



Medford City Council
Medford, Massachusetts

Committee of the Whole, May 21, 2025

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/87101316931>

Call-in Number: +19292056099,,87101316931#

Live: Channel 22 (Comcast), Channel 43 (Verizon), [YouTube](#), and medfordtv.org.

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

CALL TO ORDER & ROLL CALL

ACTION AND DISCUSSION ITEMS

25-039 - Annual Budget Process for FY2026 - Preliminary Budget Meeting #4

25-085

Submitted by Mayor Breanna Lungo-Koehn

Appropriation of Free Cash - Parking Kiosk Replacement and Social Remediation at
448 High Street (for discussion)

PAPERS IN COMMITTEE

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

Adjournment



Medford City Council
Medford, Massachusetts

MEETING DATE	SPONSORED BY
May 21, 2025	Isaac Bears, Council President

AGENDA ITEM

25-039 - Annual Budget Process for FY2026 - Preliminary Budget Meeting #4

FULL TEXT AND DESCRIPTION

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

- Assessor
- Building
- Clerk/Legislative
- Electrical
- Fire
- Insurance/Pensions/Bonds & Interest
- Recreation/Hormel Stadium

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. Assessor Budget 2026
2. Bonds and Interest - GF and Water 2026
3. Building Budget 2026
4. Clerk Budget 2026
5. Legislative Budget 2026
6. Electrical Budget 2026
7. Fire Budget 2026
8. Insurance Budget 2026
9. Recreation Budget 2026
10. Rec - Hormel Stadium Budget 2026

Dept. 141 ASSESSOR				
Departmental Budget				
		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
Personnel				
010-141-5110	Permanent Employees	\$ 371,781.00	\$ 235,008.00	\$ 366,262.00
010-141-5121	Part-Time Employees	\$ 23,400.00	\$ -	\$ 31,200.00
010-141-5125	Stipends - Board	\$ 21,500.00	\$ 15,555.00	\$ 15,000.00
010-141-5150-1111	Longevity	\$ 2,050.00	\$ 950.00	\$ 2,050.00
010-141-5150-1115	Sick Leave Incentive	\$ 1,525.00	\$ 1,525.00	\$ 1,525.00
010-141-5150-1116	Travel	\$ 12,600.00	\$ 7,875.00	\$ 3,600.00
Personnel Totals:		\$ 432,856.00	\$ 260,913.00	\$ 419,637.00
Ordinary Expenses				
010-141-5302	Prof/Legal / Appraisal	\$ 9,600.00	\$ 7,500.00	\$ 9,600.00
010-141-5306	Pro/Tech - Data	\$ -	\$ 57,000.00	\$ 57,000.00
010-141-5310	Prof/Tech	\$ 55,200.00	\$ 52,600.00	\$ 55,800.00
010-141-5340	Telephone	\$ 500.00	\$ 480.00	\$ 500.00
010-141-5341	Communications-Advertising	\$ 2,800.00	\$ 2,800.00	\$ 7,900.00
010-141-5420	Office Supplies	\$ 2,000.00	\$ 1,630.00	\$ 2,050.00
010-141-5580	Water Cooler	\$ 500.00	\$ 400.00	\$ 525.00
010-141-5710	Dues - Conferences	\$ 5,250.00	\$ 3,351.00	\$ 5,250.00
010-141-5856	Computer Applications	\$ 78,368.00	\$ 76,900.00	\$ 83,750.00
010-141-5860	Office Equipment	\$ 2,709.00	\$ 2,709.00	\$ 2,800.00
Expense Totals:		\$ 156,927.00	\$ 205,370.00	\$ 225,175.00
Departmental Totals:		\$ 589,783.00	\$ 466,283.00	\$ 644,812.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ (5,519.00)	-1%
\$ 7,800.00	33%
\$ (6,500.00)	-30%
\$ -	0%
\$ -	0%
\$ (9,000.00)	-71%
\$ (13,219.00)	-3%
\$ -	0%
\$ 57,000.00	#DIV/0!
\$ 600.00	1%
\$ -	0%
\$ 5,100.00	182%
\$ 50.00	3%
\$ 25.00	5%
\$ -	0%
\$ 5,382.00	7%
\$ 91.00	3%
\$ 68,248.00	43%
\$ 55,029.00	9%

Personnel Services Summary					
Position Title	FY25 Budget		FY26 Proposed		
	# of Positions	Amount	# of Positions	Amount	
Chief Assessor	1	125,427.00	1	115,588.00	
Assist Assessor	1	87,207.00	1	79,411.00	
Office Manager	1	66,195.00	1	71,872.00	
Adm. Assessor	1	92,952.00	1	99,391.00	
Field Assessor *	0.75	64,350.00	0.25	31,200.00	
Dept. Totals	4.75	436,131.00	4.25	397,462.00	
					Change FY25 - FY26
					% Change FY25 - FY26
					(9,839.00)
					-7.84%
					(7,796.00)
					-8.94%
					5,677.00
					8.58%
					6,439.00
					6.93%
					(33,150.00)
					-51.52%
					(38,669.00)
					-8.87%

* FY25 salary was for more than one person (two part time positions) and was also partially 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	589,783.00
<u>FY26</u>	<u>644,812.00</u>
Net increase/(decrease)	55,029.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-141-5121	Part-Time Employees	\$ 7,800.00	To keep James O'Brien on for help through revaluation
010-141-5310	Prof/Tech	\$ 600.00	Increase in professional services provided by Vision
010-141-5420	Office Supplies	\$ 50.00	Inflation costs
010-141-5580	Water Cooler	\$ 25.00	Inflation costs
010-141-5856	Computer Applications	\$ 5,382.00	Increase in software provided by Vision
010-141-5860	Office Equipment	\$ 91.00	Inflation costs

New Expenses			
Account Number	Account Name	Total Cost	Explanation
010-141-5306	Prof/Tech - Data	\$ 57,000.00	State-Required City-wide revaluation

Dept. 710 | DEBT SERVICE: BONDS & INTEREST

Departmental Budget

		FY25 Budgeted	FY26 Proposed
<u>SUMMARY DEBT</u>			
GENERAL FUND DEBT SERVICE		5,351,318.49	5,060,177.52
WATER/SEWER FUND DEBT SERVICE		1,743,643.75	1,736,756.25
Debt Totals:		7,094,962.24	6,796,933.77
<u>GENERAL FUND DEBT SERVICE</u>			
5910	Interest on Temp Notes	60,000.00	-
5920	Interest on Bonds	1,905,068.49	1,818,927.52
5930	Principal on Bonds	3,386,250.00	3,241,250.00
General Fund Totals:		5,351,318.49	5,060,177.52
<u>WATER/SEWER FUND DEBT SERVICE</u>			
5920	Interest on Bonds	77,993.75	71,106.25
5930	Principal on Bonds	1,665,650.00	1,665,650.00
Water/Sewer Fund Totals:		1,743,643.75	1,736,756.25

Dept. 192/241 | BUILDING

Departmental Budget

		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
Personnel				
010-241-5110	Permanent Employees	\$ 727,695.00	\$ 535,009.00	\$ 736,076.00
010-192-5130/010-241-5130-1103	Overtime	\$ 30,000.00	\$ 12,576.00	\$ 10,000.00
010-241-5150-1116	Travel	\$ 29,000.00	\$ 20,750.00	\$ 29,000.00
010-241-5150-1111	Longevity	\$ 7,600.00	\$ 2,650.00	\$ 7,600.00
010-241-5121/010-241-5135	Stipends	\$ 63,750.00	\$ 64,000.00	\$ 64,000.00
010-241-5150-1115	Sick Leave Incentive	\$ 6,150.00	\$ -	\$ 4,100.00
010-241-5150-1140	Clothing Allowance	\$ 6,125.00	\$ 6,125.00	\$ 6,125.00
Personnel Totals:		\$ 870,320.00	\$ 641,110.00	\$ 856,901.00
Ordinary Expenses				
010-241-5420	Office Supplies	\$ 4,500.00	\$ 3,000.00	\$ 3,000.00
010-241-5730	Conf/Dues/Subscriptions	\$ 2,500.00	\$ 2,087.00	\$ 2,500.00
010-241-5860	Office Equipment	\$ 3,023.00	\$ 3,023.00	\$ 3,751.00
010-192-5242	Repairs/Maint-machine/equip	\$ 500.00	\$ -	\$ 500.00
010-192-5260	Equipment Lease	\$ 500.00	\$ 500.00	\$ 500.00
010-192-5340	Telephone Services	\$ 56,700.00	\$ 64,674.00	\$ 78,480.00
010-192-5343	Postage	\$ 47,000.00	\$ 66,768.00	\$ 65,174.00
010-192-5380	Other Services	\$ 1,000.00	\$ 180.00	\$ 1,000.00
010-192-5430	Materials & Supplies	\$ 2,500.00	\$ 500.00	\$ 1,000.00
010-192-5855	Computer Hardware/Software	\$ 43,000.00	\$ 42,359.00	\$ 45,000.00
Expense Totals:		\$ 161,223.00	\$ 183,091.00	\$ 200,905.00
Departmental Totals:		\$ 1,031,543.00	\$ 824,201.00	\$ 1,057,806.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 8,381.00	1%
\$ (20,000.00)	-67%
\$ -	0%
\$ -	0%
\$ 250.00	0%
\$ (2,050.00)	-33%
\$ -	0%
\$ (13,419.00)	-2%
\$ (1,500.00)	-33%
\$ -	0%
\$ 728.00	24%
\$ -	0%
\$ -	0%
\$ 21,780.00	38%
\$ 18,174.00	39%
\$ -	0%
\$ (1,500.00)	-60%
\$ 2,000.00	5%
\$ 39,682.00	25%
\$ 26,263.00	3%

Personnel Services Summary

Position Title	FY25 Budgeted		FY26 Proposed	
	# of Positions	Amount	# of Positions	Amount
Building Commissioner	1	119,746.00	1	122,137.00
Head Clerk	1	64,266.00	1	65,873.00
Principal Clerk *	1	55,692.00	1	60,075.00
Inspectors	5	487,991.00	5	487,991.00
Dept. Totals	8	727,695.00	8	736,076.00

Change FY25 - FY26	% Change FY25 - FY26
2,391.00	2.00%
1,607.00	2.50%
4,383.00	7.87%
-	0.00%
8,381.00	1.15%

* For FY26, all Senior Clerk positions have been changed to Principal Clerk per the agreed upon CBA.

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	1,031,543.00
FY26	1,057,806.00
Net increase/(decrease)	26,263.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-192-5340	Telephone Services	\$ 21,780.00	phone contracts for TPX/Votocall are increasing
010-192-5343	Postage	\$ 18,174.00	In line with historical spending and the increase of postage
010-241-5110	Permanent Employees	\$ 8,381.00	Clerical contract and COLA increases
010-241-5860	Office Equipment	\$ 728.00	Ricoh copier lease

New Expenses			
Account Number	Account Name	Total Cost	Explanation
010-192-5855	Computer Hardware/Software	\$ 3,000.00	Add 2 Citizenserve licenses for DPW, Clerk

Dept. 161| City Clerk

Departmental Budget

		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
010-161-5110	Permanent Salaries	\$ 382,789.00	\$ 216,492.00	\$ 381,011.00
010-161-5111	Stipend	\$ 1,000.00	\$ 300.00	\$ 1,000.00
010-161-5150-1111	Longevity	\$ 3,900.00	\$ 1,192.00	\$ 950.00
010-161-5150-1115	Sick-Leave Incentive	\$ 1,525.00	\$ -	\$ 4,575.00
010-161-5150-1114	Sick-Leave Buyback	\$ -	\$ 5,000.00	\$ -
Personnel Total		\$ 389,214.00	\$ 222,984.00	\$ 387,536.00
Ordinary Expenses				
010-161-5240	Repair and Maint. Office Equip	\$ 3,400.00	\$ 5,084.00	\$ 3,500.00
010-161-5341	Advertising	\$ 3,000.00	\$ 3,639.00	\$ 3,000.00
010-161-5342	Printing	\$ 3,500.00	\$ 2,352.00	\$ 4,000.00
010-161-5420	Office Supplies	\$ 3,700.00	\$ 4,511.00	\$ 4,500.00
010-161-5580	Other Supplies Water Cooler	\$ 350.00	\$ 350.00	\$ 300.00
010-161-5710	Dues Conferences	\$ 500.00	\$ -	\$ 2,250.00
010-161-5860	Office Equipment	\$ 200.00	\$ 100.00	\$ 100.00
010-161-5730	Subscriptions Publications	\$ 2,500.00	\$ -	\$ 3,500.00
Expense Totals:		\$ 17,150.00	\$ 16,036.00	\$ 21,150.00
Department Totals		\$ 406,364.00	\$ 239,020.00	\$ 408,686.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ (1,778.00)	0%
\$ -	0%
\$ (2,950.00)	-76%
\$ 3,050.00	200%
\$ -	#DIV/0!
\$ (1,678.00)	0%
\$ 100.00	3%
\$ -	0%
\$ 500.00	14%
\$ 800.00	22%
\$ (50.00)	-14%
\$ 1,750.00	350%
\$ (100.00)	-50%
\$ 1,000.00	40%
\$ 4,000.00	23%
\$ 2,322.00	1%

Personnel Services Summary

	FY25 Budget		FY26 Proposed	
Position Title	# of Positions	Amount	# of Positions	Amount
City Clerk	1	129,298.00	1	131,880.00
Assistant City Clerk	1	82,740.00	1	75,202.00
Clerks	3	170,751.00	3	173,929.00
Dept. Total	5	382,789.00	5	381,011.00

Change FY25 - FY26	% Change FY25 - FY26
2,582.00	2.00%
(7,538.00)	-9.11%
3,178.00	1.86%
(1,778.00)	-0.46%

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FY25	406,364.00
FY26	408,686.00
Net increase/(decrease)	2,322.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-161-5150-1115	Sick-Leave Incentive	\$ 3,050.00	Clerical contract increases
010-161-5240	Repair and Maint. Office Equip	\$ 100.00	Ricoh contract
010-161-5342	Printing	\$ 500.00	Book bindings increased
010-161-5420	Office Supplies	\$ 800.00	Inflation costs
			This increase is for Clerk conferences and training that our office will need to attend throughout the year some are mandatory, and a couple are optional, but they bring a significant cost (the summer conference alone for City Clerk and Assistant City Clerk is around \$1200 per). It will also cover any trainings that The State vital records department has coming up for our entire office staff on the New Maverick system when fully Implemented and other features.
010-161-5710	Dues Conferences	\$ 1,750.00	We have had an increase in 2 of our current subscriptions, Civic plus and our current dog program. We are also currently looking into a different program that can incorporate our Dog Licenses, Death, Birth and Marriage request through online which does bring a higher cost than our current Dog only program we are currently running.
010-161-5730	Subscriptions Publications	\$ 1,000.00	

Dept. 101 Legislative				
Departmental Budget				
		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
010-101-5125	Board/Position Stipends	\$ 209,989.00	\$ 156,991.00	\$ 220,659.00
010-101-5135	Stipends	\$ 6,600.00	\$ 950.00	\$ 6,600.00
Personnel Total		\$ 216,589.00	\$ 157,941.00	\$ 227,259.00
Ordinary Expenses				
010-101-5202	Videographer	\$ 9,600.00	\$ 6,000.00	\$ 9,600.00
010-101-5240	Legislature Repair and Main	\$ 30,000.00	\$ -	\$ 30,000.00
010-101-5310	Prof/Tech Services - Other	\$ 51,000.00	\$ 54,984.00	\$ 35,000.00
010-101-5341	Advertising	\$ 3,000.00	\$ 3,452.00	\$ 3,000.00
010-101-5420	Office Supplies	\$ 500.00	\$ 612.00	\$ 500.00
010-101-5580	Water Cooler	\$ 200.00	\$ 200.00	\$ 200.00
010-101-5710	Conferences/Dues	\$ 300.00	\$ 150.00	\$ 300.00
010-101-5780	Special Expl Conti	\$ 1,500.00	\$ -	\$ 1,500.00
Expense Totals:		\$ 96,100.00	\$ 65,398.00	\$ 80,100.00
Department Totals		\$ 312,689.00	\$ 223,339.00	\$ 307,359.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 10,670.00	5%
\$ -	0%
\$ 10,670.00	5%
\$ -	0%
\$ -	0%
\$ (16,000.00)	-31%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ (16,000.00)	-17%
\$ (5,330.00)	-2%

Personnel Services Summary				
	FY25 Budgeted		FY26 Proposed	
Position Title	# of Positions	Amount	# of Positions	Amount
Council President	1	32,550.00	1	33,533.00
Council Vice President	1	30,640.00	1	31,565.00
Council Member	5	146,799.00	5	151,234.00
Dept. Total	7	209,989.00	7	216,332.00

Change FY25 - FY26	% Change FY25 - FY26
983.00	3.02%
925.00	3.02%
4,435.00	3.02%
6,343.00	3.02%

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	312,689.00
FY26	307,359.00
Net increase/(decrease)	(5,330.00)

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-101-5125	Board/Position Stipends	\$ 10,670.00	COLA increases

Dept. 245, 246, 247 | Electrical

Departmental Budget

		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
Personnel				
010-245-5110/010-246-5110	Permanent Employees	\$ 268,536.00	\$ 181,266.00	\$ 272,344.00
010-245-5150	Stipends	\$ 5,750.00	\$ 2,100.00	\$ 5,750.00
010-245-5150-1116	Travel	\$ 5,200.00	\$ 3,800.00	\$ 5,200.00
010-245-5150-1111	Longevity	\$ 4,300.00	\$ 5,350.00	\$ 4,500.00
010-246-5150-1140	Clothing Allowance	\$ 3,825.00	\$ -	\$ 3,875.00
010-245-5130/010-246-5130-1112	Overtime	\$ 13,000.00	\$ 20,307.00	\$ 25,000.00
010-246-5140-1112	Out of grade	\$ 2,019.00	\$ 4,781.00	\$ -
010-246-5150-1115	Sick leave incentive	\$ -	\$ 3,825.00	\$ 850.00
010-245-5150-1127	OHSA 30	\$ 5,350.00	\$ 9,350.00	\$ 5,350.00
Personnel Totals:		\$ 307,980.00	\$ 230,779.00	\$ 322,869.00
Ordinary Expenses				
010-245-5380	Other Services	\$ 2,000.00	\$ -	\$ 2,000.00
010-245-5420	Office Supplies	\$ 500.00	\$ 300.00	\$ 725.00
010-245-5580	Water Cooler	\$ 420.00	\$ 355.00	\$ 500.00
010-245-5730	Dues/Subscription	\$ 1,000.00	\$ 154.00	\$ 1,000.00
010-246-5241	Motor Repair	\$ 7,500.00	\$ 5,666.00	\$ 7,500.00
010-246-5242	Materials	\$ 11,000.00	\$ 7,174.00	\$ 11,000.00
010-246-5255	Traffic Supplies	\$ 7,500.00	\$ 960.00	\$ 7,500.00
010-246-5380	Fire Alarm Systems	\$ 4,000.00	\$ 5,081.00	\$ 4,000.00
010-246-5310	Maintenance-Traffic Signals	\$ 25,000.00	\$ 495.00	\$ 25,000.00
010-247-5230	Street Lighting/Rec off Stre	\$ 294,250.00	\$ 231,402.00	\$ 350,000.00
010-247-5231	Meter Charges	\$ 17,655.00	\$ 26,100.00	\$ 20,000.00
Expense Totals:		\$ 370,825.00	\$ 277,687.00	\$ 429,225.00
Departmental Totals:		\$ 678,805.00	\$ 508,466.00	\$ 752,094.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 3,808.00	1%
\$ -	0%
\$ -	0%
\$ 200.00	5%
\$ 50.00	1%
\$ 12,000.00	92%
\$ (2,019.00)	-100%
\$ 850.00	#DIV/0!
\$ -	0%
\$ 14,889.00	5%
\$ -	0%
\$ 225.00	45%
\$ 80.00	19%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	0%
\$ 55,750.00	19%
\$ 2,345.00	13%
\$ 58,400.00	16%
\$ 73,289.00	11%

Personnel Services Summary

Position Title	FY25 Budgeted		FY26 Proposed	
	# of Positions	Amount	# of Positions	Amount
Superintendent of Wires	1	116,232.00	1	116,232.00
Foreman, Signal	1	81,983.00	1	84,033.00
Signal Maintainer	1	70,321.00	1	72,079.00
Dept. Totals	3	268,536.00	3	272,344.00

Change FY25 - FY26	% Change FY25 - FY26
-	0.00%
2,050.00	2.50%
1,758.00	2.50%
3,808.00	1.42%

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	678,805.00
FY26	752,094.00
Net increase/(decrease)	73,289.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-245-5110/010-246-5110	Permanent Employees	\$ 3,808.00	COLA and contract increases
010-245-5130/010-246-5130-1112	Overtime	\$ 12,000.00	Adjust to historical actuals
010-245-5150-1111	Longevity	\$ 200.00	Contract increase
010-246-5150-1115	Sick leave incentive	\$ 850.00	Contract increase
010-246-5150-1140	Clothing Allowance	\$ 50.00	Contract increase
010-247-5230	Street Lighting/Rec off Stre	\$ 55,750.00	Adjust to actuals/cost increases
010-247-5231	Meter Charges	\$ 2,345.00	Inflation cost increases
010-245-5420	Office Supplies	\$ 225.00	Inflation cost increases

Dept. 220 Medford Fire Department				
Departmental Budget				
		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
Personnel				
010-220-5110	Permanant Employees	\$ 10,834,540.00	\$ 7,604,884.00	\$ 11,360,962.00
010-220-5110-1103	Clerical Employees	\$ 84,789.00	\$ -	\$ 100,244.00
010-220-5130-1102	Overtime	\$ 1,800,000.00	\$ 1,828,469.00	\$ 1,800,000.00
010-220-5135-1133	Stipend	\$ 9,000.00	\$ -	\$ 10,500.00
010-220-5135-1132	Stipend - Haz Duty Pay	\$ 342,400.00	\$ 339,200.00	\$ 371,000.00
010-220-5140	Weekend Differential	\$ 57,500.00	\$ 44,042.00	\$ 57,500.00
010-220-5140-1112	Out-of-grade Pay	\$ 75,000.00	\$ 56,574.00	\$ 75,000.00
010-220-5140-1122	RTA	\$ 420,000.00	\$ 328,286.00	\$ 420,000.00
010-220-5140-1182	Stipends - change tour	\$ -	\$ 100.00	\$ -
010-220-5150-1110	Holiday Pay	\$ 605,088.00	\$ 379,261.00	\$ 605,088.00
010-220-5150-1111	Longevity	\$ 125,050.00	\$ 83,100.00	\$ 120,250.00
010-220-5150-1113	Educational Incentive	\$ 230,000.00	\$ 230,000.00	\$ 246,200.00
010-220-5150-1114	Sick Leave Buy Back	\$ 17,000.00	\$ 25,500.00	\$ 17,000.00
010-220-5150-1115	Sck Incentive	\$ 8,500.00	\$ 4,575.00	\$ 8,500.00
Personnel Totals:		\$ 14,608,867.00	\$ 10,923,991.00	\$ 15,192,244.00
Ordinary Expenses				
010-220-5241	Motor Services	\$ 65,000.00	\$ 52,694.00	\$ 70,000.00
010-220-5243	Comm. Equip. Services	\$ 33,000.00	\$ 32,030.00	\$ 40,000.00
010-220-5302	Professional Services	\$ 15,000.00	\$ 73,997.00	\$ 35,000.00
010-220-5305	Fire Prevention & Training	\$ 25,000.00	\$ 4,766.00	\$ 45,000.00
010-220-5307	Medical	\$ 100,000.00	\$ 67,088.00	\$ 100,000.00
010-220-TBD	Public Education	\$ -	\$ -	\$ 8,200.00
010-220-5310	Metrofire	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
010-220-5340	Telephone	\$ 11,100.00	\$ 10,787.00	\$ 11,000.00
010-220-5343	Postage	\$ 150.00	\$ -	\$ 400.00
010-220-5380-1311	Laundry	\$ 500.00	\$ -	\$ 500.00
010-220-5420	Office Supplies	\$ 3,400.00	\$ 2,013.00	\$ 3,400.00
010-220-5430	Building Supplies	\$ 1,500.00	\$ 3,362.00	\$ 1,500.00
010-220-5450	Janitorial Supplies	\$ 5,000.00	\$ 3,047.00	\$ 5,750.00
010-220-5480-1485	Motor Repair Supplies	\$ 100,000.00	\$ 83,353.00	\$ 110,000.00
010-220-5490	Food	\$ -	\$ -	\$ 500.00
010-220-5550	Firefighting & Rescue	\$ 55,000.00	\$ 56,566.00	\$ 60,000.00
010-220-5551	Clothing	\$ 90,000.00	\$ 55,293.00	\$ 100,000.00
010-220-5710	Conferences & Dues	\$ 2,000.00	\$ -	\$ 3,500.00
010-220-5857	Communication Equip.	\$ 5,000.00	\$ 2,503.00	\$ 10,000.00
010-220-5860	Office Equipment	\$ 500.00	\$ 180.00	\$ 500.00
Expense Totals:		\$ 517,150.00	\$ 452,679.00	\$ 610,250.00
Departmental Totals:		\$ 15,126,017.00	\$ 11,376,670.00	\$ 15,802,494.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 526,422.00	5%
\$ 15,455.00	18%
\$ -	0%
\$ 1,500.00	17%
\$ 28,600.00	8%
\$ -	0%
\$ -	0%
\$ -	0%
\$ -	#DIV/0!
\$ -	0%
\$ (4,800.00)	-4%
\$ 16,200.00	7%
\$ -	0%
\$ -	0%
\$ 583,377.00	4%
\$ 5,000.00	8%
\$ 7,000.00	21%
\$ 20,000.00	133%
\$ 20,000.00	80%
\$ -	0%
\$ 8,200.00	#DIV/0!
\$ -	0%
\$ (100.00)	-1%
\$ 250.00	167%
\$ -	0%
\$ -	0%
\$ -	0%
\$ 750.00	15%
\$ 10,000.00	10%
\$ 500.00	#DIV/0!
\$ 5,000.00	9%
\$ 10,000.00	11%
\$ 1,500.00	75%
\$ 5,000.00	100%
\$ -	0%
\$ 93,100.00	18%
\$ 676,477.00	4%

Personnel Services Summary					
		FY25 Budgeted	FY26 Proposed		
Position Title	# of Positions	Amount	# of Positions	Amount	
Chief	1	168,817.00	1	173,038.00	Change FY25 - FY26
Deputy Chief	6	814,179.00	6	839,870.00	% Change FY25 - FY26
Captains	10	1,175,779.00	10	1,214,377.00	
Lieutenants	24	2,447,352.00	24	2,496,643.00	

Firefighters	80	6,228,413.00	78	6,637,035.00	408,622.00	6.56%
Office Manager	1	70,833.00	1	72,325.00	1,492.00	2.11%
Full Time Totals	122	10,905,373.00	120	11,433,288.00	527,915.00	4.84%
Position Title	# of Positions	Amount	# of Positions	Amount	Change FY25 - FY26	% Change FY25 - FY26
Office Assistant	0.5	13,956.00	0.5	27,918.00	13,962.00	100.04%
Part Time Totals	0.5	13,956.00	0.5	27,918.00	13,962.00	100.04%
Dept. Totals	122.5	10,919,329.00	120.5	11,461,206.00	541,877.00	4.96%

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	15,126,017.00
FY26	15,802,494.00
Net increase/(decrease)	676,477.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-220-5110	Permenant Employees	\$ 526,422.00	8 firefighters in PY were budgeted half year salaries. For FY26, increase is mainly due to true up those 8 salaries for full year. Increase also includes contract raises and step raises.
010-220-5110-1103	Clerical Employees	\$ 15,455.00	Part-time to be 17 hours per week to help with transition of new office manager
010-220-5135-1133	Stipend - EMT	\$ 1,500.00	3 potential new EMTs
010-220-5135-1132	Stipend - Haz Duty Pay	\$ 28,600.00	Contract increases
010-220-5150-1113	Educational Incentive	\$ 16,200.00	Combination of contract increases and the increase of employees with education background
010-220-5302	Professional Technical Expens	\$ 20,000.00	Increase in annual pump tests, annual ladder tests, new hire background costs
010-220-5343	Postage	\$ 250.00	Raising postage costs
010-220-5450	Janitorial Supplies	\$ 750.00	Increase in supplies
010-220-5490	Food	\$ 500.00	We have received multiple food bills from HR to cover meeting/assessment centers etc where they served food.
010-220-5551	Clothing	\$ 10,000.00	13 new hires being added and need to be fully outfitted
010-220-5857	Communication Equip.	\$ 5,000.00	Need to replace many radio batteries

New Expenses			
Account Number	Account Name	Total Cost	Explanation
010-220-5302	Professional Services	\$ 20,000.00	Legal costs
010-220-5305	Fire Prevention & Training	\$ 20,000.00	To perform more training within the Fire dept and send individuals for classes
010-220-5241	Motor Services	\$ 5,000.00	Looking to restore back to FY24 (prior to school budget issue)
010-220-5480-1485	Motor Repair Supplies	\$ 10,000.00	Looking to restore back to FY24 (prior to school budget issue)
010-220-5243	Comm. Equip. Services	\$ 7,000.00	To purchase tracking software and upgrades
010-220-5550	Firefighting & Rescue	\$ 5,000.00	Prices are always rising, struggle to get what is needed with current level
010-220-5710	Conferences & Dues	\$ 1,500.00	We are looking at more conferences that offer training and vendor interaction.
	Public Education	\$ 8,200.00	Did not get FY26 safe funds secured

Dept. 914 | INSURANCE

Departmental Budget

		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
<u>Ordinary Expenses</u>				
010-914-5170-1118-0000-000-0000-0001	MEDICARE - CITY	\$ 675,000.00	\$ 477,510.00	\$ 700,000.00
010-914-5170-1118-0000-000-0000-0002	MEDICARE - SCHOOL	\$ 750,000.00	\$ 618,330.00	\$ 775,000.00
010-914-5170-1119	HEALTH, DENTAL, LIFE	\$ 26,019,939.00	\$ 19,193,236.00	\$ 28,730,000.00
010-914-5170-1120	UNEMPLOYMENT	\$ 50,000.00	\$ 46,570.00	\$ 60,000.00
010-914-5170-1125	FRINGE - EAP	\$ 35,000.00	\$ 34,214.00	\$ 35,000.00
Personnel Totals		\$ 27,529,939.00	\$ 20,369,860.00	\$ 30,300,000.00
<u>Other Ordinary Expenses</u>				
010-914-5740-1758	INSURANCE PREMIUMS	\$ 520,000.00	\$ 530,583.00	\$ 550,000.00
010-914-5740-1760	POLICE LIABILITY	\$ 225,000.00	\$ 218,244.00	\$ 225,000.00
Expense Totals		\$ 745,000.00	\$ 748,827.00	\$ 775,000.00
Departmental Totals:		\$ 28,274,939.00	\$ 21,118,687.00	\$ 31,075,000.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 25,000.00	4%
\$ 25,000.00	3%
\$ 2,710,061.00	10%
\$ 10,000.00	20%
\$ -	0%
\$ 2,770,061.00	10%
\$ 30,000.00	6%
\$ -	0%
\$ 30,000.00	4%
\$ 2,800,061.00	10%

Dept. 630 | RECREATION

Departmental Budget

		FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
Personnel				
010-630-5110	Permanent Employees	\$ 320,954.00	\$ 222,518.00	\$ 322,497.00
010-630-5120	Part-Time Employees	\$ 243,713.00	\$ 280,975.00	\$ 273,256.00
010-630-5150-1116	Travel allowance	\$ 8,320.00	\$ 5,880.00	\$ 8,320.00
010-630-5130/010-630-5130-1104	Overtime	\$ 5,000.00	\$ 987.00	\$ 5,000.00
010-630-5150-1111	Longevity	\$ 2,000.00	\$ -	\$ 2,000.00
010-630-5150-1115	Sick Leave Incentive	\$ 3,900.00	\$ -	\$ 3,400.00
010-630-5125	Stipends	\$ 23,900.00	\$ 16,175.00	\$ 26,900.00
Personnel Totals:		\$ 607,787.00	\$ 526,535.00	\$ 641,373.00

FY25 to FY26 Dollar Change	FY25 to FY26 Percent Change
\$ 1,543.00	0%
\$ 29,543.00	12%
\$ -	0%
\$ -	0%
\$ -	0%
\$ (500.00)	-13%
\$ 3,000.00	13%
\$ 33,586.00	6%

Personnel Services Summary

Position Title	FY25 Budgeted		FY26 Proposed	
	# of Positions	Amount	# of Positions	Amount
Recreation Director	1	100,003.00	1	100,003.00
Assistant Recreation Director	1	84,648.00	1	84,648.00
Program Manager	1	67,678.00	1	69,222.00
Facilities Coordinator	1	68,624.00	1	68,624.00
Office Manager	0	-	0.5	27,500.00
Dept. Totals	4	320,953.00	4.5	349,997.00

Change FY25 - FY26	% Change FY25 - FY26
-	0.00%
-	0.00%
1,544.00	2.28%
-	0.00%
27,500.00	#DIV/0!
29,044.00	9.05%

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	607,787.00
FY26	641,373.00
Net increase/(decrease)	33,586.00

Fixed Cost Growth			
Account Number	Account Name	Total Cost	Explanation
010-630-5110	Permanent Employee	\$ 1,543.24	Program Manager will move up to Step 5
010-630-5125	Stipends	\$ 3,000.00	Facilities Coordinator received his CPO
010-630-5120	Part-Time Employees	\$ 2,043.00	Add training

New Expenses			
Account Number	Account Name	Total Cost	Explanation
010-630-5120	Part-Time Employees	\$ 27,500.00	New office manager position

Dept. 638 Hormel Commission

Department Totals

	FY25 Budgeted	FY25 Actuals as of 3/31/25	FY26 Proposed
Personnel			
Stipends-Boards, Commissions	\$ 3,900.00	\$ 2,254.00	\$ 3,900.00
Stipend	\$ 1,500.00	\$ 1,125.00	\$ 1,500.00
Department Totals	\$ 5,400.00	\$ 3,379.00	\$ 5,400.00



**MEDFORD, MASSACHUSETTS
MAYOR BREANNA LUNGO-KOEHN**

May 15, 2025

Via Electronic Delivery

To The Honorable President and
Members of the Medford City Council
Medford City Hall
Medford, MA 02155

Re: Use of Free Cash

Dear President Bears and City Councilors:

I respectfully request and recommend that your Honorable Body approves the following Free Cash appropriation in the total amount of One Hundred Fifty Thousand Eight Hundred Fifty-Nine Dollars and Eighty-Nine Cents (\$150,859.98) on the following:

- \$92,859.98 for replacement of the remaining Flowbird parking kiosks to IPS parking kiosks;
and
- \$58,000.00 for continuation of soil remediation services at 448 High Street.

The balance of free cash before this vote is \$22,311,303.11.

Parking Director Sarah McDermod and City Engineer Owen Wartella will be available to answer any questions on the respective requests.

Thank you for your kind attention to these matters.

Respectfully submitted,


Breanna Lungo-Koehn
Mayor