



PAUL BRODEUR
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: INFO-2023-10: Request for American Rescue Plan Act (ARPA) funding update
Date: January 30, 2023

As a follow up to our presentation to the Appropriations and Oversight Committee last December, I am pleased to provide the Honorable City Council with a further update on the use of Melrose's ARPA funds, including reports on the expenditures incurred and status updates for all approved projects.

Summary of ARPA expenditures

To-date, the Mayor has approved projects totaling \$7,314,510. Of this amount, \$3,404,109 has been expended with a further \$ 254,610 encumbered, representing 43.7% of Melrose's ARPA dollars. \$3,655,791 is allocated but unspent, and \$1,059,663 remains unallocated.

Since our last update, the Mayor has approved one additional project request that was urgent and time sensitive. The Window Replacement at Franklin School project will ensure the safety and comfort of our youngest learners and their teachers by addressing water leaks and heat loss due to a critical failure of a window system at the school that requires immediate attention.

Project budget amendments

Assistant Auditor Kerri Golden continues to refine budgets in collaboration with requesting department heads as projects move forward, and there have been several minor budgetary adjustments made to reflect the actual or anticipated costs. More substantively, we have increased our allocation for ARPA consultants by \$15,000 (from \$10,000 to \$25,000) based on the number of hours we have utilized so far, and looking ahead to compliance issues that may arise as the ARPA timeframe winds down. On the other side of the ledger, the High School and Middle School Complex Elevators project has been reduced by \$100,000 (from \$594,000 to \$494,000) based on a lower-than-expected contract bid cost and a \$150,000 State earmark that will defray the cost of the project.

Project Tracking

Department heads have provided status updates for all approved projects in the accompanying spreadsheet which tracks expenditures and encumbrances by project. We will continue to track this progress on a regular basis to ensure that the City expends funds in a timely manner and that we are on track to spend or encumber all ARPA funds by the U.S Treasury Department deadlines. Should you have any questions regarding specific projects, please do not hesitate to contact me.