



Medford City Council
Medford, Massachusetts

Committee of the Whole, April 30, 2024

City Council

Isaac B. "Zac" Bears
Anna Callahan
Kit Collins
Emily Lazzaro
Matt Leming
George A. Scarpelli
Justin Tseng

This meeting will take place at 6:00 P.M. in the City Council Chamber, 2nd Floor, Medford City Hall, 85 George P. Hassett Drive, Medford, MA and via Zoom.

Zoom Link: <https://us06web.zoom.us/j/84304829406>

Call-in Number: +13017158592,,84304829406# US

Broadcast Live: Channel 22 (Comcast), Channel 43 (Verizon), and medfordtv.org.

To submit written comments, please email AHurtubise@medford-ma.gov.

CALL TO ORDER & ROLL CALL

ACTION AND DISCUSSION ITEMS

24-045 - Annual Budget Process for FY2025 - Preliminary Budget Meeting

PAPERS IN COMMITTEE

To view Papers in Committee, please email ahurtubise@medford-ma.gov.

Adjournment



Medford City Council
Medford, Massachusetts

MEETING DATE

April 30, 2024

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

24-045 - Annual Budget Process for FY2025 - Preliminary Budget Meeting

FULL TEXT AND DESCRIPTION

This will be the third preliminary budget meeting of the FY25 Budget Process. The Mayor has communicated that the following departments will be present:

- Executive
- Hormel Commission
- Licensing Commission
- Recreation

Be it Resolved by the Medford City Council that the Council President requests City Councilors submit individual budget recommendations to the City Clerk by Friday, March 1, 2024 for consideration in a Committee of the Whole meeting on Wednesday, March 6, 2024.

Be it Further Resolved that, based on schedule included in the soon-to-be-finalized Budget Ordinance, the City Council and City Administration will follow the following budget schedule for the FY2025 City Budget:

- **By March 1st, 2024** - City Councilors Submit Individual Budget Recommendations for Consideration by Administration and Finance Committee
- **By Friday, March 22nd, 2024** - City Council Submits Collective Budget Recommendation to the Mayor
- **From April 15th, 2024 to May 15th, 2024** - City Council Holds Preliminary Budget Meetings with Department Heads

- **By Friday, May 31st, 2024** - Mayor Submits Comprehensive Budget Proposal to the City Council

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Executive Budget 2025
2. Hormel Stadium Budget 2025
3. License Commision Budget 2025
4. Recreation Budget 2025
5. FY24 1st and 2nd and 3rd Quarters single sheet

Dept. 102 | Executive

Departmental Budget

		FY24 Budgeted	FY24 Actuals as of 12/31/23	FY25 Proposed
Personnel				
010-102-5110	Permanent Employees	501,625.00	243,234.00	514,350.68
010-102-5121	Part-Time Employees	-	-	13,000.00
010-102-5150-1116	Travel	3,016.00	1,450.00	3,016.00
	Longevity	-	-	1,600.00
010-102-5135	Stipends	19,599.00	-	19,580.00
Personnel Totals:		524,240.00	244,684.00	551,546.68
Ordinary Expenses				
010-102-5302	Professional Services	5,000.00	-	5,000.00
010-102-5309	See-Click-Fix	6,500.00	6,474.00	6,500.00
010-102-5340	Communication- Telephone	4,000.00	-	4,000.00
010-102-5341	Executive Advertisements	750.00	182.00	750.00
010-102-5350	Medford Arts Council	60,000.00	-	60,000.00
010-102-5420	Office Supplies	3,000.00	1,303.00	3,000.00
010-102-5580	Water	400.00	318.00	400.00
010-102-5710	Conf & Muni membership dues	31,000.00	13,671.00	31,000.00
010-102-5780	Contingency	5,500.00	1,693.00	5,500.00
Expense Totals:		116,150.00	23,641.00	116,150.00
Departmental Totals:		640,390.00	268,325.00	667,696.68

FY24 to FY25 Dollar Change	FY24 to FY25 Percent Change
12,725.68	3%
13,000.00	#DIV/0!
-	0%
1,600.00	#DIV/0!
(19.00)	0%
27,306.68	5%
-	0%
-	0%
-	0%
-	0%
-	0%
-	0%
-	0%
-	0%
-	0%
27,306.68	4%

Personnel Services Summary

Position Title	FY24 Budget		FY25 Proposed	
	# of Positions	Amount	# of Positions	Amount
Mayor	1	135,930.00	1	135,410.00
Chief of Staff	1	134,319.00	1	139,564.00
Director of Communications *	1	89,252.00	1	94,590.00
Director of Comm. Affairs	1	86,800.00	1	94,653.00
Executive Assistant	1	58,649.00	1	59,593.00
Special Projects Coordinator *	0.43	39,000.00	0.29	26,000.00
Communications Specialist **	1	70,094.00	1	75,300.00
Dept. Totals	6.43	614,044.00	6.29	625,110.00

Change FY24 - FY25	% Change FY24 - FY25
(520.00)	-0.38%
5,245.00	3.90%
5,338.00	5.98%
7,853.00	9.05%
944.00	1.61%
(13,000.00)	-33.33%
5,206.00	7.43%
11,066.00	1.80%

* Funded partially through other sources

** Funded through other sources

Below is a comparison from FY24 budgeted numbers to FY25 budgeted numbers. If there is a net increase between FY24 to FY25, please identify below for fixed cost growth and new expenses. Fixed cost growth includes contractual or other increases to *existing* staffing that were initiated by the Administration and approved by the City Council, increased costs to *existing* supply and service costs, etc. New expenses are for all *proposed* increases to staffing and/or proposed new supplies and services.

FY24	640,390.00
FY25	667,696.68
Net increase/(decrease)	27,306.68

Fixed Cost Growth		
Category	Total Cost	
Salaries	12,725.68	Non-Union inc. & ARPA ending, so Comms Director only effectively has 10% of salary in ARPA
Salaries	13,000.00	Special Project Administrator to continue working as liaison for parking implementation
Longevity	1,600.00	Two Employees will reach 5 years of service

Dept. 638 Hormel Commission

Department Totals			
	FY24 Budgeted	FY24 Actuals as of 12/31/23	FY25 Proposed
<u>Personnel</u>			
Stipends-Boards, Commissions	3,900.00	1,592.00	3,900.00
Stipend	1,500.00	750.00	1,500.00
<u>Department Totals</u>	5,400.00	2,342.00	5,400.00

Dept. 165 LICENSE COMMISSION

Department Budget

		FY24 Budgeted	FY24 Actuals as of 12/31/23	FY25 Proposed
<u>Personnel</u>				
Stipends		5,400.00	2,250.00	5,400.00
Personnel Total		5,400.00	2,250.00	5,400.00
<u>Ordinary</u>				
010-165-5420	Office Supplies	400.00		400.00
Ordinary Total		400.00	-	400.00
<u>Department Totals</u>		5,800.00	2,250.00	5,800.00

Dept. 630 RECREATION				
Departmental Budget				
		FY24 Budgeted	FY24 Actuals as of 12/31/23	FY25 Proposed
Personnel				
010-630-5110	Permanent Employees	317,002.00	145,801.00	325,852.30
010-630-5120	Part-Time Employees	243,713.00	235,278.00	243,713.00
010-630-5150-1116	Travel allowance	8,320.00	3,640.00	8,320.00
010-630-5130/010-630-5130-1104	Overtime	5,000.00	4,039.00	5,000.00
010-630-5150-1111	Longevity	2,000.00	-	2,000.00
010-630-5150-1115	Sick Leave Incentive	5,600.00	-	3,900.00
010-630-5125	Stipends	26,900.00	23,650.00	23,900.00
Personnel Totals:		608,535.00	412,408.00	612,685.30

FY24 to FY25 Dollar Change	FY24 to FY25 Percent Change
8,850.30	3%
-	0%
-	0%
-	0%
-	0%
(1,700.00)	-30%
(3,000.00)	-11%
4,150.30	1%

Personnel Services Summary				
Position Title	FY24 Budgeted		FY25 Proposed	
	# of Positions	Amount	# of Positions	Amount
Recreation Dir.	1	99,404.00	1	102,003.00
Asst. Dir.	1	84,141.00	1	86,341.00
Program Manager	1	68,293.00	1	67,511.00
Recreation Fac. Coord.	1	65,165.00	1	69,997.00
Dept. Totals	4	317,003.00	4	325,852.00

Change FY24 - FY25	% Change FY24 - FY25
2,599.00	2.61%
2,200.00	2.61%
(782.00)	-1.15%
4,832.00	7.42%
8,849.00	2.79%

Below is a comparison from FY24 budgeted numbers to FY25 budgeted numbers. If there is a net increase between FY24 to FY25, please identify below for fixed cost growth and new expenses. Fixed cost growth includes contractual or other increases to *existing* staffing that were initiated by the Administration and approved by the City Council, increased costs to *existing* supply and service costs, etc. New expenses are for all *proposed* increases to staffing and/or proposed new supplies and services.

FY24	608,535.00
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FY25	612,685.30
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Net increase/(decrease)	4,150.30
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Fixed Cost Growth	
<u>Category</u>	<u>Total Cost</u>
Salaries	8,850.30 2% raises for nonunion

Department	Department Code	FY24 Personnel Budgeted	FY24 Ordinary Budgeted	FY24 Total	1st Quarter Personnel	1st Quarter Encumbrances	1st Quarter Ordinary	1st Quarter Total	2nd Quarter Personnel	2nd Quarter Encumbrances	2nd Quarter Ordinary	2nd Quarter Total	3rd Quarter Personnel	3rd Quarter Encumbrances	3rd Quarter Ordinary	3rd Quarter Total
Assessor	141	383,140.00	176,497.00	559,637.00	92,929.00	45,276.00	37,502.00	175,707.00	189,987.00	19,546.00	85,146.00	294,679.00	287,938.82	40,700.92	106,566.97	435,206.71
Legislative	101	216,589.00	96,100.00	312,689.00	53,922.00	38,464.00	6,108.00	98,494.00	107,844.00	36,517.00	12,042.00	156,403.00	161,704.62	83,169.83	27,102.04	271,976.49
Executive	102	524,240.00	116,150.00	640,390.00	127,219.00	7,202.00	21,231.00	155,652.00	254,538.00	6,255.00	23,641.00	284,434.00	383,117.16	6,230.32	27,258.60	416,606.08
Finance	135	571,286.00	152,585.00	723,871.00	142,120.00	11,071.00	115,970.00	269,161.00	291,852.00	8,766.00	118,681.00	419,299.00	436,614.42	14,494.67	122,292.08	573,401.17
Treasury	145	462,708.00	256,650.00	719,358.00	107,508.00	173,462.00	69,670.00	350,640.00	202,656.00	130,121.00	136,870.00	469,647.00	296,060.94	61,976.47	218,525.34	576,562.75
Law	151	301,903.00	250,500.00	552,403.00	18,185.00	85,376.00	11,302.00	114,863.00	38,297.00	45,257.00	89,063.00	172,617.00	56,883.43	50,667.25	153,287.32	260,838.00
Info Tech	155	109,950.00	267,801.00	377,751.00	30,063.00	56,050.00	130,643.00	216,756.00	57,574.00	48,581.00	156,217.00	262,372.00	86,632.41	33,931.42	210,820.06	331,383.89
Clerk	161	365,206.00	18,950.00	384,156.00	86,272.00	9,444.00	2,400.00	98,116.00	166,751.00	8,545.00	5,359.00	180,655.00	247,116.24	7,801.48	6,342.96	261,260.68
Election	163	260,146.00	80,050.00	340,196.00	35,178.00	8,723.00	18,437.00	62,338.00	160,629.00	36,416.00	30,535.00	227,580.00	279,414.06	6,245.84	82,857.55	368,517.45
Licensing comm	165	5,400.00	400.00	5,800.00	-	-	-	-	2,250.00	-	-	2,250.00	-	-	-	2,250.00
Conserv Comm	171	7,100.00	1,100.00	8,200.00	375.00	-	609.00	984.00	2,250.00	-	609.00	2,859.00	2,625.00	-	609.00	3,234.00
PDS	181, 297	551,234.00	227,850.00	779,084.00	115,977.00	34,228.00	14,443.00	164,648.00	242,558.00	32,532.00	65,803.00	340,893.00	388,910.89	46,088.60	81,367.61	516,367.10
CommDev Board	182	8,900.00	300.00	9,200.00	375.00	-	-	375.00	3,000.00	-	-	3,000.00	3,375.00	-	-	3,375.00
Appeals	176	11,000.00	150.00	11,150.00	375.00	-	-	375.00	4,500.00	-	-	4,500.00	4,875.00	-	-	4,875.00
Hist Dist Comm	636	-	5,000.00	5,000.00	-	-	-	-	-	-	-	-	-	-	-	-
HistComm	632	-	38,050.00	38,050.00	-	7,000.00	3,000.00	10,000.00	-	1,500.00	9,286.00	10,786.00	-	5,421.95	10,786.37	16,208.32
Cable	190	154,037.00	47,000.00	201,037.00	24,638.00	13,751.00	89.00	38,478.00	50,250.00	12,701.00	6,326.00	69,277.00	87,522.56	5,904.93	19,260.97	112,688.46
Hormel Com	638	5,400.00	-	5,400.00	1,379.00	-	-	1,379.00	2,399.00	-	-	2,399.00	3,478.80	-	-	3,478.80
Bicycle Com	215	-	1,500.00	1,500.00	-	-	-	-	-	-	-	-	-	1,302.59	197.41	1,500.00
Building	192, 241	863,203.00	222,328.00	1,085,531.00	184,633.00	68,156.00	95,896.00	348,685.00	358,627.00	46,267.00	119,292.00	524,186.00	550,521.92	28,884.17	140,999.06	720,405.15
Electrical	245, 246, 247	294,145.00	349,956.00	644,101.00	150,865.00	191,907.00	39,737.00	382,509.00	236,257.00	125,495.00	129,599.00	491,351.00	309,613.74	62,997.37	212,291.11	584,902.22
Facilities	410	106,415.00	1,513,098.00	1,619,513.00	27,450.00	1,093,190.00	235,391.00	1,356,031.00	55,023.00	808,597.00	609,007.00	1,472,627.00	82,595.49	468,264.78	1,112,247.04	1,663,107.31
Police	210	13,803,928.00	762,952.00	14,566,880.00	3,156,714.00	159,712.00	137,977.00	3,454,403.00	6,366,012.00	156,750.00	269,506.00	6,792,268.00	9,408,146.64	59,004.84	458,953.37	9,926,104.85
Traffic Supervisors	211	346,650.00	11,000.00	357,650.00	75,693.00	5,000.00	-	80,693.00	160,276.00	4,498.00	2,773.00	167,547.00	236,499.80	4,497.53	2,773.47	243,770.80
Traffic Commission	293	4,500.00	23,300.00	27,800.00	1,125.00	6,227.00	16,073.00	23,425.00	2,250.00	4,983.00	17,317.00	24,550.00	3,375.00	51.15	22,248.85	25,675.00
Fire	220	13,889,273.00	636,750.00	14,526,023.00	3,493,590.00	125,114.00	79,022.00	3,697,726.00	6,826,021.00	125,654.00	137,586.00	7,089,261.00	10,213,959.07	124,690.45	275,099.55	10,613,749.07
Civil Defense	291	8,840.00	550.00	9,390.00	2,210.00	-	2,210.00	4,420.00	300.00	-	300.00	4,720.00	6,629.94	-	-	6,629.94
Parking Enforcement	292	675,766.00	339,072.00	1,014,838.00	142,187.00	152,357.00	45,524.00	340,068.00	304,959.00	123,714.00	101,861.00	530,534.00	470,664.12	76,226.87	183,724.24	730,615.23
School	300	-	-	71,227,000.00	8,217,742.00	9,776,521.00	1,682,676.00	19,676,939.00	22,201,640.00	6,933,881.00	6,307,136.00	35,442,657.00	38,327,685.39	2,524,891.69	9,340,339.01	50,192,916.09
Recreation	630	608,535.00	-	608,535.00	316,195.00	-	-	316,195.00	417,293.00	-	-	417,293.00	482,810.16	-	-	482,810.16
Library	610	1,541,727.00	470,450.00	2,012,177.00	356,458.00	137,903.00	157,202.00	651,563.00	740,516.00	99,020.00	247,931.00	1,087,467.00	1,124,021.87	62,770.41	360,593.98	1,547,386.26
Chevalier	637	32,000.00	-	32,000.00	7,239.00	-	-	7,239.00	15,081.00	-	-	15,081.00	-	-	-	-
DPW-Highway	421, 422, 423, 429, 430, 433	2,219,097.00	9,396,898.00	11,615,995.00	535,559.00	6,963,546.00	1,477,469.00	8,976,574.00	1,080,727.00	5,157,504.00	3,716,237.00	9,954,468.00	1,699,875.76	2,953,484.88	6,037,827.67	10,691,188.31
DPW-Cemetery	491	810,261.00	249,060.00	1,059,321.00	209,748.00	80,463.00	74,376.00	364,587.00	388,621.00	23,738.00	156,719.00	569,078.00	592,407.25	15,429.77	174,144.23	781,981.25
DPW-Parks	492, 493	594,076.00	356,940.00	951,016.00	166,841.00	40,282.00	90,835.00	297,958.00	283,007.00	28,156.00	131,090.00	442,253.00	394,512.49	19,865.87	145,004.02	559,382.38
DPW-Engineering	411	409,699.00	86,131.00	495,830.00	100,154.00	4,479.00	48,923.00	153,556.00	202,306.00	2,046.00	63,795.00	268,147.00	310,643.79	4,029.27	65,664.08	380,337.14
DPW-Forestry	495	398,277.00	218,200.00	616,477.00	93,150.00	162,995.00	11,703.00	267,848.00	162,768.00	78,704.00	105,827.00	347,299.00	218,738.40	64,108.06	125,769.09	408,615.55
Health	510, 519	699,510.00	77,000.00	776,510.00	147,323.00	15,444.00	34,061.00	196,828.00	294,876.00	14,276.00	43,196.00	352,348.00	420,886.51	10,129.04	55,388.86	486,404.41
Council on Aging	541	249,045.00	18,500.00	267,545.00	55,266.00	6,351.00	2,898.00	64,515.00	121,357.00	4,776.00	4,693.00	130,826.00	180,381.73	2,805.60	13,973.65	197,160.98
HR	152	188,597.00	13,760.00	202,357.00	51,453.00	3,418.00	497.00	55,368.00	101,283.00	2,432.00	2,491.00	106,206.00	152,898.64	1,594.84	5,630.16	160,123.64
Diversity	545	98,297.00	9,700.00	107,997.00	24,346.00	-	606.00	24,952.00	48,795.00	-	939.00	49,734.00	73,244.37	-	998.31	74,242.68
Veteran	543, 692	112,989.00	322,714.00	435,703.00	27,013.00	14,616.00	46,819.00	88,448.00	49,581.00	14,012.00	89,945.00	153,538.00	71,649.04	18,531.95	128,451.44	218,632.43
Contractual Agreements	Part of 102	3,000,000.00	-	3,000,000.00	212,922.00	-	-	212,922.00	458,908.00	-	-	458,908.00	2,091,344.56	-	-	2,091,344.56
Workmens comp	912	675,000.00	-	675,000.00	248,901.00	15,806.00	4,937.00	269,644.00	470,869.00	10,868.00	9,875.00	491,612.00	648,153.98	5,930.58	14,933.14	669,017.70
Insurance	914	-	25,500,000.00	25,500,000.00	-	31,326.00	7,028,931.00	7,060,257.00	-	21,548.00	13,423,897.00	13,445,445.00	19,242,050.08	10,039.81	696,857.04	19,948,946.93
Pensions	910, 911	84,043.00	15,318,597.00	15,402,640.00	21,011.00	-	15,318,597.00	15,339,608.00	42,022.00	-	15,318,597.00	15,360,619.00	64,886.24	-	15,318,597.00	15,383,483.24
Bonds & interest	710	-	5,090,534.00	5,090,534.00	-	-	624,450.00	624,450.00	-	-	624,450.00	624,450.00	-	-	1,223,375.00	1,223,375.00
DPW-Water	620	1,977,439.00	23,979,098.00	25,956,537.00	409,105.00	15,398,079.00	6,777,600.00	22,584,784.00	812,099.00	11,225,259.00	11,380,881.00	23,418,239.00	2,317,261.82	4,819,975.25	18,245,512.22	25,382,749.29
Bonds-Water	620	-	1,409,044.00	1,409,044.00	-	-	329,700.00	329,700.00	-	-	1,109,700.00	1,109,700.00	-	-	1,109,700.00	1,109,700.00