



Medford City Council
Medford, Massachusetts

Committee of the Whole, April 29, 2026

City Council

Isaac B. “Zac” Bears
Anna Callahan
Emily Lazzaro
Matt Leming
Liz Mullane
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/86885606336?pwd=HQBXDL7gvB2ImXYn1D0hmrkbAAML Yj.1>

Call-in Number: +16469313860,,86885606336#,,,,*828940#

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

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

CALL TO ORDER & ROLL CALL

ACTION AND DISCUSSION ITEMS

26-061 - Offered by Isaac Bears, Council President

Annual Budget Process for FY2027 - Preliminary Budget Meeting #2

Adjournment



Medford City Council
Medford, Massachusetts

MEETING DATE

April 29, 2026

SPONSORED BY

Isaac Bears, Council President

AGENDA ITEM

26-061 - Annual Budget Process for FY2027 - Preliminary Budget Meeting #2

FULL TEXT AND DESCRIPTION

This will be the second preliminary budget meeting of the FY27 Budget Process. The Mayor has communicated that the following departments will be present:

- Human Resources
- Council on Aging
- Diversity, Equity, and Inclusion
- Recreation

Be it Resolved by the Medford City Council that, based on Budget Ordinance and discussions with the administration, the City Council and City Administration will follow the following budget schedule for the FY2027 City Budget:

- **By March 11, 2026** - City Councilors Submit Individual Budget Recommendations for Consideration in Committee of the Whole - **Completed**
- **Tuesday, March 24, 2026 at 6PM** - City Council Committee of the Whole Meeting to Discuss Council Budget Recommendations - **Completed**
- **Tuesday, March 24, 2026 at 7PM** - City Council Regular Meeting to Submit Collective Budget Recommendation to the Mayor - **Completed (Attached)**
- **Wednesday, April 8, 2026 at 6PM** - Joint Meeting of the City Council and School Committee to Receive a Financial Update and Discuss the FY27 Budget Process - **Completed**
- **From April 15, 2026 to May 15, 2026** - City Council Holds Preliminary Budget Meetings with Department Heads - **In Progress**

- **By Friday, May 31, 2026** - Mayor Submits Comprehensive Budget Proposal to the City Council

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

- Tuesday, April 21st, 2026 at 6:00 P.M.
- Tuesday, April 28th, 2026 at 6:00 P.M.
- Wednesday, April 29th, 2026 at 7:00 P.M.
- Tuesday, May 5th, 2026 at 6:00 P.M.
- Wednesday, May 6th, 2026 at 6:00 P.M.
- Tuesday, May 12th, 2026 at 6:00 P.M.
- Wednesday, May 13th, 2026 at 6:00 P.M.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Human Resources Budget 2027
2. COA Budget 2027
3. Diversity Budget 2027
4. Recreation Budget 2027

Dept. 152| Human Resources

Departmental Budget

| | | FY26 Budgeted | FY26 Actuals as of 04/22/26 | FY27 Proposed |
|-----------------------------|------------------------------|----------------------|-----------------------------|----------------------|
| Personnel | | | | |
| 010-152-5110 | Permanent Employees | \$ 273,993.00 | \$ 197,318.71 | \$ 282,606.61 |
| 010-152-5111 | Part-Time Employees | \$ - | \$ 1,353.15 | \$ 23,454.60 |
| 010-152-5150 | Travel | \$ - | \$ - | \$ - |
| 010-152-5150-1111 | Longevity | \$ - | \$ - | \$ - |
| Personnel Totals: | | \$ 273,993.00 | \$ 198,671.86 | \$ 306,061.21 |
| Ordinary Expenses | | | | |
| 010-152-5240 | Repair & Maint -Equipment | \$ 2,000.00 | \$ 1,509.59 | \$ 2,600.00 |
| 010-152-5340 | Telephone | | \$ 202.24 | \$ - |
| 010-152-5420 | Office Supplies | \$ 3,000.00 | \$ 2,213.35 | \$ 3,000.00 |
| 010-152-5341 | Advertising/Recruitment | \$ 5,500.00 | \$ 1,020.00 | \$ 6,000.00 |
| 010-152-5710 | Prof Training Dev/confe dues | \$ 22,000.00 | \$ 10,440.00 | \$ 22,000.00 |
| 010-152-5780 | Unclassified/Misc | \$ 10,000.00 | \$ 121.09 | \$ 10,000.00 |
| 010-152-5780-0001 | Contingency | \$ 500.00 | \$ - | \$ - |
| 010-152-5730 | Dues and subscriptions | \$ 3,500.00 | \$ 33.40 | \$ 13,522.50 |
| Expense Totals: | | \$ 46,500.00 | \$ 15,539.67 | \$ 57,122.50 |
| Departmental Totals: | | \$ 320,493.00 | \$ 214,211.53 | \$ 363,183.71 |

| FY26 to FY27 Dollar Change | FY26 to FY27 Percent Change |
|----------------------------|-----------------------------|
| \$ 8,613.61 | 3.14% |
| \$ 23,454.60 | #DIV/0! |
| \$ - | #DIV/0! |
| \$ - | #DIV/0! |
| \$ 32,068.21 | 11.70% |
| \$ 600.00 | 30.00% |
| \$ - | #DIV/0! |
| \$ - | 0.00% |
| \$ 500.00 | 9.09% |
| \$ - | 0.00% |
| \$ - | 0.00% |
| \$ (500.00) | -100.00% |
| \$ 10,022.50 | 286.36% |
| \$ 10,622.50 | 22.84% |
| \$ 42,690.71 | 13.32% |

Personnel Services Summary

| Position Title | FY26 Budgeted | | FY27 Proposed | |
|---------------------------------|----------------|-------------------|----------------|-------------------|
| | # of Positions | Amount | # of Positions | Amount |
| Director of Human Resources/CSA | 1 | 131,879.72 | 1 | 135,178.16 |
| Benefits Coordinator | 1 | 72,738.00 | 1 | 74,557.60 |
| HR Administrator | 1 | 69,375.52 | 1 | 72,870.85 |
| PT Floater Position* | 0 | - | 0.5 | 23,454.60 |
| Totals | 3 | 273,993.24 | 4 | 306,061.21 |

| Change FY26 - FY27 | % Change FY26 - FY27 |
|--------------------|----------------------|
| 3,298.44 | 2.50% |
| 1,819.60 | 2.50% |
| 3,495.32 | 5.04% |
| 23,454.60 | #DIV/0! |
| 32,067.97 | 11.70% |

*Recently hired

Below is a comparison from FY26 budgeted numbers to FY27 budgeted numbers. If there is a net increase between FY26 to FY27, 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

| | |
|--------------------------------|-------------------|
| FY26 | 320,493.00 |
| FY27 | <u>363,183.71</u> |
| Net increase/(decrease) | 42,690.71 |

| Fixed Cost Growth | | | |
|-------------------|---------------------------|--------------|---|
| Account Number | Account Name | Total Cost | Explanation |
| 010-152-5110 | Permanent Employees | \$ 8,613.61 | New Hire for Open Position-step increase |
| 010-152-5111 | Part-Time Employees | \$ 23,454.60 | Floater position hired in FY26 |
| 010-152-5240 | Repair & Maint -Equipment | \$ 600.00 | New Copier with color |
| 010-152-5341 | Advertising/Recruitment | \$ 500.00 | Cost increases |
| 010-152-5730 | Dues and subscriptions | \$ 10,022.50 | Traliant, JJ Keller, and BetterTeam-Currently paid through ARPA, and MMA Conference |

| New Expenses | | | |
|----------------|--------------|------------|-------------|
| Account Number | Account Name | Total Cost | Explanation |

Dept. 541 | Council on Aging

Departmental Budget

| | | FY26 Budgeted | FY26 Actuals as of 04/14/26 | FY27 Proposed |
|--------------------------|---------------------------|----------------------|-----------------------------|----------------------|
| 010-541-5110 | Permanent Salaries | \$ 162,710.00 | \$ 114,315.79 | \$ 163,998.55 |
| 010-541-5111 | Part time | \$ 22,122.00 | \$ 32,720.70 | \$ 23,033.48 |
| 010-541-5130-1104 | Custodial Overtime | \$ - | \$ - | \$ - |
| 010-541-5150-1111 | Longevity | \$ 3,750.00 | \$ 1,200.00 | \$ 1,879.00 |
| 010-541-5150-1115 | Sick Leave Incentive | \$ 1,475.00 | \$ - | \$ 1,475.00 |
| 010-541-5150-1116 | Fringe Benes to Employees | \$ - | \$ 51.60 | \$ 100.00 |
| Personnel Total | | \$ 190,057.00 | \$ 148,288.09 | \$ 190,486.03 |
| Ordinary Expenses | | | | |
| 010-541-5230 | Utilities | \$ - | \$ - | \$ - |
| 010-541-5240 | Office Equip. Leases | \$ 1,400.00 | \$ 920.08 | \$ 1,400.00 |
| 010-541-5241 | Repair and Maint. | \$ 1,500.00 | \$ 1,175.64 | \$ 1,500.00 |
| 010-541-5241-1480 | Vehicle Gas | \$ - | \$ - | \$ - |
| 010-541-5290 | Building Maint. | \$ - | \$ - | \$ - |
| 010-541-5340 | Telephone/Internet | \$ 2,400.00 | \$ 2,015.91 | \$ 2,982.00 |
| 010-541-5380 | MVES and Transport | \$ 7,000.00 | \$ 5,795.00 | \$ 7,000.00 |
| 010-541-5420 | Office Supplies | \$ 2,000.00 | \$ 1,720.91 | \$ 2,000.00 |
| 010-541-5450 | Custodial Supplies | \$ - | \$ - | \$ - |
| 010-541-5710 | Confrence/Dues/Education | \$ 500.00 | \$ 350.00 | \$ 500.00 |
| 010-541-5730 | Periodicals | \$ 200.00 | \$ - | \$ 200.00 |
| 010-541-5860 | Office Equipt. | \$ 500.00 | \$ 73.07 | \$ 500.00 |
| 010-541-5865 | Furnishings | \$ 500.00 | \$ - | \$ 500.00 |
| Expense Totals: | | \$ 16,000.00 | \$ 12,050.61 | \$ 16,582.00 |
| Department Total | | \$ 206,057.00 | \$ 160,338.70 | \$ 207,068.03 |

| FY26 to FY27 Dollar Change | FY26 to FY27 Percent Change |
|-------------------------------|--------------------------------|
| \$ 1,288.55 | 1% |
| \$ 911.48 | 4% |
| \$ - | #DIV/0! |
| \$ (1,871.00) | -50% |
| \$ - | 0% |
| \$ 100.00 | #DIV/0! |
| \$ 429.03 | 0% |
| \$ - | #DIV/0! |
| \$ - | 0% |
| \$ - | 0% |
| \$ - | #DIV/0! |
| \$ 582.00 | 24% |
| \$ - | 0% |
| \$ - | 0% |
| \$ - | #DIV/0! |
| \$ - | 0% |
| \$ - | 0% |
| \$ 582.00 | 4% |
| \$ 1,011.03 | 0% |

Personnel Services Summary

| Full time Position Title | FY26 Budgeted | | FY27 Proposed | |
|-----------------------------|----------------|-------------------|----------------|-------------------|
| | # of Positions | Amount | # of Positions | Amount |
| Director | 1 | 102,635.58 | 1 | 105,202.24 |
| Head Clerk | 1 | 60,074.56 | 1 | 58,796.31 |
| Full Time Total | 2 | 162,710.14 | 2 | 163,998.55 |
| Part Time Position Title | # of Positions | Amount | # of Positions | Amount |
| Social Worker | 1 | 22,122.00 | 1 | 23,033.48 |
| Part Time Total | 1 | 22,122.00 | 1 | 23,033.48 |
| Dept. Totals | 3 | 184,832.14 | 3 | 187,032.03 |

| Change FY26 - FY27 | % Change FY26 - FY27 |
|--------------------|----------------------|
| 2,566.66 | 2.50% |
| (1,278.25) | -2.13% |
| 1,288.41 | 0.79% |
| Change FY26 - FY27 | % Change FY26 - FY27 |
| 911.48 | 4.12% |
| 911.48 | 4.12% |
| 2,199.89 | 1.19% |

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.

| | |
|--------------------------------|-----------------|
| FY26 | 206,057.00 |
| FY27 | 207,068.03 |
| Net increase/(decrease) | 1,011.03 |

| Fixed Cost Growth | | | |
|-------------------|---------------------------|-------------|--|
| Account Number | Account Name | Total Cost | Explanation |
| 010-541-5110 | Permanent Salaries | \$ 1,288.55 | COLAs and steps |
| 010-541-5111 | Part Time | \$ 911.48 | Slight increase due to increase in hours |
| 010-541-5150-1116 | Fringe Benes to Employees | \$ 100.00 | Mileage |
| 010-541-5340 | Telephone/Internet | \$ 582.00 | Contract rate increase for internet |

| New Expenses | | | |
|----------------|--------------|------------|-------------|
| Account Number | Account Name | Total Cost | Explanation |

Dept. 545 | Diversity, Equity, & Inclusion

Departmental Budget

| | | FY 26 Budgeted | FY26 Actuals as of 04/06/26 | FY27 Proposed |
|-----------------------------|---------------------------|----------------------|-----------------------------|----------------------|
| Personnel | | | | |
| 010-545-5110 | Permanent Employees | \$ 97,511.00 | \$ 72,752.26 | \$ 107,711.76 |
| 010-545-5111 | Part-Time Employees | \$ - | \$ - | \$ 7,800.00 |
| | Longevity | \$ - | \$ - | \$ 950.00 |
| 010-545-5150 | Travel | \$ - | \$ - | \$ - |
| 010-545-5135-1112 | Stipends | \$ 9,000.00 | \$ - | \$ 9,000.00 |
| 010-545-5135 | Stipends | \$ 5,000.00 | \$ 3,653.70 | \$ 5,000.00 |
| Personnel Totals: | | \$ 111,511.00 | \$ 76,405.96 | \$ 130,461.76 |
| Ordinary Expenses | | | | |
| 010-545-5240 | Repair & Maint -Equipment | | \$ - | \$ - |
| 010-545-5302 | Prof/Tech Services Legal | | \$ - | \$ - |
| 010-545-5305 | Training | \$ 4,000.00 | \$ - | \$ 2,000.00 |
| 010-545-5341 | Advertising/Recruitment | \$ - | \$ 199.00 | \$ - |
| 010-545-5420 | Office Supplies | \$ 2,000.00 | \$ - | \$ 2,000.00 |
| 010-545-5710 | Professional Dev. | \$ 2,900.00 | \$ 675.00 | \$ 2,900.00 |
| 010-545-5730 | Events | \$ 4,500.00 | \$ 4,143.22 | \$ 6,000.00 |
| 010-545-5780 | Language Access | \$ 5,000.00 | \$ 5,338.62 | \$ 6,000.00 |
| Expense Totals: | | \$ 18,400.00 | \$ 10,355.84 | \$ 18,900.00 |
| Departmental Totals: | | \$ 129,911.00 | \$ 86,761.80 | \$ 149,361.76 |

| FY26 to FY27 Dollar Change | FY26 to FY27 Percent Change |
|----------------------------|-----------------------------|
| \$ 10,200.76 | 10.46% |
| \$ 7,800.00 | #DIV/0! |
| \$ 950.00 | #DIV/0! |
| \$ - | #DIV/0! |
| \$ - | 0.00% |
| \$ - | 0.00% |
| \$ 18,950.76 | 17% |
| \$ - | #DIV/0! |
| \$ - | #DIV/0! |
| \$ (2,000.00) | -50.00% |
| \$ - | #DIV/0! |
| \$ - | 0.00% |
| \$ - | 0.00% |
| \$ 1,500.00 | 33.33% |
| \$ 1,000.00 | 20.00% |
| \$ 500.00 | 2.72% |
| \$ 19,450.76 | 14.97% |

Personnel Services Summary

| Position Title | FY26 Budgeted | | FY27 Proposed | |
|---|----------------|------------------|----------------|-------------------|
| | # of Positions | Amount | # of Positions | Amount |
| Director of Diversity, Equity & Inclusion | 1 | 97,510.86 | 1 | 107,711.76 |
| PT. Disability Specialist* | 0.5 | - | 0.5 | 7,800.00 |
| Full time Totals | 1.5 | 97,510.86 | 1.5 | 107,711.76 |

| Change FY26- FY27 | % Change FY26 - FY27 |
|-------------------|----------------------|
| 10,200.90 | 10.46% |
| 7,800.00 | #DIV/0! |
| 18,000.90 | 10.46% |

*Fully ARPA funded in FY26, partially in FY27

Below is a comparison from FY26 budgeted numbers to FY27 budgeted numbers. If there is a net increase between FY26 to FY27, 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

| | |
|--------------------------------|------------------|
| FY26 | 129,911.00 |
| FY27 | 149,361.76 |
| Net increase/(decrease) | 19,450.76 |

| Fixed Cost Growth | | | |
|-------------------|---------------------|--------------|--|
| Account Number | Account Name | Total Cost | Explanation |
| 010-545-5110 | Permanent Employees | \$ 10,200.76 | CAF Adjustment |
| 010-545-5111 | Part-Time Employees | \$ 7,800.00 | ARPA funds end. Salary Jan 1, 2027 - June 30, 2027 |
| Need Acct. Number | Longevity | \$ 950.00 | New longevity eligibility |
| 010-545-5730 | Events | \$ 1,500.00 | Increase due to all price increases |
| 010-545-5780 | Language Access | \$ 1,000.00 | Language Line for half year, given ARPA end |

| New Expenses | | | |
|----------------|--------------|------------|-------------|
| Account Number | Account Name | Total Cost | Explanation |

Dept. 630 | RECREATION

Departmental Budget

| | | FY26 Budgeted | FY26 Actuals as of 04/14/26 | FY27 Proposed |
|--------------------------------|--------------------------|----------------------|-----------------------------|----------------------|
| Personnel | | | | |
| 010-630-5110 | Permanent Employees | \$ 320,475.00 | \$ 214,904.83 | \$ 352,890.96 |
| 010-630-5120 | Part-Time Employees | \$ 273,256.00 | \$ 199,267.20 | \$ 273,256.00 |
| 010-630-5130/010-630-5130-1104 | Overtime | \$ 5,000.00 | \$ 3,898.45 | \$ 5,000.00 |
| | Training | \$ - | | \$ - |
| 010-630-5150-1111 | Longevity | \$ 2,000.00 | \$ 1,000.00 | \$ 3,000.00 |
| 010-630-5150-1115 | Sick Leave Incentive | \$ 3,400.00 | | \$ 3,400.00 |
| 010-630-5150-1116 | Park - Recreation travel | \$ 8,320.00 | \$ 7,716.00 | \$ 17,680.00 |
| 010-630-5125 | Stipends-Boards, Comm's | \$ 26,900.00 | \$ 19,425.00 | \$ 26,900.00 |
| Personnel Totals: | | \$ 639,351.00 | \$ 446,211.48 | \$ 682,126.96 |

| FY26 to FY27 Dollar Change | FY26 to FY27 Percent Change |
|-------------------------------|--------------------------------|
| \$ 32,415.96 | 10.11% |
| \$ - | 0.00% |
| \$ - | 0.00% |
| \$ - | #DIV/0! |
| \$ 1,000.00 | 50.00% |
| \$ - | 0.00% |
| \$ 9,360.00 | 112.50% |
| \$ - | 0.00% |
| \$ 42,775.96 | 6.69% |

Personnel Services Summary

| Position Title | FY26 Budgeted | | FY27 Proposed | |
|-------------------------------|----------------|-------------------|----------------|-------------------|
| | # of Positions | Amount | # of Positions | Amount |
| Recreation Director | 1 | 100,003.00 | 1 | 112,583.12 |
| Assistant Recreation Director | 1 | 84,648.00 | 1 | 95,296.24 |
| Program Manager | 1 | 67,678.00 | 1 | 73,007.20 |
| Facilities Coordinator | 1 | 68,624.00 | 1 | 72,004.40 |
| Office Manager | 0.5 | 27,500.00 | 0.5 | 27,500.00 |
| Dept. Totals | 4.5 | 348,453.00 | 4.5 | 380,390.96 |

| Change FY26 - FY27 | % Change FY26 - FY27 |
|--------------------|----------------------|
| 12,580.12 | 12.58% |
| 10,648.24 | 12.58% |
| 5,329.20 | 7.87% |
| 3,380.40 | 4.93% |
| - | 0.00% |
| 31,937.96 | 9.17% |

Below is a comparison from FY26 budgeted numbers to FY27 budgeted numbers. If there is a net increase between FY26 to FY27, 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

| | |
|--------------------------------|------------------|
| FY26 | 639,351.00 |
| FY27 | 682,126.96 |
| Net increase/(decrease) | 42,775.96 |

| Fixed Cost Growth | | | |
|-------------------|---------------------|--------------|---|
| Account Number | Account Name | Total Cost | Explanation |
| 010-630-5110 | Perminant Full Time | \$ 32,415.96 | Settled contract implementation and step increase for one employee. |
| 010-630-5150-1111 | Longevity | \$ 1,000.00 | Facilities Coordinator will become eligible for longevity pay in October. |
| 010-630-5150-116 | Travel Allowance | \$ 9,360.00 | Under collective bargining agreement, three employees will increase their vehicle stippends from \$40 per week to \$100 per week. |

| New Expenses | | | |
|----------------|--------------|------------|-------------|
| Account Number | Account Name | Total Cost | Explanation |