

As a Department head of (Insert Name of Department/Board or Commission) I (Insert your name) am providing this 2013 Annual Report in compliance with City of Malden Ordinance 1.7.

I am pleased to furnish to the City Council with this report of activities for the previous calendar year. This includes a statement of receipts and expenditures and a schedule of materials, tools and property of all kinds on hand over the past fiscal year.

OVERVIEW

(The Overview Section should contain a brief statement about the general purpose and mission of your Department.)

ANNUAL REPORT FY 2013

SECTION 1

MALDEN CONSERVATION COMMISSION

STRUCTURE OF (INSERT NAME OF DEPARTMENT HERE)

This Section should contain a brief statement about the organizational structure of your department.

COMMISSIONERS

A. Number of employees (Insert Total Number of Employees Here)

7 COMMISSION MEMBERS

Provide a brief breakdown between;

- a) Managers
- b) Staff
- c) Union
- d) Full-Time
- e) Part-Time
- f) Amount of Unfilled Positions
- g) Other (Please Specify)

1 CLERK PART-TIME

B. Insert Organizational Chart here



SECTION 2 FACILITIES

This Section should contain a brief summary about the physical space parameters needed for your department.

A. Facilities needed to accommodate your Department (Estimate the amount of space that is needed for your staff, equipment, public interaction, etc. Estimate on per square foot basis)

- a) Space needed for personnel
- b) Space needed for files
- c) Space needed for equipment
- d) Other

WORK IN ENGINEERING OFFICE  
2-5 DRAW FILE CABINETS

TOTAL

ACCESS to MEETING ROOM  
ACCESS to BULLETIN BOARD

**SECTION 3**

**REVENUE**

*This Section should contain a brief summary about the revenue(s) coming into your department.*

B. All Revenues that came into the Department (*Insert List of accounts with amounts here or fill out below*)

- a) City Budget
- b) State Budget
- c) Federal Budget
- d) Grant Monies
- e) Licenses/Fees
- f) Other

\$ 5,950.00

\$ 525.00

**SECTION 4**

**EXPENDITURES**

*This Section should contain a brief summary about the expenditures from your department.*

A. All Expenditures that came out of the Department (*Insert List of accounts with amounts here or fill out below*)

- a) Personnel Costs
  - i) Overtime Breakdown
- b) Equipment Costs
  - i) Breakdown
- c) Postal Costs
  - i) Breakdown
- d) Printing Costs
  - i) Breakdown
- e) Leasing Costs
  - i) Breakdown
- f) Other (Please Specify) \_\_\_\_\_

\$ 3,950.00

**SECTION 5**

**ASSETS**

*This Section should contain a brief summary about the assets of your department.*

- A. Provide a Listing of All Major Assets Under the Control of Your Department. (*This should include materials, tools, vehicles, equipment and property on hand over the last fiscal year.*) **NONE - UTILIZE ENGINEERING OFFICE**

**SECTION 6  
PROGRAMS**

*This Section should contain a brief summary about the various programs in your department.*

- A. Provide a Listing of All Programs Under the Direction of Your Department. *(Please detail where and how these programs originate from, i.e. statutory, internal, etc.)*  
*Examples include, Water Meter Program, Street Sweeping Program, etc.*

STATE WETLANDS PROTECTION ACT

**SECTION 7  
CHALLENGES**

- A. Provide a brief description of the major challenges that the Department deals with.  
*List Three Challenges that your Department Confronts on a Regular Basis, what issues should the Council know about?*

1. ACCESS/UTILIZE TRAINING OF COMMISSIONERS
2. STAFF COMMISSION W/INTERESTED RESIDENTS WHEN VACANCY OCCUR
- 3.

**SECTION 8  
OPPORTUNITIES**

- A. Provide a brief description of Ways that the Department could take advantage of. *List Provide Three Opportunities that you foresee for your Department. What could help your department function and/or operate better?*

1. CONSIDER EXPANDED ROLE IN IDENTIFY & SECURE OPEN SPACE
- 2.
- 3.

**SECTION 9  
CONCLUSION**

*The Conclusion Section should Briefly Summarize the Above Sections.*

THIS IS A REPORT OF A COMMISSION NOT A DEPARTMENT  
THIS COMMISSION IS STAFFED WITH RESIDENTS WHOM VOLUNTEER  
*Please Note - WITH AN INTEREST IN MALDEN AT HEART*

*The report of the Building Inspector shall contain detailed descriptions and valuations for all real estate owned by the City or under the control of the Malden Redevelopment Authority.*

*The report of the Public Works Commission shall contain an evaluation of the condition of streets, sidewalks, sewers, parks, playgrounds and drains.*

*The report of the City Engineer shall contain an evaluation of the condition of all bridges and culverts in the City.*

*The report of the Insurance Committee shall detail the status of all fire and boiler insurance contracts*