



CITY OF MELROSE
FINANCE COMMITTEE
AGENDA • MARCH 28, 2022

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

7:00 PM

The public should take notice that the Melrose City Council may, on certain occasions, have a quorum in attendance due to standing committees of the City Council consisting of both voting and non-voting members. Members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the standing committee.

I. CALL TO ORDER

Maya Jamaledine	Chair
Mark Garipay	Vice Chair
Leila Migliorelli	
Manjula Karamcheti	
John Obremski	
Christopher Cinella	President, ex officio

II. PUBLIC COMMENT

III. ORDERS

1. **ORDER-2022-88** : A transfer from Temporary Debt Interest (017522-549100) in the amount of ten thousand dollars (\$10,000) to City Clerk Recodification Services (011612-529301) to fund updates to the City Charter and Administrative Code in print and online.

Sponsored by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

IV. ADJOURNMENT

03/15/2022 10:10
kfoote

CITY OF MELROSE
G/L ACCOUNT - MASTER INQUIRY

P 1
glactinq

Org code: 011612 CITY CLERK - EXP
Object code: 529301 RECODIFICATION
Project code:

Type: E
Status: A
Budgetary: Y

Fund 0100 GENERAL FUND
FUNCTION 1 GENERAL GOVERNMENT
UMAS/GRT YR 160 LICENSING AND REGISTRATION
DEP/GRT LINE 161 CITY CLERK
LOCATION 00 UNDEFINED
PROGRAM 000 UNDEFINED
S.R. CODE 00 UNDEFINED
EXP CAT/LEVL 02 EXPENSE

Full description: RECODIFICATION
Reference Acct:

Short desc: RECODE
Auto-encumber? (Y/N) N

----- CURRENT YEAR MONTHLY AMOUNTS -----				
PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	1,133.00	.00	.00
01	1,133.00	62.00	1,133.00	7,133.00
02	1,195.00	-1,195.00	.00	.00
03	.00	.00	.00	.00
04	2,700.00	.00	.00	.00
05	.00	.00	.00	.00
06	.00	.00	.00	.00
07	3,958.10	.00	.00	.00
08	.00	.00	.00	.00
09	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	.00	.00	.00	.00
13	.00	.00	.00	.00
Tot:	8,986.10	.00	1,133.00	7,133.00

----- CURRENT YEAR TOTAL AMOUNTS -----			
Actual (Memo)	8,986.10	Original Budget	6,000.00
Encumbrances	.00	Budget Tranfr In	.00
Requisitions	.00	Budget Tranfr Out	.00
Total	8,986.10	Carry Fwd Budget	1,133.00
Available Budget	-1,853.10	Carry Fwd Bud Tfr	.00
Percent Used	125.98	Revised Budget	7,133.00
Inceptn to SOY	.00	Inceptn Orig Bud	.00
		Inceptn Revsd Bud	.00
Encumb-Last Yr	.00	DEPARTMENT	6,000.00
Actual-Last Yr	1,133.00	MAYOR	6,000.00
Estim-Actual	7,133.00	ALDERMEN	6,000.00
	.00	ADOPTED	6,000.00
			.00

Attachment: eCode printout munis (ORDER-2022-88 : Transfer - General Code services)

03/15/2022 10:10
kfoote

CITY OF MELROSE
G/L ACCOUNT - MASTER INQUIRY

P 2
glactinq

PER	ACTUAL	LAST YEAR MONTHLY AMOUNTS	
		ENCUMBRANCE	BUDGET
00	.00	3,430.43	.00
01	.00	.00	9,430.43
02	.00	.00	.00
03	.00	.00	.00
04	.00	.00	.00
05	517.00	.00	.00
06	.00	.00	.00
07	.00	.00	.00
08	.00	.00	.00
09	.00	.00	.00
10	.00	.00	.00
11	.00	1,115.00	.00
12	1,095.00	-3,412.43	.00
13	.00	-1,133.00	.00
Tot:	1,612.00	.00	9,430.43

----- PRIOR YEARS TOTAL AMOUNTS -----	
2021 Actual	1,612.00
2021 Closed @ YE	1,612.00
2021 Encumbrance	.00
2021 Memo Bal	1,612.00
2020 Actual	10,185.23
2019 Actual	2,613.55
2018 Actual	8,644.41
2017 Actual	5,092.40
2016 Actual	1,195.00
2015 Actual	1,620.64
2014 Actual	5,092.40
2013 Actual	1,195.00
2012 Actual	10,195.34
2021 Orig Budget	6,000.00
2021 Bud Tfr In	.00
2021 Bud Tfr Out	.00
2021 C Fwd Budget	3,430.43
2021 Revsd Budget	9,430.43
2020 Orig Budget	4,000.00
2020 Revsd Budget	13,615.66
2019 Orig Budget	4,000.00
2019 Revsd Budget	12,229.21
2021	0.00
2020	0.00
2019	0.00

----- FUTURE YEAR AMOUNTS -----	
PER	2023 BUDGET
00	.00
01	.00
02	.00
03	.00
04	.00
05	.00
06	.00
07	.00
08	.00
09	.00
10	.00
11	.00
12	.00
13	.00
Tot:	.00
2023 DEPARTMENT	.00
2023 MAYOR	.00
2023 ALDERMEN	.00
2023 ADOPTED	.00
2023	.00
2023 Revised	.00
2024 Estimate	.00
2025 Estimate	.00
2026 Estimate	.00
2027 Estimate	.00
2023 Memo Bal	.00
2023 Encumbrance	.00
2023 Requisition	.00

----- ACCOUNT NOTES -----

** END OF REPORT - Generated by Kristin Foote **

Attachment: eCode printout munis (ORDER-2022-88 : Transfer - General Code services)



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4116

MEMORANDUM

TO: Hon. City Council

From: Kristin Foote, City Clerk

Date: March 25, 2022

Re: **Order 2022-88** Transfer for General Code Services

Please find below details regarding the above referenced request scheduled before the Finance committee on Monday evening.

Charter/Code

In accordance with the Article I § 1:4-7 the Office of the City Clerk is responsible for maintaining the city charter/code. As a living document that evolves with our municipality keeping this clear, current, and enforceable is essential. When new law or regulation is passed, they are integrated into the code so that it remains a reliable resource. All new ordinances, zoning regulation or administrative legislation, as well as changes, amendments, or administrative revisions are codified within the respective section. This ensures there is a comprehensive, unified document that contains all our organized laws.

General Code located in Rochester, NY provides the following services to the city for each requested change to the Code:

1. Analysis of the new legislation and proper placement in the Code
2. Removal of repealed or superseded provisions
3. Updates to the Officials Page, Table of Contents, Disposition List, Appendixes, Index, Histories, Tables, Charts, and other items as necessary
4. Review of statutory citations regarding the new legislation
5. Bring any conflicts, inconsistencies, issues or questions identified at this point to our attention for resolution prior to publication
6. Insertion of cross reference and editor's notes, as appropriate
7. Creation of instruction page for removing and inserting revised Code pages
8. Printing 2 sets of supplemental pages
9. Update eCode360 online.

Following my appointment in May of 2021 these legislative matters have been submitted for codification:

- Order 2021-79 Act authorizing means tested senior citizen property tax exemption
- Order 2021-81 Act authorizing Melrose to regulate property tax exemption eligibility
- Order 2021-96 Incentive Zoning and Related Zoning Amendments
- Order 2021-104 Amending Chapter 173 rules and regulations of Park Department

- Order 2021-111 Construction site Noise during the pandemic
- Order 2021-123 Fiscal 2022 Ambulance Rates
- Order 2021-124 Fiscal 2022 Ambulance Operating Budget
- Order 2021-146 Adopting MGL Chapter 40 Section 22G, Disable Parking Fines
- Order 2021-147 Stormwater Ordinance
- Order 2022-16 Amending Chapter 198 of revised ordinances
- Order 2022-21 Amending Chapter 228 of revised ordinances
- Order 2022-25 Amending Chapter 198, Article II section 198-2
- Order 2022-55 Amending Chapter 4 section 4-1 Wards/Precincts boundaries
- Order 2022-56 Amending 152-12 common victualer fee waiver for 2022
- Order 2022-65 Amending Chapter 198 solid waste amendment
- Ordnc 2022-1 Amending Chapter 152-10
- Ordnc 2022-2 Ordinance Chapter 183 Small Wireless Facilities Installation in the public right of way
- Order 08-054 Planning Board Members as Special Municipal Employees
- Order 2016-103 Historic District Commission Board Members as Special Municipal Employees
- Chapter 220 Traffic Code update - Vehicles and Traffic

Forthcoming

- *Order 2022-66 An Order relative to Property Tax Relief for Active Duty*

General Code charges are billed on a supplement-by-supplement basis. Costs vary year to year depending on the legislation adopted and the depth of code analysis and changes to composition. Additionally, the online version of the code ([eCode360](#)) has an annual maintenance fee of \$1,195/year. There has not been an increase to the maintenance from 2020-2022.

I respectfully request a transfer to the City Clerk recodification account to fund existing and anticipated changes to the City of Melrose Code.