



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • MAY 15, 2023

Council Chamber, First Floor, Melrose City Hall Budget Hearing
562 Main Street, Melrose, MA 02176

7:00 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/99081483447>

Meeting ID:
990 8148 3447

III. APPROPRIATION

1. **APPRO-2023-28:** Fiscal 2024 Operating Budget in the amount of \$101,173,341 (one hundred and one million, one hundred seventy-three thousand, three hundred forty-one dollars and 00/100 cents)

IV. DEPARTMENT SCHEDULE

Department	Presenter
121	Mayor
692	Community Events
151	City Solicitor
152	Human Resources
912	Worker's Compensation
913	Unemployment

914	Health Contractual
-----	--------------------

V. ADJOURNMENT

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 1 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

112 CITY COUNCIL

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
CITY COUNCIL SALARIES							
011121 - 511000	SALARY & WAGES	101,005.61	105,751.00	109,061.00	88,878.95	109,119.00	3.2%
CITY COUNCIL SALARIES TOTAL		101,005.61	105,751.00	109,061.00	88,878.95	109,119.00	3.2%
CITY COUNCIL CONTRACTUAL							
011122 - 520500	ADVERTISING	0.00	125.00	125.00	0.00	125.00	0.0%
011122 - 521000	PRINTING	1,121.30	500.00	500.00	278.74	500.00	0.0%
011122 - 523100	EXPENSES	11,000.00	11,000.00	11,000.00	9,166.74	11,000.00	0.0%
011122 - 525308	IQM2 SOFTWARE CONTRACT	12,188.98	18,926.00	18,926.00	18,438.98	17,323.00	-8.5%
011122 - 525401	WEBSITE	0.00	0.00	0.00	0.00	9,000.00	0.0%
CITY COUNCIL CONTRACTUAL TOTAL		24,310.28	30,551.00	30,551.00	27,884.46	37,948.00	24.2%
CITY COUNCIL OTHER CHARGES							
011122 - 540700	SEMINARS & SCHOOLING	0.00	535.00	535.00	0.00	535.00	0.0%
CITY COUNCIL OTHER CHARGES TOTAL		0.00	535.00	535.00	0.00	535.00	0.0%
112 CITY COUNCIL BUDGET TOTAL		125,315.89	136,837.00	140,147.00	116,763.41	147,602.00	7.9%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 2 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

121 MAYOR

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
MAYOR SALARIES							
011211 - 511000	SALARY & WAGES	268,658.14	311,268.00	321,425.00	259,350.59	322,926.00	3.7%
MAYOR SALARIES TOTAL		268,658.14	311,268.00	321,425.00	259,350.59	322,926.00	3.7%
MAYOR CONTRACTUAL							
011212 - 521000	PRINTING	889.76	750.00	750.00	290.40	750.00	0.0%
011212 - 523100	EXPENSE ACCOUNT	7,000.24	7,000.00	7,000.00	6,057.90	7,000.00	0.0%
011212 - 529000	PROFESSIONAL SERVICES	5,760.00	6,000.00	6,000.00	4,078.47	6,000.00	0.0%
MAYOR CONTRACTUAL TOTAL		13,650.00	13,750.00	13,750.00	10,426.77	13,750.00	0.0%
MAYOR OTHER CHARGES							
011212 - 540500	DUES & MEMBERSHIPS	22,533.00	24,000.00	24,000.00	22,920.00	24,480.00	2.0%
011212 - 540600	EDUCATION/SEMINARS	0.00	2,134.00	2,134.00	1,724.00	4,684.00	119.5%
011212 - 548950	COMMUNITY OUTREACH	9,219.59	18,500.00	18,500.00	8,944.05	18,500.00	0.0%
MAYOR OTHER CHARGES TOTAL		31,752.59	44,634.00	44,634.00	33,588.05	47,664.00	6.8%
121 MAYOR BUDGET TOTAL		314,060.73	369,652.00	379,809.00	303,365.41	384,340.00	4.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 3 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

135 AUDITOR

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
AUDITOR SALARIES							
011351 - 511000	SALARY & WAGES	366,947.80	394,042.00	402,201.00	337,226.08	411,158.00	4.3%
AUDITOR SALARIES TOTAL		366,947.80	394,042.00	402,201.00	337,226.08	411,158.00	4.3%
AUDITOR CONTRACTUAL							
011352 - 528600	AUDITING SERVICES	45,520.00	48,640.00	48,640.00	48,640.00	52,640.00	8.2%
011352 - 529000	PROFESSIONAL SERVICES	6,778.00	11,800.00	11,800.00	11,800.00	11,800.00	0.0%
AUDITOR CONTRACTUAL TOTAL		52,298.00	60,440.00	60,440.00	60,440.00	64,440.00	6.6%
AUDITOR OTHER CHARGES							
011352 - 540500	DUES & MEMBERSHIPS	0.00	200.00	200.00	755.00	1,000.00	400.0%
011352 - 540600	EDUCATION/SEMINARS	2,620.00	3,000.00	3,000.00	2,054.00	3,000.00	0.0%
AUDITOR OTHER CHARGES TOTAL		2,620.00	3,200.00	3,200.00	2,809.00	4,000.00	25.0%
135 AUDITOR BUDGET TOTAL		421,865.80	457,682.00	465,841.00	400,475.08	479,598.00	4.8%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 4 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

141 ASSESSORS

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
ASSESSORS SALARIES							
011411 - 511000	SALARY & WAGES	210,455.82	233,867.00	243,095.00	194,219.52	247,847.00	6.0%
ASSESSORS SALARIES TOTAL		210,455.82	233,867.00	243,095.00	194,219.52	247,847.00	6.0%
ASSESSORS CONTRACTUAL							
011412 - 521000	PRINTING	189.00	250.00	250.00	250.00	250.00	0.0%
011412 - 523000	MILEAGE	78.85	1,000.00	1,000.00	0.00	1,000.00	0.0%
011412 - 528000	FEES	210.00	300.00	300.00	295.00	300.00	0.0%
011412 - 529000	PROFESSIONAL SERVICES	3,600.00	15,900.00	15,900.00	15,900.00	15,900.00	0.0%
011412 - 529300	REVALUATION	81,715.73	103,500.00	103,500.00	101,528.76	103,500.00	0.0%
ASSESSORS CONTRACTUAL TOTAL		85,793.58	120,950.00	120,950.00	117,973.76	120,950.00	0.0%
ASSESSORS SUPPLIES & MATERIAL							
011412 - 530200	COPY MACHINE SUPPLIES	134.94	200.00	200.00	71.41	200.00	0.0%
011412 - 537500	FURNITURE & FIXTURES	29.98	4,000.00	4,000.00	0.00	0.00	-100.0%
ASSESSORS SUPPLIES & MATERIAL TOTAL		164.92	4,200.00	4,200.00	71.41	200.00	-95.2%
ASSESSORS OTHER CHARGES							
011412 - 540500	DUES & MEMBERSHIPS	807.50	700.00	700.00	700.00	700.00	0.0%
011412 - 540600	EDUCATION/SEMINARS	1,463.30	4,000.00	4,000.00	4,254.52	6,000.00	50.0%
011412 - 540700	SEMINARS & SCHOOLING	1,135.00	2,000.00	2,000.00	1,664.56	0.00	-100.0%
ASSESSORS OTHER CHARGES TOTAL		3,405.80	6,700.00	6,700.00	6,619.08	6,700.00	0.0%
141 ASSESSORS BUDGET TOTAL		299,820.12	365,717.00	374,945.00	318,883.77	375,697.00	2.7%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 5 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

145 TREASURER/COLLECTOR

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
TREASURER/COLLECTOR SALARIES							
011451 - 511000	SALARY & WAGES	350,897.65	380,331.00	385,083.00	325,957.65	403,360.00	6.1%
TREASURER/COLLECTOR SALARIES TOTAL		350,897.65	380,331.00	385,083.00	325,957.65	403,360.00	6.1%
TREASURER/COLLECTOR CONTRACTUAL							
011452 - 521000	PRINTING	3,461.38	27,000.00	27,000.00	4,932.11	15,000.00	-44.4%
011452 - 521500	POSTAGE	46,267.76	50,000.00	50,000.00	48,844.96	55,000.00	10.0%
011452 - 521801	FOLDER INSERTER MAINTENANCE	1,195.00	1,200.00	1,200.00	1,195.00	1,200.00	0.0%
011452 - 525303	SOFTWARE LICENSES	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
011452 - 527600	OFFICE EQUIPMENT MAINTENANCE	300.00	1,900.00	1,900.00	315.74	1,900.00	0.0%
011452 - 528001	BANK SERVICE FEES	0.00	6,000.00	6,000.00	0.00	0.00	-100.0%
011452 - 528002	TAX TITLE FEES	315.00	1,500.00	1,500.00	420.00	1,500.00	0.0%
011452 - 529000	PROFESSIONAL SERVICES	21,872.71	15,000.00	15,000.00	13,688.51	28,000.00	86.7%
TREASURER/COLLECTOR CONTRACTUAL TOTAL		73,411.85	104,600.00	104,600.00	69,396.32	104,600.00	0.0%
TREASURER/COLLECTOR OTHER CHARGES							
011452 - 540500	DUES & MEMBERSHIPS	235.00	250.00	250.00	100.00	250.00	0.0%
011452 - 540600	EDUCATION/SEMINARS	1,204.65	3,000.00	3,000.00	619.25	3,000.00	0.0%
011452 - 544100	SURETY BOND	375.00	1,125.00	1,125.00	375.00	1,125.00	0.0%
TREASURER/COLLECTOR OTHER CHARGES TOTAL		1,814.65	4,375.00	4,375.00	1,094.25	4,375.00	0.0%
145 TREASURER/COLLECTOR BUDGET TOTAL		426,124.15	489,306.00	494,058.00	396,448.22	512,335.00	4.7%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 6 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

151 CITY SOLICITOR

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
CITY SOLICITOR SALARIES							
011511 - 511000	SALARY & WAGES	202,048.19	211,736.00	218,031.00	179,141.73	236,468.00	11.7%
01151771 - 511000	SALARY & WAGES	91,795.81	111,533.00	112,001.00	94,126.22	114,907.00	3.0%
CITY SOLICITOR SALARIES TOTAL		293,844.00	323,269.00	330,032.00	273,267.95	351,375.00	8.7%
CITY SOLICITOR CONTRACTUAL							
011512 - 523100	EXPENSES	641.25	2,475.00	2,475.00	39.00	2,475.00	0.0%
011512 - 529000	PROFESSIONAL SERVICES	10,211.25	30,000.00	30,000.00	27,908.84	30,000.00	0.0%
CITY SOLICITOR CONTRACTUAL TOTAL		10,852.50	32,475.00	32,475.00	27,947.84	32,475.00	0.0%
CITY SOLICITOR SUPPLIES & MATERIAL							
011512 - 534200	BOOKS & PERIODICALS	0.00	495.00	495.00	153.50	495.00	0.0%
011512 - 534250	ELECTRONIC MASS GENERAL LAWS	1,078.86	4,800.00	4,800.00	3,668.49	3,474.00	-27.6%
CITY SOLICITOR SUPPLIES & MATERIAL TOTAL		1,078.86	5,295.00	5,295.00	3,821.99	3,969.00	-25.0%
CITY SOLICITOR OTHER CHARGES							
011512 - 540500	DUES & MEMBERSHIPS	701.00	2,710.00	2,710.00	1,425.58	2,730.00	0.7%
011512 - 540600	EDUCATION/SEMINARS	195.00	3,000.00	3,000.00	3,000.00	3,000.00	0.0%
011512 - 544310	PROPERTY & CASUALTY INSURANCE	664,033.60	708,000.00	708,000.00	739,700.20	814,355.00	15.0%
011512 - 544500	SUITS & CLAIMS	14,820.00	10,000.00	10,000.00	9,973.00	10,000.00	0.0%
CITY SOLICITOR OTHER CHARGES TOTAL		679,749.60	723,710.00	723,710.00	754,098.78	830,085.00	14.7%
151 CITY SOLICITOR BUDGET TOTAL		985,524.96	1,084,749.00	1,091,512.00	1,059,136.56	1,217,904.00	12.3%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 7 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

152 HUMAN RESOURCES

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
HUMAN RESOURCES SALARIES							
011521 - 511000	SALARY & WAGES	136,276.00	146,614.00	154,591.00	124,866.31	157,338.00	7.3%
HUMAN RESOURCES SALARIES TOTAL		136,276.00	146,614.00	154,591.00	124,866.31	157,338.00	7.3%
HUMAN RESOURCES CONTRACTUAL							
011522 - 520500	ADVERTISING	9,917.69	10,000.00	10,000.00	4,827.58	8,000.00	-20.0%
011522 - 521000	PRINTING	88.50	100.00	100.00	88.50	100.00	0.0%
011522 - 529000	PROFESSIONAL SERVICES	-100,974.00	0.00	0.00	0.00	0.00	0.0%
HUMAN RESOURCES CONTRACTUAL TOTAL		-90,967.81	10,100.00	10,100.00	4,916.08	8,100.00	-19.8%
HUMAN RESOURCES OTHER CHARGES							
011522 - 540500	DUES & MEMBERSHIPS	350.00	505.00	505.00	504.00	505.00	0.0%
011522 - 540600	EDUCATION/SEMINARS	0.00	500.00	500.00	90.00	500.00	0.0%
011522 - 540700	SCHOOLING	0.00	5,000.00	5,000.00	0.00	5,000.00	0.0%
011522 - 543000	PHYSICAL EXAMS	4,955.80	8,000.00	8,000.00	5,656.00	10,000.00	25.0%
HUMAN RESOURCES OTHER CHARGES TOTAL		5,305.80	14,005.00	14,005.00	6,250.00	16,005.00	14.3%
152 HUMAN RESOURCES BUDGET TOTAL		50,613.99	170,719.00	178,696.00	136,032.39	181,443.00	6.3%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 8 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

155 INFORMATION TECHNOLOGY

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
INFORMATION TECHNOLOGY SALARIES							
011551 - 511000	SALARY & WAGES	358,452.61	396,766.00	418,883.00	352,911.07	417,614.00	5.3%
INFORMATION TECHNOLOGY SALARIES TOTAL		358,452.61	396,766.00	418,883.00	352,911.07	417,614.00	5.3%
INFORMATION TECHNOLOGY CONTRACTUAL							
011552 - 522000	TELEPHONE	69,012.87	116,100.00	116,100.00	61,525.60	116,100.00	0.0%
011552 - 522004	WAN COMMUNICATIONS	5,900.00	6,077.00	6,077.00	5,900.00	6,077.00	0.0%
011552 - 525105	COMPUTER MAINTENANCE	5,316.81	12,880.00	12,880.00	11,266.47	12,880.00	0.0%
011552 - 525106	TELEPHONE MAINTENANCE	103.94	1,000.00	1,000.00	68.00	1,000.00	0.0%
011552 - 525203	NETWORKING SERVICES	0.00	5,000.00	5,000.00	900.00	5,000.00	0.0%
011552 - 525301	MUNIS SOFTWARE ANNUAL SUPPORT	112,997.25	129,248.00	129,248.00	129,248.00	137,013.00	6.0%
011552 - 525303	SOFTWARE LICENSES	39,628.58	167,791.00	167,791.00	142,581.01	199,258.00	18.8%
011552 - 525305	IT COMMUNITY NOTIFICATION SYST	6,867.13	7,417.00	7,417.00	6,867.13	7,417.00	0.0%
011552 - 525309	OSDBA SUPPORT CONTRACT	-3,278.11	10,000.00	10,000.00	6,239.41	10,000.00	0.0%
011552 - 525402	INTERNET ACCESS	6,827.76	9,180.00	9,180.00	5,689.80	9,180.00	0.0%
011552 - 529000	PROFESSIONAL SERVICES	-9,460.00	10,000.00	10,000.00	2,045.00	10,000.00	0.0%
INFORMATION TECHNOLOGY CONTRACTUAL TOTAL		233,916.23	474,693.00	474,693.00	372,330.42	513,925.00	8.3%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL							
011552 - 530120	COMPUTER MISC SUPPLIES	135.92	2,000.00	2,000.00	1,768.14	2,000.00	0.0%
INFORMATION TECHNOLOGY SUPPLIES & MATERIAL TOTAL		135.92	2,000.00	2,000.00	1,768.14	2,000.00	0.0%
INFORMATION TECHNOLOGY OTHER CHARGES							
011552 - 540700	SEMINARS & SCHOOLING	-3,180.00	5,000.00	5,000.00	4,995.00	5,000.00	0.0%
INFORMATION TECHNOLOGY OTHER CHARGES TOTAL		-3,180.00	5,000.00	5,000.00	4,995.00	5,000.00	0.0%
155	INFORMATION TECHNOLOGY BUDGET TOTAL	589,324.76	878,459.00	900,576.00	732,004.63	938,539.00	6.8%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 9 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

161 CITY CLERK

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
CITY CLERK SALARIES							
011611 - 511000	SALARY & WAGES	240,742.19	285,137.00	287,458.00	208,623.25	289,387.00	1.5%
011611 - 513000	OVERTIME	1,066.04	8,000.00	8,000.00	4,532.83	12,000.00	50.0%
CITY CLERK SALARIES TOTAL		241,808.23	293,137.00	295,458.00	213,156.08	301,387.00	2.8%
CITY CLERK CONTRACTUAL							
011612 - 520500	ADVERTISING	101.00	700.00	700.00	700.00	1,500.00	114.3%
011612 - 521000	PRINTING	2,299.88	2,300.00	2,300.00	584.25	2,800.00	21.7%
011612 - 525109	DOG PROGRAM MAINTENANCE	694.95	700.00	700.00	1,145.91	1,700.00	142.9%
011612 - 525401	WEBSITE	6,615.00	9,000.00	9,000.00	6,945.75	0.00	-100.0%
011612 - 529000	PROFESSIONAL SERVICES	0.00	500.00	500.00	324.05	0.00	-100.0%
011612 - 529301	RECODIFICATION	11,938.58	10,000.00	10,000.00	3,514.03	10,000.00	0.0%
011612 - 529400	BINDING	932.78	0.00	0.00	0.00	0.00	0.0%
CITY CLERK CONTRACTUAL TOTAL		22,582.19	23,200.00	23,200.00	13,213.99	16,000.00	-31.0%
CITY CLERK SUPPLIES & MATERIAL							
011612 - 530501	VITAL RECORD SUPPLIES	0.00	4,400.00	4,400.00	3,643.28	4,900.00	11.4%
CITY CLERK SUPPLIES & MATERIAL TOTAL		0.00	4,400.00	4,400.00	3,643.28	4,900.00	11.4%
CITY CLERK OTHER CHARGES							
011612 - 540500	DUES & MEMBERSHIPS	500.00	500.00	500.00	397.50	600.00	20.0%
011612 - 540600	EDUCATION/SEMINARS	1,013.49	2,000.00	2,000.00	1,855.10	3,000.00	50.0%
011612 - 544100	SURETY BOND	0.00	100.00	100.00	0.00	150.00	50.0%
CITY CLERK OTHER CHARGES TOTAL		1,513.49	2,600.00	2,600.00	2,252.60	3,750.00	44.2%
CITY CLERK MISCELLANEOUS							
011612 - 560100	VITAL STATISTICS	2,057.33	0.00	0.00	0.00	0.00	0.0%
CITY CLERK MISCELLANEOUS TOTAL		2,057.33	0.00	0.00	0.00	0.00	0.0%
161 CITY CLERK BUDGET TOTAL		267,961.24	323,337.00	325,658.00	232,265.95	326,037.00	0.8%

Attachment: Fiscal2024-Operating BudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 10 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

162 ELECTION/REGISTRAR

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
ELECTION/REGISTRAR SALARIES							
011621 - 511000	SALARY & WAGES	4,055.10	4,569.00	4,569.00	3,038.57	4,569.00	0.0%
011621 - 512000	PART TIME SALARIES & WAGES	33,407.33	41,000.00	41,000.00	34,047.44	105,000.00	156.1%
ELECTION/REGISTRAR SALARIES TOTAL		37,462.43	45,569.00	45,569.00	37,086.01	109,569.00	140.4%
ELECTION/REGISTRAR CONTRACTUAL							
011622 - 521000	PRINTING	22,823.30	19,000.00	19,000.00	11,098.01	30,000.00	57.9%
011622 - 521500	POSTAGE	6,962.58	9,500.00	9,500.00	12,804.43	10,000.00	5.3%
011622 - 525102	EQUIP MAINTENANCE/PROGRAMMING	9,049.12	7,500.00	7,500.00	12,177.45	22,500.00	200.0%
011622 - 529000	PROFESSIONAL SERVICES	665.00	8,000.00	8,000.00	4,625.47	13,000.00	62.5%
ELECTION/REGISTRAR CONTRACTUAL TOTAL		39,500.00	44,000.00	44,000.00	40,705.36	75,500.00	71.6%
ELECTION/REGISTRAR SUPPLIES & MATERIAL							
011622 - 530506	ELECTION SUPPLIES	1,500.00	2,500.00	2,500.00	541.71	7,500.00	200.0%
ELECTION/REGISTRAR SUPPLIES & MATERIAL TOTAL		1,500.00	2,500.00	2,500.00	541.71	7,500.00	200.0%
ELECTION/REGISTRAR OTHER CHARGES							
011622 - 540500	DUES & MEMBERSHIPS	25.00	175.00	175.00	62.50	200.00	14.3%
011622 - 540600	EDUCATION/SEMINARS	645.84	900.00	900.00	1,000.68	1,000.00	11.1%
ELECTION/REGISTRAR OTHER CHARGES TOTAL		670.84	1,075.00	1,075.00	1,063.18	1,200.00	11.6%
162 ELECTION/REGISTRAR BUDGET TOTAL		79,133.27	93,144.00	93,144.00	79,396.26	193,769.00	108.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

165 LIQUOR COMMISSION

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
LIQUOR COMMISSION CONTRACTUAL							
011652 - 529000	PROFESSIONAL SERVICES	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
011652 - 529027	COMPLIANCE CHECK	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
LIQUOR COMMISSION CONTRACTUAL TOTAL		0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
165 LIQUOR COMMISSION BUDGET TOTAL		0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 12 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

171 CONSERVATION

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
CONSERVATION SALARIES							
011711 - 511000	SALARIES	9,500.00	15,200.00	15,200.00	12,811.87	15,504.00	2.0%
CONSERVATION SALARIES TOTAL		9,500.00	15,200.00	15,200.00	12,811.87	15,504.00	2.0%
CONSERVATION CONTRACTUAL							
011712 - 520500	ADVERTISING	150.00	150.00	150.00	270.90	150.00	0.0%
011712 - 521000	PRINTING	250.00	250.00	250.00	0.00	250.00	0.0%
011712 - 528810	CONSERVATION MAINTENANCE	-20,470.08	9,925.00	9,925.00	0.00	14,000.00	41.1%
CONSERVATION CONTRACTUAL TOTAL		-20,070.08	10,325.00	10,325.00	270.90	14,400.00	39.5%
CONSERVATION OTHER CHARGES							
011712 - 540500	DUES & MEMBERSHIPS	696.00	710.00	710.00	710.00	725.00	2.1%
011712 - 540600	EDUCATION/SEMINARS	293.83	355.00	355.00	320.00	955.00	169.0%
CONSERVATION OTHER CHARGES TOTAL		989.83	1,065.00	1,065.00	1,030.00	1,680.00	57.7%
171 CONSERVATION BUDGET TOTAL		-9,580.25	26,590.00	26,590.00	14,112.77	31,584.00	18.8%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 13 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

175 PLANNING BOARD

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PLANNING BOARD SALARIES							
011751 - 511000	SALARY & WAGES	316,912.78	362,014.00	370,386.00	306,529.93	374,341.00	3.4%
PLANNING BOARD SALARIES TOTAL		316,912.78	362,014.00	370,386.00	306,529.93	374,341.00	3.4%
PLANNING BOARD CONTRACTUAL							
011752 - 520500	ADVERTISING	386.26	730.00	730.00	576.00	730.00	0.0%
011752 - 521000	PRINTING	822.08	1,030.00	1,030.00	141.81	1,030.00	0.0%
011752 - 529000	PROFESSIONAL SERVICES	-50,000.00	0.00	0.00	0.00	0.00	0.0%
011752 - 529026	MESSINA ARTS GRANT	-2,896.81	10,000.00	10,000.00	4,940.00	10,000.00	0.0%
PLANNING BOARD CONTRACTUAL TOTAL		-51,688.47	11,760.00	11,760.00	5,657.81	11,760.00	0.0%
PLANNING BOARD OTHER CHARGES							
011752 - 540000	ENERGY INITIATIVE	0.00	0.00	0.00	0.00	2,500.00	0.0%
011752 - 540500	DUES & MEMBERSHIPS	300.00	300.00	300.00	0.00	300.00	0.0%
011752 - 540600	EDUCATION/SEMINARS	50.00	50.00	50.00	0.00	50.00	0.0%
PLANNING BOARD OTHER CHARGES TOTAL		350.00	350.00	350.00	0.00	2,850.00	714.3%
175 PLANNING BOARD BUDGET TOTAL		265,574.31	374,124.00	382,496.00	312,187.74	388,951.00	4.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

196 ENERGY COMMISSION		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	Change
ENERGY COMMISSION CONTRACTUAL							
011962 - 529000	PROFESSIONAL SERVICES	2,059.79	2,500.00	2,500.00	2,095.16	0.00	-100.0%
ENERGY COMMISSION CONTRACTUAL TOTAL		2,059.79	2,500.00	2,500.00	2,095.16	0.00	-100.0%
196 ENERGY COMMISSION BUDGET TOTAL		2,059.79	2,500.00	2,500.00	2,095.16	0.00	-100.0%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 15 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

211 POLICE

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
POLICE SALARIES							
012111 - 511000	SALARY & WAGES	4,325,264.51	4,657,560.00	5,107,229.00	4,209,430.71	4,912,646.00	5.5%
012111 - 513000	OVERTIME	687,792.71	482,000.00	507,193.00	706,002.79	482,000.00	0.0%
012111 - 513010	OVERTIME TRAINING	0.00	0.00	0.00	0.00	75,000.00	0.0%
012111 - 514000	COURT TIME	32,016.51	45,000.00	45,000.00	22,428.19	45,000.00	0.0%
POLICE SALARIES TOTAL		5,045,073.73	5,184,560.00	5,659,422.00	4,937,861.69	5,514,646.00	6.4%
POLICE CONTRACTUAL							
012112 - 521000	PRINTING	2,788.64	2,500.00	2,500.00	2,709.10	2,520.00	0.8%
012112 - 521500	POSTAGE	1,584.48	3,600.00	3,600.00	987.41	3,750.00	4.2%
012112 - 523500	LAUNDRY & CLEANING	666.00	800.00	800.00	240.00	800.00	0.0%
012112 - 525103	LEAPS REPAIR/MAINTENANCE COMP	730.00	1,240.00	1,240.00	730.00	1,240.00	0.0%
012112 - 525108	GENERATOR MAINTENANCE	160.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
012112 - 525202	COMPUTER SUPPORT	43,352.26	47,897.00	47,897.00	34,233.60	60,000.00	25.3%
012112 - 525404	BESAFE	1,440.00	1,440.00	1,440.00	1,440.00	1,440.00	0.0%
012112 - 527305	RADIO SYSTEMS UPGRADE	18,324.47	29,000.00	29,000.00	14,976.45	29,000.00	0.0%
012112 - 527601	COPY MACHINE MAINTENANCE	5,150.76	4,500.00	4,500.00	939.50	2,500.00	-44.4%
012112 - 529000	PROFESSIONAL SERVICES	2,584.36	2,500.00	2,500.00	2,357.98	8,036.00	221.4%
POLICE CONTRACTUAL TOTAL		76,780.97	94,977.00	94,977.00	58,614.04	110,786.00	16.6%
POLICE SUPPLIES & MATERIAL							
012112 - 530120	COMPUTER MISC SUPPLIES	204.76	300.00	300.00	60.75	2,500.00	733.3%
012112 - 530202	FILM SUPPLIES	870.71	590.00	590.00	969.00	590.00	0.0%
012112 - 530501	MISC SUPPLIES	1,476.05	2,969.00	2,969.00	689.19	2,969.00	0.0%
012112 - 530505	RADAR	1,007.09	5,000.00	5,000.00	0.00	5,000.00	0.0%
012112 - 533400	ACCREDITATION - SUPP & MAT	6,298.75	13,600.00	13,600.00	3,227.00	3,500.00	-74.3%
012112 - 534200	BOOKS & PERIODICALS	747.76	1,200.00	1,200.00	292.73	1,200.00	0.0%
012112 - 535400	FOOD FOR PRISONERS	305.70	500.00	500.00	325.43	500.00	0.0%
012112 - 535500	UNIFORMS	90,534.31	73,500.00	73,500.00	74,114.56	75,500.00	2.7%
012112 - 535600	NARCAN	733.60	2,500.00	2,500.00	0.00	2,500.00	0.0%
012112 - 535700	AMMUNITION	3,664.86	10,500.00	10,500.00	10,500.00	11,500.00	9.5%
POLICE SUPPLIES & MATERIAL TOTAL		105,843.59	110,659.00	110,659.00	90,178.66	105,759.00	-4.4%
POLICE OTHER CHARGES							
012112 - 540000	COMMUNITY ENGAGEMENT	0.00	0.00	0.00	0.00	10,000.00	0.0%
012112 - 540500	DUES & MEMBERSHIPS	6,254.05	10,500.00	10,500.00	11,937.69	10,500.00	0.0%
012112 - 540702	TRAINING	41,867.28	75,000.00	75,000.00	51,273.97	25,000.00	-66.7%
POLICE OTHER CHARGES TOTAL		48,121.33	85,500.00	85,500.00	63,211.66	45,500.00	-46.8%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

211 POLICE		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	Change
	POLICE OTHER CHARGES (continued from previous page)						
211	POLICE BUDGET TOTAL	5,275,819.62	5,475,696.00	5,950,558.00	5,149,866.05	5,776,691.00	5.5%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 17 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

221 FIRE

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
FIRE SALARIES							
012211 - 511000	SALARY & WAGES	4,335,383.57	4,504,672.00	4,519,490.00	3,664,715.39	4,503,288.00	0.0%
012211 - 513000	OVERTIME	548,464.77	515,000.00	515,000.00	673,207.02	515,000.00	0.0%
012211 - 513010	OVERTIME TRAINING	0.00	0.00	0.00	0.00	10,000.00	0.0%
012211 - 515000	MUTUAL AID	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
FIRE SALARIES TOTAL		4,883,848.34	5,021,172.00	5,035,990.00	4,337,922.41	5,029,788.00	0.2%
FIRE CONTRACTUAL							
012212 - 521000	PRINTING	243.50	250.00	250.00	250.00	250.00	0.0%
012212 - 527311	LIFE/SAFETY EQUIPMENT	9,774.37	10,900.00	10,900.00	17,271.55	10,900.00	0.0%
012212 - 527500	MOTOR VEHICLE REPAIR & MAINT	87,860.16	100,000.00	100,000.00	71,297.06	100,000.00	0.0%
012212 - 527605	FIRE CONTRACTS	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	0.0%
012212 - 527606	RADIO MAINT CONTRACT	6,368.41	13,500.00	13,500.00	11,969.06	13,500.00	0.0%
012212 - 529000	PROFESSIONAL SERVICES	20,765.51	36,140.00	36,140.00	20,278.60	37,912.00	4.9%
FIRE CONTRACTUAL TOTAL		127,511.95	165,790.00	165,790.00	126,066.27	167,562.00	1.1%
FIRE SUPPLIES & MATERIAL							
012212 - 530100	COMPUTER PURCHASES & UPGRADES	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 530503	FIRE PREVENTION SUPPLIES	0.00	2,500.00	2,500.00	0.00	2,500.00	0.0%
012212 - 531000	GAS & OIL	246.76	500.00	500.00	0.00	500.00	0.0%
012212 - 531200	TIRES	3,928.58	6,000.00	6,000.00	4,521.14	6,000.00	0.0%
012212 - 531500	BATTERIES	281.75	1,500.00	1,500.00	548.33	1,500.00	0.0%
012212 - 532000	CLEANING & DISINFECTANT SUP	4,812.81	4,800.00	4,800.00	5,424.74	5,800.00	20.8%
012212 - 533000	PAINTS	10.04	500.00	500.00	0.00	500.00	0.0%
012212 - 533200	ELECTRICAL SUPPLIES	-636.41	1,000.00	1,000.00	196.45	1,000.00	0.0%
012212 - 533300	ALARM SYSTEM	3,033.97	5,000.00	5,000.00	566.11	5,000.00	0.0%
012212 - 533500	TOOLS & HARDWARE	1,229.08	2,400.00	2,400.00	693.89	2,400.00	0.0%
012212 - 534200	BOOKS & PERIODICALS	0.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
012212 - 535500	UNIFORMS	49,269.98	57,100.00	57,100.00	50,146.00	57,100.00	0.0%
012212 - 535501	CLOTHING	0.00	500.00	500.00	0.00	500.00	0.0%
012212 - 535502	PROTECTIVE CLOTHING	37.47	2,400.00	2,400.00	0.00	2,400.00	0.0%
012212 - 535505	FIRE TURNOUT GEAR	66,029.00	75,000.00	75,000.00	0.00	75,000.00	0.0%
FIRE SUPPLIES & MATERIAL TOTAL		128,243.03	163,200.00	163,200.00	62,096.66	164,200.00	0.6%
FIRE OTHER CHARGES							
012212 - 540500	DUES & MEMBERSHIPS	975.00	975.00	975.00	1,020.00	975.00	0.0%
012212 - 540600	EDUCATION/SEMINARS	833.00	1,500.00	1,500.00	450.00	1,500.00	0.0%
FIRE OTHER CHARGES TOTAL		1,808.00	2,475.00	2,475.00	1,470.00	2,475.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

221 FIRE		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	Change
FIRE MISCELLANEOUS (continued from previous page)							
FIRE MISCELLANEOUS							
012212 - 560200	EDUCATION REIMBURSEMENT	15,288.10	24,356.00	24,356.00	2,374.73	24,356.00	0.0%
012212 - 568000	FIRE NEW HOSE	634.90	3,700.00	3,700.00	1,310.90	3,700.00	0.0%
FIRE MISCELLANEOUS TOTAL		15,923.00	28,056.00	28,056.00	3,685.63	28,056.00	0.0%
221 FIRE BUDGET TOTAL		5,157,334.32	5,380,693.00	5,395,511.00	4,531,240.97	5,392,081.00	0.2%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 19 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

241 INSPECTION SERVICES

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
INSPECTION SERVICES SALARIES							
012411 - 511000	SALARY & WAGES	302,958.10	328,407.00	328,407.00	259,322.73	365,641.00	11.3%
012411 - 513000	OVERTIME	1,173.26	2,000.00	2,000.00	2,398.76	2,000.00	0.0%
INSPECTION SERVICES SALARIES TOTAL		304,131.36	330,407.00	330,407.00	261,721.49	367,641.00	11.3%
INSPECTION SERVICES CONTRACTUAL							
012412 - 521000	PRINTING	400.00	400.00	400.00	0.00	400.00	0.0%
012412 - 529000	PROFESSIONAL SERVICES	5,425.00	10,000.00	10,000.00	4,210.00	10,000.00	0.0%
INSPECTION SERVICES CONTRACTUAL TOTAL		5,825.00	10,400.00	10,400.00	4,210.00	10,400.00	0.0%
INSPECTION SERVICES SUPPLIES & MATERIAL							
012412 - 530502	WEIGHTS & MEASURES SUPPLIES	993.76	1,500.00	1,500.00	2,357.92	1,500.00	0.0%
012412 - 534200	BOOKS & PERIODICALS	0.00	1,080.00	1,080.00	142.74	1,080.00	0.0%
INSPECTION SERVICES SUPPLIES & MATERIAL TOTAL		993.76	2,580.00	2,580.00	2,500.66	2,580.00	0.0%
INSPECTION SERVICES OTHER CHARGES							
012412 - 540500	DUES & MEMBERSHIPS	695.00	500.00	500.00	445.00	500.00	0.0%
012412 - 540600	EDUCATION/SEMINARS	0.00	1,000.00	1,000.00	479.80	2,000.00	100.0%
012412 - 540700	SEMINARS & SCHOOLING	160.00	300.00	300.00	0.00	600.00	100.0%
INSPECTION SERVICES OTHER CHARGES TOTAL		855.00	1,800.00	1,800.00	924.80	3,100.00	72.2%
241 INSPECTION SERVICES BUDGET TOTAL		311,805.12	345,187.00	345,187.00	269,356.95	383,721.00	11.2%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 20 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

291 EMERGENCY MANAGEMENT

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
EMERGENCY MANAGEMENT SALARIES							
012911 - 511000	SALARY & WAGES	26,790.00	28,080.00	28,080.00	24,300.00	28,080.00	0.0%
EMERGENCY MANAGEMENT SALARIES TOTAL		26,790.00	28,080.00	28,080.00	24,300.00	28,080.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL							
012912 - 521000	PRINTING	0.00	100.00	100.00	0.00	100.00	0.0%
012912 - 521500	POSTAGE	0.00	25.00	25.00	0.00	25.00	0.0%
EMERGENCY MANAGEMENT CONTRACTUAL TOTAL		0.00	125.00	125.00	0.00	125.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL							
012912 - 530703	RADIO - EMERGENCY MGMT	1,980.42	2,000.00	2,000.00	0.00	2,000.00	0.0%
012912 - 535501	CLOTHING	250.00	250.00	250.00	191.00	250.00	0.0%
EMERGENCY MANAGEMENT SUPPLIES & MATERIAL TOTAL		2,230.42	2,250.00	2,250.00	191.00	2,250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES							
012912 - 540000	OTHER CHARGES AND EXPENDITURES	1,605.28	1,555.00	1,555.00	374.78	1,555.00	0.0%
012912 - 540500	DUES & MEMBERSHIPS	0.00	195.00	195.00	0.00	195.00	0.0%
012912 - 540702	TRAINING	198.01	250.00	250.00	0.00	250.00	0.0%
EMERGENCY MANAGEMENT OTHER CHARGES TOTAL		1,803.29	2,000.00	2,000.00	374.78	2,000.00	0.0%
291	EMERGENCY MANAGEMENT BUDGET TOTAL	30,823.71	32,455.00	32,455.00	24,865.78	32,455.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 21 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

296 PARKING

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PARKING SALARIES							
012961 - 511000	SALARY & WAGES	13,409.42	13,370.00	14,749.00	12,289.59	14,901.00	11.5%
PARKING SALARIES TOTAL		13,409.42	13,370.00	14,749.00	12,289.59	14,901.00	11.5%
PARKING CONTRACTUAL							
012962 - 521000	PRINTING	1,151.00	3,500.00	3,500.00	5,935.40	5,700.00	62.9%
012962 - 527950	GROVE/MYRTLE ST PARKING	30,000.00	30,000.00	30,000.00	32,500.00	30,000.00	0.0%
012962 - 529000	PROFESSIONAL SERVICES	12,673.00	25,000.00	25,000.00	11,388.10	15,000.00	-40.0%
PARKING CONTRACTUAL TOTAL		43,824.00	58,500.00	58,500.00	49,823.50	50,700.00	-13.3%
296 PARKING BUDGET TOTAL		57,233.42	71,870.00	73,249.00	62,113.09	65,601.00	-8.7%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

300 SCHOOL		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	Change
SCHOOL SALARIES							
013001 - 511000	SALARY & WAGES	0.00	35,511,659.00	38,011,659.00	0.00	38,511,659.00	8.4%
SCHOOL SALARIES TOTAL		0.00	35,511,659.00	38,011,659.00	0.00	38,511,659.00	8.4%
300 SCHOOL BUDGET TOTAL		0.00	35,511,659.00	38,011,659.00	0.00	38,511,659.00	8.4%

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

399 REGIONAL SCHOOL ASSESSMENT

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES							
013012 - 547100	REGIONAL SCHOOL ASSESS EXP	754,661.00	1,050,138.00	1,050,138.00	1,050,138.00	1,270,738.00	21.0%
013012 - 547300	ESSEX NORTH SHORE AGRICULTURAL	143,985.00	143,985.00	179,296.00	179,296.00	156,800.00	8.9%
REGIONAL SCHOOL ASSESSMENT OTHER CHARGES TOTAL		898,646.00	1,194,123.00	1,229,434.00	1,229,434.00	1,427,538.00	19.5%
399 REGIONAL SCHOOL ASSESSMENT BUDGET TOTAL		898,646.00	1,194,123.00	1,229,434.00	1,229,434.00	1,427,538.00	19.5%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 24 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

401 PW ADMINISTRATION/ ENGINEERING

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PW ADMINISTRATION/ ENGINEERING SALARIES							
014011 - 511000	SALARY & WAGES	723,401.91	743,684.00	763,275.00	672,961.40	770,866.00	3.7%
014011 - 512000	PART TIME SALARIES & WAGES	11,107.50	21,840.00	21,840.00	6,405.00	21,840.00	0.0%
014011 - 513000	OVERTIME	2,634.94	7,905.00	7,905.00	3,734.77	7,905.00	0.0%
PW ADMINISTRATION/ ENGINEERING SALARIES TOTAL		737,144.35	773,429.00	793,020.00	683,101.17	800,611.00	3.5%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL							
014012 - 520500	ADVERTISING	5,413.58	4,000.00	4,000.00	7,503.80	4,000.00	0.0%
014012 - 521000	PRINTING	4,948.50	4,500.00	4,500.00	2,900.00	4,500.00	0.0%
014012 - 521500	POSTAGE	2,502.96	4,250.00	4,250.00	2,148.67	4,250.00	0.0%
014012 - 529000	PROFESSIONAL SERVICES	27,946.49	40,000.00	108,500.00	29,089.39	40,000.00	0.0%
014012 - 529304	WELLNESS	1,000.00	1,500.00	1,500.00	900.00	1,500.00	0.0%
014012 - 529500	GIS SERVICES	3,000.00	6,000.00	6,000.00	3,790.00	6,000.00	0.0%
01401772 - 529025	PW SCHOOL OUTREACH	0.00	3,500.00	3,500.00	50.00	3,500.00	0.0%
PW ADMINISTRATION/ ENGINEERING CONTRACTUAL TOTAL		44,811.53	63,750.00	132,250.00	46,381.86	63,750.00	0.0%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL							
014012 - 533502	PROFESSIONAL TOOLS & EQUIP	8,024.20	5,000.00	5,000.00	4,290.38	5,000.00	0.0%
014012 - 533503	OPERATIONS TOOLS & EQUIP	1,385.15	10,000.00	10,000.00	5,466.17	10,000.00	0.0%
014012 - 535501	CLOTHING	23,066.03	39,015.00	39,015.00	24,632.12	39,015.00	0.0%
014012 - 535509	SAFETY EQUIPMENT	4,083.25	8,000.00	8,000.00	1,122.14	8,000.00	0.0%
PW ADMINISTRATION/ ENGINEERING SUPPLIES & MATERIAL TOTAL		36,558.63	62,015.00	62,015.00	35,510.81	62,015.00	0.0%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES							
014012 - 540704	PROFESSIONAL DEVELOPMENT	8,714.94	15,000.00	15,000.00	7,212.70	15,000.00	0.0%
PW ADMINISTRATION/ ENGINEERING OTHER CHARGES TOTAL		8,714.94	15,000.00	15,000.00	7,212.70	15,000.00	0.0%
401 PW ADMINISTRATION/ ENGINEERING BUDGET TOTAL		827,229.45	914,194.00	1,002,285.00	772,206.54	941,376.00	3.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 25 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

402 PW FACILITY MAINTENANCE

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PW FACILITY MAINTENANCE SALARIES							
014021 - 511000	SALARY AND WAGES	178,799.67	188,238.00	191,485.00	160,033.90	195,532.00	3.9%
014021 - 512004	INTERNS & SEASONAL STAFFING	11,976.00	69,120.00	69,120.00	92,590.50	69,120.00	0.0%
014021 - 513000	OVERTIME	28,346.06	16,275.00	16,275.00	36,741.02	16,275.00	0.0%
01402531 - 512002	LIBRARY PART TIME SALARIES	26,982.00	25,000.00	25,000.00	16,884.00	25,000.00	0.0%
01402771 - 511041	SALARIES CUSTODIANS	647,409.79	686,248.00	699,555.00	544,095.40	714,309.00	4.1%
01402771 - 511042	MAINTENANCE SALARIES	298,265.29	353,914.00	361,566.00	275,119.57	347,647.00	-1.8%
01402771 - 511160	SALARIES - SCHOOL RENTAL	-557.37	0.00	0.00	0.00	0.00	0.0%
01402771 - 511170	SALARY ED STATIONS	10,097.25	0.00	0.00	7,339.50	0.00	0.0%
01402771 - 512003	ALL SCHOOL PART TIME SALARIES	40,563.50	25,000.00	25,000.00	0.00	25,000.00	0.0%
01402771 - 513000	OVERTIME SCH BUILDING	89,888.98	77,910.00	77,910.00	67,474.36	77,910.00	0.0%
01402771 - 513008	OT FRED GREEN MHS ATHLETIC	30,761.38	8,379.00	8,379.00	30,923.88	8,379.00	0.0%
01402771 - 513160	OT SCHOOL RENTAL	12,783.38	0.00	0.00	5,305.77	0.00	0.0%
01402771 - 513170	OT ED STATIONS	11,994.70	0.00	0.00	19,499.96	0.00	0.0%
PW FACILITY MAINTENANCE SALARIES TOTAL		1,387,310.63	1,450,084.00	1,474,290.00	1,256,007.86	1,479,172.00	2.0%
PW FACILITY MAINTENANCE CONTRACTUAL							
014022 - 522525	ESCO PROJECT	209,288.44	216,138.00	216,138.00	216,137.08	223,192.00	3.3%
014022 - 522526	ESCO QC	6,010.00	16,621.00	16,621.00	14,835.96	16,621.00	0.0%
014022 - 527700	MUNICIPAL BLDG REPAIR & MAINT	121,783.56	120,000.00	120,000.00	188,169.60	120,000.00	0.0%
014022 - 527759	MUNBLD MAJOR CLEANING	21,026.05	30,000.00	30,000.00	49,202.89	30,000.00	0.0%
014022 - 529000	PROFESSIONAL SERVICES	0.00	20,000.00	20,000.00	2,500.00	20,000.00	0.0%
01402502 - 522506	CITY HALL ELECTRICITY	35,108.46	45,000.00	45,000.00	30,118.82	45,000.00	0.0%
01402502 - 522611	CITY HALL GAS & OIL HEAT	10,948.43	18,700.00	18,700.00	10,627.74	18,700.00	0.0%
01402512 - 522507	STREET LIGHTS ELECTRICITY	133,451.22	140,000.00	140,000.00	124,458.48	140,000.00	0.0%
01402522 - 522509	COA ELECTRICITY	7,283.28	6,800.00	6,800.00	8,804.09	6,800.00	0.0%
01402522 - 522613	COA GAS & OIL HEAT	3,030.71	4,910.00	4,910.00	1,949.11	4,910.00	0.0%
01402532 - 522510	LIBRARY ELECTRICITY	22,473.59	23,923.00	23,923.00	14,784.62	23,923.00	0.0%
01402532 - 522614	LIBRARY GAS & OIL HEAT	11,651.00	10,350.00	10,350.00	12,169.70	10,350.00	0.0%
01402542 - 522511	POLICE ELECTRICITY	16,374.45	18,500.00	18,500.00	16,612.53	18,500.00	0.0%
01402542 - 522615	POLICE GAS & OIL HEAT	6,922.22	7,500.00	7,500.00	5,602.63	7,500.00	0.0%
01402552 - 522512	FIRE ELECTRICITY	25,853.38	27,750.00	27,750.00	25,618.95	27,750.00	0.0%
01402552 - 522616	FIRE GAS & OIL HEAT	15,000.50	20,000.00	20,000.00	14,489.37	20,000.00	0.0%
01402582 - 522515	PARKS ELECTRICITY	23,647.07	26,500.00	26,500.00	18,249.83	26,500.00	0.0%
01402592 - 522516	CEMETERY ELECTRICITY	2,733.10	5,750.00	5,750.00	2,602.45	5,750.00	0.0%
01402592 - 522619	CEMETERY GAS & OIL HEAT	4,298.21	4,250.00	4,250.00	8,000.00	4,250.00	0.0%
01402602 - 522508	OPERATIONS FACILITY ELECTRICIT	25,002.61	40,200.00	40,200.00	33,302.11	40,200.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 26 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

402 PW FACILITY MAINTENANCE

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PW FACILITY MAINTENANCE CONTRACTUAL (continued from previous page)							
01402602 - 522612	OPERATIONS GAS & OIL HEAT	25,491.75	33,000.00	33,000.00	24,079.07	33,000.00	0.0%
01402772 - 522524	ALL SCHOOL ELECTRICITY	722,224.13	700,000.00	700,000.00	637,423.30	700,000.00	0.0%
01402772 - 522627	SCHOOL GAS & OIL HEAT	265,195.74	260,000.00	260,000.00	241,103.79	260,000.00	0.0%
01402772 - 527550	SCHOOL CLEANING CONTRACT	224,116.82	275,000.00	275,000.00	279,816.56	275,000.00	0.0%
01402772 - 527551	SCHOOL GROUNDS MAINTENANCE	14,955.90	25,000.00	25,000.00	154.87	25,000.00	0.0%
01402772 - 527552	SCHOOL EQUIPMENT MAINTENANCE	90,878.51	47,500.00	47,500.00	94,050.32	75,000.00	57.9%
01402772 - 527553	SCHOOL SYSTEMS CONTROL	16,363.99	21,800.00	21,800.00	17,158.77	21,800.00	0.0%
01402772 - 527554	SCHOOL DOOR SECURITY	7,374.48	5,000.00	5,000.00	26,035.50	5,000.00	0.0%
01402772 - 527555	SCHOOL SECURITY MAINTENANCE	14,535.85	10,000.00	10,000.00	1,661.00	10,000.00	0.0%
PW FACILITY MAINTENANCE CONTRACTUAL TOTAL		2,083,023.45	2,180,192.00	2,180,192.00	2,119,719.14	2,214,746.00	1.6%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL							
014022 - 533100	CLEANING SUPPLIES & MATERIALS	25,086.17	20,000.00	20,000.00	0.00	20,000.00	0.0%
014022 - 533107	CLEANING EQUIP TOOLS&HARDWARE	18,770.25	13,750.00	13,750.00	10,192.83	13,750.00	0.0%
01402772 - 531825	SCHOOL CONTRACTUAL	422,989.26	500,000.00	500,000.00	280,994.15	500,000.00	0.0%
01402772 - 533115	SCH BLDG CUSTODIAL SUPPLIES	137,479.81	146,000.00	146,000.00	230,639.76	146,000.00	0.0%
01402772 - 533116	SCHOOL MAINTENANCE SUPPLIES	57,227.13	98,000.00	98,000.00	175,057.53	98,000.00	0.0%
PW FACILITY MAINTENANCE SUPPLIES & MATERIAL TOTAL		661,552.62	777,750.00	777,750.00	696,884.27	777,750.00	0.0%
402 PW FACILITY MAINTENANCE BUDGET TOTAL		4,131,886.70	4,408,026.00	4,432,232.00	4,072,611.27	4,471,668.00	1.4%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 27 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

422 PUBLIC WORKS HIGHWAY

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PUBLIC WORKS HIGHWAY SALARIES							
014221 - 511000	SALARY & WAGES	244,803.71	269,586.00	277,442.00	230,755.71	283,979.00	5.3%
014221 - 512004	INTERNS & SEASONAL STAFFING	5,520.00	4,800.00	4,800.00	4,680.00	4,800.00	0.0%
014221 - 513000	OVERTIME	36,884.99	32,603.00	32,603.00	35,946.72	32,603.00	0.0%
PUBLIC WORKS HIGHWAY SALARIES TOTAL		287,208.70	306,989.00	314,845.00	271,382.43	321,382.00	4.7%
PUBLIC WORKS HIGHWAY CONTRACTUAL							
014222 - 520200	TRAFFIC SIGNALS MAINTENANCE	13,129.30	17,000.00	17,000.00	10,762.39	17,000.00	0.0%
014222 - 520450	STREET LIGHTING MAINTENANCE	15,064.88	21,400.00	21,400.00	10,000.00	21,400.00	0.0%
014222 - 524000	HIRED EQUIPMENT	12,752.71	32,500.00	32,500.00	22,312.50	32,500.00	0.0%
014222 - 526900	TRAFFIC MARKING	12,274.17	60,000.00	60,000.00	42,304.00	60,000.00	0.0%
014222 - 527100	CATCH BASIN CLEANING	27,324.90	24,000.00	24,000.00	0.00	24,000.00	0.0%
014222 - 527101	PW NPDES STORM DRAIN MAINT	-23,677.54	70,000.00	70,000.00	15,802.22	70,000.00	0.0%
014222 - 527102	PW STORM DRAIN MAINTENANCE	22,479.55	15,250.00	15,250.00	512.00	15,250.00	0.0%
014222 - 527105	MS4 DRAIN PROGRAM	4,627.00	44,725.00	44,725.00	0.00	44,725.00	0.0%
014222 - 527307	SIDEWALK REPAIRS	-156,528.58	35,100.00	35,100.00	17,037.11	35,100.00	0.0%
014222 - 529012	STREET SWEEPING	45,277.00	50,000.00	50,000.00	53,190.00	50,000.00	0.0%
PUBLIC WORKS HIGHWAY CONTRACTUAL TOTAL		-27,276.61	369,975.00	369,975.00	171,920.22	369,975.00	0.0%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL							
014222 - 533000	PAINTS	51.03	8,266.00	8,266.00	500.00	8,266.00	0.0%
014222 - 533504	BARRICADE	0.00	2,100.00	2,100.00	0.00	2,100.00	0.0%
014222 - 535800	BUTUMINOUS PATCH	30,676.91	44,000.00	44,000.00	43,000.03	44,000.00	0.0%
014222 - 536000	CEMENT & CONCRETE	287.10	4,536.00	4,536.00	0.00	4,536.00	0.0%
014222 - 536210	ROADWAY STRUCTURES	0.00	7,560.00	7,560.00	0.00	7,560.00	0.0%
014222 - 537200	LUMBER	2,147.73	2,400.00	2,400.00	1,500.00	2,400.00	0.0%
014222 - 538000	SIGN MATERIALS	11,375.89	15,000.00	15,000.00	12,712.77	15,000.00	0.0%
PUBLIC WORKS HIGHWAY SUPPLIES & MATERIAL TOTAL		44,538.66	83,862.00	83,862.00	57,712.80	83,862.00	0.0%
PUBLIC WORKS HIGHWAY CAPITAL OUTLAY							
014223 - 551165	DRAINAGE	48,000.00	0.00	0.00	0.00	0.00	0.0%
PUBLIC WORKS HIGHWAY CAPITAL OUTLAY TOTAL		48,000.00	0.00	0.00	0.00	0.00	0.0%
422 PUBLIC WORKS HIGHWAY BUDGET TOTAL		352,470.75	760,826.00	768,682.00	501,015.45	775,219.00	1.9%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 28 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

423 PUBLIC WORKS SNOW REMOVAL

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PUBLIC WORKS SNOW REMOVAL SALARIES							
014231 - 513000	OVERTIME	186,809.19	125,000.00	125,000.00	162,396.40	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SALARIES TOTAL		186,809.19	125,000.00	125,000.00	162,396.40	125,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL							
014232 - 524000	HIRED EQUIPMENT	378,276.51	273,700.00	273,700.00	125,021.03	273,700.00	0.0%
014232 - 529015	YOUTH SNOW SHOVELING FORCE	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
014232 - 529220	WEATHER SERVICE	2,331.00	2,300.00	2,300.00	2,603.00	2,300.00	0.0%
PUBLIC WORKS SNOW REMOVAL CONTRACTUAL TOTAL		380,607.51	277,000.00	277,000.00	127,624.03	277,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL							
014232 - 531000	GAS & OIL	61,395.75	15,000.00	15,000.00	70,000.00	15,000.00	0.0%
014232 - 531201	TIRE CHAINS & BELTS	0.00	2,000.00	2,000.00	12,714.14	2,000.00	0.0%
014232 - 531203	SNOWPLOW PARTS	28,752.11	30,000.00	30,000.00	67,140.95	30,000.00	0.0%
014232 - 531800	MOTOR VEHICLE PARTS & REPAIRS	85,895.33	35,000.00	35,000.00	91,688.00	35,000.00	0.0%
014232 - 533500	TOOLS & HARDWARE	3,714.85	2,000.00	2,000.00	11,515.69	2,000.00	0.0%
014232 - 534900	SALT & CHEMICALS	292,615.85	222,000.00	222,000.00	295,821.83	222,000.00	0.0%
014232 - 535000	SAND & GRAVEL	0.00	15,000.00	15,000.00	0.00	15,000.00	0.0%
014232 - 535401	SNOW REMOVAL MEALS	1,830.44	2,000.00	2,000.00	755.40	2,000.00	0.0%
PUBLIC WORKS SNOW REMOVAL SUPPLIES & MATERIAL TOTAL		474,204.33	323,000.00	323,000.00	549,636.01	323,000.00	0.0%
423 PUBLIC WORKS SNOW REMOVAL BUDGET TOTAL		1,041,621.03	725,000.00	725,000.00	839,656.44	725,000.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 29 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

433 PUBLIC WORKS SANITATION

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PUBLIC WORKS SANITATION SALARIES							
014331 - 511000	SALARY & WAGES	117,968.56	128,060.00	130,301.00	110,541.21	134,687.00	5.2%
014331 - 512000	PART TIME SALARIES & WAGES	9,975.00	7,500.00	7,500.00	4,599.00	7,500.00	0.0%
014331 - 513000	OVERTIME	49,355.00	58,000.00	58,000.00	51,278.65	58,000.00	0.0%
PUBLIC WORKS SANITATION SALARIES TOTAL		177,298.56	193,560.00	195,801.00	166,418.86	200,187.00	3.4%
PUBLIC WORKS SANITATION CONTRACTUAL							
014332 - 522700	TRASH DISPOSAL	603,367.74	578,000.00	578,000.00	548,823.68	578,000.00	0.0%
014332 - 522702	HAZARDOUS COLLECTION	667.46	7,000.00	7,000.00	1,886.00	7,000.00	0.0%
014332 - 522710	TRASH & RECYCLING COLLECTION	718,613.48	825,000.00	825,000.00	707,192.99	825,000.00	0.0%
014332 - 522712	RECYCLING	1,233.45	159,000.00	159,000.00	0.00	187,560.00	18.0%
014332 - 524000	HIRED EQUIPMENT	47,753.49	50,000.00	50,000.00	40,218.20	50,000.00	0.0%
PUBLIC WORKS SANITATION CONTRACTUAL TOTAL		1,371,635.62	1,619,000.00	1,619,000.00	1,298,120.87	1,647,560.00	1.8%
433 PUBLIC WORKS SANITATION BUDGET TOTAL		1,548,934.18	1,812,560.00	1,814,801.00	1,464,539.73	1,847,747.00	1.9%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 30 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

475 PW PARK & FORESTRY

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PW PARK & FORESTRY SALARIES							
014751 - 511000	SALARY & WAGES	522,724.41	574,794.00	586,124.00	427,059.91	573,173.00	-0.3%
014751 - 512000	PART TIME SALARIES & WAGES	22,687.50	24,000.00	24,000.00	14,280.00	24,000.00	0.0%
014751 - 513000	OVERTIME	50,469.94	42,500.00	42,500.00	41,409.15	42,500.00	0.0%
PW PARK & FORESTRY SALARIES TOTAL		595,881.85	641,294.00	652,624.00	482,749.06	639,673.00	-0.3%
PW PARK & FORESTRY CONTRACTUAL							
014752 - 524006	FORESTRY HIRED EQUIPMENT	-46,990.15	21,500.00	21,500.00	21,580.00	21,500.00	0.0%
014752 - 524007	PARKS HIRED EQUIPMENT	20,712.02	30,000.00	30,000.00	26,634.91	30,000.00	0.0%
014752 - 527400	IRRIGATION SYSTEM REPAIR	4,025.00	12,000.00	12,000.00	15,700.00	12,000.00	0.0%
014752 - 527806	PLAYGROUND & EQUIP REPAIRS	778.76	6,500.00	6,500.00	4,905.70	6,500.00	0.0%
014752 - 528805	MOWING & MAINTENANCE	61,323.52	68,000.00	68,000.00	33,156.92	68,000.00	0.0%
PW PARK & FORESTRY CONTRACTUAL TOTAL		39,849.15	138,000.00	138,000.00	101,977.53	138,000.00	0.0%
PW PARK & FORESTRY SUPPLIES & MATERIAL							
014752 - 531826	EQUIPMENT & FIELD PARTS	5,629.11	6,500.00	6,500.00	2,000.10	6,500.00	0.0%
014752 - 533050	FIELDMARKING	2,215.95	7,500.00	7,500.00	4,700.00	7,500.00	0.0%
014752 - 533505	LANDSCAPING EQUIP & HARDWARE	473.99	6,500.00	6,500.00	3,355.79	6,500.00	0.0%
014752 - 535200	LANDSCAPING SUPPLIES	51,702.60	54,000.00	54,000.00	38,692.81	54,000.00	0.0%
014752 - 537300	FENCE MATERIALS	1,754.69	4,200.00	4,200.00	1,144.00	4,200.00	0.0%
014752 - 537610	BENCHES & BARRELS	1,200.00	4,200.00	4,200.00	235.95	4,200.00	0.0%
014752 - 537640	ADOPT-A-SITE	6,221.00	5,000.00	5,000.00	520.00	5,000.00	0.0%
PW PARK & FORESTRY SUPPLIES & MATERIAL TOTAL		69,197.34	87,900.00	87,900.00	50,648.65	87,900.00	0.0%
PW PARK & FORESTRY CAPITAL OUTLAY							
014753 - 551167	LEBANON PARK	-179,953.16	0.00	0.00	0.00	0.00	0.0%
014753 - 551168	PARK CAPTIAL PROJECTS	-200,000.00	0.00	0.00	0.00	0.00	0.0%
014753 - 551169	PICKLEBALL COURT	-37,465.50	0.00	0.00	0.00	0.00	0.0%
PW PARK & FORESTRY CAPITAL OUTLAY TOTAL		-417,418.66	0.00	0.00	0.00	0.00	0.0%
475 PW PARK & FORESTRY BUDGET TOTAL		287,509.68	867,194.00	878,524.00	635,375.24	865,573.00	-0.2%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 31 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

485 PW AUTOMOTIVE

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PW AUTOMOTIVE SALARIES							
014851 - 511000	SALARY & WAGES	148,889.93	191,189.00	191,189.00	119,318.70	200,082.00	4.7%
014851 - 513000	OVERTIME	3,344.50	6,484.00	6,484.00	13,077.74	6,484.00	0.0%
PW AUTOMOTIVE SALARIES TOTAL		152,234.43	197,673.00	197,673.00	132,396.44	206,566.00	4.5%
PW AUTOMOTIVE SUPPLIES & MATERIAL							
014852 - 531000	GAS & OIL	90,425.58	140,000.00	140,000.00	110,293.15	140,000.00	0.0%
014852 - 531200	TIRES	9,329.11	21,775.00	21,775.00	11,000.20	21,775.00	0.0%
014852 - 531204	POLICE TIRES	3,374.98	3,308.00	3,308.00	0.00	3,308.00	0.0%
014852 - 531205	WELDING SUPPLIES	2,235.99	2,040.00	2,040.00	1,935.78	2,040.00	0.0%
014852 - 531500	BATTERIES	66.88	4,245.00	4,245.00	0.00	4,245.00	0.0%
014852 - 531800	MOTOR VEHICLE PARTS & REPAIRS	91,960.67	98,313.00	98,313.00	95,420.57	98,313.00	0.0%
014852 - 532000	CLEANING & DISINFECTANT SUP	1,368.48	3,360.00	3,360.00	1,089.81	3,360.00	0.0%
014852 - 533500	TOOLS & HARDWARE	2,983.96	4,500.00	4,500.00	3,050.26	4,500.00	0.0%
01485542 - 531804	POLICE MOTOR VEHICLE REPAIRS	20,058.65	25,650.00	25,650.00	23,788.03	25,650.00	0.0%
01485772 - 531814	ALL SCHOOL MV REPAIR	4,124.50	8,400.00	8,400.00	166.00	8,400.00	0.0%
PW AUTOMOTIVE SUPPLIES & MATERIAL TOTAL		225,928.80	311,591.00	311,591.00	246,743.80	311,591.00	0.0%
485 PW AUTOMOTIVE BUDGET TOTAL		378,163.23	509,264.00	509,264.00	379,140.24	518,157.00	1.7%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 32 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

491 CEMETERY

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
CEMETERY SALARIES							
014911 - 511000	SALARY & WAGES	192,914.39	189,491.00	194,380.00	162,189.78	196,971.00	3.9%
014911 - 512000	PART TIME SALARIES & WAGES	17,242.50	24,650.00	24,650.00	12,480.00	24,650.00	0.0%
014911 - 513000	OVERTIME	17,809.48	16,210.00	16,210.00	14,904.42	16,210.00	0.0%
CEMETERY SALARIES TOTAL		227,966.37	230,351.00	235,240.00	189,574.20	237,831.00	3.2%
CEMETERY CONTRACTUAL							
014912 - 524000	HIRED EQUIPMENT	1,306.30	4,800.00	4,800.00	1,806.30	4,800.00	0.0%
CEMETERY CONTRACTUAL TOTAL		1,306.30	4,800.00	4,800.00	1,806.30	4,800.00	0.0%
CEMETERY SUPPLIES & MATERIAL							
014912 - 530704	CEMETERY MARKERS	0.00	2,500.00	2,500.00	2,078.00	2,500.00	0.0%
014912 - 531205	WELDING SUPPLIES	0.00	850.00	850.00	0.00	850.00	0.0%
014912 - 532000	CLEANING & DISINFECTANT SUP	389.87	900.00	900.00	0.00	900.00	0.0%
014912 - 535200	LANDSCAPING SUPPLIES	14,348.57	15,000.00	15,000.00	11,769.78	15,000.00	0.0%
014912 - 536000	CEMENT & CONCRETE	95.18	4,500.00	4,500.00	0.00	4,500.00	0.0%
014912 - 536100	PIPES & FITTINGS	0.00	1,500.00	1,500.00	0.00	1,500.00	0.0%
014912 - 537300	FENCING MATERIALS	4,040.00	200.00	200.00	0.00	200.00	0.0%
CEMETERY SUPPLIES & MATERIAL TOTAL		18,873.62	25,450.00	25,450.00	13,847.78	25,450.00	0.0%
CEMETERY OTHER CHARGES							
014912 - 544310	PROPERTY & CASUALTY INSURANCE	2,400.00	3,300.00	3,300.00	0.00	500.00	-84.8%
CEMETERY OTHER CHARGES TOTAL		2,400.00	3,300.00	3,300.00	0.00	500.00	-84.8%
491 CEMETERY BUDGET TOTAL		250,546.29	263,901.00	268,790.00	205,228.28	268,581.00	1.8%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 33 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

511 HEALTH

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
HEALTH SALARIES							
015111 - 511000	SALARY & WAGES	408,756.32	473,959.00	516,748.00	447,608.72	561,593.00	18.5%
01511771 - 511000	SALARY SCHOOL NURSE	645,730.22	658,109.00	680,829.00	472,168.81	686,998.00	4.4%
HEALTH SALARIES TOTAL		1,054,486.54	1,132,068.00	1,197,577.00	919,777.53	1,248,591.00	10.3%
HEALTH CONTRACTUAL							
015112 - 520500	ADVERTISING	175.00	800.00	800.00	172.10	800.00	0.0%
015112 - 521000	PRINTING	710.00	500.00	500.00	338.00	500.00	0.0%
015112 - 522711	SHARPS DISPOSAL	1,610.00	1,800.00	1,800.00	1,400.00	1,800.00	0.0%
015112 - 523000	MILEAGE	405.93	1,000.00	1,000.00	269.28	1,000.00	0.0%
015112 - 524500	PEST CONTROL	18,791.00	24,000.00	24,000.00	20,989.35	24,000.00	0.0%
015112 - 529000	PROFESSIONAL SERVICES	300.00	1,400.00	1,400.00	2,825.00	12,140.00	767.1%
015112 - 529031	ANIMAL SHELTERING	4,445.30	3,000.00	3,000.00	695.61	3,250.00	8.3%
015112 - 529032	INTERFACE	16,000.00	16,000.00	16,000.00	20,000.00	21,000.00	31.3%
01511772 - 529000	PROFESSIONAL SERVICES	4,500.00	9,000.00	9,000.00	9,195.00	9,000.00	0.0%
HEALTH CONTRACTUAL TOTAL		46,937.23	57,500.00	57,500.00	55,884.34	73,490.00	27.8%
HEALTH SUPPLIES & MATERIAL							
015112 - 530501	MISC SUPPLIES	881.68	600.00	600.00	130.98	600.00	0.0%
015112 - 533500	TOOLS & HARDWARE	49.53	600.00	600.00	345.79	600.00	0.0%
015112 - 535501	CLOTHING	250.00	250.00	250.00	0.00	0.00	-100.0%
01511772 - 532100	MEDICAL & SURGICAL SUPPLES	0.00	8,900.00	8,900.00	2,008.01	8,900.00	0.0%
01511772 - 535501	CLOTHING	0.00	0.00	0.00	0.00	4,400.00	0.0%
HEALTH SUPPLIES & MATERIAL TOTAL		1,181.21	10,350.00	10,350.00	2,484.78	14,500.00	40.1%
HEALTH OTHER CHARGES							
015112 - 540500	DUES & MEMBERSHIPS	295.00	600.00	600.00	120.00	600.00	0.0%
015112 - 540700	SEMINARS & SCHOOLING	2,816.24	1,500.00	1,500.00	2,747.30	2,500.00	66.7%
015112 - 547000	RIVERSIDE ASSESSMENT	0.00	6,200.00	6,200.00	957.80	0.00	-100.0%
015112 - 547001	COMMUNITAS	0.00	8,460.00	8,460.00	0.00	0.00	-100.0%
HEALTH OTHER CHARGES TOTAL		3,111.24	16,760.00	16,760.00	3,825.10	3,100.00	-81.5%
511 HEALTH BUDGET TOTAL		1,105,716.22	1,216,678.00	1,282,187.00	981,971.75	1,339,681.00	10.1%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 34 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

540 BEEBE ESTATE

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
BEEBE ESTATE CONTRACTUAL							
015402 - 522505	BEEBE ESTATE ELECTRIC	1,325.48	1,800.00	1,800.00	1,202.68	1,800.00	0.0%
015402 - 522605	BEEBE ESTATE GAS	4,485.30	3,900.00	3,900.00	3,662.26	3,900.00	0.0%
015402 - 527700	BUILDING REPAIR & MAINTENANCE	1,445.15	2,000.00	2,000.00	0.00	2,000.00	0.0%
BEEBE ESTATE CONTRACTUAL TOTAL		7,255.93	7,700.00	7,700.00	4,864.94	7,700.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL							
015402 - 530501	MISC SUPPLIES	200.00	200.00	200.00	0.00	200.00	0.0%
BEEBE ESTATE SUPPLIES & MATERIAL TOTAL		200.00	200.00	200.00	0.00	200.00	0.0%
540 BEEBE ESTATE BUDGET TOTAL		7,455.93	7,900.00	7,900.00	4,864.94	7,900.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 35 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

541 COUNCIL ON AGING

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
COUNCIL ON AGING SALARIES							
015411 - 511000	SALARY & WAGES	214,908.35	252,442.00	261,804.00	209,531.09	291,801.00	15.6%
COUNCIL ON AGING SALARIES TOTAL		214,908.35	252,442.00	261,804.00	209,531.09	291,801.00	15.6%
COUNCIL ON AGING CONTRACTUAL							
015412 - 521000	PRINTING	94.50	600.00	600.00	0.00	600.00	0.0%
015412 - 523000	MILEAGE	0.00	100.00	100.00	0.00	100.00	0.0%
015412 - 527304	FIRE ALARM/SPRINKLER INSP	0.00	300.00	300.00	0.00	300.00	0.0%
COUNCIL ON AGING CONTRACTUAL TOTAL		94.50	1,000.00	1,000.00	0.00	1,000.00	0.0%
COUNCIL ON AGING SUPPLIES & MATERIAL							
015412 - 530501	PROGRAM SUPPLIES	0.00	1,300.00	1,300.00	1,176.33	2,600.00	100.0%
015412 - 532500	HOUSEHOLD SUPPLIES	173.93	0.00	0.00	0.00	0.00	0.0%
015412 - 535500	UNIFORMS	0.00	500.00	500.00	0.00	500.00	0.0%
COUNCIL ON AGING SUPPLIES & MATERIAL TOTAL		173.93	1,800.00	1,800.00	1,176.33	3,100.00	72.2%
COUNCIL ON AGING OTHER CHARGES							
015412 - 540500	DUES & MEMBERSHIPS	176.59	2,885.00	2,885.00	1,989.96	3,332.00	15.5%
COUNCIL ON AGING OTHER CHARGES TOTAL		176.59	2,885.00	2,885.00	1,989.96	3,332.00	15.5%
541 COUNCIL ON AGING BUDGET TOTAL		215,353.37	258,127.00	267,489.00	212,697.38	299,233.00	15.9%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

542 WOMEN'S COMMISSION

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
WOMEN'S COMMISSION OTHER CHARGES							
015422 - 540000	OTHER CHARGES AND EXPENDITURES	245.00	2,000.00	2,000.00	797.67	2,000.00	0.0%
WOMEN'S COMMISSION OTHER CHARGES TOTAL		245.00	2,000.00	2,000.00	797.67	2,000.00	0.0%
542	WOMEN'S COMMISSION BUDGET TOTAL	245.00	2,000.00	2,000.00	797.67	2,000.00	0.0%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 37 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

543 VETERANS

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
VETERANS SALARIES							
015431 - 511000	SALARY & WAGES	149,209.23	152,962.00	154,384.00	128,411.05	180,965.00	18.3%
VETERANS SALARIES TOTAL		149,209.23	152,962.00	154,384.00	128,411.05	180,965.00	18.3%
VETERANS CONTRACTUAL							
015432 - 523000	MILEAGE	0.00	500.00	500.00	0.00	500.00	0.0%
015432 - 525303	SOFTWARE LICENSES	449.00	700.00	700.00	0.00	700.00	0.0%
015432 - 527803	WAR MEMORIALS MAINTENANCE	2,414.55	4,000.00	4,000.00	2,783.41	4,000.00	0.0%
015432 - 529000	PROFESSIONAL SERVICES	15,270.92	0.00	0.00	0.00	0.00	0.0%
VETERANS CONTRACTUAL TOTAL		18,134.47	5,200.00	5,200.00	2,783.41	5,200.00	0.0%
VETERANS OTHER CHARGES							
015432 - 540500	DUES & MEMBERSHIPS	75.00	160.00	160.00	0.00	160.00	0.0%
015432 - 540600	EDUCATION/SEMINARS	38.70	2,000.00	2,000.00	0.00	2,000.00	0.0%
015432 - 542501	RENTAL OF QUARTERS - VETERANS	8.55	1,550.00	1,550.00	0.00	1,550.00	0.0%
015432 - 544000	VETERANS' BENEFITS	189,543.81	275,000.00	275,000.00	140,863.55	225,000.00	-18.2%
015432 - 544020	OUTREACH PROGRAM	5.00	2,000.00	2,000.00	0.00	2,000.00	0.0%
VETERANS OTHER CHARGES TOTAL		189,671.06	280,710.00	280,710.00	140,863.55	230,710.00	-17.8%
543 VETERANS BUDGET TOTAL		357,014.76	438,872.00	440,294.00	272,058.01	416,875.00	-5.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

544 HUMAN RIGHTS

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
HUMAN RIGHTS CONTRACTUAL							
015442 - 521000	PRINTING	500.00	525.00	525.00	123.13	525.00	0.0%
015442 - 529000	PROFESSIONAL SERVICES	2,284.95	2,475.00	2,475.00	2,145.18	2,475.00	0.0%
HUMAN RIGHTS CONTRACTUAL TOTAL		2,784.95	3,000.00	3,000.00	2,268.31	3,000.00	0.0%
544 HUMAN RIGHTS BUDGET TOTAL		2,784.95	3,000.00	3,000.00	2,268.31	3,000.00	0.0%

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

545 DISABILITY COMMISSION							
Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
DISABILITY COMMISSION OTHER CHARGES							
015452 - 540000	OTHER CHARGES AND EXPENDITURES	436.80	2,500.00	2,500.00	824.25	2,500.00	0.0%
DISABILITY COMMISSION OTHER CHARGES TOTAL		436.80	2,500.00	2,500.00	824.25	2,500.00	0.0%
545 DISABILITY COMMISSION BUDGET TOTAL		436.80	2,500.00	2,500.00	824.25	2,500.00	0.0%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 40 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

611 LIBRARY

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
LIBRARY SALARIES							
016111 - 511000	SALARY & WAGES	948,429.42	988,138.00	997,848.00	835,761.84	999,644.00	1.2%
016111 - 513000	OVERTIME	8,609.70	15,454.00	15,454.00	7,838.11	15,685.00	1.5%
LIBRARY SALARIES TOTAL		957,039.12	1,003,592.00	1,013,302.00	843,599.95	1,015,329.00	1.2%
LIBRARY CONTRACTUAL							
016112 - 521000	PRINTING	0.00	1,000.00	1,000.00	761.00	1,000.00	0.0%
016112 - 521500	POSTAGE	3,988.84	1,400.00	1,400.00	308.30	1,000.00	-28.6%
016112 - 522000	TELEPHONE	1,555.57	2,500.00	2,500.00	289.84	0.00	-100.0%
016112 - 523000	MILEAGE	17.92	250.00	250.00	87.00	250.00	0.0%
016112 - 525104	NOBLE ASSESSMENT & MAINTENANCE	51,166.02	52,087.00	52,087.00	43,405.80	52,087.00	0.0%
016112 - 527702	CONTRACT MAINTENANCE	13,178.65	15,235.00	15,235.00	10,999.63	15,235.00	0.0%
LIBRARY CONTRACTUAL TOTAL		69,907.00	72,472.00	72,472.00	55,851.57	69,572.00	-4.0%
LIBRARY SUPPLIES & MATERIAL							
016112 - 530100	COMPUTER PURCHASES & UPGRADES	1,500.00	1,500.00	1,500.00	2,422.74	1,500.00	0.0%
016112 - 530500	OFFICE SUPPLIES	8,000.00	8,000.00	8,000.00	6,305.99	8,000.00	0.0%
016112 - 534100	AUDIO VISUAL MATERIALS	3,335.68	4,000.00	4,000.00	2,821.25	4,000.00	0.0%
016112 - 534150	VIDEO FORMATS	2,575.23	4,000.00	4,000.00	2,641.12	4,000.00	0.0%
016112 - 534200	BOOKS & PERIODICALS	51,133.05	42,000.00	42,000.00	46,173.12	45,000.00	7.1%
016112 - 534210	ELECTRONIC FORMATS	1,793.04	6,530.00	6,530.00	1,921.46	2,200.00	-66.3%
016112 - 534220	NETWORK ECONTENT	16,325.00	18,407.00	18,407.00	18,407.00	22,058.00	19.8%
016112 - 534230	DOWNLOADABLE AV	7,319.00	10,069.00	10,069.00	11,368.01	15,000.00	49.0%
016112 - 534240	ELECTRONIC DATABASES	14,671.00	16,026.00	16,026.00	14,221.56	17,470.00	9.0%
016112 - 534300	LIBRARY MUSEUM PASSES	2,000.00	2,000.00	2,000.00	2,140.00	2,000.00	0.0%
016112 - 534800	RECREATIONAL SUPPLIES	1,000.00	1,000.00	1,000.00	624.29	1,000.00	0.0%
LIBRARY SUPPLIES & MATERIAL TOTAL		109,652.00	113,532.00	113,532.00	109,046.54	122,228.00	7.7%
LIBRARY OTHER CHARGES							
016112 - 540500	DUES & MEMBERSHIPS	786.00	300.00	300.00	472.00	300.00	0.0%
016112 - 540600	EDUCATION/SEMINARS	129.00	500.00	500.00	255.00	500.00	0.0%
016112 - 542700	RECREATIONAL PROGRAMS	2,485.00	2,600.00	2,600.00	2,050.00	2,600.00	0.0%
LIBRARY OTHER CHARGES TOTAL		3,400.00	3,400.00	3,400.00	2,777.00	3,400.00	0.0%
611 LIBRARY BUDGET TOTAL		1,139,998.12	1,192,996.00	1,202,706.00	1,011,275.06	1,210,529.00	1.5%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 41 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

631 RECREATION

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
RECREATION SALARIES							
016311 - 511000	SALARY & WAGES	44,130.18	64,130.00	64,130.00	64,130.00	64,130.00	0.0%
RECREATION SALARIES TOTAL		44,130.18	64,130.00	64,130.00	64,130.00	64,130.00	0.0%
RECREATION OTHER CHARGES							
016312 - 542702	INCLUSIVE PROGRAMMING	3,599.50	3,600.00	3,600.00	2,577.33	3,600.00	0.0%
016312 - 542704	RECREATION SCHOLARSHIP	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.0%
016312 - 548950	COMMUNITY OUTREACH	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.0%
RECREATION OTHER CHARGES TOTAL		10,099.50	10,100.00	10,100.00	9,077.33	10,100.00	0.0%
RECREATION CAPITAL OUTLAY							
016312 - 551067	TEEN PROGRAMMING	9,797.50	9,800.00	9,800.00	9,800.00	9,800.00	0.0%
RECREATION CAPITAL OUTLAY TOTAL		9,797.50	9,800.00	9,800.00	9,800.00	9,800.00	0.0%
631 RECREATION BUDGET TOTAL		64,027.18	84,030.00	84,030.00	83,007.33	84,030.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 42 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

652 PINE BANKS

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PINE BANKS SALARIES							
016521 - 511000	SALARY & WAGES	149,173.86	213,514.00	213,514.00	173,882.54	224,845.00	5.3%
016521 - 513000	OVERTIME	2,066.78	6,100.00	6,100.00	3,832.65	5,770.00	-5.4%
PINE BANKS SALARIES TOTAL		151,240.64	219,614.00	219,614.00	177,715.19	230,615.00	5.0%
PINE BANKS CONTRACTUAL							
016522 - 522000	TELEPHONE	2,500.00	2,500.00	2,500.00	4,033.37	5,000.00	100.0%
016522 - 522500	ELECTRICITY	13,000.00	13,000.00	13,000.00	11,556.25	12,900.00	-0.8%
016522 - 527500	MOTOR VEHICLE REPAIR & MAINT	2,500.00	2,500.00	2,500.00	2,291.63	3,000.00	20.0%
016522 - 527700	BUILDING REPAIR & MAINTENANCE	10,000.00	10,000.00	10,000.00	6,718.75	5,000.00	-50.0%
016522 - 528600	AUDITING SERVICES	8,000.00	8,000.00	8,000.00	8,570.83	9,625.00	20.3%
016522 - 528804	ATHLETIC FIELD MAINT	3,300.00	3,300.00	3,300.00	3,025.00	3,300.00	0.0%
016522 - 529000	PROFESSIONAL SERVICES	5,000.00	5,000.00	5,000.00	4,583.33	5,000.00	0.0%
PINE BANKS CONTRACTUAL TOTAL		44,300.00	44,300.00	44,300.00	40,779.16	43,825.00	-1.1%
PINE BANKS SUPPLIES & MATERIAL							
016522 - 530500	OFFICE SUPPLIES	500.00	500.00	500.00	458.37	500.00	0.0%
016522 - 530800	HEATING FUEL	4,500.00	4,500.00	4,500.00	7,187.50	7,000.00	55.6%
016522 - 531000	GAS & OIL	3,500.00	3,500.00	3,500.00	3,208.37	3,500.00	0.0%
016522 - 532000	CLEANING & DISINFECTANT SUP	500.00	500.00	500.00	458.37	500.00	0.0%
016522 - 533000	PAINTS	500.00	500.00	500.00	458.37	500.00	0.0%
016522 - 533500	TOOLS & HARDWARE	500.00	500.00	500.00	458.37	500.00	0.0%
016522 - 535100	PARKS & FIELDS MAINTENANCE SUP	30,000.00	30,000.00	30,000.00	33,593.75	55,000.00	83.3%
016522 - 537200	LUMBER	500.00	500.00	500.00	458.37	500.00	0.0%
PINE BANKS SUPPLIES & MATERIAL TOTAL		40,500.00	40,500.00	40,500.00	46,281.47	68,000.00	67.9%
PINE BANKS OTHER CHARGES							
016522 - 543201	WORKERS' COMP INS - PINE BANKS	5,225.00	5,225.00	5,225.00	4,300.00	4,300.00	-17.7%
016522 - 544320	FIRE INSURANCE	2,000.00	2,000.00	2,000.00	3,500.00	6,000.00	200.0%
016522 - 544325	PINE BANKS LIABILITY INSURANCE	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	0.0%
016522 - 544330	AUTO INSURANCE	1,750.00	1,750.00	1,750.00	1,750.00	1,900.00	8.6%
PINE BANKS OTHER CHARGES TOTAL		10,225.00	10,225.00	10,225.00	10,800.00	13,450.00	31.5%
PINE BANKS CAPITAL OUTLAY							
016523 - 551095	PINE BANKS EQUIPMENT	7,500.00	7,500.00	7,500.00	0.00	0.00	-100.0%
PINE BANKS CAPITAL OUTLAY TOTAL		7,500.00	7,500.00	7,500.00	0.00	0.00	-100.0%
652 PINE BANKS BUDGET TOTAL		253,765.64	322,139.00	322,139.00	275,575.82	355,890.00	10.5%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

692 COMMUNITY EVENTS

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
COMMUNITY EVENTS MISCELLANEOUS							
016922 - 560300	CELEBRATIONS EXPENSE	4,235.00	6,000.00	6,000.00	0.00	6,000.00	0.0%
016922 - 560301	CELEBRATIONS - VETERANS	425.09	2,000.00	2,000.00	0.00	2,000.00	0.0%
COMMUNITY EVENTS MISCELLANEOUS TOTAL		4,660.09	8,000.00	8,000.00	0.00	8,000.00	0.0%
692 COMMUNITY EVENTS BUDGET TOTAL		4,660.09	8,000.00	8,000.00	0.00	8,000.00	0.0%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 44 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

693 MEMORIAL BUILDING

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
MEMORIAL BUILDING SALARIES							
016931 - 511000	SALARY & WAGES	122,144.49	152,183.00	157,497.00	110,503.37	159,454.00	4.8%
MEMORIAL BUILDING SALARIES TOTAL		122,144.49	152,183.00	157,497.00	110,503.37	159,454.00	4.8%
MEMORIAL BUILDING CONTRACTUAL							
016932 - 522500	ELECTRICITY	17,863.46	20,700.00	20,700.00	17,865.91	20,700.00	0.0%
016932 - 522600	GAS HEAT	14,831.86	12,295.00	12,295.00	13,267.21	12,295.00	0.0%
016932 - 527303	ELEVATOR MAINTENANCE	4,878.60	5,200.00	5,200.00	5,373.08	5,642.00	8.5%
016932 - 527700	BUILDING REPAIR & MAINTENANCE	4,057.18	6,273.00	6,273.00	3,146.24	6,273.00	0.0%
016932 - 529000	PROFESSIONAL SERVICES	17,039.56	16,000.00	16,000.00	12,570.90	16,000.00	0.0%
MEMORIAL BUILDING CONTRACTUAL TOTAL		58,670.66	60,468.00	60,468.00	52,223.34	60,910.00	0.7%
MEMORIAL BUILDING SUPPLIES & MATERIAL							
016932 - 530501	MISC SUPPLIES	5,393.58	5,170.00	5,170.00	4,443.73	5,170.00	0.0%
016932 - 530508	MARKETING SUPPLIES	515.05	800.00	800.00	245.00	800.00	0.0%
MEMORIAL BUILDING SUPPLIES & MATERIAL TOTAL		5,908.63	5,970.00	5,970.00	4,688.73	5,970.00	0.0%
693 MEMORIAL BUILDING BUDGET TOTAL		186,723.78	218,621.00	223,935.00	167,415.44	226,334.00	3.5%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 45 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

711 MUNICIPAL DEBT

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
MUNICIPAL DEBT MISCELLANEOUS							
017112 - 565000	MUNICIPAL DEBT	2,193,500.00	2,190,000.00	2,190,000.00	2,190,000.00	2,189,500.00	0.0%
017112 - 565010	EXEMPT PRINCIPAL	1,525,409.35	1,588,910.00	1,588,910.00	1,588,909.35	1,658,910.00	4.4%
MUNICIPAL DEBT MISCELLANEOUS TOTAL		3,718,909.35	3,778,910.00	3,778,910.00	3,778,909.35	3,848,410.00	1.8%
711	MUNICIPAL DEBT BUDGET TOTAL	3,718,909.35	3,778,910.00	3,778,910.00	3,778,909.35	3,848,410.00	1.8%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 46 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

751 MUNICIPAL DEBT INTEREST

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
MUNICIPAL DEBT INTEREST OTHER CHARGES							
017512 - 549102	MUNICIPAL DEBT INTEREST	1,014,965.04	920,261.00	920,261.00	907,297.54	921,234.00	0.1%
017512 - 549103	EXEMPT INTEREST	412,160.50	353,273.00	353,273.00	366,235.15	291,715.00	-17.4%
MUNICIPAL DEBT INTEREST OTHER CHARGES TOTAL		1,427,125.54	1,273,534.00	1,273,534.00	1,273,532.69	1,212,949.00	-4.8%
751	MUNICIPAL DEBT INTEREST BUDGET TOTAL	1,427,125.54	1,273,534.00	1,273,534.00	1,273,532.69	1,212,949.00	-4.8%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

752 PROJECTED DEBT & TEMP INTEREST							
Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES							
017522 - 549100	PROJECTED DEBT & TEMP INTEREST	0.00	31,777.00	31,777.00	14,036.60	245,815.00	673.6%
PROJECTED DEBT & TEMP INTEREST OTHER CHARGES TOTAL		0.00	31,777.00	31,777.00	14,036.60	245,815.00	673.6%
752 PROJECTED DEBT & TEMP INTEREST BUDGET TOTAL		0.00	31,777.00	31,777.00	14,036.60	245,815.00	673.6%

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

911 PENSION		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	Change
PENSION SALARIES							
019111 - 511010	CONTRIBUTORY RETIREMENT	6,650,843.00	7,039,967.00	7,039,967.00	7,039,967.00	7,355,676.00	4.5%
PENSION SALARIES TOTAL		6,650,843.00	7,039,967.00	7,039,967.00	7,039,967.00	7,355,676.00	4.5%
911 PENSION BUDGET TOTAL		6,650,843.00	7,039,967.00	7,039,967.00	7,039,967.00	7,355,676.00	4.5%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 49 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

912 WORKER'S COMPENSATION

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
WORKER'S COMPENSATION OTHER CHARGES							
019122 - 543100	WORKERS' COMP MEDICAL	117,713.97	100,000.00	100,000.00	129,608.30	100,000.00	0.0%
019122 - 543101	WORKERS' COMP EXPENSES	37,825.14	50,000.00	50,000.00	42,803.63	50,000.00	0.0%
019122 - 543102	WORKERS' COMP BENEFITS	171,643.21	200,000.00	200,000.00	255,107.59	200,000.00	0.0%
019122 - 543200	INDEMNIFICATION	5,932.03	70,000.00	70,000.00	2,345.11	70,000.00	0.0%
WORKER'S COMPENSATION OTHER CHARGES TOTAL		333,114.35	420,000.00	420,000.00	429,864.63	420,000.00	0.0%
912	WORKER'S COMPENSATION BUDGET TOTAL	333,114.35	420,000.00	420,000.00	429,864.63	420,000.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

913 UNEMPLOYMENT		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	Change
UNEMPLOYMENT OTHER CHARGES							
019132 - 544400	UNEMPLOYMENT EXPENSES	32,756.55	100,000.00	100,000.00	72,603.59	100,000.00	0.0%
UNEMPLOYMENT OTHER CHARGES TOTAL		32,756.55	100,000.00	100,000.00	72,603.59	100,000.00	0.0%
913 UNEMPLOYMENT BUDGET TOTAL		32,756.55	100,000.00	100,000.00	72,603.59	100,000.00	0.0%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 51 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

914 EMPLOYEE BENEFITS

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
EMPLOYEE BENEFITS SALARIES							
019141 - 511000	SALARY & WAGES	83,638.27	92,736.00	95,980.00	78,788.00	96,910.00	4.5%
EMPLOYEE BENEFITS SALARIES TOTAL		83,638.27	92,736.00	95,980.00	78,788.00	96,910.00	4.5%
EMPLOYEE BENEFITS OTHER CHARGES							
019142 - 549201	GROUP HEALTH PROVIDERS	11,550,003.40	12,482,900.00	12,482,900.00	10,183,698.95	13,461,514.00	7.8%
019142 - 549214	LIFE INSURANCE PREMIUM	86,485.25	118,000.00	118,000.00	78,186.49	118,000.00	0.0%
019142 - 549215	SENTINEL FSA PREMIUM	31,947.63	17,500.00	17,500.00	12,694.10	17,500.00	0.0%
019142 - 549217	PART B MEDICARE PREMIUM (70%)	766,188.08	785,000.00	785,000.00	881,831.42	915,000.00	16.6%
019142 - 549218	PART B MEDICARE PENALTIES	28,533.90	35,000.00	35,000.00	22,623.00	35,000.00	0.0%
019142 - 549223	HIATUS REIMBURSEMENT	6,376.42	0.00	0.00	3,315.52	0.00	0.0%
019142 - 549224	HEALTH OPT-OUT PROGRAM	808,796.43	892,500.00	892,500.00	740,542.31	786,800.00	-11.8%
EMPLOYEE BENEFITS OTHER CHARGES TOTAL		13,278,331.11	14,330,900.00	14,330,900.00	11,922,891.79	15,333,814.00	7.0%
914	EMPLOYEE BENEFITS BUDGET TOTAL	13,361,969.38	14,423,636.00	14,426,880.00	12,001,679.79	15,430,724.00	7.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

916 MEDICARE TAX CITY PORTION							
Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
MEDICARE TAX CITY PORTION OTHER CHARGES							
019162 - 548000	MEDICARE TAX, CITY PORTION	869,788.96	885,000.00	885,000.00	715,647.61	920,000.00	4.0%
MEDICARE TAX CITY PORTION OTHER CHARGES TOTAL		869,788.96	885,000.00	885,000.00	715,647.61	920,000.00	4.0%
916 MEDICARE TAX CITY PORTION BUDGET TOTAL		869,788.96	885,000.00	885,000.00	715,647.61	920,000.00	4.0%

05/04/2023 2:03 pm

City of Melrose
Next Year / Current Year Budget Analysis

Page 53 of 56

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

930 DEPARTMENTAL EQUIPMENT

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
DEPARTMENTAL EQUIPMENT CONTRACTUAL							
019302 - 525305	IT COMMUNITY NOTIFICATION SYST	10,433.16	0.00	0.00	0.00	0.00	0.0%
019302 - 527602	INFO TECH COPY MACHINE LEASE	9,060.97	27,707.00	27,707.00	10,185.22	27,707.00	0.0%
DEPARTMENTAL EQUIPMENT CONTRACTUAL TOTAL		19,494.13	27,707.00	27,707.00	10,185.22	27,707.00	0.0%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL							
019302 - 530100	IT COMPUTER PURCHASES & UPGRAD	-969.92	28,000.00	28,000.00	28,000.00	28,000.00	0.0%
019302 - 530103	IT PRINTER PURCHASES	0.00	2,000.00	2,000.00	1,187.00	2,000.00	0.0%
019302 - 530500	OFFICE SUPPLIES	17,924.42	33,329.00	33,329.00	33,337.63	33,329.00	0.0%
DEPARTMENTAL EQUIPMENT SUPPLIES & MATERIAL TOTAL		16,954.50	63,329.00	63,329.00	62,524.63	63,329.00	0.0%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY							
019303 - 551059	PERMITTING SOFTWARE	55,183.05	60,000.00	60,000.00	36,216.83	60,000.00	0.0%
DEPARTMENTAL EQUIPMENT CAPITAL OUTLAY TOTAL		55,183.05	60,000.00	60,000.00	36,216.83	60,000.00	0.0%
930 DEPARTMENTAL EQUIPMENT BUDGET TOTAL		91,631.68	151,036.00	151,036.00	108,926.68	151,036.00	0.0%

Attachment: Fiscal2024-OperatingBudgetFinal (APPRO-2023-28 : Fiscal 2024 Operating Budget in the

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

931 CAPITAL OUTLAY

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
CAPITAL OUTLAY CAPITAL OUTLAY							
019313 - 551098	CITY IT TECHNOLOGY	-229,366.70	50,000.00	50,000.00	0.00	50,000.00	0.0%
019313 - 551099	PINE BANKS CAPITAL PROJECTS	101,294.18	101,295.00	101,295.00	101,294.18	101,295.00	0.0%
019313 - 551102	PINE BANKS FACILITY SHED	48,597.67	48,598.00	48,598.00	48,597.67	48,598.00	0.0%
01931773 - 551097	SCHOOL IT	-32,977.72	50,000.00	50,000.00	449.90	50,000.00	0.0%
CAPITAL OUTLAY CAPITAL OUTLAY TOTAL		-112,452.57	249,893.00	249,893.00	150,341.75	249,893.00	0.0%
931 CAPITAL OUTLAY BUDGET TOTAL		-112,452.57	249,893.00	249,893.00	150,341.75	249,893.00	0.0%

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

942 STABILIZATION FUNDS		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	Change
STABILIZATION FUNDS MISCELLANEOUS							
019422 - 561300	STABILIZATION TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
019422 - 561400	OPEB TRUST	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	0.0%
STABILIZATION FUNDS MISCELLANEOUS TOTAL		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.0%
942 STABILIZATION FUNDS BUDGET TOTAL		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	0.0%

City of Melrose
Next Year / Current Year Budget Analysis

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
0100 GENERAL FUND

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT Change
General Fund BUDGET TOTAL		54,179,690.34	95,256,080.00	98,598,780.00	52,938,083.03	101,173,341.00	6.2%

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
112	CITY COUNCIL			
51	SALARIES			
011121	511000 -			
	CLERK OF COMMITTEES		1.00	64,519.00 109,119.00 *
				64,519.00
	CITY COUNCILORS		11.00	4,000.00 44,000.00
	UNUSED SICK TIME		1.00	600.00 600.00
TOTAL SALARIES				109,119.00
TOTAL CITY COUNCIL				109,119.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
121	MAYOR			
51	SALARIES			
011211	511000 -			
	MAYOR		1.00	125,000.00 322,926.00 *
	COMMUNICATIONS & OUTREACH COORDINATOR		1.00	72,436.00 72,436.00
	DIRECTOR OF STRATEGIC INITIATIVES & COMMUNICATIONS		1.00	103,922.00 103,922.00
	PART TIME ADMIN		1.00	20,368.00 20,368.00
	UNUSED SICK TIME		1.00	1,200.00 1,200.00
TOTAL SALARIES				322,926.00
TOTAL MAYOR				322,926.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

VENDOR

QUANTITY

UNIT COST

2024 MAYOR

135 AUDITOR

51 SALARIES

011351 511000 -

CFO/CITY AUDITOR

ASSISTANT CITY AUDITOR

ACCOUNTS PAYABLE

FINANCE MANAGER

UNUSED SICK TIME

1.00

164,448.00

411,158.00 *

164,448.00

1.00

100,748.00

100,748.00

1.00

68,676.00

68,676.00

1.00

74,886.00

74,886.00

1.00

2,400.00

2,400.00

TOTAL SALARIES

411,158.00

TOTAL AUDITOR

411,158.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

VENDOR

QUANTITY

UNIT COST

2024 MAYOR

141 ASSESSORS

51 SALARIES

011411 511000 -

CHIEF ASSESSOR

ASSISTANT ASSESSOR

HEAD CLERK

GIS ANALYST

BOARD OF ASSESSORS

SICK LEAVE INCENTIVE

1.00

105,654.00

247,847.00 *

105,654.00

1.00

66,470.00

66,470.00

1.00

48,080.00

48,080.00

1.00

12,802.00

12,802.00

3.00

4,347.00

13,041.00

1.00

1,800.00

1,800.00

TOTAL SALARIES
TOTAL ASSESSORS

247,847.00

247,847.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
145	TREASURER/COLLECTOR			
51	SALARIES			
011451	511000 -			
	TREASURER COLLECTOR		1.00	117,026.00 403,360.00 *
	ASSISTANT TREASURER		1.00	77,259.00 117,026.00
	HEAD CLERK		1.00	67,821.00 77,259.00
	CLERK		1.00	46,101.00 67,821.00
	PAYROLL CLERK		1.00	39,772.00 46,101.00
	CLERK		1.00	51,781.00 39,772.00
	SICK LEAVE INCENTIVE		1.00	3,600.00 51,781.00
TOTAL SALARIES				403,360.00
TOTAL TREASURER/COLLECTOR				403,360.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
151	CITY SOLICITOR			
51	SALARIES			
011511	511000 -			
	EXECUTIVE ASSISTANT		1.00	77,629.00 236,468.00 *
	CITY SOLICITOR		1.00	157,639.00 77,629.00
	SICK LEAVE INCENTIVE		1.00	1,200.00 157,639.00
01151771	511000 -			
	ASSISTANT SOLICITOR FOR SCHOOL & LABOR		1.00	114,907.00 1,200.00
	TOTAL SALARIES			351,375.00
	TOTAL CITY SOLICITOR			351,375.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
152	HUMAN RESOURCES			
51	SALARIES			
011521	511000 -			
	DIRECTOR OF HUMAN RESOURCES		1.00	90,194.00 157,338.00 *
				90,194.00
	HUMAN RESOURCE COORDINATOR		1.00	37,874.00 37,874.00
	HUMAN RESOURCE ASSISTANT		1.00	28,220.00 28,220.00
	SICK LEAVE INCENTIVE		1.00	1,050.00 1,050.00
TOTAL SALARIES				157,338.00
TOTAL HUMAN RESOURCES				157,338.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
155	INFORMATION TECHNOLOGY			
51	SALARIES			
011551	511000 -			
	DIRECTOR OF IT (CITY & SCHOOL)		1.00	87,497.00 417,614.00 *
	IT ANALYST		1.00	78,034.00 87,497.00
	ASSISTANT IT DIRECTOR		1.00	97,235.00 78,034.00
	SYSTEMS ANALYST		1.00	66,837.00 97,235.00
	AP CLERK STIPEND		1.00	3,500.00 66,837.00
	ANALYST		1.00	81,991.00 3,500.00
	SICK LEAVE INCENTIVE		1.00	2,520.00 81,991.00
TOTAL SALARIES				417,614.00
TOTAL INFORMATION TECHNOLOGY				417,614.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
161	CITY CLERK			
51	SALARIES			
011611	511000 -			289,387.00 *
	CITY CLERK		1.00	98,986.00
	ASSISTANT CITY CLERK		1.00	72,010.00
	ADMINISTRATIVE CLERK		1.00	60,732.00
	SICK LEAVE INCENTIVE		1.00	2,400.00
	ELECTION ADMINISTRATOR		1.00	55,259.00
011611	513000 -			12,000.00
TOTAL SALARIES				301,387.00
TOTAL CITY CLERK				301,387.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
162	ELECTION/REGISTRAR			
51	SALARIES			
011621	511000 -			
			3.00	1,023.00
			1.00	1,500.00
	CITY CLERK/BOARD OF REGISTRARS			
011621	512000 -			
				4,569.00 *
				3,069.00
				1,500.00
				105,000.00
	TOTAL SALARIES			109,569.00
	TOTAL ELECTION/REGISTRAR			109,569.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
171	CONSERVATION			
51	SALARIES			
011711	511000 -			
	CONSERVATION COMMISSION AGENT		1.00	15,504.00
				15,504.00 *
				15,504.00
TOTAL SALARIES				15,504.00
TOTAL CONSERVATION				15,504.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

VENDOR

QUANTITY

UNIT COST

2024 MAYOR

175 PLANNING BOARD

51 SALARIES

011751 511000 -

SENIOR PLANNER

DIRECTOR OF COMMUNITY DEVELOPMENT

ACCOUNTING MANAGER & GIS ANALYST

ENERGY EFFICIENCY MANAGER

ASSISTANT PLANNER

SICK LEAVE INCENTIVE

1.00

76,991.00

374,341.00 *
76,991.00

1.00

133,584.00

133,584.00

1.00

64,660.00

64,660.00

1.00

30,390.00

30,390.00

1.00

65,716.00

65,716.00

1.00

3,000.00

3,000.00

TOTAL SALARIES

TOTAL PLANNING BOARD

374,341.00

374,341.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024		FISCAL 2024 OPERATING BUDGET			
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2024 MAYOR
211	POLICE				
51	SALARIES				
012111	511000 -				
			1.00	105,145.00	4,912,646.00 *
	SERGEANT				105,145.00
	PATROL OFFICER		1.00	88,487.00	88,487.00
	PATROL OFFICER		1.00	81,765.00	81,765.00
	PATROL OFFICER		1.00	88,282.00	88,282.00
	PATROL OFFICER		1.00	90,666.00	90,666.00
	PATROL OFFICER		1.00	81,831.00	81,831.00
	PATROL OFFICER		1.00	100,946.00	100,946.00
	PATROL OFFICER		1.00	78,500.00	78,500.00
	PATROL OFFICER		1.00	103,013.00	103,013.00
	SERGEANT		1.00	118,531.00	118,531.00
	SERGEANT		1.00	83,779.00	83,779.00
	PATROL OFFICER		1.00	85,168.00	85,168.00
	PATROL OFFICER		1.00	81,810.00	81,810.00
	PATROL OFFICER		1.00	79,494.00	79,494.00
	PATROL OFFICER		1.00	79,441.00	79,441.00
	PATROL OFFICER		1.00	120,088.00	120,088.00
	SERGEANT		1.00	78,029.00	78,029.00
	PATROL OFFICER		1.00	73,938.00	73,938.00
	PATROL OFFICER		1.00	83,199.00	83,199.00
	PATROL OFFICER		1.00	20,410.00	20,410.00
	PARKING ENFORCEMENT		1.00	69,501.00	69,501.00
	PATROL OFFICER		1.00	75,717.00	75,717.00
	PATROL OFFICER		1.00	83,478.00	83,478.00
	PATROL OFFICER				

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET					
ACCOUNTS FOR: GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2024	MAYOR
		1.00	11,700.00		11,700.00
	PARKING ENFORCEMENT	1.00	113,915.00		113,915.00
	SERGEANT	1.00	179,384.00		179,384.00
	CHIEF	1.00	118,531.00		118,531.00
	SERGEANT	1.00	102,704.00		102,704.00
	SERGEANT	1.00	136,155.00		136,155.00
	LIEUTENANT	1.00	19,362.00		19,362.00
	PART TIME ACCOUNTING CLERK	1.00	138,406.00		138,406.00
	LIEUTENANT	1.00	72,227.00		72,227.00
	PATROL OFFICER	1.00	98,323.00		98,323.00
	PATROL OFFICER	1.00	121,110.00		121,110.00
	SERGEANT	1.00	87,102.00		87,102.00
	PATROL OFFICER	1.00	137,470.00		137,470.00
	LIEUTENANT	1.00	114,069.00		114,069.00
	SERGEANT	1.00	66,886.00		66,886.00
	PATROL OFFICER	1.00	139,773.00		139,773.00
	LIEUTENANT	1.00	89,262.00		89,262.00
	PATROL OFFICER	1.00	118,531.00		118,531.00
	SERGEANT	1.00	80,741.00		80,741.00
	PATROL OFFICER	1.00	90,306.00		90,306.00
	PATROL OFFICER	1.00	86,451.00		86,451.00
	PATROL OFFICER	1.00	94,613.00		94,613.00
	PATROL OFFICER	1.00	76,820.00		76,820.00
	PATROL OFFICER	1.00	82,522.00		82,522.00
	PATROL OFFICER	1.00	68,199.00		68,199.00
	OFFICE MANAGER	1.00	90,875.00		90,875.00
	PATROL OFFICER				

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024		FISCAL 2024 OPERATING BUDGET			
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2024 MAYOR
			1.00	81,765.00	81,765.00
		PATROL OFFICER			
			1.00	69,501.00	69,501.00
		PATROL OFFICER			
			1.00	4,125.00	4,125.00
		CELL MONITOR			
			1.00	83,100.00	83,100.00
		SICK LEAVE INCENTIVE			
			3.00	62,500.00	187,500.00
		PATROL OFFICER RECRUITS			
012111	513000 -				482,000.00
012111	513010 -				75,000.00
012111	514000 -				45,000.00
TOTAL SALARIES					5,514,646.00
TOTAL POLICE					5,514,646.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024		FISCAL 2024 OPERATING BUDGET			
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2024 MAYOR
221	FIRE				
51	SALARIES				
012211	511000 -				
			1.00	76,114.00	4,503,288.00 *
	FIREFIGHTER		1.00	82,978.00	76,114.00
	FIREFIGHTER		1.00	81,400.00	82,978.00
	FIREFIGHTER		1.00	104,276.00	81,400.00
	CAPTAIN		1.00	94,798.00	104,276.00
	LIEUTENANT		1.00	80,656.00	94,798.00
	FIREFIGHTER		1.00	79,839.00	80,656.00
	FIREFIGHTER		1.00	83,006.00	79,839.00
	FIREFIGHTER		1.00	78,440.00	83,006.00
	FIREFIGHTER		1.00	164,848.00	78,440.00
	CHIEF		1.00	93,784.00	164,848.00
	LIEUTENANT		1.00	76,820.00	93,784.00
	FIREFIGHTER		1.00	80,350.00	76,820.00
	FIREFIGHTER		1.00	101,843.00	80,350.00
	CAPTAIN		1.00	78,440.00	101,843.00
	FIREFIGHTER		1.00	79,349.00	78,440.00
	FIREFIGHTER		1.00	78,440.00	79,349.00
	FIREFIGHTER		1.00	108,226.00	78,440.00
	CAPTAIN		1.00	83,703.00	108,226.00
	FIREFIGHTER		1.00	106,140.00	83,703.00
	CAPTAIN		1.00	76,515.00	106,140.00
	FIREFIGHTER		1.00	78,440.00	76,515.00
	FIREFIGHTER		1.00	58,699.00	78,440.00
	FINANCE ADMINISTRATOR		1.00		58,699.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET					
ACCOUNTS FOR: GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2024 MAYOR	
		1.00	91,391.00	91,391.00	
LIEUTENANT		1.00	78,218.00	78,218.00	
FIREFIGHTER		1.00	76,614.00	76,614.00	
FIREFIGHTER		1.00	80,192.00	80,192.00	
FIREFIGHTER		1.00	93,019.00	93,019.00	
LIEUTENANT		1.00	92,059.00	92,059.00	
LIEUTENANT		1.00	76,849.00	76,849.00	
FIREFIGHTER		1.00	81,468.00	81,468.00	
FIREFIGHTER		1.00	92,230.00	92,230.00	
LIEUTENANT		1.00	94,730.00	94,730.00	
LIEUTENANT		1.00	99,961.00	99,961.00	
CAPTAIN		1.00	93,701.00	93,701.00	
LIEUTENANT		1.00	91,201.00	91,201.00	
LIEUTENANT		1.00	80,753.00	80,753.00	
FIREFIGHTER		1.00	79,164.00	79,164.00	
FIREFIGHTER		1.00	76,614.00	76,614.00	
FIREFIGHTER		1.00	111,940.00	111,940.00	
CAPTAIN		1.00	81,811.00	81,811.00	
FIREFIGHTER		1.00	77,019.00	77,019.00	
FIRE ALARM TECHNCIAN		1.00	107,606.00	107,606.00	
CAPTAIN		7.00	82,461.00	577,227.00	
FIREFIGHTER		1.00	60,700.00	60,700.00	
SICK LEAVE INCENTIVE		1.00	81,717.00	81,717.00	
FIREFIGHTER					

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET									
ACCOUNTS FOR:									
GENERAL	FUND		VENDOR	QUANTITY	UNIT COST	2024	MAYOR		
012211	513000	-					515,000.00		
012211	513010	-					10,000.00		
012211	515000	-					1,500.00		
TOTAL SALARIES							5,029,788.00		
TOTAL FIRE							5,029,788.00		

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
241	INSPECTION SERVICES			
51	SALARIES			
012411	511000 -			365,641.00 *
	ASSISTANT DIRECTOR OF INSPECTIONAL SERVICES		1.00	63,915.00 63,915.00
	DIRECTOR OF INSPECTIONAL SERVICES		1.00	114,733.00 114,733.00
	WIRE INSPECTOR		1.00	57,949.00 57,949.00
	PLUMBING INSPECTOR		1.00	49,671.00 49,671.00
	INSPECTOR		1.00	66,568.00 66,568.00
	SICK LEAVE INCENTIVE		1.00	2,621.00 2,621.00
	PART-ADMIN		1.00	10,184.00 10,184.00
012411	513000 -			2,000.00
TOTAL SALARIES				367,641.00
TOTAL INSPECTION SERVICES				367,641.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
291	EMERGENCY MANAGEMENT			
51	SALARIES			
012911	511000 -			
	PART TIME EMERGENCY MANAGEMENT DIRECTOR		1.00	28,080.00
				28,080.00 *
				28,080.00
TOTAL SALARIES				28,080.00
TOTAL EMERGENCY MANAGEMENT				28,080.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
296	PARKING			
51	SALARIES			
012961	511000 -			
	CLERK STIPEND		3.00	1,300.00 14,901.00 *
				3,900.00
	PARKING CLERK		1.00	11,001.00 11,001.00
TOTAL SALARIES				14,901.00
TOTAL PARKING				14,901.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
300	SCHOOL			
51	SALARIES			
013001	511000 -			38,511,659.00
TOTAL SALARIES				38,511,659.00
TOTAL SCHOOL				38,511,659.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024		FISCAL 2024 OPERATING BUDGET			
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2024 MAYOR
401	PW ADMINISTRATION/ ENGINEERING				
51	SALARIES				
014011	511000 -				
	STAFF ENGINEER		1.00	40,107.00	770,866.00 *
					40,107.00
	PROJECT ENGINEER		1.00	12,174.00	12,174.00
	RESIDENT SERVICES CLERK		1.00	32,129.00	32,129.00
	OPERATIONS MANAGER		1.00	57,127.00	57,127.00
	CITY ENGINEER		1.00	59,384.00	59,384.00
	DIRECTOR OF PUBLIC WORKS		1.00	73,378.00	73,378.00
	FACILITIES TECHNICIAN		1.00	72,057.00	72,057.00
	FACILITIES MANAGER		1.00	80,678.00	80,678.00
	ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	59,384.00	59,384.00
	DEPUTY CITY ENGINEER		1.00	27,461.00	27,461.00
	ACCOUNTS PAYABLE CLERK		1.00	69,895.00	69,895.00
	CEMETERY ADMINISTRATOR		1.00	51,740.00	51,740.00
	ENVIRONMENTAL OUTREACH COORDINATOR		1.00	35,953.00	35,953.00
	SUPERINTENDENT OF PARKS AND OPEN SPACES		1.00	50,592.00	50,592.00
	EXECUTIVE ASSISTANT		1.00	14,255.00	14,255.00
	SCHOOL RENTAL ADMINISTRATOR		1.00	30,163.00	30,163.00
	SICK LEAVE INCENTIVE		1.00	4,389.00	4,389.00
014011	512000 -				21,840.00
014011	513000 -				7,905.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2024 MAYOR
TOTAL SALARIES				800,611.00
TOTAL PW ADMINISTRATION/ ENGINEERING				800,611.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
402	PW FACILITY MAINTENANCE			
51	SALARIES			
014021	511000 -			
			1.00	67,187.00 195,532.00 *
	MUNICIPAL CUSTODIAN		1.00	67,187.00
	MUNICIPAL CUSTODIAN		1.00	61,508.00 61,508.00
	MUNICIPAL CUSTODIAN		1.00	64,137.00 64,137.00
	SICK LEAVE INCENTIVE		1.00	2,700.00 2,700.00
014021	512004 -			69,120.00
014021	513000 -			16,275.00
01402531	512002 -			25,000.00
01402771	511041 -			714,309.00 *
			1.00	63,000.00 63,000.00
	SCHOOL CUSTODIAN		1.00	60,946.00 60,946.00
	SCHOOL CUSTODIAN		1.00	77,512.00 77,512.00
	SCHOOL CUSTODIAN		1.00	69,978.00 69,978.00
	SCHOOL CUSTODIAN		1.00	55,993.00 55,993.00
	SCHOOL CUSTODIAN		1.00	68,453.00 68,453.00
	SCHOOL CUSTODIAN		1.00	65,497.00 65,497.00
	SCHOOL CUSTODIAN		1.00	61,508.00 61,508.00
	SCHOOL CUSTODIAN		1.00	65,845.00 65,845.00
	SCHOOL CUSTODIAN		1.00	63,719.00 63,719.00
	SCHOOL CUSTODIAN		1.00	51,958.00 51,958.00
	SICK LEAVE INCENTIVE		1.00	9,900.00 9,900.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR:				
GENERAL FUND	VENDOR	QUANTITY	UNIT COST	2024 MAYOR
01402771 511042 -				347,647.00 *
FACILITIES TRADESPERSON		1.00	82,177.00	82,177.00
DIVISION FOREMAN		1.00	77,813.00	77,813.00
FACILITIES TRADESPERSON		1.00	58,269.00	58,269.00
FACILITIES TRADESPERSON		1.00	66,930.00	66,930.00
FACILITIES TRADESPERSON		1.00	57,958.00	57,958.00
FACILITIES TRADESPERSON		1.00	4,500.00	4,500.00
SICK LEAVE INCENTIVE				
01402771 511160 -				.00
01402771 511170 -				.00
01402771 512003 -				25,000.00
01402771 513000 -				77,910.00
01402771 513008 -				8,379.00
01402771 513160 -				.00
01402771 513170 -				.00
TOTAL SALARIES				1,479,172.00
TOTAL PW FACILITY MAINTENANCE				1,479,172.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
422	PUBLIC WORKS HIGHWAY			
51	SALARIES			
014221	511000 -			283,979.00 *
	OPERATIONS FOREMAN		1.00	93,014.00
	HME0		1.00	74,550.00
	LABORER		1.00	53,236.00
	MEO TRUCK DRIVER		1.00	59,579.00
	SICK LEAVE INCENTIVE		1.00	3,600.00
014221	512004 -			4,800.00
014221	513000 -			32,603.00
TOTAL SALARIES				321,382.00
TOTAL PUBLIC WORKS HIGHWAY				321,382.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
423	PUBLIC WORKS SNOW REMOVAL			
51	SALARIES			
014231	513000 -			125,000.00
TOTAL SALARIES				125,000.00
TOTAL PUBLIC WORKS SNOW REMOVAL				125,000.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
433	PUBLIC WORKS SANITATION			
51	SALARIES			
014331	511000 -			
	DIVISION FOREMAN		1.00	81,552.00
	LABORER		1.00	53,135.00
014331	512000 -			7,500.00
014331	513000 -			58,000.00
TOTAL SALARIES				200,187.00
TOTAL PUBLIC WORKS SANITATION				200,187.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
475	PW PARK & FORESTRY			
51	SALARIES			
014751	511000 -			
	FORESTRY FOREMAN		1.00	67,685.00 573,173.00 *
	HME0		1.00	68,687.00 67,685.00
	DIVISION FOREMAN		1.00	76,655.00 68,687.00
	PARK FOREMAN		1.00	72,164.00 76,655.00
	LABORER		1.00	48,580.00 72,164.00
	SKILLED LABORER		1.00	54,236.00 48,580.00
	MEO TRUCK DRIVER		1.00	65,331.00 54,236.00
	MEO		1.00	60,766.00 65,331.00
	LABORER		1.00	50,969.00 60,766.00
	SICK LEAVE INCENTIVE		1.00	8,100.00 50,969.00
014751	512000 -			24,000.00
014751	513000 -			42,500.00
TOTAL SALARIES				639,673.00
TOTAL PW PARK & FORESTRY				639,673.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
485	PW AUTOMOTIVE			
51	SALARIES			
014851	511000 -			200,082.00 *
			1.00	59,969.00
	MECHANIC		1.00	83,711.00
	FOREMAN		1.00	53,702.00
	JR. MECHANIC		1.00	2,700.00
	SICK LEAVE INCENTIVE			
014851	513000 -			6,484.00
TOTAL SALARIES				206,566.00
TOTAL PW AUTOMOTIVE				206,566.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024		FISCAL 2024 OPERATING BUDGET			
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2024 MAYOR
491	CEMETERY				
51	SALARIES				
014911	511000 -				
	DIVISION FOREMAN		1.00	86,012.00	196,971.00 *
	LABORER		1.00	50,668.00	86,012.00
	HMEQ EQUIPMENT OPERATOR		1.00	57,591.00	50,668.00
	SICK LEAVE INCENTIVE		1.00	2,700.00	57,591.00
014911	512000 -				2,700.00
014911	513000 -				24,650.00
	TOTAL SALARIES				16,210.00
	TOTAL CEMETERY				237,831.00
					237,831.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024		FISCAL 2024 OPERATING BUDGET			
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2024 MAYOR
511	HEALTH				
51	SALARIES				
015111	511000 -				
	HEALTH DIRECTOR MELROSE & WAKEFIELD		1.00	159,744.00	561,593.00 *
					159,744.00
	SENIOR HEALTH INSPECTOR MELROSE & WAKEFIELD		1.00	89,430.00	89,430.00
	HEALTH INSPECTOR		1.00	55,734.00	55,734.00
	PUBLIC HEALTH NURSEMELROSE & WAKEFIELD		1.00	86,930.00	86,930.00
	PUBLIC HEALTH SPECIALIST		1.00	71,235.00	71,235.00
	ADMINISTRATIVE ASSISTANT		1.00	41,096.00	41,096.00
	PUBLIC HEALTH SPECIALIST		1.00	53,424.00	53,424.00
	SICK LEAVE INCENTIVE		1.00	4,000.00	4,000.00
01511771	511000 -				
	SCHOOL NURSE		1.00	86,190.00	686,998.00 *
					86,190.00
	SCHOOL NURSE		1.00	74,469.00	74,469.00
	SCHOOL NURSE		1.00	80,753.00	80,753.00
	SCHOOL NURSE		1.00	69,527.00	69,527.00
	PART TIME SCHOOL NURSE LEADER		1.00	54,721.00	54,721.00
	PART TIME SCHOOL NURSE		1.00	28,779.00	28,779.00
	SCHOOL NURSE		1.00	80,553.00	80,553.00
	SCHOOL NURSE		1.00	62,712.00	62,712.00
	SCHOOL NURSE		1.00	71,947.00	71,947.00
	SCHOOL NURSE		1.00	71,947.00	71,947.00
	SCHOOL NURSE		1.00	5,400.00	5,400.00
	SICK LEAVE INCENTIVE				

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
TOTAL SALARIES				1,248,591.00
TOTAL HEALTH				1,248,591.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET

ACCOUNTS FOR:
GENERAL FUND

VENDOR

QUANTITY

UNIT COST

2024 MAYOR

541 COUNCIL ON AGING

51 SALARIES

015411 511000 -

SENIOR CENTER COORDINATOR

PROGRAM ASSISTANT

DIRECTOR COA

SOCIAL WORKER

MINIBUS DRIVERS

SICK LEAVE INCENTIVE

1.00

61,077.00

291,801.00 *
61,077.00

1.00

57,629.00

57,629.00

1.00

99,973.00

99,973.00

1.00

34,837.00

34,837.00

1.00

36,485.00

36,485.00

1.00

1,800.00

1,800.00

TOTAL SALARIES

TOTAL COUNCIL ON AGING

291,801.00

291,801.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
543	VETERANS			
51	SALARIES			
015431	511000 -			
	DISTRICT VSO		1.00	26,293.00 180,965.00 *
				26,293.00
	DISTRICT VSO		1.00	26,293.00 26,293.00
	DIRECTOR VETERANS SERVICES		1.00	81,118.00 81,118.00
	MELROSE- WAKEFIELD - SAUGUS			
	ADMINISTRATIVE ASSISTANT		1.00	20,368.00 20,368.00
	SICK LEAVE INCENTIVE		1.00	600.00 600.00
	DISTRICT VSO		1.00	26,293.00 26,293.00
TOTAL SALARIES				180,965.00
TOTAL VETERANS				180,965.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024		FISCAL 2024 OPERATING BUDGET		
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
611	LIBRARY			
51	SALARIES			
016111	511000 -			
			1.00	8,965.00 999,644.00 *
	LIBRARY ASSISTANT PART TIME		1.00	8,965.00
	SENIOR CHILDREN'S ASSISTANT		1.00	62,478.00 62,478.00
	LIBRARIAN		1.00	52,534.00 52,534.00
	REFERENCE LIBRARIAN		1.00	69,608.00 69,608.00
	LIBRARY ASSISTANT PART TIME		1.00	12,887.00 12,887.00
	SENIOR ACQUISITIONS ASSISTANT		1.00	64,558.00 64,558.00
	LIBRARY ASSISTANT PART TIME		1.00	12,887.00 12,887.00
	LIBRARY ASSISTANT		1.00	47,279.00 47,279.00
	LIBRARY ASSISTANT PART TIME		1.00	8,080.00 8,080.00
	LIBRARY DIRECTOR		1.00	111,801.00 111,801.00
	LIBRARIAN		1.00	66,237.00 66,237.00
	LIBRARIAN PART TIME		1.00	3,971.00 3,971.00
	LIBRARY ASSISTANT		1.00	46,288.00 46,288.00
	OFFICE COORDINATOR		1.00	64,499.00 64,499.00
	LIBRARY ASSISTANT		1.00	57,694.00 57,694.00
	LIBRARY ASSISTANT PART TIME		1.00	15,912.00 15,912.00
	LIBRARY ASSISTANT PART TIME		1.00	2,241.00 2,241.00
	LIBRARY ASSISTANT PART TIME		1.00	13,448.00 13,448.00
	ASSISTANT LIBRARY DIRECTOR		1.00	89,514.00 89,514.00
	HEAD OF CHILDREN'S SERVICES		1.00	63,470.00 63,470.00
	LIBRARIAN		1.00	55,617.00 55,617.00
	PART TIME REFERENCE LIBRARIAN		1.00	7,942.00 7,942.00
	PART TIME REFERENCE LIBRARIAN		1.00	7,942.00 7,942.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET					
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST	2024 MAYOR
			1.00	8,226.00	8,226.00
	SUNDAY STAFF		1.00	1,964.00	1,964.00
	SUBSTITUTES		1.00	7,800.00	7,800.00
	SICK LEAVE INCENTIVE		1.00	35,802.00	35,802.00
	LIBRARY PAGES				
016111	513000 -				15,685.00
TOTAL SALARIES					1,015,329.00
TOTAL LIBRARY					1,015,329.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
631	RECREATION			
51	SALARIES			
016311	511000 -			
	RECREATION DIRECTOR		1.00	43,100.00 64,130.00 *
	RECREATION COORDINATOR		1.00	21,030.00 21,030.00
TOTAL SALARIES				64,130.00
TOTAL RECREATION				64,130.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
652	PINE BANKS			
51	SALARIES			
016521	511000 -			
	SUPERINTENDENT		1.00	73,656.00 224,845.00 *
				73,656.00
	SKILLED LABORER		1.00	43,493.00 43,493.00
			1.00	48,027.00 48,027.00
	SKILLED LABORER		1.00	45,261.00 45,261.00
	SKILLED LABORER		1.00	14,408.00 14,408.00
	PART TIME SKILLED LABORER			
016521	513000 -			5,770.00
TOTAL SALARIES				230,615.00
TOTAL PINE BANKS				230,615.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
693	MEMORIAL BUILDING			
51	SALARIES			
016931	511000 -			
	EXECUTIVE DIRECTOR		1.00	93,886.00 159,454.00 *
	PART TIME OPERATIONS ASSISTANT		1.00	19,410.00 19,410.00
	PART TIME OPERATIONS ASSISTANT		1.00	20,602.00 20,602.00
	PART TIME OPERATIONS ASSISTANT		1.00	19,410.00 19,410.00
	PART TIME OPERATIONS ASSISTANT		1.00	5,546.00 5,546.00
	PART TIME OPERATIONS ASSISTANT		1.00	600.00 600.00
TOTAL SALARIES				159,454.00
TOTAL MEMORIAL BUILDING				159,454.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
911	PENSION			
51	SALARIES			
019111	511010 -			7,355,676.00
TOTAL SALARIES				7,355,676.00
TOTAL PENSION				7,355,676.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
914	EMPLOYEE BENEFITS			
51	SALARIES			
019141	511000 -			
	DIRECTOR OF HUMAN RESOURCES		1.00	30,065.00 96,910.00 *
				30,065.00
	HUMAN RESOURCE COORDINATOR		1.00	37,875.00 37,875.00
	HUMAN RESOURCE ASSISTANT		1.00	28,220.00 28,220.00
	SICK LEAVE INCENTIVE		1.00	750.00 750.00
TOTAL SALARIES				96,910.00
TOTAL EMPLOYEE BENEFITS				96,910.00
TOTAL GENERAL FUND				67,342,146.00
GRAND TOTAL				67,342,146.00

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

WORKSHEET
CITY OF MELROSE, MASSACHUSETTS
AUDITOR'S OFFICE
FY24 BUDGET WORKSHEET

			FY24		REQUESTED
					Percent
DEPT NO.	DEPT NAME	FY23 Budgeted	Mayor's Request	Over/(Under) Last Year	OVER FY23 Budget
112	City Council	136,837.00	147,602.00	10,765.00	7.87%
121	Mayor	369,652.00	384,340.00	14,688.00	3.97%
135	Auditor	457,682.00	479,598.00	21,916.00	4.79%
141	Assessor	365,717.00	375,697.00	9,980.00	2.73%
145	Treasurer/Collector	489,306.00	512,335.00	23,029.00	4.71%
151	City Solicitor	1,084,749.00	1,217,904.00	133,155.00	12.28%
152	Human Resources	170,719.00	181,443.00	10,724.00	6.28%
155	Info Tech	878,459.00	938,539.00	60,080.00	6.84%
161	City Clerk	323,337.00	326,037.00	2,700.00	0.84%
162	Election/Registrar	93,144.00	193,769.00	100,625.00	108.03%
165	Liquor Commission	2,000.00	2,000.00	0.00	0.00%
171	Conservation	26,590.00	31,584.00	4,994.00	18.78%
175	Planning Board	374,124.00	388,951.00	14,827.00	3.96%
196	Energy Commission	2,500.00	0.00	-2,500.00	-100.00%
211	Police	5,475,696.00	5,776,691.00	300,995.00	5.50%
221	Fire	5,380,693.00	5,392,081.00	11,388.00	0.21%
241	Inspection Services	345,187.00	383,721.00	38,534.00	11.16%
291	Emergency Mgmt	32,455.00	32,455.00	0.00	0.00%
296	Parking	71,870.00	65,601.00	-6,269.00	-8.72%
300	School	35,511,659.00	38,511,659.00	3,000,000.00	8.45%
399	N.E. Reg Voke	1,050,138.00	1,270,738.00	220,600.00	21.01%
399	Essex Agri	143,985.00	156,800.00	12,815.00	8.90%
401	PW Admin & Engin	914,194.00	941,376.00	27,182.00	2.97%
402	PW Facilities	4,408,026.00	4,471,668.00	63,642.00	1.44%
422	PW Highway	760,826.00	775,219.00	14,393.00	1.89%
423	PW Snow	725,000.00	725,000.00	0.00	0.00%
433	PW Sanitation	1,812,560.00	1,847,747.00	35,187.00	1.94%
475	PW Parks&Forest	867,194.00	865,573.00	-1,621.00	-0.19%
485	PW Automotive	509,264.00	518,157.00	8,893.00	1.75%
491	Cemetery	263,901.00	268,581.00	4,680.00	1.77%
511	Health	1,216,678.00	1,339,681.00	123,003.00	10.11%
540	Beebe Estate	7,900.00	7,900.00	0.00	0.00%
541	Council on Aging	258,127.00	299,233.00	41,106.00	15.92%
542	Women's Commission	2,000.00	2,000.00	0.00	0.00%
543	Veterans	438,872.00	416,875.00	-21,997.00	-5.01%
544	Human Rights	3,000.00	3,000.00	0.00	0.00%
545	Disability Commission	2,500.00	2,500.00	0.00	0.00%
611	Library	1,192,996.00	1,210,529.00	17,533.00	1.47%
631	Recreation	84,030.00	84,030.00	0.00	0.00%
652	Pine Banks	322,139.00	355,890.00	33,751.00	10.48%
692	Community Events	8,000.00	8,000.00	0.00	0.00%
693	Memorial Building	218,621.00	226,334.00	7,713.00	3.53%
711	Municipal Debt	3,778,910.00	3,848,410.00	69,500.00	1.84%
751	Municipal Debt Int	1,273,534.00	1,212,949.00	-60,585.00	-4.76%
752	Projected Debt	31,777.00	245,815.00	214,038.00	673.56%
911	Pension Weekly	7,039,967.00	7,355,676.00	315,709.00	4.48%
912	Worker's Comp	420,000.00	420,000.00	0.00	0.00%
913	Unemployment	100,000.00	100,000.00	0.00	0.00%
914	Health Contractual	14,423,636.00	15,430,724.00	1,007,088.00	6.98%
916	Medicare City Portion	885,000.00	920,000.00	35,000.00	3.95%
930	Dept Equipment	151,036.00	151,036.00	0.00	0.00%
931	Capital Outlay	249,893.00	249,893.00	0.00	0.00%
942	Stabilization Funds	100,000.00	100,000.00	0.00	0.00%
	TOTALS	95,256,080.00	101,173,341.00	5,917,261.00	6.21%

Attachment: Fiscal2024-Summarybudgetworksheet (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



CITY OF MELROSE

Fiscal Year 2024 Municipal Budget

Proposed by
Paul Brodeur, Mayor





City of Melrose, Massachusetts

Budget Proposal Supplement, Fiscal Year 2024

Mayor

Paul Brodeur

City Council

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

Melrose Public Schools

Dr. Julie Kukenberger, Superintendent of Schools

School Committee

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

Patrick Dello Russo, CFO

Auditor Kerriann Golden, Assistant Auditor

Margot Fleischman, Director of Strategic Initiatives and Communication

Lily Martin, Communications & Community Outreach Coordinator

Table of Contents

Submission Letter, Fiscal Year 2024 Budget Message, Mayor Paul Brodeur	3
General Government	7
Executive Office of the Mayor	5
The City Council	8
Clerk of Committees	9
City Clerk & Elections	11
Community Services Division	13
Council on Aging	14
Melrose Public Library	16
Memorial Hall	18
Park Department/Mount Hood	20
Recreation Department	22
Veterans' Services	24
Finance and Administrative Services	26
Assessor	27
Auditor	29
City Solicitor	30
Human Resources	32
Treasurer/Collector	37
Public Safety and Infrastructure	40
Department of Public Works	41
Emergency Management	44
Fire Department	46
Health & Human Services Department	48
Information Technology	50
Inspectional Services	53
Office of Planning and Community Development	55
Conservation Commission	59
Police Department	62



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

May 8, 2023

Dear Honorable City Council and Melrose Community members,

Pursuant to M.G.L. c. 44 § 32 and § 6-3 of the Melrose City Charter, I respectfully submit for your consideration the City of Melrose's proposed operating budget for Fiscal Year 2024.

With this letter, I want to assure our community and the City Council that we have successfully managed, and will continue to manage, any downturn in the economy. The number one priority of my administration is to assure the residents of this City that we will be able to safeguard the assets of the community and always provide for a balanced budget annually and maintain a stable level of service. The FY24 Operating Budget accomplishes these objectives for both the City and the Melrose Public Schools.

With that said, I am pleased to share the details of this year's proposed balanced budget with total estimated operating expenses of \$101,173,341, representing a 6.2% increase over Fiscal Year 2023.

This budget delivers on a commitment to our residents to:

- Continue to invest in our schools, as shown in our proposed increase for the School Department, which represents an increase of \$3 million for FY24;
- enhance the quality of life by supporting seniors, continuing sustainability efforts, advancing diversity, equity, and inclusion in our community, and increasing support for community members experiencing a mental health crisis;
- use data to drive decision-making by investing in critical infrastructure such as IT; and
- use what we learned through the pandemic to drive us forward.

We are proposing an 8.45% budget increase for the School Department which represents an increase of \$3 million over the approved Fiscal Year 2023 budget, and we will meet the state-mandated Net School Spending requirement. We propose balanced budgets for the Water, Sewer, Mt. Hood, and Ambulance Enterprise Funds.

In developing the Fiscal Year 2024 Operating Budget, the City formulated the budget utilizing the following:

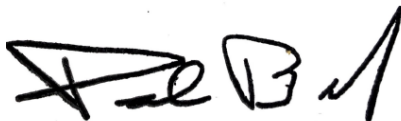
- new tax revenue resulting from the 2½ Tax Levy;
- an estimated \$500,000 of New Growth;
- an increase in Net State Aid of \$2,390,249 (principally driven by revenues received through the New Student Opportunity Act in Chapter 70 Educational Aid);
- an increase in the amount of Local Receipts and percentage revenue budgeted over FY2023;
- and \$250,000 from the Education, Public Safety Substance Abuse Fund (annual recurring revenue) directed to the FY2024 School Department Operating Budget.

In developing the strategic plan, we are also requesting additional deposits, including \$242,000 into the Special Education Stabilization Fund and \$500,000 from this year's Free Cash to Supplement School-related expenditures. We are requesting that \$615,000, or 8.59 percent of the total Certified Free Cash, be deposited into these funds before July 1, 2023. This is a significant deposit into the City's Stabilization Funds and continues the administration's effort to ensure solid fiscal health. If approved, in conjunction with our FY2024 requested budgetary funding for the Stabilization and OPEB funds, over \$8.3 million dollars will reside in our Stabilization Funds come July 1, 2023.

I am equally committed to increasing transparency in our City's finances. As Mayor, I also aim to inspire and increase civic engagement within our community. To achieve these goals, my office has once again collaborated with the Auditor's Office to deliver an interactive FY24 budget tool. This interactive budget presentation makes the numbers clear, accessible, and digestible. Transparency is nothing without accessibility, and the budget tool allows for both.

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

Respectfully submitted,



Paul Brodeur
Mayor of Melrose

General Government

Executive Office of the Mayor

Mission & Overview

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

Mayor's Office Departmental Organization

- € His Honor, the Mayor
- € Director of Strategic Initiatives & Communication (Mayor's Chief of Staff)
- € Communications & Community Outreach Coordinator
- € Director of Economic Recovery and Business Development (grant funded)
- € Part-time Administrative Assistant

Changes from FY23 to FY24

Staffing Changes:

There have been no staffing changes this Fiscal Year. Our part-time Administrative Assistant has begun to provide administrative support to other departments as well as staffing the Mayor's Office front desk, as was anticipated when the position was added last fiscal year.

What is the percentage increase in your budget over FY23?

The Mayor's Office budget increase for FY24 is 3.97%.

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

- € Salary and Wage adjustments
- € Education and Seminar increase
- € Dues and Membership increase

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

- € Salary and Wage line item has been adjusted to reflect the actual wages calculated using the City's new salary plan.
- € The increase to the Education and Seminar line item will cover the one-time cost of a professional development opportunity for staff that is available during the upcoming fiscal year.
- € In the case of dues/memberships, in FY23 we increased this line item significantly to reflect the actual cost of the Massachusetts Municipal Association (MMA) and the Metropolitan Area Planning Council (MAPC) dues. These costs had not been captured in our budget over several fiscal years and so last year was a relatively large adjustment (23.4%). However, the typical year-over-year increase in these dues has averaged approximately 2%, which is the increase reflected in our proposed budget for FY24.

Why Do People Contact Us?

1. For assistance with accessing City services
2. To share concerns and find solutions to service-related problems and City policies
3. For assistance with organizing, executing, and publicizing community events
4. To volunteer on a Board or Commission
5. To publicize community programs and news
6. To schedule meetings with the Mayor
7. For support with opening a new business or operating an existing business
8. To address concerns specifically in the commercial districts (trash/litter, parking, accessibility, general questions)

Mayor's Office 2023 Highlights & Numbers

- Updated the City's website, coordinating with multiple departments
- Initiated the "Week Ahead" digest to increase civic engagement and awareness
- Published 15% more City News items in FY23 compared to FY22
- Created the City of Melrose's new Facebook page, which had over 80,000 visitors
- Launched the Mayor's Office College-level Public Relations Internship Program
- Co-developed the City's Flag Policy with the City Solicitor
- Developed an internal Press Release Submission Form
- Assisted 101 residents through the "Contact the Mayor" submission form and hundreds of others through telephone and general email inquiries
- Organized and coordinated 9 community events
- Coordinated the donation of over 1,000 diapers to local families in need through the Mayor's second annual Diaper Drive
- Worked with National Grid to develop a program to pay down nearly \$145,000 in gas and electric utility bills for over 100 low-income Melrose households using ARPA funding
- Launched a small business and nonprofit grant program using ARPA funding, awarding approximately \$119,000 to local business owners and nonprofit organizations, including \$25,000 to address food insecurity

- Implemented Phase 2 of *Project: Pop-Up* to support economic vitality in the commercial areas
- Conducted a comprehensive fees study to compare fees charged in Melrose to other communities in the region
- Worked closely with the City Solicitor, Liquor Licensing Commission, Building Commissioner, and Office of Planning and Community Development to develop a strategy for attracting new businesses to Melrose, including a brewery

City Council

Mission & Overview

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

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

Department Organization

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

Clerk of Committees

Mission & Overview

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

Department Organization

€ One Clerk

Why Do People Contact Us?

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

Clerk of Committees by the Numbers

- 95 Total meetings held from July 1, 2022 – May 8, 2023
 - 32 City Council Meetings
 - 18 Appropriations & Oversight Committee Meetings
 - 7 Finance Committee Meetings
 - 13 Health, Education & Welfare Committee Meetings
 - 4 Legal and Legislative Committee Meetings
 - 10 Protection and License Committee Meetings
 - 9 Public Service Committee Meetings
 - 2 Public Works Committee
- Rendered assistance in approximately 75 different requests for miscellaneous website updates.
- Led one on one training for Recreation department staff for a new website launch.
- Worked closely with the Human Rights Commission for several website and event updates.
- Led IQM2/Granicus and website training for several new staff including the building department and elections.
- Launched and continued to provide updates to Boards and Commission public-facing portal and internal Excel spreadsheet.
- Aided with Granicus / IQM2 on 34 different occasions.
- Hosted a workshop to inform Boards and Commissions of their duties and requirements under the Open Meeting Law, Conflict of Interest Law, and the Public Records Law.
- 103 Notaries performed.
- Responded to approximately 250 resident requests for service.
- Approximately 70 oaths of office administered.

- Responded to three Public Record Requests and one extensive informational request from the Historical Commission.

Little Known Facts/Common Misconceptions

- This office does not have your vital record!

City Clerk & Elections

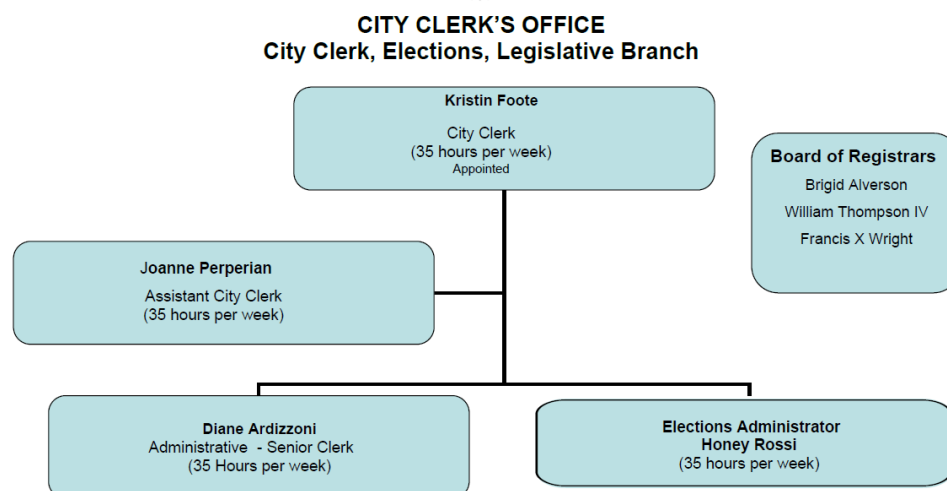
Mission & Overview

The office of the City Clerk is often the first stop as people navigate through City Hall. To quote a 1900s job description, "Traditionally, and to a large degree presently, the office can be compared to a hub around which the wheel of local government revolves. The spokes of the wheel represent the various boards, departments, and committees within the government to which the Clerk relates in a direct way. The rim of the wheel represents the many segments of State and Federal Government from which many of the Clerk's official duties and responsibilities stem. As political scientist William Bennett Munro, who wrote one of the first textbooks on municipal administration said, "No other office in municipal service has so many contracts. It serves the mayor, the city council, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

As the official record keeper and clerk for the municipal organization, the City of Melrose, the department's mission is to maintain and preserve records in the best possible manner. The office handles the license processes required by the administrative code of the municipal organization in an efficient and timely manner.

The City Clerk supports the City Council with meeting agenda preparation, producing minutes, and clerking the meetings as well as posting meetings for all appointive bodies in the City. The Clerk ensures the City charter and administrative codes are kept current with new ordinances and zoning regulations. The City Clerk serves as a member of the Board of Registrars of Voters and supervises the Election Administrator. The City Clerk is also responsible for all election-related functions. As one of the five City Records Access Officers (RAO), responsible for public records requests of a general nature, the Clerk's office serves as custodian of all vital records (Birth, Death, & Marriage) dating back to the 1800s – we preserve the history of Melrose. The City Clerk is also a justice of the peace and many weddings in city hall.

Department Organization



Why Do People Contact Us?

1. Business and dog licensing and raffle permits
2. Vital records & historical research
3. Getting married at city hall
4. To register to vote

City Clerk by the Numbers:

- 18 Vital Records Issued per day on average
- 207 Marriage Intentions (previous staff elevated the FY22 figure – there were 145 intentions)
- 57 Weddings Performed
- 124 New Business Certificates
- 36 Common Victualer Licenses issued
- 1 special election for the Northeast Vocation school building vote
- 68 Election Day Poll Workers
- 15,089 City Census Forms Mailed

Little Known Facts

- The profession is the oldest of public servants in local government and traces back before Biblical times.
- We are responsible for over a century's worth of public records

Goals for FY24

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

What is the percentage increase in your budget over FY23?

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

What are the major changes to your budget?

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

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

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

Community Services Division

Mission & Overview

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

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

Together, these department heads collaborate to provide cultural, social, and wellness events, connect Melrose residents to resources such as COVID-19 vaccination clinics, and most recently, coordinate with the Director of Health and Human Services to address community mental health needs through the development of initiatives and training for mental health and wellness. The City of Melrose benefits from having a consortium of department heads who work together to offer life-enhancing services to our community members. The Community Services Division is headed by Director of Strategic Initiatives and Communications and is comprised of the following department heads:

Council on Aging

Mission/Overview

To connect older adults with programs, resources, and services in our community to generate a positive impact on daily living. Our job is to enrich the lives of our seniors and create a community where they can age in place with dignity and respect. The Council on Aging operates on a “no wrong door policy.” Not only do we serve the older residents of Melrose, but we also operate as a resource hub for anyone in need.

Live Well ~ Age Well

Department Organization

- € Executive Director
- € Administrative Assistant
- € Office Assistants – 7 hours
- € Milano Center Manager
- € Program Coordinator – 16.5 hours
- € Social Worker – 18 hours
- € Social Worker intern – 18 hours
- € 7 Drivers- total 40 hours per week
- € 2 Senior Center Assistants- total 20 hours per week
- € 36 Volunteers

Why Do People Contact Us?

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

Council on Aging by the Numbers

- € 16 employees – 224.5 hours per week
- € 366 volunteer hours
- € 52 average weekly wellness check calls
- € 3,318 older adult contacts in the Milano Center database
- € 858 newsletters mailed monthly, 1,678 electronic versions, 342 public locations
- € 126 referrals to Mystic Valley Elder Services (services, ombudsman, protective)
- € 156 Melrose Emergency Fund/Social Service cases (rent, necessities, utilities, emergency food)
- € 189 Benefits Assistance referrals (fuel assistance, snap, mass health, etc.)

- € 38 Melrose Emergency Board cases (housing assistance)
- € 28 Housing application assistance – hands-on
- € 701 unduplicated participants in activities, FY 22 – opened in April
- € 296 lunch meals
- € 154 shopping trips
- € 1,179 rides
- € 3,302 phone calls received
- € 36 day-trip excursions
- € 29 Youth T-passes

Little Known Facts/Common Misconceptions

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

Changes from FY23 to FY24

- Requesting \$7,020 to increase drivers' rates of pay. Recruitment has failed based on low salary rates. We are unable to regionalize, as our Melrose drivers make \$3 less per hour than surrounding communities.
- 100% part-time Social Workers' salary in city salary and wages adds an additional expense of \$16,500.
- Previously unbudgeted expenses for toner (\$2,750) and recyclable paper supplies (\$1,283) = \$4,033
- Important to note: The oldest vehicle in the fleet is 10 years old and needs to be replaced. It is no longer a comfortable ride and
- The Milano Center has been open post-pandemic for one year now and participation rates are 3X the previous rates prior to the pandemic.
- New programs: LGBTQ+ Social Club, Grief Counseling, Parkinson's Exercise Group, Photography Club, and many new day excursions.
- Transportation to and from the Milano Center is now free to all seniors residing in Melrose.
- A furnished Milano Pavilion will allow for additional square footage for outdoor programming.
- The fob system has been installed and Milano rentals will resume as a new revenue source.

Goals for FY24

- € UMass Boston Community needs assessment commences Spring '23- release date Winter '24
- € Resume strategic planning toward Age Friendly & Dementia Friendly Certification

Melrose Public Library

Mission & Overview

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

Department Organization

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

Why Do People Contact Us?

- € Readers' Advisory Services
- € Finding fiction and nonfiction reading, listening, or viewing material
- € Technical help (computers and technology)
- € Genealogical and School Research
- € Engage in community; avoid social isolation
- € Space to meet/gather
- € Attend programming for all ages

Melrose Public Library by the Numbers:

- € Top four in NOBLE circulations (including during moving and construction), averaging 10,605 physical items per month between July 1, 2022, and April 30, 2023
- € 48,870 e-audiobooks, e-books, and e-magazines (including e-picture books) circulated from Overdrive and Hoopla from July 1, 2022 – April 30, 2023
- € 764 new library cards issued from July 1, 2022 – April 30, 2023
- € 250 Programs were held – 37 hybrid, 103 in-person, 47 passive, and 63 virtual, with a total attendance of 2,263. 542 people/devices watched the recorded programs.
- € 417 take-home kits were used for crafting programs
- € 3,005 people engaged in passive displays/programs
- € 13,736 active Melrose patrons

Little Known Facts/Common Misconceptions

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

Changes from FY23 to FY24

- € No major financial changes
- € FY23 was spent primarily in our interim space at the Beebe School. It has once again been a year of transition, change, and adjustment. We are thrilled to have a space that allows us to provide access to all our materials during construction.
- € Major construction has begun on the library. The 1963 addition has been removed, all asbestos and hazardous materials have been carefully separated and removed from both the addition and the historic building and disposed of appropriately. Selective demolition in areas of the historic building has been performed in preparation for the restoration and renovation of the original section of the building. The new addition foundation will be beginning shortly.
- € We will be moving in 2024 back into our completed building at West Emerson. Financial impacts for the new space will be focused on FY25.

Goals for FY24

- € Prioritize preservation of local history collection, including digitization of local newspapers and organization of general materials.
- € Assess the Diversity Audit conducted in FY2023 on collections for all ages to ensure broad representation in our library materials.
- € Maintain appropriate staffing levels throughout the renovation process; plan for staffing needs post-renovation in the expanded facility.
- € Partner with other community stakeholders in an advisory/support capacity for a new city-wide community read effort.

Percentage Increase Budget over FY23?

The library budget has a 1.5% increase in the total budget, pending the resolution of a new contract with the collective bargaining unit.

Major changes to the Library Budget FY23 to FY24

The telephone line (522000) has been eliminated. The postage line (521500) has a 28.6% decrease; however, this represents only a \$400.00 change. These decreases have been used to help offset increases in Supplies and Materials. Electronic Formats (534210) has decreased due to a canceled subscription.

Reasons for these changes

The decrease in the telephone line is due to telephone services being merged with the City's system through the IT department at the time of the move to our interim space. We do not need as much postage at this time as we used to, with more and more patrons receiving their communications via text or email.

Memorial Hall

Mission & Overview

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

Department Organization

- € Executive Director
- € (4) part-time Operations Assistants: average @ 10 - 17.5 hours/week per person

Why Do People Contact Us?

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

Memorial Hall by the Numbers:

Memorial Hall is seeing an overall increase in the number of event bookings and attendance at the events as the public becomes increasingly comfortable with indoor events. For FY23, we are on target to host 260 events and will welcome over 49,000 guests, (attendees), to Memorial Hall. As of April 2023, we have received requests for 179 event dates in FY24.

Our customer events database is made up of 68% nonprofit organizations and 32% businesses, (dance companies, private businesses, individuals for private events, etc.). 73% of our customers are listed as Melrose addresses, with 27% outside Melrose.

In FY23, we partnered with several City of Melrose departments to use Memorial Hall for public programs:

- Melrose Veterans Services Department: Monthly Veterans Food Mart serving 4 communities in conjunction with the Boston Food Bank, Veterans Day Breakfast, the Memorial Day Breakfast, and the Memorial Hall Parade Registrations location
- Mayor's Office: Senior Resource Fair. Mass Municipal Association meetings
- Melrose Recreation Department: a summer robotics program that we increased to run for 4 weeks in July/August 2023. Also, Rec Staff Training and Mental Health Training sessions.
- Melrose Health Department: A Covid Vaccine Booster Clinic in early Fall and a Flu Shot clinic in late fall
- Council on Aging Holiday Party
- Melrose Emergency Management: Hosted Mystic Regional Emergency

Management Training

The Exterior Renovation project was started in FY23. This project includes roof replacement, all windows renovated, exterior shades added to enable the Main Hall to be “theater dark”, interior shades replaced, Back Lobby door replaced, copper exterior décor, exterior doors refurbished, cleaning & pointing of granite, and interior beams repaired. Completion is anticipated in the summer of FY24.

Little Known Facts/Common Misconceptions

- € Memorial Hall operates as a business with the Director of Memorial Hall responsible for the facilities management, i.e., service plans, maintenance plans, daily maintenance, repairs, annual inspections, etc., and all aspects of event management. Melrose DPW is responsible for the exterior i.e. landscaping, trash disposal, snow plowing
- € Revenue generated is from facility rental fees only.
- € Total Events at the building >250/year.

Percent increase in Memorial Hall's Budget

- € Memorial Building budget increase is 3.5%

Budget changes from FY23 to FY24

- € Increase to elevator line item due to expected union wages increase for service plan.

Goals for FY24

- € Secure and execute 260 events
- € secure reservations for 175 FY25 events by end of FY24
- € With the completion of the Civil War Heritage Project at the end of FY23, move to the next step of the project i.e., a Virtual Tour of Memorial Hall
- € GAR Room floor and ceiling repairs project scope of work with monies received from the State
 - Liaison to the Friends of Melrose Memorial Hall Gala Committee October 14, 2023

Park Department/Mount Hood

Mission & Overview

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

Why Do People Contact Us?

- Park permits
- Golf
- Guidance on how to use outdoor spaces

Department Organization

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

Parks by the Numbers

- € 2796 Permits Issued across 27 parks
- € 81 Parks and Fields Overseen
- € 50 Adopt-a-Sites
- € 40 gardening beds added at 2 Greenwood Pl
- € 43479 Rounds of golf played in 2022
- € \$2.45 million Total Revenue
- € \$1.9 million Golf Revenue
- € \$417K Food & Beverage Revenue
- € \$130K Pro Shop Revenue

Little Known Facts/Common Misconceptions

- € We are partnering with the Boys and Girls Club offering kayaking on Ell Pond this Summer!

Changes from FY23 to FY24

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

Goals for FY24

We look forward to starting a relationship with Sagamore Golf Inc. as the new management company for Mt. Hood Memorial Park and Golf Course. Sagamore has entered a 5-year contract with the City ending in 2027. One of our goals is to have a beverage cart on the course that will provide customers with access to food and beverages, another is to work with Sagamore transitioning revenue operations with new POS systems, along with setting some extensive tree maintenance to enhance the course. Golf course revenue is driven by weather. Parks and Open Spaces require comfortable weather for residents to take advantage of all the wonderful sports fields, parks, playgrounds, hiking trails, dog parks, community gardens, skateboard park, and bike paths Melrose has to offer.

Recreation Department

Mission & Overview

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

Through our programming, we provide resources and opportunities to strengthen our community while promoting social, cultural, and physical well-being. On average our department has over 8,000+ residents participating in our programs and events per year. Some of our largest programs include Melrose Youth Basketball (900+ participants, 200+ volunteers), Melrose Flag Football (250+ participants, 50+ volunteers) and Middle School Afterschool Athletics & Clubs (600+ participants, 25+ volunteers). In total we have 300+ community volunteers and 80+ seasonal/part-time workers helping us make our programs run.

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

Department Organization

- Recreation Director
- Recreation Coordinator
- Recreation Administrative Assistant (Part-time)

Why Do People Contact Us?

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

Recreation by the Numbers:

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

Little Known Facts/Common Misconceptions

- The Recreation Department is nearly self-sustaining through revenue-generating programs
- The Recreation Department works with a multitude of vendors and community partners to provide a wide variety of programs and events.
- Our mission is the promotion of socialization, physical exercise, personal well-being, and fun.

Budget Requests & Changes

- No additional budget requests currently

Changes from FY23 to FY24 Budget

- There are no significant changes or budget requests for FY24

Goals for FY24

- Continue to adapt ourselves and our programming to meet the changing needs of our residents
- Continue to offer programming that is supportive of the mental wellness of our residents including mindfulness and Mental Health First Aid programming.

Veterans' Services

Mission & Overview

Melrose Veterans' Services leads the Melrose-Wakefield-Saugus (MWS) Veterans Services District. The MWS Veterans' Services District seeks to advocate on behalf of all the district's veterans and provide them with guidance on local, state, and federal benefit programs, quality support services and to direct an emergency financial assistance program for those veterans and their dependents who are in need. The Chapter 115 Benefits Program is run by the Massachusetts Department of Veterans' Services (DVS). This program is run locally and benefits are reimbursed up to 75% by the State. The U.S. Department of Veterans Affairs (VA) offers federal benefits at the local level and we aid veterans and their families in applying for them. These forms and applications can be very daunting, long, and sometimes difficult to understand.

Goals and Objectives

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

Department Organization

- Director of Veterans' Services
- Administrative Assistant

Why Do People Contact Us?

- Department of Defense (DoD) questions, Chapter 115*, VA Claims, VA Healthcare, anything VA related in addition to local ceremonies for veterans.
- Vaccine inquiries
- Home healthcare inquiries

Veterans' Services by the Numbers:

- 3 Municipalities served
- 75-100 Chapter 115* clients served across the 3 communities
- Average 300 Disability claims filed annually due to the passing of new legislation
- Average 30 VA pensions for Aid and Attendance filed annually
- Over \$625,000 brought back to VA beneficiaries who reside in the City of Melrose between VA disability compensation and VA pensions and survivor benefits

Little Known Facts/Common Misconceptions

- While we are seen publicly at events, the office runs much more than events and ceremonies
- We run the MVMMS Operation club and trip annually which involves meeting with the students weekly culminating in a trip to Washington DC in May. (Hoping to start back up in the school year 2022-23)
- We help with all the events and fundraising efforts of the VAB
- We serve as a source of socialization for some of our senior veterans.
- Assist from cradle to grave with VA disability claims and pensions
- Assist Veterans in finding and obtaining resources for Mental Health help, rent assistance, housing, substance abuse, and the various GI Bills and Welcome Home Bonuses

Changes from FY23 to FY24

- Increase in Veterans Benefit line 015432/544000 by 6% in anticipation of DVS COLA adjustment in July 2023 to match Social Security COLA increase of 5.9% in January 2023.
- Salary line-item increase to include part-time VSO, meeting State Districting requirement.

Goals for FY24

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

Finance and Administrative Services

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

Assessor

Mission & Overview

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

The Assessing Department is responsible for the following functions:

- Ensuring the accuracy of real property valuation through annual inspection of sale properties, properties for which building permits have been taken out, and all abatement application properties.
- Routine re-inspection of all properties on a ten-year cycle.
- Discovering, listing, and valuing over 8,771 residential properties, including single-family homes, multi-family homes, condominiums, and apartment buildings. There are 291 commercial, industrial, and mixed-use properties, 425 exempt properties, and 491 business personal property accounts which are also valued on an annual basis.
- Maintenance and administration of the assessing databases and maps.
- Recording all changes in property ownership, land subdivisions, and changes in land use codes.
- Analyzing real estate sales transactions and annually adjusting property assessments to reflect market value.
- Processing property tax exemption applications for income-eligible senior citizens, veterans with service-related disabilities, and persons who are legally blind.
- Processing Motor Vehicle Excise tax abatements. The City of Melrose annually issues over 22,000 excise tax bills and the Assessing Departments processes more than 750 excise abatements.
- Capturing new growth from building permit activity and land use changes as defined by Mass. General Law.

Department Organization

- Chief Assessor
- Assistant Assessor
- Assessing Clerk

Why Do People Contact Us?

- Valuation information
- Excise Tax abatements
- Property Tax Abatements
- Personal exemptions
- Assessors Maps

Little Known Facts/Common Misconceptions

- The Assessors' primary job is to make sure that taxes are fairly allocated to each person and

property in the City. Assessors determine property values for all taxable property; the tax rate is determined by the City's approved budget.

- Property values in Melrose are certified each year by the Division of Local Services, Massachusetts Department of Revenue.
- The Melrose Assessor's Office is incredibly innovative in its use of technology
- External inspections continue with aerial imagery and lasers to measure outside of buildings, as well as incorporating the use of street-view cameras

Changes from FY23 to FY24

- 2.7% **increase** in the overall budget
- Salary & Wages – 6% **increase** due to the implementation of HRS Compensation and Classification Study and other contractual wage/COLA increases.
- Furniture & Fixtures – 100% **decrease** due to project completion for the original intent of budget line
- Seminars – 100% **decrease** due to reclassifying into Education/Training
- Education/Training – 50% **increase** due to reclassifying from Seminars

Goals for FY24

- Continue to be a leader in using data to drive decision-making
- Collaborate with Building Department and GIS Manager to integrate mapping and permitting data systems with the Assessors Database
- Collaborate with Treasurer/Collector to develop efficiencies and streamline tax billing and abatement processes.
- Continue to be thorough in the discovery of taxable property and allowable levy growth due to new construction.
- Work with the Mayor's Office and other City Departments to ensure that residents eligible for exemptions are aware of and take advantage of these offerings.

Auditor

Mission & Overview

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

Department Organization

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

Why Do People Contact Us?

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

Little Known Facts/Common Misconceptions

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

Changes from FY23 to FY24

- Salary and Wage adjustments for staff.
- Increase in audit services and dues and memberships.

Goals for FY24

- Continue to develop and train munis users on enhancements (version 2021) and best practices.
- Continue to work on munis projects that create efficiencies for all departments.
- Collaborate with Treasurer's Office to move to electronic payments for larger vendors and streamline the warrant process.
- Continue to work with departments and outside auditors to produce an ACFR
- Implement ways to go paperless.

City Solicitor

Mission & Overview

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

Department Organization

- City Solicitor
- Assistant City Solicitor
- Executive Assistant

Why Do People Contact Us?

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

Little Known Facts/Common Misconceptions

- Legal department oversees the Melrose Liquor Commission
- There is no separate Procurement Office in the City of Melrose. The City Solicitor's Office oversees, provides guidance, and answers questions of relative Departments and boards/commissions as necessary on any procurement-related matters
- Legal Department works closely with the Melrose Board of Health on Code enforcement matters within the City of Melrose

Budget Changes from FY23 to FY24

- Overall Budget Increase of 12.3%
- The salary and wage line item has increased by 8.7%. This is a result of the implementation of the non-Union Compensation and Classification Study by the City, as well as the estimated cost of interim coverage this fiscal year while the City Solicitor is out on anticipated maternity leave.
- Decrease in Legal Subscription Services under the line item entitled “Electronic Mass General Laws” of 27.6%. After a three-year contract with the previous vendor, the City solicited written quotes and contracted with a comparable vendor for the next three years at a significantly reduced rate
- Dues and Memberships have increased slightly by \$20 – 0.7%- to account for an estimated slight increase in subscription/membership fees
- Increase in the expense for contractual Property/Liability Insurance coverage for the City of 15%. This contractual rate increase reflects a deterioration of the property re-insurance market, and the resulting higher insurance premiums across the board for policyholders. The amount in this line item is reflective of the cost of the new insurance contract, with no reduction in coverage from previous years, and an added \$5K to hopefully address additional costs to the premium for new vehicles that may be added

Goals for FY24

- Aside from continuing the annual training conducted by my office, develop a handbook for those on Appointed Boards/Commissions in conjunction with the City Clerk to provide clear instruction on duties, responsibilities, and legal requirements as appointed members
- Work with the Human Resources Department as necessary to help draft and implement any policy updates as recommended by the Racial Equity Group.
- Develop written City Procurement Policies and Guidelines to aid Departments and Boards and Commissions in the procurement of supplies and services.

Human Resources

Mission & Overview

The Human Resources Department ensures that the City of Melrose follows fair and consistent employment practices, supports employees and retirees in health and welfare benefits, complies with federal and state laws and collective bargaining agreements, and effectively communicates employment matters to all City employees. By providing exemplary service to City employees, and ensuring a safe and inclusive work environment, the HR Department strives to create an environment where employees of all backgrounds can succeed and thrive while providing citizens of all backgrounds with excellent municipal services.

Department Organization

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

Percentage Increase in HR Budget over FY23

152 Human Resources- overall increase 6.3%

- Salaries and Wages- 7.3 % increase due to transitioning to the non-union Compensation and Classification plan, which includes 2% COLA as recommended in the study
- 20% decrease in the advertising budget and 25% increase in the physical exams, resulted from shifting \$2,000 from one line item to another to better allocate funds and meet City's needs.

912 Worker's Comp - no changes

- Level-funded

913 Unemployment- no changes

- Level-funded

914 Employee Benefits - overall increase 7%

- Health Contractual Benefits – 7.8% increase
 - FY24 plans' rate changes range from -5.8% to 11.9%, which averaged 5.2% increase for non-Medicare plans and a 2.0% increase for Medicare plans.
 - The health budget projection is always a snapshot of a moment in time and cannot predict the behavior of employees, life events, or economic changes that may affect future enrollment.
- Medicare Part B - 16.6% increase or a 3.8% increase over the *actual* FY23 cost.
- Salaries and Wages -4.5% increase due to the implementation of the non-union Compensation and Classification Study.

What are the major changes to your budget?

The HR department doesn't have major changes to the budget in FY24 outside of the 7% Employee Benefits increase, which is a result of changes in the Group Health (7.8% increase), Medicare Part B (16.6% increase), and Opt-Out (11.8 % decrease) budgets.

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

The Health Insurance budget, which has the largest financial impact on our budget is a contractual obligation for the City of Melrose and is primarily driven by the economy and healthcare, which are constantly evolving, and over which we don't have control. The City of Melrose provides insurance through the Group Insurance Commission (GIC), which is required to procure new contracts, including health and pharmacy benefits, every 5 years and FY23 was year 5 of the existing contracts. The new contracts resulted in FY24 changes in the plans' names, design, and copays, and some plans were no longer offered, all of which impacted most of our benefit-eligible employees. We saw a significant number of changes during a very active April- May 2023 Open Enrollment compared to other years. This translated into a 7.8 % increase in the Group Health budget.

Medicare Part B cost is another element that impacts the Employee benefits budget. The City of Melrose reimburses our retirees and their spouses 70% of the standard Medicare Part B premium. Since not every retiree pays the same premium, HR does its best to project the most reasonable estimated cost with the information we have available at the time. In FY23 that line was funded lower than the actual cost, which resulted in a 16.6% increase over the FY23 budget, or a 3.8% increase over the *actual* FY23 cost.

Our Opt-Out program has been a successful health cost avoidance measure that employees take

advantage of. HR implemented the following cost-saving measures for FY24 related to the Opt-Out program: reduced the eligibility requirement from 12 to 6 months to allow for more employees to benefit from this program; broadened qualifying events for enrollment and reduced benefit amounts. This resulted in an 11.8% decrease in the Opt-Out budget.

HR by the Numbers:

Clients Served

- 22 Departments
- 421 City Employees: 258 Benefit Eligible & 140 Non-Benefit Eligible (not including election help)
- 528 School Benefit Eligible
- 775 retirees/spouses/survivors

Benefits & Budget Administration

- Administrate **the following benefits for active employees:**
 - 8 non-Medicare and 4 Medicare Health plans
 - 2 Dental Insurance plans (Employee and Retiree)
 - 3 Life Insurance plans
 - 3 Deferred Compensation plans
 - Disability Insurance
 - Pet Insurance
 - Flexible Spending Account
 - Opt. Out Incentive program
- Administrate **the following benefits for retirees:**
 - Health Insurance
 - Dental Insurance
 - Basic Life Insurance
 - Optional Life Insurance
 - Medicare Part B Reimbursement for **675 retirees & their spouses.**

Financial Management: We manage approximately \$16 million.

Recruitment:

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

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

FY 2023 new hires (through April 2023):

- 18 Benefit eligible
- 38 non-benefit eligible (excluding election help)

City Staffing Changes:

FY 2023 (through April 2023):

- 15 Retirements (4 School; 11 City)
- 21 Resignations
- 26 Deceased Retirees

Little Known Facts/Common Misconceptions

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

Goals for FY24

- HR will have a leading role in working with the Racial Equity Group on the Organizational Equity Assessment and designing and implementing the DEI Training Series. As part of this work, the consultant will evaluate employment policies, recruiting and hiring practices, performance management, benefits, and programs the City offers to our employees that may have differential impacts on certain groups and address existing gaps in inequities. The HR Director will work on following through with any updates that are required related to policies, benefits, or programs. The Consultant will also review department-specific policies and programs and communication and outreach methods to determine if they are effective and if they reach out to diverse audiences and will recommend improvements. The HR Director will act as a liaison with the departments for data gathering and future implementation of any recommendations. Additionally, the Consultant will use the information collected through the equity assessment and design interactive training series for all employees with the goal of developing a common language, understanding, and appreciation of the principles of DEI and how it impacts organizations and train employees on practical steps to promote awareness and foster environment of growth, inclusivity, and belonging. The HR department will coordinate these trainings for all employees of the City.
- The HR Department will focus on providing professional development opportunities for department heads and managers in the areas of performance management and performance evaluations, which will

become the building blocks, critical for the successful implementation of a future hybrid merit/step-based compensation system.

- The HR Director will assist with the successful transition of Mayor-Elect and focus on their priorities.
 - **Long-term goals and projects:** streamline resumes submission, automate processes, including new hire paperwork collection, leaves management, etc.; digitize some HR functions/processes.

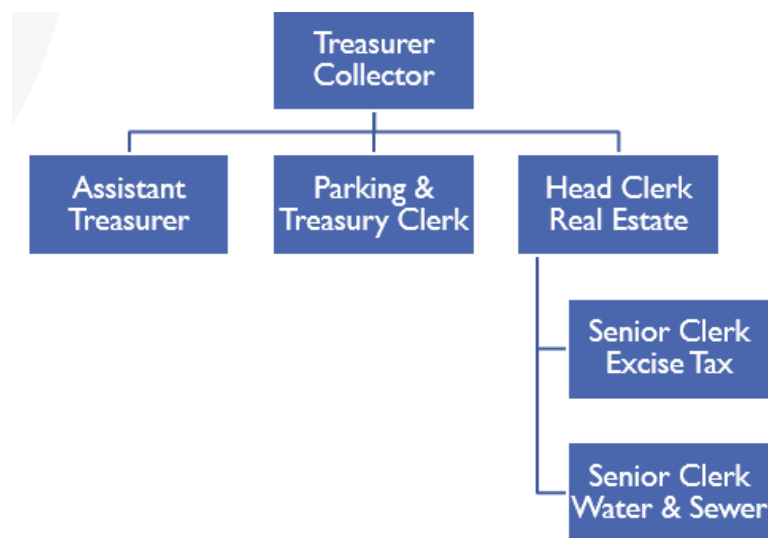
Treasurer/Collector

Mission & Overview

The mission of the Treasurer Collector Department is to efficiently collect money owed or contributed to the City and provide the City with a system of fiscally prudent monetary controls, thereby ensuring the safeguarding of the funds collected and invested for the citizens of the City.

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

Department Organization



Why Do People Contact Us?

- Request a Municipal Lien Certificate prior to real estate closing
- Explanation of additional fees and interest on late payments
- New homeowners seeking guidance
- Explanation of Water & Sewer lien
- Misplaced and uncashed checks
- Deduction and account changes for payroll processing
- Parking violation dispute
- Purchase of overnight parking permit
- Request a tax payment history
- Request a duplicate W-2

- Employment verifications for loan applications

Treasurer Collector by the Numbers

The Collectors and Parking Clerks focus on customer service and the processing of payments. The following chart provides an indication of the collection volume associated with each Clerk's function (amounts do not include penalties and interest).

	# Bills	FY22	YTD FY23
Real Estate Tax	9,377	\$69,257,842	\$68,338,940
Personal Property Tax	481	\$ 2,498,206	\$ 2,251,739
Excise Tax	24,045	\$ 3,604,234	\$ 3,254,466
Water Fees	40,454	\$ 5,936,862	\$ 5,510,106
Sewer Fees		\$ 8,483,523	\$ 7,123,810
Parking Lots & Permits	338 permits	\$ 55,068	\$ 54,316
Parking Tickets		\$ 135,633	\$ 110,667
Municipal Lien Certificates	442	\$ 22,990	\$ 11,050

The Treasury function manages the funds once collected. Shorter-term funds are held in interest-bearing bank accounts to maintain sufficient liquidity to fund the City's warrant activity. Accounts with longer-term horizons are invested conservatively by the City's investment advisor. As of March 31, 2023, account balances were:

	#	Value
Bank Accounts*	40	\$31,638,523
Investment Accounts	43	\$17,345,216

*Includes special funds and committed funds for projects underway

The Treasury function also manages the City's debt obligations, including the issuance of BANs and bonds and the contractual payments of principal and interest. The total long-term principal and interest outstanding as of June 30, 2022, was \$54,070,882. In early FY23, the City issued \$6,162,471 of General Obligation Bond Anticipation Notes that mature on September 21, 2023.

Little Known Facts/Misconceptions

- The Registry of Motor Vehicles determines the amount of your Excise Tax
- There is no overnight parking in Melrose, however, you may apply for a one-night exemption 12 times per year through the Melrose Police Department website
- The interest rates we charge on late payments are dictated by Massachusetts General Law

FY23 Accomplishments/Changes

- Decreased CLA monthly account audit time by approximately 50% with full implementation of Munis Cash Management module; monthly close is complete

- by the 15th of the month
- Conducted analysis of parking lot and overnight pass rates of other communities and submitted recommendations to Traffic Commission; all but one recommendation was approved
- Addressed aged personal property accounts receivables by contracting with FH Cann
- Fully utilized D'Ambrosio LLP to address Tax Title accounts resulting in quicker resolution and guidance in longer-term resolution
- In the process of working with the lockbox provider to gain access to additional systems to improve process flow

Percentage Increase in FY24 Budget

- The overall Treasurer Collector department budget is 4.7% higher than FY23
- The Parking Budget is 8.7% lower than FY23.

Changes to FY24 Budget and Reasons

- Salaries – up 6.1% due to contractual step-ups/COLA increases and an increase in hours for the Collectors team from 30 to 35
- Printing – down 44.4% due to reclassifying a processing vendor to professional services
- Postage – up 10%. The budget contemplates an additional postage increase and two elections
- Bank Fees – down 100%. The banking partner agreed to waive certain fees
- Professional Services – up 86.7% due to reclassification of vendor from Printing

Goals for FY24

- Collectors team cross-training to provide backup during absences and periods of turnover
- Implement lockbox provider systems to decrease the processing time and paper flow
- Address aged Excise Tax accounts receivables
- Collaborate with Auditor's Office to move to electronic payments for larger vendors.

Public Safety and Infrastructure

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

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

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

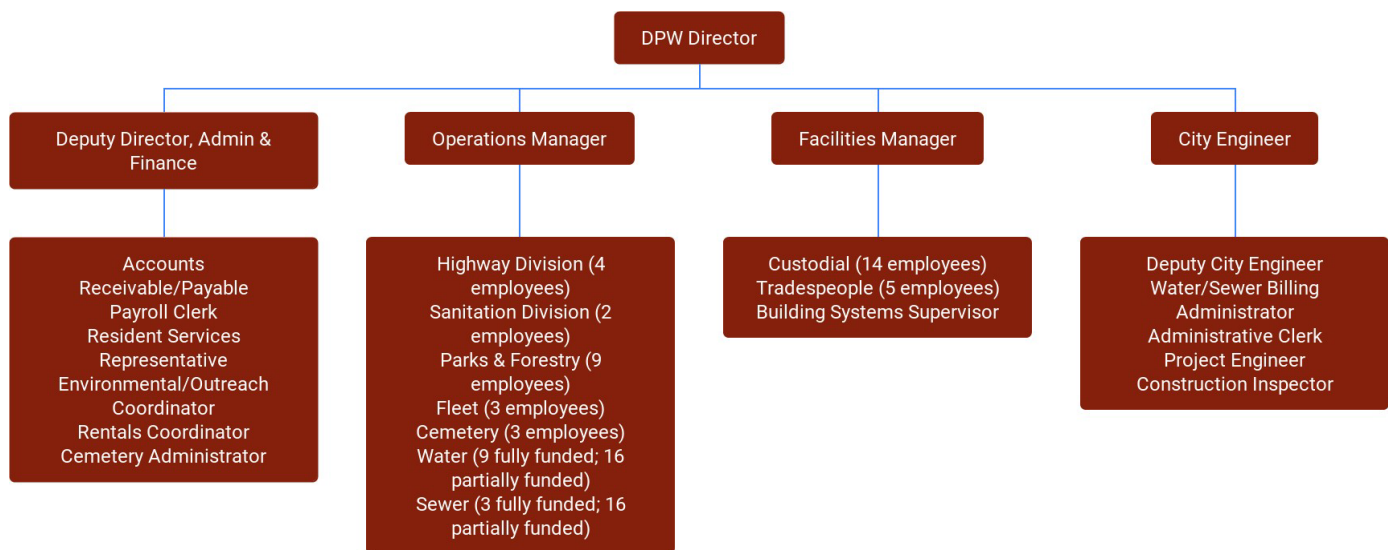
Department of Public Works

Mission & Overview

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

The Department is also responsible for responding to snow, ice, and other emergency services; responsible for the care of all City trees, for the maintenance of all parks and fields, for the maintenance and general operations of the cemetery, for enforcing of water, sewer and street ordinances; and engineering design and construction management for capital improvement and maintenance projects. To accomplish these functions, the Department is organized into eleven divisions: Administration, Engineering, Facilities, Fleet, Highway, Parks, Sanitation, Sewer, Trees, Water, and Wyoming Cemetery

Department Organization



Why Do People Contact Us?

- Potholes and other road/pavement maintenance issues
- Trash pickup questions
- Snow removal
- Water and sewer service requests

DPW by the Numbers:

- Since the beginning of Fiscal Year 2023, these are some of the items DPW has addressed:
- potholes filled: 712 locations
- storms responded to: 20.9 inches of snow
- vehicles in fleet maintained: 140 pc. of equipment
- tonnage of trash/recycling:
 - 5,377 tons of trash
 - 2,336 tons of recycling
- parks/fields/open spaces maintained: 81 locations
- total work orders: 2,558 resolved
- invoices processed: 1,254 purchase orders
- recycled 510 mattresses as part of the new mattress recycling program

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

- Capital projects including paving, water main replacement, sewer main improvements, and drainage improvements
- Support of City events including school sports, elections, memorials, Earth Week, Victorian Fair, Healthy Melrose, road races, and private facility rental events
- Installed and maintained four parklets and several Shared Streets, completed Central Terrace public seating area, and implemented many other traffic safety and pedestrian and bicycle-friendly measures
- Applied for and received multiple grants for infrastructure and environmental initiatives

Little Known Facts/Common Misconceptions

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

Changes from FY23 to FY24

- Contractual increases in salaries (step and cost-of-living increases for both union and non-

union staff). Successfully negotiated laborer and clerical union contracts for FY23 through FY25, which will be in effect throughout FY24.

- Annual changes in Massachusetts Water Resource Authority assessments in water and sewer funds.
- The DPW faces the biggest challenges dealing with rising costs and increased demand to maintain our Schools and Municipal Buildings. The ages of critical building components have either neared or have exceeded the end of useful life. We have advocated for additional staff and continue to work with the CFO on the proper strategy to add to the existing levels. Secondly, our contractual costs and scope of work associated with service agreements continue to grow. We have conservatively projected an increase of approximately \$25,000 to be included in the FY24 Budget.
- For Snow and Ice Operations, it should be noted that our 5-year average annual spending is \$953,230. Although the budget has been adjusted each year, the average budgeted amount in the same period has been \$626,942.
- FY24 will be the final year of the current Solid Waste and Recycling Contract with JRM/Republic. Recycling processing fees are the only increase in the Sanitation Division budget. As shown in the Recycling line item, these fees are based on our recycling tonnage and a negotiated per-ton cost. The City has begun to entertain vendors that are interested in providing this service when the contract expires on June 30, 2024. Preliminary indications are that significant changes and cost increases are on the horizon.

Goals for FY24

- Meeting the obligations of all regulatory programs, such as lead water service removals, NPDES MS4 drainage requirements, and hazardous materials reduction/removal
- Finalizing new contracts for trash and recycling hauling and disposal, which will take effect in FY25, and minimizing the impending impacts of these new contracts
- Implementing facilities and fleet improvements to address our aging infrastructure, while also moving toward our Net Zero goals, as feasible within our budget capacity
- Fostering a positive work environment through enhanced professional development and attention to personnel initiatives

Emergency Management

Mission & Overview

Melrose Emergency Management, using the guidelines of the Federal Emergency Management Agency (FEMA), facilitates planning, secures, and provides resources to assist and help protect the residents, business community, and city government from hazards that threaten Melrose. This is done through the four phases of Emergency Management: Preparedness (Planning, Training, Exercising), Response, Mitigation, and Recovery.

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

Department Organization

1. Emergency Management Director

Why Do People Contact Us?

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

Little Known Facts/Common Misconceptions

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

Changes from FY23 to FY24

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

Goals for FY24

- Continue to phase back to normal operations
- For all event planning, foster the use of NIMS and ICS
- Complete the EOC/Training Center upgrade

- Conduct Tabletop Exercises with city departments, State and Federal Agencies and local constituents to plan and train for events that could have a negative or disastrous impact on the City
- Establish written evacuation plans for City Hall

Fire Department

Mission & Overview

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

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

Department Organization

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

Why Do People Contact Us?

1. Emergency Response Calls (*including, but not limited to; medical aids, fires, MVAs, wires-down, alarm sounding, lockouts, lift-assists, and the odor of gas*)
2. Master-Box Plug Outs
3. Fire Prevention (*fire drills/permits/inspections/details*)

Melrose Fire Department by the Numbers: (July 1, 2022 - May 1, 2023)

- 3,861 Emergency Response Calls
- 96 Training Activities consisting of 1,533.50 personnel hours
- Fire Prevention/Code Enforcement Activities:
 - 6 Complaints
 - 16 School Fire Drills
 - 9 Group Home/Day Care Fire Drills
 - 526 Permits Issued
 - 502 Inspections Conducted

Little Known Facts/Common Misconceptions

- We are a multi-faceted all-hazard Fire Department

FY23 Accomplishments

On September 27, 2022, the Fire Department's new TDA ladder truck was officially placed in service. At 5:05 p.m., five minutes after the truck was placed in service, the members of the ladder took the truck on its first official run which was for a medical aid call to 743 Main Street.

On May 1, 2023, the Fire Department received brand new Self-Contained Breathing Apparatus (SCBA) equipment. This equipment was purchased through the FY23 Firefighter Safety Equipment Grant, FY23 State Earmark Grant, and a purchase order through free cash by the City. The following items were delivered on May 1st:

- 13 Air Paks
- 6 SCBA Face Pieces
- 12 Cylinder Bottles

Percentage Increase in the Fire Budget for FY24

The Fire Department will receive an overall budget increase of .2% for FY24.

- .2% increase in salaries due to contractual raises
- 4.9% increase in professional services due to price increases for in-house annual Hazmat training and fire department scheduling system "CrewSense"
- 20.8% increase in station cleaning supplies. The Fire Department has been budgeted for \$4,800 for the last 10+ years and in FY22 and FY23, we have overspent this line. These cleaning supplies (*such as: paper towels, toilet paper, mops, sponges, cleaning sprays, soaps, disinfectants, vacuum filters, etc.*) are purchased for the use of maintaining clean environments at all three fire stations.

Goals for FY24

- Increase our training to stay in line with national standards as well as document said training by implementing Lexipol/Fire Rescue Academy. Lexipol/Fire Rescue Academy is an online training module that sends out and tracks the training performed by the Fire Department members. The Lexipol side of the module holds policies and procedures, most mandated by the State. The Fire Rescue Academy side of the module contains training videos and allows our department to upload our own videos for training purposes.

Health and Human Services Department

Mission & Overview

The Melrose Health and Human Services Department promotes the personal and environmental health of the community through education and policy development supported by enforceable regulations, and collaboration with other people and organizations.

Our goal in the public health sector is to protect and promote health. The Melrose Health Department offers a wide variety of services and functions for the City of Melrose to accomplish just that. The services range from a variety of topics, including, but not limited to, vaccinations, health permits and applications, informational sheets, healthy eating and living activities, pest control, tobacco control, substance use prevention, animal control, and more.

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

Department Organization

- Health Director for Melrose, Wakefield, and Stoneham
- Administrative Assistant
- Senior Public Health Nurse
- Health Inspector
- Senior Environmental Health Specialist
- Public Health Specialist
- Prevention and Wellness Coordinator
- Regional Tobacco Control Coordinator
- Social Services Coordinator
- Animal Control Officer
- Public Health Excellence Grant Coordinator
- 11 School Nurses

Why Do People Contact Us?

- Complaints about trash/housing/food establishments/noise/pests
- Questions about the MA State Housing Code or Food Sanitation Code
- Vaccination inquiries
- Social Services and access to providers, signing up for community benefits

Health and Human Services Department by the Numbers:

- 1,591 COVID-19 and flu vaccine doses administered
- Over one million dollars in grant funding from State and Federal sources for projects across all three branches of environmental health, public health nursing, and human services
- 101 housing and nuisance complaints from January 2022 through April 2023
- 128 food permits issued within the City of Melrose

Little Known Facts/Common Misconceptions

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

Changes from FY23 to FY24

- 5.8% increase in salary and wages; to respond appropriately and in a timely manner, the department needs more health inspection capacity to fulfill the City's needs.

Goals for FY24

- Increase access to mental health services and promote education surrounding behavioral health
- Formalize and expand shared services with the Mystic Valley Public Health Coalition
- Increase outreach to underserved populations and continue to promote health equity

Information Technology

Mission & Overview

The City of Melrose IT Department strives to make technology services better, quicker, more effective, and more efficient for all students, families, employees, and residents. The IT Department is responsible for installing and maintaining critical infrastructure for the City of Melrose including the schools. We provide all technology-related equipment and software in the City and Schools including but not limited to, networks, copiers, projectors, printers, smartboards, wireless access points, telephones (both analog and Voice over IP (VoIP)), Public Address (PA) systems, uninterrupted battery backup systems, security systems, door hardware, fobs, cameras & intercoms, computers, monitors, laptops, Chromebooks, police cruiser computer systems, Public safety devices, servers, virtual servers, email, websites, mobile phones, fiber optic network on street poles, desktop support for City and School personnel, backup and disaster recovery systems, running new cabling and repairing old cabling, and reverse 911 systems. We are also responsible for designing, contracting and leading projects for the City and Schools to upgrade or install new systems. We communicate with City and School leaders to understand needs and provide technical solutions to those needs.

Department Organization

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

IT Department by the Numbers:

- FY22: 5,551 Tickets processed.
- FY22: 28 projects completed or in progress

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

- Replacement of entire school district phone systems and implementation of a new VoIP phone system including cancellation of multiple costly telephone lines and new desk phones.
- Purchase and implementation of a new redundant city-wide server platform with cybersecurity protection (Hyper Converged Infrastructure HCI)
- Cybersecurity Awareness Training for all staff (state grant program)

- New security camera server project with new hardware and software
- New IT ticket system configuration, training, and rollout
- Replacement of all security cameras at the MVMMS with 20+ additional cameras
- New projectors, interactive whiteboards, & audio systems installed at the Horace Mann School
- New projectors and interactive whiteboards installed at the Roosevelt Elementary School
- Purchase, configuration, and implementation of a new Mobile Device Management System
- Purchase configuration and implementation of a new web-based anti-virus and endpoint control software
- Installation of new election lines and hardware
- Two Munis ERP Software upgrades
- Recreation software selection, and implementation by Frank Olivieri
- Social Media Archiving project: enrollment of several social media sites throughout the city and schools in an archiving software for use during Public Records Requests (PRR i.e., FOIA)
- Replacement of all City Hall security cameras
- Design and planning for a new city-wide fiber-optic loop project
- Replacement of food services Point of Sale (POS) server and replacement of all POS machines in all schools.
- Replacement and configuration of all MFPs (copiers) in the school district and city. Consolidation of contracts and cost savings.
- Beebe School Library Project: Ran cabling, installed switches, wireless access points, printers, and phones throughout the building
- Completion of new video editing lab at MHS
- Replacement of WebEx with Zoom, configuration, implementation, and training
- Installation of door access security and fob reader at the Milano Center
- Installation of door access security with a fob reader at 4 doors at the MHS
- Timeclock software (SaaS) and hardware replacement for DPW selection & design. Implementation and training summer of 2023
- Capital Investment Planning work with the Collins Center
- Public Address systems replacement planning
- Mt Hood Camera replacement project: currently in the design and quotes phase.
- New Library Project: designs and specifications review for all systems

Little Known Facts/Common Misconceptions

- IT is responsible for over 11,546 pieces of equipment, up from 5,322 in 2016.
- Half of the City IT staff is dedicated to school projects and maintenance.
- IT maintains 7.7 miles of fiber optic cables on utility poles.
- An additional 6.9 miles of fiber optic cable will be installed in the summer of 2023.

Changes from FY23 to FY24

- Munis support

- This change reflects the traditional annual 5% increase for all MUNIS products
- Software Licenses
 - This change is due to the addition of O365 features needed for security and a future rollout of Multi-Factor Authentication (MFA)
 - New (renewal) Antivirus and endpoint protection software added
 - New Mobile Device Management (MDM) software added

Inspectional Services

Mission & Overview

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

Increase from FY23 to FY24

- 11.2%
 - Salary and Wage adjustments
 - Adding a new administrative assistant part-time position starting January 1, 2024
 - Increasing continuing education funds - \$1,300.00

Reason for increase

- Salary and Wage line item has been adjusted to reflect the actual wages calculated using the City's new salary plan.
- Part-time administrative assistant: This new position would help with the workload to maintain the level of service expected from this department. This new position would enable us to be proactive instead of reactive while assuring backup during vacations, sick time, and ascension planning.
- Continuing education funds.: The current \$1300 amount does not accurately reflect the expenses generated by my inspectors, an additional \$1300 is needed.

Department Organization

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

Why Do People Contact Us?

- Permit Applications for Building, Electric, Plumbing, Gas, or Occupancy
- Information regarding application requirements and zoning
- Information about opening a business
- To learn and understand the Codes and Ordinances
- To complain/inquire about:
 - If permits were issued
 - Permit history of a property

- If a Use is allowed in a certain zoning district
- Freedom of Information Act requests
- Unsafe properties
- Working without permits
- Zoning and building codes violations
- Online permitting system help

ISD by the Numbers (in an average year):

- 7,000 emails fielded.
- \$800,000 in permit fees collected
- 3,300 inspections
- 3,100 permits issued

Last year (4/1/22 to 4/30/23):

- 3636 permits issued Residential and Commercial.
- \$1,138,920.00 in fees collected.
- 4727 inspections.
 - Note: The increase in revenue, permits issued, and inspections were a result of online permitting and the easing of Covid restrictions

Little Known Facts/Common Misconceptions

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

Goals for FY24

- Continue to provide quality and responsive customer service to our customers.
- Select a permitting system that allows for better communication between departments to allow for fast application processing and department accountability.
- Scan all department documents to allow quick public access, reduce wasteful copying, free up space, and reduce clerical work.

Changes from FY23 to FY24

- Add – a part-time administrative Assistant (18 hours)
- Document scanning project
- Upgrading our Permitting Software
- Increase funds for mandated continuing education - inspectors

Office of Planning and Community Development

Mission & Overview

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

Department Organization

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

Why Do People Contact Us?

- Property owners & developers inquiring about land
- Affordable housing opportunities
- Questions about electricity pricing

OPDC by the Numbers:

Planning Board Activity

- 14 Meetings
- 28 ZBA cases reviewed, and recommendations issued
- 1 Subdivision application reviewed
- 7 Site Plan Review Applications reviewed
- 2 Slope Protection Applications reviewed
- 115 housing units permitted
- 6 commercial spaces permitted
- 1 Zoning Subcommittee Meeting
- 1 Zoning Public Hearing
- 3 Design Review Subcommittee Meetings

Zoning Board of Appeals Activity

- 14 Meetings

- 28 permit applications reviewed and decision filed

Historic District Commission Activity

- 6 Meetings
- 6 Cases Reviewed for Certificate of Appropriateness

Planning Studies and Zoning Updates

- Kicked off the Planning process for updating our 7-year Open Space and Recreation Plan and held numerous outreach events to engage a cross-section of the community
- Researched, drafted, and obtained Council approval for 10 zoning amendments designed to make the zoning easier to understand and to ensure compliance with Mass General Laws
- Drafted green building design guidelines for new development which will provide additional tools and resources for developers who are designing development projects.

Affordable Housing Activity

- Assisted with the lottery for 19 affordable housing units at Radio Factory Lofts, the new 141-unit mixed-use building located at 99 Washington Street
- Assisted with the lottery for 2 affordable townhomes at Blueberry Hill
- Worked with the Melrose Affordable Housing Corporation to acquire \$440,000 in federal funds to offset the purchase of a three-family home to increase the number of deed-restricted affordable housing units that they own and manage.
- Participated in the North Suburban Consortium to allocate HOME funds across the member communities
- Participated in the Metro Mayors Coalition Regional Housing Taskforce to support housing production across the Metro Mayors region.

Grants, Project Management and Capital Improvements

- Awarded a \$615,000 MassWorks grant to relocate the culvert by Ell Pond which opens economic opportunities for the Caruso property and reduces the risk of flooding in the area.
- Secured \$75,000 grant funding to hire a zoning consultant to recodify the Zoning Ordinance and implement zoning strategies identified in the Housing Production Plan
- Awarded \$800,000 in federal funding for the Ell Pond Park Stormwater Management and Resiliency Project
- Procured and managed the \$45,995 contract for the consultants hired to implement the Civil War Veterans Heritage Project
- Managed the \$17,700,000 construction contract for the Library Renovations & Addition Project
- Managed the bidding and award of the \$1,287,900 construction contract for the Hoover Roof Replacement
- Managed the bidding and award of the \$707,000 construction contract for the Horace Mann Roof Replacement

Geographic Information Systems (GIS)/Mapping/Sign making

- Worked with PeopleGIS to reconnect the live parcel data to the City's online map
- Working on the Cemetery Mapping & Digitization Project for approx. 30,000 souls and over 11,000 lots
- Created a City Utility App for workers in the field to access all Drainage, Sewer Layers, B-Sewer Plans, and Sewer Tie Cards.
- Renamed and geo-located 7500 Water tie cards to be added to the cloud for workers in the field for the City Utility App.
- Provide the Assessor's office with new parcel \building\ addition\ renovation information.
- Created travel routes for tree & utility pole inspections reducing road time for multiple stops.
- Continue to assist multiple departments by providing maps, signs, and various data requests.
- Continue with edits and research for the water, sewer, drainage, and easement GIS layers.
- Continue to assist Inspectional Services with the new Permitting software
- Continue with scanning – cataloging

Energy and Sustainability

- Adopted the Melrose Net Zero Action Plan which creates a roadmap for reducing community carbon pollution in three sectors – buildings, transportation, and energy supply.
- Awarded a \$500,000 Green Community Building Decarbonization grant in support of the Melrose Public Library. This is the seventh Green Community grant the city has received since our designation in 2010.
- Awarded a \$75,000 3-year grant to fund energy efficiency outreach and coaching to homeowners, small businesses, renters/landlords, and income-eligible residents to help them navigate and take advantage of new Mass Save incentives for insulation, air sealing, and heating system upgrades including heat pumps.
- Launched the Melrose Energy Challenge, which is a new resource designed to help residents and small businesses electrify everything.
- Administered the Melrose Community Power program to protect residents from astronomical increases in energy costs. Approximately 90% of Melrose residents and small businesses are enrolled in MCP at a fixed rate which has provided overall savings of over \$3.5 Million to Melrose households - \$1.8 million saved in just November and December of 2022 alone.
- Secured Power Purchase Agreements for roof top solar on the Hoover and Horace Mann Elementary School Roofs
- Events – Participated in Victorian Fair, Senior Resource Fair, Earth Week, Healthy Melrose, EV Showcase and various other webinars and virtual events

Little Known Facts/Common Misconceptions

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

Changes from FY23 to FY24

- 3.4% increase in salary and wage line item to reflect annual contractual/COLA increases
- The annual allocation of \$2,500 to support the work of the Energy Committee has been moved to the Planning Department Budget

Goals for FY24

- Continue to assist residents, developers, and business owners with the permitting process and provide technical and administrative support to the Boards and Commissions under OPCD purview
- Work on the recodification of the Zoning Ordinance and craft zoning amendments to support the city's housing and land use goals
- Continue to provide mapping and GIS support to enhance the City's GIS capabilities and Maps Online functionality
- Continue to Implement the Housing Production Plan and create market rate and affordable housing opportunities
- Finalize and obtain approval of the Open Space and Recreation Plan
- Continue to Implement the Net Zero Action Plan
- Increase the total number of residents purchasing 100% renewable energy through our aggregate
- Continue to provide project management support for Library Renovations, Roof Replacements, and other Capital Projects

Conservation Commission

Mission & Overview

The Melrose Conservation Commission is a 7-member volunteer board created under the authority of Massachusetts General Law Chapter 40 Section 8c “for the promotion and development of the natural resources and for the protection of watershed resources.” We administer the MA Wetlands Protection Act, the Rivers Protection Act, and the Melrose Wetland Ordinance. Under these laws, no one may “remove, fill, dredge, or alter” any wetland, floodplain, bank, land under a water body, or land within 100 feet of a protected resource (the “Buffer Zone”) without obtaining a permit from the Conservation Commission.

These laws are critical for maintaining the health and vitality of wetlands and wildlife while minimizing potential flooding during larger storm events. During our monthly meetings, we coordinate with project applicants to understand the potential impact on wetland resources and floodplains with the goal of avoiding and minimizing these impacts. These projects range from new home developments, residential and commercial property improvements, and utility and city maintenance projects.

The Conservation Commission also has responsibility for the care and control over the City’s conservation lands, which are open space parcels available for passive recreational use. These include the conservation areas surrounding Towners and Swains Ponds (also known as Flagg Acres, Seaview Trails, and the Rocky View Trail/Knox Memorial Trail), the Ferdinand Woods and West Hill Terrace conservation areas in the northwest corner of the City, and various isolated parcels of land throughout the city. A major portion of the Commission’s conservation maintenance budget is spent on managing nuisance vegetation and algae treatments for Towners Pond (which is under the control of the Conservation Commission) and for Ell Pond and Swains Pond, which are Parks Department properties. The Commission frequently has cleanup days where volunteers and members maintain the hiking trails within the conservation areas. The Commission also continues to support the Outdoor Classroom at the Hoover School. One commission member is part of the group assessing the redesigned sports fields by Ell Pond.

There is one part-time staff person. At least one resident either calls, emails or stops by the office in person per week with a concern to be addressed.

Why Do People Contact Us?

- Wetland permitting
- Open space concerns/information
- Tree issues
- Flooding issues
- Wildlife information

FY23 Accomplishments/Changes

- 3 New Commission members and 1 new Associate member.
- Began Year 1 of the Multi-year Ell Pond Water Chestnut treatment program - mechanical harvester and hydro rake treatment from (2022-2024) that started July 2022. On-shore component of material removal provided by DPW with conservation staff coordination. A small harvester was deployed the first year because of its 12" to 16" draft. The machine provided 13 harvester service days with approximately 3.38 acres of the pond surface area of seed-bearing water chestnut removed according to an august aerial photo.



What is the percentage increase in your budget over FY23?

- The overall Conservation Commission budget is 18.7815% higher than FY23.

What are the major changes to the Conservation Commission budget?

- Education/Seminar- 169% increase for education budget.
- Conservation – 41.1% increase for full treatment of Ell, Towners and Swains ponds.

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

- Education/Seminar – 169% increase for education budget. This line item has not been adjusted in nearly a decade and is severely underbudgeted. Victorian Fair table space, new member training workshops and education handbook access draw from this line item. Several longtime members left the Commission in FY22 & FY23, and we will need to invest in training and education for new members.
- Conservation – 41.1% increase for full treatment of Ell, Towners and Swains ponds. This consists of chemical treatments at Towners, Ell and Swains ponds. (Excludes Ell Pond water chestnut removal that is covered under a separate 3-year contract with separate partial funding from state earmark and free cash for first two years).

We still need to identify funding for the third year of this water chestnut removal contract for FY25. Towners pond has had an ongoing waterlily and pondweed growth problem that needs to be addressed.

Goals for FY24

- Complete Second year of Ell Pond Water Chestnut treatment program.
- Encourage new Commission members to attend training workshops.
- Develop a comprehensive aquatic vegetation management plan with the Parks department for Mt. Hood ponds, Towners Pond and Swains Pond to look at all ponds together.

Police Department

Mission & Overview

MISSION: The mission of the Melrose Police Department is to provide quality policing through collaboration and mutual trust with the citizens of our community. We will do so with honor and integrity. We value the rights of all citizens, and we will enforce the laws of the Commonwealth of Massachusetts in a fair, impartial, and procedurally just manner.

VISION: The Melrose Police Department will be a model agency prepared to meet future challenges by being a progressive and innovative police department. We will enhance the quality of life for all citizens by creating a partnership of trust and transparency with our community to promote positive change.

VALUES: The Melrose Police Department strives to establish our credibility and legitimacy through the embodiment of our core values: Honor, Integrity, Courage, and Accountability (HICA):

- Honor: Our promise to always do what is right. We hold our profession and the citizens we serve in the highest respect.
- Integrity: We are committed to honesty and ethical behavior in all our actions.
- Courage: We have a selfless devotion to our duty, and we will stand for justice in the face of danger.
- Accountability: We accept responsibility for our actions and understand the expectations of the community we serve.

Department Organization

- Chief of Police
- Executive Office Manager
- Administrative Assistant
- 4 Lieutenants
- 10 Sergeants
- 33 Patrol Officers
- 2 civilian Parking Wardens

Little Known Facts/Common Misconceptions

Police Officers are not only tasked with enforcing the laws of the Commonwealth, but we also handle a wide variety of calls involving quality of life issues, mental health and substance abuse disorders, as well as overall community engagement and community policing activities to further strengthen the relationship with those in the community that we serve.

Changes from FY23 to FY24 and Highlights of FY23

- Both Unions (Superior and Patrolman's) settled contracts in FY23 thus increasing required funding for salaries and wages for FY24, (5.5% increase)
- New "community engagement" line item (10k) in FY24 to help fund equipment/merchandise/personnel to increase overall police involvement in positive community outreach events.
- New "Digital Headquarters" program (DHQ) to streamline invoicing, personnel management, and dissemination of policies/ procedures/crime bulletins and other administrative functions (11.5K).
- 4 members of the department retired and or transferred in FY23.
- New Chief of Police, Kevin M. Faller, was sworn in on December 01, 2022.
- 3 Patrol Officers to be hired to replace the 3 that will have separated from service.
- New "*Professional Standards*" Supervisory Position created to oversee policies, POST compliance, and investigate citizen complaints.
- A new "*Mental Health/Substance Abuse*" detective was created to focus on outreach and follow-up on all mental health and substance abuse calls within the city.
- A new "*Community Engagement/Social Media Team*" was created to increase visibility and engagement within the community.
- Reinstated HUB program with area departments and social service agencies.
- Supervisory personnel sent to FBI LEEDA (Law Enforcement Executive Development Association) training.

Goals for FY24

- Continuing pursuit of Accreditation through the Massachusetts Police Accreditation Commission (MPAC) and conducting a Certification assessment.
- Increase training for all personnel, including sending all supervisory personnel to FBI LEEDA training(s).
- Institute recurring "Community Meetings" where members of the community and the police can engage and discuss various topics.
- Increase "community engagement" events focusing on marginalized members of the community and those who historically have not interacted with the police.



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
From: Margot Fleischman, Director of Strategic Initiatives and Communications
Re: FY24 Mayor's Office Budgets (121 and 692)
Date: May 15, 2023

In preparation for the review of Fiscal Year 2024 budgets, I am pleased to provide the Honorable City Council with a summary of the proposed changes to the Mayor's Office budgets.

The Mayor's Office FY24 operating budget (121) reflects a 3.97% increase over FY23. The main cost drivers for this increase are Salary & Wages and Education & Seminars. The Salary & Wage line item has been adjusted to reflect the actual wages calculated using the City's new salary plan. The increase to the Education & Seminar line item is to cover the one-time cost of a professional development opportunity that is available during FY24.

In addition to the Mayor, the Mayor's Office is currently staffed by four employees:

- Director of Strategic Initiatives & Communication Margot Fleischman, who also serves as the Mayor's Chief of Staff
- Communications & Outreach Coordinator Lily Martin
- Director of Economic Recovery and Business Development Lauren Grymek (grant funded position)
- Part-Time Administrative Assistant Lisandra Santana

The part-time administrative position which was added in FY23 has provided a consistent level of staffing for the office Monday-Thursday mornings. Our Administrative Assistant receives general calls on the City Hall main phone number, greets visitors, answers inquiries, and provides billing and payroll administrative support for the Mayor's Office. She has also begun to provide administrative support to other departments as was anticipated when the position was added last fiscal year. We continue to utilize volunteers and PTWP participants to cover the front desk for the remaining 17 hours per week.

The Community Events FY24 operating budget (692) which is overseen by the Mayor's Office will remain unchanged from FY23. This budget is utilized to fund Memorial Day activities.



CITY OF MELROSE

Legal Department

Shannon Phillips
City Solicitor
 SPhillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4184

To: Honorable Melrose City Council

From: Shannon Phillips, City Solicitor

Re: FY2024 Operating Budget- Office of the City Solicitor (151)

Date: May 9, 2023

Prior to my office's budget presentation scheduled to take place on May 15, 2023, this memorandum is being submitted in the hopes of providing additional insight into significant changes to our FY24 budget compared to last year, and events or changes anticipated in our department for this coming fiscal year.

1) Significant changes to this Office's FY24 budget compared to last year:

- *Increase in the Salary & Wages Line Item of 8.7%:*

The increase in this line item of the budget is the result of the implementation of the non-Union Compensation and Classification Study by the City, as well as the estimated cost of interim coverage this fiscal year while the City Solicitor is out on an anticipated maternity leave.

- *Decrease in Legal Subscription Services under line item entitled "Electronic Mass General Laws" of 27.6%*

After a three-year contract with the previous vendor, the City solicited written quotes, and contracted with a comparable vendor for the next three years at a significantly reduced rate through April 30, 2026.

- *Increase in Property/Liability Insurance coverage for the City of 15%*

A major driver in this higher insurance premium this fiscal year is an increase from \$260,191 in Fiscal Year 2023 to \$321,316 in Fiscal Year 2024 for Property Insurance coverage alone. This increase reflects a deterioration of the property re-

insurance market, and the resulting higher insurance premiums across the board for policyholders.

In the beginning of this calendar year, my office solicited competitive quotes from three different companies for the City's property and liability insurance coverage. The City received only one quote back (from our incumbent insurer) in response to this request. Property re-insurance and the unpredictability of the market was expressed as the reason for at least one of the companies deciding not to provide a quote at all.

This budget line amount reflects the total cost of the new premium, with no reduction in coverage from previous years, and an added \$5K to hopefully address additional costs to the premium that may come up this fiscal year if new vehicles or equipment are added to the policy.

2) Difference between Budgeted FY23 Property & Liability Insurance Coverage and Actual FY23 Property & Liability Insurance

There is a difference of \$31,700 between what was budgeted in the line item titled "Property & Casualty Insurance" for FY2023 and the actual FY2023 "year to date spent" for this fiscal year.

At the time the FY23 budget was approved by the City Council last year, my office was only able to supply an estimate for this line item reflective of a 5% assumed increase over all existing policies. Unfortunately, our insurance provider did not end up providing an actual premium amount for our new policy until the end of June 2023 and this number was higher than anticipated. The premium amount provided at that time increased the City's insurance premium for FY23 to \$739,700.20. My department will be submitting a request for free cash to cover this difference, as well as any year end auto endorsements (additional vehicles/equipment added to the policy and therefore the premium) for FY23.

While the total cost exceeds what was originally budgeted for FY23, absent a cancellation in the City's insurance policies this was unavoidable as a contracted amount the City was obligated to pay in order to continue coverage and avoid policy cancellation.

3) Major events/ Changes in the Office of Solicitor this Fiscal Year

The City Solicitor is expected to be out on a maternity leave beginning in August of 2023. The City anticipates having a retired City Solicitor from a neighboring community provide in-office coverage in a part-time non-benefits eligible capacity, working three days a week, 6 hours a day during this leave. Any off-hours work questions / emergencies, will be directed to the Assistant City Solicitor. Labor matters will be handled by the Assistant City Solicitor and/or outside counsel as/when necessary.

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR: GENERAL FUND		VENDOR	QUANTITY	UNIT COST 2024 MAYOR
151	CITY SOLICITOR			
51	SALARIES			
011511	511000 -			
	EXECUTIVE ASSISTANT		1.00	77,629.00
	CITY SOLICITOR		1.00	142,142.00
	SICK LEAVE INCENTIVE		1.00	1,200.00
	MATERNITY LEAVE COVERAGE		1.00	15,497.00
01151771	511000 -			
	ASSISTANT SOLICITOR FOR SCHOOL & LABOR		1.00	114,907.00
TOTAL SALARIES				236,468.00 *
TOTAL CITY SOLICITOR				77,629.00
TOTAL GENERAL FUND				351,375.00
GRAND TOTAL				351,375.00

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

Human Resources FY 24 Budget Memo

May 8, 2023

1. Have there been any noteworthy changes or events that took place during FY23 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)?

The City Council has funded the implementation of the Comp and Class study for FY23 which will change the compensation and classification structure of non-Union employees in the City of Melrose. The HR department and Auditor's office will be working closely to effectively implement this plan and transition employees to this new compensation and classification structure.

Over the past year, in an effort to get ahead of the challenging employment landscape of recent years, the HR Department has focused our efforts on developing a Recognition and Retention Strategy for employees. This has included the following:

- Placing an emphasis on employees feeling welcome, supported and engaged in the workplace through regular check-ins within the first three months of hire with the employee and department heads.
- Providing opportunities for informal engagements and collaboration amongst departments;
- Offering and facilitating multiple trainings in areas such as customer service, communication skills, recruitment, workers' compensation process, safety, ADA, conflict management, anti-harassment and anti-discrimination, internal investigations, time management, and others. Through the *new* HR Portal, employees can now request specific trainings and access other relevant information.
- Creating an Employee Spotlight initiative, where employees are nominated by fellow employees for acts of kindness, accomplishments, and going above and beyond in providing service in their job, and then chosen to be publicly recognized as such. The initiative launched at the beginning of this calendar year and to date we have had 17 employees who have been spotlighted for their work.

Our goal is to contribute to employees feeling valued, supported, having a sense of belonging and being a part of larger employment culture, where they are able to produce their best work and provide high-quality service to our residents.

As part of our continuous DEI efforts, and in follow up to Visions Inc. recommendations, HR put out an RFP and with the input of the Mayor's Chief of Staff and DEI Taskforce, we hired a consultant, Racial Equity Group, to conduct Organizational Equity Assessment and DEI Training Series. Their work is starting this month.

The HR Department provided support to the School during an employee medical leave. We created HR systems and tools to facilitate processes at the school, trained and supported them with benefits

Human Resources FY 24 Budget Memo

May 8, 2023

administration, Open Enrollment, onboarding, employment matters and leaves during this challenging time.

Lastly, our HR Coordinator, Diane Barrett is retiring at the end of the month and we are in the process of training and onboarding her replacement.

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

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

3. Are there any significant changes to your FY24 budget compared to last year? Please explain.

Outside of the salary adjustment as a result of the non-union Compensation and Classification study implementation the significant changes to the budget for FY24 were in our Employee Benefits Budget.

The Employee Benefits budget is dynamic and constantly shifting. At any point in time we are presented with a snapshot of membership enrollment, which is driven by employees' life events and socioeconomic factors. In addition to the economy, the Employee Benefits budget can be impacted by Open Enrollment changes, Opt Out enrollments, Medicare premium cost. All these factors provide for fluid, constantly changing data and over the years the HR and Auditor's office have worked creatively to adjust our approach to provide reasonable and sound estimate for next year's budget. All of these elements were carefully considered when creating FY24 Employee Benefits budget and resulted in overall 7% increase:

- The Health contractual budget is a contractual obligation for the City of Melrose and is primarily driven by the economy and healthcare, which are constantly evolving. The City of Melrose provides insurance through the Group Insurance Commission (GIC). As a result of new contracts entered into by the GIC for FY24, there were a number of changes in the offered plans' names, design, copays, and some plans were no longer offered, all of which impacted most of our benefit eligible employees. We saw a significant number of changes made to benefits during a very active April- May 2023 Open Enrollment period compared to other years.

There has been a 5% average increase in the cost of health insurance premium over the last few years. The FY24 plans' rate changes range from -5.8% to 11.9%, which averaged 5.2% increase for non-Medicare plans and 2.0% increase for Medicare plans. When determining the Health contractual budget for FY24 the City used a balanced approach based on average plan cost, April 1 enrollment numbers and projected for anticipated default plan changes, retirements,

Human Resources FY 24 Budget Memo

May 8, 2023

vacancies, employees turning 26, etc. This translated to a 7.8 % increase in the Group Health budget.

- Medicare Part B cost is another element that impacts the Health contractual budget. The City of Melrose reimburses our retirees and their spouses 70% of the standard Medicare Part B premium. Since not every retiree pays the same premium, HR does its best to project the most reasonable estimated cost with the information we have available at the time. In FY23 that line was funded lower than the actual cost, which resulted in a 16.6% increase over FY23 budget, or a 3.8% increase over the *actual* FY23 cost.
- HR implemented the following cost saving measures for FY24 related to the Opt Out program: reduced the eligibility requirement from 12 to 6 months to allow for more employees to benefit from this program; broadened qualifying events for enrollment, and reduced benefit amounts. This resulted in 11.8% decrease in the Opt Out budget.

4. Any events or changes you anticipate in your department for FY24?

HR will have a leading role in working with the Racial Equity Group on the Organizational Equity Assessment and designing and implementing the DEI Training Series. As part of this work, the consultant will evaluate employment policies, recruiting and hiring practices, performance management, benefits and programs the City offers to our employees that may have differential impact on certain group and address existing gaps in inequities. The HR Director will work on following through with any updates that are required related to policies, benefits or programs. The Consultant will also review department specific policies and programs and communication and outreach methods to determine if they are effective and if they reach out to diverse audience and will recommend improvements. The HR Director will act as a liaison with the departments for data gathering and future implementation of any recommendations. Additionally, the Consultant will use the information collected through the equity assessment and design interactive training series for all employees with the goal of developing a common language, understanding and appreciation of the principals of DEI and how it impacts organizations and train employees on practical steps to promote awareness and foster environment of growth, inclusivity and belonging. The HR department will coordinate these trainings for all employees of the City.

Attachment: HR FY24 City Council Memo-5-8-23 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



CITY OF MELROSE

OFFICE OF THE CLERK OF COMMITTEES

ANDREW A. GHOBRIAL
Clerk of Committees

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4100

MEMORANDUM

TO: Melrose Honorable City Council

FROM: Andrew Ghobrial, Clerk of Committees

DATE: May 10, 2022

RE: FY2024 Budget

1. Have there been any noteworthy changes or events that took place during FY23 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)?

The most noteworthy change includes an addition to the City's contract with Granicus. Granicus currently provides access to our meeting agendas, packets associated with those meetings, and it also serves a repository for all meeting minutes including those of Boards and Commissions. Since budget approval, we have launched the Granicus Boards and Commissions software as an addition to this contract. This public facing portal lists all boards and commissions and their respective term dates. This automated system also provides automatic updates concerning upcoming member term expirations. Further, it allows citizens to apply directly online for a position with a board/commission. As of today, 73 applications have been received via this portal.

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

The salaries of the City Council and the Clerk of Committees are funded through the same budget in the City Council Salary and Wages line item.

3. Are there any significant changes to your FY24 budget compared to previous years? Please explain.

The City Council budget will see a 7.9% increase to cover the cost of our contract with Civic Plus. Originally these funds were under the Clerk's Office but will now be reallocated to the City Council budget so that the webmaster may pay these quarterly bills to cover the city website and the Melrose Public Schools website contract. Additionally, at the effect of the Compensation and Classification Study, the salary line item will increase by 3.2%. A decrease of 8.5% will be realized this year as the Board and Commission software

implementation fee will not be assessed. This one time fee carried a price tag of \$2,200 paid in FY23. Largely, aside from the salary increase, the overall budget remains level funded for FY24.

4. Any events or changes you anticipate in your department for FY24?

We expect the workload to continue to be heavy as we review Granicus/IQM2 and other Agenda and meeting software. A lot of work will go into this endeavor once we determine the needs of the city, City Council and School Committee.

Since the new boards and commissions software has been launched, minimal occasional maintenance has been needed to ensure this it is up to date. Work also continues between the Mayor's Office and the Clerk of Committees to ensure all re-appointments and new appointments are oathed and complete the onboarding process before they begin to serve as voting members. The Clerk of Committees will continue to office technical support and will work alongside the Mayor's office to continue to revamp and update the city's website as needed.

Clerk's Office FY 24 Budget Memo

May 11, 2023

1. Have there been any noteworthy changes or events that took place during FY23 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)?

Staffing Changes: In April, the Elections Administrator position was filled to bring the department to full complement (2 union positions/ 2 nonunion). She is receiving extensive training in preparation for the 2023 Election season.

Upgrades: The City Council graciously funded key equipment purchases such as:

- A much-needed high speed tabulator that will alleviate the burden of poll workers having to manually handle the mountainous volume of vote-by-mail ballots
- Replacement telescoping tables and chairs to accommodate staff and assist them with juggling the many required early voting tasks secure storage bins; and
- A secure mobile poll pad charging cart for easy transport to the polls

Regulation | Procedures: Much time, care and attention has been provided to the elections department this year. When former Governor Baker signed the VOTES Act into law in June of 2022, several key changes to ballot processing to allow registered voters every opportunity to securely cast their vote either early in-person, by-mail, or on election day in-person, were made permanent.

Additional changes included the expansion of early in-person voting times and dates, allowing 10 additional days prior to an election to register to vote, and increased access to voting by mail with the addition of an online state portal for applying to vote by mail and no excuse vote-by-mail (VBM). VBM has been well received and is an increasingly popular method selected by Melrose voters as their comfort level grows. A byproduct of this wider expanse of accessibility is unfunded processing mandates. The former 3-step process may now include up to 13 steps for a vote-by-mail ballot. Ballots are provided in a kitted envelope packet comprised of two envelopes, a ballot, and instructions. For state and federal elections, the Secretary of the Commonwealth provides postage paid kits. For all local elections the municipality bears the entire cost. In 2024 it is anticipated there will be two fall local elections and the spring federal presidential primary. Additional elections are not known currently.

Election Noteworthy:

- Staff attended ongoing virtual classes held by the state's Election Division personnel to ensure regulations were reviewed and discussed.
- After establishing and trialing our own dual control chain of custody procedure for drop box ballot retrieval, this was formalized and is now a mandatory security protocol for all elections.
- Secure tracking was established for election day where officers transport uncast ballots and a chain of custody form directly to election officials for signature and then distribution to precinct wardens. Officers repeat the process at the end of the night returning cast ballots in secured containers back to city hall for safe retention.
- Additional safety measures were instituted where officers, accompanied by an election official, securely transport thousands of VBM cast ballots to precinct wardens throughout the day for voter roll reconciliation and processing.

Clerk's Office FY 24 Budget Memo

May 11, 2023

- Uptick in voter registration information system (VRIS) research and certification entries due to legislated removal of the Registry of Motor Vehicles opt-out provision. Transactions completed at the RMV automatically trigger an entry in VRIS as do transactions at certain health agencies.

A highlight for both departments was a complete revamp of the in-office fire and waterproof vault. These floor to ceiling vaults house thousands of records, some over a century old. The space has never been utilized to its fullest potential and was identified by the clerk in 2023 to pose a safety risk. Working in concert with public safety officials and public works, the clerk space was reconfigured, and additional shelving was added. As a result, the space now has increased lighting, access to a large floor footprint—all of which has increased production time and employee safety. The election vault was emptied, reconfigured to safely and securely house all materials required by law leading up to an election. The shelving was shored up and secure storage was purchased and labeled.

City Clerk Noteworthy:

- Partnered with the HHS Director to educate and notify dog owners no longer living in Melrose or owners with multiple erroneous accounts to clean the database and provide an accurate picture of dogs. Licensed over 2,000 dogs to date.
- Continued collaboration with the Treasurer/Collectors office to capture outstanding debt and reduce the City's overall collection debt prior to issuing licenses and business certificates. A recent \$100,000 payment significantly contributed to this reduction.
- Recent state changes to the hackney(taxi) license for new applicants were received and integrated. Staff are keeping abreast of the Registry of Vital Records complete software upgrade anticipated in June.

Our overarching goal is to continue providing superior service to internal and external customers, state agencies, elected and appointed officials; and to streamline online processes and contribute to positive interactions with our customers and residents.

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

City Clerk and Election staff salary and wages all come from the same budget.

3. Are there any significant changes to your FY24 budget compared to last year? Please explain.

The election department budget has been substantially increased for FY24. The salary and wages line was increased to provide for part-time temporary staff to supplement this single person office. The elections administrator position is eligible for overtime however election processing cannot be handled by a single individual. The most impactful budget factor in recent years has been anticipating and forecasting the volume and cost of regulated processes and procedures. As forecasting is not exact, historical information – salary, overtime, expenses – of previous elections was relied upon to build out this budget. We used election expenses incurred in FY21 (7/1/20-6/30/21) as a foundational building block for this knowing that was the most recent presidential election with VBM. There are local elections to factor in as well (municipality bears all costs) to factor in. Check out inspectors will return at each precinct for the primary to ensure accurate party selection.

Clerk's Office FY 24 Budget Memo

May 11, 2023

4. Any events or changes you anticipate in your department for FY24?

We learned processes for incarcerated individuals are impacted by the Votes Act and changes will funnel through the Secretary of the Commonwealth's Elections Division to municipalities. Additionally, the much-anticipated redesign/upgrade of the state voter registration information system (VRIS) and requisite training is scheduled to roll out in FY24. Public records requests will likely double during election 'season' and we will continue our timely responsiveness. Participation in webinar trainings offered by our federal partner, Cybersecurity, and Infrastructure Security Agency (CISA) will continue and trainings for internal staff on de-escalation techniques, security best practices and wellness of the poll worker will be scheduled. We anticipate our Board of Registrars' participation in registration drives at the Victorian Fair and Melrose High School as part of our citizen engagement efforts – "to a lifetime of voting."

Similarly, on the clerk side, we are scheduled to hear from officials at the State Registry of Vital Records on the statewide system upgrade and mandatory training. We will continue our records management and preservation efforts reviewing the state municipal records retention schedule to purge duplicates and information beyond retention periods to preserve historical archives as purely as possible. Our ongoing efforts to manually digitize records will also continue.