



City of Medford

OFFICE OF THE MAYOR

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STEPHANIE MUCCINI BURKE
MAYOR

December 6, 2016

Sean Cronin,
Senior Deputy Commissioner
Department of Revenue
Division of Local Services
P. O. Box 9569
Boston, MA 02114-9569

Dear Commissioner Cronin:

I am pleased to inform you that the City of Medford has received a Financial System Integration report from Roselli Clark, CPA. In March the City entered into a Community Compact agreement with the Baker-Polito Administration to work toward adopting best practices for a single financial system integration.

The attached report outlines in detail the strengths and weaknesses of the current financial software systems being used by the City. Roselli Clark offered four possible scenarios aimed at improving our current position. It is our opinion the City would benefit best from a single integrated financial system and it is our aim to work toward this goal over the next 12-24 months. As is highlighted in the report, the Information Technology Department must first be upgraded. A modern integrated single software system would be in keeping with operating the City at its highest, most efficient level and we look forward to achieving this goal.

I wish to extend my gratitude to you and your staff for helping with this most important endeavor.

Sincerely,

Stephanie M. Burke, Mayor

CITY OF MEDFORD

FINANCE BEST PRACTICE | JANUARY 2017

EXECUTIVE SUMMARY

The City of Medford, Massachusetts recently adopted the Financial Management best practice as part of a Community Compact agreement signed with the Baker-Polito Administration in March of 2016. Medford received a Community Compact grant which allowed them to retain the services of Roselli, Clark and Associates of Woburn, Massachusetts – a certified public accounting firm. The firm performed an assessment of the City's financial systems and in November of 2016, Roselli, Clark and Associates completed their review of each department's use of financial software and made recommendations to Medford regarding areas that they could improve upon, offering concrete steps it could take to potentially increase the City's productivity.



COMMUNITY PROFILE

The City of Medford is located in the eastern part of Massachusetts in Middlesex County. Founded in 1630, Medford is the 4th oldest English settlement in the United States. The City was incorporated as a municipality in 1892 and is home to Tufts University.

Population is 56,173 residents*
Annual Budget is \$162M (FY 2017)
Median Household Income is \$76,445*

**As of 2010 census*

In partnership with:

Office of Municipal and
School Technology

MassIT



THE CHALLENGE

Many cities and towns are hesitant to integrate their software applications due to limited funding and time. Medford is no different; however, the City recently experienced a turnover amongst its financial department heads, causing leadership to re-evaluate and improve its financial processes and procedures.

The grant provided by the Community Compact allowed Medford to undertake this important financial systems audit, as the first step of integrating the City's existing technology.

THE SOLUTION

Roselli, Clark and Associates, in partnership with town leadership in Medford, completed a thorough review of each department's use of financial software and corresponding technology. They prepared a comprehensive report for the City detailing their findings and provided suggestions based on their observations.

THE RESULTS

After the assessment was completed, Roselli, Clark and Associates produced a report containing an analysis of each department's financial software and corresponding hardware. In addition to the department-level reviews, the vendor also dedicated a portion of the report to future technological considerations for Medford, which include a set of possible solutions that can be accomplished over time. Medford is currently evaluating the report and is considering the vendor's recommendations.

FY17 BUDGET SUMMARY

DEPARTMENT	PERSONNEL	ORDINARY	TOTAL
General Government	3,550,299	1,806,160	5,356,459
Protection Person & Property	24,849,001	3,218,349	28,067,350
Public Works:			
Non Enterprise Division	3,149,983	6,839,067	9,989,050
Sewer Enterprise	693,159	12,613,058	13,306,217
Water Enterprise	942,454	8,131,618	9,074,072
Health & Elderly Services	715,814	159,751	875,565
Library	956,207	423,901	1,380,108
Veterans & Celebrations	106,832	257,131	363,963
Pensions & Annuities	0	10,601,280	10,601,280
Bonds & Interest	0	7,423,600	7,423,600
Insurance	0	21,337,881	21,337,881
Total	34,963,749	72,811,796	107,775,545
School			54,333,000
Total			162,108,545

➤ While the City aims to implement a solution from their audit, it has been proactive in its efforts to remain financially transparent with the public.

On the homepage of the City's website, there is a direct link to the annual budget. To the left is an overview of Medford's FY17 Budget.

Source: City Budget Fiscal Year 2017 (July 1, 2016-June 30, 2017) - <http://www.medfordma.org/mayor/city-budget/>

"[The consultant] offered four possible scenarios aimed at improving our current position. It is our opinion the City would benefit from a single integrated financial system and it is our aim to work toward this goal over the next 12-24 months."

- STEPHANIE M. BURKE, MAYOR