



CITY OF MELROSE

OFFICE OF THE CLERK OF COMMITTEES

ANDREW A. GHOBRIAL
Clerk of Committees

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MEMORANDUM

TO: Melrose Honorable City Council
FROM: Andrew Ghobrial, Clerk of Committees
DATE: April 24, 2024
RE: FY2025 Budget

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- 1. Have there been any noteworthy changes or events that took place during FY23 in your department (staffing changes, technology upgrades, new regulations or procedures, etc.)?***

At the Mayor's request as cost saving measure, the Granicus Boards and Commissions software was discontinued. In its place, a webform application was created for applicants and a table listing members and term dates was created on each board/commission webpage. As of this writing, all of this data lies within the city website and no additional their part software is being used by the city. This has generated annual cost savings of five thousand dollars for the city.

- 2. Do all of your department's salaries come from the same budget, if not, please identify the split among multiple budgets?***

The salaries of the City Council and the Clerk of Committees are funded through the same budget in the City Council Salary and Wages line item.

- 3. Are there any significant changes to your FY24 budget compared to previous years? Please explain.***

While the agenda and meeting minute software, IQM2, and the city website, civic plus will see an increase this year, the overall budget remains level funded for FY25,

- 4. Any events or changes you anticipate in your department for FY24?***

We expect the workload to continue to be heavy as we review Granicus/IQM2 and other Agenda and meeting software. The IQM2 software will sunset in 2027 and thus the city will engage in a process to select a new vendor for our agendas and meeting minutes. It is our goal to port over all files and records created in the 12 year lifespan of IQM2. A lot of work

will go into this endeavor once we determine the needs of the city, City Council and School Committee.

Due to the changes on our public facing board and commission listing, minimal occasional maintenance has been needed to ensure the information remains up to date. Work also continues between the Mayor's Office and the Clerk of Committees to ensure all re-appointments and new appointments are oathed and complete the onboarding process before they begin to serve as voting members. The Clerk of Committees will continue to offer technical support and will work alongside the Mayor's office to continue to revamp and update the city's website as needed.