ASSESSMENT	3,105,037.40	3,526,693.00	3,526,693.00	3,511,330.00	3,499,715.00	-0.8%
614512 - 529205	MALDEN RT99 WATER	4,672.94	25,000.00	25,000.00	12,424.02	25,000.00	0.0%
614512 - 529210	SAFE DRINKING WATER ACT	7,033.24	10,000.00	10,000.00	6,827.19	10,000.00	0.0%
WATER CONTRACTUAL TOTAL		3,301,111.26	3,913,566.00	3,913,566.00	3,748,340.61	3,886,588.00	-0.7%
WATER SUPPLIES & MATERIAL							
614512 - 530500	OFFICE SUPPLIES	654.49	1,000.00	1,000.00	757.83	1,000.00	0.0%
614512 - 531000	GAS & OIL	10,630.60	22,750.00	22,750.00	13,647.62	22,750.00	0.0%
614512 - 533500	TOOLS & HARDWARE	6,591.23	12,500.00	12,500.00	3,480.95	12,500.00	0.0%
614512 - 535000	SAND & GRAVEL	1,297.59	3,605.00	3,605.00	744.52	3,605.00	0.0%
614512 - 535501	CLOTHING	5,366.76	9,150.00	9,150.00	5,978.80	9,150.00	0.0%
614512 - 535509	SAFETY EQUIPMENT	817.34	2,000.00	2,000.00	1,142.68	2,000.00	0.0%
614512 - 535800	PATCHING	15,862.39	25,235.00	25,235.00	15,876.10	25,235.00	0.0%
614512 - 536100	PIPES & FITTINGS	23,580.00	62,000.00	62,000.00	67,057.40	62,000.00	0.0%
614512 - 536300	HYDRANTS	10,929.46	40,800.00	40,800.00	32,725.40	40,800.00	0.0%
614512 - 536310	WATER METERS	13,802.58	5,000.00	5,000.00	27,990.50	5,000.00	0.0%

Attachment: Fiscal2023-WaterOperatingBudget (ORDER-2022-123 : Fiscal 2023 Water Enterprise

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

451 WATER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
WATER SUPPLIES & MATERIAL (continued from previous page)							
614512 - 536320	EQUIMENT PARTS	24,286.01	27,250.00	27,250.00	6,007.91	27,250.00	0.0%
WATER SUPPLIES & MATERIAL TOTAL		113,818.45	211,290.00	211,290.00	175,409.71	211,290.00	0.0%
WATER OTHER CHARGES							
614512 - 540700	SEMINARS & SCHOOLING	0.00	0.00	0.00	533.00	0.00	0.0%
614512 - 540704	PROFESSIONAL DEVELOPMENT	5,000.00	6,000.00	6,000.00	4,958.00	6,000.00	0.0%
WATER OTHER CHARGES TOTAL		5,000.00	6,000.00	6,000.00	5,491.00	6,000.00	0.0%
WATER CAPITAL OUTLAY							
614513 - 551002	PW VEHICLE & EQUIPMENT	0.00	0.00	46,500.00	46,500.00	0.00	0.0%
WATER CAPITAL OUTLAY TOTAL		0.00	0.00	46,500.00	46,500.00	0.00	0.0%
451 WATER BUDGET TOTAL		**4,285,760.03**	**5,094,002.00**	**5,140,502.00**	**4,776,424.19**	**5,109,239.00**	**0.3%**

Attachment: Fiscal2023-WaterOperatingBudget (ORDER-2022-123 : Fiscal 2023 Water Enterprise

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6100 WATER ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
617112 - 565000	MUNICIPAL DEBT	831,797.70	966,235.00	966,235.00	949,400.00	969,400.00	0.3%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		831,797.70	966,235.00	966,235.00	949,400.00	969,400.00	0.3%
711 MUNICIPAL DEBT BUDGET TOTAL		**831,797.70**	**966,235.00**	**966,235.00**	**949,400.00**	**969,400.00**	**0.3%**

Attachment: Fiscal2023-WaterOperatingBudget (ORDER-2022-123 : Fiscal 2023 Water Enterprise

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6100 WATER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
617512 - 549102	MUNICIPAL DEBT INTEREST	66,472.50	36,960.00	36,960.00	53,795.00	40,790.00	10.4%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		66,472.50	36,960.00	36,960.00	53,795.00	40,790.00	10.4%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**66,472.50**	**36,960.00**	**36,960.00**	**53,795.00**	**40,790.00**	**10.4%**

Attachment: Fiscal2023-WaterOperatingBudget (ORDER-2022-123 : Fiscal 2023 Water Enterprise

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6100 WATER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**5,184,030.23**	**6,097,197.00**	**6,143,697.00**	**5,779,619.19**	**6,119,429.00**	**0.4%**

Attachment: Fiscal2023-WaterOperatingBudget (ORDER-2022-123 : Fiscal 2023 Water Enterprise

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:
WATER ENTERPRISE FUND

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
451	WATER					
51	SALARIES					
614511	511000 - SALARY & WAGES				921,211.00 *	
	CAHILL, BRENDAN METER TECHNICIAN		1.00	62,701.00	62,701.00	
	HANLON, DOUG MEO TRUCK DRIVER		1.00	66,980.00	66,980.00	
	BRANCATO, JOE HMEO		1.00	66,924.00	66,924.00	
	BAGARELLA, THOMAS WORKING FOREMAN		1.00	69,096.00	69,096.00	
	WHEELOCK,RYAN MEO TRUCK DRIVER		1.00	55,478.00	55,478.00	
	CASHMAN, DENNIS LABORER		1.00	62,998.00	62,998.00	
	ARRIA, ERIC HMEO		1.00	66,858.00	66,858.00	
	SASSO, JOHN SKILLED LABORER		1.00	52,336.00	52,336.00	
	VACANCY DIVISION FOREMAN		1.00	80,274.00	80,274.00	
	PROAKIS ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	36,198.00	36,198.00	
	TROUP, JIM ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	29,984.00	29,984.00	
	HOBBS, JOSEPH		1.00	29,912.00	29,912.00	

Attachment: Fiscal2023-WaterSalaries (ORDER-2022-123 : Fiscal 2023 Water Enterprise Operating

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:
WATER ENTERPRISE FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
OPERATIONS MANAGER		1.00	28,463.00		28,463.00
REIS, VONNIE CITY ENGINEER		1.00	25,208.00		25,208.00
COY, JASON DEPUTY CITY ENGINEER		1.00	16,677.00		16,677.00
DIXON, SCOTT STAFF ENGINEER		1.00	37,099.00		37,099.00
PATTERSON, LISA WATER & SEWER BILLING ADMINISTRATOR		1.00	32,785.00		32,785.00
KELLEY, MARISSA SENIOR CLERK AP & PAYROLL		1.00	15,146.00		15,146.00
GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	8,455.00		8,455.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	16,919.00		16,919.00
MCNEIL, JAY FACILITIES MANAGER		1.00	6,566.00		6,566.00
PITTS, JANE GIS MANAGER		1.00	10,767.00		10,767.00
CARDILLO, DONNA SYSTEMS ANALYST		1.00	25,131.00		25,131.00
ROSA, JENNIFER WATER & SEWER BILLING CLERK		1.00	7,711.00		7,711.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR		1.00	10,545.00		10,545.00

Attachment: Fiscal2023-WaterSalaries (ORDER-2022-123 : Fiscal 2023 Water Enterprise Operating

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:

WATER ENTERPRISE FUND	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
SICK LEAVE INCENTIVE					
TOTAL SALARIES					921,211.00
TOTAL WATER					921,211.00
TOTAL WATER ENTERPRISE FUND					921,211.00
GRAND TOTAL					921,211.00

** END OF REPORT - Generated by Kerriann Golden **

Attachment: Fiscal2023-WaterSalaries (ORDER-2022-123 : Fiscal 2023 Water Enterprise Operating

05/10/2022 12:13 pm

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6000 SEWER ENTERPRISE FUND

441 SEWER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SEWER SALARIES							
604411 - 511000	SALARY & WAGES	477,630.78	557,309.00	557,309.00	424,829.34	572,989.00	2.8%
604411 - 512000	PART TIME SALARIES & WAGES	10,302.00	15,900.00	15,900.00	3,360.00	15,900.00	0.0%
604411 - 513000	OVERTIME	17,031.37	27,825.00	27,825.00	19,454.46	27,825.00	0.0%
SEWER SALARIES TOTAL		504,964.15	601,034.00	601,034.00	447,643.80	616,714.00	2.6%
SEWER CONTRACTUAL							
604412 - 521500	POSTAGE	14,617.55	18,000.00	18,000.00	18,035.22	18,000.00	0.0%
604412 - 522500	ELECTRICITY	20,938.69	20,000.00	20,000.00	26,589.16	20,000.00	0.0%
604412 - 524002	CONSTRUCTION	45,611.58	45,000.00	45,000.00	40,448.00	45,000.00	0.0%
604412 - 525204	COMPUTER CONSULT SEWER	0.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
604412 - 525406	DEA PROGRAM	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
604412 - 527302	SEWER REPAIRS	45,524.00	45,000.00	45,000.00	30,992.39	45,000.00	0.0%
604412 - 527701	PUMP STATION MAINTENANCE	2,224.24	45,000.00	45,000.00	28,607.37	45,000.00	0.0%
604412 - 528600	AUDITING SERVICES	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.0%
604412 - 529000	PROFESSIONAL SERVICES	-11,728.21	25,000.00	25,000.00	4,279.27	25,000.00	0.0%
604412 - 529200	MWRA ASSESSMENT	6,642,072.60	6,889,551.00	6,889,551.00	6,842,727.00	7,240,440.00	5.1%
SEWER CONTRACTUAL TOTAL		6,769,260.45	7,105,051.00	7,105,051.00	7,001,678.41	7,455,940.00	4.9%
SEWER SUPPLIES & MATERIAL							
604412 - 530500	OFFICE SUPPLIES	689.97	1,000.00	1,000.00	389.32	1,000.00	0.0%
604412 - 531000	GAS & OIL	11,538.80	15,000.00	15,000.00	36,167.06	15,000.00	0.0%
604412 - 532000	CLEANING & DISINFECTANT SUP	4,651.25	6,695.00	6,695.00	2,501.22	6,695.00	0.0%
604412 - 533500	TOOLS & HARDWARE	6,776.07	9,500.00	9,500.00	3,577.50	9,500.00	0.0%
604412 - 535000	SAND & GRAVEL	5,010.93	4,500.00	4,500.00	1,471.77	4,500.00	0.0%
604412 - 535501	CLOTHING	2,366.76	3,800.00	3,800.00	1,800.00	3,800.00	0.0%
604412 - 535504	GLOVES, BOOTS, ETC	359.88	1,000.00	1,000.00	0.00	1,000.00	0.0%
604412 - 535509	SAFETY EQUIPMENT	369.95	2,000.00	2,000.00	1,262.76	2,000.00	0.0%
604412 - 535800	PATCHING	0.00	8,750.00	8,750.00	4,000.00	8,750.00	0.0%
604412 - 536000	CEMENT & CONCRETE	1,669.34	7,500.00	7,500.00	3,632.79	7,500.00	0.0%
604412 - 536100	PIPES & FITTINGS	11,815.02	13,621.00	13,621.00	11,643.47	13,621.00	0.0%
604412 - 536320	EQUIMENT PARTS	20,922.96	20,125.00	20,125.00	6,672.36	20,125.00	0.0%
SEWER SUPPLIES & MATERIAL TOTAL		66,170.93	93,491.00	93,491.00	73,118.25	93,491.00	0.0%
SEWER OTHER CHARGES							
604412 - 540700	SEMINARS & SCHOOLING	0.00	0.00	0.00	533.00	0.00	0.0%
604412 - 540704	PROFESSIONAL DEVELOPMENT	1,685.00	4,000.00	4,000.00	3,000.00	4,000.00	0.0%
SEWER OTHER CHARGES TOTAL		1,685.00	4,000.00	4,000.00	3,533.00	4,000.00	0.0%

Attachment: Fiscal2023-SewerOperatingBudget (ORDER-2022-124 : Fiscal 2023 Sewer Enterprise

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

441 SEWER

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
SEWER CAPITAL OUTLAY (continued from previous page)							
SEWER CAPITAL OUTLAY							
604413 - 551002	PW VEHICLE & EQUIPMENT	0.00	80,000.00	126,500.00	126,500.00	80,000.00	0.0%
SEWER CAPITAL OUTLAY TOTAL		0.00	80,000.00	126,500.00	126,500.00	80,000.00	0.0%
441 SEWER BUDGET TOTAL		**7,342,080.53**	**7,883,576.00**	**7,930,076.00**	**7,652,473.46**	**8,250,145.00**	**4.6%**

Attachment: Fiscal2023-SewerOperatingBudget (ORDER-2022-124 : Fiscal 2023 Sewer Enterprise

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

711 MUNICIPAL DEBT

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
607112 - 565000	MUNICIPAL DEBT	490,644.76	492,266.77	492,266.77	492,266.77	505,228.00	2.6%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		490,644.76	492,266.77	492,266.77	492,266.77	505,228.00	2.6%
711 MUNICIPAL DEBT BUDGET TOTAL		**490,644.76**	**492,266.77**	**492,266.77**	**492,266.77**	**505,228.00**	**2.6%**

Attachment: Fiscal2023-SewerOperatingBudget (ORDER-2022-124 : Fiscal 2023 Sewer Enterprise

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

6000 SEWER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
607512 - 549102	MUNICIPAL DEBT INTEREST	59,807.89	50,452.47	50,452.47	50,452.47	38,536.00	-23.6%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		59,807.89	50,452.47	50,452.47	50,452.47	38,536.00	-23.6%
751 MUNICIPAL DEBT INTEREST BUDGET TOTAL		**59,807.89**	**50,452.47**	**50,452.47**	**50,452.47**	**38,536.00**	**-23.6%**

Attachment: Fiscal2023-SewerOperatingBudget (ORDER-2022-124 : Fiscal 2023 Sewer Enterprise

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS
6000 SEWER ENTERPRISE FUND

Account	Account Description	2021 YTD Spent	2022 Orig Budget	2022 Revised Budget	2022 YTD Spent	2023 Mayor	PCT Change
General Fund BUDGET TOTAL		**7,892,533.18**	**8,426,295.24**	**8,472,795.24**	**8,195,192.70**	**8,793,909.00**	**4.4%**

Attachment: Fiscal2023-SewerOperatingBudget (ORDER-2022-124 : Fiscal 2023 Sewer Enterprise

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:
SEWER ENTERPRISE FUND

441 SEWER

51 SALARIES

		VENDOR	QUANTITY	UNIT COST	2023	MAYOR
604411	511000 - SALARY & WAGES				572,989.00 *	
	DIVOLA, ROBERT WORKING FOREMAN		1.00	75,831.00	75,831.00	
	VOZZELLA, KRIS HMEO		1.00	72,561.00	72,561.00	
	GOULD, PAUL LABORER		1.00	67,073.00	67,073.00	
	PITTS, JANE GIS MANAGER		1.00	6,566.00	6,566.00	
	PROAKIS ELLIS, ELENA DIRECTOR OF PUBLIC WORKS		1.00	36,198.00	36,198.00	
	HOBBS, JOSEPH OPERATIONS MANAGER		1.00	29,912.00	29,912.00	
	TROUP, JIM ASSISTANT PUBLIC WORKS DIRECTOR		1.00	29,984.00	29,984.00	
	REIS, VONNIE CITY ENGINEER		1.00	28,463.00	28,463.00	
	DIXON, SCOTT STAFF ENGINEER		1.00	16,677.00	16,677.00	
	PATTERSON, LISA WATER & SEWER BILLING ADMINISTRATOR		1.00	37,099.00	37,099.00	
	ROSA, JENNIFER WATER & SEWER ADMIN		1.00	25,131.00	25,131.00	
			1.00	32,785.00	32,785.00	

Attachment: Fiscal2023-SewerSalaries (ORDER-2022-124 : Fiscal 2023 Sewer Enterprise Operating

PROJECTION: 20232 FISCAL YEAR 2023 ENTERPRISE BUDGETS

ACCOUNTS FOR:
SEWER ENTERPRISE FUND

	VENDOR	QUANTITY	UNIT COST	2023	MAYOR
KELLEY, MARISA		1.00	15,146.00		15,146.00
GARRON, LYNDA RESIDENT SERVICES CLERK		1.00	16,919.00		16,919.00
MCNEIL, JAY FACILITIES MANAGER		1.00	10,767.00		10,767.00
CARDILLO, DONNA SYSTEMS ANALYST		1.00	8,455.00		8,455.00
THOMPSON, MARK FACILITIES TECHNICIAN		1.00	50,416.00		50,416.00
COY, JASON DEPUTY CITY ENGINEER		1.00	5,295.00		5,295.00
SICK LEAVE INCENTIVE		1.00	7,711.00		7,711.00
VACANCY ENVIRONMENTAL OUTREACH COORDINATOR					

TOTAL SALARIES	572,989.00
TOTAL SEWER	572,989.00
TOTAL SEWER ENTERPRISE FUND	572,989.00
GRAND TOTAL	572,989.00

** END OF REPORT - Generated by Kerriann Golden **

Attachment: Fiscal2023-SewerSalaries (ORDER-2022-124 : Fiscal 2023 Sewer Enterprise Operating