



**CITY OF MELROSE**  
**PARK COMMISSION**  
**AGENDA • AUGUST 10, 2017**

---

Mt. Hood Clubhouse  
100 Slayton Road, MA, Melrose 02176

Regular Meeting

5:30 PM

---

**I. SIGNING OF WARRANTS**

**II. APPROVAL OF MINUTES**

1. Minutes July 10, 2017

**III. MOUNT HOOD REPORT**

1. Management RFP 2017 - To convene an Executive Session in order to comply with, or act under the authority of, the Massachusetts Public Records Law – and the exemptions contained therein – with respect to the evaluation of proposals for the Mount Hood Golf Course management contract, where an open meeting would frustrate the purposes of the Public Records Law.
2. Report on Memberships
3. Mount Hood Outstanding Gift Certificate Report
4. Monthly Financial Reports
5. Report on requests for rental of club house
6. Marketing Plan Update
7. Course Maintenance & Staffing Log, Certifications
8. Building Maintenance Log
9. Report on General Operation of Golf Course
  - a. Tower Leases - T Mobile Update
  - c. Maintenance Lists/CIP Projects - Considerations
    - i. Paving - Update
  - d. Maintenance Lists/CIP Projects - Active
10. FY18 Mt Hood Budget

**IV. RECREATION DEPARTMENT REPORT**

1. Fall/Winter Programs Update
2. Spring/Summer Programs Update
3. Concessions
4. School Department Updates
5. FY18 Recreation Budget

**V. PARK DEPARTMENT REPORT**

1. General Park Dept. Report
  - a. MBTA Staging Site - U10 Field - Update
2. FY18 Park Budget

**VI. PUBLIC PARTICIPATION****VII. ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**



**CITY OF MELROSE**  
**PARK COMMISSION**  
**MINUTES • JULY 10, 2017**

Mt. Hood Clubhouse  
 100 Slayton Road, MA, Melrose 02176

Regular Meeting

7:00 PM

## I. SIGNING OF WARRANTS

## II. APPROVAL OF MINUTES

1. Minutes June 19, 2017

Also present: Joan Bell, Frank Olivieri, Tom Friel, Mike Farrell

<b>RESULT:</b>	<b>PASSED [4 TO 0]</b>
<b>MOVER:</b>	Robert Christiansen, Commissioner
<b>SECONDER:</b>	John McLaughlin, Commissioner
<b>AYES:</b>	William Gardiner, Robert Christiansen, John Mercer, John McLaughlin
<b>ABSENT:</b>	James Lane

## III. RECREATION DEPARTMENT REPORT

1. Fall/Winter Programs Update

Frank is working on the new fall/winter brochure book, it will be coming out mid August. If the PC wants to see anything in the brochure book let Frank know.

Flag Football registration has opened, registrations are coming in.

John McLaughlin asked if the Homecoming Event is going to go into the brochure. John will send Frank the basics by the beginning of August. This is a first time event that is in the planning.

<b>RESULT:</b>	<b>REVIEWED BY PARK COMMISSION</b>
----------------	------------------------------------

2. Spring/Summer Programs Update

Fourth of July at the Common turned out to be a huge event, one of largest turnouts Frank remembers.

Ashley Aldred, who has stepped in for Justin Kelley, will be coming to the next meeting to meet the Park Commission. She has been doing a phenomenal job for Frank.

<b>RESULT:</b>	<b>REVIEWED BY PARK COMMISSION</b>
----------------	------------------------------------

3. Concessions

Attachment: Minutes-July 10, 2107 (5820 : Minutes July 10, 2017)

No update

**RESULT: REVIEWED BY PARK COMMISSION**

4. School Department Updates

No update

**RESULT: REVIEWED BY PARK COMMISSION**

5. FY18 Recreation Budget

Frank is finalizing the FY17 budget. After the fiscal year ends, July 31, Frank will send out a finalized FY17 budget to the Park Commission.

**RESULT: REVIEWED BY PARK COMMISSION**

## IV. MOUNT HOOD REPORT

The Dog Park Society will be taken out of order.

Matt Wall and Grant Barton, Dog Park Society board members have come before the Park Commission to talk about lighting at the Dog Park.

The dog park was established in 2010. They feel it is the most used park in the City. The Dog Society runs 4 to 6 events per calendar year. They have helped clean up Ell Pond, the Victorian Fair, a Halloween Costume event. They have done a variety of fundraising events not just for the dog park. They have donated 3 fire masks to the Fire Department in case an animal is caught in a house during a fire.

The number one request though, from a poll that was done, was for lighting at the dog park. Matt works for a Lighting Company, Philips. The peak hours for people to use the dog park are after people get home from work. They would like to have lighting from November to April til 8pm. This can be done with solar lights and photocell timers. The Dog Society would like to request backing from the Park Commission for 2 lights. The lights will be solar, they can look like the post lamps downtown, they will use 32 watts, and their light distribution will be contained to the park. They will not cost the City anything more after they are installed.

The financial end of the project is that when Philips was brought down to look at the park they were able to bring the estimated cost down to \$10,000 for 2 fixtures, half of what was first thought. The Melrose Energy Commission has some money from a grant they will donate. Joan went to Henry Kezer's Foundation and he generously agreed to donate some money and the Dog Society is going to fundraise for some of the cost.

The Mayor is on board with the lighting and DPW will do the install for free.

Bob C. asked if the surrounding community members need to be contacted. The PC decided that the lighting will not be an intrusion on surrounding homes, so do not need to contact them.

If the PC approves the proposal then Joan will go to John Scenna with the specs for installation and she will get the mayor to sign off on it.

Motion: To approve the Dog Park Lighting Proposal  
 By: John McLaughlin, Second: Bob Christiansen - motion carried.

The PC thanks the Dog Society for all of their good work.

T-Mobile will be taken next out of order. See below.

1. Report on Memberships

Submitted and on hand

**RESULT: REVIEWED BY PARK COMMISSION**

2. Mount Hood Outstanding Gift Certificate Report

Submitted and on hand

**RESULT: REVIEWED BY PARK COMMISSION**

3. Monthly Financial Reports

A good month for golf.

**RESULT: REVIEWED BY PARK COMMISSION**

4. Report on requests for rental of club house

Handed in at the meeting.

**RESULT: REVIEWED BY PARK COMMISSION**

5. Marketing Plan Update

There have been a lot of people booking on line. It was a good move.

**RESULT: REVIEWED BY PARK COMMISSION**

6. Course Maintenance & Staffing Log, Certifications

**RESULT: REVIEWED BY PARK COMMISSION**

7. Building Maintenance Log

Did not get a report

**RESULT: REVIEWED BY PARK COMMISSION**

## 8. Report on General Operation of Golf Course

## a. Management RFP 2017 - Update

The RFP went out today. One company picked it up today.

**RESULT: REVIEWED BY PARK COMMISSION**

## b. Tower Leases - T Mobile

Grant Sullivan came before the PC. He is a program manager for the company that does modifications for T-Mobile. Also, Nicole Lesser, a project manager for modifications, is here. They are here to discuss the possibilities of adding equipment on to the Slayton Tower. The last time the topic was discussed with Mike Walsh, Grant realizes that repairs to the tower were also discussed. The discussion kind of stalled out but T-Mobile would like to move forward now. The plans have not changed since the first meeting in 2011. He feels some of the repairs can be worked into the project.

The T-Mobile lease is up in 3 years and this is a factor. Grant said that an extension on the lease would be a necessity to do the project, so that T-Mobile could recoup their costs. The least they would accept would probably be 10 years. Also, T-Mobile needs to know if it would have to go through an RFP. They do not want to drag it out any longer if possible. The PC said the contract was previously a 20 year contract. Grant said that would be wanted.

Joan had several concerns, she would like to see the communicators on the inside where they wouldn't block the view. The downstairs outside, on the side, is always messy. It needs to be caged better. The fence needs to be more secure.

The gist of what T-Mobile wants to do is to add 700MHz to what is already there. Presently they have LTE and 3G on the Tower. Eventually, they may want to put up 600 MHz.

There would be an agreement where T-Mobile would offer a certain amount of money and the City would agree to a new lease.

Previously, T-Mobile said that it would cost the City \$30,000 to decommission the antennas in order to repair the parapets. This was a big figure. The PC needs to get a price to fix the parapets. Grant feels that they can accommodate and work with the city to get the work done. This is definitely the time to repair the parapets. There are several different ways to get it done. The City could get a check from T-Mobile in the next few months - there is a speed to market need.

If you are behind the line antenna you are fine, but, you do not want to stand in front of it. Joan asked about a stand alone tower. Grant said that it has to have 360 degree of open space, probably not a possibility here, it also needs height.

John McL said what if we ask T-Mobile to fix the parapets. Grant said they could hire the City's contractor. He said that might be cleaner.

What T-Mobile needs to know is how soon can it be done and how much of a lease extension can they get. Joan will go to the City lawyer asap. T-Mobile will have a structural Engineer look

at the integrity of the tower to see how much it can handle. They will also do an electromagnetic emissions report.

**RESULT: REVIEWED BY PARK COMMISSION**

c. Maintenance Lists/CIP Projects - Considerations

Bob C has had a lot of people complaining to him about the steps on 18. Mike Farrell said the top 2 steps seem to be the problem. Bob C agrees. Joan said Ward Hamilton said he will come up and fix the top step. He believes it has sunk.

John Mercer does not like the crushed stone on the approach to the steps, maybe they could put in some pavers.

**RESULT: REVIEWED BY PARK COMMISSION**

i. Paving

Joan wanted the PC's ok to go ahead with the cart path maintenance with the FY17 and some of the FY18 Capital Improvement money. The PC said yes go ahead.

**RESULT: REVIEWED BY PARK COMMISSION**

d. Maintenance Lists/CIP Projects - Active

i. Work Order List

The gutters are done and look nice.

**RESULT: REVIEWED BY PARK COMMISSION**

9. Mt Hood Budget

a. FY18 Mt Hood Budget

**RESULT: REVIEWED BY PARK COMMISSION**

b. Trial Balance Report

**RESULT: REVIEWED BY PARK COMMISSION**

**V. PARK DEPARTMENT REPORT**

1. General Park Dept. Report

Joan has 2 Summer kids working for her this summer. Connor Crovo and John Burke. They are painting a lot for Joan so far.

Attachment: Minutes-July 10, 2107 (5820 : Minutes July 10, 2017)

The backstop at the Common by the tot lot is a problem. There have been a lot of complaints. Joan has spoken with DPW about it. There is a fence company coming in soon

**RESULT: REVIEWED BY PARK COMMISSION**

a. MBTA Staging Site - U10 Field - Update

There has been no update

**RESULT: REVIEWED BY PARK COMMISSION**

2. FY18 Park Budget

**RESULT: REVIEWED BY PARK COMMISSION**

## VI. PUBLIC PARTICIPATION

Motion: Open Public Participation

By: John McLaughlin, Second: John Mercer - motion carried.

Joe Sullivan, Willow Street Melrose, didn't see any portapotties at Pine Banks and thought that the bathroom house was fixed. But, then he saw them and was very discouraged. How can this ever get fixed? And the running track is supposed to be Melrose's home field. He would like to see it be better for the kids.

Motion: Close Public Participation

By: John Mercer, Second: Bob Christiansen - motion carried.

## VII. ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

John Mac Donald took a look at the clubhouse to see if the space could be used more effectively. He could put a feasibility study together for a good price. One idea was to take out the stone pillars in the bar and push them out further and make the patio enclosed, using accordion window doors to close off the room in the winter.

Bill G asked if Tom Friel had spoken with the person he mentioned that might have some ideas. Tom has not been able to connect with her.

Motion: To approve the expenditure of \$6750, and with the addition of the outside spaces, not to exceed \$10,000 of Outside Contractor money to do a Feasibility Study on Space Usage in the Clubhouse.

By: John McLaughlin, Second: Bob Christiansen - motion carried.



Motion: Adjourn  
By: John McLaughlin, Second: John Mercer - motion carried.

Attachment: Minutes-July 10, 2107 (5820 : Minutes July 10, 2017)



08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 1  
glytodbud

FOR 2018 13						JOURNAL DETAIL 2018 0 TO 2018 13			
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT		
6200 MT HOOD ENTERPRISE FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED		
653 MOUNT HOOD									
12 CHARGES FOR SERVICES									
620000 435010 MT HOOD GREEN FEES	0	.00	.00	-60,000.00	.00	60,000.00	100.0%		
2018/01/000164 07/12/2017 CRP	-60,000.00	REF 1801325	CUSTOMER			MT HOOD ENTERPRISE FUND			
TOTAL CHARGES FOR SERVICES	0	.00	.00	-60,000.00	.00	60,000.00	100.0%		
51 SALARIES									
620000 511000 SALARY & WAGES	59,658	.00	59,657.61	8,267.21	.00	51,390.40	13.9%		
2018/01/000032 07/07/2017 PRJ	1,137.01	REF 18W027			WARRANT=18W027	RUN=1 WEEKLY	C		
2018/01/000125 07/14/2017 PRJ	1,782.55	REF 18W028			WARRANT=18W028	RUN=1 WEEKLY	C		
2018/01/000329 07/21/2017 PRJ	1,782.55	REF 18W029			WARRANT=18W029	RUN=1 WEEKLY	C		
2018/01/000521 07/28/2017 PRJ	1,782.55	REF 18WM30			WARRANT=18WM30	RUN=1 WEEKLY	C		
2018/02/000016 08/04/2017 PRJ	1,782.55	REF 18W031			WARRANT=18W031	RUN=1 WEEKLY	C		
TOTAL SALARIES	59,658	.00	59,657.61	8,267.21	.00	51,390.40	13.9%		
52 CONTRACTUAL									
620000 522000 TELEPHONE	1,000	.00	1,000.00	.00	.00	1,000.00	.0%		
620000 522400 WATER & SEWER	20,000	.00	20,000.00	.00	.00	20,000.00	.0%		
620000 523300 OUTSIDE CONTRACTORS	20,000	.00	20,000.00	.00	7,705.80	12,294.20	38.5%		
2018/01/000669 07/27/2017 POE	7,705.80	VND 478550	PO 18653004	MAMMOTH FIRE ALARMS	MANDATORY MOVE	OUTDOOR FUEL	PA		
620000 527309 SECURITY	5,000	.00	5,000.00	.00	.00	5,000.00	.0%		

Attachment: Mt Hood-August (5834 : FY18 Mt Hood Budget)



08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 2  
glytddbud

FOR 2018 13			JOURNAL DETAIL 2018 0 TO 2018 13						
ACCOUNTS FOR:	MT HOOD ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
620000	528600	AUDITING SERVICES	6,360	.00	6,360.00	.00	.00	6,360.00	.0%
620000	528800	PLOWING AND SANDING	5,000	.00	5,000.00	.00	.00	5,000.00	.0%
620000	528900	LEGAL COUNSEL	15,000	.00	15,000.00	.00	.00	15,000.00	.0%
620000	529000	PROFESSIONAL SERVICE	930,000	.00	930,000.00	60,000.00	60,000.00	810,000.00	12.9%
	2018/01/000512	07/24/2017 POE	60,000.00	VND 304790	PO 18653002	GOLF MANAGEMENT CO.	July Management Fee		
	2018/01/000512	07/24/2017 POE	60,000.00	VND 304790	PO 18653003	GOLF MANAGEMENT CO.	August Management Fee		
	2018/01/000531	07/24/2017 API	60,000.00	VND 304790	IN 29a	GOLF MANAGEMENT CO.	July Management Fe	390662	
	2018/01/000531	07/24/2017 POL	-60,000.00	VND 304790	PO 18653002	GOLF MANAGEMENT CO.	July Management Fee	2018	
620000	529006	MT HOOD CAPITAL IMPR	50,000	.00	50,000.00	.00	.00	50,000.00	.0%
TOTAL CONTRACTUAL			1,052,360	.00	1,052,360.00	60,000.00	67,705.80	924,654.20	12.1%
53 SUPPLIES AND MATERIA									
620000	530500	OFFICE SUPPLIES	4,000	.00	4,000.00	.00	.00	4,000.00	.0%
620000	530501	MISC SUPPLIES	12,000	.00	12,000.00	.00	.00	12,000.00	.0%
TOTAL SUPPLIES AND MATERIA			16,000	.00	16,000.00	.00	.00	16,000.00	.0%
54 OTHER CHARGES									
620000	548960	MT HOOD COMMUNITY EV	10,000	.00	10,000.00	.00	.00	10,000.00	.0%
TOTAL OTHER CHARGES			10,000	.00	10,000.00	.00	.00	10,000.00	.0%
56 MISCELLANEOUS									

Attachment: Mt Hood-August (5834 : FY18 Mt Hood Budget)



08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 3  
glytdbud

FOR 2018 13

JOURNAL DETAIL 2018 0 TO 2018 13

ACCOUNTS FOR: 6200	FOR: MT HOOD ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
653	MOUNT HOOD							
620000	590002 MT HOOD PILOT PROGRA	74,169	.00	74,169.22	.00	.00	74,169.22	.0%
	TOTAL MISCELLANEOUS	74,169	.00	74,169.22	.00	.00	74,169.22	.0%
	TOTAL MOUNT HOOD	1,212,187	.00	1,212,186.83	8,267.21	67,705.80	1,136,213.82	6.3%

Attachment: Mt Hood-August (5834 : FY18 Mt Hood Budget)



08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 4  
glytbdud

FOR 2018 13

JOURNAL DETAIL 2018 0 TO 2018 13

ACCOUNTS FOR: 6200	MT HOOD ENTERPRISE FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
711 MUNICIPAL DEBT								
56 MISCELLANEOUS								
627112	565000 MUNICIPAL DEBT	170,000	.00	170,000.00	.00	.00	170,000.00	.0%
	TOTAL MISCELLANEOUS	170,000	.00	170,000.00	.00	.00	170,000.00	.0%
	TOTAL MUNICIPAL DEBT	170,000	.00	170,000.00	.00	.00	170,000.00	.0%

Attachment: Mt Hood-August (5834 : FY18 Mt Hood Budget)



08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 5  
glytdbud

FOR 2018 13		JOURNAL DETAIL 2018 0 TO 2018 13						
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
6200 MT HOOD ENTERPRISE FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USED	
751 MUNICIPAL DEBT INTEREST								
54 OTHER CHARGES								
627512 549102 MUNICIPAL DEBT INTER	182,319	.00	182,318.76	.00	.00	182,318.76	.0%	
TOTAL OTHER CHARGES	182,319	.00	182,318.76	.00	.00	182,318.76	.0%	
TOTAL MUNICIPAL DEBT INTEREST	182,319	.00	182,318.76	.00	.00	182,318.76	.0%	
TOTAL MT HOOD ENTERPRISE FUND	1,564,506	.00	1,564,505.59	8,267.21	67,705.80	1,488,532.58	4.9%	
TOTAL REVENUES	0	.00	.00	-60,000.00	.00	60,000.00		
TOTAL EXPENSES	1,564,506	.00	1,564,505.59	68,267.21	67,705.80	1,428,532.58		

Attachment: Mt Hood-August (5834 : FY18 Mt Hood Budget)



08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 6  
glytbdud

FOR 2018 13

JOURNAL DETAIL 2018 0 TO 2018 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,564,506	.00	1,564,505.59	8,267.21	67,705.80	1,488,532.58	4.9%
** END OF REPORT - Generated by Cindy Brickley **							

Attachment: Mt Hood-August (5834 : FY18 Mt Hood Budget)



08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 7  
glytdbud

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	4	Y	Y
Sequence 3	10	Y	N
Sequence 4	0	N	N

Report title:  
YEAR TO DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 2

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: Y

From Yr/Per: 2018/ 0

To Yr/Per: 2018/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2018/13

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria  
Field Name Field Value

Fund 6200

FUNCTION

UMAS/GRT YR

DEP/GRT LINE

LOCATION

PROGRAM

S.R. CODE

EXP CAT/LEVL

Character Code

Org

Object

Project

Account type

Attachment: Mt Hood-August (5834 : FY18 Mt Hood Budget)





08/04/2017 21:20  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 8  
glytdbud

REPORT OPTIONS

---

Account status  
Rollup Code



08/04/2017 21:22  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 1  
glytdbud

FOR 2018 13

ACCOUNTS FOR: 2652 RECREATION	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
631 RECREATION							
12 CHARGES FOR SERVICES							
26524 486057 SUMMER PROGRAMS	0	.00	.00	-1,673.00	.00	1,673.00	100.0%
TOTAL CHARGES FOR SERVICES	0	.00	.00	-1,673.00	.00	1,673.00	100.0%
51 SALARIES							
26521 511000 SALARY & WAGES	0	.00	.00	3,434.53	.00	-3,434.53	100.0%
TOTAL SALARIES	0	.00	.00	3,434.53	.00	-3,434.53	100.0%
53 SUPPLIES AND MATERIA							
26522 538057 SUMMER PROGRAMS	0	.00	.00	16,152.42	.00	-16,152.42	100.0%
26522 538059 SPRING PROGRAMS	0	.00	.00	4,639.40	.00	-4,639.40	100.0%
26522 538060 SALARY & MISC	0	.00	.00	2,301.91	.00	-2,301.91	100.0%
TOTAL SUPPLIES AND MATERIA	0	.00	.00	23,093.73	.00	-23,093.73	100.0%
TOTAL RECREATION	0	.00	.00	24,855.26	.00	-24,855.26	100.0%
TOTAL RECREATION	0	.00	.00	24,855.26	.00	-24,855.26	100.0%
TOTAL REVENUES	0	.00	.00	-1,673.00	.00	1,673.00	
TOTAL EXPENSES	0	.00	.00	26,528.26	.00	-26,528.26	

Attachment: Rec Revolving-August (5822 : FY18 Rec Budget)



08/04/2017 21:22  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 2  
glytdbud

FOR 2018 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	.00	.00	24,855.26	.00	-24,855.26	100.0%

\*\* END OF REPORT - Generated by Cindy Brickley \*\*

Attachment: Rec Revolving-August (5822 : FY18 Rec Budget)



08/04/2017 21:22  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 3  
glytdbud

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	4	Y	Y
Sequence 3	10	Y	N
Sequence 4	0	N	N

Report title:  
YEAR TO DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N  
 Print Full or Short description: F  
 Print full GL account: N  
 Format type: 2  
 Double space: N  
 Suppress zero bal accts: Y  
 Include requisition amount: N  
 Print Revenues-Version headings: N  
 Print revenue as credit: Y  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Print journal detail: N  
 From Yr/Per: 2018/ 0  
 To Yr/Per: 2018/13  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1  
 Include additional JE comments: N  
 Multiyear view: F  
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2018/13  
 Print MTD Version: N  
 Roll projects to object: N  
 Carry forward code: 1

Field Name	Field Value
Fund	2652
FUNCTION	
UMAS/GRT YR	
DEP/GRT LINE	631
LOCATION	
PROGRAM	
S.R. CODE	
EXP CAT/LEVL	
Character Code	
Org	
Object	
Project	
Account type	

Attachment: Rec Revolving-August (5822 : FY18 Rec Budget)



08/04/2017 21:22  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 4  
glytdbud

REPORT OPTIONS

---

Account status  
Rollup Code



08/04/2017 21:23  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 1  
glytdbud

FOR 2018 13

ACCOUNTS FOR: 0100	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
631 RECREATION								
51 SALARIES								
016311	511000 SALARY & WAGES	44,130	.00	44,130.18	7,518.48	.00	36,611.70	17.0%
	TOTAL SALARIES	44,130	.00	44,130.18	7,518.48	.00	36,611.70	17.0%
54 OTHER CHARGES								
016312	542702 EMARC	3,600	.00	3,600.00	3,600.00	.00	.00	100.0%
016312	542704 RECREATION SCHOLARSH	4,000	.00	4,000.00	.00	.00	4,000.00	.0%
016312	548950 COMMUNITY OUTREACH	2,500	.00	2,500.00	.00	.00	2,500.00	.0%
	TOTAL OTHER CHARGES	10,100	.00	10,100.00	3,600.00	.00	6,500.00	35.6%
55 CAPITAL OUTLAY								
016312	551067 MELROSE TEEN CENTER	9,800	.00	9,800.00	585.00	.00	9,215.00	6.0%
	TOTAL CAPITAL OUTLAY	9,800	.00	9,800.00	585.00	.00	9,215.00	6.0%
	TOTAL RECREATION	64,030	.00	64,030.18	11,703.48	.00	52,326.70	18.3%
	TOTAL GENERAL FUND	64,030	.00	64,030.18	11,703.48	.00	52,326.70	18.3%
	TOTAL EXPENSES	64,030	.00	64,030.18	11,703.48	.00	52,326.70	

Attachment: Rec Gen Fund-August (5822 : FY18 Rec Budget)



08/04/2017 21:23  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 2  
glytbdud

FOR 2018 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	64,030	.00	64,030.18	11,703.48	.00	52,326.70	18.3%
** END OF REPORT - Generated by Cindy Brickley **							

Attachment: Rec Gen Fund-August (5822 : FY18 Rec Budget)



08/04/2017 21:23  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 3  
glytdbud

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	4	Y	Y
Sequence 3	10	Y	N
Sequence 4	0	N	N

Report title:  
YEAR TO DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N  
 Print Full or Short description: F  
 Print full GL account: N  
 Format type: 2  
 Double space: N  
 Suppress zero bal accts: Y  
 Include requisition amount: N  
 Print Revenues-Version headings: N  
 Print revenue as credit: Y  
 Print revenue budgets as zero: N  
 Include Fund Balance: N  
 Print journal detail: N  
 From Yr/Per: 2018/ 0  
 To Yr/Per: 2018/13  
 Include budget entries: Y  
 Incl encumb/liq entries: Y  
 Sort by JE # or PO #: J  
 Detail format option: 1  
 Include additional JE comments: N  
 Multiyear view: F  
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2018/13  
 Print MTD Version: N  
 Roll projects to object: N  
 Carry forward code: 1

Find Criteria  
 Field Name Field Value  
 Fund 0100  
 FUNCTION  
 UMAS/GRT YR  
 DEP/GRT LINE 631  
 LOCATION  
 PROGRAM  
 S.R. CODE  
 EXP CAT/LEVL  
 Character Code  
 Org  
 Object  
 Project  
 Account type

Attachment: Rec Gen Fund-August (5822 : FY18 Rec Budget)





08/04/2017 21:23  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 4  
glytdbud

REPORT OPTIONS

---

Account status  
Rollup Code

Attachment: Rec Gen Fund-August (5822 : FY18 Rec Budget)



08/04/2017 21:24  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 1  
glytddbud

FOR 2018 13

ACCOUNTS FOR: 0100 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
475 PW PARK & FORESTRY							
51 SALARIES							
014751 511000 SALARY & WAGES	482,749	.00	482,749.18	39,573.04	.00	443,176.14	8.2%
014751 512000 PART TIME SALARIES &	24,000	.00	24,000.00	5,165.00	.00	18,835.00	21.5%
014751 513000 OVERTIME	37,013	.00	37,013.00	6,695.85	.00	30,317.15	18.1%
TOTAL SALARIES	543,762	.00	543,762.18	51,433.89	.00	492,328.29	9.5%
52 CONTRACTUAL							
014752 524006 FORESTRY HIRED EQUIP	18,500	.00	18,500.00	.00	.00	18,500.00	.0%
014752 524007 PARKS HIRED EQUIPMEN	22,500	.00	22,500.00	-644.59	644.59	22,500.00	.0%
014752 527400 IRRIGATION SYSTEM RE	8,500	.00	8,500.00	.00	.00	8,500.00	.0%
014752 527806 PLAYGROUND & EQUIP R	6,500	.00	6,500.00	.00	40.39	6,459.61	.6%
014752 528805 MOWING & MAINTENANCE	52,350	.00	52,350.00	43.59	.00	52,306.41	.1%
TOTAL CONTRACTUAL	108,350	.00	108,350.00	-601.00	684.98	108,266.02	.1%
53 SUPPLIES AND MATERIA							
014752 531826 EQUIPMENT & FIELD PA	6,500	.00	6,500.00	50.75	.00	6,449.25	.8%
014752 533050 FIELDMARKING	3,623	.00	3,623.00	.00	.00	3,623.00	.0%
014752 533505 LANDSCAPING EQUIP &	6,500	.00	6,500.00	.00	.00	6,500.00	.0%
014752 535200 LANDSCAPING SUPPLIES	45,413	.00	45,413.00	396.50	.00	45,016.50	.9%
014752 537300 FENCE MATERIALS	4,200	.00	4,200.00	28.86	.00	4,171.14	.7%
014752 537610 BENCHES & BARRELS	4,200	.00	4,200.00	.00	.00	4,200.00	.0%
TOTAL SUPPLIES AND MATERIA	70,436	.00	70,436.00	476.11	.00	69,959.89	.7%
TOTAL PW PARK & FORESTRY	722,548	.00	722,548.18	51,309.00	684.98	670,554.20	7.2%
TOTAL GENERAL FUND	722,548	.00	722,548.18	51,309.00	684.98	670,554.20	7.2%
TOTAL EXPENSES	722,548	.00	722,548.18	51,309.00	684.98	670,554.20	

Attachment: Parks and Forestry - August (5835 : FY18 Park Budget)



08/04/2017 21:24  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 2  
glytbdud

FOR 2018 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	722,548	.00	722,548.18	51,309.00	684.98	670,554.20	7.2%
** END OF REPORT - Generated by Cindy Brickley **							

Attachment: Parks and Forestry - August (5835 : FY18 Park Budget)



08/04/2017 21:24  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 3  
glytdbud

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	4	Y	Y
Sequence 3	10	Y	N
Sequence 4	0	N	N

Report title:  
YEAR TO DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 2

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2018/ 0

To Yr/Per: 2018/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: N

Year/Period: 2018/13

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Field Name	Field Value
Fund	0100
FUNCTION	
UMAS/GRT YR	
DEP/GRT LINE	475
LOCATION	
PROGRAM	
S.R. CODE	
EXP CAT/LEVL	
Character Code	
Org	
Object	
Project	
Account type	

Attachment: Parks and Forestry - August (5835 : FY18 Park Budget)



08/04/2017 21:24  
cbrickley

CITY OF MELROSE v10.5  
YEAR TO DATE BUDGET REPORT

P 4  
glytdbud

REPORT OPTIONS

---

Account status  
Rollup Code