



Medford City Council
Medford, Massachusetts

MEETING DATE

April 29, 2025

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

25-039 - Annual Budget Process for FY2026 - Preliminary Budget Meeting #1

FULL TEXT AND DESCRIPTION

This will be the first preliminary budget meeting of the FY26 Budget Process. The Mayor has communicated that the following departments will be present:

- Council on Aging
- Finance/Procurement

Be it Resolved by the Medford City Council that the Council President requests City Councilors submit individual budget recommendations to the City Clerk by Thursday, March 13, 2025 for consideration in a Committee of the Whole meeting on Tuesday, March 18, 2025 at 6PM.

Be it Further Resolved that, based on Budget Ordinance and discussions with the administration, the City Council and City Administration will follow the following budget schedule for the FY2026 City Budget:

- **By March 13, 2025** - City Councilors Submit Individual Budget Recommendations for Consideration in Committee of the Whole
- **March 18, 2025 at 6PM** - City Council Committee of the Whole Meeting to Discuss Council Budget Recommendations
- **March 19, 2025 at 6PM** - Joint Meeting of the City Council and School Committee to Receive a Financial Update and Discuss the FY26 Budget Process
- **Tuesday, March 25, 2025** - City Council Regular Meeting to Submit Collective Budget Recommendation to the Mayor
- **From April 15th, 2025 to May 21st, 2025** - City Council Holds Preliminary Budget Meetings with Department Heads

- **By Friday, May 31st, 2025** - Mayor Submits Comprehensive Budget Proposal to the City Council

Be it Further Resolved that the Updated Schedule of Preliminary Budget Meetings in Committee of the Whole is as follows:

- Tuesday, April 29th, 2025 at 6:00 P.M.
- Wednesday, April 30th, 2025 at 7:00 P.M.
- Tuesday, May 6th, 2025 at 6:00 P.M.
- Tuesday, May 20th, 2025 at 6:00 P.M.
- Wednesday, May 21st, 2025 at 6:00 P.M.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Finance Budget FY2026
2. Council on Aging Budget FY2026

Dept. 135 | FINANCE/PROCUREMENT

Departmental Budget

		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
Personnel				
010-135-5110	Permanent Employees	\$ 604,539.00	\$ 427,779.00	\$ 611,270.00
010-135-5150-1111	Longevity	\$ 5,400.00	\$ 3,350.00	\$ 4,450.00
010-135-5150-1115	Sick-Leave Incentive	\$ 4,575.00	\$ 1,275.00	\$ 4,575.00
Personnel Totals:		\$ 614,514.00	\$ 432,404.00	\$ 620,295.00
Ordinary Expenses				
010-135-5301	Prof Services - Financial	\$ 80,000.00	\$ 136,500.00	\$ 90,500.00
010-135-5306	Prof Services - Data Processing	\$ 134,000.00	\$ 132,676.00	\$ 141,400.00
010-135-5341	Advertising	\$ 5,500.00	\$ 5,500.00	\$ 6,500.00
010-135-5420	Office Supplies	\$ 7,000.00	\$ 7,436.00	\$ 7,000.00
010-135-5580	Other Supplies - Water Cooler	\$ 500.00	\$ 500.00	\$ 600.00
010-135-5710	Dues, Conferences	\$ 9,000.00	\$ 5,054.00	\$ 9,000.00
010-135-5860	Office Equipment	\$ -	\$ 1,200.00	\$ -
010-135-5865	Furniture/Fixtures	\$ 3,800.00	\$ 3,800.00	\$ 4,840.00
Expense Totals:		\$ 239,800.00	\$ 292,666.00	\$ 259,840.00
Departmental Totals:		\$ 854,314.00	\$ 725,070.00	\$ 880,135.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 6,731.00	1%
\$ (950.00)	-18%
\$ -	0%
\$ 5,781.00	1%
\$ 10,500.00	13%
\$ 7,400.00	6%
\$ 1,000.00	18%
\$ -	0%
\$ 100.00	20%
\$ -	0%
\$ -	#DIV/0!
\$ 1,040.00	27%
\$ 20,040.00	8%
\$ 25,821.00	3%

Personnel Services Summary

Position Title	FY25 Budgeted		FY26 Proposed	
	# of Positions	Amount	# of Positions	Amount
Finance Director	1	136,414.00	1	139,139.00
Assistant Finance Director/Budget Manager	1	87,207.00	1	82,250.00
Federal Funds Manager *	1	92,127.00	1	96,883.00
Office Manager	1	70,562.00	1	72,326.00
Payroll Clerk	1	58,610.00	1	57,137.00
Chief Procurement Officer	1	109,704.00	1	112,395.00
Assistant Purchasing Agent	1	80,873.00	1	84,393.00
Procurement Clerk	1	61,168.00	1	63,629.00
Full Time Total	8	696,665.00	8	708,152.00

Change FY25 - FY26	% Change FY25 - FY26
2,725.00	2.00%
(4,957.00)	-5.68%
4,756.00	5.16%
1,764.00	2.50%
(1,473.00)	-2.51%
2,691.00	2.45%
3,520.00	4.35%
2,461.00	4.02%
11,487.00	1.65%

* Funded through other sources

Below is a comparison from FY25 budgeted numbers to FY26 budgeted numbers. If there is a net increase between FY25 to FY26, 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.

FY25	854,314.00
FY26	880,135.00
Net increase/(decrease)	25,821.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-135-5110	Permanent Employees	\$ 6,731.00	Clerical contract raises and 2% COLA for nonunion
010-135-5301	Prof Services - Financial	\$ 10,500.00	The FY26 audit is projected to be going up by this much per the Auditors
010-135-5306	Prof Services - Data Processing	\$ 7,400.00	Admins increased by 7% from FY25
010-135-5341	Advertising	\$ 1,000.00	Expenses for advertising increase each year and we are close to overspending FY25 budget
010-135-5865	Furniture/Fixtures	\$ 1,040.00	Ricoh lease went up \$200 for FY26 and we are leasing a new printer for AP checks which is \$60 per month

Dept. 541| Council on Aging

Departmental Budget

		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
010-541-5110	Permanent Salaries	\$ 227,872.00	\$ 164,764.00	\$ 232,717.00
010-541-5111	Part time	\$ 21,480.00	\$ 21,480.00	\$ 22,122.00
010-541-5130-1104	Custodial Overtime	\$ 4,000.00	\$ 3,213.00	\$ 4,000.00
010-541-5150-1111	Longevity	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00
010-541-5150-1115	Sick Leave Incentive	\$ 1,475.00	\$ -	\$ 1,475.00
Personnel Total		\$ 258,577.00	\$ 193,207.00	\$ 264,064.00
Ordinary Expenses				
010-541-5240	Office Equip. Leases	\$ 1,380.00	\$ 1,380.00	\$ 1,400.00
010-541-5241	Repair and Maint.	\$ 1,500.00	\$ 1,357.00	\$ 1,500.00
010-541-5340	Telephone/Internet	\$ 5,000.00	\$ 3,026.00	\$ 2,400.00
010-541-5380	MVES and Transport	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
010-541-5420	Office Supplies	\$ 2,000.00	\$ 1,980.00	\$ 2,000.00
010-541-5710	Confrence/Dues/Education	\$ 500.00	\$ 275.00	\$ 500.00
010-541-5730	Periodicals	\$ 200.00	\$ -	\$ 200.00
010-541-5860	Office Equipt.	\$ 500.00	\$ -	\$ 500.00
010-541-5865	Furnishings	\$ 500.00	\$ -	\$ 500.00
Expense Totals:		\$ 18,580.00	\$ 15,018.00	\$ 16,000.00
Department Total		\$ 277,157.00	\$ 208,225.00	\$ 280,064.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 4,845.00	2%
\$ 642.00	3%
\$ -	0%
\$ -	0%
\$ -	0%
\$ 5,487.00	2%
\$ 20.00	1%
\$ -	0%
\$ (2,600.00)	-52%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ (2,580.00)	-14%
\$ 2,907.00	1%

Personnel Services Summary

Full time Position Title	FY25 Budgeted		FY26 Proposed	
	# of Positions	Amount	# of Positions	Amount
Director	1	100,626.00	1	102,636.00
Head Clerk	1	58,610.00	1	60,075.00
Maintenance	1	68,636.00	1	70,006.00
Full Time Total	3	227,872.00	3	232,717.00
Part Time	# of Positions		# of Positions	
	Amount		Amount	
Social Worker	1	21,480.00	1	22,122.00
Part Time Total	1	21,480.00	1	22,122.00
Dept. Totals	4	249,352.00	4	254,839.00

Change FY25 - FY26	% Change FY25 - FY26
2,010.00	2.00%
1,465.00	2.50%
1,370.00	2.00%
4,845.00	2.13%
642.00	2.99%
642.00	2.99%
5,487.00	2.20%

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FY25	277,157.00
FY26	280,064.00
Net increase/(decrease)	2,907.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-541-5110	Permanent Salaries	\$ 4,845.00	COLA increase
010-541-5111	Part Time Salaries	\$ 642.00	COLA increase
010-541-5240	Office Equipment	\$ 20.00	Contract increase