



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • JUNE 12, 2023

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

7:30 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENT

Remote Link for Public Comment:
<https://cityofmelrose-org.zoom.us/j/93081672051>

Meeting ID:
930 8167 2051

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)

From: Appropriations & Oversight Committee

HOLD

2. **APPRO-2023-45:** An Appropriation from Free Cash (account 01-324001) in the amount of \$200,000 to IT Department (#155) for capital projects for City and School.

From: City Council

ASSIGNED TO COMMITTEE

3. **APPRO-2023-37:** An Appropriation of Free Cash (account number 01-324001) in the amount of \$500,000 to the School Department, other funding sources (account number 19054-490000)

From: City Council

ASSIGNED TO COMMITTEE

4. **APPRO-2023-35:** An Appropriation from Free Cash (account 01-324001) in the amount of \$75,000 to Public Works - Administrative Budget (#401) for accessibility projects.

From: City Council

ASSIGNED TO COMMITTEE

5. **APPRO-2023-40:** An Appropriation from free cash (account 01-324001) in the amount of \$67,650 to Public Works, Parks and Forestry Department (#475) for tree plantings.

From: City Council

ASSIGNED TO COMMITTEE

6. **APPRO-2023-42:** An Appropriation from Free Cash (account number 01-324001) in the amount of \$90,959.26 to Public Works Snow Department (#423) for the Fiscal Year 2023 Snow and Ice Deficit.

From: City Council

ASSIGNED TO COMMITTEE

7. **APPRO-2023-43:** An Appropriation from Free Cash (account 01-324001) in the amount of \$50,000 to Public Works Highway Department (#422).

From: City Council

ASSIGNED TO COMMITTEE

8. **APPRO-2023-44:** An Appropriation from Free Cash (account 01-324001) in the amount of \$66,500 to Public Works Cemetery Department (#491).

From: City Council

ASSIGNED TO COMMITTEE

9. **APPRO-2023-47:** An Appropriation in the amount of \$10,179 from Water Retained Earnings (6000-319000) to Water Reserve for Retained Earnings (8416-49000).

From: City Council

ASSIGNED TO COMMITTEE

10. **APPRO-2023-48:** An Appropriation in the amount of \$7,835 from Sewer Retained Earnings (account 6000-31900) to Sewer Reserve for Retained Earnings (8415-490000).

From: City Council

ASSIGNED TO COMMITTEE

IV. DEPARTMENT SCHEDULE

Department	Presenter
511	Health
ORDNC-2023-1	Health Revolving Account #2659
541	Council on Aging
ORDNC-2023-1	Council on Aging Revolving Account #2811
155	Information Technology (IT)
930	Dept. Equipment
931	Capital Outlay (IT)

V. ORDINANCE

1. **ORDNC-2023-1:** Reauthorization of City of Melrose Revolving Fund table as first adopted by City Ordinance June 18th, 2018 and annually thereafter. Revolving Funds are further authorized under Massachusetts General Law Chapter 44 Section 53E 1/2.

From: Appropriations & Oversight Committee

HOLD

VI. GRANTS

1. **GRANT-2023-13 :** Acceptance of Massachusetts Department of Environmental Protection Municipal Assistance Coordinator Host Grant

Offered by: Paul Brodeur, Mayor

VII. ADJOURNMENT

05/04/2023 2:03 pm

City of Melrose
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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET
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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%

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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%

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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%

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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%

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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%

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300 SCHOOL		2022	2023	2023	2023	2024	PCT
		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%

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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%

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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%

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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%

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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%

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422 PUBLIC WORKS HIGHWAY

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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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%

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544 HUMAN RIGHTS		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	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%

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545 DISABILITY COMMISSION		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	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%

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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%

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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%

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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%

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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%

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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%

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711 MUNICIPAL DEBT		2022	2023	2023	2023	2024	PCT
Account	Account Description	YTD Spent	Orig Budget	Revised Budget	YTD Spent	Mayor	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%

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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%

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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%

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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%

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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%

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913 UNEMPLOYMENT

Account	Account Description	2022 YTD Spent	2023 Orig Budget	2023 Revised Budget	2023 YTD Spent	2024 Mayor	PCT 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%

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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%

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City of Melrose
Next Year / Current Year Budget Analysis

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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

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City of Melrose
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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%

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

City of Melrose
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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
	COMMUNICATIONS & OUTREACH COORDINATOR		1.00	72,436.00
	DIRECTOR OF STRATEGIC INITIATIVES & COMMUNICATIONS		1.00	103,922.00
	PART TIME ADMIN		1.00	20,368.00
	UNUSED SICK TIME		1.00	1,200.00
TOTAL SALARIES				322,926.00 *
TOTAL MAYOR				125,000.00

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

ASSISTANT TREASURER

HEAD CLERK

CLERK

PAYROLL CLERK

CLERK

SICK LEAVE INCENTIVE

1.00

117,026.00

403,360.00 *

117,026.00

1.00

77,259.00

77,259.00

1.00

67,821.00

67,821.00

1.00

46,101.00

46,101.00

1.00

39,772.00

39,772.00

1.00

51,781.00

51,781.00

1.00

3,600.00

3,600.00

TOTAL SALARIES

TOTAL TREASURER/COLLECTOR

403,360.00

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
				1,200.00
01151771	511000 -			
	ASSISTANT SOLICITOR FOR SCHOOL & LABOR		1.00	114,907.00 114,907.00 *
				114,907.00
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 -				
	CITY CLERK		1.00	98,986.00	289,387.00 *
	ASSISTANT CITY CLERK		1.00	72,010.00	98,986.00
	ADMINISTRATIVE CLERK		1.00	60,732.00	72,010.00
	SICK LEAVE INCENTIVE		1.00	2,400.00	60,732.00
	ELECTION ADMINISTRATOR		1.00	55,259.00	2,400.00
011611	513000 -				55,259.00
					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	76,114.00	76,114.00
	FIREFIGHTER		1.00	82,978.00	82,978.00
	FIREFIGHTER		1.00	81,400.00	81,400.00
	FIREFIGHTER		1.00	104,276.00	104,276.00
	CAPTAIN		1.00	94,798.00	94,798.00
	LIEUTENANT		1.00	80,656.00	80,656.00
	FIREFIGHTER		1.00	79,839.00	79,839.00
	FIREFIGHTER		1.00	83,006.00	83,006.00
	FIREFIGHTER		1.00	78,440.00	78,440.00
	FIREFIGHTER		1.00	164,848.00	164,848.00
	CHIEF		1.00	93,784.00	93,784.00
	LIEUTENANT		1.00	76,820.00	76,820.00
	FIREFIGHTER		1.00	80,350.00	80,350.00
	FIREFIGHTER		1.00	101,843.00	101,843.00
	CAPTAIN		1.00	78,440.00	78,440.00
	FIREFIGHTER		1.00	79,349.00	79,349.00
	FIREFIGHTER		1.00	78,440.00	78,440.00
	FIREFIGHTER		1.00	108,226.00	108,226.00
	CAPTAIN		1.00	83,703.00	83,703.00
	FIREFIGHTER		1.00	106,140.00	106,140.00
	CAPTAIN		1.00	76,515.00	76,515.00
	FIREFIGHTER		1.00	78,440.00	78,440.00
	FIREFIGHTER		1.00	58,699.00	58,699.00
	FINANCE ADMINISTRATOR				

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
	DIRECTOR OF INSPECTIONAL SERVICES		1.00	114,733.00
	WIRE INSPECTOR		1.00	57,949.00
	PLUMBING INSPECTOR		1.00	49,671.00
	INSPECTOR		1.00	66,568.00
	SICK LEAVE INCENTIVE		1.00	2,621.00
	PART-ADMIN		1.00	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 *
	PROJECT ENGINEER		1.00	12,174.00 40,107.00
	RESIDENT SERVICES CLERK		1.00	32,129.00 12,174.00
	OPERATIONS MANAGER		1.00	57,127.00 32,129.00
	CITY ENGINEER		1.00	59,384.00 57,127.00
	DIRECTOR OF PUBLIC WORKS		1.00	73,378.00 59,384.00
	FACILITIES TECHNICIAN		1.00	72,057.00 73,378.00
	FACILITIES MANAGER		1.00	80,678.00 72,057.00
	ASSISTANT DIRECTOR OF PUBLIC WORKS		1.00	59,384.00 80,678.00
	DEPUTY CITY ENGINEER		1.00	27,461.00 59,384.00
	ACCOUNTS PAYABLE CLERK		1.00	69,895.00 27,461.00
	CEMETERY ADMINISTRATOR		1.00	51,740.00 69,895.00
	ENVIRONMENTAL OUTREACH COORDINATOR		1.00	35,953.00 51,740.00
	SUPERINTENDENT OF PARKS AND OPEN SPACES		1.00	50,592.00 35,953.00
	EXECUTIVE ASSISTANT		1.00	14,255.00 50,592.00
	SCHOOL RENTAL ADMINISTRATOR		1.00	30,163.00 14,255.00
	SICK LEAVE INCENTIVE		1.00	4,389.00 30,163.00
014011	512000 -			21,840.00
014011	513000 -			7,905.00

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2024 FISCAL 2024 OPERATING BUDGET				
ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST
GENERAL FUND				
				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 -			
	MUNICIPAL CUSTODIAN		1.00	67,187.00 195,532.00 *
				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 *
	SCHOOL CUSTODIAN		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 *
			1.00	93,014.00
	OPERATIONS FOREMAN		1.00	74,550.00
	HME0		1.00	53,236.00
	LABORER		1.00	59,579.00
	MEO TRUCK DRIVER		1.00	3,600.00
	SICK LEAVE INCENTIVE			
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	81,552.00 134,687.00 *
	LABORER		1.00	53,135.00 81,552.00
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 *
	MECHANIC		1.00	59,969.00
	FOREMAN		1.00	83,711.00
	JR. MECHANIC		1.00	53,702.00
	SICK LEAVE INCENTIVE		1.00	2,700.00
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 *
					86,012.00
	LABORER		1.00	50,668.00	50,668.00
			1.00	57,591.00	57,591.00
	HMEQ EQUIPMENT OPERATOR				
			1.00	2,700.00	2,700.00
	SICK LEAVE INCENTIVE				
014911	512000 -				24,650.00
014911	513000 -				16,210.00
TOTAL SALARIES					237,831.00
TOTAL CEMETERY					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:		VENDOR	QUANTITY	UNIT COST
GENERAL FUND				
		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

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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:

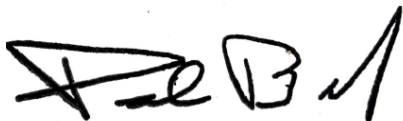
- new tax revenue resulting from the 2½ Tax Levy;
- an estimated \$500,000 of New Growth;
- an increase in Net State Aid of \$2,390,249 (principally driven by revenues received through the New Student Opportunity Act in Chapter 70 Educational Aid);
- an increase in the amount of Local Receipts and percentage 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

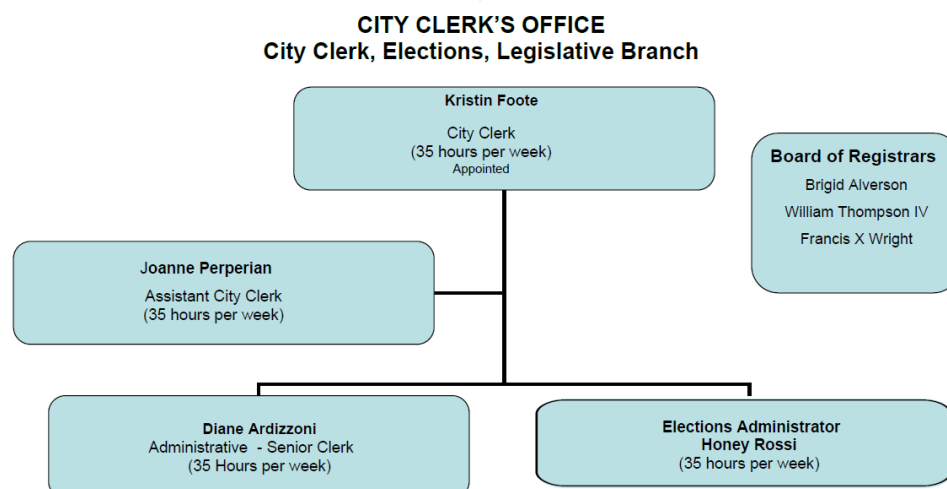
Mission & Overview

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.

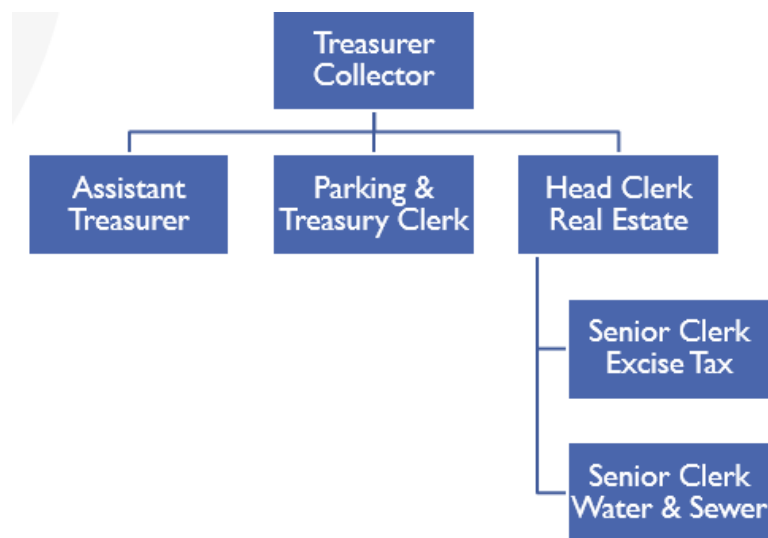
Treasurer/Collector

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.

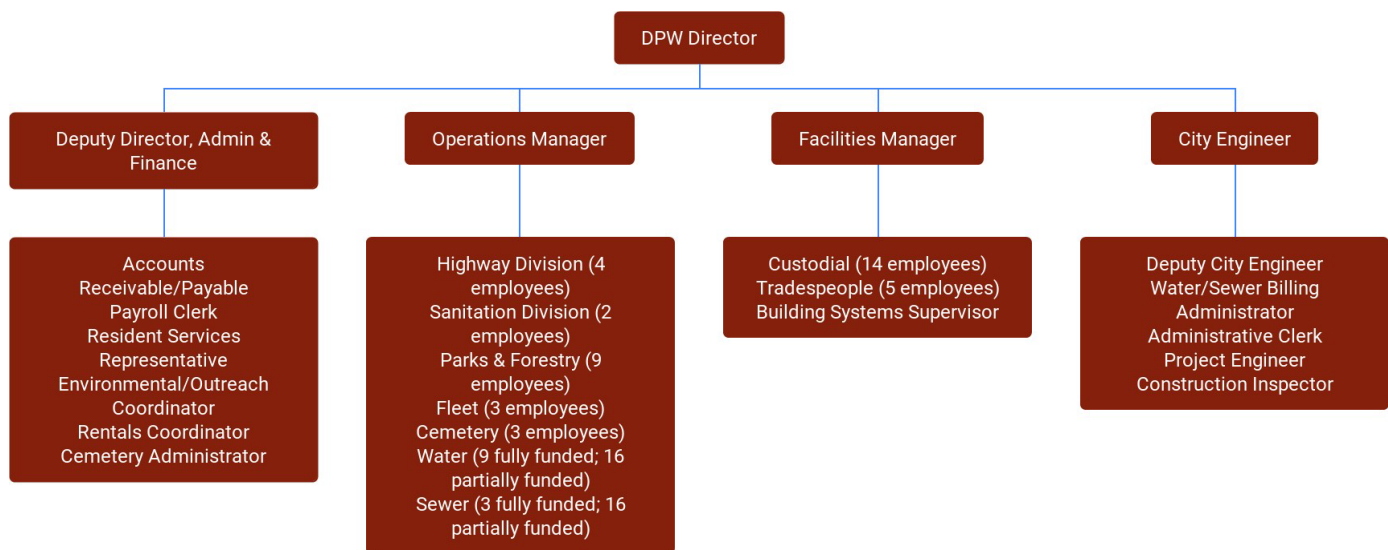
Department of Public Works

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	77,629.00 236,468.00 *
	CITY SOLICITOR		1.00	142,142.00 77,629.00
	SICK LEAVE INCENTIVE		1.00	1,200.00 142,142.00
	MATERNITY LEAVE COVERAGE		1.00	15,497.00 1,200.00
01151771	511000 -			
	ASSISTANT SOLICITOR FOR SCHOOL & LABOR		1.00	114,907.00 15,497.00
	TOTAL SALARIES			351,375.00
	TOTAL CITY SOLICITOR			351,375.00
	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.



CITY OF MELROSE

POLICE DEPARTMENT

KEVIN M. FALLER
Chief of Police
Public Records Custodian

Office of the Chief
 56 West Foster Street
 Melrose, Massachusetts 02176
 Telephone - (781) 665.1212
 Facsimile - (781) 979.4488

MEMORANDUM

To: Melrose City Council
 From: Kevin M. Faller, Chief of Police
 RE: FY24 Police Budget Proposal

In preparation for review of FY24 budgets, I am pleased to provide the Honorable City Council with a summary of the highlights of FY23 along with the proposed changes to the Police Department's budget in FY24. Table summaries and justifications are contained within for your review.

In FY23 the department had 4 sworn members and one civilian (admin assistant) retire or separate from service, including Chief Michael Lyle after serving the city for 36 years. Current Chief Kevin M. Faller was sworn in on December 01, 2022. The 3 open Patrol Officer positions are in the process of being filled and the civilian part time administrative assistant position was filled in FY23.

In FY23 a new supervisory position, "Professional Standards" was created to oversee policies, POST compliance, grant funding, and citizen complaint investigations.

In FY23 A new "Mental Health/Substance Abuse" detective position was created to focus on outreach and follow up on mental health and substance abuse calls within the city, as well as work in conjunction with a mental health clinician funded through a grant shared with the Stoneham Police Department.

In FY23 a new "Community Engagement/Social Media Admin Team" was created to increase visibility and engagement with the community

In FY23 a new "Digital Headquarters" (DHQ) software program was purchased to streamline personnel management and hiring/invoicing for police details as well as policy dissemination and digitizing roll call and flow of intelligence and information.

In FY23 several supervisors were sent to FBI LEEDA (Law Enforcement Executive Development Association) trainings with the goal to have all supervisors trained in FY24

All of the police department's salaries and wages come from the same budget. The increase of 5.5% in "salaries" is due to both Police unions (Patrol Officer and Superior Officer) settling contracts in FY23.

Attachment: Police Budget Memo FY24 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)

Quality Policing Through Teamwork

www.melrosepolice.com

The overall Police Department's operating budget reflects a 5.5% increase from FY23. The main cost drivers for this increase are the contractual raises previously mentioned due to both police unions settling contracts that will expire on June 30, 2024.

A new "community engagement" line item of 10K is requested for FY24 to fund events hosted by the police department to increase positive interactions and visibility within the community. Currently there is no funding available for merchandise, equipment, and personnel to put on these proactive events.

A new "OT Training" line item within "Salary and Wages" was created to account for overtime spending specifically caused by training. The "Training" line item (other charges – 54) in FY24 will now be used specifically for training class fees and materials. Consequently, this increased the overall Salary and Wages but reduced the 54 - Training line.

The police department has a revolving account, Police False Alarm Fund (2665). As of 5/12/2023 it has a balance of \$4,311.50. It is an unpredictable balance as it is based solely on the payments from perpetual false alarms. The funds are used primarily for unforeseen purchases needed in the Police Fleet, Police Station needs, or for unplanned operational budget deficits in Police Supplies and Materials or Other Charges.

Salaries and Wages:

CATEGORY	FY23 BUDGETED	FY24 REQUESTED	FY24 PROPOSED	INCREASE/DECREASE %
SALARIES	4,657,560.00	4,860,878.76	4,912,646.00	5.5 %
OVERTIME	482,000.00	500,000.00	482,000.00	0.0 %
OT TRAINING	0.00	0.00	75,000.00	0.0%
COURT TIME	45,000.00	52,000.00	45,000.00	0.0 %
INCREASE JUSTIFICATIONS				
SALARIES	Both Unions settled contracts in FY23 thus increasing required funding for salaries and wages for FY24			
OVERTIME & OT Training	During our budget meeting we agreed that all "training" specific OT's (Range, In-service, K9, special classes, FBI LEEDA, etc) will no longer be charged to the "Training Line (Other Charges-54)", rather to a specific OT Training Line under S&W. The "Training Line (Other Charges-54)" will only be used for Training Class Fees and Materials. Consequently this will increase the overall Police S&W, but reduce the 54-Training Line			

Attachment: Police Budget Memo FY24 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)

Police – Contractual – Line 52:

CATEGORY	FY23 BUDGETED	FY24 REQUESTED	FY24 PROPOSED	INCREASE/DECREASE %
PRINTING	2,500.00	2,520.00	2,520.00	.8 %
POSTAGE	3,600.00	3,750.00	3,750.00	4.2 %
LAUNDRY	800.00	800.00	800.00	0 %
LEAPS	1,240.00	1,240.00	1,240.00	0 %
GENERATOR	1,500.00	1,500.00	1,500.00	0 %
COMP SUPP	47,897.00	60,000.00	60,000.00	25.3 %
BESAFE	1,440.00	1,400.00	1,440.00	0 %
RADIO SYSTEM	29,000.00	29,000.00	29,000.00	0 %
COPY MAINT	4,500.00	4,500.00	2,500.00	-44.4 %
PROF SERVICES	2,500.00	8,035.52	8,036.00	221.4 %

INCREASE JUSTIFICATIONS

POSTAGE	USPS Postage Increase, federal agencies require certified mail, and broken radios are now UPS shipped until replaced
COMP SUPP	New “Digital Headquarter (DHQ)” web-based service to streamline invoicing, personnel management, and dissemination of policies/procedures/crime bulletins and other administrative functions (11.5K) and will need 2 more Adobe licenses, and a SW upgrade for our Evidence Inventory System
PROF SERVICES	We are trending up for the use of interpreter services, and we transferred the cost of our WebSite Management from the Computer Support Line to Professional Services Line

Police – Supplies and Materials – Line 53:

CATEGORY	FY23 BUDGETED	FY24 REQUESTED	FY24 PROPOSED	INCREASE/DECREASE %
COMP MISC	300.00	2,500.00	2,500.00	733.3 %
FILM SUPPLIES	590.00	590.00	590.00	0 %
MISC SUPPLIES	2,969.00	3,841.32	2,969.00	0 %
RADAR	5,000.00	5,000.00	5,000.00	0 %
ACCREDITATION	13,600.00	3,500.00	3,500.00	-74.3 %
BOOKS	1,200.00	1,200.00	1,200.00	0 %
FOOD FOR PRISONERS	500.00	500.00	500.00	0 %
UNIFORMS	73,500.00	75,500.00	75,500.00	2.7 %
NARCAN	2,500.00	2,500.00	2,500.00	0 %
AMMUNITION	10,500.00	11,500.00	11,500.00	9.5 %

Attachment: Police Budget Memo FY24 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)

INCREASE/DECREASE JUSTIFICATIONS		3.1.k
COMP MISC	Primarily the need for 2 new laptops for <i>Community Engagement/Social Media Team</i> , but USB drives being purchased in bulk and supplies for e-citations program	
ACCREDITATION	POST Integrated Policy Management System Replacement/Upgrade (\$11,236.80) was not implemented in FY23	
UNIFORMS	The Bullet Proof Vests (BPVs) now fit inside a “Molle Vest Carrier”, as BPVs are expired we now need to purchase the Molle Vest Carrier (\$273/officer/expecting 6 expirations). DOES NOT include the cost for new recruits	
AMMUNITION	Cost of ammunition increased. DOES NOT include cost for ammunition for new academy recruits.	

Police – Other Charges – Line 54:

CATEGORY	FY23 BUDGETED	FY24 REQUESTED	FY24 PROPOSED	INCREASE/DECREASE %
COMMUNITY ENGAGEMENT	0.00	10,000.00	10,000.00	0 %
DUES/MEMBERSHIPS	10,500.00	10,500.00	10,500.00	0 %
TRAINING	75,000.00	200,000.00	25,000.00	-66.7 %
INCREASE JUSTIFICATIONS				
COMMUNITY ENGAGEMENT	This new line item is proposed for FY24 to help fund equipment/merchandise/personnel to increase overall police involvement in positive community outreach events.			
TRAINING	As discussed in Slide 2 (Salaries and Wages), during our budget meeting we agreed that all “training” specific OT’s (Range, In-service, K9, special classes, FBI LEEDA, etc) will no longer be charged to the “Training Line (Other Charges-54)”, rather to a specific OT Training Line under S&W. The “Training Line (Other Charges-54)” will only be used for Training Class Fees and Materials. Consequently this will increase the overall Police S&W, but reduce the 54 - Training Line			

Attachment: Police Budget Memo FY24 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



Allan I. Alpert
Director

City of Melrose

Emergency Management

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



MEMORANDUM

DATE: May 15, 2023

TO: Honorable City Council
FROM: Director Alpert
SUBJECT: FY Budget 2024

Below are the answers to your questionnaire.

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 department has taken on a more active role in event planning. Event planning includes "planned events," such as Victorian Fair, Mayor's Summer Block Party, City/Chamber Home for the Holidays, movie and commercial filming. "Demand response and emergency event planning," the department is to create a strategic plan for responding to a major incident at the Melrose-Wakefield Hospital, (similar to the 10 Alarm Fire at the Brockton Hospital on February 7th). This response plan can be scaled down based on the incident(s). Regional responding agencies include but certainly not limited to, fire, police, health, emergency management and DPW. Our state partners, Mass. State Police, Mass. Department of Environmental Protection (DEP), Mass. Department Public Health (DPH). Public Safety Agencies include Metro Fire, Northeastern Massachusetts Law Enforcement Council (NEMLEC), Mass. Water Resource Authority (MWRA) and Massachusetts Emergency Management Agency (MEMA). Once the plans have been written, exercises will be conducted to evaluate and update the plans.

Emergency Management
It's about TEAMWORK!

Attachment: Emergency Management Memorandum_5.15.23 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



2. Do all of your department's salaries come from the same budget? If not, please identify the split among multiple budgets? **Yes**
3. Are there any significant changes to your FY24 budget compared to last year? **No**
4. Any events or changes you anticipate in your department for 24? **For local events, I will be planning to review and exercise "evacuation and relocation" exercises with the school department and other special locations, such as nursing homes, assisted living, housing authority and private senior living. I do not anticipate any changes in the department. Regional events will include planning and training events with the Mystic Regional Emergency Planning Committee (Mystic REPC), which we are one of twenty-three municipalities.**



FIRE DEPARTMENT CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

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

MEMORANDUM

To: Melrose City Council
From: Melrose Fire Chief Edward Collina
Re: FY24 Fire Department Budget
Date: May 15, 2023

Please identify any noteworthy changes or events that took place during FY23 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.):

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

In May of 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. This equipment includes SCBA Air Packs, SCBA Face Pieces, and SCBA Cylinder Bottles, which will all replace aged-out SCBA equipment that our Department currently has.

The Fire Department is also anticipating a delivery of a new Ambulance. Due to supply chain problems in the vehicle industry, the estimated delivery is unknown at this time.

In FY23, the Fire Department had a major staffing change. The Department is currently down 7 firefighters. We hope to fill these positions as soon as possible.

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

Of all 52 Fire Department employees, 44 are paid from a "fire" budget, and the other 8 of the employees are paid from an "ambulance" budget.

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

One significant change to the Fire Department's FY24 budget is that a new budgeted line has been created under salaries and wages. This line is "OT Training". These funds will be used to cover

overtime to send members for outside training/professional development, at the discretion of the Chief. Some examples of these trainings are as follows; Mass Fire Academy, National Fire Academy, Infectious Control Training, “Train the Trainer” Programs, etc..

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

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

We look forward to filling the 7 open firefighter positions.

Memorandum

To: Mayor Paul Brodeur
Mr. Patrick Dello Russo-Chief Financial Officer

CC: Ms. Kathryn Armata-Treasurer
Ms. Jen Grigoraitis, City Council President

From: Jay Picone, Director of Finance

Date: 4/14/2023

Re: FY24 Northeast Metropolitan Regional Vocational School Assessment

At the public hearing on April 13, 2023, the Northeast Metropolitan Regional Vocational School Committee voted unanimously for a FY24 budget increase of 1.22% over last year's operating budget. Member community assessments are based on the minimum contribution, transportation, and additional vocational supplies and equipment needed to operate quality vocational educational programs. This year's operational budget request also includes an additional 2.5 FTEs funded by the additional Chapter 70 funds attributed to the Student Opportunity Act.

Regional assessments are based on approval of the State Budget submitted by Governor Healey, but the final budget may be amended by the House or Senate before final passage. Member communities are assessed on the Northeast October 1 enrollment numbers from sending districts. In addition to fluctuating enrollments, district assessments are based on property wealth and by the income level of residents. Consequently, some communities may see an increase in assessments based on enrollment numbers and demographic changes, while other communities may see a decrease in assessments using the same data. By using a combination of the increased Chapter 70 funding, transportation reimbursement and application of E&D funding, we were able to significantly offset the increases in the operating budget, therefore reducing the required assessment. The total assessment increase for FY24 for our member communities equates to 2.78%

Below is the information needed by Melrose for inclusion in the FY 24 City Budget:

District:	Melrose
FY24 Operating Assessment:	\$1,182,113
FY24 Debt Assessment:	\$88,626
FY24 Total Assessment:	\$1,270,738
FY24 Enrollment:	66

PERAC

2024
Budget cycle

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chair*

JOHN W. PARSONS, ESQ., *Executive Director*

Auditor SUZANNE M. BUMP | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES J. GUIDO | RICHARD MACKINNON, JR. | JENNIFER F. SULLIVAN, ESQ.

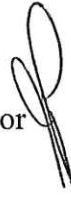
MEMORANDUM

TO: Melrose Retirement Board

FROM: John W. Parsons, Esq., Executive Director

RE: Appropriation for Fiscal Year 2024

DATE: November 18, 2022



Required Fiscal Year 2024 Appropriation: **\$7,513,459**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2024 which commences July 1, 2023.

As we indicated in PERAC Memo #26/2022, we are no longer including the Projected Appropriations page as an attachment. Attached please find the portion of the Fiscal Year 2024 appropriation to be paid by each of the governmental units within your system.

If your System has a valuation currently in progress, you may submit a revised funding schedule to PERAC upon its completion. The current schedule is due to be updated by Fiscal Year 2024.

If you have any questions, please contact PERAC's Actuary, John Boorack, at (617) 666-4446 Extension 935.

JWP/jfb
Attachment

cc: Office of the Mayor
Board of Aldermen
c/o City Clerk

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Melrose Retirement Board
Appropriation by Governmental Unit

Fiscal Year 2024 - July 1, 2023 to June 30, 2024

Aggregate amount of appropriation: **\$7,513,459**

UNIT	Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Melrose	97.90%	\$7,355,676	\$0	\$7,355,676
Melrose Housing Authority	2.10%	\$157,783	\$0	\$157,783
UNIT TOTAL	100%	\$7,513,459	\$ 0	\$7,513,459

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

Melrose Retirement Board
Appropriation by Governmental Unit

Fiscal Year 2024 - July 1, 2023 to June 30, 2024

Aggregate amount of appropriation: **\$7,513,459**

UNIT		Percent of Aggregate Amount	Funding Schedule (excluding ERI)	ERI	Total Appropriation
City of Melrose		97.90%	\$7,355,676	\$0	\$7,355,676
Melrose Housing Authority		2.10%	\$157,783	\$0	\$157,783
UNIT TOTAL		100%	\$7,513,459	\$ 0	\$7,513,459

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

MELROSE RETIREMENT SYSTEM
FUNDING SCHEDULE with 3(8)(C) - 15 years: 4% amortization
 RP-2014 adjusted to 2006, projected generationally using MP-2020; 7.25% Discount Rate; \$16k COLA

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

Amortization of Unfunded Liability as of July 1, 2022

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

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

Mayor's Office

FY2024 Budget Presentation

Mayor's Office Mission & Overview

As the Chief Executive Officer of the City of Melrose, the Mayor oversees all City operations and is responsible for appointing Department Heads, City officers, and the members of multi-member bodies (Boards & Commissions).

The Mayor's Office supports:

- the Mayor in carrying out all his official duties
- the organizational and communications needs of all City departments

Team Mayor's Office

His Honor
Mayor **Paul Brodeur**

Chief of Staff & Director
of Strategic Initiatives
and Communication
Margot Fleischman

Communications &
Outreach Coordinator
Lily Martin

Director of Economic
Recovery & Business
Development
Lauren Grymek

Administrative Assistant
Lisandra Santana

Fiscal Year 2023 Highlights: Events





Fiscal Year 2023 Highlights: **Administration**

- Board & Commissions appointments/reappointments
- Police Chief search process
- Financial presentations
- Grant writing and tracking
- State/Federal earmark requests
- ARPA project management and reporting
- Free Cash funded project tracking
- Municipal energy procurement with Power Options
- Comprehensive fees analysis
- Annual budget presentation preparation



Fiscal Year 2023 Highlights: **Communications**

- Updated the City's website
- Initiated the "Week Ahead" digest
- Published 15% more City News items in FY23 compared to FY22
- Facebook page "reach" totaled 79,832
- Launched the Mayor's Office College-level Public Relations Internship Program
- Initiated the City of Melrose Media/Press Policy
- Co-developed the City's Flag Policy with the City Solicitor
- Developed an internal Press Release Submission Form
- Updated the City's Social Media Policy & Style Guide (last updated in 2020)



Fiscal Year 2023 Highlights: **Constituent Services**

- Responded to over 100 “Contact the Mayor” emails (July 2022 - May 2023)
- Handled hundreds of phone calls to Mayor’s Office and on City Hall main line and greeted walk-in visitors
- Installed floor plan posters in City Hall to orient visitors
- Implemented “City Hall Greeter” volunteer position to improve visitor experience and provide directions to those seeking services at City Hall



Fiscal Year 2023 Highlights: **Community Support**

- Administrative support for the Melrose Emergency Fund
- 2nd Annual Mayor's Diaper Drive
- Back-to-School Supplies Drive with Edward Jones Investments
- Participatory Budget (5kOurWay)



Fiscal Year 2023 Highlights: **Economic Development**

- Created database of Melrose businesses, nonprofits and property owners with updated contact information
- *Project: Pop-Up* Phase 2 with UpNext, LLC
- Small Business/Nonprofit Economic Recovery Grant Program
- Addressing food insecurity
- Recruiting new businesses and industries
- Farmer/Brewery licensing research and implementation



Fiscal Year 2023 Highlights: **Initiatives**

- ADA Self-Evaluation and Transition Plan
- DEI Organizational Assessment and Training Series
- Collins Center Capital Planning
- National Grid Utility Arrearages Program
- Community Conversations

FY2024 Mayor's Office Budget Summary

- Mayor's Office FY24 operating budget reflects a 3.97% increase over FY23.
- The main cost drivers are Salary & Wages and Education & Seminars.
- Director of Economic Recovery & Business Development position is ARPA funded so is not included in the operating budget.
- There are no staffing changes in FY24.



Thank you!



CITY OF MELROSE

CONSERVATION COMMISSION

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4312
Fax - (781) 979-4290

MEMORANDUM

Date: 5/17/2023

To: City Council

From: Eric Devlin, Conservation Agent

Subject: FY2024 Annual Budget – Conservation Commission

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

The Conservation Commission FY24 operating budget (171) reflects an 18.8% increase over FY23. The main cost drivers for this increase are Conservation and Education & Seminars. The Conservation line item has been adjusted to reflect the minimum funding level required to carry out the City's current chemical aquatic treatment strategy for Ell Pond, Towners Pond, and Swains Pond. The increase to the Education & Seminar line item is to cover the cost of handbook access, training/professional development opportunities for Commission members, and to cover the Commission Victorian fair/Healthy Melrose fair table space.

- *Briefly describe what your department's responsibilities are.
Include how and at what frequency your department interacts with residents, how many staff, etc.*

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." It is principally involved in administering the MA Wetlands Protection Act M.G.L. Ch. 131 sec. 40 originally passed in 1972, the 1996 Rivers Protection Act and the City of Melrose Wetland ordinance Chapter 231 (Ord. No. 07-008, 5-7-2007).

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.

The Conservation Commission also has responsibility for the care and control over many of 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 organizes 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. Residents routinely contact the office for guidance on proposed projects and open space concerns. At least one resident either calls, emails, or stops by the office in person per week with a concern to be addressed.

- *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.)?*

Year 1 of a \$92,925 3-year contract with Solitude Lake Management for a multi-year invasive Water Chestnut control program at Ell Pond for the mechanical harvester and hydro rake treatment from (2022-2024). Treatment started in July 2022(FY23). Funding was previously secured via state earmark and free cash appropriation for years 1 and 2 of the contract. Year 3 funding has still not been secured. Year 3 (FY25) funding

has still not been secured; the projected FY25 budget is short approximately \$21,000 based on the current funding level.

More attention to the Towners Pond and Swains Pond treatment plan will be required.

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

All Department salaries come from the same budget.

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

The Commission is now pursuing joining efforts with Melrose Parks to commission a holistic study on the First, Second and Third Ponds at Mt. Hood and Towners and Swains Pond together as a system. The goal is to better coordinate the management of these ponds since all these ponds are hydraulically connected. Ell Pond has had a major outgrowth of invasive water chestnut in past years that will require continuation of the multiyear management strategy. A \$92,925 3-year contract with Solitude Lake Management was signed for a multi-year invasive Water Chestnut control program at Ell Pond for the mechanical harvester and hydro rake treatment from (2022-2024). This multi-year program began treatment in July 2022 with DPW support for the onshore material removal. Funding has only been secured for FY23 and FY24 currently.

The Commission will continue to explore allocating additional conservation maintenance funds toward assessing and implementing preventative measures to improve the health of the ponds in addition to evaluating appropriate treatment options. The Commission has reached out to Representative Lipper-Garabedian and Senator Jason Lewis to inquire about sponsoring additional state earmarks for this work. We have also researched federal, state, and private grants for invasive species removal. None of these efforts has been successful to date.

The Commission's historic practice of treating nuisance vegetation in the three main ponds we oversee (Swains, Ell, and Towners) with herbicides, while a common practice and effective at maintaining aesthetics and function of the ponds, is essentially treating a symptom rather than the underlying problems that are common to urban ponds. A long-term goal

is to stabilize the ponds and transition to devoting more funding to preventative measures.

This effort will be completed within our requested budget structure for FY24. The Commission would also like to note that the health of the ponds is related to activities of the Department of Public Works, particularly related to stormwater management, and is impacted by many activities of residents and businesses within the watersheds to these ponds.

The Commission has contracted with a different pond treatment vendor this year, Water & Wetland, LLC, for Towners Pond and Swains Pond.

With the loss of several long-time members in recent years, additional funding will be necessary for education and training for new members.

- *Any events or changes you anticipate in your department for FY24?*

We are currently engaged to utilize volunteers to fulfill a couple of action items from the recently updated Melrose Master Plan. We will continue the Trail Stewardship volunteer program. It has been very successful in aiding the Commission to address issues in a timely manner and both improve the trail user experience and protect wetland resource areas from damage.

\$92,925 3-year contract with Solitude Lake Management for multi-year invasive Water Chestnut control program at Ell Pond with mechanical harvester and hydro rake treatment from (2022-2024) to continue this July. On-shore component of material removal will continue to require DPW support and staff coordination. Expanded volunteer hand-pulling efforts to augment Ell Pond Water Chestnut management with hand-pulling events this summer.

We currently have about 7 active trail steward volunteers that have been able to give the commission direct feedback on the trail areas throughout Melrose on a regular basis and identify areas that could be improved. Some ideas for trail improvements have begun to be implemented by this program.

The Open Space and Recreation Plan update also establishes goals and action items for the City to acquire additional open space, from among the small amount of remaining privately held undeveloped area in Melrose. The Commission would welcome contact from any City Councilors who have an interest in this issue.

Melrose Beebe Estate Board of Trustees FY2024 Budget Memo

To: Melrose City Council
From: Beebe Estate Board of Trustees
Re: FY24 Budget
Date: May 25, 2023

In preparation for the review of the Fiscal Year 2024 budgets, we are pleased to provide the Honorable City Council with information regarding changes to the Beebe Estate Board of Trustees over FY23.

In FY2023, the Board of Trustees lost two longtime members. Founding Trustee Betsy Friedberg passed away, and Trustee Tarica Leskiw resigned due to other commitments.

Additional trustee updates include:

- Jessica Rowcroft McKenna resigned as co-chair and was elected Treasurer.
- Sean Heneghan was elected co-chair.
- We have been able to fill these positions with 2 other Melrosians, David Thimble, and Sarah Besegai.
- There are 2 vacancies on the board that we are seeking to fill in FY2024.
- Our board is voluntary, and members do not receive any compensation or salary.

Budget changes:

- There are NO budget changes for FY2024.

The FY2024 budget will be put toward utility expenses and small maintenance needs. The 5-year capital planning exercise we participated in with the City over the winter helped us identify several needs and projects, and we are currently assessing priorities.



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 Boards and Commissions Budgets
Date: May 25, 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 commissions with budgetary allocations.

As you will note from the chart below, the only commission that will see an increase in FY24 is the Conservation Commission which is proposed to increase 18.78% primarily driven by additional professional services costs for treatment of City-owned ponds. The budget for the Melrose Energy Commission is being transferred to the Office of Planning and Community Development and will be managed by the Sustainability Director.

Board/commission chairs or their designees will be available to answer questions the Council may have regarding these budgets.

		FY23	FY24	\$ Change	% Change
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%
196	Melrose Energy Commission	2,500.00	0	-2500.00	-100.00%
540	Beebe Estate Trustees	7,900.00	7,900.00	0.00	0.00%
542	Women's Commission	2,000.00	2,000.00	0.00	0.00%
544	Human Rights Commission	3,000.00	3,000.00	0.00	0.00%
545	Commission on Disability	2,500.00	2,500.00	0.00	0.00%

CITY OF MELROSE

Annual Cherry Sheet Analysis

Annual Cherry Sheet - Estimate							5/10/2023	+
FN: AnnualCherryAnalysisFY24							SWM	
Distributions & Reimbursements	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Estimated Fiscal Year 2024	Prior Year \$ Increase/ (Decrease)	
A. EDUCATION								%
1. Chapter 70	8,396,206	8,514,496	8,514,496	8,631,916	9,680,222	12,260,358	\$2,580,136	26.65%
2. School Transportation Programs	0	0	0	0	0	0	\$0	
3. School Construction *	0	0	0	0	0	0	\$0	
4. Charter Tuition Reimbursement	362,911	452,912	697,011	705,865	948,760	679,748	-\$269,012	-28.35%
5. Charter School Capital Reimbursement	0	0	0	0	0	0	\$0	
Sub-total:	8,759,117	8,967,408	9,211,507	9,337,781	10,628,982	12,940,106	\$2,311,124	21.74%
B. GENERAL GOVERNMENT								
1. Lottery, Beano & Charity Games	0	0	0	0	0	0	\$0	
2. Additional Assistance	0	0	0	0	0	0	\$0	
3. Unrestricted General Govt. Aid	5,302,633	5,445,804	5,445,804	5,636,407	5,940,773	6,130,878	\$190,105	3.20%
4. Police Career Incentive	0	0	0	0	0	0	\$0	
5. Annual Formula Local Aid	0	0	0	0	0	0	\$0	
6. Veterans' Benefits	195,524	204,514	183,404	151,270	167,107	121,958	-\$45,149	-27.02%
7. Exemptions:Vets, Blind/Spouses/Eld	87,833	109,024	104,568	80,977	77,916	81,720	\$3,804	4.88%
8. State Owned Land	1,032	1,188	1,218	1,466	1,881	2,120	\$239	12.71%
9. Other	0	0	0	0	0	0	\$0	
Sub-total:	5,587,022	5,760,530	5,734,994	5,870,120	6,187,677	6,336,676	\$148,999	2.41%
C. OFFSET ITEMS								
1. School Choice Receiving Tuition	136,713	114,511	35,000	35,000	15,000	5,000	-\$10,000	-66.67%
2. School Lunch Program	0	0	0	0	0	0	\$0	
3. Public Libraries	34,838	35,938	43,137	46,191	58,083	65,522	\$7,439	12.81%
Sub-total:	171,551	150,449	78,137	81,191	73,083	70,522	-\$2,561	-3.50%
Total State Aid - All Categories:	\$14,517,690	\$14,878,387	\$15,024,638	\$15,289,092	\$16,889,742	\$19,347,304	\$2,457,562	14.55%

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

CITY OF MELROSE

Annual Cherry Sheet Analysis

Distributions & Reimbursements	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Estimated Fiscal Year 2024	Prior Year \$ Increase/ (Decrease)	
A. COUNTY ASSESSMENTS & CHARGES								%
1. County Tax	0	0	0	0	0	0	\$0	
Sub-total:	0	0	0	0	0	0	\$0	
B. STATE ASSESSMENTS & CHARGES								
1. Supervision of Retirement Systems							\$0	
2. Retired Employees Health Insurance	0	0	0	0	0	0	\$0	
3. Mosquito Control Projects	0	0	0	0	0	0	\$0	
4. Air Pollution Districts	9,431	9,796	9,997	10,440	10,925	11,065	\$140	1.28%
5. Metropolitan Area Planning Council	14,586	14,992	15,134	15,435	16,653	16,987	\$334	2.01%
6. RMV Non-Renewal Surcharges	39,520	42,220	42,080	42,080	31,520	34,980	\$3,460	
Sub-total:	63,537	67,008	67,211	67,955	59,098	63,032	\$3,934	6.66%
C. TRANSPORTATION AUTHORITIES								
1. Mass Bay Transit Authority	616,976	634,142	631,477	634,513	688,541	710,917	\$22,376	
Sub-total:	616,976	634,142	631,477	634,513	688,541	710,917	\$22,376	3.25%
D. ANNUAL CHARGES AGAINST RECEIPTS								
1. Special Education	1,205	12,409	8,949	21,748	0	14,707	\$14,707	
Sub-total:	1,205	12,409	8,949	21,748	0	14,707	\$14,707	
E. Tuition Assessments								
1. School Choice - Sending Tuition	41,553	34,288	80,669	98,366	159,064	195,101	\$36,037	22.66%
2. Charter School Assessment	2,908,622	2,939,268	3,362,265	3,811,355	3,931,752	3,825,802	-\$105,950	-2.69%
3. Essex County Tech Institute	0	0	0	0	0	0	\$0	
Sub-total:	2,950,175	2,973,556	3,442,934	3,909,721	4,090,816	4,020,903	-\$69,913	-1.71%
Total Assessments - All Categories:	\$3,631,893	\$3,687,115	\$4,150,571	\$4,633,937	\$4,838,455	\$4,809,559	-\$28,896	-0.60%
Net State Aid:	<u>\$10,885,797</u>	<u>\$11,191,272</u>	<u>\$10,874,067</u>	<u>\$10,655,155</u>	<u>\$12,051,287</u>	<u>\$14,537,745</u>	<u>\$2,486,458</u>	
Percentage Incr./Decrease:							<u>20.63%</u>	
FY22 to FY23:							\$1,396,132	
FY23 to FY24:							<u>\$2,486,458</u>	
							<u>\$3,882,590</u>	

FN:AnnualCherrySheetAnalysisFY24

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

							+
	CITY OF MELROSE, MASSACHUSETTS						
	Department of Finance						
	FY 2024 Consolidated Budget Worksheet						
	OTHER FUNDING SOURCES						
					Fund Number		
		1.	Cemetery Perpetual Care	\$12,000.00	8201		
		1b.	Cemetery Sale of Lots and Graves	\$50,000.00	2907		
		2.	Parking Receipts (Receipts Reserved)	\$50,000.00	2906		
		3.	Indirect Costs due from Mt. Hood Fund	\$178,876.00	6200		
		4.	Mt. Hood Payment - New Fields (Debt)	\$371,251.26	6200		
		5.	Indirect Costs due from Water Fund	\$943,806.00	6100		
		6.	Indirect Costs due from Sewer Fund	\$774,928.00	6000		
		7.	Indirect Costs due from Ambulance Fund	\$158,580.00	6500		
		8.	Overlay for Revaluation	\$154,129.00	N/A		
		9.	Debt Exclusion	\$33,948.80	2914		
		10	Education, Public Safety & Substance Abuse	\$250,000.00	8410		
			Total:	<u>\$2,977,519.06</u>			
			FN:FY2024OTHEREFUNDINGSOURCES				



prepared as directed by the School Committee Members on May 9, 2023

DATE: May 18, 2023

TO: Honorable Melrose City Council

Cc: Melrose School Committee, Mayor Paul Brodeur, and Patrick Dello Russo, *Melrose Chief Finance Officer*

FROM: Dr. Julie R. Kukenberger, *Superintendent of School*, and Kenneth Kelley, *Director of Finance and Administrative Affairs*

RE: Melrose School Committee Motions Regarding the FY24 MPS Final Budget Proposal

The Melrose Public School District is committed to accurate, timely, and transparent communication with all stakeholders. To that end, this memo serves as a recap and record of the votes taken by the Melrose School Committee on Tuesday, May 9, 2023, regarding the FY24 MPS Budget.

The **motions outlined below were all passed by the Melrose School Committee** and support the [FY24 MPS Final Budget Proposal](#) which includes level services and required/mandated services after refinement.

MOTION 1

- Motion to approve an operating budget for the Melrose Public Schools for FY 2024 in the amount of \$47,620,379 in the following categories:
 - * Franklin ECC: \$1,837,228
 - * Elementary: \$16,134,487
 - * Middle School: \$7,792,006
 - * High School: \$9,000,675
 - * Special Education: \$8,125,387
 - * District Wide/Administration: \$4,730,595

MOTION 2

- Motion to request that the Mayor consider one-time money allocations and/or requests to the City Council before June 30, 2023, of up to \$869,495 for the Melrose Public Schools.

Note: The Mayor and CFO have committed to a one-time payment of \$500,000 in response to this request. See the memo linked [here](#).

MOTION 3

- Motion that in order to fund the FY24 operating budget so passed, the School Committee requests that supplemental budget appropriation(s) be put forward by the Mayor to the City Council during FY24 as one-time funds become available.

Note: At this time, based on the information we have this number could range from \$2.3-2.8 M. It is understood that the City has full authority to determine how this supplemental budget request will be met.

MOTION 4

- Motion for the Committee to direct the Superintendent and Director of Finance to send, in a timely manner, a memorandum to the City Council setting out the School Department's appropriation requests.

Attachment: SC Motions May2023 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)

Ghobrial, Andrew

From: Phillips, Shannon
Sent: Thursday, May 18, 2023 12:44 PM
To: Phillips, Shannon
Cc: Ghobrial, Andrew; Fleischman, Margot; Cogavin, Kelly; Golden, Kerriann
Subject: Re: City Solicitor Office (151) Responses to Request for Additional Information (Budget Hearing)

Good afternoon Honorable City Councilors and others:

In response to the requests for additional information made by Councilor Garipay during the City's Solicitor's budget hearing this past Monday evening, please see as follows:

1. *A request was made for the City Solicitor's Office to provide the number of insurance claims filed this year versus last year with the City's Insurance.* The City's Insurance policy each year begins and ends on July 1. Between July 1, 2021 and July 1, 2022 (Fiscal Year 22) there were 46 claims filed with the City's Insurance. Between July 2, 2022 and present day (Fiscal Year 23) there have been 39 claims filed with the City's Insurance.
2. *A request was also made for the % increase of individual employee salaries in the City Solicitor's office between FY23 and FY24.* The Auditor's Office has this information and will be providing it directly on behalf of all City Departments.

Thank you.

Shannon T. Phillips
 City Solicitor
 City of Melrose
 562 Main Street
 Melrose, MA 02176
 (781) 979-4184

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



City Council – 112 FY24 Budget

Andrew Ghobrial, Clerk of
Committees

FY23 Meetings Held

95 Total meetings held from July 1, 2022 – May 8, 2023

- 32 City Council Meetings (this number is through July 31)
- 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 Meetings





FY23 By the Numbers

- Rendered assistance for approximately 75 different requests for miscellaneous website updates.
 - Aided with Granicus / IQM2 on 34 different occasions.
 - Responded to approximately 250 resident requests for service.
 - Responded to three Public Record Requests and one extensive informational request from the Historical Commission.
-
- 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.
 - Approximately 70 oaths of office administered.
 - 105 Notaries performed.

Proposed FY 24 Budget

	FY23	Proposed FY24	Percent Change
Salary & Wages	105,751.00	109,119.00	3.2%
Advertising	125.00	125.00	0.0%
Printing	500.00	500.00	0.0%
Expenses	11,000.00	11,000.00	0.0%
IQM2 Contract	18,926.00	17,323.00	-8.5%
Website	0.00	9,000.00	0.0%
Seminars	535.00	535.00	0.0%

FY24 Goals

Technology

- Review Granicus/IQM2 Software
- Determine Needs Among City Council, School Committee and City Departments
- If warranted, review other software packages that meet specific needs of each city department

Day to Day

- Continue to assist Boards & Commissions to better understand their duties and what is expected of them
- Update Board & Commissions software as appointments are made
- Continue to offer support to other city departments for both website and IQM2
- Continue providing stellar customer service

Questions



Thank you!





City of **Melrose** MASSACHUSETTS

3.1.aa

VETERANS SERVICES

Roseann Trionfi-Mazzuchelli
Director of Veteran Services
Melrose, Wakefield & Saugus

Milano Senior Center
201 W. Foster Street
Melrose, MA 02176

P: 781-979-4186/4187

E: RMazz@CityofMelrose.org

MEMORANDUM FOR RECORD

To: Melrose City Council
Fr: Roseann Trionfi-Mazzuchelli, Director of Veteran Services for Melrose,
Wakefield, & Saugus (MWS)
Re: Veteran Services Budget for FY24
@: 15 May 2023

Honorable City Councilors: As your newest Veteran Services Director I am respectfully submitting a summary of my FY24 Budget.

Veteran Services had an increase in our Veteran Benefit line to accommodate the 5.9% COLA increase for Social Security. We also requested an increase in our Staff to meet the State's Districting requirements, so our District will be in compliance.

With the recent passing of some major Legislation, the PACT ACT (Promise to Address Comprehensive Toxics Act of 2022), which was signed into law on 10 Aug 2022, but not implemented until January 2023, this office along with all other VSO offices have greatly increased their caseload. In Melrose alone, I have prepared, completed, and submitted an average of 5 claims per week. These claims take several hours to do. If the Veteran passed due to his/her illnesses they got because they served in an area related to the PACT Act, then their surviving spouse and/or surviving disabled children or parents are eligible for benefits. Their claims take twice the time as the Veterans' claims as we must connect the Veteran's death posthumously to the presumptive health conditions along with applying for the family member's claims. From January 2023 through April 2023, over 500,000 claims have been submitted to the VA.

The OnBase system for our state reporting went into effect last year. This is a whole new reporting system, and we have discovered many "glitches". This system is much more time-consuming and not at all user-friendly.

The Director's Salary is paid by the 3 Cities/Towns, with each paying a third. Part of my duties as the Director is to oversee the other towns, which hasn't been easy due to the increased caseload here in Melrose. All three towns have approximately the same population, yet Wakefield and Saugus has only part-time VSOs and part-time shared administrative assistants who primarily do the MUNIS part and some of the OnBase.

Attachment: Veterans Budget Memo for FY24 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)

Our primary function is to assist and advocate for all Veterans, and their families. Chap. 115 Benefits is at the top of the list of the many duties. Both the Saugus and Wakefield VSOs, as well as this Director, volunteer extra time, without pay, to complete the workload as we are dedicated to assisting our clientele.

We are proposing to increase our staff hours for the part-time administrative assistant in Melrose for next year. Our Saugus VSO is leaving so we are seeking his replacement as well as the part-time VSO for Melrose.

This office also reports to the Melrose Veterans Advisory Board, with COL Robert Driscoll as the Chair. The Board has several funds attached to it: Relief Fund, Monument/Memorial Restoration Fund, and Trip to DC Fund. This Board sponsors all the Veteran related events in Melrose to include a Food Drive (2x per year) in partnership with Shaw's Supermarket of Melrose, which supports our local Food Pantries, who in turn, support our Veterans/Family members, as well as Honoring our Veterans at the Knoll with Dedication Bricks for Veterans Day and Memorial Day. This year we had over 120 brick requests.

All three offices participate, with Melrose as the Lead, in a monthly Veterans Food Bank where we have over 200 participants.

We do home visits for the Veterans who aren't mobile. We also participate in school related activities revolving around Veterans.

Our Chap. 115 Clients have reduced due to the VSOs actively seeking Federal funding resources to provide more financial stability to the Veteran/family.



MELROSE HUMAN RIGHTS COMMISSION

City Hall • 562 Main Street • Melrose, Massachusetts 02176

cityofmelrose.org/human-rights-commission • Hotline: (781) 979-4140 •

Email: melrosehrc@cityofmelrose.org • Facebook: @MelroseHRC • Instagram:

@MelroseHRC •

**Stay up to date with the HRC by subscribing to our quarterly newsletter [here!](#)*

Melrose Human Rights Commission FY24 Budget Memo

History of the Melrose Human Rights Commission:

The Melrose Human Rights Commission is one of the oldest community HRCs in the Commonwealth. This Commission was created in 1992 upon recognizing a clear and apparent need in our community. For over 30 years, our commission has worked to strengthen the local bonds in our City, fostering and cultivating mutual respect and understanding of all viewpoints, while verifying for all observers the enriching nature a diverse population brings with it.

Our essential mission is two-fold: (1) working to safeguard and advocate for our legal and social rights, and (2) helping our community to progress and transform individually and in our collective relations.

Our work includes:

- working to promote goodwill, understanding of diverse cultures, and awareness of human rights issues;
- investigating claims of unlawful discrimination or harassment, and either mediating where appropriate or referring claims to appropriate enforcement authorities; and
- building and sustaining community relationships and partnerships.

Some examples of our work in FY23:

- With respect to promoting goodwill, the Melrose Human Rights Commission partnered with the Mayor's Office and the DEI Task Force to create an event titled, Dance for Community, where Melrose attendees were brought together through music and movement.
- We had conversations about what is a beloved community at our MLK Day of Service, where we reflected on how Melrose can support our Boston families with the METCO program after over 300 community-service projects were completed during the day at 13 different community host organizations.
- To promote understanding of our many diverse cultures, we planned and organized a Community Iftar Dinner, in partnership with the Malden Islamic Center and Peace Islands Institute. As well, we partnered with the Lincoln School PTO to bring back the International Welcome Potluck, where participants were invited to bring a dish representing their cultural heritage and Lincoln students shared with attendees highlights of their ancestral home country; we are in the works of organizing Pride, a celebration of our LGBTQ+ community.
- We continue to build and sustain community relationships and partnerships by increasing our community outreach through the creation of the HRC HUB, which is a quarterly newsletter to keep the Melrose community informed on the happenings of the Melrose Human Rights Commission, provide educational resources, and draw attention to the support of local

organizations, businesses, and elected officials who consistently and constantly step up to donate their time and resources to our causes by giving them the recognition they deserve at our events.

Now: FY24

We have much more work to do. We are innovating and transforming our programming to meet the needs of our increasingly diverse community. Our commissioners are eager, energetic, and ready to work hard to continue to provide educational opportunities, lasting partnerships, support, and resources to achieve our mission of one community that is open to all.

For the upcoming year, we hope to continue to bring our community together while also promoting our core mission through celebratory and educational events. In addition, we are looking forward to working with the Melrose Police Department to ensure a systematic response to any civil rights incidents and working with Melrose Public Schools and PTOs to foster a relationship with our youngest residents.

There is more that can be done. There has been an increased and renewed interest in the MHRC from the community. Our expanded programming has been in response to that demand. Consequently, our expenditure has increased, far exceeding our \$3,000 appropriation. Those expenses were covered by grants as well as in-kind and small-dollar donations, overall, usually amounting to at least half as much as our allocated budget. We anticipate this trend continuing. Our ability to fundraise is difficult – as much of our volunteer time and energy is spent on our Commission’s programming but the need for our commission has not shrunk – which is why I am asking this council to commit to keeping our funding the same it has been - \$3,000. And with it, I make a promise – that we will be good stewards of the funds we are allotted. We will continue to seek to expand our programming and outreach while simultaneously coming up with new ways to fund our commission.

Our work is made possible through the dedication of our 11 volunteer public servants, and our many volunteers and partners in the community. I would be remiss in not thanking them for their commitment, sacrifices, and dedication.

Thank you for your continued support.



Memorandum

To: Melrose City Council

From: Karen Blackburn, Chair of the Commission on Women

Re: FY24 Budget

Date: May 18, 2023

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

The Commission on Women's FY24 operating budget (542) is projected to be level funded. Most of our expenses will be event related—venue rentals, food and beverage, collateral, and subject-matter experts—with a majority, if not all, being spent on women-owned businesses to further our goals.

Several long-time Commissioners termed off in FY23, but we will be heading into the upcoming fiscal year with a full commission for the first time in several years. Our plan to is to build on many of the successes of FY23; specifically:

- Focus on finding ways to build community and give opportunities for women to learn and develop skills—similar to the Perfecting Your Elevator Pitch event we hosted in February 2023 where almost 50 women, many new to our organization, gathered to learn tips and strategies to help them succinctly and confidently discuss their accomplishments and expertise in 45 seconds or less.
- Help community members understand how Federal and State legislation directly impacts them and their families—like the discussion we hosted on Reproductive Basics and Rights. A virtual panel featuring healthcare experts, community leaders and legislators in the wake of the Dobbs decision.

More importantly, once all the new Commissioners are installed, we plan to work together to develop a short-term strategic plan focused on educating the community on issues that matter most to women and women-identifying individuals, finding opportunities to bring these groups together for knowledge-sharing, skill building and understanding how to access and leverage local resources available to them, and leveraging social media and other structures to educate the community on the critical role women have played in our country's history.

MELROSE FIRE

FY24 Budget Presentation
for Fire and Ambulance



Attachment: FY24 Budget Presentation (APPRO-2023-28 : Fiscal 2024 Operating Budget in

FIRE SALARIES, OVERTIME, AND MUTUAL AID

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Fire Salaries	\$4,504,672.00	\$4,723,034.41	\$4,503,288.00	.0%
Fire Overtime	\$515,000.00	\$565,000.00	\$515,000.00	.0%
OT Training	\$0.00	\$10,000.00	\$10,000.00	---
Mutual Aid	\$1,500.00	\$1,500.00	\$1,500.00	0%

- The fire salary cost covers 51 of the Melrose Fire Department employees (8 other Fire Department employees are salaried through the Ambulance budget). The increase for salaries and overtime is due to contractual raises.
- New line added: "OT Training" funds will cover overtimes to send members for outside training/professional development.
- *FY24 requested amount included the position of an EMS coordinator and Assistant Fire Chief which was not funded.*

FIRE – CONTRACTUAL – LINE #52

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Printing	\$250.00	No change requested	\$250.00	0%
Life/Safety Equipment	\$10,900.00	No change requested	\$10,900.00	0%
Vehicle Repairs/Maint.	\$100,000.00	No change requested	\$100,000.00	0%
Fire Contracts	\$5,000.00	No change requested	\$5,000.00	0%
Radio Contracts	\$13,500.00	No change requested	\$13,500.00	0%
Professional Services	\$36,140.00	\$1,772.00	\$37,912.00	4.9%

- 4.9% Increase in Professional Services due to price increases in Annual In-House Hazmat training and CrewSense online scheduling application

FIRE – SUPPLIES & MATERIALS – LINE #53

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Computer Purchase	\$2,000.00	No change requested	\$2,000.00	0%
Fire Prevention Supplies	\$2,500.00	No change requested	\$2,500.00	0%
Gas & Oil	\$500.00	No change requested	\$500.00	0%
Tires	\$6,000.00	No change requested	\$6,000.00	0%
Batteries	\$1,500.00	No change requested	\$1,500.00	0%
Cleaning Supplies	\$4,800.00	\$1,000.00	\$5,800.00	20.8%
Paints	\$500.00	No change requested	\$500.00	0%
Electrical Supplies	\$1,000.00	No change requested	\$1,000.00	0%
Alarm System	\$5,000.00	No change requested	\$5,000.00	0%
Tools & Hardware	\$2,400.00	\$3,000.00	\$2,400.00	0%
Books	\$2,000.00	No change requested	\$2,000.00	0%
Uniforms	\$57,100.00	No change requested	\$57,100.00	0%
Clothing	\$500.00	No change requested	\$500.00	0%
Protective Clothing	\$2,400.00	No change requested	\$2,400.00	0%
Turnout Gear	\$75,000.00	No change requested	\$75,000.00	0%

- \$1,000.00 requested in cleaning supplies due to national supply increase.
- \$3,000.00 requested in Tools & Hardware line to build proper storage cage in Headquarters attic for record securing. This request has not been fulfilled.

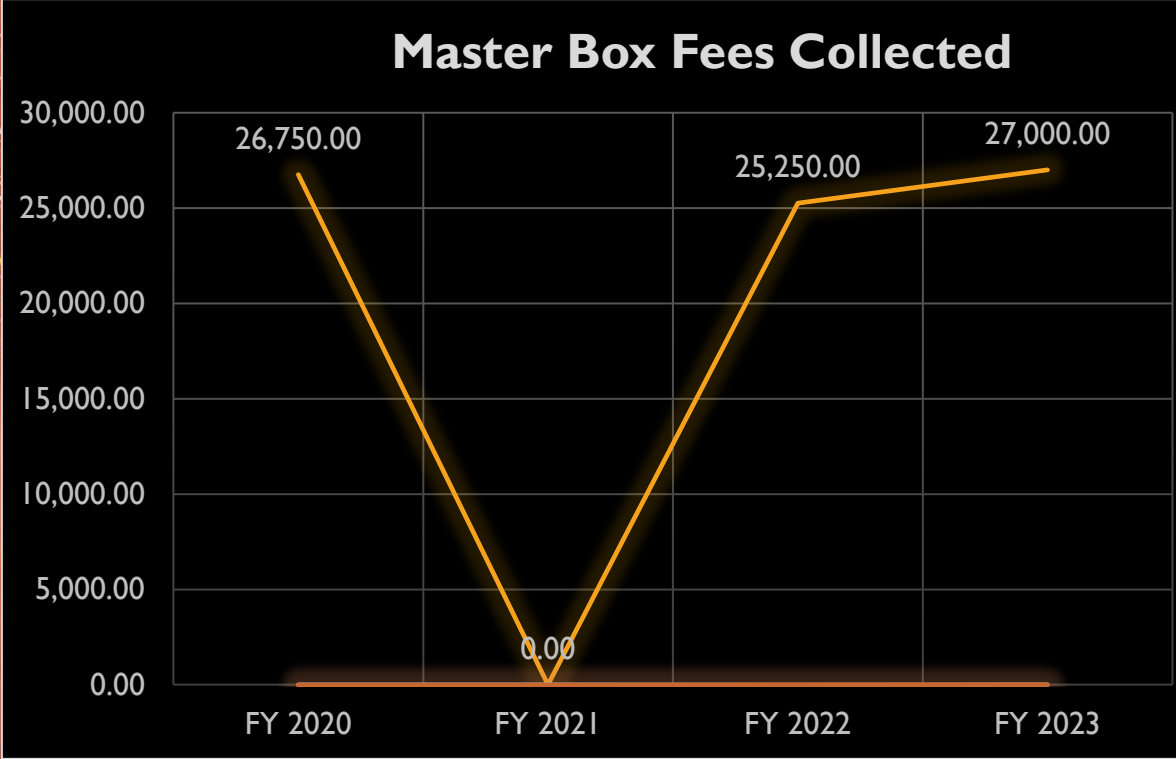
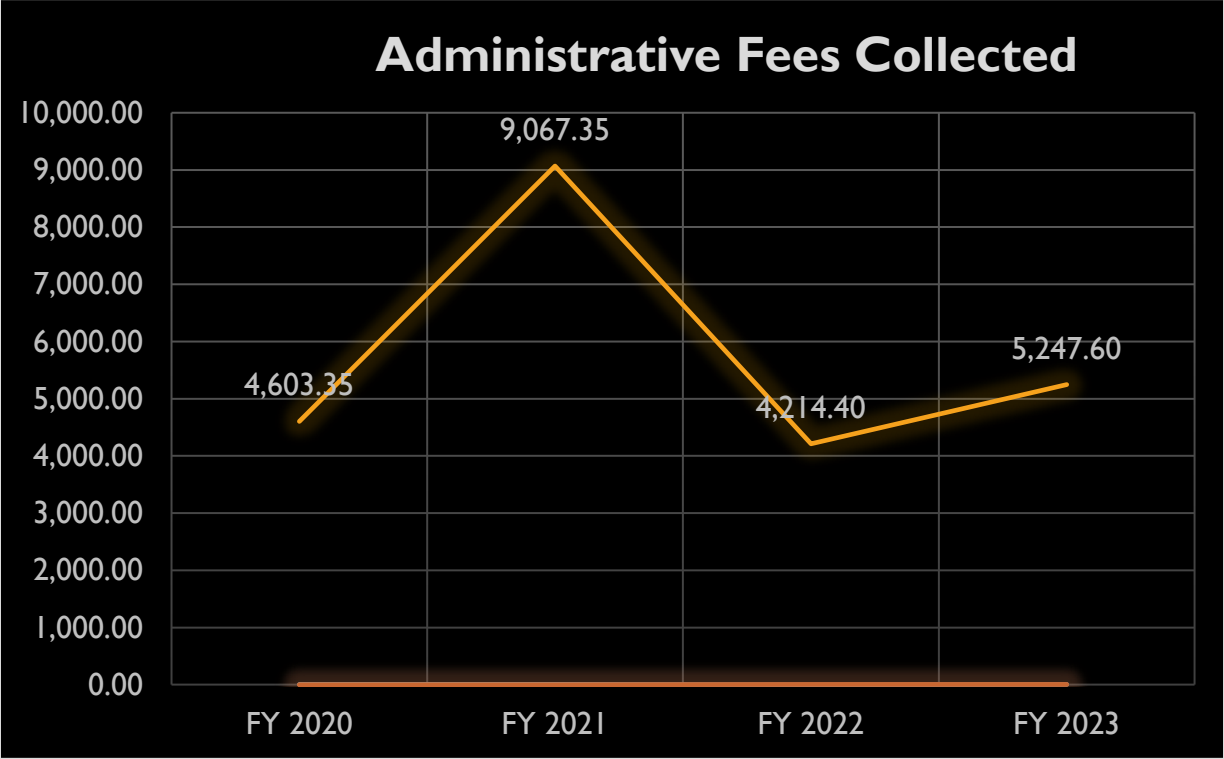
FIRE – OTHER CHARGES – LINE #54

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Dues/Memberships	\$975.00	No changed requested	\$975.00	0%
Education/Seminars	\$1,500.00	No changed requested	\$1,500.00	0%

FIRE – MISCELLANEOUS– LINE #56

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Education Reimbursement	\$24,356.00	No changed requested	\$24,356.00	0%
Fire Hose	\$3,700.00	No changed requested	\$3,700.00	0%

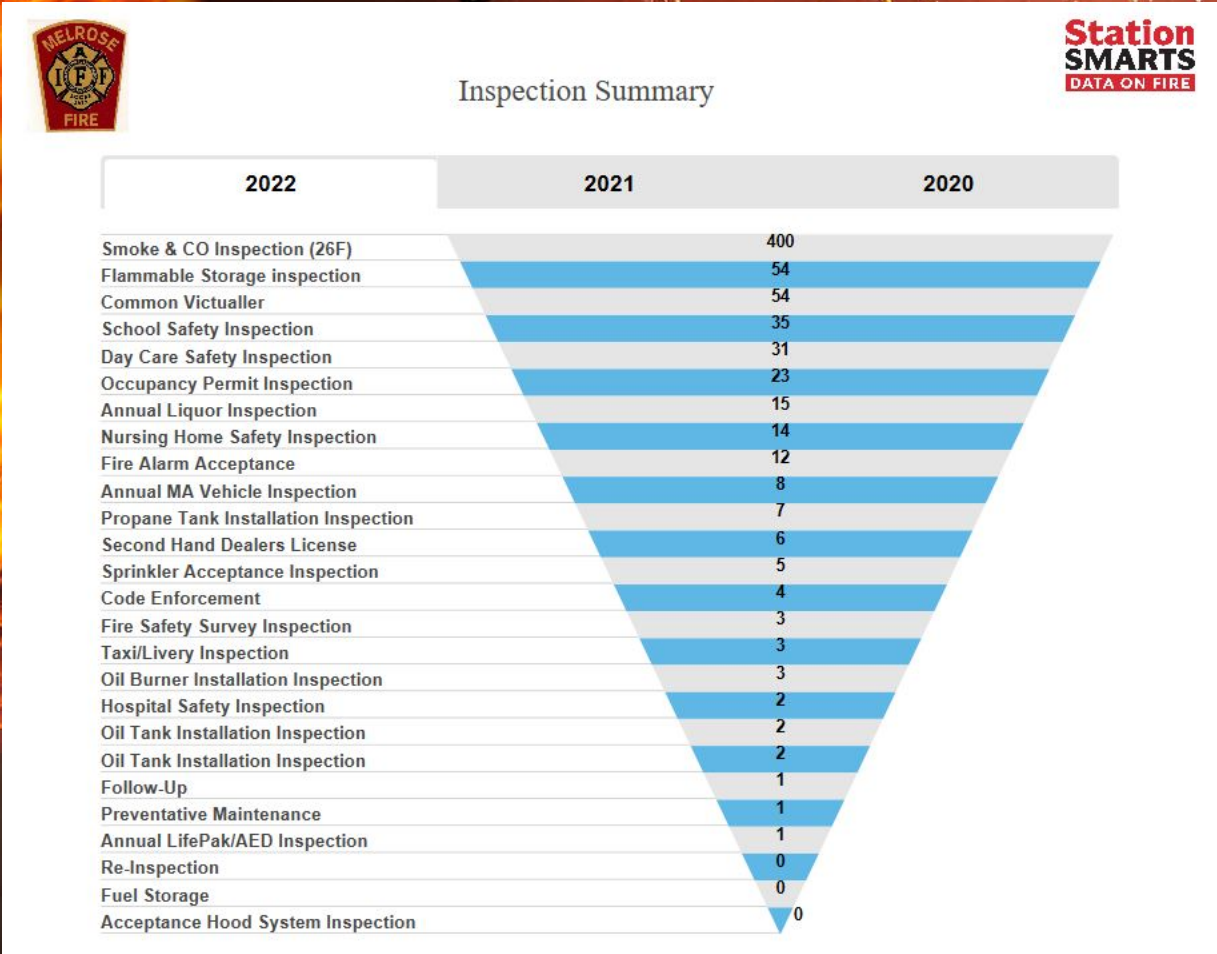
FIRE – REVENUE COLLECTED



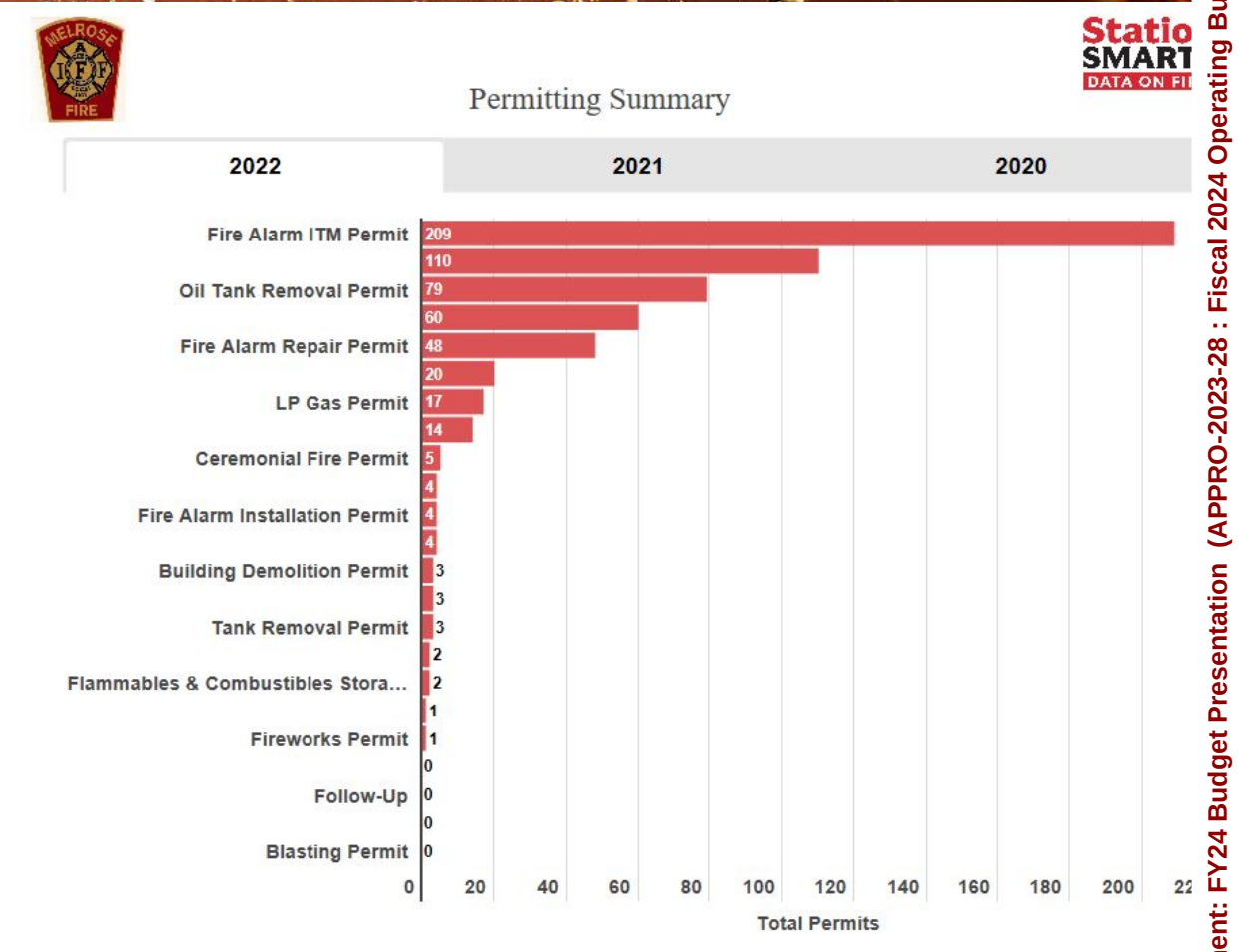
FY 2023 fees collected as of 5/1/2023

Note: Master Box fees were waived for FY21 due to the Covid-19 pandemic

FIRE PREVENTION – PERMITS/INSPECTIONS



Total Inspections Performed: 657



Total Permits Issued: 568

AMBULANCE SALARIES AND OVERTIME

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Ambulance Salaries	\$666,212.00	\$646,419.27	\$646,419.00	-3.0%
Ambulance Overtime	\$120,000.00	\$132,000.00	\$125,000.00	4.2%

- The ambulance salary cost covers 8 of the Melrose Fire Department employees (51 other Fire Department employees are salaried through the fire budget). The increase for salaries is due to contractual raises.

AMBULANCE – CONTRACTUAL – LINE #52

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Printing	\$250.00	No change requested	\$250.00	0%
Medical Waste Disposal	\$1,000.00	No change requested	\$1,000.00	0%
Special Equip. Maint.	\$4,000.00	No change requested	\$4,000.00	0%
Radio Repairs	\$1,000.00	No change requested	\$1,000.00	0%
Defibrillator Maint.	\$1,500.00	No change requested	\$1,500.00	0%
SCBA Maintenance	\$800.00	No change requested	\$800.00	0%
ALS Fees	\$2,000.00	No change requested	\$2,000.00	0%
Professional Services	\$65,000.00	\$6,000.00	\$71,000.00	9.2%

- 9.2% Increase in Professional Services due to price increases in ProEMS Ambulance Billing monthly fees and Handtevy Mobile (EMS service) annual fee

AMBULANCE – SUPPLIES & MATERIALS – LINE #53

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Office Supplies	\$2,700.00	No change requested	\$2,700.00	0%
EMS Supplies	\$25,000.00	\$6,000.00	\$31,000.00	24.0%
Fire Equipment	\$4,000.00	No change requested	\$4,000.00	0%
Fire Stretcher	\$1,000.00	No change requested	\$1,000.00	0%
Tires	\$3,500.00	No change requested	\$3,500.00	0%
Oxygen – Ambulance	\$1,500.00	\$700.00	\$1,500.00	0%
Motor Vehicle Parts & Repairs	\$10,000.00	\$10,000.00	\$20,000.00	100.0%
Cleaning & Disinfecting Sup.	\$1,000.00	No change requested	\$1,000.00	0%
Uniforms	\$8,500.00	No change requested	\$8,500.00	0%
Clothing	\$2,000.00	No change requested	\$2,000.00	0%
Fire Turnout Gear	\$10,000.00	No change requested	\$10,000.00	0%

- 24.0% increase in EMS Supplies due to supplies needed to stay in compliance with OEMS & 100.0% increase in MV Repairs due to aging fleet
- \$700.00 increase to Oxygen Line was not fulfilled

AMBULANCE – OTHER CHARGES – LINE #54

CATEGORY	FY23 Budgeted	FY24 Requested	FY24 Proposed	Increase/Decrease %
Training	\$25,000.00	No changed requested	\$25,000.00	0%
Property & Casualty Insurance	\$11,100.00	\$3,500.00	\$14,097.00	27.0%

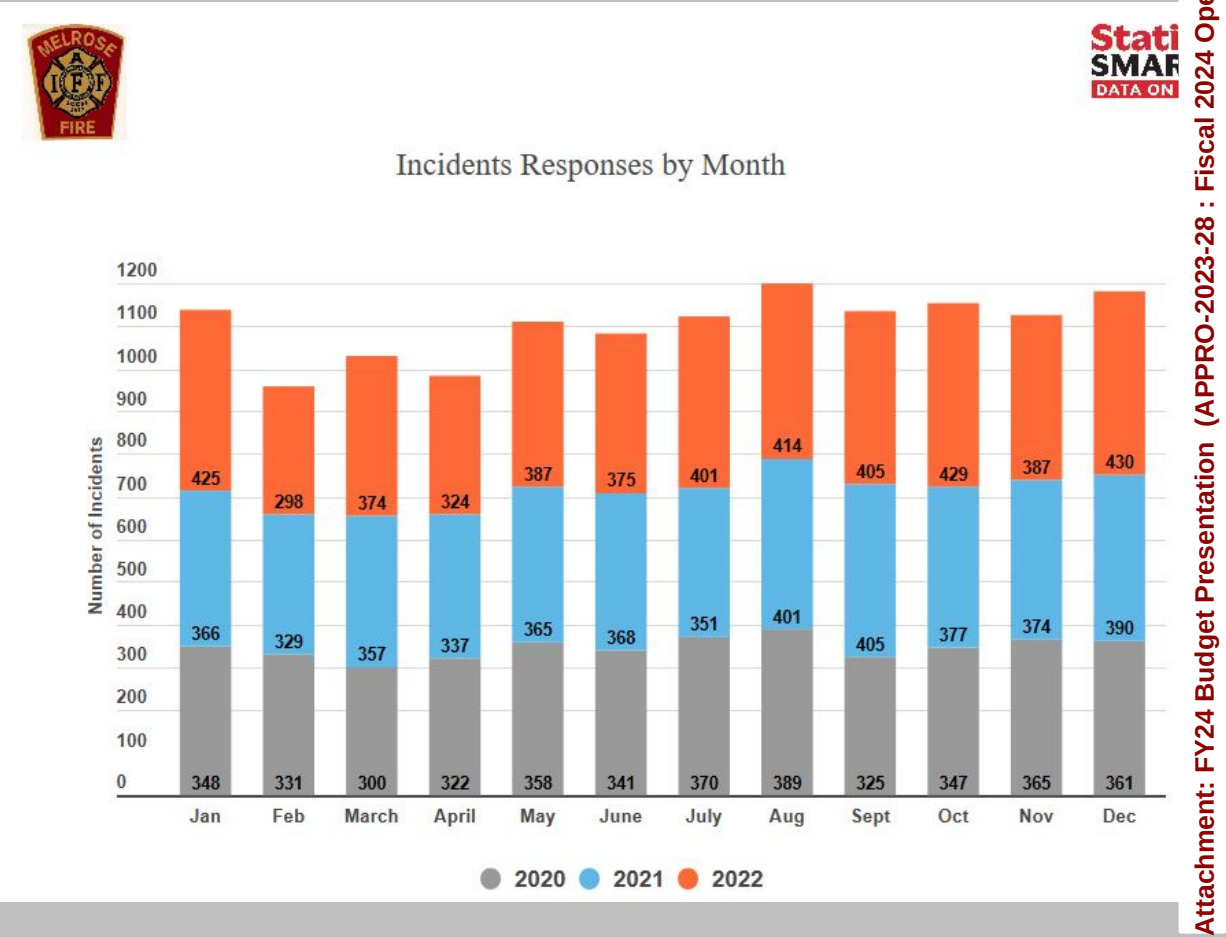
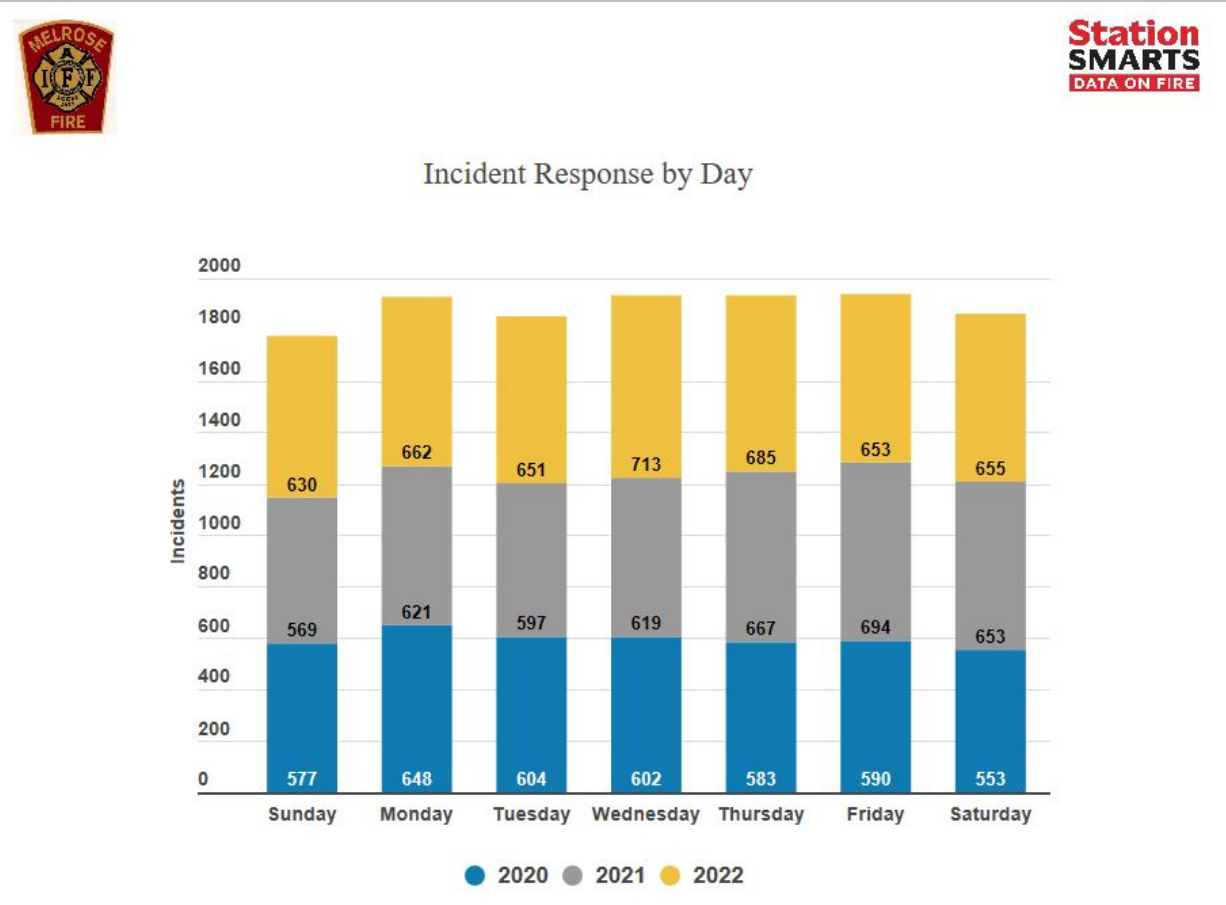
- 27.0% increase in Insurance due to price increase



Rescue Call 300 Series Response Breakdown

2022	2021	2020
EMS call, excluding vehicle accident with...	2740	
Motor vehicle accident with no injuries.	141	
Motor vehicle accident with injuries	65	
Motor vehicle/pedestrian accident (MV Ped)	16	
Removal of victim(s) from stalled elevator	9	
Lock-in (if lock out , use 511)	2	
Medical assist, assist EMS crew	1	
Search for person on land	1	
Extrication of victim(s) from...	1	
Extrication of victim(s) from vehicle	1	
EMS call, excluding vehicle accident with...	0	
Water & ice-related rescue, other	0	
Extrication of victim(s) from machinery	0	
Swimming/recreational water areas rescue	0	
Extrication, rescue, other	0	
Emergency medical service incident, other	0	

FIRE INCIDENT RESPONSES



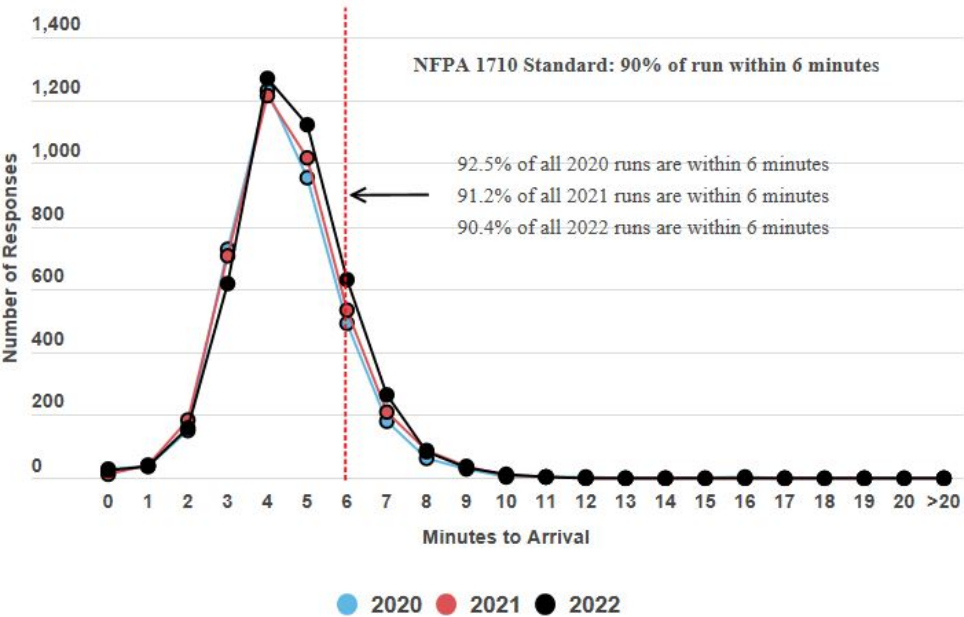
Attachment: FY24 Budget Presentation (APPRO-2023-28 : Fiscal 2024 Operating Budget in

FIRE/EMS RESPONSE TIMES



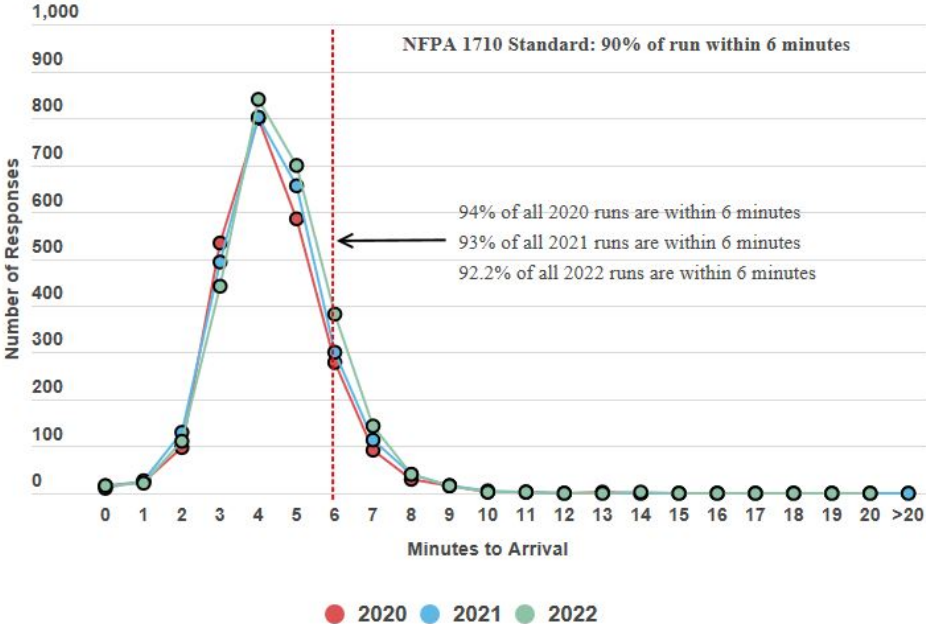
Station
SMARTS
DATA ON FIRE

Fire Apparatus Response Times



Station
SMART
DATA ON FIRE

EMS Apparatus Response Times



FY23 ACCOMPLISHMENTS



Apparatus

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

The Fire Department is also anticipating the delivery of a new ambulance. Due to supply chain problems in the vehicle industry, the estimated delivery is unknown at this time.

Grant Funds

In May of 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. This equipment includes SCBA Air Packs, SCBA Face Pieces, and SCBA Cylinder Bottles, which will all replace aged-out SCBA equipment that our Department currently has.



FY24 GOALS

- Increase the department's training to stay in line with national standards as well as documenting said training by implementing Lexipol/Fire Rescue Academy. Lexipol/Fire Rescue Academy is an online training module that sends out and tracks the training performed by the Fire Department members. The Lexipol side of the module holds policies and procedures, most mandated by the State. The Fire Rescue Academy side of the module contains training videos and allows our department to upload our own videos for training purposes.
- Filling the 7 open firefighter positions.
- Continue to respond safely and effectively to the emergencies in the City of Melrose.

Date: May 23, 2023
 To: City Council
 From: Linda C.W. Gardener, Library Director
 Subject: FY2024 budget

.....

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

In FY23 library staff and services moved to our interim space at the Beebe School. We closed the West Emerson library on August 13 and remained closed for in-person services for a month while we moved and set up operations in the Beebe. The library opened at the Beebe on September 13. The library will be open our regular hours until we are ready to move back into the new/renovated space. Due to the limited publicly accessible space in the temporary location, we are partnering with the Milano Center, Parks Department, YMCA and Congregational Church to provide satellite locations for our book groups and children's programs. We have worked to ensure that the public knows where we are located, and that they are aware of our wealth of online resources during this time when some of our physical resources are less available. Although the public space is small, we are thrilled that the first floor classrooms at the Beebe allow us to have our entire collections available, rather than putting them in storage during this time.

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

The library department's salaries all come from the same budget.

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

The library department's FY2024 budget submission reflects the request for level funding outside of contractual obligations. The submitted budget will cover our contractual increases, except for any negotiated increases for union staff in their upcoming contract. Trustee, State Aid, Donation and Friends funds will be used to cover other anticipated costs not covered by the budget. We are required to keep our normal hours open in our interim space and maintain spending on new material for patrons; there are no significant changes to the budget.

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

In FY2024 we will be continuing our services to the public in the Beebe, with the assistance of partner locations for some of our programming. We will be assessing the anticipated staffing needs for the new building, as we prepare to move into the updated library next year, in order to adequately prepare for the FY2025 budget.



City of Melrose MASSACHUSETTS

City Hall, 562 Main Street

Melrose, MA 02176

Telephone (781) 979-4135

Albert Talarico

Director of Inspectional Services

Building Commissioner

MEMORANDUM

Date: May 9, 2023

To: Honorable Council Members

From: Albert Talarico – Director of Inspectional Services
Building Commissioner

Subject: Inspectional Services Budget Proposal 2024

In an effort to better serve our community while striking a balance between the building department's needs and a responsible budget, I am putting forward this proposal for your review.

The Building Department consists of myself, one administrative assistant, and three part-time inspectors (building inspector, electrical inspector, and gas/ plumbing inspector). Last year (4/1/2022- 4/30/23), this office processed over 3636 applications, inspected thousands of construction projects, and collected \$1,138,920.00 in annual fees, all while understaffed and underfunded. Although the revenue collected is sizable, less than a third is used to fund the department salaries and expenses.

While I understand the city's constraints regarding the collective budgets and expenses, a well-equipped/staffed and funded Building Department would help alleviate some of those constraints.

Our budget increase for FYI 24 will be 11.2% from the previous year. These changes reflect an increase and continuing education, the addition of the part-time administrative assistant, and an increase in salary and wages reflecting the city's new salary plan.

Below I have outlined a list of what the department needs, and answers to your questionnaire.

- 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.)?**

Yes. This past year, I was hired as the new Inspectional Services Director, Patricia Bucciero was hired to replace Cathy Alphen as the Executive Assistant, and Steven Doucet, Building Inspector, had his hours increased from 24 to 28. On April 8th, 2022, our department started processing online permits through Simplicity. And on January 1, 2023, the State adopted a new energy code, the 2021 International Energy Conservation Code (IECC); a significant change from 2015.

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

No, all salaries come from the same budget.

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

Yes.

- **ADD - Part-time Administrative Assistant 18-hours – \$22,000**

The building industry and code compliance has gone through considerable changes over the last few years. Just this year alone, the State has updated the International Energy Code (IECC) from 2015 to 2021 as of January 1st of this year and is proposing to change the Building and Residential Codes in late summer; these will be major changes for homeowners and industry professionals. At the local level, Cities and towns look to make the necessary changes to their ordinances to reflect their community's changing needs and stay competitive in city development with surrounding communities. These changes will require more time to educate the public, review documentation, and, most importantly, the need to have administrative staff, support inspectors, and the public.

Patty Bucciero, my administrative assistant, needs help. Her role is vital to a smoothly functioning department. Over the past six months, she has managed to not only learn her new role without any mentoring or supervision; she has done so with a positive attitude and a welcoming demeanor during the difficult transitional period. Her daily job consists of supporting the inspectors, myself, departments within city hall, and the general public. She is the first point of contact that the public and contractors see when they walk into the office. Listed below is a brief description of her duties and why it is essential to add a part-time assistant, not only to help with the workload but 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. The intent is to have this position available as of January 1st, 2024.

Brief Job Description

- Telephone calls daily (many) from homeowners, realtors, contractors, attorneys, and internal departments, all requesting various things.

- Assists contractors and homeowners both in person and on the telephone, as well as internal departments, with the new online permitting system, and this can take anywhere from 5 minutes to 20 minutes.
- Handles online permitting issues with Simplicity via the online ticket system.
- Handles various complaints from residents; also, many internal calls are forwarded from multiple departments.
- Manages all FOIA requests; (approx. 2 – 4/ month scans all information requested and processes/logs same accordingly with clerk's office.
- Processes all reimbursements for overpayments by contractors/homeowners, continuing education reimbursements, etc., for inspectors.
- Processes weekly payroll and accruals.
- Process accounts payable invoices monthly.
- Completes monthly census reports.
- Completes monthly Schedule of Payments to Treasurer.
- Updates Inspection Services webpage as required.
- Currently, all Certificates of Occupancies for Home Based Business and Residential/Commercial properties are manually produced and tracked. Applicants must fill out the form; pay online on the City Hall Systems; then the card is typed/processed (all new construction of homes and newly renovated commercial businesses require a Certificate of Occupancy; therefore, it involves scheduling between applicant and bldg. Dept. and the same process applies for all Certificate of Inspections (110 Inspections) permits; however, these inspections also need to be scheduled with the applicants/building inspector and fire dept. Accordingly.
- Certificate of Occupancy Permit is required for all "Business Certificates" issued from the Clerks' office; if new, the applicant must complete the application/pay; if an existing business must pull files and copy for owner – vary approximately 10 – 20/week.
- Issues all Dumpster permits, and Parking permits manually input into the system and logged accordingly.
- Yard Sale Permits – not online; must log into the system manually and type up the card.
- Close out building permits as necessary – once work is completed and paperwork sent in affidavits, etc., info. You must log into the system, close the project, and file paperwork.
- Assist the Weights and Measures Inspector with payments and schedules and ordering supplies and required equipment.
- Electronic files (M Drive) need to be archived/updated accordingly.
- All file cabinets in Inspection Services need to be gone through, and disposal of records is no longer required per State Archive Info.

- **Additional funds for continuing education increase to \$2600.00**

Our annual combined line item for education and seminars is \$1300. This amount does not accurately reflect the expenses generated by my inspectors, an additional \$1300 is needed for account #540700.

- Building inspectors (2) require 45.2 hours of continuing education every two years. Continuing education classes provide between 1 to 3 credits per seminar. The seminar typically costs between \$35.00 to \$60.00. For two building inspectors – 45.2 a year at an average of \$45.00 per 2 credits would amount to \$1012.50.
- Plumbing and gas Inspectors (1) require 24 hours of continuing education credits every two years. Approximately \$800 per year
- Electrical (1) require 24 hours of continuing education every three years plus monthly meetings – approximately \$800 per year.
- Weights and Measure inspector (1) – Two seminars a year

- **Salary increase**

Salaries were adjusted to reflect the actual wage calculated using the city's new salary plan.

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

- **Document scanning – All folders and Plans**

As I stated during the appropriations meeting with the City Council, storage is one of the most critical issues in the building department and throughout City Hall. Funding for this work frees up space, gives the public instant access to our records, and reduces clerical work, wasteful copying, and our carbon footprint. This work will also help with the Freedom of Information Act request, which takes considerable time to complete.

- **Permitting Software Change Recommended OpenGov**

Since starting here in Melrose and having met with the Board of Health, Planning and Zoning, and DPW, we've discussed how to better communicate and share information with other departments. The permitting process is collaborative between many departments and entities, not just the Building Department, and this is why it's critical to have a permitting system that is comprehensive, flexible, and allows for workflow accountability. Our current software program is adequate to process permits, but unfortunately, approvals take considerably longer because of the inability to connect/collaborate with other departments in real-time. It also allows for

mistakes when a property's location is not identified through a flagging method; (in the event there are outstanding issues/violations/conservation/historical issues, or fees owed, etc.)

The permitting system I highly recommend is OpenGov. I have used this system for the past several years in Peabody. I have found it to be the best product in the market, not only for the Building Department's needs but for any department in City Hall that works with collecting and sharing information or permits. The product has features that allow the user to create new forms (applications), workflows, fee collection, fee creations/changes, analytics custom reporting, and flagging properties; all without a developer being involved or any additional fees charged.

5. Summary and utilization of revolving account.

The Building Department has a yearly revolving account of \$15,000. These funds are allocated for state-mandated certificates of inspection, multifamily inspections, equipment, contracted inspectors, education, and printing.

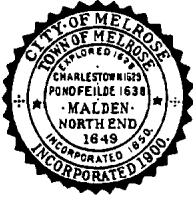
This year we have spent a total of \$5595.16.

- Copies leasing in 2022.
- After hours emergency inspections, requested by the Fire or Police Departments.
- Purchasing of equipment and supplies related to inspectors' duties and inspections.

Thank you for your time, and I will be available to answer any questions you may have.

Regards,

Albert Talarico, CBO
Building Commissioner / ISD Director
City Of Melrose



DENISE M. GAFFEY
Director & City Planner

CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190
Fax - (781) 979-4290

MEMORANDUM

TO: Melrose City Council

FROM: Denise Gaffey, Director & City Planner

DATE: May 23, 2023

RE: FY2024 Budget for Office of Planning and Community Development

The FY2024 Budget for the Office of Planning and Community Development (OPCD) reflects a 4.0% increase over FY23. The main cost drivers for this increase are related to Salary & Wages and outreach activities to implement the Melrose Net Zero Action Plan.

The Salary & Wage line has increased by 3.4% to reflect the standard cost of living adjustment for employees and the City's new salary plan for non-union employees.

The Energy related cost is newly accounted for in the OPCD budget and represents the same amount of funds - \$2,500 - allocated in the past to support the work of the Energy Commission, now called Melrose Energy and Climate. These funds will continue to be used on outreach activities, including:

- Participation in the EV Showcase
- Registration fees for the Victorian Fair and Healthy Melrose
- Renewal fees for the [Melrose Climate Action](#) website that encourages residents to take climate actions
- Lawn signs for the Melrose Climate Action campaign
- Expenses for community workshops and demonstrations

There are no other changes in the OPCD budget for FY2024.

Attachment: OPCD FY24 Budget Memo (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



CITY OF MELROSE

SOLDIERS & SAILORS MEMORIAL BUILDING

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manager

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

SOLDIERS & SAILORS MEMORIAL BUILDING FY24 BUDGET MEMO

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: Memorial Hall staff consists of (4) dedicated, hardworking part-time Operation Assistants and (1) full-time Executive Director/Operations Manager. Due to the employment market, one of the Operations Assistant positions was filled by short-term, temporary employees. In FY24 we will begin the search for a permanent employee for this position. Additionally, Memorial Hall received 5 hours/week administrative support from the Mayor's Office Administrative Assistant.

Upgrade: The Memorial Hall Envelope Improvements Project started in FY23 and is scheduled to be completed in the summer of FY24. This project includes restoration of the existing windows, installation of motorized exterior shades to the clerestory windows, replacement of interior shades, the organ door replacement, repointing and cleaning of the granite and brickwork facade, steel beam repairs, roof and gutter replacement, refurbishment of the Main Street door and the Back Lobby door replacement. The project has had minimal impact on the FY23 events.

Melrose Civil War Veterans Heritage Project: This project, completed in May 2023, identified and catalogued the artifacts housed at Memorial Hall. Additionally, they researched the plaques in the GAR Room, wrote a suggested collections policy and researched options to begin the process for an Interpretive Plan that would actively engage and educate visitors to the Soldiers and Sailors Memorial Building.

2. Do all your departments salaries come from the same budget? If not, please identify the split among multiple budgets.

The (5) Memorial Hall Operation Assistants and Executive Director/Operations Manager salaries come from the Memorial Building salary and wages budget. The (5) hour Administrative Assistant support is paid out of the Mayor's Office budget.

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

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

Soldiers and Sailors Memorial Building FY24 Budget memo **cont.**

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

EVENTS: In FY23 we are on target to host 260 events with approximately 49,000 guests in attendance. In FY24, as of today, we have requests for 192 event dates.

PROJECTS: In FY23, thanks to the efforts of Senator Jason Lewis and State Representative Kate Lipper-Garabedian, Memorial Hall has been approved to receive a Commonwealth of Massachusetts Earmark in the amount of \$100,000. The SSMB Board of Trustees voted to use these funds to start the repairs needed in the GAR Room, including but not limited to ceiling and wall plaster repair, floorboards, and wood trim repair.

The Friends of Melrose Memorial, a non-profit organization dedicated to preserving our community treasure, will host a fundraiser, **“The Gala at Memorial Hall” on Saturday, October 14, 2023**. This formal Gala will feature a seventeen-piece big band, performances from Melrose entertainers, food, drinks and dancing all set in Old Hollywood style. All monies raised will be used for the GAR Room repair project.

**City of Melrose
Commission on Disability
Budget Memo FY 24**



Prepared by David Hoff, Commission Chair

Over the past year, a primary focus of the Melrose Commission on Disability, has been guiding the process for the development of an updated Americans with Disabilities Act Self-Evaluation and Transition Plan, which is now finalized, and will be presented to the city council in the near future. This plan provides a blueprint for the next several years for ensuring that the city buildings and services will be fully accessible to people with disabilities.

Additional highlights of the commission's work include the following:

- The commission serves as an ongoing resource to the city and Melrose residents who have questions or concerns regarding disability access issues, and we have responded to numerous requests in this regard.
- One of the commission's roles is to provide input on variance requests regarding accessibility for any building in Melrose, and we are currently working with the Metro North Y regarding renovations of their building on Main Street.
- The commission has partnered with various organizations on a series of initiatives, including an ongoing partnership with the Special Education Parents Advisory Council to ensure our schools are responsive to the needs of students with disabilities, presenting at the Human Right's Commission MLK Day of Service, working with the City's Health and Human Services Department on its Community Health Inclusion Index mini-grant, and with Follow Your Art on a storytelling event to be held on June 10th.

For the coming year, we have 3 primary budget needs:

- Support for participation in community outreach events, such as the Victorian Fair and similar events.
- Costs for printing and distribution of a guide for community organizations on including people with disabilities, which we are in the process of developing.
- Conducting a review of the city's website regarding accessibility.



CITY OF MELROSE RECREATION DEPARTMENT

Frank Olivieri, CPRE
Melrose Recreation Department
Recreation Director

Melrose Recreation Department
562 Main Street.
Melrose, Massachusetts 02176
Telephone - (781) 979-4179
E-mail - folivieri@cityofmelrose.org

MEMORANDUM

To: Melrose City Council

From: Frank Olivieri
Director of Recreation

Re: FY24 Recreation Department Budget

Date: May 15, 2023

In FY23, the Recreation Department was able to offer a wide variety of programs and events for the Melrose community.

The filling of a vacancy for our Recreation Coordinator full-time position. This position was held vacant due to funding concerns regarding needed salary and benefit increases to stay competitive with surrounding communities. The City supported this hiring with an increase in our FY23 S&W.

Implementation of our new recreation registration software system, Civic Rec. Our new system meets all security requirements set forth by our IT Department and provides a high quality experience for our residents.

Coordinating a Community Health and Wellness initiative in partnership with the Health & Human Services Department. Over the past year, we have offered increased programming and trainings including Mental Health First Aid, mindfulness, free lunch & food programs, stress reduction, summer parks programs, and more. Hundreds of residents and staff have taken advantage of these programs over the past year and we look to continue this mental health initiative into FY24.

The Recreation Department salaries come from a split budget between the General Fund and the Recreation Revolving Fund. Between our full-time (2) and part-time (1) staff, our anticipated S&W comes to approximately \$165,000. Of that approximately \$120,000 is paid for by the Recreation Revolving Fund which is generated by the revenue that is created from program offerings. Currently, \$64,130 comes from the General Fund to support Recreation S&W. All other part-time and seasonal staff are paid out of the Recreation Revolving Fund and our Teen Programming line. On an annual basis the Recreation Department self-sufficiently covers 85% of its budget. The Recreation Department adds staffing as needed based on what programs are running and covers this expense through registration fees.

The Recreation Department has had no significant changes to our FY24 budget. We are being level funded for this fiscal year.

The Recreation Revolving fund is currently approved for \$450,000 annual cap. The Recreation Department is 85% funded and supported by our revolving fund each year and it is the main fund in which we operate. This includes the collection of all registration revenue and the main fund used to expense all programs, events, and services for the community. At this time we are requesting no increase in the revolving cap for FY24.



NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL FY 2024 BUDGET

April 13, 2023

Northeast Metropolitan Regional Vocational School
FY 24 Budget
Executive Summary

The following FY24 School Budget is submitted by the Northeast Metropolitan Administration for the School Committee's review and consideration.

This budget was developed in support to our mission statement of supplying our students a rigorous academic and career/technical education. Due to the continued increase of supply costs carrying over from worldwide raw material shortages we experienced in FY23, we have increased the supply budgets for many of the vocational shops within the budget.

Knowing the financial constraints faced by our member communities, we set out to limit our total operating assessment increase to 3%. I am pleased to announce that we were able to achieve this goal and **our total assessment including the debt assessment for FY24 is \$17,950,172, \$485,620 or 2.78% over the FY23 assessment.** FY24 marks the second year of a capital assessment which will be used to pay for the principal and interest on our first bond issue for our approved school building project. The first year payment of \$1,862,200 has been reduced to \$1,737,600, as we were able to lock in a lower than projected 3.49% interest rate in April 2022. This been assessed to the member communities to pay for the principal and interest payment on the second year of bonding. We were able to minimize the original operating assessment by utilizing the following funding and strategies:

- Increase in Chapter 70 funding, \$1,304,476 more than the budgeted FY23 amount
- We plan is to utilize \$700,000 from excess and deficiency certified funds to offset our budget assessment impact to member communities in FY24 of which; we will use a regular offset of \$300,000 to reduce the total assessment to member communities;; \$400,000 will be coupled with our \$1,200,000 transportation reimbursement received in FY23 to almost fully offset the cost of transportation to the member communities in FY24.

With the increase in projected revenue and use of E&D, we were able to significantly reduce the financial impact to our member communities. Northeast Metropolitan Regional Vocation School's total operating budget request for FY24 is \$33,923,146. This represents an increase of \$410,146 over the FY23 budget appropriation. The major driving factors of the operating budget increase are as follows:

- Increase in contractual obligations due to steps and lanes, of approximately \$499,219
- Increase to Sick Leave Buy Back Line Item of \$52,000 for anticipated retirements
- Increase in funding due to Addition of Assistant Superintendent Position based on the significantly expanded responsibilities of the district due to the new building project, and followed by the increased enrollment upon completion of \$170,000
- Increase in funding for new LPN position of \$90,755
- Increase in funding for new .5 plumbing teacher of \$44,572
- Addition of Funding for new coaching positions of \$28,563
- Increase for Transportation Contract of \$61,300
- Increase to fund compensated absences of 25,000
- Increase in Insurance Coverage projected 5% increase of \$263,866
- Increase in funding for Maintenance Supplies and Services of \$51,968
- Increase in Funding for Dues/Subsription/Contracted Services of \$58,000
- Increase in Funding For Superintendent Special Events-DECA of \$10,000
- Increase in funding for Legal Services of \$15,000
- Increase in Funding For Technology Subscriptions of \$26,990
- Increase in Funding For Technology Supplies of \$81,050
- Increase in Funding for Supplies due to increased raw material costs of \$74,888
- Increase in Funding For Tech Equipment of \$61,000

We were able to offset the total cost of the operating budget by reducing the following line items by evaluating historical cost data and future needs:

- Reduction of salary request as a result of retirements and attrition of \$277,925
- Removal of Contracted Services Line of \$800,000
- Reduction in Total Debt Service Amount of \$124,600 due to lower interest rate
- Removal of Parliamentarian of \$1,500

A detailed summary of revenues and expenditures can be found in the next section.

FY24 Budget Summary-Highlights

FY24 Budget

The FY24 budget proposal includes the following highlights and assumptions:

Based on our Chapter 70 formula calculation, Northeast Metro Tech is projected to receive \$14,072,974 in aid for FY24. This amount is \$1,304,476 higher than our budgeted aid in FY23.

We anticipate FY24 transportation revenue of \$1,200,000, which is \$200,000 more than the revenue we received in FY23.

	FY22 Budget	FY23 Budget	FY24 Appropriation	Change	% Change
Chapter 70 Aid	\$ 11,195,113	\$ 12,768,498	\$ 14,072,974	\$ 1,304,476	10.22%
Transportation Aid (Reimbursement Fund)	\$ 1,200,000	\$ 1,000,000	\$ 1,200,000	\$ 200,000	20.00%
Total State Revenue	\$ 12,395,113	\$ 13,768,498	\$ 15,272,974	\$ 1,504,476	10.93%

Expenses

Northeast Metropolitan Regional Vocational School's total operating expense before debt service for FY24 is projected to be \$32,185,546; 1.69% or \$534,746 over the FY23 total operating budget of \$31,650,800.

	FY22 Budget	FY23 Budget	FY24 Request	Change	% Change
Northeast Metro Tech	\$ 29,861,016	\$ 31,650,800	\$ 32,185,546	\$ 534,746	1.69%
with debt service		\$ 33,513,000	\$ 33,923,146	\$ 410,146	1.22%

This total request can be attributed to increases in Salary, Contracted Services, Supplies, and Equipment over the FY23 budget amount.

Northeast Metropolitan Regional Vocational School's salary request for FY24 is \$19,090,948; \$607,184 or 3.28% over the FY23 budget of \$18,483,764. The increase in the salary request can be attributed to the following conditions:

	FY22 Actual	FY23 Budget	FY24 Request	Change	% Change
Total Salary	\$ 16,502,244	\$ 18,483,764	\$ 19,090,948	\$ 607,184	3.28%

Highlighted Salary Expenses	FTE	Change
Steps and Lanes/Salary Increases		\$ 499,219
Addition of Assistant Superintendent	1.0	\$ 170,000
Addition of LPN	1.0	\$ 90,755
Addition of .5 Plumbing Teacher	0.5	\$ 44,572
Addition of Assistant Wrestling, Tennis, Lacrosse Coaches		\$ 28,563
Increase Sick Leave Buyback for Retirements		\$ 52,000
Salary Savings		\$ (277,925)

Total Increase of Highlighted Expenses 2.5 \$ 607,184

FY24 Budget Summary-Highlights

FY24 Budget

Northeast Metropolitan Regional Vocational School's FY24 Contractual Services budget is \$11,610,397 ; -2.43% or \$(289,376) less than the FY23 budget of \$11,899,773 . The decrease in the contracted services request can be mainly attributed to the following expenses and conditions:

	FY22 Actual	FY23 Budget	FY24 Request	Change	% Change
Total Contracted Services	\$ 9,506,542	\$ 11,899,773	\$ 11,610,397	\$ (289,376)	-2.43%

Highlighted Contracted Service Expenses	Notes	Increase in Funding
Yr 5 of Transportation contract \$400 to \$415 per bus		\$ 51,300
Increase per Bus Athletic Transportation		\$ 10,000
Implement Compensated Absences Fund		\$ 25,000
Increases in Insurance Coverage 5% projected		\$ 263,866
Increase funding for Maintenance Services		\$ 51,968
Increase In Funding for Dues and Subs/Cont Services		\$ 58,000
Increase In Funding For Super Special Events-DECA		\$ 10,000
Increase For Technology Subscriptions		\$ 26,990
Removal of Capital Projects Funding Request		\$ (800,000)
Removal of Parliamentarian		\$ (1,500)
Increase in Legal Service Costs		\$ 15,000

Total Increase of Highlighted Expenses \$ (289,376)

Northeast Metropolitan Regional Vocational School's Supplies and Materials budget for FY24 is \$1,350,069 ;13.06% or \$155,938 higher than the FY23 amount of \$1,194,131 . The increase in supplies is due to the consumable supplies budget requested by department heads during the budget process.

	FY22 Actual	FY23 Budget	FY24 Request	Change	% Change
Total Supplies	\$ 1,393,987	\$ 1,194,131	\$ 1,350,069	\$ 155,938	13.06%

Highlighted Supply Expenses	Notes	Increase in Funding
Increase in Funding for Technology Supplies		\$ 81,050
Increase in Funding to Offset Rise in Supply Costs		\$ 74,888

Total Increase of Highlighted Expenses \$ 155,938

Northeast Metropolitan Regional Vocational School's FY24 equipment/technology budget is \$134,132 ; 83.41% or \$61,000 higher than the FY23 budget amount. The increase in equipment is attributed to:

	FY22 Actual	FY23 Budget	FY24 Request	Change	% Change
Total Equipment	\$ 122,229	\$ 73,132	\$ 134,132	\$ 61,000	83.41%

FY24 Budget Summary-Highlights

FY24 Budget

Highlighted Equipment Expenses		Increase in Funding
Increase in Funding for Tech Equipment		\$ 61,000

Total Increase of Highlighted Expenses \$ 61,000

Summary

Regionalization exists as a measure to offer services at a reduced cost to its member districts. Knowing the financial constraints faced by each member City and Town, Northeast aims to limit the annual operating assessment increase to a maximum of 3%. We are able to attain that goal by using \$300,000 from our other funding sources to offset total expenditures, therefore reducing the assessment.

Funding Summary	FY22 Actual	FY23 Budget	FY24 Request	Change	% Change
Northeast Metro Tech Total Operating Expense	\$ 29,861,016	\$ 31,650,800	\$ 32,185,546	\$ 534,746	1.69%
Total Chapter 70 Revenue Applied to Budget	\$ 11,195,113	\$ 12,768,498	\$ 14,072,974	\$ 1,304,476	10.22%
Total Transportation Applied	\$ 1,200,000	\$ 1,579,950	\$ 1,600,000	\$ 20,050	1.27%
Total Other Funds (E&D and Capital Projects Fund)	\$ 2,000,000	\$ 1,700,000	\$ 300,000	\$ (1,400,000)	-82.35%
Total Assessment Requested Before Debt Service	\$ 15,465,903	\$ 15,602,352	\$ 16,212,572	\$ 610,220	3.91%
Total Debt Service	\$ -	\$ 1,862,200	\$ 1,737,600	\$ (124,600)	-6.69%
			\$ 17,950,172	\$ 485,620	cross check
Northeast Metro Tech Requested Assessment	\$ 15,465,903	\$ 17,464,552	\$ 17,950,172	\$ 485,620	2.78%

Before the capital assessment, the total assessment increase results in an increase of 3.91%. After application of the debt service number of \$1,737,600 , the total increase to the member communities is 2.78% .

District	FY22 Actual	FY23 Budget	FY24 Request	Change	% Change	% Change
Chelsea	\$ 1,002,864	\$ 1,255,248	\$ 1,253,752	-9	\$ (1,497)	-0.1%
Malden	\$ 1,618,957	\$ 1,869,733	\$ 1,969,812	5	\$ 100,079	5.4%
Melrose	\$ 754,661	\$ 1,050,138	\$ 1,270,738	10	\$ 220,600	21.0%
North Reading	\$ 588,959	\$ 645,192	\$ 798,333	6	\$ 153,141	23.7%
Reading	\$ 571,636	\$ 639,569	\$ 631,268	-2	\$ (8,301)	-1.3%
Revere	\$ 1,818,956	\$ 2,202,229	\$ 2,281,918	3	\$ 79,690	3.6%
Saugus	\$ 2,944,794	\$ 2,715,853	\$ 2,620,058	-9	\$ (95,795)	-3.5%
Stoneham	\$ 1,375,880	\$ 1,534,237	\$ 1,368,936	-11	\$ (165,301)	-10.8%
Wakefield	\$ 1,732,232	\$ 2,017,068	\$ 2,038,570	-5	\$ 21,502	1.1%
Winchester	\$ 190,545	\$ 309,625	\$ 266,832	-3	\$ (42,792)	-13.8%
Winthrop	\$ 891,675	\$ 1,041,127	\$ 1,033,403	-2	\$ (7,725)	-0.7%
Woburn	\$ 1,974,744	\$ 2,184,533	\$ 2,416,552	4	\$ 232,019	10.6%
Funding from Cities/Towns	\$ 15,465,903	\$ 17,464,552	\$ 17,950,172	-13	\$ 485,620	2.78%

FY24 District Assessment

FY24 Budget

District	Minimum Contribution	Transp.	Budget Adjustment Assessment	Total Operating Assessment Before Capital	Capital/Debt Assessment	Total Assessment w	Students	Enrollment Percentage
Chelsea	\$ 848,548	\$ 5,603	\$ 88,068	\$ 942,219	\$ 311,533	\$ 1,253,752	232	17.9%
Malden	\$ 1,692,108	\$ 3,840	\$ 60,357	\$ 1,756,305	\$ 213,507	\$ 1,969,812	159	12.3%
Melrose	\$ 1,155,465	\$ 1,594	\$ 25,054	\$ 1,182,113	\$ 88,626	\$ 1,270,738	66	5.1%
N. Reading	\$ 728,470	\$ 966	\$ 15,184	\$ 744,620	\$ 53,713	\$ 798,333	40	3.1%
Reading	\$ 577,124	\$ 749	\$ 11,768	\$ 589,640	\$ 41,627	\$ 631,268	31	2.4%
Revere	\$ 1,834,797	\$ 6,182	\$ 97,179	\$ 1,938,158	\$ 343,760	\$ 2,281,918	256	19.8%
Saugus	\$ 2,368,552	\$ 3,478	\$ 54,663	\$ 2,426,693	\$ 193,365	\$ 2,620,058	144	11.1%
Stoneham	\$ 1,246,676	\$ 1,690	\$ 26,572	\$ 1,274,939	\$ 93,997	\$ 1,368,936	70	5.4%
Wakefield	\$ 1,862,167	\$ 2,439	\$ 38,340	\$ 1,902,946	\$ 135,624	\$ 2,038,570	101	7.8%
Winchester	\$ 244,127	\$ 314	\$ 4,935	\$ 249,376	\$ 17,457	\$ 266,832	13	1.0%
Winthrop	\$ 926,862	\$ 1,473	\$ 23,156	\$ 951,491	\$ 81,912	\$ 1,033,403	61	4.7%
Woburn	\$ 2,205,217	\$ 2,922	\$ 45,932	\$ 2,254,071	\$ 162,480	\$ 2,416,552	121	9.4%
Total	\$15,690,113	\$31,250	\$491,209	\$16,212,572	\$1,737,600	\$17,950,172	1294	100%

cross check

\$1,737,600

Total FY24

Operating

Budget

Request

\$ 32,185,546

Expenditures

Net school

Spending

\$ 29,763,087

Transportation

\$ 1,631,250

Capital

Projects Fund

\$ -

E&D

\$ 300,000

Supplementary

Requests

\$ 491,209

Bond

Anticipatory

\$ 1,737,600

Total FY23

Request

\$ 33,923,146 \$ 33,923,146

Available

Revenues

Chapter 70

Funds

\$ 14,072,974

Transportation

Fund

\$ 1,600,000 1.2 mil from transportation, 400K from e&d

E&D

\$ 300,000

Capital

Projects

Funding From

Revolving

\$ -

Total

Revenues

\$ 15,972,974

Total

Assessment

\$ 17,950,172

cross check \$ 17,950,172

Attachment: FY24 NEMRVS Approved Budget 4-13-23 Final For Fincom (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of

FY24 Comparison of Assessments

FY24 Budget

**Northeast Metropolitan Regional Vocational School
Comparison of Assessments**

	Budget		Operating Budget	Variance	Total Budget		Total Budget	Variance \$	Variance %
	FY 2023	FY2024	Operating		w Capital FY2023	w Capital FY2024			
Gross Budget	\$ 31,650,800	\$ 32,185,546	\$ 534,746	\$	33,513,000	\$ 33,923,146	\$ 410,146		1.30%
Less Revenues									
Chapter 70 Aid	\$ 12,768,498	\$ 14,072,974	\$ 1,304,476	\$	12,768,498	\$ 14,072,974	\$ 1,304,476		10.22%
Transportation	\$ 1,579,950	\$ 1,600,000	\$ 20,050	\$	1,579,950	\$ 1,600,000	\$ 20,050		1.27%
Other Sources (E&D + Capital)	\$ 1,700,000	\$ 300,000	\$ (1,400,000)	\$	1,700,000	\$ 300,000	\$ (1,400,000)		-82.35%
Total Revenues	\$ 16,048,448	\$ 15,972,974	\$ (75,474)	\$	16,048,448	\$ 15,972,974	\$ (75,474)		-0.47%
Net Assessments	\$ 15,465,903	\$16,212,572	\$ 746,668	\$	17,464,552	\$ 17,950,172	\$ 485,620		3.14%
Chelsea	\$ 911,874	\$ 942,219	\$ 30,345	\$	1,255,248	\$ 1,253,752	\$ (1,497)	\$	311,53
Malden	\$ 1,650,315	\$ 1,756,305	\$ 105,990	\$	1,869,733	\$ 1,969,812	\$ 100,079	\$	213,50
Melrose	\$ 970,350	\$ 1,182,113	\$ 211,763	\$	1,050,138	\$ 1,270,738	\$ 220,600	\$	88,62
North Reading	\$ 596,749	\$ 744,620	\$ 147,871	\$	645,192	\$ 798,333	\$ 153,141	\$	53,71
Reading	\$ 592,551	\$ 589,640	\$ (2,910)	\$	639,569	\$ 631,268	\$ (8,301)	\$	41,62
Revere	\$ 1,841,757	\$ 1,938,158	\$ 96,401	\$	2,202,229	\$ 2,281,918	\$ 79,690	\$	343,76
Saugus	\$ 2,497,860	\$ 2,426,693	\$ (71,168)	\$	2,715,853	\$ 2,620,058	\$ (95,795)	\$	193,36
Stoneham	\$ 1,418,829	\$ 1,274,939	\$ (143,890)	\$	1,534,237	\$ 1,368,936	\$ (165,301)	\$	93,99
Wakefield	\$ 1,866,041	\$ 1,902,946	\$ 36,906	\$	2,017,068	\$ 2,038,570	\$ 21,502	\$	135,62
Winchester	\$ 286,828	\$ 249,376	\$ (37,452)	\$	309,625	\$ 266,832	\$ (42,792)	\$	17,45
Winthrop	\$ 951,366	\$ 951,491	\$ 125	\$	1,041,127	\$ 1,033,403	\$ (7,725)	\$	81,91
Woburn	\$ 2,017,833	\$ 2,254,071	\$ 236,239	\$	2,184,533	\$ 2,416,552	\$ 232,019	\$	162,48
Total	\$15,602,352	\$16,212,572	\$610,220		\$17,464,552	\$17,950,172	\$485,620	\$	1,737,60
									total debt asmt
Enrollment	Students Oct 1, 2021 (FY23)	Students Oct 1, 2022 (FY24)	Variance			Contribution %	Per Pupil Cost		
							of Assessment		
Chelsea	241	232	-9			17.93%	\$ 5,404		
Malden	154	159	5			12.29%	\$ 12,389		
Melrose	56	66	10			5.10%	\$ 19,254		
North Reading	34	40	6			3.09%	\$ 19,958		
Reading	33	31	-2			2.40%	\$ 20,363		
Revere	253	256	3			19.78%	\$ 8,914		
Saugus	153	144	-9			11.13%	\$ 18,195		
Stoneham	81	70	-11			5.41%	\$ 19,556		
Wakefield	106	101	-5			7.81%	\$ 20,184		
Winchester	16	13	-3			1.00%	\$ 20,526		
Winthrop	63	61	-2			4.71%	\$ 16,941		
Woburn	117	121	4			9.35%	\$ 19,972		
Total Enrollment	1307	1294	-13			100.00%			

Attachment: FY24 NEMRVS Approved Budget 4-13-23 Final For Fincom (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of

FY24 Minimum Contribution

FY24 Budget

	FY23 Minimum	FY24 Minimum	Change	% increase	% of Total
Chelsea	\$ 845,841	\$ 848,548	\$ 2,707.00	0.3%	5.41%
Malden	\$ 1,608,120	\$ 1,692,108	\$ 83,988.00	5.2%	10.78%
Melrose	\$ 955,006	\$ 1,155,465	\$ 200,459.00	21.0%	7.36%
North Reading	\$ 587,433	\$ 728,470	\$ 141,037.00	24.0%	4.64%
Reading	\$ 583,509	\$ 577,124	\$ (6,385.00)	-1.1%	3.68%
Revere	\$ 1,772,436	\$ 1,834,797	\$ 62,361.00	3.5%	11.69%
Saugus	\$ 2,455,939	\$ 2,368,552	\$ (87,387.00)	-3.6%	15.10%
Stoneham	\$ 1,396,635	\$ 1,246,676	\$ (149,959.00)	-10.7%	7.95%
Wakefield	\$ 1,836,997	\$ 1,862,167	\$ 25,170.00	1.4%	11.87%
Winchester	\$ 282,444	\$ 244,127	\$ (38,317.00)	-13.6%	1.56%
Winthrop	\$ 934,104	\$ 926,862	\$ (7,242.00)	-0.8%	5.91%
Woburn	\$ 1,985,775	\$ 2,205,217	\$ 219,442.00	11.1%	14.05%
Total	\$ 15,244,239	\$ 15,690,113	\$ 445,874	2.92%	100.00%

Attachment: FY24 NEMRVS Approved Budget 4-13-23 Final For Fincom (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of

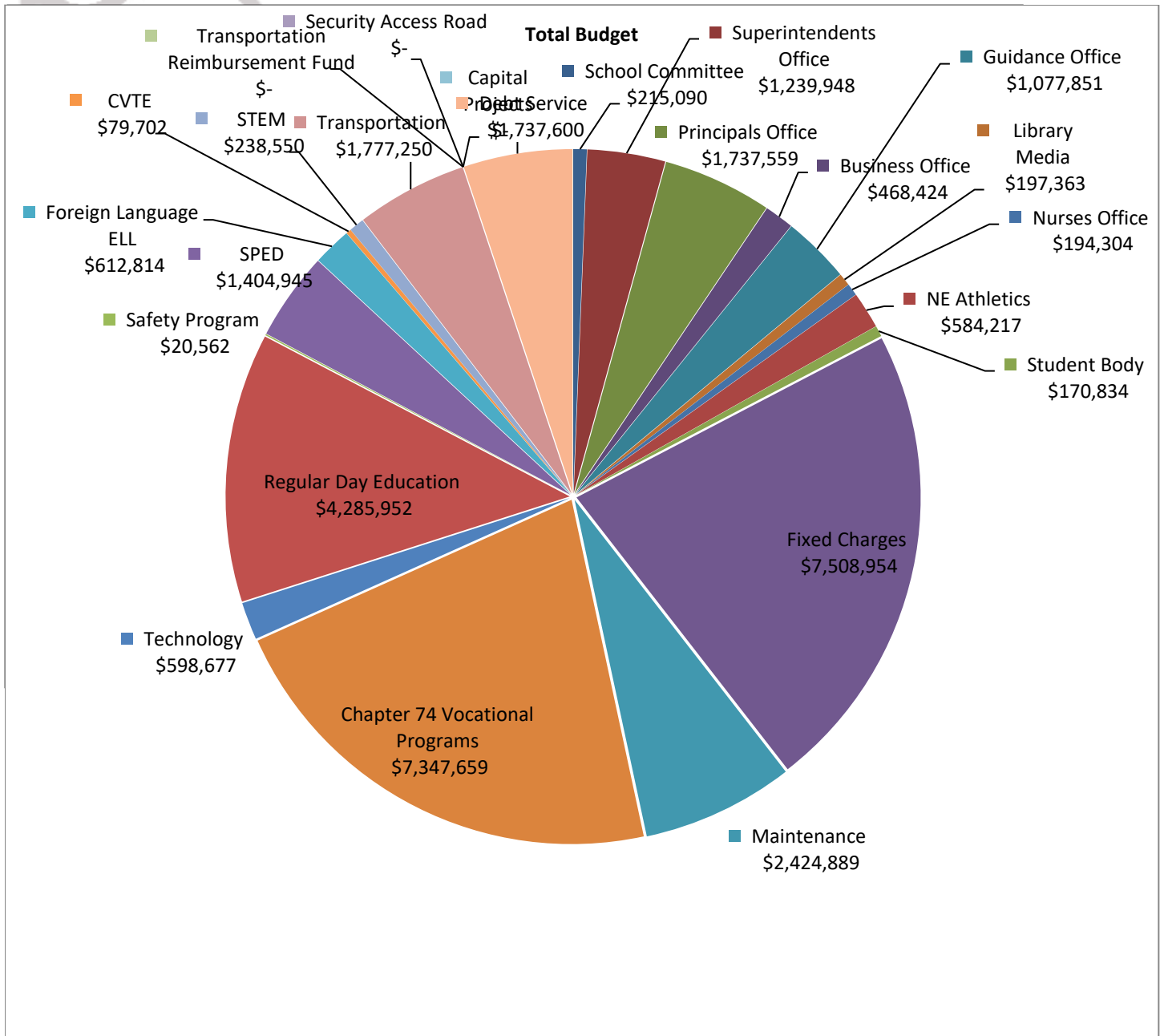
Total Budget

FY24 Budget

Description	FY22 Expended	FY23 Budgeted Staff	FY23 Budget	FY24 Staff Request	FY24 Request	Change	% Change
School Committee	\$ 210,349	2.0	\$ 199,632	2.0	\$ 215,090	\$ 15,458	7.74%
Superintendents Office	\$ 953,648	3.0	\$ 1,002,403	4.0	\$ 1,239,948	\$ 237,545	23.70%
Principals Office	\$ 1,731,187	12.5	\$ 1,648,798	13.5	\$ 1,737,559	\$ 88,762	5.38%
Business Office	\$ 387,684	5.5	\$ 463,347	5.5	\$ 468,424	\$ 5,077	1.10%
Guidance Office	\$ 899,162	11.0	\$ 1,118,613	11.0	\$ 1,077,851	\$ (40,763)	-3.64%
Library Media	\$ 186,038	3.0	\$ 187,928	3.0	\$ 197,363	\$ 9,434	5.02%
Nurses Office	\$ 98,064	1.0	\$ 100,976	2.0	\$ 194,304	\$ 93,328	92.43%
NE Athletics	\$ 562,672		\$ 555,354		\$ 584,217	\$ 28,863	5.20%
Student Body	\$ 127,116	1.0	\$ 201,931		\$ 170,834	\$ (31,097)	-15.40%
Fixed Charges	\$ 5,517,155		\$ 7,177,088		\$ 7,508,954	\$ 331,866	4.62%
Maintenance	\$ 2,363,515	11.0	\$ 2,361,534	11.0	\$ 2,424,889	\$ 63,355	2.68%
Chapter 74 Vocational Programs	\$ 6,020,195	66.0	\$ 7,060,000	67.5	\$ 7,347,659	\$ 287,659	4.07%
Technology	\$ 565,995	3.0	\$ 420,485	3.0	\$ 598,677	\$ 178,191	42.38%
Regular Day Education	\$ 3,919,662	44.5	\$ 4,279,464	43.5	\$ 4,285,952	\$ 6,488	0.15%
Safety Program	\$ 20,683		\$ 19,994		\$ 20,562	\$ 569	2.85%
SPED	\$ 1,459,019	15.0	\$ 1,445,801	14.0	\$ 1,404,945	\$ (40,856)	-2.83%
Foreign Language ELL	\$ 479,187	6.0	\$ 582,140	6.0	\$ 612,814	\$ 30,674	5.27%
CVTE	\$ 70,211		\$ 77,617		\$ 79,702	\$ 2,086	2.69%
STEM	\$ 214,715	2.0	\$ 231,743	2.0	\$ 238,550	\$ 6,807	2.94%
Transportation	\$ 1,738,745		\$ 1,715,950		\$ 1,777,250	\$ 61,300	3.57%
Transportation Reimbursement Fund							
Security Access Road			\$ -		\$ -	\$ -	
Capital Projects			\$ 800,000		\$ -	\$ (800,000)	-100.00%
Debt Service	\$ -		\$ 1,862,200		\$ 1,737,600	\$ (124,600)	
Total Budget	\$ 27,525,002	186.5	\$ 33,513,000	188.0	\$ 33,923,146	\$ 410,146	1.22%

Attachment: FY24 NEMRVS Approved Budget 4-13-23 Final For Fincom (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of

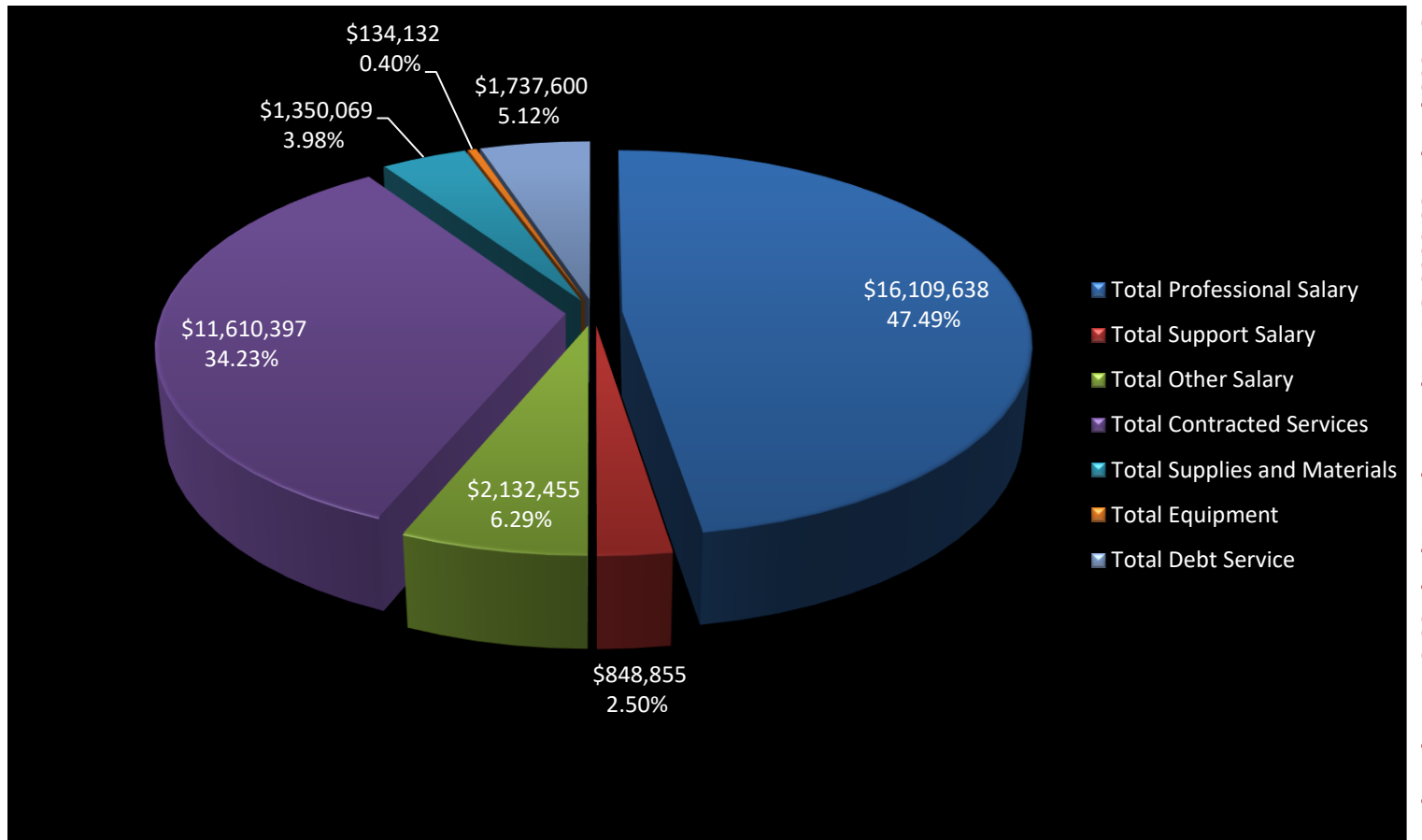
Total Budget Graph



Total Expense Summary

FY24 Budget

Description	FY22 Expended	FY23 Budgeted Staff	FY23 Budget	FY24 Staff Request	FY24 Request	Change	% Change
Total Professional Salary	\$ 13,787,761	150.0	\$ 15,584,678	150.5	\$ 16,109,638	\$ 524,960	3.37%
Total Support Salary	\$ 701,627	12.5	\$ 868,543	12.5	\$ 848,855	\$ (19,688)	-2.27%
Total Other Salary	\$ 2,012,857	24.0	\$ 2,030,543	25.0	\$ 2,132,455	\$ 101,912	5.02%
Total Contracted Services	\$ 9,506,542		\$ 11,899,773		\$ 11,610,397	\$ (289,376)	-2.43%
Total Supplies and Materials	\$ 1,393,987		\$ 1,194,131		\$ 1,350,069	\$ 155,938	13.06%
Total Equipment	\$ 122,229		\$ 73,132		\$ 134,132	\$ 61,000	83.41%
Total Debt Service	\$ -		\$ 1,862,200		\$ 1,737,600	\$ (124,600)	
Total Budget	\$ 27,525,002	186.5	\$ 33,513,000	188.0	\$ 33,923,146	\$ 410,146	1.22%

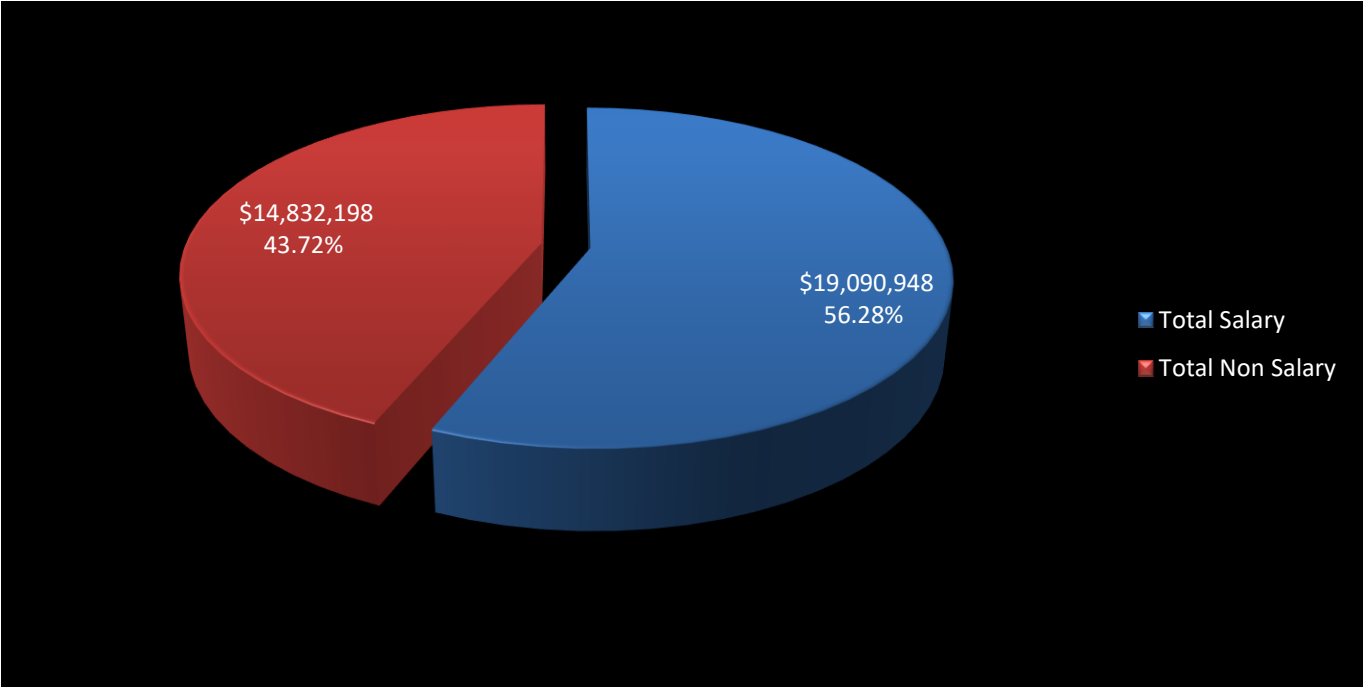


Attachment: FY24 NEMRVS Approved Budget 4-13-23 Final For Fincom (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of

Total Summary

FY24 Budget

Description	FY22 Expended	FY23 Budgeted Staff	FY23 Budget	FY24 Staff Request	FY24 Request	Change	% Change
Total Salary	\$ 16,502,244	186.5	\$ 18,483,764	188.0	\$ 19,090,948	\$ 607,184	3.28%
Total Non Salary	\$ 11,022,758		\$ 15,029,235		\$ 14,832,198	\$ (197,038)	-1.31%
Total Budget	\$ 27,525,002	186.5	\$ 33,513,000	188.0	\$ 33,923,146	\$ 410,146	1.22%



Attachment: FY24 NEMRVS Approved Budget 4-13-23 Final For Fincom (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of

Northeast Metropolitan Regional vocational School FY24 Budget

Presentation to School Committee



April 13, 2023

GOAL of the FY24 Budget

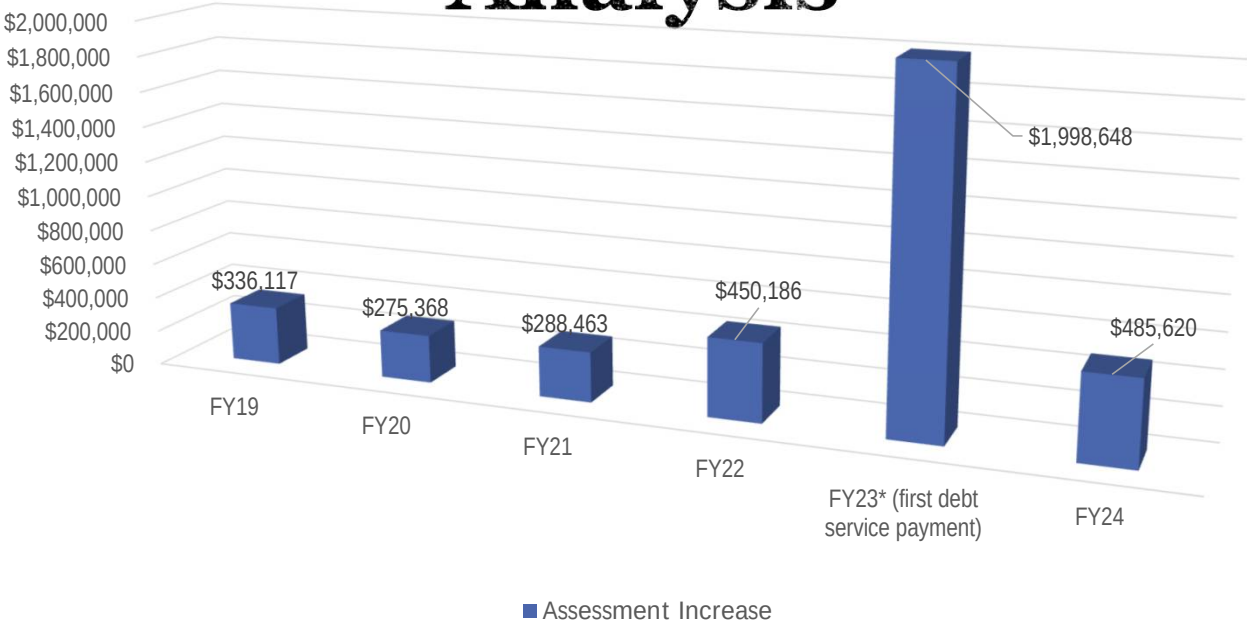
- Ø Minimize the financial impact to our member communities
- Ø Provide an adequate level of funding to support student learning and foster educational excellence

MINIMIZING FINANCIAL IMPACT

- Ø Regionalization exists to offer services at a reduced cost to its member communities
- Ø Initial Budget Goal: Assessment Increase at or below 3%, or \$523,937 or less

§ **Actual Operational Assessment Increase: \$485,620**

MINIMIZING FINANCIAL IMPACT: HISTORICAL ASSESSMENT Analysis

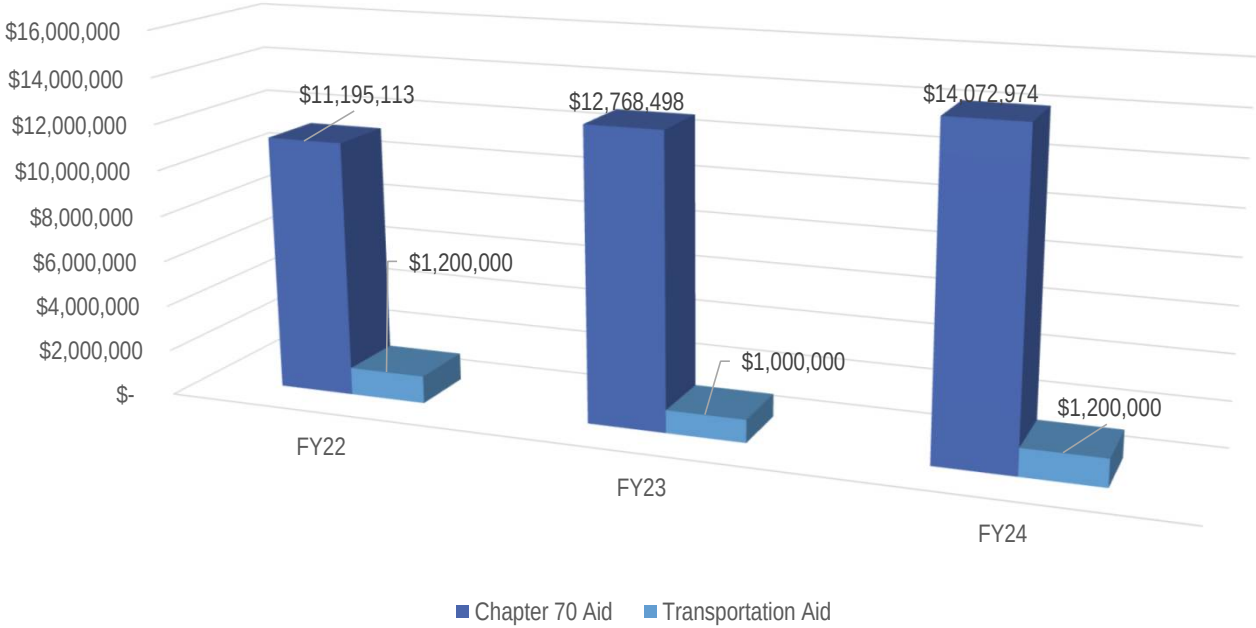


MINIMIZING financial impact: HISTORICAL Assessment analysis

Year	Previous Assessment	Current Assessment	Assessment Increase	% Change
FY18	\$13,858,182	\$14,115,769	\$257,587	1.86%
FY19	\$14,115,769	\$14,451,886	\$336,117	2.38%
FY20	\$14,451,886	\$14,727,254	\$275,368	1.91%
FY21	\$14,727,254	\$15,015,717	\$288,463	1.96%
FY22	\$15,015,717	\$15,465,903	\$450,186	3.00%
FY23	\$15,465,903	\$17,464,552	\$1,998,648	12.92%*
FY24	\$17,464,552	\$17,950,172	\$485,620	2.78%



MINIMIZING FINANCIAL IMPACT: State FUNDING



MINIMIZING FINANCIAL IMPACT: REVENUE

- Ø Based on our Chapter 70 formula calculation, Northeast Metro Tech is projected to receive \$14,072,974 in aid for FY24. This amount is \$1,304,476 higher than our budgeted aid in FY23.
- Ø We intend to receive a projected \$1,200,000 in transportation revenue in FY23 that we will use to offset the FY24 budget.
- Ø Additionally we intend to use \$700,000 from our Excess and Deficiency funds (E&D) to further reduce assessment costs.
- Ø In total, we plan to use \$1,900,000 of other funds to reduce the member assessment. We intend to use a combination of these revenues to significantly offset increases in the operating budget.

PROVIDING an adequate level of funding

FY24 presents the following fiscal challenges:

- Ø Funding for regular contractual salary obligations including steps/lanes
- Ø Funding for new educators/administrators based on student needs and increased enrollment in key subjects, and increased demands stemming from school building project.
- Ø Funding For OPEB, estimated liability of \$60 Million
- Ø Funding for increases in health insurance costs due to a projected 5% increase in GIC premiums
- Ø Funding for technology to support student learning



PROVIDING AN ADEQUATE LEVEL OF FUNDING FY24 Total OPERATING BUDGET REQUEST

Expense	FY22 Budget	FY23 Budget	FY24 Request	Change	% Change
Total Salary	\$16,967,718	\$18,483,764	\$19,090,948	\$607,184	3.28%
Total Contracted Services	\$11,714,742	\$11,899,773	\$11,610,397	(\$289,376)	-2.43%
Total Supplies	\$1,105,424	\$1,194,131	\$1,350,069	\$155,938	13.06%
Total Equipment	\$73,132	\$73,132	\$134,132	\$61,000	83.41%
Total Debt Service	0	\$1,862,200	\$1,737,600	(\$124,600)	-6.69%
Total Budget	\$29,861,016	\$33,513,000	\$33,923,146	\$410,146	1.22%

Northeast Metropolitan Regional Vocational School's total operating expense with debt service for FY24 is projected to be \$33,923,146; 1.22% or \$410,146 over FY23 total operating budget of \$33,513,000.



Fy24 BUDGET OFFSET SUMMARY

Funding Summary	FY22 Budget	FY23 Budget	FY24 Budget Request	Change
Northeast Metro Tech Total Operating Expense	\$29,861,016	\$31,650,800	\$32,185,546	\$ 534,746
Total Debt Service	\$0	\$1,862,200	\$1,737,600	(\$124,600)
Total Revenue Applied to Budget	\$ 14,395,113	\$ 16,048,448	\$ 15,972,974	(\$75,474)
Northeast Metro Tech Requested Assessment	\$15,465,903	\$17,464,552	\$ 17,950,172	\$485,620

Northeast Metropolitan Regional Vocational School's total operating assessment for FY24 is projected to be 17,950,172; 2.78% or \$485,620 over FY23 total operating assessment of \$17,464,552.

Total Assessment SUMMARY (includes Debt Service)

District	Total Student					
	FY22 Assessment	FY23 Assessment	FY24 Assessment	Increase	Increase	% Change
Chelsea	\$ 1,002,864	\$ 1,255,248	\$ 1,253,752	-9	\$ (1,497)	-0.1%
Malden	\$ 1,618,957	\$ 1,869,733	\$ 1,969,812	5	\$ 100,079	5.4%
Melrose	\$ 754,661	\$ 1,050,138	\$ 1,270,738	10	\$ 220,600	21.0%
North Reading	\$ 588,959	\$ 645,192	\$ 798,333	6	\$ 153,141	23.7%
Reading	\$ 571,636	\$ 639,569	\$ 631,268	-2	\$ (8,301)	-1.3%
Revere	\$ 1,818,956	\$ 2,202,229	\$ 2,281,918	3	\$ 79,690	3.6%
Saugus	\$ 2,944,794	\$ 2,715,853	\$ 2,620,058	-9	\$ (95,795)	-3.5%
Stoneham	\$ 1,375,880	\$ 1,534,237	\$ 1,368,936	-11	\$ (165,301)	-10.8%
Wakefield	\$ 1,732,232	\$ 2,017,068	\$ 2,038,570	-5	\$ 21,502	1.1%
Winchester	\$ 190,545	\$ 309,625	\$ 266,832	-3	\$ (42,792)	-13.8%
Winthrop	\$ 891,675	\$ 1,041,127	\$ 1,033,403	-2	\$ (7,725)	-0.7%
Woburn	\$ 1,974,744	\$ 2,184,533	\$ 2,416,552	4	\$ 232,019	10.6%
Funding from Cities/Towns	\$ 15,465,903	\$ 17,464,552	\$ 17,950,172	-13	\$ 485,620	2.78%

Operational/Debt Service Breakout

City/Town	Total FY24 Operating Assessment	Total FY24 Debt Service	Total FY24 Assessment
Chelsea	\$ 942,219	\$ 311,533	\$ 1,253,752
Malden	\$ 1,756,305	\$ 213,507	\$ 1,969,812
Melrose	\$ 1,182,113	\$ 88,626	\$ 1,270,738
N. Reading	\$ 744,620	\$ 53,713	\$ 798,333
Reading	\$ 589,640	\$ 41,627	\$ 631,268
Revere	\$ 1,938,158	\$ 343,760	\$ 2,281,918
Saugus	\$ 2,426,693	\$ 193,365	\$ 2,620,058
Stoneham	\$ 1,274,939	\$ 93,997	\$ 1,368,936
Wakefield	\$ 1,902,946	\$ 135,624	\$ 2,038,570
Winchester	\$ 249,376	\$ 17,457	\$ 266,832
Winthrop	\$ 951,491	\$ 81,912	\$ 1,033,403
Woburn	\$ 2,254,071	\$ 162,480	\$ 2,416,552
Total	\$ 16,212,572	\$ 1,737,600	\$ 17,950,172



2023
Melrose - 29,817
Wakefield - 27,090
Saugus - 28,529
85,436

MINIMUM PERSONNEL STAFFING REQUIREMENTS AND GUIDELINES FOR VETERANS' SERVICES DISTRICTS

Aggregate Population of Municipalities Comprising Veterans' Services District	Full-Time Director of Veterans' Services District	Part-Time Director of Veterans' Services District	Full-Time Deputy Director or Assistant Director of Veterans' Services District	Part-Time Deputy Director or Assistant Director of Veterans' Services District	Full-Time Veterans' Agents	Part-Time Veterans' Agents	Full-Time Clerical Staff	Part-Time Clerical Staff
700,001 and Over	1	0	Optional	Optional	Ad Hoc	Ad Hoc	Ad Hoc	Ad Hoc
550,001 to 700,000	1	0	Optional	Optional	3	2	4	Optional
480,001 to 550,000	1	0	Optional	Optional	3	2	3	1
410,001 to 480,000	1	0	Optional	Optional	3	2	3	Optional
340,001 to 410,000	1	0	Optional	Optional	2	2	3	Optional
270,001 to 340,000	1	0	Optional	Optional	2	1	3	1
210,001 to 270,000	1	0	Optional	Optional	2	1	3	Optional
150,001 to 210,000	1	0	Optional	Optional	2	Optional	3	Optional
120,001 to 150,000	1	0	Optional	Optional	1	1	2	1
100,001 to 120,000	1	0	Optional	Optional	1	1	2	Optional
90,501 to 100,000	1	0	Optional	Optional	1	Optional	2	1
70,001 to 90,500	1	0	Optional	Optional	1	Optional	2	Optional
61,001 to 70,000	1	0	Optional	Optional	1	Optional	1	1
55,001 to 61,000	1	0	Optional	Optional	1	Optional	1	Optional
35,001 to 55,000	1	0	Optional	Optional	Optional	1	1	Optional
20,001 to 35,000	1	0	Optional	Optional	Optional	Optional	1	Optional
15,501 to 20,000	1	0	Optional	Optional	Optional	Optional	Optional	1
12,000 to 15,500	1	0	Optional	Optional	Optional	Optional	Optional	Optional
1 to 11,999	Optional	1	Optional	Optional	Optional	Optional	Optional	Optional

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
0111 SCHOOL GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
NO PROJECT	0	-300,000	-300,000	.00	.00	-300,000.00	.0%	
1110 SCHOOL COMMITTEE	7,500	0	7,500	2,057.55	.00	5,442.45	27.4%	
1210 SUPERINTENDENT	361,946	4,926	366,872	352,625.39	10,875.00	3,371.75	99.1%	
1230 OTHER DISTRICT-WIDE ADMIN	12,360	20,640	33,000	25,321.14	.00	7,678.86	76.7%	
1410 BUSINESS AND FINANCE	246,306	114,014	360,320	363,322.93	8,453.14	-11,456.20	103.2%	
1420 HUMAN RESOURCES AND BENEFITS	118,595	-53,899	64,696	62,266.16	498.50	1,931.74	97.0%	
1430 LEGAL SVCS FOR SCHOOL COMM	50,000	4,599	54,599	56,044.67	14,810.48	-16,256.25	129.8%	
1450 DISTRICT-WIDE INFO MGMT & TECH	68,000	2,000	70,000	65,799.93	.00	4,200.07	94.0%	
2110 CURRICULUM DIR (SUPERVISORY)	1,150,835	316,361	1,467,196	1,131,232.86	.51	335,963.09	77.1%	
2120 DEPART HEADS (NON-SUPERVISORY)	787,377	-192,905	594,472	462,249.65	.00	132,222.77	77.8%	
2210 SCHOOL LEADERSHIP-BUILDING	2,085,950	-46,930	2,039,020	1,857,476.59	18,742.74	162,800.35	92.0%	
2305 TEACHERS, CLASSROOM	22,241,828	267,432	22,509,260	17,484,091.32	.00	5,025,168.67	77.7%	
2320 MEDICAL/THERAPUTIC SERVICES	1,615,555	133,916	1,749,471	1,668,922.24	108,707.37	-28,158.73	101.6%	
2324 LONG-TERM SUBS	0	262,152	262,152	33,975.63	.00	228,176.27	13.0%	
2325 SUBSTITUTE TEACHERS	219,198	-48,817	170,381	188,543.35	.00	-18,161.89	110.7%	
2330 NON-CLER PARAPROF/INSTRUCT ASS	2,002,969	472,256	2,475,225	2,210,949.09	.00	264,275.56	89.3%	
2340 LIBRARIANS AND MEDIA CTR DIR	240,079	63,522	303,601	180,091.72	.00	123,508.97	59.3%	
2352 INSTRUCTIONAL COACHES	515,977	-233,495	282,482	201,859.38	.00	80,622.57	71.5%	
2357 PROF DEV STIP, PROVIDERS & EXP	75,000	1,350	76,350	40,028.86	34,129.81	2,191.33	97.1%	
2358 OUTSIDE PD PROVIDERS FOR INSTR	20,000	2,624	22,624	4,174.00	19,200.00	-750.00	103.3%	
2410 TEXTBOOKS/SOFTWARE/MED/MAT	180,284	26,264	206,548	195,576.27	65,113.98	-54,142.09	126.2%	
2415 OTHER INSTRUCTIONAL MATERIALS	86,248	3,100	89,348	81,304.29	2,040.23	6,003.91	93.3%	
2420 INSTRUCTIONAL EQUIPMENT	157,000	30,790	187,790	131,556.25	63,346.85	-7,113.39	103.8%	
2430 GENERAL SUPPLIES	109,701	3,481	113,182	62,451.56	11,797.68	38,932.62	65.6%	
2440 OTHER INSTRUCTIONAL SERVICES	1,000	0	1,000	117.84	.00	882.16	11.8%	
2710 GUIDANCE	697,141	-1,022	696,119	579,379.67	.00	116,739.35	83.2%	
2800 PSYCHOLOGICAL SERVICES	966,697	71,619	1,038,316	801,211.12	.00	237,105.20	77.2%	
3200 MEDICAL/HEALTH SERVICES	7,000	0	7,000	7,000.00	.00	.00	100.0%	
3300 TRANSPORTATION SERVICES	1,227,648	850,660	2,078,308	1,991,667.94	433,756.20	-347,116.48	116.7%	
3510 ATHLETICS	939,060	-122,091	816,969	922,509.20	43,585.03	-149,125.50	118.3%	
4110 CUSTODIAL SERVICES	121,096	-121,096	0	.00	.00	.00	.0%	
4130 UTILITY SERVICES	62,000	1,876	63,876	40,778.43	17,745.92	5,351.98	91.6%	
4400 TECH INFRA MAINT SUPPT - SALAR	76,220	-2,220	74,000	67,015.92	.00	6,984.08	90.6%	
4450 TECH INFRA MAINT SUPPT - ALL O	151,688	6,135	157,823	130,165.85	.00	27,657.64	82.5%	
5260 OTHER NON EMPLOYEE INSURANCE	23,000	0	23,000	23,861.00	.00	-861.00	103.7%	
5500 CROSSING GUARDS	1,000	0	1,000	393.00	.00	607.00	39.3%	
5550 CROSSING GUARDS	140,000	-4,812	135,188	128,157.94	.00	7,030.45	94.8%	
9300 TUITION TO NON-PUBLIC SCHOOLS	1,517,236	2,132,568	3,649,804	2,715,260.32	1,358,874.62	-424,331.32	111.6%	
9400 TUITION TO COLLABORATIVE	710,246	67,932	778,178	319,601.91	168,019.97	290,556.44	62.7%	
TOTAL SCHOOL GENERAL FUND	38,993,740	3,732,931	42,726,671	34,589,040.97	2,379,698.03	5,757,932.43	86.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	38,993,740	3,732,931	42,726,671	34,589,040.97	2,379,698.03	5,757,932.43	86.5%
** END OF REPORT - Generated by Ken Kelley **							

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	12	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: S

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2022/ 1

To Yr/Per: 2022/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/13

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria	
Field Name	Field value
Fund	0111
FUNCTION	
UMAS/GRT YR	
DEP/GRT LINE	
LOCATION	
PROGRAM	
S.R. CODE	
EXP CAT/LEVL	
Character Code	
Org	
Object	
Project	
Account type	Expense

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Account status
Rollup Code



Sarah MacLellan
Chief Assessor

CITY OF MELROSE

OFFICE OF THE ASSESSOR

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4103
assessor@cityofmelrose.org

MEMORANDUM

To: The Honorable Melrose City Council
From: Sarah MacLellan
Re: FY 2024 Assessing Department Budget (141)
Date: June 1, 2023

In preparation for review of the Fiscal Year 2024 Department Budgets, I am providing the Honorable City Council with the following information regarding the proposed budget for the Assessing Department.

In FY 2023 the Assessing Department implemented the Senior Circuit Breaker Tax Exemption legislation, which was passed at state level in July 2022. The program will continue in FY 2024, and due to greater exposure time, we expect more participation in FY 2024 and subsequent years.

The proposed Assessing Budget for FY 2024 has an overall increase of 2.7%. This change is mainly due to an increase in the Salary & Wage line resulting from contractual increases, the City's new salary plan for non-union employees, and a 5-hour per week addition to the Assistant Assessor schedule. All Assessor salaries come from the same budget. The Furniture & Fixtures line has been reduced by 100% as the initial intended purposes of this line have been fulfilled. Any associated ongoing costs are minimal and can be managed through other supply lines. The separate expense lines for Seminars and Education in FY 2023 have been merged to form one expense line for FY 2024, but the net budgeted amount for this line remains the same year-over-year. There are no further proposed changes in the Assessors Department Budget for FY 2024.

The Assessing Department is currently staffed by three employees:

- Chief Assessor Sarah MacLellan, who also serves as Chair of the Board of Assessors
- Assistant Assessor Tristan Hoare, who also holds a designation as a Massachusetts Accredited Assessor
- Head Clerk Tina Salerno

We continue to utilize the Property Tax Work off Program and currently have a participant assisting with administrative tasks in the Department three hours per week.

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



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

James Troup

Assistant Director – Administration & Finance

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

Telephone – (781) 665-0142

E-mail: jtroup@cityofmelrose.org

To: Melrose City Council
From: James Troup, DPW Deputy Director of Administration and Finance
CC: Elena Proakis Ellis, DPW Director
RE: FY24 Budget Financial Submittal

Thank you for your consideration of the Department of Public Works FY24 Operating Budget request. Please accept the information below as further clarification and for more information to accompany our requests.

Noteworthy Changes: Of significant importance, the Department of Public Works is faced with staffing challenges and multiple openings throughout several of the Divisions. Retirements, resignations, and extended vacancies contribute to staffing issues while the market for qualified candidates has yet to shift in favor of hiring entities, especially municipalities. We have been fortunate to identify several candidates to fill vacancies but continue to struggle to find experienced candidates with specialized work sets. We are working toward upgrading our technology with our time clock system and with an asset management program. The goals of these programs are to improve efficiencies in the administration of the DPW, a more comprehensive preventive maintenance and work order system, and a stronger base to develop our Capital Improvement Program as it relates to our City's assets. Full implementation of these projects is expected early in FY24.

Salaries: The majority of the salaries for the Department of Public Works are aligned with the Divisions in which they work. Engineering and Administrative support is proportionately split between the Operating Budget and the Water and Sewer Enterprise Funds. A complete list is shown below.

<u>POSITION</u>	<u>SALARY 1</u>	<u>SALARY 2</u>	<u>SALARY 3</u>	<u>OTHER</u>
Director of Public Works	50% Admin	25% Water	25% Sewer	
City Engineer	50% Admin	25% Water	25% Sewer	
Staff Engineer	50% Admin	25% Water	25% Sewer	
Deputy City Engineer	25% Admin	25% Water		50% Water/Sewer Bond
Project Engineer	15% Admin			85% Water/Sewer Bond
Water & Sewer Billing Clerk		50% Water	50% Sewer	
Billing and Engineering Clerk		50% Water	50% Sewer	
Clerk Sr. Accountant		50% Water	50% Sewer	
Deputy Director Admin/Finance	50% Admin	25% Water	25% Sewer	
Facilities Manager	70% Admin	15% Water	15% Sewer	
Operations Manager	50% Admin	25% Water	25% Sewer	
Facilities Technician	80% Admin	10% Water	10% Sewer	
SW&R Environmental Outreach	70% Admin	15% Water	15% Sewer	
Resident Service Rep	50% Admin	25% Water	25% Sewer	

Contractual and Service Obligations:

- The Administration and Engineering Division, Highway Division, Parks and Forestry Division, Automotive Division, and Cemetery Division have all been submitted in line with the Mayor's and CFO's directive to level fund ordinary expenses that are not subject to a contractual obligation.
- The Department of Public Works 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. This has also increased the scope and costs of contractual service agreements. We have conservatively projected an increase of approximately \$25,000 to fully fund these contractual obligations. The Department must continue to advocate for at least two additional positions in the Facilities Division (custodial or laborer). Although they are not included in the FY24 budget submittal, we will continue to work with the City Auditor to identify possible funding strategies in the future.
- Snow Operations has been level funded at \$725,000 for FY24. It should be noted that our 5-year average spent on Snow and Ice operations is \$953,230.
- FY24 will be the final year of the current Solid Waste and Recycling Contract with JRM/Republic. The City has already begun to entertain vendors for a new contract starting in FY25. Preliminary indications are that significant changes and cost increases are on the horizon. Every effort will be made to communicate these changes to ensure a smooth transition. For FY24, the City will be realizing a contractual increase in the cost of recycling processing. This increase has affected the Recycling line item in the Operating Budget.

Anticipated Changes: At the present time, the Department of Public Works anticipates two items that will directly affect our services and expenses. First, we are aware of increases in the energy supply contracts. We have already negotiated half of our supply and are monitoring the market for a strategic point to secure the other half. The DPW and CFO are currently determining the overall impact on the budget and strategies to deal with this. We also requested, at the City Council's suggestion, an annual appropriation for trees. Although not approved for FY24 as part of the Operating Budget, this will be submitted for consideration for supplemental funding. We have carefully and conservatively projected our needs and our costs and have submitted them for your approval.

Staffing Changes:

- **New Hires in FY23:** Cameron Marks (Facilities Tradesman), Paul Federico (Mechanic/Welder), Joseph Federico (Junior Mechanic), Tyrell Liles (Cemetery Laborer), Nicholas Koytikh (Parks and Forestry Laborer), Eric Pimentel (Parks and Forestry Laborer), Adam Kleis (Cemetery Laborer)
- **Retirements in FY23:** The Department of Public Works thanks the following for their service. Dennis Cashman (14 years), Alejandro Guerra (23 years), and Paul Gould (38 years)
- We would also like to acknowledge and thank the late Peter Salayko for his many years of dedicated service to the DPW and to the City of Melrose as a whole.

Thank you for your continued support of our Department and our staff as we continue to deliver critical services to our community.

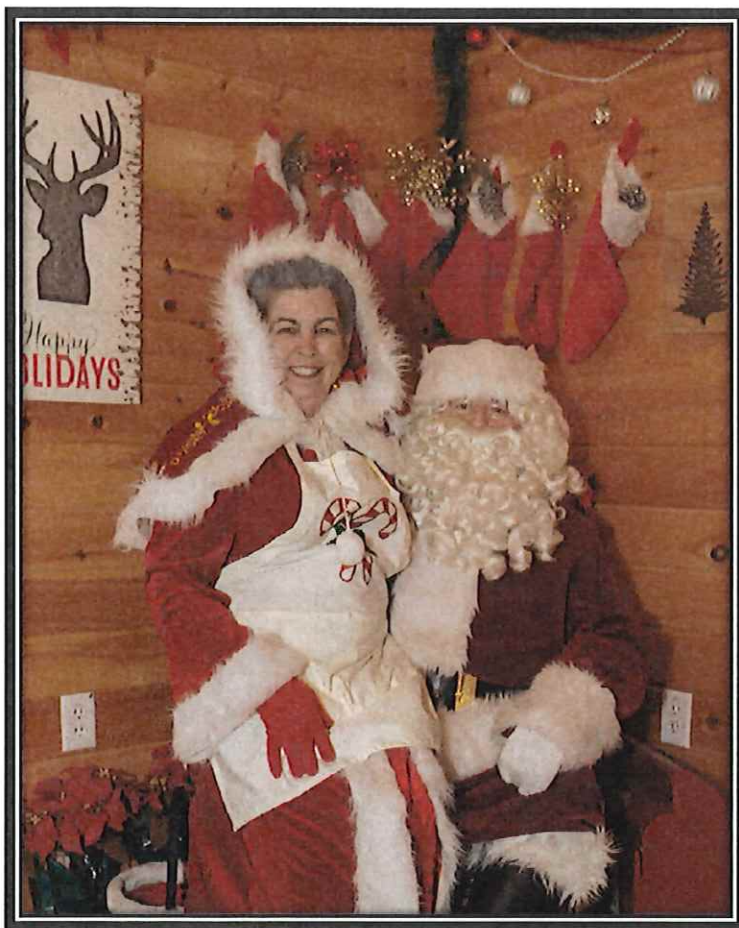
Annual Report
of
PINE BANKS PARK

January 2023

Budget for Fiscal 2024

Report of Activities
for
Calendar 2022

PINE BANKS PARK



Santa & Mrs. Claus

2023 Report of the Trustees

Clerk's Certificate
Pine Banks Park

A meeting of the Board of Trustees of Pine Banks Park was held at 4:00 P.M. on Thursday, May 11, 2023, due notice of which was given to all members in advance thereof, via ZOOM Conferencing from 350 Main Street, Malden, Massachusetts.

Present at the meeting were the following members:

C. Henry Kezer, of Melrose, Presiding, Hon Gary Christenson, Mayor of Malden, Hon Paul A. Brodeur, Mayor of Melrose, Richard R. Burns, Jr. of Malden, Peter M. Carroll, of Malden, John W. Lynch, of Melrose, and Richard C. Rudolph, at large.

A quorum was declared present and voting.

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

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

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

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

Wherefore, the Annual Report of Pine Banks Park for January 2023, containing the Budget for the fiscal year 2024, and the report of the Superintendent of operations for Calendar 2022 was presented for the consideration of the board.

Upon motion duly made and seconded, it was unanimously:

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

A true copy

C. Henry Kezer

C. Henry Kezer, Clerk

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Malden

CITY

TAX RATE RECAPITULATION

Fiscal Year 2023

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from page 2, IIe)	\$ 230,724,599.70
Ib. Total estimated receipts and other revenue sources (from page 2, IIle)	125,355,735.95
Ic. Tax Levy (Ia minus Ib)	\$ 105,368,863.75
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	79.7765	84,059,591.59	8,672,278,342.00		
Net of Exempt			6,895,836,606.00	12.19	84,060,248.23
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	11.2873	11,893,299.76	636,670,399.00	18.68	11,893,003.05
Net of Exempt					
Industrial	4.5694	4,814,724.86	257,734,187.00	18.68	4,814,474.61
SUBTOTAL	95.6332		9,566,682,928.00		100,767,725.89
Personal	4.3668	4,601,247.54	246,313,590.00	18.68	4,601,137.86
TOTAL	100.0000		9,812,996,518.00		105,368,863.75

MUST EQUAL 1C

Signatures

Assessors

Nathaniel Cramer, Assessor, Malden, ncramer@cityofmalden.org 781-397-7100 | 12/1/2022 7:19 AM

Comment:

Robert Donnelly, Assessor, Malden, bdonnelly@cityofmalden.org 781-397-7100 | 12/1/2022 8:37 AM

Comment:

Documents

No documents have been uploaded.

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

Reviewed By: Susan Whouley
Date: 12/05/2022
Approved: Thomas Guilfoyle
Director of Accounts: Deborah A. Wagner

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Melrose

CITY

TAX RATE RECAPITULATION

Fiscal Year 2023

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from page 2, IIe)	\$ 123,544,248.53
Ib. Total estimated receipts and other revenue sources (from page 2, IIIe)	49,580,848.10
Ic. Tax Levy (Ia minus Ib)	\$ 73,963,400.43
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.5919	67,744,483.76	6,513,661,496.00		
Net of Exempt			6,501,457,081.00	10.42	67,745,182.78
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4972	3,326,282.04	183,546,364.00	18.12	3,325,860.12
Net of Exempt					
Industrial	0.5324	393,781.14	21,730,900.00	18.12	393,763.91
SUBTOTAL	96.6215		6,718,938,760.00		71,464,806.81
Personal	3.3785	2,498,853.48	137,891,480.00	18.12	2,498,593.62
TOTAL	100.0000		6,856,830,240.00		73,963,400.43

MUST EQUAL 1C

Signatures

Assessors

Cathy A Gulino, Assessor, Melrose, smacellellan@cityofmelrose.org 781-979-4103 | 12/7/2022 2:39 PM

Comment:

Sarah MacLellan, Assessor, Melrose, smacellellan@cityofmelrose.org 781-979-4103 | 12/7/2022 12:03 PM

Comment:

Documents

No documents have been uploaded.

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

Reviewed By: Susan Whouley
Date: 12/12/2022
Approved: Thomas Guilfoyle
Director of Accounts: Deborah A. Wagner

Municipal Funding Formula		Fiscal 2024	
Pine Banks Park			
Chapter 393 of 1905; as Amended by Chapter 162 of 1906			
Total Assessed Valuation - All Classes		Smaller Assessed Value	
Real Property Excluding Municipal and Tax Exempt Property		City of Melrose	\$ 6,718,938,760.00
		"1 Percent"	\$ 67,189,387.60
Prior Fiscal Year	2023	"1/150th Part" of 1%	\$ 447,929.25
City	Total Assessed Value	Maximum Budget Requisition	
City of Malden	\$ 9,566,682,928	City of Melrose - 50%	\$ 447,929.25
City of Melrose	\$ 6,718,938,760	City of Malden - 50%	\$ 447,929.25
		Total	\$ 895,858.50

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

Section 6.

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

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

Section 7.

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

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

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

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

Pine Banks Park - Budget Summary - Fiscal Year					2024	5/24/24	24-May-23	Budg Code	
Compensation & Benefits Summary		Prior FY	Budget	\$ increase	% increase	/City	Increase/City	Mand	Mar
Salaries & Wages		\$ 217,546.73	\$ 245,826.58	\$28,279.85	13.00%	\$122,913.29	\$14,139.92		
Pensions, Benefits & Insurance		\$ 174,720.77	\$ 176,236.49	\$1,515.72	0.87%	\$88,118.25	\$757.86		
		---	---	---	---	---	---		
Total from Compensation Schedule		\$ 392,267.50	\$ 422,063.07	\$29,795.57	7.60%	\$211,031.53	\$14,897.78		
Utilities		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Telephone		\$ 8,800.00	\$ 10,000.00	\$1,200.00	13.64%	\$5,000.00	\$600.00	52217	522000
Electric		\$ 25,800.00	\$ 25,800.00	\$0.00	0.00%	\$12,900.00	\$0.00	52218	522500
Fuel/Heating Oil		\$ 15,000.00	\$ 14,000.00	(\$1,000.00)	-6.67%	\$7,000.00	(\$500.00)	54311	530800
		---	---	---	---	---	---		
Total		\$ 49,600.00	\$ 49,800.00	\$200.00	0.40%	\$24,900.00	\$100.00		
Insurance		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Liability		\$ 8,600.00	\$ 8,600.00	\$0.00	0.00%	\$4,300.00	\$0.00	52418	543200
Auto Ins		\$ 3,500.00	\$ 3,800.00	\$300.00	8.57%	\$1,900.00	\$150.00	52417	544330
D & O Liab.		\$ 2,500.00	\$ 2,500.00	\$0.00	0.00%	\$1,250.00	\$0.00		
Fire Ins ³		\$ 7,000.00	\$ 12,000.00	\$5,000.00	71.43%	\$6,000.00	\$2,500.00	52415	544320
		---	---	---	---	---	---		
Total		\$ 21,600.00	\$ 26,900.00	\$5,300.00	24.54%	\$13,450.00	\$2,650.00		
Vehicles		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Gasoline/Grease		\$ 7,000.00	\$ 7,000.00	\$0.00	0.00%	\$3,500.00	\$0.00	54312	531000
Repair & Maint MVE		\$ 5,000.00	\$ 6,000.00	\$1,000.00	20.00%	\$3,000.00	\$500.00	52250	527500
		---	---	---	---	---	---		
Total		\$ 12,000.00	\$ 13,000.00	\$1,000.00	8.33%	\$6,500.00	\$500.00		
Maintenance		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Repair & Maint Bldg		\$ 15,000.00	\$ 10,000.00	(\$5,000.00)	-33.33%	\$5,000.00	(\$2,500.00)	52252	527700
Field/Park Maint.		\$ 75,000.00	\$ 108,020.70	\$33,020.70	44.03%	\$54,010.35	\$16,510.35	54319	535100
		---	---	---	---	---	---		
Total		\$ 90,000.00	\$ 118,020.70	\$28,020.70	31.13%	\$59,010.35	\$14,010.35		
Supplies & Materials		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Office Supplies		\$ 1,000.00	\$ 1,000.00	\$0.00	0.00%	\$500.00	\$0.00	54310	530500
Clean/Disinfect		\$ 1,000.00	\$ 1,000.00	\$0.00	0.00%	\$500.00	\$0.00	54325	532000
Paint		\$ 1,000.00	\$ 1,000.00	\$0.00	0.00%	\$500.00	\$0.00	54332	533000
Hardware		\$ 1,000.00	\$ 1,000.00	\$0.00	0.00%	\$500.00	\$0.00	54330	533500
Lumber		\$ 1,000.00	\$ 1,000.00	\$0.00	0.00%	\$500.00	\$0.00	54334	537200
Misc Expenses		\$ 6,600.00	\$ 6,600.00	\$0.00	0.00%	\$3,300.00	\$0.00	57247	528800
		---	---	---	---	---	---		
Total		\$ 11,600.00	\$ 11,600.00	\$0.00	0.00%	\$5,800.00	\$0.00		
Professional Services		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Audit & Accounting		\$ 18,700.00	\$ 19,250.00	\$550.00	2.94%	\$9,625.00	\$275.00	5300	528600
Web Site/Scheduling Admin		\$ 10,000.00	\$ 10,000.00	\$0.00	0.00%	\$5,000.00	\$0.00		529000
		---	---	---	---	---	---		
Total		\$ 28,700.00	\$ 29,250.00	\$550.00	1.92%	\$14,625.00	\$275.00		
Eqpm/Caplt Purch		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Last Year & Continuing									
Ballfield Project Amortization		\$ 202,588.36	\$ 202,588.36	\$0.00	0.00%	\$101,294.18	\$0.00	55539	551040
Supplemental Facility Shed		\$ 97,195.33	\$ 97,195.33	\$0.00	0.00%	\$48,597.67	\$0.00		
Total Last & Continuing		\$ 299,783.69	\$ 299,783.69	\$0.00	0.00%	\$149,891.85	\$0.00		
New Initiatives									
Dugout / Dog Park Bench Roofs (4)		\$ 0.00	\$44,250.00	\$44,250.00	100.00%	\$22,125.00	\$22,125.00		
Pickleball Court		\$ 0.00	\$70,000.00	\$70,000.00	100.00%	\$35,000.00	\$35,000.00		
Pave Parking Lot Lodge / Playground		\$ 68,020.70	\$ 0.00	(\$68,020.70)	-100.00%	\$0.00	(\$34,010.35)		
Pickup Truck (Replc 2008 Chevy)		\$ 0.00	\$ 60,000.00	\$60,000.00	100.00%	\$30,000.00	\$30,000.00		
		---	---	---	---	---	---		
Total New Initiatives		\$ 68,020.70	\$ 174,250.00	\$106,229.30	156.17%	\$87,125.00	\$53,114.65		551020
		---	---	---	---	---	---		
Total		\$ 367,804.39	\$ 474,033.69	\$106,229.30	28.88%	\$237,016.85	\$53,114.65		
Summary		Budget	Budget	\$ increase	% increase	/City	Increase/City		
Compensation and Benefits line 5		\$392,267.50	\$422,063.07	\$29,795.57	7.60%	\$211,031.53	\$14,897.78		
Operating Expenses									
Utilities line 11		\$49,600.00	\$49,800.00	\$200.00	0.40%	\$24,900.00	\$100.00		
Insurance line 18		\$21,600.00	\$26,900.00	\$5,300.00	24.54%	\$13,450.00	\$2,650.00		
Vehicles line 23		\$12,000.00	\$13,000.00	\$1,000.00	8.33%	\$6,500.00	\$500.00		
Maintenance line 28		\$90,000.00	\$118,020.70	\$28,020.70	31.13%	\$59,010.35	\$14,010.35		
Supplies & Materials line 37		\$11,600.00	\$11,600.00	\$0.00	0.00%	\$5,800.00	\$0.00		
Professional Services line 42		\$28,700.00	\$29,250.00	\$550.00	1.92%	\$14,625.00	\$275.00		
		---	---	---	---	---	---		
Operating Expenses lines 61-67		\$213,500.00	\$248,570.70	\$35,070.70	16.43%	\$124,285.35	\$17,535.35		
		---	---	---	---	---	---		
Eqpm/Caplt Purch line 57		\$367,804.39	\$474,033.69	\$106,229.30	28.88%	\$237,016.85	\$53,114.65		
Total		\$973,571.89	\$1,144,667.46	\$171,095.57	17.57%	\$572,333.73	\$85,547.78		
Statutory Mandate Amount		\$ 851,361.92	\$ 895,858.50	\$44,496.58	5.23%	\$447,929.25	\$22,248.29		
Total Budget Amount		\$ 973,571.89	\$ 1,144,667.46	\$171,095.57	17.57%	\$572,333.73	\$85,547.78		
Amount Over/(Under) Mandate		\$ 122,209.97	\$ 248,808.95	\$126,598.98	103.59%	\$124,404.48	\$63,299.49		

Pine Banks Park - - - Fiscal Year 2024						
3.32 PM 23-May-23						
Compensation & Benefits Summary	Prior FY	Budget	\$ increase	% increase	/City	Increase/City
1 Salaries & Wages						
2 Superintendent	\$ 70,800.00	\$ 81,560.00	\$10,760.00	15.20%	\$40,780.00	\$5,380.00
3 Asst Superintendent (vacant)	\$ 0.00	\$ 0.00	\$0.00	0.00%	\$0.00	\$0.00
4 Skilled Laborer	\$ 43,531.00	\$ 48,027.20	\$4,496.20	10.33%	\$24,013.60	\$2,248.10
5 Skilled Laborer	\$ 37,789.00	\$ 46,176.00	\$8,387.00	22.19%	\$23,088.00	\$4,193.50
6 Skilled Laborer (mechanic)	\$ 41,600.00	\$ 43,492.80	\$1,892.80	4.55%	\$21,746.40	\$946.40
7 Skilled Laborer (part time)	\$ 18,720.00	\$ 20,800.00	\$2,080.00	11.11%	\$10,400.00	\$1,040.00
8	---	---	---	---	---	---
9 Total	\$ 212,440.00	\$ 240,056.00	\$27,616.00	13.00%	\$120,028.00	\$13,808.00
10						
11 Reserve for Overtime	\$ 5,106.73	\$ 5,770.58	\$663.85	13.00%	\$2,885.29	\$331.92
12						
13 Total Current Compensation	\$ 217,546.73	\$ 245,826.58	\$28,279.85	13.00%	\$122,913.29	\$14,139.92
14 Pensions, Benefits & Insurance						
15 Pension Benefits						
16 Pensions Benefits Active Staff	\$ 59,840.00	\$ 61,787.68	\$1,947.68	3.25%	\$30,893.84	\$973.84
17 Pension Benefits to Retirees	\$ 52,080.11	\$ 52,483.46	\$403.35	0.77%	\$26,241.73	\$201.67
18	---	---	---	---	---	---
19 Total Pension Benefits	\$ 111,920.11	\$ 114,271.14	\$2,351.03	2.10%	\$57,135.57	\$1,175.51
20						
21 Health Insurance						
22 Health Insurance Active Staff	\$ 44,171.16	\$ 43,074.50	(\$1,096.66)	-2.48%	\$21,537.25	(\$548.33)
23 Health Insurance Retirees	\$ 12,425.28	\$ 12,286.20	(\$139.08)	-1.12%	\$6,143.10	(\$69.54)
24	---	---	---	---	---	---
25 Total Health Insurance	\$ 56,596.44	\$ 55,360.70	(\$1,235.74)	-2.18%	\$27,680.35	(\$617.87)
26						
27 Misc						
28 Employers % Life Insurance	\$ 904.80	\$ 723.84	(\$180.96)	-20.00%	\$361.92	(\$90.48)
29 Employers % Medicare Tax	\$ 3,066.27	\$ 3,480.81	\$414.54	13.52%	\$1,740.41	\$207.27
30 Unemployment InsuranceH	\$ 0.00	\$ 0.00	\$0.00	0.00%	\$0.00	\$0.00
31 Workingman's Compl	\$ 0.00	\$ 0.00	\$0.00	0.00%	\$0.00	\$0.00
32 Sick Leave Buyback (4x \$600)	\$ 2,400.00	\$ 2,400.00	\$0.00	0.00%	\$1,200.00	\$0.00
33	---	---	---	---	---	---
34 Total Miscellaneous	\$ 6,204.22	\$ 6,604.65	\$400.43	6.45%	\$2,102.33	\$116.79
35	---	---	---	---	---	---
36 Total Pensions & Insurance	\$ 174,720.77	\$ 176,236.49	\$1,515.72	0.87%	\$88,118.25	\$757.86
37 Total Current Compensation	\$ 217,546.73	\$ 245,826.58	\$28,279.85	13.00%	\$122,913.29	\$14,139.92
38 Total Pensions & Insurance	\$ 174,720.77	\$ 176,236.49	\$1,515.72	0.87%	\$88,118.25	\$757.86
39 Total Compensation	\$ 392,267.50	\$ 422,063.07	\$29,795.57	7.60%	\$211,031.53	\$14,897.78
40						
41 Reserve for Overtime Reconciliation.						
42 Year Round Budgeted Amount		\$ 240,056.00				
43 Per week (52)		\$ 4,616.46				
44 Reserve - 1.25 x One Week		\$ 5,770.58				
45						
46 Notes:						
47 Administered through and with current payments made through the City of Melrose HR Department.						
48 Reimbursements from the City of Malden - estimated quarterly -->					\$ 52,757.88	
49 Annualized Increase of/ prior yr -->					7.60%	
50 Active employee pension cost based on per capita cost over all Melrose Employees.						
51 H Unemployment Insurance funded semi-annually and if a PB employee is laid off Malden will contribute 1/2 actual cost.						
52 I Melrose self insures Workingman's Compensation and Malden will pay 1/2 of claims as they actually occur.						
53 Cost might change if employees or retirees change their benefits during Open Enrollment with effective date of change July 1.						

Attachment: Pine Banks Annual Report (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



ANNUAL REPORT OF PINE BANKS PARK

Fiscal Year 2023

July 1, 2022 through June 30, 2023

Board of Trustees

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

Staff Members of Pine Banks Park

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

Report of the Superintendent.

As Superintendent of Pine Banks Park, I herewith submit the following report for the year 2023.

The park's overall usage has been very busy and is again back to the 2019 schedule for organized programs, with even more city programs using the fields since the lifting of restrictions due to the pandemic. We were once again able to provide picnic reservations for three picnic sites which are available from May 1st through October 31st, which are available to rent through the website for \$10 per hour. The sports fields are heavily used by the cities of Malden and Melrose for high school and youth organizations, and any time left over is for reservation for private rental by travel programs and other athletic user groups for a set fee which did have a slight increase this year. The track and dog park continue to be very popular, as well as the hiking trails, which our staff tries to maintain regularly to keep a safe and consistent walking path.

Thanks to the Trustees and the cities of Malden and Melrose, the new maintenance building was completed and the Converse Family Reunion was the grand opening of the building. This building has created a better operation for maintenance of every aspect of the park, and for the first time we have everything needed at one location.

The park was able to hold the Santa event back in the Santa house on Main Street on a Saturday in December, also the Fairy House event was held this past August. Special thanks to Malden city councilor Barbara Murphy and her Ward 5 volunteers for organizing both events and making it very special for all who attended.

We continued again this year to hire a private tree service to prune and remove certain trees which pose a threat and create hazards to areas such as roadways, parking areas, pond and playground areas, or anywhere there is a potential target. This year we had more tree work done than any year since I have been employed and has tremendously improved the safety of the facility.

Overall, this year was a success. The park continues to see an interest from outside renters, and the revenue has been very good, but we are probably at capacity. The sports fields are heavily used, but with our regular maintenance, they still hold up well and can handle the heavy use.

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

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

Finally, I would like to thank the Board of Trustees for giving me this opportunity to be Superintendent, it is a great honor and means a great deal to me.

Respectfully submitted

Kevin D. Benner

Superintendent

Scheduled Field Usage

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

Malden:

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

Melrose:

Varsity, JV & Freshman Baseball
Boys' Varsity & JV Soccer
High School Girls' Varsity & JV Soccer
High School Girls' Field Hockey
High School Girls' Varsity Softball

High School Girls' Lacrosse
High School Boys' Lacrosse
Babe Ruth Baseball (with lights)
Pop Warner Football practice (with lights)
Melrose Youth Soccer (with lights)
Melrose Youth Lacrosse

Other Organizations:

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

Special Events Calendar

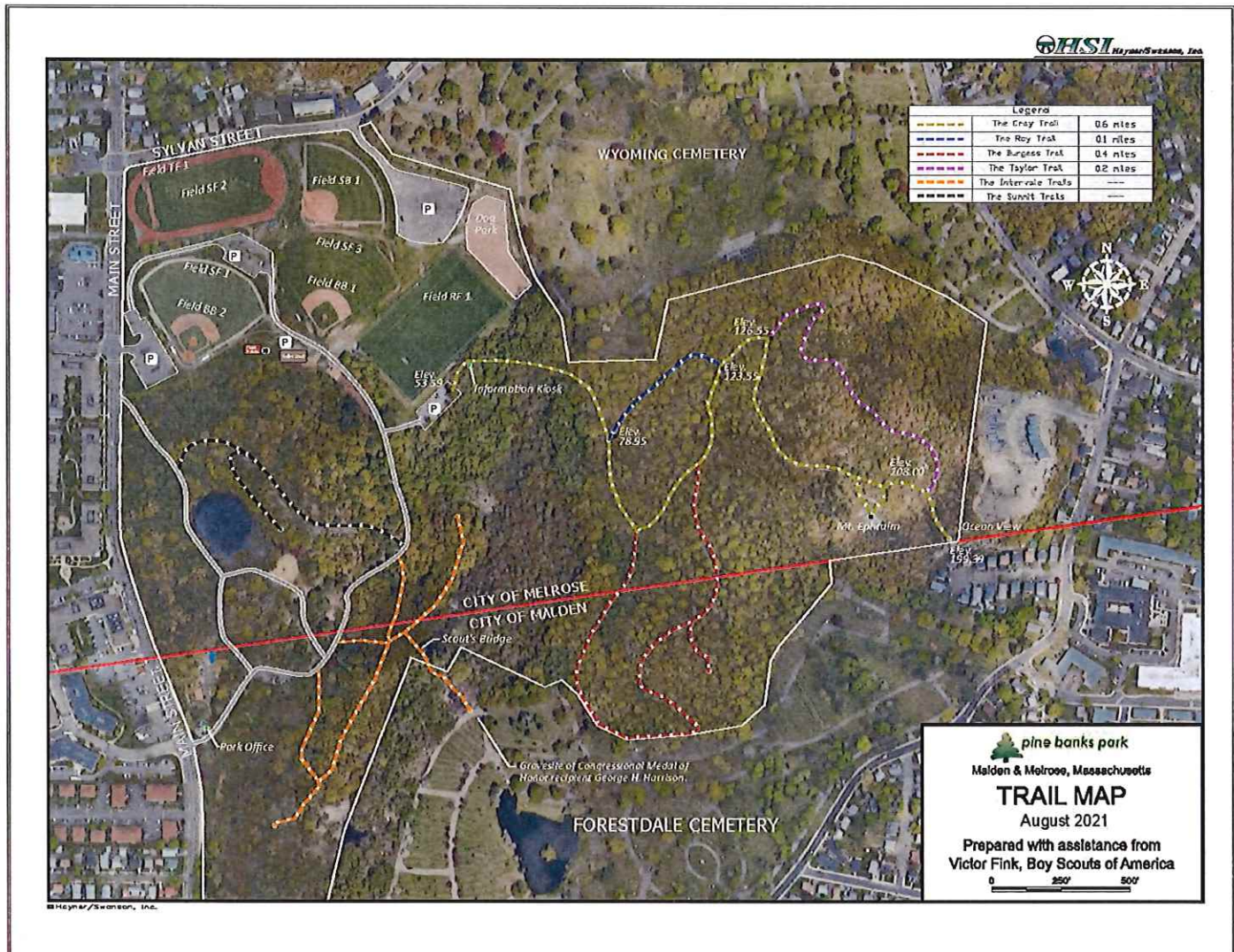
A sample of groups which hold their "Special Events" at the Park during the season. They included:

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



Mystics Youth Rugby Camp

Pine Banks Park – Satellite Photo.



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

In the Spring of 2023 we have improved the trail running along the wall which is the common boundary with Forestdale Cemetery, and opened the intersection of trails and roadways joining the two facilities. This will allow Cross Country running on trails within the park, and walkers between the facilities to utilize both easily.

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

Pine Banks Park - Trustees' Notes 2023

Contributions.

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

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

The Converse Family Reunion.

The weekend of June 24 – 26 2022 was the Converse Family Reunion, commemorating the birth of Elisha J. Converse, first mayor of Malden in 1820. Mayor Converse was highlighted in our prior report for 2020, and the originally scheduled celebration was postponed due to Covid19. Events of the weekend involved the Converse Shoe Company in Boston, as well as the Converse Memorial Library designed by architect H. H. Richardson, and Fellsmere Park, designed by Frederick Law Olmsted, in Malden.

The occasion marked the dedication of the Converse Field House at Pine Banks Park, the facility completed barely a week before the event.

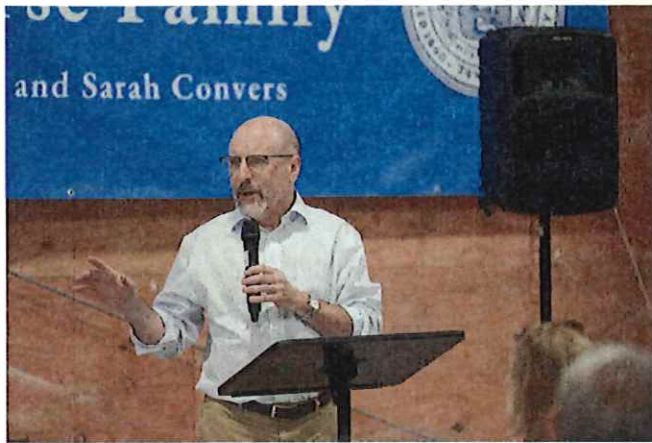


The celebration of Mayor Converse's life was held on a perfect Summer day, with a cook out provided by Woodman's of Essex, and musical accompaniment by a jazz pianist.



The celebration also provided the communities of Malden and Melrose to express their gratitude to the family of Elisha Converse for his foresight in bestowing the many public improvements, such as Pine Banks Park.





Mayors Brodeur & Christenson addressing the family.

All costs associated with the event were defrayed by contributions from the Converse family, the Adelaide Breed Bayrd Foundation, and the Piccolo Family Charitable Foundation.

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

Pine Banks Park organizes its funding into three parts:

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

The Park 'Leases' its employees from the City of Melrose. All compensation and benefits are administered through the Human Resources Department of the City of Melrose, and the entire scope of the costs are shown on the Park Budget. The City of Malden advances to the City of Melrose one half of the amounts required quarterly. We include all costs related to benefits and retirement to be sure that the amounts are shared equally. The process was put into place in November 2012, and has been working extremely well, with thanks to the Human Resources Department of Malden and Melrose. Detail information is shown on the Compensation & Benefits Summary. The City of Melrose took a census of employees across the city in order to standardize comparative positions, and in the case of Pine Banks Park this resulted in a 7.60% increase as shown on line 39.

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

These expenditures are made through a segregated central operating account at the Park, funded by monthly disbursements from each city. This has allowed a more accurate and timely control over expenses, which previously were made by each city on a per-expenditure basis. It also provides a more accurate basis for budgeting. The process has indicated areas to focus for more effective application of resources. These figures show an increase of \$35,070.70 due to increased overhead in the operation of the new building, including heat, burglar alarm & internet totaled on line 69. The figures in the red box represent funds advanced from each city during the year.

Part III Income - Equipment and Capital Purchases Lines 43 - 57.

Capital expenses and acquisitions are shown on lines 43 - 57. These items are allocated and billed to each

city as they are incurred during the year. Line 45 is the continuing amortization payment for the field improvements, and line 46 is for the supplemental funding of the Field Utility Building. Line 50 is for dugout covers for the softball fields, and bench covers in the dog park. Line 51 is for a new Pickleball Court, and Line 53 is for a pickup truck and snow plow to replace the one bought in 2008. The total of new initiatives is \$106,229.30.

Conclusion.

The Summary of expenditures is on lines 58 through 72. The Statutory Mandate is shown on line 73, and due to growth in assessed values has grown \$44,496.58 this year to \$895,858.50. The proposed budget is \$1,144,667.46 and exceeds the mandate by \$248,808.95, attributable largely to capital improvements.

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

Respectfully submitted,

C. Henry Kezer, President & Chairman.

prepared for the May 9, 2023 School Committee Meeting

DATE: May 5, 2023

TO: Melrose School Committee

Cc: Patrick Dello Russo, *Melrose Chief Finance Officer*

FROM: Dr. Julie R. Kukenberger, *Superintendent of School*, and Kenneth Kelley, *Director of Finance and Administrative Affairs*

RE: FY24 MPS Final Budget Proposal

Background Overview

Throughout the past several weeks the MPS Administrative Team has been working closely with the Superintendent and Director of Finance and Administrative Affairs to refine our initial FY24 budget proposals to generate our Final Proposal for the School Committees consideration. The [\\$47,620,379 FY24 MPS Final Operating Budget Proposal](#) maintains level services and adds required and mandated personnel to meet current and projected student service levels. This final proposal includes [\\$12,070,471 \(after assessments\) in Chapter 70](#), [\\$5,845,000 in offsets](#) and Title 1, METCO, and IDEA grants, and **respectfully requests \$29,704,908 from the City** to fulfill our local contribution. The table below summarizes the FY24 MPS Final Budget Figures compared to the original approved FY23 budget, the FY23 rebuild budget, and the FY24 Level Services budget which maintains current levels of services and staffing and includes contractual obligations and anticipated increases in known expenses. The last two columns show the original FY24 Level Service and Required Services Proposal and the FY24 MPS Final Proposal which maintains level services and fills all required or mandated personnel and service needs.

	FY23	FY23	FY24 Level Services	FY24 Option-A	FY24 Final Proposal
	Original Approved	Rebuild	Maintenance – Nothing New	Proposed Level + Required	Level + Required Refined
Operating Expenses	\$ 38,993,740	\$ 41,841,409	\$ 48,473,248	\$ 49,203,848	\$ 47,620,379
Chpt. 70 (after assessments)	\$ 9,680,222	\$ 9,680,222	\$ 12,260,358	\$ 12,260,358	\$ 12,070,471
Offsets and Grants	\$ 4,418,407	\$ 3,829,750	\$ 6,660,880	\$ 6,660,880	\$ 5,845,000
City Appropriation	\$ 25,831,437	\$ 28,331,437	\$ 29,552,010	\$ 30,282,610	\$ 29,704,908

The FY24 Final Budget Proposal Allows Us To:

- **MAINTAIN** current service levels and student supports
- **RESPOND** to rising out-of-district tuition rate increases (6%-14%) and significant transportation cost increases
- **INCLUDE** the following to support mandated and contractual requirements:
 - **1.4 FTE English Language (EL) Teachers** (1.0 @Lincoln, 0.4 FTE MVMMS/MHS) to meet the increasing enrollment of qualifying EL service needs as found in our SY23 DESE Tiered Focused Monitoring (TFM) review
 - **0.4 FTE Special Education Coordinator (SEC)** @Lincoln and District-wide - currently, 0.6 FTE SEC has been unfillable all year due to the part-time status
 - **1.0 FTE MVMMS Guidance Counselor** - current and projected caseloads exceed contractually agreed caseloads of 250-300 students
 - **1.0 FTE MHS Athletic Trainer (AT)** - currently a stipend-only position; increase in MIAA rules and regulations requiring AT at more competitions, increased demands in concussion protocols, proactive athlete support, etc.
 - **1.0 FTE Human Resources (HR) Manager** - to provide benefit and employment support for 600+ employees
 - **2.0 FTE MVMMS Certified Educators** - to respond to rising class sizes (rising grade 6 = 323, grade 7 = 309, grade 8 = 287) and known and projected middle school student needs
 - **1.0 FTE Daily Student Support** per school - part-time substitutes (2 or 3 days) that provide coverage due to classroom teacher absences
 - **Cheer** - currently, 100% boosted funded; need to replace safety equipment such as mats
 - **Unified Basketball** - currently funded through donations
 - **1.0 FTE Special Education Teacher @Lincoln** - to respond to and address increasing special education caseloads and student needs
 - **Franklin Program Costs and Tuition Revenue** equaling \$1.3mil is now reflected in the Franklin School budget

Clear, transparent communication is an essential part of the budget development process. To provide clear and effective communication regarding the MPS FY24 MPS Budget Proposals, we have created the following documents. Each of the attached documents illustrates our initial proposals.

- ❑ [FY24 Budget Book](#): This budget book contains detailed information and narratives from each member of the administrative team relative to their building or program.
- ❑ [FY24 Line Item Detail](#): This general ledger provides line-by-line detail from FY21 to the current FY24 Budget Proposal.
- ❑ Presentations to the School Committee:
 - [ECC Tuition Recommendations](#)
 - [Education Stations Tuition Recommendations](#)
 - [FY24 MPS Budget Proposal Overview](#)
 - [FY24 Elementary Proposals](#)
 - [FY24 Secondary Proposals](#)

- [FY24 Pupil and Personnel Services](#)
- [FY24 Teaching and Learning](#)

The table below includes a list of items that the City may be considering for one-time pre-purchases that will reduce the FY24 MPS Operating Budget by \$869,495. These items are current components of SY23-24 MPS programming. The remaining revenue gap would need to be funded through a supplemental funding plan as has historically occurred in Melrose.

Item	\$ Value	
Secondary total		\$229,600
MHS Athletics Transportation	\$155,000	
MHS Graduation Costs	\$25,000	
MHS AP Exam fees	\$17,800	
MHS Naviance Subscription	\$4,800	
MVMMS Locker Request	\$7,000	
MVMMS Chorus Risers	\$20,000	
Curriculum Support total		\$535,895
Professional Development	\$93,645	
Curriculum Products & Subscriptions	\$235,750	
Instructional Technology	\$190,000	
Memberships and Dues	\$16,500	
System-Wide total		\$104,000
Translation Services	\$5,000	
New Website	\$40,000	
Aspen+coverage workflow	\$59,000	
Possible Request:		\$869,495

We are so grateful to have such a creative and innovative administrative team who has been flexible and responsive while keeping our students' needs and interests at the core of every conversation and decision. We are very thankful for a Mayor, Chief Financial Officer, and other city partners who remain committed to a collaborative budget process ensuring the most fiscally responsible and sustainable school budget for the City and MPS.



CITY OF MELROSE

PARKS DEPARTMENT

100 Slayton Road
Melrose, MA 02176

Joan Bell
Superintendent of Mount Hood G.C.
& Public Open Spaces
jbelle@cityofmelrose.org
(781) 979-4168

- 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.)?**

FY23 has been a year of changes for Mt. Hood Memorial Park and Golf Course. Most noteworthy is a new management contract and a new company overseeing the property; Sagamore Golf Inc. We look forward to building a long-term relationship with them. The Park Commission has seen changes in FY23. Two new Park Commissioners were appointed by the Mayor. On the Parks side, ARPA money made it possible for many park projects to be done. Multiple projects going on in tandem, meant for a very busy year.

- 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 Superintendent of Mt. Hood and Open Spaces and the Executive Administrator to the Park Commission are funded as follows:

The Superintendent is 50% out of Mt. Hood Enterprise Fund and 50% out the Park Department (DPW)

The Executive Admin position is 80% out of Mt. Hood Enterprise Fund and 20% out of the Park Department (DPW).

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

Mt. Hood's Professional Services line item went up due to the golf course having a great fall and spring season which in turn yielded, contractually, more revenue for both the Management company and the City.

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

The Park Department is anticipating much growth in terms of their relationships with Sagamore Golf Inc. and with new Park Commissioners.

Sincerely,

Attachment: Mt Hood FY24 Budget Memo (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: City Council

From: Neal Ellis

Date: 06/05/2023

Subject: FY24 City Council Budget Memo

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.)?

- 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
- Munis ERP Software upgrade to web-based version (in-house web server)
- Recreation software selection, 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 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 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
- New Design Document for Audio/Visual (Procedure)

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

IT Salaries come from two different budgets. The following positions are paid out of the city budget:

- Assistant IT Director
- IT Systems Analyst
- IT Project Manager
- Financial Systems Analyst

The following salaries are paid from the school budget:

- School Systems Administrator
- School Elementary Desktop Technician
- School MVMMS/HS/Franklin Desktop Technician
- School SIS Data Coordinator

The following salary is paid 40% by school and 60% by City budgets:

- IT Director/Chief Information Officer

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

For FY24, I have level-funded all the accounts in the IT budget in ORGs 011552, 019302, 019313 & 01931773 except for the Munis line 011552-525301 and the software line.

- The Munis software line will be increasing by 6.6%. The annual increase of Munis has typically been 5% but given the rise in inflation I raised it to 6.0%. The total for the Munis line is now \$137,012.43 for FY24.
- The software line will need to increase due to the addition of Azure Active Directory licenses to add cybersecurity features.
- The upgrade to an online antivirus/endpoint protection software will allow us to eliminate on-premises servers and control devices when they are not on the city network.
- Addition of Mobile Device Management software to secure phones and tablets.
- The costs associated with these software additions total \$31,467.00.

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

I do not anticipate any changes in my department for FY24. I proposed hiring an additional staff person at the city and an additional technician for MPS. Funding was not available for these positions.

I do anticipate not retaining staff at the schools given the low wage-rate of several positions.

5. Finally, *if* you have a Revolving Fund, please touch upon any significant utilization if relevant to your department's operations.

I do not utilize any revolving funds.



ANTHONY CHUI
Director

CITY OF MELROSE

HEALTH & HUMAN SERVICES DEPARTMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781)-979-4130
Fax - (781) 662-2182

MEMORANDUM

To: The Honorable Melrose City Council
From: Anthony Chui
Re: FY 2024 Health and Human Services Department Budget
Date: June 05, 2023

As the City Council prepares for the review of the Fiscal Year 2024 Department Budgets, I will provide information that serves as context for the proposed budget of the Health and Human Services Department.

The Melrose Health and Human Services Department underwent several staffing changes during FY 2023. In January 2023, the Town of Stoneham joined the existing regional partnership between the City of Melrose and Town of Wakefield, forming a three-municipality regional health department. We have experienced turnover in existing positions including administrative assistants and health inspectors. We have completed one year of the positions added during FY 2022, including the Social Services Coordinator and the Prevention and Wellness Coordinator.

Despite the changes, we have been able to fulfill our mission; to provide the residents of the City of Melrose services through our evidence-based food and health inspectional program, substance use prevention initiatives, community wellness offerings, public health nursing, and social services resource connections. Our strong partnership with the Melrose School District has yielded positive collaboration and programming to help the youth and families in our community. We have observed the effects of the pandemic manifest in several fields including mental health and substance use challenges. Our response has centered around increasing access to programming that provides the tools for the community to identify those in need and how to best support them.

The overall change in the Health and Human Services Budget for FY 2023 is a difference of +10.1%. The change is due in most part to an increase in the Salary and Wages line of 18.5%. The increase in the Salary and Wages line is due to the total allocation of salaries for the three regional employee salaries. The total allocation of salaries for the Director, Senior Environmental Health Specialist, and Senior Public Health Nurse is approximately \$365,000. Due to our regional agreement, the City of Melrose pays for 40% (~\$146,000). The allocation is for the full amount of all three salaries, and the percentage paid by both Wakefield and Stoneham (~\$219,000) is reimbursed and returned as revenue.

Other proposed changes in the Health and Human Services budget include an increase in the Interface line (31.3%) and the Seminars and Schooling line of \$209 (+57.9%). The Seminars and Schooling line increases reflect both the increased number of staff members that will need continuing education, license maintenance, and certifications to stay up to date on best practices. The Interface line increase reflects the usage rate of the behavioral health referral line.

Our department utilizes a revolving fund to purchase and administer flu and COVID-19 vaccines each year. The fund covers the cost of purchasing vaccines, supplies, and space rentals as needed. We are reimbursed by insurance each year.

Stacey A. Minchello
Executive Director



781 665-4304
sminchello@cityofmelrose.org

June 5, 2023

Noteworthy changes or events that took place during FY23 Council on Aging:

The Milano Center has been open for 14 months and participation has tripled compared to pre-pandemic statistics.

The outdoor pavilion is actively being used and soon to be shared with the community during off hours. The next phase is installation of the electricity and setting of the furnishings.

The Council on Aging is hosting an upcoming community wide needs assessment. This project will be hosted by the team at the University of Massachusetts Boston Center for Social & Demographic Research on Aging Gerontology Institute. Final results will be available January 2024.

The COA is experiencing a shortage of drivers to meet the needs of ride requests and social trips. The COA budget request includes a request to increase the driver's hourly salary to \$18 per hour. The total budget impact for this request is forecasted at \$6,757. Filling the driver positions will also allow us to expand our operations and accommodate proposed shuttles to community food events battling food insecurities.

As of FY24 the part time social worker's salary is now 100% within the city budget salaries and wages. This increases the salary and wages line approximately \$16,000.

All salaries except part time Milano Center Assistants (38 hours) and 5 hours of COA Administrative Assistant come from the city salaries and wages budget. These hours are paid through the State Formula Grant (\$42,500).

The 100% increase in the supply line is to accommodate the cost of the paper supplies used in the Milano Center to align with the "no polystyrene" regulations.

The COA Revolving Fund is utilized to receive donations and service fees. Most service fees are for the costs of classes, ticketed events, and ride service fees. Important to note as new, any ride from Melrose to and from the Milano Center is free. The COA understands the importance of this service in connecting our older adults to an active vibrant and resourceful center. Additionally, no older adult is refused a ride based on the inability to pay.

Attachment: COA Budget Memo FY24 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)

Sincerely,

Stacey A. Minchello

Attachment: COA Budget Memo FY24 (APPRO-2023-28 : Fiscal 2024 Operating Budget in the amount of \$101,173,341.00)



City of Melrose

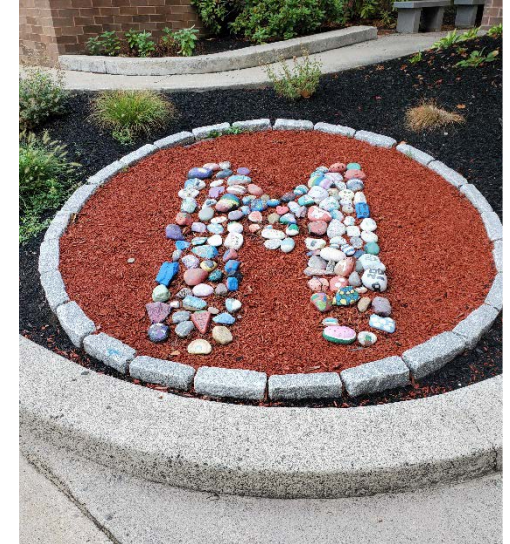
DEPARTMENT OF PUBLIC WORKS

FY24 BUDGET

Who is DPW?



- 68 Full-time Employees
- Four Main Divisions:
 - Administration
 - Engineering/Water & Sewer Billing
 - Facilities
 - Operations



Who is DPW?



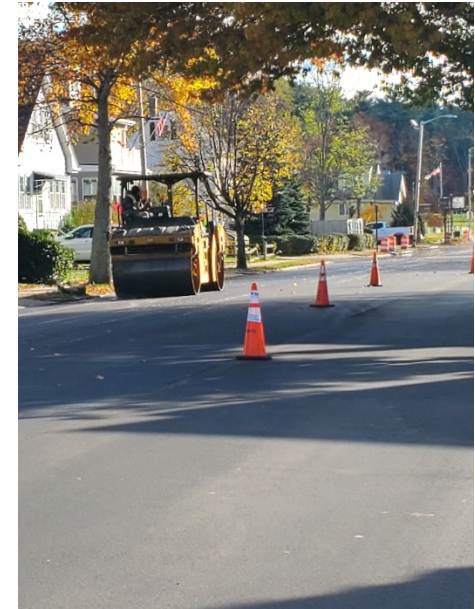
- Administration:
 - Public Relations
 - Accounts Payable/Receivable
 - Payroll
 - Environmental/Outreach Coordinator
 - Rentals Coordinator



Who is DPW?



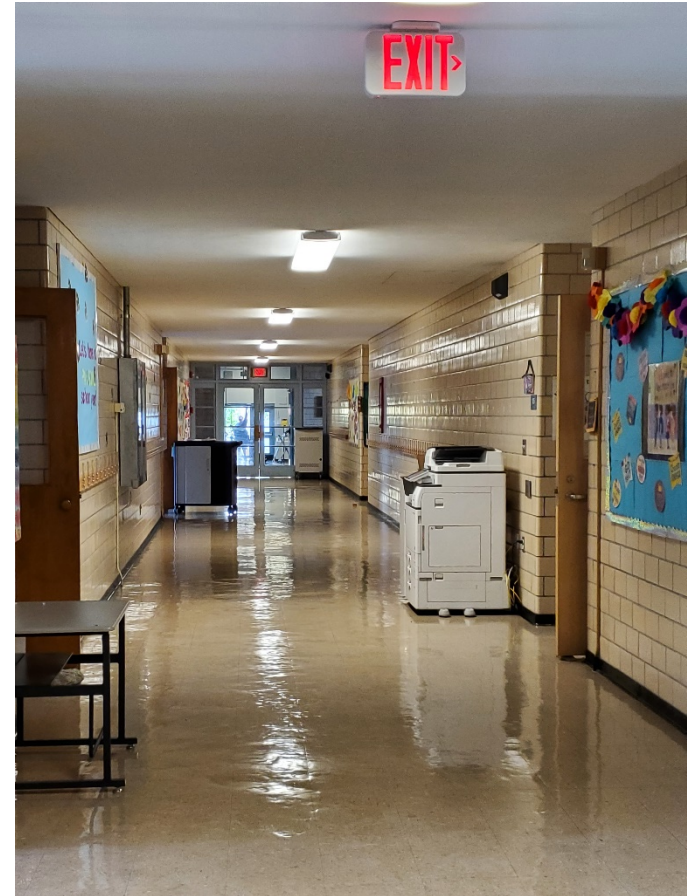
- Engineering/Water & Sewer Billing:
 - Capital Projects – Planning, Design, and Construction
 - Permits and Inspections
 - Development Reviews
 - Records and Plans
 - Geographic Information Systems
 - Water and Sewer Billing



Who is DPW?



- Facilities:
 - Custodial Services – Schools and Municipal Buildings
 - Building Maintenance
 - Building Capital Projects
 - Building Security



Who is DPW?

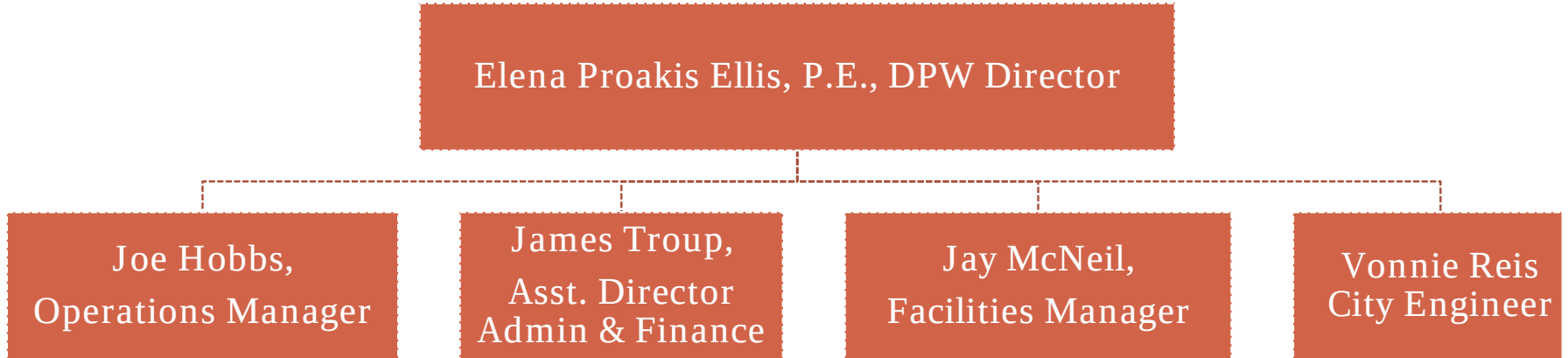


- Operations:

- Highway
- Snow and Ice
- Sanitation
- Parks and Forestry
- Fleet
- Cemetery
- Water and Sewer (Enterprise Funded)



DPW Organization



New Employees Hired



- Environmental/Outreach Coordinator, **Alison Beucler**
- Mechanic/Welder, **Paul Federico**
- Tradesperson, **Cameron Marks**
- Laborers, **Tyrell Liles, Adam Kleis,**
Eric Pimentel, Nick Koytikh
- Junior Mechanic, **Joseph Federico**
- Cemetery Administrator, **Denise Slane**



Retirements – Thank You!



- **Dennis Cashman**
- **Al Guerra**
- **Paul Gould**
- **Angela Pisacreta**



Thank You for your Service to Melrose



Peter Salayko

- Full time Melrose DPW employee starting in 1983
- Retired in 2010
- Worked part time cleaning downtown Melrose since his retirement



1949-2022

Some Operational Accomplishments in FY23



Through early-May:

- 2,558 work orders resolved
- 712 potholes filled
- 197 City trees planted
- Handled storms totaling 20.9” of snow
- 1,254 purchase orders processed



Some Operational Accomplishments in FY23



- Collected 5,377 tons of trash (Republic)
- Collected 2,336 tons of recycling (Republic)
- Collected yard waste curbside (City forces)
- Recycled 510 mattresses
- Accepted yard waste, recycling, and special collections at the City Yard



Some Operational Accomplishments in FY23



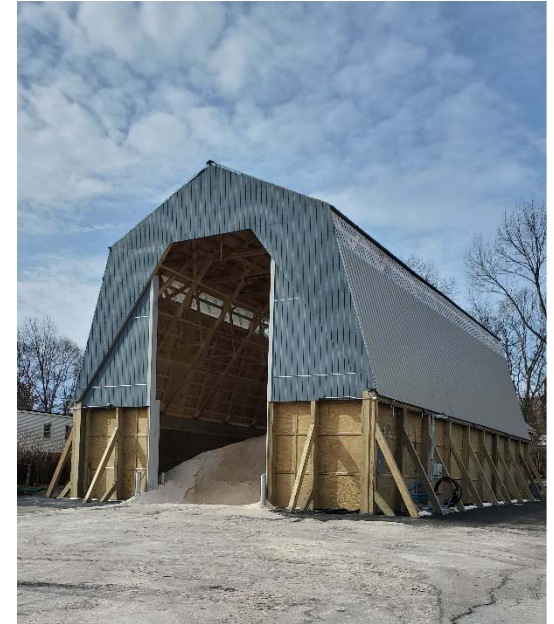
- Fleet Division maintained 140 vehicles and pieces of equipment
- Green Team maintained 81 locations (parks, fields, open spaces)
- Wyoming Cemetery: 78 burials and 67 cremations to date
- Hosted ~1,200 students at DPW Day
- Assisted with City events



Some Capital Accomplishments in FY23



- Paving: Ashland (Franklin to Melrose), Brazil, Felton Pl., Sycamore, Hunnewell, Burnett, Carlida
- Water Main Replacements: Frost Ave., Appleton Street, Irving Street, Elliot Street
- Sewer manhole lining
- DPW salt shed construction
- Fire Engine 2 addition for backup ladder truck storage
- City Hall basement ceiling completed in-house
- Central Terrace alley project completed and 4 parklets deployed
- Milano HVAC upgrade and patio awning
- Foss Park pickleball, Volunteer Park inclusive playground, Lebanon Field drainage
- Amazing Grace basketball court
- Laurel Street cross-country drainage pipe replacement
- South Main Street bike lane striping and signage
- NGRID gas replacement oversight



Ongoing Capital Projects



Project	Funding Source	Status
City Hall/Memorial Hall Generators	Free Cash	Construction
Memorial Hall Envelope Project	Bond/ARPA	Construction
Sewer Pump Station Generators	Sewer Free Cash	Construction
School Door Replacements	Free Cash	Construction
MHS Elevator Rehabilitation	ARPA/Earmark	Construction
Hoover/Horace Mann Roofs	Bonds/Free Cash	Construction
Franklin ECC Window Replacement	ARPA/Free Cash	Construction
School Asbestos Abatement	ARPA	Construction
Sewer and Drain Spot Repairs	Operating Funds/Ch. 90	Construction
Water Mains (Trenton, Nowell, Henry, Reading Hill)	MWRA Water Loan	Construction
Emerson/Vinton Intersection	Shared Streets Grant	Construction
Cemetery Digitization	Free Cash	Implementation

Ongoing Capital Projects (cont.)



Project	Funding Source	Status
Time Clock Replacement	Operating Funds	Implementation
Lead Water Service Inventory/Removal	SRF Grant/Loan	Implementation/Design
Stormwater Infiltration Trenches	CZM Grant	Bidding
Fred Green Carpet Replacement	Free Cash	Bidding
Sewer Pipe Lining	MWRA Grant/Loan	Design
Ell Pond Drain Relocation	MassWorks Grant	Design
Lebanon/Sylvan Drainage	Free Cash/App. For Grants	Design
Traffic Calming Toolkit/Pilots	ARPA	Design
Lebanon St. TIP (Lynde to Malden)	WRAP Funds/Federal TIP	Design
School HVAC Study	ARPA	Negotiating Design
MHS Bathroom Renovations	ARPA	Selecting Designer
Ell Pond Park 25% Design	TBD	Awaiting Funding

Vehicle Replacements



- Cemetery lowering device
- Roll-off truck
- Cemetery dump truck
- Water and Sewer Division Foreman Utility
- Highway Division Trailer
- Bobcat



FY24 DPW, Water, and Sewer Operating Budgets



- DPW General Fund Request:
\$10,413,321 (1.5%)
- Water Enterprise Fund Request:
\$6,328,916 (3.4%)
- Sewer Enterprise Fund Request:
\$8,712,803 (-0.9%)

FY24 Budget Highlights - Salaries



- Majority of salary increases are contractual (Laborers Union and Clerical Union)
- Both contracts successfully negotiated for FY23 to FY25
- Last year of our trash and recycling hauling and disposal contract – FY25 will see major impacts of a new contract

Salary Breakdown by Account



- Some employees have portions of their salaries split between DPW general funds and the Water and Sewer Enterprise funds
- DPW includes portions of salaries for four full-time employees shared with other departments
- See handout for breakdown of salaries by account

Employees by Operating Budget



Division	# of Full-time Employees
Administration/Engineering	3 fully funded; 12 partially funded; 2 part-time
Facilities	14 custodians, 5 tradespeople
Highway	4 employees
Snow Removal	0 employees (all overtime)
Sanitation	2 employees
Parks & Forestry	9 employees
Fleet	3 employees
Cemetery	3 employees
Water	9 fully funded; 15 partially funded
Sewer	3 fully funded; 15 partially funded
TOTAL	56 fully funded in one DPW division 14 spread between DPW divisions 4 shared with other departments

FY24 Budget Changes from FY23



- Budget level-funded in all non-salary line items except:
 - School Equipment Maintenance - \$27,500
 - Recycling Processing - \$28,560
 - MWRA Water Assessment - \$19,170

General Fund Free Cash Requests



Request	Description	Request
Tree Planting	- Plant ~120 new trees - Requests date back to ~ January 2022	\$67,650
Traffic Safety/ Calming	- Flashing crosswalk pushbutton signals - Solar speed feedback signs - Intersection improvements - Traffic calming toolkit advancement	\$50,000
Cemetery Equipment/ Projects	- Turf sweeper - Landscaping	\$66,500
Accessibility Upgrades	Cost effective and impactful items from the accessibility study of municipal buildings and properties	\$75,000
Snow & Ice	Funds overages in FY23 snow and ice costs	\$90,959.26

Water and Sewer Rates



- Water and Sewer rates proposed to go up by a combined 3.7% for the average Melrose household
- \$10,179 proposed transfer to Water Reserve Fund – reaches 9.6% of 10% reserve goal
- \$7,835 proposed transfer to Sewer Reserve Fund – meets 10% reserve goal
- Rates as proposed meet all revenue obligations with no transfers from retained earnings
- See memo for new rates and base fees

Questions





CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council

From: Kathryn Armata

Date: June 8, 2023

Re: **FY24 - Treasurer Collector budgets**

This memo provides a summary of the proposed FY24 budgets for the following categories:

145- Treasurer/Collector	711 – Municipal Debt
296 – Parking	751 – Municipal Interest
916 – Medicare City Portion	752 – Projected Debt and Temporary Interest

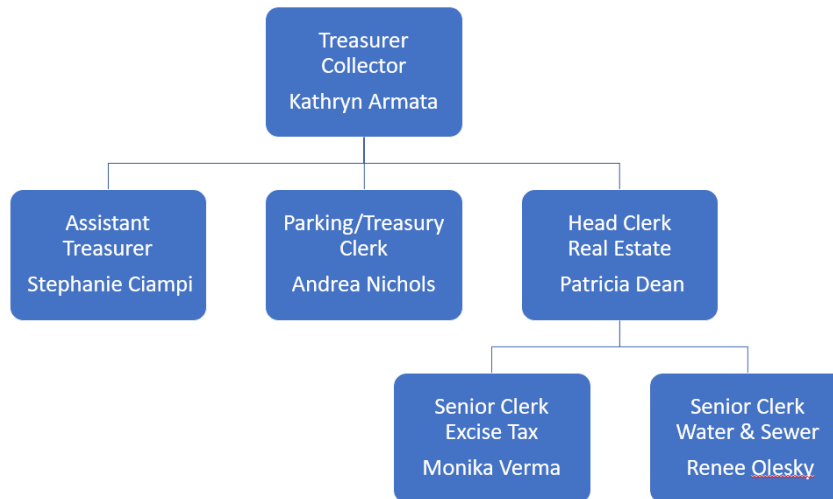
Each budget commentary will address the following questions put forward by the City Council, when applicable:

- 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.)
- Do all your department's salaries come from the same budget, if not, please identify the split among multiple budgets?
- Are there any significant changes to your FY24 budget compared to last year? Please explain.
- Any events or changes you anticipate in your department for FY24?
- If you have a Revolving Fund, please touch upon any significant utilization if relevant to your department's operations.

145 – Treasurer Collector

The Treasurer Collector department has six team members. Each of the Collectors is the subject matter expert of their assigned desk and is also trained to act as a generalist on the other two desks for purposes of customer service inquiries. The Parking/Treasury Clerk is also trained as a generalist on the Collector's desks for customer inquiries and covers the collections window or returns phone

calls when needed. She is also training to become a backup on payroll processing and processes deductions changes, payroll verifications and other requests. The Assistant Treasurer is responsible for the accounting of all monies received by the City, processing payrolls and funding all expenses. The Treasurer Collector performs daily cash management duties in the absence of the Assistant Treasurer and can backup payroll processing.



The majority of the team's salaries are paid from the Treasurer Collector budget. The Parking/Treasury Clerk salary is paid 23.5 hours per week from the Treasurer Collector budget and 6.5 hours per week from the Parking budget. The Collectors and Treasury/Parking Clerk are Union positions. The Treasurer and Assistant Treasurer are non-Union positions.

There is no intent to add to the team in FY24. We are fully staffed and will focus on enhancing our processes and cross-training during the year.

The Treasurer Collector department budget is \$512,335 or 4.7% higher than FY23. The major drivers of the increase include:

- Salaries – The salary increase is due to contractual step ups/COLA increases on a fully staffed team and an increase of the Collectors team hours from 30 per week to 35 per week for half the year. The additional hours will enable focused concentration on issues for more efficient resolution, manual processing and full cross training.
- Contractual
 - o Printing and Professional Services – The large positive and negative variances basically cancel each other out due to recategorizing the costs for City Hall Systems. For the FY24 budget and in the future, Printing includes newspaper ads and the W-2 forms. City Hall Systems will fall under Professional Services. A decrease to the Professional Services line is for our outside audit services. Upon full implementation of the Munis

cash management module, the CLA time needed for the monthly review of account reconciliations has been reduced by over 50%.

- Postage – Up 10% or \$5,000. The budget includes two elections, an increase in postage rates and higher mailing volume of the City Clerk’s office. Some savings will occur through the distribution of certain employee notifications via internal mail.
- Bank Fees - During FY23, our banking partner agreed to waive lockbox fees resulting in zero cost even in very low interest rate environments. Additionally, interest rates have increased over the period.

During FY23, the Treasurer Collector team addressed all our goals. Our accomplishments include:

- Full implementation and training on the Munis cash management module
- Addressed aged Personal Property accounts receivable by partnering with FH Cann.
- Fully utilized the services of D’Ambrosio LLP to address Tax Title accounts resulting in more efficient resolution and guidance in resolving longer-term issues
- Researched lockbox providers and held discussions with current provider to enhance processing capabilities; gained access to additional on-line bank system at no cost to improve process flow
- Enhanced Excise tax processing utilizing internal tools to more efficiently process large volume lockbox batches

Our goals for FY24 include full cross training on Collector processing procedures, addressing aged Excise Tax accounts account receivables, and collaborating with the Auditors department to implement electronic payments to larger vendors.

296 - Parking

The FY24 Parking budget is down 8.7% from FY23. The decrease is primarily driven by a reduction in processing fees due to both a change in vendor in late FY22 and a continued post-Covid reduction in volume driven fees at the train station parking lots.

The budget includes 6.5 hours per week of the Treasury/Parking Clerk’s salary and a stipend of \$25.00 per week for the three Collection Clerks for addressing parking issues at the collections window. The budget also includes the printing of parking stickers, lease of parking space at Grove & Myrtle Streets and the cost of professional services needed to support the operation. Printing of police traffic tickets also falls within the budget and a re-order will add approximately \$5,000 to the budget in FY24.

Professional services are provided by Kelley & Ryan. The services provided include entering ticket data into their proprietary system and maintaining the system, mailing notifications regarding fees and marking outstanding tickets at the registry of motor vehicles. The fees are driven by the number of parking tickets processed. Printing costs include parking tickets and parking stickers.

During FY23, the Parking Clerk conducted an analysis of overnight parking rates and parking rates at commuter rail lots in the metro-Boston area and west of Boston to compare to rates charged in

Melrose. The analysis and recommendations were presented to the Traffic Commission resulting in all but one recommendation voted as approved for implementation. As a result, the City adopted an increased but tiered rate pricing schedule for overnight parking permits and increased the rate at the commuter lots to \$5/hr until noon. Parking remains at no charge at the commuter rail lots after 12:00 p.m.

916 - Medicare City Portion

The City portion of Medicare expenses for FY24 is budgeted at \$920,000 which is an increase of 4.0% over prior year.

The budget is calculated at the mandated rate of 1.45% of Medicare wages. Medicare wages are defined as:

	Total Wages
Less:	FSA contributions
	Dental premiums
	Life Insurance premiums
	Health Insurance premiums
	Opt-outs of the City Health plan

The model assumes an overall increase in payroll due to contract revisions, budgeted headcount, step increases and COLA. It also assumes a 7.9% increase in health insurance expenses.

711 - Municipal Debt

751 - Municipal Interest

752- Projected Debt & Temporary Interest Payments

The debt issued by the City of Melrose is a contractual obligation taken on at the time the debt is issued. Failure to pay per the terms of the bond documents would result in default of the debt, reputational damage in the market and decline of the City's Standard & Poor's rating of AA+.

The issuance of Municipal Debt is the result of a rigorous process that includes the participation of the Mayor, Auditor/CFO, Treasurer Collector, Department Head in need of the funds, Debt Advisor (HillTop Securities) and Bond Counsel (Hinkley Allen) prior to presentation to and vote by the City Council to approve the issuance ¹.

¹ Each loan order must be passed at two separate meetings of the City Council by a two-thirds vote of all members of the City Council and must be approved by the Mayor after final passage. Pursuant to Section 2-9(c) of the City Charter, the loan order must be posted in full on the City bulletin board and made available in the office of the City Clerk at least 10 days prior to final passage. Prior to final passage of the loan order, the Treasurer Collector is required under Section 56-14 of the City Ordinances to provide each member of the City Council with a projection of the estimated principal

Total debt payments in FY24, including Projected Debt and Temporary Interest, will be \$5,307,714. The breakdown is as follows:

<u>Bonds</u>	<u>Principal (711)</u>	<u>Interest (751)</u>
Exempt	\$1,658,910	\$ 291,715
Non-exempt	<u>\$2,189,500</u>	<u>\$ 921,234</u>
Total	\$3,848,410	\$1,212,949

The Projected Debt & Temporary Interest payments are the amounts due on the maturity and re-issuance of Bond Anticipation Notes (BANS) issued during FY23 that are due in FY24.

	<u>Principal</u>	<u>Interest (752)</u>
Projected Debt & Temp Int	\$ -	\$ 245,815

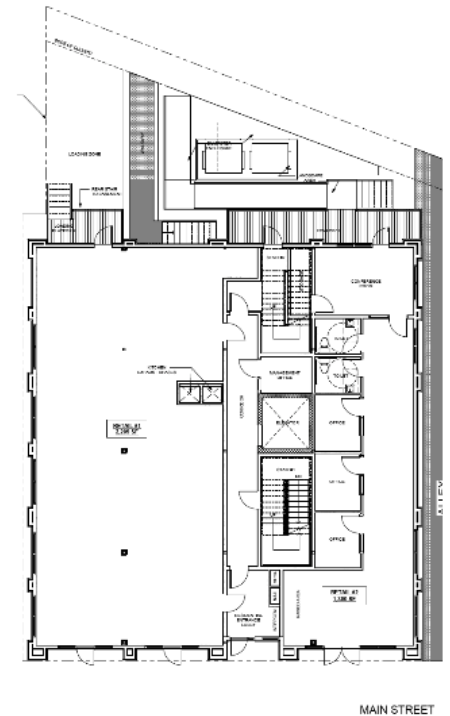
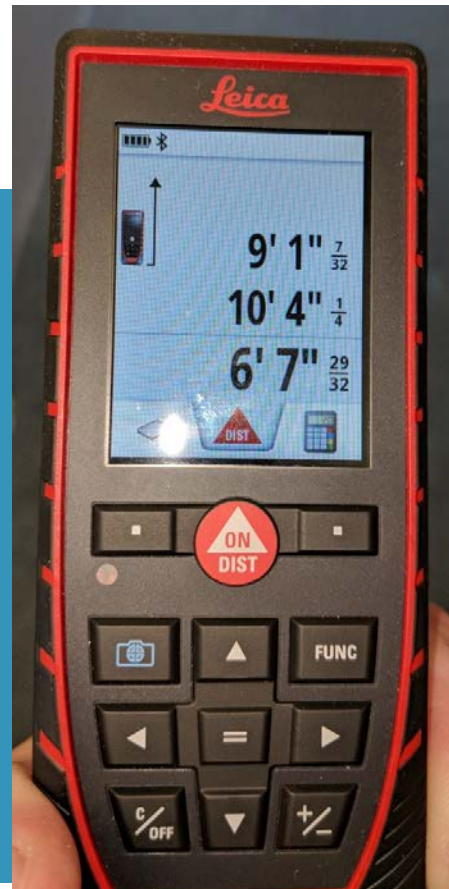
Should you have any questions regarding the budgets in this memo, please direct them to Margot Fleischman at mfleischman@cityofmelrose.org who will coordinate the response to the City Council.

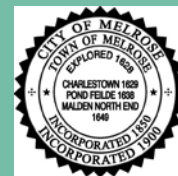
and interest payment schedule on the bonds. Bond Counsel must wait until the expiration of the 21-day referendum period after final passage of the loan order to approve the issuance of the bonds or notes authorized by the loan order, assuming no referendum petition challenging the loan order is filed.



CITY OF MELROSE

ASSESSING DEPARTMENT FISCAL YEAR 2024 BUDGET OVERVIEW





ASSESSING OFFICE TEAM

Sarah MacLellan
Chief Assessor

Tristan Hoare
Assistant Assessor

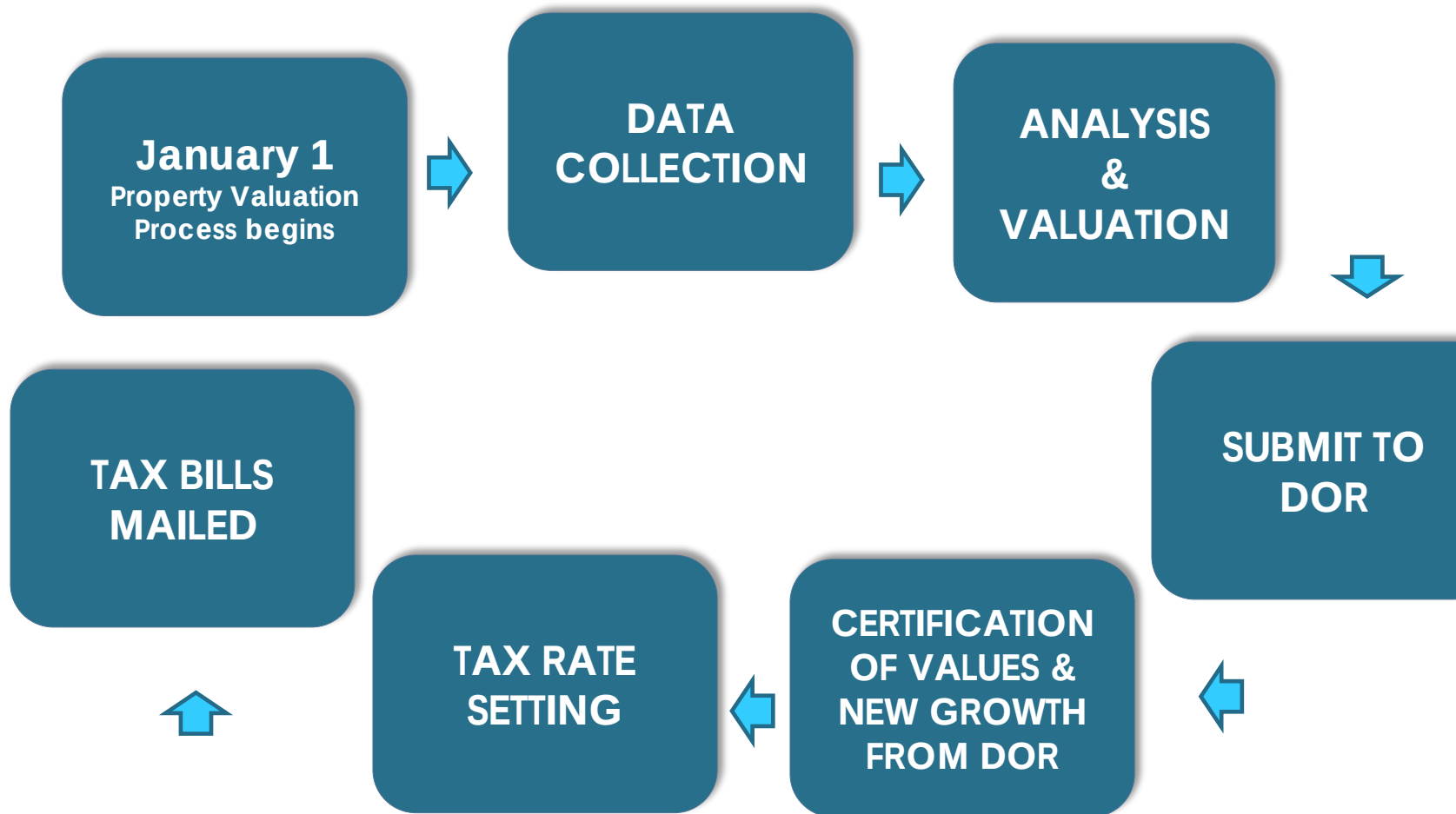
Tina Salerno
Head Clerk

Jane Pitts
GIS Analyst

Board of Assessors
Sarah MacLellan
Cathy Gulino
Lee Phelan



ASSESSING PROCESS





FY 2023 ACTIVITIES / PROJECTS



- Excise Tax Abatements
 - Property Tax Exemptions
 - Deeds
-
- Senior Circuit Breaker Tax Exemption Implementation
 - Development and installation of Interactive Resident Self-Serve Kiosk
 - Aerial Photography Study with Change Detection Software

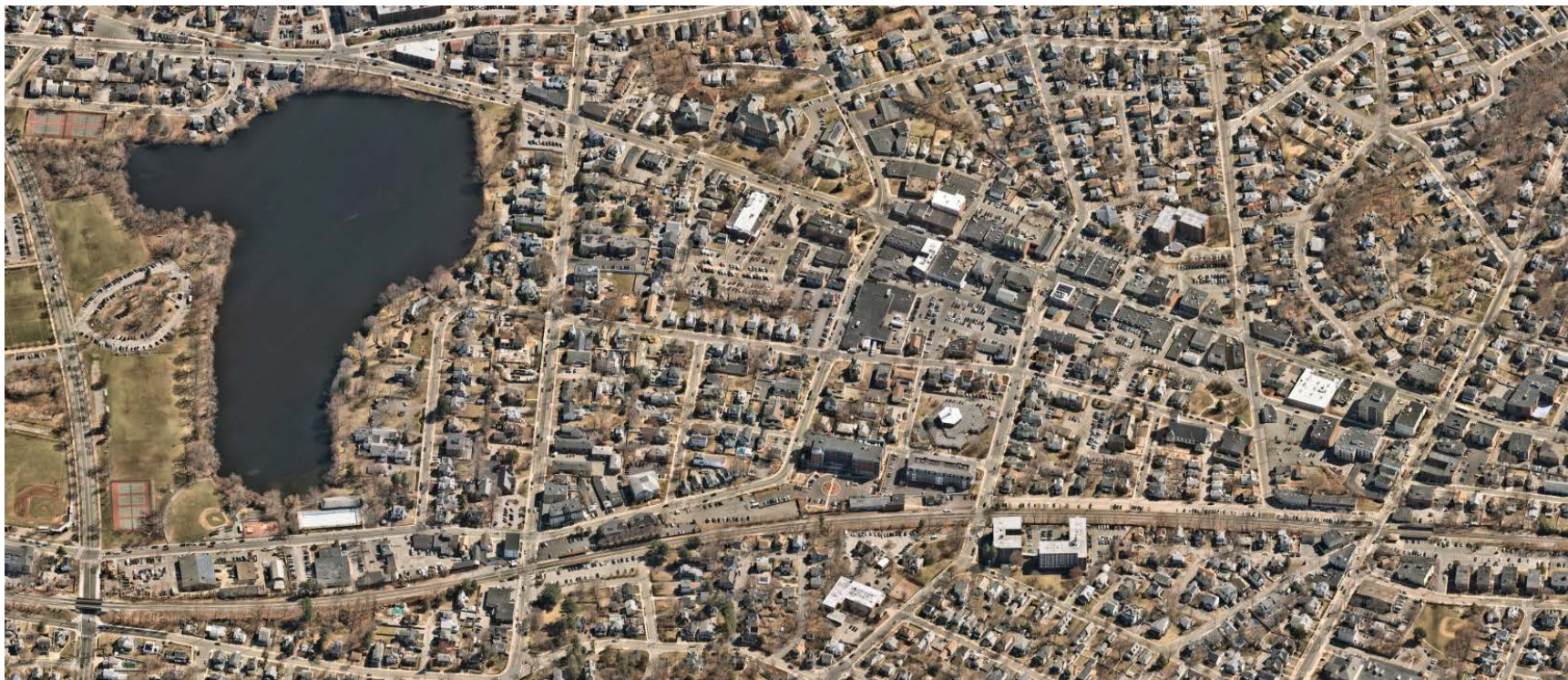


FY2024 ASSESSING DEPT BUDGET SUMMARY

- Most lines level funded for FY 2024
- FY 2024 Budget reflects an overall increase of 2.7%
- Main driver of increase is Salary & Wages line
- 100% reduction in the Furniture & Fixtures line
- Merged Seminars and Education into one line in FY 2024, but the net budgeted amount remains the same



THANK YOU!





CITY OF MELROSE

Auditor's Office

Patrick D. Dello Russo
CFO/City Auditor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4110

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

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

Date: June 8, 2023

Re: Fiscal Year 2024 Auditor Departmental Budget (135)

In line with the Mayor's FY2024 Operating Budget Guidelines, as the CFO/City Auditor for the City of Melrose, I would like to take this time and review with you the prominent highlights of the Office of the Auditor Budget (Dept. #135). There are no new additions to the staffing level from FY2023.

1. **The Auditor Salary and Wages Category** reflects the updates to staff compensation as a result of the HRS Comp and Class Study for 3 of its 4 employees who are non-union which include the Assistant City Auditor, Finance Manager and me as CFO/City Auditor. We have one union member of staff responsible for Accounts Payable. This position is in the Association of City Hall Employee Union and the Fiscal 2024 budget reflects the CBA that was ratified during Fiscal 2023. Salaries for all 4 employees are paid out of the Auditor, salary and wage line item, inclusive of base pay, longevity and sick leave incentive.
2. **The Auditor Contractual Category** includes Outside Auditing Services contractual services provided by Powers and Sullivan, LLC CPAs and Advisors which include the annual audit, and the new Annual Comprehensive Financial Report (ACFR) provided the city. **The Professional Services** line reflects no change in cost from FY2023 and it provides funding for CliftonLarsonAllen LLP or CLA, to assist the city in year end reporting inclusive of balance sheet and year end state reporting and related reconciliation processes. In addition, it covers the cost of the Actuaries (Stone Consulting, Inc.) needed to perform the valuation work required each year to ascertain our Other Post Employee Benefits (OPEB) liability.
3. **The Auditor Other Charges Category** includes an increase of \$800 in the Dues and Membership line to reflect the Government Finance Officers Association (GFOA) membership, new to this budget. Our new Annual Comprehensive Financial Report (ACFR) is submitted each year to the GFOA for Certification and this is the associated cost. There is no change to the Education/Seminars line.



Melrose IT Budget Hearing

FY24 Budget Differences

School Staffing

City Staffing

Hardware Increases

CIP



Budget Changes

The Munis software line will be increasing by 6.0%. The total for the Munis line is now \$137,013.00 for FY24.

The software line will increase by \$31,467.00

- Azure Active Directory licenses to add cybersecurity features.
- Online antivirus/endpoint protection
- Addition of Mobile Device Management (MDM) software to secure phones and tablets

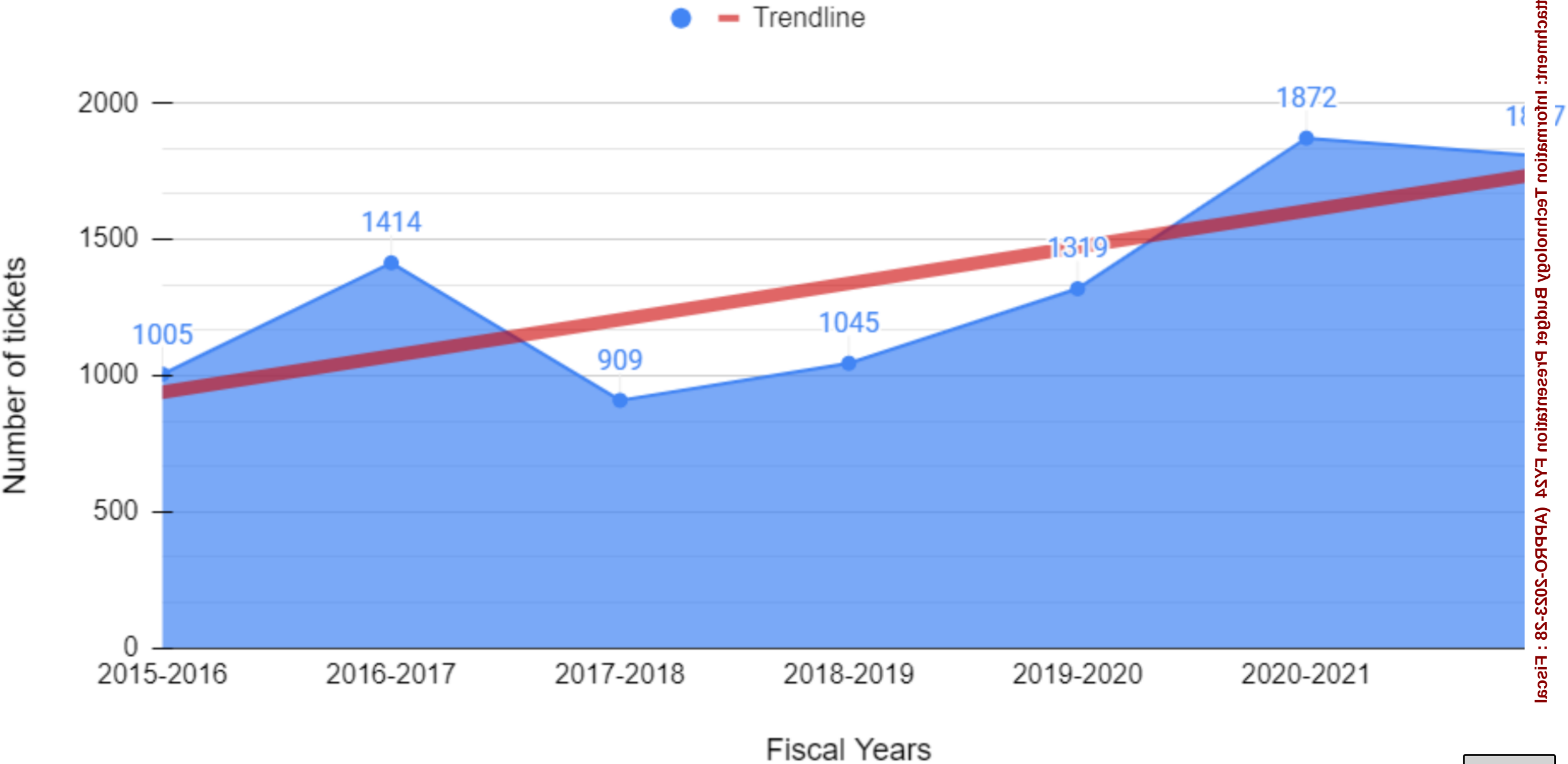
CITY STAFFING

City Tickets Over Time

Reasons for additional staff:

- Increased cybersecurity
- Public Safety
- Daily Workload
- Planned project workload FY24, FY25, FY26 C
- Current staff burnout
- Taking on tasks and equipment from other departments
- Redundancy (staff coverage)

Number of Tickets over Time



Attachment: Information Technology Budget Presentation EYSA (ABPRO-SOS3-S8 : Fiscal

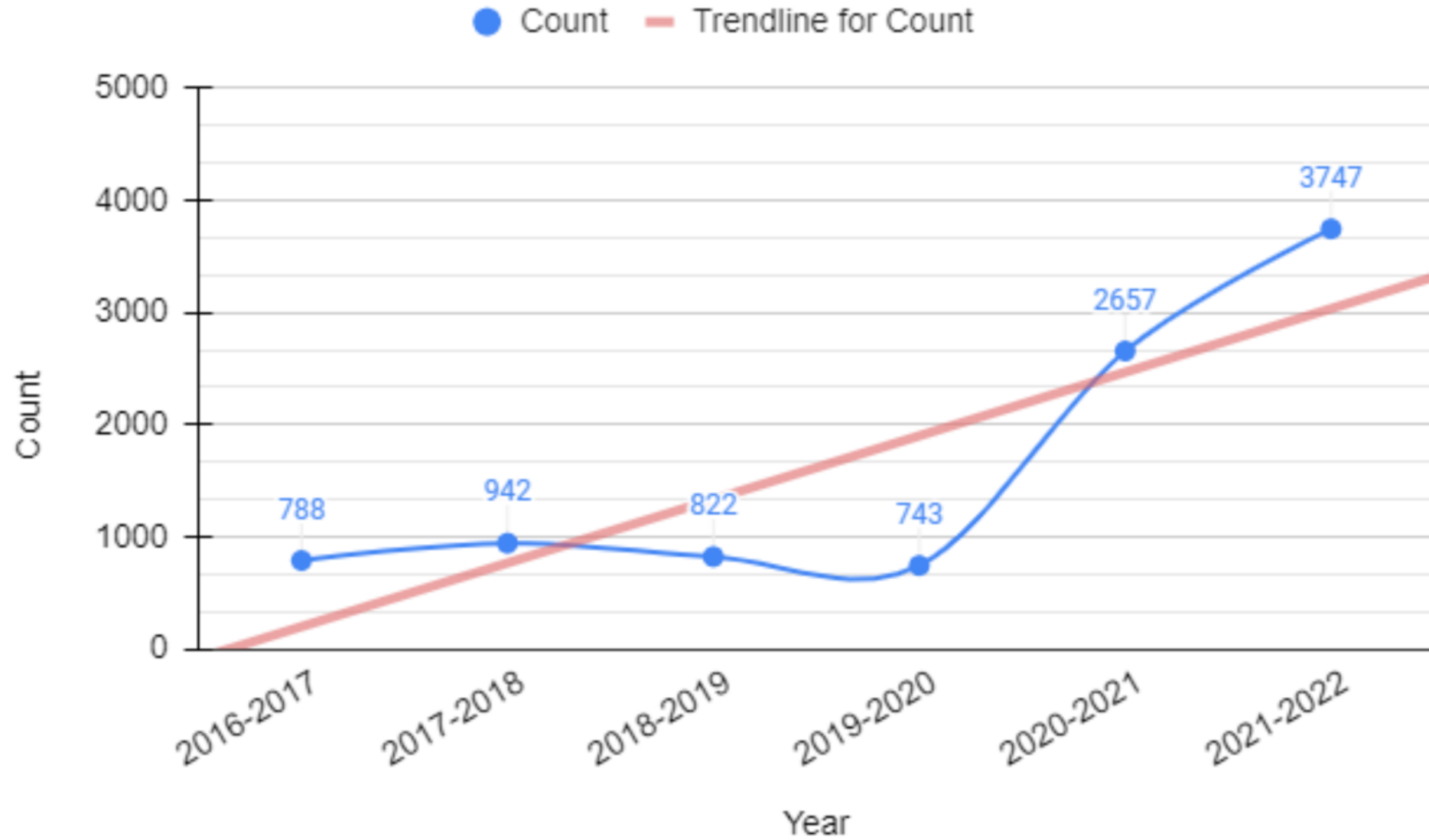
School Staffing

Backstage Pg. 328

Number of Tickets

- IT has had an increasing ticket load over the last 6-7 years.
- At the same time that tickets have been increasing, the number of projects has also increased.
- This increase in projects impacts the service level since we cannot address tickets as quickly.

Ticket Count



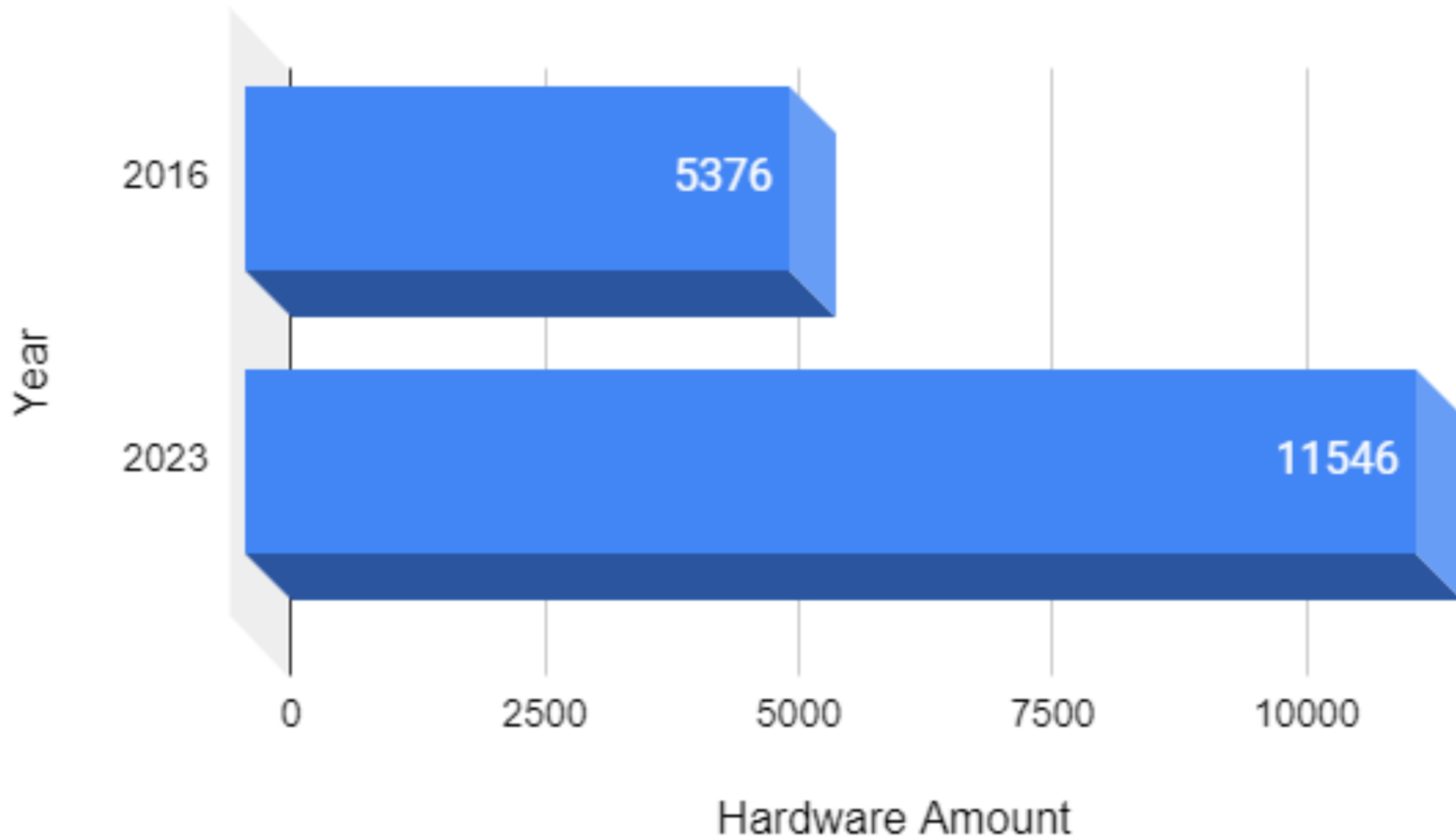
Hardware Increases

Hardware Over Time

Since 2016, the IT department has serviced a growing number of systems that were the responsibility of other departments.

- This is due, in part, to in-house expertise
- Additionally, equipment has become more integrated with IT e.g.,:
 - Telephone Systems in city and school buildings (formerly facilities)
 - MFPs (copiers) which are now integral network components (taken over from all departments)
 - PA systems in all the school buildings (taken over from facilities).
 - Doors with swipe access (largely taken from Facilities)
 - Network connections to Public Safety radio systems
 - Additional Security Cameras
 - Chromebook increase & 1:1 program

Hardware increase Over Time



Projects	FY24	FY25	FY26	FY27	FY28	Future
Timeclock Upgrade	21,567.58	\$6,551.28	\$6,551.28	\$6,878.84	\$7,222.79	\$7,585.93
Document Management Project	\$0.00	\$200,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Printer Replacement - Schools District-Wide	151,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Camera Replacement Project - Roosevelt	25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
Camera Replacement Project - PD Internal Cameras	40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00
Switch Replacement Project - Schools	168,727.00	168,727.00	\$0.00	\$0.00	\$0.00	\$451,589.00
Lab Upgrade - High School AutoCAD	63,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lab Upgrade - High School	66,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92,860.00
Projector Replacement Project - HS & MS	381,929.44	\$388,429.44	\$0.00	\$0.00	\$0.00	\$77,351.88
Projector Replacement Project - Franklin	\$0.00	\$0.00	\$0.00	\$0.00	\$84,600.00	\$0.00
Lab Upgrade - Middle School	\$0.00	\$63,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00
Wireless Upgrade	\$0.00	\$0.00	\$346,000.00	\$0.00	\$0.00	\$0.00
Laptop Replacement - Schools	\$0.00	\$162,837.14	\$162,837.14	\$162,837.14	\$162,837.14	\$162,837.14
School UPS (battery backups) Replacement Project	26,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00
Chromebook Replacement	\$0.00	\$400,000.00	\$400,000.00	\$400,000.00	\$0.00	\$825,600.00
Camera Replacement Project - High School	\$0.00	\$0.00	\$77,000.00	\$0.00	\$0.00	\$0.00
Camera Installation - Franklin Elementary	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
Laptop Replacement - City	\$0.00	\$34,842.46	\$34,842.46	\$34,842.46	\$34,842.46	\$34,842.46
PA System Replacements	\$ 90,000.00	\$55,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$55,000.00
Switch Replacement - City	\$ 208,232.52	\$0.00	\$0.00	\$0.00	\$0.00	\$278,666.67
City Permitting and Management System	\$0.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00
Fred Green Field Security Camera		\$40,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Digital Signage	-	\$30,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
	1,241,856.54	\$1,619,387.32	\$1,182,230.88	\$734,558.44	\$419,502.39	

Sum of Capital Improvement Projects for the next 5 years = 5,197,535.57



CITY OF MELROSE

TREASURER COLLECTOR DEPARTMENT FISCAL YEAR 2024 BUDGET OUTLINES

145- TREASURER/COLLECTOR
296 – PARKING
916 – MEDICARE CITY PORTION

711 – MUNICIPAL DEBT
751 – MUNICIPAL INTEREST
752 – PROJECTED DEBT & TEMP INT

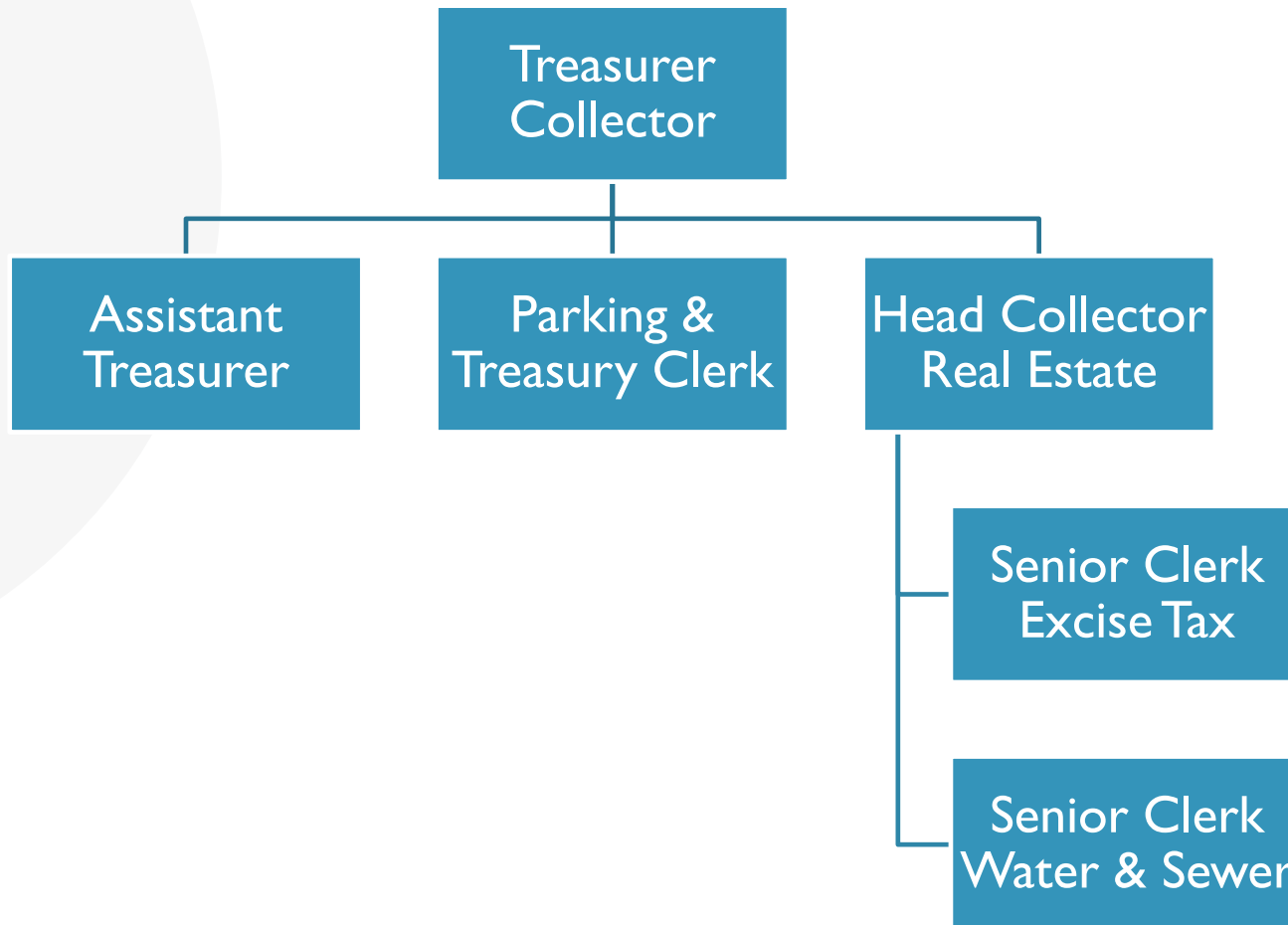


MISSION & OVERVIEW

*The mission of the **Treasurer Collector Department** is to efficiently collect moneys 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.*



OFFICE ORGANIZATION CHART





PROFESSIONAL SERVICES

Treasury

- Payroll processing
- Cash management
- Investment management
- Debt management
- Tax payments & filings
- Government reporting
- W2 issuance
- Tailings

Parking

- Commuter rail lot passes
- Overnight parking
- Business parking permits
- Parking tickets

Collections

- Real estate and personal property taxes
- Excise taxes
- Water & Sewer collections
- Tax title
- Municipal Lien Certificates

CUSTOMER SERVICE



FY23 ACCOMPLISHMENTS

- Decreased CLA monthly account audit time by 50% with full implementation of Munis Cash Management module
- Addressed aged personal property accounts receivable by contracting with FH Cann and partnering with internal departments
- Fully utilized D'Ambrosio LLP to address Tax Title accounts resulting in quicker resolution and guidance in longer term resolution
- Partnered with DPW on water assistance program offered through Boston ABCD
- Enhanced Excise tax processing utilizing Munis downloads and Excel
- Gained access to additional lockbox systems to improve process flow (no cost)
- Conducted analysis of commuter rail lot and overnight pass rates to other communities along the rail lines and submitted recommendations to Traffic Commission; all but one recommendation was approved and implemented

FY 2023 BUDGET REQUEST TREASURER COLLECTOR - 145



ORG	OBJ	ACCOUNT DESCRIPTION	AMOUNT
011451	511000	SALARY & WAGES	\$403,360
011452	521000	PRINTING	15,000
011452	521500	POSTAGE	55,000
011452	521801	FOLD MAINT	1,200
011452	525303	LICENSES	2,000
011452	527600	OFFICE EQUIPMENT	1,900
011452	528001	BANK FEES	0
011452	528002	TITLE FEES	1,500
011452	529000	PROFESSIONAL SERVICES	28,000
011452	540500	DUES/MEMBERSHIPS	250
011452	540600	EDUCATION/SEMINARS	3,000
011452	544100	SURETY	1,125
		TOTAL	\$512,335

FY 2023 BUDGET REQUEST

PARKING - 296



ORG	OBJ	ACCOUNT DESCRIPTION	AMOUNT
012961	511000	SALARY & WAGES	\$14,901
012962	521000	PRINTING	5,700
012962	527950	GROVE/MYRTLE	30,000
012962	529000	PROFESSIONAL SERVICES	15,000
		TOTAL	\$65,601

FY 2023 BUDGET REQUEST MEDICARE CITY PORTION - 916



ORG	OBJ	ACCOUNT DESCRIPTION	AMOUNT
019162	548000	MEDICARE TAX CITY PORTION	\$920,000



FY 2023 BUDGET REQUEST

711 – Municipal Debt

ORG	OBJ	ACCOUNT DESCRIPTION	AMOUNT
017112	565000	MUNICIPAL DEBT	\$2,189,500
017112	565010	EXEMPT PRINCIPAL	1,658,910
		TOTAL	\$3,848,410

751 – Municipal Debt Interest

ORG	OBJ	ACCOUNT DESCRIPTION	AMOUNT
017512	549102	MUNICIPAL INTEREST	\$921,234
017512	549103	EXEMPT INTEREST	291,715
		TOTAL	\$1,212,949

752 – Projected Debt & Temporary Interest

ORG	OBJ	ACCOUNT DESCRIPTION	AMOUNT
017522	549100	PROJECTED DEBT	\$245,815

Total Debt & Interest \$5,307,174



Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: Patrick Dello Russo

CC: Kerriann Golden

From: Neal Ellis

Date: 05/16/2023

Subject: Free cash appropriations

Free cash in the amount of \$200,000 – Hardware Replacement

This free cash appropriation continues the ability of the IT Department to replace crucial systems on a replacement cycle. In this upcoming fiscal year, these funds will go toward replacement of networking equipment at the High School.

It should be noted that for fiscal years 2024 and 2025, the estimated hardware replacement costs are over \$2,800,000.00 which covers the city and the school district. The operating budget for IT will need to increase to a yearly total of at least \$900,000 to ensure that hardware is replaced before it fails. This includes laptops for teachers and city employees, Chromebooks for students, network infrastructure, classroom projectors, servers and many other devices.

Attachment: Free Cash Memo 20230516 (APPRO-2023-45 : An Appropriation from Free Cash in the amount of \$200,000 to IT Capital)



DATE: May 11, 2023

TO: Honorable Paul Brodeur, Mayor

Cc: Patrick Dello Russo, Chief Financial Officer, and Melrose School Committee

FROM: Ken Kelley, *Director of Finance and Administrative Affairs* and Dr. Julie R. Kukenberger, *Superintendent of Schools*

RE: City Special Education Stabilization and MPS FY24 Budget one-time funding request - updated May 19, 2023

The District is respectfully requesting that the Mayor consider the following funding appropriation requests for the Melrose Public Schools (MPS):

The District in collaboration with the City Auditor's Office is respectfully requesting an appropriation of \$242,000 to increase the current City Special Education Stabilization fund, bringing the fund balance total to \$750,000. This fund stabilizes the impact of potential unanticipated special education costs to the budget. This is recommended with potential OOD tuition increases of 14% as well as consistently escalating transportation costs.

As part of planning for the MPS FY24 Budget and as discussed at the May 9, 2023 MPS School Committee Meeting, the District has proposed a list of operating items that could be purchased using one-time funding ([memo](#)). This will reduce the FY24 MPS Operating Budget by \$500,000. The proposed items below are current components of SY23-24 MPS programming. The below request will greatly assist the district in maintaining current programming.

Item	\$ Value	
Secondary total		\$205,000
MHS Athletics Transportation	\$150,000	
MHS Graduation Costs	\$23,000	
MHS Naviance Subscription	\$5,000	
MVMMS Additional Lockers	\$7,000	
MVMMS Chorus Risers	\$20,000	
Curriculum Support total		\$210,000
Curriculum	\$95,000	
Instructional Technology	\$115,000	
System Wide total		\$85,000
New Website	\$30,000	
Aspen+coverage workflow	\$55,000	
Possible Request:		\$500,000

Transfer In Account: 1905

FY24 one-time fund purchases: \$500,000.00

Thank you for your consideration.

Attachment: Memo to Mayor - FY24 budget request May19 (APPRO-2023-37 : An Appropriation of Free Cash in the amount of \$500,000 to the



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: American Rescue Plan Act (ARPA) funding update
Date: June 12, 2023

On behalf of Mayor Brodeur, I am pleased to provide the Honorable City Council with a further update on the use of Melrose's ARPA funds.

Summary of ARPA expenditures

To-date, the Mayor has approved projects totaling \$7,316,210. Of this amount, \$3,920,232 has been expended with a further \$739,439 encumbered, representing 55.6% of Melrose's ARPA dollars. \$2,656,538, is allocated but unspent, and \$1,057,964 remains unallocated.

As you are aware, given the potential impact of rising inflationary pressure on both labor and materials costs, the Mayor has chosen to hold off on approving any significant new projects until the final bids for the library project are received. Once the furnishing and equipment costs for the library project have been established, we anticipate approval of the remaining unallocated funds.

Project budget amendments

Assistant Auditor Kerri Golden continues to refine budgets in collaboration with requesting department heads as projects move forward, and there have been several minor budgetary adjustments made to reflect the actual or anticipated costs.

Two significant budgetary adjustments have also been approved by the Mayor:

- At the request of the DPW, the third year of sidewalk improvements projects is being reallocated towards the asbestos abatement in the schools, which is a more time sensitive high priority project. The overall project budget for sidewalks has been reduced by \$250,000 and the asbestos abatement project increased by the same amount.
- At the request of the Parks Superintendent, the remaining funds from the Amazing Grace basketball project have been reallocated to complete necessary work at the Lebanon Street Park.

Project Tracking

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

ARPA Project Name	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	Type	Department	Lead Department - Title	Project Approval	3.3.b
ARPA - Administration	\$ 4,500.00	\$ 4,500.00	\$ -	\$ -	100.00	Admin	Auditors	Auditors - ARPA Administration	6/28/2022	
ARPA - Consultant	\$ 25,000.00	\$ 20,177.85	\$ -	\$ 4,822.15	80.7	Admin	Auditors	Auditor's - ARPA Consultant	9/15/2021	
Milano Center Health, Wellness, Accessibility	\$ 25,000.00	\$ 6,452.08	\$ -	\$ 18,547.92	25.80	Infrastructure	COA	DPW - Milano Center Health, Wellness, Accessibility	3/22/2022	
Milano Center HVAC	\$ 215,503.76	\$ 215,503.76	\$ -	\$ -	100.00	Infrastructure	COA	DPW - Milano Center HVAC	3/22/2022	
Asset Management Software	\$ 106,000.00	\$ 96,039.19	\$ 7,754.59	\$ 2,206.22	97.90	Infrastructure	DPW	DPW - Asset Management Software	5/2/2022	
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	\$ 500,000.00	\$ 75,000.00	\$ -	425,000	15.00	Infrastructure	DPW	DPW - City Sidewalk Improvements	3/22/2022	
Covid Sanitization-Custodial	\$ 65,000.00	\$ 53,569.65	\$ -	11,430	82.40	COVID Response	DPW	DPW - Covid Sanitization-Custodial	4/20/2022	
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	\$ 90,000.00	\$ 61,568.50	\$ -	28,432	68.40	COVID Response	DPW	DPW - Labor Costs Additional Cleaning and Sanitizing of Pub	4/20/2022	
Lead Water Service Inventory and Replacement Design	\$ 150,000.00	\$ 49,482.83	\$ 87,517.17	13,000	91.30	Infrastructure	DPW	DPW - Lead Water Service Inventory and Replacement Desig	3/10/2022	
Traffic Calming Toolkit	\$ 28,300.00	\$ 5,568.75	\$ 22,731.25	0.00	100	100.00	DPW	DPW - Traffic Calming Toolkit	3/10/2022	
Replacement Vehicle to Deliver Services	\$ 23,000.00	\$ 23,000.00	\$ -	\$ -	100.00	Infrastructure	DPW	DWP - Replacement Vehicle to Deliver Services	9/20/2022	
Fire Headquarters HVAC	30,815.00	\$ 30,815.00	\$ -	\$ -	100.00	Infrastructure	Fire	DPW - Fire Department HVAC	3/10/2022	
Tremont Fire House Update	\$ 151,205.00	\$ 151,205.00	0.00	0	100.00	Infrastructure	Fire	DPW - Tremont Fire House Update	6/28/2022	
Fire Department Vehicles	\$ 120,000.00	\$ -	\$ -	\$ 120,000.00	0.00	Public Safety	Fire	Fire - Fire Department Vehicles	5/20/2022	
Public Safety Training Equipment	\$ 105,308.00	\$ 77,885.59	\$ -	\$ 27,422.41	74.00	Public Safety	Fire	Fire - SimMan 3G Plus	11/9/2021	
At-Home COVID tests	\$ 1,824.00	\$ -	\$ 1,824.00	-	100.00	COVID Response	Health	Health - At-Home COVID Tests	1/12/2022	
FT Social Service Coordinator	\$ 213,847.00	\$ 78,166.24	\$ -	135,681	36.60	Community Mental H	Health	Health - Social Services	3/10/2022	
IT Intern to Address Backlog of Infrastructure and Cybersecurity Projects	\$26,000	\$ 11,782.79	\$ -	\$ 14,217.21	45.30	COVID Response	IT	IT – Schools/City IT Intern to Address COVID-19 Backlog of IT	10/18/2022	
Melrose Public Library HVAC Upgrades	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -	100.00	Infrastructure	Library	OPCD - Melrose Public Library HVAC Upgrades	3/10/2022	
Economic Recovery Director	\$ 289,085.00	\$ 124,201.46	\$ -	\$ 164,883.54	43.00	Economic Recovery	Mayor's	Mayor’s - Economic Recovery Director	3/10/2022	
Addressing Food Insecurity	\$ 75,000.00	\$ 25,000.00	\$ -	\$ 50,000.00	33.30	Economic Recovery	Mayor's	Mayor's - Addressing Food Insecurity	8/11/2022	
Community Conversations Initiative	\$ 28,500.00	\$ 993.72	\$ -	\$ 27,506.28	3.50	Community Mental H	Mayor's	Mayor's - Community Conversations Initiative	6/23/2022	
Small Business/Non-Profits/Cultural Sector Suport	\$ 150,000.00	\$ 106,267.05	\$ -	\$ 43,732.95	70.80	Economic Recovery	Mayor's	Mayor's - Small Business/Non-Profits/Cultural Sector Suport	8/11/2022	
Utility Arrearages	\$ 146,084.44	\$ 146,084.44	\$ -	\$ -	100.00	Economic Recovery	Mayor's	Mayor's - Utility Arrearages	9/29/2022	
Amazing Grace Basketball Court/Lebanon Street Park	\$ 41,106.00	\$ 10,379.56	\$ -	\$ 30,726.44	25.30	Infrastructure	Parks	Parks - Amazing Grace Basketball Court	3/10/2022	
Foss Park Basketball and Playground Upgrade	\$ 150,000.00	\$ -	\$ 150,000.00	0	100.00	Infrastructure	Parks	Parks - Foss Park Basketball and Playground Upgrade	3/10/2022	
Police Department Vehicles	\$ 256,000.00	\$ 213,635.89	\$ 33,330.78	\$ 9,033.33	96.50	Public Safety	Police	Police - Police Department Vehicles	5/26/2022	
Community Mental Health Initiative	\$ 200,000.00	\$ 46,341.62	\$ -	153,658	23.20	Community Mental H	Rec/Health	Recreation - Community Mental Health Initiative	3/10/2022	
Schools Revenue Loss Replacement	\$ 802,435.00	\$ 802,435.11	\$ -	\$ -	100.00	COVID Response	Schools	Auditor's - Schools Revenue Loss	9/30/2021	
COVID-19 Disinfection	\$ 78,000.00	\$ 46,506.99	\$ -	31,493	59.60	COVID Response	Schools	DPW - COVID-19 Disinfect Public Schools	4/20/2022	
High School and Middle School Complex Elevators	\$ 494,000.00	\$ 25,855.00	\$ 433,682.00	34,463	93.00	Infrastructure	Schools	DPW - High School and Middle School Complex Elevators	3/22/2022	
HVAC Study and Implementation of A/C addition at MVMMS	\$ 1,050,000.00	\$ -	\$ -	\$ 1,050,000.00	0.00	Infrastructure	Schools	DPW - HVAC Study and Implementation of A/C addition at M	6/15/2022	
Schools Asbestos Abatement	\$ 340,000.00	\$ 81,967.00	\$ 2,600.00	255,433	24.90	Infrastructure	Schools	DPW - Schools Asbestos Abatement	6/15/2022	
School Department Closing FY22 Budget	\$ 774,697.00	\$ 774,697.00	\$ -	\$ -	100.00	COVID Response	Schools	Schools - School Department closing FY22 budget	9/29/2022	
Window Replacement at Franklin School	\$ 60,000.00	\$ 55,150.00	\$ -	4,850	91.90	Infrastructure	Schools	Schools - Window Replacement at Franklin School	1/24/2023	
TOTAL	\$ 7,316,210.20	\$ 3,920,232.07	\$ 739,439.79	\$ 2,656,538.45						
REMAINING UNALLOCATED ARPA FUNDS	\$ 1,057,963.80									
Summary	Total ARPA Funds	Expended	Encumbered	Allocated but Unspent	Unallocated					
	\$ 8,374,174	\$ 3,920,232.07	\$ 739,439.79	\$ 2,656,538	\$ 1,057,964					

Attachment: ARPA & Free Cash Updates (APPRO-2023-37 : An Appropriation of Free Cash in the amount

Project Name	FY20 Appropriation	FY21 Appropriation	FY22 Appropriation	Balance	Project Notes
Fire Department Pumper	\$ 519,925.00			\$ -	Complete
Fire Station Floor Repair	\$ 100,000.00			\$ -	Complete
Fire - SCBA Equipment	\$ 110,000.00			\$ -	Fire Department recently put an order through to spend the rest of the free cash (\$20,318) which will provide the Department with 3 more Air Packs as well as 2 more face pieces. According to our sales representative from Fire Tec & Safety of New England, Inc., the estimated ship date is April 4, 2023. Once these items have been received, we can move forward with processing the payment and closing out this Free Cash Purchase Order (#20221020). Grant funds and state earmarks will be used to complete purchase of all equipment needed to fully replace all SCBA equipment.
Library Elevator Repair	\$ 50,160.00			\$ -	Complete
Stabilization Balances	\$ 2,500,000.00			\$ -	Complete
City Hall Generator	\$ 105,000.00			\$ 13,545.01	Design is complete and construction is in progress (see 2021-109)
School Door update	\$ 300,000.00			\$ 121,451.33	About half of this appropriation has been spent, and more of it committed for several other doors in the next few months, as well for new fob reader installations.
Sylvan Street Drainage	\$ 129,000.00			\$ 105,840.70	DPW has signed a contract with Weston and Sampson for preliminary design for modeling and developing alternative. This will inform the second phase of design which will be contracted separately. The remainder of this appropriation will be encumbered by the end of FY23.
School Security	\$ 45,000.00			\$ -	Complete
Fire - OT	\$ 80,000.00			\$ -	Complete
Fire - Motor Vehicle Repairs	\$ 30,000.00			\$ -	Complete
Fire - Ice Rescue Sled	\$ 4,200.00			\$ -	Complete
Police - OT	\$ 25,000.00			\$ -	Complete
DEI- Training	\$ 26,000.00			\$ -	Complete
Police Vehicles	\$ 144,714.85			\$ -	Complete
IT - Capital investments	\$ 295,104.60			\$ 8,288.43	Partially complete; used to pay for a projector replacement project at the Winthrop School that was completed and paid for. The \$225,000 was used to pay for a server upgrade project that we are only now implementing. There will be a remaining amount in the amount of \$56,601.43 that is being used for the Hoover projector replacement project in summer of 2023.
DEI- Training	\$ 14,000.00			\$ -	Complete
DPW - Traffic Calming	\$ 75,000.00			\$ -	All funds have been encumbered for traffic controls and signalization upgrades at intersections throughout the City; number of items, including 6 rapid flashing beacons, are on order and DPW is awaiting delivery
DPW - Cemetery Upgrades	\$ 50,000.00			\$ 47,000.00	A portion of this appropriation funded the Cemetery records digitization project and the balance is going towards paving that will be done at various streets inside the Cemetery; DPW was awaiting FEMA feedback on a drainage issue and FEMA concerns have delayed a portion of the project; the remainder will be done in the spring.
DPW- Sidewalk Repairs	\$ 151,676.55			\$ -	Complete
DPW - Tree Plantings	\$ 55,000.00			\$ -	Complete
School- Medicaid	\$ 77,500.00			\$ -	Complete
Pine Banks Upgrade	\$ 1,800.00			\$ -	Complete
HR - Comp Study		\$ 50,000.00		\$ -	Complete
School - Essex Agri Assessment		\$ 39,757.00		\$ -	Complete
Police - Gun & Ammo Upgrade		\$ 26,000.00		\$ -	Complete
Inspectional Services		\$ 27,500.00		\$ -	Complete
Police - New Hires		\$ 55,300.00		\$ -	Complete
Generator		\$ 400,000.00		\$ 297,900.00	Project is in progress; concrete pad has been installed; most of the interior work will be done between now and when the generator arrives; lead times on the generator was in excess of 20 months; we are hoping to receive the generator by July 2023.
School Medicaid		\$ 75,000.00		\$ -	Complete
School - Essex Agri Assessment		\$ 20,833.00		\$ -	Complete
Fire MV repairs		\$ 40,000.00		\$ -	Complete
Fire - OSHA software		\$ 12,000.00		\$ -	Complete
Inspectional Service - Permit Software		\$ 16,000.00		\$ -	Complete
Treasurer-Collector - Cash Module Software		\$ 41,000.00		\$ -	Complete
Stabilization Balances		\$ 1,150,000.00		\$ -	Complete
City Clerk - Staffing Costs		\$ 14,650.00		\$ -	Complete

Project Name	FY20 Appropriation	FY21 Appropriation	FY22 Appropriation	Balance	Project Notes
Affordable Housing Trust		\$ 75,000.00		\$ -	Complete
Fire Department - Ambulance		\$ 265,000.00		\$ 265,000.00	Ordered, awaiting delivery
HR - DEI initiative		\$ 100,000.00		\$ 89,774.00	Used for staff anti-discrimination training, managers investigations training, and ADA training for all department head remaining funds are allocated to conduct the internal equity audit of City employment policies, procedures, benefit programs, department-specific practices. HR has issued a RFP for consulting services with anticipated start date of March 2023.
IT Upgrades		\$ 200,000.00		\$ -	Complete
Park Upgrades - Lebanon, Pickleball & Ell Pond		\$ 502,500.00		\$ 96,127.34	Parks projects nearing completion with outstanding invoices remaining to be paid (\$102,193 balance); landscaping, playground equipment and basketball court painting will happen in the spring; Ell Pond treatment (\$22,755 balance) seasonal next treatment will be done in late June 2023.
Planning - Wayfinding Upgrades		\$ 50,000.00		\$ 45,262.80	OPCD is on track to finalize the design, locations and text to be included on the signs for a spring 2023 installation. TI funds will be spent before the end of FY2023.
Police Vehicles & Radios		\$ 255,000.00		\$ -	Complete
DPW - Tree Plantings, Traffic Calming, Ell Pond Feasibility Study		\$ 480,243.00		\$ 85,873.09	Ell Pond feasibility study is complete; traffic calming projects are moving ahead and funds are encumbered for traffic equipment; tree plantings are ongoing on a seasonal basis.
Snow & Ice		\$ 270,000.00		\$ -	Complete
School Improvements MSBA Hoover, Roosevelt Upgrades, High School Upgrades, Veterans Honor Roll Upgrade		\$ 825,000.00		\$ 391,424.13	In progress, MSBA grant received and projects moving forward.
		\$ 30,000.00		\$ -	Complete
Memorial Hall Envelope			\$ 1,500,000.00	\$ 1,431,705.25	The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. In terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.
Police Chief Search			\$ 30,000.00	\$ -	Complete
Police - Replacement hire cost			\$ 151,200.00	\$ 18,927.39	Police Salary and Wages is complete; Police Firearms and Ammunition is complete; Police Academy Tuition and Training is complete; Police Uniforms has a remaining balance and we are expecting invoices to be paid by the end of the Fiscal Year.
Replacement Fred Green Turf			\$ 600,000.00	\$ 580,926.88	There has been a delay at Weston and Sampson, due to the retirement of the consultant who was working on the RFI for Fred Green Field. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.
DPW Easement			\$ 48,000.00	\$ -	Complete
Snow & Ice			\$ 341,621.03	\$ -	Complete
Stabilization Balances			\$ 1,225,000.00	\$ -	Complete
Pine Banks - Paving Parking Lot			\$ 34,010.35	\$ -	Complete
IT Phone System, Cameras & Social Media Archiving			\$ 270,000.00	\$ 127,248.72	School VoIP project: \$100,000 of this cost is for the School Telephone Replacement project. Additionally, there were \$60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly \$64,000 and will pay the rest after completion (roughly \$40,000). Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. \$20,000 of this has been paid to Jatheon for the software.
DPW - New Vehicles			\$ 482,000.00	\$ 114,929.85	This funding, along with another \$90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
DPW - trees			\$ 70,000.00	\$ 28,418.15	This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.

Project Name	FY20 Appropriation	FY21 Appropriation	FY22 Appropriation	Balance	Project Notes
DPW - Traffic Calming			\$ 70,404.57	\$ 7,403.47	DPW has ordered RRFBs for the first list of locations that we prioritized, which totaled about \$50K of the approx. \$70K allocation. We are awaiting delivery.
DPW - Study MHS bathrooms			\$ 150,000.00	\$ 150,000.00	DPW is selecting a design firm
DPW - Cemetery Equipment			\$ 10,620.65	\$ -	Complete
Recreation - Vehicle, Software - Comm Services Team			\$ 75,967.40	\$ 60,967.40	Rec Vehicle (\$47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted. Recreation Online Registration Software (\$10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website. COA fobs and media repair (\$13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies. 4. Memorial Hall elevator controls (\$5,000) – The elevator software upgrade groundwork was complete in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.
School - Microscopes, Curriculum, Uniforms, Golf Cart			\$ 192,000.00	\$ 92,019.61	Literacy Curriculum (Savvas) (\$100,000) – \$99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is \$449,883.61. MPS was awarded a competitive grant in the amount of \$179,943.74. The District will request an additional contribution from the City in the amount of \$169,959.48 for FY24. Microscopes (\$30,000) – In progress, funds have been encumbered based on a quote for \$28,716.75. Utility Vehicle (\$12,000) – In progress, gathering three quotes from vendors. Uniform Replacement (\$50,000) – In progress, approximately \$24,695.77 has been encumbered based on quotes/invoices.
School - Medicaid			\$ 75,000.00	\$ -	These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
Various Departments - Operating costs			\$ 76,400.00	\$ 11,707.50	Health and Human Services Department (rodent control \$28,000) – grant funds were received to allow this project to move forward without using City funds. City Solicitor (professional services \$25,000) – funds have been expended. Auditor's Office (office equipment \$10,000) - \$ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture. Fire Department (mattresses \$10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt. Elections Department (equipment and banner \$3400) – \$3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

James Troup

Assistant Director – Administration & Finance

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

Telephone – (781) 665-0142

E-mail: jtroup@cityofmelrose.org

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

From: James Troup, Assistant DPW Director – Administration and Finance

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Kathryn Armata, Treasurer Collector
Elena Proakis Ellis, DPW Director

Date: May 30, 2023

Re: Free Cash Request for ADA Accessibility Projects - \$75,000

With collaboration from the Mayor's Office, the Department of Public Works is requesting a Free Cash appropriation in the amount of \$75,000 for the purpose of beginning to address specific needs identified in the ADA Self-Evaluation and Transition Plan.

The Department of Public Works and the Mayor's Office have reviewed and identified items that could show the most immediate impact as it relates to compliance with the Americans with Disabilities Act. Proposed items include:

- Crosswalk signal upgrades to include audible alerts
- Minor sidewalk repairs
- Internal/external signage (should be uniform across all City buildings/assets)
- Pipe insulation in bathrooms
- Door hardware to improve access and exit accessibility
- Flushometers/automatic buttons

These items may be accomplished with outside contractors who specialize in these upgrades, as well as with support from in-house DPW tradespeople. The intent of this appropriation would be to achieve compliance in the most wide-ranging of impacts to the community and to be completed in the shortest term. We expect to continue this collaboration with the Mayor's Office to achieve these goals.

Thank you for your consideration and continued support.

Attachment: ADA Free Cash 2023 (APPRO-2023-35 : An Appropriation from Free Cash in the amount of \$75,000 to DPW admin)



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
*Administration-Engineering-Water-Sewer-Facilities
 Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

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

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

MEMORANDUM

Date: May 30, 2023

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
 Jim Troup, Deputy Director Admin & Finance
 Joe Hobbs, DPW Operations Manager

Subject: Street Trees – Free Cash Request

Planting street trees is a priority for the Department of Public Works, both for aesthetics and for the positive environmental benefits of trees, such as reducing heat island impacts and furthering uptake of greenhouse gases contributing to climate change. The City does not have a line item in our budget for tree planting, and we rely on the allocation of retained earnings to keep up with our annual planting program.

Each time we remove a tree because it is unhealthy or has been damaged in a storm, we log in a work order for a replacement. On average, we record about 125 removal work orders per year. In addition, residents contact the City year round and request trees in front of their homes. Using the free cash allocated to trees in the past, we are now caught up on requests up to approximately the start of 2022. We have about 130 unfulfilled tree requests on the list at this time.

The proposed \$67,650 allocation will allow us to meet the existing requests, to continue to stay caught up with our tree request list. At an average cost of approximately \$550/tree, we will be able to plant approximately 123 trees using these funds. This covers the cost of our on-call planting contractor to provide and plant a tree, along with the costs of police details and gator bags/watering.

We respectfully request your consideration of this request. Thank you.

Attachment: Trees (APPRO-2023-40 : An Appropriation from free cash in the amount of \$67,650 to Public Works, Parks Department)

CITY OF MELROSE v2021.8 LIVE

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
0100 GENERAL FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
423 PUBLIC WORKS SNOW REMOVAL								
51 SALARIES								
014231 513000 OVERTIME	125,000	0	125,000	162,396.40	.00	-37,396.40	129.9%	
TOTAL SALARIES	125,000	0	125,000	162,396.40	.00	-37,396.40	129.9%	
52 CONTRACTUAL								
014232 524000 HIRE EQUIP	273,700	0	273,700	124,021.03	.00	149,678.97	45.3%	
014232 529015 YOUTH SNOW	1,000	0	1,000	.00	.00	1,000.00	.0%	
014232 529220 WEATHER	2,300	0	2,300	2,603.00	.00	-303.00	113.2%	
TOTAL CONTRACTUAL	277,000	0	277,000	126,624.03	.00	150,375.97	45.7%	
53 SUPPLIES & MATERIAL								
014232 531000 GAS&OIL	15,000	0	15,000	70,000.00	.00	-55,000.00	466.7%	
014232 531201 TIRE CHAIN	2,000	0	2,000	12,714.14	.00	-10,714.14	635.7%	
014232 531203 PLOW PARTS	30,000	0	30,000	64,518.61	.00	-34,518.61	215.1%	
014232 531800 PARTS&REP	35,000	0	35,000	74,672.73	.00	-39,672.73	213.4%	
014232 533500 TOOLS	2,000	0	2,000	8,456.12	.00	-6,456.12	422.8%	
014232 534900 SALT	222,000	0	222,000	295,821.83	.00	-73,821.83	133.3%	
014232 535000 SAND&GRAVE	15,000	0	15,000	.00	.00	15,000.00	.0%	
014232 535401 SNOW MEALS	2,000	0	2,000	755.40	.00	1,244.60	37.8%	
TOTAL SUPPLIES & MATERIAL	323,000	0	323,000	526,938.83	.00	-203,938.83	163.1%	
TOTAL PUBLIC WORKS SNOW REMOVAL	725,000	0	725,000	815,959.26	.00	-90,959.26	112.5%	
TOTAL GENERAL FUND	725,000	0	725,000	815,959.26	.00	-90,959.26	112.5%	
TOTAL EXPENSES	725,000	0	725,000	815,959.26	.00	-90,959.26		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	725,000	0	725,000	815,959.26	.00	-90,959.26	112.5%

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	4	Y	Y
Sequence 3	10	Y	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: S

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2023/ 1

To Yr/Per: 2023/10

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: L

Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/99

Print MTD Version: N

Roll projects to object: N

Carry forward code: 2

Field Name	Find Criteria Field value
Fund	0100
FUNCTION	
UMAS/GRT YR	
DEP/GRT LINE	423
LOCATION	
PROGRAM	
S.R. CODE	
EXP CAT/LEVL	
Character Code	
Org	
Object	
Project	
Account type	

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Account status
Rollup Code



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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

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

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

MEMORANDUM

Date: May 30, 2023

To: Mayor Paul Brodeur

From: Elena Proakis Ellis, Director of Public Works

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

Subject: Free Cash Request – Traffic Calming

The Department of Public Works respectfully requests \$50,000 of free cash to put toward traffic calming/traffic control devices. We have had many additional requests for Rectangular Rapid Flashing Beacon (RRFB) pushbutton crosswalk devices and solar speed feedback signs. We also make traffic safety improvements on our capital projects when the opportunities arise, such as reconfiguring intersections to narrow crossing distances or to improve compliance with speed regulations. The requested free cash will be used to fund additional requests that have not yet been met. Requests will be prioritized based on feedback from the police department and available speed and volume data.

Status Update on Past Traffic Calming Measures

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

Rectangular Rapid Flashing Beacons

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

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

Traffic Calming Free Cash Request

Page 2

May 30, 2023

- Upham at Gooch
- Upham near Simonds/gas station
- Franklin near Ashland
- Wyoming Ave. at Lincoln School
- Franklin Street at Vinton Street
- Vinton Street at Orris Street
- Franklin Street at Botolph Street
- Upham Street at Ashcroft Street
- West Foster Street near Cottage Street/Milano Center
- Wyoming Ave. at Cottage Street
- Wyoming Ave. at Cleveland Street
- West Emerson Street at Melrose Public Library
- Main Street at Mount Vernon Street
- Main Street at Kingsley Avenue
- Lebanon Street at Beech Avenue

Solar Speed Feedback Signs

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

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

Accessible Curb Ramps

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

- Upham at gas station (pre-existing crosswalk missing ramps)
- Washington Street at Little Sprouts (new crosswalk)
- Sylvan Street at Mount Vernon (new crosswalk)

Traffic Calming Free Cash Request

Page 3

May 30, 2023

- Lebanon Street at Appleton (new crosswalk)
- Lebanon Street at Beech (new crosswalk)
- Howard Street at Carlida (new crosswalk)
- Upham Street at all cross streets on westbound side (existing crossings)
- Warwick Road at Maple (new crosswalk)
- Warwick Road at Stevens (new crosswalk)
- Upham Street at Dell (new crosswalk)
- Grove Street at Dell (new crosswalk)
- Pleasant Street at Everett (new crosswalk)
- Pleasant Street at Converse Lane (new crosswalk)
- Sylvan Street at Ryder (new crosswalk)
- Shadow Street at Washington (existing crossing)
- Grove Street at Linwood Avenue (new crosswalk)
- Sunset Street at Howard (existing crosswalk)

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

- Franklin Street near Warren (new crosswalk)

Intersection Modifications

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

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

Sidewalk Additions

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

- Altamont Avenue
- Spear Street
- Hancock Street

Traffic Calming Free Cash Request

Page 4

May 30, 2023

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

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

Traffic Calming Toolkit and Pilot Program

In 2022, the City began working with Neighborways, Inc. on a ‘traffic calming toolkit’ to help prioritize locations that warrant traffic calming consideration, and to help identify and pilot the most appropriate tools for each neighborhood that triggers certain priority thresholds. We anticipate having the prioritization tool complete in summer 2023 and beginning to pilot newly purchased traffic calming materials in two or three neighborhoods. Once we have experience with the pilot materials (e.g., speed humps, barriers, signage, etc.), we will determine if additional quantities of certain materials would be helpful to further the pilot program and will use a portion of the requested funding toward this effort. We may also use some portion of the requested funds for small additional tasks that would be beneficial to have assistance from the consultants at Neighborways as we begin using the toolkit.

Miscellaneous

We have also used past traffic calming/traffic safety free cash for miscellaneous items including the purchase of additional crosswalk stanchions, to install recessed reflective markings on the curve on Howard Street near Hesseltine Avenue for better nighttime visibility, to improve painted roadway markings and signage at the bend on Franklin Street near Vinton Street, and to purchase LED “Do Not Stop on Tracks” signs for West Emerson Street.

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

Thank you for your consideration of this request.



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

*Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

James Troup

Assistant Director – Administration & Finance

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

Telephone – (781) 665-0142

E-mail: jtroup@cityofmelrose.org

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

From: James Troup, Assistant DPW Director – Administration and Finance

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Kathryn Armata, Treasurer Collector
Elena Proakis Ellis, DPW Director

Date: May 2, 2023

Re: FY2023 Free Cash Appropriation for Cemetery Equipment

In collaboration with the City of Melrose Cemetery Commission, the Department of Public Works requests your consideration for an appropriation of \$66,500.

After meeting with stakeholders, the Department of Public Works solicited quotes to replace a turf sweeper to maintain the same level of landscaping service in the Wyoming Cemetery. This equipment is vital to The Department of Public Works' routine maintenance, especially during spring and fall clean-up. Accompanying this memo is the most recent quote for the desired piece of equipment. The preference is for a three-wheel machine and must consider updated pricing. Of note, the now retired turf sweeper had a useful life that exceeded 15 years. It was recently retired because replacement parts are no longer available.

The remaining appropriation would be used specifically for tree planting and landscaping improvements throughout the Cemetery. We estimate an appropriation of \$16,500 based on our current tree replacement costs and project estimates for landscaping items not limited to additional and replacement bushes/shrubs, minor drainage improvements, hardscapes, passive reflection areas, and necessary loam and seed.

We specifically want to thank the Melrose Cemetery Commission and Mr. Daniel O'Neill, as well as DPW employees Jack Rossi and Angela Pisacreta for their contributions to identifying these specific needs. Thank you to the City Council for your continued support and for your consideration of this appropriation.

Feel welcome to contact us with any further questions.



115 Franklin St. Ext.
Derry, NH 03038
Phone: (603) 404-2286
Fax: (603) 216-1278
mteequipmentsolutions.com

QUOTE - DO NOT PAY

Quote: 03-58265
Date: 11/30/2022

PO:
CustId: MELROSE DPW

Cust Email: Pietrantonio, Peter <ppietrantonio@Cit
Phone: (781) 979-4500
Salesperson: Idoucette
User: Idoucette

Bill To:

City of Melrose DPW
Mr Peter Pietrantonio
72 Tremont Street
Melrose, MA 02176 US

Ship To:

City of Melrose DPW
MR Nick Gove
72 Tremont Street
Melrose, MA 02176 US

James Troup
City of Melrose DPW
Deputy Director Administration and Finance
72 Tremont St Melrose MA
1-781-665-0142

Three wheel Drive

FAC 116 Contract Pricing

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
SMI.76-000CF	PA	SWEEP STAR 60 Finger Reel (Gas)	1.0000		\$58,133.00		\$58,133.00
SMI.76-271	PA	Dust & Dirt Filtration System	1.0000		\$461.00		\$461.00
Total:							\$58,594.00

Totals

Sub Total: \$58,594.00
Discount: 20.00% (\$11,718.80)
Total Tax: \$0.00
Invoice Total: \$46,875.20

Signature: _____

PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. ALL PRICES QUOTED ARE REFLECTIVE OF A 3% CASH DISCOUNT. THERE WILL BE A 3% NON-CASH ADJUSTMENT ADDED FOR ANY NON-CASH PURCHASES. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FOR ADDITIONAL TERMS AND CONDITIONS, PLEASE VISIT MTE.US.COM. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.

Attachment: Melrose DPW Three wheel Sweepstar 60 quote (APPRO-2023-44 : An Appropriation from Free Cash in the amount of \$66,500 to

Smithco

SWEEPSTAR 60 Specifications



MODELS	76-000DB Sweep Star 60 Brush Reel (gasoline) 76-000DF Sweep Star 60 Finger Reel (gasoline) 77-100CB Sweep Star 60 Brush Reel (diesel) 77-100CF Sweep Star 60 Finger Reel (diesel)
POWER	Gas – 31 hp (23 kW) twin-cylinder, OHV, air-cooled gasoline engine with double action air intake filtration. (Engine mounted plus remote cyclonic filtration system). Diesel – 18.8 hp (14 kW) Kubota liquid-cooled three-cylinder diesel engine with remote mounted cyclonic filtration system.
CONFIGURATION	Self contained, three-wheel, tri-cycle configuration with front steering, two rear drive wheels and rear mounted high lift debris hopper.
DEBRIS HOPPER	Capacity -3 cubic yards (2.2 cu m) Construction – 14 gauge steel formed panels High capacity airflow openings at top and rear Dump -Hydraulic raise / lower debris hopper to dump height to 6'4" (1.9m) above the ground to dump debris into refuse container.
SWEEPER HEADS	60" (153 cm) wide; belt-driven single rotating reel; adjustable sweeping height; follows terrain on dual caster wheel; (triple caster wheels optional) Choice of Rubber finger sweep reel with 116 flexible fingers (Models 76-000DF gasoline; 77-100CF diesel) – or – Nylon bristle brush sweep reel (Models 76-000DB gasoline; 77-100CB diesel)
DRIVE	Hydrostatic variable speed pump. Direct coupling to engine. Drives to two rear mounted Parker heavy duty/ high efficiency hydraulic drive motors. Single hydraulic traction pedal for forward and reverse drive.
SPEED	Infinitely variable Forward 0-10 mph (0-16 kph) Reverse 0-3 mph (0-5 kph)
BRAKING	Dynamic braking through the hydraulic drive system; manually operated disc type parking brake on rear wheels
BATTERY	Automotive Type 24F, 12-volt (battery not included with ocean or air shipment)
CONSTRUCTION	Hydraulically formed, electrically welded heavy wall steel tubing.

TIRES & WHEELS	Front: (1) 18-9.50 x 8 Multi-ribs Rear: (2) 24-1300x12 Soft-trac Casters (2) 9 x 3.5 x 4
STEERING	Manual chain drive with 9.3:1 reduction, 15 in (38cm) diameter, soft grip automotive type steering wheel.
INSTRUMENTATION	Hydraulic levers to lift/lower debris hopper, open/close debris hopper tailgate and raise/lower of sweeping mechanism head assembly. Hour meter and ammeter
CONTROLS	Single hydraulic traction pedal for forward and reverse Hand operated throttle control
SEAT	High-back, single-piece construction. Adjustable operator position
ELECTRICAL	12-volt, electronic key start
SOUND LEVEL	MODEL 76-00092 dbA MODEL 77-100 98 dbA
DIMENSIONS	Length: 127" (323 cm); Width: 74.5" (179 cm); Height: 82" (208 cm) Wheel Base: 68.5 in (174 cm)
WEIGHT	2,200 lbs. (998 kg)
LIQUID CAPACITIES	Gasoline: 6 gallons (22.7 liters) in high density nylon low-perm tank Diesel Fuel: 5 gallons (19 liters) in high density nylon low-perm tank No. 1-D or No. 2-D, S500: Low Sulfur Diesel (LSD) less than 500 ppm or 0.05 wt. % No. 1-D or No. 2-D, S15: Ultra Low Sulfur Diesel (ULSD) less than 15 ppm or 0.0015 wt. % Hydraulic fluid: 5 gallons (19 liters) in high density polyethylene tank
SAFETY	Rollover protection (ROPS) with seat belt Auto-deploy stabilizer when lifting debris hopper. Fire proof fuel lines, hydraulic lines covered with abrasion and leak resistant tubes. Fire extinguisher. Complies with all applicable ANSI, OSHA and European Machinery Directive Standards.
OPTIONS	77-328 60" Nylon Brush Head, 4 rows of 5" bristles 76-329 60" Rubber Finger Reel, 116 Flexible Rubber Fingers 76-271 Dust & Dirt Filtration Kit



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

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 Vonnie Reis, P.E., City Engineer
 Ryan Williams, City Council Representative
 Ken Truesdale, Resident Representative

**Melrose City Yard, 72 Tremont Street
 Melrose, Massachusetts 02176
 Telephone - (781) 665-0142**

MEMORANDUM

To: Melrose City Council

From: Water and Sewer Rate Advisory Committee

cc. Mayor Paul Brodeur
 James Troup, DPW
 Donna Cardillo, DPW
 Lisa Patterson, DPW

Date: May 30, 2023

Re: Summary of FY24 Water and Sewer Rate Orders

The Water and Sewer Rate Advisory Committee, consisting of the members listed above, respectfully submits the following proposed water and sewer rate adjustments for FY24. They are recommended by unanimous vote of the committee.

The combined rate impact across water and sewer is a 3.7% increase over FY23 rates for the average Melrose household (using 1,800 cubic feet of water per quarter), including both volumetric rates and base fees. The proposed rates, as shown on the next page, will appear on water bills beginning on October 1, 2023, since earlier bills would not consist entirely of water used within FY24. This decision was made several years ago and has been consistent since that time. We recommend continuing this practice in FY24.

For Fiscal Years 2022 and 2023, the Committee had recommended using some free cash to offset revenue requirements in light of the City's recovery from the impacts of the COVID-19 pandemic. This year, we are not proposing any free cash allocations to cover revenue requirements. According to our rate model, the rates, as proposed, are sufficient to meet our Water and Sewer Enterprise Fund revenue needs for FY24 based on our water and sewer use projections.

Water and Sewer Rate Advisory Committee Recommendations

Page 2

May 30, 2023

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In addition to these rates, the Committee respectfully recommends the following:

1. Approval of the Department of Public Works' Water Enterprise Operating Budget for Fiscal Year 2024 in the amount of \$6,328,916, as shown in the budget document submitted under separate cover to the City Council.
2. Approval of the Department of Public Works' Sewer Enterprise Operating Budget for Fiscal Year 2024 in the amount of \$8,712,803, as shown in the budget document submitted under separate cover to the City Council.
3. Transfer of free cash in the amount of \$10,179 to the Water Enterprise Fund to bring reserve funds as close as possible to the previously agreed upon 10% of the annual operating budget (achieves 9.6% using all available free cash).
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The Committee does not have any additional free cash recommendations at this time beyond those recently approved by the City Council for water and sewer capital expenses associated with the 2023 Water Main Improvements Project and the Upham and Fellsway Sewer Pump Station Generator Project.

We appreciate your consideration of these items and are happy to answer any questions you may have. We look forward to continuing the important work of our committee in FY24 to provide fiscally responsible and sustainable water and sewer rates for our community.



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Fiscal Year 2023 was the first year since FY18 that water volumetric rates or base fees had been increased, and the first year since FY17 that sewer volumetric rates had been increased. Sewer base fees had not been increased since FY20. The Committee has consistently tried to mitigate impacts to Melrose residents.

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Fund Number	Revolving Fund	Balance as of 5/4/23	Revenues as of 5/4/23
2607	Veterans	2,301.04	275.00
2652	Recreation	527,150.69	466,261.60
2657	Recylcing	97,122.15	56,442.82
2658	Inspectional Services	26,656.16	-
2659	Health	123,394.82	47,425.72
2665	Police False Alarm	4,311.50	4,890.23
2669	Park Permits	23,431.13	23,989.04
2750	Beebe	105,126.24	11,475.00
2811	COA	6,192.18	39,338.90

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
Fund #	Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from the Fund	Fees, Charges or Other Receipts Credited to Fund	Program of Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal years
2607	Veterans	Veterans Service Officer and Board	Donations	Supplies, administrative fees and permits for any programs related to Veteran Services and Melrose Community events.	\$15,000 Annual Cap		Fiscal Year 2024 and subsequent years
2652	Recreation	Park Commission	Registration and User fees collected for Recreation Department sponsored programs	Costs associated with the various programs sponsored by the Recreation Department including the Director and Assistant Director's salary, program coordinator salaries as well as supplies and equipment needed to run the program.	\$450,000 Annual Cap		Fiscal Year 2024 and subsequent years
2657	Recycling	Director of Public Works	Fees collected from the collection and recycling of white goods and metal, TV's monitors and special recycling events, sale of recycled paper and other products collected at our facility, sale of yard waste, compost, etc.	Hazardous household recycling funding, purchase, repairs and preplacement of recycling bins, rolls-offs, trucks, equipment, containers and maintenance of the Public Works Operations Facility Recycling drop-off area and salaries	\$65,000 Annual Cap		Fiscal Year 2024 and subsequent years
2658	Inspectional Services	Director of Inspectional Services	Fees from inspections of multifamily homes	State-Mandated certificates of inspections, multifamily inspections, equipment, contracted inspectors, education and printing.	\$15,000 Annual Cap. Salaries related to contracted inspectors are only paid from this fund.		Fiscal Year 2024 and subsequent years
2659	Health	Director of Health Department	Fees associated with public health programs	Costs associated with flu clinics, sale of bike helmets, salaries and CPR classes	\$60,000 Annual Cap		Fiscal Year 2024 and subsequent years
2665	Police False Alarm	Chief of Police	Fees associated with excessive false alarm responses from private homes and businesses throughout the City	Maintenance of Police Department Fleet	\$10,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2024 and subsequent years
2669	Park Permits	Park Commission	Rental Fees and Custodial charges received from activities hosted by user groups and organizations that do not reside within the City.	Supplies and maintenance costs associated with parks, fields and playgrounds where permits are issued.	\$40,000 Annual Cap		Fiscal Year 2024 and subsequent years

2750	Beebe Estate	Beebe Estate Trustees	Fees associated with the rental of this building and donations	Fees related to maintaining the Beebe Estate in a safe and sanitary manner.	\$30,000 Annual Cap. No salaries are paid from this fund		Fiscal Year 2024 and subsequent years
2811	Council on Aging	Council on Aging Director	Donations	Council on Aging and Milano Center Programs and services, minibus related expenses and costs associated with maintaining the Milano Center in a safe and sanitary manner, Salary for Social Service Coordinator	\$35,000 Annual Cap		Fiscal Year 2024 and subsequent years



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

*Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

James Troup

Assistant Director – Administration & Finance

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

Telephone – (781) 665-0142

E-mail: jttroup@cityofmelrose.org

May 23, 2023

To: City Council
Paul Brodeur, Mayor
Margot Fleishman, Director of Strategic Initiatives and Communications

From: James Troup, DPW Deputy Director Administration and Finance

CC: Elena Proakis Ellis, DPW Director
Joseph Hobbs, Operations Manager
Alison Beucler, Environmental Outreach Coordinator

RE: Massachusetts DEP Municipal Assistance Coordinator Grant Acceptance

The Department of Public Works, in collaboration with the Department of Environmental Protection, eagerly anticipates the acceptance of the Municipal Assistance Coordinator Host Grant. The monies for this Grant will reimburse the City to host the regional Metropolitan Assistance Coordinator (MAC), a contracted employee working under the supervision of the Massachusetts DEP, plus travel expenses, along with an additional overhead stipend to be retained by the Host.

The MAC provides technical assistance to municipalities to reduce waste, increase recycling, composting, and household hazardous waste diversion, and foster regional cooperation around these issues. The City of Melrose, as a host for this position, would provide a workspace for this position, which is funded from the Sustainable Materials Recovery Program and the Green Communities Act. The City would seek reimbursement for all associated costs.

By hosting this position, the City of Melrose gains an added resource in our attempts to increase diversion from the solid waste stream, gain direct access to an expert in the Environmental and Sustainability field, and obtain insight and knowledge of other Grant opportunities that would benefit our operation.

The Department of Public Works will work with the City Auditor to set up the appropriate Grant Account to properly track the expenses incurred from hosting this position and to properly seek the full reimbursement plus the stipend.

We formally request acceptance of this grant award from the Mass DEP as part of the 2023 Municipal Assistance Coordinator Host Grant funded from the Sustainable Materials Recovery Program (SMRP) and created under the Green Communities Act. There is no cost or encumbrance required to enter into this agreement and all expenses will be fully reimbursed by the Massachusetts Department of Environmental Protection. Thank you for your support and consideration. Feel welcome to contact us with any questions you may have.

Attachment: Grant Acceptance - DEP MAC Host Grant (GRANT-2023-13 : Acceptance of Massachusetts Department of Environmental

**Municipal Assistance Coordinator Host Grant Between the City of Melrose
&
Massachusetts Department of Environmental Protection**

SCOPE OF SERVICES and BUDGET July 1, 2023-June 30, 2026

Background: On May 23, 2023, the Massachusetts Department of Environmental Protection (MassDEP) awarded the **City of Melrose** a grant to serve as the Host Community for the Municipal Assistance Coordinator in **Northeast District 2** for a three-year period. The award resulted from the application that the **City of Melrose** submitted in response to the MassDEP's solicitation, [BD-23-1045-BAW00-BAW01-86127](#) under the Sustainable Materials Recovery Program. This grant may be extended, per mutual agreement, for up to three additional years, with a total period not to exceed six years. Grant funds awarded to the Host Community will be used to compensate the Municipal Assistance Coordinator and cover other allowable expenses as described in the Host Responsibilities section below.

Overview: The **City of Melrose** (hereinafter "Host") shall compensate **Gail Sowerder Garron** for performance of duties as a Municipal Assistance Coordinator ("MAC"). MassDEP's Municipal Assistance Coordinators provide technical assistance and support to municipalities to increase recycling, composting, and reuse, reduce the toxicity of the waste stream and foster regional cooperation and innovative approaches to waste reduction. The **MAC** will work with the [municipalities listed at this link, for Northeast District 2](#).

The **MAC** will act under the supervision of MassDEP and will conduct various activities targeted at helping municipalities establish and maintain effective waste reduction programs. In addition, through MassDEP Sustainable Materials Recovery Program (SMRP), the MAC will be assigned to work with grantees (municipalities and regional groups) to assist with the implementation of selected waste reduction initiatives. The MAC shall also provide assistance to the Host community on matters relating to solid waste management, recycling, composting, household hazardous waste, reuse, and other items as approved by MassDEP.

Host Responsibilities

- 1) Indicate the employment status between the Host and the MAC (MAC name). Check one below:
 - a. ☐ **Contractor:** The MAC shall be paid as a Contractor. As such, the MAC will pay self-employment tax (Social Security and Medicare) and document this payment to the Host when requesting reimbursement.
 - b. ☐ **Employee:** The MAC shall be paid as an employee of the Host Community. The Host shall be responsible for payment of the employer portion of Social Security and Medicare.
- 2) Provide the MAC with a workspace (at least one day per week) and access to, or reimbursement for, office supplies, postage, voicemail, internet access, computer/laptop and peripherals. It is expected that the MAC will work at the Host office a minimum of one day per week, with remote work allowed for the balance of the week.
- 3) Receive invoices and timesheets from the MAC and provide weekly or bi-weekly compensation (preferably by direct deposit) as per the terms described below.

- a. The grant provides for a maximum of 1,950 hours per fiscal year (July 1-June 30) to be worked by the MAC. The Host shall invoice MassDEP monthly, in arrears, for the actual hours worked by the MAC during the previous month. An **hourly rate of \$47.30** has been established to cover the salary of the MAC for a total of **\$92,235** in FY24.
 - b. Exactly \$833.50 per month (\$10,002 per year) has been allocated for Host administrative expenses (described in item 2 above), and any benefits as agreed to by the Host. The Host shall invoice MassDEP \$833.50 per month for this line item.
 - c. Up to \$2,875 per year for travel and related expenses of the MAC (parking, tolls, conference/workshop fees, virtual meeting platform subscriptions) and, as pre-approved by MassDEP, the purchase of durable office equipment when needed. The Host shall reimburse the MAC for personal vehicle mileage as required to fulfill the responsibilities of the position. MassDEP reserves the right to transfer durable office equipment purchased from these funds (e.g., laptops, printers, docking stations, copiers/scanners, etc.) to another Host should this contract be terminated for any reason.
 - d. Up to **\$7,055.98** per year for Social Security and Medicare. This expense may either be paid by the Host on behalf of the MAC, or the Host will reimburse the MAC for self-employment tax paid, up to **\$7,055.98** annually. The Host shall invoice MassDEP not less than quarterly for this expenditure.
 - e. \$900 annually for cell phone allowance.
- 4) Submit monthly invoice to MassDEP for items a), b) and e) above. Invoices for items a), b) and e) must be received no later than 20 days after the close of the monthly billing period unless advance arrangement is made with MassDEP. Invoice MassDEP at least quarterly for items c) and d) above.

MAC Responsibilities: See Attachment A below.

FY24 Budget Summary

The maximum obligation for the Host Contract in FY24 is **\$113,067.98** and is itemized below:

MAC Salary:	\$92,235.00
Host Admin/Office/MAC benefits:	\$10,002.00
Travel/Equipment:	\$2,875.00
Cell Phone Allowance:	\$900.00
Social Security/Medicare:	\$7,055.98

FY25 and FY26: MAC salary to be determined by MassDEP.

IN WITNESS WHEREOF, the **City of Melrose** hereby accepts the Host Community Grant including the above terms and conditions and approves this Scope of Work.

Name (please print)

Signature

Title

Date

The **Massachusetts Department of Environmental Protection** approves this Scope of Work:

Name (please print)

Signature

Title

Date

ATTACHMENT A (Contractors)

Details below outline the Core Expectations for the Municipal Assistance Coordinator (MAC) as well as the pay structure that the Host Community will follow. This structure provides MACs with established paid time off as part of the annual MAC Host contract as well as the benefit of a regular salary. Please note that there is no intent to make these benefits the same as state employee positions.

Time Reporting Approval Procedures

The MAC must submit a weekly timesheet to MassDEP that accounts for 37.5 hours of work each week either through hours worked or Paid Time Off. MACs may not bill for more or less than 37.5 hours each week. This means that MACs must account for 1,950 hours per year. A MAC that wishes to work a part time schedule must receive approval in advance of the fiscal year and if approved will adhere to this schedule for the duration of the fiscal year, e.g., 30-hour work week earns 6 hours per paid holiday/vacation/sick day (80% time). ***NOTE: Since MACs will be paid for the same number of hours each week, Hosts are strongly encouraged to establish direct deposit payments to MACs.**

Paid Time Off

All Paid Time Off will be credited at the start of a fiscal year. Because these are annual agreements, unused Paid Time Off will not be carried over into the next fiscal year. MACs must provide advance notice to MassDEP when using vacation time. MACs should be mindful of busy grant times during the year and minimize time off during those periods. MassDEP reserves the right to require documentation from a health care provider for sick time used. MACs that do not otherwise receive paid time off through their host community would receive the following paid time off annually:

Vacation Time

Based on years working as a MAC:

0-4.5 years:	75 hours (2 weeks)
4.5 – 9.5 years:	112.5 hours (3 weeks)
9.5-19.5 years:	150 hours (4 weeks)
> 19.5 years:	187.5 hours (5 weeks)

Sick Time

Up to 75 hours (2 weeks): This may be used when unable to work due to illness or injury or for medical or dental appointments for the MAC or their immediate family.

Holidays

12 official state holidays (90 hours)

<https://www.sec.state.ma.us/cis/cishol/holidx.htm>

These may not be “floated”.

Pay Rate

The pay rate for all MACs is aligned with the Regional Planner III positions, Grade 23 of the MOSES Salary Chart.

Performance Reviews

All MACs will have an annual performance review conducted by MassDEP, or in cooperation with the Host Community. MassDEP will establish measurable performance targets for each MAC, which will be the basis for the performance review. Please refer to Core Expectations listed at the end of this document.

Schedule & Meeting Attendance

MACs are expected to work in the Host offices at least one day per week. Additionally, during normal workdays (e.g., with no evening meetings), MACs must be accessible and working during the core hours of 9:30 a.m.- 3:30 p.m., unless otherwise approved by MassDEP. MACs with scheduled meetings that extend beyond normal work hours may adjust their work hours accordingly. All MACs must receive prior approval from MassDEP for any conference attendance or travel beyond routine meetings and coordination with their host communities. These requests will be considered relative to how they will advance the MAC's annual performance targets.

Core Expectations

Weekly Reporting

- Commit to a consistent number of scheduled work hours each week for the fiscal year.
- Submit weekly report every Friday or Monday by close of business day (5pm) in prescribed format.
- Submit weekly time sheet broken down by day/date.

Public Engagement

- Be mindful of professional presence online (with cameras on) and in person (business casual attire)
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Communication

- Respond to email and telephone inquiries within 48 hours (as best as possible).
- Hold regional meetings for municipal officials, provide relevant updates and information to district communities and regional solid waste districts.
- Create and/or contribute to disseminate a Constant Contact (or similar) newsletter.
- Ensure that all internal and external communications are respectful and professional.

Ongoing Municipal Support

- Assist municipalities with participation in MassDEP's waste reduction programs and grants.
- Help municipalities reduce their solid waste tonnage by implementing new, and/or increasing the effectiveness of existing recycling, composting, waste reduction, reuse, HHW and PAYT programs.
- Conduct research on successful waste reduction programs in the district, write case studies and share.
- Manage more extensive projects with designated municipalities each year, as assigned by MassDEP and/or through the Technical Assistance program.
- Use MassDEP web-based resources to provide information to municipalities whenever possible.

Teamwork/Personal Growth

- Use the DEP staff directory to direct questions to the appropriate contacts.
- Work collaboratively with the MAC team and Boston staff on coordinating meetings, district and statewide communications, data consolidation, research sharing, etc.
- Communicate and facilitate MassDEP grant opportunities and data reporting requirements relating to the Sustainable Materials Recovery Program grant and the Annual Solid Waste and Recycling Survey.
- Demonstrate proactive work to assist municipalities, the MAC team, and MassDEP staff, in their efforts to reduce waste and support program effectiveness.
- Identify areas for personal and professional growth, as well as areas to lead and train others.

**Municipal Assistance Coordinator Host Grant Agreement Between the City of Melrose
&
Massachusetts Department of Environmental Protection**

SCOPE OF SERVICES and BUDGET July 1, 2023-June 30, 2026

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FY25 and FY26: MAC salary to be determined by MassDEP. This Contract and payments made by the City hereunder are subject to the availability of an annual appropriation and/or availability of funding to cover the up-front costs associated with this position as outlined above.

IN WITNESS WHEREOF, the **City of Melrose** hereby accepts the Host Community Grant including the above terms and conditions and approves this Scope of Work.

Name (please print)

Signature

Title

Date

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