



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • JANUARY 30, 2023

Council Chamber, First Floor, Melrose City Hall Committee Meeting
562 Main Street, Melrose, MA 02176

7:30 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENT

Remote Link for Public Comment:

<https://cityofmelrose-org.zoom.us/j/93081672051?pwd=TDFtd205bXBtWXP6YWRLNVRueFRnQT09>

Meeting ID:
930 8167 2051

Password:
Melrose

III. GRANTS

1. **GRANT-2023-3** : Workplace Safety and Education Grant as supplied by the Executive Office of Labor and Workforce Development

Offered by: Paul Brodeur, Mayor

From: City Council

ASSIGN TO COMMITTEE

2. **GRANT-2023-4** : Acceptance of the FY23 Firefighter Safety Equipment Grant awarded to the Melrose Fire Department by The Commonwealth of Massachusetts, Department of Fire Services, in the amount of \$19,000.

Offered by: Paul Brodeur, Mayor

Sponsored by: Fire Chief Ed Collina

From: City Council

ASSIGN TO COMMITTEE

IV. INFORMATION ITEMS

1. **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update

Sponsored by: Robb Stewart, Mark Garipay, Chair Leila Migliorelli

From: Appropriations & Oversight Committee

HOLD

2. **INFO-2023-11:** Update on the Status of the City of Melrose's Finances

Sponsored by: Chair Leila Migliorelli, President, Ex Officio Jen Grigoraitis, Vice Chair Maya Jamaledine, Jack Eccles, Manjula Karamcheti

From: Appropriations & Oversight Committee

HOLD

3. **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose

Sponsored by: Chair Leila Migliorelli, President, Ex Officio Jen Grigoraitis, Vice Chair Maya Jamaledine, Ryan Williams

From: Appropriations & Oversight Committee

HOLD

V. ADJOURNMENT



CITY OF MELROSE

Human Resources Department

Polina Latta

Director

platta@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
(P) 781-979-4145

MEMORANDUM

To: Melrose City Council
From: Polina Latta, Director of Human Resources and Labor Relations;
James Troup, Deputy Director Administration & Finance
Re: Workplace Safety and Education Grant Program
Date: January 3, 2023

Through the Human Resources Office and Department of Public Works, the City of Melrose has recently been awarded the Workplace Safety and Education Grant through the Executive Office of Labor and Workforce Development, administered by the Department of Industrial Accidents, Office of Safety. This grant is awarded in the amount of \$8,200.00 and issued under the provisions of Massachusetts General Law, Chapter 23E, Section 3. Reimbursement will be distributed after all contractual documents are signed by all parties involved. All training programs must be completed on or before June 30, 2023. **There is no match required for this grant.**

The Workforce Safety and Education Grant Program is intended to promote safe and healthy working conditions in the workplace through education and preventative measures. Through careful consideration, we have identified and been approved for two training topics:

1. **OSHA10 Training:** This training is intended to provide important OSHA 10 training to individuals who have not yet received this certificate.
2. **Defensive Driving:** This training is intended to educate DPW employees who have access to City Vehicles on best practices of operating City Vehicles and reviews defensive actions drivers can take to reduce the risk of an accident.

In our application, we stressed the importance of safety training for our DPW employees due to the high-risk factor of many of our employee's job responsibilities. While training is offered throughout the year, the goal is to reinforce best practices and provide resources for a safer working environment. This will result in healthier employees that may better serve the City, as well as potentially reduce Worker's Compensation expenditures and other costs associated with workplace accidents.

We look forward to offer comprehensive training to DPW employees, mitigating possible workplace hazards, and enforcing proper care in their everyday work environment. We respectfully ask Council to accept this \$8,200.00 grant award.

Attachment: Safety Grant Memo (GRANT-2023-3 : Workplace Safety Grant)



CHARLES D. BAKER
Governor

Office of the Governor
Commonwealth of Massachusetts

State House
Boston, Massachusetts 02133
Tel: (617) 725-4000

KARYN E. POLITO
Lieutenant Governor

December 7, 2022

Chief Edward Collina
City of Melrose
576 Main Street
Melrose, MA 02176

Dear Chief Collina,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the City of Melrose \$19,000.00 in State Fiscal Year 2023 funding for the Firefighter Safety Equipment Grant Program.

Through great challenges in recent years, the fire service in Massachusetts has maintained the level of dependability and excellence that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The contract, terms and conditions, and other award documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov.

Sincerely,

Governor Charles D. Baker

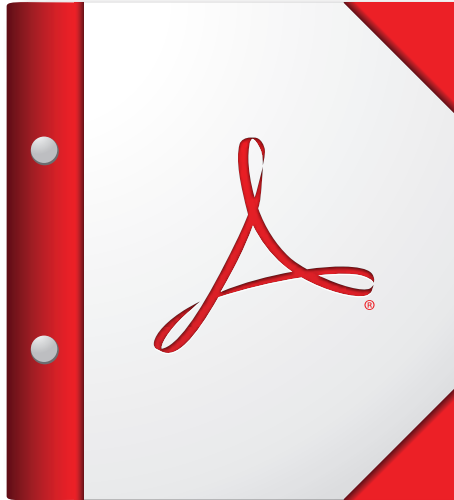
Lt. Governor Karyn E. Polito



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.mass.gov/lists/osd-forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: City of Melrose (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Fire Services MMARS Department Code: DFS	
Legal Address: (W-9, W-4): 552 Main St, Melrose, MA, 02176		Business Mailing Address: P.O. Box 1025, Stow MA 01775	
Contract Manager: Chief Edward J. Collina	Phone: 781-979-4404	Billing Address (if different):	
E-Mail: ecollina@cityofmelrose.org	Fax: 781-662-2304	Contract Manager: David Clemons	Phone: 978-567-3179
Contractor Vendor Code: VC6000192116		E-Mail: David.Clemons@mass.gov	Fax: 978-567-3121
Vendor Code Address ID (AD001) (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT-DFS-1000-2023FFEGRANT0000000	
		RFR/Procurement or Other ID Number: BD-81549	
☒ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		☐ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. ☐ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <u>new</u> total if Contract is being amended) <u>\$19,000.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: ☒ agree to standard 45 day cycle ___ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FY23 Firefighter Safety Equipment Grant Program. This contract is for funds awarded under the Department of Fire Services' FY23 Firefighter Equipment Grant, in accordance with the FY23 Grant Application, and attached Grant Agreement Scope of Work and Budget. Funds for this program will be disbursed on a reimbursement basis only.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ☐ 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ☐ 3. were incurred as of _____, 20____, a date <u>PRIOR</u> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of June 30, 2023, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>Edward J. Collina</u> , Date: <u>12/9/22</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Edward J. Collina</u> Print Title: <u>Chief of Department</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____, Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>David Clemons</u> Print Title: <u>Director of Operations</u>	



For the best experience, open this PDF portfolio in Acrobat X or Adobe Reader X, or later.

Get Adobe Reader Now!

Issued May
2004

COMMONWEALTH OF MASSACHUSETTS

CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: City of Melrose
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192116

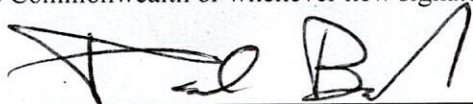
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
PAUL BRODEUR	CITY MAYOR
EDWARD COLLINA	CHIEF OF DEPT. - FIRE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.


Signature

Date: 12/15/2022

Title: MAYOR

Telephone: 781-979-4442

Fax: 781-662-2132

Email: pbrodeur@cityofmelrose.org

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



FIRE DEPARTMENT CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

To: City of Melrose – City Council
From: Chief Edward J. Collina
Date: January 4, 2023
RE: FY23 Firefighter Safety Equipment Grant

The City of Melrose Fire Department has been awarded \$19,000 in funding from the Executive Office of Public Safety & Security Department of Fire Services.

These funds will be used to purchase Self-Contained Breathing Apparatus (SCBA) equipment for the purpose of safety and equipment improvements within the Fire Department, such as air packs, cylinders, and face pieces.

SCBA are used to protect members against oxygen deficiency, gases, irritants, chemicals, and carcinogens, just to name a few, as there are over 200 known chemicals found in smoke on a fireground. This equipment is essential for allowing fire fighters to operate in hostile fireground environments.

The Fire Department's current SCBA equipment is aged-out and no longer covered by warranty. In order to stay in compliance with the National Fire Protection Association (NFPA), it is imperative that we purchase and replace the current aged-out equipment to keep our department members safe.

Respectfully,

Edward J. Collina
Chief of Dept.

Attachment: FY23 FFSEGP - City Council Letter - SIGNED (GRANT-2023-4 : FY23 Firefighter Safety Equipment Grant)

Department of Fire Services and the City of Melrose FY23 Firefighter Equipment Grant Agreement Scope of Work and Budget

Authorization: This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY23 Firefighter Safety Equipment Grant program for the purchase of firefighter safety equipment in accordance with the Acts of 2020 chapter 151 2D, the Department of Fire Services Earmark and Grants policy and procedures, and CMR 815, 2.00 State Grant Regulations.

Grant Project Description: Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

Grant Manager: The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the interface between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA Department of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Finance Administrator Rachel Jacobsmeyer who can be reached at: 576 Main Street Melrose, MA 02176, tel 781-979-4404, email: rjacobsmeyer@cityofmelrose.org. The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used to purchase the following approved firefighter safety equipment.

Grant Award:

<i>Department</i>	<i>Description of allowable Equipment</i>
City of Melrose	Individual SCBA Facepiece SCBA Bottle Self-Contained Breathing Apparatus (SCBA)
Total Award	\$19,000.00

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

Period of Performance: Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract **will not** be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2023. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program unless approval for an extension has been already been granted in writing by the DFS grant manager.

Reimbursement requests must be submitted no later than July 28, 2023. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2023.

Grant Extensions: Grant recipients may request a single performance period extension if extenuating circumstances beyond the control of the recipient (backordered equipment, supply chain disruptions, vendor errors, etc.) will prevent equipment from being delivered on or before June 30, 2023. Extensions for these purposes must be submitted to DFS by email no later than June 1, 2023. Approval of extension requests is at the sole discretion of DFS.

Grant Monitoring: The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with

Records Management: The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to "... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract..."

Approved by:


City of Melrose

Edward J. Collina - Chief of
Print Name and Title Department

12/9/2022
Date

Approved by:

Department of Fire Services

David Clemons, Director of Operations
Print Name and Title

Date _____

Ghobrial, Andrew

From: Fleischman, Margot
Sent: Monday, December 5, 2022 3:57 PM
To: City Council
Cc: *Mayor Brodeur; Dello Russo, Patrick
Subject: Materials for December 8 A&O meeting
Attachments: ARPA Update to City Council December 2022.pdf; ARPA Update Slides December 8, 2022.pdf; Finance Report to the City Council Slides December 8 2022.pdf; FY22 Free Cash update.pdf; 10 year General Fund Debt Plan.pdf; ARPA Approvals by Dept to date 10.18.22.pdf

Good afternoon Councilors,

Please find attached the following presentation materials and memos provided in advance of the A&O meeting this Thursday, December 8:

- **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update
 - **ARPA Update memo and slide presentation; ARPA approvals spreadsheet**
- **INFO-2023-11:** Update on the Status of the City of Melrose's Finances
 - **Finance Report slide presentation and 10-year General Fund Debt Plan**
- **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose
 - **Free Cash update memo**

As always, should you have any questions, please do not hesitate to reach out.

Best,
 Margot

Margot Fleischman

(She/Her/Hers)

Chief of Staff

& Director of Strategic Initiatives and Communications

Office of Mayor Paul Brodeur

Melrose City Hall

562 Main St

Melrose, MA 02176

(781) 979-4440



****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.****



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on use of American Rescue Plan (ARPA) funds
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a further update on the use of Melrose's ARPA funds, including funds that have been spent or committed for specific projects. As you know, the City of Melrose has received total of \$8,374,174 in federal ARPA grant dollars. All ARPA grant funds must be spent or encumbered by December 31, 2024.

Approved ARPA projects

Since the last update to the Council, the following ARPA projects have been approved by the Mayor and CFO Patrick Dello Russo. Together with projects previously approved, this represents \$7.3 million investments in COVID-19 response, critical infrastructure, and organizational capacity.

• Schools Asbestos Abatement	\$90,000
• Community Conversations Initiative	\$25,000
• COVID-19 Sanitization-Custodial	\$65,000
• COVID-19 Disinfection (Schools)	\$128,000
• Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$40,000
• HVAC Study and Implementation of A/C addition at MVMMS	\$1,050,000
• Tremont Fire House Update	\$151,205
• ARPA - Administration	\$4,500
• Addressing Food Insecurity	\$75,000
• Small Business/Non-Profits/Cultural Sector Support	\$150,000
• Police Department Vehicles	\$256,000
• Fire Department Vehicles	\$120,000
• Replacement Vehicle to Deliver Services (DPW)	\$23,000
• School Department Closing FY22 Budget	\$774,697
• Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projects	\$26,000

A complete list of all ARPA project approvals is attached to this memo and is also available on the City of Melrose webpage at: www.cityofmelrose.org/mayor/pages/ARPA

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

Budgetary Adjustments

As part of our regular tracking of ARPA project expenditures, Assistant Auditor Kerri Golden and I have periodically reviewed approved projects and, in consultation with the relevant department heads, have made budgetary adjustments as appropriate.

In cases where the amount originally budgeted exceeded what was necessary, those excess funds have been released back to available ARPA funds to be used for another project subject to the Mayor's review and approval. All budget adjustments have been reflected in the budget documents provided to the Council and posted on the City of Melrose website. The following projects have been adjusted since our last update to the Council:

	Original	Revised
• Social Services Coordinator	\$213,847	\$200,330
• Economic Recovery Director	\$417,000	290,000
• At-Home COVID tests	\$30,000	\$1,824

ARPA expenditures to-date

As of November 30, 2022, the City has expended \$3,189,685 of our ARPA allocation and has encumbered a further \$392,804.

Temporary moratorium on new ARPA allocations

Given the current financial uncertainty, including the potential impact of rising inflationary pressure on both labor and material costs, as well as the School Department structural deficit, the Mayor has chosen to reserve the remaining \$1.05 million in order to provide for maximum flexibility in the year ahead. However, it remains a high priority for the City to spend or allocate all ARPA funds by the December 2024 deadline.



ARPA Update

ARPA Basics

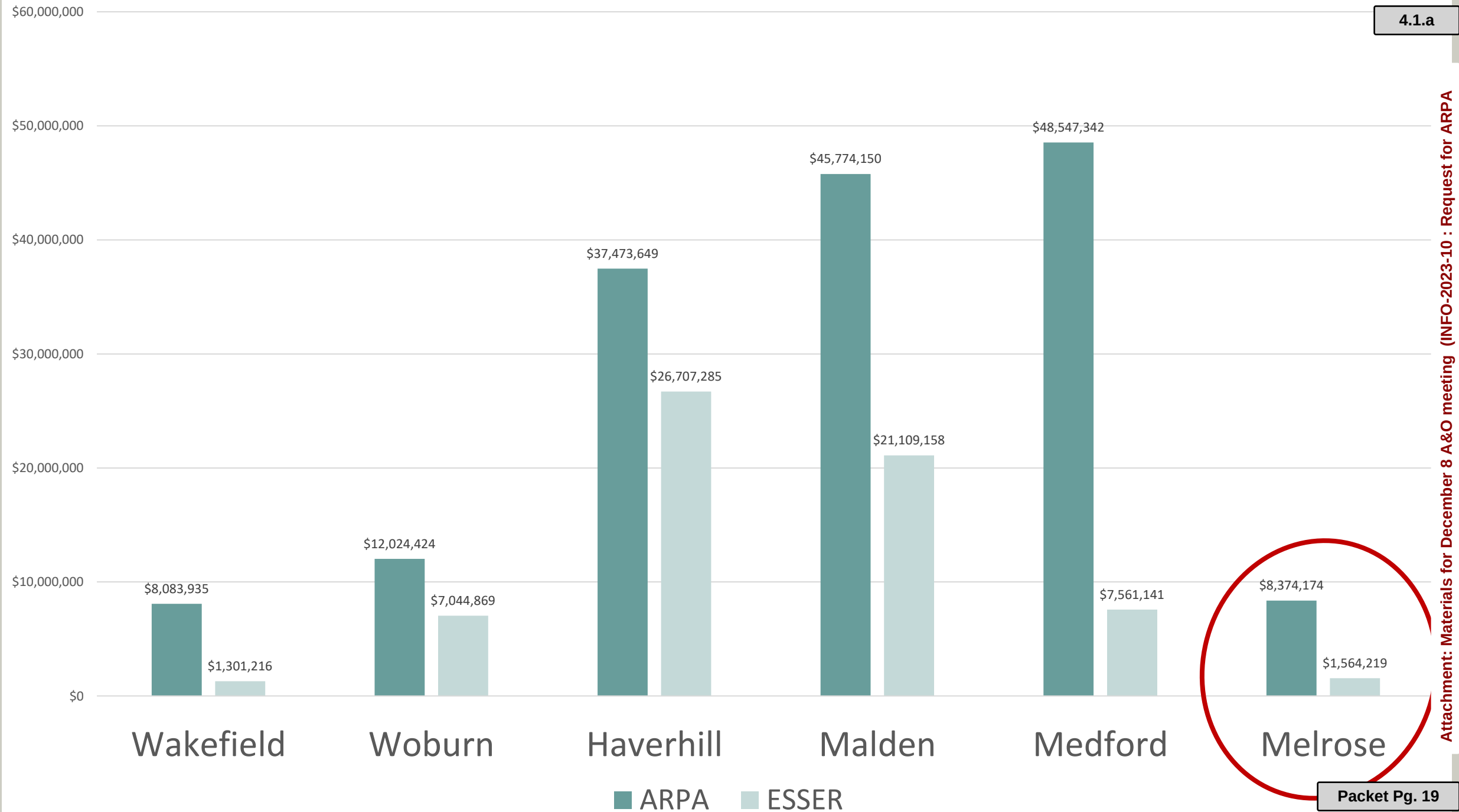
- Federal grant to the City in the amount of \$8,374,174 – based primarily on population.
- All funds must be spent or encumbered by December 31, 2024.
- Administered by the Mayor in consultation with CFO and staff taskforce.
- Advised by consultants from the accounting firm of Clifton Larson Allen, LLP.
- Audited as part of the City's annual single audit and subject to future federal audit.

Members of the Mayor's ARPA Staff Taskforce

- Patrick Dello Russo (CFO)
- Kathryn Armata (Treasurer/Collector)
- Kerri Golden (Auditor's Office)
- Denise Gaffey (OPCD)
- Chief Ed Collina (Fire)
- Chief Mike Lyle (Police)
- Allan Alpert (Emergency Management)
- Margot Fleischman (Mayor's Office)
- Neal Ellis (IT)
- Elena Proakis Ellis (DPW)
- Jim Troup (DPW)
- Jay McNeil (DPW)
- Anthony Chui (HHS)
- Leia Secor (School Finance Dept)

Federal Relief Aid Regional Comparisons

<u>Community</u>	<u>Population</u>	<u>ARPA</u>	<u>ARPA per capita</u>	<u>ESSER</u>	<u>ESSER per student</u>
Wakefield	27,045	\$8,083,935	\$299	\$1,301,216	\$392
Woburn	40,228	\$12,024,424	\$299	\$7,044,869	\$1,640
Haverhill	64,014	\$37,473,649	\$585	\$26,707,285	\$3,451
Malden	60,470	\$45,774,150	\$757	\$21,109,158	\$3,460
Medford	57,341	\$48,547,342	\$847	\$7,561,141	\$1,879
Melrose	28,016	\$8,374,174	\$299	\$1,564,219	\$417



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Mayor's Priorities

- Identifying the areas of greatest need and relevance for Melrose's economic and public health recovery, including mental health and wellness
- Making much needed investments in City infrastructure
- Maintaining financial stability

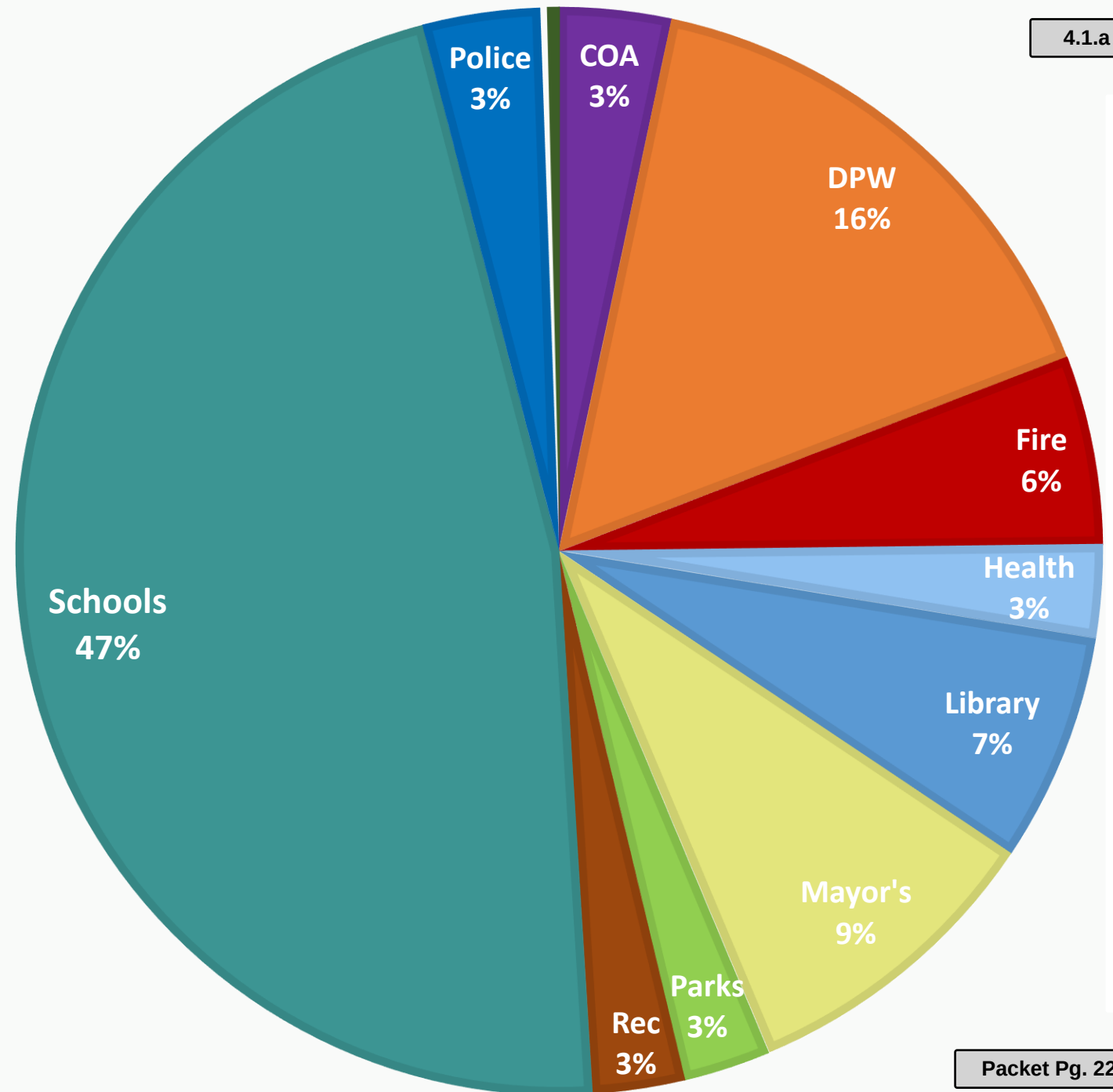
ARPA Approvals To-Date

34 projects from
12 departments

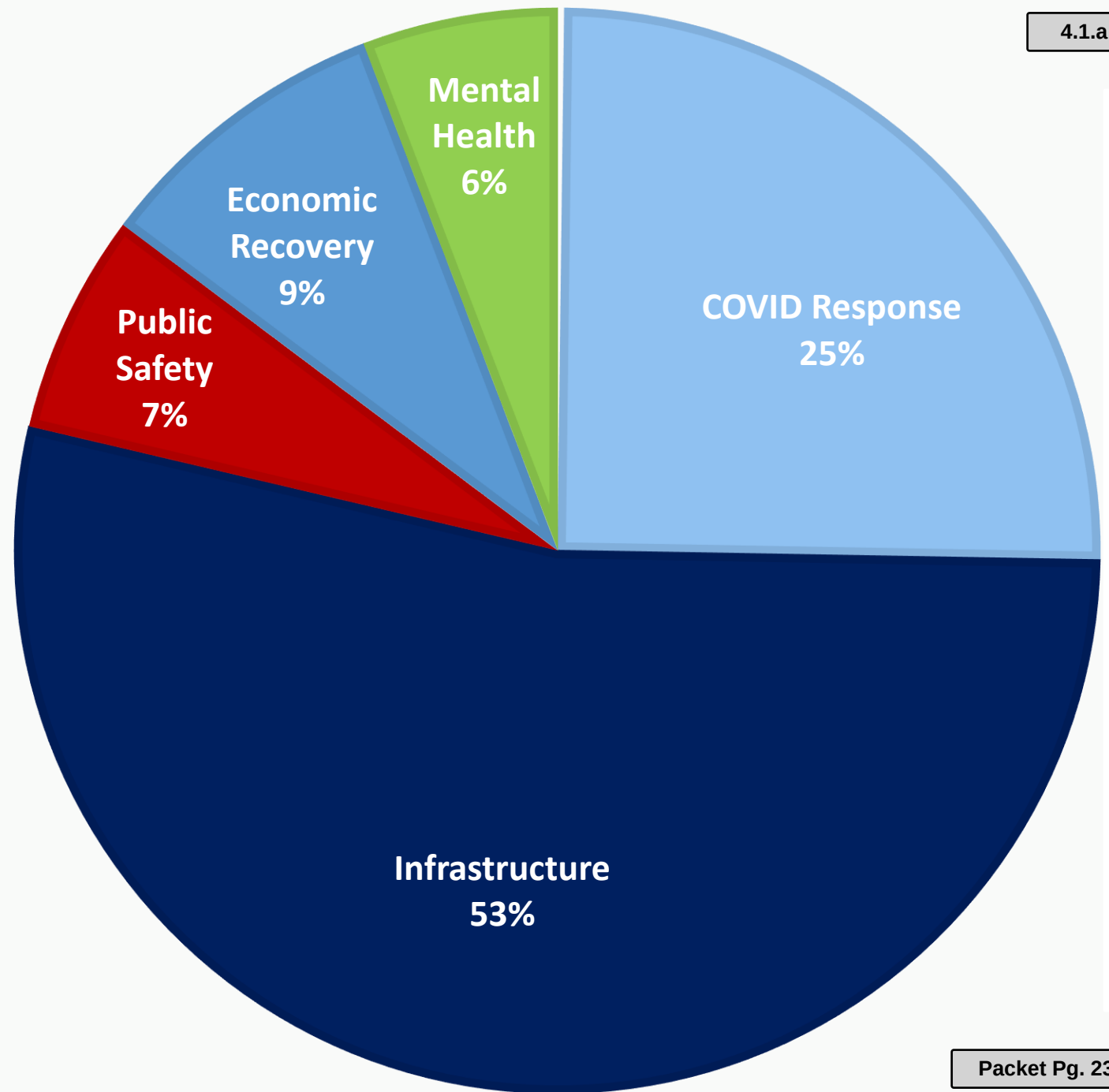
\$7.3M allocated

\$1.05M
unallocated

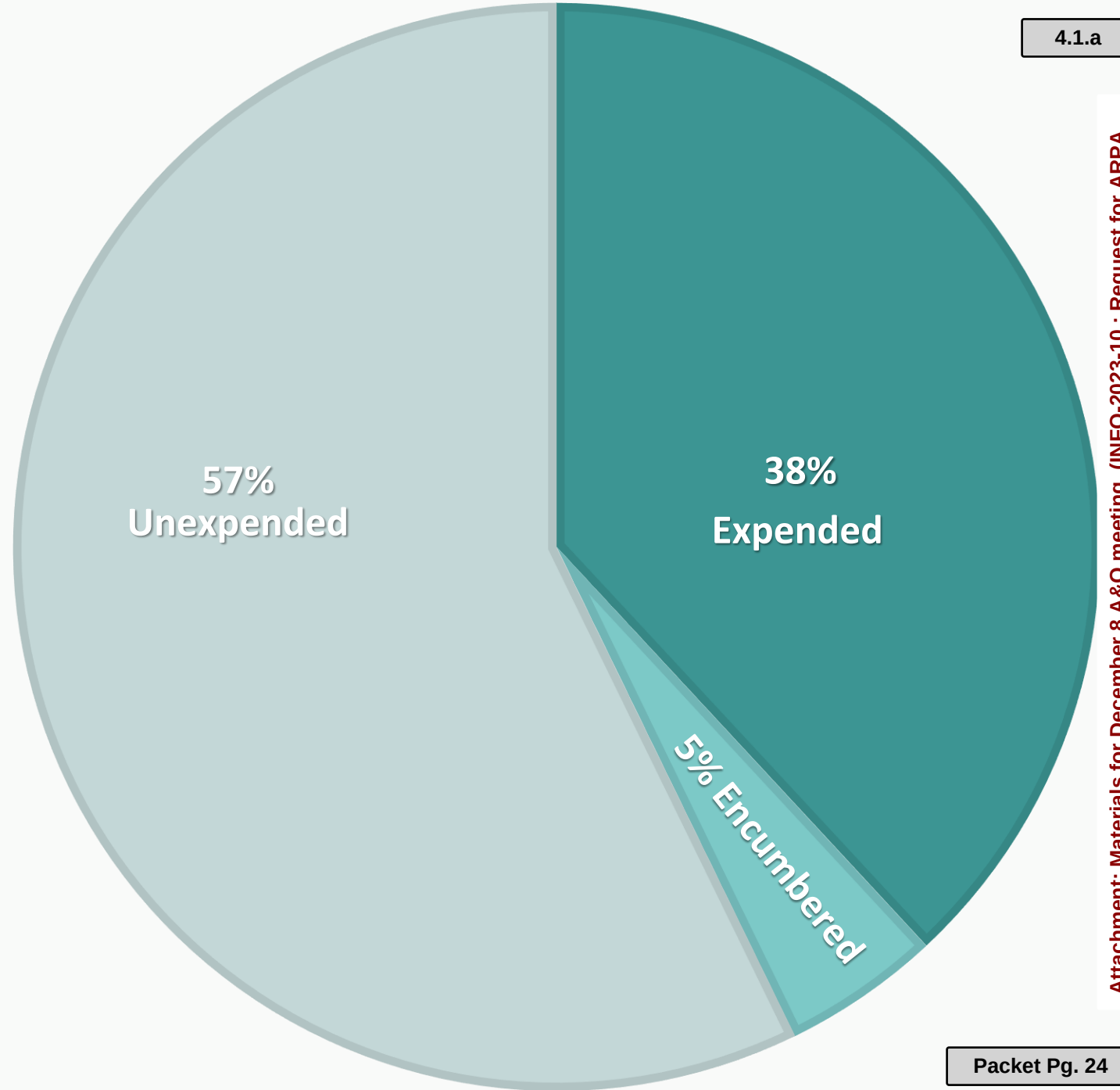
ARPA Allocations By Department



ARPA Allocations By Type



ARPA Expenditures To-Date: 43% Expended or Encumbered



\$3.4 million ARPA funds invested in Melrose Public Schools

Schools Revenue Loss Replacement	\$ 802,000.00
COVID-19 Disinfection/Custodial Needs	\$ 128,000.00
HVAC Study and Implementation of A/C at MVMMS	\$ 1,050,000.00
Schools Asbestos Abatement	\$ 90,000.00
School Department Closing FY22 Budget	\$ 774,697.00
High School and Middle School Complex Elevators	\$ 594,000.00

Thank you!

www.cityofmelrose.org/mayor/pages/ARPA



Financial Update

**MELROSE CITY COUNCIL
APPROPRIATIONS &
OVERSIGHT COMMITTEE
MEETING**

DECEMBER 8, 2022

Patrick Dello Russo
CFO and City
Auditor

Kathryn Armata
Treasurer/Collector

Sarah MacLellan
Chief Assessor

Kerriann Golden
Assistant Auditor

City of Melrose Finance Team

What we will
cover
tonight:

Budget Snapshot

Impact of Proposition 2 ½

New Growth & Free Cash

Impact of School Department deficit

Tax Levy Limit

Capital Needs

Debt Model

Some terms and what they mean:

Tax Levy — The revenue a community can raise through real and personal property taxes.

4.1.a

Prop. 2 ½ — A Massachusetts law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes.

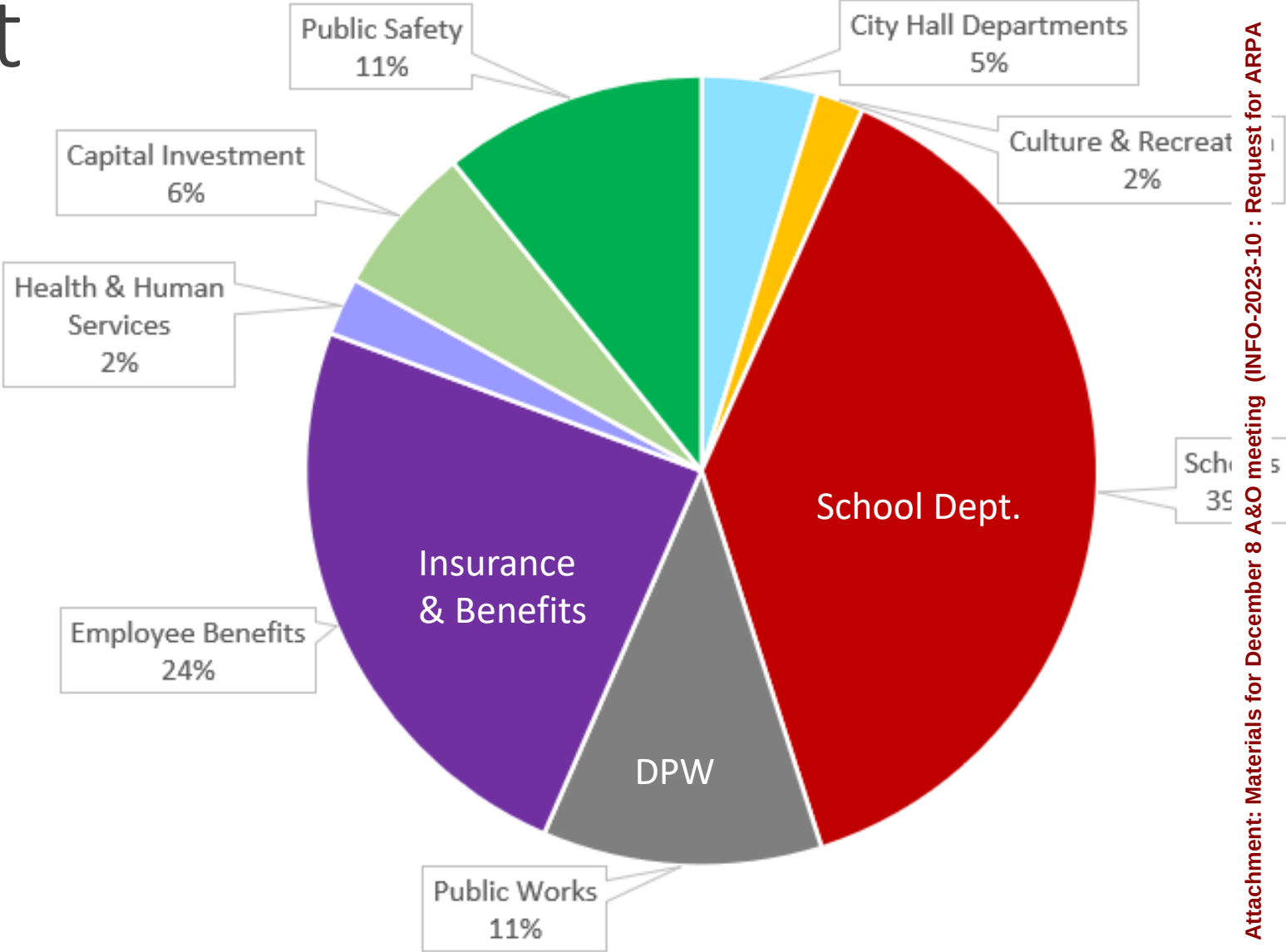
Tax Levy Limit — The maximum amount a community is allowed to raise through property taxes in a given year, based on 2.5% growth of the prior year's Levy Limit plus new growth.

New Growth — The increased value of new development and other growth in the tax base that is not the result of revaluation. A portion of this value is applied to the levy limit.

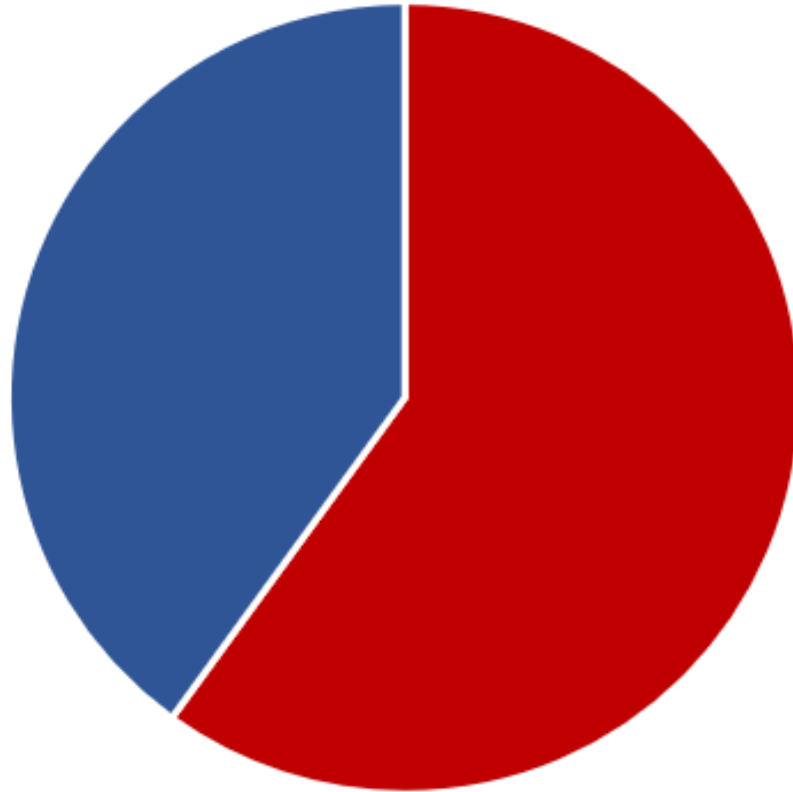
Override — A permanent increase in the Levy Limit of a community above the allowable 2.5% growth. Requires a majority vote at the ballot.

Free Cash — Funds certified annually by the state that come from municipal revenues being greater than expected and/or expenses being less than budgeted.

Budget Snapshot



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA



■ School Spending ■ Non-School Spending

School spending includes costs carried within City budgets:

- Facilities Division of DPW supporting the Schools
- Insurance and Benefits for School Employees
- Debt service for School facilities

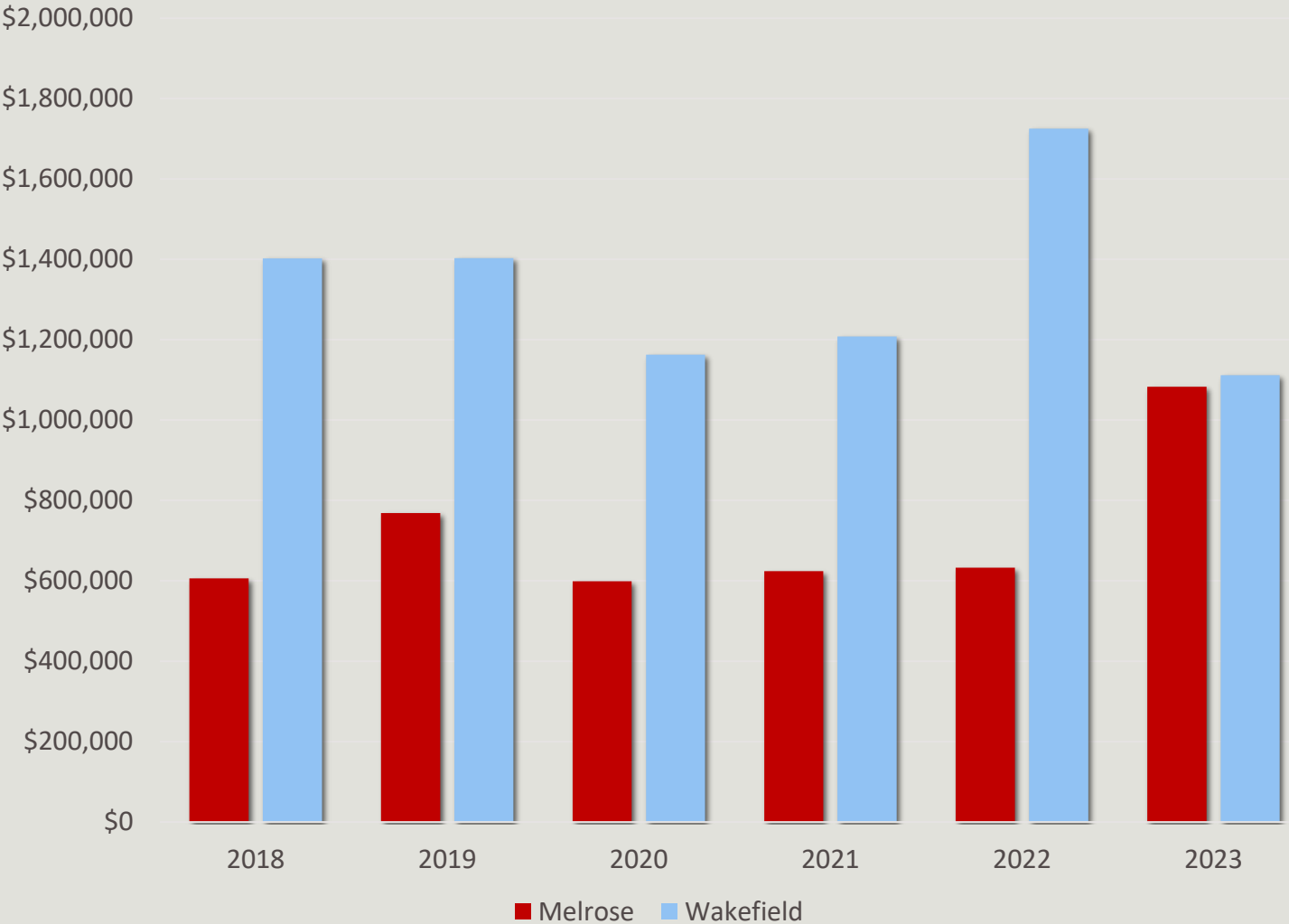
How does
Prop. 2 ½
affect our
finances?

We can only increase our tax revenue by
2.5% of last year's Levy Limit + New Growth

We tax to the Levy Limit so we cannot
increase taxes beyond that without an
override

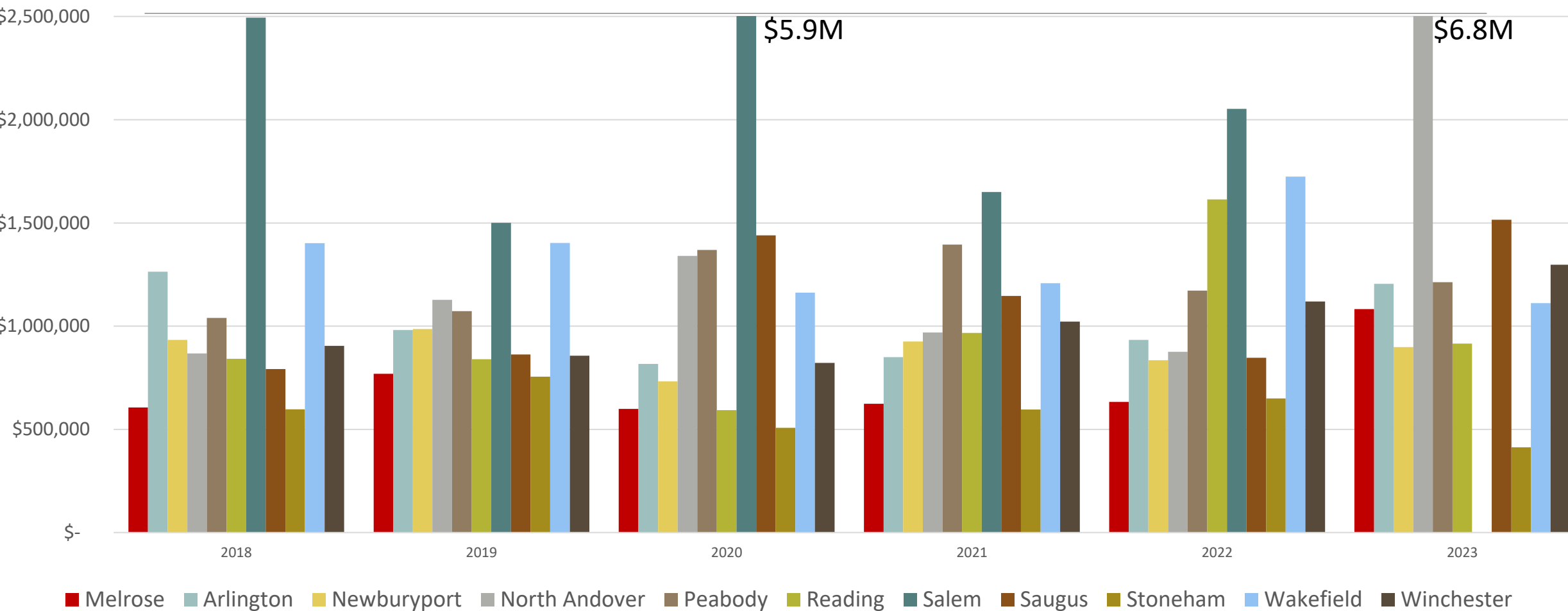
Annual operating budget increases must fit
within next year's Levy Limit

The majority of year-over-year budget
increases are non-discretionary costs



New Growth Comparison to Wakefield

10 Community New Growth Comparison



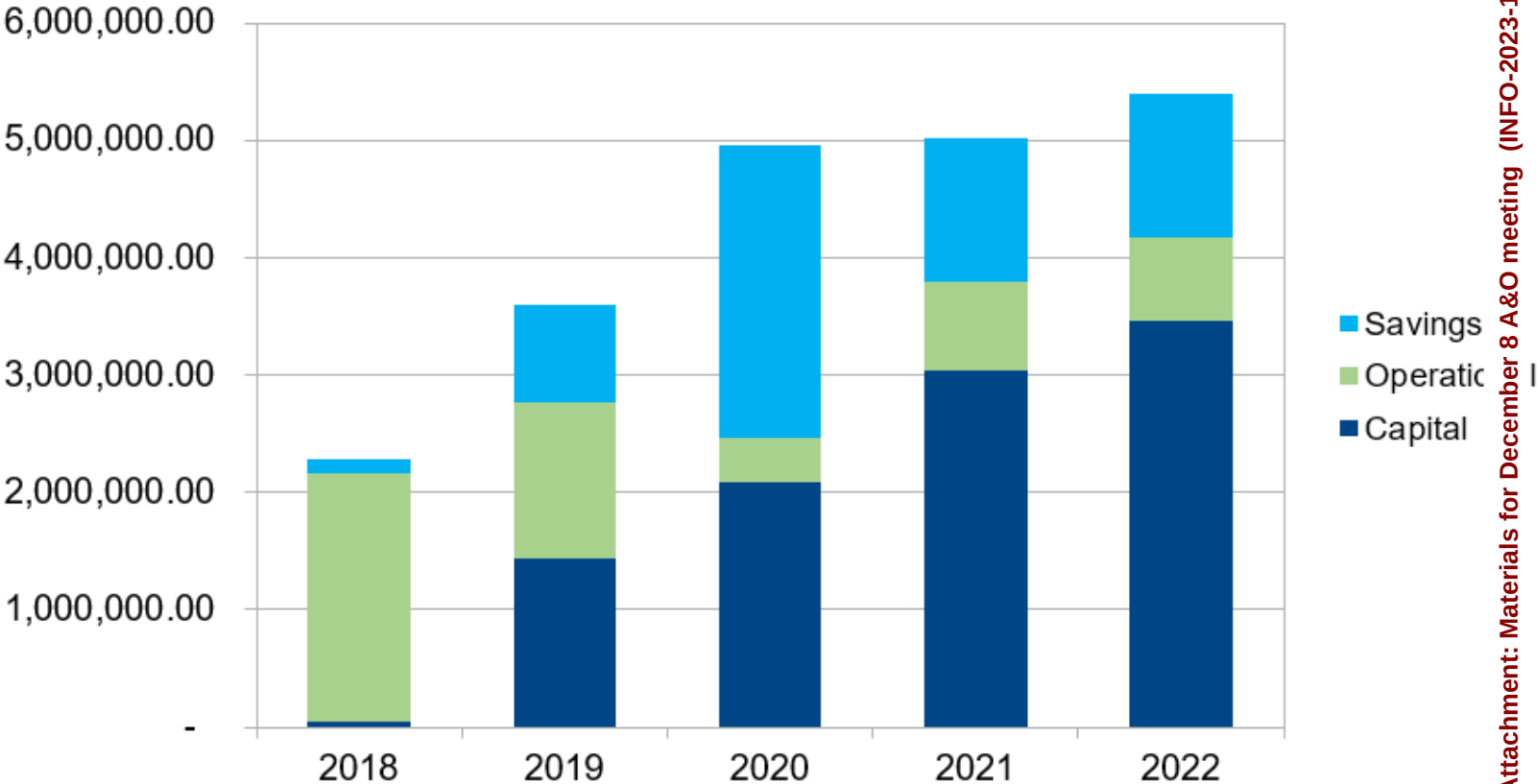
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

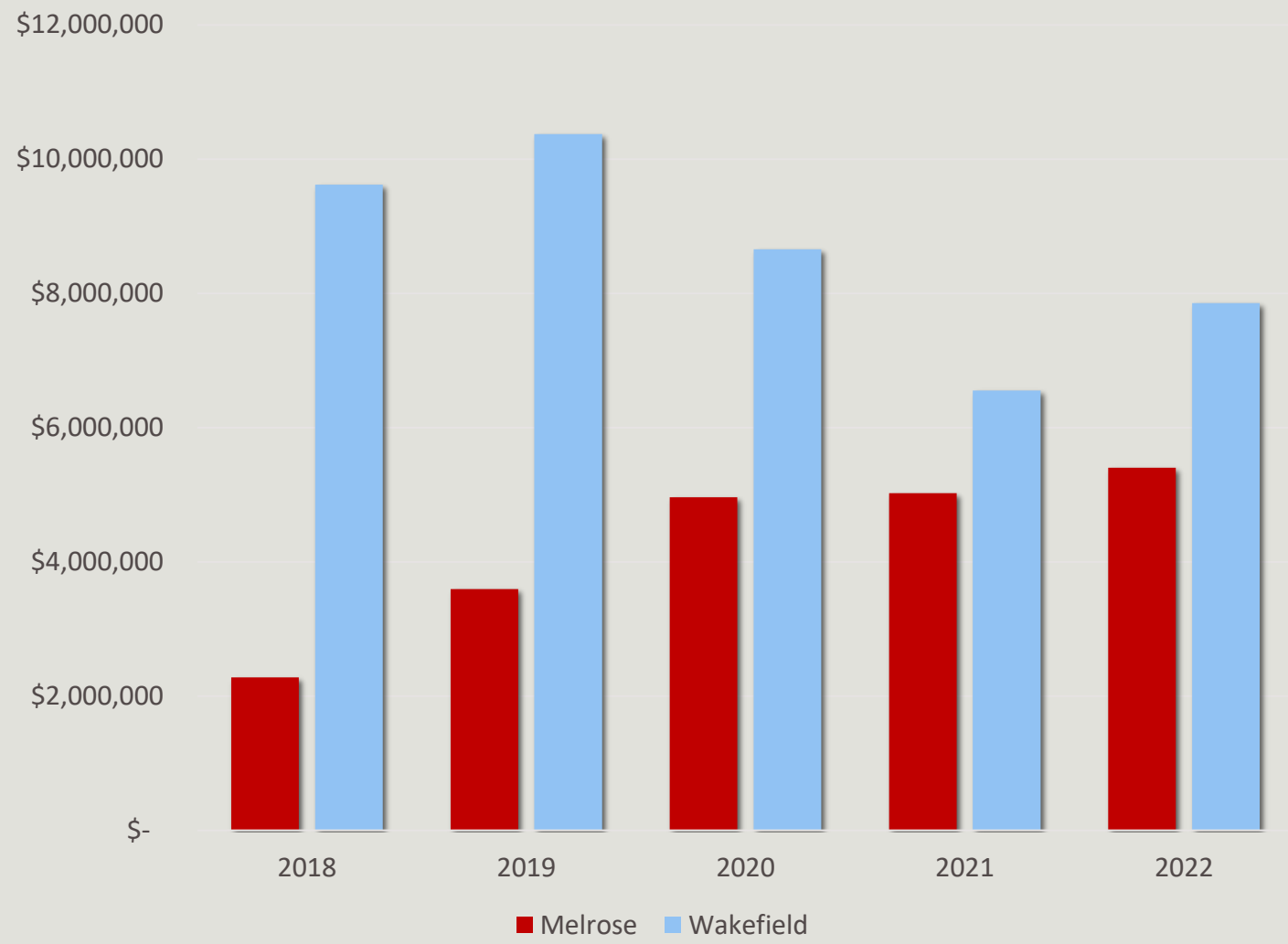
Melrose Free Cash – past 5 years

SAVINGS: stabilization funds, affordable housing trust

OPERATIONAL: snow/ice, software, trainings, etc.

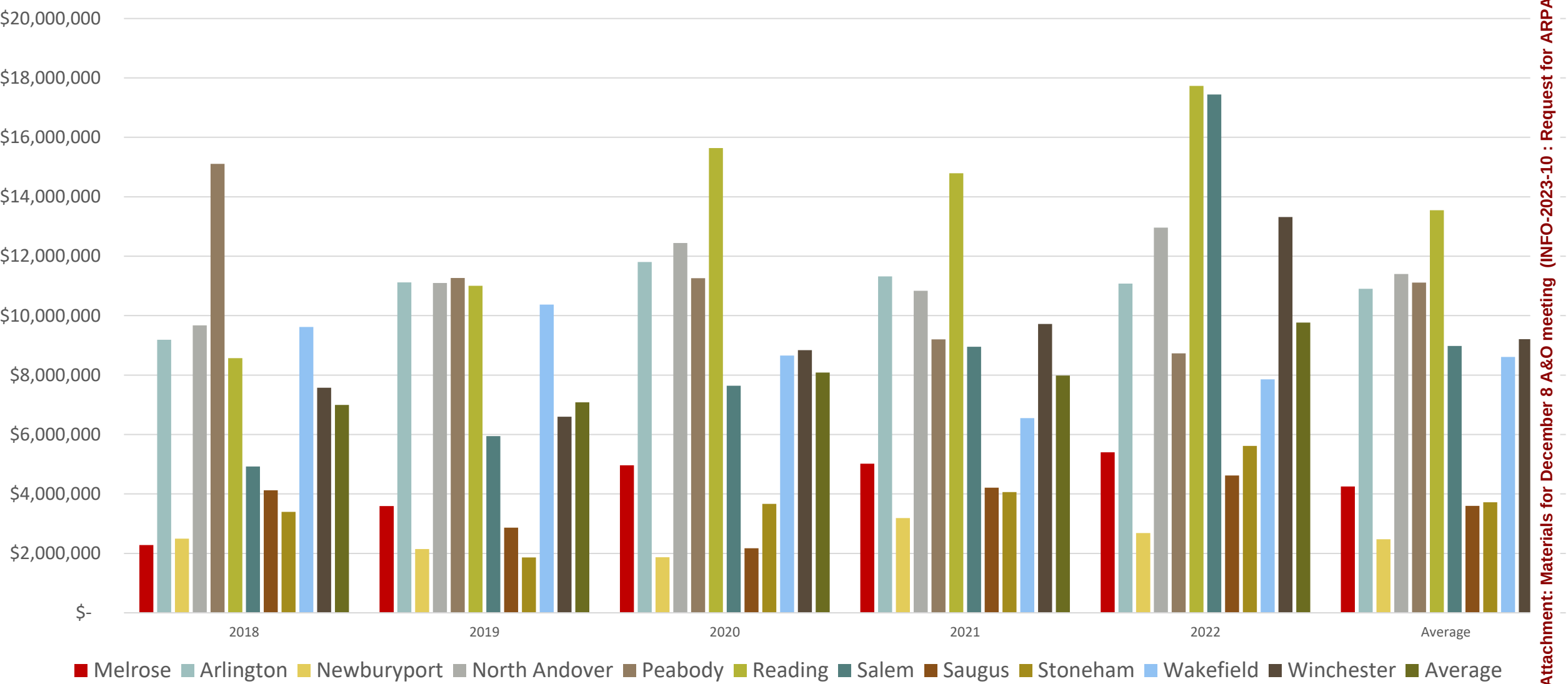
CAPITAL: buildings, vehicles, playgrounds, trees, equipment, etc.





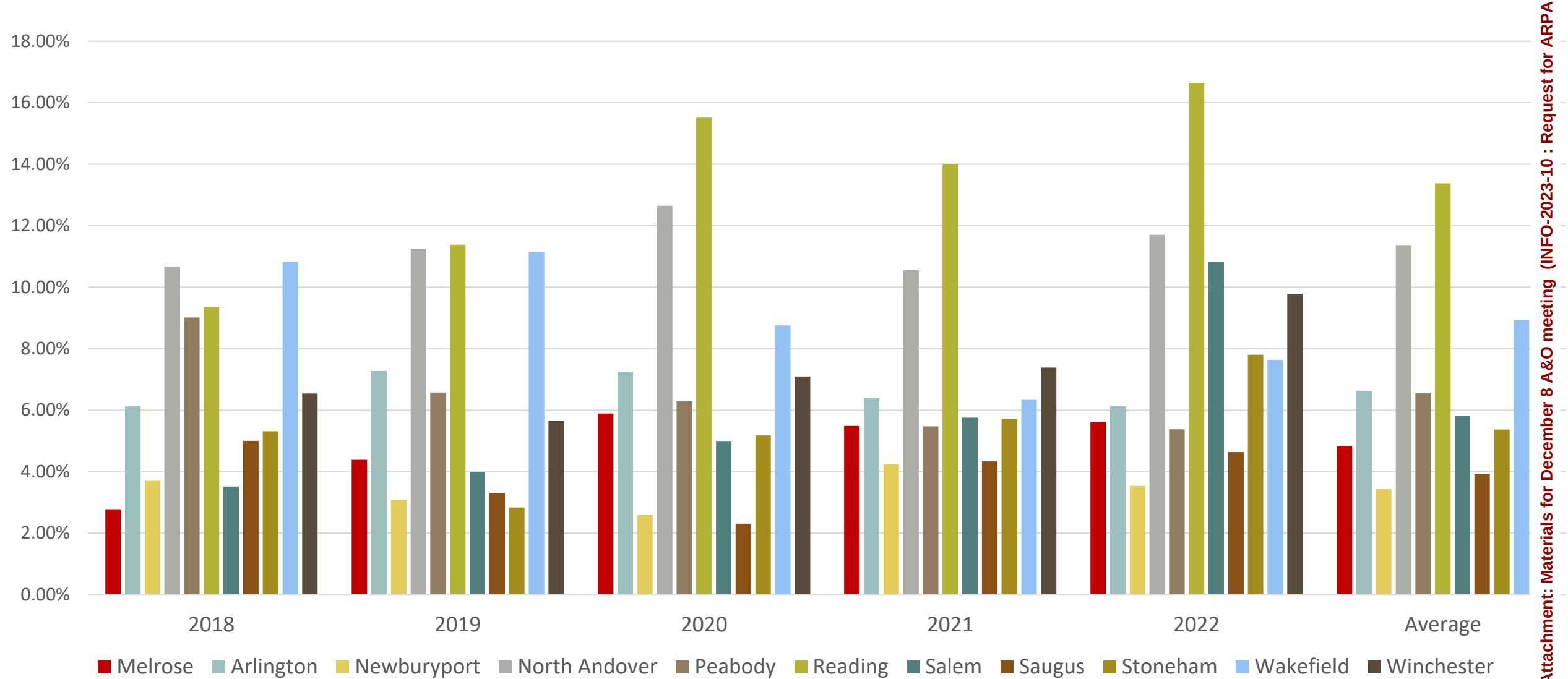
Free Cash Comparison to Wakefield

5 Year Free Cash Comparison (\$)



5 Year Free Cash Comparison (%)

4.1.a



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

FY22 School Department Deficit

Major Cost Overrun Drivers, according to CLA Consultants:

- \$2.1 million of Special Ed cost overruns
 - \$700K – Transportation
 - \$1.48 million – Tuitions
- Remainder can be accounted for by the teacher coverage costs that were charged to paraprofessional lines. Teachers were required to stay home up to 10 days after contracting COVID-19 and the district had to provide coverage.

FY22 deficit closed using federal education relief and ARPA funds

School Department structural deficit expected to continue

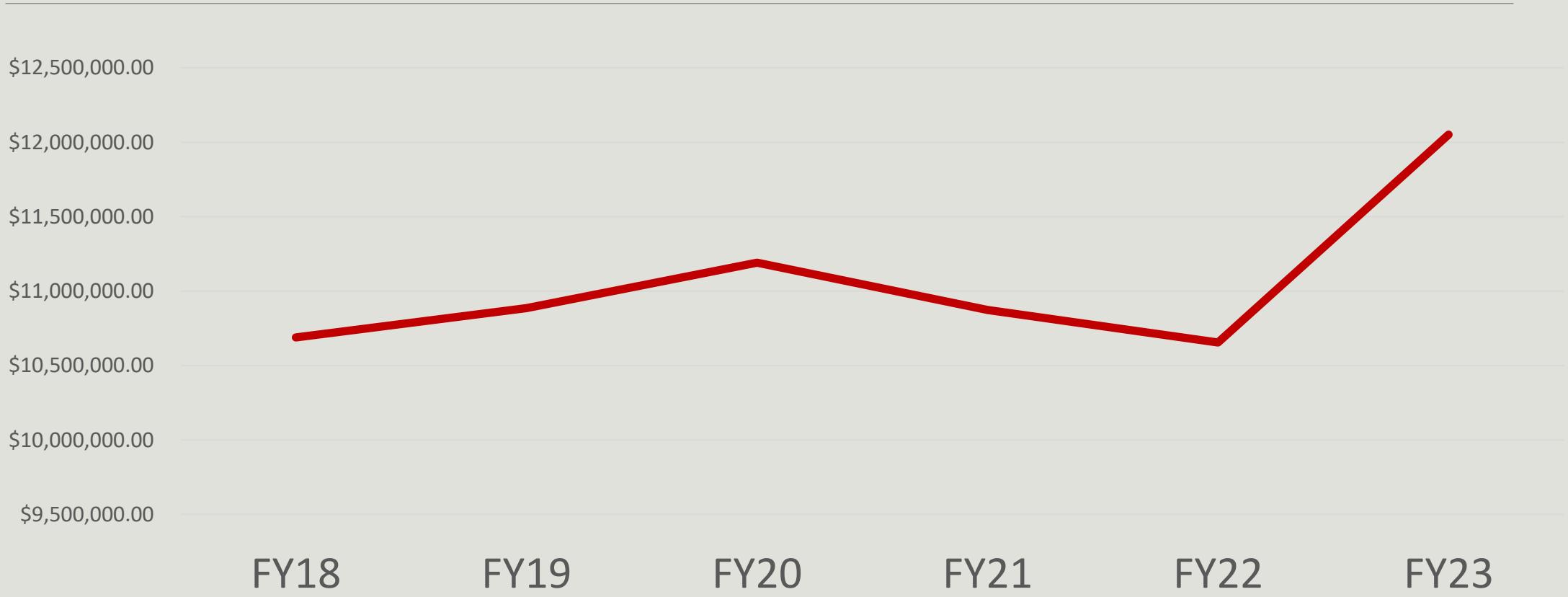
Potential funding sources:

- Free Cash
- Contract Stabilization Fund/Special Education Stabilization Fund
- ARPA
- Other funding sources if available

Potential increased revenue sources:

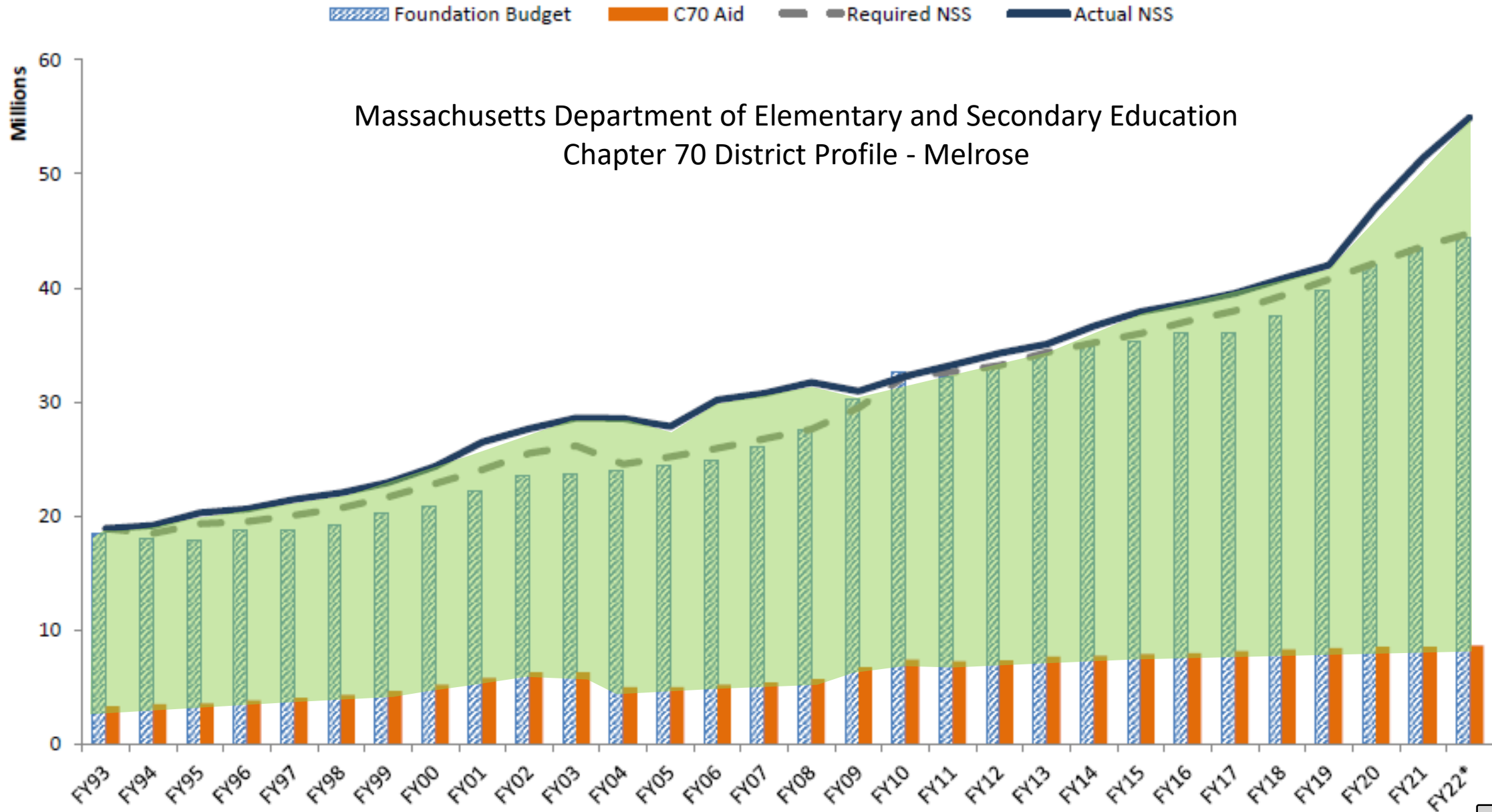
- State aid (Student Opportunity Act)
- Comprehensive fee study
- Continued re-development to support new growth

Net State Aid



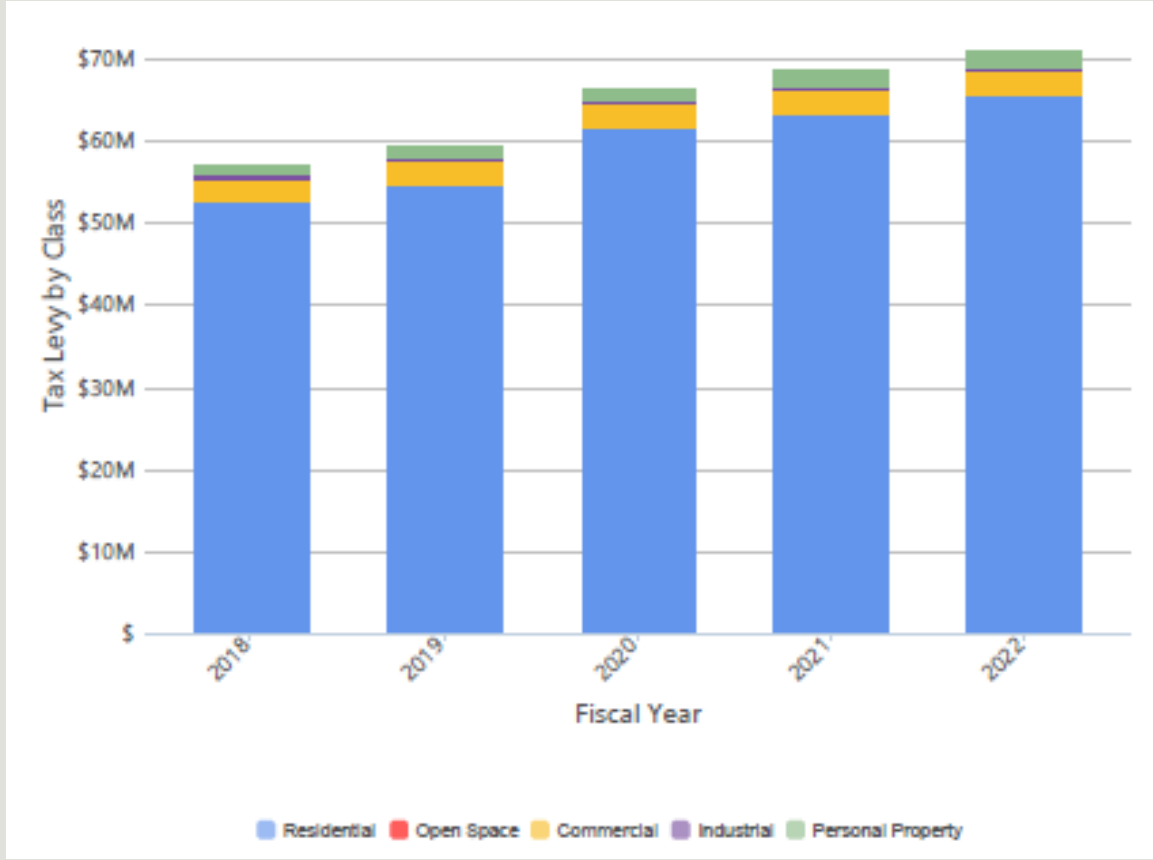
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Massachusetts Department of Elementary and Secondary Education
Chapter 70 District Profile - Melrose



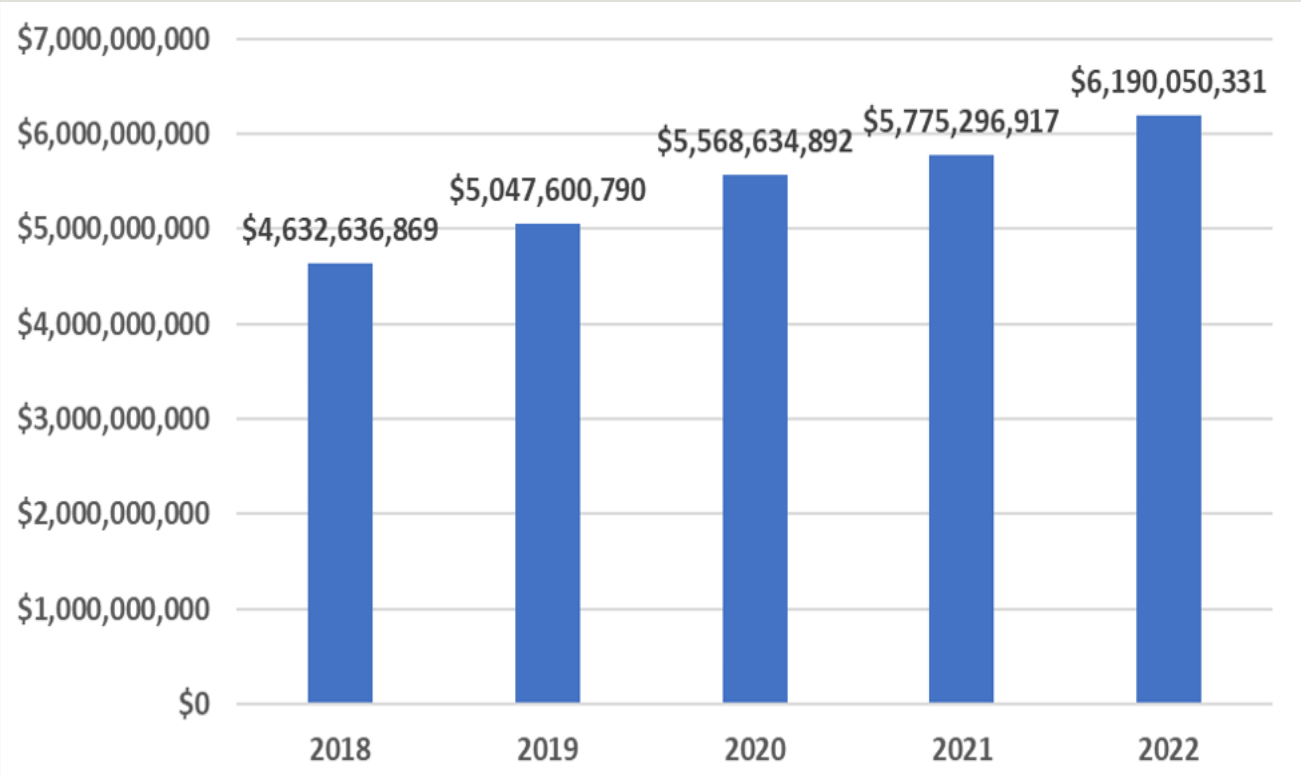
Fiscal Year	Levy Limit w/o Debt & Capital Exclusions	Maximum Levy Limit	Total Tax Levy	Excess Levy Capacity	Excess as a % of Maximum Levy
2019	\$57,521,943	\$59,397,799	\$59,375,238	\$22,560	0.04%
2020	\$64,738,724	\$66,629,218	\$66,627,306	\$1,911	0.00%
2021	\$66,981,117	\$68,878,709	\$68,877,944	\$765	0.00%
2022	\$69,288,556	\$71,196,790	\$71,171,656	\$25,134	0.04%

We continue to tax to the maximum allowed by law

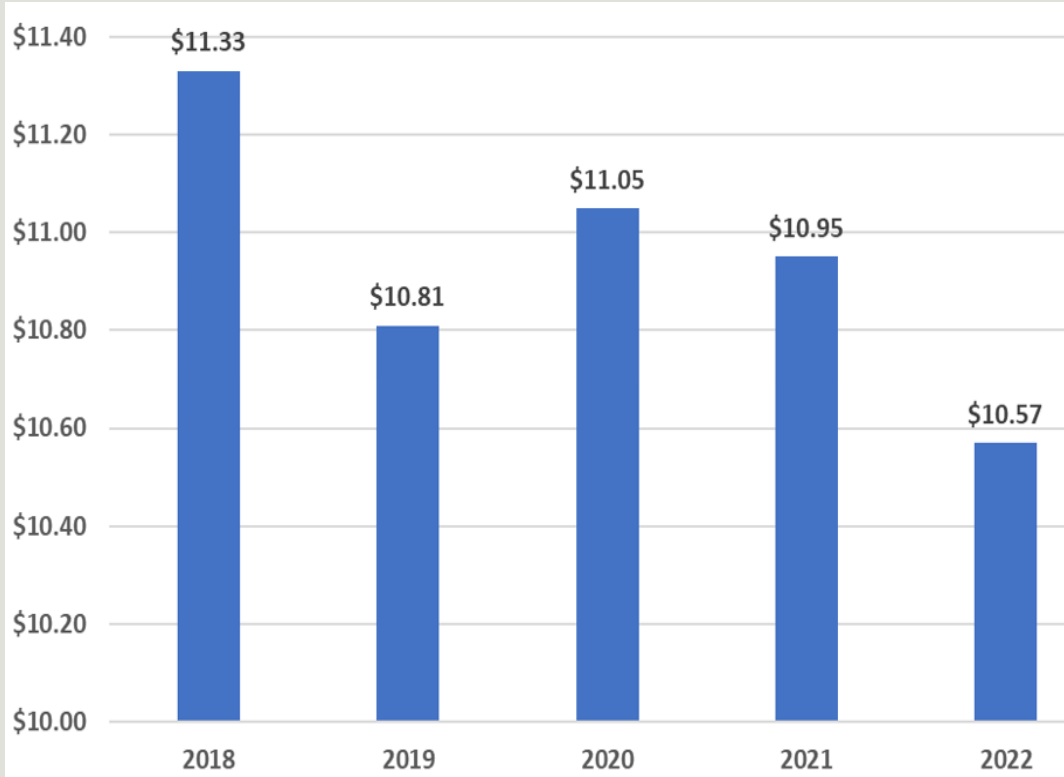


In Melrose, 92% of taxes are paid by residential property owners

As property values rise, tax rates fall



Total Value of Residential Properties in Melrose



Residential Property Tax Rate (per \$1K assessed value)

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

FY24 Tax Levy Limit Estimate (excluding debt exclusion amount):

Based on Prop. 2 1/2, Melrose's tax levy will grow
approximately **\$2.3 M next year:**

FY23 Tax Levy Limit: \$72 million

2.5% Increase: \$1.8 million

New Growth*: \$500,000

This is the additional amount we will have next year to
support all departments across both City and Schools.

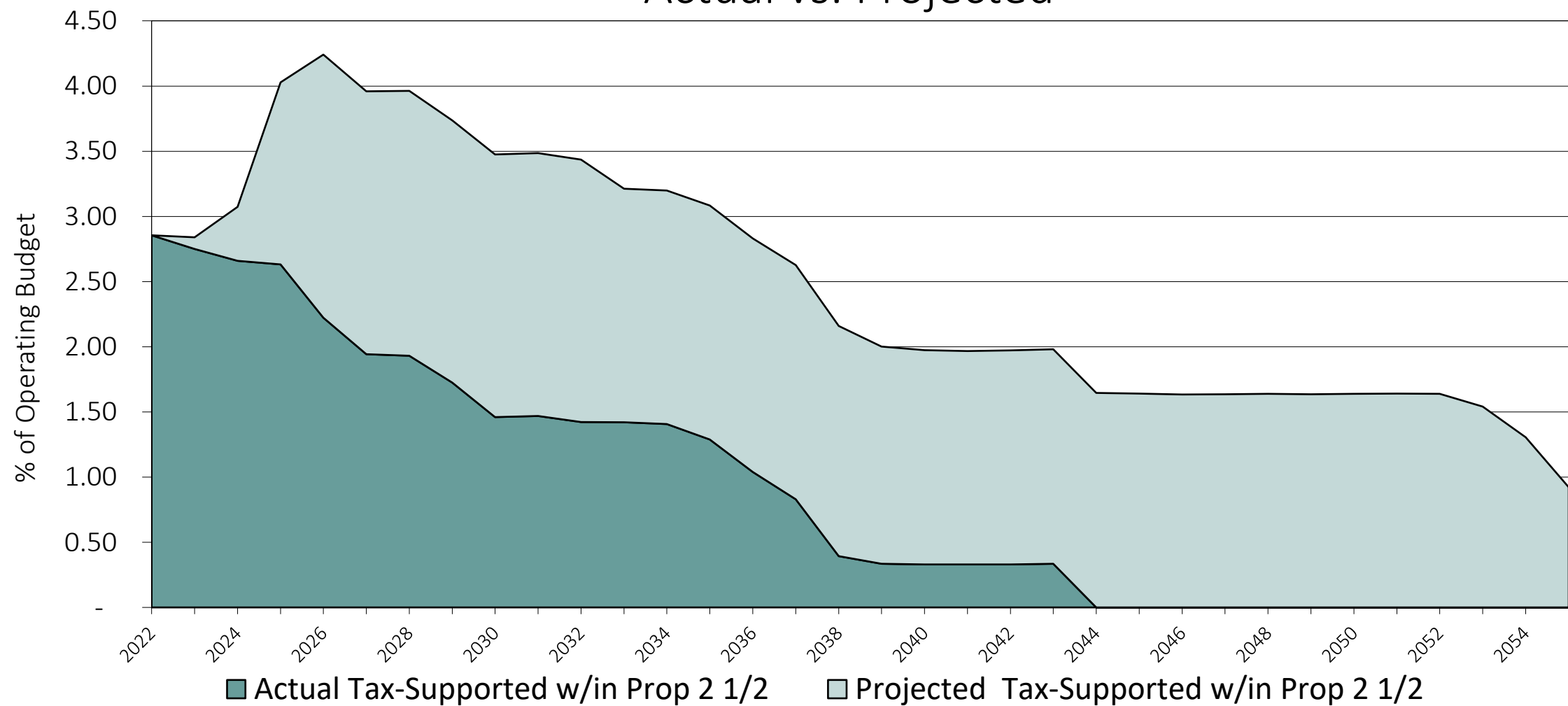
Capital Needs

- FY24-FY28 capital planning process has just kicked off with department heads
- Collins Center consultants will work with our Finance team to determine the City's financial capacity to fund capital and will create a multi-year Capital Investment Strategy
- School Department structural deficit will be factored into this plan
- In FY24 will prioritize most urgent capital needs (e.g., Police/Fire radios and antenna system)

Debt Management

- We continue to project new non-exempt debt will stay below our limit of 5% of operating budget.
- In the fiscal years ahead, we will still have borrowing capacity to bond necessary projects
- Any new exempt debt for a large project (e.g., Public Safety Buildings) would be outside of the Prop. 2 ½ limitation and would require a “debt exclusion” vote at the ballot.

Tax-Supported (“non exempt”) debt within Proposition 2 1/2 Actual vs. Projected



The Finance Team looks forward to returning in January to provide:

- Mid-year FY23 Budget update
- FY23 Free Cash (assuming certified by DOR)
- Mid-year update on Local Receipts
- Any updates regarding state funding

QUESTIONS?



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY22 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Fiscal Year 2022 Free Cash appropriations, as follows:

Order 2022-77: Memorial Hall Building Envelope (\$1,500,000)

The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. So, in terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.

Order 2022-87: Police Chief Search (\$30,000) – complete

Order 2022-89: Police - Replacement hire cost (\$151,200)

Police Salary and Wages	\$63,000.00	complete
Police Firearms and Ammunition	\$3,600.00	complete
Police Uniforms	\$65,000.00	remaining balance is 24,422.87
Police Academy Tuition and Training	\$19,600.00	complete

Order 2022-108: Replacement Fred Green Turf (\$600,000)

There has been a delay at Weston and Sampson, due to the consultant who was working on the RFQ for Fred Green Field having retired. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.

Order 2022-114 – DPW Easement (\$48,000) – complete

Order 2022-132 – Stabilization Balances (\$1,225,000) – complete

Order 2022-130 – Snow and Ice – (\$341,621.03) – complete

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

Order 2022-134 IT Phone System, Cameras & Social Media Archiving (\$270,000)

1. School VoIP project: \$100,000 of this cost is for the School Telephone Replacement project. Additionally, there were \$60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project.
2. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly \$64,000 and will pay the rest after completion (roughly \$40,000).
3. Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. \$20,000 of this has been paid to Jatheon for the software.

Order 2022-135: DPW

1. New Vehicles (\$482,000.00) – This funding, along with another \$90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
2. Trees (\$70,000) – This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.
3. Traffic Calming (\$70,404.57) – we have ordered RFBs for the first list of locations that we prioritized, which totaled about \$50K of the approx. \$70K allocation. We are awaiting delivery.
4. MHS Bathrooms Design (\$150,000) – we are working on an RFQ to hire a design consultant, which we hope to have out by January 2023.
5. Cemetery lowering device (\$10,620.65) – this item has been purchased and the allocation is spent.

Order 2022-136: Recreation – Vehicle, Software, Community Services (\$75,967.40)

1. Rec Vehicle (\$47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted.
2. Recreation Online Registration Software (\$10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website.
3. COA fobs and media repair (\$13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the

media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies.

4. Memorial Hall elevator controls (\$5,000) – The elevator software upgrade groundwork was completed in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.

Order 2022-137: School – Medicaid reimbursement (\$75,000); Microscopes, Curriculum, Uniforms, Golf Cart (\$192,000)

1. Medicaid Reimbursement \$75,000 – **complete** – These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
2. Literacy Curriculum (Savvas) (\$100,000) – \$99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is \$449,883.61. MPS was awarded a competitive grant in the amount of \$179,943.74. The District will request an additional contribution from the City in the amount of \$169,959.48 for FY24.
3. Microscopes (\$30,000) – In progress, funds have been encumbered based on a quote for \$28,716.75.
4. Utility Vehicle (\$12,000) – In progress, gathering three quotes from vendors.
5. Uniform Replacement (\$50,000) – In progress, approximately \$24,695.77 has been encumbered based on quotes/invoices.

Order 2022-138 Various Departments (\$76,400)

1. Health and Human Services Department (rodent control \$28,000) – grant funds were received to allow this project to move forward without using City funds.
2. City Solicitor (professional services \$25,000) – funds have been expended.
3. Auditor's Office (office equipment \$10,000) - \$ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture.
4. Fire Department (mattresses \$10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt.
5. Elections Department (equipment and banner \$3400) – \$3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.

Order 2022 – 133 Pine Banks Parking Lot paving (\$34,010.35)

Per the funding agreement between Malden and Melrose, the City of Malden has made an equal appropriation for this project; the Pine Banks Trustees are working with their engineering firm to finalize the project design based on this budget. They anticipate that the project will be done in Spring 2023.

CHART - 1		City of Melrose			
DRAFT	Ten Year General Fund Debt Plan Review				
12/5/2022		Department of Finance			
				Projected	
	<u>Year</u>	<u>Net Debt</u>	<u>5% Limit</u>	<u>Budget</u>	<u>Percent</u>
	2022	\$2,855,696	\$4,550,026	\$91,000,522	3.14%
	2023	\$2,839,293	\$4,762,804	\$95,256,080	2.98%
	2024	\$3,074,059	\$4,905,688	\$98,113,762	3.13%
	2025	\$4,028,867	\$5,052,859	\$101,057,175	3.99%
	2026	\$4,241,587	\$5,204,445	\$104,088,891	4.07%
	2027	\$3,959,412	\$5,360,578	\$107,211,557	3.69%
	2028	\$3,963,531	\$5,521,395	\$110,427,904	3.59%
	2029	\$3,735,853	\$5,687,037	\$113,740,741	3.28%
	2030	\$3,474,755	\$5,857,648	\$117,152,963	2.97%
	2031	\$3,486,111	\$6,033,378	\$120,667,552	2.89%
	Totals:	\$35,659,166	\$52,935,857		
	Average:	<u>\$3,565,917</u>	<u>\$5,293,586</u>		
	Variance:		<u>\$1,727,669</u>		
Note(s):	1. It is the current policy of the City of Melrose that the G/F net				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

CHART - 2		City of Melrose - 5% Debt Limit			
DRAFT		Ten Year General Fund Debt Plan Review			
		Department of Finance			
12/5/2022			5% Limit		
	<u>Year</u>	<u>Net Debt</u>		<u>Variance</u>	
Projected					
	2022	\$2,855,696	\$4,550,026	\$1,694,330	
	2023	\$2,839,293	\$4,762,804	\$1,923,511	
	2024	\$3,074,059	\$4,905,688	\$1,831,629	
	2025	\$4,028,867	\$5,052,859	\$1,023,992	
	2026	\$4,241,587	\$5,204,445	\$962,857	
	2027	\$3,959,412	\$5,360,578	\$1,401,165	
	2028	\$3,963,531	\$5,521,395	\$1,557,864	
	2029	\$3,735,853	\$5,687,037	\$1,951,184	
	2030	\$3,474,755	\$5,857,648	\$2,382,893	
	2031	\$3,486,111	\$6,033,378	\$2,547,267	
	Totals:	\$35,659,166	\$52,935,857		
	Average:	<u>\$3,565,917</u>	<u>\$5,293,586</u>		
	Variance:		\$1,727,669		
Note(s):	1. It is the current policy of the City of Melrose that the G/F net				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

ARPA Project Name	PROJECT TOTAL	FY22	FY23	FY24	FY25	Department	Type
ARPA - Consultant	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	Auditors	Admin
ARPA - Administration	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	Auditors	Admin
Milano Center Health, Wellness, Accessibility	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	COA	Infrastructure
Milano Center HVAC	\$ 218,729.00	\$ 218,729.00	\$ -	\$ -	\$ -	COA	Infrastructure
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	\$ 750,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ -	DPW	Infrastructure
Covid Sanitization-Custodial	\$ 65,000.00	\$ 65,000.00	\$ -	\$ -	\$ -	DPW	COVID Response
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	DPW	COVID Response
Lead Water Service Inventory and Replacement Design	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Traffic Calming Toolkit	\$ 28,300.00	\$ 28,300.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Asset Management Software	\$ 106,000.00	\$ 106,000.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Replacement Vehicle to Deliver Services	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	DPW	Infrastructure
Fire Department Vehicles	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	Fire	Public Safety
Public Safety Training Equipment	\$ 105,308.00	\$ 78,308.00	\$ -	\$ -	\$ 27,000.00	Fire	Public Safety
Fire Headquarters HVAC	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	Fire	Infrastructure
Tremont Fire House Update	\$ 151,205.00	\$ -	\$ 151,205.00	\$ -	\$ -	Fire	Infrastructure
At-Home COVID tests	\$ 1,824.00	\$ 1,824.00	\$ -	\$ -	\$ -	Health	COVID Response
FT Social Service Coordinator*	\$ 200,330.00	\$ 12,235.00	\$ 72,900.00	\$ 75,789.00	\$ 39,406.00	Health	Community Mental Health and Wellness
IT Intern to Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Project	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	IT	COVID Response
Melrose Public Library HVAC Upgrades	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	Library	Infrastructure
Economic Recovery Director*	\$ 290,081.00	\$ 31,762.00	\$ 101,785.00	\$ 103,930.00	\$ 52,604.00	Mayor's	Economic Recovery
Community Conversations Initiative	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	Mayor's	Community Mental Health and Wellness
Small Business/Non-Profits/Cultural Sector Support	\$ 150,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	Mayor's	Economic Recovery
Addressing Food Insecurity	\$ 75,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	Mayor's	Economic Recovery
Utility Arrearages	\$ 141,000.00	\$ -	\$ 141,000.00	\$ -	\$ -	Mayor's	Economic Recovery
Foss Park Basketball and Playground Upgrade	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	Parks	Infrastructure
Amazing Grace Basketball Court	\$ 41,106.00	\$ -	\$ 41,106.00	\$ -	\$ -	Parks	Infrastructure
Police Department Vehicles	\$ 256,000.00	\$ 256,000.00	\$ -	\$ -	\$ -	Police	Public Safety
Community Mental Health Initiative	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	Rec/Health	Community Mental Health and Wellness
Schools Revenue Loss Replacement	\$ 802,000.00	\$ 802,000.00	\$ -	\$ -	\$ -	Schools	COVID Response
COVID-19 Disinfection	\$ 128,000.00	\$ 128,000.00	\$ -	\$ -	\$ -	Schools	COVID Response
HVAC Study and Implementation of A/C addition at MVMMS	\$ 1,050,000.00	\$ -	\$ 1,050,000.00	\$ -	\$ -	Schools	Infrastructure
Schools Asbestos Abatement	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -	Schools	Infrastructure
School Department Closing FY22 Budget	\$ 774,697.00	\$ 774,697.00	\$ -	\$ -	\$ -	Schools	COVID Response
High School and Middle School Complex Elevators	\$ 594,000.00	\$ 594,000.00	\$ -	\$ -	\$ -	Schools	Infrastructure
TOTAL	\$ 7,327,080.00						
REMAINING UNCOMMITTED ARPA FUNDS	\$ 1,047,094.00						
<i>*Personnel costs are inclusive of health insurance and benefits</i>							

ARPA Project Name	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	Project update	Type	Department	Lead Department - Title	Project Approval Date
ARPA - Administration	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -	100.00	Funds applied to offset salary costs in FY22 related to ARPA administration.	Admin	Auditors	Auditors - ARPA Administration	6/28/
						Consultants have been used on an as-needed basis to establish programs and policies consistent with auditing requirements. While we do not anticipate significant additional costs in the upcoming fiscal year, we are leaving funds available in case of changes in any regulations or reporting requirements, and for assistance with wrapping up the ARPA projects, auditing, or other needs at the end of the eligible time period.	Admin	Auditors	Auditor's - ARPA Consultant	9/15/
ARPA - Consultant	\$ 25,000.00	\$ 16,621.50	\$ -	\$ 8,378.50	66.5		Admin	Auditors	Auditor's - ARPA Consultant	9/15/
Milano Center Health, Wellness, Accessibility	\$ 25,000.00	\$ 6,452.08	\$ -	\$ 18,547.92	25.80	Deep cleaning and sundry repairs have been completed. Water bottle filling station was installed. Balance to be used in FY23 for additional Milano Center accesibility and wellness upgrades.	Infrastructure	COA	DPW - Milano Center Health, Wellness, Accessibility	3/22/
Milano Center HVAC	\$ 215,503.76	\$ 215,503.76	\$ -	\$ -	100.00	Project complete and under budget.	Infrastructure	COA	DPW - Milano Center HVAC	3/22/
Asset Management Software	\$ 106,000.00	\$ 65,971.70	\$ 37,822.08	\$ 2,206.22	97.90	Contract fully encumbered (Brightly).	Infrastructure	DPW	DPW - Asset Management Software	5/2/
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	\$ 750,000.00	\$ 75,000.00	\$ -	\$ 675,000.00	10.00	Ongoing with City Paving Sidewalk Contract. Current invoices received \$75,000 (Holcim/Aggregate). Will restart in spring of 2023 and expected new vendor.	Infrastructure	DPW	DPW - City Sidewalk Improvements	3/22/
Covid Sanitization-Custodial	\$ 65,000.00	\$ 53,569.65	\$ -	\$ 11,430.35	82.40	Invoices received in FY22 total \$53,569.65. Remaining balance to be encumbered/invoiced in FY23.	COVID Response	DPW	DPW - Covid Sanitization-Custodial	4/20/
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$ 40,000.00	\$ 27,216.00	\$ -	\$ 12,784.00	68.00	Part time and temporary employees hired to continue to deliver services.	COVID Response	DPW	DPW - Labor Costs Additional Cleaning and Sanitizing of Public Buildings	4/20/
Lead Water Service Inventory and Replacement Design	\$ 150,000.00	\$ 44,843.54	\$ 104,756.46	\$ 400.00	99.70	In progress (Tata & Howard). Approximately 12 residents applied for incentive.	Infrastructure	DPW	DPW - Lead Water Service Inventory and Replacement Design	3/10/
Traffic Calming Toolkit	\$ 28,300.00	\$ 3,212.50	\$ 25,087.50	\$ -	100.00	Contract fully encumbered (Neighborways Design). Invoices to date \$3,212.50	Infrastructure	DPW	DPW - Traffic Calming Toolkit	3/10/
Replacement Vehicle to Deliver Services	\$ 23,000.00	\$ 23,000.00	\$ -	\$ -	100.00	Vehicle purchased and invoiced	Infrastructure	DPW	DWP - Replacement Vehicle to Deliver Services	9/20/
Fire Headquarters HVAC	\$ 30,815.00	\$ 30,815.00	\$ -	\$ -	100.00	Project complete.	Infrastructure	Fire	DPW - Fire Department HVAC	3/10/
Tremont Fire House Update	\$ 151,205.00	\$ 123,644.87	\$ 27,560.13	\$ -	100.00	Project expected completion (BC Construction) in February 2023	Infrastructure	Fire	DPW - Tremont Fire House Update	6/28/
Fire Department Vehicles	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	0.00	Fire Department put an order through MHQ (the largest provider of public safety vehicles in the United States) late August 2022 for two 2023 Ford Utility Interceptors (AWD, Hybrid). These vehicles will replace the Chief's and the Fire Prevention Captain's current aged-out vehicles. Due to a global shortage of semiconductor chips in the automotive industry, we have not been able to spend the funds. According to our sales representative from MHQ, the vehicles have not yet arrived from Ford and both vehicles are listed as "unscheduled" in their system. They are not giving out lead times.	Public Safety	Fire	Fire - Fire Department Vehicles	5/20/
Public Safety Training Equipment	\$ 105,308.00	\$ 77,885.59	\$ -	\$ 27,422.41	74.00	In January 2022, a field service engineer from Laerdal (the SimMan 3G manufacturer) came to the Fire Department for the installation of the SimMan. After the installation, our Firefighters attended both a virtual orientation as well as a virtual training with Laerdal where they learned how to use the SimMan to best suit FD needs. As soon as the members completed the training, the simulator was deployed. Firefighter Jeremy Dungca has done a great job with making sure the FD members remain proficient with interventions and clinical judgement by continuously training using the SimMan. The remaining amount is for the warantee renewal in FY25.	Public Safety	Fire	Fire - SimMan 3G Plus	11/9/
At-Home COVID tests	\$ 1,824.00	\$ -	\$ 1,824.00	\$ -	100.00	Complete	COVID Response	Health	Health - At-Home COVID Tests	1/12/
FT Social Service Coordinator	\$ 213,847.00	\$ 52,844.11	\$ -	\$ 161,002.89	24.70	Our Social Services Coordinator, Collin Macgowan, has continued working with Melrose individuals in need, referred from multiple partners including the Mayor's Office, City Council, Melrose Housing Authority, Melrose Police and Fire, among others. This position has been able to provide low-level case management and referrals to many social services that address issues such as food insecurity, housing insecurity, heating assistance, mental health, and behavioral health. We have also been able to successfully support our school families alongside our school counseling staff. We continue to leverage resources within our immediate community, as well as existing resources in our region	Community Mental H	Health	Health - Social Services	3/10/
IT Intern to Address Backlog of Infrastructure and Cybersecurity Projects	\$26,000	\$ 5,122.95	\$ -	\$ 20,877.05	19.70	Original ARPA funded intern started in October but moved into a permanent IT position at the schools shortly thereafter. IT has since worked with HR to recruit and hire another intern.	COVID Response	IT	COVID-19 Backlog of IT Infrastructure and Cybersecurity Projects	10/18/
Melrose Public Library HVAC Upgrades	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	100.00	Funds transferred to the Library Project	Infrastructure	Library	OPCD - Melrose Public Library HVAC Upgrades	3/10/
			\$ -							
Economic Recovery Director	\$ 289,085.00	\$ 88,695.74		\$ 200,389.26	30.70	As the City's Liaison to businesses, nonprofits, and the arts community, created an Economic Development webpage for the City to host a variety of resources and information for businesses, nonprofits and the arts community; spearheading the City's Pop-Up Program including managing the budget for the state economic development earmark being used to fund the project and liaising with commercial property owners and real estate agents to secure space. Administering Melrose's ARPA-funded Small Business and Nonprofit Recovery Grant program, as well as the Food Insecurity initiative. Conducting a comprehensive analysis of all City fees charged for various licenses, permits and City-provided services.	Economic Recovery	Mayor's	Mayor's - Economic Recovery Director	3/10/
Addressing Food Insecurity	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	0.00	\$25,000 grant awarded; staff from several departments are working collaboratively with additional community partners on a project to address food insecurity utilizing the remaining \$50,000.	Economic Recovery	Mayor's	Mayor's - Addressing Food Insecurity	8/11/

Attachment: ARPA Funds Expended to date 1.30.23 with project updates for City Council (INFO-2023-10 :

ARPA Project Name	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	Project update	Type	Department	Lead Department - Title	Project Approval Date
Community Conversations Initiative	\$ 26,800.00	\$ -	\$ -	\$ 26,800.00	0.00	Consultant has been engaged and the project is kicking off this week.	Community Mental Health	Mayor's	Mayor's - Community Conversations Initiative	6/23/
Small Business/Non-Profits/Cultural Sector Suport	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00	\$100,000 awarded to 31 small businesses; second round of the grant program opens in April.	Economic Recovery	Mayor's	Mayor's - Small Business/Non-Profits/Cultural Sector Suport	8/11/
Utility Arrearages	\$ 146,084.44	\$ -	\$ -	\$ 146,084.44	0.00	Contract with National Grid has been executed; awaiting notifications to eligible rate payers and payout of final amount. Once National Grid applies credits to low-income Melrose rate payers' accounts in arrears, the project will be complete.	Economic Recovery	Mayor's	Mayor's - Utility Arrearages	9/29/
Amazing Grace Basketball Court	\$ 41,106.00	\$ 10,379.56	\$ -	\$ 30,726.44	25.30	Parks Dept. received \$41,106.00 of ARPA Funds plus \$5,0000 from the 5K Your Way participatory budget for a total of \$46,106.00. The total for the project was \$26,805.38, \$17,000.00 of which was a credit we were allowed to use from in-kind services when D&R Paving contract ended.	Infrastructure	Parks	Parks - Amazing Grace Basketball Court	3/10/
Foss Park Basketball and Playground Upgrade	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.00	Designs for the playground are due on January 30th for neighborhood group to review in Feb. Where we went with two pickleball courts and half basketball court instead of 3 pickleball courts, Parks Dept. was able to cover the half court out of the pickleball money leaving the full \$150K towards playground	Infrastructure	Parks	Parks - Foss Park Basketball and Playground Upgrade	3/10/
Police Department Vehicles	\$ 256,000.00	\$ 210,951.19	\$ 34,109.88	\$ 10,938.93	95.70	Four vehicles are slated to be completed and delivered in March/early spring.	Public Safety	Police	Police - Police Department Vehicles	5/26/
Community Mental Health Initiative	\$ 200,000.00	\$ 38,218.59	\$ -	\$ 161,781.41	19.10	Melrose Recreation Department and Melrose Health and Human Services have continued their partnership to bring Mental Health First Aid and Mindfulness trainings to the community. This past fall, we offered 8 free classes of adult and youth mental health first aid, resulting in 126 trained residents. This winter season, we project that will reach over 100 more residents trained. With this initial investment, we have been able to build up internal and community partner based certified trainers, which will allow us to continue MHFA sustainably post-ARPA funding. Phase 2 of our program is headlined by Frank Olivieri's weekly Mindfulness classes, designed to help reduce stress and teach individuals the skills they need to cope with stress. Our winter programs have already reached capacity, projecting over 80 residents trained. Kara Showers, Melrose Health and Human Services' Prevention and Wellness Coordinator has been leading the coordination of these sub-programs within the Community Mental Health Initiative and will help us build out additional youth/teen wellness programming moving forward.	Community Mental Health	Rec/Health	Recreation - Community Mental Health Initiative	3/10/
Schools Revenue Loss Replacement	\$ 802,435.00	\$ 802,435.11	\$ -	\$ -	100.00	Funds transferred to School Department	COVID Response	Schools	Auditor's - Schools Revenue Loss	9/30/
COVID-19 Disinfection	\$ 128,000.00	\$ 46,506.99	\$ -	\$ 81,493.01	36.30	Part time and temporary employees hired to continue to deliver services.	COVID Response	Schools	DPW - COVID-19 Disinfect Public Schools	4/20/
High School and Middle School Complex Elevators	\$ 494,000.00	\$ 24,055.00	\$ 20,850.00	\$ 449,095.00	9.10	Construction underway (Associated Elevator). State Earmark has been secured for this project, allowing the ARPA budget to be reduced.	Infrastructure	Schools	DPW - High School and Middle School Complex Elevators	3/22/
HVAC Study and Implementation of A/C addition at MVMMS	\$ 1,050,000.00	\$ -	\$ -	\$ 1,050,000.00	0.00	Scope and bid documents for design still underway. Expected to be bid in Spring of 2023.	Infrastructure	Schools	DPW - HVAC Study and Implementation of A/C addition at MVMMS	6/15/
Schools Asbestos Abatement	\$ 90,000.00	\$ 81,967.00	\$ 2,600.00	\$ 5,433.00	94.00	Winthrop and Franklin complete (Multiple vendors)	Infrastructure	Schools	DPW - Schools Asbestos Abatement	6/15/
School Department Closing FY22 Budget	\$ 774,697.00	\$ 774,697.00	\$ -	\$ -	100.00	Funds transferred to School Department	COVID Response	Schools	Schools - School Department closing FY22 budget	9/29/
Window Replacement at Franklin School	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	0.00					
TOTAL	\$ 7,314,510.20	\$ 3,404,109.43	\$ 254,610.05	\$ 3,655,790.83						
REMAINING UNALLOCATED ARPA FUNDS	\$ 1,059,663.80									

Attachment: ARPA Funds Expended to date 1.30.23 with project updates for City Council (INFO-2023-10 :



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: INFO-2023-10: Request for American Rescue Plan Act (ARPA) funding update
Date: January 30, 2023

As a follow up to our presentation to the Appropriations and Oversight Committee last December, I am pleased to provide the Honorable City Council with a further update on the use of Melrose's ARPA funds, including reports on the expenditures incurred and status updates for all approved projects.

Summary of ARPA expenditures

To-date, the Mayor has approved projects totaling \$7,314,510. Of this amount, \$3,404,109 has been expended with a further \$ 254,610 encumbered, representing 43.7% of Melrose's ARPA dollars. \$3,655,791 is allocated but unspent, and \$1,059,663 remains unallocated.

Since our last update, the Mayor has approved one additional project request that was urgent and time sensitive. The Window Replacement at Franklin School project will ensure the safety and comfort of our youngest learners and their teachers by addressing water leaks and heat loss due to a critical failure of a window system at the school that requires immediate attention.

Project budget amendments

Assistant Auditor Kerri Golden continues to refine budgets in collaboration with requesting department heads as projects move forward, and there have been several minor budgetary adjustments made to reflect the actual or anticipated costs. More substantively, we have increased our allocation for ARPA consultants by \$15,000 (from \$10,000 to \$25,000) based on the number of hours we have utilized so far, and looking ahead to compliance issues that may arise as the ARPA timeframe winds down. On the other side of the ledger, the High School and Middle School Complex Elevators project has been reduced by \$100,000 (from \$594,000 to \$494,000) based on a lower-than-expected contract bid cost and a \$150,000 State earmark that will defray the cost of the project.

Project Tracking

Department heads have provided status updates for all approved projects in the accompanying spreadsheet which tracks expenditures and encumbrances by project. We will continue to track this progress on a regular basis to ensure that the City expends funds in a timely manner and that we are on track to spend or encumber all ARPA funds by the U.S Treasury Department deadlines. Should you have any questions regarding specific projects, please do not hesitate to contact me.

Attachment: ARPA Update to City Council January 2023 (INFO-2023-10 : Request for ARPA update)



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

Administration–Engineering–Water–Sewer–Facilities
Parks–Forestry–Highway–Sanitation–Cemetery–Fleet

James Troup

Assistant Director – Administration & Finance

**City Yard, 72 Tremont Street
Melrose, Massachusetts 02176**

Telephone – (781) 665-0142

E-mail: jtroup@cityofmelrose.org

September 27, 2022

To: Paul Brodeur, Mayor
Margot Fleishman, Director of Strategic Initiatives
Patrick Dellorusso, CFO/Auditor

From: James Troup, DPW Deputy Director Administration and Finance

Cc: Elena Proakis Ellis, DPW Director
Jay McNeil, Facilities Director

RE: ARPA – Custodian Services in City Schools

Please accept this memo as an update to our strategies as we continue to implement services and efforts to mitigate the spread of COVID to the most vulnerable residents of the City of Melrose. The Department of Public Works Facilities Division provides front-line services at our City Schools. Additional cleaning and disinfecting have been part of our daily routine since the outbreak of this pandemic. This service continues as this virus lingers and mutates into new variants.

The current strategy will be to utilize our approved ARPA Project Request for Custodian Services and Cleaning by creating up to three Temporary Laborer Positions which will be assigned to clean our City Schools. These positions will serve a maximum of 90 days and serve in a supplemental role as we continue to deal with the effects of COVID. There will be no effect on our Operating Budget nor will there be future requests for additional ARPA funding that has previously been assigned to these projects.

Thank you very much for your consideration. Please feel welcome to contact us with any questions you may have.

Attachment: ARPA Custodian (INFO-2023-10 : Request for ARPA update)

Questions received from Councilors for INFO-2023-10:
Request for American Rescue Plan Act (ARPA) funding update

Questions from Councilor Migliorelli:

1. Sidewalk improvements - approved in March 2022 but only 10% spent to date?

Answer from DPW Director Elena Proakis Ellis:

The ARPA allocation for sidewalk improvements was intended to be \$250,000 per year for three years. In Year 1, we decided to use the money toward Ashland Street (complete replacement of asphalt sidewalks with concrete) and Bay State Road. The \$75,000 spent was for Ashland Street. Bay State Road was not able to be completed in calendar year 2022 as originally planned due to shortages of radial curb, which was required due to the bends in the road. We plan to complete this work in 2023 but left the money set aside for that purpose. We also intend to spend the \$250,000 that was intended for 2023 during this construction season provided that materials shortages or scheduling challenges do not impact our plans.

2. Community Mental Health Initiatives -- there was confusion at our December meeting. In a different order, Anthony said that Kara Showers was being paid from ARPA money for community mental health, but then you said she wasn't. From where has Kara's salary been paid?

Answer from H/HS Department Director Anthony Chui:

Prior to July 1, 2022 Kara's salary was paid through a Mass in Motion Grant. Since that grant ended, she has been paid through the Health and Human Services Department's operating budget. The initial ARPA project request for the Community Mental Health initiative did not include funding a staff person. However, as Kara was playing a central role in administering the Community Mental Health initiative, I requested that she be paid from the ARPA project fund on a temporary basis (6 months) with the intention of moving her salary onto the Cannabis Fund (as proposed in APP-2023-10 Appropriation Community Prevention and Wellness Initiative). Since that appropriation did not move forward, I have updated the ARPA project budget and requested that she be paid from ARPA for the full FY23.

3. Covid sanitation -- there are 3 line items dedicated to Covid-related sanitation; one for the Schools and two for DPW. It looks like we have a total of about \$100K unspent, that we're waiting on invoices on and paying temporary staff, correct? How do we have unpaid temporary staff? I don't think we're still deep cleaning schools and public buildings?

Answer from Assistant DPW Director for Administration and Finance Jim Troup:

Covid Sanitation/Custodial Supplies: I have had preliminary conversations with the Auditing Department about a strategy to use the remaining balance (\$11,430.35). We will either identify invoices that have

already been paid and transfer that expense or will place an order for custodial supplies to replenish our inventory.

Labor Costs/Additional Cleanings and COVID-19 Disinfection: Both accounts were designated as labor accounts. One account was a salary and wages account and a second was set up as an overtime account. As you may recall, we [Jim/Margot/Mayor] spoke about our strategy to employ part time and temporary custodians to maintain the expected level of service. The first Temporary Custodian was hired in early December and a second recently started. We have also brought on a few Part-time Custodians over the past two months. At the end of the temporary assignments, it is our expectation that we will be extending both Temporary Custodians an additional 90 days. The Part-time Custodians will be assessed periodically. As part of the strategy to employ Temporary and Part-time Custodians, we projected costs at approximately \$70,000. The balance could be reallocated. I have attached a memo (from September) that outlined the request.

Questions from Councilor Williams:

1. Traffic Calming: When I spoke to the traffic calming consultant in October, he said no work had progressed on this from our side, and that individual actually left his company a few weeks ago. Can you please ask for updates on this project and be ready to discuss progress in detail?

Answer from DPW Director Elena Proakis-Ellis:

Since I was spearheading this project, progress has been on hold until I have a chance to re-engage. We had started out strong with finalizing the scope, getting the contract signed, and having a couple of meetings to agree on the approach. But they had some more detailed asks that I wasn't able to provide with my present schedule, and Vonnie did not think it was appropriate to move forward without me given my institutional knowledge on this topic. The project manager leaving the consulting company also has slowed us down. We plan to resume work on this project in February when I'm back in the office a little more often.

Ghobrial, Andrew

From: Fleischman, Margot
Sent: Monday, December 5, 2022 3:57 PM
To: City Council
Cc: *Mayor Brodeur; Dello Russo, Patrick
Subject: Materials for December 8 A&O meeting
Attachments: ARPA Update to City Council December 2022.pdf; ARPA Update Slides December 8, 2022.pdf; Finance Report to the City Council Slides December 8 2022.pdf; FY22 Free Cash update.pdf; 10 year General Fund Debt Plan.pdf; ARPA Approvals by Dept to date 10.18.22.pdf

Good afternoon Councilors,

Please find attached the following presentation materials and memos provided in advance of the A&O meeting this Thursday, December 8:

- **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update
 - **ARPA Update memo and slide presentation; ARPA approvals spreadsheet**
- **INFO-2023-11:** Update on the Status of the City of Melrose's Finances
 - **Finance Report slide presentation and 10-year General Fund Debt Plan**
- **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose
 - **Free Cash update memo**

As always, should you have any questions, please do not hesitate to reach out.

Best,
 Margot

Margot Fleischman

(She/Her/Hers)

Chief of Staff

& Director of Strategic Initiatives and Communications

Office of Mayor Paul Brodeur

Melrose City Hall

562 Main St

Melrose, MA 02176

(781) 979-4440



****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.****

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on use of American Rescue Plan (ARPA) funds
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a further update on the use of Melrose's ARPA funds, including funds that have been spent or committed for specific projects. As you know, the City of Melrose has received total of \$8,374,174 in federal ARPA grant dollars. All ARPA grant funds must be spent or encumbered by December 31, 2024.

Approved ARPA projects

Since the last update to the Council, the following ARPA projects have been approved by the Mayor and CFO Patrick Dello Russo. Together with projects previously approved, this represents \$7.3 million investments in COVID-19 response, critical infrastructure, and organizational capacity.

• Schools Asbestos Abatement	\$90,000
• Community Conversations Initiative	\$25,000
• COVID-19 Sanitization-Custodial	\$65,000
• COVID-19 Disinfection (Schools)	\$128,000
• Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$40,000
• HVAC Study and Implementation of A/C addition at MVMMS	\$1,050,000
• Tremont Fire House Update	\$151,205
• ARPA - Administration	\$4,500
• Addressing Food Insecurity	\$75,000
• Small Business/Non-Profits/Cultural Sector Support	\$150,000
• Police Department Vehicles	\$256,000
• Fire Department Vehicles	\$120,000
• Replacement Vehicle to Deliver Services (DPW)	\$23,000
• School Department Closing FY22 Budget	\$774,697
• Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projects	\$26,000

A complete list of all ARPA project approvals is attached to this memo and is also available on the City of Melrose webpage at: www.cityofmelrose.org/mayor/pages/ARPA

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

Budgetary Adjustments

As part of our regular tracking of ARPA project expenditures, Assistant Auditor Kerri Golden and I have periodically reviewed approved projects and, in consultation with the relevant department heads, have made budgetary adjustments as appropriate.

In cases where the amount originally budgeted exceeded what was necessary, those excess funds have been released back to available ARPA funds to be used for another project subject to the Mayor's review and approval. All budget adjustments have been reflected in the budget documents provided to the Council and posted on the City of Melrose website. The following projects have been adjusted since our last update to the Council:

	Original	Revised
• Social Services Coordinator	\$213,847	\$200,330
• Economic Recovery Director	\$417,000	290,000
• At-Home COVID tests	\$30,000	\$1,824

ARPA expenditures to-date

As of November 30, 2022, the City has expended \$3,189,685 of our ARPA allocation and has encumbered a further \$392,804.

Temporary moratorium on new ARPA allocations

Given the current financial uncertainty, including the potential impact of rising inflationary pressure on both labor and material costs, as well as the School Department structural deficit, the Mayor has chosen to reserve the remaining \$1.05 million in order to provide for maximum flexibility in the year ahead. However, it remains a high priority for the City to spend or allocate all ARPA funds by the December 2024 deadline.



ARPA Update

ARPA Basics

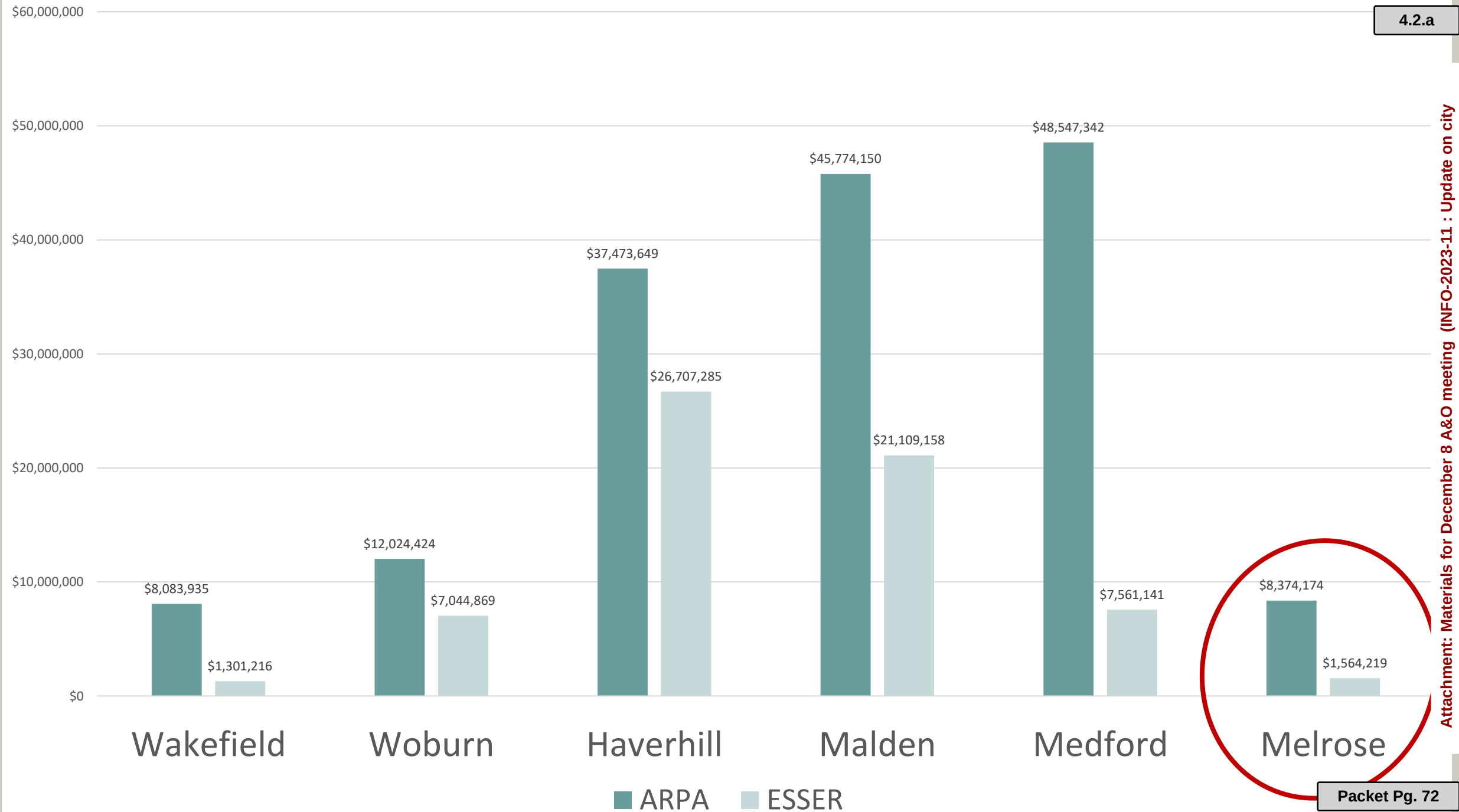
- Federal grant to the City in the amount of \$8,374,174 – based primarily on population.
- All funds must be spent or encumbered by December 31, 2024.
- Administered by the Mayor in consultation with CFO and staff taskforce.
- Advised by consultants from the accounting firm of Clifton Larson Allen, LLP.
- Audited as part of the City's annual single audit and subject to future federal audit.

Members of the Mayor's ARPA Staff Taskforce

- Patrick Dello Russo (CFO)
- Kathryn Armata (Treasurer/Collector)
- Kerri Golden (Auditor's Office)
- Denise Gaffey (OPCD)
- Chief Ed Collina (Fire)
- Chief Mike Lyle (Police)
- Allan Alpert (Emergency Management)
- Margot Fleischman (Mayor's Office)
- Neal Ellis (IT)
- Elena Proakis Ellis (DPW)
- Jim Troup (DPW)
- Jay McNeil (DPW)
- Anthony Chui (HHS)
- Leia Secor (School Finance Dept)

Federal Relief Aid Regional Comparisons

<u>Community</u>	<u>Population</u>	<u>ARPA</u>	<u>ARPA per capita</u>	<u>ESSER</u>	<u>ESSER per student</u>
Wakefield	27,045	\$8,083,935	\$299	\$1,301,216	\$392
Woburn	40,228	\$12,024,424	\$299	\$7,044,869	\$1,640
Haverhill	64,014	\$37,473,649	\$585	\$26,707,285	\$3,451
Malden	60,470	\$45,774,150	\$757	\$21,109,158	\$3,460
Medford	57,341	\$48,547,342	\$847	\$7,561,141	\$1,879
Melrose	28,016	\$8,374,174	\$299	\$1,564,219	\$417



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Mayor's Priorities

- Identifying the areas of greatest need and relevance for Melrose's economic and public health recovery, including mental health and wellness
- Making much needed investments in City infrastructure
- Maintaining financial stability

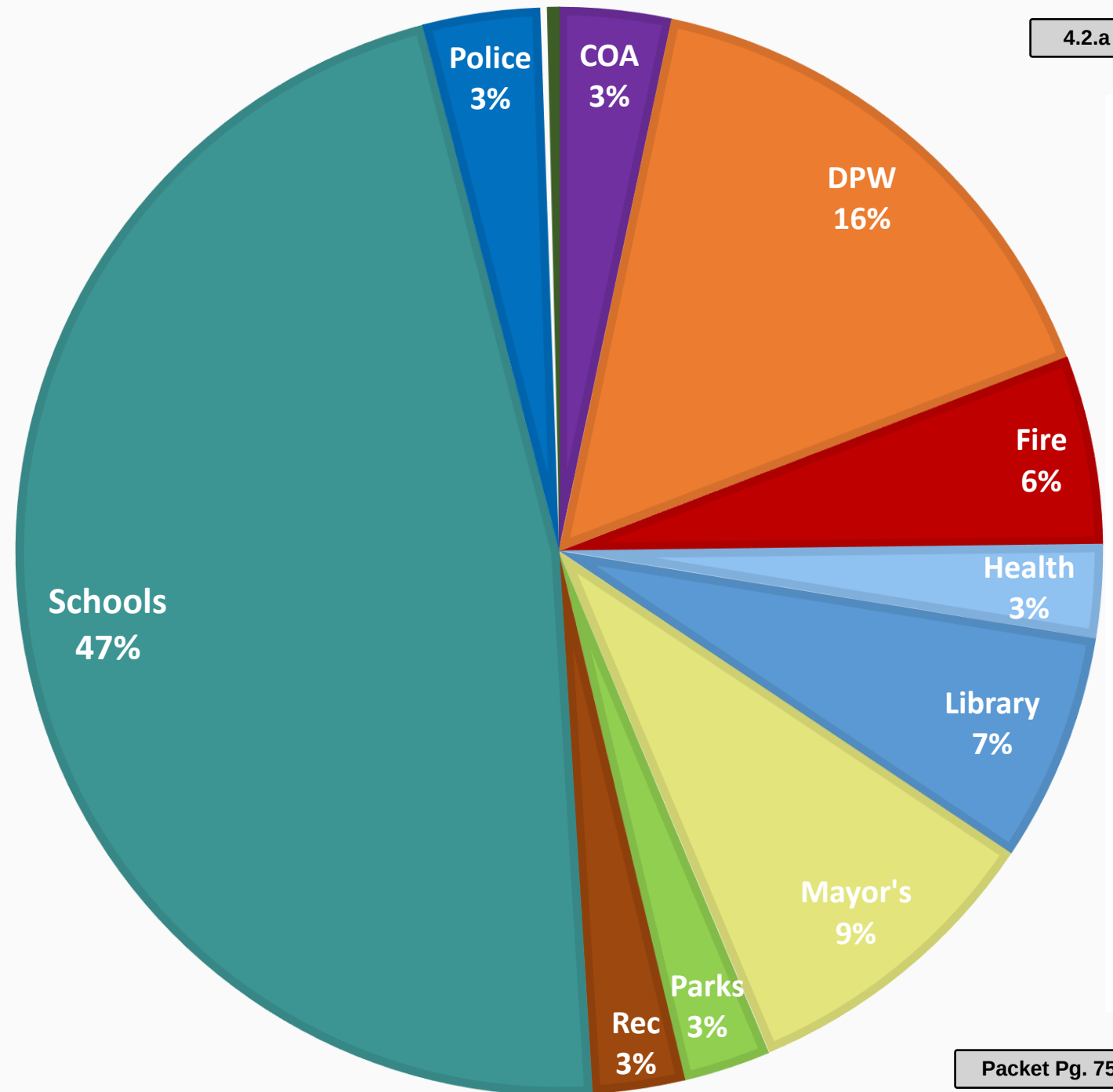
ARPA Approvals To-Date

34 projects from
12 departments

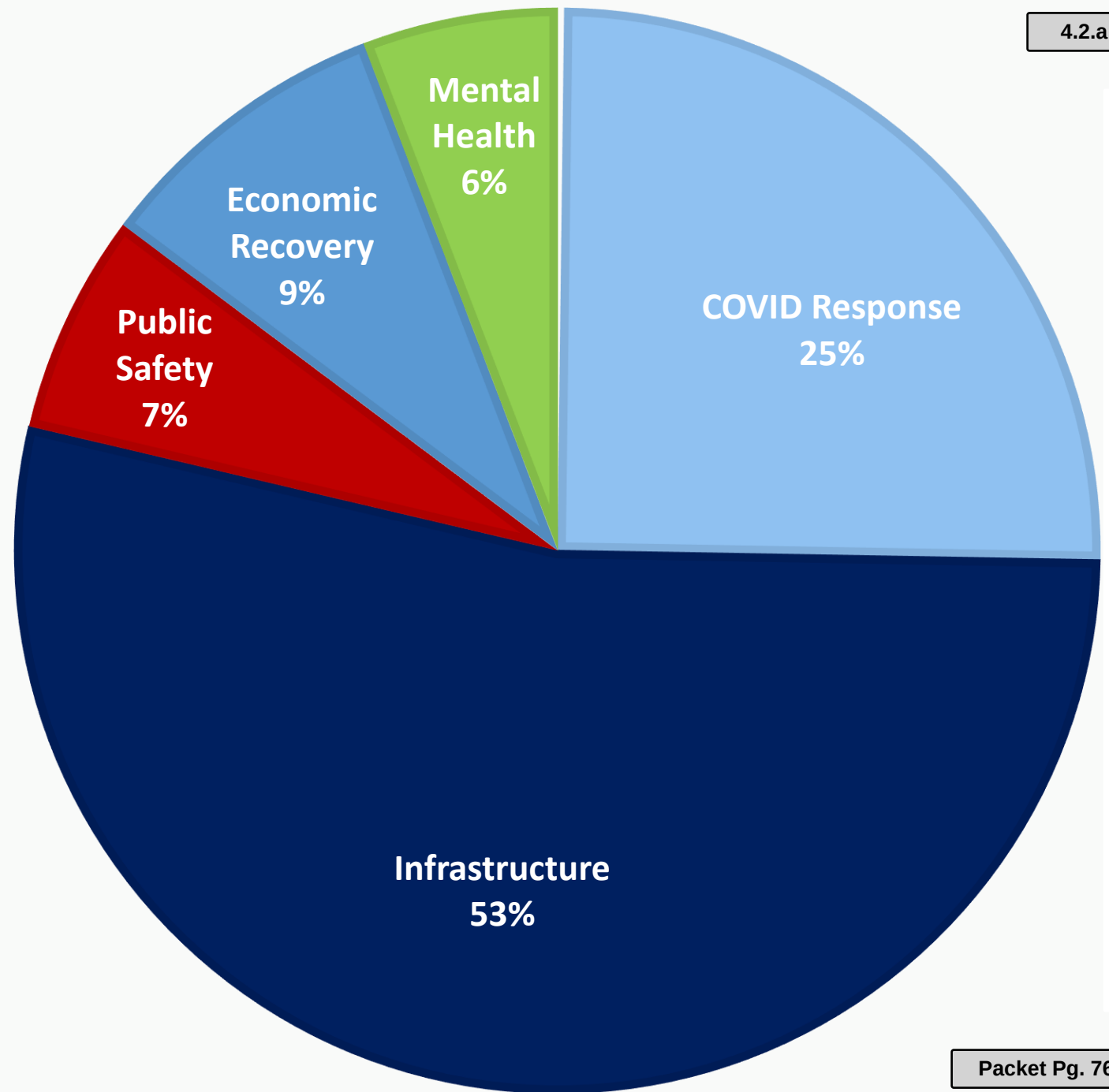
\$7.3M allocated

\$1.05M
unallocated

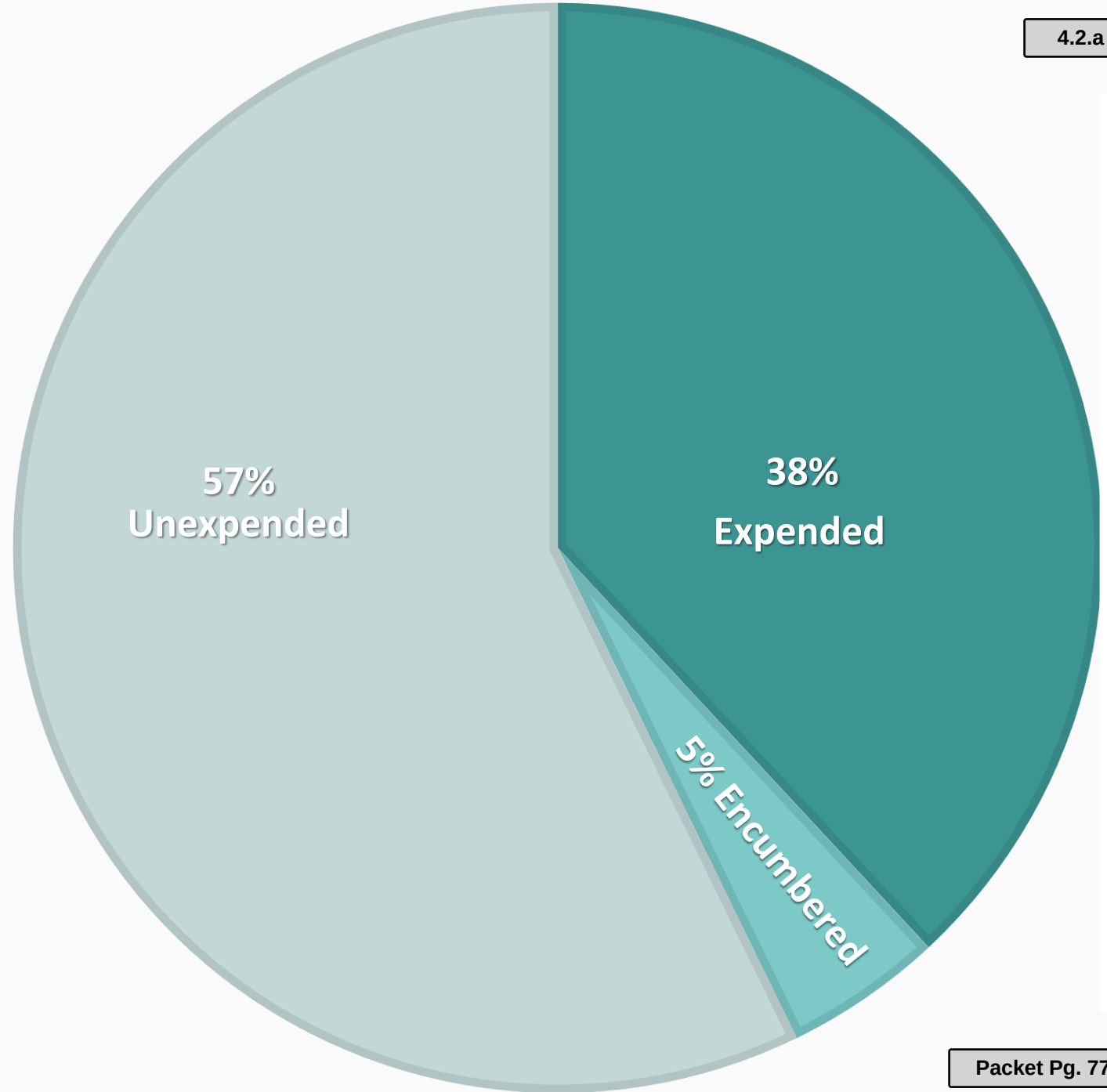
ARPA Allocations By Department



ARPA Allocations By Type



ARPA Expenditures To-Date: 43% Expended or Encumbered



\$3.4 million ARPA funds invested in Melrose Public Schools

Schools Revenue Loss Replacement	\$ 802,000.00
COVID-19 Disinfection/Custodial Needs	\$ 128,000.00
HVAC Study and Implementation of A/C at MVMMS	\$ 1,050,000.00
Schools Asbestos Abatement	\$ 90,000.00
School Department Closing FY22 Budget	\$ 774,697.00
High School and Middle School Complex Elevators	\$ 594,000.00

Thank you!

www.cityofmelrose.org/mayor/pages/ARPA



Financial Update

**MELROSE CITY COUNCIL
APPROPRIATIONS &
OVERSIGHT COMMITTEE
MEETING**

DECEMBER 8, 2022

Patrick Dello Russo
CFO and City
Auditor

Kathryn Armata
Treasurer/Collector

Sarah MacLellan
Chief Assessor

Kerriann Golden
Assistant Auditor

City of Melrose Finance Team

What we will
cover
tonight:

Budget Snapshot

Impact of Proposition 2 ½

New Growth & Free Cash

Impact of School Department deficit

Tax Levy Limit

Capital Needs

Debt Model

Some terms and what they mean:

Tax Levy — The revenue a community can raise through real and personal property taxes. 4.2.a

Prop. 2 ½ — A Massachusetts law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes.

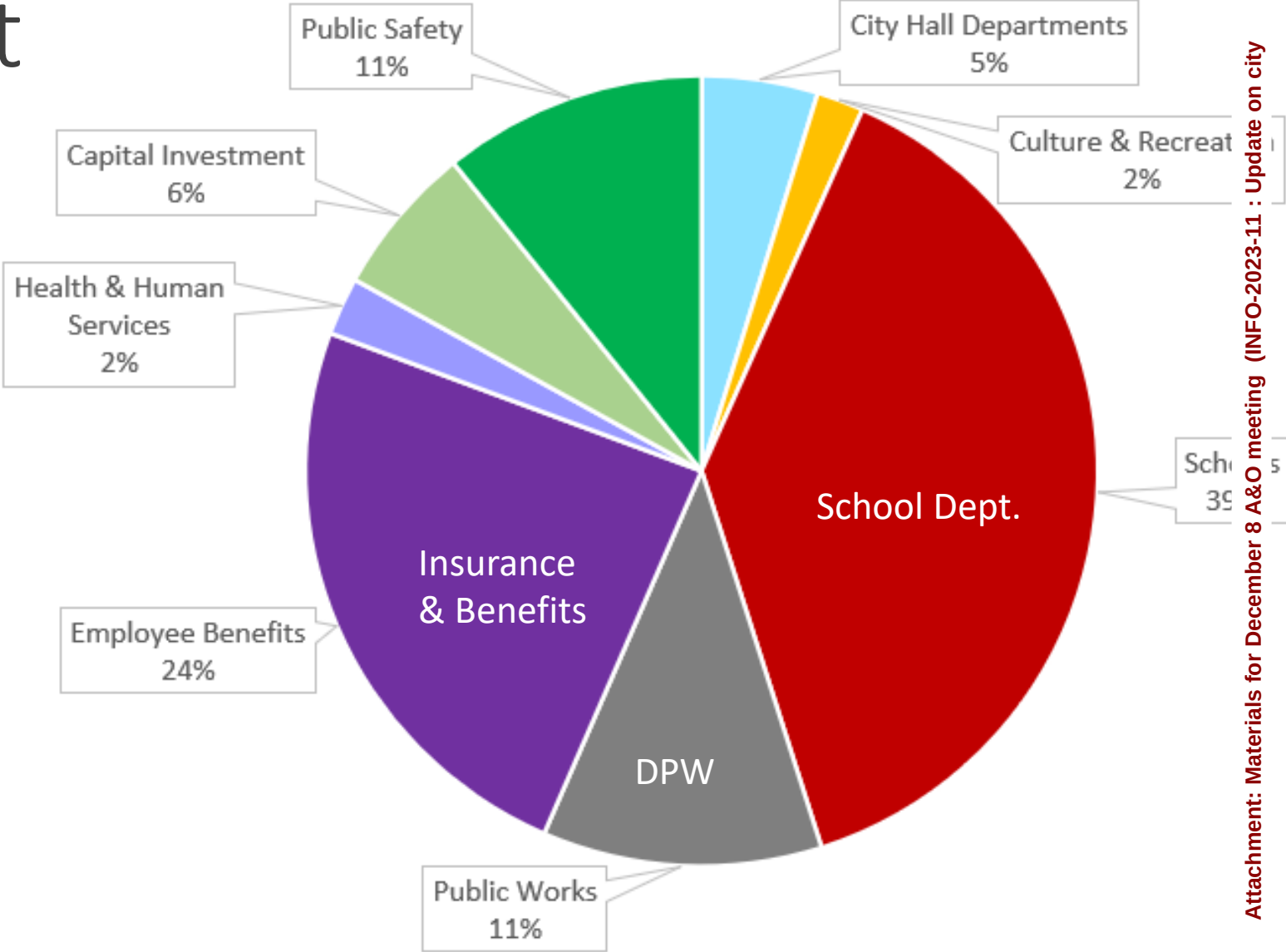
Tax Levy Limit — The maximum amount a community is allowed to raise through property taxes in a given year, based on 2.5% growth of the prior year's Levy Limit plus new growth.

New Growth — The increased value of new development and other growth in the tax base that is not the result of revaluation. A portion of this value is applied to the levy limit.

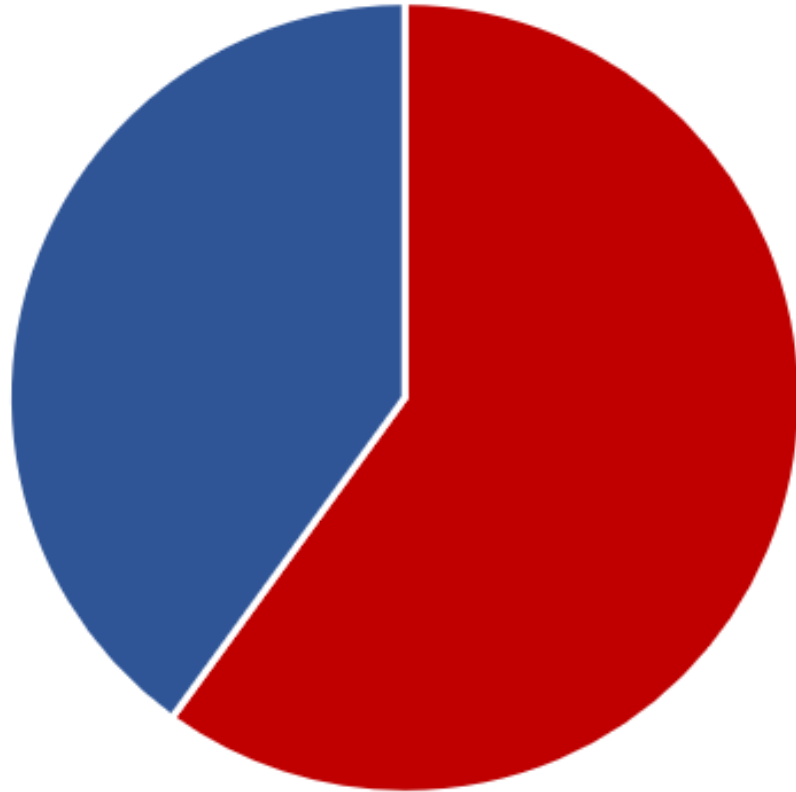
Override — A permanent increase in the Levy Limit of a community above the allowable 2.5% growth. Requires a majority vote at the ballot.

Free Cash — Funds certified annually by the state that come from municipal revenues being greater than expected and/or expenses being less than budgeted.

Budget Snapshot



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city



■ School Spending ■ Non-School Spending

School spending includes costs carried within City budgets:

- Facilities Division of DPW supporting the Schools
- Insurance and Benefits for School Employees
- Debt service for School facilities

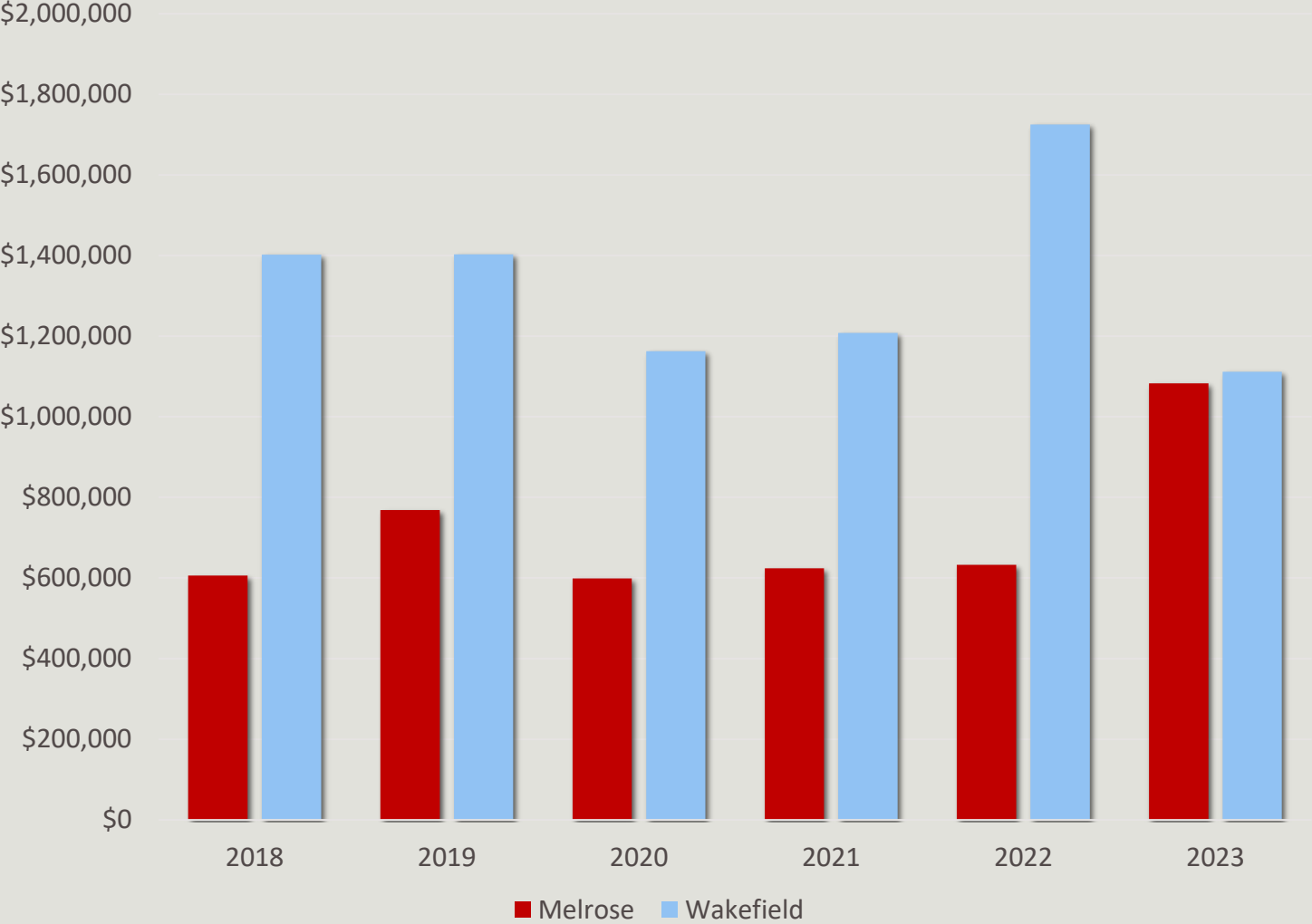
How does
Prop. 2 ½
affect our
finances?

We can only increase our tax revenue by
2.5% of last year's Levy Limit + New Growth

We tax to the Levy Limit so we cannot
increase taxes beyond that without an
override

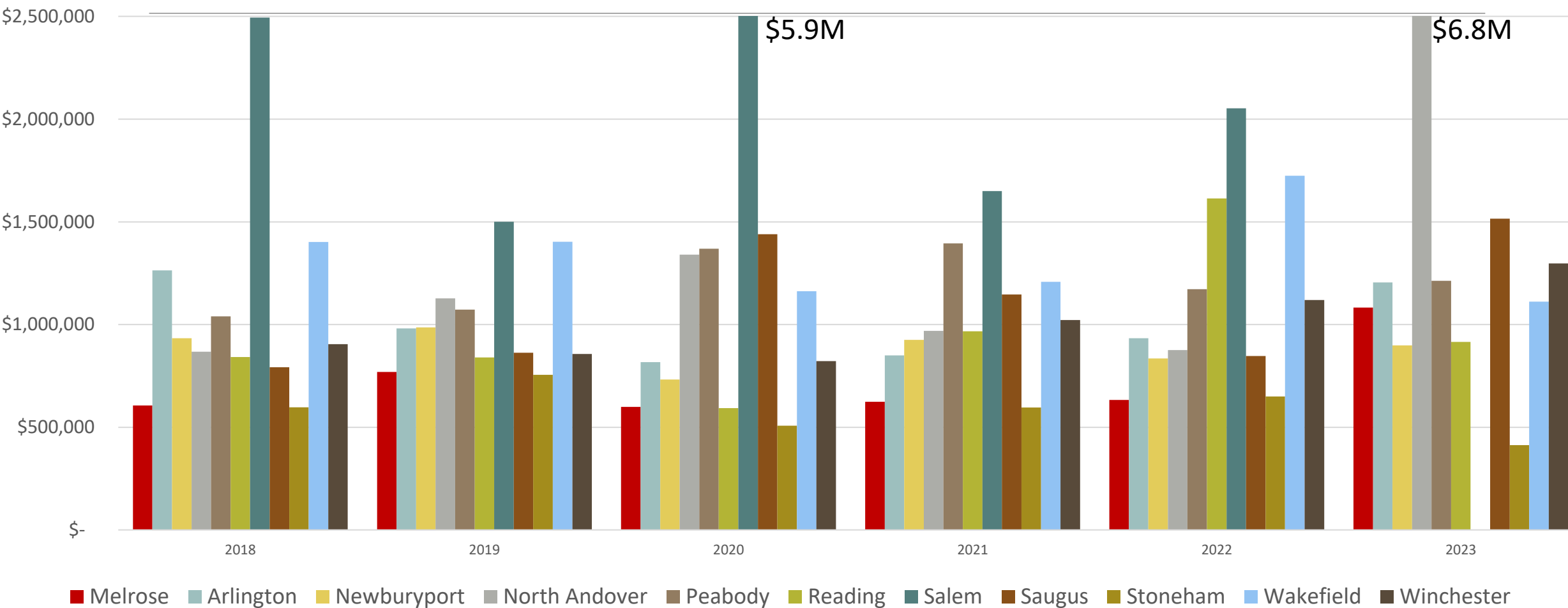
Annual operating budget increases must fit
within next year's Levy Limit

The majority of year-over-year budget
increases are non-discretionary costs



New Growth Comparison to Wakefield

10 Community New Growth Comparison



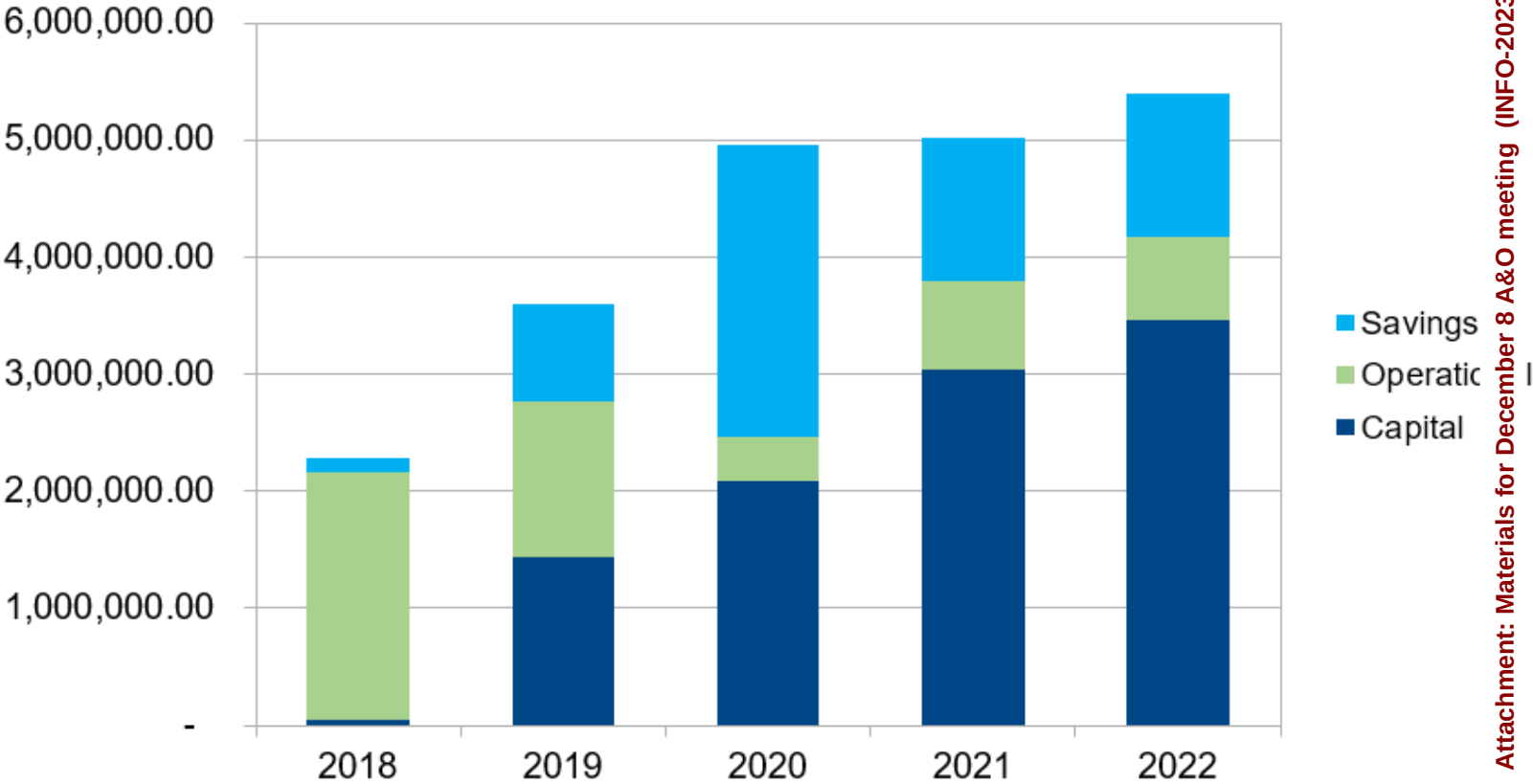
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

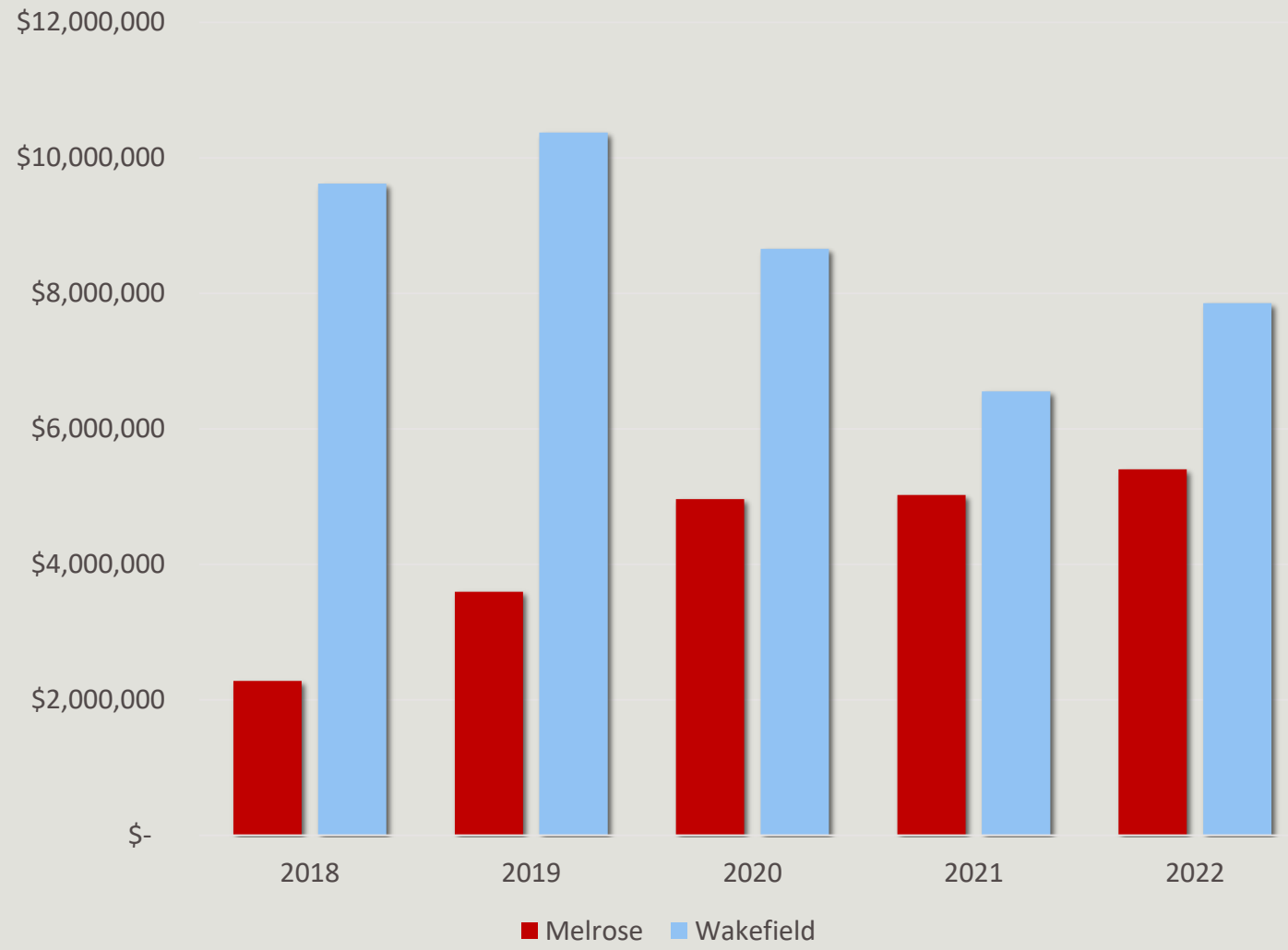
Melrose Free Cash – past 5 years

SAVINGS: stabilization funds, affordable housing trust

OPERATIONAL: snow/ice, software, trainings, etc.

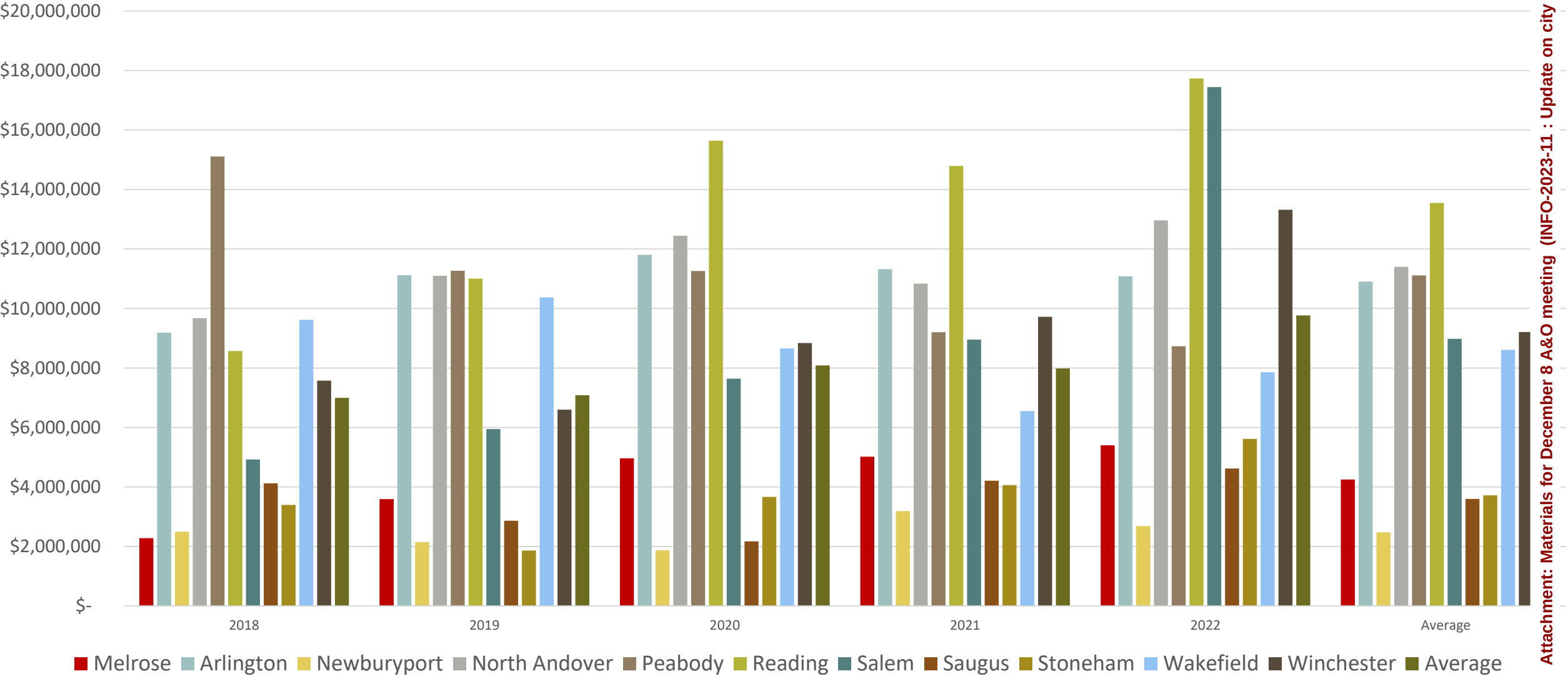
CAPITAL: buildings, vehicles, playgrounds, trees, equipment, etc.



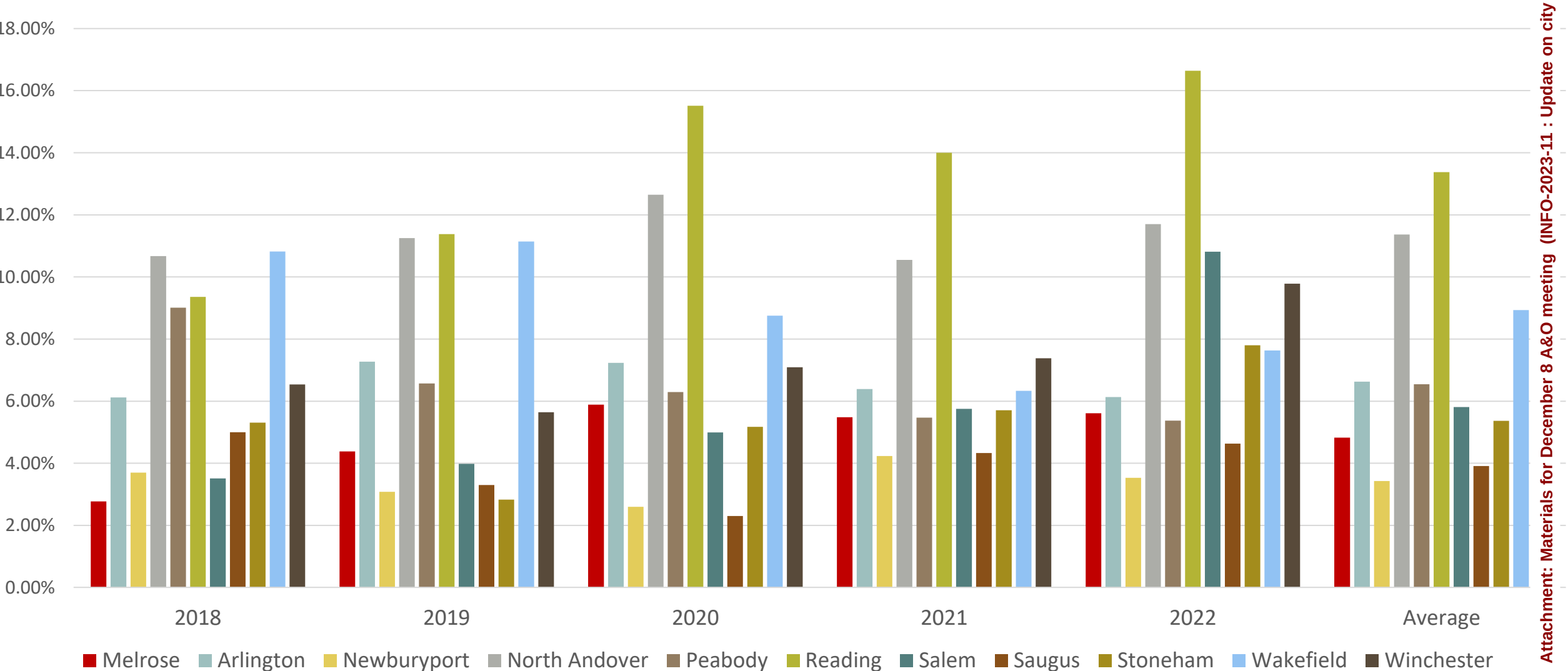


Free Cash Comparison to Wakefield

5 Year Free Cash Comparison (\$)



5 Year Free Cash Comparison (%)



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

FY22 School Department Deficit

Major Cost Overrun Drivers, according to CLA Consultants:

- \$2.1 million of Special Ed cost overruns
 - \$700K – Transportation
 - \$1.48 million – Tuitions
- Remainder can be accounted for by the teacher coverage costs that were charged to paraprofessional lines. Teachers were required to stay home up to 10 days after contracting COVID-19 and the district had to provide coverage.

FY22 deficit closed using federal education relief and ARPA funds

School Department structural deficit expected to continue

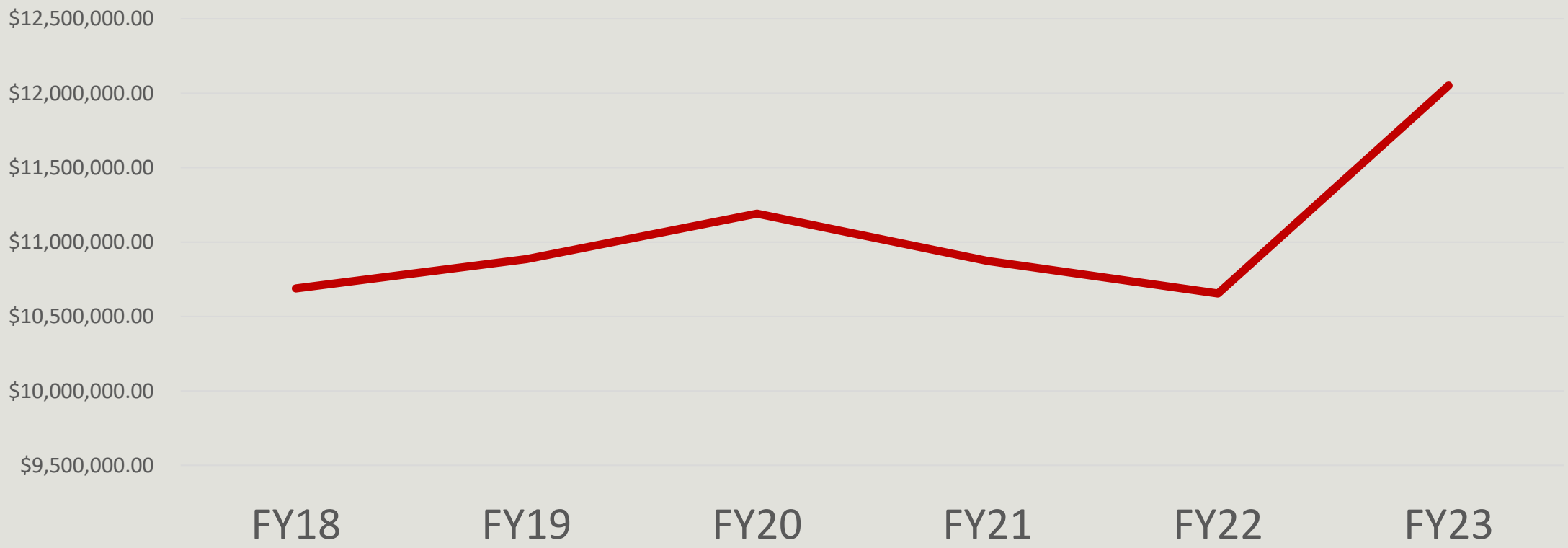
Potential funding sources:

- Free Cash
- Contract Stabilization Fund/Special Education Stabilization Fund
- ARPA
- Other funding sources if available

Potential increased revenue sources:

- State aid (Student Opportunity Act)
- Comprehensive fee study
- Continued re-development to support new growth

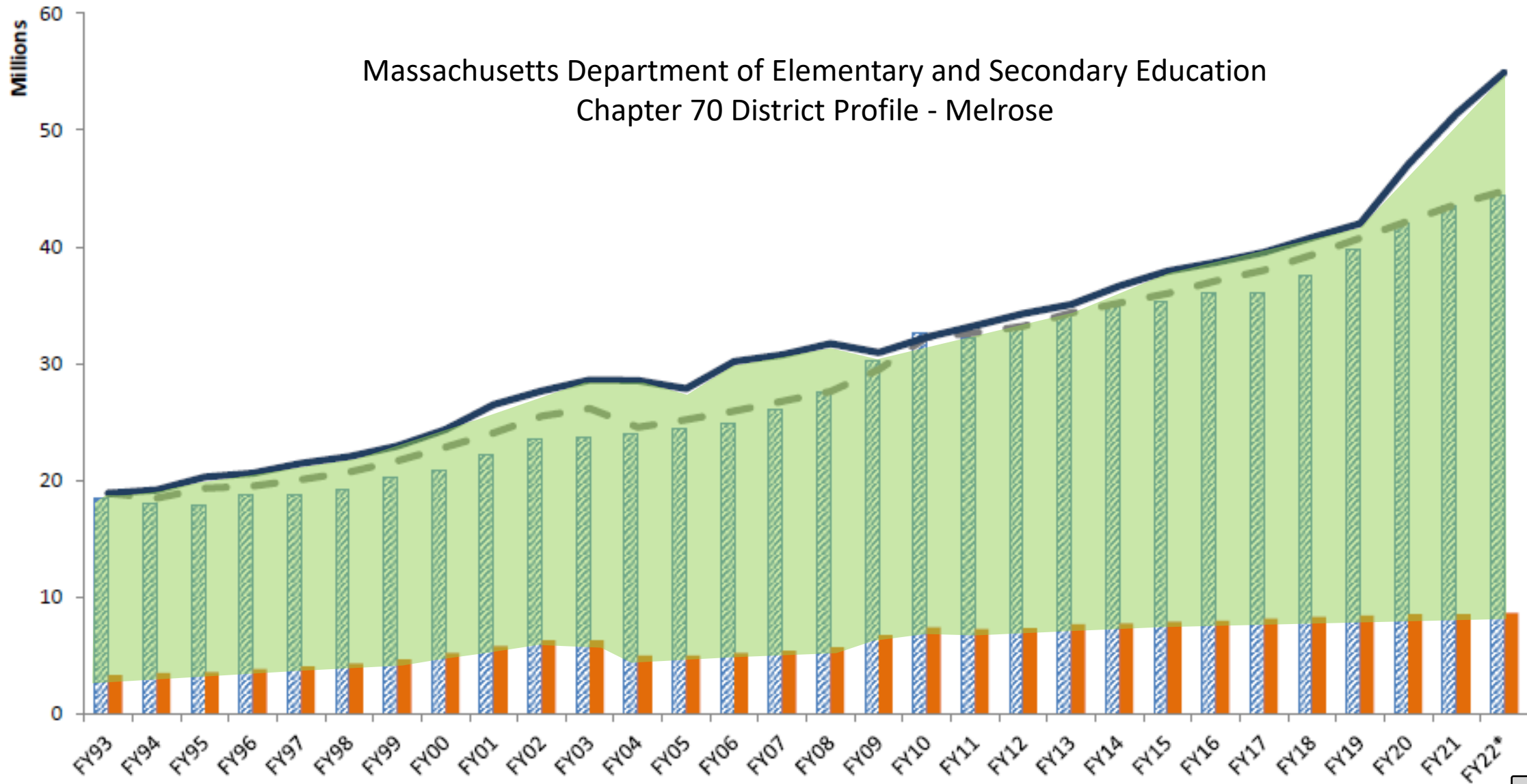
Net State Aid



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

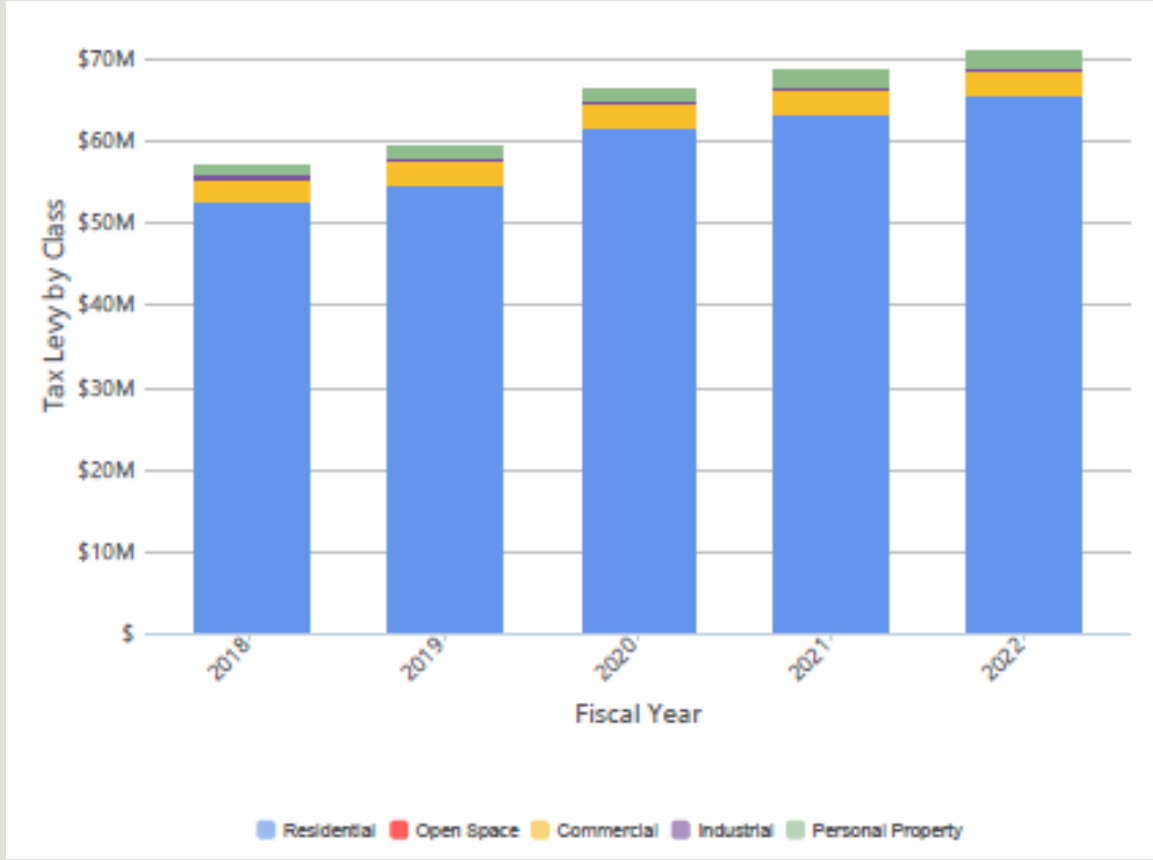
Massachusetts Department of Elementary and Secondary Education
Chapter 70 District Profile - Melrose

Foundation Budget C70 Aid Required NSS Actual NSS



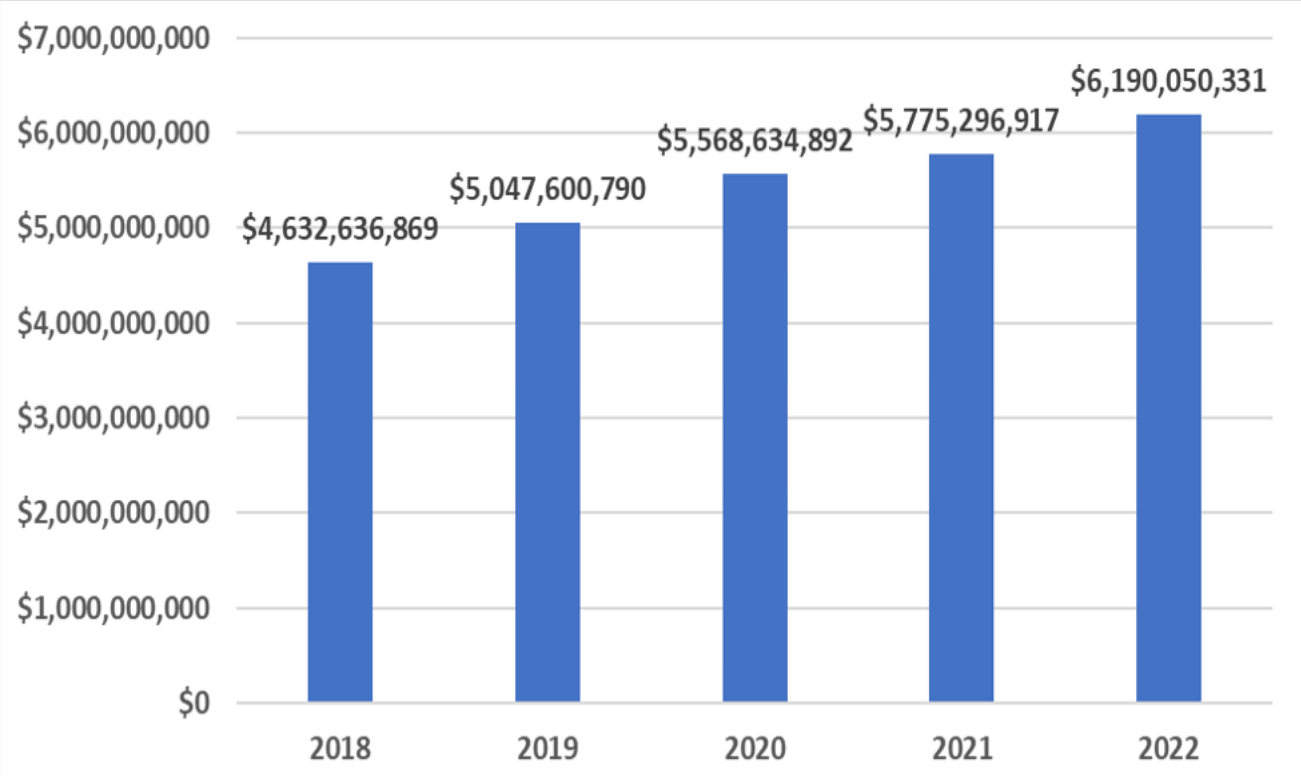
Fiscal Year	Levy Limit w/o Debt & Capital Exclusions	Maximum Levy Limit	Total Tax Levy	Excess Levy Capacity	Excess as a % of Maximum Levy
2019	\$57,521,943	\$59,397,799	\$59,375,238	\$22,560	0.04%
2020	\$64,738,724	\$66,629,218	\$66,627,306	\$1,911	0.00%
2021	\$66,981,117	\$68,878,709	\$68,877,944	\$765	0.00%
2022	\$69,288,556	\$71,196,790	\$71,171,656	\$25,134	0.04%

We continue to tax to the maximum allowed by law

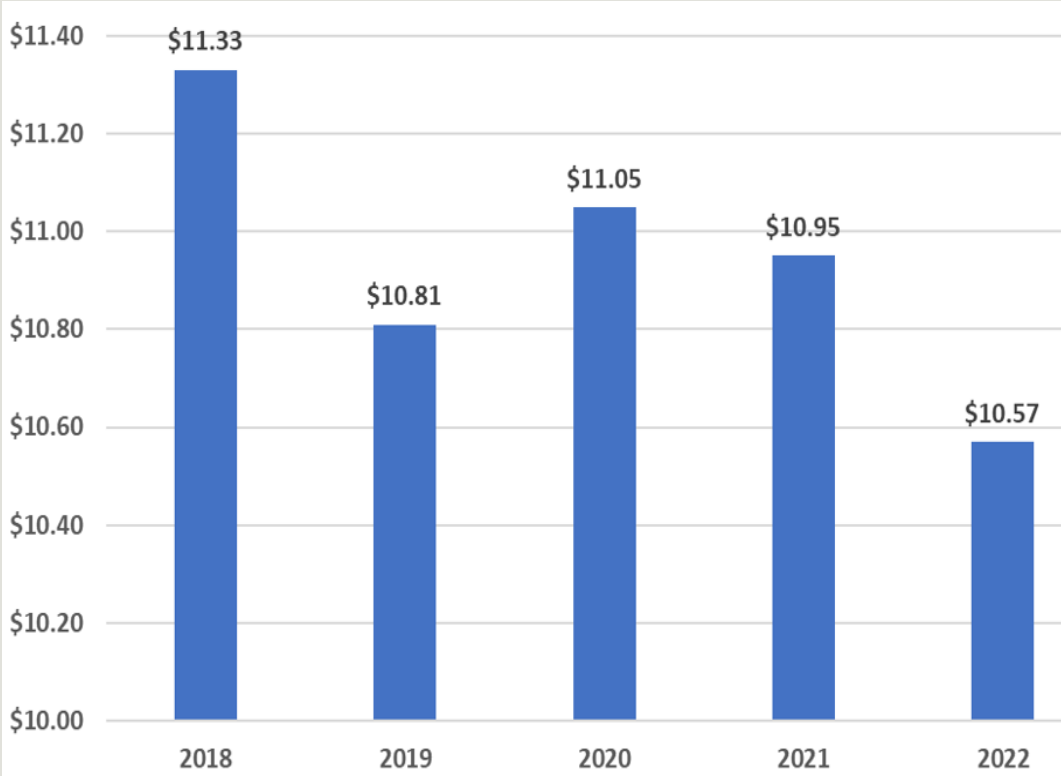


In Melrose, 92% of taxes are paid by residential property owners

As property values rise, tax rates fall



Total Value of Residential Properties in Melrose



Residential Property Tax Rate (per \$1K assessed value)

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

FY24 Tax Levy Limit Estimate (excluding debt exclusion amount):

Based on Prop. 2 1/2, Melrose's tax levy will grow
approximately **\$2.3 M next year:**

FY23 Tax Levy Limit: \$72 million

2.5% Increase: \$1.8 million

New Growth*: \$500,000

This is the additional amount we will have next year to
support all departments across both City and Schools.

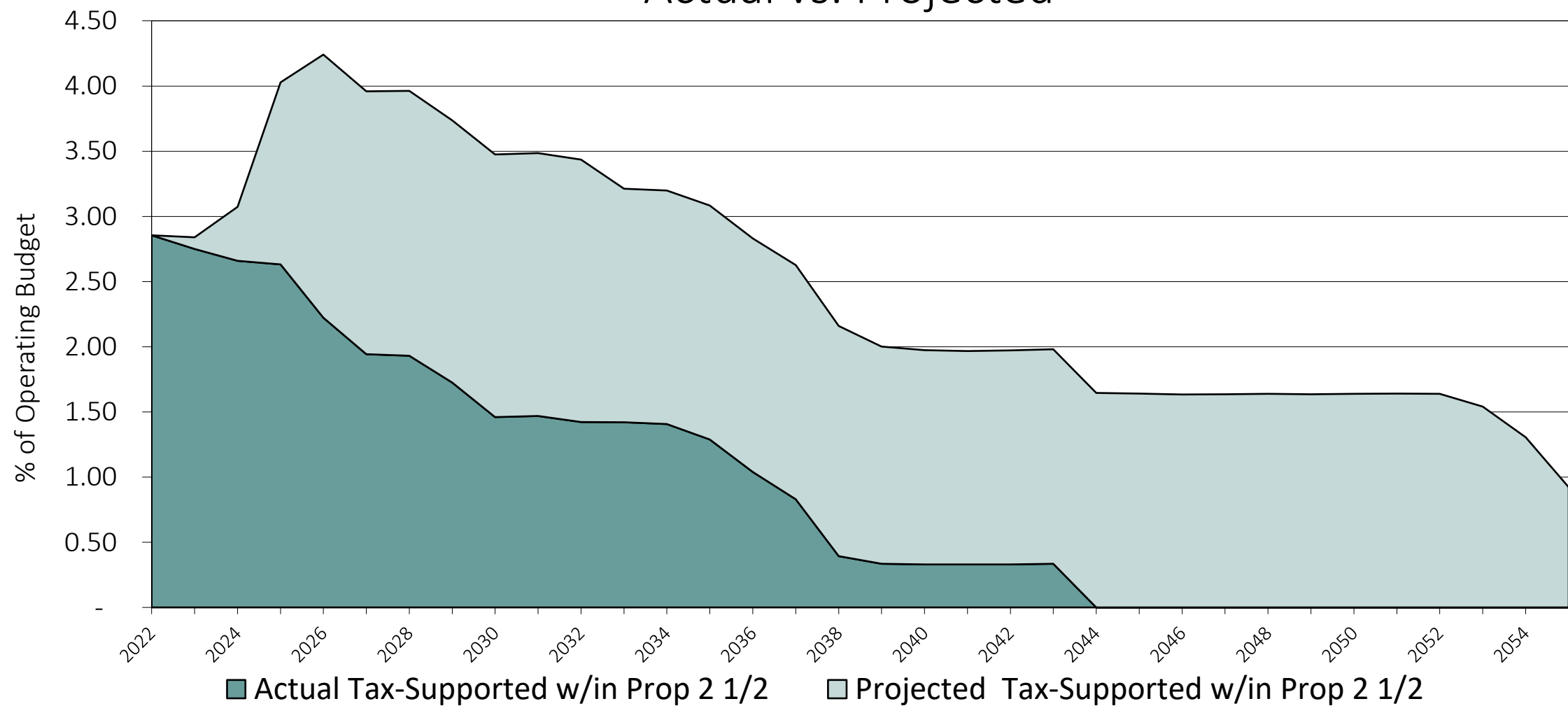
Capital Needs

- FY24-FY28 capital planning process has just kicked off with department heads
- Collins Center consultants will work with our Finance team to determine the City's financial capacity to fund capital and will create a multi-year Capital Investment Strategy
- School Department structural deficit will be factored into this plan
- In FY24 will prioritize most urgent capital needs (e.g., Police/Fire radios and antenna system)

Debt Management

- We continue to project new non-exempt debt will stay below our limit of 5% of operating budget.
- In the fiscal years ahead, we will still have borrowing capacity to bond necessary projects
- Any new exempt debt for a large project (e.g., Public Safety Buildings) would be outside of the Prop. 2 ½ limitation and would require a “debt exclusion” vote at the ballot.

Tax-Supported (“non exempt”) debt within Proposition 2 1/2 Actual vs. Projected



The Finance Team looks forward to returning in January to provide:

- Mid-year FY23 Budget update
- FY23 Free Cash (assuming certified by DOR)
- Mid-year update on Local Receipts
- Any updates regarding state funding

QUESTIONS?



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY22 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Fiscal Year 2022 Free Cash appropriations, as follows:

Order 2022-77: Memorial Hall Building Envelope (\$1,500,000)

The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. So, in terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.

Order 2022-87: Police Chief Search (\$30,000) – complete

Order 2022-89: Police - Replacement hire cost (\$151,200)

Police Salary and Wages	\$63,000.00	complete
Police Firearms and Ammunition	\$3,600.00	complete
Police Uniforms	\$65,000.00	remaining balance is 24,422.87
Police Academy Tuition and Training	\$19,600.00	complete

Order 2022-108: Replacement Fred Green Turf (\$600,000)

There has been a delay at Weston and Sampson, due to the consultant who was working on the RFQ for Fred Green Field having retired. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.

Order 2022-114 – DPW Easement (\$48,000) – complete

Order 2022-132 – Stabilization Balances (\$1,225,000) – complete

Order 2022-130 – Snow and Ice – (\$341,621.03) – complete

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

Order 2022-134 IT Phone System, Cameras & Social Media Archiving (\$270,000)

1. School VoIP project: \$100,000 of this cost is for the School Telephone Replacement project. Additionally, there were \$60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project.
2. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly \$64,000 and will pay the rest after completion (roughly \$40,000).
3. Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. \$20,000 of this has been paid to Jatheon for the software.

Order 2022-135: DPW

1. New Vehicles (\$482,000.00) – This funding, along with another \$90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
2. Trees (\$70,000) – This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.
3. Traffic Calming (\$70,404.57) – we have ordered RRFBs for the first list of locations that we prioritized, which totaled about \$50K of the approx. \$70K allocation. We are awaiting delivery.
4. MHS Bathrooms Design (\$150,000) – we are working on an RFQ to hire a design consultant, which we hope to have out by January 2023.
5. Cemetery lowering device (\$10,620.65) – this item has been purchased and the allocation is spent.

Order 2022-136: Recreation – Vehicle, Software, Community Services (\$75,967.40)

1. Rec Vehicle (\$47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted.
2. Recreation Online Registration Software (\$10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website.
3. COA fobs and media repair (\$13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the

media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies.

4. Memorial Hall elevator controls (\$5,000) – The elevator software upgrade groundwork was completed in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.

Order 2022-137: School – Medicaid reimbursement (\$75,000); Microscopes, Curriculum, Uniforms, Golf Cart (\$192,000)

1. Medicaid Reimbursement \$75,000 – **complete** – These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
2. Literacy Curriculum (Savvas) (\$100,000) – \$99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is \$449,883.61. MPS was awarded a competitive grant in the amount of \$179,943.74. The District will request an additional contribution from the City in the amount of \$169,959.48 for FY24.
3. Microscopes (\$30,000) – In progress, funds have been encumbered based on a quote for \$28,716.75.
4. Utility Vehicle (\$12,000) – In progress, gathering three quotes from vendors.
5. Uniform Replacement (\$50,000) – In progress, approximately \$24,695.77 has been encumbered based on quotes/invoices.

Order 2022-138 Various Departments (\$76,400)

1. Health and Human Services Department (rodent control \$28,000) – grant funds were received to allow this project to move forward without using City funds.
2. City Solicitor (professional services \$25,000) – funds have been expended.
3. Auditor's Office (office equipment \$10,000) - \$ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture.
4. Fire Department (mattresses \$10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt.
5. Elections Department (equipment and banner \$3400) – \$3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.

Order 2022 – 133 Pine Banks Parking Lot paving (\$34,010.35)

Per the funding agreement between Malden and Melrose, the City of Malden has made an equal appropriation for this project; the Pine Banks Trustees are working with their engineering firm to finalize the project design based on this budget. They anticipate that the project will be done in Spring 2023.

CHART - 1		City of Melrose			
DRAFT	Ten Year General Fund Debt Plan Review				
12/5/2022		Department of Finance			
				Projected	
	<u>Year</u>	<u>Net Debt</u>	<u>5% Limit</u>	<u>Budget</u>	<u>Percent</u>
	2022	\$2,855,696	\$4,550,026	\$91,000,522	3.14%
	2023	\$2,839,293	\$4,762,804	\$95,256,080	2.98%
	2024	\$3,074,059	\$4,905,688	\$98,113,762	3.13%
	2025	\$4,028,867	\$5,052,859	\$101,057,175	3.99%
	2026	\$4,241,587	\$5,204,445	\$104,088,891	4.07%
	2027	\$3,959,412	\$5,360,578	\$107,211,557	3.69%
	2028	\$3,963,531	\$5,521,395	\$110,427,904	3.59%
	2029	\$3,735,853	\$5,687,037	\$113,740,741	3.28%
	2030	\$3,474,755	\$5,857,648	\$117,152,963	2.97%
	2031	\$3,486,111	\$6,033,378	\$120,667,552	2.89%
	Totals:	\$35,659,166	\$52,935,857		
	Average:	<u>\$3,565,917</u>	<u>\$5,293,586</u>		
	Variance:		<u>\$1,727,669</u>		
Note(s):	1. It is the current policy of the City of Melrose that the G/F net				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

CHART - 2		City of Melrose - 5% Debt Limit			
DRAFT		Ten Year General Fund Debt Plan Review			
		Department of Finance			
12/5/2022			5% Limit		
	<u>Year</u>	<u>Net Debt</u>		<u>Variance</u>	
Projected					
	2022	\$2,855,696	\$4,550,026	\$1,694,330	
	2023	\$2,839,293	\$4,762,804	\$1,923,511	
	2024	\$3,074,059	\$4,905,688	\$1,831,629	
	2025	\$4,028,867	\$5,052,859	\$1,023,992	
	2026	\$4,241,587	\$5,204,445	\$962,857	
	2027	\$3,959,412	\$5,360,578	\$1,401,165	
	2028	\$3,963,531	\$5,521,395	\$1,557,864	
	2029	\$3,735,853	\$5,687,037	\$1,951,184	
	2030	\$3,474,755	\$5,857,648	\$2,382,893	
	2031	\$3,486,111	\$6,033,378	\$2,547,267	
	Totals:	\$35,659,166	\$52,935,857		
	Average:	<u>\$3,565,917</u>	<u>\$5,293,586</u>		
	Variance:		\$1,727,669		
Note(s):	1. It is the current policy of the City of Melrose that the G/F net				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

ARPA Project Name	PROJECT TOTAL	FY22	FY23	FY24	FY25	Department	Type
ARPA - Consultant	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	Auditors	Admin
ARPA - Administration	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	Auditors	Admin
Milano Center Health, Wellness, Accessibility	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	COA	Infrastructure
Milano Center HVAC	\$ 218,729.00	\$ 218,729.00	\$ -	\$ -	\$ -	COA	Infrastructure
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	\$ 750,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ -	DPW	Infrastructure
Covid Sanitization-Custodial	\$ 65,000.00	\$ 65,000.00	\$ -	\$ -	\$ -	DPW	COVID Response
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	DPW	COVID Response
Lead Water Service Inventory and Replacement Design	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Traffic Calming Toolkit	\$ 28,300.00	\$ 28,300.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Asset Management Software	\$ 106,000.00	\$ 106,000.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Replacement Vehicle to Deliver Services	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	DPW	Infrastructure
Fire Department Vehicles	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	Fire	Public Safety
Public Safety Training Equipment	\$ 105,308.00	\$ 78,308.00	\$ -	\$ -	\$ 27,000.00	Fire	Public Safety
Fire Headquarters HVAC	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	Fire	Infrastructure
Tremont Fire House Update	\$ 151,205.00	\$ -	\$ 151,205.00	\$ -	\$ -	Fire	Infrastructure
At-Home COVID tests	\$ 1,824.00	\$ 1,824.00	\$ -	\$ -	\$ -	Health	COVID Response
FT Social Service Coordinator*	\$ 200,330.00	\$ 12,235.00	\$ 72,900.00	\$ 75,789.00	\$ 39,406.00	Health	Community Mental Health and Wellness
IT Intern to Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Project	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	IT	COVID Response
Melrose Public Library HVAC Upgrades	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	Library	Infrastructure
Economic Recovery Director*	\$ 290,081.00	\$ 31,762.00	\$ 101,785.00	\$ 103,930.00	\$ 52,604.00	Mayor's	Economic Recovery
Community Conversations Initiative	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	Mayor's	Community Mental Health and Wellness
Small Business/Non-Profits/Cultural Sector Support	\$ 150,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	Mayor's	Economic Recovery
Addressing Food Insecurity	\$ 75,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	Mayor's	Economic Recovery
Utility Arrearages	\$ 141,000.00	\$ -	\$ 141,000.00	\$ -	\$ -	Mayor's	Economic Recovery
Foss Park Basketball and Playground Upgrade	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	Parks	Infrastructure
Amazing Grace Basketball Court	\$ 41,106.00	\$ -	\$ 41,106.00	\$ -	\$ -	Parks	Infrastructure
Police Department Vehicles	\$ 256,000.00	\$ 256,000.00	\$ -	\$ -	\$ -	Police	Public Safety
Community Mental Health Initiative	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	Rec/Health	Community Mental Health and Wellness
Schools Revenue Loss Replacement	\$ 802,000.00	\$ 802,000.00	\$ -	\$ -	\$ -	Schools	COVID Response
COVID-19 Disinfection	\$ 128,000.00	\$ 128,000.00	\$ -	\$ -	\$ -	Schools	COVID Response
HVAC Study and Implementation of A/C addition at MVMMS	\$ 1,050,000.00	\$ -	\$ 1,050,000.00	\$ -	\$ -	Schools	Infrastructure
Schools Asbestos Abatement	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -	Schools	Infrastructure
School Department Closing FY22 Budget	\$ 774,697.00	\$ 774,697.00	\$ -	\$ -	\$ -	Schools	COVID Response
High School and Middle School Complex Elevators	\$ 594,000.00	\$ 594,000.00	\$ -	\$ -	\$ -	Schools	Infrastructure
TOTAL	\$ 7,327,080.00						
REMAINING UNCOMMITTED ARPA FUNDS	\$ 1,047,094.00						
<i>*Personnel costs are inclusive of health insurance and benefits</i>							



CITY OF MELROSE

AUDITOR'S OFFICE

PATRICK D. DELLO RUSSO
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4107
Fax - (781) 662-2182

To: Honorable City Council
Honorable Mayor Paul Brodeur
City of Melrose

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: January 26, 2023

Subject: **Update on the Status of the City of Melrose's Finances**
(Council Order INFO 2023-11)

In line with the Mayor's FY2023 Operating Budget Guidelines, as the CFO/City Auditor for the City of Melrose, I would like to take this time and review with you the mid-year financial position of the city in its budget for FY2023. In so doing, revisit some of the underlying assumptions made and where we stand today based on those assumptions.

To begin, the Fiscal 2023 Operating Budget utilizes State Aid revenues for the City of Melrose of \$16,889,742 and State Assessments at \$4,838,455. The Net State Aid to the City is therefore \$12,051,287. Those figures have our City receiving \$1,396,132 dollars in New State Aid (13.10% over FY2022), principally driven by revenues received through the New Student Opportunity Act (Chapter 70 Educational Aid).

In addition, the City formulated the FY2023 Operating Budget utilizing the following estimates for building blocks:

- (1.) New tax revenue resulting from the 2 ½ Tax Levy,
- (2.) \$500,000 New Growth,
- (3.) \$7,103,479 Local Receipts and
- (4.) \$2,698,206 of Other Funding Sources

In developing this strategic plan, we had also requested an increase in the amount to be deposited into the City's Stabilization Funds. We had requested \$1,225,000 be deposited into these funds prior to July 1st 2022. It was approved as requested by this City Council and we now have over \$8.3 million dollars within our collective stabilization funds. We have done this collectively, to provide assurance to this community that we will be able to manage services effectively even with the negative economic consequences we may face going forward.

Attachment: Info2023-11PDRMY (INFO-2023-11 : Update on city finances)

One of the top priorities of this administration is to ensure that the City of Melrose can always maintain a “stable level of services within its funding capacity”. We work to develop strategies that will accomplish that goal and it must remain a number one priority for this city.

As a result, the total FY2023 Operating Budget for the City and School is \$ 95,286,080. We have not in the past, asked the City Council to make reductions to budget line items in an effort to balance the City Operating Budget, in large part, as the City Operating Budget is always developed using conservative estimates and balanced.

Overview:

1. We anticipate maintaining a “balanced” City Operating Budget for the remainder of Fiscal Year 2023. We will, however, need to request that the City Council provide the School Budget a Free Cash supplemental funding appropriation for Special Education and Transportation costs in order to close out its operating budget for the fiscal year. This would need to be done prior to fiscal year end.
2. We will also adhere to the existing solid financial policies in the use of the upcoming Free Cash Program that have been developed over the years and the community’s prudent investment policies and practices, that have earned us a AA+ Bond Rating from Standard and Poor’ s.
3. We also recognize that the national economic landscape is creating concerns over the fiscal health of the economy “overall” and ultimately this can impact local cities and towns budgets negatively. For Melrose, where our tax base is predominantly residential (92%), and where there is limited room for expanded commercial/industrial development, it may actually work to our benefit in these economic challenging times, assuring stability of our tax base revenues that support our budgets. Historically, in communities that may be “overly reliant” on commercial/industrial taxes to support their budgets, when a recessionary like period takes hold, (as some have suggested is upon us now), it can very well negatively impact those communities which are so reliant on the tax revenues these businesses bring. We will see.

4. For FY2023, overall, our Tax Revenues (2 ½ plus New Growth), make up 73.5% of the estimated gross revenues needed to fund our FY2023 Operating Budget and estimated State Assessments. Our State Aid is estimated to provide approx. 16.8% of the needed funding and the remaining 9.7% is from Local Receipts and other Available Funds.
5. FY2023 New Growth came in at \$1,082,547 or \$582,547 more than the \$500,000 projected. Our average over the previous five years has been approx.\$646,000. This is very good news.

Mid – Year Fiscal Revenue Summary
(see attachment #2)

	<u>Estimated</u>	<u>Actual</u>	<u>Variance</u>	<u>PCT</u>
A. Property Tax (Net)	\$36,738,096	\$36,309,696	(\$428,400)	-0.58
B. Local Receipts	\$ 3,551,740	\$ 3,818,070	\$266,331	3.75
C. Sewer Enterprise	\$ 4,567,734	\$ 4,431,047	(\$136,686)	-1.50
D. Water Enterprise	\$ 3,521,082	\$ 3,553,152	\$ 32,100	0.46
E. Mt. Hood Enterprise	\$ 877,049	\$ 1,317,357	\$ 440,308	25.10
F. Ambulance Enterprise	\$ 577,065	\$ 614,832	\$ 37,767	3.27

Community Impact Fees - Cannabis

Of significant concern going forward in FY2023 and beyond, is that we may not realize the same level of Host Community Impact Fees as we have seen in FY2022 due to changes in law (Chapter 180 of the Acts of 2022) and the new rules around Host Community Agreements (HCA's). In FY2022 we realized \$955,000 in such revenues which is representative of 3% of Gross Sales from Garden Remedies. I would defer to the City Solicitor's Office to opine in more depth on this matter to the City Council. The new law gives the Cannabis Control Commission until November of 2023 to promulgate new rules.

This information is critically important as we develop the FY2024 Operating Budgets for both the City and School, as this may certainly have a negative impact on our Local Receipts (used to fund our budgets), if payment to the community significantly declines or stops completely.

I have attached the following for your information as well; (1) Annual Cherry Sheet Analysis, (2) Local Receipts Analysis, (3) Stabilization Fund and Enterprise Fund Reserve Balances, (4) Revolving Fund Balances and (5) Other Funding Sources. In addition, you should have received the FY2023 Munis Mid-Year Budget Report by City Department for your review. I would ask that if you have any specific questions on a Departments Budget, Free Cash or ARPA project status, to please coordinate with Margot Fleischman and she will follow-up with the appropriate City Department to answer your question(s).

I very much appreciate the ongoing support and input from the City Council and thank you for the opportunity to be here this evening.

Thank you.

Attachments.

1. Annual Cherry Sheet Analysis
2. Year - to - Date Revenue Reports
3. Stabilization Fund and Enterprise Fund Balances
4. Revolving Fund Balances
5. Other Funding Sources

CITY OF MELROSE

Annual Cherry Sheet Analysis

Annual Cherry Sheet - Estimate
FN: AnnualCherryAnalysisFY23

7/19/2022 +

FN: AnnualCherryAnalysisFY23						FINAL		
Distributions & Reimbursements	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Projected Fiscal Year 2023	Prior Year \$ Increase/ (Decrease)	
A. EDUCATION								%
1. Chapter 70	8,280,046	8,396,206	8,514,496	8,514,496	8,631,916	9,680,222	\$1,048,306	12.14%
2. School Transportation Programs	0	0	0	0	0	0	\$0	
3. School Construction *	0	0	0	0	0	0	\$0	
4. Charter Tuition Reimbursement	264,586	362,911	452,912	697,011	705,865	948,760	\$242,895	34.41%
5. Charter School Capital Reimbursement	0	0	0	0	0	0	\$0	
Sub-total:	8,544,632	8,759,117	8,967,408	9,211,507	9,337,781	10,628,982	\$1,291,201	13.83%
B. GENERAL GOVERNMENT								
1. Lottery, Beano & Charity Games	0	0	0	0	0	0	\$0	
2. Additional Assistance	0	0	0	0	0	0	\$0	
3. Unrestricted General Govt. Aid	5,123,317	5,302,633	5,445,804	5,445,804	5,636,407	5,940,773	\$304,366	5.40%
4. Police Career Incentive	0	0	0	0	0	0	\$0	
5. Annual Formula Local Aid	0	0	0	0	0	0	\$0	
6. Veterans' Benefits	233,922	195,524	204,514	183,404	151,270	167,107	\$15,837	10.47%
7. Exemptions:Vets, Blind/Spouses/Eld	91,005	87,833	109,024	104,568	80,977	77,916	-\$3,061	-3.78%
8. State Owned Land	1,032	1,032	1,188	1,218	1,466	1,881	\$415	28.31%
9. Other	0	0	0	0	0	0	\$0	
Sub-total:	5,449,276	5,587,022	5,760,530	5,734,994	5,870,120	6,187,677	\$317,557	5.41%
C. OFFSET ITEMS								
1. School Receiving Tuition	159,696	136,713	114,511	35,000	35,000	15,000	-\$20,000	-57.14%
2. School Lunch Program	0	0	0	0	0	0	\$0	
3. Public Libraries	33,821	34,838	35,938	43,137	46,191	58,083	\$11,892	25.75%
Sub-total:	193,517	171,551	150,449	78,137	81,191	73,083	-\$8,108	-9.99%
Total State Aid - All Categories:	\$14,187,425	\$14,517,690	\$14,878,387	\$15,024,638	\$15,289,092	\$16,889,742	\$1,600,650	10.47%

Attachment: Info2023-11PDRMY (INFO-2023-11 : Update on city finances)

CITY OF MELROSE

Annual Cherry Sheet Analysis

Distributions & Reimbursements	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	FINAL		
						Projected Fiscal Year 2023	Prior Year \$ Increase/ (Decrease)	
A. COUNTY ASSESSMENTS & CHARGES								%
1. County Tax	0	0	0	0	0	0	\$0	
Sub-total:	0	0	0	0	0	0	\$0	
B. STATE ASSESSMENTS & CHARGES								
1. Supervision of Retirement Systems							\$0	
2. Retired Employees Health Insurance	0	0	0	0	0	0	\$0	
3. Mosquito Control Projects	0	0	0	0	0	0	\$0	
4. Air Pollution Districts	9,220	9,431	9,796	9,997	10,440	10,925	\$485	4.65%
5. Metropolitan Area Planning Council	14,355	14,586	14,992	15,134	15,435	16,653	\$1,218	7.89%
6. RMV Non-Renewal Surcharges	39,520	39,520	42,220	42,080	42,080	31,520	-\$10,560	
Sub-total:	63,095	63,537	67,008	67,211	67,955	59,098	-\$8,857	-13.03%
C. TRANSPORTATION AUTHORITIES								
1. Mass Bay Transit Authority	605,387	616,976	634,142	631,477	634,513	688,541	\$54,028	
Sub-total:	605,387	616,976	634,142	631,477	634,513	688,541	\$54,028	8.51%
D. ANNUAL CHARGES AGAINST RECEIPTS								
1. Special Education	943	1,205	12,409	8,949	21,748	0	-\$21,748	
Sub-total:	943	1,205	12,409	8,949	21,748	0	-\$21,748	-100.00%
E. Tuition Assessments								
1. School Choice - Sending Tuition	47,695	41,553	34,288	80,669	98,366	159,064	\$60,698	61.71%
2. Charter School Assessment	2,781,102	2,908,622	2,939,268	3,362,265	3,811,355	3,931,752	\$120,397	3.16%
3. Essex County Tech Institute	0	0	0	0	0	0	\$0	
Sub-total:	2,828,797	2,950,175	2,973,556	3,442,934	3,909,721	4,090,816	\$181,095	4.63%
Total Assessments - All Categories:	\$3,498,222	\$3,631,893	\$3,687,115	\$4,150,571	\$4,633,937	\$4,838,455	\$204,518	4.41%
Net State Aid:	\$10,689,203	\$10,885,797	\$11,191,272	\$10,874,067	\$10,655,155	\$12,051,287	\$1,396,132	
Percentage Incr./Decrease:							13.10%	
FY21 to FY22:							(\$218,912)	
FY22 to FY23:							\$1,396,132	
							\$1,177,220	

FN:AnnualCherrySheetAnalysisFY23

Attachment: Info2023-11PDRMY (INFO-2023-11 : Update on city finances)

Data Date: 1/25/2023 1:47:13PM
 Period: 6 Fiscal Year: 2023
 Target Percentage: 50.00

City of Melrose Year-to-Date Revenue Report
Period Ending December 31, 2022

4.2.b

Source of Funds	Fiscal Year Original Estimate	Fiscal Year Year-to-Date Estimate	Fiscal Year Year-to-Date Actual	Surplus/ (Deficit) Dollars	Surplus/ (Deficit) Percentage
<u>Property Tax (Net of Overlay)</u>					
Property Tax	73,476,192	36,738,096	36,309,696	-428,400	-0.58
Total Property Tax (Net of Overlay)	73,476,192	36,738,096	36,309,696	-428,400	-0.58
<u>Local Receipts</u>					
Motor Vehicle Excise	2,688,866	1,344,433	575,602	-768,831	-28.59
Other Excise & Meals Tax	245,000	122,500	213,085	90,585	36.97
Cannabis Excise Tax	224,000	112,000	152,523	40,523	18.09
Penalties & Int on Taxes & MVE	300,000	150,000	216,144	66,144	22.05
Payments in Lieu of Taxes	0	0	0	0	0.00
Charges for Trash Disposal	1,330,812	665,406	798,585	133,179	10.01
Other Charges for Services	648,459	324,230	230,928	-93,301	-14.39
Cannabis	615,984	307,992	179,770	-128,222	-20.82
Rentals	200,000	100,000	231,638	131,638	65.82
Departmental Rev - Cemetery	100,000	50,000	91,700	41,700	41.70
Other Department Revenue	17,726	8,863	78,696	69,833	393.96
Licences & Permits	510,167	255,084	589,970	334,886	65.64
Special Assessments	0	0	1,312	1,312	0.00
Fines & Forfeits	98,275	49,138	58,395	9,258	9.42
Investment Income	7,500	3,750	98,648	94,898	1,265.30
Medicare Reimbursement	94,924	47,462	119,102	71,640	75.47
Misc Recurring	21,766	10,883	5,198	-5,685	-26.12
Misc Non Recurring	0	0	176,774	176,774	0.00
Total Local Receipts	7,103,479	3,551,740	3,818,070	266,331	3.75
<u>Sewer Enterprise</u>					
Sewer User Charges	9,007,467	4,503,734	4,399,468	-104,265	-1.16
Other Department Revenue	128,000	64,000	31,579	-32,421	-25.33
Total Sewer Enterprise	9,135,467	4,567,734	4,431,047	-136,686	-1.50
<u>Water Enterprise</u>					
Water User Charges	6,868,164	3,434,082	3,520,960	86,878	1.26
Other Department Revenue	174,000	87,000	32,222	-54,778	-31.48
Total Water Enterprise	7,042,164	3,521,082	3,553,182	32,100	0.46
<u>Mt. Hood Enterprise Receipts</u>					
Mt Hood User Charges	1,704,097	852,049	1,264,479	412,431	24.20
Mt Hood Other Revenue	50,000	25,000	52,877	27,877	55.75
Total Mt. Hood Enterprise Receipts	1,754,097	877,049	1,317,357	440,308	25.10
<u>Ambulance Enterprise Receipts</u>					
Ambulance User Charges	1,124,130	562,065	614,832	52,767	4.69
Ambulance Other Revenue	30,000	15,000	0	-15,000	-50.00
Total Ambulance Enterprise Receipts	1,154,130	577,065	614,832	37,767	3.27

Attachment: Info2023-11PDRMY (INFO-2023-11 : Update on city finances)

Data Date: 1/25/2023 12:32:47PM

Period: 6 Fiscal Year: 2023

Target Percentage: 50.00

City of Melrose Year-to-Date Revenue Report Comparison to Last Year
Period Ending December 31, 2022

Source of Funds	Prior Fiscal Year Year-to-Date Actual	Fiscal Year Year-to-Date Actual	Variance Dollars
<u>Property Tax (Net of Overlay)</u>			
Property Tax	35,994,107	36,309,696	315,589
Total Property Tax (Net of Overlay)	35,994,107	36,309,696	315,589
<u>Local Receipts</u>			
Motor Vehicle Excise	507,510	575,602	68,092
Other Excise & Meals Tax	185,601	213,085	27,484
Cannabis Excise Tax	272,479	152,523	-119,956
Penalties & Int on Taxes & MVE	259,336	216,144	-43,192
Payments in Lieu of Taxes	0	0	0
Charges for Trash Disposal	826,512	798,585	-27,927
Other Charges for Services	237,686	230,928	-6,758
Cannabis	531,242	179,770	-351,472
Rentals	177,766	231,638	53,872
Departmental Rev - Cemetery	81,000	91,700	10,700
Other Department Revenue	62,955	78,696	15,741
Licences & Permits	431,958	589,970	158,012
Special Assessments	164	1,312	1,148
Fines & Forfeits	59,989	58,395	-1,594
Investment Income	2,694	98,648	95,954
Medicare Reimbursement	24,668	119,102	94,434
Misc Recurring	12,905	5,198	-7,707
Misc Non Recurring	21,561	176,774	155,213
Total Local Receipts	3,696,025	3,818,070	122,046
<u>Sewer Enterprise</u>			
Sewer User Charges	4,257,335	4,399,468	142,133
Other Department Revenue	35,090	31,579	-3,511
Total Sewer Enterprise	4,292,425	4,431,047	138,622
<u>Water Enterprise</u>			
Water User Charges	3,164,922	3,520,960	356,038
Other Department Revenue	34,369	32,222	-2,147
Total Water Enterprise	3,199,291	3,553,182	353,890
<u>Mt. Hood Enterprise Receipts</u>			
Mt Hood User Charges	1,102,029	1,264,479	162,450
Mt Hood Other Revenue	54,219	52,877	-1,342
Total Mt. Hood Enterprise Receipts	1,156,249	1,317,357	161,108
<u>Ambulance Enterprise Receipts</u>			
Ambulance User Charges	536,549	614,832	78,283
Ambulance Other Revenue	46,863	0	-46,863
Total Ambulance Enterprise Receipts	583,412	614,832	31,420

Attachment: Info2023-11PDRMY (INFO-2023-11 : Update on city finances)

Fund Number	Fund Name	Balance as of 12/31/22
8401	Stabilization Fund	3,893,394.81
8404	Contract Stabilization	1,182,014.79 **
8405	Capital Stabilization	472,299.86
8406	Suits and Claims	496,378.94
8407	OPEB Trust	1,038,731.52
8408	Sped Stabilization	502,417.99
8409	OSHA	204,105.09
8401	Education,Public Safety&Substance Abuse	597,815.55
8415	Sewer Reserve	929,808.83
8416	Water Reserve	681,338.49
8417	Mt. Hood Reserve	432,225.53
8418	Ambulance Reserve	148,950.76

**Order 2023-45 in the amount of \$294,452 was approved in January and is not reflected in this balance

Fund Number	Revolving Fund	FY22 Ending Balance	Revenues as of 12/31/22	Expenditures As of 12/31/22	Balance As of 12/31/22	CC Voted Spending Cap
2607	Veterans	2,026.04	275.00	-	2,301.04	15,000.00
2652	Recreation	445,365.67	271,343.65	246,176.01	470,533.31	450,000.00
2657	Recycling	70,227.17	35,015.82	23,958.92	81,284.07	65,000.00
2658	Inspectional Services	32,251.77	-	2,694.74	29,557.03	15,000.00
2659	Health	124,140.90	22,190.68	47,871.80	98,459.78	60,000.00
2665	Police False Alarm	1,454.37	2,050.00	1,951.11	1,553.26	10,000.00
2669	Park Permits	20,766.86	11,835.64	16,879.08	15,723.42	40,000.00
2750	Beebe	96,170.78	4,975.00	335.00	100,810.78	30,000.00
2811	COA	14,463.55	25,246.00	38,035.21	1,674.34	60,000.00

						+
	CITY OF MELROSE, MASSACHUSETTS					
	Department of Finance					
	FY 2023 Consolidated Budget Worksheet					
	OTHER FUNDING SOURCES					
					Fund Number	
		1.	Cemetery Perpetual Care	\$12,000.00	8201	
		1b.	Cemetery Sale of Lots and Graves	\$50,000.00	2907	
		2.	Parking Receipts (Receipts Reserved)	\$100,000.00	2906	
		3.	Indirect Costs due from Mt. Hood Fund	\$181,549.00	6200	
		4.	Mt. Hood Payment - New Fields (Debt)	\$359,468.76	6200	
		5.	Indirect Costs due from Water Fund	\$922,735.00	6100	
		6.	Indirect Costs due from Sewer Fund	\$741,558.00	6000	
		7.	Indirect Costs due from Ambulance Fund	\$152,818.00	6500	
		8.	Overlay for Revaluation	\$144,129.00	N/A	
		9.	Debt Exclusion	\$33,948.80	2914	
			Total:	\$2,698,206.56		
			FN:FY2023OTHERFUNDINGSOURCES			

A. Observations and Fact Finding:

1. A copy of an email to me sent by the Supt. dated **Friday May 7, 2021 at 12:07 PM** entitled "Refinement Memo: MPS FY22 Adjusted Budget Proposal – Invitation to edit. In it, the Supt. states, in part, **"Through an increased contribution from the City (3.3% v. 2% over FY21 approved)"**, increased Circuit Breaker reimbursement, and strategic use of our supplemental federal funds (ESSER II and ESSER III), we can accomplish so much with this FY22 budget proposal".
2. The FY2021 School Budget (prepared by the former Supt.), was in the amount of \$32,985,441. When we apply the **3.33% increase (it was not a flat 3.3% but 3.33%)** to that figure, we get **\$34,085,441** for the **FY2022 School Operating Budget funded portion by the city (see above).**
3. We do not get **\$34,200,633** which is identified in the Supt.'s own email dated **Tuesday, April 12, 2022 at 6:00 PM** to my attention, FY22 Column (attached). The amount she identifies here is incorrect by \$115,192. In order for that to be correct, the percentage increase would have to be **3.68%** over FY2021, NOT **3.33%** that the Supt. herself indicates was in fact the case here in the **May 7, 2021 12:07 PM** email to me (see #1 above).
4. As we look at what the Supt. indicated for FY23 on that same email, it is clear to see that the incorrect amount of \$34,200,633 was multiplied by the 4.17% increase to arrive at **\$35,626,851** for FY2023. Therefore, the \$115,192 dollar overstatement error continued into FY2023 on the School Department side, not the City.
5. A copy of my email to the Supt. dated **Tuesday, April 12, 2022, at 8:39 AM** which spells out in clear terms the amount of the FY23 Operating Budget amount provided for by the City of Melrose (**\$35,511,658.64** which is **4.18% over the FY2022 School Operating Budget voted amount by the City Council**).
6. A copy of an email sent by me to the Supt. and the School Finance Director dated **Tuesday, April 12th at 6:14PM** which **restates** the FY2023 City contribution to the School Department Budget for FY2023 at **\$35,511,658.64** and I state **"No other amount is considered the City contribution. Look at the FY22 Operating Budget in Munis and you will see this is correct year after year"**. **This was sent before the School Committee or City Council voted the School Budget.**

7. The Office of the Auditor is not a party to the School Committee and its budget deliberations (outside of advising them on the annual City funded appropriation amount determined by the Office of Mayor), unless requested to attend. The School Committee is responsible to develop their own budget priorities etc. They in turn are responsible to incorporate **only the portion provided by the City** for budget purposes and cannot independently change that amount unless formally authorized by the Mayor.
8. The City Council is not voting on a \$40 million plus school budget that incorporates Offset Items which are not under the City Council purview but the School Committee. The City Council is only voting the portion funded by the City.
9. The City advised the School Department that the format being applied to break down various funding components is not consistent to the practice the City has used in the past and not good practice as it “backs” into a City Contribution which can produce an incorrect figure for the City contribution. The School Department chose to continue using that method. The City Contribution is the amount provided the School Committee as its contribution and submitted to the City Council each year for approval. The manner in which the change was made by the School Department here can and obviously did, in my opinion, lead to an incorrect amount considered the City Contribution in School Committee fiscal year budgetary proposals.

FUND SUMMARY

Fund #0100 is the General Fund of the City. Encompassed in this budget is the \$35,511,659 (department #300) that the City Council has the authority to vote for the School Appropriation (page 21 of the Fiscal 23 budget). This is a one line appropriation that has no detail on expenses. Annually, this amount is transferred out of the #0100 Fund to #0111 (General Fund for the School) to fund the City share of their overall budget program.

Fund #0111 is the General Fund of the School. Encompassed in this budget is the full budget that the School Committee voted of \$40,253,740 that provides line item detail by School of how the money is being spent (15 page Munis document). This budget includes the School Offsets that they also use to vote their budget that the School Committee has authority over. All of the expense transactions relative to the School reside within Fund # 0111.

CC: Margot Fleischman, Director of Strategic Initiatives

Attachments:

1. Email dated Friday, May 7, 2021, 12:07 PM from the Supt. of Schools to the City Auditor
2. Email dated Tuesday, April 12, 2022, 8:39 AM from the City Auditor to the Supt. of Schools
3. Email dated Tuesday, April 12, 2022, 6:00 PM from the Supt. of Schools to the City Auditor
4. Email dated Tuesday, April 12, 2022, 6:14 PM from the City Auditor to the School Finance Director and the Supt. of Schools
5. School Budgets (FY22 and FY23) amounts provided by the City and transferred to the School Dept.
6. Email dated Friday, December 9, 2022, 3:54 PM from Leila Migliorelli
7. Clarification Memorandum from Hannah York, CPA of CLA dated 1/16/2023

Golden, Kerriann

From: Dello Russo, Patrick
Sent: Friday, May 7, 2021 1:04 PM
To: Golden, Kerriann
Subject: FW: Refinement Memo: MPS FY22 Adjusted Budget Proposal - Invitation to edit

FYI

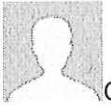
From: Julie Kukenberger *she... (via Google Docs) <drive-shares-dm-noreply@google.com>
Sent: Friday, May 7, 2021 12:07 PM
To: Dello Russo, Patrick <PDelloRusso@CityofMelrose.org>
Cc: alindquist@melroseschools.com; leadership_team@melroseschools.com
Subject: Refinement Memo: MPS FY22 Adjusted Budget Proposal - Invitation to edit

**** **CAUTION:** This email originated outside the City of Melrose. Exercise caution. **DO NOT** open attachments or click links unless you recognize the sender and know the content is safe. ****

jkukenberger@melroseschools.com added you as an editor. Verify your email to securely make edits to this document. You will need to verify your email every 7 days. [Learn more](#).



Refinement Memo: MPS FY22 Adjusted Budget Proposal



Good afternoon LT,

Leia and I are excited to share with you that we have successfully collaborated with our principals, Margaret, Patti, the Mayor, and other city officials to develop our MPS FY22 Adjusted Budget Proposal. We will present our FY22 refinements to the Melrose School Committee on Tuesday, May 11th. The SC is scheduled to vote on the budget during this meeting.

Through an increased contribution from the City (3.3% v. 2% over FY21 approved), increased Circuit Breaker reimbursement, and strategic use of our supplemental federal funds (ESSER II and ESSER III), we can accomplish so much with this FY22 budget proposal. This includes adding two additional first grade teachers (Lincoln and Roosevelt), a 0.6 VPA director, increased support for students PreK-12, and much more.

There are still three critical steps in the process; however, we are feeling very hopeful and optimistic about all we will accomplish for our students with these resources.

Please let me know if you have any questions.

Thank you,
 Julie and Leia

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Attachment: Info2023-11SB (INFO-2023-11 : Update on city finances)

#2

Golden, Kerriann

From: Dello Russo, Patrick
Sent: Tuesday, April 12, 2022 8:39 AM
To: Kukenberger, Julie
Cc: *Mayor Brodeur; Golden, Kerriann; Leia Secor
Subject: FY23 Operating Budget

Julie, good morning.

As we spoke earlier today, the Mayor has approved the \$62,800 for the 1.0 FTE MVMMS Adjustment Counselor. This amount will be added to the FY23 School base budget.

The total appropriation is therefore \$35,511,658.64, which is a 4.18% over FY22.

In new dollars it represents an increase of \$1,426,217.64.

I do hope this additional funding will be of significant benefit to the Melrose School District.

Best regards,

Patrick

Attachment: Info2023-11SB (INFO-2023-11 : Update on city finances)

#3

Dello Russo, Patrick

From: Julie Kukenberger *she, her <jkukenberger@melroseschools.com>
Sent: Tuesday, April 12, 2022 6:00 PM
To: Dello Russo, Patrick
Cc: *Mayor Brodeur; Golden, Kerriann; Leia Secor
Subject: Re: FY23 Operating Budget

Hi Patrick,

Here is what I have for the final numbers, which is a 4.17% increase.

	FY23	FY22	
Total Operating Budget	\$40,253,740	38,619,040	
Offsets	4,627,000	4,418,407	
Chapter 70	\$9,680,222	8,631,916	
City's Contribution	\$25,946,629	25,568,717	
Total Appropriation	\$35,626,851	34,200,633	104.17%

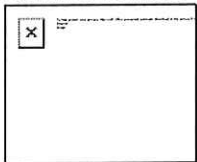
Please let me know if you have any questions.

Julie

Julie R. Kukenberger, Ed. D.
 Superintendent of Schools

Melrose Public Schools

Pronouns: she/her/hers



If you need this document translated, please call your child's school principal.

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Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'école de votre enfant.

如果你需要这份文件翻译，请联系您的孩子的学校。

يرجى الاتصال بمدرسة طفلك/طفلاتك، إذا كنت تحتاج /تحتاجين إلى ترجمة هذه الوثيقة إلى اللغة العربية.

On Tue, Apr 12, 2022 at 8:39 AM Dello Russo, Patrick <PDelloRusso@cityofmelrose.org> wrote:

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Patrick

Dello Russo, Patrick

From: Dello Russo, Patrick
Sent: Tuesday, April 12, 2022 6:14 PM
To: Leia Secor; Kukenberger, Julie
Cc: *Mayor Brodeur
Subject: FW: FY23 Operating Budget

Good evening.

This is the city's contribution for FY23 (below) and will be in the Munis Budget. No other amount is considered the city contribution.

Look at the FY22 Operating budget in Munis and you will see this is correct year after year.

Thank you.

Patrick

From: Dello Russo, Patrick
Sent: Tuesday, April 12, 2022 8:39 AM
To: Kukenberger, Julie <jkukenberger@melroseschools.com>
Cc: *Mayor Brodeur <pbrodeur@CityofMelrose.org>; Golden, Kerriann <kgolden@CityofMelrose.org>; Leia Secor <lsecor@melroseschools.com>
Subject: FY23 Operating Budget

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Attachment: Info2023-11SB (INFO-2023-11 : Update on city finances)

#5

05/10/2022 12:10 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 21 of 55

PROJECTION: 2023 FISCAL 2023 OPERATING BUDGET
0100 GENERAL FUND

FY22

FY23

300 SCHOOL		2021	2022	2022	2022	2023	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	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: Info2023-11SB (INFO-2023-11 : Update on city finances)

#6

Dello Russo, Patrick

From: Migliorelli, Leila
Sent: Friday, December 9, 2022 3:54 PM
To: Dello Russo, Patrick; Fleischman, Margot
Cc: Phillips, Shannon; Kukenberger, Julie; McAndrew, Jennifer; Lindquist, Amy; *Mayor Brodeur
Subject: School budge voting discrepancy
Attachments: FY23 SC Budget Vote_041222.pdf; FY23 School Committee Budget Overview (3) 1.pdf; FY23 School Committee Budget Overview (3) 3.pdf; Pages from FY23 Operating Budget_School 300.pdf; CLA presentation_101822.pdf

Dear Patrick & Margot,

Thank you again for presenting to the Council last night. I wanted to follow-up on the discussion we had regarding the discrepancies between what the City Council voted on for the school budget and what was approved by the School Committee.

Attached you will find:

1. A copy of the School Committee budget vote on 4/12/22, where they unanimously approved a \$40,253,740 total budget for the schools.
2. The first page of the School Committee's memo to the City Council (dated 5/31/22), where it shows the total school budget to be \$40,253,740
3. Page 3 of that same memo where it shows the breakdown of the \$40,253,740 to be \$9,680,222 in Chapter 70, \$4,627,000 in offsets, and \$25,946,629 in school appropriation from the city. When you back out the offsets, the budget number for the schools is \$35,626,851.
4. Page 19 of that memo, which is the final page of a long MUNIS report for 0111 School General Fund (run on 5/18/22) with a total amount of \$40,253,740
5. Page 21 of the city's Fiscal 2023 Operating Budget projection (run 5/10/22) where it states that the 300 School Budget total is \$35,511,659 (just one line for "Salary & Wages")
6. The CLA presentation made on 10/18/22 by Hannah York where it states on page 7 that there is a \$115,192 "disconnect between the amount transferred from the city (city share + CH70) and what was in the estimated revenues in the budget documents".
7. Here's a [link](#) to the recording from 10/18 where at minute 2:38 Hannah talks about the \$115,192 variance between the budget that was put in and the city transfer of Chapter 70 and city share, and at 3:36:20, where Hannah says when she asked the "city" why there was this discrepancy and she was told that there's "always been a disconnect" and that how this was handled in the past was that the school would transfer more in offsets to cover the delta in the amount between what was approved by the School Committee and what was provided by the city.

So my question is why does the School Committee approve a bottom line budget for the schools (that has a corresponding MUNIS report) that is different than the bottom line budget that the City Council approves for the schools (which is also in MUNIS)? The School Committee bases their presentation to the Council on the 0111 School General Fund (that they all -- including the mayor -- approved in April), but then the Council votes on the 300 School Budget. We shouldn't have these differences -- and I will take responsibility for not catching this earlier myself, but to be honest, I would never expect two electoral bodies voting on two separate funds for the same department. While the School Committee does have separate fiduciary

Attachment: Info2023-11SB (INFO-2023-11 : Update on city finances)

responsibilities for the schools, it is still a department within the city. Therefore, I believe that it's the responsibility of the city to work collaboratively with the school department to present a budget to the City Council that has been fully vetted and transparent -- rather than approving one budget in the School Committee, presenting that budget to the Council, but then having us vote on an entirely different number.

I do hope we can clear this up when we meet again in January, and then ensure that this issue is not replicated again in FY24.

Thank you,
Leila

Leila B. Migliorelli
Councilor-at-Large
City of Melrose
lmigliorelli@cityofmelrose.org
781-462-1425 (c)

Pronouns: she/her/hers

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CliftonLarsonAllen LLP
131 Hartwell Avenue, Suite 300
Lexington, MA 02421

phone 781-402-6300 fax 781-402-6350
CLAAconnect.com

January 16, 2023

Mr. Patrick Dello Russo, Finance Director
City of Melrose
562 Main St
Melrose, MA 02176

Dear Mr. Dello Russo,

In response to your request for clarification on the presentation that I gave to the school committee regarding the \$115,192 disconnect between the amount transferred from the city (city share + CH70) and what was in the estimated revenues in the budget documents, I wish to clarify a comment made later in the presentation. At minute 3:26 of the recording of the school committee meeting on 10/18/22, when asked about the disconnect, I stated that I was told by the city that there had "always been a disconnect". This was poorly worded, a few seconds later, I clarified that the disconnect had occurred "... at least the last few years". The two budget issues had gotten inter-twined in the original statement. Therefore, to lay out clearly:

1. As far back as I have been involved with the Melrose Public Schools, they have included entitlement grants in their budget process.
2. The \$115,192 discrepancy only occurred over the last few years. During the period that I was not involved with supporting the schools. Therefore, I am not privy to how or why this occurred.

I hope this clears up any remaining questions regarding my statement.

Sincerely,

CliftonLarsonAllen LLP

Hannah York, CPA, CGA
Principal

Attachment: Info2023-11SB (INFO-2023-11 : Update on city finances)

Ghobrial, Andrew

From: Migliorelli, Leila
Sent: Thursday, January 26, 2023 3:18 PM
To: Ghobrial, Andrew
Cc: Grigoraitis, Jennifer
Subject: Fw: School budget voting discrepancy
Attachments: FY23 SC Budget Vote_041222.pdf; FY23 School Committee Budget Overview (3) 1.pdf; FY23 School Committee Budget Overview (3) 3.pdf; Pages from FY23 Operating Budget_School 300.pdf; CLA presentation_101822.pdf

Hi Andrew - Can you please attach my email below to Order 2023-11?

thanks!

Leila

Leila B. Migliorelli
 Councilor-at-Large
 City of Melrose
 lmigliorelli@cityofmelrose.org
 [REDACTED] (c)
Pronouns: she/her/hers

From: Migliorelli, Leila <lmigliorelli@CityofMelrose.org>
Sent: Friday, December 9, 2022 3:54 PM
To: Dello Russo, Patrick <PDelloRusso@CityofMelrose.org>; Fleischman, Margot <mfleischman@CityofMelrose.org>
Cc: Phillips, Shannon <sphillips@CityofMelrose.org>; Kukenberger, Julie <jkukenberg@melroseschools.com>; McAndrew, Jennifer <jmcaudrew@CityofMelrose.org>; Lindquist, Amy <alindquist@CityofMelrose.org>; *Mayor Brodeur <pbrodeur@CityofMelrose.org>
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Attachment: School budget voting discrepancy_Redacted (INFO-2023-11 : Update on city finances)

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Councilor-at-Large
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[REDACTED] (c)

Pronouns: she/her/hers

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Attachment: School budget voting discrepancy_Redacted (INFO-2023-11 : Update on city finances)

To approve the budget set forth before the Committee of \$40,253,740 including the categories as delineated

Meeting 4/12/2022 6:30 PM

Vote Results

Dorie Withey	Voter	Yes/Aye
Edward O'Connell	Mover	Yes/Aye
Jennifer McAndrew	Voter	Yes/Aye
Jennifer Razi-Thomas	Seconder	Yes/Aye
Lizbeth DeSelm	Voter	Yes/Aye
Margaret Driscoll	Voter	Yes/Aye
Paul Brodeur	Voter	Yes/Aye

April 12, 2022 6:30 PM Passed

Discussion included clarification of voting each category separately, the positions included in this refined budget, support for ELA curriculum issues, and funding for these materials.

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Attachment: School budget voting discrepancy_Redacted (INFO-2023-11 : Update on city finances)

The table below outlines MPS' projected state funding (Chapter 70) allocation (12.14% increase over FY22) as of April 6, 2022, offsets from revenue projections (4.72% increase over FY22), and the school appropriation or contributions from the City (1.23% increase over FY22). There are still several items in motion as we await the final State budget and continue to learn about personnel changes, individualized special education student needs, and transportation costs for the coming school year. This table is designed to give a high-level overview of the critical pieces used to calculate the MPS operating budget approved by the School Committee on April 12, 2022.

	FY19	FY20	FY21	FY22	FY23
	Approved	Approved	Approved	Approved	SC Approved
Operating Expenses	\$31,531,947	\$36,141,650	\$36,976,124	\$38,619,040	\$40,253,740
Chpt. 70	\$8,396,206	\$8,514,496	\$8,514,496	\$8,631,916	\$9,680,222
Offsets	\$3,989,500	\$3,802,983	\$3,993,407	\$4,418,407	\$4,627,000
School Appropriation	\$19,146,241	\$23,824,171	\$24,468,221	\$25,568,717	\$25,946,629

The table below outlines the breakdown of the FY23 School Committee Approved budget by categories. The School Committee votes on each category in addition to the total FY23 operating budget amount.

FY23 MPS Budget by School Committee Categories	
Elementary	14,028,381
Secondary	15,524,213
Special Ed	5,385,597
Admin and other	5,315,549
	\$ 40,253,740

Attachment: School budget voting discrepancy_Redacted (INFO-2023-11 : Update on city finances)



DATE: May 31, 2022

TO: The Honorable Melrose City Council

Cc: Mayor Paul Brodeur
Patrick Dello Russo, *Chief Finance Officer*

FROM: Melrose School Committee

RE: FY23 MPS School Committee Budget Overview

This memo outlines the FY23 Melrose Public Schools Operating Budget, as approved by the School Committee on April 12, 2022 ([presentation](#) to the SC), in the amount of **\$40,253,740** ([view the full FY23 Budget analysis here](#)).

As we work collaboratively and transparently, both internally and externally, we must keep reminding ourselves that we are still in the throes of a global pandemic. Therefore, our focus for the FY23 fiscal year is to continue to build a fiscally responsible, student-centered budget that supports plans to accelerate learning for all students. We remain vigilant about educating the whole child, meeting our students' and employees' physical, social, emotional, academic, and mental well-being needs. Therefore, our **FY23 budget** theme will be **focused on youth mental health, accelerating learning outcomes for all learners, and social-emotional well-being for all**.

Our FY23 MPS student-centered budget acknowledges the current fiscal and political climate in our community while also remaining focused on supporting progress toward rigorous and relevant learning for all. We do all of this while staying true to our mission to "*provide and sustain a thriving and dynamic teaching and learning environment, preparing every student to excel in their authentic life and global citizenship, as supported by an engaged community.*"

The goal and purpose of our MPS FY23 budget are to sustain our existing resources in ways that allow us to continue to make progress toward our strategic objectives and priorities. We also aim to position the District to make incremental investments in our response toward pandemic recovery while also being mindful of our students' immediate and future needs. This strategic thinking will enable us to realize our long-range vision for continuous improvement. It will help educators design safe, supportive, and responsive student-centered learning environments where students own their learning and acquire the academic and social-emotional skills necessary to realize their unique potential. These combined skills will ensure that our students are able to contribute to their communities in meaningful ways.

05/10/2022 12:10 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 21 of 55

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: School budget voting discrepancy_Redacted (INFO-2023-11 : Update on city finances)



Melrose FY22 EOY

We'll get you there.



CPAs | CONSULTANTS | WEALTH ADVISORS

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Summary

- CLA Background with the Melrose Public Schools
- School Budget History
- Status prior to year-end cleanup
- Offsets available for transfer
- Cleanup/Reclassifications to balance the budget
- Cost Drivers
- FY23 Budget and future recommendations



CLA consulting background with the Melrose Public Schools

- Assisted as Interim Business manager in transition prior to Marianne Farrell coming on board (2015-2016 school year)
- Assisted with preparation of FY2016-2019 EOY reports
- Assisted in FY2020 with budget reconciliation and offset cleanup only
- Late July 2022, was contacted to request assistance with year-end cleanup. Started work with the school the first week of August



School Budget History



Operating budget, as presented and approved by the school committee, has historically included the following funding sources:

- City Share of funds
- CH70 state aid
- Offsets from various revolving funds
- Estimated amounts from certain entitlement grants



From 2016-2020, CLA, in addition to the EOY report, assisted the school in reconciling the budget and removing the entitlement grants portion. Those costs are spent directly on the grant themselves, and already included in the grant budget. We recommended stopping the practice of including those amounts in the operating budget, there was the possibility of double counting (and double-spending) the funds.



Status of FY22 prior to Cleanup

- July 25th YTD Budget report, showed a budget of \$38,555,199 for the general fund and a deficit against that budget of \$883,179.24
 - We later found that there were inactive accounts not included in this report.
 - Rerunning the report with inactive accounts that had both budget and actuals, would have showed a total original operating budget of \$38,619,040 with a deficit of \$1,044,452



Status of FY22 prior to Cleanup, continued

- Initially performed a budget reconciliation, based on a historical knowledge of the way the school district has budgeted operating costs
 - Found that the general fund budget was overstated by \$1,375,192
 - \$800,000 - SPED IDEA 94-142 grant
 - \$120,000 – TITLE I grant
 - \$340,000 – METCO grant
 - \$115,192 – disconnect between the amount transferred from the City (City share + CH70) and what was in the estimated revenues in the budget documents
 - Adjusting the budget down for the above overage, the true deficit in general fund was \$2,247,840 without inactive accounts. Had those accounts been included the deficit would have been \$2,419,644. These inactive account balances were discovered *after* some of the cleanup had already started



Status of FY22 prior to Cleanup, continued

- Reviewed Status of offset accounts, several accounts did not have the budgeted funds needed to transfer
 - The majority of the shortfall had to be picked up by withdrawing excess amounts from the circuit breaker account.
 - The chart shows by fund the amounts that were budgeted to offset the operating fund, their fund balance prior to the transfer, how much we were able to transfer and the variance to the budget

Offsets to Transfer In

	FY22 Budget	Balance prior to transfer	FY22 Transfer	Variance to Budget
1601 SCHOOL ATHLETICS	\$ 325,000.00	\$ 295,989.25	\$ 295,000.00	\$ (30,000.00)
1603 USE OF FACILITIES	\$ 365,000.00	\$ 222,221.51	\$ 220,000.00	\$ (145,000.00)
1613 TRANSPORTATION	\$ 54,000.00	\$ 50,717.37	\$ 50,000.00	\$ (4,000.00)
1614 SCHOOL CHOICE/TUITION	\$ 40,000.00	\$ 64,987.86	\$ 64,000.00	\$ 24,000.00
1615 ERATE	\$ 45,000.00	\$ 17.55	\$ -	\$ (45,000.00)
1620 MEDICAID ACCOUNT	\$ 77,000.00	\$ 109,545.65	\$ 100,000.00	\$ 23,000.00
1621 Pre-K / ECC	\$ 282,407.00	\$ (138,878.92)	\$ -	\$ (282,407.00)
1627 CIRCUIT BREAKER	\$ 1,000,000.00	\$ 1,762,648.00	\$ 1,336,647.00	\$ 336,647.00
1901 ELEMENTARY MUSIC FEES	\$ 95,000.00	\$ 117,051.35	\$ 115,000.00	\$ 20,000.00
1907 EDUCATION STATIONS	\$ 875,000.00	\$ 919,593.37	\$ 910,000.00	\$ 35,000.00
Misc other available funds	\$ -	\$ 67,760.66	\$ 67,760.00	\$ 67,760.00
	<u>\$ 3,158,407.00</u>	<u>\$ 3,471,653.65</u>	<u>\$ 3,158,407.00</u>	<u>\$ 3,158,407.00</u>



Cleanup/Reclassification balance the budget

- \$59,000 - Purchase order cleanup (closing out old balances)
- \$426,000 – Circuit Breaker
- \$202,000 – METCO
- \$70,000 - SPED 94-142
- \$852,000 - ESSER III (remainder of ESSER III was used to cover the overage in ESSER II)
- \$15,925 - ARPA IDEA grant
- \$775,000 - ARPA Revenue Loss



Major Cost overrun drivers

- \$2.1m of overage was due to special ed cost overruns
 - \$700k – Transportation
 - \$1,480k – Tuitions
- Remainder can be accounted for by the teacher coverage costs that were charged to paraprofessional lines. Teachers were required to stay home up to 10 days after contracting Covid-19 and the district had to provide coverage



FY23 Budget and support



Removed grant portion of the FY23 budget from the operating account



Provided 3-year analysis of costs by location and categories



Will continue to work with the school to update the budget, and to help develop monthly reports.



Recommendations for the future



**For FY2024 Operating Budget,
base the budget purely off the
funds transferred from the City**

City Share

CH70 state aid



**Costs associated with the current
Offset Accounts and grants
should be charged directly to
those funds, this is more
accurate for both UMAS and
GASB accounting purposes**



**Create new funds for major
revolving funds, with annual
budget estimates**

Athletics

Facilities

ECC

Education Stations



YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
000 UNDEFINED									
010004	590000 TRANS OUT	0	0	0	35,511,659.00	.00	-35,511,659.00	100.0%	
	TOTAL UNDEFINED CHAR	0	0	0	35,511,659.00	.00	-35,511,659.00	100.0%	
	TOTAL UNDEFINED	0	0	0	35,511,659.00	.00	-35,511,659.00	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0100	GENERAL	FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
112 CITY COUNCIL									
51 SALARIES									
011121	511000	S & W	105,751	0	105,751	53,125.67	.00	52,625.33	50.2%
TOTAL SALARIES			105,751	0	105,751	53,125.67	.00	52,625.33	50.2%
52 CONTRACTUAL									
011122	520500	ADVERTIS	125	0	125	.00	.00	125.00	.0%
011122	521000	PRINTING	500	0	500	188.00	.00	312.00	37.6%
011122	523100	EXPENSES	11,000	0	11,000	5,500.22	.00	5,499.78	50.0%
011122	525308	IQM2 CONTR	18,926	0	18,926	12,344.50	.00	6,581.50	65.2%
TOTAL CONTRACTUAL			30,551	0	30,551	18,032.72	.00	12,518.28	59.0%
54 OTHER CHARGES									
011122	540700	SEMINARS	535	0	535	.00	.00	535.00	.0%
TOTAL OTHER CHARGES			535	0	535	.00	.00	535.00	.0%
TOTAL CITY COUNCIL			136,837	0	136,837	71,158.39	.00	65,678.61	52.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
121 MAYOR								
51 SALARIES								
011211 511000 S & W	311,268	0	311,268	152,986.36	.00	158,281.64	49.1%	
TOTAL SALARIES	311,268	0	311,268	152,986.36	.00	158,281.64	49.1%	
52 CONTRACTUAL								
011212 521000 PRINTING	750	0	750	.00	.00	750.00	.0%	
011212 523100 EXP ACCT	7,000	0	7,000	4,718.13	.00	2,281.87	67.4%	
011212 529000 PROF SERV	6,000	0	6,000	3,427.47	.00	2,572.53	57.1%	
TOTAL CONTRACTUAL	13,750	0	13,750	8,145.60	.00	5,604.40	59.2%	
54 OTHER CHARGES								
011212 540500 DUES/MEMB	24,000	0	24,000	22,620.00	.00	1,380.00	94.3%	
011212 540600 EDUC/SEMIN	2,134	0	2,134	1,174.00	.00	960.00	55.0%	
011212 548950 COMM OUTRE	18,500	0	18,500	6,685.24	.00	11,814.76	36.1%	
TOTAL OTHER CHARGES	44,634	0	44,634	30,479.24	.00	14,154.76	68.3%	
TOTAL MAYOR	369,652	0	369,652	191,611.20	.00	178,040.80	51.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
135 AUDITOR								
51 SALARIES								
011351 511000 S & W	394,042	1,675	395,717	202,285.73	.00		193,431.27	51.1%
TOTAL SALARIES	394,042	1,675	395,717	202,285.73	.00		193,431.27	51.1%
52 CONTRACTUAL								
011352 528600 AUDIT SERV	48,640	0	48,640	20,000.00	.00		28,640.00	41.1%
011352 529000 PROF SERV	11,800	0	11,800	.00	.00		11,800.00	.0%
TOTAL CONTRACTUAL	60,440	0	60,440	20,000.00	.00		40,440.00	33.1%
54 OTHER CHARGES								
011352 540500 DUES/MEMB	200	0	200	.00	.00		200.00	.0%
011352 540600 EDUC/SEMIN	3,000	0	3,000	1,835.00	.00		1,165.00	61.2%
TOTAL OTHER CHARGES	3,200	0	3,200	1,835.00	.00		1,365.00	57.3%
TOTAL AUDITOR	457,682	1,675	459,357	224,120.73	.00		235,236.27	48.8%

CITY OF MELROSE v2021 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
141 ASSESSORS								
51 SALARIES								
011411 511000 S & W	233,867	630	234,497	115,395.78	.00	119,101.22	49.2%	
TOTAL SALARIES	233,867	630	234,497	115,395.78	.00	119,101.22	49.2%	
52 CONTRACTUAL								
011412 521000 PRINTING	250	0	250	87.00	61.49	101.51	59.4%	
011412 523000 MILEAGE	1,000	0	1,000	.00	.00	1,000.00	.0%	
011412 528000 FEES	300	0	300	.00	155.00	145.00	51.7%	
011412 529000 PROF SERV	15,900	0	15,900	500.00	10,000.00	5,400.00	66.0%	
011412 529300 REVAL	103,500	0	103,500	55,046.29	32,382.49	16,071.22	84.5%	
TOTAL CONTRACTUAL	120,950	0	120,950	55,633.29	42,598.98	22,717.73	81.2%	
53 SUPPLIES & MATERIAL								
011412 530200 COPY SUP	200	0	200	61.49	.00	138.51	30.7%	
011412 537500 FURN&FIXT	4,000	0	4,000	.00	.00	4,000.00	.0%	
TOTAL SUPPLIES & MATERIAL	4,200	0	4,200	61.49	.00	4,138.51	1.5%	
54 OTHER CHARGES								
011412 540500 DUES/MEMB	700	0	700	375.00	325.00	.00	100.0%	
011412 540600 EDUC/SEMIN	4,000	0	4,000	2,335.52	304.00	1,360.48	66.0%	
011412 540700 SEMINARS	2,000	0	2,000	75.00	.00	1,925.00	3.8%	
TOTAL OTHER CHARGES	6,700	0	6,700	2,785.52	629.00	3,285.48	51.0%	
TOTAL ASSESSORS	365,717	630	366,347	173,876.08	43,227.98	149,242.94	59.3%	

Attachment: DecemberYTD Budget Report (INFO-2023-11 : Update on city finances)

CITY OF MELROSE v2021 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
145 TREASURER/COLLECTOR								
51 SALARIES								
011451 511000 S & W	380,331	4,421	384,752	193,277.77	.00	191,474.23	50.2%	
TOTAL SALARIES	380,331	4,421	384,752	193,277.77	.00	191,474.23	50.2%	
52 CONTRACTUAL								
011452 521000 PRINTING	27,000	0	27,000	4,356.11	.00	22,643.89	16.1%	
011452 521500 POSTAGE	50,000	0	50,000	35,565.70	.00	14,434.30	71.1%	
011452 521801 FOLD MAINT	1,200	0	1,200	.00	.00	1,200.00	.0%	
011452 525303 LICENSES	2,000	0	2,000	.00	.00	2,000.00	.0%	
011452 527600 OFFICE EQU	1,900	0	1,900	150.00	150.00	1,600.00	15.8%	
011452 528001 BANK FEES	6,000	0	6,000	.00	.00	6,000.00	.0%	
011452 528002 TITLE FEES	1,500	0	1,500	210.00	.00	1,290.00	14.0%	
011452 529000 PROF SERV	15,000	0	15,000	7,081.63	.00	7,918.37	47.2%	
TOTAL CONTRACTUAL	104,600	0	104,600	47,363.44	150.00	57,086.56	45.4%	
54 OTHER CHARGES								
011452 540500 DUES/MEMB	250	0	250	100.00	.00	150.00	40.0%	
011452 540600 EDUC/SEMIN	3,000	0	3,000	619.25	.00	2,380.75	20.6%	
011452 544100 SURETY	1,125	0	1,125	375.00	.00	750.00	33.3%	
TOTAL OTHER CHARGES	4,375	0	4,375	1,094.25	.00	3,280.75	25.0%	
TOTAL TREASURER/COLLECTOR	489,306	4,421	493,727	241,735.46	150.00	251,841.54	49.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
151 CITY SOLICITOR								
51 SALARIES								
011511 511000 S & W	211,736	0	211,736	107,355.64	.00	104,380.36	50.7%	
01151771 511000 S & W	111,533	0	111,533	56,117.88	.00	55,415.12	50.3%	
TOTAL SALARIES	323,269	0	323,269	163,473.52	.00	159,795.48	50.6%	
52 CONTRACTUAL								
011512 523100 EXPENSES	2,475	0	2,475	.00	.00	2,475.00	.0%	
011512 529000 PROF SERV	30,000	0	30,000	3,392.50	.00	26,607.50	11.3%	
TOTAL CONTRACTUAL	32,475	0	32,475	3,392.50	.00	29,082.50	10.4%	
53 SUPPLIES & MATERIAL								
011512 534200 BOOKS	495	0	495	.00	.00	495.00	.0%	
011512 534250 ELECT MASS	4,800	0	4,800	1,861.38	.00	2,938.62	38.8%	
TOTAL SUPPLIES & MATERIAL	5,295	0	5,295	1,861.38	.00	3,433.62	35.2%	
54 OTHER CHARGES								
011512 540500 DUES/MEMB	2,710	0	2,710	1,425.58	.00	1,284.42	52.6%	
011512 540600 EDUC/SEMIN	3,000	0	3,000	2,400.00	.00	600.00	80.0%	
011512 544310 PROP INS	708,000	0	708,000	665,623.40	.00	42,376.60	94.0%	
011512 544500 SUITSCLAIM	10,000	0	10,000	9,940.00	.00	60.00	99.4%	
TOTAL OTHER CHARGES	723,710	0	723,710	679,388.98	.00	44,321.02	93.9%	
TOTAL CITY SOLICITOR	1,084,749	0	1,084,749	848,116.38	.00	236,632.62	78.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
152 HUMAN RESOURCES								
51 SALARIES								
011521 511000 S & W	146,614	0	146,614	73,735.26	.00	72,878.74	50.3%	
TOTAL SALARIES	146,614	0	146,614	73,735.26	.00	72,878.74	50.3%	
52 CONTRACTUAL								
011522 520500 ADVERTISE	10,000	0	10,000	1,457.32	.00	8,542.68	14.6%	
011522 521000 PRINTING	100	0	100	88.50	.00	11.50	88.5%	
TOTAL CONTRACTUAL	10,100	0	10,100	1,545.82	.00	8,554.18	15.3%	
54 OTHER CHARGES								
011522 540500 DUES/MEMB	505	0	505	504.00	.00	1.00	99.8%	
011522 540600 EDUC/SEMIN	500	0	500	90.00	.00	410.00	18.0%	
011522 540700 SCHOOLING	5,000	0	5,000	.00	.00	5,000.00	.0%	
011522 543000 PHYSICAL	8,000	0	8,000	2,557.00	.00	5,443.00	32.0%	
TOTAL OTHER CHARGES	14,005	0	14,005	3,151.00	.00	10,854.00	22.5%	
TOTAL HUMAN RESOURCES	170,719	0	170,719	78,432.08	.00	92,286.92	45.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
155 INFORMATION TECHNOLOGY								
51 SALARIES								
011551 511000 S & W	396,766	0	396,766	210,475.88	.00	186,290.12	53.0%	
TOTAL SALARIES	396,766	0	396,766	210,475.88	.00	186,290.12	53.0%	
52 CONTRACTUAL								
011552 522000 TELEPHONE	116,100	0	116,100	36,971.12	.00	79,128.88	31.8%	
011552 522004 WAN COMMUN	6,077	0	6,077	.00	.00	6,077.00	.0%	
011552 525105 COMP MAINT	12,880	0	12,880	4,073.72	1,368.93	7,437.35	42.3%	
011552 525106 TEL MAINT	1,000	0	1,000	68.00	.00	932.00	6.8%	
011552 525203 NET SERVIC	5,000	0	5,000	.00	.00	5,000.00	.0%	
011552 525301 MUNIS SUPP	129,248	0	129,248	116,109.01	.00	13,138.99	89.8%	
011552 525303 LICENSES	167,791	0	167,791	48,216.56	12,835.09	106,739.35	36.4%	
011552 525305 IT COM NOT	7,417	0	7,417	6,867.13	.00	549.87	92.6%	
011552 525309 OSDBA	10,000	0	10,000	.00	.00	10,000.00	.0%	
011552 525402 INTERNET	9,180	0	9,180	3,193.90	.00	5,986.10	34.8%	
011552 529000 PROF SERV	10,000	0	10,000	.00	1,400.00	8,600.00	14.0%	
TOTAL CONTRACTUAL	474,693	0	474,693	215,499.44	15,604.02	243,589.54	48.7%	
53 SUPPLIES & MATERIAL								
011552 530120 COMP MISC	2,000	0	2,000	1,768.14	.00	231.86	88.4%	
TOTAL SUPPLIES & MATERIAL	2,000	0	2,000	1,768.14	.00	231.86	88.4%	
54 OTHER CHARGES								
011552 540700 SEMINARS	5,000	0	5,000	.00	4,995.00	5.00	99.9%	
TOTAL OTHER CHARGES	5,000	0	5,000	.00	4,995.00	5.00	99.9%	
TOTAL INFORMATION TECHNOLOGY	878,459	0	878,459	427,743.46	20,599.02	430,116.52	51.0%	

CITY OF MELROSE v2021 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
161 CITY CLERK								
51 SALARIES								
011611 511000 S & W	285,137	2,321	287,458	127,647.66	.00	159,810.34	44.4%	
011611 513000 OVERTIME	8,000	0	8,000	4,532.83	.00	3,467.17	56.7%	
TOTAL SALARIES	293,137	2,321	295,458	132,180.49	.00	163,277.51	44.7%	
52 CONTRACTUAL								
011612 520500 ADVERTISE	700	0	700	71.38	.00	628.62	10.2%	
011612 521000 PRINTING	2,300	0	2,300	584.25	.00	1,715.75	25.4%	
011612 525109 DOG MAINT	700	0	700	.00	.00	700.00	.0%	
011612 525401 WEBSITE	9,000	0	9,000	4,051.69	.00	4,948.31	45.0%	
011612 529000 PROF SERV	500	0	500	.00	.00	500.00	.0%	
011612 529301 RECODE	10,000	0	10,000	2,319.03	.00	7,680.97	23.2%	
TOTAL CONTRACTUAL	23,200	0	23,200	7,026.35	.00	16,173.65	30.3%	
53 SUPPLIES & MATERIAL								
011612 530501 VITALSUPPL	4,400	0	4,400	.00	.00	4,400.00	.0%	
TOTAL SUPPLIES & MATERIAL	4,400	0	4,400	.00	.00	4,400.00	.0%	
54 OTHER CHARGES								
011612 540500 DUES/MEMB	500	0	500	175.00	.00	325.00	35.0%	
011612 540600 EDUC/SEMIN	2,000	0	2,000	736.20	.00	1,263.80	36.8%	
011612 544100 SURETY	100	0	100	.00	.00	100.00	.0%	
TOTAL OTHER CHARGES	2,600	0	2,600	911.20	.00	1,688.80	35.0%	
TOTAL CITY CLERK	323,337	2,321	325,658	140,118.04	.00	185,539.96	43.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
162 ELECTION/REGISTRAR								
51 SALARIES								
011621 511000 S & W	4,569	0	4,569	1,857.21	.00	2,711.79	40.6%	
011621 512000 PT S&W	41,000	0	41,000	27,270.44	.00	13,729.56	66.5%	
TOTAL SALARIES	45,569	0	45,569	29,127.65	.00	16,441.35	63.9%	
52 CONTRACTUAL								
011622 521000 PRINTING	19,000	0	19,000	5,206.15	.00	13,793.85	27.4%	
011622 521500 POSTAGE	9,500	0	9,500	11,252.05	.00	-1,752.05	118.4%	
011622 525102 EQUIPMAINT	7,500	0	7,500	10,907.45	.00	-3,407.45	145.4%	
011622 529000 PROF SERV	8,000	0	8,000	4,205.47	.00	3,794.53	52.6%	
TOTAL CONTRACTUAL	44,000	0	44,000	31,571.12	.00	12,428.88	71.8%	
53 SUPPLIES & MATERIAL								
011622 530506 ELEC SUPP	2,500	0	2,500	486.10	.00	2,013.90	19.4%	
TOTAL SUPPLIES & MATERIAL	2,500	0	2,500	486.10	.00	2,013.90	19.4%	
54 OTHER CHARGES								
011622 540500 DUES/MEMB	175	0	175	.00	.00	175.00	.0%	
011622 540600 EDUC/SEMIN	900	0	900	500.00	.00	400.00	55.6%	
TOTAL OTHER CHARGES	1,075	0	1,075	500.00	.00	575.00	46.5%	
TOTAL ELECTION/REGISTRAR	93,144	0	93,144	61,684.87	.00	31,459.13	66.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED

165 LIQUOR COMMISSION

52 CONTRACTUAL

011652 529000 PROF SERV	1,000	0	1,000	.00	.00	1,000.00	.0%
011652 529027 COMPLIANCE	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL CONTRACTUAL	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL LIQUOR COMMISSION	2,000	0	2,000	.00	.00	2,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
171 CONSERVATION								
51 SALARIES								
011711 511000 SALARIES	15,200	0	15,200	7,618.93	.00	7,581.07	50.1%	
TOTAL SALARIES	15,200	0	15,200	7,618.93	.00	7,581.07	50.1%	
52 CONTRACTUAL								
011712 520500 ADVERTISE	150	0	150	.00	.00	150.00	.0%	
011712 521000 PRINTING	250	0	250	.00	.00	250.00	.0%	
011712 528810 CONSERV	9,925	0	9,925	.00	.00	9,925.00	.0%	
TOTAL CONTRACTUAL	10,325	0	10,325	.00	.00	10,325.00	.0%	
54 OTHER CHARGES								
011712 540500 DUES/MEMB	710	0	710	710.00	.00	.00	100.0%	
011712 540600 EDUC/SEMIN	355	0	355	320.00	.00	35.00	90.1%	
TOTAL OTHER CHARGES	1,065	0	1,065	1,030.00	.00	35.00	96.7%	
TOTAL CONSERVATION	26,590	0	26,590	8,648.93	.00	17,941.07	32.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
175 PLANNING BOARD								
51 SALARIES								
011751 511000 S & W	362,014	2,975	364,989	173,426.46	.00	191,562.54	47.5%	
TOTAL SALARIES	362,014	2,975	364,989	173,426.46	.00	191,562.54	47.5%	
52 CONTRACTUAL								
011752 520500 ADVERTISE	730	0	730	.00	.00	730.00	.0%	
011752 521000 PRINTING	1,030	0	1,030	57.35	.00	972.65	5.6%	
011752 529026 MESSINA AR	10,000	0	10,000	1,940.00	.00	8,060.00	19.4%	
TOTAL CONTRACTUAL	11,760	0	11,760	1,997.35	.00	9,762.65	17.0%	
54 OTHER CHARGES								
011752 540500 DUES/MEMB	300	0	300	.00	.00	300.00	.0%	
011752 540600 EDUC/SEMIN	50	0	50	.00	.00	50.00	.0%	
TOTAL OTHER CHARGES	350	0	350	.00	.00	350.00	.0%	
TOTAL PLANNING BOARD	374,124	2,975	377,099	175,423.81	.00	201,675.19	46.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
196 ENERGY COMMISSION									
52 CONTRACTUAL									
011962	529000 PROF SERV	2,500	0	2,500	365.00	.00		2,135.00	14.6%
	TOTAL CONTRACTUAL	2,500	0	2,500	365.00	.00		2,135.00	14.6%
	TOTAL ENERGY COMMISSION	2,500	0	2,500	365.00	.00		2,135.00	14.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED		
211 POLICE									
51 SALARIES									
012111 511000 S & W	4,657,560	0	4,657,560	2,407,180.34	.00	2,250,379.66	51.7%		
012111 513000 OVERTIME	482,000	0	482,000	515,324.43	.00	-33,324.43	106.9%		
012111 514000 COURT TIME	45,000	0	45,000	16,598.76	.00	28,401.24	36.9%		
TOTAL SALARIES	5,184,560	0	5,184,560	2,939,103.53	.00	2,245,456.47	56.7%		
52 CONTRACTUAL									
012112 521000 PRINTING	2,500	0	2,500	1,687.10	.00	812.90	67.5%		
012112 521500 POSTAGE	3,600	0	3,600	396.10	.00	3,203.90	11.0%		
012112 523500 LAUNDRY	800	0	800	240.00	.00	560.00	30.0%		
012112 525103 LEAPS	1,240	0	1,240	.00	.00	1,240.00	.0%		
012112 525108 GENERATOR	1,500	0	1,500	.00	.00	1,500.00	.0%		
012112 525202 COMP SUPP	47,897	0	47,897	31,120.22	.00	16,776.78	65.0%		
012112 525404 BESAFE	1,440	0	1,440	1,440.00	.00	.00	100.0%		
012112 527305 RADIO SYS	29,000	0	29,000	13,510.96	.00	15,489.04	46.6%		
012112 527601 COPY MAINT	4,500	0	4,500	300.30	.00	4,199.70	6.7%		
012112 529000 PROF SERV	2,500	0	2,500	1,846.39	.00	653.61	73.9%		
TOTAL CONTRACTUAL	94,977	0	94,977	50,541.07	.00	44,435.93	53.2%		
53 SUPPLIES & MATERIAL									
012112 530120 COMP MISC	300	0	300	6.79	.00	293.21	2.3%		
012112 530202 FILM SUP	590	0	590	969.00	.00	-379.00	164.2%		
012112 530501 MISC SUP	2,969	0	2,969	535.92	.00	2,433.08	18.1%		
012112 530505 RADAR	5,000	0	5,000	.00	.00	5,000.00	.0%		
012112 533400 ACCREDIT	13,600	0	13,600	3,227.00	.00	10,373.00	23.7%		
012112 534200 BOOKS	1,200	0	1,200	270.64	.00	929.36	22.6%		
012112 535400 FOOD	500	0	500	121.19	.00	378.81	24.2%		
012112 535500 UNIFORMS	73,500	0	73,500	73,336.61	.00	163.39	99.8%		
012112 535600 NARCAN	2,500	0	2,500	.00	.00	2,500.00	.0%		
012112 535700 AMMUNITION	10,500	0	10,500	8,623.24	.00	1,876.76	82.1%		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET				BUDGET	USED
TOTAL SUPPLIES & MATERIAL	110,659	0	110,659	87,090.39		.00	23,568.61	78.7%
54 OTHER CHARGES								
012112 540500 DUES/MEMB	10,500	0	10,500	10,463.69		.00	36.31	99.7%
012112 540702 TRAINING	75,000	0	75,000	43,073.66		.00	31,926.34	57.4%
TOTAL OTHER CHARGES	85,500	0	85,500	53,537.35		.00	31,962.65	62.6%
TOTAL POLICE	5,475,696	0	5,475,696	3,130,272.34		.00	2,345,423.66	57.2%

CITY OF MELROSE v2021 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
221 FIRE							
51 SALARIES							
012211 511000 S & W	4,504,672	0	4,504,672	2,237,775.75	.00	2,266,896.25	49.7%
012211 513000 OVERTIME	515,000	0	515,000	411,641.95	.00	103,358.05	79.9%
012211 515000 MUTUAL AID	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL SALARIES	5,021,172	0	5,021,172	2,649,417.70	.00	2,371,754.30	52.8%
52 CONTRACTUAL							
012212 521000 PRINTING	250	0	250	250.00	.00	.00	100.0%
012212 527311 LIFE/SAFET	10,900	0	10,900	4,270.52	.00	6,629.48	39.2%
012212 527500 VEHICLEREP	100,000	0	100,000	29,736.25	.00	70,263.75	29.7%
012212 527605 FIRE CONTR	5,000	0	5,000	5,000.00	.00	.00	100.0%
012212 527606 RADIO CONT	13,500	0	13,500	621.10	.00	12,878.90	4.6%
012212 529000 PROF SERV	36,140	0	36,140	16,978.60	3,300.00	15,861.40	56.1%
TOTAL CONTRACTUAL	165,790	0	165,790	56,856.47	3,300.00	105,633.53	36.3%
53 SUPPLIES & MATERIAL							
012212 530100 COMP PURCH	2,000	0	2,000	.00	.00	2,000.00	.0%
012212 530503 PREVENTSUP	2,500	0	2,500	.00	.00	2,500.00	.0%
012212 531000 GAS & OIL	500	0	500	.00	.00	500.00	.0%
012212 531200 TIRES	6,000	0	6,000	4,521.14	.00	1,478.86	75.4%
012212 531500 BATTERIES	1,500	0	1,500	302.40	.00	1,197.60	20.2%
012212 532000 CLEAN SUP	4,800	0	4,800	3,203.07	899.48	697.45	85.5%
012212 533000 PAINTS	500	0	500	.00	.00	500.00	.0%
012212 533200 ELECTR SUP	1,000	0	1,000	.00	.00	1,000.00	.0%
012212 533300 ALARM SYS	5,000	0	5,000	378.19	.00	4,621.81	7.6%
012212 533500 TOOLS	2,400	0	2,400	605.98	.00	1,794.02	25.2%
012212 534200 BOOKS	2,000	0	2,000	.00	.00	2,000.00	.0%
012212 535500 UNIFORMS	57,100	0	57,100	50,040.00	.00	7,060.00	87.6%
012212 535501 CLOTHING	500	0	500	.00	.00	500.00	.0%
012212 535502 PROTECT CL	2,400	0	2,400	.00	.00	2,400.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR: 0100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
012212 535505 TURNOUT	75,000	0	75,000	.00	.00	75,000.00	.0%	
TOTAL SUPPLIES & MATERIAL	163,200	0	163,200	59,050.78	899.48	103,249.74	36.7%	
54 OTHER CHARGES								
012212 540500 DUES/MEMB	975	0	975	620.00	.00	355.00	63.6%	
012212 540600 EDUC/SEMIN	1,500	0	1,500	.00	.00	1,500.00	.0%	
TOTAL OTHER CHARGES	2,475	0	2,475	620.00	.00	1,855.00	25.1%	
56 MISCELLANEOUS								
012212 560200 ED REIMB	24,356	0	24,356	300.00	.00	24,056.00	1.2%	
012212 568000 FIRE HOSE	3,700	0	3,700	223.40	.00	3,476.60	6.0%	
TOTAL MISCELLANEOUS	28,056	0	28,056	523.40	.00	27,532.60	1.9%	
TOTAL FIRE	5,380,693	0	5,380,693	2,766,468.35	4,199.48	2,610,025.17	51.5%	

Attachment: DecemberYTDBudgetReport (INFO-2023-11 : Update on city finances)

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
241 INSPECTION SERVICES								
51 SALARIES								
012411 511000 S & W	328,407	0	328,407	143,828.30	.00	184,578.70	43.8%	
012411 513000 OVERTIME	2,000	0	2,000	1,593.66	.00	406.34	79.7%	
TOTAL SALARIES	330,407	0	330,407	145,421.96	.00	184,985.04	44.0%	
52 CONTRACTUAL								
012412 521000 PRINTING	400	0	400	.00	.00	400.00	.0%	
012412 529000 PROF SERV	10,000	0	10,000	2,945.00	.00	7,055.00	29.5%	
TOTAL CONTRACTUAL	10,400	0	10,400	2,945.00	.00	7,455.00	28.3%	
53 SUPPLIES & MATERIAL								
012412 530502 W & M SUP	1,500	0	1,500	2,357.92	.00	-857.92	157.2%	
012412 534200 BOOKS	1,080	0	1,080	.00	.00	1,080.00	.0%	
TOTAL SUPPLIES & MATERIAL	2,580	0	2,580	2,357.92	.00	222.08	91.4%	
54 OTHER CHARGES								
012412 540500 DUES/MEMB	500	0	500	195.00	.00	305.00	39.0%	
012412 540600 EDUC/SEMIN	1,000	0	1,000	100.00	.00	900.00	10.0%	
012412 540700 SEMINARS	300	0	300	.00	.00	300.00	.0%	
TOTAL OTHER CHARGES	1,800	0	1,800	295.00	.00	1,505.00	16.4%	
TOTAL INSPECTION SERVICES	345,187	0	345,187	151,019.88	.00	194,167.12	43.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
291 EMERGENCY MANAGEMENT								
51 SALARIES								
012911 511000 S & W	28,080	0	28,080	14,580.00	.00	13,500.00	51.9%	
TOTAL SALARIES	28,080	0	28,080	14,580.00	.00	13,500.00	51.9%	
52 CONTRACTUAL								
012912 521000 PRINTING	100	0	100	.00	.00	100.00	.0%	
012912 521500 POSTAGE	25	0	25	.00	.00	25.00	.0%	
TOTAL CONTRACTUAL	125	0	125	.00	.00	125.00	.0%	
53 SUPPLIES & MATERIAL								
012912 530703 RADIO	2,000	0	2,000	.00	.00	2,000.00	.0%	
012912 535501 CLOTHING	250	0	250	.00	.00	250.00	.0%	
TOTAL SUPPLIES & MATERIAL	2,250	0	2,250	.00	.00	2,250.00	.0%	
54 OTHER CHARGES								
012912 540000 OTH CHGEXP	1,555	0	1,555	374.78	.00	1,180.22	24.1%	
012912 540500 DUES/MEMB	195	0	195	.00	.00	195.00	.0%	
012912 540702 TRAINING	250	0	250	.00	.00	250.00	.0%	
TOTAL OTHER CHARGES	2,000	0	2,000	374.78	.00	1,625.22	18.7%	
TOTAL EMERGENCY MANAGEMENT	32,455	0	32,455	14,954.78	.00	17,500.22	46.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
296 PARKING								
51 SALARIES								
012961 511000 S & W	13,370	1,379	14,749	7,275.78	.00	7,473.22	49.3%	
TOTAL SALARIES	13,370	1,379	14,749	7,275.78	.00	7,473.22	49.3%	
52 CONTRACTUAL								
012962 521000 PRINTING	3,500	0	3,500	1,053.00	.00	2,447.00	30.1%	
012962 527950 GROV/MYRTL	30,000	0	30,000	15,000.00	15,000.00	.00	100.0%	
012962 529000 PROF SERV	25,000	0	25,000	3,004.00	.00	21,996.00	12.0%	
TOTAL CONTRACTUAL	58,500	0	58,500	19,057.00	15,000.00	24,443.00	58.2%	
TOTAL PARKING	71,870	1,379	73,249	26,332.78	15,000.00	31,916.22	56.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
300 SCHOOL									
51 SALARIES									
013001 511000 S & W	35,511,659	0	35,511,659		.00	.00	35,511,659.00	.0%	
TOTAL SALARIES	35,511,659	0	35,511,659		.00	.00	35,511,659.00	.0%	
TOTAL SCHOOL	35,511,659	0	35,511,659		.00	.00	35,511,659.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
399 REGIONAL SCHOOL ASSESSMENT								
54 OTHER CHARGES								
013012 547100 REGION SCH	1,050,138	0	1,050,138	525,069.00	525,069.00		.00	100.0%
013012 547300 ESSEX AGRI	143,985	0	143,985	89,648.00	.00		54,337.00	62.3%
TOTAL OTHER CHARGES	1,194,123	0	1,194,123	614,717.00	525,069.00		54,337.00	95.4%
TOTAL REGIONAL SCHOOL ASSESSMENT	1,194,123	0	1,194,123	614,717.00	525,069.00		54,337.00	95.4%

CITY OF MELROSE v2021 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
401 PW ADMINISTRATION/ ENGINEERING								
51 SALARIES								
014011 511000 S & W	743,684	8,313	751,997	400,419.73	.00	351,577.27	53.2%	
014011 512000 PT S&W	21,840	0	21,840	6,405.00	.00	15,435.00	29.3%	
014011 513000 OVERTIME	7,905	0	7,905	3,687.77	.00	4,217.23	46.7%	
TOTAL SALARIES	773,429	8,313	781,742	410,512.50	.00	371,229.50	52.5%	
52 CONTRACTUAL								
014012 520500 ADVERTIS	4,000	0	4,000	1,751.80	.00	2,248.20	43.8%	
014012 521000 PRINTING	4,500	0	4,500	.00	2,600.00	1,900.00	57.8%	
014012 521500 POSTAGE	4,250	0	4,250	115.42	800.00	3,334.58	21.5%	
014012 529000 PROF SERV	40,000	68,500	108,500	19,320.52	4,500.00	84,679.48	22.0%	
014012 529304 WELLNESS	1,500	0	1,500	.00	.00	1,500.00	.0%	
014012 529500 GIS SERVIC	6,000	0	6,000	.00	700.00	5,300.00	11.7%	
01401772 529025 SCH OUTRCH	3,500	0	3,500	50.00	.00	3,450.00	1.4%	
TOTAL CONTRACTUAL	63,750	68,500	132,250	21,237.74	8,600.00	102,412.26	22.6%	
53 SUPPLIES & MATERIAL								
014012 533502 PROF TOOLS	5,000	0	5,000	420.15	501.50	4,078.35	18.4%	
014012 533503 OPER TOOLS	10,000	0	10,000	848.37	2,422.45	6,729.18	32.7%	
014012 535501 CLOTHING	39,015	0	39,015	21,000.00	3,032.12	14,982.88	61.6%	
014012 535509 SAFE EQUIP	8,000	0	8,000	1,122.14	.00	6,877.86	14.0%	
TOTAL SUPPLIES & MATERIAL	62,015	0	62,015	23,390.66	5,956.07	32,668.27	47.3%	
54 OTHER CHARGES								
014012 540704 PROF DEVEL	15,000	0	15,000	1,969.25	2,437.05	10,593.70	29.4%	
TOTAL OTHER CHARGES	15,000	0	15,000	1,969.25	2,437.05	10,593.70	29.4%	
TOTAL PW ADMINISTRATION/ ENGINEERING	914,194	76,813	991,007	457,110.15	16,993.12	516,903.73	47.8%	

CITY OF MELROSE v2021 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
402 PW FACILITY MAINTENANCE								
51 SALARIES								
014021 511000 S & W	188,238	3,247	191,485	99,840.85	.00		91,644.15	52.1%
014021 512004 INTERNS	69,120	0	69,120	92,590.50	.00		-23,470.50	134.0%
014021 513000 OVERTIME	16,275	0	16,275	32,712.78	.00		-16,437.78	201.0%
01402531 512002 LIBR PART	25,000	0	25,000	9,990.00	.00		15,010.00	40.0%
01402771 511041 SAL CUSTOD	686,248	13,307	699,555	333,605.37	.00		365,949.63	47.7%
01402771 511042 SAL MAINT	353,914	7,652	361,566	158,415.23	.00		203,150.77	43.8%
01402771 511170 SALARY ED	0	0	0	10,155.00	.00		-10,155.00	100.0%
01402771 512003 SCH PART	25,000	0	25,000	.00	.00		25,000.00	.0%
01402771 513000 OT SCH BLD	77,910	0	77,910	43,203.06	.00		34,706.94	55.5%
01402771 513008 OT F GREEN	8,379	0	8,379	20,087.67	.00		-11,708.67	239.7%
01402771 513160 RENTAL	0	0	0	9,649.34	.00		-9,649.34	100.0%
01402771 513170 ED STATION	0	0	0	21,150.76	.00		-21,150.76	100.0%
TOTAL SALARIES	1,450,084	24,206	1,474,290	831,400.56	.00		642,889.44	56.4%
52 CONTRACTUAL								
014022 522525 ESCO PROJ	216,138	0	216,138	108,068.54	.00		108,069.46	50.0%
014022 522526 ESCO QC	16,621	0	16,621	.00	14,500.00		2,121.00	87.2%
014022 527700 MUNBLD REP	120,000	0	120,000	62,060.95	63,209.81		-5,270.76	104.4%
014022 527759 MUN MAJ CL	30,000	0	30,000	24,347.10	6,652.90		-1,000.00	103.3%
014022 529000 PROF SERV	20,000	0	20,000	.00	.00		20,000.00	.0%
01402502 522506 CH ELECTR	45,000	0	45,000	20,485.48	.00		24,514.52	45.5%
01402502 522611 CH HEAT	18,700	0	18,700	819.50	.00		17,880.50	4.4%
01402512 522507 STR LIGHTS	140,000	0	140,000	58,383.33	1,462.03		80,154.64	42.7%
01402522 522509 COA ELECT	6,800	0	6,800	5,536.62	.00		1,263.38	81.4%
01402522 522613 COA HEAT	4,910	0	4,910	246.42	.00		4,663.58	5.0%
01402532 522510 LIBRARY EL	23,923	0	23,923	7,421.85	1,291.75		15,209.40	36.4%
01402532 522614 LIBR HEAT	10,350	0	10,350	774.93	258.96		9,316.11	10.0%
01402542 522511 POLICE ELE	18,500	0	18,500	8,285.66	.00		10,214.34	44.8%
01402542 522615 POL HEAT	7,500	0	7,500	701.90	.00		6,798.10	9.4%
01402552 522512 FIRE ELEC	27,750	0	27,750	10,940.83	881.73		15,927.44	42.6%
01402552 522616 FIRE HEAT	20,000	0	20,000	1,087.67	168.38		18,743.95	6.3%
01402582 522515 PARK ELECT	26,500	0	26,500	8,835.03	.00		17,664.97	33.3%
01402592 522516 CEM ELECT	5,750	0	5,750	1,335.88	791.70		3,622.42	37.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS 0100	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01402592	522619	CEM HEAT	4,250	0	4,250	1,059.98	2,940.02	250.00	94.1%
01402602	522508	OPER ELECT	40,200	0	40,200	10,598.17	19,860.55	9,741.28	75.8%
01402602	522612	OPER HEAT	33,000	0	33,000	1,220.96	.00	31,779.04	3.7%
01402772	522524	SCH ELECT	700,000	0	700,000	269,085.25	44,369.27	386,545.48	44.8%
01402772	522627	SCH HEAT	260,000	0	260,000	18,279.65	7,593.36	234,126.99	10.0%
01402772	527550	SCH CLEAN	275,000	0	275,000	121,208.96	8,607.60	145,183.44	47.2%
01402772	527551	SCH GROUND	25,000	0	25,000	154.87	.00	24,845.13	.6%
01402772	527552	SCH EQUIP	47,500	0	47,500	41,677.04	35,559.74	-29,736.78	162.6%
01402772	527553	SCH SYSTEM	21,800	0	21,800	9,212.61	7,405.39	5,182.00	76.2%
01402772	527554	SCH DOOR	5,000	0	5,000	5,990.10	11,009.90	-12,000.00	340.0%
01402772	527555	SCHOOL SEC	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL CONTRACTUAL			2,180,192	0	2,180,192	797,819.28	226,563.09	1,155,809.63	47.0%
53 SUPPLIES & MATERIAL									
014022	533100	CLEAN SUP	20,000	0	20,000	.00	.00	20,000.00	.0%
014022	533107	CLEAN EQUI	13,750	0	13,750	5,338.15	5,355.85	3,056.00	77.8%
01402772	531825	SCH CONTR	500,000	0	500,000	98,702.13	72,987.21	328,310.66	34.3%
01402772	533115	SC CUSTOD	146,000	0	146,000	86,387.79	89,363.49	-29,751.28	120.4%
01402772	533116	SCH MAINT	98,000	0	98,000	46,793.28	44,904.86	6,301.86	93.6%
TOTAL SUPPLIES & MATERIAL			777,750	0	777,750	237,221.35	212,611.41	327,917.24	57.8%
TOTAL PW FACILITY MAINTENANCE			4,408,026	24,206	4,432,232	1,866,441.19	439,174.50	2,126,616.31	52.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
422 PUBLIC WORKS HIGHWAY								
51 SALARIES								
014221 511000 S & W	269,586	7,856	277,442	138,632.90	.00	138,809.10	50.0%	
014221 512004 INTERNS	4,800	0	4,800	4,680.00	.00	120.00	97.5%	
014221 513000 OVERTIME	32,603	0	32,603	30,579.39	.00	2,023.61	93.8%	
TOTAL SALARIES	306,989	7,856	314,845	173,892.29	.00	140,952.71	55.2%	
52 CONTRACTUAL								
014222 520200 TRAF SIG	17,000	0	17,000	6,544.41	3,455.59	7,000.00	58.8%	
014222 520450 LIGHT MAIN	21,400	0	21,400	.00	.00	21,400.00	.0%	
014222 524000 HIRE EQUIP	32,500	0	32,500	10,800.00	500.00	21,200.00	34.8%	
014222 526900 TRAF MRKNG	60,000	0	60,000	20,937.22	21,366.78	17,696.00	70.5%	
014222 527100 CATCH BSN	24,000	0	24,000	.00	.00	24,000.00	.0%	
014222 527101 NPDES DRAI	70,000	0	70,000	13,300.88	15,871.42	40,827.70	41.7%	
014222 527102 DRAINMAINT	15,250	0	15,250	512.00	.00	14,738.00	3.4%	
014222 527105 MS4	44,725	0	44,725	.00	.00	44,725.00	.0%	
014222 527307 SIDEWK REP	35,100	0	35,100	2,396.00	14,641.11	18,062.89	48.5%	
014222 529012 ST SWEEP	50,000	0	50,000	1,500.00	48,500.00	.00	100.0%	
TOTAL CONTRACTUAL	369,975	0	369,975	55,990.51	104,334.90	209,649.59	43.3%	
53 SUPPLIES & MATERIAL								
014222 533000 PAINTS	8,266	0	8,266	89.98	410.02	7,766.00	6.0%	
014222 533504 BARRICADE	2,100	0	2,100	.00	.00	2,100.00	.0%	
014222 535800 BUT PATCH	44,000	0	44,000	15,089.80	25,910.20	3,000.00	93.2%	
014222 536000 CEM&CONCR	4,536	0	4,536	.00	.00	4,536.00	.0%	
014222 536210 ROAD STRUC	7,560	0	7,560	.00	.00	7,560.00	.0%	
014222 537200 LUMBER	2,400	0	2,400	375.72	1,124.28	900.00	62.5%	
014222 538000 SIGN MAT	15,000	0	15,000	1,953.71	8,061.95	4,984.34	66.8%	
TOTAL SUPPLIES & MATERIAL	83,862	0	83,862	17,509.21	35,506.45	30,846.34	63.2%	
TOTAL PUBLIC WORKS HIGHWAY	760,826	7,856	768,682	247,392.01	139,841.35	381,448.64	50.4%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
423 PUBLIC WORKS SNOW REMOVAL								
51 SALARIES								
014231 513000 OVERTIME	125,000	0	125,000	12,895.02	.00	112,104.98	10.3%	
TOTAL SALARIES	125,000	0	125,000	12,895.02	.00	112,104.98	10.3%	
52 CONTRACTUAL								
014232 524000 HIRE EQUIP	273,700	0	273,700	896.03	347,000.00	-74,196.03	127.1%	
014232 529015 YOUTH SNOW	1,000	0	1,000	.00	.00	1,000.00	.0%	
014232 529220 WEATHER	2,300	0	2,300	1,308.00	.00	992.00	56.9%	
TOTAL CONTRACTUAL	277,000	0	277,000	2,204.03	347,000.00	-72,204.03	126.1%	
53 SUPPLIES & MATERIAL								
014232 531000 GAS&OIL	15,000	0	15,000	.00	15,000.00	.00	100.0%	
014232 531201 TIRE CHAIN	2,000	0	2,000	297.26	14,702.74	-13,000.00	750.0%	
014232 531203 PLOW PARTS	30,000	0	30,000	2,065.78	21,234.22	6,700.00	77.7%	
014232 531800 PARTS&REP	35,000	0	35,000	9,868.99	87,224.52	-62,093.51	277.4%	
014232 533500 TOOLS	2,000	0	2,000	1,852.97	8,222.03	-8,075.00	503.8%	
014232 534900 SALT	222,000	0	222,000	.00	150,526.00	71,474.00	67.8%	
014232 535000 SAND&GRAVE	15,000	0	15,000	.00	.00	15,000.00	.0%	
014232 535401 SNOW MEALS	2,000	0	2,000	.00	.00	2,000.00	.0%	
TOTAL SUPPLIES & MATERIAL	323,000	0	323,000	14,085.00	296,909.51	12,005.49	96.3%	
TOTAL PUBLIC WORKS SNOW REMOVAL	725,000	0	725,000	29,184.05	643,909.51	51,906.44	92.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
433 PUBLIC WORKS SANITATION								
51 SALARIES								
014331 511000 S & W	128,060	2,241	130,301	66,266.22	.00		64,034.78	50.9%
014331 512000 PT S&W	7,500	0	7,500	4,467.00	.00		3,033.00	59.6%
014331 513000 OVERTIME	58,000	0	58,000	39,450.90	.00		18,549.10	68.0%
TOTAL SALARIES	193,560	2,241	195,801	110,184.12	.00		85,616.88	56.3%
52 CONTRACTUAL								
014332 522700 TRASH DISP	578,000	0	578,000	282,248.54	266,575.14		29,176.32	95.0%
014332 522702 HAZARD COL	7,000	0	7,000	199.00	1,801.00		5,000.00	28.6%
014332 522710 TRASH/RECY	825,000	0	825,000	403,915.85	284,332.52		136,751.63	83.4%
014332 522712 RECYCLING	159,000	0	159,000	.00	.00		159,000.00	.0%
014332 524000 HIRE EQUIP	50,000	0	50,000	163.29	20,336.71		29,500.00	41.0%
TOTAL CONTRACTUAL	1,619,000	0	1,619,000	686,526.68	573,045.37		359,427.95	77.8%
TOTAL PUBLIC WORKS SANITATION	1,812,560	2,241	1,814,801	796,710.80	573,045.37		445,044.83	75.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
475 PW PARK & FORESTRY								
51 SALARIES								
014751 511000 S & W	574,794	11,330	586,124	252,591.43	.00	333,532.57	43.1%	
014751 512000 PT S&W	24,000	0	24,000	14,280.00	.00	9,720.00	59.5%	
014751 513000 OVERTIME	42,500	0	42,500	36,856.41	.00	5,643.59	86.7%	
TOTAL SALARIES	641,294	11,330	652,624	303,727.84	.00	348,896.16	46.5%	
52 CONTRACTUAL								
014752 524006 FRST HIRED	21,500	0	21,500	18,808.00	2,260.00	432.00	98.0%	
014752 524007 PARK HIRED	30,000	0	30,000	19,712.60	4,426.00	5,861.40	80.5%	
014752 527400 IRRIG REP	12,000	0	12,000	10,265.00	5,435.00	-3,700.00	130.8%	
014752 527806 PLYGRND RE	6,500	0	6,500	.00	.00	6,500.00	.0%	
014752 528805 MOW&MAINT	68,000	0	68,000	19,566.00	8,456.18	39,977.82	41.2%	
TOTAL CONTRACTUAL	138,000	0	138,000	68,351.60	20,577.18	49,071.22	64.4%	
53 SUPPLIES & MATERIAL								
014752 531826 EQUIP PART	6,500	0	6,500	1,478.64	521.46	4,499.90	30.8%	
014752 533050 FLD MRKNG	7,500	0	7,500	1,798.59	1,401.41	4,300.00	42.7%	
014752 533505 LAND EQUIP	6,500	0	6,500	625.64	.00	5,874.36	9.6%	
014752 535200 LANDSC SUP	54,000	0	54,000	25,434.91	6,533.40	22,031.69	59.2%	
014752 537300 FENCE MAT	4,200	0	4,200	144.00	.00	4,056.00	3.4%	
014752 537610 BEN&BARR	4,200	0	4,200	.00	235.95	3,964.05	5.6%	
014752 537640 ADOPTASITE	5,000	0	5,000	520.00	.00	4,480.00	10.4%	
TOTAL SUPPLIES & MATERIAL	87,900	0	87,900	30,001.78	8,692.22	49,206.00	44.0%	
TOTAL PW PARK & FORESTRY	867,194	11,330	878,524	402,081.22	29,269.40	447,173.38	49.1%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
485 PW AUTOMOTIVE								
51 SALARIES								
014851 511000 S & W	191,189	0	191,189	64,175.35	.00		127,013.65	33.6%
014851 513000 OVERTIME	6,484	0	6,484	9,953.75	.00		-3,469.75	153.5%
TOTAL SALARIES	197,673	0	197,673	74,129.10	.00		123,543.90	37.5%
53 SUPPLIES & MATERIAL								
014852 531000 GAS & OIL	140,000	0	140,000	82,034.11	5,357.27		52,608.62	62.4%
014852 531200 TIRES	21,775	0	21,775	8,354.40	2,645.80		10,774.80	50.5%
014852 531204 POL TIRES	3,308	0	3,308	.00	.00		3,308.00	.0%
014852 531205 WELD SUPP	2,040	0	2,040	1,685.78	250.00		104.22	94.9%
014852 531500 BATTERIES	4,245	0	4,245	.00	.00		4,245.00	.0%
014852 531800 PARTS&REP	98,313	0	98,313	57,316.70	33,312.45		7,683.85	92.2%
014852 532000 CLEAN&DISF	3,360	0	3,360	.00	1,089.81		2,270.19	32.4%
014852 533500 TOOLS	4,500	0	4,500	.00	.00		4,500.00	.0%
01485542 531804 POL MV RP	25,650	0	25,650	3,858.64	9,861.36		11,930.00	53.5%
01485772 531814 ALL SCH MV	8,400	0	8,400	-54.00	220.00		8,234.00	2.0%
TOTAL SUPPLIES & MATERIAL	311,591	0	311,591	153,195.63	52,736.69		105,658.68	66.1%
TOTAL PW AUTOMOTIVE	509,264	0	509,264	227,324.73	52,736.69		229,202.58	55.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
491 CEMETERY								
51 SALARIES								
014911 511000 S & W	189,491	4,889	194,380	99,750.65	.00	94,629.35	51.3%	
014911 512000 PT S&W	24,650	0	24,650	12,480.00	.00	12,170.00	50.6%	
014911 513000 OVERTIME	16,210	0	16,210	9,833.62	.00	6,376.38	60.7%	
TOTAL SALARIES	230,351	4,889	235,240	122,064.27	.00	113,175.73	51.9%	
52 CONTRACTUAL								
014912 524000 HIRE EQUIP	4,800	0	4,800	306.30	.00	4,493.70	6.4%	
TOTAL CONTRACTUAL	4,800	0	4,800	306.30	.00	4,493.70	6.4%	
53 SUPPLIES & MATERIAL								
014912 530704 CEM MARK	2,500	0	2,500	144.50	1,933.50	422.00	83.1%	
014912 531205 WELD SUPP	850	0	850	.00	.00	850.00	.0%	
014912 532000 CLEAN&DISF	900	0	900	.00	.00	900.00	.0%	
014912 535200 LANDSC SUP	15,000	0	15,000	4,553.46	5,369.33	5,077.21	66.2%	
014912 536000 CEM&CONCR	4,500	0	4,500	.00	.00	4,500.00	.0%	
014912 536100 PIPES&FITT	1,500	0	1,500	.00	.00	1,500.00	.0%	
014912 537300 FENCE MAT	200	0	200	.00	.00	200.00	.0%	
TOTAL SUPPLIES & MATERIAL	25,450	0	25,450	4,697.96	7,302.83	13,449.21	47.2%	
54 OTHER CHARGES								
014912 544310 PROP INS	3,300	0	3,300	.00	.00	3,300.00	.0%	
TOTAL OTHER CHARGES	3,300	0	3,300	.00	.00	3,300.00	.0%	
TOTAL CEMETERY	263,901	4,889	268,790	127,068.53	7,302.83	134,418.64	50.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED
511 HEALTH								
51 SALARIES								
015111 511000 S & W	473,959	16,994	490,953	272,987.03	.00		217,965.97	55.6%
01511771 511000 S&W SCHOOL	658,109	22,720	680,829	242,576.98	.00		438,252.02	35.6%
TOTAL SALARIES	1,132,068	39,714	1,171,782	515,564.01	.00		656,217.99	44.0%
52 CONTRACTUAL								
015112 520500 ADVERTISE	800	0	800	132.10	.00		667.90	16.5%
015112 521000 PRINTING	500	0	500	.00	.00		500.00	.0%
015112 522711 SHARPS	1,800	0	1,800	770.00	.00		1,030.00	42.8%
015112 523000 MILEAGE	1,000	0	1,000	182.64	.00		817.36	18.3%
015112 524500 PEST CONTR	24,000	0	24,000	10,832.99	.00		13,167.01	45.1%
015112 529000 PROF SERV	1,400	0	1,400	2,435.00	.00		-1,035.00	173.9%
015112 529031 ANIM SHEL	3,000	0	3,000	695.61	.00		2,304.39	23.2%
015112 529032 INTERFACE	16,000	0	16,000	20,000.00	.00		-4,000.00	125.0%
01511772 529000 PROF SERV	9,000	0	9,000	5,925.00	.00		3,075.00	65.8%
TOTAL CONTRACTUAL	57,500	0	57,500	40,973.34	.00		16,526.66	71.3%
53 SUPPLIES & MATERIAL								
015112 530501 MISC SUP	600	0	600	130.98	.00		469.02	21.8%
015112 533500 TOOLS	600	0	600	339.90	.00		260.10	56.7%
015112 535501 CLOTHING	250	0	250	.00	.00		250.00	.0%
01511772 532100 MEDICALSUP	8,900	0	8,900	.00	.00		8,900.00	.0%
TOTAL SUPPLIES & MATERIAL	10,350	0	10,350	470.88	.00		9,879.12	4.5%
54 OTHER CHARGES								
015112 540500 DUES/MEMB	600	0	600	60.00	.00		540.00	10.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:	GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
015112 540700	SEMINARS		1,500	0	1,500	2,278.30	.00	-778.30	151.9%
015112 547000	RIVERSIDE		6,200	0	6,200	.00	.00	6,200.00	.0%
015112 547001	COMMUNITAS		8,460	0	8,460	.00	.00	8,460.00	.0%
TOTAL OTHER CHARGES			16,760	0	16,760	2,338.30	.00	14,421.70	14.0%
TOTAL HEALTH			1,216,678	39,714	1,256,392	559,346.53	.00	697,045.47	44.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
0100	GENERAL	FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED
540 BEEBE ESTATE								
52 CONTRACTUAL								
015402	522505	BEEBE ELEC	1,800	0	1,800	771.17	.00	42.8%
015402	522605	BEEBE GAS	3,900	0	3,900	1,088.56	.00	27.9%
015402	527700	BLDGREPAIR	2,000	0	2,000	.00	.00	.0%
TOTAL CONTRACTUAL			7,700	0	7,700	1,859.73	.00	24.2%
53 SUPPLIES & MATERIAL								
015402	530501	MISC SUP	200	0	200	.00	.00	.0%
TOTAL SUPPLIES & MATERIAL			200	0	200	.00	.00	.0%
TOTAL BEEBE ESTATE			7,900	0	7,900	1,859.73	.00	23.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
541 COUNCIL ON AGING								
51 SALARIES								
015411 511000 S & W	252,442	1,950	254,392	117,745.89	.00	136,646.11	46.3%	
TOTAL SALARIES	252,442	1,950	254,392	117,745.89	.00	136,646.11	46.3%	
52 CONTRACTUAL								
015412 521000 PRINTING	600	0	600	.00	.00	600.00	.0%	
015412 523000 MILEAGE	100	0	100	.00	.00	100.00	.0%	
015412 527304 FIRE ALARM	300	0	300	.00	.00	300.00	.0%	
TOTAL CONTRACTUAL	1,000	0	1,000	.00	.00	1,000.00	.0%	
53 SUPPLIES & MATERIAL								
015412 530501 MISC SUP	1,300	0	1,300	499.50	.00	800.50	38.4%	
015412 535500 UNIFORMS	500	0	500	.00	.00	500.00	.0%	
TOTAL SUPPLIES & MATERIAL	1,800	0	1,800	499.50	.00	1,300.50	27.8%	
54 OTHER CHARGES								
015412 540500 DUES/MEMB	2,885	0	2,885	1,989.96	.00	895.04	69.0%	
TOTAL OTHER CHARGES	2,885	0	2,885	1,989.96	.00	895.04	69.0%	
TOTAL COUNCIL ON AGING	258,127	1,950	260,077	120,235.35	.00	139,841.65	46.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
542 WOMEN'S COMMISSION								
54 OTHER CHARGES								
015422 540000 OTH CHGEXP	2,000	0	2,000	300.00	.00	1,700.00	15.0%	
TOTAL OTHER CHARGES	2,000	0	2,000	300.00	.00	1,700.00	15.0%	
TOTAL WOMEN'S COMMISSION	2,000	0	2,000	300.00	.00	1,700.00	15.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
543 VETERANS								
51 SALARIES								
015431 511000 S & W	152,962	0	152,962	76,547.24	.00	76,414.76	50.0%	
TOTAL SALARIES	152,962	0	152,962	76,547.24	.00	76,414.76	50.0%	
52 CONTRACTUAL								
015432 523000 MILEAGE	500	0	500	.00	.00	500.00	.0%	
015432 525303 LICENSES	700	0	700	.00	.00	700.00	.0%	
015432 527803 WAR MEM	4,000	0	4,000	1,665.62	.00	2,334.38	41.6%	
TOTAL CONTRACTUAL	5,200	0	5,200	1,665.62	.00	3,534.38	32.0%	
54 OTHER CHARGES								
015432 540500 DUES	160	0	160	.00	.00	160.00	.0%	
015432 540600 EDUC/SEMIN	2,000	0	2,000	.00	.00	2,000.00	.0%	
015432 542501 RENT VETS	1,550	0	1,550	.00	.00	1,550.00	.0%	
015432 544000 VET BENE	275,000	0	275,000	79,516.43	.00	195,483.57	28.9%	
015432 544020 OUTREACH	2,000	0	2,000	.00	.00	2,000.00	.0%	
TOTAL OTHER CHARGES	280,710	0	280,710	79,516.43	.00	201,193.57	28.3%	
TOTAL VETERANS	438,872	0	438,872	157,729.29	.00	281,142.71	35.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
544 HUMAN RIGHTS							
52 CONTRACTUAL							
015442 521000 PRINTING	525	0	525	.00	.00	525.00	.0%
015442 529000 PROF SERV	2,475	0	2,475	926.34	.00	1,548.66	37.4%
TOTAL CONTRACTUAL	3,000	0	3,000	926.34	.00	2,073.66	30.9%
TOTAL HUMAN RIGHTS	3,000	0	3,000	926.34	.00	2,073.66	30.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
545 DISABILITY COMMISSION								
54 OTHER CHARGES								
015452 540000 OTH CHGEXP	2,500	0	2,500	.00	.00	2,500.00	.0%	
TOTAL OTHER CHARGES	2,500	0	2,500	.00	.00	2,500.00	.0%	
TOTAL DISABILITY COMMISSION	2,500	0	2,500	.00	.00	2,500.00	.0%	

CITY OF MELROSE v2021 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
611 LIBRARY								
51 SALARIES								
016111 511000 S & W	988,138	0	988,138	495,141.56	.00	492,996.44	50.1%	
016111 513000 OVERTIME	15,454	0	15,454	4,817.58	.00	10,636.42	31.2%	
TOTAL SALARIES	1,003,592	0	1,003,592	499,959.14	.00	503,632.86	49.8%	
52 CONTRACTUAL								
016112 521000 PRINTING	1,000	0	1,000	516.00	.00	484.00	51.6%	
016112 521500 POSTAGE	1,400	0	1,400	160.25	.00	1,239.75	11.4%	
016112 522000 TELEPHONE	2,500	0	2,500	279.52	.00	2,220.48	11.2%	
016112 523000 MILEAGE	250	0	250	87.00	.00	163.00	34.8%	
016112 525104 NOBLE	52,087	0	52,087	26,043.48	.00	26,043.52	50.0%	
016112 527702 CONTRACT	15,235	0	15,235	8,711.02	.00	6,523.98	57.2%	
TOTAL CONTRACTUAL	72,472	0	72,472	35,797.27	.00	36,674.73	49.4%	
53 SUPPLIES & MATERIAL								
016112 530100 COMP PURCH	1,500	0	1,500	2,422.74	.00	-922.74	161.5%	
016112 530500 OFFICE SUP	8,000	0	8,000	2,965.08	.00	5,034.92	37.1%	
016112 534100 AUDIO MAT	4,000	0	4,000	1,491.85	.00	2,508.15	37.3%	
016112 534150 VIDEO FORM	4,000	0	4,000	1,024.04	.00	2,975.96	25.6%	
016112 534200 BOOKS	42,000	0	42,000	38,323.77	.00	3,676.23	91.2%	
016112 534210 ELECTRONIC	6,530	0	6,530	503.11	.00	6,026.89	7.7%	
016112 534220 NETWRK ECO	18,407	0	18,407	18,407.00	.00	.00	100.0%	
016112 534230 DOWNLOAD	10,069	0	10,069	10,656.28	.00	-587.28	105.8%	
016112 534240 ELECTR DAT	16,026	0	16,026	14,221.56	.00	1,804.44	88.7%	
016112 534300 LIB PASSES	2,000	0	2,000	2,140.00	.00	-140.00	107.0%	
016112 534800 RECRE SUP	1,000	0	1,000	202.64	.00	797.36	20.3%	
TOTAL SUPPLIES & MATERIAL	113,532	0	113,532	92,358.07	.00	21,173.93	81.3%	
54 OTHER CHARGES								
016112 540500 DUES/MEMB	300	0	300	236.00	.00	64.00	78.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0100								
016112	540600 EDUC/SEMIN	500	0	500	.00	.00	500.00	.0%
016112	542700 RECPROGRAM	2,600	0	2,600	750.00	.00	1,850.00	28.8%
	TOTAL OTHER CHARGES	3,400	0	3,400	986.00	.00	2,414.00	29.0%
	TOTAL LIBRARY	1,192,996	0	1,192,996	629,100.48	.00	563,895.52	52.7%

Attachment: December YTD Budget Report (INFO-2023-11 : Update on city finances)

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
631 RECREATION								
51 SALARIES								
016311 511000 S & W	64,130	0	64,130	64,130.00	.00	.00	100.0%	
TOTAL SALARIES	64,130	0	64,130	64,130.00	.00	.00	100.0%	
54 OTHER CHARGES								
016312 542702 INCLUSIVE	3,600	0	3,600	202.33	.00	3,397.67	5.6%	
016312 542704 REC SCHOLR	4,000	0	4,000	2,835.00	.00	1,165.00	70.9%	
016312 548950 COMM OUTRE	2,500	0	2,500	2,183.11	.00	316.89	87.3%	
TOTAL OTHER CHARGES	10,100	0	10,100	5,220.44	.00	4,879.56	51.7%	
55 CAPITAL OUTLAY								
016312 551067 TEENPROGRA	9,800	0	9,800	6,273.50	.00	3,526.50	64.0%	
TOTAL CAPITAL OUTLAY	9,800	0	9,800	6,273.50	.00	3,526.50	64.0%	
TOTAL RECREATION	84,030	0	84,030	75,623.94	.00	8,406.06	90.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
652 PINE BANKS								
51 SALARIES								
016521 511000 S & W	213,514	0	213,514	104,057.95	.00	109,456.05	48.7%	
016521 513000 OVERTIME	6,100	0	6,100	2,888.92	.00	3,211.08	47.4%	
TOTAL SALARIES	219,614	0	219,614	106,946.87	.00	112,667.13	48.7%	
52 CONTRACTUAL								
016522 522000 TELEPHONE	2,500	0	2,500	2,200.02	299.98	.00	100.0%	
016522 522500 ELECTRIC	13,000	0	13,000	6,880.00	6,120.00	.00	100.0%	
016522 527500 MV REPAIRS	2,500	0	2,500	1,249.98	1,250.02	.00	100.0%	
016522 527700 BLDGREPAIR	10,000	0	10,000	3,906.25	6,093.75	.00	100.0%	
016522 528600 AUDIT SERV	8,000	0	8,000	5,259.35	2,740.65	.00	100.0%	
016522 528804 ATH FIELD	3,300	0	3,300	1,650.00	1,650.00	.00	100.0%	
016522 529000 PROF SERV	5,000	0	5,000	2,499.98	2,500.02	.00	100.0%	
TOTAL CONTRACTUAL	44,300	0	44,300	23,645.58	20,654.42	.00	100.0%	
53 SUPPLIES & MATERIAL								
016522 530500 OFFICE SUP	500	0	500	250.02	249.98	.00	100.0%	
016522 530800 HEAT FUEL	4,500	0	4,500	3,437.50	1,062.50	.00	100.0%	
016522 531000 GAS & OIL	3,500	0	3,500	1,750.02	1,749.98	.00	100.0%	
016522 532000 CLEAN SUP	500	0	500	250.02	249.98	.00	100.0%	
016522 533000 PAINTS	500	0	500	250.02	249.98	.00	100.0%	
016522 533500 TOOLS	500	0	500	250.02	249.98	.00	100.0%	
016522 535100 PARK SUP	30,000	0	30,000	19,531.25	10,468.75	.00	100.0%	
016522 537200 LUMBER	500	0	500	250.02	249.98	.00	100.0%	
TOTAL SUPPLIES & MATERIAL	40,500	0	40,500	25,968.87	14,531.13	.00	100.0%	
54 OTHER CHARGES								
016522 543201 WCINS PINE	5,225	0	5,225	4,300.00	925.00	.00	100.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR: 0100	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
016522	544320 FIRE INS	2,000	0	2,000	3,500.00	.00	-1,500.00	175.0%	
016522	544325 PB LIAB IN	1,250	0	1,250	1,250.00	.00	.00	100.0%	
016522	544330 AUTO INS	1,750	0	1,750	.00	1,750.00	.00	100.0%	
TOTAL OTHER CHARGES		10,225	0	10,225	9,050.00	2,675.00	-1,500.00	114.7%	
55 CAPITAL OUTLAY									
016523	551095 PB EQUIP	7,500	0	7,500	.00	7,500.00	.00	100.0%	
TOTAL CAPITAL OUTLAY		7,500	0	7,500	.00	7,500.00	.00	100.0%	
TOTAL PINE BANKS		322,139	0	322,139	165,611.32	45,360.55	111,167.13	65.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED

692 COMMUNITY EVENTS

56 MISCELLANEOUS

016922 560300 CELEB EXP	6,000	0	6,000	.00	.00	6,000.00	.0%
016922 560301 CELEB VET	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL MISCELLANEOUS	8,000	0	8,000	.00	.00	8,000.00	.0%
TOTAL COMMUNITY EVENTS	8,000	0	8,000	.00	.00	8,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
693 MEMORIAL BUILDING								
51 SALARIES								
016931 511000 S & W	152,183	0	152,183	66,831.66	.00	85,351.34	43.9%	
TOTAL SALARIES	152,183	0	152,183	66,831.66	.00	85,351.34	43.9%	
52 CONTRACTUAL								
016932 522500 ELECTRIC	20,700	0	20,700	9,371.94	.00	11,328.06	45.3%	
016932 522600 GAS HEAT	12,295	0	12,295	1,149.99	.00	11,145.01	9.4%	
016932 527303 ELEVATOR	5,200	0	5,200	5,373.08	.00	-173.08	103.3%	
016932 527700 BLDGREPAIR	6,273	0	6,273	1,816.09	.00	4,456.91	29.0%	
016932 529000 PROF SERV	16,000	0	16,000	4,651.15	.00	11,348.85	29.1%	
TOTAL CONTRACTUAL	60,468	0	60,468	22,362.25	.00	38,105.75	37.0%	
53 SUPPLIES & MATERIAL								
016932 530501 MISC SUP	5,170	0	5,170	2,827.95	.00	2,342.05	54.7%	
016932 530508 MARKET SUP	800	0	800	150.00	.00	650.00	18.8%	
TOTAL SUPPLIES & MATERIAL	5,970	0	5,970	2,977.95	.00	2,992.05	49.9%	
TOTAL MEMORIAL BUILDING	218,621	0	218,621	92,171.86	.00	126,449.14	42.2%	

Attachment: DecemberYTD Budget Report (INFO-2023-11 : Update on city finances)

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES		BUDGET	USED

711 MUNICIPAL DEBT

56 MISCELLANEOUS

017112 565000 MUNI DEBT	2,190,000	0	2,190,000	2,041,000.00	.00	149,000.00	93.2%
017112 565010 EX PRINC	1,588,910	0	1,588,910	1,588,909.35	.00	.65	100.0%
TOTAL MISCELLANEOUS	3,778,910	0	3,778,910	3,629,909.35	.00	149,000.65	96.1%
TOTAL MUNICIPAL DEBT	3,778,910	0	3,778,910	3,629,909.35	.00	149,000.65	96.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
751 MUNICIPAL DEBT INTEREST							
54 OTHER CHARGES							
017512 549102 MUNI INT	920,261	0	920,261	479,425.02	.00	440,835.98	52.1%
017512 549103 EXEMPT INT	353,273	0	353,273	211,312.65	.00	141,960.35	59.8%
TOTAL OTHER CHARGES	1,273,534	0	1,273,534	690,737.67	.00	582,796.33	54.2%
TOTAL MUNICIPAL DEBT INTEREST	1,273,534	0	1,273,534	690,737.67	.00	582,796.33	54.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED

752 PROJECTED DEBT & TEMP INTEREST

54 OTHER CHARGES

017522 549100 PROJ DEBT	31,777	0	31,777	14,036.60	.00	17,740.40	44.2%
TOTAL OTHER CHARGES	31,777	0	31,777	14,036.60	.00	17,740.40	44.2%
TOTAL PROJECTED DEBT & TEMP INTEREST	31,777	0	31,777	14,036.60	.00	17,740.40	44.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
800 INTERGOV CHERRY SHEET							
15 INTERGOVERNMENTAL							
018006 560010 CHARTER SC	0	0	0	1,984,050.00	.00	-1,984,050.00	100.0%
018006 560015 RMV NON-RE	0	0	0	16,257.00	.00	-16,257.00	100.0%
018006 560025 AIR POLL	0	0	0	5,466.00	.00	-5,466.00	100.0%
018006 560030 METRO AREA	0	0	0	8,328.00	.00	-8,328.00	100.0%
018006 560035 MBTA	0	0	0	344,274.00	.00	-344,274.00	100.0%
018006 560040 SCH CHOICE	0	0	0	95,438.00	.00	-95,438.00	100.0%
TOTAL INTERGOVERNMENTAL	0	0	0	2,453,813.00	.00	-2,453,813.00	100.0%
TOTAL INTERGOV CHERRY SHEET	0	0	0	2,453,813.00	.00	-2,453,813.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED					AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES		BUDGET	USED
911 PENSION									
51 SALARIES									
019111 511010 CONTRIB	7,039,967	0	7,039,967	7,039,967.00		.00		.00	100.0%
TOTAL SALARIES	7,039,967	0	7,039,967	7,039,967.00		.00		.00	100.0%
TOTAL PENSION	7,039,967	0	7,039,967	7,039,967.00		.00		.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
912 WORKER'S COMPENSATION							
54 OTHER CHARGES							
019122 543100 W C MED	100,000	0	100,000	44,050.72	.00	55,949.28	44.1%
019122 543101 W C EXP	50,000	0	50,000	29,603.25	.00	20,396.75	59.2%
019122 543102 W C BENE	200,000	0	200,000	120,098.97	.00	79,901.03	60.0%
019122 543200 INDEMN	70,000	0	70,000	672.47	.00	69,327.53	1.0%
TOTAL OTHER CHARGES	420,000	0	420,000	194,425.41	.00	225,574.59	46.3%
TOTAL WORKER'S COMPENSATION	420,000	0	420,000	194,425.41	.00	225,574.59	46.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
913 UNEMPLOYMENT								
54 OTHER CHARGES								
019132 544400 UNEMP EXP	100,000	0	100,000	47,185.59	.00	52,814.41	47.2%	
TOTAL OTHER CHARGES	100,000	0	100,000	47,185.59	.00	52,814.41	47.2%	
TOTAL UNEMPLOYMENT	100,000	0	100,000	47,185.59	.00	52,814.41	47.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
914 EMPLOYEE BENEFITS								
51 SALARIES								
019141 511000 S & W	92,736	0	92,736	46,284.19	.00	46,451.81	49.9%	
TOTAL SALARIES	92,736	0	92,736	46,284.19	.00	46,451.81	49.9%	
54 OTHER CHARGES								
019142 549201 GROUP HEAL	12,482,900	0	12,482,900	6,165,619.95	.00	6,317,280.05	49.4%	
019142 549214 LIFE INS P	118,000	0	118,000	42,632.10	.00	75,367.90	36.1%	
019142 549215 SENTINEL F	17,500	0	17,500	7,588.40	.00	9,911.60	43.4%	
019142 549217 PART B 70%	785,000	0	785,000	13,999.72	.00	771,000.28	1.8%	
019142 549218 PART B PEN	35,000	0	35,000	14,013.50	.00	20,986.50	40.0%	
019142 549223 HIATUS	0	0	0	3,315.52	.00	-3,315.52	100.0%	
019142 549224 OPT OUT	892,500	0	892,500	423,040.47	.00	469,459.53	47.4%	
TOTAL OTHER CHARGES	14,330,900	0	14,330,900	6,670,209.66	.00	7,660,690.34	46.5%	
TOTAL EMPLOYEE BENEFITS	14,423,636	0	14,423,636	6,716,493.85	.00	7,707,142.15	46.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
916 MEDICARE TAX CITY PORTION								
54 OTHER CHARGES								
019162 548000 MED TX CTY	885,000	0	885,000	387,761.43	.00	497,238.57	43.8%	
TOTAL OTHER CHARGES	885,000	0	885,000	387,761.43	.00	497,238.57	43.8%	
TOTAL MEDICARE TAX CITY PORTION	885,000	0	885,000	387,761.43	.00	497,238.57	43.8%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
930 DEPARTMENTAL EQUIPMENT								
52 CONTRACTUAL								
019302 527602 IT COPY LE	27,707	0	27,707	4,905.12	.00	22,801.88	17.7%	
TOTAL CONTRACTUAL	27,707	0	27,707	4,905.12	.00	22,801.88	17.7%	
53 SUPPLIES & MATERIAL								
019302 530100 IT COMP PU	28,000	0	28,000	.00	28,000.00	.00	100.0%	
019302 530103 IT PRINTER	2,000	0	2,000	769.00	1,231.00	.00	100.0%	
019302 530500 OFFICE SUP	33,329	0	33,329	9,744.41	23,585.91	-1.32	100.0%	
TOTAL SUPPLIES & MATERIAL	63,329	0	63,329	10,513.41	52,816.91	-1.32	100.0%	
55 CAPITAL OUTLAY								
019303 551059 PERMIT SFT	60,000	0	60,000	17,762.94	.00	42,237.06	29.6%	
TOTAL CAPITAL OUTLAY	60,000	0	60,000	17,762.94	.00	42,237.06	29.6%	
TOTAL DEPARTMENTAL EQUIPMENT	151,036	0	151,036	33,181.47	52,816.91	65,037.62	56.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
931 CAPITAL OUTLAY								
55 CAPITAL OUTLAY								
019313 551098 CTY IT TEC	50,000	0	50,000	.00	.00	50,000.00	.0%	
019313 551099 PB PROJECT	101,295	0	101,295	101,294.18	.00	.82	100.0%	
019313 551102 PF SHED	48,598	0	48,598	48,597.67	.00	.33	100.0%	
01931773 551097 SCHOOL IT	50,000	0	50,000	449.90	.00	49,550.10	.9%	
TOTAL CAPITAL OUTLAY	249,893	0	249,893	150,341.75	.00	99,551.25	60.2%	
TOTAL CAPITAL OUTLAY	249,893	0	249,893	150,341.75	.00	99,551.25	60.2%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
942 STABILIZATION FUNDS							
56 MISCELLANEOUS							
019422 561300 STABIL TRT	50,000	0	50,000	50,000.00	.00	.00	100.0%
019422 561400 OPEB TRUST	50,000	0	50,000	50,000.00	.00	.00	100.0%
TOTAL MISCELLANEOUS	100,000	0	100,000	100,000.00	.00	.00	100.0%
TOTAL STABILIZATION FUNDS	100,000	0	100,000	100,000.00	.00	.00	100.0%
TOTAL GENERAL FUND	95,256,080	182,400	95,438,480	72,272,529.20	2,608,695.71	20,557,255.09	78.5%
TOTAL EXPENSES	95,256,080	182,400	95,438,480	72,272,529.20	2,608,695.71	20,557,255.09	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	95,256,080	182,400	95,438,480	72,272,529.20	2,608,695.71	20,557,255.09	78.5%

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

Ghobrial, Andrew

From: Fleischman, Margot
Sent: Monday, December 5, 2022 3:57 PM
To: City Council
Cc: *Mayor Brodeur; Dello Russo, Patrick
Subject: Materials for December 8 A&O meeting
Attachments: ARPA Update to City Council December 2022.pdf; ARPA Update Slides December 8, 2022.pdf; Finance Report to the City Council Slides December 8 2022.pdf; FY22 Free Cash update.pdf; 10 year General Fund Debt Plan.pdf; ARPA Approvals by Dept to date 10.18.22.pdf

Good afternoon Councilors,

Please find attached the following presentation materials and memos provided in advance of the A&O meeting this Thursday, December 8:

- **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update
 - **ARPA Update memo and slide presentation; ARPA approvals spreadsheet**
- **INFO-2023-11:** Update on the Status of the City of Melrose's Finances
 - **Finance Report slide presentation and 10-year General Fund Debt Plan**
- **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose
 - **Free Cash update memo**

As always, should you have any questions, please do not hesitate to reach out.

Best,
 Margot

Margot Fleischman

(She/Her/Hers)

Chief of Staff

& Director of Strategic Initiatives and Communications

Office of Mayor Paul Brodeur

Melrose City Hall

562 Main St

Melrose, MA 02176

(781) 979-4440



****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.****



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on use of American Rescue Plan (ARPA) funds
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a further update on the use of Melrose's ARPA funds, including funds that have been spent or committed for specific projects. As you know, the City of Melrose has received total of \$8,374,174 in federal ARPA grant dollars. All ARPA grant funds must be spent or encumbered by December 31, 2024.

Approved ARPA projects

Since the last update to the Council, the following ARPA projects have been approved by the Mayor and CFO Patrick Dello Russo. Together with projects previously approved, this represents \$7.3 million investments in COVID-19 response, critical infrastructure, and organizational capacity.

• Schools Asbestos Abatement	\$90,000
• Community Conversations Initiative	\$25,000
• COVID-19 Sanitization-Custodial	\$65,000
• COVID-19 Disinfection (Schools)	\$128,000
• Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$40,000
• HVAC Study and Implementation of A/C addition at MVMMS	\$1,050,000
• Tremont Fire House Update	\$151,205
• ARPA - Administration	\$4,500
• Addressing Food Insecurity	\$75,000
• Small Business/Non-Profits/Cultural Sector Support	\$150,000
• Police Department Vehicles	\$256,000
• Fire Department Vehicles	\$120,000
• Replacement Vehicle to Deliver Services (DPW)	\$23,000
• School Department Closing FY22 Budget	\$774,697
• Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projects	\$26,000

A complete list of all ARPA project approvals is attached to this memo and is also available on the City of Melrose webpage at: www.cityofmelrose.org/mayor/pages/ARPA

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Budgetary Adjustments

As part of our regular tracking of ARPA project expenditures, Assistant Auditor Kerri Golden and I have periodically reviewed approved projects and, in consultation with the relevant department heads, have made budgetary adjustments as appropriate.

In cases where the amount originally budgeted exceeded what was necessary, those excess funds have been released back to available ARPA funds to be used for another project subject to the Mayor's review and approval. All budget adjustments have been reflected in the budget documents provided to the Council and posted on the City of Melrose website. The following projects have been adjusted since our last update to the Council:

	Original	Revised
• Social Services Coordinator	\$213,847	\$200,330
• Economic Recovery Director	\$417,000	290,000
• At-Home COVID tests	\$30,000	\$1,824

ARPA expenditures to-date

As of November 30, 2022, the City has expended \$3,189,685 of our ARPA allocation and has encumbered a further \$392,804.

Temporary moratorium on new ARPA allocations

Given the current financial uncertainty, including the potential impact of rising inflationary pressure on both labor and material costs, as well as the School Department structural deficit, the Mayor has chosen to reserve the remaining \$1.05 million in order to provide for maximum flexibility in the year ahead. However, it remains a high priority for the City to spend or allocate all ARPA funds by the December 2024 deadline.



ARPA Update

ARPA Basics

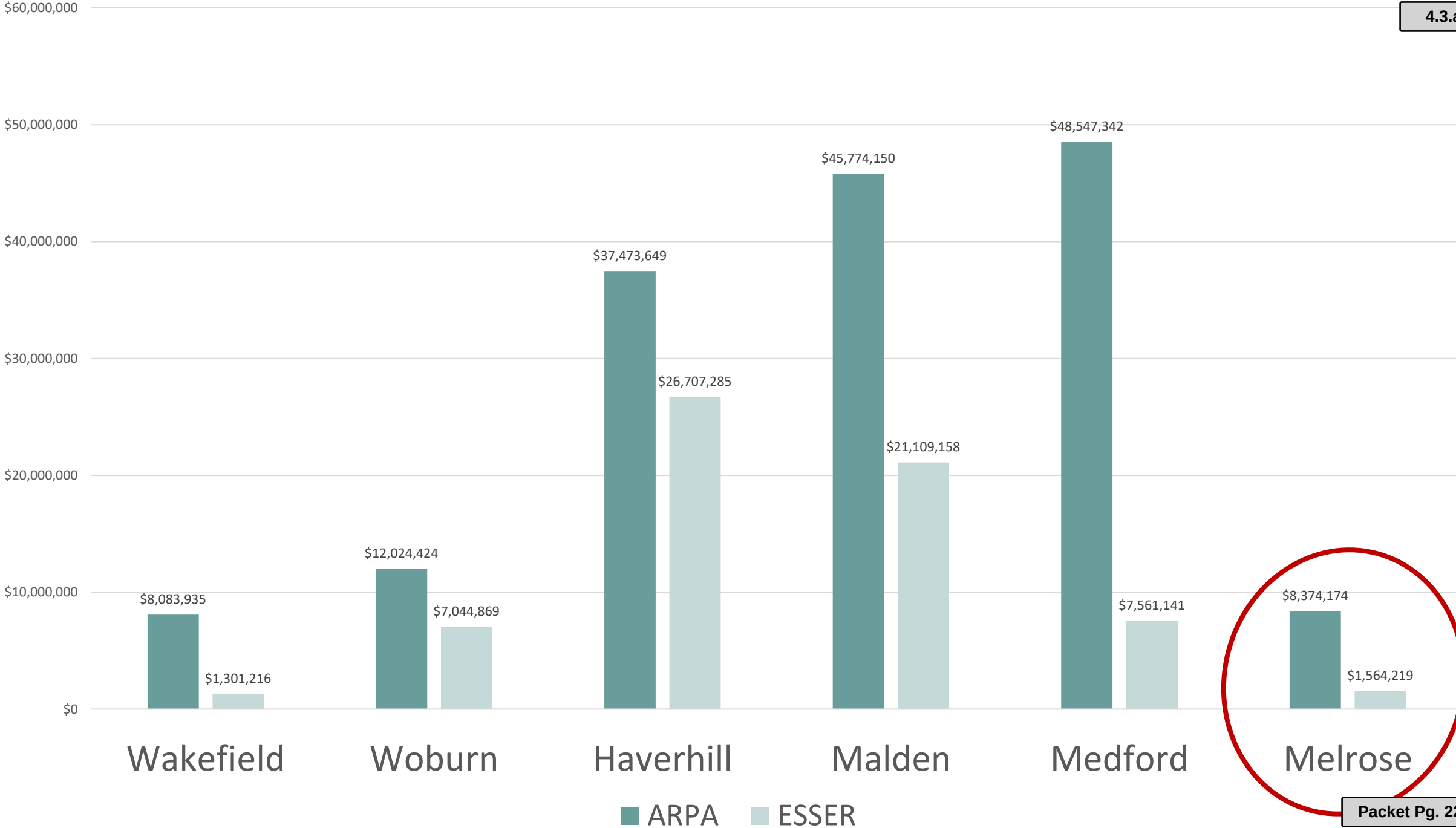
- Federal grant to the City in the amount of \$8,374,174 – based primarily on population.
- All funds must be spent or encumbered by December 31, 2024.
- Administered by the Mayor in consultation with CFO and staff taskforce.
- Advised by consultants from the accounting firm of Clifton Larson Allen, LLP.
- Audited as part of the City's annual single audit and subject to future federal audit.

Members of the Mayor's ARPA Staff Taskforce

- Patrick Dello Russo (CFO)
- Kathryn Armata (Treasurer/Collector)
- Kerri Golden (Auditor's Office)
- Denise Gaffey (OPCD)
- Chief Ed Collina (Fire)
- Chief Mike Lyle (Police)
- Allan Alpert (Emergency Management)
- Margot Fleischman (Mayor's Office)
- Neal Ellis (IT)
- Elena Proakis Ellis (DPW)
- Jim Troup (DPW)
- Jay McNeil (DPW)
- Anthony Chui (HHS)
- Leia Secor (School Finance Dept)

Federal Relief Aid Regional Comparisons

<u>Community</u>	<u>Population</u>	<u>ARPA</u>	<u>ARPA per capita</u>	<u>ESSER</u>	<u>ESSER per student</u>
Wakefield	27,045	\$8,083,935	\$299	\$1,301,216	\$392
Woburn	40,228	\$12,024,424	\$299	\$7,044,869	\$1,640
Haverhill	64,014	\$37,473,649	\$585	\$26,707,285	\$3,451
Malden	60,470	\$45,774,150	\$757	\$21,109,158	\$3,460
Medford	57,341	\$48,547,342	\$847	\$7,561,141	\$1,879
Melrose	28,016	\$8,374,174	\$299	\$1,564,219	\$417



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Mayor's Priorities

- Identifying the areas of greatest need and relevance for Melrose's economic and public health recovery, including mental health and wellness
- Making much needed investments in City infrastructure
- Maintaining financial stability

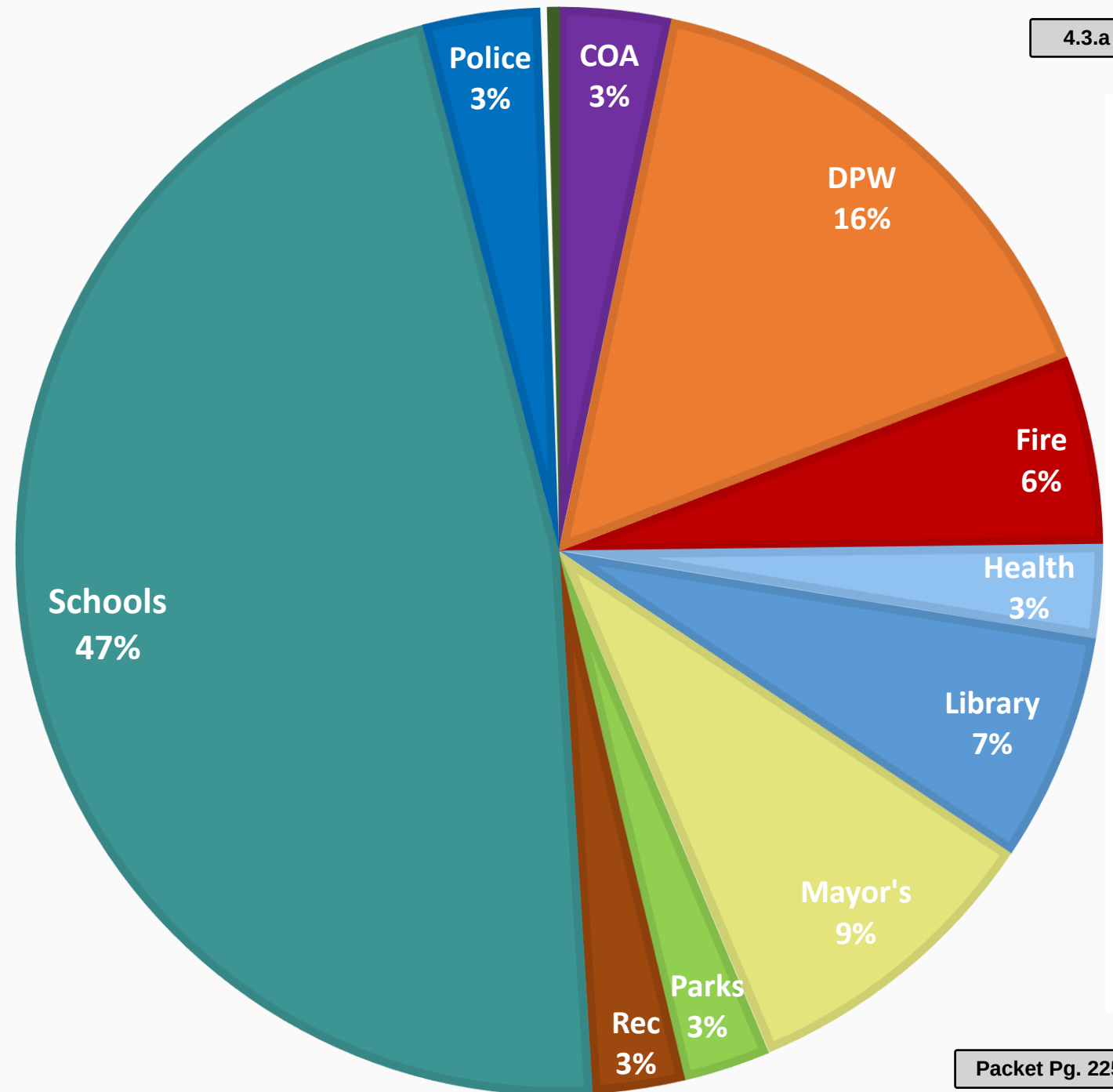
ARPA Approvals To-Date

34 projects from
12 departments

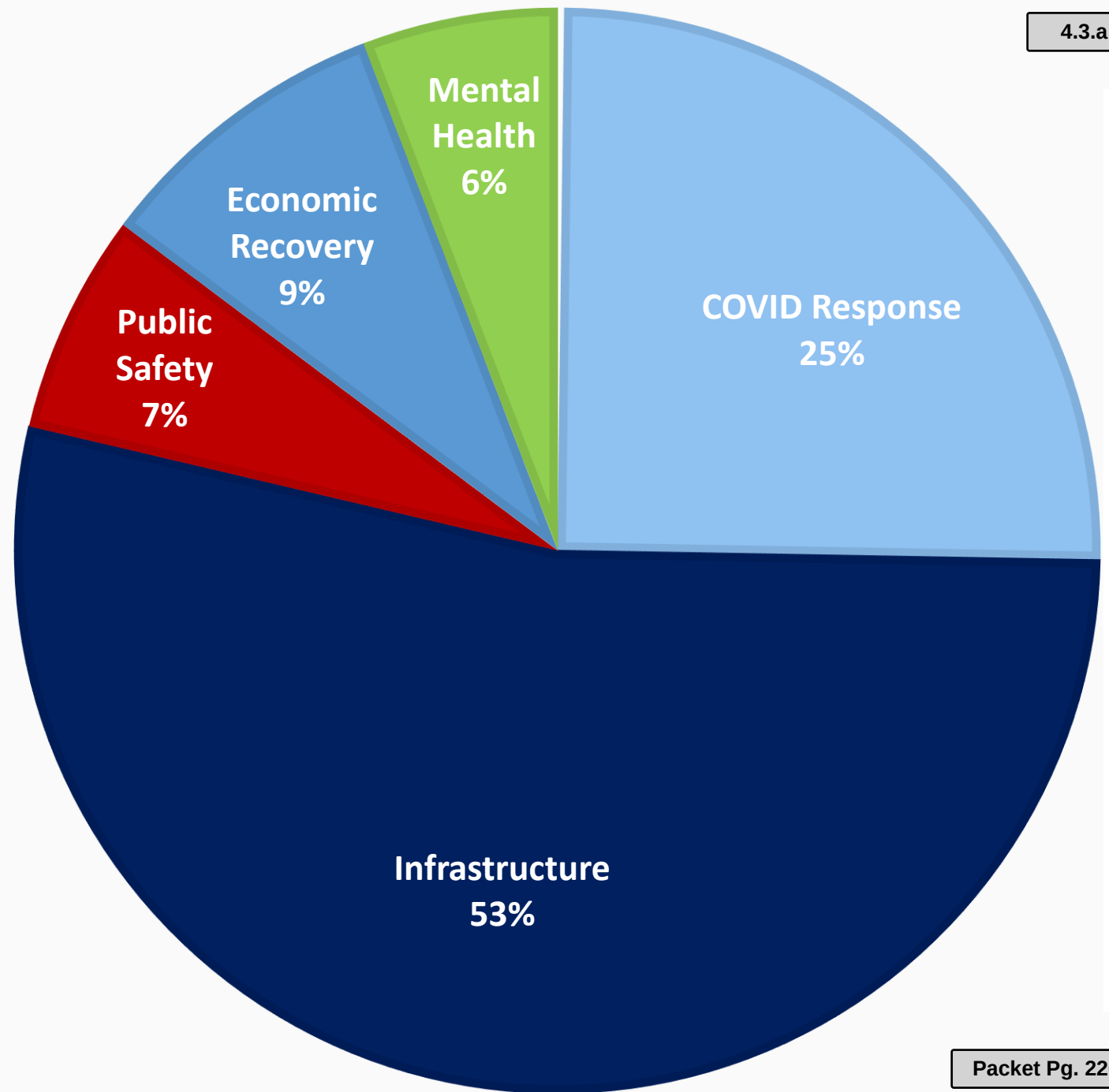
\$7.3M allocated

\$1.05M
unallocated

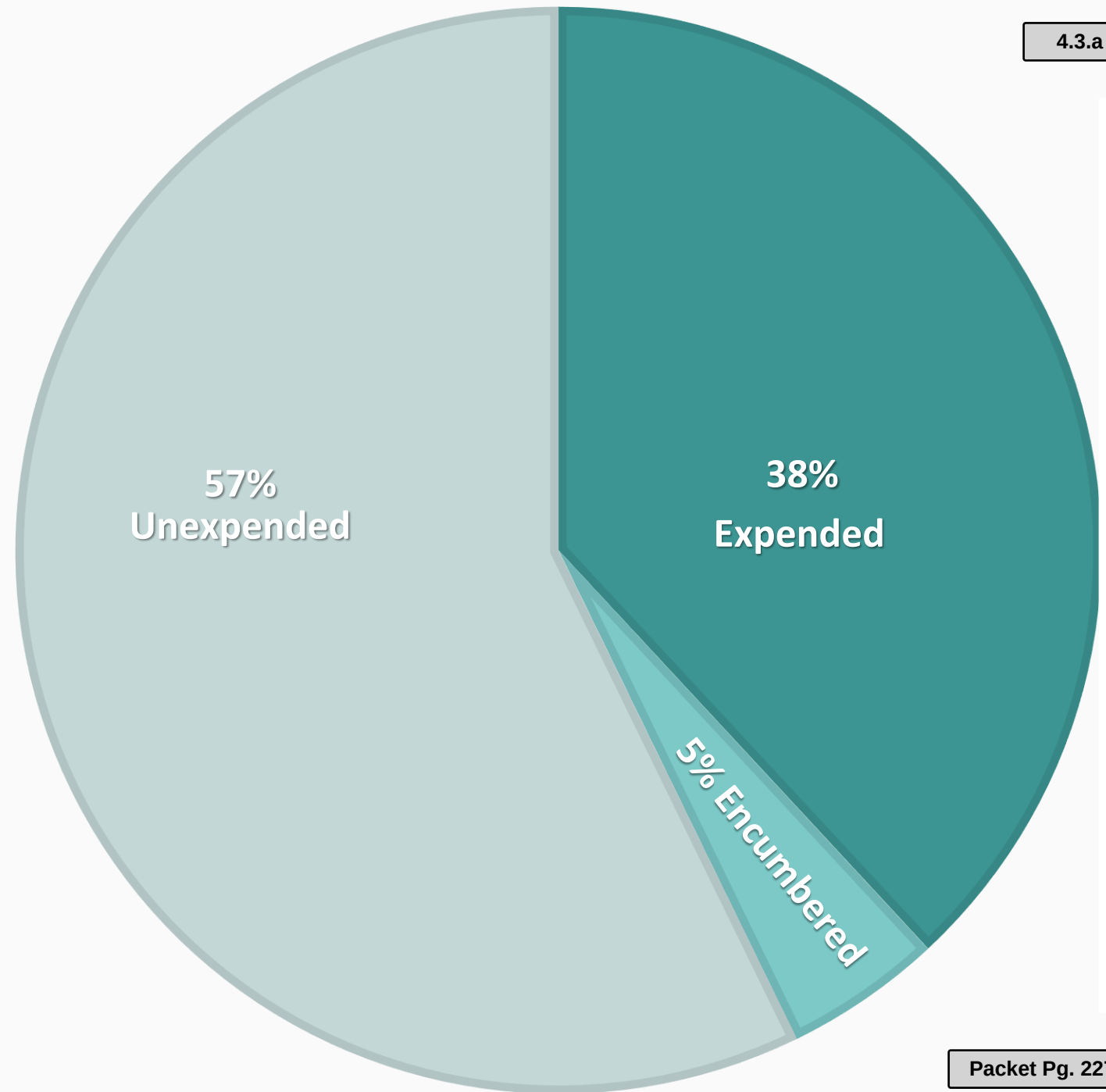
ARPA Allocations By Department



ARPA Allocations By Type



ARPA Expenditures To-Date: 43% Expended or Encumbered



\$3.4 million ARPA funds invested in Melrose Public Schools

Schools Revenue Loss Replacement	\$ 802,000.00
COVID-19 Disinfection/Custodial Needs	\$ 128,000.00
HVAC Study and Implementation of A/C at MVMMS	\$ 1,050,000.00
Schools Asbestos Abatement	\$ 90,000.00
School Department Closing FY22 Budget	\$ 774,697.00
High School and Middle School Complex Elevators	\$ 594,000.00

Thank you!

www.cityofmelrose.org/mayor/pages/ARPA



Financial Update

**MELROSE CITY COUNCIL
APPROPRIATIONS &
OVERSIGHT COMMITTEE
MEETING**

DECEMBER 8, 2022

Patrick Dello Russo
CFO and City
Auditor

Kathryn Armata
Treasurer/Collector

Sarah MacLellan
Chief Assessor

Kerriann Golden
Assistant Auditor

City of Melrose Finance Team

What we will
cover
tonight:

Budget Snapshot

Impact of Proposition 2 ½

New Growth & Free Cash

Impact of School Department deficit

Tax Levy Limit

Capital Needs

Debt Model

Some terms and what they mean:

Tax Levy — The revenue a community can raise through real and personal property taxes. 4.3.a

Prop. 2 ½ — A Massachusetts law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes.

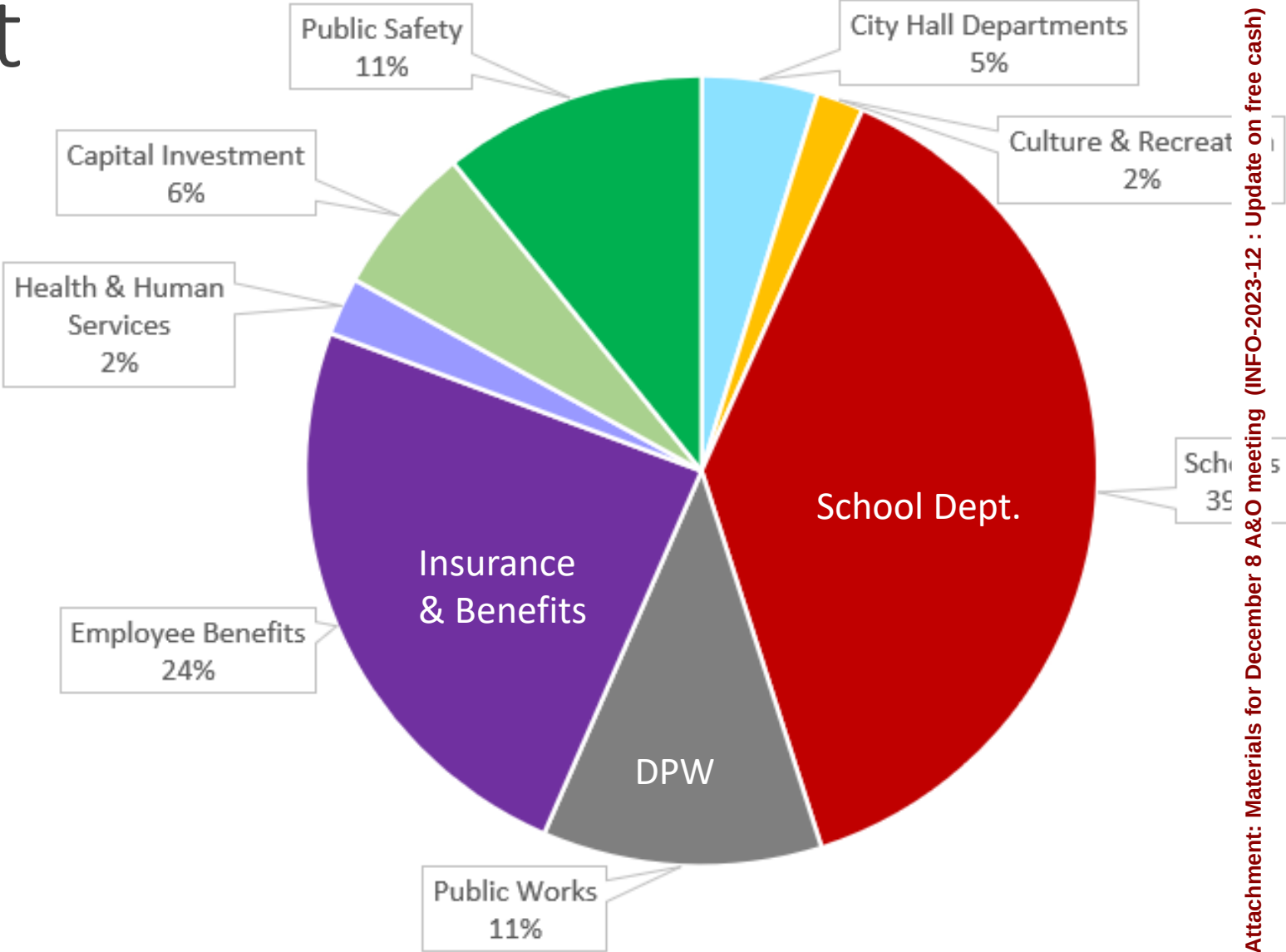
Tax Levy Limit — The maximum amount a community is allowed to raise through property taxes in a given year, based on 2.5% growth of the prior year's Levy Limit plus new growth.

New Growth — The increased value of new development and other growth in the tax base that is not the result of revaluation. A portion of this value is applied to the levy limit.

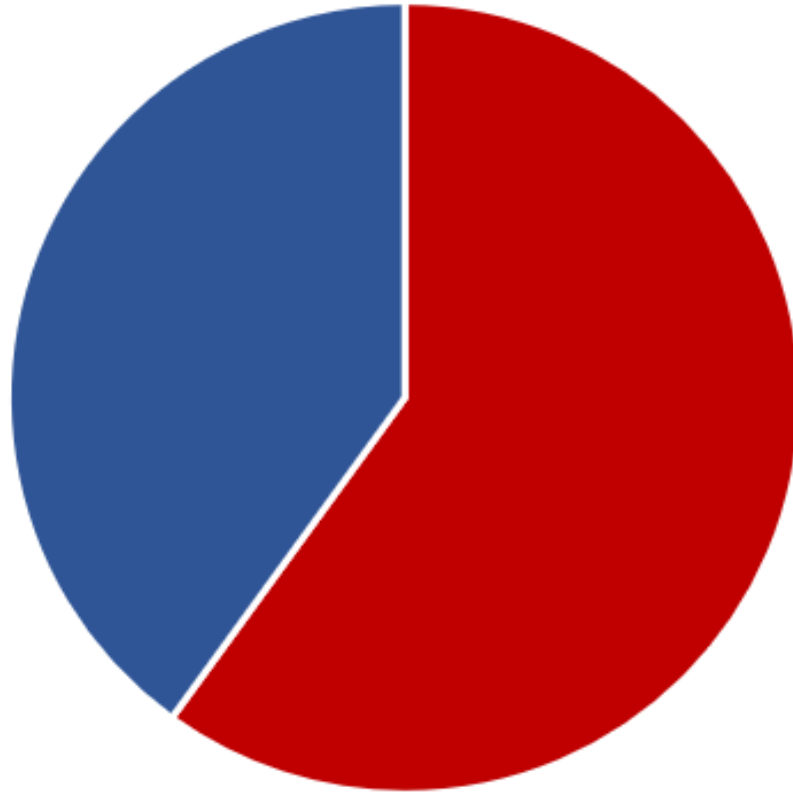
Override — A permanent increase in the Levy Limit of a community above the allowable 2.5% growth. Requires a majority vote at the ballot.

Free Cash — Funds certified annually by the state that come from municipal revenues being greater than expected and/or expenses being less than budgeted.

Budget Snapshot



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)



■ School Spending ■ Non-School Spending

School spending includes costs carried within City budgets:

- Facilities Division of DPW supporting the Schools
- Insurance and Benefits for School Employees
- Debt service for School facilities

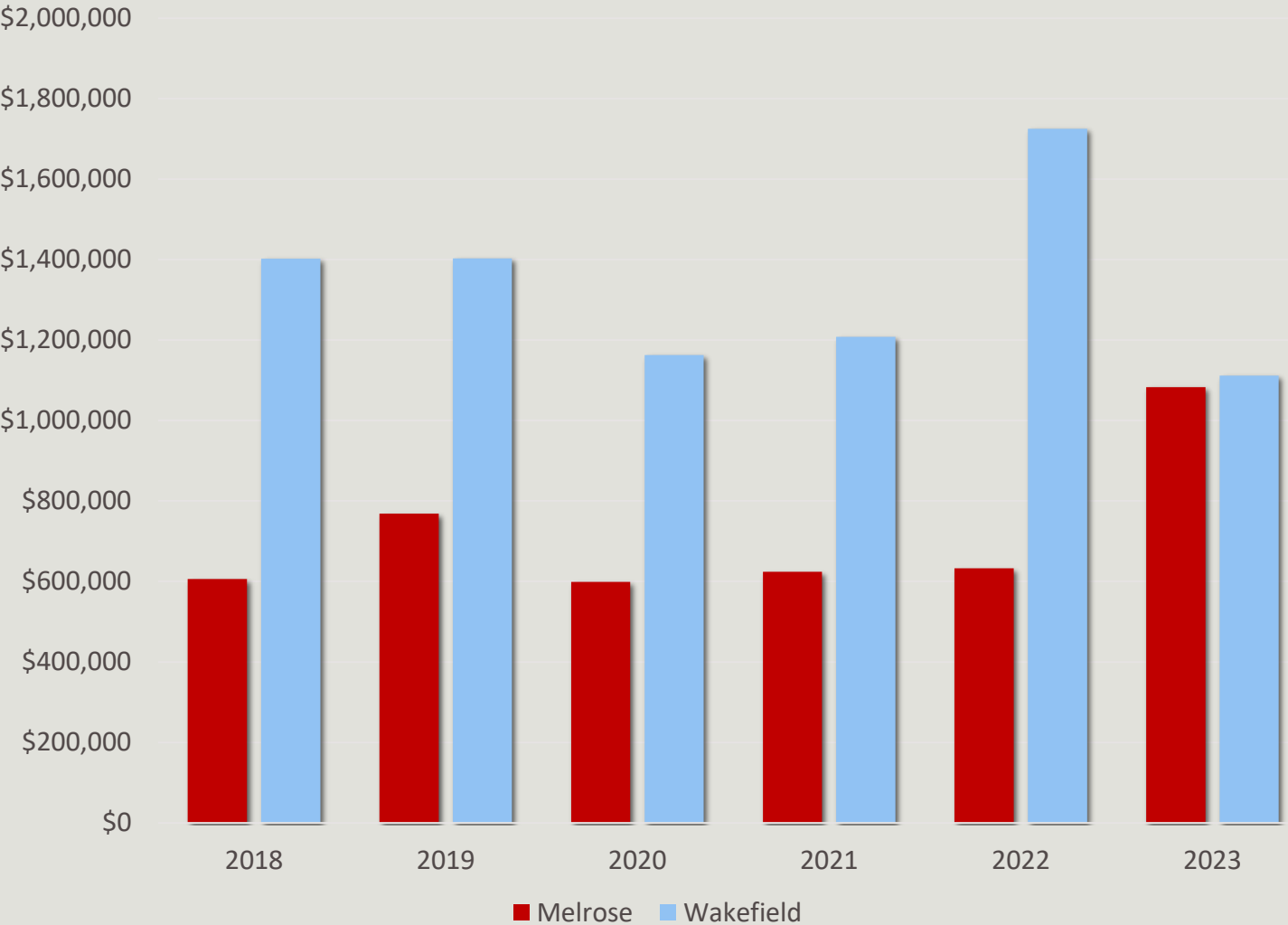
How does
Prop. 2 ½
affect our
finances?

We can only increase our tax revenue by
2.5% of last year's Levy Limit + New Growth

We tax to the Levy Limit so we cannot
increase taxes beyond that without an
override

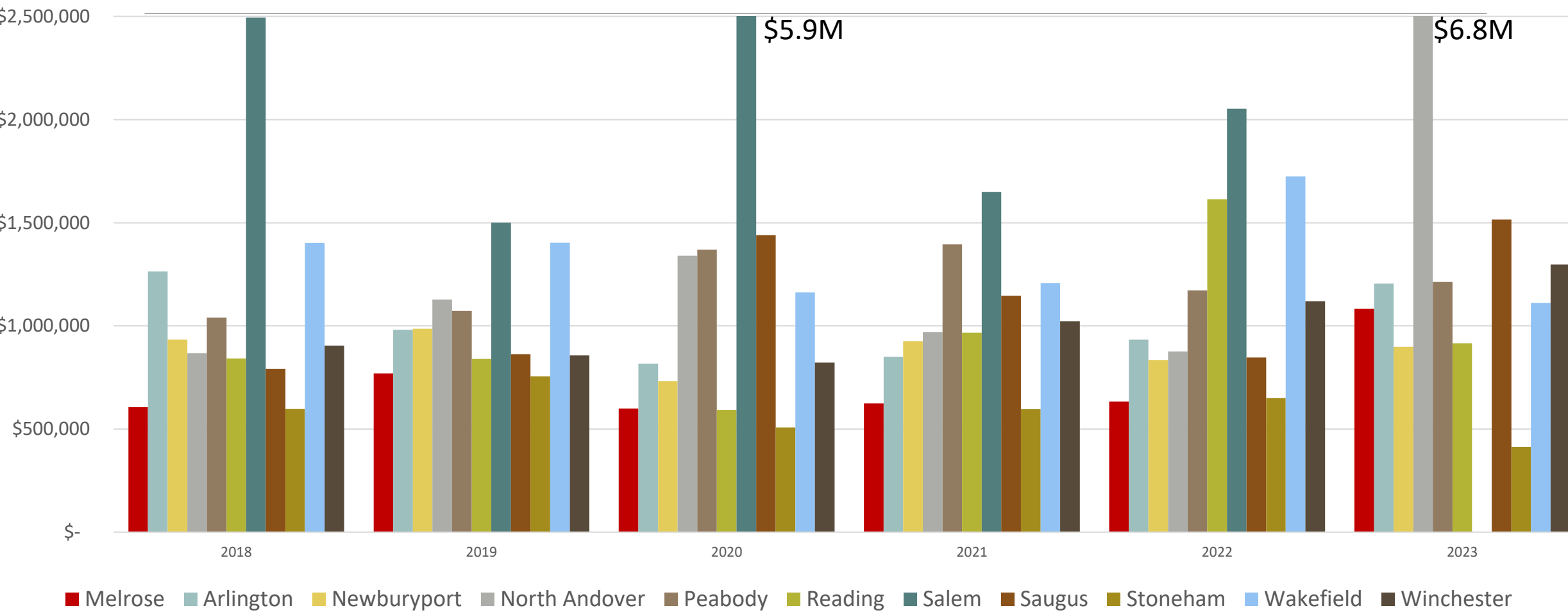
Annual operating budget increases must fit
within next year's Levy Limit

The majority of year-over-year budget
increases are non-discretionary costs



New Growth Comparison to Wakefield

10 Community New Growth Comparison

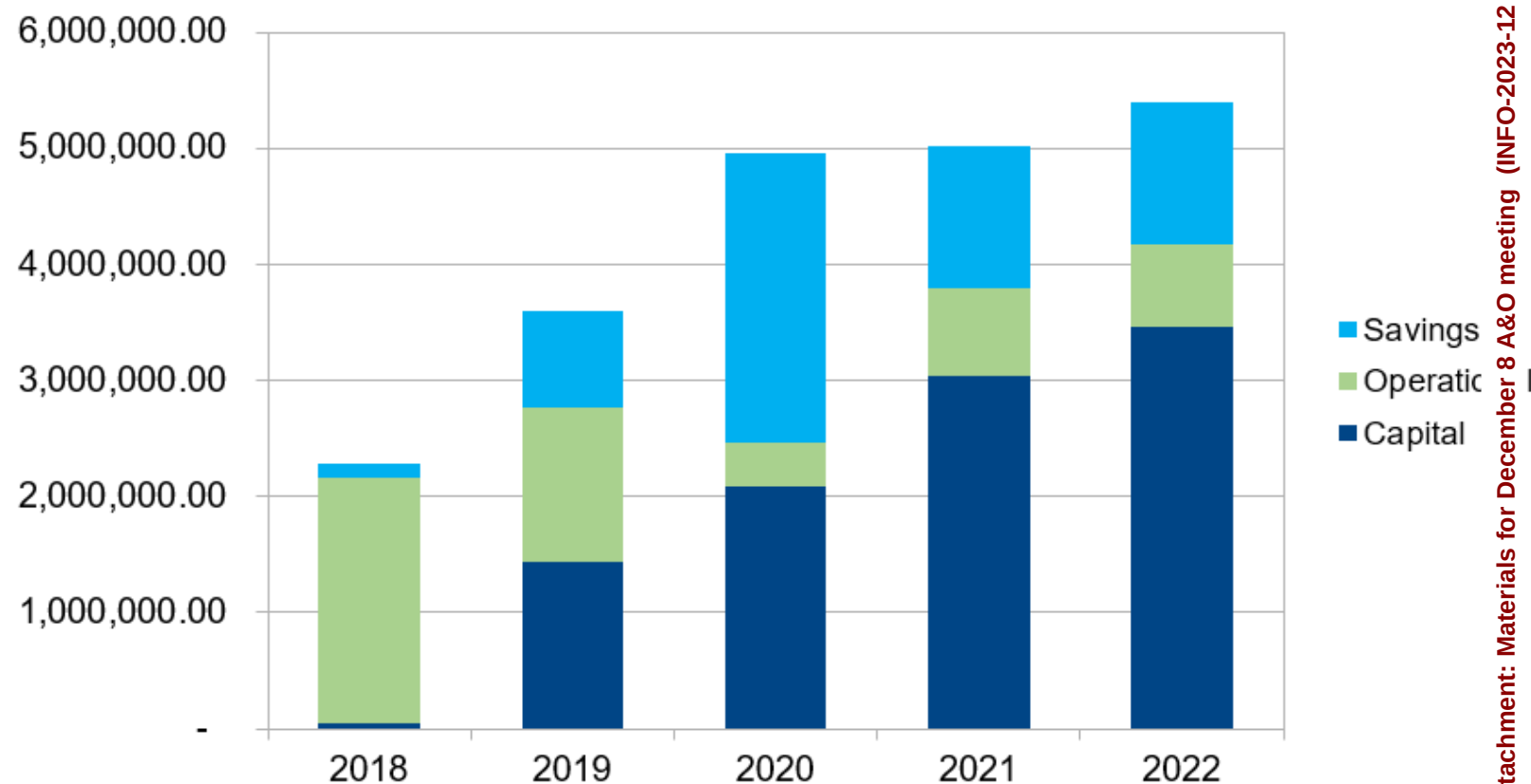


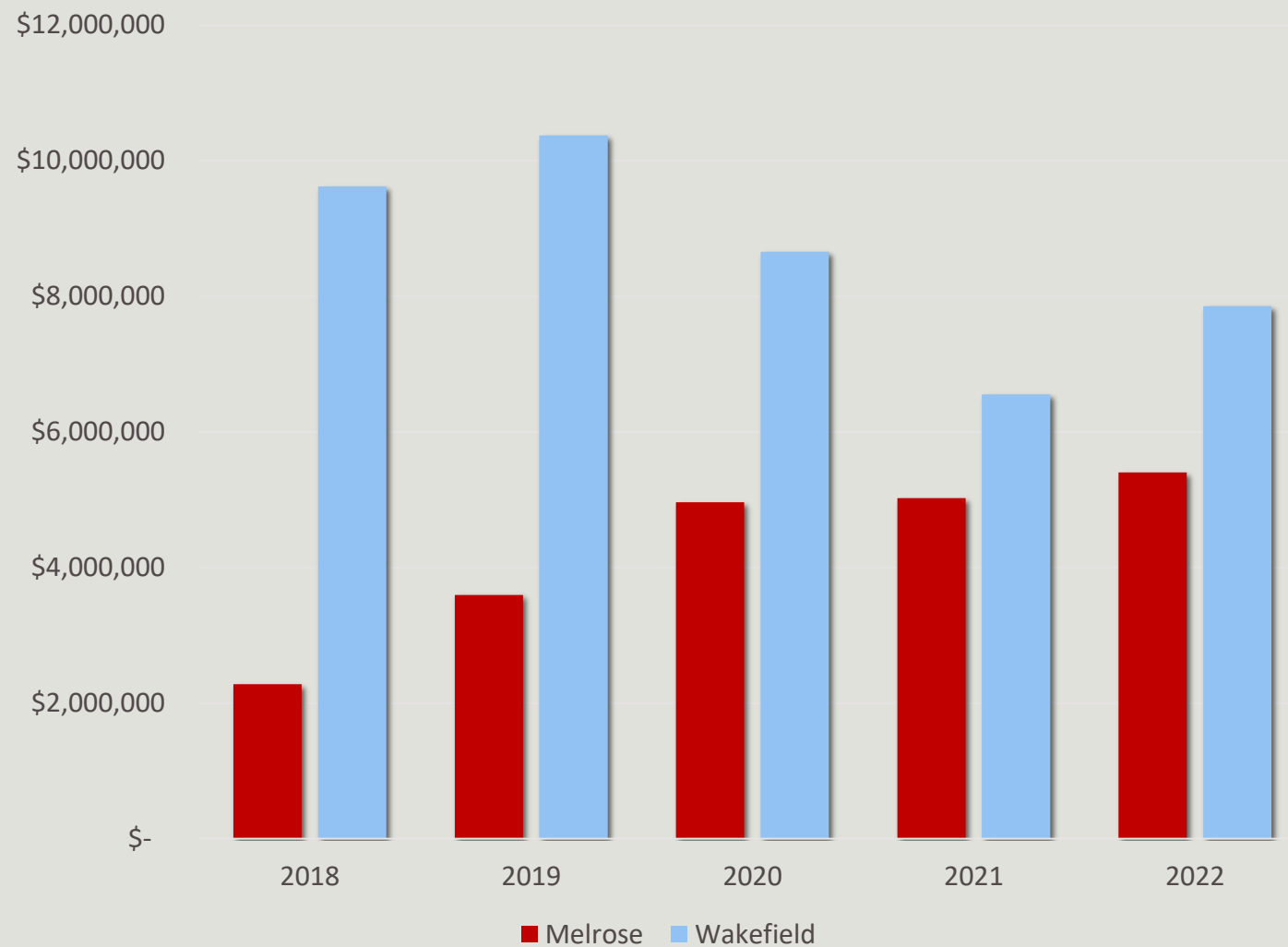
Melrose Free Cash – past 5 years

SAVINGS: stabilization funds, affordable housing trust

OPERATIONAL: snow/ice, software, trainings, etc.

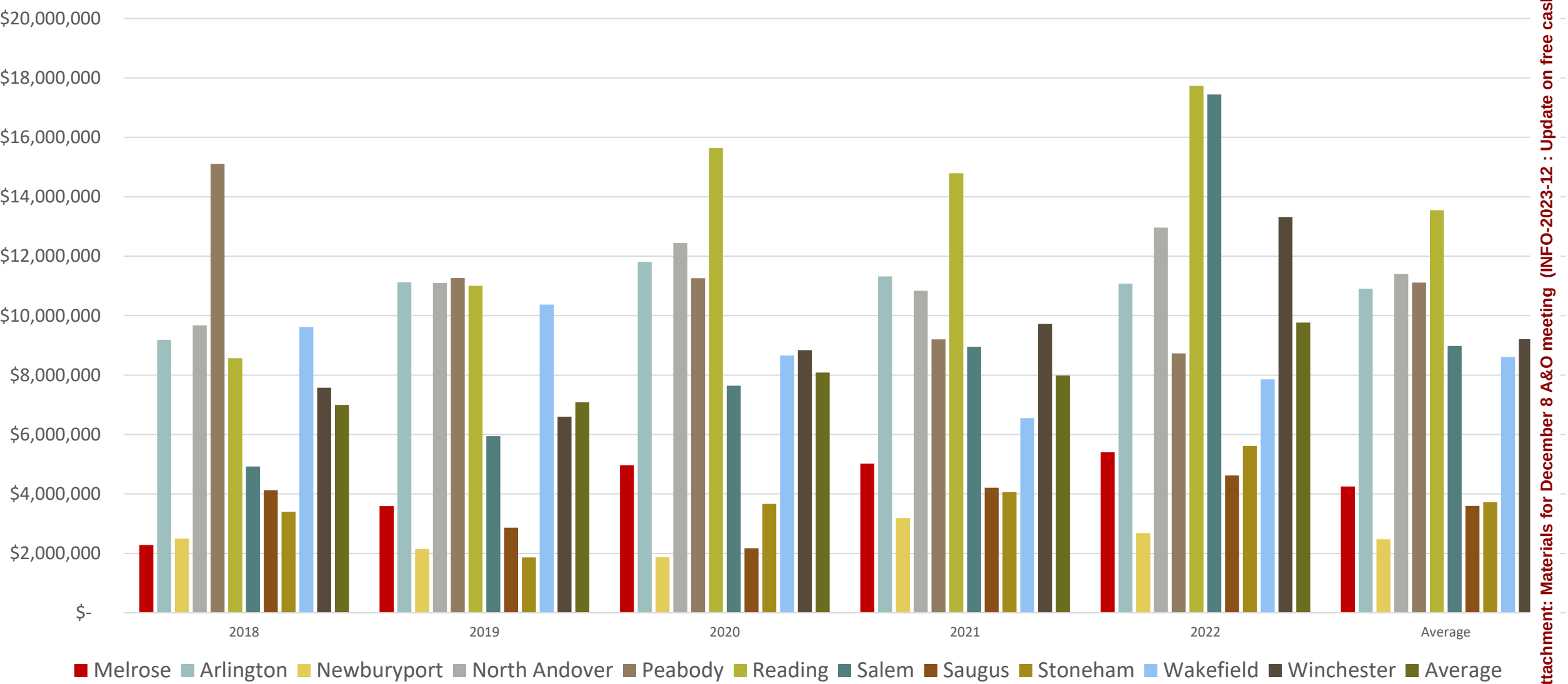
CAPITAL: buildings, vehicles, playgrounds, trees, equipment, etc.



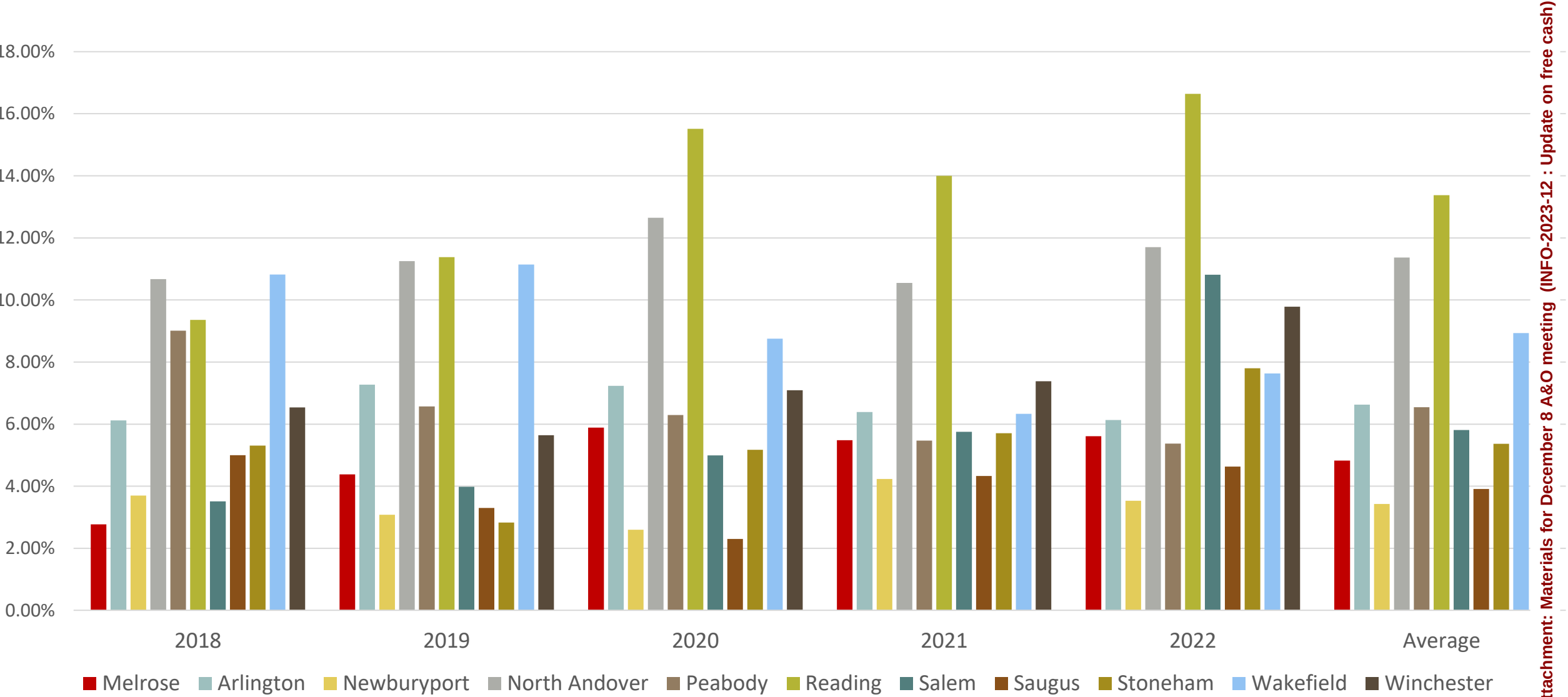


Free Cash Comparison to Wakefield

5 Year Free Cash Comparison (\$)



5 Year Free Cash Comparison (%)



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

FY22 School Department Deficit

Major Cost Overrun Drivers, according to CLA Consultants:

- \$2.1 million of Special Ed cost overruns
 - \$700K – Transportation
 - \$1.48 million – Tuitions
- Remainder can be accounted for by the teacher coverage costs that were charged to paraprofessional lines. Teachers were required to stay home up to 10 days after contracting COVID-19 and the district had to provide coverage.

FY22 deficit closed using federal education relief and ARPA funds

School Department structural deficit expected to continue

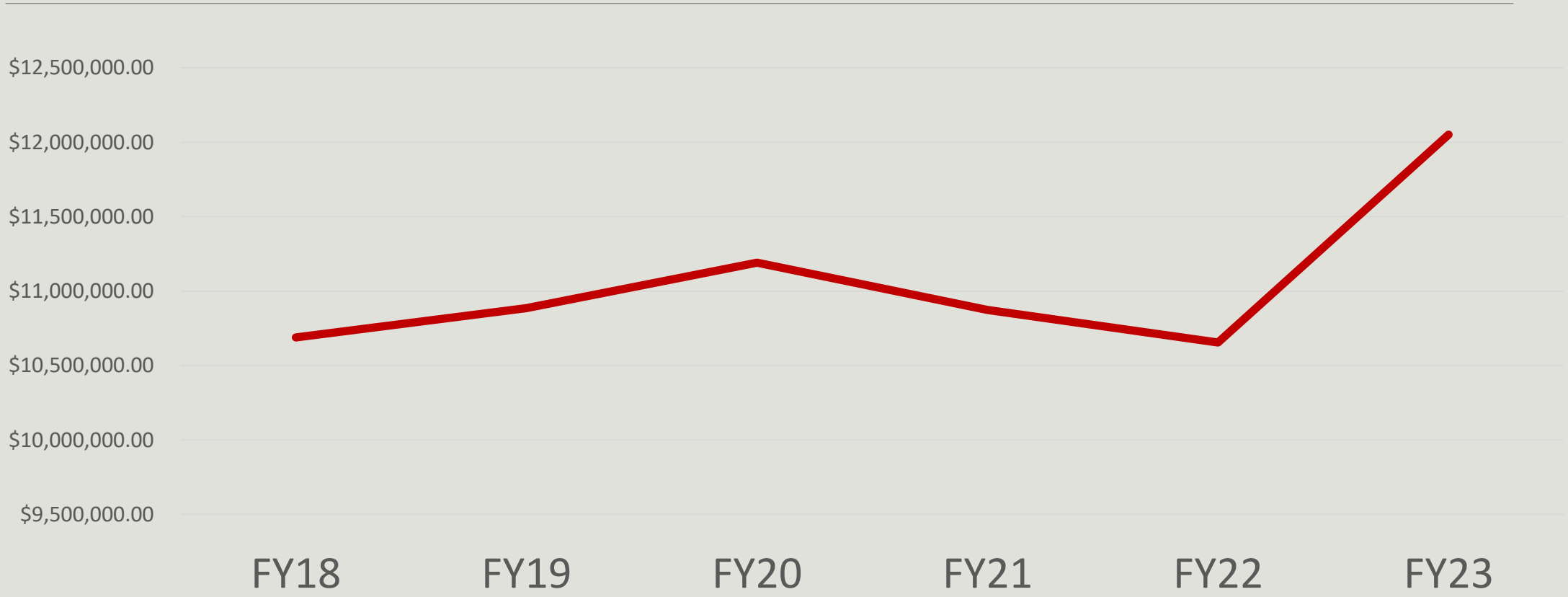
Potential funding sources:

- Free Cash
- Contract Stabilization Fund/Special Education Stabilization Fund
- ARPA
- Other funding sources if available

Potential increased revenue sources:

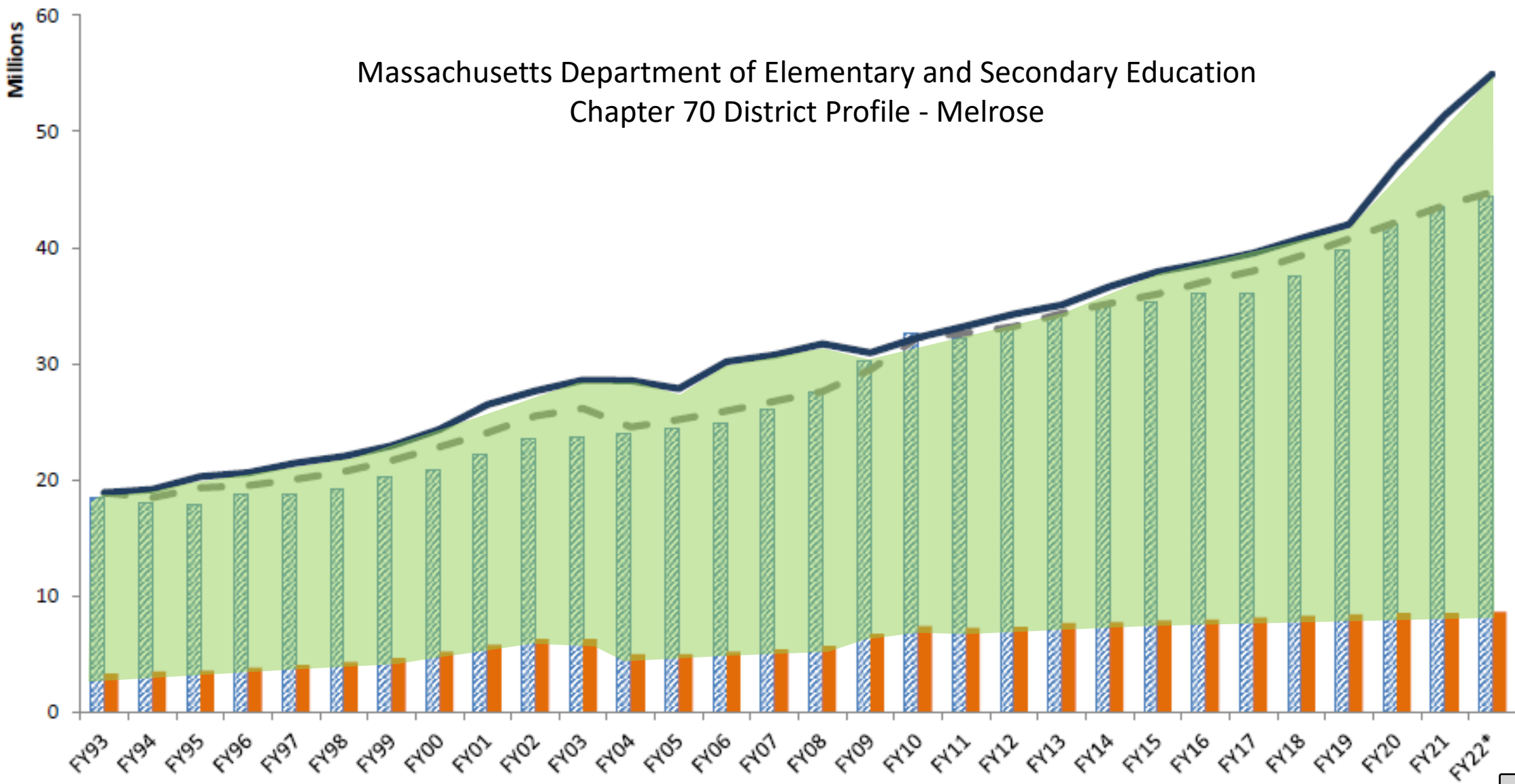
- State aid (Student Opportunity Act)
- Comprehensive fee study
- Continued re-development to support new growth

Net State Aid



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

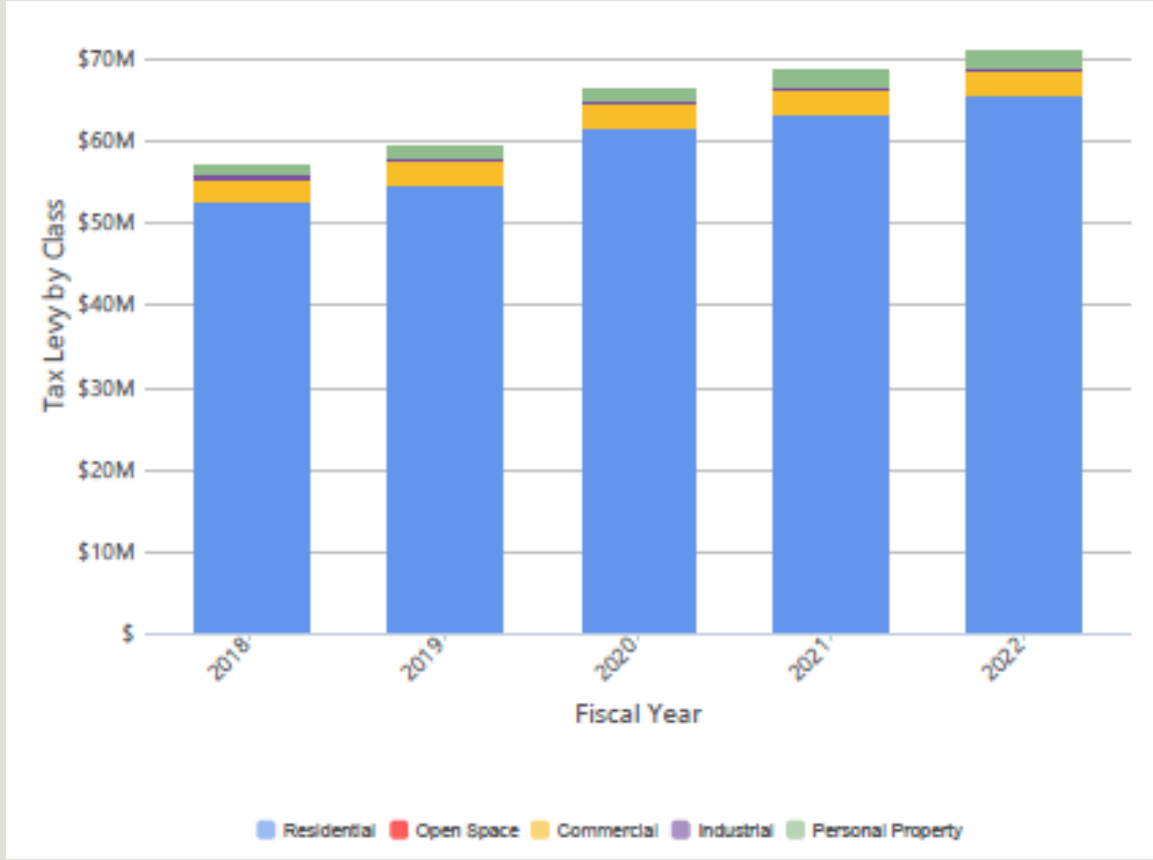
Foundation Budget C70 Aid Required NSS Actual NSS



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

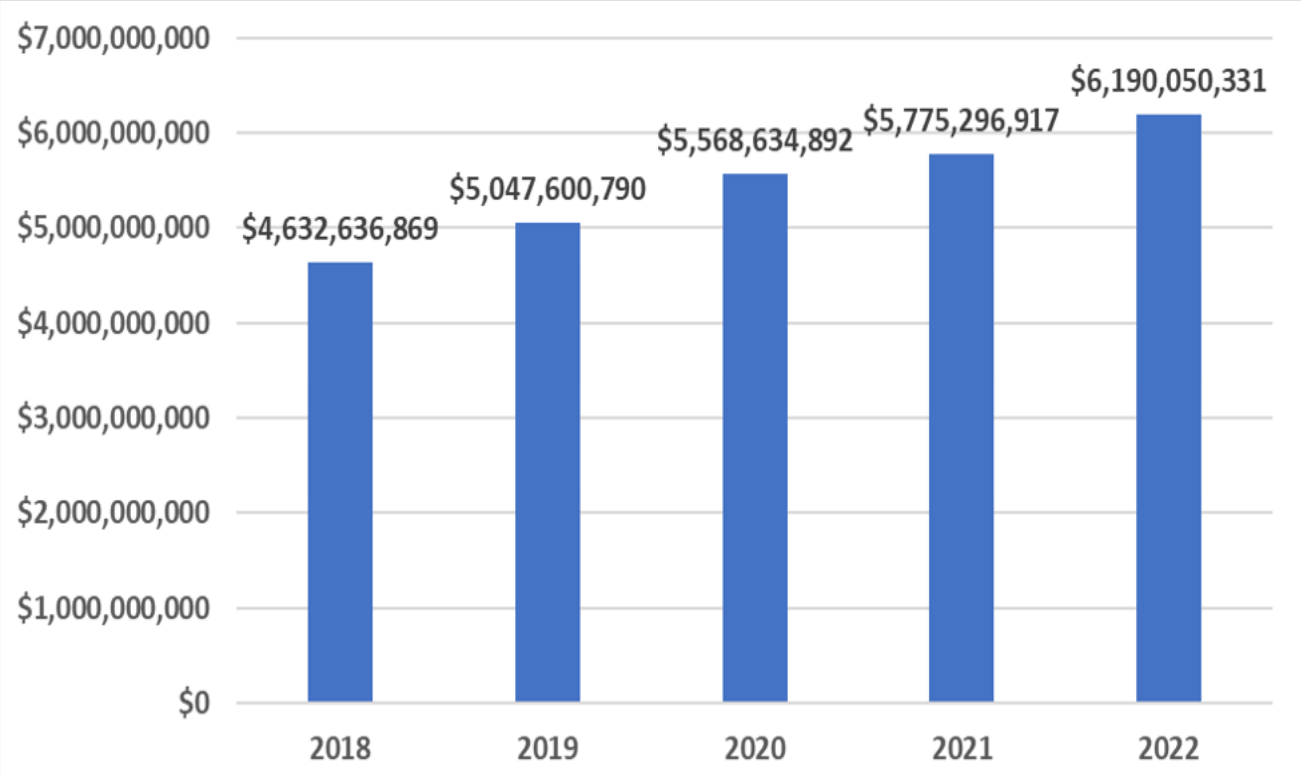
Fiscal Year	Levy Limit w/o Debt & Capital Exclusions	Maximum Levy Limit	Total Tax Levy	Excess Levy Capacity	Excess as a % of Maximum Levy
2019	\$57,521,943	\$59,397,799	\$59,375,238	\$22,560	0.04%
2020	\$64,738,724	\$66,629,218	\$66,627,306	\$1,911	0.00%
2021	\$66,981,117	\$68,878,709	\$68,877,944	\$765	0.00%
2022	\$69,288,556	\$71,196,790	\$71,171,656	\$25,134	0.04%

We continue to tax to the maximum allowed by law

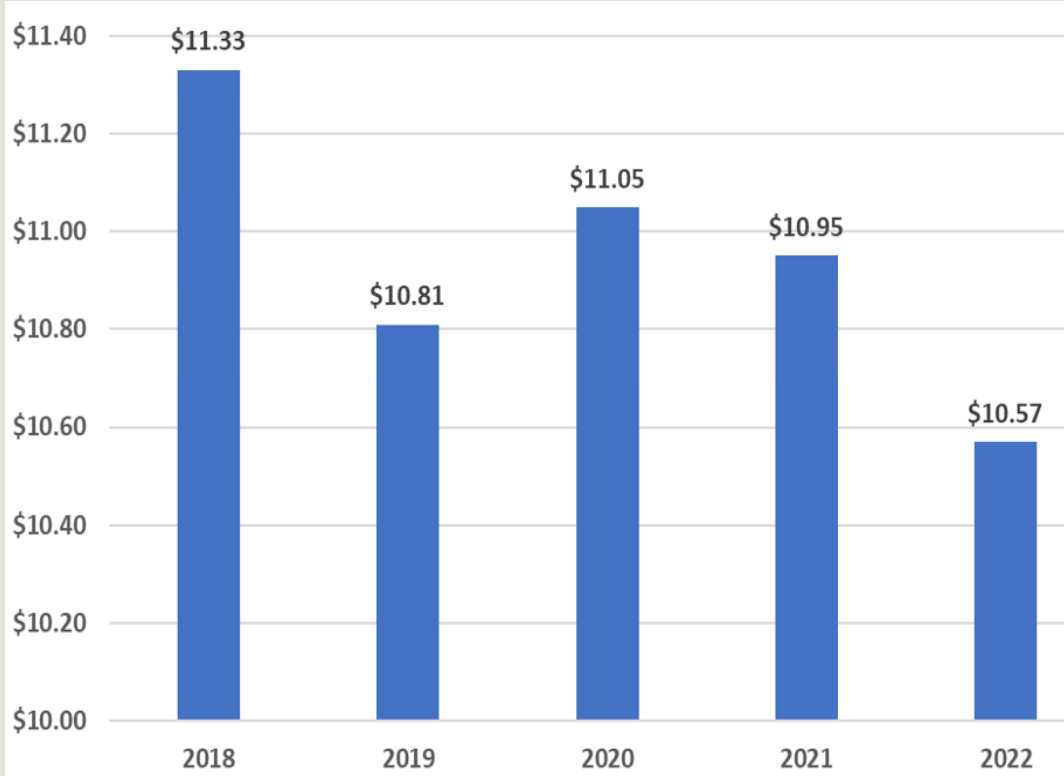


In Melrose, 92% of taxes are paid by residential property owners

As property values rise, tax rates fall



Total Value of Residential Properties in Melrose



Residential Property Tax Rate (per \$1K assessed value)

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

FY24 Tax Levy Limit Estimate (excluding debt exclusion amount):

Based on Prop. 2 1/2, Melrose’s tax levy will grow approximately **\$2.3 M next year:**

FY23 Tax Levy Limit:	\$72 million
2.5% Increase:	\$1.8 million
New Growth*:	\$500,000

This is the additional amount we will have next year to support all departments across both City and Schools.

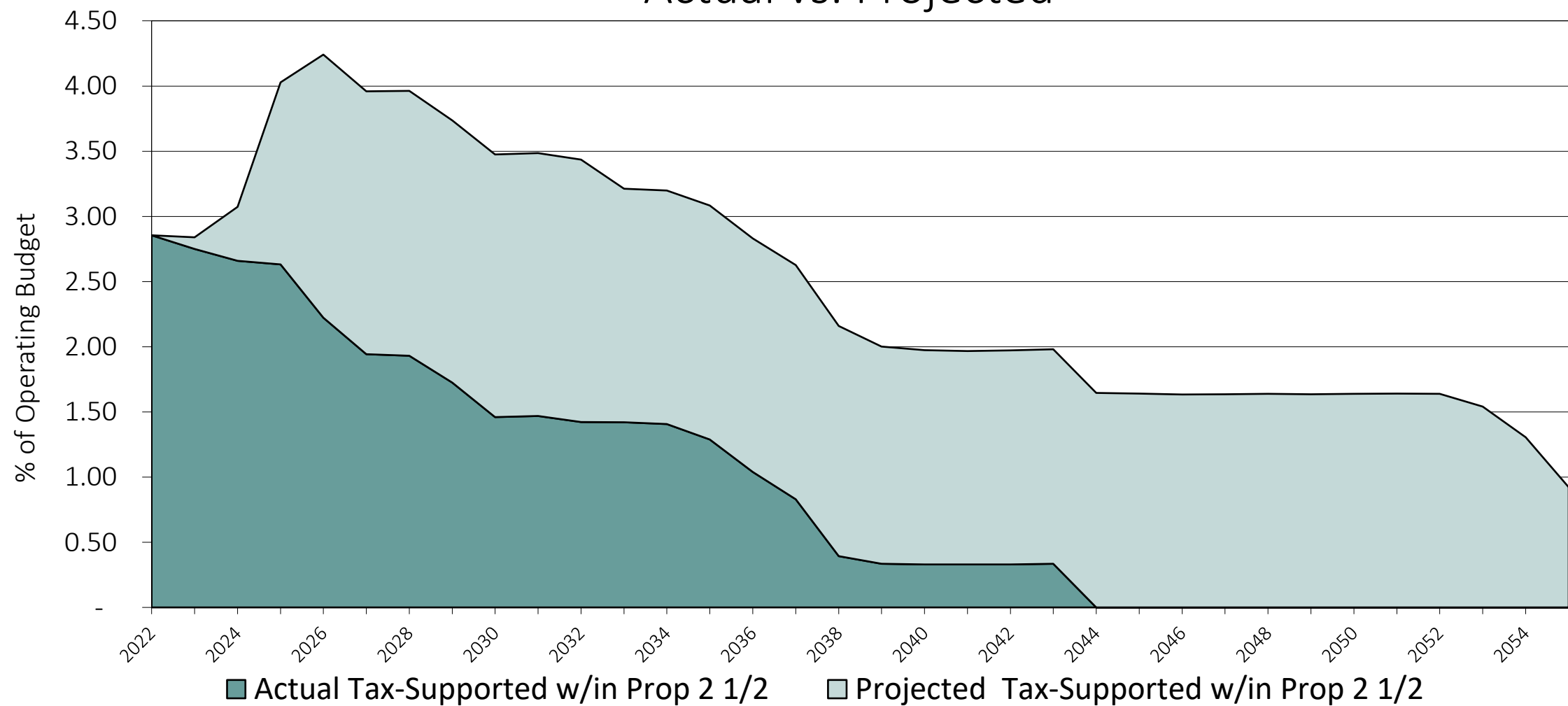
Capital Needs

- FY24-FY28 capital planning process has just kicked off with department heads
- Collins Center consultants will work with our Finance team to determine the City's financial capacity to fund capital and will create a multi-year Capital Investment Strategy
- School Department structural deficit will be factored into this plan
- In FY24 will prioritize most urgent capital needs (e.g., Police/Fire radios and antenna system)

Debt Management

- We continue to project new non-exempt debt will stay below our limit of 5% of operating budget.
- In the fiscal years ahead, we will still have borrowing capacity to bond necessary projects
- Any new exempt debt for a large project (e.g., Public Safety Buildings) would be outside of the Prop. 2 ½ limitation and would require a “debt exclusion” vote at the ballot.

Tax-Supported (“non exempt”) debt within Proposition 2 1/2 Actual vs. Projected



The Finance Team looks forward to returning in January to provide:

- Mid-year FY23 Budget update
- FY23 Free Cash (assuming certified by DOR)
- Mid-year update on Local Receipts
- Any updates regarding state funding

QUESTIONS?



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY22 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Fiscal Year 2022 Free Cash appropriations, as follows:

Order 2022-77: Memorial Hall Building Envelope (\$1,500,000)

The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. So, in terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.

Order 2022-87: Police Chief Search (\$30,000) – complete

Order 2022-89: Police - Replacement hire cost (\$151,200)

Police Salary and Wages	\$63,000.00	complete
Police Firearms and Ammunition	\$3,600.00	complete
Police Uniforms	\$65,000.00	remaining balance is 24,422.87
Police Academy Tuition and Training	\$19,600.00	complete

Order 2022-108: Replacement Fred Green Turf (\$600,000)

There has been a delay at Weston and Sampson, due to the consultant who was working on the RFQ for Fred Green Field having retired. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.

Order 2022-114 – DPW Easement (\$48,000) – complete

Order 2022-132 – Stabilization Balances (\$1,225,000) – complete

Order 2022-130 – Snow and Ice – (\$341,621.03) – complete

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Order 2022-134 IT Phone System, Cameras & Social Media Archiving (\$270,000)

1. School VoIP project: \$100,000 of this cost is for the School Telephone Replacement project. Additionally, there were \$60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project.
2. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly \$64,000 and will pay the rest after completion (roughly \$40,000).
3. Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. \$20,000 of this has been paid to Jatheon for the software.

Order 2022-135: DPW

1. New Vehicles (\$482,000.00) – This funding, along with another \$90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
2. Trees (\$70,000) – This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.
3. Traffic Calming (\$70,404.57) – we have ordered RFBs for the first list of locations that we prioritized, which totaled about \$50K of the approx. \$70K allocation. We are awaiting delivery.
4. MHS Bathrooms Design (\$150,000) – we are working on an RFQ to hire a design consultant, which we hope to have out by January 2023.
5. Cemetery lowering device (\$10,620.65) – this item has been purchased and the allocation is spent.

Order 2022-136: Recreation – Vehicle, Software, Community Services (\$75,967.40)

1. Rec Vehicle (\$47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted.
2. Recreation Online Registration Software (\$10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website.
3. COA fobs and media repair (\$13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the

media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies.

4. Memorial Hall elevator controls (\$5,000) – The elevator software upgrade groundwork was completed in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.

Order 2022-137: School – Medicaid reimbursement (\$75,000); Microscopes, Curriculum, Uniforms, Golf Cart (\$192,000)

1. Medicaid Reimbursement \$75,000 – **complete** – These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
2. Literacy Curriculum (Savvas) (\$100,000) – \$99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is \$449,883.61. MPS was awarded a competitive grant in the amount of \$179,943.74. The District will request an additional contribution from the City in the amount of \$169,959.48 for FY24.
3. Microscopes (\$30,000) – In progress, funds have been encumbered based on a quote for \$28,716.75.
4. Utility Vehicle (\$12,000) – In progress, gathering three quotes from vendors.
5. Uniform Replacement (\$50,000) – In progress, approximately \$24,695.77 has been encumbered based on quotes/invoices.

Order 2022-138 Various Departments (\$76,400)

1. Health and Human Services Department (rodent control \$28,000) – grant funds were received to allow this project to move forward without using City funds.
2. City Solicitor (professional services \$25,000) – funds have been expended.
3. Auditor's Office (office equipment \$10,000) - \$ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture.
4. Fire Department (mattresses \$10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt.
5. Elections Department (equipment and banner \$3400) – \$3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.

Order 2022 – 133 Pine Banks Parking Lot paving (\$34,010.35)

Per the funding agreement between Malden and Melrose, the City of Malden has made an equal appropriation for this project; the Pine Banks Trustees are working with their engineering firm to finalize the project design based on this budget. They anticipate that the project will be done in Spring 2023.

CHART - 1		City of Melrose			
DRAFT	Ten Year General Fund Debt Plan Review				
12/5/2022		Department of Finance			
				Projected	
	<u>Year</u>	<u>Net Debt</u>	<u>5% Limit</u>	<u>Budget</u>	<u>Percent</u>
	2022	\$2,855,696	\$4,550,026	\$91,000,522	3.14%
	2023	\$2,839,293	\$4,762,804	\$95,256,080	2.98%
	2024	\$3,074,059	\$4,905,688	\$98,113,762	3.13%
	2025	\$4,028,867	\$5,052,859	\$101,057,175	3.99%
	2026	\$4,241,587	\$5,204,445	\$104,088,891	4.07%
	2027	\$3,959,412	\$5,360,578	\$107,211,557	3.69%
	2028	\$3,963,531	\$5,521,395	\$110,427,904	3.59%
	2029	\$3,735,853	\$5,687,037	\$113,740,741	3.28%
	2030	\$3,474,755	\$5,857,648	\$117,152,963	2.97%
	2031	\$3,486,111	\$6,033,378	\$120,667,552	2.89%
	Totals:	\$35,659,166	\$52,935,857		
	Average:	<u>\$3,565,917</u>	<u>\$5,293,586</u>		
	Variance:		<u>\$1,727,669</u>		
Note(s):	1. It is the current policy of the City of Melrose that the G/F net				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

CHART - 2		City of Melrose - 5% Debt Limit			
DRAFT		Ten Year General Fund Debt Plan Review			
		Department of Finance			
12/5/2022			5% Limit		
	<u>Year</u>	<u>Net Debt</u>		<u>Variance</u>	
Projected					
	2022	\$2,855,696	\$4,550,026	\$1,694,330	
	2023	\$2,839,293	\$4,762,804	\$1,923,511	
	2024	\$3,074,059	\$4,905,688	\$1,831,629	
	2025	\$4,028,867	\$5,052,859	\$1,023,992	
	2026	\$4,241,587	\$5,204,445	\$962,857	
	2027	\$3,959,412	\$5,360,578	\$1,401,165	
	2028	\$3,963,531	\$5,521,395	\$1,557,864	
	2029	\$3,735,853	\$5,687,037	\$1,951,184	
	2030	\$3,474,755	\$5,857,648	\$2,382,893	
	2031	\$3,486,111	\$6,033,378	\$2,547,267	
	Totals:	\$35,659,166	\$52,935,857		
	Average:	<u>\$3,565,917</u>	<u>\$5,293,586</u>		
	Variance:		\$1,727,669		
Note(s):	1. It is the current policy of the City of Melrose that the G/F net				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

ARPA Project Name	PROJECT TOTAL	FY22	FY23	FY24	FY25	Department	Type
ARPA - Consultant	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	Auditors	Admin
ARPA - Administration	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -	\$ -	Auditors	Admin
Milano Center Health, Wellness, Accessibility	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	COA	Infrastructure
Milano Center HVAC	\$ 218,729.00	\$ 218,729.00	\$ -	\$ -	\$ -	COA	Infrastructure
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	\$ 750,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ -	DPW	Infrastructure
Covid Sanitization-Custodial	\$ 65,000.00	\$ 65,000.00	\$ -	\$ -	\$ -	DPW	COVID Response
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	DPW	COVID Response
Lead Water Service Inventory and Replacement Design	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Traffic Calming Toolkit	\$ 28,300.00	\$ 28,300.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Asset Management Software	\$ 106,000.00	\$ 106,000.00	\$ -	\$ -	\$ -	DPW	Infrastructure
Replacement Vehicle to Deliver Services	\$ 23,000.00	\$ -	\$ 23,000.00	\$ -	\$ -	DPW	Infrastructure
Fire Department Vehicles	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -	\$ -	Fire	Public Safety
Public Safety Training Equipment	\$ 105,308.00	\$ 78,308.00	\$ -	\$ -	\$ 27,000.00	Fire	Public Safety
Fire Headquarters HVAC	\$ 35,000.00	\$ 35,000.00	\$ -	\$ -	\$ -	Fire	Infrastructure
Tremont Fire House Update	\$ 151,205.00	\$ -	\$ 151,205.00	\$ -	\$ -	Fire	Infrastructure
At-Home COVID tests	\$ 1,824.00	\$ 1,824.00	\$ -	\$ -	\$ -	Health	COVID Response
FT Social Service Coordinator*	\$ 200,330.00	\$ 12,235.00	\$ 72,900.00	\$ 75,789.00	\$ 39,406.00	Health	Community Mental Health and Wellness
IT Intern to Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Project	\$ 26,000	\$ -	\$ 26,000	\$ -	\$ -	IT	COVID Response
Melrose Public Library HVAC Upgrades	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	\$ -	Library	Infrastructure
Economic Recovery Director*	\$ 290,081.00	\$ 31,762.00	\$ 101,785.00	\$ 103,930.00	\$ 52,604.00	Mayor's	Economic Recovery
Community Conversations Initiative	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	Mayor's	Community Mental Health and Wellness
Small Business/Non-Profits/Cultural Sector Support	\$ 150,000.00	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	Mayor's	Economic Recovery
Addressing Food Insecurity	\$ 75,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	Mayor's	Economic Recovery
Utility Arrearages	\$ 141,000.00	\$ -	\$ 141,000.00	\$ -	\$ -	Mayor's	Economic Recovery
Foss Park Basketball and Playground Upgrade	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	Parks	Infrastructure
Amazing Grace Basketball Court	\$ 41,106.00	\$ -	\$ 41,106.00	\$ -	\$ -	Parks	Infrastructure
Police Department Vehicles	\$ 256,000.00	\$ 256,000.00	\$ -	\$ -	\$ -	Police	Public Safety
Community Mental Health Initiative	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	Rec/Health	Community Mental Health and Wellness
Schools Revenue Loss Replacement	\$ 802,000.00	\$ 802,000.00	\$ -	\$ -	\$ -	Schools	COVID Response
COVID-19 Disinfection	\$ 128,000.00	\$ 128,000.00	\$ -	\$ -	\$ -	Schools	COVID Response
HVAC Study and Implementation of A/C addition at MVMMS	\$ 1,050,000.00	\$ -	\$ 1,050,000.00	\$ -	\$ -	Schools	Infrastructure
Schools Asbestos Abatement	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -	Schools	Infrastructure
School Department Closing FY22 Budget	\$ 774,697.00	\$ 774,697.00	\$ -	\$ -	\$ -	Schools	COVID Response
High School and Middle School Complex Elevators	\$ 594,000.00	\$ 594,000.00	\$ -	\$ -	\$ -	Schools	Infrastructure
TOTAL	\$ 7,327,080.00						
REMAINING UNCOMMITTED ARPA FUNDS	\$ 1,047,094.00						
<i>*Personnel costs are inclusive of health insurance and benefits</i>							



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY20 and FY21 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Free Cash appropriations from Fiscal years 2020 and 2021, as follows:

Of the Free Cash appropriations approved by Council in FY 2020 the follow appropriations remain open:

2020-70 Fire - SCBA Equipment (\$110,000) – awaiting final invoicing

2020-103 City Hall Generator (\$105,000.00) – design is complete and construction is in progress (see 2021-109)

2020-103 School Door update (\$300,000) – about half of this appropriation has been spent, and more of it committed for several other doors in the next few months, as well for new fob reader installations.

2020-103 Sylvan Street Drainage (\$129,000) – all funds have been encumbered for design and the project will be completed with FEMA approval as part of the TIP project.

2020-108 IT - Capital investments (\$295,104.60) – partially complete; used to pay for a projector replacement project at the Winthrop School that was completed and paid for. The \$225,000 was used to pay for a server upgrade project that we are only now implementing. There will be a remaining amount in the amount of \$56,601.43 that is being used for the Hoover projector replacement project in summer of 2023.

2020-109 DPW - Traffic Calming (\$75,000.00) – all funds have been encumbered for traffic controls and signalization upgrades at intersections throughout the City; a number of items, including 6 rapid flashing beacons, are on order and DPW is awaiting delivery.

2020-109 DPW - Cemetery Upgrades (\$50,000) – a portion of this appropriation funded the Cemetery records digitization project and the balance is going towards paving that will be done at various streets inside the Cemetery; DPW was awaiting FEMA feedback on a drainage issue and FEMA concerns have delayed a portion of the project; the remainder will be done in the spring.

2020-109 DPW- Sidewalk Repairs (\$151,676.55) –funds are encumbered; the paving company just finished the fall round of sidewalk repairs and will continue in the spring when all funds will be expended.

Attachment: FY20-21 Free Cash update (INFO-2023-12 : Update on free cash)

Of the Free Cash appropriations approved by Council in FY 2021 the follow appropriations remain open:

2021-109 DPW City Hall Generator (\$400,000) - project is in progress; concrete pad has been installed; most of the interior work will be done between now and when the generator arrives; lead times on the generator was in excess of 20 months; we are hoping to receive the generator by July 2023.

2021-131 HR - DEI initiative (\$100,000.00) – funded staff anti-discrimination training, managers investigations training, and ADA training for all department heads; HR is finalizing RFP for internal equity audit of City’s employment policies, procedures, benefit programs, department-specific practices; RFP will be issued in early January 2023 and remaining funds will be expended by the end of the Fiscal Year.

2021-130 Fire Department – Ambulance (\$265,000.00) – awaiting delivery

2021-133 Park Upgrades - Lebanon, Pickleball & Ell Pond (\$502,500) – Parks projects nearing completion with outstanding invoices remaining to be paid; landscaping, playground equipment and basketball court painting will happen in the spring; Ell Pond treatment is seasonal next treatment will be done in late June 2023

2021-134 Planning - Wayfinding Upgrades (\$50,000) – OPCD is on track to finalize the design, locations and text to be included on the signs for a spring 2023 installation. The funds will be spent before the end of FY2023.

2021-135 Police Vehicles & Radios (\$255,000.00) – vehicle has been purchased; remaining funds will be expended by the end of the Fiscal Year.

2021-136 DPW - Tree Plantings, Traffic Calming, Ell Pond Feasibility Study (480,243.00) - Ell Pond feasibility study is complete; traffic calming projects are moving ahead and funds are encumbered for traffic equipment; tree plantings are ongoing on a seasonal basis.

2021-138 School Improvements MSBA Hoover, Roosevelt Upgrades, High School Upgrades (\$825,000) - in progress, MSBA grant received and projects moving forward.



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: INFO-2023-12: An Update on the Status and Usage of Free Cash in the City of Melrose
Date: January 30, 2023

As a follow-up to the Appropriations and Oversight Committee meeting of December 8, 2022, I am pleased to provide the Honorable City Council with a revised presentation on the use of prior years' Free Cash appropriations, including reports on the expenditures incurred and status updates for all FY20-FY22 Free Cash requests.

Project tracking

Department heads were asked last November to provide status updates for all outstanding projects funded with Free Cash appropriations for FY20-FY22. This information was compiled and presented in memo format to the Appropriations and Oversight Committee in advance of their December meeting.

In response to feedback from Councilors, and to assist with reporting on these projects going forward, Assistant Auditor Kerri Golden and I have transferred the information provided in December into the accompanying spreadsheet. Assistant Auditor Golden has reviewed the information that was provided in the fall and has updated it to reflect the current balances and any additional expenditures that have occurred since then. We will continue to track progress for these projects on a regular basis and will have a further update for the Council in conjunction with the FY24 budget presentation and FY23 Free Cash requests.

As you are aware, I am unfortunately unable to attend the Appropriations and Oversight Committee meeting on Monday, January 30. However, should Councilors have any project-specific questions, please do not hesitate to contact me and I would be happy to coordinate with department heads on providing the information you require.

Attachment: Free Cash Update to City Council January 2023 (INFO-2023-12 : Update on free cash)

Order	Category	Project Name	FY20 Appropriation	FY21 Appropriation	FY22 Appropriation	Balance	Project Notes
2020-70	Capital	Fire Department Pumper	\$ 519,925.00			\$ -	Complete
2020-70	Capital	Fire Station Floor Repair	\$ 100,000.00			\$ -	Complete
2020-70	Capital	Fire - SCBA Equipment	\$ 110,000.00			\$ 20,318.00	Fire Department recently put an order through to spend the rest of the free cash (\$20,318) which will provide the Department with 3 more Air Packs as well as 2 more face pieces. According to our sales representative from Fire Tech & Safety of New England, Inc., the estimated ship date is April 4, 2023. Once these items have been received, we can move forward with processing the payment and closing out this Free Cash Purchase Order (#20221020). Grant funds and state earmarks will be used to complete purchase of all equipment needed to fully replace all SCBA equipment.
2020-71	Operational	Library Elevator Repair	\$ 50,160.00			\$ -	Complete
2020-96	Savings	Stabilization Balances	\$ 2,500,000.00			\$ -	Complete
2020-103	Capital	City Hall Generator	\$ 105,000.00			\$ 13,545.01	Design is complete and construction is in progress (see 2021-109)
2020-103	Capital	School Door update	\$ 300,000.00			\$ 159,545.03	About half of this appropriation has been spent, and more of it committed for several other doors in the next few months, as well for new fob reader installations.
2020-103	Capital	Sylvan Street Drainage	\$ 129,000.00			\$ 105,840.70	DPW has signed a contract with Weston and Sampson for preliminary design for modeling and developing alternatives. This will inform the second phase of design which will be contracted separately. The remainder of this appropriation will be encumbered by the end of FY23.
2020-103	Capital	School Security	\$ 45,000.00			\$ -	Complete
2020-104	Operational	Fire - OT	\$ 80,000.00			\$ -	Complete
2020-104	Operational	Fire - Motor Vehicle Repairs	\$ 30,000.00			\$ -	Complete
2020-104	Capital	Fire - Ice Rescue Sled	\$ 4,200.00			\$ -	Complete
2020-106	Operational	Police - OT	\$ 25,000.00			\$ -	Complete
2020-106	Operational	DEI- Training	\$ 26,000.00			\$ -	Complete
2020-106	Capital	Police Vehicles	\$ 144,714.85			\$ -	Complete
2020-108	Capital	IT - Capital investments	\$ 295,104.60			\$ 56,601.34	Partially complete; used to pay for a projector replacement project at the Winthrop School that was completed and paid for. The \$225,000 was used to pay for a server upgrade project that we are only now implementing. There will be a remaining amount in the amount of \$56,601.43 that is being used for the Hoover projector replacement project in summer of 2023.
2020-108	Operational	DEI- Training	\$ 14,000.00			\$ -	Complete
2020-109	Capital	DPW - Traffic Calming	\$ 75,000.00			\$ 30,353.14	All funds have been encumbered for traffic controls and signalization upgrades at intersections throughout the City; a number of items, including 6 rapid flashing beacons, are on order and DPW is awaiting delivery
2020-109	Capital	DPW - Cemetery Upgrades	\$ 50,000.00			\$ 47,000.00	A portion of this appropriation funded the Cemetery records digitization project and the balance is going towards paving that will be done at various streets inside the Cemetery; DPW was awaiting FEMA feedback on a drainage issue and FEMA concerns have delayed a portion of the project; the remainder will be done in the spring.
2020-109	Capital	DPW- Sidewalk Repairs	\$ 151,676.55			\$ 20,296.77	Funds are encumbered; the paving company just finished the fall round of sidewalk repairs and will continue in the spring when all funds will be expended.
2020-109	Capital	DPW - Tree Plantings	\$ 55,000.00			\$ -	Complete
2020-110	Operational	School- Medicaid	\$ 77,500.00			\$ -	Complete
2020-110	Operational	Pine Banks Upgrade	\$ 1,800.00			\$ -	Complete
2021-43	Operational	HR - Comp Study		\$ 50,000.00		\$ -	Complete
2021-52	Operational	School - Essex Agri Assessment		\$ 39,757.00		\$ -	Complete
2021-52	Capital	Police - Gun & Ammo Upgrade		\$ 26,000.00		\$ -	Complete
2021-52	Operational	Inspectional Services		\$ 27,500.00		\$ -	Complete
2021-62	Operational	Police - New Hires		\$ 55,300.00		\$ -	Complete
2021-109	Capital	Generator		\$ 400,000.00		\$ 400,000.00	Project is in progress; concrete pad has been installed; most of the interior work will be done between now and when the generator arrives; lead times on the generator was in excess of 20 months; we are hoping to receive the generator by July 2023.
2021-109	Operational	School Medicaid		\$ 75,000.00		\$ -	Complete
2021-109	Operational	School - Essex Agri Assessment		\$ 20,833.00		\$ -	Complete
2021-109	Operational	Fire MV repairs		\$ 40,000.00		\$ -	Complete
2021-109	Operational	Fire - OSHA software		\$ 12,000.00		\$ -	Complete
2021-109	Operational	Inspectional Service - Permit Software		\$ 16,000.00		\$ -	Complete
2021-109	Operational	Treasurer-Collector - Cash Module Software		\$ 41,000.00		\$ -	Complete
2021-110	savings	Stabilization Balances		\$ 1,150,000.00		\$ -	Complete
2021-115	Operational	City Clerk - Staffing Costs		\$ 14,650.00		\$ -	Complete
2021-129	savings	Affordable Housing Trust		\$ 75,000.00		\$ -	Complete
2021-130	Capital	Fire Department - Ambulance		\$ 265,000.00		\$ 265,000.00	Ordered, awaiting delivery

Order	Category	Project Name	FY20 Appropriation	FY21 Appropriation	FY22 Appropriation	Balance	Project Notes
2021-131	Operational	HR - DEI initiative		\$ 100,000.00		\$ 90,074.00	Used for staff anti-discrimination training, managers investigations training, and ADA training for all department heads; remaining funds are allocated to conduct the internal equity audit of City employment policies, procedures, benefit programs, department-specific practices. HR has issued a RFP for consulting services with anticipated start date of March 2023.
2021-132	Capital	IT Upgrades		\$ 200,000.00		\$ -	Complete
2021-133	Capital	Park Upgrades - Lebanon, Pickleball & Ell Pond		\$ 502,500.00		\$ 124,947.77	Parks projects nearing completion with outstanding invoices remaining to be paid (\$102,193 balance); landscaping, playground equipment and basketball court painting will happen in the spring; Ell Pond treatment (\$22,755 balance) is seasonal next treatment will be done in late June 2023.
2021-134	Capital	Planning - Wayfinding Upgrades		\$ 50,000.00		\$ 50,000.00	OPCD is on track to finalize the design, locations and text to be included on the signs for a spring 2023 installation. The funds will be spent before the end of FY2023.
2021-135	Capital	Police Vehicles & Radios		\$ 255,000.00		\$ 126,000.00	Police vehicle has been purchased; remaining funds will be expended by the end of the Fiscal Year.
2021-136	Capital	DPW - Tree Plantings, Traffic Calming, Ell Pond Feasibility Study		\$ 480,243.00		\$ 100,655.77	Ell Pond feasibility study is complete; traffic calming projects are moving ahead and funds are encumbered for traffic equipment; tree plantings are ongoing on a seasonal basis.
2021-137	Operational	Snow & Ice		\$ 270,000.00		\$ -	Complete
2021-138	Capital	School Improvements MSBA Hoover, Roosevelt Upgrades, High School Upgrades,		\$ 825,000.00		\$ 449,724.93	In progress, MSBA grant received and projects moving forward.
2021-139	Capital	Veterans Honor Roll Upgrade		\$ 30,000.00		\$ -	Complete
2022-77	Capital	Memorial Hall Envelope			\$ 1,500,000.00	\$ 1,500,000.00	The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. In terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.
2022-87	Operational	Police Chief Search			\$ 30,000.00	\$ -	Complete
2022-89	Operational	Police - Replacement hire cost			\$ 151,200.00	\$ 23,591.87	Police Salary and Wages is complete; Police Firearms and Ammunition is complete; Police Academy Tuition and Training is complete; Police Uniforms has a remaining balance and we are expecting invoices to be paid by the end of the Fiscal Year.
2022-108	Capital	Replacement Fred Green Turf			\$ 600,000.00	\$ 600,000.00	There has been a delay at Weston and Sampson, due to the retirement of the consultant who was working on the RFQ for Fred Green Field. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.
2022-114	Operational	DPW Easement			\$ 48,000.00	\$ -	Complete
2022-130	Operational	Snow & Ice			\$ 341,621.03	\$ -	Complete
2022-132	savings	Stabilization Balances			\$ 1,225,000.00	\$ -	Complete
2022-133	Capital	Pine Banks - Paving Parking Lot			\$ 34,010.35	\$ 34,010.35	Per the funding agreement between Malden and Melrose, the City of Malden has made an equal appropriation for this project; the Pine Banks Trustees are working with their engineering firm to finalize the project design based on this budget. They anticipate that the project will be done in Spring 2023.
2022-134	Capital	IT Phone System, Cameras & Social Media Archiving			\$ 270,000.00	\$ 165,119.00	School VoIP project: \$100,000 of this cost is for the School Telephone Replacement project. Additionally, there were \$60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly \$64,000 and will pay the rest after completion (roughly \$40,000). Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. \$20,000 of this has been paid to Jattheon for the software.
2022-135	Capital	DPW - New Vehicles			\$ 482,000.00	\$ 482,000.00	This funding, along with another \$90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
2022-135	Capital	DPW - trees			\$ 70,000.00	\$ 70,000.00	This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.
2022-135	Capital	DPW - Traffic Calming			\$ 70,404.57	\$ 21,763.37	DPW has ordered RRFs for the first list of locations that we prioritized, which totaled about \$50K of the approx. \$70K allocation. We are awaiting delivery.
2022-135	Capital	DPW - Study MHS bathrooms			\$ 150,000.00	\$ 150,000.00	DPW is working on an RFQ to hire a design consultant, which we hope to have out by January 2023.
2022-135	Capital	DPW - Cemetery Equipment			\$ 10,620.65	\$ -	Complete. This item has been purchased and the allocation is spent.

Order	Category	Project Name	FY20 Appropriation	FY21 Appropriation	FY22 Appropriation	Balance	Project Notes
2022-136	Capital	Recreation - Vehicle, Software - Comm Services Team			\$ 75,967.40	\$ 65,967.40	Rec Vehicle (\$47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted. Recreation Online Registration Software (\$10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website. COA fobs and media repair (\$13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies. 4. Memorial Hall elevator controls (\$5,000) – The elevator software upgrade groundwork was completed in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.
2022-137	Capital	School - Microscopes, Curriculum, Uniforms, Golf Cart			\$ 192,000.00	\$ 92,019.61	Literacy Curriculum (Savvas) (\$100,000) – \$99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is \$449,883.61. MPS was awarded a competitive grant in the amount of \$179,943.74. The District will request an additional contribution from the City in the amount of \$169,959.48 for FY24. Microscopes (\$30,000) – In progress, funds have been encumbered based on a quote for \$28,716.75. Utility Vehicle (\$12,000) – In progress, gathering three quotes from vendors. Uniform Replacement (\$50,000) – In progress, approximately \$24,695.77 has been encumbered based on quotes/invoices.
2022-137	Operational	School - Medicaid			\$ 75,000.00	\$ -	These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
2022-138	Operational	Various Departments - Operating costs			\$ 76,400.00	\$ 13,118.76	Health and Human Services Department (rodent control \$28,000) – grant funds were received to allow this project to move forward without using City funds. City Solicitor (professional services \$25,000) – funds have been expended. Auditor's Office (office equipment \$10,000) - \$ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture. Fire Department (mattresses \$10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt. Elections Department (equipment and banner \$3400) – \$3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

Administration–Engineering–Water–Sewer–Facilities
Parks–Forestry–Highway–Sanitation–Cemetery–Fleet

Elena Proakis Ellis, P.E., BCEE
Director of Public Works

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone – (781) 665-0142
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: June 2, 2022

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Margot Fleishmann, Director of Strategic Initiatives

Subject: Free Cash Request – Traffic Calming

The Department of Public Works respectfully requests \$70,404.57 of free cash to put toward traffic calming/traffic control devices. We have had many additional requests for Rectangular Rapid Flashing Beacon (RRFB) pushbutton crosswalk devices and solar speed feedback signs. We also make traffic safety improvements on our capital projects when the opportunities arise, such as reconfiguring intersections to narrow crossing distances or to improve compliance with speed regulations. The requested free cash will be used to fund additional requests that have not yet been met. Requests will be prioritized based on feedback from the police department and available speed and volume data.

Status Update on Past Traffic Calming Measures

Over the last several years, the City has accepted mitigation money related to rideshare services, in addition to allocating free cash funds to traffic calming measures. These funds, oftentimes in combination with other grant funding and roadway improvement allocations such as Chapter 90 funds, Complete Streets grants, and road bonds, have been used to implement a variety of traffic calming and safety improvement measures. The information below summarizes the notable achievements to date through these programs.

Rectangular Rapid Flashing Beacons

Crosswalk pushbutton signals provide additional visual queues to drivers of pedestrians entering a crosswalk. These signals have now been installed in the following locations:

- Howard Street at Nelson/Ruggles (2 sets)
- Grove at Larrabee/Whitman
- West Wyoming at Berwick
- Main Street just north of Lynn Fells Parkway near Linden
- Main Street near McCarthy House, south of Franklin Street
- Main Street at Boardman Ave.
- Main Street at Highland Ave.

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- Upham at Gooch
- Upham near Simonds/gas station
- Franklin near Ashcroft
- Wyoming Ave. at Lincoln School
- Franklin Street at Vinton Street
- Vinton Street at Orris Street
- Franklin Street at Botolph Street

Solar Speed Feedback Signs

These signs show drivers their speeds and provide messages such as “too fast” or “thank you” depending on the vehicle’s speed. They have been installed at the following 12 locations to date:

- Upham Street westbound
- Howard Street eastbound
- Grove Street between Main and Lebanon
- Main Street north side coming in from Wakefield
- Lebanon Street northbound across from Wyoming Cemetery
- Washington Street coming in from Malden
- Forest Street between coming in from Malden before Lebanon Street
- Warwick Road heading south
- Franklin Street coming in from Stoneham
- West Wyoming Avenue coming in from Stoneham
- South Main Street northbound
- South Main Street southbound

Accessible Curb Ramps

New accessible curb ramps have been added at all locations where sidewalk work was done as part of our capital roadway improvements program. In addition to those locations, new accessible ramps were added at individual locations around the City where a new crosswalk was being added (after approval by the Melrose Traffic Commission) or at high pedestrian volume locations where ramps were previously missing. The following curb ramps have been added in the past several years:

- Upham at gas station (pre-existing crosswalk missing ramps)
- Washington Street at Little Sprouts (new crosswalk)
- Sylvan Street at Mount Vernon (new crosswalk)
- Lebanon Street at Appleton (new crosswalk)
- Lebanon Street at Beech (new crosswalk)
- Howard Street at Carlida (new crosswalk)
- Upham Street at all cross streets on westbound side (existing crossings)
- Warwick Road at Maple (new crosswalk)
- Warwick Road at Stevens (new crosswalk)
- Upham Street at Dell (new crosswalk)

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- Grove Street at Dell (new crosswalk)
- Pleasant Street at Everett (new crosswalk)
- Pleasant Street at Converse Lane (new crosswalk)
- Sylvan Street at Ryder (new crosswalk)
- Shadow Street at Washington (existing crossing)

In addition, the following locations were previously approved for ramp work and some are partially complete. These will be completed during the 2022 construction season:

- Grove Street at Linwood (new crosswalk)
- Franklin Street near Warren (new crosswalk)
- Sunset Street at Howard (existing crossing)

Intersection Modifications

Intersections that were deemed to pose safety concerns due to their being either too large or having unclear or unsafe traffic patterns have been modified in the following locations:

- Howard Street at Green (roundabout location)
- Howard Street at Elm
- Poplar Street at Prospect
- Poplar Street at Emerson
- Warwick Road at Dyer
- Warwick Road at Sears
- Warwick Road at Stevens
- Foster Street at Cottage
- Echo Street at Whitman
- Glendower Road at Whitman

Sidewalk Additions

Lastly, sidewalks have been added in locations where they were previously lacking or incomplete on the following streets:

- Altamont Avenue
- Spear Street
- Hancock Street
- Whitman Avenue
- Echo Street
- Glendower Road
- Park Street
- Woodland Avenue (partially completed; to be finished this construction season)

These locations are in addition to sidewalk repairs or improvements on roads included in our capital program.

*Traffic Calming Free Cash Request**Page 4**June 2, 2022*

We appreciate the funding that has been allocated by the Council to these programs in the past to supplement our grant and bond-funded projects. We are hopeful that traffic calming funds will continue to be allocated to assist with additional requests that have not yet been met.

Thank you for your consideration of this request.

Questions received from Councilors for INFO-2023-12:
An Update on the Status and Usage of Free Cash in the City of Melrose

Question from Councilor Migliorelli: *DEI initiatives (2020-106, 2020-108, 2021-131): Can I see exactly what was spent from these accounts? Details on the actual vendors/projects this money was spent on?*

Answers from HR Director Polina Latta:

2020-106	Operational	DEI- Training	\$	26,000.00
2020-108	Operational	DEI- Training	\$	14,000.00

These funds were used to pay for Visions, Inc. for the Racial Climate Assessment Study. The full cost of \$39, 906 was paid on 5/23/2022 once the study was completed. The full report is available at

www.cityofmelrose.org/sites/g/files/vyhlif3451/f/uploads/melrose_pp_survey_may_2022.pdf.

2021-131 – HR-DEI initiative

1. DEI trainings invoiced to-date (\$10,200)

- [Anti-Harassment and Anti-Discrimination Training for City Employees and Supervisors](#)
- [Managers Investigations Training- September 2022](#) BRODY HARDOON PERKINS KESTEN LLP- \$9,900* (*The price was negotiated as one package for both trainings)

All City employees, including Public Safety employees, received overview of their rights and responsibilities related to all forms of discrimination, including disparate treatment, micro-aggressions, hostile work environment, and discriminatory remarks in the workplace, among some. The certified MCAD trainers described the process of filing a complaint and the appropriate state and federal enforcement agencies that may be involved. A special segment of the trainings was focused on the managers' and supervisors' role in recognizing, curbing and addressing the behavior and the complaint in a timely manner.

The Managers Investigations Training focused on proper steps to conduct effective discipline, civil rights, and personnel investigations, interview witnesses, gather evidence, analyze facts and effectively communicate the determinations. It presented best practices, mistakes to avoid and employer's legal obligations. Providing such critical trainings will help mitigate the significant risks of violations and reduce the liability of the employer of costly complaints and avoid litigations.

- [ADA Training –November 2022 INSTITUTE FOR HUMAN CENTERED DESIGN INC -\\$300](#)

The New England ADA Center to conducted a training to raise awareness of the Americans with Disabilities Act (ADA), ensure that managers comply with the fundamental employment aspects (Title I) of this civil rights law, address key requirements applicable to local government (Title II) and complement the current efforts the City has taken towards ADA Self –Assessment. The training covered the definition of disability, disability etiquette and awareness, the process of reasonable accommodation, conduct issues as well as administrative requirements that municipalities have, program accessibility, service animals and effective communications. It also provided helpful resources that support employers in providing equal opportunities for employees to fully participate and benefit in the workplace.

2. Equity Assessment and DEI Training Series RFP (not to exceed \$85,000) issued January 24, 2023

City of Melrose has issued a RFP for a consultant to conduct a comprehensive assessment of the City's employment policies, procedures, benefit programs, Department specific practices and procedures, City specific policies, outreach and engagement practices, and system-wide communication methods, which may inadvertently contribute to different treatment, experiences and opportunities for staff and residents due to their identity. The equity assessment will focus on diversity of their race, ethnicity, gender, disability, age, sexual orientation, gender identity, religion, nation origin, or other socio-culturally factors, etc. By fully understanding the challenges, we are looking to identify best practices, determine our short- and long-term goals and align our resources to meet the needs of the workforce and community and thus create a more equitable system that supports the success of all stakeholders.

A final comprehensive written report of the equity assessment detailing its process, analysis of the gaps and disconnects between the current and future/desired state of the City, and opportunities to build upon. The report will include recommendations for embedding new inclusive policies and practices into the organization's culture and into all function areas, and a strategic plan for how to implement the recommendations and changes.

Additionally, the City is looking to develop interactive and implementation-focused DEI training series for our employees and leadership that reinforce existing initiatives, bridge gaps identified by the equity assessment and further complement our efforts to develop practical skills, common language and deeper understanding for our staff to advance their intercultural competency. Integrating DEI in all levels of the organization, and becoming part of everyone job would set the building blocks for a sustainable change.

The City's RFP can be viewed at www.cityofmelrose.org/sites/g/files/vyhlif3451/f/uploads/equity_assessment_and_training_series_rfp_final_01242023_2.pdf. Responses are due by February 24, 2023, at 12 p.m. Pending

the selection of a qualified consultant, the equity assessment and training initiative is anticipated to start this March and be concluded within a year.

3. GARE membership

Funds will be used to pay for the City's membership in the Government Alliance for Racial Equity (GARE) www.racialequityalliance.org, for which we are completing the application process.

Questions from Councilor Williams:

1. ORDER 2020-109, 2021-136, and 2022-135 contain "Traffic Calming" but none actually list any traffic calming devices. It seems like they are all spent on intersection signals and rapid flashing beacons. Can you please explain whether any actual traffic calming devices (speed humps, bump-outs, planters) have been purchased with these funds? Or, if you're aware of those purchases with other funds. Can you explain why this line item is mislabeled?

Answers from DPW Director Elena Proakis-Ellis (also, see accompanying memo from June 2, 2022):

Over the years I have been in Melrose (since 2015), we have called this annual allocation by different names – traffic safety, traffic calming, traffic control devices, etc. These funds have been used each year for a number of items that relate to traffic safety, including the purchase and installation of RRFBs (as Councilor Williams has noted), the purchase and installation of solar speed feedback signs, the addition of new crosswalks with accessible curb ramps and signage, intersection modifications, and complete streets elements of capital projects already underway. Last year when requesting this free cash item I had put together the attached memo summarizing the many items that have been accomplished through the use of this money, along with Rideshare funds and other funding sources, and our intentions to use this newly requested money similarly.

We have separately allocated ARPA funds toward the Neighborways Traffic Calming Toolkit project and have obtained a Shared Streets grant from MassDOT for the purchase of traffic calming pilot devices (speed humps, etc.) We were not permitted to spend the Shared Streets money until recently, and we will decide what to spend in concert with our Neighborways consultants [for more on the Neighborways, see questions related to ARPA projects].

2. Order 2021-136 combines "tree plantings, traffic calming, Ell Pond feasibility study." Can you please provide the specific expenditures and progress indicators for all three of those categories separately? Again on line 46, there is mention of "traffic equipment" and "traffic calming projects are moving ahead." [remainder of this question is addressed in the ARPA questions document]

Answer from DPW Director Elena Proakis-Ellis:

Regarding the breakdown between the three projects, Ell Pond Park was \$10,000 to advance some soil tests, which were completed for \$9,000, with a balance of \$1,000. Traffic calming/safety was \$91,908, of which \$81,885.62 has been spent. This money was spent on RRFBs for the Nelson/Howard intersection to reinstate the fourth crosswalk at the request of Councilor McNaught, as well as the purchase and installation of other RRFBs and solar speed feedback signs, and a small component of Aggregate's work in 2022 (approximately \$11,000) that related to new crosswalks and curb ramps previously approved by the Traffic Commission. The updated balance in the tree request is \$12,707.40, from the original \$150,000. The remaining \$137K was spent on tree planting in spring and fall 2022. The remainder, along with the more recent allocation of tree planting free cash from spring 2022, is slated to be spent on planting in spring 2023.

The traffic equipment purchased from the 2022 allocation is RRFBs for the following locations: Upham @ Ashcroft, Emerson @ library, Foster @ Milano Center, West Wyoming at Cottage and at Cleveland, South Main Street (two locations TBD). These have all arrived recently and most have been installed. The remainder has not yet been spent.