

City of Everett

FY 17 Adopted Budget

Mayor Carlo DeMaria

July 1, 2016 – June 30, 2017



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PHILIPPINES





City of Everett, Massachusetts

Fiscal Year 2017

Adopted Annual General Fund and Enterprise Fund Operating Budgets

Capital Improvement Budget

July 1, 2016 – June 30, 2017

Presented By:

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To Everett City Council - 2017

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On the Cover – Newly renovated Werner Park. Picture taken by Andrew Napolitano, ECTV



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For the Fiscal Year Beginning

July 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Everett, Massachusetts for the Annual Budget beginning July 1, 2015. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operational guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, as we are submitting it to GFOA to determine its eligibility for another award.



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**City of Everett
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2015

Executive Director/CEO

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada (GFOA) to government units and public employee retirement systems whose Comprehensive Annual Financial Reports (CAFRs) achieve the highest standards in government accounting and financial reporting.

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Mayor's Message

CITY OF EVERETT ***Office of the Mayor***

Carlo DeMaria
Mayor



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Dear Citizens and Honorable Members of the Council,

I am pleased to present you with the proposed FY2017 operating budget for the City of Everett. The proposed FY2017 budget totals \$190,937,539, a 2% increase over the FY2016 adjusted budget. The largest increases are in fixed costs including debt service, pension costs and health insurance. In order to balance the FY2017 budget and address rising costs we are proposing the initial \$5,000,000 received in 2016 from the Gaming Commissions host community agreement be used for capital related debt in 2017, a 2% increase in water and sewer rates and a 2.5% increase in the levy limit.

Together, we have done much to ensure our fiscal health. The rating agency Standard & Poor's has affirmed the City's excellent "AA" long-term debt rating, citing our strong management and solid financial policies. This budget continues our tradition of managing our debt obligations and ensuring the most efficient use of taxpayer dollars.

We are a safer city, a more educated city, a city where businesses are investing and creating jobs, a city with a growing school population and a city that communities across the nation look to for ideas and inspiration.

As the founding fathers stated in the Federalist Papers that “a good government implies two things: first...the happiness of the people and second... the object by which that can best be attained.”

Exercise and proper nutrition is essential to our wellbeing. Those simple measures alone improve a sense of well being and reduce stress, anxiety, and depression.

Businesses also understand this. Healthy workers are more productive, happier and dramatically reduce health care costs for companies. The healthier we are, as a community, the more likely businesses are to locate here.

A Healthy City

My vision for Everett is to make us the healthiest city in America, reduce our health care costs and attract new businesses. This is one of the reasons Everett is becoming a boomtown and why we are seeing a large number of public and private investments in our city. Recently the *Boston Globe Magazine* named Everett one of the Top 10 spots to live and the *Boston Business Journal* named us the most diverse city in the Commonwealth. All this growth adds value to our tax base, generates new revenue and jobs that improves everyone’s quality of life.

At \$19 million dollars, health care is the second largest expense for our city. And we have the highest obesity rate in the Commonwealth. We must take charge of the health of our citizenry and in turn help control our budget. All of this begins with good health and good health begins with eating well. We implemented a healthy vending policy for all of our schools. We built community gardens, and opened a local farmers’ market so that residents have access to affordable, locally grown produce. We started a Healthy Meals program that provides our residents with the convenience of healthy, affordable, precooked meals. To date we have already provided over 2,000 meals to busy, working families.

This year we opened one of the only municipal Health and Wellness Centers in the nation and already over 4,000 people have joined. For as little as \$15.00 a month, an entire family can join a state-of-the-art fitness facility with an indoor track, treadmills, bicycles, elliptical trainers, free weights, personal trainers and so much more. In particular, municipal employees are encouraged to take full advantage of this facility.

Right next to the Fitness Center, we have partnered with the Malden YMCA to create a teen center giving kids a chance to participate in positive after school activities.

For younger children we launched a BOKS program that includes movement drills, running, relay races, obstacle courses and strength movements. We know exercise is the single most powerful tool that we have to optimize brain function. In Everett, we are using every tool available to help ensure that every citizen has access to the resources to be healthy, both physically and mentally, to be successful and contribute to our community.

All this costs money, but we have leveraged our resources with federal and state grant money. For example the BOKS program was made possible by a grant to target childhood obesity from the US Conference of Mayors. I was honored to travel to Washington D.C. to accept this grant. Mayors from across the country congratulated me on the award and asked how they could get started.

Others around the nation are also recognizing Everett as a leader in creating healthy infrastructure. The Robert Wood Johnson Foundation awarded the City of Everett “The Culture of Health Prize” for innovative efforts in community engagement to help resident’s lead healthier lives. This year, we were also presented with the Kenneth E. Pickard Municipal Innovation Award from the Massachusetts Municipal Association for the city’s Health & Wellness Center.

Healthy people need healthy places and that is why Everett is investing millions in our parks, open spaces and recreational facilities. Last year, we completed the Everett portion of the Northern Strand Community bicycle trail and now users can travel safely from Everett through Malden, Revere, and Saugus to the Lynn line. We have applied for and were awarded a \$150,000 grant from the Massachusetts Gaming Commission to connect the Northern Strand Community Trail to a Wynn Resort Riverwalk, which will connect to the Assembly Row T station and to Boston.

In addition, we are also working with the Massachusetts Department of Transportation to build multimodal paths from the Malden River Walk to Sullivan Station. All these connections will require little or no resources from the City of Everett, but will greatly benefit our residents, businesses and commuters.

Advocating for state, federal, and private funding to support the city’s priorities and strengthening relationships with the state and federal government and other entities to advance the city’s economic interests and opportunities is one of my top priorities. That is

why the City of Everett signed a Community Compact with the Commonwealth of Massachusetts. Through this compact, we committed to work aggressively on measures to address climate change; to preserve and promote open space and recreational opportunities for our residents, and to develop a policy around Complete Streets to promote walking and biking.

Everett has fully funded a Director of Public Policy who brought in several million dollars in state and federal grants to support projects and initiatives. Over the past year, the Director coordinated and developed strategies to advance large-scale development like the Wynn project and a new elementary school. Because of the success of this effort, we have added a new position in this year's budget for a full time grant writer to support our economic development and other efforts.

Capital Improvement Plan FY2017

We have also established a fiscally responsible Capital Improvement Program. For example, by analyzing every expense, we determined that we could save taxpayer dollars and provide more effective and efficient snow removal by purchasing 13 new vehicles and doing that job ourselves.

We have been blessed with leaders who have had the foresight to build public buildings that are truly unique, like the Shute Memorial Library and old Everett High School. We are honoring those leaders by investing capital dollars into restoring the Shute Library and repurposing the old high school into a state-of-the-art Health and Wellness Center. We have also completed the first phase of work on the Central Fire House, a beautiful building that is a source of pride for all Everett residents.

We are investing in seven parks across Everett through our Capital Improvement Plan. These parks will provide much needed open space for residents and workers alike. Special places to play, enjoy lunch, or soak in the sun all around our city. We also know that properties located next to well-maintained parks hold a much higher value and the amount of taxes people pay on these properties can be directly attributable to the presence of a park.

Construction is happening now on Florence Park and Day Park was recently completed. Construction on Meadows Park is underway and we are getting ready to begin work at Sacramone Park and Hughes Common. Design work on Swan Street and Gramstorf Parks will begin later this year.

We are also focusing on improving other areas of the city. Capital Improvement initiatives include repaving and repairing streets, sidewalks and continually working to improve the quality of life of our residents.

We will be renovating the Hancock Street Fire Station, the cafeteria at the Webster School, installing a new roof at the Whittier School and renovating six additional parks, improving and expanding the bike path with new street furniture, signage, lighting and bike racks.

We will be revitalizing and expanding the 7-Acre Park and my goal is to build canoe and kayak launches on the Malden River. Soon, Wynn Resorts will be building additional boating facilities and public parks along our waterfront at no taxpayer expense. Much like we worked with our neighboring communities to build the Northern Strand Community bicycle trail, Everett will work with the Friends of the Malden River and the Mystic River Watershed to create a similar water trail for canoes and kayaks.

Stormwater runoff is now the number one pollutant of our waterways and one of the most difficult and costly to treat. Our investment in the Deer Island treatment plant has made Boston Harbor one of the cleanest harbors in the world today. But after heavy rains, pollutants from stormwater runoff are fouling our rivers and streams. Now that we are opening up public access to the Mystic and Malden Rivers and the harbor, we must ensure that the water is always clean, so that residents and visitors alike can fish, swim, kayak and enjoy the views.

Recently the United States Environmental Protection Agency released a new stormwater permit for Massachusetts's communities. The MS4 permit will go into effect on July 1, 2017. It was estimated by the Massachusetts Water Infrastructure Finance Commission that it could take an estimated \$18 billion in stormwater investments over the next 20 years for communities to meet the regulatory requirements. In Everett, we have submitted to USEPA and MADEP an integrated management plan for 63 projects that will cost an estimated \$50 million over the next 40 years. To reduce treatment costs associated with the permit, public works will implement strategies to reduce impervious surfaces such as asphalt and concrete, so that the ground can absorb and filter polluted run-off. We are examining a change in our residential zoning rules that currently force residents to pave yards to meet bedroom to parking spaces ratios.

In addition, we will implement a rain barrel program to capture stormwater and utilize capital improvement funds to remove illicit connections and reduce inflow of stormwater into our sewer system.

Recently we met with the EPA to begin discussions on implementing a stormwater utility fee based on impervious surface cover as an additional source of revenue to pay for the MS4 permit regulations.

These efforts are the most cost effective way to ensuring our rivers are fishable and swimmable and to meet the US EPA's stringent stormwater regulations.

Cost of the Opioid Crisis

My Administration is committed at every level and at every department to work to combat this statewide epidemic. I appreciate the City Council support and leadership on this issue. Together, Everett continues to do what we can to assist those in our community battling addiction.

We are also working to stop addiction before it begins with non-profit partners such as Everett Overcoming Addiction, TEASA, the Cambridge Health Alliance, and others. We recently received a \$425,000 grant to prevent the misuse of prescription drugs by teens and young adults. Addiction impacts all of us including the budgets of our police, fire, emergency services, and schools.

Financial Health of the City

In order to ensure the physical health and wellness of our residents we must continue the progress we have made on the fiscal health of our city. With over \$5 million dollars in surplus, a stellar bond rating, healthy financial reserves, and increasing development, we have done much to ensure our fiscal health.

We must continue to focus on managing our debt obligations and ensuring the most efficient use of taxpayer dollars. In fact this past year, the City of Everett refinanced \$6 million dollars of existing debt which saved the city almost \$400,000 in debt service. That savings allows us to invest more in our schools, public safety and basic city services.

In addition, the city sold \$18 million dollars in general obligation bonds with an average interest rate of 2%. Prior to the sale, Standard & Poor's affirmed the City's 'AA' long-term debt rating. S&P cited the City's strong management and solid financial policies and practices as positive credit factors.

Last year the Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Everett. The city also received the Association's Distinguished Budget Presentation Award for our annual budget document. This was the second year the city had received such a prestigious award.

In addition, I have directed the Finance Department to establish a formal Cash and Investment Policy. The development of this policy is fundamental to sound financial management. The policy will provide for strong internal controls, adherence to state investment law and highlight the city's approach to investments.

I have also directed the Finance Department to centralize and strengthen internal approval processes and establish formal written policies and procedures for city employees who have responsibility for any aspect of purchasing, accounting or financial operations of the city.

A More Efficient Everett

Efficiencies will be implemented this year that include cross-training personnel who have been relocated. We are seeing the benefits of this in our Collector's office, where residents can come to City Hall and make tax payments, pay parking tickets or water bills all in one place. We are implementing new technology to make access to government easier and more efficient in nearly every department.

The state has provided us with a technical assistance grant of \$27,000 for software and related consulting services for the administration of snow clearing operations. This software will greatly reduce costs by streamlining snowstorm operations and automate the invoicing process.

We will expand our online application, payment and registration programs to include all bills, permits and fees, as well as registrations for city programs. Our inspectors will now be equipped with tablets with real time information.

We have developed a new software system for online access for building permits and inspectional services, and will soon expand online access to our Planning Department, Health Department, the City Clerk's Office and Zoning Board of Appeals.

We have also introduced electronic work orders, implemented interactive constituent services software and will implement a citywide 311 system. All of these systems will reduce costs and make City Hall much more efficient and effective. We are literally tearing down the walls of municipal government and making it more accessible to all.

Public Safety

Preventing crime before it occurs costs less and is immeasurably better for all parties than incarceration. This year Everett launched Cops Corner at the High School during lunch period. The goal is to build rapport between our officers and students by sharing a meal and creating trusting relationships.

This compliments the establishment of the Everett Police Community Partnership Council that we launched in January. The Partnership Council is made up of a diverse group of individuals to ensure that our Police Department is reaching out to all segments of the Everett community and hearing their concerns. Our department is also using cutting edge technology to reduce crime and social media to interact with the public. The department is ranked second, only to Boston, in active followers on their Facebook page.

Along with smarter policing we are investing in our human capital. The FY2017 budget will fund 10 new police officers and 12 new firefighters. These new public safety officers will ensure we are meeting the evolving needs of a fast-growing city. In addition, we will provide our Police Department with 6 new state-of-the-art police cruisers.

Planning and Community Development

Critical to making our community an even more dynamic and sustainable urban center for years to come is providing the Planning and Development department with the necessary tools for professional services. We are poised for rapid growth and development, and the decisions we make now will impact the city for generations to come. This year's increase will help the department enhance community engagement efforts, promote technology innovations, advance affordable housing, support small businesses with technical assistance services, and hire specialized consultants to assist with our neighborhood and master planning efforts.

The Planning and Development department is currently working with stakeholders to look at how to preserve and improve Everett Square. As our center of civic and commercial activity, the Square provides some of the greatest potential for new housing, commercial and mixed-use development. Imagine a Broadway lined with new trees, historic lighting, open air restaurants with outdoor seating, storefronts painted in historic colors with brightly lit windows and awnings and planted flower beds in front of businesses.

I am excited to begin Everett's first master plan in over 50 years. I want to be sure that we are capturing every opportunity to take advantage of the dramatic new developments happening in our city.

We have successfully created developmental studies and proposals such as our award-winning Lower Broadway Master Plan, our Municipal Harbor Plan, our newly released Commercial Triangle Master Plan and our comprehensive Housing Development Plan. All these plans are our road map to attract developers and businesses and increase our tax base.

Last fall, the Massachusetts Department of Transportation began studying the transit needs of the people of Everett - where people need to go and how they get there.

We all know that we have the advantage of geography - we are only a couple of miles from downtown Boston, 12 minutes from Logan Airport and we are located within a vibrant, thriving region of the Commonwealth. We are the next growth area in Greater Boston.

However, we are the only urban core community that is not linked into the transit system by rail. By studying and planning for ways to extend transit in Everett, the Department of Transportation is helping to position us to unlock huge development potential.

Transportation and interconnection amongst communities, whether through rail, bus, bike paths, pedestrian footbridges, or any other mode is the key to commerce, economic development, and an improved quality of life for all of our residents. Can you imagine a new commuter rail stop, a pedestrian bridge to Assembly Row T-station, and trolley service into Boston? By working with Mass DOT we can make these possibilities a reality.

In the meantime we are working to improve the transportation system we currently have. We started a Complete Streets Program; we hired a transportation planner, instituted a pavement management system, implemented Trip Loop technology to upgrade traffic signals to reduce congestion on our major thoroughfares and started the city's first traffic congestion database.

We have begun design work on major intersections including Sweetser Circle, Santilli Circle, lower Broadway and Ferry Street, for which we have secured a \$14 million commitment from the state.

Inspectional Services and Quality of Life

Inspectional Services is focused on code violations that negatively impact the quality of life for residents and businesses. We are proactively addressing issues such as absentee landlords, back taxes, graffiti abandoned properties and other issues. We are working with residents and developers to restore and transform blighted buildings.

To combat vacant and blighted properties that drive down property values and destroy people's pride in our neighborhoods, this year's budget includes a new wiring inspector, a new gas inspector and new code enforcement officers. In addition, we are adding a new housing attorney to our legal team, who will head up our problem properties task force. These additions to our Inspectional Services Department and Solicitor's Department will go a long way in maintaining responsible owner's property values and improving the health and safety of our residents. We must ensure that our quality of life continues to climb and grow.

To continue this growth the City of Everett began a Home Beautification Program to enforce the Massachusetts' sanitary code. Our Inspectional Services Department issues letters to residents whose homes violate regulations. The city recommends home improvements such as new paint, repairs to broken gutters and sinking porches, removal of overgrown vegetation, etc. The residents are advised to clean up any structural elements that may be dangerous to passers-by. The goal of the Home Beautification Program is to improve a property's value and the value of surroundings properties, enrich the appearance of a neighborhood and create a healthy and safe living environment. To date, 28 houses have been completely updated to city standards and several more are under construction. Because of efforts like these, Everett was recently named one of the top ten spots to live in Massachusetts

Education and Schools

One of the keys to our increasing property values is the strength of our schools. Today we have one of the best urban education systems in the state, we are among the top performers and have one of the highest graduation rates over 85%, with a low dropout rate of only 3.2% and that includes students from around the world, who speak English as a second language. Our school leaders should be recognized and commended for this.

Educational expenses represent by far the largest portion of the budget at \$73.5 million dollars, as the city continues to commit substantial resources to this critical area for our children and families. Providing the best education to our children is our most important goal. This is why we have committed an additional \$1.5 million dollars in FY2017, above the School Foundation Budget. Throughout my tenure as Mayor, education has always remained a budget priority. In fact, over the past seven years my administration has provided over \$36 million dollars above required net school spending. The additional school funding will assist with the demands of an ever-increasing school population.

To accommodate our new growth, last summer we built five new bathrooms and four new classrooms at the Parlin School. We have built a new tot lot at the Webster School and we are embracing new technology by providing every teaching space in our school system with interactive white boards. As we grow, we will continue to make capital improvements throughout the entire school system.

But that is not enough; we must plan and construct new school facilities to meet our growing school population. Currently, we are in the beginning stages of a feasibility study examining our schools.

New Economic Development

Developers have already built or are building hundreds of units of market rate housing, representing substantial multi-million dollar investments such as the Batchyard, and Wellington Apartments. These successful projects provided the spark to private investors to build in Everett, most significantly, Wynn Resorts.

Critical to making our community an even more dynamic and sustainable urban center for years to come is providing the Planning and Development department with the necessary tools for professional services. The decisions we make now will impact the city for generations to come. This year's increase will help the department enhance community engagement efforts, promote technology innovations, advance affordable housing, support small businesses with technical assistance services, and hire specialized consultants to assist with our neighborhood and master planning efforts.

But I also want to ensure that we remain diverse, inclusive and accessible to all. That is our strength as a city. We are currently working to implement an inclusionary zoning policy. This policy will ensure that when large-scale residential developments are planned in the city, the developer will be required to include a certain percentage of affordable units for working families.

We are also working to grow our commercial tax base by marketing unique urban business areas like the Village Industrial Area with Night Shift and Bone Up Breweries, Shortpath Distillery, Metro Rock Climbing Gym and Skyzone.

Everett has unrealized opportunities for growth in Island End and waterfront industrial areas. We recently attracted one of the fastest growing companies in the world, AmazonFresh. This company brings one hundred new jobs into Everett – one hundred new workers, shopping in our stores, eating in restaurants and buying homes in our community.

Also adding to our growth is the redevelopment of the former Harley Davidson building into apartments and the Market Forge site is currently being remediated. Soon we will see our first hotel open on Revere Beach Parkway that will generate room and meals taxes. In addition, the EnVision Hotel is bringing both visitors and job opportunities for building trades and hospitality workers. When the hotel opens in the next few months it will also help attract new shops and restaurants to Everett – there has never been a better time to invest in Everett than right now.

My vision is about creating a hospitality economy for the City of Everett. At the center of this vision is the Wynn Resort.

Wynn has completed most of the environmental remediation of the Monsanto chemical plant site, at their expense. This was one of the most undervalued sites in Massachusetts and soon will become one of the most valuable. It was the largest, undeveloped site in Everett, which has sat for decades – untouched due to contamination. The Wynn development team has already hauled over 300 truckloads of contaminated soil out of Everett -- helping our city to become cleaner and greener in the process.

Wynn is supporting a healthier Everett by providing the resources and infrastructure needed to make our harbor and river ways accessible to all.

Wynn Everett will be a world-class destination resort, attracting tourists from all over the world. The \$2 billion development is the largest private development underway in all of New England. We have already received our first host community payment of \$5 million dollars and will receive another \$25 million. Once the resort opens, it will generate millions of dollars in taxes; improve property values and additional growth for the City of Everett. It will also bring real jobs for Everett residents - 4,000 construction jobs and 4,000 hospitality jobs when the resort opens.

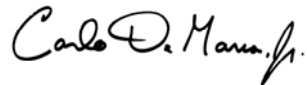
As the Wynn development progresses, it puts pressure on the city to provide services at a scale that would not otherwise be needed. To meet the demand, we have hired outside vendors to provide those services. For example, 4LEAF, LLC, will provide specialized inspectional services for the development. Although the city is required to pay 4LEAF for those services, all related expenses will be fully reimbursed by Wynn. The services will not cost the city anything.

Everett is a city of pride, progress, and possibilities. I am very proud of the progress we have made and proud of the foundation we have laid for possibilities yet to come. Most of all I am proud of our collective health, our physical health, our fiscal health, our intellectual health, and our environmental health.

This budget helps to continue the strong momentum we have achieved over the past several years.

I am confident that with the FY2017 budget, Everett will continue to provide our residents with the best services in the Commonwealth in a fiscally prudent and responsible manner.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carlo DeMaria". The signature is fluid and cursive, with a stylized "C" and "D".

Mayor Carlo DeMaria
City of Everett, Massachusetts

FY2017 Operating Budget Overview

Carlo DeMaria, Mayor
Eric Demas, CFO/City Auditor
May 16, 2016

Proposed FY17 Operating Budget

□ General Fund total:	\$173,719,541
■ City:	\$51,745,097
■ School:	\$73,515,225
■ Fixed Costs:	\$48,459,219
□ City and School Combined	
□ Enterprise Fund:	<u>\$17,217,998</u>
■ Water & Sewer	
□ Total Budget:	\$190,937,539

Proposed FY17 Operating Budget: Key Factors of FY2017 budget

- General Government ~ Improve delivery of services through organizational restructuring and technological advances.
 - Public Safety ~ Investment in public safety in both police and fire departments (more police and firefighters).
 - Education ~ A commitment to first class public schools.
 - City Services ~ Reorganization of department and savings in solid waste collections/disposal.
 - Collective Bargaining ~ Working toward an affordable and mutually beneficial accord.
 - Fixed Costs ~ Control costs, implement and adhere to debt and capital improvement policies, maintaining aggressive funding schedule for fully funding pension obligation.
 - Schedule is to be fully funded by 2030.
-

Financial Overview – Revenues

- Revenues of the City are budgeted into the following categories:
 - Tax Levy (including new growth)
 - Local Receipts
 - State Aid (Cherry Sheet Revenue + MSBA Revenues)
 - Other Financing Sources
 - Enterprise Fund Revenue
-

Revenues – Tax Levy

- FY16 Tax Levy Limit = \$99,542,806
 - Add: 2 ½ percent of FY16 limit: 2,488,570
 - Add: Estimated New Growth 2,000,000
- FY17 Tax Levy Limit = \$104,031,376
 - FY17 Levy Limit is an estimate.
 - New Growth requires final approval from Department of Revenue (DOR) typically in November/December.
 - FY17 New Growth est. by Assessing Department.
- The Tax Levy Limit is the maximum taxes that the City can raise as part of balancing its budget.

Revenues – Tax Levy

- FY16 Tax Levy Limit = \$107,869,195
 - This is the primary levy limit, where the levy limit cannot exceed 2 ½ percent of the full and fair cash value.
 - FY16 value = 4,314,767,780
- For FY17 budgeting purposes, we've assumed valuations would increase by 4%.
- If this is the case, the city's FY17 Tax Levy Limit will be \$104,031,376
- Assuming values would increase by 4%, the Levy Ceiling would be \$112,005,383

Revenues – Tax Levy

- The estimated tax levy for FY17 is \$98,197,960.
 - This is \$5,833,416 below the levy limit.
 - Therefore, the city has "excess capacity" of \$5,833,416
 - This is money that could legally be raised via property taxes to balance the budget.
- The FY17 tax levy could be adjusted further in the fall depending on:
 - New Growth
 - Local Receipts increases/decreases
 - Other Financing Sources (Free Cash, Stabilization, etc.)

Revenues - Local Receipts

- Local Receipts
 - FY16 Budgeted = \$ 7,685,000
 - Conservatively estimated based upon FY15 estimated receipts.
 - FY17 Projected = \$ 9,565,000
 - \$1,880,000 increase over FY16
 - All local receipts are budgeted level with FY16 estimates
 - Misc. Non-Recurring increased due to reimbursements related to the Wynn permitting process.

Revenues – State Aid

□ FY16 State Aid

- Ch 70: \$64.0m
- UGGA: 6.7m
- Charter: .8m
- Other: .5m
- TOTAL: \$72.0m

□ FY17 State Aid

- Ch 70: \$64.2m
- UGGA: 6.6m
- Charter: 1.5m
- Other: .4m
- TOTAL: \$72.7m

□ Increase of \$.7m in State Aid estimated for FY17

Revenues = Other Financing Sources (OFS)

□ In FY16, the Mayor used \$1.80m to reduce the tax levy:

- Free Cash Appropriation: \$1,000,000
 - A prudent use of free cash is not to fund operating budgets, but rather to use as a funding source to reduce the tax levy when appropriate.
- General Stabilization account: \$800,000
 - The general stabilization account was used to balance the FY16 budget. Upon certification of free cash, the City replenished the account.

Revenues = Other Financing Sources (OFS)

□ FY17 Planned funding:

- Free Cash Appropriation: \$2,000,000
 - A prudent use of free cash is not to fund operating budgets, but rather to use as a funding source to reduce the tax levy when appropriate.
- Community Enhancement Account: \$4,000,492
 - The City received \$5,000,000 under the Community Host Agreement in FY16. These funds are to be used for capital related purposes. The above funds will be used to fund a portion of the City's capital related debt service.

Revenues – Enterprise Funds

- FY2016 Budget
 - Water/Sewer: \$16.7m
- Rates were increased 7.5% in FY2016..
- FY16 YTD revenues are on track to meet estimates.
- Actual revenues will be known once FY16 ends.
- The City will likely see its first positive retained earnings certification when the DOR certifies the City's balance sheet in the fall.
 - Retained Earnings is the "Free Cash" of the Enterprise Fund.
- FY2017 Estimated
 - Water/Sewer: \$17.2m
- Rate increase needed in FY17 to keep up with the costs of infrastructure improvements, new water meters, and MWRA assessments.
- Recommended increase will be 2%.
- Full cost recovery of both direct and indirect costs are expected for FY17.

Revenues – Enterprise Funds

- ❑ What are the average water/sewer bills of comparable communities?
 - Everett: \$1,002
 - Boston: \$1,371
 - Cambridge: \$1,528
 - Chelsea: \$1,484
 - Malden: \$1,436
 - Medford: \$1,636
 - Melrose: \$2,055
 - Revere: \$1,910
 - Somerville: \$1,654
- ❑ On average, a typical Everett household* will pay \$513 less than its surrounding communities.
**(90,000 gallons per MWRA annual survey)*

Financial Overview - Expenses

- ❑ Expenses of the City are broken into the following categories:
 - City Expenses: (General Government, Public Safety, Public Works, Human Services, and Culture/Recreation)
 - Fixed Costs (including Health Ins and Retirement)
 - Debt Service
 - Education
 - Enterprise Funds
 - State Assessments
 - Other Financial Uses

Expenses – City (no fixed costs)

- | | |
|------------------------|------------------------|
| ❑ FY2016 | ❑ FY2017 (estimated) |
| ■ General Gov: \$ 5.2m | ■ General Gov: \$ 6.6m |
| ■ Public Safety: 24.8m | ■ Public Safety: 29.3m |
| ■ City Svcs: 9.7m | ■ City Svcs: 10.7m |
| ■ Human Svcs: 2.7m | ■ Human Svcs: 3.3m |
| ■ Cult/Rec: 1.7m | ■ Cult/Rec: 1.8m |
| ■ TOTAL: \$44.1m | ■ TOTAL: 51.7m |
- ❑ This represents a 9.45% increase (\$7,550,321) in City Departmental budgets.

Expenses – Schools (no fixed costs)

- | | |
|---|---|
| ❑ FY2017 foundation budget \$90,467,899: <ul style="list-style-type: none">■ Includes City Chargebacks of \$21,452,674 | ❑ FY2016 budget (est): <ul style="list-style-type: none">■ \$73,515,225■ .18% decrease (\$136,160) from FY16 original budget |
| ❑ Special Ed Transportation \$4,500,000 | ❑ This decrease does not include the increased fixed cost related to employee benefits and debt service. |
| ❑ Total adjusted FY16 budget: <ul style="list-style-type: none">■ \$73,515,225■ Does not include supplemental appropriation of \$1,538,041 . | |

Expenses – Fixed Costs (City and School)

□ FY2016 budgeted:	□ FY2017 projected:
■ Health Ins: \$18.9m	■ Health Ins: \$19.6m
■ Retirement: 13.1m	■ Retirement: 13.7m
■ Debt Svc: 9.1m	■ Debt Svc: 10.9m
■ Unemployment: 0.4m	■ Unemployment: 0.4m
■ W/C: 0.6m	■ W/C: 0.7m
■ Medicare: 1.1m	■ Medicare: 1.3m
■ P&C insurance: 1.3m	■ P&C insurance: 1.6m
■ All other: .2m	■ All other: .3m
■ TOTAL: \$44.7m	■ TOTAL: \$48.5m

□ Fixed Costs are estimated to increase \$3.8m for FY17.
 □ Most of increase due to debt service payment schedule, health insurance and pension obligation.

Expenses – Enterprise Funds

□ FY2016	□ FY2017
■ Water/Sewer: \$16.5m	■ Water/Sewer: \$17.2m
□ Major expenses:	□ Major expenses:
■ MWRA = \$12.7m	■ MWRA = \$13.2m
■ Debt = \$ 1.4m	■ Debt = \$1.6m
■ Salary = \$.9m	■ Salary = \$.9m
■ Expense = \$.8m	■ Expense = \$.8m

Expenses – State Aid (*assessments*)

□ FY2016	□ FY2017
■ Total Assessment: □ \$11,595,310	■ Total Assessment □ \$12,690,479
□ Breakdown (<i>major accts</i>):	□ Breakdown (<i>major accts</i>):
■ State Assessments □ \$1.9m ■ Retired Teachers Health Ins primarily	■ State Assessments □ \$1.7m ■ Retired Teachers Health Ins primarily
■ Transportation Authority Assessments: □ \$2.8m ■ MBTA assessment primarily	■ Transportation Authority Assessments: □ \$2.8m ■ MBTA assessment primarily
■ Tuition Assessments: □ \$6.6m ■ Charter School Sending Tuition primarily	■ Tuition Assessments: □ \$7.9m ■ Charter School Sending Tuition primarily

Expenses – Other expenses

□ FY2016 = \$9.4m	□ FY2017 = \$13.2m
■ Snow and Ice deficit: □ \$.0m	■ Snow and Ice deficit: □ tbd
■ Overlay □ \$1.9m	■ Overlay □ \$1.5m
■ Other amounts □ \$2.8m ■ Supplemental Appropriations	■ Other amounts □ tbd ■ These typically happen during FY17 (after 7/1/16)

Other things to consider...

- ❑ Gaming License
 - The initial \$5,000,000 from the community host agreement was received in FY2016 and is anticipated to be used for capital related debt in FY2017.
 - ❑ Tax Agreement with Power Plant
 - Long term financial ramifications (\$15m per year, value “backed into” per agreement, adverse affect on levy).
 - Potential “modification” of agreement.
 - ❑ OPEB Liability = \$145.6 million
 - OPEB Liability Trust adopted in FY2014.
 - Funded \$778k in FY16.
 - Financial policies were created to fund the Trust in FY15 and beyond.
 - ❑ Net Pension Liability = \$110,957 million (per PERAC actuary).
 - 48% funded.
 - Scheduled to be fully funded by 2030.
 - ❑ Health Insurance
 - FY17 budget = \$19.6 million (actives and retirees)
 - ❑ Total Cost – Health and Retirement = \$33.4 million for FY17.
 - 18% of the general fund and enterprise fund budgets.
-

Summary

- ❑ FY2017 budget is responsibly balanced.
 - ❑ City has excess capacity (estimated) of over \$5.8m for FY17 budget.
 - ❑ Adherence to financial policies will help maintain and improve our AA bond rating and save on long term borrowing costs.
 - ❑ Multi-year capital improvement plans, comprehensive enterprise fund budgets and five-year financial forecasting will allow the City to project what obstacles may lie ahead and to plan the optimal way to plan for future financial liabilities and to restore fiscal balance as needed.
-

City of Everett – Mission Statement

Mission Statement

The City of Everett, through the Mayor, City Council and City employees, will provide high quality, efficient municipal services to our citizens and business owners, through teamwork, accountability, and continuous improvement.

To accomplish our mission we will:

- Practice responsive, effective governance;
- Uphold the highest professional and ethical standards;
- Value diversity in the organization and the community;
- Encourage partnerships with citizens, neighborhoods, businesses, and educational networks.

Core Values

- **Teamwork** – work together to deliver the most efficient and effective municipal services; communicating regularly, directly, and honestly with our employees, council members and citizens.
- **Accountability** – accept responsibility for our organizational decisions and actions.
- **Continuous Improvement** – provide the highest quality services with available resources, using innovation, technology, and flexibility to meet the changing needs of the community.
- **Responsiveness** – being proactive; anticipating citizens' needs and taking fast action to surpass their expectations.
- **Integrity** – Possessing an unwavering commitment to doing things right, with consistent adherence to the highest professional standards; keeping commitments to our citizens, co-workers and others.
- **Innovations** – dedicating ourselves to learning and growing; embracing technology and flexibility to meet the evolving needs of the city and its stakeholders.

City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2017

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
GENERAL GOVERNMENT						
General Government	Improve communication and transparency with citizens.	Mayor	1	Short & Long Term	Executive	Ongoing
General Government	To maintain a high level of responsiveness and accessibility to City departments and employees.	Mayor	1	Short & Long Term	All Departments	Ongoing
General Government	Look for ways to deliver City services more efficiently and effectively through the use of technology.	Mayor	2	Short & Long Term	Executive and All Departments	Ongoing
General Government	Implement regionalized services where applicable in order to better utilize tax dollars.	Mayor	2	Short & Long Term	Executive	Underway
General Government	Continue reorganization of departmental staff to more efficiently and effectively deliver service and respond to requests.	Mayor	2	Short & Medium Term	Executive	Underway
General Government	Expand implementation of performance improvement programs	Mayor	2	Short & Medium Term	Executive	Ongoing
General Government	Revitalize the Everett Youth Commission.	Mayor	3	Short Term	Executive	Ongoing
General Government	Consolidate City IT functions	Mayor	3	Short Term	Executive	Underway
General Government	Continue City's commitment to Green Communities designation and energy efficiency goals.	Mayor	3	Short & Long Term	Executive	Ongoing
FINANCE						
Finance	Continue to attain GFOA designation by maintaining the highest level of budgetary practices and policies.	Mayor	1	Short & Long Term	Executive & Finance	Ongoing
Finance	Continue five year forecasting of capital improvement projects and needs.	Mayor	1	Short & Long Term	Executive & Finance	Ongoing

City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2017

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
Finance	Continue conservative budgeting policies to limit the impact of property tax levels.	Mayor	1	Short, Medium & Long Term	Executive & Finance	Ongoing
Finance	Publish a "Financial Policy and Procedures" manual to formalize all internal policies and procedures for all Division of Finance departments	Mayor	2	Short & Long Term	Executive & Finance	Ongoing
Finance	Limit long-term liability through the City's continued commitment to build reserves in Stabilization and OPEB Trust Funds.	Mayor	1	Short, Medium & Long Term	Executive & Finance	Ongoing
PUBLIC SAFETY						
Public Safety	Maintain high level of all public safety services: Police, Fire and E-911.	Mayor	1	Short & Long Term	Executive, Police, Fire & E-911	Ongoing
Police	Improve traffic and parking enforcement.	Mayor	2	Short & Long Term	Executive & Police	Ongoing
Police	Continue Community Engagement Programs such as Cops Corner, Everett Police Community Partnership Council and social media out reach.	Mayor	1	Short & Long Term	Executive & Police	Ongoing
Fire	Maintain an Officer Development Program, increase continuing education programs for other positions within the department.	Mayor	1	Short & Long Term	Executive & Fire	Ongoing
Fire	In anticipation of additional growth in residential units as well as the Wynn Resort project an additional company will be put into service and department personnel will be reorganized to effectively staff the new company.	Mayor	3	Short & Long Term	Executive & Fire	Ongoing

City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2017

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
INSPECTIONAL SERVICES						
Inspectional Services	Continue to focus on code violations	Mayor	2	Short & Long Term	Executive & Inspectional Services	Ongoing
Inspectional Services	Successfully implement 1st of House Beautification Program	Mayor	3	Short & Long Term	Executive & Inspectional Services	Ongoing
Inspectional Services	Implement online access for building permits and expand training program to Planning, Health, City Clerk and Zoning Board of Appeals.	Mayor	1	Short Term	All Departments	Ongoing
DPW						
Operations	Implement new software program "Snow-ops" to increase efficiency of snow clearing operations	Mayor	2	Short Term	Executive & Operations	Ongoing
Engineering	Improve the health of the Malden and Mystic Rivers so they can be safely utilized for recreation, by continuing to remove illicit connections to drainage systems, cleaning catch basins on a regular basis, street sweeping on a regular basis and replacing outdated sewer water and drain lines.	Mayor	2	Short & Long Term	Executive & Engineering	Ongoing
Parks/Highways/Cemeteries	Improve overall cleanliness of streets, parks and other public areas.	Mayor	1	Short, Medium & Long Term	Executive & DPW	Ongoing
DPW	Manage impacts of the National Grid Ferry Street Project	Mayor	2	Short Term	Executive, DPW, Police	Ongoing
Engineering	Begin implementation of the city's Stormwater and Wastewater Integrated Management Plan	Mayor	1	Long Term	Executive & Engineering	Will begin FY 2017

City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2017

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
Facility Maintenance	Maintain and upgrade City buildings including Central Fire House, Hancock Street Fire Station, City Hall, the Old Everett High School and several school improvement projects.	Mayor	2	Short & Long Term	Executive & DPW	Ongoing
PLANNING & DEVELOPMENT						
Planning & Development	Enhance community engagement efforts, advance affordable housing, support small businesses, promote healthy living and improve the environment	Mayor	1	Short & Long Term	Executive & Planning & Development	Ongoing
Planning & Development	Continue to implement the Everett Housing Production Plan, Commercial Triangle Master Plan, Everett Square Visioning Plan and Green Communities program.	Mayor	1	Short & Long Term	Executive & Planning & Development	Ongoing
Planning & Development	Implement stormwater control measures such as a rain barrel program, and revising Zoning Ordinance Sections 17, 19, 28, and 29.	Mayor	2	Short & Long Term	Executive & Planning & Development	Ongoing
Planning & Development	Implement Inclusionary Zoning to promote affordable housing	Mayor	2	Short & Long Term	Executive & Planning & Development	Ongoing
Planning & Development	Conduct a Historical Building Inventory to promote preservation and to help property owner's secure public funds for preservation	Mayor	3	Short & Long Term	Executive & Planning & Development	Will begin FY 2017

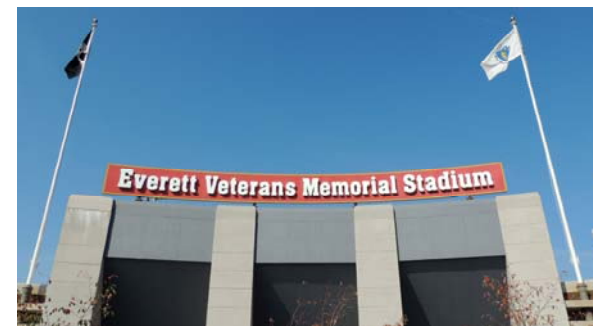
City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2017

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
PARKS and HEALTH & WELLNESS						
Health & Wellness	To make Everett the healthiest city in America To provide opportunities for residents, businesses and city employees to participate in regular physical activities	Mayor	1	Short & Long Term	Health & Wellness	Ongoing
Parks & Cemeteries and Health & Wellness	and pursue an enhanced quality of life while reducing health care costs Continue maintenance of fields and parks, increase the number of street trees planted and continue the dramatic landscaping improvements to our public grounds, including islands building frontage, parks, islands and community paths.	Mayor	1	Short & Long Term	Parks and Health & Wellness	Ongoing
Parks & Cemeteries		Mayor	1	Short & Long Term	Parks & Cemeteries	Ongoing
Health and Wellness	Promote and actively support the Healthy Meals Program, the Northern Strand Urban farm, local community gardens and the Everett Farmer's market.	Mayor	1	Short & Long Term	Health and Wellness	Ongoing
Health and Wellness	Expand the BOKs program throughout the school system		1	Long Term	Health and Wellness	Ongoing
Health & Human Services	Continue to help those struggling with addiction	Mayor	1	Short & Long Term	Health	Ongoing

City Overview

General

The City of Everett is located in Middlesex County. It is bordered on the north by the City of Malden, on the east by the Cities of Revere and Chelsea, on the west by the Cities of Medford and Somerville, and on the south by the Mystic River and the City of Boston. Everett has a population of 41,667 (according to the 2010 Federal Census) and occupies a land area of 3.36 square miles. Incorporated as a town in 1870, and as a city in 1892, Everett is governed by a Mayor-Council-Alderman form of government, with seven aldermen (elected at large), and eighteen councilors (3 elected from each ward). On January 1, 2014, the City's Council/Aldermen form of government converted to an elected 11 member City Council, and the Mayor's term converted to 4 years.



Principal City Officials

Title	Name	Manner of Selection	Length of Term	Expiration of Term
Mayor	Carlo DeMaria, Jr.	Elected	4 Years	2018
Chief Financial Officer/City Auditor	Eric Demas	Appointed	3 Years	2019
City Treasurer/Collector	Domenico D'Angelo	Appointed	3 Years	2019
City Clerk	Michael Matarazzo	Appointed	Tenure	Tenure
City Solicitor	Colleen Mejia	Appointed	3 Years	2019

Municipal Services

The City provides general governmental services for the territory within its boundaries, including police and fire protection, disposal of garbage and rubbish, public education in grades K-12, street maintenance, and parks and recreational facilities. Water and sewer services are provided via connections to the Massachusetts Water Resources Authority. Vocational technical education is provided for at the high school level by the City.

Education

The following table indicates public school matriculation (October) within the City for the years 2012 to 2016.

	Actual				
	2012	2013	2014	2015	2016
Grades Pre K-6	3,711	3,861	3,974	4,064	4,190
Grades 7-8	851	880	914	914	860
Grades 9-12	1,809	1,931	2,018	2,093	2,075
Totals	<u>6,371</u>	<u>6,672</u>	<u>6,906</u>	<u>7,071</u>	<u>7,125</u>

Industry and Commerce

Everett is a diversified industrial city. The following table lists the recent trend in the major categories of income and employment.

Industry	Calendar Year Average				
	2009	2010	2011	2012	2013
Construction	1,005	954	963	1,063	1,224
Manufacturing	824	854	922	943	926
Trade, Transportation & Utilities	3,690	3,696	3,618	3,600	3,602
Information	72	62	51	53	54
Financial Activities	1,876	1,875	1,809	1,724	1,728
Professional and Business Services	615	562	563	633	639
Education and Health Services	1,933	1,896	1,947	2,025	2,216
Leisure and Hospitality	920	979	1,046	1,166	1,192
Other Services	599	573	578	509	434
Total Employment	<u>11,534</u>	<u>11,451</u>	<u>11,497</u>	<u>11,716</u>	<u>12,015</u>
Number of Establishments	781	805	847	835	849
Average Weekly Wages	\$ 996	\$ 991	\$ 998	\$ 992	\$ 1,033
Total Wages	<u>\$ 622,821,119</u>	<u>\$ 615,257,193</u>	<u>\$ 621,890,248</u>	<u>\$ 630,450,975</u>	<u>\$ 672,676,494</u>

Source: Massachusetts Department of Education and Training. Data based upon place of employment, not place of residence. Due to reclassification the U.S. Department of Labor now uses the North American Industry Classification System (NAICS) as the basis for the assignment and tabulation of economic data by industry.

Largest Employers

<u>Name</u>	<u>Production</u>	<u>Approximate No. of Employees</u>
City of Everett	Government	1,300
Mellon Bank	Banking/Financial Institution	1,286
Cambridge Health Alliance	Hospital	825
MBTA	Transportation	600
Boston Coach	Transportation	299
Target	Retail	235
Distrigas GDF/SUEZ	LNG Terminal	170
Everett Nursing and Rehab Center	Health Care/Long Term & Rehab.	165
Home Depot	Retail	150
Alliance Detection	Security	150
Schnitzer Northeaster	Metal Recycling	139
COSTCO	Wholesale	135
Best Buy	Retail	120
Texas Roadhouse	Restaurant	110
Dunkin Donuts	Coffee/Fast Food	100
Restaurant Depot	Wholesale	90
Honda Cars of Boston	Car Dealership	84
Dunkin Galvanizing	Metal Fabrication	83
Eagle Bank	Banking	80
Bond Brothers	Construction	80
TGIF Friday's	Restaurant	80
Teddy Peanut Butter	Food production	70

SOURCE: Everett Department of Planning and Development, March 2015.

Transportation and Utilities

Modern transportation facilities are available to residents and commercial enterprises in the City of Everett. The City maintains a total of 56 miles of roads. Bus transportation within the City and throughout the local region is provided by the Massachusetts Bay Transportation Authority (MBTA). The MBTA maintains a major repair facility in the City.

Gas, electric, and telephone services are provided by established private utilities.

PLANNING AND ECONOMIC DEVELOPMENT

The City is committed to completing long range planning designed to support a high quality, safe community that supports sustainable housing and economic development initiatives. Through community involvement and strategic neighborhood investments, the city strives to support community improvement projects, and seeks to retain existing and support new, sustainable, safe businesses within the city.

The City's long-range planning and economic development goals include:

1. Ensuring a high-quality, affordable community for people to live, work and recreate;
2. Supporting the creation of new full-time, well-paying jobs;
3. Establishing a sustainable and diversified tax base and land-use mix;
4. Returning vacant buildings and former industrial properties to safe, active use;
5. Encouraging compatible and diversified commercial and industrial districts;
6. Improving the appearance of the City;
7. Stimulating sustained investment in the community.

The City continuously pursues economic development initiatives to achieve economic diversity and success.

Economic Development Programs and Designations

Gateway City Designation: In 2010, the City was designated by The Commonwealth of Massachusetts as a "Gateway City." This designation provides eligible communities with additional state resources and access to grant and program funding through various state agencies. Designed to assist the Commonwealth's cities in the most need, Gateway Cities can utilize numerous grant programs for various activities, including site, roadway, and infrastructure acquisition and reconstruction, economic development programming, and the design and construction of public parks and other public facilities.

In 2012, the City received \$500,000 through the Gateway Cities PARC Grant program for the rehabilitation of Glendale Park. Combined with City Capital Improvement Funding, this \$2.6 million project will rehabilitate the City's historic and primary open space into a new multi-purpose open space with baseball and softball fields, a walking track, and an expanded tot lot (project complete).

Also in 2012, \$235,000 of Gateway Cities PARC Grant funding was awarded for the design and construction of the Northern Strand Community Trail, also known as the Bike to the Sea corridor (project complete).

In 2014 the City received a \$200,000 Our Common Back Yard grant through the Gateway Cities program for the reconstruction of the Jacob Scharf Park. The project is underway.

In 2015, the city received a \$400,000 PARC Grant for the reconstruction of Sacramone Park, including a new synthetic turf ball field, tot lot, splash pad and concession stand. The \$3.1M project is due to commence work in the spring of 2016, following bidding.

Most recently, the city received a \$300,000 PARC Grant for the reconstruction of Swan Street Park. The design services will be done later this year with construction scheduled to commence sometime in 2017.

Mini-Entitlement Designation: The City is a designated "Mini-Entitlement" community. Administered through the state's Department of Housing and Community Development (DHCD), Mini-Entitlement communities are eligible to receive federal Community Development Block Grant (CDBG) funds design to assist communities with meeting a broad range of community development needs. Assistance is provided to qualifying cities and towns for housing, community, and economic development projects that assist low and moderate-income residents, or by revitalizing areas of slum or blight.

In fiscal year 2016, the City of Everett will request \$825,000 in Mini-Entitlement funding, which will be used to support numerous initiatives, including a housing rehabilitation program for low to moderate income property owners; a Best Retail Practices seminar with individual consultations to support Everett's small business and retail owners; a park renovation project for the Gramstorf Park; and to provide assistance to five (5) public social service agencies that serve low-income residents.

In fiscal year 2015, the City of Everett received \$825,000 in mini-Entitlement funding, which is being used to support numerous initiatives, including a housing rehabilitation program for low to moderate income property owners; a Best Retail Practices seminar with individual consultations to support Everett's small business and retail owners; Phase II renovation project for the Jacob Scharf Park; and to provide assistance to five (5) public social service agencies that serve low-income residents.

In fiscal year 2014, the City of Everett received \$900,000 in Mini-Entitlement funding, which is being used to support numerous initiatives, including a housing rehabilitation program for low to moderate income property owners; a Best Retail Practices seminar with individual consultations to

support Everett's small business and retail owners; a park renovation project for the Jacob Scharf park; and to provide assistance to four (4) public social service agencies that serve low-income residents.

In fiscal year 2013, the City of Everett received \$900,000 in Mini-Entitlement funding, which is being used to support numerous initiatives, including a housing rehabilitation program for low to moderate income property owners; a Best Retail Practices seminar with individual consultations to support Everett's small business and retail owners; roadway reconstruction work; development of a master plan for the Commercial Triangle portion of the City (more detail below); and to provide assistance to four (4) public social service agencies that serve low-income residents.

Economic Target Area (ETA) Designation: Since 1993, a portion of the City has been designated as an Economic Target Area (TeleCom City ETA) by the Commonwealth of Massachusetts Economic Assistance Coordinating Council, as administered through the Massachusetts Office of Business Development (MOBD). The ETA designation is a part of the State's Economic Development Incentive Program (EDIP), the purpose of which is to provide additional financial incentives for municipalities to utilize in order to encourage economic development and business/job retention in targeted areas within the community. Through the EDIP, Everett is able to offer tax benefits not available in other areas of the City. The ETA designation is a tool for the City to promote projects that meet the City's economic development goals.

In 2012, the City entered into two tax incentive agreements within the TeleCom City ETA, which include:

- 5-year TIF (Tax Increment Financing) with Cumar Tile
- 4-year STA (Special Tax Assessment) with L.Knife and Sons

In 2014, the City worked with several businesses seeking to locate within the City, many of which found real estate in Everett. Interestingly, few of these businesses sought assistance within the ETA and through the EDIP; as such no new agreements were entered into in 2013.

More details on the 2012 agreements and projects are outlined below.

Economic Opportunity Area (EOA) Designation: On November 30, 1998, the City received approval of its first Economic Opportunity Area (EOA) within the City TeleCom City Economic Target Area. The newly created EOA is named the Parkway/Island End EOA. The boundaries of the EOA are the Revere Beach Parkway, the Chelsea City Line, the Island End and Mystic Rivers, and Broadway (Route 99).

A business that is expanding, relocating, or building new facilities and creating permanent new jobs within the EOA can be designated as a Certified Project by the City and the State's Economic Assistance Coordinating Council. The benefits to Certified Projects within an EOA include:

- An investment tax credit of five percent toward the state corporate or personal income tax
- A state corporate or personal income tax deduction equal to 10 percent of the cost of renovating an abandoned building
- Property tax benefits negotiated with the City, offered through the TIF and STA programs (see below)

Tax Incentive Financing (TIF) Program: Capitalizing on the ETA and EOA Designation, in March 2012, the Everett City Council authorized a Tax Incentive Financing (TIF) Agreement between the City and Cumar Inc. Co. for a period of 5 years. A local company, Cumar Tile is a leading importer and cutter of high end tile (marble, granite, etc.) typically used to make countertops and other items. Expressing their desire to expand within Everett, the TIF agreement provides Cumar with the ability to invest \$6.5 million to expanding their facility within the City, and adding approximately 10 new jobs.

The negotiated TIF provides a 5-year tax break to Cumar Tile on the added investment at their facility. The \$6.5 million investment includes the purchase of a permanent, expanded space (previously leased), purchase of new equipment, the build out of manufacturing and office space, and hiring of additional staff. Construction is ongoing.

Special Tax Assessment (STA) Agreement: In August 2012, the Everett City Council approved a 4-year Special Tax Assessment (STA) with L. Knife and Son, Inc., a family owned beverage distribution company based in Kingston, MA. The 4-year STA provides a 4-year tax break on a portion of the entire assessed value of the property. The incentive is supporting L. Knife's desire to locate its craft beer and international import beverage businesses within the City of Everett.

The \$13.4 million investment includes the purchase and rehabilitation of a vacant 222,000 square foot former food distribution facility located on Beacham Street. The company intends to convert the empty building into a state of the art beverage distribution facility, which will also house the corporate offices for its craft beer and import beverage businesses and serve as a regional corporate training facility. The new facility will relocate 82 existing jobs to Everett, and create an additional 20 new full time jobs within the first two years of operation.

Expedited Local Permitting – Chapter 43D: The City is committed to expediting the local permitting process to the greatest extent possible. Displaying this commitment, the City designated two parcels under the provisions of MGL Chapter 43D, the state's expedited permitting program. These sites include the Rivergreen Business Park (2010) and the former Everett High School (2011). In 2015, the City designated the Wynn Everett gaming site as a Chapter 43D property. This designation provides priority consideration for various state grant programs, places the sites on the State's economic development priorities site list, and ensures an expedited local permitting process for any project proposed at these sites, whereby all local decisions must be rendered on the project within 180 days of application submission.

Regional Projects/Partnerships

River's Edge Project: The River's Edge Project is a partnership among the Cities of Everett, Malden and Medford to create a regional mixed-use district designed to support the construction of up to 222 units of housing, 441,000 square feet of commercial space, and a permanent boathouse for Tufts University. Located on former industrial properties along the Malden River, the River's Edge Project has many supporters and partners, including university leaders, local, state and federal government officials and agencies, and private developers. This unique agreement includes a

tax sharing component whereby projects completed within the project area are taxed through a blended tax rate, and the revenues are shared by the three partner communities.

Criterion Development Partners, a national developer of luxury multi-family housing with offices in Dallas and Boston, completed the construction of a 222 unit luxury rental apartment building, including 34 affordable units. Final occupancy was obtained in December 2009. The project is 100% occupied and is located in Medford within the River's Edge Project area. Along with the housing project, a 115,000 square foot commercial office building was constructed on site, and is currently over 65 percent leased (<http://www.riversedgema.com/>).

Since 2000, over \$56 million in state and federal funds have been committed to the project. These funds have supported the construction of a new roadway in Medford and Malden, property acquisitions, and environmental assessment and cleanup. In Everett, over \$5 million in infrastructure funds have been invested within the project area, primarily to support the construction of a permanent roadway into the site known as Airforce Road. This investment is adding new private interest in the area.

Commercial Projects

Wynn MA, LLC: In 2014, the Massachusetts Gaming Commission selected Wynn MA, LLC for the sole Eastern Massachusetts gaming license. This project, located in the Lower Broadway District of Everett, is set to redevelop a former 35 acre chemical company brownfield site. The over \$1.6 billion investment is expected to include nearly 1.8 million square feet of commercial, mixed use space, including a 620 room luxury hotel, retail and restaurant space, a luxury spa, and a casino floor to be completed by Wynn Development of Las Vegas. The project is anticipated to start physical construction in the fall of 2015, and take approximately 36 months to complete. Once open, the investment will generate a minimum of \$25 million per year in revenue to the City from the facility alone, not including spin off development or hotel room taxes, as well as support an estimated 4,000 new permanent jobs.

AmazonFresh: In 2015, the Planning Board approved site development plans for the construction of a food distribution center on Beacham Street. AmazonFresh will offer grocery items for sale, as well as a subset of items from the main Amazon.com storefront. Items ordered through AmazonFresh are available for home delivery on the same day or the next day. The project is expected to be completed in 2016. AmazonFresh expects to hire approximately 60 employees and hire third party vendors.

EnVision Hotel: In 2015, the Planning Board approved site development plans for the construction of a 101 room hotel (3 star) at the corner of Vine Street and Revere Beach Parkway. EnVision is part of the Choice Hotels brand. The project is expected to be completed in 2016. EnVision expects to hire approximately 20 employees and have some third party vendors.

L.Knife and Sons: As noted above, in August 2012, the Everett City Council approved a Special Tax Assessment (STA) with L.Knife and Son, Inc., a family owned beverage distribution company based out of Kingston, MA. The STA is supporting L. Knife's desire to locate its craft beer and import

beverage businesses within the City. The \$13.4 million investment includes the purchase and rehabilitation of a vacant 222,000 square foot former food distribution facility located on Beacham Street. This project has been completed. In 2013, the company converted the empty building into a state of the art beverage distribution facility, which houses the corporate offices for its craft beer and import beverage businesses and serve as a regional corporate training facility. The new facility is in the process of relocating approximately 82 existing jobs to Everett, and creating an additional 20 new full time jobs within the first two years of operation.

Gateway Center: The Gateway Retail Center is a successful brownfields redevelopment. The “Destination Retail Center” consists of a collection of retail stores and restaurants totaling almost 600,000 square feet. Tenants in the Gateway Center include Target Department Store, Home Depot, Office Max, Old Navy, Gap Outlet, Bed Bath and Beyond, Michael’s Crafts, and others. Gateway Center is located at the intersection of Route 99 and Route 16. The developer, Developers Diversified, also funded the design and construction of Gateway Park, a 23-acre passive recreational park adjacent to Gateway Center. This park is part of the Commonwealth of Massachusetts Department of Conservation and Recreation park system. The Gateway Park project is closely linked to the Gateway Center, with the center providing parking and access to the park.

Residential Projects

The Batchyard: In 2012, Post Road Construction of Connecticut purchased the remaining two parcels of the Charleston Lofts site and was granted local approvals to continue the construction of the site. The new project includes the renovation of an addition to the 4-story former Charlestown Chew Factory building into a 7-story building, the construction of a new 5-level parking structure, and the construction of two new multi-family buildings on site. The total project includes 329 units of market rate housing, representing a \$90 million investment. The project was completed in the winter of 2015, and is fully leased. This development is another example of how the City continues to advance its economic development goals by returning vacant buildings to active uses that provide additional sources of revenue for the city.

Parkside Lofts: In 2012, this former Tillotson Rubber Company site located on Waters Avenue, was granted final local permits to construct approximately 190 units of market rate housing. The project started construction in the summer of 2014 and is anticipated to be completed in 2016.

Charleston Lofts: Pinnacle Properties Holdings, L.L.C. purchased four multi-story, former mill buildings consisting of 255,000 square feet at 210 Broadway and 7-43 Charlton Street, just a quarter mile north of the Boston city limits along Route 99 near its intersection with Route 16. The largest of the buildings was the former home of the Charleston Chew chocolate factory. This project was permitted for development in three phases totaling an anticipated 250-260 luxury loft style condominiums units. In 2009, Pinnacle Properties Holdings, L.L.C completed construction of 69 loft style residential units. The majority of the units were sold at market rate. Due to collapse in the condo housing market, Pinnacle Properties did not complete phase 2 and 3 as planned (see The Batchyard).

Long-Range Planning and Targeted Redevelopment Sites

Lower Broadway Master Plan and Development: The City, with assistance from Sasaki Associates and GLC Development Resources, developed a master plan for the Lower Broadway District, completed in 2012. This plan has been adopted by the City to guide the permitting and negotiation process undertaken with the Wynn MA LLC group for the redevelopment of the Modern Continental Site. Since the creation of the Master Plan and the partnership with Wynn MA LLC, the City has worked to re-write the zoning within the neighborhood to accommodate the long range land use outlined within the Master Plan and to accommodate the Wynn MA project. Further, the city has created a redevelopment authority and is currently working on formulating a Lower Broadway Urban Renewal Plan to further target redevelopment within the neighborhood surrounding the Wynn MA project.

Commercial Triangle Master Plan: Another area of focus for the City is the Commercial Triangle, a neighborhood characterized by its former industrial past, and current underutilized commercial parcels located in close proximity to the Revere Beach Parkway. The City is currently utilizing Mini-Entitlement grant funding to complete a comprehensive master plan for this neighborhood with Crosby Schlessinger and Smallridge, a planning and design firm from Boston. The anticipated Commercial Triangle Master Plan is anticipated to be completed by February 2016.

Redevelopment of Old Everett High School: Located at the geographic center of Everett is the former Everett High School. Originally built in 1921 and expanded in 1970s, this building has been vacant since 2007. The City is working with a private consultant to redesign the historic property into a new municipal complex, to accommodate a new City Hall and police station.

Redevelopment of the River Green Site: In 2008, Berkeley Investments Inc. acquired this 40-acre brownfields site that was previously operated by General Electric as an aircraft engine manufacturing facility. Since acquisition, Berkeley has completed significant environmental remediation activities to support the property's reuse. As shown on a master plan for the site completed by the owners in 2009, the site is designed to support the construction of a 500,000 square foot research and development business park. This parcel is located within the boundaries of the regional River's Edge Project (outlined above). The goal of this project is redevelop over 200 acres of brownfield's among the three partnering communities in order to create jobs, provide housing opportunities, and reconnect the public with the Malden River.

Redevelopment of the former St. Theresa's Church and Grounds: Located in the Northern section of the City, this parcel includes a church and parish hall. The City has been in discussions with the Archdiocese of Boston regarding the future re-use of this closed facility, which is currently delayed due to the disposition process governed by Vatican Law. This parcel is located on Broadway (Route 99) in the northern section of the City.

Everett Square Economic Development Strategy: The City is working to develop a comprehensive transportation and streetscape strategy for Everett Square, the City's historic commercial center. The primary goal of this strategy is to create an economically viable Square that is attractive to residents and businesses alike, while at the same time addressing the traffic and parking demands of the neighborhood. The City has secured a

private consultant to assist with this work, and continues to seek grant funding to develop plans and complete investment projects that seek to support a vibrant mixed-use district at the heart of the City.

Building Permits Issued

Because residential areas are highly developed, most investment in housing is in the form of improvements to existing stock rather than new construction. The following table sets forth the trend in the number of building permits issued and the estimated dollar value of new construction and alterations. The estimated dollar values are builders' estimates and are generally considered to be conservative. Permits issued and estimated valuations shown are for both private construction and City projects.

Calendar Year	Residential		Non-Residential		Residential		Non-Residential		Total	
	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value
2015	81	\$ 11,454,479	7	\$ 5,036,654	1,017	\$ 12,114,908	53	\$ 1,310,922	1,158	\$ 29,916,963
2014	16	5,605,482	9	518,778	1,043	12,194,592	151	26,327,580	1,219	44,646,432
2013	5	17,379,000	3	3,365,600	607	19,762,590	99	8,807,766	714	49,314,956
2012	16	2,092,000	3	237,850	713	7,893,722	130	12,224,179	862	22,447,751
2011	11	1,446,850	5	434,900	699	6,295,359	137	11,821,244	852	19,998,353

SOURCE: City Building Inspector.

Labor Force, Employment and Unemployment

According to the Massachusetts Division of Employment and Training preliminary data, in October 2015 the City had a total labor force of 24,041 of which 23,014 were employed and 1,027 or 4.3% were unemployed as compared with 4.7% for the Commonwealth. The following table sets forth the City's average labor force and unemployment rates for calendar years 2010 through 2014 and the unemployment rates for the Commonwealth and the United States as a whole for the same period.

<u>Year</u>	<u>City of Everett</u>		<u>Unemployment Rate</u>	<u>Unemployment Rates</u>	
	<u>Labor Force</u>	<u>Employment</u>		<u>Massachusetts Unemployment Rate</u>	<u>U.S. Unemployment Rate</u>
2014	24,066	22,739	5.5%	5.8%	6.2%
2013	21,453	19,890	7.3	7.1	7.4
2012	21,409	19,934	6.9	6.7	8.1
2011	21,181	19,531	7.8	6.6	8.3
2010	19,459	17,689	9.1	8.5	9.6

SOURCE: Massachusetts Department of Employment and Training.

Population

	<u>Total</u>	<u>% Change from Previous Census</u>
2010	41,667	9.5 %
2000	38,037	6.5
1995(1)	34,089	(4.5)
1990	35,701	(4.0)
1985(2)	35,773	(3.8)

SOURCE: U.S. Department of Commerce, Bureau of the Census.

(1) Source: Massachusetts Institute for Social & Economic Research.

(2) Massachusetts Department of the State Secretary-Census Division.

Per Capita Income

	Everett		Massachusetts	
	Total	% Change from Previous Census	Total	% Change from Previous Census
2010	\$ 23,876	20.3 %	\$ 33,966	30.9 %
2000	19,845	39.6	25,952	50.6
1990	14,220	17.9	17,224	19.7

SOURCE: U.S. Department of Commerce, Bureau of the Census.

Median Family Income

	Everett	Massachusetts
2010	\$ 59,942	\$ 81,165
2000	49,876	61,644
1990	37,397	44,367

SOURCE: U.S. Department of Commerce, Bureau of the Census.

At A Glance Report for Everett

Socioeconomic	
County	MIDDLESEX
School Structure	K-12
Form of Government	City Council
2013 Population	42,935
2015 Labor Force	24,431
2015 Unemployment Rate	4.40
2012 DOR Income Per Capita	17,961
2009 Housing Units per Sq Mile	4706.51
2013 Road Miles	63.37
EQV Per Capita (2014 EQV/2013 Population)	88,380
Number of Registered Vehicles (2012)	28,109
2012 Number of Registered Voters	19,903

Bond Ratings	
Moody's Bond Ratings as of December 2015*	Aa3
Standard and Poor's Bond Ratings as of December 2015*	AA

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2016 Estimated State Aid	
Education Aid	64,771,901
General Government	6,774,053
Total Receipts	71,545,954
Total Assessments	11,595,310
Net State Aid	59,950,644

Fiscal Year 2016 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	2,811,506,692	36,559,360	14.45
Open Space	0	0	0
Commercial	485,609,578	18,443,452	37.98
Industrial	672,925,060	25,557,694	37.98
Personal Property	344,726,450	13,092,711	37.98

Total	4,314,767,780	93,653,217	
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Fiscal Year 2016 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	93,653,216	47.55
State Aid	73,428,413	37.28
Local Receipts	24,401,607	12.39
Other Available	5,494,415	2.79
Total	196,977,651	

Fiscal Year 2016 Proposition 2 1/2 Levy Capacity	
New Growth	2,669,645
Override	
Debt Exclusion	
Levy Limit	99,542,806
Excess Capacity	5,889,589
Ceiling	107,869,195
Override Capacity	8,326,389

Other Available Funds		
2016 Free Cash	FY2015 Stabilization Fund	FY2016 Overlay Reserve
5,194,938	12,221,997	1,984,858

Fiscal Year 2016 Average Single Family Tax Bill**	
Number of Single Family Parcels	
Assessed Value of Single Family	
Average Single Family Tax Bill	
State Average Family Tax Bill	
Fiscal Year 2013	4,846
Fiscal Year 2014	5,020
Fiscal Year 2015	5,214

Everett issues tax bills on a Quarterly basis

**For the communities granting the residential exemptions, DLS does not collect enough information to calculate an average single family tax bill. In FY15, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Somerville, Somerset, Tisbury, Waltham and Watertown. Therefore, the average single family tax bill information in this report will be blank.

Fiscal Year 2015 Schedule A - Actual Revenues and Expenditures						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	174,911,307	20,632,289	0	15,468,177	3,405,326	214,417,099
Expenditures	159,488,943	20,690,764	9,878,911	15,140,205	21,702,315	226,901,138
Police	10,930,573	0	0	0	0	10,930,573
Fire	9,263,034	0	0	0	0	9,263,034
Education	72,530,224	15,180,947	1,462,894	0	0	89,174,065
Public Works	12,193,827	1,125,000	1,580,374	15,140,205	0	30,039,406
Debt Service	14,934,427					14,934,427
Health Ins	0				18,430,881	18,430,881
Pension	12,559,089				0	12,559,089
All Other	27,077,769	4,384,817	6,835,643	0	3,271,434	41,569,663

Total Revenues and Expenditures per Capita						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	4,073.9	480.5	0.0	360.3	79.3	4,994.0
Expenditures	3,714.7	481.9	230.1	352.6	505.5	5,284.8

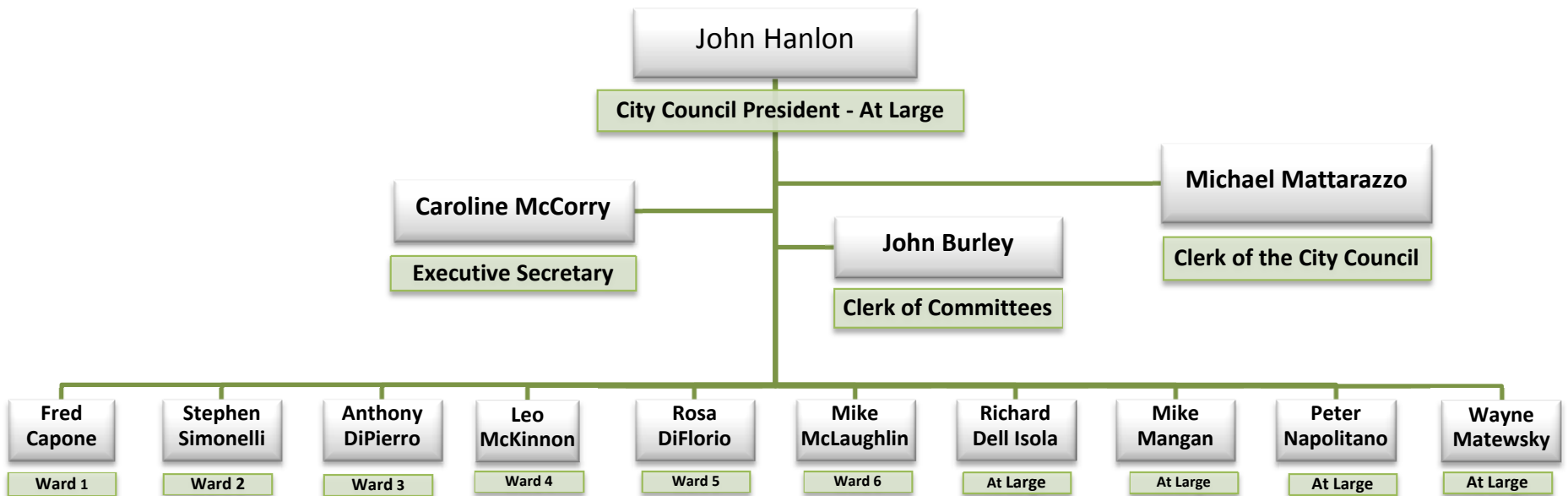
This data only represents the revenues and expenditures occurring in these funds and does not reflect and transfers to or from other funds. Therefore, this data should not be used to calculate an ending fund balance.

If you have questions regarding the data contained in this report, please contact the Municipal Databank/Local Aid Section at (617) 626-2384 or databank@dor.state.ma.us

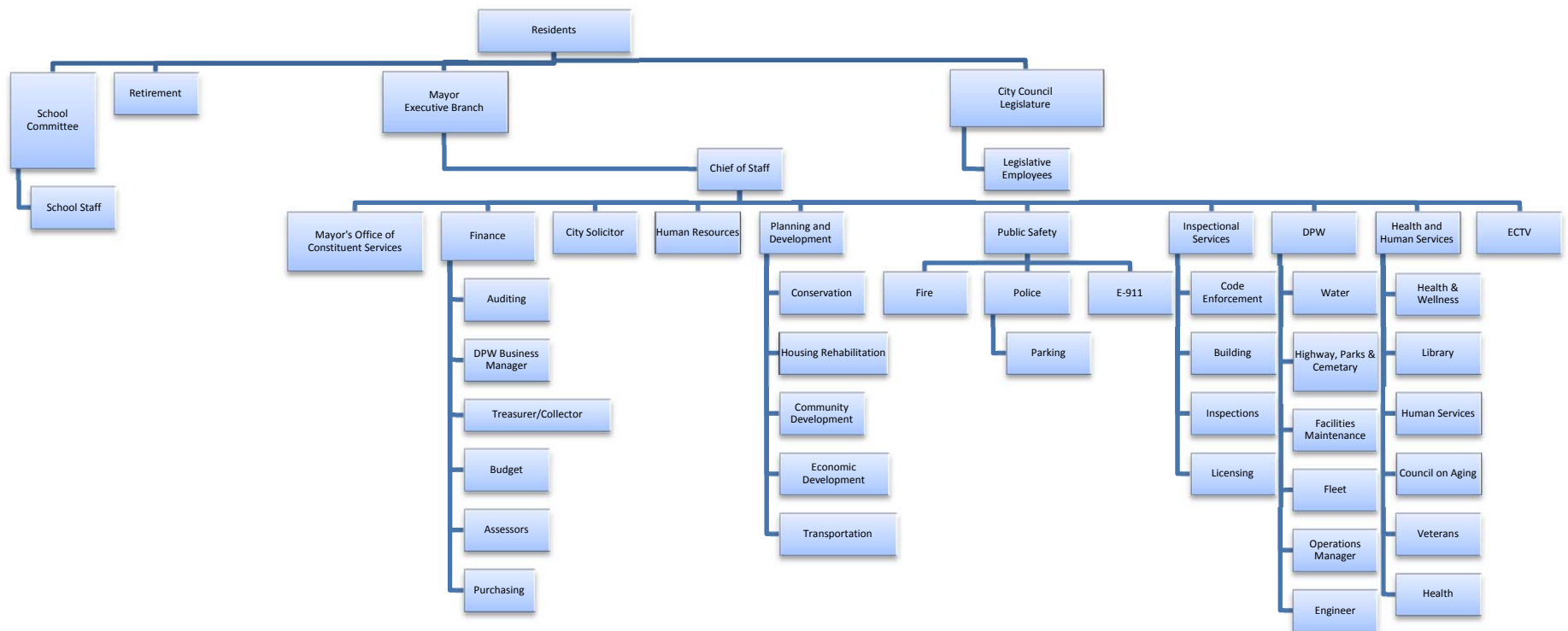
[Click here to see if the Division of Local Services' Technical Assistance Section has conducted a financial management review or other analysis for Everett](#)

City Council Organizational Chart

Updated - 1/4/16



City of Everett Organizational Chart



Everett Charter Commission Majority Report

TO THE CITIZENS OF EVERETT:

The Everett Charter Commission took great pride in presenting and recommending the Everett Home Rule Charter to the citizens of Everett for your consideration at the November 2011 municipal election.

Key recommendations included replacing the current 25-person bicameral city council consisting of a 7-member board of aldermen and an 18 member common council, with a unicameral single-branch 11-member city council. The Commission recommended adopting a 4-year term for the office of mayor in order to maximize efficiency and effectiveness for the entire city administration. The charter includes a provision to recall any elected official.

INTRODUCTION AND PROCESS:

In November of 2009, the voters of Everett overwhelmingly approved the formation of a 9-member independent Charter Commission. The city's voters elected this independent commission, separately and apart from the ongoing electoral politics of the City, in order to focus specifically on the issues of the structure and operation of the city government.

Over an 18-month period, the Commission performed a thorough, comprehensive review of the entire current city charter, a process that had not formally taken place for 118 years. The Commission attempted to identify those specific provisions of the current charter that worked, those that did not, those that could be improved and those that needed to be added in order to have a more modern, efficient and responsive city government. To aid in that process, we also reviewed many other charters, with a special emphasis on those municipalities that have recently conducted a charter development process. Members interviewed city department heads, elected and appointed committees, boards and mayors.

The Commission held 27 open public meetings, 3 public hearings and met with various public officials, both local and statewide. During the public comment period at its regular meetings, at public hearings and through written communications, the Commission heard a myriad of varied ideas from the voters of the City as to the form and shape of city government that they felt would best serve the citizens of Everett going forward. This testimony only reinforced the perception that most voters want a restructuring of Everett's current form of city government.

Besides listening to the will of the voters, each Commissioner also brought his or her own ideas to the table. The debates were lively, with strongly defended opinions. At the same time, Commission members listened to, learned from and were often persuaded by one another. In all instances, the Commission was a model of civil discourse and participatory democracy.

To guide the Commission through this process and to write the charter, the Commission retained an experienced municipal charter consultant from the Edward J. Collins, Jr. Center for Public Management, McCormack Graduate School of Policy and Global Studies, at the University of Massachusetts Boston. Stephen McGoldrick was the lead consultant.

Although the past city charter had served the interests of the city and its citizens well for many years, it did not kept up with the times. Therefore, the city's charter needed to be entirely rewritten to bring it up to the modern standards required by the laws of the Commonwealth of Massachusetts. While that part of the process was important, even more important was for the new charter to define a structure of Everett's city government going forward that was based upon the will of the voters, as we understood it.

We believe that we have a charter that we can all be proud of. We stand firmly behind and endorse the charter that we have produced.

CHARTER HIGHLIGHTS

City Council

The existing 2-branch city council was replaced with a one-branch city council. The city council is composed of 11 members, all elected citywide. The City Council consists of 6 ward councilors and 5 at-large councilors. There is one ward councilor per ward and they are required to be domiciled in the ward they represent. Councilors serve 2-year terms. The city council has all the powers and duties of municipal legislative bodies in Massachusetts, as defined within the General Laws of the Commonwealth. The city council also has additional powers and duties as contained in the charter or by ordinance.

Mayor

The mayor will continue to carry out the functions of the office of mayor, much as it currently exists. All of the executive powers of cities will continue to be vested solely in the mayor. The mayor will continue to have additional powers and duties as contained in the charter or by ordinance. The mayor has a number of new responsibilities, most notably in the area of city finances. The term of the office of mayor has increased from 2 to 4 years.

School Committee

The school committee is a 9 member body, with all members elected citywide. The school committee consists of 6 ward members and 3 at-large members. There is 1 ward member per ward and they are required to be domiciled in the ward they represent. Members continue to serve 2-year terms. The school committee has all the powers conferred on school committees by Massachusetts General Laws, as well as additional duties and powers as contained in the charter or by ordinance. Except in the case of an emergency, the school committee will not meet on the same day as a regular city council meeting. The mayor has a right to attend school committee meetings to participate in discussions, to make motions and to exercise every other right of a regular member but not including the right to vote.

Prohibitions

Members of the city council and the school committee are not allowed to hold any other city office or city employment. Members of the city council and school committee are not eligible to participate in the city's group health and life insurance programs. No elected official is able to hold a compensated city position for one year following the conclusion of his or her elected service. Any elected official finally convicted of a felony will immediately be removed from office and is disqualified from serving in any other elective or appointed office or position under the city.

Organization of City Operations

The mayor is authorized to submit reorganization plans of City departments, boards and commissions to the city council. The city council will approve or reject the mayor's proposals but does not have the authority to amend them. There are merit principles, which require the mayor to hire individuals that are especially fitted by training and experience for city positions.

City Finances

The mayor is required, at least quarterly and in writing, to keep the city council fully informed of the financial condition of the city. The mayor is required to call a joint meeting of the city council and the school committee to review the fiscal condition of the city before the start of each year's budget process. The budget process should become more open and transparent. The annual proposed operating budget will include a complete fiscal plan of all city funds, activities and agencies, including revenues and expenditures. A capital improvement plan will be updated annually by the mayor and submitted to the city council for approval, prior to the operating budget. The capital improvement plan is required to contain 5-year projections, including projected costs. The city council, not the mayor, has control over the city's annual independent, outside audit.

Elections and Filling of Vacant Seats

A preliminary election will be held for all elected positions, if so needed. The process of filling vacancies on the city council and the school committee is modified. Preference is given to candidates who ran in the prior election but did not win a seat, as long as they received a vote for the seat on 20% of the ballots cast in that prior election. The filling of a vacancy in the office of mayor has been modified to reflect the change to a 4-year term.

Voter Participation Provisions

There are more provisions for voters to directly participate in the decisions of city government. All regular meetings of the city council need to provide for a period of public comment. Public hearings are required before the city council can act on the city's annual capital improvement plan and annual operating budget. There are provisions to allow voters to petition the city council or the school committee to put an item on their agendas; to initiate a referendum to allow voters to reverse certain measures adopted by the city council or the school committee; to initiate petitions to compel the city council or the school committee to adopt measures; and to recall any elected official. However, there are also safeguards against frivolous petitions.

Charter and Ordinance Review

The new charter calls for periodic reviews of the charter and a re-codification of the city's ordinances.

Time of Taking Effect

The new charter is now in effect.

CONCLUSION:

The members of the Charter Commission were honored to have served on the commission, and thanked the voters for the confidence they showed by electing the members of the Commission to serve. The Commission carried out its duties to the best of its abilities, based on the members' commitment to an open and transparent process.

The Charter Commission thanked all the leaders of the city, elected and appointed, for the ongoing cooperation that they -- and all city employees - have afforded the Commission since it was elected in 2009.

They have offered their sincere appreciation to all those citizens of Everett who participated in the process - particularly those citizens who took the time and made the effort to present their views directly to the Everett Charter Commission. The thoughts of many were interwoven throughout the new charter.

This charter resulted in a significant reorganization and improvement in the way that Everett city government supports and informs its residents, as Everett continues to meet the challenges facing Massachusetts' communities in the twenty-first century.

We fully recognize that the changes that were recommended were significant. These changes were arrived at after considerable research, thought and discussion. Decisions were arrived at by consensus, often after heated debate. We feel that it is very significant that this charter received the unanimous approval of all of the members of the Charter Commission and no member will be writing a minority report, as was their right if they felt so compelled.

We are confident that this charter does contain all of the tools necessary to correct, change or improve the charter as the city moves forward.

Budget Calendar - Fiscal Year 2017

Mayor & City Finance	Date
CFO/Auditor prepares initial Revenue/Expenditure (FY 16 RECAP) figures	Early January
Budget Director issues budgets including Enterprise & CIP requests to departments with budget instructions, and City's long/short-term goals	Early January
Budget salary workshops with Finance & Departments	January
Departments compile budget & CIP information and submit to Finance	Early February
Budget/CIP Review - Mayor, Finance, Department Heads	February
Budgets Entered in SoftRight by Budget Director	February
Revenue/Expenditures - Balanced Budget to Mayor	April
Mayor signs off on balanced budget. Sent to Finance for final budget review.	Early May
Sent to City Council. Joint Convention called.	Mid May
Budget Hearings with department heads and City Council	Mid May - June
Vote on budget	Late June

City Council	
*City, CIP & W/S Enterprise budgets submitted to City Council	Mid May
City Council begins budget hearings	Mid May
City Council budget review process	June
City Council Vote on FY 17 City, CIP & W/S Enterprise Budgets	Late June

*Normally, the Water/Sewer Enterprise Fund budget and the CIP budget are presented to the City Council in early March. Due to the departure of the previous CFO/City Auditor in July 2015, the current CFO/City Auditor was not hired until late November 2015. We asked for an extension for both the Water/Sewer Enterprise Fund and CIP budgets in order to put together all the necessary data for a cohesive budget presentation. Permission was granted by our City Council and our FY 17 budget submission included the city budget, the Water/Sewer enterprise budget and the Capital Improvement budget.

The Budget Process

The Budget and Appropriation Process

The budget document is the instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The legalistic view is that a budget is a plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them. In a much more general sense, budgets may be regarded as devised to aid management to operate an organization more effectively. In the general sense, budgets are the financial expression of plans prepared by managers for operating an organization during a time period and for changing its physical facilities and its capital structure.

The budget preparation process for all Cities is governed by Massachusetts General Law (MGL) Ch. 44. The General Laws require that the budget be supported by revenues earned during the year plus any savings from prior years. The General Laws also requires public involvement in the process, including the requirement for a public hearing on the proposed budget.

The Mayor provides leadership in the budget process by developing budgetary policy and working closely with department heads and the City Council to assure that the process identifies community needs and priorities and develops a farsighted and well-crafted plan. The Mayor initiates the budget process that provides the policy context for identification of priorities and development of initiatives.

Within 170 days after the annual organization of the city government (which is ordinarily in early January), the Mayor is required to submit a budget of proposed expenditures for the fiscal year beginning on the next July 1. The City Council may make appropriations for the recommended purposes and may reduce or reject any item. Without a recommendation of the Mayor, the City Council may not increase any item or make an appropriation for a purpose not included in the proposed budget (except by a two-thirds vote in case of the failure of the Mayor to recommend an appropriation for such a purpose within 7 days after a request from the City Council). If the City Council fails to act on any item of the proposed budget within 45 days, that item takes effect.

If the Mayor does not make a timely budget submission, provision is made for preparation of a budget by the City Council. Provision is also made for supplementary appropriations upon recommendation of the Mayor. Enterprise Fund expenditures are required to

be included in the budget adopted by the City Council. The school budget is limited to the amount appropriated by the City Council, but the school committee retains full power to allocate the funds appropriated.

Under certain circumstances and subject to certain limits and requirements, the City Council of a city, upon the recommendation of the Mayor, may transfer amounts appropriated for the use of the department (except for a municipal light department or a school department) to another appropriation for the same department or for the use of any other department.

Commencing July 1, 2012, the City established enterprise funds in accordance with Chapter 44, Section 531F ½, of the General Laws for the City's water and sewer services.

The Finance Department prepares budget packages for each department in January. The Mayor holds a city-wide budget meeting, attended by all department heads and finance personnel, concerning a general overview of the state of the economy, and to outline specific guidelines dictating the preparation of individual department budgets. In consultation with the Finance Department, each department then prepares an operating budget and a mission statement outlining the projected goals for the future. These operating budgets are submitted to the Finance Department for review and entry into the computerized accounting system. The budgets are then prepared for the Mayor's review.

In March and April, each department head meets with the Mayor, the Mayor's Chief of Staff, the CFO/City Auditor and the Budget Director to review their proposed budgets and program changes for the coming year. As the proposed budgets are reviewed by the Mayor, the budgets submitted may be adjusted based on the individual needs of each department. During the months of April and May, the Mayor finalizes the Annual Budget document for submission to the City Council. The proposed budget documentation is prepared by the Finance Department. The City Council accepts the budget and submits it to the Council on the Whole of the Budget. The Council on the Whole of the Budget then holds meetings with the Mayor, the Mayor's Chief of Staff, the CFO/City Auditor, Budget Director and department heads to review each departmental budget. The budget must be approved by a majority vote of the City Council within 45 days of receipt of the budget, but not later than June 30th of each year.

The school department budgets are prepared by the Superintendent of Schools and the School Department. The school budget is reviewed and approved by the School Committee and subsequently submitted to the City Finance Department for inclusion in the city budget presented to the City Council for approval and appropriation.

WHAT IS A BALANCED BUDGET?

A budget is considered in balance when revenues are equal to, or exceed expenditures. This is a requirement of all Massachusetts communities.

THE BUDGET FORMAT

The budget summary contains summary totals from all operating segments. The revenue section details revenue sources with expected trends. Each departmental section contains a department mission statement and financial data relating to the entire department, including personnel detail. The enterprise section includes revenue and expenditure trends of the self-sustaining enterprise funds along with departmental goals. THE CIP section details all expected capital program outlays in the current fiscal year as well as a summary of the next following years.

BUDGET AMENDMENTS

Budget Amendment Increases – Any increase to the budget must be submitted to the City Council by the Mayor for approval. Budget amendments usually occur from transfers from other special revenue funds (usually receipts reserved for appropriation funds), free cash appropriations in general fund, or retained earnings appropriations within the Enterprise Funds. They can also be voted as an additional appropriation to the budget to be offset by property taxes, local revenue, state aid, and reserves prior to the tax rate being set in December of each year.

Budget Amendment Transfers

Budget transfers within the school department are submitted to the School Committee for their approval, and are processed by the Finance Department once approved. Budget transfers for City (non-school) budgets, either between personnel and non-personnel line items or between departments, must be submitted to City Council for their approval. This is due to the fact that the City Council votes the original budget as follows:

- City Budgets – The City Council votes each personnel and non-personnel line separately within each department unit.

- School Budgets – The City Council votes the TOTAL for the school budget, not separate departments and/or organizational units as they do for the City budgets.

BUDGET GOALS

Policy Driven Planning: The budget is developed based upon community values and key city strategic financial and program policies. The City's Five Year Financial Forecast provides the nexus between the long-term financial plan and budgetary development. The plan includes a comprehensive multi-year projection of the financial position and budget projections, including documentation of revenue and cost assumptions and projections.

Program of Services for the Community: The budget is designed to focus on financial information and missions and goals that have value added outcomes to the community through City services. The Mayor and the City Council will use the City's fundamental principles as a basis for allocation choices and policy discussions. It also provides a basis for measuring progress toward goals during the budget period.

Financial Plan of Allocation and Resource Management: The budget establishes the plan and legal appropriations to allow the City to operate during the fiscal year. The budget provides specific direction for departments and agencies for management of resources. It also provides broad goals related to the City's overall financial position and identifies business decisions required to keep the City financially viable and strong. It is developed using all available financial and planning reviews, including the Five Year Financial Forecast and the five-year rolling Capital Improvement Program.

Communication Tool: The budget is intended to communicate to a broad range of readers, both locally and around the region, as well as the larger governmental and financial community. The budget expresses priorities and goals, assignments and plans, targets and hopes. It is a key statement of City priorities, and is meant to provide confidence in, and confirmation of, the ordinance mandated mayoral form of government.

Five Year Financial Forecast – Executive Summary

The five year financial forecast for the City of Everett is used as a budget tool that enables municipal officials to review operating needs, identify fiscal challenges and opportunities, and help develop long term budgeting policies as part of an overall strategic plan.

The five year financial forecast is invaluable in identifying key areas that the City needs to focus on such as rising health insurance costs, retirement assessments, and collective bargaining agreements. It also helps the City plan for its capital budget, debt service management, and long term sustainability.

Financial forecasting is the process of projecting revenues and expenditures over a five to ten year period. Factors that affect forecasting are current and future economic conditions, collective bargaining agreements, future operating and capital scenarios, and other factors that affect future revenues and expenditures.

The five year financial forecast is also used as a communication tool for both the City Council and the public. A separate power point document helps the administration communicate the long term strategies, fiscal challenges, and overall financial health of the City of Everett.

The five year forecast is assumed to be realistic in its assumptions, both for revenue and expenditures. Revenue forecasting is based upon historical trends as well as current economic conditions. Expenditure forecasting is based upon the same factors, as well as known facts that pertain to specific sectors (i.e. collective bargaining agreements, long term contracts, debt service, etc.).

Revenues

Tax Levy: \$98,197,960

The tax levy is the City's primary revenue source, comprising approximately 51.9% of the City's total general fund revenues forecasted for the FY2017 operating budget. Residential property values pay 42.5% of the total property taxes, while commercial, industrial, and personal property values pay 57.5%. The City has a split tax rate of 1.75, and a residential exemption of 20%, which translates to a residential rate of \$14.71/m. and commercial rate of \$36.56/m. for FY2017.

The City realizes an automatic 2.5% increase to the tax levy under Proposition 2 ½, plus any increase due to “new growth” in the City. New growth includes new development, condominium conversions, and renovations/expansions to existing properties, to name a few. The City has typically averaged approximately \$2.4 million per year in new growth; however, it is recommended by the City’s Assessor that the growth estimate to be used for FY2017 should be \$2.0 million. This number we consider conservative.

In FY2016, the City’s primary levy limit was \$107,869,806. This primary levy limit is 2.5% of the full and fair cash value of taxable real and personal property in the City. It is assumed that the City will see a 9.5% increase overall to this value in FY2017. If so, the primary levy limit (levy ceiling) in the City should be approximately \$112 million. The city’s overall levy limit, when including 2.5% increase per Proposition 2 ½ and \$1.2 million of new growth, is estimated to be \$104,031,376 million for FY2017.

Local Receipts: \$9,565,000

Local receipts are locally generated revenues other than real and personal property taxes. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. The City has increased its estimate for local receipts by 24.4%. This large increase reflects an additional \$2,000,000 the City will be receiving under the terms of the community host agreement related to the new casino project with “Wynn Resorts”. These payments will offset the direct costs incurred by the City related to the permitting process during construction.

Most other local receipts are level funded as the FY2016 estimated amounts. These are budgeted conservatively and, if budgeted amounts are exceeded by actual receipts, the difference flows to the City’s budgetary fund balance (free cash). Conservative revenue forecasting is considered a “best practice” by both the Department of Revenue and the bond rating agencies.

For purposes of forecasting, it is estimated that local recurring receipts will increase by 2.5% for FY2018 through FY2020.

Cherry Sheet Revenue (State Aid): \$72,705,663

Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification by the Commissioner of Revenue to municipalities and regional school districts of estimated state aid to be paid and charges to be assessed over the next fiscal year. Cherry Sheets are usually issued each spring, following enactment by the Legislature of the state budget for the following year.

This year, the Legislature has increased the estimated state aid to the City of Everett by approximately \$1.2 million from the FY2016 amount. The \$1.2 million represents a 1.6% increase over FY2016. The City estimated a historical 2.5% increase; however, the Commonwealth changed their methodology regarding Chapter 70 funds (school aid), which caused the lower than expected increase.

It is difficult to gauge the amount that the Commonwealth will allocate to the 351 municipalities due to the volatile economy. Nevertheless, we need to assume a figure for purposes of completing the five-year financial forecast. Therefore, it is predicted that the State will increase the FY2017 appropriation by 3% each year through FY2020.

School Building Assistance: \$1,882,459

The Massachusetts School Building Authority (MSBA) administers the school building assistance program that reimburses cities, towns, and regional school districts varying percentages of their school construction costs depending on the wealth of the community or district and the category of reimbursement. The City of Everett was lucky enough to receive 90% reimbursement for all its building projects.

In FY17, the amount of SBA reimbursement remains level with the FY2016 amount, per the MSBA reimbursement schedule. The amounts listed in the five year forecast reflect the funding schedule of the MSBA for FY2018 through FY2020.

Enterprise Fund Revenue: \$17,217,998

An enterprise fund, authorized by MGL Chapter 44, Section 53F ½ is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It 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, if any.

The City of Everett has one Enterprise Fund for water and sewer. The water and sewer enterprise fund, with estimated revenues of \$17.2 million, provides for full cost recovery, including indirect costs that are appropriated in the general fund. The water and sewer enterprise fund revenues are estimated to have various increases over the next four fiscal years depending on the costs of assessments from the MWRA, as well as the debt service from some of the major projects underway in the City, including, the reconstruction of several water mains, sewer inflow and infiltration projects, and other infrastructure repairs as described in the Enterprise Fund budget document distributed and approved in April of 2016 for FY2017.

Other Financial Resources – Recurring: \$6,000,492

The administration is proposing to use \$2 million dollars of free cash and \$4 million dollars from the “casino mitigation funds” to reduce the tax rate in FY2017. As such, the City has budgeted \$6.00 million of “other financial sources” for the FY2017 budget in its financial forecast. The administration may choose to use this strategy in future years, however, for purposes of forecasting, free cash has not been estimated for FY2018 through FY2020.

Expenses

City Departments:

General Government: \$6,609,938

Departments under General Government include all of the financial offices and overhead support functions, including City Council, Mayor, Auditor, Purchasing, Assessing, Treasurer/Collector, Solicitor, Human Resources, IT, City Clerk and Election Commission. In FY2017, the administration had budgeted a 2% increase to most salaries. No collective bargaining agreements were complete at the time of the budget submittal deadline. For FY2017, funding for all anticipated collective bargaining settlements is budgeted within the respective departments (not including schools). Also, for FY2017, some salaries have been adjusted to reflect the results of new hires and some reclassifications.

While still maintaining their departmental status, the expenses of the Office of Budgeting have been moved under the Auditor’s office. This will allow more leeway with regard to general operating expenses and to share the vacant Finance/Budget personnel. Another major change has been the establishment of an Election Commission. This new department has absorbed the election expenses that were budgeted within the City Clerk’s purview, as well as all the personnel and expenses that were previously budgeted under the Registrar of Voters department.

The estimated expense increase for general government services for the City will be 3% for FY2018 through FY2021.

Public Safety: \$29,317,429

Departments under Public Safety include Police, Fire, Inspectional Services (ISD), and E-911. Both the Police and Fire unions settled their last contract in late FY2016. We have added 8 new police officer positions and 9 new firefighter positions. This will allow these departments to fully staff patrol and fire shifts to meet the growing needs of the City. Salary increases are due in part because some police/fire employees are coming off grants that are expiring. Our ISD department has funded two new positions for a Wire Inspector and for an Inspector of Gas & Plumbing. These two hires will be working solely on the building of the Wynn casino. There are also 3 new Code Officer positions. This will allow a code officer to be assigned to each ward in the city as well as having an Administrator oversee their operations.

We have created an account in our FY2017 budget entitled Contract Services. This was done for the 4Leaf contractors who are overseeing the work being done on the Wynn Casino. The Wynn casino is reimbursing the city for all expenses incurred by 4Leaf. To that end, we have also set up a revenue account as well so we can track expenses and related revenue.

It is expected that public safety expenses will increase by 5% for FY2018 through FY2021.

Department of Public Works : \$10,741,756

Divisions under DPW include Administration/Fleet Management (490), Facilities Maintenance (491), Engineering (492), Parks/Cemetery/Stadium (493-494), Highway (495), Snow and Ice (496), and Solid Waste (497).

For FY2017, all departments under public works are budgeted in their respective organizational categories (490-497), for better accountability and deliverance of services. Fleet Management will fall under the administrative arm of public works, with a business manager overseeing the management and maintenance/repairs of the fleet. In addition, the Business Manager position has been moved to the finance department to provide a better, more efficient bridge between the two departments. You will note that we have moved some personnel between the Parks/Cemetery/Stadium division and the Highway division and some between our Health & Wellness department into the Facilities Maintenance division. This better represents where the union personnel are assigned.

Estimated expense increase for DPW has increased at 4% per year for FY2018 through FY2021.

Health and Human Services: **\$3,275,093**

Departments under Health and Human Services include the Health department, Planning and Development, Council on Aging, Veterans' Services, Commission on Disabilities and the Mayor's Office of Human Services.

In FY2017, we are continuing to bring together the Department of Health & Human Services, the Mayor's Office of Human Services and the Office of Health & Wellness. We have begun restructuring the hierarchy by hiring a Director in FY2016 but eliminating the Director of Joint Committee position. We have also added 2 additional full-time nursing positions to meet the needs of our growing School Department.

Expenses in health and human services are projected to increase by 3% per year due for FY2018 through FY2021.

Libraries and Recreation: **\$1,806,179**

Departments under Libraries and Recreation include the City's two libraries (Parlin and Shute), as well as the Office of Health and Wellness. The Office of Gaming Accountability and Development has not been funded in FY2017. The city has elected not to fill the vacant Director of Gaming Accountability & Development position. Costs have been absorbed by other departments such as Finance, City Solicitor and ISD.

Expenses in Libraries and Recreation are projected to increase by 3% per year due to normal increases in salaries and expenses.

School Department:

Everett Public Schools: **\$73,565,225**

The School Committee oversees the budget process for the schools, and it has a bottom line budget of \$73,565,225 for FY2017 per Net School Spending (NSS) minimum requirements as calculated by the Department of Elementary and Secondary Education (DESE).

For financial forecasting purposes, we expect that the cost of education will increase the general fund budget by 4% per year. The Mayor and Superintendent, through their respective financial administrators, continue to work on cost saving measures and cooperative operational and capital planning to ensure that the level of professional and non-professional staff (operating) and all school facilities (capital) will be adequately funded to provide quality education and services to its students and their families.

Fixed Costs (City and School):

Fixed Costs – Debt Service: **\$10,930,176**

Debt service is the repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue. The overall debt service for the City is shown in greater detail in the Appendix of the FY2017 operating budget. The amounts on this forecast for FY2017 through FY2021 reflect the debt service schedules provided in the appendix of the budget. These debt schedules are provided by the City's financial advisors at First Southwest and reflect all debt that has been authorized and issued as of April of 2016.

Fixed Costs – all other fixed costs: **\$37,529,043**

Fixed costs are costs that are legally or contractually mandated such as health insurance, pension, Medicare, unemployment, property & casualty insurance, and employee injuries. Fixed costs continue to be the biggest challenge in municipal budgets. They account for approximately 30% of the total budget in FY2017. Each fixed cost has its own projected increase over the five year forecast that reflects the average costs municipalities are seeing in each category. The projected increases for FY2018 through FY2021 for each fixed cost are as follows:

- Health Insurance: 5%
 - Historical health insurance trend.
- Contributory Pension: 4.5%
 - Per funding schedule to fully fund pension liability by 2030.
- Non – Contributory Pension: -3%
 - Negative number due to the shrinking number of those retirees who are part of this group.
- Medicare: 4%
 - To keep up with collective bargaining increases and additional staffing.
- Municipal Insurance: 4%
 - Municipal insurance trend.
- Worker's Compensation: 5%
 - Conservative estimate.
- Unemployment: 3%
 - Conservative estimate.

Water/Sewer Department – Enterprise Fund

Enterprise Fund Expenses: \$17,217,998

Expenses in the enterprise fund represent personnel, expenses, contracted services, assessments, and debt service costs.

Expenses in the funds are projected to rise from FY2018 to FY2021 as follows:

- Personnel: 3%
- Expenses: 3%
- Assessments: 5%
- Debt Service: per debt schedules (actual and projected)

Other Expenditures

Cherry Sheet Assessment: \$12,690,479

Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification by the Commissioner of Revenue to municipalities and regional school districts of estimated state aid to be paid and charges to be assessed over the next fiscal year. Cherry Sheets are usually issued each spring, following enactment by the Legislature of the state budget for the following year.

The categories of charges include retired teachers' health insurance, RMV non-renewal surcharge, MBTA, and tuition assessment. This year's overall assessments have increased by 9% (increase of \$1,095,169) from last year's assessment of \$11,595,310. The most significant change in the assessments is the increase of charter school sending tuition from \$6,616,798 to \$8,091,615 an increase of \$1,474,817.

It is projected that the Cherry Sheet assessment from the Commonwealth will increase 3% from FY2018 to FY2021.

Miscellaneous Other Expenditures: \$2,552,833

- Overlay: \$1,540,520
 - Overlay is an account established annually to fund anticipated property tax abatements exemptions and uncollected taxes in that year. It is anticipated that overlay will increase by 2.5% in FY2017 through FY2019; however, the increase may vary due to the triennial certifications of values per the DOR and the increased values of properties throughout the City.
- Snow and Ice Deficit: \$867,351
 - FY2017 is the final year of the amortization of the deficit incurred by the city in FY2014, which was an unusually active winter.
- Cherry Sheet Offset: \$55,859
 - Offset receipts are receipts from the Cherry Sheet that are to be used for a specific purpose (public library). These obligations are expected to increase 3% for FY2017 to FY2021.

Conclusion

The City of Everett, like all municipalities throughout the Commonwealth, continues to struggle with rising fixed costs, a sluggish economy, and contractual obligations that make balancing budgets very challenging. In most cases, Proposition 2 ½, the law that regulates the amounts a municipality can increase its property taxes, does not allow for property tax revenue to keep up with the costs of doing business.

The five year financial forecast is a tool that helps us best manage the challenges. It is a tool that uses reasonable estimates in both revenue and expenditure trends while considering the overall economic picture of the current times. The goal is to project revenues and expenditures up to five years into the future which will help the administration analyze where current trends are leading and estimate if money will be available for discretionary spending such as capital purchases, collective bargaining settlements, and new municipal programs. It also will help identify those “budget buster” items that need reform.

The five year forecast, combined with the capital improvement program and the FY2017 budget will continue to be the basis for all future financial planning for the City of Everett.

Fiscal Year 2017 Five Year Financial Forecast

	% INC/DEC FY16 v FY17	% INC/DEC FY17-FY21	FY16 RECAP	FY17 PROJECTED	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED
REVENUES							
<u>TAX LEVY</u>							
PRIOR YEAR LEVY LIMIT			94,510,401	99,542,806	104,031,376	108,632,161	113,347,965
PROPOSITION 2.5 INCREASE TO LEVY		2.50%	2,362,760	2,488,570	2,600,784	2,715,804	2,833,699
NEW GROWTH	-25.08%	varies	2,669,645	2,000,000	2,000,000	2,000,000	2,000,000
AMENDED NEW GROWTH (prior year)							
TAX LEVY LIMIT			99,542,806	104,031,376	108,632,161	113,347,965	118,181,664
LEVY LIMIT	4.51%	varies	99,542,806	104,031,376	108,632,161	113,347,965	118,181,664
LEVY CEILING	3.83%	4.00%	107,869,195	112,005,383	116,485,598	121,145,022	125,990,823
<u>LOCAL RECEIPTS</u>							
MX	1.67%	2.50%	3,000,000	3,050,000	3,126,250	3,204,406	3,284,516
OTHER EXCISE	0.00%	2.50%	450,000	450,000	461,250	472,781	484,601
INTEREST ON TAXES	0.00%	2.50%	600,000	600,000	615,000	630,375	646,134
IN LIEU OF TAXES	0.00%	2.50%	15,000	15,000	15,375	15,759	16,153
CHARGES FOR SVCS	0.00%	2.50%	50,000	50,000	51,250	52,531	53,845
FEES	0.00%	2.50%	320,000	320,000	328,000	336,200	344,605
RENTALS	0.00%	2.50%	20,000	20,000	20,500	21,013	21,538
OTHER DEPT REVENUE	0.00%	2.50%	375,000	375,000	384,375	393,984	403,834
LICENCES & PERMITS	0.00%	2.50%	700,000	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	1076.47%		170,000	2,000,000	-	-	-
TOTAL: LOCAL RECEIPTS	24.46%	2.50%	7,685,000	9,565,000	7,754,125	7,947,978	8,146,678
CHERRY SHEET REVENUE	1.62%	3.00%	71,545,954	72,705,663	74,886,833	77,133,438	79,447,441
SCHOOL BLDG ASSISTANCE	0.00%	per SBA	1,882,459	1,882,459	1,882,459	1,882,460	1,882,460
<u>OTHER FINANCIAL SOURCES (OFS)</u>							
Free Cash Appropriations (page 4 column c)		varies	831,601	-			
Other Available Funds (page 4 columb d)		varies	1,538,041				
Reiubursement - Wynn				-			
Other Sources to reduce the Tax Rate	-100.00%		800,000				
Free Cash to Reduce the Tax Rate	100.00%		1,000,000	2,000,000	-	-	-
Casino Assumotions:							
Community Enhancement fee	100.00%			4,000,492	12,500,000	12,500,000	-
Pliot- 121A Agreement						20,000,000	20,500,000
Community Impact fee						5,000,000	5,125,000
Excise Tax - Rooms/Meals						2,500,000	2,562,500
OTHER FINANCIAL SOURCES total			4,169,642	6,000,492	12,500,000	40,000,000	28,187,500
<u>ENTERPRISE FUNDS</u>							
WATER/SEWER ENTERPRISE FUND	3.00%	3.00%	16,716,607	17,217,998	17,734,538	18,266,574	18,814,571
TOTAL ENTERPRISE FUND REVENUE	3.00%	3.00%	16,716,607	17,217,998	17,734,538	18,266,574	18,814,571
GRAND TOTAL: ALL REVENUES	2.81%	varies	201,542,468	211,402,988	223,390,115	258,578,415	254,660,314

Fiscal Year 2017 Five Year Financial Forecast

	% INC/DEC FY16 v FY17	% INC/DEC FY17-FY21	FY16 RECAP	FY17 PROJECTED	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED
EXPENDITURES							
GENERAL GOVERNMENT - 100's							
CITY COUNCIL	7.58%	3.00%	291,283	313,372	322,773	332,456	342,430
MAYOR	51.57%	3.00%	906,198	1,373,500	1,414,705	1,457,146	1,500,861
AUDITOR/CFO	48.11%	3.00%	489,909	725,584	747,352	769,772	792,865
BUDGET	-100.00%	3.00%	121,597	-	-	-	-
PURCHASING	7.12%	3.00%	166,826	178,698	184,059	189,581	195,268
ASSESSORS	2.20%	3.00%	606,761	620,085	638,688	657,848	677,584
TREASURER/COLLECTOR	10.65%	3.00%	895,022	990,307	1,020,016	1,050,617	1,082,135
SOLICITOR	28.27%	3.00%	288,094	369,530	380,616	392,034	403,795
HUMAN RESOURCES	64.64%	3.00%	328,937	541,556	557,803	574,537	591,773
INFORMATION TECHNOLOGY	35.74%	3.00%	599,879	814,276	838,704	863,865	889,781
CITY CLERK	-1.98%	3.00%	360,458	353,332	363,932	374,850	386,095
ELECTIONS/REGISTRATION	123.83%	3.00%	125,547	281,009	289,439	298,122	307,066
LICENSING BOARD	0.00%	3.00%	4,700	4,700	4,841	4,986	5,136
CONSERVATION	1.76%	3.00%	29,700	30,222	31,129	32,063	33,024
PLANNING BOARD	0.00%	3.00%	5,571	5,571	5,738	5,910	6,088
APPEALS BOARD	0.00%	3.00%	8,196	8,196	8,442	8,695	8,956
TOTAL: GENERAL GOVERNMENT	26.42%	3.00%	5,228,678	6,609,938	6,808,236	7,012,483	7,222,858
PUBLIC SAFETY - 200's							
POLICE	13.66%	5.00%	11,884,435	13,507,938	14,183,335	14,892,502	15,637,127
FIRE	7.31%	5.00%	9,902,518	10,626,666	11,157,999	11,715,899	12,301,694
INSPECTIONAL SERVICES	89.64%	5.00%	2,158,199	4,092,750	4,297,388	4,512,257	4,737,870
EMERGENCY COMMUNICATIONS CENTER	22.44%	5.00%	845,142	1,034,777	1,086,516	1,140,842	1,197,884
TOTAL: PUBLIC SAFETY	18.04%	5.00%	24,790,294	29,262,131	30,725,238	32,261,499	33,874,574
CITY SERVICES FACILITY - 400's							
Executive (490)	24.27%	4.00%	1,241,523	1,542,781	1,604,492	1,668,672	1,735,419
Facilities Maintenance (491)	12.26%	4.00%	2,160,681	2,425,613	2,522,638	2,623,543	2,728,485
Engineering (492)	7.65%	4.00%	238,645	256,892	267,168	277,854	288,969
Parks and Cemetery (493)	33.72%	4.00%	1,141,631	1,526,603	1,587,667	1,651,174	1,717,221
Stadium (494)	61.40%	4.00%	28,500	46,000	47,840	49,754	51,744
Highway (495)	-1.95%	4.00%	1,865,163	1,828,867	1,902,022	1,978,103	2,057,227
Snow and Ice (496)	0.00%	4.00%	375,000	375,000	390,000	405,600	421,824
Solid Waste (497)	2.54%	4.00%	2,672,000	2,740,000	2,849,600	2,963,584	3,082,127
TOTAL: CITY SERVICES	10.48%	4.00%	9,723,143	10,741,756	11,171,426	11,618,283	12,083,015

Fiscal Year 2017 Five Year Financial Forecast

	% INC/DEC FY16 v FY17	% INC/DEC FY17-FY21	FY16 RECAP	FY17 PROJECTED	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED
EXPENDITURES							
HUMAN SERVICES - 500's							
HEALTH INSPECTION SERVICES	7.76%	3.00%	1,174,042	1,265,092	1,303,045	1,342,136	1,382,400
PLANNING AND DEVELOPMENT	96.51%	3.00%	477,344	938,014	966,154	995,139	1,024,993
COUNCIL ON AGING	4.44%	3.00%	45,000	47,000	48,410	49,862	51,358
VETERANS AGENT	0.31%	3.00%	556,940	558,666	575,426	592,689	610,469
COMMISSION ON DISABILITY	0.00%	3.00%	3,950	3,950	4,069	4,191	4,316
MAYOR'S OFFICE OF HUMAN SERVICES	1.86%	3.00%	453,928	462,371	476,242	490,529	505,245
TOTAL: HUMAN SERVICES	20.80%	3.00%	2,711,204	3,275,093	3,373,346	3,474,546	3,578,783
LIBRARIES AND RECREATION							
LIBRARY	6.32%	3.00%	990,476	1,053,034	1,084,625	1,117,164	1,150,679
PARK AND RECREATION	41.84%	3.00%	530,981	753,145	775,739	799,012	822,982
OFFICE OF GAMING ACCOUNTABILITY	-100.00%	3.00%	170,000	-	-	-	-
TOTAL: CULTURAL AND RECREATIONAL	6.78%	3.00%	1,691,457	1,806,179	1,860,364	1,916,175	1,973,661
SUBTOTAL - CITY DEPARTMENT COSTS	17.10%	varies	44,144,776	51,695,097	53,938,610	56,282,987	58,732,890
FIXED COSTS							
RETIREMENT OF LONG TERM CAPITAL DEBT PRINCIPAL	20.86%	debt sched	7,069,416	8,544,416	9,525,415	9,558,415	9,332,415
RETIREMENT OF LONG TERM CAPITAL DEBT INTEREST	15.38%	debt sched	1,981,112	2,285,760	2,228,793	1,314,595	1,741,755
SHORT TERM DEBT INTEREST	0.00%	varies	100,000	100,000	100,000	100,000	100,000
EVERETT RETIREMENT ASSESSMENT	4.84%	4.50%	13,070,000	13,703,004	14,319,639	14,964,023	15,637,404
NON-CONTRIBUTORY PENSION	0.00%	-3.00%	69,700	69,700	67,609	65,581	63,613
UNEMPLOYMENT COMPENSATION	0.00%	3.00%	400,000	400,000	412,000	424,360	437,091
EMPLOYEE INSURANCE - LIFE	3.00%	5.00%	81,885	84,342	88,559	92,987	97,636
EMPLOYEE INSURANCE - HEALTH	3.85%	5.00%	18,900,000	19,628,502	20,609,927	21,640,423	22,722,445
EMPLOYEE INSURANCE - AD + D	3.00%	5.00%	18,000	18,540	19,467	20,440	21,462
FICA	16.44%	4.00%	1,157,625	1,347,899	1,401,815	1,457,888	1,516,203
EMPLOYEE INJURIES	11.95%	5.00%	619,500	693,500	728,175	764,584	802,813
PROPERTY/LIABILITY INSURANCE	26.68%	4.00%	1,250,000	1,583,556	1,646,898	1,712,774	1,781,285
ADDITIONAL TRANSFERS TO STABILIZATION			-	-	-	23,792,642	6,106,411
SUBTOTAL - FIXED COSTS (CITY & SCHOOL)	8.37%	varies	44,717,238	48,459,219	51,148,298	75,908,712	60,360,534
EDUCATION							
(includes Special Ed Transportation)	-0.18%	4.00%	73,701,385	73,565,225	76,507,834	79,568,147	82,750,873
SUBTOTAL - SCHOOL DEPARTMENT	-0.18%	5.00%	73,701,385	73,565,225	76,507,834	79,568,147	82,750,873
SUBTOTAL: GENERAL FUND	6.86%	varies	162,563,399	173,719,541	181,594,742	211,759,847	201,844,297

Fiscal Year 2017 Five Year Financial Forecast

	% INC/DEC FY16 v FY17	% INC/DEC FY17-FY21	FY16 RECAP	FY17 PROJECTED	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED
EXPENDITURES							
<u>WATER/SEWER ENTERPRISE</u>							
SALARIES	-1.08%	3.00%	885,366	875,780	902,053	929,115	956,988
EXPENSES	9.72%	3.00%	766,500	841,000	866,230	892,217	918,983
CAPITAL OUTLAY	0.00%	0.00%	50,000	50,000	50,000	50,000	50,000
SHORT TERM DEBT INTEREST ONLY	0.00%	varies	50,000	50,000	50,000	50,000	50,000
LONG TERM DEBT - PRINCIPAL AND INTEREST	13.73%	debt sched	1,429,437	1,625,702	1,331,819	1,329,052	1,266,343
MWRA ASSESSMENT	3.28%	5.00%	12,746,053	13,164,237	13,822,449	14,513,571	15,239,250
Other			200,000	-	-	-	-
SUBTOTAL: WATER/SEWER ENTERPRISE	2.97%	varies	16,127,356	16,606,719	17,022,551	17,763,955	18,481,565
SUBTOTAL: CITY, SCHOOL, AND ENTERPRISE	6.51%	varies	178,690,755	190,326,260	198,617,293	229,523,802	220,325,861
<u>OTHER EXPENDITURES</u>							
CHERRY SHEET ASSESSMENT	9.44%	3.00%	11,595,310	12,690,479	13,071,193	13,463,329	13,867,229
CHERRY SHEET OFFSET	0.00%	3.00%	55,859	55,859	57,535	59,261	61,039
OVERLAY	-22.39%	2.50%	1,984,858	1,540,520	1,579,033	1,618,509	1,658,972
SNOW AND ICE DEFICIT	-100.00%	varies	867,351	-	-	-	-
FY2017 amortization (2 of 3)				867,351			
FY2018 amortization (3 of 3)					867,351		
OTHER DEFICITS RAISED ON RECAP							
Water/Sewer Enterprise Fund Deficit	0.00%		70,863	70,863	70,863	70,863	70,863
Overlay Deficit/Appropriation Deficit	0.00%		18,240	18,240	18,240	18,240	18,240
SUPPLEMENTAL APPROPRIATIONS							
Raise and Appropriate							
From Free Cash	-100.00%		831,601				
From Stabilization			1,538,041				
From Other Available Funds (pg 4 of recap)			-				
TOTAL: OTHER EXPENDITURES	-10.13%	varies	16,962,123	15,243,312	15,664,215	15,230,202	15,676,342
GRAND TOTAL: ALL EXPENDITURES	5.07%	varies	195,652,878	205,569,572	214,281,508	244,754,004	236,002,204
BUDGET GAP			5,889,590	5,833,416	9,108,607	13,824,411	18,658,110
			93,653,216 tax levy	98,197,960 tax levy	99,523,553 tax levy	99,523,554 tax levy	99,523,554 tax levy

Financial Reserve Policies

Stabilization Fund

A stabilization fund is a fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of the city council is required to establish, amend the purpose of, or appropriate money from the stabilization fund.

The City has set a target level for the Stabilization fund of 10% of the City's current general fund operating budget (\$17.3 million based on 2017 budget). The target funding date is projected to occur by fiscal year 2018. The stabilization fund shall be funded by appropriations from free cash, operating budget appropriations when available, and other one-time non-recurring revenues that become available for appropriation per M.G.L.

1. Any draw down of the stabilization fund from the prior fiscal year should be allocated from the certified free cash if available.
2. Fifteen percent (15%) of any free cash available after funding #1 above will be allocated from free cash to the stabilization fund, up to the proposed reserve balance of the stabilization fund (10% of operating budget).

The stabilization fund should only be used for the following circumstances:

1. When net State Aid (receipts less assessments) is reduced by an amount less than the average of the prior two years.
2. When Local Receipts projected are below a three per cent (3%) increase of the prior two year's actual receipts as reported on page three of the Tax Rate Recapitulation as certified by the Director of the Bureau of Accounts (excluding non-recurring receipts).

3. When there is a catastrophic or emergency event(s) that cannot be supported by current general fund appropriations.

As of June 2016, the balance of the City's Stabilization Fund is \$13,854,048.

Other Post-Employment Benefits Liability Trust Fund (OPEB Trust Fund)

The City is mandated by the Governmental Accounting Standards Board (GASB) to start accounting for Other Post Employment Benefit (OPEB) as outlined in Statement 45. In FY2014, the Administration brought forward a council order to adopt Massachusetts General Law (MGL) Chapter 32b, Section 20 (OPEB Liability Trust Fund local option).

The purpose of the fund is to reduce the unfunded actuarial liability of health care and other post-employment benefits, similar to the way the City funds its unfunded actuarial liability for pension benefits. The City Council approved the order, and funded the first appropriation order in the amount of \$773,500. The current balance in the OPEB Trust Fund is \$2,460,951 as of June 30, 2016.

The custodian of the fund is the City Treasurer and funds will be invested and reinvested by the custodian consistent with the prudent investor rule set forth in Chapter 203C.

The City will appropriate amounts to be credited to the fund in accordance with its financial policies. Any interest or other income generated by the fund shall be added to and become part of the fund. All monies held in the fund shall be segregated from other funds and shall not be subject to the claims of any general creditor of the City.

The administration will fund this account through annual appropriation from certified free cash, with fifteen percent (15%) of any free cash certified allocated to the OPEB Trust Fund, to fund the future liability of current worker's post-employment benefits (other than retirement pension). This includes the cost of health, life, and dental benefits.

The amount to be funded for GASB 45 is to be determined by an actuarial study that is to be performed bi-annually by an independent firm hired by the CFO. The unfunded liability for the City for OPEB as of July 1, 2013 is \$161,490,260. The City is in the process of performing a new actuarial study to calculate its unfunded liability as of July 1, 2015.

Capital Improvement Stabilization Fund (CIP Fund)

The Capital Improvement Stabilization Fund will be used to fund the annual capital budget as part of the City's annual capital improvement plan, as well as any extraordinary and unforeseen capital repairs and acquisitions that may arise during the current fiscal year.

This fund will require a two-thirds vote of the City Council and the vote must clearly define the purpose of the fund.

This fund will be used to cover the costs of capital items of the city, including maintenance and repair of municipal buildings, infrastructure, facilities, and equipment. It is anticipated that funding for the CIP Fund as follows:

1. Fifteen percent (15%) of any free cash will be allocated from free cash to the CIP Fund.

The City has set a target level for the CIP Fund of 10% of the City's general fund operating budget (\$17.3 million based on 2017 budget).

The balance of this fund is \$1,516,081 as of 6/30/16.

The CIP Fund shall be funded by appropriations from free cash per the financial reserve policies of the City.

Operating budget appropriations (when available) and other one-time non-recurring revenues that become available for appropriation per M.G.L. may also be used as funding sources.

Employee Leave Buyback Stabilization Fund (ELB Fund)

The Employee Leave Buyback Stabilization Fund will be used to fund all appropriations for sick, vacation and other accrued time earned by an employee as regulated by collective bargaining agreements or City of Everett policy for non-union and management employees.

Appropriations to and from the ELB Fund will require a 2/3 vote of the City Council.

1. The fund shall be limited to 5% of the prior year's tax levy (FY2017 limit would be \$4.7 million).

2. All interest earned in the Employee Leave Buyback Stabilization Fund will stay with the Fund.

As part of the FY2018 budget process, the CFO will request each department head to determine if there are any employees in their respective departments who may be retiring. Departments will submit list of employees and the anticipated amounts of each employee's retirement buyout. The CFO will incorporate the amount into the Mayor's recommended budget submitted to Council.

The City has set a target level for the ELB Fund of 5% of the prior year's tax levy (\$4.7 million based on FY2017 budget).

The target funding date is projected to occur by fiscal year 2024.

The ELB Fund shall be funded by appropriations from free cash per the financial reserve policies of the City.

Operating budget appropriations (when available) and other one-time non-recurring revenues that become available for appropriation per M.G.L. may also be used as funding sources.

Budgetary Fund Balance - a.k.a. "Free Cash"

General Fund

Free cash is the remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax rate recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash.

The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the Massachusetts Director of Accounts. Free cash is the term used for a community's funds that are available for appropriation. Once free cash is certified, it is available for appropriation by City Council.

Free cash may be used for any lawful municipal purpose and provides communities with flexibility to fund additional appropriations after the tax rate has been set. Free cash balances do not necessarily carry forward to the next fiscal year (July 1st); the Director's certification expires on June 30th at the end of the fiscal year.

The City's policy is to use free cash for reserves, capital, and special uses in accordance with the policies set forth by the Mayor and CFO as stated above.

Any free cash available after funding the above may be used to augment trust funds related to fringe benefits and un-funded liabilities related to employee benefits, including Health Insurance Trust Fund, Workers' Compensation Fund, Unemployment Fund, and any health benefits payable through Police and Fire operating budgets (111f settlements).

Free Cash available may also be used to augment general fund appropriations for expenses that increased due to extraordinary and/or unforeseen events as detailed by the department head of the affected budget.

Budgetary Fund Balance - a.k.a. "Retained Earnings"

Water/Sewer Enterprise Fund

Retained Earnings is the portion of Net Assets Unrestricted that is certified by the Department of Revenue as available for appropriation. Certification requires submission of a June 30 balance sheet accompanied by all information necessary to calculate free cash in the General Fund. Once certified, retained earnings may be appropriated through the following June 30 and no appropriation may be in excess of the certified amount.

Retained earnings may be appropriated to:

1. Fund direct costs of the enterprise fund for the current fiscal year;
2. Fund indirect costs appropriated in the general fund operating budget and allocated to the enterprise for the current fiscal year;
3. Fund capital improvements, equipment, and infrastructure of the enterprise fund;
4. Fund emergency repairs;
5. Offset water and sewer rate increases.

The City of Everett, as a policy, will generally use Water & Sewer retained earnings to fund capital improvements that may come up during the fiscal year as well as emergency repairs needed due to water or sewer main breaks or other related repairs. However, any of the above items may be funded by retained earnings, as requested by the Mayor and appropriated by the City Council.

Capital Improvement and Debt 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 who's 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 \$25,000, and has a depreciable life of five (5) or more years.
- Total general obligation debt will not exceed that provided in the state statutes.
- 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.

Tax Recapitulation (RECAP) Sheet					
FY 2017 Budget					
MAYOR'S RECOMMENDED BUDGET					
					FY16 - FY17
			Actual	RECAP	Mayor's
			FY2015	FY2016	2017 Budget
					INCREASE
					(DECREASE)
REVENUES					
PROPERTY TAXES					
	PRIOR FISCAL YEAR LEVY LIMIT		90,385,762	94,510,401	99,542,806
	2 1/2% Increase		2,259,644	2,362,760	2,488,570
	Current New Growth (Value increases from new building)		1,864,995	2,669,645	2,000,000
	LEVY LIMIT Subtotal (from DOR levy limit sheet)		94,510,401	99,542,806	104,031,376
	LEVY CEILING Subtotal (from DOR levy limit sheet)		100,231,480	107,869,195	112,005,383
LOCAL RECEIPTS					
	MOTOR VEHICLE		2,700,000	3,000,000	3,050,000
	MEALS TAX (local options)		400,000	450,000	450,000
	INTEREST ON TAXES		775,000	600,000	600,000
	IN LIEU OF TAXES		15,000	15,000	15,000
	CHARGES FOR SERVICES		150,000	50,000	50,000
	FEES		200,000	320,000	320,000
	RENTALS		12,000	20,000	20,000
	OTHER DEPARTMENTAL REVENUES		400,000	375,000	375,000
	LICENSES AND PERMITS		575,000	700,000	700,000
	FINES AND FORFEITS		1,000,000	1,000,000	1,000,000
	INVESTMENT INCOME		35,000	35,000	35,000
	MISCELLANEOUS RECURRING INCOME		840,000	950,000	950,000
	MISCELLANEOUS NON-RECURRING INCOME		0	170,000	2,000,000
	Local Receipt Subtotal (pg. 2 recap IIIb. 1)		7,102,000	7,685,000	9,565,000
	WATER ENTERPRISE FUND REVENUE		15,822,866	16,716,607	17,217,998
	Enterprise Fund Subtotal (pg. 2 recap IIIb. 3)		15,822,866	16,716,607	17,217,998
OTHER REVENUES AND FINANCING SOURCES					
	CHERRY SHEET REVENUE (pg. 2 recap IIIa. 1)		68,006,268	71,545,954	72,705,663
	MASSACHUSETTS SBA PAYMENTS (pg. 2 recap IIIa. 2)		1,882,459	1,882,459	1,882,459
	FREE CASH FOR PARTICULAR PURPOSE (pg. 2 recap IIIc. 1)		7,817,917	831,601	(831,601)
	OTHER AVAILABLE FUNDS APPROPRIATED (pg. 2 recap IIIc. 2)		250,000	1,538,041	(1,538,041)
	OFFSET RECEIPTS				
	FREE CASH USED FOR:				
	Level the Tax Rate (pg. 2 recap IIId. 1b.)		650,000	1,000,000	2,000,000
	OFS-To Reduce Tax Rate (pg. 2 recap IIId. 4)			800,000	4,000,492
	Estimated State + Other Revenue Subtotal		78,606,644	77,598,055	80,588,614
TOTAL REVENUES			196,041,911	201,542,468	211,402,988
					9,860,520

Tax Recapitulation (RECAP) Sheet							
FY 2017 Budget							
MAYOR'S RECOMMENDED BUDGET							
						FY16 - FY17	
				Actual	RECAP	Mayor's	
				FY2015	FY2016	2017 Budget	
						INCREASE	
						(DECREASE)	
EXPENDITURES							
	GENERAL GOVERNMENT			5,048,771	5,228,678	6,609,938	1,381,260
	PUBLIC SAFETY			22,662,333	24,790,294	29,262,131	4,471,837
	PUBLIC WORKS AND FACILITIES			8,849,154	9,723,143	10,741,756	1,018,613
	HUMAN SERVICES			2,439,600	2,711,204	3,275,093	563,889
	CULTURAL AND RECREATIONAL			1,344,465	1,691,457	1,806,179	114,722
	City Subtotal			40,344,323	44,144,776	51,695,097	7,550,321
	EDUCATION - PUBLIC SCHOOLS			71,203,997	73,701,385	73,565,225	(136,160)
	Education Subtotal			71,203,997	73,701,385	73,565,225	(136,160)
	DEBT SERVICE - GENERAL FUND PRINCIPAL			6,445,416	7,069,416	8,544,416	1,475,000
	DEBT SERVICE - GENERAL FUND EXPENDITURES			2,176,843	1,981,112	2,285,760	304,648
	SHORT TERM DEBT INTEREST			129,375	100,000	100,000	0
	EVERETT RETIREMENT ASSESSMENT			12,436,168	13,070,000	13,703,004	633,004
	NON CONTRIBUTORY PENSIONS			69,700	69,700	69,700	0
	UNEMPLOYMENT COMPENSATION			400,000	400,000	400,000	0
	EMPLOYEE INSURANCE			18,235,944	18,999,885	19,731,384	731,499
	FICA			1,102,500	1,157,625	1,347,899	190,274
	WORKERS COMP/111F			619,500	619,500	693,500	74,000
	PROPERTY/LIABILITY INSURANCE			1,200,000	1,250,000	1,583,556	333,556
	Fixed Cost Subtotal			42,815,446	44,717,238	48,459,219	3,741,981
	Water/Sewer Enterprise Subtotal			15,261,675	16,127,356	16,606,719	479,363
OTHER EXPENDITURES AND OTHER FINANCIAL USES							
	CHERRY SHEET CHARGES (pg. 2 llc of recap)			10,945,809	11,595,310	12,690,479	1,095,169
	Other Deficits (pg. 2 llb 10 of recap)			105,979	89,103	89,103	0
	OVERLAY (Allowance for Abatements)			2,479,882	1,984,858	1,540,520	(444,338)
	SNOW AND ICE			559,238	867,351	867,351	0
	OFFSET Receipts						0
	From Cherry Sheet			117,201	55,859	55,859	0
	SUPPLEMENTAL APPROPRIATIONS						0
	From Raise and Appropriate (pg. 4 of recap - non school)						0
	From Free Cash (pg. 4 of recap)			7,817,917	831,601		(831,601)
	From Other Available Fund (pg. 4 of recap)			250,000	1,538,041		(1,538,041)
	SUBTOTAL - OTHER EXPENDITURES			22,276,026	16,962,123	15,243,312	(1,718,811)
TOTAL EXPENDITURES				191,901,467	195,652,878	205,569,572	9,916,694
TAX LEVY (Net Amount to be Raised via Property Tax)				90,369,957	93,653,216	98,197,960	4,544,744
Excess Capacity (additional taxing capacity)				4,140,444	5,889,590	5,833,416	-56,174

Executive Summary - Municipal Revenues

General Fund Revenues

A fundamental principle of municipal finance in Massachusetts is that all revenue received or collected from any source and by any department, belongs to a common pool referred to as the general fund. As such, it is unrestricted and available for expenditure for any lawful purpose after appropriation by city council. (M.G.L. Ch. 44 Sec. 53).

Included is real and personal property taxes, excises, special assessments and betterments, unrestricted local aid, investment and rental income, voluntary and statutory payments in lieu of taxes and other local receipts not expressly dedicated by statute.

Municipalities can only segregate money for specific purposes if authorized to do so by another general law or special act. Cities and towns cannot unilaterally decide to hold, earmark or set aside funds to finance a particular project or purchase, even if it intends to spend through an appropriation later.

Anticipated general fund revenues for the fiscal year may be appropriated as the tax levy (raise and appropriate) until the tax rate is set. Collections during the year above the estimates used to set the rate are not ordinarily available for appropriation until after the close of the fiscal year and certification by the DOR Director of Accounts as part of the municipality's undesignated fund balance (free cash).

Special Revenue Funds

Particular revenues segregated from the general fund into a separate fund and earmarked for expenditure for specified purposes by statute. Special revenue funds are classified based on the availability of the funds for expenditure and need for a prior appropriation. Special revenue funds include receipts reserved for appropriation and revolving funds. They also include gifts and grants from governmental entities and private individuals and organizations. Special revenue funds must be established by statute.

Receipts Reserved for Appropriation (Actual Collections)

Receipts from a specific revenue source segregated from general fund into a separate fund and earmarked for appropriation for specified purposes by statute. Appropriations are limited to actual collections on hand and available.

Revolving Funds (Actual Collections)

Receipts from a specific revenue source segregated from general fund into a separate fund and earmarked for expenditure without appropriation for specified purposes by statute to support the activity, program or service that generated the receipts. Typically authorized for programs or services with expenses that (1) fluctuate with demand and (2) can be matched with the fees, charges or other revenues collected during the year. The board or officer operating the program is usually given spending authority, but can only spend from actual collections on hand and available.

Enterprise Funds (Estimated Receipts)

Annual revenue streams segregated from the general fund into a separate fund to separately budget and account for services that generates, or for purposes supported by, those revenues. These include funds for services financed and delivered in a manner similar to private enterprises in order to account for all costs, direct or indirect, of providing the goods or services.

Trust and Agency Funds

Fiduciary funds segregated from the general fund to account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governmental units, etc. These include expendable trust funds, non-expendable trust funds, pension trust funds and agency funds.

General Fund Revenue Detail

I. TAXES

Real and Personal Property Tax

The primary source of revenue for most municipalities in the Commonwealth is real and personal property taxes; however, the property tax as a percentage of all revenues can greatly differ from community to community. For purposes of taxation, real property includes land, buildings and improvements erected or affixed to land and personal property consists of stock, inventory, furniture, fixtures and machinery. The City's Board of Assessors determines the value of all taxable land, which is revalued at fair market value every three years and updated every year. Every three years the City is required to revalue all real property to adjust property values to within 90%-100% of market value. The City's Board of Assessors is also responsible for determining the value of personal property through an annual review process.

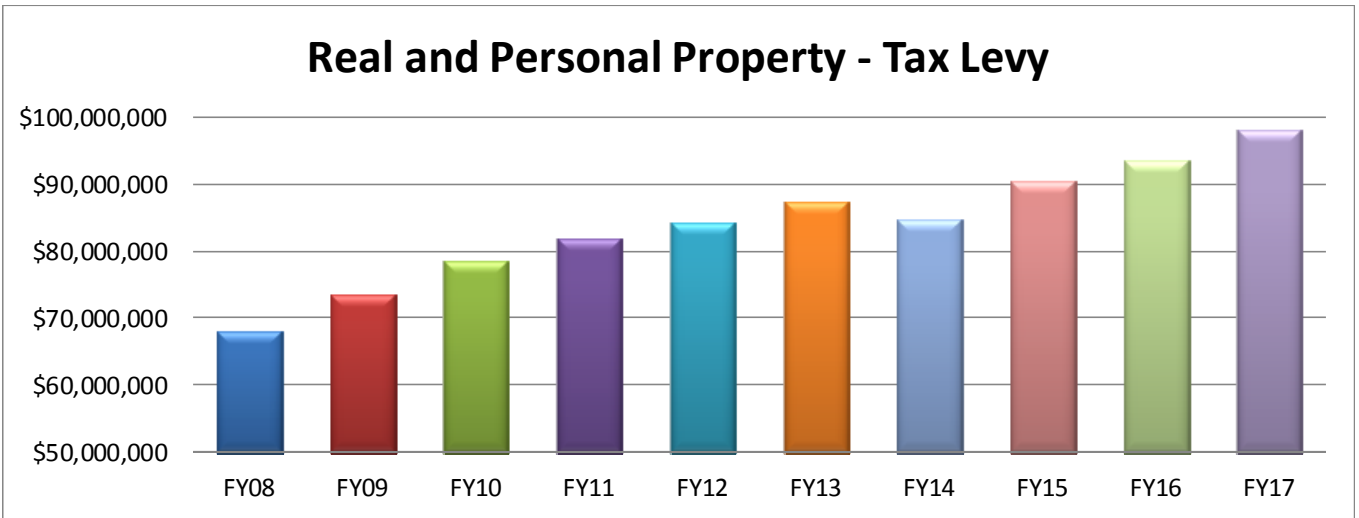
Factors influencing property taxes:

There are three major factors that influence the amount of revenue generated by real and personal property taxes:

- 1. Automatic 2.5% Increase (Prop 2 ½)** – The levy limit is the maximum amount that can be collected through real and personal property taxes by the municipality. Each year, a community's levy limit automatically increases by 2.5% over the previous year's levy limit. This increase, which does not require any action on the part of local officials, is estimated to be \$2,488,570 for FY 17.
- 2. New Growth** – A community is able to increase its tax levy limit each year to reflect new growth in the tax base. Assessors are required to submit information on growth in the tax base for approval by the Massachusetts Department of Revenue as part of the tax rate setting process. In FY 17 new growth is estimated to be \$2,000,000.
- 3. Overrides/Exclusions** – A community can permanently increase its levy limit by successfully voting an override. Debt and Capital exclusions, on the other hand, are temporary increases in a community's levy limit for the life of the project or debt service. Only a Debt or Capital exclusion can cause the tax levy to exceed the levy limit.

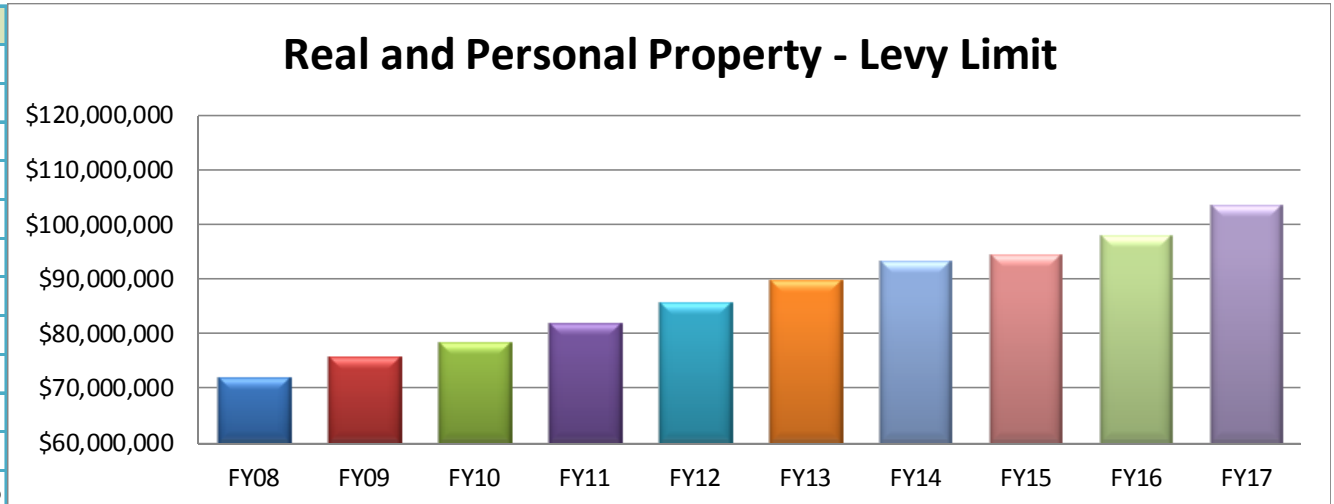
Real & Personal Property – Tax Levy – The amount of taxes, special assessments, or service charges imposed by a governmental unit.

Real and Personal Property – Tax Levy		
Fiscal Year	Revenue	
2008	68,011,822	
2009	73,489,134	
2010	78,427,724	
2011	81,890,151	
2012	84,165,711	
2013	87,262,044	
2014	84,594,327	
2015	90,369,953	
2016	93,561,904	Per Recap
2017	98,197,960	Estimated
% Change FY16 vs. FY17		5.0%



Real & Personal Property – Tax Levy Limit – The amount that a municipality may raise in taxes each year which is based on the prior year's limit plus 2 ½ % increase on that amount plus the amount certified by the State that results from “new growth”.

Real and Personal Property – Levy Limit		
Fiscal Year	Revenue	
2008	72,049,304	
2009	75,765,810	
2010	78,633,121	
2011	81,917,446	
2012	85,928,294	
2013	89,994,928	
2014	93,375,946	
2015	94,510,401	
2016	98,273,161	Per Recap
2017	104,031,376	Estimated
% Change FY16 vs. FY17		5.9%

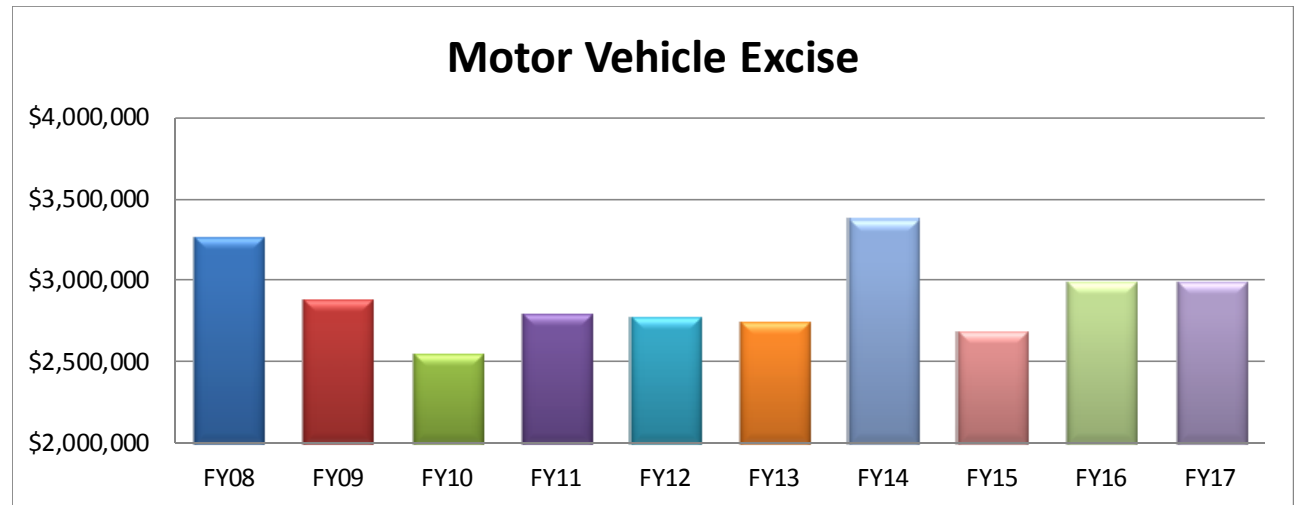


II. LOCAL RECEIPTS

Motor Vehicle Excise Tax Receipts – Massachusetts General Law (MGL) Chapter 60A, Section 1 sets the motor vehicle excise rate at \$25 per \$1000 valuation. The City collects this revenue based on data provided by the Massachusetts Registry of Motor Vehicles (RMV). The Registry, using a statutory formula based on a manufacturer's list price and year of manufacture, determines valuations. The City or Town in which a vehicle is principally garaged at the time of registration collects the motor vehicle excise tax.

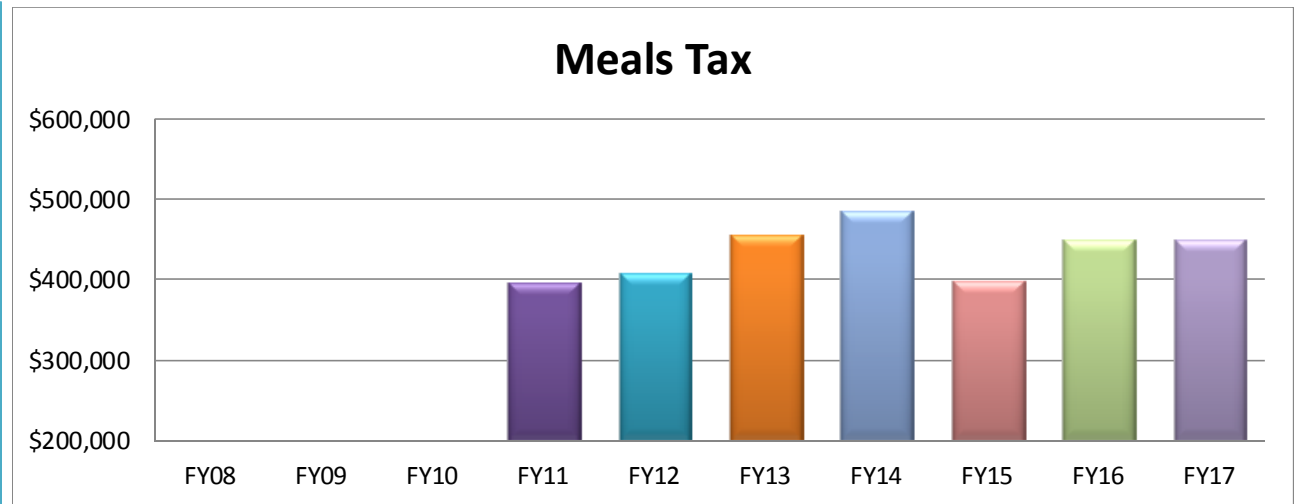
Those residents who do not pay their excise taxes in a timely manner are not allowed to renew registrations and licenses through a 'marking' process at the RMV. The City of Everett notifies the Registry of delinquent taxpayers, through its deputy collector, who prepares excise delinquent files for the Registry of Motor Vehicles. We anticipate no increase in FY17 based on a conservative 3 year average.

Motor Vehicle Excise		
Fiscal Year	Revenue	
2008	3,273,302	
2009	2,896,359	
2010	2,561,307	
2011	2,805,450	
2012	2,780,239	
2013	2,751,895	
2014	3,397,069	
2015	2,700,000	
2016	3,000,000	Per Recap
2017	3,000,000	Estimated
% Change FY16 vs. FY17		0.0%



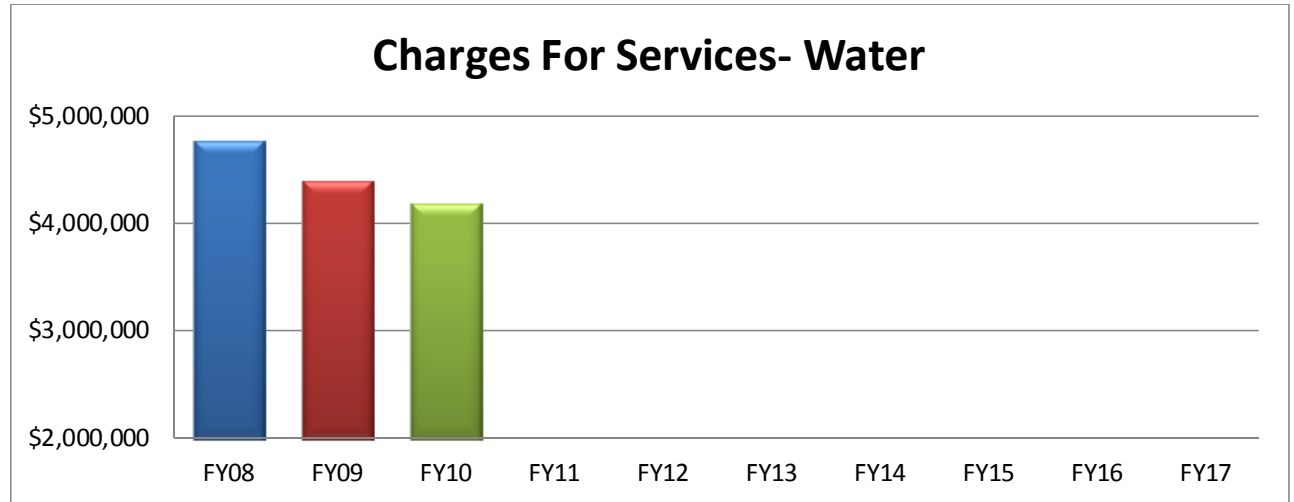
Meals Tax – (MGL CH27 §60 and 156 of the Acts of 2009). This category was new for FY 2011 as allowed by the Commonwealth of Massachusetts in FY 2010. As mentioned previously, the City Council approved a 0.75% increase in the meals tax that created additional revenue in FY 2012, FY 2013 & FY 2014. We anticipate no increase in FY17 based on a conservative 3 year average.

Meals Tax		
Fiscal Year	Revenue	
2008	-	
2009	-	
2010	203,758	
2011	397,185	
2012	408,279	
2013	457,561	
2014	488,111	
2015	400,000	
2016	450,000	Per Recap
2017	450,000	Estimated
% Change FY16 vs. FY17		0.0%



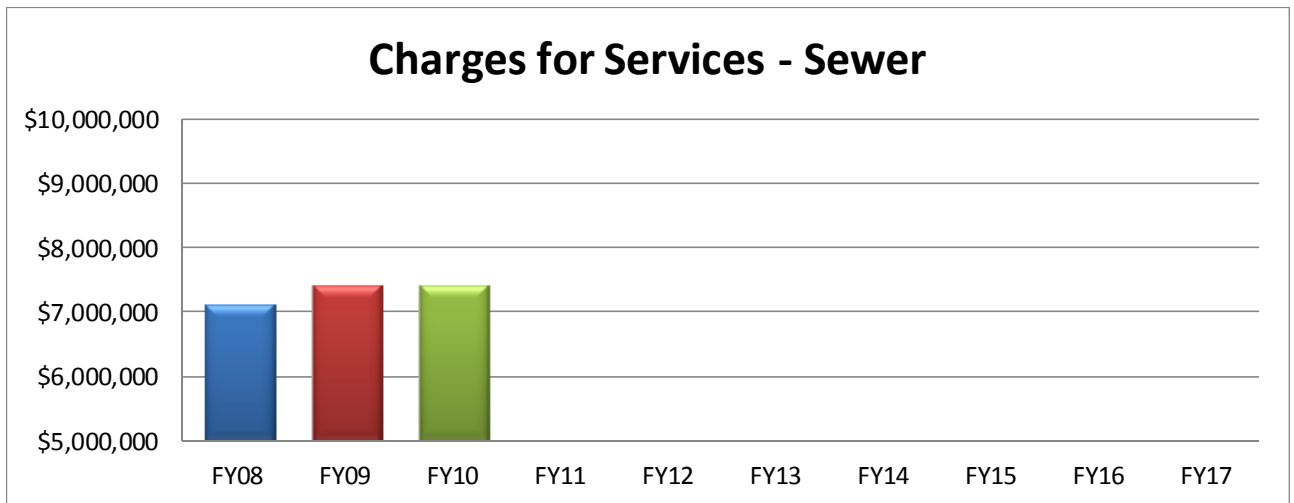
Charges For Water – In FY 2010 and prior Water Charges were collected in the General Fund. In FY 2011 the City of Everett created enterprise funds for Water and Sewer

Charges for Services - Water		
Fiscal Year	Revenue	
2008	4,776,178	
2009	4,393,057	
2010	4,180,251	
2011	-	
2012	-	
2013	-	
2014	-	
2015	-	
2016	-	Per Recap
2017	-	Estimated
% Change FY16 vs. FY17		0.0%



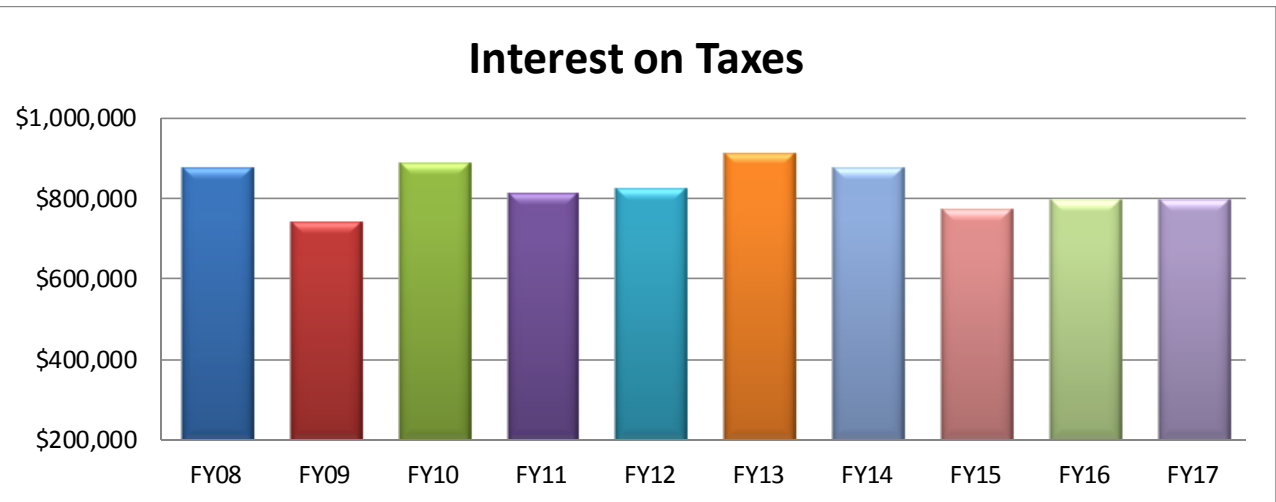
Charges for Sewer – In FY 2010 and prior Sewer Charges were collected in the General Fund. In FY 2011 the City of Everett created enterprise funds for Water and Sewer

Charges for Services - Sewer		
Fiscal Year	Revenue	
2008	7,150,782	
2009	7,439,329	
2010	7,445,580	
2011	-	
2012	-	
2013	-	
2014	-	
2015	-	
2016	-	Per Recap
2017	-	Estimated
% Change FY16 vs. FY17		0.0%



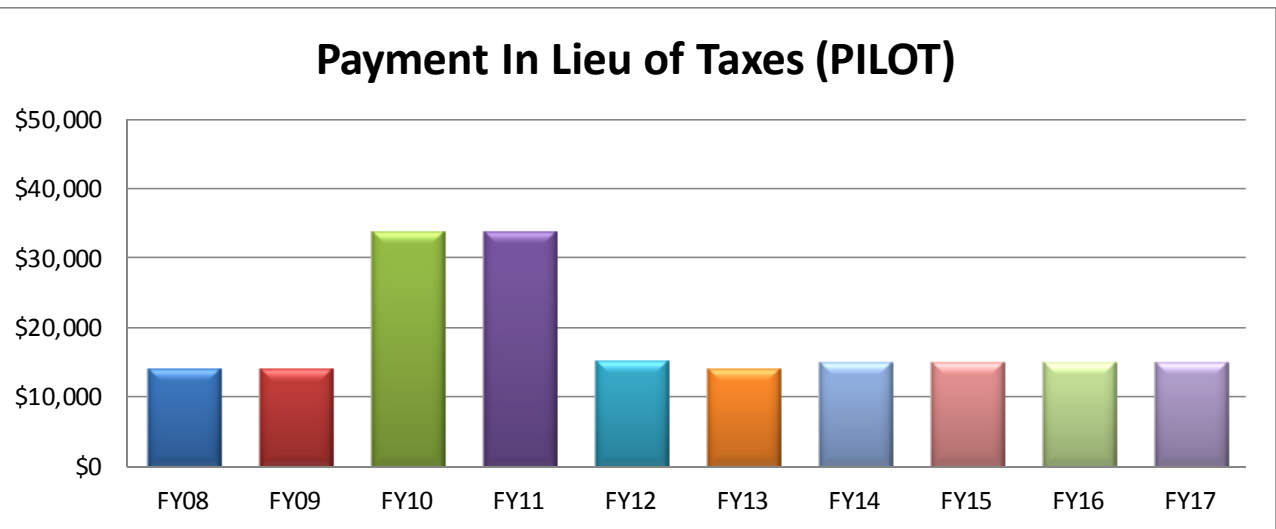
Interest on Taxes - This category includes delinquent interest and penalties on all taxes and tax title accounts. It also contains demand fees on real and personal property taxes as well as demands and warrants on late motor vehicle excise taxes and boat excise taxes. We anticipate no increase in FY17 based on a conservative 3 year average.

Interest on Taxes		
Fiscal Year	Revenue	
2008	877,529	
2009	745,438	
2010	889,650	
2011	815,881	
2012	829,137	
2013	918,384	
2014	878,084	
2015	775,000	
2016	800,000	Per Recap
2017	800,000	Estimated
% Change FY16 vs. FY17		0.0%



Payment In Lieu Of Taxes (PILOT) - Many communities, Everett included, are not able to put all the property within its borders to productive, tax generating uses. Federal, state and municipal facilities, hospitals, churches and colleges are examples of uses that are typically exempt from local property tax payments. The City currently has a PILOT agreement with the Everett Housing Authority. We anticipate no increase in FY17 based on a conservative 3 year average.

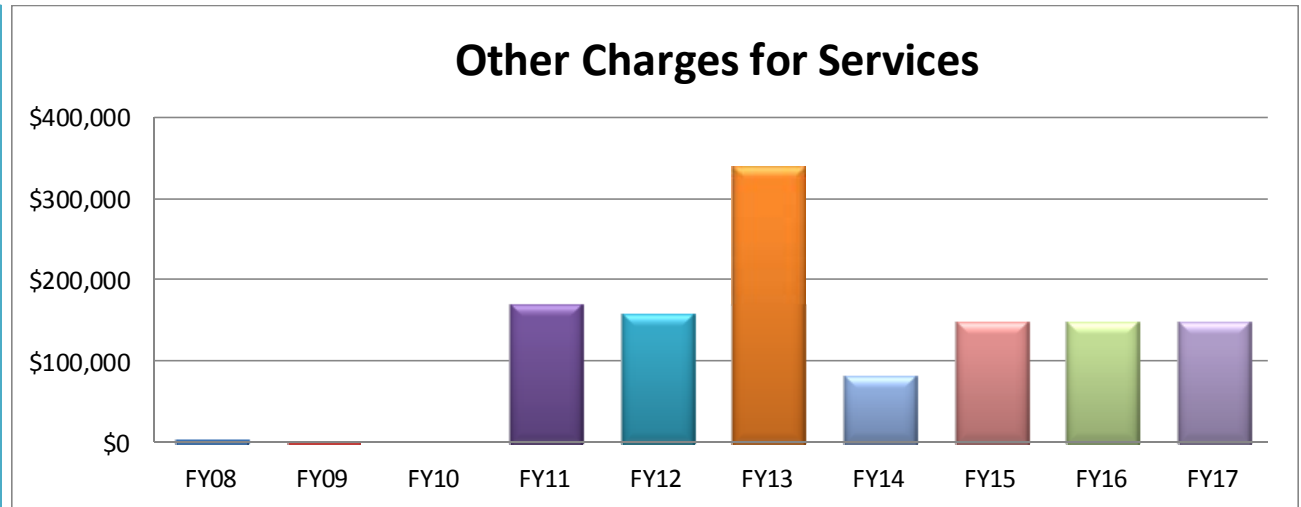
Payment in Lieu of Taxes (PILOT)		
Fiscal Year	Revenue	
2008	14,112	
2009	14,112	
2010	34,112	
2011	34,112	
2012	15,277	
2013	14,112	
2014	15,000	
2015	15,000	
2016	15,000	Per Recap
2017	15,000	Estimated
% Change FY16 vs. FY17		0.0%



OTHER CHARGES FOR SERVICES

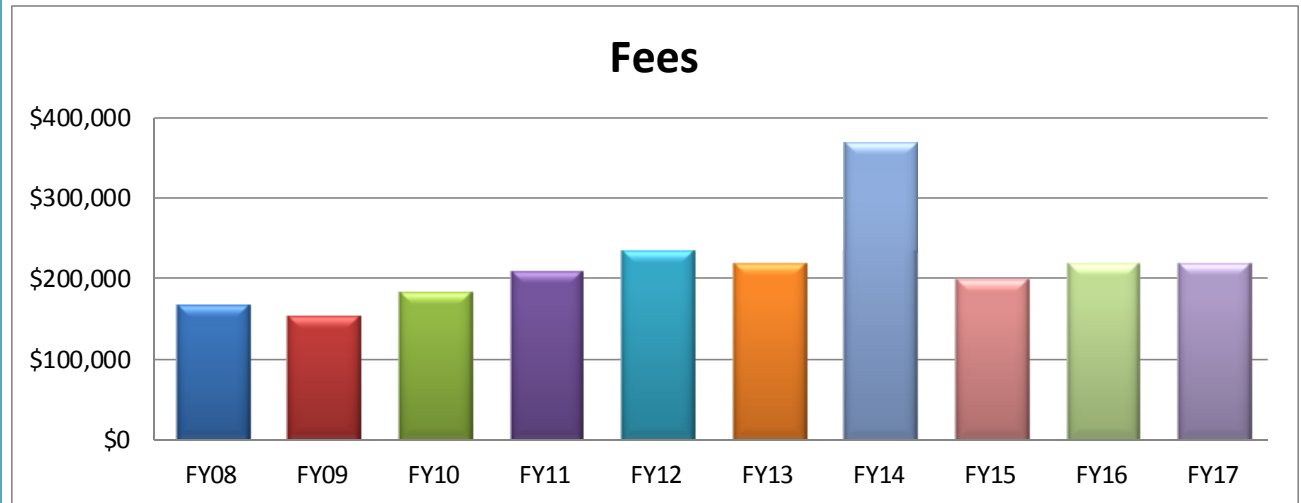
Services / Charges / User Fees – Charges for services are a revenue source to assist municipalities to offset the cost of certain services provided to the community. Some of the fees within this category are for City Clerk (birth, death and marriage certificates), public works revenue and other departmental revenue. We anticipate no increase in FY17 based on a conservative 3 year average.

Other Charges for Services		
Fiscal Year	Revenue	
2008	4,731	
2009	3,590	
2010	1,384	
2011	173,386	
2012	159,901	
2013	343,461	
2014	84,799	
2015	150,000	
2016	150,000	Per Recap
2017	150,000	Estimated
% Change FY16 vs. FY17		0.0%



Fees –This category include Police detail admin fees, City Services white good program, Inspectional Services foreclosure fees, Fire Department revenue, and other departmental revenue. We anticipate no increase in FY17 based on a conservative 3 year average.

Fees		
Fiscal Year	Revenue	
2008	169,045	
2009	154,524	
2010	183,761	
2011	211,102	
2012	235,585	
2013	219,532	
2014	373,689	
2015	200,000	
2016	220,000	Per Recap
2017	220,000	Estimated
% Change FY16 vs. FY17		0.0%



LICENSES AND PERMITS

Licenses - License revenue are received by the City Clerk for items such as marriage licenses, lodging, etc.

Permits - Permit revenue includes building permits, common victualler, wire permits, plumbing permits, etc.

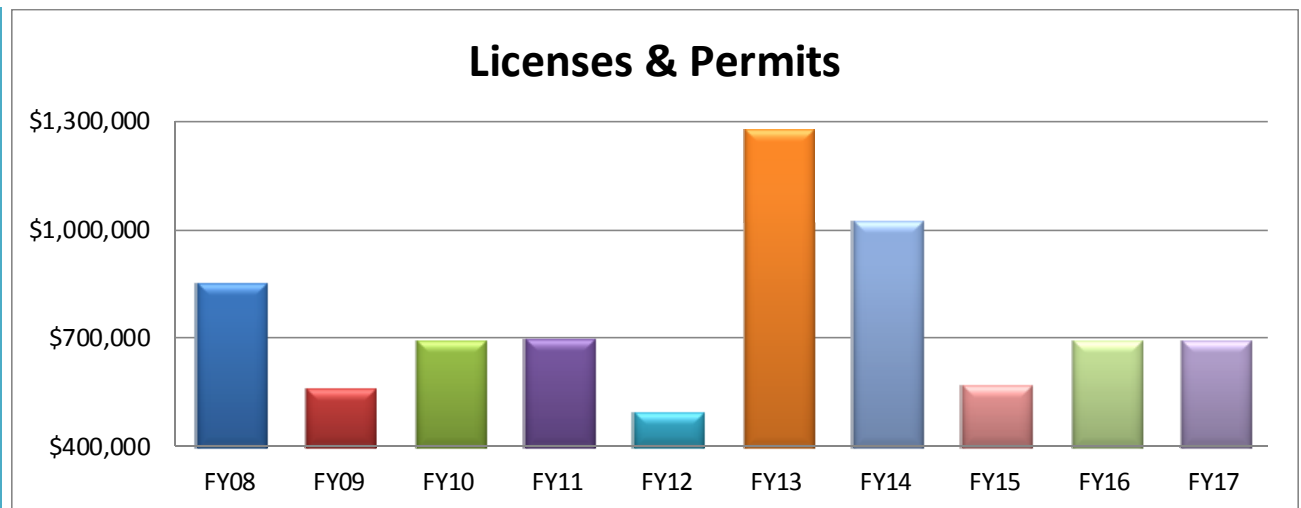
Liquor Licenses - Under Chapter 138 of the General Laws of Massachusetts, the City is empowered to grant licenses regulating the sale of alcoholic beverages. License fees vary depending upon the type of establishment, closing hours, number of days open, and whether the license is for all alcohol or beer and wine. All licenses issued by the Licensing Board, with the exception of short-term and seasonal liquor licenses, have a maximum fee set by State statute.

Entertainment - Entertainment licenses are issued for live performances, automatic amusement machines, coin operated billiard tables, and several other forms of entertainment.

Other Departmental Permits - Other Departments issue various permits including smoke detector, LP gas, and firearms.

We anticipate no increase in FY17 based on a conservative 3 year average.

Licenses & Permits		
Fiscal Year	Revenue	
2008	859,683	
2009	568,238	
2010	702,965	
2011	705,293	
2012	503,345	
2013	1,284,171	
2014	1,031,143	
2015	575,000	
2016	700,000	Per Recap
2017	700,000	Estimated
% Change FY16 vs. FY17		0.0%



FINES AND FORFEITS

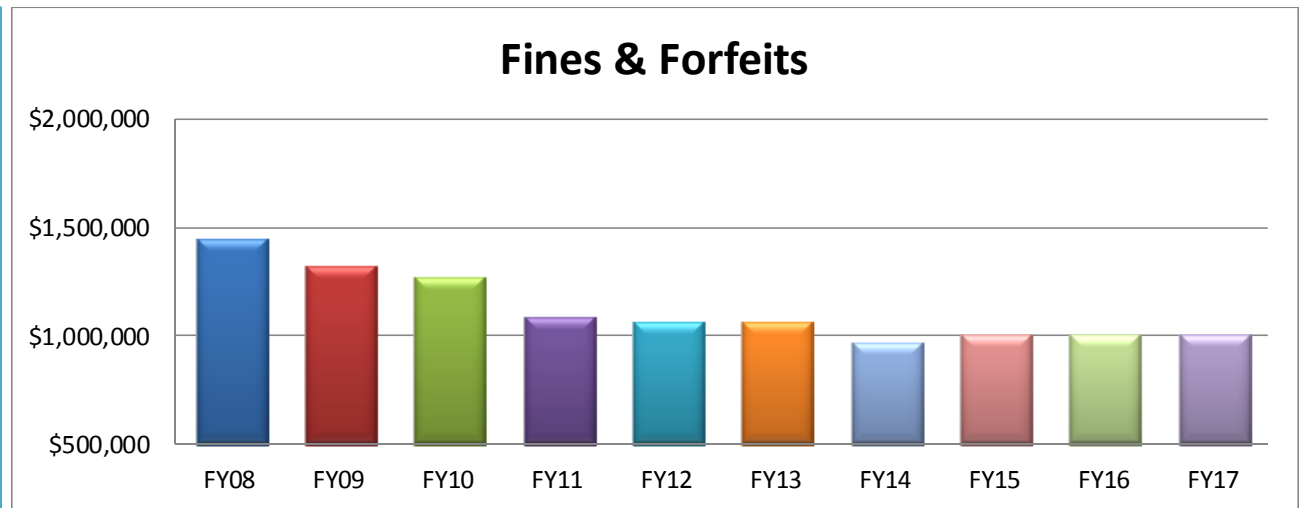
Court Fines – Non-parking offenses result in fines for moving violations. Responding to the community’s desires and public safety concerns, the police department has been focused on enforcing speed limits in local neighborhoods. Other moving violations that are included in this category are driving while intoxicated, passing in the wrong lane, and failing to stop at the traffic signal. These fines, collected by the District Court, are distributed to the City on a monthly basis.

Parking Fines - The collection of outstanding parking fines continues to be an important source of revenue to the City. The timely collection of fines has been aided by automation, and by State law that violators are prohibited from renewing their driver’s licenses and registrations until all outstanding tickets are paid in full. Like Motor Vehicle Excise, those individuals who do not pay their parking tickets in a timely manner are not allowed to renew registrations and licenses through a ‘marking’ process at the RMV. The City of Everett notifies the Registry of delinquent fine payers, through its deputy collector, who prepares parking ticket delinquent files for the Registry of Motor Vehicles. Coins collected are deposited into a Receipts Reserved for appropriation fund.

Other Fines – Other fines that are collected include trash fines, ISD fines, library fines, and code enforcement fines.

We anticipate no increase in FY 2017 based on revenue trends.

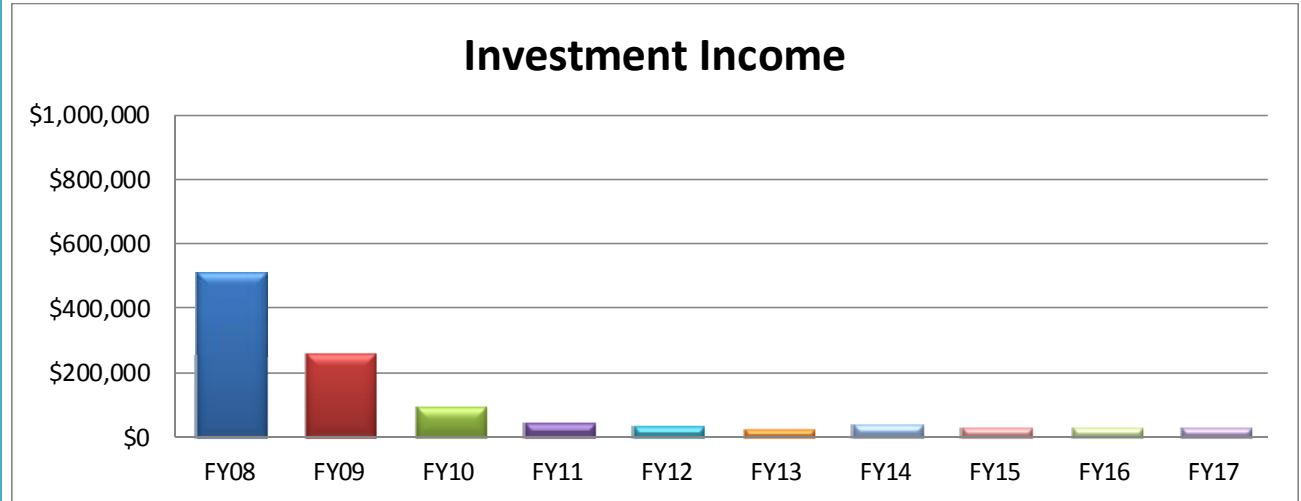
Fines & Forfeits		
Fiscal Year	Revenue	
2008	1,455,419	
2009	1,323,003	
2010	1,266,239	
2011	1,081,352	
2012	1,062,042	
2013	1,062,118	
2014	969,862	
2015	1,000,000	
2016	1,000,000	Per Recap
2017	1,000,000	Estimated
% Change FY16 vs. FY17		0.0%



Investment Income - Under Chapter 44 Section 55B of the Mass. General Laws, all monies held in the name of the City which are not required to be kept liquid for purposes of distribution shall be invested in such manner as to require the payment of interest on the money at the highest possible rate reasonably available. The investment decision must take into account safety, liquidity and yield.

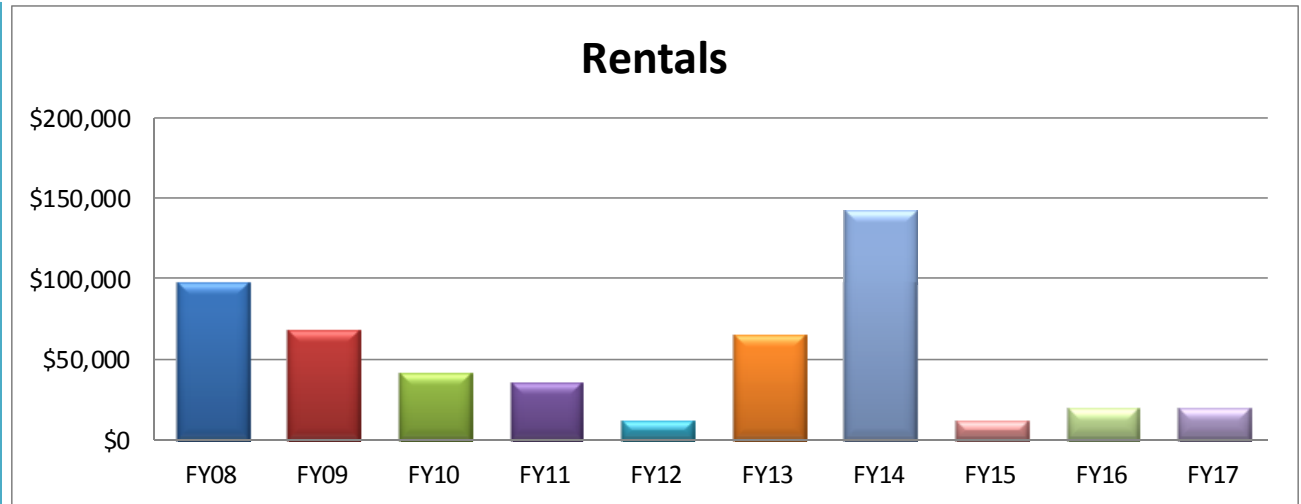
The City Treasurer is looking to maximize our earning potential by evaluating investing options. We anticipate no increase in FY17 based on a conservative 3 year average.

Investment Income		
Fiscal Year	Revenue	
2008	520,498	
2009	261,278	
2010	98,665	
2011	47,661	
2012	38,095	
2013	31,112	
2014	45,925	
2015	35,000	
2016	35,000	Per Recap
2017	35,000	Estimated
% Change FY16 vs. FY17		0.0%



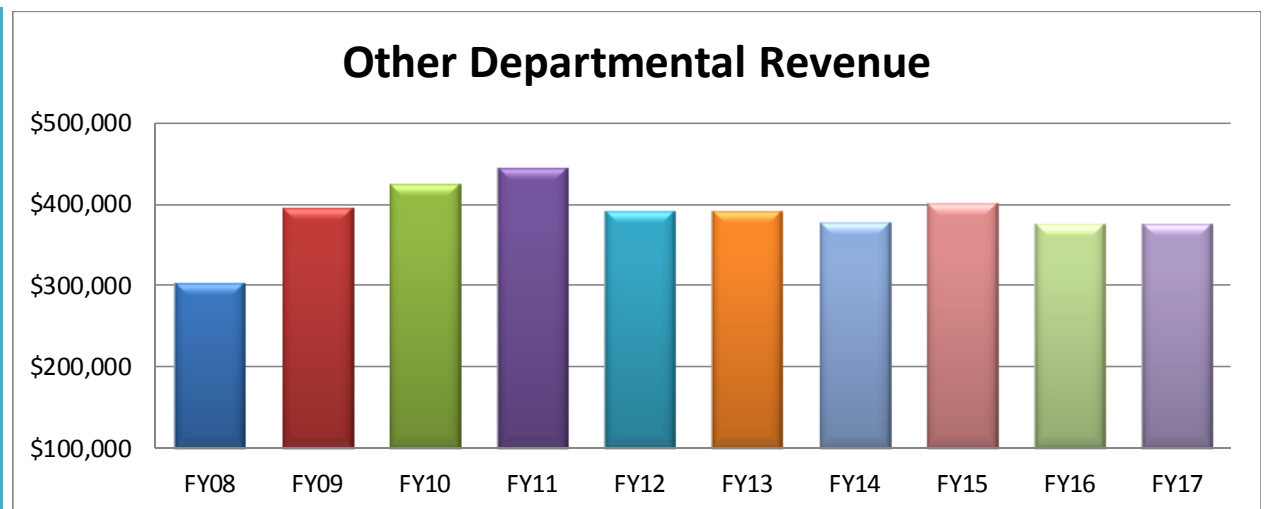
Rentals – Rental revenue comes from third party organizations using municipal buildings. We anticipate no increase in FY17 based on a conservative 3 year average.

Rentals		
Fiscal Year	Revenue	
2008	98,719	
2009	69,382	
2010	42,133	
2011	36,643	
2012	12,650	
2013	66,075	
2014	144,900	
2015	12,000	
2016	20,000	Per Recap
2017	20,000	Estimated
% Change FY16 vs. FY17		0.0%



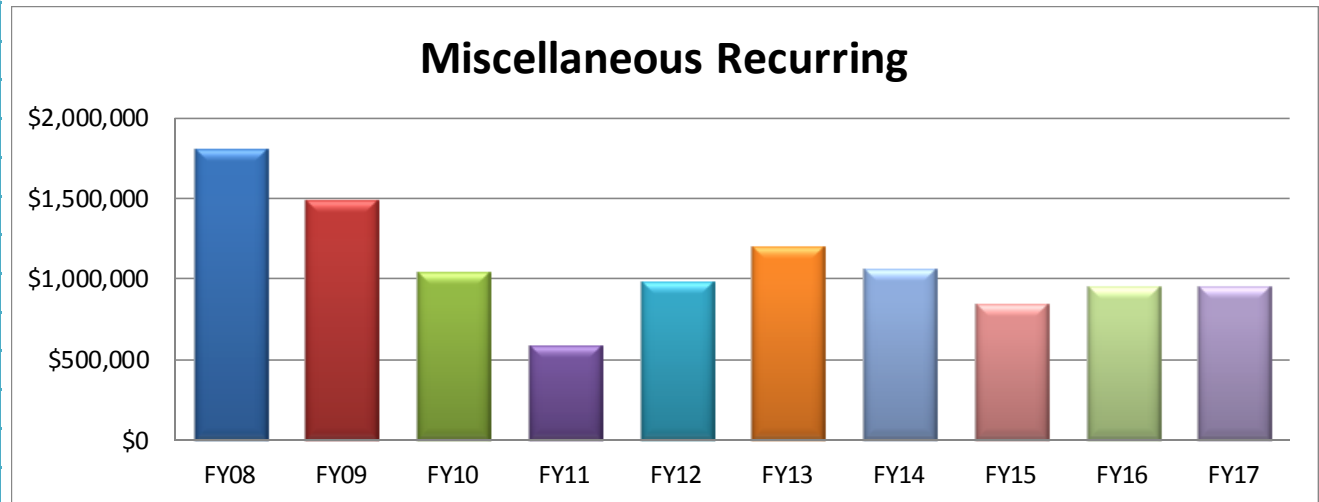
Other Departmental Revenue – Other revenue includes towing, resident parking placards & stickers, cemetery fees, park permits and rentals, etc. We anticipate no increase in FY17 based on a conservative 3 year average.

Other Departmental Revenue		
Fiscal Year	Revenue	
2008	302,976	
2009	394,088	
2010	423,582	
2011	445,841	
2012	391,629	
2013	391,573	
2014	377,585	
2015	400,000	
2016	375,000	Per Recap
2017	375,000	Estimated
% Change FY16 vs. FY17		0.0%



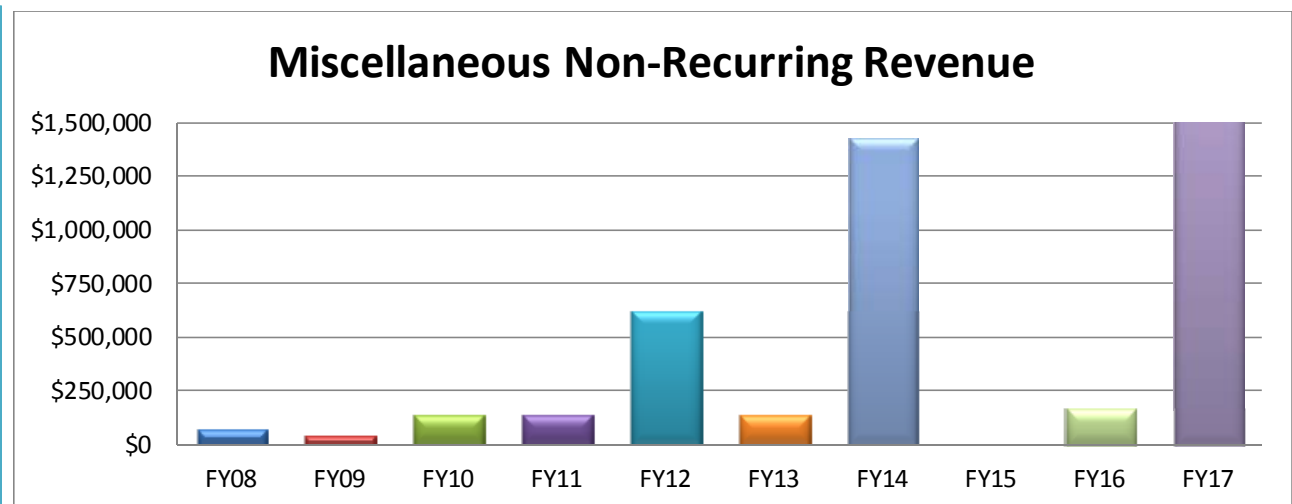
Miscellaneous Recurring – This category is used for all ‘other’ non-categorized income such as revenue from sale of copies of reports generated by a department, sale of data from tax files, collector’s fees, refunds, bad checks, Medicare D, school based Medicaid reimbursements, etc. We anticipate no increase in FY17 based on a conservative 3 year average.

Miscellaneous Recurring		
Fiscal Year	Revenue	
2008	1,818,773	
2009	1,487,287	
2010	1,037,832	
2011	589,492	
2012	985,053	
2013	1,199,712	
2014	1,060,905	
2015	840,000	
2016	950,000	Per Recap
2017	950,000	Estimated
% Change FY16 vs. FY17		0.0%



Miscellaneous Non-Recurring Revenue – This category is used for all one time miscellaneous income sources. The \$2 million dollar increase reflects payments received under the terms of the Community Host Agreement (CHA) between Wynn resorts and the City. The CHA requires Wynn resorts to reimburse the City for expenses related to the permitting process, the majority of which were budgeted within the public safety departments.

Miscellaneous Non-Recurring Revenue		
Fiscal Year	Revenue	
2008	71,933	
2009	41,939	
2010	137,287	
2011	141,093	
2012	624,459	
2013	136,908	
2014	1,433,202	
2015	-	
2016	170,000	Per Recap
2017	2,000,000	Estimated
% Change FY16 vs. FY17		



III. INTERGOVERNMENTAL REVENUE – CHERRY SHEET

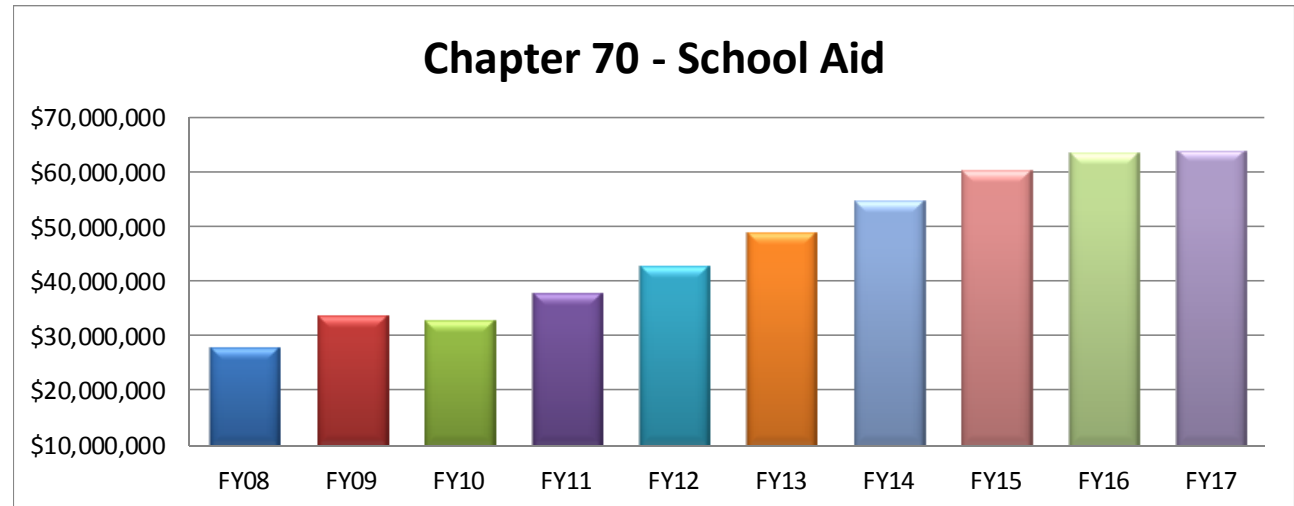
Cherry Sheet - Every year the Commonwealth sends out to each municipality a "Cherry Sheet", named for the pink-colored paper on which it was originally printed. The Cherry sheet comes in two parts, one listing the State assessments to municipalities for Massachusetts Bay Transportation Authority (MBTA), Charter Schools, RMV non-renewal fees, Retired Teachers Health Insurance, air pollution control districts, and the other State programs; the other section lists the financial aid the City will receive from the State for funding local programs. Each Cherry Sheet receipt is detailed below. State Cherry Sheet revenue funds are the primary intergovernmental revenue and in the case of many cities, is the single largest source of annual revenue. Cherry Sheet revenue consists of direct school aid, local aid, and specific reimbursements and distributions such as aid to public libraries, veteran's benefits, police career incentives, and a number of school related items. For a complete copy of the Cherry Sheet Manual or the actual Cherry Sheet Local Receipts and/or Assessments go to: <http://www.mass.gov/Ador/docs/dls/cherry/CSManual.pdf>.

The following revenues are based on the FY 2017 House I Local Aid Estimates that came out in May 2016.

School Aid - Chapter 70 school aid is based on a complex formula that takes into account: (1) statewide average cost per pupil; (2) local district pupil counts, with weighing factors to reflect varying costs among programs such as special education or vocational education, and (3) municipal fiscal "ability to pay" for education, as measured by equalized valuation per capita as a percent of statewide averages.

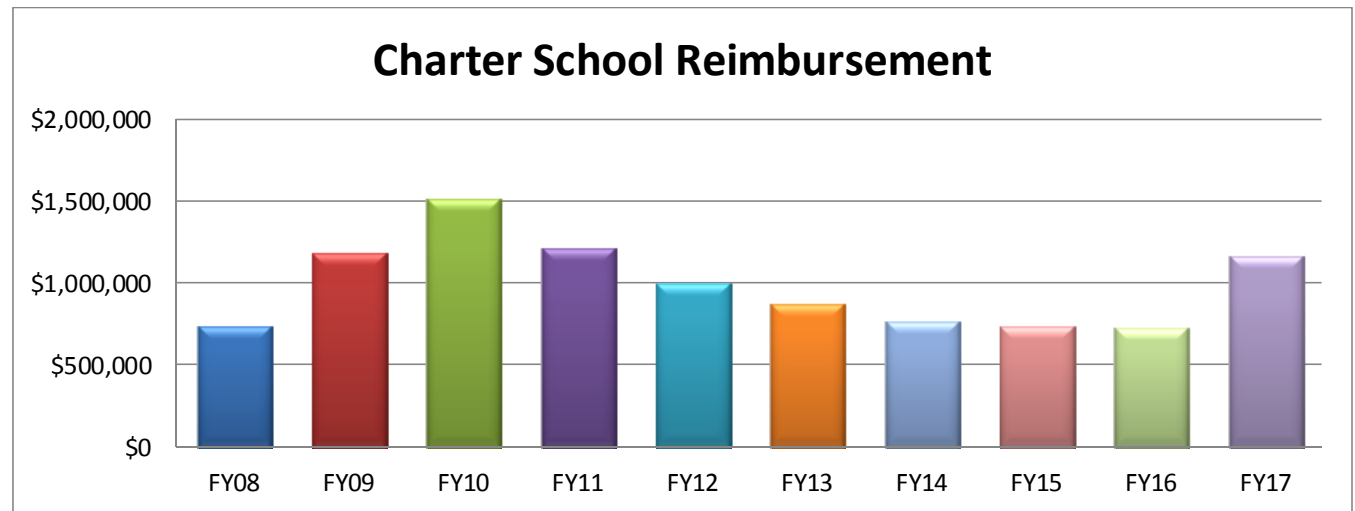
In FY 2017 the State increased CH 70 revenue by less than 1%.

Chapter 70- School Aid		
Fiscal Year	Revenue	
2008	28,033,743	
2009	33,919,780	
2010	33,241,384	
2011	38,091,277	
2012	42,993,143	
2013	49,378,545	
2014	55,042,003	
2015	60,635,188	
2016	64,001,903	Per Recap
2017	64,492,532	Estimated
% Change FY16 vs. FY17		0.8%



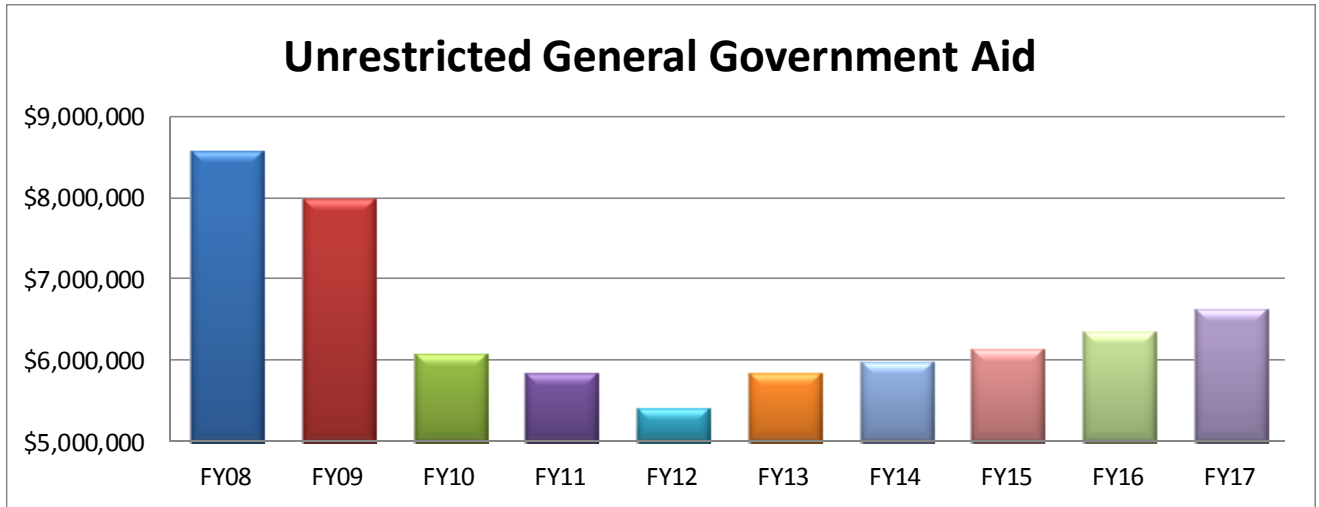
Charter Tuition Reimbursement - Under Chapter 71, Section 89, and Chapter 46 of the Acts of 1997 provides for the reimbursement sending districts for the tuition they pay to Commonwealth charter schools. It is a reimbursement for those students that elect to attend a charter school. Sending districts are reimbursed a portion of the costs associated with pupils attending charger schools beginning with the second quarterly distribution. There are three levels to the reimbursement; 100% of the tuition increase in the first year, 60% of the tuition increase in the second year, and 40% of the tuition increase in the third year. In addition, the reimbursement covers 100% of the first-year cost of pupils at charter schools who attend private or independent schools in the previous year. The reimbursement also covers 100% of the cost of any sibling students whose tuition brings a district above it statutory assessment cap of 9% of net school spending. The reimbursement is subject to appropriation in the final budget for the Commonwealth. This is a preliminary number based on school enrollment figures available at this time.

Charter School Reimbursement		
Fiscal Year	Revenue	
2008	741,577	
2009	1,194,741	
2010	1,529,351	
2011	1,217,055	
2012	1,002,929	
2013	874,084	
2014	771,528	
2015	739,848	
2016	734,147	Per Recap
2017	1,168,902	Estimated
% Change FY16 vs. FY17		59.2%



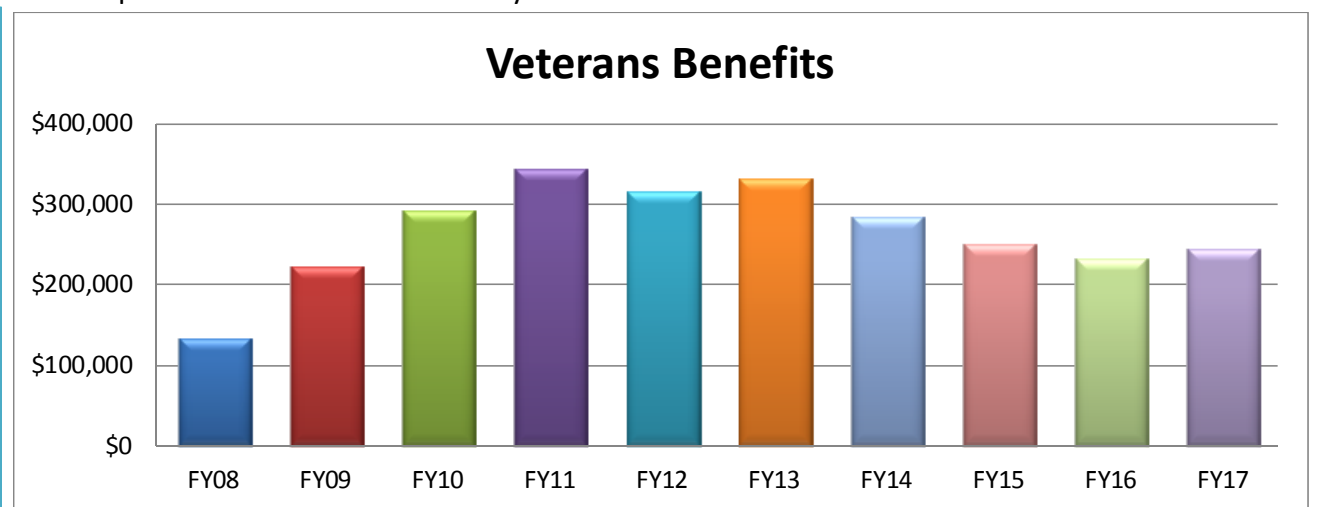
Unrestricted General Government Aid (UGGA). In FY 2010 the state has eliminated the Lottery Aid, General Fund Subsidy to Lottery, and Additional Assistance revenue and replaced it with this revenue called 'Unrestricted General Government Aid'. The FY 2008 to FY 2009 figure below is a total of the three revenue sources no longer used (lottery, subsidy to lottery, & additional assistance). The FY 2017 amount is a 4.3% increase.

Unrestricted Gen. Govt. Aid		
Fiscal Year	Revenue	
2008	8,598,371	
2009	7,998,999	
2010	6,086,937	
2011	5,843,460	
2012	5,420,954	
2013	5,843,460	
2014	5,981,587	
2015	6,147,468	
2016	6,368,777	Per Recap
2017	6,642,634	Estimated
% Change FY16 vs. FY17		4.3%



Veterans' Benefits - Under Chapter 115, Section 6 municipalities receive a seventy-five percent (75%) State reimbursement on the total expenditures made on veterans' financial, medical and burial benefits. Due to the increase in veterans filing for benefits, this revenue has increased significantly as has the veterans' benefits expense line. However, the state is decreasing funding by 7.1% in FY 2016. This estimate is based upon claims filed from the veteran's services department to the state in fiscal year 2017.

Veterans Benefits		
Fiscal Year	Revenue	
2008	134,528	
2009	222,429	
2010	293,186	
2011	345,847	
2012	317,485	
2013	332,682	
2014	284,279	
2015	251,952	
2016	234,096	Per Recap
2017	244,677	Estimated
% Change FY16 vs. FY17		4.5%

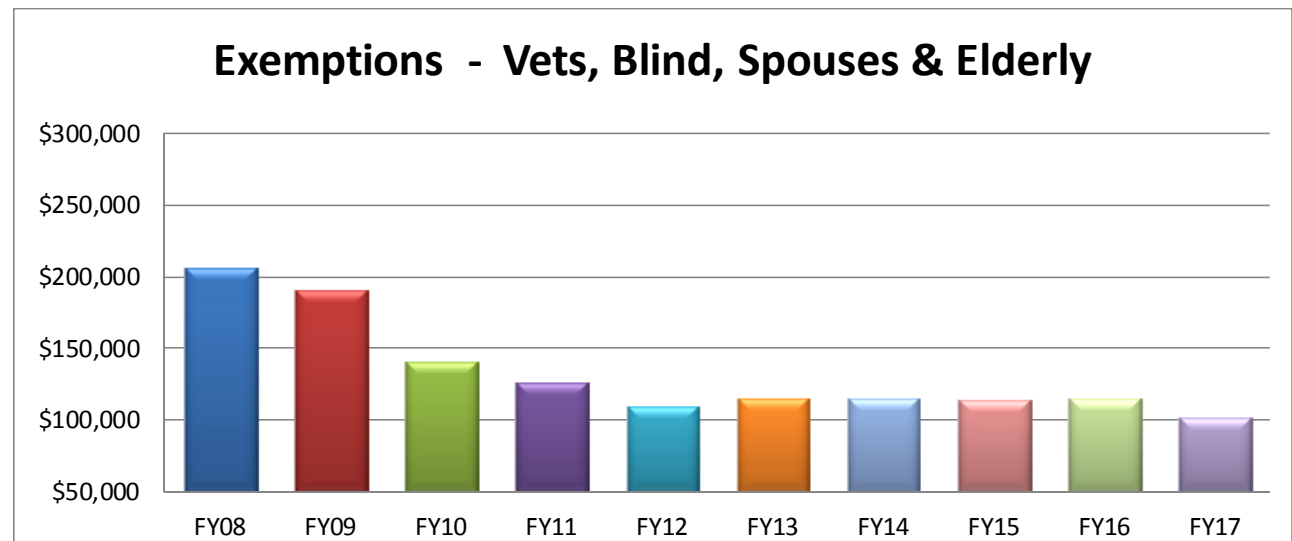


Exemptions: Vets, Blind, Surviving Spouses, and Elderly - The State Cherry Sheet reimburses the City for loss of taxes due to real estate abatements to veterans, surviving spouses and the legally blind. The abatement categories are authorized by the State. The City is not empowered to offer abatements in other categories. Under Chapter 59, Section 5, of the General Laws, municipalities are reimbursed for amounts abated in excess of \$175 of taxes of \$2,000.00 in valuation times the rate, whichever is greater.

Qualifying veterans or their surviving spouses receive an abatement of \$175 or \$2,000 in valuation times the tax rate, whichever is the greater. Chapter 59, Section 5, Clause 17d, of the General Laws, as amended by Section 2, Chapter 653 of the Acts of 1982, provides a flat \$175 in tax relief to certain persons over seventy, minors, and widows/widowers. Chapter 59, Section 5, Clause 37a, of the General Laws as amended by Section 258 of the Acts of 1982 provides an abatement of \$500 for the legally blind. Chapter 59, Section 5, Clause 41c, of the General Laws as amended by Section 5, of Chapter 653 of the Acts of 1982, qualifying persons over seventy years of age are eligible to receive a flat tax exemption of \$500.

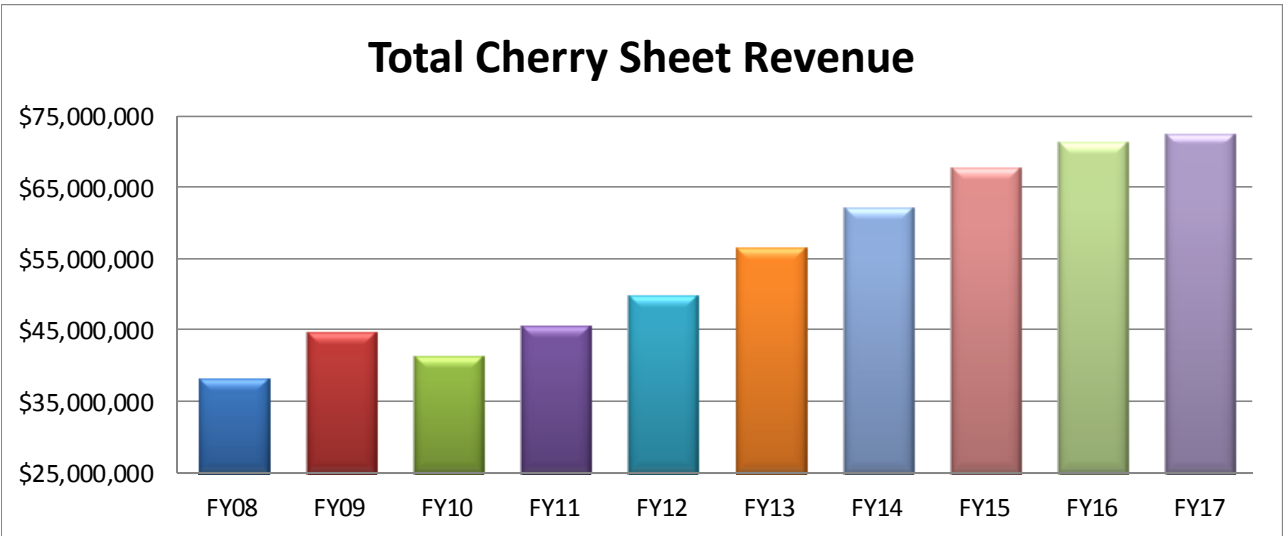
In FY 2010 the state combined the elderly exemption with the veterans, blind and surviving spouse's exemptions. In previous years, the elderly exemption was budgeted separately. The state has decreased this by 12% in FY 2017.

Exemptions- Vets, Blind, Spouse & Elderly		
Fiscal Year	Revenue	
2008	208,008	
2009	191,614	
2010	141,569	
2011	126,740	
2012	110,025	
2013	115,789	
2014	115,093	
2015	114,611	
2016	115,321	Per Recap
2017	101,853	Estimated
% Change FY16 vs. FY17		-11.7%



Total Estimated Cherry Sheet Revenue for FY 2017 is up 1.8%.

Total Cherry Sheet Revenue		
Fiscal Year	Revenue	
2008	38,295,308	
2009	44,681,935	
2010	41,385,707	
2011	45,672,400	
2012	49,844,536	
2013	56,544,560	
2014	62,194,490	
2015	67,889,067	
2016	71,454,244	Per Recap
2017	72,705,663	Estimated
% Change FY16 vs. FY17		1.8%



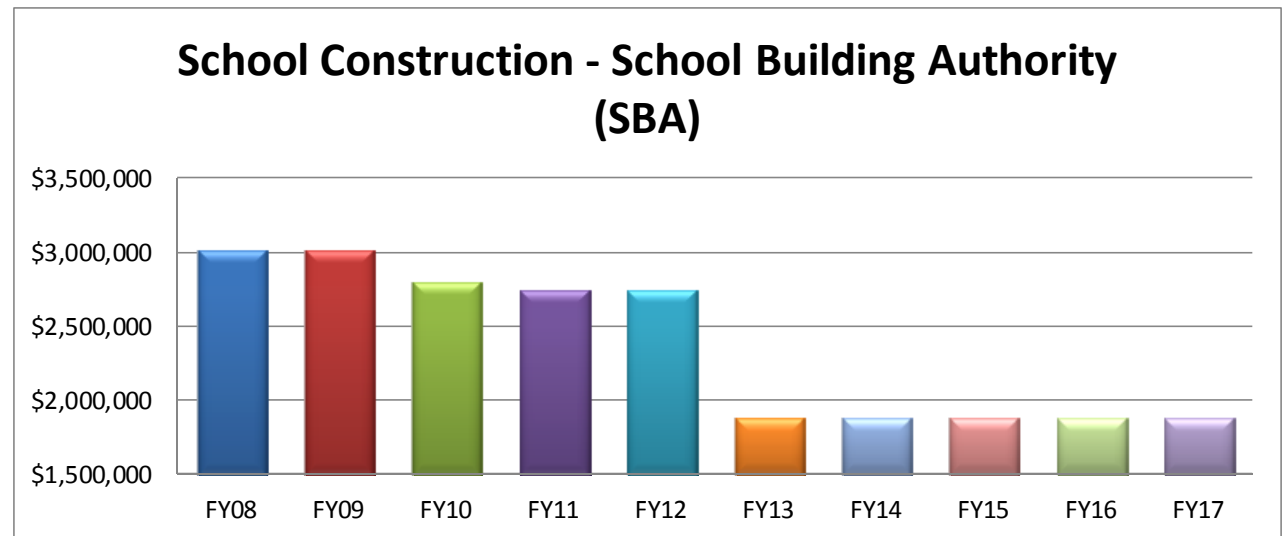
IV. MSBA REIMBURSEMENTS

School Construction - The School Assistance Act, as amended, provides for the reimbursement of school construction projects that involve any of the following: The replacement of unsound or unsafe buildings; the prevention or elimination of overcrowding; prevention of the loss of accreditation; energy conservation projects, and the replacement of, or remedying of, obsolete buildings. The law also provides formulas (involving equalized valuation, school population, construction costs, and interest payments) for reimbursement of costs that include fees, site development, construction, and original equipping of the school.

In July of 2004, the governor signed Chapter 208 and Chapter 210, of the Acts of 2004 into law, which makes substantial changes to the School Building Assistance (SBA) program. This legislation transfers responsibility for the SBA program from the Department of Education to the Massachusetts School Building Authority (MSBA), under the Office of the State Treasurer. The authority is a new and independent governing body comprised of seven members. The legislation under Chapter 210 dedicates 1 percent of the sales tax receipts to help fund School Building projects. For more information go to www.mass.gov/msba

The City of Everett still receives some payments under the old SBA program and also receives monthly reimbursements for ALL eligible costs for the ongoing schools under the new MSBA program.

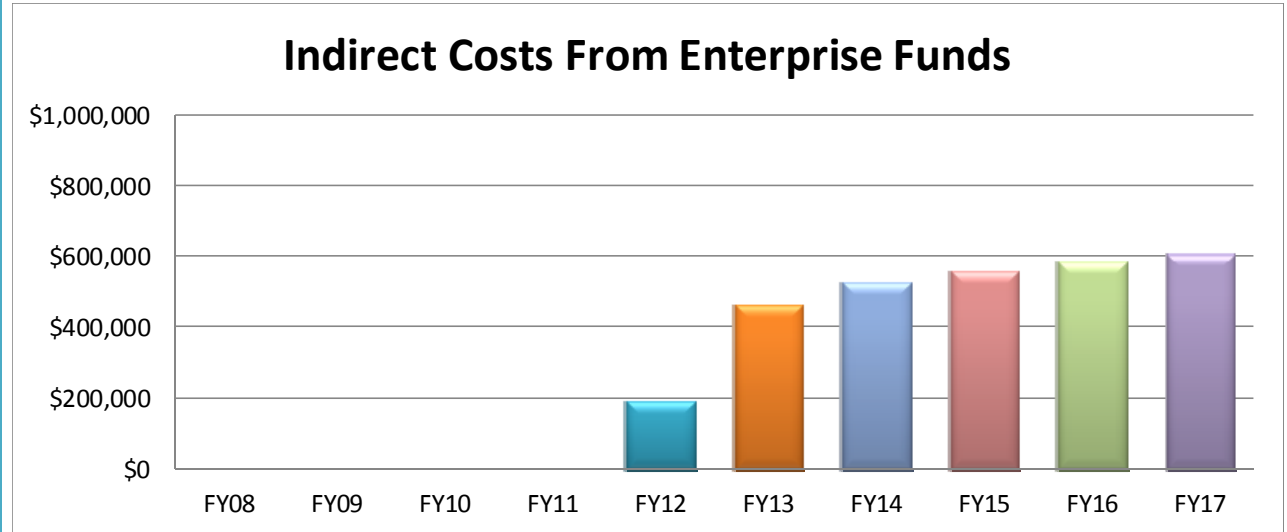
School Construction School Building Authority (SBA)		
Fiscal Year	Revenue	
2008	3,021,686	
2009	3,021,686	
2010	2,806,440	
2011	2,755,827	
2012	2,755,827	
2013	1,882,459	
2014	1,882,459	
2015	1,882,459	
2016	1,882,459	Per Recap
2017	1,882,459	Estimated
% Change FY16 vs. FY17		0.0%



V. INTERGOVERNMENTAL/INTERFUND TRANSFERS/OTHER

Enterprise Fund Transfer - The Water and Sewer Enterprise Funds, financed by water and sewer usage charges, provide reimbursements for direct and indirect costs associated with a variety of City services, provided by Finance, Treasury, Human Resources, and other City Departments. Additionally, enterprise funds provide reimbursements to the general fund for all employee benefits (including fringe benefits) of those employees who work directly for the water and sewer departments, as well as costs for the maintenance of the Water and Sewer accounting and billing system. Finally, a portion of the City's assessments for property/casualty insurance, unemployment and worker's compensation are also captured in the indirect costs of the enterprise funds of the water and sewer departments. For FY 2017 an increase in indirect costs of 3.8% is projected.

Inter-fund Operating Transfers In Indirect Costs from Enterprise Funds		
Fiscal Year	Revenue	
2008	-	
2009	-	
2010	-	
2011	-	
2012	197,328	
2013	466,593	
2014	528,544	
2015	561,191	
2016	589,251	Per Recap
2017	611,779	Estimated
% Change FY16 vs. FY17		3.8%



Annual Appropriation Order

CITY OF EVERETT
RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2017

111	CITY COUNCIL		Total
	Personnel Services	265,372	
	General Expenditures	48,000	313,372
121	EXECUTIVE OFFICE OF THE MAYOR		
	Personnel Services	874,165	
	General Expenditures	479,335	
	Reserve Fund	20,000	1,373,500
135	DIVISION OF FINANCE / OFFICE OF THE CITY AUDITOR		
	Personnel Services	497,584	
	General Expenditures	228,000	725,584
137	DIVISION OF FINANCE / OFFICE OF BUDGETING		
	Personnel Services	0	
	General Expenditures	0	0
138	DIVISION OF FINANCE / OFFICE OF PURCHASING & PROCUREMENT		
	Personnel Services	171,198	
	General Expenditures	7,500	178,698

141	DIVISION OF FINANCE / OFFICE OF ASSESSING		
	Personnel Services	312,210	
	General Expenditures	307,875	620,085
145	DIVISION OF FINANCE / OFFICE OF TREASURER - COLLECTOR		
	Personnel Services	709,257	
	General Expenditures	281,050	990,307
151	OFFICE OF THE CITY SOLICITOR		
	Personnel Services	247,280	
	General Expenditures	122,250	369,530
152	DEPARTMENT OF HUMAN RESOURCES		
	Personnel Services	428,556	
	General Expenditures	113,000	541,556
155	DEPARTMENT OF INFORMATION TECHNOLOGY		
	Personnel Services	222,126	
	General Expenditures	482,150	
	Capital Improvements	110,000	814,276
161	CITY CLERK		
	Personnel Services	310,207	
	General Expenditures	43,125	353,332
162	ELECTION COMMISSION		
	Personnel Services	226,527	
	General Expenditures	54,482	281,009
163	VOTER REGISTRATIONS		
	Personnel Services	0	
	General Expenditures	0	0

165	LICENSING		
	Personnel Services	4,200	
	General Expenditures	500	4,700
171	CONSERVATION COMMISSION		
	Personnel Services	29,422	
	General Expenditures	800	30,222
175	PLANNING BOARD		
	Personnel Services	5,200	
	General Expenditures	371	5,571
176	ZONING BOARD OF APPEALS		
	Personnel Services	7,696	
	General Expenditures	500	8,196

PUBLIC SAFETY (200s)

210	POLICE DEPARTMENT		
	Personnel Services	12,819,688	
	General Expenditures	350,250	
	Capital Improvements	338,000	13,507,938
220	FIRE DEPARTMENT		
	Personnel Services	10,301,166	
	General Expenditures	220,500	
	Capital Improvements	105,000	10,626,666
242	DEPARTMENT OF INSPECTIONAL SERVICES		
	Personnel Services	1,672,417	
	General Expenditures	2,287,631	
	Capital Improvements	188,000	4,148,048

299	EMERGENCY COMMUNICATIONS CENTER		
	Personnel Services	967,977	
	General Expenditures	66,800	1,034,777

D P W (400s)

	DEPARTMENT OF PUBLIC WORKS		
490	Personnel Services - Executive Division	734,881	
	General Expenditures	807,900	1,542,781
491	Personnel Services - Facilities Division	1,135,613	
	General Expenditures	1,290,000	2,425,613
492	Personnel Services - Engineering Division	229,392	
	General Expenditures	27,500	256,892
493	Personnel Services - Parks and Cemeteries Division	1,018,603	
	General Expenditures	508,000	
	Capital Improvements	0	1,526,603
494	General Expenditures -Stadium	46,000	46,000
495	Personnel Services - Highway Division	983,867	
	General Expenditures	745,000	
	Capital Improvements	100,000	1,828,867
496	Personnel Services - Snow and Ice	50,000	
	General Expenditures	325,000	375,000
497	General Expenditures - Solid Waste	2,740,000	2,740,000

HUMAN SERVICES (500s)

510	DEPARTMENT OF HEALTH AND HUMAN SERVICES		
	Personnel Services	1,233,142	
	General Expenditures	31,950	1,265,092
521	DEPARTMENT OF PLANNING & DEVELOPMENT		
	Personnel Services	365,014	
	General Expenditures	573,000	938,014
541	COUNCIL ON AGING		
	General Expenditures	47,000	47,000
543	OFFICE OF VETERANS SERVICES		
	Personnel Services	89,316	
	General Expenditures	469,350	558,666
544	COMMISSION ON DISABILITY		
	Personnel Services	3,700	
	General Expenditures	250	3,950
599	OFFICE OF HUMAN SERVICES		
	Personnel Services	381,371	
	General Expenditures	81,000	462,371

LIBRARIES AND RECREATION (600s)

610	DEPARTMENT OF LIBRARIES		
	Personnel Services	835,897	
	General Expenditures	217,137	1,053,034
630	OFFICE OF HEALTH AND WELLNESS		
	Personnel Services	560,145	
	General Expenditures	193,000	753,145
690	OFFICE OF GAMING ACCOUNTABILITY & DEVELOPMENT		
	Personnel Services	0	
	General Expenditures	0	0
SUBTOTAL: CITY DEPARTMENT COSTS		\$ 51,750,395	\$ 51,750,395

FIXED COSTS

710	RETIREMENT OF LONG TERM CAPITAL DEBT	8,544,416
751	LONG TERM DEBT INTEREST	2,285,760
752	SHORT TERM DEBT INTEREST	100,000
911	RETIREMENT BOARD	
	Pension Fund Contribution	69,700
	Non-Contributory Pen/Ann	13,703,004

913	UNEMPLOYMENT COMPENSATION	400,000
914	EMPLOYEE INSURANCE	
	Life Insurance	84,342
	Health Insurance	19,628,502
	A D & D Insurance	18,540
915	FICA (Medicare)	1,347,899
944	EMPLOYEE INJURIES	
	Active Police & Fire	170,000
	Retired Police & Fire	8,500
	Workers Comp Trst/Exs Insurance	0
	Workers Comp	515,000
	Workers Comp Claims Admin	0
945	PROPERTY / LIABILITY INSURANCE	
	Comp General Liability	1,433,556
	Insurance Deductibles	150,000

SUBTOTAL: FIXED COSTS \$ 48,459,219

SCHOOL DEPARTMENT

300	SCHOOL DEPARTMENT	69,065,225
300	Special Ed Transportation	4,500,000

SUBTOTAL: SCHOOL DEPARTMENT \$ 73,565,225

City Department Costs	51,750,395
Fixed Costs	48,459,219
School Department	73,565,225

RECOMMENDED APPROPRIATION GRAND TOTAL: \$173,774,839

City Council

Mission Statement

To perform legislative duties encumbered upon us by Massachusetts General Laws, the Everett City Charter and City Ordinances on behalf of residents of the City of Everett.

Significant Budget & Staffing Changes for FY 2016

8% increase due to: The Clerk of Committees position was reclassified. A 2% increase on the Administrative Assistant salary. Reimbursable Expenses was increased to give each City Councilor a \$3K budget which would now include travel to conferences.



FY 2016: Accomplishments

- ❖ Continue transition to unicameral form of government.
- ❖ Remodeled and transformed City Council Chambers.
- ❖ Continue to review and revise ordinances in accordance with the new City Charter.

FY 2017: Goals & Objectives

- ❖ Remodel back office and Conference Room.
- ❖ Strengthen and encourage government participation and cooperation for the benefit of the City of Everett.
- ❖ Continue to review, revise and update City Ordinances.
- ❖ Begin working with the Historical Commission on issues of Historical Preservation for homes in our City.



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City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

111 - CITY COUNCIL		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-111-1-5111	SALARIES	\$53,383.12	\$54,433.00	\$44,119.32	\$55,522.00	\$55,522.00	\$55,522.00
01-111-1-5143	LONGEVITY	\$850.00	\$850.00	\$0.00	\$850.00	\$850.00	\$850.00
01-111-1-5191	CITY COUNCIL STIPENDS	\$198,556.56	\$199,000.00	\$166,872.10	\$209,000.00	\$209,000.00	\$209,000.00
PERSONNEL Total:		\$252,789.68	\$254,283.00	\$210,991.42	\$265,372.00	\$265,372.00	\$265,372.00
EXPENSES							
01-111-2-5280	EQUIPMENT & OTHER	\$1,724.53	\$3,000.00	\$567.25	\$3,000.00	\$3,000.00	\$3,000.00
01-111-2-5346	ADVERTISING	\$2,376.60	\$6,000.00	\$1,290.00	\$6,000.00	\$6,000.00	\$6,000.00
01-111-2-5420	OFFICE SUPPLIES	\$2,509.12	\$6,000.00	\$1,520.59	\$6,000.00	\$6,000.00	\$6,000.00
01-111-2-5785	REIMBURSABLE EXPENSES	\$6,299.28	\$22,000.00	\$3,222.98	\$33,000.00	\$33,000.00	\$33,000.00
EXPENSES Total:		\$12,909.53	\$37,000.00	\$6,600.82	\$48,000.00	\$48,000.00	\$48,000.00
111 CITY COUNCIL Total:		\$265,699.21	\$291,283.00	\$217,592.24	\$313,372.00	\$313,372.00	\$313,372.00

111	CITY COUNCIL / LEGISLATIVE DEPARTMENT								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-111-1-5111	Administrative Assistant/Office Manager ¹	UNCL	35	1	1	1	\$54,433	\$55,522	\$55,522
01-111-1-5191	Clerk of Committees - Part Time ²	UNCL		0	0	0	\$30,000	\$40,000	\$40,000
01-111-1-5191	Clerk of the City Council	UNCL		0	0	0	\$4,000	\$4,000	\$4,000
01-111-1-5191	City Councilors	UNCL		0	0	0	\$165,000	\$165,000	\$165,000
111	City Council / Legislative Department TOTAL			1	1	1			
City Councilors:	Fred Capone, Richard Dell Isola, Rosa DiFlorio,					Salary (5111)	\$54,433	\$55,522	\$55,522
	Anthony DiPierro, John Hanlon, Mike Mangan,					Longevity (5143)	\$850	\$850	\$850
	Wayne Matewsky, Leo McKinnon, Peter Napolitano,					City Council Stipend (5191)	\$199,000	\$209,000	\$209,000
	Mike McLaughlin, Stephen Simonelli								
						Personnel Total:	\$254,283	\$265,372	\$265,372
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									
² Seeking upgrade in FY 17.									

Executive Office of Mayor

Mission Statement

The Mayor is the Chief Executive Officer and administrative head of the City of Everett. As the general administrator of all city departments, the Mayor appoints departmental staff and board members, submits the annual budget to the City Council, approves all financial documents and contracts, and recommends bond issues, legislation and orders to the City Council. The mayor also represents the city with all other governmental entities. The Mayor's primary goal is to enhance the quality of life for Everett's citizens by providing a clear vision, strong leadership and quality services. The Office of the Mayor is committed to move Everett forward by creating an environment that will foster economic growth, preserve and improve city assets and implement effective and efficient operations. The Office prides itself on accountability, respect for all individuals, teamwork and is committed to excellence.



Significant Budget & Staffing Changes for FY 2017



52% increase due to: The Office of the Mayor has been restructured to be a more efficient and effective operation. Our new Chief of Staff is working fewer hours than the previous employee, which has reduced administrative costs. We will also be hiring a Grant Writer to bring in funding from available grants provided by the state and federal agencies. Due to the amount of foot traffic the Constituent Service's department has seen last fiscal year, we have increased the hours to full-time for one of the aides and have hired 2 more as part-time aides.

We have added funding in two new accounts. The Marketing & Business account (\$100K) was created to fund and advance the economic development goals of the city, including a branding and marketing strategy that integrates and coordinates planned and existing public and business programs while also suggesting cost-effective enhancements. The plan will cover both digital and offline marketing.

The After School account (\$75K) will fund the program that allows children in the Everett School System to stay at school until 6:00 p.m. Official Celebrations account (\$135K) was increased due to the number of city-wide events that are hosted during the fiscal year by the Mayor and his staff. This includes July 4th festivities, the Senior Barbecue, Village Fest, the Drum and Bugle Corp Competition, Movie Night, Halloween Celebrations, the Winter Holiday event and the summer concert series to name a few.



FY 2016: Accomplishments

- ❖ Completed Comprehensive Annual Finance Report in accordance with GFOA standards.
- ❖ Implemented multi-lingual greeters at City Hall in Constituent Service's department and the City Clerk's office.
- ❖ Ongoing capital improvements on streets, sidewalks and city infrastructure to maintain and increase value of community.
- ❖ Implemented effective and cohesive Constituent Service department.
- ❖ Received Distinguished Budget Presentation Award.
- ❖ Received a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.



- ❖ Received a confirmation of Standard & Poor's bond rating citing strong management and solid financial policies and practices.

- ❖ Established formal written policies and procedures for purchasing, accounting and financial operations.

Other Accomplishments

- ❖ Boston Globe Magazine named Everett one of the Top 10 spots to live.
- ❖ Boston Business Journal named Everett the most diverse city in the Commonwealth.

- ❖ Robert Wood Johnson Foundation awarded Everett the Culture of Health Prize.
- ❖ The Massachusetts Municipal Association presented Everett with the Kenneth E. Pickard Municipal Innovation award for the City's Health & Wellness Center.
- ❖ Massachusetts Gaming Commission awarded Everett a \$150,000 grant to extend the Northern Strand Community bike trail.
- ❖ Received a \$27,000 grant from the Commonwealth of Massachusetts to streamline snow operations.
- ❖ Established Everett Police Community Partnership Council.
- ❖ Completed several planning studies.
- ❖ Implemented online permitting.
- ❖ Top performing urban schools, with a graduation rate of 85% and low dropout rate at 3.2%
- ❖ Broke ground on Wynn Resort – the largest private development in New England.

FY 2017: Goals & Objectives

- ❖ To begin design, renovation and construction for the parks projects under our Capital Improvement Projects.
- ❖ To implement "311" system for the City before FY2017 end.
- ❖ Continue reorganization of departmental staff to more efficiently deliver services. Current projects are Finance and the newly created Election Commission.
- ❖ Continue Master Planning process.
- ❖ Bring in new technology to make government more efficient and accessible.
- ❖ Document historical properties throughout the city.
- ❖ Implement branding and marketing campaign.
- ❖ Continue to build upon Everett's development.
- ❖ To present our FY17 budget to GFOA for Distinguished Budget Award.
- ❖ Pass and implement Inclusionary Zoning Ordinance.
- ❖ Promote construction and hospitality jobs for local residents.
- ❖ Continue to respond to constituent requests and inquiries quickly and effectively.



City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

121 - EXECUTIVE OFFICE OF MAYOR		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-121-1-5111	SALARIES	\$563,561.84	\$642,802.00	\$464,976.86	\$797,231.00	\$797,231.00	\$797,231.00
01-121-1-5113	PART TIME SALARIES	\$0.00	\$18,900.00	\$25,416.00	\$57,834.00	\$57,834.00	\$57,834.00
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	\$400.00	\$2,100.00	\$1,385.95	\$2,100.00	\$2,100.00	\$2,100.00
01-121-1-5190	AUTO ALLOWANCE	\$9,903.81	\$12,000.00	\$9,827.11	\$12,000.00	\$12,000.00	\$12,000.00
PERSONNEL Total:		\$573,865.65	\$680,802.00	\$501,605.92	\$874,165.00	\$874,165.00	\$874,165.00
EXPENSES							
01-121-2-5300	PROFESSIONAL SERVICES	\$8,838.13	\$6,500.00	\$5,349.22	\$10,000.00	\$10,000.00	\$10,000.00
01-121-2-5301	MARKETING & BUSINESS	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
01-121-2-5320	AFTER SCHOOL PROGRAM	\$0.00	\$0.00	\$0.00	\$85,000.00	\$85,000.00	\$85,000.00
01-121-2-5340	TELECOMMUNICATIONS	\$1,269.89	\$2,200.00	\$1,287.58	\$2,200.00	\$2,200.00	\$2,200.00
01-121-2-5346	ADVERTISING	\$52,122.18	\$65,000.00	\$51,867.68	\$65,000.00	\$65,000.00	\$65,000.00
01-121-2-5420	OFFICE SUPPLIES	\$4,958.75	\$5,750.00	\$3,866.74	\$6,750.00	\$6,750.00	\$6,750.00
01-121-2-5427	NATIONAL LEAGUE OF CITIES	\$3,813.00	\$5,813.00	\$983.69	\$5,813.00	\$5,813.00	\$5,813.00
01-121-2-5700	RECOGNITION AND AWARDS	\$2,015.00	\$3,000.00	\$2,132.04	\$3,000.00	\$3,000.00	\$3,000.00
01-121-2-5716	PROFESSIONAL DEVELOPMENT	\$0.00	\$6,024.00	\$2,514.84	\$13,024.00	\$13,024.00	\$13,024.00
01-121-2-5720	OUT-OF-STATE TRAVEL	\$9,991.54	\$6,248.00	\$3,386.41	\$6,248.00	\$6,248.00	\$6,248.00
01-121-2-5730	DUES-MASS MUNICIPAL ASSOC	\$10,057.00	\$11,000.00	\$10,738.00	\$11,500.00	\$11,500.00	\$11,500.00
01-121-2-5732	DUES-US CONFERENCE OF MAYORS	\$3,489.00	\$5,800.00	\$4,139.00	\$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	\$3,363.43	\$18,000.00	\$13,961.46	\$20,000.00	\$20,000.00	\$20,000.00
01-121-2-5796	OFFICIAL CELEBRATIONS	\$53,720.51	\$80,061.00	\$76,432.44	\$135,000.00	\$135,000.00	\$135,000.00
EXPENSES Total:		\$163,638.43	\$225,396.00	\$186,659.10	\$479,335.00	\$479,335.00	\$479,335.00
SPECIAL PURPOSES							
01-121-7-5795	RESERVE FUND	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
SPECIAL PURPOSES Total:		\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
121 EXECUTIVE OFFICE OF MAYOR Total:		\$737,504.08	\$906,198.00	\$688,265.02	\$1,373,500.00	\$1,373,500.00	\$1,373,500.00

121	EXECUTIVE OFFICE OF THE MAYOR								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-121-1-5111	Mayor ¹	UNCL	35	1	1	1	\$108,021	\$109,101	\$109,101
01-121-1-5111	Chief of Staff/Legal Counsel ²	UNCL	18.5	1	0	0	\$112,500	\$70,000	\$70,000
01-121-1-5111	Policy Director ^{3 4}	UNCL	35	0	1	1	\$0	\$101,000	\$101,000
01-121-1-5111	Grant Writer ⁷	UNCL	35	0	1	1	\$0	\$65,000	\$65,000
01-121-1-5111	Executive Manager ⁴	UNCL	35	1	1	1	\$63,525	\$64,796	\$64,796
01-121-1-5111	Secretary ⁴	UNCL	35	1	1	1	\$48,960	\$49,939	\$49,939
01-121-1-5111	Secretary ⁴	UNCL	35	1	1	1	\$48,960	\$49,939	\$49,939
01-121-1-5111	Constituent Services / 311 Director ⁴	UNCL	35	1	1	1	\$65,000	\$66,300	\$66,300
01-121-1-5111	*Secretary / Constituent Services ⁴	UNCL	35	1	1	1	\$48,960	\$49,939	\$49,939
01-121-1-5111	*Secretary / Constituent Services ⁴	UNCL	35	1	1	1	\$48,960	\$49,939	\$49,939
01-121-1-5111	Constituent Services Aide ^{4 5}	UNCL	35	0.57	1	1	\$27,976	\$49,939	\$49,939
01-121-1-5111	*Constituent Services Aide - PT ⁴	UNCL	25	0.71	0.71	0.71	\$34,970	\$35,669	\$35,669
01-121-1-5111	Constituent Services Aide - PT ⁴	UNCL	25	0.71	0.71	0.71	\$34,970	\$35,669	\$35,669
01-121-1-5113	Constituent Services Aide - PT ⁴	UNCL	16	0	0	0	\$18,900	\$19,278	\$19,278
01-121-1-5113	Constituent Services Aide - PT ^{4 6}	UNCL	16	0	0	0	\$0	\$19,278	\$19,278
01-121-1-5113	Constituent Services Aide - PT ^{4 6}	UNCL	16	0	0	0	\$0	\$19,278	\$19,278
121	Mayor's Office TOTAL			10	11	11			
* These positions are multi-lingual					Salary (5111)		\$642,802	\$797,231	\$797,231
					Part Time (5113)		\$18,900	\$57,834	\$57,834
Notes to Budget:					Overtime (5130)		\$5,000	\$5,000	\$5,000
¹ FY 17 request is with 1% increase.					Longevity (5143)		\$2,100	\$2,100	\$2,100
² The reduction in salary is due to hours worked.					Auto Allowance (5190)		\$12,000	\$12,000	\$12,000
³ The Policy Director position was hired in FY 16.									
⁴ This position has received a 2% COLA.					Personnel Total:		\$680,802	\$874,165	\$874,165
⁵ This position went from PT to FT in FY 16.									
⁶ This was a new position added in FY 16.									
⁷ This is a new position requested in FY 17 budget.									

Office of the Chief Financial Officer / City Auditor

Mission Statement

To provide a complete and accurate statement of the City's financial condition by maintaining all of the City's financial records in accordance with Massachusetts General Laws and the City Charter.

Significant Budget & Staffing Changes for FY 2017

48% increase due to: The salary increase for the CFO/City Auditor is contractual. In FY 17, we have moved 80% of the DPW Business Manager/Assistant City Solicitor's salary into the Auditor's budget. The Office of Budgeting has been accreted into the Auditor's budget as well. The Assistant City Auditor position was hired at a salary less than what was budgeted in FY 16. The same is true for the Administrative Assistant position. There is one vacant position to date, the Finance/Budget Assistant. Finally, the Principal Clerk position went from part-time to full-time. Also, during FY 16, the contract for Local 25 Clerical was settled for FY 15 and FY 16. This accounts for the large jump in salaries for clerical and DPW based employees. Most salaries have been increased by 2% in the FY 17 budget.

The Office Supplies account, Printing of Budget Documents account and Professional Development account have all increased due to the Budget office moving into the Auditor's budget. The Financial Software & Equipment account supports our contracts with SoftRight and Vadar.

FY 2016: Accomplishments

- ❖ The city's FY16 residential tax rate dropped from \$14.61 per thousand dollars of valuation to \$14.45 per thousand in the coming year. Additionally, FY16 commercial and industrial property tax rates dropped from \$39.45 per thousand to \$37.98 per thousand. These reductions were able to be achieved by the Mayor utilizing \$1,000,000 of free cash and \$800,000 from general stabilization funds.

WHAT IS AUDITING?



"Auditing is a systematic examination of the books and records of a business or other organizations in order to verify and to report upon the facts regarding the financial operations and the results thereof."

- ❖ In 2016, Standard and Poor's, the city's bond rating agency assigned an "AA" rating to the city's 2016 general obligation (GO) municipal purpose loan bonds. Standard and Poor's has given the city a "stable outlook" on its financial future reflecting on:
 - Very strong debt and contingent liability profile, due to low net debt and rapid amortization;
 - Very strong liquidity, providing very strong cash to cover debt service and expenditures;
 - Strong budgetary flexibility, with fiscal 2015 audited available reserves at 12.7% of general fund expenditures;
 - Very strong debt and contingent liability position, with debt service carrying charges at 4.2% of expenditures and net direct debt that is 35.9% of total governmental revenue, as well as low overall net debt at less than 3.0% of market value and rapid amortization, with 81.9% of debt scheduled to be retired in 10 years;
 - Strong institutional framework.
- ❖ Submitted a Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for consideration and received their award of Excellence in Financial Reporting.

FY 2017: Goals & Objectives



- ❖ To publish a "Financial Policy and Procedures" manual to formalize all internal policies and procedures for all Division of Finance departments.
- ❖ Conduct a city-wide telecommunications audit. A telecommunications audit consists of a complete review of all telecom services that a telecom provider bills on a monthly basis and includes the validation that the telecom services billed are actually installed, being used and invoiced at the correct rates. The anticipated result will be cost savings and potential refunds for overcharges that may have occurred due to telecom provider errors along with optimization recommendations.
- ❖ To work with the Treasurer and Human Resource Director to overhaul the current payroll process by eliminating the use of excel spreadsheets and having departments directly enter time and attendance into our existing payroll software, which will create efficiencies, formally track all vacation, sick, and personal leave accruals, and to maximize the capacity of existing software for management to centralize employee personnel data, history of compensation (both salary and fringe benefits) and accruals.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Actual FY 2016	Estimated FY 2017
Stabilization Fund	\$10,941,602	\$11,354,748	\$13,854,047	\$16,000,000
Free Cash Certified	\$5,156,668	\$5,435,464	\$5,194,938	\$7,200,000
OPEB Liability Trust Fund	\$797,230	\$1,589,031	\$2,460,951	\$4,700,000

How FY 2017 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Auditor's Office is active in developing the Mayor's annual budget and seeks to annually develop, in partnership with the Finance Department, an on-time, balanced budget and five-year capital plant that meet the GFOA's highest standards.

City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

135 - OFFICE OF THE CITY AUDITOR		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-135-1-5111	SALARIES	\$313,420.47	\$271,559.00	\$197,829.09	\$491,984.00	\$491,984.00	\$491,984.00
01-135-1-5113	PART TIME	\$383.60	\$3,300.00	\$0.00	\$3,300.00	\$3,300.00	\$3,300.00
01-135-1-5130	OVERTIME	\$1,077.32	\$1,000.00	\$42.57	\$1,000.00	\$1,000.00	\$1,000.00
01-135-1-5143	LONGEVITY	\$1,850.00	\$1,050.00	\$0.00	\$1,300.00	\$1,300.00	\$1,300.00
PERSONNEL Total:		\$316,731.39	\$276,909.00	\$197,871.66	\$497,584.00	\$497,584.00	\$497,584.00
EXPENSES							
01-135-2-5307	AUDIT/PROFESSIONAL SVCS	\$116,018.50	\$120,000.00	\$88,308.62	\$120,000.00	\$120,000.00	\$120,000.00
01-135-2-5420	OFFICE SUPPLIES	\$6,291.77	\$3,000.00	\$1,651.51	\$7,000.00	\$7,000.00	\$7,000.00
01-135-2-5700	PRINTING BUDGET DOCUMENTS	\$962.56	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-135-2-5710	PROFESSIONAL DEVELOPMENT	\$3,113.48	\$5,000.00	\$1,231.00	\$6,000.00	\$6,000.00	\$6,000.00
01-135-2-5785	FINANCIAL SOFTWARE & EQUIPMENT	\$71,481.44	\$85,000.00	\$71,645.00	\$90,000.00	\$90,000.00	\$90,000.00
EXPENSES Total:		\$197,867.75	\$213,000.00	\$162,836.13	\$228,000.00	\$228,000.00	\$228,000.00
135 OFFICE OF THE CITY AUDITOR Total:		\$514,599.14	\$489,909.00	\$360,707.79	\$725,584.00	\$725,584.00	\$725,584.00

135	DEPARTMENT OF FINANCIAL SERVICES /OFFICE OF THE CITY AUDITOR								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-135-1-5111	CFO / City Auditor ¹	UNCL	35	1	1	1	\$110,000	\$132,600	\$132,600
01-135-1-5111	DPW Business Mgr/Asst. City Solicitor ²	UNCL	35	0	0.80	0.80	\$0	\$77,520	\$77,520
01-137-1-5111	Budget Director ³	A-13/4	35	0	1	1	\$0	\$72,618	\$72,618
01-135-1-5111	Assistant City Auditor ^{4 7}	UNCL	35	1	1	1	\$75,000	\$65,790	\$65,790
01-135-1-5111	Administrative Assistant ^{4 6}	A-6U/2	35	1	1	1	\$50,816	\$47,871	\$47,871
01-137-1-5111	Finance/Budget Assistant ³	A-10/1	35	0	1	1	\$0	\$54,000	\$54,000
01-135-1-5111	Principal Clerk ^{4 5}	C-6U/3	35	1	1	1	\$35,743	\$41,585	\$41,585
135	City Auditor TOTAL			4	6.80	6.80			
						Salary (5111)	\$271,559	\$491,984	\$491,984
						Part Time (5113)	\$3,300	\$3,300	\$3,300
						Overtime (5130)	\$1,000	\$1,000	\$1,000
						Longevity (5143)	\$1,050	\$1,300	\$1,300
Notes to Budget:						Personnel Total:	\$276,909	\$497,584	\$497,584
¹ Contracted increase in FY 17.									
² CFO/Auditor supporting 80% of this position.									
³ Budget Director & Finance/Budget Assistant positions moving into Auditor's Budget.									
⁴ This position has received a 2% COLA in FY 17.									
⁵ The Local 25 Clerical employee who transferred into this position in FY 16 was at a higher step.									
⁶ The Local 25 Clerical employee who transferred into this position in FY 16 was at a lower step.									
⁷ This position was rehired at lower salary in FY 16.									

Office of Budgeting

Mission Statement

To implement exemplary budget practices, including the development, delivery and administration of the City's operating, capital, and enterprise fund budgets, for the citizens and other stakeholders of the City.

Significant Budget & Staffing Changes for FY 2017

We have accreted the Office of Budgeting accounts under the Auditor's office. This will allow the sharing of available support staff.

FY 2016: Accomplishments

- ❖ Received the "Distinguished Budget Presentation Award" from the Government Finance Officers Association (GFOA), which is the highest form of recognition of governmental budgeting.
- ❖ Enhanced the newly redesigned City website to allow the citizens and stakeholders the ability to access budget documents and to better understand the role of the budget department.
- ❖ Implemented monthly budget meetings with department heads per the administrative code to review and project both revenue and expenditure trends to ensure that revenue benchmarks are reached and appropriations are sufficient. Ongoing.

FY 2017: Goals & Objectives

- ❖ Hire a Finance/Budget Assistant to further improve upon all budgeting, reporting, and other initiatives as directed by the administration.
- ❖ Analyze spending trends with department heads to research opportunities to collectively purchase goods and services at a discounted rate and to ensure that procurement requirements are being adhered to per Massachusetts General Laws.
- ❖ Assist Mayor's office and Auditor's office in presenting a budget that meets the stringent guidelines of the GFOA.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Actual FY 2016	Estimated FY 2017
City Council Expenditure Reports	N/A	12	14	24
Department Head Budget Reconciliation	12	12	16	24
Department Head Meetings regarding budget concerns	0	4	10	10



City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

137 - OFFICE OF BUDGETING		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-137-1-5111	SALARIES	\$0.00	\$114,297.00	\$56,452.59	\$0.00	\$0.00	\$0.00
01-137-1-5143	LONGEVITY	\$0.00	\$1,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$0.00	\$115,597.00	\$57,752.59	\$0.00	\$0.00	\$0.00
EXPENSES							
01-137-2-5420	OFFICE SUPPLIES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-137-2-5700	PRINTING BUDGET DOCUMENTS	\$0.00	\$4,000.00	\$1,284.76	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$0.00	\$6,000.00	\$1,284.76	\$0.00	\$0.00	\$0.00
137 OFFICE OF BUDGETING Total:		\$0.00	\$121,597.00	\$59,037.35	\$0.00	\$0.00	\$0.00

137	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF BUDGETING								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-137-1-5111	Budget Director ¹	A-13/4	35	1	0	0	\$68,797	\$0	\$0
01-137-1-5111	Finance/Budget Assistant ¹	A-10/1	35	1	0	0	\$45,500	\$0	\$0
137	Budgeting TOTAL			2	0	0			
						Salary (5111)	\$114,297	\$0	\$0
						Longevity (5143)	\$1,300	\$0	\$0
						Personnel Total:	\$115,597	\$0	\$0
Notes to Budget:									
¹ Budget Director & Finance/Budget Assistant moved into Auditor's Office.									

Office of Purchasing and Procurement

Mission Statement

To provide professional services to all with the objective of ensuring that all materials, supplies, equipment, and services required by the City are acquired in a timely manner, at the lowest possible cost, consistent with the quality required and in compliance with all applicable Massachusetts General Laws and City procurement legislation.

Significant Budget & Staffing Changes for FY 2017

7% increase due to: New Purchasing Agent hired during FY 16 with higher rate of pay. 2% increase on Assistant Purchasing Agent/Asset Manager salary. Large increase for Administrative Assistant due to union contract settled for both FY 15 and FY 16 during FY 16. Also includes annual step increase for her.



FY 2016: Accomplishments

- ❖ The Chief Procurement Officer completed successful training at the Inspector General's office for Massachusetts General Law Chapter 149a, Legal Requirements and Practical Issues of Construction Management at Risk.
- ❖ Worked with the City Solicitor and City Auditor on completing a comprehensive inventory of all City buildings, improvements, and vehicles for valuation, insuring, and reporting as needed for GASB 34 compliance.

FY 2017: Goals & Objectives

- ❖ To update and distribute a comprehensive “Procurement Policy and Procedures” manual for distribution to all city departments.
- ❖ To research all statewide and local collaborates for purposes of streamlining purchases of goods and services that would otherwise have to be put out to bid separately. Group purchasing through collaborative often results in greater cost savings and a more efficient process.
- ❖ To streamline the contract administration and distribution process to significantly decrease the amount of time it takes to create and distribute contracts.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Purchase Orders				*TBD
Surplus items auctioned (\$)				*TBD
Invitations to Bid and Requests for Proposals				*TBD

*Purchasing Director has recently been hired. He has been collecting data and will be able to show results in FY2018 budget.



City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

138 - OFFICE OF PURCHASING & PROCURE		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-138-1-5111	SALARIES	\$167,786.68	\$159,276.00	\$145,691.56	\$170,398.00	\$170,398.00	\$170,398.00
01-138-1-5143	LONGEVITY	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
PERSONNEL Total:		\$168,586.68	\$160,076.00	\$146,491.56	\$171,198.00	\$171,198.00	\$171,198.00
EXPENSES							
01-138-2-5240	EQUIPMENT MAINTENANCE	\$31,569.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-138-2-5420	OFFICE SUPPLIES	\$3,338.11	\$4,500.00	\$2,609.83	\$4,500.00	\$4,500.00	\$4,500.00
01-138-2-5710	PROFESSIONAL DEVELOPMENT	\$2,841.00	\$2,250.00	\$2,180.00	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$37,748.94	\$6,750.00	\$4,789.83	\$7,500.00	\$7,500.00	\$7,500.00
138 OFFICE OF PURCHASING & PROCURE		\$206,335.62	\$166,826.00	\$151,281.39	\$178,698.00	\$178,698.00	\$178,698.00

138	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF PURCHASING & PROCUREMENT								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-138-1-5111	Purchasing Agent ^{1 2}	UNCL	35	1	1	1	\$65,000	\$71,400	\$71,400
01-138-1-5111	Asst. Purchasing Agent/Asset Manager ¹	A-8/2	35	1	1	1	\$46,769	\$47,704	\$47,704
01-138-1-5111	Administrative Assistant ^{1 3}	A-6U/4	35	1	1	1	\$47,507	\$51,294	\$51,294
138	Purchasing TOTAL			3	3	3			
						Salary (5111)	\$159,276	\$170,398	\$170,398
						Longevity (5143)	\$800	\$800	\$800
						Personnel Total:	\$160,076	\$171,198	\$171,198
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									
² During FY 16, this position was filled at a higher salary.									
³ The FY 17 salary was based on Local 25 Clerical 2% increase for FY 15 and FY 16. Also includes step increases.									

Office of Assessing

Mission Statement

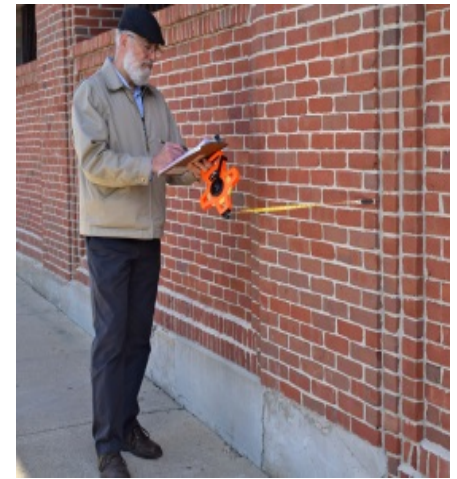
To produce an annual assessment roll including all assessable property in accordance with legal mandates in a timely, accurate, and efficient manner and provide current assessment-related information to the public and to governmental agencies in a timely and responsive way.

Significant Budget & Staffing Changes for FY 2017

2% increase due to: After the retirement of our Assistant Assessor, the new replacement was hired at a higher salary. Large increases for union employees due to union contract settled for both FY 15 and FY 16 during FY 16. Also includes step increases for these union personnel and one clerk being reclassified. 2% increase on most salaries.

FY 2016: Accomplishments

- ❖ Continued to list and re-measure residential and commercial properties to maintain the most accurate information on condition of real estate in the City of Everett
- ❖ Assessed Values are produced with a state-of-the-art CAMA (Computer Assisted Mass Appraisal) system for residential and commercial properties. This proprietary system by Patriot Properties has provided taxpayers with better access to data by means of public research terminals and online. We have taken digital photographs of the overwhelming majority of properties in Everett and linked them to their property record cards. All taxpayers are able to obtain documents with descriptive information about their property along with a sketch and photograph.



FY 2017: Goals & Objectives

- ❖ Staff will continue to provide taxpayer assistance workshops to answer general property valuation questions and provide forms for exemptions and/or abatements
- ❖ Continue to improve the business personal property valuation system ensuring taxpayer confidence and equity

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017 *
Total Valuation of all Property	\$3,615,430,470	\$4,009,259,197	\$4,314,767,780	\$4,712,879,424
Overlay Raised	\$2,070,922	\$2,479,882	\$1,984,858	\$1,525,160
Total Accounts Assessed	9,434	9,575	9,719	9,710
Levy Ceiling	\$90,385,762	\$100,231,480	\$107,869,195	\$117,821,986
*Preliminary Estimate				



City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

141 - OFFICE OF ASSESSING		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-141-1-5111	SALARIES	\$247,478.74	\$265,286.00	\$223,227.60	\$278,610.00	\$278,610.00	\$278,610.00
01-141-1-5143	LONGEVITY	\$1,600.00	\$800.00	\$0.00	\$800.00	\$800.00	\$800.00
01-141-1-5191	BOARD OF ASSESSORS - STIPEND	\$32,799.84	\$32,800.00	\$24,599.88	\$32,800.00	\$32,800.00	\$32,800.00
PERSONNEL Total:		\$281,878.58	\$298,886.00	\$247,827.48	\$312,210.00	\$312,210.00	\$312,210.00
EXPENSES							
01-141-2-5240	EQUIPMENT MAINTENANCE	\$372.27	\$1,375.00	\$467.58	\$1,375.00	\$1,375.00	\$1,375.00
01-141-2-5301	PROFESSIONAL SERVICES	\$96,375.05	\$300,000.00	\$107,254.99	\$300,000.00	\$300,000.00	\$300,000.00
01-141-2-5420	OFFICE SUPPLIES	\$2,658.52	\$3,000.00	\$1,049.41	\$3,500.00	\$3,500.00	\$3,500.00
01-141-2-5710	PROFESSIONAL DEVELOPMENT	\$1,362.22	\$3,500.00	\$1,279.81	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$100,768.06	\$307,875.00	\$110,051.79	\$307,875.00	\$307,875.00	\$307,875.00
141 OFFICE OF ASSESSING Total:		\$382,646.64	\$606,761.00	\$357,879.27	\$620,085.00	\$620,085.00	\$620,085.00

141	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF ASSESSING								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-141-1-5111	Assessor ¹	A-17/4	35	1	1	1	\$87,259	\$89,007	\$89,007
01-141-1-5111	Assistant Assessor ³	UNCL	35	1	1	1	\$59,000	\$61,200	\$61,200
01-141-1-5111	Administrative Assistant ^{1 2}	A-6U/3	35	1	1	1	\$45,839	\$49,610	\$49,610
01-141-1-5111	Clerk ^{1 2}	C-3U/6	35	1	1	1	\$37,383	\$41,417	\$41,417
01-141-1-5111	Clerk ^{1 2}	C-3U/3	35	1	1	1	\$35,805	\$37,376	\$37,376
01-141-1-5191	Board of Assessors Chair	Board		0	0	0	\$21,300	\$21,300	\$21,300
01-141-1-5191	Board Member	Board		0	0	0	\$5,000	\$5,000	\$5,000
01-141-1-5191	Board Member	Board		0	0	0	\$5,000	\$5,000	\$5,000
01-141-1-5191	Secretary to the Board	Board		0	0	0	\$1,500	\$1,500	\$1,500
141	Assessors TOTAL			5	5	5			
						Salary (5111)	\$265,286	\$278,610	\$278,610
						Longevity (5143)	\$800	\$800	\$800
						Board of Assessors Stipends (5191)	\$32,800	\$32,800	\$32,800
						Personnel Total:	\$298,886	\$312,210	\$312,210
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									
² The FY 17 salary was based on Local 25 Clerical 2% increase for FY 15 and FY 16. Also includes step increases.									
³ New hire due to retirement in FY 16.									

Office of Treasurer-Collector

Mission Statement

Treasurer: To serve the taxpayers, employees, and vendors of the City of Everett in a fair, consistent and professional manner and to manage the City's money to maximize investment income while minimizing risk.

Collector: To provide professional and quality customer service to the citizens and taxpayers of Everett.

Significant Budget & Staffing Changes for FY 2017

11% increase due to: The City's Treasurer/Collector's salary has been adjusted to reflect the salary study performed by the Collins Center. Large increases for union employees due to union contract settled for both FY 15 and FY 16 during FY 16. Also includes step increases for these union personnel and one clerk being reclassified. 2% increase on most salaries.

Recording Fees are expected to be high in FY 17. This is about \$75 per deed and we expect about 400 deeds this fiscal year. The account Other Charges includes Century Bank lockbox fees, the cost of credit card fees with the implementation of residents paying bills with credit cards and for the costs associated with the city-wide parking sticker program.

FY 2016: Accomplishments

- ❖ Turnover of all FY 14 and FY 15 delinquent taxes to Tax Title. This quick turnover helped increase cash balances and decrease receivables, helping boost free cash
- ❖ Installation of a check scanner in the Treasurer's office for mobile deposit of all checks received. Deposits hit out account immediately and taxpayer checks clear quickly. This results in better taxpayer service and more efficient collection procedures





- ❖ Completion of the Annual Audit on time. All records required by Powers and Sullivan were turned over by August 2015
- ❖ Successful implementation of credit card processing in the Collector's office and the Health and Wellness Center. This gives taxpayers another option when making a payment
- ❖ Continued cross-training of clerical staff between Treasurer, Collector and Parking departments to help keep up with the demands of the respective departments as needed due to yearly cycles. Several new employees were trained in new positions in each office

FY 2017: Goals & Objectives

- ❖ To fully integrate the software for parking enforcement and collections into the current SoftRight Accounts Payable and Collection Module so that all transactions from the Collector's office to the Treasurer's office will be fully automated for a more efficient process. Parking ticket collections and enforcement will be put out to bid to streamline and modernize both applications
- ❖ Turnover of all FY2016 delinquent taxes to Tax Title before December 31, 2016. This quick turnover will help increase cash balances and decrease receivables, helping boost free cash for FY2018
- ❖ Close out and balance all bank accounts by August 2016 so the Annual Audit can be completed on schedule
- ❖ Implement credit card processing for all types of payments. Continue to expand the program to cover more departments

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Tax Title Collected	\$1,800,921	\$1,146,627	\$1,150,000	\$1,200,000
Revenue Processed	\$219,981,297	\$224,196,291	\$230,000,000	\$240,000,000
Payrolls Processed	\$101,136,817	\$101,580,969	\$106,000,000	\$112,000,000
Bank Accounts Reconciled	70	71	74	75

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145 - OFFICE OF TREASURER/COLLECTOR							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-145-1-5111	SALARIES	\$474,148.42	\$656,922.00	\$539,199.64	\$688,707.00	\$688,707.00	\$688,707.00
01-145-1-5130	OVERTIME	\$0.00	\$500.00	\$162.67	\$1,000.00	\$1,000.00	\$1,000.00
01-145-1-5143	LONGEVITY	\$6,150.00	\$8,600.00	\$5,850.00	\$9,850.00	\$9,850.00	\$9,850.00
01-145-1-5144	ABOVE GRADE DIFF	\$0.00	\$2,000.00	\$2,284.54	\$4,000.00	\$4,000.00	\$4,000.00
01-145-1-5191	HEARING OFFICER STIPEND	\$0.00	\$5,000.00	\$4,128.00	\$5,000.00	\$5,000.00	\$5,000.00
01-145-1-5193	CLOTHING ALLOWANCE	\$0.00	\$500.00	\$700.00	\$700.00	\$700.00	\$700.00
PERSONNEL Total:		\$480,298.42	\$673,522.00	\$552,324.85	\$709,257.00	\$709,257.00	\$709,257.00
EXPENSES							
01-145-2-5200	SECURITY SERVICES	\$7,659.28	\$8,000.00	\$6,247.28	\$8,000.00	\$8,000.00	\$8,000.00
01-145-2-5240	EQUIPMENT MAINTENANCE	\$707.75	\$750.00	\$749.86	\$800.00	\$800.00	\$800.00
01-145-2-5306	RECORDING FEES	\$0.00	\$7,500.00	\$25,350.00	\$30,000.00	\$30,000.00	\$30,000.00
01-145-2-5312	DATA PROCESSING (DP) PAYROLL/HMN	\$55,270.71	\$55,000.00	\$43,102.75	\$56,000.00	\$56,000.00	\$56,000.00
01-145-2-5314	DP TAX BILLING & COLLECTION	\$1,515.91	\$2,000.00	\$1,071.00	\$2,000.00	\$2,000.00	\$2,000.00
01-145-2-5344	POSTAGE	\$52,007.13	\$55,000.00	\$2,060.12	\$55,000.00	\$55,000.00	\$55,000.00
01-145-2-5382	TAX TITLE FORECLOSURE	\$152,655.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-145-2-5385	OTHER CHARGES	\$56,760.13	\$69,000.00	\$74,090.57	\$105,000.00	\$105,000.00	\$105,000.00
01-145-2-5420	OFFICE SUPPLIES	\$2,302.72	\$4,000.00	\$2,134.03	\$4,000.00	\$4,000.00	\$4,000.00
01-145-2-5430	METER REPAIRS & MAINTENANCE	\$0.00	\$6,000.00	\$1,207.07	\$6,000.00	\$6,000.00	\$6,000.00
01-145-2-5580	PARKING METER MINOR EQUIPMENT	\$0.00	\$10,000.00	\$950.00	\$10,000.00	\$10,000.00	\$10,000.00
01-145-2-5745	INSURANCE	\$3,327.50	\$4,250.00	\$3,127.50	\$4,250.00	\$4,250.00	\$4,250.00
EXPENSES Total:		\$332,206.92	\$221,500.00	\$160,090.18	\$281,050.00	\$281,050.00	\$281,050.00
145 OFFICE OF TREASURER/COLLECTOR		\$812,505.34	\$895,022.00	\$712,415.03	\$990,307.00	\$990,307.00	\$990,307.00

145	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF THE CITY TREASURER - COLLECTOR								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-145-1-5111	Treasurer/Collector	UNCL	35	1	1	1	\$84,000	\$86,520	\$86,520
01-145-1-5111	Assistant Treasurer/Collector ¹	A-13/1	35	1	1	1	\$62,051	\$63,293	\$63,293
01-145-1-5111	Administrative Assistant ^{1 2}	A-6U/7	35	1	1	1	\$51,832	\$55,203	\$55,203
01-145-1-5111	Deputy Collector ^{1 2}	A-6U/7	35	1	1	1	\$51,832	\$55,203	\$55,203
01-138-1-5111	Administrative Assistant ^{1 2}	A-6U/6	35	1	1	1	\$50,816	\$54,137	\$54,137
01-145-1-5111	Receiver ^{1 2}	C-6U/7	35	1	1	1	\$44,320	\$47,197	\$47,197
01-297-1-5111	Receiver ^{1 2}	C-6U/6	35	1	1	1	\$43,451	\$46,299	\$46,299
01-145-1-5111	Cashier ^{1 2}	C-6U/6	35	1	1	1	\$44,320	\$46,299	\$46,299
01-297-1-5111	Clerk ^{1 2}	C-3U/7	35	1	1	1	\$40,446	\$43,082	\$43,082
01-145-1-5111	Clerk ^{1 2}	C-3U/5	35	1	1	1	\$37,383	\$45,401	\$45,401
01-297-1-5111	Clerk ^{1 2}	C-3U/1	35	1	1	1	\$40,446	\$35,137	\$35,137
01-145-1-5111	Clerk ^{1 2}	C-3U/1	35	1	1	1	\$37,383	\$35,137	\$35,137
01-145-1-5111	Principal Clerk - PT ^{1 3}	C-6U/7	20	0.57	0.57	0.57	\$23,108	\$26,902	\$26,902
01-297-1-5111	Parking Meter Repairman ^{1 2}	W6U/4	40	1	1	1	\$45,534	\$48,894	\$48,894
01-297-1-5191	Hearing Officer	UNCL		0	0	0	\$5,000	\$5,000	\$5,000
145	City Treasurer / Collector TOTAL			13.57	13.57	13.57			
						Salary (5111)	\$656,922	\$688,707	\$688,707
						Overtime (5130)	\$500	\$1,000	\$1,000
						Longevity (5143)	\$8,600	\$9,850	\$9,850
						Above Grade Difference (5194)	\$2,000	\$4,000	\$4,000
Notes to Budget:						Hearing Officer Stipend (5191)	\$5,000	\$5,000	\$5,000
						Clothing Allowance (5193)	\$500	\$700	\$700
¹ This position has received a 2% COLA in FY 17. ² The FY 17 Local 25 Clerical & DPW salary was based on 2% increase for FY 15 and FY 16. Also includes step increases. ³ This Local 25 Clerical position was reclassified from a C-3 to a C-6 position during FY 16.									
						Personnel Total:	\$673,522	\$709,257	\$709,257

Office of the City Solicitor

Mission Statement

To provide representation and advice to the City and its officials in numerous areas including but not limited to: zoning issues, employment law, civil rights, civil service, contract actions, real estate, workers' compensation, education law, tort actions involving personal injury and property damage claims. Members of the solicitor's department regularly attend and provide advice at meetings of the City Council and sub-committees thereof and to several City boards and commissions. In addition to drafting ordinances and other legal documents, numerous verbal and written opinions are rendered to the City Council and Department Heads.

Significant Budget & Staffing Changes for FY 2017

28% increase due to: The position of Assistant City Solicitor has been split. She is working in this office for 20% of her time and is working in the Auditor's office (as DPW Business Manager) for 80% of her time. We have also upgraded the salary for the Paralegal position as she has successfully graduated the course of study to become a paralegal. A new position has been added – Housing Attorney. This person will assist the ISD in code enforcement violations. Most salaries have been increased by 2%.

The Litigation/Professional Services account was increased as we have entered into a contract with K & P, P.C. for outside legal services to aid in processing legal work. Due to the loss of time due to the Assistant Solicitor's split, the city decided to retain outside legal services rather than hiring another employee. This will allow a cost savings in unfunded liabilities. Professional Development increased based on need. A new account Equipment & Other was created for a replacement conference table in the Meeting Room and for a desk for the City Solicitor.



FY 2016: Accomplishments

- ❖ Successfully ratified several union contracts including New England Police Benevolent Association Local 94 and 95, IAFF Local 143, Teamsters Local 25 (DPW), Teamsters Local 25 (E-911), Teamsters Local 25 (Clerical) and Civilian Parking Enforcement SEIU Local 888.
- ❖ Managed claims against city with minimal damages paid outside of insurance policy.
- ❖ Defended law suits against the city and its Boards.
 - ❖ Defended the city in labor arbitration cases.
 - ❖ Prepared contracts, license agreements and mutual aid agreements.
 - ❖ Advised various boards and commissions re: state and local law and case law.
 - ❖ Successfully negotiated a slight decrease in cost of insurance premiums with lower deductibles.
 - ❖ Prepared opinions for City Council, Boards and Commissions.
 - ❖ Worked with various departments on solicitations for bids and requests for proposals.
 - ❖ Settled disputes with contractors on payments.
 - ❖ Advised HR on various personnel matters.
 - ❖ Investigated and advised departments on personnel infractions and prepared disciplinary documents.



FY 2017: Goals & Objectives

- ❖ Successfully ratify all union contracts through FY 2020.
- ❖ Revise existing ordinances to address any inefficiency.
- ❖ Address local needs/neighborhood concerns.
- ❖ Successfully defend claims against city and its officer's resources, including insurance coverage to defend claims.
- ❖ Continue to provide legal advisement to the city administration, all city departments, City Council and all subcommittees.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Legal Cases Closed	21	30	11	20
Insurance Claims Processed	85	122 as of 5/12/15	100	100
ISD Appeal Hearings	250	242 as of 5/26/15	260	300

How FY 2017 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Department's goals related to the city's overall goals by providing the best service to city officials that we can.

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151 - OFFICE OF THE CITY SOLICITOR		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-151-1-5111	SALARIES	\$190,393.08	\$228,044.00	\$178,466.35	\$246,480.00	\$246,480.00	\$246,480.00
01-151-1-5143	LONGEVITY	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
01-151-1-5191	STIPEND	\$0.00	\$0.00	\$96.15	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$191,193.08	\$228,844.00	\$179,362.50	\$247,280.00	\$247,280.00	\$247,280.00
EXPENSES							
01-151-2-5302	LITIGATION/PROFESSIONAL SERVICES	\$56,523.41	\$40,000.00	\$23,241.25	\$100,000.00	\$100,000.00	\$100,000.00
01-151-2-5319	ISD LITIGATION FEES	\$8,220.39	\$10,500.00	\$2,677.50	\$10,500.00	\$10,500.00	\$10,500.00
01-151-2-5420	OFFICE SUPPLIES	\$994.49	\$1,747.50	\$1,265.65	\$1,000.00	\$1,000.00	\$1,000.00
01-151-2-5586	WESTLAW COMPUTER RESEARCH	\$3,048.73	\$3,500.00	\$2,628.70	\$4,000.00	\$4,000.00	\$4,000.00
01-151-2-5710	PROFESSIONAL DEVELOPMENT	\$1,471.00	\$1,000.00	\$996.00	\$1,500.00	\$1,500.00	\$1,500.00
01-151-2-5760	CLAIMS	\$2,548.50	\$2,502.50	\$2,292.95	\$2,750.00	\$2,750.00	\$2,750.00
01-151-2-5850	EQUIPMENT & OTHER	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
EXPENSES Total:		\$72,806.52	\$59,250.00	\$33,102.05	\$122,250.00	\$122,250.00	\$122,250.00
151 OFFICE OF THE CITY SOLICITOR Total:		\$263,999.60	\$288,094.00	\$212,464.55	\$369,530.00	\$369,530.00	\$369,530.00

151	OFFICE OF THE CITY SOLICITOR								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-151-1-5111	City Solicitor ¹	UNCL	35	1	1	1	\$105,000	\$107,100	\$107,100
01-151-1-5111	Assistant City Solicitor ^{2 3}	UNCL	35	1	0.20	0.20	\$80,044	\$19,380	\$19,380
01-151-1-5111	Housing Attorney ⁴	UNCL	35	0	1	1	\$0	\$70,000	\$70,000
01-151-1-5111	Paralegal ⁵	UNCL	35	1	1	1	\$43,000	\$50,000	\$50,000
151	City Solicitor TOTAL			3	3.2	3.2			
						Salary (5111)	\$228,044	\$246,480	\$246,480
						Longevity (5143)	\$800	\$800	\$800
						Personnel Total:	\$228,844	\$247,280	\$247,280
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									
² Position reclassified in FY 16.									
³ Solicitor supporting 20% of this position.									
⁴ New position requested in FY 17 budget.									
⁵ Employee has completed necessary courses in FY 16. Reclassification requested for 7/1/16.									

Department of Human Resources

Mission Statement

To establish, administer, and effectively communicate sound policies, rules and practices that treat employees with dignity and equality while maintaining compliance with municipal governance and employment and labor laws.

Significant Budget & Staffing Changes for FY 2017

65% increase due to: A new Human Resources Director was hired in January 2016. The FY 17 salary request is the approved salary. The HR Generalist position is vacant and a search is underway for a replacement. 2% increase on most salaries. The Temp Personnel account is for temporary help needed by any city department (excluding DPW). The HR office was going to utilize this account in FY 17 for help with the HR audits and help with updating departmental software. The Summer Jobs account is the Mayor's program to hire teens to work for the city during July and August. This increase was made due to the large number of applications received last fiscal year and the need for temporary help by city departments. Overtime is to be made available to those employees who do not want to receive comp time for overtime work. Employee Buyback is the account used to pay employees who have bought back time. Our expectations for FY 16 were exceeded. Because we don't always have the same results every year, we increased the FY 17 budget to better meet the anticipated demand.



FY 2016: Accomplishments

- ❖ Began program to assure that central record keeping and our archived records system were in full compliance with Massachusetts General Law.
- ❖ Implemented Direct Deposit stipend to all city employees who had their paychecks switched from city checks to direct deposit.
- ❖ Ran successful health insurance fair in May for all city employees.
- ❖ Worked with Local 25 Clerical union on upgrading positions for eligible employees.

- ❖ Began union contract negotiations with Local 25 DPW, Local 25 E911, Local 25 Clerical, New England Police Benevolent Association #93 (Superior Officers) and #94 (Patrol Officers), Parking Enforcement SEIU Local 888 and the Nurses SEIU Local 888 union.
- ❖ Began working with our IT department on creating an online add/change form to reduce the amount of paperwork and to make storage of information more efficient.
- ❖ Have renovated and upgraded the Human Resources office to meet ADA requirements and to make a more efficient use of space.

FY 2017: Goals & Objectives

- ❖ Review and update Policies and Procedures Handbook.
- ❖ Update job descriptions.
- ❖ Implement manager development training.
- ❖ Continue contract negotiations for all unions who are not currently ratified.
- ❖ Continue technology advancements as well as finalizing the online add/change forms.
- ❖ Begin employee engagement meetings.
- ❖ Talent development.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Job Applications Processed				*TBD
CORI Checks				*TBD
Health Insurance Fairs				*TBD

*HR Director has recently been hired. He has been collecting data and will be able to show results in FY2018 budget.

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152 - DEPARTMENT OF HUMAN RESOURCES							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-152-1-5111	SALARIES	\$123,065.39	\$161,000.00	\$124,858.50	\$192,920.00	\$192,920.00	\$192,920.00
01-152-1-5113	PART TIME SALARIES	\$22,283.06	\$24,937.00	\$19,633.13	\$25,436.00	\$25,436.00	\$25,436.00
01-152-1-5121	TEMP PERSONNEL - ALL DEPT	\$850.18	\$4,000.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
01-152-1-5123	SUMMER JOBS	\$50,000.00	\$50,000.00	\$50,000.00	\$100,000.00	\$100,000.00	\$100,000.00
01-152-1-5130	OVERTIME	\$4,185.66	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$4,200.00
01-152-1-5151	EMPLOYEE BUY BACK	\$0.00	\$50,000.00	\$207,125.19	\$100,000.00	\$100,000.00	\$100,000.00
01-152-1-5154	DIRECT DEPOSIT STIPEND	\$0.00	\$0.00	\$34,300.00	\$0.00	\$0.00	\$0.00
01-152-1-5155	Health Incentive	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$200,384.29	\$289,937.00	\$436,366.82	\$428,556.00	\$428,556.00	\$428,556.00
EXPENSES							
01-152-2-5152	MEDICAL EXAMS	\$3,510.00	\$7,824.00	\$1,738.00	\$17,000.00	\$17,000.00	\$17,000.00
01-152-2-5301	PROFESSIONAL SERVICES	\$16,481.22	\$17,000.00	\$15,961.85	\$20,000.00	\$20,000.00	\$20,000.00
01-152-2-5303	TIME MANAGEMENT SYSTEM	\$0.00	\$0.00	\$0.00	\$34,000.00	\$34,000.00	\$34,000.00
01-152-2-5304	RECORD RETENTION SYSTEM	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-152-2-5420	OFFICE SUPPLIES	\$1,993.09	\$4,176.00	\$3,652.16	\$5,000.00	\$5,000.00	\$5,000.00
01-152-2-5710	PROFESSIONAL DEVELOPMENT	\$3,385.00	\$10,000.00	\$8,289.00	\$22,000.00	\$22,000.00	\$22,000.00
EXPENSES Total:		\$25,369.31	\$39,000.00	\$29,641.01	\$113,000.00	\$113,000.00	\$113,000.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
152 DEPARTMENT OF HUMAN RESOURCES		\$225,753.60	\$328,937.00	\$466,007.83	\$541,556.00	\$541,556.00	\$541,556.00

152	DEPARTMENT OF HUMAN RESOURCES								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-152-1-5111	Human Resources Director ¹	UNCL	35	1	1	1	\$65,000	\$95,000	\$95,000
01-152-1-5111	Human Resources Assistant ²	UNCL	35	1	1	1	\$50,000	\$51,000	\$51,000
01-152-1-5111	Human Resources Generalist ²	UNCL	35	1	1	1	\$46,000	\$46,920	\$46,920
01-152-1-5113	Benefits Specialist ²	A-9/2	16	0	0	0	\$24,937	\$25,436	\$25,436
152	Human Resources TOTAL			3	3	3			
						Salary (5111)	\$161,000	\$192,920	\$192,920
						Part Time (5113)	\$24,937	\$25,436	\$25,436
						Temp Personnel (5121)	\$4,000	\$6,000	\$6,000
						Summer Jobs (5123)	\$50,000	\$100,000	\$100,000
						Overtime (5130)	\$0	\$4,200	\$4,200
						Employee Buyback (5151)	\$50,000	\$100,000	\$100,000
						Personnel Total:	\$289,937	\$428,556	\$428,556
Notes to Budget:									
¹ New hire in FY 16 at a higher salary.									
² This position has received a 2% COLA in FY 17.									


Department of Information Technology

Mission Statement

To provide the highest quality technology based services in the most cost-effective manner. We also provide reliable technical services to city employees to accomplish daily tasks.

Significant Budget & Staffing Changes for FY 2017

36% increase due to: The previous IT Director left the city's employ early on in FY 16. Both the IT Director position and the Assistant IT Director position were reclassified to remain competitive. The IT Technician position is vacant.



Contract Maintenance was increased due to several contracts needing to be put out to bid in FY 17. The Copiers/Maintenance account was transferred from Purchasing in FY 16. This new account now includes the monthly payments and maintenance for 13 copiers within the city. The Supplies account is for smaller computer equipment items such as keyboards, cables, mice, etc. that are needed throughout the year. The Wireless Communications account has increased due to all wireless devices in the city now being paid from one account. Data Communications is increased to allow for a direct fiber connection between all city buildings. Hardware/Software Equipment supplies printers, computers, monitors and servers to all departments based on a scheduled replacement program.

The Technology Infrastructure is for Network Storage Backup (\$19,500), Firewalls and Servers for new phone system (\$26,500) and Replacement of EOL/Outdated Equipment (\$64,000).

FY 2016: Accomplishments

- ❖ Initial work for server Virtualization
- ❖ Migration of permitting / ticketing software to Viewpoint

FY 2017: Goals and Objectives

- ❖ Completion of Virtualization project / unified NAS and disaster recovery.
- ❖ Finalization of VOIP phone system and expansion to all City buildings, along with upgrading to fiber network for all City Buildings
- ❖ Unified database for interdepartmental document work flow and storage.



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155 - DEPT OF INFORMATION TECHNOLOGY							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-155-1-5111	SALARIES	\$178,531.87	\$181,879.00	\$133,065.50	\$222,126.00	\$222,126.00	\$222,126.00
PERSONNEL Total:		\$178,531.87	\$181,879.00	\$133,065.50	\$222,126.00	\$222,126.00	\$222,126.00
EXPENSES							
01-155-2-5244	CONTRACT MAINTENANCE	\$12,990.53	\$28,000.00	\$24,821.56	\$55,150.00	\$55,150.00	\$55,150.00
01-155-2-5245	COPIERS/MAINTENANCE	\$0.00	\$49,745.96	\$34,717.60	\$74,000.00	\$74,000.00	\$74,000.00
01-155-2-5312	SUPPLIES	\$5,195.86	\$6,000.00	\$1,774.60	\$8,000.00	\$8,000.00	\$8,000.00
01-155-2-5340	TELEPHONE COMMUNICATIONS	\$77,907.17	\$90,000.00	\$85,748.15	\$90,000.00	\$90,000.00	\$90,000.00
01-155-2-5341	WIRELESS COMMUNICATIONS	\$28,483.52	\$35,000.00	\$23,357.48	\$62,000.00	\$62,000.00	\$62,000.00
01-155-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$15,000.00	\$10,808.52	\$15,000.00	\$15,000.00	\$15,000.00
01-155-2-5785	311 EXPENSES	\$0.00	\$50,000.00	\$8,390.68	\$50,000.00	\$50,000.00	\$50,000.00
01-155-2-5865	DATA COMMUNICATIONS	\$23,973.93	\$35,000.00	\$19,703.27	\$42,000.00	\$42,000.00	\$42,000.00
01-155-2-5880	HARDWARE/SOFTWARE EQUIPMENT	\$54,110.28	\$59,254.04	\$19,683.86	\$86,000.00	\$86,000.00	\$86,000.00
EXPENSES Total:		\$202,661.29	\$368,000.00	\$229,005.72	\$482,150.00	\$482,150.00	\$482,150.00
CAPITAL IMPROVEMENTS							
01-155-3-5867	TECHNOLOGY INFRASTRUCTURE	\$36,305.83	\$50,000.00	\$27,163.60	\$110,000.00	\$110,000.00	\$110,000.00
CAPITAL IMPROVEMENTS Total:		\$36,305.83	\$50,000.00	\$27,163.60	\$110,000.00	\$110,000.00	\$110,000.00
155 DEPT OF INFORMATION TECHNOLOGY		\$417,498.99	\$599,879.00	\$389,234.82	\$814,276.00	\$814,276.00	\$814,276.00

[illegible]

Office of the City Clerk

Mission Statement

To preserve public records accurately by establishing, maintaining, correcting, indexing and certifying all vital statistics. Perform various other duties as may be required by Massachusetts General Laws. The City Clerk also provides administrative support to the City Council.

Significant Budget & Staffing Changes for FY 2017

-2% Decrease due to: Salary reclassifications for both the City Clerk and the Assistant City Clerk positions. Large increases for union employees due to union contract settled for both FY 15 and FY 16 during FY 16. Also includes step increases for these union personnel and two clerks being reclassified. 2% increase on most salaries.

The entire elections portion of the City Clerk's budget has been moved into a newly created Elections Commission office.

FY 2016: Accomplishments

- ❖ Secured new agenda preparation software
- ❖ Researched and authored various new ordinances
- ❖ Oversaw the production and publishing of the Revised Ordinances of the City of Everett online
- ❖ Created information newsletter for City Councilors



FY 2017: Goals & Objectives

- ❖ Train City Councilors in new agenda program using computer tablets
- ❖ Develop historical information for City's 125th Anniversary

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Marriage Licenses Recorded	369	403	425	430
Dog Licenses	900	896	940	980
Business Certificates	363	333	345	375
Births	639	653	645	650
Deaths	430	435	425	430



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161 - CITY CLERK		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-161-1-5111	SALARIES	\$248,260.04	\$254,158.00	\$195,817.05	\$306,057.00	\$306,057.00	\$306,057.00
01-161-1-5125	CUSTODIANS	\$4,309.82	\$7,000.00	\$6,970.55	\$0.00	\$0.00	\$0.00
01-161-1-5126	TELLERS EXPENDITURES-ELECTION	\$1,550.00	\$2,100.00	\$980.00	\$0.00	\$0.00	\$0.00
01-161-1-5127	WARDEN-ELECTION	\$5,700.00	\$12,760.00	\$12,760.00	\$0.00	\$0.00	\$0.00
01-161-1-5128	CLERKS-ELECTION	\$2,850.00	\$5,760.00	\$5,540.00	\$0.00	\$0.00	\$0.00
01-161-1-5129	INSPECTORS-ELECTION	\$12,625.00	\$17,960.00	\$17,535.00	\$0.00	\$0.00	\$0.00
01-161-1-5130	OVERTIME	\$520.00	\$600.00	\$171.00	\$600.00	\$600.00	\$600.00
01-161-1-5143	LONGEVITY	\$3,400.00	\$3,400.00	\$2,800.00	\$3,550.00	\$3,550.00	\$3,550.00
PERSONNEL Total:		\$279,214.86	\$303,738.00	\$242,573.60	\$310,207.00	\$310,207.00	\$310,207.00
EXPENSES							
01-161-2-5240	EQUIPMENT MAINTENANCE	\$6,390.09	\$20,420.00	\$14,398.69	\$14,000.00	\$14,000.00	\$14,000.00
01-161-2-5304	BOOK BINDING	\$0.00	\$2,370.00	\$2,370.00	\$3,000.00	\$3,000.00	\$3,000.00
01-161-2-5346	ADVERTISING-ELECTION	\$680.00	\$977.50	\$977.50	\$0.00	\$0.00	\$0.00
01-161-2-5380	PREP OF VOTING MACHINES-ELECTION	\$6,213.66	\$7,768.54	\$7,768.54	\$0.00	\$0.00	\$0.00
01-161-2-5384	TRAINING-ELECTION	\$3,275.00	\$3,580.00	\$3,580.00	\$0.00	\$0.00	\$0.00
01-161-2-5420	OFFICE SUPPLIES	\$2,660.10	\$12,582.37	\$7,648.06	\$3,500.00	\$3,500.00	\$3,500.00
01-161-2-5422	ARCHIVES	\$0.00	\$1,122.14	\$483.57	\$8,000.00	\$8,000.00	\$8,000.00
01-161-2-5423	WEB BASED PROGRAMS	\$0.00	\$0.00	\$0.00	\$13,000.00	\$13,000.00	\$13,000.00
01-161-2-5580	SUPPLIES-ELECTION	\$2,706.48	\$6,476.30	\$6,476.30	\$0.00	\$0.00	\$0.00
01-161-2-5710	PROFESSIONAL DEVELOPMENT	\$360.00	\$439.30	\$414.30	\$1,425.00	\$1,425.00	\$1,425.00
01-161-2-5745	INSURANCE & BONDS	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
01-161-2-5785	MISC EXPENDITURES-ELECTION	\$1,739.25	\$783.85	\$741.85	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$24,224.58	\$56,720.00	\$45,058.81	\$43,125.00	\$43,125.00	\$43,125.00
161 CITY CLERK Total:		\$303,439.44	\$360,458.00	\$287,632.41	\$353,332.00	\$353,332.00	\$353,332.00

161	CITY CLERK								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-161-1-5111	City Clerk ¹	UNCL	35	1	1	1	\$82,134	\$84,598	\$84,598
01-161-1-5111	Assistant City Clerk/City Messenger ¹	A-9/5	35	1	1	1	\$56,401	\$76,874	\$76,874
01-161-1-5111	Administrative Assistant ^{2 4 5}	A-6U/7	35	1	1	1	\$40,445	\$55,204	\$55,204
01-161-1-5111	Clerk ³	C-3U/6	35	1	0	0	\$39,653	\$0	\$0
01-161-1-5111	Principal Clerk ^{2 4 5}	C-6U/6	35	0	1	1	\$0	\$46,299	\$46,299
01-161-1-5111	Clerk ^{4 5}	C-3U/7	35	1	1	1	\$35,525	\$43,082	\$43,082
161	City Clerk TOTAL			5	5	5			
						Salary (5111)	\$254,158	\$306,057	\$306,057
						Custodians (5125) ^a	\$7,000	\$0	\$0
						Tellers Election Expenditures (5126) ^a	\$2,100	\$0	\$0
						Wardens (5127) ^a	\$12,760	\$0	\$0
						Clerks (5128) ^a	\$5,760	\$0	\$0
						Inspectors (5129) ^a	\$17,960	\$0	\$0
						Overtime (5130)	\$600	\$600	\$600
						Longevity (5143)	\$3,400	\$3,550	\$3,550
Notes to Budget:									
¹ Seeking reclassification of salary in FY 17.									
² This position was reclassified in FY 16 from a C-3U Clerk to an A-6U Admin Assist.									
³ This position was reclassified to Principal Clerk in FY 16 budget.									
⁴ The FY 17 salary was based on 2% increase for FY 15 and FY 16. Also includes step increases.									
⁵ This position has received a 2% COLA in FY 17.									
^a These positions have all been moved into the newly created Election Commission department in FY17.									
						Personnel Total:	\$303,738	\$310,207	\$310,207

Election Commission

Mission Statement

To officiate elections and establish procedures to be followed by election officials at each precinct, oversees registration of voters, prepares computer reports on election returns and prepares election materials of voting precincts. Will organize the set-up of precincts and maintains handicapped accessibility of all voting locations, supervises staff, issues nominations papers to local candidates, certifies signatures of voters signing nomination papers and initiative petitions for state gballot questions. Is also responsible for the mass mailing of the citywide census, maintaining and entering the date and the nofitying of voter confirmation.

Significant Budget & Staffing Changes for FY 2017

This is a newly created department in City Hall, transferring the responsibility of all elections from the City Clerk to this commission. All functions of the Registrar of Voters have been moved to this department as well.



FY 2016: Accomplishments

- ❖ Compiled information from some surrounding communities, those that had Election Commissions.
- ❖ Presented new department budget to City Council during FY 17 budget hearings.
- ❖ Began process of finding new office space within City Hall for our new department which included meetings with Mayor's office, City Clerk and our Building division.
- ❖ Successful Presidential Primary in March 2016.



FY 2017: Goals & Objectives

- ❖ To set up new office in City Hall as soon as possible. This should be completed by August 2016.
- ❖ Successful state primary in September 2016 and Presidential election in November 2016!
- ❖ To continue to excel at state mandated requirements for all elections.
- ❖ To complete the mass mailing of the citywide census by January 2017.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Number of Registered Voters	N/A	18,915	19,735	20,000
Actual Voter Turnout	13,392 2 elections	N/A	N/A	TBD
Census forms mailed out and processed	25,822	25,780	16,104	17,000



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162 - ELECTION COMMISSION		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-162-1-5111	SALARIES	\$0.00	\$0.00	\$0.00	\$124,071.00	\$124,071.00	\$124,071.00
01-162-1-5113	PART TIME	\$0.00	\$0.00	\$0.00	\$18,896.00	\$18,896.00	\$18,896.00
01-162-1-5125	CUSTODIANS-ELECTION	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$8,000.00
01-162-1-5126	TELLERS EXPENDITURES-ELECTION	\$0.00	\$0.00	\$0.00	\$2,600.00	\$2,600.00	\$2,600.00
01-162-1-5127	WARDEN-ELECTION	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00
01-162-1-5128	CLERKS-ELECTIONS	\$0.00	\$0.00	\$0.00	\$5,760.00	\$5,760.00	\$5,760.00
01-162-1-5129	INSPECTORS-ELECTION	\$0.00	\$0.00	\$0.00	\$28,400.00	\$28,400.00	\$28,400.00
01-162-1-5130	OVERTIME	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	\$600.00
01-162-1-5143	LONGEVITY	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00
01-162-1-5191	ELECTION COMMISSION STIPEND	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
PERSONNEL Total:		\$0.00	\$0.00	\$0.00	\$226,527.00	\$226,527.00	\$226,527.00
EXPENSES							
01-162-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$14,000.00	\$14,000.00	\$14,000.00
01-162-2-5346	ADVERTISING-ELECTION	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00
01-162-2-5380	PREP OF VOTING MACHINES	\$0.00	\$0.00	\$0.00	\$5,160.00	\$5,160.00	\$5,160.00
01-162-2-5384	ELECTION TRAINING	\$0.00	\$0.00	\$0.00	\$4,200.00	\$4,200.00	\$4,200.00
01-162-2-5386	CITY CENSUS	\$0.00	\$0.00	\$0.00	\$15,552.00	\$15,552.00	\$15,552.00
01-162-2-5387	RECOUNTS	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
01-162-2-5389	STREET LISTS	\$0.00	\$0.00	\$0.00	\$2,235.00	\$2,235.00	\$2,235.00
01-162-2-5420	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00
01-162-2-5580	ELECTION SUPPLIES	\$0.00	\$0.00	\$0.00	\$4,210.00	\$4,210.00	\$4,210.00
01-162-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$1,425.00	\$1,425.00	\$1,425.00
01-162-2-5785	MISC ELECTION EXPENSES	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
EXPENSES Total:		\$0.00	\$0.00	\$0.00	\$54,482.00	\$54,482.00	\$54,482.00
162 ELECTION COMMISSION Total:		\$0.00	\$0.00	\$0.00	\$281,009.00	\$281,009.00	\$281,009.00

162	ELECTION COMMISSION								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-162-1-5111	Executive Director to Election Commission	UNCL	35	0	1	1	\$0	\$76,874	\$76,874
01-162-1-5111	Principal Clerk	C-6U/7	35	0	1	1	\$0	\$47,197	\$47,197
01-162-1-5113	Confidential Employee PT	C-3U/1	19.5	0	0	0	\$0	\$18,896	\$18,896
01-162-1-5191	Election Commission Stipend ¹	UNCL		0	0	0	\$0	\$25,000	\$25,000
162	Election Commission TOTAL			0	2	2			
						Salary (5111)	\$0	\$124,071	\$124,071
						Part Time (5113)	\$0	\$18,896	\$18,896
						Custodians (5125)	\$0	\$8,000	\$8,000
						Tellers Election Expenditures (5126)	\$0	\$2,600	\$2,600
						Wardens (5127)	\$0	\$12,000	\$12,000
						Clerks (5128)	\$0	\$5,760	\$5,760
						Inspectors (5129)	\$0	\$28,400	\$28,400
						Overtime (5130)	\$0	\$600	\$600
						Longevity (5143)	\$0	\$1,200	\$1,200
						Election Commission Stipend (5191)	\$0	\$25,000	\$25,000
						Personnel Total:	\$0	\$226,527	\$226,527
Notes to Budget:									
¹ Based on 1 member as Chair receiving \$10K and 3 members receiving \$5K each. Subject to change.									

Voters Registration

Mission Statement

To provide accurate, courteous and timely election services to the voters of the City of Everett.

Significant Budget & Staffing Changes for FY 2016

The duties and budget of the Voters Registration department were moved into the newly created Election Commission department for FY 17.

FY 2016: Accomplishments

FY 2017: Goals & Objectives

Outcomes & Performance Measurers	Actual FY 2013	Actual FY 2014	Estimated FY 2015	Estimated FY 2016
Number of Registered Voters	N/A	N/A	18,915	N/A
Actual Voter Turnout	34,676 7 elections	13,392 2 elections	N/A	N/A
Census forms mailed out and processed	26,025	25,822	25,780	N/A

City of Everett
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163 - VOTER REGISTRATIONS		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-163-1-5111	SALARIES	\$92,645.76	\$102,527.00	\$86,418.28	\$0.00	\$0.00	\$0.00
01-163-1-5143	LONGEVITY	\$0.00	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00
01-163-1-5191	BOARD OF REGISTRARS STIPEND	\$4,033.22	\$4,200.00	\$3,416.57	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$96,678.98	\$107,527.00	\$90,634.85	\$0.00	\$0.00	\$0.00
EXPENSES							
01-163-2-5386	CITY CENSUS	\$11,202.21	\$14,000.00	\$10,208.24	\$0.00	\$0.00	\$0.00
01-163-2-5387	RECOUNTS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-163-2-5389	STREET LISTS	\$1,525.00	\$2,650.00	\$2,235.00	\$0.00	\$0.00	\$0.00
01-163-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$870.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$12,727.21	\$18,020.00	\$12,443.24	\$0.00	\$0.00	\$0.00
163 VOTER REGISTRATIONS Total:		\$109,406.19	\$125,547.00	\$103,078.09	\$0.00	\$0.00	\$0.00

163	VOTER REGISTRATIONS								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-163-1-5111	Administrative Registrar/Secty to Board ¹	UNCL	35	1	0	0	\$62,082	\$0	\$0
01-163-1-5111	Principal Clerk ¹	C-6U/6	35	1	0	0	\$40,445	\$0	\$0
01-161-1-5111	Clerk	C-3U/7	35	0	0	0	\$0	\$0	\$0
01-163-1-5191	Registrars of Voters	Board		0	0	0	\$1,200	\$0	\$0
01-163-1-5191	Registrars of Voters	Board		0	0	0	\$1,000	\$0	\$0
01-163-1-5191	Registrars of Voters	Board		0	0	0	\$1,000	\$0	\$0
01-163-1-5191	Registrars of Voters	Board		0	0	0	\$1,000	\$0	\$0
163				2	0	0			
						Salary (5111)	\$102,527	\$0	\$0
						Longevity (5143)	\$800	\$0	\$0
						Stipends (5191)	\$4,200	\$0	\$0
						Personnel Total:	\$107,527	\$0	\$0
Notes to Budget:									
¹ This position moving to newly created Election Commission.									

Licensing Commission

Mission Statement

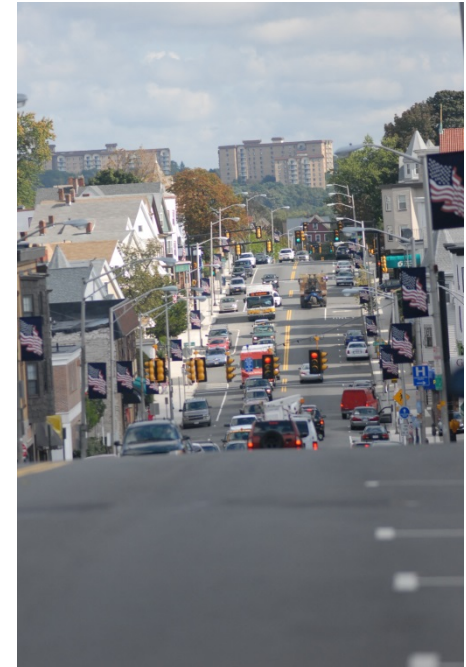
To oversee all licenses granted by the Board of License Commissioners. To treat applicants fairly based upon the public need and public good, as well as assisting existing licensees with any matters pertaining to licensed establishments. To enforce rules and regulations established by the Commission and the Alcoholic Beverages Control Commission.

Significant Budget & Staffing Changes for FY 16

No significant changes.

FY 2017: Goals & Objectives

- ❖ By working with local businesses, to ensure all liquor licenses are fully utilized.
- ❖ To regulate licenses by working with the City Solicitor.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Liquor Licenses	N/A	110,460	95,925	97,000
Common Victuals' Licenses	N/A	N/A	7,575	8,000

City of Everett
Everett Budget Council Summary Report
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165 - LICENSING COMMISSION		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-165-1-5111	SALARIES	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-165-1-5191	LICENSING COMMISSION STIPEND	\$3,100.00	\$4,200.00	\$3,500.00	\$4,200.00	\$4,200.00	\$4,200.00
PERSONNEL Total:		\$3,450.00	\$4,200.00	\$3,500.00	\$4,200.00	\$4,200.00	\$4,200.00
EXPENSES							
01-165-2-5420	OFFICE SUPPLIES	\$443.18	\$500.00	\$401.89	\$500.00	\$500.00	\$500.00
EXPENSES Total:		\$443.18	\$500.00	\$401.89	\$500.00	\$500.00	\$500.00
165 LICENSING COMMISSION Total:		\$3,893.18	\$4,700.00	\$3,901.89	\$4,700.00	\$4,700.00	\$4,700.00

165	LICENSING COMMISSION								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
				F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-165-1-5191	Chairman	LiCom		0	0	0	\$1,800	\$1,800	\$1,800
01-165-1-5191	Board Member	LiCom		0	0	0	\$1,200	\$1,200	\$1,200
01-165-1-5191	Board Member	LiCom		0	0	0	\$1,200	\$1,200	\$1,200
165	Licensing Commission TOTAL			0	0	0			
					Stipends (5191)		\$4,200	\$4,200	\$4,200
					Personnel Total:		\$4,200	\$4,200	\$4,200

Conservation Commission

Mission Statement

To protect the wetlands of the City by controlling the activities deemed to have a significant effect upon wetland values, including but not limited to the following: public or private water supply, groundwater, flood control, erosion control, storm damage prevention, water pollution, fisheries, shellfish, wildlife, recreations and aesthetics. The control of activities is achieved through permitting required under Chapter 131 Section 40 of Massachusetts General Laws (The Wetlands Protection Act).

Significant Budget & Staffing Changes for FY 16

No significant changes.

FY 2017: Goals & Objectives

- ❖ To protect wetlands by identifying and planning for acquisition of key wetland and buffer properties.
- ❖ To protect open space by participating in long range planning for protection of open space and working with other city departments to keep these plans current and updated.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Actual FY 2016	Estimated FY 2017
Notices of Intent considered				*TBD
Orders of Conditions issued				*TBD
Full Certificates of Compliance issued				*TBD

*Conservation Commissioner has retired. Information will be available in FY2018 budget.

City of Everett
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171 - CONSERVATION COMMISSION		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-171-1-5191	CONSERVATION COMISSION STIPEND	\$28,873.52	\$28,900.00	\$24,083.20	\$29,422.00	\$29,422.00	\$29,422.00
01-171-1-5340	TELECOMMUNICATIONS	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$28,873.52	\$28,900.00	\$24,123.20	\$29,422.00	\$29,422.00	\$29,422.00
EXPENSES							
01-171-2-5340	TELECOMMUNICATIONS	\$240.00	\$200.00	\$140.00	\$200.00	\$200.00	\$200.00
01-171-2-5420	OFFICE SUPPLIES	\$156.38	\$200.00	\$164.04	\$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:		\$396.38	\$800.00	\$304.04	\$800.00	\$800.00	\$800.00
171 CONSERVATION COMMISSION Total:		\$29,269.90	\$29,700.00	\$24,427.24	\$30,222.00	\$30,222.00	\$30,222.00

171	CONSERVATION COMMISSION								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
				F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-171-1-5191	Chairman / Recycling Coordinator ¹	ConCom		0	0	0	\$26,100	\$26,622	\$26,622
01-171-1-5191	Board Member	ConCom		0	0	0	\$700	\$700	\$700
01-171-1-5191	Board Member	ConCom		0	0	0	\$700	\$700	\$700
01-171-1-5191	Board Member	ConCom		0	0	0	\$700	\$700	\$700
01-171-1-5191	Board Member	ConCom		0	0	0	\$700	\$700	\$700
171	Conservation Commission TOTAL			0	0	0			
						Stipends (5191)	\$28,900	\$29,422	\$29,422
						Personnel Total:	\$28,900	\$29,422	\$29,422
Notes to Budget:									

¹ This position has received a 2% COLA.

Planning Board

Mission Statement

To guide the development of land and growth within the City of Everett. In accordance with the City of Everett Zoning Ordinance and state statute, the Planning Board reviews and approves commercial and residential development.

Significant Budget & Staffing Changes for FY 16

No significant changes.

FY 2017: Goals & Objectives

- ❖ To ensure compliance with state laws and local ordinances.
- ❖ To effectively work with other local boards and commissions reviewing development projects.
- ❖ To enhance the future development of the city.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Special Permits				TBD
Site Plan Reviews				TBD

City of Everett
Everett Budget Council Summary Report
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175 - PLANNING BOARD		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-175-1-5191	PLANNING BOARD STIPEND	\$5,295.84	\$5,200.00	\$4,163.21	\$5,200.00	\$5,200.00	\$5,200.00
01-175-1-5340	TELECOMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$96.00	\$96.00	\$96.00
PERSONNEL Total:		\$5,295.84	\$5,200.00	\$4,163.21	\$5,296.00	\$5,296.00	\$5,296.00
EXPENSES							
01-175-2-5340	TELECOMMUNICATIONS	\$0.00	\$96.00	\$0.00	\$0.00	\$0.00	\$0.00
01-175-2-5420	OFFICE SUPPLIES	\$250.00	\$275.00	\$29.94	\$275.00	\$275.00	\$275.00
EXPENSES Total:		\$250.00	\$371.00	\$29.94	\$275.00	\$275.00	\$275.00
175 PLANNING BOARD Total:		\$5,545.84	\$5,571.00	\$4,193.15	\$5,571.00	\$5,571.00	\$5,571.00

175	PLANNING BOARD								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
				F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-175-1-5191	Chairman	PlanBd		0	0	0	\$1,200	\$1,200	\$1,200
01-175-1-5191	Board Member	PlanBd		0	0	0	\$1,000	\$1,000	\$1,000
01-175-1-5191	Board Member	PlanBd		0	0	0	\$1,000	\$1,000	\$1,000
01-175-1-5191	Board Member	PlanBd		0	0	0	\$1,000	\$1,000	\$1,000
01-175-1-5191	Board Members	PlanBd		0	0	0	\$1,000	\$1,000	\$1,000
175	Planning Board TOTAL			0	0	0			
					Stipends (5191)		\$5,200	\$5,200	\$5,200
					Telecommunications (5340)		\$0	\$96	\$96
					Personnel Total:		\$5,200	\$5,296	\$5,296

Zoning Board of Appeals

Mission Statement

To hear and decide appeals in accordance with the law. To hear and decide applications for special permits upon which the Board is empowered to act. The Board will also hear and decide any variances from code enforcement officers/ISD.

Significant Budget & Staffing Changes for FY 16

No significant changes.

FY 2017: Goals & Objectives

- ❖ To continue to work with ISD and code enforcement officers on all projects in the city.



City of Everett
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176 - ZONING BOARD OF APPEALS		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-176-1-5111	SALARIES	\$0.00	\$0.00	\$1,563.38	\$0.00	\$0.00	\$0.00
01-176-1-5191	BOARD OF APPEALS STIPEND	\$6,316.00	\$7,600.00	\$5,583.32	\$7,600.00	\$7,600.00	\$7,600.00
01-176-1-5340	TELECOMMUNICATIONS	\$0.00	\$0.00	\$16.00	\$96.00	\$96.00	\$96.00
PERSONNEL Total:		\$6,316.00	\$7,600.00	\$7,162.70	\$7,696.00	\$7,696.00	\$7,696.00
EXPENSES							
01-176-2-5340	TELECOMMUNICATIONS	\$80.00	\$96.00	\$64.00	\$0.00	\$0.00	\$0.00
01-176-2-5420	OFFICE SUPPLIES	\$495.25	\$500.00	\$469.96	\$500.00	\$500.00	\$500.00
EXPENSES Total:		\$575.25	\$596.00	\$533.96	\$500.00	\$500.00	\$500.00
176 ZONING BOARD OF APPEALS Total:		\$6,891.25	\$8,196.00	\$7,696.66	\$8,196.00	\$8,196.00	\$8,196.00

176	ZONING BOARD OF APPEALS								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
				F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-176-1-5191	Chairman	BOA		0	0	0	\$1,800	\$1,800	\$1,800
01-176-1-5191	Board Member	BOA		0	0	0	\$1,200	\$1,200	\$1,200
01-176-1-5191	Board Member	BOA		0	0	0	\$1,200	\$1,200	\$1,200
01-176-1-5191	Board Member	BOA		0	0	0	\$1,200	\$1,200	\$1,200
01-176-1-5191	Board Member	BOA		0	0	0	\$1,200	\$1,200	\$1,200
01-176-1-5191	Associate Member	BOA		0	0	0	\$500	\$500	\$500
01-176-1-5191	Associate Member	BOA		0	0	0	\$500	\$500	\$500
176	Board of Appeals TOTAL			0	0	0			
					Stipends (5191)		\$7,600	\$7,600	\$7,600
					Telecommunications (5340)		\$0	\$96	\$96
					Personnel Total:		\$7,600	\$7,696	\$7,696

Police Department

Mission Statement

The mission of the Everett Police Department is to provide community oriented law enforcement designed to protect life, property, maintain order and assure fair and equal treatment for all.

Significant Budget & Staffing Changes for FY 2017

12% increase due to: Currently the Everett Police Department is budgeted with 108 full-time officers. 8 of these are new positions. The department goal is to hire a combination of lateral transfer officers and new recruits off of the Civil Service list to meet our needs. To date, we have already hired 3 lateral transfer officers and they are currently working the streets. In addition, we have processed 7 new recruits who we have scheduled to attend the academy starting this September. We will be processing applicants for the two remaining vacancies in the next few months. This will allow for us to fully staff patrol shifts and our support units to meet the growing development in the City. Large increases for union employees due to union contract settled for both FY 15 and FY 16 during FY 16. Due to contractual ratification and based on previous year's spending, accounts such as Overtime, Holiday, Night Differentials and Clothing Allowance were all increased. Also, the new contract provided for compensation for several new stipends for police officers, including EMT Certification, Special Duty, First Responder, Taser, Language and MPTC Instructor stipends.

Slight increase in telecommunications account due to contractual increase from vendor for department issued phones and mobile laptops. Increase under Ticket Processing & Tickets due to putting the contract out to bid. The account Equipment has increased due to several new officers joining the force. This account pays for handcuffs, pepper spray, batons and batteries for portable radios.



FY 2016: Accomplishments

- ❖ The EPD achieved a 2% reduction in Group A crime from 2014 to 2015
- ❖ The EPD has moved from training officer in CIT (Crisis Intervention Training) which is specialized training to help those suffering from mental illness into policy development and gathering resources for officers to use on the street
- ❖ The EPD has initiated the process of self-assessment as part of the accreditation process with a dedicated staff member with a long-term goal of obtaining state accreditation



- ❖ Installed new Early Warning Software (IA PRO) and trained personnel in an effort to identify potential problems with officers and address them before they become worse
- ❖ The EPD began enhanced training of its officers in ALERRT II (Advanced law Enforcement Rapid Response Training) which is a two day dynamic course designed to help officers in not only responding to active shooter scenarios but educates and trains them in point-of-wounding casualty care techniques to save lives and integrates responses with EMS/Fire personnel
- ❖ The EPD worked with Harvard Law School's Negotiation and Mediation Clinical Program to conduct a stakeholder assessment on police-youth relationships within the community
- ❖ The EPD community outreach via social media (Facebook) has grown in popularity and is now 2nd to the Boston Police Department in the region. The EPD has built the foundation of a peer-support team by recruiting, training and supporting selected officers who can help advise and connect officers to service and assistance

FY 2017: Goals & Objectives

- ❖ Increase Traffic Enforcement thru directed enforcement to reduce traffic crashes on select roadways

- ❖ Continue to improve police community relations, by kicking off new EPD Community Partnership Council that will include a wide range of community stakeholders in an effort to provide two-way communications to the public, provide solutions to community programs, enhance dialogue and educate the public on crime related matters
- ❖ Establish a Cops Corner initiative at Everett High School cafeteria with the emphasis on building positive relationships with youth that will result longer term reductions in your related crime
- ❖ Submit plan and work to meet the goals of the five-year strategic plan that will be the blueprint for the EPD's future staffing levels and services provided
- ❖ Increase our presence and positive contacts in neighborhoods by rebuilding and deploying the Mountain Bicycle Unit



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Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Calls for Service	31,548	28,629	32,023	32,983
Arrests	859	888	878	894
Protective Custody	25	28	27	24
Robberies	68	36	46	43
Break and Entering	148	162	120	94
Sexual Assaults including fondling	14	37	29	30
MV Thefts	102	86	72	59
Thefts from a Motor Vehicle	177	178	144	119
Larceny – all others including shoplifting, theft from a building	656	639	628	619

Outcomes & Performance Measurers (continued)	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
All Assaults including domestics with arrest	379	405	372	348
MV Accidents all types	1,235	1,273	1,267	1,284
MV Citations all types	3,044	2,927	3,084	3,193



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210 - POLICE DEPARTMENT		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-210-1-5111	SALARIES	\$8,545,913.10	\$9,381,900.00	\$7,697,039.74	\$9,979,624.00	\$9,979,624.00	\$9,979,624.00
01-210-1-5113	PART TIME	\$15,676.92	\$33,560.00	\$13,529.04	\$34,231.00	\$34,231.00	\$34,231.00
01-210-1-5130	OVERTIME	\$518,293.39	\$450,000.00	\$471,065.11	\$600,000.00	\$600,000.00	\$600,000.00
01-210-1-5140	HOLIDAY	\$432,029.25	\$615,677.00	\$628,623.52	\$687,141.00	\$687,141.00	\$687,141.00
01-210-1-5142	NIGHT DIFFERENTIALS	\$235,256.00	\$272,806.00	\$194,045.50	\$300,972.00	\$300,972.00	\$300,972.00
01-210-1-5143	LONGEVITY	\$13,550.00	\$12,050.00	\$9,450.00	\$12,600.00	\$12,600.00	\$12,600.00
01-210-1-5144	ABOVE GRADE DIFFERENTIALS	\$13,520.34	\$11,000.00	\$13,123.14	\$11,000.00	\$11,000.00	\$11,000.00
01-210-1-5145	EMT CERTIFICATION	\$0.00	\$0.00	\$76.92	\$2,000.00	\$2,000.00	\$2,000.00
01-210-1-5146	SENIOR PATROL STIPEND	\$65,223.55	\$75,621.00	\$76,978.51	\$84,720.00	\$84,720.00	\$84,720.00
01-210-1-5147	LICENSE TO CARRY STIPEND	\$91,117.54	\$96,533.00	\$79,751.18	\$109,535.00	\$109,535.00	\$109,535.00
01-210-1-5148	BREATHALYZER STIPEND	\$39,568.68	\$43,069.00	\$34,662.99	\$44,899.00	\$44,899.00	\$44,899.00
01-210-1-5149	SPECIAL DUTY	\$0.00	\$0.00	\$1,750.06	\$105,000.00	\$105,000.00	\$105,000.00
01-210-1-5156	COURT TIME	\$206,045.33	\$185,000.00	\$186,772.32	\$185,000.00	\$185,000.00	\$185,000.00
01-210-1-5190	FIRST RESPONDER STIPEND	\$0.00	\$0.00	\$5,443.04	\$163,500.00	\$163,500.00	\$163,500.00
01-210-1-5191	CROSSING GUARDS/MATRONS STIPEND	\$222,100.72	\$237,566.00	\$181,499.50	\$237,566.00	\$237,566.00	\$237,566.00
01-210-1-5192	TASER STIPEND	\$0.00	\$0.00	\$1,789.32	\$54,500.00	\$54,500.00	\$54,500.00
01-210-1-5193	CLOTHING ALLOWANCE	\$126,811.38	\$151,100.00	\$145,750.00	\$198,400.00	\$198,400.00	\$198,400.00
01-210-1-5194	LANGUAGE STIPEND	\$0.00	\$0.00	\$250.12	\$4,000.00	\$4,000.00	\$4,000.00
01-210-1-5195	MPTC	\$0.00	\$0.00	\$288.60	\$5,000.00	\$5,000.00	\$5,000.00
PERSONNEL Total:		\$10,525,106.20	\$11,565,882.00	\$9,741,888.61	\$12,819,688.00	\$12,819,688.00	\$12,819,688.00
EXPENSES							
01-210-2-5245	RADIO MAINTENANCE	\$18,526.00	\$20,000.00	\$19,426.80	\$20,000.00	\$20,000.00	\$20,000.00
01-210-2-5246	RADIO-GRTR BOS POLICE COUNCIL	\$3,354.20	\$3,200.00	\$2,862.14	\$3,200.00	\$3,200.00	\$3,200.00
01-210-2-5318	DATA HANDLING	\$33,177.47	\$43,403.00	\$37,314.32	\$43,000.00	\$43,000.00	\$43,000.00
01-210-2-5320	PROFESSIONAL SERVICES /ROCA	\$37,434.10	\$50,000.00	\$35,618.68	\$50,000.00	\$50,000.00	\$50,000.00
01-210-2-5340	TELECOMMUNICATIONS	\$31,646.79	\$36,000.00	\$20,071.19	\$40,000.00	\$40,000.00	\$40,000.00
01-210-2-5343	TICKET PRINTING	\$0.00	\$15,000.00	\$15,000.00	\$16,000.00	\$16,000.00	\$16,000.00
01-210-2-5344	POSTAGE	\$2,607.58	\$3,000.00	\$2,519.10	\$3,000.00	\$3,000.00	\$3,000.00
01-210-2-5374	TICKET PROCESSING & TICKETS	\$0.00	\$45,000.00	\$39,419.24	\$80,000.00	\$80,000.00	\$80,000.00

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210 - POLICE DEPARTMENT		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-210-2-5420	OFFICE SUPPLIES	\$14,186.58	\$15,250.00	\$12,743.66	\$15,250.00	\$15,250.00	\$15,250.00
01-210-2-5580	EQUIPMENT	\$26,274.03	\$28,000.00	\$17,431.55	\$33,000.00	\$33,000.00	\$33,000.00
01-210-2-5583	ANIMAL CONTROL EXPENSES	\$4,923.00	\$4,000.00	\$1,161.66	\$4,000.00	\$4,000.00	\$4,000.00
01-210-2-5588	AMMUNITION	\$19,987.80	\$20,000.00	\$16,080.69	\$21,000.00	\$21,000.00	\$21,000.00
01-210-2-5710	PROFESSIONAL DEVELOPMENT	\$1,439.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$3,000.00
01-210-2-5712	TRAINING / TRAVEL	\$16,710.55	\$17,000.00	\$16,329.53	\$17,000.00	\$17,000.00	\$17,000.00
01-210-2-5785	MEALS FOR PRISONERS	\$1,781.14	\$1,700.00	\$1,428.66	\$1,800.00	\$1,800.00	\$1,800.00
EXPENSES Total:		\$212,048.24	\$303,553.00	\$239,407.22	\$350,250.00	\$350,250.00	\$350,250.00
CAPITAL IMPROVEMENTS							
01-210-3-5865	DEPARTMENTAL EQUIPMENT	\$25,000.00	\$75,000.00	\$65,286.00	\$60,000.00	\$60,000.00	\$60,000.00
01-210-3-5870	NEW PATROL VEHICLES	\$159,468.77	\$140,000.00	\$116,946.00	\$240,000.00	\$240,000.00	\$240,000.00
01-210-3-5871	Department Vehicles	\$0.00	\$26,000.00	\$0.00	\$38,000.00	\$38,000.00	\$38,000.00
CAPITAL IMPROVEMENTS Total:		\$184,468.77	\$241,000.00	\$182,232.00	\$338,000.00	\$338,000.00	\$338,000.00
210 POLICE DEPARTMENT Total:		\$10,921,623.21	\$12,110,435.00	\$10,163,527.83	\$13,507,938.00	\$13,507,938.00	\$13,507,938.00

210	POLICE DEPARTMENT								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
				F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		CLASS/ STEP/ QUINN		STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-210-1-5111	Chief of Police ²	25%		1	1	1	\$158,188	\$154,569	\$154,569
01-210-1-5111	Captains 25% Quinn (2)	25%		2	2	2	\$273,262	\$283,562	\$283,562
01-210-1-5111	Lieutenants 25% Quinn (7)	25%		7	7	7	\$830,091	\$866,659	\$866,659
01-210-1-5111	Lieutenants 20% Quinn (2)	20%		2	2	2	\$226,480	\$236,134	\$236,134
01-210-1-5111	Lieutenant 10% Quinn (1)	10%		1	1	1	\$102,985	\$107,378	\$107,378
01-210-1-5111	Sergeants 25% Quinn (5)	25%		5	5	5	\$517,005	\$536,627	\$536,627
01-210-1-5111	Sergeants 20% Quinn (4)	20%		4	4	4	\$394,520	\$413,190	\$413,190
01-210-1-5111	Sergeants 10% Quinn (2)	10%		2	2	2	\$179,622	\$187,148	\$187,148
01-210-1-5111	Sergeants 0% Quinn (2)	0%		2	2	2	\$163,184	\$169,996	\$169,996
01-210-1-5111	Patrol Officers 25% Quinn (19)	25%		21	19	19	\$1,801,547	\$1,667,622	\$1,667,622
01-210-1-5111	Patrol Officers 20% Quinn (17)	20%		17	17	17	\$1,395,616	\$1,427,093	\$1,427,093
01-210-1-5111	Patrol Officers 10% Quinn (9)	10%		10	9	9	\$750,191	\$689,548	\$689,548
01-210-1-5111	Patrol Officers 0% Quinn (38)	0%		27	38	38	\$1,771,330	\$2,381,933	\$2,381,933
210	Police Personnel TOTAL			101	109	109			
				Salary (Police Officers) (5111)			\$8,564,021	\$9,121,458	\$9,121,458
	3 new positions added to be hired 1/1/17 (50% funding)				Holiday (5140)		\$615,677	\$687,141	\$687,141
	8 new positions added with funding a/o 7/1/16				Night Differentials (5142)		\$272,806	\$300,972	\$300,972
	1 vacant position from FY 16				EMT Stipend (5145)		\$0	\$2,000	\$2,000
					Senior Patrol (5146)		\$75,621	\$84,720	\$84,720
					License to Carry (5147)		\$96,533	\$109,535	\$109,535
					Breathalyzer (5148)		\$43,069	\$44,899	\$44,899
					Special Duty Stipend (5149)		\$0	\$105,000	\$105,000
					First Responder Stipend (5190)		\$0	\$163,500	\$163,500
					Taser Stipend (5192)		\$0	\$54,500	\$54,500
					Clothing (5193)		\$146,900	\$193,600	\$193,600

					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
				FTE	FTE	FTE	FY 16	DEPT	& Council
DEPT		CLASS/ STEP/ QUINN		STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
				Language Stipend (5194)			\$0	\$4,000	\$4,000
				MPTC Insructor (5197)			\$0	\$5,000	\$5,000
01-210-1-5111	Parking Clerk ¹	A-14/1	35	1	1	1	\$66,181	\$67,505	\$67,505
01-210-1-5111	Crime/Research Analyst ¹	A-10/1	35	1	1	1	\$60,000	\$61,200	\$61,200
01-210-1-5111	Asst. Crime/Research Analyst ¹	A-4/4	35	1	1	1	\$38,732	\$39,507	\$39,507
01-210-1-5111	Domestic Violence Advocate Dir. ¹	A-6/3	35	1	1	1	\$41,277	\$42,103	\$42,103
01-210-1-5111	Animal Control Officer	W6/2	40	1	1	1	\$44,136	\$46,607	\$46,607
01-210-1-5111	Parking Control Officers / Nights	SEIU/6	35	1	1	1	\$39,358	\$40,145	\$40,145
01-210-1-5111	Parking Control Officers / Eve	SEIU/6	35	1	1	1	\$39,358	\$40,145	\$40,145
01-210-1-5111	Parking Control Officers / Days	SEIU/6	35	1	1	1	\$39,358	\$40,145	\$40,145
01-210-1-5111	Parking Control Officers / Days	SEIU/6	35	1	1	1	\$39,358	\$40,145	\$40,145
01-210-1-5111	Parking Control Officers / Days	SEIU/6	35	1	1	1	\$39,358	\$40,145	\$40,145
01-210-1-5111	Parking Control Officers / Nights	SEIU/6	30	0.86	0.86	0.86	\$35,445	\$36,154	\$36,154
01-210-1-5111	Parking Control Officers / Nights	SEIU/6	30	0.86	0.86	0.86	\$35,445	\$36,154	\$36,154
01-210-1-5111	Parking Control Officers / Nights	SEIU/6	30	0.86	0.86	0.86	\$35,445	\$36,154	\$36,154
01-210-1-5111	Administrative Assistant	A-6U/6	35	1	1	1	\$50,816	\$54,137	\$54,137
01-210-1-5111	Clerk	C-3U/6	35	1	1	1	\$40,445	\$43,082	\$43,082
01-210-1-5111	Administrative Assistant	A-6U/7	35	1	1	1	\$51,832	\$55,204	\$55,204
01-210-1-5111	Clerk	C-3U/6	35	1	1	1	\$40,445	\$43,082	\$43,082
01-210-1-5111	Clerk	C-3U/6	35	1	1	1	\$40,445	\$43,082	\$43,082
01-210-1-5111	Clerk	C-3U/6	35	0	0	0	\$40,445	\$43,082	\$43,082
01-210-1-5113	Clerk - PT (2)	C-3U/6	19.5	0	0	0	\$33,560	\$34,231	\$34,231
01-210-1-5191	Detention Supervisor - PT (3)	Matrons		Varies	Varies	Varies	\$30,000	\$30,000	\$30,000
01-210-1-5191	School Crossing Guards - PT	Xing Guards		Varies	Varies	Varies	\$207,566	\$207,566	\$207,566
	Police Civilian TOTAL			17.57	17.57	17.57			
				Salary (Civilian) (5111)			\$817,879	\$847,775	\$847,777
					Part Time (5113)		\$33,560	\$34,231	\$34,231
					Longevity (5143)		\$12,050	\$12,600	\$12,600
		Crossing Guard & Matron Stipend (5191)					\$237,566	\$237,566	\$237,566

				FY 17	FY 17			FY 17		
	POSITION			FY 16	DEPT	MAYOR		FY 17		
				F T E	F T E	F T E	FY 16	DEPT		
DEPT		CLASS/ STEP/ QUINN		STAFF	REQ	REC	APPROPRIATION	REQUEST		
				Clothing Allowance (5193)			\$4,200	\$4,800	\$4,800	
210	Police Department GRAND TOTAL			118.57	126.57	126.57				
				Salary (5111)			\$9,381,900	\$9,979,622	\$9,979,622	
Notes to Budget:				Part Time (5113)			\$33,560	\$34,231	\$34,231	
¹ This position has received a 2% COLA in FY 17.				Overtime (5130)			\$450,000	\$600,000	\$600,000	
² Contractual discussions not yet settled at FY end.				Holiday (5140)			\$615,677	\$687,141	\$687,141	
				Night Differentials (5142)			\$272,806	\$300,972	\$300,972	
					Longevity (5143)			\$12,050	\$12,600	\$12,600
				Above Grade Differentials (5144)			\$11,000	\$11,000	\$11,000	
					EMT Stipend (5145)			\$0	\$2,000	\$2,000
					Senior Patrol (5146)			\$75,621	\$84,720	\$84,720
				License to Carry (5147)			\$96,533	\$109,535	\$109,535	
					Breathalyzer (5148)			\$43,069	\$44,899	\$44,899
				Special Duty Stipend (5149)			\$0	\$105,000	\$105,000	
					Court Time (5156)			\$185,000	\$185,000	\$185,000
				First Responder Stipend (5190)			\$0	\$163,500	\$163,500	
				Crossing Guard & Matron Stipend (5191)			\$237,566	\$237,566	\$237,566	
					Taser Stipend (5192)			\$0	\$54,500	\$54,500
				Clothing Allowance (5193)			\$151,100	\$198,400	\$198,400	
				Language Stipend (5194)			\$0	\$4,000	\$4,000	
				MPTC Insructor (5197)			\$0	\$5,000	\$5,000	
					Personnel Total:			\$11,565,882	\$12,819,688	\$12,819,688

Fire Department

Mission Statement

We, the members of the Everett Fire Department dedicate our efforts to provide for the safety and welfare of the public through preservation of life, property and the environment. It is the responsibility of each member to support the mission by describing to the following values:

For the Community: - We recognize that the community is the reason for our presence. We value the faith and trust of the community, and continually work to deserve that confidence through our attitude, conduct, and accomplishments. Lives are more valuable than property. The safety of the public is of paramount importance, followed closely by the safety of our members. All members of the public are entitled to our best efforts.

For the Department: - We strive for excellence in everything we do. Honest, fairness, and integrity will not be compromised. We continually seek effectiveness, efficiency, and economy. Unity and teamwork are stressed as being to our mutual advantage as individuals and employees. The free exchange of ideas is encouraged. We will provide professional and courteous service at all times. We are sensitive to changing community needs.



Significant Budget & Staffing Changes for FY 2017

7% increase due to: We have 11 new firefighters that were hired through FEMA's SAFER Grant program. As the development in the city continues to expand, so does the services we provide to Everett's stakeholders. With this in mind, the former chief (Chief David Butler retired July 2016) saw the need to seek out funding sources to help boost our manpower to keep pace with the growing population. Large increases for all union employees due to union contract settled for both FY 15 and FY 16 during FY 16. Due to



contractual ratification and based on previous year's spending, accounts such as Overtime, Holiday, Adjunct Education, Above Grade Differentials, Hazardous Duty Pay, EMT Stipend, Overtime Meal Allowance and Clothing Allowance were all increased. Also, the new contract provided for compensation for several new stipends for firefighters under the Certifications account.

The Station Supplies/Medical Supplies account was increased due to the high rate of medical calls answered by the department. The Personal Protection Equipment account was increased due to the new hires needing helmets, boots and gloves. Also seeking \$65K for Turn-Out Gear for these new firefighters.

FY 2016: Accomplishments

- ❖ Established an Officer Development Program within the department
- ❖ Identified training programs relative to positions within our department
- ❖ Developed a Policies and Procedures document relative to training requirements for various ranks
- ❖ Established a Fire Officer continuing education program

FY 2017: Goals & Objectives

- ❖ Place an additional company in service this fiscal year
- ❖ Renovation of Hancock Street Fire Station
- ❖ Obtain funding to promote 4 current personnel to the rank of Fire Lieutenant and additional Firefighters as needed
- ❖ Reorganization of department personnel to effectively staff new company
- ❖ Complete plans for Station Renovation
- ❖ Award contract for project



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Fire Inspections	5,300	5,800	5,800	6,200
Emergency Responses	5,629	5,721	5,920	6,000
Average response time to emergencies	3.25 min	3.55 min	3.5 min	3.5 min
Mutual Aid Given	45	39	41	40
Mutual Aid Received	35	47	46	50
Training Classes	11,076	10,637	10,751	11,000

How FY 2017 Departmental Goals Relate to City's Overall Long & Short Term Goals

With the increased staff of 11 new firefighters, we will be able to provide our services to a growing population in our city. This population includes both permanent residents in developments like the Batch Yard and the soon-to-be developed former Harley Davidson property - to temporary visitors at the newly constructed Envision Hotel and Wynn Boston Harbor. We want to stay ahead of this type of growth to the extent the existing population of the city will never see a decrease from the high quality of service they have come to expect from their Fire and Emergency Services. The renovation of Hancock Street Fire Station is a prime example of both the Fire Department's commitment to its existing customers in the well-established neighborhoods and the Mayor's foresight to see the need for preserving these buildings with an aggressive capital improvement program.

City of Everett
Everett Budget Council Summary Report
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220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-220-1-5111	SALARIES	\$6,404,908.21	\$7,292,768.00	\$5,796,950.96	\$7,515,911.00	\$7,515,911.00	\$7,515,911.00
01-220-1-5114	CALL IN SHIFT	\$3,382.47	\$5,200.00	\$5,592.06	\$5,200.00	\$5,200.00	\$5,200.00
01-220-1-5130	OVERTIME	\$652,969.92	\$350,000.00	\$663,399.46	\$612,000.00	\$612,000.00	\$612,000.00
01-220-1-5140	HOLIDAY	\$575,897.86	\$615,896.00	\$594,133.78	\$634,935.00	\$634,935.00	\$634,935.00
01-220-1-5141	ADJUNCT EDUCATION	\$267,154.67	\$273,100.00	\$271,500.00	\$277,300.00	\$277,300.00	\$277,300.00
01-220-1-5142	SHIFT DIFFERENTIAL	\$165,028.32	\$190,000.00	\$142,361.11	\$190,000.00	\$190,000.00	\$190,000.00
01-220-1-5143	LONGEVITY	\$213,170.80	\$202,700.00	\$161,500.00	\$190,650.00	\$190,650.00	\$190,650.00
01-220-1-5144	ABOVE GRADE DIFFERENTIALS	\$75,187.19	\$80,000.00	\$73,097.13	\$81,600.00	\$81,600.00	\$81,600.00
01-220-1-5145	DEFIBRILATOR STIPENDS	\$90,500.00	\$102,000.00	\$1,250.00	\$103,000.00	\$103,000.00	\$103,000.00
01-220-1-5147	HAZARDOUS DUTY PAY	\$286,133.07	\$320,894.00	\$300,693.67	\$331,074.00	\$331,074.00	\$331,074.00
01-220-1-5151	EMT STIPEND	\$37,850.90	\$44,360.00	\$34,933.01	\$50,796.00	\$50,796.00	\$50,796.00
01-220-1-5192	OVERTIME MEAL ALLOWANCE	\$5,383.00	\$6,000.00	\$7,217.00	\$10,200.00	\$10,200.00	\$10,200.00
01-220-1-5193	CLOTHING ALLOWANCE	\$162,991.40	\$165,300.00	\$159,750.00	\$178,300.00	\$178,300.00	\$178,300.00
01-220-1-5194	CERTIFICATIONS	\$0.00	\$0.00	\$0.00	\$120,000.00	\$120,000.00	\$120,000.00
01-220-1-5196	TOOL ALLOWANCE	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
PERSONNEL Total:		\$8,940,757.81	\$9,648,418.00	\$8,212,578.18	\$10,301,166.00	\$10,301,166.00	\$10,301,166.00
EXPENSES							
01-220-2-5240	EQUIPMENT MAINTENANCE	\$84,285.79	\$65,000.00	\$42,073.16	\$65,000.00	\$65,000.00	\$65,000.00
01-220-2-5245	RADIO MAINTENANCE	\$4,017.80	\$8,000.00	\$1,496.08	\$8,000.00	\$8,000.00	\$8,000.00
01-220-2-5261	LADDER TESTING	\$1,761.50	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-220-2-5340	TELECOMMUNICATIONS	\$14,173.25	\$20,000.00	\$11,567.51	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5420	OFFICE SUPPLIES	\$3,510.26	\$3,500.00	\$2,565.59	\$3,500.00	\$3,500.00	\$3,500.00
01-220-2-5510	TRAINING	\$15,001.11	\$30,000.00	\$22,169.76	\$30,000.00	\$30,000.00	\$30,000.00
01-220-2-5580	REPLACEMENT FIRE FIGHTING SUPP &	\$19,776.22	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5581	STATION SUPPLIES/MEDICAL SUPPLIES	\$10,455.97	\$10,600.00	\$7,278.37	\$12,000.00	\$12,000.00	\$12,000.00
01-220-2-5656	METRO FIRE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
01-220-2-5703	PERSONAL PROTECTION EQUIPMENT	\$14,966.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5710	PROFESSIONAL DEVELOPMENT	\$3,488.13	\$3,500.00	\$1,632.70	\$3,500.00	\$3,500.00	\$3,500.00
01-220-2-5746	EMERGENCY MANAGEMENT PROGRAM	\$33,993.63	\$34,000.00	\$31,102.88	\$34,000.00	\$34,000.00	\$34,000.00

City of Everett
Everett Budget Council Summary Report
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220 - FIRE DEPARTMENT		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES Total:		\$207,929.66	\$214,100.00	\$137,386.05	\$220,500.00	\$220,500.00	\$220,500.00
CAPITAL IMPROVEMENTS							
01-220-3-5580	TURN OUT GEAR	\$0.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00	\$65,000.00
01-220-3-5870	DEPARTMENTAL VEHICLES	\$93,486.00	\$40,000.00	\$36,499.00	\$40,000.00	\$40,000.00	\$40,000.00
CAPITAL IMPROVEMENTS Total:		\$93,486.00	\$40,000.00	\$36,499.00	\$105,000.00	\$105,000.00	\$105,000.00
220 FIRE DEPARTMENT Total:		\$9,242,173.47	\$9,902,518.00	\$8,386,463.23	\$10,626,666.00	\$10,626,666.00	\$10,626,666.00

220	FIRE DEPARTMENT								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-220-1-5111	Fire Chief ¹	Chief		1	1	1	\$139,486	\$142,276	\$142,276
01-220-1-5111	Deputy Chief ^{1 4}	Dep Chief		6	6	6	\$581,670	\$593,303	\$593,303
01-220-1-5111	Captain ^{1 4}	Captain		13	13	13	\$1,095,900	\$1,117,818	\$1,117,818
01-220-1-5111	Lieutenant ^{1 4}	Lieutenant		11	11	11	\$806,355	\$822,482	\$822,482
01-220-1-5111	Private ^{1 4}	FF		71	80	80	\$4,518,600	\$4,681,286	\$4,681,286
01-220-1-5111	Fire Apparatus Repair Tech. ^{1 4}	W-12/4		1	1	1	\$65,670	\$67,793	\$67,793
01-220-1-5111	Administrative Assistant ^{1 2 4}	A-6U/7		1	1	1	\$43,833	\$55,203	\$55,203
01-220-1-5111	Clerk ^{1 3}	C-3U/2		1	1	1	\$41,254	\$35,749	\$35,749
220	Fire TOTAL			105	114	114			
						Salaries (5111)	\$7,292,768	\$7,515,911	\$7,515,911
						Call In Shift (5114)	\$5,200	\$5,200	\$5,200
						Overtime (5130)	\$350,000	\$612,000	\$612,000
						Holiday (5140)	\$615,896	\$634,935	\$634,935
						Adjunct Education (5141)	\$273,100	\$277,300	\$277,300
						Differential (5142)	\$190,000	\$190,000	\$190,000
						Longevity (5143)	\$202,700	\$190,650	\$190,650
						Above Grade Differential (5144)	\$80,000	\$81,600	\$81,600
						Defib Stipend (5145)	\$102,000	\$103,000	\$103,000
						Hazardous Duty Pay (5147)	\$320,894	\$331,074	\$331,074
Notes to Budget:						EMT Stipend (5151)	\$44,360	\$50,796	\$50,796
¹ This position has received a 2% COLA in FY 17.						Certifications	\$0	\$120,000	\$120,000
² This position was reclassified in FY 16.						Overtime Meal Allowance (5192)	\$6,000	\$10,200	\$10,200
³ This position was rehired at lower step.						Clothing Allowance (5193)	\$165,300	\$178,300	\$178,300
⁴ The FY 17 salary was based on 2% increase for FY 15 and 2% for FY 16. Also includes step increases.						Tool Allowance (5196)	\$200	\$200	\$200
						Personnel Total:	\$9,648,418	\$10,301,166	\$10,301,166

Inspectional Services Division (ISD)

Mission Statement

To protect the health, welfare, and safety of the residents and visitors of the City of Everett as mandated by Local Ordinances and State Law. To fulfill very specific rules and regulations regarding the Safe Construction of Buildings, Certifications of Structures, Residential and Commercial Habitability of Dwelling Units, Enforcement of State Sanitary Codes, Testing of Weighing Devices and Preparation of Food, Restaurant Grading, Signage, and Occupancy permits as well as enforcing the City of Everett zoning by-laws. Maintain and repair City traffic lights and the Fire Alarm Systems in a safe and operable condition.

Significant Budget & Staffing Changes for FY 2017

92% increase due to: Both the ISD Director and the Assistant Building Inspector have received salary increases due to the added responsibilities of the Wynn Casino project. ISD has requested budget funding for a full-time Wire Inspector and an Inspector of Gas & Plumbing to be designated to provide inspections for the Wynn Casino project. Two new Code Officer Positions have been added to the FY 17 budget as well as one new Code Officer - Administrator. The Mayor has implemented a process that puts one code enforcement officer in each ward in the city. The Administrator will oversee this program. During FY 16, the contract for Local 25 Clerical and Local 25 DPW was settled for FY 15 and FY 16. This accounts for the large jump in salaries, overtime and clothing allowance for clerical and DPW based employees. Most salaries have been increased by 2% in the FY 17 budget. A new account called Certifications was created to pay a bonus to those employees who pass certification exams.

The Signal & Shop Repairs account was increased to maintain the decorative street lighting owned by the City on Lower Broadway and Airforce Road. Contract Services was added to the budget for our Four Leaf contract. This is building inspection services for the Wynn Boston Harbor project and is funded directly by Wynn Casino.



FY 2016: Accomplishments

- ❖ Implementation of ViewPoint Software for Permitting, Code Enforcement and Inspections personnel
- ❖ Selection of 4Leaf Consulting to provide plan review, permitting and inspection services at the Wynn Casino construction project
- ❖ Reorganization of clerical and inspectional staff to provide administrative support for Wynn Casino construction project
- ❖ Repair and replacement of traffic signals and trip sensors to provide increased safety and efficiency for vehicles and pedestrians

FY 2017: Goals & Objectives

- ❖ Implementation of online permitting to provide building, electrical and plumbing permits
- ❖ Comprehensive “Periodic Inspections” program consistent with the requirements of Massachusetts State Building Code section 780 CMR 110.7



- ❖ Manage the plan review, permitting and inspection procedures at the Wynn Development Project to provide for delay-free services to development team
- ❖ Inspect and repair/replace traffic lights in three major intersections and install eleven new trip timing loops to better manage traffic
- ❖ In conjunction with EFD, systematically remove old, unnecessary street corner fire alarm pull stations

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
# of inspections Building, Electrical, Gas & Plumbing	2,226	2,645	2,700	2,775
Revenue from Permits	\$586,505	\$746,610	\$740,000	\$800,000
Total Fines Issued – All Violations	\$114,341	\$142,828	\$420,000	\$450,000
Habitability Inspections Performed	224	204	232	240
Habitability Fees	\$5,600	\$5,075	\$5,500	\$5,575

How FY 2017 Departmental Goals Relate to City's Overall Long & Short Term Goals

- By providing online permitting to owners and contractors we can greatly reduce the number of applicants at City Hall and enhance the citizen's experience with local government.
- Periodic inspections will reduce unsafe and dangerous living conditions in the City. Safer buildings and structures reduces the need for emergency services.
- The Wynn Casino project will be the largest single development project in the State of Massachusetts. Many other projects will be coming forth in our community. It's important for developers to know that the City has knowledgeable and experienced people in place to assist them with permitting.
- The condition of City's pedestrian traffic signals and fire pull stations have been neglected for years. ISD has built a team of professional electricians to maintain these devices. Removing old fire pull stations alleviates congestion on our sidewalks and beautifies the City. Traffic signal maintenance and repair keeps pedestrians and drivers safe.

Online Permitting

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FY 2017 City Budget

242 - DEPT OF INSPECTIONAL SERVICES							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-242-1-5111	SALARIES	\$803,733.10	\$1,191,356.00	\$909,986.82	\$1,562,305.00	\$1,562,305.00	\$1,562,305.00
01-242-1-5113	PART TIME	\$40,614.45	\$30,453.00	\$23,894.46	\$31,062.00	\$31,062.00	\$31,062.00
01-242-1-5120	OTHER PERSONNEL SERVICES	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-242-1-5130	OVERTIME	\$35,979.25	\$57,000.00	\$51,885.19	\$57,000.00	\$57,000.00	\$57,000.00
01-242-1-5143	LONGEVITY	\$6,050.00	\$5,850.00	\$4,200.00	\$6,950.00	\$6,950.00	\$6,950.00
01-242-1-5190	AUTO HIRE	\$0.00	\$96.15	\$96.15	\$0.00	\$0.00	\$0.00
01-242-1-5191	HEARING OFFICER	\$4,903.66	\$4,903.85	\$3,749.85	\$5,000.00	\$5,000.00	\$5,000.00
01-242-1-5193	CLOTHING ALLOWANCE	\$500.00	\$1,500.00	\$1,742.38	\$2,600.00	\$2,600.00	\$2,600.00
01-242-1-5194	CERTIFICAITONS	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-242-1-5196	TOOLS FOR MECHANICS	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$891,780.46	\$1,294,059.00	\$995,954.85	\$1,672,417.00	\$1,672,417.00	\$1,672,417.00
EXPENSES							
01-242-2-5210	ELECTRICITY-STREET LIGHTS	\$714,810.92	\$727,000.00	\$584,661.26	\$727,000.00	\$727,000.00	\$727,000.00
01-242-2-5240	EQUIPMENT MAINTENANCE	\$35,000.00	\$35,000.00	\$30,947.76	\$35,000.00	\$35,000.00	\$35,000.00
01-242-2-5242	FIRE ALARM REPAIR & MAINT	\$0.00	\$7,000.00	\$5,192.27	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5243	RADIO MAINTENANCE	\$0.00	\$8,000.00	\$486.58	\$8,000.00	\$8,000.00	\$8,000.00
01-242-2-5249	SIGNAL & SHOP REPAIRS	\$0.00	\$28,000.00	\$27,650.32	\$53,000.00	\$53,000.00	\$53,000.00
01-242-2-5268	CONTRACT SERVICES	\$0.00	\$30,000.00	\$0.00	\$1,382,456.00	\$1,382,456.00	\$1,382,456.00
01-242-2-5343	PRINTING	\$2,400.00	\$2,400.00	\$1,671.67	\$2,400.00	\$2,400.00	\$2,400.00
01-242-2-5420	OFFICE SUPPLIES	\$2,925.50	\$3,000.00	\$2,950.83	\$8,800.00	\$8,800.00	\$8,800.00
01-242-2-5434	FIELD EQUIPMENT	\$5,868.95	\$16,790.00	\$5,598.91	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5580	SOFTWARE	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00
01-242-2-5585	UNIFORMS	\$2,500.00	\$2,500.00	\$2,452.00	\$2,500.00	\$2,500.00	\$2,500.00
01-242-2-5586	PROFESSIONAL RESOURCE MATERIAL	\$195.00	\$750.00	\$225.00	\$750.00	\$750.00	\$750.00
01-242-2-5710	PROFESSIONAL SERVICES	\$3,100.00	\$3,700.00	\$3,688.20	\$8,725.00	\$8,725.00	\$8,725.00
01-242-2-5780	PROFESSIONAL DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
EXPENSES Total:		\$766,800.37	\$864,140.00	\$665,524.80	\$2,287,631.00	\$2,287,631.00	\$2,287,631.00

City of Everett
Everett Budget Council Summary Report
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242 - DEPT OF INSPECTIONAL SERVICES		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
CAPITAL IMPROVEMENTS							
01-242-3-5872	VEHICLES	\$0.00	\$0.00	\$0.00	\$188,000.00	\$188,000.00	\$188,000.00
01-242-3-5880	TRACKING SOFTWARE EQUIPMENT	\$84,295.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$84,295.00	\$0.00	\$0.00	\$188,000.00	\$188,000.00	\$188,000.00
242 DEPT OF INSPECTIONAL SERVICES Total:		\$1,742,875.83	\$2,158,199.00	\$1,661,479.65	\$4,148,048.00	\$4,148,048.00	\$4,148,048.00

242	DEPARTMENT OF INSPECTIONAL SERVICES								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-242-1-5111	ISD Director & Inspector of Bldgs ¹	UNCL	35	1	1	1	\$96,186	\$105,000	\$105,000
01-242-1-5111	Assistant Building Inspector ¹	UNCL	35	1	1	1	\$69,393	\$74,000	\$74,000
01-242-1-5111	Wire Inspector ²	UNCL	35	1	1	1	\$70,000	\$71,400	\$71,400
01-242-1-5111	Assistant Building Inspector ²	UNCL	35	1	1	1	\$69,393	\$70,781	\$70,781
01-242-1-5111	Director of Code Enforcement ²	A-12/3	35	1	1	1	\$67,783	\$69,139	\$69,139
01-242-1-5111	Local Building Inspector ²	UNCL	35	1	1	1	\$65,000	\$66,300	\$66,300
01-242-1-5111	Wire Inspector ³	UNCL	35	0	1	1	\$0	\$65,000	\$65,000
01-242-1-5111	Inspector of Gas & Plumbing ³	UNCL	35	0	1	1	\$0	\$65,000	\$65,000
01-242-1-5113	Inspector of Gas & Plumbing - PT ²	UNCL	14	0	0	0	\$30,453	\$31,062	\$31,062
01-242-1-5111	Code Officer - Administrator	UNCL	35	0	1	1	\$0	\$60,000	\$60,000
01-242-1-5111	Code Officer - Weekends ²	UNCL	35	1	1	1	\$54,214	\$55,298	\$55,298
01-242-1-5111	Code Officer - Ward 1 ²	UNCL	35	0	1	1	\$0	\$55,298	\$55,298
01-242-1-5111	Code Officer - Ward 2 ²	UNCL	35	1	1	1	\$55,714	\$56,828	\$56,828
01-242-1-5111	Code Officer - Ward 3 ²	UNCL	35	1	1	1	\$54,214	\$55,298	\$55,298
01-242-1-5111	Code Officer - Ward 4 ²	UNCL	35	0	1	1	\$0	\$55,298	\$55,298
01-242-1-5111	Code Officer - Ward 5 ²	UNCL	35	1	1	1	\$55,714	\$56,828	\$56,828
01-242-1-5111	Code Officer - Ward 6 ²	UNCL	35	1	1	1	\$54,214	\$55,298	\$55,298
01-242-1-5111	Code Officer/W & M Insp ²	UNCL	35	1	1	1	\$55,714	\$56,828	\$56,828
01-242-1-5111	Code Officer/Food & Milk Insp ²	UNCL	35	1	1	1	\$55,714	\$56,828	\$56,828
01-490-1-5111	Superintendent of Signals ^{2 4}	W-13/4	40	1	1	1	\$66,831	\$69,803	\$69,803
01-242-1-5111	Assistant Electrician ^{1 2 4}	W-12/4	40	1	1	1	\$61,659	\$67,793	\$67,793
01-490-1-5111	Signal Maintainer ^{2 4}	W-10/2	40	1	1	1	\$47,901	\$51,545	\$51,545
01-242-1-5111	Administrative Assistant ^{2 4}	A-6U/4	35	1	1	1	\$47,507	\$51,294	\$51,294
01-242-1-5111	Administrative Assistant ^{2 4}	A-6U/4	35	1	1	1	\$47,507	\$51,294	\$51,294
01-242-1-5111	Clerk	C-3U/5	35	1	0	0	\$35,805	\$0	\$0
01-242-1-5111	Principal Clerk ²	C-6U/5	35	0	1	1	\$0	\$45,401	\$45,401
01-242-1-5111	Clerk ^{2 4}	C-3U/3	35	1	1	1	\$40,446	\$37,376	\$37,376
01-242-1-5111	Clerk ^{2 4}	C-3U/3	35	1	1	1	\$40,447	\$37,376	\$37,376

[illegible]

E-911 Department

Mission Statement

To insure prompt emergency service for the citizens of Everett and to provide effective public safety services through the appropriate dispatch of fire, police, medical and rescue units with the least possible delay.

Significant Budget & Staffing Changes for FY 2017

22% increase due to: During FY 16, the contract for Local 25 E-911 was settled for FY 15 and FY 16. This accounts for the large jump in salaries for all dispatcher employees. It also includes step increases for these union personnel. 2% increase on most salaries. We have one vacancy on our staff due to a dispatcher transferring to the fire department. The Part Time account has increased due to the number of per diem dispatchers on call. Due to contractual ratification and based on previous year's spending, accounts such as Holiday, Night Differentials and Above Grade Differentials were all increased. Our Overtime account has been funded by a Support and Incentive Grant offered by the state. Due to the timing of when the grant monies become available, we needed to



supplement the Overtime with a budget request for the period not covered. The Longevity account was increased due to changes in employee years of service.

The Radio Maintenance account has increased due to a new contract to service the radio equipment with Motorola. The Telecommunications account has risen due to anticipated increases from Verizon and Verizon Wireless .

FY 2016: Accomplishments

- ❖ Hired two new dispatchers.
- ❖ Upgraded the four dispatcher stations with new computer hardware and new software.
- ❖ Upgraded all computer monitors.
- ❖ Newly installed HVAC system.
- ❖ Updated E-911 Communication Centers with new lighting and white boards.



FY 2017: Goals and Objectives

- ❖ To provide the highest level of emergency communications service possible by:
 - Hiring and retaining qualified staff and providing the best possible training
 - Answering each 911 call as promptly as possible
 - Providing appropriate pre-arrival instructions
 - Utilizing the most technologically advanced systems possible and affordable
 - To achieve 100% efficiency of 911 for emergency calls through public education

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Calls Dispatched	19,345	15,000	15,288	15,400
Average response time to emergencies	2.5 min	2.4 min	2.3 min	2.3 min
Training Classes Mass State 911 Mandated	16 hrs.	16 hrs.	16 hrs.	16 hrs.
Everett Fire Department in-house training	N/A	N/A	8 hrs.	12 hrs.

How FY 2017 Departmental Goals Relate to City's Overall Long & Short Term Goals

911 Call Centers, also known as Public Safety Answering Points (PSAPs) are the public's first line of contact to public safety authorities in an emergency. To strengthen emergency communications capabilities citywide, focusing on technology, coordination, governance, planning, usage, training and exercise at all levels of public safety. One of the city's short-term goals is to incorporate Text-to-911, which is the ability to send a text message to reach 911 emergency call takers from your mobile phone or device. Today, most consumers cannot reach 911 by sending a text message from their wireless phone. In limited areas of the US however, it is now possible to use certain wireless telephone services to send a text message to 911. This means that in such areas, if you are unable to make a voice 911 call you can type your message on your wireless phone and send it to a 911 operator. In the future, text-to-911 will be widely available in the US. However, text-to-911 is currently only available in certain markets where 911 call centers (PSAPs) have elected to accept emergency text messages from the public. For this reason, unless you have confirmed that the PSAP in your area supports text-to-911, you should not rely on text to reach 911.



It is the City of Everett's intention to update all emergency telecommunications with fiber optics. Fiber optics communication has revolutionized the telecommunications industry. Using fiber optic cable, optical communications have enabled telecommunications links to be made over much greater distances and with much lower levels of loss in the transmission medium and possibly most important of all, fiber optical communications has enabled much higher data rates to be accommodated.

City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

299 - EMERGENCY COMMUNICATIONS OFFIC							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-299-1-5111	SALARIES	\$651,217.56	\$678,337.00	\$575,394.42	\$761,451.00	\$761,451.00	\$761,451.00
01-299-1-5113	PART TIME	\$49,755.10	\$39,955.00	\$45,137.64	\$52,526.00	\$52,526.00	\$52,526.00
01-299-1-5130	OVERTIME	\$38,106.66	\$0.00	\$124,269.87	\$45,000.00	\$45,000.00	\$45,000.00
01-299-1-5140	HOLIDAY	\$41,219.92	\$42,000.00	\$46,646.27	\$56,000.00	\$56,000.00	\$56,000.00
01-299-1-5142	NIGHT DIFFERENTIALS	\$21,301.77	\$21,000.00	\$25,556.21	\$30,000.00	\$30,000.00	\$30,000.00
01-299-1-5143	LONGEVITY	\$4,350.00	\$5,850.00	\$4,589.12	\$7,600.00	\$7,600.00	\$7,600.00
01-299-1-5144	ABOVE GRADE DIFFERENTIAL	\$4,957.12	\$10,000.00	\$4,639.06	\$15,400.00	\$15,400.00	\$15,400.00
PERSONNEL Total:		\$810,908.13	\$797,142.00	\$826,232.59	\$967,977.00	\$967,977.00	\$967,977.00
EXPENSES							
01-299-2-5245	RADIO MAINTENANCE	\$20,623.73	\$27,100.00	\$26,060.33	\$46,000.00	\$46,000.00	\$46,000.00
01-299-2-5340	TELECOMMUNICATIONS	\$5,203.28	\$5,500.00	\$3,637.73	\$5,800.00	\$5,800.00	\$5,800.00
01-299-2-5420	OFFICE SUPPLIES	\$1,148.18	\$3,400.00	\$2,993.17	\$3,000.00	\$3,000.00	\$3,000.00
01-299-2-5711	TRAINING EXPENSES	\$0.00	\$12,000.00	\$8,304.00	\$12,000.00	\$12,000.00	\$12,000.00
EXPENSES Total:		\$26,975.19	\$48,000.00	\$40,995.23	\$66,800.00	\$66,800.00	\$66,800.00
299 EMERGENCY COMMUNICATIONS OFFIC		\$837,883.32	\$845,142.00	\$867,227.82	\$1,034,777.00	\$1,034,777.00	\$1,034,777.00

299	OFFICE OF EMERGENCY COMMUNICATIONS								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-299-1-5111	911 Director / Public Safety Officer ¹	A-16/3	35	1	1	1	\$79,166	\$80,749	\$80,749
01-299-1-5111	911 Lead Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$46,143	\$52,911	\$52,911
01-299-1-5111	911 Lead Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$46,143	\$52,911	\$52,911
01-299-1-5111	911 Lead Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$46,143	\$52,911	\$52,911
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$42,888	\$49,197	\$49,197
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$42,888	\$49,198	\$49,198
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25/6	37.5	1	1	1	\$42,888	\$49,198	\$49,198
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$42,888	\$49,198	\$49,198
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$42,888	\$49,198	\$49,198
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25/6	37.5	1	1	1	\$42,888	\$49,198	\$49,198
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /6	37.5	1	1	1	\$42,010	\$49,198	\$49,198
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25/5	37.5	1	1	1	\$40,312	\$46,862	\$46,862
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /5	37.5	1	1	1	\$42,006	\$46,862	\$46,862
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /2	37.5	1	1	1	\$40,312	\$41,930	\$41,930
01-299-1-5111	911 Dispatcher ^{1 2}	Local 25 /2	37.5	1	1	1	\$38,774	\$41,930	\$41,930
01-299-1-5113	Dispatcher - Part Time ³	Local 25 /2	19.5	0	0	0	\$20,400	\$32,580	\$32,580
01-299-1-5113	Assistant ¹	UNCL	19.5	0	0	0	\$19,555	\$19,946	\$19,946
299	Emergency Communication Center TOTAL			15	15	15			
					Salary (5111)		\$678,337	\$761,451	\$761,451
					Part Time (5113)		\$39,955	\$52,526	\$52,526
					Overtime (5130)		\$0	\$45,000	\$45,000
					Holiday (5140)		\$42,000	\$56,000	\$56,000
Notes to Budget:					Night Differentials (5142)		\$21,000	\$30,000	\$30,000
¹ This position has received a 2% COLA in FY 17.					Longevity (5143)		\$5,850	\$7,600	\$7,600
² The FY 16 salary was based on 2% increase for FY 15 and FY 16. Also includes step increases.					Above Grade Differentials (5144)		\$10,000	\$15,400	\$15,400
³ Dispatcher salary for FY 17 based on 19.5 hours worked for 52 weeks at Step 2 rate.									
					Personnel Total:		\$797,142	\$967,977	\$967,977

Department of Public Works

Mission Statement

To provide essential services to the citizens of Everett in a prompt, courteous, safe, efficient and cost-effective manner. City Services, through its dedicated employees, strives to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.

Executive / Fleet Division

Significant Budget & Staffing Changes for FY 2017

24% increase due to: Fleet Manager salary added to budget. Also seeking funding under newly created Part Time account for a Motor Equipment Repairman. Large increases for union employees due to their contract settled for both FY 15 and FY 16 during FY 16. Also includes step increases for these union personnel and one clerk being reclassified to a reduced position. 2% increase on most salaries. Longevity decreased due to a retirement in this division. The Mechanic Stipend was a contractual addition to the FY 17 budget. Contractual increase in the Clothing Allowance account.

Gasoline/Diesel/Oil was increased based on prior year's history for the cost of product. This line also supports all new city vehicles. Under the new federal regulations, we must use DEF additive to the new diesel trucks. This is purchased under this account as well. DPW Repair Maintenance account increased due to the number of vehicles on-line. Also, more repairs are needed on the fleet due to age. Shop Tools was increased to purchase a new tire machine (changes tires) and a wheel balancing machine. Also for electronic diagnostic equipment needed to maintain the fleet's health. The Fleet Manager is also hoping to purchase a hydraulic hose maker. This will allow us to make repairs instantly instead of depending on an outside vendor. MV Inspections account has gone up due to





outsourced. We currently are waiting for a contract to be awarded. The increase was in anticipation of this. ISD Repair Maintenance account has added another 3 vehicles to their fleet.

the cost of stickers for cars (police, administrative vehicles) going from \$29 to \$35 per inspection. Also, the commercial vehicles are charged per hour for the inspection of these vehicles. The Tires and Tire Supplies account has increased mainly to the upkeep of the Police Department fleet. We order special speed-rated tires to the manufacturer's specifications and these are more expensive. This prevents us from voiding our warranties on the vehicles. Our Training & Software account is for the software updates that are upgraded annually on equipment in the garage. We need these to keep our mechanics up-to-date with changes. The Body Shop Repairs account is

FY 2016: Accomplishments

- ❖ Purchased 13 new vehicles for the city including (1) front-end loader, (1) backhoe, (1) 10 wheel dump truck, (1) 6 wheel dump truck with plow and salter (used mainly for hospital hill area), (2) F450 6 wheel mini-dump trucks with plows and salters, (1) F350 crew cab pick-up truck, (1) F350 pickup truck with plow and salter, (1) sidewalk plow with attachments, (1) street sweeper, (1) hot top roller and (2) Ford Escapes (administrative vehicles)
- ❖ Decommissioned the vapor recovery systems in our fuel pumps.
- ❖ Added 3 more technicians to our Fleet Division.
- ❖ Maintain and repair the city's fleet - about 200 vehicles

FY 2017: Goals

- ❖ Changing the entire functionality and focus of the fleet department, focus on inventory controls, scheduled preventative maintenance, and effective measure in replacements that suit the needs of the department.
- ❖ Hire the new mechanics so we can become more proactive with our repairs instead of more reactive.
- ❖ Enhance the fleet maintenance program by installing new software system to track every vehicle. This would allow us to categorize all our vehicles, the parts used in their maintenance and what type of maintenance made to each vehicle. It would break down all the repairs so we can run reports on all work done. Would also make retrieving data for necessary reports much faster.



Facilities Maintenance Division

Significant Budget & Staffing Changes for FY 2017

12% increase due to: During FY 16, we had lateral transfers from the Health & Wellness department. Large increases for union employees due to their contract settled for both FY 15 and FY 16 during FY 16. Also includes step increases for these union personnel and one clerk being reclassified. 2% increase on most salaries. The Overtime line was increased to support custodial help needed at those buildings after regular business hours. This would include City Hall, the Health & Wellness Center, the Connolly Center and the Rec. Per Local 25 (DPW) new contract: Night Differentials, Longevity, Above Grade Differentials, Clothing Allowance and Tools for Mechanics were all increased and/or added to this division



City Buildings Seasonal Expenses account was increased to replace most of the light pole decorations in the city due to age. The HVAC Service Contract/Repairs account is needed due to the age of most of our buildings and the deterioration of the HVAC units. This account is strictly for materials and supplies as all work is performed in-

house. The Elevator Service Contract was increased due to the Shute Library being added to the existing contract with 3 Phase Elevator. The Cleaning Service Contract/City account and the Custodial Supplies account were increased due to the addition of the new Health & Wellness Center and the newly renovated Shute Library coming back online. Building Repair & Maintenance was reduced due to spending history. Wire Expenses account was increased due to the anticipated installation of new holiday decorations.

FY 2016: Accomplishments

- ❖ Two new bathrooms added to the Central Fire House and new kitchen added.
- ❖ New doors installed at the Connolly Center, new windows installed and a new security system installed (outside).
- ❖ Installed new batting cage at Recreation Center. Also repainted the facility.
- ❖ Installed new portable units at the Health & Wellness Center.
- ❖ Renovated 5 offices at City Hall including construction, painting and tile work.
- ❖ Ran new sewer lines into the bathrooms at Everett Memorial Stadium out to the street.

FY 2017: Goals

- ❖ Install new hardwood floors and roof to the Connolly Center and redesign the front entranceway.
- ❖ Moving the KUBA department from the second floor to newly renovated office space on the basement floor. Also need to move new Elections Commission department info offices at City Hall.
- ❖ Hancock Street Fire Station renovations.
- ❖ Everett Police Station and E-911– reconditioned air conditioning unit. Upgrade juvenile cells at the station.
- ❖ Purchase a 25 ton AC unit for the Wellness Center.
- ❖ Installing a new hot water/heating element to the old EHS Charter School.
- ❖ New rugs and painting at the Parlin Library.
- ❖ Continue to be on-call for any issues with our city buildings and preventative maintenance to all buildings.

Engineering Division

Significant Budget & Staffing Changes for FY 2017

8% increase due to: During FY 16 there was a clerical vacancy in this department. The union employee who filled the position was at a higher salary when transferred. This employee also receives longevity which is why that account was increased. 2% increase on most salaries.

The Office Supplies account was increased due to the purchase of a new plotter-printer and the supplies needed for it. The Office Equipment account is for this specialized printer. The current one is about 15 years old and has high maintenance fees. We use this plotter to print AutoCAD drawings. This new plotter allows the city to design small in-house projects so that money on outside consulting services is saved.



FY 2016: Accomplishments

- ❖ Completion of the city's Stormwater and Wastewater Integrated Management Plan. This plan evaluates alternative means for addressing a community's current and future wastewater and stormwater needs. It also identifies the most economical and environmentally appropriate means of meeting those needs. The city developed a list of 63 projects with an estimated construction value of close to \$50M and developed a timeline for completing these projects over 40 years.
- ❖ Shute Library Drainage Project – Worked with DPW personnel to install a 170-foot long 4-inch perforated pipe under the sidewalk to drain a perched water table that was causing sidewalk icing problems during winter conditions. The cost of this in-house project was approximately \$8,500.
- ❖ Webster School Playground – Designed and installed new



playground equipment. Incidental work included a subdrain for the school's roof leaders and new concrete sidewalks. The cost was approximately \$150K.

- ❖ Lafayette School Parking Lot Rehabilitation – Designed and reconstructed the parking lot including curbing and sidewalks. Work included upgrades to the playground. The cost was approximately \$210K.
- ❖ Parlin School Parking Lot Rehabilitation – Reconstructed the parking lot and made drainage improvements. The cost was approximately \$165K.

FY 2017: Goals

- ❖ Elton and Tremont Street Drainage Project – The design to reestablish the South Creek Drainage Channel discharge to the Malden River is expected to be completed.
- ❖ Market Street Culvert – Emergency repairs to the headwall/inlet is expected. Incidental work includes a full survey of the culvert route, subsurface investigation and soil characterization to develop a complete replacement cost for full culvert replacement.
- ❖ Illicit Connection Removal – Removal of four private sewer laterals from the drainage to the sewer system. This work is a requirement of the EPA and MADEP.
- ❖ Otis, Henderson and Bow Street Improvements – Replacement of the sewer, water and drain lines in Otis and Henderson. Work includes removal of an illicit connection from the drain to the sewer. Replacement of the sewer in Bow Street.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Number of street permits issued	52	203	116	200
Number of linear miles paved	18,000	10,000	5,000	5,000
Drain layer licenses issued	6	4	3	12

Parks & Cemeteries Division

Significant Budget & Staffing Changes for FY 2017

34% increase due to: During FY 16, we had 5 lateral transfers from the Highway division. Large increases for union employees due to their contract settled for both FY 15 and FY 16 during FY 16. Also includes step increases for these union personnel and one clerk being reclassified. 2% increase on most salaries. The Overtime line was increased to support these lateral transfers. Also, Clothing Allowance was increased as it was a contractual issue.



Our Landscaping account was increased due to new contracts with McHue's for purchasing all seasonal citywide flowers and hanging baskets. Also for the landscaping and planting of all flowers at public buildings and islands in and around the city. The Glenwood Cemetery Expenses will cover the purchase of a new Bobcat Utility Vehicle.

Repair & Maintenance increase covers all repairs to fields and parks. Contracts are to be put out to bid for portable restrooms, fence maintenance and the painting of all fields. Also Glendale Park has been placed under this account. Expect to have continued maintenance to field and park done

in-house. Trees, Seed & Sod Supplies are for the trees needed for all streets that have either had new sidewalk pavement put in, were removed due to damage/disease/car accidents. We are going out to bid in FY 17 for new contracts for these trees.

FY 2016: Accomplishments

- ❖ Glendale Park - Took over the maintenance and upkeep of fields including painting. This will all be done in-house now. Installed all new red in-field conditioner mix to – 2 minor league softball fields and 1 major league HS baseball field.
- ❖ Glenwood Cemetery – landscaped all the pathways and drive lanes with mulch and flowers. Power-washed all veterans graves.
- ❖ Installed new temporary baseball field at Swan Street Park for the t-ball little league.
- ❖ Werner Park – put a new gazebo in and all new walkways and sprinkler system and fountain.
- ❖ Totally refurbished Day Park. New splash park, all new swings, slides. Also an outdoor section for adults to exercise.



FY 2017: Goals

- ❖ Will take control over Florence Street Park, including new splash park and tot lot area with new slides and swings and interactive play systems.
- ❖ Waiting for the re-design for Sacramone Park for a full turf field including new splash park, tot lot area with new slides and swings and interactive play systems. The field will be used for little league baseball and Pop Warner football.



- ❖ Waiting for final approval for Lynde Street Park on the design work.
- ❖ Waiting for finish of the Meadow Park playground area with a new splash park. Will take over once all work is complete.
- ❖ Upper Florence Street Park will go out for design bids.
- ❖ Finish Glendale Park – making sure swing sets including handicapped accessible swings are operational.

- ❖ Work with the new landscape contractor to install all fall and spring plantings throughout the city, including all islands, public buildings and our cemetery entranceway.
- ❖ Make sure all contracts are in place with funding before any city work begins.
- ❖ Continue daily operations meetings with staff on all issues pertaining to the department.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Actual FY 2016	Estimated FY 2017
Trees Planted	80	150	150	200
Full Burials	62	66	31	50

Stadium Division

Significant Budget Changes for FY 2017

61% increase due to: Equipment Motor Maintenance We will need to purchase a John Deere field utility vehicle. Maintenance to Field is for deep-cleaning and repairing tears in the turf. We have 7 high school football games and numerous Pop Warner football games. Also have both girls and boys HS soccer. High School uses this facility for all practices for football and soccer. Waiting for a contract to be executed. Repair and Maintenance is for equipment that is needed at the field. Currently, there are two older John Deere and we would like to replace with a state-of-the-art turf utility machine.



FY 2016: Accomplishments

- ❖ New bathrooms in the field house.
- ❖ Added two new field lights to allow night games.

FY 2017: Goals

- ❖ Have a successful drum and bugle corps event in August 2016. This is the first time we were able to accommodate a national corps to perform.
- ❖ To install a new turf field. The current life of our field is 10 – 12 years. We are at that stage now.

Highway Division

Significant Budget & Staffing Changes for FY 2017

-2% decrease due to: Several positions moved to Parks & Cemeteries Division. Night Differential and Clothing Allowance increases were contractual (Local 25 DPW).

The Construction Repairs account and the Cement Stone and Asphalt account increased due to moving away from hiring outside contractors and doing the work in-house. Overall, the cost savings is significant by doing this. The Equipment Hire account was increased due to rentals for A-Frame barricades needed for city-wide events. The Street & Traffic account is for the supplies and maintenance needed for our new street sweeper. The Street & Traffic Signs account was increased to meet new state regulations on street signage. Every street sign must be replaced with the new specifications set by the Commonwealth.

FY 2016: Accomplishments

- ❖ New sidewalks installed on 40 streets (6,000 feet). This work was all done in-house at significant savings.
- ❖ Catch basins – repaired approximately 40 catch basins throughout the city. All done in-house.
- ❖ Asphalt repairs, about 200 tons of asphalt used for all asphalt repairs, including water trenches, pot holes, sink holes, etc.

- ❖ Completed several streets with center line markings and new parking space lines.
- ❖ All crosswalks have been resurfaced and painted.
- ❖ Repaired and/or replaced 30 – 35 handicapped ramps (sidewalks) to meet ADA requirements.

FY 2017: Goals

- ❖ Increase the number of sidewalks repaired, keeping all work in-house.
- ❖ Aggressive catch basin repair program. Due to age, many collapsing. While cleaning catch basins in FY 16, all catch basins with issues were noted and put on a schedule for repairs.
- ❖ Remove all tree stumps in the city. Once completed, the Parks division will work with Highway to replant with trees.
- ❖ Training classes for all Highway employees on the new equipment brought into the department. This includes stump grinders, backhoes, excavators, snow removal equipment, etc.
- ❖ Streamline process for our winter snow removal program. This should be completed by mid-November.
- ❖ Begin project of replacing oldest parking meters with Smart Meter Systems (allows credit card use at meter).
- ❖ Make more efficient use of the DPW facility. Includes converting the DPW parking lot to accommodate more vehicles.
- ❖ Replace street and traffic signs.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Pothole Fills (Repairs)	160 tons	180 tons	200 tons	220 tons
Sink Holes	8	10	15	15
Sidewalk Repairs	2,500 feet	3,200 feet	6,000 feet	7,500 feet

Snow & Ice Division

Significant Budget Changes for FY 2017

No significant changes in budget.

FY 2016: Accomplishments

- ❖ We had a very mild winter during FY 16.
- ❖ Used the new salters but we did not have much plowable snow.



FY 2017: Goals

- ❖ To have the same winter we had last year! If we do have a challenging winter, we have the resources and new vehicles to help get our city through it.
- ❖ To have all snow contractors in place before the season begins (November 2016).

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Actual FY 2016	Estimated FY 2017
# of salting events	29	23	19	19
# of plowing events	15	12	12	12
Tons of salt purchased	6,350	5,715	4,058	4,500

Solid Waste Division

Significant Budget Changes for FY 2017

3% increase due to: Contractual increases

FY 2016: Accomplishments

- ❖ New trash/recycling bins continue to be solid investment

FY 2017: Goals

- ❖ Continue to keep city proactive with recycling and increasing number of hazardous/yard waste pickups



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Consumer complaints regarding trash pick up				*TBD
# of yard waste pick ups				*TBD
Tons of trash picked up				*TBD
Tons of recycling picked up				*TBD

*Will be provided in FY2018 budget



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490 - DPW EXECUTIVE DIVISION							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-490-1-5111	SALARIES	\$2,597,981.38	\$491,073.00	\$379,548.50	\$507,576.00	\$507,576.00	\$507,576.00
01-490-1-5113	PART TIME	\$13,711.12	\$0.00	\$0.00	\$27,205.00	\$27,205.00	\$27,205.00
01-490-1-5123	SEASONAL EMPLOYEES	\$193,022.26	\$135,000.00	\$98,863.19	\$135,000.00	\$135,000.00	\$135,000.00
01-490-1-5130	OVERTIME	\$544,531.16	\$36,000.00	\$24,242.09	\$36,000.00	\$36,000.00	\$36,000.00
01-490-1-5142	NIGHT DIFFERENTIALS	\$2,483.13	\$1,000.00	\$82.50	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5143	LONGEVITY	\$31,716.00	\$3,350.00	\$-7,400.00	\$1,600.00	\$1,600.00	\$1,600.00
01-490-1-5144	ABOVE GRADE DIFFERENTIALS	\$25,602.79	\$11,000.00	\$5,781.49	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5191	CITY SERVICES COMMISSION STIPEND	\$15,532.86	\$15,600.00	\$11,629.66	\$15,600.00	\$15,600.00	\$15,600.00
01-490-1-5192	MECHANIC STIPEND	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00	\$5,200.00
01-490-1-5193	CLOTHING ALLOWANCE	\$13,950.00	\$2,500.00	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00
01-490-1-5196	TOOLS FOR MECHANICS	\$800.00	\$600.00	\$200.00	\$1,200.00	\$1,200.00	\$1,200.00
PERSONNEL Total:		\$3,439,330.70	\$696,123.00	\$512,947.43	\$734,881.00	\$734,881.00	\$734,881.00
EXPENSES							
01-490-2-5420	OFFICE SUPPLIES	\$0.00	\$2,000.00	\$1,671.12	\$6,000.00	\$6,000.00	\$6,000.00
01-490-2-5445	TOWING	\$0.00	\$1,450.00	\$300.00	\$1,450.00	\$1,450.00	\$1,450.00
01-490-2-5480	GASOLINE/DIESEL/OIL	\$0.00	\$262,500.00	\$162,098.17	\$375,000.00	\$375,000.00	\$375,000.00
01-490-2-5546	DPW - REPAIR MAINTENANCE	\$0.00	\$156,000.00	\$109,516.39	\$200,000.00	\$200,000.00	\$200,000.00
01-490-2-5548	POLICE-REPAIR MAINTENANCE	\$0.00	\$35,000.00	\$21,285.84	\$35,000.00	\$35,000.00	\$35,000.00
01-490-2-5570	SHOP TOOLS	\$0.00	\$17,000.00	\$14,133.70	\$25,000.00	\$25,000.00	\$25,000.00
01-490-2-5580	MV INSPECTIONS	\$0.00	\$4,500.00	\$3,995.00	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5581	TIRES & TIRE SUPPLIES	\$0.00	\$32,000.00	\$26,389.27	\$45,000.00	\$45,000.00	\$45,000.00
01-490-2-5582	TRAINING & SOFTWARE	\$0.00	\$5,000.00	\$1,950.00	\$15,000.00	\$15,000.00	\$15,000.00
01-490-2-5583	BODY SHOP REPAIRS	\$0.00	\$9,500.00	\$6,313.04	\$70,000.00	\$70,000.00	\$70,000.00
01-490-2-5656	ISD - REPAIR MAINTENANCE	\$0.00	\$10,000.00	\$3,437.86	\$15,000.00	\$15,000.00	\$15,000.00
01-490-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$10,000.00	\$800.00	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5746	EYEGLOSS REPLACEMENT	\$0.00	\$450.00	\$0.00	\$450.00	\$450.00	\$450.00
EXPENSES Total:		\$0.00	\$545,400.00	\$351,890.39	\$807,900.00	\$807,900.00	\$807,900.00
490 DPW EXECUTIVE DIVISION Total:		\$3,439,330.70	\$1,241,523.00	\$864,837.82	\$1,542,781.00	\$1,542,781.00	\$1,542,781.00

490	DEPARTMENT OF PUBLIC WORKS								
	Executive Division								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
01-490-1-5111	Executive Director ¹	UNCL	40	1	1	1	\$105,000	\$107,100	\$107,100
01-490-1-5111	Business Manager	UNCL	40	1	0	0	\$75,000	\$0	\$0
01-490-1-5111	Fleet Manager ^{1 2}	UNCL	40	0	1	1	\$0	\$72,431	\$72,431
01-490-1-5111	Clerk ^{1 3}	C-3U/7	35	1	1	1	\$51,832	\$43,082	\$43,082
01-490-1-5111	Fleet Foreman ^{1 4}	W-13U/2	40	1	1	1	\$63,635	\$67,024	\$67,024
01-490-1-5111	Motor Equipment Repairman ^{1 4}	W-11U/4	40	1	1	1	\$53,435	\$55,800	\$55,800
01-490-1-5111	Motor Equipment Repairman ^{1 4}	W-11U/4	40	1	1	1	\$53,435	\$55,800	\$55,800
01-490-1-5111	Motor Equipment Repairman ^{1 4}	W-11U/2	40	1	1	1	\$49,368	\$53,170	\$53,170
01-490-1-5111	Motor Equipment Repairman ^{1 4}	W-11U/2	40	1	1	1	\$49,368	\$53,170	\$53,170
01-490-1-5113	Motor Equipment Repairman PT ⁵	W-11U/1	19.5	0	0	0	\$0	\$27,205	\$27,205
01-490-1-5191	Public Works Commission	Board		0	0	0	\$3,600	\$3,600	\$3,600
01-490-1-5191	Public Works Commission	Board		0	0	0	\$2,000	\$2,000	\$2,000
01-490-1-5191	Public Works Commission	Board		0	0	0	\$2,000	\$2,000	\$2,000
01-490-1-5191	Public Works Commission	Board		0	0	0	\$2,000	\$2,000	\$2,000
01-490-1-5191	Public Works Commission	Board		0	0	0	\$2,000	\$2,000	\$2,000
01-490-1-5191	Public Works Commission	Board		0	0	0	\$2,000	\$2,000	\$2,000
01-490-1-5191	Public Works Commission	Board		0	0	0	\$2,000	\$2,000	\$2,000
490	DPW Executive TOTAL			8	8	8			
						Salary (5111)	\$501,073	\$507,576	\$507,576
						Part Time (5113)	\$0	\$27,205	\$27,205
						Seasonal Workers (5123)	\$135,000	\$135,000	\$135,000
						Overtime (5130)	\$36,000	\$36,000	\$36,000
						Night Differential (5142)	\$1,000	\$1,000	\$1,000
						Mechanic Stipend (5192)	\$0	\$5,200	\$5,200
Notes to Budget:						Longevity (5143)	\$3,350	\$1,600	\$1,600
¹ This position has received a 2% COLA in FY 17.						Above Grade Differential (5144)	\$1,000	\$1,000	\$1,000
² This position was inadvertently omitted in FY 16 budget.						City Services Commission Stipend (5191)	\$15,600	\$15,600	\$15,600
³ This position was reclassified in FY 16.						Clothing Allowance (5193)	\$2,500	\$3,500	\$3,500
⁴ The FY 17 salary was based on 2% increase for FY 15 and FY 16. Also includes step increases.						Tools for Mechanics (5196)	\$600	\$1,200	\$1,200

					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
⁵ This position added in FY 16.					Personnel Total:		\$696,123	\$734,881	\$734,881

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491 - DPW FACILITIES MAINTENANCE DIV							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-491-1-5111	SALARIES	\$0.00	\$632,683.00	\$521,577.67	\$898,462.00	\$898,462.00	\$898,462.00
01-491-1-5113	PART TIME	\$0.00	\$50,148.00	\$12,588.48	\$50,451.00	\$50,451.00	\$50,451.00
01-491-1-5130	OVERTIME	\$0.00	\$72,000.00	\$99,938.42	\$150,000.00	\$150,000.00	\$150,000.00
01-491-1-5142	NIGHT DIFFERENTIAL	\$0.00	\$1,000.00	\$746.00	\$5,000.00	\$5,000.00	\$5,000.00
01-491-1-5143	LONGEVITY	\$0.00	\$2,850.00	\$5,500.00	\$6,300.00	\$6,300.00	\$6,300.00
01-491-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$8,000.00	\$9,312.41	\$15,000.00	\$15,000.00	\$15,000.00
01-491-1-5193	CLOTHING ALLOWANCE	\$0.00	\$4,000.00	\$5,600.00	\$9,800.00	\$9,800.00	\$9,800.00
01-491-1-5196	TOOLS FOR MECHANICS	\$0.00	\$0.00	\$400.00	\$600.00	\$600.00	\$600.00
PERSONNEL Total:		\$0.00	\$770,681.00	\$655,662.98	\$1,135,613.00	\$1,135,613.00	\$1,135,613.00
EXPENSES							
01-491-2-5210	CITY BLDGS ELECTRICITY & GAS	\$756,827.98	\$790,000.00	\$587,862.82	\$790,000.00	\$790,000.00	\$790,000.00
01-491-2-5213	CITY BLDGS SEASONAL EXP	\$0.00	\$40,000.00	\$39,346.34	\$85,000.00	\$85,000.00	\$85,000.00
01-491-2-5247	HVAC SERVICE CONTRACT/REPAIRS	\$46,885.95	\$60,000.00	\$17,806.95	\$80,000.00	\$80,000.00	\$80,000.00
01-491-2-5260	ELEVATOR SERVICE CONTRACT	\$14,368.00	\$20,000.00	\$8,811.72	\$25,000.00	\$25,000.00	\$25,000.00
01-491-2-5291	CLEANING SERVICE CONTRACT/CITY	\$14,997.36	\$15,000.00	\$12,176.00	\$40,000.00	\$40,000.00	\$40,000.00
01-491-2-5430	BUILDING REPAIR & MAINTENANCE	\$269,171.47	\$410,000.00	\$168,700.95	\$200,000.00	\$200,000.00	\$200,000.00
01-491-2-5450	CUSTODIAL SUPPLIES	\$34,898.19	\$45,000.00	\$29,649.34	\$50,000.00	\$50,000.00	\$50,000.00
01-491-2-5704	WIRE EXPENSES	\$9,770.27	\$10,000.00	\$7,879.79	\$20,000.00	\$20,000.00	\$20,000.00
EXPENSES Total:		\$1,146,919.22	\$1,390,000.00	\$872,233.91	\$1,290,000.00	\$1,290,000.00	\$1,290,000.00
491 DPW FACILITIES MAINTENANCE DIV		\$1,146,919.22	\$2,160,681.00	\$1,527,896.89	\$2,425,613.00	\$2,425,613.00	\$2,425,613.00

491	DEPARTMENT OF PUBLIC WORKS								
	Facilities Maintenance Division								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
01-491-1-5111	Facilities Maintenance Superintendent ¹	UNCL	40	1	1	1	\$83,000	\$84,660	\$84,660
01-491-1-5111	Administrative Assistant ^{1 2 3}	A-6U/2	35	1	1	1	\$40,445	\$47,871	\$47,871
01-491-1-5111	Facilities Maintenance Mechanic ^{1 2}	W-13U/4	40	1	1	1	\$65,512	\$69,803	\$69,803
01-491-1-5111	Facilities Maintenance Mechanic ^{1 2}	W-13U/4	40	1	1	1	\$65,512	\$69,803	\$69,803
01-491-1-5111	Facilities Maintenance Mechanic HVAC Cert. ⁴	W-13U/1	40	1	1	1	\$49,368	\$65,677	\$65,677
01-491-1-5111	Facilities Maintenance Carpenter ⁵	W-13U/1	40	0	1	1	\$0	\$65,677	\$65,677
01-491-1-5111	Lead Custodian General Maintenance (Eve) ^{1 2}	W-10U/4	40	1	1	1	\$50,864	\$54,196	\$54,196
01-491-1-5111	Lead Custodian General Maintenance (Day) ^{1 2}	W-10U/4	40	1	1	1	\$50,864	\$54,196	\$54,196
01-491-1-5111	Custodian / General Maintenance ^{1 2}	W-6U/4	40	1	1	1	\$46,812	\$48,894	\$48,894
01-491-1-5111	Custodian / General Maintenance ^{1 2}	W-6U/4	40	1	1	1	\$46,812	\$48,894	\$48,894
01-491-1-5111	Custodian / General Maintenance ^{1 2 6}	W-6U/4	40	0	1	1	\$0	\$48,894	\$48,894
01-491-1-5111	Custodian / General Maintenance ^{1 2 6}	W-6U/4	40	0	1	1	\$0	\$48,894	\$48,894
01-491-1-5111	Custodian / General Maintenance ^{1 2}	W-6U/2	40	0	1	1	\$0	\$46,607	\$46,607
01-491-1-5111	Custodian / General Maintenance (Evenings) ^{1 2}	W-6U/2	40	1	1	1	\$43,533	\$46,607	\$46,607
01-491-1-5111	Craftsman ^{1 2 3}	W-6U/4	40	1	1	1	\$45,534	\$48,894	\$48,894
01-491-1-5111	Custodian / Class - 2 ^{1 2 3}	W-6U/4	40	1	1	1	\$44,427	\$48,894	\$48,894
01-491-1-5113	Custodian / Hours as needed ¹	UNCL	Varies	0	0	0	\$15,148	\$15,451	\$15,451
01-491-1-5113	Housekeeper	UNCL	19.5	0	0	0	\$35,000	\$35,000	\$35,000
491	DPW Facilities Maintenance TOTAL			12	16	16			
						Salary (5111)	\$632,683	\$898,462	\$898,462
						Part Time (5113)	\$50,148	\$50,451	\$50,451
Notes to Budget:						Overtime (5130)	\$72,000	\$150,000	\$150,000
¹ This position has received a 2% COLA in FY 17.						Night Differential (5142)	\$1,000	\$5,000	\$5,000
² The FY 17 salary was based on 2% increase for FY 15. Union also settled on 2% for FY 16. Also includes step increases.						Longevity (5143)	\$2,850	\$6,300	\$6,300
³ This position was reclassified in FY 15 per Local 25 DPW & Clerical contract.						Above Grade Differential (5144)	\$8,000	\$15,000	\$15,000
⁴ This salary for this position has been increased due to current job market.						Clothing Allowance (5193)	\$4,000	\$9,800	\$9,800
⁵ New request in FY 17 budget.						Tool Allowance (5196)	\$0	\$600	\$600
⁶ This position transferred from Health & Wellness during FY 16.									

					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
					Personnel Total:		\$770,681	\$1,135,613	\$1,135,613

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492 - DPW ENGINEERING DIVISION							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-492-1-5111	SALARIES	\$0.00	\$218,445.00	\$146,470.90	\$224,642.00	\$224,642.00	\$224,642.00
01-492-1-5130	OVERTIME	\$0.00	\$1,000.00	\$472.97	\$1,000.00	\$1,000.00	\$1,000.00
01-492-1-5143	LONGEVITY	\$0.00	\$1,700.00	\$1,700.00	\$2,750.00	\$2,750.00	\$2,750.00
01-492-1-5144	ABOVE DIFFERENTIAL	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
PERSONNEL Total:		\$0.00	\$222,145.00	\$148,643.87	\$229,392.00	\$229,392.00	\$229,392.00
EXPENSES							
01-492-2-5240	EQUIPMENT MAINT./REPAIR	\$2,690.94	\$3,000.00	\$454.89	\$3,000.00	\$3,000.00	\$3,000.00
01-492-2-5420	OFFICE SUPPLIES	\$3,429.69	\$4,000.00	\$2,326.63	\$5,000.00	\$5,000.00	\$5,000.00
01-492-2-5421	OFFICE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-492-2-5434	FIELD EQUIPMENT & SUPPLIES	\$825.18	\$1,000.00	\$107.38	\$1,000.00	\$1,000.00	\$1,000.00
01-492-2-5710	PROFESSIONAL DEVELOPMENT	\$2,475.58	\$7,500.00	\$1,884.20	\$7,500.00	\$7,500.00	\$7,500.00
01-492-2-5734	LICENSES & MEMBERSHIP FEES	\$1,067.00	\$1,000.00	\$90.00	\$1,000.00	\$1,000.00	\$1,000.00
01-492-2-5746	EYEGLASS REPLACEMENT	\$223.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$10,712.34	\$16,500.00	\$4,863.10	\$27,500.00	\$27,500.00	\$27,500.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
492 DPW ENGINEERING DIVISION Total:		\$10,712.34	\$238,645.00	\$153,506.97	\$256,892.00	\$256,892.00	\$256,892.00

492	DEPARTMENT OF PUBLIC WORKS								
	Engineering Division								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
01-492-1-5111	Director of Engineering ¹	UNCL	40	1	1	1	\$95,000	\$96,900	\$96,900
01-492-1-5111	City Engineer ¹	UNCL	40	1	1	1	\$83,000	\$84,660	\$84,660
01-492-1-5111	Clerk ^{1 3}	C-3U/7	35	1	1	1	\$40,445	\$43,082	\$43,082
492	DPW Engineering TOTAL			3	3	3			
						Salary (5111)	\$218,445	\$224,642	\$224,642
						Overtime (5130)	\$1,000	\$1,000	\$1,000
						Longevity (5143)	\$1,700	\$2,750	\$2,750
						Above Grade Differential (5144)	\$1,000	\$1,000	\$1,000
						Personnel Total:	\$222,145	\$229,392	\$229,392
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									
² This is a new position requested in FY 17 budget.									
³ The FY 17 salary was based on 2% increase for FY 15. Union also settled on 2% for FY 16.									

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493 - DPW PARKS AND CEMETERIES DIV							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-493-1-5111	SALARIES	\$0.00	\$608,731.00	\$529,678.48	\$860,953.00	\$860,953.00	\$860,953.00
01-493-1-5113	PART TIME	\$0.00	\$35,000.00	\$29,167.26	\$35,000.00	\$35,000.00	\$35,000.00
01-493-1-5130	OVERTIME	\$0.00	\$97,200.00	\$56,468.91	\$105,000.00	\$105,000.00	\$105,000.00
01-493-1-5142	NIGHT DIFFERENTIAL	\$0.00	\$1,000.00	\$12.00	\$1,000.00	\$1,000.00	\$1,000.00
01-493-1-5143	LONGEVITY	\$0.00	\$5,700.00	\$7,000.00	\$5,850.00	\$5,850.00	\$5,850.00
01-493-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-493-1-5193	CLOTHING ALLOWANCE	\$0.00	\$5,000.00	\$7,000.00	\$9,800.00	\$9,800.00	\$9,800.00
PERSONNEL Total:		\$0.00	\$753,631.00	\$629,326.65	\$1,018,603.00	\$1,018,603.00	\$1,018,603.00
EXPENSES							
01-493-2-5255	LANDSCAPING	\$83,117.30	\$220,000.00	\$76,326.56	\$260,000.00	\$260,000.00	\$260,000.00
01-493-2-5256	GRAFFITI REMOVAL	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-493-2-5257	GLENWOOD CEMETARY EXPENSES	\$28,084.80	\$33,800.00	\$25,776.46	\$60,000.00	\$60,000.00	\$60,000.00
01-493-2-5410	OUTDOOR FIELD LIGHTING	\$25,826.76	\$25,000.00	\$21,386.94	\$25,000.00	\$25,000.00	\$25,000.00
01-493-2-5435	REPAIR & MAINTENANCE	\$67,857.16	\$66,200.00	\$49,764.85	\$100,000.00	\$100,000.00	\$100,000.00
01-493-2-5439	TREES SEED & SOD SUPPLIES	\$29,160.09	\$35,000.00	\$18,089.86	\$55,000.00	\$55,000.00	\$55,000.00
01-493-2-5830	CONCRETE LINERS	\$4,680.00	\$7,500.00	\$6,488.00	\$7,500.00	\$7,500.00	\$7,500.00
EXPENSES Total:		\$238,726.11	\$388,000.00	\$197,832.67	\$508,000.00	\$508,000.00	\$508,000.00
CAPITAL IMPROVEMENTS							
01-493-3-5830	DESIGN AND REFURBISH TOT LOTS	\$90,370.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$90,370.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
493 DPW PARKS AND CEMETERIES DIV Total:		\$329,096.11	\$1,141,631.00	\$827,159.32	\$1,526,603.00	\$1,526,603.00	\$1,526,603.00

493	DEPARTMENT OF PUBLIC WORKS								
	Parks and Cemeteries Division								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
01-493-1-5111	Operations Manager ¹	UNCL	40	1	1	1	\$88,000	\$89,760	\$89,760
01-493-1-5111	Clerk ^{1 2 3}	C-3U/7	35	1	1	1	\$32,717	\$43,082	\$43,082
01-493-1-5111	General Foreman ^{1 4}	W-12U/4	40	1	1	1	\$63,658	\$67,793	\$67,793
01-493-1-5111	Working Foreman ^{1 5}	W-10U/4	40	1	1	1	\$45,534	\$54,196	\$54,196
01-493-1-5111	Working Foreman ^{1 5}	W-10U/4	40	1	1	1	\$49,903	\$54,196	\$54,196
01-493-1-5111	Craftsman - SMEO ^{1 5}	W-9U/4	40	1	1	1	\$47,941	\$52,571	\$52,571
01-493-1-5111	Craftsman - SMEO ⁶	W-9U/4	40	1	0	0	\$48,899	\$0	\$0
01-493-1-5111	Craftsman - SMEO ^{1 5 7}	W-9U/4	40	0	1	1	\$0	\$52,571	\$52,571
01-493-1-5111	Craftsman - SMEO ^{1 5}	W-9U/2	40	1	1	1	\$48,899	\$50,070	\$50,070
01-493-1-5111	Craftsman - HMEO ^{1 5 7}	W-8U/4	40	0	1	1	\$0	\$51,075	\$51,075
01-493-1-5111	Craftsman - SMEO ^{1 5 7}	W-8U/4	40	0	1	1	\$0	\$51,075	\$51,075
01-493-1-5111	Craftsman - HMEO ^{1 5}	W-8U/4	40	1	1	1	\$47,493	\$51,075	\$51,075
01-493-1-5111	Craftsman ^{1 5}	W-6U/4	40	0	1	1	\$0	\$48,894	\$48,894
01-493-1-5111	Craftsman ^{1 5}	W-6U/4	40	1	1	1	\$44,619	\$48,894	\$48,894
01-493-1-5111	Craftsman ^{1 5}	W-6U/4	40	1	1	1	\$45,534	\$48,894	\$48,894
01-493-1-5111	Craftsman ^{1 5}	W-6U/4	40	1	1	1	\$45,534	\$48,894	\$48,894
01-493-1-5111	Craftsman ^{1 5 7}	W-6U/3	40	0	1	1	\$0	\$47,911	\$47,911
01-493-1-5113	Tree Warden - PT	UNCL	Varies	0	0	0	\$35,000	\$35,000	\$35,000
493	DPW Parks & Cemeteries TOTAL			12	16	16			
						Salary (5111)	\$608,731	\$860,953	\$860,953
Notes to Budget:						Part Time (5113)	\$35,000	\$35,000	\$35,000
¹ This position has received a 2% COLA in FY 17.						Overtime (5130)	\$97,200	\$105,000	\$105,000
² This position went from PT during FY 16 to FT.						Night Differential (5142)	\$1,000	\$1,000	\$1,000
³ The FY 17 salary was based on 2% increase for FY 15 and FY 16. Also includes step increases.						Longevity (5143)	\$5,700	\$5,850	\$5,850
⁴ This position reclassified in FY 16 from a Gen'l Maint Mechanic to a Gen'l Foreman.						Above Grade Differential (5144)	\$1,000	\$1,000	\$1,000
⁵ This position was reclassified in FY 15 per Local 25 DPW contract.						Clothing Allowance (5193)	\$5,000	\$9,800	\$9,800
⁶ This position has moved to the Highway Division in FY 17.									

					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
⁷ This position has moved from the Highway Division in FY 17.					Personnel Total:		\$753,631	\$1,018,603	\$1,018,603

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494 - DPW STADIUM DIVISION		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-494-2-5212	FUEL	\$5,572.42	\$5,000.00	\$1,652.97	\$6,000.00	\$6,000.00	\$6,000.00
01-494-2-5213	ELECTRIC OUTDOOR FIELD	\$9,477.60	\$14,000.00	\$6,403.32	\$14,000.00	\$14,000.00	\$14,000.00
01-494-2-5240	EQUIPMENT/MOTOR MAINT	\$0.00	\$1,500.00	\$0.00	\$8,500.00	\$8,500.00	\$8,500.00
01-494-2-5255	MAINTENANCE TO FIELD	\$0.00	\$3,000.00	\$597.51	\$9,500.00	\$9,500.00	\$9,500.00
01-494-2-5435	REPAIR & MAINTENANCE	\$2,092.93	\$5,000.00	\$805.00	\$8,000.00	\$8,000.00	\$8,000.00
EXPENSES Total:		\$17,142.95	\$28,500.00	\$9,458.80	\$46,000.00	\$46,000.00	\$46,000.00
494 DPW STADIUM DIVISION Total:		\$17,142.95	\$28,500.00	\$9,458.80	\$46,000.00	\$46,000.00	\$46,000.00

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495 - DPW HIGHWAY DIVISION							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-495-1-5111	SALARIES	\$0.00	\$969,063.00	\$763,058.33	\$811,917.00	\$811,917.00	\$811,917.00
01-495-1-5130	OVERTIME	\$0.00	\$154,800.00	\$123,014.68	\$154,800.00	\$154,800.00	\$154,800.00
01-495-1-5142	NIGHT DIFFERENTIAL	\$0.00	\$1,000.00	\$2,495.86	\$2,000.00	\$2,000.00	\$2,000.00
01-495-1-5143	LONGEVITY	\$0.00	\$4,600.00	\$8,900.00	\$4,350.00	\$4,350.00	\$4,350.00
01-495-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$1,000.00	\$1,614.18	\$1,000.00	\$1,000.00	\$1,000.00
01-495-1-5193	CLOTHING ALLOWANCE	\$0.00	\$9,500.00	\$11,900.00	\$9,800.00	\$9,800.00	\$9,800.00
01-495-1-5196	TOOLS FOR MECHANICS	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$0.00	\$1,140,163.00	\$910,983.05	\$983,867.00	\$983,867.00	\$983,867.00
EXPENSES							
01-495-2-5241	CONSTRUCTION/REPAIRS	\$103,332.25	\$75,000.00	\$47,626.03	\$125,000.00	\$125,000.00	\$125,000.00
01-495-2-5268	CONTRACTED SERVICES	\$0.00	\$210,000.00	\$167,300.00	\$210,000.00	\$210,000.00	\$210,000.00
01-495-2-5280	EQUIPMENT HIRE	\$24,402.97	\$20,000.00	\$3,672.26	\$25,000.00	\$25,000.00	\$25,000.00
01-495-2-5435	REPAIR & MAINTENANCE	\$81,895.61	\$75,000.00	\$34,219.36	\$75,000.00	\$75,000.00	\$75,000.00
01-495-2-5436	STREET CLEANING SUPPLIES &	\$24,693.23	\$15,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00
01-495-2-5440	STREET & TRAFFIC SIGNS	\$14,999.07	\$25,000.00	\$15,049.54	\$50,000.00	\$50,000.00	\$50,000.00
01-495-2-5445	TOWING	\$1,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5546	CITY SERVICES-REPAIR/MAINT	\$135,364.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5548	POLICE DEPT-REPAIR/MAINT	\$36,267.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5480	GASOLINE/DIESEL & OIL	\$267,907.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5541	CENTER LINE X-WLK MARK	\$45,292.95	\$50,000.00	\$37,393.58	\$50,000.00	\$50,000.00	\$50,000.00
01-495-2-5543	CEMENT STONE & ASPHALT	\$126,554.73	\$125,000.00	\$80,837.33	\$150,000.00	\$150,000.00	\$150,000.00
01-495-2-5570	SHOP TOOLS	\$14,452.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5580	M V INSPECTIO	\$2,845.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5581	TIRES & TIRE SUPPLIES	\$19,534.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5582	TRAINING & SOFTWARE	\$3,580.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5583	BODY SHOP REPAIRS	\$9,388.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5656	I S D-REPAIR/MAINT	\$7,313.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5856	OTHER - POLICE DETAILS	\$19,752.50	\$30,000.00	\$17,623.50	\$30,000.00	\$30,000.00	\$30,000.00
EXPENSES Total:		\$938,826.74	\$625,000.00	\$403,721.60	\$745,000.00	\$745,000.00	\$745,000.00

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495 - DPW HIGHWAY DIVISION		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
CAPITAL IMPROVEMENTS							
01-495-3-5850	ENHANCED CROSSWALKS	\$75,000.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
CAPITAL IMPROVEMENTS Total:		\$75,000.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
495 DPW HIGHWAY DIVISION Total:		\$1,013,826.74	\$1,865,163.00	\$1,314,704.65	\$1,828,867.00	\$1,828,867.00	\$1,828,867.00

495	DEPARTMENT OF PUBLIC WORKS								
	Highway Division								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
01-495-1-5111	Highway/Park/Cemetery Superintendent ¹	UNCL	40	1	1	1	\$83,000	\$84,660	\$84,660
01-495-1-5111	Clerk ^{1 2 3}	C-3U/3	35	1	1	1	\$40,445	\$37,376	\$37,376
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ^{1 3}	W-10U/4	40	1	1	1	\$51,881	\$54,196	\$54,196
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ^{1 3}	W-10U/4	40	1	1	1	\$51,881	\$54,196	\$54,196
01-495-1-5111	Craftsman - SMEO ^{1 3 4}	W-9U/4	40	1	1	1	\$48,899	\$52,571	\$52,571
01-495-1-5111	Craftsman - SMEO ^{1 3 4 7}	W-9U/4	40	0	1	1	\$0	\$52,571	\$52,571
01-495-1-5111	Craftsman - SMEO ^{1 3 4}	W-9U/2	40	1	1	1	\$48,899	\$50,070	\$50,070
01-495-1-5111	Craftsman - SMEO ⁵	W-9U/4	40	1	0	0	\$48,899	\$0	\$0
01-495-1-5111	Craftsman - HMEO ^{1 3}	W-8U/1	40	1	1	1	\$47,493	\$47,911	\$47,911
01-495-1-5111	Craftsman - HMEO ^{1 3 4}	W-8U/3	40	1	1	1	\$46,557	\$50,070	\$50,070
01-495-1-5111	Watchman - HMEO ^{1 3 4}	W-8U/3	40	1	1	1	\$44,619	\$50,070	\$50,070
01-495-1-5111	Watchman - HMEO (32 Hours) ^{1 3 4}	W-8U/1	32	0.80	0.80	0.80	\$35,695	\$38,329	\$38,329
01-495-1-5111	Craftsman - HMEO ⁵	W-8U/4	40	1	0	0	\$47,493	\$0	\$0
01-495-1-5111	Craftsman - HMEO ⁵	W-8U/4	40	1	0	0	\$46,557	\$0	\$0
01-495-1-5111	Custodian / General Maintenance ⁵	W-6U/4	40	1	0	0	\$46,812	\$0	\$0
01-495-1-5111	Craftsman ⁵	W-6U/2	40	1	0	0	\$45,534	\$0	\$0
01-495-1-5111	Craftsman ^{1 3 4}	W-6U/4	40	1	1	1	\$45,534	\$48,894	\$48,894
01-495-1-5111	Craftsman ^{1 3 4}	W-6U/4	40	1	1	1	\$45,534	\$48,894	\$48,894
01-495-1-5111	Craftsman ^{1 3 4}	W-6U/4	40	1	1	1	\$45,534	\$48,894	\$48,894
01-495-1-5111	Craftsman ^{1 3 4 6}	W-6U/2	40	1	1	1	\$48,899	\$46,607	\$46,607
01-495-1-5111	Craftsman ^{1 3 4 6}	W-6U/2	40	1	1	1	\$48,899	\$46,607	\$46,607
495	DPW Highway TOTAL			19.80	15.80	15.80			
						Salary (5111)	\$969,063	\$811,917	\$811,917
Notes to Budget:						Overtime (5130)	\$154,800	\$154,800	\$154,800
¹ This position has received a 2% COLA in FY 17.						Night Differential (5142)	\$1,000	\$2,000	\$2,000
² New clerical transfer during FY 16, salary is at a Step 3.						Longevity (5143)	\$4,600	\$4,350	\$4,350
³ The FY 17 salary was based on 2% increase for FY 15 and for FY 16. Also includes step increases.						Above Grade Differential (5144)	\$1,000	\$1,000	\$1,000
⁴ This position was reclassified in FY 15 per Local 25 DPW contract.						Clothing Allowance (5193)	\$9,500	\$9,800	\$9,800
⁵ This position has moved to the Parks/Cemeteries Division in FY 17.						Tools for Mechanics (5196)	\$200	\$0	\$0
⁶ Higher paid employee retired. Replaced in FY 16 with employee at Step One.									
⁷ This position has moved from the Parks/Cemeteries Division in FY 17.						Personnel Total:	\$1,140,163	\$983,867	\$983,867

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496 - DPW SNOW AND ICE DIVISION							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-496-1-5130	S & I OVERTIME	\$257,807.58	\$50,000.00	\$74,062.31	\$50,000.00	\$50,000.00	\$50,000.00
PERSONNEL Total:		\$257,807.58	\$50,000.00	\$74,062.31	\$50,000.00	\$50,000.00	\$50,000.00
EXPENSES							
01-496-2-5280	CONTRACTED SERVICES	\$2,188,094.18	\$40,000.00	\$12,775.00	\$40,000.00	\$40,000.00	\$40,000.00
01-496-2-5434	S & I SUPPLIES & MATERIALS	\$74,687.41	\$50,000.00	\$22,899.00	\$50,000.00	\$50,000.00	\$50,000.00
01-496-2-5446	S & I REPAIR /MAINTANANCE	\$58,946.69	\$10,000.00	\$12,270.95	\$10,000.00	\$10,000.00	\$10,000.00
01-496-2-5480	S & I FUEL	\$52,114.29	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
01-496-2-5536	S & I SALT	\$262,891.64	\$200,000.00	\$189,651.80	\$200,000.00	\$200,000.00	\$200,000.00
01-496-2-5856	S & I POLICE DETAILS	\$216,307.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$2,853,042.06	\$325,000.00	\$237,596.75	\$325,000.00	\$325,000.00	\$325,000.00
496 DPW SNOW AND ICE DIVISION Total:		\$3,110,849.64	\$375,000.00	\$311,659.06	\$375,000.00	\$375,000.00	\$375,000.00

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497 - DPW SOLID WASTE DIVISION							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
EXPENSES							
01-497-2-5290	REFUSE COLLECTION	\$1,553,812.32	\$1,650,000.00	\$1,232,228.72	\$1,650,000.00	\$1,650,000.00	\$1,650,000.00
01-497-2-5293	SOLID WASTE DISPOSAL	\$979,059.14	\$912,000.00	\$687,519.39	\$950,000.00	\$950,000.00	\$950,000.00
01-497-2-5298	HAZARDOUS WASTE COLL/DISP	\$1,239.75	\$20,000.00	\$17,090.00	\$30,000.00	\$30,000.00	\$30,000.00
01-497-2-5299	RUBBL/YARD WASTE DISPOSAL	\$101,695.48	\$90,000.00	\$62,759.20	\$110,000.00	\$110,000.00	\$110,000.00
EXPENSES Total:		\$2,635,806.69	\$2,672,000.00	\$1,999,597.31	\$2,740,000.00	\$2,740,000.00	\$2,740,000.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
497 DPW SOLID WASTE DIVISION Total:		\$2,635,806.69	\$2,672,000.00	\$1,999,597.31	\$2,740,000.00	\$2,740,000.00	\$2,740,000.00

Department of Health & Human Services

Mission Statement

To prevent disease and injury, promote wellness and protect the personal, community and environmental health of all Everett residents through regulatory enforcement, policy development and coalition building.

Significant Budget & Staffing Changes for FY 2017

8% increase due to: The Director of Health & Human Services position was hired at a salary less than what was budgeted in FY 16. The Director of Joint Committee position has not been funded in FY 17. The Wellness Coordinator positions were dropped from full-time in FY 16 to 20 hours in FY 17. Both the Supervising Nurse (Acting Director of Health and Human Services until Acting Director is confirmed by City Council) and the Public Health Nurse received increases to bring their salaries in line with the surrounding communities. During FY 16, the nurses received step increases based on their current contract. We also budgeted for 2 new full-time nurses to work in the schools. Also, during FY 16 the contract for Local 25 Clerical was settled for FY 15 and FY 16. This accounts for the large jump in salary for the Clerk. All salaries have been increased by 2% in the FY 17 budget. Medical Waste account increased due to change in disposal regulations. Mosquito Control account increased to cover larvicide applications.



FY 2016: Accomplishments

- ❖ Increased the number of flu vaccines administered from 752 to 848.
- ❖ Established a Sharps disposal program for the schools.
- ❖ Placed three AED machines in City Hall and have trained City Hall personnel on usage.

- ❖ Assisted in writing grant for the Health and Wellness department entitled “Healthy Me”.
- ❖ First health department in the state to have a CDC Audit in regard to updating and implementing new emergency preparedness.
- ❖ Established Policy and Procedure manual for school nurses.

FY 2017: Goals

- ❖ Increase availability of vaccine to residents.
- ❖ Increase the number of visits under the Direct Observation Therapy program. This consists of daily visits by the Public Health Nurse to residents that need assistance with their medication.
- ❖ Participate in Wellness programs in schools with the /BOC program.
- ❖ Re-organize Health Department to increase services and health and wellness to the community.
- ❖ Provide monthly programs of interest to the community, including CPR and the use of AED systems.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Number of inspections	3	5	10	15
Number of permits issued from the Board of Health	341	355	359	423
Preventive vaccines administered – includes TB testing	482	526	550	575
Direct Observation Therapy – daily home visits to Everett residents	170	144	194	200
Body art establishments	4	3	3	8
Flu shots administered	630	752	848	950

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510 - DEPT OF HEALTH & HUMAN SERVICE							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-510-1-5111	SALARIES	\$931,505.51	\$1,094,082.00	\$830,437.93	\$1,172,922.00	\$1,172,922.00	\$1,172,922.00
01-510-1-5113	PART TIME	\$31,333.86	\$36,190.00	\$9,241.14	\$44,000.00	\$44,000.00	\$44,000.00
01-510-1-5130	OVERTIME	\$394.65	\$200.00	\$185.25	\$1,700.00	\$1,700.00	\$1,700.00
01-510-1-5143	LONGEVITY	\$2,250.00	\$5,800.00	\$5,300.00	\$5,250.00	\$5,250.00	\$5,250.00
01-510-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$1,570.00	\$0.00	\$1,570.00	\$1,570.00	\$1,570.00
01-510-1-5191	STIPEND	\$0.00	\$3,200.00	\$3,650.00	\$3,200.00	\$3,200.00	\$3,200.00
01-510-1-5193	CLOTHING ALLOWANCE	\$3,925.00	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$4,500.00
PERSONNEL Total:		\$969,409.02	\$1,145,042.00	\$852,814.32	\$1,233,142.00	\$1,233,142.00	\$1,233,142.00
EXPENSES							
01-510-2-5249	EQUIPMENT REPAIRS	\$119.00	\$350.00	\$0.00	\$350.00	\$350.00	\$350.00
01-510-2-5300	PROFESSIONAL SERVICES	\$1,426.73	\$1,800.00	\$354.42	\$1,800.00	\$1,800.00	\$1,800.00
01-511-2-5310	MEDICAL SUPPLIES	\$2,843.51	\$3,525.00	\$829.89	\$3,725.00	\$3,725.00	\$3,725.00
01-511-2-5383	MEDICAL WASTE	\$503.88	\$650.00	\$650.00	\$1,300.00	\$1,300.00	\$1,300.00
01-510-2-5420	OFFICE SUPPLIES	\$2,849.47	\$3,675.00	\$1,549.70	\$3,275.00	\$3,275.00	\$3,275.00
01-511-2-5503	HEARING/VISION EXPENSES	\$1,020.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
01-510-2-5710	PROFESSIONAL DEVELOPMENT	\$1,670.21	\$2,000.00	\$150.00	\$3,000.00	\$3,000.00	\$3,000.00
01-511-2-5710	PROFESSIONAL DEVELOPMENT	\$1,488.04	\$2,500.00	\$1,597.32	\$3,000.00	\$3,000.00	\$3,000.00
01-510-2-5780	MOSQUITO CONTROL	\$12,000.00	\$12,000.00	\$12,000.00	\$14,000.00	\$14,000.00	\$14,000.00
01-510-2-5781	PEST CONTROL	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$23,920.84	\$29,000.00	\$17,131.33	\$31,950.00	\$31,950.00	\$31,950.00
510 DEPT OF HEALTH & HUMAN SERVICE		\$993,329.86	\$1,174,042.00	\$869,945.65	\$1,265,092.00	\$1,265,092.00	\$1,265,092.00

510	DEPARTMENT OF HEALTH & HUMAN SERVICE								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-510-1-5111	Director of Health & Human Services ¹	UNCL	35	1	1	1	\$87,322	\$81,600	\$81,600
01-510-1-5111	Director of Joint Committee ¹	UNCL	35	1	0	0	\$81,600	\$0	\$0
01-510-1-5111	Wellness Coordinator ^{1 2}	UNCL	20	1	0.57	0.57	\$36,958	\$21,807	\$21,807
01-510-1-5111	Wellness Coordinator ^{1 2}	UNCL	20	1	0.57	0.57	\$36,958	\$21,807	\$21,807
01-510-1-5111	Supervising Nurse ^{1 3}	UNCL	35	1	1	1	\$60,585	\$76,986	\$76,986
01-510-1-5111	Public Health Nurse ^{1 4}	UNCL	35	1	1	1	\$45,299	\$69,437	\$69,437
01-510-1-5111	Public Health Nurse ¹	A-8/1	25	0.71	0.71	0.71	\$32,360	\$33,004	\$33,004
01-510-1-5111	Nurse / RN ^{5 7}	RN-U/5	35	1	1	1	\$52,473	\$64,825	\$64,825
01-510-1-5111	Nurse / RN ⁵	RN-U/6	35	1	1	1	\$55,692	\$59,511	\$59,511
01-510-1-5111	Nurse / RN ⁵	RN-U/6	35	1	1	1	\$54,600	\$59,511	\$59,511
01-510-1-5111	Nurse / RN ⁵	RN-U/6	35	1	1	1	\$52,496	\$59,511	\$59,511
01-510-1-5111	Nurse / RN ⁵	RN-U/6	35	1	1	1	\$55,692	\$59,511	\$59,511
01-510-1-5111	Nurse / RN ⁵	RN-U/6	35	1	1	1	\$55,692	\$59,511	\$59,511
01-510-1-5111	Nurse / RN ⁵	RN-U/5	35	1	1	1	\$48,867	\$56,096	\$56,096
01-510-1-5111	Nurse / RN ⁵	RN-U/5	35	1	1	1	\$48,867	\$56,096	\$56,096
01-510-1-5111	Nurse / RN ⁵	RN-U/3	35	1	1	1	\$45,619	\$50,452	\$50,452
01-510-1-5111	Nurse / RN ⁵	RN-U/2	35	0	1	1	\$0	\$48,747	\$48,747
01-510-1-5111	Nurse / RN ⁵	RN-U/2	35	1	1	1	\$48,867	\$48,747	\$48,747
01-510-1-5111	Nurse / RN ⁵	RN-U/2	35	1	1	1	\$55,692	\$48,747	\$48,747
01-510-1-5111	Nurse / RN ⁵	RN-U/2	35	1	1	1	\$43,210	\$48,747	\$48,747
01-510-1-5111	Nurse / RN ⁵	RN-U/1	35	0	1	1	\$0	\$47,096	\$47,096
01-510-1-5111	Nurse / LPN ⁵	RN-U/6	35	1	1	1	\$36,088	\$38,563	\$38,563
01-510-1-5113	Nurses - Per Diem ⁶	RN-U	Varies	0	0	0	\$11,730	\$15,000	\$15,000
01-510-1-5111	Clerk ⁸	C-3U/7	35	1	1	1	\$40,445	\$43,082	\$43,082
01-510-1-5111	Clerk ⁸	C-3U/1	20	0.57	0.57	0.57	\$18,700	\$19,530	\$19,530
01-510-1-5113	Outreach Worker/Comm Spec	UNCL	15	0	0	0	\$9,180	\$11,000	\$11,000
01-510-1-5113	Youth Worker	UNCL	15	0	0	0	\$11,181	\$13,000	\$13,000

					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-510-1-5113	Farmer's Market	UNCL	15	0	0	0	\$4,099	\$5,000	\$5,000
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$1,200	\$1,200	\$1,200
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$1,000	\$1,000	\$1,000
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$1,000	\$1,000	\$1,000
510	Board of Health TOTAL			21.28	21.43	21.43			
						Salary (5111)	\$1,094,082	\$1,172,922	\$1,172,922
						Part Time (5113)	\$36,190	\$44,000	\$44,000
						Overtime (5130)	\$200	\$1,700	\$1,700
						Longevity (5143)	\$5,800	\$5,250	\$5,250
						Above Grade Differential (5144)	\$1,570	\$1,570	\$1,570
						Board of Health Stipend (5191)	\$3,200	\$3,200	\$3,200
						Clothing (5193)	\$4,000	\$4,500	\$4,500
						Personnel Total:	\$1,145,042	\$1,233,142	\$1,233,142
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									
² This position was funded in FY 16 as full-time. They are reduced in FY 17 to part-time.									
³ The Supervising Nurse has been Acting Director of Health & Human Services in FY16.									
⁴ In FY 16, the Public Health Nurse received a reclassification increase.									
⁵ This position was funded in FY 16 with a 2% increase in anticipation of union settlement. The amount requested									
for FY 17 includes another 2% increase in anticipation of union settlement. The nurses union contract is now pending ratification for FY16 and FY17.									
⁶ Increased to cover emergency nurses when permanent nurses take sick and personal time.									
⁷ This nurse covers the Devens School and receives a different classification of wages per the Union contract.									
⁸ The Local 25 Clerical salary for FY 17 is based on 2% increase for FY 15. Union also settled on 2% for FY 16. Also includes step increases.									

Department of Planning and Development

Mission Statement

To enhance the viability of the community as a desirable place in which to live, work and recreate, through sound urban planning practices, land-use strategies and housing community and economic activities.

Significant Budget & Staffing Changes for FY 2017

We do not have any significant staffing changes in FY 17. Under Professional Services we are seeking \$550,000 to include:

- Architectural/Engineering Services (plot plans, renderings, etc.)
- Legal Services (example zoning rewrite)
- Historical Property Inventory (for Historical Commission)
- Update of the Open Space and Recreation Plan (to secure additional grants)
- Training of municipal boards and staff (ZBA, Planning Board, and Conservation Commission)



FY 2016: Accomplishments

- ❖ Started several park construction projects: Day Park, Florence Street Park, Glendale Park (swings), and Meadows Park.
- ❖ Obtained and expended over \$1.2M in grant funding including over \$800K from the Community Development Block Grant (CDBG), \$230K from the HOME Investment Partnerships Program, and \$25K for housing productions plans.
- ❖ Secured \$2M in Massworks for the Market Street culvert

- ❖ Secured \$150K for Bike Path Design Services

FY 2017: Goals & Objectives

- ❖ Complete projects identified in the CIP (Capital Improvement Plan) including park construction projects, Streetlight Conversion Project, and Traffic Light Signalization Project.
- ❖ Obtain over \$1.5M in grant funding from state and federal sources.



- ❖ Continue to implement the Everett Housing Production Plan, Commercial Triangle Master Plan, Everett Square Visioning Plan and Green Communities program.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
First Time Home Buyers Assisted	N/A	15	25	25
Housing Rehabilitation Assistance (CDBG funded)	5 units	20	22	5 units
Financial/Technical Assistance (small businesses)	8	10	12	5 - 8
CDBG Projects/Programs Completed	1	3	3	1

How FY 2017 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Revise the City's Open Space and Recreation Plan (Expires 2017)
- Increase opportunities for First-Time Buyers
- Launch public web-based GIS System with Assessor's office and Engineering division
- Implement the Complete Street Policy to accommodate all users
- Rehabilitate 2 additional parks
- Redesign 2 additional parks
- Implement recommendations from the Cemetery Design Study
- Start LED Streetlights Conversion Project to help save energy costs
- Implement a rain barrel project to reduce storm water
- Revise the following sections of the Everett Zoning Ordinance: Section 17-Off Street Parking; Section 19-Site Plan Review; Section 28-Stormwater; Section 29-Post-Construction Management of Storm Water
- Implement Inclusionary Zoning to promote affordable housing
- Conduct a Historical Building Inventory to promote preservation and to help property owners' secure public funds for preservation



- Implement the Pavement Management Inventory to assist the city with sequencing of street reconstruction projects
- Install security cameras and other amenities along the Bike Path to enhance security
- Work on expanding the Bike Path
- Seek additional state and federal grants that support community goals
- Build capacity to increase the level of project oversight and management
- Work on city's Comprehensive Master Plan

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521 - DEPT OF PLANNING & DEVELOPMENT							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-521-1-5111	SALARIES	\$340,754.04	\$351,194.00	\$270,405.77	\$360,864.00	\$360,864.00	\$360,864.00
01-521-1-5130	OVERTIME	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
01-521-1-5143	LONGEVITY	\$1,300.00	\$4,050.00	\$2,750.00	\$4,050.00	\$4,050.00	\$4,050.00
PERSONNEL Total:		\$342,054.04	\$355,344.00	\$273,155.77	\$365,014.00	\$365,014.00	\$365,014.00
EXPENSES							
01-521-2-5300	PROFESSIONAL SERVICES	\$104,097.36	\$100,000.00	\$68,113.51	\$550,000.00	\$550,000.00	\$550,000.00
01-521-2-5313	GIS EXPENSES	\$8,378.84	\$16,000.00	\$1,500.00	\$15,000.00	\$15,000.00	\$15,000.00
01-521-2-5420	OFFICE SUPPLIES	\$937.47	\$2,000.00	\$1,046.94	\$3,000.00	\$3,000.00	\$3,000.00
01-521-2-5710	PROFESSIONAL DEVELOPMENT	\$1,959.64	\$4,000.00	\$1,696.22	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$115,373.31	\$122,000.00	\$72,356.67	\$573,000.00	\$573,000.00	\$573,000.00
521 DEPT OF PLANNING & DEVELOPMENT		\$457,427.35	\$477,344.00	\$345,512.44	\$938,014.00	\$938,014.00	\$938,014.00

521	DEPARTMENT OF PLANNING & DEVELOPMENT								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-521-1-5111	Executive City Planner ^{1 a}	UNCL	35	0.75	0.75	0.75	\$67,500	\$68,850	\$68,850
01-521-1-5111	Senior Planner ^{2 a}	UNCL	35	0.75	0.75	0.75	\$52,500	\$48,750	\$48,750
01-521-1-5111	Sustain/Environ Planner ^a	A-11/1	35	1	1	1	\$54,141	\$59,141	\$59,141
01-521-1-5111	Deputy Director ^{3 a}	UNCL	35	0.20	0.20	0.20	\$14,788	\$15,385	\$15,385
01-521-1-5111	Housing Specialist ^{4 a}	UNCL	35	0.25	0.25	0.25	\$15,666	\$16,299	\$16,299
01-521-1-5111	Traffic Engineer/Planner ^a	UNCL	35	1	1	1	\$69,227	\$72,828	\$72,828
01-521-1-5111	GIS Coordinator ^a	UNCL	35	1	1	1	\$62,127	\$63,370	\$63,370
01-521-1-5111	Administrative Assistant ^{5 a}	A-6U/6	35	0.30	0.30	0.30	\$15,245	\$16,241	\$16,241
521	Planning & Development TOTAL			5.25	5.25	5.25			
						Salary (5111)	\$351,194	\$360,864	\$360,864
Notes to Budget:						Overtime (5130)	\$100	\$100	\$100
						Longevity (5143)	\$4,050	\$4,050	\$4,050
						General Fund Total	\$355,344	\$365,014	\$365,014
CDBG	Executive City Planner ¹	UNCL	35	0.25	0.25	0.25	\$22,500	\$22,950	\$22,950
CDBG	Senior Planner ²	UNCL	35	0.25	0.25	0.25	\$17,500	\$16,250	\$16,250
CDBG	Deputy Director ³	UNCL	35	0.80	0.80	0.80	\$59,150	\$61,540	\$61,540
Home	Housing Specialist ⁴	UNCL	35	0.75	0.75	0.75	\$46,999	\$48,898	\$48,898
CDBG	Administrative Assistant ⁵	A-6U/6	35	0.70	0.70	0.70	\$35,571	\$37,896	\$37,896
521	Planning & Development TOTAL			2.75	2.75	2.75	\$181,720	\$187,534	\$187,534

Council on Aging

Mission Statement

To empower older adults to live with purpose, independence, and dignity by providing social, health and nutritional support.

Significant Budget & Staffing Changes for FY 17

4% increase due to: No salaries under the COA. The Senior Activities Expenses account was increased due (in part) to a change with the type of bands used for the Senior Socials for the current fiscal year.

FY 2016: Accomplishments

- ❖ Connolly Center Kitchens has been completely renovated
- ❖ In FY 2014 there were 11,560 participants in exercise programs - In FY15 there were 12,841 participants, an increase of 11%
- ❖ In collaboration with the Mayor's Office, a computer lab for use by the seniors has been opened with three computers



FY 2017: Goals & Objectives

- ❖ Senior activities and programming will be increased by the addition of new afternoon programming: Addition of a singing club, Addition of an arts program
- ❖ New and Exciting trips for seniors: Red Sox-Yankee games at Yankee Stadium, Niagara Falls and Erie Canal Trip

- ❖ Additional health programs in collaboration with Cambridge Health Alliance: A Matter of Balance, Continuation of the successful My Health Game Show.
- ❖ Introduction of computer literacy classes in the new computer lab at the Connolly Center.
- ❖ Expand senior activities and programming.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Total # Senior Citizens served through COA	968	1,009	1,030	1,076
Volunteers	24	25	28	35
Tax Work Off Participants	13	15	15	20
Van Rides – Units of Service	5,303	5,750	6,100	7,500



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541 - COUNCIL ON AGING		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-541-2-5420	OFFICE SUPPLIES	\$1,391.65	\$2,000.00	\$1,712.86	\$2,000.00	\$2,000.00	\$2,000.00
01-541-2-5780	SENIOR ACTIVITIES EXPENSES	\$41,620.34	\$43,000.00	\$38,555.94	\$45,000.00	\$45,000.00	\$45,000.00
EXPENSES Total:		\$43,011.99	\$45,000.00	\$40,268.80	\$47,000.00	\$47,000.00	\$47,000.00
541 COUNCIL ON AGING Total:		\$43,011.99	\$45,000.00	\$40,268.80	\$47,000.00	\$47,000.00	\$47,000.00

Office of Veterans Services

Mission Statement

The Office of Veterans Services has continued to aid and assist the veteran community. Veterans are continuously counseled on how to manage financial affairs as well as on going health conditions in concert with MGL 115 and CMR 108. These laws and regulations are one of a kind in the United States and stand alone as one of the best state wide Veterans Benefits. The law provides for short and long term care of financial, medical, housing and other necessary ingredients for the well-being of those we serve. The state is responsible for 75% of all funding and in some instances 100%. This is an ongoing day to day function of this office. The roll of this office is to continually counsel our Veterans on how to seek alternate means of financial stability and we are proud to say that we have returned monies back to the general fund for the past 7 years.

This office is also responsible for all flag locations throughout the city as well as all ceremonies that are deemed memorial in nature that exists with the military and veteran community. Veteran counseling for all degree of services are available thru this office in relation to school funding, (GI Bill), vocational education, stress, PTSD, or medical problems. We are also involved in the conduit between the Veteran and the VA for all benefits.

The office of Veteran Services is the first stop for the concerns of all Veterans and their families. We are proud of the work that has been done from this office and have the satisfaction of knowing the people we help are as satisfied with the aid and assistance of this office.

Significant Budget & Staffing Changes for FY 2017

The Veteran's Director has retired in early July, 2016. We are seeking a replacement for this position.



FY 2016: Accomplishments

- ❖ Successful Veterans Day and Memorial Day programs
- ❖ Bring a Vet to School Day
- ❖ Successful Memorial Day program 5,600 Flags placed at veterans gravesites
- ❖ Ongoing upkeep of WWII roll call board
- ❖ Continued state mandated VSO training requirements as well as all Massachusetts Veterans Service seminars

FY 2017: Goals & Objectives

- ❖ Looking forward to the new Director's plan for our veterans



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
# of Cases	78	78	67	60
Amount Reimbursed to City from State	\$241,559	\$278,839	\$262,500	\$224,674
\$\$ and benefits expended	\$322,130	\$371,192	\$350,000	\$299,566



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543 - OFFICE OF VETERANS SERVICES		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-543-1-5111	SALARIES	\$62,305.37	\$67,800.00	\$56,655.42	\$69,156.00	\$69,156.00	\$69,156.00
01-543-1-5113	PART TIME SALARY	\$17,633.30	\$18,490.00	\$14,800.35	\$18,860.00	\$18,860.00	\$18,860.00
01-543-1-5143	LONGEVITY	\$1,300.00	\$1,300.00	\$0.00	\$1,300.00	\$1,300.00	\$1,300.00
PERSONNEL Total:		\$81,238.67	\$87,590.00	\$71,455.77	\$89,316.00	\$89,316.00	\$89,316.00
EXPENSES							
01-543-2-5305	RESTORATION OF CANNON	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-543-2-5351	WREATHS	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-543-2-5420	OFFICE SUPPLIES	\$136.82	\$700.00	\$143.64	\$700.00	\$700.00	\$700.00
01-543-2-5700	CITY FLAGS	\$4,440.16	\$6,000.00	\$929.30	\$6,000.00	\$6,000.00	\$6,000.00
01-543-2-5701	VETERANS PLAQUES & SIGNS	\$711.00	\$1,650.00	\$180.00	\$1,650.00	\$1,650.00	\$1,650.00
01-543-2-5770	VET BEN-ALLOWANCE	\$307,195.84	\$391,000.00	\$263,559.14	\$391,000.00	\$391,000.00	\$391,000.00
01-543-2-5775	VET BEN-DR / DENTIST / HOSPITAL	\$3,573.59	\$18,000.00	\$0.00	\$18,000.00	\$18,000.00	\$18,000.00
01-543-2-5777	VET BEN-MED EX	\$15,117.43	\$30,000.00	\$13,638.20	\$30,000.00	\$30,000.00	\$30,000.00
01-543-2-5783	VETERANS DAY	\$695.05	\$1,000.00	\$369.90	\$1,000.00	\$1,000.00	\$1,000.00
01-543-2-5785	CITY MEMORIAL DAY EXPENSES	\$3,505.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$335,374.89	\$469,350.00	\$278,820.18	\$469,350.00	\$469,350.00	\$469,350.00
543 OFFICE OF VETERANS SERVICES Total:		\$416,613.56	\$556,940.00	\$350,275.95	\$558,666.00	\$558,666.00	\$558,666.00

543	OFFICE OF VETERAN'S SERVICES								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-543-1-5111	Veteran's Director ¹	A-11/5	35	1	1	1	\$67,800	\$69,156	\$69,156
01-543-1-5113	Clerk - Part Time ¹	UNCL	16	0	0	0	\$18,490	\$18,860	\$18,860
543	Veteran's Services TOTAL			1	1	1			
						Salary (5111)	\$67,800	\$69,156	\$69,156
						Part Time (5113)	\$18,490	\$18,860	\$18,860
						Longevity (5143)	\$1,300	\$1,300	\$1,300
						Personnel Total:	\$87,590	\$89,316	\$89,316
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									

Disability Commission

Mission Statement

To make all Everett Public buildings accessible and to support, educate and help all departments within the City to achieve this goal.
To make the City of Everett an accessible and safe community to live in and visit.

Significant Budget & Staffing Changes for FY 16

No significant budget changes.

FY 2017: Goals & Objectives

- ❖ Identify the needs of those in the city that need assistance with compliance issues.
- ❖ Measure the progress of all ongoing projects.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
TBD				

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544 - DISABILITY COMMISSION		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-544-1-5111	SALARIES	\$0.00	\$0.00	\$141.67	\$0.00	\$0.00	\$0.00
01-544-1-5191	STIPEND	\$1,408.35	\$3,700.00	\$1,316.69	\$3,700.00	\$3,700.00	\$3,700.00
PERSONNEL Total:		\$1,408.35	\$3,700.00	\$1,458.36	\$3,700.00	\$3,700.00	\$3,700.00
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:		\$1,408.35	\$3,950.00	\$1,458.36	\$3,950.00	\$3,950.00	\$3,950.00

544	DISABILITY COMMISSION								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
				F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-544-1-5191	Commission Chair	DisCom		0	0	0	\$700	\$700	\$700
01-544-1-5191	Commission Member	DisCom		0	0	0	\$500	\$500	\$500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$500	\$500	\$500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$500	\$500	\$500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$500	\$500	\$500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$500	\$500	\$500
01-544-1-5191	Commission Member	DisCom		0	0	0	\$500	\$500	\$500
544	Commission on Disability TOTAL			0	0	0			
					Stipends (5191)		\$3,700	\$3,700	\$3,700
					Personnel Total:		\$3,700	\$3,700	\$3,700

Office of Human Services

Mission Statement

To establish and administer programs and services for the benefit of the City's elderly, low-income, minority and disabled population.

Significant Budget & Staffing Changes for FY 2017

2% increase due to: Human Services Director retired in FY 16. We are currently seeking candidates for this position. Large increases for union employees due to union contract settled for both FY 15 and FY 16 during FY 16. Also includes step increases for these union personnel and one clerk being reclassified. 2% increase on most salaries.

We have requested an increase to Domestic Violence Prevention in anticipation of need.

FY 2016: Accomplishments

- ❖ Successful programs for all community outreach

FY 2017: Goals & Objectives

- ❖ Increase collaboration with other local social service agencies to include:
- ❖ Action of Boston Community Development
- ❖ Increase in Mystic Valley Elder Service Programs.



- ❖ Increase classes offered through the Everett Adult Learning Center:
- ❖ Add Level One class
- ❖ Continue to expand nutrition programs of elderly and low income:
- ❖ Assist Bread of Life with the Everett Food Pantry.
- ❖ Continue with Thanksgiving and Christmas meals as well as our small food pantry and emergency vouchers.
- ❖ Increase amount of classes offered through the Everett Adult Learning Center (EALC), including GED and Citizenship classes.

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Actual FY 2016	Estimated FY 2017
Fuel Assistance – Action for Boston Community Development Emergency Utilities	23	13/30	30	35



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599 - OFFICE OF HUMAN SERVICES							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-599-1-5111	SALARIES	\$268,570.28	\$306,317.00	\$258,372.13	\$312,087.00	\$312,087.00	\$312,087.00
01-599-1-5113	PART TIME	\$33,009.45	\$63,661.00	\$46,722.20	\$64,934.00	\$64,934.00	\$64,934.00
01-599-1-5143	LONGEVITY	\$3,550.00	\$3,950.00	\$4,350.00	\$4,350.00	\$4,350.00	\$4,350.00
PERSONNEL Total:		\$305,129.73	\$373,928.00	\$309,444.33	\$381,371.00	\$381,371.00	\$381,371.00
EXPENSES							
01-599-2-5302	DOMESTIC VIOLENCE PREVENTION	\$9,000.00	\$9,000.00	\$2,250.00	\$10,000.00	\$10,000.00	\$10,000.00
01-599-2-5420	OFFICE SUPPLIES	\$1,433.75	\$2,000.00	\$523.10	\$2,000.00	\$2,000.00	\$2,000.00
01-599-2-5780	SOCIAL SERVICES	\$11,999.12	\$12,000.00	\$2,899.30	\$12,000.00	\$12,000.00	\$12,000.00
01-599-2-5781	ELDER SERVICES	\$53,083.51	\$57,000.00	\$39,446.05	\$57,000.00	\$57,000.00	\$57,000.00
EXPENSES Total:		\$75,516.38	\$80,000.00	\$45,118.45	\$81,000.00	\$81,000.00	\$81,000.00
599 OFFICE OF HUMAN SERVICES Total:		\$380,646.11	\$453,928.00	\$354,562.78	\$462,371.00	\$462,371.00	\$462,371.00

599	OFFICE OF HUMAN SERVICES								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-599-1-5111	Human Services Director ^{1 a}	UNCL	35	0.91	0.91	0.91	\$70,539	\$71,949	\$71,949
01-599-1-5111	COA Assist Dir / Prog Coord ^{1 b}	UNCL	35	0.93	0.93	0.93	\$55,800	\$56,916	\$56,916
01-599-1-5111	Education Coordinator ^{1 c}	A-9/1	35	1	0.97	0.97	\$49,147	\$48,626	\$48,626
01-599-1-5111	Administrative Assistant ¹	A-6U/6	35	1	1	1	\$50,816	\$54,137	\$54,137
01-599-1-5111	Administrative Assistant ^{1 2}	A-6U/1	35	0.87	1	1	\$44,210	\$43,082	\$43,082
01-599-1-5111	Clerk ¹	C-3U/3	35	1	1	1	\$35,805	\$37,376	\$37,376
01-599-1-5113	Community Health Specialist ¹	UNCL	19.5	0	0	0	\$30,000	\$30,600	\$30,600
01-599-1-5113	Elderly Assistants ¹	Uncl	Varies	0	0	0	\$13,772	\$14,047	\$14,047
01-599-1-5113	Elderly Assistants ¹	Uncl	Varies	0	0	0	\$10,331	\$10,538	\$10,538
01-599-1-5113	Elderly Assistants ¹	Uncl	Varies	0	0	0	\$5,139	\$5,242	\$5,242
01-599-1-5113	Elderly Assistants ¹	Uncl	Varies	0	0	0	\$4,419	\$4,507	\$4,507
599	Human Services TOTAL			5.71	5.81	5.81			
						Salary (5111)	\$306,317	\$312,087	\$312,087
Notes to Budget:						Part Time (5113)	\$63,661	\$64,934	\$64,934
						Longevity (5143)	\$3,950	\$4,350	\$4,350
^a Human Services Director annual salary is \$79,065									
^b COA Assist Dir/Prog Coord annual salary is \$61,200									
^c Education Coordinator annual salary is \$50,130									
¹ This position has received a 2% COLA in FY 17.									
² Grade/Step changed in FY 16 although job not yet posted. Currently paid as C3-U/7.									
Ex Off Eld Affrs	Human Services Director ^{1 a}	UNCL	35	0.09	0.09	0.09	\$6,976	\$7,116	\$7,116
Ex Off Eld Affrs	COA Assist Dir / Prog Coord ^{1 b}	UNCL	35	0.07	0.07	0.07	\$4,200	\$4,284	\$4,284
Sm Cities Grant	Education Coordinator ^{1 c}	A-9/1	35	0.13	0.03	0.03	\$6,606	\$1,504	\$1,504
599	Human Services TOTAL			0.29	0.19	0.19	\$17,782	\$12,904	\$12,904

Department of Libraries

Mission Statement

To instill a love of reading and learning in children and adults by providing access to the world of ideas and information. Open to all, the Everett Public Libraries will promote literacy, protect intellectual freedom and encourage life-long learning.

Significant Budget & Staffing Changes for FY 2017:

Increase of 6%: The Director retired in early July 2016. She is working temporarily while a search is being conducted for a replacement. The Children's Librarian is a vacant position. All union personnel will receive a contractual step increase in FY 17. 2% COLA added to all salaries. During FY 16, all part-time employees were upgraded at least to the minimum wage of \$10 per hour. Two employees receiving a bump-up to the next level in their Longevity.

The project for new PC replacement funds was no longer needed which is why Equipment Repair & Maintenance has dropped to a combined budget of \$7,500 in FY 17. Equipment & Other is for new chairs for the Parlin Children's Section and for Flip Top Tables for the meeting room. Non-print Media has increased due to the renovated Shute Library re-opening and needing to stock with more media.



FY 2016: Accomplishments

- ❖ Launched search for new Library Director

- ❖ Made significant progress in multi-year collection development project (removing out-of-date items and purchasing current material)
- ❖ Introduced several programs aimed at adult audiences (coloring for adults, financial planning series, craft program)
- ❖ Replaced all public access computers at the Parlin Library so that the public will have access to streaming sites and future technology
- ❖ Introduced a new technology platform (Chromebooks) and started computer classes on email and job searching
- ❖ Upgraded hubs and switches which improved the libraries technological infra-structure
- ❖ Installed new release of library software that allows for text message notification to patrons of items ready for pickup

FY 2017: Goals & Objectives

- ❖ Complete 5 year Long Range Plan
- ❖ Inject energy into library program with new Director and Children's Supervisor at the Parlin
- ❖ Launch new website featuring historical collection of photographs or digital resources
- ❖ Increase efforts to publicize library programs, services and accomplishments
- ❖ Combine all budged accounts together. Do not differentiate between Parlin and Shute libraries.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Volumes in circulation - *29,584 of which were in storage due to Shute Library Renovation	152,017	145,050	159,504	160,000
Total Volumes Borrowed	134,394	137,299	103,000	125,000
# of Children's programs held - **Reduced by weather in Jan-March 2015 and death of Children's Librarian.	151*	127**	123	150
Turnover Rate – the number of times each item would have circulated had circulation been spread evenly over the entire collection. For a public library that emphasizes circulation, higher is better.	.88	.95	.65	.78



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610 - DEPARTMENT OF LIBRARIES							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-610-1-5111	SALARIES	\$467,344.28	\$552,891.00	\$386,483.90	\$578,635.00	\$578,635.00	\$578,635.00
01-610-1-5113	PART TIME	\$212,288.13	\$208,675.00	\$189,403.41	\$249,512.00	\$249,512.00	\$249,512.00
01-610-1-5143	LONGEVITY	\$6,775.00	\$5,900.00	\$5,900.00	\$7,750.00	\$7,750.00	\$7,750.00
PERSONNEL Total:		\$686,407.41	\$767,466.00	\$581,787.31	\$835,897.00	\$835,897.00	\$835,897.00
EXPENSES							
01-610-2-5240	EQUIPMENT REPAIR & MAINTENANCE	\$3,971.36	\$24,000.00	\$1,941.35	\$4,000.00	\$4,000.00	\$4,000.00
01-610-2-5241	EQUIPMENT & OTHER	\$0.00	\$0.00	\$0.00	\$11,709.00	\$11,709.00	\$11,709.00
01-610-2-5420	OFFICE SUPPLIES	\$5,289.14	\$6,000.00	\$4,664.31	\$6,000.00	\$6,000.00	\$6,000.00
01-610-2-5423	NON PRINT MEDIA	\$35,480.08	\$41,500.00	\$29,814.40	\$42,000.00	\$42,000.00	\$42,000.00
01-610-2-5586	BOOKS MAGAZINES & PAPERS	\$55,060.00	\$60,000.00	\$37,430.11	\$60,000.00	\$60,000.00	\$60,000.00
01-610-2-5710	PROFESSIONAL DEVELOPMENT	\$779.56	\$1,000.00	\$169.00	\$1,000.00	\$1,000.00	\$1,000.00
01-610-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$45,097.98	\$45,100.00	\$38,985.85	\$45,761.00	\$45,761.00	\$45,761.00
PARLIN LIBRARY Total:		\$145,678.12	\$177,600.00	\$113,005.02	\$170,470.00	\$170,470.00	\$170,470.00
01-611-2-5240	EQUIPMENT REPAIRS & MAINTENANCE	\$1,261.22	\$1,500.00	\$1,039.31	\$3,500.00	\$3,500.00	\$3,500.00
01-611-2-5344	POSTAGE	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
01-611-2-5420	OFFICE SUPPLIES	\$489.42	\$500.00	\$317.88	\$750.00	\$750.00	\$750.00
01-611-2-5510	BOOKS MAGAZINES & NEWSPAPERS	\$22,925.15	\$24,550.00	\$17,524.09	\$20,000.00	\$20,000.00	\$20,000.00
01-611-2-5512	NON PRINT MEDIA	\$10,685.20	\$10,600.00	\$4,815.76	\$16,500.00	\$16,500.00	\$16,500.00
01-611-2-5710	PROFESSIONAL DEVELOPMENT	\$159.66	\$700.00	\$0.00	\$700.00	\$700.00	\$700.00
01-611-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$7,352.02	\$7,360.00	\$4,053.35	\$5,017.00	\$5,017.00	\$5,017.00
SHUTE LIBRARY Total:		\$43,072.67	\$45,410.00	\$27,950.39	\$46,667.00	\$46,667.00	\$46,667.00
EXPENSES Total:		\$188,750.79	\$223,010.00	\$140,955.41	\$217,137.00	\$217,137.00	\$217,137.00
610 DEPARTMENT OF LIBRARIES Total:		\$875,158.20	\$990,476.00	\$722,742.72	\$1,053,034.00	\$1,053,034.00	\$1,053,034.00

610	DEPARTMENT OF LIBRARIES								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-610-1-5111	Librarian ¹	A-13/5	35	1	1	1	\$71,205	\$72,629	\$72,629
01-610-1-5111	Children's Supervisor ¹	ELSA 8/5	35	1	1	1	\$60,212	\$61,416	\$61,416
01-610-1-5111	Librarian (Shute Library) ¹	ELSA 8/5	35	1	1	1	\$57,034	\$61,416	\$61,416
01-610-1-5111	Young Adult Reference Librarian ¹	ELSA 7/6	35	1	1	1	\$55,495	\$57,737	\$57,737
01-610-1-5111	Technical Services Librarian ¹	ELSA 7/6	35	1	1	1	\$55,495	\$57,737	\$57,737
01-610-1-5111	Reference Librarian ¹	ELSA 7/6	35	1	1	1	\$55,495	\$57,737	\$57,737
01-610-1-5111	Children's Librarian (Shute Library) ¹	ELSA 7/6	35	1	1	1	\$55,495	\$57,737	\$57,737
01-610-1-5111	Head of Circulation ¹	ELSA 5/6	35	1	1	1	\$47,140	\$49,044	\$49,044
01-610-1-5111	Staff Librarian ¹	ELSA 5/6	35	1	1	1	\$47,140	\$49,044	\$49,044
01-610-1-5111	Administrative Clerk ¹	A-6U/6	35	1	1	1	\$48,180	\$54,137	\$54,137
01-610-1-5113	Clerk ¹	C-3U/1	35	0	1	1	\$0	\$34,177	\$34,177
01-610-1-5113	Employees - Part Time ^{1 2}	UNCL		Varies	Varies	Varies	\$187,675	\$193,600	\$193,600
01-610-1-5113	Pages - Part Time ^{1 2}	UNCL		Varies	Varies	Varies	\$21,000	\$21,735	\$21,735
610	Library TOTAL			10	11	11			
					Salary (5111)		\$552,891	\$578,635	\$578,635
					Part Time (5113)		\$208,675	\$249,512	\$249,512
					Longevity (5143)		\$5,900	\$7,750	\$7,750
					Personnel Total:		\$767,466	\$835,897	\$835,897
Notes to Budget:									
¹ This position has received a 2% COLA in FY 17.									
² On January 1, 2016 minimum wage went to \$10/hr. This increase includes raising the minimum wage for all PT Library employees.									

Office of Health & Wellness

Mission Statement

To make a positive impact in the health and well-being of our community. With a myriad of options in fitness, wellness, children's programs, healthy meals, exercise and nutrition classes, we provide experiential opportunities for residents to participate in regular physical activities and pursue an enhanced quality of life.

Significant Budget & Staffing Changes for FY 2017

Increase of 42% - Health & Wellness opened their facility during FY 16. Director's salary increased due to change in duties. Large increases for Administrative Assistant (Local 25 Clerical) and Program Coordinator (Local 25 DPW) employees due to union contract settled for both FY 15 and FY 16 during FY 16. Also includes reclassifications on each position per their new contract and step increases due to them in FY 17. Assistant Fitness Director and Assistant Rec Supervisor positions both reclassified. 2% increase on most other salaries. Program Instructors account has been increased due to more instructors hired and classes scheduled at the new Wellness Center (includes Zumba, yoga, turbo kick, spin, etc.). Decrease in Overtime, Differential, Longevity and Clothing Allowance due to 2 Local 25 DPW employees moved to another department.



We have added Equipment Maintenance for the repair of any equipment that is not leased. Equipment Lease is for the cardio machines and treadmills. The new Software account is the Clubready software that processes all monthly memberships, the fresh

food program and the scheduling of classes. Recreation Activities account was needed for the Child Care/Youth Programming through the YMCA at the Health and Wellness facility. AED/First Aid Equipment is due to defibrillators stations added at the facility.

FY 2016: Accomplishments

- ❖ Implemented several community fitness and nutrition weight loss challenges with success. Everett residents have lost a total of 200 pounds over the course of our challenges!
- ❖ Provided a variety of new exercise classes and programs to keep members motivated including Zumba, yoga, muscle conditioning, spin, funk fitness and total body pump.
- ❖ Enrolled 10% of the community to the Wellness Center.
- ❖ Achieved USCM (United States Council of Mayors) “Healthy Me” grant for \$100,000 to decrease childhood obesity. How much was grant for? What does USCM stand for?
- ❖ Added new classes (yoga, weight training, soccer camp and teen spinning) for teens which increased enrollment.



FY 2017: Goals & Objectives

- ❖ Continue the Healthy Meals program for residents; pick up pre-made caloric friendly meals at a low cost. We currently have 10 – 20 participants per week. Our goal is to have 20 – 40 by our fiscal year end.
- ❖ Offer personal training programs and lessons to members.
- ❖ Re-vamp our youth programs to include nutrition education.
- ❖ Add more cardiovascular and strength training exercise equipment for our growing number of members. What kind of equipment, be specific.
- ❖ Expand hours of operation on weekends.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Overall Programs	N/A	N/A	70 -80 per week	80 – 90 per week
Number of gym memberships	N/A	N/A	4,100	5,000
Number of Healthy Meals sold	N/A	N/A	4,266 a/o Jan 16	12,000

How FY 2017 Departmental Goals Relate to City's Overall Long & Short Term Goals

Long term goal is to reduce the high obesity rate in the City of Everett. Improve the overall well-being of residents in Everett.

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630 - OFFICE OF HEALTH AND WELLNESS							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-630-1-5111	SALARIES	\$322,226.13	\$429,305.00	\$299,319.97	\$424,072.00	\$424,072.00	\$424,072.00
01-630-1-5113	PART TIME	\$11,592.58	\$66,726.00	\$13,166.10	\$84,873.00	\$84,873.00	\$84,873.00
01-630-1-5123	PROGRAM INSTRUCTORS	\$1,992.00	\$9,500.00	\$5,800.00	\$48,000.00	\$48,000.00	\$48,000.00
01-630-1-5130	OVERTIME	\$3,449.64	\$3,500.00	\$747.75	\$2,500.00	\$2,500.00	\$2,500.00
01-630-1-5142	DIFFERENTIALS	\$897.50	\$1,700.00	\$300.00	\$0.00	\$0.00	\$0.00
01-630-1-5143	LONGEVITY	\$750.00	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00
01-630-1-5191	RECREATION COMISSION STIPEND	\$1,916.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-630-1-5193	CLOTHING ALLOWANCE	\$1,500.00	\$1,500.00	\$2,100.00	\$700.00	\$700.00	\$700.00
PERSONNEL Total:		\$344,324.47	\$512,981.00	\$322,183.82	\$560,145.00	\$560,145.00	\$560,145.00
EXPENSES							
01-630-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-630-2-5241	EQUIPMENT LEASE	\$0.00	\$0.00	\$0.00	\$48,000.00	\$48,000.00	\$48,000.00
01-630-2-5249	SOFTWARE	\$3,346.99	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-630-2-5304	PRINTING	\$0.00	\$2,000.00	\$797.85	\$2,000.00	\$2,000.00	\$2,000.00
01-630-2-5352	WELLNESS PROGRAM EXPENSES	\$8,604.57	\$12,000.00	\$8,623.10	\$15,000.00	\$15,000.00	\$15,000.00
01-630-2-5380	RECREATION ACTIVITIES	\$0.00	\$0.00	\$0.00	\$110,000.00	\$110,000.00	\$110,000.00
01-630-2-5420	OFFICE SUPPLIES	\$987.76	\$2,000.00	\$1,656.12	\$2,500.00	\$2,500.00	\$2,500.00
01-630-2-5502	AED / FIRST AID EQUIPMENT	\$2,884.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-630-2--5585	UNIFORMS	\$977.00	\$2,000.00	\$1,178.00	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$16,800.32	\$18,000.00	\$12,255.07	\$193,000.00	\$193,000.00	\$193,000.00
630 OFFICE OF HEALTH AND WELLNESS		\$361,124.79	\$530,981.00	\$334,438.89	\$753,145.00	\$753,145.00	\$753,145.00

630	OFFICE OF HEALTH & WELLNESS								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/ STEP		F T E STAFF	F T E REQ	F T E REC	FY 16 APPROPRIATION	DEPT REQUEST	& Council REC
01-630-1-5111	Health & Wellness Director ⁷	UNCL	35	1	1	1	\$65,000	\$75,000	\$75,000
01-630-1-5111	Asst. Fitness Director ¹	UNCL	35	1	1	1	\$52,097	\$53,139	\$53,139
01-630-1-5111	Asst. Rec Supervisor ¹	UNCL	35	1	1	1	\$52,097	\$53,139	\$53,139
01-630-1-5111	Administrative Assistant ^{1 2 4 6}	A-6U/2	35	0.86	1	1	\$39,917	\$47,871	\$47,871
01-630-1-5111	Health & Wellness Manager ¹	UNCL	35	1	1	1	\$43,535	\$48,485	\$48,485
01-630-1-5111	Fitness Instructor ¹	UNCL	35	1	1	1	\$41,840	\$43,515	\$43,515
01-630-1-5111	Program Coordinator ^{1 3}	W-4U/4	40	1	1	1	\$41,014	\$46,414	\$46,414
01-630-1-5111	Program Assistant ¹	UNCL	35	1	1	1	\$32,886	\$31,559	\$31,559
01-630-1-5111	Program Assistant ^{1 5}	UNCL	30	0.86	0.86	0.86	\$25,046	\$24,950	\$24,950
01-630-1-5113	Program Assistant - PT ^{1 8}	UNCL	19.5	0	0	0	\$35,873	\$17,583	\$17,583
01-630-1-5113	Program Assistant - PT ¹	UNCL	19.5	0	0	0	\$11,940	\$12,179	\$12,179
01-630-1-5113	Fitness Instructor ¹	UNCL	10	0	0	0	\$16,286	\$16,612	\$16,612
01-630-1-5113	Receptionist - PT	UNCL	Varies	0	0	0	\$7,500	\$7,500	\$7,500
01-630-1-5113	Assistants - PT	UNCL	Varies	0	0	0	\$31,000	\$31,000	\$31,000
630	Health & Wellness TOTAL			8.72	8.86	8.86			
					Salary (5111)		\$393,432	\$424,072	\$424,072
					Part Time (5113)		\$102,599	\$84,873	\$84,873
					Instructors/General (5123)		\$9,500	\$48,000	\$48,000
					Overtime (5130)		\$3,500	\$2,500	\$2,500
					Differentials (5142)		\$1,700	\$0	\$0
					Longevity (5143)		\$750	\$0	\$0
					Clothing Allowance (5193)		\$1,500	\$700	\$700
¹ This position has received a 2% COLA in FY 17.									
² This position was reclassified in FY 16 Local 25 Clerical contract.									
³ This position was reclassified in the FY16 Local 25 DPW contract from W3U to W4U.									
⁴ This position going from 30 hours to 35 hours in FY17.					Personnel Total:		\$512,981	\$560,145	\$560,145
⁵ This position was budgeted at a higher amount in FY 16. FY 17 request based on actual.									
⁶ The FY 17 Local 25 Clerical salary was based on 2% increase for FY 15 and for FY 16. Also includes step increases.									
⁷ This position has been reclassified.									
⁸ Hours changed in FY 17 for this position.									

Office of Gaming Accountability and Development

Mission Statement

To provide timely updates on progress, the addressing of concerns and issues and completion of necessary planning for the project and to provide updates to all interested stakeholders.

Significant Budget & Staffing Changes for FY 2016

This department was not funded in FY 17. The city had elected not to fill the vacant Director of Gaming Accountability & Development position. Costs have been absorbed by other departments such as Finance, City Solicitor and ISD.

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690 - GAMING ACCOUNTABILITY & DEVELOPMENT							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-690-1-5111	SALARIES	\$46,621.31	\$135,000.00	\$30,122.49	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$46,621.31	\$135,000.00	\$30,122.49	\$0.00	\$0.00	\$0.00
EXPENSES							
01-690-2-5280	LEASE OF EQUIPMENT	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-690-2-5420	OFFICE SUPPLIES	\$0.00	\$3,500.00	\$2,545.50	\$0.00	\$0.00	\$0.00
01-690-2-5720	TRAVEL	\$0.00	\$1,500.00	\$110.00	\$0.00	\$0.00	\$0.00
01-690-2-5745	HEALTH INSURANCE	\$0.00	\$19,500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-690-2-5780	EXPENSES	\$328.11	\$7,500.00	\$2,991.90	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$328.11	\$35,000.00	\$5,647.40	\$0.00	\$0.00	\$0.00
690 GAMING ACCOUNTABILITY & DEVELOPMENT		\$46,949.42	\$170,000.00	\$35,769.89	\$0.00	\$0.00	\$0.00

690	OFFICE OF GAMING ACCOUNTABILITY & DEVELOPMENT								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-690-1-5111	Director of Gaming Accountability & Development	UNCL	35	1	0	0	\$90,000	\$0	\$0
01-690-1-5143	Office Manager	UNCL	35	1	0	0	\$45,000	\$0	\$0
610	Gaming TOTAL			2	0	0			
					Salary (5111)		\$135,000	\$0	\$0
					Personnel Total:		\$135,000	\$0	\$0

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710 - RETIREMENT OF DEBT		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-710-9-5903	FEB 1 2007,SCHOOL CONSTRUCTION	\$1,185,000.00	\$1,185,000.00	\$1,180,000.00	\$1,180,000.00	\$1,180,000.00	\$1,180,000.00
01-710-9-5904	OCT 15,2009 (KEVERIAN)	\$970,000.00	\$1,015,000.00	\$0.00	\$1,065,000.00	\$1,065,000.00	\$1,065,000.00
01-710-9-5905	APRIL 23,2015	\$0.00	\$485,000.00	\$704,828.13	\$450,000.00	\$450,000.00	\$450,000.00
01-710-9-5976	DEC 12,2012 PUBLIC WORKS FACILITY	\$230,000.00	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00	\$225,000.00
01-710-9-5977	DEC 12,2012 SCHOOL REMODELING	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00
01-710-9-5978	SEPT 15,2004 SCHOOL REFUNDING	\$2,485,000.00	\$2,595,000.00	\$2,690,000.00	\$2,625,000.00	\$2,625,000.00	\$2,625,000.00
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	\$341,000.00	\$330,000.00	\$330,000.00	\$325,000.00	\$325,000.00	\$325,000.00
01-710-9-5985	FEB 6,2014	\$540,000.00	\$540,000.00	\$540,000.00	\$535,000.00	\$535,000.00	\$535,000.00
01-710-9-5986	Feb. 16, 2016	\$0.00	\$0.00	\$0.00	\$1,382,000.00	\$1,382,000.00	\$1,382,000.00
01-710-9-5987	Feb. 19, 2008 Sec 108 HUD Loan	\$0.00	\$0.00	\$0.00	\$63,000.00	\$63,000.00	\$63,000.00
DEBT SERVICE Total:		\$6,445,416.00	\$7,069,416.00	\$6,364,244.13	\$8,544,416.00	\$8,544,416.00	\$8,544,416.00
710 RETIREMENT OF DEBT Total:		\$6,445,416.00	\$7,069,416.00	\$6,364,244.13	\$8,544,416.00	\$8,544,416.00	\$8,544,416.00

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751 - LONG TERM DEBT INTEREST		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-751-9-5903	FEB 1,2007 SCHOOL CONSTRUCTION	\$411,856.30	\$94,400.00	\$94,400.00	\$47,200.00	\$47,200.00	\$47,200.00
01-751-9-5904	OCT 15,2009 (KEVERIAN SCHOOL)	\$300,650.00	\$255,875.00	\$0.00	\$203,875.00	\$203,875.00	\$203,875.00
01-751-9-5905	APRIL 23,2015	\$0.00	\$339,513.00	\$119,684.21	\$429,957.00	\$429,957.00	\$429,957.00
01-751-9-5976	DEC 20,2012 PUBLIC WORKS FACILITY	\$26,400.00	\$21,800.00	\$21,800.00	\$17,300.00	\$17,300.00	\$17,300.00
01-751-9-5977	DEC12,2012 SCHOOL REMODELING	\$21,700.00	\$18,800.00	\$18,800.00	\$15,900.00	\$15,900.00	\$15,900.00
01-751-9-5978	SEP 15,2004 SCHOOL REFUNDING	\$828,375.02	\$696,510.00	\$150,618.06	\$392,100.00	\$392,100.00	\$392,100.00
01-751-9-5981	OCT 25,2007 MSBA HIGH SCHOOL 2%	\$170,777.00	\$161,790.00	\$161,789.00	\$152,802.00	\$152,802.00	\$152,802.00
01-751-9-5982	AUG 1,2009 SCHOOL REMODEL-PARLIN	\$62,625.00	\$58,625.00	\$58,625.00	\$54,750.00	\$54,750.00	\$54,750.00
01-751-9-5984	DEC 20,2013	\$194,640.00	\$187,930.00	\$95,615.00	\$181,380.00	\$181,380.00	\$181,380.00
01-751-9-5985	FEB 6,2014	\$159,817.80	\$145,869.00	\$145,868.76	\$129,669.00	\$129,669.00	\$129,669.00
01-751-9-5986	Feb. 16, 2016	\$0.00	\$0.00	\$0.00	\$660,827.00	\$660,827.00	\$660,827.00
DEBT SERVICE Total:		\$2,176,841.12	\$1,981,112.00	\$867,200.03	\$2,285,760.00	\$2,285,760.00	\$2,285,760.00
751 LONG TERM DEBT INTEREST Total:		\$2,176,841.12	\$1,981,112.00	\$867,200.03	\$2,285,760.00	\$2,285,760.00	\$2,285,760.00

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752 - SHORT TERM DEBT INTEREST		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-752-9-5925	INT ON TEMP LOANS	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
DEBT SERVICE Total:		\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
752 SHORT TERM DEBT INTEREST Total:		\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00

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911 - RETIREMENT BOARD		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-911-2-5170	NON-CONTRIBUTORY PENSIONS	\$67,656.00	\$69,700.00	\$37,738.16	\$69,700.00	\$69,700.00	\$69,700.00
01-911-2-5177	PAYMENT PENSION FUND	\$12,491,433.69	\$13,070,000.00	\$13,084,659.99	\$13,703,004.00	\$13,703,004.00	\$13,703,004.00
EXPENSES Total:		\$12,559,089.69	\$13,139,700.00	\$13,122,398.15	\$13,772,704.00	\$13,772,704.00	\$13,772,704.00
911 RETIREMENT BOARD Total:		\$12,559,089.69	\$13,139,700.00	\$13,122,398.15	\$13,772,704.00	\$13,772,704.00	\$13,772,704.00

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913 - UNEMPLOYMENT COMPENSATION		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-913-2-5170	UNEMPLOYMENT COMPENSATION	\$397,972.97	\$400,000.00	\$214,109.96	\$400,000.00	\$400,000.00	\$400,000.00
EXPENSES Total:		\$397,972.97	\$400,000.00	\$214,109.96	\$400,000.00	\$400,000.00	\$400,000.00
913 UNEMPLOYMENT COMPENSATION Total:		\$397,972.97	\$400,000.00	\$214,109.96	\$400,000.00	\$400,000.00	\$400,000.00

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914 - EMPLOYEE INSURANCE		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-914-2-5171	LIFE INSURANCE	\$79,386.30	\$81,885.00	\$73,733.90	\$84,342.00	\$84,342.00	\$84,342.00
01-914-2-5172	HEALTH INSURANCE	\$18,019,038.63	\$18,900,000.00	\$15,662,824.92	\$19,628,502.00	\$19,628,502.00	\$19,628,502.00
01-914-2-5175	AD & D INSURANCE	\$18,983.20	\$18,000.00	\$17,680.50	\$18,540.00	\$18,540.00	\$18,540.00
EXPENSES Total:		\$18,117,408.13	\$18,999,885.00	\$15,754,239.32	\$19,731,384.00	\$19,731,384.00	\$19,731,384.00
914 EMPLOYEE INSURANCE Total:		\$18,117,408.13	\$18,999,885.00	\$15,754,239.32	\$19,731,384.00	\$19,731,384.00	\$19,731,384.00

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915 - FICA							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
EXPENSES							
01-915-2-5176	MEDICARE (1.45%)	\$1,203,519.89	\$1,157,625.00	\$1,112,377.93	\$1,347,899.00	\$1,347,899.00	\$1,347,899.00
EXPENSES Total:		\$1,203,519.89	\$1,157,625.00	\$1,112,377.93	\$1,347,899.00	\$1,347,899.00	\$1,347,899.00
915 FICA Total:		\$1,203,519.89	\$1,157,625.00	\$1,112,377.93	\$1,347,899.00	\$1,347,899.00	\$1,347,899.00

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944 - EMPLOYEE INJURIES							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
EXPENSES							
01-944-2-5152	ACTIVE POLICE AND FIRE	\$169,343.50	\$196,000.00	\$158,362.82	\$170,000.00	\$170,000.00	\$170,000.00
01-944-2-5153	RETIRED POLICE & FIRE	\$2,885.71	\$8,500.00	\$1,797.74	\$8,500.00	\$8,500.00	\$8,500.00
01-944-2-5170	WORKERS COMP TRST/EXS INSURANCE	\$328,796.69	\$342,000.00	\$242,994.74	\$0.00	\$0.00	\$0.00
01-944-2-5171	WORKER'S COMP	\$0.00	\$0.00	\$0.00	\$515,000.00	\$515,000.00	\$515,000.00
01-944-2-5305	WORKERS COMP CLAIMS ADMIN	\$112,714.96	\$73,000.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$613,740.86	\$619,500.00	\$403,155.30	\$693,500.00	\$693,500.00	\$693,500.00
944 EMPLOYEE INJURIES Total:		\$613,740.86	\$619,500.00	\$403,155.30	\$693,500.00	\$693,500.00	\$693,500.00

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945 - PROPERTY/ LIABILITY INSURANCE							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
EXPENSES							
01-945-2-5745	COMP GENERAL LIABILITY	\$1,219,975.66	\$1,200,000.00	\$1,324,585.22	\$1,433,556.00	\$1,433,556.00	\$1,433,556.00
01-945-2-5748	INSURANCE DEDUCTIBLES	\$141,912.04	\$50,000.00	\$64,569.26	\$150,000.00	\$150,000.00	\$150,000.00
EXPENSES Total:		\$1,361,887.70	\$1,250,000.00	\$1,389,154.48	\$1,583,556.00	\$1,583,556.00	\$1,583,556.00
945 PROPERTY/ LIABILITY INSURANCE		\$1,361,887.70	\$1,250,000.00	\$1,389,154.48	\$1,583,556.00	\$1,583,556.00	\$1,583,556.00

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990 - TRANSFERS		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
TRANSFERS OUT							
01-990-9-5966	TRANSFER TO PROPRIETARY FUNDS	\$0.00	\$70,863.00	\$70,863.00	\$0.00	\$0.00	\$0.00
01-990-9-5969	TRANSFER TO STABILIZATION FUNDS	\$2,717,733.00	\$2,597,470.00	\$2,597,470.00	\$0.00	\$0.00	\$0.00
TRANSFERS OUT Total:		\$2,717,733.00	\$2,668,333.00	\$2,668,333.00	\$0.00	\$0.00	\$0.00
990 TRANSFERS Total:		\$2,717,733.00	\$2,668,333.00	\$2,668,333.00	\$0.00	\$0.00	\$0.00
GENERAL FUND Total:		152,936,367.11	165,457,732.00	130,739,632.76	173,774,839.00	173,774,839.00	173,774,839.00
Grand Total:		152,936,367.11	165,457,732.00	130,739,632.76	173,774,839.00	173,774,839.00	173,774,839.00

Water & Sewer Enterprise Fund

Mission Statement

To provide water and sewer billing services, products and support to residents. To maintain a safe and effective water distribution system and sewer infrastructure.

Significant Budget & Staffing Changes for FY 2017

% increase due to: The Storm Water Coordinator left the City in FY 16. We have elected not to fill this position in the FY 17 budget. Also, the Clerk in the office went from part-time in FY 16 to full-time in FY 17 due to working on the lead project for the Superintendent. Both the Foreman positions were reclassified during FY 16 due to an increase in responsibilities. Most salaries increased by 2%.

Equipment Hire was decreased due to the city's purchase of a few items that are regularly used, thus cutting the need for rental. Telecommunications is for the iPads that are used for the software needed for asset management. This is for valves, hydrants, etc. The Sewer Line Cleaning account was decreased in FY 16 to help offset the Storm Water account. It shows as a large increase in FY 17 funding, but it is actually level-funded. Pipes, Fittings, Valves account is for stock kept on hand. Storm Water Expenses account (used for cleaning catch basins) was supplemented during FY 16 from a transfer from Sewer Line Cleaning. The DEP requested this work be done. The amount requested for FY 17 is what is expected for this account.



FY 2016: Accomplishments

- ❖ Completed water main improvements on Baldwin Avenue, Winslow Street, Locust Street, Dane Street, Orient Avenue, Bartlett Street, Revere Street, Cameron Street, Porter Street, Mason Street, Gladstone Terrace, Arlington Street and Villa Avenue. Pipes were extremely aged, this allows for better water flow into homes and business. Also improves the hydrant flow.
- ❖ Cleaned all city catch basins, approximately 900 basins.
- ❖ A Leak Detection survey completed in entire city. All leaks found (approximately 12) were repaired.
- ❖ Cross-Connection survey completed. This is for all new businesses that do not have back-flow devices. The last survey was about 10 years ago.

FY 2017: Goals & Objectives

- ❖ There are several streets that need water main replacements. We will put the specifications together and get it out to bid by mid-October.
- ❖ Will implement an ongoing valve exercising program for the maintenance of city's valves. This entails turning the gate valves to discover which are inoperable and need to be replaced.
- ❖ Continue ongoing maintenance of all city catch basins.
- ❖ Complete a count of lead services in the city – for both the city-side and the resident-side. Once the information is compiled, we will develop a program for lead replacement. We will seek funding from MWRA to help with no interest loans for the costs incurred by this upgrade.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Calls for Service	600	596	605	589
Number of on-site appointments	319	614	800	TBD
Number of water meters installed	8,110	8,170	8,210	8,230

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450 - WATER		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
60-450-1-5111	SALARIES	\$551,614.46	\$770,111.00	\$439,412.16	\$751,212.00	\$751,212.00	\$751,212.00
60-450-1-5113	PART TIME	\$11,994.84	\$15,855.00	\$7,020.00	\$23,400.00	\$23,400.00	\$23,400.00
60-450-1-5114	ON-CALL UNION STIPEND	\$5,200.00	\$5,200.00	\$4,100.00	\$5,200.00	\$5,200.00	\$5,200.00
60-450-1-5121	POLICE DETAILS	\$24,053.70	\$25,000.00	\$22,085.60	\$25,000.00	\$25,000.00	\$25,000.00
60-450-1-5130	OVERTIME	\$67,314.95	\$60,000.00	\$38,925.39	\$61,200.00	\$61,200.00	\$61,200.00
60-450-1-5144	ABOVE GRADE	\$460.43	\$900.00	\$-9.03	\$918.00	\$918.00	\$918.00
60-450-1-5143	LONGEVITY	\$2,700.00	\$3,300.00	\$1,850.00	\$1,850.00	\$1,850.00	\$1,850.00
60-450-1-5193	CLOTHING ALLOWANCE	\$3,000.00	\$5,000.00	\$4,200.00	\$7,000.00	\$7,000.00	\$7,000.00
PERSONNEL Total:		\$666,338.38	\$885,366.00	\$517,584.12	\$875,780.00	\$875,780.00	\$875,780.00
EXPENSES							
60-450-2-5280	EQUIPMENT/ HIRE	\$9,579.75	\$22,000.00	\$15,916.98	\$16,000.00	\$16,000.00	\$16,000.00
60-450-2-5341	TELECOMMUNICATIONS	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00
60-450-2-5380	PROFESSIONAL SERVICES	\$127,336.84	\$137,000.00	\$54,675.37	\$137,000.00	\$137,000.00	\$137,000.00
60-450-2-5420	OFFICE SUPPLIES	\$2,195.89	\$2,000.00	\$1,303.74	\$1,500.00	\$1,500.00	\$1,500.00
60-450-2-5430	EMERGENCY REPAIRS	\$85,560.00	\$99,000.00	\$0.00	\$99,000.00	\$99,000.00	\$99,000.00
60-450-2-5435	MAINTENANCE SUPPLIES	\$542.94	\$4,500.00	\$1,107.37	\$4,500.00	\$4,500.00	\$4,500.00
60-450-2-5438	SEWER LINE CLEANING	\$96,666.55	\$64,250.00	\$3,619.78	\$105,000.00	\$105,000.00	\$105,000.00
60-450-2-5532	PIPES FITTINGS VALVES	\$71,395.44	\$142,948.96	\$47,681.48	\$150,000.00	\$150,000.00	\$150,000.00
60-450-2-5534	METERS/MAINTENANCE	\$595.00	\$50,000.00	\$4,056.88	\$50,000.00	\$50,000.00	\$50,000.00
60-450-2-5535	STORMWATER EXPENSES	\$0.00	\$175,750.00	\$175,750.00	\$205,000.00	\$205,000.00	\$205,000.00
60-450-2-5543	STONE/ASPHALT	\$7,393.46	\$15,000.00	\$7,130.00	\$15,000.00	\$15,000.00	\$15,000.00
60-450-2-5710	PROFESSIONAL DEVELOPMENT	\$1,154.82	\$4,500.00	\$1,882.00	\$5,000.00	\$5,000.00	\$5,000.00
60-450-2-5785	EXTRA/UNFORSEEN CHARGES	\$48,997.67	\$42,500.00	\$20,816.50	\$49,000.00	\$49,000.00	\$49,000.00
EXPENSES Total:		\$451,418.36	\$763,448.96	\$333,940.10	\$841,000.00	\$841,000.00	\$841,000.00
CAPITAL IMPROVEMENTS							
60-450-3-5533	HYDRANTS	\$48,163.58	\$53,051.04	\$53,051.04	\$50,000.00	\$50,000.00	\$50,000.00
CAPITAL IMPROVEMENTS Total:		\$48,163.58	\$53,051.04	\$53,051.04	\$50,000.00	\$50,000.00	\$50,000.00

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450 - WATER							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
450 WATER Total:		\$1,165,920.32	\$1,701,866.00	\$904,575.26	\$1,766,780.00	\$1,766,780.00	\$1,766,780.00

60	WATER / SEWER ENTERPRISE FUND								
	PERSONNEL SERVICES								
					FY 17	FY 17			FY 17
	POSITION			FY 16	DEPT	MAYOR		FY 17	MAYOR
		CLASS/		F T E	F T E	F T E	FY 16	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROP	REQUEST	REC
60-450-1-5111	Water Superintendent ¹	Uncl	40	1	1	1	\$83,000	\$84,660	\$84,660
60-450-1-5111	Assistant Water Superintendent ¹	Uncl	40	1	1	1	\$75,000	\$76,500	\$76,500
60-450-1-5111	Storm Water Coordinator	A-13/1	40	1	0	0	\$60,834	\$0	\$0
60-450-1-5111	Administrative Assistant ^{1 2 5}	A-6U/4	35	1	1	1	\$44,940	\$51,294	\$51,294
60-450-1-5111	Clerk ^{1 3}	C-3U/2	35	1	1	1	\$38,875	\$35,749	\$35,749
60-450-1-5111	Clerk /PT ⁶	Uncl	Varies	0	1	1	\$15,855	\$23,400	\$23,400
60-450-1-5111	Working Foreman ^{1 4 5}	W-10U/4	40	1	1	1	\$50,864	\$54,197	\$54,197
60-450-1-5111	Working Foreman ^{1 4 5}	W-10U/4	40	1	1	1	\$50,864	\$54,197	\$54,197
60-450-1-5111	Craftsman - SMEO ^{1 4 5}	W-8U/2	40	1	1	1	\$47,940	\$48,638	\$48,638
60-450-1-5111	Craftsman - SMEO ^{1 4 5}	W-9U/2	40	1	1	1	\$44,976	\$50,070	\$50,070
60-450-1-5111	Craftsman - HMEO ^{1 4 5}	W-8U/4	40	1	1	1	\$46,562	\$51,074	\$51,074
60-450-1-5111	Craftsman - HMEO ^{1 4 5}	W-8U/4	40	1	1	1	\$45,644	\$51,074	\$51,074
60-450-1-5111	Craftsman - HMEO ^{1 4 5}	W-7U/4	40	1	1	1	\$46,562	\$49,621	\$49,621
60-450-1-5111	Craftsman - HMEO ^{1 4 5}	W-7U/4	40	1	1	1	\$46,562	\$49,621	\$49,621
60-450-1-5111	Craftsman - HMEO ^{1 4 5}	W-7U/2	40	1	1	1	\$43,744	\$47,910	\$47,910
60-450-1-5111	Meter Service Craftsman ^{1 4 5}	W-6U/2	40	1	1	1	\$43,744	\$46,607	\$46,607
60	Water/Sewer Enterprise Fund TOTAL			15	15	15			
						Salary (5111)	\$770,111	\$751,212	\$751,212
Notes to Budget						Part Time (5113)	\$15,855	\$23,400	\$23,400
						On Call Union Stipend (5114)	\$5,200	\$5,200	\$5,200
¹ This position has received a 2% COLA in FY 17.						Police Details (5121)	\$25,000	\$25,000	\$25,000
² This position was upgraded per the FY 16 Local 25 Clerical contract.						Overtime (5130)	\$60,000	\$61,200	\$61,200
³ New employee hired at first step. Will go to C3U/2 during FY 17.						Longevity (5143)	\$3,300	\$1,850	\$1,850
⁴ This position was upgraded per the FY 16 Local 25 DPW contract.						Acting Grade (5144)	\$900	\$918	\$918
⁵ This position received a 2% + 2% increase in the FY 16 Local 25 DPW contract.						Clothing Allowance (5193)	\$5,000	\$7,000	\$7,000
⁶ Hours increased in FY 17. Not to work more than 30 hrs/week.									
						Personnel Total:	\$885,366	\$875,780	\$875,780

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710 - RETIREMENT OF DEBT		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
60-710-9-5786	MAY 22,2013 MWPAT	\$117,296.00	\$148,623.00	\$146,623.00	\$149,809.00	\$149,809.00	\$149,809.00
60-710-9-5973	MWRA WATER SYSTEM	\$539,755.10	\$578,392.00	\$172,842.20	\$753,072.00	\$753,072.00	\$753,072.00
60-710-9-5975	JUNE 6,2012 MWPAT CW2-31,8-14	\$28,156.69	\$31,988.00	\$31,958.82	\$33,482.00	\$33,482.00	\$33,482.00
60-710-9-5984	DEC 20,2013	\$210,000.00	\$215,000.00	\$215,000.00	\$210,000.00	\$210,000.00	\$210,000.00
60-710-9-5985	FEB 06,2014	\$240,000.00	\$245,000.00	\$245,000.00	\$245,000.00	\$245,000.00	\$245,000.00
60-710-9-5986	Feb. 16, 2016	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00
DEBT SERVICE Total:		\$1,135,207.79	\$1,219,003.00	\$811,424.02	\$1,426,363.00	\$1,426,363.00	\$1,426,363.00
710 RETIREMENT OF DEBT Total:		\$1,135,207.79	\$1,219,003.00	\$811,424.02	\$1,426,363.00	\$1,426,363.00	\$1,426,363.00

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751 - LONG TERM DEBT INTEREST		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
60-751-9-5786	MAY 22,2013 MWPAT	\$59,931.66	\$72,217.00	\$64,218.05	\$62,426.00	\$62,426.00	\$62,426.00
60-751-9-5975	LONG TERM INTEREST MWPAT	\$9,123.45	\$14,817.00	\$15,051.77	\$12,221.00	\$12,221.00	\$12,221.00
60-751-9-5984	DEC 20,2013	\$42,475.00	\$38,225.00	\$20,187.50	\$33,975.00	\$33,975.00	\$33,975.00
60-751-9-5985	FEB 6,2014	\$91,092.02	\$85,175.00	\$85,175.00	\$77,825.00	\$77,825.00	\$77,825.00
60-751-9-5986	Feb. 16, 2016	\$0.00	\$0.00	\$0.00	\$12,892.00	\$12,892.00	\$12,892.00
DEBT SERVICE Total:		\$202,622.13	\$210,434.00	\$184,632.32	\$199,339.00	\$199,339.00	\$199,339.00
751 LONG TERM DEBT INTEREST Total:		\$202,622.13	\$210,434.00	\$184,632.32	\$199,339.00	\$199,339.00	\$199,339.00

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752 - SHORT TERM DEBT INTEREST		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
60-752-9-5786	SHORT TERM DEBT	\$32,829.97	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
DEBT SERVICE Total:		\$32,829.97	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
752 SHORT TERM DEBT INTEREST Total:		\$32,829.97	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00

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821 - MASS WATER RESOURCES AUTH		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
INTERGOVERNMENTAL							
60-821-6-5230	MWRA LEAK DETECTION	\$8,250.00	\$8,250.00	\$0.00	\$8,250.00	\$8,250.00	\$8,250.00
60-821-6-5231	MWRA SAFE DRINKING WATER	\$0.00	\$15,000.00	\$12,091.76	\$15,000.00	\$15,000.00	\$15,000.00
60-821-6-5694	MWRA WATER	\$4,612,172.40	\$4,636,654.00	\$3,245,657.80	\$4,967,690.00	\$4,967,690.00	\$4,967,690.00
60-821-6-5695	MWRA SEWER	\$7,816,187.00	\$8,086,149.00	\$5,639,482.80	\$8,173,297.00	\$8,173,297.00	\$8,173,297.00
INTERGOVERNMENTAL Total:		\$12,436,609.40	\$12,746,053.00	\$8,897,232.36	\$13,164,237.00	\$13,164,237.00	\$13,164,237.00
821 MASS WATER RESOURCES AUTH Total:		\$12,436,609.40	\$12,746,053.00	\$8,897,232.36	\$13,164,237.00	\$13,164,237.00	\$13,164,237.00

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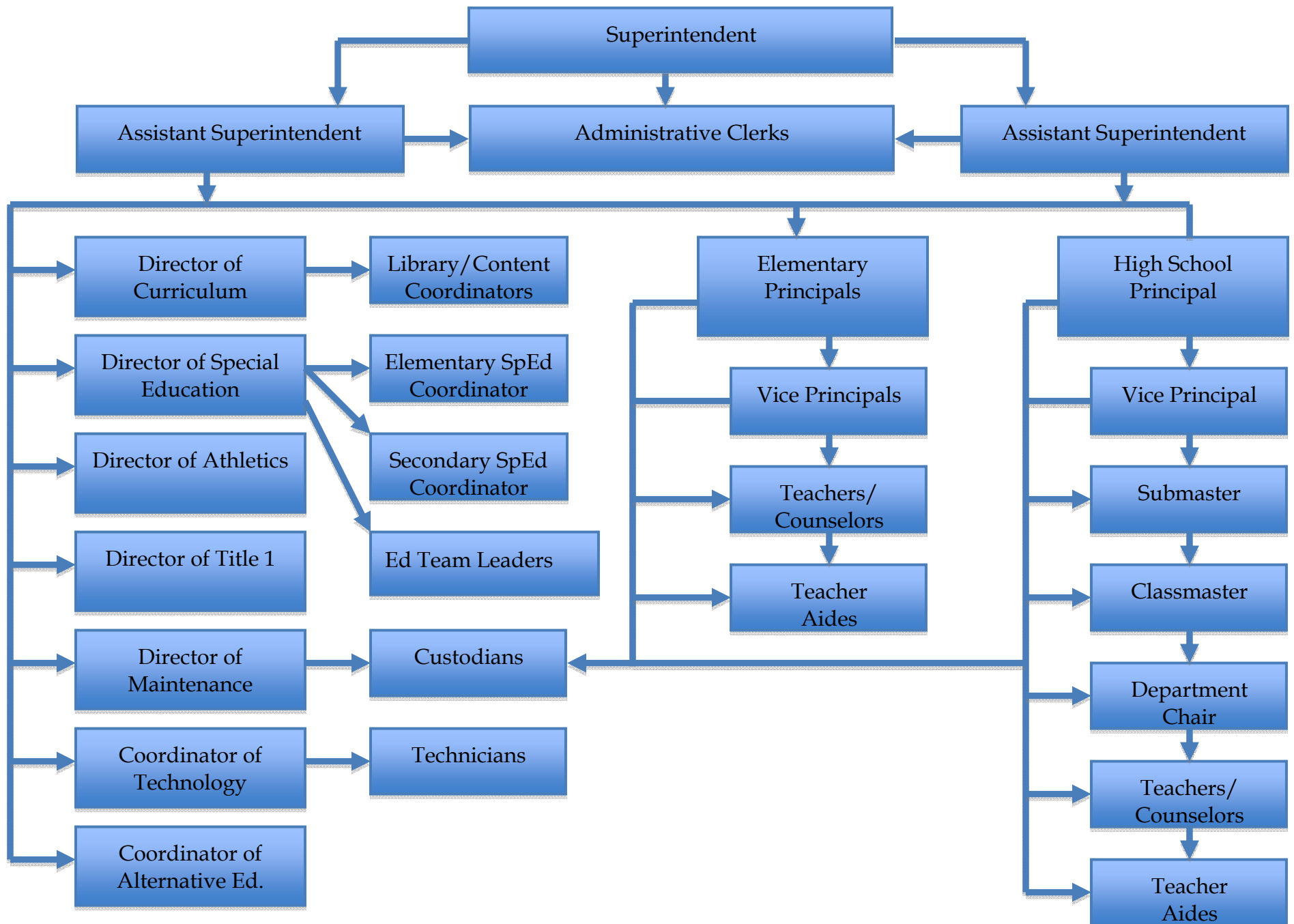
990 - TRANSFERS		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
TRANSFERS OUT							
60-990-9-5961	INDIRECT COST TRANSFERS OUT	\$561,191.00	\$589,251.00	\$589,251.00	\$611,279.00	\$611,279.00	\$611,279.00
TRANSFERS OUT Total:		\$561,191.00	\$589,251.00	\$589,251.00	\$611,279.00	\$611,279.00	\$611,279.00
990 TRANSFERS Total:		\$561,191.00	\$589,251.00	\$589,251.00	\$611,279.00	\$611,279.00	\$611,279.00
WATER & SEWER ENTERPRISE Total:		\$15,534,380.61	\$16,516,607.00	\$11,387,114.96	\$17,217,998.00	\$17,217,998.00	\$17,217,998.00
Grand Total:		\$15,534,380.61	\$16,516,607.00	\$11,387,114.96	\$17,217,998.00	\$17,217,998.00	\$17,217,998.00

Budget Calendar - Fiscal Year 2017

Mayor & School Committee	Date
Assistant School Superintendent begins updating school budget information.	November/ December
Third week in January, the Governor releases House 2 Budget for the next fiscal year. This budget proposal includes the net school spending requirement for each school district in the Commonwealth of Massachusetts. This is how we ascertain our Net School Spending requirement for the EPS.	Late January
Begin sending out requests to all schools - Principals (general supplies, copy paper, additional staffing, furniture), Supervisor of Nurses (medical supplies), Coordinator of Art (art supplies), All Coaches, trainers and PE teachers (athletic supplies)	Late January
Requests due back from all schools.	Mid February
The School Committee on Finance meets to prepare the next fiscal year budget.	Late March
The School Finance Committee recommends to the Full School Board that the budget be moved to the full board for approval.	Late March/Early April
Copies of proposed school budget are distributed for the public to review. Advertisements regarding the budget are put in the local papers.	Early April
School Committee holds a public hearing for comment by the public on the School budget.	Mid April
School Department presents its budget to the City Council for review and approval.	Late May/Early June
City Council passes the budget and sends to Mayor for signature	Mid June
State Legislature passes the state budget. This is important because 71% of the School Department budget comes from the state.	Late June/Early July

City Council	
School Department presents its budget for review and approval.	Late May/Early June
Budget hearing held to review and discuss School Department budget.	Late May/Early June
City Council votes on FY 17 School Department budget	June

Everett Public Schools Organizational Chart



Everett Public Schools

Mission Statement

The Everett Public Schools provide a stimulating, integrated, educational environment for the intellectual, cultural, social, and physical growth of all children, while fostering the necessary concepts, attitudes and skills for further growth. This environment will encourage each student to develop the needed skills and sensitivity for living effectively and responsibly.

It is the Everett Public Schools' responsibility, in cooperation with the community, to provide the best possible education for all children. The schools will offer the opportunity for decision-making, self actualization and continued personal development, while realizing that there are diverse capabilities in every human being.

The local community will provide the necessary financial support and active participation in the education process to ensure the desired results so that students will receive 21st Century skills, ready for college and career.



To support the Mission Statement, the Everett Public Schools will adhere to the following principles:

- ❖ To accept all students for who they are
- ❖ To accommodate the varying learning styles and learning rates of all children
- ❖ To develop self-esteem in all students
- ❖ To respect cultural differences within the student population
- ❖ To educate all students to become lifelong learners
- ❖ To maintain high levels of expectations and to provide opportunities for all students to reach their maximum potential

Significant Budget & Staffing Changes for FY 2017

No significant changes.

The FY 17 budget has been developed against a backdrop of ongoing changes and challenges. These include significant reductions in available federal/state grant funding, increases in enrollment, contractual obligations and increases in fixed costs.



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300 - EVERETT PUBLIC SCHOOLS							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-300-1110-05-3-000	SCHOOL COMM - COMPENSATION	\$52,864.24	\$85,500.00	\$61,349.70	\$103,500.00	\$103,500.00	\$103,500.00
01-300-1210-05-1-000	SUPERINTENDENT - PROF SALARIES	\$183,740.37	\$177,249.00	\$177,204.63	\$219,573.00	\$219,573.00	\$219,573.00
01-300-1210-05-2-000	SUPERINTENDENT - CLERICAL	\$134,968.77	\$109,083.00	\$67,522.31	\$114,084.00	\$114,084.00	\$114,084.00
01-300-1220-05-1-000	ASST SUPERINTENDENT - PROF	\$146,092.56	\$153,730.00	\$133,571.71	\$161,296.00	\$161,296.00	\$161,296.00
01-300-1230-05-2-000	OTHER DIST ADMIN - CLERICAL	\$86,758.19	\$90,443.00	\$77,995.70	\$96,600.00	\$96,600.00	\$96,600.00
01-300-1410-05-1-000	BUSINESS OFFICE - PROF SALARIES	\$149,884.20	\$151,030.00	\$130,871.71	\$158,598.00	\$158,598.00	\$158,598.00
01-300-1410-05-2-000	BUSINESS OFFICE - CLERICAL SALARIES	\$45,621.81	\$45,974.00	\$40,849.95	\$48,300.00	\$48,300.00	\$48,300.00
01-300-1410-05-3-000	BUSINESS OFFICE - OTHER SALARIES	\$251,601.33	\$268,309.00	\$233,692.18	\$242,600.00	\$242,600.00	\$242,600.00
01-300-1420-05-1-000	HUMAN RESOURCES - PROF SALARIES	\$75,095.93	\$80,000.00	\$75,551.00	\$94,554.00	\$94,554.00	\$94,554.00
01-300-1450-05-3-000	DIST TECHNOLOGY - OTHER SALARIES	\$239,442.45	\$168,821.00	\$257,995.07	\$185,914.00	\$185,914.00	\$185,914.00
01-311-2210-05-1-000	ADAMS PRINCIPAL - PROF SALARIES	\$117,255.68	\$117,702.00	\$100,141.40	\$121,843.00	\$121,843.00	\$121,843.00
01-311-2210-05-2-000	ADAMS PRINCIPAL - CLERICAL	\$46,690.38	\$47,074.00	\$40,126.99	\$49,400.00	\$49,400.00	\$49,400.00
01-311-2305-01-1-000	ADAMS CLASSROOM TEACHERS	\$509,024.82	\$602,168.00	\$452,659.44	\$580,543.00	\$580,543.00	\$580,543.00
01-311-2330-02-3-000	ADAMS SPED PARAPROFESSIONALS	\$160,001.99	\$160,029.00	\$136,238.23	\$190,617.00	\$190,617.00	\$190,617.00
01-311-2710-01-1-000	ADAMS GUIDANCE - PROF SALARIES	\$0.00	\$0.00	\$0.03	\$0.00	\$0.00	\$0.00
01-312-2210-05-1-000	WEBSTER PRINCIPAL - PROF SALARIES	\$120,155.40	\$121,843.00	\$105,614.98	\$127,291.00	\$127,291.00	\$127,291.00
01-312-2210-05-2-000	WEBSTER PRINCIPAL - CLERICAL	\$45,621.81	\$45,974.00	\$39,749.95	\$48,300.00	\$48,300.00	\$48,300.00
01-312-2305-01-1-000	WEBSTER CLASSROOM TEACHERS	\$1,307,404.83	\$1,734,686.00	\$1,037,062.57	\$1,510,538.00	\$1,510,538.00	\$1,510,538.00
01-312-2305-02-1-000	WEBSTER SPED TEACHERS	\$752,933.47	\$1,017,065.00	\$748,554.26	\$1,238,155.00	\$1,238,155.00	\$1,238,155.00
01-312-2310-01-1-000	WEBSTER SPECIALIST TEACHERS	\$191,637.26	\$0.00	\$202,297.17	\$301,800.00	\$301,800.00	\$301,800.00
01-312-2330-02-3-000	WEBSTER SPED PARAPROFESSIONALS	\$480,549.71	\$750,232.00	\$416,451.17	\$870,233.00	\$870,233.00	\$870,233.00
01-312-2710-01-1-000	WEBSTER GUIDANCE - PROF SALARIES	\$92,181.54	\$111,397.00	\$40,717.42	\$62,699.00	\$62,699.00	\$62,699.00
01-312-2710-02-1-000	WEBSTER ADJUSTMENT	\$0.00	\$0.00	\$41,997.06	\$65,456.00	\$65,456.00	\$65,456.00
01-313-2210-05-1-000	ENGLISH PRINCIPAL - PROF SALARIES	\$224,424.39	\$230,206.00	\$201,434.67	\$248,703.00	\$248,703.00	\$248,703.00
01-313-2210-05-2-000	ENGLISH PRINCIPAL - CLERICAL	\$45,621.81	\$47,074.00	\$40,849.95	\$49,400.00	\$49,400.00	\$49,400.00
01-313-2250-05-1-000	ENGLISH BLDG TECH - PROF SALARIES	\$49,127.60	\$60,687.00	\$54,250.82	\$84,400.00	\$84,400.00	\$84,400.00
01-313-2305-01-1-000	ENGLISH CLASSROOM TEACHERS	\$2,968,028.25	\$4,048,573.00	\$2,349,441.37	\$3,253,024.00	\$3,253,024.00	\$3,253,024.00
01-313-2305-02-1-000	ENGLISH SPED TEACHERS	\$1,344,560.69	\$1,580,471.00	\$769,993.40	\$935,939.00	\$935,939.00	\$935,939.00
01-313-2310-01-1-000	ENGLISH SPECIALIST TEACHERS	\$388,121.16	\$0.00	\$282,866.48	\$349,503.00	\$349,503.00	\$349,503.00
01-313-2330-02-3-000	ENGLISH SPED PARAPROFESSIONALS	\$355,588.46	\$417,734.00	\$244,744.21	\$346,199.00	\$346,199.00	\$346,199.00

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PERSONNEL							
01-313-2340-05-1-000	ENGLISH LIBRARY - PROF SALARIES	\$68,022.24	\$80,390.00	\$57,324.22	\$84,458.00	\$84,458.00	\$84,458.00
01-313-2710-01-1-000	ENGLISH GUIDANCE - PROF SALARIES	\$164,952.58	\$173,121.00	\$49,038.98	\$59,935.00	\$59,935.00	\$59,935.00
01-314-2210-05-1-000	KEVERIAN PRINCIPAL - PROF SALARIES	\$230,821.26	\$224,348.00	\$195,366.98	\$237,645.00	\$237,645.00	\$237,645.00
01-314-2210-05-2-000	KEVERIAN PRINCIPAL - CLERICAL	\$45,621.81	\$45,974.00	\$39,749.95	\$48,300.00	\$48,300.00	\$48,300.00
01-314-2250-05-1-000	KEVERIAN BLDG TECH - PROF	\$68,187.06	\$80,312.00	\$57,699.04	\$84,400.00	\$84,400.00	\$84,400.00
01-314-2305-01-1-000	KEVERIAN CLASSROOM TEACHERS	\$2,721,233.61	\$3,856,559.00	\$2,324,691.69	\$3,373,351.00	\$3,373,351.00	\$3,373,351.00
01-314-2305-02-1-000	KEVERIAN SPED TEACHERS	\$528,494.10	\$630,262.00	\$428,943.24	\$659,653.00	\$659,653.00	\$659,653.00
01-314-2310-01-1-000	KEVERIAN SPECIALIST TEACHERS	\$347,967.37	\$0.00	\$306,649.23	\$455,871.00	\$455,871.00	\$455,871.00
01-314-2330-02-3-000	KEVERIAN SPED PARAPROFESSIONALS	\$224,372.90	\$272,527.00	\$196,535.06	\$270,285.00	\$270,285.00	\$270,285.00
01-314-2340-05-1-000	KEVERIAN LIBRARY - PROF SALARIES	\$40,003.14	\$50,179.00	\$25,109.01	\$52,718.00	\$52,718.00	\$52,718.00
01-314-2710-01-1-000	KEVERIAN GUIDANCE - PROF SALARIES	\$179,643.56	\$241,118.00	\$113,891.75	\$172,435.00	\$172,435.00	\$172,435.00
01-315-2210-05-1-000	LAFAYETTE PRINCIPAL - PROF	\$227,192.71	\$228,103.00	\$199,472.72	\$240,491.00	\$240,491.00	\$240,491.00
01-315-2210-05-2-000	LAFAYETTE PRINCIPAL - CLERICAL	\$42,629.85	\$44,469.00	\$38,435.28	\$48,300.00	\$48,300.00	\$48,300.00
01-315-2250-05-1-000	LAFAYETTE BLDG TECH - PROF	\$75,741.64	\$89,240.00	\$64,065.47	\$93,780.00	\$93,780.00	\$93,780.00
01-315-2305-01-1-000	LAFAYETTE CLASSROOM TEACHERS	\$3,159,761.22	\$4,296,578.00	\$2,659,539.42	\$3,845,246.00	\$3,845,246.00	\$3,845,246.00
01-315-2305-02-1-000	LAFAYETTE SPED TEACHERS	\$929,122.87	\$1,202,701.00	\$707,496.42	\$1,006,228.00	\$1,006,228.00	\$1,006,228.00
01-315-2310-01-1-000	LAFAYETTE SPECIALIST TEACHERS	\$394,747.48	\$0.00	\$343,326.24	\$455,130.00	\$455,130.00	\$455,130.00
01-315-2330-02-3-000	LAFAYETTE SPED	\$265,600.86	\$275,241.00	\$207,815.78	\$309,100.00	\$309,100.00	\$309,100.00
01-315-2340-05-1-000	LAFAYETTE LIBRARY - PROF SALARIES	\$60,678.64	\$75,661.00	\$53,952.13	\$84,458.00	\$84,458.00	\$84,458.00
01-315-2710-01-1-000	LAFAYETTE GUIDANCE - PROF	\$210,013.18	\$250,276.00	\$134,812.58	\$197,292.00	\$197,292.00	\$197,292.00
01-315-2710-02-1-000	LAFAYETTE ADJUSTMENT	\$0.00	\$0.00	\$45,739.64	\$70,973.00	\$70,973.00	\$70,973.00
01-316-2210-05-1-000	PARLIN PRINCIPAL - PROF SALARIES	\$221,982.58	\$225,799.00	\$182,605.72	\$245,403.00	\$245,403.00	\$245,403.00
01-316-2210-05-2-000	PARLIN PRINCIPAL - CLERICAL SALARIE	\$45,093.36	\$45,974.00	\$42,382.06	\$48,300.00	\$48,300.00	\$48,300.00
01-316-2250-05-1-000	PARLIN BLDG TECH - PROF SALARIES	\$43,796.06	\$54,383.00	\$38,779.20	\$59,899.00	\$59,899.00	\$59,899.00
01-316-2305-01-1-000	PARLIN CLASSROOM TEACHERS	\$2,567,684.62	\$3,402,991.00	\$2,128,728.28	\$3,257,009.00	\$3,257,009.00	\$3,257,009.00
01-316-2305-02-1-000	PARLIN SPED TEACHERS	\$343,712.69	\$422,176.00	\$350,280.77	\$533,511.00	\$533,511.00	\$533,511.00
01-316-2310-01-1-000	PARLIN SPECIALIST TEACHERS	\$224,188.89	\$0.00	\$227,189.94	\$345,772.00	\$345,772.00	\$345,772.00
01-316-2330-02-3-000	PARLIN SPED PARAPROFESSIONALS	\$134,353.86	\$118,348.00	\$66,262.21	\$69,840.00	\$69,840.00	\$69,840.00
01-316-2340-05-1-000	PARLIN LIBRARY - PROF SALARIES	\$50,431.77	\$62,262.00	\$44,394.80	\$68,173.00	\$68,173.00	\$68,173.00
01-316-2710-01-1-000	PARLIN GUIDANCE - PROF SALARIES	\$161,128.39	\$177,931.00	\$126,762.27	\$186,651.00	\$186,651.00	\$186,651.00

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PERSONNEL							
01-317-2210-05-1-000	WHITTIER PRINCIPAL - PROF SALARIES	\$228,745.95	\$228,128.00	\$204,686.84	\$246,603.00	\$246,603.00	\$246,603.00
01-317-2210-05-2-000	WHITTIER PRINCIPAL - CLERICAL	\$46,721.83	\$47,074.00	\$41,049.95	\$49,400.00	\$49,400.00	\$49,400.00
01-317-2250-05-1-000	WHITTIER BLDG TECH - PROF SALARIES	\$75,441.64	\$88,940.00	\$63,765.47	\$93,480.00	\$93,480.00	\$93,480.00
01-317-2305-01-1-000	WHITTIER CLASSROOM TEACHERS	\$2,071,172.59	\$2,825,107.00	\$1,674,621.80	\$2,536,923.00	\$2,536,923.00	\$2,536,923.00
01-317-2305-02-1-000	WHITTIER SPED TEACHERS	\$210,672.84	\$259,084.00	\$111,091.62	\$184,655.00	\$184,655.00	\$184,655.00
01-317-2310-01-1-000	WHITTIER SPECIALIST TEACHERS	\$247,510.22	\$0.00	\$218,674.99	\$329,871.00	\$329,871.00	\$329,871.00
01-317-2330-02-3-000	WHITTIER SPED PARAPROFESSIONALS	\$149,028.94	\$189,627.00	\$84,259.76	\$243,857.00	\$243,857.00	\$243,857.00
01-317-2340-05-1-000	WHITTIER LIBRARY - PROF SALARIES	\$74,241.64	\$87,740.00	\$49,640.90	\$75,898.00	\$75,898.00	\$75,898.00
01-317-2710-01-1-000	WHITTIER GUIDANCE - PROF SALARIES	\$100,124.08	\$84,245.00	\$83,280.37	\$88,366.00	\$88,366.00	\$88,366.00
01-317-2710-02-1-000	WHITTIER ADJUSTMENT COUNSELOR	\$0.00	\$0.00	\$44,444.97	\$82,289.00	\$82,289.00	\$82,289.00
01-321-2210-05-1-000	DEVENS PRINCIPAL - PROF SALARIES	\$117,039.86	\$121,235.00	\$105,101.60	\$129,183.00	\$129,183.00	\$129,183.00
01-321-2210-05-2-000	DEVENS PRINCIPAL - CLERICAL	\$45,621.81	\$45,974.00	\$39,680.26	\$48,300.00	\$48,300.00	\$48,300.00
01-321-2305-01-1-000	DEVENS CLASSROOM TEACHERS	\$0.00	\$76,183.00	\$40.00	\$82,800.00	\$82,800.00	\$82,800.00
01-321-2305-02-1-000	DEVENS SPED TEACHERS	\$400,021.55	\$411,459.00	\$297,142.07	\$492,925.00	\$492,925.00	\$492,925.00
01-321-2305-02-1-460	SUMMER PROGRAM DEVENS SCHOOL	\$129,597.30	\$150,000.00	\$14,482.87	\$175,000.00	\$175,000.00	\$175,000.00
01-321-2310-01-1-000	DEVENS SPECIALIST TEACHERS	\$68,139.94	\$0.00	\$94,598.94	\$81,141.00	\$81,141.00	\$81,141.00
01-321-2330-02-3-000	DEVENS SPED PARAPROFESSIONALS	\$133,426.33	\$137,182.00	\$129,906.94	\$183,764.00	\$183,764.00	\$183,764.00
01-321-2710-01-1-000	DEVENS GUIDANCE - PROF SALARIES	\$164,548.82	\$172,718.00	\$35,537.78	\$94,246.00	\$94,246.00	\$94,246.00
01-321-2710-02-1-000	DEVENS ADJUSTMENT	\$0.00	\$0.00	\$98,785.27	\$94,980.00	\$94,980.00	\$94,980.00
01-331-2210-05-1-000	EHS PRINCIPAL - PROF SALARIES	\$596,786.87	\$639,509.00	\$659,940.51	\$899,730.00	\$899,730.00	\$899,730.00
01-331-2210-05-2-000	EHS PRINCIPAL - CLERICAL SALARIES	\$304,368.75	\$286,463.00	\$245,726.32	\$255,591.00	\$255,591.00	\$255,591.00
01-331-2220-01-1-000	EHS DEPT HEADS - PROF SALARIES	\$570,539.57	\$651,688.00	\$269,651.31	\$100,036.00	\$100,036.00	\$100,036.00
01-331-2305-01-1-000	EHS CLASSROOM TEACHERS	\$5,726,779.91	\$8,623,194.00	\$5,397,450.51	\$7,581,579.00	\$7,581,579.00	\$7,581,579.00
01-331-2305-02-1-000	EHS SPED TEACHERS	\$1,215,050.61	\$1,613,359.00	\$1,070,059.05	\$1,740,404.00	\$1,740,404.00	\$1,740,404.00
01-331-2310-01-1-000	EHS SPECIALIST TEACHERS	\$1,033,890.52	\$0.00	\$942,940.38	\$1,385,942.00	\$1,385,942.00	\$1,385,942.00
01-331-2330-02-3-000	EHS SPED PARAPROFESSIONALS	\$284,983.75	\$286,061.00	\$213,156.32	\$305,474.00	\$305,474.00	\$305,474.00
01-331-2340-05-1-000	EHS LIBRARY - PROF SALARIES	\$60,678.64	\$75,661.00	\$54,703.78	\$85,566.00	\$85,566.00	\$85,566.00
01-331-2710-01-1-000	EHS GUIDANCE - PROF SALARIES	\$596,969.10	\$758,534.00	\$436,183.15	\$673,081.00	\$673,081.00	\$673,081.00
01-331-2710-01-2-000	EHS GUIDANCE - CLERICAL SALARIES	\$73,619.31	\$88,728.00	\$76,878.42	\$49,600.00	\$49,600.00	\$49,600.00
01-331-2710-02-1-000	HS ADJUSTMENT COUNSELOR SPED	\$0.00	\$0.00	\$87,380.17	\$136,981.00	\$136,981.00	\$136,981.00

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PERSONNEL							
01-339-2110-01-1-000	DIST CURRICULUM - PROF SALARIES	\$249,030.78	\$252,570.00	\$211,381.86	\$263,826.00	\$263,826.00	\$263,826.00
01-339-2110-01-2-000	DIST CURRICULUM - CLERICAL	\$44,917.23	\$45,974.00	\$39,749.95	\$48,300.00	\$48,300.00	\$48,300.00
01-339-2110-02-1-000	SPED SUPERVISORY - PROF SALARIES	\$163,491.24	\$132,031.00	\$251,691.89	\$342,078.00	\$342,078.00	\$342,078.00
01-339-2110-02-2-000	SPED SUPERVISORY - CLERICAL	\$91,147.84	\$91,948.00	\$78,803.51	\$96,600.00	\$96,600.00	\$96,600.00
01-339-2110-01-1-455	INSTRUCTIONAL ACCOUNT	\$0.00	\$250,000.00	\$0.00	\$210,000.00	\$210,000.00	\$210,000.00
01-339-2120-01-1-000	DISTRICT DEPARTMENT HEADS	\$753,884.81	\$757,964.00	\$1,062,987.78	\$1,279,300.00	\$1,279,300.00	\$1,279,300.00
01-339-2305-01-1-000	DISTRICT CLASROOM TEACHERS	\$447,476.60	\$529,940.00	\$288,259.86	\$424,008.00	\$424,008.00	\$424,008.00
01-339-2320-02-1-000	MEDICAL THERAPEUTIC SALARIES	\$144,474.88	\$174,686.00	\$81,802.01	\$94,246.00	\$94,246.00	\$94,246.00
01-339-2330-02-3-000	DIST SPED PARAPROFESSIONAL WAGES	\$94,761.50	\$77,515.00	\$67,109.91	\$83,731.00	\$83,731.00	\$83,731.00
01-339-2340-05-1-000	DIST LIBRARY/MEDIA CTR - PROF	\$208,234.45	\$0.00	\$196,836.77	\$316,309.00	\$316,309.00	\$316,309.00
01-339-2440-01-3-000	DIST OTHER INSTR SERVICES - SALARIE	\$615.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-3100-05-1-000	ATTENDANCE - PROF SALARIES	\$179,180.20	\$190,507.00	\$167,697.95	\$154,491.00	\$154,491.00	\$154,491.00
01-339-3510-05-1-000	ATHLETICS - PROF SALARIES	\$119,782.45	\$119,331.00	\$103,873.58	\$124,779.00	\$124,779.00	\$124,779.00
01-339-3510-05-2-000	ATHLETICS - CLERICAL SALARY	\$42,611.95	\$41,454.00	\$30,469.46	\$0.00	\$0.00	\$0.00
01-339-4110-05-3-000	CUST/MAINT-HOUSEWORKERS	\$190,695.89	\$201,552.00	\$186,625.20	\$201,552.00	\$201,552.00	\$201,552.00
01-339-4220-05-1-000	MAINT SUPERVISOR SALARY	\$81,253.49	\$82,264.00	\$71,573.39	\$86,424.00	\$86,424.00	\$86,424.00
01-339-4220-05-2-000	MAINTENANCE - CLERICAL SALARY	\$124,500.92	\$47,074.00	\$37,339.47	\$49,400.00	\$49,400.00	\$49,400.00
01-339-4220-05-3-000	CUSTODIAL - OTHER SALARIES	\$1,300,265.94	\$1,457,100.00	\$1,242,831.22	\$1,476,255.00	\$1,476,255.00	\$1,476,255.00
01-300-2305-01-1-455	INSTRUCTIONAL SEVERANCE-PAY	\$48,250.00	\$125,000.00	\$59,425.00	\$50,000.00	\$50,000.00	\$50,000.00
01-311-2325-01-3-000	ADAMS SUBSTITUTE TEACHERS	\$41,582.39	\$75,000.00	\$18,454.07	\$72,236.00	\$72,236.00	\$72,236.00
01-312-2325-01-3-000	WEBSTER SUBSTITUTE TEACHERS	\$164,570.74	\$175,000.00	\$124,027.00	\$90,000.00	\$90,000.00	\$90,000.00
01-313-2325-01-3-000	ENGLISH SUBSTITUTE TEACHERS	\$147,929.11	\$150,000.00	\$228,543.13	\$100,000.00	\$100,000.00	\$100,000.00
01-314-2325-01-3-000	KEVERIAN SUBSTITUTE TEACHERS	\$124,101.59	\$175,000.00	\$123,065.69	\$100,000.00	\$100,000.00	\$100,000.00
01-315-2325-01-3-000	LAFAYETTE SUBSTITUTE TEACHERS	\$315,728.04	\$258,615.00	\$162,820.52	\$110,000.00	\$110,000.00	\$110,000.00
01-316-2325-01-3-000	PARLIN SUBSTITUTE TEACHERS	\$272,430.12	\$250,000.00	\$180,507.61	\$110,000.00	\$110,000.00	\$110,000.00
01-317-2325-01-3-000	WHITTIER SUBSTITUTE TEACHERS	\$138,389.57	\$250,000.00	\$213,465.26	\$100,000.00	\$100,000.00	\$100,000.00
01-321-2325-01-3-000	DEVENS SUBSTITUTE TEACHERS	\$251,226.53	\$200,000.00	\$133,202.14	\$75,000.00	\$75,000.00	\$75,000.00
01-331-2325-01-3-000	EHS SUBSTITUTE TEACHERS	\$769,183.30	\$900,000.00	\$649,113.78	\$400,000.00	\$400,000.00	\$400,000.00
01-339-2440-01-1-000	TUTORING - HOME/HOSPITAL	\$172.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-3510-05-3-000	ATHLETICS - OTHER SALARIES	\$541,311.55	\$556,911.00	\$421,247.78	\$515,356.00	\$515,356.00	\$515,356.00

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Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council Approved
PERSONNEL							
01-339-1210-05-3-460	ADMIN P-T TEMPORARY HELP	\$26,604.50	\$40,000.00	\$2,220.51	\$10,000.00	\$10,000.00	\$10,000.00
01-339-2440-01-3-460	INSTRUCTIONAL P-T TEMP HELP	\$144,235.54	\$100,000.00	\$124,725.00	\$75,000.00	\$75,000.00	\$75,000.00
01-339-4110-05-3-460	CUST/MAINT P-T TEMP HELP	\$234,065.44	\$200,000.00	\$226,110.12	\$150,000.00	\$150,000.00	\$150,000.00
01-339-1210-05-3-450	ADMIN OT/STIPENDS	\$17,665.08	\$30,000.00	\$15,452.54	\$30,000.00	\$30,000.00	\$30,000.00
01-339-2310-02-1-450	SPED OVERTIME/STIPENDS	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-339-2440-01-3-450	INSTRUCTIONAL OT/STIPENDS	\$96,595.63	\$100,000.00	\$68,181.00	\$50,000.00	\$50,000.00	\$50,000.00
01-339-4110-05-3-450	CUST/MAINT OVERTIME/STIPENDS	\$110,429.11	\$125,000.00	\$82,626.19	\$100,000.00	\$100,000.00	\$100,000.00
01-339-1210-05-1-455	ADMIN - MISC OTHER PAY	\$5,036.57	\$10,000.00	\$3,893.41	\$5,000.00	\$5,000.00	\$5,000.00
01-339-2305-01-1-455	REG ED INSTR - MISC OTHER PAY	\$41,622.02	\$70,000.00	\$43,364.22	\$45,000.00	\$45,000.00	\$45,000.00
01-339-2305-01-1-460	SUMMER SCHOOL/ENRICHMENT	\$100,890.73	\$100,000.00	\$133,066.84	\$100,000.00	\$100,000.00	\$100,000.00
01-339-2305-02-1-455	SPED INSTR - MISC OTHER PAY	\$11,299.35	\$10,000.00	\$6,616.07	\$10,000.00	\$10,000.00	\$10,000.00
01-339-4110-05-3-455	CUST/MAINT - MISC OTHER PAY	\$13,822.85	\$13,524.00	\$10,707.81	\$15,000.00	\$15,000.00	\$15,000.00
01-339-2357-01-1-000	DISTRICT MENTORING	\$72,000.00	\$75,000.00	\$41,000.00	\$75,000.00	\$75,000.00	\$75,000.00
PERSONNEL Total:		\$46,993,369.20	\$55,443,830.00	\$40,054,567.43	\$54,695,225.00	\$54,695,225.00	\$54,695,225.00
EXPENSES							
01-339-3520-05-4-610	AFTER SCHOOL PROGRAM	\$193,750.00	\$75,000.00	\$82,183.75	\$75,000.00	\$75,000.00	\$75,000.00
01-339-0423-05-4-000	SNOW PLOWING	\$428,299.66	\$150,000.00	\$47,225.00	\$150,000.00	\$150,000.00	\$150,000.00
01-339-4130-05-4-604	FACILITIES - ELECTRICITY	\$1,133,193.53	\$1,300,000.00	\$959,917.04	\$1,265,000.00	\$1,265,000.00	\$1,265,000.00
01-339-4130-05-4-615	FACILITIES - GAS HEAT	\$324,219.81	\$350,000.00	\$218,051.55	\$300,000.00	\$300,000.00	\$300,000.00
01-321-5350-05-6-000	DEVENS SCHOOL LEASE	\$554,762.82	\$555,000.00	\$474,883.44	\$580,000.00	\$580,000.00	\$580,000.00
01-339-2415-01-5-517	STUDENT HANDBOOKS	\$17,342.50	\$50,000.00	\$15,912.00	\$50,000.00	\$50,000.00	\$50,000.00
01-339-3300-01-4-405	REG ED TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
01-339-3300-02-4-405	SPED TRANSPORTATION	\$3,147,576.57	\$3,500,000.00	\$2,880,297.12	\$4,500,000.00	\$4,500,000.00	\$4,500,000.00
01-339-2320-02-4-414	VISION/HEARING SCREENING	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00
01-300-2410-01-5-504	ADMIN TEXTBOOKS	\$0.00	\$20,000.00	\$420.63	\$2,000.00	\$2,000.00	\$2,000.00
01-300-2430-01-5-500	ADMIN SUPPLIES & FREIGHT	\$97,591.50	\$100,000.00	\$64,823.64	\$70,000.00	\$70,000.00	\$70,000.00
01-311-2410-01-5-504	ADAMS TEXTBOOKS	\$15,532.50	\$20,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-311-2430-01-5-500	ADAMS SUPPLIES & FREIGHT	\$7,504.67	\$15,000.00	\$8,283.77	\$9,000.00	\$9,000.00	\$9,000.00
01-312-2410-01-5-504	WEBSTER TEXTBOOKS	\$13,358.75	\$25,000.00	\$35,768.06	\$28,000.00	\$28,000.00	\$28,000.00

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EXPENSES							
01-312-2430-01-5-500	WEBSTER SUPPLIES & FREIGHT	\$31,389.77	\$50,000.00	\$24,828.52	\$20,000.00	\$20,000.00	\$20,000.00
01-313-2410-01-5-504	ENGLISH TEXTBOOKS	\$44,635.69	\$40,000.00	\$7,508.61	\$40,000.00	\$40,000.00	\$40,000.00
01-313-2430-01-5-500	ENGLISH SUPPLIES & FREIGHT	\$29,575.07	\$25,000.00	\$34,714.62	\$40,000.00	\$40,000.00	\$40,000.00
01-314-2410-01-5-504	KEVERIAN TEXTBOOKS	\$102,492.63	\$40,000.00	\$120.00	\$40,000.00	\$40,000.00	\$40,000.00
01-314-2430-01-5-500	KEVERIAN SUPPLIES & FREIGHT	\$36,041.76	\$25,000.00	\$25,597.44	\$25,000.00	\$25,000.00	\$25,000.00
01-315-2410-01-5-504	LAFAYETTE TEXTBOOKS	\$44,568.75	\$40,000.00	\$103,809.28	\$75,000.00	\$75,000.00	\$75,000.00
01-315-2430-01-5-500	LAFAYETTE SUPPLIES & FREIGHT	\$45,080.12	\$25,000.00	\$37,152.20	\$40,000.00	\$40,000.00	\$40,000.00
01-316-2410-01-5-504	PARLIN TEXTBOOKS	\$22,934.97	\$40,000.00	\$42,801.15	\$40,000.00	\$40,000.00	\$40,000.00
01-316-2430-01-5-500	PARLIN SUPPLIES & FREIGHT	\$29,139.93	\$25,000.00	\$38,257.69	\$25,000.00	\$25,000.00	\$25,000.00
01-317-2410-01-5-504	WHITTIER TEXTBOOKS	\$17,971.36	\$40,000.00	\$69,217.13	\$50,000.00	\$50,000.00	\$50,000.00
01-317-2430-01-5-500	WHITTIER SUPPLIES & FREIGHT	\$40,948.12	\$25,000.00	\$26,658.26	\$25,000.00	\$25,000.00	\$25,000.00
01-321-2410-01-5-504	DEVENS TEXTBOOKS	\$7,199.72	\$20,000.00	\$1,484.02	\$5,000.00	\$5,000.00	\$5,000.00
01-321-2430-01-5-500	DEVENS SUPPLIES & FREIGHT	\$10,839.50	\$15,000.00	\$5,934.98	\$7,000.00	\$7,000.00	\$7,000.00
01-331-2410-01-5-504	HS TEXTBOOKS	\$48,482.57	\$80,000.00	\$153,784.35	\$140,000.00	\$140,000.00	\$140,000.00
01-331-2415-01-5-510	EHS TECH/MATH DEPT	\$812.30	\$20,000.00	\$5,929.60	\$7,000.00	\$7,000.00	\$7,000.00
01-331-2415-01-5-511	EHS SOCIAL STUDIES	\$12,781.29	\$5,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-331-2415-01-5-514	EHS ENGLISH	\$2,925.00	\$5,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-331-2415-01-5-515	EHS WORLD LANGUAGE	\$475.00	\$3,000.00	\$1,217.00	\$1,500.00	\$1,500.00	\$1,500.00
01-331-2415-01-5-516	EHS PRINCIPALS REQUEST	\$1,334.78	\$15,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-331-2415-01-5-508	INDUSTRIAL SUPPLIES	\$6,662.28	\$5,000.00	\$2,858.41	\$2,000.00	\$2,000.00	\$2,000.00
01-331-2420-03-5-519	OCCUPATIONAL EDUCATION	\$177,584.17	\$190,000.00	\$143,513.91	\$180,000.00	\$180,000.00	\$180,000.00
01-331-2430-01-5-500	HS SUPPLIES & FREIGHT	\$105,524.66	\$125,000.00	\$130,701.44	\$125,000.00	\$125,000.00	\$125,000.00
01-331-3520-05-6-613	GRADUATION	\$27,047.87	\$20,000.00	\$1,994.00	\$20,000.00	\$20,000.00	\$20,000.00
01-339-2320-02-4-400	MED/THRPY CONSULTANTS	\$44,815.00	\$20,000.00	\$89,548.20	\$20,000.00	\$20,000.00	\$20,000.00
01-339-2320-02-4-407	CLINICAL SERVICES	\$1,815,976.08	\$1,800,000.00	\$1,303,983.97	\$1,800,000.00	\$1,800,000.00	\$1,800,000.00
01-339-2320-02-4-409	INDEPENDENT EVALUATION	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-339-2410-01-5-504	TEXTBOOKS	\$605,775.06	\$185,000.00	\$77,335.53	\$75,000.00	\$75,000.00	\$75,000.00
01-339-2410-01-5-505	SYSTEMWIDE BINDING	\$0.00	\$5,000.00	\$1,890.80	\$5,000.00	\$5,000.00	\$5,000.00
01-339-2420-01-5-513	SCIENCE (ALL SCHOOLS)	\$46,598.15	\$35,000.00	\$34,446.06	\$30,000.00	\$30,000.00	\$30,000.00
01-339-2430-01-5-500	SYSTEMWIDE SUPPLIES & FREIGHT	\$104,006.88	\$120,000.00	\$113,915.94	\$139,000.00	\$139,000.00	\$139,000.00

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EXPENSES							
01-339-3520-01-6-509	BAND, MUSIC & INSTRUMENTS	\$86,507.54	\$75,000.00	\$64,395.78	\$65,000.00	\$65,000.00	\$65,000.00
01-339-2110-02-4-617	SPED MEDICAID COLLABORATIVE	\$30,730.76	\$25,000.00	\$8,870.47	\$25,000.00	\$25,000.00	\$25,000.00
01-339-9100-02-9-617	SPED TUITION PUBLIC SCHOOLS	\$60,989.01	\$85,000.00	\$24,625.25	\$85,000.00	\$85,000.00	\$85,000.00
01-339-9200-02-9-617	SPED TUITION OUT OF STATE SCHOOLS	\$73,352.83	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-9300-02-9-617	SPED TUITION PRIVATE SCHOOLS	\$2,322,765.85	\$2,357,500.00	\$1,676,983.60	\$2,500,000.00	\$2,500,000.00	\$2,500,000.00
01-339-9400-02-9-617	SPED TUITION COLLABORATIVES	\$2,133,593.94	\$2,357,500.00	\$1,003,398.30	\$2,140,000.00	\$2,140,000.00	\$2,140,000.00
01-300-1210-05-6-501	ADMIN DUES, EXPENSES & MEETINGS	\$83,664.78	\$83,000.00	\$78,974.10	\$83,000.00	\$83,000.00	\$83,000.00
01-300-1210-05-6-602	AUTO MILEAGE	\$5,561.58	\$6,000.00	\$4,300.60	\$6,000.00	\$6,000.00	\$6,000.00
01-300-2357-05-6-601	ADMIN DEVEL ED WORKSHOPS	\$15,760.00	\$15,000.00	\$2,075.00	\$5,000.00	\$5,000.00	\$5,000.00
01-300-2420-01-4-503	ADMIN COPIER MAINTENANCE	\$1,076.40	\$5,000.00	\$1,232.20	\$3,500.00	\$3,500.00	\$3,500.00
01-300-2451-01-5-526	ADMIN COMPUTER	\$28,147.13	\$50,000.00	\$16,348.20	\$30,000.00	\$30,000.00	\$30,000.00
01-311-2357-05-6-601	ADAMS DEVEL ED WORKSHOPS	\$2,899.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-311-2415-01-5-522	ADAMS LIBRARY EXP	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-311-2420-01-4-503	ADAMS COPIER MAINTENANCE	\$4,790.48	\$5,000.00	\$3,664.91	\$5,000.00	\$5,000.00	\$5,000.00
01-311-2451-01-5-526	ADAMS COMP PURCHASE/SUPPLIES	\$3,645.28	\$5,000.00	\$34,916.64	\$5,000.00	\$5,000.00	\$5,000.00
01-311-2720-01-5-525	ADAMS GUIDANCE	\$0.00	\$500.00	\$0.00	\$250.00	\$250.00	\$250.00
01-312-2357-05-6-601	WEBSTER DEVEL ED WORKSHOPS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-312-2415-01-5-522	WEBSTER LIBRARY EXP	\$151.96	\$500.00	\$0.00	\$600.00	\$600.00	\$600.00
01-312-2420-01-4-503	WEBSTER COPIER MAINTENANCE	\$7,961.70	\$8,000.00	\$5,889.10	\$8,000.00	\$8,000.00	\$8,000.00
01-312-2451-01-5-526	WEBSTER COMP PURCHASE/SUPPLIES	\$3,375.39	\$35,000.00	\$50,691.39	\$10,000.00	\$10,000.00	\$10,000.00
01-312-2720-01-5-525	WEBSTER GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-312-4220-05-4-400	Interior Painting of Webster	\$0.00	\$75,000.00	\$89,500.00	\$0.00	\$0.00	\$0.00
01-313-2357-05-6-601	ENGLISH DEVEL ED WORKSHOPS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-313-2415-01-5-522	ENGLISH LIBRARY EXP	\$0.00	\$1,000.00	\$550.00	\$600.00	\$600.00	\$600.00
01-313-2420-01-4-503	ENGLISH COPIER MAINTENANCE	\$2,867.80	\$4,000.00	\$2,737.00	\$3,000.00	\$3,000.00	\$3,000.00
01-313-2451-01-5-526	ENGLISH COMP PURCHASE/SUPPLIES	\$3,797.91	\$10,000.00	\$1,020.62	\$10,000.00	\$10,000.00	\$10,000.00
01-313-2720-01-5-525	ENGLISH GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-314-2357-05-6-601	KEVERIAN DEVEL ED WORKSHOPS	\$150.00	\$1,000.00	\$0.01	\$1,000.00	\$1,000.00	\$1,000.00
01-314-2415-01-5-522	KEVERIAN LIBRARY EXP	\$0.00	\$1,000.00	\$550.00	\$600.00	\$600.00	\$600.00
01-314-2420-01-4-503	KEVERIAN COPIER MAINTENANCE	\$4,319.00	\$4,000.00	\$2,638.80	\$3,000.00	\$3,000.00	\$3,000.00

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EXPENSES							
01-314-2451-01-5-526	KEVERIAN COMP PURCHASE/SUPPLIES	\$4,073.26	\$10,000.00	\$2,358.71	\$10,000.00	\$10,000.00	\$10,000.00
01-314-2720-01-5-525	KEVERIAN GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-315-2357-05-6-601	LAFAYETTE DEVEL ED WORKSHOPS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-315-2415-01-5-522	LAFAYETTE LIBRARY EXP	\$0.00	\$1,000.00	\$550.00	\$600.00	\$600.00	\$600.00
01-315-2420-01-4-503	LAFAYETTE COPIER MAINTENANCE	\$2,956.00	\$4,000.00	\$2,551.60	\$3,000.00	\$3,000.00	\$3,000.00
01-315-2451-01-5-526	LAFAYETTE COMP PURCHASE/SUPPLIES	\$5,163.79	\$10,000.00	\$1,426.34	\$10,000.00	\$10,000.00	\$10,000.00
01-315-2720-01-5-525	LAFAYETTE GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-315-4220-05-4-400	INTERIOR PAINTING OF LAFAYETTE	\$108,119.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2210-05-6-501	PARLIN DUES, EXPENSES & MTGS	\$150.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2357-05-6-601	PARLIN DEVEL ED WORKSHOPS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-316-2415-01-5-522	PARLIN LIBRARY EXP	\$0.00	\$1,000.00	\$1,547.69	\$600.00	\$600.00	\$600.00
01-316-2420-01-4-503	PARLIN COPIER MAINTENANCE	\$3,213.40	\$4,000.00	\$5,280.95	\$10,000.00	\$10,000.00	\$10,000.00
01-316-2451-01-5-526	PARLIN COMP PURCHASE/SUPPLIES	\$3,793.11	\$10,000.00	\$5,696.17	\$10,000.00	\$10,000.00	\$10,000.00
01-316-2720-01-5-525	PARLIN GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-316-4220-05-4-400	INTERIOR PAINTING OF PARLIN	\$76,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-317-2357-05-6-601	WHITTIER DEVEL ED WORKSHOPS	\$0.00	\$1,000.00	\$0.00	\$500.00	\$500.00	\$500.00
01-317-2415-01-5-522	WHITTIER LIBRARY EXP	\$0.00	\$1,000.00	\$550.00	\$600.00	\$600.00	\$600.00
01-317-2420-01-4-503	WHITTIER COPIER MAINTENANCE	\$3,166.40	\$4,000.00	\$2,409.80	\$3,000.00	\$3,000.00	\$3,000.00
01-317-2451-01-5-526	WHITTIER COMP PURCHASE/SUPPLIES	\$3,041.48	\$10,000.00	\$4,790.93	\$10,000.00	\$10,000.00	\$10,000.00
01-317-2720-01-5-525	WHITTIER GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-317-4220-05-4-400	INTERIOR PAINTING WHITTIER	\$0.00	\$100,000.00	\$69,750.00	\$0.00	\$0.00	\$0.00
01-321-2357-05-6-601	DEVENS DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-321-2415-01-5-522	DEVENS LIBRARY EXP	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-321-2420-01-4-503	DEVENS COPIER MAINTENANCE	\$4,064.60	\$2,000.00	\$6,258.56	\$8,000.00	\$8,000.00	\$8,000.00
01-321-2451-01-5-526	DEVENS COMP PURCHASE/SUPPLIES	\$5,737.20	\$10,000.00	\$18,985.00	\$10,000.00	\$10,000.00	\$10,000.00
01-321-2720-01-5-525	DEVENS GUIDANCE	\$0.00	\$500.00	\$0.00	\$250.00	\$250.00	\$250.00
01-331-2210-05-6-501	HS DUES, EXPENSES & MEETINGS	\$6,540.00	\$2,000.00	\$6,920.00	\$2,500.00	\$2,500.00	\$2,500.00
01-331-2357-05-6-601	HS DEVEL ED WORKSHOPS	\$11,995.00	\$5,000.00	\$1,955.00	\$5,000.00	\$5,000.00	\$5,000.00
01-331-2415-01-5-522	HS LIBRARY EXP	\$2,927.34	\$6,000.00	\$7,710.62	\$6,400.00	\$6,400.00	\$6,400.00
01-331-2415-01-5-523	EHS PHOTOGRAPHY	\$149.60	\$2,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00

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EXPENSES							
01-331-2415-01-5-524	HS HEALTH ED PROGRAM	\$999.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-331-2420-01-4-503	HS COPIER MAINTENANCE	\$64,269.93	\$85,000.00	\$54,768.12	\$70,000.00	\$70,000.00	\$70,000.00
01-331-2451-01-5-526	HS COMP PURCHASE/SUPPLIES	\$20,067.43	\$50,000.00	\$34,717.48	\$50,000.00	\$50,000.00	\$50,000.00
01-331-2453-05-6-521	TV PROGRAM	\$12,297.83	\$20,000.00	\$14,237.82	\$17,000.00	\$17,000.00	\$17,000.00
01-331-2720-01-5-525	HS GUIDANCE	\$9,129.60	\$3,000.00	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00
01-339-1210-05-5-500	OFFICE SUPPLIES & POSTAGE	\$38,606.48	\$35,000.00	\$34,689.76	\$35,000.00	\$35,000.00	\$35,000.00
01-339-1430-05-4-403	LABOR/LEGAL FEES	\$122,131.14	\$80,000.00	\$77,612.82	\$80,000.00	\$80,000.00	\$80,000.00
01-339-2357-05-6-601	SYSTEMWIDE DEVEL ED WORKSHOPS	\$99,848.00	\$43,000.00	\$111,800.93	\$183,500.00	\$183,500.00	\$183,500.00
01-339-2415-01-5-522	SYSTEMWIDE LIBRARIES EXP	\$1,072.20	\$2,000.00	\$911.50	\$2,000.00	\$2,000.00	\$2,000.00
01-339-2415-01-5-524	SYSTEMWIDE HEALTH ED PROGRAM	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-2420-01-4-503	SYSTEMWIDE COPIER MAINTENANCE	\$111,834.16	\$115,000.00	\$71,832.51	\$93,500.00	\$93,500.00	\$93,500.00
01-339-2420-01-4-600	ADVERTISING	\$130,331.50	\$85,000.00	\$121,645.00	\$85,000.00	\$85,000.00	\$85,000.00
01-339-2451-01-5-526	SYSTEMWIDE TECH	\$219,516.10	\$500,000.00	\$194,909.44	\$520,000.00	\$520,000.00	\$520,000.00
01-339-2453-05-6-520	SYSTEMWIDE A/V MEDIA	\$6,230.46	\$40,000.00	\$15,861.86	\$20,000.00	\$20,000.00	\$20,000.00
01-339-2720-01-5-525	SYSTEMWIDE GUIDANCE	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-3510-05-5-607	ATHLETIC EXPENDITURES	\$508,358.62	\$425,055.00	\$395,499.67	\$400,000.00	\$400,000.00	\$400,000.00
01-339-3520-05-6-609	HOMECOMING	\$101,733.35	\$100,000.00	\$92,299.41	\$100,000.00	\$100,000.00	\$100,000.00
01-339-3600-05-4-603	SYSTEMWIDE POLICE DETAILS	\$42,977.00	\$55,000.00	\$52,859.64	\$55,000.00	\$55,000.00	\$55,000.00
01-339-4110-05-5-400	CLEANING CONTRACTS	\$265,200.00	\$275,000.00	\$231,950.00	\$275,000.00	\$275,000.00	\$275,000.00
01-339-4110-05-5-540	CUSTODIAN & MAINT CLOTHING	\$10,675.46	\$10,000.00	\$7,890.38	\$10,000.00	\$10,000.00	\$10,000.00
01-339-4110-05-5-545	CUSTODIAN SUPPLIES	\$97,828.15	\$100,000.00	\$93,998.36	\$100,000.00	\$100,000.00	\$100,000.00
01-339-4130-05-4-000	ELECTRICAL CONTRACT	\$81,480.00	\$75,000.00	\$27,842.00	\$60,000.00	\$60,000.00	\$60,000.00
01-339-4130-05-4-400	PLUMBING CONTRACT	\$81,318.50	\$60,000.00	\$112,659.50	\$125,000.00	\$125,000.00	\$125,000.00
01-339-4130-05-4-605	SYSTEMWIDE TELEPHONE	\$59,993.11	\$100,000.00	\$48,598.89	\$65,000.00	\$65,000.00	\$65,000.00
01-339-4210-05-4-400	LANDSCAPING ALL SCHOOLS	\$55,125.00	\$80,000.00	\$41,756.40	\$80,000.00	\$80,000.00	\$80,000.00
01-339-4220-05-4-400	GENERAL WORK	\$425,911.98	\$475,000.00	\$672,406.63	\$550,000.00	\$550,000.00	\$550,000.00
01-339-4220-05-4-401	ELEVATOR CONTRACT	\$34,877.00	\$25,000.00	\$31,706.75	\$35,000.00	\$35,000.00	\$35,000.00
01-339-4220-05-4-402	HVAC CONTRACT	\$500,072.07	\$450,000.00	\$364,569.05	\$450,000.00	\$450,000.00	\$450,000.00
01-339-4220-05-4-441	MOTOR MAINTENANCE	\$12,456.60	\$15,000.00	\$6,076.51	\$15,000.00	\$15,000.00	\$15,000.00
01-339-4220-05-4-444	SPRINKLER SYSTEM	\$52,886.06	\$50,000.00	\$37,960.29	\$60,000.00	\$60,000.00	\$60,000.00

City of Everett
Everett Budget Council Summary Report
FY 2017 City Budget

300 - EVERETT PUBLIC SCHOOLS		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-339-4220-05-4-445	VANDALISM	\$32,243.29	\$35,000.00	\$29,029.50	\$35,000.00	\$35,000.00	\$35,000.00
01-339-4225-05-4-442	PRIVATE PROTECTION SYSTEM	\$16,116.34	\$20,000.00	\$8,545.40	\$15,000.00	\$15,000.00	\$15,000.00
01-339-4230-05-4-400	HOUSING OF VEHICLES	\$52,800.00	\$55,000.00	\$45,540.00	\$55,000.00	\$55,000.00	\$55,000.00
01-339-3600-05-4-000	UPGRADE SECURITY SYSTEM	\$23,454.72	\$100,000.00	\$86,637.49	\$50,000.00	\$50,000.00	\$50,000.00
EXPENSES Total:		\$17,806,140.39	\$18,257,555.00	\$13,599,885.56	\$18,870,000.00	\$18,870,000.00	\$18,870,000.00
300 EVERETT PUBLIC SCHOOLS Total:		\$64,799,509.59	\$73,701,385.00	\$53,654,452.99	\$73,565,225.00	\$73,565,225.00	\$73,565,225.00

Everett Public Schools

Adopted Fiscal 2017 Budget



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**CITY of EVERETT
SCHOOL DEPARTMENT BUDGET SUMMARY
FISCAL YEAR 2017**

	FY2016 BUDGET	FY2016 REVISED	FY2016 REVISED TOTAL	FY2017 PROPOSED BUDGET	INCREASE DECREASE
Central Administration Personnel Services	\$2,479,926			\$2,417,101	(\$62,825)
Central Administration General Expenditures	\$856,500			\$921,500	\$65,000
Instructional Personnel Services	\$40,559,726			\$40,036,399	(\$523,327)
Instructional General Expenditures	\$1,478,000			\$1,351,500	(\$126,500)
Instructional Special Services	\$864,000			\$808,000	(\$56,000)
Special Education Personnel Services	\$10,324,738			\$10,212,494	(\$112,244)
Special Education General Expenditures	\$1,825,000			\$1,825,000	\$0
Special Education Tuition	\$4,900,000			\$4,750,000	(\$150,000)
Vision/Hearing Screening	\$4,000			\$4,000	\$0
Athletics General Expenditures	\$425,055			\$400,000	(\$25,055)
Maintenance & Custodial Personnel Services	\$2,079,440			\$2,029,231	(\$50,209)
Maintenance & Custodial General Expenditures	\$2,705,000			\$2,645,000	(\$60,000)
Maintenance - Electricity	\$1,300,000			\$1,265,000	(\$35,000)
Maintenance - Gas	\$350,000			\$300,000	(\$50,000)
Student Handbooks	\$50,000			\$50,000	\$0
TOTAL OPERATING BUDGET	\$70,201,385	\$0	\$0	\$69,015,225	(\$1,186,160)
Special Education Transportation	\$3,500,000	\$0	\$0	\$4,500,000	\$1,000,000
TOTAL BUDGET	\$73,701,385	\$0	\$0	\$73,515,225	(\$186,160)

Section 1

Central Administration

CENTRAL ADMINISTRATION PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Central Administration Personnel	\$2,373,352	\$2,314,426	\$2,416,049	\$1,480,563	\$2,612,870	\$2,268,601
Administrative Overtime/Stipends	\$17,665	\$30,000	\$0	\$11,418	\$22,918	\$30,000
Misc. Pay/Perfect Attendance	\$5,037	\$10,000	\$0	\$3,893	\$3,893	\$5,000
Administrative Part-time temporary Help	\$26,605	\$40,000	\$0	\$1,050	\$1,050	\$10,000
TOTAL CENTRAL ADMINISTRATION PERSONNEL	\$2,422,659	\$2,394,426	\$2,416,049	\$1,496,924	\$2,640,731	\$2,313,601
School Committee Members	\$52,864	\$85,500	\$0	\$33,375	\$76,500	\$103,500
TOTAL CENTRAL ADMINISTRATION & SCHOOL COMMITTEE	\$2,475,523	\$2,479,926	\$2,416,049	\$1,530,299	\$2,717,231	\$2,417,101

CENTRAL ADMINISTRATION GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Office Supplies & Postage	\$3,866	\$35,000		\$32,400	\$35,000	\$35,000
Dues, Expenses, Meetings	\$90,355	\$85,500		\$85,894	\$85,894	\$85,500
Police Details	\$42,977	\$55,000		\$48,226	\$60,000	\$55,000
Auto Mileage	\$5,562	\$6,000		\$3,410	\$5,200	\$6,000
Telephones	\$62,630	\$100,000		\$40,357	\$66,000	\$65,000
Labor Consultant	\$122,131	\$80,000		\$58,220	\$98,000	\$80,000
Developmental Education Workshops	\$130,652	\$70,000		\$79,930	\$130,000	\$200,000
Copier Lease/Maintenance/Support	\$210,520	\$240,000		\$125,897	\$205,000	\$210,000
Advertising	\$130,332	\$85,000		\$95,250	\$185,000	\$85,000
Homecoming	\$101,734	\$100,000		\$95,549	\$95,549	\$100,000
	=====	=====	=====	=====	=====	=====
TOTAL CENTRAL ADMINISTRATION PERSONNEL	\$900,759	\$856,500	\$0	\$665,133	\$965,643	\$921,500

CENTRAL ADMINISTRATION

SUMMARY BY POSITION

	#STAFF FY2016 REQUEST	#STAFF FY2017 REQUEST	FY2016 APPROPRIATED	FY2016 REVISED	FY2017 REQUEST
Superintendent	1	1	\$209,200	\$215,350	\$219,573
Asst. Superintendent	1	1	\$153,730	\$156,216	\$161,296
Asst. Superintendent for Business	1	1	\$151,030	\$155,516	\$158,596
Sr. Clerk-Typist	28	24	\$1,265,242	\$1,319,559	\$1,162,067
Principal Clerk	2	2	\$107,292	\$110,414	\$112,558
Head Clerk	1	1	\$62,009	\$63,508	\$64,684
Attendance Officer	3	2	\$149,053	\$157,175	\$109,359
Payroll Officer	1	1	\$80,000	\$92,700	\$94,554
Technicians	3	3	\$168,821	\$231,273	\$185,914
TOTAL CENTRAL ADMINISTRATION SUMMARY POSITIONS	41	36	\$2,346,377	\$2,501,711	\$2,268,601
School Committee Members	9	9	\$85,500	\$0	\$103,500
TOTAL CENTRAL ADMINISTRATION & SCHOOL COMMITTEE	50	45	\$2,431,877	\$2,501,711	\$2,372,101

Section 2

Instructional

INSTRUCTIONAL PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED TOTAL	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Teachers' Salaries	\$35,263,269	\$34,305,546	\$35,326,784	\$14,068,625	\$33,863,103	\$34,688,278
Administrators' Salaries	\$2,346,116	\$2,383,654	\$2,450,949	\$1,607,253	\$2,936,672	\$2,895,529
Extra-Curricular	\$541,312	\$556,911		\$224,941	\$549,217	\$515,356
Substitutes	\$2,496,028	\$1,097,492		\$1,127,750	\$2,573,750	\$1,157,236
Additional Teachers	\$1,246,123	\$1,246,123		\$823,462	\$1,246,123	\$0
Part-Time Temporary Help	\$144,236	\$100,000		\$79,740	\$151,740	\$75,000
Overtime/Stipends	\$96,597	\$100,000		\$46,778	\$82,778	\$50,000
Misc. Pay/Perfect Attendance	\$41,622	\$70,000		\$43,364	\$43,364	\$45,000
Severance Pay	\$48,250	\$125,000		\$48,525	\$48,525	\$50,000
Summer School Enrichment Program	\$100,891	\$100,000		\$0	\$133,067	\$100,000
Summer Program Deven/English Schools	\$129,597	\$150,000		\$0	\$0	\$175,000
Account Adjustment	\$194,648	\$250,000		\$0	\$206,079	\$210,000
Mentoring	\$72,000	\$75,000		\$41,000	\$82,000	\$75,000
	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL PERSONNEL SERVICES	\$42,720,689	\$40,559,726	\$37,777,733	\$18,111,438	\$41,916,418	\$40,036,399

**Account Adjustment is for Maternity Leave Salaries, Degree Lane Changes, and Miscellaneous Labor Expenses*

INSTRUCTIONAL GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED	FY2016 2/29/2016 ESTIMATED	FY2016 TOTAL	FY2017 REQUEST
Binding	\$0	\$5,000		\$1,891	\$1,891	\$5,000
Supplies	\$606,962	\$550,000		\$448,641	\$584,000	\$525,000
Textbooks	\$922,952	\$550,000		\$492,249	\$500,000	\$500,000
Industrial Arts Supplies	\$6,662	\$5,000		\$1,677	\$2,000	\$2,000
Band, Music, Instruments	\$86,508	\$75,000		\$44,808	\$68,000	\$65,000
E.H.S Mathematics/Technology Department	\$812	\$20,000		\$5,600	\$6,000	\$7,000
E.H.S. Social Studies Department	\$12,781	\$5,000		\$0	\$1,000	\$3,000
E.H.S. Science Department (All Schools)	\$46,598	\$35,000		\$21,817	\$28,000	\$30,000
E.H.S. English Department	\$2,925	\$5,000		\$0	\$500	\$3,000
E.H.S. Foreign Language Department	\$475	\$3,000		\$1,217	\$1,500	\$1,500
Principals' Request	\$15,000	\$15,000		\$0	\$2,000	\$10,000
Graduation	\$27,048	\$20,000		\$0	\$20,000	\$20,000
Occupational Education	\$178,711	\$190,000		\$102,744	\$202,000	\$180,000
	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL GENERAL EXPENDITURES	\$1,907,434	\$1,478,000	\$0	\$1,120,644	\$1,416,891	\$1,351,500

INSTRUCTIONAL SPECIAL EXPENDITURES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED	FY 2016 REVISED TOTAL	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Audio - Visual Media	\$6,230	\$40,000			\$10,944	\$15,000	\$20,000
Television Program	\$12,298	\$20,000			\$12,786	\$16,500	\$17,000
Libraries	\$4,152	\$15,000			\$11,372	\$11,500	\$12,000
Digital Photography	\$150	\$2,000			\$0	\$0	\$1,000
Health Education	\$999	\$2,000			\$0	\$0	\$1,000
Guidance	\$9,130	\$10,000			\$0	\$1,000	\$7,000
Computer Purchase & Supplies	\$510,630	\$700,000			\$348,012	\$427,000	\$675,000
After School Program	\$227,500	\$75,000			\$0	\$160,000	\$75,000
	=====	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL SPECIAL EXPENDITURES	\$771,089	\$864,000	\$0	\$0	\$383,114	\$631,000	\$808,000

INSTRUCTIONAL
POSITION SUMMARY

	#STAFF FY2016	#STAFF FY2017 REQUEST	FY2016 REQUEST	FY2016 REVISED	FY2017 REQUEST
Teacher - Adams School	8	7	\$602,168		\$580,543
Teacher- Devens School	0	1	\$0		\$82,800
Teacher - English School	47	41	\$3,583,089		\$3,252,961
Teacher - Keverian School	45	41	\$3,433,710		\$3,373,351
Teacher - Lafayette School	50	48	\$3,820,014		\$3,845,246
Teacher - Parlin School	43	42	\$3,130,145		\$3,257,009
Teacher- Webster School	22	19	\$1,587,965		\$1,510,538
Teacher - Whittier School	36	33	\$2,525,230		\$2,536,923
Teacher - Everett High School	108	106	\$7,939,142		\$8,374,544
Teacher - Alternative Education	5	5	\$416,752		\$437,615
Teacher - Specialized	98	94	\$7,267,331		\$7,436,748
Subtotal Teachers	462	437	\$34,305,546		\$34,688,278
Principal - High School	1	1	\$144,657		\$151,259
Vice Principal - High School	1	0	\$131,646		\$0
Submaster-High School	0	1	\$0		\$129,356
Principal - Elementary	7	7	\$838,407		\$884,277
Principal -Devens School	1	1	\$121,235		\$129,183
Assistant Principal - Elementary	5	5	\$537,722		\$583,702
Director	5	8	\$609,987		\$1,017,752
Subtotal Administrators	20	23	\$2,383,654	\$0	\$2,895,529
	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL PERSONNEL	482	460	\$36,689,200	\$0	\$37,583,807

Section 3

Special Education

SPECIAL EDUCATION PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED TOTAL	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Teachers' Salaries	\$6,912,914	\$7,311,263	\$7,529,806	\$3,125,024	\$7,400,024	\$7,087,208
Administrative Overtime/Stipends	\$0	\$5,000		\$0		\$5,000
Misc. Pay/Perfect Attendance	\$11,299	\$10,000		\$6,616	\$6,616	\$10,000
Administrators' Salaries	\$141,982	\$132,031	\$135,546	\$77,227	\$135,546	\$140,586
Other Personnel Services - Clerical	\$91,148	\$91,948	\$94,706	\$55,308	\$94,706	\$96,600
Teacher Aides	\$2,282,669	\$2,684,496	\$2,783,817	\$1,118,390	\$2,396,390	\$2,783,100
Substitutes	\$90,000	\$90,000		\$45,000	\$90,000	\$90,000
	=====	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION PERSONNEL SERVICES	\$9,530,012	\$10,324,738	\$10,543,875	\$4,427,565	\$10,123,282	\$10,212,494

SPECIAL EDUCATION GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Clinical	\$1,886,017	\$1,800,000		\$988,258	\$1,900,000	\$1,800,000
Independent Evaluation	\$0	\$5,000		\$0	\$0	\$5,000
Consultants	\$44,815	\$20,000		\$59,699	\$75,000	\$20,000
	=====	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION GENERAL EXPENDITURES	\$1,930,832	\$1,825,000	\$0	\$1,047,957	\$1,975,000	\$1,825,000
 Special Education Tuition	 \$4,590,701	 \$4,900,000	 \$0	 \$1,839,577	 \$4,750,000	 \$4,750,000
Vision/Hearing Screening	\$0	\$4,000	\$0	\$0	\$0	\$4,000
 Special Education Transportation	 \$3,147,577	 \$3,500,000	 \$0	 \$2,184,242	 \$4,134,985	 \$4,500,000

**SPECIAL EDUCATION
SUMMARY BY POSITION**

	#STAFF FY2016 APPROPRIATED	#STAFF FY2017 REQUEST	FY2016 APPROPRIATED	FY2016 REVISED TOTAL	FY2017 REQUEST
Teacher - Special Education	98	90	\$7,311,263	\$7,529,806	\$7,087,208
Director	1	1	\$132,031	\$135,546	\$140,586
Secretary	2	2	\$91,948	\$94,706	\$96,600
Teacher Aides	128	125	\$2,684,496	\$2,783,817	\$2,783,100
	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION	229	218	\$10,219,738	\$10,543,875	\$10,107,494

Section 4

Athletics

ATHLETICS GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Athletics General Expenditures	\$398,241	\$325,055		\$268,584	\$325,000	\$306,555
Athletic Equipment	\$111,302	\$100,000		\$41,264	\$98,435	\$93,445
	=====	=====	=====	=====	=====	=====
TOTAL ATHLETICS GENERAL EXPENDITURES	\$509,543	\$425,055	\$0	\$309,848	\$423,435	\$400,000

* Equipment total reflected in General Athletic Expenditures

ATHLETICS

BUDGET SUMMARY

ATHLETICS

Football - Varsity J.V. & Fr.	\$43,585
Boys' Hockey - Varsity & J.V.	\$48,010
Baseball - Varsity J.V. & Fr.	\$8,930
Basketball - Boy's Varsity, J.V. & Fr.	\$9,130
Basketball - Girl's Varsity, J.V. & Fr.	\$8,780
Wrestling	\$9,430
Field Hockey - Varsity & J.V.	\$7,955
Boys' Soccer - Varsity, J.V & Fr.	\$9,280
Girls' Soccer - Varsity & J.V.	\$8,180
Track-Indoor-Outdoor Boy's & Girl's Varsity & J.V.	\$9,030
Softball - Varsity & J.V.	\$8,155
Cheerleaders & Awards	\$7,330
Cross Country - Boy's & Girl's	\$7,230
Tennis - Boy's Varsity	\$8,060
Tennis - Girl's Varsity	\$8,060
Volleyball	\$6,760
Golf	\$8,780
Lacrosse	\$18,735
Boys' Volleyball	\$6,730
Rowing	\$15,905
Subtotal	\$258,055

PHYSICAL EDUCATION \$48,500

ATHLETIC GENERAL EXPENDITURES \$306,555

ATHLETIC EQUIPMENT \$93,445

TOTAL ATHLETICS \$400,000

Section 5

Maintenance

MAINTENANCE/CUSTODIAN/HOUSEWORKER

LINE ITEM DETAIL

	FY 2016 APPROPRIATED	FY 2016 REVISED TOTAL	FY 2016 2/29/2016	FY 2016 ESTIMATED TOTAL	FY 2017 REQUEST
Maintenance Salaries	\$82,264 =====	\$84,412 =====	\$51,574 =====	\$85,419 =====	\$86,424 =====
TOTAL MAINTENANCE SALARIES SERVICES	\$82,264	\$84,412	\$51,574	\$85,419	\$86,424
Custodians Salaries	\$1,457,100	\$1,500,867	\$888,368	\$1,485,707	\$1,476,255
Substitute/Summer Help	\$200,000		\$195,822	\$255,840	\$150,000
Overtime	\$125,000		\$56,457	\$113,376	\$100,000
5% Differential	\$13,524 =====	 =====	\$6,358 =====	\$12,155 =====	\$15,000 =====
TOTAL CUSTODIANS' SALARIES	\$1,795,624	\$1,500,867	\$1,147,005	\$1,867,078	\$1,741,255
Houseworkers' Salaries	\$201,552 =====	 =====	\$122,813 =====	\$211,638 =====	\$201,552 =====
TOTAL HOUSEWORKERS' SALARIES	\$201,552		\$122,813	\$211,638	\$201,552
GRAND TOTAL MAIN/CUST/HOUSE PERS. SERVICES	\$2,079,440	\$1,585,279	\$1,321,392	\$2,164,135	\$2,029,231

MAINTENANCE GENERAL EXPENDITURES

LINE ITEM DETAIL

	2015 ACTUAL	FY2016 APPROPRIATED	FY2016 REVISED	FY2016 2/29/2016	FY2016 ESTIMATED TOTAL	FY2017 REQUEST
Custodians' Supplies	\$98,905	\$100,000		\$91,786	\$99,742	\$100,000
Custodian & Maintenance Clothing	\$10,675	\$10,000		\$5,611	\$972	\$10,000
General Work	\$435,186	\$475,000		\$607,660	\$742,630	\$550,000
Motor Maintenance	\$12,457	\$15,000		\$7,076	\$12,442	\$15,000
Private Protection	\$16,116	\$20,000		\$7,029	\$14,988	\$15,000
Sprinkler Systems	\$56,668	\$50,000		\$36,647	\$58,672	\$60,000
Vandalism	\$32,243	\$35,000		\$21,463	\$29,748	\$35,000
Electrical Contract	\$82,312	\$75,000		\$25,179	\$60,000	\$60,000
Plumbing Contract	\$91,786	\$60,000		\$108,950	\$140,000	\$125,000
HVAC Contract	\$500,091	\$450,000		\$321,999	\$450,000	\$450,000
Elevator Contract	\$34,895	\$25,000		\$27,818	\$35,000	\$35,000
Cleaning Contract	\$265,200	\$275,000		\$186,950	\$275,000	\$275,000
Snow Plowing	\$428,300	\$150,000		\$34,780	\$55,000	\$150,000
Housing of School Vehicles	\$52,800	\$55,000		\$36,432	\$55,000	\$55,000
Landscaping All Schools	\$55,125	\$80,000		\$41,556	\$80,000	\$80,000
Devens School Lease	\$554,763	\$555,000		\$377,190	\$550,000	\$580,000
Upgrade Security System/Communication System	\$24,356	\$100,000		\$84,561	\$90,000	\$50,000
Interior Painting of the Whittier School	\$0	\$100,000		\$69,750	\$69,750	\$0
Interior Painting of the Webster School	\$0	\$75,000		\$89,500	\$89,500	\$0
Interior Painting of the Lafayette School	\$108,119	\$0		\$0	\$0	\$0
Interior Painting of the Parlin School	\$76,350	\$0		\$0	\$0	\$0
	=====	=====	=====	=====	=====	=====
TOTAL MAINTENANCE GENERAL EXPENDITURES	\$2,936,347	\$2,705,000	\$0	\$2,181,937	\$2,908,444	\$2,645,000
Electricity	\$1,133,194	\$1,300,000	\$0	\$735,243	\$1,265,000	\$1,265,000
Gas	\$324,220	\$350,000	\$0	\$104,680	\$300,000	\$300,000

MAINTENANCE

SUMMARY BY POSITION

	#STAFF FY 2016	#STAFF FY 2017	FY 2016 APPROPRIATED	FY 2016 ACTUAL	FY 2016 REVISED # STAFF	FY 2016 REVISED BUDGET	FY 2017 REQUEST
MAINTENANCE							
Supervisor	1	1	\$78,264	\$78,264	1	\$80,612	\$82,224
Longevity			\$4,000	\$4,000	1	4,000	\$4,200
	=====	=====	=====	=====	=====	=====	=====
TOTAL MAINTENANCE	1	1	\$82,264	\$82,264	1	\$84,612	\$86,424
CUSTODIAN							
Senior Building Custodian	1	0	\$51,180	\$0	0	\$52,715	\$0
Junior Building Custodian	28	28	\$1,403,920	\$1,446,152	28	\$1,446,152	\$1,474,955
Longevity			\$2,000	\$0	0	\$2,000	\$1,300
	=====	=====	=====	=====	=====	=====	=====
TOTAL CUSTODIANS	29	28	\$1,457,100	\$1,446,152	28	\$1,500,867	\$1,476,255
HOUSEWORKERS							
TOTAL HOUSEWORKERS	8	8	\$201,552	\$201,552	8	\$0	\$201,552
Grand Total	38	37	\$1,740,916	\$1,729,968	37	\$1,585,479	\$1,764,231

Everett Public Schools

District Improvement Plan

2015-2016

2016-2017

2017-2018

EVERETT PUBLIC SCHOOLS

DISTRICT IMPROVEMENT PLAN

The *District Improvement Plan* is the framework document for the Everett Public Schools. The district has identified five Core Values upon which its beliefs hinge. They are Student Achievement, Personal Growth, School Climate, Resources and Partnerships and Collaborations. The Core Values directly support the vision and mission of the district as outlined in this Plan. The specific strategies and district programs and protocols for implementation are elaborated in the *District Strategic Plan* (the action plan for implementation). While the *District Improvement Plan* shall be updated every three years, the *District Strategic Plan* shall be updated yearly with each activity being annotated according to their varying stages of implementation throughout the district as “complete”, “on-going” and “anticipated”.

Systemic professional development in all curriculum areas will support teacher performance standards as outlined in the new evaluation tool. Professional Development programs will strengthen pedagogy and curriculum refinement in accordance with the newly released Common Core documents. All School Improvement Plans across the district will document diagnostic and performance data of all students, thus ensuring best practices for assessing and evaluating the effectiveness of existing curricula and strategic placement of personnel.

Vision

The Everett Public Schools collaborates with family and community to provide an environment that nurtures the unique capabilities of each student in order for them to become responsible learners and ethical, global citizens.

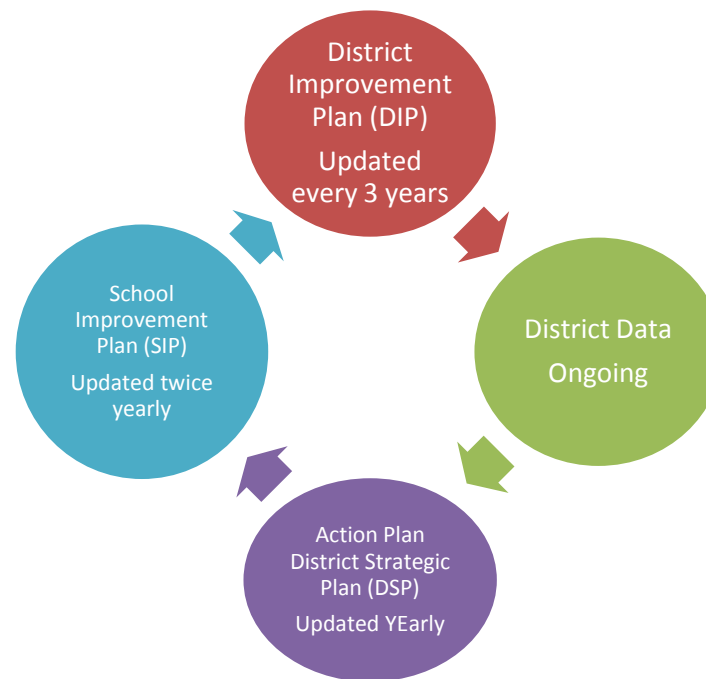
Mission

The mission of the Everett Public Schools is to meet the needs of every student in our diverse learning communities. The Everett Public Schools is committed to providing a safe, supportive, challenging environment that empowers students to become productive members of society.

THE SCHOOL IMPROVEMENT PLANNING MODEL (SIP)

Operational Definitions

- A. District Strategic Plan (DSP) ... a 1 year document containing core value, vision and mission statements that provide the foundation for a district.
- B. District Improvement Plan (DIP)... a 3 year document that addresses each of the District Strategic Plan's core values on a system-wide basis guided by the stated vision and mission.
- C. School Improvement Plans (SIPs) ... detailed planning documents developed by each school, informed by DIP and describing how the staff of each building will address each core value within the unique nature of the school.



Administrators

Frederick F. Foresteire
Superintendent

Kevin J. Shaw
Assistant Superintendent

Charles Obremski
**Assistant Superintendent for Business
Affairs and Pupil Personnel Services**

Janice Gauthier
Director of Curriculum and Development

Frances Connolly
Director of Title One

Michael Baldassarre, EdD
Director of Special Education

Kathleen McCormack
Director of Guidance

John DiBiaso
Director of Athletics

Daniel Franklin, EdD
Director of Mathematics

Jennifer Rabold
Director of English Language Arts

Anthony Freeman
Director of Science

James Murphy
Director of Social Studies

Principal
Erick Naumann

Everett High School
Vice Principal
Christopher Barrett

Vice Principal
Omar Easy, PhD

Principal
Michael McLucas

Parlin School
Assistant Principal
Janet Taylor

Principal
Theresa Tringale

English School
Assistant Principal
Michelle Crowell

Principal
David Brady

Whittier School
Assistant Principal
Nancy Sutera

Principal
Alex Naumann

Keverian School
Assistant Principal
Elaine Zaino

Webster School
Principal
Denise Hanlon

Adams School
Head Teacher
TBA

Principal
John Obremski

Lafayette School
Assistant Principal
Scarlett Wong

Chair of Committee	☞	Mrs. Janice Gauthier
Director, English Language Arts	☞	Mrs. Katherine Scheidler
Director, Science	☞	Mr. Anthony Freeman
Director, Social Studies	☞	Mr. Nick Markos
Director of Libraries	☞	Mrs. Mary Puleo
Department Chair, Alternative Education	☞	Mr. John Hanrahan
Department Chair, Culinary Arts	☞	Ms. Despina Makredes
Department Chair, World Languages	☞	Ms. Andrea Tringali
Coordinator, Art	☞	Ms. Amanda Smith
Coordinator, Health	☞	Mrs. Jodi Ronci
Coordinator, Music	☞	Mr. Eugene O'Brien
Coordinator, Physical Education	☞	Ms. Tammy Turner
Coordinator, Special Education Elementary	☞	Mrs. Heidi Friedstein
Coordinator, Special Education Out-of-District	☞	Mrs. Donna Sweeney
Coordinator, English Language Learners	☞	Mrs. Ellen Berry
Clinical Coordinator, Guidance Counselors	☞	Ms. Carolyn Troy

CORE VALUE #1 Student Achievement

What a student knows and/or can perform as a result of schooling.

Core Descriptor A: Challenging Environment

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• Educational Proficiency Plan (EPP)• Special Education Transitional Plan• Curriculum mapping to align with Common Core• District Curriculum Accommodation Plan (DCAP)• Science Technology Engineering Mathematics related classes• Research for Better Teaching	<ul style="list-style-type: none">• Science Technology Engineering Arts Mathematics (STEAM) Academy• Dual Enrollment Community Colleges

Core Descriptor B: Assessment

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• Building Data Team• Research for Better Teaching (RBT) Data coaching for Building Data Teams• Students' point of entry will be documented• Data from pupil formative assessments will be analyzed to support building goals• Student progress monitoring will be documented• Dynamic Indicators of Basic Early Literacy Skills (DIBELS)• Partnership for Assessment of Readiness for College and Careers (PARCC)• Massachusetts Comprehensive Assessment System (MCAS)• Assessing Comprehension and Communication in English State to State (ACCESS)• Group Reading Assessment and Diagnostic Evaluation (GRADE)• Data Analysis Cycle	<ul style="list-style-type: none">• Quarterly Assessments• Re-teach

CORE VALUE #1 Student Achievement (continued)

Core Descriptor C: *Curriculum*

Continuing/Expanded

- Research Skills
- Alignment of curriculum to Common Core
- Examination of curriculum to ensure horizontal and vertical alignment
- Diagnosis and remediation of reading difficulties.
- Interventionists/Coaches

New

- Everyday Math series PreK-5
- Exploring Science K-5
- Writers Expressions writing program
- Computer Science

Core Descriptor D: *Instructional Practices*

Continuing/Expanded

- Data Cycle Reteach
- KEYS to Vocabulary
- ANSWER Key to ELA Open Response
- KEYS to Comprehension
- Bay State Reading Initiative (BSRI)
- Response to Intervention (RTI)

New

- **Standards of Mathematic Practice**

Core Descriptor E: *High Standards*

Continuing/Expanded

- College Career Readiness (Grades 7-12)
- Student Ambassador
- Your Plan for College
- Pre School 3 & 4 year olds program
- Middle School & High School Science Fairs
- National Honor Society

New

- Summer Bridge Program 8-9
- Robotics/Engineering Programs
- Career Planning documenting departmental College and career readiness skills

CORE VALUE #1 Student Achievement (continued)

Core Descriptor F: *Proficiency*

Continuing/Expanded

- Access to Mathematics and Science Partnership Grants
- *Race to the Top Years 1 & 2*
- Early Kindergarten Literacy Assessment (GOLD)
- Federal and State Competitive and Entitlement Grants
- *SmArt Schools*
- *District Determined Measures*

New

- *Race to the Top Year 3*
- *Science, Technology, Engineering, Arts, Mathematics Academy*
- *Making Student Thinking Visible*

CORE VALUE #2 Personal Growth

The processes that allow a student to gain self knowledge, instilling a positive view of themselves.

Core Descriptor A: *Physical and Emotional Well Being*

Continuing/Expanded

- Building Coach training for Massachusetts Aggression Reduction Center (MARC) Curriculum on Bullying
- Special Olympics
- Adjustment Counselors increased across district
- Social Workers increased across district
- Non-Violent Crisis Intervention

New

- TCIS (Therapeutic Crisis Intervention for Students)

Core Descriptor B: *Self Esteem*

Continuing/Expanded

- Internship programs
- Advisory Program
- Building Coach training for Open Circle
- Second Step

New

- Teen Dating Violence Program

Core Descriptor C: *Productive Citizen*

Continuing/Expanded

- Student Government
- Resume writing
- Rubric for Responsibility and Productivity (EHS)
- Student Ambassadors
- Career Portfolios

New

- Rubric for Responsibility and Productivity District-wide, grades 6-8
- Congressional Medal of Honor Program

CORE VALUE #2 Personal Growth (continued)

Core Descriptor D: Cultural Awareness

Continuing/Expanded

- After school ELL programs
- Family Nights
- RETELL (Rethinking Equity and Teaching for English Language Learners)
- Reading A-X After school program for ELL's
- Curriculum Nights PreK-8
- Hispanic Honor Society

New

- Reach Series

CORE VALUE #3 School Climate

The environment that supports social, emotional and physical security, and engages the student in meaningful learning and positive relationships.

Core Descriptor A: *Creating an Inclusive environment for safety and learning*

Continuing/Expanded

- Learning centers
- School surveys
- Internet safety education
- School Improvement plans
- Bully Prevention Coaches (MARC trained)
- Positive Behavioral Supports
- Behavioral Modification Plans
- **Increase the number of ELL and Special Education students in higher level courses**
- **Alert, Lockdown, Inform, Counter and Evacuate (ALICE) Program**
- **Open Circle coaches**
- **Youth Risk Behavior Survey (YRBS)**

New

- Implementation of TCIS district-wide
- Integrated 3 tiered system of support for social/emotional wellness will be developed through Director of Special Education

CORE VALUE #4 Resources

Direct support of initiatives for all students.

Core Descriptor A: *Leadership and Governance*

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• School Committee• Department of Elementary and Secondary Education (DESE)• National Institute for School Leadership (NISL) Training Principals and Assistant Principals• Devens School• Focus Committees• District and School Assistance Center (DSAC)• Five District Partnership• Student Councils• School Councils• PAC (Parent Advisory Council)	

Core Descriptor B: *Technology*

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• Update and refresh existing technology / infra-structure• Isabella tablets	

Core Descriptor C: *Human Resources*

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• Expand the number of teacher mentors• Evaluation Process• Trained Paraprofessionals• Career Fairs• Administrators Institute	

CORE VALUE #4 Resources (continued)

Core Descriptor D: *Professional Development*

Continuing/Expanded

- RETELL- Rethinking Equity and Teaching for English Language Learners
- Ensure alignment of existing curriculum to the Common Core
- Next Generation Science Standards

New

- Standards for Mathematical Practices
- Use of new content series
- Computer Programming & Apps

Core Descriptor E: *Student Support*

Continuing/Expanded

- Guidance Services
- Full Day Kindergarten
- Three and Four year old preschool program
- Math & Literacy Coaches
- Math & Literacy Interventionists
- Credit Recovery
- Gateway to College (Massasoit)

New

- Academic Intervention Center

CORE VALUE #5 Partnerships and Collaborations

Working with individuals and/or stakeholder groups, outside of the Everett Public Schools, to support a shared mission/vision.

Core Descriptor A: *Parents/Families*

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• School Councils• Parent Information Center• Parent Advisory Council (PAC) meetings• Parent Teachers Organization• Translation services are provided in the four targeted languages• School Messenger• Know Your School Better Night• Grade 8 Parents Night at Everett High School• Parents' nights supported in the target languages	

Core Descriptor B: *Community Stakeholders*

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• Volunteer Readers• Social Services Agencies (Eliot Mental Health Services, Cambridge Health Alliance, and Department of Children and Family Services)• Community Judges for academic presentations• Partnerships with community agencies to support academics (STEAM, Robotics, History, Science Fairs) (moved from right)• Kiwanis• Rotary• Distrigas• Chamber of Commerce	<ul style="list-style-type: none">• Mental Health Summit

CORE VALUE #5 Partnerships and Collaborations(continued)

Core Descriptor C: *Higher Education*

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• College and Career Readiness• Governor's STEM Council• University of Massachusetts- Boston• Salem State University• Boston University Program in Mathematics for Young Science (PROMYS) Program• Boston College• Tri-City Technology Education Collaborative (TRITEC)• Lesley University	<ul style="list-style-type: none">• Bunkerhill Community College• Massasoit Community College• Cambridge College

Core Descriptor D: *Government Agencies*

<i>Continuing/Expanded</i>	<i>New</i>
<ul style="list-style-type: none">• The District Attorney's Community Based Justice Task Force meetings• Federal government educational mandates for all students• Department of Secondary and Elementary Education(DESE)• Grant Opportunities (Federal and State)• District School Assistance Center (DSAC) Opportunities	<ul style="list-style-type: none">• District participation in yearly workshops in Community Based Justice

Massachusetts Department of Elementary and Secondary Education FY17 Chapter 70 Summary

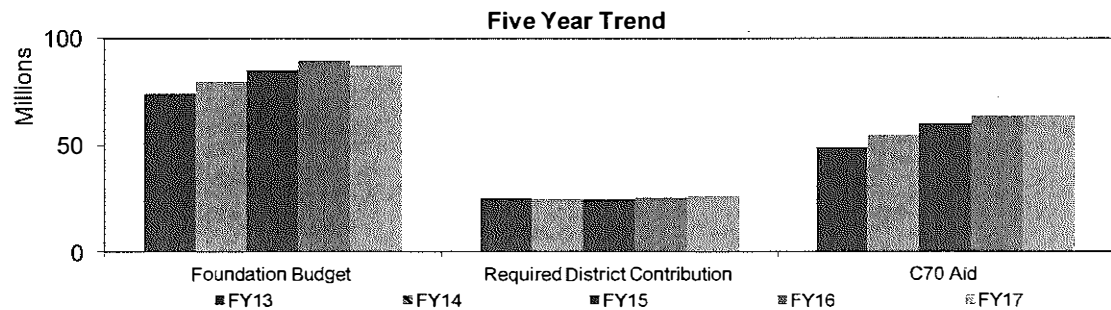
93 Everett

Aid Calculation FY17

Prior Year Aid	
1 Chapter 70 FY16	64,001,903
Foundation Aid	
2 Foundation budget FY17	87,583,038
3 Required district contribution FY17	26,315,016
4 Foundation aid (2 -3)	61,268,022
5 Increase over FY16 (4 - 1)	0
Minimum Aid	
6 Minimum \$20 per pupil increase	150,980
Non-Operating District Reduction to Foundation	
7 Reduction to foundation	0
FY17 Chapter 70 Aid	
8 sum of line 1, 5 minus 7	64,152,883

Comparison to FY16

	FY16	FY17	Change	Pct Chg
Enrollment	7,490	7,549	59	0.79%
Foundation budget	89,667,950	87,583,038	-2,084,912	-2.33%
Required district contribution	25,666,047	26,315,016	648,969	2.53%
Chapter 70 aid	64,001,903	64,152,883	150,980	0.24%
Required net school spending (NSS)	89,667,950	90,467,899	799,949	0.89%
Target aid share	71.05%	70.21%		
C70 % of foundation	71.38%	73.25%		
Required NSS % of foundation	100.00%	103.29%		



Massachusetts Department of Elementary and Secondary Education

Office of School Finance

FY17 Chapter 70 Foundation Budget

93 EVERETT

	Base Foundation Components										Incremental Costs Above The Base			TOTAL*
	(1) Pre-School	(2) Kindergarten Half-Day	(3) Kindergarten Full-Day	(4) Elementary	(5) Jr High/ Middle	(6) High School	(7) ELL PK	(8) ELL K Half	(9) ELL KF - 12	(10) Vocational	(11) Special Ed In District	(12) Special Ed Out of Dist	(13) Economically Disadvantaged	
Foundation Enrollment	511	0	456	2,250	1,346	2,005	0	0	1,220	16	274	73	3,860	7,549
1 Administration	96,913	0	172,955	853,398	510,522	760,472	0	0	462,731	6,069	717,270	191,098	0	3,771,429
2 Instructional Leadership	175,031	0	312,374	1,541,321	922,053	1,373,488	0	0	835,739	10,961	0	0	0	5,170,967
3 Classroom and Specialist Teachers	802,559	0	1,432,350	7,067,425	3,720,567	8,150,196	0	0	5,771,353	110,567	2,366,813	0	13,014,052	42,435,882
4 Other Teaching Services	205,834	0	367,369	1,812,674	780,579	968,015	0	0	785,906	7,725	2,209,860	2,919	0	7,140,880
5 Professional Development	31,740	0	56,676	279,699	181,375	261,966	0	0	205,267	3,456	114,175	0	286,415	1,420,770
6 Instructional Equipment & Tech	111,480	0	198,957	981,698	587,273	1,399,691	0	0	532,298	19,547	95,640	0	0	3,926,583
7 Guidance and Psychological	58,390	0	104,229	514,290	409,525	764,693	0	0	371,189	6,102	0	0	0	2,228,418
8 Pupil Services	23,226	0	41,467	306,895	299,875	1,030,043	0	0	166,405	8,220	0	0	0	1,876,131
9 Operations and Maintenance	222,862	0	397,745	1,962,558	1,272,826	1,838,359	0	0	1,440,607	27,456	801,227	0	2,009,934	9,973,573
10 Employee Benefits/Fixed Charges	192,790	0	344,061	1,697,783	965,674	1,381,986	0	0	1,158,036	17,911	871,106	0	1,267,817	7,897,165
11 Special Ed Tuition	0	0	0	0	0	0	0	0	0	0	0	1,741,241	0	1,741,241
12 Total	1,920,824	0	3,428,184	17,017,739	9,650,270	17,928,909	0	0	11,729,533	218,012	7,176,091	1,935,258	16,578,218	87,583,038
13 Wage Adjustment Factor	104.2%													
14 Economically Disadvantaged Decile	10													
Foundation Budget per Pupil														11,602

* Total foundation enrollment does not include columns 11 through 13, because those columns represent increments above the base. The pupils are already counted in columns 1 to 10.

Total foundation enrollment assigns pupils in pre-kindergarten and half-time kindergarten an enrollment count of .5.

Special education in-district headcount is an assumed percentage, representing 3.75 percent of K to 12 non-vocational enrollment and 4.75 percent of vocational enrollment.

Special education out-of-district headcount is also an assumed percentage, representing 1 percent of non-vocational K-12 enrollment.

Economically disadvantaged headcounts are the number of pupils in columns 1 through 10 who are directly certified as eligible for the Supplemental Nutrition

Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); the Department of Children and Families' (DCF) foster care program; and MassHealth (Medicaid).

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment.

The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.

The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

Massachusetts Department of Elementary and Secondary Education
FY17 Determination of City and Town Total Required Contribution

93 Everett

Effort Goal

1) 2014 equalized valuation	3,794,616,400
2) Property percentage	0.3792%
3) Local effort from property wealth	14,388,222
4) 2013 income	796,105,000
5) Income percentage	1.4701%
6) Local effort from income	11,703,335
7) Combined effort yield (row 3+ row 6)	26,091,557
8) Foundation budget FY17	87,583,038
9) Maximum local contribution (82.5% * row 8)	72,256,007
10) Target local contribution (lesser of row 7 or row 9)	26,091,557
11) Target local share (row 10 as % of row 8)	29.79%
12) Target aid share (100% minus row 11)	70.21%

FY17 Increments Toward Goal

13) Required local contribution FY16	25,666,047
14) Municipal revenue growth factor (DOR)	4.56%
15) FY17 preliminary contribution (13 x 14)	26,836,419
16) Preliminary contribution pct of foundation (15/8)	30.64%
<i>If preliminary contribution is above the target share:</i>	
17) Excess local effort (15 - 10)	744,862
18) 70% reduction toward target (17 x 70%)	521,403
19) FY17 required local contribution (15 - 18), capped at 90% of foundation	26,315,016
20) Contribution as percentage of foundation (19 / 8)	30.05
<i>If preliminary contribution is below the target share:</i>	
21) Shortfall from target local share (11 - 16)	
22) Added increment toward target (13 x 1% or 2%)*	
*1% if shortfall is between 2.5% and 7.5%; 2% if shortfall > 7.5%	
23) Shortfall from target after adding increment (10 - 15 - 22)	
24) FY17 required local contribution (15 + 22)	
25) Contribution as percentage of foundation (24 / 8)	

...

**Massachusetts Department of Elementary and Secondary Education
FY17 Chapter 70**

Apportionment of Local Contribution Across School Districts

93 Everett	Everett	Combined Total for All Districts
<u>Prior Year Data (for comparison purposes)</u>		
1 FY16 foundation enrollment	7,490	7,490
2 FY16 foundation budget	89,667,950	89,667,950
3 Each district's share of municipality's combined FY16 foundation	100.00%	100.00%
4 FY16 required contribution	25,666,047	25,666,047
<u>FY17 apportionment of contribution among community's districts</u>		
5 FY17 total unapportioned required contribution ('municipal contribution' sheet row 19 or 24)		26,315,016
6 FY17 foundation enrollment	7,549	7,549
7 FY17 foundation budget	87,583,038	87,583,038
8 Each district's share of municipality's total FY17 foundation	100.00%	100.00%
9 FY17 Required Contribution	26,315,016	26,315,016
10 Change FY17 to FY16 (9 - 4)	648,969	648,969

Everett Public Schools Proposed Fiscal 2017 Budget



Everett Public Schools FY 2017 Budget

Proposed School Budget for FY 2017

School Dept. Operating Budget	\$69,015,225
Special Education Transportation Budget	\$4,500,000
	=====
FY 2017 Total Budget	\$73,515,225

Everett Public Schools FY 2017 Budget

Budget Source Funding

Net Minimum Contribution	+	\$26,315,016
State Aid (Chapter 70)	+	\$64,152,883

Required Net School Spending		\$90,467,899
City Hall Chargebacks (FY17) est.	-	\$21,452,674
		=====
School Dept. Operating Budget		\$69,015,225

Everett Public Schools FY 2017 Budget

Charge Backs

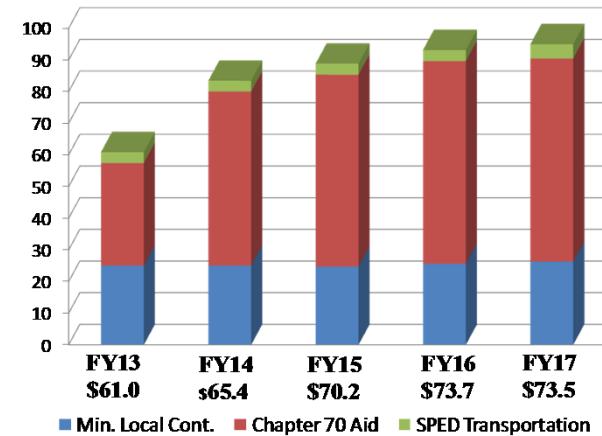
1. Board of Health **\$794,200**
Nurses (12) ¼ Board of Health Director, ¼ Clerk
2. Administration **\$568,343**
45.34% Of: Auditor, Budget, Treasurer, Purchasing, and Personnel Departments
3. Stadium (usage fees) **\$28,500**
4. Health Insurance; Present Employees **\$8,878,032**
5. Health Insurance; Retired Teachers **\$1,728,119**
6. City Retirement **\$1,584,851**

Everett Public Schools FY 2017 Budget

Charge Backs Continued

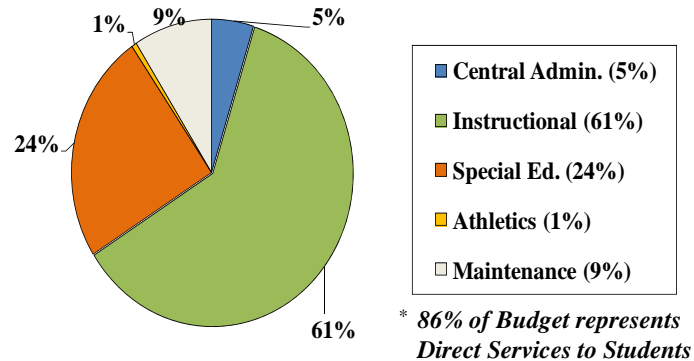
7. Charter School Tuition less reimbursement **\$6,443,612**
8. Workmen's Compensation Trust **\$176,826**
9. Workmen's Compensation Claims **\$38,539**
10. Life Insurance **\$34,320**
11. Medicare **\$642,220**
12. Unemployment **\$160,554**
13. Insurance for School Buildings **\$279,000**
14. School Resource Officers **\$95,558**

Everett Public Schools FY 2017 Budget



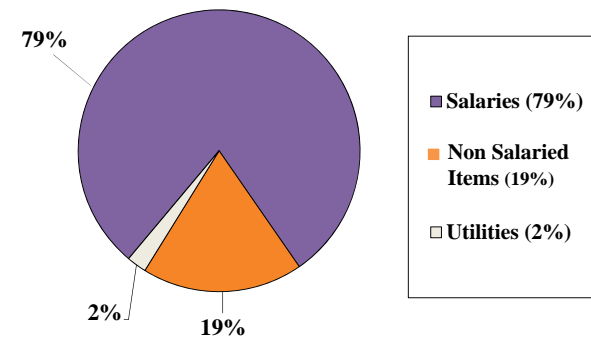
Everett Public Schools FY 2017 Budget

Percentage of Total Budget by Category



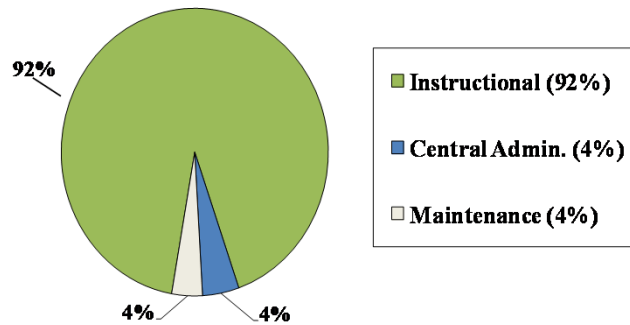
Everett Public Schools FY 2017 Budget

Salaries as Percentage of Total Budget



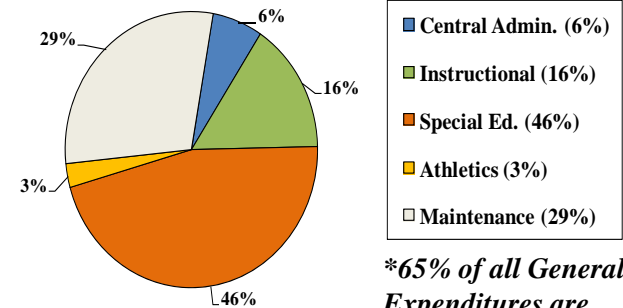
Everett Public Schools FY 2017 Budget

Salaries by Category



Everett Public Schools FY 2017 Budget

General Expenditures by Category



**65% of all General Expenditures are directed to students*

Everett Public Schools FY 2017 Budget

Per Pupil Expenditures FY 2015 (Summary of All Day Programs *Final Report*)

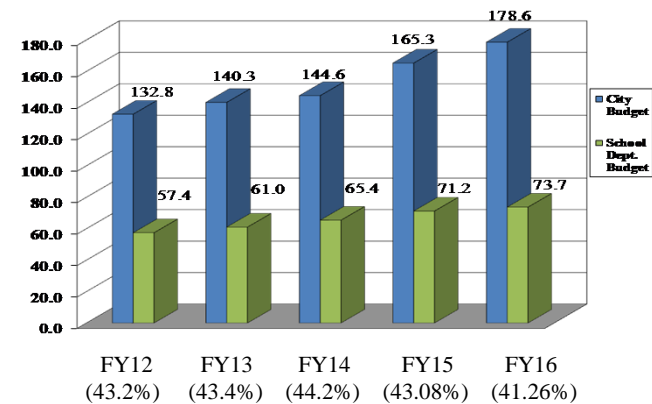
Cambridge	\$27,569
Waltham	\$19,940
Somerville	\$18,166
Medford	\$16,133
Revere	\$14,165
Chelsea	\$13,765
Malden	\$13,643
Peabody	\$13,496

Everett **\$13,259**

State Average **\$14,920**

Everett Public Schools FY 2017 Budget

School Dept. as Percentage of City Budget



Everett Public Schools FY 2017 Budget

**Largest Chapter 70 Decrease
in Commonwealth of Massachusetts**

Lynn	- \$8,402,881
Lawrence	- \$8,154,760
Worcester	- \$7,070,786
Chelsea	- \$5,722,533
Brockton	- \$4,822,388
Marlborough	- \$3,242,263
Everett	- \$3,215,735
Revere	- \$3,100,953
Chicopee	- \$2,066,383
Fall River	- \$1,419,282
Framingham	- \$1,273,425
Malden	- \$1,044,198

Everett Public Schools FY 2017 Budget

**Budget Deficit
FY17**

FY17 Budget Less	\$1,200,000
Foundation Reserve	\$1,000,000
Raise (All Teachers)	\$924,846
Steps (All Teachers)	\$901,184
Grants	<u>\$400,000</u>
	\$4,426,030

Full-Time Equivalent Headcount		FY 12		FY 13		FY 14		FY 15		FY 16
		vs		vs		vs		vs		vs
		FY 13		FY 14		FY 15		FY 16		FY 17
City Departments	FY 13	Delta	FY 14	Delta	FY 15	Delta	FY 16	Delta	FY 17	Delta
City Council	1	0	1	0	1	0	1	0	1	0
Mayor's Office	6	1	8	2	10.71	3	10	(1)	12	2
Auditor	4	0	3.57	(0.43)	4.57	1	4	(1)	6.80	3
Budget	1	(0.85)	1	0	0	(1)	2	2	0	(2)
Purchasing	2	0	2	0	3	1	3	0	3	0
Assessors	5	0	5	0	5	0	5	0	5	0
Treasurer/Collector	9	0	9.57	0.57	9.57	0	13.57	4	13.57	0
Solicitor	3	0	3	0	3	0	3	0	3.20	0
Human Resources	3	0	2	(1)	2	0	3	1	3	0
Information Technologies	2	0	4	2	3	(1)	3	0	3	0
City Clerk	5	0	5	0	5	0	5	0	5	0
Voter Registration/Election Commission	2	1	2	0	2	0	2	0	2	0
Total General Government	43	1.15	46.14	3.14	48.85	3	54.57	6	57.57	3
Police (Officers)	94	5	100	6	102	2	101	(1)	109	8
Police (Civilians)	10	1	10	0	19.57	9.57	17.57	(2.00)	17.57	0
Fire (Firefighters)	95	0	95	0	95	0	102	7	111	9
Fire (Civilians)	3	1	3	0	3	0	3	0	3	0
Inspectional Services	17	3	17.57	0.57	16.54	(1.03)	21	4.46	26	5
Parking Clerk	11.57	0	11.57	0	4	(8)	0	(4)	0	0
E 9 1 1	14	0	16	2	16	0	15	(1)	15	0
Total Public Safety	244.57	10	253.14	8.57	256.11	2.97	259.57	3.46	281.57	22.00
City Services/DPW	44.80	2	46.80	2	51.80	5	54.80	3	58.80	4
Total City Services	44.80	2	46.80	2	51.80	5	54.80	3	58.80	4
Health Department	17.71	1.71	19.21	1.50	19.73	0.52	21.28	1.55	21.43	0.15
Planning & Development	1	0	3.30	2.30	5.25	1.95	5.25	0	5.25	0
Veteran's	1	0	1	0	1.46	0.46	1	(0.46)	1	0
Human Services	5	0	4.51	(0.49)	5.73	1.22	5.71	(0.02)	5.81	0.10
Total Human Services	24.71	1.71	28.02	3.31	32.17	4.15	33.24	1.07	33.49	0.25
Library	10	0	10	0	10	0	10	0	11	1
Recreation	6	1	5.71	(0.29)	8.72	3.01	9.72	1.00	9.42	(0.30)
Total Libraries & Recreation	16.00	1	15.71	(0.29)	18.72	3.01	19.72	1.00	20.42	0.70
Grand Total City Departments	373.08	16.25	389.81	16.73	407.65	17.84	421.90	14.25	451.85	29.95
School Department	FY 13	Delta	FY 14	Delta	FY 15	Delta	FY 16	Delta	FY 17	Delta
Central Administration	46	2	54	8	48	(6)	48	0	40	(8)
Instructional	551	51	572	21	530	(42)	535	5	492	(43)
Special Education	222	37	241	19	221	(20)	198	(23)	195	(3)
Maintenance	39	0	39	0	38	(1)	38	0	31.5	(7)
Grants	56	1	56	0	62	6	58	(4)	54	(4)
Total School Department	914	91	962	48	899	-63	877	-22	812.5	-64.5
Grand Total City & School Departments	1,287.08	107.25	1,351.81	64.73	1,306.65	(45.16)	1,298.90	(7.75)	1,264.35	(34.55)

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.

Water/Sewer Enterprise Fund FY2017 Budget

Carlo DeMaria, Mayor
Eric Demas, CFO/City Auditor
May 16, 2016

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 Dept.

Water and Sewer Enterprise Fund Operational Budget

- * The total operating budget for the Water and Sewer enterprise fund budget for FY2017 is \$17,217,998.
 - * \$16,606,719 represents direct costs including:
 - * Salaries, Expenses, Debt Service, MWRA assessments, etc.
 - * \$611,279 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 FY2017 is \$2,523,786 including:
 - * \$500,000 for water main replacement
 - * Funded through MWRA
 - * 0% interest loan program (LWSAP)
 - * \$1,658,786 for sewer inflow and infiltration
 - * \$1,065,800 through MWRA grant
 - * \$593,000 through MWRA I/I loan program at 0% interest
 - * \$365,000 for replacement of fire hydrants (\$50k) and Storm Water Improvements (\$205k) funded through available funds and the purchase of a backhoe (\$110k) funded through long-term debt

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 2015 is \$1,515 annually.
- * Everett's 2015 average water and sewer charge is \$1,002 (\$513 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 FY2017 of 2%.
- * The City plans to review the indirect cost policy, future capital needs, and usage to determine a long-term rate structure during FY17 .

Water & Sewer Rates									
City of Everett, MA									
Current Water and Sewer Rates									
Enterprise Fund									
			Actual - FY2016				Proposed - FY2017		
QUARTERLY per 100 cubic feet									
		<u>USAGE</u>	<u>WATER</u>	<u>SEWER</u>	<u>TOTAL</u>		<u>WATER</u>	<u>SEWER</u>	<u>TOTAL</u>
	Step 1	30	\$ 2.24	\$ 6.11	\$ 8.35		\$ 2.28	\$ 6.23	\$ 8.52
	Step 2	31-60	\$ 2.84	\$ 8.00	\$ 10.84		\$ 2.90	\$ 8.16	\$ 11.06
	Step 3	61-90	\$ 3.42	\$ 9.19	\$ 12.61		\$ 3.49	\$ 9.37	\$ 12.86
	Step 4	91-240	\$ 3.90	\$ 10.30	\$ 14.20		\$ 3.98	\$ 10.51	\$ 14.48
	Step 5	OVER 240	\$ 4.69	\$ 11.47	\$ 16.16		\$ 4.78	\$ 11.70	\$ 16.48
MONTHLY per 100 cubic feet									
		<u>USAGE</u>	<u>WATER</u>	<u>SEWER</u>	<u>TOTAL</u>		<u>WATER</u>	<u>SEWER</u>	<u>TOTAL</u>
	Step 1	10	\$ 2.24	\$ 6.11	\$ 8.35		\$ 2.28	\$ 6.23	\$ 8.52
	Step 2	11-20	\$ 2.84	\$ 8.00	\$ 10.84		\$ 2.90	\$ 8.16	\$ 11.06
	Step 3	21-30	\$ 3.42	\$ 9.19	\$ 12.61		\$ 3.49	\$ 9.37	\$ 12.86
	Step 4	31-80	\$ 3.90	\$ 10.30	\$ 14.20		\$ 3.98	\$ 10.51	\$ 14.48
	Step 5	OVER 80	\$ 4.69	\$ 11.47	\$ 16.16		\$ 4.78	\$ 11.70	\$ 16.48

FY17 CIP Enterprise Funds – Executive Summary

- The total proposed Capital Plan for the City of Everett’s Enterprise Funds for FY17 is \$2,523,786. However, the total amount proposed for borrowing is \$1,203,036.
- The Enterprise Fund’s Capital Plan for FY17 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.

FY17 Enterprise Fund CIP – Funding Sources

FY17 Enterprise Fund CIP – funded from sale of bonds

- | | |
|---|------------|
| • Water Main replacement (MWRA’s LWSAP program) | \$ 500,000 |
| • Sewer Inflow and Infiltration (I/I) projects (MWRA’s I/I program) | \$ 593,036 |
| • Equipment – Backhoe with attachments | \$ 110,000 |

TOTAL ~ BONDING:	\$1,203,036
-------------------------	--------------------

FY17 Enterprise Fund CIP – funded from grants

- | | |
|---|--------------|
| • Sewer Inflow and Infiltration (I/I) projects (MWRA’s I/I program) | \$ 1,065,750 |
|---|--------------|

TOTAL ~ GRANTS:	\$ 1,065,750
------------------------	---------------------

FY17 Enterprise Fund CIP – funded from operating budget

- Replacement of Fire Hydrants (operating budget appropriation) \$ 50,000
- Storm Water Improvements \$ 205,000

TOTAL ~ OPERATING FUNDS: \$ 255,000

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	\$1,658,786	75% grant (\$1,065,750) 25% bond (\$593,036) @ 0% interest through MWPAT's I/I program	No impact on FY17 budget. Estimated debt payments of \$ 230K per year starting in FY17 and ending in FY21
Rehabilitation of Water Mains	\$500,000	Bonding through MWRA's LWSAP program (0% interest loan program)	No impact on FY17 budget. Estimated debt payments of \$50k per year starting in FY18 and ending in FY27
Replacement of Fire Hydrants	\$50,000	Operating appropriation	Level Funded
Storm Water Improvement Program (non I/I)	\$205,000	Operating appropriation	17% increase over prior year appropriation.
Departmental Equipment	\$110,000	Bonding	No impact on FY17 budget. Estimated debt payment of \$24k per year starting in FY18 and ending in FY22

City of Everett
Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2016 - 2020

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Enterprise Fund (Water/Sewer Projects)							
EQUIPMENT							
2015 Ford F-550 4x4 - Valve Maintenance Vehicle with attachment:		Bond	\$ 100,000				
2015 Ford F-550 4x2 - Emergency Service Vehicle with attachments:		Bond	\$ 100,000				
2015 International 4400 SBA 4x2 - Dump Truck with Plow/Sande		Bond	\$ 125,000				
Backhoe with Accessories		Bond	\$ -	\$ 110,000			
INFRASTRUCTURE - WATER							
Hydrant Replacement Program		Operating Budget	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Water Main Replacement (MWRA's LWSAP program*)		Bond - MWRA int. free loan	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Water Main Replacement (MWRA's LWSAP program*)							
*City has authorized \$4,172m bond - \$500k per year drawdown through FY2016							
INFRASTRUCTURE - SEWER/STORMWATER							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 1-8**)		MWRA grant	\$ 939,600	\$ -			
**City can authorize \$2,088,000 of available funds - 45% grant/55% int. free loan.		MWRA bond /grant	\$ 1,148,400	\$ 237,786			
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant		\$ 1,065,750	\$ 1,065,750	\$ 1,065,750	\$ 1,065,750
**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan.		MWRA bond /grant		\$ 355,250	\$ 355,250	\$ 355,250	\$ 355,250
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)						\$ 250,000	\$ 100,000
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ -	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000
Culvert Improvements		Bonding					
Data management		Capital Improvement Fund		\$ -	\$ 150,000		
Subtotal: Water and Sewer Enterprise Fund			\$ 2,963,000	\$ 2,523,786	\$ 2,326,000	\$ 2,426,000	\$ 1,776,000
LESS ~ Non Grant Funds to offset costs							
Water/Sewer CIP: OFS							
Operating Fund appropriation - Fire Hydrant Replacemen			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Grant - MWRA			\$ (939,600)	\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)	\$ (1,065,750)
Operating Fund appropriation - Storm water			\$ -	\$ (205,000)	\$ -	\$ -	\$ -
LESS ~ Grants and other sources/funds to offset costs			\$ (989,600)	\$ (1,320,750)	\$ (1,115,750)	\$ (1,115,750)	\$ (1,115,750)
Net ~ Enterprise Fund Expenses - to be bonded			\$ 1,973,400	\$ 1,203,036	\$ 1,210,250	\$ 1,310,250	\$ 660,250
			FY 2016	FY 2017	FY 2018	FY2019	FY2020

Water/Sewer Pro-Forma Debt Schedule

City of Everett, Massachusetts

Actual Debt Service as of June 30, 2016

Date of Issue	Purpose	Type of Payment	2016	2017	2018	2019	2020	Total - all years
8/19/2004	MWRA Water (O)	Principal						-
		Interest						-
11/18/2004	MWRA Water (O)	Principal						-
		Interest						-
5/18/2006	MWRA Water (O)	Principal	55,000					55,000
		Interest	-					-
12/14/2006	MWPAT CW-02-31 (I)	Principal	20,000	25,000	25,000	25,000	25,000	225,347
		Interest	10,586	10,251	9,096	8,055	7,374	58,495
5/22/2008	MWRA Water (O)	Principal	30,400	30,400	30,400			91,200
		Interest						-
5/21/2009	MWRA Water (O)	Principal	154,806	154,806	154,806	154,806		619,222
		Interest						-
3/15/2011	MWRA Water (O)	Principal	50,000	50,000	50,000	50,000	50,000	300,000
	(\$500,000 LWSAP program)	Interest						-
8/22/2011	MWRA Water (O)	Principal	22,842	22,842	22,842	22,842	22,842	159,895
		Interest						-
6/6/2012	MWPAT CW-08-14	Principal	8,318	8,481	8,649	8,819	8,992	154,653
		Interest	3,011	2,842	2,671	2,496	2,318	26,024
7/8/2012	MWPAT CW-08-14 (A)	Principal	3,670	3,670	3,670	3,670	3,670	58,720
		Interest	1,220	1,135	1,050	965	880	9,375
8/22/2011	MWRA Water	Principal	165,344	165,344	165,344	165,344	165,344	1,322,752
		Interest						-
5/22/2013	MWPAT CW-10-20	Principal	119,846	122,450	125,112	127,831		495,239
	(\$2,838,033 - Beacham St.)	Interest	56,027	53,452	50,818	48,128		208,425
12/20/2013	Water Meters	Principal	75,000	75,000	75,000	80,000	80,000	725,000
		Interest	16,750	15,250	13,750	12,250	10,500	86,100
12/20/2013	Water Meters	Principal	105,000	105,000	110,000	110,000	115,000	900,000
		Interest	19,925	17,825	15,675	13,375	11,125	94,925
12/20/2013	Vehicle Replacement	Principal	35,000	30,000	30,000			95,000
		Interest	1,550	900	300			2,750
2/6/2014	Water Meters	Principal	110,000	110,000	115,000	120,000	120,000	1,095,000
		Interest	32,850	29,550	26,250			88,650
2/6/2014	Water Main Replacement (non-MWRA)	Principal	100,000	100,000	100,000	100,000	100,000	1,400,000
		Interest	42,875	39,875	36,875	33,875		153,500
2/6/2014	Water System Repairs	Principal	35,000	35,000	35,000	35,000	35,000	315,000
		Interest	9,450	8,400	7,350	6,300		31,500
2/18/2016	Enterprise Departmental Equipment	Principal		35,000	35,000	35,000	35,000	325,000
		Interest		12,892	11,600	10,200	8,800	68,892
	Backhoe with Accessories	Principal			22,000	22,000	22,000	110,000
		Interest			2,200	1,760	1,320	6,600
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						-
	MWRA Interest Free Loan	Principal		50,000	50,000	50,000	50,000	500,000
		Interest						-
	MWRA Interest Free Loan	Principal			50,000	50,000	50,000	500,000
		Interest						-
	MWRA Interest Free Loan	Principal				50,000	50,000	500,000
		Interest						-
	MWRA Interest Free Loan	Principal					50,000	500,000
		Interest						-
	MWRA (Bond/Grant)	Principal			23,779	23,779	23,779	237,786
		Interest						-

Water/Sewer Pro-Forma Debt Schedule

City of Everett, Massachusetts

Actual Debt Service as of June 30, 2016

Date of Issue	Purpose	Type of Payment	2016	2017	2018	2019	2020	Total - all years
	MWRA (Bond/Grant)	Principal			35,525	35,525	35,525	355,250
		Interest						-
	MWRA (Bond/Grant)	Principal				35,525	35,525	355,250
		Interest						-
	MWRA (Bond/Grant)	Principal					35,525	355,250
		Interest						-
	MWRA (Bond/Grant)	Principal						355,250
		Interest						-
1/7/2015	MWPAT CW-10-20A	Principal	28,777	27,359	27,954	28,561	29,182	663,967
	(\$661,867 - Beacham St.)	Interest	16,190	13,657	13,069	12,468	11,868	173,272
SELF SUPPORTING DEBT SERVICE								-
	Total Principal		1,219,003	1,250,352	1,395,080	1,433,701	1,242,384	13,769,782
	Total Interest		210,434	206,028	190,703	149,872	54,185	1,008,508
	Total Payment		1,429,437	1,456,380	1,585,784	1,583,573	1,296,569	14,778,290
Projected Debt Service								
	Purpose	Type of Payment	2016	2017	2018	2019	2020	2036
	MWPAT CW-14-24	Principal						
	(\$500,000 Stormwater)	Interest						
		BAN Interest	25,000					25,000
	MWRA Water Main	Principal		50,000	100,000	150,000	200,000	2,172,000
	(\$2,172,000 LWSAP program)	Interest						
		BAN Interest	25,000	25,000	25,000	25,000		100,000
		Projected Debt Svc	50,000	75,000	125,000	175,000	200,000	2,297,000
	Total Actual & Projected Net Debt		1,479,437	1,531,380	1,710,784	1,758,573	1,496,569	17,075,290

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
Winthrop
Woburn
Worcester



MWRA Advisory Board

2015

Annual Water and Sewer Retail Rate Survey

Joseph E. Favaloro
Executive Director

Introduction

This is the twenty eighth “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 Travis Ahern, Matthew Romero and Mary Ann McClellan 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@mwraadvisoryboard.com with your feedback. Copies of this document are available at our website in PDF format at <http://www.mwraadvisoryboard.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. The actual 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.

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.

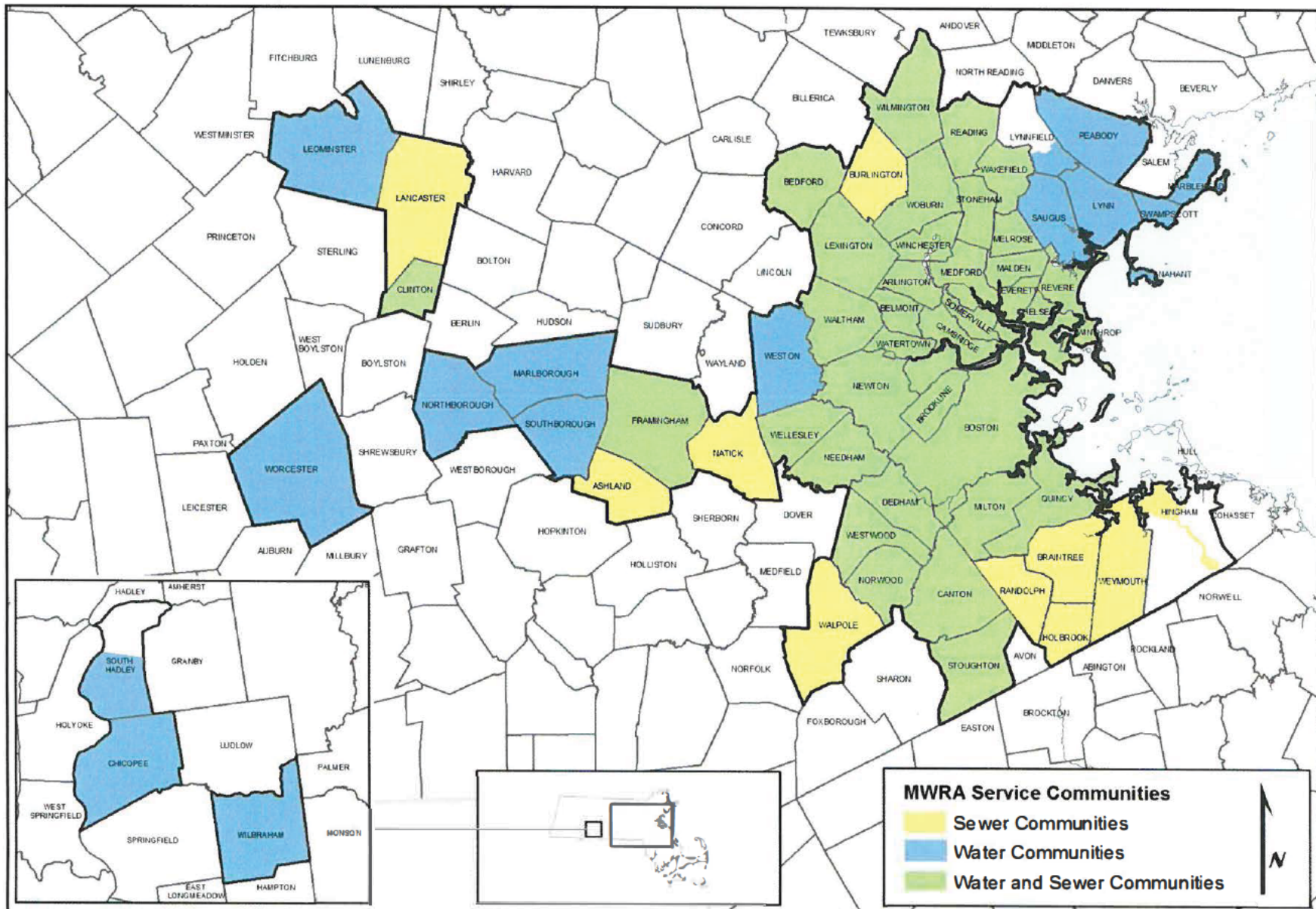
The MWRA Advisory Board

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.

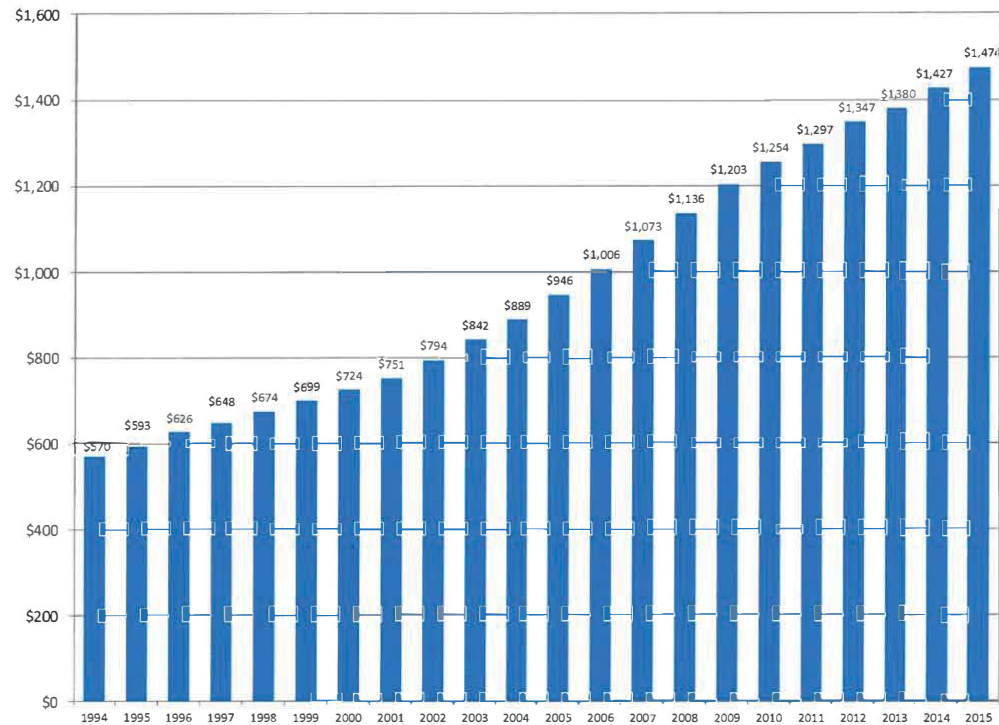
The Massachusetts Legislature has delegated specific responsibilities to the Advisory Board who, in turn, monitor the MWRA’s programs from a ratepayer perspective:

- 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.

MWRA COMMUNITY 2015 WATER AND SEWER CHARGES



Combined Annual Water & Sewer
Charges in MWRA Communities
1994 – 2015
(Consumption at 120 HCF \approx 90 kgal)



MWRA SYSTEMWIDE SUMMARY DATA		
2015		
	2014	2015
Avg. combined water and sewer cost	\$1,428.92	\$1,473.61
Percent change from prior year	3.5%	3.1%
<u>WATER BILLING FREQUENCY</u>		
Semi-Annual	9	8
Tri-Annual	2	2
Quarterly	41	42
Bi-Monthly	2	2
Monthly	6	6
<u>WATER RATE STRUCTURE</u>		
Ascending Block with Base/Minimum Charge	34	34
Ascending Block only	12	12
Flat Rate with Base/Minimum Charge	7	7
Flat Rate only	6	6
Fixed Fee	1	1
<u>SENIOR CITIZEN/LOW-INCOME DISCOUNTS</u>		
Senior Discount	15	16
Low-Income Discount	7	7
Both	9	8
Neither	29	29
<u>DEBT SERVICE EXCLUSION</u>		
	3	3
<u>CHANGES IN COMBINED WATER AND SEWER CHARGES</u>		
Decrease	0	4
No change	18	16
0% to 10% increase	40	35
10% to 20% increase	1	4
20% to 30% increase	1	1
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
2015**

	Water	Sewer
Arlington (W/S)*	\$611.20	\$730.04
Ashland (S)	-	1495.60
Bedford (S/partial W)	63.00	1053.00
Belmont (W/S)	819.72	1529.20
Boston (W/S)	599.59	771.02
Braintree (S)	-	769.00
Brookline (W/S)	677.80	960.60
Burlington (S)	-	391.50
Cambridge (S/partial W)	380.00	147.60
Canton (S/partial W)	610.00	103.60
Chelsea (W/S)	511.20	973.20
Chicopee (W)	417.60	-
Clinton (W/S)	343.60	257.70
Dedham (S/partial W)	616.56	937.28
Everett (W/S)	268.80	733.20
Framingham (W/S)	740.64	894.12
Hingham (S)	-	1110.00
Holbrook (S)	-	834.00
Leominster (partial W)	455.84	-
Lexington (W/S)	501.60	978.00
Lynn (partial W)	423.72	-
Lynnfield (W)	360.80	-
Malden (W/S)	664.92	771.24
Marblehead (W)	624.00	-
Marlborough (partial W)	826.80	-
Medford (W/S)	727.20	908.40
Melrose (W/S)	870.40	1184.28
Milton (W/S)	761.04	1277.52
Nahant (W)*	834.00	-
Natick (S)	-	1037.60
Needham (S/partial W)	471.60	1118.80
Newton (W/S)	824.00	1185.00
Northborough (partial W)	587.08	-
Norwood (W/S)	600.12	829.08
Peabody (partial W)	306.00	-
Quincy (W/S)	710.40	1090.32
Randolph (S)	-	825.20
Reading (W/S)	1059.60	1171.20
Revere (W/S)	458.40	1452.00
Saugus (W)	580.40	-
Somerville (W/S)	645.03	1008.36
South Hadley (W)	472.40	-
Southborough (W)	427.08	-
Stoneham (W/S)	720.00	1086.00
Stoughton (S/partial W)	540.48	1162.00
Swampscott (W)	788.00	-
Wakefield (S/partial W)	610.20	1128.60
Walpole (S)	-	792.86
Waltham (W/S)	428.64	753.00
Watertown (W/S)	565.08	967.20
Wellesley (S/partial W)	445.68	1011.60
Weston (W)	290.20	-
Westwood (S/partial W)	616.56	828.00
Weymouth (S)	-	1006.72
Wilbraham (W)	494.40	-
Wilmington (S/partial W)	449.60	599.80
Winchester (S/partial W)*	275.60	313.20
Winthrop (W/S)	780.00	1189.00
Woburn (S/partial W)	205.00	328.00
Worcester (partial W)	432.00	-
AVERAGE	\$569.83	\$945.17
Percent change	3.4%	2.2%

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(p).

Combined Annual Water and Sewer Charges for Communities Receiving Services from the MWRA 2015

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)*	\$611.20	\$730.04	\$1,341.24	0.0%
Ashland (S)	\$452.80	\$1,495.60	\$1,948.40	4.0%
Bedford (S/partial W)	\$631.00	\$1,053.00	\$1,684.00	7.7%
Belmont (W/S)	\$819.72	\$1,529.20	\$2,348.92	3.7%
Boston (W/S)	\$599.59	\$771.02	\$1,370.61	5.1%
Braintree (S)	\$508.60	\$769.00	\$1,277.60	4.5%
Brookline (W/S)	\$677.80	\$960.60	\$1,638.40	6.3%
Burlington (S)	\$196.50	\$391.50	\$588.00	0.0%
Cambridge (S/partial W)	\$380.00	\$1,147.60	\$1,527.60	5.0%
Canton (S/partial W)	\$610.00	\$1,013.60	\$1,623.60	0.0%
Chelsea (W/S)	\$511.20	\$973.20	\$1,484.40	2.0%
Chicopee (W)	\$417.60	\$721.69	\$1,139.29	11.3%
Clinton (W/S)	\$343.60	\$257.70	\$601.30	0.0%
Dedham (S/partial W)	\$616.56	\$937.28	\$1,553.84	0.8%
Everett (W/S)	\$268.80	\$733.20	\$1,002.00	0.4%
Framingham (W/S)	\$740.64	\$894.12	\$1,634.76	5.9%
Hingham (S)	\$939.68	\$1,110.00	\$2,049.68	0.0%
Holbrook (S)	\$636.00	\$834.00	\$1,470.00	9.3%
Leominster (partial W)	\$455.84	\$508.76	\$964.60	0.0%
Lexington (W/S)	\$501.60	\$978.00	\$1,479.60	1.9%
Lynn (partial W)	\$423.72	\$777.84	\$1,201.56	2.5%
Malden (W/S)	\$664.92	\$771.24	\$1,436.16	10.9%
Marblehead (W)	\$624.00	\$1,069.00	\$1,693.00	1.2%
Marlborough (partial W)	\$826.80	\$853.20	\$1,680.00	23.0%
Medford (W/S)	\$727.20	\$908.40	\$1,635.60	0.0%
Melrose (W/S)	\$870.40	\$1,184.28	\$2,054.68	5.8%
Milton (W/S)	\$761.04	\$1,277.52	\$2,038.56	3.2%
Nahant (W)*	\$834.00	\$1,066.80	\$1,900.80	1.5%
Natick (S)	\$342.00	\$1,037.60	\$1,379.60	2.0%
Needham (S/partial W)	\$471.60	\$1,114.80	\$1,586.40	1.5%
Newton (W/S)	\$824.00	\$1,185.00	\$2,009.00	4.6%
Northborough (partial W)	\$587.08	\$911.52	\$1,498.60	11.3%
Norwood (W/S)	\$600.12	\$829.08	\$1,429.20	7.8%
Peabody (partial W)	\$306.00	\$409.80	\$715.80	0.0%
Quincy (W/S)	\$710.40	\$1,090.32	\$1,800.72	5.3%
Randolph (S)	\$597.80	\$825.20	\$1,423.00	3.4%
Reading (W/S)	\$1,059.60	\$1,171.20	\$2,230.80	4.9%
Revere (W/S)	\$458.40	\$1,452.00	\$1,910.40	1.9%
Saugus (W)	\$580.40	\$354.40	\$934.80	3.1%
Somerville (W/S)	\$645.03	\$1,008.36	\$1,653.39	11.0%
Stoneham (W/S)	\$720.00	\$1,086.00	\$1,806.00	1.7%
Stoughton (S/partial W)	\$540.48	\$1,152.00	\$1,692.48	0.7%
Swampscott (W)	\$788.00	\$689.00	\$1,477.00	0.0%
Wakefield (S/partial W)	\$610.20	\$1,128.60	\$1,738.80	0.0%
Walpole (S)	\$658.56	\$792.86	\$1,451.42	6.2%
Waltham (W/S)	\$428.64	\$753.00	\$1,181.64	0.0%
Watertown (W/S)	\$565.08	\$967.20	\$1,532.28	3.7%
Wellesley (S/partial W)	\$445.68	\$1,011.60	\$1,457.28	0.0%
Westwood (S/partial W)	\$616.56	\$828.00	\$1,444.56	1.8%
Weymouth (S)	\$602.16	\$1,006.72	\$1,608.88	2.6%
Wilbraham (W)	\$494.40	\$492.00	\$986.40	3.4%
Wilmington (S/partial W)	\$449.60	\$598.80	\$1,048.40	0.0%
Winchester (S/partial W)*	\$275.60	\$313.20	\$588.80	0.0%
Winthrop (W/S)	\$780.00	\$1,188.00	\$1,968.00	2.8%
Woburn (S/partial W)	\$205.00	\$328.00	\$533.00	0.0%
Worcester (partial W)	\$432.00	\$635.52	\$1,067.52	3.8%
AVERAGE	\$579.38	\$894.24	\$1,473.61	3.1%

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: No response
 Next adjustment scheduled: No response
 Fund: Enterprise

0 – 30 HCF	\$2.24/HCF
>30 – 60 HCF	\$2.84 "
>60 – 90 HCF	\$3.42 "
>90 – 240 HCF	\$3.90 "
>240 HCF	\$4.69 "

Residential Sewer Rates:

Last adjusted: No response
 Next adjustment scheduled: No response
 Fund: Enterprise

0 – 30 HCF	\$ 6.11/HCF
>30 – 60 HCF	\$ 8.00 "
>60 – 90 HCF	\$ 9.19 "
>90 – 240 HCF	\$10.30 "
>240 HCF	\$16.16 "

Based on 100% of water usage.

Billing Frequency: Quarterly

Annual Cost AWWA Standard for Historical Comparison (120 HCF ≈ 90,000 gals.)	
Water	\$268.80
Sewer	\$733.20
Combined	\$1,002.00
% change from 2014	0.4%

Annual Cost Based on Local, State & Federal Data (63.1 HCF – See Appendix C for Data & Calc.)	
Water	\$141.34
Sewer	\$385.34
Combined	\$526.89

Commercial Water Rates:

Same as residential

Commercial Sewer Rates:

Same as residential

Additional 2015 Data by Community			
Does this Community Use Second Meters?		No response	
Does this Community Offer Senior and/or Low Income Discounts?		No response	
Water System		Sewer System	
MWRA Charges as % of Total Community Water Expenses	No response	MWRA Charges as % of Total Community Sewer Expenses	No response
Miles of water pipeline replaced/rehabilitated in FY14	No response	Miles of sewer pipeline replaced/rehabilitated in FY14	No response
Water Capital Needs over Next Five Years	No response	Sewer Capital Needs over Next Five Years	No response
Anticipated Water Capital Spending over Next Five Years	No response	Anticipated Sewer Capital Spending over Next Five Years	No response
Storm water			
Current Funding Source of Stormwater-Related Costs:		No Response	

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.

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 program 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 – FY2017 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 FY2017 capital budget is focused on overhauling and renovating neglected parks, playgrounds and recreational spaces, as well as renovations at the Parlin School, City Hall, Fire Station and the Armory.

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.

FY17 Capital Improvement Program (CIP) – Highlights of Proposed CIP and FY17 Capital Budget

For FY2017, 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 FY2017 include the following:

- New equipment and vehicles for DPW, including a new 6-wheel dump truck and forestry bucket truck
- Replacement of Police cruisers and Administrative vehicles
- Replacement of Inspectional Services Vehicles
- Replacement of City Information Technology systems

The total amount of the proposed FY2017 Capital Budget that will require an appropriation from the Capital Improvement Stabilization Fund is \$175,000.

Proposed capital projects include the following:

- Construction and renovation at Swan Street, Gramstorf and Florence Street parks
- Design and refurbishment of citywide Tot Lots
- LED street lighting for utility poles
- North Strand Bike Path lighting, cameras and amenities

Also, with regards to the city's infrastructure, the city is estimating \$645,477 from the State's Chapter 90 program for eligible road repairs. This will complement the \$75,000 requested as part of the FY2017 Capital Budget for the continuation of improving sidewalks and crosswalks throughout the city per the city's pavement management program.

Capital Improvement Program FY2016 - FY2020 & FY2017 Capital Budget Overview

Carlo DeMaria, Mayor
Eric Demas, CFO/City Auditor
May 16, 2016

Overview: Capital Improvement Plan vs. Capital Improvement Budget

- Capital Improvement Plan (CIP) is the long term plan for capital improvements throughout the City (FY2016-FY2020).
- Capital Improvement Budget is the spending plan for the upcoming fiscal year (FY2017) 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: FY2016 – FY2020

- 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 budget (FY2017) and 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: FY2016 – FY2020

- 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 FY2017 Capital Budget requests
- These documents are part of your CIP binder.

Capital Improvement Budget: FY2017

- The FY2017 Capital Improvement Budget is the upcoming year's spending plan for capital items.
- The Capital Improvement Budget dovetails into the City's FY2017 operational budget.
- Therefore, It is the hope of the administration that the capital budget is approved prior to submission of the FY2017 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.

FY2017 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 FY2017 is \$18,425,200.
 - \$ 15,231,700 ~ Bonding (Long term debt issuance)
 - \$ 1,327,000 ~ Grants and Other Financial Sources (OFS)
 - \$ 691,000 ~ FY16 Operating Fund appropriation
 - \$ 175,000 ~ Capital Improvement Stabilization Fund appropriation
- Details on the General Fund CIP can be found in FY2017 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.

FY2017 CIP – General Fund Executive Summary

- The total proposed Capital Program for the City of Everett for FY17 is \$18,825,177.
- The total amount proposed for borrowing is \$15,181,700.
- This Capital Program 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.

FY17 CIP – Funding Sources

FY17 CIP – Funded from available funds – CIP Stabilization Fund

• Police – Portable Radios	\$ 60,000	
• Fire – Turnout Gear	\$ 65,000	
• City Services – Traffic Study	\$ 50,000	
• TOTAL - CIP STABILIZATION FUND:		\$175,000

FY17 CIP – Funded from grants and other available funds:

• Planning – Florence Park Phase II/Design	\$ 150,000
• Planning – Florence Park Phase II/Construction	\$ 233,000
• Planning – Swan Street Park/Renovation	\$ 300,000
• Planning – Gramstorf Park/Renovation	\$ 419,000
• City Services – LED Streetlights Retrofit/Utility Poles	\$ 300,000
• City Services – Full Depth Repavement Program (Ch. 90)	\$ 570,477

• City Services – Enhanced Crosswalks (Ch. 90)	\$ 50,000	
• City Services – Handicap Accessibility (Ch. 90)	\$ 25,000	
• City Services – Cemetery Perpetual Care	\$ 200,000	
• Repurpose Roof Bond Proceeds	\$ 130,000	
• Police – Equipment/Smart Meters	\$ 400,000	
• TOTAL - GRANTS and OTHER FINANCIAL SOURCES:		\$2,777,477

FY17 CIP – Funded from appropriation (built into operating budgets):

• Information Technology – Replacement of City technology	\$ 110,000	
• Police Department – Patrol Vehicles	\$ 240,000	
• Police Department – Administrative Vehicle	\$ 38,000	
• Fire Department – Fire Prevention Vehicle	\$ 40,000	
• Inspectional Services – Vehicles	\$ 188,000	
• City Services – Enhanced Crosswalks	\$ 50,000	
• City Services – Handicap Accessibility	\$ 25,000	
• TOTAL - FY17 BUDGET APPROPRIATIONS:		\$ 691,000

FY17 CIP – Funded from anticipated Bond Authorization:

Vehicles and Equipment:

• City Services – One (1) Six Wheel Dump Truck	\$ 190,000
• City Services – One (1) F350 Pickup w/sander & plow	\$ 55,000
• City Services – One (1) Forklift	\$ 40,000
• City Services – One (1) F350 Flatbed	\$ 100,000

• City Services – One (1) Forestry Bucket Truck	\$ 175,000
• City Services – Two (2) Utility Vans	\$ 100,000
• City Services – Two (2) F250 Pickup w/lift gate & plow	\$ 110,000
• City Services – One (1) Utility Truck	\$ 50,000
• City Services – One (1) Color Printer for Sign Shop	\$ 40,000
• City Services – One (1) Heavy Duty Truck Lift	\$ 80,000
• City Services – Infield Machine	\$ 35,000
• City Services – Sidewalk Plow	\$ 83,000
• Engineering – Software (Snow Operations)	\$ 40,000
• Ornamental Lights	\$ 100,000

SUB-TOTAL - VEHICLES AND EQUIPMENT:	\$1,198,000
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Parks and Open Space:

• Planning – Purchase of Open Space	\$ 350,000
• Planning – Forest Park Phase II/Construction	\$ 1,267,000
• Planning – Meadows/Kearins Park Phase II/Design	\$ 45,000
• Planning – Swan Street Park Design/Renovation	\$ 950,000
• Planning – Gramstorf Park Renovation	\$ 831,000
• Planning – North Strand Bike Path Lighting/Cameras/Amenities	\$ 500,000
• Planning – Hughs Common Construction	\$ 50,000
• Planning – Open Space and Recreation Plan	\$ 50,000
• City Services – Refurbish Parks and Tot Lots Citywide	\$ 700,000
• City Services – Traffic Signal Upgrades	\$ 250,000
• City Services – LED Streetlights Retrofit/Utility Poles	\$ 600,000
• City Services – Traffic Lights	\$ 115,700

• City Services – Elton & Tremont Street Drainage	\$ 210,000	
• City Services – Illicit Connection Improvements	\$ 75,000	
SUB-TOTAL - PARKS AND OPEN SPACE:		\$5,993,700

FY17 CIP – Funded from anticipated Bond Authorization (continued):

Public Buildings and Facilities:

• Armory – A/C, Heat, Roof, Floor	\$ 750,000	
• City Hall – Roof, Water Tower Repair, Boiler, A/C, Generator	\$ 320,000	
• City Services – Generator, A/C, Security Systems	\$ 125,000	
• Connolly Center – Improvements	\$ 180,000	
• E-911 – A/C, undersized wall unit	\$ 40,000	
• Everett Stadium – Locker Room Rehab	\$ 100,000	
• Everett Stadium – A/C (Gym)	\$ 125,000	
• Fire Department – Central Station	\$ 2,000,000	
• Parlin Library – Replace Boiler and Controls	\$ 150,000	
• Police – Air Handler, A/C, Chiller, General	\$ 100,000	
• School – Parlin School Renovation (Cafeteria/Classrooms)	\$ 3,300,000	
• School – Keverian Parking Lot/Tot Lot	\$ 750,000	
• School – High School Panel Repair	\$ 50,000	
SUB-TOTAL - PUBLIC BUILDINGS AND FACILITIES:		\$7,990,000

<u>BOND AUTHORIZATION ~ GRAND TOTAL:</u>	\$ 15,181,700
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City of Everett
Five Year Capital Improvement Program - General Fund
Fiscal Years 2016 - 2020

CAPITAL REQUEST	FY17 - FUNDING SOURCE	Actual FY 2016	Dept Request FY 2017	FY 2018	FY 2019	FY 2020
Vehicle/Equipment Acquisition						
I.T. - Replacement of City Technology Systems	Operating Budget	\$ 50,000	\$ 110,000	\$ 100,000	\$ 100,000	\$ 100,000
Police - Prisoner Transportation Vehicle		\$ 50,000				
Police - Non-Administrative Vehicles (Patrol Division)	Operating Budget	\$ 140,000	\$ 240,000	\$ 200,000	\$ 200,000	\$ 200,000
Police - Administrative Vehicles	Operating Budget		\$ 38,000	\$ 40,000	\$ 40,000	\$ 40,000
Police - Equipment ~ Portable Radios	CIP Stab Fund	\$ 100,000	\$ 60,000	\$ 100,000	\$ 100,000	\$ 150,000
Police - Equipment ~ Conducted Electrical Weapons	Operating Budget	\$ 75,000				
Police (Parking Clerk) - Vehicles ~ Parking Enforcement	Special Revenue Fund	\$ 120,000				
Fire Department - Ladder 1 replacement	Bonding	\$ 1,200,000				
Fire Department - Equipment ~ Turnout Gear	CIP Stab Fund	\$ 100,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Fire Department - Vehicle ~ Fire Prevention	Operating Budget	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Fire Department - Rescue 1 replacement	Bonding		\$ -			
Fire Department - Ladder 2 replacement	Bonding			\$ 1,300,000	\$ -	
Fire Department - Pumper ~ Engine 3 replacement	Bonding				\$ 750,000	\$ 750,000
Parking Department - Smart Meters	Special Revenue Fund	\$ 75,000	\$ 400,000			
Inspectional Services - Vehicles	Operating Budget	\$ 60,000	\$ 188,000	\$ 30,000	\$ 30,000	\$ 30,000
City Services - Administrative Vehicles, Director, Superintendent, and City Engineer	CIP Stab Fund	\$ 90,000				
City Services - 10 Wheel Dumptruck with plow/sander	Bonding	\$ 230,000		\$ 230,000	\$ -	
City Services - 6 Wheel Dumptruck with plow/sander	Bonding	\$ 160,000	\$ 190,000		\$ -	
City Services - F450 Dumptruck Truck with plow/sander	Bonding	\$ 120,000	\$ -	\$ 70,000	\$ 70,000	\$ 70,000
City Services - One (1) F350 Pickup Truck with plow/sander	Bonding	\$ 100,000	\$ 55,000		\$ 100,000	\$ 100,000
City Services - Takeuchi excavator	CIP Stab Fund	\$ 95,000				
City Services - Four ton roller	CIP Stab Fund	\$ 40,000				
City Services - Street Sweeper	Bonding	\$ 210,000				
City Services - skidsteer (S750 bobcat) with attachments	CIP Stab Fund	\$ 70,000				
City Services - Backhoe (Cemetery) with attachments	Bonding	\$ 110,000		\$ 110,000	\$ -	
City Services - Heavy Duty Backhoe (streets/highway) with attachments	Bonding	\$ 120,000		\$ 120,000	\$ -	
City Services - bombardier sidewalk plow with attachments	Bonding	\$ 160,000		\$ 160,000	\$ -	
City Services - F550 Service vehicle	Bonding		\$ -	\$ 115,000		
City Services - Heavy Duty Truck Lift	Bonding		\$ 80,000			
City Services - Forklift	Bonding		\$ 40,000			
City Services - Color Printer (Sign Shop)	Bonding		\$ 40,000		\$ 126,500	\$ 131,000
City Services - Sidewalk Plow	Bonding		\$ 83,000			
City Services - Infield Machine	Bonding		\$ 35,000			
City Services -F350 Flatbed / Compressor truck	Bonding		\$ 100,000			
City Services -Forestry Bucket Truck	Bonding		\$ 175,000			
City Services -F350 Pickup/Sander/Lift Gate	Bonding		\$ -	\$ 55,000		
City Services -Bobcat Utility Vehicle (Tool cat)	Bonding					
City Services - (2) Utility Vans (1 plumbing & 1 HVAC)	Bonding		\$ 100,000			
City Services - (2) F250 with Lift Gates & Plows	Bonding		\$ 110,000			
City Services - Utility Truck (Box Truck)	Bonding		\$ 50,000			
Engineering - Vac All Vacuum Truck	Bonding			\$ 350,000		
Engineering - Clam Shell Truck	Bonding		\$ -			
Engineering - Software - Snow Ops	Bonding		\$ 40,000			
Engineering - Scan engineering documents	Bonding			\$ 150,000		
City Services - Komatsu front end loader with plow	Bonding	\$ 210,000		\$ 210,000	\$ -	
Health Department - Vehicle ~ Food Inspector	CIP Stab Fund	\$ 30,000				
Planning Department - Purchase of Utility Poles	Grant/Bonding	\$ 1,100,000				
Ornamental lights	Bonding		\$ 100,000			
Subtotal: Equipment Acquisition		\$ 4,855,000	\$ 2,339,000	\$ 3,445,000	\$ 1,621,500	\$ 1,676,000

City of Everett
Five Year Capital Improvement Program - General Fund
Fiscal Years 2016 - 2020

CAPITAL REQUEST	FY17 - FUNDING SOURCE	Actual FY 2016	Dept Request FY 2017	FY 2018	FY 2019	FY 2020
Parks and Open Space						
Wall at Mt. Washington St. - Construction						
Design and Refurbish City Parks and Tot Lots - Citywide	Bonding	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Purchase of Best Buy Property (Open Space)	Bonding	\$ -	\$ 350,000			
Glendale Park - Swings, etc	CIP Stab Fund	\$ 150,000				
Webster School - Tot Lot Design/Construction	CIP Stab Fund	\$ 200,000			\$ 200,000	\$ -
Sacramone Park - Construction	Grant/Bonding	\$ 3,000,000				
Lower Florence - Construction	Grant/Bonding	\$ 1,200,000		\$ 2,480.92		
John Kearns Playground , "The Meadows" ~ Design	Bonding	\$ 187,500				
Upper Florence - Design	Bonding	\$ 150,000				
Planning - Property purchases (Open Space)	Bonding	\$ 550,000		\$ -	\$ -	\$ -
Planning - Cemetery / Renovations Design	Perpetual care/Bonding	\$ 200,000	\$ 200,000	\$ -	\$ 1,300,000	
Florence Park Phase II Design	CDBG		\$ 150,000			
Florence Park Phase II - Construction	Bonding / CDBG \$233k)		\$ 1,500,000			
Seven Acre Park - Construction	Bonding			\$ 5,000,000		
Meadows/Kearins Park Phase II Design	Bonding		\$ 45,000			
Meadows/Kearins Park Phase II Design Field Renovations	Bonding		\$ -	\$ 750,000		
Swan Street park design	Bonding		\$ 150,000			
Swan Street Park - Renovate Park	Bonding CDBG (300k)		\$ 1,100,000			
Baldwin ave Park Design	Bonding			\$ 150,000		
Baldwin ave Park Construction	Bonding			\$ 1,100,000		
Edith Street Park design	Bonding			\$ 150,000		
Edith Street Park Construction	Bonding				\$ 1,100,000	
Appleton Street Park Design	Bonding			\$ 150,000		
Medeline English Tot Lot Design	Bonding					\$ 50,000
Quarleno Park Design	Bonding					\$ 150,000
Hale Street Park design	Bonding			\$ 150,000		
Hale Street Park Construction	Bonding				\$ 1,100,000	
Central Ave Park Design	Bonding			\$ 150,000		
Central Ave Park Construction	Bonding				\$ 1,100,000	
Fuller Street Park Design	Bonding				\$ 150,000	
Fuller Street Park Construction	Bonding					\$ 1,100,000
Shapiro Park Design	Bonding				\$ 150,000	
Shapiro Park Construction	Bonding					\$ 1,100,000
Village Landing Park Design	Bonding				\$ 150,000	
Village Landing Park Construction	Bonding					\$ 1,100,000
Gramstorf Park - Park Design	CDBG		\$ 150,000			
Gramstorf Park - Renovate Park	Bonding-CDBG (\$269k)		\$ 1,100,000			
North strand Bike Path Lighting/Cameras/Amenities	Bonding		\$ 500,000			
Hughs Common Construction	Bonding		\$ 50,000			
Open Space and Recreation Plan	Bonding		\$ 50,000			
Everett Square improvements	Bonding			\$ 50,000		
Traffic Signal Upgrades	Bonding		\$ 250,000			
LED Streetlights retrofit/Utility Poles	Bonding/ Grant (\$300k)		\$ 900,000			
Traffic lights	Bonding		\$ 115,700			
Stadium Playground	Bonding -CDBG			\$ 50,000	\$ 500,000	
Kearns (Meadows) Park Improvements	Bonding	\$ 2,200,000				
Elton & Tremont Street drainage	Bonding		\$ 210,000	\$ 1,400,000		
Illicit Connection improvements	Bonding		\$ 75,000			
Subtotal: Parks and Open Space		\$ 8,537,500	\$ 7,595,700	\$ 9,802,481	\$ 6,450,000	\$ 4,200,000

City of Everett
Five Year Capital Improvement Program - General Fund
Fiscal Years 2016 - 2020

CAPITAL REQUEST		FY17 - FUNDING SOURCE	Actual FY 2016	Dept Request FY 2017	FY 2018	FY 2019	FY 2020
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			\$ -	\$ 250,000		
	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	\$ 400,000	\$ 150,000	\$ 150,000

City of Everett
Five Year Capital Improvement Program - General Fund
Fiscal Years 2016 - 2020

CAPITAL REQUEST	FY17 - FUNDING SOURCE	Actual FY 2016	Dept Request FY 2017	FY 2018	FY 2019	FY 2020
Public Buildings and Facilities						
Fire Department - Central Station	Bonding		\$ 2,000,000		\$ 5,000,000	
City Wide School feasibility Study	Bonding		\$ -			
School - MSBA Feasibility Study - New Elementary School	Bonding/MSBA Grant	\$ 1,500,000				
School - Design and Construction - New Elementary School	Bonding/MSBA Grant					\$ 50,000,000
School - Air Conditioning - Webster School	Bonding	\$ 800,000				
School - Repave school yard and walkways @ Parlin School	Bonding	\$ 750,000				
School - Renovation Parlin School (cafeteria and additional classrooms)	Bonding	\$ 3,000,000	\$ 3,300,000			
School - Renovation Parlin School (cafeteria and additional classrooms)	Bonding	\$ 850,000				
School - Keverian Parking lot / Tot Lot	Bonding		\$ 750,000			
School - replace lockers @ Parlin School	Bonding		\$ -	\$ 200,000		
High School Panel repair	Bonding		\$ 50,000			
School - replace hardwood flooring @ Parlin School	Bonding			\$ 400,000		
School - Repoint bricks and replace gutters/downspouts - Adams School	Bonding				\$ 500,000	
City Services - Stadium - Additional Lighting	CIP Stab Fund	\$ 125,000				
Recreation - New Recreation/Wellness Building - OPM/Design	Bonding	\$ 350,000				
Recreation - New Recreation/Wellness Building - Construction				\$ 2,000,000		
Municipal Facilities Design Old High School (Non School)			\$ -	\$ -		
Old High School - City Hall Move	Bonding			\$ -		
Library - Replace boiler and controls at Parlin Library	Bonding		\$ 150,000			
Police - Air Handler, A/C, Chiller, General Rehab PD	Bonding		\$ 100,000			
City Hall - Roof, Water Tower Leaks, Boiler, A/C, Generator	Bonding		\$ 450,000			
E911 - AC Undersized Wall Unit	Bonding		\$ 40,000			
Armory A/C, Heat, Roof, Floor	Bonding		\$ 750,000			
City Services - Generator, A/C, Security System	Bonding		\$ 125,000			
Everett Stadium - Locker Room Rehab	Bonding		\$ 100,000			
AC Unit Gym	Bonding		\$ 125,000			
Connelly Center improvements	Bonding		\$ 180,000			
				\$ -		
Subtotal: Public Buildings and Facilities		\$ 7,375,000	\$ 8,120,000	\$ 2,600,000	\$ 5,500,000	\$ 50,000,000
Surface Enhancements						
Full Depth Repavement Program - Chapter 90						
Street and Sidewalk Repairs	Bonding	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Full Depth Repavement Program - Chapter 90	Grant	\$ 650,000	\$ 570,477	\$ 650,000	\$ 650,000	\$ 650,000
Traffic Study	CIP Stabilization		\$ 50,000			
Subtotal: Surface Enhancements		\$ 3,650,000	\$ 620,477	\$ 3,650,000	\$ 3,650,000	\$ 3,650,000
Total - General Fund		\$ 24,567,500	\$ 18,825,177	\$ 19,897,481	\$ 17,371,500	\$ 59,676,000

City of Everett
Five Year Capital Improvement Program - General Fund
Fiscal Years 2016 - 2020

CAPITAL REQUEST	FY17 - FUNDING SOURCE	Actual FY 2016	Dept Request FY 2017	FY 2018	FY 2019	FY 2020
LESS ~ Non Grant Funds to offset costs						
2017 CIP: from Capital Improvement Stabilization Fund:						
Police - Prisoner Transportation Vehicle		\$ (50,000)				
Police - Equipment ~ Portable Radios		\$ (100,000)	\$ (60,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)
Fire Department - Equipment ~ Turnout Gear		\$ (100,000)	\$ (65,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Inspectional Services - Vehicles		\$ (60,000)	\$ -	\$ (30,000)	\$ (30,000)	\$ (30,000)
City Services - Administrative Vehicles (Director, Superintendent, Engineer)		\$ (90,000)				
City Services - Takeuchi excavator		\$ (95,000)				
City Services - Four ton roller		\$ (40,000)				
City Services - skidsteer (\$750 bobcat) with attachments		\$ (70,000)				
City Service - Stadium - Additional Lights		\$ (125,000)				
Health Department - Vehicle ~ Food Inspector		\$ (30,000)				
Webster School - Tot Lot Design/Construction		\$ (200,000)				
Glendale Park - Swings		\$ (150,000)				
Traffic Study			\$ (50,000)			
LESS ~ Grants and other sources/funds to offset costs						
2017 CIP: Grants and other sources/funds to offset costs						
GRANTS AND OTHER AVAILABLE FUNDS						
Engineering - Chapter 90		\$ (650,000)	\$ (570,477)	\$ (650,000)	\$ (650,000)	\$ (650,000)
Chapter 90 Handicap Accessibility		\$ (50,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)
Chapter 90 Crosswalks			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Repurpose \$130,000 roof bond proceeds			\$ (130,000)			
School Lunch Special Revenue Fund		\$ (1,500,000)				
Community Development Block Grant (Lower Florence St. Park)		\$ (400,000)				
EOEEA grant (Sacramone Park)		\$ (400,000)				
Cemetery Perpetual Care		\$ (200,000)	\$ (200,000)			
Community Development Block Grant (Florence St. Park Design)			\$ (150,000)			
CDBG - Florence Park Phase II			\$ (233,000)			
Community Development Block Grant - Gramsford Park			\$ (150,000)			
Community Development Block Grant - Gramsford Park			\$ (269,000)			
Green Community - Purchase of Street Light Poles		\$ (280,000)				
Utility Grant Incentive - Purchase of Street Light Poles		\$ (370,000)				
Police (Parking Clerk) - Vehicles ~ Parking Enforcement		\$ (120,000)				
Police (Parking Clerk) - Equipment - Smart Meters		\$ (75,000)	\$ (400,000)			
Green Community LED Streetlights retrofit/Utility Poles			\$ (300,000)			
MSBA grant (76.63 %)		\$ (1,150,000)				\$ (38,315,000)
Baldwin Ave Park Gift				\$ (40,000)		
CDBG - Stadium Ialygorund				\$ (50,000)		
PARC Grant - Swan Street Park			\$ (300,000)			
APPROPRIATIONS - FY17 OPERATING BUDGET						
IT - Replacement of City Technology Systems		\$ (50,000)	\$ (110,000)	\$ -	\$ -	\$ -
Police - Administrative Vehicles			\$ (38,000)	\$ -	\$ -	\$ -
Police - Non-Administrative Vehicles		\$ (140,000)	\$ (240,000)	\$ -	\$ -	\$ -
Police - Equipment ~ conducted electrical weapons		\$ (75,000)	\$ -	\$ -	\$ -	\$ -
Fire Department - Vehicle ~ Fire Prevention		\$ (40,000)	\$ (40,000)	\$ -	\$ -	\$ -
ISD Vehicles			\$ (188,000)			
City Services - Enhanced Crosswalks Handicapp Accessibility		\$ (100,000)	\$ (75,000)	\$ -	\$ -	\$ -
Net ~ General Fund Expenses - to be bonded		\$ 17,857,500	\$ 15,181,700	\$ 18,902,481	\$ 16,466,500	\$ 20,456,000
		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020

**City of Everett - Impact Summary
FY 2017**

	<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
Vehicles and Equipment				
	I.T. - Replacement of City Technology Systems	\$ 110,000.00	Operating Budget	Improves city-wide software and hardware efficiency.
	Police - Non-Administrative Vehicles (Patrol Division)	\$ 240,000.00	Operating Budget	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Police - Administrative Vehicles (Patrol Division)	\$ 38,000.00	Operating Budget	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Police - Equipment ~ Portable Radios	\$ 60,000.00	CIP Stab Fund	Decreased maintenance costs.
	Fire Department - Equipment ~ Turnout Gear	\$ 65,000.00	CIP Stab Fund	No operation impact; increased employee safety.
	Fire Department - Vehicle ~ Fire Prevention	\$ 40,000.00	Operating Budget	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Parking Department - Smart Meters	\$ 400,000.00	Special Revenue Fund	Decreased maintenance costs. Streamlines revenue collection, and decreases potential for fraud, waste, and abuse.
	Inspectional Services - Vehicles	\$ 188,000.00	Operating Budget	New vehicles; increased maintenance, fuel, and insurance costs.
	City Services - 6 Wheel Dump truck with plow/sander	\$ 190,000.00	Bonding	Increased debt service costs, decreased operational costs (in house services vs. third party.) New vehicles; increased maintenance, fuel, and insurance costs.
	City Services - One (1) F350 Pickup Truck with plow/sander	\$ 55,000.00	Bonding	Increased debt service costs, decreased operational costs (in house services vs. third party.) New vehicles; increased maintenance, fuel, and insurance costs.
	City Services - Heavy Duty Truck Lift	\$ 80,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	City Services - Forklift	\$ 40,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	City Services - Color Printer (Sign Shop)	\$ 40,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	City Services - Sidewalk Plow	\$ 83,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	City Services - Infield Machine	\$ 35,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	City Services - One (1) F350 Flatbed/Compressor Truck	\$ 100,000.00	Bonding	Increased debt service costs; decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	City Services - Forestry Bucket Truck	\$ 175,000.00	Bonding	Increased debt service costs; decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	City Services - Two (2) Utility Vans (1 plumbing & 1 HVAC)	\$ 100,000.00	Bonding	Increased debt service costs; decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	City Services - Two (2) F250 with Lift Gates & Plows	\$ 110,000.00	Bonding	Increased debt service costs; decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	City Services - Utility Truck (Box Truck)	\$ 50,000.00	Bonding	Increased debt service costs; decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Engineering - Software - Snow Ops	\$ 40,000.00	Bonding	Increased debt service costs. Improves storm related operational efficiency.
	Ornamental Lights	\$ 100,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Subtotal: Equipment Acquisition	\$ 2,339,000.00		
Parks and Open Space				
	Design and Refurbish City Parks and Tot Lots - Citywide	\$ 700,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Purchase of Best Buy Property (Open Space)	\$ 350,000.00	Bonding	Increased debt service and maintenance costs.
	Planning - Cemetery Renovations/Design	\$ 200,000.00	Perpetual Care/Bonding	No operational budget impact.

**City of Everett - Impact Summary
FY 2017**

	Description	Cost	Funding	Impact on Operating Budget
	Florence Park Phase II Design	\$ 150,000.00	CDBG	No operational budget impact.
	Florence Park Phase II Construction	\$ 1,500,000.00	Bonding/CDBG	Increased debt service costs, decreased maintenance costs.
	Meadows/Kearins Park Phase II Design	\$ 45,000.00	Bonding	Increased debt service costs.
	Swan Street Park Design	\$ 150,000.00	Bonding	Increased debt service costs.
	Swan Street Park - Renovate Park	\$ 1,100,000.00	Bonding/CDBG	Increased debt service costs, decreased maintenance costs.
	Gramstorf Park - Park Design	\$ 150,000.00	CDBG	No operational budget impact.
	Gramstorf Park - Renovate Park	\$ 1,100,000.00	Bonding/CDBG	Increased debt service costs, decreased maintenance costs.
	North strand Bike Path Lighting/Cameras/Amenities	\$ 500,000.00	Bonding	Increased debt service costs, increased maintenance costs.
	Hughs Common Construction	\$ 50,000.00	Bonding	Increased debt service costs, decrease maintenance costs.
	Open Space and Recreation Plan	\$ 50,000.00	Bonding	Increased debt service costs.
	Traffic Signal Upgrades	\$ 250,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	LED Streetlights retrofit/Utility Poles	\$ 900,000.00	Bonding/Grant	Increased debt service costs, decreased maintenance costs.
	Traffic lights	\$ 115,700.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Elton & Tremont Street drainage	\$ 210,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Illicit Connection improvements	\$ 75,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Subtotal: Parks and Open Space	\$ 7,595,700.00		
Public Safety				
	City Services - Enhanced Crosswalks	\$ 100,000.00	Operating Budget	No operational budget impact.
	City Services - Handicap Accessibility	\$ 50,000.00	Special Revenue Fund	No operational budget impact.
	Subtotal: Public Safety	\$ 150,000.00		
Public Buildings and Facilities				
	Fire Department - Central Station	\$ 2,000,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	School - Renovation Parlin School (cafeteria and additional classrooms)	\$ 3,300,000.00	Special Rev/Bonding	Increased debt service costs, operational impact to be determined.
	School - Keverian Parking Lot - Tot Lot	\$ 750,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	High School Panel Repair	\$ 50,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Library - Replace Boiler and Controls at Parlin Library	\$ 150,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Police - Air Handler, A/C, Chiller, General Rehab PD	\$ 100,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	City Hall - Roof, Water Tower Leaks, Boiler, A/C, Generator	\$ 450,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	E911 - AC Undersized Wall Unit	\$ 40,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Armory A/C, Heat, Roof, Floor	\$ 750,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	City Services - Generator, A/C, Security System	\$ 125,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Everett Stadium - Locker Room Rehab	\$ 100,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	AC Unit Gym	\$ 125,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Connelly Center improvements	\$ 180,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Subtotal: Public Buildings and Facilities	\$ 8,120,000.00		
Surface Enhancements				
	Full Depth Repavement Program - Chapter 90	\$ 570,477.00	Grant	No operational budget impact.
	Traffic Study	\$ 50,000.00	CIP Stabilization	No operational budget impact.

City of Everett - Impact Summary
FY 2017

	<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
	Subtotal: Surface Enhancements	\$ 620,477.00		

Everett Debt Service Projection

FY2017 Projects - General Fund

	Yrs.	3.00%	Projected Bond Interest Rate							
<u>Departmental Equipment</u>				FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
City Services - 6 Wheel Dumptruck with plow/sander	5	\$ 190,000	Principal		38,000	38,000	38,000	38,000	38,000	190,000
			Interest	2,850	5,130	3,990	2,850	1,710	570	17,100
City Services - One (1) F350 Pickup Truck with plow/sander	5	\$ 55,000	Principal		11,000	11,000	11,000	11,000	11,000	55,000
			Interest	825	1,485	1,155	825	495	165	4,950
City Services - Heavy Duty Truck Lift	5	\$ 80,000	Principal		16,000	16,000	16,000	16,000	16,000	80,000
			Interest	1,200	2,160	1,680	1,200	720	240	7,200
City Services - Fork Lift	5	\$ 40,000	Principal		8,000	8,000	8,000	8,000	8,000	40,000
			Interest	600	1,080	840	600	360	120	3,600
City Services - Color Printer (Sign Shop)	5	\$ 40,000	Principal		8,000	8,000	8,000	8,000	8,000	40,000
			Interest	600	1,080	840	600	360	120	3,600
City Services - Sidewalk Plow	5	\$ 83,000	Principal		16,600	16,600	16,600	16,600	16,600	83,000
			Interest	1,245	2,241	1,743	1,245	747	249	7,470
City Services - Infield Machine	5	\$ 35,000	Principal		7,000	7,000	7,000	7,000	7,000	35,000
			Interest	525	945	735	525	315	105	3,150
City Services - F350 Flatbed / Compressor Truck	5	\$ 100,000	Principal		20,000	20,000	20,000	20,000	20,000	100,000
			Interest	1,500	2,700	2,100	1,500	900	300	9,000
City Services - Forestry Bucket Truck	5	\$ 175,000	Principal		35,000	35,000	35,000	35,000	35,000	175,000
			Interest	2,625	4,725	3,675	2,625	1,575	525	15,750
City Services - (2) Utility Vans (1 plumbing & 1 HVAC)	5	\$ 100,000	Principal		20,000	20,000	20,000	20,000	20,000	100,000
			Interest	1,500	2,700	2,100	1,500	900	300	9,000
City Services - (2) F250 with Lift Gates & Plows	5	\$ 110,000	Principal		22,000	22,000	22,000	22,000	22,000	110,000
			Interest	1,650	2,970	2,310	1,650	990	330	9,900
City Services - Utility Truck (Box Truck)	5	\$ 50,000	Principal		10,000	10,000	10,000	10,000	10,000	50,000
			Interest	750	1,350	1,050	750	450	150	4,500
Engineering - Software - Snow Ops	5	\$ 40,000	Principal		8,000	8,000	8,000	8,000	8,000	40,000
			Interest	600	1,080	840	600	360	120	3,600
Ornamental Lights	5	\$ 100,000	Principal		20,000	20,000	20,000	20,000	20,000	100,000
			Interest	1,500	2,700	2,100	1,500	900	300	9,000
SUBTOTAL: Departmental Equipment		\$ 1,198,000	Principal	-	239,600	239,600	239,600	239,600	239,600	1,198,000
			Interest	17,970	32,346	25,158	17,970	10,782	3,594	107,820
<u>Parks and Open Space</u>				FY18	FY19	FY20	FY21	FY22	FY23	TOTAL
Design and Refurbish City Parks & Tot Lots - Citywide	10	\$ 700,000	Principal		70,000	70,000	70,000	70,000	70,000	700,000
			Interest	10,500	19,950	17,850	15,750	13,650	11,550	115,500
Purchase of Best Buy Property (Open Space)	10	\$ 350,000	Principal		35,000	35,000	35,000	35,000	35,000	350,000
			Interest	5,250	9,975	8,925	7,875	6,825	5,775	57,750
Florence Park Phase II - Construction	10	\$ 1,267,000	Principal		126,700	126,700	126,700	126,700	126,700	1,267,000
			Interest	19,005	36,110	32,309	28,508	24,707	20,906	209,055
Meadows/Kearins Park Phase II Design	10	\$ 45,000	Principal		4,500	4,500	4,500	4,500	4,500	45,000
			Interest	675	1,283	1,148	1,013	878	743	382 7,425

Everett Debt Service Projection

FY2017 Projects - General Fund

	Yrs.	3.00%	Projected Bond Interest Rate							
Swan Street Park Design	10	\$ 150,000	Principal		15,000	15,000	15,000	15,000	15,000	150,000
			Interest	2,250	4,275	3,825	3,375	2,925	2,475	24,750
Swan Street Park - Renovate Park	10	\$ 800,000	Principal		80,000	80,000	80,000	80,000	80,000	800,000
			Interest	12,000	22,800	20,400	18,000	15,600	13,200	132,000
Gramstorf Park - Renovate Park	10	\$ 831,000	Principal		83,100	83,100	83,100	83,100	83,100	831,000
			Interest	12,465	23,684	21,191	18,698	16,205	13,712	137,115
North Strand Bike Path Lighting/Cameras/Amenities	10	\$ 500,000	Principal		50,000	50,000	50,000	50,000	50,000	500,000
			Interest	7,500	14,250	12,750	11,250	9,750	8,250	82,500
Hughs Common Construction	10	\$ 50,000	Principal		5,000	5,000	5,000	5,000	5,000	50,000
			Interest	750	1,425	1,275	1,125	975	825	8,250
Open Space and Recreation Plan	10	\$ 50,000	Principal		5,000	5,000	5,000	5,000	5,000	50,000
			Interest	750	1,425	1,275	1,125	975	825	8,250
Traffic Signal Upgrades	10	\$ 250,000	Principal		25,000	25,000	25,000	25,000	25,000	250,000
			Interest	3,750	7,125	6,375	5,625	4,875	4,125	41,250
LED Streetlights Retrofit/Utility Poles	10	\$ 600,000	Principal		60,000	60,000	60,000	60,000	60,000	600,000
			Interest	9,000	17,100	15,300	13,500	11,700	9,900	99,000
Traffic Lights	10	\$ 115,700	Principal		11,570	11,570	11,570	11,570	11,570	115,700
			Interest	1,736	3,297	2,950	2,603	2,256	1,909	19,091
Elton & Tremont Street Drainage	10	\$ 210,000	Principal		21,000	21,000	21,000	21,000	21,000	210,000
			Interest	3,150	5,985	5,355	4,725	4,095	3,465	34,650
Illicit Connections	10	\$ 75,000	Principal		7,500	7,500	7,500	7,500	7,500	75,000
			Interest	1,125	2,138	1,913	1,688	1,463	1,238	12,375
SUBTOTAL: Parks and Open Space		\$ 5,993,700	Principal	-	599,370	599,370	599,370	599,370	599,370	5,993,700
			Interest	89,906	170,820	152,839	134,858	116,877	98,896	988,961

Everett Debt Service Projection

FY2017 Projects - General Fund

	Yrs.	3.00%	Projected Bond Interest Rate							
Public Bulidings, Facilities and Infrastructure										
Fire Department - Central Station	10	\$ 2,000,000	Principal		200,000	200,000	200,000	200,000	200,000	2,000,000
			Interest	30,000	57,000	51,000	45,000	39,000	33,000	330,000
School - Renovation Parlin School (cafeteria & classrooms)	10	\$ 3,300,000	Principal		330,000	330,000	330,000	330,000	330,000	3,300,000
			Interest	49,500	94,050	84,150	74,250	64,350	54,450	544,500
School - Keverian Parking Lot/Tot Lot	10	\$ 750,000	Principal		75,000	75,000	75,000	75,000	75,000	750,000
			Interest	11,250	21,375	19,125	16,875	14,625	12,375	123,750
High School Panel Repair	10	\$ 50,000	Principal		5,000	5,000	5,000	5,000	5,000	50,000
			Interest	750	1,425	1,275	1,125	975	825	8,250
Library - Replace Boiler & Controls at Parlin Library	10	\$ 150,000	Principal		15,000	15,000	15,000	15,000	15,000	150,000
			Interest	2,250	4,275	3,825	3,375	2,925	2,475	24,750
Police - Air Handler, A/C, Chiller, General Rehab PD	10	\$ 100,000	Principal		10,000	10,000	10,000	10,000	10,000	100,000
			Interest	1,500	2,850	2,550	2,250	1,950	1,650	16,500
City Hall - Roof, Water Towe Leaks, Boiler, A/C, Generator	10	\$ 320,000	Principal		32,000	32,000	32,000	32,000	32,000	320,000
			Interest	4,800	9,120	8,160	7,200	6,240	5,280	52,800
E911 - AC Undersized Wall Unit	10	\$ 40,000	Principal		4,000	4,000	4,000	4,000	4,000	40,000
			Interest	600	1,140	1,020	900	780	660	6,600
Armory A/C, Heat, Roof, Floor	10	\$ 750,000	Principal		75,000	75,000	75,000	75,000	75,000	750,000
			Interest	11,250	21,375	19,125	16,875	14,625	12,375	123,750
City Services - Generator, A/C, Security System	10	\$ 125,000	Principal		12,500	12,500	12,500	12,500	12,500	125,000
			Interest	1,875	3,563	3,188	2,813	2,438	2,063	20,625
Everett Stadium - Locker Room Rehab	10	\$ 100,000	Principal		10,000	10,000	10,000	10,000	10,000	100,000
			Interest	1,500	2,850	2,550	2,250	1,950	1,650	16,500
AC Unit Gym	10	\$ 125,000	Principal		12,500	12,500	12,500	12,500	12,500	125,000
			Interest	1,875	3,563	3,188	2,813	2,438	2,063	20,625
Connelly Center Improvements	10	\$ 180,000	Principal		18,000	18,000	18,000	18,000	18,000	180,000
			Interest	2,700	5,130	4,590	4,050	3,510	2,970	29,700
SUBTOTAL: Public Bldgs, Facilities, and Infrastructure		\$ 7,990,000	Principal	-	799,000	799,000	799,000	799,000	799,000	7,990,000
			Interest	119,850	227,715	203,745	179,775	155,805	131,835	1,318,350
GRAND TOTAL		\$ 15,181,700	Principal	-	1,637,970	1,637,970	1,637,970	1,637,970	1,637,970	15,181,700
			Interest	227,726	430,881	381,742	332,603	283,464	234,325	2,415,131

Capital Improvement Policies and Debt 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 statutes.
- 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

City of Everett Fixed Costs – Debt

Debt Administration:

Outstanding long-term debt of the general government, as of June 30, 2016, totaled \$95 million. The Commonwealth has approved school construction assistance to the city. The assistance program, administered by the Massachusetts School Building Authority, provides resources for future debt service of the general obligation school bonds. During FY2016, \$1,882,459 of such assistance was received and \$7,529,836 will be received in future years. The balance of outstanding debt will be supported by general fund revenues of the city.

Bond Rating:

On February 8, 2016, Standard and Poor's rating services assigned its "AA" rating to the city's 2014 general obligation (GO) municipal purpose loan bonds. The city's full-faith-and-credit pledge secures the bonds.

This rating reflects several factors of the city, including:

- Strong budgetary flexibility
- Strong budgetary performance, and a diverse revenue stream
- Very strong liquidity, providing very strong cash to cover debt service and expenditures
- Strong debt and contingent liabilities profile, due to low net debt and rapid amortization.
- Strong institutional framework

A full copy of Standard and Poor's summary is included as part of this section of the budget.

Understanding Municipal Debt

The decision to borrow money can be intimidating. To make matters more uncertain, the mechanics of issuing debt may be the least understood financial process among citizens, local officials and even some professional staff. Generally known is the statutory requirement that a town meeting, or a city council, can authorize borrowing only by two-thirds vote. State law also specifies what expenditure purposes may be funded through debt and the allowed duration of the borrowing term (M.G.L. Ch. 44). The terms of a borrowing are made final when a majority of the board of selectmen, or the mayor, affixes their signature to required documentation. However, between authorization and issuance much more occurs with little notice outside the treasurer's office.

In the narrative that follows, we hope to provide some clarity. Discussed will be typical reasons why municipalities borrow and the borrowing vehicles that are available. The players who are a part of the process are described, as well as the process itself.

Communities in Massachusetts have an ongoing responsibility to create and maintain capital assets. Hopefully, decisions of this nature are based on a capital improvement plan developed through analysis and prioritization of the community's needs. Beyond a role in funding capital improvements related to buildings, infrastructure and equipment, it is the treasurer's responsibility to maintain sufficient cash balances to meet the spending demands of departments, within the limits of appropriations. Occasionally, some communities also find themselves in need of a short-term infusion of cash for either capital or operating purposes. For these and other reasons, Massachusetts General Law authorizes cities and towns to issue debt under certain circumstances and for various durations.

Often, the reasons for borrowing will dictate the type of debt a community chooses to take on. This is because some vehicles are better suited than others, depending on the nature of the need for funds. To make the discussion simpler, we can conceive of municipal debt as essentially falling into two categories: short-term and long-term.

Short-term Debt

Short-term debt can be classified best as borrowing through the issue of notes in anticipation of either paying them off or permanently financing the debt. Short-term borrowing also allows communities to make interest-only payments. However, such debt usually has a maturity date of no more than two years and, in some cases, statute dictates a shorter timeframe. Additionally, a community might choose to re-issue short-term debt and/or make principal payments under certain circumstances. The various types of short-term debt vehicles used in Massachusetts include the following:

Revenue Anticipation Notes (RANs) – These notes, issued for a maximum of one-year, are used to stabilize cash flow when the treasurer’s cash balances are low or forecast to go negative (M.G.L. Ch. 44, §4). The notes are issued to fill a cash need, usually until quarterly/semi-annual tax payments or local aid distributions from the Commonwealth are received.

Federal and State Aid Anticipation Notes (FAANs and SAANs) – These notes are issued to fund spending in anticipation of grant receipts, with the expectation that the note will be paid-off upon receiving federal, state or other funds (e.g. Chapter 90 highway project reimbursements).

Bond Anticipation Notes (BANs) – These notes are issued to provide funding for capital improvements. BANs are usually paid-off with the proceeds of long-term financing instruments such as general obligation bonds. However, state law allows for BANs to be re-issued for up to five years if principle payments are made in accordance with an amortization schedule that would be required if the outstanding balance had been financed as long-term debt (M.G.L. Ch. 44, §17). Since short-term debt normally carries a lower interest rate than permanent, this strategy may make sense under certain circumstances.

Long-term Debt

Permanent financing vehicles, i.e. municipal bonds, are typically issued when market conditions make it advantageous to lock-in a fixed interest rate or when further refunding of short-term debt is no longer an option due to statutory time limits. The various purposes for which borrowing is permitted are expressly outlined by M.G.L. Ch. 44, §§7 & 8.

Nationwide, general obligation (GO) bonds are by far the most prevalent form of long-term municipal debt. This is especially true in Massachusetts. GO bonds are backed by the full faith and credit of a municipality. They are issued for periods ranging from five to thirty years depending on limitations established by state law.

Additional vehicles for long-term debt do exist. Examples include pension obligation, revenue, conduit, special tax, and limited obligation bonds. However, these complex options, while more common in other states, are almost never issued by communities in Massachusetts. Such debt vehicles are suited to very specific or unique financing purposes that would require special legislation or state approval in most instances.

Available State Programs

State Qualified Bonds – A financing alternative unique to Massachusetts, qualified bonds are for municipalities that have marginal credit ratings. The State Treasurer pays the debt service for GO bonds directly from a community's local aid, reinforcing the security of the bond and improving its marketability, thus reducing the cost of borrowing. Qualified bonds are only authorized by the Municipal Finance Oversight Board upon application by a city, town or regional school district under M.G.L. Ch. 44A.

State House Notes Program – State House Notes are certified by the Director of Accounts and payable annually. They are usually limited to maturities of five years and principal amounts of \$1 million. The notes are attractive, more often to smaller communities, because certification fees are low, neither an official statement nor full disclosure is required, and they are issued in a short period of time. Information about the State House Notes Program can be obtained by contacting the Public Finance Section at the Division of Local Services.

Financial Advisor

The intricacies and nuances of borrowing options available to cities and towns can give rise to many questions and decisions for municipal officials. For this reason, it makes sense for communities to utilize the services of a Massachusetts-based financial advisor. While helpful at any phase of the borrowing process, the expertise of an advisor is most useful in considering the various options available to a community for structuring debt and navigating procedures associated with the sale. A financial advisor can assist communities in considering the following:

- Choosing between the various debt instruments available.
- Deciding between a competitive vs. negotiated sale.
- Determining the short and long-term costs of purchasing bond insurance.
- Communicating information to bond rating agencies.
- Analyzing the debt service impacts of various repayment schedules.

In addition to the number of specialized firms which provide financial advisory services to large and mid-size municipalities, for smaller communities, the Public Finance Section at the Division of Local Services can also provide guidance on the debt issuance process.

Credit Rating Agencies

In Massachusetts, nearly all communities that carry bond ratings are evaluated by at least one of two rating agencies (Moody's Investors Service and Standard & Poor's). Some communities will seek ratings from both firms. While the ratings process tends to appear shrouded in mystery for some, it is important to remember that the city or town is a client of the rating agencies who, for their part, render a third party opinion on the municipality's likelihood of default.

In conducting their assessment, rating agencies will perform analyses of financial statements, management capability, fiscal stability, economic condition and other data. The process will often include an in-person or telephone interview with municipal finance officials. On less frequent occasions, ratings analysts will make a site visit to a city or town in an effort to gain a more substantial understanding of community assets and management's capabilities. Later, the rating will be assigned and published in a concise written report describing the community's financial position. Those who purchase municipal bonds and notes will use this rating when considering their bids. Typically, the better rated credits will garner lower interest rate charges.

Bond Counsel

Another participant in the issuance phase is the community's bond counsel. Bond counsel is an attorney or law firm engaged to review and submit an opinion on the legal aspects of a municipal bond or note issue. Bond counsel confirms that a borrowing has met all legal prerequisites before it is put to bid on the open market by examining required documentation (e.g. signed and sealed copies of city council or town meeting votes). If bond counsel determines that a debt issue does not meet legal sufficiency, corrective action needs to be taken by city or town officials. This may include going back to town meeting or the city council for debt authorization or other cumbersome, not to mention embarrassing, requirements. Therefore, it is helpful to consult bond counsel throughout the authorization phase, as well as prior to issuance.

Typical Chronology

After authority to raise money through debt is granted by city council or town meeting, actual issuance of notes or bonds may occur months, or even years, later. For this reason, it is good practice for local finance officials to meet periodically to review borrowings that have been authorized, but not issued, to make sure that the debt position of the community is understood by all.

Once the structure of a borrowing has been determined, a preliminary official statement (POS) is developed under direction of the treasurer and disseminated to the bond market community. The POS will also be used by rating agencies in their analysis of credit worthiness. Both the POS and the final Official Statement (OS) are documents prepared for potential investors that contain information about a prospective bond or note issue and financial data about the city or town. The OS is sometimes referred to as an offering circular or prospectus.

After all of the preliminary work has been done and the various experts (e.g. bond counsel, rating agencies) have weighed-in on the sale, the bonds or notes are sold to underwriters or broker syndicates and, ultimately, to investors. Once payment on the purchase has been made, the community has the funds for the specified capital improvement or operating expenditures. To minimize interest costs, or more efficiently assemble borrowing packages, treasurers should always communicate with the department head, who will oversee a project or purchase, to better understand when funds will be needed.

By taking a deliberate and thoughtful approach toward debt, cities and towns can optimize their borrowing practices to better maintain capital assets and minimize costs. Having a basic understanding of the process and making use of the knowledge of investment professionals improves a community's odds of success.

General Information on Debt Authorization and Legal Limit

Notes and notes including refunding notes are generally authorized on behalf of the City by vote of two-thirds of all the members of the City Council with the approval of the Mayor. Provision is made for a referendum on the filing of a petition bearing the requisite number of signatures. Borrowings for certain purposes require state administrative approval. When serial bonds or notes have been authorized, bond anticipation notes may be issued by the officers authorized to issue the serial bonds or notes. Temporary loans in anticipation of certain state and county reimbursements are generally authorized by majority vote but provision is made for temporary loans in anticipation of current revenues and federal grants and for other purposes in certain circumstances without City Council authorization.

The general debt limit of the city consists of a normal debt limit and a double debt limit. The normal debt limit is 5% of the valuation of taxable property as last equalized by the State Department of Revenue. The City can authorize debt up to this amount without State approval. It can authorize debt up to twice this amount (the double debt limit) with the approval of the State's Municipal Finance Oversight Board. Based on the City's proposed equalized valuation (EQV) of \$4,498,331,100, its normal debt limit is \$224,916,555 and its double debt limit is \$449,833,110.

There are many categories of general obligation debt which are exempt from and do not count against the general debt limit. Among others, these exempt categories include revenues anticipation notes and grant anticipation notes; emergency loans exempted by special laws, bonds for water (limited to 10% of equalized valuation), housing, urban renewal and economic development (subject to various debt limits) and electric, gas, community antenna television systems, and telecommunication systems (subject to separate limits). Revenue bonds and water pollution abatement revenue bonds are not subject to these debt limits. The general debt limit and the special debt limit for water bonds apply at the time debt is authorized. The other special debt limits generally apply at the time the debt is incurred.

The amount borrowed in each fiscal year by the issue of revenue anticipation notes is limited to the tax levy of the prior fiscal year, together with the net receipts in the prior fiscal year from the motor vehicle excise and certain payments made by the Commonwealth in lieu of taxes. The fiscal year ends on June 30th. Notes may mature in the following fiscal year, and notes may be refunded into the following fiscal year to the extent of the uncollected, unabated current tax levy and certain other items, including

revenue deficits, overlay deficits, final judgments and lawful un-appropriated expenditures, which are to be added to the next tax levy, but excluding deficits arising from a failure to collect taxes of earlier years. In any event, the period from an original borrowing to its final maturity cannot exceed one year.

Types of Obligations

General Obligations – Massachusetts cities and towns are authorized to issue general obligation indebtedness of the following types:

Serial Bonds and Notes – These are generally required to be payable in equal or diminishing annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. Level debt service is permitted for bonds and notes issued for certain purposes including self-supporting enterprise purposes, certain state aided school projects and for projects for which debt service has been exempted from property tax limitations. The maximum terms vary from one year to 40 years, depending on the purpose of the issue. Most of the purposes are capital projects. Bonds or notes may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum term measured from the date of the original bonds or notes. Serial bonds may be issued as “qualified bonds” with the approval of the state Municipal Finance Oversight Board consisting of the Attorney General, the State Treasurer, the State Auditor and the Director of Accounts, subject to such conditions and limitations (including restrictions on future indebtedness) as may be required by the Board. Qualified bonds may mature in not less than 10 or more than 30 years from their dates and are not subject to the amortization requirements described above. The State Treasurer is required to pay the debt service on qualified bonds and thereafter to withhold the amount of the debt service from state aid or other state payments. Administrative costs and any loss of interest income to the State area are to be assessed upon the city or town.

Bond Anticipation Notes (BAN) – These generally must mature within two years of their original dates of issuance but may be refunded from time to time for a period not to exceed five years from their original dates of issuances, provided that (except for notes issued for certain school projects that have been approved for state school construction aid) for each year that the notes are refunded beyond the second year they must be paid in part from revenue funds in an amount at least equal to the minimum annual payment that would have been required if the bonds had been issued at the end of the s second year. The maximum term of bonds

issued to refund bond anticipation notes is measured from the date of the original issue of the notes (except for certain school projects).

Revenue Anticipation Notes (RAN) – These are issued to meet current expenses in anticipation of taxes and other revenues. They must mature within one year but, if payable in less than one year, may be refunded from time to time up to one year from the original date of issue. (Such notes may be extended beyond fiscal year end in an amount not exceeding current receivables.)

Grant Anticipation Notes (GAN) – These are issued for temporary financing in anticipation of federal grants and state and county reimbursements. Generally they must mature within two years but may be refunded from time to time as long as the municipality remains entitled to the grant or reimbursement.

Revenue Bonds – Cities and towns may issue revenue bonds for solid waste disposal facilities and for projects financed under the Commonwealth's Water Pollution Abatement or Drinking Water Revolving Loan Programs and for certain economic development projects supported by tax increment financing. In addition to general obligation bonds and notes, cities and towns having electric departments may issue electric revenue bonds and notes in anticipation of such bonds, subject to the approval of the State Department of Telecommunications and Energy.

City of Everett, Massachusetts
Fiscal Year 2017 Projected Principal and Interest Payents
Net of MCWT Subsidy
(Does Not Include MCWT Administrative/Origination Fees)

Aggregate Net Debt Service

As of 9/14/16

DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT SUBSIDY	NET NEW D/S
07/15/2016	June 6 2012 MWPAT CW-08-14 (I) Revised	8,481.02	1,463.35	-	9,944.37
	May 22 2013 MWPAT CW-10-20 (I)	-	24,860.90	-	24,860.90
	January 7 2015 MCWT CW-10-20-A (I)	-	6,351.90	-	6,351.90
Subtotal		\$8,481.02	\$32,676.15	-	\$41,157.17
08/01/2016	December 14 2006 MWPAT CW-02-31 (I)	25,000.00	5,017.51	(3,365.63)	26,651.88
	February 1 2007 Non-Called : \$13,374,200 High School (I)	-	14,080.00	-	14,080.00
	February 1 2007 Non-Called : Lafayette School Remediation (O)	-	9,500.00	-	9,500.00
	February 1 2007 Non-Called : \$20,800 Prior Schools (I)	-	20.00	-	20.00
	February 19 2008 Section 108 HUD Loan (O)	63,000.00	-	-	63,000.00
	August 1 2009 School Remodeling (I)	100,000.00	28,312.50	-	128,312.50
	February 6 2014 : Residential Water Meters (OSS)	-	14,775.00	-	14,775.00
	February 6 2014 : Water Main Replacement (OSS)	-	19,937.50	-	19,937.50
	February 6 2014 : Water System Repairs (OSS)	-	4,200.00	-	4,200.00
	February 6 2014 : Seven Acre Park Planning (I)	-	3,150.00	-	3,150.00
	February 6 2014 : Tot Lot (I)	-	3,215.63	-	3,215.63
	February 6 2014 : City Hall Roof Repair (I)	-	2,068.75	-	2,068.75
	February 6 2014 : Everett Sq/Norwood St Design & Renovation (I)	-	1,350.00	-	1,350.00
	February 6 2014 : School Equipment- Smart Boards (I)	-	7,200.00	-	7,200.00
	February 6 2014 : Fire Pumper Truck (I)	-	7,975.00	-	7,975.00
	February 6 2014 : Road & Sidewalk (I)	-	39,875.00	-	39,875.00
	April 23 2015 : Pumper Truck (I)	-	10,200.00	-	10,200.00
	April 23 2015 : Day Park Renovation (I)	-	10,912.50	-	10,912.50
	April 23 2015 : Street & Sidewalk Improvements (I)	-	48,500.00	-	48,500.00
	April 23 2015 : Shute Library Renovation (I)	-	10,400.00	-	10,400.00
	April 23 2015 : School Department Eno Boards (I)	-	4,900.00	-	4,900.00
	April 23 2015 : Whittier School Roof (I)	-	12,028.13	-	12,028.13
	April 23 2015 : Adv Ref of Feb 1 07- High School (I)	-	117,865.00	-	117,865.00
	April 23 2015 : Adv Ref of Feb 1 07- Prior Schools (I)	-	172.50	-	172.50
Subtotal		\$188,000.00	\$375,655.02	(3,365.63)	\$560,289.39
08/15/2016	February 18 2016 : Refurbish Park & Tot Lots (I)	-	12,685.00	-	12,685.00
	February 18 2016 : Land Acquisition (I)	-	9,612.08	-	9,612.08
	February 18 2016 : Sacramone Park (I)	-	47,003.33	-	47,003.33
	February 18 2016 : Meadow Playground Design (I)	-	3,677.67	-	3,677.67
	February 18 2016 : Park Renovation (I)	-	39,751.25	-	39,751.25
	February 18 2016 : Recreation Wellness Center Design/Planning (I)	-	6,883.33	-	6,883.33
	February 18 2016 : Webster School Air Conditioning (I)	-	13,791.25	-	13,791.25
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	-	13,545.42	-	13,545.42
	February 18 2016 : Parlin School Additional Classrooms I (I)	-	25,837.08	-	25,837.08
	February 18 2016 : Parlin School Additional Classrooms II (I)	-	14,774.58	-	14,774.58
	February 18 2016 : Keverian School Feasibility Study (O)	-	6,883.33	-	6,883.33
	February 18 2016 : Ladder One Replacement (I)	-	23,600.00	-	23,600.00
	February 18 2016 : 10 Wheel Dump Truck (I)	-	4,523.33	-	4,523.33
	February 18 2016 : 8 Wheel Dump Truck (I)	-	3,146.67	-	3,146.67
	February 18 2016 : F350 Pickups with Sander/Plow (I)	-	1,966.67	-	1,966.67
	February 18 2016 : Dump Trucks with Sander/Plow (I)	-	2,360.00	-	2,360.00
	February 18 2016 : Street Sweeper (I)	-	4,130.00	-	4,130.00
	February 18 2016 : Cemetery Backhoe (I)	-	2,163.33	-	2,163.33
	February 18 2016 : Street/Highway Backhoe (I)	-	2,360.00	-	2,360.00
	February 18 2016 : Sidewalk Plow (I)	-	3,146.67	-	3,146.67
	February 18 2016 : Front End Loader (I)	-	4,130.00	-	4,130.00
	February 18 2016 : Utility Poles (I)	-	8,850.00	-	8,850.00
	February 18 2016 : Lower Florence Street Planning (I)	-	15,733.33	-	15,733.33
	February 18 2016 : Upper Florence Street Planning (I)	-	2,950.00	-	2,950.00
	February 18 2016 : Street & Sidewalk Repairs (I)	-	54,132.50	-	54,132.50
	February 18 2016 : Enterprise Departmental Equipment (I)	-	6,391.67	-	6,391.67
Subtotal		-	\$334,028.49	-	\$334,028.49
08/22/2016	August 22 2011 MWRA Water (O)	22,842.20	-	-	22,842.20
Subtotal		\$22,842.20	-	-	\$22,842.20

City of Everett, Massachusetts
Fiscal Year 2017 Projected Principal and Interest Payents
Net of MCWT Subsidy
(Does Not Include MCWT Administrative/Origination Fees)

Aggregate Net Debt Service

As of 9/14/16

DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT SUBSIDY	NET NEW D/S
09/01/2016	October 15 2009 SQ Refundings breakout : SQ Adv Ref of 12 1 00 School (O)*	1,065,000.00	115,250.00	-	1,180,250.00
	December 20 2012 : Adv Ref 3 1 04 - School Remodeling (I)	-	7,950.00	-	7,950.00
	December 20 2012 : Adv Ref 3 1 04 -Public Works Facility (I)	-	8,650.00	-	8,650.00
	Subtotal	\$1,065,000.00	\$131,850.00	-	\$1,196,850.00
11/01/2016	October 25 2007 MSBA School (O)	449,415.32	152,801.21	-	602,216.53
	Subtotal	\$449,415.32	\$152,801.21	-	\$602,216.53
11/15/2016	November 17 2014 MWRA Water (O)	100,000.00	-	-	100,000.00
	December 7 2015 MWRA Sewer (I)	77,000.00	-	-	77,000.00
	Subtotal	\$177,000.00	-	-	\$177,000.00
12/15/2016	December 20 2013 : Water Meters 1 (O)	75,000.00	8,000.00	-	83,000.00
	December 20 2013 : Water Meters 2 (O)	105,000.00	9,437.50	-	114,437.50
	December 20 2013 : Water Dept Vehicle Replacement (O)	30,000.00	600.00	-	30,600.00
	December 20 2013 : Glendale Park Improvements (I)	5,000.00	27,465.00	-	32,465.00
	December 20 2013 : Parlin School Masonry Repair (I)	5,000.00	6,947.50	-	11,947.50
	December 20 2013 : Shute Library Construction 1 (I)	5,000.00	18,227.50	-	23,227.50
	December 20 2013 : Shute Library Construction 2 (I)	5,000.00	7,087.50	-	12,087.50
	December 20 2013 : Fire Station Repairs & Design (I)	5,000.00	3,375.00	-	8,375.00
	December 20 2013 : Police Station Renovations (I)	5,000.00	787.50	-	5,787.50
	December 20 2013 : 911 Stairs (I)	5,000.00	487.50	-	5,487.50
	December 20 2013 : Roadway Reconstruction (I)	285,000.00	27,450.00	-	312,450.00
	December 20 2013 : Sidewalk Reconstruction (I)	5,000.00	487.50	-	5,487.50
	August 20 2015- Cur Ref of September 15 04 (O)	2,625,000.00	222,300.00	-	2,847,300.00
	Subtotal	\$3,160,000.00	\$332,652.50	-	\$3,492,652.50
01/15/2017	June 6 2012 MWPAT CW-08-14 (I) Revised	-	1,378.54	-	1,378.54
	May 22 2013 MWPAT CW-10-20 (I)	122,450.00	24,860.90	-	147,310.90
	January 7 2015 MCWT CW-10-20-A (I)	27,359.00	6,351.90	-	33,710.90
	Subtotal	\$149,809.00	\$32,591.34	-	\$182,400.34
02/01/2017	December 14 2006 MWPAT CW-02-31 (I)	-	4,361.26	(1,777.30)	2,583.96
	February 1 2007 Non-Called : \$13,374,200 High School (I)	704,000.00	14,080.00	-	718,080.00
	February 1 2007 Non-Called : Lafayette School Remediation (O)	475,000.00	9,500.00	-	484,500.00
	February 1 2007 Non-Called : \$20,800 Prior Schools (I)	1,000.00	20.00	-	1,020.00
	August 1 2009 School Remodeling (I)	-	26,437.50	-	26,437.50
	February 6 2014 : Residential Water Meters (OSS)	110,000.00	14,775.00	-	124,775.00
	February 6 2014 : Water Main Replacement (OSS)	100,000.00	19,937.50	-	119,937.50
	February 6 2014 : Water System Repairs (OSS)	35,000.00	4,200.00	-	39,200.00
	February 6 2014 : Seven Acre Park Planning (I)	70,000.00	3,150.00	-	73,150.00
	February 6 2014 : Tot Lot (I)	20,000.00	3,215.63	-	23,215.63
	February 6 2014 : City Hall Roof Repair (I)	15,000.00	2,068.75	-	17,068.75
	February 6 2014 : Everett Sq/Norwood St Design & Renovation (I)	30,000.00	1,350.00	-	31,350.00
	February 6 2014 : School Equipment- Smart Boards (I)	160,000.00	7,200.00	-	167,200.00
	February 6 2014 : Fire Pumper Truck (I)	40,000.00	7,975.00	-	47,975.00
	February 6 2014 : Road & Sidewalk (I)	200,000.00	39,875.00	-	239,875.00
	April 23 2015 : Pumper Truck (I)	60,000.00	10,200.00	-	70,200.00
	April 23 2015 : Day Park Renovation (I)	45,000.00	10,912.50	-	55,912.50
	April 23 2015 : Street & Sidewalk Improvements (I)	200,000.00	48,500.00	-	248,500.00
	April 23 2015 : Shute Library Renovation (I)	35,000.00	10,400.00	-	45,400.00
	April 23 2015 : School Department Eno Boards (I)	70,000.00	4,900.00	-	74,900.00
	April 23 2015 : Whittier School Roof (I)	40,000.00	12,028.13	-	52,028.13
	April 23 2015 : Adv Ref of Feb 1 07- High School (I)	-	117,865.00	-	117,865.00
	April 23 2015 : Adv Ref of Feb 1 07- Prior Schools (I)	-	172.50	-	172.50
	Subtotal	\$2,410,000.00	\$373,123.77	(1,777.30)	\$2,781,346.47

*Reflects amount of debt service on State Qualified bonds to be budgeted, but will be deducted from the City's monthly state aid distributions.

City of Everett, Massachusetts
Fiscal Year 2017 Projected Principal and Interest Payents
Net of MCWT Subsidy
(Does Not Include MCWT Administrative/Origination Fees)

Aggregate Net Debt Service

As of 9/14/16

DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT SUBSIDY	NET NEW D/S
02/15/2017	March 15 2011 MWRA Water (O)	50,000.00	-	-	50,000.00
	February 18 2016 : Refurbish Park & Tot Lots (I)	35,000.00	12,900.00	-	47,900.00
	February 18 2016 : Land Acquisition (I)	20,000.00	9,775.00	-	29,775.00
	February 18 2016 : Sacramone Park (I)	130,000.00	47,800.00	-	177,800.00
	February 18 2016 : Meadow Playground Design (I)	32,000.00	3,740.00	-	35,740.00
	February 18 2016 : Park Renovation (I)	110,000.00	40,425.00	-	150,425.00
	February 18 2016 : Recreation Wellness Center Design/Planning (I)	65,000.00	7,000.00	-	72,000.00
	February 18 2016 : Webster School Air Conditioning (I)	30,000.00	14,025.00	-	44,025.00
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	40,000.00	13,775.00	-	53,775.00
	February 18 2016 : Parlin School Additional Classrooms I (I)	50,000.00	26,275.00	-	76,275.00
	February 18 2016 : Parlin School Additional Classrooms II (I)	30,000.00	15,025.00	-	45,025.00
	February 18 2016 : Keverian School Feasibility Study (O)	65,000.00	7,000.00	-	72,000.00
	February 18 2016 : Ladder One Replacement (I)	100,000.00	24,000.00	-	124,000.00
	February 18 2016 : 10 Wheel Dump Truck (I)	40,000.00	4,600.00	-	44,600.00
	February 18 2016 : 8 Wheel Dump Truck (I)	30,000.00	3,200.00	-	33,200.00
	February 18 2016 : F350 Pickups with Sander/Plow (I)	20,000.00	2,000.00	-	22,000.00
	February 18 2016 : Dump Trucks with Sander/Plow (I)	20,000.00	2,400.00	-	22,400.00
	February 18 2016 : Street Sweeper (I)	40,000.00	4,200.00	-	44,200.00
	February 18 2016 : Cemetery Backhoe (I)	20,000.00	2,200.00	-	22,200.00
	February 18 2016 : Street/Highway Backhoe (I)	20,000.00	2,400.00	-	22,400.00
	February 18 2016 : Sidewalk Plow (I)	30,000.00	3,200.00	-	33,200.00
	February 18 2016 : Front End Loader (I)	40,000.00	4,200.00	-	44,200.00
	February 18 2016 : Utility Poles (I)	85,000.00	9,000.00	-	94,000.00
	February 18 2016 : Lower Florence Street Planning (I)	150,000.00	16,000.00	-	166,000.00
	February 18 2016 : Upper Florence Street Planning (I)	30,000.00	3,000.00	-	33,000.00
	February 18 2016 : Street & Sidewalk Repairs (I)	150,000.00	55,050.00	-	205,050.00
	February 18 2016 : Enterprise Departmental Equipment (I)	35,000.00	6,500.00	-	41,500.00
	February 22 2016 MWRA Sewer (I)	152,680.00	-	-	152,680.00
	Subtotal	\$1,619,680.00	\$339,690.00	-	\$1,959,370.00
03/01/2017	October 15 2009 SQ Refundings breakout : SQ Adv Ref of 12 1 00 School (O)*	-	88,625.00	-	88,625.00
	December 20 2012 : Adv Ref 3 1 04 - School Remodeling (I)	145,000.00	7,950.00	-	152,950.00
	December 20 2012 : Adv Ref 3 1 04 -Public Works Facility (I)	225,000.00	8,650.00	-	233,650.00
	Subtotal	\$370,000.00	\$105,225.00	-	\$475,225.00
05/15/2017	May 22 2008 MWRA Water (O)	30,400.00	-	-	30,400.00
	May 21 2009 MWRA Water (O)	154,805.60	-	-	154,805.60
	May 20 2013 MWRA Water (O)	165,344.10	-	-	165,344.10
	Subtotal	\$350,549.70	-	-	\$350,549.70
06/15/2017	December 20 2013 : Water Meters 1 (O)	-	7,250.00	-	7,250.00
	December 20 2013 : Water Meters 2 (O)	-	8,387.50	-	8,387.50
	December 20 2013 : Water Dept Vehicle Replacement (O)	-	300.00	-	300.00
	December 20 2013 : Glendale Park Improvements (I)	-	27,415.00	-	27,415.00
	December 20 2013 : Parlin School Masonry Repair (I)	-	6,897.50	-	6,897.50
	December 20 2013 : Shute Library Construction 1 (I)	-	18,177.50	-	18,177.50
	December 20 2013 : Shute Library Construction 2 (I)	-	7,037.50	-	7,037.50
	December 20 2013 : Fire Station Repairs & Design (I)	-	3,325.00	-	3,325.00
	December 20 2013 : Police Station Renovations (I)	-	737.50	-	737.50
	December 20 2013 : 911 Stairs (I)	-	437.50	-	437.50
	December 20 2013 : Roadway Reconstruction (I)	-	24,600.00	-	24,600.00
	December 20 2013 : Sidewalk Reconstruction (I)	-	437.50	-	437.50
	August 20 2015- Cur Ref of September 15 04 (O)	-	169,800.00	-	169,800.00
	Subtotal	-	\$274,802.50	-	\$274,802.50
	Total	\$9,970,777.24	\$2,485,095.98	(5,142.93)	\$12,450,730.29

*Reflects amount of debt service on State Qualified bonds to be budgeted, but will be deducted from the City's monthly state aid distributions.

Long Term Debt Schedule as of June 30, 2016										
City of Everett, Massachusetts										
Actual Debt Service - Tax Supported General Fund										
Date of Issue	Purpose	Type of Payment	2017	2018	2019	2020	2021	2022	2023	2024
2/1/2007	High School (I)	Principal	704,000	-	-	-	-	-	-	-
		Interest	28,160	-	-	-	-	-	-	-
2/1/2007	Lafayette School Remediation (O)	Principal	475,000	-	-	-	-	-	-	-
		Interest	19,000	-	-	-	-	-	-	-
2/1/2007	Prior Schools (I)	Principal	1,000	-	-	-	-	-	-	-
		Interest	40	-	-	-	-	-	-	-
10/25/2007	MSBA School (O)	Principal	449,415	449,415	449,415	449,415	449,415	449,415	449,415	449,415
		Interest	152,801	143,813	134,825	125,836	116,848	107,860	98,871	89,883
2/19/2008	Section 108 HUD Loan (O)	Principal	63,000	66,000	69,000	73,000	76,000	80,000	84,000	88,000
		Interest	-	-	-	-	-	-	-	-
8/1/2009	School Remodeling (I)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
		Interest	54,750	51,000	47,125	43,125	39,125	35,125	31,125	27,125
10/15/2009	Adv Ref of Dec 1 2000 School (O)	Principal	1,065,000	1,125,000	1,180,000	1,240,000	-	-	-	-
		Interest	203,875	149,125	91,500	31,000	-	-	-	-
12/20/2012	Adv Ref of Mar 1 2004- School Remodeling (I)	Principal	145,000	140,000	140,000	125,000	125,000	120,000	-	-
		Interest	15,900	13,000	10,200	7,400	4,900	2,400	-	-
12/20/2012	Adv Ref of Mar 1 2004- Public Works Facility (I)	Principal	225,000	220,000	215,000	205,000	-	-	-	-
		Interest	17,300	12,800	8,400	4,100	-	-	-	-
12/20/2013	Glendale Park Improvements (I)	Principal	5,000	260,000	260,000	260,000	260,000	200,000	200,000	185,000
		Interest	54,880	52,230	47,030	41,830	35,980	29,730	23,730	17,955
12/20/2013	Parlin School Masonry Repair (I)	Principal	5,000	40,000	40,000	40,000	40,000	40,000	40,000	30,000
		Interest	13,845	13,395	12,595	11,795	10,895	9,795	8,595	7,545
12/20/2013	Shute Library Construction 1 (I)	Principal	5,000	85,000	85,000	85,000	85,000	85,000	85,000	75,000
		Interest	36,405	35,505	33,805	32,102	30,193	27,855	25,305	22,905
12/20/2013	Shute Library Construction 2 (I)	Principal	5,000	35,000	35,000	35,000	35,000	35,000	35,000	25,000
		Interest	14,125	13,725	13,025	12,325	11,538	10,575	9,525	8,625
12/20/2013	Fire Station Repairs & Design (I)	Principal	5,000	20,000	20,000	20,000	20,000	20,000	20,000	15,000
		Interest	6,700	6,450	6,050	5,650	5,200	4,650	4,050	3,525
12/20/2013	Police Station Renovations (I)	Principal	5,000	15,000	15,000	15,000	5,000	5,000	5,000	5,000
		Interest	1,525	1,325	1,025	725	513	375	225	75
12/20/2013	911 Stairs (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		Interest	925	825	725	625	513	375	225	75
12/20/2013	Roadway Reconstruction (I)	Principal	285,000	285,000	285,000	280,000	280,000	280,000	280,000	280,000
		Interest	52,050	46,350	40,650	35,000	28,700	21,000	12,600	4,200
12/20/2013	Sidewalk Reconstruction (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		Interest	925	825	725	625	513	375	225	75
2/6/2014	Seven Acre Park Planning (I)	Principal	70,000	70,000	70,000	-	-	-	-	-
		Interest	6,300	4,200	2,100	-	-	-	-	-
2/6/2014	Tot Lot (I)	Principal	20,000	20,000	20,000	15,000	15,000	15,000	15,000	15,000
		Interest	6,431	5,831	5,231	4,631	4,181	3,731	3,281	2,831
2/6/2014	City Hall Roof Repair (I)	Principal	15,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		Interest	4,138	3,688	3,388	3,088	2,788	2,488	2,188	1,888
2/6/2014	Everett Square/Norwood Street Design & Renovation (I)	Principal	30,000	30,000	30,000	-	-	-	-	-
		Interest	2,700	1,800	900	-	-	-	-	-
2/6/2014	School Equipment - Smart Boards (I)	Principal	160,000	160,000	160,000	-	-	-	-	-
		Interest	14,400	9,600	4,800	-	-	-	-	-
2/6/2014	Fire Pumper Truck (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	15,950	14,750	13,550	12,350	11,150	9,950	8,750	7,550
2/6/2014	Road & Sidewalk (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		Interest	79,750	73,750	67,750	61,750	55,750	49,750	43,750	37,750
4/23/2015	Pumper Truck (I)	Principal	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
		Interest	20,400	19,200	16,800	14,400	12,000	9,600	7,200	4,800
4/23/2015	Day Park Renovation (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
		Interest	21,825	20,925	19,125	17,325	15,525	13,725	11,925	10,125
4/23/2015	Street & Sidewalk Improvements (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		Interest	97,000	93,000	85,000	77,000	69,000	61,000	53,000	45,000
4/23/2015	Shute Library Renovation (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
		Interest	20,800	20,100	18,700	17,300	15,900	14,500	13,100	11,700
4/23/2015	School Department Eno Boards (I)	Principal	70,000	70,000	70,000	70,000	-	-	-	-
		Interest	9,800	8,400	5,600	2,800	-	-	-	-
4/23/2015	Whittier School Roof (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	24,056	23,256	21,656	20,056	18,456	16,856	15,256	13,656
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	-	689,000	689,000	684,000	684,000	684,000	684,000	679,000
		Interest	235,730	235,730	208,170	180,610	153,250	125,890	98,530	71,170
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
		Interest	345	345	305	265	225	185	145	105
4/20/2015	Cur Ref of September 15 04 (O)	Principal	2,625,000	2,725,000	2,830,000	2,935,000	-	-	-	-
		Interest	392,100	285,100	174,000	58,700	-	-	-	-
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	35,000	60,000	60,000	50,000	50,000	45,000	45,000	399 45,000
		Interest	25,585	24,400	22,000	19,600	17,600	15,600	13,800	12,000

Long Term Debt Schedule as of June 30, 2016										
City of Everett, Massachusetts										
Actual Debt Service - Tax Supported General Fund										
Date of Issue	Purpose	Type of Payment	2025	2026	2027	2028	2029	2030	2031	2032
2/1/2007	High School (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/1/2007	Lafayette School Remediation (O)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/1/2007	Prior Schools (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
10/25/2007	MSBA School (O)	Principal	449,415	449,415	449,415	449,415	449,415	449,415	449,415	449,415
		Interest	80,895	71,906	62,918	53,930	44,942	35,953	26,965	17,977
2/19/2008	Section 108 HUD Loan (O)	Principal	93,000	97,000	102,000	109,000	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
8/1/2009	School Remodeling (I)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	-	-
		Interest	23,063	18,938	14,813	10,625	6,375	2,125	-	-
10/15/2009	Adv Ref of Dec 1 2000 School (O)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
12/20/2012	Adv Ref of Mar 1 2004- School Remodeling (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
12/20/2012	Adv Ref of Mar 1 2004- Public Works Facility (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
12/20/2013	Glendale Park Improvements (I)	Principal	130,000	110,000	110,000	110,000	-	-	-	-
		Interest	13,035	9,075	5,445	1,815	-	-	-	-
12/20/2013	Parlin School Masonry Repair (I)	Principal	30,000	30,000	30,000	30,000	20,000	15,000	15,000	15,000
		Interest	6,600	5,610	4,620	3,630	2,805	2,228	1,733	1,238
12/20/2013	Shute Library Construction 1 (I)	Principal	75,000	75,000	75,000	75,000	60,000	60,000	60,000	60,000
		Interest	20,543	18,068	15,593	13,118	10,890	8,910	6,930	4,950
12/20/2013	Shute Library Construction 2 (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		Interest	7,838	7,013	6,188	5,363	4,538	3,713	2,888	2,063
12/20/2013	Fire Station Repairs & Design (I)	Principal	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		Interest	3,135	2,805	2,475	2,145	1,815	1,485	1,155	825
12/20/2013	Police Station Renovations (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
12/20/2013	911 Stairs (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
12/20/2013	Roadway Reconstruction (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
12/20/2013	Sidewalk Reconstruction (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/6/2014	Seven Acre Park Planning (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/6/2014	Tot Lot (I)	Principal	15,000	15,000	15,000	15,000	15,000	-	-	-
		Interest	2,381	1,931	1,481	1,013	525	-	-	-
2/6/2014	City Hall Roof Repair (I)	Principal	10,000	10,000	10,000	10,000	10,000	-	-	-
		Interest	1,588	1,288	988	675	350	-	-	-
2/6/2014	Everett Square/Norwood Street Design & Renovation (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/6/2014	School Equipment - Smart Boards (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/6/2014	Fire Pumper Truck (I)	Principal	40,000	40,000	40,000	40,000	40,000	-	-	-
		Interest	6,350	5,150	3,950	2,700	1,400	-	-	-
2/6/2014	Road & Sidewalk (I)	Principal	200,000	200,000	200,000	200,000	200,000	-	-	-
		Interest	31,750	25,750	19,750	13,500	7,000	-	-	-
4/23/2015	Pumper Truck (I)	Principal	60,000	-	-	-	-	-	-	-
		Interest	2,400	-	-	-	-	-	-	-
4/23/2015	Day Park Renovation (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	-	-
		Interest	8,325	6,525	5,400	4,050	2,700	1,350	-	-
4/23/2015	Street & Sidewalk Improvements (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	-	-
		Interest	37,000	29,000	24,000	18,000	12,000	6,000	-	-
4/23/2015	Shute Library Renovation (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	30,000
		Interest	10,300	8,900	8,025	6,975	5,925	4,875	3,825	2,775
4/23/2015	School Department Eno Boards (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
4/23/2015	Whittier School Roof (I)	Principal	40,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
		Interest	12,056	10,456	9,581	8,531	7,481	6,431	5,381	4,331
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	679,000	674,000	-	-	-	-	-	-
		Interest	44,010	16,850	-	-	-	-	-	-
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	1,000	1,000	-	-	-	-	-	-
		Interest	65	25	-	-	-	-	-	-
4/20/2015	Cur Ref of September 15 04 (O)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	40,000	400
		Interest	10,200	8,400	6,600	4,800	3,900	2,550	1,200	-

Long Term Debt Schedule as of June 30, 2016							
City of Everett, Massachusetts							
Actual Debt Service - Tax Supported General Fund							
Date of Issue	Purpose	Type of Payment	2033	2034	2035	2036	Total
2/1/2007	High School (I)	Principal	-	-	-		704,000
		Interest	-	-	-		28,160
2/1/2007	Lafayette School Remediation (O)	Principal	-	-	-		475,000
		Interest	-	-	-		19,000
2/1/2007	Prior Schools (I)	Principal	-	-	-		1,000
		Interest	-	-	-		40
10/25/2007	MSBA School (O)	Principal	449,415	-	-		7,640,060
		Interest	8,988	-	-		1,375,211
2/19/2008	Section 108 HUD Loan (O)	Principal	-	-	-		1,000,000
		Interest	-	-	-		-
8/1/2009	School Remodeling (I)	Principal	-	-	-		1,400,000
		Interest	-	-	-		404,438
10/15/2009	Adv Ref of Dec 1 2000 School (O)	Principal	-	-	-		4,610,000
		Interest	-	-	-		475,500
12/20/2012	Adv Ref of Mar 1 2004- School Remodeling (I)	Principal	-	-	-		795,000
		Interest	-	-	-		53,800
12/20/2012	Adv Ref of Mar 1 2004- Public Works Facility (I)	Principal	-	-	-		865,000
		Interest	-	-	-		42,600
12/20/2013	Glendale Park Improvements (I)	Principal	-	-	-		2,090,000
		Interest	-	-	-		332,735
12/20/2013	Parlin School Masonry Repair (I)	Principal	15,000	15,000	-		490,000
		Interest	743	248	-		117,913
12/20/2013	Shute Library Construction 1 (I)	Principal	60,000	60,000	-		1,250,000
		Interest	2,970	990	-		347,035
12/20/2013	Shute Library Construction 2 (I)	Principal	25,000	25,000	-		490,000
		Interest	1,238	413	-		134,713
12/20/2013	Fire Station Repairs & Design (I)	Principal	10,000	10,000	-		240,000
		Interest	495	165	-		58,775
12/20/2013	Police Station Renovations (I)	Principal	-	-	-		70,000
		Interest	-	-	-		5,788
12/20/2013	911 Stairs (I)	Principal	-	-	-		40,000
		Interest	-	-	-		4,288
12/20/2013	Roadway Reconstruction (I)	Principal	-	-	-		2,255,000
		Interest	-	-	-		240,550
12/20/2013	Sidewalk Reconstruction (I)	Principal	-	-	-		40,000
		Interest	-	-	-		4,288
2/6/2014	Seven Acre Park Planning (I)	Principal	-	-	-		210,000
		Interest	-	-	-		12,600
2/6/2014	Tot Lot (I)	Principal	-	-	-		210,000
		Interest	-	-	-		43,481
2/6/2014	City Hall Roof Repair (I)	Principal	-	-	-		135,000
		Interest	-	-	-		28,538
2/6/2014	Everett Square/Norwood Street Design & Renovation (I)	Principal	-	-	-		90,000
		Interest	-	-	-		5,400
2/6/2014	School Equipment - Smart Boards (I)	Principal	-	-	-		480,000
		Interest	-	-	-		28,800
2/6/2014	Fire Pumper Truck (I)	Principal	-	-	-		520,000
		Interest	-	-	-		113,550
2/6/2014	Road & Sidewalk (I)	Principal	-	-	-		2,600,000
		Interest	-	-	-		567,750
4/23/2015	Pumper Truck (I)	Principal	-	-	-		540,000
		Interest	-	-	-		106,800
4/23/2015	Day Park Renovation (I)	Principal	-	-	-		630,000
		Interest	-	-	-		158,850
4/23/2015	Street & Sidewalk Improvements (I)	Principal	-	-	-		2,800,000
		Interest	-	-	-		706,000
4/23/2015	Shute Library Renovation (I)	Principal	30,000	30,000	-		615,000
		Interest	1,875	938	-		186,513
4/23/2015	School Department Eno Boards (I)	Principal	-	-	-		280,000
		Interest	-	-	-		26,600
4/23/2015	Whittier School Roof (I)	Principal	35,000	35,000	35,000		710,000
		Interest	3,281	2,188	1,094		224,063
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	-	-	-		6,146,000
		Interest	-	-	-		1,369,940
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	-	-	-		9,000
		Interest	-	-	-		2,010
4/20/2015	Cur Ref of September 15 04 (O)	Principal	-	-	-		11,115,000
		Interest	-	-	-		909,900
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	-	-	-		700,000
		Interest	-	-	-		188,235

Long Term Debt Schedule as of June 30, 2016										
City of Everett, Massachusetts										
Actual Debt Service - Tax Supported General Fund										
Date of Issue	Purpose	Type of Payment	2017	2018	2019	2020	2021	2022	2023	2024
2/18/2016	Land Acquisition (I)	Principal	20,000	40,000	35,000	30,000	30,000	30,000	30,000	30,000
		Interest	19,387	18,750	17,150	15,750	14,550	13,350	12,150	10,950
2/18/2016	Sacramone Park (I)	Principal	130,000	195,000	195,000	190,000	175,000	175,000	175,000	175,000
		Interest	94,803	90,400	82,600	74,800	67,200	60,200	53,200	46,200
2/18/2016	Meadow Playground Design (I)	Principal	32,000	45,000	40,000	35,000	35,000	-	-	-
		Interest	7,418	6,200	4,400	2,800	1,400	-	-	-
2/18/2016	Park Renovation (I)	Principal	110,000	170,000	170,000	160,000	150,000	145,000	145,000	145,000
		Interest	80,176	76,450	69,650	62,850	56,450	50,450	44,650	38,850
2/18/2016	Recreation Wellness Center Design/Planning (I)	Principal	65,000	75,000	70,000	70,000	70,000	-	-	-
		Interest	13,883	11,400	8,400	5,600	2,800	-	-	-
2/18/2016	Webster School Air Conditioning (I)	Principal	30,000	50,000	45,000	40,000	40,000	40,000	40,000	40,000
		Interest	27,816	26,850	24,850	23,050	21,450	19,850	18,250	16,650
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	40,000	60,000	55,000	50,000	50,000	50,000	50,000	50,000
		Interest	27,320	25,950	23,550	21,350	19,350	17,350	15,350	13,350
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	50,000	90,000	90,000	75,000	75,000	75,000	75,000	75,000
		Interest	52,112	50,550	46,950	43,350	40,350	37,350	34,350	31,350
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	30,000	55,000	55,000	45,000	45,000	45,000	45,000	45,000
		Interest	29,800	28,850	26,650	24,450	22,650	20,850	19,050	17,250
2/18/2016	Keverian School Feasibility Study (O)	Principal	65,000	75,000	75,000	70,000	65,000	-	-	-
		Interest	13,883	11,400	8,400	5,400	2,600	-	-	-
2/18/2016	Ladder One Replacement (I)	Principal	100,000	125,000	125,000	125,000	125,000	125,000	120,000	120,000
		Interest	47,600	44,000	39,000	34,000	29,000	24,000	19,000	14,200
2/18/2016	10 Wheel Dump Truck (I)	Principal	40,000	55,000	45,000	45,000	45,000	-	-	-
		Interest	9,123	7,600	5,400	3,600	1,800	-	-	-
2/18/2016	8 Wheel Dump Truck (I)	Principal	30,000	40,000	30,000	30,000	30,000	-	-	-
		Interest	6,347	5,200	3,600	2,400	1,200	-	-	-
2/18/2016	F350 Pickups with Sander/Plow (I)	Principal	20,000	20,000	20,000	20,000	20,000	-	-	-
		Interest	3,967	3,200	2,400	1,600	800	-	-	-
2/18/2016	Dump Trucks with Sander/Plow (I)	Principal	20,000	30,000	25,000	25,000	20,000	-	-	-
		Interest	4,760	4,000	2,800	1,800	800	-	-	-
2/18/2016	Street Sweeper (I)	Principal	40,000	50,000	40,000	40,000	40,000	-	-	-
		Interest	8,330	6,800	4,800	3,200	1,600	-	-	-
2/18/2016	Cemetery Backhoe (I)	Principal	20,000	30,000	20,000	20,000	20,000	-	-	-
		Interest	4,363	3,600	2,400	1,600	800	-	-	-
2/18/2016	Street/Highway Backhoe (I)	Principal	20,000	30,000	25,000	25,000	20,000	-	-	-
		Interest	4,760	4,000	2,800	1,800	800	-	-	-
2/18/2016	Sidewalk Plow (I)	Principal	30,000	40,000	30,000	30,000	30,000	-	-	-
		Interest	6,347	5,200	3,600	2,400	1,200	-	-	-
2/18/2016	Front End Loader (I)	Principal	40,000	50,000	40,000	40,000	40,000	-	-	-
		Interest	8,330	6,800	4,800	3,200	1,600	-	-	-
2/18/2016	Utility Poles (I)	Principal	85,000	100,000	90,000	90,000	85,000	-	-	-
		Interest	17,850	14,600	10,600	7,000	3,400	-	-	-
2/18/2016	Lower Florence Street Planning (I)	Principal	150,000	170,000	165,000	160,000	155,000	-	-	-
		Interest	31,733	26,000	19,200	12,600	6,200	-	-	-
2/18/2016	Upper Florence Street Planning (I)	Principal	30,000	35,000	30,000	30,000	25,000	-	-	-
		Interest	5,950	4,800	3,400	2,200	1,000	-	-	-
2/18/2016	Street & Sidewalk Repairs (I)	Principal	150,000	220,000	220,000	220,000	200,000	200,000	200,000	200,000
		Interest	109,183	104,100	95,300	86,500	77,700	69,700	61,700	53,700
Tax Supported Debt Service										
	Outstanding Principal		8,544,415	9,155,415	9,198,415	8,987,415	4,455,415	3,684,415	3,563,415	3,512,415
	Outstanding Interest		2,285,759	1,971,143	1,629,455	1,285,313	1,037,441	886,490	763,101	643,063
	Total Outstanding Long-Term Debt Service		10,830,174	11,126,558	10,827,870	10,272,729	5,492,856	4,570,905	4,326,517	4,155,478

Long Term Debt Schedule as of June 30, 2016										
City of Everett, Massachusetts										
Actual Debt Service - Tax Supported General Fund										
Date of Issue	Purpose	Type of Payment	2025	2026	2027	2028	2029	2030	2031	2032
2/18/2016	Land Acquisition (I)	Principal	30,000	30,000	25,000	25,000	25,000	25,000	25,000	25,000
		Interest	9,750	8,550	7,350	6,350	5,850	5,100	4,350	3,600
2/18/2016	Sacramone Park (I)	Principal	175,000	175,000	170,000	170,000	170,000	165,000	165,000	-
		Interest	39,200	32,200	25,200	18,400	15,000	9,900	4,950	-
2/18/2016	Meadow Playground Design (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Park Renovation (I)	Principal	145,000	145,000	145,000	145,000	145,000	140,000	140,000	-
		Interest	33,050	27,250	21,450	15,650	12,750	8,400	4,200	-
2/18/2016	Recreation Wellness Center Design/Planning (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Webster School Air Conditioning (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	15,050	13,450	11,850	10,250	9,450	8,250	7,050	5,850
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	45,000	-
		Interest	11,350	9,350	7,350	5,350	4,350	2,850	1,350	-
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
		Interest	28,350	25,350	22,350	19,350	17,850	15,600	13,350	11,100
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	15,450	13,650	11,850	10,250	9,450	8,250	7,050	5,850
2/18/2016	Keverian School Feasibility Study (O)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Ladder One Replacement (I)	Principal	120,000	115,000	-	-	-	-	-	-
		Interest	9,400	4,600	-	-	-	-	-	-
2/18/2016	10 Wheel Dump Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	8 Wheel Dump Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	F350 Pickups with Sander/Plow (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Dump Trucks with Sander/Plow (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Street Sweeper (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Cemetery Backhoe (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Street/Highway Backhoe (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Sidewalk Plow (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Front End Loader (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Utility Poles (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Lower Florence Street Planning (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Upper Florence Street Planning (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/18/2016	Street & Sidewalk Repairs (I)	Principal	200,000	200,000	200,000	200,000	200,000	195,000	195,000	-
		Interest	45,700	37,700	29,700	21,700	17,700	11,700	11,850	-
Tax Supported Debt Service										
	Outstanding Principal		3,162,415	3,071,415	2,271,415	2,278,415	2,034,415	1,749,415	1,394,415	804,415
	Outstanding Interest		528,832	419,789	328,926	258,169	205,045	145,669	104,226	60,558
	Total Outstanding Long-Term Debt Service		3,691,248	3,491,204	2,600,341	2,536,584	2,239,461	1,895,085	1,498,642	864,973

Long Term Debt Schedule as of June 30, 2016							
City of Everett, Massachusetts							
Actual Debt Service - Tax Supported General Fund							
Date of Issue	Purpose	Type of Payment	2033	2034	2035	2036	Total
2/18/2016	Land Acquisition (I)	Principal	25,000	25,000	25,000	20,000	550,000
		Interest	2,850	2,100	1,350	600	179,837
2/18/2016	Sacramone Park (I)	Principal	-	-	-	-	2,600,000
		Interest	-	-	-	-	714,253
2/18/2016	Meadow Playground Design (I)	Principal	-	-	-	-	187,000
		Interest	-	-	-	-	22,218
2/18/2016	Park Renovation (I)	Principal	-	-	-	-	2,200,000
		Interest	-	-	-	-	602,276
2/18/2016	Recreation Wellness Center Design/Planning (I)	Principal	-	-	-	-	350,000
		Interest	-	-	-	-	42,083
2/18/2016	Webster School Air Conditioning (I)	Principal	40,000	40,000	40,000	35,000	800,000
		Interest	4,650	3,450	2,250	1,050	271,366
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	-	-	-	-	750,000
		Interest	-	-	-	-	205,520
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000	75,000	75,000	70,000	1,500,000
		Interest	8,850	6,600	4,350	2,100	511,562
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	40,000	40,000	40,000	35,000	850,000
		Interest	4,650	3,450	2,250	1,050	282,750
2/18/2016	Keverian School Feasibility Study (O)	Principal	-	-	-	-	350,000
		Interest	-	-	-	-	41,683
2/18/2016	Ladder One Replacement (I)	Principal	-	-	-	-	1,200,000
		Interest	-	-	-	-	264,800
2/18/2016	10 Wheel Dump Truck (I)	Principal	-	-	-	-	230,000
		Interest	-	-	-	-	27,523
2/18/2016	8 Wheel Dump Truck (I)	Principal	-	-	-	-	160,000
		Interest	-	-	-	-	18,747
2/18/2016	F350 Pickups with Sander/Plow (I)	Principal	-	-	-	-	100,000
		Interest	-	-	-	-	11,967
2/18/2016	Dump Trucks with Sander/Plow (I)	Principal	-	-	-	-	120,000
		Interest	-	-	-	-	14,160
2/18/2016	Street Sweeper (I)	Principal	-	-	-	-	210,000
		Interest	-	-	-	-	24,730
2/18/2016	Cemetery Backhoe (I)	Principal	-	-	-	-	110,000
		Interest	-	-	-	-	12,763
2/18/2016	Street/Highway Backhoe (I)	Principal	-	-	-	-	120,000
		Interest	-	-	-	-	14,160
2/18/2016	Sidewalk Plow (I)	Principal	-	-	-	-	160,000
		Interest	-	-	-	-	18,747
2/18/2016	Front End Loader (I)	Principal	-	-	-	-	210,000
		Interest	-	-	-	-	24,730
2/18/2016	Utility Poles (I)	Principal	-	-	-	-	450,000
		Interest	-	-	-	-	53,450
2/18/2016	Lower Florence Street Planning (I)	Principal	-	-	-	-	800,000
		Interest	-	-	-	-	95,733
2/18/2016	Upper Florence Street Planning (I)	Principal	-	-	-	-	150,000
		Interest	-	-	-	-	17,350
2/18/2016	Street & Sidewalk Repairs (I)	Principal	-	-	-	-	3,000,000
		Interest	-	-	-	-	833,933
							-
Tax Supported Debt Service							
	Outstanding Principal		804,415	355,000	215,000	160,000	69,402,060
	Outstanding Interest		40,590	20,540	11,294	4,800	12,630,202
	Total Outstanding Long-Term Debt Service		845,005	375,540	226,294	164,800	82,032,262

Credit Ratings Definitions & Frequently Asked Questions (FAQ's)

Credit ratings are forward-looking opinions about credit risk. Standard & Poor's credit ratings express the agency's opinion about the ability and willingness of an issuer, such as a corporation or state or city government, to meet its financial obligations in full and on time. Credit ratings can also speak to the credit quality of an individual debt issue, such as a corporate note, a municipal bond or a mortgage-backed security, and the relative likelihood that the issue may default.

Ratings are provided by organizations such as Standard & Poor's, commonly called credit rating agencies, which specialize in evaluating credit risk. Each agency applies its own methodology in measuring creditworthiness and uses a specific rating scale to publish its ratings opinions. Typically, ratings are expressed as letter grades that range, for example, from 'AAA' to 'D' to communicate the agency's opinion of relative level of credit risk.

FAQ's

What do the letter ratings mean?

The general meaning of our credit rating opinions is summarized below.

- 'AAA'—extremely strong capacity to meet financial commitments. Highest Rating.
- 'AA'—very strong capacity to meet financial commitments.
- 'A'—strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances.
- 'BBB'—adequate capacity to meet financial commitments, but more subject to adverse economic conditions.
- 'BBB-'—considered lowest investment grade by market participants.
- 'BB+'—considered highest speculative grade by market participants.
- 'BB'—less vulnerable in the near-term but faces major ongoing uncertainties to adverse business, financial and economic conditions.
- 'B'—more vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments.

- 'CCC'—currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments.
 - 'CC'—currently highly vulnerable.
 - 'C'—currently highly vulnerable obligations and other defined circumstances.
 - 'D'—Payment defaults on financial commitments.
- Note: Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

Are Credit Ratings indicators of investment merit?

While investors may use credit ratings in making investment decisions, Standard & Poor's ratings are NOT indications of investment merit. In other words, the ratings are not buy, sell, or hold recommendations, or a measure of asset value. Nor are they intended to signal the suitability of an investment. They speak to one aspect of an investment decision—credit quality—which in some cases may include our view of what investors can expect to recover in the event of default.

In evaluating an investment, investors should consider, in addition to credit quality, the current make-up of their portfolios, their investment strategy and time horizon, their tolerance for risk, and an estimation of the security's relative value in comparison to other securities they might choose. By way of analogy, while reputation for dependability may be an important consideration in buying a car, it is not the sole criterion on which drivers normally base their purchase decisions.

Why do Credit Ratings change?

The reasons for ratings adjustments vary, and may be broadly related to overall shifts in the economy or business environment or more narrowly focused on circumstances affecting a specific industry, entity, or individual debt issue.

In some cases, changes in the business climate can affect the credit risk of a wide array of issuers and securities. For instance, new competition or technology, beyond what might have been expected and factored into the ratings, may hurt a company's expected earnings performance, which could lead to one or more rating downgrades over time. Growing or shrinking debt burdens, hefty capital spending requirements, and regulatory changes may also trigger ratings changes.

While some risk factors tend to affect all issuers—an example would be growing inflation that affects interest rate levels and the cost of capital—other risk factors may pertain only to a narrow group of issuers and debt issues. For instance, the creditworthiness of a state or municipality may be impacted by population shifts or lower incomes of taxpayers, which reduce tax receipts and ability to repay debt.

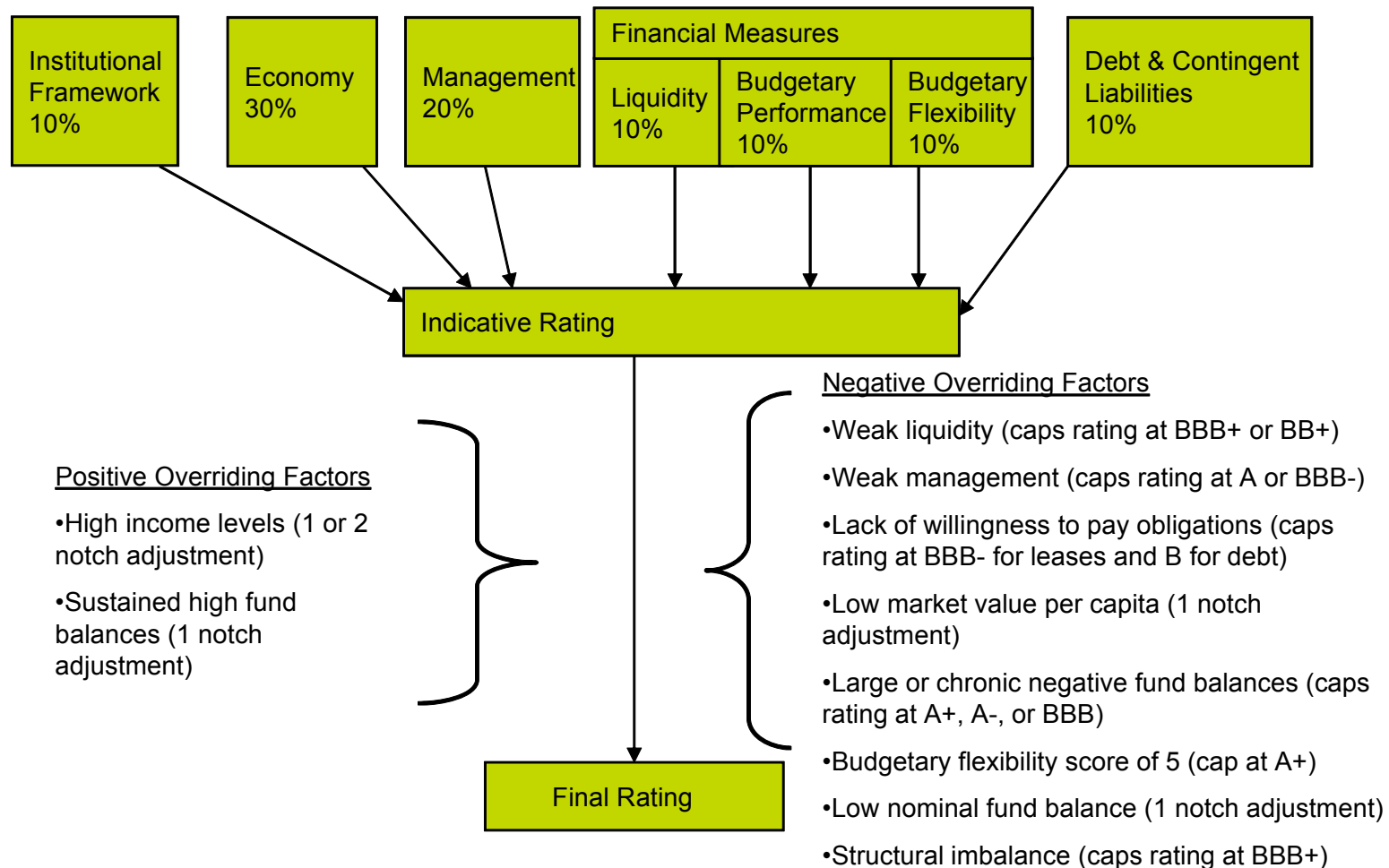
Are Credit Ratings absolute measures of default probability?

Since there are future events and developments that cannot be foreseen, the assignment of credit ratings is not an exact science. For this reason, Standard & Poor's ratings opinions are not intended as guarantees of credit quality or as exact measures of the probability that a particular issuer or particular debt issue will default.

Instead, ratings express relative opinions about the creditworthiness of an issuer or credit quality of an individual debt issue, from strongest to weakest, within a universe of credit risk. The likelihood of default is the single most important factor in our assessment of creditworthiness.

For example, a corporate bond that is rated 'AA' is viewed by Standard & Poor's as having a higher credit quality than a corporate bond with a 'BBB' rating. But the 'AA' rating isn't a guarantee that it will not default, only that, in our opinion, it is less likely to default than the 'BBB' bond.

Analytical Framework



Bond Rating Summary

Summary:

Everett, Massachusetts; General Obligation

Credit Profile		
US\$18.182 mil GO mun purp loan bnds ser 2016 due 02/15/2036		
Long Term Rating	AA/Stable	New
Everett GO		
Long Term Rating	AA/Stable	Affirmed

Rationale

Standard & Poor's Ratings Services assigned its 'AA' rating and stable outlook to Everett, Mass.' series 2016 general obligation (GO) bonds. At the same time, Standard & Poor's affirmed its 'AA' rating on the city's existing debt. The outlook is stable.

The city's full-faith-and-credit pledge, subject to the limitations of Proposition 2 1/2, secures the bonds. We understand that officials intend to use bond proceeds to finance a number of capital improvements, including street and sidewalk repairs and equipment purchases.

The rating reflects our opinion of the following factors for the city:

- Strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Strong management, with "good" financial policies and practices under our financial management assessment (FMA) methodology;
- Adequate budgetary performance, with operating results that we expect could improve in the near term relative to fiscal 2015, which closed with a slight operating deficit in the general fund and an operating deficit at the total governmental fund level in fiscal 2015;
- Strong budgetary flexibility, with an available fund balance in fiscal 2015 of 12.7% of operating expenditures;
- Very strong liquidity, with total government available cash at 25.3% of total governmental fund expenditures and 5.9x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges at 4.2% of expenditures and net direct debt that is 35.9% of total governmental fund revenue, as well as low overall net debt at less than 3.0% of market value and rapid amortization, with 81.9% of debt scheduled to be retired in 10 years, but a large pension and other postemployment benefit (OPEB) obligation; and
- Strong institutional framework score.

Strong economy

We consider Everett's economy strong. The city, with an estimated population of 43,176, is located in Middlesex County in the Boston-Cambridge-Newton MSA, which we consider to be broad and diverse. The city's has a projected per capita effective buying income of 87.7% of the national level and per capita market value of \$99,934. Overall, the city's market value grew by 7.6% over the past year to \$4.3 billion in 2016. The county unemployment rate was 4.6% in 2014.

Everett is approximately four miles north of Boston and has a land area of about 3.4 square miles. The city has direct access to regional employment centers via Interstate 93 and U.S. Route 1 as well as eight bus transit service lines operated by the Massachusetts Bay Transportation Authority. Leading employers include the City of Everett (1,300 employees), Mellon Bank (1,286), Cambridge Health Alliance (825), Massachusetts Bay Transportation Authority (600), and Boston Coach (299).

The property tax base is a mix of residential, industrial, and commercial, with the 10 largest taxpayers representing 21% of the tax base. In 2015, Amazon Fresh began leasing an industrial warehouse space in Everett as the hub for its grocery and local delivery services in the region.

Everett remains on target to undergo major economic changes in the next couple of years due to the construction of a \$1.75 billion resort that includes a 621-room hotel, 12-15 new retail establishments, and a casino. A lawsuit filed by three cities, including the City of Boston, aimed at stopping the casino development in Everett, was dismissed in December 2015. The development is being constructed by Wynn Resorts Ltd., a Nevada-based developer and operator of high-end hotels and casinos. The entertainment complex is expected to add 4,000 temporary and 4,000 permanent jobs to the area, and the city is already seeing evidence of spin-off developments.

Under the host agreement, the city will receive upfront payments of \$30 million, of which \$5 million will be paid within 30 days following issuance of construction permits. The remaining \$25 million will be paid annually over two years (\$12.5 million per year) in fiscal years 2017 and 2018. Following completion of the development, Everett will receive \$20 million in annual payment in lieu of taxes revenues and \$5 million community impact funding. The annual allocations will increase at a rate of 2.5% a year. Furthermore, Everett is expecting to collect \$2.5 million a year in additional meal and hotel taxes. The development is nearing completion of preliminary site clean-up, and the city is finalizing permitting for the next phase of construction, which is expected to begin in the spring 2016.

Although we recognize the casino will likely lead to increased market values, we also note that the casino may result in taxpayer-employer concentration, which is a negative credit characteristic, in our opinion, and could limit upward rating potential.

Strong management

We view the city's management as strong, with "good" financial policies and practices under our FMA methodology, indicating financial practices exist in most areas, but that governance officials might not formalize or monitor all of them on a regular basis.

Highlights include management's formal five-year, long-term capital and operating projections; and regular reporting on city finances, with budget-to-actuals submitted to city council monthly and investment statements shared quarterly. City management conducts a three-year trend analysis when planning for the budget, and assumptions have generally been conservative. The city has both debt and reserve policies, which are included in the annual budget. However, these policies are not formally adopted by the city council outside of the budget process. Everett also has an investment policy.

Adequate budgetary performance

Everett's budgetary performance is adequate in our opinion. The city had slight deficit operating results in the general fund of 1.3% of expenditures, and deficit results across all governmental funds of 3.1% in fiscal 2015. In our calculation of budgetary performance, we account for recurring transfers from the water and sewer funds as well as \$6 million in capital outlay paid for with bond proceeds received in another year. We expect budgetary results could improve from 2015 performance.

Everett continues to maintain a stable and predictable revenue profile, with property taxes and state aid generating 50% and 44%, respectively. The deficit in the operating fund in fiscal 2015 was a result of an unusually strong winter, causing snow and ice removal services to exceed budgeted allocations, as well as a transfer out of the general fund to match expected OPEB obligations. Looking forward to 2016, management is projecting a general operating surplus due, in part, to positive trends in from tax collection. Potentially pressuring the budget is the unknown outcome of labor negotiations with the city's major unions, whose contracts expire in June 2016. However, given management's conservative approach to budgeting, we do not expect a deterioration in total governmental fund results within our outlook horizon. The \$2.6 million snow and ice deficit will be paid for through a levy increase over the next three years. Property tax collections are stable, and typically exceed 99% on a current-year basis.

Strong budgetary flexibility

Everett's budgetary flexibility is strong, in our view, with an available fund balance in fiscal 2015 of 12.7% of operating expenditures, or \$22.7 million.

The \$2.2 million decline from fiscal 2014, when reserves were \$24.9 million, is a result of the higher-than-anticipated snow and ice expenditures. City management expects to restore fund balance over the next two years to levels approaching 15% of operating expenditures. Management has adopted a practice of allocating 15% of surpluses to Everett's stabilization fund, 20% to the capital improvement fund and 15% to the OPEB liability trust fund. Management expects reserves to increase by as much as \$1.4 million in fiscal 2016, due to favorable revenue results.

Very strong liquidity

In our opinion, Everett's liquidity is very strong, with total government available cash at 24.5% of total governmental fund expenditures and 5.9x governmental debt service in 2015. In our view, the city has strong access to external liquidity if necessary.

The city is a frequent issuer of GO debt. The majority of Everett's cash and investments are in bank accounts and U.S. treasuries. Everett has no variable-rate or direct purchase debt. We expect the city's liquidity profile to remain very strong.

Very strong debt and contingent liabilities profile

In our view, Everett's debt and contingent liability profile is very strong. Total governmental fund debt service is 4.2% of total governmental fund expenditures, and net direct debt is 35.9% of total governmental fund revenue. Overall net debt is low at 1.6% of market value, and 81.9% of the direct debt is scheduled to be repaid within 10 years, which are in our view positive credit factors.

Following this issue, Everett has \$84 million of total direct debt outstanding, and the state will reimburse about \$9.4

million for school building projects. The city could issue as much as \$33.9 million over the next two years, as per its capital improvement plan. Officials indicate that estimate is high, and will likely come down as allocations from the casino are expected to cover capital costs.

In our opinion, a credit weakness is Everett's large pension and OPEB obligation. The city's combined required pension and actual OPEB contributions totaled 9.9% of total governmental fund expenditures in 2016. Of that amount, 6.5% represented required contributions to pension obligations, and 3.3% represented OPEB payments. The city made 100% of its annual required pension contribution in 2015. The funded ratio of the largest pension plan is 48%.

Substantially all city employees participate in the Everett Contributory Retirement System. The city has a history of paying 100% of its annual required contribution (ARC), and expects to fully fund its liability by 2030. The unfunded actuarial accrued liability (UAAL) was \$106.4 million as of June 2015, down from \$118.8 million the year before.

Everett also provides OPEB. The OPEB UAAL was about \$161.5 million in 2014, while the annual OPEB cost was \$17.5 million. Everett paid \$6.7 million in fiscal 2015. It currently funds its OPEB liability through pay-as-you-go financing. In 2013, the city established an OPEB trust fund to reduce the UAAL of health care and OPEB. The city has \$1.6 million in the account at present and expects to appropriate 15% of surpluses annually.

Strong institutional framework

We consider the institutional framework score for Massachusetts cities to be strong.

Outlook

The stable outlook reflects our view of Everett's participation in the Boston-Cambridge-Newton MSA. The outlook also reflects our view of city management's ability to maintain strong budgetary performance and flexibility, as indicated by consistent operating surpluses, as well as very strong general fund reserves. We are unlikely to change the rating in our two-year outlook period.

Upside scenario

We could raise the rating if the host city agreement with Wynn Resorts is implemented according to plan and has a positive effect on the city's financial and economic conditions.

Downside scenario

We could take downward action if budgetary performance were to deteriorate, causing a draw on reserves. We could also lower the rating if city funds are pledged without receipt of corresponding host agreement revenues, leading to budgetary imbalance.

Related Criteria And Research

Related Criteria

- USPF Criteria: Assigning Issue Credit Ratings Of Operating Entities, May 20, 2015
- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013
- Criteria: Use of CreditWatch And Outlooks, Sept. 14, 2009

- USPF Criteria: Debt Statement Analysis, Aug. 22, 2006
- USPF Criteria: Financial Management Assessment, June 27, 2006
- USPF Criteria: Limited-Tax GO Debt, Jan. 10, 2002

Related Research

- Institutional Framework Overview: Massachusetts Local Governments
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.globalcreditportal.com. All ratings affected by this rating action can be found on Standard & Poor's public Web site at www.standardandpoors.com. Use the Ratings search box located in the left column.

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Budgeting and Accounting Practices

The basic financial statements of the City of Everett, Massachusetts are prepared in accordance with Generally Accepted Accounting Principles (GAAP) in the United States of America. The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies are described herein.

For budgetary financial reporting purposes, the Uniform Municipal Accounting System (UMAS) basis of accounting (established by the Commonwealth of Massachusetts) is followed, which differs from the GAAP basis of accounting and are listed below. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the fiscal year ended June 30th can be found in the City's Comprehensive Annual Financial Statement (CAFR) at the following website: <http://www.ci.everett.ma.us>.

BASIS OF BUDGETING

Budgetary basis departs from GAAP as follows:

1. Real and personal property taxes are recorded as revenue when levied (budgetary), as opposed to when susceptible to accrual (GAAP).
2. Encumbrances are recorded as the equivalent of expenditures (budgetary), as opposed to a reservation of fund balance (GAAP).
3. Certain activities and transactions are presented as components of the general fund (budgetary), rather than as separate funds (GAAP).
4. Prior years' deficits and available funds from prior year's surpluses are recorded as expenditure and revenue items (budgetary), but have no effect on GAAP expenditures and revenues.

BASIS OF ACCOUNTING

Fund Accounting

Fund accounting is an accounting system organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses as appropriate. Resources are allocated to and accounted for in individual funds based upon purpose for which they are to be spent and the means by which spending activities are controlled. Fund accounting is used by states and local governments and by not-for-profit organizations that need to account for resources the use of which is restricted by donors or grantors.

Types of Funds

There are seven types of funds that can be used, as needed, by state and local governments, both general purpose and limited purpose. The types of funds are as follows:

Governmental Funds

1. ***The General Fund*** – The General Fund is the major operating fund of municipal governments and it accounts for the vast majority of municipal operations. The General Fund is supported by revenues from real estate and personal property taxes, state and federal aid, excise taxes, investment income, fines and forfeitures and fees and charges. Most of the municipal departments, including the schools, are supported in whole or in part by the General Fund.
2. ***Special Revenue Funds*** – To account for the proceeds of specific revenue sources (other than expendable trust or for major capital projects) that are legally restricted to expenditures for specific purposes. These funds are used mostly for donations, state, federal and other intergovernmental revenue and expenditures.
3. ***Capital Projects Funds*** – To account for financial resources to be used for the acquisition or construction of major capital facilities – other than those financed by proprietary funds and trust funds.
4. ***Debt Service Funds*** – To account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Proprietary Funds

5. **Enterprise Funds** – To account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.
6. **Internal Service Funds** – To account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

Fiduciary Funds

7. **Trust and Agency Funds** – To account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds and (d) agency funds.

Accrual Basis in Governmental Accounting – The modified accrual basis of accounting, as appropriate, should be utilized in measuring financial position and operating results.

Governmental fund revenues and expenditures should be recognized on the modified accrual basis. Revenues should be recognized in the accounting period in which they become available and measurable. Expenditures should be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which should be recognized when due.

Proprietary fund revenues and expenses should be recognized on the accrual basis. Revenues should be recognized in the accounting period in which they are earned and become measurable; expense should be recognized in the period incurred, if measurable.

Fiduciary fund revenues and expense or expenditures (as appropriate) should be recognized on the basis consistent with the fund's accounting measurement objective. Nonexpendable trust and pension trust funds (and investment trust funds) should be

accounted for on the accrual basis; expendable trust funds should be accounted for on the modified accrual basis. Agency fund assets and liabilities should be accounted for on the modified accrual basis.

Transfers should be recognized in the accounting period in which the inter-fund receivable and payable arise.

Fund Balance & Fund Equity

The arithmetic difference between the amount of financial resources and the amount of liabilities recorded in the fund is the FUND EQUITY. Residents of the governmental unit have no legal claim on any excess of liquid assets over current liabilities; therefore, the Fund Equity is not analogous to the capital accounts of an investor-owned entity. Accounts in the Fund Equity category of the General Fund and special revenue funds consist of reserve accounts established to disclose that portions of the equity are not available for appropriation (reserved or designated); the portion of equity available for appropriation is disclosed in an account called FUND BALANCE.

Annual Audits

At the close of each fiscal year, state law requires the City of Everett to publish a complete set of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP), and that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, the City of Everett has been audited by the Firm of Powers & Sullivan, Certified Public Accountants of Wakefield, Massachusetts.

Reporting Entity

For financial reporting purposes, the city has included all funds, organizations, agencies, boards, commissions and institutions. The city has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the city are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the city (the preliminary government) and its component units. One entity has been included as a component unit in the reporting entity, because of the significance of its operational and/or financial relationship.

Blended Component Units – Blended component units are entities that are legally separate from the city, but are so related that they are, in substance, the same as the city, or entities providing services entirely or almost entirely for the benefit of the city. The following component unit is blended within the Fiduciary Funds of the primary government:

The Everett Contributory Retirement System was established to provide retirement benefits to city employees, the Everett Housing Authority employees and their beneficiaries. The System is governed by a five-member board comprised of the City Auditor (ex-officio), two members elected by the System's participants, one member appointed by the Mayor and one member appointed by the their board members. The CRS is presented using the accrual basis of accounting and is reported as a pension trust fund in the fiduciary fund financial statements.

Availability of Financial Information for Component Unit

The Everett Contributory Retirement System does not issue separate audited financial statement. The CRS issues a publicly available unaudited financial report in accordance with guidelines established by the Commonwealth of Massachusetts (Commonwealth) Public Employee Retirement Administration Commission (PERAC). That report may be obtained by contacting the CRS located at 484 Broadway, Everett, Massachusetts.

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. Governmental activities, which are primarily supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which are supported primarily by user fees and charges.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the primary government and its component units. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

Fund Financial Statements

Separate financial statements are provided for governmental funds, propriety funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. Non-major funds are aggregated and displayed in a single column.

Major Fund Criteria

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10% of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5% of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the fiscal year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues.

For the most part, the effect of inter-fund activity has been removed from the government-wide financial statements. However, the effect of inter-fund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

Fund Financial Statements

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for un-matured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after fiscal year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *stabilization fund* is a special revenue fund used to account for the accumulation of resources to be used for general and/or capital purposes upon approval of City Council.

The *school capital projects fund* is used to account for the ongoing construction and renovations of the City's school buildings.

The non-major governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *non-major governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for the proceeds of specific revenue sources (other than permanent funds or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds).

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The following major proprietary funds are reported:

The *sewer enterprise fund* is used to account for the sewer activities.

The *water enterprise fund* is used to account for the water activities.

The *parking activities enterprise fund* is used to account for parking activities.

The *trash enterprise fund* is used to account for the solid waste disposal activities.

Additionally, the following proprietary fund type is reported:

The internal service fund is used to account for the financing of services provided by one department to other departments or governmental units. This fund is used to account for risk financing activities related to retirees' health insurance.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting except for the Agency Fund, which has no measurement focus. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *pension trust fund* is used to account for the activities of the System, which accumulates resources to provide pension benefits to eligible retirees and their beneficiaries.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allow the trustees to authorize spending of the realized investment earnings. The City's educational scholarships and housing subsidy trust funds are accounted for in this fund.

The *agency fund* is used to account for assets held in a purely custodial capacity. The City's agency funds consist primarily of payroll withholdings, police and fire details, escrow deposits and unclaimed property.

Government-Wide and Fund Financial Statements

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

Performance Management and Measurers

The Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award program requires all submitting agencies to incorporate Performance Management and Performance Measurers into their budget. The City of Everett is continuing to incorporate those ideas and strategies as part of the overall operation and management of the City.

Long and Short Term Strategic Goals

The City of Everett's Long and Short Term Strategic Plan Summary is a listing of the Mayor's top priorities for the City of Everett for the current fiscal year and beyond.

Each department will be required to include a table of Outcomes and Performance measurers in their mission statements. They will also be required to include a description of "How Fiscal Year Department Goals relate to the City's Overall Long & Short Term Goals". This information defines how each department's goals tie in to the overall goals of the City and is included for each department in their mission statements throughout Section 5. Though some departments have not included this information in their FY17 submissions, we are working towards the goal of 100% participation by FY18.

What is Performance Management?

Performance management is a logical and integrated approach to all aspects of the cycle of planning, budgeting, operations and evaluations that is based on data and analysis, for the purpose of continuously improving results. Performance management is:

- Data driven - using reliable, verifiable and relevant data.
- Outcome oriented - focused primarily on results, less on inputs and outputs.
- Citizen focused-based on community needs.
- Logically aligned - mission, goals, objectives, measurers, responsibilities are integrated.
- Transparent-information is available and understandable by outsiders and insiders alike.

- Sustainable - survives leadership changes.
- Learning, improvement and accountability driven.

Performance measurement has become increasingly prevalent in local government, yet most government managers still struggle with the fundamental question of what to do with performance measurement data when they have it. Management teams want to know how they can incorporate performance measurement into their management and decision making processes. Rather than simply reporting performance results, performance based management focuses on linking performance measurement to strategic planning and using it as a lever for cultural change. By creating a learning environment in which performance measures are regularly reviewed and discussed, organization can improve the pace of learning and decision making, improve performance, and facilitate broader cultural change.

Where to get more information

The information above was obtained from the GFOA website (www.gfoa.org) and more information on performance management and measurers is available on that website.

GFOA Recommended Practices:

Budgeting for Results and Outcome (2007): <http://www.gfoa.org/downloads/budgetingforresults.pdf>

Performance Management: Using Performance Measurement for Decision Making (2002 and 2007):
<http://www.gfoa.org/downloads/budgetperfmanagement.pdf>

Departmental Fund Relationships

Departmental Fund Relationships		Governmental Funds				Enterprise Funds	Internal Service Fund	Trust & Agency Funds			
		Major	Non-Major	Non-Major	Non-Major	Major	Major	Non-Major	Non-Major	Non-Major	Non-Major
		General Fund	Special Revenue Funds	Revolving Funds	Capital Projects	Water/Sewer Appropriated	Self Insurance Fund	Permanent Trust Funds - Cemetery & Other	Private Scholarships & Trust Commissioners	Agency Funds - WH, Escrow, Details, etc.	Stabilization Funds
		Appropriated									Appropriated
Department	Sub Department										
Legislative	City Council	Yes									Yes
Mayor	Executive	Yes									
Auditor (Finance)	Finance	Yes									
Auditor (Finance)	Contributory Retirement	Yes									
Auditor (Finance)	Non-contributory Pensions	Yes									
Purchasing (Finance)		Yes								Yes	
Assessors (Finance)	Board of Assessors	Yes						Yes			
Treasurer (Finance)		Yes								Yes	
Treasurer (Finance)	Debt Retirement	Yes									
Treasurer (Finance)	Long Term Debt Interest	Yes									
Treasurer (Finance)	Short Term Debt Interest	Yes									
Treasurer (Finance)	FICA (Medicare)	Yes									
Solicitor		Yes									
Solicitor	Licensing Board	Yes									
Solicitor	General Liability Insurance	Yes									
Human Resources		Yes									Yes
Human Resources	Unemployment	Yes									
Human Resources	Group Insurance	Yes					Yes				
Human Resources	Worker's Comp Insurance	Yes									
IT		Yes			Yes						
City Clerk		Yes									
Elections Commission		Yes									
Police		Yes	Yes	Yes	Yes			Yes		Yes	
Fire		Yes	Yes	Yes	Yes					Yes	
ISD		Yes	Yes		Yes						
ISD	Zoning Board of Appeals	Yes								Yes	
DPW	Executive/Fleet	Yes	Yes	No	Yes	Yes		Yes		Yes	

Departmental Fund Relationships

Departmental Fund Relationships		Governmental Funds				Enterprise Funds	Internal Service Fund	Trust & Agency Funds			
		Major	Non-Major	Non-Major	Non-Major	Major	Major	Non-Major	Non-Major	Non-Major	Non-Major
		General Fund	Special Revenue Funds	Revolving Funds	Capital Projects	Water/Sewer Appropriated	Self Insurance Fund	Permanent Trust Funds - Cemetery & Other	Private Scholarships & Trust Commissioners	Agency Funds - WH, Escrow, Details, etc.	Stabilization Funds
		Appropriated									Appropriated
Department	Sub Department										
DPW	Facilities Maintenance	Yes	Yes	No	Yes						
DPW	Engineering	Yes			Yes	Yes				Yes	
DPW	Stadium	Yes			Yes						
DPW	Parks & Cemeteries	Yes			Yes						
DPW	Highway	Yes			Yes						
DPW	Snow & Ice	Yes									
DPW	Solid Waste	Yes									
Health & Human Services	Board of Health	Yes	Yes								
Planning & Development		Yes	Yes	Yes	Yes						
Planning & Development	Conservation Commission	Yes									
Planning & Development	Planning Board	Yes									
Veterans Agent		Yes	Yes								
Council On Aging		Yes	Yes								
Human Services		Yes	Yes		Yes						
Library	Parlin & Shute	Yes	Yes	Yes	Yes			Yes			
Health & Wellness	Formerly Recreation	Yes	Yes	Yes	Yes				Yes		
GF Trans Out	Trans Out	Yes	Yes		Yes	Yes					Yes
School	School	Yes	Yes	Yes	Yes			Yes	Yes	Yes	
ENTERPRISE FUNDS											
Water/Sewer Enterprise					Yes	Yes					
Treasurer - W/S	Retirement of Debt					Yes					
Treasurer - W/S	Long Term Debt Interest					Yes					
Treasurer - W/S	Short Term Debt Interest					Yes					
Treasurer - W/S	MWRA					Yes					
Treasurer - W/S	Transfers Out					Yes					
Treasurer - W/S	SBWSB Assessment					Yes					
Treasurer - W/S	Insurance Deductible					Yes					

Major & Non Major Funds - Changes In Fund Balance

General Fund - 0100

MAJOR

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund Bal	% Var in FB	
2008	7,138,163.78	7,954,155.47			
2009	-	6,311,660.37	(1,642,495.10)	-21%	
2010	6,311,660.37	4,017,688.76	(2,293,971.61)	-36%	
2011	4,017,688.76	6,397,551.07	2,379,862.31	59%	
2012	6,397,551.07	8,147,495.33	1,749,944.26	27%	
2013	8,147,495.33	9,915,169.80	1,767,674.47	22%	
2014	9,915,169.80	12,416,778.00	2,501,608.20	25%	
2015	12,416,778.00	12,104,032.00	(312,746.00)	-3%	
2016	12,104,032.00	15,352,408.00	3,248,376.00	27%	Est.
2017	15,352,408.00	15,812,980.24	460,572.24	3%	Est.
2018	15,812,980.24	16,287,369.65	474,389.41	3%	

The objective of the General Fund is to raise revenue to cover expenses for the fiscal year.

The increase in FY 2016 is due to higher revenue receipts than originally projected.

Water/Sewer Enterprise Fund - 6000

MAJOR

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund Bal	% Var in FB	
2008					
2009					
2010	-				
2011	-	125,677.03	125,677.03		
2012	125,677.03	207,546.91	81,869.88	65%	
2013	207,546.91	208,651.51	1,104.60	1%	
2014	208,651.51	279,416.98	70,765.47	34%	
2015	279,416.98	196,452.00	(82,964.98)	-30%	
2016	196,452.00	2,010,372.00	1,813,920.00	923%	
2017	2,010,372.00	2,050,579.44	40,207.44	2%	Est.
2018	2,050,579.44	2,091,591.03	41,011.59	2%	Est.

The objective of the Water/Sewer Enterprise Funds is to raise revenue to cover expenses for the fiscal year.

The increase in FY 2016 is due to higher revenue receipts than originally projected.

Stabilization Fund - 8400

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund Bal	% Var in FB	
2008	6,935,577.40	8,713,422.07			
2009	8,713,422.07	8,956,460.68	243,038.61	3%	
2010	8,956,460.68	9,122,082.36	165,621.68	2%	
2011	9,122,082.36	9,224,016.22	101,933.86	1%	
2012	9,224,016.22	9,001,217.46	(222,798.76)	-2%	
2013	9,001,217.46	10,941,602.11	1,940,384.65	22%	
2014	10,941,602.11	10,654,748.44	(286,853.67)	-3%	
2015	10,654,748.44	11,544,904.00	890,155.56	8%	
2016	11,544,904.00	15,378,003.00	3,833,099.00	33%	
2017	15,378,003.00	15,839,343.09	461,340.09	3%	Est.
2018	15,839,343.09	16,314,523.38	475,180.29	3%	Est.

Leave Buyback

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund Bal	% Var in FB	
2008					
2009					
2010					
2011					
2012					
2013					
2014	200,000.00	200,000.00	200,000.00		
2015	200,000.00	200,000.00	-	0%	
2016	200,000.00	7,874.00	(192,126.00)	-96%	
2017	7,874.00	307,874.00	300,000.00	3810%	Est.
2018	307,874.00	317,110.22	9,236.22	3%	Est.

Major & Non Major Funds - Changes In Fund Balance

Increase due to Community Host Agreement payment and the Finance Policy of 20% of Free Cash to Stabilization and balance of Free Cash on 6/30.

Changes due to of retirements during fiscal year.

City policy is to build this fund balance to cover unanticipated retirement in current and future fiscal years.

Capital Improvement Fund - 8400

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund Bal	% Var in FB
2008			-	
2009			-	
2010			-	
2011			-	
2012			-	
2013			-	
2014		1,587,093.00	1,587,093.00	
2015	1,587,093.00	477,093.00	(1,110,000.00)	-70%
2016	477,093.00	1,516,081.00	1,038,988.00	218%
2017	1,516,081.00	1,561,563.43	45,482.43	3%
2018	1,561,563.43	1,608,410.33	46,846.90	3%

Est.

Est.

This fund is used for unanticipated and smaller capital needs that cannot be bonded for during the fiscal year. Twenty percent of free cash is appropriated annually to this fund (per finance policies) to cover those capital needs.

Other Post Employment Benefits (OPEB) - 8313

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund Bal	% Var in FB
2008				
2009				
2010				
2011	-			
2012	-		-	
2013	-		-	
2014	-	773,500.00	773,500.00	
2015	773,500.00	1,602,550.00	829,050.00	107%
2016	1,602,550.00	2,460,951.00	858,401.00	54%
2017	2,460,951.00	2,534,779.53	73,828.53	3%
2017	2,534,779.53	2,610,822.92	76,043.39	3%

Est.

Est.

Increases due to 10% free cash added to fund annually per financial policy and interest income.

Departmental Revolving Funds – MGL Section 53E ½

A departmental revolving fund is a place to set aside revenue received, through fees and charges, for providing a specific service or program. The revenue pool is, in turn, a source of funds available to use by a department without further appropriation to support the particular service or program.

The City of Everett has established several departmental revolving funds under M.G.L. Ch. 44 Sec. 53E½ (see below). The funds are created with the city council's authorization that identifies which department's receipts are to be credited to the revolving fund and specifies the program or purposes for which money may be spent.

It designates the department, board or official with authority to expend the funds and places a limit on the total amount of the annual expenditure. To continue the revolving fund in subsequent years, annual approval of a similar article is necessary.

The annual appropriation order for the authorization of revolving funds is summarized below. Also, the language from MGL Section 53 E ½ has been included for your benefit.

MGL - Section 53 E ½

Notwithstanding the provisions of section fifty-three, a city or town may annually authorize the use of one or more revolving funds by one or more municipal agency, board, department or office which shall be accounted for separately from all other monies in such city or town and to which shall be credited only the departmental receipts received in connection with the programs supported by such revolving fund. Expenditures may be made from such revolving fund without further appropriation, subject to the provisions of this section; provided, however, that expenditures shall not be made or liabilities incurred from any such revolving fund in excess of the balance of the fund nor in excess of the total authorized expenditures from such fund, nor shall any expenditures be made unless approved in accordance with sections forty-one, forty-two, fifty-two and fifty-six of chapter forty-one.

Interest earned on any revolving fund balance shall be treated as general fund revenue of the city. No revolving fund may be established pursuant to this section for receipts of a municipal water or sewer department or of a municipal hospital. No such revolving fund may be established if the aggregate limit of all revolving funds authorized under this section exceeds ten percent of the amount raised by taxation by the city or town in the most recent fiscal year for which a tax rate has been certified under section

twenty-three of chapter fifty-nine. No revolving fund expenditures shall be made for the purpose of paying any wages or salaries for full time employees unless such revolving fund is also charged for the costs of fringe benefits associated with the wages or salaries so paid; provided, however, that such prohibition shall not apply to wages or salaries paid to full or part-time employees who are employed as drivers providing transportation for public school students; provided further, that only that portion of a revolving fund which is attributable to transportation fees may be used to pay such wages or salaries and provided, further, that any such wages or salaries so paid shall be reported in the budget submitted for the next fiscal year.

A revolving fund established under the provisions of this section shall be by vote of the city council in a city, upon recommendation of the Mayor, in Plan E cities. Such authorization shall be made annually prior to each respective fiscal year; provided, however, that each authorization for a revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; (4) a limit on the total amount which may be expended from such fund in the ensuing fiscal year.

Provided, further, that no board, department or officer shall be authorized to expend in any one fiscal year from all revolving funds under its direct control more than one percent of the amount raised by taxation by the city or town in the most recent fiscal year for which a tax rate has been certified under section twenty-three of chapter fifty-nine.

Notwithstanding the provisions of this section, whenever, during the course of any fiscal year, any new revenue source becomes available for the establishment of a revolving fund under this section, such a fund may be established in accordance with this section upon certification by the city auditor that the revenue source was not used in computing the most recent tax levy.

In any fiscal year the limit on the amount that may be spent from a revolving fund may be increased with the approval of the city council and mayor in a city, provided, however, that the one percent limit established by clause (4) of the third paragraph is not exceeded.

The board, department or officer having charge of such revolving fund shall report the city council, the Mayor of a city, the total amount of receipts and expenditures for each revolving fund under its control for the prior fiscal year and for the current fiscal year through December thirty-first, or such later date as the city council may, by vote determine, and the amount of any increases in spending authority granted during the prior and current fiscal years, together with such other information as the town meeting or city council may by vote require.

At the close of a fiscal year in which a revolving fund is not reauthorized for the following year, or in which a city changes the purposes for which money in a revolving fund may be spent in the following year, the balance in the fund at the end of the fiscal year shall revert to surplus revenue unless the city council and Mayor vote to transfer such balance to another revolving fund established under this section.

The director of accounts may issue guidelines further regulating revolving funds established under this section.

Revolving Funds – Council Order

June 13, 2016

That the Everett City Council vote, pursuant to the provisions of MGL Chapter 44, Section 53E ½ to authorize the establishment of the revolving funds for FY 2015 as herein described. Expenditures from said funds shall not exceed the amount of funds received in the respective accounts or as authorized as stated, shall come from any funds received by the respective boards for performing services, shall be used solely for the purpose of implementing the programs delineated and shall be approved by a majority vote of any respective boards in accordance with the recommendation of His Honor the Mayor.

Department	Fund Name	Dept. #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2017 Budget Request Maximum Annual Expenditures
Mayor/Cons Com	Recycling	121	Recycling costs – purchase of bins and related materials	Fees charged to purchasing recycling bins and recycling processing	Mayor	\$ 25,000.00
Board of Appeals	Advertising	176	To cover cost of hearings advertising	Fees charged for advertising	Mayor	\$ 15,000.00
Fire	Hazmat Training	250	Hazmat training	Hazmat training fees	Fire Chief and Mayor	\$ 25,000.00
Fire	Wireless Fire Alarms	220	To fund maintenance of wireless fire alarms	Annual fees for commercial/residential buildings	Fire Chief and Mayor	\$ 5,000.00
School	Night School	300	To fund cost of labor and materials for night school classes	Tuition payments for students attending the night school programs	School Committee	\$ 25,000.00
School	Vocational School	300	To fund cost of labor and materials for culinary program	Fees from 3 rd party caterings and functions	School Committee	\$ 50,000.00
School	E-Rate	300	Offset school utility costs	Rebates provided to help eligible schools and libraries obtain affordable telecommunications and internet access.	School Committee	\$ 50,000.00
School	Building Rental	300	To cover costs of maintenance and labor during building rentals	Fees for rental of building by outside groups	School Committee	\$ 10,000.00

Department	Fund Name	Dept #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2017 Budget Request Maximum Annual Expenditures
School	Summer School	300	To fund cost of labor and materials for summer school classes	Fees charged to students attending the summer school programs	School Committee	\$ 100,000.00
School	Professional Development	300	To fund teachers/trainers for professional development sessions	Fees charged for professional development classes	School Committee	\$ 10,000.00
School	Stadium Receipts	300	To cover related maintenance and labor costs of school stadiums.	Revenue from ticket and concession sales	School Committee	\$ 10,000.00
School	Electricity	300	To pay electric bills for schools.	Rebate for electricity or gas	School Committee	\$ 15,000.00
Inspectional Services	Abandoned, Condemned & Foreclosed Buildings	241	To cover related costs of abandoned, condemned and foreclosed buildings in the City	Penalties and fines charged and/or lien against said buildings	Inspectional Services Director and Mayor	\$ 100,000.00
Board of Health	Vaccine Reimbursement	510	To fund the costs of vaccines	Health insurance reimbursements for administering vaccines	Health Director and Mayor	\$ 10,000.00
Council on Aging	COA Programs	590	To pay for costs of various Council on Aging programs run throughout the year.	Fees charged for COA programs	City Services Director and Mayor	\$ 70,000.00
Human Services	Literacy	599	To provide materials and trainers for Everett literacy program	Fees charged for literacy program	Human Service Director and Mayor	\$ 50,000.00
Health & Wellness	Rec/Armory Rental	632	To provide custodial services during functions at the Rec/Armory Center	Rental fees charged for using Rec/Armory facilities	H & W Director and Mayor	\$ 15,000.00
Health & Wellness	Fresh Meals	630	Costs associated with running Healthy Meals for purchase	Fees charged for Healthy Meals	H & W Director and Mayor	\$ 75,000.00
Health & Wellness	City Works	633	Costs associated with running City Works program.	Fees charged for City Works program	H & W Director and Mayor	\$ 75,000.00
Veterans	Veterans Reimbursemt	543	Related veterans expenses	Reimbursement from State	Veterans Agent & Mayor	\$ 7,500.00

This order was approved by City Council on June 16, 2016.

Organizational Structure

Departments and Functions

The City's revised organizational structure for FY 2017 provides the citizenry a visual of the overall structure of the organization. Organization responsibility codes (see below) are used in the organizational structure and in the organization chart to clearly identify the department, board, or committee (organizational unit) responsible for the management, oversight, and financial controls (functions).

ORGANIZATIONAL UNIT RESPONSIBILITY CODES

Organization department codes group departments in a series of numbers as follows:

- 100's (General Government)
- 200's (Public Safety)
- 300's (Schools)
- 400's (DPW)
- 500's (Health and Human Services)
- 600's (Library and Health & Wellness)
- 700's (Debt)
- 800's (Intergovernmental)
- 900's (Unclassified)

ORGANIZATIONAL UNIT FUNCTIONS

Functions are normally used to classify revenues and expenditures for external financial reporting. Classification of expenditures by organizational unit is essential to responsible accounting. The classification corresponds with the government unit's organizational structure.

GENERAL GOVERNMENT (100's)

Organization Responsibility codes 100-199 are reserved for general government:

110 Legislative - Expenditures related to the legislative operations of the community. Reporting units in this category include:

- City Council (111)

120 Executive - Expenditures related to the executive operations of the community. Reporting units in this category include:

- Executive Office of Mayor (121)

130 Financial Administration - Expenditures related to the financial administration of the community. Reporting units in this category include:

- Office of the City Auditor (135), Office of Budgeting (137), Office of Purchasing & Procurement (138), Office of Assessing (141), Office of Treasurer/Collector (145)

150 Operations Support - Expenditures related to the non-financial administration of the community. Reporting units in this category include:

- Office of the City Solicitor (151), Department of Human Resources (152), Department of Information Technology (155)

160 Licensing And Registration - Expenditures related to the licensing and registration operations of the community. Reporting units in this category include:

- City Clerk (161), Elections Commission (162), Voter Registrations (163), Licensing Commission (165)

170 Land Use - Expenditures related to the management and control of land use within the community. Reporting units in this category include:

- Conservation Commission (171), Planning Board/Department (175), Zoning/Board of Appeals (176)

PUBLIC SAFETY (200's)

Organization Responsibility codes 200-299 are reserved for public safety:

210 Police - Expenditures for law enforcement.

- Police (210)

220 Fire - Expenditures for preventing and fighting fires.

- Fire (220)

240 Protective Inspection - Expenditures related to the protective inspection operations of the community. Reporting units in this category include:

- Department of Inspectional Services (242)

290 Other - Expenditures related to public safety which doesn't fall readily into one of the previous categories. Reporting units in this category include:

- Parking (297) – Now rolled into the Police Department budget
- Emergency 911 (299)

D P W (400's)

Organizational Responsibility codes 400-499 are reserved for the DPW (public works):

490 Department of Public Works - Expenditures related to the construction, maintenance, and repair of highways and streets in the community. Reporting units in this category include:

- Executive Division (490)
- Facilities Maintenance Division (491)
- Engineering Division (492)

- Parks & Cemeteries Division (493)
- Stadium Division (494)
- Highway Division(495)
- Snow and Ice Division(496)
- Solid Waste Collection and Disposal (497)

HEALTH and HUMAN SERVICES (500's)

Organization Responsibility codes 500-599 are reserved for health and human services:

510 Health Inspection Services - Expenditures related to inspection and regulatory activities which contribute to the conservation and improvement of public health. Reporting units in this category include:

- Department of Health and Human Services (510)

520 Planning and Community Development - Expenditures related to activities which contribute to planning and community development. Reporting units in this category include:

- Department of Planning & Development (521)

540 Special Programs - Expenditures related to the provision of services to specific target groups within the general population. Reporting units in this category include:

- Council on Aging (541)
- Office of Veterans' Services (543)
- Disability Commission (544)

590 Other - Expenditures for human services which do not readily fall into one of the previous categories. Reporting units in this category include:

Office of Human Services (599)

CULTURE AND RECREATION (600's)

Organization Responsibility codes 600-699 are reserved for this subheading.

610 Library - Expenditures related to the operation of a public library.

- Department of Libraries (610)

630 Health & Wellness - Expenditures related to the provision of recreational activities or the operation of recreational facilities.

- Office of Health & Wellness (630)

690 Gaming Accountability & Development – Expenditures related to the costs associated with the statutory and regulatory requirements related to the City of Everett's Host agreement with the Wynn Everett project and to oversee implementation and execution of provisions of the Host Community Agreement.

- Gaming Accountability & Development (690) – No longer budgeted

DEBT SERVICE (700's)

Organization Responsibility codes 700-799 are reserved for this subheading.

710 Retirement Of Debt - Principal - Expenditures for periodic payments of principal amounts on local long term debt.

- Long-term Principal (710)

751 Interest - Expenditures for periodic payments of interest amounts on local debt. Reporting units in this category include:

- Long-term Interest (751)
- Short-term Interest (752)

UNCLASSIFIED (900's)

Organizational Responsibility codes 900-999 and Intergovernmental Assessments are reserved for this subheading.

910 Employee Benefits - Expenditures related to employee benefits not made directly to employee, but which are allocated to specific functions or organizations. Reporting units in this category include:

- Retirement and Pension Contributions (911)
- Retirement and Pension Contributions - Non-Contributory (911)
- Worker's Compensation (912)
- Unemployment Compensation (913)
- Health, Life and AD&D Insurance (914)
- Medicare (916)

940 Other Miscellaneous - Expenditures for miscellaneous items not allocated directly to specific functions or organizations. Reporting units in this category include:

- Liability Insurance (945)

Glossary of Terms

Abatement – A complete or partial cancellation of a tax levy imposed by a governmental unit. Administered by the local board of assessors.

Accounting Period – A period at the end of which, and for which, financial statements are prepared. Also known as a fiscal period.

Accounting System – A system of financial record keeping that record, classify and report information on the financial status and operation of an organization.

Activity – A specific and distinguishable line of work performed by one or more organization components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible.

Adopted Budget – The resulting budget that has been approved by the City Council.

Allocation – The distribution of available monies, personnel, buildings and equipment among various City departments, divisions or cost centers.

Annual Budget – An estimate of expenditures for specific purposes during the fiscal year (July 1 – June 30) and the proposed means (estimated revenues) for financing those activities.

Appropriation – An authorization granted by the City Council to incur liabilities for purposes specified in the appropriation act.

Arbitrage – Investing funds borrowed at a lower interest cost in investments providing a higher rate of return.

Assessed Valuation – A valuation set upon real or personal property by the local board of assessors as a basis for levying taxes.

Audit – An examination of documents, records, reports, system of internal control, accounting and financial procedures to ensure that financial records are fairly presented and in compliance with all legal requirements for handling of public funds, including state and federal laws and the City charter.

Balanced Budget – A budget in which receipts are greater than (or equal to) expenditures. A requirement for all Massachusetts cities and towns.

Bond Anticipation Notes (BAN) – Notes issued in anticipation of later issuance of bonds, usually payable from the proceeds of the sale of the bonds or renewal notes.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given time period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year.

Budget Calendar – A schedule of certain steps to be followed in the budgeting process and the dates by which each step must be complete.

Budget Document – The instrument used by the Mayor to present a comprehensive financial program to the appropriating body.

Budget Message – A general discussion of the submitted budget presented in writing by the Mayor to the legislative body as part of the budget document.

Capital Budget – A plan of proposed outlays for acquiring long-term assets and the means of financing those acquisitions during the current fiscal period.

Capital Improvement Program (CIP) – A plan for capital expenditure to be incurred each year over a fixed period of years to meet capital needs arising from the long term work program. It sets forth each project and specifies the full resources estimated to be available to finance the projected expenditures.

Charges for Service (Also called User Charges or Fees) – The charges levied on the users of particular goods or services provided by local government requiring individuals to pay for the private benefits they receive. Such charges reduce the reliance on property tax funding.

Cherry Sheet – A form showing all state and county charges and reimbursements to the City as certified by the state director of accounts. Years ago this document was printed on cherry colored paper, hence the name. A copy of this manual can be found at the following online address: <http://www.mass.gov/Ador/docs/dls/cherry/CSManual.pdf>

Community Preservation Act (CPA) – The CPA allows communities to create a local Community Preservation Fund to raise money through a surcharge of up to 3% of the real estate tax levy on real property for open space protections, historic preservation and the provision of affordable housing. The act also creates a significant state matching fund, which serves as an incentive to communities to pass the CPA.

Cost Center – The lowest hierarchical level of allocating monies. Often referred to as a program, project or operation.

Debt Limits – The general debt limit of a City consists of normal debt limit, which is 2 ½ percent of the valuation of taxable property and a double debt limit which is 5% of that valuation. Cities and towns may authorize debt up to the normal limit without state approval. It should be noted that there are certain categories of debt which are exempt from these limits.

Debt Service – Payment of interest and repayment of principal to holders of a government's debt instruments.

Deficit or Budget Deficit – The excess of budget expenditures over receipts. City and State laws require a balanced budget.

Department – A principal, functional and administrative entity, created by statute and the mayor to carry out specified public services.

Encumbrance – An account used to record the estimated amount of purchase orders, contract, or salary commitments chargeable to an appropriation. The account is credited when goods or services are received and the actual expenditure of the appropriation is known.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full costs of providing the goods or services be financed primarily through charges and fees thus removing the expenses from the tax rate. Governmentally owned utilities and hospitals are ordinarily accounted for by enterprise funds.

Equalized Value (EQV) – The commissioner of revenue, in accordance with MGL CH. 58 Section 10C, is charged with the responsibility of biannually determining an equalized valuation for each city and town in the Commonwealth. EQVs present an estimate of fair cash value of all taxable property in each city and town as of January 1 of each year (MGL CH. 58, Sections 9 & 10C). The EQV is a measure of the relative property wealth in each municipality. Its purpose is to allow for comparisons of municipal

property values at one point in time, adjusting for differences in local assessing practices and revaluation schedules. EQVs have historically been used as a variable in the allocation of certain state aid distributions, the calculation of various state and county assessments to municipalities, and the determination of municipal debt limits. EQVs are used in some distribution formulas so that communities with lower property values receive proportionately more aid than those with higher property values. In some assessment formulas they are used so that those with lower property values assume proportionately less of the cost than communities with higher property values. The local aid receipt programs using EQV are: Public Libraries, Chapter 70, and School Construction Aid. The assessments using EQV are: Boston's Metropolitan Transit Districts, the Count Tax, Mosquito Control Projects and Air pollution Control Districts. A municipality's annual EQV is the sum of estimated fair market value for each property class plus an estimate of new growth, resulting in values indicative of January 1.

Exemptions – A statutory reduction in the assessed valuation of taxable property accorded to certain taxpayers, such as senior citizens, widows, and war veterans.

Expenditures – The amount of money, cash or checks, actually paid or obligated for payment from the treasury when liabilities are incurred pursuant to authority given in an appropriation.

Financial Accountability – The obligation of government to justify the raising of public resources and what those resources were expended for.

Financial Condition – The probability that a government will meet its financial obligations as they become due and its service obligations to constituencies, both currently and in the future.

Financing Plan – The estimate of revenues and their sources that will pay for the service programs outlined in the annual budget.

Fiscal Period – Any period at the end of which a governmental unit determines its financial position and the results of its operations.

Fiscal Year – The 12 month financial period used by all Massachusetts municipalities which begins July 1st and ends June 30th of the following calendar year. The year is represented by the date on which it ends. Example: July 1, 2016 to June 30, 2017 would be FY 17.

Fixed Asset – Assets of a long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Full and Fair Market Valuation – The requirement, by State Law, that all real and personal property be assessed at 100% of market value for taxation purposes. “Proposition 2 ½” laws set the City’s tax levy limit at 2 ½% of the full market (assessed) value of all taxable property.

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance – The portion of Fund Equity available for appropriation.

Fund Equity – The excess of fund assets and resources over fund liabilities. A [portion of the equity of a governmental fund may be reserved or designated; the remainder is referred to as Fund Balance.

General Fund – A fund used to account for all transactions of a governmental unit that are not accounted for in another fund. The General Fund is used to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues.

Government Accounting Standards Board (GASB) – The Governmental Accounting Standards Board (GASB) was organized in 1984 as an operating entity of the Financial Accounting Foundation (FAF) to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities. The Foundation’s Trustees are responsible for selecting the members of the GASB and its Advisory Council, funding their activities and exercising general oversight, with the exception of the GASB resolution of technical issues. The GASB function is important because external financial reporting can demonstrate financial accountability to the public and is the basis for investment, credit and many legislative and regulatory decisions. The mission of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports. More information, including all statements, can be found at www.gasb.org.

Grant – A contribution of assets by one governmental unit to another unit. Typically, these contributions are made to local governments from the state and federal government. The contribution is usually made to aid in the support of a specified function (for example, education), but it is sometimes also for general purposes, or for the acquisition or construction of fixed assets.

Group Insurance Commission (GIC) – The group insurance commission was established by the Legislature in 1955 to provide and administer health insurance and other benefits to the Commonwealth of Massachusetts employees and retirees, and their dependents and survivors. The GIC also covers housing and redevelopment authorities' personnel, participating municipalities and retired municipal employees and teachers in certain governmental units.

Inter-fund Transactions – Payments from one administrative budget fund to another or from one trust fund to another, which result in the recording of a receipt and an expenditure.

Intra-fund Transactions – Financial transactions between activities within the same fund. An example would be a budget transfer.

Levy – The amount of taxes, special assessments, or service charges imposed by a governmental unit.

Levy Ceiling – The limit imposed by Proposition 2 ½ that equals 2 ½% of the total full and fair cash value of all taxable property.

Levy Limit – The amount that a municipality may raise in taxes each year which is based on the prior year's limit plus 2 1.2 % increase on that amount plus the amount certified by the State that results from "new growth".

License and Permit Fees – The charges related to regulatory activities and privileges granted by government in connections with regulations.

Line-item Budget – A format of budgeting which organizes costs by object of expenditure such as supplies, equipment, maintenance or salaries.

MBTA-Massachusetts Bay Transportation Authority – The Massachusetts Bay Transportation Authority is the state authority responsible for all aspects of transportation throughout the Commonwealth of Massachusetts. A description of the assessment charged to municipalities can be found in the cherry sheet manual located online at: <http://www.mass.gov/Ador/docs/dls/cherry/CSManual.pdf>.

MGL-Massachusetts General Law – The General Laws of the Commonwealth of Massachusetts. These laws can be found at <http://www.mass.gov/legis/>.

MSBA-Massachusetts School Building Authority – The MSBA is the state authority that oversees all school building projects and funding. The web site is www.mass.gov/msba.

Modified Accrual Basis – Under the modified accrual basis of accounting, required for use by governmental funds, revenue are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.

New Growth – The additional tax revenue generated by new construction, renovations, and other increases in the property tax base during a calendar year.

Non-expendable Trust Fund – A fund, the principal, and sometimes also the earnings, of which may not be expended.

Non-Tax Revenue – All revenue coming from non-tax sources including licenses and permits, intergovernmental revenue, charges for service, fines and forfeits and various other miscellaneous revenue.

Other Financing Sources (OFS) – An operating statement classification in which financial inflows other than revenues are reported, for example, proceeds of long-term debt and operating transfers-in.

Other Financing Uses (OFU) – An Operating statement classification in which financial outflows other than expenditures are reported, for example, operating transfers-out.

Operating Budget – A budget that applies to all outlays other than capital outlays. See Budget.

Overlay – The amount raised by the assessors in excess of appropriation and other charges for the purpose of creating a fund to cover abatements and exemptions.

Overlay Surplus – Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Overlay surplus may be appropriated for any lawful purpose.

Performance Indicator – Variables measuring the degree of goal and objective fulfillment achieved by programs.

Performance Standard – A statement of the conditions that will exist when a job is well done.

PILOT-Payment in Lieu of Taxes – Money received from exempt (non-profit) organizations who are otherwise not obligated to pay property taxes. Federal, state, municipal facilities, hospitals, churches and colleges are examples of tax exempt properties.

Policy – A definite course of action adopted after a review of information and directed at the realization of goals.

Priority – A value that ranks goals and objectives in order of importance relative to one another.

Procedure – A method used in carrying out a policy or plan of action.

Program – Collections of work related activities initiated to accomplish a desired end.

Program Budget – A budget format which organizes expenditures and revenues around the type of activity or service provided and specifies the extent or scope of service to be provided, stated whenever possible in precise units of measure.

Proposition 2 ½ - A law which became effective on December 4, 1980. The two main components of the tax law relating to property taxes are: 1) the tax levy cannot exceed 2 ½% of the full and fair cash value, and 2) for cities and towns at or below the above limit, the tax levy cannot exceed the maximum tax levy allowed for the prior by more than 2 ½% (except in cases of property added to the tax rolls and for valuation increases of at least 50% other than as part of a general revaluation).

Purchase Order – A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Rating Agencies – This term usually refers to Moody's Investors Service and Standard and Poor's Corporation. These services are the two major agencies which issue credit ratings on municipal bonds.

Registered Bonds – Bonds that are registered on the books of the issuer as to ownership; the transfer of ownership must also be recorded on the books of the issuer. Recent changes in federal tax laws mandate that all municipal bonds be registered if their tax exempt status is to be retained.

Reserves – An account used to indicate that portion of fund equity which is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

Reserve for Contingencies – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

Retained Earnings – The accumulated earnings of an Enterprise or Internal Service Fund that have been retained in the fund and are not reserved for any specific purpose.

Revenue – Additions to the City’s financial assets (such as taxes and grants) other than from interfund transfers and debt issue proceeds.

Revolving Fund – A fund established to finance a continuing cycle of operations in which receipts are available for expenditure without further action by the City Council.

RMV-Registry of Motor Vehicles – The Registry of Motor Vehicles in Massachusetts is responsible for all aspects of motor vehicles including but not limited to registration, sales tax, and licensing.

Service Level – The extent or scope of the City’s service to be provided in a given budget year. Whenever possible, service levels should be stated in precise units of measure.

Special Revenue Fund (SRF) – A fund used to account for revenues from specific revenue sources that by law are designed to finance particular functions or activities of government.

Submitted Budget – The proposed budget that has been approved by the mayor and forwarded to the City Council for their approval. The City Council must act upon the submitted budget within prescribed guidelines and limitations according to statute and the City Charter.

Supplemental Appropriations – Appropriation’s requested by the Mayor and approved by the City Council after an initial appropriation to cover expenditures beyond original estimates.

Tax Anticipation Notes (TAN) – Notes issued in anticipation of collection of taxes, usually retired only from tax collections, and only from the proceeds of the tax levy whose collection they anticipate.

Tax Levy – The amount of taxes, special assessments, or service charges imposed by a governmental unit.

Tax Rate – The amount of tax stated in terms of a unit of the tax base. Prior to a 1978 amendment to the Massachusetts Constitution, a single tax rate applied to all of the taxable real and personal property in a city or town. The 1978 amendment allowed the legislature to create three classes of taxable property: 1) residential real property, 2) open space land and 3) all other (commercial, industrial and personal property). Within limits, cities and towns are given the option of determining the share of the levy to be borne by the different classes of property. The share borne by residential real property must be at least 65% of the full rate. The share of commercial, industrial, and personal property must not exceed 150% of the full rate. Property may not be classified until the State Department of Revenue has certified that all property has been assessed at its full value.

Unit Cost – A term used in cost accounting to denote the cost of producing a unit of product or rendering a unit of service, for example, the cost of treating and purifying a thousand gallons of sewage.

Valuation (100%) – Requirement that the assessed valuation must be the same as the market value for all properties.

Warrant – An order drawn by a municipal officer directing the treasurer of the municipality to pay a specified amount to the bearer, either after the current or some future date.

Warrant Payable – The amount of warrants outstanding and unpaid.