

City of Everett FY 18 Adopted Budget

Mayor Carlo DeMaria

July 1, 2017 – June 30, 2018





City of Everett, Massachusetts

Fiscal Year 2018

Adopted Annual General Fund and Enterprise Fund Operating Budgets

Capital Improvement Budget

July 1, 2017 – June 30, 2018

Presented By:

Mayor Carlo DeMaria

To Everett City Council - 2018

Anthony DiPierro, President

Frederick Capone

Richard Dell Isola

Rosa DiFlorio

John Hanlon

Wayne Matewsky

Michael McLaughlin

John “Leo” McKinnon

Peter Napolitano

Cynthia Sarnie

Stephen Simonelli

Prepared By:

Eric Demas, CFO/City Auditor

Laureen Hurley, Budget Director

Ryan Smith, Assistant City Auditor

Rocco Pesce, Finance & Budget Assistant

Kevin Dorgan, IT Director

Tom Philbin, ECTV Director

Reviewed By:

City Council – Committee on Budget*

* includes all members of the Everett City Council

On the Cover – Looking for information on the history of this old bell has provided us with a wealth of information on our fair city. But alas, none on the bell! Even our resident historian and newly retired City Clerk Mr. Michael Matarazzo could only provide that he believed it came from a church that burned down in the 19th century. In any event, it graces the front of our E911 building on Elm Street. Picture courtesy of Andrew Napolitano, ECTV.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

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**City of Everett
Massachusetts**

For the Fiscal Year Beginning

July 1, 2016

A handwritten signature in black ink, appearing to read 'Jeffrey R. Egan'.

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, 2016. 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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**Certificate of
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for Excellence
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Presented to

**City of Everett
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2016

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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CITY OF EVERETT
Office of the Mayor

Carlo DeMaria
Mayor



Everett City Hall
484 Broadway
Everett, MA 02149-3694
Phone: (617) 394-2270
Fax: (617)381-1150

1.1 MAYOR'S MESSAGE

Dear Citizens and Honorable Members of the Council,

I am pleased to present you with the proposed FY 2018 operating budget for the City of Everett. The proposed FY 2018 budget totals \$227,395,677, 6.1% increase over the FY 2017 adjusted budget of \$214,369,054. The largest increases are in fixed costs including debt service, pension costs and health insurance. In order to balance the FY 2018 budget and address rising costs we are proposing to use a portion of the the \$12,500,000 received in 2017 from the Gaming Commissions Host Community Agreement be used for capital related debt in 2018, 2% increase in water and sewer rates and a projected 1.5% increase in the levy limit.

This budget is a reflection of all the strong economic growth that is happening in our city right now and the strong partnerships we have built. These partnerships are with people here in this room, across levels of government, and with the private and nonprofit sectors. None of us can get much done working alone, but we see so much success when we work with each other.

Together, we have done much to ensure our fiscal health. Everett is growing at a rapid rate and we continue to witness a large number of public and private investments in our city. These investments enhance the quality of life for all of our residents by adding to our tax base and generating the revenues needed to improve the delivery of much needed services.

Because of these investments we are a safer city, a more educated city, a city where businesses are growing and creating jobs, a city with a strong, effective public school system and a city that communities across the nation look to for ideas and inspiration.

Review of accomplishments this past year

This year the City of Everett secured millions in dollars in grant funding which supported infrastructure, health, parks, and technology. We were named one of the top ten places in Massachusetts to live by Boston Globe Magazine, our home values increased by record amounts, we provided \$8 million in tax relief to our residents, and we launched a designated bus line down Broadway, the only one of its kind in Massachusetts outside of Boston.

This year we were named the most diverse municipality in Massachusetts by the Boston Business Journal. We received national awards for our work to improve children's health, we opened the first hotel in Everett, the Envision, we named our first female Veterans Service Officer, and we announced the creation of a very large park and play space on the formerly contaminated GE site.

In addition, our school system was classified as one of the best urban districts in the state and we doubled the size of our signature Villagefest event in its second year, welcoming over 5,000 people to Everett on a beautiful Saturday in September. Our Village Business District thrived with the expansion and opening of breweries and we brought consumer choice and new state-of-the-art technology to residents by granting a cable license to RCN.

Our Vision

We have before us the opportunity of a lifetime to transform our community into a vibrant, healthy, and sustainable city that will serve as a national model of urban revitalization. We will build a city where prosperity can be achieved by all of our residents, where hard work will pave the way to a secure economic future for each resident. We look to envision and create a city where all residents have access to good jobs Where they can get the training they need to get jobs in Everett that pay a living wage that allows them to buy a home instead of renting or to save for their children's college education.

I want to grow the businesses we have and attract new businesses in advanced manufacturing. I want to see incubator space and start-ups in Everett Square to foster the ambitions of creative and entrepreneurial residents' right here. I want our residents to fill

the jobs that these companies create and I want them to enjoy the luxury of being able to walk to work instead of commuting out of our city. I want businesses to be attracted to Everett because of our healthy and well-trained workforce and I want to create a culture of health for all of our community members starting with our youngest children all the way through to our most senior residents.

I want our young families to use their wages from their well-paying Everett jobs to purchase a home right here in the city and I want our kids to use our big and beautiful parks that you might find with a home in the suburbs. When our residents need to leave Everett I want them to take a water taxi to get to the airport or cross a bridge connecting Everett to Assembly Square to hop on the Orange Line for an evening of visiting friends in Back Bay.

I want cars off of our roads, with traffic congestion a thing of the past, and active, healthy transportation like biking and walking prioritized. I want a smart transit system that is so easy and inexpensive to use and so well-integrated across our region that people will clamor to use it. I want a fully restored and open waterfront with a canoe launch, a boathouse, walking trails, a fishing pier, and easy access to the beauty of nature for all of our residents. I want to become a destination city for visitors from abroad, visitors from across the country, and visitors from cities next door. Tourism will be able to support several hotels, a restaurant scene second to none, craft breweries, distilleries, urban wineries, athletic stadiums and perhaps a golf course.

Finance

Our finances are the backbone of what we can do and achieve as a local government. With an estimated \$7 million dollars in surplus, a stellar bond rating, healthy financial reserves, and growing private investment by new businesses, we are a strong city financially. The municipal rating agency Standard & Poor's affirmed this recently by continuing 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. We will continue to strengthen our finances by managing our debt obligations and ensuring the most efficient use of taxpayer dollars.

We recognize the need to save taxpayers money whenever we can and that is why I am proud that we were able to offset property tax bills by \$8 million this year largely with funding secured through the host community agreement we negotiated with Wynn development. We are opening up our books by enhancing our website to allow citizens to access budget documents to better understand how our budget and our government works. We will continue to keep our programs in place to help senior citizen homeowners with excise tax relief.

Transportation

Improving transportation is one of my top priorities and there is so much potential for innovation and progress. In order to support our tremendous growth in Everett, our transportation system needs to radically change. We all know that we have the advantage of geography since we are only a couple of miles from downtown Boston, twelve minutes from Logan Airport and are located within a vibrant and thriving region of the Commonwealth. We are truly 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 has helped position us to unlock huge development potential and we are grateful for our strong partnership with them.

Transportation and connection within other communities through rail, bus, bike paths, pedestrian foot bridges, or any other mode is the key to commerce and economic development, higher education, and an improved quality of life for all of our residents. That is why we invested heavily in improving transportation in the past couple of years. We started a Complete Streets Program, hired a transportation planner, instituted a pavement management system, upgraded our traffic signals with the latest technology to reduce congestion on our major thoroughfares, and started the city's first traffic congestion database.

We all know that heavy traffic is a daily occurrence on our streets. If we can leverage all of our resources and build a state-of-the-art transit system in Everett, we will reduce the out-of-town traffic that cuts through. If we as community leaders work together regionally to run rapid transit through Everett and several communities to our north along Route 1, we will take those cars off the road, reduce travel time for commuters into Boston, improve our environment, and calm traffic on our city streets during the morning and evening rush hour commutes.

We want to see the ideas in the state's transit study implemented and we are willing to work across sectors to secure the necessary funding. Imagine a tourist landing at Logan, taking a water shuttle to Everett, and a trolley up Broadway to a hotel where the Whittier School is now, and then walking to a restaurant in a re-designed and vibrant Everett Square.

Imagine a recent Everett High graduate walking over a pedestrian bridge on the Malden River from the old GE site to a new Orange Line Station just across the way taking the T to Northeastern. Imagine an Everett resident working at a tech company in the Seaport taking a quick one-seat ride on the Silver Line to and from work. Some of the ideas to improve transit in Everett are innovative while others require looking only to our city's own past. Remember the old trolley system that once ran up and down Broadway? We

could re-establish a modernized trolley transit system once again that would move residents and visitors alike through our city easily and efficiently.

We are moving forward with work on major intersections including Sweetser Circle, Santilli Circle, lower Broadway, Elm Street and Ferry Street, for which we secured a \$15 million commitment from the state. We all know that the work on Ferry Street has been challenging for residents but we are now making great improvements to this major roadway. After decades of not having the ability to do these upgrades, we now have the necessary resources. I believe the short-term inconvenience is worth the long-term results that will follow and I thank everyone for their patience. I am very proud that we have implemented an express bus lane along Broadway which was one of the recommendations of the transit study. The only designated bus lane outside of Boston in the whole state now whisks buses down Broadway while improving traffic flow. This pilot program has become a statewide model for other communities to follow and it is just a sample of what is to come.

Imagine the entire city with smart streets making it easy to move around in a low-cost, environmentally friendly way. Imagine if our smart streets expanded all the way throughout the region and the North Shore! I urge everyone to join with me in thinking about how we in Everett and across the Commonwealth, can join together and innovate not just to improve transportation, but in ways to make our communities and our state a better place to visit, live, work, and raise a family.

Promoting Business Development

My administration is focused on improving our neighborhoods and bringing in high quality development that will make Everett a destination and the envy of many communities throughout the Commonwealth. Several years ago when I presented our Lower Broadway urban renewal plan featuring a hotel and marina, people snickered and told me it would never happen.

Last year at this time, construction of the \$2.4 billion dollar Wynn Resort was on hold and tied up in the courts. We were not quite sure when we could issue building permits to begin construction on this tremendous economic development engine. Tonight I am proud to say we won that fight and construction of the Wynn Resort is not only underway but also ahead of schedule. Suffolk Construction has completed the foundation, cranes now dot our skyline like never before, and soon you will see the massive steel structure rising from the once-contaminated and desolate former Monsanto site. This project has yielded a \$5 million payment from Wynn to the city last year, and it yielded a \$12.5 million payment in FY 2017 and again in 2018. When the resort opens, we will receive approximately \$30 million in tax revenue annually. This is no longer a vision it is a reality. We recently celebrated the completion and opening of Wynn's first building on the site and welcomed Wynn's first 110 new employees to Everett. These 110

folks are working in Everett, eating in Everett and shopping in Everett. They represent only a small fraction of the people who will be working in Everett as a result of this project. These project employees are highly trained technical expert architects, designers, engineers and construction managers who will be responsible for building the resort. This development is not only transforming our skyline it is transforming our city. I fought for this development because of the opportunity it offers to Everett residents for jobs that provide a living wage for families with good benefits.

Since my earliest talks with the Wynn team I was promised that these jobs, totaling nearly 4,000 when the resort opens in 2019, would go to Everett residents and I will hold Mr. Steve Wynn and Mr. Bob DeSalvio to that promise. I see these jobs as the key to giving our residents the ability to improve their own lives and the lives of their families, allowing renters to move into home ownership right here in Everett and current homeowners the opportunity to save for their children's college education and for retirement. These opportunities could truly change and improve the lives of all of our residents regardless of their stage in life and we must not leave anyone behind.

To make sure our residents are ready for these jobs we must make a collaborative investment in workforce development and training programs. I continue to meet with groups like the Metro North Regional Employment Board, the Career Resource Center in Chelsea, the New England Center for Arts and Technology, regional vocational schools that offer training and certification at night, and many others to encourage collaboration and the expansion of opportunities for our residents.

I would like all resident of Everett to be able to go online to a Wynn website and look at a full listing of the jobs that will be available at the resort and see the full job descriptions, salaries and the required qualifications to get them. I would like to see relevant training opportunities that are being offered at our community colleges, vocational schools, or any other place, be linked to specific jobs so that our residents will know what they need to do now to improve their chances of getting the job that they want.

Our city's development momentum is not just about the Wynn project, it is about creating a hospitality economy for the City of Everett. We recently opened our first hotel on Revere Beach Parkway which has become a hot-bed of economic activity this year. In April we kicked off construction on the Envision Hotel bringing both visitors and job opportunities for building trades and hospitality workers. We are leveraging their investment to bring other private development to the Parkway. The developer of the Batchyard luxury apartment complex is now developing the old Harley Building into a 284 luxury apartment complex. And the owners of Wood Waste are proposing a 545 unit development right next to the Envision Hotel. This redevelopment of the Wood Waste site into high-end housing replaces and transforms a once-controversial construction demolition facility.

All of this new development along the Parkway abuts the new Silver Line T station just over the line in Chelsea and is a prime example of how improved transit access and economic development go hand-in-hand. This T station will bring a new vibrancy to the entire area. I met with state Secretary of Transportation Stephanie Pollack last month to discuss the city's needs and I know that she appreciates this relationship more than anyone. I will keep speaking with her, the entire Baker administration, and our congressional delegation about the urgency of investing in transit improvements in Everett because I know without a doubt that expanded transit is the key to fully unlocking our potential.

In the Village the Nightshift Brewery just added a function room, Short Path Distillery expanded last year, and Bone-Up Brewery is expanding again after just opening earlier this past year. Our 2nd annual VillageFest celebration drew thousands to the neighborhood and to the city for an afternoon of bands, food trucks, and breweries and distilleries. More and more visitors are discovering our emerging hospitality and entertainment economy and, like us, they like what they see. In Everett Square, we are welcoming companies like NBI, a technology firm that relocated here from the Seaport when they needed more space to expand. When they began to look for a new location they created an algorithm that factored in considerations like cost per square foot of space and ease of commute for employees. Their algorithm found that there was no better place to be in our region than in Everett and they are thriving in their new location here. All of this growth and development sends a clear and resounding statement that Everett is thriving and there is no better place to start or grow a business than right here, right now.

To make sure that our city continues to retain and attract an excellent mix of businesses I look forward to redoubling our efforts to promote smart economic development this year. We are working on branding and marketing our city so that others will learn what we already know; that Everett is an exceptional community. My administration is working closely with our business community, to listen to how we can help you succeed.

For the past nine years we have worked on the basics making sure that city services were delivered effectively and efficiently. But now is the time for a greater vision and exploration of what is possible in our city. We all know that the Wynn development is a game changer, the type of transformative opportunity for a place that comes up maybe once in a generation, and we cannot throw away our shot. To truly improve our community, we must take a hard look at our land and facilities and think broadly about potential highest and best use. Simply put, we want better. We are starting with municipal properties, with an analysis currently underway of the uses and conditions of all municipal facilities, from the police station to the old high school to the Wellness Center. Then we will look at other facilities and land with potential that is not being maximized. Chief amongst them is the MBTA maintenance and storage facility adjacent to the Wynn resort site by the waterfront. I think it would make an excellent site for an additional Wynn hotel and I urge Mr. Wynn and his development team to aggressively pursue this possibility with the state. I also

will urge the Wynn team to look across the street from their site on lower Broadway and develop that area too into a hotel or mixed-use project that will yield more good-paying jobs for Everett residents.

To assist us in our efforts we have enlisted the economic development and land use advisory group RedGate, which is analyzing the best possible re-uses for industrial and other sites along the Malden River. Imagine a new medical device manufacturer moving into Everett, creating a new campus where there is currently only blighted property. New employers bring new vitality to the city and open up more job opportunities for residents who would be able to live and work in the same community and perhaps even walk to work. We will make sure that our residents get the skills they need for jobs in the next wave of advanced manufacturing, making us an even more attractive place for companies on the move.

Improving Quality of Life

In order to make accessing city services for residents easier, Everett has just introduced 311 “One Call to City Hall.” Residents and visitors can now simply dial 311 from their home or cell phone and speak with a city employee to ask any questions or request a service. They can also log onto CityofEverett.com or download our Everett 311 app from their smartphone. The Everett 311 app allows residents and visitors to report and track non-emergency issues anywhere in Everett. Residents can use 311 to report potholes, graffiti, tree trims, or to ask where to license their dog or apply for a permit. We can let folks know when their request has been completed.

To improve quality of life we are proactively addressing issues such as absentee landlords, back taxes, graffiti, and abandoned properties. We are working with residents and developers to restore and transform blighted buildings. Just one home in disrepair can bring down neighboring property values and bring disinvestment in a neighborhood. To combat this issue this past year, we began the Everett Home Beautification Program. The goal of the 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. Those who violate the Massachusetts’ sanitary code are issued letters from the city’s Inspectional Services Department specifying the violations. The letters include recommendations for 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 problems that may be dangerous to passers-by.

If a resident has not made necessary repairs to their home because they cannot afford the cost of the repair, they may be eligible to receive funding assistance through the City’s HOME program, which uses federal funds to renovate the houses of homeowners in

need. Because we believe very strongly in the value of this program in our neighborhoods, we supplement federal HOME funds with federal CDBG funds. We will continue to fund this program and look for any new sources of revenue to increase available funding in the coming years.

If a resident has the income and ability to make the required repairs, they must make the investment and we urge them to do so quickly. Any improvements made will only enhance the value of the property for the owner. We all know we are at the center of a hot real estate market right now and bringing up property values for the other homeowners in the neighborhood is a priority. No one wants to see their neighbor's house fall into a state of disrepair and together with continued investment, we will make all neighborhoods across the city even more attractive places to live. To date through this program, 65 houses have been completely updated to city standards and several more are under renovation. In addition to helping homeowners renovate and improve their homes, we are taking an aggressive approach to ensuring that residents of Everett can continue to live here, in the community they know and love, even as rents rise here and throughout the greater Boston region. We are a strong, diverse, and close-knit community, and the character of our city is second to none. We must remain an affordable place to live for our residents.

I continue to meet with affordable housing developers and finance agencies like MassHousing to spur the development of affordable housing for our workforce and also affordable housing for our seniors. I hear from seniors all the time that they need a high quality, affordable place to live so that they can remain with their family and friends in Everett. While federal funding for affordable senior housing has largely dried up, I will take every opportunity to advocate with our new presidential administration and Congress for funding restoration. I can think of no better use of funding than assisting our seniors. This year we will continue working with the Everett Housing Authority to improve, upgrade, and renovate our existing senior housing.

Last fall we introduced an inclusionary zoning ordinance to encourage the development of affordable housing that is integrated across our community. This inclusionary zoning policy would require that new housing developments of a certain size include at least 10% of units at rates affordable to low or moderate income residents. Developers would also have the option to construct or rehabilitate units off-site or pay an Affordable Housing Fee to be used towards the construction or rehabilitation of units off-site. Inclusionary zoning will be a much needed tool to help ensure that our community remains a welcoming and accessible place for all of our residents and families, and I look forward to enacting this very important policy in partnership with our city council. I will also work closely with our city council this year to enact an ordinance establishing a linkage fee on new large-scale developments, which will be used to fund the creation of affordable housing for our residents. By enacting a linkage ordinance, we will be joining our neighbors in Boston and Somerville to ensure that the people who work in our city can also afford to live in our city.

We understand that protecting housing affordability is not easy and requires a sustained commitment along with long-term planning and focus. To that end, I am proud to announce that the city will be entering into a partnership with MassDevelopment and the United States Department of Housing and Urban Development's Strong Cities initiative. We will work with housing experts from the Washington, DC based Enterprise Community Partners to create and implement a 5-year affordable housing plan in Everett for our residents and our seniors. We will be one of only 5 communities in Massachusetts to participate in this competitive national program which brings together cities and public policy experts through the National Resource Network for targeted and meaningful assistance on their biggest local challenges. We have worked hard to leverage this opportunity bringing consultants to our city for two days of tours and meetings last fall with our city departments heads, developers, local businesses, and members of our nonprofit community in an effort to engage them in our work and vision. The visit created excitement on both sides and a blueprint for what we can accomplish. MassDevelopment is making the project possible by subsidizing the cost of the engagement in Everett.

Schools

As we manage our debt carefully, we must also invest wisely in our schools. Here in Everett we believe that investing in our children is the wisest decision we can make. I am so proud to say that today we have one of the best urban education systems in the state, with one of the highest urban high school graduation rates at 85% and the low dropout rate of just 3.2%. These statistics include students from around the world who speak over 50 different languages and often learn English as a second language. Our school leaders should be recognized and commended for this. Because of the strength of our schools, we face an ever growing school population. This growth places increased pressure on our educational infrastructure, our teachers, and our administrators. We must ensure that the high standards we have built will continue for the next generation of students and the generations following them. Therefore, I have made over \$41 million in capital improvements throughout our school system, with \$7 million in the past couple of years alone. These capital investments include upgrading and modernizing classrooms, libraries, bathrooms, locker rooms and gyms throughout the school system.

With our growing school population simply renovating schools is not enough. Last year we put together a school building committee made up of dedicated school administrators and public officials. We have been meeting with the Massachusetts School Building Authority over the past year to design and build a new state of the art K-8 school, with the majority of the funding pledged by the MSBA. We have already conducted a feasibility study and have hired a project manager and a design firm, and look forward to continued progress on the project this year. We owe it to our students to do everything that we can to set them up for success in life. We must keep our young people occupied with extracurricular activities like sports, Key Club, and TEASA, to name just a few

activities that we know have positive and protective effect on teenagers. We need to provide them with internship and job opportunities, both during high school and after they graduate.

Parks and Open Space

Residents tell me all the time that our parks have never looked better, and it's true. That is because we are continuously working on improving parks in every neighborhood across the city. Last summer we reopened a beautifully renovated Day Park in a lovely ceremony with members of the Day family. We have added ADA-compliant swings to Glendale Park and I am happy to announce that we are actively ensuring that all new park construction creates recreational and play spaces accessible to residents of differing abilities. Construction will soon be completed at Meadows Park followed shortly by the completion of Florence Park. We will begin work on Sacramone Park this spring. Design work on Swan Street and Gramstorf Park has begun and Swan Street playground and splash pool will be done this summer. To ensure that we are getting the most value out of taxpayer-funded public construction projects like park renovations, we have actively tightened up management practices with outside contractors. We are holding contractors accountable, with the clear expectation that public projects will be delivered on time and on budget.

We have filled the position of business manager within our City Services Department, and are creating a culture of efficiency and cost-savings to tightly control spending while providing much-needed infrastructure improvements across our neighborhoods. All contractors, vendors, and consultants must understand that we have the highest expectations and requirements for publicly funded projects. We will be adding some attractive amenities to the Everett portion of the Northern Strand Community Trail bike path, which runs through our community all of the way up to Lynn. Benches, lighting, bike pumps and water fountains will further enhance this well-loved recreational trail. Last year thousands of residents, commuters, runners and bikers took advantage of this great public amenity. We will soon expand this trail under Route 16 to Gateway Park. We have hired a design firm and we are doing a feasibility study for the expansion, thanks to a \$150,000 grant from the Massachusetts Gaming Commission. Soon you will be able to ride from Lynn all the way into Boston. This type of active transit is great for community health through exercise, taking vehicles off of our streets, easing traffic congestion on our roads, and reducing greenhouse gas emissions from automobiles leading to a more sustainable region for us all.

For decades our waterfront has been walled off to the public because of its commercial and industrial uses. Last year the Wynn Resort began to take down that wall. They have remediated a polluted site and will soon be building public walkways, a marina, restoring a polluted harbor and shorelines, and opening up over one mile of waterfront for public access. That is only a small down payment to the citizens of Everett. Now is the time to give our entire waterfront back to our residents. Over the next few years I

will fight to make that happen by taking advantage of every rule and regulation that can be used to require businesses to provide public access. We will open up our waterfront from the Malden line all the way to the Boston/Chelsea line. We will build public marinas, boat launches, boathouses, ferry service, viewing towers and fishing piers all along our waterfront. I also envision a ribbon of new open spaces and paths along our waterfront to be enjoyed by residents and visitors alike. Imagine a community boathouse on the Malden River where you can learn to skull as the sun rises over the water. Imagine riding your bike down to Village Landing Park, hopping on a ferry and going to the Harbor Islands for the day or taking the kids to the aquarium by boat. Imagine teaching your kids or grandkids how to fish off a pier on the banks of the Mystic or Malden Rivers. Imagine taking a kayak tour from Malden River Canoe and Kayak all the way up to the Mystic lakes. This will all become possible.

I am especially excited about the new River Green Park that will be starting as early as this spring along the Malden River. In December we held a public meeting on this exciting new park, which will include a redesign and expansion of the Seven Acre Park. The proposal would expand the park to 10 acres, adding new playing fields, a viewing hill, and a restored waterfront and walking trails, among so many other natural and recreational amenities. We are also examining the possibility of including a recreational center and boathouse and even more park space all of which would create a recreational complex that is second to none in our region. This new parkland is critical to my goal of opening up our waterfront to the families of Everett. I have made this a top priority for my administration. We are also currently working with the Massachusetts Department of Environmental Protection to review waterfront parcels to ensure that all property owners along our waterfront are providing required public access to the water to the maximum extent possible.

We have already called on National Grid to open up almost a half mile of riverfront along their property to the public. This is an important link to connecting the River Walk in Malden to the River Green walkways. At our request, the DEP reopened the public comment period on a waterfront license on the National Grid parcel and held a hearing here in Everett. We organized residents, advocacy groups, watershed associations and the mayors of Medford and Malden, all of whom supported our request, testified in person, and provided dozens of written comments. I truly believe that, to transform our waterfront, you need not only a vision but the passion to consistently and persistently fight for that vision. We will continue the fight.

Promoting Public Health

I believe that local government can and should play an active and important role in promoting community health. A person's health is the single most important determinant of their day-to-day well-being and quality of life. We know that the health of our residents is closely linked to our city's economic potential and that investing in prevention and wellness is smart fiscal strategy. Businesses

want to locate in a community that can provide a healthy workforce. Attracting businesses to a community leads to not only new job opportunities for residents, but also new growth in local revenue and the potential to lower tax rates for residents.

Our municipal Health and Wellness Center which offers a full-service low-cost gym and nutritional counseling accessible to all, is one of the first of its kind in our nation. It now boasts over 5,000 Everett residents as active members and costs only \$15 per month for families to join. It is never too late to start investing in yourself and our goal is to make it easy and appealing for you. In fact, just recently we installed \$50,000 worth of new cutting-edge fitness equipment. This included more arc trainers, a step mill, a multi-purpose jungle gym for cross-training, turf with sleds for speed and agility training, and two power platforms with bumper plates for strength and Olympic style lifting.

The city now offers healthy prepared meals to residents for a small weekly fee through our Health and Wellness Center. We have a new chef on board to make eating healthy taste better than you can imagine. We are actively working on initiatives to improve nutrition for our most vulnerable residents including children and the elderly. Last year we received an award of \$100,000 through a nationally competitive grant program of the United States Conference of Mayors and the American Beverage Association to encourage exercise as a means to reduce childhood obesity. We chose to implement the Reeboks BOKS program which gets kids moving before school. It was so popular that we recently expanded the pilot program certifying new instructors and opening up the opportunity to more elementary school students across the city. Now we are working to improve another major component of health and wellness for our kids childhood nutrition.

For some of our students, the meals they receive at our public schools are the only meals they eat during the day and serve as their primary source of nutrition. We need to ensure that the food that we are providing them is as healthy and nutritious as possible. I think the USDA's school nutrition guidelines should be challenged and improved because a child's health sets the course for the rest of his or her life. Therefore I am going to advocate for raising the standards for the required nutritional content for school lunches. I believe firmly that this should be a national change in standards. If the standard does not change I am going to work here at home with Superintendent Frederick Foresteire and the School Committee on a food nutrition policy to ensure that we are providing our students in Everett with a healthy start. We are implementing healthy changes for our seniors as well. Today our in-house chef began providing wholesome, nutritious, home-style meals to our seniors who participate in the meal program at the Connolly Center. This change of providers from an external agency to an in-house chef is designed to improve the taste and quality of the senior meals program. We are actively pursuing grant funding opportunities to make this program sustainable for years to come.

Our accomplishments in promoting community health do not end there. We were recently awarded 5 gold medals by the National League of Cities and the White House in the First Lady's "Let's Move" challenge which promotes exercise and wellness particularly for children. We were one of only a handful of cities nationally that were recognized for creating the infrastructure and programming necessary to maximize the health of our community, particularly for our children. We are rolling out new exercise programs for kids and I urge all parents and caretakers to get their children involved. I am proud of the work we have done to become a national model and I look forward to doing even more in the coming year.

I believe that at all levels of government we have an obligation to help those residents who struggle with addiction. In Everett and in communities across the country, families continue to lose loved ones to the opioid epidemic. In response, we have dedicated resources to create new positions to focus on prevention, intervention, and recovery. I would like to thank everyone involved for the important work that they continue to do on this most challenging public health crisis. It will take a sustained and broad partnership across sectors to help those most in need and we will not waiver. Recently our Board of Health voted to join many other communities across the state in changing the age at which a person can buy tobacco products from 18 to 21. I am pleased with the progress we are making in creating a true culture of health here in the city of Everett, one that encircles our young residents, and I look forward to continuing to build on our positive momentum.

Protecting Public Safety (Police & Fire)

Everett has been named one of the top 10 places to live in Massachusetts. One of the reasons we were given this distinction is because we have invested in our community and in public safety. Everett is one of the most diverse cities in the Commonwealth and it is also one of the safest. We will keep working to make it even safer. For the last 8 years crime has declined every single year. I want to commend our police officers who put their lives on the line every day for their service to us all. I also want to recognize them for the good work they do in our community to build trust and mutual respect.

In order to strengthen our police department's relationship with our community, we launched the Everett Police Community Partnership Council a year ago this 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 listening to any concerns. In a year that saw tensions rise across the country between police and residents, I am proud that we had a great meeting here with honest and constructive conversation between our residents and our public safety officers. To ensure that our officers are well-equipped to do their jobs, we have upgraded our police cruisers, issued portable radios, and provided every officer with non-lethal TASERS. We will be putting laptop computers in each cruiser to enable our officers to access police databases for information such as outstanding

warrants, giving them the tools they need to more effectively perform their jobs. We have recruited a dozen new officers with four already on the streets and more to follow in March and June. This is part of a larger hiring plan to meet the growing needs of the community. Our Cops Corner initiative at Everett High School continues to strengthen our school communities connection with the police department. The Initiative brings officers and students together at EHS to talk informally and get to know each other over lunch. Everyone from the Chief on down is participating in this program as part of an overall plan to increase community interaction and engagement with young people. The department is also using cutting edge technology and social media to reduce crime and to interact with the public. The department is ranked second in Massachusetts, following only Boston, in active followers on their Facebook page.

We are investing in fire safety to protect our densely populated city. In June, we welcomed new Fire Chief Tony Carli to take the helm of the department. We have welcomed 11 new firefighters who recently graduated from the state fire academy. Eight of these positions are funded through a highly competitive federal SAFER Grant. We are also making capital investments in fire safety with \$5.5 million in renovation including \$3.5M at the Hancock Street Fire station for the design and construction to begin this spring. We have purchased a new ladder truck that is expected to be delivered this fall. I am very proud of our firefighters who continue to respond not only to fires but also to other health and safety emergencies where they save lives.

Honoring Veterans

I am proud that we have appointed our first female veterans agent, Jeanne Cristiano, to serve our men and women who have served and sacrificed for us all. The Veteran's office has begun implementing a one-stop shopping plan to ensure that our veterans have to travel no further than our Veterans Office located on 90 Chelsea Street to get their questions answered as well as to provide any and all necessary support to access the benefits to which they are entitled. I urge any veterans who have questions or need assistance to call or visit.

Spotlighting Libraries

We are restoring the Parlin Library, installing state-of-the art computers, and painting the entire building. New rugs will be installed next month and new furniture has been purchased for the children's area. We have developed many new programs for the Parlin and Shute Libraries that I guarantee will engage, entertain and inspire you. You can explore your heritage using Ancestry.com, learn and take part in a traditional Chinese tea ceremony, and your kids can learn the basics of American Sign Language. I invite all

residents to take advantage of the wonderful programming and resources provided by our public libraries. They are a gem offering something for everyone. Please stop in to one if you have not visited recently and you will surely be pleased with what you discover.

Conclusion

In 2018, our city will show the same vibrancy and growth that changed the Town of Everett to the City of Everett 125 years ago. Everett is a community that grew in population and wealth beyond any other town in the Commonwealth. Tonight I am happy to quote a recent story in a local paper that said *"It was a year that many believe will one day be known as the point in time when the fortunes of the city turned and Everett became not just another neighbor of Boston, but rather a destination for visitors and an exciting address for long-time residents."* This past year has been nothing short of amazing but my greatest excitement is in the knowledge that there is more yet to come. I believe that the FY 2018 city budget is fully in line with that vision.

I strongly urge adoption of the entire proposed FY2018 budget package and look forward to working with you in the coming weeks to enact the FY 2018 spending plan so all our residents can experience the vision of greatness they we all have for this exceptional city.

Sincerely,

A handwritten signature in blue ink that reads "Carlo De Maria". The signature is fluid and cursive, with the first name "Carlo" being the most prominent.

Carlo DeMaria, Mayor
City of Everett

1.2 City of Everett

Financial Update: Annual Budget Policy &
Five-Year Financial Forecast
Fiscal Years 2017-2021

Carlo DeMaria – Mayor
Eric Demas – CFO/City Auditor

May 8, 2017

FY 18 Budget Presentation

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

Article 6-2 of City Charter Annual Budget Policy

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

Financial Condition of City

- Standard and Poor has assigned a 'AA+/Stable' rating to the City's 2017 general obligation (GO) municipal purpose loan bonds. (\$13.594mil)
- Standard and Poor has given the city a 'stable outlook' on its financial future.
- Bonds are backed by the City's full-faith-and-credit.

Financial Condition of City

- The AA+ rating reflects Standard and Poor's opinion of the following factors:
 - Stable budgetary flexibility, with audited FY2016 reserves of 17% of general fund expenditures;
 - Strong budgetary performance, with a diverse revenue stream, led by property taxes and state aid revenue of 50% and 44% respectively;
 - Very strong liquidity, providing very strong cash to cover debt service and expenditures;
 - Strong management condition with “good” financial management policies and practices under Standard and Poor's Financial Management Assessment (FMA) methodology.
 - Strong debt and contingent liabilities profile, due to low carrying charges, low net debt, and rapid amortization.
 - Strong institutional framework.

Financial Condition

Available Funds – Trust and Fund Balance

- Stabilization Fund = \$ 7,529,008
 - Free Cash = As certified by DOR
 - OPEB Liability Trust = \$3,494,186
 - Capital Improvement Stabilization Fund = \$2,521,865
 - Community Enhancement Stabilization Fund = \$12,500,000
-
- All five of these funds have financial policies as to their funding source as part of the FY2018 budget

FY2018 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

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

FY2018 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

- The City received the GFOA distinguished budget award in FY15, FY16 & FY17.
- The GFOA is the only national awards program in government budgeting.
- Promotes best practice in public budgeting.
- Focus on transparency and accountability.
- Provides independent review and critique on a municipality's budget document.
- One year award that focuses on continuous improvement.

FY2018 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

- The GFOA Distinguished Budget Award has guidelines that are designed to assess how well a municipality's budget serves as:
 - A policy document
 - A financial plan
 - An operations guide
 - A communication device
- The final budget document is due to the GFOA 90 days after the budget is adopted by the legislative body.
- The City will be submitting its FY2018 budget for consideration in the fall.

Revenue and Expenditure Forecast: Five Year Financial Forecast

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

FY2018 ~ Executive Summary

Revenues and Expenditures

● Revenues include:

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

● Expenses include:

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

Revenues ~ Tax Levy

- TOTAL tax levy limit (est.) \$ 109,258,479
 - *The tax levy is the amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2 ½ provisions.*
 - *The amount of taxes estimated to be levied to balance the FY2018 budget is \$100,371,904.*
 - *This would leave excess taxing capacity of \$8,886,575.*

Revenues – all other

- Local Receipts
 - \$10,279,000
- State Aid
 - \$73,500,817
- School Building Assistance
 - \$1,730,062
- Enterprise Fund Revenue
 - \$18,127,319
- Other Financing Sources
 - \$14,500,000
- TOTAL = \$ 227,395,677

Expenses – City Departments

- General Government
 - \$6,951,286
- Public Safety
 - \$31,989,717
- City Services
 - \$11,839,271
- Human Services
 - \$3,797,492
- Libraries and Recreation
 - \$2,008,419
- TOTAL CITY DEPTS = \$56,586,185

Expenses – School Department Everett Public Schools (EPS)

- FY2018 Foundation Budget (per DESE) =
 - \$92,101,035
- Plus: Additional School funds requested
 - \$2,000,000
- Less: Chargebacks to City for shared expenses
 - \$24,015,745
- Total recommended budget for EPS =
 - \$70,085,290
- Add: Special Ed transportation
 - \$4,600,000
- **TOTAL SCHOOL DEPT = \$74,685,290**

Expenses ~ Fixed Costs

City and School

- Retirement Assessment
 - \$ 14,431,080
- Employee Insurance
 - \$ 20,853,473
- FICA
 - \$ 1,415,294
- Employee Injuries
 - \$ 702,000
- Property and Liability Insurance
 - \$ 1,626,563
- Debt Service
 - \$ 12,660,488
- **TOTAL FIXED COSTS = \$51,688,898**

Conclusion:

Annual Budget Policy & Five-Year Financial Forecast - Fiscal Years 2017-2021

- The City has proven to have sound financial policies, reserves, and a stable economic outlook.
- The administration will seek to receive the GFOA's Distinguished Budget award as part of its FY2018 Mayor's recommended budget.
- The FY2018 budget is balanced, with nearly \$9 million of excess capacity available.
- Financial forecasting and sound fiscal policies will help the City continue its financial success.

1.3 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.

1.4 City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2018

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

1.4 City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2018

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
INSPECTIONAL SERVICES						

1.4 City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2018

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
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

1.4 City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2018

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
PARKS and HEALTH & WELLNESS						
Health & Wellness	To make Everett the healthiest city in America	Mayor	1	Short & Long Term	Health & Wellness	Ongoing

1.4 City of Everett - Long and Short Term Strategic Plan Summary - Fiscal Year 2018

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
Parks & Cemeteries and Health & Wellness	To provide opportunities for residents, businesses and city employees to participate in regular physical activities and pursue an enhanced quality of life while reducing health care costs	Mayor	1	Short & Long Term	Parks and Health & Wellness	Ongoing
Parks & Cemeteries	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 & 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

2.1 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

<u>Title</u>	<u>Name</u>	<u>Manner of Selection</u>	<u>Length of Term</u>	<u>Expiration of Term</u>
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	Sergio Cornelio	Appointed	3 Years	2020
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

Student population:

Grades	2014	2015	2016	2017
Pre-K-6	3,974	4,064	4,190	4,160
7-8	914	914	860	863
9-12	2,018	2,093	2,075	2,052
Total	6,906	7,071	7,125	7,075

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	11,534	11,451	11,497	11,716	12,015
Number of Establishments	781	805	847	835	849
Average Weekly Wages	\$ 996	\$ 991	\$ 998	\$ 992	\$ 1,033
Total Wages	\$ 622,821,119	\$ 615,257,193	\$ 621,890,248	\$ 630,450,975	\$ 672,676,494

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

Employer	Number of Employees	Source
City of Everett	1,423	City Hall HR, School Dept. HR
Amazon (Fulfilment Center)	1,200	BA
BNY Mellon	500	BA
Boston Coach	390	BA
HOME Depot	310	BA
Bond Brothers	301	BA
Alliance Detective & Security	300	BA
Cambridge Health Alliance	263	BA
MBTA	250	Per Supervisor
Target	210	BA
Everett Nursing & Rehab Center	200	BA
COSTCO	192	BA
Texas Roadhouse	120	BA
Duncan Galvanizing Corp.	98	Per GM.
Best Buy	100	BA
TGIF Friday's	100	BA
Schnitzer	90	BA
Eliot Community Human Services(Ann Umana Center)	75	BA
Paul W. Marks Co Inc.	75	BA
Dunkin Donuts	70	BA
Eagle Bank	70	BA

BA = ESRI Business Analyst. Copyright 2017 Info group and Esri.



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. This project has been substantially completed. Rededication has been tentatively scheduled for early fall.

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 ongoing and is scheduled to be completed by spring of 2018.

Most recently, the city received a \$300,000 PARC Grant for the reconstruction of Swan Street Park. This project includes new tot lot, splash pad and street furniture. This project is ongoing and is scheduled to be completed in the fall of 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 2018, 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 (5) five Everett's small business and retail owners; to provide assistance to five (5) public social service agencies that serve low-income residents; to support a planning project that will lead to the development of comprehensive rehabilitation plans for the Everett Senior Center (Connolly Center); and to develop a Self-Evaluation and Transition Plan that wholly complies with the requirements of the Americans with Disabilities Act of 1990 (ADA).

In fiscal year 2016, the City of Everett received \$825,000 in Mini-Entitlement funding, that was 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.

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

The city continues to work with existing and new businesses seeking to locate within the city, many of which found real estate in Everett. To date, none of these businesses sought assistance within the ETA and through the EDIP; as such no new agreements have been signed.

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 provided a 5-year tax break to Cumar Tile on the added investment at their facility. No new taxes were paid on the new investment in the first four (4) years and in the last year of the TIF, Cumar Inc Co. received a fifty percent (50%) discount on the added investment.

The \$6.5 million investment included 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. The TIF has been fully completed. Cumar Inc. Co continues to operate a very successful business and provides job opportunities to many local residents.

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 provided a 4-year tax break on a portion of the entire assessed value of the property. The incentive supported L. Knife's desire to locate its craft beer and international import beverage businesses within the City of Everett.

The \$13.4 million investment included the purchase and rehabilitation of a vacant 222,000 square foot former food distribution facility located on Beacham Street. The company converted the empty building into a state of the art beverage distribution facility, which also houses the corporate offices for its craft beer and import beverage businesses and serves as a regional corporate training facility. The new facility employees 82 individuals.

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 construction on this project commenced in the fall of 2015, and will take approximately 36 months to complete. Grand opening is being planned for summer of 2019. 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 now offers 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. AmazonFresh now offers employment to approximately 60 individuals.

EnVision Hotel: In 2015, the Planning Board approved site development plans for the construction of a 101 room hotel (3 stars) at the corner of Vine Street and Revere Beach Parkway. EnVision is part of the Choice Hotels brand. The project was completed in April 2017 and is consistently at full capacity. EnVision employs approximately 20 employees and some third party vendors.

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, Costco, Home Depot, Old Navy, Babies R Us, 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.

Storage Development Partners, LLC: owners of a commercial building located at 1901 Revere Beach Parkway requested site plan approval for a storage facility. Project is currently on hold.

Down the Road Brewery: located at 141-151 Bow Street, in industrial section of lower Broadway, this local microbrewery is seeking a site plan review to expand the existing tap room by adding a tasting room with a seating capacity for up to 211 patrons. This project is currently under review by the Planning Board.

3 Air Force Road: In 2016, the Everett Planning Board approved construction of a two-story 28,805 s.f. Boston Freightliner facility for new and used truck sales. The building will have 16 truck service bays, part sales and storage area, and office support space with 148 parking spaces for trucks and passenger vehicles. Construction will commence in the fall of 2017.

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 included 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.

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).

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 was completed in 2016. This project is fully leased.

85-87 Boston Street: In 2017, the Everett Planning Board approved a proposal to redevelop a recycling of non-hazardous demolition debris facility into 545 residential units that will also have limited amount of affordable house. Permitting is ongoing and construction is planned to commence in the fall of 2017.

1760 Revere Beach Parkway: In 2016, Batch Yard developer Post Road Residential was granted approval to follow their success in developing the former Charlestown Chew building, with another large luxury apartment complex, this time on Revere Beach Parkway, at the former site of Boston Harley Davidson. This project will generate 284 units of luxury housing. This project is ongoing

371 Main Street: In 2017, this former pizza factory was granted approval to convert an industrial building into 22 units of market rate housing. Construction is ongoing. 2018 occupancy is expected.

120 Tremont Street: In 2016, the Everett Planning Board approved a proposal to redevelop a 3 story brick building into 46 micro-units of housing. Construction is ongoing.

302 Broadway: currently under review is a proposal to demolish a two family residential structure and replace it with a 10 unit multi-family apartment building.

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 soon.

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.

Unemployment Rates

<u>Year</u>	<u>Labor Force</u>	<u>Employment</u>	<u>City of Everett Unemployment Rate</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.

2.2 At A Glance Report for Everett

Socioeconomic	
County	MIDDLESEX
School Structure	K-12
Form of Government	COUNCIL AND ALDERMAN
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 2017 Esimated Cherry Sheet Aid	
Education Aid	66,297,638
General Government	7,044,229
Total Receipts	73,341,867
Total Assessments	12,933,097
Net State Aid	60,408,770

Fiscal Year 2017 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	3,162,161,321	40,159,143	14.44
Open Space	0	0	0
Commercial	503,718,289	17,977,706	35.69
Industrial	723,295,700	25,814,424	35.69
Personal Property	363,009,200	12,955,798	35.69
Total	4,752,184,510	96,907,071	

Fiscal Year 2017 Revenue by Source		
Revenue Source	Amount	% of Total

2.2 At A Glance Report for Everett

Tax Levy	96,907,071	45.25
State Aid	75,071,929	35.05
Local Receipts	26,654,707	12.45
Other Available	15,532,166	7.25
Total	214,165,873	

Fiscal Year 2017 Proposition 2 1/2 Levy Capacity	
New Growth	2,611,042
Override	
Debt Exclusion	
Levy Limit	104,642,418
Excess Capacity	7,735,347
Ceiling	118,804,613
Override Capacity	14,162,195

Other Available Funds		
2017 Free Cash	FY2016 Stabilization Fund	FY2017 Overlay Reserve
6,705,227	15,378,003	1,995,635

Fiscal Year 2017 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	5,020
Fiscal Year 2014	5,020
Fiscal Year 2015	5,419

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 FY16, 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 2016 Schedule A - Actual Revenues and Expenditures						
	General Fund	Revenue	Projects	Funds	Revenue	Total All Funds
Revenues	180,121,498	18,916,768	0	17,742,910	28,233,638	245,014,814
Expenditures	157,161,648	16,383,398	15,820,559	15,410,602	21,697,153	226,473,360

2.2 At A Glance Report for Everett

Police	13,077,660	0	0	0	0	13,077,660
Fire	9,853,668	0	0	0	0	9,853,668
Education	74,358,617	12,618,587	2,943,571	0	0	89,920,775
Public Works	9,416,433	0	2,767,540	15,410,602	0	27,594,575
Debt Service	8,895,528					8,895,528
Health Ins	0				18,442,198	18,442,198
Pension	13,119,096				0	13,119,096
All Other	28,440,646	3,764,811	10,109,448	0	3,254,955	45,569,860

Total Revenues and Expenditures per Capita						
	General Fund	Revenue	Projects	Funds	Revenue	Total All Funds
Revenues	4,195.2	440.6	0.0	413.3	657.6	5,706.6
Expenditures	3,660.5	381.6	368.5	358.9	505.3	5,274.8

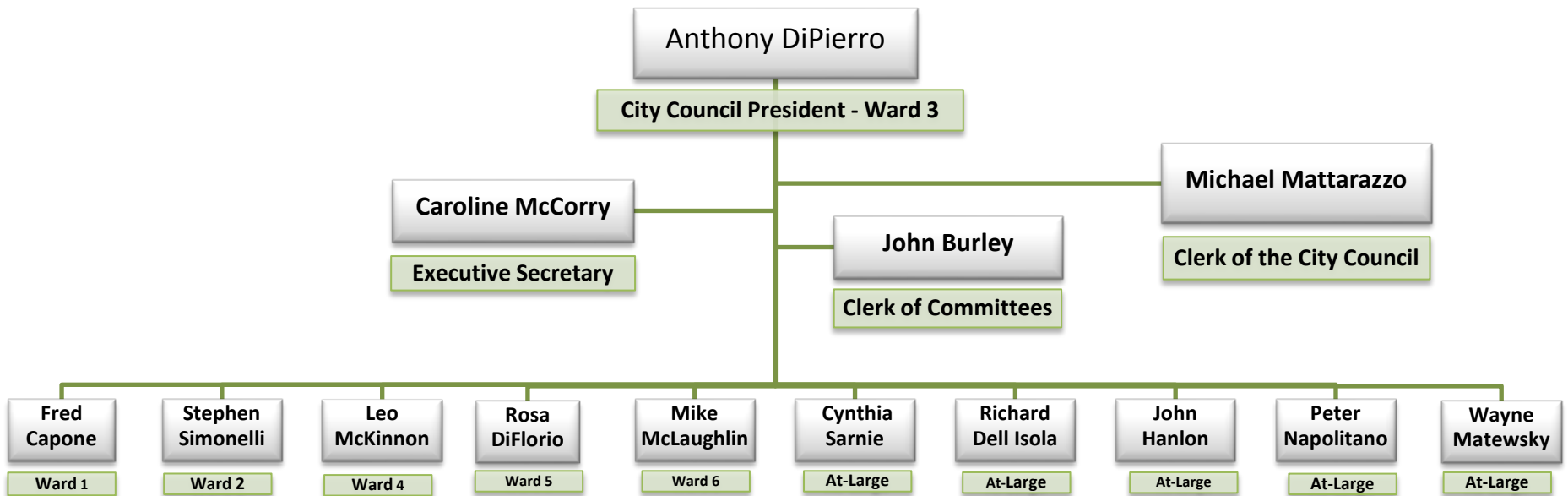
This data only represents the revenues and expenditures occurring in these funds and does not reflect and transfers to or from other funds. Therefore, this data should not be used to calculate an ending fund balance.

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

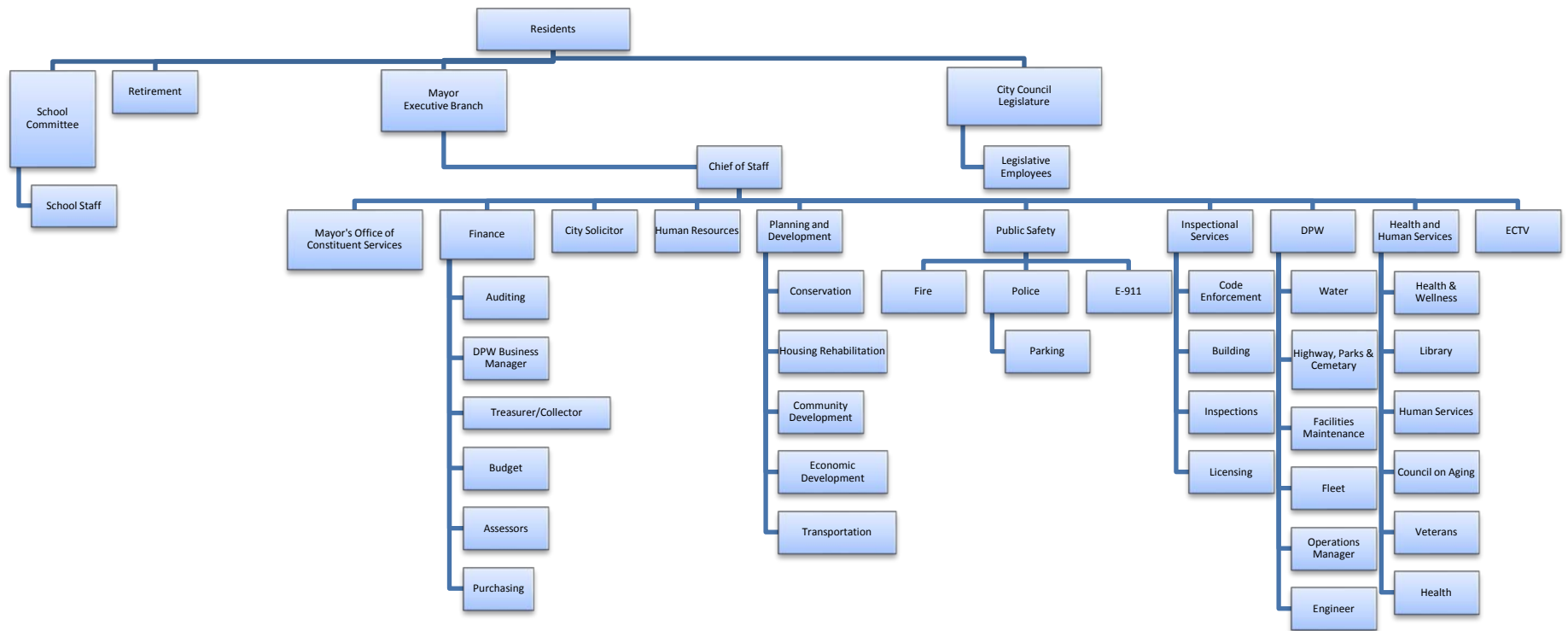
[Click here to see if the Division of Local Services' Technical Assistance Section has conducted a financial management review or other analysis for Everett](#)

2.3 City Council Organizational Chart

Updated - 1/4/17



2.4 City of Everett Organizational Chart



2.5 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.

3.1 Budget Calendar - Fiscal Year 2018

Mayor & City Finance	Date
CFO/Auditor prepares initial Revenue/Expenditure (FY 17 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 18 City, CIP & W/S Enterprise Budgets	Late June

3.2 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.

3.3 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: \$100,371,904

The tax levy is the City's primary revenue source, comprising approximately 54.1% of the City's total general fund revenues forecasted for the FY2018 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 \$14.44/m. and commercial rate of \$36.69/m. for FY2017. FY 2018 Tax Rates will be set in Nov/Dec 2017.

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 FY2018 should be \$2.0 million. This number we consider conservative.

In FY2017, the City’s primary levy limit was \$104,642,418. 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 3.6% increase overall to this value in FY2018. The primary levy ceiling in the City should be approximately \$123.5 million. The city’s overall levy limit, when including 2.5% increase per Proposition 2½ and \$2.0 million of new growth, is estimated to be \$109,258,479 for FY2018.

Local Receipts: \$10,279,000

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 8.9%. This large increase reflects an additional \$531,833 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 FY2017 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 FY2021.

Cherry Sheet Revenue (State Aid): \$73,500,817

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 \$158,950 from the FY2017 amount. The \$158,950 represents a .2% increase over FY2017. 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 FY2018 appropriation by 3% each year through FY2021.

School Building Assistance: \$1,730,062

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 FY18, the amount of SBA reimbursement remains level with the FY2017 amount, per the MSBA reimbursement schedule. The amounts listed in the five year forecast reflect the funding schedule of the MSBA for FY2018 through FY2021.

Enterprise Fund Revenue: \$18,127,319

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 \$18.1 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 2017 for FY2018.

Other Financial Resources – Recurring: \$14,500,000

The administration is proposing to use \$2 million dollars of free cash and \$12.5 million dollars from the “casino mitigation funds” to reduce the tax rate in FY2018. As such, the City has budgeted \$14.5 million of “other financial sources” for the FY2018 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 FY2021.

Expenses

City Departments:

General Government: \$6,861,286

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 FY2018, the administration has budgeted a 2% increase to most salaries. No collective bargaining agreements were complete at the time of the budget submittal deadline. For FY2018, funding for all anticipated collective bargaining settlements is budgeted within the respective departments (not including schools). In FY2018, 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 is estimated at 3% for FY2018 through FY2021.

Public Safety: \$31,989,717

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.

In FY 2017 we created an account 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. For FY 2018 the amount was \$1.3M.

It is estimated that public safety expenses will increase by 3% for FY2018 through FY2021.

Department of Public Works : \$11,839,271

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 FY2018, 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.

Expense increases for DPW are projected to increase by 3% per year due for FY2018 through FY2021.

Health and Human Services: \$3,887,492

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 FY2018, 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 FY2017 but eliminating the Director of Joint Committee position. We have also added 1additional 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: \$2,008,419

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 FY2018. 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: \$74,685,290

The School Committee oversees the budget process for the schools, and it has a bottom line budget of \$74.6M for FY2018 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: \$12,660,488

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 FY2018 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 2017.

Fixed Costs – all other fixed costs: \$39,028,410

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: \$17,462,112

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: \$15,159,668

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 17.2% (increase of \$2,226,571) from last year's assessment of \$12,933,097. The most significant change in the assessments is the increase of charter school sending tuition from \$8,091,615 to \$9,003,221 an increase of \$911,606.

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

Miscellaneous Other Expenditures: \$2,962,949

- Overlay: \$2,000,000
 - 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 FY2018 through FY2021; 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
 - FY2018 is the final year of the amortization of the deficit incurred by the city in FY2015, which was an unusually active winter.
- Cherry Sheet Offset: \$59,598
 - 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 FY2018 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 FY2018 budget will continue to be the basis for all future financial planning for the City of Everett.

3.4 Fiscal Year 18 Five Year Financial Forecast

	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
REVENUES							
TAX LEVY							
PRIOR YEAR LEVY LIMIT			99,542,806	104,642,418	109,258,479	113,989,941	118,839,689
PROPOSITION 2.5 INCREASE TO LEVY		2.50%	2,488,570	2,616,060	2,731,462	2,849,749	2,970,992
NEW GROWTH	-23.40%	varies	2,611,042	2,000,000	2,000,000	2,000,000	2,000,000
AMENDED NEW GROWTH (prior year)							
TAX LEVY LIMIT			104,642,418	109,258,479	113,989,941	118,839,689	123,810,681
LEVY LIMIT	4.41%	varies	104,642,418	109,258,479	113,989,941	118,839,689	123,810,681
LEVY CEILING	4.00%	4.00%	118,804,613	123,556,798	128,499,069	133,639,032	138,984,593
LOCAL RECEIPTS							
MVX	5.59%	2.50%	3,220,000	3,400,000	3,485,000	3,572,125	3,661,428
OTHER EXCISE	22.22%	2.50%	450,000	550,000	563,750	577,844	592,290
INTEREST ON TAXES	0.00%	2.50%	500,000	500,000	512,500	525,313	538,445
IN LIEU OF TAXES	0.00%	2.50%	14,000	14,000	14,350	14,709	15,076
CHARGES FOR SVCS	0.00%	2.50%	40,000	40,000	41,000	42,025	43,076
FEES	0.00%	2.50%	320,000	320,000	328,000	336,200	344,605
RENTALS	0.00%	2.50%	20,000	20,000	20,500	21,013	21,538
OTHER DEPT REVENUE	0.00%	2.50%	250,000	250,000	256,250	262,656	269,223
LICENCES & PERMITS	4.55%	2.50%	669,542	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	27.02%		1,968,167	2,500,000	2,000,000	-	-
TOTAL: LOCAL RECEIPTS	8.93%	2.50%	9,436,709	10,279,000	9,973,475	8,172,812	8,377,132
CHERRY SHEET REVENUE	0.22%	3.00%	73,341,867	73,500,817	75,705,842	77,977,017	80,316,327
SCHOOL BLDG ASSISTANCE	0.00%	per SBA	1,730,062	1,730,062	1,730,062	1,730,062	1,730,062
OTHER FINANCIAL SOURCES (OFS)							
Free Cash Appropriations (page 4 column c)		varies		-			
Other Available Funds (page 4 columb d)		varies					
Reiubursement - Wynn				-			
Other Sources to reduce the Tax Rate	-100.00%		1,000,000				
Free Cash to Reduce the Tax Rate	0.00%		2,000,000	2,000,000	-	-	-
Casino Assumotions:							
Community Enhancement fee	100.00%		5,000,000	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			8,000,000	14,500,000	12,500,000	27,500,000	28,187,500
ENTERPRISE FUNDS							
WATER/SEWER ENTERPRISE FUND	5.28%	3.00%	17,217,998	18,127,319	18,671,139	19,231,273	19,808,211
TOTAL ENTERPRISE FUND REVENUE	5.28%	3.00%	17,217,998	18,127,319	18,671,139	19,231,273	19,808,211
GRAND TOTAL: ALL REVENUES	9.35%	varies	214,369,054	227,395,677	232,570,458	253,450,852	262,229,914

3.4 Fiscal Year 18 Five Year Financial Forecast

	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
EXPENDITURES							
GENERAL GOVERNMENT - 100's							
CITY COUNCIL	22.94%	3.00%	336,372	413,538	425,944	438,722	451,884
MAYOR	4.21%	3.00%	1,373,500	1,431,354	1,474,295	1,518,523	1,564,079
AUDITOR/CFO	3.13%	3.00%	725,584	748,303	770,752	793,875	817,691
PURCHASING	8.26%	3.00%	178,698	193,452	199,256	205,233	211,390
ASSESSORS	-14.77%	3.00%	620,085	528,492	544,347	560,677	577,497
TREASURER/COLLECTOR	3.56%	3.00%	990,307	1,025,605	1,056,373	1,088,064	1,120,706
SOLICITOR	1.90%	3.00%	369,530	376,560	387,857	399,493	411,477
HUMAN RESOURCES	-3.02%	3.00%	541,556	525,223	540,980	557,209	573,925
INFORMATION TECHNOLOGY	6.54%	3.00%	814,276	867,569	893,596	920,404	948,016
CITY CLERK	12.58%	3.00%	353,332	397,797	409,731	422,023	434,684
ELECTIONS/REGISTRATION	8.64%	3.00%	281,009	305,297	314,456	323,890	333,606
LICENSING BOARD	63.83%	3.00%	4,700	7,700	7,931	8,169	8,414
CONSERVATION	-57.65%	3.00%	30,222	12,800	13,184	13,580	13,987
PLANNING BOARD	122.58%	3.00%	5,571	12,400	12,772	13,155	13,550
APPEALS BOARD	85.41%	3.00%	8,196	15,196	15,652	16,121	16,605
TOTAL: GENERAL GOVERNMENT	3.44%	3.00%	6,632,938	6,861,286	7,067,125	7,279,138	7,497,512
PUBLIC SAFETY - 200's							
POLICE	9.23%	5.00%	13,507,938	14,755,113	15,492,869	16,267,512	17,080,888
FIRE	2.95%	5.00%	10,626,666	10,940,623	11,487,654	12,062,037	12,665,139
INSPECTIONAL SERVICES	20.77%	5.00%	4,218,130	5,094,316	5,349,032	5,616,483	5,897,308
EMERGENCY COMMUNICATIONS CENTER	15.93%	5.00%	1,034,777	1,199,665	1,259,648	1,322,631	1,388,762
TOTAL: PUBLIC SAFETY	8.85%	5.00%	29,387,511	31,989,717	33,589,203	33,268,663	34,932,096
CITY SERVICES FACILITY - 400's							
Executive (490)	2.06%	4.00%	1,542,781	1,574,514	1,637,495	1,702,994	1,771,114
Facilities Maintenance (491)	11.14%	4.00%	2,425,613	2,695,863	2,803,698	2,915,845	3,032,479
Engineering (492)	91.86%	4.00%	256,892	492,861	512,575	533,078	554,402
Parks and Cemetery (493)	11.00%	4.00%	1,526,603	1,694,463	1,762,242	1,832,731	1,906,040
Stadium (494)	0.00%	4.00%	46,000	46,000	47,840	49,754	51,744
Highway (495)	2.28%	4.00%	1,828,867	1,870,570	1,945,393	2,023,209	2,104,137
Snow and Ice (496)	0.00%	4.00%	375,000	375,000	390,000	405,600	421,824
Solid Waste (497)	9.57%	4.00%	2,820,000	3,090,000	3,213,600	3,342,144	3,475,830
TOTAL: CITY SERVICES	9.40%	4.00%	10,821,756	11,839,271	12,312,842	12,805,356	13,317,570

3.4 Fiscal Year 18 Five Year Financial Forecast

	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
EXPENDITURES							
HUMAN SERVICES - 500's							
HEALTH INSPECTION SERVICES	10.27%	3.00%	1,265,092	1,394,972	1,436,821	1,479,926	1,524,324
PLANNING AND DEVELOPMENT	40.25%	3.00%	938,014	1,315,562	1,355,029	1,395,680	1,437,550
COUNCIL ON AGING	0.00%	3.00%	47,000	47,000	48,410	49,862	51,358
VETERANS AGENT	-3.36%	3.00%	558,666	539,907	556,104	572,787	589,971
COMMISSION ON DISABILITY	177.22%	3.00%	3,950	10,950	11,279	11,617	11,965
MAYOR'S OFFICE OF HUMAN SERVICES	25.25%	3.00%	462,371	579,101	596,474	614,368	632,799
TOTAL: HUMAN SERVICES	18.70%	3.00%	3,275,093	3,887,492	4,004,117	4,124,240	4,247,967
LIBRARIES AND RECREATION							
LIBRARY	15.62%	3.00%	1,053,034	1,217,471	1,253,995	1,291,615	1,330,363
PARK AND RECREATION	5.02%	3.00%	753,145	790,948	814,676	839,117	864,290
TOTAL: CULTURAL AND RECREATIONAL	11.20%	3.00%	1,806,179	2,008,419	2,068,672	2,130,732	2,194,654
SUBTOTAL - CITY DEPARTMENT COSTS	8.98%	varies	51,923,477	56,586,185	59,041,958	59,608,129	62,189,799
FIXED COSTS							
RETIREMENT OF LONG TERM CAPITAL DEBT PRINCIPAL	17.77%	debt sched	8,544,416	10,062,416	9,525,415	9,558,415	9,332,415
RETIREMENT OF LONG TERM CAPITAL DEBT INTEREST	9.29%	debt sched	2,285,760	2,498,072	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	4.95%	4.50%	13,703,004	14,381,980	15,029,169	15,705,482	16,412,228
NON-CONTRIBUTORY PENSION	-29.56%	-3.00%	69,700	49,100	47,627	46,198	44,812
UNEMPLOYMENT COMPENSATION	0.00%	3.00%	400,000	400,000	412,000	424,360	437,091
EMPLOYEE INSURANCE - LIFE	4.00%	5.00%	84,342	87,716	92,102	96,707	101,542
EMPLOYEE INSURANCE - HEALTH	3.66%	5.00%	19,628,502	20,346,475	21,363,799	22,431,989	23,553,588
EMPLOYEE INSURANCE - AD + D	4.00%	5.00%	18,540	19,282	20,246	21,258	22,321
FICA	5.00%	4.00%	1,347,899	1,415,294	1,471,906	1,530,782	1,592,013
EMPLOYEE INJURIES	1.23%	5.00%	693,500	702,000	737,100	773,955	812,653
PROPERTY/LIABILITY INSURANCE	2.72%	4.00%	1,583,556	1,626,563	1,691,626	1,759,291	1,829,662
ADDITIONAL TRANSFERS TO STABILIZATION			-	-	-	10,000,000	4,000,000
SUBTOTAL - FIXED COSTS (CITY & SCHOOL)	6.66%	varies	48,459,219	51,688,898	52,719,782	63,763,031	59,980,081
EDUCATION (includes Special Ed Transportation)							
	1.21%	4.00%	73,793,144	74,685,290	77,672,702	80,779,610	84,010,794
SUBTOTAL - SCHOOL DEPARTMENT	1.21%	4.00%	73,793,144	74,685,290	77,672,702	80,779,610	84,010,794
SUBTOTAL: GENERAL FUND	5.04%	varies	174,175,840	182,960,373	189,434,441	204,150,770	206,180,675

3.4 Fiscal Year 18 Five Year Financial Forecast

EXPENDITURES	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
EXPENDITURES							
WATER/SEWER ENTERPRISE							
SALARIES	8.58%	3.00%	875,780	950,918	979,446	1,008,829	1,039,094
EXPENSES	11.71%	3.00%	841,000	939,500	967,685	996,716	1,026,617
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	11.93%	debt sched	1,625,702	1,819,665	1,331,819	1,329,052	1,266,343
MWRA ASSESSMENT	3.71%	5.00%	13,164,237	13,652,029	14,334,630	15,051,362	15,803,930
Other				-	-	-	-
SUBTOTAL: WATER/SEWER ENTERPRISE	5.15%	varies	16,606,719	17,462,112	17,713,580	18,485,958	19,235,984
SUBTOTAL: CITY, SCHOOL, AND ENTERPRISE	5.05%	varies	190,782,559	200,422,485	207,148,021	222,636,728	225,416,659
OTHER EXPENDITURES							
CHERRY SHEET ASSESSMENT	17.22%	3.00%	12,933,097	15,159,668	15,614,458	16,082,892	16,565,379
CHERRY SHEET OFFSET	8.23%	3.00%	55,065	59,598	61,386	63,228	65,124
OVERLAY	0.22%	2.50%	1,995,635	2,000,000	2,550,000	2,613,750	2,679,094
Court Judgements							
SNOW AND ICE DEFICIT	#DIV/0!	varies	-	-	-	-	-
FY2017 amortization (2 of 3)	-100.00%		867,351				
FY2018 amortization (3 of 3)				867,351			
OTHER DEFICITS RAISED ON RECAP							
Water/Sewer Enterprise Fund Deficit	#DIV/0!						
Overlay Deficit/Appropriation Deficit	#DIV/0!						
SUPPLEMENTAL APPROPRIATIONS							
Raise and Appropriate							
From Free Cash	#DIV/0!						
From Stabilization							
From Other Available Funds (pg 4 of recap)			-				
TOTAL: OTHER EXPENDITURES	14.10%	varies	15,851,148	18,086,617	18,225,844	18,759,869	19,309,597
GRAND TOTAL: ALL EXPENDITURES	5.75%	varies	206,633,707	218,509,102	225,373,865	241,396,598	244,726,255
BUDGET GAP			7,735,347	8,886,575	7,196,592	12,054,255	17,503,658
			96,907,071	100,371,904	106,793,348	106,785,434	106,307,023
			tax levy	tax levy	tax levy	tax levy	tax levy

3.5 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 15% of the City's general fund operating budget at \$27.4 million based on 2018 budget of \$182,960,373. 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 (15% 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 2017, the balance of the City's Stabilization Fund is \$18,656,000.

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 FY 2014, 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 \$3,575,073 as of June 30, 2017.

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, 2016 is \$222,590,904. The City is in the process of performing a new actuarial study to calculate its unfunded liability as of July 1, 2018.

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 balance of this fund is \$2,521,865 as of 6/30/17.

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 (4.8M based on FY 2017 Tax Levy of 96.9M)

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 an annual target level for the ELB Fund of .5% of the prior year's tax levy at \$484,535. (FY 2017 levy = 96.9M).

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.

3.6 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 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 \$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 statues.
- Whenever possible, the city will use special revenue funds, special assessments, or other self-supporting bonds, instead of general obligation bonds.
- The city will not use long-term debt for current operations unless otherwise allowed via special legislation.
- The city will retire bond anticipation debt within six months after completion of the project.
- The city will maintain good communications with bond rating agencies about its financial condition.
- The city will follow a policy of full disclosure on every financial report and bond prospectus.

4.1 Tax Recapitulation (RECAP) Sheet

FY 2018 Budget

MAYOR'S RECOMMENDED BUDGET

								FY17 - FY18					
								INCREASE	% Incr				
								(DECREASE)	Inc/Decr				
								Actual	RECAP	Mayor's	Mayor's		
								FY2015	FY2016	2017 RECAP	2018 Budget		
REVENUES													
PROPERTY TAXES													
	PRIOR FISCAL YEAR LEVY LIMIT							90,385,762	94,510,401	99,542,806	104,642,418	5,099,612	5.1%
	2 1/2% Increase							2,259,644	2,362,760	2,488,570	2,616,060	127,490	5.1%
	Current New Growth (Value increases from new building)							1,864,995	2,669,645	2,611,042	2,000,000	(611,042)	-23.4%
	LEVY LIMIT Subtotal (from DOR levy limit sheet)							94,510,401	99,542,806	104,642,418	109,258,479	4,616,060	4.4%
	LEVY CEILING Subtotal (from DOR levy limit sheet)							100,231,480	107,869,195	118,804,613	123,556,796	4,752,183	4.0%
LOCAL RECEIPTS													
	MOTOR VEHICLE							2,700,000	3,000,000	3,220,000	3,400,000	180,000	5.6%
	MEALS TAX (local options)							400,000	450,000	450,000	550,000	100,000	22.2%
	INTEREST ON TAXES							775,000	600,000	500,000	500,000	0	0.0%
	IN LIEU OF TAXES							15,000	15,000	14,000	14,000	0	0.0%
	CHARGES FOR SERVICES							150,000	50,000	40,000	40,000	0	0.0%
	FEES							200,000	320,000	320,000	320,000	0	0.0%
	RENTALS							12,000	20,000	20,000	20,000	0	0.0%
	OTHER DEPARTMENTAL REVENUES							400,000	375,000	250,000	250,000	0	0.0%
	LICENSES AND PERMITS							575,000	700,000	669,542	700,000	30,458	4.5%
	FINES AND FORFEITS							1,000,000	1,000,000	1,000,000	1,000,000	0	0.0%
	INVESTMENT INCOME							35,000	35,000	35,000	35,000	0	0.0%
	MISCELLANEOUS RECURRING INCOME							840,000	950,000	950,000	950,000	0	0.0%
	MISCELLANEOUS NON-RECURRING INCOME							0	170,000	1,968,167	2,500,000	531,833	27.0%
	Local Receipt Subtotal (pg. 2 recap IIIb. 1)							7,102,000	7,685,000	9,436,709	10,279,000	842,291	8.9%
	WATER ENTERPRISE FUND REVENUE							15,822,866	16,716,607	17,217,998	18,127,319	909,321	5.3%
	Enterprise Fund Subtotal (pg. 2 recap IIIb. 3)							15,822,866	16,716,607	17,217,998	18,127,319	909,321	5.3%
OTHER REVENUES AND FINANCING SOURCES													
	CHERRY SHEET REVENUE (pg. 2 recap IIIa. 1)							68,006,268	71,545,954	73,341,867	73,500,817	158,950	0.2%
	MASSACHUSETTS SBA PAYMENTS (pg. 2 recap IIIa. 2)							1,882,459	1,882,459	1,730,062	1,730,062	0	0.0%
	FREE CASH FOR PARTICULAR PURPOSE (pg. 2 recap IIIc. 1)							7,817,917	831,601				
	OTHER AVAILABLE FUNDS APPROPRIATED (pg. 2 recap IIIc. 2)							250,000	1,538,041	1,000,000		(1,000,000)	-100.0%
	OFFSET RECEIPTS												
	FREE CASH USED FOR:												
	Level the Tax Rate (pg. 2 recap III d. 1b.)							650,000	1,000,000	2,000,000	2,000,000	0	0.0%
	OFS-To Reduce Tax Rate (pg. 2 recap III d. 4)								800,000	5,000,000	12,500,000	7,500,000	150.0%
	Estimated State + Other Revenue Subtotal							78,606,644	77,598,055	83,071,929	89,730,879	6,658,950	8.0%
TOTAL REVENUES								196,041,911	201,542,468	214,369,054	227,395,677	13,026,622	6.1%

4.1 Tax Recapitulation (RECAP) Sheet

FY 2018 Budget

MAYOR'S RECOMMENDED BUDGET

								FY17 - FY18					
								INCREASE	% Incr				
								(DECREASE)	Inc/Decr				
								Actual	RECAP	Mayor's	Mayor's		
								FY2015	FY2016	2017 RECAP	2018 Budget		
EXPENDITURES													
GENERAL GOVERNMENT							5,048,771	5,228,678	6,632,938	6,861,286	228,348	3.4%	
PUBLIC SAFETY							22,662,333	24,790,294	29,387,511	31,989,717	2,602,206	8.9%	
PUBLIC WORKS AND FACILITIES							8,849,154	9,723,143	10,821,756	11,839,271	1,017,515	9.4%	
HUMAN SERVICES							2,439,600	2,711,204	3,275,093	3,887,492	612,399	18.7%	
CULTURAL AND RECREATIONAL							1,344,465	1,691,457	1,806,179	2,008,419	202,240	11.2%	
City Subtotal							40,344,323	44,144,776	51,923,477	56,586,185	4,662,708	9.0%	
EDUCATION - PUBLIC SCHOOLS							71,203,997	73,701,385	73,793,144	74,685,290	892,146	1.2%	
Education Subtotal							71,203,997	73,701,385	73,793,144	74,685,290	892,146	1.2%	
DEBT SERVICE - GENERAL FUND PRINCIPAL							6,445,416	7,069,416	8,544,416	10,062,416	1,518,000	17.8%	
DEBT SERVICE - GENERAL FUND EXPENDITURES							2,176,843	1,981,112	2,285,760	2,498,072	212,312	9.3%	
SHORT TERM DEBT INTEREST							129,375	100,000	100,000	100,000	0	0.0%	
EVERETT RETIREMENT ASSESSMENT							12,436,168	13,070,000	13,703,004	14,381,980	678,976	5.0%	
NON CONTRIBUTORY PENSIONS							69,700	69,700	69,700	49,100	(20,600)	-29.6%	
UNEMPLOYMENT COMPENSATION							400,000	400,000	400,000	400,000	0	0.0%	
EMPLOYEE INSURANCE							18,235,944	18,999,885	19,731,384	20,453,473	722,089	3.7%	
FICA							1,102,500	1,157,625	1,347,899	1,415,294	67,395	5.0%	
WORKERS COMP/111F							619,500	619,500	693,500	702,000	8,500	1.2%	
PROPERTY/LIABILITY INSURANCE							1,200,000	1,250,000	1,583,556	1,626,563	43,007	2.7%	
Fixed Cost Subtotal							42,815,446	44,717,238	48,459,219	51,688,898	3,229,679	6.7%	
Water/Sewer Enterprise Subtotal							15,261,675	16,127,356	16,606,719	17,462,112	1,334,756	5.2%	
OTHER EXPENDITURES AND OTHER FINANCIAL USES													
CHERRY SHEET CHARGES (pg. 2 llc of recap)							10,945,809	11,595,310	12,933,097	15,159,668	2,226,571	17.2%	
Other Deficits (pg. 2 llb 10 of recap)							105,979	89,103	55,065	59,598	4,533	8.2%	
OVERLAY (Allowance for Abatements)							2,479,882	1,984,858	1,995,635	2,000,000	4,365	0.2%	
SNOW AND ICE							559,238	867,351	867,351	867,351	0	0.0%	
OFFSET Receipts													
From Cherry Sheet							117,201	55,859	0	0			
SUPPLEMENTAL APPROPRIATIONS													
From Raise and Appropriate (pg. 4 of recap - non school)													
From Free Cash (pg. 4 of recap)							7,817,917	831,601					
From Other Available Fund (pg. 4 of recap)							250,000	1,538,041					
SUBTOTAL - OTHER EXPENDITURES							22,276,026	16,962,123	15,851,148	18,086,617	2,235,469	14.1%	
TOTAL EXPENDITURES							191,901,467	195,652,878	206,633,707	218,509,102	11,875,395	5.7%	
TAX LEVY (Net Amount to be Raised via Property Tax)							90,369,957	93,653,216	96,907,071	100,371,904	3,464,833	3.6%	
Excess Capacity (additional taxing capacity)							4,140,444	5,889,590	7,735,347	8,886,575	1,151,227	14.9%	

4.2 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.

4.3 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.

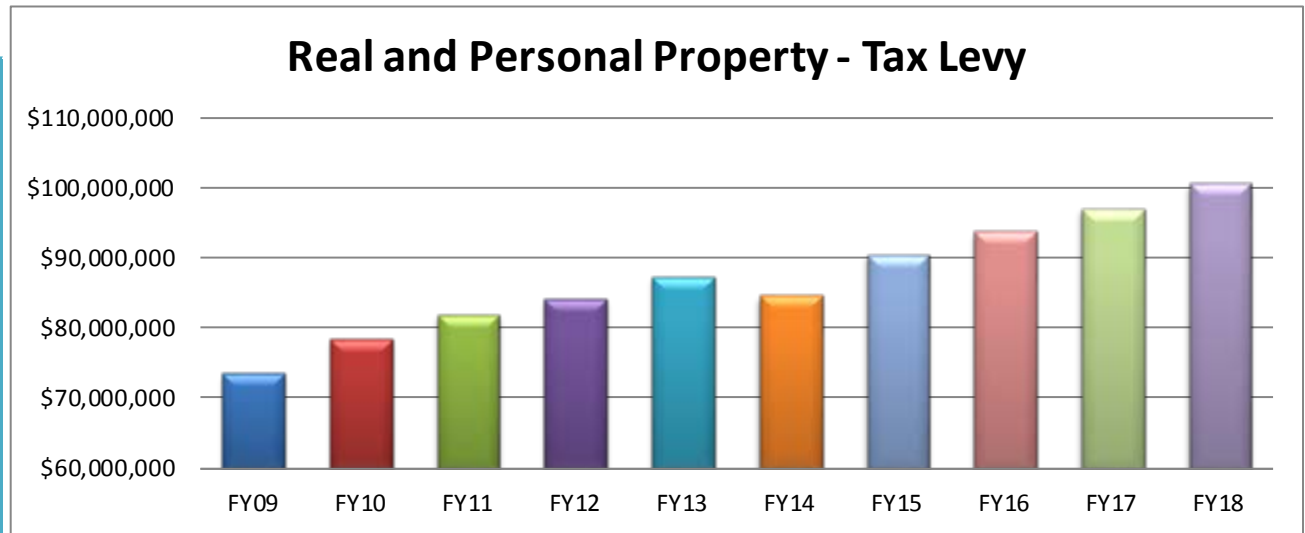
Factors influencing property taxes:

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 \$2,616,060 for FY 18.
- 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 18 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.

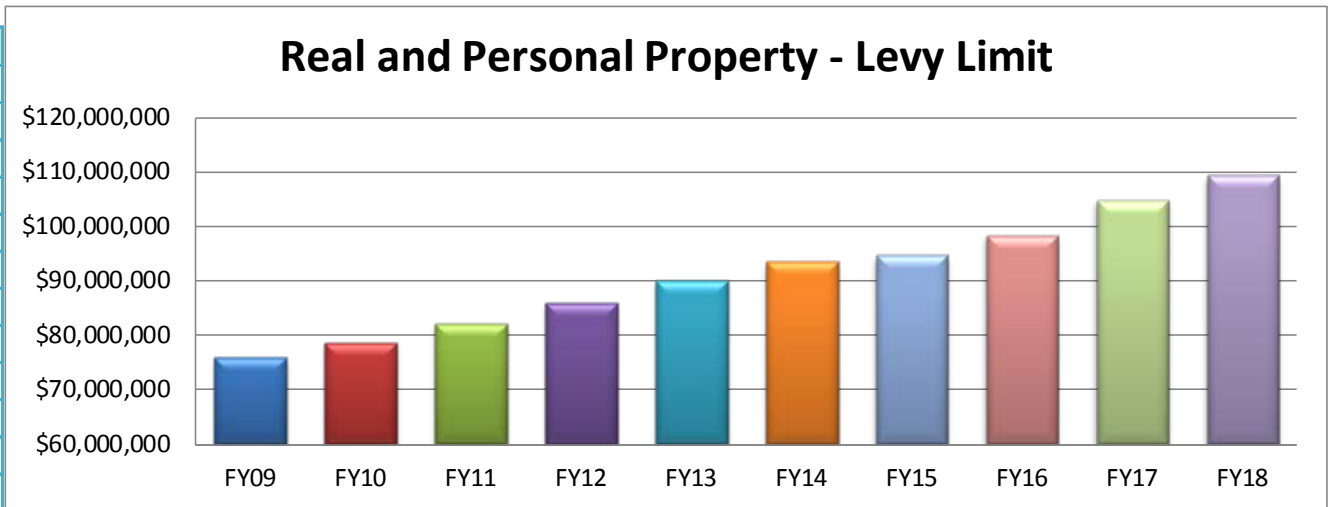
Real & Personal Property – Tax Levy – The amount of taxes, special assessments, or service charges imposed by a governmental unit.

Real and Personal Property – Tax Levy		
Fiscal Year	Revenue	
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	93,653,216	
2017	96,907,071	Per Recap
2018	100,371,904	Estimated
% Change FY17 vs. FY18		3.6%



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	
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	99,542,806	
2017	104,642,418	Per Recap
2018	109,258,479	Estimated
% Change FY17 vs. FY18		4.4%

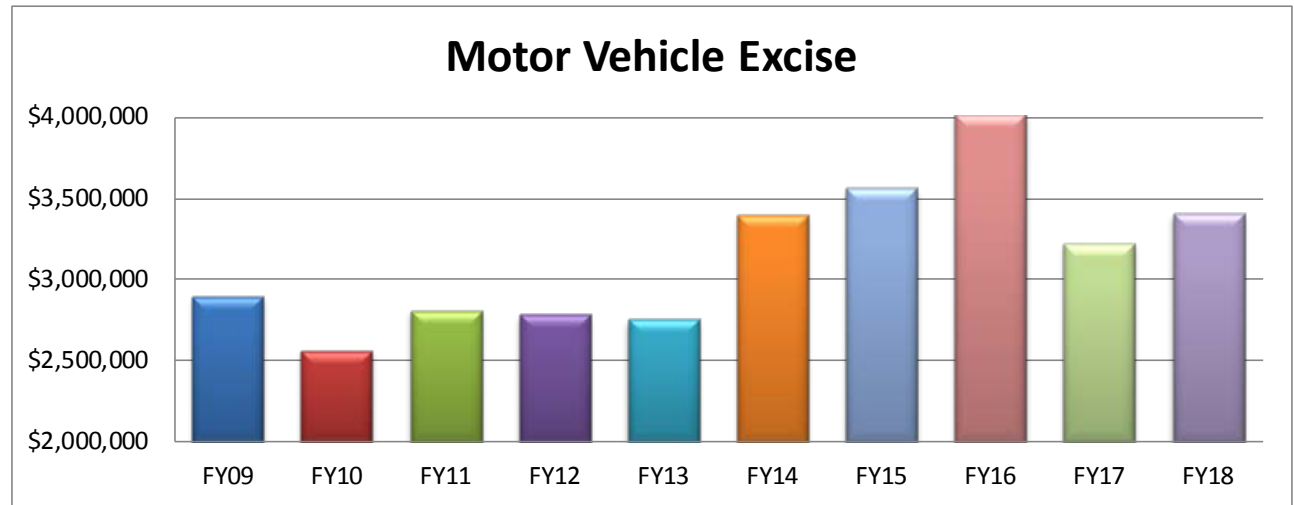


II. LOCAL RECEIPTS

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.

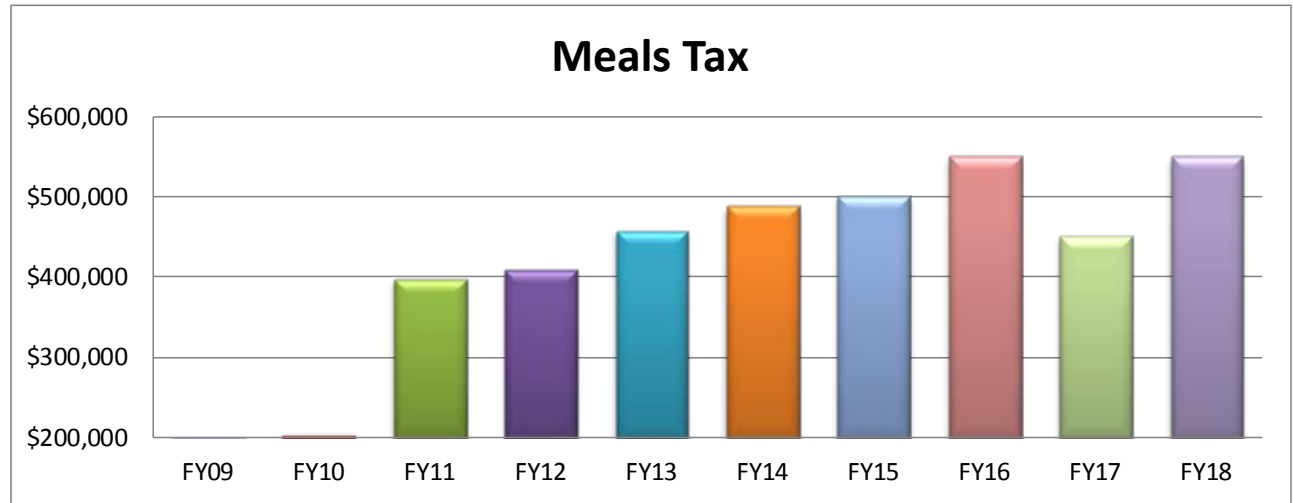
Those residents who do not pay their excise taxes in a timely manner are not allowed to renew registrations and licenses through a ‘marking’ process at the RMV. The City of Everett notifies the Registry of delinquent taxpayers, through its deputy collector, who prepares excise delinquent files for the Registry of Motor Vehicles. We anticipate a 5.6% increase in FY18 based on a conservative 3 year average.

Motor Vehicle Excise		
Fiscal Year	Revenue	
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	3,556,576	
2016	4,013,284	
2017	3,220,000	Per Recap
2018	3,400,000	Estimated
% Change FY17 vs. FY18		5.6%



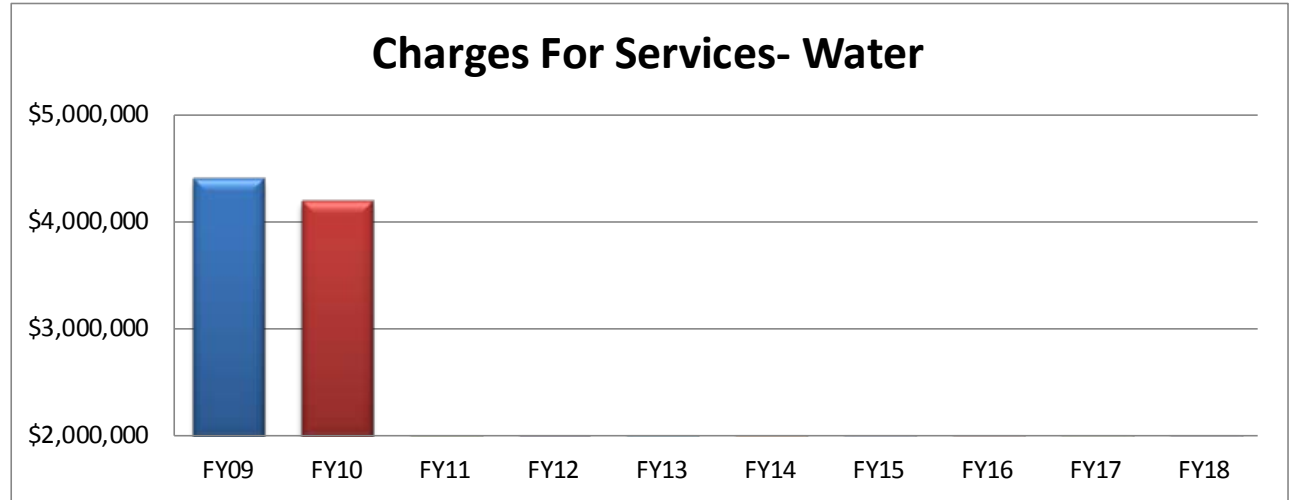
Meals Tax – (MGL CH27 §60 and 156 of the Acts of 2009). This category was new for FY 2011 as allowed by the Commonwealth of Massachusetts in FY 2010. As mentioned previously, the City Council approved a 0.75% increase in the meals tax that created additional revenue in FY 2012, FY 2013 & FY 2014. We anticipate a 22.2% increase in FY18 based on a conservative 3 year average.

Meals Tax		
Fiscal Year	Revenue	
2009	-	
2010	203,758	
2011	397,185	
2012	408,279	
2013	457,561	
2014	488,111	
2015	501,327	
2016	550,625	
2017	450,000	Per Recap
2018	550,000	Estimated
% Change FY17 vs. FY18		22.2%



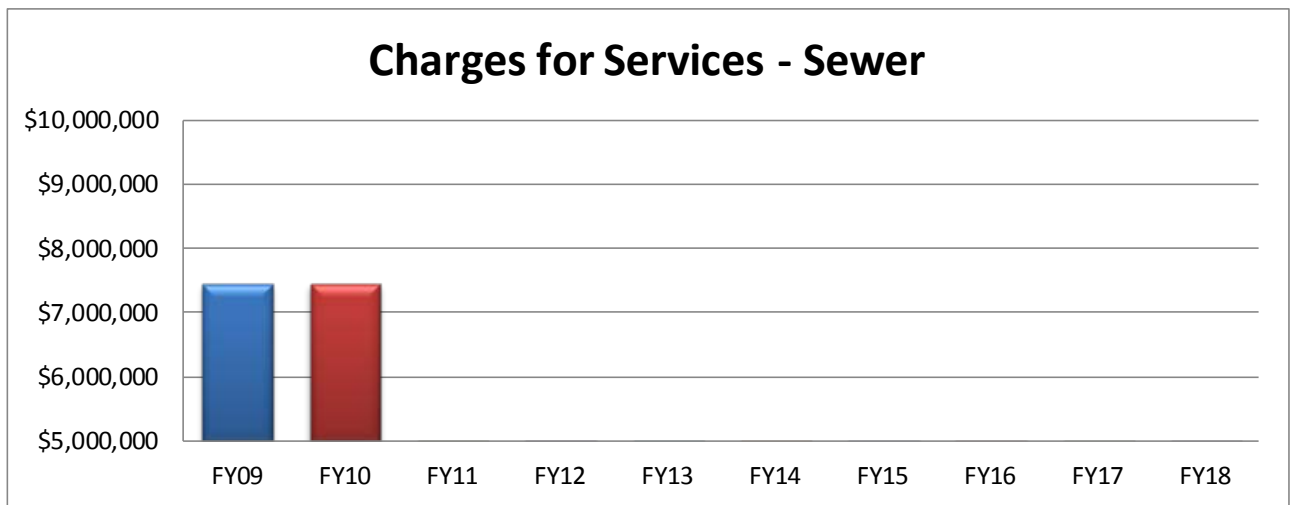
Charges For Water – In FY 2010 and prior Water Charges were collected in the General Fund. In FY 2011 the City of Everett created enterprise funds for Water and Sewer

Charges for Services - Water		
Fiscal Year	Revenue	
2009	4,393,057	
2010	4,180,251	
2011	-	
2012	-	
2013	-	
2014	-	
2015	-	
2016	-	
2017	-	Per Recap
2018	-	Estimated
% Change FY17 vs. FY18		0.0%



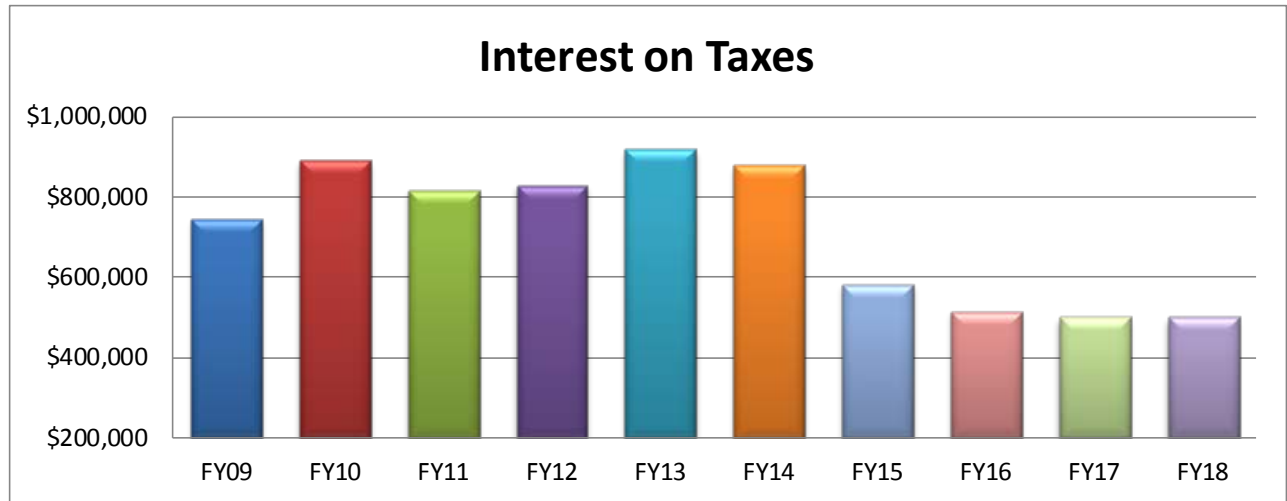
Charges for Sewer – In FY 2010 and prior Sewer Charges were collected in the General Fund. In FY 2011 the City of Everett created enterprise funds for Water and Sewer

Charges for Services - Sewer		
Fiscal Year	Revenue	
2009	7,439,329	
2010	7,445,580	
2011	-	
2012	-	
2013	-	
2014	-	
2015	-	
2016	-	
2017	-	Per Recap
2018	-	Estimated
% Change FY17 vs. FY18		0.0%



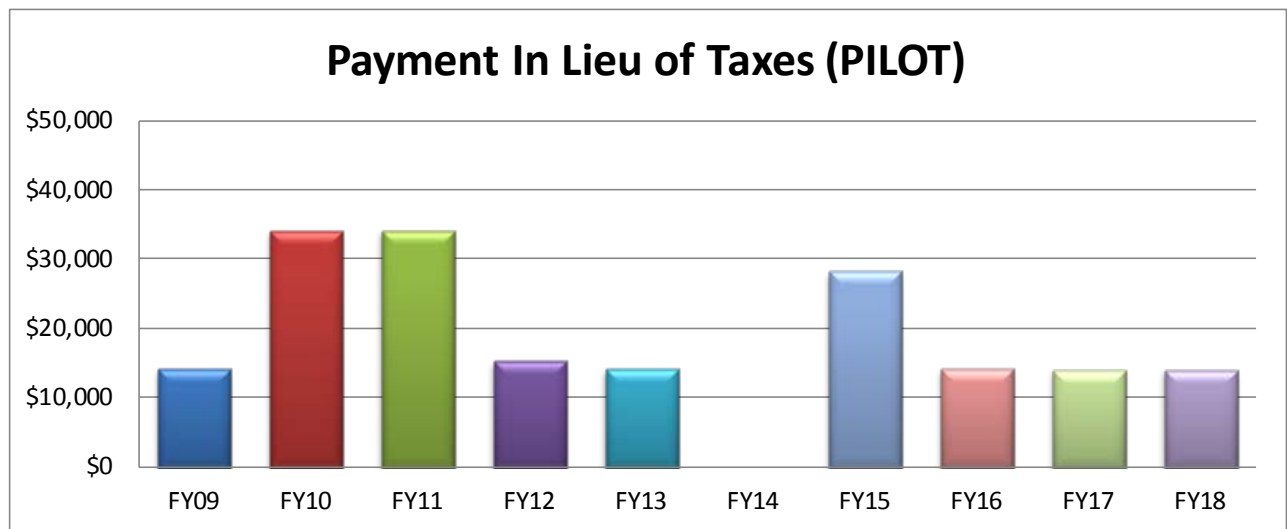
Interest on Taxes - This category includes delinquent interest and penalties on all taxes and tax title accounts. It also contains demand fees on real and personal property taxes as well as demands and warrants on late motor vehicle excise taxes and boat excise taxes. We anticipate no increase in FY18 based on a conservative 3 year average.

Interest on Taxes		
Fiscal Year	Revenue	
2009	745,438	
2010	889,650	
2011	815,881	
2012	829,137	
2013	918,384	
2014	878,084	
2015	582,609	
2016	513,731	
2017	500,000	Per Recap
2018	500,000	Estimated
% Change FY17 vs. FY18		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 FY18 based on actual pilot payments due.

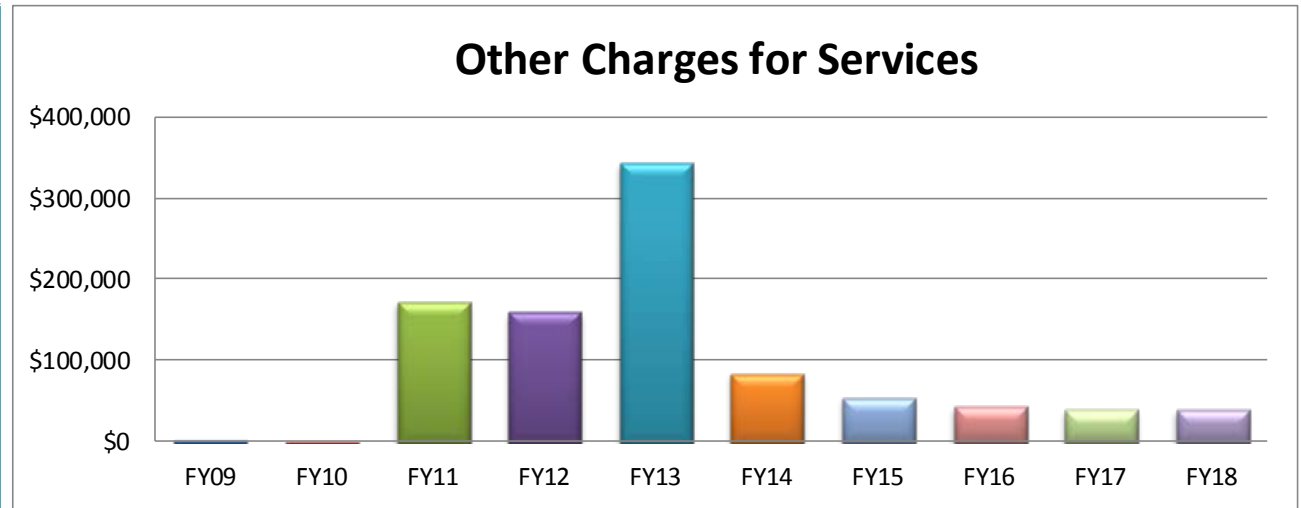
Payment in Lieu of Taxes (PILOT)		
Fiscal Year	Revenue	
2009	14,112	
2010	34,112	
2011	34,112	
2012	15,277	
2013	14,112	
2014	-	
2015	28,224	
2016	14,112	
2017	14,000	Per Recap
2018	14,000	Estimated
% Change FY17 vs. FY18		0.0%



OTHER CHARGES FOR SERVICES

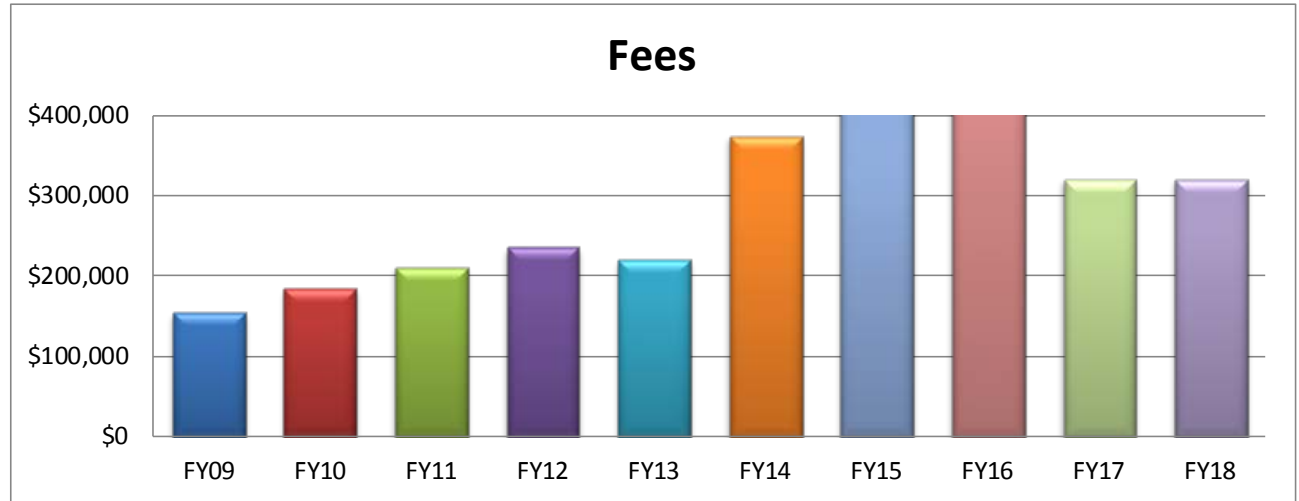
Services / Charges / User Fees – Charges for services are a revenue source to assist municipalities to offset the cost of certain services provided to the community. Some of the fees within this category are for City Clerk (birth, death and marriage certificates), public works revenue and other departmental revenue. We anticipate no increase in FY18 based on a conservative 3 year average.

Other Charges for Services		
Fiscal Year	Revenue	
2009	3,590	
2010	1,384	
2011	173,386	
2012	159,901	
2013	343,461	
2014	84,799	
2015	54,947	
2016	44,583	
2017	40,000	Per Recap
2018	40,000	Estimated
% Change FY17 vs. FY18		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 FY18 based on a conservative 3 year average.

Fees		
Fiscal Year	Revenue	
2009	154,524	
2010	183,761	
2011	211,102	
2012	235,585	
2013	219,532	
2014	373,689	
2015	425,739	
2016	602,234	
2017	320,000	Per Recap
2018	320,000	Estimated
% Change FY17 vs. FY18		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.

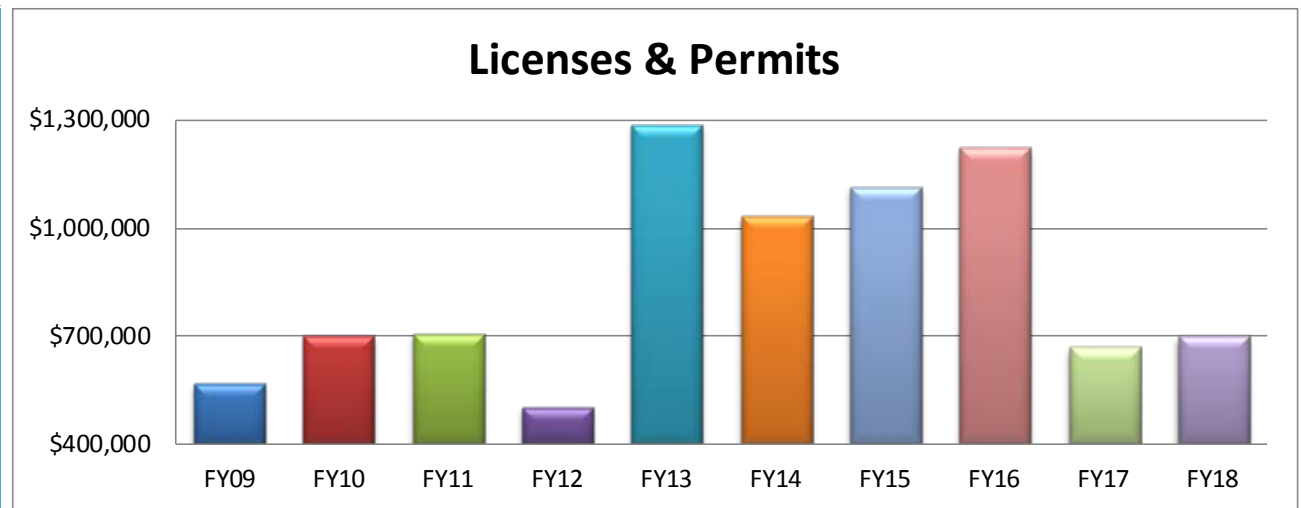
Liquor Licenses - Under Chapter 138 of the General Laws of Massachusetts, the City is empowered to grant licenses regulating the sale of alcoholic beverages. License fees vary depending upon the type of establishment, closing hours, number of days open, and whether the license is for all alcohol or beer 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 4.5% increase in FY18 based on a conservative 3 year average.

Licenses & Permits		
Fiscal Year	Revenue	
2009	568,238	
2010	702,965	
2011	705,293	
2012	503,345	
2013	1,284,171	
2014	1,031,143	
2015	1,113,478	
2016	1,220,338	
2017	669,542	Per Recap
2018	700,000	Estimated
% Change FY17 vs. FY18		4.5%



FINES AND FORFEITS

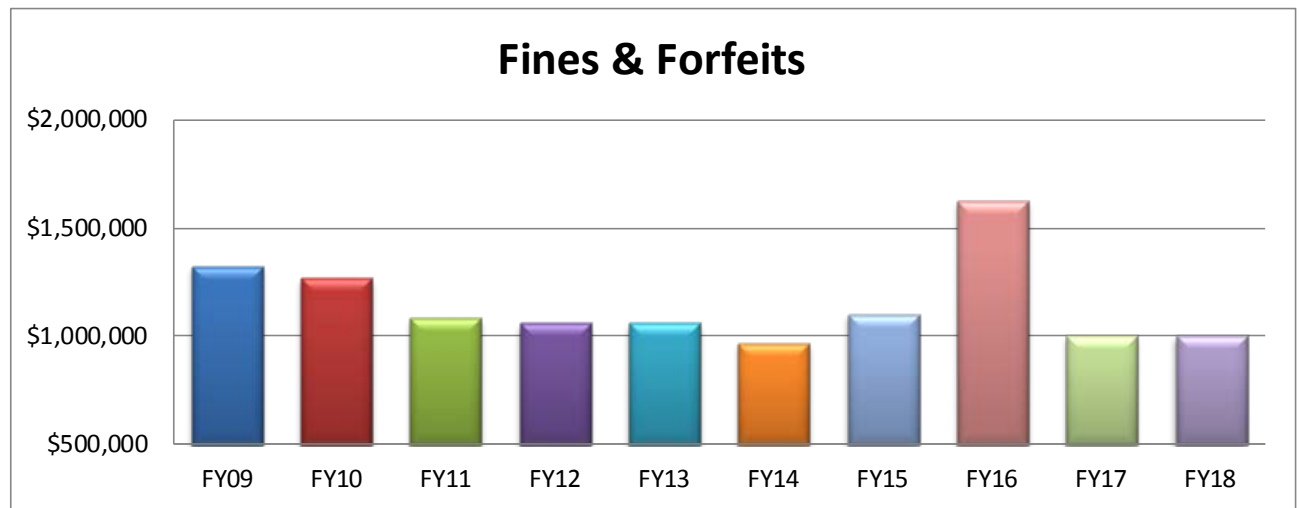
Court Fines – Non-parking offenses result in fines for moving violations. Responding to the community’s desires and public safety concerns, the police department has been focused on enforcing speed limits in local neighborhoods. Other moving violations that are included in this category are driving while 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 2018 based on revenue trends.

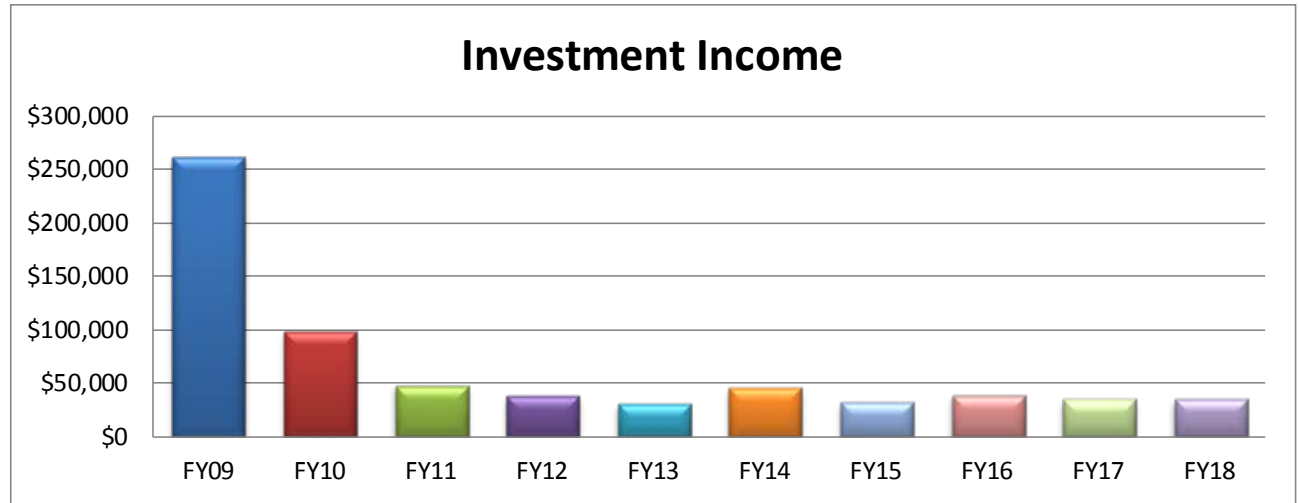
Fines & Forfeits		
Fiscal Year	Revenue	
2009	1,323,003	
2010	1,266,239	
2011	1,081,352	
2012	1,062,042	
2013	1,062,118	
2014	969,862	
2015	1,100,829	
2016	1,621,790	
2017	1,000,000	Per Recap
2018	1,000,000	Estimated
% Change FY17 vs. FY18		0.0%



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.

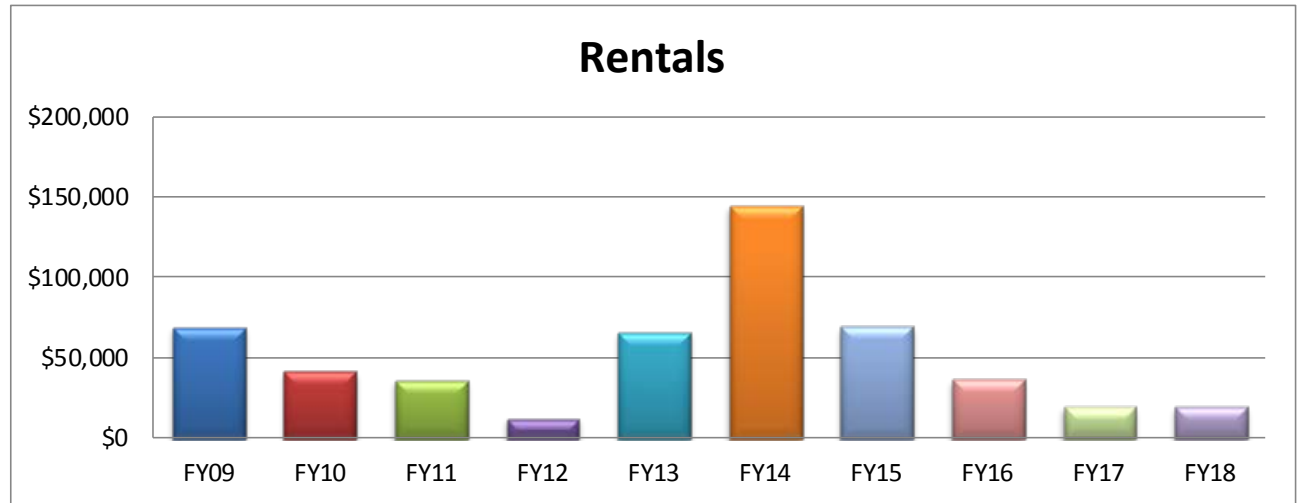
The City Treasurer is looking to maximize our earning potential by evaluating investing options. We anticipate no increase in FY18 based on a conservative 3 year average.

Investment Income		
Fiscal Year	Revenue	
2009	261,278	
2010	98,665	
2011	47,661	
2012	38,095	
2013	31,112	
2014	45,925	
2015	32,302	
2016	38,801	
2017	35,000	Per Recap
2018	35,000	Estimated
% Change FY17 vs. FY18		0.0%



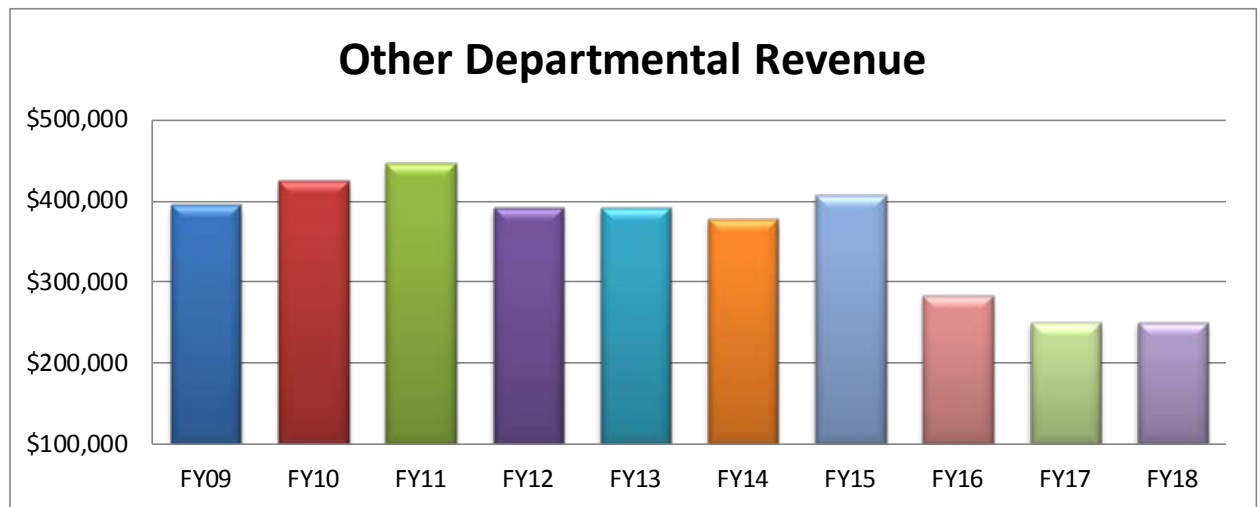
Rentals – Rental revenue comes from third party organizations using municipal buildings. We anticipate no increase in FY18 based on a conservative 3 year average.

Rentals		
Fiscal Year	Revenue	
2009	69,382	
2010	42,133	
2011	36,643	
2012	12,650	
2013	66,075	
2014	144,900	
2015	69,950	
2016	37,162	
2017	20,000	Per Recap
2018	20,000	Estimated
% Change FY17 vs. FY18		0.0%



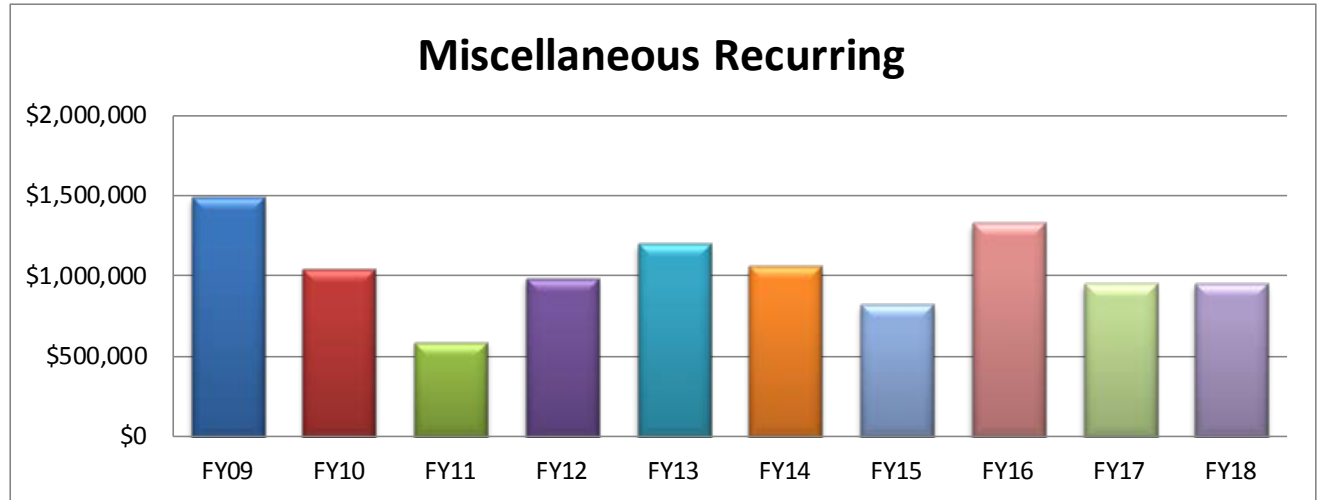
Other Departmental Revenue – Other revenue includes towing, resident parking placards & stickers, cemetery fees, park permits and rentals, etc. We anticipate no increase in FY18 based on a conservative 3 year average.

Other Departmental Revenue		
Fiscal Year	Revenue	
2009	394,088	
2010	423,582	
2011	445,841	
2012	391,629	
2013	391,573	
2014	377,585	
2015	407,039	
2016	282,969	
2017	250,000	Per Recap
2018	250,000	Estimated
% Change FY17 vs. FY18		0.0%



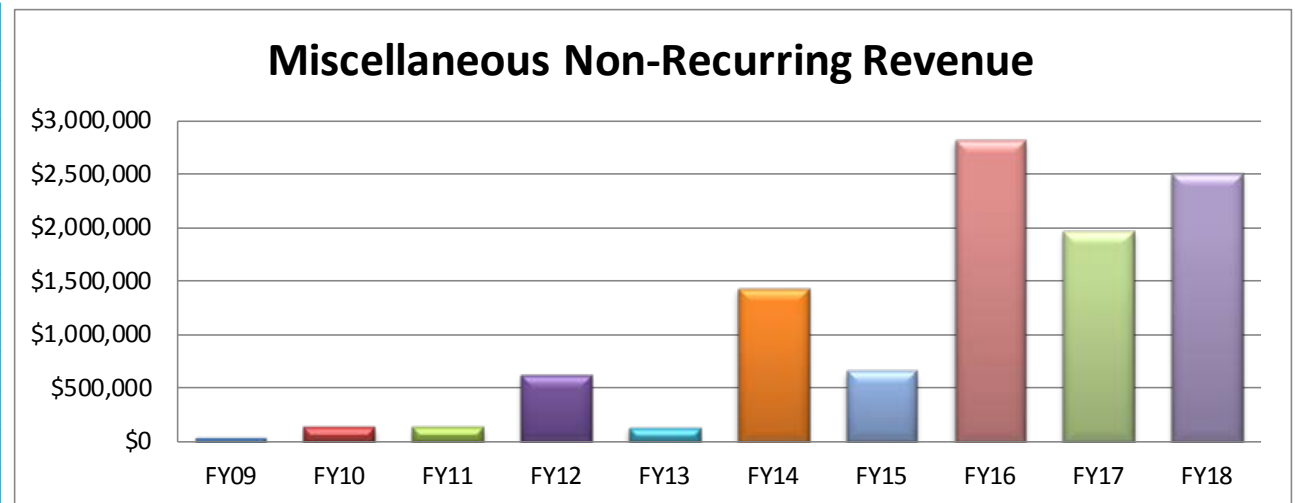
Miscellaneous Recurring – This category is used for all ‘other’ non-categorized income such as revenue from sale of copies of reports generated by a department, sale of data from tax files, collector’s fees, refunds, bad checks, Medicare D, school based Medicaid reimbursements, etc. We anticipate no increase in FY18 based on a conservative 3 year average.

Miscellaneous Recurring		
Fiscal Year	Revenue	
2009	1,487,287	
2010	1,037,832	
2011	589,492	
2012	985,053	
2013	1,199,712	
2014	1,060,905	
2015	820,117	
2016	1,327,035	
2017	950,000	Per Recap
2018	950,000	Estimated
% Change FY17 vs. FY18		0.0%



Miscellaneous Non-Recurring Revenue – This category is used for all one time miscellaneous income sources. Based on prior year numbers we anticipate a 27% increase for revenue for FY 2018.

Miscellaneous Non-Recurring Revenue		
Fiscal Year	Revenue	
2009	41,939	
2010	137,287	
2011	141,093	
2012	624,459	
2013	136,908	
2014	1,433,202	
2015	660,093	
2016	2,812,254	
2017	1,968,167	Per Recap
2018	2,500,000	Estimated
% Change FY17 vs. FY18		27.0%



III. INTERGOVERNMENTAL REVENUE – CHERRY SHEET

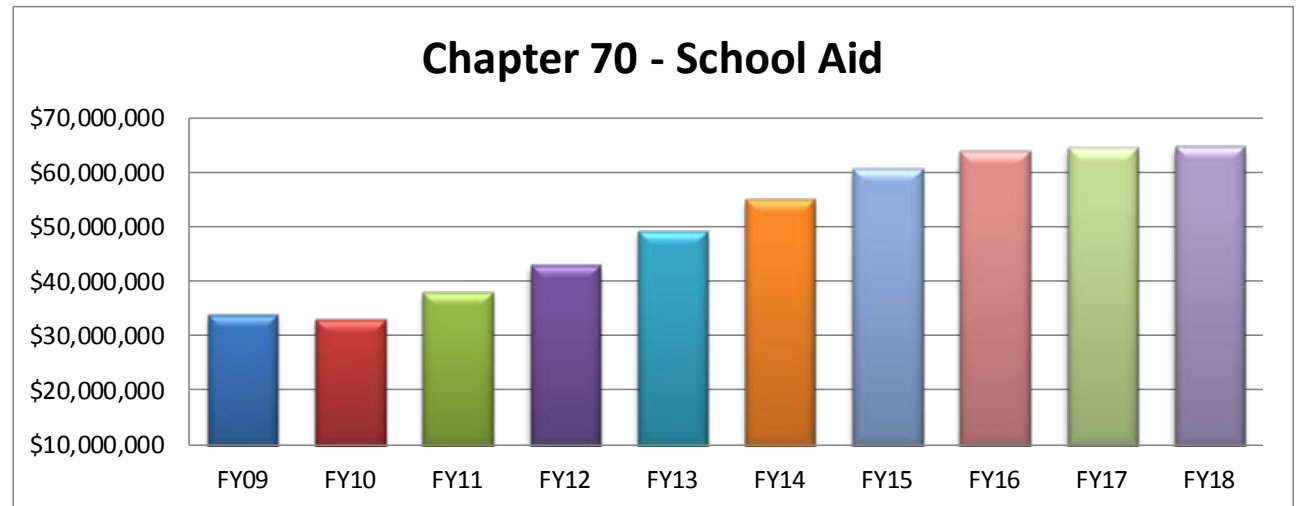
Cherry Sheet - Every year the Commonwealth sends out to each municipality a "Cherry Sheet", named for the pink-colored paper on which it was originally printed. The Cherry sheet comes in two parts, one listing the State assessments to municipalities for Massachusetts Bay Transportation Authority (MBTA), 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 2018 House I Local Aid Estimates that came out in May 2017.

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.

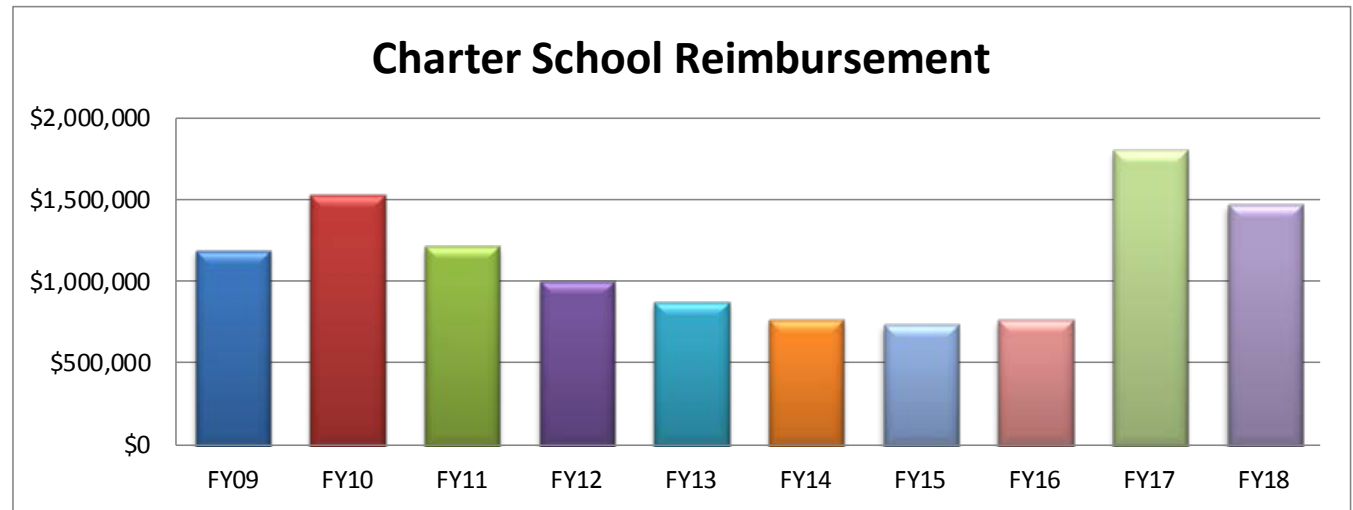
In FY 2018 the State increased CH 70 revenue .4%.

Chapter 70- School Aid		
Fiscal Year	Revenue	
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	
2017	64,492,532	Per Recap
2018	64,721,582	Estimated
% Change FY17 vs. FY18		0.4%



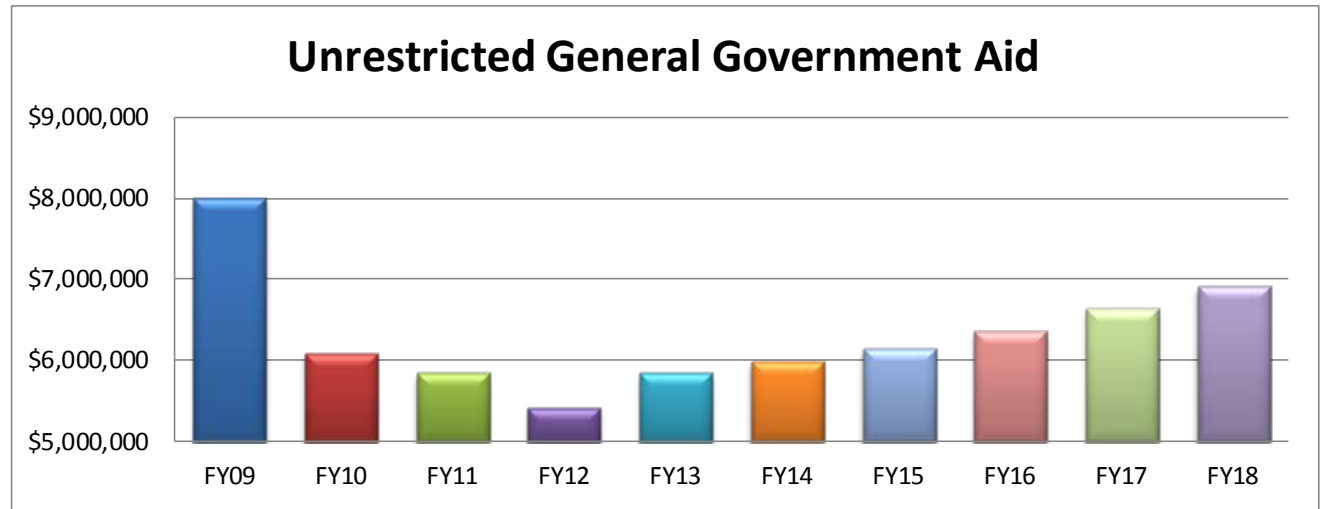
Charter Tuition Reimbursement - Under Chapter 71, Section 89, and Chapter 46 of the Acts of 1997 provides for the reimbursement sending districts for the tuition they pay to Commonwealth charter schools. It is a reimbursement for those students that elect to attend a charter school. Sending districts 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	
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	769,998	
2017	1,805,106	Per Recap
2018	1,469,773	Estimated
% Change FY17 vs. FY18		-18.6%



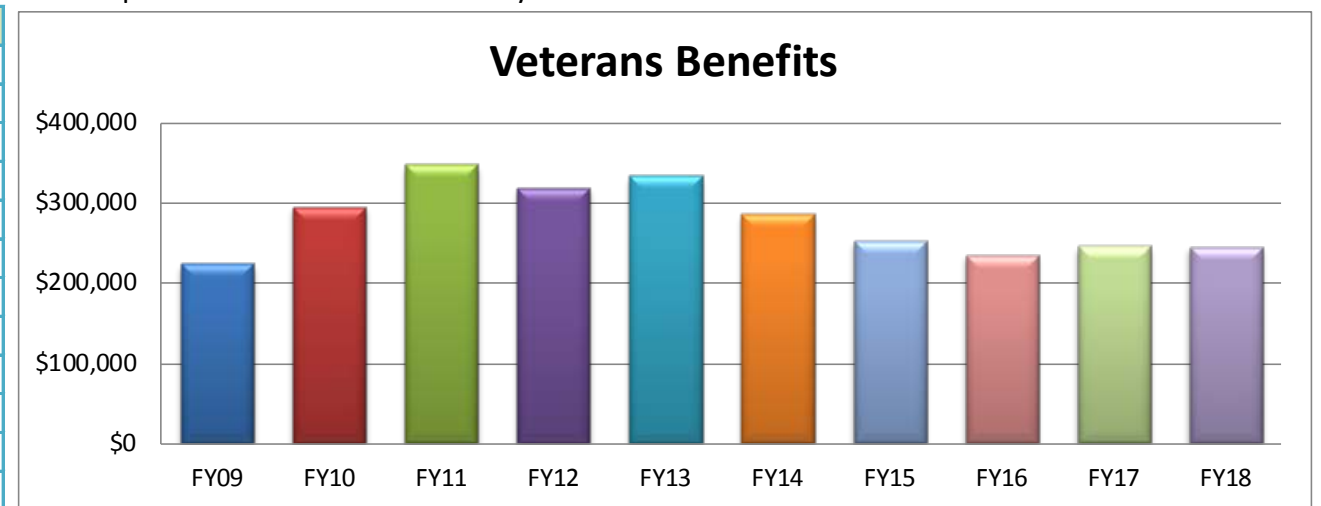
Unrestricted General Government Aid (UGGA). In FY 2010 the state has eliminated the Lottery Aid, General Fund Subsidy to Lottery, and Additional Assistance revenue and replaced it with this revenue called 'Unrestricted General Government Aid'. The FY 2008 to FY 2009 figure below is a total of the three revenue sources no longer used (lottery, subsidy to lottery, & additional assistance). The FY 2018 amount is a 3.9% increase.

Unrestricted Gen. Govt. Aid		
Fiscal Year	Revenue	
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	
2017	6,642,634	Per Recap
2018	6,901,697	Estimated
% Change FY17 vs. FY18		3.9%



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 .5% in FY 2018. 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	
2009	222,429	
2010	293,186	
2011	345,847	
2012	317,485	
2013	332,682	
2014	284,279	
2015	251,952	
2016	234,096	
2017	244,677	Per Recap
2018	243,457	Estimated
% Change FY17 vs. FY18		-0.5%

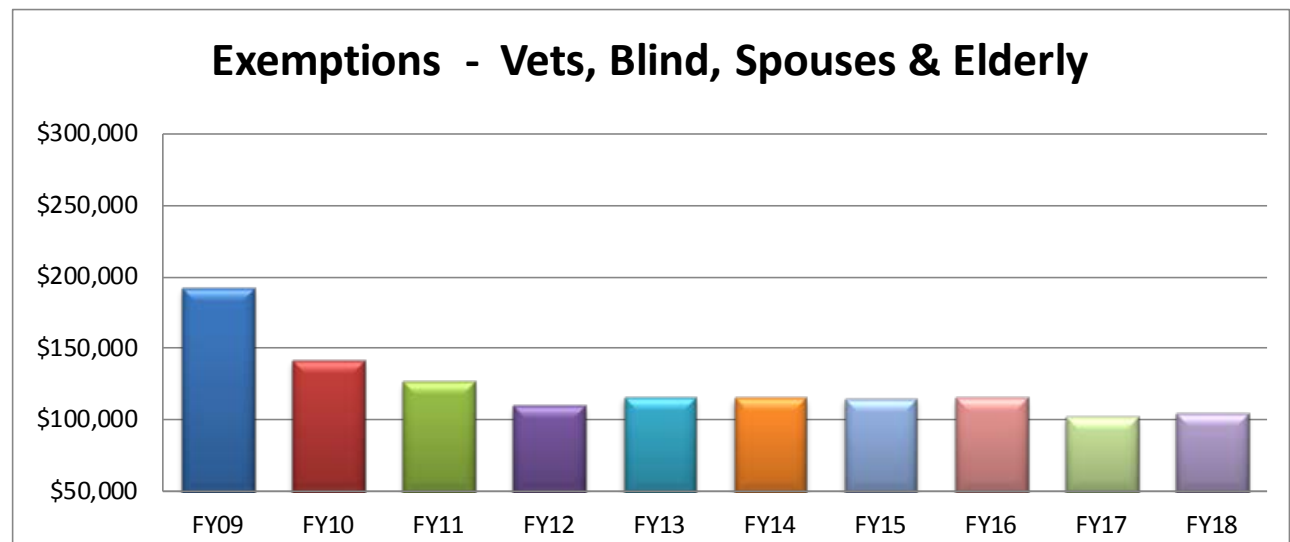


Exemptions: Vets, Blind, Surviving Spouses, and Elderly - The State Cherry Sheet reimburses the City for loss of taxes due to real estate abatements to veterans, surviving spouses and the legally blind. The abatement categories are authorized by the State. The City is not empowered to offer abatements 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.

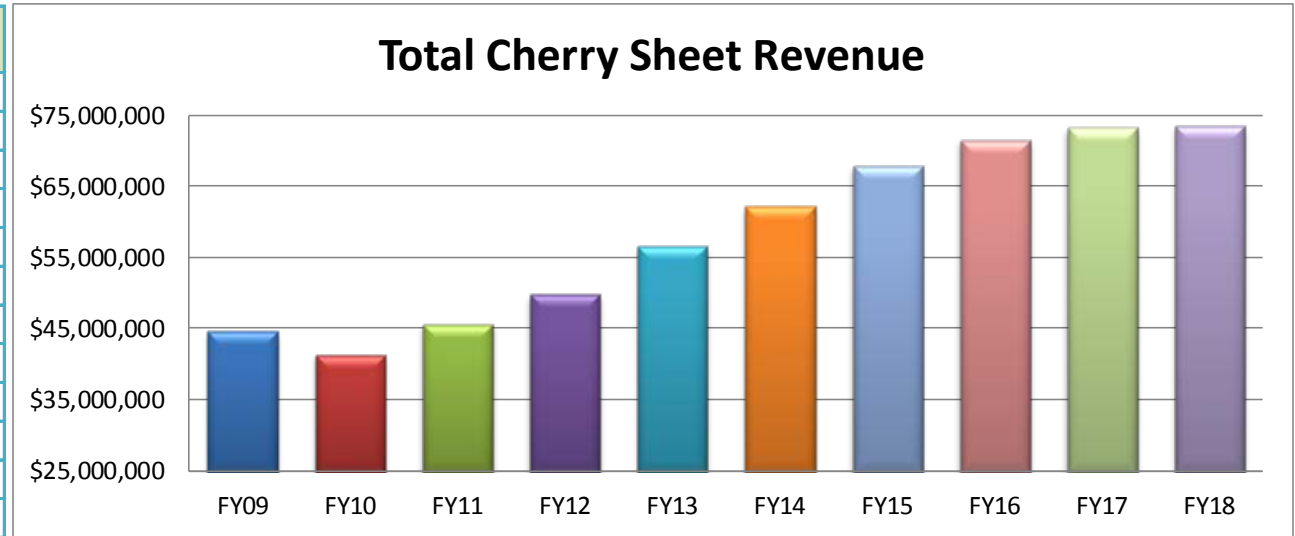
In FY 2010 the state combined the elderly exemption with the veterans, blind and surviving spouse’s exemptions. In previous years, the elderly exemption was budgeted separately. The state has increased this by 2.83% in FY 2018.

Exemptions- Vets, Blind, Spouse & Elderly		
Fiscal Year	Revenue	
2009	191,614	
2010	141,569	
2011	126,740	
2012	110,025	
2013	115,789	
2014	115,093	
2015	114,611	
2016	115,321	
2017	101,853	Per Recap
2018	104,710	Estimated
% Change FY17 vs. FY18		2.8%



Total Estimated Cherry Sheet Revenue for FY 2018 is up 0.2%.

Total Cherry Sheet Revenue		
Fiscal Year	Revenue	
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	71,545,954	
2017	73,341,867	Per Recap
2018	73,500,817	Estimated
% Change FY17 vs. FY18		0.2%



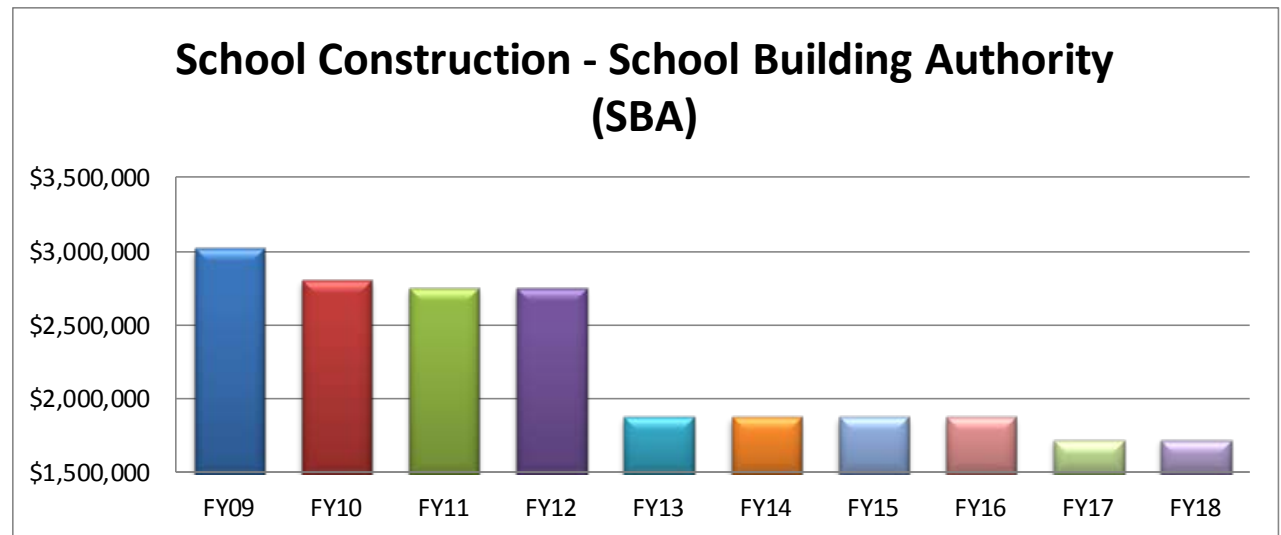
IV. MSBA REIMBURSEMENTS

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.

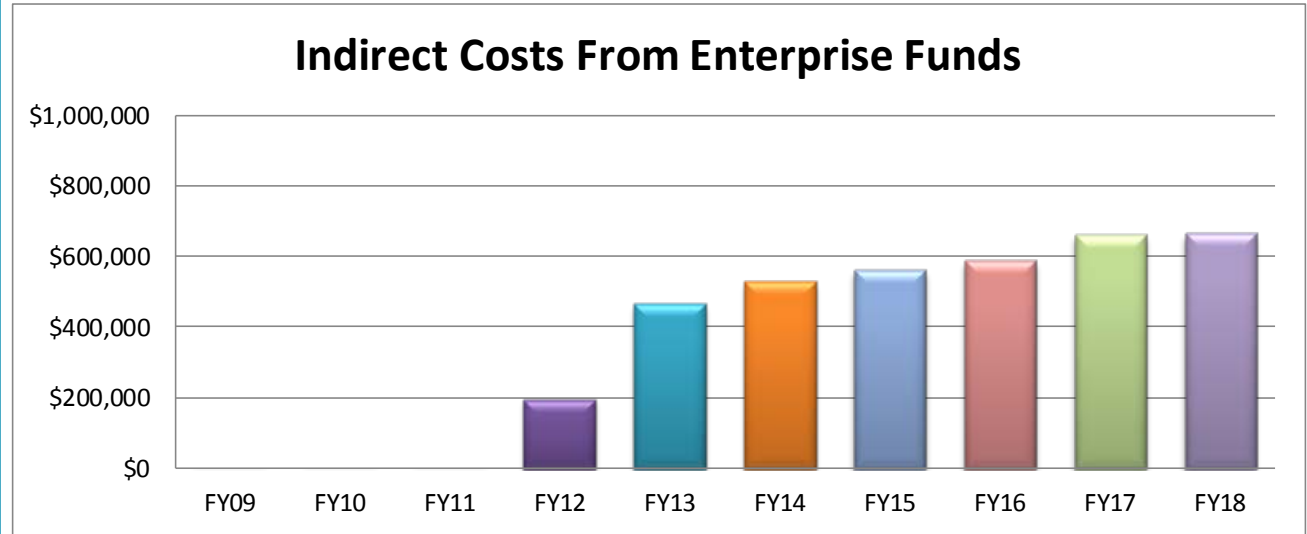
School Construction School Building Authority (SBA)		
Fiscal Year	Revenue	
2009	3,021,686	
2010	2,806,440	
2011	2,755,827	
2012	2,755,827	
2013	1,882,459	
2014	1,882,459	
2015	1,882,459	
2016	1,882,459	
2017	1,730,062	Per Recap
2018	1,730,062	Estimated
% Change FY17 vs. FY18		0.0%



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 2018 an increase in indirect costs of 0.6% is projected.

Inter-fund Operating Transfers In Indirect Costs from Enterprise Funds		
Fiscal Year	Revenue	
2009	-	
2010	-	
2011	-	
2012	197,328	
2013	466,593	
2014	528,544	
2015	561,191	
2016	589,251	
2017	661,279	Per Recap
2018	665,206	Estimated
% Change FY17 vs. FY18		0.6%



4.4 CITY OF EVERETT
 RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2018
 Amended 6/1/17

111	CITY COUNCIL		Total
	Personnel Services	342,538	
	General Expenditures	71,000	413,538
121	EXECUTIVE OFFICE OF THE MAYOR		
	Personnel Services	887,067	
	General Expenditures	686,661	Amended
	Reserve Fund	0	1,573,728
135	DIVISION OF FINANCE / OFFICE OF THE CITY AUDITOR		
	Personnel Services	520,303	
	General Expenditures	228,000	748,303
138	DIVISION OF FINANCE / OFFICE OF PURCHASING & PROCUREMENT		
	Personnel Services	185,952	
	General Expenditures	7,500	193,452
141	DIVISION OF FINANCE / OFFICE OF ASSESSING		
	Personnel Services	327,796	Amended
	General Expenditures	210,875	538,671
145	DIVISION OF FINANCE / OFFICE OF TREASURER - COLLECTOR		
	Personnel Services	746,555	
	General Expenditures	279,050	1,025,605
151	OFFICE OF THE CITY SOLICITOR		
	Personnel Services	251,310	
	General Expenditures	125,250	376,560

4.4 CITY OF EVERETT
 RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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 FISCAL YEAR 2018
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152	DEPARTMENT OF HUMAN RESOURCES		
	Personnel Services	458,723	
	General Expenditures	66,500	525,223
155	DEPARTMENT OF INFORMATION TECHNOLOGY		
	Personnel Services	226,569	
	General Expenditures	606,000	
	Capital Improvements	35,000	867,569
161	CITY CLERK		
	Personnel Services	337,597	
	General Expenditures	60,200	397,797
162	ELECTION COMMISSION		
	Personnel Services	236,387	
	General Expenditures	68,910	305,297
165	LICENSING		
	Personnel Services	7,200	
	General Expenditures	500	7,700
171	CONSERVATION COMMISSION		
	Personnel Services	12,200	
	General Expenditures	600	12,800
175	PLANNING BOARD		
	Personnel Services	12,300	
	General Expenditures	100	12,400

4.4 CITY OF EVERETT
 RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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 FISCAL YEAR 2018
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176	ZONING BOARD OF APPEALS		
	Personnel Services	14,696	
	General Expenditures	500	15,196

PUBLIC SAFETY (200s)

210	POLICE DEPARTMENT		
	Personnel Services	13,896,031	
	General Expenditures	413,196	Amended
	Capital Improvements	452,500	14,761,727
220	FIRE DEPARTMENT		
	Personnel Services	10,615,123	
	General Expenditures	220,500	
	Capital Improvements	105,000	10,940,623
242	DEPARTMENT OF INSPECTIONAL SERVICES		
	Personnel Services	1,841,539	
	General Expenditures	3,382,777	Amended
	Capital Improvements	0	5,224,316
299	EMERGENCY COMMUNICATIONS CENTER		
	Personnel Services	1,107,865	
	General Expenditures	91,800	1,199,665

4.4 CITY OF EVERETT
RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
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D P W (400s)

DEPARTMENT OF PUBLIC WORKS			
490	Personnel Services - Executive Division	759,711	Amended
	General Expenditures	819,000	1,578,711
491	Personnel Services - Facilities Division	1,275,863	
	General Expenditures	1,420,000	2,695,863

D P W (400s) (continued)

492	Personnel Services - Engineering Division	146,361	
	General Expenditures	346,500	492,861
493	Personnel Services - Parks and Cemeteries Division	1,241,963	
	General Expenditures	567,500	Amended
	Capital Improvements	0	1,809,463
494	General Expenditures -Stadium	46,000	46,000
495	Personnel Services - Highway Division	1,030,149	
	General Expenditures	745,000	Amended
	Capital Improvements	100,000	1,875,149
496	Personnel Services - Snow and Ice	50,000	
	General Expenditures	325,000	375,000
497	General Expenditures - Solid Waste	3,090,000	3,090,000

4.4 CITY OF EVERETT
 RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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HUMAN SERVICES (500s)

510	DEPARTMENT OF HEALTH AND HUMAN SERVICES		
	Personnel Services	1,276,303	Amended
	General Expenditures	56,350	1,332,653
521	DEPARTMENT OF PLANNING & DEVELOPMENT		
	Personnel Services	462,562	
	General Expenditures	853,000	1,315,562
<u>HUMAN SERVICES (500s) (continued)</u>			
541	COUNCIL ON AGING		
	General Expenditures	47,000	47,000
543	OFFICE OF VETERANS SERVICES		
	Personnel Services	96,257	
	General Expenditures	443,650	539,907
544	COMMISSION ON DISABILITY		
	Personnel Services	10,700	
	General Expenditures	250	10,950
599	OFFICE OF HUMAN SERVICES		
	Personnel Services	486,101	
	General Expenditures	93,000	579,101

4.4 CITY OF EVERETT
RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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LIBRARIES AND RECREATION (600s)

610	DEPARTMENT OF LIBRARIES		
	Personnel Services	914,851	
	General Expenditures	302,620	1,217,471
630	OFFICE OF HEALTH AND WELLNESS		
	Personnel Services	622,448	
	General Expenditures	168,500	790,948
	SUBTOTAL: CITY DEPARTMENT COSTS	\$ 56,936,809	\$ 56,936,809

FIXED COSTS

710	RETIREMENT OF LONG TERM CAPITAL DEBT	10,062,416	
751	LONG TERM DEBT INTEREST	2,498,072	
752	SHORT TERM DEBT INTEREST	100,000	
911	RETIREMENT BOARD		
	Pension Fund Contribution	14,381,980	
	Non-Contributory Pen/Ann	49,100	14,431,080
913	UNEMPLOYMENT COMPENSATION	400,000	
914	EMPLOYEE INSURANCE		

4.4 CITY OF EVERETT
 RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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	Life Insurance	87,716	
	Health Insurance	20,346,475	
	A D & D Insurance	19,282	20,453,473
915	FICA (Medicare)	1,415,294	
944	EMPLOYEE INJURIES		
	Active Police & Fire	175,000	
	Retired Police & Fire	12,000	
	Workers Comp	515,000	702,000
945	PROPERTY / LIABILITY INSURANCE		
	Comp General Liability	1,476,563	
	Insurance Deductibles	150,000	1,626,563
	SUBTOTAL: FIXED COSTS \$	51,688,898	
	<u>SCHOOL DEPARTMENT</u>		
300	SCHOOL DEPARTMENT	70,085,290	
300	Special Ed Transportation	4,600,000	74,685,290
	SUBTOTAL: SCHOOL DEPARTMENT \$	74,685,290	
	City Department Costs	56,936,809	

4.4 CITY OF EVERETT
RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
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Fixed Costs	51,688,898	108,625,707
School Department	74,685,290	183,310,997

RECOMMENDED APPROPRIATION GRAND TOTAL: \$183,310,997

4.5 Fiscal Year 18 Five Year Financial Forecast

	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
REVENUES							
TAX LEVY							
PRIOR YEAR LEVY LIMIT			99,542,806	104,642,418	109,258,479	113,989,941	118,839,689
PROPOSITION 2.5 INCREASE TO LEVY		2.50%	2,488,570	2,616,060	2,731,462	2,849,749	2,970,992
NEW GROWTH	-23.40%	varies	2,611,042	2,000,000	2,000,000	2,000,000	2,000,000
AMENDED NEW GROWTH (prior year)							
TAX LEVY LIMIT			104,642,418	109,258,479	113,989,941	118,839,689	123,810,681
LEVY LIMIT	4.41%	varies	104,642,418	109,258,479	113,989,941	118,839,689	123,810,681
LEVY CEILING	4.00%	4.00%	118,804,613	123,556,798	128,499,069	133,639,032	138,984,593
LOCAL RECEIPTS							
MVX	5.59%	2.50%	3,220,000	3,400,000	3,485,000	3,572,125	3,661,428
OTHER EXCISE	22.22%	2.50%	450,000	550,000	563,750	577,844	592,290
INTEREST ON TAXES	0.00%	2.50%	500,000	500,000	512,500	525,313	538,445
IN LIEU OF TAXES	0.00%	2.50%	14,000	14,000	14,350	14,709	15,076
CHARGES FOR SVCS	0.00%	2.50%	40,000	40,000	41,000	42,025	43,076
FEES	0.00%	2.50%	320,000	320,000	328,000	336,200	344,605
RENTALS	0.00%	2.50%	20,000	20,000	20,500	21,013	21,538
OTHER DEPT REVENUE	0.00%	2.50%	250,000	250,000	256,250	262,656	269,223
LICENCES & PERMITS	4.55%	2.50%	669,542	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	27.02%		1,968,167	2,500,000	2,000,000	-	-
TOTAL: LOCAL RECEIPTS	8.93%	2.50%	9,436,709	10,279,000	9,973,475	8,172,812	8,377,132
CHERRY SHEET REVENUE	0.22%	3.00%	73,341,867	73,500,817	75,705,842	77,977,017	80,316,327
SCHOOL BLDG ASSISTANCE	0.00%	per SBA	1,730,062	1,730,062	1,730,062	1,730,062	1,730,062
OTHER FINANCIAL SOURCES (OFS)							
Free Cash Appropriations (page 4 column c)		varies		-			
Other Available Funds (page 4 columb d)		varies					
Reiubursement - Wynn				-			
Other Sources to reduce the Tax Rate	-100.00%		1,000,000				
Free Cash to Reduce the Tax Rate	0.00%		2,000,000	2,000,000	-	-	-
Casino Assumotions:							
Community Enhancement fee	100.00%		5,000,000	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			8,000,000	14,500,000	12,500,000	27,500,000	28,187,500
ENTERPRISE FUNDS							
WATER/SEWER ENTERPRISE FUND	5.28%	3.00%	17,217,998	18,127,319	18,671,139	19,231,273	19,808,211
TOTAL ENTERPRISE FUND REVENUE	5.28%	3.00%	17,217,998	18,127,319	18,671,139	19,231,273	19,808,211
GRAND TOTAL: ALL REVENUES	9.35%	varies	214,369,054	227,395,677	232,570,458	253,450,852	262,229,914

4.5 Fiscal Year 18 Five Year Financial Forecast

	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
EXPENDITURES							
GENERAL GOVERNMENT - 100's							
CITY COUNCIL	22.94%	3.00%	336,372	413,538	425,944	438,722	451,884
MAYOR	14.58%	3.00%	1,373,500	1,573,728	1,620,940	1,669,568	1,719,655
AUDITOR/CFO	3.13%	3.00%	725,584	748,303	770,752	793,875	817,691
PURCHASING	8.26%	3.00%	178,698	193,452	199,256	205,233	211,390
ASSESSORS	-13.13%	3.00%	620,085	538,671	554,831	571,476	588,620
TREASURER/COLLECTOR	3.56%	3.00%	990,307	1,025,605	1,056,373	1,088,064	1,120,706
SOLICITOR	1.90%	3.00%	369,530	376,560	387,857	399,493	411,477
HUMAN RESOURCES	-3.02%	3.00%	541,556	525,223	540,980	557,209	573,925
INFORMATION TECHNOLOGY	6.54%	3.00%	814,276	867,569	893,596	920,404	948,016
CITY CLERK	12.58%	3.00%	353,332	397,797	409,731	422,023	434,684
ELECTIONS/REGISTRATION	8.64%	3.00%	281,009	305,297	314,456	323,890	333,606
LICENSING BOARD	63.83%	3.00%	4,700	7,700	7,931	8,169	8,414
CONSERVATION	-57.65%	3.00%	30,222	12,800	13,184	13,580	13,987
PLANNING BOARD	122.58%	3.00%	5,571	12,400	12,772	13,155	13,550
APPEALS BOARD	85.41%	3.00%	8,196	15,196	15,652	16,121	16,605
TOTAL: GENERAL GOVERNMENT	5.74%	3.00%	6,632,938	7,013,839	7,224,254	7,440,982	7,664,211
PUBLIC SAFETY - 200's							
POLICE	9.28%	5.00%	13,507,938	14,761,727	15,499,813	16,274,804	17,088,544
FIRE	2.95%	5.00%	10,626,666	10,940,623	11,487,654	12,062,037	12,665,139
INSPECTIONAL SERVICES	23.85%	5.00%	4,218,130	5,224,316	5,485,532	3,759,808	3,947,799
EMERGENCY COMMUNICATIONS CENTER	15.93%	5.00%	1,034,777	1,199,665	1,259,648	1,322,631	1,388,762
TOTAL: PUBLIC SAFETY	9.32%	5.00%	29,387,511	32,126,331	33,732,648	33,419,280	35,090,244
CITY SERVICES FACILITY - 400's							
Executive (490)	2.33%	4.00%	1,542,781	1,578,711	1,641,859	1,707,534	1,775,835
Facilities Maintenance (491)	11.14%	4.00%	2,425,613	2,695,863	2,803,698	2,915,845	3,032,479
Engineering (492)	91.86%	4.00%	256,892	492,861	512,575	533,078	554,402
Parks and Cemetery (493)	18.53%	4.00%	1,526,603	1,809,463	1,881,842	1,957,115	2,035,400
Stadium (494)	0.00%	4.00%	46,000	46,000	47,840	49,754	51,744
Highway (495)	2.53%	4.00%	1,828,867	1,875,149	1,950,155	2,028,161	2,109,288
Snow and Ice (496)	0.00%	4.00%	375,000	375,000	390,000	405,600	421,824
Solid Waste (497)	9.57%	4.00%	2,820,000	3,090,000	3,213,600	3,342,144	3,475,830
TOTAL: CITY SERVICES	10.55%	4.00%	10,821,756	11,963,047	12,441,569	12,939,232	13,456,801

4.5 Fiscal Year 18 Five Year Financial Forecast

	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
EXPENDITURES							
HUMAN SERVICES - 500's							
HEALTH INSPECTION SERVICES	5.34%	3.00%	1,265,092	1,332,653	1,372,633	1,413,812	1,456,226
PLANNING AND DEVELOPMENT	40.25%	3.00%	938,014	1,315,562	1,355,029	1,395,680	1,437,550
COUNCIL ON AGING	0.00%	3.00%	47,000	47,000	48,410	49,862	51,358
VETERANS AGENT	-3.36%	3.00%	558,666	539,907	556,104	572,787	589,971
COMMISSION ON DISABILITY	177.22%	3.00%	3,950	10,950	11,279	11,617	11,965
MAYOR'S OFFICE OF HUMAN SERVICES	25.25%	3.00%	462,371	579,101	596,474	614,368	632,799
TOTAL: HUMAN SERVICES	16.80%	3.00%	3,275,093	3,825,173	3,939,928	4,058,126	4,179,870
LIBRARIES AND RECREATION							
LIBRARY	15.62%	3.00%	1,053,034	1,217,471	1,253,995	1,291,615	1,330,363
PARK AND RECREATION	5.02%	3.00%	753,145	790,948	814,676	839,117	864,290
TOTAL: CULTURAL AND RECREATIONAL	11.20%	3.00%	1,806,179	2,008,419	2,068,672	2,130,732	2,194,654
SUBTOTAL - CITY DEPARTMENT COSTS	9.66%	varies	51,923,477	56,936,809	59,407,070	59,988,351	62,585,780
FIXED COSTS							
RETIREMENT OF LONG TERM CAPITAL DEBT PRINCIPAL	17.77%	debt sched	8,544,416	10,062,416	9,525,415	9,558,415	9,332,415
RETIREMENT OF LONG TERM CAPITAL DEBT INTEREST	9.29%	debt sched	2,285,760	2,498,072	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	4.95%	4.50%	13,703,004	14,381,980	15,029,169	15,705,482	16,412,228
NON-CONTRIBUTORY PENSION	-29.56%	-3.00%	69,700	49,100	47,627	46,198	44,812
UNEMPLOYMENT COMPENSATION	0.00%	3.00%	400,000	400,000	412,000	424,360	437,091
EMPLOYEE INSURANCE - LIFE	4.00%	5.00%	84,342	87,716	92,102	96,707	101,542
EMPLOYEE INSURANCE - HEALTH	3.66%	5.00%	19,628,502	20,346,475	21,363,799	22,431,989	23,553,588
EMPLOYEE INSURANCE - AD + D	4.00%	5.00%	18,540	19,282	20,246	21,258	22,321
FICA	5.00%	4.00%	1,347,899	1,415,294	1,471,906	1,530,782	1,592,013
EMPLOYEE INJURIES	1.23%	5.00%	693,500	702,000	737,100	773,955	812,653
PROPERTY/LIABILITY INSURANCE	2.72%	4.00%	1,583,556	1,626,563	1,691,626	1,759,291	1,829,662
ADDITIONAL TRANSFERS TO STABILIZATION			-	-	-	10,000,000	4,000,000
SUBTOTAL - FIXED COSTS (CITY & SCHOOL)	6.66%	varies	48,459,219	51,688,898	52,719,782	63,763,031	59,980,081
EDUCATION (includes Special Ed Transportation)							
	1.21%	4.00%	73,793,144	74,685,290	77,672,702	80,779,610	84,010,794
SUBTOTAL - SCHOOL DEPARTMENT	1.21%	5.00%	73,793,144	74,685,290	77,672,702	80,779,610	84,010,794
SUBTOTAL: GENERAL FUND	5.24%	varies	174,175,840	183,310,997	189,799,554	204,530,992	206,576,655

4.5 Fiscal Year 18 Five Year Financial Forecast

	% INC/DEC FY17 v FY18	% INC/DEC FY18-FY22	FY17 RECAP	FY18 PROJECTED	FY19 PROJECTED	FY20 PROJECTED	FY21 PROJECTED
EXPENDITURES							
WATER/SEWER ENTERPRISE							
SALARIES	8.58%	3.00%	875,780	950,918	979,446	1,008,829	1,039,094
EXPENSES	11.71%	3.00%	841,000	939,500	967,685	996,716	1,026,617
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	11.93%	debt sched	1,625,702	1,819,665	1,331,819	1,329,052	1,266,343
MWRA ASSESSMENT	3.71%	5.00%	13,164,237	13,652,029	14,334,630	15,051,362	15,803,930
Other				-	-	-	-
SUBTOTAL: WATER/SEWER ENTERPRISE	5.15%	varies	16,606,719	17,462,112	17,713,580	18,485,958	19,235,984
SUBTOTAL: CITY, SCHOOL, AND ENTERPRISE	5.24%	varies	190,782,559	200,773,109	207,513,134	223,016,951	225,812,639
OTHER EXPENDITURES							
CHERRY SHEET ASSESSMENT	17.22%	3.00%	12,933,097	15,159,668	15,614,458	16,082,892	16,565,379
CHERRY SHEET OFFSET	8.23%	3.00%	55,065	59,598	61,386	63,228	65,124
OVERLAY	0.22%	2.50%	1,995,635	2,000,000	2,550,000	2,613,750	2,679,094
Court Judgements							
SNOW AND ICE DEFICIT	#DIV/0!	varies	-	-	-	-	-
FY2017 amortization (2 of 3)	-100.00%		867,351				
FY2018 amortization (3 of 3)				867,351			
OTHER DEFICITS RAISED ON RECAP							
Water/Sewer Enterprise Fund Deficit	#DIV/0!						
Overlay Deficit/Appropriation Deficit	#DIV/0!						
SUPPLEMENTAL APPROPRIATIONS							
Raise and Appropriate							
From Free Cash	#DIV/0!						
From Stabilization							
From Other Available Funds (pg 4 of recap)			-				
TOTAL: OTHER EXPENDITURES	14.10%	varies	15,851,148	18,086,617	18,225,844	18,759,869	19,309,597
GRAND TOTAL: ALL EXPENDITURES	5.92%	varies	206,633,707	218,859,726	225,738,978	241,776,820	245,122,235
BUDGET GAP			7,735,347	8,535,951	6,831,480	11,674,033	17,107,678
			96,907,071	100,722,528	107,158,461	107,165,657	106,703,003
			tax levy	tax levy	tax levy	tax levy	tax levy

City Council

The City Council, the policy setting arm of the City, derives its powers from the City charter and the laws and Constitution of the Commonwealth of Massachusetts. It authorizes public improvements and expenditures, adopts regulations and ordinances, levies taxes, controls the finances and property taxes of the City, and performs many related legislative tasks.

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 2018

32% increase due to: A 3% increase on the Administrative Assistant's salary. The Clerk of the City Council's salary was reclassified. Also, effective January 1, 2018, the City Counselors receive an increase to a salary of \$25,000 per member. In FY17, Expenses were shifted around due to the remodeling of the back office and the Conference Room. Reimbursable Expenses was increased to give each City Councilor a \$4K budget which would now include travel to conferences. Advertising is increased as the City Clerk/Clerk of the City Council has retired and

advertising has been put in the Boston Globe for the position and for special meeting notifications.

FY 2017: 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 2018: Goals & Objectives

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



City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

111 - CITY COUNCIL							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-111-1-5111	SALARIES	\$67,013.39	\$55,522.00	\$31,270.86	\$57,188.00	\$57,188.00	\$57,188.00
01-111-1-5143	LONGEVITY	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00
01-111-1-5191	CITY COUNCIL STIPENDS	\$198,999.96	\$209,000.00	\$173,348.76	\$284,500.00	\$284,500.00	\$284,500.00
PERSONNEL Total:		\$266,863.35	\$265,372.00	\$205,469.62	\$342,538.00	\$342,538.00	\$342,538.00
EXPENSES							
01-111-2-5280	EQUIPMENT & OTHER	\$1,075.01	\$3,000.00	\$1,020.75	\$3,000.00	\$3,000.00	\$3,000.00
01-111-2-5346	ADVERTISING	\$5,898.00	\$6,000.00	\$4,122.00	\$12,000.00	\$12,000.00	\$12,000.00
01-111-2-5420	OFFICE SUPPLIES	\$5,950.89	\$28,000.00	\$1,533.76	\$12,000.00	\$12,000.00	\$12,000.00
01-111-2-5785	REIMBURSABLE EXPENSES	\$19,096.98	\$11,000.00	\$4,279.25	\$44,000.00	\$44,000.00	\$44,000.00
EXPENSES Total:		\$32,020.88	\$48,000.00	\$10,955.76	\$71,000.00	\$71,000.00	\$71,000.00
111 CITY COUNCIL Total:		\$298,884.23	\$313,372.00	\$216,425.38	\$413,538.00	\$413,538.00	\$413,538.00

111	CITY COUNCIL / LEGISLATIVE DEPARTMENT									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
	CLASS/		F T E	F T E	F T E		FY 17	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	\$55,522	\$57,188	\$57,188
01-111-1-5191	Clerk of Committees - Part Time		UNCL		0	0	0	\$40,000	\$40,000	\$40,000
01-111-1-5191	Clerk of the City Council ²		UNCL		0	0	0	\$4,000	\$12,000	\$12,000
01-111-1-5191	City Councilors ³		UNCL		0	0	0	\$165,000	\$232,500	\$232,500
111	City Council / Legislative Department TOTAL				1	1	1			
City Councilors:	Fred Capone, Richard Dell Isola, Rosa DiFlorio,						Salary (5111)	\$55,522	\$57,188	\$57,188
	Anthony DiPierro, John Hanlon, Cynthia Sarnie						Longevity (5143)	\$850	\$850	\$850
	Wayne Matewsky, Leo McKinnon, Peter Napolitano,						City Council Stipend (5191)	\$209,000	\$284,500	\$284,500
	Mike McLaughlin, Stephen Simonelli									
							Personnel Total:	\$265,372	\$342,538	\$342,538
Notes to Budget:										
¹ This position has received a 3% COLA in FY 18.										
² Seeking upgrade in FY 18.										
³ Increase for City Counselors to \$25K is effective 1.1.18										

City Council (111)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	55,522	57,188	\$1,666	3%	Ms. McCorry is only full-time employee. Includes 3% COLA
Longevity	850	850	\$0	0%	Ms. McCorry
City Council Stipends	209,000	284,500	\$75,500	36%	Includes Messrs. Burley, Matarazzo and City Council (\$25K eff 1.1.18)
Total Personnel Services	\$265,372.00	\$342,538.00	\$77,166.00	29%	
General Operating Expenses					
Lease of Equipment	3,000	3,000	\$0	0%	Ricoh copier/\$119.44 per month. Includes maintenance fee.
Advertising	6,000	12,000	\$6,000	100%	Increase in newspaper ads for advertising passed ordinances.
Office Supplies	6,000	12,000	\$6,000	100%	All other office supplies. Purchase new furniture for conference room.
Other Expenses	33,000	44,000	\$11,000	33%	\$4K per member. To include travel/conferences. Spending does not warrant the increase.
Total Expenditures	\$48,000	\$71,000	\$23,000	48%	
 Total City Council	 \$313,372	 \$413,538	 \$100,166	 32%	

Executive Office of Mayor

The Mayor's Office is the Executive Department of the City of Everett. As the City's Chief Executive Officer, the Mayor provides leadership to and administration of all departments and services. The Mayor's staff includes the Chief of Staff, Policy Director, Grant Writer, Constituent Services Director, Executive Manager, Secretaries and Constituent Services Aides.

The Mayor is responsible for the enforcement of all laws and City ordinances; appointment of department heads; appointment of members to the numerous City boards and commissions; and submission of the annual budget to the City Council. In addition, the Mayor and his staff recommend policies and programs to the City Council and implement Council decisions.

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 2018

15% increase due to: The Office of the Mayor has been restructured to be a more efficient and effective operation. Our Chief of Staff is working fewer hours than the previous employee, and we have reclassified the duties of our Policy Director and changed her title to Deputy Chief of Staff. 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 success of our Constituent Services Office, we have transferred 2 part-time aides down to the Connolly Center to help our seniors with any issues they may have. This will allow them to conduct their business at the

Connolly Center and they will not have to make an additional trip up to City Hall. Our City Council voted to increase the Mayor's longevity. Finally, the City Council had asked for \$200,000 for the City of Everett's Quasiquicentennial (125 years) celebration. The highlight will be an old-fashioned parade through the city and a drum & bugle competition at our stadium in the evening.

FY 2017: 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 Constitute 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%
 - ❖ Construction begun on Wynn Resort – the largest private development in New England.



FY 2018: Goals & Objectives

- ❖ To begin design, renovation and construction for the parks projects under our Capital Improvement Projects.
- ❖ To continue successful operation of “311” system for the City.
- ❖ 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 FY18 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 2018 City Budget

121 - EXECUTIVE OFFICE OF MAYOR							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-121-1-5111	SALARIES	\$585,458.49	\$791,331.00	\$542,316.93	\$780,276.00	\$780,276.00	\$780,276.00
01-121-1-5113	PART TIME SALARIES	\$32,185.50	\$57,834.00	\$26,718.49	\$58,991.00	\$58,991.00	\$58,991.00
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	\$1,385.95	\$8,000.00	\$68,841.75	\$30,800.00	\$30,800.00	\$30,800.00
01-121-1-5190	AUTO ALLOWANCE	\$11,673.27	\$12,000.00	\$9,923.11	\$12,000.00	\$12,000.00	\$12,000.00
PERSONNEL Total:		\$630,703.21	\$874,165.00	\$647,800.28	\$887,067.00	\$887,067.00	\$887,067.00
EXPENSES							
01-121-2-5300	PROFESSIONAL SERVICES	\$6,176.09	\$12,000.00	\$9,494.98	\$10,000.00	\$10,000.00	\$10,000.00
01-121-2-5301	MARKETING & BUSINESS	\$0.00	\$100,000.00	\$490.00	\$100,000.00	\$100,000.00	\$100,000.00
01-121-2-5320	AFTER SCHOOL PROGRAM	\$85,000.00	\$85,000.00	\$31,796.35	\$85,000.00	\$85,000.00	\$85,000.00
01-121-2-5340	TELECOMMUNICATIONS	\$1,417.83	\$2,200.00	\$1,054.92	\$2,300.00	\$2,300.00	\$2,300.00
01-121-2-5346	ADVERTISING	\$72,733.68	\$75,000.00	\$59,770.50	\$66,300.00	\$66,300.00	\$66,300.00
01-121-2-5420	OFFICE SUPPLIES	\$4,738.74	\$6,750.00	\$5,865.92	\$6,885.00	\$6,885.00	\$6,885.00
01-121-2-5427	NATIONAL LEAGUE OF CITIES	\$4,796.69	\$5,813.00	\$0.00	\$5,929.00	\$5,929.00	\$5,929.00
01-121-2-5700	RECOGNITION AND AWARDS	\$2,199.44	\$3,000.00	\$296.00	\$3,060.00	\$3,060.00	\$3,060.00
01-121-2-5716	PROFESSIONAL DEVELOPMENT	\$2,514.84	\$6,024.00	\$357.90	\$13,284.00	\$13,284.00	\$13,284.00
01-121-2-5720	OUT-OF-STATE TRAVEL	\$6,170.02	\$13,248.00	\$8,256.06	\$6,373.00	\$6,373.00	\$6,373.00
01-121-2-5730	DUES-MASS MUNICIPAL ASSOC	\$10,738.00	\$11,500.00	\$10,514.00	\$11,730.00	\$11,730.00	\$11,730.00
01-121-2-5732	DUES-US CONFERENCE OF MAYORS	\$4,939.00	\$5,800.00	\$4,289.00	\$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	\$15,846.44	\$8,000.00	\$72.71	\$25,000.00	\$25,000.00	\$25,000.00
01-121-2-5796	OFFICIAL CELEBRATIONS	\$76,432.44	\$135,000.00	\$114,105.87	\$335,000.00	\$335,000.00	\$335,000.00
EXPENSES Total:		\$303,703.21	\$479,335.00	\$256,364.21	\$686,661.00	\$686,661.00	\$686,661.00
SPECIAL PURPOSES							
01-121-7-5795	RESERVE FUND	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
SPECIAL PURPOSES Total:		\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Everett
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FY 2018 City Budget

121 - EXECUTIVE OFFICE OF MAYOR		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
TRANSFERS OUT							
TRANSFERS OUT Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
121 EXECUTIVE OFFICE OF MAYOR Total:		\$934,406.42	\$1,373,500.00	\$904,164.49	\$1,573,728.00	\$1,573,728.00	\$1,573,728.00

121	EXECUTIVE OFFICE OF THE MAYOR									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-121-1-5111	Mayor ¹	UNCL	35	1	1	1	\$109,101	\$125,187	\$125,187	
01-121-1-5111	Chief of Staff/Legal Counsel ²	UNCL	18.5	0	0	0	\$70,000	\$75,000	\$75,000	
01-121-1-5111	Deputy Chief of Staff ⁴	UNCL	35	1	1	1	\$101,000	\$114,000	\$114,000	
01-121-1-5111	Grant Writer	UNCL	35	1	1	1	\$65,000	\$65,000	\$65,000	
01-121-1-5111	Executive Manager ^{2 3}	UNCL	35	1	1	1	\$64,796	\$71,400	\$71,400	
01-121-1-5111	Secretary ³	UNCL	35	1	1	1	\$49,939	\$50,938	\$50,938	
01-121-1-5111	Constituent Services / 311 Director ³	UNCL	35	1	1	1	\$66,300	\$75,000	\$75,000	
01-121-1-5111	Secretary / Constituent Services ³	UNCL	35	1	1	1	\$49,939	\$50,938	\$50,938	
01-121-1-5111	*Secretary / Constituent Services ³	UNCL	35	1	1	1	\$49,939	\$50,938	\$50,938	
01-121-1-5111	*Secretary / Constituent Services ³	UNCL	35	1	1	1	\$49,939	\$50,938	\$50,938	
01-121-1-5111	Constituent Services Aide ³	UNCL	35	1	1	1	\$49,939	\$50,938	\$50,938	
01-121-1-5111	*Constituent Services Aide - PT ³	UNCL	25	0.71	0	0	\$35,669	\$0	\$0	
01-121-1-5111	Constituent Services Aide - PT ³	UNCL	25	0.71	0	0	\$35,669	\$0	\$0	
01-121-1-5113	Constituent Services Aide - PT ³	UNCL	16	0	0	0	\$19,278	\$19,664	\$19,664	
01-121-1-5113	Constituent Services Aide - PT ³	UNCL	16	0	0	0	\$19,278	\$19,664	\$19,664	
01-121-1-5113	Constituent Services Aide - PT ³	UNCL	16	0	0	0	\$19,278	\$19,664	\$19,664	
121	Mayor's Office TOTAL			11	10	10				
* These positions are multi-lingual							Salary (5111)	\$797,230	\$780,276	\$780,276
							Part Time (5113)	\$57,834	\$58,991	\$58,991
							Overtime (5130)	\$5,000	\$5,000	\$5,000
							Longevity (5143)	\$2,100	\$30,800	\$30,800
Notes to Budget:							Auto Allowance (5190)	\$12,000	\$12,000	\$12,000
¹ Mayor's salary 7/1/17 to 12/31/17 is \$56,187. From 1/1/18 thru 6/30/18 is \$69,000. Total is \$125,187										
² This position was reclassified during FY17.							Personnel Total:	\$874,164	\$887,067	\$887,067
³ 2% COLA added to salary in FY18.										
⁴ The job title of this position has been changed from Policy Director to Deputy Chief of Staff but job function includes the same and more.										

Executive Office of the Mayor (121)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	797,231	780,276	(16,955)	-2%	Policy Director job title changed to Asst. Chief of Staff. Grant Writer is vacant. Most all received 2%.
Part Time Salaries	57,834	58,991	1,157	2%	Constituent Services - T. Shalsi (16), J. Sagarino (16), J. D'Onofrio (16)
Overtime	5,000	5,000	0	0%	In lieu of comp time.
Longevity	2,100	30,800	28,700	1367%	Mayor DeMaria (\$30,000), Ms. Lattanzi (\$400) and Ms. Mayo (\$400)
Auto Allowance	12,000	12,000	0	0%	Mayor DeMaria - \$1,000 per month
Total Personnel Services	\$874,165	887,067	12,902	1%	
<u>General Operating Expenses</u>					
Professional Services	10,000	10,000	0	0%	Boston Globe, FADA office cleaners, Belmont Springs,
Marketing & Business	100,000	100,000	0	0%	Mr. Philbin. New signage for city. Marketing issues needed during the FY.
After School Program	85,000	85,000	0	0%	After School Program/For Kids Only - FKO
Telecommunications	2,200	2,300	100	5%	Telephones for Mayor/Staff.
Advertising	65,000	66,300	1,300	2%	All 3 local papers - Independent, Advocate & Leader Herald. Also Boston Globe.
Office Supplies	6,750	6,885	135	2%	WB Mason
National League of Cities	5,813	5,929	116	2%	Annual payment for membership
Recognition & Awards	3,000	3,060	60	2%	Velocity. In other years: State Line Graphics, Paragon Press, O'Connor Awards
Professional Development	13,024	13,284	260	2%	Any training courses needed by the staff.
Out-of-State Travel	6,248	6,373	125	2%	Conferences in Washington DC and as needed
Dues/Mass Municipal Assn	11,500	11,730	230	2%	Annual payment for membership
Dues/US Conference of Mayors	5,800	5,800	0	0%	Annual payment for membership
Dues/Metro Mayor	10,000	10,000	0	0%	Annual payment for membership
Other Expenses	20,000	25,000	5,000	25%	Unexpected expenses
Official Celebrations	135,000	335,000	200,000	148%	July 4th, CityFest, drum & bugle, all city events. \$200K for Quasquicentennial (125 years) celebration.
Total Expenditures	\$479,335	686,661	207,326	43%	
Reserve Fund	20,000	0	(20,000)	-100%	Increasing all boards and commissions in FY18 budget. (Not funded here - added to their budgets)
Total Mayor's Office	\$1,373,500	1,573,728	\$200,228	15%	

Office of the Chief Financial Officer / City Auditor

The Chief Financial Officer / Auditor's Office ensures that the City of Everett provides municipal services to all residents, businesses, and visitors in an honest, effective, and accountable manner. Our responsibilities include performing systematic compliance, financial, and operational reviews of all City financial activities to add value and assist in improving departmental operations. The Office insures the existence and enforcement of management established internal controls, compliance with policies and procedures, rules, guidelines, and laws; safeguarding of property; reliability and integrity of financial operational information; and the effectiveness and efficiency of operations.


The Office is also charged with the responsibility of preparing the City's public financial statements, and assisting the City Council in its review of the City budget. In addition, the Office conducts independent analyses of the effectiveness of various City operations and programs. The Office provides leadership to the operating divisions of the Department, as well as financial policy direction to all City departments. The department also coordinates and manages the City's annual independent audit. The independent audit is performed in accordance with generally accepted accounting principles, Government Accounting Standards Board (GASB) requirements, and assures potential purchasers of the City's notes and bonds of the City's fiscal soundness.

The Chief Financial Officer / City Auditor serves as the City's representative on the Retirement Board, the Massachusetts Water Resource Authority Advisory Board, the Massachusetts Gaming Commission on Community Mitigation, and the Chairman of the City's School Building Committee.

Mission Statement

To provide independent, objective assurance, and consulting reviews to ensure complete and accurate reporting 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. We are committed to providing proactive, accurate, and fair services in a friendly, professional manner.

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."

Significant Budget & Staffing Changes for FY 2018

3.1% overall increase reflects: Salary reclassification for Assistant City Auditor during FY17. Reflects union and non-union contractual agreements; the staffing level remains unchanged from the prior year. General Operating Expenses level-funded.

FY 2017: Accomplishments

- ❖ The city's FY17 residential tax rate dropped from \$14.45 per thousand dollars of valuation to \$14.44 per thousand in the coming year. Additionally, FY17 commercial and industrial property tax rates dropped from \$37.98 per thousand to \$35.69 per thousand. These reductions were able to be achieved by the Mayor utilizing \$7,000,000 from free cash and mitigation revenues received under the Wynn Resort Community Host agreement.
- ❖ In 2017, Standard and Poor's, the city's bond rating agency increased the City's bond rating from "AA" to "AA+" on the City's 2017 general obligation (GO) municipal purpose loan bonds. Standard and Poor's increased the rating with a "stable outlook" on its financial future reflecting on:
 - Strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
 - Very strong debt and contingent liability profile, due to low net debt and rapid amortization;
 - Strong Management, with "good" financial policies and practices;
 - Very strong liquidity, providing very strong cash to cover debt service and expenditures;
 - Strong budgetary flexibility, with fiscal 2016 audited available reserves at 17% of general fund expenditures;
 - Very strong debt and contingent liability position, with debt service carrying charges at 4.5% of expenditures and net direct debt that is 37.1% of total governmental revenue, as well as low overall net debt at less than 3.0% of market value and rapid amortization, with 78.9% of debt scheduled to be retired in 10 years;
 - Strong institutional framework.
- ❖ Received the Government Finance Officers Association (GFOA) award of Excellence in Financial Reporting for the City's FY16 Comprehensive Annual Financial Report (CAFR).

FY 2018: Goals & Objectives

- ❖ To obtain City Council approval for a comprehensive “Financial Policy and Procedures” manual to formalize various City policies and procedures including, but not limited to:
 - General Investment Policy;
 - OPEB Investment Policy;
 - OPEB Trust Fund;
 - Financial Reserve Policy;
 - Long-Term Debt Policy.

- ❖ To complete the work with the Treasurer and Human Resource Director to overhaul the current payroll process by implementing new automated processes to create efficiencies and reduce human error to maximize the capabilities of existing software. This will allow management to centralize employee personnel data, history of compensation (both salary and fringe benefits) and accruals.



- ❖ Investigate alternative and innovative methods of financing and recommend financial planning and policy changed to the Mayor and City Council.

- ❖ Maintain Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

- ❖ Maintain Unmodified or “clean” audit opinion related to the City’s independent financial statement audit.

- ❖ Continue to provide training to departments on budget and finance topics.

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Stabilization Accounts	\$13,854,047	\$15,378,002	\$18,000,000	\$20,000,000
Free Cash Certified	\$5,194,938	\$6,705,227	\$5,700,000	\$5,700,000
OPEB Liability Trust Fund	\$1,602,550	\$2,460,951	\$3,466,735	\$4,321,735

How FY 2018 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Oversee the Mayor's annual budget process and seek to develop, an on-time, balanced budget and five-year capital plan that meet the GFOA's highest standards.
- Maintain proper financial controls of City Finances in order to maintain high bond rating, low debt levels, and adequate reserves.

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

135 - OFFICE OF THE CITY AUDITOR		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-135-1-5111	SALARIES	\$248,174.87	\$491,984.00	\$370,314.12	\$514,303.00	\$514,303.00	\$514,303.00
01-135-1-5113	PART TIME	\$0.00	\$3,300.00	\$0.00	\$3,300.00	\$3,300.00	\$3,300.00
01-135-1-5130	OVERTIME	\$320.90	\$1,000.00	\$153.55	\$1,000.00	\$1,000.00	\$1,000.00
01-135-1-5143	LONGEVITY	\$0.00	\$1,300.00	\$0.00	\$1,700.00	\$1,700.00	\$1,700.00
PERSONNEL Total:		\$248,495.77	\$497,584.00	\$370,467.67	\$520,303.00	\$520,303.00	\$520,303.00
EXPENSES							
01-135-2-5307	AUDIT/PROFESSIONAL SVCS	\$93,808.62	\$120,000.00	\$85,225.00	\$131,000.00	\$120,000.00	\$120,000.00
01-135-2-5420	OFFICE SUPPLIES	\$2,355.13	\$7,000.00	\$2,745.77	\$7,000.00	\$7,000.00	\$7,000.00
01-135-2-5700	PRINTING BUDGET DOCUMENTS	\$0.00	\$5,000.00	\$1,015.86	\$5,000.00	\$5,000.00	\$5,000.00
01-135-2-5710	PROFESSIONAL DEVELOPMENT	\$1,654.50	\$6,000.00	\$465.00	\$6,000.00	\$6,000.00	\$6,000.00
01-135-2-5785	FINANCIAL SOFTWARE & EQUIPMENT	\$72,542.65	\$90,000.00	\$71,645.00	\$90,000.00	\$90,000.00	\$90,000.00
EXPENSES Total:		\$170,360.90	\$228,000.00	\$161,096.63	\$239,000.00	\$228,000.00	\$228,000.00
135 OFFICE OF THE CITY AUDITOR Total:		\$418,856.67	\$725,584.00	\$531,564.30	\$759,303.00	\$748,303.00	\$748,303.00

135	DEPARTMENT OF FINANCIAL SERVICES /OFFICE OF THE CITY AUDITOR								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-135-1-5111	CFO / City Auditor ¹	UNCL	35	1	1	1	\$132,600	\$135,252	\$135,252
01-135-1-5111	DPW Business Mgr/Asst. City Solicitor ^{2 3}	UNCL	35	0.80	0.80	0.80	\$77,520	\$79,070	\$79,070
01-137-1-5111	Budget Director ³	UNCL	35	1	1	1	\$72,618	\$74,070	\$74,070
01-135-1-5111	Assistant City Auditor ⁵	UNCL	35	1	1	1	\$65,790	\$71,400	\$71,400
01-137-1-5111	Finance/Budget Assistant ³	A-10/1	35	1	1	1	\$54,000	\$55,080	\$55,080
01-135-1-5111	Administrative Assistant ⁴	A-6U/3	35	1	1	1	\$47,871	\$50,603	\$50,603
01-135-1-5111	Administrative Assistant ⁴	A-6U/2	35	1	1	1	\$45,027	\$48,828	\$48,828
135	City Auditor TOTAL			6.80	6.80	6.80			
							Salary (5111)	\$491,984	\$514,303
							Part Time (5113)	\$3,300	\$3,300
							Overtime (5130)	\$1,000	\$1,000
							Longevity (5143)	\$1,300	\$1,700
	Notes to Budget:						Personnel Total:	\$497,584	\$520,303
	¹ Contractual increase in FY18.								
	² CFO/Auditor supporting 80% of this position.								
	³ This position has received a 2% COLA in FY18.								
	⁴ Local 25 Clerical union increased 2% as well as step increase when appropriate.								
	⁵ This salary has been reclassified during FY17.								

Office of the City Auditor (135)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	491,984	514,303	22,319	5%	Union reclassifications and step increases. 2% on all.
Part Time	3,300	3,300	0	0%	Summer help if needed.
Overtime	1,000	1,000	0	0%	In case clerks request OT in lieu of comp time.
Longevity	1,300	1,700	400	31%	Ms. Hurley \$1,300; Mr. Pesce \$400
Total Personnel Services	\$497,584.00	\$520,303.00	\$22,719.00	5%	
<u>General Operating Expenses</u>					
Audit/Professional Services	120,000	120,000	0	0%	1. Powers & Sullivan, 2. Lyons Consulting, 3. Nina Bridgeman, 4. MCGOA, 5. OPEB actuarial report
Office Supplies	7,000	7,000	0	0%	1. WB Mason, 2. Alden Hauk, 3. Belmont Springs, 4. SoftRight
Printing Budget Documents	5,000	5,000	0	0%	1. WB Mason - All supplies to print CIP, City and W/S budgets. Also for GFOA budget submission
Professional Development	6,000	6,000	0	0%	Professional courses for Auditor and staff
Financial Software	90,000	90,000	0	0%	SoftRight and Vadar
Total Expenditures	\$228,000	\$228,000	0	0%	
Total City Auditor	\$725,584.00	\$748,303.00	\$22,719	3.1%	
Retirement Board (Found under Fixed Costs)					
Payment Pension Fund	13,703,004	14,381,980	678,976	5%	Reflects the update biennial valuation completed by PERAC
Non-Contrib	69,700	49,100	(20,600)	-30%	Reduction based upon actual pensions.
Total	\$13,772,704	14,431,080	658,376	5%	

Office of Purchasing and Procurement

The Purchasing Department implements and administers the purchasing policies and practices of the City. The Purchasing Department ensures that all purchases of goods and services are made in accordance with state law and city ordinance, are open, fair, and competitive, and are obtained at the lowest possible cost. The Purchasing Department also disposes of surplus property.

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. The Purchasing Department is also responsible for obtaining revenue for the deposition of the surplus supplies and lease of City owned property as well as ensuring that the City's specifications and contract terms and conditions are written to provide an effective administration of contracts and vendor performance.



The functions of the Purchasing Department include:

- ❖ Ensure the city departments receive all materials, supplies, tools, equipment, and services required for the operation of City.
- ❖ Responsible for securing these at the lowest possible cost, in compliance with state and local law, while establishing and maintaining a reputation for fairness and integrity.
- ❖ Provide city management with timely information about how market conditions and trends could affect the future availability and price of any need supplies and services
- ❖ Responsible for securing the best prices possible for the deposition of surplus and obsolete equipment.
- ❖ Join with neighboring cities and towns in entering into collaborative contracts for commodity price reductions.
- ❖ The department also actively generates competition for City contracts by advertising for bids and requests for proposals on larger purchases and soliciting quotes for smaller purchases.

- ❖ The department also maintains a database of the City’s solicitation and contract documents and maintains procurement records in compliance with M. G. L. c.30B.
- ❖ Process all requisitions and purchase orders for city departments and reviews specifications provided by end-user departments.

Significant Budget & Staffing Changes for FY 2018

8% increase due to: Purchasing Agent’s salary was reclassified in the FY18 budget. Assistant Purchasing Agent/Asset Manager received salary reclassification during FY17 and did not receive an increase in FY18. 2% increase for Administrative Assistant in anticipation of FY17 and FY18 contract settlement. Also includes annual step increase for her.



FY 2017: Accomplishments

- ❖ The Chief Procurement Officer completed successful training at the Inspector General’s office for Massachusetts General Law Chapter 149a, Public Purchasing Overview, Supplies and Services, Design and Construction Law. 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.
- ❖ In conjunction with the Operational Services Department, hosted a Neighbor to Neighbor event which highlighted the recent change in procurement practices as a result of the Municipal Modernization Act of 2016.
- ❖ Distributed several new Purchasing policies, including the Purchase order change Form that is now required for any purchase order to be increased, decreased or liquidated.
- ❖ Streamlined the contract administration process to eliminate the “hard copy” contracts and turned them into on line documents thus decreasing the amount of time it takes to distribute contracts.

FY 2018: Goals & Objectives

- ❖ To update and distribute a comprehensive “Procurement Policy and Procedures” manual for distribution to all city departments.
- ❖ To continue to work towards a paperless environment by utilizing the city’s website to house all bid documents and contracts.
- ❖ 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 produce standard specification template documents that each department can utilize to decrease the amount of time it takes to write a specification document for a bid.

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Purchase Orders	6,290	6,029	6,238	*1,004
Surplus items auctioned (\$)				*TBD
Invitations to Bid and Requests for Proposals	60	65	80	*76

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

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

- ❖ All Departments head must review the policy of the Requisition & PO with their employees. The goals are required to signed acknowledgement form. In accordance with municipal finance law, the City of Everett will not support payments for goods or services rendered to the City if it’s not supported by a Purchase Order (PO) within the rules and regulation outline for all City employees in the long term.



City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

138 - OFFICE OF PURCHASING & PROCURE		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-138-1-5111	SALARIES	\$158,018.77	\$170,398.00	\$139,161.02	\$190,552.00	\$185,152.00	\$185,152.00
01-138-1-5143	LONGEVITY	\$800.00	\$800.00	\$0.00	\$800.00	\$800.00	\$800.00
PERSONNEL Total:		\$158,818.77	\$171,198.00	\$139,161.02	\$191,352.00	\$185,952.00	\$185,952.00
EXPENSES							
01-138-2-5420	OFFICE SUPPLIES	\$3,447.78	\$4,500.00	\$919.32	\$4,500.00	\$4,500.00	\$4,500.00
01-138-2-5710	PROFESSIONAL DEVELOPMENT	\$2,180.00	\$3,000.00	\$1,673.10	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$5,627.78	\$7,500.00	\$2,592.42	\$7,500.00	\$7,500.00	\$7,500.00
138 OFFICE OF PURCHASING & PROCURE		\$164,446.55	\$178,698.00	\$141,753.44	\$198,852.00	\$193,452.00	\$193,452.00

138	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF PURCHASING & PROCUREMENT								
PERSONNEL SERVICES									
					FY 18	FY 18			FY 18
				FY 17	DEPT	MAYOR		FY 18	MAYOR
	POSITION	CLASS/	F T E	F T E	F T E	FY 17	DEPT	FY 18	& Council
		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-138-1-5111	Purchasing Agent ¹	UNCL	35	1	1	1	\$71,400	\$86,400	\$81,000
01-138-1-5111	Asst. Purchasing Agent/Asset Manager ²	UNCL	35	1	1	1	\$47,704	\$50,000	\$50,000
01-138-1-5111	Administrative Assistant ³	A-6U/5	35	1	1	1	\$51,294	\$54,152	\$54,152
138	Purchasing TOTAL			3	3	3			
						Salary (5111)	\$170,398	\$190,552	\$185,152
						Longevity (5143)	\$800	\$800	\$800
						Personnel Total:	\$171,198	\$191,352	\$185,952
Notes to Budget:									
¹ This salary has been reclassified in the FY18 budget.									
² The salary for this position was reclassified during FY17.									
³ Local 25 Clerical union increased 2% as well as step increase when appropriate.									

Office of Purchasing & Procurement (138)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	170,398	185,152	14,754	9%	Seeking reclassification on Mr. Moreschi's salary. Mr. Ragucci's salary was changed during FY 17, he is not getting any increase this FY. Ms. Cipriani is increased 2% and going to a Step 5.
Longevity	800	800	0	0%	Ms. Cipriani (\$800)
Total Personnel Services	\$171,198	\$185,952	\$14,754	9%	
<u>General Operating Expenses</u>					
Office Supplies	4,500	4,500	0	0%	FedEx for mailings: bid packages and contracts, all supplies for the Purchasing Department and supplies for the contract binding and bid package creation.
Professional Development	3,000	3,000	0	0%	MCPPO courses to obtain certification as Purchasing Agent through the Commonwealth. Ongoing professional development courses as needed to retain certification and keep current on Massachusetts General Law requirements and exemptions as well as cost of memberships to different organizations.
Total Expenditures	\$7,500	\$7,500	\$0	0%	
Total Purchasing Office	\$178,698	\$193,452	\$14,754	8%	

Office of Assessing

The Assessing Department manages commercial/industrial and residential property values and maintains an extensive database of property information. In addition, the Assessing Department manages personal property (business) values and motor vehicle excise tax.

The Assessor is required by Massachusetts Law to list and value all real and personal property, which includes all changes of title and subdivisions. Valuation is subject to ad valorem (according to value) taxation on an assessment roll each year. Assessed values in Massachusetts are based on “full and fair cash value”, or 100% of the fair market value. To arrive at “full and fair cash value” the Assessor must know what “willing sellers” and “willing buyers” are doing in the marketplace. The Assessor must collect, record and analyze a great deal of information, including property and market characteristics, sales verification analysis, up-to-date construction costs and any changes in zoning, financing and economic conditions. The City of Everett Assessing Department uses the three nationally recognized appraisal approaches to value: cost, income and market. This data is then correlated into a final value. Prior to the issuing of tax bills, the City must submit the values to the State Department of Revenue for annual and triennial certifications.

Property characteristics and assessments are as of January 1, 2017 for the fiscal year 2018 tax bills. Some of the information is available on-line in the property database; more in-depth information is available to the public at reasonable or no cost. Standard reports are available for viewing in the Assessing Department in City Hall, or may be purchased in either paper or computer readable format.

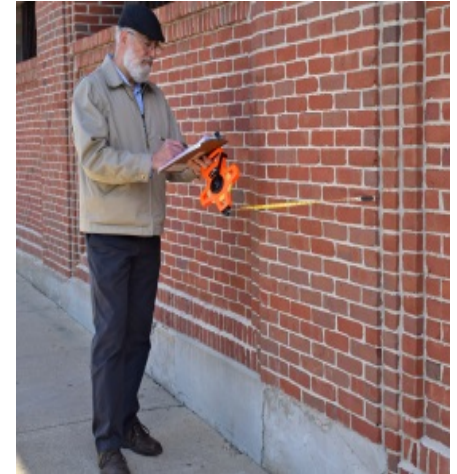
The Assessing Department administers residential exemption tax relief in accordance with MGL Chapter 59, §5 and 5C, including a community outreach program for taxpayer assistance, and the tax billing for motor vehicle excise tax in accordance with MGL Chapter 60A. It has authority to grant abatements of value and statutory exemptions of real estate, personal property and motor vehicle excise.

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 2018

The FY18 budget has dropped by -25%. This is due to cutting \$200,000 from our Professional Services account. We will see how our year goes. We have added a new position called an Assessing Field Lister. This has contributed to the upswing in the increase under Salaries. Most everyone has received a 2% COLA



FY 2017: Accomplishments

- ❖ Completed the 9 year cyclical listing which 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.
- ❖ Bring cyclical inspections in-house

FY 2018: 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 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Overlay Raised	\$ 2,479,882	\$ 1,984,858	\$ 1,995,635	\$ 2,000,000
Total Valuation of all Exempt Property	\$ 536,429,250	\$ 539,396,750	\$ 565,205,550	\$ 587,813,775
Total Valuation of all Taxable Property	\$4,009,259,197	\$4,314,767,780	\$4,752,184,510	\$5,061,076,503
Total Accounts Assessed	9,575 Taxable 157 exempt	9,719 Taxable 517 exempt	9,540 Taxable 517 exempt	9580 Taxable 517 exempt
Levy Ceiling	\$ 100,231,480	\$ 107,869,195	\$ 118,804,613	\$ 126,526,912

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

Two new staff members were hired to replace existing positions in the Assessing Department. We also upgraded our CAMA (Computer Assisted Mass Appraisal) system software to a more current version to increase efficiency and prevent downtime. Fiscal Year 2017 saw a rapid approval from the MA Department of Revenue based on their confidence in the processes and procedures in place. 2409 site inspections were performed through in-house staff and our CAMA vendor. Over 1200 building permits were tracked while serving hundreds of in-person and telephone requests for information and guidance regarding real estate, excise and personal property taxation. All this is done to ensure all properties are equitably assessed and reflects current market value.



City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

141 - OFFICE OF ASSESSING		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-141-1-5111	SALARIES	\$266,193.02	\$278,610.00	\$216,532.69	\$299,572.00	\$291,996.00	\$291,996.00
01-141-1-5143	LONGEVITY	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
01-141-1-5191	BOARD OF ASSESSORS - STIPEND	\$30,066.52	\$32,800.00	\$27,333.20	\$32,800.00	\$35,800.00	\$35,800.00
PERSONNEL Total:		\$296,259.54	\$312,210.00	\$243,865.89	\$332,372.00	\$327,796.00	\$327,796.00
EXPENSES							
01-141-2-5240	EQUIPMENT MAINTENANCE	\$467.58	\$1,375.00	\$265.22	\$1,375.00	\$1,375.00	\$1,375.00
01-141-2-5301	PROFESSIONAL SERVICES	\$167,712.99	\$300,000.00	\$142,780.55	\$200,000.00	\$200,000.00	\$200,000.00
01-141-2-5420	OFFICE SUPPLIES	\$1,956.71	\$3,500.00	\$974.43	\$4,500.00	\$4,500.00	\$4,500.00
01-141-2-5710	PROFESSIONAL DEVELOPMENT	\$1,304.81	\$3,000.00	\$2,750.35	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$171,442.09	\$307,875.00	\$146,770.55	\$210,875.00	\$210,875.00	\$210,875.00
141 OFFICE OF ASSESSING Total:		\$467,701.63	\$620,085.00	\$390,636.44	\$543,247.00	\$538,671.00	\$538,671.00

141	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF ASSESSING									
	PERSONNEL SERVICES									
					FY 18	FY 18		FY 18		
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-141-1-5111	Assessor ¹	UNCL	35	1	1	1	\$89,007	\$90,787	\$90,787	
01-141-1-5111	Assistant Assessor ²	UNCL	35	1	1	1	\$61,200	\$70,000	\$62,424	
01-141-1-5111	Assessing Field Lister ⁵	UNCL	35	0	1	1	\$0	\$50,000	\$50,000	
01-141-1-5111	Administrative Assistant ³	A-6U/4	35	1	1	1	\$49,610	\$52,320	\$52,320	
01-141-1-5111	Clerk ³	C-3U/2	35	1	1	1	\$41,417	\$36,464	\$36,464	
01-141-1-5111	Clerk ⁶	C-3U/4	35	1	0	0	\$37,376	\$1	\$1	
01-141-1-5191	Board of Assessors Chair ⁴	Board		0	0	0	\$21,300	\$21,300	\$22,300	
01-141-1-5191	Board Member ⁴	Board		0	0	0	\$5,000	\$5,000	\$6,000	
01-141-1-5191	Board Member ⁴	Board		0	0	0	\$5,000	\$5,000	\$6,000	
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)	\$278,610	\$299,572	\$291,996
							Longevity (5143)	\$800	\$0	\$0
							Board of Assessors Stipends (5191)	\$32,800	\$32,800	\$35,800
Notes to Budget:							Personnel Total:	\$312,210	\$332,372	\$327,796
¹	This position has received a 2% COLA in FY 18.									
²	Reclassification sought for this salary in FY18. Approval was for 2% increase.									
³	Local 25 Clerical union increased 2% as well as step increase when appropriate.									
⁴	All members of Board received stipend upgrade of \$1,000 per member in FY18 budget.									
⁵	New position added to FY18 budget.									
⁶	Clerk position is currently not staffed. It will not be funded in FY18 but will remain a viable position in the Assessor's Office.									

Office of Assessing (141)

	Budget FY 17	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	278,610	291,996	\$13,386	5%	Includes 2% increase for all. Added new position Assessing Field Lister.
Longevity	800	0	(\$800)	-100%	Longevity was for Ms. Cornelio. Now at \$0 as she transferred to another dept.
Stipends	32,800	35,800	\$3,000	9%	Mr. Hart, Chair (\$22,300), G. Tozzi & C. Bernier (\$6K each), P. Festa (\$1,500)
Total Personnel Services	\$312,210	\$327,796	\$15,586	5%	
<u>General Operating Expenses</u>					
Equipment Maintenance	1,375	1,375	\$0	0%	Simplex Grinnell time stamp (\$198), HP printer (\$1K)
Professional Services	400,000	200,000	(\$200,000)	-50%	Patriot Properties revaluation \$55K, personal property valuation \$6K, personal property audits \$27,500, Kenneth Gurge, Esquire, ATB cases as needed includes appraisals (\$50K) and legal defense (\$15K), Exxon appraisal (\$18,500). Map work \$16,200. Also for John Lynch, Esq.* should be Mintz Levin - Gov. Weld, Esq. to help with the re-negotiations with the power plant \$10K. Cost is impossible to estimate as discussions and meetings occur when all parties are able. Cost could exceed \$200K.
Office Supplies	3,500	4,500	\$1,000	29%	Includes paper, envelopes, glue sticks, etc. Replacement chairs, storage boxes, appointment books, ink cartridges, notebooks. Increase due to additional mailings and use of copy paper has greatly risen.
Professional Development	3,000	5,000	\$2,000	67%	Courses for staff - attending when courses and workshops are available - 2 new employees.
Total Expenditures	\$407,875	\$210,875	(\$197,000)	-48%	
Total Assessing Office	\$720,085	\$538,671	(\$181,414)	-25%	

Office of Treasurer-Collector

The Office of the Treasurer/Collector is comprised of two cost centers: Cash Management and Payroll. Cash Management is responsible for all of the City's banking, including the banking services contract; identification of all wire transfers into City bank accounts; investment of City cash; management of the City's trust funds; reconciliation of all cash; timely payment of all debt service obligations; and prompt payment of all approved obligations to vendors and contractors.

Payroll's primary responsibility is the timely weekly payment of approximately 3,000 employees. It is also responsible for paying federal, state and Medicare withholdings; health and life insurance; deferred compensation; retirement; and administering garnishments and attachments to employees' wages. At year-end, Payroll prepares and distributes approximately 5,700 W2s.

The Collectors' Division is responsible for collecting and recording all of the City's revenues in a timely and accurate manner and providing a high level of customer service to taxpayers requesting assistance. During the course of a year, the Division processes approximately \$372 million in receipts and issues approximately 185,000 bills and notices. The office works with the Law Department to initiate tax title and foreclosure proceedings for severely delinquent properties in order to protect the City's legal interests.

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 2018

4% increase due to: The City's Treasurer/Collector's & Assistant Treasurer/Collector's salaries have been increased by the 2% COLA. There were no increases for union employees due to unsettled union contracts for both FY 17 and FY 18. Also includes step increases for those union personnel that were eligible.

Recording Fees are level funded for FY 18. This is about \$75 per deed and we expect about 400 deeds this fiscal year if FY 16 & FY 17 are advertised. 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 2017: Accomplishments

- ❖ Turnover of subsequent FY 16 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 our 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 2016.
- ❖ Successful implementation of credit card processing for new automated parking meters and the Health and Wellness Center Summer Camp Program. 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 2018: Goals & Objectives

- ❖ To continue 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 went out to bid to streamline and modernize both applications. They were successfully converted to Kelley & Ryan. We want to continue to install automated parking meters that take credit cards and coins.
- ❖ Turnover of all FY2016 & FY2017 delinquent taxes to Tax Title before December 31, 2017. This quick turnover will help increase cash balances and decrease receivables, helping boost free cash for FY2019.
- ❖ Close out and balance all bank accounts by August 2017 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 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Tax Title Collected	\$1,146,627	\$1,150,000	\$619,292	\$1,000,000
Revenue Processed	\$224,196,291	\$230,100,802	\$241,907,596	\$250,000,000
Payrolls Processed	\$101,580,969	\$106,545,212	\$115,943,535	\$122,000,000
Bank Accounts Reconciled	71	74	73	75

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

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

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

145 - OFFICE OF TREASURER/COLLECTOR							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-145-1-5111	SALARIES	\$645,535.78	\$688,707.00	\$548,984.74	\$733,777.00	\$726,855.00	\$726,855.00
01-145-1-5130	OVERTIME	\$162.67	\$1,000.00	\$110.66	\$1,000.00	\$1,000.00	\$1,000.00
01-145-1-5143	LONGEVITY	\$7,550.00	\$9,850.00	\$1,850.00	\$9,000.00	\$9,000.00	\$9,000.00
01-145-1-5144	ABOVE GRADE DIFF	\$2,284.54	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00
01-145-1-5191	HEARING OFFICER STIPEND	\$4,992.00	\$5,000.00	\$4,128.00	\$5,000.00	\$5,000.00	\$5,000.00
01-145-1-5193	CLOTHING ALLOWANCE	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
PERSONNEL Total:		\$661,224.99	\$709,257.00	\$555,773.40	\$753,477.00	\$746,555.00	\$746,555.00
EXPENSES							
01-145-2-5200	SECURITY SERVICES	\$7,589.72	\$8,000.00	\$6,932.39	\$0.00	\$0.00	\$0.00
01-145-2-5240	EQUIPMENT MAINTENANCE	\$749.86	\$800.00	\$794.47	\$800.00	\$800.00	\$800.00
01-145-2-5306	RECORDING FEES	\$25,350.00	\$30,000.00	\$3,283.02	\$30,000.00	\$30,000.00	\$30,000.00
01-145-2-5312	DATA PROCESSING (DP) PAYROLL/HMN	\$62,096.30	\$56,000.00	\$42,158.00	\$75,000.00	\$62,000.00	\$62,000.00
01-145-2-5314	DP TAX BILLING & COLLECTION	\$1,071.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-145-2-5344	POSTAGE	\$2,299.81	\$55,000.00	\$42,670.24	\$55,000.00	\$55,000.00	\$55,000.00
01-145-2-5385	OTHER CHARGES	\$97,639.19	\$105,000.00	\$94,980.13	\$105,000.00	\$105,000.00	\$105,000.00
01-145-2-5420	OFFICE SUPPLIES	\$2,770.53	\$4,000.00	\$2,436.34	\$4,000.00	\$4,000.00	\$4,000.00
01-145-2-5430	METER REPAIRS & MAINTENANCE	\$1,207.07	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
01-145-2-5580	PARKING METER MINOR EQUIPMENT	\$950.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-145-2-5745	INSURANCE	\$3,127.50	\$4,250.00	\$2,587.50	\$4,250.00	\$4,250.00	\$4,250.00
EXPENSES Total:		\$204,850.98	\$281,050.00	\$195,842.09	\$292,050.00	\$279,050.00	\$279,050.00
145 OFFICE OF TREASURER/COLLECTOR		\$866,075.97	\$990,307.00	\$751,615.49	\$1,045,527.00	\$1,025,605.00	\$1,025,605.00

145	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF THE CITY TREASURER - COLLECTOR									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-145-1-5111	Treasurer/Collector ¹	UNCL	35	1	1	1	\$86,520	\$95,172	\$88,250	
01-145-1-5111	Assistant Treasurer/Collector ²	A-13/1	35	1	1	1	\$63,293	\$64,559	\$64,559	
01-145-1-5111	Administrative Assistant ³	A-6U/7	35	1	1	1	\$55,203	\$56,308	\$56,308	
01-145-1-5111	Deputy Collector ³	A-6U/7	35	1	1	1	\$55,203	\$56,308	\$56,308	
01-145-1-5111	Administrative Assistant ³	A-6U/7	35	1	1	1	\$54,137	\$56,308	\$56,308	
01-145-1-5111	Receiver ³	C-6U/7	35	1	1	1	\$47,197	\$48,141	\$48,141	
01-297-1-5111	Receiver ³	C-6U/7	35	1	1	1	\$46,299	\$48,141	\$48,141	
01-145-1-5111	Cashier ³	C-6U/7	35	1	1	1	\$46,299	\$48,141	\$48,141	
01-297-1-5111	Cashier ³	C-6U/7	35	1	1	1	\$35,137	\$48,141	\$48,141	
01-297-1-5111	Principal Clerk ³	C-6U/7	35	1	1	1	\$43,082	\$48,141	\$48,141	
01-145-1-5111	Principal Clerk ³	C-6U/6	35	1	1	1	\$45,401	\$47,225	\$47,225	
01-145-1-5111	Principal Clerk ³	C-6U/2	35	1	1	1	\$35,137	\$39,879	\$39,879	
01-145-1-5111	Principal Clerk - PT ³	C-6U/7	20	0.57	0.57	0.57	\$26,902	\$27,440	\$27,440	
01-297-1-5111	Parking Meter Repairman ⁴	W6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872	
01-297-1-5191	Hearing Officer	UNCL	Varies	0	0	0	\$5,000	\$5,000	\$5,000	
145	City Treasurer / Collector TOTAL			13.57	13.57	13.57				
							Salary (5111)	\$688,707	\$733,777	\$726,855
							Overtime (5130)	\$1,000	\$1,000	\$1,000
Notes to Budget:							Longevity (5143)	\$9,850	\$9,000	\$9,000
¹ Seeking reclassification of salary in FY18.							Above Grade Difference (5194)	\$4,000	\$4,000	\$4,000
² This position has received a 2% COLA in FY 18.							Hearing Officer Stipend (5191)	\$5,000	\$5,000	\$5,000
³ Local 25 Clerical union increased 2% as well as step increase when appropriate.							Clothing Allowance (5193)	\$700	\$700	\$700
⁴ Local 25 DPW union increased 2% as well as step increase when appropriate.										
							Personnel Total:	\$709,257	\$753,477	\$746,555

Office of Treasurer / Collector (145)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	688,707	726,855	38,148	6%	2% increase for Treasurer. 2% for union & Non-Union.
Overtime	1,000	1,000	0	0%	If clerks request OT in lieu of comp time.
					D. D'Angelo (\$1,700), D. Olivieri (\$1,250), R. Liston (\$1,050), D. Coppola (\$1,250), R. Fiorentino (\$1,250), S. Porter (\$650), Jane Peluso (\$800), Vacant (\$1,050).
Longevity	9,850	9,000	(850)	-9%	
Above Grade Differential	4,000	4,000	0	0%	Used for filling in for higher positions.
Hearing Officer Stipend	5,000	5,000	0	0%	Mr. Luongo, Parking Hearing Officer
Clothing Allowance	700	700	0	0%	Mr. Sanfilippo
Total Personnel Services	\$709,257	\$746,555	\$37,298	5%	
<u>General Operating Expenses</u>					
Security Services	8,000	0	(8,000)	-100%	Dunbar Armored Car Service/\$667 per mo. Increase in fuel surcharges. Will be paid by bank going forward.
Equipment Maintenance	800	800	0	0%	Service contracts on 4 date stamps/\$200 ea. Includes ribbons.
Recording Fees	30,000	30,000	0	0%	\$75 per deed. Anticipated to have 300 to 400 deeds in FY 18.
Data Processing/Payroll/HR	56,000	62,000	6,000	11%	Contract Rates have not increased since last contract. Increase is due to switching to paperless paycheck system.
DP Tax Billing & Collection	2,000	2,000	0	0%	\$350 to \$400 for binding Commitment books. Balance for printer cartridges and paper. Also used for Treasurer/Collector association dues.
Postage	55,000	55,000	0	0%	Postage for all department in city. Also pays for supplies to maintain the mail machine.
Other Charges	105,000	105,000	0	0%	Century Bank lockbox fees about \$15K to \$20K per year. Also used to pay credit card fees and for parking sticker program..
Office Supplies	4,000	4,000	0	0%	Various office supplies from WB Mason.
Parking Meter Minor Equipment	10,000	10,000	0	0%	
Meter Repairs & Maintenance	6,000	6,000	0	0%	
Insurance	4,250	4,250	0	0%	To bond all employees in Treasurer's and Collector's Office.
Total Expenditures	\$281,050	\$279,050	(2,000)	-1%	

Office of Treasurer / Collector (145)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Total Treasurer/Collector	\$990,307	\$1,025,605	\$35,298	4%	

Retirement of Debt (Found under Fixed Costs)

Feb 1 2007 School Construction	1,180,000	0	(1,180,000)	-100%	School debt payments per schedule. Primarily High School. Some cleanup on other 3 schools.
Oct 15, 2009 (Keverian)	1,065,000	1,125,000	60,000	6%	Payments per debt schedule.
April 23, 2015	450,000	1,140,000	690,000	153%	Payments per debt schedule.
Dec 12, 2012 Public Works Facility	225,000	220,000	(5,000)	-2%	Payments per debt schedule.
Dec 12, 2012 School Remodeling	145,000	140,000	(5,000)	-3%	Payments per debt schedule.
Sept 15, 2004 School Refunding	2,625,000	2,725,000	100,000	4%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	449,416	449,416	0	0%	Payments per debt schedule.
Aug 1, 2009 School Remod-Parlin	100,000	100,000	0	0%	Payments per debt schedule.
Dec. 20, 2013	325,000	750,000	425,000	131%	Payments per debt schedule.
Feb 6, 2014	535,000	530,000	(5,000)	-1%	Payments per debt schedule.
Feb 16, 2016	1,382,000	1,910,000	528,000	38%	Payments per debt schedule.
Feb 19, 2008 Sec 108 HUD Loan	63,000	66,000	3,000	5%	Payments per debt schedule.
Feb 2017	0	907,000	0		Payments per debt schedule.
Total	\$8,544,416	\$10,062,416	1,518,000	18%	

Long Term Debt Interest (Found under Fixed Costs)

Feb 1 2007 School Construction	47,200	0	(47,200)	-100%	Payments per debt schedule.
Oct 15, 2009 (Keverian)	203,875	149,125	(54,750)	-27%	Payments per debt schedule.
April 23, 2015	429,957	420,957	(9,000)	-2%	Payments per debt schedule.
Dec 12, 2012 Public Works Facility	17,300	12,800	(4,500)	-26%	Payments per debt schedule.

Office of Treasurer / Collector (145)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Dec 12, 2012 School Remodeling	15,900	13,000	(2,900)	-18%	Payments per debt schedule.
Sept 15, 2004 School Refunding	392,100	285,100	(107,000)	-27%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	152,802	143,813	(8,989)	-6%	Payments per debt schedule.
Aug 1, 2009 School Remod-Parlin	54,750	51,000	(3,750)	-7%	Payments per debt schedule.
Dec 20, 2013	181,380	170,630	(10,750)	-6%	Payments per debt schedule.
Feb 6, 2014	129,669	113,619	(16,050)	-12%	Payments per debt schedule.
Feb 16, 2016	660,827	611,100	(49,727)	-8%	Payments per debt schedule.
Feb 2017	0	526,928	526,928		Payments per debt schedule.
Total	\$2,285,760	\$2,498,072	212,312	9%	

Short Term Debt Interest (Found under Fixed Costs)

Int on Temporary Loans	100,000	100,000	0	0%	Budgeted for any short term borrowings.
Total	\$100,000	\$100,000	0	0%	

FICA (Found under Fixed Costs)

Medicare (1.45%)	1,500,393	1,415,294	(85,099)	-6%	Employer match of Medicare deduction. 1.45% of pay (health and life deductions not taxed). Based on all union 2% FY 18.
Total	\$1,500,393	\$1,415,294	(85,099)	-6%	

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 2018

2% increase due to: 2% COLA on most salaries. Also an increase in longevity due to hitting a new milestone year. Since the changes in the public records law, the city is required to appoint a Records Access Officer. The mayor has appointed the City Solicitor as the Records Access Officer. A Records Access Officer (RAO) is an employee of a governmental records custodian. An RAO is the employee designated within a governmental entity to perform certain duties, including coordinating a response to requests for access to public records, assisting individuals seeking public records in identifying the records requested, and preparing guidelines that enable requesters to make informed requests regarding the availability of such public records electronically or otherwise. Specifically, the duties require the RAO to

- Coordinate the agency's or municipality's response to requests for access to public records;
- Assist individuals seeking public records in identifying the records requested;
- Assist the custodian of records in preserving public records; and
- Prepare guidelines that enable requestors to make informed requests



- Provide public records to a requestor in an electronic format *unless* the record is not available in an electronic format or the requestor does not have the ability to receive or access the records in a useable electronic format.
- Provide on a searchable website electronic copies of commonly requested records, including: final opinions, annual reports, minutes of open meetings and agency budgets.
- Post commonly requested records on their municipal websites, to the extent feasible.
- Permit inspection or furnish a copy of a requested public record within 10 business days following receipt of the request.
- If needed petition the Supervisor of Records for an extension if they are unable to grant access to the requested public records in this time period.

Instead of hiring a part time employee to handle the records requests as the RAO, due to the added duties, the Solicitor is requesting a stipend of \$12,000.00 annually. At this time, the Mayor is not funding the stipend. Will review again during the mid-point of the fiscal year.

FY 2017: Accomplishments

- ❖ Successfully ratified several union contracts including New England Police Benevolent Association Local 94 and 95, Teamsters Local 25 (DPW), Teamsters Local 25 (E-911), Teamsters Local 25 (Clerical) and Civilian Parking Enforcement SEIU Local 888, School Nurses SEIU Local 888 and MLSA Local 4928 Librarians.
- ❖ 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.
- ❖ Prepared opinions for City Council, boards and Commissions.
- ❖ Worked with various departments on solicitations for bids and requests for proposals.
- ❖ Advised HR on various personnel matters.
- ❖ Investigated and advised departments on personnel infractions and prepared disciplinary documents.



FY 2018: Goals & Objectives

- ❖ Successfully ratify all union contracts through FY 2020.
- ❖ Revise existing ordinances to address any inefficiency, ensure they are in accordance with the Administrative Code.
- ❖ Review Zoning Ordinances and aid in drafting various amendments
- ❖ Address local needs/neighborhood concerns.
- ❖ Successfully defend claims against city and its officers’ 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 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Legal Cases Closed	30	11	12	15
Insurance Claims Processed	122 as of 5/12/15	100	127	100
ISD Appeal Hearings	242 as of 5/26/15	260	283	290

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

The Department’s goals relate to the City’s overall goals by providing the best service to City Officials that we can.

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

151 - OFFICE OF THE CITY SOLICITOR							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-151-1-5111	SALARIES	\$189,117.96	\$246,480.00	\$144,128.19	\$250,010.00	\$250,010.00	\$250,010.00
01-151-1-5143	LONGEVITY	\$800.00	\$800.00	\$800.00	\$1,300.00	\$1,300.00	\$1,300.00
01-151-1-5191	HEARING OFFICER STIPEND	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-151-1-5198	RAO STIPEND	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00
PERSONNEL Total:		\$194,917.96	\$247,280.00	\$144,928.19	\$263,310.00	\$251,310.00	\$251,310.00
EXPENSES							
01-151-2-5302	LITIGATION/PROFESSIONAL SERVICES	\$60,472.02	\$100,000.00	\$37,658.46	\$100,000.00	\$100,000.00	\$100,000.00
01-151-2-5318	PUBLIC RECORDS SOFTWARE	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-151-2-5319	ISD LITIGATION FEES	\$14,276.38	\$10,500.00	\$6,717.50	\$10,500.00	\$10,500.00	\$10,500.00
01-151-2-5420	OFFICE SUPPLIES	\$1,566.92	\$1,500.00	\$965.17	\$1,750.00	\$1,750.00	\$1,750.00
01-151-2-5586	WESTLAW COMPUTER RESEARCH	\$3,445.75	\$4,000.00	\$2,991.36	\$4,000.00	\$4,000.00	\$4,000.00
01-151-2-5710	PROFESSIONAL DEVELOPMENT	\$996.00	\$1,000.00	\$634.00	\$1,500.00	\$1,500.00	\$1,500.00
01-151-2-5760	CLAIMS	\$2,327.95	\$2,750.00	\$860.00	\$2,000.00	\$2,000.00	\$2,000.00
01-151-2-5850	EQUIPMENT & OTHER	\$0.00	\$2,500.00	\$2,382.04	\$2,500.00	\$2,500.00	\$2,500.00
EXPENSES Total:		\$83,085.02	\$122,250.00	\$52,208.53	\$125,250.00	\$125,250.00	\$125,250.00
151 OFFICE OF THE CITY SOLICITOR Total:		\$278,002.98	\$369,530.00	\$197,136.72	\$388,560.00	\$376,560.00	\$376,560.00

151	OFFICE OF THE CITY SOLICITOR								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-151-1-5111	City Solicitor ¹	UNCL	35	1	1	1	\$107,100	\$109,242	\$109,242
01-151-1-5111	Assistant City Solicitor ^{1 2}	UNCL	35	0.20	0.20	0.20	\$19,380	\$19,768	\$19,768
01-151-1-5111	Housing Attorney	UNCL	35	1	1	1	\$70,000	\$70,000	\$70,000
01-151-1-5111	Paralegal ¹	UNCL	35	1	1	1	\$50,000	\$51,000	\$51,000
151	City Solicitor TOTAL			3.2	3.2	3.2			
							Salary (5111)	\$246,480	\$250,010
							Longevity (5143)	\$800	\$1,300
							RAO Stipend (5198)	\$0	\$12,000
							Personnel Total:	\$247,280	\$263,310
	Notes to Budget:								
	¹ This position has received a 2% COLA in FY 18.								
	² Solicitor supporting 20% of this position.								

Office of the City Solicitor (151)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	246,480	250,010	3,530	1%	2% on most salaries. Wehbe splitting time between Auditor (80%) & Solicitor (20%).
Longevity	800	1,300	500	63%	Ms. Mejia will reach 15 years in FY18.
RAO Stipend	0	0	0		In accordance with new public records law, a record access officer is appointed. Instead of hiring a part time employee, solicitor will take responsibility. Removed from FY18 budget request (\$12K).
Total Personnel Services	\$247,280	\$251,310	\$4,030	2%	
<u>General Operating Expenses</u>					
Litigation/Professional Services	100,000	100,000	0	0%	Used to pay any litigation related service, such as legal services, filing complaints, expert witnesses, recording fees, transcripts, etc.
Public Record Software	0	3,000	3,000		City has new public records software, the annual contract price is \$3,000.
ISD Litigation Fees	10,500	10,500	0	0%	For issues surrounding Code Enforcement/ISD
Office Supplies	1,000	1,750	750	75%	General office supplies from WB Mason
Westlaw Computer Research	4,000	4,000	0	0%	Used to pay the monthly bill to Westlaw. This is an internet based database used to research a variety of legal issues.
Professional Development	1,500	1,500	0	0%	For staff training/continuing education.
Claims	2,750	2,000	(750)	-27%	For small claims brought against the city.
Equipment & Other	2,500	2,500	0	0%	Replacement table in Conference Room and replace desk in Solicitor's Office.
Total Expenditures	\$122,250	\$125,250	\$3,000	2%	
Total Solicitor's Office	\$369,530	\$376,560	\$7,030	2%	
<u>Property/Liability Insurance</u> (Found under Fixed Costs)					
Comp General Liability	1,433,556	1,476,563	\$43,007	3%	All city insurance including schools.

Office of the City Solicitor (151)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -
Insurance Deductibles	150,000	150,000	\$0	0%
Total	\$1,583,556	\$1,626,563	\$43,007	3%

Detail

All deductibles for all motor vehicle accidents including police, fire and schools. (\$1K per vehicle).
Also pays for all glass breakage on motor vehicles and deductibles on other claims.

Department of Human Resources

The main function of Human Resources' is to ensure that the City has a competent and diverse workforce that can work well to meet the City's business goals. Personnel staff serves the public and City employees through the following: performing outreach and recruitment, providing information about City employment opportunities, implementing policies and procedures, ensuring that fair labor practices are followed, and fostering good relations among employees to create an environment where employees can work productively, develop their skills, and feel satisfied with their work. The activities outlined are essential aspects of how Human Resources support the successful functioning of the City.

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 2018

-10% decrease due to: 2% COLA on most salaries. Summer Jobs program for teens who live in the city is so successful the Mayor appropriated an additional \$25,000 to it in FY18. Less budgeted under Employee Buyback in FY18 as we are not anticipating the same amount of retirements we had in FY17. Under General Expenditures, both the Time Management System and the Record Retention System were determined to be put on hold and will be reexamined for the FY19 budget.

FY 2017: 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 2018: 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 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Job Applications Processed	-	-	1456	1500
CORI Checks	-	-	376	300
Health Insurance Fairs	1	1	*TBD	1

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

How FY 2018 Departmental Goals Relate to City's Overall Long & Short Term Goals

- ❖ Identify and satisfy the needs of individuals.
- ❖ Foster relationships and open lines of communication.
- ❖ Achieve and maintain high morale among employees.
- ❖ Rollout the new City of Everett handbook and
- ❖ Provide new employee ID's to employees.
- ❖ Provide the organization with well-trained and well-motivated employees.
- ❖ Enhances employee capabilities to perform the present job.
- ❖ Inculcate a sense of team spirit, teamwork and inter-team collaboration.
- ❖ Complete file conversion and secure HR files.
- ❖ Streamline the application and onboarding process.
- ❖ Establish a learning and development engaging process.
- ❖ Develop the organizational chart.
- ❖ Ensure effective utilization and maximum development of human resources.

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

152 - DEPARTMENT OF HUMAN RESOURCES							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-152-1-5111	SALARIES	\$152,667.22	\$192,920.00	\$149,036.14	\$272,000.00	\$196,778.00	\$196,778.00
01-152-1-5113	PART TIME SALARIES	\$27,519.03	\$25,436.00	\$16,487.04	\$27,519.00	\$25,945.00	\$25,945.00
01-152-1-5121	TEMP PERSONNEL - ALL DEPT	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
01-152-1-5123	SUMMER JOBS	\$50,000.00	\$100,000.00	\$100,000.00	\$125,000.00	\$125,000.00	\$125,000.00
01-152-1-5130	OVERTIME	\$0.00	\$4,200.00	\$832.40	\$6,000.00	\$4,200.00	\$4,200.00
01-152-1-5143	LONGEVITY	\$800.00	\$0.00	\$0.00	\$800.00	\$800.00	\$800.00
01-152-1-5151	EMPLOYEE BUY BACK	\$260,175.19	\$100,000.00	\$131,705.66	\$300,000.00	\$100,000.00	\$100,000.00
01-152-1-5154	DIRECT DEPOSIT STIPEND	\$36,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-152-1-5155	HEALTH INCENTIVE	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$527,711.44	\$428,556.00	\$398,061.24	\$737,319.00	\$458,723.00	\$458,723.00
EXPENSES							
01-152-2-5152	MEDICAL EXAMS	\$4,657.00	\$17,000.00	\$12,446.00	\$19,500.00	\$19,500.00	\$19,500.00
01-152-2-5301	PROFESSIONAL SERVICES	\$16,621.85	\$20,000.00	\$14,908.40	\$20,000.00	\$20,000.00	\$20,000.00
01-152-2-5303	TIME MANAGEMENT SYSTEM	\$0.00	\$34,000.00	\$8,444.96	\$34,000.00	\$0.00	\$0.00
01-152-2-5304	RECORD RETENTION SYSTEM	\$0.00	\$15,000.00	\$8,839.53	\$15,000.00	\$0.00	\$0.00
01-152-2-5420	OFFICE SUPPLIES	\$3,662.52	\$5,000.00	\$1,861.00	\$5,000.00	\$5,000.00	\$5,000.00
01-152-2-5710	PROFESSIONAL DEVELOPMENT	\$8,289.00	\$25,000.00	\$2,397.00	\$22,000.00	\$22,000.00	\$22,000.00
EXPENSES Total:		\$33,230.37	\$116,000.00	\$48,896.89	\$115,500.00	\$66,500.00	\$66,500.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
152 DEPARTMENT OF HUMAN RESOURCES		\$560,941.81	\$544,556.00	\$446,958.13	\$852,819.00	\$525,223.00	\$525,223.00

152	DEPARTMENT OF HUMAN RESOURCES									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-152-1-5111	Human Resources Director ¹	UNCL	35	1	1	1	\$95,000	\$112,000	\$96,900	
01-152-1-5111	Administrative Assistant ²	UNCL	35	0	1	0	\$0	\$55,000	\$0	
01-152-1-5111	Human Resources Assistant ¹	UNCL	35	1	1	1	\$51,000	\$54,000	\$52,020	
01-152-1-5111	Human Resources Generalist ¹	UNCL	35	1	1	1	\$46,920	\$51,000	\$47,858	
01-152-1-5113	Benefits Specialist ¹	UNCL	16	0	0	0	\$25,436	\$27,519	\$25,945	
152	Human Resources TOTAL			3	4	3				
							Salary (5111)	\$192,920	\$272,000	\$196,778
							Part Time (5113)	\$25,436	\$27,519	\$25,945
							Temp Personnel (5121)	\$6,000	\$6,000	\$6,000
							Summer Jobs (5123)	\$100,000	\$125,000	\$125,000
							Overtime (5130)	\$4,200	\$6,000	\$4,200
							Longevity (5143)	\$0	\$800	\$800
							Employee Buyback (5151)	\$100,000	\$300,000	\$100,000
							Personnel Total:	\$428,556	\$737,319	\$458,723
Notes to Budget:										
¹ Reclassification in salary sought in FY18 budget. Approval was for 2% increase.										
² New position requested in FY18 budget. Request denied in FY18 budget.										

Department of Human Resources (152)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	192,920	196,778	3,858	2%	2% COLA on all salaries. Removed AA position.
Part Time Salaries	25,436	25,945	509	2%	This is the Benefits Technician position, Ms. Vitukevich. Includes the 2% increase.
Temp Personnel - All Dept.	6,000	6,000	0	0%	Human Resource audits and manpower to update software.
Summer Jobs	100,000	125,000	25,000	25%	For summer work program for teens.
Overtime	4,200	4,200	0	0%	Manpower hours to complete audits so we are in compliance with DOL regulations as well as state statute. Level funded.
Longevity	0	800	800		For Mr. Vetrano
Employee Buyback	141,000	100,000	(41,000)	-29%	For employees who buyback sick, vacation, etc.
Total Personnel Services	\$469,556	\$458,723	(\$10,833)	-2%	
<u>General Operating Expenses</u>					
Medical Exams	17,000	19,500	2,500	15%	Drug testing for DOT drivers, random drug testing for DPW drivers, random drug testing for police officers.
Professional Services	20,000	20,000	0	0%	Mt. Auburn Hospital, Employee Assistance Program (\$11K), MMA membership fee, various seminars presented by MMA, all job postings.
Time Management System	34,000	0	(34,000)	-100%	Streamline and process payroll timeclocks throughout city buildings
Record Retention System	15,000	0	(15,000)	-100%	To be in compliance all records retention shall be secured and cabinets need to be updated
Office Supplies	5,000	5,000	0	0%	Belmont Printing and WB Mason forms and paper employee documents
Professional Development	25,000	22,000	(3,000)	-12%	Rolling out new trainings, job descriptions, update and printing new employee handbook.
Total Expenditures	\$116,000	\$66,500	(49,500)	-43%	
Total Human Resources	\$585,556	\$525,223	(\$60,333)	-10%	

Department of Human Resources (152)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Unemployment Compensation (Found under Fixed Costs)					
Unemployment Compensation	583,000	400,000	(183,000)	-31%	Various claims throughout the city, including the schools, Unemployment Taxes. Also includes credits from ECTV for their unemployment benefits.
Total	\$583,000	\$400,000	(\$183,000)	-31%	
Employee Insurance (Found under Fixed Costs)					
Life Insurance	84,342	87,716	3,374	4%	The city contributions (70%) for all the employees and retirees life insurance thru Boston Mutual Life Insurance Co. Also includes credits from ECTV for their life insurance benefits.
Health Insurance	19,649,914	20,346,475	696,561	4%	City of Everett contributions come out of this for all the health insurance plans. This money is put into the BC/BS Trust and the Harvard Trust. City contributions would be 85% (retired before April 2003). The contributions vary - 4/03 (96.20% - retired after 4/03), (96.65% Master Medical & Blue Care Elect), (90% Network Blue), (87% Harvard Pilgrim), (98.15% Senior Plan Medex). Also covers two premium paid bills (90% for Manage Blue and Tufts Preferred). Also includes credits from ECTV for their health insurance benefits.
AD&D Insurance	18,540	19,282	742	4%	For fire and police only. The city pays the premium -- it is .10 cents on the thousand. This is determined by Boston Mutual on the rate of pay they receive.
Total	\$19,752,796	\$20,453,473	\$700,677	4%	
Employee Injuries (Found under Fixed Costs)					
Active Police and Fire	226,000	175,000	(51,000)	-23%	All reimbursements for injuries for the police/fire departments. Meditrol for (monthly billing & helping with contract issues).
Retired Police & Fire	9,500	12,000	2,500	26%	All prescription reimbursements for retirees.

Department of Human Resources (152)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -
Workers Comp	515,000	515,000	0	0%
Total	\$750,500	\$702,000	(\$48,500)	-6%

Detail

Consolidating Workers Comp Trust/Exs Ins and Workers Comp Claims Admin to one account called Workers Comp. All workers comp injury claims for all employees including the schools. (Does not include police/fire). Curtin, Murphy & O'Reilly

Department of Information Technology

The Information Technology Department provides centralized information technology to approximately 1000 users working in 42 departments located in 40 municipal buildings. Information Technology supports enterprise-wide municipal applications for Finance and Human Resource systems, Customer Service and Geographical Information Systems. The department has directed the installation of a fiber optic network that provides high speed and reliability to facilities throughout the City assuring increased performance for enterprise applications and complete connectivity via the World Wide Web (WWW).

The City web site continues to be enhanced, under the guidance of the Information Technology department, as a tool for residents, employees, business owners and visitors of the City of Everett. It provides easy access to important City resources and information as well as the ability to transact business remotely through services such as the new on line payment options and the ability to automatically submit forms for various departmental businesses. Overall, Information Technology serves as technical consultants and provides desktop, network, application and systems management services for all City Departments and for the Everett community at large.

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 2018

7% increase due to: The Copiers/Maintenance increase is due to putting all the copiers at 484 Broadway under one contract. The Mayor's office has their own account with a different vendor that is paid from this account as well. 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. Direct Fiber Data is a new provider for our internet and net connectivity for all city buildings.

FY 2017: Accomplishments

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

FY 2018: 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.

How FY 2018 Departmental Goals Relate to City's Overall Long & Short Term Goals

One of the Mayor's goals is to consolidate the cities IT functions. By bringing together the contracts for the copiers and the wireless communications accounts, we are working toward that goal.



City of Everett
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155 - DEPT OF INFORMATION TECHNOLOGY							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-155-1-5111	SALARIES	\$161,576.96	\$222,126.00	\$164,874.31	\$226,569.00	\$226,569.00	\$226,569.00
PERSONNEL Total:		\$161,576.96	\$222,126.00	\$164,874.31	\$226,569.00	\$226,569.00	\$226,569.00
EXPENSES							
01-155-2-5244	CONTRACT MAINTENANCE	\$29,284.40	\$55,150.00	\$37,110.96	\$57,000.00	\$57,000.00	\$57,000.00
01-155-2-5245	COPIERS/MAINTENANCE	\$58,041.54	\$74,000.00	\$54,907.91	\$86,000.00	\$86,000.00	\$86,000.00
01-155-2-5312	SUPPLIES	\$3,453.22	\$8,000.00	\$95.61	\$8,000.00	\$8,000.00	\$8,000.00
01-155-2-5340	TELEPHONE COMMUNICATIONS	\$85,748.15	\$90,000.00	\$57,696.91	\$90,000.00	\$90,000.00	\$90,000.00
01-155-2-5341	WIRELESS COMMUNICATIONS	\$33,318.86	\$62,000.00	\$22,727.26	\$74,000.00	\$74,000.00	\$74,000.00
01-155-2-5710	PROFESSIONAL DEVELOPMENT	\$10,808.52	\$15,000.00	\$5,460.04	\$15,000.00	\$15,000.00	\$15,000.00
01-155-2-5785	311 EXPENSES	\$37,480.61	\$50,000.00	\$22,332.72	\$50,000.00	\$50,000.00	\$50,000.00
01-155-2-5865	DATA COMMUNICATIONS	\$35,000.00	\$42,000.00	\$22,276.82	\$48,000.00	\$48,000.00	\$48,000.00
01-155-2-5866	DIRECT FIBER DATA	\$0.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00
01-155-2-5880	HARDWARE/SOFTWARE EQUIPMENT	\$35,642.48	\$86,000.00	\$15,566.08	\$88,000.00	\$88,000.00	\$88,000.00
EXPENSES Total:		\$328,777.78	\$482,150.00	\$238,174.31	\$606,000.00	\$606,000.00	\$606,000.00
CAPITAL IMPROVEMENTS							
01-155-3-5867	TECHNOLOGY INFRASTRUCTURE	\$49,975.29	\$110,000.00	\$2,496.99	\$35,000.00	\$35,000.00	\$35,000.00
CAPITAL IMPROVEMENTS Total:		\$49,975.29	\$110,000.00	\$2,496.99	\$35,000.00	\$35,000.00	\$35,000.00
155 DEPT OF INFORMATION TECHNOLOGY		\$540,330.03	\$814,276.00	\$405,545.61	\$867,569.00	\$867,569.00	\$867,569.00

Department of Information Technologies (155)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	222,126	226,569	4,443	2%	2% COLA on all salaries.
Total Personnel Services	\$222,126	\$226,569	4,443	2%	
<u>General Operating Expenses</u>					
Contract Maintenance	55,150	57,000	1,850	3%	Contracts for Vadar, GEO , Netatlantic , Baracuda Maint and Vote Builder - this is used to track complaints coming into City Hall). Also NGP Van, DigiCert
Copiers / Maintenance	74,000	86,000	12,000	16%	Paid to CIT Financial (which is Conway Office Products) for 12 copiers: Auditor, Health, ISD (2), Library, Human Resources, Solicitor, Collector, Assessor, Veteran's, Purchasing and Treasurer. Mayor's copier is paid to Ricoh. This amount requested for FY 18 is based on the monthly payment and maintenance fee for each machine per contract.
Supplies	8,000	8,000	0	0%	Keyboards, wires, connectors, general office supplies.
Telephone Communications	90,000	90,000	0	0%	All city phones, Verizon phones
Wireless Communications	62,000	74,000	12,000	19%	All wireless devices, Verizon iPads in use by various departments now paid here.
Professional Development	15,000	15,000	0	0%	IT training for staff and employees
311 Expenses	50,000	50,000	0	0%	For the newly created 311 system - technolgy updates/equipment as needed
Data Communications	42,000	48,000	6,000	14%	Sprint , Towerstream, Comcast for data links between all city buildings.
Direct Fiber Data	0	90,000	90,000		New provider for our internet and net connectivity for all city buildings.
Hardware/Software Equipment	86,000	88,000	2,000	2%	For printers, computers, monitors, servers and for all operating systems.\$6K for ISD.
Total Expenditures	\$482,150	\$606,000	123,850	26%	
<u>Capital Improvements</u>					
Technology Infrastructure	110,000	35,000	(75,000)	-68%	To add/update city buildings technology
Total IT	\$814,276	\$867,569	53,293	7%	

Office of the City Clerk

The City Clerk is the official record keeper for the City of Everett. Records kept by the Office of the City Clerk include vital statistics (including birth, marriage, domestic partnerships and death) and business and professional certificates.

The City Clerk is also responsible for:

- City Council Documents - Search records prior to May 2003 in the City Clerk's Office;
- Appeals of Board of Zoning Appeal cases and Planning Board cases
- State and child support tax liens
- All notifications of meetings of municipal governmental bodies
- Municipal Code Book Fee \$50.00. There is an additional \$15.00 charge for shipping & handling.
- Zoning Ordinance Book Fee \$75.00. There is an additional \$15.00 charge for shipping & handling.
- Filing Zoning Petition Fee \$150.00

The City Clerk is the official keeper of the City Seal and City Ordinances. All notifications and documents are available to the public, with some exceptions pertaining to vital records.

Please note that only certified copies of records are issued by the City Clerk's Office, regardless of intended use.

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 2018

6% increases for union employees due to union contract settled for both FY 16 and FY 17 during FY 17. Also includes step increases for these union personnel. Cola increase on most salaries.

In FY18 there is an added stipend for the City Clerk called, RAO Stipend. This is due to a new State Law that requires City Clerk's to be the Record's Access Officers for their municipality.

FY 2017: Accomplishments

- ❖ Implemented new agenda preparation software
- ❖ Researched and authored over 20 new ordinances
- ❖ Oversaw the production and publishing of the Revised Ordinances of the City of Everett online
- ❖ Created monthly information newsletter for City Councilors



FY 2018: Goals & Objectives

- ❖ Fully implement new agenda program using computer tablets
- ❖ Continue to develop historical information for City's 125th Anniversary
- ❖ Work with City Council to Sponsor a historical event for the 125th Anniversary
- ❖ Implement a new licensing software to streamline City Council Licenses
- ❖ The Clerk's office will be working on increasing most license fees and should become a self-sufficient office in FY 18 or 19 with the increases in license fees and new Hotel licenses which will begin this April

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Marriage Licenses Recorded	403	425	430	440
Dog Licenses	896	940	980	990
Business Certificates	333	345	375	380
Births	653	645	650	665
Deaths	435	425	430	445

How FY 2018 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Clerk's has level funded or decreased most accounts to work with the administration in having a level funded budget. The Clerk's office will see an overall 2% increase in the budget and most of that due to union negotiated salary increases. We hope to have many successful events this year for the 125th Anniversary and will be working with the administration to host many events through 2017.



City of Everett
Everett Budget Council Summary Report
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161 - CITY CLERK							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-161-1-5111	SALARIES	\$236,550.97	\$314,057.00	\$252,216.72	\$324,397.00	\$324,397.00	\$324,397.00
01-161-1-5125	CUSTODIANS	\$6,970.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-1-5126	TELLERS EXPENDITURES-ELECTION	\$980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-1-5127	WARDEN-ELECTION	\$12,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-1-5128	CLERKS-ELECTION	\$5,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-1-5129	INSPECTORS-ELECTION	\$17,535.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-1-5130	OVERTIME	\$171.00	\$600.00	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00
01-161-1-5143	LONGEVITY	\$2,800.00	\$3,550.00	\$3,500.00	\$4,800.00	\$4,800.00	\$4,800.00
01-161-1-5198	RAO STIPEND	\$0.00	\$0.00	\$0.00	\$7,200.00	\$7,200.00	\$7,200.00
PERSONNEL Total:		\$283,307.52	\$318,207.00	\$255,716.72	\$337,597.00	\$337,597.00	\$337,597.00
EXPENSES							
01-161-2-5201	HISTORICAL PRESERVATION	\$0.00	\$15,000.00	\$7,350.61	\$10,000.00	\$10,000.00	\$10,000.00
01-161-2-5240	EQUIPMENT MAINTENANCE	\$15,029.94	\$9,000.00	\$7,363.83	\$14,000.00	\$14,000.00	\$14,000.00
01-161-2-5304	BOOK BINDING	\$2,370.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-161-2-5346	ADVERTISING-ELECTION	\$977.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-2-5380	PREP OF VOTING MACHINES-ELECTION	\$11,803.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-2-5384	TRAINING-ELECTION	\$3,580.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-2-5385	OTHER EXPENDITURES	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-161-2-5420	OFFICE SUPPLIES	\$11,149.63	\$8,500.00	\$7,280.46	\$7,000.00	\$7,000.00	\$7,000.00
01-161-2-5422	ARCHIVES	\$2,978.62	\$8,000.00	\$604.87	\$8,000.00	\$8,000.00	\$8,000.00
01-161-2-5423	WEB BASED PROGRAMS	\$0.00	\$13,000.00	\$10,944.35	\$13,000.00	\$13,000.00	\$13,000.00
01-161-2-5580	SUPPLIES-ELECTION	\$6,476.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-2-5710	PROFESSIONAL DEVELOPMENT	\$414.30	\$1,425.00	\$504.00	\$2,000.00	\$2,000.00	\$2,000.00
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	\$741.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$55,721.68	\$58,125.00	\$34,248.12	\$60,200.00	\$60,200.00	\$60,200.00
161 CITY CLERK Total:		\$339,029.20	\$376,332.00	\$289,964.84	\$397,797.00	\$397,797.00	\$397,797.00

161	CITY CLERK								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-161-1-5111	City Clerk ¹	UNCL	35	1	1	1	\$92,598	\$96,000	\$96,000
01-161-1-5111	Assistant City Clerk/City Messenger ¹	A-15/5	35	1	1	1	\$76,874	\$80,004	\$80,004
01-161-1-5111	Administrative Assistant ²	A-6U/7	35	1	1	1	\$55,204	\$56,308	\$56,308
01-161-1-5111	Principal Clerk ²	C-6U/7	35	1	1	1	\$46,299	\$48,141	\$48,141
01-161-1-5111	Clerk ²	C-3U/7	35	1	1	1	\$43,082	\$43,944	\$43,944
161	City Clerk TOTAL			5	5	5			
						Salary (5111)	\$314,057	\$324,397	\$324,397
						Custodians (5125) ^a	\$0	\$0	\$0
						Tellers Election Expenditures (5126) ^a	\$0	\$0	\$0
						Wardens (5127) ^a	\$0	\$0	\$0
						Clerks (5128) ^a	\$0	\$0	\$0
						Inspectors (5129) ^a	\$0	\$0	\$0
						Overtime (5130)	\$600	\$1,200	\$1,200
						Longevity (5143)	\$3,550	\$4,800	\$4,800
						RAO Stipend (5198)	\$0	\$7,200	\$7,200
Notes to Budget:									
¹ Salaries increased 4%.									
² Local 25 Clerical union salaries increased 2% as well as a step increase when appropriate.									
						Personnel Total:	\$318,207	\$337,597	\$337,597

City Clerk (161)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	314,057	324,397	10,340	3%	COLA increase of 3.8% for Mr. Matarazzo and 4.1% for Mr. Cornelio. The Local 25 Clerical workers have all increased their salary by 2% and steps where appropriate.
Overtime	600	1,200	600	100%	If clerks request OT in lieu of comp time. May happen more now that the Elections Office is not located in the Clerk's office to help when a clerk is absent.
Longevity	3,550	4,800	1,250	35%	M. Matarazzo (\$1,700), S. Cornelio (\$800), T. Tholen (\$1,250), S. Navarro (1,050). Increase due to Ms. Navarro's longevity & Ms. Tholen's increase in years worked.
RAO STIPEND	0	7,200	7,200		(new line item) The RAO stipend is new to the state, the Clerk's office is mandated as the official Records Assess Officer which will be an added and separate position with increased duties. This is the stipend local cities are adding for RAO's if they do not hire a separate position.
Total Personnel Services	\$318,207.00	\$337,597.00	\$19,390.00	6%	
<u>General Operating Expenses</u>					
Historical Preservation	15,000	10,000	(5,000)	-33%	(Historical preservation is understanding our nation's heritage). Decrease due to many of the purchases made during FY 17. Major purchases like challenge coins and other historical items, i.e. Municipal and Q flags were purchased, needing less money for FY18.
Equipment Maintenance	9,000	14,000	5,000	56%	New contract with copier company to lease a higher volume copier for archive purposes. LHS Assoc, SimplexGrinnell, NE Copy, time clock and typewriters
Book Binding	3,000	3,000	0	0%	Clerk's Office will bind 25-30 books dating back to 1870
Other Expenses	0	3,000	3,000		(new line item) The \$3,000 is for other expenses is a request from the President to have an account for formal events that the City Council and Mayor have. We have to purchase many items for innagurals, mid-term address and when other dignitaries come to Everett.
Office Supplies	8,500	7,000	(1,500)	-18%	Decrease due to most large office items in the office are new and we need a budget for paper and smaller items
Archives	8,000	8,000	0	0%	Level Funded
Web Based Programs	13,000	13,000	0	0%	Level Funded
Professional Development	1,425	2,000	575	40%	Clerk's conventions in October, January and June and joining Clerk's Association and MMA Conference. The entire Clerk's office will attend classes for the state vitals records system at a clerk's conference.
Insurance & Bonds	200	200	0	0%	Bonding for Messrs. Matarazzo and Cornelio thru Messinger Insurance.
Total Expenditures	\$58,125	\$60,200	\$2,075	4%	
Total City Clerk	\$376,332	\$397,797	21,465	6%	

Election Commission

Conducts voter registration, supervises all elections, conducts annual City census, certifies signatures on nomination papers and petitions, and administers campaign and political finance reporting.

Mission Statement

To facilitate 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 ballot questions. We are also responsible for the mass mailing of the citywide census, maintaining and entering the date and the notifying of voter confirmation.



Significant Budget & Staffing Changes for FY 2018

9% increase due to two (2) municipal elections held in FY18.

FY 2017: Accomplishments

- ❖ Compiled information from some surrounding communities, those that had Election Commissions.
- ❖ Placed into new office space on the third floor of City Hall
- ❖ Successfully facilitated two elections with the added responsibility of having early voting for the first time in State History



FY 2018: Goals & Objectives

- ❖ To successfully facilitate the upcoming municipal preliminary in September and the election in November
- ❖ To continue to excel at state mandated requirements for all elections.
- ❖ To complete the mass mailing of the citywide census by January 2018
- ❖ To update election equipment in 2018

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Number of Registered Voters	18,915	19,735	20,000	20,280
Actual Voter Turnout	4972	14,189	8,500	13,800
Census forms mailed out and processed	25780	16,104	15,654	25,000

How FY 2018 Departmental Goals Relate to City's Overall Long & Short Term Goals

- ❖ The Elections Commission goals are to update all antiquated election equipment which will provide for the most efficient election process. This relates to the Administration's goals of updating all equipment throughout City Hall and providing residents with great service.



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162 - ELECTION COMMISSION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-162-1-5111	SALARIES	\$0.00	\$124,071.00	\$96,616.29	\$127,321.00	\$126,553.00	\$126,553.00
01-162-1-5113	PART TIME	\$0.00	\$18,896.00	\$8,806.26	\$19,765.00	\$19,274.00	\$19,274.00
01-162-1-5125	CUSTODIANS-ELECTION	\$0.00	\$8,000.00	\$4,352.76	\$9,000.00	\$9,000.00	\$9,000.00
01-162-1-5126	TELLERS EXPENDIUTRES-ELECTION	\$0.00	\$2,600.00	\$2,560.00	\$3,600.00	\$3,600.00	\$3,600.00
01-162-1-5127	WARDEN-ELECTION	\$0.00	\$11,600.00	\$4,555.00	\$12,000.00	\$12,000.00	\$12,000.00
01-162-1-5128	CLERKS-ELECTIONS	\$0.00	\$5,760.00	\$1,725.00	\$5,760.00	\$5,760.00	\$5,760.00
01-162-1-5129	INSPECTORS-ELECTION	\$0.00	\$28,400.00	\$28,210.00	\$28,400.00	\$28,400.00	\$28,400.00
01-162-1-5130	OVERTIME	\$0.00	\$600.00	\$352.70	\$1,200.00	\$1,200.00	\$1,200.00
01-162-1-5143	LONGEVITY	\$0.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
01-162-1-5191	ELECTION COMMISSION STIPEND	\$0.00	\$25,000.00	\$19,999.78	\$25,000.00	\$29,000.00	\$29,000.00
PERSONNEL Total:		\$0.00	\$226,527.00	\$168,777.79	\$233,646.00	\$236,387.00	\$236,387.00
EXPENSES							
01-162-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$14,000.00	\$13,497.67	\$14,000.00	\$14,000.00	\$14,000.00
01-162-2-5346	ADVERTISING-ELECTION	\$0.00	\$1,200.00	\$770.00	\$1,200.00	\$1,200.00	\$1,200.00
01-162-2-5380	PREP OF VOTING MACHINES	\$0.00	\$5,160.00	\$2,986.00	\$15,000.00	\$15,000.00	\$15,000.00
01-162-2-5384	ELECTION TRAINING	\$0.00	\$4,200.00	\$1,675.00	\$5,000.00	\$5,000.00	\$5,000.00
01-162-2-5386	CITY CENSUS	\$0.00	\$15,552.00	\$9,572.03	\$18,000.00	\$18,000.00	\$18,000.00
01-162-2-5387	RECOUNTS	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-162-2-5389	STREET LISTS	\$0.00	\$2,255.00	\$2,255.00	\$3,000.00	\$3,000.00	\$3,000.00
01-162-2-5420	OFFICE SUPPLIES	\$0.00	\$3,500.00	\$2,240.73	\$3,500.00	\$3,500.00	\$3,500.00
01-162-2-5580	ELECTION SUPPLIES	\$0.00	\$4,210.00	\$2,321.64	\$4,210.00	\$4,210.00	\$4,210.00
01-162-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$1,405.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-162-2-5785	MISC ELECTION EXPENSES	\$0.00	\$2,500.00	\$2,163.00	\$2,500.00	\$2,500.00	\$2,500.00
EXPENSES Total:		\$0.00	\$54,482.00	\$37,481.07	\$68,910.00	\$68,910.00	\$68,910.00
162 ELECTION COMMISSION Total:		\$0.00	\$281,009.00	\$206,258.86	\$302,556.00	\$305,297.00	\$305,297.00

162	ELECTION COMMISSION									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-162-1-5111	Executive Director to Election Commission ¹	UNCL	35	1	1	1	\$76,874	\$79,180	\$78,411	
01-162-1-5111	Principal Clerk ²	C-6U/7	35	1	1	1	\$47,197	\$48,141	\$48,141	
01-162-1-5113	Clerk ²	C-3U/2	19.5	0	0	0	\$18,896	\$19,274	\$19,274	
01-162-1-5191	Election Commission Stipend ³	UNCL		0	0	0	\$25,000	\$25,000	\$29,000	
162	Election Commission TOTAL			2	2	2				
							Salary (5111)	\$124,071	\$127,321	\$126,553
							Part Time (5113)	\$18,896	\$19,765	\$19,274
							Custodians (5125)	\$8,000	\$9,000	\$9,000
							Tellers Election Expenditures (5126)	\$2,600	\$3,600	\$3,600
							Wardens (5127)	\$11,600	\$12,000	\$12,000
							Clerks (5128)	\$5,760	\$5,760	\$5,760
							Inspectors (5129)	\$28,400	\$28,400	\$28,400
							Overtime (5130)	\$600	\$1,200	\$1,200
							Longevity (5143)	\$1,600	\$1,600	\$1,600
							Election Commission Stipend (5191)	\$25,000	\$25,000	\$29,000
	Notes to Budget:						Personnel Total:	\$226,528	\$233,646	\$236,387
	¹ This position has received a 2% COLA in FY18.									
	² Local 25 Clerical union increased 2% as well as step increase when appropriate.									
	³ All members of Commission received stipend upgrade of \$1,000 per member in FY18 budget.									

Election Commission (162)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	124,071	126,553	2,482	2%	2% COLA increase.
Part Time	18,896	19,274	378	2%	Part time employee, step raise and 2% Union negotiated increase.
Custodians	8,000	9,000	1,000	13%	Increased due to the school custodians, Everett Housing Authority & DPW employees are receiving raises. We will also need help on the morning before and morning after elections. Assistance no longer given by the City Clerk & Assist. City Clerk.
Tellers Election	2,600	3,600	1,000	38%	5 workers at \$360 each x 2 elections Support for Elections. For election support during the months of September through November.
Warden - Election	12,000	12,000	0	0%	25 wardens & deputies at \$240 each x 2 elections.
Clerks - Election	5,760	5,760	0	0%	12 clerks at \$240 each x 2 elections.
Inspectors - Elections	28,400	28,400	0	0%	85 inspectors at \$160 x 2 elections.
Overtime	600	1,200	600	100%	If clerks request OT in lieu of comp time. Election season has increased work and hours for clerical staff.
Longevity	1,200	1,600	400	33%	M. DiPierro (\$800), K. Hegarty (\$800).
Election Commission Stipend	25,000	29,000	4,000	16%	Chair (\$11K), 3 members (\$6K ea.)
Total Personnel Services	\$226,527	\$236,387	\$9,860	4%	
General Operating Expenses					
Equipment Maintenance	14,000	14,000	0	0%	Contracts with LHS Assoc, SimplexGrinnell, NE Copy, time clock and typewriters
Advertising - Election	1,200	1,200	0	0%	Election ads placed in 2 papers x 2 elections.
Prep of Voting Machines - Election	5,160	15,000	9,840	191%	15 scanner maintenance (\$3K), scanner testing (\$400), 12 memory cards (\$2,900), 12 memory cards for auto marks (\$2,884), (Purchase of 20,000 ballots x2 Elections). Increase due to the city is mandated to pay for the ballots during a municipal election.
Election Training	4,200	5,000	800	19%	100 poll workers at \$25 x 2 elections
City Census	15,552	18,000	2,448	16%	Using Mark Altman & Associates. Increase due to higher printing costs.
Recounts	500	500	0	0%	Only if necessary.
Street Lists	2,235	3,000	765	34%	Using Copley Business Service. Increase due to printing costs increased.
Office Supplies	3,500	3,500	0	0%	Level Funded
Election Supplies	4,210	4,210	0	0%	Level Funded
Professional Development	1,425	2,000	575	40%	Voters Seminar in June and adding conferences with Clerk's Office. The entire Election Commission will join the City Clerk's office for an election class with the Clerk's Association and other conferences needed to learn new election laws recently passed.
Misc. Expenditures - Election	2,500	2,500	0	0%	Intab Inc., LHS Assoc, City of Everett
Total Expenditures	\$54,482	\$68,910	\$14,428	26%	
Total Election Commission	\$281,009	\$305,297	24,288	9%	Of the \$24,288 increase, nearly 10k is a mandated unfunded election cost for ballots

Licensing Commission

Regulate and oversee the licenses issued in the City.

Mission Statement

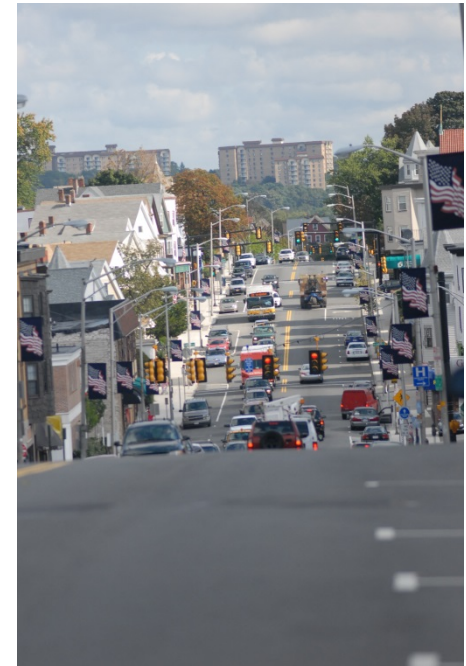
To oversee all licenses granted by the Board of License Commissioners. To treat applicants fairly based upon the public need and public good, as well as assisting existing licensees with any matters pertaining to licensed establishments. To enforce rules and regulations established by the Commission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

Significant Budget & Staffing Changes for FY 17

All Member Boards received stipend increase per the Mayor’s recommendation in Fiscal Year 18.

FY 2018: 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 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Liquor Licenses	110,460	95,925	97,000	110,950
Common Victuals’ Licenses	N/A	7,575	8,000	8,025
Entertainment Permits	N/A	N/A	9,075	9,675

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165 - LICENSING COMMISSION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-165-1-5191	LICENSING COMMISSION STIPEND	\$4,200.00	\$4,200.00	\$3,500.00	\$13,200.00	\$7,200.00	\$7,200.00
PERSONNEL Total:		\$4,200.00	\$4,200.00	\$3,500.00	\$13,200.00	\$7,200.00	\$7,200.00
EXPENSES							
01-165-2-5420	OFFICE SUPPLIES	\$496.59	\$500.00	\$358.30	\$650.00	\$500.00	\$500.00
EXPENSES Total:		\$496.59	\$500.00	\$358.30	\$650.00	\$500.00	\$500.00
165 LICENSING COMMISSION Total:		\$4,696.59	\$4,700.00	\$3,858.30	\$13,850.00	\$7,700.00	\$7,700.00

165	LICENSING COMMISSION									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
				FTE	FTE	FTE	FY 17	DEPT	& Council	
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-165-1-5191	Chairman ¹	LiCom		0	0	0	\$1,800	\$4,400	\$2,800	
01-165-1-5191	Board Member ¹	LiCom		0	0	0	\$1,200	\$4,400	\$2,200	
01-165-1-5191	Board Member ¹	LiCom		0	0	0	\$1,200	\$4,400	\$2,200	
165	Licensing Commission TOTAL			0	0	0				
							Stipends (5191)	\$4,200	\$13,200	\$7,200
							Personnel Total:	\$4,200	\$13,200	\$7,200
Notes to Budget:										
¹ All members of Board received stipend upgrade of \$1,000 per member in FY18 budget.										

Licensing (165)

	FY 17	FY 18	\$	%	
	Budget	Request	+ / -	+ / -	Detail

Personnel Services

Salaries	4,200	7,200	\$3,000	71%	
Total Personnel Services	\$4,200	\$7,200	\$3,000	71%	

Increase per the Mayor's recommendation.
\$1K per each member.

General Operating Expenses

Office Supplies	500	500	\$0	0%	
Total Expenditures	\$500	\$500	\$0	0%	

Total Licensing	\$4,700	\$7,700	\$3,000	64%	
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Conservation Commission

Administer the Massachusetts Wetlands Protection Act. pursuant to 310 Code of Massachusetts Regulations 10.0.

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 17

One new Commissioner, appointed 2017. Commissioner used to also serve as Recycling Coordinator. That aspect of the position has been removed and the stipend paid has been adjusted.



FY 2018: 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 2016	Actual FY 2017	Estimated FY 2018
Notices of Intent considered	3	3	3
Orders of Conditions issued	6	5	3
Full Certificates of Compliance issued	1	2	4

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171 - CONSERVATION COMMISSION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-171-1-5191	CONSERVATION COMMISSION STIPEND	\$28,899.84	\$29,422.00	\$3,099.88	\$8,000.00	\$12,000.00	\$12,000.00
01-171-1-5340	TELECOMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	\$200.00
PERSONNEL Total:		\$28,899.84	\$29,422.00	\$3,099.88	\$8,200.00	\$12,200.00	\$12,200.00
EXPENSES							
01-171-2-5340	TELECOMMUNICATIONS	\$220.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
01-171-2-5420	OFFICE SUPPLIES	\$164.04	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00
01-171-2-5730	DUES AND MEMBERSHIPS	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00	\$400.00
EXPENSES Total:		\$384.04	\$800.00	\$0.00	\$600.00	\$600.00	\$600.00
171 CONSERVATION COMMISSION Total:		\$29,283.88	\$30,222.00	\$3,099.88	\$8,800.00	\$12,800.00	\$12,800.00

171	CONSERVATION COMMISSION									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
				F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-171-1-5191	Chairman ¹	ConCom		0	0	0	\$26,622	\$5,200	\$5,200	
01-171-1-5191	Board Member ²	ConCom		0	0	0	\$700	\$700	\$1,700	
01-171-1-5191	Board Member ²	ConCom		0	0	0	\$700	\$700	\$1,700	
01-171-1-5191	Board Member ²	ConCom		0	0	0	\$700	\$700	\$1,700	
01-171-1-5191	Board Member ²	ConCom		0	0	0	\$700	\$700	\$1,700	
171	Conservation Commission TOTAL			0	0	0				
							Stipends (5191)	\$29,422	\$8,000	\$12,000
							Telecommunications (5340)	\$0	\$200	\$200
							Personnel Total:	\$29,422	\$8,200	\$12,200
Notes to Budget:										
¹ This position no longer covers the recycling position. It is now only work for the Conservation Commission.										
² All Board members received stipend upgrade of \$1,000 per member in FY18 budget.										

Conservation Commission (171)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	
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Detail

Personnel Services

Stipend	29,422	12,000	(\$17,422)	-59%	Increase per the Mayor's recommendation. \$1K per each member.
Telecommunications	200	200	\$0	0%	
Total Personnel Services	\$29,622	\$12,200			

General Operating Expenses

Office Supplies	200	200	\$0	0%
Dues and Memberships	400	400	\$0	0%
Total Expenditures	\$600	\$600		

Total ConCom	\$30,222	\$12,800	(\$17,422)	-58%
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Planning Board

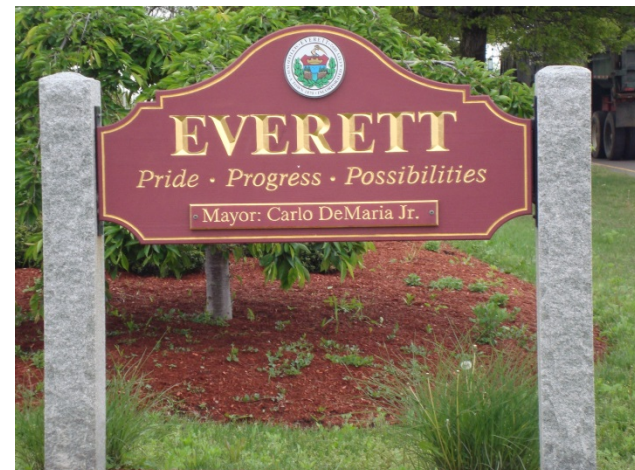
The responsibilities of the Planning Board include administration of the Subdivision Control Act through review of subdivision plans, roadway construction and improvements and minor lot line changes known as “Approval Not Required” plans, as well as Site Plan Review under Section 19 and Section 30 of the Everett Zoning Ordinance for residential construction, and commercial and industrial development. The Planning Board is the Special Permit Granting Authority for the Lower Broadway Economic Development District and signage. The Board reviews and issues Stormwater Management Permits and makes recommendations relating to zoning amendments to the City Council and cases presented to the Zoning Board of Appeals. The Board is also responsible for review and implementation of strategic and comprehensive plans for the City of Everett including, but not limited to Open Space, Housing and Master Plans. Planning Board members are appointed by the Mayor for three-year terms. The Planning Board generally meets on the second and fourth Monday of every month at Everett City Hall.

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 MA State statutes, the Planning Board reviews and approves residential, commercial and industrial development.

Significant Budget & Staffing Changes for FY 17

No significant changes.



FY 2018: 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 2016	Actual FY 2017	Estimated FY 2018
Special Permits	3	3	4
Site Plan Reviews	13	4	8

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175 - PLANNING BOARD		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-175-1-5191	PLANNING BOARD STIPEND	\$5,045.85	\$5,200.00	\$4,413.20	\$6,200.00	\$12,200.00	\$12,200.00
01-175-1-5340	TELECOMMUNICATIONS	\$0.00	\$96.00	\$0.00	\$100.00	\$100.00	\$100.00
PERSONNEL Total:		\$5,045.85	\$5,296.00	\$4,413.20	\$6,300.00	\$12,300.00	\$12,300.00
EXPENSES							
01-175-2-5420	OFFICE SUPPLIES	\$29.94	\$275.00	\$0.00	\$100.00	\$100.00	\$100.00
EXPENSES Total:		\$29.94	\$275.00	\$0.00	\$100.00	\$100.00	\$100.00
175 PLANNING BOARD Total:		\$5,075.79	\$5,571.00	\$4,413.20	\$6,400.00	\$12,400.00	\$12,400.00

175	PLANNING BOARD								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
				F T E	F T E	F T E	FY 17	DEPT	& Council
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-175-1-5191	Chairman ¹	PlanBd		0	0	0	\$1,200	\$1,200	\$2,200
01-175-1-5191	Board Member ¹	PlanBd		0	0	0	\$1,000	\$1,000	\$2,000
01-175-1-5191	Board Member ¹	PlanBd		0	0	0	\$1,000	\$1,000	\$2,000
01-175-1-5191	Board Member ¹	PlanBd		0	0	0	\$1,000	\$1,000	\$2,000
01-175-1-5191	Board Member ¹	PlanBd		0	0	0	\$1,000	\$1,000	\$2,000
01-175-1-5191	Board Member ^{1 2}	PlanBd		0	0	0	\$0	\$1,000	\$2,000
175	Planning Board TOTAL			0	0	0			
						Stipends (5191)	\$5,200	\$6,200	\$12,200
						Telecommunications (5340)	\$96	\$100	\$100
						Personnel Total:	\$5,296	\$6,300	\$12,300
	Notes to Budget:								
	¹ All members of Board received stipend upgrade of \$1,000 per member in FY18 budget.								
	² Alternate member added in FY18.								

Planning Board (175)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Stipend	5,200.00	12,200.00	\$7,000	135%	Alternate member approved for FY18. Increase per the Mayor's recommendation. \$1K per each member.
Telecommunications	0.00	100.00	\$100		
Total Personnel Services	\$5,200.00	\$12,300.00	\$7,100	137%	
<u>General Operating Expenses</u>					
Telecommunications	96.00	0.00	(\$96)	-100%	
Office Supplies	275.00	100.00	(\$175)	-64%	
Total Expenditures	\$371.00	\$100.00	(\$271)	-73%	
Total Planning	\$5,571.00	\$12,400.00	\$6,829	123%	

Zoning Board of Appeals

To hear and decide appeals, applications for special permits, and appeals and petitions for variances from the terms of the Everett Zoning Ordinance.

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 17

All members of Board received an upgrade of \$1,000 per member in FY18.

FY 2018: Goals & Objectives

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



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176 - ZONING BOARD OF APPEALS							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-176-1-5191	BOARD OF APPEALS STIPEND	\$6,949.96	\$7,600.00	\$6,333.20	\$7,600.00	\$14,600.00	\$14,600.00
01-176-1-5340	TELECOMMUNICATIONS	\$0.00	\$96.00	\$64.00	\$96.00	\$96.00	\$96.00
PERSONNEL Total:		\$6,949.96	\$7,696.00	\$6,397.20	\$7,696.00	\$14,696.00	\$14,696.00
EXPENSES							
01-176-2-5340	TELECOMMUNICATIONS	\$96.00	\$0.00	\$16.00	\$0.00	\$0.00	\$0.00
01-176-2-5420	OFFICE SUPPLIES	\$469.96	\$500.00	\$497.53	\$500.00	\$500.00	\$500.00
EXPENSES Total:		\$565.96	\$500.00	\$513.53	\$500.00	\$500.00	\$500.00
176 ZONING BOARD OF APPEALS Total:		\$7,515.92	\$8,196.00	\$6,910.73	\$8,196.00	\$15,196.00	\$15,196.00

176	ZONING BOARD OF APPEALS									
	PERSONNEL SERVICES									
					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
				FTE	FTE	FTE	FY 17	DEPT	& Council	
DEPT		CLASS	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-176-1-5191	Chairman ¹	BOA		0	0	0	\$1,800	\$1,800	\$2,800	
01-176-1-5191	Board Member ¹	BOA		0	0	0	\$1,200	\$1,200	\$2,200	
01-176-1-5191	Board Member ¹	BOA		0	0	0	\$1,200	\$1,200	\$2,200	
01-176-1-5191	Board Member ¹	BOA		0	0	0	\$1,200	\$1,200	\$2,200	
01-176-1-5191	Board Member ¹	BOA		0	0	0	\$1,200	\$1,200	\$2,200	
01-176-1-5191	Associate Member ¹	BOA		0	0	0	\$500	\$500	\$1,500	
01-176-1-5191	Associate Member ¹	BOA		0	0	0	\$500	\$500	\$1,500	
176	Board of Appeals TOTAL			0	0	0				
							Stipends (5191)	\$7,600	\$7,600	\$14,600
							Telecommunications (5340)	\$96	\$96	\$96
							Personnel Total:	\$7,696	\$7,696	\$14,696
Notes to Budget:										
¹ All members of Board received stipend upgrade of \$1,000 per member in FY18 budget.										

Board of Appeals (176)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Stipend	7,600	14,600	\$7,000	92%	Increase per the Mayor's recommendation. \$1K per each member.
Telecommunications	0	96	\$96		
Total Personnel Services	\$7,600	\$14,696	\$7,096	\$1	
 <u>General Operating Expenses</u>					
Telecommunications	96	0	(\$96)	-100%	
Office Supplies	500	500	\$0	0%	
Total Expenditures	\$596	\$500	(\$96)	-16%	
 Total Zoning BOA	 \$8,196	 \$15,196	 \$7,000	 85%	

Police Department

Mission Statement

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

Values

Professionalism – we are committed to the highest ethical standards of the law enforcement profession.

Respect – we pledge to preserve human dignity by caring for the citizens we serve, and for ourselves.

Integrity – we shall, through our behavior, reflect honesty, sincerity, and complete accountability.

Dedication – we are devoted to Public Service to enhance the quality of life for all.

Excellence – we encourage innovation, effectiveness, and efficiency through training, skills, and effort.



FY2016 Accomplishments

The EPD achieved a 5% reduction in Group A crime from 2015 to 2016.

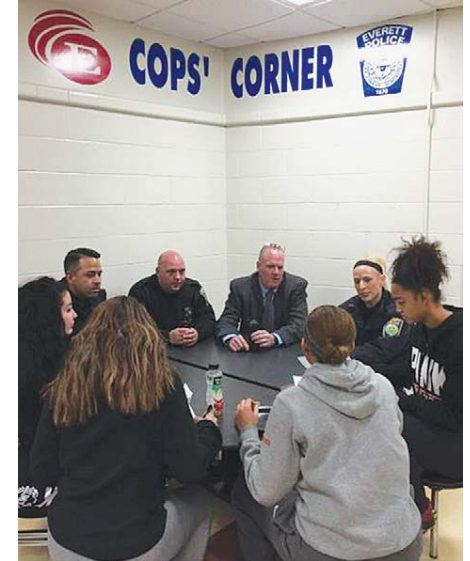
Kicked off and established Cops Corner initiative at Everett HS cafeteria that has begun to result in enhanced relationships between the police and Everett youth.

Began the process and have met our goal for the year of the five year hiring plan with 10 new officers processed this year and on our streets. The hires included women, minorities, and veterans to aid in the diversity of the department.

Our increased social media presence and popularity has begun to aid us in the solving of crimes committed in our city.



Graduated our largest Jr Police Academy class since its inception with extremely positive feedback.



FY 17 Goals & Objectives of the Everett Police Department

Continue to recruit and process new officers to continue to meet our 5 year hiring plan goals with the processing of 10 additional officers this year.

Reestablish our Community Services Unit and add additional officers to meet the growing need of working with our youth and most vulnerable populations.

Continue to develop strategies and deploy officers to appropriate areas in an effort to achieve an additional 3% reduction in crime.

Reestablish our presence on the waterfront during the warmer months as the city continues to develop and grow in that area by replacing our aging Marine Unit vessel and training officers to work aboard it.

Increase our supervisory oversight within the department and on our streets to ensure accountability and cross training for key assignments.

Significant Budget & Staffing Changes for FY 2018

8% increase in budget is due to the Everett Police Departments plan of personnel growth to meet the changing needs of the community. 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 4 lateral transfer officers and they are currently working the streets. In addition, we have graduated 5 new recruits who graduated in February 2017. One more is currently at the State Police Academy and anticipated to graduate in May 2017.

We have begun the process of adding an additional 10 officers and have secured training academies starting in May 2017 for some of them. This will allow for us to fully staff all patrol shifts and increase our support units to meet the growing development in the City and to provide services to special populations such as at risk youth, mentally ill, drug and alcohol dependent people. 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, Electronic Control Device, Language and MPTC Instructor stipends.

Slight increases in most line items are due to contractual increases from vendors. In addition there is an increase in the use of technology such as department issued phones and mobile laptops and overall equipment. With the increase in overall sworn personnel all members need to be outfitted with all that an officer carries today to include but not limited to firearms, electronic control devices, ammunition, handcuffs, body armor, batons, radios, first aid gear and holsters for many of these items.



Outcomes and Performance Measures

Outcomes & Performance Measurers	Actual 2015	Actual 2016
Calls for Service	28,629	27,477
Arrests	888	741
Protective Custody	28	38
Robberies	36	37
Break and Entering	162	101
Sexual Assaults including fondling	37	21
MV Thefts	86	76
Thefts from a Motor Vehicle	178	122
Larceny – all others including shoplifting, theft from a building	639	598
All Assaults including domestics with arrest	405	388
MV Accidents all types	1,273	1,267
MV Citations all types	2,927	2,548



City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

210 - POLICE DEPARTMENT							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-210-1-5111	SALARIES	\$9,470,346.21	\$9,979,624.00	\$7,756,178.30	\$10,847,969.00	\$10,847,969.00	\$10,847,969.00
01-210-1-5113	PART TIME	\$26,507.87	\$34,231.00	\$12,896.80	\$40,337.00	\$40,337.00	\$40,337.00
01-210-1-5130	OVERTIME	\$557,217.08	\$600,000.00	\$520,136.50	\$670,000.00	\$670,000.00	\$670,000.00
01-210-1-5140	HOLIDAY	\$725,495.59	\$687,141.00	\$586,411.20	\$737,792.00	\$737,792.00	\$737,792.00
01-210-1-5142	NIGHT DIFFERENTIALS	\$228,620.00	\$300,972.00	\$197,221.24	\$303,264.00	\$303,264.00	\$303,264.00
01-210-1-5143	LONGEVITY	\$10,250.00	\$12,600.00	\$11,840.00	\$12,700.00	\$12,700.00	\$12,700.00
01-210-1-5144	ABOVE GRADE DIFFERENTIALS	\$15,671.99	\$11,000.00	\$13,504.84	\$16,000.00	\$16,000.00	\$16,000.00
01-210-1-5145	EMT CERTIFICATION	\$4,384.60	\$2,000.00	\$2,403.75	\$3,750.00	\$3,750.00	\$3,750.00
01-210-1-5146	SENIOR PATROL STIPEND	\$77,015.78	\$84,720.00	\$79,161.69	\$82,282.00	\$82,282.00	\$82,282.00
01-210-1-5147	LICENSE TO CARRY STIPEND	\$94,009.10	\$109,535.00	\$79,364.33	\$115,748.00	\$115,748.00	\$115,748.00
01-210-1-5148	BREATHALYZER STIPEND	\$43,360.00	\$44,899.00	\$36,748.88	\$51,423.00	\$51,423.00	\$51,423.00
01-210-1-5149	SPECIAL DUTY	\$10,904.22	\$105,000.00	\$155,953.61	\$122,500.00	\$122,500.00	\$122,500.00
01-210-1-5156	COURT TIME	\$215,371.42	\$185,000.00	\$182,209.51	\$220,000.00	\$220,000.00	\$220,000.00
01-210-1-5190	FIRST RESPONDER STIPEND	\$319,984.54	\$163,500.00	\$121,920.10	\$174,000.00	\$174,000.00	\$174,000.00
01-210-1-5191	CROSSING GUARDS & MATRONS	\$228,326.50	\$237,566.00	\$161,855.40	\$237,566.00	\$237,566.00	\$237,566.00
01-210-1-5192	TASER STIPEND	\$97,735.32	\$54,500.00	\$41,231.32	\$58,000.00	\$58,000.00	\$58,000.00
01-210-1-5193	CLOTHING ALLOWANCE	\$153,550.00	\$198,400.00	\$187,250.00	\$187,200.00	\$187,200.00	\$187,200.00
01-210-1-5194	LANGUAGE STIPEND	\$14,721.98	\$4,000.00	\$6,666.66	\$6,000.00	\$6,000.00	\$6,000.00
01-210-1-5195	MPTC	\$18,558.92	\$5,000.00	\$12,639.96	\$9,500.00	\$9,500.00	\$9,500.00
PERSONNEL Total:		\$12,312,031.12	\$12,819,688.00	\$10,165,594.09	\$13,896,031.00	\$13,896,031.00	\$13,896,031.00
EXPENSES							
01-210-2-5245	RADIO MAINTENANCE	\$19,426.80	\$20,000.00	\$19,573.00	\$25,000.00	\$25,000.00	\$25,000.00
01-210-2-5246	RADIO-GRTR BOS POLICE COUNCIL	\$3,131.56	\$3,200.00	\$3,170.26	\$3,400.00	\$3,400.00	\$3,400.00
01-210-2-5318	DATA HANDLING	\$37,314.32	\$43,000.00	\$41,592.80	\$76,296.00	\$76,296.00	\$76,296.00
01-210-2-5320	PROFESSIONAL SERVICES /ROCA	\$44,987.71	\$50,000.00	\$6,588.67	\$50,000.00	\$50,000.00	\$50,000.00
01-210-2-5340	TELECOMMUNICATIONS	\$26,678.26	\$40,000.00	\$21,177.38	\$43,000.00	\$43,000.00	\$43,000.00
01-210-2-5343	TICKET PRINTING	\$20,799.90	\$16,000.00	\$8,535.65	\$16,000.00	\$16,000.00	\$16,000.00
01-210-2-5344	POSTAGE	\$3,178.83	\$3,000.00	\$2,254.85	\$3,500.00	\$3,500.00	\$3,500.00
01-210-2-5374	TICKET PROCESSING & TICKETS	\$77,584.21	\$80,000.00	\$51,915.50	\$80,000.00	\$80,000.00	\$80,000.00

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

210 - POLICE DEPARTMENT							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES							
01-210-2-5420	OFFICE SUPPLIES	\$15,154.76	\$15,250.00	\$12,377.00	\$22,000.00	\$22,000.00	\$22,000.00
01-210-2-5580	EQUIPMENT	\$28,303.89	\$33,000.00	\$27,540.69	\$40,000.00	\$40,000.00	\$40,000.00
01-210-2-5583	ANIMAL CONTROL EXPENSES	\$4,036.75	\$4,000.00	\$2,623.23	\$5,000.00	\$5,000.00	\$5,000.00
01-210-2-5588	AMMUNITION	\$19,947.74	\$21,000.00	\$18,641.95	\$23,000.00	\$23,000.00	\$23,000.00
01-210-2-5710	PROFESSIONAL DEVELOPMENT	\$2,000.00	\$3,000.00	\$1,475.00	\$4,000.00	\$4,000.00	\$4,000.00
01-210-2-5712	TRAINING / TRAVEL	\$18,763.22	\$17,000.00	\$16,031.85	\$20,000.00	\$20,000.00	\$20,000.00
01-210-2-5785	MEALS FOR PRISONERS	\$1,936.77	\$1,800.00	\$1,069.39	\$2,000.00	\$2,000.00	\$2,000.00
EXPENSES Total:		\$323,244.72	\$350,250.00	\$234,567.22	\$413,196.00	\$413,196.00	\$413,196.00
CAPITAL IMPROVEMENTS							
01-210-3-5859	BALLISTIC VESTS	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$45,000.00
01-210-3-5864	PORTABLE RADIOS	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-210-3-5865	DEPARTMENTAL EQUIPMENT	\$65,286.00	\$60,000.00	\$21,611.32	\$0.00	\$0.00	\$0.00
01-210-3-5870	NEW PATROL VEHICLES	\$123,609.00	\$240,000.00	\$228,931.40	\$180,000.00	\$180,000.00	\$180,000.00
01-210-3-5871	DEPARTMENTAL VEHICLES	\$0.00	\$38,000.00	\$38,000.00	\$207,500.00	\$207,500.00	\$207,500.00
CAPITAL IMPROVEMENTS Total:		\$188,895.00	\$338,000.00	\$288,542.72	\$452,500.00	\$452,500.00	\$452,500.00
210 POLICE DEPARTMENT Total:		\$12,824,170.84	\$13,507,938.00	\$10,688,704.03	\$14,761,727.00	\$14,761,727.00	\$14,761,727.00

210	POLICE DEPARTMENT								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR			FY 18
				F T E	F T E	F T E	FY 17	DEPT	MAYOR
DEPT		STEP/ QUINN		STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council REC
01-210-1-5111	Chief of Police ²	25%		1	1	1	\$154,569	\$166,064	\$166,064
01-210-1-5111	Captains 25% Quinn (2)	25%		2	2	2	\$283,562	\$289,233	\$289,233
01-210-1-5111	Captain 20% Quinn (1)	20%		0	1	1	\$0	\$137,465	\$137,465
01-210-1-5111	Lieutenants 25% Quinn (7)	25%		7	7	7	\$866,659	\$883,992	\$883,992
01-210-1-5111	Lieutenants 20% Quinn (2)	20%		2	2	2	\$236,134	\$242,730	\$242,730
01-210-1-5111	Lieutenant 10% Quinn (1)	10%		1	1	1	\$107,378	\$109,526	\$109,526
01-210-1-5111	Sergeants 25% Quinn (8)	25%		5	8	8	\$536,627	\$874,774	\$874,774
01-210-1-5111	Sergeants 20% Quinn (3)	20%		4	3	3	\$413,190	\$315,232	\$315,232
01-210-1-5111	Sergeants 10% Quinn (2)	10%		2	2	2	\$187,148	\$190,891	\$190,891
01-210-1-5111	Sergeants 0% Quinn (2)	0%		2	2	2	\$169,996	\$173,396	\$173,396
01-210-1-5111	Patrol Officers 25% Quinn (17)	25%		19	17	17	\$1,667,627	\$1,521,154	\$1,521,154
01-210-1-5111	Patrol Officers 20% Quinn (17)	20%		17	17	17	\$1,427,099	\$1,455,641	\$1,455,641
01-210-1-5111	Patrol Officers 10% Quinn (9)	10%		9	9	9	\$689,548	\$703,339	\$703,339
01-210-1-5111	Patrol Officers 0% Quinn (44)	0%		38	55	44	\$2,381,933	\$2,915,269	\$2,915,269
210	Police Personnel TOTAL			109	126	115			
Notes to Budget (Police):				Salary (Police Officers) (5111)			\$9,121,470	\$9,978,706	\$9,978,705
We have carried over 5 recruits from FY17, who started the academy in late May.				Holiday (5140)			\$687,141	\$737,792	\$737,792
2 new positions added with funding FT /2 sgt/ 7/1/18				Night Differentials (5142)			\$300,972	\$303,264	\$303,264
				EMT Stipend (5145)			\$2,000	\$3,750	\$3,750
				Senior Patrol (5146)			\$84,720	\$82,282	\$82,282
				License to Carry (5147)			\$109,535	\$115,748	\$115,748
				Breathalyzer (5148)			\$44,899	\$51,423	\$51,423
				Special Duty Stipend (5149)			\$105,000	\$122,500	\$122,500
				First Responder Stipend (5190)			\$163,500	\$174,000	\$174,000
				Taser Stipend (5192)			\$54,500	\$58,000	\$58,000
				Clothing (5193)			\$193,600	\$182,400	\$182,400
				Language Stipend (5194)			\$4,000	\$6,000	\$6,000

DEPT	POSITION	STEP/ QUINN		FY 17	FY 18	FY 18	FY 17	FY 18	FY 18			
				FTE	DEPT	MAYOR				FY 17	FY 18	FY 18
				STAFF	FTE	FTE				APPROPRIATION	REQUEST	& Council
				REQ	REC				REC			
							MPTC Instructor (5197)	\$5,000	\$9,500	\$9,500		
01-210-1-5111	Parking Clerk ¹	A-14/1	35	1	1	1		\$67,505	\$68,855	\$68,855		
01-210-1-5111	Crime/Research Analyst ²	UNCL	35	1	1	1		\$61,200	\$63,648	\$63,648		
01-210-1-5111	Asst. Crime/Research Analyst ²	UNCL	35	1	1	1		\$39,507	\$50,000	\$50,000		
01-210-1-5111	Domestic Violence Advocate Dir. ¹	A-6/3	35	1	1	1		\$42,103	\$42,945	\$42,945		
01-210-1-5111	Animal Control Officer ¹	W6/3	40	1	1	1		\$46,607	\$48,869	\$48,869		
01-210-1-5111	Parking Control Officers / Nights ³	SEIU/4	30	1	1	1		\$40,145	\$33,223	\$33,223		
01-210-1-5111	Parking Control Officers / Nights ³	SEIU/6	35	1	1	1		\$40,145	\$40,787	\$40,787		
01-210-1-5111	Parking Control Officers / Days ³	SEIU/6	35	1	1	1		\$40,145	\$40,787	\$40,787		
01-210-1-5111	Parking Control Officers / Days ³	SEIU/6	35	1	1	1		\$40,145	\$40,787	\$40,787		
01-210-1-5111	Parking Control Officers / Days ³	SEIU/6	35	1	1	1		\$40,145	\$40,787	\$40,787		
01-210-1-5111	Parking Control Officers / Nights ³	SEIU/6	30	0.86	0.86	0.86		\$36,154	\$36,729	\$36,729		
01-210-1-5111	Parking Control Officers / Nights ³	SEIU/6	30	0.86	0.86	0.86		\$36,154	\$36,729	\$36,729		
01-210-1-5111	Parking Control Officers / Nights ³	SEIU/6	30	0.86	0.86	0.86		\$36,154	\$36,729	\$36,729		
01-210-1-5111	Administrative Assistant ⁴	A-6U/7	35	1	1	1		\$54,137	\$56,308	\$56,308		
01-210-1-5111	Clerk ⁴	C-3U/7	35	1	1	1		\$43,082	\$43,943	\$43,943		
01-210-1-5111	Administrative Assistant ⁴	A-6U/7	35	1	1	1		\$55,203	\$56,308	\$56,308		
01-210-1-5111	Clerk ⁴	C-3U/7	35	1	1	1		\$43,082	\$43,943	\$43,943		
01-210-1-5111	Clerk ⁴	C-3U/7	35	1	1	1		\$43,082	\$43,943	\$43,943		
01-210-1-5111	Clerk ⁴	C-3U/7	35	0	0	0		\$43,082	\$43,943	\$43,943		
01-210-1-5113	Clerk - PT (2) ⁴	C-3U/5	19.5	0	0	0		\$34,231	\$40,337	\$40,337		
01-210-1-5191	Detention Supervisor - PT (1)	Matrons		Varies	Varies	Varies		\$30,000	\$30,000	\$30,000		
01-210-1-5191	School Crossing Guards - PT	Xing Guards		Varies	Varies	Varies		\$207,566	\$207,566	\$207,566		
	Police Civilian TOTAL			17.57	17.57	17.57						
							Salary (Civilian) (5111)	\$847,777	\$869,263	\$869,263		
							Part Time (5113)	\$34,231	\$40,337	\$40,337		
							Longevity (5143)	\$12,600	\$12,700	\$12,700		
							Crossing Guard & Matron Stipend (5191)	\$237,566	\$237,566	\$237,566		
							Clothing Allowance (5193)	\$4,800	\$4,800	\$4,800		

	POSITION			FY 18	FY 18			FY 18
				FY 17	DEPT	MAYOR		FY 18
				F T E	F T E	F T E	FY 17	DEPT
DEPT		STEP/ QUINN		STAFF	REQ	REC	APPROPRIATION	REQUEST
								& Council
								REC
210	Police Department GRAND TOTAL			126.57	143.57	132.57		
							Salary (5111)	\$9,979,624
								\$10,847,969
							Part Time (5113)	\$40,337
							Overtime (5130)	\$670,000
							Holiday (5140)	\$737,792
							Night Differentials (5142)	\$303,264
							Longevity (5143)	\$12,700
							Above Grade Differentials (5144)	\$16,000
							EMT Stipend (5145)	\$3,750
							Senior Patrol (5146)	\$82,282
							License to Carry (5147)	\$115,748
							Breathalyzer (5148)	\$51,423
							Special Duty Stipend (5149)	\$122,500
							Court Time (5156)	\$220,000
							First Responder Stipend (5190)	\$174,000
							Crossing Guard & Matron Stipend (5191)	\$237,566
							Taser Stipend (5192)	\$58,000
							Clothing Allowance (5193)	\$187,200
							Language Stipend (5194)	\$6,000
							MPTC Insructor (5197)	\$9,500
							Personnel Total:	\$12,819,688
								\$13,896,031
								\$13,896,031

Police Department (210)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	10,154,624	10,847,969	693,345	7%	Includes 2% increase for FY 18 on most. Increase in overall sworn personnel
Part Time Salaries	34,231	40,337	6,106	18%	Karen Greene and a PT vacancy.
Overtime	600,000	670,000	70,000	12%	Ensure proper staffing during vacation, long term sick, injured in Patrol Ops, etc. For city events that request police presence, investigative manhours on serious offenses i.e. murder, rape, robbery; Other police initiatives.
Holiday	687,141	737,792	50,651	7%	All sworn officers in department this money based on formula.
Night Differentials	300,972	303,264	2,292	1%	All officers working after 4 pm receive this. It is \$80/week. It is paid to officers on OT who are filling in or on other nighttime assignment.
Longevity	12,600	12,700	100	1%	For civilian personnel. Officers longevity is in their salary.
Above Grade Differentials	11,000	16,000	5,000	45%	Paid to officers working out of grade. Normally for Sgt's who are acting as Office in Charge of Shift when the Lt. is out. Also, to Captains when the Chief designates them as Acting Chief.
EMT Certification	2,000	3,750	1,750	88%	\$500 per officer with EMT Training.
Senior Patrol Stipend	84,720	82,282	(2,438)	-3%	An annual payment to Patrolmen only who have fifteen years or more on the job. It is 3% of base salary. There are currently 31 officers receiving this stipend.
License to Carry Stipend	109,535	115,748	6,213	6%	Paid to Patrol Officers who maintain LTC
Breathalyzer Stipend	44,899	51,423	6,524	15%	Paid to Superior Officers who maintain certification
Special Duty	105,000	122,500	17,500	17%	\$3,500 to any who are assigned special duty, on call, higher levels of specialized training
Court Time	185,000	220,000	35,000	19%	OT that is paid to officers for all court appearances when they are off duty. This includes District, Superior and Federal Court, Grand Jury sessions and probation surrender hearings. Also for civil actions taken against officers where they are expected to testify.
First Responder Stipend	163,500	174,000	10,500	6%	\$1,500 for all officers who maintain certification
Crossing Guards/Matrons Stipend	237,566	237,566	0	0%	For Detention Supervisors (\$30,000) and the Crossing Guards (\$207,566)
Taser Stipend	54,500	58,000	3,500	6%	\$500 for all officers who maintain certification
Clothing Allowance	198,400	187,200	(11,200)	-6%	Paid to all sworn officers in two installments yearly for a total of \$1,600 each for clothing purchase and maintenance
Language Stipend	4,000	6,000	2,000	50%	\$500 per officer fluent in foreign language.
MPTC Instructor Stipend	5,000	9,500	4,500	90%	\$500 per officer who is MPTC Instructor certified.
Total Personnel Services	\$12,994,688	\$13,896,031	\$901,343	7%	
General Operating Expenses					
Radio Maintenance	20,000	25,000	5,000	25%	Contract to maintain all mobile and portable radio equipment. Approximately 120 portable and over 25 mobile radios.
Radio-Grtr Bos Police Counsel	3,200	3,400	200	6%	Contract to use BAPERN radio network and foreign language line for non-English speaking people.

Police Department (210)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Data Handling	43,000	76,296	33,296	77%	Contract to maintain the department's in house records management system as well as other software programs, DHQ, IA Pro, etc, IT Services contracts
Professional Services - ROCA	50,000	50,000	0		Payment for ROCA participants
Telecommunications	40,000	43,000	3,000	8%	Contract for department issued phones, mobile pads assigned to police vehicles and detectives.
Ticket Printing	16,000	16,000	0	0%	For the printing of all parking tickets.
Postage	3,000	3,500	500	17%	For all postage that is mailed from the department.
Ticket Processing & Tickets	80,000	80,000	0	0%	The company that processes all parking tickets.
Office Supplies	15,250	22,000	6,750	44%	Includes various types of paper, envelopes, latex gloves, replacement paper shredders, replacement office chairs, storage boxes, calendars, notebooks, appointment books, case folders, batteries, various labels, ink cartridges, Office Chairs and Office workstations
Equipment	37,000	40,000	3,000	8%	All officer issued equipment to include firearms, holsters, Tasers, handcuffs, pepper spray, batons, batteries for portable radios, software and computer related support equipment.
Animal Control Expenses	4,000	5,000	1,000	25%	What the department pays to the North Shore Animal Hospital for dogs and cats. They are held until they are claimed by owners, adopted or euthanized, ACO training
Ammunition	21,000	23,000	2,000	10%	All ammunition for police firearms to include pistols, shotguns, rifles, submachine guns, sniper rifle, tear gas cannisters, pepper spray. Ammo is used for training purposes so that officers are trained and proficient in use of weapons.
Professional Development	3,000	4,000	1,000	33%	Dues for professional organizations like the Mass Chiefs, Major City Chiefs, Int'l Chiefs Associations and Police Exec Research Forum Group and executive training conference fees
Academy Training/Travel	17,000	20,000	3,000	18%	For all academy tuition for new officers at approx. \$3000 per trainee. Tuition associated with professional development classes for supervisors, specialized training for patrol and detectives. Travel expenses for officers sent on training that includes travel from the local area, courthouse parking, books for courses, etc.
Meals for Prisoners	1,800	2,000	200	11%	Meals to feed all arrestees that end up in custody overnight.
Total Expenditures	\$354,250	\$413,196	\$58,946	17%	
Capital Improvements					
Ballistic Vests	0	45,000	45,000		From CIP
Portable Radios	0	20,000	20,000		Portable Radios
Departmental Equipment	60,000	0	(60,000)	-100%	Portable Radios
New Patrol Vehicles	240,000	180,000	(60,000)	-25%	From CIP
Department Vehicles	38,000	207,500	169,500	446%	From CIP
Total Capital Expenditures	\$338,000	\$452,500	\$49,500	34%	

Police Department (210)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Total	\$13,686,938	\$14,761,727	1,074,789	8%	

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 2018

We have 11 new firefighters, 8 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, our department saw the need to seek out funding sources to help boost our manpower to keep pace with the growing population.

FY 2017: Accomplishments

- ❖ Established an Officer Development Program within the department.
- ❖ Start the rehabilitation of Hancock St Fire station.
- ❖ Through CIP we secured a new ladder truck to replace the aging ladder 2
- ❖ Partnered with Public Health to establish Opioid Clinician position to better deal with the ongoing crisis.

FY 2018: Goals & Objectives

- ❖ Receive New Ladder truck ordered in previous FY.
- ❖ Complete Renovation of Hancock St. Fire Station
- ❖ Continue the buildout of Opioid crisis division.
- ❖ Establish new senior safe initiative to help our aging population stay in their homes longer.
- ❖ Complete Station Renovation.



Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Estimated FY 2016	Estimated FY 2017
Fire Inspections	5300	5800	5800	6200
Emergency Responses	5629	5721	5920	6000
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 (hours)	11,076	10,637	10,751	11,000

*Actual numbers to date



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 of Everett. 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 St Fire station is a prime example of both the Fire Departments commitment to its existing customers in the well-established neighborhoods, and Mayor's foresight to see the need for preserving these buildings with an aggressive capital improvement program.

City of Everett
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220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-220-1-5111	SALARIES	\$6,811,334.09	\$7,559,005.00	\$5,688,098.12	\$7,788,766.00	\$7,788,766.00	\$7,788,766.00
01-220-1-5114	CALL IN SHIFT	\$6,392.06	\$5,200.00	\$8,282.05	\$5,200.00	\$5,200.00	\$5,200.00
01-220-1-5130	OVERTIME	\$760,779.59	\$612,000.00	\$495,364.52	\$612,000.00	\$612,000.00	\$612,000.00
01-220-1-5140	HOLIDAY	\$596,261.49	\$634,935.00	\$591,719.58	\$653,344.00	\$653,344.00	\$653,344.00
01-220-1-5141	ADJUNCT EDUCATION	\$275,000.00	\$277,300.00	\$272,200.00	\$276,800.00	\$276,800.00	\$276,800.00
01-220-1-5142	SHIFT DIFFERENTIAL	\$167,403.61	\$190,000.00	\$145,234.18	\$190,000.00	\$190,000.00	\$190,000.00
01-220-1-5143	LONGEVITY	\$197,600.00	\$190,650.00	\$155,850.00	\$192,750.00	\$192,750.00	\$192,750.00
01-220-1-5144	ABOVE GRADE DIFFERENTIALS	\$86,256.51	\$81,600.00	\$66,700.82	\$81,600.00	\$81,600.00	\$81,600.00
01-220-1-5145	DEFIBRILATOR STIPENDS	\$99,587.67	\$103,000.00	\$2,058.33	\$104,000.00	\$104,000.00	\$104,000.00
01-220-1-5147	HAZARDOUS DUTY PAY	\$300,693.67	\$331,074.00	\$318,060.56	\$333,998.00	\$333,998.00	\$333,998.00
01-220-1-5151	EMT STIPEND	\$41,607.66	\$50,796.00	\$36,526.77	\$50,065.00	\$50,065.00	\$50,065.00
01-220-1-5192	OVERTIME MEAL ALLOWANCE	\$7,868.00	\$10,200.00	\$6,808.00	\$10,200.00	\$10,200.00	\$10,200.00
01-220-1-5193	CLOTHING ALLOWANCE	\$160,595.34	\$178,300.00	\$174,495.07	\$179,900.00	\$179,900.00	\$179,900.00
01-220-1-5194	CERTIFICATIONS	\$12,709.39	\$120,000.00	\$95,983.27	\$136,300.00	\$136,300.00	\$136,300.00
01-220-1-5196	TOOL ALLOWANCE	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
PERSONNEL Total:		\$9,524,289.08	\$10,344,260.00	\$8,057,581.27	\$10,615,123.00	\$10,615,123.00	\$10,615,123.00
EXPENSES							
01-220-2-5240	EQUIPMENT MAINTENANCE	\$57,992.03	\$65,000.00	\$38,378.54	\$65,000.00	\$65,000.00	\$65,000.00
01-220-2-5245	RADIO MAINTENANCE	\$7,494.16	\$8,000.00	\$252.80	\$8,000.00	\$8,000.00	\$8,000.00
01-220-2-5261	LADDER TESTING	\$1,947.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-220-2-5340	TELECOMMUNICATIONS	\$14,940.83	\$20,000.00	\$9,470.29	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5420	OFFICE SUPPLIES	\$3,494.81	\$3,500.00	\$1,844.82	\$3,500.00	\$3,500.00	\$3,500.00
01-220-2-5510	TRAINING	\$29,264.70	\$30,000.00	\$8,073.32	\$30,000.00	\$30,000.00	\$30,000.00
01-220-2-5580	REPLACEMENT FIRE FIGHTING SUPP &	\$12,258.99	\$20,000.00	\$12,562.14	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5581	STATION SUPPLIES/MEDICAL SUPPLIES	\$9,878.77	\$12,000.00	\$10,442.58	\$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	\$15,000.00	\$20,000.00	\$1,520.00	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5710	PROFESSIONAL DEVELOPMENT	\$2,032.70	\$3,500.00	\$414.00	\$3,500.00	\$3,500.00	\$3,500.00
01-220-2-5746	EMERGENCY MANAGEMENT PROGRAM	\$33,647.00	\$34,000.00	\$30,275.63	\$34,000.00	\$34,000.00	\$34,000.00

City of Everett
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220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES Total:		\$190,450.99	\$220,500.00	\$115,734.12	\$220,500.00	\$220,500.00	\$220,500.00
CAPITAL IMPROVEMENTS							
01-220-3-5580	TURN OUT GEAR	\$0.00	\$65,000.00	\$53,478.00	\$65,000.00	\$65,000.00	\$65,000.00
01-220-3-5870	DEPARTMENTAL VEHICLES	\$39,803.60	\$40,000.00	\$39,398.22	\$40,000.00	\$40,000.00	\$40,000.00
CAPITAL IMPROVEMENTS Total:		\$39,803.60	\$105,000.00	\$92,876.22	\$105,000.00	\$105,000.00	\$105,000.00
220 FIRE DEPARTMENT Total:		\$9,754,543.67	\$10,669,760.00	\$8,266,191.61	\$10,940,623.00	\$10,940,623.00	\$10,940,623.00

220	FIRE DEPARTMENT									
	PERSONNEL SERVICES									
			H O U R S		FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR			FY 18	MAYOR
		CLASS/ STEP		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT				STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-220-1-5111	Fire Chief	Chief		1	1	1	\$142,276	\$145,122	\$145,122	
01-220-1-5111	Deputy Chief	Dep Chief		6	6	6	\$593,303	\$605,170	\$605,170	
01-220-1-5111	Captain	Captain		13	13	13	\$1,117,818	\$1,140,174	\$1,140,174	
01-220-1-5111	Lieutenant	Lieutenant		11	11	11	\$822,482	\$838,932	\$838,932	
01-220-1-5111	Private	FF		81	81	81	\$4,746,304	\$4,841,230	\$4,841,230	
01-220-1-5111	Fire Apparatus Repair Tech. ²	W-12/4	40	1	1	1	\$67,793	\$67,793	\$67,793	
01-220-1-5111	Administrative Assistant ³	A-6U/7	35	1	1	1	\$55,203	\$55,204	\$55,204	
01-220-1-5111	Opiate Counselor ⁴	UNCL	35	0	1	1	\$0	\$56,100	\$56,100	
01-220-1-5111	Clerk ³	C-3U/4	35	1	1	1	\$35,749	\$39,041	\$39,041	
220	Fire TOTAL			115	116	116				
							Salaries (5111)	\$7,559,005	\$7,788,766	\$7,788,766
							Call In Shift (5114)	\$5,200	\$5,200	\$5,200
							Overtime (5130)	\$612,000	\$612,000	\$612,000
							Holiday (5140)	\$634,935	\$653,344	\$653,344
							Adjunct Education (5141)	\$277,300	\$276,800	\$276,800
							Differential (5142)	\$190,000	\$190,000	\$190,000
							Longevity (5143)	\$190,650	\$192,750	\$192,750
							Above Grade Differential (5144)	\$81,600	\$81,600	\$81,600
							Defib Stipend (5145)	\$103,000	\$104,000	\$104,000
							Hazardous Duty Pay (5147)	\$331,074	\$333,998	\$333,998
							EMT Stipend (5151)	\$50,796	\$50,065	\$50,065
							Overtime Meal Allowance (5192)	\$10,200	\$10,200	\$10,200
Notes to Budget:							Clothing Allowance (5193)	\$178,300	\$179,900	\$179,900
¹ All firefighter positions have increased 2% in anticipation of FY18 contract settlement.							Certifications (5194)	\$120,000	\$136,300	\$136,300
² Local 25 DPW union increased 2% as well as step increase when appropriate.							Tool Allowance (5196)	\$200	\$200	\$200
³ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
⁴ New position							Personnel Total:	\$10,344,260	\$10,615,123	\$10,615,123

Fire Department (220)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	7,559,005	7,788,766	229,761	3%	Funding for salaries of department personnel as required by collective bargaining agreements. 2% factored in.
Call in Shift	5,200	5,200	0	0%	For Mr. Leonard, Fire mechanic on-call stipend.
Overtime	612,000	612,000	0	0%	Funding OT pay for a variety of reasons incl coverage for absences due to injuries, sick leave, vacations, training, etc. Also covers OT for emergency response to incidents, fire investigations, attendance at training, required meetings and other events scheduled during non-work hours. Amount fluctuates depending on circumstances throughout the year.
Holiday	634,935	653,344	18,409	3%	Funding for uniformed personnel as required by collective bargaining agreement.
Adjunct Education	277,300	276,800	(500)	0%	Funding for education hours for uniformed personnel as required by collective bargaining agreement. This amount varies year to year due to CBA.
Shift Differentials	190,000	190,000	0	0%	Funding for differential pay to uniformed personnel as required by collective bargaining agreement.
Longevity	190,650	192,750	2,100	1%	Funding for longevity pay to all as required by collective bargaining agreements. Amount varies year to year due to CBA.
Above Grade Differentials	81,600	81,600	0	0%	Funding for additional pay to uniformed members for filling in for a higher ranking officer due to absences. Amount fluctuates depending on circumstances throughout the year.
Defibrillator Stipends	103,000	104,000	1,000	1%	Funding to uniformed personnel trained in cardiac defibrillation as required by collective bargaining agreement.
Hazardous Duty Pay	331,074	333,998	2,924	1%	Funding for hazardous duty pay to uniformed personnel as required by collective bargaining agreement.
EMT Stipend	50,796	50,065	(731)	-1%	Funding for payment of stipend to Registered Emergency Medical Technicians as required by CBA.
Overtime Meal Allowance	10,200	10,200	0	0%	For payment of meals while working OT. Per CBA.
Clothing Allowance	178,300	179,900	1,600	1%	Funding for uniformed personnel per CBA.
Certifications	120,000	136,300			Paid for educational stipends.
Tool Allowance	200	200	0	0%	Tool allowance for Mr. Leonard, Fire mechanic.
Total Personnel Services	\$10,344,260	\$10,615,123	\$254,563	3%	

General Operating Expenses

Fire Department (220)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Equipment Maintenance	65,000	65,000	0	0%	For payment of bills associated with repair and maintenance of all fire department apparatus and equipment. This includes maintenance contracts for various Public Safety Software and equipment.
Radio Maintenance	8,000	8,000	0	0%	For payment of maintenance related costs for mobile and portable radios.
Ladder Testing	2,000	2,000	0	0%	For annual service testing of all Fire Department Aerial Ladders and Ground Ladders as required by NFPA Standards.
Telecommunications	20,000	20,000	0	0%	For payment of all costs for telecommunications equip incl cell phones, tablets, satellite communications equip, etc.
Office Supplies	3,500	3,500	0	0%	For office supplies for administrative offices as well as 3 fire stations.
Training	30,000	30,000	0	0%	For costs associated with training of uniformed staff to perform their duties.
Replacement FF Supp & Equip	20,000	20,000	0	0%	Replacement and purchase of firefighting tools and equipment.
Station Supplies/Medical Supplies	12,000	12,000	0	0%	Costs associated with supplies unavailable from City Services and needed for operation of 3 fire stations. Also provides funding for medical supplies used by fire companies for response to 3,000 plus medical calls per year.
Metro Fire	2,500	2,500	0	0%	Dues to Metro Fire Inc.
Personal Protection Equip	20,000	20,000	0	0%	For personal protective equipment for uniformed personnel such as turnout gear, helmets, boots, gloves, etc.
Professional Development	3,500	3,500	0	0%	Membership dues and attendance at various conferences of Fire Related Professional Associations.
Emergency Management Pro	34,000	34,000	0	0%	Costs associated with emergency management activities in the City of Everett, including the Mass Notification System.
Total Expenditures	\$220,500	\$220,500	\$0	0%	
Capital Improvements					
Turn Out Gear	65,000	65,000	0	0%	CIP
Departmental Vehicles	40,000	40,000	0	0%	CIP
Total Capital Expenditures	\$105,000	\$105,000	\$0	0%	
Grand Total	\$10,669,760	\$10,940,623	270,863	3%	

Inspectional Services Division (ISD)

The Inspectional Services Department (ISD), staffed with 26 inspectors and support personnel, is responsible for the enforcement of all laws and related City Ordinances which pertain to the Massachusetts State Building Code and certain articles of the State Sanitary Code. More specifically, these responsibilities encompass the administration of the State Building, Plumbing and Gas, Electrical, and Mechanical Codes, the Massachusetts Access Board Regulations (521 CMR) and the provisions of the State Sanitary Code that address the inspection of food handling establishments, housing, lead paint and asbestos testing and removal, day care, and swimming pools. Also, ISD is responsible for the enforcement of the City Zoning Ordinance and for the provision of administrative support for the Zoning Board of Appeals (ZBA).



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.

FY 2018: Goals & Objectives

- ❖ Inspect and repair/replace traffic lights in three major intersections and install eleven new trip timing loops to better manage traffic
- ❖ 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
- ❖ In conjunction with EFD, systematically remove old, unnecessary street corner fire alarm pull stations

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

- ❖ 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.
- ❖ 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.



FY 2017: Accomplishments

- ❖ Repair and replacement of traffic signals and trip sensors to provide increased safety and efficiency for vehicles and pedestrians
- ❖ Reorganization of clerical and inspectional staff to provide administrative support for Wynn Casino construction project
- ❖ 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

Outcomes & Performance Measurers	Actual FY 2014	Actual FY 2015	Actual FY 2016	Estimated FY 2017
# of inspections Building, Electrical, Gas & Plumbing	2,645	2,700	2,446	2600
Revenue from Permits	\$746,610	\$740,000	\$799,626	\$800,000
Total Fines Issued – All Violations	\$142,828	\$420,000	\$665,815	\$700,000
Habitability Inspections Performed	204	232	220	230
Habitability Fees	\$5,075	\$5,500	\$5,500	\$5,500

Significant Budget & Staffing Changes for FY 2018

The Director of Code Enforcement duties and responsibilities have grown substantially with the advent of increased staffing of Code Enforcement Officers. Code enforcement has moved to a Ward responsibility plan creating more reliability, accountability and relationship building. The Director of ISD has requested a salary increase for the Director of Code Enforcement commensurate to other midlevel management positions with similar responsibilities within the budget structure. All other non-union salaries have been budgeted at a 2% increase.

The ISD Director has also requested an additional staff FTE for a licensed electrician to be placed within the Wire Dept. The Wire Dept. has put forth a very ambitious maintenance, repair and replacement plan to address issues involving traffic light lights and street lights owned by the City (Parks, Lower BW & Airforce Rd). ISD has taken a more active role in the management and repair of all the City's park lighting and building electrical maintenance. All funding for electrical supplies will be budgeted and administered through ISD and the Wire Dept. This change allows for direct management of the funding normally handled through DPW and provides increase coordination of correct product on time delivery.

The Wire Account increase reflects replacement of the vandalized lighting at Hale Park, LED lighting upgrade at the Wellness Center, replacement of two decorative poles and two post tops in Everett Square. The Radio Account will now change to the Street Lighting account and reflects funding for the replacement of three (3) City-owned decorative street light poles when damaged by underinsured drivers.

Online Permitting

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242 - DEPT OF INSPECTIONAL SERVICES							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-242-1-5111	SALARIES	\$1,105,179.11	\$1,537,305.00	\$1,037,466.63	\$1,708,214.00	\$1,687,956.00	\$1,687,956.00
01-242-1-5113	PART TIME	\$28,160.54	\$31,062.00	\$24,870.38	\$71,683.00	\$71,683.00	\$71,683.00
01-242-1-5114	ON CALL STIPEND	\$0.00	\$0.00	\$0.00	\$5,200.00	\$0.00	\$0.00
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	\$61,756.26	\$77,000.00	\$65,585.77	\$55,000.00	\$55,000.00	\$55,000.00
01-242-1-5143	LONGEVITY	\$4,200.00	\$6,950.00	\$7,450.00	\$6,100.00	\$6,100.00	\$6,100.00
01-242-1-5190	AUTO HIRE	\$96.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-242-1-5191	HEARING OFFICER	\$4,422.90	\$10,000.00	\$7,984.48	\$10,000.00	\$10,000.00	\$10,000.00
01-242-1-5193	CLOTHING ALLOWANCE	\$1,838.53	\$2,600.00	\$1,900.00	\$3,300.00	\$3,300.00	\$3,300.00
01-242-1-5194	CERTIFICAITONS	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-242-1-5196	TOOLS FOR MECHANICS	\$400.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$1,206,053.49	\$1,672,417.00	\$1,145,857.26	\$1,866,997.00	\$1,841,539.00	\$1,841,539.00
EXPENSES							
01-242-2-5210	ELECTRICITY-STREET LIGHTS	\$752,931.71	\$727,000.00	\$593,572.17	\$857,000.00	\$857,000.00	\$857,000.00
01-242-2-5240	EQUIPMENT MAINTENANCE	\$35,000.00	\$35,000.00	\$11,755.66	\$35,000.00	\$35,000.00	\$35,000.00
01-242-2-5242	FIRE ALARM REPAIR & MAINT	\$6,989.18	\$7,000.00	\$1,355.31	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5243	STREET LIGHT MAINTENANCE	\$7,999.98	\$8,000.00	\$2,655.54	\$35,000.00	\$35,000.00	\$35,000.00
01-242-2-5249	SIGNAL & SHOP REPAIRS	\$27,999.99	\$53,000.00	\$48,336.66	\$28,000.00	\$28,000.00	\$28,000.00
01-242-2-5268	CONTRACT SERVICES	\$13,712.08	\$1,382,456.00	\$651,556.42	\$2,241,077.00	\$2,241,077.00	\$2,241,077.00
01-242-2-5343	PRINTING	\$2,138.74	\$2,400.00	\$1,183.88	\$2,400.00	\$2,400.00	\$2,400.00
01-242-2-5420	OFFICE SUPPLIES	\$2,950.83	\$43,841.00	\$9,742.70	\$8,800.00	\$8,800.00	\$8,800.00
01-242-2-5434	FIELD EQUIPMENT	\$16,482.27	\$7,000.00	\$4,534.74	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5580	SOFTWARE	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00
01-242-2-5585	UNIFORMS	\$2,452.00	\$2,500.00	\$2,182.69	\$4,000.00	\$4,000.00	\$4,000.00
01-242-2-5586	PROFESSIONAL RESOURCE MATERIAL	\$613.00	\$750.00	\$443.49	\$1,500.00	\$1,500.00	\$1,500.00
01-242-2-5710	PROFESSIONAL SERVICES	\$3,688.20	\$8,725.00	\$4,891.52	\$30,000.00	\$30,000.00	\$30,000.00
01-242-2-5780	PROFESSIONAL DEVELOPMENT	\$0.00	\$15,000.00	\$2,805.16	\$15,000.00	\$15,000.00	\$15,000.00
01-242-2-5704	WIRE EXPENSES	\$0.00	\$12,000.00	\$8,900.35	\$81,000.00	\$81,000.00	\$81,000.00
EXPENSES Total:		\$872,957.98	\$2,334,672.00	\$1,343,916.29	\$3,382,777.00	\$3,382,777.00	\$3,382,777.00

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

242 - DEPT OF INSPECTIONAL SERVICES		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
CAPITAL IMPROVEMENTS							
01-242-3-5872	VEHICLES	\$0.00	\$188,000.00	\$184,184.50	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$0.00	\$188,000.00	\$184,184.50	\$0.00	\$0.00	\$0.00
242 DEPT OF INSPECTIONAL SERVICES Total:		\$2,079,011.47	\$4,195,089.00	\$2,673,958.05	\$5,249,774.00	\$5,224,316.00	\$5,224,316.00

242	DEPARTMENT OF INSPECTIONAL SERVICES								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
		CLASS/	F T E	F T E	F T E		FY 17	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	\$105,000	\$110,000	\$107,100
01-242-1-5111	Local Building Inspector ⁴	UNCL	35	1	1	1	\$66,300	\$81,600	\$81,600
01-242-1-5111	Assistant Building Inspector ²	UNCL	35	1	1	1	\$74,000	\$75,480	\$75,480
01-242-1-5111	Wire Inspector ¹	UNCL	35	1	1	1	\$71,400	\$75,480	\$72,828
01-242-1-5111	Director of Code Enforcement ¹	A-12/3	35	1	1	1	\$69,139	\$85,000	\$70,522
01-242-1-5111	Assistant Building Inspector	UNCL	35	1	0	0	\$70,781	\$0	\$0
01-242-1-5111	Assistant Building Inspector ⁴	UNCL	35	1	1	1	\$55,298	\$65,271	\$65,271
01-242-1-5111	Wire Inspector (Casino) ³	UNCL	35	1	1	1	\$65,000	\$66,300	\$66,300
01-242-1-5111	Inspector of Gas & Plumbing (Casino) ³	UNCL	35	1	1	1	\$65,000	\$66,300	\$66,300
01-242-1-5113	Inspector of Gas & Plumbing - PT ²	UNCL	14	0	0	0	\$31,062	\$31,683	\$31,683
01-242-1-5111	Code Officer - Administrator ²	UNCL	35	1	1	1	\$60,000	\$61,200	\$61,200
01-242-1-5111	Code Officer/W & M Insp ²	UNCL	35	1	1	1	\$56,828	\$57,965	\$57,965
01-242-1-5111	Code Officer/Food & Milk Insp ²	UNCL	35	1	1	1	\$56,828	\$57,965	\$57,965
01-242-1-5111	Code Officer - Weekends ¹	UNCL	35	1	1	1	\$55,298	\$57,000	\$56,404
01-242-1-5111	Code Officer - Ward 1 ²	UNCL	35	1	1	1	\$55,298	\$56,404	\$56,404
01-242-1-5111	Code Officer - Ward 2 ²	UNCL	35	1	1	1	\$56,828	\$56,404	\$56,404
01-242-1-5111	Code Officer - Ward 3 ²	UNCL	35	1	1	1	\$55,298	\$56,404	\$56,404
01-242-1-5111	Code Officer - Ward 4 ²	UNCL	35	0	1	1	\$0	\$56,404	\$56,404
01-242-1-5111	Code Officer - Ward 5 ¹	UNCL	35	1	1	1	\$56,828	\$57,000	\$57,965
01-242-1-5111	Code Officer - Ward 6 ¹	UNCL	35	1	1	1	\$55,298	\$57,000	\$56,404
01-490-1-5111	Assistant Electrician ⁵	W-12/4	40	1	1	1	\$69,803	\$69,149	\$69,149
01-490-1-5111	Assistant Electrician ^{5 7}	W-12/3	40	0	1	1	\$0	\$67,819	\$67,819
01-242-1-5111	Superintendent of Signals ⁵	W-13/4	40	1	1	1	\$67,793	\$71,199	\$71,199
01-490-1-5111	Signal Maintainer ⁵	W-10/4	40	1	1	1	\$51,545	\$55,280	\$55,280
01-242-1-5111	Administrative Assistant ⁶	A-6U/6	35	1	1	1	\$51,294	\$55,220	\$55,220
01-242-1-5111	Administrative Assistant ⁶	A-6U/6	35	1	1	1	\$51,294	\$55,220	\$55,220
01-242-1-5111	Principal Clerk ⁶	C-6U/7	35	1	1	1	\$45,401	\$48,141	\$48,141
01-242-1-5111	Clerk ⁶	C-3U/7	35	1	1	1	\$37,376	\$43,943	\$43,943
01-242-1-5111	Clerk ⁶	C-3U/5	35	1	1	1	\$37,376	\$43,066	\$43,066

	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-242-1-5191	Hearing Officer ⁸	UNCL		0	0	0	\$5,000	\$10,000	\$10,000	
242	Inspectional Services TOTAL			26	27	27				
							Salary (5111)	\$1,562,305	\$1,708,214	\$1,687,956
							Part Time (5113)	\$31,062	\$71,683	\$71,683
							On Call Stipend (5114)	\$0	\$5,200	\$0
							Other Personnel Services (5120)	\$2,500	\$2,500	\$2,500
							Overtime (5130)	\$57,000	\$55,000	\$55,000
							Longevity (5143)	\$6,950	\$6,100	\$6,100
							Hearing Officer (5191)	\$5,000	\$10,000	\$10,000
							Clothing Allowance (5193)	\$2,600	\$3,300	\$3,300
							Certifications (5194)	\$5,000	\$5,000	\$5,000
							Personnel Total:	\$1,672,417	\$1,866,997	\$1,841,539
Notes to Budget:										
¹ This position seeking salary reclassification in FY18 budget. Approval was for 2% increase.										
² This position has received 2% COLA in FY18 budget.										
³ Position requested in FY18 for casino inspectional issues.										
⁴ Hired during FY17 at higher salary than budgeted.										
⁵ Local 25 DPW union increased 2% as well as step increase when appropriate.										
⁶ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
⁷ New position added to FY18 budget.										
⁸ Stipend increased to \$10K in FY17.										

Department of Inspectional Services (242)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	1,562,305	1,687,956	125,651	8%	2% COLA to all. Added 2 new positions.
Part Time Salaries	31,062	71,683	40,621	131%	Includes PT Plumbing Inspector Mr. Pomer and new Clerk.
Other Personnel Services	2,500	2,500	0	0%	For replacement plumber when John Pomer is out.
Overtime	57,000	55,000	(2,000)	-4%	Bldg, electrical inspections & code enforce officers. Also for K. Rauseo and A. DeBilio when they clerk their boards.
Longevity	6,950	6,100	(850)	-12%	Longevity for 10+ years.
Hearing Officer	5,000	10,000	5,000		J. Gonzalez, Hearing Officer. Hearing Officer received salary reclassification.
Clothing Allowance	2,600	3,300	700	27%	\$700 for Messrs. Dell Isola, Moccia & Seward. \$500 for Mr. Aliberti.
Certifications	5,000	5,000	0		Paid to employees who pass certifications (\$500) .
Total Personnel Services	\$1,672,417	\$1,841,539	\$169,122	10%	
<u>General Operating Expenses</u>					
Electricity - Street Lights	727,000	857,000	130,000	18%	Based on \$71,417K per month
Equipment Maintenance	35,000	35,000	0	0%	For Accela/GEO Fees - permit tracking software which is utilized by ISD, Fire, City Clerk and Licensing departments. Maintenance contracts for Ricoh scanner/Fortis software.
Fire Alarm Repair & Maint	7,000	7,000	0	0%	Pays for any repairs to the fire alarm boxes or master boxes.
Street Light Maintenance	8,000	35,000	27,000	338%	For portable radio equipment.
Signal & Shop Repairs	53,000	28,000	(25,000)	-47%	To repair traffic signals and control boxes which break with age or from knock-overs (car accidents).
Contract Services	1,382,456	2,241,077	858,621	62%	Consultant for Permitting/Code Enforcement software Jocelyn Mathiasen. Expense for Four Leaf here (\$2,200,000), also Mr. Demas will create a revenue account for same amount.
Printing	2,400	2,400	0	0%	Forms, cards, card stock, specialized forms. Gas tags that are attached to gas burners after they have been inspected by the plumbing inspector and W&M inspector.
Office Supplies	43,841	8,800	(35,041)	-80%	Includes various types of paper (orange-building permits; yellow-gas permits; blue-plumbing permits), calendars, notebooks, journals, appointment books, batteries, labels, ink cartridges, fax cartridges, staples, notepads, pens, file folders and notebooks. Also, with the addition of the W&M inspector, all items needed by him.

Department of Inspectional Services (242)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Field Equipment	7,000	7,000	0	0%	Specialized field inspection electronics and hardware. GEOTMS hand held computers and printers, cameras for the inspectors to take pix of violations.
Software	30,000	30,000	0		Viewpoint Software. Covers licenses,
Uniforms	2,500	4,000	1,500	60%	For 15 inspectors - outerwear, shirts, jackets. Needed so homeowners can recognize them when they inspect homes.
Prof Resource Material	750	1,500	750	100%	Specialized codebooks. NFPA, Commonwealth of MA, ICC
Professional Services	8,725	30,000	21,275	244%	Specialized code training programs for mandated continuing education for all inspectors. Pays for seminars for MEHA, MHOA & Mass Building commission & Inspectors.
Professional Development	15,000	15,000	0	0%	About \$1,500 per employee for mandatory trainings throughout the year.
Wire Expenses	12,000	81,000.00	69,000		Wire Supplies (city hall data stock, building maintenance, electrical circuit, LED lights, etc.)
Total Expenditures	\$2,334,672	\$3,382,777	\$1,048,105	45%	

Capital Improvements

Vehicles	188,000	0	(188,000)
Total Capital Expenditures	\$188,000	\$0	(\$188,000)

Total	4,195,089	5,224,316	1,029,227	25%
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E-911 Department

Emergency Telecommunications Dispatchers staff the Everett Emergency Communications Center where they answer 911 and other emergency phones, monitor fire box alarms, and maintain round-the-clock radio communications with all police, fire and contract ambulance units. They dispatch to all emergencies and calls for service, help field personnel coordinate and manage all possible public safety events or incidents, operate a variety of computer equipment with access to local, state, and federal law enforcement agencies. The emergency communication center also answers questions from citizens, and provide a wide variety of other services for citizens and responders alike.



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 2018

15% 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. The Part Time account has increased due to the number of per diem dispatchers on call. Due too 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, the City needs 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 911 office assistant status changed from Part-time to Full-time changing the work week from 20 hours to 35 hours, and reclassifying the position to a Local 25 position.

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 2017: 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 2018: 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 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Calls Dispatched	15,000	15,288	15,400	18,300
Average response time to emergencies	2.4 min	2.3 min	2.3 min	2.0 min
Training Classes Mass State 911 Mandated	16 hrs.	16 hrs.	16 hrs.	8 hrs.
Everett Fire Department in-house training	N/A	8 hrs.	12 hrs.	12 hrs.

How FY 2018 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 (PSAP’s) 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.

IP FIRE STATION ALERTING SYSTEM

The City's current alerting system is approximately 18 years old, and produces an extremely poor communication quality. This upgrade to the EFD communication system is a joint effort between E911 Communications Center and Chief Anthony Carli. Due to a Capital Improvement Project of approximately \$90,000.00 the City would like to enter into a contract with L.W. Bills Company of Georgetown, MA to install the following:

A Zetron's IP Fire Station system which is ideal for any municipality that has IP links between its central communications center (911) and its fire stations. IP FSA moves fire dispatch into the IP world without sacrificing features that have worked well for numerous fire departments.

The new IP Alerting System can be configured to activate the PA automatically, play unique tones, display apparatus status, open bay doors, or control station lights. The station transponder can also alarm with external input such as intrusion smoke or power failure. The IP Station's transponder includes a response button that can be used for manual acknowledgements or to reach the communications center.

Upon completion of the installation, the city will be furnished with:

- ❖ 3 IP station units
- ❖ 3 IP station handsets with hook switches
- ❖ 3 VOIP intercoms
- ❖ 3 Models 6203 power supplies
- ❖ 2 IPFSA server super bundles
- ❖ 3 19 inch anti-glare black LCD Monitors



City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

299 - EMERGENCY COMMUNICATIONS OFFIC							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-299-1-5111	SALARIES	\$698,277.37	\$761,451.00	\$558,556.56	\$824,766.00	\$824,766.00	\$824,766.00
01-299-1-5113	PART TIME	\$54,499.16	\$52,526.00	\$48,323.29	\$67,999.00	\$67,999.00	\$67,999.00
01-299-1-5130	OVERTIME	\$36,450.65	\$45,000.00	\$180,213.66	\$165,000.00	\$100,000.00	\$100,000.00
01-299-1-5140	HOLIDAY	\$46,646.27	\$56,000.00	\$48,411.40	\$56,000.00	\$56,000.00	\$56,000.00
01-299-1-5142	NIGHT DIFFERENTIALS	\$30,382.45	\$30,000.00	\$26,577.32	\$35,000.00	\$35,000.00	\$35,000.00
01-299-1-5143	LONGEVITY	\$5,339.12	\$7,600.00	\$6,650.00	\$7,600.00	\$7,600.00	\$7,600.00
01-299-1-5144	ABOVE GRADE DIFFERENTIAL	\$5,267.93	\$15,400.00	\$12,595.45	\$16,500.00	\$16,500.00	\$16,500.00
PERSONNEL Total:		\$876,862.95	\$967,977.00	\$881,327.68	\$1,172,865.00	\$1,107,865.00	\$1,107,865.00
EXPENSES							
01-299-2-5245	RADIO MAINTENANCE	\$14,435.33	\$46,000.00	\$36,284.56	\$70,000.00	\$70,000.00	\$70,000.00
01-299-2-5340	TELECOMMUNICATIONS	\$4,951.34	\$5,800.00	\$4,728.78	\$5,800.00	\$5,800.00	\$5,800.00
01-299-2-5420	OFFICE SUPPLIES	\$-2,633.48	\$3,000.00	\$1,637.93	\$4,000.00	\$4,000.00	\$4,000.00
01-299-2-5711	TRAINING EXPENSES	\$1,069.60	\$12,000.00	\$2,708.40	\$12,000.00	\$12,000.00	\$12,000.00
EXPENSES Total:		\$17,822.79	\$66,800.00	\$45,359.67	\$91,800.00	\$91,800.00	\$91,800.00
299 EMERGENCY COMMUNICATIONS OFFIC		\$894,685.74	\$1,034,777.00	\$926,687.35	\$1,264,665.00	\$1,199,665.00	\$1,199,665.00

299	OFFICE OF EMERGENCY COMMUNICATIONS									
	PERSONNEL SERVICES									
					FY 18	FY 18				FY 18
				FY 17	DEPT	MAYOR			FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	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	\$80,749	\$80,749		\$80,749
01-299-1-5111	Clerk ²	C-3/2	35	0	1	1	\$19,946	\$36,464		\$36,464
01-299-1-5111	911 Lead Dispatcher ³	Local 25 /6	37.5	1	1	1	\$52,911	\$55,049		\$55,049
01-299-1-5111	911 Lead Dispatcher ³	Local 25 /6	37.5	1	1	1	\$52,911	\$55,049		\$55,049
01-299-1-5111	911 Lead Dispatcher ³	Local 25 /6	37.5	1	1	1	\$52,911	\$55,049		\$55,049
01-299-1-5111	911 Dispatcher ³	Local 25 /6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25 /6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25 /6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25/6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25 /6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25/6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25/6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25/6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25/6	37.5	1	1	1	\$49,198	\$51,186		\$51,186
01-299-1-5111	911 Dispatcher ³	Local 25/6	37.5	1	1	1	\$46,862	\$51,180		\$51,180
01-299-1-5111	911 Dispatcher ³	Local 25 /5	37.5	1	1	1	\$46,862	\$41,974		\$41,974
01-299-1-5111	911 Dispatcher ³	Local 25 /3	37.5	1	1	1	\$41,930	\$45,477		\$45,477
01-299-1-5111	911 Dispatcher ³	Local 25 /3	37.5	1	1	1	\$41,930	\$45,477		\$45,477
01-299-1-5113	Dispatcher - Part Time ³	Local 25 /2	19.5	Varies	Varies	Varies	\$52,526	\$67,999		\$67,999
299	Emergency Communication Center TOTAL			15	16	16				
							Salary (5111)	\$761,452	\$824,766	\$824,766
							Part Time (5113)	\$52,526	\$67,999	\$67,999
							Overtime (5130)	\$45,000	\$165,000	\$100,000
Notes to Budget:							Holiday (5140)	\$56,000	\$56,000	\$56,000
¹ This position has received a 2% COLA in FY18.							Night Differentials (5142)	\$30,000	\$35,000	\$35,000
² This position went from part-time to full-time during FY17.							Longevity (5143)	\$7,600	\$7,600	\$7,600
³ Local 25 E911 union increased 2% as well as step increase when appropriate.							Above Grade Differentials (5144)	\$15,400	\$16,500	\$16,500
							Personnel Total:	\$967,978	\$1,172,865	\$1,107,865

E 9 1 1 (299)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	761,451	824,766	63,315	8%	2% COLA on most salaries. Also includes step increases. Clerk went from PT to FT.
Part Time Salaries	52,526	67,999	15,473	29%	Includes the part time Dispatcher and Assistant positions.
Overtime	56,750	100,000	43,250	76%	Will supplement OT paid from grant funds in FY 18.
Holiday	56,000	56,000	0	0%	Paid in December to all union employees.
Night Differentials	30,000	35,000	5,000	17%	Paid to employees who work between 3:00 pm to 11:00 pm (\$1.00 more per hour) and from 11:00 pm to 7:00 am (\$1.25 more per hour).
Longevity	7,600	7,600	0	0%	Paid to all employees with 10+ years on the job.
Above Grade Differential	15,400	16,500	1,100	7%	For those covering shifts of the lead dispatchers
Total Personnel Services	\$979,727	\$1,107,865	\$128,138	13%	
<u>General Operating Expenses</u>					
Radio Maintenance	46,000	70,000	24,000	52%	Maintenance agreement with Motorola to service the radio equipment. All Comm, Verizon & Motorola.
Telecommunications	5,800	5,800	0	0%	Data lines and Director cell phone/pager/email. Verizon, Verizon Wireless
Office Supplies	3,000	4,000	1,000	33%	WB Mason, Conway Office supplies. Increase includes handouts for school children when they visit E911.
Training Expenses	12,000	12,000	0	0%	Mandatory continuing education: Police/Fire/EMS training. 16 dispatchers at \$600 each per year. Supplemented with grant.
Total Expenditures	\$66,800	\$91,800	\$25,000	37%	
Total	\$1,046,527	\$1,199,665	\$153,138	15%	

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

Executive Division

The Executive Division oversees the financial operations of Public Works. The Division manages operating and capital budgets, pays invoices, prepares and manages contracts, expands the use of technology in administrative functions, and supports the business needs of the Department's operating divisions and works closely with the Purchasing Department, which oversees the City's bids and contracts.

The Executive Division is committed to providing excellent customer service, to paying our vendors promptly, and continuous improvement of the Department's business practices.

The Executive Division is responsible for policy development, labor relations, human resources, training and career development, budgeting, fiscal administration, payroll, community relations and information systems.



Providing excellent public information and customer relations is a key focus of the Division's work, whether it is with residents, businesses, vendors, job applicants or Public Works' staff. The Division manages the service requests, work order systems, e-mail distribution lists, publications and other notices.

Public Works also provides significant operational support to other City Departments, including public building cleaning, maintenance, and construction and vehicle maintenance. This support enables these other Departments to more effectively serve the public.

The Administration Division is guided by Public Works' mission to provide dependable, high quality service - maintaining, improving and expanding a safe, healthy, attractive and inviting physical environment.

Fleet Division

The Vehicle Maintenance Division maintains and repairs over 300 City-owned vehicles and pieces of equipment. Each year, Vehicle Maintenance prepares over 150 City vehicles to receive state inspection stickers, and conducts in-house commercial driver's license training.

Public Works plays an important role in the implementation of the City's Green Fleets Policy, which was adopted as part of the Green Communities application process. Under this Policy, all departments must purchase only fuel efficient vehicles for municipal use whenever such vehicles are commercially available and practicable. The City has committed to operating and maintaining its vehicles in a manner that is energy efficient and minimizes emissions of conventional air pollutants and greenhouse gases, and to incorporating alternative fuel vehicles and hybrid vehicles into the municipal vehicle fleet when feasible.

Vehicle Maintenance has reduced toxins, waste, and costs in its operations by using retreaded tires; using recycled motor and hydraulic oil, antifreeze, washer fluid, and wipe rags; and by recycling approximately 10,000 pounds of metal parts each year.

Executive and Fleet - Significant Budget & Staffing Changes for FY 2018

2% increase due to: 2% increase on most salaries. PT mechanic increase. Stipend increase to the DPW Commission given by the Mayor in FY18.

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. ISD Repair Maintenance account has added another 3 vehicles to their fleet.



Executive and Fleet - FY 2017: 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

Executive and Fleet - FY 2018: 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

Facilities Maintenance staff provide carpentry, painting, plumbing, lock installation and repair, sign fabrication, heating, and ventilation services for all City buildings, and custodial services to 13 municipal buildings. Energy efficiency and environmental sustainability are a priority in all maintenance and operations. In the broader community, Public Buildings supports approximately 75 public events annually by setting up staging and a public address system and fabricating temporary and permanent signage. Facilities Maintenance is also responsible for all aspects of construction, renovation, and significant maintenance to City buildings. Please contact us if you have any questions or need assistance related to public buildings.

Facilities Maintenance - Significant Budget & Staffing Changes for FY 2018

7% increase due to: 2% increase on most salaries. Added an Assistant Facilities Maintenance Superintendent to the FY18 budget. Also budgeted a retro payment due to one of the employees that was due to him.



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 elevator at City Hall has been experiencing some trouble recently. This increase may be needed for anticipated repairs. Building Repair & Maintenance was reduced last FY due to spending history. We have increased it in this budget. Most of the work will be done in-house. This account covers all city buildings. Wire Expenses account was increased due to the anticipated installation of new holiday decorations.

Facilities Maintenance - FY 2017: 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.

Facilities Maintenance - FY 2018: 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

The Engineering Division of the Public Works Department is responsible for all engineering related projects for the City. Our staffs are involved in a variety of tasks ranging from roadways, sidewalks, sanitary sewer, storm drainage, water main improvement, traffic signals, parks, playgrounds, and school.

The Engineering Division mission is to ensure the high accuracy and efficiency of all works that affects the City and the public and to see proposed engineering projects are designed and inspected based on sound engineering standards and guidelines to prevent a negative impact on properties and the general public.

The Engineering office works closely with consultants, contractors, architects, engineers and developers to secure project approvals in the shortest possible period of time. The Engineering Division also reviews and approves subdivision constructions plan, permits and inspects installation of utilities in the right of way, plan and design project with assurance that the construction projects are built in conformance with federal, state, and local standards and requirements.

Engineering - Significant Budget & Staffing Changes for FY 2018

Due to 92% increase: City Engineer was promoted to the Director position. The City Engineer position was not funded in FY18 budget. 2% increase on COLA most salaries.

Two new accounts have been added to this department. One is Stormwater Expenditures and it will provide feasibility studies for various drainage systems new or old on trouble spots throughout the city. The other is Professional Services and it will be used to hire consultants as needed during the fiscal year on various projects.

Under Field Equipment and Supplies we will be purchasing a GPS unit. And under Professional Development we have added continuing education courses for our staff.

Engineering - FY 2017: 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.
- ❖ Keverian School Parking and Play area Rehabilitation- Designed and reconstruct the parking lot with new granite curb, reclamation and paving, irrigation, retaining wall, lighting with enhanced crosswalk and rebuilt play area. The project cost estimate was \$750K.
- ❖ Working with consultant with respect to storm drainage issues around the City and provided necessary mapping, past history and design assistance to help resolve drainage issues. Update Stormwater Management Plan and registration for a new general permit as required by MassDEP regulation for the Discharge of Stormwater from Municipal Separate Storm Sewer Systems (MS4).
- ❖ Responsible for ongoing review and approval of multi-million dollar Wynn Boston Casino for roadway, sewer, and water improvement including assistance.



Engineering - FY 2018: 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. Headwall partial repair cost is \$ 538,000.
- ❖ 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) continuous program to reduce the number of storm sewers that are directly connected to the sanitary sewer system.
- ❖ 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.
- ❖ Resurfacing and reconstructing all streets including replacement cement concrete sidewalks, water and sewer reconstruction improvements in the Capital Improvements Program (CIP)
- ❖ Identifying and coordinating work with water, sewer, and drainage in conjunction with the roadway projects. The City secured funding from other source including Chapter 90, MWRA Funding, and Mass Work Infrastructure Improvement Program.
- ❖ Due to the City implemented pavement management system, the system provides the continuation of condition assessments, asset valuation, and analysis of maintenance strategies, multi-year budgeting, queries, and reporting in one application.
- ❖ Continuation with the roadway full-depth reconstruction as many roadways as possible with priorities and in conjunction with water, sewer, drainage and other public projects.
- ❖ Seek Federal and State grant opportunities for Capital Projects.

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Number of street permits issued	203	116	204	46
Number of linear miles paved	10,000	5,000	5,000	TBA
Drain layer licenses issued	4	3	12	7

Parks & Cemeteries Division

The Park & Cemeteries division provides safe, clean, and attractive public open spaces for the community's residents and visitors. Our cemetery operations include burials, flower, and tree planting; landscaping; and repair of historical monuments. Tree planting and perennial island development to add pastoral beauty to open space in the Cemetery has been a particular focus in recent years. The Cemetery has also continued to incorporate sustainable practices into its operations, including using rain barrels for watering where feasible and mulching leaves on site.

Parks & Cemeteries - Significant Budget & Staffing Changes for FY 2018

19% increase due to: 2% COLA increase on most salaries. A new position was added to the budget, Assistant Operations Manager. The Mayor also implemented a new program to begin in the summer of FY18 called Park Rangers. They would oversee all the parks around the city, working with the DPW on issues involving graffiti, littering and vandalism. Overtime increased in anticipation of union contract being settled.



Graffiti Removal account has increased due to more vandalism by graffiti artists.

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.

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 18 for new contracts for these trees.

Parks and Cemeteries - FY 2017: 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.



Parks and Cemeteries - FY 2018: 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 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Trees Planted	150	150	200	200
Full Burials	66	31	50	TBA

Stadium Division

Stadium - Significant Budget Changes for FY 2018

Level funded: 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.



Stadium - FY 2017: Accomplishments

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

Stadium - FY 2018: Goals

- ❖ Have a successful drum and bugle corps event in August 2017. 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

The Highway Division ensures clean public ways through citywide mechanical street sweeping and more intensive street sweeping, sidewalk cleaning, and litter collection in city squares. Crews conduct regular power-washing of public area trash and recycling receptacles and operate a graffiti removal program. In recent years, increasing the number of recycling bins in public areas and continuing citywide rodent control efforts have been major priorities.

The Highway Division permits and inspects private and institutional construction in the public way (including sidewalks and ramps, streets, sewer connections, drainage structures, and cranes), permits and inspects business sidewalk use (including newsracks, A-frame signs, and outdoor dining), consults with contractors and utility companies, and provides technical assistance to homeowners.

Highway - Significant Budget & Staffing Changes for FY 2018

3% increase due to: A reclassification of a Local 25 Clerk to Principal Clerk. Also a reclassification of a Watchman-HMEO(32 Hours) changed to a Watchman-HMEO(40 Hours).

The Construction Repairs account has decreased due to doing the work in-house. The Cement Stone and Asphalt account increased due to hiring outside vendors to perform the work. This is due to the number of projects that need to be done. Center Line X-Walk are line markings for the entire city. We have new road construction and parking lot renovation happening in FY18. We are using more durable products this year and expect to see a savings.

Highway - FY 2017: 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.

Highway - FY 2018: 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 & 17, 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 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Pothole Fills (Repairs)	180 tons	200 tons	220 tons	250tons
Sink Holes	10	15	15	15
Sidewalk Repairs	3,200 feet	6,000 feet	7,500 feet	8,500 feet

Snow & Ice Division

The City's Public Works Department will clear City streets and sidewalks as soon as possible. Our goals are to chemically treat all major arteries within three hours of when snow begins, to keep main arteries plowed during all stages of a storm, and to clear all streets and the sidewalks bordering City property once a storm has stopped.

Snow & Ice - Significant Budget Changes for FY 2018

No significant changes in budget.



Snow & Ice - FY 2017: Accomplishments

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

Snow & Ice - FY 2018: 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 2017).

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
# of salting events	23	19	19	22
# of plowing events	12	12	12	12
Tons of salt purchased	5,715	4,058	4,500	6,000

Solid Waste Division

Recycling, rubbish collection and disposal is accomplished by a team effort headed by the Operations Manager who work together to improve the cleanliness of the City while increasing recycling and decreasing rubbish disposal.



Significant Budget Changes for FY 2018

10% increase due to: Contractual increases

FY 2017: Accomplishments

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

FY 2018: Goals

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

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Consumer complaints regarding trash pick up	29	33	81	*108
# of yard waste pick ups	18	18	18	*TBD
Tons of trash picked up	13,115 ton	13,309 ton	13,317.92 ton	*TBD
Tons of recycling picked up	4,154 ton	4,452.21 ton	2,654.49 ton	*TBD

*Will be provided in FY2018 budget



City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

490 - DPW EXECUTIVE DIVISION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-490-1-5111	SALARIES	\$478,806.68	\$507,576.00	\$375,505.70	\$521,038.00	\$521,038.00	\$521,038.00
01-490-1-5113	PART TIME	\$0.00	\$27,205.00	\$25,397.92	\$31,773.00	\$31,773.00	\$31,773.00
01-490-1-5123	SEASONAL EMPLOYEES	\$122,481.43	\$135,000.00	\$79,077.12	\$135,000.00	\$135,000.00	\$135,000.00
01-490-1-5130	OVERTIME	\$30,493.40	\$36,000.00	\$14,767.23	\$36,000.00	\$36,000.00	\$36,000.00
01-490-1-5142	NIGHT DIFFERENTIALS	\$159.50	\$1,000.00	\$120.50	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5143	LONGEVITY	\$-7,400.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
01-490-1-5144	ABOVE GRADE DIFFERENTIALS	\$5,781.49	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5191	CITY SERVICES COMMISSION STIPEND	\$14,229.58	\$15,600.00	\$12,999.60	\$15,600.00	\$22,600.00	\$22,600.00
01-490-1-5192	MECHANIC STIPEND	\$0.00	\$5,200.00	\$2,400.00	\$5,200.00	\$5,200.00	\$5,200.00
01-490-1-5193	CLOTHING ALLOWANCE	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
01-490-1-5196	TOOLS FOR MECHANICS	\$200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
PERSONNEL Total:		\$644,752.08	\$734,881.00	\$516,368.07	\$752,711.00	\$759,711.00	\$759,711.00
EXPENSES							
01-490-2-5420	OFFICE SUPPLIES	\$1,799.68	\$6,000.00	\$3,222.26	\$6,000.00	\$6,000.00	\$6,000.00
01-490-2-5445	TOWING	\$1,200.00	\$1,450.00	\$1,315.00	\$1,550.00	\$1,550.00	\$1,550.00
01-490-2-5480	GASOLINE/DIESEL/OIL	\$223,796.32	\$375,000.00	\$174,334.10	\$375,000.00	\$375,000.00	\$375,000.00
01-490-2-5546	DPW - REPAIR MAINTENANCE	\$153,987.30	\$200,000.00	\$103,108.43	\$260,000.00	\$200,000.00	\$200,000.00
01-490-2-5548	POLICE-REPAIR MAINTENANCE	\$30,379.12	\$35,000.00	\$14,758.40	\$45,000.00	\$35,000.00	\$35,000.00
01-490-2-5570	SHOP TOOLS	\$15,002.54	\$25,000.00	\$21,802.83	\$25,000.00	\$25,000.00	\$25,000.00
01-490-2-5580	MV INSPECTIONS	\$5,915.00	\$10,000.00	\$5,250.35	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5581	TIRES & TIRE SUPPLIES	\$31,389.02	\$45,000.00	\$34,696.04	\$50,000.00	\$50,000.00	\$50,000.00
01-490-2-5582	TRAINING & SOFTWARE	\$1,950.00	\$15,000.00	\$14,497.53	\$15,000.00	\$15,000.00	\$15,000.00
01-490-2-5583	BODY SHOP REPAIRS	\$7,213.04	\$70,000.00	\$5,540.68	\$70,000.00	\$70,000.00	\$70,000.00
01-490-2-5656	ISD - REPAIR MAINTENANCE	\$4,798.61	\$15,000.00	\$6,135.99	\$21,000.00	\$21,000.00	\$21,000.00
01-490-2-5710	PROFESSIONAL DEVELOPMENT	\$1,499.15	\$10,000.00	\$1,173.00	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5746	EYEGLOSS REPLACEMENT	\$364.98	\$450.00	\$225.00	\$450.00	\$450.00	\$450.00
EXPENSES Total:		\$479,294.76	\$807,900.00	\$386,059.61	\$889,000.00	\$819,000.00	\$819,000.00
490 DPW EXECUTIVE DIVISION Total:		\$1,124,046.84	\$1,542,781.00	\$902,427.68	\$1,641,711.00	\$1,578,711.00	\$1,578,711.00

490	DEPARTMENT OF PUBLIC WORKS								
	Executive Division								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-490-1-5111	Executive Director ¹	UNCL	40	1	1	1	\$107,100	\$109,242	\$109,242
01-490-1-5111	Fleet Manager ¹	UNCL	40	1	1	1	\$72,431	\$71,400	\$71,400
01-490-1-5111	Principal Clerk ^{2 5}	C-6U/7	35	1	1	1	\$43,082	\$48,141	\$48,141
01-490-1-5111	Fleet Foreman ³	W-13U/2	40	1	1	1	\$67,024	\$68,364	\$68,364
01-490-1-5111	Motor Equipment Repairman ³	W-11U/4	40	1	1	1	\$55,800	\$56,916	\$56,916
01-490-1-5111	Motor Equipment Repairman ³	W-11U/4	40	1	1	1	\$55,800	\$56,916	\$56,916
01-490-1-5111	Motor Equipment Repairman ³	W-11U/2	40	1	1	1	\$53,170	\$54,233	\$54,233
01-490-1-5111	Motor Equipment Repairman ³	W-11U/3	40	1	1	1	\$53,170	\$55,825	\$55,825
01-490-1-5113	Motor Equipment Repairman PT ³	UNCL	19.5	0	0	0	\$27,205	\$31,773	\$31,773
01-490-1-5191	Public Works Commission ⁴	Chair		0	0	0	\$3,600	\$3,600	\$4,600
01-490-1-5191	Public Works Commission ⁴	Board		0	0	0	\$2,000	\$2,000	\$3,000
01-490-1-5191	Public Works Commission ⁴	Board		0	0	0	\$2,000	\$2,000	\$3,000
01-490-1-5191	Public Works Commission ⁴	Board		0	0	0	\$2,000	\$2,000	\$3,000
01-490-1-5191	Public Works Commission ⁴	Board		0	0	0	\$2,000	\$2,000	\$3,000
01-490-1-5191	Public Works Commission ⁴	Board		0	0	0	\$2,000	\$2,000	\$3,000
01-490-1-5191	Public Works Commission ⁴	Board		0	0	0	\$2,000	\$2,000	\$3,000
490	DPW Executive TOTAL			8	8	8			
							Salary (5111)	\$507,576	\$521,038
							Part Time (5113)	\$27,205	\$31,773
							Seasonal Workers (5123)	\$135,000	\$135,000
							Overtime (5130)	\$36,000	\$36,000
							Night Differential (5142)	\$1,000	\$1,000
Notes to Budget:							Longevity (5143)	\$1,600	\$1,600
¹ This position has received a 2% COLA in FY 18.							Above Grade Differential (5144)	\$1,000	\$1,000
² Local 25 Clerical union increased 2% as well as step increase when appropriate.							City Services Commission Stipend (5191)	\$15,600	\$15,600
³ Local 25 DPW union increased 2% as well as step increase when appropriate.							Mechanic Stipend (5192)	\$5,200	\$5,200
⁴ All members of Board received stipend upgrade of \$1,000 per member in FY18 budget.							Clothing Allowance (5193)	\$3,500	\$3,500
⁵ Union upgraded position from C-3U to C-6U after budget was printed.							Tools for Mechanics (5196)	\$1,200	\$1,000
							Personnel Total:	\$734,881	\$752,711
									\$759,711

DPW - Executive Division (490)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	507,576	521,038	13,462	3%	Includes 2% COLA on most salaries. Also includes step increases.
Part Time	27,205	31,773	4,568	17%	For the addition of a PT mechanic, to offset some of the demands of the fleet department.
Seasonal Employees	135,000	135,000	0	0%	When needed during fall clean up/spring clean up.
Overtime	36,000	36,000	0	0%	When necessary.
Night Differentials	1,000	1,000	0	0%	Per Local 25 DPW contract any employee regularly scheduled between 6pm - 6am will receive a night diff of \$1/hr.
Longevity	1,600	1,600	0	0%	Contractual. M. Sweazey - \$800, D. Petrone - \$800. R. Pasquarella no longer entitled to longevity.
Above Grade Differentials	1,000	1,000	0	0%	Contractual. Any employee required to work above their pay grade is to receive an above grade differential.
DPW Commission Stipend	15,600	22,600	7,000	45%	For the board members
Mechanic Stipend	5,200	5,200	0	0%	Contractual. \$100/week for those who hold the pager on call.
Clothing Allowance	3,500	3,500	0	0%	Contractual. \$700 per year.
Tools for Mechanics	1,200	1,000	(200)	-17%	Contractual. \$200 per mechanic.
Total Personnel Services	\$734,881	\$759,711	\$24,830	3%	
General Operating Expenses - Executive					
Office Supplies	6,000	6,000	0	0%	Supports entire DPW facility.
Towing	1,450	1,550	100	7%	For the towing of commercial vehicles. Also for towing situations such as emergency branch removal. Contigent on fuel increases. State contract of gasoline/diesel is Dennis K. Burke. Fuel additives & other maint parts needed to keep all gas tanks/lines operating efficiently. Petroleum Equip annual contract for evinronmental a/b testing & yearly pressure test of fuel tanks. Also purchase of parts & labor needed to repair fuel pumps done by Petroleum Equip. For the replacement of unrepairable existing fuel tank monitoring system 2 quotes received for said system. Also for the decommissioning of the vapor recovery system est at \$5K. State mandated in 2017 in order to prevent noxious vapors escaping into the environment.
Gasoline/Diesel/Oil	375,000	375,000	0	0%	
DPW - Repair Maintenance	200,000	200,000	0	0%	Buildings are older, doing all repairs in-house. For materials and supplies.
Police - Repair Maintenance	35,000	35,000	0	0%	Maintenance of police vehicles including additional vehicles purchased
Shop Tools	25,000	25,000	0	0%	Tire machine lift,
MV Inspections	10,000	10,000	0	0%	Fleet inventory is 175 in need of yearly inspections.
Tires & Tire Supplies	45,000	50,000	5,000	11%	Fleet inventory is 200 this includes vehicles and equipment.
Training & Software	15,000	15,000	0	0%	All data, IDS, Snap-On training. Also maintenance for mechanics laptop (1), training/schooling of mechanics.
Body Shop Repairs	70,000	70,000	0	0%	When vehicles need to be sent out for body work that cannot be done in-house.
ISD - Repair Maintenance	15,000	21,000	6,000	40%	Maintenance of all ISD vehicles.
Professional Development	10,000	10,000	0	0%	
Eyeglass Replacement	450	450	0	0%	Contractual
	\$807,900	\$819,000	\$11,100	1%	
Total Executive Budget	\$1,542,781	\$1,578,711	\$35,930	2%	

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491 - DPW FACILITIES MAINTENANCE DIV							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-491-1-5111	SALARIES	\$646,704.35	\$898,462.00	\$662,551.77	\$1,024,554.00	\$1,024,554.00	\$1,024,554.00
01-491-1-5113	PART TIME	\$14,919.68	\$50,451.00	\$1,340.44	\$50,451.00	\$50,451.00	\$50,451.00
01-491-1-5130	OVERTIME	\$120,960.90	\$150,000.00	\$119,913.87	\$150,000.00	\$150,000.00	\$150,000.00
01-491-1-5142	NIGHT DIFFERENTIAL	\$1,071.00	\$5,000.00	\$1,483.00	\$5,000.00	\$5,000.00	\$5,000.00
01-491-1-5143	LONGEVITY	\$5,500.00	\$6,300.00	\$8,900.00	\$7,800.00	\$7,800.00	\$7,800.00
01-491-1-5144	ABOVE GRADE DIFFERENTIAL	\$9,518.17	\$15,000.00	\$1,953.58	\$15,000.00	\$15,000.00	\$15,000.00
01-491-1-5150	RETRO PAYMENT	\$0.00	\$0.00	\$0.00	\$12,858.00	\$12,858.00	\$12,858.00
01-491-1-5193	CLOTHING ALLOWANCE	\$5,600.00	\$9,800.00	\$9,100.00	\$9,800.00	\$9,800.00	\$9,800.00
01-491-1-5196	TOOLS FOR MECHANICS	\$400.00	\$600.00	\$400.00	\$400.00	\$400.00	\$400.00
PERSONNEL Total:		\$804,674.10	\$1,135,613.00	\$805,642.66	\$1,275,863.00	\$1,275,863.00	\$1,275,863.00
EXPENSES							
01-491-2-5210	CITY BLDGS ELECTRICITY & GAS	\$764,068.01	\$790,000.00	\$688,034.27	\$790,000.00	\$790,000.00	\$790,000.00
01-491-2-5213	CITY BLDGS SEASONAL EXP	\$39,346.34	\$85,000.00	\$44,221.14	\$85,000.00	\$85,000.00	\$85,000.00
01-491-2-5247	HVAC SERVICE CONTRACT/REPAIRS	\$20,447.51	\$74,000.00	\$42,525.99	\$80,000.00	\$80,000.00	\$80,000.00
01-491-2-5260	ELEVATOR SERVICE CONTRACT	\$11,266.58	\$25,000.00	\$17,330.47	\$50,000.00	\$50,000.00	\$50,000.00
01-491-2-5291	CLEANING SERVICE CONTRACT/CITY	\$15,998.00	\$40,000.00	\$8,803.00	\$40,000.00	\$40,000.00	\$40,000.00
01-491-2-5430	BUILDING REPAIR & MAINTENANCE	\$281,701.77	\$192,742.82	\$139,453.81	\$300,000.00	\$300,000.00	\$300,000.00
01-491-2-5450	CUSTODIAL SUPPLIES	\$44,671.43	\$53,287.62	\$44,629.81	\$55,000.00	\$55,000.00	\$55,000.00
01-491-2-5704	WIRE EXPENSES	\$8,981.80	\$17,969.56	\$10,674.37	\$20,000.00	\$20,000.00	\$20,000.00
EXPENSES Total:		\$1,186,481.44	\$1,278,000.00	\$995,672.86	\$1,420,000.00	\$1,420,000.00	\$1,420,000.00
491 DPW FACILITIES MAINTENANCE DIV		\$1,991,155.54	\$2,413,613.00	\$1,801,315.52	\$2,695,863.00	\$2,695,863.00	\$2,695,863.00

491	DEPARTMENT OF PUBLIC WORKS								
	Facilities Maintenance Division								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
DEPT		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council
		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-491-1-5111	Facilities Maintenance Superintendent ¹	UNCL	40	1	1	1	\$84,660	\$90,000	\$90,000
01-491-1-5111	Assistant Facilities Maintenance Superintendent ²	UNCL	40	0	1	1	\$0	\$86,353	\$86,353
01-491-1-5111	Administrative Assistant ³	A-6U/4	35	1	1	1	\$47,871	\$52,320	\$52,320
01-491-1-5111	Facilities Maintenance Mechanic ⁴	W-13U/4	40	1	1	1	\$69,803	\$71,199	\$71,199
01-491-1-5111	Facilities Maintenance Mechanic ⁴	W-13U/4	40	1	1	1	\$69,803	\$71,199	\$71,199
01-491-1-5111	Facilities Maintenance Supervisor ^{4 7}	W-12U/4	40	1	1	1	\$54,196	\$69,149	\$69,149
01-491-1-5111	Facilities Maintenance Carpenter ^{4 5}	W-12U/2	40	1	1	1	\$65,677	\$66,707	\$66,707
01-491-1-5111	Facilities Maintenance Carpenter ⁴	W-12U/2	40	1	1	1	\$65,677	\$66,707	\$66,707
01-491-1-5111	Lead Custodian General Maintenance (Eve) ⁴	W-10U/4	40	1	1	1	\$54,196	\$55,280	\$55,280
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-491-1-5111	Custodian / General Maintenance ^{4 6}	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-491-1-5111	Custodian / General Maintenance (Evenings) ⁴	W-6U/3	40	1	1	1	\$46,607	\$48,869	\$48,869
01-491-1-5111	Custodian / General Maintenance ⁴	W-6U/2	40	1	1	1	\$46,607	\$47,539	\$47,539
01-491-1-5113	Custodian / Hours as needed	UNCL	Varies	0	0	0	\$15,451	\$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			16	17	17			
							Salary (5111)	\$898,462	\$1,024,554
							Part Time (5113)	\$50,451	\$50,451
							Overtime (5130)	\$150,000	\$150,000
							Night Differential (5142)	\$5,000	\$5,000
							Longevity (5143)	\$6,300	\$7,800
							Above Grade Differential (5144)	\$15,000	\$15,000
							Retro (5150)	\$0	\$12,858
							Clothing Allowance (5193)	\$9,800	\$9,800
							Tool Allowance (5196)	\$600	\$400
							Personnel Total:	\$1,135,613	\$1,275,863
									\$1,275,863

Notes to Budget:

- ¹ Reclassifying the Facilities Maintenance Superintendent's position in the FY18 budget.
- ² Adding this new position to the FY18 budget.
- ³ Local 25 Clerical union increased 2% as well as step increase when appropriate.
- ⁴ Local 25 DPW union increased 2% as well as step increase when appropriate.
- ⁵ This position has replaced the Facilities Maintenance HVAC Mechanic.
- ⁶ The title of this union position has changed from Craftsman to Custodian/General Maintenance per Local 25 DPW.
- ⁷ This position has been upgraded from Lead Custodian General Maintenance (W10) to Facilities Maintenance Supervisor (W12).

DPW - Facilities Maintenance Division (491)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	898,462	1,024,554	126,092	14%	2% COLA to most. Also includes step increases for eligible employees.
Part Time	50,451	50,451	0		(2 vacancies Custodian/Housekeeper)
Overtime	150,000	150,000	0	0%	To cover the cost of overtime associated with the Wellness Center, Armory, City Hall, Rec. Center, etc.
Night Differentials	5,000	5,000	0	0%	Per the Local 25 DPW Workers contract any employee regularly scheduled between the hours of 6pm until 6am are to receive a night differential of \$1 an hour. Night differential is awarded to employees working scheduled shifts for the opening and closing of the Everett Wellness Center.
Longevity	6,300	7,800	1,500	24%	Paid to employees who have reached employment milestones of 10, 15, 20, 25 & 30 years.
Above Grade Differentials	15,000	15,000	0	0%	Per the Local 25 contract any employee required to work above their pay grade is to receive an above grade differential.
Retro	0	12,858	12,858		For salary issue due to Mr. MacKenzie
Clothing Allowance	9,800	9,800	0	0%	Contractual, \$700 per year.
Tools for Mechanics	600	400	(200)		Contractual, \$200 per year.
Total Personnel Services	\$1,135,613	\$1,275,863	\$140,250	12%	
<u>General Operating Expenses - Facilities</u>					
City Bldgs. Electricity & Gas	888,000	790,000	(98,000)	-11%	For all city bldgs.
City Bldgs Seasonal Exp	85,000	85,000	0	0%	For all seasonal lights/décor
HVAC Service Contract/Repairs	80,000	80,000	0	0%	For materials and supplies. Air Cleaning Specialist, Comm of Mass, Cooling & Heating, CS Ventilation, Distributor Corp, East Air Mechanical, FW Webb, W.W Grainger, Williamson NE. Buildings are older, doing all repairs in house.
Elevator Service Contract	25,000	50,000	25,000	100%	Contract w/ 3Phase Elevator;United Elevator - services City Hall/Parlin Library/Police Station/old HS and the addition of Shute Library
Cleaning Service Contract/City Hall	40,000	40,000	0	0%	Majority done in-house. Also have contract for deep cleaning. Also to include Wellness Center and seasonal cleaning of Memorial Stadium
Building Repair & Maintenance	200,000	300,000	100,000	50%	For all city bldgs. Wants to do more in house repairs. American Alarm, Beantown Pest, Chelsea Floor, Collins Overhead, Craftsman Class, FW Webb, Farazzoli Imports, Fire Equipment, Home Dept, Masslock, Weld Power,etc.
Custodial Supplies	50,000	55,000	5,000	10%	For all city bldgs. Addition of Wellness Center and Shute Library
Wire Expenses	20,000	20,000	0	0%	For all city bldgs.
	\$1,388,000	\$1,420,000	\$32,000	2%	
Total Facilities Budget	\$2,523,613	\$2,695,863	\$172,250	7%	

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492 - DPW ENGINEERING DIVISION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-492-1-5111	SALARIES	\$184,813.15	\$224,642.00	\$152,743.33	\$142,661.00	\$142,661.00	\$142,661.00
01-492-1-5130	OVERTIME	\$472.97	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-492-1-5143	LONGEVITY	\$1,700.00	\$2,750.00	\$2,500.00	\$1,700.00	\$1,700.00	\$1,700.00
01-492-1-5144	ABOVE DIFFERENTIAL	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
PERSONNEL Total:		\$186,986.12	\$229,392.00	\$155,243.33	\$146,361.00	\$146,361.00	\$146,361.00
EXPENSES							
01-492-2-5230	STORMWATER EXPENDITURES	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00
01-492-2-5240	EQUIPMENT MAINT./REPAIR	\$1,594.89	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-492-2-5300	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
01-492-2-5420	OFFICE SUPPLIES	\$2,434.67	\$5,000.00	\$440.25	\$5,000.00	\$5,000.00	\$5,000.00
01-492-2-5421	OFFICE EQUIPMENT	\$0.00	\$10,000.00	\$9,988.25	\$2,500.00	\$2,500.00	\$2,500.00
01-492-2-5434	FIELD EQUIPMENT & SUPPLIES	\$259.10	\$1,000.00	\$874.84	\$7,500.00	\$7,500.00	\$7,500.00
01-492-2-5705	ANNUAL ENVIRONMENTAL REPORTING	\$0.00	\$4,600.00	\$4,600.00	\$20,000.00	\$20,000.00	\$20,000.00
01-492-2-5710	PROFESSIONAL DEVELOPMENT	\$2,098.69	\$2,460.00	\$1,585.00	\$7,500.00	\$7,500.00	\$7,500.00
01-492-2-5734	LICENSES & MEMBERSHIP FEES	\$240.00	\$1,000.00	\$174.00	\$1,000.00	\$1,000.00	\$1,000.00
EXPENSES Total:		\$6,627.35	\$27,060.00	\$17,662.34	\$346,500.00	\$346,500.00	\$346,500.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
492 DPW ENGINEERING DIVISION Total:		\$193,613.47	\$256,452.00	\$172,905.67	\$492,861.00	\$492,861.00	\$492,861.00

DPW - Engineering Division (492)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	224,642	142,661	(81,981)	-36%	Includes 2% COLA. Have not funded one position in FY18.
Overtime	1,000	1,000	0	0%	For Administrative Assistant .
Longevity	2,750	1,700	(1,050)	-38%	Mr. Ofurie
Above Grade Differentials	1,000	1,000	0	0%	Contractual.
Total Personnel Services	\$229,392	\$146,361	(\$83,031)	-36%	
General Operating Expenses -Engineering					
Stormwater Expenditures	0	200,000	200,000		Compliance with the construction related portions of National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by MassDEP. (SWMP) Storm Water Mangagement Program- This fund will provide feasibility studies for various drainage systems new or old on trouble spots throughout the city.
Equipment Maint/Repair	3,000	3,000	0	0%	Survey equipment. Printer/plotter repairs
Professional Services	0	100,000	100,000		Professional engineering services.
Office Supplies	5,000	5,000	0	0%	New printer, special paper. WB Mason
Office Equipment	10,000	2,500	(7,500)	-75%	Autocard software/subscription fees/myler & bonded paper/laptop for field
Field Equipment & Supplies	1,000	7,500	6,500	650%	Buy GPS unit with annual fee.
Annual Environment Reporting	4,600	20,000	15,400		Annual Environment Reporting are Permi for stormwater discharge MS4 permit report made in compliance with EPA/ DEP regulation. Fees will be paid to consultant to prepare the program and file to the agencies.
Professional Development	2,460	7,500	5,040	205%	Continue education course/engineering/construction (OPM)
Licenses & Membership Fees	1,000	1,000	0	0%	Licenses & Membership fees will be used in paying for education programs outside the city relating to public works and engineering.
	\$27,060	\$346,500	\$319,440	1180%	
Total Engineering Budget	\$256,452	\$492,861	\$236,409	92%	

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493 - DPW PARKS AND CEMETERIES DIV							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-493-1-5111	SALARIES	\$619,611.71	\$860,953.00	\$594,954.12	\$960,163.00	\$960,163.00	\$960,163.00
01-493-1-5113	PART TIME	\$34,540.06	\$35,000.00	\$26,192.40	\$150,000.00	\$150,000.00	\$150,000.00
01-493-1-5130	OVERTIME	\$76,260.35	\$105,000.00	\$73,066.35	\$115,000.00	\$115,000.00	\$115,000.00
01-493-1-5142	NIGHT DIFFERENTIAL	\$36.50	\$1,000.00	\$301.00	\$1,000.00	\$1,000.00	\$1,000.00
01-493-1-5143	LONGEVITY	\$7,000.00	\$5,850.00	\$7,050.00	\$5,000.00	\$5,000.00	\$5,000.00
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	\$7,000.00	\$9,800.00	\$8,400.00	\$9,800.00	\$9,800.00	\$9,800.00
PERSONNEL Total:		\$744,448.62	\$1,018,603.00	\$709,963.87	\$1,241,963.00	\$1,241,963.00	\$1,241,963.00
EXPENSES							
01-493-2-5255	LANDSCAPING	\$117,099.05	\$260,000.00	\$74,271.94	\$280,000.00	\$280,000.00	\$280,000.00
01-493-2-5256	GRAFFITI REMOVAL	\$0.00	\$500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-493-2-5257	GLENWOOD CEMETARY EXPENSES	\$27,644.86	\$60,000.00	\$5,990.40	\$60,000.00	\$60,000.00	\$60,000.00
01-493-2-5410	OUTDOOR FIELD LIGHTING	\$24,988.61	\$25,000.00	\$18,573.40	\$25,000.00	\$25,000.00	\$25,000.00
01-493-2-5435	REPAIR & MAINTENANCE	\$58,498.31	\$100,000.00	\$29,319.21	\$120,000.00	\$120,000.00	\$120,000.00
01-493-2-5439	TREES SEED & SOD SUPPLIES	\$32,759.36	\$55,000.00	\$4,552.00	\$70,000.00	\$70,000.00	\$70,000.00
01-493-2-5830	CONCRETE LINERS	\$6,488.00	\$7,500.00	\$2,400.00	\$7,500.00	\$7,500.00	\$7,500.00
EXPENSES Total:		\$267,478.19	\$508,000.00	\$135,106.95	\$567,500.00	\$567,500.00	\$567,500.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
493 DPW PARKS AND CEMETERIES DIV Total:		\$1,011,926.81	\$1,526,603.00	\$845,070.82	\$1,809,463.00	\$1,809,463.00	\$1,809,463.00

493	DEPARTMENT OF PUBLIC WORKS								
	Parks and Cemeteries Division								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	FY 18	FY 18
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	DEPT	& Council
								REQUEST	REC
01-493-1-5111	Operations Manager ¹	UNCL	40	1	1	1	\$89,760	\$91,556	\$91,556
01-493-1-5111	Assistant Operations Manager ²	UNCL	40	0	1	1	\$0	\$73,880	\$73,880
01-493-1-5111	Administrative Assistant ³	A-6U/2	35	1	1	1	\$43,082	\$48,828	\$48,828
01-493-1-5111	General Foreman ⁴	W-12U/4	40	1	1	1	\$67,793	\$69,149	\$69,149
01-493-1-5111	Working Foreman ⁴	W-10U/4	40	1	1	1	\$54,196	\$55,280	\$55,280
01-493-1-5111	Working Foreman ⁴	W-10U/4	40	1	1	1	\$54,196	\$55,280	\$55,280
01-493-1-5111	Craftsman - SMEO ⁴	W-9U/4	40	1	1	1	\$52,571	\$53,622	\$53,622
01-493-1-5111	Craftsman - SMEO ⁴	W-9U/4	40	1	1	1	\$52,571	\$53,623	\$53,623
01-493-1-5111	Craftsman - SMEO ⁴	W-9U/2	40	1	1	1	\$50,070	\$51,072	\$51,072
01-493-1-5111	Craftsman - SMEO ⁴	W-8U/4	40	1	1	1	\$51,075	\$52,097	\$52,097
01-493-1-5111	Craftsman - HMEO ⁴	W-8U/4	40	1	1	1	\$51,075	\$52,097	\$52,097
01-493-1-5111	Craftsman - HMEO ⁴	W-8U/4	40	1	1	1	\$51,075	\$52,097	\$52,097
01-493-1-5111	Craftsman - Tiler ^{4 5}	W-8U/4	40	1	1	1	\$48,894	\$52,096	\$52,096
01-493-1-5111	Craftsman ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-493-1-5111	Craftsman ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-493-1-5111	Craftsman ⁴	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-493-1-5111	Craftsman ⁴	W-6U/4	40	1	1	1	\$47,911	\$49,872	\$49,872
01-493-1-5113	Tree Warden - PT	UNCL	Varies	0	0	0	\$35,000	\$35,000	\$35,000
493	DPW Parks & Cemeteries TOTAL			16	17	17			
							Salary (5111)	\$860,953	\$960,163
							Part Time (5113)	\$35,000	\$150,000
							Overtime (5130)	\$105,000	\$115,000
							Night Differential (5142)	\$1,000	\$1,000
							Longevity (5143)	\$5,850	\$5,000
							Above Grade Differential (5144)	\$1,000	\$1,000
							Clothing Allowance (5193)	\$9,800	\$9,800
							Personnel Total:	\$1,018,603	\$1,241,963

Notes to Budget:

¹ This position has received a 2% COLA in FY18.

² Adding this new position to the FY18 budget.

³ This position has been reclassified from a Clerk to an Administrative Assistant per Local 25 Clerical union.

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

⁵ This position has been upgraded from Craftsman (W6) to Craftsman - Tiler (W8).

DPW - Parks & Cemeteries Division (493)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	860,953	960,163	99,210	12%	2% COLA to most. Also includes step increases for eligible employees.
Part Time	35,000	150,000	115,000	329%	The PT salary of T. Laliberte tree warden (\$35K). \$115K is for Park Rangers.
Overtime	105,000	115,000	10,000	10%	When needed.
Night Differentials	1,000	1,000	0	0%	Per the Local 25 DPW Workers contract any employee regularly scheduled between the hours of 6pm until 6am are to receive a night differential of \$1 an hour.
Longevity	5,850	5,000	(850)	-15%	Paid to employees who have reached employment milestones of 10, 15, 20, 25 & 30 years.
Above Grade Differentials	1,000	1,000	0	0%	Per the Local 25 contract any employee required to work above their pay grade is to receive an above grade differential.
Clothing Allowance	9,800	9,800	0	0%	Per the Local 25 DPW Workers contract all workers are awarded a \$700 clothing allowance.
Total Personnel Services	\$1,018,603	\$1,241,963	\$223,360	22%	
<u>General Operating Expenses - Parks & Cemeteries</u>					
Landscaping	260,000	280,000	20,000	8%	For McCues purchasing for seasonal citywide flowers/hanging baskets of islands, and municipal buildings. Carbone landscaping for planting of purchased flowers.
Graffiti Removal	500	5,000	4,500	900%	Removal of graffiti and painting over graffiti that cannot be remove using traditional measures
Glenwood Cemetery Expenses	60,000	60,000	0	0%	
Outdoor Field Lighting	25,000	25,000	0	0%	National Grid
Repair & Maintenance	100,000	120,000	20,000	20%	Based on quotes received for repairs to fields and parks; portable restrooms; fence replacement and maintenance; painting of fields; turf maintenance; irrigation supplies and repairs as needed; supplies for landscaping done in-house.
Trees Seed & Sod Supplies	55,000	70,000	15,000	27%	Based on quotes received for the cost of trees, loam and mulch
Concrete Liners	7,500	7,500	0	0%	Means Pre-Cast liners
	\$508,000	\$567,500	\$59,500	12%	
Total Parks & Cemeteries Budget	\$1,526,603	\$1,809,463	\$282,860	19%	

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494 - DPW STADIUM DIVISION		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-494-2-5212	FUEL	\$5,977.18	\$6,000.00	\$3,787.76	\$6,000.00	\$6,000.00	\$6,000.00
01-494-2-5213	ELECTRIC OUTDOOR FIELD	\$13,989.69	\$14,000.00	\$6,801.35	\$14,000.00	\$14,000.00	\$14,000.00
01-494-2-5240	EQUIPMENT/MOTOR MAINT	\$0.00	\$8,500.00	\$0.00	\$8,500.00	\$8,500.00	\$8,500.00
01-494-2-5255	MAINTENANCE TO FIELD	\$1,800.01	\$9,500.00	\$0.00	\$9,500.00	\$9,500.00	\$9,500.00
01-494-2-5435	REPAIR & MAINTENANCE	\$2,070.02	\$8,000.00	\$4,108.25	\$8,000.00	\$8,000.00	\$8,000.00
EXPENSES Total:		\$23,836.90	\$46,000.00	\$14,697.36	\$46,000.00	\$46,000.00	\$46,000.00
494 DPW STADIUM DIVISION Total:		\$23,836.90	\$46,000.00	\$14,697.36	\$46,000.00	\$46,000.00	\$46,000.00

DPW - Stadium Division (494)

	FY 17	FY 18	\$	%	
	Budget	Request	+ / -	+ / -	Detail
<u>Stadium Division -</u>					
Fuel	6,000	6,000	0	0%	Direct Energy. For heating the field house.
Electric Outdoor Field	14,000	14,000	0	0%	National Grid. Lights needed for evening events.
Equipment Motor Maint	8,500	8,500	0	0%	Turf products, United rentals. More care taken with field as it is being used more often.
Maintenance to Field	9,500	9,500	0	0%	Rental of "sweeper" to clean turf, increased due to heavy use of field (including several drum & bugle competitions).
Repair & Maint Supplies/Mtrl	8,000	8,000	0	0%	Quincy Small, AMSAN, Home Depot, Scoreboard, Masslock
Total Stadium Division	\$46,000	\$46,000	\$0	0%	

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495 - DPW HIGHWAY DIVISION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-495-1-5111	SALARIES	\$925,667.32	\$811,917.00	\$588,274.18	\$851,899.00	\$851,899.00	\$851,899.00
01-495-1-5130	OVERTIME	\$163,804.67	\$154,800.00	\$98,922.39	\$154,800.00	\$154,800.00	\$154,800.00
01-495-1-5142	NIGHT DIFFERENTIAL	\$2,946.86	\$2,000.00	\$1,870.50	\$3,500.00	\$3,500.00	\$3,500.00
01-495-1-5143	LONGEVITY	\$8,900.00	\$4,350.00	\$5,700.00	\$5,150.00	\$5,150.00	\$5,150.00
01-495-1-5144	ABOVE GRADE DIFFERENTIAL	\$2,480.53	\$1,000.00	\$3,254.56	\$5,000.00	\$5,000.00	\$5,000.00
01-495-1-5193	CLOTHING ALLOWANCE	\$11,900.00	\$9,800.00	\$9,100.00	\$9,800.00	\$9,800.00	\$9,800.00
PERSONNEL Total:		\$1,115,699.38	\$983,867.00	\$707,121.63	\$1,030,149.00	\$1,030,149.00	\$1,030,149.00
EXPENSES							
01-495-2-5241	CONSTRUCTION/REPAIRS	\$51,126.17	\$110,000.00	\$5,774.15	\$90,000.00	\$90,000.00	\$90,000.00
01-495-2-5268	CONTRACTED SERVICES	\$201,300.00	\$210,000.00	\$58,875.00	\$200,000.00	\$200,000.00	\$200,000.00
01-495-2-5280	EQUIPMENT HIRE	\$19,788.98	\$25,000.00	\$4,080.00	\$25,000.00	\$25,000.00	\$25,000.00
01-495-2-5435	REPAIR & MAINTENANCE	\$51,469.04	\$75,000.00	\$32,407.16	\$75,000.00	\$75,000.00	\$75,000.00
01-495-2-5436	STREET CLEANING SUPPLIES &	\$0.00	\$30,000.00	\$9,137.14	\$30,000.00	\$30,000.00	\$30,000.00
01-495-2-5440	STREET & TRAFFIC SIGNS	\$22,449.54	\$50,000.00	\$18,859.33	\$50,000.00	\$50,000.00	\$50,000.00
01-495-2-5541	CENTER LINE X-WLK MARK	\$37,393.58	\$50,000.00	\$26,374.69	\$60,000.00	\$60,000.00	\$60,000.00
01-495-2-5543	CEMENT STONE & ASPHALT	\$113,791.56	\$165,000.00	\$90,891.94	\$185,000.00	\$185,000.00	\$185,000.00
01-495-2-5856	OTHER - POLICE DETAILS	\$24,013.50	\$30,000.00	\$25,626.00	\$30,000.00	\$30,000.00	\$30,000.00
EXPENSES Total:		\$521,332.37	\$745,000.00	\$272,025.41	\$745,000.00	\$745,000.00	\$745,000.00
CAPITAL IMPROVEMENTS							
01-495-3-5850	ENHANCED CROSSWALKS	\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
CAPITAL IMPROVEMENTS Total:		\$0.00	\$100,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
495 DPW HIGHWAY DIVISION Total:		\$1,637,031.75	\$1,828,867.00	\$979,147.04	\$1,875,149.00	\$1,875,149.00	\$1,875,149.00

495	DEPARTMENT OF PUBLIC WORKS								
	Highway Division								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR			FY 18
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	MAYOR
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council REC
01-495-1-5111	Highway/Park/Cemetery Superintendent ¹	UNCL	40	1	1	1	\$84,660	\$86,353	\$86,353
01-495-1-5111	Principal Clerk ^{2 5}	C-6U/4	35	1	1	1	\$37,376	\$44,401	\$44,401
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ³	W-10U/4	40	1	1	1	\$54,196	\$55,280	\$55,280
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ³	W-10U/4	40	1	1	1	\$54,196	\$55,280	\$55,280
01-495-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	1	1	\$52,571	\$53,622	\$53,622
01-495-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	1	1	\$52,571	\$53,622	\$53,622
01-495-1-5111	Craftsman - SMEO ³	W-9U/3	40	1	1	1	\$50,070	\$52,576	\$52,576
01-495-1-5111	Craftsman - HMEO ³	W-8U/4	40	1	1	1	\$50,070	\$52,096	\$52,096
01-495-1-5111	Craftsman - HMEO ³	W-8U/2	40	1	1	1	\$47,911	\$49,610	\$49,610
01-495-1-5111	Watchman - HMEO ³	W-8U/4	40	1	1	1	\$50,070	\$52,093	\$52,093
01-495-1-5111	Watchman - HMEO (40 Hours) ^{3 4}	W-8U/2	40	0.80	1	1	\$38,329	\$49,610	\$49,610
01-495-1-5111	Craftsman ³	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-495-1-5111	Craftsman ³	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-495-1-5111	Craftsman ³	W-6U/4	40	1	1	1	\$48,894	\$49,872	\$49,872
01-495-1-5111	Craftsman ³	W-6U/3	40	1	1	1	\$46,607	\$48,869	\$48,869
01-495-1-5111	Craftsman ³	W-6U/3	40	1	1	1	\$46,607	\$48,869	\$48,869
495	DPW Highway TOTAL			15.80	16	16			
							Salary (5111)	\$811,917	\$851,899
							Overtime (5130)	\$154,800	\$154,800
							Night Differential (5142)	\$2,000	\$3,500
							Longevity (5143)	\$4,350	\$5,150
							Above Grade Differential (5144)	\$1,000	\$5,000
							Clothing Allowance (5193)	\$9,800	\$9,800
							Personnel Total:	\$983,867	\$1,030,149

Notes to Budget:

¹ This position has received a 2% COLA in FY18.

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

³ Local 25 DPW union increased 2% as well as step increase when appropriate.

⁴ The hours for this position have been increased from 32 to 40 hours per week.

⁵ Union upgraded position from C-3U to C-6U after budget was printed.

DPW - Highway Division (495)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	811,917	851,899	39,982	5%	includes salary and step increases per COLA & CBA
Overtime	154,800	154,800	0	0%	When needed.
Night Differentials	2,000	3,500	1,500	75%	Per the Local 25 DPW Workers contract any employee regularly scheduled between the hours of 6pm until 6am are to receive a night differential of \$1 an hour. This account for (2) 40 hour watchmen
Longevity	4,350	5,150	800	18%	Paid to employees who have reached employment milestones of 10, 15, 20, 25 & 30 years.
Above Grade Differentials	1,000	5,000	4,000	400%	Per the Local 25 contract any employee required to work above their pay grade is to receive an above grade differential.
Clothing Allowance	9,800	9,800	0	0%	Per the Local 25 DPW Workers contract all workers are awarded a \$700 clothing allowance.
Total Personnel Services	\$983,867	\$1,030,149	\$46,282	5%	
<u>General Operating Expenses - Highway</u>					
Construction Repairs	125,165	90,000	(35,165)	-28%	Various work performed by consultants and specialized vendors.
Contracted Services	210,000	200,000	(10,000)	-5%	Various work performed by consultants and specialized vendors.
Equipment Hire	25,000	25,000	0	0%	Visi Flash, United Rentals, CM Davidson
Repair & Maintenance	75,000	75,000	0	0%	Coyne Textile, Home Depot, AMSAN, WW Granger, Everett Supply, United Rentals, Craftsman Glass, ELC Security
Street Cleaning Sup & Equip	30,000	30,000	0	0%	Sweeping 7 days a week. CN Wood Co, Lactal Equipment, Baystate Sweeping, G/J Towing, Lawson Products, Atlantic Broom
Street & Traffic Signs	50,000	50,000	0	0%	For all street name signs and stop signs. Perma-Line Corp, Supplies Unlimited
Center Line x-walk mark	50,000	60,000	10,000	20%	Line markings for entire city. Used more durable product this year, expect a savings. New road constructions and parking lot renovations to be done in FY 18.
Cement Stone & Asphalt	150,000	185,000	35,000	23%	Increased contract prices, Benevento Asphalt, Aggregate, Tri Products, Home Depot, Linden Block, Omega, Northgate Recycling, Atlantic Asphalt.
Other Police Details	30,000	30,000	0		
	\$745,165	\$745,000	(\$165)	0%	
Enhanced Crosswalks	100,000	100,000	0	0%	

DPW - Highway Division (495)

	FY 17	FY 18	\$	%
	Budget	Request	+ / -	+ / -
Total Highway Budget	\$1,829,032	\$1,875,149	\$46,117	3%

Detail

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496 - DPW SNOW AND ICE DIVISION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-496-1-5130	S & I OVERTIME	\$74,062.31	\$50,000.00	\$150,240.85	\$50,000.00	\$50,000.00	\$50,000.00
PERSONNEL Total:		\$74,062.31	\$50,000.00	\$150,240.85	\$50,000.00	\$50,000.00	\$50,000.00
EXPENSES							
01-496-2-5280	CONTRACTED SERVICES	\$28,265.00	\$40,000.00	\$124,660.00	\$40,000.00	\$40,000.00	\$40,000.00
01-496-2-5434	S & I SUPPLIES & MATERIALS	\$33,103.13	\$50,000.00	\$33,755.25	\$50,000.00	\$50,000.00	\$50,000.00
01-496-2-5446	S & I REPAIR /MAINTANANCE	\$12,270.95	\$10,000.00	\$2,743.60	\$10,000.00	\$10,000.00	\$10,000.00
01-496-2-5480	S & I FUEL	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
01-496-2-5536	S & I SALT	\$189,651.80	\$200,000.00	\$256,169.00	\$200,000.00	\$200,000.00	\$200,000.00
EXPENSES Total:		\$263,290.88	\$325,000.00	\$417,327.85	\$325,000.00	\$325,000.00	\$325,000.00
496 DPW SNOW AND ICE DIVISION Total:		\$337,353.19	\$375,000.00	\$567,568.70	\$375,000.00	\$375,000.00	\$375,000.00

DPW - Snow & Ice (496)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Snow & Ice -</u>					
S & I Overtime	50,000	50,000	0	0%	For City personnel working snow and/or ice shifts.
Contracted Services	40,000	40,000	0	0%	For outside contractors who assist with plowing and/or salting.
S & I Supplies & Materials	50,000	50,000	0	0%	Supplies needed for winter season.
S & I Repair Maintenance	10,000	10,000	0	0%	Costs associated with repairs/maintenance needed to vehicles and/or equipment used during snow / ice emergencies.
S & I Fuel	25,000	25,000	0	0%	For city vehicles used during snow and/or ice storms.
S & I Salt	200,000	200,000	0	0%	Salt used over the entire City.
S & I Police Details	0	0	0		
Total Snow & Ice	\$375,000	\$375,000	\$0	0%	

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497 - DPW SOLID WASTE DIVISION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES							
01-497-2-5290	REFUSE COLLECTION	\$1,640,054.96	\$1,650,000.00	\$1,260,182.97	\$1,812,000.00	\$1,812,000.00	\$1,812,000.00
01-497-2-5293	SOLID WASTE DISPOSAL	\$926,809.31	\$950,000.00	\$682,512.32	\$1,020,000.00	\$1,020,000.00	\$1,020,000.00
01-497-2-5297	RECYCLABLES DISPOSAL	\$0.00	\$80,000.00	\$27,542.24	\$85,500.00	\$85,500.00	\$85,500.00
01-497-2-5298	HAZARDOUS WASTE COLL/DISP	\$17,090.00	\$30,000.00	\$23,553.80	\$62,500.00	\$62,500.00	\$62,500.00
01-497-2-5299	RUBBL/YARD WASTE DISPOSAL	\$88,737.75	\$110,000.00	\$22,756.21	\$110,000.00	\$110,000.00	\$110,000.00
EXPENSES Total:		\$2,672,692.02	\$2,820,000.00	\$2,016,547.54	\$3,090,000.00	\$3,090,000.00	\$3,090,000.00
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
497 DPW SOLID WASTE DIVISION Total:		\$2,672,692.02	\$2,820,000.00	\$2,016,547.54	\$3,090,000.00	\$3,090,000.00	\$3,090,000.00

DPW - Solid Waste (497)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Solid Waste -</u>					
Refuse Collection	1,650,000	1,812,000	162,000	10%	Capitol Waste contract price
Solid Waste Disposal	950,000	1,020,000	70,000	7%	Wheelabrator contract price
Recyclables Disposal	80,000	85,500	5,500	7%	Casella Recycling contract price
Hazardous Waste Coll/Disp	30,000	62,500	32,500	108%	Street sweeping disposal and supplies based on quotes received.
Rubl/Yard Waste Disposal	110,000	110,000	0	0%	tree stumps, street waste (old pavement), street sweeping waste
Total Solid Waste	\$2,820,000	\$3,090,000	\$270,000	10%	

Department of Health & Human Services

The Everett Health and Human Services Department upholds the national standards for local public health departments, known as the 10 Essential Public Health Services. These standards were developed within nationally recognized frameworks and with input from public health professionals and elected officials from across the country.

1. **Monitor** health status to identify community health problems.
2. **Diagnose and investigate** health problems and health hazards in the community.
3. **Inform, educate, and empower** people about health issues.
4. **Mobilize** community partnerships to identify and solve health problems.
5. **Develop policies and plans** that support individual and community health efforts.
6. **Enforce** laws and regulations that protect health and ensure safety.
7. **Link** people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. **Assure** a competent public health and personal healthcare workforce.
9. **Evaluate** effectiveness, accessibility, and quality of personal and population-based health services.
10. **Research** for new insights and innovative solutions to health problems.

These obligations are met through the work of the health department; the Cambridge Health Alliance; various city departments including Inspectional Services; and community-based organizations.

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 2018

5% increase due to: Most salaries increased by 2%. The Wellness Coordinator positions were moved to the School Department in FY18. We also did not fund 3 part-time youth worker positions for the Farmer's Market. There were 2 positions added to the FY18 budget – a Public Health Wellness Nurse and a Nurse (RN). Also, the Mayor has increased the stipend paid to the Board of Health effective July 1, 2017. Medical Waste account increased due to change in disposal regulations. Mosquito Control account increased to cover larvicide applications.

FY 2017: 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 2018: 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.
- ❖ To ensure proper permitting and license to comply with State, Federal and local laws

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Number of inspections	5	10	15	20
Number of permits issued from the Board of Health	355	359	423	500
Preventive vaccines administered – includes TB testing	526	550	575	700
Direct Observation Therapy – daily home visits to Everett residents	144	194	200	220
Body art establishments	3	3	8	10
Flu shots administered	752	848	950	950

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

To Promote Health and Wellness to the Community

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

510 - DEPT OF HEALTH & HUMAN SERVICE							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-510-1-5111	SALARIES	\$1,018,586.32	\$1,172,922.00	\$857,403.00	\$1,285,008.00	\$1,239,153.00	\$1,239,153.00
01-510-1-5113	PART TIME	\$10,591.14	\$44,000.00	\$9,321.55	\$15,000.00	\$15,000.00	\$15,000.00
01-510-1-5130	OVERTIME	\$185.25	\$1,700.00	\$500.00	\$2,500.00	\$2,500.00	\$2,500.00
01-510-1-5143	LONGEVITY	\$5,300.00	\$5,250.00	\$5,800.00	\$6,050.00	\$6,050.00	\$6,050.00
01-510-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$1,570.00	\$336.00	\$2,400.00	\$2,400.00	\$2,400.00
01-510-1-5191	BOARD OF HEALTH STIPEND	\$3,916.66	\$3,200.00	\$2,399.94	\$3,200.00	\$6,200.00	\$6,200.00
01-510-1-5193	CLOTHING ALLOWANCE	\$4,000.00	\$4,500.00	\$4,175.00	\$5,250.00	\$5,000.00	\$5,000.00
PERSONNEL Total:		\$1,042,579.37	\$1,233,142.00	\$879,935.49	\$1,319,408.00	\$1,276,303.00	\$1,276,303.00
EXPENSES							
01-510-2-5249	EQUIPMENT REPAIRS	\$40.00	\$350.00	\$215.00	\$350.00	\$350.00	\$350.00
01-510-2-5300	PROFESSIONAL SERVICES	\$1,553.92	\$1,800.00	\$189.31	\$2,000.00	\$2,000.00	\$2,000.00
01-511-2-5310	MEDICAL SUPPLIES	\$1,347.76	\$3,725.00	\$3,577.35	\$4,500.00	\$4,500.00	\$4,500.00
01-510-2-5321	OPIOID RECOVERY TRAINING	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-511-2-5383	MEDICAL WASTE	\$650.00	\$1,300.00	\$1,083.05	\$4,000.00	\$4,000.00	\$4,000.00
01-510-2-5403	VACCINES	\$0.00	\$0.00	\$0.00	\$25,000.00	\$15,000.00	\$15,000.00
01-510-2-5420	OFFICE SUPPLIES	\$2,115.63	\$3,275.00	\$728.16	\$3,500.00	\$3,500.00	\$3,500.00
01-511-2-5503	HEARING/VISION EXPENSES	\$0.00	\$1,500.00	\$237.50	\$2,500.00	\$2,500.00	\$2,500.00
01-510-2-5710	PROFESSIONAL DEVELOPMENT	\$1,651.33	\$3,000.00	\$473.00	\$4,000.00	\$4,000.00	\$4,000.00
01-511-2-5710	PROFESSIONAL DEVELOPMENT	\$2,479.96	\$3,000.00	\$1,149.60	\$4,000.00	\$4,000.00	\$4,000.00
01-510-2-5780	MOSQUITO CONTROL	\$12,000.00	\$14,000.00	\$14,000.00	\$16,500.00	\$16,500.00	\$16,500.00
EXPENSES Total:		\$21,838.60	\$37,950.00	\$21,652.97	\$66,350.00	\$56,350.00	\$56,350.00
510 DEPT OF HEALTH & HUMAN SERVICE		\$1,064,417.97	\$1,271,092.00	\$901,588.46	\$1,385,758.00	\$1,332,653.00	\$1,332,653.00

510	DEPARTMENT OF HEALTH & HUMAN SERVICES								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
	CLASS/		F T E	F T E	F T E		FY 17	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	\$81,600	\$83,232	\$83,232
01-510-1-5111	Wellness Coordinator	UNCL	20	0.57	0	0	\$21,807	\$0	\$0
01-510-1-5111	Wellness Coordinator	UNCL	20	0.57	0	0	\$21,807	\$0	\$0
01-510-1-5111	Supervising Nurse ¹	UNCL	35	1	1	1	\$76,986	\$78,526	\$78,526
01-510-1-5111	Public Health Nurse ¹	UNCL	35	1	1	1	\$69,437	\$70,826	\$70,826
01-510-1-5111	Public Health Wellness Nurse ²	UNCL	35	0	1	1	\$0	\$50,000	\$50,000
01-510-1-5111	Public Health Nurse ¹	A-8/1	25	0.71	0.71	0.71	\$33,004	\$33,664	\$33,664
01-510-1-5111	Nurse / RN ³	RN-U/6	35	1	1	1	\$59,511	\$57,942	\$57,942
01-510-1-5111	Nurse / RN ³	RN-U/6	35	1	1	1	\$59,511	\$57,942	\$57,942
01-510-1-5111	Nurse / RN ³	RN-U/6	35	1	1	1	\$56,096	\$57,942	\$57,942
01-510-1-5111	Nurse / RN ³	RN-U/6	35	1	1	1	\$59,511	\$57,942	\$57,942
01-510-1-5111	Nurse / RN ³	RN-U/6	35	1	1	1	\$59,511	\$57,942	\$57,942
01-510-1-5111	Nurse / RN ³	RN-U/6	35	1	1	1	\$59,511	\$57,942	\$57,942
01-510-1-5111	Nurse / RN ³	RN-U/6	35	1	1	1	\$48,867	\$57,942	\$57,942
01-510-1-5111	Nurse / RN ^{3 4}	RN-U/5	35	1	1	1	\$64,825	\$58,713	\$58,713
01-510-1-5111	Nurse / RN ³	RN-U/4	35	1	1	1	\$50,452	\$50,841	\$50,841
01-510-1-5111	Nurse / RN ³	RN-U/3	35	1	1	1	\$48,747	\$49,122	\$49,122
01-510-1-5111	Nurse / RN ³	RN-U/3	35	1	1	1	\$48,747	\$49,122	\$49,122
01-510-1-5111	Nurse / RN ³	RN-U/3	35	1	1	1	\$48,747	\$49,122	\$49,122
01-510-1-5111	Nurse / RN ³	RN-U/3	35	1	1	1	\$48,747	\$49,122	\$49,122
01-510-1-5111	Nurse / RN ³	RN-U/2	35	1	1	1	\$47,096	\$47,462	\$47,462
01-510-1-5111	Nurse/RN ^{2 3}	RN-U/1	35	0	1	1	\$0	\$45,855	\$45,855
01-510-1-5111	Nurse/RN ^{2 3}	RN-U/1	35	0	1	0	\$0	\$45,855	\$0
01-510-1-5111	Nurse / LPN ²	LPN-U/6	35	1	1	1	\$38,563	\$37,546	\$37,546
01-510-1-5113	Nurses - Per Diem ⁵	RN-U	Varies				\$15,000	\$15,000	\$15,000
01-510-1-5111	Clerk ⁶	C-3U/7	35	1	1	1	\$43,082	\$43,944	\$43,944
01-510-1-5111	Clerk ⁶	C-3U/2	35	1	1	1	\$19,530	\$36,464	\$36,464

					FY 18	FY 18			FY 18	
	POSITION			FY 17	DEPT	MAYOR			FY 18	
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-510-1-5113	Outreach Worker/Comm Spec ⁷	UNCL	15	0	0	0	\$11,000	\$0	\$0	
01-510-1-5113	Youth Worker ⁷	UNCL	15	0	0	0	\$13,000	\$0	\$0	
01-510-1-5113	Farmer's Market ⁷	UNCL	15	0	0	0	\$5,000	\$0	\$0	
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$1,200	\$1,200	\$2,200	
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$1,000	\$1,000	\$2,000	
01-510-1-5191	Board Member	BOH	BOH	0	0	0	\$1,000	\$1,000	\$2,000	
	Department of Health & Human Services TOTAL			21.85	23.71	22.71				
510										
						Salary (5111)	\$1,172,922	\$1,285,008	\$1,239,153	
						Part Time (5113)	\$44,000	\$15,000	\$15,000	
						Overtime (5130)	\$1,700	\$2,500	\$2,500	
						Longevity (5143)	\$5,250	\$6,050	\$6,050	
						Above Grade Differential (5144)	\$1,570	\$2,400	\$2,400	
						Board of Health Stipend (5191)	\$3,200	\$3,200	\$6,200	
						Clothing (5193)	\$4,500	\$5,250	\$5,000	
Notes to Budget:										
¹ This position has received a 2% COLA in FY 18.							Personnel Total:	\$1,233,142	\$1,319,408	\$1,276,303
² These positions were added in FY18 budget. School RNs are state mandated per capita.										
³ SEIU, Local 888 Nurses Union increased 2% as well as step increase when appropriate.										
⁴ Nurse who covers the Devens School receives a 7% differential per their union contract.										
⁵ Covers emergency nurses when permanent nurses take sick and personal time.										
⁶ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
⁷ These positions related to the Farmers Market, which has been changed for FY18 due to lack of interest.										

Department of Health & Human Services (510)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	1,172,922	1,239,153	66,231	6%	2% on most salaries. 2 new full-time positions.
Part Time Salaries	44,000	15,000	(29,000)	-66%	This is for all the per diem nurses. Also 3 positions not funded for the summer Farmer's Market.
Overtime	1,700	2,500	800	47%	In case clerk requests OT in lieu of comp time. Also for nurses.
Longevity	5,250	6,050	800	15%	For 10+ years of service.
Above Grade Differential	1,570	2,400	830	53%	When performing tasks that are above the parameters of the job description.
BOH Stipend	3,200	6,200	3,000	94%	This is for the Board - Dr. Connolly, M. Massau, Vacancy. Increased by the Mayor. \$1,000 per member.
Clothing Allowance	4,500	5,000	500	11%	Paid to each school nurse to pay for uniforms/lab coats to be used in the schools and while in the Health Department. CDC guidelines state that uniforms/lab coats must be replaced yearly to prevent unnecessary health risks. Each nurse receives \$175.
Total Personnel Services	\$1,233,142	\$1,276,303	\$43,161	4%	
<u>General Operating Expenses</u>					
Equipment Repairs	350	350	0	0%	Used for yearly calibration and repair of vaccine refrigerators and other repairs for BOH machinery.
Professional Services	1,800	2,000	200	11%	Used for services provided to the department outside of internal BOH capacity. Such as access to MDPH trainings and software that is not provided in kind as well as other professional services.
Medical Supplies	3,725	4,500	775	21%	All supplies used during flu clinics, medical emergencies, etc.
Opioid Recovery Training	6,000				
Medical Waste	1,300	4,000	2,700	208%	Sharps disposal. Funding from state was cut during FY 16 and rates for disposal increased.
Office Supplies	3,275	3,500	225	7%	General office supplies.
Vaccines	0	15,000	15,000		The flu vaccine was provided thru a grant now we pay the state.
Hearing/Vision	1,500	2,500	1,000	67%	Need to purchase a new machine.
Prof Development	3,000	4,000	1,000	33%	Pays for necessary training to perform basic health department functions at City Hall. CPR/First aid, shelter training and needle use certifications. Also have added some funds from Prof Resources - MHOA dues and EHA dues. Also for travel expenses when training.
Prof Development	3,000	4,000	1,000	33%	Pays for trainings that are imperative for nursing in general and school nursing. DOE certifications, AED training, seizure certifications, etc.
Mosquito Control	14,000	16,500	2,500	18%	Pays East Middlesex Mosquito Control for larvacides and aerial spraying to prevent EEE and West Nile outbreaks. Two payments of \$7,000 in 6 month intervals.

Department of Health & Human Services (510)

	FY 17	FY 18	\$	%
	Budget	Request	+ / -	+ / -
Total Expenditures	\$37,950	\$56,350	\$24,400	48%
Total	\$1,271,092	\$1,332,653	61,561	5%

Detail

Department of Planning and Development

The Everett Department of Planning and Development plans and guides inclusive e growth in our City – creating opportunities for everyone to live, work and connect.

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 2018

We are seeking to add an additional staff planner to assist with day-to-day projects. Under Professional Services we are seeking \$485,000 to include:

- ❖ Architectural/Engineering Services (plot plans, renderings, etc.)
- ❖ Neighborhood planning studies.
- ❖ Legal Services (example zoning ordinance work)
- ❖ Training of municipal boards and staff (ZBA, Planning Board, and Conservation Commission)



FY 2017: Accomplishments

- ❖ Completion of parks: Meadows Phase 1; Day Park; Florence Street Park Phase 1
- ❖ Ongoing park projects: Gramstorf Park, Sacramone Park; Swan Street Park, Meadows Phase 2;

- ❖ 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 \$150K for Bike Path Design Services

FY 2018: 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 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
First Time Home Buyers Assisted	15	25	25	30
Housing Rehabilitation Assistance (CDBG funded)	20	22	5 units	5 units
Financial/Technical Assistance (small businesses)	10	12	5 - 8	10

How FY 2018 Departmental Goals Relate to City's Overall Long & Short Term Goals

- ❖ Revise the City's Open Space and Recreation Plan (Expires late 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; 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

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

521 - DEPT OF PLANNING & DEVELOPMENT							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-521-1-5111	SALARIES	\$357,370.67	\$360,864.00	\$321,485.98	\$458,412.00	\$458,412.00	\$458,412.00
01-521-1-5130	OVERTIME	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
01-521-1-5143	LONGEVITY	\$6,250.00	\$4,050.00	\$4,050.00	\$4,050.00	\$4,050.00	\$4,050.00
PERSONNEL Total:		\$363,620.67	\$365,014.00	\$325,535.98	\$462,562.00	\$462,562.00	\$462,562.00
EXPENSES							
01-521-2-5300	PROFESSIONAL SERVICES	\$106,742.78	\$541,000.00	\$102,549.09	\$830,000.00	\$830,000.00	\$830,000.00
01-521-2-5313	GIS EXPENSES	\$2,785.82	\$15,000.00	\$3,585.62	\$15,000.00	\$15,000.00	\$15,000.00
01-521-2-5420	OFFICE SUPPLIES	\$1,124.50	\$6,000.00	\$4,012.60	\$3,000.00	\$3,000.00	\$3,000.00
01-521-2-5710	PROFESSIONAL DEVELOPMENT	\$2,283.60	\$8,000.00	\$6,442.69	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$112,936.70	\$570,000.00	\$116,590.00	\$853,000.00	\$853,000.00	\$853,000.00
521 DEPT OF PLANNING & DEVELOPMENT		\$476,557.37	\$935,014.00	\$442,125.98	\$1,315,562.00	\$1,315,562.00	\$1,315,562.00

521 DEPARTMENT OF PLANNING & DEVELOPMENT									
PERSONNEL SERVICES									
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	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	\$68,850	\$70,227	\$70,227
01-521-1-5111	Administrative Assistant ^{5 a}	A-6U/6	35	0.30	0.30	0.30	\$16,241	\$16,897	\$16,897
01-521-1-5111	Senior Planner ^{2 a}	UNCL	35	0.75	0.75	0.75	\$48,750	\$49,725	\$49,725
01-521-1-5111	Sustain/Environ Planner ^a	A-11/1	35	1	1	1	\$59,141	\$60,324	\$60,324
01-521-1-5111	Deputy Director ^{3 a}	UNCL	35	0.20	0.20	0.20	\$15,385	\$15,693	\$15,693
01-521-1-5111	Housing Specialist ^{4 a}	UNCL	35	0.25	0.25	0.25	\$16,299	\$16,625	\$16,625
01-521-1-5111	Traffic Engineer/Planner ^a	UNCL	35	1	1	1	\$72,828	\$74,285	\$74,285
01-521-1-5111	GIS Coordinator ^a	UNCL	35	1	1	1	\$63,370	\$64,637	\$64,637
01-521-1-5111	Project Manager/Economic Planner	UNCL	35	0	1	1	\$0	\$90,000	\$90,000
521	Planning & Development TOTAL			5.25	6.25	6.25			
							Salary (5111)	\$360,864	\$458,412
							Overtime (5130)	\$100	\$100
							Longevity (5143)	\$4,050	\$4,050
							General Fund Total	\$365,014	\$462,562
Notes to Budget:									
¹ Partially funded by grant (see below). Annual salary is \$93,636.									
² Partially funded by grant (see below). Annual salary is \$66,300.									
³ Partially funded by grant (see below). Annual salary is \$78,464.									
⁴ Partially funded by grant (see below). Annual salary is \$65,501.									
⁵ Partially funded by grant (see below). Annual salary is \$56,324.									
^a This position has received a 2% COLA in FY 18.									
CDBG	Executive City Planner ¹	UNCL	35	0.25	0.25	0.25	\$22,950	\$23,409	\$23,409
CDBG	Senior Planner ²	UNCL	35	0.25	0.25	0.25	\$16,250	\$16,575	\$16,575
CDBG	Deputy Director ³	UNCL	35	0.80	0.80	0.80	\$61,540	\$62,771	\$62,771
Home	Housing Specialist ⁴	UNCL	35	0.75	0.75	0.75	\$48,898	\$49,876	\$49,876
CDBG	Administrative Assistant ⁵	A-6U/6	35	0.70	0.70	0.70	\$37,896	\$39,427	\$39,427
521	Planning & Development TOTAL			2.75	2.75	2.75	\$187,534	\$192,057	\$192,057

Planning & Development (521)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	360,864	458,412	97,548	27%	2% COLA on most salaries. New position added.
Overtime	100	100	0	0%	When overtime is requested in lieu of comp time for A6U Administrative Assistant.
Longevity	4,050	4,050	0	0%	For J. Vitukevich, M. Galazka and A. Borgonzi.
Total Personnel Services	\$365,014	\$462,562	\$97,548	27%	
General Operating Expenses					
Professional Services	550,000	830,000	280,000	51%	\$235K - Architectural/design services, appraisals, engineering related work \$200K - Planning studies \$225K - Urban Renewal Plans for: Everett Square Rivers Edge \$120K - Government Services \$50K - Legal costs
GIS Expenses	15,000	15,000	0	0%	For the GIS Coordinator's expenses.
Office Supplies	3,000	3,000	0	0%	WB Mason
Professional Development	5,000	5,000	0	0%	With new staff, new professional licenses, affiliations and trainings are needed.
Urban Renewal	122,000	0	(122,000)	-100%	Budgeted under Professional Services in FY18.
Total Expenditures	\$695,000	\$853,000	\$158,000	23%	
Total	\$1,060,014	\$1,315,562	\$255,548	24%	

Council on Aging

Evaluate, coordinate, promote and encourage new and existing services and activities intended to enhance or improve the quality of life of older persons in the City; Survey resources available to Everett elderly and act as an information and referral source regarding services, benefits, activities and programs available to them; Act in an advisory capacity to the Mayor on all matters pertaining to the welfare of elderly Everett citizens; Be the primary public advocate for elderly Everett residents.

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 18

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 2017: Accomplishments

- ❖ Connolly Center Kitchens has been completely renovated
- ❖ In FY 2016 there were 11,560 participants in exercise programs - In FY17 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 2018: 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 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Total # Senior Citizens served through COA	1,009	1,030	1,076	
Volunteers	25	28	35	
Tax Work Off Participants	15	15	20	
Van Rides – Units of Service	5,750	6,100	7,500	



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541 - COUNCIL ON AGING		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-541-2-5420	OFFICE SUPPLIES	\$1,770.64	\$2,000.00	\$1,629.32	\$2,000.00	\$2,000.00	\$2,000.00
01-541-2-5780	SENIOR ACTIVITIES EXPENSES	\$42,443.22	\$45,000.00	\$33,000.26	\$65,000.00	\$45,000.00	\$45,000.00
EXPENSES Total:		\$44,213.86	\$47,000.00	\$34,629.58	\$67,000.00	\$47,000.00	\$47,000.00
541 COUNCIL ON AGING Total:		\$44,213.86	\$47,000.00	\$34,629.58	\$67,000.00	\$47,000.00	\$47,000.00

Council on Aging (541)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Council on Aging					
Office Supplies	2,000	2,000	0	0%	Increase in toner cartridges - more fliers and info to seniors to promote upcoming events.
Senior Activities Expenses	45,000	45,000	0	0%	Pays for all the supplies used to have events in the Senior Center, including paper products, repairs to the Bingo board, decorations, coffee, food at some of the senior events, musical bands and singers for senior entertainment, etc.
Total	\$47,000	\$47,000	\$0	0%	

Office of Veterans Services

The City of Everett's Department of Veterans' Services (DVS) serves as an advocate for all veterans and their dependents. The department advises clients as to the availability of state services and benefits to which they are entitled to. In addition, DVS provides financial assistance to income eligible veterans, surviving spouses and their dependents.

DVS also assists veterans in applying for federal VA benefits, such as service connected compensations, non-service connected disability pensions, medical benefits, home loans, educational benefits, death and burial benefits, as well as pension benefits for those veterans in nursing homes or are housebound.

The department coordinates public events on Veterans, and Memorial Days. On Memorial Day, over 4000 flags are placed on the graves of veterans interred in Everett cemeteries. In addition, DVS coordinates the dedication of streets, squares and parks named after veterans who were killed in action.



Located a few blocks from Everett Square, the department is fully accessible for persons with a disability.

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 hats we wear are plenty and include continually counseling our Veterans on how to seek alternate means of financial stability via veteran eligible job training programs as well as working collaboratively with the Massachusetts designated Veteran Career Counseling Office.

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 also serve as a liaison between the Veteran and the VA for all benefits.

The Office of Veteran Services provides a “one stop” shopping and “customer first” approach in addressing the needs of all Veterans & their families. We are proud of the work that has continues today and have the gratification of knowing the people we serve are satisfied with the aid and assistance of this office.



Significant Budget & Staffing Changes for FY 2018

Addition of a part time staffer to provide additional administrative support to complement the Full-Time Director and part time Veteran’s Agent. The FY 2018 Veterans Budget also includes the addition of two new programs: Thank a Vet Program & Graduates to Guardians Program; an allocation of funds to provide for a meaningful memorial to honor all of Everett’s post 9/11 soldiers as well as funding to adequately welcome home our soldiers who have honorably served this county and this community. In prior years, this office has returned substantial monies back into the City of Everett’s general operating reserve. In FY 2018, the VSO is requesting a reduction in certain line items that had collectively accounted for most of the monies returned at the end of prior fiscal years. These reductions have been shifted to fund the requested additional part time staff as well as fund the request to add the two new programs, the memorial to honor post 9/11 Everett soldiers and other ancillary needs.

FY 2017: Accomplishments

- ❖ The newly hired Veterans Director, Jeanne M. Cristiano began on September 26, 2016
- ❖ Implementation of a “one stop” shopping /“customer first” organizational model

- ❖ This office was the first in the Metropolitan Boston and is (1) of (5) municipalities in the state to add a new tool to our toolbox by adding newly available software-“Vetra Spec” to better serve our veterans and their families
- ❖ “Vetra Spec” allows this office to submit electronically all types of disability and compensation claims for our client base which eliminates the all too common problems with “paper filings” and the loss or misplacement of important documents
- ❖ Conducted a comprehensive review and refresh of the Veterans Services Office internal control protocols
- ❖ Implemented Phase 1 of a comprehensive outreach plan to educate and inform Everett residents who may also be veterans or the widows of deceased veterans as to the services this office provides
- ❖ As a result of outreach efforts thus far, the M.G.L. Chapter 115 Client base has increased with the addition of 18 new clients
- ❖ Successful Veterans Day and Memorial Day programs
- ❖ Bring a Vet to School Day
- ❖ Successful Memorial Day program 4,000 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 2018: Goals & Objectives

- ❖ Implementation of Phase 2 and 3 of the comprehensive outreach plan to educate and inform Everett residents who may also be veterans or the widows of deceased veterans as to the services this office provides
- ❖ Implementation of the “Thank a Vet” program
- ❖ Implementation of the “Graduates to Guardians” program
- ❖ Working collaboratively with key stakeholders to provide for a meaningful memorial to honor our post 9/11 soldiers
- ❖ Create a Veterans page on the City of Everett’s Face Book page
- ❖ Create a City of Everett Veterans Services Twitter Account
- ❖ As a result of planned outreach efforts, increase the MGL Chapter 115 case load; increase # of veterans and family members seeking this departments hands on assistance in submitting electronically claims for disability and compensation claims; and continue to see increases in all constituent traffic with respect to this office
- ❖ Create a survey document to be provided to all constituents who access this office for services –this will allow the DVS to measure the satisfaction or lack thereof of those who access this office

- ❖ Create a long overdue draft policy with respect to the naming of veterans squares and said draft policy will be shared with Mayor Carlo DeMaria and the Everett City Council for their review and input prior to the adoption of said policy
- ❖ Continue to attend seminars and course offerings to be able to better serve our residents
- ❖ Ensuring Veterans Day and Memorial Day programs are successful
- ❖ Ensuring that veterans with identifiable markers on their graves have flags placed at their gravesites in both the Woodlawn & Glenwood Cemetery
- ❖ Continue to update as necessary the WWII Roll Call Memorial located at the Everett High School Football Stadium

Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
# of Cases	57	53	63	68
Amount Reimbursed to City from State	\$278,839	\$262,500	\$224,674	\$275,000
\$\$ and benefits expended	\$371,192	\$350,000	\$299,566	TBA

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

The Office of Veterans Services and the Mayor have continued to aid and assist the veteran community and proving the best services to the City.



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543 - OFFICE OF VETERANS SERVICES							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-543-1-5111	SALARIES	\$68,347.22	\$69,156.00	\$47,849.71	\$75,000.00	\$70,539.00	\$70,539.00
01-543-1-5113	PART TIME SALARY	\$17,218.50	\$18,860.00	\$16,811.90	\$47,492.00	\$24,918.00	\$24,918.00
01-543-1-5143	LONGEVITY	\$1,645.45	\$1,300.00	\$0.00	\$800.00	\$800.00	\$800.00
PERSONNEL Total:		\$87,211.17	\$89,316.00	\$64,661.61	\$123,292.00	\$96,257.00	\$96,257.00
EXPENSES							
01-543-2-5305	RESTORATION OF CANNON	\$0.00	\$14,050.00	\$0.00	\$14,050.00	\$14,050.00	\$14,050.00
01-543-2-5351	WREATHS	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
01-543-2-5420	OFFICE SUPPLIES	\$243.64	\$1,650.00	\$1,296.56	\$1,200.00	\$1,200.00	\$1,200.00
01-543-2-5700	CITY FLAGS	\$5,540.11	\$6,000.00	\$1,983.40	\$6,000.00	\$6,000.00	\$6,000.00
01-543-2-5701	VETERANS PLAQUES & SIGNS	\$770.00	\$1,650.00	\$360.00	\$1,650.00	\$1,650.00	\$1,650.00
01-543-2-5706	WELCOME HOME BANNERS	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-543-2-5708	GRADUATE TO GUARDIANS PROGRAM	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-543-2-5709	THANK A VET PROGRAM	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-543-2-5713	POST 9/11 MEMORIAL	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-543-2-5715	TRAVEL	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
01-543-2-5716	PROFESSIONAL DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	\$750.00
01-543-2-5770	VET BEN-ALLOWANCE	\$286,497.88	\$391,000.00	\$254,493.75	\$361,000.00	\$361,000.00	\$361,000.00
01-543-2-5775	VET BEN-DR / DENTIST / HOSPITAL	\$3,824.49	\$18,000.00	\$625.00	\$10,000.00	\$10,000.00	\$10,000.00
01-543-2-5777	VET BEN-MEDEX	\$16,332.00	\$30,000.00	\$13,034.19	\$25,000.00	\$25,000.00	\$25,000.00
01-543-2-5783	VETERANS DAY	\$369.90	\$1,000.00	\$484.80	\$1,000.00	\$1,000.00	\$1,000.00
01-543-2-5785	CITY MEMORIAL DAY EXPENSES	\$1,014.82	\$3,000.00	\$1,240.00	\$2,000.00	\$2,000.00	\$2,000.00
EXPENSES Total:		\$317,592.84	\$469,350.00	\$276,517.70	\$443,650.00	\$443,650.00	\$443,650.00
543 OFFICE OF VETERANS SERVICES Total:		\$404,804.01	\$558,666.00	\$341,179.31	\$566,942.00	\$539,907.00	\$539,907.00

Veterans' Services (543)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	69,156	70,539	1,383	2%	2% COLA on salary.
Part Time Salary	18,860	24,918	6,058	32%	2% COLA For Ms. Miranda and increased hours from 16 to 19.5. Added new PT position. Adding another .5 staffer is partly based on the significant increase in new eligible clients that are accessing MGL Chapter 115 benefits. When the newly hired VSO came on board in the final week of September 2016, the client caseload was 53 --as of March 14, 2017, this office has added 18 eligible veterans and widows which represents a 33% percent increase. This office has also deemed 11 clients no longer eligible. This increase in staff is also based on the increase in constituents accessing this office and being able to meet their requests due to some targeted outreach efforts this office has conducted as well as some new programs that the VSO would like to add in FY 2018. More on that included under General Operating Expenses. (not funded in final budget review)
Longevity	1,300	800	(500)	-38%	Ms. Cristiano -10 years of prior service. My predecessor had been receiving a \$1,300 longevity payment --hence the \$500 variance
Total Personnel Services	\$89,316	\$96,257	\$6,941	8%	
<u>General Operating Expenses</u>					
Restoration of Cannon	15,000	14,050	(950)	-6%	Renovation of Civil War Section at Glenwood Cemetery. This is a match grant with State. This office would like to retain the services of a credentialed civil war historian to provide a cost estimate to restore this Cannon as well as set a value for this important historical artifact to help determine next steps.
Wreaths	3,000	3,000	0	0%	For military markers and memorials in advance of Memorial Day
Office Supplies	700	1,200	500	71%	WB Mason-- JMC Update --we are requesting additional funds as this office continues to respond to a large increase in constituent activity due to increased outreach efforts to not only educate residents as to Chapter 115 but also the Veterans Office newly implemented "one stop" shopping model where the veteran or widow is no longer directed to some other agency to get the help or information they need --these folks become another subset of client base for the Office of Veteran Services --often looking for military records, long lost medals, plaques for veteran grave sites, DD 214's, help with housing issues, homelessness, serving as their community liaison to the VA, working with veterans and widows step by step through the VA Disability and Compensation claim process and actually filling out forms and ensuring that all relevant materials including all medical docs and forms have been gathered and are ready to be submitted and once finalized submit electronically to the VA, you name it-- this office does it.
City Flags	6,000	6,000	0	0%	4,000 flags at Glenwood & Woodlawn cemetery
Veterans Plaques & Signs	1,650	1,650	0	0%	Memorial square signs
Welcome Home Banners	0	3,000	3,000		When this office receives notice through a family member or a dear friend that a soldier is returning home after serving his country and this community honorably, we would like to (with the family's permission of course) display a large banner welcoming home that soldier across Broadway at the intersection of Church Street and Broadway.
Graduate to Guardians Program	0	2,500	2,500		This program start up costs have been estimated to be roughly \$2500. This program target audience is any senior in high school who has already signed up via the Armed Forces Delayed Entry Program --at the senior honors awards night held just prior to graduation--this subset of students would be provided with a large coin --on one side would be the city of everett seal and the other side would be the insignia for the branch of service they have joined.

Veterans' Services (543)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Thank a Vet Program	0	2,000	2,000		All too often, this office has requests for Veteran ID Cards and unless you access your health care through the VA (they provide a health care card) you do not have the ability to show evidence that you are a veteran in cases where you may be able to access certain ancillary benefits such as Veteran Discounts & Savings offered by a wide range of proprietary venues. We would like to be able to provide City of Everett Veteran Thank you ID's --the interested party would be required to provide a copy of their DD 214 and same will be kept on file here at the Veterans Office. The veteran would be provided a laminated photo ID which will provide him/her with wallet size documentation that will allow the Veteran to use.
Post 911 Memorial	0	10,000	10,000		While we continue to make every effort to honor all of our soldiers, past, present and future --I am reminded every time I walk into City Hall and view the photos of post 9/11 soldiers that we need to consider investing in a memorial that truly represents the service, duty and courage of Everett's own soldiers who volunteered to serve post 9/11. As a side note, I am also reminded at least once a week by a host of interested parties that the present photo display is not acceptable (I am being polite).
Travel	0	500	500		Each year, the VSO attends seminars and trainings and in some cases, the location is not in nearby Boston, but in Leominister, Bedford or Lowell. Presently, there is no line item to get reimbursed for the personal use of your vehicle and the mileage & parking fees associated with this travel.
Professional Development	0	750	750		We would use this line item to be able to attend seminars or limited on-line courses that charge a minimal fee as often the latest updates are available first through these type of seminars and on-line courses.
Vet Ben Allowance	391,000	361,000	(30,000)	-8%	MGL Chapter 115, is a resource made available to income eligible veterans, monetary assistance for day to day expenses as well as housing, fuel and medical reimbursements and funeral expenses up to \$2K.
Vet Ben Dentist & Hospital	18,000	10,000	(8,000)	-44%	Hospital and dental reimbursements
Vet Ben Medex	30,000	25,000	(5,000)	-17%	Medicare reimbursements
Veterans Day	1,000	1,000	0	0%	Ancillary costs to host event
City Memorial Day Expenses	3,000	2,000	(1,000)	-33%	Ancillary costs to host event
Total Expenditures	\$469,350	\$443,650	(\$25,700)	-5%	
Total	\$558,666	\$539,907	(\$18,759)	-3%	

Disability Commission

The Commission works to maximize access to all aspects of Everett community life for individuals with disabilities, and strives to raise awareness of disability matters, to eliminate discrimination, and to promote equal opportunity for people with all types of disabilities – physical, mental and sensory

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 17

Increase per the Mayor's recommendation. \$1K per each member.

FY 2018: Goals & Objectives

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



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544 - DISABILITY COMMISSION		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-544-1-5111	SALARIES	\$325.00	\$0.00	\$366.66	\$0.00	\$0.00	\$0.00
01-544-1-5191	STIPEND	\$1,500.02	\$3,700.00	\$1,466.64	\$3,700.00	\$10,700.00	\$10,700.00
PERSONNEL Total:		\$1,825.02	\$3,700.00	\$1,833.30	\$3,700.00	\$10,700.00	\$10,700.00
EXPENSES							
01-544-2-5420	OFFICE SUPPLIES	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00
EXPENSES Total:		\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00
544 DISABILITY COMMISSION Total:		\$1,825.02	\$3,950.00	\$1,833.30	\$3,950.00	\$10,950.00	\$10,950.00

Disability Commission (544)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	3,700	10,700	\$7,000	189%	Increase per the Mayor's recommendation. \$1K per each member.
Total Personnel Services	\$3,700	\$10,700			
<u>General Operating Expenses</u>					
Office Supplies	250	250	\$0	0%	
Total Expenditures	\$250	\$250	\$0	0%	
Total Disability Comm	\$3,950	\$10,950	\$7,000	177%	

Office of Human Services

The Department of Human Services provides a wide range of services that is unique in the Commonwealth. Driven by the needs of residents, the department's extensive services and programs touch almost every sector in the city: from newborns to senior citizens, from school-aged children to homeless families, from non-profit organizations to local employers.

Residents participate in the work of the department at all levels: as employees, as members of the Council on Aging, as volunteers, as members of neighborhood councils, task forces and committees, and as consumers of services.

DHSP services provided directly to the community include:

- Neighborhood-based educational and enrichment programs for seniors;
- Recreation programs for adults;
- Services to and programs for seniors;
- Fuel assistance;
- Substance abuse prevention programs;
- Job preparation and matching;
- Classes for Adult Basic Education, literacy and English for Speakers of Other Languages;
- Housing search and casework services to homeless and at-risk individuals and families;
- Haitian services;

In addition, the department brings non-profit and community-based organizations together for planning, coordination and technical assistance, funding many of these agencies through service contracts.

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 2018

25% increase due to: 2% increase on most salaries. Community Health Specialist went from PT to FT. The COA Assistant Director/Program Coordinator was being partially funded by a grant, but that grant ended. He is now supported wholly by the city. Three new positions added – an Office Manager and two Constituent Services Aides. Most of the Elderly Assistants have seen a reclassification of their salary and their hours.

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

FY 2017: Accomplishments

- ❖ Successful programs for all community outreach

FY 2018: 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 2015	Actual FY 2016	Actual FY 2017	Estimated FY 2018
Fuel Assistance – Action for Boston Community Development Emergency Utilities	13/30	30	35	45

How FY 2018 Departmental Goals Relate to City’s Overall Long & Short Term Goals

Through teamwork encouraging our citizens to gather on a daily basis for our healthy meals program – one program among many initiated for the well-being of our community.



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599 - OFFICE OF HUMAN SERVICES							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-599-1-5111	SALARIES	\$298,901.04	\$312,087.00	\$233,033.37	\$456,464.00	\$426,464.00	\$426,464.00
01-599-1-5113	PART TIME	\$64,349.01	\$64,934.00	\$47,490.20	\$56,987.00	\$56,987.00	\$56,987.00
01-599-1-5143	LONGEVITY	\$4,350.00	\$4,350.00	\$2,900.00	\$2,650.00	\$2,650.00	\$2,650.00
PERSONNEL Total:		\$367,600.05	\$381,371.00	\$283,423.57	\$516,101.00	\$486,101.00	\$486,101.00
EXPENSES							
01-599-2-5302	DOMESTIC VIOLENCE PREVENTION	\$9,000.00	\$10,000.00	\$6,878.33	\$10,000.00	\$10,000.00	\$10,000.00
01-599-2-5420	OFFICE SUPPLIES	\$1,140.12	\$2,000.00	\$736.06	\$3,000.00	\$3,000.00	\$3,000.00
01-599-2-5780	SOCIAL SERVICES	\$11,790.20	\$12,000.00	\$719.01	\$15,000.00	\$15,000.00	\$15,000.00
01-599-2-5781	ELDER SERVICES	\$55,932.05	\$57,000.00	\$52,682.16	\$65,000.00	\$65,000.00	\$65,000.00
EXPENSES Total:		\$77,862.37	\$81,000.00	\$61,015.56	\$93,000.00	\$93,000.00	\$93,000.00
599 OFFICE OF HUMAN SERVICES Total:		\$445,462.42	\$462,371.00	\$344,439.13	\$609,101.00	\$579,101.00	\$579,101.00

599	OFFICE OF HUMAN SERVICES								
	PERSONNEL SERVICES								
	POSITION			FY 17	FY 18	FY 18			FY 18
		CLASS/		F T E	F T E	F T E	FY 17	FY 18	FY 18
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	DEPT	& Council
								REQUEST	REC
01-599-1-5111	Human Services Director ¹	UNCL	35	0.91	0.91	0.91	\$71,949	\$0	\$0
01-599-1-5111	Community Health Specialist ²	UNCL	35		0	1	\$30,600	\$66,300	\$66,300
01-599-1-5111	COA Assist Dir / Prog Coord ^{3 5}	UNCL	35	0.93	1	1	\$56,916	\$62,891	\$62,891
01-599-1-5111	Education Coordinator ^{3 5}	A-9/1	35	0.97	1	1	\$48,626	\$51,133	\$51,133
01-599-1-5111	Assistant Community Health Specialist ⁴	UNCL	30	0	0.86	0	\$0	\$30,000	\$0
01-599-1-5111	Administrative Assistant ⁶	A-6U/7	35	1	1	1	\$54,137	\$55,220	\$55,220
01-599-1-5111	Clerk ⁶	C-3/7	35	1	1	1	\$43,082	\$43,943	\$43,943
01-599-1-5111	Clerk ⁶	C-3U/4	35	1	1	1	\$37,376	\$39,822	\$39,822
01-599-1-5111	Office Manager ⁷	UNCL	25	1	0	0	\$0	\$42,172	\$42,172
01-599-1-5111	Constituent Services Aide ⁷	UNCL	25	1	0	0	\$0	\$28,600	\$28,600
01-599-1-5111	Constituent Services Aide ⁴	UNCL	25	0	0	0	\$0	\$36,382	\$36,382
01-599-1-5113	Elderly Assistants ^a	UNCL	Varies	0	0	0	\$14,047	\$28,600	\$28,600
01-599-1-5113	Elderly Assistants ^a	UNCL	Varies	0	0	0	\$10,538	\$11,520	\$11,520
01-599-1-5113	Elderly Assistants ^a	UNCL	Varies	0	0	0	\$5,242	\$5,347	\$5,347
01-599-1-5113	Elderly Assistants ^a	UNCL	Varies	0	0	0	\$4,507	\$11,520	\$11,520
599	Human Services TOTAL			7.81	6.77	6.91			
Notes to Budget:							Salary (5111)	\$312,087	\$456,464
¹ Position filled by Steve Supino. Salary under Health Department budget.							Part Time (5113)	\$64,934	\$56,987
² Community Health Specialist went from part-time to full-time during FY17.							Longevity (5143)	\$4,350	\$2,650
³ Grant funding for this position has been cut for FY18. Entire salary picked up by City.									
⁴ New position added to the FY18 budget.							Personnel Total:	\$381,371	\$516,101
⁵ 2% COLA added to salary.									
⁶ Local 25 Clerical union increased 2% as well as step increase when appropriate.									
⁷ This position added during FY17.									
^a Elderly Asst rate increases (Ida Repucci to \$22.00, John Darrigo to \$12/hr, Mary DiRusso, Verna Green to \$12/hr)									

Human Services (599)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	312,087	426,464	114,377	37%	2% COLA on most. Step increases for eligible employees Community Health Specialist is going to a full time salary. She is preparing the Healthy Meals as well as Healthy Lunches for seniors where we have seen a substantial increase in attendance. Added 3 new positions during FY17, 2 will begin on 7/1/17. No more grant funding. City is paying 100% of all salaries.
Part Time Salaries	64,934	56,987	(7,947)	-12%	Supports the elderly assistants in the Connolly Center. Some of the regular workers are: Ms. Repucci, Mr. Darrigo, Ms. DiRusso and Ms. Green.
Longevity	4,350	2,650	(1,700)	-39%	M. Cornelio \$800. D. Randall \$1,050 , D. Palma \$800
Total Personnel Services	\$381,371	\$486,101	\$104,730	27%	
General Operating Expenses					
Domestic Violence	10,000	10,000	0	0%	Contracts with a domestic violence prevention agency, usually Portal to Hope, to provide services to Everett residents who are affected by the crimes of domestic violence, sexual assault and stalking. Some of the community based services are crisis intervention, counseling and support groups, emergency shelter and assistance with permanent housing, job placement assistance, legal advocacy and youth programs.
Office Supplies	2,000	3,000	1,000	50%	General supplies
Social Services	12,000	15,000	3,000	25%	Used for individuals and agencies to provide services that are deemed necessary by the Director of Human Services. Most often, it is used to supplement the Elderly Medical and Nutritional Shopping Programs. Special requests may also come from the Dept. of Children and Families, the Everett Adult Learning Center, Tri-Cap or Mystic Valley Elder Services.
Elder Services	57,000	65,000	8,000	14%	Medical and nutritional shopping transportation for the city's portion to offset the grant from the Executive Office of Elder Affairs. We pay \$16,916 as a cash match for Mystic Valley Elder Services.
Total Expenditures	\$81,000	\$93,000	\$12,000	15%	This will cover additional food cost we have currently increased participation by 400% we will also be doing more of our socials in house
Total	\$462,371	\$579,101	\$116,730	25%	

Department of Libraries

The Everett Public Libraries continue to be a vital asset the Everett Community. The Parlin Memorial Library and Shute Memorial Library work in tandem to ensure opportunities to increase employment viability, engage in self-directed and recreational learning, and provide essential acclimation services to our newest neighbors. Providing free, reliable, trustworthy information services is the hallmark of all public libraries and is essential in a democratic society.

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.



Budget and Staffing

A new library director was hired in late October of 2016. Though concerted efforts have been made to comply with stated goals and objectives, as well as the capital plan, the libraries have been hampered by significant staffing shortages. The library elevated the existing staff librarian to the position of director, leaving the Young Adult Librarian position vacant. The Children's Librarian position at Parlin was left vacant after the untimely death of a staff member in February 2015. The Shute Branch Librarian resigned in December 2016. The new library director is committed to increasing and improving library service in Everett but will be substantially inhibited from reaching these goals until the libraries are returned to adequate staffing levels.

The library budget must be increased to maintain the current service level. The North of Boston Library Exchange (NOBLE) fees have increased by 7% this year alone. That increase resulted as a delayed incremental increase which the membership would have preferred. In addition, Follett purchased Baker& Taylor, a major supplier of library materials in the state of Massachusetts, and has decided not to participate in the state collective purchasing agreement. By purchasing under this agreement, the Everett Public Libraries realizes up to a 40% percent cost savings on print and media purchases. Employee collective bargaining agreements have resulted in a two (2%) increase in salaries and the minimum wage was increased for all part-time employees to \$11.00 per hour, which is a ten (10%) increase. The Parlin Library will need some additional upgrading to the young adult area to accommodate new computers and furnishings. The toddler area will require a redesign to ensure that it is well-utilized area by our younger patrons and their families. The Parlin Library needs a new slate roof. The Shute Library will require additions to its current lighting design and additional drainage mitigation to prevent flooding. The contract with Useful will expire in March 2018. The libraries should anticipate the cost of renewal or, in the preferred alternative, the replacement of the equipment with computers that run on a more traditional PC Platform.

FY 2017: Goals & Objectives

- ❖ Increased programming for adults.
- ❖ Introduced more skills development programs for children at Shute Library.
- ❖ Refurbished Parlin building (interior painting, installed new rugs, and resolved poor lighting issues).

- ❖ Completed weeding of outdated materials in several areas including: adult fiction, mystery, large print, and children's biographies.
- ❖ Replaced all adult public access computers with new computers and HD monitors.
- ❖ Replaced old LAN with CAT6 providing a faster network and accommodations for increased future use.
- ❖ Created a fledgling café area, which will provide patrons with a comfortable, inviting area for study and work.
- ❖ Created a community reading program, which supports our mission by encouraging adults in our community to become lifelong learners.
- ❖ Reorganization of the staffing paradigm to account for staffing shortages and in anticipation of centralized administrative functions.



Outcomes and Performance Measures:

	Actual FY 14	Actual FY 15	Actual FY 16	Current FY 17	Projected FY18
Volumes in Circulation	152,017	155,590	143,124	138,415*	142,000
Volumes Borrowed	134,394	124,447	126,328	56,129*	112,000
Number of Children's Programs	151	152	125	65*	160
Number of Adult Programs	7	10	12	14	25
*Children's programming has been substantially reduced. The Parlin Library has been without a children's librarian nearly two years.					
*The weeding process will continue. Copies of damaged books and books in poor condition will be discarded causing the size of the collection to continue to contract. However, as those materials are replaced with newer titles in good condition, we anticipate that the number of items borrowed will increase over time.					

FY 2018: Goals & Objectives

- ❖ Create a virtual presence that promotes and encourages access to the libraries digital collections.
- ❖ Complete new 5 year plan
- ❖ Complete the weeding of the Parlin collection to remove outdated materials
- ❖ Update public access computer services for young adults at the Parlin Library.
- ❖ Improve library programming at all levels
- ❖ Revitalized local history collection for the City of Everett's 125th anniversary.

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

610 - DEPARTMENT OF LIBRARIES							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-610-1-5111	SALARIES	\$473,652.98	\$578,635.00	\$335,867.04	\$608,169.00	\$608,169.00	\$608,169.00
01-610-1-5113	PART TIME	\$231,392.57	\$249,512.00	\$214,633.77	\$273,332.00	\$273,332.00	\$273,332.00
01-610-1-5120	OTHER PERSONNEL SERVICES	\$0.00	\$0.00	\$277.88	\$0.00	\$0.00	\$0.00
01-610-1-5143	LONGEVITY	\$6,950.00	\$7,750.00	\$5,900.00	\$7,150.00	\$7,150.00	\$7,150.00
01-610-1-5146	LIBRARY TRUSTEE STIPEND	\$0.00	\$0.00	\$0.00	\$0.00	\$26,200.00	\$26,200.00
PERSONNEL Total:		\$711,995.55	\$835,897.00	\$556,678.69	\$888,651.00	\$914,851.00	\$914,851.00
EXPENSES							
01-610-2-5240	EQUIPMENT REPAIR & MAINTENANCE	\$18,098.40	\$4,000.00	\$1,578.85	\$11,000.00	\$11,000.00	\$11,000.00
01-610-2-5241	EQUIPMENT & OTHER	\$0.00	\$11,709.00	\$2,842.78	\$23,700.00	\$23,700.00	\$23,700.00
01-610-2-5420	OFFICE SUPPLIES	\$5,574.67	\$6,000.00	\$3,519.14	\$6,150.00	\$6,150.00	\$6,150.00
01-610-2-5423	NON PRINT MEDIA	\$41,826.92	\$42,000.00	\$30,642.59	\$46,200.00	\$46,200.00	\$46,200.00
01-610-2-5586	BOOKS MAGAZINES & PAPERS	\$52,117.99	\$55,500.00	\$30,159.37	\$71,000.00	\$71,000.00	\$71,000.00
01-610-2-5710	PROFESSIONAL DEVELOPMENT	\$169.00	\$1,000.00	\$0.00	\$1,700.00	\$1,700.00	\$1,700.00
01-610-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$45,100.00	\$45,761.00	\$38,161.65	\$59,986.00	\$59,986.00	\$59,986.00
PARLIN LIBRARY Total:		\$162,886.98	\$165,970.00	\$106,904.38	\$219,736.00	\$219,736.00	\$219,736.00
01-611-2-5240	EQUIPMENT REPAIRS & MAINTENANCE	\$1,272.31	\$3,500.00	\$1,832.61	\$33,400.00	\$33,400.00	\$33,400.00
01-611-2-5344	POSTAGE	\$200.00	\$200.00	\$94.00	\$205.00	\$205.00	\$205.00
01-611-2-5420	OFFICE SUPPLIES	\$371.67	\$750.00	\$662.96	\$770.00	\$770.00	\$770.00
01-611-2-5510	BOOKS MAGAZINES & NEWSPAPERS	\$27,528.79	\$28,500.00	\$18,874.16	\$21,500.00	\$21,500.00	\$21,500.00
01-611-2-5512	NON PRINT MEDIA	\$10,931.53	\$12,500.00	\$5,682.76	\$18,900.00	\$18,900.00	\$18,900.00
01-611-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00	\$700.00
01-611-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$5,132.04	\$5,017.00	\$4,213.35	\$7,409.00	\$7,409.00	\$7,409.00
SHUTE LIBRARY Total:		\$45,436.34	\$51,167.00	\$31,359.84	\$82,884.00	\$82,884.00	\$82,884.00
EXPENSES Total:		\$208,323.32	\$217,137.00	\$138,264.22	\$302,620.00	\$302,620.00	\$302,620.00
610 DEPARTMENT OF LIBRARIES Total:		\$920,318.87	\$1,053,034.00	\$694,942.91	\$1,191,271.00	\$1,217,471.00	\$1,217,471.00

610	DEPARTMENT OF LIBRARIES									
	PERSONNEL SERVICES									
					FY 18	FY 18				FY 18
	POSITION			FY 17	DEPT	MAYOR			FY 18	MAYOR
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	& Council	
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-610-1-5111	Librarian ¹	UNCL	35	1	1	1	\$72,629	\$79,182	\$79,182	
01-610-1-5111	Children's Supervisor ²	ELSA 8/7	35	1	1	1	\$61,416	\$65,175	\$65,175	
01-610-1-5111	Librarian (Shute Library) ²	ELSA 8/7	35	1	1	1	\$61,416	\$65,175	\$65,175	
01-610-1-5111	Young Adult Reference Librarian ²	ELSA 7/7	35	1	1	1	\$57,737	\$60,069	\$60,069	
01-610-1-5111	Technical Services Librarian ²	ELSA 7/7	35	1	1	1	\$57,737	\$60,069	\$60,069	
01-610-1-5111	Reference Librarian ²	ELSA 7/7	35	1	1	1	\$57,737	\$60,069	\$60,069	
01-610-1-5111	Children's Librarian (Shute Library) ²	ELSA 7/7	35	1	1	1	\$57,737	\$60,069	\$60,069	
01-610-1-5111	Head of Circulation ²	ELSA 5/7	35	1	1	1	\$49,044	\$51,026	\$51,026	
01-610-1-5111	Staff Librarian ²	ELSA 5/7	35	1	1	1	\$49,044	\$51,026	\$51,026	
01-610-1-5111	Administrative Clerk ³	A-6U/7	35	1	1	1	\$54,137	\$56,308	\$56,308	
01-610-1-5113	Clerk ³	C-3U/2	Varies	1	1	1	\$34,177	\$36,464	\$36,464	
01-610-1-5146	Library Trustees Stipend ⁴		13				\$0	\$0	\$26,200	
01-610-1-5113	Employees - Part Time	UNCL		Varies	Varies	Varies	\$193,600	\$212,960	\$212,960	
01-610-1-5113	Pages - Part Time	UNCL		Varies	Varies	Varies	\$21,735	\$23,909	\$23,909	
610	Library TOTAL			11	11	11				
Notes to Budget:						Salary (5111)	\$578,635	\$608,169	\$608,169	
¹ Contracted increase in FY18 budget.						Part Time (5113)	\$249,512	\$273,332	\$273,332	
² Local 4928 ELSA Library union increased 2% as well as step increase when appropriate.						Longevity (5143)	\$7,750	\$7,150	\$7,150	
³ Local 25 Clerical union increased 2% as well as step increase when appropriate.						Library Trustees Stipend (5191)	\$0	\$0	\$26,200	
⁴ Adding a stipend for the Library Trustees. Chair receives \$2,200. Members (12) receive \$2K each						Personnel Total:	\$835,897	\$888,651	\$914,851	

Library (610)

This meets certification level budget

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	578,635	608,169	29,534	5%	2% increases.
Part Time Salaries	249,512	273,332	23,820	10%	Includes 2% inc for PT Employees line and Pages. Also any employees who did not make minimum wage were brought up to meet the new standard.
Library Trustees Stipend	0	26,200			\$2,200 for Chair and \$2K for each member (12)
Longevity	7,750	7,150	(600)	-8%	10+ years of service.
Total Personnel Services	\$835,897	\$914,851	52,754	9%	
General Operating Expenses					
Equipment Repair & Maint	4,000	11,000	7,000	175%	New Microfilm Machine, to replace broken equipment that is over 15 years old
Equipment & Other	11,709	23,700	11,991	102%	Preservation cost of 1 local newspaper for the past 12 years
Office Supplies	6,000	6,150	150	3%	Mylar book covers, lables portective and replacement containers for damaged CD, DVD and Adioobook containers. Cleaning supplies for AV materials. Program media, color paper craft and other supplies.
Non Print Media	42,000	46,200	4,200	10%	CDs, DVDs, multi-media, such as a story book with tape or CD or English language learning book and CD. Also includes the purchase of databases via NOBLE or directly from the publisher.
Books, Magazines, Papers	60,000	71,000	11,000	18%	Anticipated discount reduction in stat contract and replacement cost of outdated materials.
Professional Development	1,000	1,700	700	70%	Fees paid for MBLC conferences and workshops. Currently we have at least 2 staff who will be taking classes and we are encouraging additional staff to engage in skills development.
Library Noble Network Service	45,761	59,986	14,225	31%	Computer services from the NOBLE network. They provide integrated software that maintains our catalog, database of borrowers, & tracks every item added to the library collection from order to cataloging to circulation and finally, deaccessioning.
Equipment Repairs & Maint	3,500	33,400	29,900	854%	Useful contract end March 2018. Switch to new vendor will require purchase of all new computers.
Postage	200	205	5	3%	Stamps for overdue notices, bills for books never returned.
Office Supplies	750	770	20	3%	See Office Supplies above.
Books, Magazines, Papers	20,000	21,500	1,500	8%	Anticipated reduction is discount from state contract and increase in titles purchased
Non Print Media	16,500	18,900	2,400	15%	Anticipated reductiion is discount from state contract and increase in titles purchased
Professional Development	700	700	0	0%	See Professional Development above.
Library Noble Network Service	5,017	7,409	2,392	48%	Increase prorated for last quarter, if vendor is switched from Useful to NOBLE
Total Expenditures	\$217,137	\$302,620	\$85,483	39%	
Total	\$1,053,034	\$1,217,471	\$138,237	16%	

Office of Health & Wellness

The Everett Office of Health & Wellness has created programs and campaigns that help people lead healthy lives.

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 2018

Increase of 5% - 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 2017: 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.
- ❖ Added new classes (yoga, weight training, soccer camp and teen spinning) for teens which increased enrollment.
- ❖ Awarded Gold Medal status from Let’s Move Cities, Towns and Countries part of Michelle Obama’s public health campaign



FY 2018: 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. More strength training equipment.
- ❖ Expand hours of operation on weekends.

- ❖ Increase recreational classes for children
- ❖ Create City of Everett Kids Basketball leagues
- ❖ Continue with community “Get Heathy” challenges to promote healthy living
- ❖ Increase membership enrollments from Everett residents
- ❖ Add more exercise classes



Outcomes & Performance Measurers	Actual FY 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Overall Programs	N/A	70 -80 per week	80 -90 per week	90-100 per week
Number of gym memberships	N/A	4,100	5,000	5,200
Number of Healthy Meals sold	N/A	4,266 a/o Jan 16	12,000	12,000

How FY 2018 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. Decrease data on lifestyle diseases.

City of Everett
Everett Budget Council Summary Report
FY 2018 City Budget

630 - OFFICE OF HEALTH AND WELLNESS							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-630-1-5111	SALARIES	\$351,773.46	\$424,072.00	\$336,123.23	\$543,835.00	\$489,633.00	\$489,633.00
01-630-1-5113	PART TIME	\$18,123.35	\$84,873.00	\$60,179.99	\$104,615.00	\$104,615.00	\$104,615.00
01-630-1-5123	PROGRAM INSTRUCTORS	\$5,800.00	\$48,000.00	\$17,980.00	\$25,000.00	\$25,000.00	\$25,000.00
01-630-1-5130	OVERTIME	\$747.75	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-630-1-5142	DIFFERENTIALS	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-630-1-5143	LONGEVITY	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-630-1-5193	CLOTHING ALLOWANCE	\$2,100.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00
PERSONNEL Total:		\$379,594.56	\$560,145.00	\$414,983.22	\$676,650.00	\$622,448.00	\$622,448.00
EXPENSES							
01-630-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$5,000.00	\$1,530.27	\$5,000.00	\$5,000.00	\$5,000.00
01-630-2-5241	EQUIPMENT LEASE	\$0.00	\$48,000.00	\$31,601.37	\$38,000.00	\$38,000.00	\$38,000.00
01-630-2-5249	SOFTWARE	\$0.00	\$5,000.00	\$2,507.25	\$0.00	\$0.00	\$0.00
01-630-2-5304	PRINTING	\$797.85	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-630-2-5352	WELLNESS PROGRAM EXPENSES	\$8,979.10	\$15,000.00	\$6,626.86	\$10,000.00	\$10,000.00	\$10,000.00
01-630-2-5380	RECREATION ACTIVITIES	\$0.00	\$110,000.00	\$65,542.65	\$110,000.00	\$110,000.00	\$110,000.00
01-630-2-5420	OFFICE SUPPLIES	\$1,968.89	\$2,500.00	\$2,383.19	\$2,500.00	\$2,500.00	\$2,500.00
01-630-2-5502	AED / FIRST AID EQUIPMENT	\$0.00	\$2,500.00	\$147.75	\$0.00	\$0.00	\$0.00
01-630-2-5585	UNIFORMS	\$1,676.00	\$3,000.00	\$1,612.00	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$13,421.84	\$193,000.00	\$111,951.34	\$168,500.00	\$168,500.00	\$168,500.00
630 OFFICE OF HEALTH AND WELLNESS		\$393,016.40	\$753,145.00	\$526,934.56	\$845,150.00	\$790,948.00	\$790,948.00

630	OFFICE OF HEALTH & WELLNESS								
	PERSONNEL SERVICES								
					FY 18	FY 18			FY 18
	POSITION			FY 17	DEPT	MAYOR			FY 18
		CLASS/		F T E	F T E	F T E	FY 17	DEPT	MAYOR
DEPT		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council REC
01-630-1-5111	Health & Wellness Director ¹	UNCL	35	1	1	1	\$75,000	\$76,500	\$76,500
01-630-1-5111	Asst. Fitness Director	UNCL	35	1	0	0	\$53,139	\$0	\$0
01-630-1-5111	Asst. Rec Supervisor (Nights)	UNCL	35	1	1	0	\$53,139	\$54,202	\$0
01-630-1-5111	Administrative Assistant ²	A-6U/3	35	1	1	1	\$47,871	\$50,603	\$50,603
01-630-1-5111	Health & Wellness Manager ¹	UNCL	35	1	1	1	\$48,485	\$51,980	\$51,980
01-630-1-5111	Fitness Instructor/Assist. Manager ¹	UNCL	35	1	1	1	\$43,515	\$46,410	\$46,410
01-630-1-5111	Fitness Instructor ⁴	UNCL	35	1	1	1	\$0	\$44,554	\$44,554
01-630-1-5111	Fitness Instructor ⁴	UNCL	35	1	1	1	\$0	\$42,698	\$42,698
01-630-1-5111	Fitness Instructor ⁴	UNCL	35	1	1	1	\$0	\$40,841	\$40,841
01-630-1-5111	Fitness Instructor	UNCL	22	0	0.63	0.63	\$16,612	\$29,172	\$29,172
01-630-1-5111	Program Coordinator ³	W-6U/4	40	1	1	1	\$46,414	\$49,872	\$49,872
01-630-1-5111	Program Assistant (Desk/Floor)	UNCL	35	1	1	1	\$31,559	\$31,559	\$31,559
01-630-1-5111	Program Assistant ¹	UNCL	30	0.86	0.86	0.86	\$24,950	\$25,444	\$25,444
01-630-1-5113	Program Assistant - PT ¹	UNCL	19.5	0	0	0	\$17,583	\$17,935	\$17,935
01-630-1-5113	Program Assistant - PT ¹	UNCL	19.5	0	0	0	\$12,179	\$13,167	\$13,167
01-630-1-5113	Program Assistant - PT ⁴	UNCL	19.5	0	0	0	\$0	\$14,480	\$14,480
01-630-1-5113	Program Assistant - PT ⁴	UNCL	19.5	0	0	0	\$0	\$11,377	\$11,377
01-630-1-5113	Program Assistant - PT ⁴	UNCL	19.5	0	0	0	\$0	\$11,377	\$11,377
01-630-1-5113	Receptionist - PT ⁴	UNCL	17.0	0	0	0	\$7,500	\$12,411	\$12,411
01-630-1-5113	Assistants - PT ⁴	UNCL	18.0	0	0	0	\$31,000	\$23,868	\$23,868
630	Health & Wellness TOTAL			11.86	11.49	10.49			
							Salary (5111)	\$424,072	\$543,835
							Part Time (5113)	\$84,874	\$104,615
Notes to Budget:							Instructors/General (5123)	\$48,000	\$25,000
¹ This position has received a 2% COLA in FY 18.							Overtime (5130)	\$2,500	\$2,500
² Local 25 Clerical union increased 2% as well as step increase when appropriate.							Clothing Allowance (5193)	\$700	\$700
³ Local 25 DPW union increased 2% as well as step increase when appropriate.									
⁴ Positions hired during FY17.							Personnel Total:	\$560,146	\$676,650
									\$622,448

Health & Wellness (630)

	FY 17 Budget	FY 18 Request	\$ + / -	% + / -	Detail
Personnel Services					
Salaries	424,072	489,633	65,561	15%	2% COLA. Step increases for union personnel, and (3) additional FT employees, these employees are also instructing classes.
Part Time Salaries	84,873	104,615	19,742	23%	These are PT Program Assistants (3), Fitness Instructor (1) and a Receptionist (1) we have added 4 new PT employees, (3) for kidzone, (1) assistant.
Program Instructors	48,000	25,000	(23,000)	-48%	Instructors paid monthly as vendors, per class at Wellness Center. (Zumba, yoga, turbo kick, spin, etc.) we have cut down instructors, our employees are running most classes.
Overtime	2,500	2,500	0	0%	holiday pay for gym employees, or detail union workers
Clothing Allowance	700	700	0	0%	Kristen Fulton (Local 25 DPW) - \$700.
Total Personnel Services	\$560,145	\$622,448	\$62,303	11%	
General Operating Expenses					
Equipment Maintenance	5,000	5,000	0	0%	For maintenance for all Wellness Center equipment.
Equipment Lease	48,000	38,000	(10,000)	-21%	For treadmill/elliptical and cardio machines monthly lease.
Software	5,000	0	(5,000)	-100%	No longer needed
Printing	2,000	0	(2,000)	-100%	No longer needed
Wellness Program Expenses	15,000	10,000	(5,000)	-33%	adding new programs and kids programs to kidzone area Weights, mats, basketball nets, etc.
Recreation Activities	110,000	110,000	0	0%	New youth basketball program winter/summer, any equipment needed for programs (soccer, basketball, boxing etc. teen enrichment program
Office Supplies	2,500	2,500	0	0%	Paper, toner cartridges, all other general office supplies.
AED/First Aid Equipment	2,500	0	(2,500)	-100%	Not needed, purchase first aid through Rec Revolving
Uniforms	3,000	3,000	0	0%	Shirts and jackets for the Staff that identify them to the public. Much larger staff at gym.
Total Expenditures	\$193,000	\$168,500	(\$24,500)	-13%	
Total	\$753,145	\$790,948	\$37,803	5%	

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710 - RETIREMENT OF DEBT							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
DEBT SERVICE							
01-710-9-5903	FEB 1 2007,SCHOOL CONSTRUCTION	\$1,180,000.00	\$1,180,000.00	\$1,180,000.00	\$0.00	\$0.00	\$0.00
01-710-9-5904	OCT 15,2009 (KEVERIAN)	\$927,685.00	\$1,065,000.00	\$0.00	\$1,125,000.00	\$1,125,000.00	\$1,125,000.00
01-710-9-5905	APRIL 23,2015	\$485,000.00	\$450,000.00	\$450,000.00	\$1,140,000.00	\$1,140,000.00	\$1,140,000.00
01-710-9-5976	DEC 12,2012 PUBLIC WORKS FACILITY	\$225,000.00	\$225,000.00	\$225,000.00	\$220,000.00	\$220,000.00	\$220,000.00
01-710-9-5977	DEC 12,2012 SCHOOL REMODELING	\$145,000.00	\$145,000.00	\$145,000.00	\$140,000.00	\$140,000.00	\$140,000.00
01-710-9-5978	SEPT 15,2004 SCHOOL REFUNDING	\$2,595,000.00	\$2,625,000.00	\$2,625,000.00	\$2,725,000.00	\$2,725,000.00	\$2,725,000.00
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	\$422,315.00	\$325,000.00	\$325,000.00	\$750,000.00	\$750,000.00	\$750,000.00
01-710-9-5985	FEB 6,2014	\$540,000.00	\$535,000.00	\$535,000.00	\$530,000.00	\$530,000.00	\$530,000.00
01-710-9-5986	Feb. 16, 2016	\$0.00	\$1,382,000.00	\$1,382,000.00	\$1,910,000.00	\$1,910,000.00	\$1,910,000.00
01-710-9-5987	Feb. 19, 2008 Sec 108 HUD Loan	\$0.00	\$63,000.00	\$0.00	\$66,000.00	\$66,000.00	\$66,000.00
01-710-9-5988	FEB 2017	\$0.00	\$0.00	\$0.00	\$907,000.00	\$907,000.00	\$907,000.00
DEBT SERVICE Total:		\$7,069,416.00	\$8,544,416.00	\$7,416,416.00	\$10,062,416.00	\$10,062,416.00	\$10,062,416.00
710 RETIREMENT OF DEBT Total:		\$7,069,416.00	\$8,544,416.00	\$7,416,416.00	\$10,062,416.00	\$10,062,416.00	\$10,062,416.00

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751 - LONG TERM DEBT INTEREST							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
DEBT SERVICE							
01-751-9-5903	FEB 1,2007 SCHOOL CONSTRUCTION	\$94,400.00	\$47,200.00	\$47,200.00	\$0.00	\$0.00	\$0.00
01-751-9-5904	OCT 15,2009 (KEVERIAN SCHOOL)	\$421,783.84	\$203,875.00	\$0.00	\$149,125.00	\$149,125.00	\$149,125.00
01-751-9-5905	APRIL 23,2015	\$339,512.34	\$429,957.00	\$429,956.26	\$420,957.00	\$420,957.00	\$420,957.00
01-751-9-5976	DEC 20,2012 PUBLIC WORKS FACILITY	\$21,800.00	\$17,300.00	\$17,300.00	\$12,800.00	\$12,800.00	\$12,800.00
01-751-9-5977	DEC12,2012 SCHOOL REMODELING	\$18,800.00	\$15,900.00	\$15,900.00	\$13,000.00	\$13,000.00	\$13,000.00
01-751-9-5978	SEP 15,2004 SCHOOL REFUNDING	\$467,918.06	\$392,100.00	\$222,300.00	\$285,100.00	\$285,100.00	\$285,100.00
01-751-9-5981	OCT 25,2007 MSBA HIGH SCHOOL 2%	\$161,789.00	\$152,802.00	\$152,801.00	\$143,813.00	\$143,813.00	\$143,813.00
01-751-9-5982	AUG 1,2009 SCHOOL REMODEL-PARLIN	\$58,625.00	\$54,750.00	\$54,750.00	\$51,000.00	\$51,000.00	\$51,000.00
01-751-9-5984	DEC 20,2013	\$95,615.00	\$181,380.00	\$92,315.00	\$170,630.00	\$170,630.00	\$170,630.00
01-751-9-5985	FEB 6,2014	\$145,868.76	\$129,669.00	\$129,668.76	\$113,619.00	\$113,619.00	\$113,619.00
01-751-9-5986	Feb. 16, 2016	\$0.00	\$660,827.00	\$660,826.85	\$611,100.00	\$611,100.00	\$611,100.00
01-751-9-5988	FEB 2017	\$0.00	\$0.00	\$0.00	\$526,928.00	\$526,928.00	\$526,928.00
DEBT SERVICE Total:		\$1,826,112.00	\$2,285,760.00	\$1,823,017.87	\$2,498,072.00	\$2,498,072.00	\$2,498,072.00
751 LONG TERM DEBT INTEREST Total:		\$1,826,112.00	\$2,285,760.00	\$1,823,017.87	\$2,498,072.00	\$2,498,072.00	\$2,498,072.00

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752 - SHORT TERM DEBT INTEREST		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 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							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES							
01-911-2-5170	NON-CONTRIBUTORY PENSIONS	\$43,196.52	\$69,700.00	\$28,681.20	\$49,100.00	\$49,100.00	\$49,100.00
01-911-2-5177	PAYMENT PENSION FUND	\$13,075,899.65	\$13,703,004.00	\$13,695,435.52	\$14,381,980.00	\$14,381,980.00	\$14,381,980.00
EXPENSES Total:		\$13,119,096.17	\$13,772,704.00	\$13,724,116.72	\$14,431,080.00	\$14,431,080.00	\$14,431,080.00
911 RETIREMENT BOARD Total:		\$13,119,096.17	\$13,772,704.00	\$13,724,116.72	\$14,431,080.00	\$14,431,080.00	\$14,431,080.00

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913 - UNEMPLOYMENT COMPENSATION							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES							
01-913-2-5170	UNEMPLOYMENT COMPENSATION	\$214,882.68	\$400,000.00	\$398,152.36	\$400,000.00	\$400,000.00	\$400,000.00
EXPENSES Total:		\$214,882.68	\$400,000.00	\$398,152.36	\$400,000.00	\$400,000.00	\$400,000.00
913 UNEMPLOYMENT COMPENSATION Total:		\$214,882.68	\$400,000.00	\$398,152.36	\$400,000.00	\$400,000.00	\$400,000.00

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914 - EMPLOYEE INSURANCE							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES							
01-914-2-5171	LIFE INSURANCE	\$80,492.90	\$84,342.00	\$62,757.10	\$87,716.00	\$87,716.00	\$87,716.00
01-914-2-5172	HEALTH INSURANCE	\$18,804,614.77	\$19,649,914.00	\$14,768,612.99	\$20,346,475.00	\$20,346,475.00	\$20,346,475.00
01-914-2-5173	VISION BENEFIT	\$0.00	\$0.00	\$0.00	\$130,668.12	\$0.00	\$0.00
01-914-2-5175	AD & D INSURANCE	\$19,272.20	\$18,540.00	\$17,478.30	\$19,282.00	\$19,282.00	\$19,282.00
EXPENSES Total:		\$18,904,379.87	\$19,752,796.00	\$14,848,848.39	\$20,584,141.12	\$20,453,473.00	\$20,453,473.00
914 EMPLOYEE INSURANCE Total:		\$18,904,379.87	\$19,752,796.00	\$14,848,848.39	\$20,584,141.12	\$20,453,473.00	\$20,453,473.00

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915 - FICA		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-915-2-5176	MEDICARE (1.45%)	\$1,320,043.90	\$1,355,393.00	\$1,114,575.21	\$1,415,294.00	\$1,415,294.00	\$1,415,294.00
EXPENSES Total:		\$1,320,043.90	\$1,355,393.00	\$1,114,575.21	\$1,415,294.00	\$1,415,294.00	\$1,415,294.00
915 FICA Total:		\$1,320,043.90	\$1,355,393.00	\$1,114,575.21	\$1,415,294.00	\$1,415,294.00	\$1,415,294.00

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944 - EMPLOYEE INJURIES							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES							
01-944-2-5152	ACTIVE POLICE AND FIRE	\$186,734.03	\$170,000.00	\$150,003.89	\$175,000.00	\$175,000.00	\$175,000.00
01-944-2-5153	RETIRED POLICE & FIRE	\$1,931.01	\$8,500.00	\$7,859.73	\$12,000.00	\$12,000.00	\$12,000.00
01-944-2-5170	WORKERS COMP TRST/EXS INSURANCE	\$339,037.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-944-2-5171	WORKER'S COMP	\$0.00	\$515,000.00	\$378,084.70	\$515,000.00	\$515,000.00	\$515,000.00
EXPENSES Total:		\$527,702.82	\$693,500.00	\$535,948.32	\$702,000.00	\$702,000.00	\$702,000.00
944 EMPLOYEE INJURIES Total:		\$527,702.82	\$693,500.00	\$535,948.32	\$702,000.00	\$702,000.00	\$702,000.00

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945 - PROPERTY/ LIABILITY INSURANCE							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
EXPENSES							
01-945-2-5745	COMP GENERAL LIABILITY	\$1,330,732.22	\$1,433,556.00	\$1,380,654.00	\$1,476,563.00	\$1,476,563.00	\$1,476,563.00
01-945-2-5748	INSURANCE DEDUCTIBLES	\$66,071.26	\$150,000.00	\$10,622.15	\$150,000.00	\$150,000.00	\$150,000.00
EXPENSES Total:		\$1,396,803.48	\$1,583,556.00	\$1,391,276.15	\$1,626,563.00	\$1,626,563.00	\$1,626,563.00
945 PROPERTY/ LIABILITY INSURANCE		\$1,396,803.48	\$1,583,556.00	\$1,391,276.15	\$1,626,563.00	\$1,626,563.00	\$1,626,563.00

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990 - TRANSFERS							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
TRANSFERS OUT							
01-990-9-5966	TRANSFER TO PROPRIETARY FUNDS	\$70,863.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-990-9-5968	TRANSFER TO TRUST FUNDS	\$0.00	\$1,005,784.00	\$1,005,784.00	\$0.00	\$0.00	\$0.00
01-990-9-5969	TRANSFER TO STABILIZATION FUNDS	\$2,597,470.00	\$2,346,829.00	\$2,346,829.00	\$0.00	\$0.00	\$0.00
TRANSFERS OUT Total:		\$2,668,333.00	\$3,352,613.00	\$3,352,613.00	\$0.00	\$0.00	\$0.00
990 TRANSFERS Total:		\$2,668,333.00	\$3,352,613.00	\$3,352,613.00	\$0.00	\$0.00	\$0.00
GENERAL FUND Total:		157,877,183.88	178,870,972.00	134,358,829.47	109,427,878.12	108,625,707.00	108,625,707.00
Grand Total:		157,877,183.88	178,870,972.00	134,358,829.47	109,427,878.12	108,625,707.00	108,625,707.00

Water & Sewer Enterprise Fund

We operate and protect Everett's water and sewer system.

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 2018

- ❖ There is an increase on the Longevity Line due to employee reaching the ten year anniversary.
- ❖ Seven employees will be receiving step increases.
- ❖ The W7 position will be upgraded to a W8.
- ❖ The telecommunication line increased \$500 to cover the monthly charges for ipads.
- ❖ Storm Water expenses increased because of a budget transfer from the sewer cleaning the catch basins and video of pipes.
- ❖ Sewer Line cleaning decreased.



FY 2017: Accomplishments

- ❖ Replaced 30 inoperable Fire hydrants
- ❖ Repaired 56 Water Leaks
- ❖ Replaced 10 inoperable Gate Valves
- ❖ Exercised 250 Gate Valves
- ❖ Completed the Fall & Spring Hydrant Flushing Program
- ❖ Completed MA DEP Sanitary Survey
- ❖ All Water Distribution system construction is now document electronically with our asset management software
- ❖ Completed water main improvement 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 home and business. Also improves the hydrant flow.
- ❖ Cleaned all city catch basins, approximately 900 basins.
- ❖ A Leak Detection survey was completed in entire city. All leaks found (approximately 12 pipes) were repaired.
- ❖ A Cross-Connection survey was completed. This is for all new businesses that do not have back-flow devices. The last survey was about 10 years ago.
- ❖ The City of Everett Water Department has reduced its Unaccounted for water from 25.2 percent 2014 to 12.8 percent 2016. Unaccounted for water is made up of water that is lost due to Unmetered Authorized Use (new water and sewer main testing, firefighting, firefighting training, hydrant flushing, and meters that are improperly sized), Unauthorized use (unauthorized connections to the City's water system and theft), and water main breaks and leaks.
- ❖ The Water Department attributes the great reduction of unaccounted for water to a number of operational and infrastructure improvements. Such as, new properly size commercial and residential water meters, as well as a meter reading system the can detect water theft, tampering, and backflow events.
- ❖ The Water Department has also been proactive about locating, repairing, and documenting all leaks that occur in the water distribution system. The water crew has become very proficient in repairing these leaks in a timely manner with quality craftsmanship with reduces the occurrence of future leaks.



- ❖ The Water Department’s Gate Valve Exercising Program, which began last year, has also helped reduced unaccounted for water by ensuring all isolation valves are located and are in good working condition. Now when a water main break occurs the water can be shut off to area quickly, greatly reducing water loss.
- ❖ The Water Department hopes to continue to reduce the unaccounted for water in the future, which will enable us to continue to provide the City’s residents with quality, and reliable drinking water.

FY 2018: Goals & Objectives

- ❖ There are several streets that need water main replacements. We are currently in the design phase and will be going for bid in April.
- ❖ 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.

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 2015	Actual FY 2016	Estimated FY 2017	Estimated FY 2018
Calls for Service	596	605	589	600
Number of on-site appointments	614	800	TBD	TBD
Number of water meters installed	8,170	8,210	8,230	8,250

How FY 2018 Departmental Goals Relate to City's Overall Long & Short term Goals

- ❖ Exercise all gate valves owned by the City.
- ❖ Improve hydrant flushing plan to increase flows and clean mains more thoroughly.
- ❖ Hire, develop, and train more qualified Water Personnel. This will enable us to do more in house projects saving the water department money.
- ❖ Continue to identify and replace inoperable gate valves.
- ❖ Jet Sewer Mains Daily. This will decrease sewer backups and help us identify trouble areas in the collections system.

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450 - WATER							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council 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

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

450 - WATER		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	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 18	FY 18		FY 18
	POSITION			FY 17	DEPT	MAYOR		FY 18	MAYOR
DEPT		CLASS/ STEP	HOURS	F T E STAFF	F T E REQ	F T E REC	FY 17 Appropriation	DEPT REQUEST	& Council REC
60-450-1-5111	Water Superintendent ¹	UNCL	40	1	1	1	\$84,660	\$95,000	\$95,000
60-450-1-5111	Assistant Water Superintendent ¹	UNCL	40	1	1	1	\$76,500	\$88,000	\$88,000
60-450-1-5111	Administrative Assistant ²	A-6U/5	35	1	1	1	\$51,294	\$53,090	\$53,090
60-450-1-5111	Clerk ²	C-3U/3	35	1	1	1	\$35,749	\$37,376	\$37,376
60-450-1-5111	Clerk ^{2 6}	C-3U/2	35	1	1	1	\$23,400	\$35,749	\$35,749
60-450-1-5111	Working Foreman ^{3 4}	W-12U/3	40	1	1	1	\$54,197	\$66,489	\$66,489
60-450-1-5111	Working Foreman ^{3 4}	W-12U/3	40	1	1	1	\$54,197	\$66,489	\$66,489
60-450-1-5111	Craftsman - SMEO ⁴	W-9U/3	40	1	1	1	\$50,070	\$52,093	\$52,093
60-450-1-5111	Craftsman - SMEO ^{4 5}	W-9U/1	40	1	1	1	\$47,910	\$48,638	\$48,638
60-450-1-5111	Craftsman - HMEO ⁴	W-8U/4	40	1	1	1	\$51,074	\$52,095	\$52,095
60-450-1-5111	Craftsman - HMEO ⁴	W-8U/4	40	1	1	1	\$51,074	\$52,095	\$52,095
60-450-1-5111	Craftsman - HMEO ⁴	W-8U/3	40	1	1	1	\$48,638	\$48,869	\$48,869
60-450-1-5111	Craftsman - HMEO ⁴	W-7U/4	40	1	1	1	\$49,621	\$50,613	\$50,613
60-450-1-5111	Craftsman - HMEO ⁴	W-7U/4	40	1	1	1	\$49,621	\$50,613	\$50,613
60-450-1-5111	Meter Service Craftsman ⁴	W-6U/3	40	1	1	1	\$46,607	\$47,539	\$47,539
60	Water/Sewer Enterprise Fund TOTAL			15	15	15			
							Salary (5111)	\$751,212	\$844,750
							Part Time (5113)	\$23,400	\$5,000
							On Call Union Stipend (5114)	\$5,200	\$5,200
Notes to Budget							Police Details (5121)	\$25,000	\$25,000
							Overtime (5130)	\$61,200	\$61,200
							Longevity (5143)	\$1,850	\$1,850
							Acting Grade (5144)	\$918	\$918
							Clothing Allowance (5193)	\$7,000	\$7,000
							Personnel Total:	\$875,780	\$950,918

¹ This salary has been reclassified in the FY18 budget.

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

³ In FY17 the 2 positions of Working Foreman were incorrectly budgeted at the W10/4 salary. The salaries are corrected in FY18.

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

⁵ Upgrading position from a W-7 to a W-9. Need employee with CDL & hoisting license.

⁶ This position was increased to full-time hours in FY17.

Water/Sewer Enterprise Fund (60)

	Budget FY 17	FY 18 Request	\$ + / -	% + / -	Detail
<u>Personnel Services</u>					
Salaries	751,212	844,750	\$93,538	12%	Salary adjustment for Super & Asst Super; 2% COLA for all others
Part Time	23,400	5,000	(\$18,400)	-79%	Part-time clerk Ms. Romboli went to FT in late FY17.
On-Call Union Stipend	5,200	5,200	\$0	0%	Paid to the person who is on call for the weekend.
Police Details	25,000	25,000	\$0	0%	Paid whenever a street is closed/emergency repairs.
Overtime	61,200	61,200	\$0	0%	Paid after normal business hours.
Above Grade	918	918	\$0	0%	For those employees filling in for a higher ranking employee.
Longevity	1,850	1,850	\$0	0%	For employees who have worked 10+ years.
Clothing Allowance	7,000	7,000	\$0	0%	\$700 per Local 25 DPW member.
Total Personnel Services	\$875,780	\$950,918	\$75,138	9%	
<u>General Operating Expenses</u>					
Equipment Hire	19,000	19,000	\$0	0%	All rentals and tools needed that the city does not own.
Telecommunications	4,000	4,500	\$500	13%	Asset Management/Mobile devices
Professional Services	137,000	237,000	\$100,000	73%	Consultant/Leak detecting/software licensing/attorney; DEP directive
Office Supplies	1,500	1,500	\$0	0%	toner cartridges, paper, WB Mason
Emergency Repairs	99,000	99,000	\$0	0%	Main and sewer breaks. Emergencies beyond city's capabilities to repair.
Maint Supplies	4,500	4,500	\$0	0%	Cleaning supplies for sewer and water.
Sewer Line Cleaning	90,000	200,000	\$110,000	122%	Outside contracts for sewer issues. DEP directive
Pipes Fittings Valves	150,000	150,000	\$0	0%	pipe supplies/couplings/fittings
Meters Maintenance	50,000	50,000	\$0	0%	meters and supplies/meter testing/replace large meter
Stormwater Expenses	215,000	105,000	(\$110,000)	-51%	Clean catch basins. Additional stormwater budgeted in Engineering.
Stone/Asphalt	15,000	15,000	\$0	0%	Used when repairing streets after a break occurs.
Professional Development	5,000	5,000	\$0	0%	Memberships/classes/school
Extra/Unforeseen	51,000	49,000	(\$2,000)	-4%	Emergency funding for issues that are not covered by any of the above.
Total Expenditures	\$841,000	\$939,500	\$98,500	12%	

Water/Sewer Enterprise Fund (60)

	Budget FY 17	FY 18 Request	\$ + / -	% + / -	Detail
<u>Capital Improvements</u>					
Hydrants	50,000	50,000	\$0	0%	Replace old hydrants around the city.
Total Capital	\$50,000	\$50,000	\$0	0%	
Total	\$1,766,780	\$1,940,418	\$173,638	10%	
<u>Retirement of Debt</u>					
May 22, 2013 MWPAT	149,809	153,066	\$3,257	2%	Payments per debt schedule.
MWRA Water System	753,072	888,597	\$135,525	18%	
June 6, 2012 MWPAT CW2-31,8-14	33,482	33,649	\$167	0%	
Dec 20, 2013	210,000	215,000	\$5,000	2%	
Feb 06, 2014	245,000	250,000	\$5,000	2%	
Feb 16, 2016	35,000	35,000	\$0	0%	
Feb 2017	0	21,000	\$21,000		
April 13, 2017 CW-08-14-A	0	4,116	\$4,116		
April 13, 2017 CW-14-24	0	20,225	\$20,225		
Total	\$1,426,363	\$1,620,653	\$194,290	14%	
<u>Long Term Debt Interest</u>					
May 22, 2013 MWPAT	62,426	59,430	(\$2,996)	-5%	Payments per debt schedule.
Long Term Interest MWPAT	12,221	10,507	(\$1,714)	-14%	
Dec 20, 2013	33,975	29,725	(\$4,250)	-13%	
Feb 6, 2014	77,825	70,475	(\$7,350)	-9%	
Feb 16, 2016	12,892	11,600	(\$1,292)	-10%	
Feb 2017	0	4,868	\$4,868		
April 13, 2017 CW-08-14-A	0	1,351	\$1,351		
April 13, 2017 CW-14-24	0	11,056	\$11,056		
Total	\$199,339	\$199,012	(\$327)	0%	

Water/Sewer Enterprise Fund (60)

	Budget FY 17	FY 18 Request	\$ + / -	% + / -	
<u>Short Term Debt Interest</u>					
Short Term Debt	50,000	50,000	\$0	0%	Budgeted for any short term borrowings.
Total	\$50,000	\$50,000	\$0	0%	
<u>Mass Water Resources Authority</u>					
MWRA Leak Detection Assessment	8,250	8,250	\$0	0%	
MWRA Safe Drinking Water	15,000	15,000	\$0	0%	
MWRA Water	4,967,690	5,202,970	\$235,280	5%	Preliminary FY18 Water Assessment. Final assessment will be determined in June.
MWRA Sewer	8,173,297	8,425,809	\$252,512	3%	Preliminary FY18 Sewer Assessment. Final assessment will be determined in June.
Total	\$13,164,237	\$13,652,029	\$487,792	4%	
Grand Total Water/Sewer Budget	\$16,606,719	\$17,462,112	\$855,393	5%	
Indirect Costs Transfer Out	611,279	665,208	\$53,929	9%	Costs appropriated in the general fund (to be transferred to enterprise).
	\$17,217,998	\$18,127,320	\$909,322	5%	

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

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

City of Everett
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FY 2017 Enterprise Budget

751 - LONG TERM DEBT INTEREST							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council 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

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

752 - SHORT TERM DEBT INTEREST							
Account Number	Account Description	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Requested	FY2017 Mayor Recommended	FY2017 Council 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

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

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

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

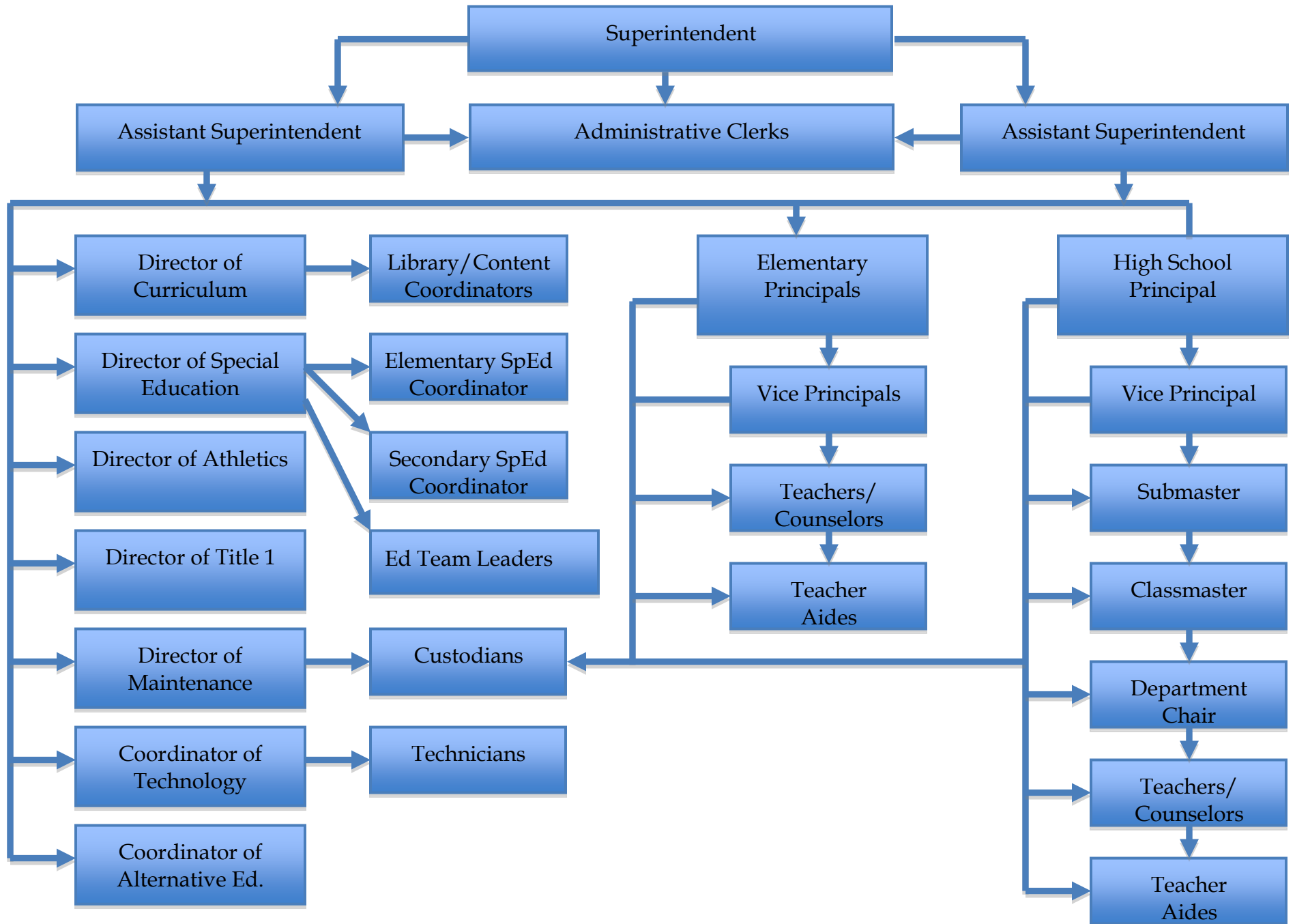
990 - TRANSFERS		FY2015	FY2016	FY2016	FY2017	FY2017 Mayor	FY2017 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
TRANSFERS OUT							
60-990-9-5961	INDIRECT COST TRANSFERS OUT	\$561,191.00	\$589,251.00	\$589,251.00	\$611,279.00	\$611,279.00	\$611,279.00
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 2018

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 18 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 2018

No significant changes.

The FY 18 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.



Everett Public Schools

Proposed Fiscal 2018 Budget



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**CITY of EVERETT
SCHOOL DEPARTMENT BUDGET SUMMARY
FISCAL YEAR 2018**

	FY2017 BUDGET	FY2017 REVISED	FY2017 REVISED TOTAL	FY2018 PROPOSED BUDGET	%	INCREASE DECREASE	INCREASE DECREASE
Central Administration Personnel Services	\$2,417,101		\$2,417,101	\$2,349,143	2.81%		(\$67,958)
Central Administration General Expenditures	\$921,500		\$921,500	\$1,070,000	16.12%		\$148,500
Instructional Personnel Services	\$40,036,399	\$1,527,919	\$41,564,318	\$39,859,777	-0.44%		(\$176,622)
Instructional General Expenditures	\$1,351,500		\$1,351,500	\$1,201,500	-11.10%		(\$150,000)
Instructional Special Services	\$808,000		\$808,000	\$608,000	-24.75%		(\$200,000)
Special Education Personnel Services	\$10,212,494		\$10,212,494	\$10,254,417	0.41%		\$41,923
Special Education General Expenditures	\$1,825,000		\$1,825,000	\$2,025,000	10.96%		\$200,000
Special Education Tuition	\$4,750,000		\$4,750,000	\$5,675,000	19.47%		\$925,000
Gateway to College Program	\$0		\$0	\$125,000	100.00%		\$125,000
Vision/Hearing Screening	\$4,000		\$4,000	\$4,000	0.00%		\$0
Athletics General Expenditures	\$400,000		\$400,000	\$400,000	0.00%		\$0
Maintenance & Custodial Personnel Services	\$2,029,231		\$2,029,231	\$2,023,453	-0.28%		(\$5,778)
Maintenance & Custodial General Expenditures	\$2,645,000		\$2,645,000	\$2,445,000	7.56%		(\$200,000)
Maintenance - Electricity	\$1,265,000		\$1,265,000	\$1,520,000	20.16%		\$255,000
Maintenance Gas	\$300,000		\$300,000	\$475,000	58.33%		\$175,000
Student Handbooks	\$50,000		\$50,000	\$50,000	0.00%		\$0
TOTAL OPERATING BUDGET	\$69,015,225	\$1,527,919	\$70,543,144	\$70,085,290	1.55%		\$1,070,065
Special Education Transportation	\$4,500,000	\$0	\$4,500,000	\$4,600,000	2.22%		\$100,000
TOTAL BUDGET	\$73,515,225	\$1,527,919	\$75,043,144	\$74,685,290	5.00%		\$1,170,065

Section 1

Central Administration

CENTRAL ADMINISTRATION PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED	FY2017 2/28/2017 ESTIMATED	FY2017 TOTAL	FY2018 REQUEST
Central Administration Personnel	\$2,561,874	\$2,268,601		\$1,367,615	\$2,331,710	\$2,200,643
Administrative Overtime/Stipends	\$16,429	\$30,000		\$12,537	\$21,935	\$30,000
Misc. Pay/Perfect Attendance	\$3,893	\$5,000		\$3,818	\$3,818	\$5,000
Administrative Part-time temporary Help	\$3,270	\$10,000		\$29,738	\$50,010	\$10,000
TOTAL CENTRAL ADMINISTRATION PERSONNEL	\$2,585,466	\$2,313,601	\$0	\$1,413,708	\$2,407,473	\$2,245,643
School Committee Members	\$79,350	\$103,500	\$0	\$60,375	\$103,500	\$103,500
TOTAL CENTRAL ADMINISTRATION & SCHOOL COMMITTEE	\$2,664,816	\$2,417,101	\$0	\$1,474,083	\$2,510,973	\$2,349,143

CENTRAL ADMINISTRATION GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED	FY2017 2/28/2017	FY2017 ESTIMATED TOTAL	FY2018 REQUEST
Office Supplies & Postage	\$51,414	\$35,000		\$24,273	\$39,141	\$35,000
Dues, Expenses, Meetings	\$78,974	\$85,500		\$100,119	\$100,369	\$100,000
Police Details	\$55,985	\$55,000		\$46,027	\$55,000	\$55,000
Auto Mileage	\$4,773	\$6,000		\$4,361	\$9,000	\$10,000
Telephones	\$59,328	\$65,000		\$29,446	\$56,105	\$65,000
Labor Consultant	\$117,553	\$80,000		\$86,322	\$213,958	\$150,000
Developmental Education Workshops	\$127,601	\$200,000		\$70,877	\$230,378	\$250,000
Copier Lease/Maintenance/Support	\$204,126	\$210,000		\$129,924	\$214,105	\$220,000
Advertising	\$186,442	\$85,000		\$101,340	\$102,349	\$85,000
Homecoming	\$92,299	\$100,000		\$114,271	\$114,271	\$100,000
	<u>\$978,495</u>	<u>\$921,500</u>	<u>\$0</u>	<u>\$706,960</u>	<u>\$1,134,676</u>	<u>\$1,070,000</u>
TOTAL CENTRAL ADMINISTRATION PERSONNEL	\$978,495	\$921,500	\$0	\$706,960	\$1,134,676	\$1,070,000

CENTRAL ADMINISTRATION

SUMMARY BY POSITION

	#STAFF FY2017 REQUEST	#STAFF FY2018 REQUEST	FY2017 APPROPRIATED	FY2017 REVISED	FY2018 REQUEST
Superintendent	1	1	\$219,573		\$223,880
Asst. Superintendent	1	1	\$161,296		\$156,540
Asst. Superintendent for Business	1	1	\$158,596		\$162,038
Sr. Clerk-Typist	24	22	\$1,162,067		\$1,085,761
Principal Clerk	2	2	\$112,558		\$115,148
Head Clerk	1	1	\$64,684		\$66,084
Attendance Officer	2	2	\$109,359		\$107,753
Director of Human Resources	1	1	\$94,554		\$93,636
Technicians	3	3	\$185,914		\$189,804
TOTAL CENTRAL ADMINISTRATION SUMMARY POSITIONS	36	34	\$2,268,601	\$0	\$2,200,643
School Committee Members	9	9	\$103,500	\$0	\$103,500
TOTAL CENTRAL ADMINISTRATION & SCHOOL COMMITTEE	45	43	\$2,372,101	\$0	\$2,304,143

Section 2

Instructional

INSTRUCTIONAL PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2017 2/28/2017	FY2017 ESTIMATED TOTAL	FY2018 REQUEST
Teachers' Salaries	\$34,381,175	\$34,688,278		\$16,598,590	\$36,149,856	\$34,380,961
Administrators' Salaries	\$2,854,346	\$2,895,529		\$1,789,942	\$3,010,250	\$3,071,364
Extra-Curricular	\$479,785	\$515,356		\$260,574	\$637,657	\$530,634
Substitutes	\$2,637,594	\$1,157,236		\$477,870	\$1,178,884	\$1,031,818
Additional Teachers	\$1,246,123	\$0		\$0	\$0	\$0
Part-Time Temporary Help	\$165,280	\$75,000		\$57,617	\$163,217	\$75,000
Overtime/Stipends	\$82,716	\$50,000		\$31,181	\$96,206	\$50,000
Misc. Pay/Perfect Attendance	\$43,364	\$45,000		\$43,737	\$43,737	\$45,000
Severance Pay	\$112,725	\$50,000		\$49,341	\$49,341	\$50,000
Summer School Enrichment Program	\$133,067	\$100,000		\$128,796	\$128,796	\$140,000
Summer Program Deven/English Schools	\$14,483	\$175,000		\$56,872	\$56,872	\$75,000
Account Adjustment	\$206,079	\$210,000		\$330,314	\$330,314	\$335,000
Mentoring	\$82,000	\$75,000		\$36,750	\$74,000	\$75,000
	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL PERSONNEL SERVICES	\$42,438,737	\$40,036,399	\$0	\$19,861,584	\$41,919,130	\$39,859,777

**Account Adjustment is for Maternity Leave Salaries, Degree Lane Changes, and Miscellaneous Labor Expenses*

INSTRUCTIONAL GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2017 2/28/2017 ESTIMATED	FY2017 TOTAL	FY2018 REQUEST
Binding	\$1,891	\$5,000		\$954	\$954	\$5,000
Supplies	\$630,247	\$525,000		\$382,084	\$657,229	\$525,000
Textbooks	\$497,728	\$500,000		\$49,629	\$52,482	\$350,000
Industrial Arts Supplies	\$3,174	\$2,000		\$741	\$1,241	\$2,000
Band, Music, Instruments	\$77,837	\$65,000		\$35,950	\$61,250	\$65,000
E.H.S Mathematics/Technology Department	\$10,004	\$7,000		\$0	\$0	\$7,000
E.H.S. Social Studies Department	\$1,000	\$3,000		\$109	\$109	\$3,000
E.H.S. Science Department (All Schools)	\$34,041	\$30,000		\$6,223	\$8,673	\$10,000
E.H.S. English Department	\$0	\$3,000		\$0	\$0	\$3,000
E.H.S. Foreign Language Department	\$1,217	\$1,500		\$1,972	\$1,972	\$1,500
Principals' Request	\$0	\$10,000		\$11,830	\$17,830	\$10,000
Graduation	\$20,739	\$20,000		\$257	\$20,226	\$20,000
Occupational Education	\$182,653	\$180,000		\$96,334	\$214,709	\$200,000
	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL GENERAL EXPENDITURES	\$1,460,531	\$1,351,500	\$0	\$586,083	\$1,036,675	\$1,201,500

INSTRUCTIONAL SPECIAL EXPENDITURES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2017 2/28/2017	FY2017 ESTIMATED TOTAL	FY2018 REQUEST
Audio - Visual Media	\$29,557	\$20,000		\$1,856	\$11,725	\$12,000
Television Program	\$15,876	\$17,000		\$5,364	\$12,184	\$12,000
Libraries	\$20,658	\$12,000		\$0	\$4,129	\$5,000
Digital Photography	\$0	\$1,000		\$0	\$0	\$1,000
Health Education	\$0	\$1,000		\$0	\$15,000	\$1,000
Guidance	\$0	\$7,000		\$0	\$0	\$7,000
Computer Purchase & Supplies	\$613,129	\$675,000		\$334,575	\$412,996	\$520,000
After School Program	\$34,110	\$75,000		\$10,039	\$75,000	\$50,000
TOTAL INSTRUCTIONAL SPECIAL EXPENDITURES	\$713,330	\$808,000	\$0	\$351,834	\$531,034	\$608,000

**INSTRUCTIONAL
POSITION SUMMARY**

	#STAFF FY2017	#STAFF FY2018 REQUEST	FY2017 REQUEST	FY2017 REVISED	FY2018 REQUEST
Teacher - Adams School	7	9	\$580,543		\$773,487
Teacher- Devens School	1	2	\$82,800		\$176,012
Teacher - English School	41	40	\$3,252,961		\$3,319,903
Teacher - Keverian School	41	39	\$3,373,351		\$3,340,579
Teacher - Lafayette School	48	44	\$3,845,246		\$3,570,699
Teacher - Parlin School	42	37	\$3,257,009		\$3,042,842
Teacher- Webster School	19	19	\$1,510,538		\$1,553,407
Teacher - Whittier School	33	35	\$2,536,923		\$2,866,151
Teacher - Everett High School	106	104	\$8,374,544		\$8,355,006
Teacher - Alternative Education	5	7	\$437,615		\$609,352
Teacher - Specialized	94	83	\$7,436,748		\$6,773,523
Subtotal Teachers	437	419	\$34,688,278	\$0	\$34,380,961
Principal - High School	1	1	\$151,259		\$154,001
Vice Principal - High School	0	2	\$0		\$271,817
Submaster-High School	1	0	\$129,356		\$0
Principal - Elementary	7	6	\$884,277		\$769,060
Principal -Devens School	1	1	\$129,183		\$131,445
Assistant Principal - Elementary	5	5	\$583,702		\$593,690
Director	8	9	\$1,017,752		\$1,151,351
Subtotal Administrators	23	24	\$2,895,529	\$0	\$3,071,364
TOTAL INSTRUCTIONAL PERSONNEL	460	443	\$37,583,807	\$0	\$37,452,325

Section 3

Special Education

SPECIAL EDUCATION PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2017 2/28/2017	FY2017 ESTIMATED TOTAL	FY2018 REQUEST
Teachers' Salaries	\$7,382,118	\$7,087,208		\$3,492,245	\$7,424,371	\$7,371,557
Administrative Overtime/Stipends	\$0	\$5,000		\$0	\$0	\$3,000
Misc. Pay/Perfect Attendance	\$6,616	\$10,000		\$11,031	\$11,031	\$12,000
Administrators' Salaries	\$134,605	\$140,586		\$84,351	\$141,126	\$257,288
Other Personnel Services - Clerical	\$90,443	\$96,600		\$59,038	\$97,900	\$99,832
Teacher Aides	\$2,326,631	\$2,783,100		\$1,098,837	\$2,264,325	\$2,420,740
Substitutes	\$90,000	\$90,000		\$45,000	\$90,000	\$90,000
	=====	=====	=====	=====	-----	-----
TOTAL SPECIAL EDUCATION PERSONNEL SERVICES	\$10,030,413	\$10,212,494	\$0	\$4,790,502	\$10,028,753	\$10,254,417

SPECIAL EDUCATION GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2017 2/28/2017	FY2017 ESTIMATED TOTAL	FY2018 REQUEST
Clinical	\$1,908,112	\$1,800,000		\$1,318,668	\$2,333,487	\$2,000,000
Independent Evaluation	\$0	\$5,000		\$0	\$0	\$5,000
Consultants	\$149,247	\$20,000		\$80,212	\$160,424	\$20,000
	=====	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION GENERAL EXPENDITURES	\$2,057,359	\$1,825,000	\$0	\$1,398,880	\$2,493,911	\$2,025,000
Special Education Tuition	\$4,208,327	\$4,750,000	\$0	\$3,798,686	\$5,744,358	\$5,675,000
Gateway to College Program	\$0	\$0	\$0	\$0	\$0	\$125,000
Vision/Hearing Screening	\$0	\$4,000	\$0	\$0	\$0	\$4,000
Special Education Transportation	\$3,972,271	\$4,500,000	\$0	\$2,123,721	\$4,447,399	\$4,600,000

**SPECIAL EDUCATION
SUMMARY BY POSITION**

	#STAFF FY2017 APPROPRIATED	#STAFF FY2018 REQUEST	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2018 REQUEST
Teacher - Special Education	90	89	\$7,087,208		\$7,371,557
Director	1	2	\$140,586		\$257,288
Secretary	2	2	\$96,600		\$99,832
Teacher Aides	125	104	\$2,783,100		\$2,420,740
	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION	218	197	\$10,107,494	\$0	\$10,149,417

Section 4

Athletics

ATHLETICS GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2017 2/28/2017	FY2017 ESTIMATED TOTAL	FY2018 REQUEST
Athletics General Expenditures	\$200,262	\$306,555		\$201,232	\$330,488	\$306,555
Athletic Equipment	\$213,691	\$93,445		\$82,318	\$110,000	\$93,445
	=====	=====	=====	=====	=====	=====
TOTAL ATHLETICS GENERAL EXPENDITURES	\$413,953	\$400,000	\$0	\$283,550	\$440,488	\$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 2017 APPROPRIATED	FY 2017 REVISED TOTAL	FY 2017 2/28/2017	FY 2017 ESTIMATED TOTAL	FY 2018 REQUEST
Maintenance Salaries	\$86,424 =====	=====	\$55,220 =====	\$88,124 =====	\$88,068 =====
TOTAL MAINTENANCE SALARIES SERVICES	\$86,424	\$0	\$55,220	\$88,124	\$88,068
Custodians Salaries	\$1,476,255		\$971,092	\$1,616,942	\$1,452,037
Substitute/Summer Help	\$150,000		\$177,083	\$202,683	\$147,000
Misc. Pay/Perfect Attendance	\$0		\$0	\$0	\$3,000
Overtime	\$100,000		\$53,953	\$92,172	\$100,000
5% Differential	\$15,000 =====	=====	\$5,871 =====	\$11,491 =====	\$15,000 =====
TOTAL CUSTODIANS' SALARIES	\$1,741,255	\$0	\$1,207,999	\$1,923,288	\$1,717,037
Houseworkers' Salaries	\$201,552 =====	=====	\$103,223 =====	\$186,557 =====	\$218,348 =====
TOTAL HOUSEWORKERS' SALARIES	\$201,552	\$0	\$103,223	\$186,557	\$218,348
GRAND TOTAL MAIN/CUST/HOUSE PERS. SERVICES	\$2,029,231	\$0	\$1,366,442	\$2,197,969	\$2,023,453

MAINTENANCE GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2016 ACTUAL	FY2017 APPROPRIATED	FY2017 REVISED TOTAL	FY2017 2/28/2017	FY2017 ESTIMATED TOTAL	FY2018 REQUEST
Custodians' Supplies	\$108,992	\$100,000		\$73,251	\$95,440	\$100,000
Custodian & Maintenance Clothing	\$10,439	\$10,000		\$5,473	\$11,458	\$10,000
General Work	\$934,898	\$550,000		\$129,046	\$325,000	\$350,000
Motor Maintenance	\$7,680	\$15,000		\$2,926	\$13,000	\$15,000
Private Protection	\$9,440	\$15,000		\$2,914	\$39,275	\$40,000
Sprinkler Systems	\$66,092	\$60,000		\$24,411	\$51,000	\$60,000
Vandalism	\$50,452	\$35,000		\$27,677	\$37,000	\$35,000
Electrical Contract	\$0	\$60,000		\$16,068	\$35,000	\$60,000
Plumbing Contract	\$0	\$125,000		\$37,254	\$75,500	\$100,000
HVAC Contract	\$476,701	\$450,000		\$284,082	\$500,000	\$450,000
Elevator Contract	\$36,019	\$35,000		\$12,551	\$36,750	\$35,000
Cleaning Contract	\$276,950	\$275,000		\$187,260	\$279,260	\$275,000
Snow Plowing	\$47,225	\$150,000		\$24,850	\$75,000	\$150,000
Housing of School Vehicles	\$54,507	\$55,000		\$37,707	\$56,560	\$55,000
Landscaping All Schools	\$71,269	\$80,000		\$27,035	\$39,900	\$80,000
Devens School Lease	\$546,507	\$580,000		\$37,019	\$549,428	\$580,000
Upgrade Security System/Communication System	\$90,039	\$50,000		\$19,177	\$27,500	\$50,000
	=====	=====	=====	=====	=====	=====
TOTAL MAINTENANCE GENERAL EXPENDITURES	\$2,787,210	\$2,645,000	\$0	\$948,701	\$2,247,071	\$2,445,000
Electricity	\$1,278,765	\$1,265,000	\$0	\$870,015	\$1,510,150	\$1,520,000
Gas	\$275,445	\$300,000	\$0	\$184,099	\$462,500	\$475,000

MAINTENANCE

SUMMARY BY POSITION

	#STAFF FY 2017	#STAFF FY 2018	FY 2017 APPROPRIATED	FY 2017 ACTUAL	FY 2017 REVISED # STAFF	FY 2017 REVISED BUDGET	FY 2018 REQUEST
MAINTENANCE							
Supervisor	1	1	\$82,224	\$82,224	0	\$0	\$83,868
Longevity			\$4,200	\$4,200			\$4,200
	=====	=====	=====	=====	=====	=====	=====
TOTAL MAINTENANCE	1	1	\$86,424	\$86,424	0	\$0	\$88,068
CUSTODIAN							
Junior Building Custodian	28	27	\$1,474,955	\$1,446,152	0	\$0	\$1,450,737
Longevity			\$1,300	\$1,300	0	\$0	\$1,300
	=====	=====	=====	=====	=====	=====	=====
TOTAL CUSTODIANS	28	27	\$1,476,255	\$1,447,452	0	\$0	\$1,452,037
HOUSEWORKERS							
TOTAL HOUSEWORKERS	8	8	\$201,552	\$201,552	0	\$0	\$218,348
Grand Total	37	36	\$1,764,231	\$1,735,428	0	\$0	\$1,758,453

City of Everett
Everett Budget Council Summary Report
FY 2018 School Budget

300 - EVERETT PUBLIC SCHOOLS							
Account Number	Account Description	FY2016 Expended	FY2017 Budget	FY2017 Expended	FY2018 Requested	FY2018 Mayor Recommended	FY2018 Council Approved
PERSONNEL							
01-300-1110-05-3-000	SCHOOL COMM - COMPENSATION	\$79,349.64	\$103,500.00	\$97,224.67	\$103,500.00	\$103,500.00	\$103,500.00
01-300-1210-05-1-000	SUPERINTENDENT - PROF SALARIES	\$211,628.12	\$219,573.00	\$215,447.10	\$223,880.00	\$223,880.00	\$223,880.00
01-300-1210-05-2-000	SUPERINTENDENT - CLERICAL	\$85,854.73	\$114,084.00	\$112,352.26	\$116,650.00	\$116,650.00	\$116,650.00
01-300-1220-05-1-000	ASST SUPERINTENDENT - PROF	\$159,437.02	\$161,296.00	\$136,556.23	\$156,540.00	\$156,540.00	\$156,540.00
01-300-1230-05-2-000	OTHER DIST ADMIN - CLERICAL	\$96,965.74	\$96,600.00	\$26,533.32	\$0.00	\$0.00	\$0.00
01-300-1410-05-1-000	BUSINESS OFFICE - PROF SALARIES	\$156,737.02	\$158,598.00	\$155,886.91	\$162,038.00	\$162,038.00	\$162,038.00
01-300-1410-05-2-000	BUSINESS OFFICE - CLERICAL SALARIES	\$48,802.42	\$48,300.00	\$48,674.85	\$50,566.00	\$50,566.00	\$50,566.00
01-300-1410-05-3-000	BUSINESS OFFICE - OTHER SALARIES	\$282,336.21	\$242,600.00	\$264,111.13	\$247,630.00	\$247,630.00	\$247,630.00
01-300-1420-05-1-000	HUMAN RESOURCES - PROF SALARIES	\$90,665.53	\$94,554.00	\$89,697.79	\$93,636.00	\$93,636.00	\$93,636.00
01-300-1450-05-3-000	DIST TECHNOLOGY - OTHER SALARIES	\$312,323.80	\$185,914.00	\$281,604.84	\$18,980.00	\$18,980.00	\$18,980.00
01-311-2210-05-1-000	ADAMS PRINCIPAL - PROF SALARIES	\$119,041.19	\$121,843.00	\$15,465.01	\$0.00	\$0.00	\$0.00
01-311-2210-05-2-000	ADAMS PRINCIPAL - CLERICAL	\$48,079.46	\$49,400.00	\$48,334.61	\$50,966.00	\$50,966.00	\$50,966.00
01-311-2305-01-1-000	ADAMS CLASSROOM TEACHERS	\$556,818.04	\$580,543.00	\$656,779.82	\$773,487.00	\$773,487.00	\$773,487.00
01-311-2305-02-1-000	ADAMS SPED TEACHERS	\$0.00	\$0.00	\$75,748.58	\$0.00	\$0.00	\$0.00
01-311-2330-02-3-000	ADAMS SPED PARAPROFESSIONALS	\$186,452.98	\$190,617.00	\$154,863.03	\$174,859.00	\$174,859.00	\$174,859.00
01-311-2710-01-1-000	ADAMS GUIDANCE - PROF SALARIES	\$0.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-312-2210-05-1-000	WEBSTER PRINCIPAL - PROF SALARIES	\$126,497.78	\$127,291.00	\$125,351.04	\$129,553.00	\$129,553.00	\$129,553.00
01-312-2210-05-2-000	WEBSTER PRINCIPAL - CLERICAL	\$47,702.42	\$48,300.00	\$47,374.85	\$49,266.00	\$49,266.00	\$49,266.00
01-312-2305-01-1-000	WEBSTER CLASSROOM TEACHERS	\$1,267,293.45	\$1,510,538.00	\$1,358,517.78	\$1,553,407.00	\$1,553,407.00	\$1,553,407.00
01-312-2305-02-1-000	WEBSTER SPED TEACHERS	\$852,201.49	\$1,238,155.00	\$867,508.86	\$1,222,209.00	\$1,222,209.00	\$1,222,209.00
01-312-2310-01-1-000	WEBSTER SPECIALIST TEACHERS	\$246,985.45	\$301,800.00	\$256,669.40	\$314,761.00	\$314,761.00	\$314,761.00
01-312-2330-02-3-000	WEBSTER SPED PARAPROFESSIONALS	\$587,047.84	\$870,233.00	\$470,087.40	\$768,661.00	\$768,661.00	\$768,661.00
01-312-2710-01-1-000	WEBSTER GUIDANCE - PROF SALARIES	\$49,765.74	\$62,699.00	\$53,990.64	\$67,841.00	\$67,841.00	\$67,841.00
01-312-2710-02-1-000	WEBSTER ADJUSTMENT	\$51,329.74	\$65,456.00	\$0.00	\$0.00	\$0.00	\$0.00
01-313-2210-05-1-000	ENGLISH PRINCIPAL - PROF SALARIES	\$240,989.17	\$248,703.00	\$244,950.53	\$248,507.00	\$248,507.00	\$248,507.00
01-313-2210-05-2-000	ENGLISH PRINCIPAL - CLERICAL	\$48,802.42	\$49,400.00	\$48,874.85	\$50,766.00	\$50,766.00	\$50,766.00
01-313-2250-05-1-000	ENGLISH BLDG TECH - PROF SALARIES	\$66,739.50	\$84,400.00	\$71,531.83	\$86,056.00	\$86,056.00	\$86,056.00
01-313-2305-01-1-000	ENGLISH CLASSROOM TEACHERS	\$2,869,554.82	\$3,328,997.00	\$2,790,545.39	\$3,319,903.00	\$3,319,903.00	\$3,319,903.00
01-313-2305-02-1-000	ENGLISH SPED TEACHERS	\$938,035.90	\$935,939.00	\$820,210.25	\$736,464.00	\$736,464.00	\$736,464.00
01-313-2310-01-1-000	ENGLISH SPECIALIST TEACHERS	\$339,982.72	\$349,503.00	\$279,149.71	\$400,411.00	\$400,411.00	\$400,411.00

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PERSONNEL							
01-313-2330-02-3-000	ENGLISH SPED PARAPROFESSIONALS	\$333,321.04	\$346,199.00	\$294,076.38	\$320,218.00	\$320,218.00	\$320,218.00
01-313-2340-05-1-000	ENGLISH LIBRARY - PROF SALARIES	\$70,062.94	\$84,458.00	\$71,464.36	\$86,147.00	\$86,147.00	\$86,147.00
01-313-2710-01-1-000	ENGLISH GUIDANCE - PROF SALARIES	\$64,390.22	\$59,935.00	\$104,665.54	\$96,823.00	\$96,823.00	\$96,823.00
01-314-2210-05-1-000	KEVERIAN PRINCIPAL - PROF SALARIES	\$233,900.38	\$237,645.00	\$237,222.35	\$236,804.00	\$236,804.00	\$236,804.00
01-314-2210-05-2-000	KEVERIAN PRINCIPAL - CLERICAL	\$47,702.42	\$48,300.00	\$48,674.85	\$49,266.00	\$49,266.00	\$49,266.00
01-314-2250-05-1-000	KEVERIAN BLDG TECH - PROF	\$70,187.72	\$84,400.00	\$82,226.21	\$94,023.00	\$94,023.00	\$94,023.00
01-314-2305-01-1-000	KEVERIAN CLASSROOM TEACHERS	\$2,835,970.40	\$3,449,324.00	\$2,872,311.23	\$3,340,579.00	\$3,340,579.00	\$3,340,579.00
01-314-2305-02-1-000	KEVERIAN SPED TEACHERS	\$524,288.85	\$659,653.00	\$478,033.15	\$757,986.00	\$757,986.00	\$757,986.00
01-314-2310-01-1-000	KEVERIAN SPECIALIST TEACHERS	\$373,962.59	\$455,871.00	\$395,947.71	\$482,964.00	\$482,964.00	\$482,964.00
01-314-2330-02-3-000	KEVERIAN SPED PARAPROFESSIONALS	\$267,030.00	\$270,285.00	\$130,919.86	\$128,944.00	\$128,944.00	\$128,944.00
01-314-2340-05-1-000	KEVERIAN LIBRARY - PROF SALARIES	\$32,207.81	\$52,718.00	\$42,121.35	\$53,772.00	\$53,772.00	\$53,772.00
01-314-2710-01-1-000	KEVERIAN GUIDANCE - PROF SALARIES	\$139,419.11	\$172,435.00	\$66,303.46	\$80,779.00	\$80,779.00	\$80,779.00
01-314-2710-02-1-000	KEVERIAN ADJUSTMENT	\$3,238.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-315-2210-05-1-000	LAFAYETTE PRINCIPAL - PROF	\$239,042.01	\$240,491.00	\$235,365.28	\$249,762.00	\$249,762.00	\$249,762.00
01-315-2210-05-2-000	LAFAYETTE PRINCIPAL - CLERICAL	\$46,127.44	\$48,300.00	\$47,374.85	\$49,266.00	\$49,266.00	\$49,266.00
01-315-2250-05-1-000	LAFAYETTE BLDG TECH - PROF	\$77,968.91	\$93,780.00	\$79,598.36	\$95,623.00	\$95,623.00	\$95,623.00
01-315-2305-01-1-000	LAFAYETTE CLASSROOM TEACHERS	\$3,247,742.15	\$3,921,219.00	\$3,038,650.49	\$3,570,699.00	\$3,570,699.00	\$3,570,699.00
01-315-2305-02-1-000	LAFAYETTE SPED TEACHERS	\$853,388.12	\$1,006,228.00	\$927,827.18	\$1,031,884.00	\$1,031,884.00	\$1,031,884.00
01-315-2310-01-1-000	LAFAYETTE SPECIALIST TEACHERS	\$419,092.76	\$455,130.00	\$385,157.98	\$465,701.00	\$465,701.00	\$465,701.00
01-315-2330-02-3-000	LAFAYETTE SPED	\$280,092.96	\$309,100.00	\$230,203.33	\$250,443.00	\$250,443.00	\$250,443.00
01-315-2340-05-1-000	LAFAYETTE LIBRARY - PROF SALARIES	\$65,941.49	\$84,458.00	\$71,464.36	\$86,147.00	\$86,147.00	\$86,147.00
01-315-2710-01-1-000	LAFAYETTE GUIDANCE - PROF	\$164,104.26	\$197,292.00	\$85,315.88	\$100,531.00	\$100,531.00	\$100,531.00
01-315-2710-02-1-000	LAFAYETTE ADJUSTMENT	\$55,904.00	\$70,973.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2210-05-1-000	PARLIN PRINCIPAL - PROF SALARIES	\$223,333.53	\$245,403.00	\$233,762.54	\$247,162.00	\$247,162.00	\$247,162.00
01-316-2210-05-2-000	PARLIN PRINCIPAL - CLERICAL SALARIE	\$50,334.53	\$48,300.00	\$47,374.85	\$49,266.00	\$49,266.00	\$49,266.00
01-316-2250-05-1-000	PARLIN BLDG TECH - PROF SALARIES	\$47,396.80	\$59,899.00	\$50,683.82	\$63,990.00	\$63,990.00	\$63,990.00
01-316-2305-01-1-000	PARLIN CLASSROOM TEACHERS	\$2,610,902.43	\$3,257,009.00	\$2,875,919.88	\$3,042,842.00	\$3,042,842.00	\$3,042,842.00
01-316-2305-02-1-000	PARLIN SPED TEACHERS	\$428,126.53	\$533,511.00	\$372,236.96	\$415,522.00	\$415,522.00	\$415,522.00
01-316-2310-01-1-000	PARLIN SPECIALIST TEACHERS	\$278,369.71	\$345,772.00	\$259,737.92	\$268,848.00	\$268,848.00	\$268,848.00
01-316-2330-02-3-000	PARLIN SPED PARAPROFESSIONALS	\$88,183.31	\$69,840.00	\$42,282.82	\$64,787.00	\$64,787.00	\$64,787.00

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PERSONNEL							
01-316-2340-05-1-000	PARLIN LIBRARY - PROF SALARIES	\$54,260.96	\$68,173.00	\$58,628.24	\$72,911.00	\$72,911.00	\$72,911.00
01-316-2710-01-1-000	PARLIN GUIDANCE - PROF SALARIES	\$157,785.26	\$186,651.00	\$157,463.05	\$190,272.00	\$190,272.00	\$190,272.00
01-317-2210-05-1-000	WHITTIER PRINCIPAL - PROF SALARIES	\$245,084.21	\$246,603.00	\$242,850.53	\$250,962.00	\$250,962.00	\$250,962.00
01-317-2210-05-2-000	WHITTIER PRINCIPAL - CLERICAL	\$49,002.42	\$49,400.00	\$48,674.85	\$50,566.00	\$50,566.00	\$50,566.00
01-317-2250-05-1-000	WHITTIER BLDG TECH - PROF SALARIES	\$77,668.91	\$93,480.00	\$79,298.36	\$95,323.00	\$95,323.00	\$95,323.00
01-317-2305-01-1-000	WHITTIER CLASSROOM TEACHERS	\$2,040,983.80	\$2,536,923.00	\$2,426,563.74	\$2,866,151.00	\$2,866,151.00	\$2,866,151.00
01-317-2305-02-1-000	WHITTIER SPED TEACHERS	\$138,605.48	\$184,655.00	\$403,463.51	\$390,740.00	\$390,740.00	\$390,740.00
01-317-2310-01-1-000	WHITTIER SPECIALIST TEACHERS	\$270,179.70	\$329,871.00	\$280,726.18	\$340,949.00	\$340,949.00	\$340,949.00
01-317-2330-02-3-000	WHITTIER SPED PARAPROFESSIONALS	\$106,648.74	\$243,857.00	\$79,565.10	\$100,131.00	\$100,131.00	\$100,131.00
01-317-2340-05-1-000	WHITTIER LIBRARY - PROF SALARIES	\$60,672.22	\$75,898.00	\$64,221.30	\$80,787.00	\$80,787.00	\$80,787.00
01-317-2710-01-1-000	WHITTIER GUIDANCE - PROF SALARIES	\$97,115.61	\$88,366.00	\$77,567.82	\$93,449.00	\$93,449.00	\$93,449.00
01-317-2710-02-1-000	WHITTIER ADJUSTMENT COUNSELOR	\$55,840.77	\$82,289.00	\$0.00	\$0.00	\$0.00	\$0.00
01-321-2210-05-1-000	DEVENS PRINCIPAL - PROF SALARIES	\$125,881.92	\$129,183.00	\$127,213.95	\$131,445.00	\$131,445.00	\$131,445.00
01-321-2210-05-2-000	DEVENS PRINCIPAL - CLERICAL	\$47,632.73	\$48,300.00	\$48,674.85	\$49,266.00	\$49,266.00	\$49,266.00
01-321-2305-01-1-000	DEVENS CLASSROOM TEACHERS	\$40.00	\$82,800.00	\$149,109.33	\$176,012.00	\$176,012.00	\$176,012.00
01-321-2305-02-1-000	DEVENS SPED TEACHERS	\$370,531.71	\$492,925.00	\$406,742.59	\$782,040.00	\$782,040.00	\$782,040.00
01-321-2305-02-1-460	SUMMER PROGRAM DEVENS SCHOOL	\$14,482.87	\$175,000.00	\$56,871.91	\$75,000.00	\$75,000.00	\$75,000.00
01-321-2310-01-1-000	DEVENS SPECIALIST TEACHERS	\$115,620.94	\$81,141.00	\$121,674.30	\$149,489.00	\$149,489.00	\$149,489.00
01-321-2330-02-3-000	DEVENS SPED PARAPROFESSIONALS	\$193,108.39	\$183,764.00	\$286,665.43	\$278,284.00	\$278,284.00	\$278,284.00
01-321-2710-01-1-000	DEVENS GUIDANCE - PROF SALARIES	\$35,537.78	\$94,246.00	\$0.00	\$0.00	\$0.00	\$0.00
01-321-2710-02-1-000	DEVENS ADJUSTMENT	\$120,737.55	\$94,980.00	\$82,115.88	\$0.00	\$0.00	\$0.00
01-331-2210-05-1-000	EHS PRINCIPAL - PROF SALARIES	\$788,367.83	\$899,730.00	\$1,044,617.78	\$1,163,401.00	\$1,163,401.00	\$1,163,401.00
01-331-2210-05-2-000	EHS PRINCIPAL - CLERICAL SALARIES	\$296,439.97	\$255,591.00	\$296,747.37	\$261,215.00	\$261,215.00	\$261,215.00
01-331-2220-01-1-000	EHS DEPT HEADS - PROF SALARIES	\$327,065.75	\$100,036.00	\$335,045.56	\$101,921.00	\$101,921.00	\$101,921.00
01-331-2305-01-1-000	EHS CLASSROOM TEACHERS	\$6,580,844.31	\$10,281,579.00	\$7,416,756.88	\$8,355,006.00	\$8,355,006.00	\$8,355,006.00
01-331-2305-02-1-000	EHS SPED TEACHERS	\$1,311,322.65	\$1,740,404.00	\$1,339,417.35	\$1,629,291.00	\$1,629,291.00	\$1,629,291.00
01-331-2310-01-1-000	EHS SPECIALIST TEACHERS	\$1,153,542.73	\$1,385,942.00	\$1,288,385.27	\$1,407,285.00	\$1,407,285.00	\$1,407,285.00
01-331-2330-02-3-000	EHS SPED PARAPROFESSIONALS	\$285,530.19	\$305,474.00	\$186,572.97	\$244,320.00	\$244,320.00	\$244,320.00
01-331-2340-05-1-000	EHS LIBRARY - PROF SALARIES	\$66,860.18	\$85,566.00	\$72,402.00	\$87,277.00	\$87,277.00	\$87,277.00
01-331-2710-01-1-000	EHS GUIDANCE - PROF SALARIES	\$535,024.00	\$673,081.00	\$492,116.92	\$603,619.00	\$603,619.00	\$603,619.00

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PERSONNEL							
01-331-2710-01-2-000	EHS GUIDANCE - CLERICAL SALARIES	\$92,001.48	\$49,600.00	\$93,343.39	\$97,002.00	\$97,002.00	\$97,002.00
01-331-2710-02-1-000	HS ADJUSTMENT COUNSELOR SPED	\$106,345.00	\$136,981.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-2110-01-1-000	DIST CURRICULUM - PROF SALARIES	\$252,964.29	\$263,826.00	\$259,270.54	\$268,849.00	\$268,849.00	\$268,849.00
01-339-2110-01-2-000	DIST CURRICULUM - CLERICAL	\$47,702.42	\$48,300.00	\$47,363.39	\$49,266.00	\$49,266.00	\$49,266.00
01-339-2110-02-1-000	SPED SUPERVISORY - PROF SALARIES	\$305,073.59	\$342,078.00	\$413,204.80	\$462,550.00	\$462,550.00	\$462,550.00
01-339-2110-02-2-000	SPED SUPERVISORY - CLERICAL	\$94,708.45	\$96,600.00	\$96,049.70	\$99,832.00	\$99,832.00	\$99,832.00
01-339-2110-01-1-455	INSTRUCTIONAL ACCOUNT	\$0.00	\$210,000.00	\$0.00	\$335,000.00	\$335,000.00	\$335,000.00
01-339-2120-01-1-000	DISTRICT DEPARTMENT HEADS	\$1,308,002.92	\$1,279,300.00	\$1,098,895.32	\$1,317,686.00	\$1,317,686.00	\$1,317,686.00
01-339-2305-01-1-000	DISTRICT CLASROOM TEACHERS	\$351,117.62	\$424,008.00	\$392,538.03	\$435,513.00	\$435,513.00	\$435,513.00
01-339-2320-02-1-000	MEDICAL THERAPEUTIC SALARIES	\$108,502.37	\$94,246.00	\$159,466.31	\$96,131.00	\$96,131.00	\$96,131.00
01-339-2330-02-3-000	DIST SPED PARAPROFESSIONAL WAGES	\$89,215.93	\$83,731.00	\$195,430.01	\$90,093.00	\$90,093.00	\$90,093.00
01-339-2340-05-1-000	DIST LIBRARY/MEDIA CTR - PROF	\$233,803.86	\$316,309.00	\$176,042.49	\$273,368.00	\$273,368.00	\$273,368.00
01-339-3100-05-1-000	ATTENDANCE - PROF SALARIES	\$204,333.61	\$154,491.00	\$188,624.86	\$153,788.00	\$153,788.00	\$153,788.00
01-339-3510-05-1-000	ATHLETICS - PROF SALARIES	\$123,928.30	\$124,779.00	\$122,914.69	\$127,041.00	\$127,041.00	\$127,041.00
01-339-3510-05-2-000	ATHLETICS - CLERICAL SALARY	\$37,965.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-4110-05-3-000	CUST/MAINT-HOUSEWORKERS	\$223,782.32	\$201,552.00	\$182,801.95	\$218,348.00	\$218,348.00	\$218,348.00
01-339-4220-05-1-000	MAINT SUPERVISOR SALARY	\$85,111.39	\$86,424.00	\$85,148.45	\$88,068.00	\$88,068.00	\$88,068.00
01-339-4220-05-2-000	MAINTENANCE - CLERICAL SALARY	\$37,339.47	\$49,400.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-4220-05-3-000	CUSTODIAL - OTHER SALARIES	\$1,496,142.28	\$1,476,255.00	\$1,559,748.51	\$1,452,037.00	\$1,452,037.00	\$1,452,037.00
01-300-2305-01-1-455	INSTRUCTIONAL SEVERANCE-PAY	\$112,724.50	\$50,000.00	\$56,541.15	\$50,000.00	\$50,000.00	\$50,000.00
01-311-2325-01-3-000	ADAMS SUBSTITUTE TEACHERS	\$18,454.07	\$72,236.00	\$0.00	\$0.00	\$0.00	\$0.00
01-312-2325-01-3-000	WEBSTER SUBSTITUTE TEACHERS	\$147,455.76	\$90,000.00	\$115,531.82	\$100,000.00	\$100,000.00	\$100,000.00
01-313-2325-01-3-000	ENGLISH SUBSTITUTE TEACHERS	\$276,609.54	\$100,000.00	\$28,593.42	\$50,000.00	\$50,000.00	\$50,000.00
01-314-2325-01-3-000	KEVERIAN SUBSTITUTE TEACHERS	\$144,140.23	\$100,000.00	\$91,164.74	\$100,000.00	\$100,000.00	\$100,000.00
01-315-2325-01-3-000	LAFAYETTE SUBSTITUTE TEACHERS	\$205,981.08	\$110,000.00	\$67,361.98	\$100,000.00	\$100,000.00	\$100,000.00
01-316-2325-01-3-000	PARLIN SUBSTITUTE TEACHERS	\$217,934.33	\$110,000.00	\$8,500.00	\$50,000.00	\$50,000.00	\$50,000.00
01-317-2325-01-3-000	WHITTIER SUBSTITUTE TEACHERS	\$254,004.86	\$100,000.00	\$58,452.00	\$100,000.00	\$100,000.00	\$100,000.00
01-321-2325-01-3-000	DEVENS SUBSTITUTE TEACHERS	\$165,803.60	\$75,000.00	\$289,891.19	\$103,157.00	\$103,157.00	\$103,157.00
01-331-2325-01-3-000	EHS SUBSTITUTE TEACHERS	\$808,874.32	\$400,000.00	\$321,990.71	\$100,000.00	\$100,000.00	\$100,000.00
01-339-3510-05-3-000	ATHLETICS - OTHER SALARIES	\$479,785.01	\$515,356.00	\$518,235.84	\$530,634.00	\$530,634.00	\$530,634.00

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PERSONNEL							
01-339-1210-05-3-460	ADMIN P-T TEMPORARY HELP	\$3,270.51	\$10,000.00	\$42,313.55	\$10,000.00	\$10,000.00	\$10,000.00
01-339-2440-01-3-460	INSTRUCTIONAL P-T TEMP HELP	\$165,280.00	\$75,000.00	\$119,035.50	\$75,000.00	\$75,000.00	\$75,000.00
01-339-4110-05-3-460	CUST/MAINT P-T TEMP HELP	\$240,083.66	\$150,000.00	\$226,816.05	\$147,000.00	\$147,000.00	\$147,000.00
01-339-1210-05-3-450	ADMIN OT/STIPENDS	\$16,429.08	\$30,000.00	\$18,983.05	\$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	\$3,000.00	\$3,000.00	\$3,000.00
01-339-2440-01-3-450	INSTRUCTIONAL OT/STIPENDS	\$82,716.00	\$50,000.00	\$88,827.99	\$50,000.00	\$50,000.00	\$50,000.00
01-339-4110-05-3-450	CUST/MAINT OVERTIME/STIPENDS	\$101,757.79	\$100,000.00	\$100,627.26	\$100,000.00	\$100,000.00	\$100,000.00
01-339-1210-05-1-455	ADMIN - MISC OTHER PAY	\$3,893.41	\$5,000.00	\$3,818.36	\$5,000.00	\$5,000.00	\$5,000.00
01-339-1210-05-3-455	MAINT MISC PAY/PERFECT	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-339-2305-01-1-455	REG ED INSTR - MISC OTHER PAY	\$43,364.22	\$45,000.00	\$43,737.03	\$45,000.00	\$45,000.00	\$45,000.00
01-339-2305-01-1-460	SUMMER SCHOOL/ENRICHMENT	\$133,066.84	\$100,000.00	\$128,796.42	\$140,000.00	\$140,000.00	\$140,000.00
01-339-2305-02-1-455	SPED INSTR - MISC OTHER PAY	\$6,616.07	\$10,000.00	\$11,031.44	\$12,000.00	\$12,000.00	\$12,000.00
01-339-4110-05-3-455	CUST/MAINT - MISC OTHER PAY	\$12,801.47	\$15,000.00	\$10,743.02	\$15,000.00	\$15,000.00	\$15,000.00
01-339-2357-01-1-000	DISTRICT MENTORING	\$82,000.00	\$75,000.00	\$73,500.00	\$75,000.00	\$75,000.00	\$75,000.00
PERSONNEL Total:		\$48,982,660.24	\$57,623,144.00	\$48,786,453.61	\$54,486,790.00	\$54,486,790.00	\$54,486,790.00
EXPENSES							
01-339-3520-05-4-610	AFTER SCHOOL PROGRAM	\$34,110.00	\$75,000.00	\$110,507.50	\$50,000.00	\$50,000.00	\$50,000.00
01-339-0423-05-4-000	SNOW PLOWING	\$47,225.00	\$150,000.00	\$74,910.00	\$150,000.00	\$150,000.00	\$150,000.00
01-339-4130-05-4-604	FACILITIES - ELECTRICITY	\$1,278,764.90	\$1,265,000.00	\$1,307,610.61	\$1,520,000.00	\$1,520,000.00	\$1,520,000.00
01-339-4130-05-4-615	FACILITIES - GAS HEAT	\$275,444.98	\$300,000.00	\$391,519.20	\$475,000.00	\$475,000.00	\$475,000.00
01-321-5350-05-6-000	DEVENS SCHOOL LEASE	\$546,507.04	\$580,000.00	\$136,745.52	\$580,000.00	\$580,000.00	\$580,000.00
01-339-2415-01-5-517	STUDENT HANDBOOKS	\$15,912.00	\$50,000.00	\$16,388.00	\$50,000.00	\$50,000.00	\$50,000.00
01-339-3300-01-4-405	REG ED TRANSPORTATION	\$0.00	\$50,000.00	\$-3,600.00	\$0.00	\$0.00	\$0.00
01-339-3300-02-4-405	SPED TRANSPORTATION	\$3,972,270.97	\$4,500,000.00	\$3,279,209.36	\$4,600,000.00	\$4,600,000.00	\$4,600,000.00
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	\$420.63	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-300-2430-01-5-500	ADMIN SUPPLIES & FREIGHT	\$103,468.25	\$70,000.00	\$78,926.29	\$90,000.00	\$90,000.00	\$90,000.00
01-311-2410-01-5-504	ADAMS TEXTBOOKS	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-311-2430-01-5-500	ADAMS SUPPLIES & FREIGHT	\$8,448.42	\$9,000.00	\$4,009.09	\$5,000.00	\$5,000.00	\$5,000.00

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EXPENSES							
01-312-2410-01-5-504	WEBSTER TEXTBOOKS	\$35,768.06	\$28,000.00	\$11,874.00	\$18,000.00	\$18,000.00	\$18,000.00
01-312-2430-01-5-500	WEBSTER SUPPLIES & FREIGHT	\$24,828.52	\$20,000.00	\$10,235.97	\$15,000.00	\$15,000.00	\$15,000.00
01-313-2410-01-5-504	ENGLISH TEXTBOOKS	\$7,508.61	\$40,000.00	\$7,479.75	\$40,000.00	\$40,000.00	\$40,000.00
01-313-2430-01-5-500	ENGLISH SUPPLIES & FREIGHT	\$39,247.80	\$40,000.00	\$26,182.68	\$30,000.00	\$30,000.00	\$30,000.00
01-314-2410-01-5-504	KEVERIAN TEXTBOOKS	\$120.00	\$40,000.00	\$12,983.50	\$40,000.00	\$40,000.00	\$40,000.00
01-314-2430-01-5-500	KEVERIAN SUPPLIES & FREIGHT	\$25,347.44	\$25,000.00	\$37,217.57	\$35,000.00	\$35,000.00	\$35,000.00
01-315-2410-01-5-504	LAFAYETTE TEXTBOOKS	\$60,489.28	\$75,000.00	\$13,493.50	\$40,000.00	\$40,000.00	\$40,000.00
01-315-2430-01-5-500	LAFAYETTE SUPPLIES & FREIGHT	\$50,176.16	\$40,000.00	\$32,133.97	\$35,000.00	\$35,000.00	\$35,000.00
01-316-2410-01-5-504	PARLIN TEXTBOOKS	\$4,801.15	\$40,000.00	\$36,859.50	\$30,000.00	\$30,000.00	\$30,000.00
01-316-2430-01-5-500	PARLIN SUPPLIES & FREIGHT	\$47,025.73	\$25,000.00	\$28,074.09	\$30,000.00	\$30,000.00	\$30,000.00
01-317-2410-01-5-504	WHITTIER TEXTBOOKS	\$69,217.13	\$50,000.00	\$33,917.01	\$40,000.00	\$40,000.00	\$40,000.00
01-317-2430-01-5-500	WHITTIER SUPPLIES & FREIGHT	\$27,725.46	\$25,000.00	\$13,656.14	\$20,000.00	\$20,000.00	\$20,000.00
01-321-2410-01-5-504	DEVENS TEXTBOOKS	\$1,484.02	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-321-2430-01-5-500	DEVENS SUPPLIES & FREIGHT	\$5,934.98	\$7,000.00	\$1,956.57	\$5,000.00	\$5,000.00	\$5,000.00
01-331-2410-01-5-504	HS TEXTBOOKS	\$240,583.53	\$140,000.00	\$18,853.59	\$100,000.00	\$100,000.00	\$100,000.00
01-331-2415-01-5-510	EHS TECH/MATH DEPT	\$10,003.66	\$7,000.00	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00
01-331-2415-01-5-511	EHS SOCIAL STUDIES	\$1,000.00	\$3,000.00	\$859.00	\$3,000.00	\$3,000.00	\$3,000.00
01-331-2415-01-5-514	EHS ENGLISH	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-331-2415-01-5-515	EHS WORLD LANGUAGE	\$1,217.00	\$1,500.00	\$1,972.00	\$1,500.00	\$1,500.00	\$1,500.00
01-331-2415-01-5-516	EHS PRINCIPALS REQUEST	\$0.00	\$10,000.00	\$15,104.50	\$10,000.00	\$10,000.00	\$10,000.00
01-331-2415-01-5-508	INDUSTRIAL SUPPLIES	\$3,173.57	\$2,000.00	\$1,872.64	\$2,000.00	\$2,000.00	\$2,000.00
01-331-2420-03-5-519	OCCUPATIONAL EDUCATION	\$182,652.53	\$180,000.00	\$196,468.12	\$200,000.00	\$200,000.00	\$200,000.00
01-331-2430-01-5-500	HS SUPPLIES & FREIGHT	\$140,322.18	\$125,000.00	\$106,899.58	\$115,000.00	\$115,000.00	\$115,000.00
01-331-3520-05-6-613	GRADUATION	\$20,739.29	\$20,000.00	\$6,999.61	\$20,000.00	\$20,000.00	\$20,000.00
01-339-2320-02-4-400	MED/THRPY CONSULTANTS	\$149,247.00	\$20,000.00	\$128,338.40	\$20,000.00	\$20,000.00	\$20,000.00
01-339-2320-02-4-407	CLINICAL SERVICES	\$1,908,111.84	\$1,800,000.00	\$2,184,883.39	\$2,000,000.00	\$2,000,000.00	\$2,000,000.00
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	\$77,335.53	\$75,000.00	\$16,058.24	\$30,000.00	\$30,000.00	\$30,000.00
01-339-2410-01-5-505	SYSTEMWIDE BINDING	\$1,890.80	\$5,000.00	\$953.55	\$5,000.00	\$5,000.00	\$5,000.00
01-339-2420-01-5-513	SCIENCE (ALL SCHOOLS)	\$34,041.12	\$30,000.00	\$13,191.23	\$10,000.00	\$10,000.00	\$10,000.00

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EXPENSES							
01-339-2430-01-5-500	SYSTEMWIDE SUPPLIES & FREIGHT	\$159,039.06	\$139,000.00	\$208,643.86	\$145,000.00	\$145,000.00	\$145,000.00
01-339-3520-01-6-509	BAND, MUSIC & INSTRUMENTS	\$77,837.02	\$65,000.00	\$59,651.20	\$65,000.00	\$65,000.00	\$65,000.00
01-331-9100-01-7-516	GATEWAY TO COLLEGE	\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00
01-339-2110-02-4-617	SPED MEDICAID COLLABORATIVE	\$31,911.65	\$25,000.00	\$34,989.96	\$35,000.00	\$35,000.00	\$35,000.00
01-339-9100-02-9-617	SPED TUITION PUBLIC SCHOOLS	\$52,675.58	\$85,000.00	\$481,572.28	\$500,000.00	\$500,000.00	\$500,000.00
01-339-9300-02-9-617	SPED TUITION PRIVATE SCHOOLS	\$2,590,660.80	\$2,500,000.00	\$2,206,078.70	\$2,340,000.00	\$2,340,000.00	\$2,340,000.00
01-339-9400-02-9-617	SPED TUITION COLLABORATIVES	\$1,533,077.73	\$2,140,000.00	\$2,086,123.26	\$2,800,000.00	\$2,800,000.00	\$2,800,000.00
01-300-1210-05-6-501	ADMIN DUES, EXPENSES & MEETINGS	\$78,974.10	\$83,000.00	\$92,593.67	\$92,500.00	\$92,500.00	\$92,500.00
01-300-1210-05-6-602	AUTO MILEAGE	\$4,773.26	\$6,000.00	\$7,526.08	\$10,000.00	\$10,000.00	\$10,000.00
01-300-2357-05-6-601	ADMIN DEVEL ED WORKSHOPS	\$3,445.00	\$5,000.00	\$2,413.00	\$5,000.00	\$5,000.00	\$5,000.00
01-300-2420-01-4-503	ADMIN COPIER MAINTENANCE	\$3,325.80	\$3,500.00	\$1,057.80	\$15,000.00	\$15,000.00	\$15,000.00
01-300-2451-01-5-526	ADMIN COMPUTER	\$28,168.50	\$30,000.00	\$24,125.38	\$25,000.00	\$25,000.00	\$25,000.00
01-311-2357-05-6-601	ADAMS DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-311-2420-01-4-503	ADAMS COPIER MAINTENANCE	\$4,790.48	\$5,000.00	\$4,637.02	\$6,000.00	\$6,000.00	\$6,000.00
01-311-2451-01-5-526	ADAMS COMP PURCHASE/SUPPLIES	\$34,916.64	\$5,000.00	\$531.11	\$1,000.00	\$1,000.00	\$1,000.00
01-311-2720-01-5-525	ADAMS GUIDANCE	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00
01-312-2357-05-6-601	WEBSTER DEVEL ED WORKSHOPS	\$150.00	\$1,000.00	\$0.00	\$500.00	\$500.00	\$500.00
01-312-2415-01-5-522	WEBSTER LIBRARY EXP	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
01-312-2420-01-4-503	WEBSTER COPIER MAINTENANCE	\$7,459.60	\$8,000.00	\$6,696.84	\$8,000.00	\$8,000.00	\$8,000.00
01-312-2451-01-5-526	WEBSTER COMP PURCHASE/SUPPLIES	\$51,170.99	\$10,000.00	\$6,914.40	\$5,000.00	\$5,000.00	\$5,000.00
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	\$89,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-313-2357-05-6-601	ENGLISH DEVEL ED WORKSHOPS	\$0.00	\$1,000.00	\$0.00	\$500.00	\$500.00	\$500.00
01-313-2415-01-5-522	ENGLISH LIBRARY EXP	\$550.00	\$600.00	\$550.00	\$550.00	\$550.00	\$550.00
01-313-2420-01-4-503	ENGLISH COPIER MAINTENANCE	\$2,737.00	\$3,000.00	\$2,808.40	\$3,000.00	\$3,000.00	\$3,000.00
01-313-2451-01-5-526	ENGLISH COMP PURCHASE/SUPPLIES	\$1,152.47	\$10,000.00	\$2,640.92	\$5,000.00	\$5,000.00	\$5,000.00
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	\$0.01	\$1,000.00	\$0.00	\$500.00	\$500.00	\$500.00
01-314-2415-01-5-522	KEVERIAN LIBRARY EXP	\$550.00	\$600.00	\$550.00	\$550.00	\$550.00	\$550.00
01-314-2420-01-4-503	KEVERIAN COPIER MAINTENANCE	\$2,638.80	\$3,000.00	\$2,535.30	\$3,000.00	\$3,000.00	\$3,000.00

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EXPENSES							
01-314-2451-01-5-526	KEVERIAN COMP PURCHASE/SUPPLIES	\$2,358.71	\$10,000.00	\$3,941.56	\$5,000.00	\$5,000.00	\$5,000.00
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	\$140.00	\$1,000.00	\$3,500.00	\$2,500.00	\$2,500.00	\$2,500.00
01-315-2415-01-5-522	LAFAYETTE LIBRARY EXP	\$550.00	\$600.00	\$550.00	\$550.00	\$550.00	\$550.00
01-315-2420-01-4-503	LAFAYETTE COPIER MAINTENANCE	\$2,551.60	\$3,000.00	\$2,553.40	\$3,000.00	\$3,000.00	\$3,000.00
01-315-2451-01-5-526	LAFAYETTE COMP PURCHASE/SUPPLIES	\$2,832.74	\$10,000.00	\$3,918.55	\$5,000.00	\$5,000.00	\$5,000.00
01-315-2720-01-5-525	LAFAYETTE GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-316-2357-05-6-601	PARLIN DEVEL ED WORKSHOPS	\$0.00	\$1,000.00	\$0.00	\$500.00	\$500.00	\$500.00
01-316-2415-01-5-522	PARLIN LIBRARY EXP	\$1,981.07	\$600.00	\$550.00	\$550.00	\$550.00	\$550.00
01-316-2420-01-4-503	PARLIN COPIER MAINTENANCE	\$7,317.80	\$10,000.00	\$10,097.73	\$10,000.00	\$10,000.00	\$10,000.00
01-316-2451-01-5-526	PARLIN COMP PURCHASE/SUPPLIES	\$6,167.99	\$10,000.00	\$4,425.29	\$5,000.00	\$5,000.00	\$5,000.00
01-316-2720-01-5-525	PARLIN GUIDANCE	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-317-2357-05-6-601	WHITTIER DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-317-2415-01-5-522	WHITTIER LIBRARY EXP	\$550.00	\$600.00	\$550.00	\$550.00	\$550.00	\$550.00
01-317-2420-01-4-503	WHITTIER COPIER MAINTENANCE	\$2,409.80	\$3,000.00	\$2,595.20	\$3,000.00	\$3,000.00	\$3,000.00
01-317-2451-01-5-526	WHITTIER COMP PURCHASE/SUPPLIES	\$4,790.93	\$10,000.00	\$2,824.94	\$5,000.00	\$5,000.00	\$5,000.00
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	\$69,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-321-2357-05-6-601	DEVENS DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$2,900.00	\$2,500.00	\$2,500.00	\$2,500.00
01-321-2420-01-4-503	DEVENS COPIER MAINTENANCE	\$8,690.99	\$8,000.00	\$11,012.91	\$12,000.00	\$12,000.00	\$12,000.00
01-321-2451-01-5-526	DEVENS COMP PURCHASE/SUPPLIES	\$18,985.00	\$10,000.00	\$719.40	\$1,000.00	\$1,000.00	\$1,000.00
01-321-2720-01-5-525	DEVENS GUIDANCE	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00
01-331-2210-05-6-501	HS DUES, EXPENSES & MEETINGS	\$7,270.00	\$2,500.00	\$7,875.00	\$7,500.00	\$7,500.00	\$7,500.00
01-331-2357-05-6-601	HS DEVEL ED WORKSHOPS	\$3,985.00	\$5,000.00	\$8,659.30	\$10,000.00	\$10,000.00	\$10,000.00
01-331-2415-01-5-522	HS LIBRARY EXP	\$15,565.42	\$6,400.00	\$1,379.01	\$2,250.00	\$2,250.00	\$2,250.00
01-331-2415-01-5-523	EHS PHOTOGRAPHY	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-331-2415-01-5-524	HS HEALTH ED PROGRAM	\$0.00	\$1,000.00	\$12,000.00	\$1,000.00	\$1,000.00	\$1,000.00
01-331-2420-01-4-503	HS COPIER MAINTENANCE	\$67,956.61	\$70,000.00	\$52,431.29	\$60,000.00	\$60,000.00	\$60,000.00
01-331-2451-01-5-526	HS COMP PURCHASE/SUPPLIES	\$37,991.81	\$50,000.00	\$51,470.94	\$50,000.00	\$50,000.00	\$50,000.00
01-331-2453-05-6-521	TV PROGRAM	\$15,875.63	\$17,000.00	\$10,489.99	\$12,000.00	\$12,000.00	\$12,000.00

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EXPENSES							
01-331-2720-01-5-525	HS GUIDANCE	\$0.00	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00	\$3,500.00
01-339-1210-05-5-500	OFFICE SUPPLIES & POSTAGE	\$51,413.76	\$35,000.00	\$41,246.48	\$35,000.00	\$35,000.00	\$35,000.00
01-339-1430-05-4-403	LABOR/LEGAL FEES	\$117,522.82	\$80,000.00	\$127,984.89	\$150,000.00	\$150,000.00	\$150,000.00
01-339-2357-05-6-601	SYSTEMWIDE DEVEL ED WORKSHOPS	\$119,880.82	\$183,500.00	\$179,630.02	\$227,000.00	\$227,000.00	\$227,000.00
01-339-2415-01-5-522	SYSTEMWIDE LIBRARIES EXP	\$911.50	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-2420-01-4-503	SYSTEMWIDE COPIER MAINTENANCE	\$94,247.58	\$93,500.00	\$79,429.53	\$97,000.00	\$97,000.00	\$97,000.00
01-339-2420-01-4-600	ADVERTISING	\$186,441.50	\$85,000.00	\$166,243.50	\$85,000.00	\$85,000.00	\$85,000.00
01-339-2451-01-5-526	SYSTEMWIDE TECH	\$424,593.07	\$520,000.00	\$253,874.93	\$413,000.00	\$413,000.00	\$413,000.00
01-339-2453-05-6-520	SYSTEMWIDE A/V MEDIA	\$29,557.09	\$20,000.00	\$7,532.63	\$12,000.00	\$12,000.00	\$12,000.00
01-339-3510-05-5-607	ATHLETIC EXPENDITURES	\$493,953.11	\$400,000.00	\$397,174.24	\$400,000.00	\$400,000.00	\$400,000.00
01-339-3520-05-6-609	HOMECOMING	\$92,299.41	\$100,000.00	\$114,271.14	\$100,000.00	\$100,000.00	\$100,000.00
01-339-3600-05-4-603	SYSTEMWIDE POLICE DETAILS	\$55,985.13	\$55,000.00	\$49,013.12	\$55,000.00	\$55,000.00	\$55,000.00
01-339-4110-05-5-400	CLEANING CONTRACTS	\$276,950.00	\$275,000.00	\$279,480.00	\$275,000.00	\$275,000.00	\$275,000.00
01-339-4110-05-5-540	CUSTODIAN & MAINT CLOTHING	\$10,439.12	\$10,000.00	\$8,546.47	\$10,000.00	\$10,000.00	\$10,000.00
01-339-4110-05-5-545	CUSTODIAN SUPPLIES	\$108,991.59	\$100,000.00	\$84,584.47	\$100,000.00	\$100,000.00	\$100,000.00
01-339-4130-05-4-000	ELECTRICAL CONTRACT	\$32,100.00	\$60,000.00	\$22,575.26	\$60,000.00	\$60,000.00	\$60,000.00
01-339-4130-05-4-400	PLUMBING CONTRACT	\$123,935.50	\$125,000.00	\$54,219.97	\$100,000.00	\$100,000.00	\$100,000.00
01-339-4130-05-4-605	SYSTEMWIDE TELEPHONE	\$59,327.47	\$65,000.00	\$43,305.28	\$65,000.00	\$65,000.00	\$65,000.00
01-339-4210-05-4-400	LANDSCAPING ALL SCHOOLS	\$71,269.16	\$80,000.00	\$70,032.90	\$80,000.00	\$80,000.00	\$80,000.00
01-339-4220-05-4-400	GENERAL WORK	\$782,733.73	\$550,000.00	\$224,474.75	\$350,000.00	\$350,000.00	\$350,000.00
01-339-4220-05-4-401	ELEVATOR CONTRACT	\$36,018.75	\$35,000.00	\$36,799.09	\$35,000.00	\$35,000.00	\$35,000.00
01-339-4220-05-4-402	HVAC CONTRACT	\$476,701.11	\$450,000.00	\$514,185.53	\$450,000.00	\$450,000.00	\$450,000.00
01-339-4220-05-4-441	MOTOR MAINTENANCE	\$7,680.44	\$15,000.00	\$2,926.40	\$15,000.00	\$15,000.00	\$15,000.00
01-339-4220-05-4-444	SPRINKLER SYSTEM	\$56,686.47	\$60,000.00	\$56,075.19	\$60,000.00	\$60,000.00	\$60,000.00
01-339-4220-05-4-445	VANDALISM	\$50,452.20	\$35,000.00	\$33,081.90	\$35,000.00	\$35,000.00	\$35,000.00
01-339-4225-05-4-442	PRIVATE PROTECTION SYSTEM	\$9,439.58	\$15,000.00	\$3,578.50	\$40,000.00	\$40,000.00	\$40,000.00
01-339-4230-05-4-400	HOUSING OF VEHICLES	\$54,648.00	\$55,000.00	\$56,559.96	\$55,000.00	\$55,000.00	\$55,000.00
01-339-3600-05-4-000	UPGRADE SECURITY SYSTEM	\$90,038.99	\$50,000.00	\$26,503.18	\$50,000.00	\$50,000.00	\$50,000.00
EXPENSES Total:		\$18,404,008.07	\$18,870,000.00	\$16,715,156.69	\$20,198,500.00	\$20,198,500.00	\$20,198,500.00

City of Everett
Everett Budget Council Summary Report
FY 2018 School Budget

300 - EVERETT PUBLIC SCHOOLS		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
SPECIAL APPROPRIATIONS							
SPECIAL APPROPRIATIONS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ENCUMBRANCES							
01-300-5-5111	ENCUMB - SCHOOL SALARY	\$6,410,854.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-300-5-5700	ENCUMB-SCHOOL DEPT EXPENSES	\$561,095.13	\$0.00	\$958,532.11	\$0.00	\$0.00	\$0.00
ENCUMBRANCES Total:		\$6,971,949.27	\$0.00	\$958,532.11	\$0.00	\$0.00	\$0.00
300 EVERETT PUBLIC SCHOOLS Total:		\$74,358,617.58	\$76,493,144.00	\$66,460,142.41	\$74,685,290.00	\$74,685,290.00	\$74,685,290.00

City of Everett
Everett Budget Council Summary Report
FY 2018 School Budget

520 - COMMUNITY DEVELOPMENT		FY2016	FY2017	FY2017	FY2018	FY2018 Mayor	FY2018 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
SPECIAL APPROPRIATIONS							
SPECIAL APPROPRIATIONS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
520 COMMUNITY DEVELOPMENT Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GENERAL FUND Total:		\$74,358,617.58	\$76,493,144.00	\$66,460,142.41	\$74,685,290.00	\$74,685,290.00	\$74,685,290.00
Grand Total:		\$74,358,617.58	\$76,493,144.00	\$66,460,142.41	\$74,685,290.00	\$74,685,290.00	\$74,685,290.00

Everett Public Schools

District Improvement Plan

2017-2019

Everett Public Schools Administration

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

Kathleen McCormack
Director of Guidance

Michael Baldassarre, EdD
Director of Special Education

John DiBiaso
Director of Athletics

Jacqueline Fallon
Director of Mathematics

Anne Ritchie
Director of Science

Ann Auger
Director of English Language Learners

Jennifer Rabold
Director of English Language Arts

James Murphy
Director of Social Studies

Everett High School

Principal
Erick Naumann

Vice Principal
Christopher Barrett

Parlin School

Principal
Michael McLucas

Assistant Principal
Janet Taylor

English School

Principal
Theresa Tringale

Assistant Principal
Michelle Crowell

Whittier School

Principal
David Brady

Assistant Principal
Nancy Sutera

Keverian School

Principal
Alex Naumann

Assistant Principal
Elaine Zaino

Webster School

Principal
Denise Hanlon

Adams School

Head Teacher
Laurie Stokes

Lafayette School

Principal
John Obremski

Assistant Principal
William Donohue

**Everett Public Schools
District Improvement Plan
2017-2019**

Mission

The mission of the Everett Public Schools is to meet the needs of every student in our diverse learning community. The Everett Public Schools is committed to providing a safe, supportive, challenging environment that empowers students to become productive members of society.

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.

Core Values

We believe all children can meet challenging expectations in a *safe nurturing environment* that engages the student in *meaningful learning* that supports *social, emotional, and physical security*, and provides *resources* through *partnerships and collaborations* with the greater community stakeholders.

Theory of Action

A district wide coordinated effort informed by data and need to improve teaching and learning

If, we.....

- strengthen our academic program to meet the individual needs of all students
- create a social/emotional framework and improve the quality of in-school and wraparound services that allow a student to gain self knowledge and a sense of confidence and accountability
- provide a safe, supportive, respectful environment for students and staff
- improve our capacity to provide the resources that staff and students need to be productive
- work with individuals/stakeholder groups within the community to support a shared mission and vision

Then we will.....

- prepare all of our students to be college and career ready armed with the 21st century skills they need to be successful productive citizens in a global society

Strategic Objectives and Initiatives

<i>1. Academic Program</i>	<i>2. Social Emotional Learning</i>	<i>3. School Climate</i>	<i>4. Resources (student/staff)</i>	<i>5. Partnerships and Collaborations</i>
<p>Refine curriculum alignment, instructional strategies, student support and engagement, and assessment methods in literacy through</p> <ul style="list-style-type: none"> • Write Boston • Annotated text • Keys to vocabulary and comprehension • Making Thinking Visible 	<p>Create a PreK-12 district-wide 3 tiered system of support in a social/emotional framework to address student mental health crisis</p>	<p>Collaborate with EHS staff to discuss the possibility of bringing the <i>Restorative Justice</i> model to the middle school grades</p>	<p>Continue to provide quality and diverse professional development opportunities for teachers to select courses that will increase their learning capacity and improve student learning</p>	<p>Create a district/community committee to examine ways to develop a Family Involvement Program</p>
<p>Refine curriculum alignment, instructional strategies, student support and engagement, and assessment methods in mathematics through</p> <ul style="list-style-type: none"> • Everyday Math • Big Ideas 	<p>Collaborate with EHS staff to discuss the possibility of initiating an Advisory program for Grades 7-8</p>	<p>Collaborate with EHS staff to implement the <i>Rights and Responsibilities Protocol</i> to the middle school grades</p>	<p>Provide continued trainings to increase the effectiveness and calibration of the Educator Evaluation Protocol</p>	<p>Continue to work collaboratively with the MSBA to implement plans to address the resource needs in the district specific to space and overcrowding at the elementary level (new school)</p>

Strategic Objectives and Initiatives

<i>1. Academic Program</i>	<i>2. Social Emotional Learning</i>	<i>3. School Climate</i>	<i>4. Resources (student/staff)</i>	<i>5. Partnerships and Collaborations</i>
Refine curriculum alignment, instructional strategies, student support and engagement, and assessment methods in Social Studies through <ul style="list-style-type: none"> • Facing History and Ourselves • Global Scholars 	Collaborate with EHS staff to discuss expanding the EHS <i>Ambassador Program</i> to Grades 7-8	Provide cultural proficiency training to administrative staff	Examine the current student support resources for effectiveness and make adjustments accordingly	Continue to collaborate with existing partnerships that promote, support, and contribute to ongoing successful district initiatives <ul style="list-style-type: none"> • Federal and state grants • Community organizations • State and city government
Implement the <i>Next Generation Science Standards</i>	Continue to support and provide resources for the effective implementation of the <i>Open Circle</i> and <i>Second Step</i> social emotional learning curriculums	Administrative staff will provide cultural proficiency training to school staff		
Create a committee to begin discussions to develop a K-8 grade level Science Technology Engineering Art Mathematics (<i>STEAM</i>) pathway and curriculum		Expand training in Therapeutic Crisis Intervention in Schools (<i>TCIS</i>) Program		

Strategic Objectives and Initiatives

<i>1. Academic Program</i>	<i>2. Social Emotional Learning</i>	<i>3. School Climate</i>	<i>4. Resources (student/staff)</i>	<i>5. Partnerships and Collaborations</i>
Review the existing district strategic technology plan with regard to the implementation a 1:1 device program to determine feasibility etc.				
Support the ELL coordinator in the implementation of DESE Next Generation ESL Project to further district practices that are inclusive and supportive of English Learners				

Outcomes

Outcomes are SMART goals for each objective and initiative: specific and strategic; meaningful and measurable; action oriented; rigorous, realistic, and results-focused; timed and tracked. They should be readily communicated

1. **Academic Support**

- The district will demonstrate an increase in the percent of students exceeding/meeting standards in English Language Arts, Mathematics, and Science on the 2017 state assessment
- The district will demonstrate an increase in the percent of students achieving proficiency on the quarterly assessments in Social Studies
- By January 2018, the district will have an action plan and timeline in place for a 1:1 device implementation
- By Fall 2017, there will be an action plan and timeline in place to implement the DESE *Next Generation ESL Project: Curriculum Resource Guide* to improve ELL instruction and support in the district

2. **Social Emotional Learning**

- If the initial review in May 2017 indicates the need, by June, 2018; there will be a district wide 3 tiered system of support in place to address the social emotional needs of students
- If the initial review in June 2017 indicates the need, by January 2018 an Advisory Program and a School Ambassador Program will be implemented in Grades 7-8 district wide.

3. School Climate

- With the further successful implementation of Therapeutic Crisis Intervention in Schools (TCIS), Restorative Justice, and Rights and Responsibilities by June 2018; behavior data will indicate a decline in the number of suspensions, referrals to the office, referrals for counseling , and/or incidences of bullying

4. Resources

- By June 2018, there will be an increase in the percent of staff indicating satisfaction with the district's professional development protocol and course offerings

5. Partnerships and Collaborations

- If the initial review in Summer 2017 indicates the need, by June 2018 there will be a framework in place for a district wide Family Involvement Program
- By September 2020, the new George Keverian School will open for students

Process Benchmarks (Action Plan)

What will be done, when, and by whom

1. Academic Program

Process Benchmark	Persons(s) responsible (will report out on a regular basis to Central Administration)	By When	Status
All staff will be provided with support and resources in the area of literacy and English Language Arts through professional development and the Educator Evaluation Protocol	Director of English Language Arts	Ongoing	In process (daily/weekly/ monthly)
All staff will be provided with support and resources in the area of Mathematics through professional development and the Educator Evaluation Protocol	Director of Mathematics	Ongoing	In process (daily/weekly/ monthly)
Form committee to begin discussions/creation of a multi grade STEAM curriculum	Director of Director of Science Director of Mathematics, Coordinator of Art	February 2017	Pending
Meetings will be held to review Technology Plan and develop next steps in the process	Assistant Superintendents Mike Milo	First meeting February 2017	Pending
Initial meeting of ELL staff to begin review of <i>Next Generation ESL Project</i>	Coordinator of English Language Learners	March 2017	Pending
Initial meeting of ELL staff to begin review of district ELL structures, process, and instructional practices (RETELL implementation)	Coordinator of English Language Learners	April 2017	Pending

2. Social Emotional Learning (SEL)

Process Benchmark	Persons(s) responsible (will report out on a regular basis to Central Administration)	By When	Status
Initial meeting to discuss the feasibility/necessity of developing an SEL district wide tiered system of support	Director of Special Education Director of Guidance Director of Curriculum Coordinator of Health	May 2017	Pending
Initial meeting to discuss the feasibility/necessity of developing a middle school advisory program for the 2017-2018 school year	Director of Guidance EHS advisory program advisor K-8 principals	June 2017	Pending
Initial meeting to discuss the feasibility/necessity of expanding the EHS Student Ambassador Program to the middle Schools	Director of Guidance EHS Ambassador Program advisor K-8 principals	June 2017	Pending

3. School Climate

Process Benchmark	Persons(s) responsible (will report out on a regular basis to Central Administration)	By When	Status
Initial meeting to determine the feasibility/necessity of the adoption of the <i>Restorative Justice Model</i> in the middle school grades for the 2017-2018	Director of Guidance EHS Principal EHS Leadership Team K-8 Administrative Teams	Summer 2017	Pending
Initial meeting to determine the feasibility/necessity of the adoption of the <i>Rights and Responsibilities protocol</i> in the middle school grades for the 2017-2018	Director of Guidance EHS Principal EHS Leadership Team K-8 Administrative Teams	Summer 2017	Pending
Review district behavior data for 2016-2017 school year to determine effectiveness/necessity/continuation/expansion of	Director of Special Ed Director of Guidance EHS Principal	Spring 2017	Planned

the Therapeutic crisis Intervention (TCIS) protocol	K-8 Administrative Teams		
If the aforementioned data indicates a positive effect from the implementation of the TCIS protocol in the district, develop a plan to train additional staff	Director of SPED Director of Guidance EHS Principal K-8 Administrative Teams	Summer/Fall 2017	Pending
Administrative training in Cultural Proficiency	Central Admin Certified Trainer	January 2017	Planned
Staff training in Cultural Proficiency	School Administrators	Ongoing 2016-2017	Planned

4 Resources (student/staff)

Process Benchmark	Persons(s) responsible (will report out on a regular basis to Central Administration)	By When	Status
Create a staff survey on quality/effectiveness/satisfaction of 2016-2017 professional development program	Director of Curriculum Content Directors ETA representative	May 2017	In process
Conduct the staff survey of 2016-2017 professional development program	Director of Curriculum School Principals	June 2017	Planned
Use results of the survey and the district needs assessment to plan the professional development offerings for the 2017-2018 school year	Director of Curriculum Content Directors ETA representative	Summer 2017	Pending
Conduct and complete a review, using a district developed rubric, for all of the currently offered student support services to determine effectiveness/necessity/continuation/addition of the service(s) for the 2016-2017	District Directors District coordinators School Principals	Summer 2017	Pending

5. Partnerships and Collaborations

Process Benchmark	Persons(s) responsible (will report out on a regular basis to Central Administration)	By When	Status
Initial meeting to determine the feasibility/necessity/benefit/impact of creating a Family Involvement t Program	Central Administration	Summer 2017	Pending
Meet regularly with stakeholders in the new building project to ensure all required information is provided and deadlines are met	Central Administration	Ongoing	In process
Current partnerships and collaborations are supported and district is meeting desired outcomes and requirements	Principals Directors Coordinators	Ongoing	In process

**Massachusetts Department of Elementary and Secondary Education
FY18 Chapter 70 Summary**

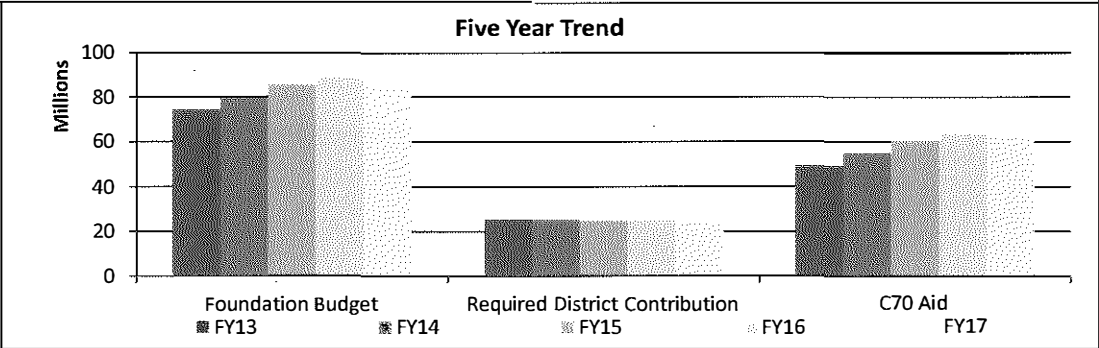
93 Everett

Aid Calculation FY18

Prior Year Aid	
1 Chapter 70 FY17	64,492,532
Foundation Aid	
2 Foundation budget FY18	90,289,970
3 Required district contribution FY18	27,455,803
4 Foundation aid (2 -3)	62,834,167
5 Increase over FY17 (4 - 1)	0
Minimum Aid	
6 Minimum \$20 per pupil increase	152,700
Non-Operating District Reduction to Foundation	
7 Reduction to foundation	0
FY18 Chapter 70 Aid	
9 sum of line 1, 5 minus 7	64,645,232

Comparison to FY17

	FY17	FY18	Change	Pct Chg
Enrollment	7,549	7,635	86	1.14%
Foundation budget	87,583,038	90,289,970	2,706,932	3.09%
Required district contribution	26,203,286	27,455,803	1,252,517	4.78%
Chapter 70 aid	64,492,532	64,645,232	152,700	0.24%
Required net school spending (NSS)	90,695,818	92,101,035	1,405,217	1.55%
Target aid share	70.21%	68.79%		
C70 % of foundation	73.64%	71.60%		
Required NSS % of foundation	103.55%	102.01%		



Massachusetts Department of Elementary and Secondary Education

Office of School Finance

FY18 Chapter 70 Foundation Budget

93 Everett

	-----Base Foundation Components-----										--- Incremental Costs Above The Base ---			TOTAL*
	(1) Pre-School	(2) ----- Kindergarten ----- Half-Day	(3) Full-Day	(4) Elementary	(5) Jr High/ Middle	(6) High School	(7) ELL PK	(8) ELL K Half	(9) ELL KF - 12	(10) Voca- tional	(11) Special Ed In District	(12) Special Ed Out of Dist	(13) Economically Disadvantaged	
Foundation Enrollment	504	0	483	2,260	1,309	1,931	0	0	1,376	24	277	74	3,850	7,635
1 Administration	96,925	0	185,763	869,200	503,444	742,666	0	0	529,212	9,230	735,285	196,430	0	3,868,154
2 Instructional Leadership	175,053	0	335,507	1,569,869	909,274	1,341,335	0	0	955,814	16,671	0	0	0	5,303,524
3 Classroom and Specialist Teachers	802,655	0	1,538,417	7,198,296	3,668,995	7,959,365	0	0	6,600,527	168,174	2,426,252	0	13,162,223	43,524,905
4 Other Teaching Services	205,858	0	394,572	1,846,235	769,761	945,343	0	0	898,815	11,749	2,265,359	3,001	0	7,340,694
5 Professional Development	31,743	0	60,871	284,868	178,867	255,829	0	0	234,755	5,257	117,042	0	289,674	1,458,906
6 Instructional Equipment & Tech	111,172	0	213,075	996,999	577,465	1,362,996	0	0	607,022	29,645	97,759	0	0	3,996,135
7 Guidance and Psychological	58,398	0	111,945	523,801	403,847	746,783	0	0	424,517	9,282	0	0	0	2,278,573
8 Pupil Services	23,227	0	44,538	312,571	295,714	1,005,921	0	0	190,309	12,502	0	0	0	1,884,781
9 Operations and Maintenance	222,891	0	427,198	1,998,896	1,255,176	1,795,321	0	0	1,647,583	41,761	821,348	0	2,032,828	10,243,001
10 Employee Benefits/Fixed Charges	209,052	0	400,671	1,874,876	1,061,058	1,471,342	0	0	1,379,374	28,723	902,930	0	1,278,585	8,606,611
11 Special Ed Tuition	0	0	0	0	0	0	0	0	0	0	0	1,784,686	0	1,784,686
12 Total	1,936,974	0	3,712,557	17,475,612	9,623,600	17,626,901	0	0	13,467,929	332,995	7,365,975	1,984,117	16,763,310	90,289,970
13 Wage Adjustment Factor	104.5%													
14 Economically Disadvantaged Decile	10													

Foundation Budget per Pupil 11,826

* 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
FY18 Determination of City and Town Total Required Contribution**

93 Everett

Effort Goal

1) 2016 equalized valuation	4,584,699,100
2) Property percentage	0.3538%
3) Local effort from property wealth	16,221,740
4) 2014 income	841,743,000
5) Income percentage	1.4202%
6) Local effort from income	11,954,706
7) Combined effort yield (row 3+ row 6)	28,176,446
8) Foundation budget FY18	90,289,970
9) Maximum local contribution (82.5% * row 8)	74,489,225
10) Target local contribution (lesser of row 7 or row 9)	28,176,446
11) Target local share (row 10 as % of row 8)	31.21%
12) Target aid share (100% minus row 11)	68.79%

FY18 Increments Toward Goal

13) Required local contribution FY17	26,203,286
14) Municipal revenue growth factor (DOR)	4.78%
15) FY18 preliminary contribution (13 x 14)	27,455,803
16) Preliminary contribution pct of foundation (15/8)	30.41%
<i>If preliminary contribution is above the target share:</i>	
17) Excess local effort (15 - 10)	
18) 85% reduction toward target (17 x 85%)	
19) FY18 required local contribution (15 - 18), capped at 90% of foundation	
20) Contribution as percentage of foundation (19 / 8)	
<i>If preliminary contribution is below the target share:</i>	
21) Shortfall from target local share (11 - 16)	0.80%
22) Added increment toward target (13 x 1% or 2%)*	0
<i>*1% if shortfall is between 2.5% and 7.5%; 2% if shortfall > 7.5%</i>	
23) Shortfall from target after adding increment (10 - 15 - 22)	720,643
24) FY18 required local contribution (15 + 22)	27,455,803
25) Contribution as percentage of foundation (24 / 8)	30.41%

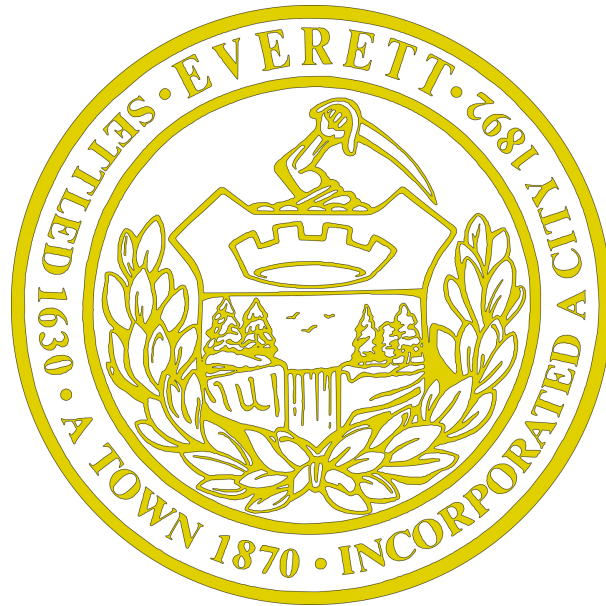
**Massachusetts Department of Elementary and Secondary Education
FY18 Chapter 70**

Apportionment of Local Contribution Across School Districts

93 Everett	Everett	Combined Total for All Districts
<u>Prior Year Data (for comparison purposes)</u>		
1 FY17 foundation enrollment	7,549	7,549
2 FY17 foundation budget	87,583,038	87,583,038
3 Each district's share of municipality's combined FY17 foundatio	100.00%	100.00%
4 FY17 required contribution	26,203,286	26,203,286
<u>FY18 apportionment of contribution among community's districts</u>		
5 FY18 total unapportioned required contribution ('municipal contribution' sheet row 19 or 24)		27,455,803
6 FY18 foundation enrollment	7,635	7,635
7 FY18 foundation budget	90,289,970	90,289,970
8 Each district's share of municipality's total FY18 foundation	100.00%	100.00%
9 FY18 Required Contribution	27,455,803	27,455,803
10 Change FY18 to FY17 (9 - 4)	1,252,517	1,252,517

Everett Public Schools

Proposed Fiscal 2018 Budget



Everett Public Schools FY 2018 Budget

Proposed School Budget for FY 2018

School Dept. Operating Budget	\$68,085,290
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Special Education Transportation Budget	\$4,600,000
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FY 2018 Total Budget	\$72,685,290
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Everett Public Schools FY 2018 Budget

Budget Source Funding

Net Minimum Contribution	+	\$27,455,803
State Aid (Chapter 70)	+	\$64,645,232
Required Net School Spending		\$92,101,035
City Hall Chargebacks (FY18) est.	-	\$24,015,745
		=====
School Dept. Operating Budget		\$68,085,290
Additional appropriation by City		\$2,000,000
Total Budget FY18		\$70,085,290

Everett Public Schools FY 2018 Budget

Charge Backs

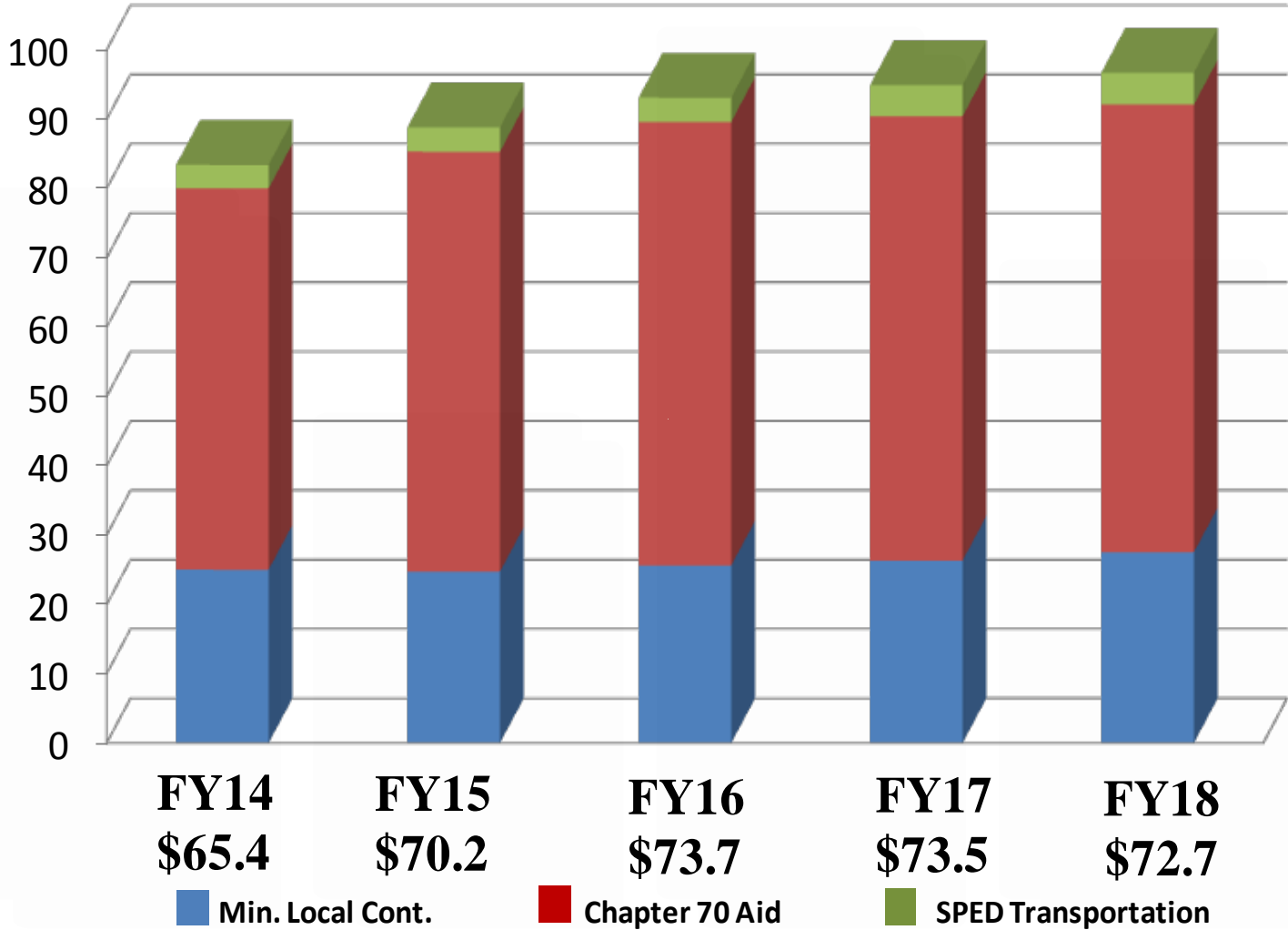
1. Board of Health **\$928,828**
Nurses (12) ¼ Board of Health Director, ¼ Clerk
2. Administration **\$597,157**
45.34% Of: Auditor, Budget, Treasurer, Purchasing,
and Personnel Departments
3. Stadium (usage fees) **\$46,000**
4. Health Insurance; Present Employees **\$8,883,764**
5. Health Insurance; Retired Teachers **\$1,966,036**
6. City Retirement **\$1,317,458**

Everett Public Schools FY 2018 Budget

Charge Backs Continued

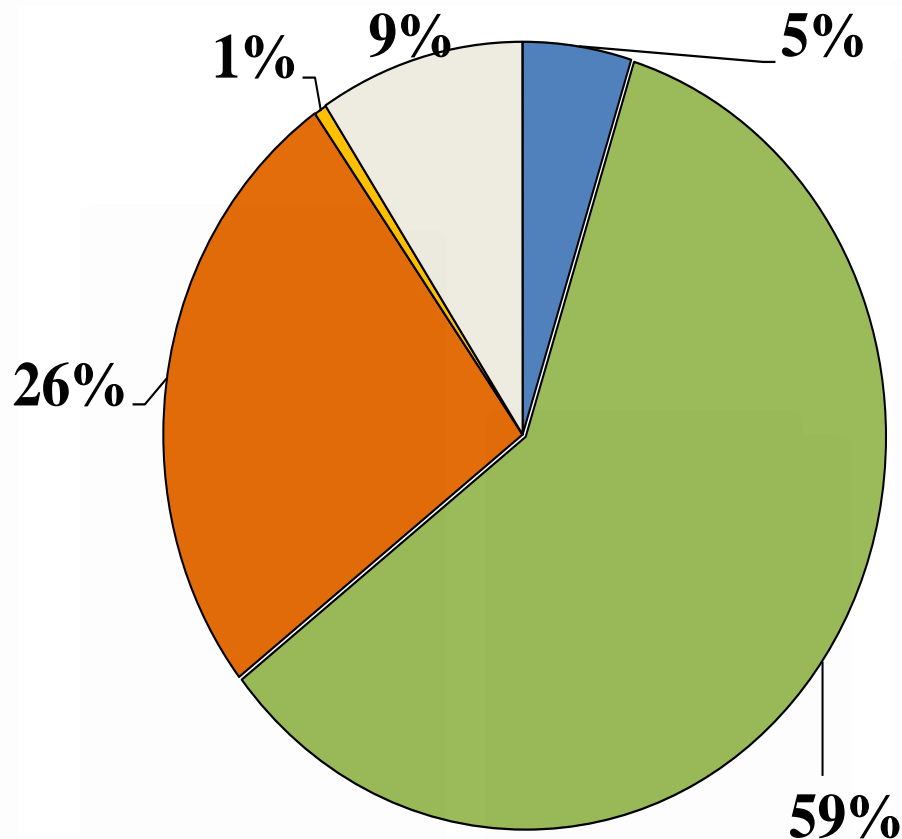
7. Charter School Tuition less reimbursement
\$8,563,745
8. Workmen's Compensation Trust and Claims
\$217,845
9. Life Insurance **\$35,112**
10. Medicare **\$634,465**
11. Unemployment **\$439,335**
12. Insurance for School Buildings **\$279,000**
13. School Resource Officers **\$107,000**

Everett Public Schools FY 2018 Budget



Everett Public Schools FY 2018 Budget

Percentage of Total Budget by Category

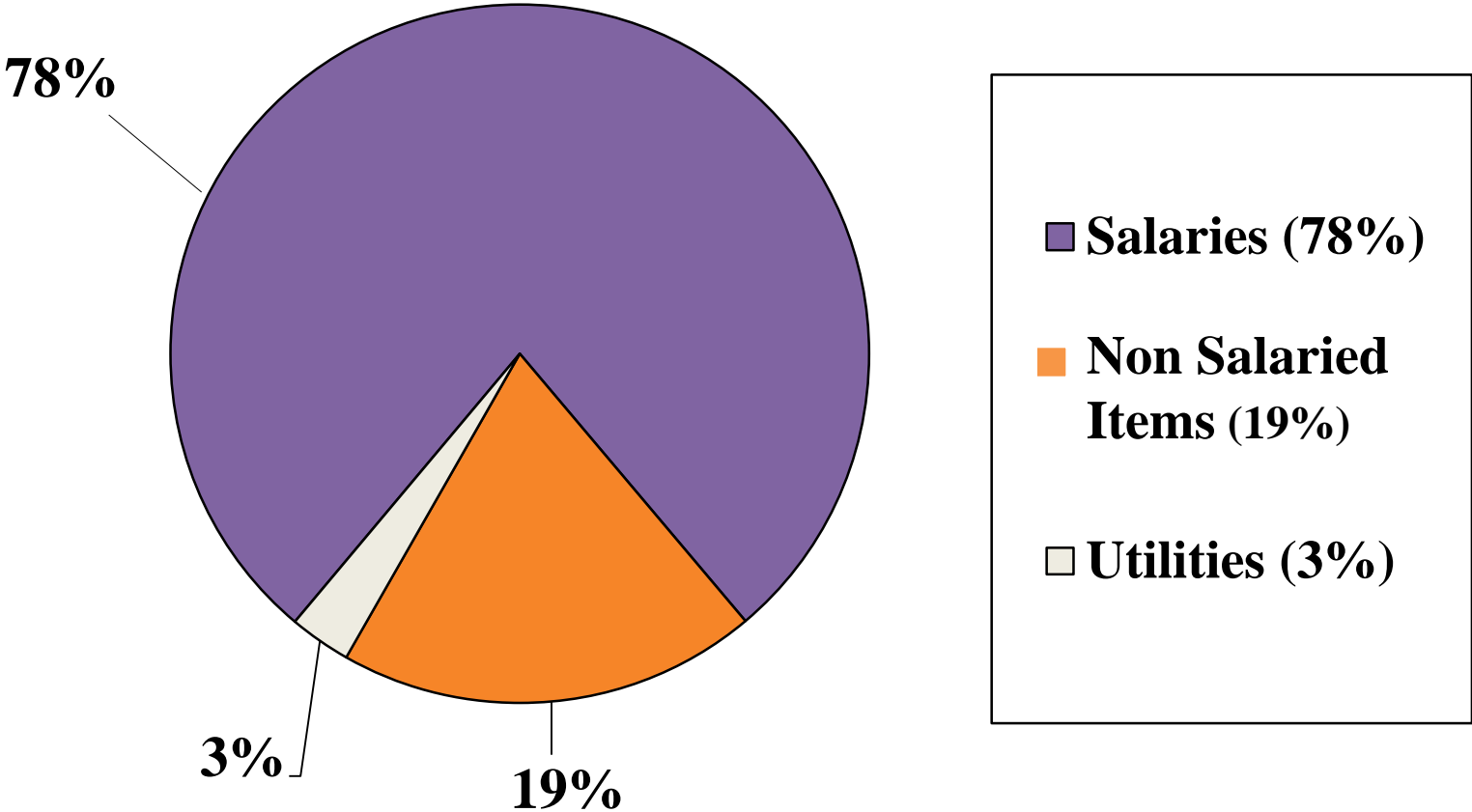


- Central Admin. (5%)
- Instructional (59%)
- Special Ed. (26%)
- Athletics (1%)
- Maintenance (9%)

* *86% of Budget represents Direct Services to Students*

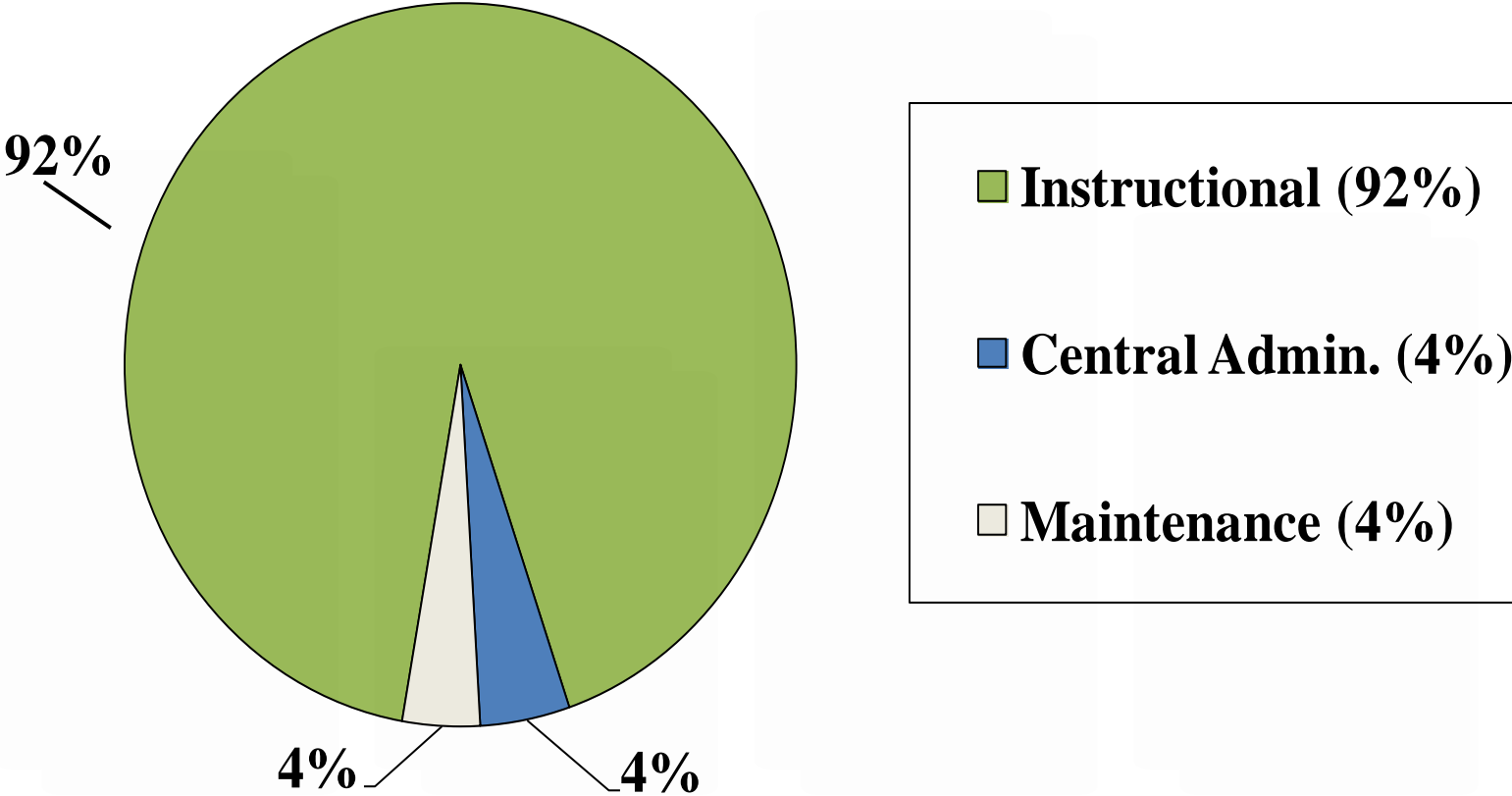
Everett Public Schools FY 2018 Budget

Salaries as Percentage of Total Budget



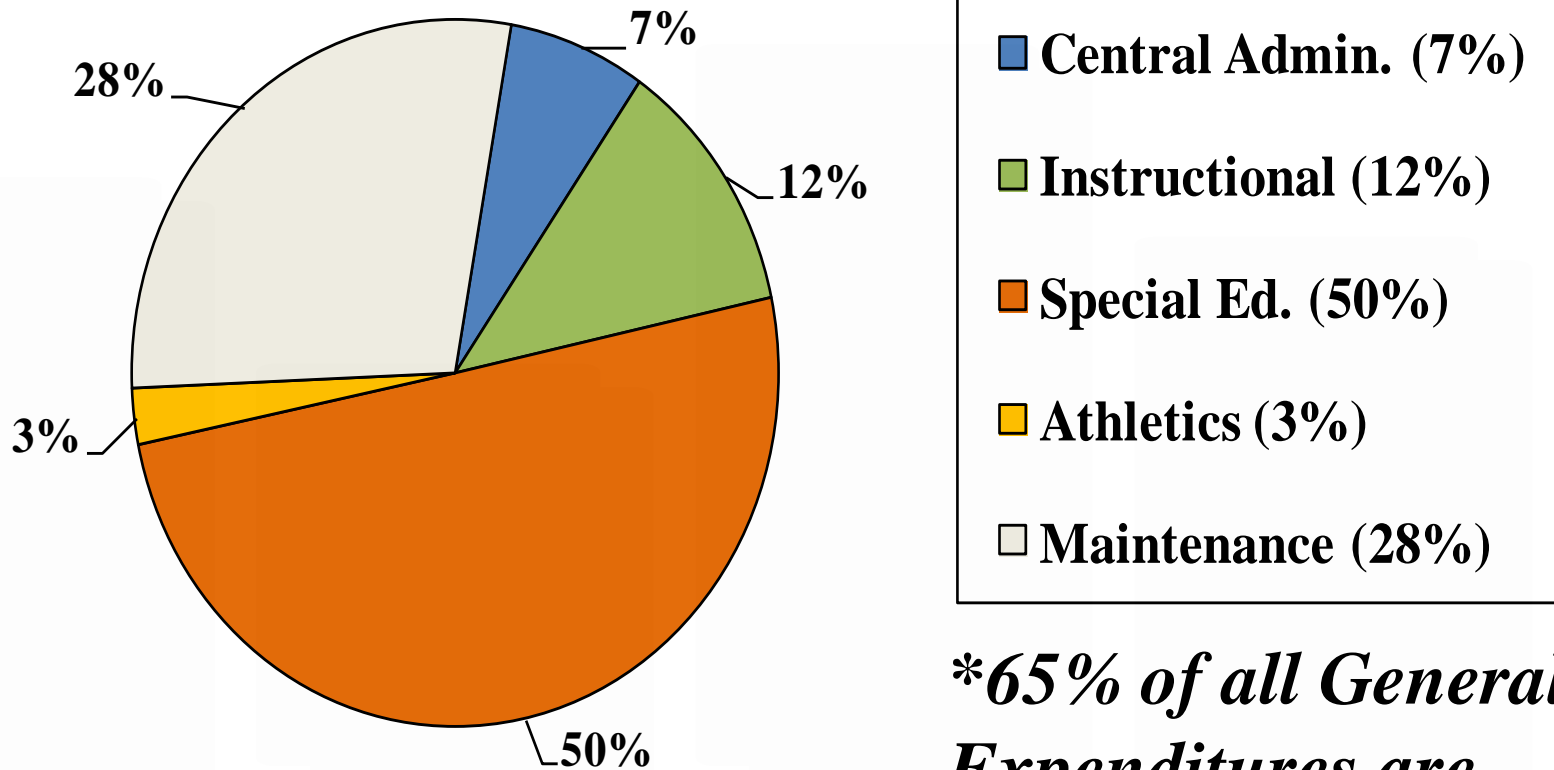
Everett Public Schools FY 2018 Budget

Salaries by Category



Everett Public Schools FY 2018 Budget

General Expenditures by Category



**65% of all General Expenditures are directed to students*

Everett Public Schools FY 2018 Budget

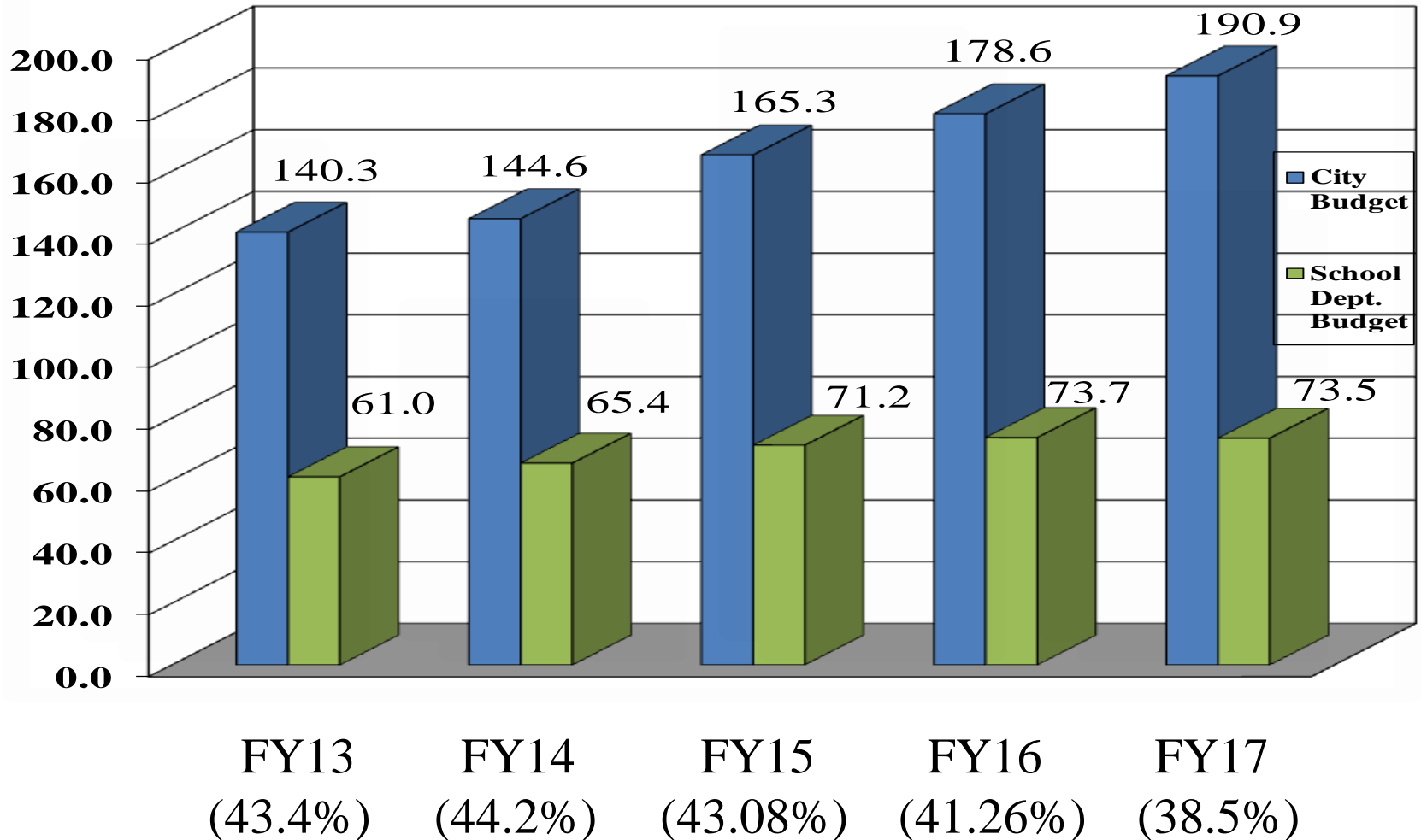
Per Pupil Expenditures FY 2016 (*Summary of All Day Programs Final Report*)

Cambridge	\$28,399
Waltham	\$20,242
Somerville	\$18,843
Revere	\$14,492
Chelsea	\$14,329
Peabody	\$14,299
<i>Everett</i>	<i>\$14,260</i>
Medford	\$13,895
Malden	\$13,888

State Average

\$15,511

School Dept. as Percentage of City Budget



Everett Public Schools FY 2018 Budget

ECONOMICALLY DISADVANTAGED

STUDENTS

FY16	FY18	DIFFERENCE
5827	3850	(1977)

We receive between \$3,100 and \$4,200 for each one of these students.

$$\$3,100 \times 1977 = \$6,128,700$$

$$\$4,200 \times 1977 = \$8,303,400$$

If we received the funding for these economically disadvantaged students we would have anywhere between \$6.1 million to \$8.3 million more dollars in FY18.

Everett Public Schools FY 2018 Budget

ECONOMICALLY DISADVANTAGED

SCHOOL BUDGET

FY16	FY18	DIFFERENCE
\$70,201,385	\$68,085,290	(\$2,116,095)

This is a result of the loss of almost two thousand (2,000) students from our economically disadvantaged students.

Everett Public Schools FY 2018 Budget

Budget Deficit FY18

FY18 Budget Less	\$929,935
Raise (All Teachers)	\$877,239
Steps (All Teachers)	\$910,011
Loss of Grants	\$550,000
Substitute Line Item	<u>\$1,000,000</u>
Total Deficit	\$4,267,185

Full-Time Equivalent Headcount	FY 13		FY 14		FY 15		FY 16		FY 17		FY 18	
	vs		vs		vs		vs		vs		vs	
	FY 14	FY 14	FY 15	FY 15	FY 16	FY 16	FY 17	FY 17	FY 18	FY 18	FY 18	FY 18
City Departments	FY 14	Delta	FY 15	Delta	FY 16	Delta	FY 17	Delta	FY 18	Delta		
City Council	1	0	1	0	1	0	1	0	1	0		
Mayor's Office	8	2	10.71	3	10	(1)	12	2	10	(2)		
Auditor	3.57	(0.43)	4.57	1	4	(1)	6.80	3	6.80	0		
Budget	1	0	0	(1)	2	2	0	(2)	0	0		
Purchasing	2	0	3	1	3	0	3	0	3	0		
Assessors	5	0	5	0	5	0	5	0	5	0		
Treasurer/Collector	9.57	0.57	9.57	0	13.57	4	13.57	0	13.57	0		
Solicitor	3	0	3	0	3	0	3.20	0	3.20	0		
Human Resources	2	(1)	2	0	3	1	3	0	3	0		
Information Technologies	4	2	3	(1)	3	0	3	0	3	0		
City Clerk	5	0	5	0	5	0	5	0	5	0		
Voter Registration/Election Commission	2	0	2	0	2	0	2	0	2	0		
Total General Government	46.14	3.14	48.85	3	54.57	6	57.57	3	55.57	(2)		
Police (Officers)	100	6	102	2	101	(1)	109	8	115	6		
Police (Civilians)	10	0	19.57	9.57	17.57	(2.00)	17.57	0	17.57	0		
Fire (Firefighters)	95	0	95	0	102	7	111	9	112	1		
Fire (Civilians)	3	0	3	0	3	0	3	0	4	1		
Inspectional Services	17.57	0.57	16.54	(1.03)	21	4.46	26	5	26	0		
Parking Clerk	11.57	0	4	(8)	0	(4)	0	0	0	0		
E 9 1 1	16	2	16	0	15	(1)	15	0	16	1		
Total Public Safety	253.14	8.57	256.11	2.97	259.57	3.46	281.57	22.00	290.57	9.00		
City Services/DPW	46.80	2	51.80	5	54.80	3	58.80	4	60	1		
Total City Services	46.80	2	51.80	5	54.80	3	58.80	4	60.00	1		
Health Department	19.21	1.50	19.73	0.52	21.28	1.55	21.43	0.15	22.71	1.28		
Planning & Development	3.30	2.30	5.25	1.95	5.25	0	5.25	0	6.25	1		
Veteran's	1	0	1.46	0.46	1	(0.46)	1	0	1	0		
Human Services	4.51	(0.49)	5.73	1.22	5.71	(0.02)	5.81	0.10	6.91	1.10		
Total Human Services	28.02	3.31	32.17	4.15	33.24	1.07	33.49	0.25	36.87	3.38		
Library	10	0	10	0	10	0	11	1	11	0		
Recreation	5.71	(0.29)	8.72	3.01	9.72	1.00	9.42	(0.30)	10.49	1.07		
Total Libraries & Recreation	15.71	(0.29)	18.72	3.01	19.72	1.00	20.42	0.70	21.49	1.07		
Grand Total City Departments	389.81	16.73	407.65	17.84	421.90	14.25	451.85	29.95	464.50	12.65		
School Department	FY 14	Delta	FY 15	Delta	FY 16	Delta	FY 17	Delta	FY 18	Delta		
Central Administration	54	8	48	(6)	48	0	40	(8)	43	3		
Instructional	572	21	530	(42)	535	5	492	(43)	443	(49)		
Special Education	241	19	221	(20)	198	(23)	195	(3)	197	2		
Maintenance	39	0	38	(1)	38	0	31.5	(7)	36	5		
Grants	56	0	62	6	58	(4)	54	(4)	42	(12)		
Total School Department	962	48	899	-63	877	-22	812.5	-64.5	761	-51.5		
Grand Total City & School Departments	1,351.81	64.73	1,306.65	(45.16)	1,298.90	(7.75)	1,264.35	(34.55)	1,225.50	(38.85)		



6.1 City of Everett, Massachusetts Chief Financial Officer / City Auditor

484 Broadway
Everett, MA 02149
Tel: (617) 394-2214
Fax: (617) 394-2453

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

March 23, 2017

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

Mayor DeMaria,

Per your request, please find the Mayor's proposed budget recommendation for the City's Water and Sewer Enterprise Fund (the Enterprise Fund) for submittal to the Council. This year's budget will again provide the City Council, property owners and residents of the City a more detailed account of the Enterprise Fund including a detailed budget from our accounting software, a rate comparison to all MWRA communities, a five year capital improvement plan, and an update of ongoing projects approved prior to FY2018.

It is worth noting that the City of Everett continues to have one of the most affordable rates of similar sized communities that are part of the Massachusetts Water Resource Authority (MWRA). Per the 2016 Annual Water & Sewer retail rate survey conducted by the MWRA Advisory Board, the average combined annual water and sewer charges for a homeowner in MWRA communities is \$1,525 per year, while Everett's average annual cost is \$1,021, an average savings of \$504 for the typical Everett ratepayer. This is approximately 33% less than the typical MWRA ratepayer.

For FY2017, a rate increase of 2% is needed to keep up with the costs of operations, including MWRA assessments, debt service on infrastructure improvements and meter replacements, as well as general operating costs.

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

Respectfully,
Eric J. Demas, CFO

cc: Jerry Navarra (City Services Director), Emie Lariviere (Water Superintendent), Lara Wehbe (Business Manager), Kevin O'Donnell (Chief of Staff), Laureen Hurley (Budget Director)

6.2 Enterprise Fund Overview

What is an Enterprise Fund?

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

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

History

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

Basis of Accounting

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

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

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

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

6.3 Water/Sewer Enterprise Fund FY2018 Budget

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 8, 2017

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 FY2018 is \$18,128,888.
 - * \$17,462,111 represents direct costs including:
 - * Salaries, Expenses, Debt Service, MWRA assessments, etc.
 - * \$665,208 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 FY2018 is \$2,466,000 including:
 - * \$500,000 for water main replacement
 - * Funded through MWRA
 - * 0% interest loan program (LWSAP)
 - * \$1,421,000 for sewer inflow and infiltration
 - * \$1,065,750 through MWRA grant
 - * \$355,250 through MWRA I/I loan program at 0% interest
 - * \$545,000 for replacement of fire hydrants (\$50k) and Storm Water Improvements (\$105k) funded through available funds and the purchase of a truck, GIS improvements, and a data management systems (\$390k) 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 2016 is \$1,515 annually.
- * Everett's 2016 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 FY2018 of 2%.
- * The City plans to review the indirect cost policy, future capital needs, and usage to determine a long-term rate structure during FY18 .

6.4 City of Everett, MA									
Current Water and Sewer Rates									
Enterprise Fund									
			Actual - FY2017				Proposed - FY2018		
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	\$ 2.28	\$ 6.23	\$ 8.51		\$ 2.33	\$ 6.35	\$ 8.68
	Step 2	31-60	\$ 2.90	\$ 8.16	\$ 11.06		\$ 2.96	\$ 8.32	\$ 11.28
	Step 3	61-90	\$ 3.49	\$ 9.37	\$ 12.86		\$ 3.56	\$ 9.56	\$ 13.12
	Step 4	91-240	\$ 3.98	\$ 10.51	\$ 14.49		\$ 4.06	\$ 10.72	\$ 14.78
	Step 5	OVER 240	\$ 4.78	\$ 11.70	\$ 16.48		\$ 4.88	\$ 11.93	\$ 16.81
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	\$ 2.28	\$ 6.23	\$ 8.51		\$ 2.33	\$ 6.35	\$ 8.68
	Step 2	11-20	\$ 2.90	\$ 8.16	\$ 11.06		\$ 2.96	\$ 8.32	\$ 11.28
	Step 3	21-30	\$ 3.49	\$ 9.37	\$ 12.86		\$ 3.56	\$ 9.56	\$ 13.12
	Step 4	31-80	\$ 3.98	\$ 10.51	\$ 14.49		\$ 4.06	\$ 10.72	\$ 14.78
	Step 5	OVER 80	\$ 4.78	\$ 11.70	\$ 16.48		\$ 4.88	\$ 11.93	\$ 16.81

**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

6.5

MWRA Advisory Board

2016

Annual Water and Sewer Retail Rate Survey

Joseph E. Favaloro
Executive Director



Introduction

This is the thirtieth “Annual Water and Sewer Retail Rate Survey” prepared by the Massachusetts Water Resources Authority (MWRA) Advisory Board, providing a comparative snapshot of water and sewer retail rates for each community in the MWRA service area. In addition, the survey also incorporates rate information from Massachusetts communities outside of the MWRA service area, as well as other cities nationwide. The survey was prepared by James Guidod, Lenna Ostrodka, and Matthew Romero 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 based upon local, state, and federal data (LSF). The LSF usage number is calculated by MWRA staff and is based primarily on residential consumption reported by each community in their annual Public Water Supply Annual Statistic Report filed with the Massachusetts Department of Environmental Protection, and the total population and average household size for each community based on data from the U.S. Census bureau. The full calculation and source data can be found in Appendix C. Prior to 2009, this information had only been presented in Appendix C of the survey, but now is found on each community’s page.

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

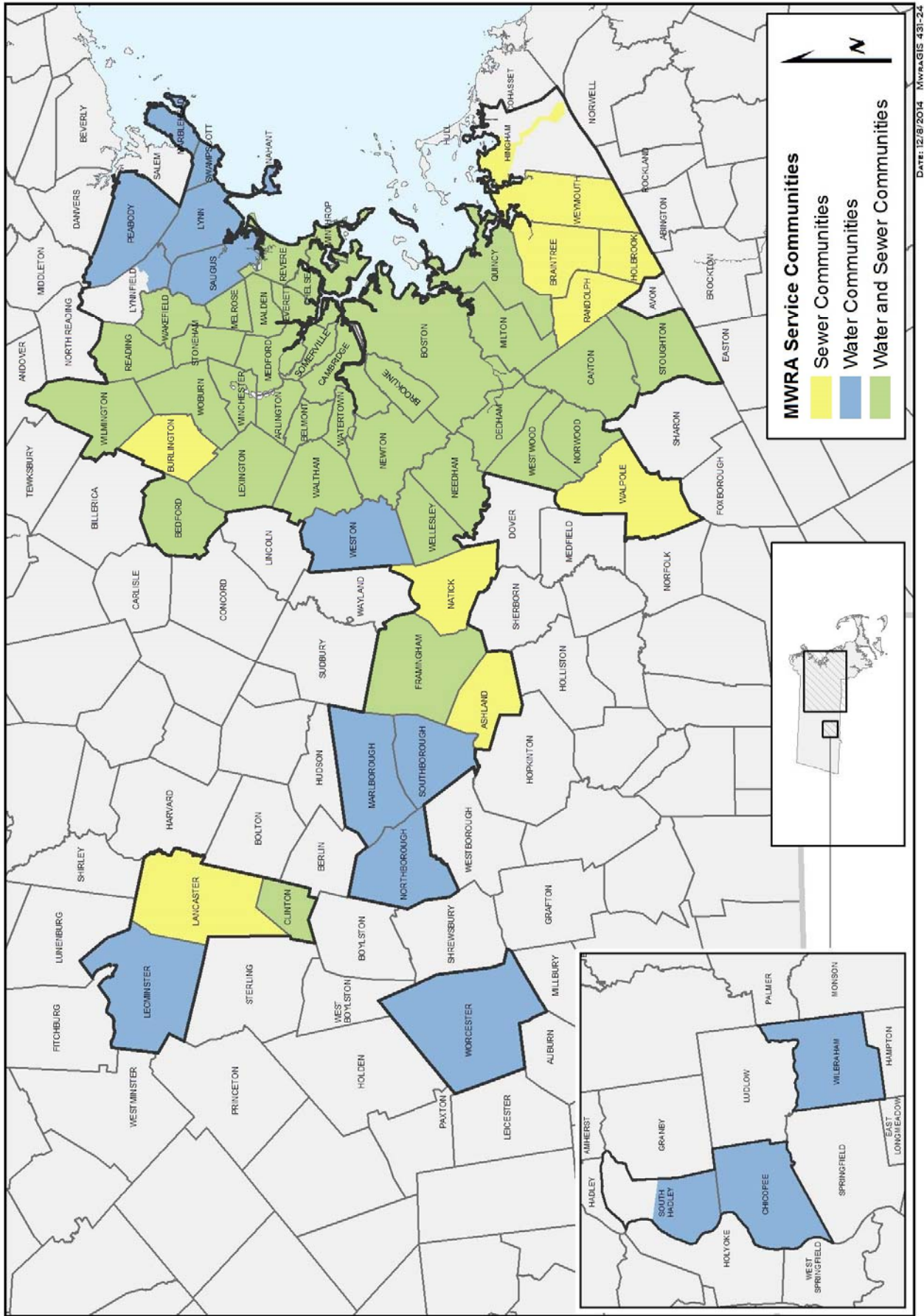
The MWRA Advisory Board

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

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

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

MWRA COMMUNITY 2016 WATER AND SEWER CHARGES

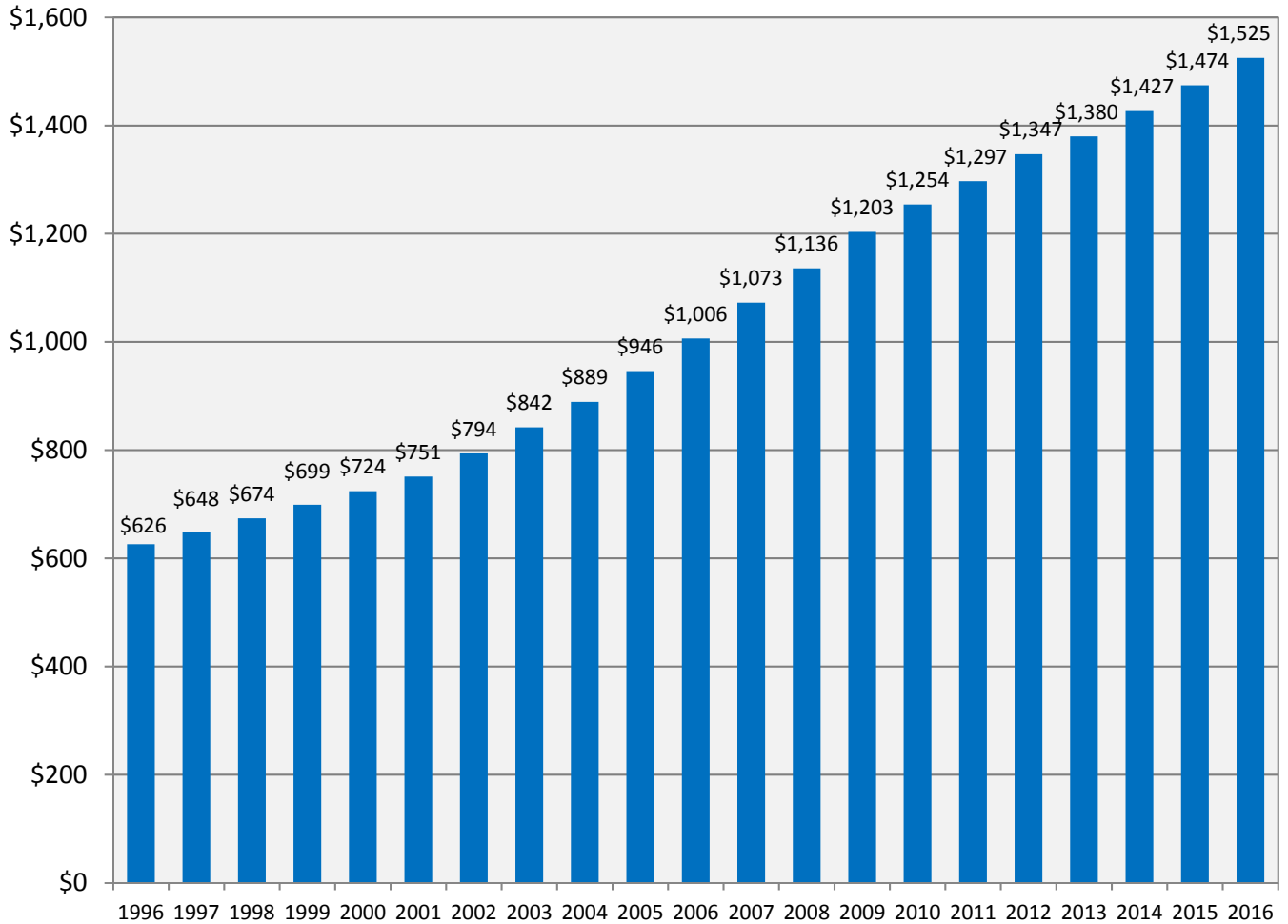


DATE: 12/8/2014 MWRA GIS 431-24

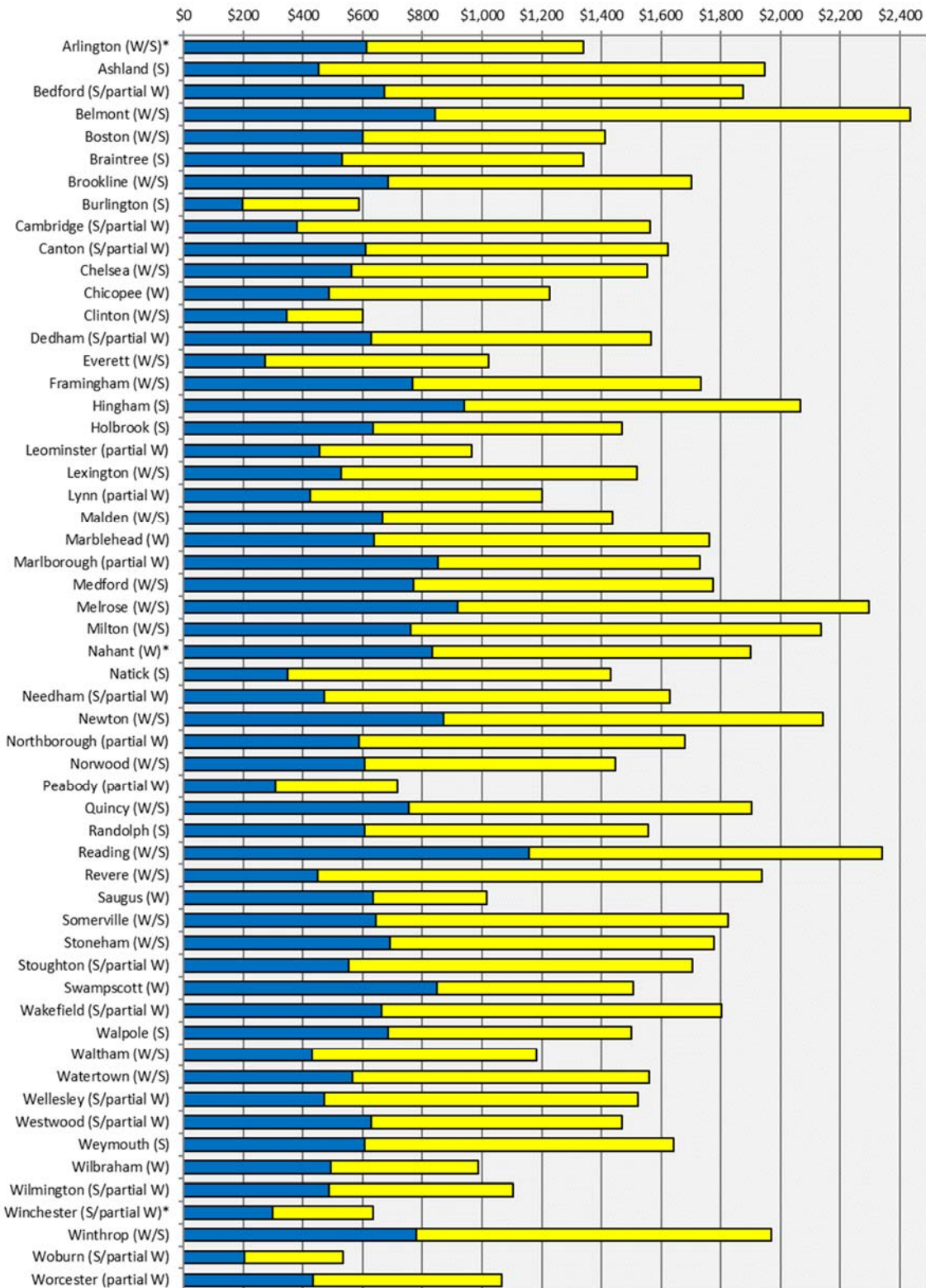
Combined Annual Water & Sewer Charges in MWRA Communities

1996 – 2016

(Consumption at 120 HCF ≈ 90 kgal)



2016 Combined Retail Water & Sewer Community Charge Comparisons (Consumption at 120 HCF ≈ 90 kgal)



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

**MWRA SYSTEMWIDE SUMMARY DATA
2016**

	2015	2016
Avg. combined water and sewer cost	\$1,474.31	\$1,524.84
Percent change from prior year	3.2%	3.4%
<u>WATER BILLING FREQUENCY</u>		
Semi-Annual	8	8
Tri-Annual	2	2
Quarterly	42	42
Bi-Monthly	2	2
Monthly	6	6
<u>WATER RATE STRUCTURE</u>		
Ascending Block with Base/Minimum Charge	34	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	16	17
Low-Income Discount	7	7
Both	8	7
Neither	29	29
<u>DEBT SERVICE EXCLUSION</u>		
	3	3
<u>CHANGES IN COMBINED WATER AND SEWER CHARGES</u>		
Decrease	3	2
No change	17	17
0% to 10% increase	35	37
10% to 20% increase	4	4
20% to 30% increase	1	0
30% to 40% increase	0	0
40% to 50% increase	0	0
Greater than 50% increase	0	0

**ANNUAL WATER AND SEWER CHARGES IN
COMMUNITIES RECEIVING SERVICES FROM THE MWRA
2016**

	Water	Sewer
Arlington (W/S)*	\$ 611.20	\$ 730.04
Ashland (S)	-	1,495.60
Bedford (S/partial W)	671.00	1,205.00
Belmont (W/S)	843.48	1,593.28
Boston (W/S)	599.59	814.18
Braintree (S)	-	807.00
Brookline (W/S)	683.80	1,019.60
Burlington (S)	-	391.50
Cambridge (S/partial W)	380.00	1,184.00
Canton (S/partial W)	610.00	1,013.60
Chelsea (W/S)	562.80	992.40
Chicopee (W)	488.00	-
Clinton (W/S)	343.60	257.70
Dedham (S/partial W)	628.20	937.28
Everett (W/S)	273.60	747.60
Framingham (W/S)	767.16	967.68
Hingham (S)	-	1,128.00
Holbrook (S)	-	834.00
Leominster (partial W)	455.84	-
Lexington (W/S)	526.40	994.00
Lynn (partial W)	423.72	-
Lynnfield (W)	360.80	-
Malden (W/S)	664.92	771.24
Marblehead (W)	637.00	-
Marlborough (partial W)	852.00	-
Medford (W/S)	768.72	1,004.40
Melrose (W/S)	918.40	1,377.00
Milton (W/S)	761.04	1,375.44
Nahant (W)*	834.00	-
Natick (S)	-	1,084.00
Needham (S/partial W)	471.60	1,158.60
Newton (W/S)	872.00	1,270.00
Northborough (partial W)	587.08	-
Norwood (W/S)	607.68	838.80
Peabody (partial W)	306.00	-
Quincy (W/S)	754.80	1,149.96
Randolph (S)	-	950.40
Reading (W/S)	1,156.80	1,185.60
Revere (W/S)	450.00	1,489.20
Saugus (W)	634.82	-
Somerville (W/S)	645.03	1,178.46
South Hadley (W)	472.40	-
Southborough (W)	437.08	-
Stoneham (W/S)	690.00	1,086.00
Stoughton (S/partial W)	553.12	1,152.00
Swampscott (W)	848.00	-
Wakefield (S/partial W)	664.20	1,139.40
Walpole (S)	-	816.58
Waltham (W/S)	428.64	753.00
Watertown (W/S)	565.08	993.60
Wellesley (S/partial W)	471.96	1,051.20
Weston (W)	267.20	-
Westwood (S/partial W)	628.20	841.00
Weymouth (S)	-	1,035.72
Wilbraham (W)	494.40	-
Wilmington (S/partial W)	485.60	616.80
Winchester (S/partial W)*	296.60	338.40
Winthrop (W/S)	780.00	1,188.00
Woburn (S/partial W)	205.00	328.00
Worcester (partial W)	432.00	-
AVERAGE	\$ 585.70	\$ 983.76
Percent change	3.0%	3.9%
Water and Sewer Charges are based on an annual water consumption of 120 HCF ≈ 90 kgal.		
(*) Indicates communities that utilize the debt service exclusion as permitted under General Law 59 Section 21C(n).		

Combined Annual Water and Sewer Charges for Communities Receiving Services from the MWRA 2016

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	0.0%
Bedford (S/partial W)	\$671.00	\$1,205.00	\$1,876.00	11.4%
Belmont (W/S)	\$843.48	\$1,593.28	\$2,436.76	3.7%
Boston (W/S)	\$599.59	\$814.18	\$1,413.76	3.1%
Braintree (S)	\$532.40	\$807.00	\$1,339.40	4.8%
Brookline (W/S)	\$683.80	\$1,019.60	\$1,703.40	4.0%
Burlington (S)	\$196.50	\$391.50	\$588.00	0.0%
Cambridge (S/partial W)	\$380.00	\$1,184.00	\$1,564.00	2.4%
Canton (S/partial W)	\$610.00	\$1,013.60	\$1,623.60	0.0%
Chelsea (W/S)	\$562.80	\$992.40	\$1,555.20	4.8%
Chicopee (W)	\$488.00	\$739.45	\$1,227.45	7.7%
Clinton (W/S)	\$343.60	\$257.70	\$601.30	0.0%
Dedham (S/partial W)	\$628.20	\$937.28	\$1,565.48	0.7%
Everett (W/S)	\$273.60	\$747.60	\$1,021.20	1.9%
Framingham (W/S)	\$767.16	\$967.68	\$1,734.84	6.1%
Hingham (S)	\$939.68	\$1,128.00	\$2,067.68	0.9%
Holbrook (S)	\$636.00	\$834.00	\$1,470.00	0.0%
Leominster (partial W)	\$455.84	\$508.76	\$964.60	0.0%
Lexington (W/S)	\$526.40	\$994.00	\$1,520.40	2.8%
Lynn (partial W)	\$423.72	\$777.84	\$1,201.56	0.0%
Malden (W/S)	\$664.92	\$771.24	\$1,436.16	0.0%
Marblehead (W)	\$637.00	\$1,124.00	\$1,761.00	4.0%
Marlborough (partial W)	\$852.00	\$878.40	\$1,730.40	3.0%
Medford (W/S)	\$768.72	\$1,004.40	\$1,773.12	8.4%
Melrose (W/S)	\$918.40	\$1,377.00	\$2,295.40	11.7%
Milton (W/S)	\$761.04	\$1,375.44	\$2,136.48	4.8%
Nahant (W)*	\$834.00	\$1,066.80	\$1,900.80	0.0%
Natick (S)	\$348.40	\$1,084.00	\$1,432.40	3.8%
Needham (S/partial W)	\$471.60	\$1,158.60	\$1,630.20	2.8%
Newton (W/S)	\$872.00	\$1,270.00	\$2,142.00	6.6%
Northborough (partial W)	\$587.08	\$1,093.84	\$1,680.92	12.2%
Norwood (W/S)	\$607.68	\$838.80	\$1,446.48	1.2%
Peabody (partial W)	\$306.00	\$409.80	\$715.80	0.0%
Quincy (W/S)	\$754.80	\$1,149.96	\$1,904.76	5.8%
Randolph (S)	\$607.80	\$950.40	\$1,558.20	2.8%
Reading (W/S)	\$1,156.80	\$1,185.60	\$2,342.40	5.0%
Revere (W/S)	\$450.00	\$1,489.20	\$1,939.20	1.5%
Saugus (W)	\$634.82	\$380.88	\$1,015.70	8.7%
Somerville (W/S)	\$645.03	\$1,178.46	\$1,823.49	10.3%
Stoneham (W/S)	\$690.00	\$1,086.00	\$1,776.00	-1.7%
Stoughton (S/partial W)	\$553.12	\$1,152.00	\$1,705.12	0.7%
Swampscott (W)	\$848.00	\$659.00	\$1,507.00	2.0%
Wakefield (S/partial W)	\$664.20	\$1,139.40	\$1,803.60	3.7%
Walpole (S)	\$685.20	\$816.58	\$1,501.78	3.5%
Waltham (W/S)	\$428.64	\$753.00	\$1,181.64	0.0%
Watertown (W/S)	\$565.08	\$993.60	\$1,558.68	1.7%
Wellesley (S/partial W)	\$471.96	\$1,051.20	\$1,523.16	4.5%
Westwood (S/partial W)	\$628.20	\$841.00	\$1,469.20	1.7%
Weymouth (S)	\$607.80	\$1,035.72	\$1,643.52	2.2%
Wilbraham (W)	\$494.40	\$492.00	\$986.40	0.0%
Wilmington (S/partial W)	\$485.60	\$616.80	\$1,102.40	5.2%
Winchester (S/partial W)*	\$296.60	\$338.40	\$635.00	7.8%
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	0.0%
AVERAGE	\$595.35	\$929.49	\$1,524.84	3.4%

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

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

Everett (W/S)

Residential Water Rates:

Last adjusted: July 2016
 Next adjustment scheduled: No response
 Fund: Enterprise

0 – 30 HCF \$2.24/HCF
 >30 – 60 HCF \$2.90 "
 >60 – 90 HCF \$3.49 "
 >90 – 240 HCF \$3.98 "
 >240 HCF \$4.78 "

Residential Sewer Rates:

Last adjusted: July 2016
 Next adjustment scheduled: No response
 Fund: Enterprise

0 – 30 HCF \$ 6.23/HCF
 >30 – 60 HCF \$ 8.16 "
 >60 – 90 HCF \$ 9.37 "
 >90 – 240 HCF \$10.51 "
 >240 HCF \$11.70 "
 Based on 100% of water usage.

Billing Frequency: Quarterly

Annual Cost AWWA Standard for Historical Comparison (120 HCF ≈ 90,000 gals.)	
Water	\$273.60
Sewer	\$747.60
Combined	\$1,021.20
% change from 2015	1.9%

Annual Cost Based on Local, State & Federal Data (63.7 HCF – See Appendix C for Data & Calc.)	
Water	\$145.24
Sewer	\$396.85
Combined	\$542.09

Commercial Water Rates:

Same as residential

Commercial Sewer Rates:

Same as residential

Additional 2016 Data by Community			
Does this Community Use Second Meters?	No	Does this Community Offer Senior and/or Low Income Discounts?	No
Water System		Sewer System	
MWRA Charges as % of Total Community Water Expenses	Over 75%	MWRA Charges as % of Total Community Sewer Expenses	Over 75%
Miles of water pipeline replaced/rehabilitated in FY16	No response	Miles of sewer pipeline replaced/rehabilitated in FY16	No response
Water Capital Needs over Next Five Years	\$10-20 million	Sewer Capital Needs over Next Five Years	\$10-20 million
Anticipated Water Capital Spending over Next Five Years	\$1-5 million	Anticipated Sewer Capital Spending over Next Five Years	\$1-5 million
Stormwater			
Current Funding Source of Stormwater-Related Costs:		Operating Budget / Tax Levy	

6.6 FY18 Water & Sewer Enterprise Fund Capital Budget – Executive Summary

- The total proposed Capital Plan for the City of Everett’s Enterprise Funds for FY18 is \$2,466,000. However, the total amount proposed for borrowing is \$1,245,250.
- The Enterprise Fund’s Capital Plan for FY18 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.

FY18 Enterprise Fund CIP – Funding Sources

FY18 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) | \$ 355,250 |
| • Equipment – Truck | \$ 40,000 |
| • GIS Improvements | \$ 200,000 |
| • Data Management System | \$ 150,000 |

TOTAL ~ BONDING: \$1,245,250

FY18 Enterprise Fund CIP – funded from grants

- | | |
|---|--------------|
| • Sewer Inflow and Infiltration (I/I) projects (MWRA’s I/I program Phase 9) | \$ 1,065,750 |
|---|--------------|

TOTAL ~ GRANTS: \$ 1,065,750

FY18 Enterprise Fund CIP – funded from operating budget

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

TOTAL ~ OPERATING FUNDS: \$ 155,000

IMPACT OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING BUDGET

<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
Sewer Inflow/Infiltration projects	\$1,421,000	75% grant (\$1,065,750) 25% bond (\$355,250) @ 0% interest through MWPAT's I/I program	No impact on FY18 budget. Estimated debt payments of \$ 230K per year starting in FY19 and ending in FY22
Rehabilitation of Water Mains	\$500,000	Bonding through MWRA's LWSAP program (0% interest loan program)	No impact on FY18 budget. Estimated debt payments of \$50k per year starting in FY19 and ending in FY28
Replacement of Fire Hydrants	\$50,000	Operating appropriation	Level Funded
Storm Water Improvement Program (non I/I)	\$205,000	Operating appropriation	Level Funded
Departmental Equipment	\$40,000	Bonding	No impact on FY18 budget. Estimated debt payment of \$9k per year starting in FY19 and ending in FY23

6.7 City of Everett
Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2017 - 2021

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Enterprise Fund (Water/Sewer Projects)							
EQUIPMENT							
2017 1/2 ton Truck		Bond		\$ 40,000			
2015 Ford F-550 4x2 - Emergency Service Vehicle with attachments		Bond					
2015 International 4400 SBA 4x2 - Dump Truck with Plow/Sander		Bond					
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*)							
Water Main Replacement (MWRA's LWSAP program*)		Bond - MWRA int. free loan	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -
<i>*City has authorized \$4,172m bond - \$500k per year drawdown through FY2019</i>							
INFRASTRUCTURE - SEWER/STORMWATER							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 1-8**)		MWRA grant	\$ -				
<i>**City can authorize \$2,088,000 of available funds - 45% grant/55% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 1,065,750	\$ 1,065,750			
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 355,250	\$ 355,250			
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ 205,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
GIS Improvements		Bonding		\$ 200,000			
Data management system		Bonding	\$ -	\$ 150,000			
Subtotal: Water and Sewer Enterprise Fund			\$ 2,523,786	\$ 2,466,000	\$ 905,000	\$ 255,000	\$ 255,000
LESS ~ Non Grant Funds to offset costs							
Water/Sewer CIP: OFS							
Operating Fund appropriation - Fire Hydrant Replacement			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Grant - MWRA			\$ (1,065,750)	\$ (1,065,750)	\$ -	\$ -	\$ -
Operating Fund appropriation - Storm water			\$ (205,000)	\$ (105,000)	\$ -	\$ -	\$ -
LESS ~ Grants and other sources/funds to offset costs			\$ (1,320,750)	\$ (1,220,750)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Net ~ Enterprise Fund Expenses - to be bonded			\$ 1,203,036	\$ 1,245,250	\$ 855,000	\$ 205,000	\$ 205,000
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021

6.8 City of Everett, Massachusetts
Actual Debt Service as of June 30, 2017

Date of Issue	Purpose	Type of Payment	2017	2018	2019	2020	2021	Total - all years
12/14/2006	MWPAT CW-02-31 (I)	Principal	25,000	25,000	25,000	25,000	25,000	205,000
		Interest	9,379	7,837	3,430	5,431	4,128	45,321
5/22/2008	MWRA Water (O)	Principal	30,400	30,400				91,200
		Interest	-	-	-	-	-	-
5/21/2009	MWRA Water (O)	Principal	154,806	154,806	154,806			619,222
		Interest	-	-	-	-	-	-
3/15/2011	MWRA Water (O) (\$500,000 LWSAP program)	Principal	50,000	50,000	50,000	50,000	50,000	300,000
		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	8,481	8,649	8,819	8,992	9,170	154,653
		Interest	2,842	2,671	2,496	2,318	2,136	26,024
7/8/2012	MWPAT CW-08-14 (A)	Principal	3,670	4,115	4,206	4,297	4,390	68,416
		Interest	1,135	1,328	1,224	1,134	1,041	11,954
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 (\$2,838,033 - Beacham St.)	Principal	122,450	125,112	127,831	130,609	133,448	2,605,936
		Interest	53,452	50,818	48,128	42,214	39,602	539,753
12/20/2013	Water Meters	Principal	75,000	75,000	80,000	80,000	80,000	725,000
		Interest	15,250	13,750	12,250	10,600	8,800	89,250
12/20/2013	Water Meters	Principal	105,000	110,000	110,000	115,000	115,000	900,000
		Interest	17,826	15,676	13,476	11,226	8,638	93,967
12/20/2013	Vehicle Replacement	Principal	30,000	30,000				95,000
		Interest	900	300				2,750
2/6/2014	Water Meters	Principal	110,000	115,000	120,000	120,000	125,000	1,095,000
		Interest	29,550	26,250	22,800	19,200	15,600	170,100
2/6/2014	Water Main Replacement (non-M)	Principal	100,000	100,000	100,000	100,000	100,000	1,400,000
		Interest	39,876	36,876	33,876	30,876	27,876	326,761
2/6/2014	Water System Repairs	Principal	35,000	35,000	35,000	35,000	35,000	315,000
		Interest	8,400	7,350	6,300	5,250	4,200	47,250
11/1/2014	MWRA Water Main (\$1,000,000 LWSAP program)	Principal	100,000	100,000	100,000	100,000	100,000	1,000,000
		Interest	-	-	-	-	-	-
1/7/2015	MWPAT CW-10-20A (\$661,867 - Beacham St.)	Principal	27,359	27,954	28,561	29,182	29,816	663,967
		Interest	13,657	13,069	12,468	11,868	11,268	173,272
2/18/2016	2016 MWRA Sewer bonds	Principal	77,000	77,000	77,000	77,000	77,000	385,000
		Interest	-	-	-	-	-	-
2/18/2016	2016 Departmental Equipment	Principal	35,000	35,000	35,000	35,000	35,000	325,000
		Interest	12,892	11,600	10,200	8,800	7,400	68,892
2/18/2016	2016 MWRA Sewer bonds	Principal	152,680	152,680	152,680	152,680	152,680	763,400
		Interest	-	-	-	-	-	0
2/28/2017	Water Backhoe	Principal		21,000	20,000	20,000	20,000	101,000
		Interest		4,868	4,000	3,000	2,000	14,868
2/28/2017	Sewer Illicit Connections	Principal		3,500	4,000	4,000	4,000	69,500
		Interest		2,876	2,809	2,609	2,409	26,415
4/30/2017	CW-14-24	Principal		20,225	20,665	21,114	21,573	472,077
		Interest		7,556	9,596	9,182	8,760	107,894
9/12/2016	MWRA	Principal		135,525	135,525	135,525	135,525	1,219,725
		Interest		-	-	-	-	0
SELF SUPPORTING DEBT SERVICE								
	Total Principal		1,430,032	1,624,152	1,577,279	1,431,585	1,440,788	15,111,744
	Total Interest		205,159	202,825	183,053	163,708	143,858	1,744,471
	Total Payment		1,635,191	1,826,976	1,760,332	1,595,293	1,584,646	16,856,216
Projected Debt Service								
	Purpose	Type of Payment	2017	2018	2019	2020	2021	2036
	Sewer I&I MWRA (LWSAP \$1,421,000)	Principal			35,525	35,525	35,525	355,250
		Interest			7,105	5,684	4,979	32,727
	Equipment - Truck	Principal			8,000	8,000	8,000	40,000
		Interest			1,000	800	600	3,000
	GIS System Improvements	Principal			40,000	40,000	40,000	200,000
		Interest			5,000	4,000	3,000	15,000
	Data Management System	Principal			30,000	30,000	30,000	150,000
		Interest			3,750	3,000	2,250	11,250
	Projected Debt Svc		0	0	130,380	127,009	124,354	807,227
Total Actual & Projected Net Debt			1,635,191	1,826,976	1,890,712	1,722,302	1,709,000	17,663,443

7.1 Capital Improvement Program: Mayor's Message

Goals of the Capital Improvement Program (CIP)

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

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

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

Goals of the Mayor – FY2018 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 FY2018 capital budget is focused on overhauling and renovating neglected parks, playgrounds and recreational spaces, as well as renovations at the Glenwood Cemetery, Parlin School, City Hall, and the Wellness Center.

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.

FY2018 Capital Improvement Program (CIP) – Highlights of Proposed CIP and FY2018 Capital Budget

For FY2018, 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 FY2018 include the following:

- New equipment and vehicles for City Services
- Replacement of Police cruisers and administrative vehicles
- Replacement of Inspectional Services vehicles
- Replacement of city Information Technology systems

The total amount of the proposed FY2018 Capital Budget that will require an appropriation from the Capital Improvement Stabilization Fund is \$216,000.

Proposed capital projects include the following:

- Design, construction and renovation at Hale Street Park and Meadows/Kearins Park
- Design and refurbishment of Citywide Tot Lots
- Elton and Tremont Street drainage improvements
- Traffic signal upgrades
- Glendale Square redesign

Also, with regards to the City's infrastructure, the city is estimating \$650,000 from the State's Chapter 90 program for eligible road repairs.

Further details for all capital improvement items in the FY2018 Capital Improvement Budget are included in your binders.

7.2 Capital Improvement Program Overview

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

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

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

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

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

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

7.3 FY18 CIP – General Fund: Executive Summary

- The total proposed Capital Plan for the City of Everett for FY18 is \$11,447,500.
- The total amount proposed for borrowing is \$9,509,000.
- This Capital Plan has multiple funding sources, including grants and other available funds, free cash, one-time appropriations, and bonding.
- The list proposed is a scaled down list from departmental requests, with priority given to those projects that are supplemented by grant dollars or any other revenue sources that will keep net general fund expenditures to a minimum.

FY18 CIP – Funding Sources

FY18 CIP – funded from available funds – CIP Stabilization Fund:

- | | |
|-------------------------------------|-------------------|
| • Police – Watercraft Boston Whaler | \$ 66,000 |
| • School – Whittier classrooms | <u>\$ 250,000</u> |

TOTAL ~ CIP STABILIZATION FUND:	\$316,000
--	------------------

FY18 CIP – funded from grants and other available funds:

- | | |
|--|-------------------|
| • City Services – Full-depth repavement program (Ch. 90) | \$ 575,000 |
| • City Services – Enhanced crosswalks (Ch. 90) | \$ 50,000 |
| • City Services – Handicap accessibility (Ch. 90) | \$ 25,000 |
| • Police – Watercraft Boston Whaler | \$ 50,000 |
| • Planning – Stadium Playground | \$ 50,000 |
| • Planning – Bike path extension | <u>\$ 150,000</u> |

TOTAL ~ GRANTS and OTHER FINANCIAL SOURCES:	\$900,000
--	------------------

FY18 CIP – funded from appropriation (built into operating budgets):

• Information Technology – Replacement of City technology	\$ 35,000
• Police Department – Patrol vehicles	\$ 180,000
• Police Department – Administrative vehicles	\$ 207,500
• Police Department – Portable radios	\$ 75,000
• Police Department – Ballistic vests	\$ 45,000
• Fire Department – Turnout Gear	\$ 65,000
• Fire Department – Administrative Vehicle	\$ 40,000
• Planning – Enhanced Crosswalks / Handicap Accessibility	<u>\$ 75,000</u>

TOTAL ~ BUDGET APPROPRIATIONS: \$ 722,500

FY18 CIP – funded from anticipated Bond Authorization:

Vehicles and Equipment:

• City Services – Facilities Maintenance - Vehicle	\$ 40,000
• City Services – One (1) F450 Dump Truck with Plow/Sander	\$ 72,000
• City Services – Two (2) F350 Pickup Trucks	\$ 112,000
• City Services – One (1) Freightliner Dump Truck	\$ 183,000
• City Services – One (1) Crane Truck	\$ 140,000
• City Services – One (1) F150 Pickup Truck	\$ 40,000
• City Services – S750 Bobcat with Attachments	\$ 55,000
• City Services – Cemetery - S750 Bobcat with Attachments	\$ 55,000
• City Services – Heavy Duty Truck Lift	\$ 35,000

- E911 – 3 EFD Stations \$ 90,000
- Inspectional Services – Rolling File System \$ 37,000

SUB-TOTAL ~ VEHICLES and EQUIPMENT: \$859,000

Parks and Open Space:

- Planning – Design & Refurbish City Parks & Tot Lots – Citywide \$ 700,000
- Planning – Cemetery Renovations/Design \$ 1,300,000
- Planning – Meadows/Kearins Park Phase II Design \$ 600,000
- Planning – Edith Street Park Design \$ 150,000
- Planning – Hale Street Park Design \$ 150,000
- Planning – Central Ave Park Design \$ 150,000
- Planning – Everett Square Improvements \$ 400,000
- Planning – Traffic Signal Upgrades \$ 250,000
- Planning – Bike Safety Upgrades \$ 50,000
- Planning – Bike Share Locations \$ 150,000
- Planning – Bike Path Extension Improvements \$ 150,000

SUB-TOTAL ~ PARKS and OPEN SPACE: \$4,050,000

FY18 CIP – funded from anticipated Bond Authorization (continued):

Public Buildings and Facilities:

- Fire Department – Wireless Fire Alarm Boxes \$ 250,000
- School – Parlin School renovation (lockers) \$ 200,000

- School – Parlin School Renovations (flooring) \$ 400,000
- Wellness Center Improvements \$ 150,000

SUB-TOTAL ~ PUBLIC BUILDINGS and FACILITIES: \$1,000,000

Roadway Infrastructure:

- City Services – Beacham Street Design \$ 150,000
- City Services – Webster/Linden Intersection \$ 300,000
- City Services – Second Street Corridor Engineering Design \$ 150,000
- City Services – Elton & Tremont Street Drainage \$ 1,400,000
- City Services – Bus Lane Improvements \$ 100,000
- City Services – Street and Sidewalk Repairs \$ 1,500,000

SUB-TOTAL ~ ROADWAY INFRASTRUCTURE: \$3,600,000

BOND AUTHORIZATION ~ GRAND TOTAL: \$ 9,509,000

7.4 Capital Improvement Policies

Budget Policies

- The city will make all capital purchases and improvements in accordance with the adopted capital improvement program.
- The city will develop a multi-year plan for capital improvements and update it annually.
- The city will enact an annual capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development or changes in economic base will be calculated and included in capital budget projections.
- The city will coordinate development of the capital improvement budget with the development of the operating budget. Future operating costs associated with new capital improvement will be projected and included in operating budget forecasts.
- The city will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and priorities, and 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 financed 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

7.6 City of Everett
Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2017 - 2021

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Enterprise Fund (Water/Sewer Projects)							
EQUIPMENT							
2017 1/2 ton Truck		Bond		\$ 40,000			
2015 Ford F-550 4x2 - Emergency Service Vehicle with attachments		Bond					
2015 International 4400 SBA 4x2 - Dump Truck with Plow/Sander		Bond					
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*)							
Water Main Replacement (MWRA's LWSAP program*)		Bond - MWRA int. free loan	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -
<i>*City has authorized \$4,172m bond - \$500k per year drawdown through FY2019</i>							
INFRASTRUCTURE - SEWER/STORMWATER							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 1-8**)		MWRA grant	\$ -				
<i>**City can authorize \$2,088,000 of available funds - 45% grant/55% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 1,065,750	\$ 1,065,750			
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant	\$ 355,250	\$ 355,250			
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000
GIS Improvements		Bonding		\$ 200,000			
Data management system		Bonding	\$ -	\$ 150,000			
Subtotal: Water and Sewer Enterprise Fund			\$ 2,523,786	\$ 2,566,000	\$ 1,005,000	\$ 355,000	\$ 355,000
LESS ~ Non Grant Funds to offset costs							
Water/Sewer CIP: OFS							
Operating Fund appropriation - Fire Hydrant Replacement			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Grant - MWRA			\$ (1,065,750)	\$ (1,065,750)	\$ -	\$ -	\$ -
Operating Fund appropriation - Storm water			\$ (205,000)	\$ -	\$ -	\$ -	\$ -
LESS ~ Grants and other sources/funds to offset costs			\$ (1,320,750)	\$ (1,115,750)	\$ (50,000)	\$ (50,000)	\$ (50,000)
Net ~ Enterprise Fund Expenses - to be bonded			\$ 1,203,036	\$ 1,450,250	\$ 955,000	\$ 305,000	\$ 305,000
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021



7.7 City of Everett, Massachusetts Chief Financial Officer

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

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

Memo

To: All Department Heads
From: Eric Demas
Re: FY2018 Capital Requests and Five Year Capital Plan
Date: January 18, 2017

The City has begun modifying the Capital Improvement Program (five year plan) and Capital Improvement Budget (one year plan) for FY2018 budgeting purposes. As such, I have included the documents necessary in order for you to complete your requests for FY2018. You will find the following documents attached:

- Capital Improvement Program Overview
- Capital Project/Equipment request form (required for each FY2018 request)
- Copy of most recent CIP (including FY2017 approved projects and FY2018-FY2021 projected plans) for your review and to modify if necessary
- Capital Improvement/Debt Policy

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

1. Only capital purchases with a value of \$35,000 or greater should be included in your plan; anything under \$35,000 should be part of your operating budget.
2. Capital items must have a depreciable life of five (5) or more years.

Examples of Capital Assets are as follow:

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

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

1. CAPITAL PROJECTS
 - a. For FY18 and beyond, all Capital Projects will be directed through the City's Planning Department, once received by the CFO.
 - b. Projects that have matching funds will have priority and the source of the matching funds should be identified within the request form or in a separate document.

2. CAPITAL EQUIPMENT
 - a. For FY18 and beyond, all Capital Equipment will be directed through the City Services Department where applicable, once received by the CFO.
 - b. Backup documentation (i.e. literature from manufacturer of equipment, detailed descriptions, price quotes obtained, state bid list identification, etc.) will help keep the process efficient.
 - c. Any equipment that may be traded in and/or surplusd should be identified.

You may have already queued up projects or equipment for FY2018 as part of FY2017 process. This does not bind you to that schedule. This is your opportunity to eliminate, add, or reprioritize your respective plans. Feel free to mark up the five (5) year Capital Improvement Program spreadsheet if need be. I will then make the adjustments for the final presentation to the Mayor.

The deadline for submittal of your capital plan requests is Wednesday, February 8, 2017. Laureen will be contacting you to set up a meeting to discuss your capital requests.

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

7.8 Everett Debt Service Projection											
FY2018 Projects - General Fund											
	Yrs.	3.00%	Projected Bond Interest Rate								
Departmental Equipment											
				FY19	FY20	FY21	FY22	FY23	FY24	TOTAL	
E911 - 3 EFD Stations	5	\$ 90,000	Principal		18,000	18,000	18,000	18,000	18,000	90,000	
			Interest	1,350	2,430	1,890	1,350	810	270	8,100	
Facilities Maintenance - Vehicle	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	
Inspectional Services - Rolling File System	5	\$ 37,000	Principal		7,400	7,400	7,400	7,400	7,400	37,000	
			Interest	555	999	777	555	333	111	3,330	
City Services - F450 Dump Truck with Plow/Sander	5	\$ 72,000	Principal		14,400	14,400	14,400	14,400	14,400	72,000	
			Interest	1,080	1,944	1,512	1,080	648	216	6,480	
City Services - Two (2) F350 Pickup Trucks	5	\$ 112,000	Principal		22,400	22,400	22,400	22,400	22,400	112,000	
			Interest	1,680	3,024	2,352	1,680	1,008	336	10,080	
City Services - Freightliner Dump Truck	5	\$ 183,000	Principal		36,600	36,600	36,600	36,600	36,600	183,000	
			Interest	2,745	4,941	3,843	2,745	1,647	549	16,470	
City Services - Crane Truck	5	\$ 140,000	Principal		28,000	28,000	28,000	28,000	28,000	140,000	
			Interest	2,100	3,780	2,940	2,100	1,260	420	12,600	
City Services - F150 Pickup Truck	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 - S750 Bobcat with Attachments	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	
Cemetery - S750 Bobcat with Attachments	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	\$ 35,000	Principal		7,000	7,000	7,000	7,000	7,000	35,000	
			Interest	525	945	735	525	315	105	3,150	
SUBTOTAL: Departmental Equipment		\$ 859,000	Principal	-	171,800	171,800	171,800	171,800	171,800	859,000	
			Interest	12,885	23,193	18,039	12,885	7,731	2,577	77,310	
Parks and Open Space											
				FY19	FY20	FY21	FY22	FY23	FY24	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	
Cemetery Renovations/Design	10	\$ 1,300,000	Principal		130,000	130,000	130,000	130,000	130,000	1,300,000	
			Interest	19,500	37,050	33,150	29,250	25,350	21,450	214,500	
Meadows/Kearins Park Phase II Design	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	
Edith 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	
Hale 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	
Central Ave 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	
Everett Square Improvements	10	\$ 400,000	Principal		40,000	40,000	40,000	40,000	40,000	400,000	
			Interest	6,000	11,400	10,200	9,000	7,800	6,600	66,000	
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	
Bike Safety Upgrades	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	
Bike Share Locations	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	
Bike Path Extension Improvements	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	
Webster/Linden Intersection	10	\$ 300,000	Principal		30,000	30,000	30,000	30,000	30,000	300,000	
			Interest	4,500	8,550	7,650	6,750	5,850	4,950	49,500	
Beacham Street 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	
Second Street Corridor Engineering 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	
Elton & Tremont Street Drainage	10	\$ 1,400,000	Principal		140,000	140,000	140,000	140,000	140,000	1,400,000	
			Interest	21,000	39,900	35,700	31,500	27,300	23,100	231,000	
SUBTOTAL: Parks and Open Space		\$ 6,050,000	Principal	-	605,000	605,000	605,000	605,000	605,000	6,050,000	
			Interest	90,750	172,425	154,275	136,125	117,975	99,825	998,250	

7.8 Everett Debt Service Projection										
FY2018 Projects - General Fund										
	Yrs.	3.00%	Projected Bond Interest Rate							
Public Buildings, Facilities and Infrastructure										
Fire Department - Wireless Fire Alarm Boxes	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
School - Replace Lockers at Parlin School	10	\$ 200,000	Principal		20,000	20,000	20,000	20,000	20,000	200,000
			Interest	3,000	5,700	5,100	4,500	3,900	3,300	33,000
School - Replace Hardwood Flooring at Parlin School	10	\$ 400,000	Principal		40,000	40,000	40,000	40,000	40,000	400,000
			Interest	6,000	11,400	10,200	9,000	7,800	6,600	66,000
Wellness Building - Boiler Replacement	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
Bus Lane Improvements	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
Street and Sidewalk Repairs	10	\$ 1,500,000	Principal		150,000	150,000	150,000	150,000	150,000	1,500,000
			Interest	22,500	42,750	38,250	33,750	29,250	24,750	247,500
SUBTOTAL: Public Bldgs., Facilities, and Infrastructure		\$ 2,600,000	Principal	-	260,000	260,000	260,000	260,000	260,000	2,600,000
			Interest	39,000	74,100	66,300	58,500	50,700	42,900	429,000
GRAND TOTAL		\$ 9,509,000	Principal	-	1,036,800	1,036,800	1,036,800	1,036,800	1,036,800	9,509,000
			Interest	142,635	269,718	238,614	207,510	176,406	145,302	1,504,560

7.9 Capital Improvement Plan FY2017 - FY2021 & FY2018 Capital Budget Overview

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 8, 2017

Overview: Capital Improvement Plan vs. Capital Improvement Budget

- **Capital Improvement Plan (CIP) is the long term plan for capital improvements throughout the City (FY2017-FY2021).**
- **Capital Improvement Budget is the spending plan for the upcoming fiscal year (FY2018) 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: FY2017 – FY2021

- 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 (FY2018) 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: FY2017 – FY2021

- **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 FY2018 Capital Budget requests
- **These documents are part of your CIP binder.**

Capital Improvement Budget: FY2018

- The FY2018 Capital Improvement Budget is the upcoming year's spending plan for capital items.
- The Capital Improvement Budget dovetails into the City's FY2018 operational budget.
- Therefore, It is the hope of the administration that the capital budget is approved prior to submission of the FY2018 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.

FY2018 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 FY2018 is \$11,447,500.
 - \$ 9,509,000 ~ Bonding (Long term debt issuance)
 - \$ 900,000 ~ Grants and Other Financial Sources (OFS)
 - \$ 722,500 ~ FY18 Operating Fund appropriation
 - \$ 316,000 ~ Capital Improvement Stabilization Fund appropriation
- Details on the General Fund CIP can be found in FY2018 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.

8.1 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.

8.2 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.

8.3 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 \$4,584,699,100 its normal debt limit is \$229,234,955 (5%) and its double debt limit is \$458,469,910 (10%).

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 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 2018 Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	Part 1 of 3 NET NEW D/S
07/15/2017	June 6 2012 MWPAT CW-08-14 (I) Revised	8,648.71	1,378.54	-	10,027.25
	May 22 2013 MWPAT CW-10-20 (I)	-	23,636.40	-	23,636.40
	January 7 2015 MCWT CW-10-20-A (I)	-	6,078.31	-	6,078.31
	April 13 2017 MCWT CW-14-24 (I)	-	2,555.56	-	2,555.56
	April 13 2017 MCWT CW-08-14-A (I)	-	312.17	-	312.17
Subtotal		\$8,648.71	\$33,960.98	-	\$42,609.69
08/01/2017	December 14 2006 MWPAT CW-02-31 (I)	25,000.00	4,114.82	(3,149.94)	25,964.88
	February 19 2008 Section 108 HUD Loan (O)	66,000.00	-	-	66,000.00
	August 1 2009 School Remodeling (I)	100,000.00	26,437.50	-	126,437.50
	February 6 2014 : Residential Water Meters (OSS)	-	13,125.00	-	13,125.00
	February 6 2014 : Water Main Replacement (OSS)	-	18,437.50	-	18,437.50
	February 6 2014 : Water System Repairs (OSS)	-	3,675.00	-	3,675.00
	February 6 2014 : Seven Acre Park Planning (I)	-	2,100.00	-	2,100.00
	February 6 2014 : Tot Lot (I)	-	2,915.63	-	2,915.63
	February 6 2014 : City Hall Roof Repair (I)	-	1,843.75	-	1,843.75
	February 6 2014 : Everett Sq/Norwood St Design & Renovation (I)	-	900.00	-	900.00
	February 6 2014 : School Equipment- Smart Boards (I)	-	4,800.00	-	4,800.00
	February 6 2014 : Fire Pumper Truck (I)	-	7,375.00	-	7,375.00
	February 6 2014 : Road & Sidewalk (I)	-	36,875.00	-	36,875.00
	April 23 2015 : Pumper Truck (I)	-	9,600.00	-	9,600.00
	April 23 2015 : Day Park Renovation (I)	-	10,462.50	-	10,462.50
	April 23 2015 : Street & Sidewalk Improvements (I)	-	46,500.00	-	46,500.00
	April 23 2015 : Shute Library Renovation (I)	-	10,050.00	-	10,050.00
	April 23 2015 : School Department Eno Boards (I)	-	4,200.00	-	4,200.00
	April 23 2015 : Whittier School Roof (I)	-	11,628.13	-	11,628.13
	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		\$191,000.00	\$333,077.33	(3,149.94)	\$520,927.39
08/15/2017	February 18 2016 : Refurbish Park & Tot Lots (I)	-	12,200.00	-	12,200.00
	January 7 2015 MCWT CW-10-20-A (I)	-	9,375.00	-	9,375.00
	February 18 2016 : Sacramone Park (I)	-	45,200.00	-	45,200.00
	February 18 2016 : Meadow Playground Design (I)	-	3,100.00	-	3,100.00
	February 18 2016 : Park Renovation (I)	-	38,225.00	-	38,225.00
	February 18 2016 : Recreation Wellness Center Design/Planning (I)	-	5,700.00	-	5,700.00
	February 18 2016 : Webster School Air Conditioning (I)	-	13,425.00	-	13,425.00
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	-	12,975.00	-	12,975.00
	February 18 2016 : Parlin School Additional Classrooms I (I)	-	25,275.00	-	25,275.00
	February 18 2016 : Parlin School Additional Classrooms II (I)	-	14,425.00	-	14,425.00
	February 18 2016 : Keverian School Feasibility Study (O)	-	5,700.00	-	5,700.00
	February 18 2016 : Ladder One Replacement (I)	-	22,000.00	-	22,000.00
	February 18 2016 : 10 Wheel Dump Truck (I)	-	3,800.00	-	3,800.00
	February 18 2016 : 8 Wheel Dump Truck (I)	-	2,600.00	-	2,600.00
	February 18 2016 : F350 Pickups with Sander/Plow (I)	-	1,600.00	-	1,600.00
	February 18 2016 : Dump Trucks with Sander/Plow (I)	-	2,000.00	-	2,000.00
	February 18 2016 : Street Sweeper (I)	-	3,400.00	-	3,400.00
	February 18 2016 : Cemetery Backhoe (I)	-	1,800.00	-	1,800.00
	February 18 2016 : Street/Highway Backhoe (I)	-	2,000.00	-	2,000.00
	February 18 2016 : Sidewalk Plow (I)	-	2,600.00	-	2,600.00
	February 18 2016 : Front End Loader (I)	-	3,400.00	-	3,400.00
	February 18 2016 : Utility Poles (I)	-	7,300.00	-	7,300.00
	February 18 2016 : Lower Florence Street Planning (I)	-	13,000.00	-	13,000.00
	February 18 2016 : Upper Florence Street Planning (I)	-	2,400.00	-	2,400.00
	February 18 2016 : Street & Sidewalk Repairs (I)	-	52,050.00	-	52,050.00
	February 18 2016 : Enterprise Departmental Equipment (I)	-	5,800.00	-	5,800.00
	September 12 2016 MWRA Water (O)	100,000.00	-	-	100,000.00
	September 12 2016 MWRA Sewer (I)	35,525.00	-	-	35,525.00
	February 28 2017 : Central Fire Station Renovation (I)	-	36,285.97	-	36,285.97
	February 28 2017 : Parlin School Renovation (I)	-	59,878.78	-	59,878.78
	February 28 2017 : High School Panel Improvements (I)	-	1,022.88	-	1,022.88
	February 28 2017 : Library Parlin Renovations (I)	-	2,724.77	-	2,724.77
	January 7 2015 MCWT CW-10-20-A (I)	-	1,834.68	-	1,834.68
	February 28 2017 : City Hall Renovations (I)	-	5,802.67	-	5,802.67
	February 28 2017 : E-911 Building Renovations (I)	-	835.00	-	835.00
	February 28 2017 : Amory Renovations (I)	-	13,600.64	-	13,600.64
	February 28 2017 : City Services Building Renovations (I)	-	2,270.74	-	2,270.74
	February 28 2017 : Everett Stadium Renovations (I)	-	1,834.68	-	1,834.68
	February 28 2017 : Gym Renovations (I)	-	2,270.74	-	2,270.74
	February 28 2017 : Connolly Center Renovation (I)	-	3,288.97	-	3,288.97
	February 28 2017 : Refurbish Tot Lots (I)	-	13,176.76	-	13,176.76
	February 28 2017 : Meadows/Kearins Park Design & Construction (I)	-	927.78	-	927.78
	February 28 2017 : Swan Street Park Design & Construction (I)	-	17,889.88	-	17,889.88
	February 28 2017 : Gramsford Park Design & Construction (I)	-	15,640.01	-	15,640.01
	February 28 2017 : North Strand Bike Path Renovation (I)	-	9,416.94	-	9,416.94
	February 28 2017 : Hugh Common Construction (I)	-	1,025.19	-	1,025.19
	February 28 2017 : Recreation Master Plan (I)	-	1,066.94	-	1,066.94
	February 28 2017 : 6 Wheel Dump Truck (I)	-	4,042.79	-	4,042.79
	February 28 2017 : Lift Truck (I)	-	1,704.79	-	1,704.79
	February 28 2017 : Forklift (I)	-	853.56	-	853.56
	February 28 2017 : Sidewalk Plow (I)	-	1,769.74	-	1,769.74
	February 28 2017 : Infield Machine Trailer (I)	-	749.18	-	749.18
	February 28 2017 : Compressor Truck (I)	-	2,129.25	-	2,129.25

City of Everett, Massachusetts
Fiscal Year 2018 Projected Principal and Interest Payments,
Net of MCWT Subsidy

Aggregate Net Debt Service

DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	Part 2 of 3 NET NEW D/S
08/15/2017	February 28 2017 : Forest Truck (I)	-	3,722.71	-	3,722.71
(continued)	February 28 2017 : F350 Truck (I)	-	1,171.32	-	1,171.32
	February 28 2017 : 2 Utility Vans (I)	-	2,129.25	-	2,129.25
	February 28 2017 : 2 F250 Auto Lift (I)	-	2,342.64	-	2,342.64
	February 28 2017 : DPW Utility Truck (I)	-	1,066.94	-	1,066.94
	February 28 2017 : Ornamental Lights (I)	-	2,133.89	-	2,133.89
	February 28 2017 : Traffic Signal Improvements (I)	-	5,088.86	-	5,088.86
	February 28 2017 : LED Streetlights (I)	-	12,216.51	-	12,216.51
	February 28 2017 : Traffic Lights (I)	-	2,358.88	-	2,358.88
	February 28 2017 : Keeverian Parking Lot Reconstruction (I)	-	14,118.46	-	14,118.46
	January 7 2015 MCWT CW-10-20-A (I)	-	1,384.13	-	1,384.13
	February 28 2017 : Elton & Tremont Drainage Improvements (I)	-	3,816.65	-	3,816.65
	February 28 2017 : Water- Backhoe with Accessories (O)	-	2,342.64	-	2,342.64
	Subtotal	\$135,525.00	\$567,286.21	-	\$702,811.21
08/22/2017	August 22 2011 MWRA Water (O)	22,842.20	-	-	22,842.20
	Subtotal	\$22,842.20	-	-	\$22,842.20
09/01/2017	October 15 2009 SQ Refundings breakout : SQ Adv Ref of 12 1 00 School (O)	1,125,000.00	88,625.00	-	1,213,625.00
	December 20 2012 : Adv Ref 3 1 04 - School Remodeling (I)	-	6,500.00	-	6,500.00
	December 20 2012 : Adv Ref 3 1 04 -Public Works Facility (I)	-	6,400.00	-	6,400.00
	Subtotal	\$1,125,000.00	\$101,525.00	-	\$1,226,525.00
11/01/2017	October 25 2007 MSBA School (O)	449,415.32	143,812.90	-	593,228.22
	Subtotal	\$449,415.32	\$143,812.90	-	\$593,228.22
11/15/2017	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
12/15/2017	December 20 2013 : Water Meters 1 (O)	75,000.00	7,250.00	-	82,250.00
	January 7 2015 MCWT CW-10-20-A (I)	110,000.00	8,387.50	-	118,387.50
	December 20 2013 : Water Dept Vehicle Replacement (O)	30,000.00	300.00	-	30,300.00
	December 20 2013 : Glendale Park Improvements (I)	260,000.00	27,415.00	-	287,415.00
	December 20 2013 : Parlin School Masonry Repair (I)	40,000.00	6,897.50	-	46,897.50
	December 20 2013 : Shute Library Construction 1 (I)	85,000.00	18,177.50	-	103,177.50
	December 20 2013 : Shute Library Construction 2 (I)	35,000.00	7,037.50	-	42,037.50
	December 20 2013 : Fire Station Repairs & Design (I)	20,000.00	3,325.00	-	23,325.00
	December 20 2013 : Police Station Renovations (I)	15,000.00	737.50	-	15,737.50
	December 20 2013 : 911 Stairs (I)	5,000.00	437.50	-	5,437.50
	December 20 2013 : Roadway Reconstruction (I)	285,000.00	24,600.00	-	309,600.00
	December 20 2013 : Sidewalk Reconstruction (I)	5,000.00	437.50	-	5,437.50
	August 20 2015- Cur Ref of September 15 04 (O)	2,725,000.00	169,800.00	-	2,894,800.00
	Subtotal	\$3,690,000.00	\$274,802.50	-	\$3,964,802.50
01/15/2018	June 6 2012 MWPAT CW-08-14 (I) Revised	-	1,292.06	-	1,292.06
	May 22 2013 MWPAT CW-10-20 (I)	125,112.00	23,636.40	-	148,748.40
	January 7 2015 MCWT CW-10-20-A (I)	27,954.00	6,078.31	-	34,032.31
	April 13 2017 MCWT CW-14-24 (I)	20,225.00	5,000.00	-	25,225.00
	April 13 2017 MCWT CW-08-14-A (I)	4,115.00	610.76	-	4,725.76
	Subtotal	\$177,406.00	\$36,617.53	-	\$214,023.53
02/01/2018	December 14 2006 MWPAT CW-02-31 (I)	-	3,721.55	(1,605.58)	2,115.97
	January 7 2015 MCWT CW-10-20-A (I)	-	24,562.50	-	24,562.50
	February 6 2014 : Residential Water Meters (OSS)	115,000.00	13,125.00	-	128,125.00
	February 6 2014 : Water Main Replacement (OSS)	100,000.00	18,437.50	-	118,437.50
	February 6 2014 : Water System Repairs (OSS)	35,000.00	3,675.00	-	38,675.00
	February 6 2014 : Seven Acre Park Planning (I)	70,000.00	2,100.00	-	72,100.00
	February 6 2014 : Tot Lot (I)	20,000.00	2,915.63	-	22,915.63
	February 6 2014 : City Hall Roof Repair (I)	10,000.00	1,843.75	-	11,843.75
	February 6 2014 : Everett Sq/Norwood St Design & Renovation (I)	30,000.00	900.00	-	30,900.00
	February 6 2014 : School Equipment- Smart Boards (I)	160,000.00	4,800.00	-	164,800.00
	February 6 2014 : Fire Pumper Truck (I)	40,000.00	7,375.00	-	47,375.00
	February 6 2014 : Road & Sidewalk (I)	200,000.00	36,875.00	-	236,875.00
	April 23 2015 : Pumper Truck (I)	60,000.00	9,600.00	-	69,600.00
	April 23 2015 : Day Park Renovation (I)	45,000.00	10,462.50	-	55,462.50
	April 23 2015 : Street & Sidewalk Improvements (I)	200,000.00	46,500.00	-	246,500.00
	April 23 2015 : Shute Library Renovation (I)	35,000.00	10,050.00	-	45,050.00
	April 23 2015 : School Department Eno Boards (I)	70,000.00	4,200.00	-	74,200.00
	April 23 2015 : Whittier School Roof (I)	40,000.00	11,628.13	-	51,628.13
	April 23 2015 : Adv Ref of Feb 1 07- High School (I)	689,000.00	117,865.00	-	806,865.00
	April 23 2015 : Adv Ref of Feb 1 07- Prior Schools (I)	1,000.00	172.50	-	1,172.50
	Subtotal	\$1,920,000.00	\$330,809.06	(1,605.58)	\$2,249,203.48
02/15/2018	March 15 2011 MWRA Water (O)	50,000.00	-	-	50,000.00
	January 7 2015 MCWT CW-10-20-A (I)	60,000.00	12,200.00	-	72,200.00
	February 18 2016 : Land Acquisition (I)	40,000.00	9,375.00	-	49,375.00
	February 18 2016 : Sacramone Park (I)	195,000.00	45,200.00	-	240,200.00
	February 18 2016 : Meadow Playground Design (I)	45,000.00	3,100.00	-	48,100.00
	February 18 2016 : Park Renovation (I)	170,000.00	38,225.00	-	208,225.00
	February 18 2016 : Recreation Wellness Center Design/Planning (I)	75,000.00	5,700.00	-	80,700.00
	February 18 2016 : Webster School Air Conditioning (I)	50,000.00	13,425.00	-	63,425.00
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	60,000.00	12,975.00	-	72,975.00
	February 18 2016 : Parlin School Additional Classrooms 1 (I)	90,000.00	25,275.00	-	115,275.00

City of Everett, Massachusetts
Fiscal Year 2018 Projected Principal and Interest Payments,
Net of MCWT Subsidy

Aggregate Net Debt Service

DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	Part 3 of 3 NET NEW D/S
02/15/2018 (continued)	February 18 2016 : Parlin School Additional Classrooms II (I)	55,000.00	14,425.00	-	69,425.00
	February 18 2016 : Keverian School Feasibility Study (O)	75,000.00	5,700.00	-	80,700.00
	February 18 2016 : Ladder One Replacement (I)	125,000.00	22,000.00	-	147,000.00
	February 18 2016 : 10 Wheel Dump Truck (I)	55,000.00	3,800.00	-	58,800.00
	February 18 2016 : 8 Wheel Dump Truck (I)	40,000.00	2,600.00	-	42,600.00
	February 18 2016 : F350 Pickups with Sander/Plow (I)	20,000.00	1,600.00	-	21,600.00
	February 18 2016 : Dump Trucks with Sander/Plow (I)	30,000.00	2,000.00	-	32,000.00
	February 18 2016 : Street Sweeper (I)	50,000.00	3,400.00	-	53,400.00
	February 18 2016 : Cemetery Backhoe (I)	30,000.00	1,800.00	-	31,800.00
	February 18 2016 : Street/Highway Backhoe (I)	30,000.00	2,000.00	-	32,000.00
	February 18 2016 : Sidewalk Plow (I)	40,000.00	2,600.00	-	42,600.00
	February 18 2016 : Front End Loader (I)	50,000.00	3,400.00	-	53,400.00
	February 18 2016 : Utility Poles (I)	100,000.00	7,300.00	-	107,300.00
	February 18 2016 : Lower Florence Street Planning (I)	170,000.00	13,000.00	-	183,000.00
	February 18 2016 : Upper Florence Street Planning (I)	35,000.00	2,400.00	-	37,400.00
	February 18 2016 : Street & Sidewalk Repairs (I)	220,000.00	52,050.00	-	272,050.00
	February 18 2016 : Enterprise Departmental Equipment (I)	35,000.00	5,800.00	-	40,800.00
	February 22 2016 MWRA Sewer (I)	152,680.00	-	-	152,680.00
	February 28 2017 : Central Fire Station Renovation (I)	94,000.00	39,110.63	-	133,110.63
	February 28 2017 : Parlin School Renovation (I)	157,400.00	64,540.00	-	221,940.00
	February 28 2017 : High School Panel Improvements (I)	4,100.00	1,102.50	-	5,202.50
	February 28 2017 : Library Parlin Renovations (I)	7,400.00	2,936.88	-	10,336.88
	January 7 2015 MCWT CW-10-20-A (I)	5,000.00	1,977.50	-	6,977.50
	February 28 2017 : City Hall Renovations (I)	15,000.00	6,254.38	-	21,254.38
	February 28 2017 : E-911 Building Renovations (I)	5,000.00	900.00	-	5,900.00
	February 28 2017 : Amory Renovations (I)	36,000.00	14,659.38	-	50,659.38
	February 28 2017 : City Services Building Renovations (I)	5,600.00	2,447.50	-	8,047.50
	February 28 2017 : Everett Stadium Renovations (I)	5,000.00	1,977.50	-	6,977.50
	February 28 2017 : Gym Renovations (I)	5,600.00	2,447.50	-	8,047.50
	February 28 2017 : Connolly Center Renovation (I)	9,000.00	3,545.00	-	12,545.00
	February 28 2017 : Refurbish Tot Lots (I)	42,300.00	14,202.50	-	56,502.50
	February 28 2017 : Meadows/Kearins Park Design & Construction (I)	5,000.00	1,000.00	-	6,000.00
	February 28 2017 : Swan Street Park Design & Construction (I)	58,100.00	19,282.50	-	77,382.50
	February 28 2017 : Gramsford Park Design & Construction (I)	50,300.00	16,857.50	-	67,157.50
	February 28 2017 : North Strand Bike Path Renovation (I)	31,000.00	10,150.00	-	41,150.00
	February 28 2017 : Hugh Common Construction (I)	5,200.00	1,105.00	-	6,305.00
	February 28 2017 : Recreation Master Plan (I)	10,000.00	1,150.00	-	11,150.00
	February 28 2017 : 6 Wheel Dump Truck (I)	35,100.00	4,357.50	-	39,457.50
	February 28 2017 : Lift Truck (I)	15,100.00	1,837.50	-	16,937.50
	February 28 2017 : Forklift (I)	8,000.00	920.00	-	8,920.00
	February 28 2017 : Sidewalk Plow (I)	16,100.00	1,907.50	-	18,007.50
	February 28 2017 : Infield Machine Trailer (I)	7,100.00	807.50	-	7,907.50
	February 28 2017 : Compressor Truck (I)	18,800.00	2,295.00	-	21,095.00
	February 28 2017 : Forest Truck (I)	32,500.00	4,012.50	-	36,512.50
	February 28 2017 : F350 Truck (I)	10,500.00	1,262.50	-	11,762.50
	February 28 2017 : 2 Utility Vans (I)	18,800.00	2,295.00	-	21,095.00
	February 28 2017 : 2 F250 Auto Lift (I)	21,000.00	2,525.00	-	23,525.00
	February 28 2017 : DPW Utility Truck (I)	10,000.00	1,150.00	-	11,150.00
	February 28 2017 : Ornamental Lights (I)	19,000.00	2,300.00	-	21,300.00
	February 28 2017 : Traffic Signal Improvements (I)	21,400.00	5,485.00	-	26,885.00
	February 28 2017 : LED Streetlights (I)	52,700.00	13,167.50	-	65,867.50
	February 28 2017 : Traffic Lights (I)	10,700.00	2,542.50	-	13,242.50
	February 28 2017 : Keverian Parking Lot Reconstruction (I)	45,700.00	15,217.50	-	60,917.50
	January 7 2015 MCWT CW-10-20-A (I)	3,500.00	1,491.88	-	4,991.88
	February 28 2017 : Elton & Tremont Drainage Improvements (I)	10,000.00	4,113.75	-	14,113.75
	February 28 2017 : Water- Backhoe with Accessories (O)	21,000.00	2,525.00	-	23,525.00
	Subtotal	\$3,075,680.00	\$587,209.40	-	\$3,662,889.40
03/01/2018	October 15 2009 SQ Refundings breakout : SQ Adv Ref of 12 1 00 School (O)	-	60,500.00	-	60,500.00
	December 20 2012 : Adv Ref 3 1 04 - School Remodeling (I)	140,000.00	6,500.00	-	146,500.00
	December 20 2012 : Adv Ref 3 1 04 -Public Works Facility (I)	220,000.00	6,400.00	-	226,400.00
	Subtotal	\$360,000.00	\$73,400.00	-	\$433,400.00
05/15/2018	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
06/15/2018	December 20 2013 : Water Meters 1 (O)	-	6,500.00	-	6,500.00
	December 20 2013 : Water Meters 2 (O)	-	7,287.50	-	7,287.50
	December 20 2013 : Glendale Park Improvements (I)	-	24,815.00	-	24,815.00
	December 20 2013 : Parlin School Masonry Repair (I)	-	6,497.50	-	6,497.50
	December 20 2013 : Shute Library Construction 1 (I)	-	17,327.50	-	17,327.50
	December 20 2013 : Shute Library Construction 2 (I)	-	6,687.50	-	6,687.50
	December 20 2013 : Fire Station Repairs & Design (I)	-	3,125.00	-	3,125.00
	December 20 2013 : Police Station Renovations (I)	-	587.50	-	587.50
	December 20 2013 : 911 Stairs (I)	-	387.50	-	387.50
	December 20 2013 : Roadway Reconstruction (I)	-	21,750.00	-	21,750.00
	December 20 2013 : Sidewalk Reconstruction (I)	-	387.50	-	387.50
	August 20 2015- Cur Ref of September 15 04 (O)	-	115,300.00	-	115,300.00
	Subtotal	-	\$210,652.50	-	\$210,652.50
	Total	\$11,683,066.93	\$2,693,153.41	(4,755.52)	\$14,371,464.82

8.5 Long Term Debt Schedule as of June 30, 2017								
City of Everett, Massachusetts								
Actual Debt Service - Tax Supported General Fund								
Date of Issue	Purpose	Type of Payment	2033	2034	2035	2036	2037	Total
10/25/2007	MSBA School (O)	Principal	449,415	-	-	-	-	7,190,645
		Interest	8,988	-	-	-	-	1,222,410
2/19/2008	Section 108 HUD Loan (O)	Principal	-	-	-	-	-	937,000
		Interest	-	-	-	-	-	-
8/1/2009	School Remodeling (I)	Principal	-	-	-	-	-	1,300,000
		Interest	-	-	-	-	-	349,688
10/15/2009	Adv Ref of Dec 1 2000 School (O)	Principal	-	-	-	-	-	3,545,000
		Interest	-	-	-	-	-	271,625
12/20/2012	Adv Ref of Mar 1 2004- School Remodeling (I)	Principal	-	-	-	-	-	650,000
		Interest	-	-	-	-	-	37,900
12/20/2012	Adv Ref of Mar 1 2004- Public Works Facility (I)	Principal	-	-	-	-	-	640,000
		Interest	-	-	-	-	-	25,300
12/20/2013	Glendale Park Improvements (I)	Principal	-	-	-	-	-	2,085,000
		Interest	-	-	-	-	-	277,855
12/20/2013	Parlin School Masonry Repair (I)	Principal	15,000	15,000	-	-	-	485,000
		Interest	743	248	-	-	-	104,068
12/20/2013	Shute Library Construction 1 (I)	Principal	60,000	60,000	-	-	-	1,245,000
		Interest	2,970	990	-	-	-	310,633
12/20/2013	Shute Library Construction 2 (I)	Principal	25,000	25,000	-	-	-	485,000
		Interest	1,238	413	-	-	-	120,588
12/20/2013	Fire Station Repairs & Design (I)	Principal	10,000	10,000	-	-	-	235,000
		Interest	495	165	-	-	-	52,075
12/20/2013	Police Station Renovations (I)	Principal	-	-	-	-	-	65,000
		Interest	-	-	-	-	-	4,263
12/20/2013	911 Stairs (I)	Principal	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	3,363
12/20/2013	Roadway Reconstruction (I)	Principal	-	-	-	-	-	1,970,000
		Interest	-	-	-	-	-	188,500
12/20/2013	Sidewalk Reconstruction (I)	Principal	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	3,363
2/6/2014	Seven Acre Park Planning (I)	Principal	-	-	-	-	-	140,000
		Interest	-	-	-	-	-	6,300
2/6/2014	Tot Lot (I)	Principal	-	-	-	-	-	190,000
		Interest	-	-	-	-	-	37,050
2/6/2014	City Hall Roof Repair (I)	Principal	-	-	-	-	-	120,000
		Interest	-	-	-	-	-	24,400
2/6/2014	Everett Square/Norwood Street Design & Renovation (I)	Principal	-	-	-	-	-	60,000
		Interest	-	-	-	-	-	2,700
2/6/2014	School Equipment - Smart Boards (I)	Principal	-	-	-	-	-	320,000
		Interest	-	-	-	-	-	14,400
2/6/2014	Fire Pumper Truck (I)	Principal	-	-	-	-	-	480,000
		Interest	-	-	-	-	-	97,600
2/6/2014	Road & Sidewalk (I)	Principal	-	-	-	-	-	2,400,000
		Interest	-	-	-	-	-	488,000
4/23/2015	Pumper Truck (I)	Principal	-	-	-	-	-	480,000
		Interest	-	-	-	-	-	86,400
4/23/2015	Day Park Renovation (I)	Principal	-	-	-	-	-	585,000
		Interest	-	-	-	-	-	137,025
4/23/2015	Street & Sidewalk Improvements (I)	Principal	-	-	-	-	-	2,600,000
		Interest	-	-	-	-	-	609,000
4/23/2015	Shute Library Renovation (I)	Principal	30,000	30,000	-	-	-	580,000
		Interest	1,875	938	-	-	-	165,713
4/23/2015	School Department Eno Boards (I)	Principal	-	-	-	-	-	210,000
		Interest	-	-	-	-	-	16,800
4/23/2015	Whittier School Roof (I)	Principal	35,000	35,000	35,000	-	-	670,000
		Interest	3,281	2,188	1,094	-	-	200,006
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	-	-	-	-	-	6,146,000
		Interest	-	-	-	-	-	1,134,210
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	-	-	-	-	-	9,000
		Interest	-	-	-	-	-	1,665
4/20/2015	Cur Ref of September 15 04 (O)	Principal	-	-	-	-	-	8,490,000
		Interest	-	-	-	-	-	517,800
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	-	-	-	-	-	665,000
		Interest	-	-	-	-	-	162,650
2/18/2016	Land Acquisition (I)	Principal	25,000	25,000	25,000	20,000	-	530,000
		Interest	2,850	2,100	1,350	600	-	160,450
2/18/2016	Sacramone Park (I)	Principal	-	-	-	-	-	2,470,000
		Interest	-	-	-	-	-	619,450
2/18/2016	Meadow Playground Design (I)	Principal	-	-	-	-	-	155,000
		Interest	-	-	-	-	-	14,800
2/18/2016	Park Renovation (I)	Principal	-	-	-	-	-	2,090,000

8.5 Long Term Debt Schedule as of June 30, 2017								
City of Everett, Massachusetts								
Actual Debt Service - Tax Supported General Fund								
Date of Issue	Purpose	Type of Payment	2033	2034	2035	2036	2037	Total
		Interest	-	-	-	-	-	522,100
2/18/2016	Recreation Wellness Center Design/Planning (I)	Principal	-	-	-	-	-	285,000
		Interest	-	-	-	-	-	28,200
2/18/2016	Webster School Air Conditioning (I)	Principal	40,000	40,000	40,000	35,000	-	770,000
		Interest	4,650	3,450	2,250	1,050	-	243,550
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	-	-	-	-	-	710,000
		Interest	-	-	-	-	-	178,200
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000	75,000	75,000	70,000	-	1,450,000
		Interest	8,850	6,600	4,350	2,100	-	459,450
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	40,000	40,000	40,000	35,000	-	820,000
		Interest	4,650	3,450	2,250	1,050	-	252,950
2/18/2016	Keverian School Feasibility Study (O)	Principal	-	-	-	-	-	285,000
		Interest	-	-	-	-	-	27,800
2/18/2016	Ladder One Replacement (I)	Principal	-	-	-	-	-	1,100,000
		Interest	-	-	-	-	-	217,200
2/18/2016	10 Wheel Dump Truck (I)	Principal	-	-	-	-	-	190,000
		Interest	-	-	-	-	-	18,400
2/18/2016	8 Wheel Dump Truck (I)	Principal	-	-	-	-	-	130,000
		Interest	-	-	-	-	-	12,400
2/18/2016	F350 Pickups with Sander/Plow (I)	Principal	-	-	-	-	-	80,000
		Interest	-	-	-	-	-	8,000
2/18/2016	Dump Trucks with Sander/Plow (I)	Principal	-	-	-	-	-	100,000
		Interest	-	-	-	-	-	9,400
2/18/2016	Street Sweeper (I)	Principal	-	-	-	-	-	170,000
		Interest	-	-	-	-	-	16,400
2/18/2016	Cemetery Backhoe (I)	Principal	-	-	-	-	-	90,000
		Interest	-	-	-	-	-	8,400
2/18/2016	Street/Highway Backhoe (I)	Principal	-	-	-	-	-	100,000
		Interest	-	-	-	-	-	9,400
2/18/2016	Sidewalk Plow (I)	Principal	-	-	-	-	-	130,000
		Interest	-	-	-	-	-	12,400
2/18/2016	Front End Loader (I)	Principal	-	-	-	-	-	170,000
		Interest	-	-	-	-	-	16,400
2/18/2016	Utility Poles (I)	Principal	-	-	-	-	-	365,000
		Interest	-	-	-	-	-	35,600
2/18/2016	Lower Florence Street Planning (I)	Principal	-	-	-	-	-	650,000
		Interest	-	-	-	-	-	64,000
2/18/2016	Upper Florence Street Planning (I)	Principal	-	-	-	-	-	120,000
		Interest	-	-	-	-	-	11,400
2/18/2016	Street & Sidewalk Repairs (I)	Principal	-	-	-	-	-	2,850,000
		Interest	-	-	-	-	-	718,750
2/28/2017	Central Fire Station Renovation (I)	Principal	93,000	93,000	93,000	93,000	93,000	1,869,000
		Interest	15,461	12,555	9,533	6,394	3,255	737,032
2/28/2017	Parlin School Renovation (I)	Principal	154,000	155,000	152,000	152,000	148,000	3,083,600
		Interest	25,290	20,478	15,440	10,310	5,180	1,213,176
2/28/2017	High School Panel Improvements (I)	Principal	-	-	-	-	-	44,100
		Interest	-	-	-	-	-	11,625
2/28/2017	Library Parlin Renovations (I)	Principal	7,000	7,000	7,000	7,000	7,000	140,400
		Interest	1,164	945	718	481	245	55,327
2/28/2017	Police Station Renovations (I)	Principal	4,000	4,000	4,000	4,000	4,000	93,000
		Interest	665	540	410	275	140	35,642
2/28/2017	City Hall Renovations (I)	Principal	15,000	15,000	15,000	15,000	14,000	299,000
		Interest	2,459	1,990	1,503	996	490	117,817
2/28/2017	E-911 Building Renovations (I)	Principal	-	-	-	-	-	36,000
		Interest	-	-	-	-	-	7,635
2/28/2017	Amory Renovations (I)	Principal	35,000	35,000	35,000	35,000	35,000	701,000
		Interest	5,819	4,725	3,588	2,406	1,225	276,585
2/28/2017	City Services Building Renovations (I)	Principal	6,000	6,000	5,000	5,000	5,000	116,600
		Interest	895	708	513	344	175	45,442
2/28/2017	Everett Stadium Renovations (I)	Principal	4,000	4,000	4,000	4,000	4,000	93,000
		Interest	665	540	410	275	140	35,642
2/28/2017	Gym Renovations (I)	Principal	6,000	6,000	5,000	5,000	5,000	116,600
		Interest	895	708	513	344	175	45,442
2/28/2017	Connolly Center Renovation (I)	Principal	8,000	8,000	8,000	8,000	8,000	168,000
		Interest	1,330	1,080	820	550	280	64,994
2/28/2017	Refurbish Tot Lots (I)	Principal	-	-	-	-	-	635,300
		Interest	-	-	-	-	-	207,049
2/28/2017	Meadows/Kearins Park Design & Construction (I)	Principal	-	-	-	-	-	40,000
		Interest	-	-	-	-	-	9,428
2/28/2017	Swan Street Park Design & Construction (I)	Principal	-	-	-	-	-	862,100
		Interest	-	-	-	-	-	280,972

8.5 Long Term Debt Schedule as of June 30, 2017									
City of Everett, Massachusetts									
Actual Debt Service - Tax Supported General Fund									
Date of Issue	Purpose	Type of Payment	2018	2019	2020	2021	2022	2023	2024
2/28/2017	Gramsford Park Design & Construction (I)	Principal	50,300	51,000	51,000	51,000	51,000	50,000	50,000
		Interest	32,498	31,200	28,650	26,100	23,550	21,000	18,500
2/28/2017	North Strand Bike Path Renovation (I)	Principal	31,000	31,000	31,000	31,000	30,000	30,000	30,000
		Interest	19,567	18,750	17,200	15,650	14,100	12,600	11,100
2/28/2017	Hugh Common Construction (I)	Principal	5,200	5,000	5,000	5,000	5,000	4,000	4,000
		Interest	2,130	1,950	1,700	1,450	1,200	950	750
2/28/2017	Recreation Master Plan (I)	Principal	10,000	9,000	9,000	9,000	9,000	-	-
		Interest	2,217	1,800	1,350	900	450	-	-
2/28/2017	6 Wheel Dump Truck (I)	Principal	35,100	35,000	35,000	35,000	34,200	-	-
		Interest	8,400	6,960	5,210	3,460	1,710	-	-
2/28/2017	Lift Truck (I)	Principal	15,100	15,000	15,000	14,400	14,000	-	-
		Interest	3,542	2,920	2,170	1,420	700	-	-
2/28/2017	Forklift (I)	Principal	8,000	8,000	7,000	7,000	6,800	-	-
		Interest	1,774	1,440	1,040	690	340	-	-
2/28/2017	Sidewalk Plow (I)	Principal	16,100	16,000	15,000	14,600	14,600	-	-
		Interest	3,677	3,010	2,210	1,460	730	-	-
2/28/2017	Infield Machine Trailer (I)	Principal	7,100	7,000	7,000	5,800	5,400	-	-
		Interest	1,557	1,260	910	560	270	-	-
2/28/2017	Compressor Truck (I)	Principal	18,800	19,000	18,000	18,000	18,000	-	-
		Interest	4,424	3,650	2,700	1,800	900	-	-
2/28/2017	Forest Truck (I)	Principal	32,500	32,000	32,000	32,000	32,000	-	-
		Interest	7,735	6,400	4,800	3,200	1,600	-	-
2/28/2017	F350 Truck (I)	Principal	10,500	10,000	10,000	10,000	10,000	-	-
		Interest	2,434	2,000	1,500	1,000	500	-	-
2/28/2017	2 Utility Trucks (I)	Principal	18,800	19,000	18,000	18,000	18,000	-	-
		Interest	4,424	3,650	2,700	1,800	900	-	-
2/28/2017	2 F250 Auto Lift (I)	Principal	21,000	20,000	20,000	20,000	20,000	-	-
		Interest	4,868	4,000	3,000	2,000	1,000	-	-
2/28/2017	DPW Utility Truck (I)	Principal	10,000	9,000	9,000	9,000	9,000	-	-
		Interest	2,217	1,800	1,350	900	450	-	-
2/28/2017	Ornamental Lights (I)	Principal	19,000	19,000	18,000	18,000	18,000	-	-
		Interest	4,434	3,650	2,700	1,800	900	-	-
2/28/2017	Traffic Signal Improvements (I)	Principal	21,400	22,000	22,000	22,000	22,000	22,000	22,000
		Interest	10,574	9,900	8,800	7,700	6,600	5,500	4,400
2/28/2017	LED Streetlights (I)	Principal	52,700	53,000	53,000	53,000	53,000	53,000	53,000
		Interest	25,384	23,700	21,050	18,400	15,750	13,100	10,450
2/28/2017	Traffic Lights (I)	Principal	10,700	11,000	10,000	10,000	10,000	10,000	10,000
		Interest	4,901	4,550	4,000	3,500	3,000	2,500	2,000
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	45,700	46,000	46,000	46,000	46,000	46,000	45,000
		Interest	29,336	28,150	25,850	23,550	21,250	18,950	16,650
Tax Supported Debt Service									
	Outstanding Principal		10,048,915	10,089,415	9,873,415	5,336,415	4,560,415	4,229,415	4,173,415
	Outstanding Interest		2,487,264	2,120,237	1,731,549	1,439,373	1,244,372	1,077,184	923,846
	Total Outstanding Long-Term Debt Service		12,536,180	12,209,652	11,604,964	6,775,788	5,804,788	5,306,599	5,097,261

8.5 Long Term Debt Schedule as of June 30, 2017										
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
2/28/2017	Gramsford Park Design & Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	16,000	13,500	11,000	8,500	6,500	4,500	3,000	1,500
2/28/2017	North Strand Bike Path Renovation (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
		Interest	9,600	8,100	6,600	5,100	3,900	2,700	1,800	900
2/28/2017	Hugh Common Construction (I)	Principal	4,000	4,000	3,000	-	-	-	-	-
		Interest	550	350	150	-	-	-	-	-
2/28/2017	Recreation Master Plan (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	6 Wheel Dump Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Lift Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Forklift (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Sidewalk Plow (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Infield Machine Trailer (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Compressor Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Forest Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	F350 Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	2 Utility Trucks (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	2 F250 Auto Lift (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	DPW Utility Truck (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Ornamental Lights (I)	Principal	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Traffic Signal Improvements (I)]	Principal	22,000	22,000	22,000	-	-	-	-	-
		Interest	3,300	2,200	1,100	-	-	-	-	-
2/28/2017	LED Streetlights (I)	Principal	52,000	52,000	52,000	-	-	-	-	-
		Interest	7,800	5,200	2,600	-	-	-	-	-
2/28/2017	Traffic Lights (I)	Principal	10,000	10,000	10,000	-	-	-	-	-
		Interest	1,500	1,000	500	-	-	-	-	-
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
		Interest	14,400	12,150	9,900	7,650	5,850	4,050	2,700	1,350
Tax Supported Debt Service										
	Outstanding Principal		3,823,415	3,727,415	2,922,415	2,835,415	2,591,415	2,306,415	1,951,415	1,361,415
	Outstanding Interest		776,565	634,472	510,808	407,501	332,098	250,442	186,289	131,910
	Total Outstanding Long-Term Debt Service		4,599,980	4,361,887	3,433,224	3,242,916	2,923,513	2,556,857	2,137,704	1,493,326

8.5 Long Term Debt Schedule as of June 30, 2017								
City of Everett, Massachusetts								
Actual Debt Service - Tax Supported General Fund								
Date of Issue	Purpose	Type of Payment	2033	2034	2035	2036	2037	Total
2/28/2017	Gramsford Park Design & Construction (I)	Principal	-	-	-	-	-	754,300
		Interest	-	-	-	-	-	245,998
2/28/2017	North Strand Bike Path Renovation (I)	Principal	-	-	-	-	-	454,000
		Interest	-	-	-	-	-	147,667
2/28/2017	Hugh Common Construction (I)	Principal	-	-	-	-	-	44,200
		Interest	-	-	-	-	-	11,180
2/28/2017	Recreation Master Plan (I)	Principal	-	-	-	-	-	46,000
		Interest	-	-	-	-	-	6,717
2/28/2017	6 Wheel Dump Truck (I)	Principal	-	-	-	-	-	174,300
		Interest	-	-	-	-	-	25,740
2/28/2017	Lift Truck (I)	Principal	-	-	-	-	-	73,500
		Interest	-	-	-	-	-	10,752
2/28/2017	Forklift (I)	Principal	-	-	-	-	-	36,800
		Interest	-	-	-	-	-	5,284
2/28/2017	Sidewalk Plow (I)	Principal	-	-	-	-	-	76,300
		Interest	-	-	-	-	-	11,087
2/28/2017	Infield Machine Trailer (I)	Principal	-	-	-	-	-	32,300
		Interest	-	-	-	-	-	4,557
2/28/2017	Compressor Truck (I)	Principal	-	-	-	-	-	91,800
		Interest	-	-	-	-	-	13,474
2/28/2017	Forest Truck (I)	Principal	-	-	-	-	-	160,500
		Interest	-	-	-	-	-	23,735
2/28/2017	F350 Truck (I)	Principal	-	-	-	-	-	50,500
		Interest	-	-	-	-	-	7,434
2/28/2017	2 Utility Trucks (I)	Principal	-	-	-	-	-	91,800
		Interest	-	-	-	-	-	13,474
2/28/2017	2 F250 Auto Lift (I)	Principal	-	-	-	-	-	101,000
		Interest	-	-	-	-	-	14,868
2/28/2017	DPW Utility Truck (I)	Principal	-	-	-	-	-	46,000
		Interest	-	-	-	-	-	6,717
2/28/2017	Ornamental Lights (I)	Principal	-	-	-	-	-	92,000
		Interest	-	-	-	-	-	13,484
2/28/2017	Traffic Signal Improvements (I)	Principal	-	-	-	-	-	219,400
		Interest	-	-	-	-	-	60,074
2/28/2017	LED Streetlights (I)	Principal	-	-	-	-	-	526,700
		Interest	-	-	-	-	-	143,434
2/28/2017	Traffic Lights (I)	Principal	-	-	-	-	-	101,700
		Interest	-	-	-	-	-	27,451
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	-	-	-	-	-	680,700
		Interest	-	-	-	-	-	221,786
Tax Supported Debt Service								
	Outstanding Principal		1,136,415	688,000	543,000	488,000	323,000	73,009,145
	Outstanding Interest		95,232	64,808	44,739	27,175	11,305	14,497,168
	Total Outstanding Long-Term Debt Service		1,231,647	752,808	587,739	515,175	334,305	87,506,314

City of Everett, Massachusetts
Actual Debt Service as of June 30, 2017

Actual Debt Service - Self Supporting Water & Sewer - Net of MWPAT (MCWT) Subsidies

Date of Issue	Purpose	Type of Payment	2032	2033	2034	2035	2036	2037	Total
12/14/2006	MWPAT CW-02-31 (I)	Principal	-	-	-	-	-	-	185,000
		Interest	-	-	-	-	-	-	28,357
5/22/2008	MWRA Water (O)	Principal	-	-	-	-	-	-	30,400
		Interest	-	-	-	-	-	-	-
5/21/2009	MWRA Water (O)	Principal	-	-	-	-	-	-	309,611
		Interest	-	-	-	-	-	-	-
3/15/2011	MWRA Water (O)	Principal	-	-	-	-	-	-	200,000
		Interest	-	-	-	-	-	-	-
8/22/2011	MWRA Water (O)	Principal	-	-	-	-	-	-	114,211
		Interest	-	-	-	-	-	-	-
6/6/2012	MWPAT CW-08-14 (I) Revised	Principal	-	-	-	-	-	-	137,854
		Interest	-	-	-	-	-	-	20,172
5/20/2013	MWRA Water (O)	Principal	-	-	-	-	-	-	992,065
		Interest	-	-	-	-	-	-	-
5/22/2013	MWPAT CW-10-20 (I)	Principal	169,054	172,728	-	-	-	-	2,363,640
		Interest	6,836	3,455	-	-	-	-	423,375
12/20/2013	Water Meters 1 (O)	Principal	-	-	-	-	-	-	575,000
		Interest	-	-	-	-	-	-	57,200
12/20/2013	Water Meters 2 (O)	Principal	-	-	-	-	-	-	690,000
		Interest	-	-	-	-	-	-	56,213
12/20/2013	Water Dept. Vehicle Replacement (O)	Principal	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	300
2/6/2014	Residential Water Meters (OSS)	Principal	-	-	-	-	-	-	875,000
		Interest	-	-	-	-	-	-	107,700
2/6/2014	Water Main Replacement (OSS)	Principal	-	-	-	-	-	-	1,200,000
		Interest	-	-	-	-	-	-	244,000
2/6/2014	Water System Repairs (OSS)	Principal	-	-	-	-	-	-	245,000
		Interest	-	-	-	-	-	-	29,400
11/17/2014	MWRA Water (O)	Principal	-	-	-	-	-	-	800,000
		Interest	-	-	-	-	-	-	-
1/7/2015	MCWT CW-10-20-A	Principal	37,772	38,593	39,432	40,289	-	-	607,831
		Interest	3,122	2,366	1,594	806	-	-	122,506
12/7/2015	MWRA Sewer (I)	Principal	-	-	-	-	-	-	308,000
		Interest	-	-	-	-	-	-	-
2/18/2016	Enterprise Departmental Equipment (I)	Principal	-	-	-	-	-	-	290,000
		Interest	-	-	-	-	-	-	56,000
2/22/2016	MWRA Sewer (I)	Principal	-	-	-	-	-	-	610,720
		Interest	-	-	-	-	-	-	-
9/12/2016	MWRA Water (O)	Principal	-	-	-	-	-	-	1,000,000
		Interest	-	-	-	-	-	-	-
9/12/2016	MWRA Sewer (I)	Principal	-	-	-	-	-	-	355,250
		Interest	-	-	-	-	-	-	-
2/28/2017	Sewer illicit Connections Infrastructure (I)	Principal	3,000	3,000	3,000	3,000	3,000	3,000	69,500
		Interest	589	499	405	308	206	105	26,411
2/28/2017	Elton & Tremont Drainage Improvements (I)	Principal	10,000	10,000	9,000	9,000	9,000	9,000	196,000
		Interest	1,828	1,528	1,215	923	619	315	76,514
2/28/2017	Water- Backhoe with Accessories (O)	Principal	-	-	-	-	-	-	101,000
		Interest	-	-	-	-	-	-	14,868
4/13/2017	MCWT CW-14-24 (I)	Principal	27,329	27,923	28,530	29,150	29,784	30,431	500,000
		Interest	3,463	2,916	2,358	1,787	1,204	609	109,683
4/13/2017	MCWT CW-08-14-A (I)	Principal	-	-	-	-	-	-	61,076
		Interest	-	-	-	-	-	-	8,620
Self Supporting Debt Service									
	Outstanding Principal		247,155	252,244	79,962	81,439	41,784	42,431	12,847,158
	Outstanding Interest		15,837	10,763	5,572	3,823	2,029	1,029	1,381,317
	Total Outstanding Long-Term Debt Service		262,992	263,007	85,534	85,262	43,813	43,460	14,228,475

8.6 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.

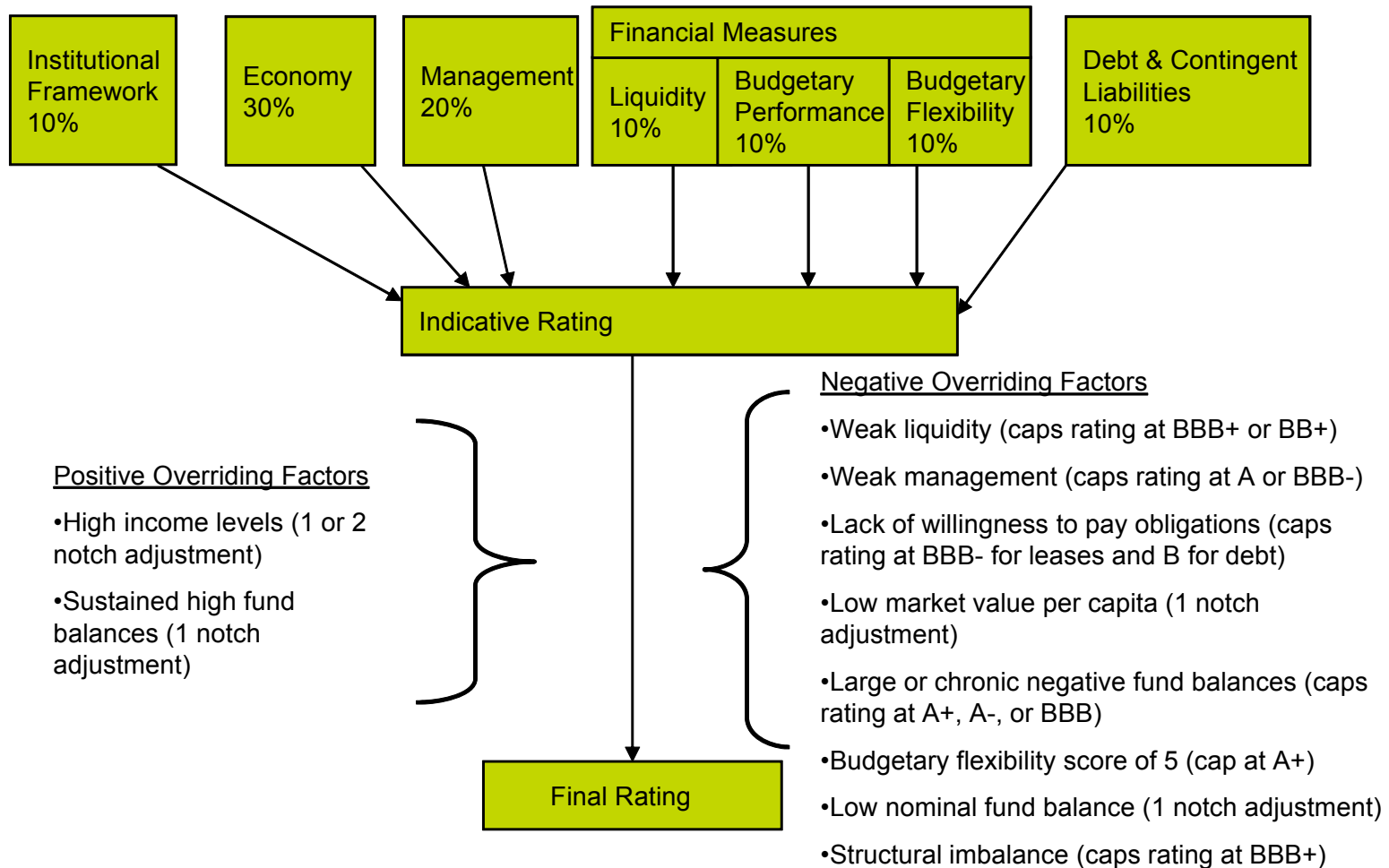
Are Credit Ratings absolute measures of default probability?

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



7 Source: Standard & Poor's Ratings Services.

8.8

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		
<i>Long Term Rating</i>	AA/Stable	New
Everett GO		
<i>Long Term Rating</i>	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

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9.1 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.

9.2 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.

9.3 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 FY18 submissions, we are working towards the goal of 100% participation by FY19.

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>

9.4 Departmental Fund Relationships

9.4 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 Appropriated	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
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	

9.4 Departmental Fund Relationships

9.4 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 Appropriated	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
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					

9.5 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%
2017	15,352,408.00	15,812,980.24	460,572.24	3%
2018	15,812,980.24	16,287,369.65	474,389.41	3%

Est.
Est.

The objective of the General Fund is to raise revenue to cover expenses for the fiscal year.

The increase in FY 2017 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	1,654,854.94	1,458,402.94	742%
2017	1,654,854.94	3,231,435.99	1,576,581.05	95%
2018	3,231,435.99	3,231,435.99	-	0%

Est.

The objective of the Water/Sewer Enterprise Funds is to raise revenue to cover expenses for the fiscal year.

The increase in FY 16 & 17 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	13,854,048.00	2,309,144.00	20%
2017	13,854,048.00	18,656,000.00	4,801,952.00	35%
2018	18,656,000.00	19,215,680.00	559,680.00	3%

Est.

Increase due to Community Host Agreement payment and the Finance Policy

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	7,874.00	-	0%
2018	7,874.00	7,874.00	-	0%

Est.

Changes due to retirements during fiscal year.

9.5 Major & Non Major Funds - Changes In Fund Balance

of 20% of Free Cash to Stabilization and balance of Free Cash on 6/30.
3% increase estimated for FY 2018

City policy is to build this fund balance to cover unanticipated retirement in current and future fiscal years. No money budgeted in FY 2018

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	2,521,865.00	1,005,784.00	66%
2018	2,521,865.00	2,597,520.95	75,655.95	3%

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.
3% increase estimated for FY 2018

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	3,575,073.00	1,114,122.00	45%
2018	3,575,073.00	3,682,325.19	107,252.19	3%

Est.

Increases due to 10% free cash added to fund annually per financial policy and interest income.
3% increase estimated for FY 2018

9.6 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.

9.7 Revolving Funds – Council Order

May 22, 2017

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 2018 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 2018 Budget Request Maximum Annual Expenditures
Mayor/Con Com	Recycling	121	Recycling costs – purchase of bins and related materials	Fees charged to purchasing recycling bins and recycling processing	Mayor	\$ 25,000.00
City Clerk	City Hall Bookstore	161	Selling Everett memorabilia	Fees charged for Everett memorabilia	City Clerk and Mayor	\$ 20,000.00
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

Department	Fund Name	Dept #	Programs & Purposes	Type of Receipts Credited	Authorization for Spending	FY 2018 Budget Request Maximum Annual Expenditures
School	Building Rental	300	To cover costs of maintenance and labor during building rentals	Fees for rental of building by outside groups	School Committee	\$ 50,000.00
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	School Transportation	300	In-state school transportation	School transportation reimbursements	School Committee	\$ 750,000.00
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 liened 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	\$ 75,000.00
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 12, 2017.

9.8 Organizational Structure

Departments and Functions

The City's revised organizational structure for FY 2018 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 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), 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)

10.1 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.

Accrual. An accrual allows an entity to record expenses and revenues for which it expects to expend cash or receive cash, respectively, in a future reporting period. It is nearly impossible to generate financial statements without using accruals, unless the cash basis of accounting is used.

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 - A debt investment in which an investor loans money to an entity (typically corporate or governmental) which borrows the funds for a defined period of time at a variable or fixed interest rate. ... Owners of *bonds* are debtholders, or creditors, of the issuer.

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.

Depreciation - An accounting method of allocating the cost of a tangible asset over its useful life. Businesses *depreciate* long-term assets for both tax and accounting purposes.

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 to 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.

Fiduciary - A *fiduciary* is a person or organization that owes to another the duties of good faith and trust. The highest legal duty of one party to another, it also involves being bound ethically to act in the other's best interests.

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.

Governmental Fund - Governmental funds are typically used to account for most of a government’s activities, including those that are tax-supported. A municipality or other government maintains the following types of governmental funds: a general fund to account for all activities not required to be accounted for in another fund, special revenue funds, a debt service fund, and capital projects funds.

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.

Major funds - *Funds* whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise *funds*.

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).

Proprietary Funds - In governmental accounting, is a business-like *fund* of a state or local government. Examples of *proprietary funds* include enterprise *funds* and internal service *funds*. Enterprise *funds* provide goods or services to the general public for a fee.

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.