



Medford City Council
Medford, Massachusetts

Committee of the Whole, April 23, 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/84313772654>

Call-in Number: +16469313860,,84313772654#

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 23, 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 second preliminary budget meeting of the FY25 Budget Process. The Mayor has communicated that the following presentations will occur and following departments will be present:

- Presentation by Finance Director Dickinson
- Legislative
- City Clerk
- Finance

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. 2024.04.17 - FY24 1st and 2nd Quarter YTD Budget to Actuals final
2. Legislative Budget 2025
3. Finance Budget 2025
4. Clerk Budget 2025

<u>Department</u>	<u>Department Code</u>	<u>FY24 Personnel Budgeted</u>	<u>FY24 Ordinary Budgeted</u>	<u>FY24 Total</u>	<u>1st Quarter Personnel</u>	<u>1st Quarter Encumbrances</u>	<u>1st Quarter Ordinary</u>	<u>1st Quarter Total</u>	<u>2nd Quarter Personnel</u>	<u>2nd Quarter Encumbrances</u>	<u>2nd Quarter Ordinary</u>	<u>2nd Quarter Total</u>
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
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
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
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
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
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
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
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
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
Licensing comm	165	5,400.00	400.00	5,800.00	-	-	-	-	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
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
CommDev Board	182	8,900.00	300.00	9,200.00	375.00	-	-	375.00	3,000.00	-	-	3,000.00
Appeals	176	11,000.00	150.00	11,150.00	375.00	-	-	375.00	4,500.00	-	-	4,500.00
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
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
Hormel Com	638	5,400.00	-	5,400.00	1,379.00	-	-	1,379.00	2,399.00	-	-	2,399.00
Bicycle Com	215	-	1,500.00	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
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
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
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
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
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
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
Civil Defense	291	8,840.00	550.00	9,390.00	2,210.00	-	-	2,210.00	4,420.00	-	300.00	4,720.00
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
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
Recreation	630	608,535.00	-	608,535.00	316,195.00	-	-	316,195.00	417,293.00	-	-	417,293.00
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
Bonds & interest	710	-	5,090,534.00	5,090,534.00	-	-	624,450.00	624,450.00	-	-	624,450.00	624,450.00
DPW-Water	450	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
Bonds-Water	450	-	1,409,044.00	1,409,044.00	-	-	329,700.00	329,700.00	-	-	1,109,700.00	1,109,700.00

Dept. 101| Legislative

Departmental Budget

		FY24 Budgeted	FY24 Actuals as of 12/31/23	FY25 Proposed
010-101-5125	Board/Position Stipends	\$ 209,989.00	\$ 100,956.00	\$ 209,989.00
010-101-5135	Stipends	\$ 6,600.00	\$ 2,850.00	\$ 6,600.00
Personnel Total		\$ 216,589.00	\$ 103,806.00	\$ 216,589.00
Ordinary Expenses				
010-101-5202	Videographer	\$ 9,600.00	\$ 2,500.00	\$ 9,600.00
010-101-5240	Legislature Repair and Main	\$ 30,000.00	\$ 2,767.00	\$ 30,000.00
010-101-5310	Prof/Tech Services - Other	\$ 51,000.00	\$ 4,572.00	\$ 51,000.00
010-101-5341	Advertising	\$ 3,000.00	\$ 2,102.00	\$ 3,000.00
010-101-5420	Office Supplies	\$ 500.00	\$ -	\$ 500.00
010-101-5580	Water Cooler	\$ 200.00	\$ 101.00	\$ 200.00
010-101-5710	Conferences/Dues	\$ 300.00	\$ -	\$ 300.00
010-101-5780	Special Expl Conti	\$ 1,500.00	\$ -	\$ 1,500.00
Expense Totals:		\$ 96,100.00	\$ 12,042.00	\$ 96,100.00
Department Totals		\$ 312,689.00	\$ 115,848.00	\$ 312,689.00

FY24 to FY25 Dollar Change

FY24 to FY25 Percent Change

\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%

Personnel Services Summary

	FY24 Budgeted		FY25 Proposed	
Position Title	# of Positions	Amount	# of Positions	Amount
Council President	1	32,550.00	1	32,550.00
Council Vice President	1	30,640.00	1	30,640.00
Council Member	5	146,799.00	5	146,799.00
Dept. Total	7	209,989.00	7	209,989.00

Change FY24 - FY25	% Change FY24 - FY25
\$0.00	0.00%
\$0.00	0.00%
\$0.00	0.00%
\$0.00	0.00%

Dept. 135 | FINANCE/PROCUREMENT

Departmental Budget

		FY24 Budgeted	FY24 Actual as of 12/31/24	FY25 Proposed
Personnel				
010-135-5110	Permanent Employees	558,236.00	273,117.00	600,426.65
010-135-5150-1111	Longevity	4,575.00	3,025.00	5,100.00
010-135-5150-1116	Stipends	4,500.00	-	-
010-135-5150-1115	Sick-Leave Incentive	3,975.00	4,575.00	4,575.00
Personnel Totals:		571,286.00	280,717.00	610,101.65
Ordinary Expenses				
010-135-5301	Prof Services - Financial	90,000.00	75,000.00	90,000.00
010-135-5306	Prof Services - Data Processing	40,000.00	36,550.00	134,000.00
010-135-5341	Advertising	5,500.00	3,356.00	5,500.00
010-135-5420	Office Supplies	5,500.00	2,299.00	7,000.00
010-135-5580	Other Supplies - Water Cooler	500.00	108.00	500.00
010-135-5710	Dues, Conferences	7,485.00	585.00	9,000.00
010-135-5730	Subscriptions	300.00	-	-
010-135-5865	Furniture/Fixtures	3,300.00	783.00	3,800.00
Expense Totals:		152,585.00	118,681.00	249,800.00
Departmental Totals:		723,871.00	399,398.00	859,901.65

FY24 to FY25 Dollar Change	FY24 to FY25 Percent Change
42,190.65	8%
525.00	11%
(4,500.00)	-100%
600.00	15%
38,815.65	7%
-	0%
94,000.00	235%
-	0%
1,500.00	27%
-	0%
1,515.00	20%
(300.00)	-100%
500.00	15%
97,215.00	64%
136,030.65	19%

Personnel Services Summary

Position Title	FY24 Budgeted		FY25 Proposed	
	# of Positions	Amount	# of Positions	Amount
Finance Director	1	132,921.00	1	135,059.00
Assistant Finance Director/Budget Manager	1	80,073.00	1	86,341.00
Office Manager	1	61,977.00	1	70,562.00
Payroll Clerk	1	51,479.00	1	58,610.00
Chief Procurement Officer	1	102,832.00	1	108,615.00
Assistant Purchasing Agent	1	74,355.00	1	80,071.00
Procurement Clerk	1	54,599.00	1	61,168.00
Full Time Total	7	558,236.00	7	600,426.00

Change FY24 - FY25	% Change FY24 - FY25
2,138.00	1.61%
6,268.00	7.83%
8,585.00	13.85%
7,131.00	13.85%
5,783.00	5.62%
5,716.00	7.69%
6,569.00	12.03%
42,190.00	7.56%

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

FY24	723,871.00
FY25	859,901.65
Net increase/(decrease)	136,030.65

Fixed Cost Growth	
Category	Total Cost
Salaries	38,815.65
Prof Services - Data Processing	94,000.00
Supplies	1,500.00
Conferences	1,515.00
Ricoh	500.00

Our office has 3 clerical union workers and 4 nonunion - 2% raises for nonunion and contractual agreement with clerical Finance absorbing the cost for Admins, originally funded by IT
 We're very close to spending our office supplies line due to the increase prices of printer paper and ink
 We plan to have Mike Roberts to start going to the MMAAA conference next year
 Copier lease

Dept. 161| City Clerk

Departmental Budget

		FY24 Budgeted	FY24 Actuals as of 12/31/23	FY25 Proposed
010-161-5110	Permanent	357,656.00	156,767.00	380,683.86
010-161-5111	Stipend	1,000.00	-	1,000.00
010-161-5150-1111	Longevity	5,225.00	3,792.00	3,775.00
010-161-5150-1115	Sick-Leave Incentive	1,325.00	-	1,525.00
Personnel Total		365,206.00	160,559.00	386,983.86
Ordinary Expenses				
010-161-5240	Repair and Maint. Office Equip	3,400.00	841.00	3,400.00
010-161-5341	Advertising	3,000.00	-	3,000.00
010-161-5342	Printing	3,500.00	3,136.00	3,500.00
010-161-5420	Office Supplies	2,700.00	1,210.00	3,700.00
010-161-5580	Other Supplies Water Cooler	350.00	72.00	350.00
010-161-5710	Dues Conferences	500.00	-	500.00
010-161-5860	Office Equipment	500.00	-	200.00
010-161-5730	Subscriptions Publications	5,000.00	100.00	2,500.00
Expense Totals:		\$18,950.00	\$5,359.00	\$17,150.00
Department Totals		\$384,156.00	\$165,918.00	\$404,133.86

FY24 to FY25 Dollar Change	FY24 to FY25 Percent Change
\$ 23,027.86	6%
\$ -	0%
\$ (1,450.00)	-38%
\$ 200.00	13%
\$ 21,777.86	6%
\$ -	0%
\$ -	0%
\$ -	0%
\$ 1,000.00	27%
\$ -	0%
\$ -	0%
\$ (300.00)	-150%
\$ (2,500.00)	-100%
\$ (1,800.00)	-10%
\$ 19,977.86	5%

Personnel Services Summary

	FY24 Budget		FY25 Proposed	
Position Title	# of Positions	Amount	# of Positions	Amount
City Clerk	1	\$125,028.00	1	\$128,014.00
Assistant City Clerk	1	\$77,233.00	1	\$81,919.00
Clerks	3	\$155,395.00	3	\$170,751.00
Dept. Total	5	\$357,656.00	5	\$380,684.00

Change FY24 - FY25	% Change FY24 - FY25
\$2,986.00	2.39%
\$4,686.00	6.07%
\$15,356.00	9.88%
\$23,028.00	6.44%

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	384,156.00
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FY25	404,133.86
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Net increase/(decrease)	19,977.86
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Fixed Cost Growth

Category	Total Cost
Salaries	21,777.86

Clerical Union raises and 2% for nonunion