

An aerial photograph of a city park. In the foreground, there is a basketball court with a blue and green surface. Behind it is a playground with blue safety surfacing and various play structures. The park is surrounded by residential buildings and trees. The text is overlaid on the top half of the image.

City of Everett
FY2020 Adopted Budget
Mayor Carlo DeMaria
July 1, 2019 – June 30, 2020

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City of Everett

1.2 Financial Update: Annual Budget Policy & Five-Year Financial Forecast Fiscal Years 2019-2023

Carlo DeMaria – Mayor
Eric Demas – CFO/City Auditor

May 13, 2019

FY 19 Budget Presentation

- The budget book is broken down into four sections:
 - Operating Budget
 - Water/Sewer Budget
 - ECTV (PEG cable access) Budget
 - Capital Improvement Plan
- Goal:
 - To provide a brief overview and answer any questions.
 - Detailed discussion at future meetings

Article 6-2 of City Charter Annual Budget Policy

- The Mayor shall call a joint meeting of the City Council and School Committee to include the Superintendent of Schools.
- Meeting to take place prior to the budget process.
- Purpose:
 - To review the financial condition of the City
 - Revenue and Expenditure Forecasts
 - Other related information
- Goal:
 - To develop a coordinated budget

Financial Condition of City

- Standard and Poor has assigned a 'AA+/Stable' rating to the City's 2019 general obligation (GO) municipal purpose loan bonds. (\$18.01mil)
- Standard and Poor has given the city a 'stable outlook' on its financial future.
- Bonds are backed by the City's full-faith-and-credit.

Financial Condition of City

- The AA+ rating reflects Standard and Poor's opinion of the following factors:
 - Stable budgetary flexibility, with audited FY2018 reserves of 20% of general fund expenditures;
 - Strong budgetary performance, with a diverse revenue stream, led by property taxes and state aid revenue of 50% and 44% respectively;
 - Very strong liquidity, providing very strong cash to cover debt service and expenditures;
 - Strong management condition with "good" financial management policies and practices under Standard and Poor's Financial Management Assessment (FMA) methodology.
 - Strong debt and contingent liabilities profile, due to low carrying charges, low net debt, and rapid amortization.
 - Strong institutional framework.

Financial Condition

Available Funds – Trust and Fund Balance

- Stabilization Fund = \$ 3,622,884
 - Free Cash = As certified by DOR
 - OPEB Liability Trust = \$5,695,962
 - Capital Improvement Stabilization Fund = \$3,756,925
- All of these funds have financial policies as to their funding source as part of the FY2020 budget

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)
Distinguished Budget Award Candidate

- There is no mandated format for budgeted documents.
- Every City is different in terms of its formal structure, culture, and informal practices.
- There are no right or wrong approaches, but there are best practices that can provide common ground for those involved in the budget process.

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

- The City received the GFOA Certificate of Achievement for Excellence in Financial Reporting (CAFR Program)
- The award is the highest form of recognition in governmental accounting and financial reporting.
- The City has received this award three years in a row.
- Focus on excellence, transparency and accountability.
- Provides independent review and critique on a municipality's financial reporting.
- One year award that requires annual review and completion.

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

- The City received the GFOA distinguished budget award in FY16 through FY19.
- The GFOA is the only national awards program in government budgeting.
- Promotes best practice in public budgeting.
- Focus on transparency and accountability.
- Provides independent review and critique on a municipality's budget document.
- One year award that focuses on continuous improvement.

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

- The GFOA Distinguished Budget Award has guidelines that are designed to assess how well a municipality's budget serves as:
 - A policy document
 - A financial plan
 - An operations guide
 - A communication device
- The final budget document is due to the GFOA 90 days after the budget is adopted by the legislative body.
- The City will be submitting its FY2020 budget for consideration in the fall.

Revenue and Expenditure Forecast: Five Year Financial Forecast

- Five year forecasting helps municipal officials to:
 - Review operational needs.
 - Identify fiscal challenges and opportunities.
 - Develop long term budget policies.
 - Plan for capital budget, debt service management, new initiatives, and long term sustainability.
- Copies of the City's Five Year Financial Forecast have been distributed for your review.

FY2019 ~ Executive Summary

Revenues and Expenditures

• Revenues include:

- Tax Levy
- Local Receipts
- Cherry Sheet ~ State Aid
- School Bldg. Asst.
- Other Financial Sources

• Expenses include:

- General Government
- Public Safety
- Public Works
- Education
- Human Services
- Culture/Recreation
- Debt Service
- Other Fixed Costs
 - (health, retirement, debt, etc.)
- Other Financial Uses

Revenues ~ Tax Levy

- TOTAL tax levy limit (est.) \$ 142,162,075
 - *The tax levy is the amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2 ½ provisions.*
 - *The amount of taxes estimated to be levied to balance the FY2019 budget is \$101,853,015, which is approximately a 9% reduction from fiscal year 2019.*
 - *This would leave excess taxing capacity of 40,309,060.*

Revenues – all other

- Local Receipts
 - \$7,964,000
- State Aid
 - \$82,532,920
- School Building Assistance
 - \$1,730,062
- Enterprise Fund Revenue
 - \$19,455,792
- Encore Resort Payments
 - Host Agreement Payments - \$25,000,000
 - Additional Excise revenue - \$6,000,000
- TOTAL = \$ 137,482,774

Expenses – City Departments

- General Government
 - \$8,199,970
- Public Safety
 - \$31,849,060
- City Services
 - \$13,746,423
- Human Services
 - \$3,867,255
- Libraries and Recreation
 - \$1,808,322
- **TOTAL CITY DEPTS = \$59,471,030**

Expenses – City Departments

- TOTAL CITY DEPTS = \$59,471,030

- Total Requests submitted during the budget process were \$61,455,680, but were reduced by \$1,984,650.
- This reflects a 0% change from the prior, or a proposed decrease of \$79,248. However, after fixed costs such as waste removal, electricity, etc. are factored in, the increase represents a \$391,934 decrease from FY19.

Expenses – School Department Everett Public Schools (EPS)

- FY2020 Foundation Budget (per DESE) =
 - \$104,339,433
- Plus: Additional School funds requested
 - \$6,500,000
- Less: Chargebacks to City for shared expenses
 - \$25,487,612
- Total recommended budget for EPS =
 - \$85,351,182
- Add: Special Ed transportation
 - \$4,500,000
- **TOTAL SCHOOL DEPT = \$89,851,821**
 - This represents a 7% increase over FY19.

Expenses – School Department Everett Public Schools (EPS)

• TOTAL SCHOOL DEPT = \$89,851,821

- The total requested budget submitted by the School department will be the total budget for the year.
- There will be no supplemental appropriations during the year from other funding sources (Medicare reimbursements, state funding, stabilization, or free cash.
- School Finance Review Commission has been meeting regularly.
- This budget fully funds the School Committee and Administrations requests, which was based on the requests of all school principals.

Expenses ~ Fixed Costs

City and School

- Retirement Assessment
 - \$ 15,970,286
- Employee Insurance
 - \$ 21,463,200
- FICA
 - \$ 1,710,225
- Employee Injuries
 - \$ 1,176,500
- Property and Liability Insurance
 - \$ 2,075,000
- Debt Service
 - \$ 16,329,703

- **TOTAL FIXED COSTS = \$58,724,914**
 - This represents an 5% increase over FY19.

ECTV

- ECTV is funded through Cable Franchise fees
 - Fees must be spent on ECTV activities
- Activity is currently accounted for in a special revenue fund
 - Budget not required to be appropriated
- Massachusetts General Law Changes
 - Establishment of a new separate Enterprise Fund
 - Budget required to be submitted to City Council as part of the annual budget process
 - Votes required:
 - Creation of Enterprise Fund
 - Transfer of existing PEG ACCESS fund balance
 - Approval of budget

Conclusion:
Annual Budget Policy &
Five-Year Financial Forecast - Fiscal Years 2018-2022

- The City has proven to have sound financial policies, reserves, and a stable economic outlook.
- The administration will seek to receive the GFOA's Distinguished Budget award as part of its FY2020 Mayor's recommended budget.
- The FY2020 budget is balanced, with over \$40 million of excess capacity available.
- Financial forecasting and sound fiscal policies will help the City continue its financial success.

4.5 Fiscal Year 2020 Five Year Financial Forecast

	% INC/DEC FY19 v FY20	% INC/DEC FY19-FY23	FY19 RECAP	FY20 PROJECTED	FY21 PROJECTED	FY22 PROJECTED	FY23 PROJECTED
REVENUES							
TAX LEVY							
PRIOR YEAR LEVY LIMIT			110,457,822	136,743,488	142,162,075	147,716,127	153,409,030
PROPOSITION 2.5 INCREASE TO LEVY		2.50%	2,761,446	3,418,587	3,554,052	3,692,903	3,835,226
NEW GROWTH	-91.50%	varies	23,524,220	2,000,000	2,000,000	2,000,000	2,000,000
AMENDED NEW GROWTH (prior year)							
TAX LEVY LIMIT			136,743,488	142,162,075	147,716,127	153,409,030	159,244,256
LEVY LIMIT	3.96%	varies	136,743,488	142,162,075	147,716,127	153,409,030	159,244,256
LEVY CEILING	4.00%	4.00%	164,013,039	170,573,561	177,396,503	184,492,363	191,872,058
LOCAL RECEIPTS							
MXV	0.00%	2.50%	3,700,000	3,700,000	3,792,500	3,887,313	3,984,495
OTHER EXCISE	0.00%	2.50%	500,000	500,000	512,500	525,313	538,445
INTEREST ON TAXES	0.00%	2.50%	350,000	350,000	358,750	367,719	376,912
IN LIEU OF TAXES	0.00%	2.50%	14,000	14,000	14,350	14,709	15,076
CHARGES FOR SVCS	0.00%	2.50%	40,000	40,000	41,000	42,025	43,076
FEES	0.00%	2.50%	320,000	320,000	328,000	336,200	344,605
RENTALS	0.00%	2.50%	5,000	5,000	5,125	5,253	5,384
OTHER DEPT REVENUE	0.00%	2.50%	350,000	350,000	358,750	367,719	376,912
LICENCES & PERMITS	-30.00%	2.50%	1,000,000	700,000	717,500	735,438	753,823
FINES & FORFEITS	0.00%	2.50%	1,000,000	1,000,000	1,025,000	1,050,625	1,076,891
INVESTMENT INCOME	0.00%	2.50%	35,000	35,000	35,875	36,772	37,691
MISC. RECURRING (INCLUDES MEDICAID/MEDICARE D)	0.00%	2.50%	950,000	950,000	973,750	998,094	1,023,046
MISC. NON-RECURRING	-100.00%		2,500,000	-	-	-	-
TOTAL: LOCAL RECEIPTS	-26.01%	2.50%	10,764,000	7,964,000	8,163,100	8,367,178	8,576,357
CHERRY SHEET REVENUE	8.91%	3.00%	75,783,741	82,532,920	85,008,908	87,559,175	90,185,950
SCHOOL BLDG ASSISTANCE	0.00%	per SBA	1,730,062	1,730,062	1,730,062	-	-
OTHER FINANCIAL SOURCES (OFS)							
Free Cash Appropriations (page 4 column c)		varies	4,000,000	-			
Other Available Funds (page 4 columb d)		varies					
Reiubursement - Wynn				-			
Other Sources to reduce the Tax Rate			-	-	-	-	-
Free Cash to Reduce the Tax Rate			-	-	-	-	-
Casino Assumotions:							
Mass Gaming Commission - Police reimbursement				-	-	-	-
Community Enhancement fee	100.00%		12,500,000	-	-	-	-
Pliot- 121A Agreement		2.50%		20,000,000	20,500,000	21,012,500	21,537,813
Community Impact fee		2.50%		5,000,000	5,125,000	5,253,125	5,384,453
Excise Tax - Rooms/Meals		2.50%		6,000,000	6,150,000	6,303,750	6,461,344
OTHER FINANCIAL SOURCES total			16,500,000	31,000,000	31,775,000	32,569,375	33,383,609
ENTERPRISE FUNDS							
WATER/SEWER ENTERPRISE FUND	1.33%	3.00%	19,200,241	19,455,792	20,039,466	20,640,650	21,259,869
TOTAL ENTERPRISE FUND REVENUE	1.33%	3.00%	19,200,241	19,455,792	20,039,466	20,640,650	21,259,869
GRAND TOTAL: ALL REVENUES	32.99%	varies	260,721,532	284,844,849	294,432,662	302,545,407	312,650,041

	% INC/DEC FY19 v FY20	% INC/DEC FY19-FY23	FY19 RECAP	FY20 PROJECTED	FY21 PROJECTED	FY22 PROJECTED	FY23 PROJECTED
EXPENDITURES							
GENERAL GOVERNMENT - 100's							
CITY COUNCIL	-1.01%	3.00%	474,968	470,150	484,255	498,782	513,746
MAYOR	8.67%	3.00%	1,375,394	1,494,661	1,539,501	1,585,686	1,633,256
AUDITOR/CFO	2.84%	3.00%	680,238	699,529	720,515	742,130	764,394
PURCHASING	-10.82%	3.00%	195,812	174,631	179,870	185,266	190,824
ASSESSORS	0.41%	3.00%	506,008	508,082	523,324	539,024	555,195
TREASURER/COLLECTOR	3.37%	3.00%	1,109,395	1,146,776	1,181,179	1,216,615	1,253,113
SOLICITOR	17.31%	3.00%	378,560	444,071	457,393	471,115	485,248
HUMAN RESOURCES & ORGANIZATIONAL ASSESSMENT	76.45%	3.00%	838,994	1,480,421	1,524,834	1,570,579	1,617,696
INFORMATION TECHNOLOGY	3.51%	3.00%	925,600	958,122	986,866	1,016,472	1,046,966
CITY CLERK	3.81%	3.00%	411,446	427,106	439,919	453,117	466,710
ELECTIONS/REGISTRATION	0.52%	3.00%	339,151	340,925	351,153	361,687	372,538
LICENSING BOARD	0.00%	3.00%	7,700	7,700	7,931	8,169	8,414
CONSERVATION	26.56%	3.00%	12,800	16,200	16,686	17,187	17,702
PLANNING BOARD	32.26%	3.00%	12,400	16,400	16,892	17,399	17,921
APPEALS BOARD	0.00%	3.00%	15,196	15,196	15,652	16,121	16,605
TOTAL: GENERAL GOVERNMENT	12.58%	3.00%	7,283,662	8,199,970	8,445,969	8,699,348	8,960,329
PUBLIC SAFETY - 200's							
POLICE	1.87%	5.00%	15,514,825	15,805,383	16,595,652	17,425,435	18,296,706
FIRE	3.55%	5.00%	10,997,539	11,387,727	11,957,113	12,554,969	13,182,717
INSPECTIONAL SERVICES	-38.63%	5.00%	5,715,197	3,507,214	3,682,575	1,866,703	1,960,039
EMERGENCY COMMUNICATIONS CENTER	-2.44%	5.00%	1,177,429	1,148,736	1,206,173	1,266,481	1,329,806
TOTAL: PUBLIC SAFETY	-4.66%	5.00%	33,404,990	31,849,060	33,441,513	33,113,589	34,769,268
CITY SERVICES FACILITY - 400's							
Executive (490)	8.23%	4.00%	1,841,279	1,992,784	2,072,495	2,155,395	2,241,611
Facilities Maintenance (491)	4.35%	4.00%	2,913,863	3,040,651	3,162,277	3,288,768	3,420,319
Engineering (492)	0.98%	4.00%	489,752	494,532	514,313	534,886	556,281
Parks and Cemetery (493)	11.79%	4.00%	1,752,321	1,958,855	2,037,209	2,118,698	2,203,445
Stadium (494)	0.00%	4.00%	51,000	51,000	53,040	55,162	57,368
Highway (495)	1.62%	4.00%	1,937,199	1,968,601	2,047,345	2,129,239	2,214,408
Snow and Ice (496)	0.00%	4.00%	395,000	395,000	410,800	427,232	444,321
Solid Waste (497)	7.09%	4.00%	3,590,500	3,845,000	3,998,800	4,158,752	4,325,102
TOTAL: CITY SERVICES	5.98%	4.00%	12,970,914	13,746,423	14,296,280	14,868,131	15,462,856

	% INC/DEC FY19 v FY20	% INC/DEC FY19-FY23	FY19 RECAP	FY20 PROJECTED	FY21 PROJECTED	FY22 PROJECTED	FY23 PROJECTED
EXPENDITURES							
HUMAN SERVICES - 500's							
HEALTH INSPECTION SERVICES	11.57%	3.00%	1,384,140	1,544,262	1,590,590	1,638,308	1,687,457
PLANNING AND DEVELOPMENT	-1.34%	3.00%	1,219,331	1,203,044	1,239,135	1,276,309	1,314,599
COUNCIL ON AGING	1.06%	3.00%	47,000	47,500	48,925	50,393	51,905
VETERANS AGENT	11.54%	3.00%	511,807	570,866	587,992	605,632	623,801
COMMISSION ON DISABILITY	0.00%	3.00%	10,950	10,950	11,279	11,617	11,965
MAYOR'S OFFICE OF HUMAN SERVICES	-8.66%	3.00%	537,166	490,633	505,352	520,513	536,128
TOTAL: HUMAN SERVICES	4.23%	3.00%	3,710,394	3,867,255	3,983,273	4,102,771	4,225,854
LIBRARIES AND RECREATION							
LIBRARY	0.67%	3.00%	1,179,846	1,187,725	1,223,357	1,260,057	1,297,859
HEALTH & WELLNESS	-17.32%	3.00%	750,606	620,597	639,215	658,391	678,143
TOTAL: CULTURAL AND RECREATIONAL	-6.33%	3.00%	1,930,452	1,808,322	1,862,572	1,918,449	1,976,002
SUBTOTAL - CITY DEPARTMENT COSTS	0.29%	varies	59,300,412	59,471,030	62,029,606	62,702,288	65,394,309
FIXED COSTS							
RETIREMENT OF LONG TERM CAPITAL DEBT PRINCIPAL	13.80%	debt sched	11,618,866	13,222,416	9,525,415	9,558,415	9,332,415
RETIREMENT OF LONG TERM CAPITAL DEBT INTEREST	12.75%	debt sched	2,755,936	3,107,287	2,228,793	1,314,595	1,741,755
SHORT TERM DEBT INTEREST	-100.00%	varies	25,000	-	100,000	100,000	100,000
EVERETT RETIREMENT ASSESSMENT	5.19%	4.50%	15,182,738	15,970,286	16,688,949	17,439,952	18,224,749
NON-CONTRIBUTORY PENSION	-100.00%	-3.00%	49,100	-	-	-	-
UNEMPLOYMENT COMPENSATION	10.00%	3.00%	300,000	330,000	339,900	350,097	360,600
EMPLOYEE INSURANCE - LIFE	0.00%	5.00%	88,000	88,000	92,400	97,020	101,871
EMPLOYEE INSURANCE - HEALTH	-2.68%	5.00%	21,596,777	21,017,200	22,068,060	23,171,463	24,330,036
EMPLOYEE INSURANCE - AD + D	0.00%	5.00%	28,000	28,000	29,400	30,870	32,414
FICA	14.00%	4.00%	1,500,212	1,710,225	1,778,634	1,849,779	1,923,771
EMPLOYEE INJURIES	67.59%	5.00%	702,000	1,176,500	1,235,325	1,297,091	1,361,946
PROPERTY/LIABILITY INSURANCE	9.21%	4.00%	1,899,926	2,075,000	2,158,000	2,244,320	2,334,093
ADDITIONAL TRANSFERS TO STABILIZATION			-	-	3,000,000	3,000,000	3,000,000
SUBTOTAL - FIXED COSTS (CITY & SCHOOL)	5.34%	varies	55,746,555	58,724,914	59,244,876	60,453,602	62,843,649
EDUCATION (Includes Special Ed Transportation)							
	7.10%	3.00%	83,896,064	89,851,821	92,547,376	95,323,797	98,183,511
SUBTOTAL - SCHOOL DEPARTMENT	7.10%	5.00%	83,896,064	89,851,821	92,547,376	95,323,797	98,183,511
SUBTOTAL: GENERAL FUND	4.58%	varies	198,943,031	208,047,765	213,821,858	218,479,687	226,421,469

	% INC/DEC FY19 v FY20	% INC/DEC FY19-FY23	FY19 RECAP	FY20 PROJECTED	FY21 PROJECTED	FY22 PROJECTED	FY23 PROJECTED
EXPENDITURES							
<u>WATER/SEWER ENTERPRISE</u>							
SALARIES	9.56%	3.00%	1,036,756	1,135,861	1,169,937	1,205,035	1,241,186
EXPENSES	0.57%	3.00%	834,500	839,250	864,428	890,360	917,071
CAPITAL OUTLAY	-100.00%	0.00%	155,000	-	-	-	-
SHORT TERM DEBT INTEREST ONLY	-100.00%	varies	41,095	-	50,000	50,000	50,000
LONG TERM DEBT - PRINCIPAL AND INTEREST	-3.75%	debt sched	1,954,157	1,880,800	1,331,819	1,329,052	1,266,343
MWRA ASSESSMENT	2.76%	5.00%	14,481,227	14,881,366	15,625,434	16,406,706	17,227,041
Other					-	-	-
SUBTOTAL: WATER/SEWER ENTERPRISE	1.27%	varies	18,502,735	18,737,277	19,041,618	19,881,153	20,701,641
SUBTOTAL: CITY, SCHOOL, AND ENTERPRISE	4.29%	varies	217,445,766	226,785,042	232,863,475	238,360,840	247,123,111
<u>OTHER EXPENDITURES</u>							
CHERRY SHEET ASSESSMENT	5.31%	3.00%	14,740,648	15,522,734	15,988,416	16,468,069	16,962,111
CHERRY SHEET OFFSET	-1.20%	3.00%	60,322	59,598	61,386	63,228	65,124
OVERLAY	-91.58%	2.50%	23,742,602	2,000,000	2,550,000	2,613,750	2,679,094
Court Judgements			14,465	14,470			
Other deficits							
SNOW AND ICE DEFICIT	-45.00%	varies	279,900	153,945	300,000	300,000	300,000
OTHER DEFICITS RAISED ON RECAP							
Water/Sewer Enterprise Fund Deficit							
Overlay Deficit/Appropriation Deficit							
SUPPLEMENTAL APPROPRIATIONS							
Raise and Appropriate							
From Free Cash							
From Stabilization			261,865				
From Other Available Funds (pg 4 of recap)							
TOTAL: OTHER EXPENDITURES	-54.60%	varies	39,099,802	17,750,747	18,899,802	19,445,046	20,006,329
GRAND TOTAL: ALL EXPENDITURES	-4.68%	varies	256,545,568	244,535,789	251,763,277	257,805,886	267,129,439
BUDGET GAP			4,175,964	40,309,060	42,669,385	44,739,521	45,520,602
			132,567,524 tax levy	101,853,015 tax levy	105,046,742 tax levy	108,669,509 tax levy	113,723,654 tax levy

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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111	CITY COUNCIL		Total
	Personnel Services	386,190	
	General Expenditures	78,740	464,930
121	EXECUTIVE OFFICE OF THE MAYOR		
	Personnel Services	1,046,080	
	General Expenditures	433,601	1,479,681
135	DIVISION OF FINANCE / OFFICE OF THE CITY AUDITOR		
	Personnel Services	488,529	
	General Expenditures	211,000	699,529
138	DIVISION OF FINANCE / OFFICE OF PURCHASING & PROCUREMENT		
	Personnel Services	157,131	
	General Expenditures	17,500	174,631
141	DIVISION OF FINANCE / OFFICE OF ASSESSING		
	Personnel Services	297,207	
	General Expenditures	210,875	508,082
145	DIVISION OF FINANCE / OFFICE OF TREASURER - COLLECTOR		
	Personnel Services	763,726	
	General Expenditures	383,050	1,146,776
151	OFFICE OF THE CITY SOLICITOR		
	Personnel Services	321,571	
	General Expenditures	120,500	442,071
152	DEPARTMENT OF HUMAN RESOURCES		
	Personnel Services	1,417,921	
	General Expenditures	62,500	1,480,421

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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153	DEPARTMENT OF ORGANIZATIONAL ASSESSMENT		
	Personnel Services	0	
	General Expenditures	0	0
155	DEPARTMENT OF INFORMATION TECHNOLOGY		
	Personnel Services	236,122	
	General Expenditures	687,000	
	Capital Improvements	35,000	958,122
161	CITY CLERK		
	Personnel Services	364,906	
	General Expenditures	62,200	427,106
162	ELECTION COMMISSION		
	Personnel Services	257,925	
	General Expenditures	83,000	340,925
165	LICENSING		
	Personnel Services	7,200	
	General Expenditures	500	7,700
171	CONSERVATION COMMISSION		
	Personnel Services	15,600	
	General Expenditures	600	16,200
175	PLANNING BOARD		
	Personnel Services	16,300	
	General Expenditures	100	16,400
176	ZONING BOARD OF APPEALS		
	Personnel Services	14,696	
	General Expenditures	500	15,196

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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PUBLIC SAFETY (200s)

210	POLICE DEPARTMENT		
	Personnel Services	14,977,953	
	General Expenditures	458,600	
	Capital Improvements	368,830	15,805,383
220	FIRE DEPARTMENT		
	Personnel Services	11,089,727	
	General Expenditures	233,000	
	Capital Improvements	65,000	11,387,727
242	DEPARTMENT OF INSPECTIONAL SERVICES		
	Personnel Services	2,001,256	
	General Expenditures	1,505,958	
	Capital Improvements	0	3,507,214
299	EMERGENCY COMMUNICATIONS CENTER		
	Personnel Services	1,056,936	
	General Expenditures	91,800	1,148,736

D P W (400s)

	DEPARTMENT OF PUBLIC WORKS		
490	Personnel Services - Executive Division	924,334	
	General Expenditures	1,068,450	1,992,784
491	Personnel Services - Facilities Division	1,415,651	
	General Expenditures	1,625,000	3,040,651

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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D P W (400s) (continued)

492	Personnel Services - Engineering Division	158,032	
	General Expenditures	336,500	494,532
493	Personnel Services - Parks and Cemeteries Division	1,371,355	
	General Expenditures	587,500	1,958,855
494	General Expenditures -Stadium	51,000	51,000
495	Personnel Services - Highway Division	1,238,601	
	General Expenditures	730,000	
	Capital Improvements	0	1,968,601
496	Personnel Services - Snow and Ice	70,000	
	General Expenditures	325,000	395,000
497	General Expenditures - Solid Waste	3,845,000	3,845,000

HUMAN SERVICES (500s)

510	DEPARTMENT OF HEALTH AND HUMAN SERVICES		
	Personnel Services	1,464,412	
	General Expenditures	79,850	1,544,262
521	DEPARTMENT OF PLANNING & DEVELOPMENT		
	Personnel Services	480,044	
	General Expenditures	723,000	1,203,044

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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HUMAN SERVICES (500s) (continued)

541	COUNCIL ON AGING		
	General Expenditures	47,500	47,500
543	OFFICE OF VETERANS SERVICES		
	Personnel Services	101,416	
	General Expenditures	469,450	570,866
544	COMMISSION ON DISABILITY		
	Personnel Services	10,700	
	General Expenditures	250	10,950
599	OFFICE OF HUMAN SERVICES		
	Personnel Services	393,133	
	General Expenditures	97,500	490,633

LIBRARIES AND RECREATION (600s)

610	DEPARTMENT OF LIBRARIES		
	Personnel Services	914,808	
	General Expenditures	272,917	1,187,725
630	OFFICE OF HEALTH AND WELLNESS		
	Personnel Services	581,097	
	General Expenditures	39,500	620,597

SUBTOTAL: CITY DEPARTMENT COSTS \$ 59,448,830 \$ 59,448,830

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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FIXED COSTS

710	RETIREMENT OF LONG TERM CAPITAL DEBT	13,222,416	13,222,416
751	LONG TERM DEBT INTEREST	3,107,287	3,107,287
752	SHORT TERM DEBT INTEREST	0	0
911	RETIREMENT BOARD		
	Pension Fund Contribution	15,970,286	
	Non-Contributory Pen/Ann	0	15,970,286
913	UNEMPLOYMENT COMPENSATION	330,000	330,000
914	EMPLOYEE INSURANCE		
	Life Insurance	88,000	
	Health Insurance	21,017,200	
	A D & D Insurance	28,000	21,133,200
915	FICA (Medicare)	1,710,225	1,710,225
944	EMPLOYEE INJURIES		
	Active Police & Fire	385,000	
	Retired Police & Fire	19,500	
	Workers Comp	772,000	1,176,500
945	PROPERTY / LIABILITY INSURANCE		
	Comp General Liability	1,925,000	
	Insurance Deductibles	150,000	2,075,000
	SUBTOTAL: FIXED COSTS \$	58,724,914	\$ 58,724,914

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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SCHOOL DEPARTMENT

300	SCHOOL DEPARTMENT	85,351,821	
300	Special Ed Transportation	4,500,000	89,851,821

SUBTOTAL: SCHOOL DEPARTMENT \$ 89,851,821

City Department Costs	59,448,830	
Fixed Costs	58,724,914	118,173,744
School Department	89,851,821	

RECOMMENDED APPROPRIATION GRAND TOTAL: \$ 208,025,565

City of Everett
Everett Budget Council Summary Report
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111 - CITY COUNCIL							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-111-1-5111	SALARIES	\$61,410.51	\$58,618.00	\$43,955.80	\$56,000.00	\$56,000.00	\$53,040.00
01-111-1-5143	LONGEVITY	\$850.00	\$850.00	\$0.00	\$400.00	\$400.00	\$400.00
01-111-1-5191	CITY COUNCIL STIPENDS	\$271,999.74	\$334,500.00	\$274,166.40	\$332,750.00	\$332,750.00	\$332,750.00
PERSONNEL Total:		\$334,260.25	\$393,968.00	\$318,122.20	\$389,150.00	\$389,150.00	\$386,190.00
EXPENSES							
01-111-2-5203	PERSONAL SERVICES	\$0.00	\$11,000.00	\$1,000.00	\$11,000.00	\$11,000.00	\$11,000.00
01-111-2-5204	PROFESSIONAL LEGAL SERVICES	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-111-2-5280	EQUIPMENT & OTHER	\$2,944.89	\$3,000.00	\$1,192.92	\$3,000.00	\$3,000.00	\$3,000.00
01-111-2-5346	ADVERTISING	\$9,690.50	\$12,000.00	\$9,548.15	\$12,000.00	\$12,000.00	\$12,000.00
01-111-2-5420	OFFICE SUPPLIES	\$6,845.96	\$12,000.00	\$8,105.39	\$12,000.00	\$12,000.00	\$9,740.00
01-111-2-5785	REIMBURSABLE EXPENSES	\$46,345.72	\$33,000.00	\$16,585.20	\$33,000.00	\$33,000.00	\$33,000.00
01-111-2-5792	FORMAL EVENTS	\$0.00	\$5,000.00	\$1,356.56	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$65,827.07	\$81,000.00	\$37,788.22	\$81,000.00	\$81,000.00	\$78,740.00
111 CITY COUNCIL Total:		\$400,087.32	\$474,968.00	\$355,910.42	\$470,150.00	\$470,150.00	\$464,930.00

(111) City Council - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+/-	+/-	Detail
Personnel Services					
Salaries	58,618	53,040	(\$5,578)	-10%	Salary for Mr. Mangan is \$52K. This is an 8% increase. Council reduced to 2%.
Longevity	850	400	(\$450)	-53%	Decrease due to previous employee receiving higher longevity rate.
City Council Stipends	334,500	332,750	(\$1,750)	-1%	Includes 8% increase for Mr. Cornelio. 2% increase on 1.1.20 for City Councilors.
Total Personnel Services	\$393,968	\$386,190	(\$7,778)	-2%	
General Operating Expenses					
Personal Services	11,000	11,000	\$0	0%	For supplies for events that the City has (giveaways). Also to pay for consultants for their services.
Professional Legal Services	5,000	5,000	\$0	0%	To hire legal counsel when needed.
Equipment & Other	3,000	3,000	\$0	0%	HP copier/\$240 per month. Includes maintenance fee.
Advertising	12,000	9,740	(\$2,260)	-19%	Increase in newspaper ads for advertising passed ordinances. Council reduced to \$9,740..
Office Supplies	12,000	12,000	\$0	0%	All other office supplies. Update furniture as needed.
Reimbursement Expenses	33,000	33,000	\$0	0%	\$3K per member. To include travel/conferences.
Formal Events	5,000	5,000	\$0	0%	Will pay for formal events such as the mid-term address or annual address.
Total Expenditures	\$81,000	\$78,740	(\$2,260)	-3%	
Total City Council	\$474,968	\$464,930	(\$10,038)	-2%	

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121 - EXECUTIVE OFFICE OF MAYOR							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-121-1-5111	SALARIES	\$803,881.71	\$770,434.00	\$631,034.12	\$977,682.00	\$977,682.00	\$977,682.00
01-121-1-5113	PART TIME SALARIES	\$47,413.81	\$82,999.00	\$71,345.46	\$65,418.00	\$65,418.00	\$50,998.00
01-121-1-5130	OVERTIME	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-121-1-5143	LONGEVITY	\$800.00	\$800.00	\$3,682.63	\$400.00	\$400.00	\$400.00
01-121-1-5190	AUTO ALLOWANCE	\$12,000.04	\$12,000.00	\$10,153.88	\$12,000.00	\$12,000.00	\$12,000.00
PERSONNEL Total:		\$864,095.56	\$871,233.00	\$716,216.09	\$1,060,500.00	\$1,060,500.00	\$1,046,080.00
EXPENSES							
01-121-2-5300	PROFESSIONAL SERVICES	\$10,141.05	\$10,000.00	\$4,857.41	\$10,000.00	\$10,000.00	\$10,000.00
01-121-2-5320	AFTER SCHOOL PROGRAM	\$67,092.95	\$70,000.00	\$12,209.45	\$0.00	\$0.00	\$0.00
01-121-2-5340	TELECOMMUNICATIONS	\$1,819.27	\$3,000.00	\$2,276.12	\$2,300.00	\$2,300.00	\$2,300.00
01-121-2-5346	ADVERTISING	\$76,297.98	\$66,300.00	\$47,998.08	\$66,300.00	\$66,300.00	\$66,300.00
01-121-2-5420	OFFICE SUPPLIES	\$8,569.22	\$6,885.00	\$4,465.94	\$6,885.00	\$6,885.00	\$6,885.00
01-121-2-5427	NATIONAL LEAGUE OF CITIES	\$1,010.00	\$5,929.00	\$0.00	\$5,929.00	\$5,929.00	\$5,929.00
01-121-2-5700	RECOGNITION AND AWARDS	\$250.20	\$2,360.00	\$184.60	\$3,060.00	\$3,060.00	\$2,500.00
01-121-2-5716	PROFESSIONAL DEVELOPMENT	\$6,239.90	\$13,284.00	\$1,737.98	\$13,284.00	\$13,284.00	\$13,284.00
01-121-2-5720	OUT-OF-STATE TRAVEL	\$1,593.09	\$6,373.00	\$3,295.77	\$6,373.00	\$6,373.00	\$6,373.00
01-121-2-5730	DUES-MASS MUNICIPAL ASSOC	\$10,957.00	\$11,730.00	\$11,046.00	\$11,730.00	\$11,730.00	\$11,730.00
01-121-2-5732	DUES-US CONFERENCE OF MAYORS	\$3,489.00	\$5,800.00	\$3,489.00	\$5,800.00	\$5,800.00	\$5,800.00
01-121-2-5734	DUES-METRO MAYOR	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
01-121-2-5785	OTHER EXPENSES	\$7,315.48	\$125,000.00	\$96,301.84	\$125,000.00	\$125,000.00	\$125,000.00
01-121-2-5796	OFFICIAL CELEBRATIONS	\$300,266.38	\$167,500.00	\$115,720.28	\$167,500.00	\$167,500.00	\$167,500.00
EXPENSES Total:		\$505,041.52	\$504,161.00	\$313,582.47	\$434,161.00	\$434,161.00	\$433,601.00
121 EXECUTIVE OFFICE OF MAYOR Total:		\$1,369,137.08	\$1,375,394.00	\$1,029,798.56	\$1,494,661.00	\$1,494,661.00	\$1,479,681.00

121 EXECUTIVE OFFICE OF THE MAYOR										
PERSONNEL SERVICES										
					FY 19	FY 20	FY 20		FY 20	
					FTE	FTE	FTE		FTE	
					DEPT	MAYOR			MAYOR	
DEPT	POSITION	CLASS/ STEP	HOURS	STAFF	REQ	REC	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 & Council REC	
01-121-1-5111	Mayor ¹	UNCL	35	1	1	1	\$160,000	\$174,060	\$174,060	
01-121-1-5111	Chief of Staff/Legal Counsel ²	UNCL	18.5	0	0	0	\$75,000	\$80,000	\$80,000	
01-121-1-5111	Deputy Chief of Staff ³	UNCL	35	1	1	1	\$116,280	\$118,606	\$118,606	
01-121-1-5111	Grant Writer	UNCL	35	1	1	1	\$95,000	\$95,000	\$95,000	
01-121-1-5111	Constituent Services / 311 Director ⁴	UNCL	35	1	1	1	\$76,500	\$85,000	85,000	
01-121-1-5111	Executive Manager ⁴	UNCL	35	1	1	1	\$72,828	\$80,000	\$80,000	
01-121-1-5111	Affordable Housing Coordinator ⁶	UNCL	35	0	1	1	\$0	\$70,000	\$70,000	
01-121-1-5111	Weekend 311 Coordinator ⁶	UNCL	36	0	1	1	\$0	\$70,000	\$70,000	
01-121-1-5111	*Assistant 311 Director ⁴	UNCL	35	1	1	1	\$51,957	\$60,000	\$60,000	
01-121-1-5111	*Secretary / Constituent Services ⁴	UNCL	35	1	1	1	\$51,957	\$58,585	\$58,585	
01-121-1-5111	Secretary / Constituent Services ⁵	UNCL	35	1	0	0	\$51,957	\$0	\$0	
01-121-1-5111	Constituent Services Aide ⁴	UNCL	35	1	1	1	\$51,957	\$58,585	\$58,585	
01-121-1-5111	Constituent Services Aide ³	UNCL	35	0	1	1	\$0	\$27,846	\$27,846	
01-121-1-5113	Constituent Services Aide - PT ³	UNCL	17.5	0	0	0	\$16,666	\$21,367	\$21,367	
01-121-1-5113	Constituent Services Aide - PT ^{3 a}	UNCL	19.5	0	0	0	\$16,666	\$20,458	\$6,038	
01-121-1-5113	Constituent Services Aide - PT ³	UNCL	20	0	0	0	\$16,666	\$23,592	\$23,592	
121	Mayor's Office TOTAL			9	11	11				
* These positions are multi-lingual							Salary (5111)	\$770,434	\$977,682	\$977,682
							Part Time (5113)	\$82,999	\$65,418	\$50,998
							Overtime (5130)	\$5,000	\$5,000	\$5,000
							Longevity (5143)	\$800	\$400	\$400
							Auto Allowance (5190)	\$12,000	\$12,000	\$12,000
Notes to Budget:							Personnel Total:	\$871,233	\$1,060,500	\$1,046,080
¹ Increase for Mayor is effective 1.1.20 per City Charter.										
² Salary increase given in FY19.										
³ 2% COLA added to salary in FY20.										
⁴ Seeking salary reclassification due to added responsibilities.										
⁵ This employee moved to Solicitor's Office. Vacant position will not be filled.										
⁶ New position added to FY20 budget.										
^a Part time salaries reduced by City Council.										

(121) Executive Office of the Mayor - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+/-	+/-	Detail
Personnel Services					
Salaries	770,434	977,682	207,248	27%	Mayor's salary to \$185K on 1.1.20 per City Charter. 2% on most salaries. 1 Vacancy (Grant Writer). 5 salary reclassifications. 1 Constituent Services Aide made full time. Adding a full time Housing Manager at 35 hours/week and a 311 Coordinator to work Fridays, Saturdays and Sundays.
Part Time Salaries	82,999	50,998	(32,001)	-39%	Constituent Services - Ms. Shalsi, Ms. Graffam, Ms. Leo. Reduced by City Council.
Overtime	5,000	5,000	0	0%	In lieu of comp time.
Longevity	800	400	(400)	-50%	Ms. Lattanzi (\$400)
Auto Allowance	12,000	12,000	0	0%	Mayor DeMaria - \$1,000 per month
Total Personnel Services	\$871,233	1,046,080	174,847	20%	
General Operating Expenses					
Professional Services	10,000	10,000	0	0%	Boston Globe, FADA office cleaners, Belmont Springs,
After School Program	70,000	0	(70,000)	-100%	After School Program. Funding not requested in FY20.
Telecommunications	3,000	2,300	(700)	-23%	Telephones for Mayor/Staff.
Advertising	66,300	66,300	0	0%	Our local papers. Also Boston Globe when necessary.
Office Supplies	6,885	6,885	0	0%	WB Mason
National League of Cities	5,929	5,929	0	0%	Annual payment for membership.
Recognition & Awards	2,360	2,500	140	6%	Velocity, State Line Graphics, Paragon Press, O'Connor Awards. City Council reduced this account.
Professional Development	13,284	13,284	0	0%	Any training courses needed by the staff.
Out-of-State Travel	6,373	6,373	0	0%	The Mayor participates in various conferences, municipal policy boards and educational boards to ensure active engagement in and awareness of current issues and trends facing municipalities.
Dues/Mass Municipal Assn	11,730	11,730	0	0%	Annual payment for membership
Dues/US Conference of Mayors	5,800	5,800	0	0%	Annual payment for membership
Dues/Metro Mayor	10,000	10,000	0	0%	Annual payment for membership
Other Expenses	125,000	125,000	0	0%	Unexpected expenses / MGC gaming match
Official Celebrations	167,500	167,500	0	0%	July 4th, City Fest, drum & bugle, holiday celebrations. Supports the Mayor's goals of expanding and deepening community engagement., offering economic and educational opportunity to all, and increasing opportunities for residents to enjoy the City's open spaces.
Total Expenditures	\$504,161	433,601	(70,560)	-14%	
Total Mayor's Office	\$1,375,394	\$1,479,681	\$104,287	8%	

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135 - OFFICE OF THE CITY AUDITOR							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-135-1-5111	SALARIES	\$502,451.97	\$473,476.00	\$390,077.52	\$486,229.00	\$486,229.00	\$486,229.00
01-135-1-5113	PART TIME	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00
01-135-1-5130	OVERTIME	\$775.71	\$1,000.00	\$758.12	\$1,000.00	\$0.00	\$0.00
01-135-1-5143	LONGEVITY	\$2,100.00	\$2,500.00	\$2,500.00	\$2,300.00	\$2,300.00	\$2,300.00
PERSONNEL Total:		\$505,327.68	\$480,976.00	\$393,335.64	\$493,529.00	\$488,529.00	\$488,529.00
EXPENSES							
01-135-2-5307	AUDIT/PROFESSIONAL SVCS	\$88,664.76	\$105,000.00	\$9,784.52	\$105,000.00	\$105,000.00	\$105,000.00
01-135-2-5420	OFFICE SUPPLIES	\$3,755.33	\$7,000.00	\$3,891.86	\$7,000.00	\$7,000.00	\$7,000.00
01-135-2-5700	PRINTING BUDGET DOCUMENTS	\$731.98	\$4,000.00	\$650.01	\$4,000.00	\$4,000.00	\$4,000.00
01-135-2-5710	PROFESSIONAL DEVELOPMENT	\$644.50	\$5,000.00	\$937.74	\$5,000.00	\$5,000.00	\$5,000.00
01-135-2-5785	FINANCIAL SOFTWARE & EQUIPMENT	\$75,927.25	\$90,000.00	\$80,824.26	\$90,000.00	\$90,000.00	\$90,000.00
EXPENSES Total:		\$169,723.82	\$211,000.00	\$96,088.39	\$211,000.00	\$211,000.00	\$211,000.00
135 OFFICE OF THE CITY AUDITOR Total:		\$675,051.50	\$691,976.00	\$489,424.03	\$704,529.00	\$699,529.00	\$699,529.00

135 DEPARTMENT OF FINANCIAL SERVICES /OFFICE OF THE CITY AUDITOR										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19 APPROPRIATION	FY 20	FY 20	
				F T E STAFF	DEPT F T E REQ	MAYOR F T E REC		DEPT REQUEST	MAYOR & Council REC	
01-135-1-5111	CFO / City Auditor ¹	UNCL	35	1	1	1	\$153,000	\$160,000	\$160,000	
01-137-1-5111	Budget Director ²	UNCL	35	1	1	1	\$75,551	\$80,840	\$80,840	
01-135-1-5111	Assistant City Auditor ²	UNCL	35	1	1	1	\$72,828	\$76,469	\$76,469	
01-137-1-5111	Finance/Budget Assistant ³	UNCL	35	1	1	1	\$56,182	\$58,991	\$58,991	
01-135-1-5111	Administrative Assistant ⁴	A-6U/5	35	1	1	1	\$52,962	\$55,911	\$55,911	
01-135-1-5111	Administrative Assistant ⁴	A-6U/4	35	1	1	1	\$51,215	\$54,018	\$54,018	
135	City Auditor TOTAL			6	6	6				
							Salary (5111)	\$473,476	\$486,229	\$486,229
							Part Time (5113)	\$4,000	\$4,000	\$0
							Overtime (5130)	\$1,000	\$1,000	\$0
							Longevity (5143)	\$2,500	\$2,300	\$2,300
							Personnel Total:	\$480,976	\$493,529	\$488,529

Notes to Budget:

¹ Contractual increase in FY20.

² Seeking salary reclassification in FY20.

³ This position will receive a 2% COLA in FY20.

⁴ Local 25 Clerical union increased 2% as well as step increase when appropriate.

(135) Office of the City Auditor - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ +/-	% +/-	Detail
Personnel Services					
Salaries	473,476	486,229	12,753	3%	Union reclassifications and step increases. 2% on most.
Part Time	4,000	0	(4,000)	0%	Summer help if needed. Not requesting funding in FY20.
Overtime	1,000	0	(1,000)	-100%	If clerks request OT in lieu of comp time. Not requesting funding in FY20.
Longevity	2,500	2,300	(200)	-8%	Ms. Hurley \$1,300; Ms. Crafts \$1,000.
Total Personnel Services	\$480,976	\$488,529	\$7,553	2%	
General Operating Expenses					
Audit/Professional Services	105,000	105,000	0	0%	1. Powers & Sullivan, 2. Lyons Consulting, 3. Nina Bridgeman, 4. MCGOA, 5. OPEB actuarial report
Office Supplies	7,000	7,000	0	0%	1. WB Mason, 2. Alden Hauk, 3. Belmont Springs, 4. SoftRight
Printing Budget Documents	4,000	4,000	0	0%	1. WB Mason - All supplies to print CIP, City and W/S budgets. Also for GFOA budget submission
Professional Development	5,000	5,000	0	0%	Professional courses for Auditor and staff
Financial Software	90,000	90,000	0	0%	SoftRight and Vadar
Total Expenditures	\$211,000	\$211,000	0	0%	
Total City Auditor	\$691,976	\$699,529	\$7,553	1.1%	
Retirement Board (Found under Fixed Costs)					
Non-Contrib	49,100	0	(49,100)	-100%	Last pensioner deceased. No longer needs funding.
Payment Pension Fund	15,182,738	15,970,286	787,548	5%	Reflects the updated biennial valuation completed by PERAC.
Total	\$15,231,838	\$15,970,286	\$738,448	5%	

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138 - OFFICE OF PURCHASING & PROCURE							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-138-1-5111	SALARIES	\$177,557.00	\$193,563.00	\$160,355.81	\$220,150.00	\$156,131.00	\$156,131.00
01-138-1-5143	LONGEVITY	\$800.00	\$900.00	\$900.00	\$1,000.00	\$1,000.00	\$1,000.00
PERSONNEL Total:		\$178,357.00	\$194,463.00	\$161,255.81	\$221,150.00	\$157,131.00	\$157,131.00
EXPENSES							
01-138-2-5248	DOCUSIGN	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00
01-138-2-5420	OFFICE SUPPLIES	\$1,874.28	\$3,500.00	\$607.79	\$3,500.00	\$3,500.00	\$3,500.00
01-138-2-5710	PROFESSIONAL DEVELOPMENT	\$1,188.00	\$2,000.00	\$872.64	\$2,000.00	\$2,000.00	\$2,000.00
EXPENSES Total:		\$3,062.28	\$5,500.00	\$1,480.43	\$17,500.00	\$17,500.00	\$17,500.00
138 OFFICE OF PURCHASING & PROCURE		\$181,419.28	\$199,963.00	\$162,736.24	\$238,650.00	\$174,631.00	\$174,631.00

(138) Office of Purchasing & Procurement - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	193,663	156,131	(37,532)	-19%	Seeking reclassification on Mr. Moreschi's salary as he is also working as the DPW Business Manager. Has also increased his hours from 35 to 40. Ms. Cipriani is increased 2% and going to a A6-Step 7. We are not requesting funding for the Asset Manager position in FY20.
Longevity	800	1,000	200	25%	Ms. Cipriani (\$1,000)
Total Personnel Services	\$194,463	\$157,131	(\$37,332)	-19%	
General Operating Expenses					
Office Supplies	3,500	3,500	0	0%	FedEx for mailings: bid packages and contracts, all supplies for the Purchasing Department and supplies for the contract binding and bid package creation.
DocuSign	0	12,000	12,000	100%	In FY19 we implemented a new electronic signature procedure utilizing DocuSign, which is a software that allows us to electronically send all contracts through a secured email. This process has led to a more efficient signing process and will save a tremendous amount of paper.
Professional Development	2,000	2,000	0	0%	MCPPO courses to maintain certification as Purchasing Agent through the Commonwealth. Ongoing professional development courses as needed to retain certification and keep current on Massachusetts General Law requirements and exemptions as well as cost of memberships to different organizations.
Total Expenditures	\$5,500	\$17,500	\$12,000	218%	
Total Purchasing Office	\$199,963	\$174,631	(\$25,332)	-13%	

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141 - OFFICE OF ASSESSING							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-141-1-5111	SALARIES	\$239,889.58	\$266,314.00	\$211,726.42	\$261,407.00	\$261,407.00	\$261,407.00
01-141-1-5191	BOARD OF ASSESSORS - STIPEND	\$35,799.94	\$35,800.00	\$27,208.30	\$35,800.00	\$35,800.00	\$35,800.00
PERSONNEL Total:		\$275,689.52	\$302,114.00	\$238,934.72	\$297,207.00	\$297,207.00	\$297,207.00
EXPENSES							
01-141-2-5240	EQUIPMENT MAINTENANCE	\$392.46	\$1,375.00	\$300.82	\$1,375.00	\$1,375.00	\$1,375.00
01-141-2-5301	PROFESSIONAL SERVICES	\$749,297.98	\$200,000.00	\$146,508.35	\$200,000.00	\$200,000.00	\$200,000.00
01-141-2-5420	OFFICE SUPPLIES	\$2,386.40	\$4,500.00	\$885.07	\$4,500.00	\$4,500.00	\$4,500.00
01-141-2-5710	PROFESSIONAL DEVELOPMENT	\$931.30	\$5,000.00	\$3,023.16	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$753,008.14	\$210,875.00	\$150,717.40	\$210,875.00	\$210,875.00	\$210,875.00
141 OFFICE OF ASSESSING Total:		\$1,028,697.66	\$512,989.00	\$389,652.12	\$508,082.00	\$508,082.00	\$508,082.00

(141) Office of Assessing - Notes to Budget

	FY19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	266,314	261,407	(\$4,907)	-2%	Includes 2% increase for all and steps when appropriate.
Stipends	35,800	35,800	\$0	0%	Mr. Hart, Chair (\$22,300), Mr. Tozzi & Vacant (\$6K each), Vacant (\$1,500)
Total Personnel Services	\$302,114	\$297,207	(\$4,907)	-2%	
General Operating Expenses					
Equipment Maintenance	1,375	1,375	\$0	0%	Simplex Grinnell time stamp (\$198), HP printer (\$1K)
Professional Services	200,000	200,000	\$0	0%	Patriot Properties revaluation \$55K, personal property valuation \$6K, personal property audits \$27,500, Kenneth Gurge, Esquire, ATB cases as needed includes appraisals (\$50K) and legal defense (\$15K), Exxon appraisal (\$18,500). Map work \$16,200. Also for John Lynch, Esq.* should be Mintz Levin - Gov. Weld, Esq. to help with the re-negotiations with the power plant \$10K. Cost is impossible to estimate as discussions and meetings occur when all parties are able. Cost could exceed \$200K.
Office Supplies	4,500	4,500	\$0	0%	Includes paper, envelopes, glue sticks, etc. Replacement chairs, storage boxes, appointment books, ink cartridges, notebooks. Increase in additional mailings and use of copy paper.
Professional Development	5,000	5,000	\$0	0%	Courses for staff - attending when courses and workshops are available - 2 new employees.
Total Expenditures	\$210,875	\$210,875	\$0	0%	
Total Assessing Office	\$512,989	\$508,082	(\$4,907)	-1%	

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145 - OFFICE OF TREASURER/COLLECTOR							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-145-1-5111	SALARIES	\$697,843.22	\$759,604.00	\$598,395.19	\$750,852.00	\$746,176.00	\$746,176.00
01-145-1-5130	OVERTIME	\$566.03	\$1,000.00	\$671.09	\$1,000.00	\$1,000.00	\$1,000.00
01-145-1-5143	LONGEVITY	\$5,250.00	\$6,900.00	\$7,100.00	\$7,850.00	\$7,850.00	\$7,850.00
01-145-1-5144	ABOVE GRADE DIFF	\$550.55	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-145-1-5191	HEARING OFFICER STIPEND	\$4,992.00	\$5,000.00	\$4,224.00	\$5,000.00	\$5,000.00	\$5,000.00
01-145-1-5193	CLOTHING ALLOWANCE	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
PERSONNEL Total:		\$709,901.80	\$776,204.00	\$611,090.28	\$768,402.00	\$763,726.00	\$763,726.00
EXPENSES							
01-145-2-5240	EQUIPMENT MAINTENANCE	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
01-145-2-5306	RECORDING FEES	\$12,171.00	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00
01-145-2-5312	DATA PROCESSING (DP) PAYROLL/HMN	\$60,409.25	\$62,000.00	\$45,071.50	\$62,000.00	\$62,000.00	\$62,000.00
01-145-2-5314	DP TAX BILLING & COLLECTION	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-145-2-5344	POSTAGE	\$55,000.00	\$55,000.00	\$15,451.15	\$55,000.00	\$55,000.00	\$55,000.00
01-145-2-5385	OTHER CHARGES	\$149,767.55	\$155,000.00	\$138,434.00	\$165,000.00	\$165,000.00	\$165,000.00
01-145-2-5420	OFFICE SUPPLIES	\$3,563.61	\$4,000.00	\$2,568.50	\$4,000.00	\$4,000.00	\$4,000.00
01-145-2-5430	METER REPAIRS & MAINTENANCE	\$0.00	\$50,000.00	\$44,093.62	\$50,000.00	\$50,000.00	\$50,000.00
01-145-2-5580	PARKING METER MINOR EQUIPMENT	\$864.10	\$10,000.00	\$17.24	\$10,000.00	\$10,000.00	\$10,000.00
01-145-2-5745	INSURANCE	\$4,287.50	\$4,250.00	\$600.00	\$4,250.00	\$4,250.00	\$4,250.00
EXPENSES Total:		\$286,863.01	\$373,050.00	\$247,036.01	\$383,050.00	\$383,050.00	\$383,050.00
145 OFFICE OF TREASURER/COLLECTOR		\$996,764.81	\$1,149,254.00	\$858,126.29	\$1,151,452.00	\$1,146,776.00	\$1,146,776.00

145		DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF THE CITY TREASURER - COLLECTOR								
		PERSONNEL SERVICES								
				FY 19	FY 20	FY 20			FY 20	
				DEPT	DEPT	MAYOR			MAYOR	
		CLASS/		FTE	FTE	FTE	FY 19	FY 20	FY 20	
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	DEPT	& Council	
								REQUEST	REC	
01-145-1-5111	Treasurer/Collector ¹	UNCL	35	1	1	1	\$90,015	\$94,516	\$91,815	
01-145-1-5111	Assistant Treasurer/Collector ¹	A-13/1	35	1	1	1	\$65,850	\$69,143	\$67,167	
01-145-1-5111	Administrative Assistant ²	A-6U/8	35	1	1	1	\$56,985	\$61,043	\$61,043	
01-145-1-5111	Receiver ³	A-6U/6	35	1	1	1	\$54,819	\$57,003	\$57,003	
01-145-1-5111	Deputy Collector ³	A-6U/6	35	1	1	1	\$54,819	\$57,003	\$57,003	
01-145-1-5111	Administrative Assistant ³	A-6U/6	35	1	1	1	\$54,819	\$57,003	\$57,003	
01-297-1-5111	Receiver ²	C-6U/8	35	1	1	1	\$48,704	\$52,180	\$52,180	
01-297-1-5111	Cashier ²	C-6U/8	35	1	1	1	\$48,704	\$52,180	\$52,180	
01-297-1-5111	Principal Clerk ²	C-6U/8	35	1	1	1	\$48,704	\$52,180	\$52,180	
01-145-1-5111	Principal Clerk ³	C-6U/4	35	1	1	1	\$48,704	\$45,828	\$45,828	
01-145-1-5111	Cashier ³	C-6U/4	35	1	1	1	\$44,936	\$45,828	\$45,828	
01-145-1-5111	Principal Clerk ³	C-6U/2	17.5	0.50	0.50	0.50	\$24,352	\$20,594	\$20,594	
01-145-1-5111	Principal Clerk ²	C-6U/8	20	0.57	0.57	0.57	\$27,831	\$29,817	\$29,817	
01-297-1-5111	Parking Meter Repairman ⁴	W6U/4	40	1	0	0	\$50,503	\$0	\$0	
01-297-1-5111	Parking Meter Repairman ⁴	W7U/4	40	0	1	1	\$0	\$56,535	\$56,535	
01-297-1-5191	Hearing Officer	UNCL	Varies	0	0	0	\$5,000	\$5,000	\$5,000	
145	City Treasurer / Collector TOTAL			13.07	13.07	13.07				
							Salary (5111)	\$759,604	\$750,852	\$746,176
							Overtime (5130)	\$1,000	\$1,000	\$1,000
							Longevity (5143)	\$6,900	\$7,850	\$7,850
							Above Grade Difference (5194)	\$3,000	\$3,000	\$3,000
							Hearing Officer Stipend (5191)	\$5,000	\$5,000	\$5,000
							Clothing Allowance (5193)	\$700	\$700	\$700
							Personnel Total:	\$776,204	\$768,402	\$763,726
Notes to Budget:										
¹ Seeking salary reclassification in FY20. Mayor has approved a 2% COLA.										
² Per Local 25 Clerical contract those employees at step/8 increased 5% as well as step increase when appropriate.										
³ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
⁴ FY20 Local 25 DPW contract states a grade increase for all on 7/1/19.										

(145) Office of Treasurer / Collector - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	759,604	746,176	(13,428)	-2%	Seeking salary reclassification for Mr. D'Angelo & Mr. Pesce. Mayor has approved a 2% COLA on these salaries. Per Local 25 Clerical contract those employees at step/8 increased 5% as well as step increase when appropriate. 2% increase for all other Local 25 Clerical as well as step increase when appropriate. Local 25 DPW employee states a grade change per contract on 7.1.19.
Overtime	1,000	1,000	0	0%	If clerks request OT in lieu of comp time.
Longevity	6,900	7,850	950	14%	Mr. D'Angelo (\$1,700), Mr. Pesce (\$800), Ms. Liston (\$1,450), Ms. Olivieri (\$1,450), Ms. Bereznoski (\$1,450), Ms. Peluso (\$1,000), .
Above Grade Differential	3,000	3,000	0	0%	Used for filling in for higher positions.
Hearing Officer Stipend	5,000	5,000	0	0%	Mr. Luongo, Parking Hearing Officer
Clothing Allowance	700	700	0	0%	Mr. MacKenzie, Local 25 DPW contractual.
Total Personnel Services	\$776,204	\$763,726	(12,478)	-2%	
General Operating Expenses					
Equipment Maintenance	800	800	0	0%	Service contracts on 4 date stamps/\$200 ea. Includes ribbons.
Recording Fees	30,000	30,000	0	0%	\$75 per deed. Anticipated to have 300 to 400 deeds in FY 2020.
Data Processing/Payroll/HR	62,000	62,000	0	0%	Contract Rates have not increased since last contract.
DP Tax Billing & Collection	2,000	2,000	0	0%	\$350 to \$400 for binding Commitment books. Balance for printer cartridges and paper. Also used for Treasurer/Collector association dues.
Postage	55,000	55,000	0	0%	Postage for all department in city. Also pays for supplies to maintain the mail machine.
Other Charges	155,000	165,000	10,000	6%	Century Bank lockbox fees about \$15K to \$20K per year. Also used to pay credit card fees and for parking sticker program.
Office Supplies	4,000	4,000	0	0%	Various office supplies from WB Mason.
Meter Repairs & Maintenance	50,000	50,000	0	0%	New electronic meters
Parking Meter Minor Equipment	10,000	10,000	0	0%	Batteries, supplies.
Insurance	4,250	4,250	0	0%	To bond all employees in Treasurer's and Collector's Office.
Total Expenditures	\$373,050	\$383,050	\$10,000	3%	
Total Treasurer/Collector	\$1,149,254	\$1,146,776	(2,478)	0%	

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Retirement of Debt (Found under Fixed Costs)					
Oct 15, 2009 (Keverian)	1,180,000	1,240,000	60,000	5%	Payments per debt schedule.
April 23, 2015	1,140,000	1,135,000	(5,000)	0%	Payments per debt schedule.
Dec 12, 2012 Public Works Facility	215,000	205,000	(10,000)	-5%	Payments per debt schedule.
Dec 12, 2012 School Remodeling	140,000	125,000	(15,000)	-11%	Payments per debt schedule.
Sept 15, 2004 School Refunding	2,830,000	2,935,000	105,000	4%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	449,416	449,416	0	0%	Payments per debt schedule.
Aug 1, 2009 School Remod-Parlin	100,000	100,000	0	0%	Payments per debt schedule.
Dec. 20, 2013	750,000	745,000	(5,000)	-1%	Payments per debt schedule.
Feb 6, 2014	530,000	265,000	(265,000)	-50%	Payments per debt schedule.
Feb 16, 2016	1,795,000	1,715,000	(80,000)	-4%	Payments per debt schedule.
Feb 19, 2008 Sec 108 HUD Loan	69,000	73,000	4,000	6%	Payments per debt schedule.
Feb 2017	905,000	900,000	(5,000)	-1%	Payments per debt schedule.
May 3, 2018	1,515,450	1,440,000	(75,450)	-5%	Payments per debt schedule.
April 4, 2019	0	1,895,000	1,895,000	100%	Payments per debt schedule.
Total	\$11,618,866	\$13,222,416	\$1,603,550	14%	
Long Term Debt Interest (Found under Fixed Costs)					
Oct 15, 2009 (Keverian)	91,500	31,000	(60,500)	-66%	Payments per debt schedule.
April 23, 2015	375,357	329,757	(45,600)	-12%	Payments per debt schedule.
Dec 12, 2012 Public Works Facility	8,400	4,100	(4,300)	-51%	Payments per debt schedule.
Dec 12, 2012 School Remodeling	10,200	7,400	(2,800)	-27%	Payments per debt schedule.
Sept 15, 2004 School Refunding	174,000	58,700	(115,300)	-66%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	134,825	125,837	(8,988)	-7%	Payments per debt schedule.
Aug 1, 2009 School Remod-Parlin	47,125	43,125	(4,000)	-8%	Payments per debt schedule.
Dec 20, 2013	155,630	140,680	(14,950)	-10%	Payments per debt schedule.
Feb 6, 2014	97,719	81,819	(15,900)	-16%	Payments per debt schedule.
Feb 16, 2016	534,700	462,900	(71,800)	-13%	Payments per debt schedule.
Feb 2017	501,319	456,069	(45,250)	-9%	Payments per debt schedule.
May 3, 2018	625,161	552,882	(72,279)	-12%	Payments per debt schedule.
April 4, 2019	0	813,018	813,018	100%	Payments per debt schedule.
Total	\$2,755,936	\$746	(\$2,755,190)	-100%	

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Short Term Debt Interest (Found under Fixed Costs)					
Int on Temporary Loans	25,000	0	(25,000)	-100%	Budgeted for any short term borrowings.
Total	\$25,000	\$0	(\$25,000)	-100%	
FICA (Found under Fixed Costs)					
Medicare (1.45%)	1,500,212	1,710,225	210,013	14%	Employer match of Medicare deduction. 1.45% of pay (health and life deductions not taxed). Based on all unions 6% for FY20.
Total	\$1,500,212	\$1,710,225	\$210,013	14%	

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151 - OFFICE OF THE CITY SOLICITOR							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-151-1-5111	SALARIES	\$246,968.12	\$255,010.00	\$214,738.52	\$313,121.00	\$309,821.00	\$309,821.00
01-151-1-5143	LONGEVITY	\$1,300.00	\$1,300.00	\$1,300.00	\$2,350.00	\$2,350.00	\$2,350.00
01-151-1-5198	RAO STIPEND	\$0.00	\$0.00	\$0.00	\$9,400.00	\$9,400.00	\$9,400.00
PERSONNEL Total:		\$248,268.12	\$256,310.00	\$216,038.52	\$324,871.00	\$321,571.00	\$321,571.00
EXPENSES							
01-151-2-5302	LITIGATION/PROFESSIONAL SERVICES	\$50,815.16	\$99,500.00	\$62,312.61	\$100,000.00	\$100,000.00	\$100,000.00
01-151-2-5318	PUBLIC RECORDS SOFTWARE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-151-2-5319	ISD LITIGATION FEES	\$2,096.00	\$10,500.00	\$0.00	\$10,500.00	\$10,500.00	\$8,500.00
01-151-2-5420	OFFICE SUPPLIES	\$1,483.23	\$2,550.00	\$1,595.67	\$2,000.00	\$2,000.00	\$2,000.00
01-151-2-5586	WESTLAW COMPUTER RESEARCH	\$3,662.24	\$4,000.00	\$2,592.38	\$4,000.00	\$4,000.00	\$4,000.00
01-151-2-5710	PROFESSIONAL DEVELOPMENT	\$1,424.27	\$1,500.00	\$762.77	\$1,500.00	\$1,500.00	\$1,500.00
01-151-2-5760	CLAIMS	\$2,423.47	\$2,000.00	\$1,157.00	\$2,000.00	\$2,000.00	\$2,000.00
01-151-2-5850	EQUIPMENT & OTHER	\$2,629.00	\$2,200.00	\$1,905.96	\$2,500.00	\$2,500.00	\$2,500.00
EXPENSES Total:		\$68,533.37	\$122,250.00	\$70,326.39	\$122,500.00	\$122,500.00	\$120,500.00
151 OFFICE OF THE CITY SOLICITOR Total:		\$316,801.49	\$378,560.00	\$286,364.91	\$447,371.00	\$444,071.00	\$442,071.00

151 OFFICE OF THE CITY SOLICITOR										
PERSONNEL SERVICES										
				FY 19	FY 20	FY 20				
				FTE	DEPT	MAYOR				
DEPT	POSITION	CLASS/ STEP	HOURS	STAFF	FTE	FTE	FY 19	FY 20	FY 20	
					REQ	REC	APPROPRIATION	DEPT	MAYOR	
								REQUEST	& Council	
								REC	REC	
01-151-1-5111	City Solicitor ¹	UNCL	35	1	1	1	\$111,427	\$113,000	\$113,000	
01-151-1-5111	Assistant City Solicitor ²	UNCL	35	0.20	0	0	\$20,163	\$0	\$0	
01-151-1-5111	Assistant City Solicitor ³	UNCL	35	1	1	1	\$71,400	\$90,000	\$86,700	
01-151-1-5111	Paralegal ⁴	UNCL	35	1	1	1	\$52,020	\$57,120	\$57,120	
01-151-1-5111	Secretary ⁵	UNCL	35	0	1	1	\$0	\$53,001	\$53,001	
151	City Solicitor TOTAL			3.2	4	4				
							Salary (5111)	\$255,010	\$313,121	\$309,821
							Longevity (5143)	\$1,300	\$2,350	\$2,350
							RAO Stipend (5198)	\$0	\$9,400	\$9,400
							Personnel Total:	\$256,310	\$324,871	\$321,571
Notes to Budget:										
¹ Salary was reclassified in FY19.										
² Ms. Wehbe is now the Director of Human Resources/Legal Counsel.										
³ Salary was reclassified to \$85K in FY19. Mayor has approved 2% COLA.										
⁴ Salary was reclassified in FY19. 2% COLA added.										
⁵ Transfer from Mayor's Office to Solicitor's Office in FY19. 2% COLA added.										

(151) Office of the City Solicitor - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	255,010	309,821	54,811	21%	Ms. Mejia's salary reclassified in FY19. Ms. Wehbe is now the Director, Human Resources/Legal Counsel. Mr. Slattery's salary & title were reclassified in FY19. Ms. Peters salary was reclassified in FY19. Ms. Mayo transferred from Mayor's Office in FY19.
Longevity	1,300	2,350	1,050	81%	Ms. Mejia, Ms. Peters and Ms. Mayo.
RAO Stipend	0	9,400	9,400	100%	In accordance with new public records law, a record access officer is appointed. Instead of hiring a part time employee, solicitor will take responsibility.
Total Personnel Services	\$256,310	\$321,571	\$65,261	25%	
General Operating Expenses					
Litigation/Professional Services	99,500	100,000	500	1%	Used to pay any litigation related service, such as legal services, filing complaints, expert witnesses, recording fees, transcripts, etc.
ISD Litigation Fees	10,500	10,500	0	0%	For issues surrounding Code Enforcement/ISD.
Office Supplies	2,550	2,000	(550)	-22%	General office supplies from WB Mason. Increase due to notices for mandatory CETF inspections.
Westlaw Computer Research	4,000	4,000	0	0%	Used to pay the monthly bill to Westlaw. This is an internet based database used to research a variety of legal issues.
Professional Development	1,500	1,500	0	0%	For staff training/continuing education.
Claims	2,000	2,000	0	0%	For small claims brought against the city.
Equipment & Other	2,200	2,500	300	14%	Additional furniture (desk/chairs) for Solicitor's Office.
Total Expenditures	\$122,250	\$122,500	\$250	0%	
Total Solicitor's Office	\$378,560	\$444,071	\$65,511	17%	
Property/Liability Insurance (Found under Fixed Costs)					
Comp General Liability	1,749,926	1,925,000	\$175,074	10%	All city insurance including schools. Anticipating increase in premiums because of new fleet vehicles and new park equipment.
Insurance Deductibles	150,000	150,000	\$0	0%	All deductibles for all motor vehicle accidents including police, fire and schools. (\$1K per vehicle). Also pays for all glass breakage on motor vehicles and deductibles on other claims.
Total	\$1,899,926	\$2,075,000	\$175,074	9%	

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152 - DEPARTMENT OF HUMAN RESOURCES							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-152-1-5111	SALARIES	\$197,184.53	\$200,714.00	\$165,644.99	\$249,121.00	\$249,121.00	\$249,121.00
01-152-1-5113	PART TIME SALARIES	\$25,407.75	\$26,464.00	\$21,904.37	\$33,600.00	\$33,600.00	\$33,600.00
01-152-1-5121	TEMP PERSONNEL - ALL DEPT	\$881.85	\$6,000.00	\$3,810.00	\$6,000.00	\$6,000.00	\$6,000.00
01-152-1-5123	SUMMER JOBS	\$125,000.00	\$125,000.00	\$125,000.00	\$200,000.00	\$125,000.00	\$125,000.00
01-152-1-5130	OVERTIME	\$4,417.37	\$4,000.00	\$1,959.15	\$4,200.00	\$4,200.00	\$4,200.00
01-152-1-5143	LONGEVITY	\$800.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00
01-152-1-5151	EMPLOYEE BUY BACK & OTHER	\$195,191.23	\$200,000.00	\$214,507.87	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
PERSONNEL Total:		\$548,882.73	\$563,378.00	\$534,026.38	\$1,492,921.00	\$1,417,921.00	\$1,417,921.00
EXPENSES							
01-152-2-5152	MEDICAL EXAMS	\$3,701.50	\$19,500.00	\$12,107.50	\$19,500.00	\$19,500.00	\$19,500.00
01-152-2-5301	PROFESSIONAL SERVICES	\$12,674.00	\$20,000.00	\$20,421.94	\$20,000.00	\$20,000.00	\$20,000.00
01-152-2-5420	OFFICE SUPPLIES	\$3,462.55	\$3,000.00	\$1,382.89	\$3,000.00	\$3,000.00	\$3,000.00
01-152-2-5710	PROFESSIONAL DEVELOPMENT	\$7,211.99	\$20,000.00	\$1,887.04	\$20,000.00	\$20,000.00	\$20,000.00
EXPENSES Total:		\$27,050.04	\$62,500.00	\$35,799.37	\$62,500.00	\$62,500.00	\$62,500.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
152 DEPARTMENT OF HUMAN RESOURCES		\$575,932.77	\$625,878.00	\$569,825.75	\$1,555,421.00	\$1,480,421.00	\$1,480,421.00

(152) Department of Human Resources - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	200,714	249,121	48,407	24%	2% COLA on all salaries. Adding new Deputy Director position. Not seeking funding for HR Generalist position in FY20.
Part Time Salaries	26,464	33,600	7,136	27%	This is the Benefits Technician position.
Temp Personnel - All Dept.	6,000	6,000	0	0%	Human Resource audits and manpower to update software.
Summer Jobs	125,000	125,000	0	0%	For summer work program for teens.
Overtime	4,000	4,200	200	5%	Manpower hours to complete audits so we are in compliance with DOL regulations as well as state statute.
Longevity	1,200	0	(1,200)	-100%	Not needed in FY20.
Employee Buyback	200,000	1,000,000	800,000	400%	For employees who buyback sick, vacation, etc.
Total Personnel Services	\$563,378	\$1,417,921	\$854,543	152%	
General Operating Expenses					
Medical Exams	19,500	19,500	0	0%	Drug testing for DOT drivers, random drug testing for DPW drivers, random drug testing for police officers.
Professional Services	20,000	20,000	0	0%	Mt. Auburn Hospital, Employee Assistance Program (\$11K), MMA membership fee, various seminars presented by MMA, all job postings.
Office Supplies	3,000	3,000	0	0%	Belmont Printing and WB Mason forms and paper employee documents
Professional Development	20,000	20,000	0	0%	Rolling out new trainings, job descriptions, update and printing new employee handbook.
Total Expenditures	\$62,500	\$62,500	0	0%	
Total Human Resources	\$625,878	\$1,480,421	\$854,543	137%	

Continued...

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Unemployment Compensation (Found under Fixed Costs)					
Unemployment Compensation	300,000	330,000	30,000	10%	Various claims throughout the city, including the schools, Unemployment Taxes. Also includes credits from ECTV for their unemployment benefits.
Total	\$300,000	\$330,000	\$30,000	10%	
Employee Benefits (Found under Fixed Costs)					
Life Insurance and Other	88,000	88,000	0	0%	The city contributions (70%) for all the employees and retirees life insurance thru Boston Mutual Life Insurance Co. Also includes credits from ECTV for their life insurance benefits.
Health Insurance	21,596,777	21,017,200	(579,577)	-3%	City of Everett contributions come out of this for all the health insurance plans. This money is put into the BC/BS Trust and the Harvard Trust. City contributions would be 85% (retired before April 2003). The contributions vary - 4/03 (96.20% - retired after 4/03), (96.65% Master Medical & Blue Care Elect), (90% Network Blue), (87% Harvard Pilgrim), (98.15% Senior Plan Medex). Also covers two premium paid bills (90% for Manage Blue and Tufts Preferred). Also includes credits from ECTV for their health insurance benefits.
AD&D Insurance	28,000	28,000	0	0%	For fire and police only. The city pays the premium -- it is .10 cents on the thousand. This is determined by Boston Mutual on the rate of pay they receive.
Total	\$21,712,777	\$21,133,200	(\$579,577)	-3%	
Employee Injuries (Found under Fixed Costs)					
Active Police and Fire	175,000	385,000	210,000	120%	All reimbursements for injuries for the police/fire departments. Meditrol for (monthly billing & helping with contract issues).
Retired Police & Fire	12,000	19,500	7,500	63%	All prescription reimbursements for retirees.
Workers Comp	515,000	772,000	257,000	50%	Consolidating Workers Comp Trust/Exs Ins and Workers Comp Claims Admin to one account called Workers Comp. All workers comp injury claims for all employees including the schools. (Does not include police/fire). Curtin, Murphy & O'Reilly
Total	\$702,000	\$1,176,500	\$474,500	68%	

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153 - ORGANIZATIONAL ASSESSMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-153-1-5111	SALARIES	\$0.00	\$169,316.00	\$143,266.64	\$0.00	\$0.00	\$0.00
01-153-1-5143	LONGEVITY	\$0.00	\$800.00	\$650.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$0.00	\$170,116.00	\$143,916.64	\$0.00	\$0.00	\$0.00
EXPENSES							
01-153-2-5301	PROFESSIONAL SERVICES	\$0.00	\$20,000.00	\$71.75	\$0.00	\$0.00	\$0.00
01-153-2-5420	OFFICE SUPPLIES	\$0.00	\$3,000.00	\$729.70	\$0.00	\$0.00	\$0.00
01-153-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$20,000.00	\$6,655.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$0.00	\$43,000.00	\$7,456.45	\$0.00	\$0.00	\$0.00
153 ORGANIZATIONAL ASSESSMENT Total:		\$0.00	\$213,116.00	\$151,373.09	\$0.00	\$0.00	\$0.00

153 DEPARTMENT OF ORGANIZATIONAL ASSESSMENT										
PERSONNEL SERVICES										
					FY 19	FY 20	FY 20			FY 20
					FTE	DEPT	MAYOR			MAYOR
DEPT	POSITION	CLASS/ STEP	HOURS	FTE STAFF	FTE REQ	FTE REC	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 & Council REC	
01-153-1-5111	Executive Director of Organizational Assessment ¹	UNCL	35	1	0	0	\$117,300	\$0	\$0	
01-153-1-5111	Executive Assistant ¹	UNCL	35	1	0	0	\$52,016	\$0	\$0	
153	Organizational Assessment TOTAL			2	0	0				
							Salary (5111)	\$169,316	\$0	\$0
							Longevity (5143)	\$800	\$0	\$0
							Personnel Total:	\$170,116	\$0	\$0
Notes to Budget:										
¹ Not requesting funding for this position in FY20.										

(153) Department of Organizational Assessment - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ +/-	% +/-	Detail
Personnel Services					
Salaries	169,316	0	(169,316)	100%	Not requesting funding for this department in FY20.
Longevity	800	0	(800)	100%	
Total Personnel Services	\$170,116	\$0	(\$170,116)	100%	
General Operating Expenses					
Professional Services	20,000	0	(20,000)	100%	
Office Supplies	3,000	0	(3,000)	100%	
Professional Development	20,000	0	(20,000)	100%	
Total Expenditures	\$43,000	\$0	(43,000)	100%	
Total Organizational Assessment	\$213,116	\$0	(\$213,116)	100%	

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155 - DEPT OF INFORMATION TECHNOLOGY							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-155-1-5111	SALARIES	\$226,561.84	\$231,500.00	\$195,538.26	\$235,722.00	\$235,722.00	\$235,722.00
01-155-1-5143	LONGEVITY	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
PERSONNEL Total:		\$226,961.84	\$231,900.00	\$195,938.26	\$236,122.00	\$236,122.00	\$236,122.00
EXPENSES							
01-155-2-5244	CONTRACT MAINTENANCE	\$38,294.49	\$107,000.00	\$10,050.59	\$120,000.00	\$120,000.00	\$120,000.00
01-155-2-5245	COPIERS/MAINTENANCE	\$78,275.27	\$86,000.00	\$31,999.33	\$90,000.00	\$90,000.00	\$90,000.00
01-155-2-5312	SUPPLIES	\$429.99	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	\$8,000.00
01-155-2-5340	TELEPHONE COMMUNICATIONS	\$71,821.64	\$90,000.00	\$24,854.70	\$92,000.00	\$92,000.00	\$92,000.00
01-155-2-5341	WIRELESS COMMUNICATIONS	\$59,820.39	\$76,700.00	\$47,695.71	\$80,000.00	\$80,000.00	\$80,000.00
01-155-2-5710	PROFESSIONAL DEVELOPMENT	\$4,092.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-155-2-5785	311 EXPENSES	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
01-155-2-5865	DATA COMMUNICATIONS	\$26,146.36	\$48,000.00	\$10,748.13	\$52,000.00	\$52,000.00	\$52,000.00
01-155-2-5866	DIRECT FIBER DATA	\$51,434.18	\$90,000.00	\$57,765.03	\$90,000.00	\$90,000.00	\$90,000.00
01-155-2-5880	HARDWARE/SOFTWARE EQUIPMENT	\$13,841.54	\$88,000.00	\$2,510.95	\$90,000.00	\$90,000.00	\$90,000.00
EXPENSES Total:		\$344,155.86	\$658,700.00	\$185,624.44	\$687,000.00	\$687,000.00	\$687,000.00
CAPITAL IMPROVEMENTS							
01-155-3-5867	TECHNOLOGY INFRASTRUCTURE	\$18,248.64	\$35,000.00	\$10,606.90	\$35,000.00	\$35,000.00	\$35,000.00
CAPITAL IMPROVEMENTS Total:		\$18,248.64	\$35,000.00	\$10,606.90	\$35,000.00	\$35,000.00	\$35,000.00
155 DEPT OF INFORMATION TECHNOLOGY		\$589,366.34	\$925,600.00	\$392,169.60	\$958,122.00	\$958,122.00	\$958,122.00

155 DIVISION OF INFORMATION TECHNOLOGY									
PERSONNEL SERVICES									
				FY 19	FY 20	FY 20			
				FTE	DEPT	MAYOR			
				STAFF	FTE	FTE	FY 19	FY 20	FY 20
DEPT	POSITION	CLASS/ STEP	HOURS		REQ	REC	APPROPRIATION	DEPT REQUEST	MAYOR & Council REC
01-155-1-5111	IT Director ¹	UNCL	35	1	1	1	\$97,431	\$99,380	\$99,380
01-155-1-5111	Assistant IT Director ¹	UNCL	35	1	1	1	\$79,591	\$81,183	\$81,183
01-155-1-5111	IT Technician ¹	UNCL	35	1	1	1	\$54,078	\$55,160	\$55,160
155	Information Technology TOTAL			3	3	3			
							Salary (5111)	\$231,500	\$235,722
							Longevity (5143)	\$400	\$400
							Personnel Total:	\$231,900	\$236,122
Notes to Budget:									
¹ This position has received a 2% COLA in FY20.									

(155) Information Technology - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	231,500	235,722	4,222	2%	2% COLA on all salaries.
Longevity	400	400	0	0%	Mr. Masella.
Total Personnel Services	\$231,900	\$236,122	\$4,222	2%	
General Operating Expenses					
Contract Maintenance	107,000	120,000	13,000	12%	Contracts for Vadar, GEO, NetAtlantic, Barracuda Maintenance, NGP Van, DigiCert, QScend and Vote Builder. Increase requested due to increase in NetAtlantic renewals and expansion of NetAtlantic for website refresh.
Copiers / Maintenance	86,000	90,000	4,000	5%	Paid to CIT Financial (which is Conway Office Products) for 12 copiers: Auditor, Health, ISD (2), Library, Human Resources, Solicitor, Collector, Assessor, Veteran's, Purchasing and Treasurer. Mayor's copier is paid to Ricoh. This amount requested for FY20 is based on the monthly payment and maintenance fee for each machine per contract. FY20 has an increase due to addition of 3 additional units.
Supplies	8,000	8,000	0	0%	Keyboards, wires, connectors, general office supplies.
Telephone Communications	90,000	92,000	2,000	2%	All city phones, Verizon phones. Increase due to assuming payment for EFD data line at Central and Hancock stations.
Wireless Communications	76,700	80,000	3,300	4%	All wireless devices, Verizon iPads in use by various departments now paid here. Increase due to additional wireless devices as needs have grown.
Professional Development	15,000	15,000	0	0%	IT training for staff and employees.
311 Expenses	50,000	50,000	0	0%	For the 311 system - technology updates/equipment as needed.
Data Communications	48,000	52,000	4,000	8%	Sprint, Towerstream, Comcast for data links between all city buildings. Increase due to additional building (Rec Center), and upgrade due to Ztron System (Dispatch/Alert with 911) addition to Central, Hancock and Ferry Street Fire Stations.
Direct Fiber Data	90,000	90,000	0	0%	Fiber data links for all city buildings.
Hardware/Software Equipment	88,000	90,000	2,000	2%	For printers, computers, monitors, servers and for all operating systems.
Total Expenditures	\$658,700	\$687,000	\$28,300	4%	
Capital Improvements					
Technology Infrastructure	35,000	35,000	0	0%	To add/update city buildings technology.
Total IT	\$925,600	\$958,122	\$32,522	4%	

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161 - CITY CLERK		FY2018	FY2019	FY2019	FY2020	FY2020 Mayor	FY2020 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-161-1-5111	SALARIES	\$301,964.17	\$336,933.00	\$255,640.53	\$352,256.00	\$352,256.00	\$352,256.00
01-161-1-5130	OVERTIME	\$727.35	\$1,200.00	\$63.63	\$1,200.00	\$1,200.00	\$1,200.00
01-161-1-5143	LONGEVITY	\$2,900.00	\$4,800.00	\$2,900.00	\$4,250.00	\$4,250.00	\$4,250.00
01-161-1-5191	CLERK TO CITY COUNCIL STIPEND	\$0.00	\$0.00	\$1,541.68	\$0.00	\$0.00	\$0.00
01-161-1-5198	RAO STIPEND	\$7,268.85	\$17,200.00	\$16,000.00	\$7,200.00	\$7,200.00	\$7,200.00
PERSONNEL Total:		\$312,860.37	\$360,133.00	\$276,145.84	\$364,906.00	\$364,906.00	\$364,906.00
EXPENSES							
01-161-2-5201	HISTORICAL PRESERVATION	\$5,874.41	\$2,000.00	\$177.57	\$2,000.00	\$2,000.00	\$2,000.00
01-161-2-5240	EQUIPMENT MAINTENANCE	\$10,588.21	\$14,000.00	\$8,535.85	\$14,000.00	\$14,000.00	\$14,000.00
01-161-2-5385	OTHER EXPENDITURES	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
01-161-2-5420	OFFICE SUPPLIES	\$11,114.41	\$13,500.00	\$8,887.07	\$13,500.00	\$13,500.00	\$13,500.00
01-161-2-5422	ARCHIVES	\$2,512.66	\$3,500.00	\$1,808.03	\$3,500.00	\$3,500.00	\$3,500.00
01-161-2-5423	WEB BASED PROGRAMS	\$11,692.65	\$24,000.00	\$20,662.00	\$24,000.00	\$24,000.00	\$24,000.00
01-161-2-5710	PROFESSIONAL DEVELOPMENT	\$2,275.06	\$3,000.00	\$1,683.31	\$3,000.00	\$3,000.00	\$3,000.00
01-161-2-5745	INSURANCE & BONDS	\$125.00	\$200.00	\$100.00	\$200.00	\$200.00	\$200.00
EXPENSES Total:		\$47,182.40	\$62,200.00	\$43,853.83	\$62,200.00	\$62,200.00	\$62,200.00
161 CITY CLERK Total:		\$360,042.77	\$422,333.00	\$319,999.67	\$427,106.00	\$427,106.00	\$427,106.00

161 CITY CLERK									
PERSONNEL SERVICES									
					FY 19	FY 20	FY 20		FY 20
					DEPT	DEPT	MAYOR		MAYOR
DEPT	POSITION	CLASS/ STEP	HOURS	FTE STAFF	FTE REQ	FTE REC	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 & Council REC
01-161-1-5111	City Clerk ¹	UNCL	35	1	1	1	\$104,036	\$113,576	\$113,576
01-161-1-5111	Assistant City Clerk/City Messenger ²	A-15/5	35	1	1	1	\$87,720	\$89,475	\$89,475
01-161-1-5111	Administrative Assistant ³	A-6U/5	35	1	1	1	\$56,984	\$55,911	\$55,911
01-161-1-5111	Principal Clerk ⁴	C-6U/8	35	1	1	1	\$48,703	\$52,180	\$52,180
01-161-1-5111	Clerk ⁵	C-3U/4	35	1	1	1	\$38,602	\$41,114	\$41,114
161	City Clerk TOTAL								
							Salary (5111)	\$336,933	\$352,256
							Overtime (5130)	\$1,200	\$1,200
							Longevity (5143)	\$4,800	\$4,250
							RAO Stipend (5198)	\$17,200	\$7,200
							Personnel Total:	\$360,133	\$364,906

Notes to Budget:

¹ During FY19 City Clerk received a step increase to \$109K. Salary increasing an additional 4% with FY20 request.

² Salary increased 2% .

³ FY20 salary is reduced as new hire on lower step.

⁴ Per Local 25 Clerical contract those employees at step/8 increased 5% plus step.

⁵ Local 25 Clerical union salaries increased per new contract.

(161) City Clerk - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	336,933	352,256	15,323	5%	4% increase for Mr. Cornelio and 2% increase for Mr. Ragucci. The Local 25 Clerical workers have all increased their salary per their contract and steps given where appropriate.
Overtime	1,200	1,200	0	0%	If clerks request OT in lieu of comp time. May happen less now that the Elections Office is located in the Clerk's office to help when a clerk is absent.
Longevity	4,800	4,250	(550)	-11%	Mr. Cornelio (\$1,300), Mr. Ragucci (\$1,700), Ms. Navarro (\$1,250).
RAO STIPEND	17,200	7,200	(10,000)	-58%	The Clerk's office is mandated as the official Records Assessment Officer. This is the stipend local cities are adding for RAO's if they do not hire a separate position.
Total Personnel Services	\$360,133	\$364,906	\$4,773	1%	
General Operating Expenses					
Historical Preservation	2,000	2,000	0	0%	(Historical preservation is understanding our nation's heritage). Need to purchase historical items relevant to Everett.
Equipment Maintenance	14,000	14,000	0	0%	New contract with copier company to lease a higher volume copier for archive purposes. LHS Assoc, SimplexGrinnell, NE Copy, time clock and typewriters
Other Expenses	2,000	2,000	0	0%	This is an account for formal events that the City Clerk hosts. They purchase many items for innagurals, the mid-term address and when other dignitaries come to Everett. Also for any unforeseen events or payments.
Office Supplies	13,500	13,500	0	0%	This pays for all paper, printers and other major supplies.
Archives	3,500	3,500	0	0%	This account pays for a yearly audit required by law. Also archive supplies.
Web Based Programs	24,000	24,000	0	0%	This account pays for 4 web based programs used by the City Clerk, City Council and other Boards/Commissions.
Professional Development	3,000	3,000	0	0%	Clerk's conventions in October, January and June and joining Clerk's Association and MMA Conference. The entire Clerk's office will attend classes for the state vitals records system at a clerk's conference.
Insurance & Bonds	200	200	0	0%	Bonding for Messrs. Ragucci and Cornelio thru Messenger Insurance.
Total Expenditures	\$62,200	\$62,200	\$0	0%	
Total City Clerk	\$422,333	\$427,106	\$4,773	1%	

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162 - ELECTION COMMISSION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-162-1-5111	SALARIES	\$128,150.89	\$134,816.00	\$106,153.53	\$132,214.00	\$125,674.00	\$125,674.00
01-162-1-5113	PART TIME	\$19,762.48	\$21,507.00	\$19,710.08	\$1.00	\$1.00	\$1.00
01-162-1-5125	CUSTODIANS-ELECTION	\$4,671.27	\$11,000.00	\$4,684.53	\$12,000.00	\$12,000.00	\$12,000.00
01-162-1-5126	TELLERS EXPENDIUTRES-ELECTION	\$3,590.00	\$4,800.00	\$4,690.00	\$7,500.00	\$7,500.00	\$7,500.00
01-162-1-5127	WARDEN-ELECTION	\$5,109.00	\$11,000.00	\$7,200.00	\$15,000.00	\$15,000.00	\$15,000.00
01-162-1-5128	CLERKS-ELECTIONS	\$8,600.00	\$14,000.00	\$13,860.00	\$20,000.00	\$20,000.00	\$20,000.00
01-162-1-5129	INSPECTORS-ELECTION	\$23,311.00	\$38,000.00	\$23,353.00	\$40,000.00	\$40,000.00	\$40,000.00
01-162-1-5130	OVERTIME	\$170.30	\$1,200.00	\$260.91	\$1,200.00	\$1,200.00	\$1,200.00
01-162-1-5143	LONGEVITY	\$1,600.00	\$1,600.00	\$1,400.03	\$1,800.00	\$1,800.00	\$1,800.00
01-162-1-5191	ELECTION COMMISSION STIPEND	\$28,875.14	\$34,750.00	\$26,062.65	\$34,750.00	\$34,750.00	\$34,750.00
PERSONNEL Total:		\$223,840.08	\$272,673.00	\$207,374.73	\$264,465.00	\$257,925.00	\$257,925.00
EXPENSES							
01-162-2-5240	EQUIPMENT MAINTENANCE	\$19,533.01	\$14,000.00	\$8,980.41	\$14,000.00	\$14,000.00	\$14,000.00
01-162-2-5346	ADVERTISING-ELECTION	\$1,665.00	\$2,500.00	\$594.00	\$2,500.00	\$2,500.00	\$2,500.00
01-162-2-5380	PREP OF VOTING MACHINES	\$11,775.49	\$14,200.00	\$9,878.54	\$20,000.00	\$20,000.00	\$20,000.00
01-162-2-5384	ELECTION TRAINING	\$1,124.00	\$5,000.00	\$2,300.00	\$5,000.00	\$5,000.00	\$5,000.00
01-162-2-5386	CITY CENSUS	\$17,600.94	\$20,000.00	\$8,941.33	\$25,000.00	\$25,000.00	\$25,000.00
01-162-2-5387	RECOUNTS	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-162-2-5389	STREET LISTS	\$2,255.00	\$3,800.00	\$3,740.00	\$3,000.00	\$3,000.00	\$3,000.00
01-162-2-5420	OFFICE SUPPLIES	\$1,724.23	\$3,500.00	\$2,423.91	\$3,500.00	\$3,500.00	\$3,500.00
01-162-2-5580	ELECTION SUPPLIES	\$6,396.06	\$4,210.00	\$2,618.09	\$5,000.00	\$5,000.00	\$5,000.00
01-162-2-5710	PROFESSIONAL DEVELOPMENT	\$460.00	\$2,000.00	\$704.44	\$2,000.00	\$2,000.00	\$2,000.00
01-162-2-5785	MISC ELECTION EXPENSES	\$1,661.00	\$2,500.00	\$1,342.48	\$2,500.00	\$2,500.00	\$2,500.00
EXPENSES Total:		\$64,194.73	\$72,210.00	\$41,523.20	\$83,000.00	\$83,000.00	\$83,000.00
162 ELECTION COMMISSION Total:		\$288,034.81	\$344,883.00	\$248,897.93	\$347,465.00	\$340,925.00	\$340,925.00

(162) Election Commission - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	134,816	125,674	(9,142)	-7%	Mayor approves 2% COLA on Ms. Angiolillo's salary. Promotion for Ms. Hegarty. We are not requesting funding for Clerk's position in FY20.
Part Time	21,507	1	(21,506)	-100%	Position vacated during FY19. Funding not requested in FY20.
Custodians	11,000	12,000	1,000	9%	Increased due to school custodians, Everett Housing Authority & DPW employees receiving raises. We also need help on the morning before /after the elections. Assistance no longer given by City Clerk's office.
Tellers Election	4,800	7,500	2,700	56%	6 workers at \$360 each x 3 elections Support for Elections plus expenses. For election support during the months of September through November and March 2020.
Warden - Election	11,000	15,000	4,000	36%	12 wardens at \$260 each x 3 elections plus expenses.
Clerks - Election	14,000	20,000	6,000	43%	24 deputies & clerks at \$225 each x 3 elections plus expenses.
Inspectors - Elections	38,000	40,000	2,000	5%	85 inspectors at \$160 x 3 elections plus expenses.
Overtime	1,200	1,200	0	0%	If clerks request OT in lieu of comp time. Election season has increased work and hours for clerical staff.
Longevity	1,600	1,800	200	13%	Ms. Angiolillo (\$800), Ms. Hegarty (\$1,000).
Election Commission Stipend	34,750	34,750	0	0%	Chair (\$10,500), Vice-Chair (\$7,000) 3 members (\$5,750 ea.).
Total Personnel Services	\$272,673	\$257,925	(\$14,748)	-5%	
General Operating Expenses					
Equipment Maintenance	14,000	14,000	0	0%	Contracts with LHS Assoc, SimplexGrinnell, NE Copy, time clock and typewriters.
Advertising - Election	2,500	2,500	0	0%	Election ads placed in 2 papers x 3 elections.
Prep of Voting Machines - Election	14,200	20,000	5,800	41%	15 scanner maintenance (\$3K), scanner testing (\$400), 12 memory cards (\$2,900), 12 memory cards for auto marks (\$2,884), (Purchase of 20, 000 ballots x3 Elections). Increase due to the city is mandated to pay for the ballots during a municipal election.
Election Training	5,000	5,000	0	0%	100 poll workers at \$25 x 2 elections.
City Census	20,000	25,000	5,000	25%	Using Mark Altman & Associates. Increase due to higher printing costs and postage.
Recounts	500	500	0	0%	Only if necessary.
Street Lists	3,800	3,000	(800)	-21%	Printing of street list book.
Office Supplies	3,500	3,500	0	0%	W.B. Mason for supplies.
Election Supplies	4,210	5,000	790	19%	Any supplies needed for elections.
Professional Development	2,000	2,000	0	0%	Adding conferences with Clerk's Office .
Misc. Expenditures - Election	2,500	2,500	0	0%	Intab inc., LHS Assoc, City of Everett.
Total Expenditures	\$72,210	\$83,000	\$10,790	15%	
Total Election Commission	\$344,883	\$340,925	(\$3,958)	-1%	

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165 - LICENSING COMMISSION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-165-1-5191	LICENSING COMMISSION STIPEND	\$7,199.88	\$7,200.00	\$5,999.90	\$7,200.00	\$7,200.00	\$7,200.00
PERSONNEL Total:		\$7,199.88	\$7,200.00	\$5,999.90	\$7,200.00	\$7,200.00	\$7,200.00
EXPENSES							
01-165-2-5420	OFFICE SUPPLIES	\$495.09	\$500.00	\$41.17	\$500.00	\$500.00	\$500.00
EXPENSES Total:		\$495.09	\$500.00	\$41.17	\$500.00	\$500.00	\$500.00
165 LICENSING COMMISSION Total:		\$7,694.97	\$7,700.00	\$6,041.07	\$7,700.00	\$7,700.00	\$7,700.00

(165) Licensing - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	7,200	7,200	\$0	0%	Messrs. Antonelli (Chairman), McCarthy and Arloro.
Total Personnel Services	\$7,200	\$7,200	\$0	0%	
General Operating Expenses					
Office Supplies	500	500	\$0	0%	Postage and miscellaneous office supplies.
Total Expenditures	\$500	\$500	\$0	0%	
Total Licensing	\$7,700	\$7,700	\$0	0%	

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171 - CONSERVATION COMMISSION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-171-1-5191	CONSERVATION COMISSION STIPEND	\$12,116.30	\$12,000.00	\$9,999.71	\$15,400.00	\$15,400.00	\$15,400.00
01-171-1-5340	TELECOMMUNICATIONS	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00
PERSONNEL Total:		\$12,116.30	\$12,200.00	\$9,999.71	\$15,600.00	\$15,600.00	\$15,600.00
EXPENSES							
01-171-2-5420	OFFICE SUPPLIES	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00
01-171-2-5730	DUES AND MEMBERSHIPS	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00	\$400.00
EXPENSES Total:		\$0.00	\$600.00	\$0.00	\$600.00	\$600.00	\$600.00
171 CONSERVATION COMMISSION Total:		\$12,116.30	\$12,800.00	\$9,999.71	\$16,200.00	\$16,200.00	\$16,200.00

171 CONSERVATION COMMISSION									
PERSONNEL SERVICES									
				FY 19	FY 20	FY 20		FY 20	FY 20
		CLASS/		F T E	DEPT	MAYOR		DEPT	MAYOR
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council REC
01-171-1-5191	Chairman	ConCom		0	0	0	\$5,200	\$5,200	\$5,200
01-171-1-5191	Board Member	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Board Member	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Board Member	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Board Member	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Alternate Board Member ¹	ConCom		0	0	0	\$0	\$1,700	\$1,700
01-171-1-5191	Alternate Board Member ¹	ConCom		0	0	0	\$0	\$1,700	\$1,700
171	Conservation Commission TOTAL			0	0	0			
							Stipends (5191)	\$12,000	\$15,400
							Telecommunications (5340)	\$200	\$200
							Personnel Total:	\$12,200	\$15,600

Notes to Budget:

¹ Adding an Alternate Board Member if regular Board Member(s) are not available.

(171) Conservation Commission - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Stipend	12,000	15,400	\$3,400	28%	Messrs. Norton (Chairman) and Kernan. Ms. M. Hasham, Ms. R. Hasham and Ms. O Brien. Adding 2 new alternate board members. Necessary in the event a regular Board Member is absent.
Telecommunications	200	200	\$0	0%	Phone reimbursement to Mr. Norton.
Total Personnel Services	\$12,200	\$15,600	\$3,400	28%	
General Operating Expenses					
Office Supplies	200	200	\$0	0%	Miscellaneous office supplies.
Dues and Memberships	400	400	\$0	0%	For conservation dues.
Total Expenditures	\$600	\$600	\$0	0%	
Total ConCom	\$12,800	\$16,200	\$3,400	27%	

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175 - PLANNING BOARD							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-175-1-5191	PLANNING BOARD STIPEND	\$10,199.64	\$12,200.00	\$8,499.70	\$16,200.00	\$16,200.00	\$16,200.00
01-175-1-5340	TELECOMMUNICATIONS	\$88.00	\$100.00	\$72.00	\$100.00	\$100.00	\$100.00
PERSONNEL Total:		\$10,287.64	\$12,300.00	\$8,571.70	\$16,300.00	\$16,300.00	\$16,300.00
EXPENSES							
01-175-2-5420	OFFICE SUPPLIES	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
EXPENSES Total:		\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
175 PLANNING BOARD Total:		\$10,287.64	\$12,400.00	\$8,571.70	\$16,400.00	\$16,400.00	\$16,400.00

(175) Planning Board - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Stipend	12,200	16,200	\$4,000	33%	For Messrs. Cafasso (Chairman), O'Connor, Medeiros and Pizzano. Ms. Kovry. Adding 2 new alternate board members. Necessary in the event a regular Board Member is absent.
Telecommunications	100	100	\$0	0%	Phone reimbursement for Mr. Cafasso.
Total Personnel Services	12,300	16,300	\$4,000	33%	
General Operating Expenses					
Office Supplies	100	100	\$0	0%	Miscellaneous office supplies.
Total Expenditures	100	100	\$0	0%	
Total Planning	\$12,400	\$16,400	\$4,000	32%	

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176 - ZONING BOARD OF APPEALS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-176-1-5191	BOARD OF APPEALS STIPEND	\$12,400.32	\$14,600.00	\$10,333.60	\$14,600.00	\$14,600.00	\$14,600.00
01-176-1-5340	TELECOMMUNICATIONS	\$96.00	\$96.00	\$80.00	\$96.00	\$96.00	\$96.00
PERSONNEL Total:		\$12,496.32	\$14,696.00	\$10,413.60	\$14,696.00	\$14,696.00	\$14,696.00
EXPENSES							
01-176-2-5420	OFFICE SUPPLIES	\$499.26	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
EXPENSES Total:		\$499.26	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
176 ZONING BOARD OF APPEALS Total:		\$12,995.58	\$15,196.00	\$10,413.60	\$15,196.00	\$15,196.00	\$15,196.00

(176) Zoning Board of Appeals - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Stipend	14,600	14,600	\$0	0%	For Messrs. DeSisto (Chairman), Zullo, Christoforo, Dantone, O'Connor and Thistle. Also Ms. Gerace.
Telecommunications	96	96	\$0	0%	Phone reimbursement to Mr. DeSisto.
Total Personnel Services	\$14,696	\$14,696	\$0	\$0	
General Operating Expenses					
Office Supplies	500	500	\$0	0%	Postage and miscellaneous office supplies.
Total Expenditures	\$500	\$500	\$0	0%	
Total Zoning BOA	\$15,196	\$15,196	\$0	0%	

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210 - POLICE DEPARTMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-210-1-5111	SALARIES	\$10,727,618.40	\$11,087,892.00	\$9,682,302.07	\$12,232,355.00	\$11,355,055.00	\$11,355,055.00
01-210-1-5113	PART TIME	\$16,536.96	\$49,481.00	\$13,812.12	\$50,473.00	\$50,473.00	\$50,473.00
01-210-1-5130	OVERTIME	\$654,888.60	\$670,000.00	\$560,151.58	\$670,000.00	\$670,000.00	\$670,000.00
01-210-1-5132	MEDICAL STIPEND	\$0.00	\$469,478.00	\$232,119.30	\$469,478.00	\$469,478.00	\$469,478.00
01-210-1-5140	HOLIDAY	\$664,621.56	\$759,345.00	\$723,133.78	\$862,147.00	\$795,297.00	\$795,297.00
01-210-1-5142	NIGHT DIFFERENTIALS	\$426,326.54	\$389,256.00	\$318,341.12	\$329,665.00	\$306,018.00	\$306,018.00
01-210-1-5143	LONGEVITY	\$14,250.00	\$12,700.00	\$11,000.00	\$13,250.00	\$13,250.00	\$13,250.00
01-210-1-5144	ABOVE GRADE DIFFERENTIALS	\$15,008.36	\$16,000.00	\$11,777.74	\$16,000.00	\$16,000.00	\$16,000.00
01-210-1-5145	EMT CERTIFICATION	\$3,788.31	\$3,000.00	\$3,384.48	\$4,000.00	\$4,000.00	\$4,000.00
01-210-1-5146	SENIOR PATROL STIPEND	\$81,784.95	\$71,354.00	\$71,353.76	\$75,554.00	\$65,059.00	\$65,059.00
01-210-1-5147	LICENSE TO CARRY STIPEND	\$109,387.41	\$114,726.00	\$94,483.58	\$134,032.00	\$121,217.00	\$121,217.00
01-210-1-5148	BREATHALYZER STIPEND	\$50,151.73	\$90,392.00	\$47,741.10	\$59,273.00	\$57,254.00	\$57,254.00
01-210-1-5149	SPECIAL DUTY	\$73,839.07	\$136,500.00	\$117,878.58	\$149,500.00	\$131,000.00	\$131,000.00
01-210-1-5156	COURT TIME	\$189,489.24	\$220,000.00	\$171,300.62	\$220,000.00	\$220,000.00	\$220,000.00
01-210-1-5190	FIRST RESPONDER STIPEND	\$163,728.77	\$169,500.00	\$143,326.80	\$186,500.00	\$172,500.00	\$172,500.00
01-210-1-5191	CROSSING GUARDS & MATRONS	\$231,406.00	\$237,566.00	\$182,229.50	\$241,717.00	\$245,952.00	\$245,952.00
01-210-1-5192	TASER STIPEND	\$54,243.18	\$56,500.00	\$47,792.16	\$62,500.00	\$57,500.00	\$57,500.00
01-210-1-5193	CLOTHING ALLOWANCE	\$197,500.00	\$210,200.00	\$187,900.00	\$219,900.00	\$203,900.00	\$203,900.00
01-210-1-5194	LANGUAGE STIPEND	\$9,225.58	\$9,000.00	\$8,042.32	\$10,500.00	\$10,500.00	\$10,500.00
01-210-1-5195	MPTC	\$14,083.68	\$11,000.00	\$12,044.24	\$14,500.00	\$13,500.00	\$13,500.00
01-210-1-5196	QUINN	\$288.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$13,698,166.94	\$14,783,890.00	\$12,640,114.85	\$16,021,344.00	\$14,977,953.00	\$14,977,953.00
EXPENSES							
01-210-2-5245	RADIO MAINTENANCE	\$19,413.00	\$25,000.00	\$22,766.07	\$25,000.00	\$25,000.00	\$25,000.00
01-210-2-5246	RADIO-GRTR BOS POLICE COUNCIL	\$2,533.35	\$3,400.00	\$2,533.35	\$3,400.00	\$3,400.00	\$3,400.00
01-210-2-5318	DATA HANDLING	\$76,817.46	\$76,296.00	\$65,398.84	\$85,000.00	\$85,000.00	\$85,000.00
01-210-2-5320	PROFESSIONAL SERVICES /ROCA	\$50,466.51	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
01-210-2-5340	TELECOMMUNICATIONS	\$33,044.08	\$43,000.00	\$28,289.44	\$45,000.00	\$45,000.00	\$45,000.00

City of Everett
Everett Budget Council Summary Report
FY 2020 City Budget

210 - POLICE DEPARTMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-210-2-5343	TICKET PRINTING	\$8,200.00	\$16,000.00	\$12,606.22	\$17,000.00	\$17,000.00	\$17,000.00
01-210-2-5344	POSTAGE	\$2,685.40	\$4,200.00	\$2,813.61	\$4,000.00	\$4,000.00	\$4,000.00
01-210-2-5374	TICKET PROCESSING & TICKETS	\$83,792.45	\$80,000.00	\$52,069.85	\$75,000.00	\$75,000.00	\$75,000.00
01-210-2-5420	OFFICE SUPPLIES	\$16,445.04	\$22,000.00	\$15,230.84	\$22,000.00	\$22,000.00	\$22,000.00
01-210-2-5580	EQUIPMENT	\$28,085.94	\$40,000.00	\$29,518.62	\$40,000.00	\$40,000.00	\$40,000.00
01-210-2-5583	ANIMAL CONTROL EXPENSES	\$5,717.00	\$5,000.00	\$3,245.65	\$5,000.00	\$5,000.00	\$5,000.00
01-210-2-5588	AMMUNITION	\$22,999.32	\$25,000.00	\$19,766.00	\$26,000.00	\$26,000.00	\$26,000.00
01-210-2-5710	PROFESSIONAL DEVELOPMENT	\$3,401.40	\$4,000.00	\$3,916.02	\$4,000.00	\$4,000.00	\$4,000.00
01-210-2-5712	TRAINING / TRAVEL	\$4,139.84	\$34,000.00	\$25,423.87	\$34,000.00	\$34,000.00	\$34,000.00
01-210-2-5717	CANINE EXPENSES	\$0.00	\$20,000.00	\$3,344.91	\$21,000.00	\$21,000.00	\$21,000.00
01-210-2-5785	MEALS FOR PRISONERS	\$2,197.95	\$2,200.00	\$1,631.96	\$2,300.00	\$2,200.00	\$2,200.00
01-210-2-5787	AUX POLICE EQUIPMENT	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$359,938.74	\$451,096.00	\$288,555.25	\$458,700.00	\$458,600.00	\$458,600.00
CAPITAL IMPROVEMENTS							
01-210-3-5859	BALLISTIC VESTS	\$45,000.00	\$40,000.00	\$32,900.70	\$35,000.00	\$35,000.00	\$35,000.00
01-210-3-5864	PORTABLE RADIOS	\$18,488.25	\$23,203.00	\$1,816.93	\$54,287.00	\$54,287.00	\$54,287.00
01-210-3-5870	NEW PATROL VEHICLES	\$167,481.77	\$239,765.00	\$238,118.94	\$197,246.00	\$197,246.00	\$197,246.00
01-210-3-5871	DEPARTMENTAL VEHICLES	\$202,596.82	\$0.00	\$1,274.68	\$82,297.00	\$82,297.00	\$82,297.00
CAPITAL IMPROVEMENTS Total:		\$433,566.84	\$302,968.00	\$274,111.25	\$368,830.00	\$368,830.00	\$368,830.00
210 POLICE DEPARTMENT Total:		\$14,491,672.52	\$15,537,954.00	\$13,202,781.35	\$16,848,874.00	\$15,805,383.00	\$15,805,383.00

210 POLICE DEPARTMENT									
PERSONNEL SERVICES									
			FY 19	FY 20	FY 20			FY 20	
			DEPT	DEPT	MAYOR			MAYOR	
DEPT	POSITION	CLASS/ STEP/	FTE	FTE	FTE	FY 19	FY 20	FY 20	
		QUINN	STAFF	REQ	REC	APPROPRIATION	DEPT	& Council	
							REQUEST	REC	
01-210-1-5111	Chief of Police ¹	25%	1	1	1	\$169,385	\$238,323	\$238,324	
01-210-1-5111	Captains 25% Quinn (2) ²	25%	2	2	2	\$295,018	\$301,732	\$301,732	
01-210-1-5111	Captain 20% Quinn (1) ²	20%	1	1	1	\$140,214	\$143,187	\$143,187	
01-210-1-5111	Lieutenants 25% Quinn (8) ²	25%	8	8	8	\$1,027,586	\$1,050,190	\$1,050,190	
01-210-1-5111	Lieutenants 20% Quinn (2) ²	20%	2	2	1	\$257,946	\$252,690	\$126,345	
01-210-1-5111	Lieutenant 10% Quinn (1) ²	10%	1	1	1	\$111,600	\$114,837	\$114,837	
01-210-1-5111	Lieutenant 0% Quinn (1) ²	0%	1	1	1	\$100,551	\$102,730	\$102,730	
01-210-1-5111	Sergeants 25% Quinn (8) ²	25%	8	8	8	\$892,492	\$912,356	\$912,356	
01-210-1-5111	Sergeants 20% Quinn (4) ²	20%	4	4	4	\$321,114	\$438,935	\$438,935	
01-210-1-5111	Sergeants 10% Quinn (2) ²	10%	2	2	2	\$194,582	\$199,474	\$199,474	
01-210-1-5111	Sergeants 0% Quinn (2) ²	0%	2	2	2	\$177,388	\$181,830	\$181,830	
01-210-1-5111	Patrol Officers 25% Quinn (14) ²	25%	14	14	12	\$1,216,000	\$1,286,339	\$1,108,213	
01-210-1-5111	Patrol Officers 20% Quinn (17) ²	20%	17	17	13	\$1,486,200	\$1,516,701	\$1,158,030	
01-210-1-5111	Patrol Officers 12.5% Quinn (1) ²	12.5%	1	1	1	\$69,955	\$81,081	\$81,081	
01-210-1-5111	Patrol Officers 10% Quinn (14) ²	10%	13	13	12	\$985,903	\$1,035,458	\$1,033,328	
01-210-1-5111	Patrol Officers 5% Quinn (1) ²	5%	1	1	1	\$69,955	\$75,245	\$75,245	
01-210-1-5111	Patrol Officers 0% Quinn (47) ²	0%	38	48	46	\$2,644,502	\$3,306,229	\$3,167,136	
210	Police Personnel TOTAL		116	126	116				
						Salary (Police Officers) (5111)	\$10,160,392	\$11,237,338	\$10,432,973
						Medical Stipends (5132)	\$0	\$329,665	\$306,018
						Holiday (5140)	\$759,345	\$862,147	\$795,297
						Night Differentials (5142)	\$283,088	\$452,452	\$406,692
						EMT Stipend (5145)	\$3,000	\$4,000	\$4,000
						Senior Patrol (5146)	\$71,354	\$75,554	\$65,059
									Continued...

DEPT	POSITION	CLASS/ STEP/ QUINN	FY 19	FY 20	FY 20	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 MAYOR & Council REC
			FTE	DEPT	MAYOR			
			STAFF	REQ	REC			
01-210-1-5191	Detention Supervisor - PT (1)	Matrons	Varies	Varies	Varies	\$30,000	\$30,000	\$30,000
01-210-1-5191	School Crossing Guards - PT ³	Xing Guards	Varies	Varies	Varies	\$207,566	\$211,717	\$215,952
Police Civilian TOTAL			17.57	18.57	17.57			
					Salary (Civilian) (5111)	\$904,371	\$995,017	\$922,082
					Part Time (5113)	\$49,481	\$50,473	\$50,473
					Longevity (5143)	\$12,700	\$13,250	\$13,250
					Crossing Guard & Matron Stipend (5191)	\$237,566	\$241,717	\$245,952
					Clothing Allowance (5193)	\$4,800	\$5,500	\$5,500
210	Police Department GRAND TOTAL		133.57	144.57	133.57			
					Salary (5111)	\$11,087,892	\$12,232,355	\$11,355,055
					Part Time (5113)	\$49,481	\$50,473	\$50,473
					Overtime (5130)	\$670,000	\$670,000	\$670,000
					Medical Stipend (5132)	\$469,478	\$469,478	\$469,478
					Holiday (5140)	\$759,345	\$862,147	\$795,297
					Night Differentials (5142)	\$389,256	\$329,665	\$306,018
					Longevity (5143)	\$12,700	\$13,250	\$13,250
					Above Grade Differentials (5144)	\$16,000	\$16,000	\$16,000
					EMT Stipend (5145)	\$3,000	\$4,000	\$4,000
					Senior Patrol (5146)	\$71,354	\$75,554	\$65,059
					License to Carry (5147)	\$114,726	\$134,032	\$121,217
					Breathalyzer (5148)	\$90,392	\$59,273	\$57,254
					Special Duty Stipend (5149)	\$136,500	\$149,500	\$131,000
					Court Time (5156)	\$220,000	\$220,000	\$220,000
					First Responder Stipend (5190)	\$169,500	\$186,500	\$172,500
					Crossing Guard & Matron Stipend (5191)	\$237,566	\$241,717	\$245,952
					Taser Stipend (5192)	\$56,500	\$62,500	\$57,500
					Clothing Allowance (5193)	\$210,200	\$219,900	\$203,900
					Language Stipend (5194)	\$9,000	\$10,500	\$10,500
					MPTC Instructor (5197)	\$11,000	\$14,500	\$13,500
					Personnel Total:	\$14,783,890	\$16,021,344	\$14,977,953

Notes to Budget:

- ¹ Contractual increase. Based on 2x earned by top patrolman (\$119,162).
- ² Salary increased 2% pending FY20 contract settlement for NEPBA, Local 94 & 95.
- ³ This position has received a 2% COLA in FY20.
- ⁴ We are not requesting funding for this position in FY20.
- ⁵ Per FY20 Local 25 DPW contract states a grade increase for all on 7.1.19.
- ⁶ SEIU Local 888 union increased 2% pending contract settlement for FY20.
- ⁷ Per Local 25 Clerical contract those employees at step/8 increased by 5% plus step.
- ⁸ Local 25 Clerical union increased 2% as well as step increase when appropriate.
- ⁹ Transferred from Organizational Assessment in FY20.

(210) Police Department - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	11,087,892	11,355,055	267,163	2%	Includes 2% increase for FY20 on most. Police union and Parking Enforcement salaries have increased 2% in anticipation of FY20 contract settlement. Per Local 25 Clerical contract those employees at step/8 increase 5% plus step. Local 25 Clerical at all other steps have increased 2% as well as step when appropriate. 6 Officers will be paid by Encore Casino and have been removed from this budget request. Not requesting funding for Parking Clerk in FY20.
Part Time Salaries	49,481	50,473	992	2%	Ms. Greene
Overtime	670,000	670,000	0	0%	Ensure proper staffing during vacation, long term sick, injured in Patrol Ops, etc. For city events that request police presence, investigative manhours on serious offenses i.e. murder, rape, robbery; Other police initiatives.
Medical Stipends	469,478	469,478	0	0%	4.5% on salary for Superior officers. 3% on salary for Patrol officers.
Holiday	759,345	795,297	35,952	5%	All sworn officers in department this money based on formula.
Night Differentials	389,256	306,018	(83,238)	-21%	All officers working after 4 pm receive this. It is \$80/week. It is paid to officers on OT who are filling in or on other nighttime assignment. Upgraded by 1.375 per MOA.
Longevity	12,700	13,250	550	4%	For civilian personnel. Officers longevity is in their salary.
Above Grade Differentials	16,000	16,000	0	0%	Paid to officers working out of grade. Normally for Sgt's who are acting as Office in Charge of Shift when the Lt. is out. Also, to Captains when the Chief designates them as Acting Chief.
EMT Certification	3,000	4,000	1,000	33%	\$500 per officer with EMT Training.
Senior Patrol Stipend	71,354	65,059	(6,295)	-9%	An annual payment to Patrolmen only who have fifteen years or more on the job. It is 3% of base salary. There are currently 35 officers receiving this stipend.
License to Carry Stipend	114,726	121,217	6,491	6%	2% on base salary. Paid to Patrol Officers who maintain LTC.
Breathalyzer Stipend	90,392	57,254	(33,138)	-37%	2% on base salary. Paid to Superior Officers who maintain certification.
Special Duty	136,500	131,000	(5,500)	-4%	\$3,500 to any who are assigned special duty, on call, higher levels of specialized training
Court Time	220,000	220,000	0	0%	OT that is paid to officers for all court appearances when they are off duty. This includes District, Superior and Federal Court, Grand Jury sessions and probation surrender hearings. Also for civil actions taken against officers where they are expected to testify.
First Responder Stipend	169,500	172,500	3,000	2%	\$1,500 for all officers who maintain certification
Crossing Guards/Matrons Stipend	237,566	245,952	8,386	4%	For Detention Supervisors (\$30,000) and the Crossing Guards (\$211,717)
Taser Stipend	56,500	57,500	1,000	2%	\$500 for all officers who maintain certification

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Clothing Allowance	210,200	203,900	(6,300)	-3%	Paid to all sworn officers in 2 installments yearly for a total of \$1,600 each for clothing purchase & maintenance. \$15K for Honor Guard.
Language Stipend	9,000	10,500	1,500	17%	\$500 per officer fluent in foreign language.
MPTC Instructor Stipend	11,000	13,500	2,500	23%	\$500 per officer who is MPTC Instructor certified.
Total Personnel Services	\$14,783,890	\$14,977,953	\$194,063	1%	
General Operating Expenses					
Radio Maintenance	25,000	25,000	0	0%	Contract to maintain all mobile and portable radio equipment. Approximately 120 portable and over 25 mobile radios.
Radio-Grtr Bos Police Counsel	3,400	3,400	0	0%	Contract to use BAPERN radio network and foreign language line for non-English speaking people.
Data Handling	76,296	85,000	8,704	11%	Contract to maintain the department's in house records management system as well as other software programs, DHQ, IA Pro, etc, IT Services contracts. New for FY20: Hard drives, SSD hard drives, wifi and UPS. Computers in cruisers, interview room system (audio & visual), digital evidence retrieval, cruiser key lock box and tracker.
Professional Services - ROCA	50,000	50,000	0	0%	Payment for ROCA participants.
Telecommunications	43,000	45,000	2,000	5%	Contract for department issued phones, mobile pads assigned to police vehicles and detectives. New for FY20: Police messaging app for phones.
Ticket Printing	16,000	17,000	1,000	6%	For the printing of all parking tickets.
Postage	4,200	4,000	(200)	-5%	For all postage that is mailed from the department.
Ticket Processing & Tickets	80,000	75,000	(5,000)	-6%	The company that processes all parking tickets.
Office Supplies	22,000	22,000	0	0%	Includes various types of paper, envelopes, latex gloves, replacement paper shredders, replacement office chairs, storage boxes, calendars, notebooks, appointment books, case folders, batteries, various labels, ink cartridges, office chairs and office workstations
Equipment	40,000	40,000	0	0%	All officer issued equipment to include firearms, holsters, Tasers, handcuffs, pepper spray, batons, batteries for portable radios, software and computer related support equipment.
Animal Control Expenses	5,000	5,000	0	0%	What the department pays to the North Shore Animal Hospital for dogs and cats. They are held until they are claimed by owners, adopted or euthanized, ACO training.
Ammunition	25,000	26,000	1,000	4%	All ammunition for police firearms to include pistols, shotguns, rifles, submachine guns, sniper rifle, tear gas cannisters, pepper spray. Ammo is used for training purposes so that officers are trained and proficient in use of weapons. New for FY20: Hiring additional officers and expect more training.

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Professional Development	4,000	4,000	0	0%	Dues for professional organizations like the Mass Chiefs, Major City Chiefs, Int'l Chiefs Associations and Police Exec Research Forum Group and executive training conference fees
Academy Training/Travel	34,000	34,000	0	0%	For all academy tuition for new officers at approx. \$3K per trainee. Tuition associated with professional development classes for supervisors, specialized training for patrol and detectives. Travel expenses for officers sent on training that includes travel from the local area, courthouse parking, books for courses, etc.
Canine Expenses	20,000	21,000	1,000	5%	All dog food, vet visits, leashes, collars, medicines, boarding costs, protective equipment, harnesses, training equipment. \$7K per K-9.
Meals for Prisoners	2,200	2,200	0	0%	Meals to feed all arrestees that end up in custody overnight.
Aux Police Equipment	1,000	0	(1,000)	-100%	Not needed in FY20.
Total Expenditures	\$451,096	\$458,600	\$7,504	2%	
Capital Improvements					
Ballistic Vests	40,000	35,000	(5,000)	-13%	Replacement and new officer vests.
Portable Radios	23,203	54,287	31,084	134%	Upgrading of radios to replace outdated or too costly to repair (older units).
New Patrol Vehicles	239,765	197,246	(42,519)	-18%	4 marked units.
Department Admin Vehicles	0	82,297	82,297	100%	2 Admin/Support vehicles.
Total Capital Expenditures	\$302,968	\$368,830	\$39,778	22%	
Total	\$15,537,954	\$15,805,383	\$267,429	2%	

City of Everett
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220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-220-1-5111	SALARIES	\$7,750,770.70	\$7,757,326.00	\$5,746,925.58	\$7,999,192.00	\$7,992,558.00	\$7,992,558.00
01-220-1-5114	CALL IN SHIFT	\$5,214.29	\$5,200.00	\$4,400.00	\$5,200.00	\$5,200.00	\$5,200.00
01-220-1-5130	OVERTIME	\$317,952.92	\$325,000.00	\$502,258.59	\$450,000.00	\$450,000.00	\$450,000.00
01-220-1-5140	HOLIDAY	\$591,503.94	\$648,922.00	\$596,631.46	\$668,105.00	\$668,105.00	\$668,105.00
01-220-1-5141	ADJUNCT EDUCATION	\$261,049.51	\$278,900.00	\$260,400.00	\$277,200.00	\$277,200.00	\$277,200.00
01-220-1-5142	SHIFT DIFFERENTIAL	\$175,114.21	\$190,000.00	\$143,472.42	\$206,000.00	\$206,000.00	\$206,000.00
01-220-1-5143	LONGEVITY	\$188,550.00	\$199,150.00	\$155,750.00	\$182,250.00	\$182,250.00	\$182,250.00
01-220-1-5144	ABOVE GRADE DIFFERENTIALS	\$84,420.19	\$81,600.00	\$74,493.94	\$81,600.00	\$81,600.00	\$81,600.00
01-220-1-5145	DEFIBRILATOR STIPENDS	\$96,360.42	\$101,000.00	\$2,603.69	\$102,000.00	\$102,000.00	\$102,000.00
01-220-1-5147	HAZARDOUS DUTY PAY	\$314,101.85	\$338,358.00	\$323,888.13	\$348,308.00	\$348,308.00	\$348,308.00
01-220-1-5151	EMT STIPEND	\$46,608.66	\$53,884.00	\$41,465.13	\$62,221.00	\$62,221.00	\$62,221.00
01-220-1-5158	MEDICAL EXPENSE STIPEND	\$47,055.45	\$336,968.00	\$260,264.77	\$353,308.00	\$353,308.00	\$353,308.00
01-220-1-5192	OVERTIME MEAL ALLOWANCE	\$3,136.00	\$15,606.00	\$7,830.00	\$23,877.00	\$23,877.00	\$23,877.00
01-220-1-5193	CLOTHING ALLOWANCE	\$168,700.00	\$175,100.00	\$162,345.00	\$163,900.00	\$163,900.00	\$163,900.00
01-220-1-5194	CERTIFICATIONS	\$125,961.15	\$162,600.00	\$123,783.83	\$173,000.00	\$173,000.00	\$173,000.00
01-220-1-5196	TOOL ALLOWANCE	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
PERSONNEL Total:		\$10,176,699.29	\$10,669,814.00	\$8,406,712.54	\$11,096,361.00	\$11,089,727.00	\$11,089,727.00
EXPENSES							
01-220-2-5240	EQUIPMENT MAINTENANCE	\$63,590.98	\$65,000.00	\$59,295.01	\$65,000.00	\$65,000.00	\$65,000.00
01-220-2-5245	RADIO MAINTENANCE	\$3,276.61	\$8,000.00	\$4,911.96	\$10,000.00	\$10,000.00	\$10,000.00
01-220-2-5261	APRATUS TESTING	\$2,000.00	\$4,500.00	\$1,442.56	\$4,500.00	\$4,500.00	\$4,500.00
01-220-2-5340	TELECOMMUNICATIONS	\$11,556.04	\$20,000.00	\$11,865.35	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5420	OFFICE SUPPLIES	\$3,387.33	\$3,500.00	\$2,042.47	\$3,500.00	\$3,500.00	\$3,500.00
01-220-2-5428	COMMUNITY NARCAN PROGRAM	\$0.00	\$4,000.00	\$2,999.00	\$4,000.00	\$4,000.00	\$4,000.00
01-220-2-5510	TRAINING	\$28,629.84	\$30,000.00	\$14,890.71	\$30,000.00	\$30,000.00	\$30,000.00
01-220-2-5580	REPLACEMENT FIRE FIGHTING SUPP &	\$11,800.88	\$20,000.00	\$8,988.11	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5581	STATION SUPPLIES/MEDICAL SUPPLIES	\$11,495.74	\$16,000.00	\$9,297.82	\$16,000.00	\$16,000.00	\$16,000.00
01-220-2-5656	METRO FIRE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00

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220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-220-2-5703	PERSONAL PROTECTION EQUIPMENT	\$19,621.69	\$20,000.00	\$266.00	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5710	PROFESSIONAL DEVELOPMENT	\$1,249.50	\$3,500.00	\$405.00	\$3,500.00	\$3,500.00	\$3,500.00
01-220-2-5746	EMERGENCY MANAGEMENT PROGRAM	\$34,000.00	\$34,000.00	\$26,648.40	\$34,000.00	\$34,000.00	\$34,000.00
EXPENSES Total:		\$193,108.61	\$231,000.00	\$145,552.39	\$233,000.00	\$233,000.00	\$233,000.00
CAPITAL IMPROVEMENTS							
01-220-3-5580	TURN OUT GEAR	\$64,676.00	\$65,000.00	\$14,388.00	\$65,000.00	\$65,000.00	\$65,000.00
01-220-3-5870	DEPARTMENTAL VEHICLES	\$40,211.39	\$40,000.00	\$35,078.86	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$104,887.39	\$105,000.00	\$49,466.86	\$65,000.00	\$65,000.00	\$65,000.00
220 FIRE DEPARTMENT Total:		\$10,474,695.29	\$11,005,814.00	\$8,601,731.79	\$11,394,361.00	\$11,387,727.00	\$11,387,727.00

220 FIRE DEPARTMENT											
PERSONNEL SERVICES											
POSITION		HOURS		FY20		FY20				FY 20	
		CLASS/STEP		DEPT		MAYOR		FY 19		FY 20	
DEPT		STEP		REQ		REC		APPROPRIATION		MAYOR & Council	
		STAFF		REQ		REC		REQUEST		REC	
01-220-1-5111	Fire Chief	Chief		1	1	1		\$148,024	\$154,005	\$154,005	
01-220-1-5111	Deputy Chief	Dep Chief		6	6	6		\$617,274	\$629,619	\$629,619	
01-220-1-5111	Captain	Captain		13	13	13		\$1,162,980	\$1,186,242	\$1,186,242	
01-220-1-5111	Lieutenant	Lieutenant		11	11	11		\$855,712	\$872,820	\$872,820	
01-220-1-5111	Private	FF		82	72	72		\$4,735,083	\$4,897,480	\$4,897,480	
				113	103	103					
01-220-1-5111	Fire Apparatus Repair Tech. ²	W-12/4	40	1	1	1		\$69,992	\$0	\$0	
01-220-1-5111	Fire Apparatus Repair Tech. ²	W-13/4	40	0	1	1		\$0	\$85,134	\$85,134	
01-220-1-5111	Administrative Assistant ³	A-6U/7	35	1	1	1		\$56,984	\$61,043	\$61,043	
01-220-1-5111	Opiate Counselor ⁴	UNCL	35	1	1	1		\$56,100	\$65,000	\$58,365	
01-220-1-5111	Clerk ⁵	C-6U/5	35	1	1	1		\$46,901	\$47,848	\$47,848	
220	Fire TOTAL			117	107	107					
								Salaries (5111)	\$7,757,326	\$7,999,192	\$7,992,558
								Call In Shift (5114)	\$5,200	\$5,200	\$5,200
								Overtime (5130)	\$325,000	\$450,000	\$450,000
								Holiday (5140)	\$648,922	\$668,105	\$668,105
								Adjunct Education (5141)	\$278,900	\$277,200	\$277,200
								Differential (5142)	\$190,000	\$206,000	\$206,000
								Longevity (5143)	\$199,150	\$182,250	\$182,250
								Above Grade Differential (5144)	\$81,600	\$81,600	\$81,600
								Defib Stipend (5145)	\$101,000	\$102,000	\$102,000
								Hazardous Duty Pay (5147)	\$338,358	\$348,308	\$348,308
								EMT Stipend (5151)	\$53,884	\$62,221	\$62,221
								Medical Expense Stipend (5158)	\$336,968	\$353,308	\$353,308
								Overtime Meal Allowance (5192)	\$15,606	\$23,877	\$23,877
								Clothing Allowance (5193)	\$175,100	\$163,900	\$163,900
								Certifications (5194)	\$162,600	\$173,000	\$173,000
								Tool Allowance (5196)	\$200	\$200	\$200
								Personnel Total:	\$10,669,814	\$11,096,361	\$11,089,727

Notes to Budget:

¹ All firefighter salaries have increased 2% in anticipation of FY20 contract settlement.

² FY20 Local 25 DPW contract states a grade increase for all on 7/1/19.

³ Per Local 25 Clerical contract those employees at step/8 increase 5% plus step.

⁴ Requesting salary reclassification in FY20. Mayor approved 2% COLA.

⁵ Local 25 Clerical union increased 2% as well as step when appropriate.

(220) Fire Department - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	7,757,326	7,992,558	235,232	3%	Funding for salaries of department personnel as required by collective bargaining agreements. 2% factored in. Seeking increase for Program Coordinator due to certification as Recovery Coach Supervisor.
Call in Shift	5,200	5,200	0	0%	For Mr. Leonard, Fire mechanic on-call stipend.
Overtime	325,000	450,000	125,000	38%	Funding OT pay for a variety of reasons incl coverage for absences due to injuries, sick leave, vacations, training, etc. Also covers OT for emergency response to incidents, fire investigations, attendance at training, required meetings and other events scheduled during non-work hours. Amount fluctuates depending on circumstances throughout the year. Increase takes into account a possible union contract settlement in FY20.
Holiday	648,922	668,105	19,183	3%	Funding for uniformed personnel as required by collective bargaining agreement.
Adjunct Education	278,900	277,200	(1,700)	-1%	Funding for education hours for uniformed personnel as required by collective bargaining agreement. This amount varies year to year due to CBA.
Shift Differentials	190,000	206,000	16,000	8%	Funding for differential pay to uniformed personnel as required by collective bargaining agreement.
Longevity	199,150	182,250	(16,900)	-8%	Funding for longevity pay to all as required by collective bargaining agreements. Amount varies year to year due to CBA.
Above Grade Differentials	81,600	81,600	0	0%	Funding for additional pay to uniformed members for filling in for a higher ranking officer due to absences. Amount fluctuates depending on circumstances throughout the year.
Defibrillator Stipends	101,000	102,000	1,000	1%	Funding to uniformed personnel trained in cardiac defibrillation as required by collective bargaining agreement.
Hazardous Duty Pay	338,358	348,308	9,950	3%	Funding for hazardous duty pay to uniformed personnel as required by collective bargaining agreement.
EMT Stipend	53,884	62,221	8,337	15%	Funding for payment of stipend to Registered Emergency Medical Technicians as required by CBA.
Medical Expense Stipend	336,968	353,308	16,340	5%	New funding to carry Narcan on emergency vehicles.
Overtime Meal Allowance	15,606	23,877	8,271	53%	For payment of meals while working OT. Per CBA.
Clothing Allowance	175,100	163,900	(11,200)	-6%	Funding for uniformed personnel per CBA.
Certifications	162,600	173,000	10,400	6%	Paid for educational stipends.
Tool Allowance	200	200	0	0%	Tool allowance for Mr. Leonard, Fire mechanic.
Total Personnel Services	\$10,669,814	\$11,089,727	\$419,913	4%	

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
General Operating Expenses					
Equipment Maintenance	65,000	65,000	0	0%	For payment of bills associated with repair and maintenance of all fire department apparatus and equipment. This includes maintenance contracts for various Public Safety Software and equipment.
Radio Maintenance	8,000	10,000	2,000	25%	For payment of maintenance related costs for mobile and portable radios. Increase is due to replacement of batteries for the radios.
Apparatus Testing	4,500	4,500	0	0%	Formerly called "Ladder Testing". Name changed due to pumps are now required to be tested annually. Also for annual service testing of all Fire Department Aerial Ladders and Ground Ladders as required by NFPA Standards.
Telecommunications	20,000	20,000	0	0%	For payment of all costs for telecommunications equip incl cell phones, tablets, satellite communications equip, etc.
Community Narcan Program	4,000	4,000	0	0%	This account will provide Narcan to schools, libraries and City Hall. Currently we provide these locations with Narcan through our DPH grant which could be considered outside the scope of the grant.
Office Supplies	3,500	3,500	0	0%	For office supplies for administrative offices as well as 3 fire stations.
Training	30,000	30,000	0	0%	For costs associated with training of uniformed staff to perform their duties.
Replacement FF Supp & Equip	20,000	20,000	0	0%	Replacement and purchase of firefighting tools and equipment.
Station Supplies/Medical Supplies	16,000	16,000	0	0%	The increase in medical calls has resulted in a greater use of medical supplies (gloves, masks) and disposal of such. We are now supplying our own trash bags and paper products that were once supplied by DPW/Facilities Maintenance. Costs associated with supplies unavailable from DPW and needed for operation of 3 fire stations. Also provides funding for medical supplies used by fire companies for response to 3,000 plus medical calls per year.
Metro Fire	2,500	2,500	0	0%	Dues to Metro Fire Inc.
Personal Protection Equip	20,000	20,000	0	0%	For personal protective equipment for uniformed personnel such as turnout gear, helmets, boots, gloves, etc.
Professional Development	3,500	3,500	0	0%	Membership dues and attendance at various conferences of Fire Related Professional Associations.
Emergency Management Pro	34,000	34,000	0	0%	Costs associated with emergency management activities in the City of Everett, including the Mass Notification System.
Total Expenditures	\$231,000	\$233,000	\$2,000	1%	
Capital Improvements					
Turn Out Gear	65,000	65,000	0	0%	CIP
Departmental Vehicles	40,000	0	(40,000)	-100%	CIP
Total Capital Expenditures	\$105,000	\$65,000	(\$40,000)	-38%	
Grand Total	\$11,005,814	\$11,387,727	\$381,913	3%	

City of Everett
Everett Budget Council Summary Report
FY 2020 City Budget

242 - DEPT OF INSPECTIONAL SERVICES							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-242-1-5111	SALARIES	\$1,629,166.91	\$1,759,308.00	\$1,408,676.36	\$1,881,345.00	\$1,850,960.00	\$1,850,960.00
01-242-1-5113	PART TIME	\$45,395.66	\$62,317.00	\$41,682.01	\$41,446.00	\$41,446.00	\$41,446.00
01-242-1-5114	ON CALL STIPEND	\$3,300.00	\$5,200.00	\$4,400.00	\$5,200.00	\$5,200.00	\$5,200.00
01-242-1-5120	OTHER PERSONNEL SERVICES	\$0.00	\$2,500.00	\$240.14	\$2,500.00	\$2,500.00	\$2,500.00
01-242-1-5130	OVERTIME	\$94,620.31	\$65,000.00	\$60,593.02	\$75,000.00	\$75,000.00	\$75,000.00
01-242-1-5143	LONGEVITY	\$7,150.00	\$5,050.00	\$6,568.15	\$7,050.00	\$7,050.00	\$7,050.00
01-242-1-5191	HEARING OFFICER	\$9,999.60	\$10,000.00	\$8,268.60	\$10,000.00	\$10,000.00	\$10,000.00
01-242-1-5193	CLOTHING ALLOWANCE	\$3,300.00	\$3,300.00	\$4,000.00	\$3,300.00	\$3,300.00	\$3,300.00
01-242-1-5194	CERTIFICAITONS	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-242-1-5196	TOOLS FOR MECHANICS	\$800.00	\$800.00	\$1,000.00	\$800.00	\$800.00	\$800.00
PERSONNEL Total:		\$1,793,732.48	\$1,918,475.00	\$1,535,428.28	\$2,031,641.00	\$2,001,256.00	\$2,001,256.00
EXPENSES							
01-242-2-5210	ELECTRICITY-STREET LIGHTS	\$855,533.03	\$857,000.00	\$533,665.96	\$857,000.00	\$857,000.00	\$857,000.00
01-242-2-5240	EQUIPMENT MAINTENANCE	\$29,271.41	\$35,000.00	\$261.73	\$35,000.00	\$35,000.00	\$35,000.00
01-242-2-5242	FIRE ALARM REPAIR & MAINT	\$6,812.54	\$7,000.00	\$2,924.60	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5243	STREET LIGHT MAINTENANCE	\$27,234.13	\$35,000.00	\$1,585.78	\$60,000.00	\$60,000.00	\$60,000.00
01-242-2-5249	SIGNAL & SHOP REPAIRS	\$26,085.48	\$28,000.00	\$25,378.06	\$60,000.00	\$60,000.00	\$60,000.00
01-242-2-5268	CONTRACT SERVICES	\$1,421,186.85	\$2,632,817.00	\$1,501,567.84	\$265,878.00	\$265,878.00	\$265,878.00
01-242-2-5343	PRINTING	\$971.00	\$2,400.00	\$18.71	\$2,400.00	\$2,400.00	\$2,400.00
01-242-2-5420	OFFICE SUPPLIES	\$8,796.94	\$8,800.00	\$4,740.97	\$8,800.00	\$8,800.00	\$8,800.00
01-242-2-5434	EQUIPMENT	\$6,595.71	\$7,000.00	\$3,786.30	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5580	SOFTWARE	\$3,611.13	\$70,580.00	\$66,297.00	\$70,580.00	\$70,580.00	\$70,580.00
01-242-2-5585	UNIFORMS	\$4,000.00	\$4,800.00	\$0.00	\$4,800.00	\$4,800.00	\$4,800.00
01-242-2-5586	PROFESSIONAL RESOURCE MATERIAL	\$925.45	\$1,500.00	\$842.86	\$1,500.00	\$1,500.00	\$1,500.00
01-242-2-5704	WIRE EXPENSES	\$78,516.70	\$81,000.00	\$53,915.28	\$81,000.00	\$81,000.00	\$81,000.00
01-242-2-5710	PROFESSIONAL SERVICES	\$8,736.02	\$30,000.00	\$2,873.83	\$30,000.00	\$30,000.00	\$30,000.00
01-242-2-5780	PROFESSIONAL DEVELOPMENT	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
EXPENSES Total:		\$2,478,276.39	\$3,815,897.00	\$2,197,858.92	\$1,505,958.00	\$1,505,958.00	\$1,505,958.00

City of Everett
Everett Budget Council Summary Report
FY 2020 City Budget

242 - DEPT OF INSPECTIONAL SERVICES							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
CAPITAL IMPROVEMENTS							
01-242-3-5872	VEHICLES	\$2,482.42	\$0.00	\$66.99	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$2,482.42	\$0.00	\$66.99	\$0.00	\$0.00	\$0.00
242 DEPT OF INSPECTIONAL SERVICES Total:		\$4,274,491.29	\$5,734,372.00	\$3,733,354.19	\$3,537,599.00	\$3,507,214.00	\$3,507,214.00

242 DEPARTMENT OF INSPECTIONAL SERVICES									
PERSONNEL SERVICES									
					FY 20	FY 20			FY 20
		CLASS/		FY 19	DEPT	MAYOR			
DEPT	POSITION	STEP	HOURS	FTE	FTE	FTE	FY 19	FY 20	FY 20
				STAFF	REQ	REC	APPROPRIATION	DEPT	& Council
								REQUEST	REC
01-242-1-5111	ISD Director & Inspector of Bldgs ¹	UNCL	35	1	1	1	\$109,242	\$119,646	\$119,646
01-242-1-5111	Local Building Inspector ²	UNCL	35	1	1	1	\$83,232	\$84,897	\$84,897
01-242-1-5111	Assistant Building Inspector ²	UNCL	35	1	1	1	\$76,990	\$84,897	\$78,530
01-242-1-5111	Wire Inspector ²	UNCL	35	1	1	1	\$74,285	\$84,897	\$75,771
01-242-1-5111	Director of Code Enforcement ²	UNCL	35	1	1	1	\$71,932	\$84,897	\$73,371
01-242-1-5111	Assistant Building Inspector ²	UNCL	35	1	1	1	\$66,576	\$67,908	\$67,908
01-242-1-5111	Wire Inspector (Casino) ³	UNCL	4 mo.	0	0	0	\$33,813	\$11,160	\$11,160
01-242-1-5111	Wire Inspector (Casino) ³	UNCL	4 mo.	0	0	0	\$33,813	\$11,160	\$11,160
01-242-1-5111	Inspector of Gas & Plumbing (Casino) ³	UNCL	4 mo.	1	1	1	\$67,626	\$22,317	\$22,317
01-242-1-5111	Inspector of Gas & Plumbing ⁴	UNCL	35	0	1	1	\$32,317	\$81,422	\$81,422
01-242-1-5111	Code Officer - Administrator ²	UNCL	35	1	1	1	\$62,424	\$63,672	\$63,672
01-242-1-5111	Code Officer/W & M Insp ²	UNCL	35	1	1	1	\$59,124	\$60,306	\$60,306
01-242-1-5111	Code Officer/Food & Milk Insp ²	UNCL	35	1	1	1	\$59,124	\$63,673	\$60,306
01-242-1-5111	Code Officer - Weekends ²	UNCL	35	1	1	1	\$59,126	\$60,306	\$60,306
01-242-1-5111	Code Officer - Ward 1 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 2 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 3 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 4 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 5 ²	UNCL	35	1	1	1	\$59,124	\$60,306	\$60,306
01-242-1-5111	Code Officer - Ward 6 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - General ²	UNCL	20	0	1	1	\$0	\$33,533	\$33,533
01-242-1-5111	Superintendent of Signals ⁵	W-13/4	40	1	0	0	\$72,623	\$0	\$0
01-242-1-5111	Superintendent of Signals	W-14/4	40	0	1	1	\$0	\$87,693	\$87,693
01-490-1-5111	Assistant Electrician ⁵	W-12/4	40	1	0	0	\$69,992	\$0	\$0
01-490-1-5111	Assistant Electrician	W-13/4	40	0	1	1	\$0	\$85,135	\$85,135
01-490-1-5111	Assistant Electrician ⁵	W-12/2	40	1	0	0	\$67,819	\$0	\$0
01-490-1-5111	Assistant Electrician	W-13/2	40	0	1	1	\$0	\$77,584	\$77,584
01-490-1-5111	Assistant Electrician ⁵	W-12/2	40	1	0	0	\$68,867	\$0	\$0
01-490-1-5111	Assistant Electrician	W-13/2	40	0	1	1	\$0	\$77,584	\$77,584
01-242-1-5111	Administrative Assistant ⁶	A-6U/8	35	1	1	1	\$56,984	\$61,043	\$61,043

Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	DEPT	MAYOR	FY 19	FY 20	MAYOR	
				FTE	FTE	FTE	APPROPRIATION	DEPT	& Council	
				STAFF	REQ	REC		REQUEST	REC	
01-242-1-5111	Administrative Assistant ⁶	A-6U/8	35	1	1	1	\$56,984	\$61,043	\$61,043	
01-242-1-5111	Administrative Assistant ⁷	A-6U/5	35	1	1	1	\$54,021	\$55,911	\$55,911	
01-242-1-5111	Principal Clerk ⁷	C-6U/4	35	1	1	1	\$43,927	\$45,828	\$45,828	
01-242-1-5111	Clerk ⁷	C-3U/4	35	1	1	1	\$44,822	\$41,114	\$41,114	
01-242-1-5191	Hearing Officer	UNCL		0	0	0	\$10,000	\$10,000	\$10,000	
242	Inspectional Services TOTAL			26	28	28				
							Salary (5111)	\$1,759,308	\$1,881,345	\$1,850,960
							Part Time (5113)	\$62,317	\$41,446	\$41,446
							On Call Stipend (5114)	\$5,200	\$5,200	\$5,200
							Other Personnel Services (5120)	\$2,500	\$2,500	\$2,500
							Overtime (5130)	\$65,000	\$75,000	\$75,000
							Longevity (5143)	\$5,050	\$7,050	\$7,050
							Hearing Officer (5191)	\$10,000	\$10,000	\$10,000
							Clothing Allowance (5193)	\$3,300	\$3,300	\$3,300
							Certifications (5194)	\$5,000	\$5,000	\$5,000
							Tools (5196)	\$800	\$800	\$800
							Personnel Total:	\$1,918,475	\$2,031,641	\$2,001,256
Notes to Budget:										
¹ Salary was reclassified to \$117,300 in FY19. Seeking 2% increase in FY20.										
² This position has received a 2% COLA in FY20.										
³ This casino related position is only funded for 4 months.										
⁴ This position going from part-time to full-time in FY20.										
⁵ Local 25 DPW contract states a grade increase for all on 7/1/19.										
⁶ Per Local 25 Clerical contract those employees at step/8 increased 5% plus step.										
⁷ Local 25 Clerical union increased 2% as well as step increase when appropriate.										

(242) Inspectional Services - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	1,759,308	1,850,960	91,652	5%	2% on most salaries. FY20 Local 25 DPW contract states a grade increase for all on 7.1.19. Per Local 25 Clerical contract those employees at step/8 increased 5% as well as step when appropriate. Local 25 Clerical union increased 2% as well as step increase when appropriate.
Part Time Salaries	62,317	41,446	(20,871)	-33%	Inspector of Gas & Plumbing going to full time in FY20. Includes part-time clerks when needed.
On Call Stipend	5,200	5,200	0	0%	Mr. Seward
Other Personnel Services	2,500	2,500	0	0%	For replacement plumber when Mr. O'Keefe is out.
Overtime	65,000	75,000	10,000	15%	In FY20 all street lighting within the city will be repaired/maintained by Wire Department. Also building inspections, electrical inspections & code enforce officers. Also for Ms. Rauseo and Ms. DeBilio when they clerk their boards.
Longevity	5,050	7,050	2,000	40%	Longevity for 10+ years.
Hearing Officer	10,000	10,000	0		Ms. Peters, Hearing Officer.
Clothing Allowance	3,300	3,300	0	0%	\$700 for Messrs. Seward, Moccia, Rocco & Rosatti. \$500 for Mr. Aliberti.
Certifications	5,000	5,000	0	0%	Paid to employees who pass certifications (\$500) .
Tools	800	800	0		For Local 25 DPW personnel.
Total Personnel Services	\$1,918,475	\$2,001,256	\$82,781	4%	
General Operating Expenses					
Electricity - Street Lights	857,000	857,000	0	0%	Based on \$71,417 per month.
Equipment Maintenance	35,000	35,000	0	0%	For Accela/GEO Fees, a permit tracking software which is utilized by ISD, Fire, City Clerk and Licensing Departments. Maintenance contracts for Ricoh scanner/Fortis software.
Fire Alarm Repair & Maint	7,000	7,000	0	0%	Pays for any repairs to the fire alarm boxes or master boxes.
Street Light Maintenance	35,000	60,000	25,000	71%	Lower Broadway/Air Force Road. Additional 2600 new lights to maintain, repair and replace.
Signal & Shop Repairs	28,000	60,000	32,000	114%	Traffic signals replacement project & maintenance and repairs. To repair traffic signals and control boxes which break with age or from knock-overs (car accidents).

Continued...

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Contract Services	2,632,817	265,878	(2,366,939)	-90%	4 Leaf limited inspection staff for 18 weeks.
Printing	2,400	2,400	0	0%	Forms, cards, card stock, specialized forms. Gas tags that are attached to gas burners after they have been inspected by the plumbing inspector and W&M inspector.
Office Supplies	8,800	8,800	0	0%	Includes various types of paper (orange-building permits; yellow-gas permits; blue-plumbing permits), calendars, notebooks, journals, appointment books, batteries, labels, ink cartridges, fax cartridges, staples, notepads, pens, file folders and notebooks. Also, with the addition of the W&M inspector, all items needed by him.
Equipment	7,000	7,000	0	0%	Specialized field inspection electronics and hardware. GEOTMS hand held computers and printers, cameras for the inspectors to take pix of violations.
Software	70,580	70,580	0		Viewpoint Software. Covers licenses, software upgraded and used city wide
Uniforms	4,800	4,800	0	0%	For 15 inspectors - outerwear, shirts, jackets. Needed so homeowners can recognize them when they inspect homes.
Prof Resource Material	1,500	1,500	0	0%	Specialized codebooks. NFPA, Commonwealth of MA, ICC
Professional Services	30,000	30,000	0	0%	Specialized code training programs for mandated continuing education for all inspectors. Pays for seminars for MEHA, MHOA & Mass Building commission & Inspectors.
Professional Development	15,000	15,000	0	0%	For mandatory trainings throughout the year.
Wire Expenses	81,000	81,000	0	0%	Wire Supplies (City Hall data stock, building maintenance, electrical circuit, LED lights,etc.)
Total Expenditures	\$3,815,897	\$1,505,958	(\$2,309,939)	-61%	
Total	5,734,372	3,507,214	(\$2,227,158)	-39%	

City of Everett
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299 - EMERGENCY COMMUNICATIONS OFFIC							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-299-1-5111	SALARIES	\$809,383.77	\$865,400.00	\$639,668.38	\$827,447.00	\$743,436.00	\$743,436.00
01-299-1-5113	PART TIME	\$40,164.50	\$69,359.00	\$28,623.03	\$70,000.00	\$70,000.00	\$70,000.00
01-299-1-5130	OVERTIME	\$94,686.72	\$100,000.00	\$46,648.42	\$100,000.00	\$100,000.00	\$100,000.00
01-299-1-5140	HOLIDAY	\$47,196.83	\$56,000.00	\$58,730.00	\$63,000.00	\$63,000.00	\$63,000.00
01-299-1-5142	NIGHT DIFFERENTIALS	\$32,020.95	\$35,000.00	\$36,148.83	\$45,000.00	\$45,000.00	\$45,000.00
01-299-1-5143	LONGEVITY	\$8,626.00	\$8,750.00	\$6,790.20	\$7,000.00	\$7,000.00	\$7,000.00
01-299-1-5144	ABOVE GRADE DIFFERENTIAL	\$10,308.10	\$17,500.00	\$20,888.03	\$28,500.00	\$28,500.00	\$28,500.00
PERSONNEL Total:		\$1,042,386.87	\$1,152,009.00	\$837,496.89	\$1,140,947.00	\$1,056,936.00	\$1,056,936.00
EXPENSES							
01-299-2-5245	RADIO MAINTENANCE	\$18,256.12	\$70,000.00	\$31,354.63	\$70,000.00	\$70,000.00	\$70,000.00
01-299-2-5340	TELECOMMUNICATIONS	\$5,179.70	\$5,800.00	\$3,891.61	\$5,800.00	\$5,800.00	\$5,800.00
01-299-2-5420	OFFICE SUPPLIES	\$3,297.25	\$4,000.00	\$1,610.42	\$4,000.00	\$4,000.00	\$4,000.00
01-299-2-5711	TRAINING EXPENSES	\$2,852.80	\$12,000.00	\$3,383.00	\$12,000.00	\$12,000.00	\$12,000.00
EXPENSES Total:		\$29,585.87	\$91,800.00	\$40,239.66	\$91,800.00	\$91,800.00	\$91,800.00
299 EMERGENCY COMMUNICATIONS OFFIC		\$1,071,972.74	\$1,243,809.00	\$877,736.55	\$1,232,747.00	\$1,148,736.00	\$1,148,736.00

299		OFFICE OF EMERGENCY COMMUNICATIONS								
		PERSONNEL SERVICES								
				FY 19	FY 20	FY 20			FY 20	
				FTE	DEPT	MAYOR			MAYOR	
DEPT	POSITION	CLASS/ STEP	HOURS	STAFF	FTE REQ	FTE REC	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 & Council REC	
01-299-1-5111	911 Director / Public Safety Officer ¹	UNCL	35	1	1	0	\$82,364	\$84,011	\$0	
01-299-1-5111	Clerk ²	C-3U/3	35	1	1	1	\$38,602	\$39,367	\$39,367	
01-299-1-5111	911 Lead Dispatcher ³	Local 25 /8	37.5	1	1	1	\$55,926	\$58,734	\$58,734	
01-299-1-5111	911 Lead Dispatcher ³	Local 25 /8	37.5	1	1	1	\$55,926	\$58,734	\$58,734	
01-299-1-5111	911 Lead Dispatcher ³	Local 25 /8	37.5	1	1	1	\$51,987	\$58,734	\$58,734	
01-299-1-5111	911 Dispatcher ³	Local 25 /6	37.5	1	1	1	\$51,987	\$54,600	\$54,600	
01-299-1-5111	911 Dispatcher ³	Local 25 /8	37.5	1	1	1	\$51,987	\$58,734	\$58,734	
01-299-1-5111	911 Dispatcher ³	Local 25/7	37.5	1	1	1	\$51,987	\$56,550	\$56,550	
01-299-1-5111	911 Dispatcher ³	Local 25/6	37.5	1	1	1	\$51,987	\$54,600	\$54,600	
01-299-1-5111	911 Dispatcher ³	Local 25 /6	37.5	1	1	1	\$51,987	\$54,600	\$54,600	
01-299-1-5111	911 Dispatcher ³	Local 25 /6	37.5	1	1	1	\$51,987	\$54,600	\$54,600	
01-299-1-5111	911 Dispatcher ³	Local 25 /3	37.5	1	1	1	\$47,190	\$48,536	\$48,536	
01-299-1-5111	911 Dispatcher ³	Local 25 /4	37.5	1	1	1	\$51,987	\$49,550	\$49,550	
01-299-1-5111	911 Dispatcher ³	Local 25 /4	37.5	1	1	1	\$55,926	\$49,550	\$49,550	
01-299-1-5111	911 Dispatcher ³	Local 25 /2	37.5	1	1	1	\$47,190	\$46,547	\$46,547	
01-299-1-5113	Dispatcher - Part Time ⁴	Local 25 /3	19.5	Varies	Varies	Varies	\$69,359	\$70,000	\$70,000	
299	Emergency Communication Center TOTAL			15	15	14				
							Salary (5111)	\$865,400	\$827,447	\$743,436
							Part Time (5113)	\$69,359	\$70,000	\$70,000
							Overtime (5130)	\$100,000	\$100,000	\$100,000
							Holiday (5140)	\$56,000	\$63,000	\$63,000
							Night Differentials (5142)	\$35,000	\$45,000	\$45,000
							Longevity (5143)	\$8,750	\$7,000	\$7,000
							Above Grade Differentials (5144)	\$17,500	\$28,500	\$28,500
							Personnel Total:	\$1,152,009	\$1,140,947	\$1,056,936
Notes to Budget:										
¹ We are not requesting funding for this position in FY20.										
² This position has received a 2% COLA in FY20. Also includes step increase.										
³ Local 25 E911 union increases as stated in contract. Includes step increase when appropriate.										
⁴ For will-call employees (currently Schurko, Bevans & Koolloian).										

(299) E 9 1 1 - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	865,400	743,436	(121,964)	-14%	We are not requesting funding for the 911 Director position in FY20. 2% COLA on clerical salary. Also includes step increases. Local 25 E911 increases per contract for FY20.
Part Time Salaries	69,359	70,000	641	1%	For the "will call" employees.
Overtime	100,000	100,000	0	0%	Will supplement OT paid from grant funds in FY20.
Holiday	56,000	63,000	7,000	13%	Paid in December to all union employees.
Night Differentials	35,000	45,000	10,000	29%	Paid to employees who work between 3:00 pm to 11:00 pm (\$1.00 more per hour) and from 11:00 pm to 7:00 am (\$1.25 more per hour).
Longevity	8,750	7,000	(1,750)	-20%	Paid to all employees with 10+ years on the job.
Above Grade Differential	17,500	28,500	11,000	63%	For those covering shifts of the lead dispatchers
Total Personnel Services	\$1,152,009	\$1,056,936	(\$95,073)	-8%	
General Operating Expenses					
Radio Maintenance	70,000	70,000	0	0%	Maintenance agreement with Motorola to service the radio equipment. All Comm, Verizon & Motorola.
Telecommunications	5,800	5,800	0	0%	Data lines and Director cell phone/pager/email. Verizon, Verizon Wireless
Office Supplies	4,000	4,000	0	0%	WB Mason, Conway Office supplies. Includes handouts for school children when they visit E911.
Training Expenses	12,000	12,000	0	0%	Mandatory continuing education: Police/Fire/EMS training. Includes 16 dispatchers at \$600 each per year. Supplemented with grant.
Total Expenditures	\$91,800	\$91,800	\$0	0%	
Total	\$1,243,809	\$1,148,736	(\$95,073)	-8%	

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490 - DPW EXECUTIVE DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-490-1-5111	SALARIES	\$421,674.77	\$875,956.00	\$622,841.30	\$997,819.00	\$670,926.00	\$670,926.00
01-490-1-5113	PART TIME	\$26,357.76	\$32,408.00	\$25,528.32	\$32,408.00	\$32,408.00	\$32,408.00
01-490-1-5123	SEASONAL EMPLOYEES	\$89,854.72	\$100,000.00	\$29,232.38	\$135,000.00	\$135,000.00	\$135,000.00
01-490-1-5130	OVERTIME	\$34,941.01	\$36,000.00	\$37,063.71	\$50,000.00	\$50,000.00	\$50,000.00
01-490-1-5142	NIGHT DIFFERENTIALS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5143	LONGEVITY	\$3,200.00	\$2,650.00	\$2,950.00	\$4,350.00	\$3,500.00	\$3,500.00
01-490-1-5144	ABOVE GRADE DIFFERENTIALS	\$1,099.01	\$1,000.00	\$923.49	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5191	CITY SERVICES COMMISSION STIPEND	\$20,433.28	\$22,600.00	\$18,833.30	\$22,600.00	\$22,600.00	\$22,600.00
01-490-1-5192	MECHANIC STIPEND	\$3,200.00	\$5,200.00	\$0.00	\$5,200.00	\$5,200.00	\$5,200.00
01-490-1-5193	CLOTHING ALLOWANCE	\$2,100.00	\$3,500.00	\$2,100.00	\$3,500.00	\$2,100.00	\$2,100.00
01-490-1-5196	TOOLS FOR MECHANICS	\$600.00	\$1,000.00	\$600.00	\$1,000.00	\$600.00	\$600.00
PERSONNEL Total:		\$603,460.55	\$1,081,314.00	\$740,072.50	\$1,253,877.00	\$924,334.00	\$924,334.00
EXPENSES							
01-490-2-5400	PARTS PROGRAM	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00
01-490-2-5404	CITY-WIDE SEASONAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
01-490-2-5420	OFFICE SUPPLIES	\$6,756.99	\$10,000.00	\$4,296.78	\$8,000.00	\$8,000.00	\$8,000.00
01-490-2-5445	TOWING	\$3,527.50	\$4,316.84	\$2,580.00	\$4,000.00	\$4,000.00	\$4,000.00
01-490-2-5480	GASOLINE/DIESEL/OIL	\$333,840.52	\$347,000.00	\$242,066.69	\$375,000.00	\$375,000.00	\$375,000.00
01-490-2-5546	DPW - REPAIR MAINTENANCE	\$181,310.19	\$223,000.00	\$134,822.30	\$190,000.00	\$190,000.00	\$190,000.00
01-490-2-5548	POLICE-REPAIR MAINTENANCE	\$30,137.01	\$27,000.00	\$14,052.71	\$35,000.00	\$35,000.00	\$35,000.00
01-490-2-5570	SHOP TOOLS	\$19,437.51	\$25,000.00	\$19,328.58	\$25,000.00	\$25,000.00	\$25,000.00
01-490-2-5580	MV INSPECTIONS	\$7,902.00	\$13,000.00	\$7,927.35	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5581	TIRES & TIRE SUPPLIES	\$38,551.65	\$50,000.00	\$12,977.18	\$50,000.00	\$50,000.00	\$50,000.00
01-490-2-5582	TRAINING & SOFTWARE	\$2,150.00	\$12,700.00	\$2,150.00	\$15,000.00	\$15,000.00	\$15,000.00
01-490-2-5583	BODY SHOP REPAIRS	\$37,670.10	\$25,300.00	\$17,019.96	\$25,000.00	\$25,000.00	\$25,000.00
01-490-2-5656	ISD - REPAIR MAINTENANCE	\$1,684.61	\$20,683.16	\$6,020.24	\$21,000.00	\$21,000.00	\$21,000.00
01-490-2-5710	PROFESSIONAL DEVELOPMENT	\$6,811.99	\$10,000.00	\$5,324.08	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5746	EYEGLOSS REPLACEMENT	\$225.00	\$450.00	\$0.00	\$450.00	\$450.00	\$450.00

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490 - DPW EXECUTIVE DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES Total:		\$670,005.07	\$768,450.00	\$468,565.87	\$1,068,450.00	\$1,068,450.00	\$1,068,450.00
490 DPW EXECUTIVE DIVISION Total:		\$1,273,465.62	\$1,849,764.00	\$1,208,638.37	\$2,322,327.00	\$1,992,784.00	\$1,992,784.00

DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19	FY 20	FY 20	
				FTE	DEPT	MAYOR		DEPT	MAYOR	
				STAFF	FTE	FTE	APPROPRIATION	REQUEST	& Council	
					REQ	REC			REC	
							Salary (5111)	\$875,956	\$997,819	\$670,926
							Part Time (5113)	\$32,408	\$32,408	\$32,408
							Seasonal Workers (5123)	\$100,000	\$135,000	\$135,000
							Overtime (5130)	\$36,000	\$50,000	\$50,000
							Night Differential (5142)	\$1,000	\$1,000	\$1,000
							Longevity (5143)	\$2,650	\$4,350	\$3,500
							Above Grade Differential (5144)	\$1,000	\$1,000	\$1,000
							City Services Commission Stipend (5191)	\$22,600	\$22,600	\$22,600
							Mechanic Stipend (5192)	\$5,200	\$5,200	\$5,200
							Clothing Allowance (5193)	\$3,500	\$3,500	\$2,100
							Tools for Mechanics (5196)	\$1,000	\$1,000	\$600
							Personnel Total:	\$1,081,314	\$1,253,877	\$924,334
Notes to Budget:										
¹ This position has received a 2% COLA in FY20.										
² We are not requesting this position in FY20.										
³ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
⁴ Local 25 DPW contract states a grade increase for all on 7/1/19.										
⁵ Motor Equipment Repairman is currently not staffed. This position will not be requested in FY20.										

(490) DPW Executive Division - Notes to Budget

	FY19 Budget	FY20 Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	875,956	670,926	(205,030)	-23%	Includes 2% COLA on most salaries and step increases when appropriate. Also includes grade increase for all Local 25 DPW personnel. 2 vacant administrative positions not funded in FY20. 2 vacant Local 25 DPW positions will not be requested in FY20.
Part Time	32,408	32,408	0	0%	For the part-time mechanic, to offset some of the demands of the Fleet Department.
Seasonal Employees	100,000	135,000	35,000	35%	Temporary employees needed during fall/spring clean up and shoveling after snowstorms.
Overtime	36,000	50,000	14,000	39%	When necessary. Increased due to Local 25 DPW contract raises.
Night Differentials	1,000	1,000	0	0%	Per Local 25 DPW contract any employee regularly scheduled between 6pm - 6am will receive a night diff of \$1/hr.
Longevity	2,650	3,500	850	32%	For those with 10+ years with City.
Above Grade Differentials	1,000	1,000	0	0%	Contractual. Any employee required to work above their pay grade is to receive an above grade differential.
DPW Commission Stipend	22,600	22,600	0	0%	For the board members
Mechanic Stipend	5,200	5,200	0	0%	Contractual per Local 25 DPW. \$100/week for those who hold the pager on call.
Clothing Allowance	3,500	2,100	(1,400)	-40%	Contractual per Local 25 DPW. \$700 per year.
Tools for Mechanics	1,000	600	(400)	-40%	Contractual. \$200 per mechanic.
Total Personnel Services	\$1,081,314	\$924,334	(\$156,980)	-15%	
General Operating Expenses					
Parts Program	0	200,000	200,000	100%	Mass Operational Division program for purchasing parts, materials and supplies at a 25% cost savings minimum.
City Wide Seasonal Expenses	0	100,000	100,000	100%	For the purchase of city-wide seasonal outdoor lights and displays.
Office Supplies	10,000	8,000	(2,000)	-20%	Supports entire DPW facility.
Towing	4,317	4,000	(317)	-7%	For the towing of commercial vehicles. Also for towing situations such as emergency branch removal.

Continued...

	FY19 Budget	FY20 Request	+ / -	+ / -	Detail
Gasoline/Diesel/Oil	347,000	375,000	28,000	8%	Contigent on fuel increases. State contract of gasoline/diesel is Dennis K. Burke. Fuel additives & other maint parts needed to keep all gas tanks/lines operating efficiently. Petroleum Equip annual contract for environmental a/b testing & yearly pressure test of fuel tanks. ACO report & monitor annular space tank repairs.
DPW - Repair Maintenance	223,000	190,000	(33,000)	-15%	Buildings are older, doing all repairs in-house. For materials and supplies.
Police - Repair Maintenance	27,000	35,000	8,000	30%	Maintenance of police vehicles including additional vehicles purchased.
Shop Tools	25,000	25,000	0	0%	Tire machine lift,
MV Inspections	13,000	10,000	(3,000)	-23%	Fleet inventory is 175 in need of yearly inspections.
Tires & Tire Supplies	50,000	50,000	0	0%	Fleet inventory is 200 vehicles. Also this includes vehicles and equipment.
Training & Software	12,700	15,000	2,300	18%	
Body Shop Repairs	25,300	25,000	(300)	-1%	When vehicles need to be sent out for body work that cannot be done in-house.
ISD - Repair Maintenance	20,683	21,000	317	2%	Maintenance of all ISD vehicles.
Professional Development	10,000	10,000	0	0%	
Eyeglass Replacement	450	450	0	0%	Contractual per Local25 DPW.
	\$768,450	\$1,068,450	\$300,000	39%	
Total Executive Budget	\$1,849,764	\$1,992,784	\$143,020	8%	

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491 - DPW FACILITIES MAINTENANCE DIV							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-491-1-5111	SALARIES	\$946,131.18	\$1,097,755.00	\$908,574.95	\$1,240,306.00	\$1,172,401.00	\$1,172,401.00
01-491-1-5114	ON CALL STIPEND	\$5,200.00	\$5,200.00	\$4,450.00	\$5,200.00	\$5,200.00	\$5,200.00
01-491-1-5130	OVERTIME	\$223,300.15	\$191,730.00	\$185,863.77	\$200,000.00	\$200,000.00	\$200,000.00
01-491-1-5142	NIGHT DIFFERENTIAL	\$1,052.00	\$5,000.00	\$452.00	\$5,000.00	\$5,000.00	\$5,000.00
01-491-1-5143	LONGEVITY	\$9,100.00	\$7,250.00	\$8,200.00	\$8,650.00	\$7,650.00	\$7,650.00
01-491-1-5144	ABOVE GRADE DIFFERENTIAL	\$31,630.36	\$15,000.00	\$11,095.90	\$15,000.00	\$15,000.00	\$15,000.00
01-491-1-5150	RETRO PAYMENT	\$12,295.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-491-1-5193	CLOTHING ALLOWANCE	\$9,800.00	\$10,500.00	\$10,500.00	\$10,500.00	\$9,800.00	\$9,800.00
01-491-1-5196	TOOLS FOR MECHANICS	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00	\$600.00
PERSONNEL Total:		\$1,239,109.38	\$1,333,035.00	\$1,129,736.62	\$1,485,256.00	\$1,415,651.00	\$1,415,651.00
EXPENSES							
01-491-2-5202	OFFICE SUPPLIES	\$3,585.84	\$5,000.00	\$2,245.89	\$5,000.00	\$5,000.00	\$5,000.00
01-491-2-5210	CITY BLDGS ELECTRICITY & GAS	\$1,060,634.16	\$1,000,000.00	\$789,400.47	\$1,100,000.00	\$1,100,000.00	\$1,100,000.00
01-491-2-5213	CITY BLDGS SEASONAL EXP	\$66,383.49	\$106,700.61	\$83,098.95	\$25,000.00	\$25,000.00	\$25,000.00
01-491-2-5247	HVAC SERVICE CONTRACT/REPAIRS	\$51,062.81	\$70,000.00	\$29,942.44	\$70,000.00	\$70,000.00	\$70,000.00
01-491-2-5260	ELEVATOR SERVICE CONTRACT	\$24,742.18	\$28,299.39	\$9,567.50	\$50,000.00	\$50,000.00	\$50,000.00
01-491-2-5291	CLEANING SERVICE CONTRACT/CITY	\$9,064.00	\$40,000.00	\$2,034.56	\$40,000.00	\$40,000.00	\$40,000.00
01-491-2-5430	BUILDING REPAIR & MAINTENANCE	\$257,814.04	\$250,000.00	\$154,849.83	\$250,000.00	\$250,000.00	\$250,000.00
01-491-2-5450	CUSTODIAL SUPPLIES	\$57,716.12	\$65,000.00	\$47,779.45	\$65,000.00	\$65,000.00	\$65,000.00
01-491-2-5704	WIRE EXPENSES	\$14,735.55	\$20,000.00	\$10,449.47	\$20,000.00	\$20,000.00	\$20,000.00
EXPENSES Total:		\$1,545,738.19	\$1,585,000.00	\$1,129,368.56	\$1,625,000.00	\$1,625,000.00	\$1,625,000.00
491 DPW FACILITIES MAINTENANCE DIV		\$2,784,847.57	\$2,918,035.00	\$2,259,105.18	\$3,110,256.00	\$3,040,651.00	\$3,040,651.00

491 DEPARTMENT OF PUBLIC WORKS - Facilities Maintenance									
PERSONNEL SERVICES									
DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19	FY 20	FY 20
				FTE	FTE	FTE	DEPT	MAYOR	MAYOR
				STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council REC
01-491-1-5111	Facilities Maintenance Superintendent ¹	UNCL	40	1	1	1	\$91,800	\$103,635	\$95,509
01-491-1-5111	Assistant Facilities Maintenance Superintendent ²	UNCL	40	1	1	1	\$77,520	\$87,720	\$87,720
01-491-1-5111	Administrative Assistant ³	A-6U/4	35	1	1	1	\$52,962	\$54,018	\$54,018
01-491-1-5111	Facilities Maintenance Mechanic ⁴	W-13U/4	40	1	0	0	\$72,072	\$0	\$0
01-491-1-5111	Facilities Maintenance Mechanic	W-14U/4	40	0	1	1	\$0	\$87,693	\$87,693
01-491-1-5111	Facilities Maintenance Mechanic ⁴	W-13U/2	40	1	0	0	\$69,202	\$0	\$0
01-491-1-5111	Facilities Maintenance Mechanic	W-14U/2	40	0	1	1	\$0	\$79,914	\$79,914
01-491-1-5111	Facilities Maintenance Supervisor ⁴	W-12U/4	40	1	0	0	\$69,992	\$0	\$0
01-491-1-5111	Facilities Maintenance Supervisor	W-13U/4	40	0	1	1	\$0	\$85,135	\$85,135
01-491-1-5111	Facilities Maintenance Carpenter ⁴	W-12U/2	40	1	0	0	\$67,517	\$0	\$0
01-491-1-5111	Facilities Maintenance Carpenter	W-13U/2	40	0	1	1	\$0	\$77,584	\$77,584
01-491-1-5111	Facilities Maintenance Carpenter ⁴	W-12U/3	40	1	0	0	\$68,640	\$0	\$0
01-491-1-5111	Facilities Maintenance Carpenter	W-13U/3	40	0	1	1	\$0	\$81,079	\$81,079
01-491-1-5111	Custodian / General Maintenance ⁵	W-6U/4	40	1	0	0	\$53,206	\$0	\$0
01-491-1-5111	Custodian / General Maintenance	W-10U/1	40	0	1	0	\$0	\$59,780	\$1
01-491-1-5111	Custodian / General Maintenance ⁶	W-6U/4	40	1	0	0	\$53,206	\$0	\$0
01-491-1-5111	Craftsman	W-9U/1	40	0	1	1	\$0	\$56,784	\$56,784
01-491-1-5111	Lead Custodian General Maintenance (Eve) ⁴	W-10U/4	40	1	0	0	\$55,973	\$0	\$0
01-491-1-5111	Lead Custodian General Maintenance (Eve)	W-11U/4	40	0	1	1	\$0	\$68,994	\$68,994
01-491-1-5111	Facilities Maintenance Craftsman/Tiler ⁴	W-8U/2	40	1	0	0	\$50,211	\$0	\$0
01-491-1-5111	Facilities Maintenance Craftsman/Tiler	W-9U/2	40	0	1	1	\$0	\$58,760	\$58,760
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-491-1-5111	Custodian / General Maintenance	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-491-1-5111	Custodian / General Maintenance	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-491-1-5111	Custodian / General Maintenance	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-491-1-5111	Custodian / General Maintenance	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535

Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY 19 FTE STAFF	FY 20	FY 20	FY 19 APPROPRIATION	FY 20	FY 20	
					DEPT	MAYOR		DEPT	MAYOR	
					FTE REQ	FTE REC		REQUEST	& Council REC	
01-491-1-5111	Custodian / General Maintenance (Evenings) ⁴	W-6U/4	40	1	0	0	\$50,502	\$0	\$0	
01-491-1-5111	Custodian / General Maintenance (Evenings)	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535	
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	0	0	\$50,502	\$0	\$0	
01-491-1-5111	Custodian / General Maintenance	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535	
491	DPW Facilities Maintenance TOTAL			18	18	17				
							Salary (5111)	\$1,097,755	\$1,240,306	\$1,172,401
							On Call Stipend (5114)	\$5,200	\$5,200	\$5,200
							Overtime (5130)	\$191,730	\$200,000	\$200,000
							Night Differential (5142)	\$5,000	\$5,000	\$5,000
							Longevity (5143)	\$7,250	\$8,650	\$7,650
							Above Grade Differential (5144)	\$15,000	\$15,000	\$15,000
							Clothing Allowance (5193)	\$10,500	\$10,500	\$9,800
							Tool Allowance (5196)	\$600	\$600	\$600
							Personnel Total:	\$1,333,035	\$1,485,256	\$1,415,651

Notes to Budget:

- ¹ Salary was reclassified to \$93,636 in FY19. 2% COLA added to salary.
- ² New hire in FY19. 2% COLA added to FY20 salary.
- ³ Local 25 Clerical union increased 2% as well as step increase when appropriate.
- ⁴ FY20 Local 25 DPW contract states a grade increase for all on 7.1.19.
- ⁵ Lead Custodian General Maint/Const is currently not staffed. This position will not be requested in FY20 .
- ⁶ This position is seeking upgrade from Custodian/General Maintenance (W6) to Craftsman (W9).

(491) DPW Facilities Maintenance Division - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	1,097,755	1,172,401	74,646	7%	2% COLA to most and step increases when appropriate. Also includes grade increase for all Local 25 DPW personnel. 1 vacant Local 25 DPW position will not be requested in FY20.
On Call Stipend	5,200	5,200	0	0%	For the union employee who works on-call (on weekends).
Overtime	191,730	200,000	8,270	4%	To cover the cost of overtime associated with the Wellness Center, Armory, City Hall, Rec. Center, etc.
Night Differentials	5,000	5,000	0	0%	Per the Local 25 DPW Workers contract any employee regularly scheduled between the hours of 6pm until 6am are to receive a night differential of \$1 an hour. Night differential is awarded to employees working scheduled shifts for the opening and closing of the Everett Wellness Center.
Longevity	7,250	7,650	400	6%	Paid to employees who have reached employment milestones of 10, 15, 20, 25 & 30 years.
Above Grade Differentials	15,000	15,000	0	0%	Per the Local 25 contract any employee required to work above their pay grade is to receive an above grade differential.
Clothing Allowance	10,500	9,800	(700)	-7%	Contractual, \$700 per Local 25 worker per year.
Tools for Mechanics	600	600	0	0%	Contractual, \$200 per designated Local 25 worker per year.
Total Personnel Services	\$1,333,035	\$1,415,651	\$82,616	6%	
General Operating Expenses - Facilities					
Office Supplies	5,000	5,000	0	0%	Office supplies are now needed due to new offices away from main building.
City Bldgs. Electricity & Gas	1,000,000	1,100,000	100,000	10%	For all city bldgs.
City Bldgs. Seasonal Exp	106,701	25,000	(81,701)	-77%	For all seasonal lights/décor
HVAC Service Contract/Repairs	70,000	70,000	0	0%	For materials and supplies. Air Cleaning Specialist, Comm of Mass, Cooling & Heating, CS Ventilation, Distributor Corp, East Air Mechanical, FW Webb, W.W Grainger, Williamson NE. Buildings are older, doing all repairs in-house.
Elevator Service Contract	28,299	50,000	21,701	77%	Contract w/ 3Phase Elevator; United Elevator - services City Hall/Parlin Library/Police Station/old HS and the addition of Shute Library
Cleaning Service Contract/City Hall	40,000	40,000	0	0%	Majority done in-house. Also have contract for deep cleaning. Also to include Wellness Center and seasonal cleaning of Memorial Stadium
Building Repair & Maintenance	250,000	250,000	0	0%	For all city bldgs. Wants to do more in house repairs. American Alarm, Beantown Pest, Chelsea Floor, Collins Overhead, Craftsman Class, FW Webb, Farazzoli Imports, Fire Equipment, Home Dept, Masslock, Weld Power, etc.
Custodial Supplies	65,000	65,000	0	0%	For all city bldgs. Addition of Wellness Center and Shute Library
Wire Expenses	20,000	20,000	0	0%	For all city bldgs.
	\$1,585,000	\$1,625,000	\$40,000	3%	
Total Facilities Budget	\$2,918,035	\$3,040,651	\$122,616	4%	

City of Everett
Everett Budget Council Summary Report
FY 2020 City Budget

492 - DPW ENGINEERING DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-492-1-5111	SALARIES	\$144,939.99	\$153,992.00	\$124,324.05	\$154,832.00	\$154,832.00	\$154,832.00
01-492-1-5130	OVERTIME	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-492-1-5142	NIGHT DIFFERENTIAL	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
01-492-1-5143	LONGEVITY	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
01-492-1-5144	ABOVE DIFFERENTIAL	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
PERSONNEL Total:		\$146,639.99	\$157,192.00	\$126,024.05	\$158,032.00	\$158,032.00	\$158,032.00
EXPENSES							
01-492-2-5230	STORMWATER EXPENDITURES	\$83,948.94	\$200,000.00	\$66,132.25	\$200,000.00	\$200,000.00	\$200,000.00
01-492-2-5240	EQUIPMENT MAINT./REPAIR	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-492-2-5300	PROFESSIONAL SERVICES	\$7,500.00	\$100,000.00	\$9,955.94	\$100,000.00	\$100,000.00	\$100,000.00
01-492-2-5420	OFFICE SUPPLIES	\$2,231.21	\$5,000.00	\$127.81	\$5,000.00	\$5,000.00	\$5,000.00
01-492-2-5421	OFFICE EQUIPMENT	\$2,214.40	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-492-2-5434	FIELD EQUIPMENT & SUPPLIES	\$4,306.09	\$7,500.00	\$4,670.90	\$7,500.00	\$7,500.00	\$7,500.00
01-492-2-5705	ANNUAL ENVIRONMENTAL REPORTING	\$10,439.73	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-492-2-5710	PROFESSIONAL DEVELOPMENT	\$494.00	\$7,500.00	\$298.50	\$7,500.00	\$7,500.00	\$7,500.00
01-492-2-5734	LICENSES & MEMBERSHIP FEES	\$277.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
EXPENSES Total:		\$111,411.37	\$336,500.00	\$81,185.40	\$336,500.00	\$336,500.00	\$336,500.00
492 DPW ENGINEERING DIVISION Total:		\$258,051.36	\$493,692.00	\$207,209.45	\$494,532.00	\$494,532.00	\$494,532.00

(492) DPW Engineering Division - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	153,992	154,832	840	1%	Includes 2% COLA.
Overtime	500	500	0	0%	In lieu of comp time if requested.
Longevity	1,700	1,700	0	0%	Mr. Ofurie
Above Grade Differentials	1,000	1,000	0	0%	Contractual per Local 25 Clerical.
Total Personnel Services	\$157,192	\$158,032	\$840	1%	
General Operating Expenses -Engineering					
Stormwater Expenditures	200,000	200,000	0	0%	Compliance with the construction related portions of National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by MassDEP. (SWMP) Storm Water Management Program- This fund will provide feasibility studies for various drainage systems new or old on trouble spots throughout the city.
Equipment Maint/Repair	3,000	3,000	0	0%	Survey equipment. Printer/plotter repairs
Professional Services	100,000	100,000	0	0%	Professional engineering services.
Office Supplies	5,000	5,000	0	0%	New printer, special paper. WB Mason
Office Equipment	2,500	2,500	0	0%	Autocard software/subscription fees/myler & bonded paper/laptop for field.
Field Equipment & Supplies	7,500	7,500	0	0%	Buy GPS unit with annual fee.
Annual Environment Reporting	10,000	10,000	0	0%	Annual Environment Reporting are Permi for stormwater discharge MS4 permit report made in compliance with EPA/ DEP regulation. Fees will be paid to consultant to prepare the program and file to the agencies.
Professional Development	7,500	7,500	0	0%	Continue education course/engineering/construction (OPM).
Licenses & Membership Fees	1,000	1,000	0	0%	Licenses & Membership fees will be used in paying for education programs outside the city relating to public works and engineering.
Total Expenditures	\$336,500	\$336,500	\$0	0%	
Total	\$493,692	\$494,532	\$840	0%	

City of Everett
Everett Budget Council Summary Report
FY 2020 City Budget

493 - DPW PARKS AND CEMETERIES DIV							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-493-1-5111	SALARIES	\$883,228.30	\$866,863.00	\$619,463.44	\$1,042,705.00	\$1,042,705.00	\$1,042,705.00
01-493-1-5113	PART TIME	\$116,154.93	\$150,000.00	\$100,883.72	\$150,000.00	\$150,000.00	\$150,000.00
01-493-1-5130	OVERTIME	\$155,240.40	\$145,000.00	\$125,421.04	\$150,000.00	\$150,000.00	\$150,000.00
01-493-1-5142	NIGHT DIFFERENTIAL	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-493-1-5143	LONGEVITY	\$5,200.00	\$5,000.00	\$7,650.00	\$6,550.00	\$6,550.00	\$6,550.00
01-493-1-5144	ABOVE GRADE DIFFERENTIAL	\$1,931.72	\$1,300.00	\$172.38	\$1,300.00	\$1,300.00	\$1,300.00
01-493-1-5160	TREE STIPEND	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-493-1-5193	CLOTHING ALLOWANCE	\$8,400.00	\$9,800.00	\$9,100.00	\$9,800.00	\$9,800.00	\$9,800.00
PERSONNEL Total:		\$1,170,155.35	\$1,178,963.00	\$862,690.58	\$1,371,355.00	\$1,371,355.00	\$1,371,355.00
EXPENSES							
01-493-2-5255	LANDSCAPING	\$217,687.05	\$280,000.00	\$126,253.59	\$280,000.00	\$280,000.00	\$280,000.00
01-493-2-5256	GRAFFITI REMOVAL	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-493-2-5257	GLENWOOD CEMETARY EXPENSES	\$18,389.00	\$60,000.00	\$14,105.77	\$60,000.00	\$60,000.00	\$60,000.00
01-493-2-5259	OUTDOOR WINTERIZATION	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-493-2-5410	OUTDOOR FIELD LIGHTING	\$23,653.46	\$40,000.00	\$19,167.64	\$40,000.00	\$40,000.00	\$40,000.00
01-493-2-5435	REPAIR & MAINTENANCE	\$94,678.22	\$110,000.00	\$60,043.93	\$110,000.00	\$110,000.00	\$110,000.00
01-493-2-5439	TREES SEED & SOD SUPPLIES	\$3,526.40	\$70,000.00	\$25,622.61	\$70,000.00	\$70,000.00	\$70,000.00
01-493-2-5830	CONCRETE LINERS	\$4,800.00	\$7,500.00	\$4,505.04	\$7,500.00	\$7,500.00	\$7,500.00
EXPENSES Total:		\$362,734.13	\$577,500.00	\$249,698.58	\$587,500.00	\$587,500.00	\$587,500.00
493 DPW PARKS AND CEMETERIES DIV Total:		\$1,532,889.48	\$1,756,463.00	\$1,112,389.16	\$1,958,855.00	\$1,958,855.00	\$1,958,855.00

493 DEPARTMENT OF PUBLIC WORKS - Parks and Cemeteries Division									
PERSONNEL SERVICES									
DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20
				FTE STAFF	DEPT FTE REQ	MAYOR FTE REC			& Council REC
01-493-1-5111	Parks, Cemetery & Sanitation Director ¹	UNCL	40	1	1	1	\$88,434	\$90,203	\$90,203
01-493-1-5111	Administrative Assistant ²	A-6U/4	35	1	1	1	\$49,413	\$54,018	\$54,018
01-493-1-5111	General Foreman ³	W-12U/4	40	1	0	0	\$69,992	\$0	\$0
01-493-1-5111	General Foreman	W-13U/4	40	0	1	1	\$0	\$85,135	\$85,135
01-493-1-5111	Working Foreman ³	W-10U/4	40	1	0	0	\$55,973	\$0	\$0
01-493-1-5111	Working Foreman	W-11U/4	40	0	1	1	\$0	\$68,994	\$68,994
01-493-1-5111	Working Foreman ³	W-10U/4	40	1	0	0	\$55,973	\$0	\$0
01-493-1-5111	Working Foreman	W-11U/4	40	0	1	1	\$0	\$68,994	\$68,994
01-493-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	0	0	\$54,267	\$0	\$0
01-493-1-5111	Craftsman - SMEO	W-10U/1	40	0	1	1	\$0	\$67,226	\$67,226
01-493-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	0	0	\$54,267	\$0	\$0
01-493-1-5111	Craftsman - SMEO	W-10U/4	40	0	1	1	\$0	\$67,226	\$67,226
01-493-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	0	0	\$54,267	\$0	\$0
01-493-1-5111	Craftsman - SMEO	W-10U/1	40	0	1	1	\$0	\$59,780	\$59,780
01-493-1-5111	Craftsman - SMEO ³	W-9U/2	40	1	0	0	\$51,709	\$0	\$0
01-493-1-5111	Craftsman - SMEO	W-10U/1	40	0	1	1	\$0	\$59,780	\$59,780
01-493-1-5111	Craftsman - HMEO ³	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
01-493-1-5111	Craftsman - HMEO	W-9U/4	40	0	1	1	\$0	\$63,877	\$63,877
01-493-1-5111	Craftsman - Tiler ³	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
01-493-1-5111	Craftsman - Tiler	W-9U/4	40	0	1	1	\$0	\$63,877	\$63,877
01-493-1-5111	Craftsman - SMEO w/CDL & Hoisting ³	W-9U/3	40	1	0	0	\$50,211	\$0	\$0
01-493-1-5111	Craftsman - SMEO w/CDL & Hoisting	W-10U/3	40	0	1	1	\$0	\$64,335	\$64,335
01-493-1-5111	Craftsman - HMEO (No CDL) ³	W-7U/4	40	1	0	0	\$51,210	\$0	\$0
01-493-1-5111	Craftsman - HMEO (No CDL)	W-8U/4	40	0	1	1	\$0	\$59,655	\$59,655
01-493-1-5111	Craftsman ³	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-493-1-5111	Craftsman	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-493-1-5111	Craftsman ³	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-493-1-5111	Craftsman	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-493-1-5111	Craftsman ³	W-6U/4	40	1	0	0	\$50,502	\$0	\$0

Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19	FY 20	FY 20	
				FTE	DEPT	MAYOR		DEPT	MAYOR	
				STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council REC	
01-493-1-5111	Craftsman	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535	
01-493-1-5113	Tree Warden - PT	UNCL	Varies	0	0	0	\$35,000	\$35,000	\$35,000	
493	DPW Parks & Cemeteries TOTAL			16	16	16				
							Salary (5111)	\$866,863	\$1,042,705	\$1,042,705
							Part Time (5113)	\$150,000	\$150,000	\$150,000
							Overtime (5130)	\$145,000	\$150,000	\$150,000
							Night Differential (5142)	\$1,000	\$1,000	\$1,000
							Longevity (5143)	\$5,000	\$6,550	\$6,550
							Above Grade Differential (5144)	\$1,300	\$1,300	\$1,300
							Tree Stipend (5160)	\$0	\$10,000	\$10,000
							Clothing Allowance (5193)	\$9,800	\$9,800	\$9,800
							Personnel Total:	\$1,178,963	\$1,371,355	\$1,371,355
Notes to Budget:										
¹ This position has received a 2% COLA.										
² Local 25 Clerical union increased 2% as well as step increase when appropriate.										
³ FY20 Local DPW contract states a grade increase for all on 7.1.19.										

(493) DPW Parks & Cemeteries Division - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	866,863	1,042,705	175,842	20%	2% COLA to some, may also include step increases. FY20 Local DPW contract states a grade increase for all on 7.1.19.
Part Time	150,000	150,000	0	0%	The PT salary of Mr. Laliberte, Tree Warden (\$35K) and Park Monitors (\$115K).
Overtime	145,000	150,000	5,000	3%	When needed for Local 25 DPW & Clerical employees.
Night Differentials	1,000	1,000	0	0%	Per the Local 25 DPW contract any employee regularly scheduled between the hours of 6pm until 6am are to receive a night differential of \$1/hour.
Longevity	5,000	6,550	1,550	31%	Paid to employees who have reached employment milestones of 10, 15, 20, 25 & 30 years.
Above Grade Differentials	1,300	1,300	0	0%	Per the Local 25 DPW contract any employee required to work above their pay grade is to receive an above grade differential.
Tree Stipend	0	10,000	10,000	100%	Per Local 25 DPW FY20 contract for those on the tree crew.
Clothing Allowance	9,800	9,800	0	0%	Per the Local 25 DPW contract all workers are awarded a \$700 clothing allowance.
Total Personnel Services	\$1,178,963	\$1,371,355	\$192,392	16%	
General Operating Expenses - Parks & Cemeteries					
Landscaping	280,000	280,000	0	0%	To McCues for purchasing seasonal citywide flowers/hanging baskets of islands and municipal buildings. Carbone Landscaping for planting of purchased flowers.
Graffiti Removal	10,000	10,000	0	0%	Removal of graffiti and painting over graffiti that cannot be removed using traditional measures.
Glenwood Cemetery Expenses	60,000	60,000	0	0%	Rocky Hill, Pontem Software, American Cemetery, Masslock, Alarm Devices.
Outdoor Winterization	0	10,000	10,000	100%	For the winterization of city-wide open space irrigation systems i.e., parks, splash pads, fountains.
Outdoor Field Lighting	40,000	40,000	0	0%	National Grid
Repair & Maintenance	110,000	110,000	0	0%	Based on quotes received for repairs to fields and parks; portable restrooms; fence replacement and maintenance; painting of fields; turf maintenance; irrigation supplies and repairs as needed; supplies for landscaping done in-house.
Trees Seed & Sod Supplies	70,000	70,000	0	0%	Based on quotes received for the cost of trees, loam and mulch.
Concrete Liners	7,500	7,500	0	0%	For pre-cast concrete burial boxes.
Total Expenditures	\$577,500	\$587,500	\$10,000	2%	
Total	\$1,756,463	\$1,958,855	\$202,392	12%	

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494 - DPW STADIUM DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-494-2-5212	FUEL	\$9,694.82	\$7,000.00	\$2,715.56	\$7,000.00	\$7,000.00	\$7,000.00
01-494-2-5213	ELECTRIC OUTDOOR FIELD	\$11,597.05	\$18,000.00	\$7,843.58	\$18,000.00	\$18,000.00	\$18,000.00
01-494-2-5240	EQUIPMENT/MOTOR MAINT	\$857.45	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	\$8,500.00
01-494-2-5255	MAINTENANCE TO FIELD	\$0.00	\$9,500.00	\$0.00	\$9,500.00	\$9,500.00	\$9,500.00
01-494-2-5435	REPAIR & MAINTENANCE	\$850.00	\$8,000.00	\$332.50	\$8,000.00	\$8,000.00	\$8,000.00
EXPENSES Total:		\$22,999.32	\$51,000.00	\$10,891.64	\$51,000.00	\$51,000.00	\$51,000.00
494 DPW STADIUM DIVISION Total:		\$22,999.32	\$51,000.00	\$10,891.64	\$51,000.00	\$51,000.00	\$51,000.00

(494) DPW Stadium Division - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Stadium Division					
Fuel	7,000	7,000	0	0%	Direct Energy. For heating the field house.
Electric Outdoor Field	18,000	18,000	0	0%	National Grid. Lights needed for evening events.
Equipment Motor Maint	8,500	8,500	0	0%	Turf products, United rentals. More care taken with field as it is being used more often.
Maintenance to Field	9,500	9,500	0	0%	Rental of "sweeper" to clean turf, increased due to heavy use of field (including several drum & bugle competitions).
Repair & Maint Supplies/Mtrl	8,000	8,000	0	0%	Quincy Small, AMSAN, Home Depot, Scoreboard, Masslock
Total	\$51,000	\$51,000	\$0	0%	

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495 - DPW HIGHWAY DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-495-1-5111	SALARIES	\$857,515.54	\$901,464.00	\$713,156.05	\$1,091,345.00	\$1,042,551.00	\$1,042,551.00
01-495-1-5130	OVERTIME	\$143,814.87	\$184,800.00	\$152,986.75	\$170,000.00	\$170,000.00	\$170,000.00
01-495-1-5142	NIGHT DIFFERENTIAL	\$1,349.00	\$3,500.00	\$713.00	\$3,500.00	\$3,500.00	\$3,500.00
01-495-1-5143	LONGEVITY	\$4,350.00	\$5,600.00	\$4,750.00	\$6,850.00	\$6,850.00	\$6,850.00
01-495-1-5144	ABOVE GRADE DIFFERENTIAL	\$3,022.46	\$5,000.00	\$4,574.35	\$5,000.00	\$5,000.00	\$5,000.00
01-495-1-5193	CLOTHING ALLOWANCE	\$8,400.00	\$10,500.00	\$9,100.00	\$10,500.00	\$10,500.00	\$10,500.00
01-495-1-5196	TOOLS FOR MECHANICS	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00
PERSONNEL Total:		\$1,018,451.87	\$1,111,064.00	\$885,280.15	\$1,287,395.00	\$1,238,601.00	\$1,238,601.00
EXPENSES							
01-495-2-5241	CONSTRUCTION/REPAIRS	\$47,819.01	\$100,000.00	\$13,327.12	\$100,000.00	\$100,000.00	\$100,000.00
01-495-2-5268	CONTRACTED SERVICES	\$88,845.00	\$180,000.00	\$99,010.00	\$180,000.00	\$180,000.00	\$180,000.00
01-495-2-5280	EQUIPMENT HIRE	\$1,750.00	\$25,000.00	\$5,365.39	\$25,000.00	\$25,000.00	\$25,000.00
01-495-2-5435	REPAIR & MAINTENANCE	\$39,715.19	\$75,000.00	\$29,610.98	\$75,000.00	\$75,000.00	\$75,000.00
01-495-2-5436	STREET CLEANING SUPPLIES &	\$20,199.76	\$30,000.00	\$11,090.20	\$30,000.00	\$30,000.00	\$30,000.00
01-495-2-5440	STREET & TRAFFIC SIGNS	\$20,820.77	\$50,000.00	\$17,513.94	\$50,000.00	\$50,000.00	\$50,000.00
01-495-2-5541	CENTER LINE X-WLK MARK	\$59,999.49	\$60,000.00	\$48,329.20	\$60,000.00	\$60,000.00	\$60,000.00
01-495-2-5543	CEMENT STONE & ASPHALT	\$119,954.64	\$170,000.00	\$69,227.28	\$170,000.00	\$170,000.00	\$170,000.00
01-495-2-5856	OTHER - POLICE DETAILS	\$24,051.20	\$40,000.00	\$10,562.50	\$40,000.00	\$40,000.00	\$40,000.00
EXPENSES Total:		\$423,155.06	\$730,000.00	\$304,036.61	\$730,000.00	\$730,000.00	\$730,000.00
CAPITAL IMPROVEMENTS							
01-495-3-5850	ENHANCED CROSSWALKS	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
495 DPW HIGHWAY DIVISION Total:		\$1,441,606.93	\$1,941,064.00	\$1,189,316.76	\$2,017,395.00	\$1,968,601.00	\$1,968,601.00

DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19	FY 20	FY 20	
				DEPT	DEPT	MAYOR		DEPT	MAYOR	
				F T E	F T E	F T E	APPROPRIATION	REQUEST	& Council	
				STAFF	REQ	REC			REC	
01-495-1-5111	Craftsman	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535	
01-495-1-5111	Craftsman ³	W-6U/4	40	1	0	0	\$50,502	\$0	\$0	
01-495-1-5111	Craftsman	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535	
495	DPW Highway TOTAL			17	17	16				
							Salary (5111)	\$901,464	\$1,091,345	\$1,042,551
							Overtime (5130)	\$184,800	\$170,000	\$170,000
							Night Differential (5142)	\$3,500	\$3,500	\$3,500
							Longevity (5143)	\$5,600	\$6,850	\$6,850
							Above Grade Differential (5144)	\$5,000	\$5,000	\$5,000
							Clothing Allowance (5193)	\$10,500	\$10,500	\$10,500
							Tools (5196)	\$200	\$200	\$200
							Personnel Total:	\$1,111,064	\$1,287,395	\$1,238,601
Notes to Budget:										
¹ This position has received a 2% COLA.										
² Principal Clerk is currently not staffed. Funding for this position will not be requested in FY20.										
³ FY20 Local DPW contract states a grade increase for all on 7.1.19.										

(495) DPW Highway Division - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	901,464	1,042,551	141,087	16%	2% COLA on most and step increases when appropriate. Also includes grade increase for all Local 25 DPW personnel. Funding for one vacant Principal Clerk position will not be requested in FY20.
Overtime	184,800	170,000	(14,800)	-8%	When needed.
Night Differentials	3,500	3,500	0	0%	Per the Local 25 DPW contract any employee regularly scheduled between the hours of 6 pm until 6 am are to receive a night differential of \$1/hour. This accounts for (2) 40 hour Watchmen.
Longevity	5,600	6,850	1,250	22%	Paid to employees who have reached employment milestones of 10, 15, 20, 25 & 30 years.
Above Grade Differentials	5,000	5,000	0	0%	Per the Local 25 DPW contract any employee required to work above their pay grade is to receive an above grade differential.
Clothing Allowance	10,500	10,500	0	0%	Per the Local 25 DPW contract all workers are awarded a \$700 Clothing Allowance.
Tools	200	200	0	0%	Per DPW Local 25 contract.
Total Personnel Services	\$1,111,064	\$1,238,601	\$127,537	11%	
General Operating Expenses - Highway					
Construction Repairs	100,000	100,000	0	0%	Various work performed by consultants and specialized vendors.
Contracted Services	180,000	180,000	0	0%	Various work performed by consultants and specialized vendors.
Equipment Hire	25,000	25,000	0	0%	Visi Flash, United Rentals, CM Davidson.
Repair & Maintenance	75,000	75,000	0	0%	Coyne Textile, Home Depot, AMSAN, WW Granger, Everett Supply, United Rentals, Craftsman Glass, ELC Security.
Street Cleaning Sup & Equip	30,000	30,000	0	0%	Sweeping 7 days a week. CN Wood Co, Lacial Equipment, Baystate Sweeping, G/J Towing, Lawson Products, Atlantic Broom.
Street & Traffic Signs	50,000	50,000	0	0%	For all street name signs and stop signs. Perma-Line Corp, Supplies Unlimited.
Center Line x-walk Mark	60,000	60,000	0	0%	Line markings for entire city. Used more durable product this year, expect a savings. New road constructions and parking lot renovations to be done in FY20.
Cement Stone & Asphalt	170,000	170,000	0	0%	Increased contract prices, Benevento Asphalt, Aggregate, Tri Products, Home Depot, Linden Block, Omega, Northgate Recycling, Atlantic Asphalt.
Other Police Details	40,000	40,000	0		
Total Expenditures	\$730,000	\$730,000	\$0	0%	
Capital Improvements - Highway					
Enhanced Crosswalks	100,000	0	(100,000)	-100%	Raised crosswalks tables, traffic safety improvements.
Total	\$1,941,064	\$1,968,601	\$27,537	1%	

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496 - DPW SNOW AND ICE DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-496-1-5130	S & I OVERTIME	\$150,845.25	\$50,000.00	\$128,920.69	\$50,000.00	\$50,000.00	\$50,000.00
01-496-1-5159	SNOW STIPEND	\$0.00	\$20,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$20,000.00
PERSONNEL Total:		\$150,845.25	\$70,000.00	\$143,920.69	\$70,000.00	\$70,000.00	\$70,000.00
EXPENSES							
01-496-2-5280	CONTRACTED SERVICES	\$123,548.50	\$40,000.00	\$45,829.57	\$40,000.00	\$40,000.00	\$40,000.00
01-496-2-5434	S & I SUPPLIES & MATERIALS	\$79,093.36	\$50,000.00	\$84,557.11	\$50,000.00	\$50,000.00	\$50,000.00
01-496-2-5446	S & I REPAIR /MAINTANANCE	\$1,223.76	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-496-2-5480	S & I FUEL	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
01-496-2-5536	S & I SALT	\$292,749.32	\$200,000.00	\$227,076.63	\$200,000.00	\$200,000.00	\$200,000.00
EXPENSES Total:		\$496,614.94	\$325,000.00	\$357,463.31	\$325,000.00	\$325,000.00	\$325,000.00
496 DPW SNOW AND ICE DIVISION Total:		\$647,460.19	\$395,000.00	\$501,384.00	\$395,000.00	\$395,000.00	\$395,000.00

(496) DPW Snow & Ice - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Snow & Ice					
S & I Overtime	50,000	50,000	0	0%	For City personnel working snow and/or ice shifts.
Snow Stipend	20,000	20,000	0	100%	May be used for those employees who work several major storms over the course of winter.
Contracted Services	40,000	40,000	0	0%	For outside contractors who assist with plowing and/or salting.
S & I Supplies & Materials	50,000	50,000	0	0%	Supplies needed for winter season.
S & I Repair Maintenance	10,000	10,000	0	0%	Costs associated with repairs/maintenance needed to vehicles and/or equipment used during snow / ice emergencies.
S & I Fuel	25,000	25,000	0	0%	For city vehicles used during snow and/or ice storms.
S & I Salt	200,000	200,000	0	0%	Salt used over the entire City.
Total Snow & Ice	\$395,000	\$395,000	\$0	0%	

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497 - DPW SOLID WASTE DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-497-2-5290	REFUSE COLLECTION	\$1,783,999.92	\$2,000,000.00	\$1,378,319.94	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00
01-497-2-5293	SOLID WASTE DISPOSAL	\$987,110.39	\$1,100,000.00	\$754,939.38	\$1,200,000.00	\$1,200,000.00	\$1,200,000.00
01-497-2-5297	RECYCLABLES DISPOSAL	\$163,053.34	\$300,000.00	\$213,621.01	\$450,000.00	\$450,000.00	\$450,000.00
01-497-2-5298	HAZARDOUS WASTE COLL/DISP	\$67,406.55	\$80,500.00	\$59,662.74	\$85,000.00	\$85,000.00	\$85,000.00
01-497-2-5299	RUBBL/YARD WASTE DISPOSAL	\$77,556.56	\$110,000.00	\$20,627.60	\$110,000.00	\$110,000.00	\$110,000.00
EXPENSES Total:		\$3,079,126.76	\$3,590,500.00	\$2,427,170.67	\$3,845,000.00	\$3,845,000.00	\$3,845,000.00
497 DPW SOLID WASTE DIVISION Total:		\$3,079,126.76	\$3,590,500.00	\$2,427,170.67	\$3,845,000.00	\$3,845,000.00	\$3,845,000.00

(497) DPW - Solid Waste - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Solid Waste					
Refuse Collection	2,000,000	2,000,000	0	0%	Capitol Waste contract price
Solid Waste Disposal	1,100,000	1,200,000	100,000	9%	Wheelabrator contract price
Recyclables Disposal	300,000	450,000	150,000	50%	Green Works Recycling . Anticipating increase to \$95/ton.
Hazardous Waste Coll/Disp	80,500	85,000	4,500	6%	Triumvirate - Street sweeping disposal and supplies based on quotes received.
Rubl/Yard Waste Disposal	110,000	110,000	0	0%	Northgate Recycling, Rocky Hill - Includes tree stumps, street waste (old pavement), street sweeping waste.
Total Solid Waste	\$3,590,500	\$3,845,000	\$254,500	7%	

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510 - DEPT OF HEALTH & HUMAN SERVICE							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-510-1-5111	SALARIES	\$1,069,726.58	\$1,286,460.00	\$942,659.85	\$1,416,012.00	\$1,416,012.00	\$1,416,012.00
01-510-1-5113	PART TIME	\$39,359.98	\$20,000.00	\$18,031.61	\$24,000.00	\$24,000.00	\$24,000.00
01-510-1-5130	OVERTIME	\$1,566.88	\$2,500.00	\$2,262.59	\$2,500.00	\$2,500.00	\$2,500.00
01-510-1-5143	LONGEVITY	\$5,800.00	\$6,250.00	\$5,100.00	\$8,300.00	\$8,300.00	\$8,300.00
01-510-1-5144	ABOVE GRADE DIFFERENTIAL	\$357.00	\$2,400.00	\$0.00	\$2,400.00	\$2,400.00	\$2,400.00
01-510-1-5191	BOARD OF HEALTH STIPEND	\$5,950.14	\$6,200.00	\$4,250.11	\$6,200.00	\$6,200.00	\$6,200.00
01-510-1-5193	CLOTHING ALLOWANCE	\$4,874.22	\$5,175.00	\$3,997.47	\$5,000.00	\$5,000.00	\$5,000.00
PERSONNEL Total:		\$1,127,634.80	\$1,328,985.00	\$976,301.63	\$1,464,412.00	\$1,464,412.00	\$1,464,412.00
EXPENSES							
01-510-2-5249	EQUIPMENT REPAIRS	\$0.00	\$350.00	\$0.00	\$350.00	\$350.00	\$350.00
01-510-2-5300	PROFESSIONAL SERVICES	\$1,666.59	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-510-2-5403	VACCINES	\$15,000.00	\$17,000.00	\$13,112.05	\$20,000.00	\$20,000.00	\$20,000.00
01-510-2-5420	OFFICE SUPPLIES	\$2,221.24	\$3,500.00	\$1,772.74	\$3,500.00	\$3,500.00	\$3,500.00
01-510-2-5710	PROFESSIONAL DEVELOPMENT	\$1,684.95	\$4,000.00	\$174.01	\$4,000.00	\$4,000.00	\$4,000.00
01-510-2-5780	MOSQUITO CONTROL	\$16,000.00	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	\$20,000.00
01-511-2-5310	MEDICAL SUPPLIES	\$1,652.53	\$4,500.00	\$3,174.88	\$4,500.00	\$4,500.00	\$4,500.00
01-511-2-5383	MEDICAL WASTE	\$1,746.89	\$4,000.00	\$1,163.60	\$4,000.00	\$4,000.00	\$4,000.00
01-511-2-5503	HEARING/VISION EXPENSES	\$775.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-511-2-5710	PROFESSIONAL DEVELOPMENT	\$2,060.98	\$4,000.00	\$2,632.90	\$4,000.00	\$4,000.00	\$4,000.00
01-511-2-5718	EDUCATION INCENTIVE	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
EXPENSES Total:		\$42,808.18	\$59,850.00	\$40,030.18	\$79,850.00	\$79,850.00	\$79,850.00
510 DEPT OF HEALTH & HUMAN SERVICE		\$1,170,442.98	\$1,388,835.00	\$1,016,331.81	\$1,544,262.00	\$1,544,262.00	\$1,544,262.00

510 DEPARTMENT OF HEALTH & HUMAN SERVICES									
PERSONNEL SERVICES									
DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 MAYOR & Council REC
				FTE STAFF	FTE REQ	FTE REC			
01-510-1-5111	Director of Health & Human Services ¹	UNCL	35	1	1	1	\$84,897	\$126,140	\$126,140
01-510-1-5111	Supervising Nurse ²	UNCL	35	1	1	1	\$80,097	\$81,699	\$81,699
01-510-1-5111	Public Health Nurse ²	UNCL	35	1	1	1	\$72,243	\$73,688	\$73,688
01-510-1-5111	Mental Health Clinician ⁸	UNCL	35	0	1	1	\$0	\$65,000	\$65,000
01-510-1-5111	Public Health Nurse PT ²	UNCL	25	0.71	0.71	0.71	\$34,337	\$34,741	\$34,741
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/6	35	1	1	1	\$59,089	\$60,271	\$60,271
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/6	35	1	1	1	\$59,089	\$60,271	\$60,271
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/6	35	1	1	1	\$59,089	\$60,271	\$60,271
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/6	35	1	1	1	\$59,089	\$60,271	\$60,271
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/6	35	1	1	1	\$59,089	\$60,271	\$60,271
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/6	35	1	1	1	\$59,089	\$60,271	\$60,271
01-510-1-5111	Nurse / RN ^{3 4 5}	RN-U/6	35	1	1	1	\$63,521	\$64,791	\$64,791
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/5	35	1	1	1	\$51,868	\$56,825	\$56,825
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/5	35	1	1	1	\$51,868	\$56,825	\$56,825
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/5	35	1	1	1	\$51,868	\$56,825	\$56,825
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/2	35	1	1	1	\$55,711	\$49,383	\$49,383
01-510-1-5111	Nurse / RN ⁹	RN-U/2	35	1	1	1	\$51,868	\$49,383	\$49,383
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/2	35	1	1	1	\$48,415	\$49,383	\$49,383
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/2	35	1	1	1	\$48,415	\$49,383	\$49,383
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/2	35	1	1	1	\$48,415	\$49,383	\$49,383
01-510-1-5111	Nurse / LPN ⁴	LPN-U/6	35	1	1	1	\$38,298	\$39,063	\$39,063
01-510-1-5113	Nurses - Per Diem ⁶	RN-U	Varies	0	0	0	\$20,000	\$24,000	\$24,000
01-510-1-5111	Administrative Assistant ⁷	A-6U/3	35	1	1	1	\$49,413	\$52,234	\$52,234
01-510-1-5111	Clerk ⁷	C-3U/3	35	1	1	1	\$36,910	\$39,367	\$39,367
01-510-1-5191	Board Member	BOH Chair	BOH	0	0	0	\$2,200	\$2,200	\$2,200
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$2,000	\$2,000	\$2,000
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$2,000	\$2,000	\$2,000
									Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY 19	FY 20	FY 20	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 MAYOR & Council REC	
				FTE STAFF	FTE REQ	FTE REC				
510	Department of Health & Human Services TOTAL			22.71	23.71	23.71				
							Salary (5111)	\$1,286,460	\$1,416,012	\$1,416,012
							Part Time (5113)	\$20,000	\$24,000	\$24,000
							Overtime (5130)	\$2,500	\$2,500	\$2,500
							Longevity (5143)	\$6,250	\$8,300	\$8,300
							Above Grade Differential (5144)	\$2,400	\$2,400	\$2,400
							Board of Health Stipend (5191)	\$6,200	\$6,200	\$6,200
							Clothing (5193)	\$5,175	\$5,000	\$5,000
							Personnel Total:	\$1,328,985	\$1,464,412	\$1,464,412
Notes to Budget:										
¹ New Director will oversee the Health, Council on Aging, Human Services and the Health & Wellness departments.										
² This position has received a 2% COLA in FY20.										
³ School RNs are state mandated per capita.										
⁴ SEIU Local 888 Nurses Union increased 2% as well as step increase when appropriate. FY20 contract not yet ratified.										
⁵ Nurse who covers the Devens School receives a 7% differential per their union contract.										
⁶ Covers emergency nurses when permanent nurses take sick and personal time.										
⁷ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
⁸ New position requested in FY20. We will be receiving an earmark for this position from the state.										
⁹ This position will not be requested in FY20.										

(510) Department of Health & Human Services - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	1,286,460	1,416,012	129,552	10%	2% on most salaries. New Director transferred into department at a higher salary. Seeking Mental Health Clinician in FY20. We will be receiving an earmark for this position from the state.
Part Time Salaries	20,000	24,000	4,000	20%	This is for all the per diem nurses who fill in when permanent nurses are out.
Overtime	2,500	2,500	0	0%	In the event a clerk requests OT in lieu of comp time. Also for nurses.
Longevity	6,250	8,300	2,050	33%	For 10+ years of service.
Above Grade Differential	2,400	2,400	0	0%	When performing tasks that are above the parameters of the job description.
BOH Stipend	6,200	6,200	0	0%	This is for the Board - Dr. Connolly (\$2,200), M. Massau (\$2,000), K. Ferrante (\$2,000).
Clothing Allowance	5,175	5,000	(175)	-3%	Paid to each school nurse to pay for uniforms/lab coats to be used in the schools and while in the Health Department. CDC guidelines state that uniforms/lab coats must be replaced yearly to prevent unnecessary health risks. Each nurse receives \$250.
Total Personnel Services	\$1,328,985	\$1,464,412	\$135,427	10%	
General Operating Expenses					
Equipment Repairs	350	350	0	100%	Used for yearly calibration and repair of vaccine refrigerators and other repairs for BOH machinery.
Professional Services	2,000	2,000	0	0%	Used for services provided to the department outside of internal BOH capacity. Such as access to MDPH trainings and software that is not provided in kind as well as other professional services.
Vaccines	17,000	20,000	3,000	18%	The cost of flu vaccine from the state.
Office Supplies	3,500	3,500	0	0%	General office supplies.
Prof Development	4,000	4,000	0	0%	Pays for necessary training to perform basic health department functions at City Hall. CPR/First aid, shelter training and needle use certifications. Also have added some funds from Prof Resources - MHOA dues and EHA dues. Also for travel expenses when training.
Mosquito Control	18,000	20,000	2,000	11%	Pays East Middlesex Mosquito Control for larvacides and aerial spraying to prevent EEE and West Nile outbreaks. Two payments of \$10,000 in 6 month intervals.
Medical Supplies	4,500	4,500	0	0%	All supplies used during flu clinics, medical emergencies, etc.
Medical Waste	4,000	4,000	0	0%	Sharps disposal.
Hearing/Vision	2,500	2,500	0	0%	Need to purchase a new machine.
Prof Development	4,000	4,000	0	0%	Pays for trainings that are imperative for nursing in general and school nursing. DOE certifications, AED training, seizure certifications, etc.
Education Incentive	0	15,000	\$15,000	100%	New account. For those nurses who continue to take classes in the nursing field.
Total Expenditures	\$59,850	\$79,850	\$20,000	33%	
Total	\$1,388,835	\$1,544,262	\$155,427	11%	

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521 - DEPT OF PLANNING & DEVELOPMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-521-1-5111	SALARIES	\$458,112.00	\$470,532.00	\$336,971.36	\$475,194.00	\$456,594.00	\$456,594.00
01-521-1-5120	COLLEGE INTERNS	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-521-1-5130	OVERTIME	\$400.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
01-521-1-5143	LONGEVITY	\$4,050.00	\$4,550.00	\$4,550.00	\$3,350.00	\$3,350.00	\$3,350.00
PERSONNEL Total:		\$462,562.00	\$495,182.00	\$341,521.36	\$498,644.00	\$480,044.00	\$480,044.00
EXPENSES							
01-521-2-5300	PROFESSIONAL SERVICES	\$450,329.72	\$700,000.00	\$191,546.62	\$700,000.00	\$700,000.00	\$700,000.00
01-521-2-5313	GIS EXPENSES	\$5,717.06	\$10,000.00	\$736.68	\$10,000.00	\$10,000.00	\$10,000.00
01-521-2-5420	OFFICE SUPPLIES	\$1,607.45	\$5,000.00	\$502.09	\$5,000.00	\$5,000.00	\$5,000.00
01-521-2-5580	EQUIPMENT	\$0.00	\$6,000.00	\$1,371.99	\$0.00	\$0.00	\$0.00
01-521-2-5710	PROFESSIONAL DEVELOPMENT	\$3,804.56	\$8,000.00	\$6,769.18	\$8,000.00	\$8,000.00	\$8,000.00
EXPENSES Total:		\$461,458.79	\$729,000.00	\$200,926.56	\$723,000.00	\$723,000.00	\$723,000.00
521 DEPT OF PLANNING & DEVELOPMENT		\$924,020.79	\$1,224,182.00	\$542,447.92	\$1,221,644.00	\$1,203,044.00	\$1,203,044.00

(521) Planning & Development - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	470,532	456,594	(13,938)	-3%	2% COLA on most salaries. Per Local 25 Clerical contract those employees at step/8 increase 5% plus step.
College Interns	20,000	20,000	0	0%	College interns used throughout the fiscal year.
Overtime	100	100	0	0%	When overtime is requested in lieu of comp time for A-6U Administrative Assistant.
Longevity	4,550	3,350	(1,200)	-26%	For Ms. Vitukevich and Mr. Borgonzi.
Total Personnel Services	\$495,182	\$480,044	(\$15,138)	-3%	
General Operating Expenses					
Professional Services	700,000	700,000	0	0%	Architectural, design, engineering, and legal services.
GIS Expenses	10,000	10,000	0	0%	For the GIS Coordinator's expenses.
Office Supplies	5,000	5,000	0	0%	WB Mason
Equipment	6,000	0	(6,000)	100%	Not seeking funding in FY20.
Professional Development	8,000	8,000	0	0%	With new staff, new professional licenses, affiliations and trainings are needed.
Total Expenditures	\$729,000	\$723,000	(\$6,000)	-1%	
Total	\$1,224,182	\$1,203,044	(\$21,138)	-2%	

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541 - COUNCIL ON AGING							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-541-2-5420	OFFICE SUPPLIES	\$1,802.94	\$2,000.00	\$1,666.92	\$2,500.00	\$2,500.00	\$2,500.00
01-541-2-5780	SENIOR ACTIVITIES EXPENSES	\$44,253.92	\$45,000.00	\$42,093.51	\$45,000.00	\$45,000.00	\$45,000.00
EXPENSES Total:		\$46,056.86	\$47,000.00	\$43,760.43	\$47,500.00	\$47,500.00	\$47,500.00
541 COUNCIL ON AGING Total:		\$46,056.86	\$47,000.00	\$43,760.43	\$47,500.00	\$47,500.00	\$47,500.00

(541) Council on Aging - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Office Supplies	2,000	2,500	500	25%	Increase in toner cartridges - more fliers and info to seniors to promote upcoming events.
Senior Activities Expenses	45,000	45,000	0	0%	Pays for all the supplies used to have events in the Senior Center, including paper products, repairs to the Bingo board, decorations, coffee, food at some of the senior events, musical bands and singers for senior entertainment, etc.
Total	\$47,000	\$47,500	\$500	1%	

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543 - OFFICE OF VETERANS SERVICES							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-543-1-5111	SALARIES	\$71,874.69	\$73,953.00	\$59,544.95	\$73,389.00	\$73,389.00	\$73,389.00
01-543-1-5113	PART TIME SALARY	\$22,799.70	\$26,607.00	\$20,680.75	\$27,227.00	\$27,227.00	\$27,227.00
01-543-1-5143	LONGEVITY	\$800.00	\$800.00	\$27.00	\$800.00	\$800.00	\$800.00
01-543-1-5144	ACTING GRADE	\$0.00	\$0.00	\$945.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$95,474.39	\$101,360.00	\$81,197.70	\$101,416.00	\$101,416.00	\$101,416.00
EXPENSES							
01-543-2-5252	VETERAN BURIALS	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-543-2-5305	RESTORATION OF CANNON	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-543-2-5351	WREATHS	\$2,861.82	\$1,500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-543-2-5420	OFFICE SUPPLIES	\$972.32	\$1,200.00	\$806.06	\$1,200.00	\$1,200.00	\$1,200.00
01-543-2-5700	CITY FLAGS	\$12,213.44	\$9,500.00	\$7,997.34	\$7,000.00	\$7,000.00	\$7,000.00
01-543-2-5701	VETERANS PLAQUES & SIGNS	\$1,120.00	\$5,000.00	\$2,431.00	\$4,000.00	\$4,000.00	\$4,000.00
01-543-2-5706	WELCOME HOME BANNERS	\$421.00	\$2,000.00	\$1,615.00	\$1,000.00	\$1,000.00	\$1,000.00
01-543-2-5708	GRADUATE TO GUARDIANS PROGRAM	\$1,308.00	\$1,000.00	\$0.00	\$500.00	\$500.00	\$500.00
01-543-2-5709	THANK A VET PROGRAM	\$1,354.86	\$1,500.00	\$1,104.14	\$500.00	\$500.00	\$500.00
01-543-2-5713	POST 9/11 MEMORIAL	\$1,586.63	\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00
01-543-2-5715	TRAVEL	\$141.24	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-543-2-5716	PROFESSIONAL DEVELOPMENT	\$180.00	\$750.00	\$100.00	\$750.00	\$750.00	\$750.00
01-543-2-5770	VET BEN-ALLOWANCE	\$354,489.85	\$361,000.00	\$323,378.84	\$400,000.00	\$400,000.00	\$400,000.00
01-543-2-5775	VET BEN-DR / DENTIST / HOSPITAL	\$6,164.76	\$7,500.00	\$5,377.64	\$7,500.00	\$7,500.00	\$7,500.00
01-543-2-5777	VET BEN-MEDEX	\$9,328.34	\$15,000.00	\$12,163.17	\$15,000.00	\$15,000.00	\$15,000.00
01-543-2-5783	VETERANS DAY	\$823.34	\$1,000.00	\$566.70	\$1,000.00	\$1,000.00	\$1,000.00
01-543-2-5785	CITY MEMORIAL DAY EXPENSES	\$1,701.42	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
EXPENSES Total:		\$394,667.02	\$412,450.00	\$355,539.89	\$469,450.00	\$469,450.00	\$469,450.00
543 OFFICE OF VETERANS SERVICES Total:		\$490,141.41	\$513,810.00	\$436,737.59	\$570,866.00	\$570,866.00	\$570,866.00

(543) Veterans' Services - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ +/-	% +/-	Detail
Personnel Services					
Salaries	73,953	73,389	(564)	-1%	This position has received 2% COLA in FY20.
Part Time Salary	26,607	27,227	620	2%	Per Local 25 Clerical contract those employees at step/8 increased 5%. Presently, this office has a staff of 1.5 FTE's - all of Everett's neighboring communities have at least 2 FTE's with a few listing 2.5 to 3 FTE's. These same surrounding communities have fewer Chapter 115 clients, have much less customer volume and do not offer the large cadre of services we offer to our residents & veterans in our community. At this time, without additional administrative support, the Office of Veterans Services is unable to expand or tackle new and exciting initiatives to our most important stakeholders, Everett Veterans. We are "treading water."
Longevity	800	800	0	0%	Ms. Cristiano
Total Personnel Services	\$101,360	\$101,416	\$56	0%	
General Operating Expenses					
Veteran Burials	0	20,000	20,000	100%	This new account is a result of the Commonwealth's FY19 State Budget - commonly referred to as the BRAVE Act. The BRAVE Act increases the burial expense paid by the Commonwealth from \$2K to \$4K for indigent veterans to receive an adequate & dignified funeral. It became effective on Veterans Day, November 11, 2018. Like all of our veterans benefits, this is part of the reimbursement split of 75% Commonwealth and 25% City of Everett.
Restoration of Cannon	3,000	0	(3,000)	-100%	During FY19, \$2K was used to purchase replica wheels for the cannon per Mr. George Lane's request. He is personally refurbishing the cannon. Mr. Lane has reported that the amount of \$2K will be sufficient to complete the project, so no funds are needed for FY20.
Wreaths	1,500	5,000	3,500	233%	For military markers and memorials in advance of Memorial Day. In FY20 we will purchase the products the Girl Scouts will need as they volunteer again to create the wreaths for all of the city's memorial squares.
Office Supplies	1,200	1,200	0	0%	W.B. Mason office supplies and other ancillary office supplies.
City Flags	9,500	7,000	(2,500)	-26%	Increasing the amount of flags from 4,000 to 6,000. Flags are placed at Glenwood & Woodlawn cemetery as well as replacement flags on all municipal buildings, playgrounds and parks.

Continued...

	FY 19 Budget	FY 20 Request	\$ +/-	% +/-	Detail
Veterans Plaques & Signs	5,000	4,000	(1,000)	-20%	Many Memorial square signs are in need of replacement due to wear and tear as said signs have not been replaced for many years. In FY19, we replaced 25 signs at a cost of \$140 per square sign. This request will provide the necessary funding to also provide for the uptick of families of deceased WWII veterans visiting the office to alert us their loved ones names need to be added to the WWII Memorial Wall located at the Veterans Memorial Stadium.
Welcome Home Banners	2,000	1,000	(1,000)	-50%	Promotional materials including signs to welcome home our heroes as well as promote upcoming Veteran events.
Graduate to Guardians	1,000	500	(500)	-50%	This program target audience is any senior in high school who has already signed up via the Armed Forces Delayed Entry Program -- at the senior honors awards night held just prior to graduation -- this subset of students would be provided with a large coin -- on one side would be the City of Everett seal and the other side would be the insignia for the branch of service they have joined.
Thank-a-Vet Program	1,500	500	(1,000)	-67%	The Thank-a-Vet Program provides wallet size City of Everett Veteran ID cards which enables our veterans access to certain ancillary benefits such as Veteran discounts and savings offered by a wide range of proprietary venues. The interested party is required to provide a copy of their DD214 and same will be kept on file at the Veterans Office. The 25% reduction in this line item is due to the successful collaboration with the City of Everett Human Resources Department who now generously provides the ID card.
Post 911 Memorial	0	3,500	3,500	100%	When planning for FY18, this line item included funds to adequately pay tribute to soldiers who serviced post 9/11 which included the removal of the photos and printed paper copies of same that were affixed via scotch tape by the general public to the City Hall front foyer wall. We have completed this project with the installation of a flat screen TV in the front foyer which showcases all of our Everett veterans including our post 9/11 soldiers. Next phase of this important project will be to determine a suitable external location within the city limits and erect a post 9/11 Memorial that recognizes the sacrifice and service of this subset of Everett Veterans.
Travel	500	500	0	0%	Each year, the VSO attends seminars and trainings and in some cases, the location is not in nearby Boston, but in Leominster, Bedford or Lowell. Presently, there is no line item to get reimbursed for the personal use of your vehicle and the mileage & parking fees associated with this travel.

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+/-	+/-	Detail
Professional Development	750	750	0	0%	We would use this line item to be able to attend seminars or limited on-line courses that charge a minimal fee as often the latest updates are available first through these type of seminars and on-line courses.
Vet Ben Allowance	361,000	400,000	39,000	11%	MGL Chapter 115 client case-load continues to increase. While almost every municipality is seeing decreases in their client case load, this office continues to promote this valuable resource to income eligible veterans. This provides monetary assistance for day to day expenses as well as housing, fuel and medical reimbursements. The DVS has increased the benefit amount payable for ordinary benefits as well as the monthly fuel allowance.
Vet Ben Dentist & Hospital	7,500	7,500	0	0%	Hospital and dental reimbursements
Vet Ben Medex	15,000	15,000	0	0%	Medicare and MediGap reimbursements.
Veterans Day	1,000	1,000	0	0%	Ancillary costs to host event
City Memorial Day Expenses	2,000	2,000	0	0%	Ancillary costs to host event
Total Expenditures	\$412,450	\$469,450	\$57,000	14%	
Total	\$513,810	\$570,866	\$57,056	11%	

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544 - DISABILITY COMMISSION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-544-1-5111	SALARIES	\$0.00	\$0.00	\$2,958.35	\$0.00	\$0.00	\$0.00
01-544-1-5191	STIPEND	\$6,325.00	\$10,700.00	\$2,583.35	\$10,700.00	\$10,700.00	\$10,700.00
PERSONNEL Total:		\$6,325.00	\$10,700.00	\$5,541.70	\$10,700.00	\$10,700.00	\$10,700.00
EXPENSES							
01-544-2-5420	OFFICE SUPPLIES	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00
EXPENSES Total:		\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00
544 DISABILITY COMMISSION Total:		\$6,325.00	\$10,950.00	\$5,541.70	\$10,950.00	\$10,950.00	\$10,950.00

544	DISABILITY COMMISSION								
	PERSONNEL SERVICES								
					FY 20	FY 20			FY 20
				FY 19	DEPT	MAYOR		FY 20	MAYOR
DEPT	POSITION	CLASS/ STEP	HOURS	FTE STAFF	FTE REQ	FTE REC	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 MAYOR & Council REC
01-544-1-5191	Commission Chair	DisCom		0	0	0	\$1,700	\$1,700	\$1,700
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500
544	Commission on Disability TOTAL			0	0	0			
							Stipends (5191)	\$10,700	\$10,700
							Personnel Total:	\$10,700	\$10,700
Notes to Budget:									

(544) Disability Commission - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+/-	+/-	Detail
Personnel Services					
Salaries	10,700	10,700	\$0	0%	For Messrs. Visconti (Chairman), Evans, Edwards and Van Campen. Ms. Keene and Ms. Ciampi. One vacancy on the board.
Total Personnel Services	\$10,700	\$10,700	\$0	0%	
General Operating Expenses					
Office Supplies	250	250	\$0	0%	Miscellaneous office supplies.
Total Expenditures	\$250	\$250	\$0	0%	
Total Disability Comm	\$10,950	\$10,950	\$0	0%	

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599 - OFFICE OF HUMAN SERVICES							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-599-1-5111	SALARIES	\$368,781.70	\$420,191.00	\$319,675.53	\$409,288.00	\$344,295.00	\$344,295.00
01-599-1-5113	PART TIME	\$90,021.61	\$28,955.00	\$52,056.72	\$46,388.00	\$46,388.00	\$46,388.00
01-599-1-5143	LONGEVITY	\$2,300.00	\$1,850.00	\$1,950.00	\$2,450.00	\$2,450.00	\$2,450.00
PERSONNEL Total:		\$461,103.31	\$450,996.00	\$373,682.25	\$458,126.00	\$393,133.00	\$393,133.00
EXPENSES							
01-599-2-5302	DOMESTIC VIOLENCE PREVENTION	\$10,000.00	\$12,000.00	\$5,050.01	\$14,000.00	\$14,000.00	\$14,000.00
01-599-2-5420	OFFICE SUPPLIES	\$2,421.34	\$3,000.00	\$1,606.36	\$3,500.00	\$3,500.00	\$3,500.00
01-599-2-5780	SOCIAL SERVICES	\$14,881.22	\$15,000.00	\$14,802.85	\$15,000.00	\$15,000.00	\$15,000.00
01-599-2-5781	ELDER SERVICES	\$64,979.91	\$65,000.00	\$62,759.09	\$65,000.00	\$65,000.00	\$65,000.00
EXPENSES Total:		\$92,282.47	\$95,000.00	\$84,218.31	\$97,500.00	\$97,500.00	\$97,500.00
599 OFFICE OF HUMAN SERVICES Total:		\$553,385.78	\$545,996.00	\$457,900.56	\$555,626.00	\$490,633.00	\$490,633.00

599		OFFICE OF HUMAN SERVICES								
		PERSONNEL SERVICES								
				FY 19	FY 20	FY 20			FY 20	
				FTE	DEPT	MAYOR			MAYOR	
DEPT	POSITION	CLASS/ STEP	HOURS	STAFF	FTE	FTE	FY 19	FY 20	FY 20	
					REQ	REC	APPROPRIATION	DEPT	& Council	
								REQUEST	REC	
01-599-1-5111	Community Health Specialist ¹	UNCL	40	0.88	0.88	0	\$67,626	\$64,993	\$0	
01-599-1-5111	COA Assist Dir / Prog Coord ²	UNCL	35	1	1	1	\$64,149	\$65,432	\$65,432	
01-599-1-5111	Education Coordinator ²	UNCL	35	1	1	1	\$52,156	\$53,372	\$53,372	
01-599-1-5111	Clerk ³	C-3U/8	35	1	1	1	\$44,481	\$47,648	\$47,648	
01-599-1-5111	Clerk ⁴	C-3U/7	35	1	1	1	\$44,481	\$45,373	\$45,373	
01-599-1-5111	Office Manager ²	UNCL	20	0.57	0.57	0.57	\$43,015	\$35,102	\$35,102	
01-599-1-5111	Constituent Services Aide ²	UNCL	25	0.71	0.71	0	\$29,172	\$29,755	\$29,755	
01-599-1-5111	Constituent Services Aide ²	UNCL	25	0.71	0.71	0.71	\$37,110	\$37,857	\$37,857	
01-599-1-5111	Elderly Assistant ^{2 a}	UNCL	30	0.83	0.83	0.83	\$29,172	\$29,755	\$29,755	
01-599-1-5113	Elderly Assistant ²	UNCL	24	0	0	0	\$11,750	\$18,178	\$18,178	
01-599-1-5113	Elderly Assistant ²	UNCL	16	0	0	0	\$5,454	\$10,387	\$10,387	
01-599-1-5113	Elderly Assistant ²	UNCL	14	0	0	0	\$0	\$8,911	\$8,911	
01-599-1-5113	Elderly Assistant ²	UNCL	14	0	0	0	\$11,750	\$8,911	\$8,911	
599	Human Services TOTAL			7.7	7.7	6.1				
							Salary (5111)	\$420,191	\$409,288	\$344,295
							Part Time (5113)	\$28,955	\$46,388	\$46,388
							Longevity (5143)	\$1,850	\$2,450	\$2,450
							Personnel Total:	\$450,996	\$458,126	\$393,133
Notes to Budget:										
¹ This position will not be requested in FY20 budget.										
² 2% COLA added to salary in FY20.										
³ Per Local 25 Clerical contract those employees at step/8 increased 5% plus step.										
⁴ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
^a Partially funded by grant (see below). Annual salary is \$34,263.										
EOEA	Elderly Assistant ^{1 a}	UNCL	5	0.17	0.17	0.17	\$4,420	\$4,508	\$4,508	
599	Human Services TOTAL						\$4,420	\$4,508	\$4,508	

(599) Human Services - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	420,191	344,295	(75,896)	-18%	2% COLA on most. Step increases for eligible employees. Not requesting 1 position in FY20 budget.
Part Time Salaries	28,955	46,388	17,433	60%	Supports the elderly assistants in the Connolly Center. Some of the regular workers are: Ms. Reppucci, Mr. Darrigo, Ms. DiRusso and Mr. Janes.
Longevity	1,850	2,450	600	32%	Mrs. Cornelio \$1,250, Ms. Reppucci \$400, and Mr. Palma \$800
Total Personnel Services	\$450,996	\$393,133	(\$57,863)	-13%	
General Operating Expenses					
Domestic Violence	12,000	14,000	2,000	17%	Contracts with a domestic violence prevention agency, usually Portal to Hope, to provide services to Everett residents who are affected by the crimes of domestic violence, sexual assault and stalking. Some of the community based services are crisis intervention, counseling and support groups, emergency shelter and assistance with permanent housing, job placement assistance, legal advocacy and youth programs.
Office Supplies	3,000	3,500	500	17%	General supplies
Social Services	15,000	15,000	0	0%	Used for individuals and agencies to provide services that are deemed necessary by the Director of Human Services. Most often, it is used to supplement the Elderly Medical and Nutritional Shopping Programs. Special requests may also come from the Dept. of Children and Families, the Everett Adult Learning Center, Tri-Cap or Mystic Valley Elder Services.
Elder Services	65,000	65,000	0	0%	Medical and nutritional shopping transportation for the city's portion to offset the grant from the Executive Office of Elder Affairs. We pay \$16,916 as a cash match for Mystic Valley Elder Services.
Total Expenditures	\$95,000	\$97,500	\$2,500	3%	
Total	\$545,996	\$490,633	(\$55,363)	-10%	

City of Everett
Everett Budget Council Summary Report
FY 2020 City Budget

610 - DEPARTMENT OF LIBRARIES							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-610-1-5111	SALARIES	\$537,810.82	\$593,646.00	\$454,057.95	\$662,130.00	\$662,130.00	\$662,130.00
01-610-1-5113	PART TIME	\$240,619.85	\$274,062.00	\$173,819.13	\$236,869.00	\$220,978.00	\$220,978.00
01-610-1-5143	LONGEVITY	\$7,600.00	\$7,400.00	\$3,900.00	\$5,500.00	\$5,500.00	\$5,500.00
01-610-1-5146	LIBRARY TRUSTEE STIPEND	\$24,382.00	\$26,200.00	\$20,040.00	\$26,200.00	\$26,200.00	\$26,200.00
PERSONNEL Total:		\$810,412.67	\$901,308.00	\$651,817.08	\$930,699.00	\$914,808.00	\$914,808.00
EXPENSES							
01-610-2-5240	EQUIPMENT REPAIR & MAINTENANCE	\$10,147.83	\$9,900.00	\$7,628.78	\$8,500.00	\$8,500.00	\$8,500.00
01-610-2-5241	EQUIPMENT & OTHER	\$18,785.43	\$5,450.00	\$719.45	\$11,000.00	\$5,450.00	\$5,450.00
01-610-2-5420	OFFICE SUPPLIES	\$5,958.15	\$17,565.00	\$7,600.72	\$9,500.00	\$9,500.00	\$9,500.00
01-610-2-5423	NON PRINT MEDIA	\$37,620.30	\$46,200.00	\$23,328.60	\$46,200.00	\$46,200.00	\$46,200.00
01-610-2-5430	PROPERTY MAINTENANCE	\$0.00	\$9,800.00	\$6,400.00	\$9,800.00	\$9,800.00	\$9,800.00
01-610-2-5586	BOOKS MAGAZINES & PAPERS	\$52,047.85	\$62,500.00	\$37,114.90	\$71,000.00	\$64,000.00	\$64,000.00
01-610-2-5710	PROFESSIONAL DEVELOPMENT	\$93.94	\$1,700.00	\$1,500.00	\$4,800.00	\$1,700.00	\$1,700.00
01-610-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$59,573.50	\$61,101.00	\$55,154.99	\$63,422.00	\$63,422.00	\$63,422.00
PARLIN LIBRARY Total:		\$184,227.00	\$214,216.00	\$139,447.44	\$224,222.00	\$208,572.00	\$208,572.00
01-611-2-5240	EQUIPMENT REPAIRS & MAINTENANCE	\$31,812.12	\$5,600.00	\$3,214.18	\$4,000.00	\$4,000.00	\$4,000.00
01-611-2-5344	POSTAGE	\$0.00	\$205.00	\$0.00	\$205.00	\$205.00	\$205.00
01-611-2-5420	OFFICE SUPPLIES	\$766.34	\$6,225.00	\$2,715.23	\$4,300.00	\$4,300.00	\$4,300.00
01-611-2-5510	BOOKS MAGAZINES & NEWSPAPERS	\$35,247.67	\$30,000.00	\$19,818.26	\$33,000.00	\$28,500.00	\$28,500.00
01-611-2-5512	NON PRINT MEDIA	\$14,281.08	\$18,900.00	\$9,931.01	\$18,900.00	\$18,900.00	\$18,900.00
01-611-2-5710	PROFESSIONAL DEVELOPMENT	\$480.55	\$700.00	\$0.00	\$3,300.00	\$700.00	\$700.00
01-611-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$5,065.00	\$7,557.00	\$7,070.75	\$7,740.00	\$7,740.00	\$7,740.00
SHUTE LIBRARY Total:		\$87,652.76	\$69,187.00	\$42,749.43	\$71,445.00	\$64,345.00	\$64,345.00
EXPENSES Total:		\$271,879.76	\$283,403.00	\$182,196.87	\$295,667.00	\$272,917.00	\$272,917.00
610 DEPARTMENT OF LIBRARIES Total:		\$1,082,292.43	\$1,184,711.00	\$834,013.95	\$1,226,366.00	\$1,187,725.00	\$1,187,725.00

610 DEPARTMENT OF LIBRARIES										
PERSONNEL SERVICES										
					FY 20 FY 20			FY 20		
					FY 19 DEPT MAYOR			FY 20		
					FTE	FTE	FTE	MAYOR		
					STAFF	REQ	REC	FY 19	FY 20	FY 20
								APPROPRIATION	DEPT	& Council
								REQUEST	REQUEST	REC
DEPT	POSITION	CLASS/ STEP	HOURS	FTE	FTE	FTE	APPROPRIATION	REQUEST	REQUEST	REC
01-610-1-5111	Director ¹	UNCL	35	1	1	1	\$80,766	\$72,600	\$72,600	
01-610-1-5111	Technical Services Librarian ²	ELSA 7/7	35	1	1	1	\$61,280	\$62,506	\$62,506	
01-610-1-5111	Children's Librarian (Shute Library) ²	ELSA 7/1	35	1	1	1	\$61,280	\$52,351	\$52,351	
01-610-1-5111	Reference Librarian ²	ELSA 7/7	35	1	1	1	\$61,280	\$62,506	\$62,506	
01-610-1-5111	Information Services Librarian ²	ELSA 7/3	35	1	1	1	\$53,112	\$56,086	\$56,086	
01-610-1-5111	Children's Librarian ²	ELSA 7/1	35	1	1	1	\$54,987	\$52,351	\$52,351	
01-610-1-5111	Librarian (Shute Library) ²	ELSA 7/3	35	1	1	1	\$54,987	\$56,086	\$56,086	
01-610-1-5111	Head of Circulation ²	ELSA 5/1	35	1	1	1	\$52,053	\$44,461	\$44,461	
01-610-1-5111	Technical Services Assistant ²	ELSA 5/7	35	1	1	1	\$52,053	\$53,094	\$53,094	
01-610-1-5111	Administrative Assistant ³	A-6U/8	35	1	1	1	\$56,984	\$61,043	\$61,043	
01-610-1-5111	Clerk ^{4 7}	C-3U/1	35	0	1	1	\$37,193	\$36,000	\$36,000	
01-610-1-5111	Library Aide ^{5 7}	UNCL	35	0	1	1	\$0	\$30,296	\$30,296	
01-610-1-5111	Library Aide ^{5 7}	UNCL	35	0	1	1	\$0	\$22,750	\$22,750	
01-610-1-5146	Library Trustees Stipend	Board	13				\$26,200	\$26,200	\$26,200	
01-610-1-5113	Employees - Part Time ⁶	UNCL	Varies				\$212,960	\$236,869	\$220,978	
01-610-1-5113	Pages - Part Time ⁶	UNCL	Varies				\$23,909	\$0	\$0	
610	Library TOTAL			10	13	13				
							Salary (5111)	\$593,646	\$662,130	\$662,130
							Part Time (5113) *	\$274,062	\$236,869	\$220,978
							Longevity (5143)	\$7,400	\$5,500	\$5,500
							Library Trustees Stipend (5191)	\$26,200	\$26,200	\$26,200
							Personnel Total:	\$901,308	\$930,699	\$914,808

Notes to Budget:

- ¹ Director retired in FY19. Salary for this position has been reduced.
- ² 2% increase on Local 4928 ELSA Library salaries in anticipation of a signed contract. Also a step increase when appropriate.
- ³ Per Local 25 Clerical contract those employees at step/8 increased 5% as well as step increase.
- ⁴ Local 25 Clerical union increased 2% as well as step when appropriate.
- ⁵ This position has received a 2% COLA in FY20.
- ⁶ Combining these two line items into one, Employees - Part Time.
- ⁷ This position is now full time.
- * Part time salaries will be funded thru Library State Aid.

(610) Library - Notes to Budget

This budget meets certification level budget

	FY 19 Budget	FY 20 Request	\$ +/-	% +/-	Detail
Personnel Services					
Salaries	593,646	662,130	68,484	12%	2% increases, plus steps when appropriate. Three employees moving from part time hours to full time.
Part Time Salaries	274,062	220,978	(53,084)	-19%	This includes part-time personnel as well as the high school pages. It has been combined into one account.
Longevity	7,400	5,500	(1,900)	-26%	10+ years of service.
Library Trustees Stipend	26,200	26,200	0	0%	\$2,200 for Chair and \$2K for each member (12)
Total Personnel Services	\$901,308	\$914,808	13,500	1%	
General Operating Expenses					
Equipment Repair & Maint	9,900	8,500	(1,400)	-14%	Due to an insect infestation, 18 fabric chairs were removed from Parlin and discarded. We would like to replace 1/2 this year and the rest next year. The cost of chairs are \$699 each and will be obtained from suppliers that deal in library furnishings. Estimated cost is \$5,592. Also purchasing 4 cafe tables @ \$500 each (\$2,000).
Equipment & Other	5,450	5,450	0	0%	Software licenses for 37 computers (\$2,250). 2 fireproof media cabinets to house microfilm collection @ \$1,600 ea (\$3,200)
Office Supplies	17,565	9,500	(8,065)	-46%	Decreased because the Friends of the Everett Public Libraries have been subsidizing some costs. Increased cost for paper, toner & maintenance (\$320/month). Mylar book covers, labels, protective & replacement containers for damaged CD's, DVD's & audiobook containers. Cleaning supplies for AV materials. Program media, color paper, craft & other supplies. Added funding for MLS deliveries.
Non Print Media	46,200	46,200	0	0%	CD's, DVD's, multi-media, such as a story book with tape or CD or English language learning book & CD. Purchase of databases via NOBLE or directly from the publisher. Non-print media increased by \$4,687 to include yearly microfilming of three local newspapers. Purchase collection of NOBLE eBooks.
Property Maintenance	9,800	9,800	0	0%	\$9,800 for Cleaning Service request.
Books, Magazines, Papers	62,500	64,000	1,500	2%	Anticipated discount reduction in state contract and replacement cost of outdated materials.
Professional Development	1,700	1,700	0	0%	Fees paid for MBLC conferences & workshops. Currently, 2 staff will be taking classes & we are encouraging additional staff to engage in skills development.

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Library Noble Network Service	61,101	63,422	2,321	4%	Includes Shute at an increased cost of adding 14 Public Access computers to the NOBLE Network as a result of a discontinued relationship with a Canadian Software company Useful. Increased costs for database access from NOBLE Vendors as well as a redistribution of some fees incurred as an indirect result of 2 college libraries exited the consortium.
Equipment Repairs & Maint	5,600	4,000	(1,600)	-29%	New cabinets to house audio-visual materials, laptop for presentations, a new display bookcase and other display materials to promote collection and services. Replacement of at least one staff computer.
Postage	205	205	0	0%	Stamps for overdue notices, bills for books never returned.
Office Supplies	6,225	4,300	(1,925)	-31%	See Office Supplies above.
Books, Magazines, Papers	30,000	28,500	(1,500)	-5%	For titles purchased to replace damage and titles and update antiquated titles in the Non-Fiction Collection.
Non Print Media	18,900	18,900	0	0%	Will continue to fund for vendors fee and accounts for the beginning of an updating project for the music collection.
Professional Development	700	700	0	0%	See Professional Development above.
Library Noble Network Service	7,557	7,740	183	2%	Increase prorated for last quarter, if vendor is switched from Useful to NOBLE.
Total Expenditures	\$283,403	\$272,917	(\$10,486)	-4%	
Total	\$1,184,711	\$1,187,725	\$3,014	0%	

City of Everett
Everett Budget Council Summary Report
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630 - OFFICE OF HEALTH AND WELLNESS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-630-1-5111	SALARIES	\$455,212.96	\$500,763.00	\$382,001.69	\$587,588.00	\$521,002.00	\$521,002.00
01-630-1-5113	PART TIME	\$91,187.13	\$112,854.00	\$74,338.12	\$81,727.00	\$56,895.00	\$56,895.00
01-630-1-5123	PROGRAM INSTRUCTORS	\$24,434.50	\$25,000.00	\$22,172.50	\$0.00	\$0.00	\$0.00
01-630-1-5130	OVERTIME	\$531.74	\$1,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-630-1-5193	CLOTHING ALLOWANCE	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
PERSONNEL Total:		\$572,066.33	\$640,817.00	\$479,212.31	\$672,515.00	\$581,097.00	\$581,097.00
EXPENSES							
01-630-2-5240	EQUIPMENT MAINTENANCE	\$1,581.83	\$5,000.00	\$787.00	\$5,000.00	\$5,000.00	\$5,000.00
01-630-2-5241	EQUIPMENT LEASE	\$33,822.51	\$38,000.00	\$8,319.30	\$17,000.00	\$17,000.00	\$17,000.00
01-630-2-5352	WELLNESS PROGRAM EXPENSES	\$4,783.81	\$10,000.00	\$576.00	\$10,000.00	\$10,000.00	\$10,000.00
01-630-2-5380	RECREATION ACTIVITIES	\$75,000.00	\$55,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00
01-630-2-5420	OFFICE SUPPLIES	\$2,500.97	\$2,500.00	\$2,010.26	\$2,500.00	\$2,500.00	\$2,500.00
01-630-2-5585	UNIFORMS	\$2,705.00	\$3,000.00	\$2,074.00	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$120,394.12	\$113,500.00	\$63,766.56	\$39,500.00	\$39,500.00	\$39,500.00
630 OFFICE OF HEALTH AND WELLNESS		\$692,460.45	\$754,317.00	\$542,978.87	\$712,015.00	\$620,597.00	\$620,597.00

630 OFFICE OF HEALTH & WELLNESS									
PERSONNEL SERVICES									
					FY 19	FY 20	FY 20		FY 20
					DEPT	MAYOR			MAYOR
DEPT	POSITION	CLASS/ STEP	HOURS	FTE STAFF	FTE REQ	FTE REC	FY 19 APPROPRIATION	FY 20 DEPT REQUEST	FY 20 MAYOR & Council REC
01-630-1-5111	Health & Wellness Director ¹	UNCL	35	1	1	1	\$78,030	\$73,440	\$73,440
01-630-1-5111	Administrative Assistant ²	A-6U/5	30	0.86	0.86	0.86	\$46,987	\$47,923	\$47,923
01-630-1-5111	Director of Sports & Athletics ³	UNCL	35	1	1	0	\$65,280	\$66,586	\$0
01-630-1-5111	Health & Wellness Coordinator ⁸	UNCL	35	1	0	0	\$53,020	\$60,000	\$60,000
01-630-1-5111	Fitness Instructor ¹	UNCL	35	1	1	1	\$44,554	\$45,900	\$45,900
01-630-1-5111	Fitness Instructor ¹	UNCL	35	1	1	1	\$41,658	\$42,491	\$42,491
01-630-1-5111	Fitness Instructor ^{1 4}	UNCL	35	0.71	1	1	\$31,055	\$44,350	\$44,350
01-630-1-5111	Fitness Instructor ⁵	UNCL	35	0.54	1	1	\$34,555	\$55,042	\$55,042
01-630-1-5111	Program Coordinator ⁶	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-630-1-5111	Program Coordinator	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-630-1-5111	Program Assistant ¹	UNCL	30	0.86	0.86	0.86	\$25,952	\$26,478	\$26,478
01-630-1-5111	Day Care Supervisor - PT ¹	UNCL	30	0.86	0.86	0.86	\$25,459	\$25,968	\$25,968
01-630-1-5111	Receptionist - PT ¹	UNCL	27.5	0.79	0.79	0.79	\$15,116	\$23,804	\$23,804
01-630-1-5111	Receptionist - PT ¹	UNCL	23.5	0.67	0.67	0.67	\$15,514	\$19,071	\$19,071
01-630-1-5113	Program Assistant - PT ⁷	UNCL	19.5	0.56	0.56	0.56	\$17,583	\$17,583	\$17,583
01-630-1-5113	Program Assistant - PT ⁷	UNCL	19.5	0.56	0.56	0.56	\$13,404	\$13,404	\$13,404
01-630-1-5113	Day Care Assistant - PT ¹	UNCL	19.5	0.56	0.56	0.56	\$14,480	\$14,770	\$14,770
01-630-1-5113	Program Assistant - PT ³	UNCL	18	0	0	0	\$24,345	\$24,832	\$0
01-630-1-5113	Program Assistant - PT ¹	UNCL	15	0	0	0	\$12,411	\$11,138	\$11,138
630	Health & Wellness TOTAL			12.96	12.70	11.70			
							Salary (5111)	\$500,763	\$587,588
							Part Time (5113)	\$112,854	\$81,727
							Instructors/General (5123)	\$25,000	\$0
							Overtime (5130)	\$1,500	\$2,500
							Clothing Allowance (5193)	\$700	\$700
							Personnel Total:	\$640,817	\$672,515
									\$581,097

Notes to Budget:

¹ This position has received a 2% COLA in FY20.

² This position has received a 2% COLA per Local 25 FY20 Clerical contract and step when appropriate.

³ Not requesting funding for this position in the FY20 budget.

⁴ This position was made full-time during FY19.

⁵ Grant funding runs out in FY19. FY20 budget will support 100% of salary.

⁶ FY20 Local 25 DPW contract states a grade increase for all on 7.1.19.

⁷ This position level funded in FY20.

⁸ Upgrading position of the Grant Coordinator for Health and Wellness.

(630) Health & Wellness - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Personnel Services					
Salaries	500,763	521,002	20,239	4%	2% COLA on most. Step increases for union personnel. Not requesting funding for the Director of Sports & Athletics position and one vacant PT Program Assistant in the FY20 budget. Upgrading salary of Health & Wellness Coordinator as they will also be handling the grant accounts.
Part Time Salaries	112,854	56,895	(55,959)	-50%	These are PT Program Assistants, Fitness Instructors, a Receptionist and employees for Kidzone.
Instructors/General	25,000	0	(25,000)	-100%	Instructors paid monthly as vendors, per class at Wellness Center. (Zumba, yoga, turbo kick, spin, etc.) we have cut down instructors, our employees are running most classes.
Overtime	1,500	2,500	1,000	67%	For those employees who do not want comp time.
Clothing Allowance	700	700	0	0%	Ms. Fulton (Local 25 DPW) - \$700.
Total Personnel Services	\$640,817	\$581,097	(\$59,720)	-9%	
General Operating Expenses					
Equipment Maintenance	5,000	5,000	0	0%	For maintenance for all Wellness Center equipment.
Equipment Lease	38,000	17,000	(21,000)	-55%	For treadmill/elliptical and cardio machines monthly lease.
Wellness Program Expenses	10,000	10,000	0	0%	Adding new programs and kids programs to kidzone area Weights, mats, basketball nets, etc.
Recreation Activities	55,000	0	(55,000)	-100%	New youth basketball program winter/summer, any equipment needed for programs (soccer, basketball, boxing etc. teen enrichment program
Office Supplies	2,500	2,500	0	0%	Paper, toner cartridges, all other general office supplies.
Uniforms	3,000	5,000	2,000	67%	Shirts and jackets for the Staff that identify them to the public. Much larger staff at gym.
Total Expenditures	\$113,500	\$39,500	(\$74,000)	-65%	
Total	\$754,317	\$620,597	(\$133,720)	-18%	

City of Everett
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710 - RETIREMENT OF DEBT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
DEBT SERVICE							
01-710-9-5904	OCT 15,2009 (KEVERIAN)	\$1,125,000.00	\$1,180,000.00	\$0.00	\$1,240,000.00	\$1,240,000.00	\$1,240,000.00
01-710-9-5905	APRIL 23,2015	\$1,140,000.00	\$1,140,000.00	\$1,140,000.00	\$1,135,000.00	\$1,135,000.00	\$1,135,000.00
01-710-9-5976	DEC 12,2012 PUBLIC WORKS FACILITY	\$220,000.00	\$215,000.00	\$215,000.00	\$205,000.00	\$205,000.00	\$205,000.00
01-710-9-5977	DEC 12,2012 SCHOOL REMODELING	\$140,000.00	\$140,000.00	\$140,000.00	\$125,000.00	\$125,000.00	\$125,000.00
01-710-9-5978	SEPT 15,2004 SCHOOL REFUNDING	\$2,725,000.00	\$2,830,000.00	\$2,830,000.00	\$2,935,000.00	\$2,935,000.00	\$2,935,000.00
01-710-9-5981	OCT 25,2007 MSBA HIGH SCHOOL 2%	\$449,416.00	\$449,416.00	\$449,416.00	\$449,416.00	\$449,416.00	\$449,416.00
01-710-9-5982	AUG 1,2009 SCHOOL REMOD-PARLIN	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
01-710-9-5984	DEC 20,2013	\$750,000.00	\$750,000.00	\$750,000.00	\$745,000.00	\$745,000.00	\$745,000.00
01-710-9-5985	FEB 6,2014	\$530,000.00	\$530,000.00	\$530,000.00	\$265,000.00	\$265,000.00	\$265,000.00
01-710-9-5986	Feb. 16, 2016	\$1,910,000.00	\$1,795,000.00	\$1,795,000.00	\$1,715,000.00	\$1,715,000.00	\$1,715,000.00
01-710-9-5987	Feb. 19, 2008 Sec 108 HUD Loan	\$0.00	\$69,000.00	\$0.00	\$73,000.00	\$73,000.00	\$73,000.00
01-710-9-5988	FEB 2017	\$907,000.00	\$905,000.00	\$905,000.00	\$900,000.00	\$900,000.00	\$900,000.00
01-710-9-5991	MAY 3, 2018	\$0.00	\$1,515,450.00	\$0.00	\$1,440,000.00	\$1,440,000.00	\$1,440,000.00
01-710-9-5992	APRIL 4, 2019	\$0.00	\$0.00	\$0.00	\$1,895,000.00	\$1,895,000.00	\$1,895,000.00
DEBT SERVICE Total:		\$9,996,416.00	\$11,618,866.00	\$8,854,416.00	\$13,222,416.00	\$13,222,416.00	\$13,222,416.00
710 RETIREMENT OF DEBT Total:		\$9,996,416.00	\$11,618,866.00	\$8,854,416.00	\$13,222,416.00	\$13,222,416.00	\$13,222,416.00

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751 - LONG TERM DEBT INTEREST							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
DEBT SERVICE							
01-751-9-5904	OCT 15,2009 (KEVERIAN SCHOOL)	\$149,125.00	\$91,500.00	\$0.00	\$31,000.00	\$31,000.00	\$31,000.00
01-751-9-5905	APRIL 23,2015	\$420,956.26	\$375,357.00	\$375,356.26	\$329,757.00	\$329,757.00	\$329,757.00
01-751-9-5976	DEC 20,2012 PUBLIC WORKS FACILITY	\$12,800.00	\$8,400.00	\$8,400.00	\$4,100.00	\$4,100.00	\$4,100.00
01-751-9-5977	DEC12,2012 SCHOOL REMODELING	\$13,000.00	\$10,200.00	\$10,200.00	\$7,400.00	\$7,400.00	\$7,400.00
01-751-9-5978	SEP 15,2004 SCHOOL REFUNDING	\$285,100.00	\$174,000.00	\$115,300.00	\$58,700.00	\$58,700.00	\$58,700.00
01-751-9-5981	OCT 25,2007 MSBA HIGH SCHOOL 2%	\$143,812.00	\$134,825.00	\$134,824.00	\$125,837.00	\$125,837.00	\$125,837.00
01-751-9-5982	AUG 1,2009 SCHOOL REMODEL-PARLIN	\$51,000.00	\$47,125.00	\$47,125.00	\$43,125.00	\$43,125.00	\$43,125.00
01-751-9-5984	DEC 20,2013	\$170,630.00	\$155,630.00	\$81,565.00	\$140,680.00	\$140,680.00	\$140,680.00
01-751-9-5985	FEB 6,2014	\$113,618.76	\$97,719.00	\$97,718.76	\$81,819.00	\$81,819.00	\$81,819.00
01-751-9-5986	Feb. 16, 2016	\$611,100.00	\$534,700.00	\$534,700.00	\$462,900.00	\$462,900.00	\$462,900.00
01-751-9-5988	FEB 2017	\$526,927.95	\$501,319.00	\$501,318.76	\$456,069.00	\$456,069.00	\$456,069.00
01-751-9-5991	MAY 3, 2018	\$0.00	\$625,161.00	\$310,834.37	\$552,882.00	\$552,882.00	\$552,882.00
01-751-9-5992	APRIL 4, 2019	\$0.00	\$0.00	\$0.00	\$813,018.00	\$813,018.00	\$813,018.00
DEBT SERVICE Total:		\$2,498,069.97	\$2,755,936.00	\$2,217,342.15	\$3,107,287.00	\$3,107,287.00	\$3,107,287.00
751 LONG TERM DEBT INTEREST Total:		\$2,498,069.97	\$2,755,936.00	\$2,217,342.15	\$3,107,287.00	\$3,107,287.00	\$3,107,287.00

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752 - SHORT TERM DEBT INTEREST							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
DEBT SERVICE							
01-752-9-5925	INT ON TEMP LOANS	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE Total:		\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
752 SHORT TERM DEBT INTEREST Total:		\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00

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911 - RETIREMENT BOARD							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-911-2-5170	NON-CONTRIBUTORY PENSIONS	\$25,152.45	\$49,100.00	\$-164.72	\$0.00	\$0.00	\$0.00
01-911-2-5177	PAYMENT PENSION FUND	\$14,381,980.00	\$15,182,738.00	\$15,182,738.00	\$15,970,286.00	\$15,970,286.00	\$15,970,286.00
EXPENSES Total:		\$14,407,132.45	\$15,231,838.00	\$15,182,573.28	\$15,970,286.00	\$15,970,286.00	\$15,970,286.00
911 RETIREMENT BOARD Total:		\$14,407,132.45	\$15,231,838.00	\$15,182,573.28	\$15,970,286.00	\$15,970,286.00	\$15,970,286.00

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913 - UNEMPLOYMENT COMPENSATION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-913-2-5170	UNEMPLOYMENT COMPENSATION	\$267,595.73	\$300,000.00	\$270,552.08	\$330,000.00	\$330,000.00	\$330,000.00
EXPENSES Total:		\$267,595.73	\$300,000.00	\$270,552.08	\$330,000.00	\$330,000.00	\$330,000.00
913 UNEMPLOYMENT COMPENSATION Total:		\$267,595.73	\$300,000.00	\$270,552.08	\$330,000.00	\$330,000.00	\$330,000.00

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914 - EMPLOYEE BENEFITS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-914-2-5171	LIFE & OTHER INSURANCE	\$78,150.96	\$88,000.00	\$67,967.58	\$88,000.00	\$88,000.00	\$88,000.00
01-914-2-5172	HEALTH INSURANCE	\$20,270,855.55	\$21,596,777.00	\$17,553,506.89	\$21,017,200.00	\$21,017,200.00	\$21,017,200.00
01-914-2-5175	AD & D INSURANCE	\$25,339.10	\$28,000.00	\$18,781.10	\$28,000.00	\$28,000.00	\$28,000.00
EXPENSES Total:		\$20,374,345.61	\$21,712,777.00	\$17,640,255.57	\$21,133,200.00	\$21,133,200.00	\$21,133,200.00
914 EMPLOYEE BENEFITS Total:		\$20,374,345.61	\$21,712,777.00	\$17,640,255.57	\$21,133,200.00	\$21,133,200.00	\$21,133,200.00

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915 - FICA							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-915-2-5176	MEDICARE (1.45%)	\$1,493,638.13	\$1,500,212.00	\$1,264,807.83	\$1,710,225.00	\$1,710,225.00	\$1,710,225.00
EXPENSES Total:		\$1,493,638.13	\$1,500,212.00	\$1,264,807.83	\$1,710,225.00	\$1,710,225.00	\$1,710,225.00
915 FICA Total:		\$1,493,638.13	\$1,500,212.00	\$1,264,807.83	\$1,710,225.00	\$1,710,225.00	\$1,710,225.00

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944 - EMPLOYEE INJURIES							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-944-2-5152	ACTIVE POLICE AND FIRE	\$175,086.36	\$175,000.00	\$321,266.27	\$385,000.00	\$385,000.00	\$385,000.00
01-944-2-5153	RETIRED POLICE & FIRE	\$12,926.15	\$12,000.00	\$15,597.61	\$19,500.00	\$19,500.00	\$19,500.00
01-944-2-5171	WORKER'S COMP	\$564,745.05	\$515,000.00	\$606,533.43	\$772,000.00	\$772,000.00	\$772,000.00
01-944-2-5305	WORKERS COMP CLAIMS ADMIN	\$0.00	\$0.00	\$43,854.89	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$752,757.56	\$702,000.00	\$987,252.20	\$1,176,500.00	\$1,176,500.00	\$1,176,500.00
944 EMPLOYEE INJURIES Total:		\$752,757.56	\$702,000.00	\$987,252.20	\$1,176,500.00	\$1,176,500.00	\$1,176,500.00

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945 - PROPERTY/ LIABILITY INSURANCE							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-945-2-5745	COMP GENERAL LIABILITY	\$1,522,718.00	\$1,749,926.00	\$1,725,180.72	\$1,925,000.00	\$1,925,000.00	\$1,925,000.00
01-945-2-5748	INSURANCE DEDUCTIBLES	\$51,168.99	\$150,000.00	\$62,425.79	\$150,000.00	\$150,000.00	\$150,000.00
EXPENSES Total:		\$1,573,886.99	\$1,899,926.00	\$1,787,606.51	\$2,075,000.00	\$2,075,000.00	\$2,075,000.00
945 PROPERTY/ LIABILITY INSURANCE		\$1,573,886.99	\$1,899,926.00	\$1,787,606.51	\$2,075,000.00	\$2,075,000.00	\$2,075,000.00

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990 - TRANSFERS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
TRANSFERS OUT							
01-990-9-5963	TRANSFER TO CAPITAL PROJECTS	\$311,932.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-990-9-5968	TRANSFER TO TRUST FUNDS	\$986,484.00	\$899,295.00	\$899,295.00	\$0.00	\$0.00	\$0.00
01-990-9-5969	TRANSFER TO STABILIZATION FUNDS	\$2,301,796.00	\$2,098,355.00	\$2,098,355.00	\$0.00	\$0.00	\$0.00
TRANSFERS OUT Total:		\$3,600,212.43	\$2,997,650.00	\$2,997,650.00	\$0.00	\$0.00	\$0.00
990 TRANSFERS Total:		\$3,600,212.43	\$2,997,650.00	\$2,997,650.00	\$0.00	\$0.00	\$0.00
GENERAL FUND Total:		180,778,535.89	202,190,547.00	152,638,127.07	120,180,594.00	118,195,944.00	118,173,744.00
Grand Total:		180,778,535.89	202,190,547.00	152,638,127.07	120,180,594.00	118,195,944.00	118,173,744.00

6.3 Water/Sewer Enterprise Fund FY2020 Budget

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 9, 2019

Overview – Enterprise Fund

- * An enterprise fund is designed to establish a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for a good or service.
- * The City of Everett established an enterprise fund for Water and Sewer services beginning in FY2012.
- * The enterprise fund is designed to capture all direct and indirect costs of the Water and Sewer Department.

Water and Sewer Enterprise Fund Operational Budget

- * The total operating budget for the Water and Sewer enterprise fund budget for FY2020 is \$19,608,367.
- * \$18,892,327 represents direct costs including:
 - * Salaries, Expenses, Debt Service, MWRA assessments, etc.
- * \$716,040 represents indirect costs including:
 - * Health Insurance, Retirement, Intergovernmental expenses, etc.
- * The goal is to have user fees cover 100% of both direct and indirect costs of the enterprise fund.

Water and Sewer Enterprise Fund Capital Budget

- * The primary goal of the capital budget is to preserve and maintain water and sewer infrastructure.
- * The majority of the infrastructure in the City has exceeded its useful life.
- * The Director of City Services and the Superintendent of Water and Sewer are currently doing a citywide analysis of all water and sewer infrastructure throughout the City.
- * This analysis will then determine how capital dollars are best spent.

Water and Sewer Enterprise Fund Capital Budget

- * The proposed Capital Budget for the water and sewer enterprise fund for FY2020 is \$3,705,800 including:
 - * \$629,800 for water main replacement
 - * \$1,500,000 for Lead replacement program
 - * Funded through MWRA
 - * 0% interest loan program (LWSAP)
 - * \$1,421,000 for sewer inflow and infiltration
 - * \$1,065,750 through MWRA grant
 - * \$355,250 through MWRA I/I loan program at 0% interest
 - * \$155,000 for replacement of fire hydrants (\$50k) and Storm Water Improvements (\$105k) funded through available funds

Water and Sewer Rates

- * The MWRA advisory board conducts an annual rate survey of all MWRA communities.
- * The average water and sewer charge for all MWRA communities in 2018 is \$1,602 annually.
- * Everett's 2018 average water and sewer charge is \$1,064 (\$538 dollars less than the total average).

Water and Sewer Rates

- * In order to fully cover the direct and indirect costs, including the increased assessments from MWRA, the cost of debt service for replacement of aging infrastructure, and the adequate staffing levels of the water and sewer enterprise fund, there will need to be a rate adjustment for FY2020 of 2%.
- * The City plans to review the indirect cost policy, future capital needs, and usage to determine a long-term rate structure during FY21.



6.1 Letter from CFO City of Everett, Massachusetts Chief Financial Officer / City Auditor

484 Broadway
Everett, MA 02149
Tel: (617) 394-2210
Fax: (617) 394-2453

Carlo DeMaria Jr., Mayor
Eric Demas, Chief Financial Officer / City Auditor

April 9, 2019

The Honorable Carlo DeMaria Jr.
Mayor, City of Everett
Everett City Hall
484 Broadway, Room 31
Everett, MA 02149

Mayor DeMaria,

Per your request, please find the Mayor's proposed budget recommendation for the City's Water and Sewer Enterprise Fund (the Enterprise Fund) for submittal to the Council. This year's budget will again provide the City Council, property owners and residents of the City a more detailed account of the Enterprise Fund including a detailed budget from our accounting software, a rate comparison to all MWRA communities, a five year capital improvement plan, and an update of ongoing projects approved prior to FY2020.

It is worth noting that the City of Everett continues to have one of the most affordable rates of similar sized communities that are part of the Massachusetts Water Resource Authority (MWRA). Per the 2018 Annual Water & Sewer retail rate survey conducted by the MWRA Advisory Board, the average combined annual water and sewer charges for a homeowner in MWRA communities is \$1,602 per year, while Everett's average annual cost is \$1,064, an average savings of \$538 for the typical Everett ratepayer. This is approximately 34% less than the typical MWRA ratepayer.

For FY2020, a rate increase of 2% is needed to keep up with the costs of operations, including MWRA assessments, debt service on infrastructure improvements and meter replacements, as well as general operating costs. However, the rate is also based upon the use of \$350,000 in surplus (free cash).

Please let me know if you have any questions with regard to the budget attached. This budget will be distributed to the City Council at a future meeting.

Respectfully,
Eric J. Demas, CFO

cc: Greg St. Louis (City Services Director), Ernie Lariviere (Water Superintendent), Lara Wehbe (Business Manager), Kevin O'Donnell (Chief of Staff), Lauren Hurley (Budget Director)

6.2 Enterprise Fund Overview

What is an Enterprise Fund?

An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Under enterprise accounting, the revenues and expenditures of the service are segregated into a separate fund with its own financial statements, rather than commingled with the revenues and expenses of all other governmental activities. Financial transactions are reported using standards similar to private sector accounting. Revenues are recognized when earned and expenses are recognized when incurred, under a full accrual basis of accounting. An enterprise fund provides management and taxpayers with information to measure performance, analyze the impact of financial decisions, determine the costs of providing a service and identify any subsidy from the general fund in providing a service.

Enterprise accounting allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy or other available funds, if any. A community may choose to recover total service costs through user charges, but it is not required.

History

The enterprise fund statute, MGL Ch 44 § 53F ½ (formerly Chapter 41 § 39K), was enacted in 1986. Before that time, communities used special revenue funds authorized under various general laws or special acts in order to separately account for their business type services. These special revenue funds were limited, however, with regard to the services and costs covered. The funds were most commonly authorized for water, gas and electric utility departments and used primarily to account for annual operating costs, not the indirect costs, capital expenditures or fixed assets of the service. The purpose of the enterprise fund statute was to give communities the flexibility to account separately for all financial activities associated with a broader range of municipal services.

Basis of Accounting

Proprietary fund revenues and expenses are recognized on the accrual basis. Revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the period incurred, if measurable. The following major proprietary funds are classified as Proprietary funds and audited as such:

- The Water and Sewer Enterprise fund is used to account for the Water and Sewer activities.

For the entire MGL on Enterprise Funds visit the Massachusetts Department of Revenue website:

<http://www.mass.gov/Ador/docs/dls/publ/misc/EnterpriseFundManual.pdf>

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450 - WATER							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
60-450-1-5111	SALARIES	\$706,249.57	\$930,386.00	\$556,412.45	\$989,493.00	\$989,493.00	\$989,493.00
60-450-1-5113	PART TIME	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
60-450-1-5114	ON-CALL UNION STIPEND	\$5,300.00	\$5,200.00	\$4,400.00	\$5,200.00	\$5,200.00	\$5,200.00
60-450-1-5121	POLICE DETAILS	\$33,953.60	\$30,000.00	\$23,642.50	\$50,000.00	\$50,000.00	\$50,000.00
60-450-1-5130	OVERTIME	\$49,286.69	\$61,200.00	\$39,563.56	\$75,000.00	\$75,000.00	\$75,000.00
60-450-1-5144	ABOVE GRADE	\$62.65	\$719.00	\$12.64	\$918.00	\$918.00	\$918.00
60-450-1-5143	LONGEVITY	\$800.00	\$2,250.00	\$2,250.00	\$3,250.00	\$3,250.00	\$3,250.00
60-450-1-5193	CLOTHING ALLOWANCE	\$4,200.00	\$7,000.00	\$4,900.00	\$7,000.00	\$7,000.00	\$7,000.00
PERSONNEL Total:		\$799,852.51	\$1,036,755.00	\$631,181.15	\$1,135,861.00	\$1,135,861.00	\$1,135,861.00
EXPENSES							
60-450-2-5280	EQUIPMENT/ HIRE	\$21,295.95	\$24,450.00	\$5,163.36	\$24,450.00	\$24,450.00	\$24,450.00
60-450-2-5341	TELECOMMUNICATIONS	\$5,056.70	\$6,967.30	\$5,391.15	\$7,800.00	\$7,800.00	\$7,800.00
60-450-2-5380	PROFESSIONAL SERVICES	\$148,840.63	\$232,812.70	\$37,584.24	\$237,000.00	\$237,000.00	\$237,000.00
60-450-2-5420	OFFICE SUPPLIES	\$1,921.66	\$1,500.00	\$604.74	\$1,500.00	\$1,500.00	\$1,500.00
60-450-2-5430	EMERGENCY REPAIRS	\$64,870.99	\$99,000.00	\$0.00	\$99,000.00	\$99,000.00	\$99,000.00
60-450-2-5435	MAINTENANCE SUPPLIES	\$2,405.63	\$5,220.00	\$2,290.10	\$4,500.00	\$4,500.00	\$4,500.00
60-450-2-5438	SEWER LINE CLEANING	\$114,889.00	\$200,000.00	\$75,862.25	\$200,000.00	\$200,000.00	\$200,000.00
60-450-2-5532	PIPES FITTINGS VALVES	\$70,976.23	\$149,555.04	\$44,129.33	\$150,000.00	\$150,000.00	\$150,000.00
60-450-2-5534	METERS/MAINTENANCE	\$16,125.33	\$50,000.00	\$4,995.37	\$50,000.00	\$50,000.00	\$50,000.00
60-450-2-5535	STORMWATER EXPENSES	\$99,985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60-450-2-5543	STONE/ASPHALT	\$7,815.00	\$15,000.00	\$11,369.89	\$15,000.00	\$15,000.00	\$15,000.00
60-450-2-5710	PROFESSIONAL DEVELOPMENT	\$2,595.00	\$6,000.00	\$1,743.25	\$6,500.00	\$6,500.00	\$6,500.00
60-450-2-5785	EXTRA/UNFORSEEN CHARGES	\$15,205.66	\$43,994.96	\$15,789.04	\$43,550.00	\$43,550.00	\$43,550.00
EXPENSES Total:		\$571,982.78	\$834,500.00	\$204,922.72	\$839,300.00	\$839,300.00	\$839,300.00

60 WATER / SEWER ENTERPRISE FUND									
PERSONNEL SERVICES									
				FY 19	FY 20	FY 20			FY 20
				FTE	DEPT	MAYOR			FTE
DEPT	POSITION	CLASS/ STEP	HOURS	STAFF	FTE	FTE	FY 19	FY 20	FY 20
					REQ	REC	APPROPRIATION	DEPT	& Council
								REQUEST	REC
60-450-1-5111	Water Superintendent ¹	UNCL	40	1	1	1	\$96,900	\$98,838	\$98,838
60-450-1-5111	Assistant Water Superintendent ¹	UNCL	40	1	1	1	\$89,760	\$91,555	\$91,555
60-450-1-5111	Administrative Assistant ²	A-6U/7	35	1	1	1	\$55,892	\$58,131	\$58,131
60-450-1-5111	Administrative Assistant ²	A-6U/3	35	1	1	1	\$49,413	\$52,234	\$52,234
60-450-1-5111	Principal Clerk ^{2 3}	C-6U/2	35	1	0.5	0.5	\$42,916	\$20,594	\$20,594
60-450-1-5111	Working Foreman ⁴	W-12U/4	40	1	0	0	\$69,992	\$0	\$0
60-450-1-5111	Working Foreman	W-13U/4	40	0	1	1	\$0	\$85,135	\$85,135
60-450-1-5111	Working Foreman ⁴	W-12U/4	40	1	0	0	\$69,992	\$0	\$0
60-450-1-5111	Working Foreman	W-13U/4	40	0	1	1	\$0	\$85,135	\$85,135
60-450-1-5111	Craftsman - SMEO w/CDL & Hoisting ⁴	W-9U/4	40	1	0	0	\$54,267	\$0	\$0
60-450-1-5111	Craftsman - SMEO w/CDL & Hoisting	W-10U/4	40	0	1	1	\$0	\$67,226	\$67,226
60-450-1-5111	Craftsman - SMEO w/CDL & Hoisting ⁴	W-9U/3	40	1	0	0	\$53,206	\$0	\$0
60-450-1-5111	Craftsman - SMEO w/CDL & Hoisting	W-10U/3	40	0	1	1	\$0	\$64,335	\$64,335
60-450-1-5111	Craftsman - HMEO w/CDL License ⁴	W-8U/3	40	1	0	0	\$49,088	\$0	\$0
60-450-1-5111	Craftsman - HMEO w/CDL License	W-9U/3	40	0	1	1	\$0	\$61,111	\$61,111
60-450-1-5111	Craftsman - HMEO w/CDL License ⁴	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
60-450-1-5111	Craftsman - HMEO w/CDL License	W-9U/4	40	0	1	1	\$0	\$63,877	\$63,877
60-450-1-5111	Craftsman - HMEO w/CDL License ⁴	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
60-450-1-5111	Craftsman - HMEO w/CDL License	W-9U/4	40	0	1	1	\$0	\$63,877	\$63,877
60-450-1-5111	Craftsman - HMEO w/CDL License ⁴	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
60-450-1-5111	Craftsman - HMEO	W-9U/4	40	0	1	1	\$0	\$63,877	\$63,877
60-450-1-5111	Craftsman - HMEO ^{4 5}	W-7U/4	40	1	0	0	\$50,211	\$0	\$0
60-450-1-5111	Craftsman - HMEO w/CDL License	W-9U/1	40	0	1	1	\$0	\$56,784	\$56,784
60-450-1-5111	Meter Service Craftsman ^{4 5}	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
60-450-1-5111	Craftsman - HMEO w/CDL License	W-9U/1	40	0	1	1	\$0	\$56,784	\$56,784
60-450-1-5111	Union Contract Adjustment						\$40,000	\$0	\$0
60	Water/Sewer Enterprise Fund TOTAL			15	14.5	14.5			

Continued...

60	WATER / SEWER ENTERPRISE FUND											
	PERSONNEL SERVICES											
							FY 20	FY 20				
							FY 19	DEPT	MAYOR			
							FTE	FTE	FTE			
DEPT	POSITION			CLASS/ STEP	HOURS	STAFF	REQ	REC	FY 19	FY 20		
									APPROPRIATION	DEPT		
										REQUEST		
										& Council		
										REC		
									Salary (5111)	\$930,386	\$989,493	\$989,493
									Part Time (5113)	\$0	\$5,000	\$5,000
									On Call Union Stipend (5114)	\$5,200	\$5,200	\$5,200
									Police Details (5121)	\$30,000	\$50,000	\$50,000
									Overtime (5130)	\$61,200	\$75,000	\$75,000
									Longevity (5143)	\$2,250	\$3,250	\$3,250
									Acting Grade (5144)	\$719	\$918	\$918
									Clothing Allowance (5193)	\$7,000	\$7,000	\$7,000
									Personnel Total:	\$1,036,755	\$1,135,861	\$1,135,861

Notes to Budget

¹ 2% COLA added to FY20 salaries.

² Local 25 Clerical union increased 2% as well as step increase when appropriate.

³ New hire in late FY19. Splitting salary between W/S & Treasurer/Collector.

⁴ FY20 Local 25 DPW contract states a grade increase for all on 7.1.19.

⁵ Upgrading position. All new hires must have CDL license.

(60) Water/Sewer Enterprise Fund - Notes to Budget

	FY 19	FY 20	\$	%	
	Budget	Request	+/-	+/-	Detail
Personnel Services					
Salaries	930,386	989,493	\$59,107	6%	2% COLA on all salaries.
Part Time	0	5,000	\$5,000	100%	Any part time help needed.
On-Call Union Stipend	5,200	5,200	\$0	0%	Paid to the person who is on call for the weekend.
Police Details	30,000	50,000	\$20,000	67%	Paid whenever a street is closed/emergency repairs.
Overtime	61,200	75,000	\$13,800	23%	Paid after normal business hours. Increase due to contract settlement.
Above Grade	719	918	\$199	28%	For those employees filling in for a higher ranking employee.
Longevity	2,250	3,250	\$1,000	44%	For employees who have worked 10+ years.
Clothing Allowance	7,000	7,000	\$0	0%	\$700 per Local 25 DPW member.
Total Personnel Services	\$1,036,755	\$1,135,861	\$99,106	10%	
General Operating Expenses					
Equipment Hire	24,450	24,450	\$0	0%	All rentals and tools needed that the city does not own.
Telecommunications	6,967	7,800	\$833	12%	Asset Management/Mobile devices. Adding insurance & 2 cell phones.
Professional Services	232,813	237,000	\$4,187	2%	Consultant/Leak detecting/software licensing/attorney; DEP directive.
Office Supplies	1,500	1,500	\$0	0%	Toner cartridges, paper, WB Mason.
Emergency Repairs	99,000	99,000	\$0	0%	Main and sewer breaks. Emergencies beyond city's capabilities to repair.
Maint Supplies	5,220	4,500	(\$720)	-14%	Cleaning supplies for sewer and water.
Sewer Line Cleaning	200,000	200,000	\$0	0%	Outside contracts for sewer issues. DEP directive.
Pipes Fittings Valves	149,555	150,000	\$445	0%	Pipe supplies/couplings/fittings.
Meters Maintenance	50,000	50,000	\$0	0%	Meters and supplies/meter testing/replace large meter.
Stone/Asphalt	15,000	15,000	\$0	0%	Used when repairing streets after a break occurs.
Professional Development	6,000	6,500	\$500	8%	Memberships/classes/OSHA license requirements.
Extra/Unforeseen	43,995	43,550	(\$445)	-1%	Emergency funding for issues that are not covered by any of the above.
Total Expenditures	\$834,500	\$839,300	\$4,800	1%	

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Capital Improvements					
Hydrants	50,000	50,000	\$0	0%	Replace old hydrants around the city.
Stormwater Expenses	105,000	105,000	\$0	0%	Any stormwater capital expense. Includes cleaning catch basins.
Total Capital	\$155,000	\$155,000	\$0	0%	
Total	\$2,026,255	\$2,130,161	\$103,906	5%	
Retirement of Debt					
May 22, 2013 MWPAT	156,392	159,791	\$3,399	2%	Payments per debt schedule.
MWRA Water System	952,297	897,492	(\$54,805)	-6%	Payments per debt schedule.
June 6, 2012 MWPAT CW2-31,8-14	33,820	33,992	\$172	1%	Payments per debt schedule.
Dec 20, 2013	190,000	195,000	\$5,000	3%	Payments per debt schedule.
Feb 06, 2014	255,000	255,000	\$0	0%	Payments per debt schedule.
Feb 16, 2016	35,000	35,000	\$0	0%	Payments per debt schedule.
Feb 2017	20,000	20,000	\$0	0%	Payments per debt schedule.
April 13, 2017 CW-08-14-A	4,206	4,297	\$91	2%	Payments per debt schedule.
April 13, 2017 CW-14-24	20,665	21,114	\$449	2%	Payments per debt schedule.
May 3, 2018	84,550	80,000	(\$4,550)	-5%	Payments per debt schedule.
Total	\$1,751,930	\$1,701,686	(\$50,244)	-3%	
Long Term Debt Interest					
May 22, 2013 MWPAT	60,596	57,334	(\$3,262)	-5%	Payments per debt schedule.
Long Term Interest MWPAT	9,114	7,824	(\$1,290)	-14%	Payments per debt schedule.
Dec 20, 2013	25,675	21,825	(\$3,850)	-15%	Payments per debt schedule.
Feb 6, 2014	62,975	55,325	(\$7,650)	-12%	Payments per debt schedule.
Feb 16, 2016	10,200	8,800	(\$1,400)	-14%	Payments per debt schedule.
Feb 2017	4,000	3,000	(\$1,000)	-25%	Payments per debt schedule.
April 13, 2017 CW-08-14-A	1,225	1,135	(\$90)	-7%	Payments per debt schedule.
April 13, 2017 CW-14-24	10,316	9,871	(\$445)	-4%	Payments per debt schedule.
May 3, 2018	18,126	14,000	(\$4,126)	100%	Payments per debt schedule.
Total	\$202,227	\$179,114	(\$23,113)	-11%	

Continued...

	FY 19	FY 20	\$	%	
	Budget	Request	+ / -	+ / -	Detail
Short Term Debt Interest					
Short Term Debt	41,095	0	(\$41,095)	-100%	Budgeted for any short term borrowings.
Total	\$41,095	\$0	(\$41,095)	-100%	
Mass Water Resources Authority					
MWRA Leak Detection Assessment	8,250	8,250	\$0	0%	Level Funded
MWRA Safe Drinking Water	15,000	15,000	\$0	0%	Level Funded
MWRA Water	5,505,694	5,544,645	\$38,951	1%	Preliminary FY20 Water Assessment. Final assessment will be determined in June.
MWRA Sewer	8,952,283	9,313,471	\$361,188	4%	Preliminary FY20 Sewer Assessment. Final assessment will be determined in June.
Total	\$14,481,227	\$14,881,366	\$400,139	3%	
Grand Total Water/Sewer Budget	\$18,502,734	\$18,892,327	\$389,593	2%	
Indirect Costs Transfer Out	697,507	716,040	\$18,533	3%	Costs appropriated in the general fund (to be transferred to enterprise).
Grand Total	\$19,200,241	\$19,608,367	\$408,126	2%	

City of Everett
Everett Budget Council Summary Report
FY 2020 Enterprise Budget

450 - WATER		FY2018	FY2019	FY2019	FY2020	FY2020 Mayor	FY2020 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
CAPITAL IMPROVEMENTS							
60-450-3-5533	HYDRANTS	\$49,434.09	\$50,000.00	\$39,101.54	\$50,000.00	\$50,000.00	\$50,000.00
60-450-3-5535	STORMWATER EXPENSES	\$0.00	\$105,000.00	\$3,141.75	\$105,000.00	\$105,000.00	\$105,000.00
CAPITAL IMPROVEMENTS Total:		\$49,434.09	\$155,000.00	\$42,243.29	\$155,000.00	\$155,000.00	\$155,000.00
450 WATER Total:		\$1,421,269.38	\$2,026,255.00	\$878,347.16	\$2,130,161.00	\$2,130,161.00	\$2,130,161.00

City of Everett
Everett Budget Council Summary Report
FY 2020 Enterprise Budget

710 - RETIREMENT OF DEBT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
DEBT SERVICE							
60-710-9-5786	MAY 22,2013 MWPAT	\$153,066.00	\$156,392.00	\$156,392.00	\$159,791.00	\$159,791.00	\$159,791.00
60-710-9-5973	MWRA WATER SYSTEM	\$888,597.00	\$952,297.00	\$632,147.20	\$897,492.00	\$897,492.00	\$897,492.00
60-710-9-5975	JUNE 6,2012 MWPAT CW2-31,8-14	\$33,647.61	\$33,820.00	\$58,690.04	\$33,992.00	\$33,992.00	\$33,992.00
60-710-9-5984	DEC 20,2013	\$215,000.00	\$190,000.00	\$190,000.00	\$195,000.00	\$195,000.00	\$195,000.00
60-710-9-5985	FEB 06,2014	\$250,000.00	\$255,000.00	\$255,000.00	\$255,000.00	\$255,000.00	\$255,000.00
60-710-9-5986	Feb. 16, 2016	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
60-710-9-5988	FEB 2017	\$21,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
60-710-9-5989	APRIL 13, 2017 CW-08-14-A	\$4,116.00	\$4,206.00	\$0.00	\$4,297.00	\$4,297.00	\$4,297.00
60-710-9-5990	APRIL 13, 2017 CW-14-24	\$20,225.00	\$20,665.00	\$0.00	\$21,114.00	\$21,114.00	\$21,114.00
60-710-9-5991	MAY 3, 2018	\$0.00	\$84,550.00	\$0.00	\$80,000.00	\$80,000.00	\$80,000.00
DEBT SERVICE Total:		\$1,620,651.61	\$1,751,930.00	\$1,347,229.24	\$1,701,686.00	\$1,701,686.00	\$1,701,686.00
710 RETIREMENT OF DEBT Total:		\$1,620,651.61	\$1,751,930.00	\$1,347,229.24	\$1,701,686.00	\$1,701,686.00	\$1,701,686.00

City of Everett
Everett Budget Council Summary Report
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751 - LONG TERM DEBT INTEREST							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
DEBT SERVICE							
60-751-9-5786	MAY 22,2013 MWPAT	\$59,430.00	\$60,596.00	\$61,809.26	\$57,334.00	\$57,334.00	\$57,334.00
60-751-9-5975	LONG TERM INTEREST MWPAT	\$10,507.00	\$9,114.00	\$15,270.29	\$7,824.00	\$7,824.00	\$7,824.00
60-751-9-5984	DEC 20,2013	\$29,725.00	\$25,675.00	\$13,787.50	\$21,825.00	\$21,825.00	\$21,825.00
60-751-9-5985	FEB 6,2014	\$70,475.00	\$62,975.00	\$62,975.00	\$55,325.00	\$55,325.00	\$55,325.00
60-751-9-5986	Feb. 16, 2016	\$11,600.00	\$10,200.00	\$10,200.00	\$8,800.00	\$8,800.00	\$8,800.00
60-751-9-5988	FEB 2017	\$4,867.64	\$4,000.00	\$4,000.00	\$3,000.00	\$3,000.00	\$3,000.00
60-751-9-5989	APRIL 13, 2017 CW-08-14-A	\$1,304.40	\$1,225.00	\$0.00	\$1,135.00	\$1,135.00	\$1,135.00
60-751-9-5990	APRIL 13, 2017 CW-14-24	\$11,056.00	\$10,316.00	\$0.00	\$9,871.00	\$9,871.00	\$9,871.00
60-751-9-5991	MAY 3, 2018	\$0.00	\$18,126.24	\$9,012.49	\$14,000.00	\$14,000.00	\$14,000.00
DEBT SERVICE Total:		\$198,965.04	\$202,227.24	\$177,054.54	\$179,114.00	\$179,114.00	\$179,114.00
751 LONG TERM DEBT INTEREST Total:		\$198,965.04	\$202,227.24	\$177,054.54	\$179,114.00	\$179,114.00	\$179,114.00

City of Everett
Everett Budget Council Summary Report
FY 2020 Enterprise Budget

752 - SHORT TERM DEBT INTEREST							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
DEBT SERVICE							
60-752-9-5786	SHORT TERM DEBT	\$0.00	\$41,095.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE Total:		\$0.00	\$41,095.00	\$0.00	\$0.00	\$0.00	\$0.00
752 SHORT TERM DEBT INTEREST Total:		\$0.00	\$41,095.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Everett
Everett Budget Council Summary Report
FY 2020 Enterprise Budget

821 - MASS WATER RESOURCES AUTH		FY2018	FY2019	FY2019	FY2020	FY2020 Mayor	FY2020 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
INTERGOVERNMENTAL							
60-821-6-5230	MWRA LEAK DETECTION	\$0.00	\$8,250.00	\$0.00	\$8,250.00	\$8,250.00	\$8,250.00
60-821-6-5231	MWRA SAFE DRINKING WATER	\$12,115.39	\$15,000.00	\$12,297.63	\$15,000.00	\$15,000.00	\$15,000.00
60-821-6-5694	MWRA WATER	\$5,222,469.00	\$5,505,694.00	\$4,372,818.40	\$5,544,645.00	\$5,544,645.00	\$5,544,645.00
60-821-6-5695	MWRA SEWER	\$8,338,881.00	\$8,952,283.00	\$7,101,475.20	\$9,313,471.00	\$9,313,471.00	\$9,313,471.00
INTERGOVERNMENTAL Total:		\$13,573,465.39	\$14,481,227.00	\$11,486,591.23	\$14,881,366.00	\$14,881,366.00	\$14,881,366.00
821 MASS WATER RESOURCES AUTH Total:		\$13,573,465.39	\$14,481,227.00	\$11,486,591.23	\$14,881,366.00	\$14,881,366.00	\$14,881,366.00

City of Everett
Everett Budget Council Summary Report
FY 2020 Enterprise Budget

990 - TRANSFERS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
TRANSFERS OUT							
60-990-9-5961	INDIRECT COST TRANSFERS OUT	\$665,208.00	\$697,507.00	\$697,507.00	\$716,040.00	\$716,040.00	\$716,040.00
TRANSFERS OUT Total:		\$665,208.00	\$697,507.00	\$697,507.00	\$716,040.00	\$716,040.00	\$716,040.00
990 TRANSFERS Total:		\$665,208.00	\$697,507.00	\$697,507.00	\$716,040.00	\$716,040.00	\$716,040.00
WATER & SEWER ENTERPRISE Total:		\$17,479,559.42	\$19,200,241.24	\$14,586,729.17	\$19,608,367.00	\$19,608,367.00	\$19,608,367.00
Grand Total:		\$17,479,559.42	\$19,200,241.24	\$14,586,729.17	\$19,608,367.00	\$19,608,367.00	\$19,608,367.00

6.4 City of Everett Water and Sewer Rates

Water and Sewer Enterprise Fund

Actual - FY2019

QUARTERLY per 100 cubic feet

TIERS	USAGE	WATER	SEWER	TOTAL
Tier 1	1 to 10	\$ 2.38	\$ 6.48	\$ 8.86
Tier 2	11 to 20	\$ 3.02	\$ 8.49	\$ 11.51
Tier 3	21 to 30	\$ 3.63	\$ 9.75	\$ 13.38
Tier 4	31 to 100	\$ 4.14	\$ 10.93	\$ 15.07
Tier 5	101 to 200	\$ 5.74	\$ 12.93	\$ 18.67
Tier 6	Over 200	\$ 6.51	\$ 13.70	\$ 20.21

Proposed - FY2020

QUARTERLY per 100 cubic feet

TIERS	USAGE	WATER	SEWER	TOTAL
Tier 1	1 to 10	\$ 2.43	\$ 6.61	\$ 9.04
Tier 2	11 to 20	\$ 3.08	\$ 8.66	\$ 11.74
Tier 3	21 to 30	\$ 3.70	\$ 9.95	\$ 13.65
Tier 4	31 to 100	\$ 4.22	\$ 11.15	\$ 15.37
Tier 5	101 to 200	\$ 5.85	\$ 13.19	\$ 19.04
Tier 6	Over 200	\$ 6.64	\$ 13.97	\$ 20.61

Please see City of Everett website www.cityofeverett.com or call 311 for more information.

**Advisory Board
Communities:**

Arlington
Ashland
Bedford
Belmont
Boston
Braintree
Brookline
Burlington
Cambridge
Canton
Chelsea
Chicopee
Clinton
Dedham
Everett
Framingham
Hingham
Holbrook
Leominster
Lexington
Lynn
Lynnfield
Malden
Marblehead
Marlborough
Medford
Melrose
Milton
Nahant
Natick
Needham
Newton
Northborough
Norwood
Peabody
Quincy
Randolph
Reading
Revere
Saugus
Somerville
South Hadley
Southborough
Stoneham
Stoughton
Swampscott
Wakefield
Walpole
Waltham
Watertown
Wellesley
Weston
Westwood
Weymouth
Wilbraham
Wilmington
Winchester
Wintthrop
Woburn
Worcester

6.5 Annual W/S Retail Rate Survey 2018

MWRA Advisory Board

2018

Annual Water and Sewer Retail Rate Survey

Joseph E. Favaloro
Executive Director



Introduction

This is the thirtieth “Annual Water and Sewer Retail Rate Survey” prepared by the Massachusetts Water Resources Authority (MWRA) Advisory Board, providing a comparative snapshot of water and sewer retail rates for each community in the MWRA service area. In addition, the survey also incorporates rate information from Massachusetts communities outside of the MWRA service area, as well as other cities nationwide. The survey was prepared by James Guidod, Travis Ahern, and Lenna Ostrodka of the Advisory Board staff.

The Rate Survey is typically the Advisory Board’s most requested document. We hope that municipal officials, water and sewer industry professionals, and concerned citizens continue to find the information presented in the survey useful and informative. As always, we welcome any questions or suggestions regarding this survey, which will allow us to improve the document for future years. Please do not hesitate to call our office at (617) 788-2050, or email us at mwra.ab@mwrAADvisorboard.com with your feedback. Copies of this document are available at our website in PDF format at <http://www.mwrAADvisorboard.com>.

Average Water and Sewer Rates

Historically, the survey has focused upon the average annual household use based on the industry standard of 120 hundred cubic feet (HCF), or approximately 90,000 gallons (90 kgal) to track retail rate increases over time. For historical purposes this constant is maintained throughout the document; however, in recognition of the variability of actual household usage by community, the Advisory Board for several years has provided a comparative assessment of actual costs for water and sewer retail rate customers based upon local, state, and federal data (LSF). The LSF usage number is calculated by MWRA staff and is based primarily on residential consumption reported by each community in their annual Public Water Supply Annual Statistic Report filed with the Massachusetts Department of Environmental Protection, and the total population and average household size for each community based on data from the U.S. Census bureau. The full calculation and source data can be found in Appendix C. Prior to 2009, this information had only been presented in Appendix C of the survey, but now is found on each community’s page.

In July 2008, the Advisory Board staff convened a “focus group,” including members of the Advisory Board, MWRA staff, and Advisory Board staff, to discuss the survey’s method of reporting retail rate increases. After eliciting responses from both the American Water Works Association (AWWA) and its members, the group agreed to maintain a constant standard (120 HCF) for historical comparisons while creating additional references to the information contained in Appendix C. Now, in an effort to provide a more complete depiction of the various means by which retail water and sewer rates can be calculated, the information previously contained in Appendix C has been placed in each MWRA community’s profile page.

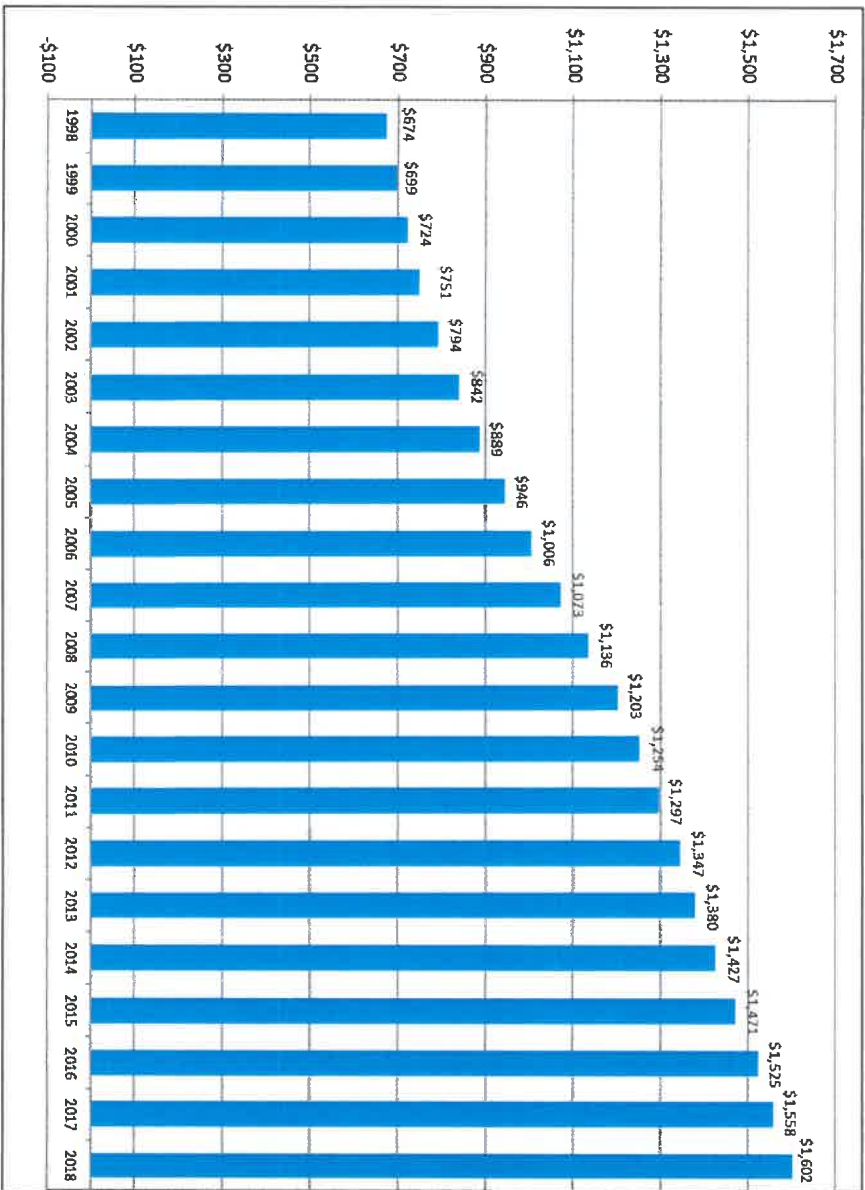
The MWRA Advisory Board

The MWRA Advisory Board was created by the Massachusetts Legislature in 1984 to represent the interests of Massachusetts Water Resources Authority service area communities. The Advisory Board includes one representative from each of the 60 communities that receive water and/or sewer services from the MWRA and one from the Metropolitan Area Planning Council. In addition, six members are appointed by the Governor to include a person with skills and expertise in matters relating to environmental protection, one representative each from the Connecticut River Basin, the Quabbin/Ware Watershed areas and the Wachusett Watershed area, plus two persons qualified by membership or affiliation in organizations concerned with the recreational or commercial uses of the Boston Harbor.

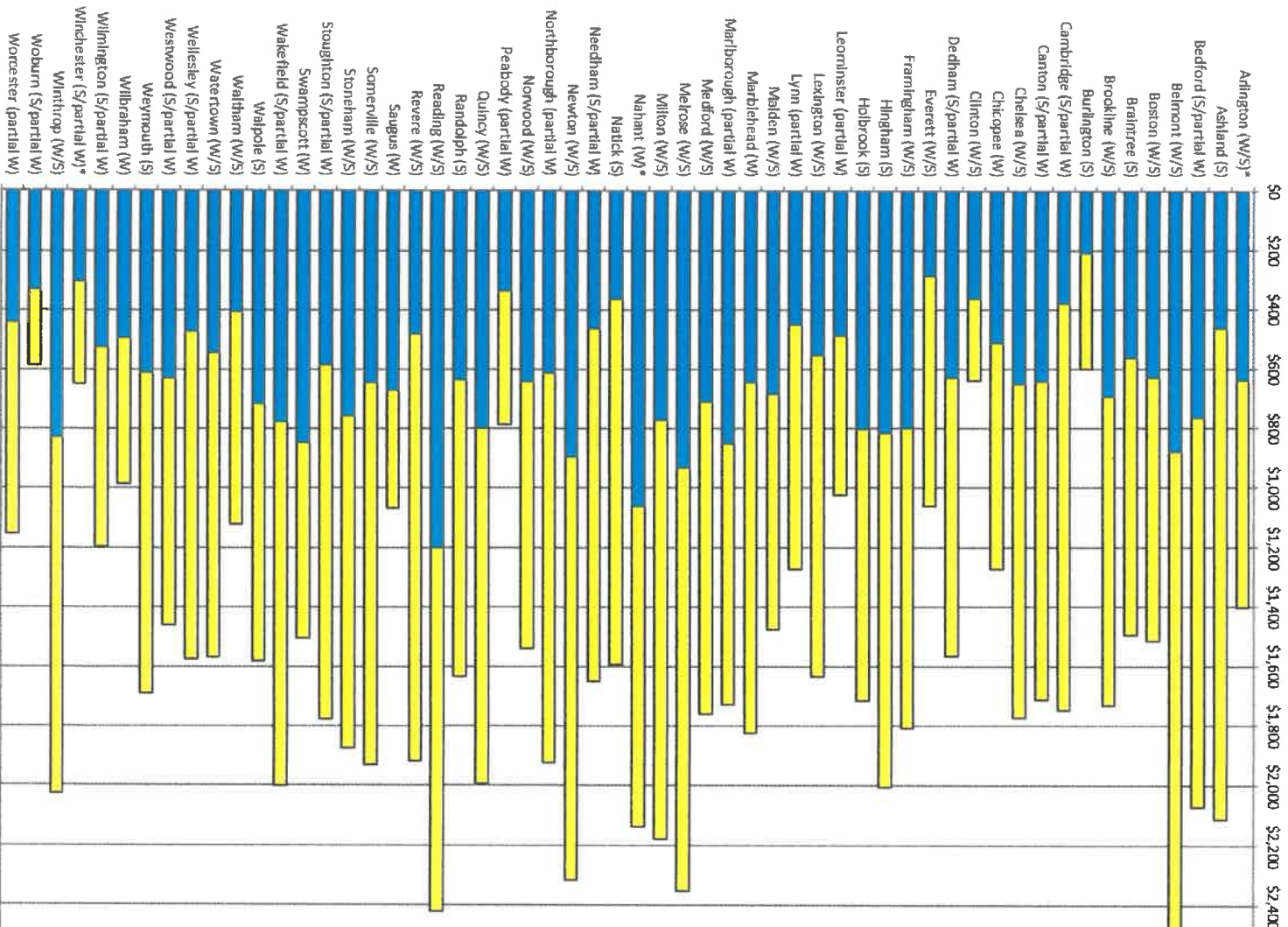
The Massachusetts Legislature has delegated specific responsibilities to the Advisory Board who, in turn, monitor the MWRA’s programs from a ratepayer perspective:

- Serving as a watchdog over the MWRA to ensure proper management and budgetary control;
- Making recommendations on annual expense budgets, capital improvement programs, business planning, and user charges;
- Holding hearings on matters relating to the MWRA and making subsequent recommendations to the Governor and the Legislature; and,
- Appointing three individuals to the eleven member MWRA Board of Directors.

Combined Annual Water & Sewer Charges in MWRA Communities 1998 – 2018 (Consumption at 120 HCF ≈ 90 kgal)



2018 Combined Retail Water & Sewer Community Charge Comparisons (Consumption at 120 HCF ≈ 90 kgal)



(*) Indicates community that utilizes the debt service exclusion as permitted under General Law 59 Section 21 C(n)

MWRA SYSTEMWIDE SUMMARY DATA
2018

	2017	2018
Avg. combined water and sewer cost	\$1,558.47	\$1,602.14
Percent change from prior year	2.2%	2.8%
<u>WATER BILLING FREQUENCY</u>		
Semi-Annual	8	8
Tri-Annual	2	2
Quarterly	42	42
Bi-Monthly	2	2
Monthly	6	6
<u>WATER RATE STRUCTURE</u>		
Ascending Block with Base/Minimum Charge	34	35
Ascending Block only	12	12
Flat Rate with Base/Minimum Charge	7	7
Flat Rate only	6	5
Fixed Fee	1	1
<u>SENIOR CITIZEN/LOW-INCOME DISCOUNTS</u>		
Senior Discount	17	17
Low-Income Discount	7	7
Both	7	7
Neither	29	29
<u>DEBT SERVICE EXCLUSION</u>	3	3
<u>CHANGES IN COMBINED WATER AND SEWER CHARGES</u>		
Decrease	3	2
No change	16	16
0% to 10% increase	38	39
10% to 20% increase	3	3
20% to 30% increase	0	0
30% to 40% increase	0	0
40% to 50% increase	0	0
Greater than 50% increase	0	0

ANNUAL WATER AND SEWER CHARGES IN
COMMUNITIES RECEIVING SERVICES FROM THE MWRA
2018

	Water	Sewer
Arlington (W/S) *	\$640.62	\$761.82
Ashland (S)	-	1,649.60
Bedford (S/partial W)	767.00	1,305.00
Belmont (W/S)	877.88	1,622.20
Boston (W/S)	631.32	885.53
Braintree (S)	-	933.00
Brookline (W/S)	694.40	1,040.80
Burlington (S)	-	391.50
Cambridge (S/partial W)	380.00	1,370.40
Canton (S/partial W)	643.40	1,073.00
Chelsea (W/S)	650.40	1,125.60
Chicopee (W)	514.00	-
Clinton (W/S)	364.70	273.53
Dedham (S/partial W)	629.28	937.28
Everett (W/S)	285.60	777.60
Framingham (W/S)	801.00	1,009.44
Hingham (S)	-	1,188.00
Holbrook (S)	-	915.60
Leominster (partial W)	488.24	-
Lexington (W/S)	554.00	1,083.60
Lynn (partial W)	449.04	-
Lynnfield (W)	436.30	-
Malden (W/S)	682.08	797.76
Marykeshew (W)	647.00	-
Marborough (partial W)	852.00	-
Medford (W/S)	707.52	1,055.28
Melrose (W/S)	931.60	1,419.32
Milton (W/S)	771.60	1,405.92
Nahant (W) *	1,063.20	-
Needham (S)	-	1,232.00
Needham (S/partial W)	461.40	1,191.96
Newton (W/S)	894.80	1,424.00
Northborough (partial W)	614.48	-
Norwood (W/S)	643.20	899.28
Peabody (partial W)	337.20	-
Quincy (W/S)	800.40	1,196.16
Randolph (S)	-	1,001.20
Reading (W/S)	1,200.00	1,220.40
Revere (W/S)	481.20	1,437.60
Saugus (W)	670.66	-
Somerville (W/S)	645.03	1,287.06
South Hadley (W)	530.40	-
Southborough (W)	437.08	-
Stoughton (S/partial W)	754.80	1,120.80
Swampscott (W)	848.00	1,192.80
Wakefield (S/partial W)	777.60	1,225.80
Walpole (S)	-	867.74
Waltham (W/S)	407.28	715.32
Watertown (W/S)	546.00	1,023.60
Wellesley (S/partial W)	471.96	1,102.80
Weston (W)	316.60	-
Westwood (S/partial W)	629.28	832.00
Weymouth (S)	-	1,080.88
Wilbraham (W)	494.40	-
Wilmington (S/partial W)	525.20	672.00
Winchester (S/partial W) *	302.60	345.60
Winthrop (W/S)	829.20	1,198.80
Woburn (S/partial W)	329.78	256.52
Worcester (partial W)	440.40	-
AVERAGE	\$616.40	\$1,035.14
Percent change	3.3%	2.92%

Water and Sewer Charges are based on an annual water consumption of 120 HCF ≈ 90 kgal.

(*) Indicates communities that utilize the debt service exclusion as permitted under General Law 59 Section 21C(n).

Combined Annual Water and Sewer Charges for Communities Receiving Services from the MWRA 2018

Charges include MWRA, community, and alternatively supplied services.
Rates based on average annual household use of **120 hundred cubic feet (HCF)**, or approximately **90,000 gallons**.

	Water	Sewer	Combined	Change
Arlington (W/S)*	\$640.62	\$761.82	\$1,402.44	4.6%
Ashland (S)	\$462.00	\$1,649.60	\$2,111.60	4.1%
Bedford (S/partial W)	\$767.00	\$1,305.00	\$2,072.00	8.6%
Belmont (W/S)	\$877.88	\$1,622.20	\$2,500.08	0.5%
Boston (W/S)	\$631.32	\$885.53	\$1,516.85	4.7%
Braintree (S)	\$562.80	\$933.00	\$1,495.80	3.1%
Brookline (W/S)	\$694.40	\$1,040.80	\$1,735.20	1.9%
Burlington (S)	\$210.04	\$391.50	\$601.54	2.3%
Cambridge (S/partial W)	\$380.00	\$1,370.40	\$1,750.40	5.8%
Carroll (S/partial W)	\$643.40	\$1,073.00	\$1,716.40	0.0%
Chester (W/S)	\$650.40	\$1,125.60	\$1,776.00	8.0%
Chicopee (W)	\$514.00	\$758.32	\$1,272.32	0.0%
Clinton (W/S)	\$364.70	\$273.53	\$638.23	3.0%
Deerham (S/partial W)	\$629.28	\$937.28	\$1,566.56	0.0%
Everett (W/S)	\$285.60	\$777.60	\$1,063.20	2.1%
Framingham (W/S)	\$801.00	\$1,009.44	\$1,810.44	2.3%
Hingham (S)	\$816.68	\$1,188.00	\$2,004.68	0.0%
Holbrook (S)	\$804.00	\$915.60	\$1,719.60	0.0%
Leominster (partial W)	\$488.24	\$534.68	\$1,022.92	2.5%
Lexington (W/S)	\$554.00	\$1,083.60	\$1,637.60	6.3%
Lynn (partial W)	\$449.04	\$824.76	\$1,273.80	3.9%
Malden (W/S)	\$682.08	\$797.76	\$1,479.84	3.0%
Marblehead (W)	\$647.00	\$1,179.00	\$1,826.00	3.0%
Marlborough (partial W)	\$852.00	\$878.40	\$1,730.40	0.0%
Medford (W/S)	\$707.52	\$1,055.28	\$1,762.80	4.0%
Melrose (W/S)	\$931.60	\$1,419.32	\$2,350.92	1.6%
Milton (W/S)	\$771.60	\$1,405.92	\$2,177.52	1.9%
Nahant (W/S)*	\$1,063.20	\$1,075.20	\$2,138.40	9.3%
Natick (S)	\$363.60	\$1,232.00	\$1,595.60	9.1%
Needham (S/partial W)	\$461.40	\$1,191.96	\$1,653.36	0.0%
Newton (W/S)	\$894.00	\$1,424.00	\$2,318.00	4.4%
Northborough (partial W)	\$614.48	\$1,312.64	\$1,927.12	0.0%
Norwood (W/S)	\$643.20	\$899.28	\$1,542.48	6.6%
Peabody (partial W)	\$337.20	\$451.80	\$789.00	0.0%
Quincy (W/S)	\$800.40	\$1,196.16	\$1,996.56	2.5%
Randolph (S)	\$635.60	\$1,001.20	\$1,636.80	5.0%
Reading (W/S)	\$1,200.00	\$1,220.40	\$2,420.40	0.0%
Revere (W/S)	\$481.20	\$1,437.60	\$1,918.80	-3.1%
Saugus (W)	\$670.66	\$396.80	\$1,067.46	2.5%
Somerville (W/S)	\$645.03	\$1,287.06	\$1,932.09	2.9%
Stoneman (W/S)	\$754.80	\$1,120.80	\$1,875.60	7.1%
Stoughton (S/partial W)	\$585.24	\$1,192.80	\$1,778.04	1.5%
Swampscott (W)	\$848.00	\$659.00	\$1,507.00	0.0%
Wakefield (S/partial W)	\$777.60	\$1,225.80	\$2,003.40	3.9%
Walpole (S)	\$715.34	\$867.74	\$1,583.09	2.6%
Watertown (W/S)	\$407.28	\$715.32	\$1,122.60	0.0%
Watertown (W/S)	\$546.00	\$1,023.60	\$1,569.60	2.5%
Wellesley (S/partial W)	\$471.96	\$1,102.80	\$1,574.76	3.4%
Westwood (S/partial W)	\$629.28	\$832.00	\$1,461.28	1.3%
Weymouth (S)	\$611.80	\$1,080.88	\$1,692.68	2.9%
Wilbraham (W)	\$494.40	\$492.00	\$986.40	0.0%
Wilmington (S/partial W)	\$525.20	\$672.00	\$1,197.20	2.1%
Winchester (S/partial W)*	\$302.60	\$645.60	\$948.20	0.0%
Wintthrop (W/S)	\$829.20	\$1,198.80	\$2,028.00	3.0%
Woburn (S/partial W)	\$329.78	\$256.52	\$586.30	10.0%
Worcester (partial W)	\$440.40	\$713.28	\$1,153.68	3.0%
AVERAGE	\$623.18	\$978.96	\$1,602.14	2.80%

The following communities do not provide municipal sewer services and, therefore, are not listed: Lynnfield Water District, South Hadley Fire District #1, Southborough and Weston.

(*) Indicates communities that utilize the debt service exclusion as permitted under General Law 59 Section 21C(n).

Everett (W/S)

Residential Water Rates:

Last adjusted: July 2018
 Next adjustment scheduled: July 2019
 Fund: Enterprise

0 – 30 HCF \$2.38/HCF
 >30 – 60 HCF \$3.02 "
 >60 – 90 HCF \$3.63 "
 >90 – 240 HCF \$4.14 "
 >240 HCF \$4.98 "

Billing Frequency: Quarterly

Residential Sewer Rates:

Last adjusted: July 2018
 Next adjustment scheduled: July 2019
 Fund: Enterprise

0 – 30 HCF \$6.48/HCF
 >30 – 60 HCF \$ 8.49 "
 >60 – 90 HCF \$ 9.75 "
 >90 – 240 HCF \$ 10.93 "
 >240 HCF \$ 12.17 "

Based on 100% of water usage.
 Billing Frequency: Quarterly

**Annual Cost
 AWWA Standard for Historical Comparison**
 (120 HCF ≈ 90,000 gals.)

Utility	Rate	Change from 2017
Water	\$285.60	2.15%
Sewer	\$777.60	2.05%
Combined	\$1,063.20	2.07%

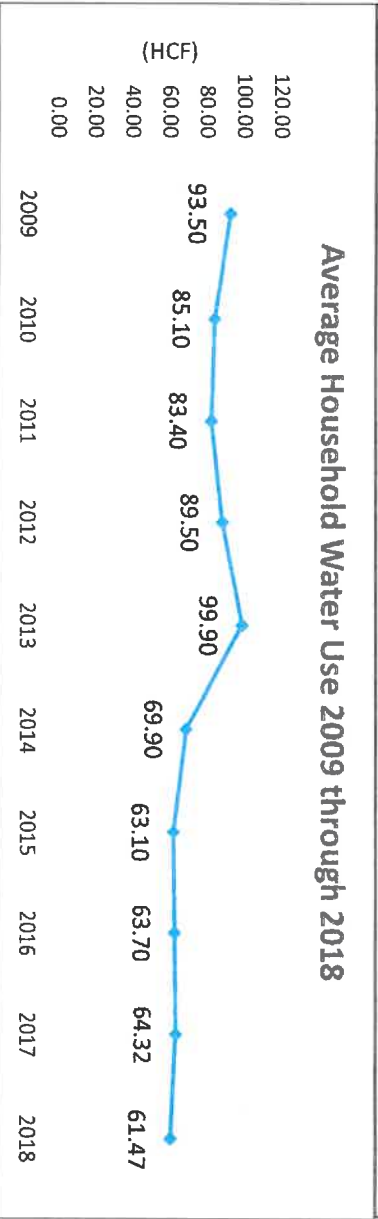
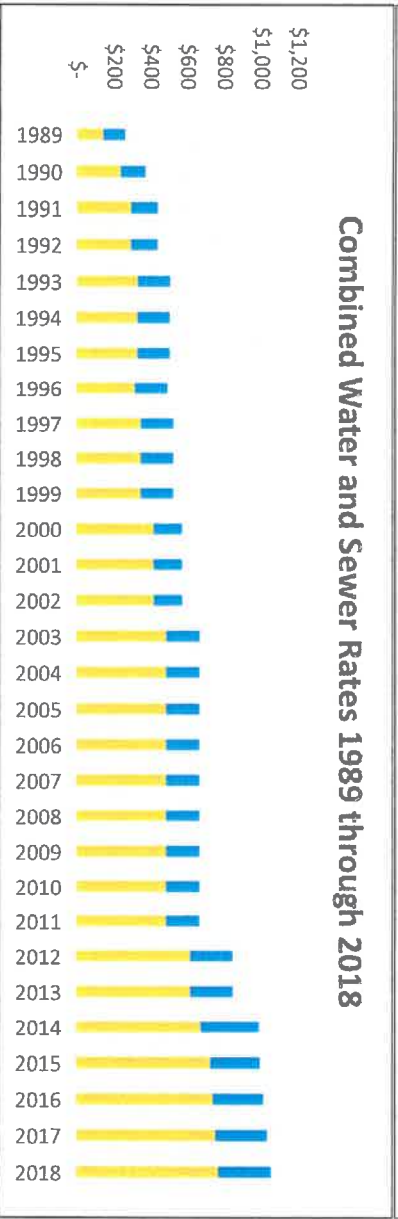
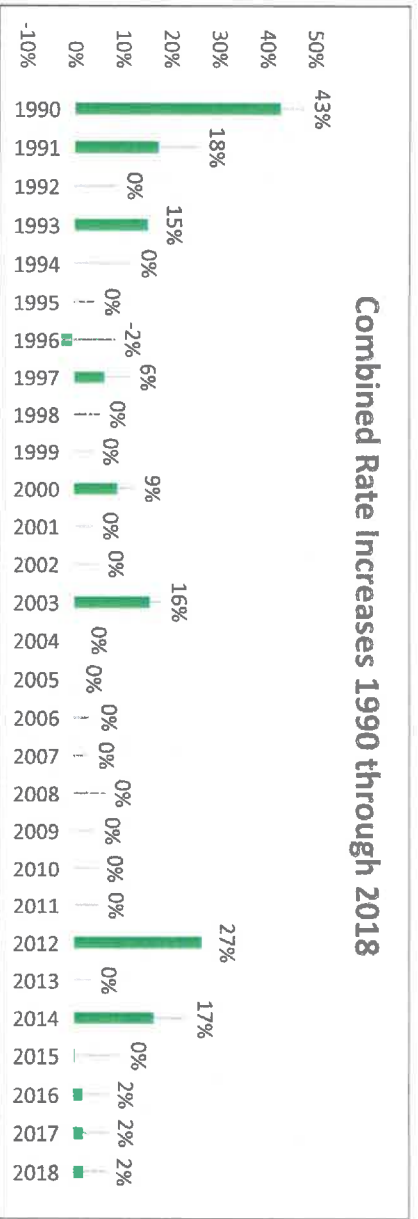
**Annual Cost Based on
 Local, State & Federal Data**
 (61.4 HCF – See Appendix C
 for Data & Calc.)

Water	\$146.31
Sewer	\$398.35
Combined	\$544.65

Commercial Water Rates:	Same as residential	Commercial Sewer Rates:	Same as residential
Additional 2018 Data by Community			
Does this Community Use Second Meters?	No	Does this Community Offer Senior and/or Low Income Discounts?	No
Water System		Sewer System	
MWRA Charges as % of Total Community Water Expenses	Over 75%	MWRA Charges as % of Total Community Sewer Expenses	Over 75%
Miles of water pipeline replaced/rehabilitated in FY18	No response	Miles of sewer pipeline replaced/rehabilitated in FY18	No response
Water Capital Needs over Next Five Years	\$10-20 million	Sewer Capital Needs over Next Five Years	\$10-20 million
Anticipated Water Capital Spending over Next Five Years	\$1-5 million	Anticipated Sewer Capital Spending over Next Five Years	\$1-5 million
Stormwater			
Current Funding Source of Stormwater-Related Costs:		Operating Budget / Tax Levy	

Everett (W/S)

FY 2019 MWRA Assessments			
	FY18	FY19	% Change
Water	\$5,182,465	\$5,466,023	5.50%
Sewer	\$8,378,885	\$8,876,844	5.90%
Combined	\$13,561,350	\$14,342,867	5.80%



6.6 FY2020 Water & Sewer Enterprise Fund Capital Budget – Executive Summary

- The total proposed Capital Plan for the City of Everett’s Enterprise Funds for FY20 is \$3,705,800. However, the total amount proposed for borrowing is \$2,485,850.
- The Enterprise Fund’s Capital Plan for FY20 has several funding sources, including budgetary appropriations, grants, and bonding.
- The list proposed has been reviewed by the Mayor and has been submitted with favorable action recommended as such.

FY20 Enterprise Fund CIP – Funding Sources

FY20 Enterprise Fund CIP – funded from sale of bonds

• Water Main replacement (MWRA’s LWSAP program)	\$ 629,800
• Sewer Inflow and Infiltration (I/I) projects (MWRA’s I/I program)	\$ 355,250
• MWRA Lead Program	\$ <u>1,500,000</u>

TOTAL ~ BONDING:	\$ 2,485,050
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FY20 Enterprise Fund CIP – funded from grants

• Sewer Inflow and Infiltration (I/I) projects (MWRA’s I/I program Phase 9)	\$ <u>1,065,750</u>
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TOTAL ~ GRANTS:	\$ 1,065,750
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FY20 Enterprise Fund CIP – funded from operating budget

- Replacement of Fire Hydrants (operating budget appropriation) \$ 50,000
- Storm Water Improvements \$ 105,000

TOTAL ~ OPERATING FUNDS: \$ 155,000

IMPACT OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING BUDGET

<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
Sewer Inflow/Infiltration projects	\$1,421,000	75% grant (\$1,065,750) 25% bond (\$355,250) @ 0% interest through MWPAT's I/I program	No impact on FY20 budget. Estimated debt payments of \$36K per year starting in FY21 and ending in FY30
Rehabilitation of Water Mains	\$629,800	Bonding through MWRA's LWSAP program (0% interest loan program)	No impact on FY21 budget. Estimated debt payments of \$63k per year starting in FY21 and ending in FY30
Replacement of Fire Hydrants	\$50,000	Operating appropriation	Level Funded
Storm Water Improvement Program (non I/I)	\$105,000	Operating appropriation	Level Funded
MWRA Lead Program	\$1,500,000	Bonding	No impact on FY20 budget. Estimated debt payment of \$150k per year starting in FY21 and ending in FY30

City of Everett
6.7 Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2019 - 2023

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Enterprise Fund (Water/Sewer Projects)							
EQUIPMENT							
2017 1/2 ton Truck		Bond					
INFRASTRUCTURE - WATER							
Hydrant Replacement Program		Operating Budget	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Water Main Replacement (MWRA's LWSAP program*)							
Water Main Replacement (MWRA's LWSAP program*)		Bond - MWRA int. free loan	\$ 231,000	\$ -	\$ -	\$ -	\$ -
<i>*City has authorized \$4,672m bond - \$500k per year drawdown through FY2019</i>							
Water Main Replacement (MWRA's LWSAP program (Phase 11*))		Bond - MWRA int. free loan	\$ 1,259,600	\$ 629,800	\$ 629,800	\$ 629,800	\$ 629,800
MWRA Lead program		Bond - MWRA int. free loan	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Stormwater Capital		Operating Budget	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Vector Truck		Bond	\$ 455,000				
INFRASTRUCTURE - SEWER/STORMWATER							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 1-8**)		MWRA grant					
<i>**City can authorize \$2,088,000 of available funds - 45% grant/55% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 1,065,750				
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 355,250				
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-12**)		MWRA bond/grant		\$ 1,065,750	\$ 1,065,750	\$ 1,065,750	\$ 1,065,750
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-12**)		MWRA bond/grant		\$ 355,250	\$ 355,250	\$ 355,250	\$ 355,250
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ -	\$ -	\$ -	\$ -	\$ -
GIS Improvements		Bonding					
Data management system		Bonding					
Subtotal: Water and Sewer Enterprise Fund			\$ 4,521,600	\$ 3,705,800	\$ 3,705,800	\$ 3,705,800	\$ 3,705,800
LESS ~ Non Grant Funds to offset costs							
Water/Sewer CIP: OFS							
Operating Fund appropriation - Fire Hydrant Replacement			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Grant - MWRA			\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)
Operating Fund appropriation - Storm water			\$ (105,000)	\$ (105,000)	\$ (105,000)	\$ (105,000)	\$ (105,000)
LESS ~ Grants and other sources/funds to offset costs							
			\$ (1,220,750)	\$ (1,220,750)	\$ (1,220,750)	\$ (1,220,750)	\$ (1,220,750)
Net ~ Enterprise Fund Expenses - to be bonded			\$ 3,300,850	\$ 2,485,050	\$ 2,485,050	\$ 2,485,050	\$ 2,485,050
			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023

6.8 City of Everett ~ Actual D Service as of June 30, 2018

Date of Issue	Purpose	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035-2037	Total - all years (through)
12/14/2006	MWPAT CW-02-31 (I)	Principal	25,000	30,000	30,000													310,000
		Interest	4,128	2,948	1,582													45,921
5/22/2008	MWRA Water (O)	Principal																91,200
		Interest																-
5/21/2009	MWRA Water (O)	Principal																619,222
		Interest																-
3/15/2011	MWRA Water (O)	Principal	50,000															300,000
	(5500,000 LWSAP program)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8/22/2011	MWRA Water (O)	Principal	22,842	22,842														159,895
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6/6/2012	MWPAT CW-08-14	Principal	9,170	9,350	9,533	9,721	9,913	10,108	10,306	10,509	10,716	10,926	11,142					154,653
		Interest	2,136	1,951	1,762	1,570	1,373	1,173	969	761	549	332	111					26,024
7/8/2012	MWPAT CW-08-14 (A)	Principal	4,390	4,486	4,583	4,683	4,785	4,889	4,995	5,104	5,215	5,328						68,416
		Interest	1,041	947	851	752	652	549	444	336	227	114						11,954
8/22/2011	MWRA Water	Principal	165,344	165,344	165,344													1,322,752
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5/22/2013	MWPAT CW-10-20	Principal	133,448	136,348	139,311	142,339	145,432	148,593	151,823	155,122	158,494	161,938	165,458	169,054	172,728			2,605,936
	(\$2,838,033 - Beacham St.)	Interest	39,602	36,992	34,204	31,420	28,572	25,664	22,692	19,656	16,554	13,384	10,144	6,836	3,454			539,753
12/20/2013	Water Meters	Principal	80,000	85,000	85,000	90,000												725,000
		Interest	8,800	6,525	3,975	1,350												89,250
12/20/2013	Water Meters	Principal	115,000	120,000	120,000													900,000
		Interest	8,638	5,400	1,800													93,967
12/20/2013	Vehicle Replacement	Principal																95,000
		Interest																2,750
2/6/2014	Water Meters	Principal	125,000	130,000	130,000	135,000												1,095,000
		Interest	15,600	11,850	7,950	4,050												170,100
2/6/2014	Water Main Replacement (non-M)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000							1,400,000
		Interest	27,876	24,876	21,876	18,876	15,876	12,876	9,876	6,750	3,500							326,761
2/6/2014	Water System Repairs	Principal	35,000	35,000	35,000	35,000												315,000
		Interest	4,200	3,150	2,100	1,050												47,250
11/1/2014	MWRA Water Main	Principal	100,000	100,000	100,000	100,000	100,000											1,000,000
	(\$1,000,000 LWSAP program)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1/7/2015	MWPAT CW-10-20A	Principal	29,816	30,464	31,127	31,803	32,494	33,200	33,922	34,659	35,412	36,182	36,969	37,772	38,593	39,432	40,289	663,967
	(\$561,867 - Beacham St.)	Interest	11,268	10,668	10,068	9,468	8,868	8,268	7,668	7,068	6,468	5,868	5,268	4,668	4,068	3,468	2,868	173,272
2/18/2016	2016 MWRA Sewer bonds	Principal	77,000															385,000
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2/18/2016	2016 Departmental Equipment	Principal	35,000	30,000	30,000	30,000	30,000	30,000										325,000
		Interest	7,400	6,000	4,800	3,600	2,400	1,200										68,892
2/18/2016	2016 MWRA Sewer bonds	Principal	152,680															763,400
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
2/28/2017	Water Backhoe	Principal	20,000	20,000														101,000
		Interest	2,000	1,000														14,868
2/28/2017	Sewer Illicit Connections	Principal	4,000	4,000	4,000	4,000	4,000	4,000	4,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	9,000	69,500
		Interest	2,409	2,209	2,009	1,809	1,609	1,409	1,209	1,009	889	769	679	589	499	405	619	26,415
4/30/2017	CW-14-24	Principal	21,573	22,042	22,521	23,010	23,511	24,022	24,544	25,077	25,622	26,179	26,748	27,329	28,530	29,150	60,215	472,077
		Interest	8,760	8,328	7,888	7,438	6,978	6,506	6,026	5,534	5,034	4,522	3,998	3,462	2,916	2,358	1,812	107,894
9/12/2016	MWRA	Principal	135,525	135,525	135,525	135,525	135,525	135,525										1,219,725
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	Sewer I&I MWRA	Principal	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525							355,250
	(LWSAP \$1,421,000)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	Rehabilitation of Water Mains	Principal	149,060	149,060	149,060	149,060	149,060	149,060	149,060	149,060	149,060							1,490,600
	(LWSAP \$1,490,600)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	MWRA Lead Program	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000							1,000,000
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	Vector Truck	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000							397,000
		Interest	17,600	15,600	13,600	11,600	9,600	7,600	5,600	3,600	1,600							105,688
SELF SUPPORTING DEBT SERVICE																		
	Total Principal		1,765,373	1,180,401	1,141,944	841,081	585,660	490,337	329,590	333,471	330,450	243,563	243,317	217,155	242,851	71,582	109,504	15,757,914
	Total Interest		161,458	138,384	114,465	92,983	75,928	65,245	54,488	44,714	34,821	24,989	20,200	15,555	10,937	6,231	5,299	1,850,159
	Total Payment		1,926,831	1,318,785	1,256,409	934,064	661,588	555,582	384,078	378,185	373,280	268,543	263,517	232,710	253,788	77,813	114,803	17,608,074
Projected Debt Service																		
	Purpose	Type of Payme	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
	Water Main Replacement	Principal	62,980	62,980	62,980	62,980	62,980	62,980	62,980	62,980	62,980	62,980						629,800
	(LWSAP \$629,800)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
	MWRA Lead Program	Principal	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000						1,500,000
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
	Sewer I&I MWRA	Principal	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525						355,250
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
	Projected Debt Serv		248,505	248,505	248,505	248,505	248,505	248,505	248,505	248,505	248,505	248,505	0	0	0	0	0	2,485,050
	Total Actual & Projected Net Debt		2,175,336	1,567,290	1,504,914	1,182,569	910,093	804,087	632,579	626,690	621,785	517,048	263,517	253,788	253,788	77,813	114,803	20,893,124

(169) ECTV - Notes to Budget

	FY 19 Budget	FY 20 Request	\$ +/-	% +/-	Detail
Personnel Services					
Salaries	0	386,734	386,734	100%	2% COLA on most. Local 25 Clerical union increased 2% as well as step increase when appropriate.
Other Personal Services	0	15,000	15,000	100%	For seasonal help when needed.
Operating Benefits	0	70,000	70,000	100%	Employee benefits reimbursements to City
Overtime	0	4,000	4,000	100%	For those employees who want OT in lieu of comp time.
Longevity	0	1,250	1,250	100%	Ms. Fragione
Total Personnel Services	\$0	\$476,984	\$476,984	100%	
General Operating Expenses					
Security System	0	1,500	1,500	100%	Guard Alarm Systems. For ECTV studio.
Rent	0	20,000	20,000	100%	For studio space at City Hall.
Professional Services	0	8,000	8,000	100%	Contractual services as needed
Operating Comcast	0	5,500	5,500	100%	Payments to Comcast.
Office Supplies	0	3,000	3,000	100%	For general office supplies, mostly from WB Mason.
Operating Professional Development	0	1,200	1,200	100%	Employee training as needed.
Other Charges	0	5,500	5,500	100%	Ready Refresh, Citizen's Bank
Licensing Fees	0	1,000	1,000	100%	Local access channels
Operating Production/Broadcast	0	106,000	106,000	100%	Supplies/vendors needed for various City events that are to be televised. Supplies for ECTV studio.
Total Expenditures	\$0	\$151,700	\$151,700	100%	
Total	\$0	\$628,684	\$628,684	100%	

7.10 Capital Improvement Plan FY2019 - FY2023 & FY2020 Capital Budget Overview

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 13, 2019



Overview: Capital Improvement Plan vs. Capital Improvement Budget

- Capital Improvement Plan (CIP) is the long term plan for capital improvements throughout the City (FY2019-FY2023).
- Capital Improvement Budget is the spending plan for the upcoming fiscal year (FY2020) for capital items.
- Combined, the CIP and Capital Budget are tools that help professionalize how capital projects are identified, prioritized, and funded for all City departments.



Capital Improvement Plan – Why?

- “Capital planning and budgeting is central to economic development, transportation, communication, delivery of essential services, environmental management and quality of life of our citizens. Much of what is accomplished by local government depends on a sound long-term investment in infrastructure and equipment.”
 - From ICMA’s *Capital Budgeting: A Guide For Local Governments*



Capital Improvement Plan: FY2019 – FY2023

- The Capital Improvement Plan (CIP) is the long term plan for capital improvements throughout the City.
- CIP ensures that capital needs are being addressed responsibly based upon priority and thoughtful planning.
- CIP is a critical component of capital improvement budgeting (FY2020) and the overall budget strategy.
- CIP gives the administration the ability and knowledge to address deferred maintenance, infrastructure needs, and all other future capital needs of the City.



Capital Improvement Plan: FY2019 – FY2023

- The CIP is a comprehensive document prepared by the administration that includes:
 - Mayor's Message
 - Program Overview
 - Executive Summary
 - Debt and Capital Improvement Policies
 - CIP comprehensive summary (five year)
 - Capital Plan - Debt Service Impact (one year)
 - Detailed summary of proposed FY2020 Capital Budget requests
- These documents are part of your CIP binder.



Capital Improvement Budget: FY2020

- The FY2020 Capital Improvement Budget is the upcoming year's spending plan for capital items.
- The Capital Improvement Budget dovetails into the City's FY2020 operational budget.
- Therefore, It is the hope of the administration that the capital budget is approved as part of the submission of the FY2020 operating budget.
- By approving the capital budget timely, the administration will be able to appropriately budget the capital expenses for all city departments.

Capital Improvement Budget:

“What is a capital asset?”

- All items in the CIP have to have the following to be included:
 - A value of \$35,000 or greater, and;
 - A useful life of five (5) or more years.
- Items that do not meet these two thresholds are considered operating costs and will be included as part of the operating budget.



FY2020 Capital Improvement Budget Executive Summary – General Fund

- This Capital Budget has multiple funding sources, including grant funds, free cash, operating fund appropriations, and bonding.
- The total proposed Capital Plan for the City of Everett for FY2020 is \$21,749,733.
 - \$ 20,212,000 ~ Bonding (Long term debt issuance)
 - \$ 928,903 ~ Grants and Other Financial Sources (OFS)
 - \$ 608,830 ~ FY20 Operating Fund appropriation
- Details on the General Fund CIP can be found in FY2020 Capital Improvement Program.



Summary:

Capital Improvement Plan and its benefits

- Sound financial management represents one of the most critical aspects of local government administration.
- Capital planning enhances a community's credit rating, controls its tax rate, and avoids sudden changes in debt service requirements.
- Capital planning process will keep public informed of current community objectives as well as future needs and projects.
- Sound policies and planning will identify the most economical means of financing capital needs of the city.

7.1 Capital Improvement Program: Mayor's Message

Goals of the Capital Improvement Program (CIP)

The City of Everett relies on a five (5) year capital improvement program and a one (1) year capital budget to ensure that capital needs are being addressed in a responsible manner based on priority and thoughtful planning. A capital improvement program is a critical component of the capital improvement budget and the overall budget strategy. By formalizing a capital plan and capital budget, the City of Everett now has the ability and knowledge to address deferred maintenance issues that have been postponed and ignored in prior years, as well as plan for the future needs of the City.

When considering funding items in the Capital Improvement Program, the City strategically pursues available options from grants at the state and federal levels, and also utilizes other financing sources to avoid the issuance of long term debt for certain projects that can be covered in full by such retained earnings. From a financing perspective, priority is given to projects with grant revenues or other matching funds to offset the costs of borrowing.

Addressing capital needs when appropriate will assist the City in reaching many of its longer-term goals such as reducing fuel consumption, decreasing deferred maintenance costs, reducing heating and electricity expenses, and creating efficiencies by means of technological advances and automation. A sound capital improvement program will continue to ensure that our facilities, equipment and vehicles are safe, energy efficient and operable at all times to deliver top-notch services to the City's residents.

Goals of the Mayor – FY2020 Capital Improvement Program (CIP)

My main goals are to improve the overall planning and budget process for addressing capital needs and to ensure accountability as it relates to implementation of capital work projects. The FY2020 capital budget is focused on overhauling and renovating neglected parks, playgrounds and recreational spaces, as well as continuing to improve the City's infrastructure.

In holding to the policies set forth in the CIP, we have given priority to projects that can use grant funds to help offset overall costs of projects, or in some cases, fund an entire project. Otherwise, projects are ranked based upon priority as well as the ability to reduce long term operational costs.

FY2019 Capital Improvement Program (CIP) – Highlights of Proposed CIP and FY2019 Capital Budget

For FY2020, my administration has created a capital plan that is fiscally responsible and transparent. The plan includes a particular focus on asset preservation, replacement of apparatus, and continued improvements to the City's infrastructure.

Proposed capital equipment purchases for FY2020 include the following:

- New equipment and vehicles for the Police Department
- Replacement of ladder truck for the Fire Department
- Replacement of City Services Vehicles
- Replacement of Inspectional Services Vehicles
- Replacement of City Information Technology systems

The total amount of the proposed FY2020 Capital Budget that will require an appropriation from the General fund operating budget is \$608,830.

Proposed capital projects include, but are not limited to the following:

- Design, construction and renovation at Florence park, Seven Acre Park, Swan Street Park, Baldwin Avenue Park, and Edith Street Park
- Design and refurbishment of Citywide Tot Lots
- Everett Square Improvements
- Northern Strand Bike Path Extension

Also, with regards to the City's infrastructure, the City is estimating \$645,903 from the State's Chapter 90 program for eligible road and sidewalk repairs.

Further details for all capital improvement items in the FY2020 Capital Improvement Budget are included in your binders.

7.2 Capital Improvement Program Overview

A capital improvement program (CIP) is a blueprint for planning a community's capital expenditures. A CIP is typically a multi-year plan identifying capital projects and equipment to be funded during the planning period. A CIP is composed of two parts, a *capital program* and a *capital budget*. The capital program is a plan for capital expenditures that extends out past the capital budget. The capital budget is the upcoming year's spending plan for capital items.

Developing a CIP that will ensure sound financial and capital planning requires effective leadership and the involvement and cooperation of all municipal departments. A properly developed CIP will help the city in many ways such as enhancing a community's credit rating, stabilizing debt service payments, and identifying the most economical means of financing capital projects. It will also help increase opportunities to obtain federal and state aid and help avoid duplication by overlapping governmental units.

The city has several ways to finance its CIP, including state and federal grants, appropriations from available funds, capital leases, and long-term borrowing. Depending on the cost and the useful life, the City Auditor will make recommendations to the Mayor for funding the city's capital needs.

Capital leases are often three years or less and are built into the operating budget. Capital leases are often used for items such as school buses, office equipment, and other items that may not last five years in useful life. The city's policy is to fund capital items under \$35,000 through appropriations; however, the city may fund capital items over \$35,000 through appropriation if it is deemed prudent. Funding capital improvements through appropriation is beneficial because there is no borrowing or interest costs; you simply pay for the item in the year that it is purchased.

Most of the city's capital items over \$35,000 require long-term borrowing as authorized by a 2/3rd vote of the City Council upon recommendation of the Mayor. Long-term bonding helps spread the costs of expensive capital improvements over their full useful life (per MGL Chapter 44/7 and Chapter 44/8).

The CIP dovetails into the city's five-year financial forecast for planning purposes. The CIP has to be worked into the operational part of the budget so that both the operational and capital needs of the municipal departments are met on a year-to-year basis. Oftentimes, the CIP suffers as fixed costs such as health insurance and retirement assessments increase, which places further pressure on the operational budget. However, it is incumbent upon the administration to ensure that both the operating budget and CIP are reasonable and attainable to ensure fiscal stability within the limitations of Proposition 2 ½.

7.3 FY2020 CIP – General Fund: Executive Summary

- The total proposed Capital Plan for the City of Everett for FY20 is \$21,749,733.
- The total amount proposed for borrowing is \$20,212,000.
- This Capital Plan has multiple funding sources, including grants and other available funds, free cash, one-time appropriations, and bonding.
- The list proposed is a scaled down list from departmental requests, with priority given to those projects that are supplemented by grant dollars or any other revenue sources that will keep net general fund expenditures to a minimum.

FY20 CIP – Funding Sources

FY20 CIP – funded from grants and other available funds:

• City Services – Full-depth repavement program (Ch. 90)	\$ 570,903
• City Services – Enhanced crosswalks (Ch. 90)	\$ 50,000
• City Services – Handicap accessibility (Ch. 90)	\$ 25,000
• Florence Park Phase II Construction	\$ 233,000
• Complete Streets Implementation	\$ <u>50,000</u>

TOTAL ~ GRANTS and OTHER FINANCIAL SOURCES: \$928,903

FY20 CIP – funded from appropriation (built into operating budgets):

• Information Technology – Replacement of City technology	\$ 100,000
• Police Department – Administrative vehicles	\$ 82,297
• Police Department – Non-Administrative vehicles	\$ 197,246
• Police Department – Portable Radios	\$ 54,287

- Police Department – Ballistic Vests \$ 35,000
- Fire Department – Turnout Gear \$ 65,000

TOTAL ~ BUDGET APPROPRIATIONS: \$533,830

FY20 CIP – funded from anticipated Bond Authorization:

Vehicles and Equipment:

- Police – BMW Motorcycles \$ 50,000
- Fire – SCBA Filing System \$ 55,000
- Fire – Replace Ladder 2 \$ 800,000
- Inspectional Services – 2 Vehicles \$ 60,000
- Inspectional Services – Truck \$ 40,000
- Inspectional Services – Citywide Signs \$ 300,000
- Inspectional Services – Emergency Sign Notification \$ 230,000
- City Services – 6 Wheel Dump Truck with Plow/Sander \$ 90,000
- City Services – Two (2) F350 Pickup Trucks \$ 120,000
- City Services – Compressor \$ 40,000
- City Services – City Décor \$ 160,000

SUB-TOTAL ~ VEHICLES AND EQUIPMENT: \$1,945,000

Parks and Open Space:

- Citywide – Design and Refurbish Tot Lots \$ 700,000
- Florence Park Phase II Construction \$ 1,267,000
- Seven Acre Park – Design/Construction \$ 1,000,000

• Swan Street Park Renovation	\$ 1,500,000
• Baldwin Ave Park Construction	\$ 1,500,000
• Edith Street Park Construction	\$ 1,100,000
• Property Acquisitions	\$ 500,000
• Everett Square Improvements	\$ 1,000,000
• Complete Streets Implementation	\$ 1,450,000
• Northern Strand Bike Path Extension	\$ 1,500,000
• Lower Broadway Bus Lane Design	\$ <u>250,000</u>

SUB-TOTAL ~ PARKS AND OPEN SPACE: \$11,767,000

FY20 CIP – funded from anticipated Bond Authorization (continued):

Public Buildings and Facilities:

• Armory Renovations	\$ 1,900,000
• High School Vocational	\$ <u>450,000</u>

SUB-TOTAL ~ PUBLIC BUILDINGS AND FACILITIES: \$2,350,000

Roadway Infrastructure:

• City Services – Enhanced Crosswalks	\$ 50,000
• City Services – Handicap Accessibility	\$ 25,000
• Street and Sidewalk Repairs	\$ 3,000,000
• Beacham Street Design	\$ 300,000
• Elton & Tremont Street Drainage	\$ 650,000
• Commercial Triangle Improvements	\$ <u>200,000</u>

SUB-TOTAL ~ Roadway Infrastructure: \$4,225,000

BOND AUTHORIZATION ~ GRAND TOTAL: \$ 20,212,000

7.4 Capital Improvement Policies

Budget Policies

- The City will make all capital purchases and improvements in accordance with the adopted capital improvement program.
- The City will develop a multi-year plan for capital improvements and update it annually.
- The City will enact an annual capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development or changes in economic base will be calculated and included in capital budget projections.
- The City will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- The City will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and priorities, and whose operating and maintenance costs have been included in operating budget forecasts.
- The City will maintain all its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.
- The City, as part of its capital planning process, will project its equipment replacement and maintenance needs for the next several years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
- The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the City Council for approval.
- The City will determine the least costly financing method for all new projects.

Debt Policies

- The City will confine long-term borrowing to capital improvements or projects/equipment that cannot be finance from current revenues.
- When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- Total net debt service from general obligation debt will not exceed five (5) percent of total annual operating budget as listed on part 1a of the annual tax rate recapitulation as submitted to the Department of Revenue.
- Debt will only be issued for capital that is valued greater than \$35,000, and has a depreciable life of five (5) or more years.
- Total general obligation debt will not exceed that provided in the state statues.
- Whenever possible, the City will use special revenue funds, special assessments, or other self-supporting bonds, instead of general obligation bonds.
- The City will not use long-term debt for current operations unless otherwise allowed via special legislation.
- The City will retire bond anticipation debt within six months after completion of the project.
- The City will maintain good communications with bond rating agencies about its financial condition.
- The City will follow a policy of full disclosure on every financial report and bond prospectus.

Source: “Handbook 4, Financial Performance Goals”, Evaluating Local Government Financial Condition, International City Management Association

**7.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2019 - 2023**

CAPITAL REQUEST	FY19 - FUNDING SOURCE	Actual FY 2019	Mayor's Request FY 2020	FY 2021	FY 2022	FY 2023
Parks and Open Space						
Design and Refurbish City Parks and Tot Lots - Citywide	Bonding	800,000	700,000	700,000	700,000	700,000
Glendale Park - Swings, etc.	ADA (\$75k)/State Ear (\$75k)	150,000	-	-	-	-
Webster School - Tot Lot Design/Construction	Bonding	-	-	-	-	-
Planning - Cemetery / Renovations Design	Bonding	-	-	-	-	-
Florence Park Phase II Design	CDBG	-	-	-	-	-
Florence Park Phase II - Construction	Bonding / CDBG (\$233k)	-	1,500,000	-	-	-
Seven Acre Park - Design/Construction	Bonding	50,000	1,000,000	1,250,000	-	-
Meadows/Kearins Park Phase II Design	Bonding/CDBG(\$400k)	1,500,000	-	-	-	-
Meadows/Kearins Park Phase II Design Field Renovations	Bonding	-	-	-	-	-
Swan Street park design	Bonding	75,000	-	-	-	-
Swan Street Park - Renovate Park	Bonding	-	1,500,000	-	-	-
Baldwin ave Park Design	Bonding	75,000	-	-	-	-
Baldwin ave Park Construction	Bonding	-	1,500,000	-	-	-
Edith Street Park design	Bonding	-	-	-	-	-
Edith Street Park Construction	Bonding	-	1,100,000	-	-	-
Appleton Street Park Design	Bonding	75,000	-	-	-	-
Appleton Street Park Construction	Bonding	1,100,000	-	-	-	-
Hale Street Park design	Bonding	-	-	-	-	-
Hale Street Park Construction	Bonding	1,500,000	-	-	-	-
Central Ave Park Design	Bonding	-	-	-	-	-
Central Ave Park Construction	Bonding	1,100,000	-	-	-	-
Wherner & Fuller Street Park Design & Construction	Bonding	1,000,000	-	-	-	-
Fuller Street Park Design & Construction	Bonding	-	-	1,000,000	-	-
Hoyt Street Park Design & Construction	Bonding	-	-	-	1,250,000	-
Shapiro Park Design	Bonding	-	-	150,000	-	-
Shapiro Park Construction	Bonding	-	-	1,100,000	-	-
Quarleno Park Design	Bonding	-	-	-	-	150,000
Madelione English Tot Lot Design & Construction	Bonding	-	-	-	50,000	1,000,000
Village Landing Park Design	Bonding	-	-	150,000	-	-
Village Landing Park Construction	Bonding	-	-	-	2,250,000	-
Gramstorf Park - Park Design	CDBG	-	-	-	-	-
North strand Bike Path Lighting/Cameras/Amenities	Bonding	200,000	-	-	-	-
Morris Playground Design/Construction	Bonding-CDBG (\$400k)	900,000	-	-	-	-
Hughes Common Construction	Bonding	-	-	-	-	-
Property Acquisitions	Bonding	-	500,000	-	-	-
Everett Square improvements	Bonding	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Citywide Sign/Awning Program & Wayfinding System	Bonding	130,000	-	-	-	-
Tennis Courts Renovations Design/Construction	Bonding	1,100,000	-	-	-	-
Complete Streets Implementation	Bonding/(50k MGC)	500,000	1,500,000	-	-	-
Northern Strand Bike Path Extension	Bonding	250,000	1,500,000	-	-	-
Lower Broadway Bus Lane Design	Bonding	150,000	250,000	-	-	-
Prescott Street Bike Path Crossing Design	Bonding	50,000	-	-	-	-
Glendale Square redesign	Bonding	150,000	-	-	-	-
Traffic Signal Upgrades	Bonding	-	-	300,000	300,000	-
Bike safety upgrades	Bonding	-	-	-	-	-
Bike share locations	Bonding	100,000	-	-	-	-
Bike path extension improvements (Mass gaming commission grant)	Bonding/grant \$150k	-	-	-	-	-
LED Streetlights retrofit/Utility Poles	Bonding/ Grant (\$300k)	-	-	-	-	-
Ornamental lights	Bonding	2,100,000	-	-	-	-
Stadium Playground Design	CDBG	-	-	-	-	-
Medeline English School Parking Lot	Bonding	-	-	600,000	-	-
Webster/Linden intersection	Bonding	-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
Subtotal: Parks and Open Space		\$ 14,055,000	\$ 12,050,000	\$ 6,250,000	\$ 5,550,000	\$ 2,850,000

**7.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2019 - 2023**

CAPITAL REQUEST	FY19 - FUNDING SOURCE	Actual FY 2019	Mayor's Request FY 2020	FY 2021	FY 2022	FY 2023
Public Safety						
Police - two Ford Expeditions for Canine Unit		-	-	-	-	-
Fire - Self Contained Breathing Apparatus		-	-	-	-	-
Fire - Hazmat Vehicle		-	-	-	-	-
City Services - Enhanced Crosswalks		-	-	-	-	-
Fire - Wireless Fire Alarm Boxes		-	-	-	-	-
	Bonding					
City Services - Enhanced Crosswalks	1/2 Operating 1/2 CH 90	100,000	100,000	100,000	100,000	100,000
City Services - Handicap Accessibility	1/2 Operating 1/2 CH 90	50,000	50,000	50,000	50,000	50,000
Subtotal: Public Safety		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000

**7.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2019 - 2023**

CAPITAL REQUEST	FY19 - FUNDING SOURCE	Actual FY 2019	Mayor's Request FY 2020	FY 2021	FY 2022	FY 2023
Public Buildings and Facilities						
Fire Department - Central Station	Bonding	500,000	-	-	-	-
Fire Department - Hancock Station	Bonding	-	-	-	-	-
City Wide School feasibility Study	Bonding	-	-	-	-	-
School - MSBA Feasibility Study - New Elementary School	Bonding/MSBA Grant	-	-	-	-	-
School - Design and Construction - New Elementary School	Bonding/MSBA Grant	-	-	-	-	-
School - Air Conditioning - Webster School	Bonding	-	-	-	-	-
School - Repave school yard and walkways @ Parlin School	Bonding	-	-	-	-	-
School - Renovation Parlin School (cafeteria and additional classrooms)	Bonding	-	-	-	-	-
School - Renovation Parlin School (cafeteria and additional classrooms)	Bonding	-	-	-	-	-
School - Keverian Parking lot / Tot Lot	Bonding	-	-	-	-	-
School - replace lockers @ Parlin School	Bonding	-	-	-	-	-
High School Panel repair	Bonding	-	-	-	-	-
School - replace hardwood flooring @ Parlin School	Bonding	-	-	-	-	-
School - Whittier classrooms	CIP Stabilization	-	-	-	-	-
Wellness building boiler replace	Bonding	-	-	-	-	-
Old High School - City Hall Move	Bonding	-	-	-	-	-
Library - Replace boiler and controls at Parlin Library	Bonding	-	-	-	-	-
Police - Air Handler, A/C, Chiller, General Rehab PD	Bonding	-	-	-	-	-
City Hall - Roof, Water Tower Leaks, Boiler, A/C, Generator	Bonding	-	-	-	-	-
E911 - AC Undersized Wall Unit	Bonding	-	-	-	-	-
Armory Renovations	Bonding	-	1,900,000	-	-	-
City Services - Generator, A/C, Security System	Bonding	-	-	-	-	-
Police Station generator	Bonding	58,000	-	-	-	-
OSHA Compliance	Bonding	150,000	-	-	-	-
AC Unit Gym	Bonding	-	-	-	-	-
Adams School (Down spouts, bricks, other)	Bonding	-	-	500,000	-	-
High School Elevators	Bonding	-	-	500,000	-	-
Parlin School ADA Compliance	Bonding	-	-	1,500,000	-	-
High School - Vocational	Bonding	1,050,000	450,000	-	-	-
High School (various improvements)	Bonding	-	-	1,700,000	-	-
Old High School - Roof replacement	Bonding	-	-	1,500,000	-	-
Subtotal: Public Buildings and Facilities		\$ 1,758,000	\$ 2,350,000	\$ 5,700,000	\$ -	\$ -
Surface Enhancements						
Buss lane improvements	Bonding	-	-	-	-	-
Street and Sidewalk Repairs	Bonding	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Full Depth Repavement Program - Chapter 90	Grant	570,903	570,903	570,903	570,903	570,903
Traffic Signal Upgrades	Bonding	-	-	-	-	-
Beacham Street design	Bonding	200,000	300,000	300,000	-	-
Sweetser Circle design	Bonding	100,000	-	-	-	-
Second Street Corridor engineering design	Bonding	-	-	-	-	-
Elton & Tremont Street drainage	Bonding	-	650,000	-	-	-
Ferry Street Improvements	Bonding	-	-	1,000,000	-	-
Main Street Improvements	Bonding	-	-	850,000	-	-
Commercial Triangle improvements	Bonding	-	200,000	-	-	-
Subtotal: Surface Enhancements		\$ 3,870,903	\$ 4,720,903	\$ 5,720,903	\$ 3,570,903	\$ 3,570,903
Total - General Fund		\$ 21,566,903	\$ 21,749,733	\$ 19,988,903	\$ 10,548,903	\$ 8,148,903

**7.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2019 - 2023**

CAPITAL REQUEST	FY19 - FUNDING SOURCE	Actual FY 2019	Mayor's Request FY 2020	FY 2021	FY 2022	FY 2023
LESS ~ Non Grant Funds to offset costs						
2020 CIP: from Capital Improvement Stabilization Fund:						
Police - Equipment ~ Portable Radios		-	-	-	-	-
Fire Department - Equipment ~ Turnout Gear		-	-	-	-	-
Inspectional Services - Vehicles						
Police - Boston Whaler		-	-	-	-	-
Traffic Study		-	-	-	-	-
School - Whittier classrooms		-	-	-	-	-
LESS ~ Grants and other sources/funds to offset costs						
2020 CIP: Grants and other sources/funds to offset costs						
GRANTS AND OTHER AVAILABLE FUNDS						
Engineering - Chapter 90		(570,903)	(570,903)	(650,000)	(650,000)	(650,000)
Chapter 90 Handicap Accessibility		(25,000)	(25,000)	(25,000)	(25,000)	(25,000)
Chapter 90 Crosswalks		(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Glendale Park - Swings, etc.	ADA (\$75k)/State Ear (\$75k)	(150,000)	-	-	-	-
Meadows/Kearns Park Phase II Design	Bonding/CDBG(\$400k)	(400,000)	-	-	-	-
Swan Street Park - Renovate Park	Bonding CDBG (300k)	-	-	-	-	-
Morris Playground Design/Construction	Bonding-CDBG (\$400k)	(400,000)	-	-	-	-
Complete Streets Implementation	Bonding/(\$50k MGC)	(50,000)	(50,000)	-	-	-
Bike path extension improvements (Mass gaming commission grant)	Bonding/grant (\$150k)	-	-	-	-	-
LED Streetlights retrofit/Utility Poles	Bonding/ Grant (\$300k)	-	-	-	-	-
Repurpose \$130,000 roof bond proceeds		-	-	-	-	-
Police grant - Boston Whaler		-	-	-	-	-
Bike path extension - Mass Gaming Commission		-	-	-	-	-
Community Development Block Grant (Lower Florence St. Park)		-	-	-	-	-
EOEEA grant (Sacramone Park)		-	-	-	-	-
Cemetery Perpetual Care		-	-	-	-	-
Community Development Block Grant (Florence St. Park Design)		-	-	-	-	-
CDBG - Florence Park Phase II		-	(233,000)	-	-	-
Community Development Block Grant - Gramsford Park		-	-	-	-	-
Community Development Block Grant - Gramsford Park		-	-	-	-	-
Police (Parking Clerk) - Vehicles ~ Parking Enforcement		-	-	-	-	-
Police (Parking Clerk) - Equipment - Smart Meters		-	-	-	-	-
Green Community LED Streetlights retrofit/Utility Poles		-	-	-	-	-
MSBA grant (76.63 %)		-	-	-	-	-
Baldwin Ave Park Gift		-	-	-	-	-
CDBG - Stadium playground		-	-	-	-	-
PARC Grant - Swan Street Park		-	-	-	-	-
APPROPRIATIONS - FY20 OPERATING BUDGET						
IT - Replacement of City Technology Systems		(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Police - Administrative Vehicles		-	(82,297)	(40,000)	(40,000)	(40,000)
Police - Non-Administrative Vehicles		(240,000)	(197,246)	(240,000)	(240,000)	(240,000)
Police - Equipment ~ Portable radios		(75,000)	(54,287)	(75,000)	(75,000)	(75,000)
Police - Equipment ~ Ballistic vests		-	(35,000)	-	-	-
Fire Department - Equipment ~ Turnout Gear		(65,000)	(65,000)	(65,000)	(65,000)	(65,000)
Fire Department - Vehicle ~ Fire Prevention		-	-	(40,000)	(40,000)	(40,000)
ISD Vehicles		-	-	(30,000)	(30,000)	(30,000)
City Services - Enhanced Crosswalks Handicap Accessibility		(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Net ~ General Fund Expenses - to be bonded		\$ 19,366,000	\$ 20,212,000	\$ 18,598,903	\$ 9,158,903	\$ 6,758,903
		FY 2019	FY 2020	FY 2021	FY 2022	FY 2023

City of Everett
7.6 Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2019 - 2023

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Enterprise Fund (Water/Sewer Projects)							
EQUIPMENT							
2017 1/2 ton Truck		Bond					
INFRASTRUCTURE - WATER							
Hydrant Replacement Program		Operating Budget	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Water Main Replacement (MWRA's LWSAP program*)							
Water Main Replacement (MWRA's LWSAP program*)		Bond - MWRA int. free loan	\$ 231,000	\$ -	\$ -	\$ -	\$ -
<i>*City has authorized \$4,672m bond - \$500k per year drawdown through FY2019</i>							
Water Main Replacement (MWRA's LWSAP program (Phase 11*))		Bond - MWRA int. free loan	\$ 1,259,600	\$ 629,800	\$ 629,800	\$ 629,800	\$ 629,800
MWRA Lead program		Bond - MWRA int. free loan	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Stormwater Capital		Operating Budget	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
Vactor Truck		Bond	\$ 455,000				
INFRASTRUCTURE - SEWER/STORMWATER							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 1-8**)		MWRA grant					
<i>**City can authorize \$2,088,000 of available funds - 45% grant/55% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 1,065,750				
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 355,250				
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-12**)		MWRA bond/grant		\$ 1,065,750	\$ 1,065,750	\$ 1,065,750	\$ 1,065,750
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-12**)		MWRA bond/grant		\$ 355,250	\$ 355,250	\$ 355,250	\$ 355,250
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ -	\$ -	\$ -	\$ -	\$ -
GIS Improvements		Bonding					
Data management system		Bonding					
Subtotal: Water and Sewer Enterprise Fund			\$ 4,521,600	\$ 3,705,800	\$ 3,705,800	\$ 3,705,800	\$ 3,705,800
LESS ~ Non Grant Funds to offset costs							
Water/Sewer CIP: OFS							
Operating Fund appropriation - Fire Hydrant Replacement			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Grant - MWRA			\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)
Operating Fund appropriation - Storm water			\$ (105,000)	\$ (105,000)	\$ (105,000)	\$ (105,000)	\$ (105,000)
LESS ~ Grants and other sources/funds to offset costs							
			\$ (1,220,750)	\$ (1,220,750)	\$ (1,220,750)	\$ (1,220,750)	\$ (1,220,750)
Net ~ Enterprise Fund Expenses - to be bonded			\$ 3,300,850	\$ 2,485,050	\$ 2,485,050	\$ 2,485,050	\$ 2,485,050
			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023



7.7 Memo to Department Heads City of Everett, Massachusetts Chief Financial Officer

484 Broadway
Everett, MA 02149
Tel: (617) 394-2210
Fax: (617) 394-2453

Carlo DeMaria Jr., Mayor
Eric Demas, Chief Financial Officer

Memo

To: All Department Heads
From: Eric Demas
Re: FY2020 Capital Requests and Five Year Capital Plan
Date: January 23, 2019

The City has begun modifying the Capital Improvement Program (five year plan) and Capital Improvement Budget (one year plan) for FY2020 budgeting purposes. As such, I have included the documents necessary in order for you to complete your requests for FY2020. You will find the following documents attached:

- Capital Improvement Program Overview
- Capital Project/Equipment request form (required for each FY2020 request)
- Copy of most recent CIP (including FY2019 approved projects and FY2019-FY2022 projected plans) for your review and to modify if necessary
- Capital Improvement/Debt Policy

When completing your capital budget request forms, please follow the following guidelines:

1. Only capital purchases with a value of \$35,000 or greater should be included in your plan; anything under \$35,000 should be part of your operating budget.

2. Capital items must have a depreciable life of five (5) or more years.

Examples of Capital Assets are as follow:

<u>Capital Asset</u>	<u>Not a Capital Asset</u>
▪ Fire truck, DPW equipment, etc.	Services. Books.
▪ Buildings (purchase or major renovations)	Painting rooms or a building.
▪ Infrastructure (roadways, pumping stations, etc.)	Medical treatment.
▪ Building plans, some studies.	Routine building maintenance.

There are two distinct types of Capital Items for budgeting purposes:

1. CAPITAL PROJECTS
 - a. For FY20 and beyond, all Capital Projects will be directed through the City's Planning Department, once received by the CFO.
 - b. Projects that have matching funds will have priority and the source of the matching funds should be identified within the request form or in a separate document.
2. CAPITAL EQUIPMENT
 - a. For FY20 and beyond, all Capital Equipment will be directed through the City Services Department where applicable, once received by the CFO.
 - b. Backup documentation (i.e. literature from manufacturer of equipment, detailed descriptions, price quotes obtained, state bid list identification, etc.) will help keep the process efficient.
 - c. Any equipment that may be traded in and/or surplusd should be identified.

You may have already queued up projects or equipment for FY2020 as part of FY2019 process. This does not bind you to that schedule. This is your opportunity to eliminate, add, or reprioritize your respective plans. Feel free to mark up the five (5) year Capital Improvement Program spreadsheet if need be. I will then make the adjustments for the final presentation to the Mayor.

The deadline for submittal of your capital plan requests is Wednesday, February 13, 2019. Laureen will be contacting you to set up a meeting to discuss your capital requests.

Thank you for your anticipated cooperation and please feel free to call if you should have any questions.

**7.8 Everett Debt Service Projection
FY2020 Projects - General Fund**

	Yrs.	4.00%	Projected Bond Interest Rate		FY23	FY24	FY25	FY26	TOTAL	
			FY21	FY22						
Departmental Equipment										
Police - BMW Motorcycles	5	\$ 50,000	Principal		10,000	10,000	10,000	10,000	10,000	50,000
			Interest	1,000	1,800	1,400	1,000	600	200	6,000
Fire - SCAB Filing System	5	\$ 55,000	Principal		11,000	11,000	11,000	11,000	11,000	55,000
			Interest	1,100	1,980	1,540	1,100	660	220	6,600
Fire - Ladder 2 Replacement	10	\$ 800,000	Principal		80,000	80,000	80,000	80,000	80,000	800,000
			Interest	16,000	30,400	27,200	24,000	20,800	17,600	176,000
Inspectional Services - 2 Cars	5	\$ 60,000	Principal		6,000	6,000	6,000	6,000	6,000	60,000
			Interest	1,200	2,280	2,040	1,800	1,560	1,320	13,200
Inspectional Services - Truck	5	\$ 40,000	Principal		4,000	4,000	4,000	4,000	4,000	40,000
			Interest	800	1,520	1,360	1,200	1,040	880	8,800
Inspectional Services - Citywide Signs	5	\$ 300,000	Principal		30,000	30,000	30,000	30,000	30,000	300,000
			Interest	6,000	11,400	10,200	9,000	7,800	6,600	66,000
Inspectional Services - Emergency Sign Notifications	5	\$ 230,000	Principal		46,000	46,000	46,000	46,000	46,000	230,000
			Interest	4,600	8,280	6,440	4,600	2,760	920	27,600
City Services - 6 Wheel Dump Truck w/ Plow/Sander	10	\$ 90,000	Principal		18,000	18,000	18,000	18,000	18,000	90,000
			Interest	1,800	3,240	2,520	1,800	1,080	360	10,800
City Services - Two (2) F350 Pick Up Trucks	5	\$ 120,000	Principal		24,000	24,000	24,000	24,000	24,000	120,000
			Interest	2,400	4,320	3,360	2,400	1,440	480	14,400
City Services - Compressor	5	\$ 40,000	Principal		4,000	4,000	4,000	4,000	4,000	40,000
			Interest	800	1,520	1,360	1,200	1,040	880	8,800
City Services - City Décor	5	\$ 160,000	Principal		16,000	16,000	16,000	16,000	16,000	160,000
			Interest	3,200	6,080	5,440	4,800	4,160	3,520	35,200
SUBTOTAL: Departmental Equipment		\$ 1,945,000	Principal		249,000	249,000	249,000	249,000	249,000	1,945,000
			Interest	38,900	72,820	62,860	52,900	42,940	32,980	373,400

7.8 Everett Debt Service Projection FY2020 Projects - General Fund

	Yrs.	4.00%	Projected Bond Interest Rate								
			FY21	FY22	FY23	FY24	FY25	FY26	TOTAL		
Parks and Open Space											
Design & Refurbish City Parks & Tot Lots - Citywide	10	\$ 700,000	Principal		70,000	70,000	70,000	70,000	70,000		700,000
			Interest	14,000	26,600	23,800	21,000	18,200	15,400		154,000
Florence Park Phase II Construction	10	\$ 1,267,000	Principal		126,700	126,700	126,700	126,700	126,700		1,267,000
			Interest	25,340	48,146	43,078	38,010	32,942	27,874		278,740
Seven Acre Park - Design & Construction	10	\$ 1,000,000	Principal		100,000	100,000	100,000	100,000	100,000		1,000,000
			Interest	20,000	38,000	34,000	30,000	26,000	22,000		220,000
Swan Street Park Renovations	10	\$ 1,500,000	Principal		150,000	150,000	150,000	150,000	150,000		1,500,000
			Interest	30,000	57,000	51,000	45,000	39,000	33,000		330,000
Baldwin Ave Park Construction	10	\$ 1,500,000	Principal		150,000	150,000	150,000	150,000	150,000		1,500,000
			Interest	30,000	57,000	51,000	45,000	39,000	33,000		330,000
Edith Street Park Construction	10	\$ 1,100,000	Principal		110,000	110,000	110,000	110,000	110,000		1,100,000
			Interest	22,000	41,800	37,400	33,000	28,600	24,200		242,000
Property Acquisition	10	\$ 500,000	Principal		50,000	50,000	50,000	50,000	50,000		500,000
			Interest	10,000	19,000	17,000	15,000	13,000	11,000		110,000
Everett Square Improvements	10	\$ 1,000,000	Principal		100,000	100,000	100,000	100,000	100,000		1,000,000
			Interest	20,000	38,000	34,000	30,000	26,000	22,000		220,000
Complete Streets Implementation	10	\$ 1,450,000	Principal		145,000	145,000	145,000	145,000	145,000		1,450,000
			Interest	29,000	55,100	49,300	43,500	37,700	31,900		319,000
Northern Strand Bike Path Extension	10	\$ 1,500,000	Principal		150,000	150,000	150,000	150,000	150,000		1,500,000
			Interest	30,000	57,000	51,000	45,000	39,000	33,000		330,000
Lower Broadway Bus Lane Design	10	\$ 250,000	Principal		25,000	25,000	25,000	25,000	25,000		250,000
			Interest	5,000	9,500	8,500	7,500	6,500	5,500		55,000
SUBTOTAL: Parks and Open Space		\$ 11,767,000	Principal	-	1,176,700	1,176,700	1,176,700	1,176,700	1,176,700	1,176,700	11,767,000
			Interest	235,340	447,146	400,078	353,010	305,942	258,874		2,588,740

**7.8 Everett Debt Service Projection
FY2020 Projects - General Fund**

	Yrs.	4.00%	Projected Bond Interest Rate		FY23	FY24	FY25	FY26	TOTAL
			FY21	FY22					
Public Buildings, Facilities and Infrastructure									
Armory Renovations	20	\$ 1,900,000	Principal	380,000	380,000	380,000	380,000	380,000	1,900,000
			Interest	38,000	68,400	53,200	38,000	22,800	228,000
High School Vocational	20	\$ 450,000	Principal	90,000	90,000	90,000	90,000	90,000	450,000
			Interest	9,000	16,200	12,600	9,000	5,400	54,000
Street & Sidewalk Repair	10	\$ 3,000,000	Principal	300,000	300,000	300,000	300,000	300,000	3,000,000
			Interest	60,000	114,000	102,000	90,000	78,000	660,000
Beacham Street Design	10	\$ 300,000	Principal	15,000	15,000	15,000	15,000	15,000	300,000
			Interest	6,000	11,700	11,100	10,500	9,900	120,900
Elton & Tremont Street Drainage	10	\$ 650,000	Principal	65,000	65,000	65,000	65,000	65,000	650,000
			Interest	9,750	24,700	22,100	19,500	16,900	139,750
Commercial Triangle Improvements	10	\$ 200,000	Principal	20,000	20,000	20,000	20,000	20,000	200,000
			Interest	3,000	7,600	6,800	6,000	5,200	43,000
SUBTOTAL: Public Bldgs, Facilities, and Infrastructure		\$ 6,500,000	Principal	-	870,000	870,000	870,000	870,000	6,500,000
			Interest	125,750	242,600	207,800	173,000	138,200	1,245,650
GRAND TOTAL		\$ 20,212,000	Principal	-	2,295,700	2,295,700	2,295,700	2,295,700	20,212,000
			Interest	399,990	762,566	670,738	578,910	487,082	4,207,790