

An aerial photograph of a city park in Everett, Washington. The park features a large blue and green basketball court in the foreground where several people are playing. Behind it is a colorful playground with blue and green equipment. A green lawn area is situated between the basketball court and the playground. The park is surrounded by residential houses and trees. The text "City of Everett" is at the top, followed by "FY2020 Adopted Budget" and "Mayor Carlo DeMaria" in large white letters with black outlines. Below that, the dates "July 1, 2019 – June 30, 2020" are also in white with black outlines.

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



City of Everett, Massachusetts

Fiscal Year 2020

Adopted Annual General Fund and Enterprise Fund Operating Budgets

Capital Improvement Budget

July 1, 2019 – June 30, 2020

Presented By:

Mayor Carlo DeMaria

Everett City Council - 2019

Richard Dell Isola, President
Frederick Capone
Rosa DiFlorio
Anthony DiPierro
John Hanlon
Michael Marchese
Wayne Matewsky
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John “Leo” McKinnon
Peter Napolitano
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Prepared By:

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Tom Philbin, ECTV Director

Reviewed By:

City Council – Committee on Budget*

* includes all members of the Everett City Council

On the Cover – Gramstorff Park is located on the corner of Florence Street and Nichols Street. Park redesign was done by CBA Landscape Architects LLC; construction was completed by NELM Corporation. The park was completed in October of 2018 and features a new basketball court, open green space, swings, play equipment for all ages, a splash pad and numerous seating options. Picture courtesy of Fed Chavez Photography.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Everett
Massachusetts**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

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, 2018. 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.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Everett
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2018

Christopher P. Morrill

Executive Director/CEO

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Everett for its comprehensive annual financial report for the fiscal year ended June 30, 2018. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to GFOA to determine its eligibility for another certificate.

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1.1 Mayor's Message

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

Dear Citizens of Everett and Honorable Members of the Council,

I am pleased to present you with the proposed FY2020 operating budget for the City of Everett. The proposed FY2020 budget totals \$208,025,565 - a 4% increase over the FY 2019 adjusted budget. The largest budget increases are in schools at 7% and fixed costs at 5%. Fixed costs include debt service, pension costs, and health insurance.

In order to balance the FY2020 budget and address rising costs, we are proposing an efficient and effective spending blueprint. Setting aside schools and fixed costs, our departments average a 0% increase over last year's budget. In fact, the total expenditure for the departments for which I have direct administrative control is actually \$101,448 lower than the total last year.

To promote strong fiscal stewardship, we are restructuring departments and reducing ineffective staff positions. At the same time, we are adding staff positions most critical to addressing the current needs of our community. This includes the creation of 2 new positions: a mental health clinician and an affordable housing manager.

This budget is also a reflection of the strong economic growth that is happening in our city right now, and the growing partnerships that we have built and nurtured over the last several years. These partnerships are with the people in our city; 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 one another.

1.1 Mayor's Message

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 essential public 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.

However, we must continue to work together to do everything in our power to ensure that our long-time residents can afford to remain in their homes. I understand how important and truly personal housing affordability is to our community. That is why we have worked hard to ensure that taxpayer money is spent wisely, and why we will continue to be careful fiscal stewards of all public funds. In fact, because of our prudent fiscal policies, the average single family tax bill in Everett is the second lowest in the Metro-Boston region.

I am proud that Standard & Poor's Global Ratings assigned an AA+ long-term rating to the City of Everett for the third year in a row. In issuing this rating, S & P cited the city's strong management; strong budgetary performance with operating surpluses; very strong budgetary flexibility; very strong liquidity; and low overall net debt. This matters because a positive rating like ours saves us millions of dollars when we bond for large capital improvement projects.

When the state budget is finalized and free cash is approved, I will be submitting a request to the Council to increase our stabilization fund. This will help to ensure that we maintain our excellent bond rating. As you know, over the past two years, we have been forced to draw down this critically important account in order to deal with school budget deficits.

We have much to appreciate about the state of our finances. In the past year, the City of Everett secured millions of dollars in grant funding, supporting infrastructure, public health, parks, and technology, among others. In the coming weeks, we will

1.1 Mayor's Message

issue a certificate of occupancy for the Encore Boston Harbor resort- and this will be followed by a long-anticipated opening day. This past year, we received our final pre-opening payment of \$12.5 million, and we will soon see the enormous benefits on this \$2.8 billion economic engine. This development has returned to productive re-use a formerly blighted and contaminated Monsanto site, kick-started the transformation of the Lower Broadway region of Everett, and created thousands of jobs for our residents and beyond. Soon, we will receive significant PILOT payments and additional tax revenue.

Our great forward momentum continues to build. We were once again named one of the top ten places in Massachusetts to live by Boston Globe Magazine, and number one north of Boston. Our home values increased by record amounts, and we provided approximately \$30 million in tax relief to our residents. We innovated and improved our designated bus lane with raised platforms and prioritized signals for buses travelling down Broadway. In partnership with Encore, we will soon have a free community shuttle connecting Everett residents to the Silver Line in Chelsea, and to the heart of our city. Mobility is the key to sustained economic development and enhanced quality of life for our residents.

Capital projects have remained a priority over the past year, ranging from facilities to infrastructure. We renovated the Hancock Street Fire Station, and the Central Fire Station renovation is currently underway. We have renovated numerous parks for the enjoyment of children and families, and expanded our open spaces. We are completing construction on both a new playground at RiverGreen, and almost two miles of connected pathways along the Malden and Mystic Rivers- opening up the waterfront for the first time in generations. We are also in the final design stage for completion of the Northern Strand Community Trail.

Although our school system faced difficulties over the past year, our faculty, staff, and students have demonstrated great resiliency. Our school system continues to be ranked as one of the best urban districts in the state.

In the coming fiscal year, I know we will see even more of the growth and the progress that we saw in this past year. Many believe, as do I, that this year will be known as the point in time when the fortunes of the city turned, and Everett became

1.1 Mayor's Message

not just another neighbor of Boston- but rather a destination for visitors and an exciting place for both new and long-time residents to call home.

This past year has been a strong one for the City of Everett, but my greatest excitement is in the knowledge that there is more yet to come. I believe that the FY 2020 City budget is fully in line with this vision, and I strongly urge adoption of the entire proposed budget package. I look forward to working with you in the coming weeks to enact the FY 2020 spending plan, so that all of our residents may experience the realization of the vision we share for our exceptional city.

Sincerely,

A handwritten signature in blue ink that reads "Carlo De Maria". The signature is written in a cursive, flowing style.

Carlo DeMaria, Mayor
City of Everett

City of Everett

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

Carlo DeMaria – Mayor

Eric Demas – CFO/City Auditor

May 13, 2019

FY 19 Budget Presentation

- ◎ The budget book is broken down into four sections:
 - Operating Budget
 - Water/Sewer Budget
 - ECTV (PEG cable access) Budget
 - Capital Improvement Plan

- ◎ Goal:
 - To provide a brief overview and answer any questions.
 - Detailed discussion at future meetings

Article 6-2 of City Charter Annual Budget Policy

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

Financial Condition of City

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

Financial Condition of City

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

Financial Condition

Available Funds – Trust and Fund Balance

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

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

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

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

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

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

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

FY2019 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

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

Revenue and Expenditure Forecast: Five Year Financial Forecast

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

FY2019 ~ Executive Summary

Revenues and Expenditures

○ Revenues include:

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

○ Expenses include:

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

Revenues ~ Tax Levy

- TOTAL tax levy limit (est.) \$ 142,162,075
 - *The tax levy is the amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2 ½ provisions.*
 - *The amount of taxes estimated to be levied to balance the FY2020 budget is \$101,853,015, which is approximately a 9% reduction from fiscal year 2019.*
 - *This would leave excess taxing capacity of 40,309,060.*

Revenues – all other

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

Expenses – City Departments

- ◎ General Government
 - \$8,177,770
- ◎ Public Safety
 - \$31,849,060
- ◎ City Services
 - \$13,746,423
- ◎ Human Services
 - \$3,867,255
- ◎ Libraries and Recreation
 - \$1,808,322
- ◎ TOTAL CITY DEPTS = \$59,448,830

Expenses – City Departments

- TOTAL CITY DEPTS = \$59,448,830
 - Total Requests submitted during the budget process were \$61,455,680, but were reduced by \$1,984,650.
 - This reflects a 0% change from the prior, or a proposed decrease of \$79,248. However, after fixed costs such as waste removal, electricity, etc. are factored in, the increase represents a \$391,934 decrease from FY19.
 - During the City Council hearings, the budget was reduced by \$22,200.

Expenses – School Department

Everett Public Schools (EPS)

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

Expenses – School Department

Everett Public Schools (EPS)

● TOTAL SCHOOL DEPT = \$89,851,821

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

Expenses ~ Fixed Costs

City and School

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

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

ECTV

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

Conclusion:

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

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

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 - Mayor DeMaria's Long and Short Term Strategic Plan Summary - FY2020

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
GENERAL GOVERNMENT						
General Government	Improve communication and transparency with citizens. To maintain a high level of responsiveness and accessibility to City departments and employees.	Mayor	1	Short & Long Term	Executive	Ongoing
General Government	Look for ways to deliver City services more efficiently and effectively through the use of technology.	Mayor	1	Short & Long Term	All Departments Executive and All Departments	Ongoing Underway & 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 and Planning & Development	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
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

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
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 Encore Resort now online 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						
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

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
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	Ongoing
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 owners secure public funds for preservation	Mayor	3	Short & Long Term	Executive & Planning & Development	Ongoing

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
PARKS and HEALTH & WELLNESS						
Health & Wellness	To make Everett the healthiest city in America	Mayor	1	Short & Long Term	Health & Wellness	Ongoing
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 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.



City Hall, located on Broadway

Principal City Officials

Mayor	Carlo DeMaria, Jr.	Elected	4 Years	2022
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.



Everett High School, as seen from Glendale Park

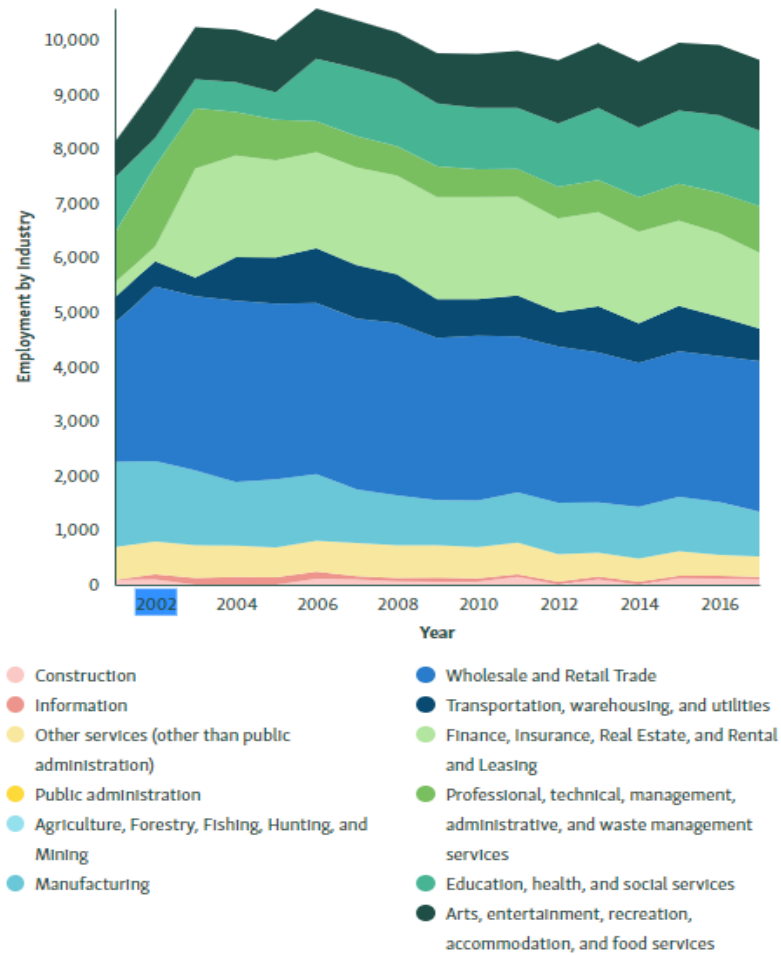
Education

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

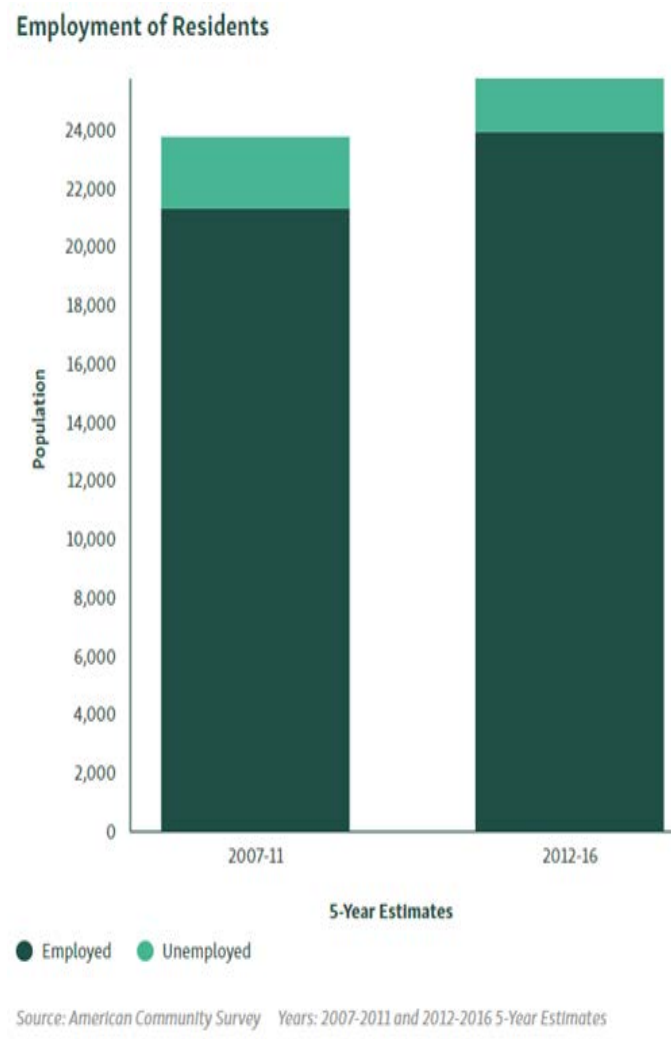
Industry Employment Statistics

Employment by Industry



Source: Executive Office of Labor and Workforce Development (EOLWD) Years: 2001-2016

Employment by Population



Largest Employers

Employer	# of Employees (estimated)
Encore Boston Harbor	5,000
City of Everett	1,400
Amazon	550
BNY Mellon	500
Boston Coach	300
Cambridge Health Alliance	260
MBTA	200
Target	75
Costco	60
Everett Nursing & Rehab Center	50

Sources: City of Everett; Everett Chamber of Commerce; ESRI Business Analyst

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). Service now includes a morning bus rapid transit lane along Broadway, and a free city shuttle service with connection to the MBTA Silver Line in Chelsea. The MBTA maintains a major repair facility in the city. Gas, electric, and telephone services are provided by established private utilities.



PLANNING AND 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

Everett Opportunity Zone Designation: U.S. Tax Cut and Jobs Act of 2017 created the Opportunity Zone Program to provide incentives for investment in low income communities throughout the country. An Opportunity Zone is a designated geographic area, in which individuals can gain favorable tax treatment on their capital gains, by investing those funds (through a privately-created Opportunity Fund) into economic activities in the area. The Governor of each state is able to nominate up to 25 percent of its low income census tracts (LICs) to be designated as Opportunity Zones.

The City of Everett has three tracts dedicated under this program. The locations include properties along Revere Beach Parkway, River's Edge and the Lower Broadway Economic Development District.

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 completed.

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 completed.

In 2016, 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.

The City has also received several state earmarks for park improvements. Most recently, the City received \$50,000 for ADA equipment at Glendale Park (2017). Likewise the City received \$50,000 for ADA equipment for Appleton Street Park (2018).



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 2019, 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).

For fiscal year 2020, the City has committed approximately \$400,000 for the creation of 77 affordable apartments at the former St. Teresa's Church. The project will also include 6 affordable condo units and a health center. The project also includes funding from the HOME program and includes state/federal tax credits. Construction is expected to begin early next year.

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 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 employs 82 individuals.



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The new Encore Casino & Hotel, expected to open in early summer

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 Encore 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/>).

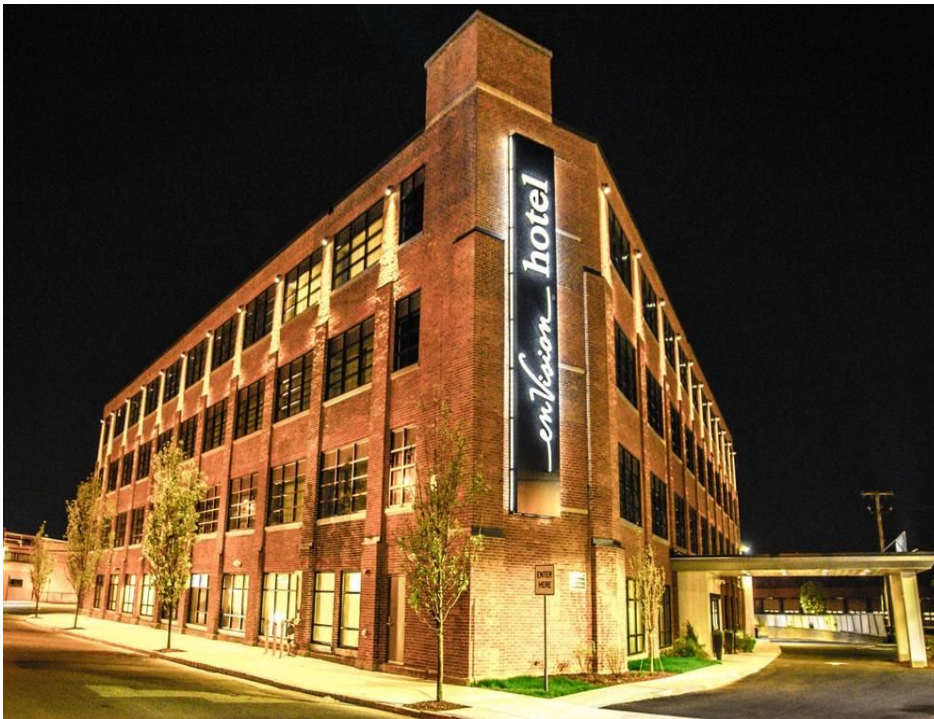


Tufts University Women's Crew on the Malden River

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 \$2.6 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 thousands of new jobs.



The EnVision Hotel located on Revere Beach Parkway

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 thousands of new 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.

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.



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.

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 has 16 truck service bays, part sales and storage area, and office support space with 148 parking spaces for trucks and passenger vehicles. The business is now open.

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. Construction is planned to commence in 2020.

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 now completed.

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. This property is fully occupied.

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 create a new vision for the property including reuse of the property.

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.

Population

	Everett	Massachusetts
2019	\$ 26,429.00	\$ 62,641.00
2010	59,942.00	81,165.00
2000	49,876.00	61,644.00
1990	37,397.00	44,367.00

SOURCE: U.S. Census Bureau, Annual Estimates of the Resident Population: April 1, 2010 to July 1, 2018

Per Capita Income

	Everett		Massachusetts	
	Total	% Change from Previous Census	Total	% Change from Previous Census
2017	59,785.00	60.06 %	77,385.00	56.11 %
2010	23,876.00	20.3	33,966.00	30.9
2000	19,845.00	39.6	25,952.00	50.6
1990	14,220.00	17.9	17,224.00	19.7

SOURCE: U.S. Department of Commerce, Bureau of the Census. (2019: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2019 and 2024.)

Median Family Income

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. Census Bureau, Census 2010 Summary File 1.

2.2 - DLS At A Glance Report for Everett

Socioeconomic	
County	MIDDLESEX
School Structure	K-12
Form of Government	COUNCIL AND ALDERMAN
2015 Population	46,050
2016 Labor Force	25,791
2016 Unemployment Rate	3.50
2015 DOR Income Per Capita	19,749
2009 Housing Units per Sq Mile	4873.18
2013 Road Miles	63.37
Population)	102,472
Number of Registered Vehicles (2015)	25,895
2012 Number of Registered Voters	19,903

Bond Ratings	
Moody's Bond Ratings as of December 2017*	Aa3
Standard and Poor's Bond Ratings as of December 2017*	AA+

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

Fiscal Year 2018 Estimated Cherry Sheet Aid	
Education Aid	66,530,211
General Government	7,306,596
Total Receipts	73,836,807
Total Assessments	14,233,182
Net State Aid	59,603,625

Fiscal Year 2019 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	4,055,191,542	44,204,534	12.38
Open Space	0	0	0
Commercial	1,287,897,248	45,424,136	35.27
Industrial	793,306,865	27,979,933	35.27
Personal Property	424,125,900	14,958,920	35.27
Total	6,560,521,555	132,567,523	

2.2 - DLS At A Glance Report for Everett

Socioeconomic		
Fiscal Year 2019 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	132,567,524	49.16
State Aid	77,513,803	28.74
Local Receipts	29,964,241	11.11
Other Available	29,621,145	10.98
Total	269,666,713	

Fiscal Year 2019 Proposition 2 1/2 Levy Capacity	
New Growth	23,524,220
Override	
Debt Exclusion	
Levy Limit	136,743,488
Excess Capacity	4,175,965
Ceiling	164,013,039
Override Capacity	27,269,551

Other Available Funds		
FY2019 Free Cash	FY2018 Stabilization Fund	FY2019 Overlay Reserve
9,995,301	17,585,661	23,742,602

Fiscal Year 2019 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 2016	5,418
Fiscal Year 2017	5,616
Fiscal Year 2018	5,831

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 FY2017, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Provincetown, Somerset, Somerville, Tisbury, Waltham and Watertown. Therefore, the average single family tax bill information in this report will be blank.

2.2 - DLS At A Glance Report for Everett

Socioeconomic

Fiscal Year 2018 Schedule A - Actual Revenues and Expenditures						
	General Fund	Revenue	Projects	Funds	Revenue	Total All Funds
Revenues	191,948,383	20,091,737	2,251,270	17,349,921	38,765,966	270,407,277
Expenditures	181,570,168	17,291,955			24,952,354	223,814,477
Police	14,518,627	0	0	0	0	14,518,627
Fire	10,474,935	0	0	0	0	10,474,935
Education	81,197,112	11,800,724		0	0	92,997,836
Public Works	11,510,446	0			0	11,510,446
Debt Service	12,494,486					12,494,486
Health Ins	0				21,199,172	21,199,172
Pension	14,407,132				0	14,407,132
All Other	36,967,430	5,491,231	0	0	3,753,182	46,211,843

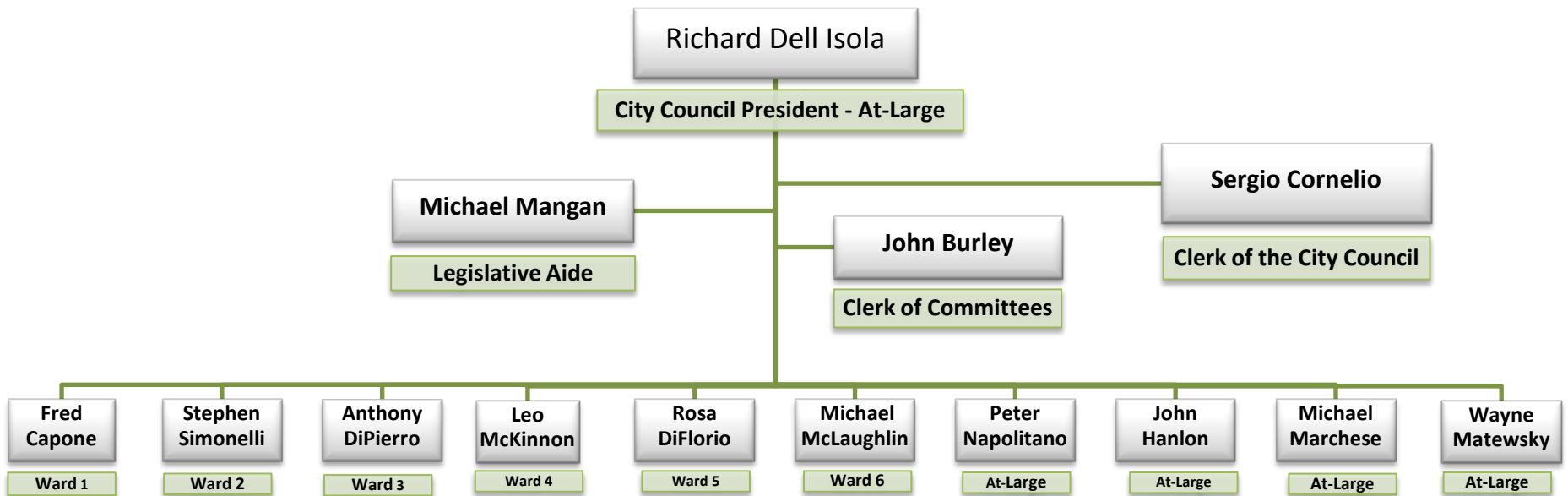
Total Revenues and Expenditures per Capita						
	General Fund	Revenue	Projects	Funds	Revenue	Total All Funds
Revenues	4,168.3	436.3	48.9	376.8	841.8	5,872.0
Expenditures	3,942.9	375.5	0.0	0.0	541.9	4,860.2

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.

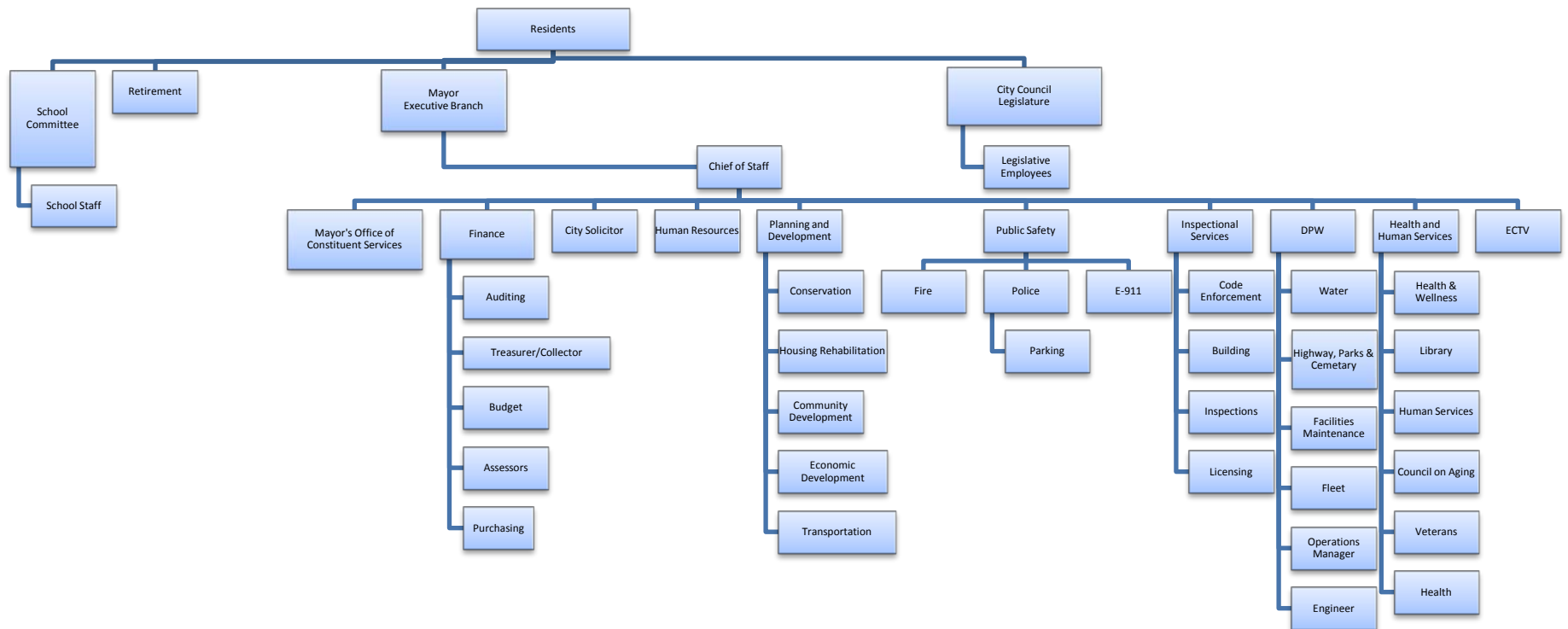
If you have questions regarding the data contained in this report, please contact the Municipal Databank/Local Aid Section at (617) 626-2384 or databank@dor.state.ma.us

2.3 City Council Organizational Chart

Updated - 1/25/19



2.4 City of Everett Organizational Chart



2.5 City of Everett - Organizational Summary - Department Heads

Department	Department Head	Title	Phone #	Email Address
Assessor	Bernard Devereux	Assessor	617-394-2209	bernard.devereux@ci.everett.ma.us
Budget	Laureen Hurley	Budget Director	617-394-2215	laureen.hurley@ci.everett.ma.us
Chief Financial Officer / Auditor	Eric Demas	Chief Financial Officer/City Auditor	617-394-2210	eric.demas@ci.everett.ma.us
City Clerk	Sergio Cornelio	City Clerk	617-394-2229	sergio.cornelio@ci.everett.ma.us
City Solicitor	Colleen Mejia	City Solicitor	617-394-2232	colleen.mejia@ci.everett.ma.us
Code Enforcement	Frank Nuzzo	Director of Code Enforcement	617-394-2224	frank.nuzzo@ci.everett.ma.us
Collector	Domenico D'Angelo	Treasurer/Collector	617-394-2315	domenico.dAngelo@ci.everett.ma.us
DPW & Engineering	Gregory St. Louis	Executive Director of Public Works & Engineering	617-944-0247	greg.stlouis@ci.everett.ma.us
ECTV	Tom Philbin	Director of ECTV & Community Relations	617-394-2270	tom.philbin@ci.everett.ma.us
Elections	Linda Angiolillo	Executive Director, Elections Commission	617-394-2297	linda.angiolillo@ci.everett.ma.us
Engineer	Julius Ofurie	City Engineer	617-394-2251	julius.ofurie@ci.everett.ma.us
Fire	Anthony Carli	Fire Chief	617-394-2349	Anthony.Carli@ci.everett.ma.us
Health & Human Services	Steve Supino	Weekend 311 Coordinator	617-394-2270	steve.supino@ci.everett.ma.us
Health & Wellness	Nick Bertone	Health & Wellness Director	617-394-2390	nick.bertone@ci.everett.ma.us
Human Resources	Lara Wehbe	Director, Human Resources / Legal Counsel	617-394-2280	Lara.Wehbe@ci.everett.ma.us
Human Services	Jerry Navarra	Director of Health & Human Services	617-394-5003	jerry.navarra@ci.everett.ma.us
Information Technology	Kevin Dorgan	Director of Information Technology	617-394-2289	IT.Director@ci.everett.ma.us
Inspectional Services	Jim Soper	Director of Inspectional Services	617-394-2224	james.soper@ci.everett.ma.us
Library	Matt Lattanzi	Director of Libraries (Interim)	617-394-2303	matt.lattanzi@noble.net
Mayor	Carlo DeMaria	Mayor	617-394-2270	mayor@ci.everett.ma.us
Planning	Tony Sousa	Director of Planning & Development	617-394-2334	tony.sousa@ci.everett.ma.us
Police	Steven Mazzie	Police Chief	617-394-2365	Steven.Mazzie@ci.everett.ma.us
Purchasing	Robert Moersch	Purchasing Agent/DPW Business Manager	617-394-2288	robert.moersch@ci.everett.ma.us
Retirement	Robert Shaw	Director/Retirement	617-394-2311	robert.shaw@ci.everett.ma.us
School	Janice Gauthier	Acting Superintendent of Schools	617-394-2400	jgauthier@everett.k12.ma.us
Veterans	Jeanne Cristiano	Veterans Commissioner	617-394-2321	jeanne.cristiano@ci.everett.ma.us
Water Department	Ernest Lariviere	Superintendent of Water	617-394-2270	ernest.lariviere@ci.everett.ma.us

2.6 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 2020

Mayor & City Finance	Date
CFO/Auditor prepares initial Revenue/Expenditure (FY 19 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
Update budget with any amendments made by City Council. Update all City Council budget books with amended changes.	Mid-May - June
City Council vote on budget/amended 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 20 City, CIP, W/S Enterprise Budget & ECTV Budget	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.

During the City Council meetings with department heads, if there are proposed amendments made to the budget by City Council members, they are put forth for a vote. The amendment will pass with a 2/3 vote. All changes are noted by the Budget Director and the Council on the Whole of the Budget clerk. The amended budget will be voted on by the City Council in June.

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: \$101,985,865

The tax levy is the City's primary revenue source, comprising approximately 35.8% of the City's total general fund revenues forecasted for the FY2020 operating budget. Residential property values pay 42.1% of the total property taxes, while commercial, industrial, and personal property values pay 57.9%. The City has a split tax rate of 1.75, and a residential exemption of 20%, which translates to a residential rate of \$13.78/m. and commercial rate of \$33.74/m. for FY2019. FY 2020 Tax Rates will be set in Nov/Dec 2019.

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 \$2.3 million per year in new growth; however, it is recommended by the City’s Assessor that the growth estimate to be used for FY2019 should be \$22.0 million. This estimate reflects approximately \$20.0 million in new growth related to the \$2.6 billion dollar resort and casino currently under construction, as well as a conservative estimate of \$2.0 million in traditional new growth.

In FY2019, the City’s primary levy limit was \$136,743,488. 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 4% increase overall to this value in FY2020. The primary levy ceiling in the City should be approximately \$170,573,561 million. The city’s overall levy limit, when including 2.5% increase per Proposition 2½ and \$22.0 million of new growth, is estimated to be \$142,162,075 for FY2020.

Local Receipts: \$7,964,000

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 conservatively decreased its estimate for local receipts by \$2,800,000. This is due to the reduction of license and permits revenue of \$300,000 and miscellaneous revenue of \$2,500,000. The prior year included Encore indirect cost reimbursements. The City further reduced estimated building permit revenue due to a decrease in applications.

Most other local receipts are level funded as the FY2020 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 FY2021 through FY2023.

Cherry Sheet Revenue (State Aid): \$82,532,920

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 \$6,749,179 from the FY2019 amount. This amount represents a 8.9% increase over FY2019. The City estimated a historical 2.5% increase; however, the Commonwealth changed their methodology regarding Chapter 70 funds (school aid), which caused the 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 FY2021 appropriation by 3% each year through FY2023.

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 FY20, the amount of SBA reimbursement remains level with the FY2019 amount, per the MSBA reimbursement schedule. The amounts listed in the five year forecast reflect the funding schedule of the MSBA for FY2019 through FY2021.

Enterprise Fund Revenue: \$19,455,792

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 \$19.4 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 2019 for FY2020.

Other Financial Resources – Recurring: \$31,000,000

The administration is proposing to use \$31 million dollars from the “casino mitigation funds” to reduce the tax rate in FY2020. As such, the City has budgeted \$31 million of “other financial sources” for the FY2020 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 FY2020 through FY2023.

Expenses

City Departments:

General Government: \$8,177,770

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 FY2020, the administration has budgeted a 2% increase to most salaries. Three collective bargaining agreements were complete at the time of the budget submittal deadline. For FY2020, funding for all anticipated collective bargaining settlements is budgeted within the respective departments (including schools). In FY2020, some salaries have been adjusted to reflect the results of new hires and some reclassifications.

The estimated expense increase for general government services for the City is estimated at 3% for FY2020 through FY2023.

Public Safety: \$31,849,060

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 FY2018. We are able to support police officer positions at the same level as FY2019 and have reduced the number of firefighters by 10 mostly due to retirements. These headcounts will still allow both 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.

In FY 2017 we created an account entitled Contract Services under our ISD department. This was done for the 4Leaf contractors who were overseeing the work being done on the Encore Casino. The Encore Casino was reimbursing the city for all expenses incurred by 4Leaf. To that end, we had also set up a revenue account as well so we could track expenses and related revenue. For FY2019 the amount was \$2.6M. This contract is now complete and we are not requesting funding in FY2020.

It is estimated that public safety expenses will increase by 5% for FY2020 through FY2023.

Department of Public Works : \$13,746,423

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 FY2020, 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.

Expense increases for DPW are projected to increase by 4% per year due for FY2020 through FY2023.

Health and Human Services: \$3,867,255

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 FY2020, 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 of Health & Human Services in FY2019. We have also added a Mental Health Clinician to help meet the current needs of our community.

Expenses in health and human services are projected to increase by 3% per year due for FY2020 through FY2023.

Libraries and Recreation: \$1,808,322

Departments under Libraries and Recreation include the City’s two libraries (Parlin and Shute), as well as the Office of Health and Wellness.

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: \$89,851,821

The School Committee oversees the budget process for the schools, and it has a bottom line budget of \$89,851,821 for FY2020, which is approximately \$6.5 million above the 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 3% 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: \$16,329,703

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 Section 9.5. The amounts on this forecast for FY2020 through FY2023 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 June of 2019.

Fixed Costs – all other fixed costs: \$42,395,211

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 28% of the total budget in FY2020. 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 FY2020 through FY2023 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: -100%
 - 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: \$19,608,367

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

Expenses in the funds are projected to rise from FY2020 to FY20213 as follows:

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

Other Expenditures

Cherry Sheet Assessment: \$15,522,734

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 5.3% (increase of \$782,086) from last year's assessment of \$14,740,648.

It is projected that the Cherry Sheet assessment from the Commonwealth will increase 3% from FY2019 to FY2022.

Miscellaneous Other Expenditures: \$2,213,543

- 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 FY2020 through FY2022; 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: \$153,945
 - The City does not estimate annual increases for these costs as they fluctuate dramatically from year to year due to the nature of the expenses.

- 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 FY2020 to FY2022.

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 FY2020 budget will continue to be the basis for all future financial planning for the City of Everett.

3.4 Fiscal Year 2020 Five Year Financial Forecast

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

	% INC/DEC FY19 v FY20	% INC/DEC FY19-FY23	FY19 RECAP	FY20 PROJECTED	FY21 PROJECTED	FY22 PROJECTED	FY23 PROJECTED
EXPENDITURES							
<u>GENERAL GOVERNMENT - 100's</u>							
CITY COUNCIL	-2.11%	3.00%	474,968	464,930	478,878	493,244	508,042
MAYOR	7.58%	3.00%	1,375,394	1,479,681	1,524,071	1,569,794	1,616,887
AUDITOR/CFO	2.84%	3.00%	680,238	699,529	720,515	742,130	764,394
PURCHASING	-10.82%	3.00%	195,812	174,631	179,870	185,266	190,824
ASSESSORS	0.41%	3.00%	506,008	508,082	523,324	539,024	555,195
TREASURER/COLLECTOR	3.37%	3.00%	1,109,395	1,146,776	1,181,179	1,216,615	1,253,113
SOLICITOR	16.78%	3.00%	378,560	442,071	455,333	468,993	483,063
HUMAN RESOURCES & ORGANIZATIONAL ASSESSMENT	76.45%	3.00%	838,994	1,480,421	1,524,834	1,570,579	1,617,696
INFORMATION TECHNOLOGY	3.51%	3.00%	925,600	958,122	986,866	1,016,472	1,046,966
CITY CLERK	3.81%	3.00%	411,446	427,106	439,919	453,117	466,710
ELECTIONS/REGISTRATION	0.52%	3.00%	339,151	340,925	351,153	361,687	372,538
LICENSING BOARD	0.00%	3.00%	7,700	7,700	7,931	8,169	8,414
CONSERVATION	26.56%	3.00%	12,800	16,200	16,686	17,187	17,702
PLANNING BOARD	32.26%	3.00%	12,400	16,400	16,892	17,399	17,921
APPEALS BOARD	0.00%	3.00%	15,196	15,196	15,652	16,121	16,605
TOTAL: GENERAL GOVERNMENT	12.28%	3.00%	7,283,662	8,177,770	8,423,103	8,675,796	8,936,070
<u>PUBLIC SAFETY - 200's</u>							
POLICE	1.87%	5.00%	15,514,825	15,805,383	16,595,652	17,425,435	18,296,706
FIRE	3.55%	5.00%	10,997,539	11,387,727	11,957,113	12,554,969	13,182,717
INSPECTIONAL SERVICES	-38.63%	5.00%	5,715,197	3,507,214	3,682,575	1,866,703	1,960,039
EMERGENCY COMMUNICATIONS CENTER	-2.44%	5.00%	1,177,429	1,148,736	1,206,173	1,266,481	1,329,806
TOTAL: PUBLIC SAFETY	-4.66%	5.00%	33,404,990	31,849,060	33,441,513	33,113,589	34,769,268
<u>CITY SERVICES FACILITY - 400's</u>							
Executive (490)	8.23%	4.00%	1,841,279	1,992,784	2,072,495	2,155,395	2,241,611
Facilities Maintenance (491)	4.35%	4.00%	2,913,863	3,040,651	3,162,277	3,288,768	3,420,319
Engineering (492)	0.98%	4.00%	489,752	494,532	514,313	534,886	556,281
Parks and Cemetery (493)	11.79%	4.00%	1,752,321	1,958,855	2,037,209	2,118,698	2,203,445
Stadium (494)	0.00%	4.00%	51,000	51,000	53,040	55,162	57,368
Highway (495)	1.62%	4.00%	1,937,199	1,968,601	2,047,345	2,129,239	2,214,408
Snow and Ice (496)	0.00%	4.00%	395,000	395,000	410,800	427,232	444,321
Solid Waste (497)	7.09%	4.00%	3,590,500	3,845,000	3,998,800	4,158,752	4,325,102
TOTAL: CITY SERVICES	5.98%	4.00%	12,970,914	13,746,423	14,296,280	14,868,131	15,462,856

	% INC/DEC FY19 v FY20	% INC/DEC FY19-FY23	FY19 RECAP	FY20 PROJECTED	FY21 PROJECTED	FY22 PROJECTED	FY23 PROJECTED
EXPENDITURES							
HUMAN SERVICES - 500's							
HEALTH INSPECTION SERVICES	11.57%	3.00%	1,384,140	1,544,262	1,590,590	1,638,308	1,687,457
PLANNING AND DEVELOPMENT	-1.34%	3.00%	1,219,331	1,203,044	1,239,135	1,276,309	1,314,599
COUNCIL ON AGING	1.06%	3.00%	47,000	47,500	48,925	50,393	51,905
VETERANS AGENT	11.54%	3.00%	511,807	570,866	587,992	605,632	623,801
COMMISSION ON DISABILITY	0.00%	3.00%	10,950	10,950	11,279	11,617	11,965
MAYOR'S OFFICE OF HUMAN SERVICES	-8.66%	3.00%	537,166	490,633	505,352	520,513	536,128
TOTAL: HUMAN SERVICES	4.23%	3.00%	3,710,394	3,867,255	3,983,273	4,102,771	4,225,854
LIBRARIES AND RECREATION							
LIBRARY	0.67%	3.00%	1,179,846	1,187,725	1,223,357	1,260,057	1,297,859
HEALTH & WELLNESS	-17.32%	3.00%	750,606	620,597	639,215	658,391	678,143
TOTAL: CULTURAL AND RECREATIONAL	-6.33%	3.00%	1,930,452	1,808,322	1,862,572	1,918,449	1,976,002
SUBTOTAL - CITY DEPARTMENT COSTS	0.25%	varies	59,300,412	59,448,830	62,006,740	62,678,736	65,370,051
FIXED COSTS							
RETIREMENT OF LONG TERM CAPITAL DEBT PRINCIPAL	13.80%	debt sched	11,618,866	13,222,416	9,525,415	9,558,415	9,332,415
RETIREMENT OF LONG TERM CAPITAL DEBT INTEREST	12.75%	debt sched	2,755,936	3,107,287	2,228,793	1,314,595	1,741,755
SHORT TERM DEBT INTEREST	-100.00%	varies	25,000	-	100,000	100,000	100,000
EVERETT RETIREMENT ASSESSMENT	5.19%	4.50%	15,182,738	15,970,286	16,688,949	17,439,952	18,224,749
NON-CONTRIBUTORY PENSION	-100.00%	-3.00%	49,100	-	-	-	-
UNEMPLOYMENT COMPENSATION	10.00%	3.00%	300,000	330,000	339,900	350,097	360,600
EMPLOYEE INSURANCE - LIFE	0.00%	5.00%	88,000	88,000	92,400	97,020	101,871
EMPLOYEE INSURANCE - HEALTH	-2.68%	5.00%	21,596,777	21,017,200	22,068,060	23,171,463	24,330,036
EMPLOYEE INSURANCE - AD + D	0.00%	5.00%	28,000	28,000	29,400	30,870	32,414
FICA	14.00%	4.00%	1,500,212	1,710,225	1,778,634	1,849,779	1,923,771
EMPLOYEE INJURIES	67.59%	5.00%	702,000	1,176,500	1,235,325	1,297,091	1,361,946
PROPERTY/LIABILITY INSURANCE	9.21%	4.00%	1,899,926	2,075,000	2,158,000	2,244,320	2,334,093
ADDITIONAL TRANSFERS TO STABILIZATION			-	-	3,000,000	3,000,000	3,000,000
SUBTOTAL - FIXED COSTS (CITY & SCHOOL)	5.34%	varies	55,746,555	58,724,914	59,244,876	60,453,602	62,843,649
EDUCATION							
(includes Special Ed Transportation)	7.10%	3.00%	83,896,064	89,851,821	92,547,376	95,323,797	98,183,511
SUBTOTAL - SCHOOL DEPARTMENT	7.10%	5.00%	83,896,064	89,851,821	92,547,376	95,323,797	98,183,511
SUBTOTAL: GENERAL FUND	4.57%	varies	198,943,031	208,025,565	213,798,992	218,456,135	226,397,211

	% INC/DEC FY19 v FY20	% INC/DEC FY19-FY23	FY19 RECAP	FY20 PROJECTED	FY21 PROJECTED	FY22 PROJECTED	FY23 PROJECTED
EXPENDITURES							
<u>WATER/SEWER ENTERPRISE</u>							
SALARIES	9.56%	3.00%	1,036,756	1,135,861	1,169,937	1,205,035	1,241,186
EXPENSES	0.58%	3.00%	834,500	839,300	864,479	890,413	917,126
CAPITAL OUTLAY	0.00%	0.00%	155,000	155,000	155,000	155,000	155,000
SHORT TERM DEBT - INTEREST ONLY	-100.00%	varies	41,095	-	50,000	50,000	50,000
LONG TERM DEBT - PRINCIPAL AND INTEREST	-3.75%	debt sched	1,954,157	1,880,800	1,331,819	1,329,052	1,266,343
MWRA ASSESSMENT	2.76%	5.00%	14,481,227	14,881,366	15,625,434	16,406,706	17,227,041
Other			-	-	-	-	-
SUBTOTAL: WATER/SEWER ENTERPRISE	2.11%	varies	18,502,735	18,892,327	19,196,669	20,036,206	20,856,696
SUBTOTAL: CITY, SCHOOL, AND ENTERPRISE	4.36%	varies	217,445,766	226,917,892	232,995,661	238,492,341	247,253,907
<u>OTHER EXPENDITURES</u>							
CHERRY SHEET ASSESSMENT	5.31%	3.00%	14,740,648	15,522,734	15,988,416	16,468,069	16,962,111
CHERRY SHEET OFFSET	-1.20%	3.00%	60,322	59,598	61,386	63,228	65,124
OVERLAY	-91.58%	2.50%	23,742,602	2,000,000	2,550,000	2,613,750	2,679,094
Court Judgements			14,465	14,470			
Other deficits							
SNOW AND ICE DEFICIT	-45.00%	varies	279,900	153,945	300,000	300,000	300,000
OTHER DEFICITS RAISED ON RECAP							
Water/Sewer Enterprise Fund Deficit							
Overlay Deficit/Appropriation Deficit							
SUPPLEMENTAL APPROPRIATIONS							
Raise and Appropriate							
From Free Cash							
From Stabilization			261,865				
From Other Available Funds (pg 4 of recap)			-				
TOTAL: OTHER EXPENDITURES	-54.60%	varies	39,099,802	17,750,747	18,899,802	19,445,046	20,006,329
GRAND TOTAL: ALL EXPENDITURES	-4.63%	varies	256,545,568	244,668,639	251,895,463	257,937,387	267,260,235
BUDGET GAP			4,175,964	40,176,210	42,537,199	44,608,020	45,389,806
			132,567,524 tax levy	101,985,865 tax levy	105,178,928 tax levy	108,801,010 tax levy	113,854,450 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 \$31.2 million based on 2020 budget of \$208,025,565. The target funding date is projected to occur by fiscal year 2020. 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 2019, the balance of the City's Stabilization Fund is \$7,145,138.

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 \$6,025,372 as of June 30, 2019.

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, 2018 is \$247,327,326.

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 \$3,406,925 as of 6/30/19.

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 (\$7.1M based on FY 2019 Tax Levy of \$142.2M)
2. All interest earned in the Employee Leave Buyback Stabilization Fund will stay with the Fund.

As part of the FY2020 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 \$820,065. (FY 2019 levy = \$164M).

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 who's operating and maintenance costs have been included in operating budget forecasts.
- The city will maintain all its assets at a level adequate to protect the city's capital investment and to minimize future maintenance and replacement costs.
- The city, as part of its capital planning process, will project its equipment replacement and maintenance needs for the next several years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
- The city will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the City Council for approval.

- The city will determine the least costly financing method for all new projects.

Debt Policies

- The city will confine long-term borrowing to capital improvements or projects/equipment that cannot be finance from current revenues.
- When the city finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- Total net debt service from general obligation debt will not exceed five (5) percent of total annual operating budget as listed on part 1a of the annual tax rate recapitulation as submitted to the Department of Revenue.
- Debt will only be issued for capital that is valued greater than \$25,000, and has a depreciable life of five (5) or more years.
- Total general obligation debt will not exceed that provided in the state 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 2020 Budget

MAYOR'S RECOMMENDED BUDGET

								FY19 - FY20		
								INCREASE	% Incr	
								(DECREASE)	Inc/Decr	
					Actual FY2017	Actual 2018 Budget	RECAP 2019 Budget	Mayor's 2020 Budget		
REVENUES										
PROPERTY TAXES										
	PRIOR FISCAL YEAR LEVY LIMIT				99,542,806	104,642,418	110,457,822	136,743,488	26,285,666	23.8%
	2 1/2% Increase				2,488,570	2,616,060	2,761,446	3,418,587	657,142	23.8%
	Current New Growth (Value increases from new building)				2,611,042	3,199,344	23,524,220	2,000,000	(21,524,220)	-91.5%
	LEVY LIMIT Subtotal (from DOR levy limit sheet)				104,642,418	110,457,822	136,743,488	142,162,075	5,418,587	4.0%
	LEVY CEILING Subtotal (from DOR levy limit sheet)				118,804,613	133,010,702	164,013,039	170,573,561	51,768,948	4.0%
LOCAL RECEIPTS										
	MOTOR VEHICLE				3,220,000	3,300,000	3,700,000	3,700,000	0	0.0%
	MEALS TAX (local options)				450,000	500,000	500,000	500,000	0	0.0%
	INTEREST ON TAXES				500,000	350,000	350,000	350,000	0	0.0%
	IN LIEU OF TAXES				14,000	14,000	14,000	14,000	0	0.0%
	CHARGES FOR SERVICES				40,000	40,000	40,000	40,000	0	0.0%
	FEES				320,000	320,000	320,000	320,000	0	0.0%
	RENTALS				20,000	20,000	5,000	5,000	0	0.0%
	OTHER DEPARTMENTAL REVENUES				250,000	350,000	350,000	350,000	0	0.0%
	LICENSES AND PERMITS				669,542	600,000	1,000,000	700,000	(300,000)	-30.0%
	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				950,000	950,000	950,000	950,000	0	0.0%
	MISCELLANEOUS NON-RECURRING INCOME				1,968,167	2,434,792	2,500,000		(2,500,000)	0.0%
	Local Receipt Subtotal (pg. 2 recap IIIb. 1)				9,436,709	9,913,792	10,764,000	7,964,000	(2,800,000)	-26.0%
	WATER ENTERPRISE FUND REVENUE				17,217,998	18,127,318	19,200,241	19,455,792	255,551	1.3%
	Enterprise Fund Subtotal (pg. 2 recap IIIb. 3)				17,217,998	18,127,318	19,200,241	19,455,792	255,551	7.3%
OTHER REVENUES AND FINANCING SOURCES										
	CHERRY SHEET REVENUE (pg. 2 recap IIIa. 1)				73,341,867	73,836,807	75,783,741	82,532,920	6,749,179	8.9%
	MASSACHUSETTS SBA PAYMENTS (pg. 2 recap IIIa. 2)				1,730,062	1,730,062	1,730,062	1,730,062	0	0.0%
	FREE CASH FOR PARTICULAR PURPOSE (pg. 2 recap IIIc. 1)						4,000,000	0		
	OTHER AVAILABLE FUNDS APPROPRIATED (pg. 2 recap IIIc. 2)				1,000,000	0	0	0	0	
	OFFSET RECEIPTS									
	FREE CASH USED FOR:									
	Level the Tax Rate (pg. 2 recap III d. 1b.)				2,000,000	0	0	0	0	
	OFS-To Reduce Tax Rate (pg. 2 recap III d. 4)				5,000,000	12,500,000	12,500,000	0	(12,500,000)	
	Casino Revenue							31,000,000	31,000,000	
	Estimated State + Other Revenue Subtotal				83,071,929	88,066,869	94,013,803	115,262,982	25,249,179	22.6%
TOTAL REVENUES					214,369,054	226,565,801	260,721,532	284,844,849	28,123,317	9.3%

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.

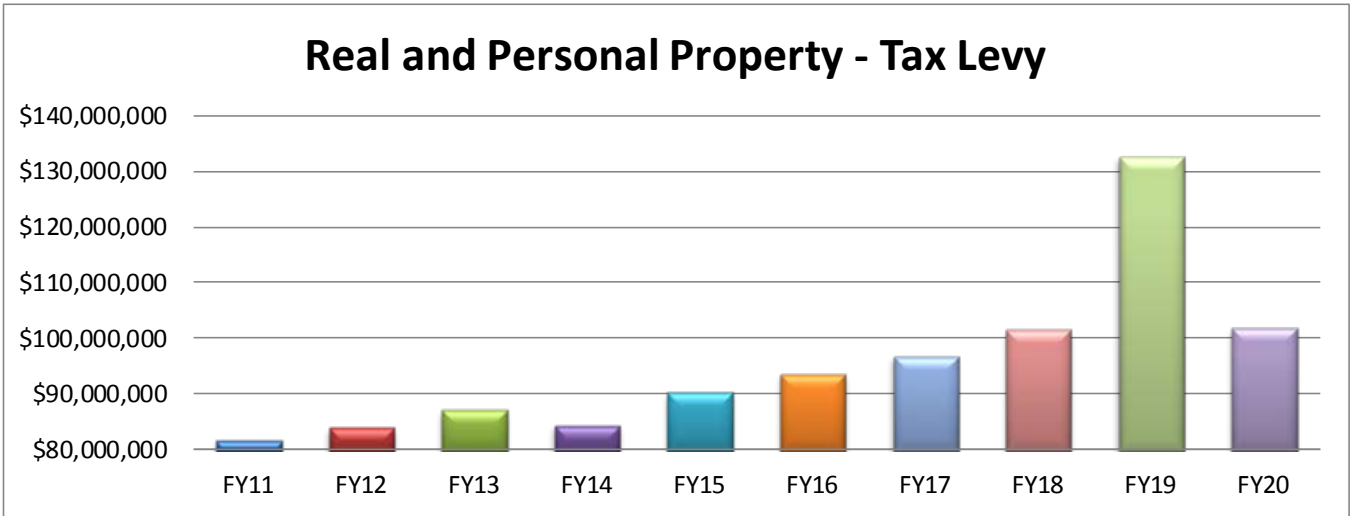
Factors influencing property taxes:

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 2.5% and for FY 2020 that amount is \$3,418,587.
- 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 20 new growth is estimated to be \$2,000,000. This significant decrease is based on the completion of the new Encore Resort which was recognized as new growth in the prior fiscal year.
- 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.

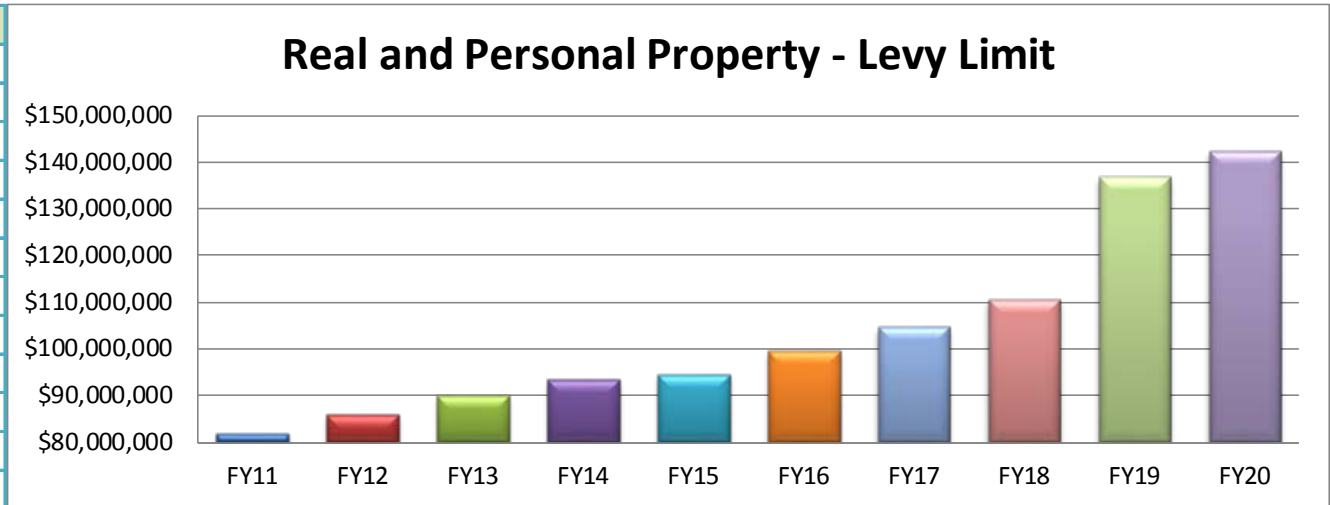
Real & Personal Property – Tax Levy – The amount of taxes, special assessments, or service charges imposed by a governmental unit.

Real and Personal Property – Tax Levy		
Fiscal Year	Revenue	
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	
2018	101,546,424	
2019	132,567,524	Per Recap
2020	101,985,865	Estimated
% Change FY19 vs. FY20		-23.1%



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”. This -23.2% decrease is mostly due to the completion of the Encore Resort in FY 2019.

Real and Personal Property – Levy Limit		
Fiscal Year	Revenue	
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	
2018	110,457,823	
2019	136,743,488	Per Recap
2020	142,162,075	Estimated
% Change FY19 vs. FY20		4.0%

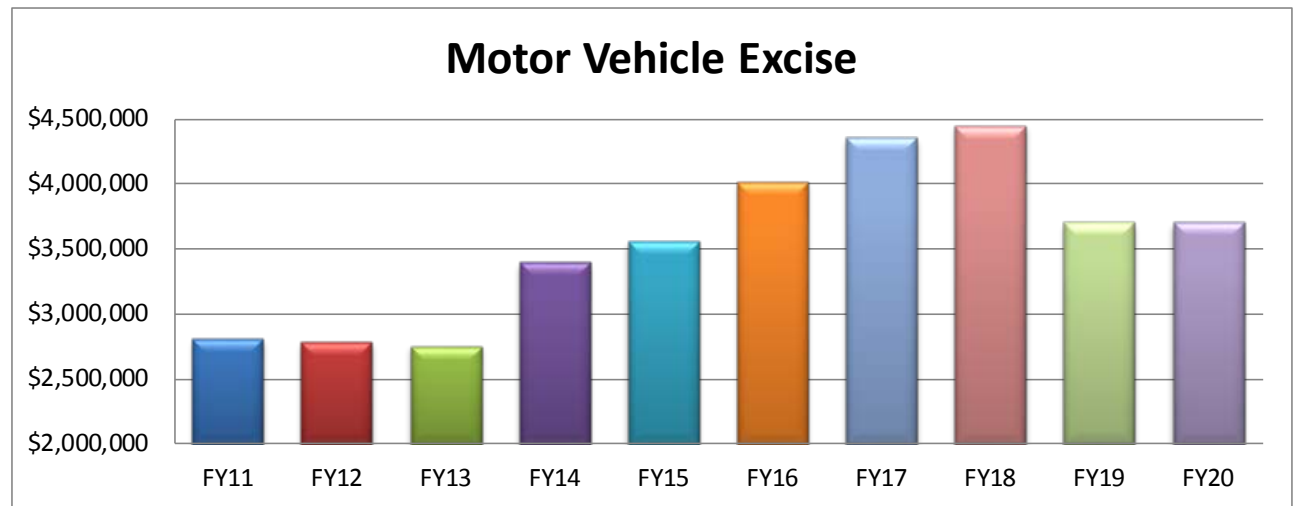


II. LOCAL RECEIPTS

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

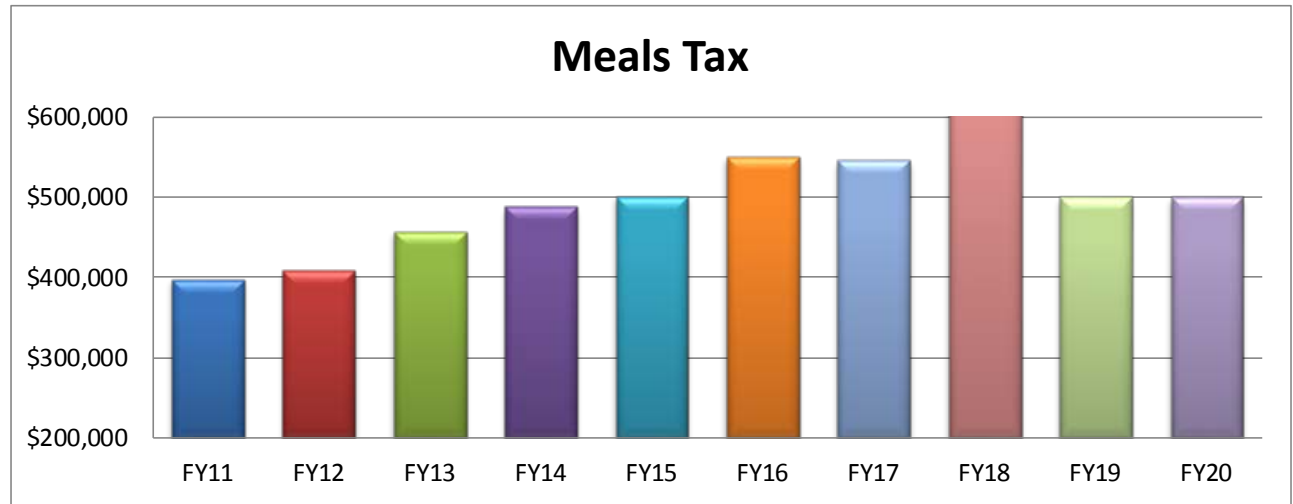
Those residents who do not pay their excise taxes in a timely manner are not allowed to renew registrations and licenses through a ‘marking’ process at the RMV. The City of Everett notifies the Registry of delinquent taxpayers, through its deputy collector, who prepares excise delinquent files for the Registry of Motor Vehicles. We anticipate no increase in FY20 based on a conservative 3 year average.

Motor Vehicle Excise		
Fiscal Year	Revenue	
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	4,352,189	
2018	4,445,870	
2019	3,700,000	Per Recap
2020	3,700,000	Estimated
% Change FY19 vs. FY20		0.0%



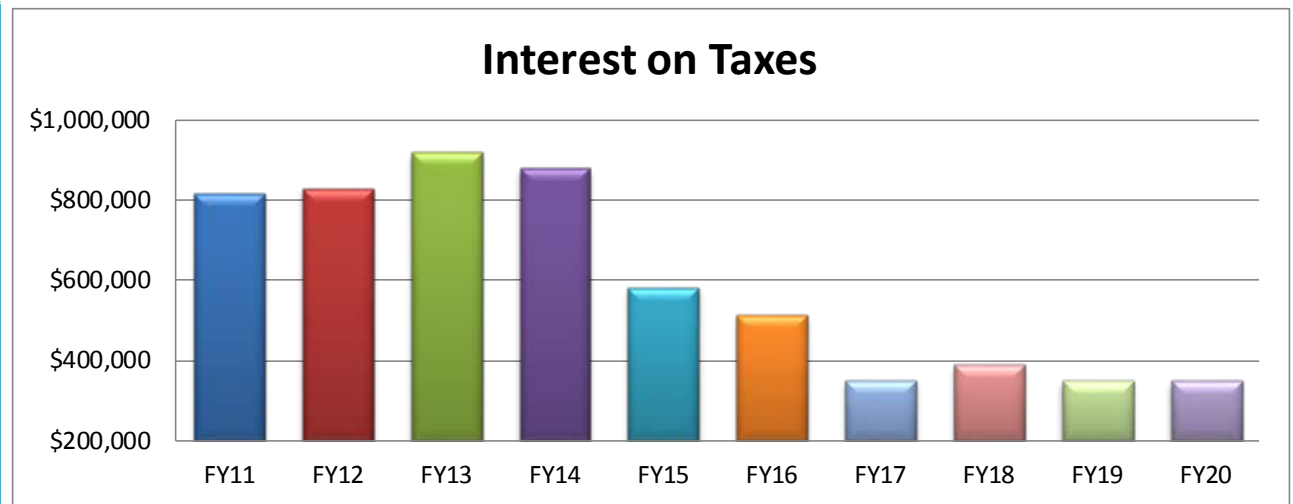
Meals Tax – (MGL CH27 §60 and 156 of the Acts of 2009). This category was new for FY 2011 as allowed by the Commonwealth of Massachusetts in FY 2010. As mentioned previously, the City Council approved a 0.75% increase in the meals tax that created additional revenue beginning in FY 2012. We anticipate no increase in FY20 based on a conservative 3 year average.

Meals Tax		
Fiscal Year	Revenue	
2011	397,185	
2012	408,279	
2013	457,561	
2014	488,111	
2015	501,327	
2016	550,625	
2017	545,969	
2018	706,782	
2019	500,000	Per Recap
2020	500,000	Estimated
% Change FY19 vs. FY20		0.0%



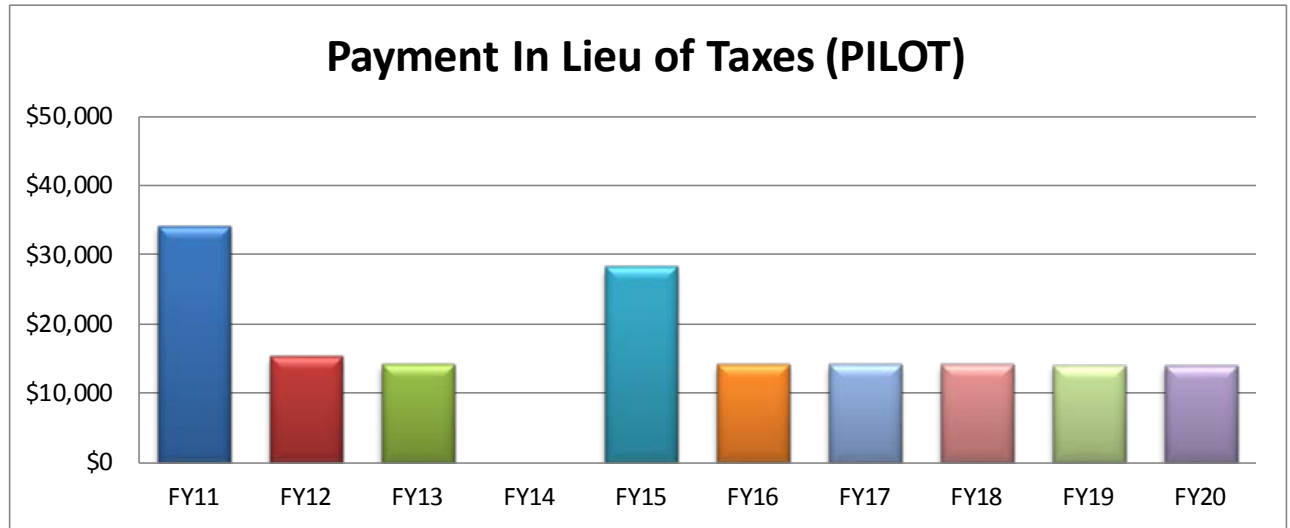
Interest on Taxes - This category includes delinquent interest and penalties on all taxes and tax title accounts. It also contains demand fees on real and personal property taxes as well as demands and warrants on late motor vehicle excise taxes and boat excise taxes. We anticipate no increase in FY20 based on a conservative 3 year average.

Interest on Taxes		
Fiscal Year	Revenue	
2011	815,881	
2012	829,137	
2013	918,384	
2014	878,084	
2015	582,609	
2016	513,731	
2017	351,992	
2018	389,436	
2019	350,000	Per Recap
2020	350,000	Estimated
% Change FY19 vs. FY20		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 FY20 based on actual pilot payments due.

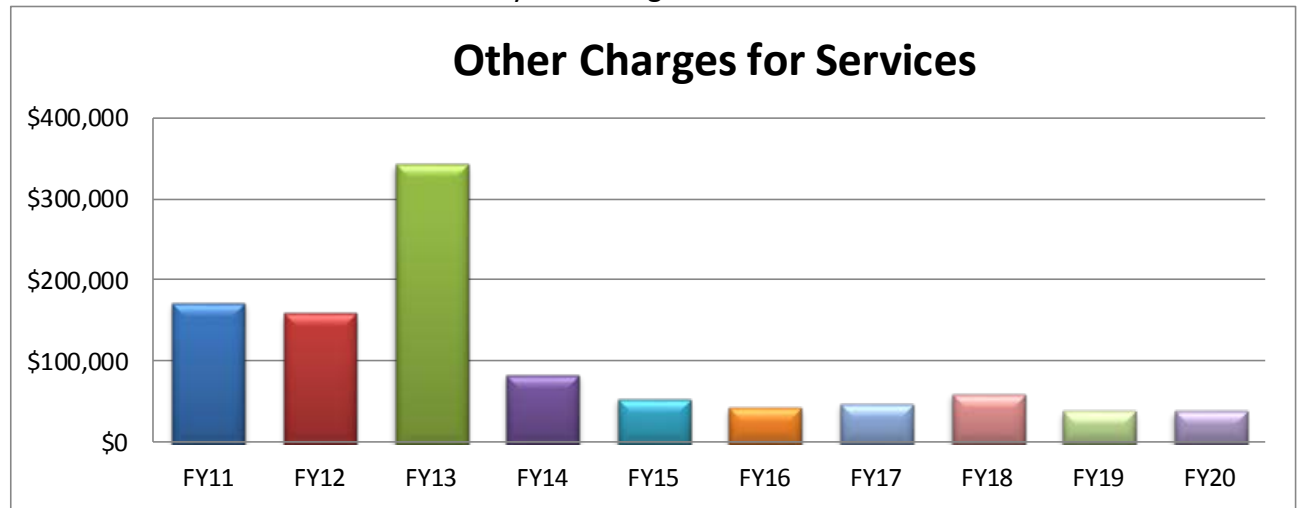
Payment in Lieu of Taxes (PILOT)		
Fiscal Year	Revenue	
2011	34,112	
2012	15,277	
2013	14,112	
2014	-	
2015	28,224	
2016	14,112	
2017	14,112	
2018	14,112	
2019	14,000	Per Recap
2020	14,000	Estimated
% Change FY19 vs. FY20		0.0%



OTHER CHARGES FOR SERVICES

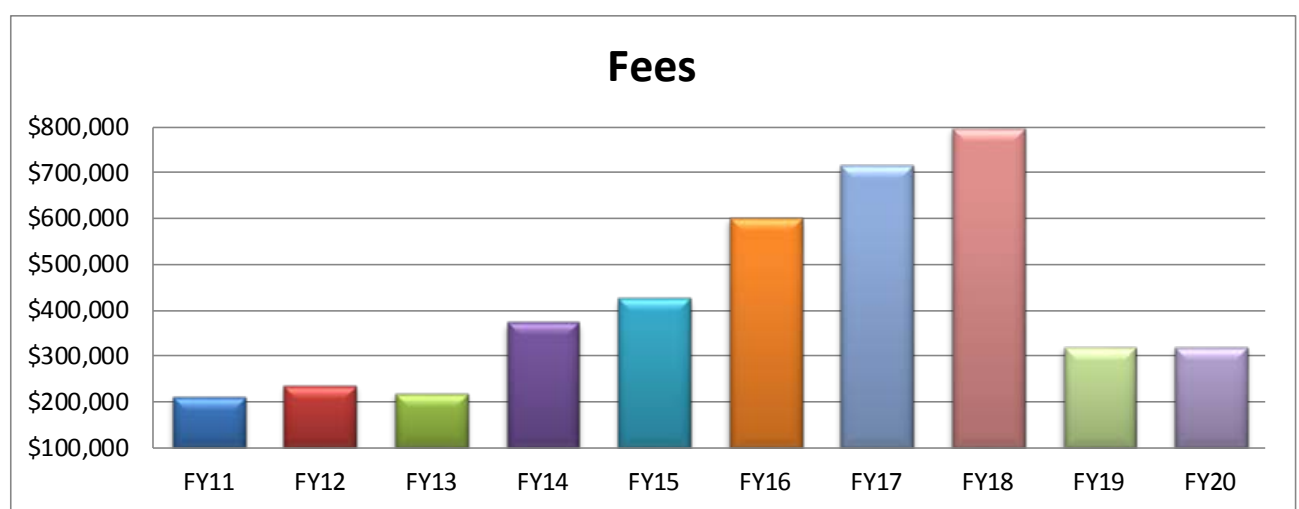
Services / Charges / User Fees – Charges for services are a revenue source to assist municipalities to offset the cost of certain services provided to the community. Some of the fees within this category are for City Clerk (birth, death and marriage certificates), public works revenue and other departmental revenue. We anticipate no increase in FY20 based on a conservative 3 year average.

Other Charges for Services		
Fiscal Year	Revenue	
2011	173,386	
2012	159,901	
2013	343,461	
2014	84,799	
2015	54,947	
2016	44,583	
2017	49,431	
2018	61,065	
2019	40,000	Per Recap
2020	40,000	Estimated
% Change FY19 vs. FY20		0.0%



Fees – This category includes 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 FY20 based on a conservative 3 year average.

Fees		
Fiscal Year	Revenue	
2011	211,102	
2012	235,585	
2013	219,532	
2014	373,689	
2015	425,739	
2016	602,234	
2017	715,791	
2018	795,616	
2019	320,000	Per Recap
2020	320,000	Estimated
% Change FY19 vs. FY20		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.

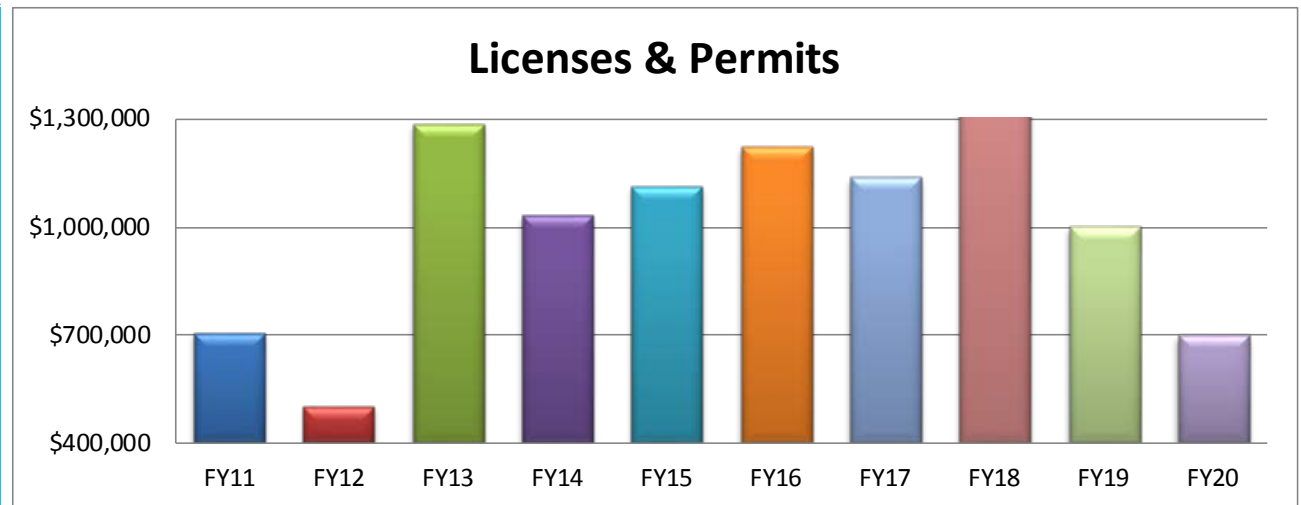
Liquor Licenses - Under Chapter 138 of the General Laws of Massachusetts, the City is empowered to grant licenses regulating the sale of alcoholic beverages. License fees vary depending upon the type of establishment, closing hours, number of days open, and whether the license is for all alcohol or beer 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 a 30% decrease in FY20 based on the completion of the casino and a downtrend in building permits.

Licenses & Permits		
Fiscal Year	Revenue	
2011	705,293	
2012	503,345	
2013	1,284,171	
2014	1,031,143	
2015	1,113,478	
2016	1,220,338	
2017	1,138,131	
2018	1,899,829	
2019	1,000,000	Per Recap
2020	700,000	Estimated
% Change FY19 vs. FY20		-30.0%



FINES AND FORFEITS

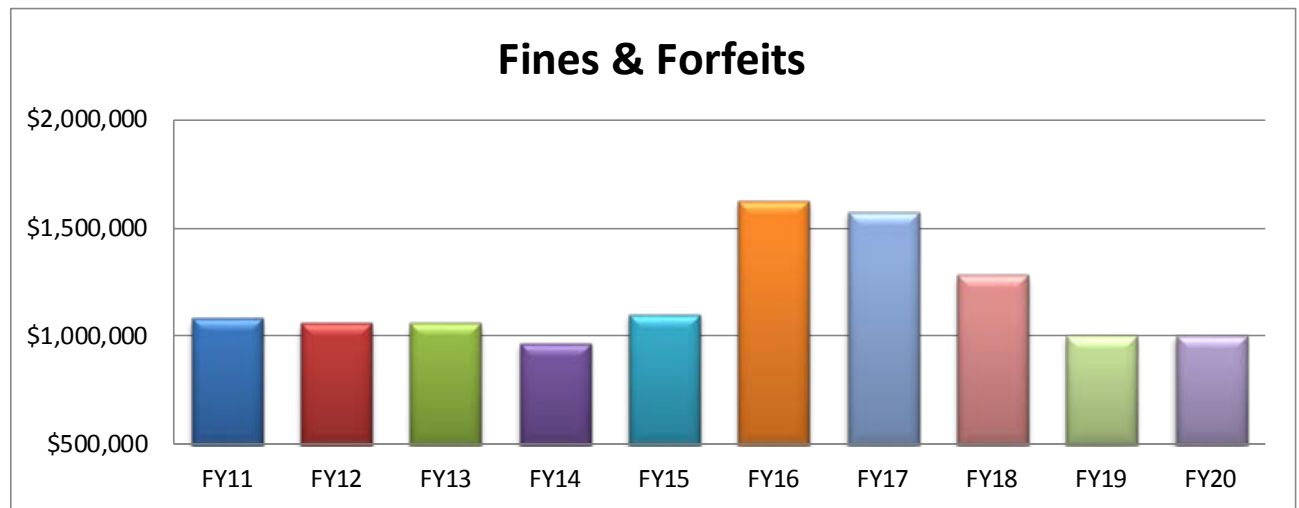
Court Fines – Non-parking offenses result in fines for moving violations. Responding to the community’s desires and public safety concerns, the police department has been focused on enforcing speed limits in local neighborhoods. Other moving violations that are included in this category are driving while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

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

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

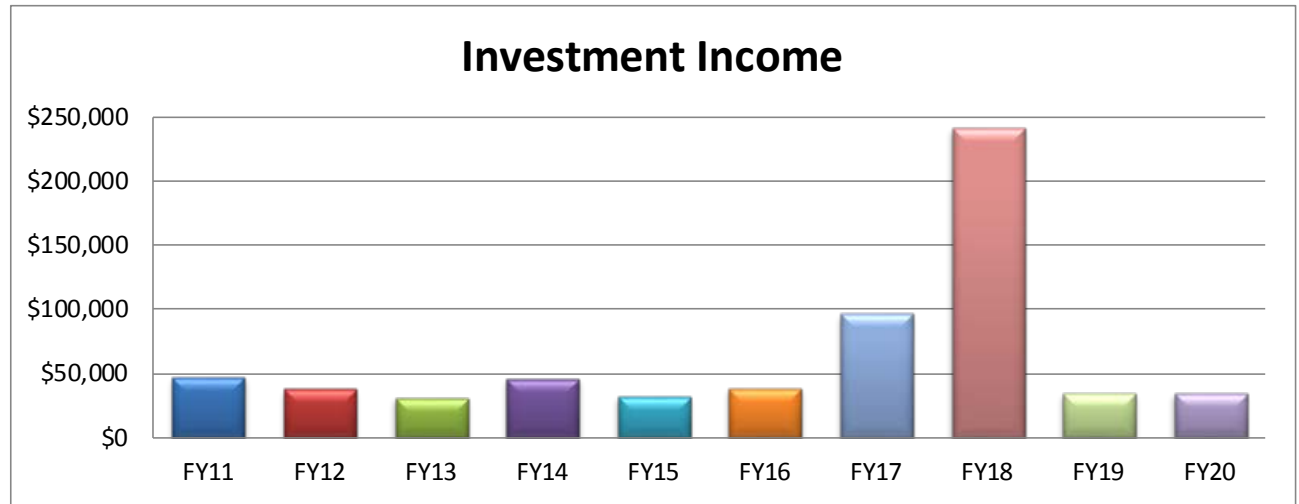
We anticipate no increase in FY 2020 based on revenue trends.

Fines & Forfeits		
Fiscal Year	Revenue	
2011	1,081,352	
2012	1,062,042	
2013	1,062,118	
2014	969,862	
2015	1,100,829	
2016	1,621,790	
2017	1,571,155	
2018	1,280,202	
2019	1,000,000	Per Recap
2020	1,000,000	Estimated
% Change FY19 vs. FY20		0.0%



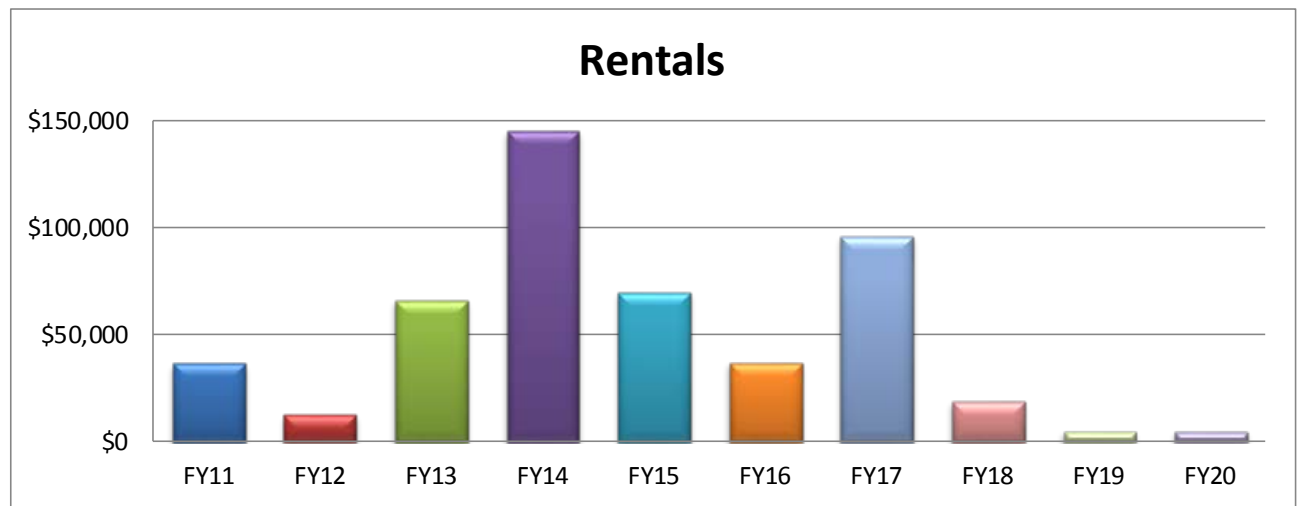
Investment Income - Under Chapter 44 Section 55B of the Mass. General Laws, all monies held in the name of the City which are not required to be kept liquid for purposes of distribution shall be invested in such manner as to require the payment of interest on the money at the highest possible rate reasonably 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 FY20 based on a conservative 3 year average.

Investment Income		
Fiscal Year	Revenue	
2011	47,661	
2012	38,095	
2013	31,112	
2014	45,925	
2015	32,302	
2016	38,801	
2017	96,698	
2018	241,382	
2019	35,000	Per Recap
2020	35,000	Estimated
% Change FY19 vs. FY20		0.0%



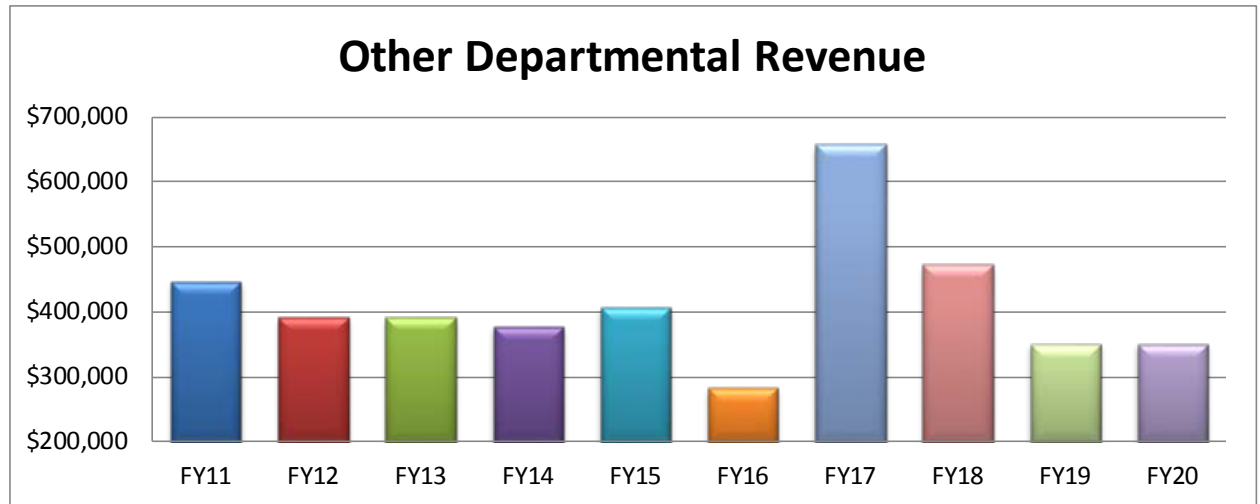
Rentals – Rental revenue comes from third party organizations using municipal buildings. We anticipate no increase in FY20 based on a conservative 3 year average.

Rentals		
Fiscal Year	Revenue	
2011	36,643	
2012	12,650	
2013	66,075	
2014	144,900	
2015	69,950	
2016	37,162	
2017	96,000	
2018	19,133	
2019	5,000	Per Recap
2020	5,000	Estimated
% Change FY19 vs. FY20		0.0%



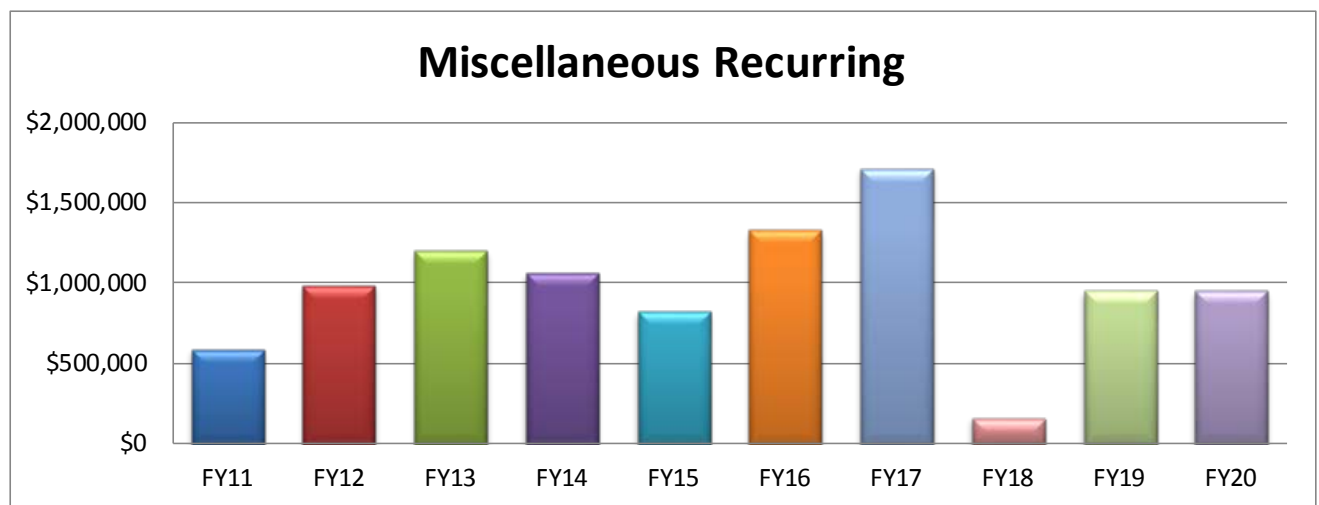
Other Departmental Revenue – Other revenue includes towing, resident parking placards & stickers, cemetery fees, park permits and rentals, etc. We anticipate no increase in FY20 based on a conservative 3 year average.

Other Departmental Revenue		
Fiscal Year	Revenue	
2011	445,841	
2012	391,629	
2013	391,573	
2014	377,585	
2015	407,039	
2016	282,969	
2017	656,645	
2018	472,535	
2019	350,000	Per Recap
2020	350,000	Estimated
% Change FY19 vs. FY20		0.0%



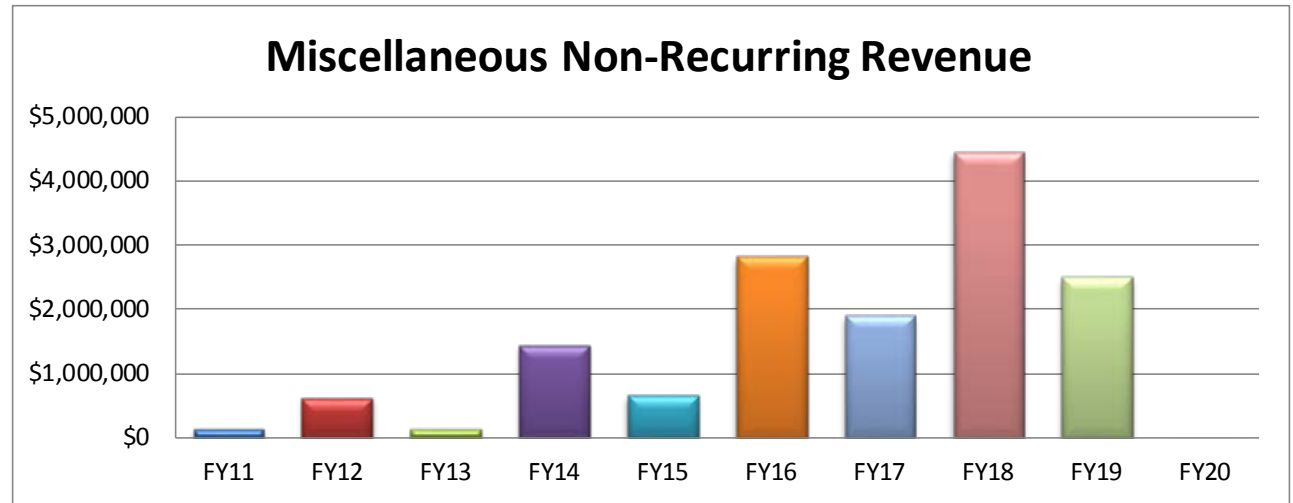
Miscellaneous Recurring – This category is used for all ‘other’ non-categorized income such as revenue from sale of copies of reports generated by a department, sale of data from tax files, collector’s fees, refunds, bad checks, Medicare D, school based Medicaid reimbursements, etc. We anticipate no increase in FY20 based on a conservative 3 year average.

Miscellaneous Recurring		
Fiscal Year	Revenue	
2011	589,492	
2012	985,053	
2013	1,199,712	
2014	1,060,905	
2015	820,117	
2016	1,327,035	
2017	1,709,346	
2018	162,501	
2019	950,000	Per Recap
2020	950,000	Estimated
% Change FY19 vs. FY20		0.0%



Miscellaneous Non-Recurring Revenue – This category is used for all one time miscellaneous income sources. In FY 2020 we will no longer be receiving the \$2.5M as the Encore Casino has been completed and a new agreement is in place to recognize the recurring revenue going forward.

Miscellaneous Non-Recurring Revenue		
Fiscal Year	Revenue	
2011	141,093	
2012	624,459	
2013	136,908	
2014	1,433,202	
2015	660,093	
2016	2,812,254	
2017	1,895,037	
2018	4,438,780	
2019	2,500,000	Per Recap
2020	-	Estimated
% Change FY19 vs. FY20		-100.0%



III. INTERGOVERNMENTAL REVENUE – CHERRY SHEET

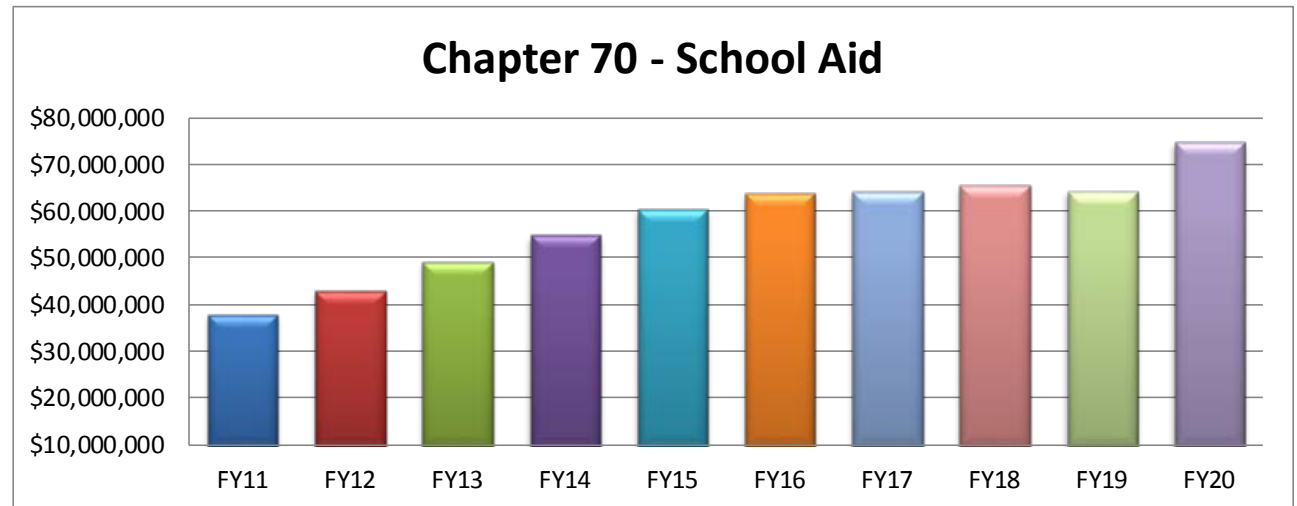
Cherry Sheet - Every year the Commonwealth sends out to each municipality a "Cherry Sheet", named for the pink-colored paper on which it was originally printed. The Cherry sheet comes in two parts, one listing the State assessments to municipalities for Massachusetts Bay Transportation Authority (MBTA), 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 2020 Local Aid Estimates that came out in May/June 2019.

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.

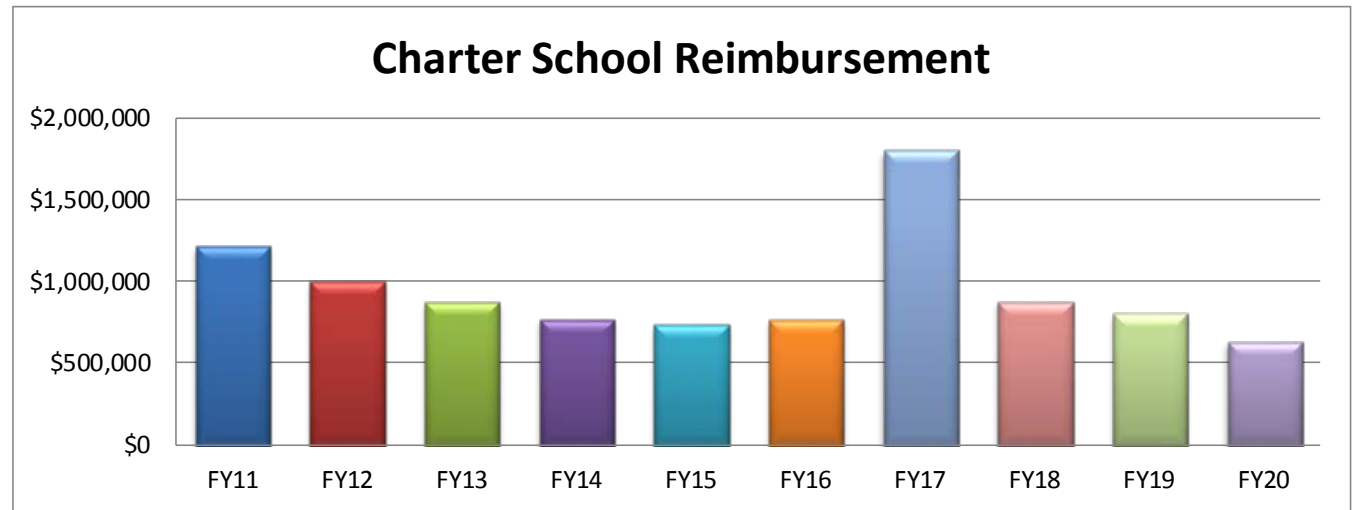
In FY 2020 the State increased CH 70 revenue 16.4%.

Chapter 70- School Aid		
Fiscal Year	Revenue	
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	
2018	65,650,979	
2019	64,417,033	Per Recap
2020	75,001,709	Estimated
% Change FY19 vs. FY20		16.4%



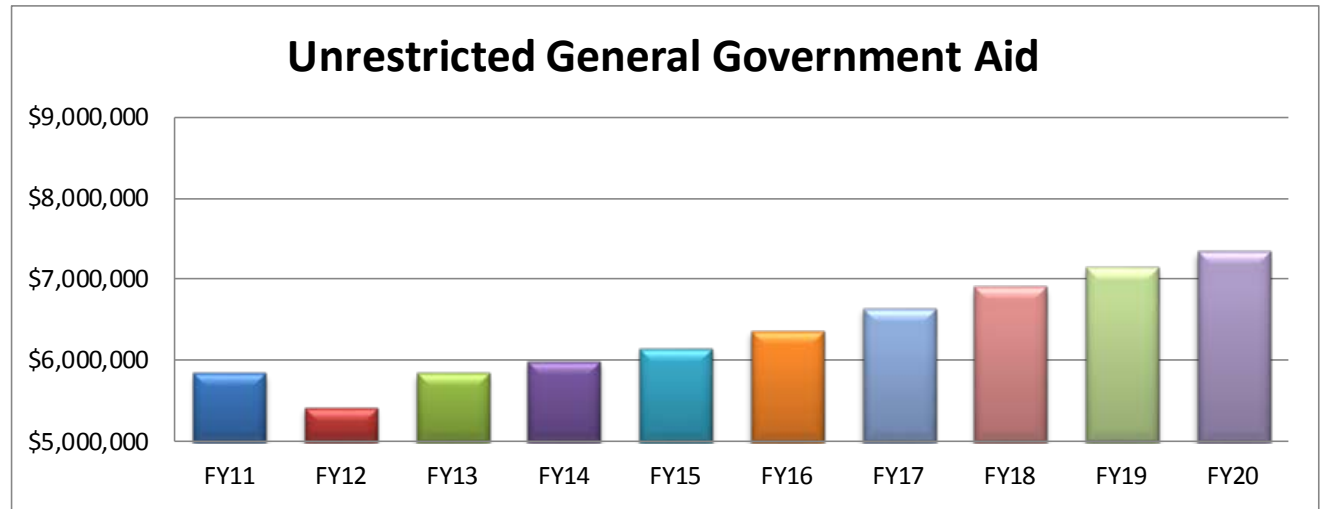
Charter Tuition Reimbursement - Under Chapter 71, Section 89, and Chapter 46 of the Acts of 1997 provides for the reimbursement sending districts for the tuition they pay to Commonwealth charter schools. It is a reimbursement for those students that elect to attend a charter school. Sending districts 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	
2011	1,217,055	
2012	1,002,929	
2013	874,084	
2014	771,528	
2015	739,848	
2016	769,998	
2017	1,805,106	
2018	879,232	
2019	806,561	Per Recap
2020	634,798	Estimated
% Change FY19 vs. FY20		-21.3%



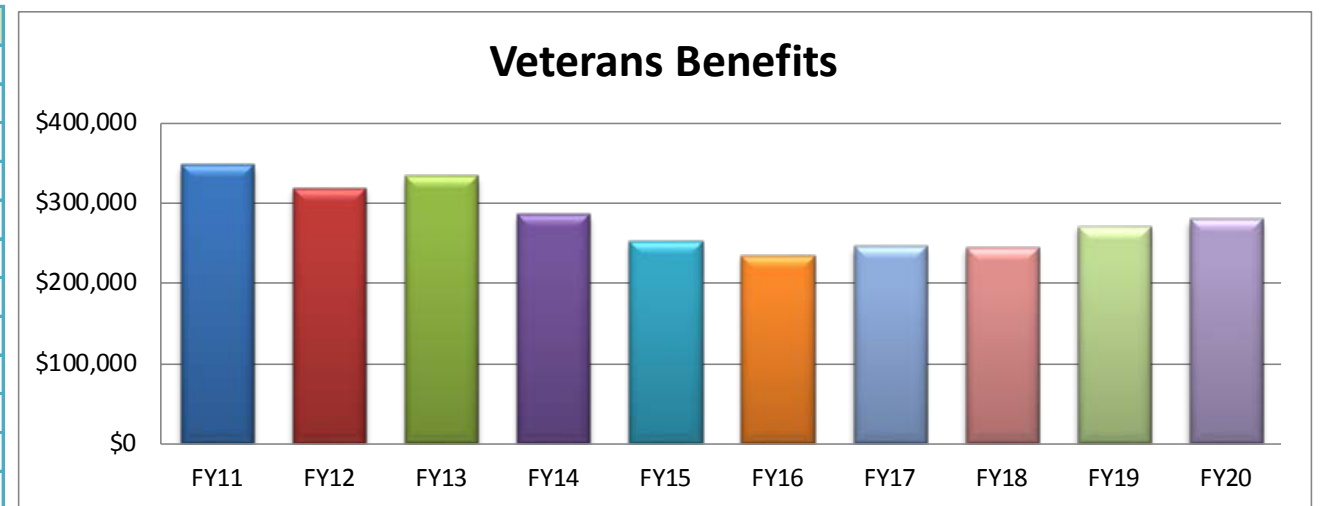
Unrestricted General Government Aid (UGGA). In FY 2010 the state has eliminated the Lottery Aid, General Fund Subsidy to Lottery, and Additional Assistance revenue and replaced it with this revenue called 'Unrestricted General Government Aid'. The FY 2008 to FY 2009 figure below is a total of the three revenue sources no longer used (lottery, subsidy to lottery, & additional assistance). The FY 2020 amount is a 2.7% increase.

Unrestricted Gen. Govt. Aid		
Fiscal Year	Revenue	
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	
2018	6,901,697	
2019	7,143,256	Per Recap
2020	7,336,124	Estimated
% Change FY19 vs. FY20		2.7%



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. This estimate is based upon claims filed from the veteran's services department to the state in fiscal year 2019.

Veterans Benefits		
Fiscal Year	Revenue	
2011	345,847	
2012	317,485	
2013	332,682	
2014	284,279	
2015	251,952	
2016	234,096	
2017	244,677	
2018	243,457	
2019	270,041	Per Recap
2020	278,254	Estimated
% Change FY19 vs. FY20		3.0%

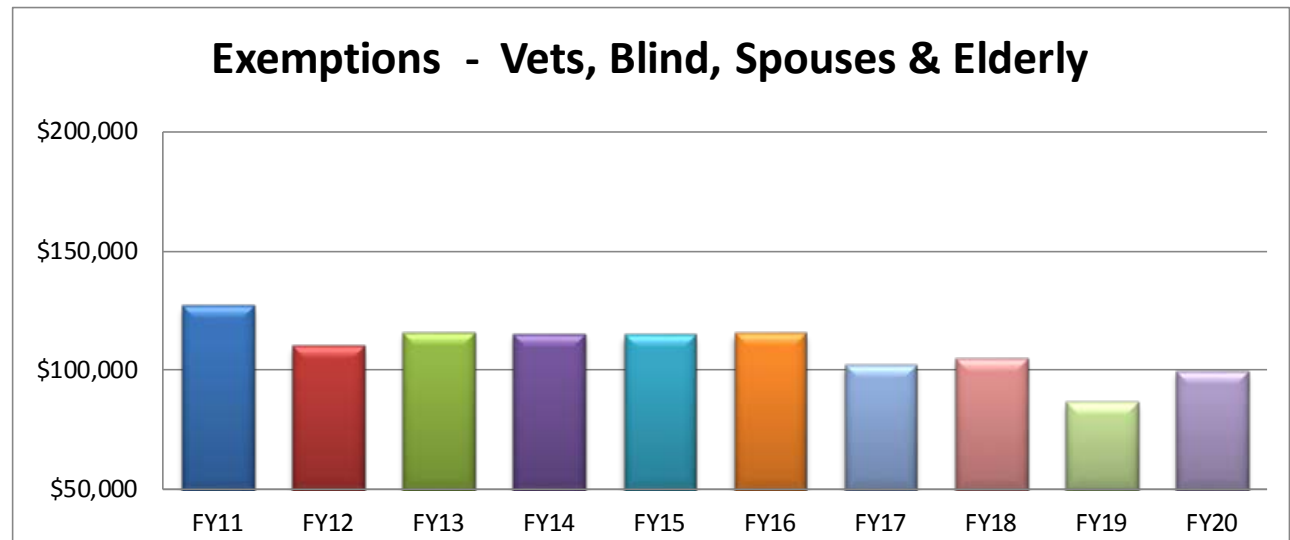


Exemptions: Vets, Blind, Surviving Spouses, and Elderly - The State Cherry Sheet reimburses the City for loss of taxes due to real estate abatements to veterans, surviving spouses and the legally blind. The abatement categories are authorized by the State. The City is not empowered to offer abatements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

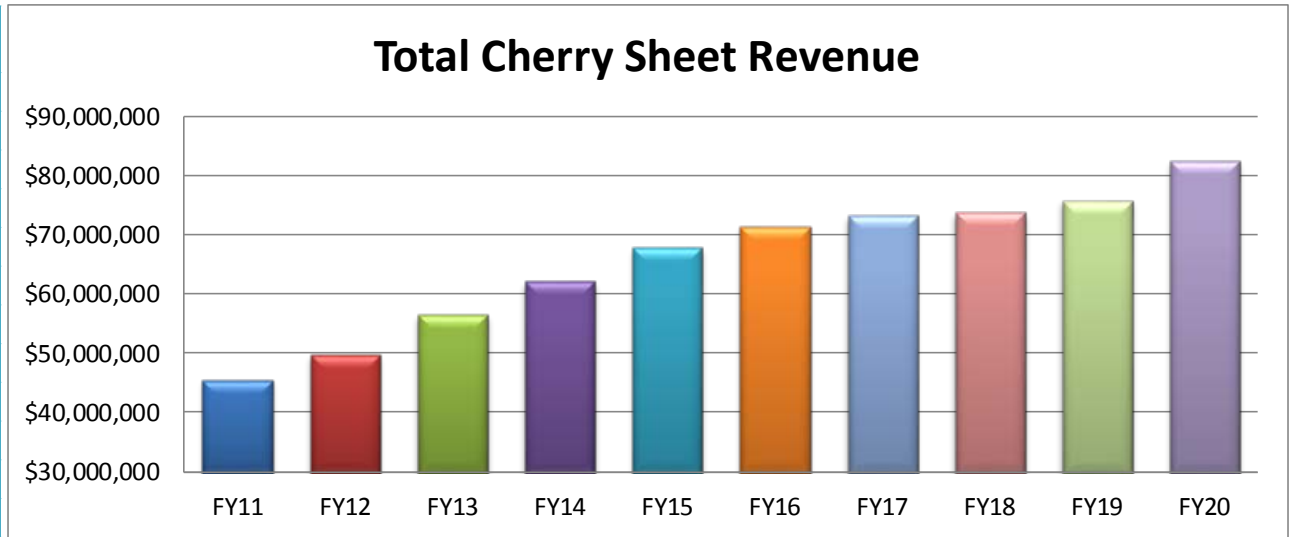
In FY 2010 the state combined the elderly exemption with the veterans, blind and surviving spouse’s exemptions. In previous years, the elderly exemption was budgeted separately. The state has increased this by 15.1% in FY 2020.

Exemptions- Vets, Blind, Spouse & Elderly		
Fiscal Year	Revenue	
2011	126,740	
2012	110,025	
2013	115,789	
2014	115,093	
2015	114,611	
2016	115,321	
2017	101,853	
2018	104,710	
2019	86,528	Per Recap
2020	99,568	Estimated
% Change FY19 vs. FY20		15.1%



Total Estimated Cherry Sheet Revenue for FY 2020 is up 8.9%.

Total Cherry Sheet Revenue		
Fiscal Year	Revenue	
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	
2018	73,836,807	
2019	75,783,741	Per Recap
2020	82,532,920	Estimated
% Change FY19 vs. FY20		8.9%



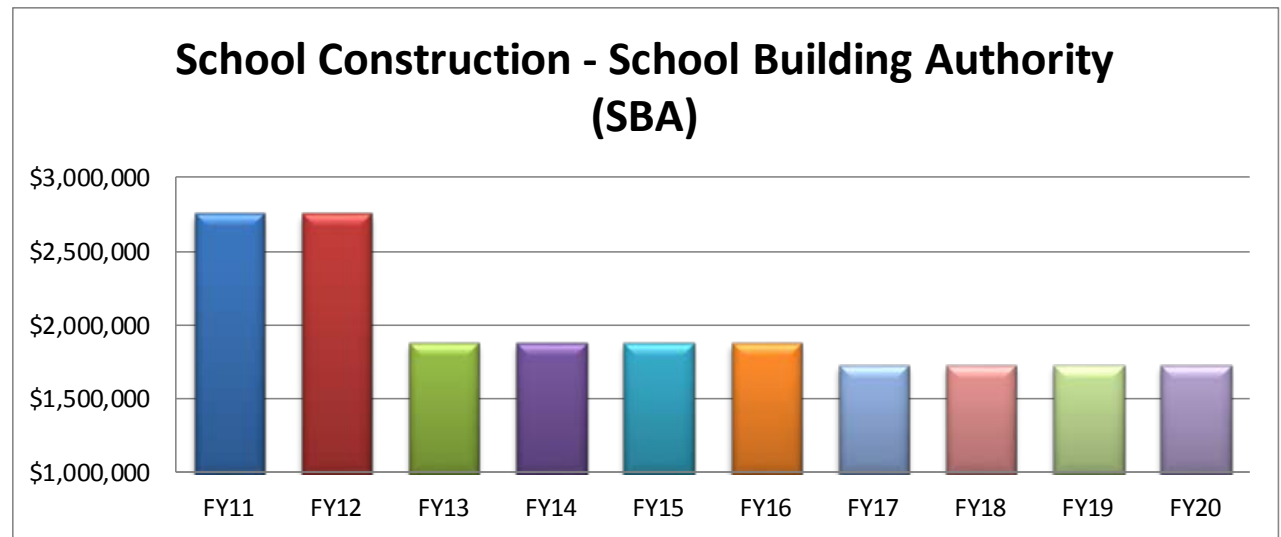
IV. MSBA REIMBURSEMENTS

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.

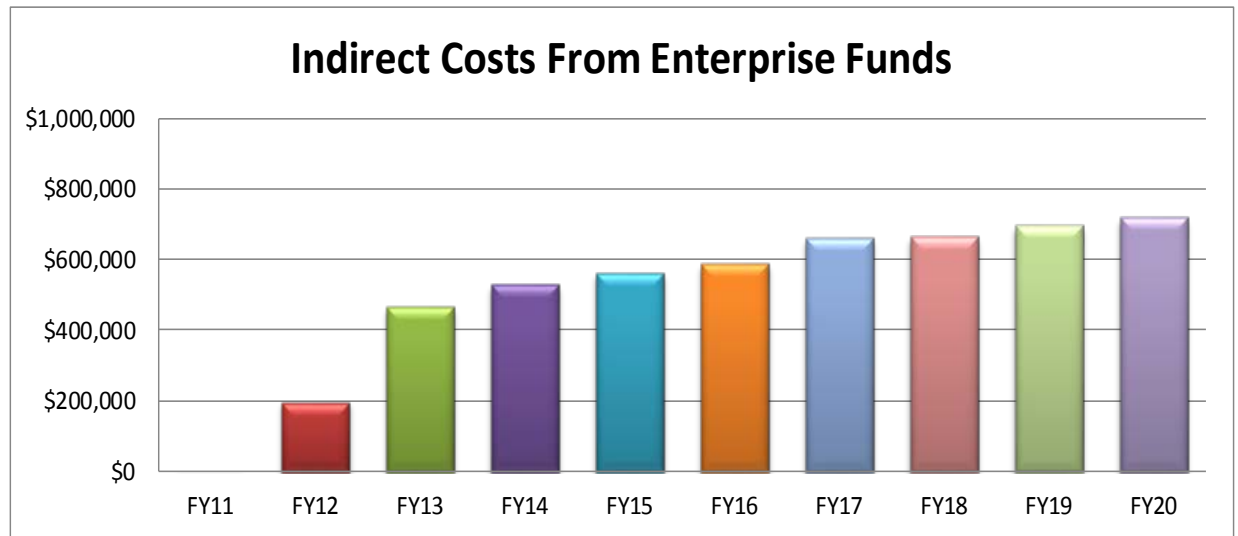
School Construction School Building Authority (SBA)		
Fiscal Year	Revenue	
2011	2,755,827	
2012	2,755,827	
2013	1,882,459	
2014	1,882,459	
2015	1,882,459	
2016	1,882,459	
2017	1,730,062	
2018	1,730,062	
2019	1,730,062	Per Recap
2020	1,730,062	Estimated
% Change FY19 vs. FY20		0.0%



V. INTERGOVERNMENTAL/INTERFUND TRANSFERS/OTHER

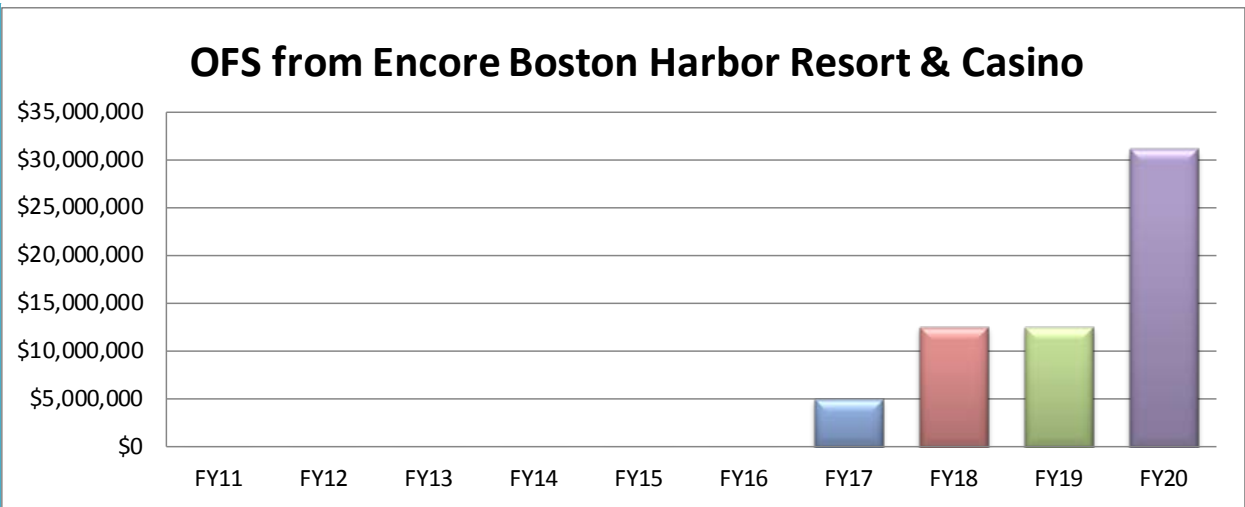
Enterprise Fund Transfer - The Water and Sewer Enterprise Funds, financed by water and sewer usage charges, provide reimbursements for direct and indirect costs associated with a variety of City services, provided by Finance, Treasury, Human Resources, and other City Departments. Additionally, enterprise 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 2020 an increase in indirect costs of 3.0% is projected.

Inter-fund Operating Transfers In Indirect Costs from Enterprise Funds		
Fiscal Year	Revenue	
2011	-	
2012	197,328	
2013	466,593	
2014	528,544	
2015	561,191	
2016	589,251	
2017	661,279	
2018	665,206	
2019	697,507	Per Recap
2020	718,515	Estimated
% Change FY19 vs. FY20		3.0%



Other Financial Sources - The City of Everett was receiving money from the Encore Boston Harbor Resort & Casino as part of an agreement to help offset costs for public safety, public services and other city services. In 2019 the Encore Casino opened and the City of Everett entered into an agreement with Encore for FY 2020. The money received is broken into a 121A agreement, community impact fee, and excise tax – Rooms/Meals.

Other Financial Sources		
Fiscal Year	Revenue	
2011	-	
2012	-	
2013	-	
2014	-	
2015	-	
2016	-	
2017	5,000,000	
2018	12,500,000	
2019	12,500,000	Per Recap
2020	31,000,000	Estimated
% Change FY19 vs. FY20		



4.4 Annual Appropriation Order

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2020
 A M E N D E D

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

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

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

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

D P W (400s)

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

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

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

HUMAN SERVICES (500s)

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

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2020
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HUMAN SERVICES (500s) (continued)

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

LIBRARIES AND RECREATION (600s)

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

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

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2020
 A M E N D E D

FIXED COSTS

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

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2020
A M E N D E D

SCHOOL DEPARTMENT

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

SUBTOTAL: SCHOOL DEPARTMENT \$ 89,851,821

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

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

4.5 FY18, FY19, FY20 Local Aid Assessments (Estimated Charges)

MA Department of Revenue

Division of Local Services

Final Municipal Cherry Sheet Estimates

Data current as of 07/26/2018

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY18, FY19, FY20

NOTICE TO ASSESSORS OF ESTIMATED CHARGES

General Laws, Chapter 59, Section 21

Everett

County Assessments

Programs:	2018	2019	2020
County Tax	0	0	0
Suffolk County Retirement	0	0	0
Essex County Reg Comm Center	0	0	0
Sub-Total, County Assessments:	0	0	0

State Assessments and Charges

Programs:	-	-	-
Retired Employees Health Insurance	0	0	0
Retired Teachers Health Insurance	1,966,036	2,051,465	1,964,541
Mosquito Control Projects	0	0	0
Air Pollution	12,069	12,548	13,418
Metropolitan Area Planning Council	22,977	23,992	24,659
Old Colony Planning Council	0	0	0
RMV Non-Renewal Surcharge	203,140	203,140	262,200
Sub-Total, State Assessments:	2,204,222	2,291,145	2,264,818

Transportation Authorities

Programs:	-	-	-
MBTA	2,907,118	3,044,450	3,129,147
Boston Metro. Transit District	384	384	395
Regional Transit	0	0	0
Sub-Total, Transportation Assessments:	2,907,502	3,044,834	3,129,542

Annual Charges Against Receipts

Programs:	-	-	-
Special Education	2,499	3,628	28,432
STRAP Repayments	0	0	0
Multi-Year Repayment	0	0	0
Sub-Total, Charges Against Receipts:	2,499	3,628	28,432

Tuition Assessments

Programs:	-	-	-
School Choice Sending Tuition	115,738	97,665	140,576
Charter School Sending Tuition	9,003,221	9,303,376	9,363,231
Essex County Tech Sending Tuition	0	0	0
Sub-Total, Tuition Assessments:	9,118,959	9,401,041	9,503,807

Total	-	-	-
Total Estimated Charges	14,233,182	14,740,648	14,926,599

4.5 FY18, FY19, FY20 Local Aid Assessments (Estimated Receipts)

MA Department of Revenue

Division of Local Services

Final Municipal Cherry Sheet Estimates

Data current as of 07/26/2018

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY18, FY19, FY20

NOTICE TO ASSESSORS OF ESTIMATED RECEIPTS

General Laws, Chapter 58, Section 25A

Everett

Education	2018	2019	2020
Chapter 70	65,650,979	67,417,033	75,001,709
School Transportation	0	0	0
Retired Teachers Pension	0	0	0
Charter Tuition Reimbursement	879,232	806,561	634,798
Smart Growth	0	0	0
Education Offset Items	-	-	-
School Lunch	0	0	0
School Choice Receiving Tuition	0	0	0
Total Education	-	-	-
Sub-Total, All Education Programs	66,530,211	68,223,594	75,636,507

General Government

General Government	2018	2019	2020
Unrestricted General Government Aid	6,901,697	7,143,256	7,336,124
Local Share of Racing Taxes	0	0	0
Regional Public Libraries	0	0	0
Police Career Incentive	0	0	0
Urban Revitalization	0	0	0
Veterans Benefits	243,457	270,041	278,254
Exemp: VBS and Elderly	104,710	86,528	99,568
State Owned Land	0	0	0

General Government Offset Item	-	-	-
Public Libraries	56,732	60,322	61,229
Total General Government	-	-	-
Sub-Total, All General Government	7,306,596	7,560,147	7,775,175
Total	-	-	-
Total Estimated Receipts	73,836,807	75,783,741	83,411,682

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 2020

Effective January 1, 2020, the City Councilors shall receive an increase to a salary of \$25,500 per member. In FY 2020 the City Council budget request shows a reduction in their budget to operate their department.

FY 2019: Accomplishments

- ❖ Elected a new Legislative Aide.
- ❖ City Council enacted 18 ordinances.
- ❖ Implementation of the first ever tablet enabled voting system.
- ❖ An electronic voting system is utilized to show the viewing audience the results.

FY 2020: Goals & Objectives

- ❖ To present the best representation to the people of Everett.
- ❖ To provide a more transparent government.
- ❖ To work collectively with the Mayor and his administration addressing needs and concerns.
- ❖ To achieve this goal the city council will be utilizing minutes, agenda software, and tablets to expedite meetings and track voting by individual councilors.



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

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

(111) City Council - Notes to Budget

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

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 FY2020



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. Because City Hall is closed on Fridays, we are adding a Weekend 311 Coordinator to provide assistance to those who have concerns over the weekend. We have also added an Affordable Housing Coordinator to help those in our community who are seeking to making Everett their home.

FY2019: Accomplishments

- ❖ Completed Comprehensive Annual Finance Report in accordance with GFOA standards.
- ❖ Implemented multi-lingual greeters at City Hall in Constituent Service's department and the City Clerk's office.
- ❖ Ongoing capital improvements on streets, sidewalks and city infrastructure to maintain and increase value of community.
- ❖ Implemented effective and cohesive Constituent Service department.
- ❖ Received Distinguished Budget Presentation Award.
- ❖ Received a Certificate of Achievement for Excellence in Financial Reporting from the GFOA.
- ❖ Received a confirmation of Standard & Poor's bond rating citing strong management and solid financial policies and practices.
- ❖ Established formal written policies and procedures for purchasing, accounting and financial operations.



Other Accomplishments

- ❖ Boston Globe Magazine named Everett one of the Top 10 spots to live.
- ❖ Boston Business Journal named Everett the most diverse city in the Commonwealth.
- ❖ Robert Wood Johnson Foundation awarded Everett the Culture of Health Prize.
- ❖ The Massachusetts Municipal Association presented Everett with the Kenneth E. Pickard Municipal Innovation award for the City's Health & Wellness Center.
- ❖ Massachusetts Gaming Commission awarded Everett a \$150,000 grant to extend the Northern Strand Community bike trail.
- ❖ Received a \$27,000 grant from the Commonwealth of Massachusetts to streamline snow operations.
- ❖ Established Everett Police Community Partnership Council.
- ❖ Completed several planning studies.
- ❖ Implemented online permitting.
- ❖ Top performing urban schools, with a graduation rate of 85% and low dropout rate at 3.2%
- ❖ Construction begun on Encore Resort – the largest private development in New England.

FY2020: 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 FY2020 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 2020 City Budget

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

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

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

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

Office of the Chief Financial Officer / City Auditor

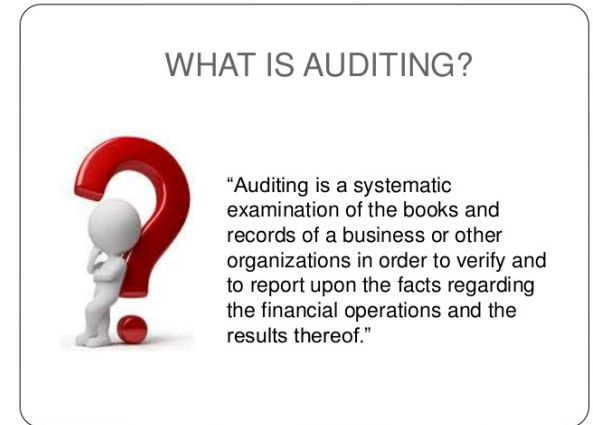
The Chief Financial Officer / Auditor's Office ensures that the City of Everett provides municipal services to all residents, businesses, and visitors in an honest, effective, and accountable manner. Our responsibilities include performing systematic compliance, financial, and operational reviews of 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.



Significant Budget & Staffing Changes for FY2020

9.1% overall decrease reflects: In FY2019, the portion of the DPW Business Manager's salary within the Auditor's budget was reclassified to the DPW budget, as well as union and non-union contractual agreements;. General operating expenses were reduced by 7% through cost saving measures.

FY2019: Accomplishments

- ❖ The city's FY2018 residential tax rate dropped from \$14.44 per thousand dollars of valuation to \$13.78 per thousand in the coming year. Additionally, FY2018 commercial and industrial property tax rates dropped from \$35.69 per thousand to \$33.74 per thousand. These reductions were able to be achieved by the Mayor utilizing \$12,500,000 from mitigation revenues received under the Wynn Resort Community Host agreement.
- ❖ In 2018, Standard and Poor's, the city's bond rating agency affirmed the City's bond rating "AA+" on the City's 2018 general obligation (GO) municipal purpose loan bonds. Standard and Poor's maintained 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 FY2017 audited available reserves at 20% of general fund expenditures.
 - Very strong debt and contingent liability position, with debt service carrying charges at 4.8% of expenditures and net direct debt that is 37.2% of total governmental revenue, as well as low overall net debt at less than 3.0% of market value and rapid amortization, with 79.2% of debt scheduled to be retired in 10 years.
 - Strong institutional framework.
- ❖ Received the Government Finance Officers Association (GFOA) Distinguished Budget Award for the City's FY2019 budget.

- ❖ Received the Government Finance Officers Association (GFOA) award of Excellence in Financial Reporting for the City’s FY2018 Comprehensive Annual Financial Report (CAFR).
- ❖ Obtained City Council approval formalizing the following policies:
 - General Investment Policy.
 - OPEB Investment Policy.
 - OPEB Trust Fund.
 - Fraud Prevention Policy.



FY2020: 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:
 - 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 FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Stabilization Accounts	\$21,185,739	\$17,585,661	\$7,145,138	\$9,500,000
Free Cash Certified	\$6,576,560	\$6,576,560	\$9,995,301	*
OPEB Liability Trust Fund	\$3,575,072	\$4,722,379	\$6,025,372	\$7,275,000

*As certified by DOR

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

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

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

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 FY2020

The requested increase for a new expense line item was based on the purchase of new software called DocuSign, which is electronic signature software that will be used for all Purchasing contracts. The software will also be used by other departments such as Human Resources, the City Clerk’s Office and Inspectional Services.



FY2019: Accomplishments

- ❖ The Chief Procurement Officer completed successful follow up 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.
- ❖ The Chief Procurement Officer was selected to the FAC104 Sourcing Team. A team responsible for the procurement of a new statewide contract for Landscaping Supplies and Services.
- ❖ 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, while also collecting all signatures in an electronic format.

FY2020: 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.

How FY2020 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.
- ❖ Continue improving communication with all City departments on procurement procedures and updates.



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

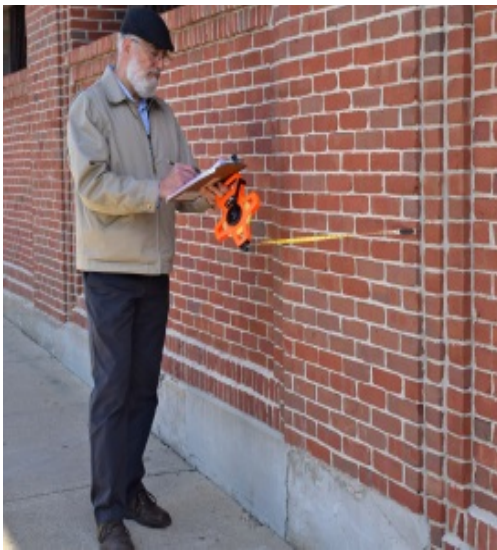
138	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF PURCHASING & PROCUREMENT									
	PERSONNEL SERVICES									
					FY 20	FY 20			FY 20	
				FY 19	DEPT	MAYOR		FY 20	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council	
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-138-1-5111	Purchasing Agent/DPW Business Manager ¹	UNCL	40	1	1	1	\$82,620	\$110,000	\$98,000	
01-138-1-5111	Assistant Purchasing Agent/Asset Manager ²	UNCL	35	1	1	0	\$51,000	\$52,020	\$0	
01-138-1-5111	Administrative Assistant ³	A-6U/7	35	1	1	1	\$55,892	\$58,131	\$58,131	
138	Purchasing TOTAL			3	3	2				
						Salary (5111)	\$193,663	\$220,150	\$156,131	
						Longevity (5143)	\$800	\$1,000	\$1,000	
						Personnel Total:	\$194,463	\$221,150	\$157,131	
Notes to Budget:										
¹ Seeking salary reclassification in the FY20 budget. Increased hours/week to 40. Adding new responsibility as the Business Manager for the DPW.										
² Not requesting funding for this position in FY20.										
³ Local 25 Clerical union increased 2% as well as step increase when appropriate.										

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

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

Office of Assessing

The Assessing Department is responsible for the valuation of all residential, commercial and industrial properties within the city for ad valorem tax purposes. To accomplish this, the office maintains an extensive database of over 9000 properties that is updated on a continual basis. In addition the Assessing Department manages the values of personal property belonging to businesses and handles abatement requests related to these types of properties as well as those involving motor vehicle excise tax. The Massachusetts Registry of Motors Vehicles is responsible for valuing vehicles for excise tax purposes per Massachusetts law.



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 fair market values the Assessors must know what “willing sellers” and “willing buyers” are doing in the marketplace. The Assessor collects, records and analyzes a great deal of data including property and market characteristics, sales verification analysis, current construction costs and, any changes in zoning, financing and economic conditions. The Assessor’s Office has recently changed some of its procedures in an effort to provide the public with the most up to date ownership and sales information in a timely manner.

The City of Everett Assessing Department uses the three universally recognized appraisal approaches to value: cost approach, income approach and market approach. This data is then reconciled into a final market adjusted value. Prior to the issuing of tax bills, the City must submit the values to the State Department of Revenue for annual certification as well as undergoing an extensive certification process every five years. Property characteristics and assessments are as of January 1, 2019 for the FY2020 actual tax bills. Property information is available via on-line in the property database. More extensive and specific information is available by contacting our office typically at little or no cost to the public. Standard reports are available for viewing in the Assessing Department in City Hall, and pleas for specific formats can be made through the City’s online FOIA request portal. Taxpayers who have questions about the valuation of their property are encouraged to contact the Assessors’ Office for resolution of their issue.

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 tax. Everett is one of only 16 communities in Massachusetts to offer a residential exemption to owners who occupy their property as their primary domicile. The amount of the exemption for FY2019 was 25% of the average residential assessment which equated to a reduction of \$1467.76 in the tax bill of those qualifying residents.

Mission Statement

To produce an accurate annual roll of all assessable property in accordance with Massachusetts law in a timely and efficient manner and provide current assessment related information to the public and to governmental agencies with a high degree of responsiveness.

Significant Budget & Staffing Changes for FY2020

The FY2020 budget has remained level funded from FY2019 except for wages. Union staff will be receiving a COLA increases accordant with their collective bargaining agreement. Management staff also received a 2% COLA raise.

FY2019: Accomplishments

- ❖ Assessed Values are produced with a CAMA (Computer Assisted Mass Appraisal) system for residential and commercial properties. This proprietary system by Patriot Properties has provided taxpayers with access to property data by means of public research terminals and online. Photographs of the properties are linked to the property record cards. All taxpayers are able to obtain documents with descriptive information about their property along with a sketch and photograph.



FY2020: Goals & Objectives

- ❖ Build upon the strong foundation of taxpayer service already in place by using clear and consistent communication to ensure a satisfactory experience and to be adaptable as each taxpayer is different with a unique # of circumstances.
- ❖ Work with the state Department of Revenue to receive our quinquennial recertification of values.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Overlay Raised	\$ 1,995,635	\$ 2,001,144	\$ 23,742,602*	\$ 2,000,000
Total Valuation of all Exempt Property	\$ 565,205,550	\$ 598,055,000	\$ 651,925,100	\$ 697,600,000
Total Valuation of all Taxable Property	\$ 4,752,184,510	\$ 5,320,428,070	\$ 6,560,521,555	\$ 7,000,000,000
Total Accounts Assessed	9,540 Taxable 157 exempt	9,542 Taxable 159 exempt	9,540 Taxable 160 exempt	9,542 Taxable 159 exempt
Levy Ceiling	\$ 118,804,613	\$ 133,010,702	\$ 164,013,039	\$ 164,000,000

*Increase due to Encore Boston Harbor abatement agreement



How FY2020 Departmental Goals Relate to City's Overall Long & Short Term Goals

The goals and objectives of the Assessors' Office align with those of City government, providing high quality and efficient municipal services to citizens and business owners. We uphold high professional and ethical standards through membership in professional organizations that require adherence to strict codes of ethics that are membership requirements. We are also bound by law to adhere to the Uniform Standards of Professional Appraisal Practice (USPAP).

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

(141) Office of Assessing - Notes to Budget

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

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 FY2020

3% decrease due to: The City's Treasurer/Collector's & Assistant Treasurer/Collector's salaries have been increased by the 2% COLA. There was an increase for union employees as well for the 2% COLA. Union contracts for FY17 through FY2020 were settled. Also includes step increases for those union personnel that were eligible. New employees hired to replace transfers and retirees came in at a lower step and pay rate. One C-6 position is now split with the Water Department.

Recording Fees are level funded for FY2020. This is about \$75 per deed and we expect about 300 deeds this fiscal year when FY2019 is 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. The account Meter Repairs & Maintenance includes Mackay Meters maintenance contract.

FY2019: Accomplishments

- ❖ Turnover of subsequent FY2018 delinquent taxes to Tax Title. This quick turnover helped increase cash balances and decrease receivables, helping boost free cash.
- ❖ Expanded use of the 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 2018.
- ❖ Successful implementation of credit card processing for new automated parking meters and the Health and Wellness Center Summer Camp Program. Introduction of Auto pay for online payments on Unipay. 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.

FY2020: 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 FY2018 and FY2019 delinquent taxes to Tax Title before December 31, 2019. This quick turnover will help increase cash balances and decrease receivables, helping boost free cash for FY2020.
- ❖ Close out and balance all bank accounts by August 2019 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 FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Tax Title Collected	\$619,292	\$731,097	\$597,799	\$1,000,000
Revenue Processed	\$241,907,596	\$251,884,362	\$261,817,940	\$280,000,000
Payrolls Processed	\$115,943,535	\$120,445,220	\$125,233,538	\$130,000,000
Bank Accounts Reconciled	73	73	73	73

How FY2020 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.

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

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

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

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

Continued...

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

Continued...

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

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 FY2020

Our paralegal was promoted to administer the Code Enforcement Task Force in its new endeavor of inspections. The Solicitor's Office expects to collect over \$100,000 in fees for foreclosed or abandoned properties just since June 2018.

FY2019: 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.



- ❖ Everett has Housing Court in its jurisdiction that we use to successfully obtain orders forcing property owners to bring their structures up to code, providing a safer residence for occupancy.

FY2020: Goals & Objectives

- ❖ Successfully ratify all union contracts through FY2023.
- ❖ 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.
- ❖ To maintain a high level of responsiveness and accessibility to City departments and employees.
- ❖ With increased staff we are handling more litigation matters in house rather than using outside counsel and will continue to do so.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Legal Cases Closed	12	8	5	7
Insurance Claims Processed	127	100	150	150
ISD Appeal Hearings	283	290	750	800

How FY2020 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 possible to City officials.

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

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

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

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

Department of Human Resources



The grand 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 FY2020

2% COLA on most salaries. Summer Jobs program for teens that live in the city is so successful the Mayor appropriated an additional \$100,000 to it in FY2020. More budgeted under Employee Buyback in FY2020 as we are anticipating more retirements especially from public safety.

FY2019: 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.
- ❖ Provided all City Employees with Identification Cards (excluding Police and Fire).

FY2020: 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.
- ❖ Pursue technology advancements as well as finalizing the online add/change forms.
- ❖ Commence employee engagement meetings.
- ❖ Talent development.
- ❖ Begin using Millennium to its full potential from the HR perspective.
- ❖ Create more efficient policies and day to day procedures for HR department.
- ❖ Administer Workers Compensation procedure.
- ❖ Develop more efficient accrual tracking for departments.
- ❖ Provide employees with better knowledge and information regarding employee benefits.



Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Estimated FY2019	Estimated FY2020
Job Applications Processed	1456	1500	*	*
CORI Checks	376	300	*	*
Health Insurance Fairs	1	1	1	1

*HR Director has recently been hired. She has been collecting data and will be able to show results in FY2021 budget.

How FY2020 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.
- ❖ Allocate new employee ID's to municipal workforce.
- ❖ Provide the organization with fully-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.
- ❖ Provide employees with tools and knowledge to better serve the community.



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

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

152	DEPARTMENT OF HUMAN RESOURCES									
	PERSONNEL SERVICES									
						FY 20	FY 20		FY 20	
				FY 19	DEPT	MAYOR		FY 20	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council	
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-152-1-5111	Director, Human Resources / Legal Counsel ¹	UNCL	35	1	1	1	\$98,838	\$120,000	\$120,000	
01-152-1-5111	Deputy Director of Human Resources ²	UNCL	35	0	1	1	\$0	\$75,000	\$75,000	
01-152-1-5111	Human Resources Assistant ³	UNCL	35	1	1	1	\$53,060	\$54,121	\$54,121	
01-152-1-5111	Human Resources Generalist ⁴	UNCL	35	1	0	0	\$48,815	\$0	\$0	
01-152-1-5113	Benefits Specialist ⁵	UNCL	18.5	0	0	0	\$26,464	\$33,600	\$33,600	
152	Human Resources TOTAL			3	3	3				
							Salary (5111)	\$200,714	\$249,121	\$249,121
							Part Time (5113)	\$26,464	\$33,600	\$33,600
							Temp Personnel (5121)	\$6,000	\$6,000	\$6,000
							Summer Jobs (5123)	\$125,000	\$200,000	\$125,000
							Overtime (5130)	\$4,000	\$4,200	\$4,200
							Longevity (5143)	\$1,200	\$0	\$0
							Employee Buyback (5151)	\$200,000	\$1,000,000	\$1,000,000
							Personnel Total:	\$563,378	\$1,492,921	\$1,417,921
Notes to Budget:										
¹ Salary was reclassified to \$112,200 in FY19. Seeking salary adjustment due to added responsibilities in FY20.										
² New position requested in FY20 budget.										
³ 2% COLA added to FY20 salary.										
⁴ Funding not requested for this position in FY20.										
⁵ Salary was reclassified in FY19.										

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

Department of Information Technology



The Information Technology Department provides centralized information technology to approximately 1000 users working in 42 departments located in 22 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).

This year will see complete revamp of the City's online presence and services to meet the Mayor's vision of ease of access and engagement for all the city residents and businesses. This will become and even more vital and usable tool for residents, employees, business owners and visitors of the City of Everett, providing 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 FY2020

There have been slight increases in cost for wireless communications and related equipment as new employees and new requirements for existing personnel have risen. Additional printers and copiers have been added to our existing fleet. Further speed and bandwidth have been added to accommodate new requirements for Public Safety (Fire, Police, 911) as well as redundancy to ensure reliability.

FY2019: Accomplishments

- ❖ Completion of Server Virtualization / SAS and NAS buildout.
- ❖ Disaster recovery / continuity of service / back up project has been completed, with 4x redundancy and increased ability to scale as requirements grow.
- ❖ Fiber project completed, with 2Xs redundancy for inter building data streams.
- ❖ In house Rapid Application Development System (RAD) completed to unify disparate software platforms and provide increased flexibility and faster turnaround services.

FY2020: Goals and Objectives

- ❖ The City, working with the MBHSR Cyber Security Working Group will be revamping security procedures. Awareness and training programs will provide for all city personnel as a major goal of statewide Cyber Security alliance.
- ❖ Complete revamp of the City's online presence with emphasis on usability and engagement, to provide all residents and businesses with easy access to city services and information.
- ❖ Completion of the citywide unified database implementation.

How FY2020 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.

We also continue to strive for ways to deliver City services more efficiently and effectively through the use of technology.



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

(155) Information Technology - Notes to Budget

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

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.
- All notifications of meetings of municipal governmental bodies.
- Municipal Code Book Fee \$75.00. 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 \$355.00.
- Administering and enforcing over 300 licenses issued by the City Council at over 200 locations city wide.
- All freedom of information requests (FOIR) as the Super RAO.
- Codifying all ordinances passed by city government.
- Certifying all official documents.

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, Elections Commission, and Historical Commission.



Significant Budget & Staffing Changes for FY2020

Increases for union employees due to union contract settled. In FY2020 the City Clerk will level fund its operating costs and increase its personnel budget 5%.

FY2019: Accomplishments

- ❖ Implemented new agenda preparation software.
- ❖ Researched and authored over 13 new ordinances.
- ❖ Arranged 3 special acts.
- ❖ Codified 14 ordinances to date.
- ❖ Execution of the new Boards and Commissions software, to better track appointments of members.
- ❖ Increased revenue allowing the department to become self-sufficient.
- ❖ Obtained funding for the micro filming of paper records contained in the Clerk's office.
- ❖ Assisted over 6600 customers at the counter.



FY2020: Goals & Objectives

- ❖ Fully implement new agenda program using computer tablets.
- ❖ Continue to develop historical information for the City's walking Tour to open in the summer of 2019.
- ❖ Fully implement new Boards and Commissions Software, to better track appointments of members.
- ❖ Implement new licensing software to streamline City Council Licensees.
- ❖ Secure funding and construct new storage areas in the archival room and the Clerk's safe. The new area will contain moving shelving storage.
- ❖ To begin the Micro filming of over 300,000 scripts into a new computer program, which will drastically reduce research time and most importantly protect the documentation for decades to come.

- ❖ Became Department Head and member of the Elections Commission.
- ❖ City Clerk provides for the School Finance Review Commission.
- ❖ Code enforcement task force representative.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Estimated FY2019	Estimated FY2020
Marriage Licenses Recorded	430	504	460	480
Dog Licenses	980	860	1050	950
Business Certificates	375	246	460	400
Births	650	627	670	600
Deaths	430	424	445	450

How FY2020 Departmental Goals Relate to City’s Overall Long & Short Term Goals

The Clerk’s office has level funded or decreased most accounts to work with the administration in having a level funded budget. The Clerk’s office will see no increase in the budget for operating budget and 5% increase in salaries and most of that due to union negotiated salary increases. With the increase of fees for licenses the City Clerk’s office will be self-sufficient with little amounts needed to operate from the taxpayers.



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

(161) City Clerk - Notes to Budget

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

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 FY2020

Executive Director Maureen DiPierro retired in November 2018 and was replaced with Linda-Lee Angiolillo. Principal Clerk upgraded to an Administrative Assistant.

FY2019: Accomplishments

- ❖ Successfully and transparently conducted two State Election in FY2019, a September Primary and November General Election.
- ❖ Conducted precinct worker training prior to both Elections to ensure precinct staff was aware of the lawful compliance matters and expectations of the Commission.
- ❖ Successfully facilitated two elections with the added responsibility of having early voting for the November 2018 election.
- ❖ Conducted Public Meetings on a monthly basis in compliance with the Open Meeting Law.
- ❖ Implemented a Multi Dwelling mailing to all households over 8 apartments to file with Elections the names and dates of birth of all residents in said dwelling.



FY2020: Goals & Objectives

- ❖ Create a Census Count Committee to assist Federal census in accurately counting residents.
- ❖ Work with school departments to ensure all residents with school age children are filling out the census.
- ❖ To ensure each department is following the requirements of residents filling out a City census before obtaining parking stickers, building permits, and all residents seeking enrollment verifications.
- ❖ To train all poll workers on new Image Cast voting machines and implement a manual with procedures along with responsibilities of each position.
- ❖ Administer new voting machines.
- ❖ The Commission will continue to Verify Petition signatures for the 2019 Election and will begin any necessary preparations for the upcoming 2020 Federal census.
- ❖ The Commission regularly reviews the accessibility needs of the public to ensure that the ability to vote is easily attainable to all registered voters at all polling places, regardless of the voter's physical capabilities.
- ❖ Continue to identify and accomplish the most effective ways to publicize elections (i.e. newspapers, ECTV, social media).
- ❖ Continue to strengthen compliance with Massachusetts General Law's governing elections and candidate financial disclosures and campaign conduct.
- ❖ Continue to develop and improve poll worker professional development practices.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Number of Registered Voters	20,000	20,280	20,609	25,000
Actual Voter Turnout	8,500	13,800	10,363	14,000
Census forms mailed out and processed	15,654	25,000	19,156	20,000

How FY2020 Departmental Goals Relate to City’s Overall Long & Short Term Goals

- ❖ The Elections Commission Short Term goal is to increase Census numbers from 21,000 to 26,000. This relates to the Administration’s goals of updating all equipment throughout City Hall and providing residents with great service.
- ❖ The Elections Commission Long Term goal is to increase the local census to 50,000 residents.



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

162	ELECTION COMMISSION									
	PERSONNEL SERVICES									
					FY 20	FY 20			FY 20	
				FY 19	DEPT	MAYOR		FY 20	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council	
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-162-1-5111	Executive Director to Election Commission ¹	UNCL	35	1	1	1	\$79,980	\$79,980	\$73,440	
01-162-1-5111	Principal Clerk ²	C-6U/7	35	1	0	0	\$49,104	\$0	\$0	
01-162-1-5111	Administrative Assistant ³	A-6U/3	35	0	1	1	\$0	\$52,234	\$52,234	
01-162-1-5113	Clerk ⁴	C-3U/3	19.5	0	0	0	\$21,507	\$1	\$1	
01-162-1-5191	Election Commission Chair	UNCL		0	0	0	\$10,500	\$10,500	\$10,500	
01-162-1-5191	Election Commission Vice-Chair	UNCL		0	0	0	\$7,000	\$7,000	\$7,000	
01-162-1-5191	Election Commission Board Member	UNCL		0	0	0	\$5,750	\$5,750	\$5,750	
01-162-1-5191	Election Commission Board Member	UNCL		0	0	0	\$5,750	\$5,750	\$5,750	
01-162-1-5191	Election Commission Board Member	UNCL		0	0	0	\$5,750	\$5,750	\$5,750	
162	Election Commission TOTAL			2	2	2				
							Salary (5111)	\$134,816	\$132,214	\$125,674
							Part Time (5113)	\$21,507	\$1	\$1
							Custodians (5125)	\$11,000	\$12,000	\$12,000
							Tellers Election Expenditures (5126)	\$4,800	\$7,500	\$7,500
							Wardens (5127)	\$11,000	\$15,000	\$15,000
							Clerks (5128)	\$14,000	\$20,000	\$20,000
							Inspectors (5129)	\$38,000	\$40,000	\$40,000
							Overtime (5130)	\$1,200	\$1,200	\$1,200
							Longevity (5143)	\$1,600	\$1,800	\$1,800
							Election Commission Stipend (5191)	\$34,750	\$34,750	\$34,750
							Personnel Total:	\$272,673	\$264,465	\$257,925
Notes to Budget:										
¹ New department head hired in FY19. DH current salary is \$72K. Seeking 11% increase. Mayor approves 2% COLA.										
² This position will be vacated due to promotion.										
³ Ms. Hegarty promoted to an Administrative Assistant in FY19.										
⁴ Not requesting funding for this position in FY20										

(162) Election Commission - Notes to Budget

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

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 FY2020

All Member Boards received stipend increase per the Mayor’s recommendation in FY2019.

FY2020: 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 FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Liquor Licenses	97,000	130,770	130,770	130,770
Common Victuals’ Licenses	8,000	8,025	8,050	8,050
Entertainment Permits	9,075	9,675	9,700	9,700

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

165	LICENSING COMMISSION								
	PERSONNEL SERVICES								
					FY 20	FY 20			FY 20
				FY 19	DEPT	MAYOR		FY 20	MAYOR
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-165-1-5191	Chairman	LiCom		0	0	0	\$2,800	\$2,800	\$2,800
01-165-1-5191	Board Member	LiCom		0	0	0	\$2,200	\$2,200	\$2,200
01-165-1-5191	Board Member	LiCom		0	0	0	\$2,200	\$2,200	\$2,200
165	Licensing Commission TOTAL			0	0	0			
						Stipends (5191)	\$7,200	\$7,200	\$7,200
						Personnel Total:	\$7,200	\$7,200	\$7,200

(165) Licensing - Notes to Budget

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

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 FY2020

The Commission is adding two new alternate board members. Necessary in the event a regular board member is absent.

FY2020: 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 FY2018	Actual FY2019	Estimated FY2020
Notices of Intent considered	3	3	3
Orders of Conditions issued	3	3	3
Full Certificates of Compliance issued	4	3	3

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

(171) Conservation Commission - Notes to Budget

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

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

Significant Budget & Staffing Changes for FY2020

The Board is adding two new alternate board members. Necessary in the event a regular board member is absent.

FY 2020: 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 FY2018	Actual FY2019	Estimated FY2020
Special Permits	4	4	4
Site Plan Reviews	10	10	12

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

(175) Planning Board - Notes to Budget

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

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

The Board of Appeals hears and decides appeals in accordance with the law. Also, hear and decide on applications for special permits upon which the Board is empowered to act. The Board will additionally hear and decide any variances from code enforcement officers/ISD.

Significant Budget & Staffing Changes for FY2020

Budget is at level funding. No current changes.

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

(176) Zoning Board of Appeals - Notes to Budget

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

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.

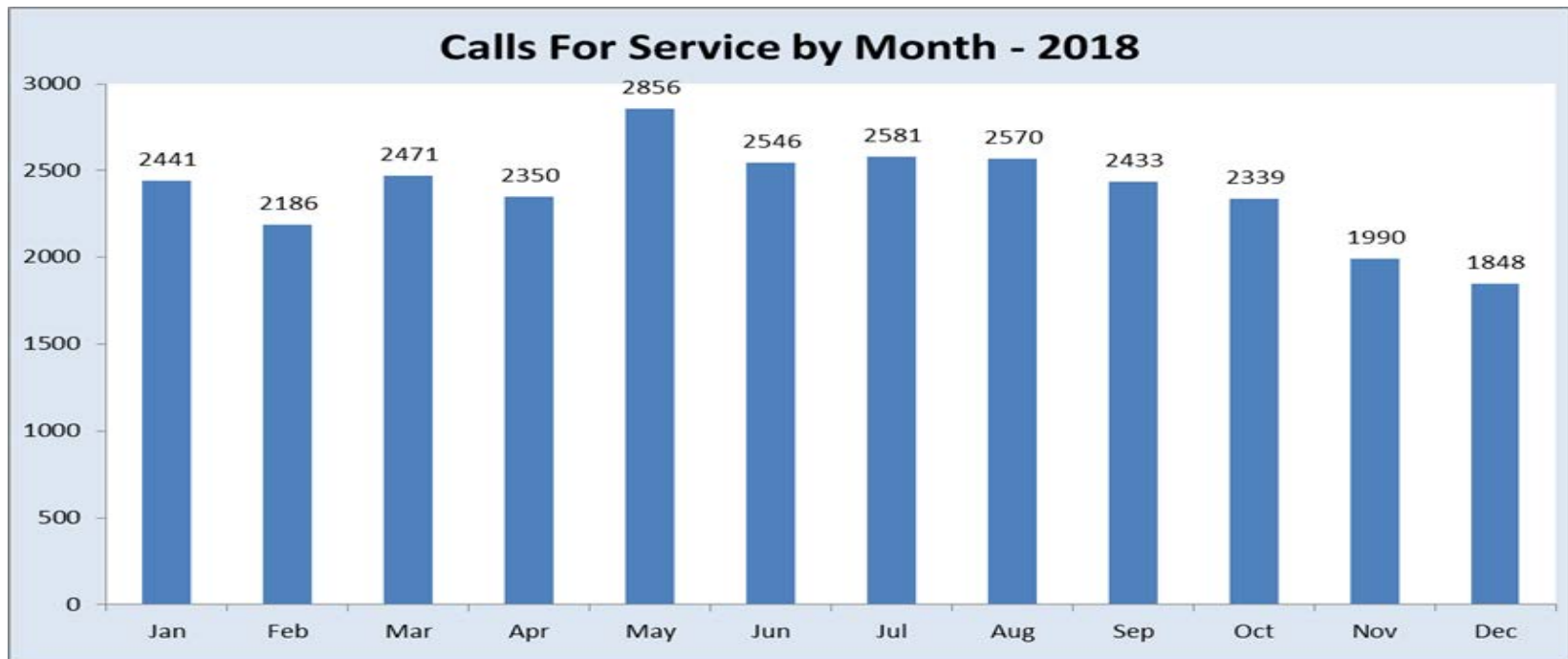
Values

- **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.



FY2019 Accomplishments

- ❖ We have met our hiring plan goal and will have 125 sworn officers come July 1st
- ❖ Final drafts of an MOU regarding the assigning of officers to the new Investigations and Enforcement Bureau to meet the needs of Encore Boston Harbor opening have been discussed, drafted and will be in place by opening day
- ❖ Implemented and have assessed a crossover shift of a team of officers on a new 11am -9 pm shift that shows promise in providing needed coverage on the streets
- ❖ We have trained every new officer in mental health 101, have reach close to 20% of Crisis Intervention Team Training and have partnered with Elliot Mental Health Services to embed a clinician in the Everett Police Department via a grant from Department of Mental Health



FY2020 Goals & Objectives of the Everett Police Department

- ❖ Recruit, train officers and execute drug prevention education programs in the public school system to reduce drug use
- ❖ Staff and launch marine patrols between Memorial day and Labor day to improve safety on waterfront
- ❖ Enlist and replace vacant Crime Analyst position to meet needs of the industry and influx of people to city.
- ❖ Administer a Citizen Police Academy with goal of holding two sessions
- ❖ Apply a full time Reserve Officer Program to meet growing demands at public events and coverage during summer months.



Table 1: Group A Crimes by Year Including 5 Yr. Average and Percent Change

Offense Type	2013	2014	2015	2016	2017	2018	5 Yr. Avg 2013-2017	5 Yr. % Change btw 5yr. Avg - 2018	1 Yr. % Change 2017 vs 2018
Total	2,091	1,840	1,805	1,714	1,748	1,672	1840	-9%	-4%
Murder and Nonnegligent Manslaughter	1	0	2	2	2	1	1	-29%	-50%
Negligent Manslaughter	1	0	0	0	0	0	0	-100%	NC
Kidnapping/Abduction	4	3	7	2	2	1	4	-72%	-50%
Forcible Rape	18	8	20	10	18	17	15	15%	-6%
Forcible Sodomy/ SA with a Object	1	2	0	0	0	0	1	-100%	NC
Forcible Fondling	9	4	13	10	10	9	9	-2%	-10%
Statutory Rape	1	0	4	1	6	0	2	-100%	-100%
Incest	0	0	0	0	0	1	0	NC	NC
Aggravated Assault	121	96	98	106	111	122	106	15%	10%
Simple Assault	273	98	100	144	114	112	146	-23%	-2%
Intimidation	87	95	113	108	93	84	99	-15%	-10%
Arson	0	1	1	2	2	1	1	-17%	-50%
Burglary/Breaking & Entering	189	148	162	101	121	114	144	-21%	-6%
Counterfeiting/Forgery	27	11	17	17	12	10	17	-40%	-17%
Destruction/Damage/Vandalism of Property	367	324	297	262	300	242	310	-22%	-19%
Embezzlement	0	5	0	0	0	2	1	100%	NC
Extortion/Blackmail	3	3	1	2	3	3	2	25%	0%
False Pretenses/Swindle/Confidence Game	16	20	10	31	17	25	19	33%	47%
Credit Card/Automatic Teller Fraud	48	49	60	89	136	85	76	11%	-38%
Impersonation	29	36	33	25	2	5	25	-80%	150%
Welfare Fraud	4	2	1	4	0	0	2	-100%	NC
Wire Fraud	1	3	1	5	4	8	3	186%	100%
Identity Theft	NA	NA	NA	34	56	22	45	-51%	-61%
Robbery	61	68	36	37	31	40	47	-14%	29%
Pocket-picking	1	1	0	2	0	3	1	275%	NC
Purse-snatching	8	11	3	5	2	9	6	55%	350%
Shoplifting	99	136	144	110	99	130	118	11%	31%
Theft From Building	30	38	34	26	19	29	29	-1%	53%
Theft From Motor Vehicle	237	177	178	122	151	118	173	-32%	-22%
Theft of Motor Vehicle Parts/Accessories	9	10	12	7	4	1	8	-88%	-75%
Theft From a Coin Operated Machine	0	0	0	0	0	2	0	NC	NC
All Other Larceny	258	273	264	241	214	271	250	8%	27%
Motor Vehicle Theft	93	102	86	76	72	76	86	-11%	6%
Stolen Property Offenses	18	22	7	14	9	13	14	-7%	44%
Drug/Narcotic Violations	50	56	55	50	49	56	52	8%	14%
Drug Equipment Violations	19	23	20	21	25	22	22	2%	-12%
Operating/Promoting/Assisting Gambling	1	0	0	0	0	0	0	-100%	NC
Gambling Equipment Violations	1	0	0	0	0	1	0	400%	NC
Pornography/Obscene Material	2	1	4	1	2	1	2	-50%	-50%
Prostitution	0	3	2	2	0	0	1	-100%	NC
Animal Cruelty	NA	NA	NA	8	11	14	10	47%	27%
Weapon Law Violations	4	11	20	37	51	20	25	-19%	-61%

Significant Budget & Staffing Changes for FY2020

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 at the State Police Academy and graduated in May 2017. We have begun the process of adding an additional 10 officers and have secured training academies for all. This will allow 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 and dual diagnosed mentally ill/drug and alcohol dependent people.

Large increases for union employees due to union contract settled for FY2018 and FY2019. 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 2018
Calls for Service	28,611
Arrests	770
Protective Custody	20
Robberies	40
Break and Entering	114
Sexual Assaults including fondling	27
MV Thefts	76
Thefts from a Motor Vehicle	118
Larceny – all others including shoplifting, theft from a building	445
All Assaults including domestics with arrest	419
MV Accidents all types	1,207
MV Citations all types	2,704



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

210 - POLICE DEPARTMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-210-1-5111	SALARIES	\$10,727,618.40	\$11,087,892.00	\$9,682,302.07	\$12,232,355.00	\$11,355,055.00	\$11,355,055.00
01-210-1-5113	PART TIME	\$16,536.96	\$49,481.00	\$13,812.12	\$50,473.00	\$50,473.00	\$50,473.00
01-210-1-5130	OVERTIME	\$654,888.60	\$670,000.00	\$560,151.58	\$670,000.00	\$670,000.00	\$670,000.00
01-210-1-5132	MEDICAL STIPEND	\$0.00	\$469,478.00	\$232,119.30	\$469,478.00	\$469,478.00	\$469,478.00
01-210-1-5140	HOLIDAY	\$664,621.56	\$759,345.00	\$723,133.78	\$862,147.00	\$795,297.00	\$795,297.00
01-210-1-5142	NIGHT DIFFERENTIALS	\$426,326.54	\$389,256.00	\$318,341.12	\$329,665.00	\$306,018.00	\$306,018.00
01-210-1-5143	LONGEVITY	\$14,250.00	\$12,700.00	\$11,000.00	\$13,250.00	\$13,250.00	\$13,250.00
01-210-1-5144	ABOVE GRADE DIFFERENTIALS	\$15,008.36	\$16,000.00	\$11,777.74	\$16,000.00	\$16,000.00	\$16,000.00
01-210-1-5145	EMT CERTIFICATION	\$3,788.31	\$3,000.00	\$3,384.48	\$4,000.00	\$4,000.00	\$4,000.00
01-210-1-5146	SENIOR PATROL STIPEND	\$81,784.95	\$71,354.00	\$71,353.76	\$75,554.00	\$65,059.00	\$65,059.00
01-210-1-5147	LICENSE TO CARRY STIPEND	\$109,387.41	\$114,726.00	\$94,483.58	\$134,032.00	\$121,217.00	\$121,217.00
01-210-1-5148	BREATHALYZER STIPEND	\$50,151.73	\$90,392.00	\$47,741.10	\$59,273.00	\$57,254.00	\$57,254.00
01-210-1-5149	SPECIAL DUTY	\$73,839.07	\$136,500.00	\$117,878.58	\$149,500.00	\$131,000.00	\$131,000.00
01-210-1-5156	COURT TIME	\$189,489.24	\$220,000.00	\$171,300.62	\$220,000.00	\$220,000.00	\$220,000.00
01-210-1-5190	FIRST RESPONDER STIPEND	\$163,728.77	\$169,500.00	\$143,326.80	\$186,500.00	\$172,500.00	\$172,500.00
01-210-1-5191	CROSSING GUARDS & MATRONS	\$231,406.00	\$237,566.00	\$182,229.50	\$241,717.00	\$245,952.00	\$245,952.00
01-210-1-5192	TASER STIPEND	\$54,243.18	\$56,500.00	\$47,792.16	\$62,500.00	\$57,500.00	\$57,500.00
01-210-1-5193	CLOTHING ALLOWANCE	\$197,500.00	\$210,200.00	\$187,900.00	\$219,900.00	\$203,900.00	\$203,900.00
01-210-1-5194	LANGUAGE STIPEND	\$9,225.58	\$9,000.00	\$8,042.32	\$10,500.00	\$10,500.00	\$10,500.00
01-210-1-5195	MPTC	\$14,083.68	\$11,000.00	\$12,044.24	\$14,500.00	\$13,500.00	\$13,500.00
01-210-1-5196	QUINN	\$288.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$13,698,166.94	\$14,783,890.00	\$12,640,114.85	\$16,021,344.00	\$14,977,953.00	\$14,977,953.00
EXPENSES							
01-210-2-5245	RADIO MAINTENANCE	\$19,413.00	\$25,000.00	\$22,766.07	\$25,000.00	\$25,000.00	\$25,000.00
01-210-2-5246	RADIO-GRTR BOS POLICE COUNCIL	\$2,533.35	\$3,400.00	\$2,533.35	\$3,400.00	\$3,400.00	\$3,400.00
01-210-2-5318	DATA HANDLING	\$76,817.46	\$76,296.00	\$65,398.84	\$85,000.00	\$85,000.00	\$85,000.00
01-210-2-5320	PROFESSIONAL SERVICES /ROCA	\$50,466.51	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
01-210-2-5340	TELECOMMUNICATIONS	\$33,044.08	\$43,000.00	\$28,289.44	\$45,000.00	\$45,000.00	\$45,000.00
01-210-2-5343	TICKET PRINTING	\$8,200.00	\$16,000.00	\$12,606.22	\$17,000.00	\$17,000.00	\$17,000.00

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

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

210	POLICE DEPARTMENT							
	PERSONNEL SERVICES							
				FY 20	FY 20			FY 20
			FY 19	DEPT	MAYOR		FY 20	MAYOR
		CLASS/ STEP/	F T E	F T E	F T E	FY 19	DEPT	& Council
DEPT	POSITION	QUINN	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-210-1-5111	Chief of Police ¹	25%	1	1	1	\$169,385	\$238,323	\$238,324
01-210-1-5111	Captains 25% Quinn (2) ²	25%	2	2	2	\$295,018	\$301,732	\$301,732
01-210-1-5111	Captain 20% Quinn (1) ²	20%	1	1	1	\$140,214	\$143,187	\$143,187
01-210-1-5111	Lieutenants 25% Quinn (8) ²	25%	8	8	8	\$1,027,586	\$1,050,190	\$1,050,190
01-210-1-5111	Lieutenants 20% Quinn (2) ²	20%	2	2	1	\$257,946	\$252,690	\$126,345
01-210-1-5111	Lieutenant 10% Quinn (1) ²	10%	1	1	1	\$111,600	\$114,837	\$114,837
01-210-1-5111	Lieutenant 0% Quinn (1) ²	0%	1	1	1	\$100,551	\$102,730	\$102,730
01-210-1-5111	Sergeants 25% Quinn (8) ²	25%	8	8	8	\$892,492	\$912,356	\$912,356
01-210-1-5111	Sergeants 20% Quinn (4) ²	20%	4	4	4	\$321,114	\$438,935	\$438,935
01-210-1-5111	Sergeants 10% Quinn (2) ²	10%	2	2	2	\$194,582	\$199,474	\$199,474
01-210-1-5111	Sergeants 0% Quinn (2) ²	0%	2	2	2	\$177,388	\$181,830	\$181,830
01-210-1-5111	Patrol Officers 25% Quinn (14) ²	25%	14	14	12	\$1,216,000	\$1,286,339	\$1,108,213
01-210-1-5111	Patrol Officers 20% Quinn (17) ²	20%	17	17	13	\$1,486,200	\$1,516,701	\$1,158,030
01-210-1-5111	Patrol Officers 12.5% Quinn (1) ²	12.5%	1	1	1	\$69,955	\$81,081	\$81,081
01-210-1-5111	Patrol Officers 10% Quinn (14) ²	10%	13	13	12	\$985,903	\$1,035,458	\$1,033,328
01-210-1-5111	Patrol Officers 5% Quinn (1) ²	5%	1	1	1	\$69,955	\$75,245	\$75,245
01-210-1-5111	Patrol Officers 0% Quinn (47) ²	0%	38	48	46	\$2,644,502	\$3,306,229	\$3,167,136
210	Police Personnel TOTAL		116	126	116			
			Salary (Police Officers) (5111)			\$10,160,392	\$11,237,338	\$10,432,973
			Medical Stipends (5132)			\$0	\$329,665	\$306,018
			Holiday (5140)			\$759,345	\$862,147	\$795,297
			Night Differentials (5142)			\$283,088	\$452,452	\$406,692
			EMT Stipend (5145)			\$3,000	\$4,000	\$4,000
			Senior Patrol (5146)			\$71,354	\$75,554	\$65,059
			License to Carry (5147)			\$114,726	\$134,032	\$121,217
			Breathalyzer (5148)			\$90,392	\$59,273	\$57,254
			Special Duty Stipend (5149)			\$136,500	\$149,500	\$131,000
			First Responder Stipend (5190)			\$169,500	\$186,500	\$172,500
			Taser Stipend (5192)			\$56,500	\$62,500	\$57,500
			Clothing Allowance (5193)			\$205,400	\$214,400	\$198,400
			Language Stipend (5194)			\$9,000	\$10,500	\$10,500
			MPTC Instructor (5197)			\$11,000	\$14,500	\$13,500
								Continued...

(210) Police Department - Notes to Budget

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

Continued...

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

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

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 FY2020

As the development in the city continues to expand, so does the services we provide to Everett's stakeholders. With this in mind, we are looking at replacing current vacant funded positions as well as anticipated vacancies.

FY2019: Accomplishments

- ❖ Established an Officer Development Program within the department.
- ❖ Completed the rehabilitation of Hancock St Fire station.
- ❖ Started the renovation of Central fire station.
- ❖ Completed the transition from wired master boxes to wireless.



FY2020: Goals and Objectives

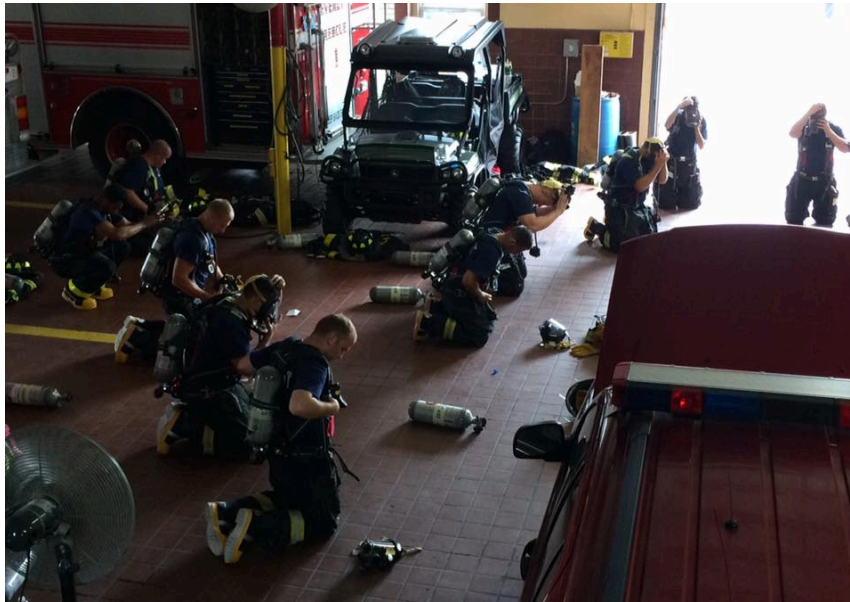
- ❖ Bid and Spec new Ladder one.
- ❖ Complete Renovation of Central Fire station.
- ❖ Continue the buildout of Opioid crisis division.
- ❖ Establish mental health program for first responders.
- ❖ Continue new senior safe initiative to help our aging population stay in their homes longer.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Fire Inspections	6200	6500	7000	7200
Emergency Responses	6000	5600	6500	7000
Average response time to emergencies	3.5 min	3.5 min	3.5 min	3.5 min
Mutual Aid Given	40	140	100	100
Mutual Aid Received	50	50	50	60
Training Classes (hours)	11,000	9,873	11,000	12,000



How FY2020 Departmental Goals Relate to City's Overall Long & Short Term Goals

We are seeing at a rapid rate and with that we will see an increase in our calls for services. This growth includes both permanent residents in developments like the Batch Yard and the soon to be open Pioneer; to temporary visitors at the newly constructed Envision Hotel and Encore Boston Harbor. We want to stay ahead of this type of growth to the extent the existing population of the City will never see a decrease from the high quality of service they have come to expect from their Fire and Emergency Services. The renovation of Hancock Street Fire station is a prime example of both the Fire 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. With the renovations at Central we will now be able to house a new ladder truck for the first time in over 20 years. As we see development increase on the city's waterfront, we also want to prepare for new activities from a public and life safety standpoint.



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220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-220-1-5111	SALARIES	\$7,750,770.70	\$7,757,326.00	\$5,746,925.58	\$7,999,192.00	\$7,992,558.00	\$7,992,558.00
01-220-1-5114	CALL IN SHIFT	\$5,214.29	\$5,200.00	\$4,400.00	\$5,200.00	\$5,200.00	\$5,200.00
01-220-1-5130	OVERTIME	\$317,952.92	\$325,000.00	\$502,258.59	\$450,000.00	\$450,000.00	\$450,000.00
01-220-1-5140	HOLIDAY	\$591,503.94	\$648,922.00	\$596,631.46	\$668,105.00	\$668,105.00	\$668,105.00
01-220-1-5141	ADJUNCT EDUCATION	\$261,049.51	\$278,900.00	\$260,400.00	\$277,200.00	\$277,200.00	\$277,200.00
01-220-1-5142	SHIFT DIFFERENTIAL	\$175,114.21	\$190,000.00	\$143,472.42	\$206,000.00	\$206,000.00	\$206,000.00
01-220-1-5143	LONGEVITY	\$188,550.00	\$199,150.00	\$155,750.00	\$182,250.00	\$182,250.00	\$182,250.00
01-220-1-5144	ABOVE GRADE DIFFERENTIALS	\$84,420.19	\$81,600.00	\$74,493.94	\$81,600.00	\$81,600.00	\$81,600.00
01-220-1-5145	DEFIBRILATOR STIPENDS	\$96,360.42	\$101,000.00	\$2,603.69	\$102,000.00	\$102,000.00	\$102,000.00
01-220-1-5147	HAZARDOUS DUTY PAY	\$314,101.85	\$338,358.00	\$323,888.13	\$348,308.00	\$348,308.00	\$348,308.00
01-220-1-5151	EMT STIPEND	\$46,608.66	\$53,884.00	\$41,465.13	\$62,221.00	\$62,221.00	\$62,221.00
01-220-1-5158	MEDICAL EXPENSE STIPEND	\$47,055.45	\$336,968.00	\$260,264.77	\$353,308.00	\$353,308.00	\$353,308.00
01-220-1-5192	OVERTIME MEAL ALLOWANCE	\$3,136.00	\$15,606.00	\$7,830.00	\$23,877.00	\$23,877.00	\$23,877.00
01-220-1-5193	CLOTHING ALLOWANCE	\$168,700.00	\$175,100.00	\$162,345.00	\$163,900.00	\$163,900.00	\$163,900.00
01-220-1-5194	CERTIFICATIONS	\$125,961.15	\$162,600.00	\$123,783.83	\$173,000.00	\$173,000.00	\$173,000.00
01-220-1-5196	TOOL ALLOWANCE	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
PERSONNEL Total:		\$10,176,699.29	\$10,669,814.00	\$8,406,712.54	\$11,096,361.00	\$11,089,727.00	\$11,089,727.00
EXPENSES							
01-220-2-5240	EQUIPMENT MAINTENANCE	\$63,590.98	\$65,000.00	\$59,295.01	\$65,000.00	\$65,000.00	\$65,000.00
01-220-2-5245	RADIO MAINTENANCE	\$3,276.61	\$8,000.00	\$4,911.96	\$10,000.00	\$10,000.00	\$10,000.00
01-220-2-5261	APRATUS TESTING	\$2,000.00	\$4,500.00	\$1,442.56	\$4,500.00	\$4,500.00	\$4,500.00
01-220-2-5340	TELECOMMUNICATIONS	\$11,556.04	\$20,000.00	\$11,865.35	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5420	OFFICE SUPPLIES	\$3,387.33	\$3,500.00	\$2,042.47	\$3,500.00	\$3,500.00	\$3,500.00
01-220-2-5428	COMMUNITY NARCAN PROGRAM	\$0.00	\$4,000.00	\$2,999.00	\$4,000.00	\$4,000.00	\$4,000.00
01-220-2-5510	TRAINING	\$28,629.84	\$30,000.00	\$14,890.71	\$30,000.00	\$30,000.00	\$30,000.00
01-220-2-5580	REPLACEMENT FIRE FIGHTING SUPP &	\$11,800.88	\$20,000.00	\$8,988.11	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5581	STATION SUPPLIES/MEDICAL SUPPLIES	\$11,495.74	\$16,000.00	\$9,297.82	\$16,000.00	\$16,000.00	\$16,000.00
01-220-2-5656	METRO FIRE	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
01-220-2-5703	PERSONAL PROTECTION EQUIPMENT	\$19,621.69	\$20,000.00	\$266.00	\$20,000.00	\$20,000.00	\$20,000.00

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

220	FIRE DEPARTMENT									
	PERSONNEL SERVICES									
			H O U R S		FY20	FY20			FY 20	
	POSITION			FY19	DEPT	MAYOR			FY 20	
		CLASS/		F T E	F T E	F T E			MAYOR	
		STEP		STAFF	REQ	REC	FY 19	DEPT	& Council	
	DEPT					APPROPRIATION	REQUEST	REC		
01-220-1-5111	Fire Chief	Chief		1	1	1	\$148,024	\$154,005	\$154,005	
01-220-1-5111	Deputy Chief	Dep Chief		6	6	6	\$617,274	\$629,619	\$629,619	
01-220-1-5111	Captain	Captain		13	13	13	\$1,162,980	\$1,186,242	\$1,186,242	
01-220-1-5111	Lieutenant	Lieutenant		11	11	11	\$855,712	\$872,820	\$872,820	
01-220-1-5111	Private	FF		82	72	72	\$4,735,083	\$4,897,480	\$4,897,480	
				113	103	103				
01-220-1-5111	Fire Apparatus Repair Tech. ²	W-12/4	40	1	0	0	\$69,992	\$0	\$0	
01-220-1-5111	Fire Apparatus Repair Tech. ²	W-13/4	40	0	1	1	\$0	\$85,134	\$85,134	
01-220-1-5111	Administrative Assistant ³	A-6U/7	35	1	1	1	\$56,984	\$61,043	\$61,043	
01-220-1-5111	Opiate Counselor ⁴	UNCL	35	1	1	1	\$56,100	\$65,000	\$58,365	
01-220-1-5111	Clerk ⁵	C-6U/5	35	1	1	1	\$46,901	\$47,848	\$47,848	
220	Fire TOTAL			117	106	106				
							Salaries (5111)	\$7,757,326	\$7,999,192	\$7,992,558
							Call In Shift (5114)	\$5,200	\$5,200	\$5,200
							Overtime (5130)	\$325,000	\$450,000	\$450,000
							Holiday (5140)	\$648,922	\$668,105	\$668,105
							Adjunct Education (5141)	\$278,900	\$277,200	\$277,200
							Differential (5142)	\$190,000	\$206,000	\$206,000
							Longevity (5143)	\$199,150	\$182,250	\$182,250
							Above Grade Differential (5144)	\$81,600	\$81,600	\$81,600
							Defib Stipend (5145)	\$101,000	\$102,000	\$102,000
							Hazardous Duty Pay (5147)	\$338,358	\$348,308	\$348,308
							EMT Stipend (5151)	\$53,884	\$62,221	\$62,221
							Medical Expense Stipend (5158)	\$336,968	\$353,308	\$353,308
							Overtime Meal Allowance (5192)	\$15,606	\$23,877	\$23,877
Notes to Budget:							Clothing Allowance (5193)	\$175,100	\$163,900	\$163,900
¹ All firefighter salaries have increased 2% in anticipation of FY20 contract settlement.							Certifications (5194)	\$162,600	\$173,000	\$173,000
² FY20 Local 25 DPW contract states a grade increase for all on 7/1/19.							Tool Allowance (5196)	\$200	\$200	\$200
³ Per Local 25 Clerical contract those employees at step/8 increase 5% plus step.							Personnel Total:	\$10,669,814	\$11,096,361	\$11,089,727
⁴ Requesting salary reclassification in FY20. Mayor approved 2% COLA.										
⁵ Local 25 Clerical union increased 2% as well as step when appropriate.										

(220) Fire Department - Notes to Budget

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

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

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.

FY2020: Goals & Objectives

- ❖ ISD is embarking upon an aggressive inspection program with a goal to inspect all multifamily residences containing three or more dwelling units. These inspections are governed by the Mass State Building Code, requiring an inspection of these properties once every 5 years. A system has been developed using staff and software to track follow up and correction of the outstanding problems. The expectation is that we can achieve this goal with proper funding and staff.

- ❖ Transition the maintenance, repair and replacement of the city’s entire street light system from National Grid (2600 lights). As the city seeks to reduce its cost for illuminating its streets; planning, funding and managing of the system will become the responsibility of ISD.
- ❖ Now that the department has reached its goal of implementing online permitting through the ViewPermit software, we need to move forward and significantly increase the percentage of online permits. We are currently issuing 33% of our permits online our target for FY2020 will be 80%.
- ❖ A more progressive and complete approach will be implemented for our citizens suffering from mental disorders that lead to hoarding and blight. ISD will engage the services of a mental health consulting professional to evaluate and assist our citizens who find themselves in these circumstances. The goal is to reduce recidivism while providing these citizens a path to proper healthcare.
- ❖ Restructure the ISD fee schedule to appropriately assess the departmental cost for services provided.

How FY2020 Departmental Goals Relate to City’s Overall Long & Short Term Goals

- ❖ Periodic inspections will reduce unsafe and dangerous living conditions in the City. Safer buildings and structures reduces the need for emergency services.
- ❖ Supporting the city’s street light infrastructure will provide greater control and reliability to the system.
- ❖ Increasing the users of online permitting will reduce city hall parking problems and enhance the citizen’s experience with local government.
- ❖ Solving the mental health issue associated with hoarding will eliminate reoccurrences and provide safe housing.
- ❖ Assessing proper fees that are consistent with the cost of performing the services will reduce the department burden on the tax levy.

FY2019: Accomplishments

- ❖ Partnering with Planning Dept, ISD has effected the following changes to our Zoning ordinances:
 - Commercial Triangle Economic Development District.
 - Inclusionary Zoning.
 - Removing the Industrial District zoning from the north side of Revere Beach Parkway.
 - Moving ISD fees out of Appendix A zoning and into the general ordinances.
- ❖ 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 Encore Casino construction project.
- ❖ Implementation of ViewPoint Software for Permitting, Code Enforcement and Inspections personnel.
- ❖ Institution of Code Enforcement Task Force Teams to provide Comprehensive “Periodic Inspections” program consistent with the requirements of Massachusetts State Building Code section 780 CMR 110.7.
- ❖ In conjunction with EFD, systematically remove old, unnecessary street corner fire alarm pull stations.

Outcomes & Performance Measurers	Actual FY2016	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
# of inspections Building, Electrical, Gas & Plumbing	2,446	2,600	3,004	3,154	3250
Revenue from Permits	\$799,626	\$800,000	\$1,593,507	\$1,673,182	\$1,850,000
Total Fines Issued – All Violations	\$665,815	\$700,000	\$508,908	\$534,353	\$550,000
Habitability Inspections Performed	220	230	224	235	245
Habitability Fees	\$5,500	\$5,500	\$5,600	\$5,880	\$6,125

Significant Budget & Staffing Changes for FY2020

The Director of Code Enforcement duties and responsibilities have grown substantially with the advent of increased staffing of Code Enforcement Officers. Additional responsibilities include supervision of clerical staff, weekly payroll approval, vacation staffing, staff meetings, purchase order review, vehicle service and assignment. Code Enforcement has moved to a Ward responsibility plan creating more reliability, accountability and relationship building owners. 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.

The duties and responsibilities of the Wire Dept. has significantly increased. The department now employs four full time licensed electricians. The Wire Inspector is responsible for supervision of his staff; managing a work order system for the maintenance, repair and replacement of the City’s traffic lights. In addition, the Wire Inspector will soon become responsible for the operation of the

entire city's street lighting. Pursuant to the new union bargaining agreement, the four union electricians working under the supervision of the Wire Inspector will be budgeted at higher wage than the department supervisor. An increase in the Wire Inspectors salary is necessary to provide equity in management.

Budget line increases have been requested for "Street Light Maintenance" and "Overtime" to fund the addition salary and parts related to the 2600 new street lights to be maintained by the Wire Dept.

The Services of a full-time plumbing Inspector are now needed. Currently, plumbing and gas inspections are we are being scheduled out two weeks. This situation is not in compliance with the regulations in 248 CMR, requiring inspections to be scheduled within 48 hours of notice. The department is requesting a salary budget increase to support the position to provide for an additional 21 hours.

"Contract Services" has been significantly reduced as the Casino project begins to come on line, plan review and inspection consultant services (4Leaf) will be phased out.



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

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

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

242	DEPARTMENT OF INSPECTIONAL SERVICES								
	PERSONNEL SERVICES								
					FY 20	FY 20			FY 20
				FY 19	DEPT	MAYOR		FY 20	MAYOR
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-242-1-5111	ISD Director & Inspector of Bldgs ¹	UNCL	35	1	1	1	\$109,242	\$119,646	\$119,646
01-242-1-5111	Local Building Inspector ²	UNCL	35	1	1	1	\$83,232	\$84,897	\$84,897
01-242-1-5111	Assistant Building Inspector ²	UNCL	35	1	1	1	\$76,990	\$84,897	\$78,530
01-242-1-5111	Wire Inspector ²	UNCL	35	1	1	1	\$74,285	\$84,897	\$75,771
01-242-1-5111	Director of Code Enforcement ²	UNCL	35	1	1	1	\$71,932	\$84,897	\$73,371
01-242-1-5111	Assistant Building Inspector ²	UNCL	35	1	1	1	\$66,576	\$67,908	\$67,908
01-242-1-5111	Wire Inspector (Casino) ³	UNCL	4 mo.	0	0	0	\$33,813	\$11,160	\$11,160
01-242-1-5111	Wire Inspector (Casino) ³	UNCL	4 mo.	0	0	0	\$33,813	\$11,160	\$11,160
01-242-1-5111	Inspector of Gas & Plumbing (Casino) ³	UNCL	4 mo.	1	1	1	\$67,626	\$22,317	\$22,317
01-242-1-5111	Inspector of Gas & Plumbing ⁴	UNCL	35	0	1	1	\$32,317	\$81,422	\$81,422
01-242-1-5111	Code Officer - Administrator ²	UNCL	35	1	1	1	\$62,424	\$63,672	\$63,672
01-242-1-5111	Code Officer/W & M Insp ²	UNCL	35	1	1	1	\$59,124	\$60,306	\$60,306
01-242-1-5111	Code Officer/Food & Milk Insp ²	UNCL	35	1	1	1	\$59,124	\$63,673	\$60,306
01-242-1-5111	Code Officer - Weekends ²	UNCL	35	1	1	1	\$59,126	\$60,306	\$60,306
01-242-1-5111	Code Officer - Ward 1 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 2 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 3 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 4 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - Ward 5 ²	UNCL	35	1	1	1	\$59,124	\$60,306	\$60,306
01-242-1-5111	Code Officer - Ward 6 ²	UNCL	35	1	1	1	\$57,532	\$58,683	\$58,683
01-242-1-5111	Code Officer - General ²	UNCL	20	0	0.57	0.57	\$0	\$33,533	\$33,533
01-242-1-5111	Superintendent of Signals ⁵	W-13/4	40	1	0	0	\$72,623	\$0	\$0
01-242-1-5111	Superintendent of Signals	W-14/4	40	0	1	1	\$0	\$87,693	\$87,693
01-242-1-5111	Assistant Electrician ⁵	W-12/4	40	1	0	0	\$69,992	\$0	\$0
01-242-1-5111	Assistant Electrician	W-13/4	40	0	1	1	\$0	\$85,135	\$85,135
01-242-1-5111	Assistant Electrician ⁵	W-12/2	40	1	0	0	\$67,819	\$0	\$0
01-242-1-5111	Assistant Electrician	W-13/2	40	0	1	1	\$0	\$77,584	\$77,584
01-242-1-5111	Assistant Electrician ⁵	W-12/2	40	1	0	0	\$68,867	\$0	\$0
01-242-1-5111	Assistant Electrician	W-13/2	40	0	1	1	\$0	\$77,584	\$77,584
01-242-1-5111	Administrative Assistant ⁶	A-6U/8	35	1	1	1	\$56,984	\$61,043	\$61,043

Continued...

(242) Inspectional Services - Notes to Budget

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

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

E-911 Department



The Everett Emergency Telecommunications Dispatchers are responsible for staffing the communications center 24 hours a day, 365 days a year. The City of Everett's Communications Center provides high quality, professionally competent public safety services to all Residences of the City of Everett.

Mission Statement

The Everett Emergency Communication Center is committed to providing prompt, accurate, coordinated and reliable E-911 and emergency dispatch services for all of those that we serve. Such service shall be provided in a courteous, responsive and professional manner. We recognize the need for human compassion and will treat each individual with equality, respect and dignity.

Significant Budget & Staffing Changes for FY2020

Contractual increases (Local 25 E911 and Local 25 Clerical) settled their contracts for FY2020. This affects all salary accounts including Part Time, Overtime, Holiday, Night Differentials, Longevity and Above Grade Differentials. A 2% COLA has increased the administrative salary. The new contract will be in effect from July 1, 2018 to June 30, 2020.

FY2019: Accomplishments

- ❖ Hired three 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.



FY2020: Goals and Objectives

- ❖ Provide the most effective emergency communications possible for the citizens and visitors of the City of Everett MA.
- ❖ Provide public safety field personnel with professional communications services with emphasis on public safety Emergency Medical Services.
- ❖ Maintain professional standards, in order to retain the best-qualified employees for the essential service that it provides.
- ❖ Utilizing the most technologically advanced systems possible.
- ❖ An effective training education program.
- ❖ Assist other public safety and service agencies whenever possible.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Total Calls	13,344	17,472	17,900	17,108
Average response time to emergencies	2.3 min	2.0 min	2.0 min	2.5 min
Training Classes Mass State 911 Mandated	16 hrs.	16 hrs.	16 hrs.	16 hrs.
Everett Fire Department in-house training	12 hrs.	8 hrs.	8 hrs.	8 hrs.

How FY2020 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 city wide, 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 calls you can type your message on your wireless phone and send it to a 911 operator. Beginning in June 2019 Everett Residents now have the option to send a text message to the 911 call center.

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 possible most important of all, fiber optical communications has enabled much higher data rates to be accommodated.

IP Fire Station Alerting System



The City has begun modifying the Capital Improvement Program (five year plan) and Capital Improvement Budget (one year plan).

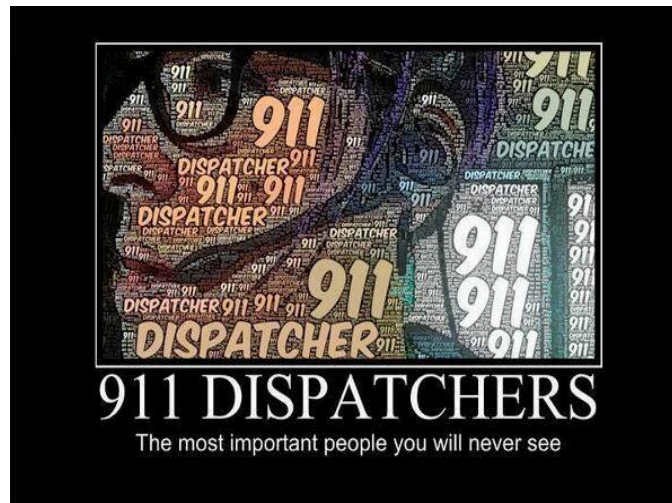
A Zetron's IP Fire Station system which is ideal for any municipality that has IP links between its central communications center (911) and its fire stations. IP FSA moves fire dispatch into the IP world without sacrifices features that have worked well for numerous fire departments.

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 satin transponder can also alarm with external input such as intrusion smoke or power failure. The IP Stations 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.

The installation of (4) 50" Samsung H.D. Hospitality (engineered to run 24/7) TV monitors. The monitors will be used to monitor the city wide CCTV feeds and other city wide related security matters.



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

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

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

(299) E 9 1 1 - Notes to Budget

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

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 2020

Contractual increases (Local 25 DPW and Local 25 Clerical) settled their contracts for FY20.

Gasoline/Diesel/Oil account, the DPW-Repair Maintenance account and the Body Shop Repairs account have all been previously reduced based on the previous fiscal year spending.

Executive and Fleet - FY 2019: Accomplishments

- ❖ Purchased new vehicles for the city including (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 pickup truck with plow and salter, (1) street sweeper
- ❖ Decommissioned the vapor recovery systems in our fuel pumps.
- ❖ Maintain and repair the city's fleet - about 200 vehicles
- ❖ Started OSHA compliance review and safety upgrade



Executive and Fleet - FY 2020: 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 business solution so we can become more proactive with our repairs instead of reactive by having 80% parts on demand saving time and money.
- ❖ 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.

City of Everett
Everett Budget Council Summary Report
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490 - DPW EXECUTIVE DIVISION							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-490-1-5111	SALARIES	\$421,674.77	\$875,956.00	\$622,841.30	\$997,819.00	\$670,926.00	\$670,926.00
01-490-1-5113	PART TIME	\$26,357.76	\$32,408.00	\$25,528.32	\$32,408.00	\$32,408.00	\$32,408.00
01-490-1-5123	SEASONAL EMPLOYEES	\$89,854.72	\$100,000.00	\$29,232.38	\$135,000.00	\$135,000.00	\$135,000.00
01-490-1-5130	OVERTIME	\$34,941.01	\$36,000.00	\$37,063.71	\$50,000.00	\$50,000.00	\$50,000.00
01-490-1-5142	NIGHT DIFFERENTIALS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5143	LONGEVITY	\$3,200.00	\$2,650.00	\$2,950.00	\$4,350.00	\$3,500.00	\$3,500.00
01-490-1-5144	ABOVE GRADE DIFFERENTIALS	\$1,099.01	\$1,000.00	\$923.49	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5191	CITY SERVICES COMMISSION STIPEND	\$20,433.28	\$22,600.00	\$18,833.30	\$22,600.00	\$22,600.00	\$22,600.00
01-490-1-5192	MECHANIC STIPEND	\$3,200.00	\$5,200.00	\$0.00	\$5,200.00	\$5,200.00	\$5,200.00
01-490-1-5193	CLOTHING ALLOWANCE	\$2,100.00	\$3,500.00	\$2,100.00	\$3,500.00	\$2,100.00	\$2,100.00
01-490-1-5196	TOOLS FOR MECHANICS	\$600.00	\$1,000.00	\$600.00	\$1,000.00	\$600.00	\$600.00
PERSONNEL Total:		\$603,460.55	\$1,081,314.00	\$740,072.50	\$1,253,877.00	\$924,334.00	\$924,334.00
EXPENSES							
01-490-2-5400	PARTS PROGRAM	\$0.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00
01-490-2-5404	CITY-WIDE SEASONAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
01-490-2-5420	OFFICE SUPPLIES	\$6,756.99	\$10,000.00	\$4,296.78	\$8,000.00	\$8,000.00	\$8,000.00
01-490-2-5445	TOWING	\$3,527.50	\$4,316.84	\$2,580.00	\$4,000.00	\$4,000.00	\$4,000.00
01-490-2-5480	GASOLINE/DIESEL/OIL	\$333,840.52	\$347,000.00	\$242,066.69	\$375,000.00	\$375,000.00	\$375,000.00
01-490-2-5546	DPW - REPAIR MAINTENANCE	\$181,310.19	\$223,000.00	\$134,822.30	\$190,000.00	\$190,000.00	\$190,000.00
01-490-2-5548	POLICE-REPAIR MAINTENANCE	\$30,137.01	\$27,000.00	\$14,052.71	\$35,000.00	\$35,000.00	\$35,000.00
01-490-2-5570	SHOP TOOLS	\$19,437.51	\$25,000.00	\$19,328.58	\$25,000.00	\$25,000.00	\$25,000.00
01-490-2-5580	MV INSPECTIONS	\$7,902.00	\$13,000.00	\$7,927.35	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5581	TIRES & TIRE SUPPLIES	\$38,551.65	\$50,000.00	\$12,977.18	\$50,000.00	\$50,000.00	\$50,000.00
01-490-2-5582	TRAINING & SOFTWARE	\$2,150.00	\$12,700.00	\$2,150.00	\$15,000.00	\$15,000.00	\$15,000.00
01-490-2-5583	BODY SHOP REPAIRS	\$37,670.10	\$25,300.00	\$17,019.96	\$25,000.00	\$25,000.00	\$25,000.00
01-490-2-5656	ISD - REPAIR MAINTENANCE	\$1,684.61	\$20,683.16	\$6,020.24	\$21,000.00	\$21,000.00	\$21,000.00
01-490-2-5710	PROFESSIONAL DEVELOPMENT	\$6,811.99	\$10,000.00	\$5,324.08	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5746	EYEGLOSS REPLACEMENT	\$225.00	\$450.00	\$0.00	\$450.00	\$450.00	\$450.00
EXPENSES Total:		\$670,005.07	\$768,450.00	\$468,565.87	\$1,068,450.00	\$1,068,450.00	\$1,068,450.00

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

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

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

(490) DPW Executive Division - Notes to Budget

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

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

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.

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 FY2020.



Contractual increases (Local 25 DPW and Local 25 Clerical) settled their contracts for FY20. A 2% increase on most administrative salaries. One new position was added – Assistant Superintendent.

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. Building Repair & Maintenance was previously reduced due to spending history. Most of the work will be done in-house. This account covers all city buildings.

Facilities Maintenance - FY2019: Accomplishments

- ❖ Built temporary quarters for fire department during the reconstruction of Hancock Fire Station.
- ❖ We completed the total in-house construction of the Sacramone Park concession stand. Equip with heat, insulation, and kitchen. Making it possible to build and supply a complete building for 200K less.
- ❖ Installed a new 70 ton air handler at the Parlin Library. We also updated existing equipment with new pumps, circulators, and electric motors.
- ❖ Renovated man offices at City Hall to help modernize and create a more comfortable work space for all employees.
- ❖ Completed restoration of the Gazebo that serves as a monument to those who sacrificed their lives in WWII and The Korean War. It was originally donated by the Gold Star Mothers.
- ❖ We are currently rebuilding the Civil War Cannon that serves as a monument to the Civil War. This cannon on 1864 Waterveist 3 inch rifflered ordinance should be completed around July.

Facilities Maintenance - FY2020: 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.



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

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

(491) DPW Facilities Maintenance Division - Notes to Budget

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

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.

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 2020

Contractual increase (Local 25 Clerical) settled their contract for FY20.

Annual Environmental Reporting was reduced for FY19, will be reviewed again for FY20 budget if increase is necessary. Additional Capital Improvement Projects have been requested to fund ongoing infrastructure improvements. Including Federal Transportation Improvement Projects, North Creek Flood Improvements, Consent Order Compliance and Inflow and Infiltration MWRA Improvements.

Engineering - FY 2019: 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 Encore Boston Casino for roadway, sewer, and water improvement including assistance.
- ❖ Improve regulations on Storm Water, I/I and Crate Mitigation funds.

Engineering - FY 2020: Goals

- ❖ Elton and Tremont Street Drainage Project – The bidding to reestablish the North & 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. 2018 Disaster Relief Funds for \$75,000 expected.
- ❖ 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. Continue Program down Lower Broadway to remove 1.4 MGD.
- ❖ 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.
- ❖ Begin implementation of the City’s Stormwater and Wastewater Integrated Management Plan. Oversee new regulations.
- ❖ 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. Coordinate with National Grid following lock out.
- ❖ Remove illicit connections to drainage systems, cleaning catch basins and replacing outdated sewer water and drain lines on a more regular basis on the Malden and Mystic Rivers.
- ❖ Seek Federal and State grant opportunities for Capital Projects.
- ❖ MVP status achieved. Seek Phase II Project.
- ❖ 2019 Water Main contract bidding.

Outcomes & Performance Measurers	Actual FY2016	Actual FY 2017	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Number of street permits issued	116	204	46	147	150
Number of linear feet paved	5,000	5,000	N/A	9,960	TBD
Drain layer licenses issued	3	12	7	10	10



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

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

(492) DPW Engineering Division - Notes to Budget

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

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.

Parks, Cemetery & Sanitation 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, Cemetery & Sanitation - Significant Budget & Staffing Changes for FY 2020



2% COLA increase on most salaries. Contractual increase (Local 25 Clerical) settled their contract. They would oversee all the parks around the city, working with the DPW on issues involving graffiti, littering and vandalism. Funding is under the Part Time account.

This also includes a new contract with McHue's for purchasing all seasonal citywide flowers and hanging baskets. New reconstructed parks to be added to maintenance schedule.

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. Expect to have continued maintenance to field and park done in-house. This account has previously been reduced based on prior years spending.

Parks, Cemetery & Sanitation - FY 2019: 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.
- ❖ Conducted DEP Recycling Initiative with residents in 20% of the City.
- ❖ Glenwood Cemetery – landscaped all the pathways and drive lanes with mulch and flowers. Power-washed all veterans graves. Installed new gates. Added pavers to Gazebo.
- ❖ 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, Cemetery & Sanitation - FY 2020: 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.
- ❖ Take control of 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 completion of Lynde Street Park on the 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.
- ❖ Work to reduce pavement and create additional plots with planting.
- ❖ 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.
- ❖ Improve overall cleanliness of streets, parks and other public areas. New sweeper to be ordered.
- ❖ 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.

- ❖ Coordinate landscaping and decorations with Casino
- ❖ Restripe turf fields. Program recreation activities at outdoor venues

Outcomes & Performance Measurers	Actual FY 2016	Actual FY 2017	Actual FY 2018	Estimate FY 2019	Estimate FY 2020
Trees Planted	150	200	200	200	200
Full Burials	31	33	31	40	40
Cremations	20	24	17	20	20



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

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

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

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

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

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.

Stadium Division

Stadium - Significant Budget Changes for FY 2020

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 2019: Accomplishments

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

Stadium - FY 2020: Goals

- ❖ Have a successful drum and bugle corps event since August 2017. This is the first time we were able to accommodate a national corps to perform.
- ❖ Host Everett High School Graduation.
- ❖ To install a new turf field. The current life of our field is 10 – 12 years. We are at that stage now.



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

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

(494) DPW Stadium Division - Notes to Budget

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

Department of Public Works

Mission Statement

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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 news racks, 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 2020

2% COLA added to most salaries. Contractual increases (Local 25 DPW and Local 25 Clerical) settled their contracts. Both Contracted Services account and Cement Stone and Asphalt account were previously decreased due to prior year's spending.

Highway - FY 2019: 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 2020: 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 FY19, 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.
- ❖ Improve overall cleanliness of streets, parks and other public areas.
- ❖ 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.
- ❖ Improve signage and sign shop equipment, operation and maintenance.
- ❖ Replace street and traffic signs.
- ❖ Update traffic signal intersections in coordination with Engineering.
- ❖ Utilize striping machine in parking lots.
- ❖ Oversee striping contractual services and crosswalk treatments.



Outcomes & Performance Measurers	Actual FY 2016	Actual FY 2017	Actual FY 2018	Estimated FY 2019	Estimated FY 2020
Pothole Fills (Repairs)	200 tons	220 tons	250 tons	400 tons	600 tons
Sink Holes	15	15	15	30	30
Sidewalk Repairs	6,000 feet	7,500 feet	8,500 feet	9,500 feet	10,500 feet



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

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

495 DEPARTMENT OF PUBLIC WORKS - Highway Division									
PERSONNEL SERVICES									
					FY 20	FY 20			
					FY 19	DEPT	MAYOR		
					FTE	FTE	FTE	FY 19	FY 20
DEPT	POSITION	CLASS/STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	DEPT REQUEST	MAYOR & Council REC
01-495-1-5111	Highway Superintendent ¹	UNCL	40	1	1	1	\$88,080	\$89,842	\$89,842
01-495-1-5111	Principal Clerk ²	C-6U/6	35	1	1	0	\$47,830	\$48,795	\$1
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ³	W-10U/4	40	1	0	0	\$55,973	\$0	\$0
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds	W-11U/4	40	0	1	1	\$0	\$68,994	\$68,994
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ³	W-10U/4	40	1	0	0	\$55,973	\$0	\$0
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds	W-11U/4	40	0	1	1	\$0	\$68,994	\$68,994
01-495-1-5111	Signal Maintainer ³	W-10U/4	40	1	0	0	\$55,973	\$0	\$0
01-495-1-5111	Signal Maintainer	W-11U/4	40	0	1	1	\$0	\$68,994	\$68,994
01-495-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	0	0	\$54,267	\$0	\$0
01-495-1-5111	Craftsman - SMEO	W-10U/4	40	0	1	1	\$0	\$67,226	\$67,226
01-495-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	0	0	\$54,267	\$0	\$0
01-495-1-5111	Craftsman - SMEO	W-10U/4	40	0	1	1	\$0	\$67,226	\$67,226
01-495-1-5111	Craftsman - SMEO ³	W-9U/4	40	1	0	0	\$54,267	\$0	\$0
01-495-1-5111	Craftsman - SMEO	W-10U/4	40	0	1	1	\$0	\$67,226	\$67,226
01-495-1-5111	Craftsman - HMEO ³	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
01-495-1-5111	Craftsman - HMEO	W-9U/4	40	0	1	1	\$0	\$67,080	\$67,080
01-495-1-5111	Craftsman - HMEO ³	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
01-495-1-5111	Craftsman - HMEO	W-9U/4	40	0	1	1	\$0	\$63,877	\$63,877
01-495-1-5111	Craftsman - HMEO ³	W-8U/3	40	1	0	0	\$50,502	\$0	\$0
01-495-1-5111	Craftsman - HMEO	W-9U/3	40	0	1	1	\$0	\$61,111	\$61,111
01-495-1-5111	Watchman - HMEO ³	W-8U/4	40	1	0	0	\$52,749	\$0	\$0
01-495-1-5111	Watchman - HMEO	W-9U/4	40	0	1	1	\$0	\$67,080	\$67,080
01-495-1-5111	Watchman - HMEO (40 Hours) ³	W-8U/2	40	1	0	0	\$50,211	\$0	\$0
01-495-1-5111	Watchman - HMEO (40 Hours)	W-9U/2	40	0	1	1	\$0	\$58,760	\$58,760
01-495-1-5111	Craftsman ³	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-495-1-5111	Craftsman	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-495-1-5111	Craftsman ³	W-6U/4	40	1	0	0	\$50,502	\$0	\$0
01-495-1-5111	Craftsman	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535
01-495-1-5111	Craftsman ³	W-6U/4	40	1	0	0	\$50,502	\$0	\$0

Continued...

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

(495) DPW Highway Division - Notes to Budget

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

Department of Public Works

Mission Statement

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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 2020

Due to a mild winter, we are able to level fund our FY20 requests.

Snow & Ice - FY 2019: Accomplishments

- ❖ We had a relatively mild winter during FY19.
- ❖ Staff rescued residents from the elements.
- ❖ Repurposed old international AS salter body.
- ❖ Repaired broken equipment salt damaged vehicles.

Snow & Ice - FY 2020: 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 2019).



Outcomes & Performance Measurers	Actual FY 2016	Actual FY 2017	Actual FY 2018	Estimated FY 2019	Estimated FY 2020
# of salting events	19	19	22	20	20
# of plowing events	12	12	12	15	15
Tons of salt purchased	4,058	4,500	6,000	6,000	5,000



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

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

(496) DPW Snow & Ice - Notes to Budget

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

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.

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 2020

All the increases are due to the contracted increases for each vendor.

FY 2019: Accomplishments

- ❖ New trash/recycling bins continue to be solid investment.
- ❖ Completed MassDEP Smart Recycle Program
- ❖ New bin stickers deployed with ISD department
- ❖ Increased recycling budget due to economy/market.

FY 2020: Goals

- ❖ Continue to keep city proactive with recycling and increasing number of hazardous/yard waste pickups.
- ❖ Bid new contracts
- ❖ Utilize new packer to save City funds where possible.





Outcomes & Performance Measurers	Actual FY 16	Actual FY 17	Actual FY18	Estimated FY19	Estimated FY20
Consumer complaints regarding trash pick up	33	81	108	100	90
# of yard waste pick ups	18	18	21	21	18
Tons of trash picked up	13,309 ton	13,317.92 ton	13,688.98 ton	13,500 ton	13,000 ton
Tons of recycling picked up	4,452.21 ton	2,654.49 ton	3,357.26 ton	3,500 ton	4,000 ton

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

(497) DPW - Solid Waste - Notes to Budget

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

Department of Health & Human Services

Mission Statement

It is our operation to prevent disease and injury while promoting wellness. Protect the personal, community, and environmental health of all Everett residents through regulatory enforcement, policy development, and coalition building.

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.

Significant Budget & Staffing Changes for FY2020

Most administrative salaries increased by 2% COLA. The nurse’s union has not yet settled their contract. We presently have four (4) open nursing positions that we are working hard to fill.

FY2019: Accomplishments

- ❖ Increased the number of flu vaccines administered from 850 to 950.
- ❖ Established a Sharps disposal program for the City and offer residents containers.
- ❖ Placed three AED machines in City Hall and have trained City Hall personnel on usage.
- ❖ Continued support and education pertaining to The Opioid Crisis.
- ❖ Held Drive-thru Flu Clinic in September.
- ❖ Established Policy and Procedure manual for school nurses.
- ❖ Increased Childhood Vaccination Numbers.
- ❖ Implemented change of Tobacco Sales to Age to 21.
- ❖ Regulate Micro pigmentation establishment.
- ❖ Increased Dumpster Fees and Permits up to date.
- ❖ Practiced healthy hand washing technique with school age children.
- ❖ First health department in the state to have a CDC Audit in regard to updating and implementing new emergency preparedness.



FY2020: 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.
- ❖ Re-organize Health Department to increase services and health and wellness to the community and employees.
- ❖ Provide monthly programs of interest to the community, including CPR and the use of AED systems, stop the bleed program.
- ❖ To ensure proper permitting and license to comply with State, Federal and local laws
- ❖ To raise awareness of Opioid Crisis and guidance to assistance.



Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Number of inspections	15	20	35	50
Number of permits issued from the Board of Health	423	500	650	900
Preventive vaccines administered – includes TB testing	575	700	750	900
Direct Observation Therapy – daily home visits to Everett residents	200	220	240	300
Body art establishments	8	10	5	8
Flu shots administered	950	950	850	950

How FY2020 Departmental Goals Relate to City’s Overall Long & Short Term Goals

- ❖ To make Everett one of the healthiest cities in America!
- ❖ 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.
- ❖ Promote and actively support the Healthy Meals Program, the Northern Strand Urban farm, and local community gardens.
- ❖ Continue to work with our Substance Abuse Councilor from Outreach with regards to The Opioid Crisis.

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

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

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

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

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 FY2020

Contractual increase (Local 25 Clerical) settled their contracts for FY2020. 2% COLA for administrative personnel. In FY2019, our Deputy Director resigned her position. We ultimately hired a replacement that has a legal and planning background. We look forward to his expertise!

FY2019: Accomplishments

- ❖ Completion of parks: Swan Street Playground and Sacramone Park.
- ❖ Ongoing park projects: Cherry Street Playground.
- ❖ 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.

FY2020: Goals & Objectives

- ❖ Complete projects identified in the CIP (Capital Improvement Plan).
- ❖ 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 Urban Renewal Plan and Green Communities program.



Outcomes & Performance Measurers	Actual FY2018	Actual FY2019	Estimated FY2020
First-Time Home Buyers Assisted	27	29	30
Housing Rehabilitation Assistance	3	7	10
Small Business Technical Assistance	10	10	10
Acres of Open Space Improved	3	13	4
Number of Affordable Units Created	3	110	20



How FY2020 Departmental Goals Relate to City's Overall Long & Short Term Goals

- ❖ Work to increase public participation through extensive outreach efforts.
- ❖ Update rules and regulations pertaining to the Planning Board.
- ❖ Increase open space opportunities.
- ❖ Rehabilitate 2 additional parks and redesign 2 additional parks.
- ❖ Seek additional state and federal grants that support community goals.
- ❖ Conduct a study with state partners to enhance the City's Designated Port Area.
- ❖ Build capacity to increase the level of project oversight and management.
- ❖ Enhance community engagement efforts, advance affordable housing, support small businesses, promote healthy living and improve the environment.
- ❖ Create opportunities for public/private partnerships.
- ❖ Create building design standards.
- ❖ Explore opportunities to enhance and promote public transit.
- ❖ Update the City's Zoning Ordinance including Site Plan Review and Parking.



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

(521) Planning & Development - Notes to Budget

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

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

Our goal is to ensure all seniors be treated fairly and kindly. To lend support to their lives and empower them to live as independently, actively, whether it is physical as possible

Significant Budget & Staffing Changes for FY2020

Level funding requested for FY2020.

FY2019: Accomplishments

- ❖ Connolly Center Kitchens has been completely renovated.
- ❖ In FY 2018 there were 11,560 participants in exercise programs - In FY2019 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.



FY2020: 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. It is our hope to work closely with the Everett Arts association to add to programming at The Center.
- ❖ New and Exciting trips for seniors: that include Montreal, Cape May New Jersey, day trips, including trip to enrich culture in senior lives.
- ❖ Additional health programs in collaboration with Cambridge Health Alliance: A Matter of Balance, Continuation of the successful My Health Game Show, Chair Yoga.

- ❖ Introduction of computer literacy classes in the new computer lab at the Connolly Center.
- ❖ Expand senior activities and programming and increase socialization.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Estimated FY2019	Estimated FY2020
Total # Senior Citizens served through COA	1030	1,076	1,125	1,125
Volunteers	28	35	35	35
Tax Work Off Participants	15	20	8	8
Van Rides – Units of Service	6,100	7,500	7,800	7,850



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

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

(541) Council on Aging - Notes to Budget

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

Office of Veterans Services

The City of Everett's Office of Veterans' Services (OVS) 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, OVS provides financial assistance to income eligible veterans, surviving spouses and their dependents.

OVS has taken a hands-on approach in assisting 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 assisted living facilities, nursing homes and veterans who are housebound.

The OVS coordinates public events on Veterans, and Memorial Days. On Memorial Day, over 6,500 flags are placed on the graves of veterans interred in Everett cemeteries. In addition, OVS 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 continues to aid and assist the veteran community. OVS is responsible for administering Massachusetts General Law (M.G.L) Chapter 115 and its strict adherence to the Commonwealth of MA Regulation (CMR) 108. This law and the accompanying regulations are one of a kind in the United States and stand alone as one of the best state wide Veterans Benefits Program. The law provides to income-eligible veterans, short and long term financial assistance on a monthly basis for ordinary expenses, as well as housing & associated fuel costs and some medical expenses. 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 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 FY2020

The Office of Veterans Services FY2020 budget was developed and enacted with both a strong emphasis on providing more services effectively, as well as delivering these same services without any additional burden to the taxpayers of the community.

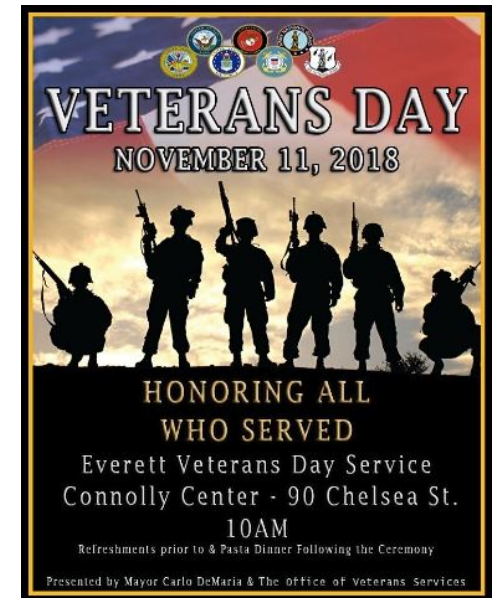
In order to more efficiently service the veteran community, the part-time clerical associate job description has been upgraded to include a more technical skill-set that enables more efficiencies in how we do business. This reclassification was necessary to accommodate the overall increase in the total services we now provide to the Veteran Community. Additionally, in FY2019, the Office of Veterans Services experienced a significant uptick in core constituency traffic. This was due directly to an increased M.G.L. Chapter 115 client case load, as well as the “Hands-on” approach we have implemented to better serve Everett’s veterans in applying for VA Service Connected Injuries or Illness, as well as Non-Service Connected Pensions, and Aid and Attendance Pensions that both the veteran and their spouse may be eligible to receive through Federal Government’s Veterans Administration.

FY2019: Accomplishments

- ❖ Implementation of Phase 3 of the comprehensive outreach plan to educate and inform Everett veterans and/or the widows of deceased veterans as to the wide range of services this office provides.
- ❖ Implementation of the “Hands-on” approach when applying for service or pensions.
- ❖ As a result of the planned and coordinated outreach efforts, the OVS realized a sizable increase in the MGL Chapter 115 case load; as well as substantial uptick in the number of veterans and family members seeking this departments “Hands-on” assistance in all veteran matters.
- ❖ Continued to attend seminars and course offerings to be able to better serve our veterans and their loved ones.
- ❖ Created and Choreographed a very successful Veterans Day and Memorial Day programs.
- ❖ Ensured that veterans with identifiable markers on their graves have flags placed at their gravesites in both the Woodlawn & Glenwood Cemetery.
- ❖ Continued to update as necessary the WWII Roll Call Memorial located at the Everett High School Football Stadium.
- ❖ Continued to serve as liaison between MA State Apprentice Program and newly hired police-officers and fire-fighters with respect to accessing their earned educational benefits.

FY2020: Goals & Objectives

- ❖ Implement Phase 4 of a 5 Phase 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.
- ❖ Work 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.
- ❖ Create a survey document to be provided to all constituents who access this office for services –this will allow the Office of Veterans Services to measure the satisfaction or lack thereof of those who access this office.
- ❖ Continue to attend seminars and course offerings to be able to better serve our residents
- ❖ Continue to oversee successful Veterans Day and Memorial Day programs.



- ❖ Ensure 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.
- ❖ Continue to use Vetra-Spec as this software allows the OVS to securely send VA claims directly to the Massachusetts Department of Veterans Services for their review. It is then sent electronically to the Federal Government's Veterans Administration, allowing a better outcome for Everett's veterans.

Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
# of Cases	59	63	68	72
Amount Reimbursed to City from State	244,369	277,500	281,250	320,000
\$\$ and Benefits Expended	325,826	370,000	380,000	406,000



How FY2020 Departmental Goals Relate to City's Overall Long & Short Term Goals

The Office of Veterans Services and the Mayor continue to aid and assist the veteran community in providing the best possible services to its citizens. In summary, the Office of Veterans Services FY2020 Budget was developed and drafted based on the City of Everett's Executive Branch Long and Short term strategic goals. Herein are just a few examples of this close alignment:

- ❖ Executive Branch: Improve communication and transparency with citizens.
- ❖ Veterans: Create survey document to be provided to all constituents who utilize the office for services, allowing us to measure the satisfaction or lack of.
- ❖ Executive Branch: Look for ways to deliver City services more efficiently & effectively through the use of technology.
- ❖ Veterans: Create City of Everett Veterans Services Facebook and Twitter accounts.

- ❖ Executive Branch: Administer courses and seminars providing information of veteran services
- ❖ Veterans: Continued use of Vetra-Spec, attending seminars and courses to be able to better serve our residents.
- ❖ Veterans: Implement the forth step of a five phase comprehensive outreach plan, to educate and inform residents who may be veterans and or widows of to the services provided.



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

(543) Veterans' Services - Notes to Budget

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

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

Continued...

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

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 FY2020

One vacancy on the board. We expect to fill this position soon.

FY2020: Goals & Objectives

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



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

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

(544) Disability Commission - Notes to Budget

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

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 FY2020

2% increase on most administrative salaries. Local 25 Clerical settled union contract for FY20.

FY2019: Accomplishments

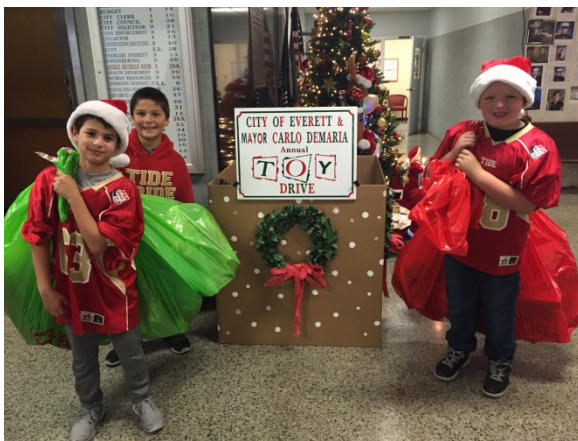
- ❖ Successful programs for all community outreach.

FY2020: 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 FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Fuel Assistance – Action for Boston Community Development Emergency Utilities	30	35	45	68

How FY2020 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.



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

599	OFFICE OF HUMAN SERVICES									
	PERSONNEL SERVICES									
					FY 20	FY 20			FY 20	
				FY 19	DEPT	MAYOR		FY 20	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council	
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-599-1-5111	Community Health Specialist ¹	UNCL	40	0.88	0.88	0	\$67,626	\$64,993	\$0	
01-599-1-5111	COA Assist Dir / Prog Coord ²	UNCL	35	1	1	1	\$64,149	\$65,432	\$65,432	
01-599-1-5111	Education Coordinator ²	UNCL	35	1	1	1	\$52,156	\$53,372	\$53,372	
01-599-1-5111	Clerk ³	C-3U/8	35	1	1	1	\$44,481	\$47,648	\$47,648	
01-599-1-5111	Clerk ⁴	C-3U/7	35	1	1	1	\$44,481	\$45,373	\$45,373	
01-599-1-5111	Office Manager ²	UNCL	20	0.57	0.57	0.57	\$43,015	\$35,102	\$35,102	
01-599-1-5111	Constituent Services Aide ²	UNCL	25	0.71	0.71	0.71	\$29,172	\$29,755	\$29,755	
01-599-1-5111	Constituent Services Aide ²	UNCL	25	0.71	0.71	0.71	\$37,110	\$37,857	\$37,857	
01-599-1-5111	Elderly Assistant ^{2 a}	UNCL	30	0.83	0.83	0.83	\$29,172	\$29,755	\$29,755	
01-599-1-5113	Elderly Assistant ²	UNCL	24	0.69	0.69	0.69	\$11,750	\$18,178	\$18,178	
01-599-1-5113	Elderly Assistant ²	UNCL	16	0	0	0	\$5,454	\$10,387	\$10,387	
01-599-1-5113	Elderly Assistant ²	UNCL	14	0	0	0	\$0	\$8,911	\$8,911	
01-599-1-5113	Elderly Assistant ²	UNCL	14	0	0	0	\$11,750	\$8,911	\$8,911	
599	Human Services TOTAL			8.4	8.4	7.5				
							Salary (5111)	\$420,191	\$409,288	\$344,295
							Part Time (5113)	\$28,955	\$46,388	\$46,388
							Longevity (5143)	\$1,850	\$2,450	\$2,450
							Personnel Total:	\$450,996	\$458,126	\$393,133
Notes to Budget:										
¹ This position will not be requested in FY20 budget.										
² 2% COLA added to salary in FY20.										
³ Per Local 25 Clerical contract those employees at step/8 increased 5% plus step.										
⁴ Local 25 Clerical union increased 2% as well as step increase when appropriate.										
^a Partially funded by grant (see below). Annual salary is \$34,263.										
EOEA	Elderly Assistant ^{1 a}	UNCL	5	0.17	0.17	0.17	\$4,420	\$4,508	\$4,508	
599	Human Services TOTAL			0.17	0.17	0.17	\$4,420	\$4,508	\$4,508	

(599) Human Services - Notes to Budget

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

Department of Libraries

The Everett Public Libraries continue to be a vital asset to 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 an essential foundation for democratic society.

Mission Statement

The Libraries' mission is 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 continue to promote literacy, protect intellectual freedom and encourage life-long learning.

Budget and Staffing

In last year's budget message, I mentioned the challenges in hiring and retaining qualified professional staff, and that challenge has remained despite the hiring of three, very talented staff. Unfortunately, two of those staff members have already moved on to higher paying positions in more affluent communities. The libraries remain heavily dependent on part-time professional and paraprofessional staff. A low unemployment rate, coupled with increasing wages, means the libraries must recruit and retain part-time staff with advanced skill sets in a very competitive labor market. The current library pay scale compensates part-time paraprofessionals at an average rate of \$12.00 per hour; and, experienced MLS librarians at an average rate of \$19.18 per hour. The current salary scale, coupled with an ever-growing dependence on part-time help, is insufficient to meet expanded service hours and rising patron expectations. The library budget must be increased to maintain the current service level, and, more importantly, augmented to ensure exceptional library service to our community. This year we were unable to maintain Sunday hours at the Shute library due to our staffing shortage. If the staffing shortage continues, a further contraction in hours may be unavoidable.

The Shute Memorial Library is struggling to find its niche. While the morning hours are steady with visits from adults, the Children's Room is not well used by our families. The hiring of an enthusiastic children's librarian that is able to provide the necessary community outreach and expanded programming is essential to the library's future ability to serve every aspect of our community.

The North of Boston Library Exchange (NOBLE) continues to search for efficiencies aimed at keeping costs affordable when apportioned among the remaining consortia members

Revitalizing the collections remains a top priority. It was apparent that the Parlin's collections had suffered from neglect, while resources were focused on Shute. Unfortunately, upon closer examination, the Shute Collection was not in much better shape. For the second straight year, funds that were intended for the Parlin collection development efforts have had to be used for the Shute's collection development efforts. Further investment in collection development and maintenance will be required for the next several years to restore the libraries' collection to an acceptable level.

The Parlin Library will be in need of some infrastructure upgrades to allow ease of access to power sources for patrons who wish to use their own laptops and other devices.

FY2019: Accomplishments

This year, the Everett Public Libraries received a small LSTA Grant to assess our local history collections. Upon completion of the study and a new Long Range Plan, the library will be eligible for much larger grants, which in turn will allow our staff to ensure the safe storage and display of these collections for future generations.

The libraries have invested heavily in equipment and personnel to support STEM and Steam programming, but will need to sustain these efforts in the coming years by augmenting staffing levels and by providing additional training for our existing staff.

The Parlin Library's HVAC system was replaced, allowing the building to be a comfortable and welcoming learning and recreational environment for our community throughout the ever-changing New England weather seasons!

The libraries took our first steps toward supporting a full array of Stem and Steam programming for everyone in our community. The libraries, supported by municipal funding, purchased a 3D printer, Little Bits programmable robotics devices, and a VR rig. The libraries will continue to provide continuous, engaging training to staff members and patrons of all ages in these emerging technologies. The libraries also support a vibrant and expanding Kids Who Code program.





The libraries created a new Sensory Story Time program to ensure inclusivity for our families with children on the autism spectrum.

The Homework Centers in both buildings are well utilized, with students providing peer tutoring to younger students with homework assignments during after school hours.

With the assistance of the City of Everett's very capable Facilities Department, the Parlin Memorial library was able to create a café area where patrons visiting for extended periods can enjoy a snack or beverage in a welcoming and sanitary environment.

Programming at all levels continues to be well received by young adult and adult patrons alike. Book Groups, our adult author program, has been a huge success. Our individualized resume writing sessions are providing residents with the extra help they need to put all their experience in a marketable form and land that job! Our engaging children's programming includes fort building

and Teddy Bear Tea Parties are attracting an entire new generation of patrons into the libraries and our monthly parents and toddlers group is providing an outlet for learning important literacy skills while providing new parents, who may be feeling isolated, with an opportunity to share their experiences with others who may be able to share their experiences and assistance.

The library has fostered productive community partnerships with all the of the Everett schools: public, private and parochial. Since the Everett Public Schools lack professional librarians, these partnerships are more important than ever. We are present at more and more community events, signing new members up for library cards and answering important questions about library services and programs.

Expanded children's rooms hours in both libraries have been well received and the Parlin Library will be open for the entire day on Saturdays during the summer for the second straight year. These gains in expanded hours were achieved at a cost. We have had to postpone some of the many new services and programs that we had hoped to create in order to staff these expanded hours.

Despite staffing challenges and antiquated collections, the libraries have made great strides in providing high quality library service to our community. I am certain that, despite diminished expectations for the current fiscal year, the libraries continue to be on the

move and with some additional investment for furnishings in the physical space, increased staffing, some investment in the collections and revitalization of our virtual presence, we will make great strides in the upcoming fiscal year.

FY2019: Performance Measures

	Actual FY2016	Actual FY2017	Actual FY2018	Current FY2019	Projected FY2020				
Volumes in Circulation	146,089	138,591	131,086	131,136	133,500 ¹				
Volumes Borrowed	100,369	89,858	91,461	57,925	97,000				
Number of Children's and YA Programs	125	138	211	180 ²	225				
Number of Adult Programs	12	25	54	52	56 ³				
<p>¹The weeding process will continue. Copies of damaged books and books in poor condition will be discarded. The size of the collection with continued investment will begin to grow. As the purchase of new materials begins to keep pace with the number of items discarded, we anticipate that the number of items borrowed will increase over time.</p> <p>² Having a FT Children's Librarian had a substantial positive impact, in the Libraries ability to provide increased quality informational and recreational programming for our Families.</p> <p>³FY 20 Goal is to continue to support at least one adult program every week.</p> <p>⁴Despite collection maintenance issues, the investment made in the collection at Shute is certainly paying off. Shute in particular has experienced strong circulation increases. Evidence that a healthier, well-cared for collection circulates better.</p> <p>⁵The children's department at Shute will be extensively weeded and reconstituted to ensure it meets the needs of our community.</p>									
Shute FY 18 Circulation 23,467⁴					Shute FY18 Holdings 36,759				
Format	Adult	YA	Child	Total	Format	Adult	YA	Child	Total
Audio	321	29	24	374	Audio	610	73	97	780
Books	5,041	2,845	7,960	15,846	Books	12,042	3,831	15,487	31,360
Materials in electronic format	0	361	0	361	Materials in electronic format	0	197	0	197
Miscellaneous	0	167	87	254	Miscellaneous	7	7	13	27
Print Serials	182	13	34	229	Print Serials	279	28	118	425
Video	4,686	613	1,104	6,403	Video	2,476	250	1,244	3,970
TOTAL	10,230	4,028	9,209	23,467	TOTAL	15,414	4,386	16,959⁵	36,759

FY2020: Goals & Objectives

- ❖ Create and promote a virtual presence that enables access to the libraries' digital collections.
- ❖ Complete new Long Range Plan.
- ❖ Revitalize the non-fiction collections at the Parlin library and the children's collection at Shute library.
- ❖ Promote library services within the community.
- ❖ Collaborate with community partners to provide opportunities to access library services throughout the City.
- ❖ Collaborate with community partners to produce an Everett history book in preparation of City of Everett's and the Parlin Memorial Library's anniversaries.
- ❖ Reproduce, display and make available for loan, photographs which document the City's history.
- ❖ Create more opportunities for our community to access and become proficient at emerging technologies,
- ❖ Provides opportunities for new English Language Learnings to access Library programs, services and Collections.



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

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

610	DEPARTMENT OF LIBRARIES									
	PERSONNEL SERVICES									
					FY 20	FY 20			FY 20	
				FY 19	DEPT	MAYOR		FY 20	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council	
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-610-1-5111	Director ¹	UNCL	35	1	1	1	\$80,766	\$72,600	\$72,600	
01-610-1-5111	Technical Services Librarian ²	ELSA 7/7	35	1	1	1	\$61,280	\$62,506	\$62,506	
01-610-1-5111	Children's Librarian (Shute Library) ²	ELSA 7/1	35	1	1	1	\$61,280	\$52,351	\$52,351	
01-610-1-5111	Reference Librarian ²	ELSA 7/7	35	1	1	1	\$61,280	\$62,506	\$62,506	
01-610-1-5111	Information Services Librarian ²	ELSA 7/3	35	1	1	1	\$53,112	\$56,086	\$56,086	
01-610-1-5111	Children's Librarian ²	ELSA 7/1	35	1	1	1	\$54,987	\$52,351	\$52,351	
01-610-1-5111	Librarian (Shute Library) ²	ELSA 7/3	35	1	1	1	\$54,987	\$56,086	\$56,086	
01-610-1-5111	Head of Circulation ²	ELSA 5/1	35	1	1	1	\$52,053	\$44,461	\$44,461	
01-610-1-5111	Technical Services Assistant ²	ELSA 5/7	35	1	1	1	\$52,053	\$53,094	\$53,094	
01-610-1-5111	Administrative Assistant ³	A-6U/8	35	1	1	1	\$56,984	\$61,043	\$61,043	
01-610-1-5111	Clerk ^{4 7}	C-3U/1	35	0	1	1	\$37,193	\$36,000	\$36,000	
01-610-1-5111	Library Aide ^{5 7}	UNCL	35	0	1	1	\$0	\$30,296	\$30,296	
01-610-1-5111	Library Aide ^{5 7}	UNCL	35	0	1	1	\$0	\$22,750	\$22,750	
01-610-1-5146	Library Trustees Stipend	Board	13	0	0	0	\$26,200	\$26,200	\$26,200	
01-610-1-5113	Employees - Part Time ⁶	UNCL	Varies				\$212,960	\$236,869	\$220,978	
01-610-1-5113	Pages - Part Time ⁶	UNCL	Varies				\$23,909	\$0	\$0	
610	Library TOTAL			10	13	13				
							Salary (5111)	\$593,646	\$662,130	\$662,130
							Part Time (5113) *	\$274,062	\$236,869	\$220,978
							Longevity (5143)	\$7,400	\$5,500	\$5,500
							Library Trustees Stipend (5191)	\$26,200	\$26,200	\$26,200
Notes to Budget:							Personnel Total:	\$901,308	\$930,699	\$914,808
¹	Director retired in FY19. Salary for this position has been reduced.									
²	2% increase on Local 4928 ELSA Library salaries in anticipation of a signed contract. Also a step increase when appropriate.									
³	Per Local 25 Clerical contract those employees at step/8 increased 5% as well as step increase.									
⁴	Local 25 Clerical union increased 2% as well as step when appropriate.									
⁵	This position has received a 2% COLA in FY20.									
⁶	Combining these two line items into one, Employees - Part Time.									
⁷	This position is now full time.									
*	Part time salaries will be funded thru Library State Aid.									

(610) Library - Notes to Budget

This budget meets certification level budget

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

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

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 FY2020

2% COLA on most administrative salaries. Local 25 DPW and Local 25 Clerical unions' contracts settled through FY2020.



FY2019: Accomplishments

- ❖ Implemented several community fitness and nutrition weight loss challenges with success. Everett residents have lost a total of 300 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, Hiit, Boot camps, small group training, and functional fitness.
- ❖ Created City of Everett Basketball leagues for children and teenagers.
- ❖ Added children's clinics/classes attending to Soccer, Basketball, Baseball, Tumbling, Yoga, Ballet, and Healthy Cooking.
- ❖ Build a Kids Fit Gym for children 6-13 years old.
- ❖ Added new classes (yoga, weight training, soccer camp and teen spinning) for teens which increased enrollment.
- ❖ Extended senior basketball hours.
- ❖ Incorporated multi-lingual employees to better serve the community.
- ❖ Enrolled 15% of the locality to the Wellness Center.
- ❖ Updated Equipment.

FY2020: Goals & Objectives

- ❖ Increase recreational classes for children and teenagers.
- ❖ Extend childcare and kids activities through Sunday.
- ❖ Update our entire Personal Training service.
- ❖ Re-vamp our youth programs to include nutrition education.
- ❖ Expand hours of operation on Saturday.
- ❖ Continue the Healthy Meals program for residents; pick up pre-made caloric friendly meals at a low cost. We currently have 20 – 40 participants per week. Our goal is to have 40 – 50 by our fiscal year end.
- ❖ Add more cardiovascular and strength training exercise equipment for our growing number of members.
- ❖ Continue with community "Get Heathy" challenges to promote healthy living.
- ❖ Increase membership enrollments from Everett residents.
- ❖ Add more exercise classes.
- ❖ Create school vacation camps geared toward Physical Education and Activity.
- ❖ Build programs to get children off of their mobile devices and get involved in the gym or local parks.



Outcomes & Performance Measurers	Actual FY2017	Actual FY2018	Actual FY2019	Estimated FY2020
Overall Programs	70 - 80 per week	80 - 90 per week	90 - 100 per week	100 per week
Number of gym memberships	4,100	5,000	5,200	5,500
Number of Healthy Meals sold	4,266	12,000	13,000	0

How FY2020 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.
- ❖ To make Everett the healthiest city in America.
- ❖ 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.
- ❖ Promote and actively support the Northern Strand Urban farm, local community gardens and the Everett Farmer's market.
- ❖ Expand the BOKs program throughout the school system.



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

630	OFFICE OF HEALTH & WELLNESS									
	PERSONNEL SERVICES									
					FY 20	FY 20			FY 20	
				FY 19	DEPT	MAYOR		FY 20	MAYOR	
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council	
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-630-1-5111	Health & Wellness Director ¹	UNCL	35	1	1	1	\$78,030	\$73,440	\$73,440	
01-630-1-5111	Administrative Assistant ²	A-6U/5	30	0.86	0.86	0.86	\$46,987	\$47,923	\$47,923	
01-630-1-5111	Director of Sports & Athletics ³	UNCL	35	1	1	0	\$65,280	\$66,586	\$0	
01-630-1-5111	Health & Wellness Coordinator ⁸	UNCL	35	1	0	0	\$53,020	\$60,000	\$60,000	
01-630-1-5111	Fitness Instructor ¹	UNCL	35	1	1	1	\$44,554	\$45,900	\$45,900	
01-630-1-5111	Fitness Instructor ¹	UNCL	35	1	1	1	\$41,658	\$42,491	\$42,491	
01-630-1-5111	Fitness Instructor ^{1 4}	UNCL	35	0.71	1	1	\$31,055	\$44,350	\$44,350	
01-630-1-5111	Fitness Instructor ⁵	UNCL	35	0.54	1	1	\$34,555	\$55,042	\$55,042	
01-630-1-5111	Program Coordinator ⁶	W-6U/4	40	1	0	0	\$50,502	\$0	\$0	
01-630-1-5111	Program Coordinator	W-7U/4	40	0	1	1	\$0	\$56,535	\$56,535	
01-630-1-5111	Program Assistant ¹	UNCL	30	0.86	0.86	0.86	\$25,952	\$26,478	\$26,478	
01-630-1-5111	Day Care Supervisor - PT ¹	UNCL	30	0.86	0.86	0.86	\$25,459	\$25,968	\$25,968	
01-630-1-5111	Receptionist - PT ¹	UNCL	27.5	0.79	0.79	0.79	\$15,116	\$23,804	\$23,804	
01-630-1-5111	Receptionist - PT ¹	UNCL	23.5	0.67	0.67	0.67	\$15,514	\$19,071	\$19,071	
01-630-1-5113	Program Assistant - PT ⁷	UNCL	19.5	0.56	0.56	0.56	\$17,583	\$17,583	\$17,583	
01-630-1-5113	Program Assistant - PT ⁷	UNCL	19.5	0.56	0.56	0.56	\$13,404	\$13,404	\$13,404	
01-630-1-5113	Day Care Assistant - PT ¹	UNCL	19.5	0.56	0.56	0.56	\$14,480	\$14,770	\$14,770	
01-630-1-5113	Program Assistant - PT ³	UNCL	18	0	0	0	\$24,345	\$24,832	\$0	
01-630-1-5113	Program Assistant - PT ¹	UNCL	15	0	0	0	\$12,411	\$11,138	\$11,138	
630	Health & Wellness TOTAL			12.96	12.70	11.70				
							Salary (5111)	\$500,763	\$587,588	\$521,002
Notes to Budget:							Part Time (5113)	\$112,854	\$81,727	\$56,895
¹ This position has received a 2% COLA in FY20.							Instructors/General (5123)	\$25,000	\$0	\$0
² This position has received a 2% COLA per Local 25 FY20 Clerical contract and step when appropriate.							Overtime (5130)	\$1,500	\$2,500	\$2,500
³ Not requesting funding for this position in the FY20 budget.							Clothing Allowance (5193)	\$700	\$700	\$700
⁴ This position was made full-time during FY19.							Personnel Total:	\$640,817	\$672,515	\$581,097
⁵ Grant funding runs out in FY19. FY20 budget will support 100% of salary.										
⁶ FY20 Local 25 DPW contract states a grade increase for all on 7.1.19.										
⁷ This position level funded in FY20.										
⁸ Upgrading position of the Grant Coordinator for Health and Wellness.										

(630) Health & Wellness - Notes to Budget

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

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

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

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

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

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

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

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

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

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

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

Water & Sewer Enterprise Fund

The Water & Sewer Department operates and maintains the City of Everett's water distribution System and Wastewater collection system.

Mission Statement

To provide reliable, high quality, safe and clean drinking water as well as reliable sewer services at a reasonable cost with superior customer service.



FY 2019: 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 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 2 years ago, has helped reduced unaccounted for water by ensuring all isolation valves are located and are in good working condition. 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.
- ❖ TV and cleaned approximately 25,000 feet of sewer main

FY 2020: Goals & Objectives

- ❖ There are several streets that need water main replacements that should be going out for bid in the fall.
- ❖ Continue 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.
- ❖ Replacement of 100 lead water service lines.
- ❖ Continue our hydrant replacement program to ensure that all fire hydrants throughout the City are optimal working order for fire protection.



How FY 2020 Departmental Goals Relate to City's Overall Long & Short term Goals

- ❖ To continue training staff to more efficiently and effectively deliver services and respond to City Council requests.
- ❖ Continue to keep the Administrative Clerk at City Hall. This will continue to improve our communication with the general public.
- ❖ Replace approximately 100 lead Water Services.

- ❖ Replace approximately 3,600 linear feet of water main to improve water quality and fire flow.
- ❖ Continue cleaning and CCTV of city owned sewer lines and develop a sewer relining contract to help revitalize the city sewer system.
- ❖ Develop a hydraulic model for the city's water distribution system. This will assist us to during capital planning and redevelopment project to ensure our water main are sufficiently size to handle the water demand.
- ❖ Continue to identify and replace inoperable gate valves, which will decrease water outages throughout the city.
- ❖ Exercise all gate valves owned by the City, which will also decrease water outages throughout the city.
- ❖ Continue hydrant flushing program to maintain water quality.
- ❖ Train and develop qualified Water & Sewer personnel. This will enable us to do more projects with city staff.



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

450 - WATER							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
60-450-1-5111	SALARIES	\$706,249.57	\$930,386.00	\$556,412.45	\$989,493.00	\$989,493.00	\$989,493.00
60-450-1-5113	PART TIME	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
60-450-1-5114	ON-CALL UNION STIPEND	\$5,300.00	\$5,200.00	\$4,400.00	\$5,200.00	\$5,200.00	\$5,200.00
60-450-1-5121	POLICE DETAILS	\$33,953.60	\$30,000.00	\$23,642.50	\$50,000.00	\$50,000.00	\$50,000.00
60-450-1-5130	OVERTIME	\$49,286.69	\$61,200.00	\$39,563.56	\$75,000.00	\$75,000.00	\$75,000.00
60-450-1-5144	ABOVE GRADE	\$62.65	\$719.00	\$12.64	\$918.00	\$918.00	\$918.00
60-450-1-5143	LONGEVITY	\$800.00	\$2,250.00	\$2,250.00	\$3,250.00	\$3,250.00	\$3,250.00
60-450-1-5193	CLOTHING ALLOWANCE	\$4,200.00	\$7,000.00	\$4,900.00	\$7,000.00	\$7,000.00	\$7,000.00
PERSONNEL Total:		\$799,852.51	\$1,036,755.00	\$631,181.15	\$1,135,861.00	\$1,135,861.00	\$1,135,861.00
EXPENSES							
60-450-2-5280	EQUIPMENT/ HIRE	\$21,295.95	\$24,450.00	\$5,163.36	\$24,450.00	\$24,450.00	\$24,450.00
60-450-2-5341	TELECOMMUNICATIONS	\$5,056.70	\$6,967.30	\$5,391.15	\$7,800.00	\$7,800.00	\$7,800.00
60-450-2-5380	PROFESSIONAL SERVICES	\$148,840.63	\$232,812.70	\$37,584.24	\$237,000.00	\$237,000.00	\$237,000.00
60-450-2-5420	OFFICE SUPPLIES	\$1,921.66	\$1,500.00	\$604.74	\$1,500.00	\$1,500.00	\$1,500.00
60-450-2-5430	EMERGENCY REPAIRS	\$64,870.99	\$99,000.00	\$0.00	\$99,000.00	\$99,000.00	\$99,000.00
60-450-2-5435	MAINTENANCE SUPPLIES	\$2,405.63	\$5,220.00	\$2,290.10	\$4,500.00	\$4,500.00	\$4,500.00
60-450-2-5438	SEWER LINE CLEANING	\$114,889.00	\$200,000.00	\$75,862.25	\$200,000.00	\$200,000.00	\$200,000.00
60-450-2-5532	PIPES FITTINGS VALVES	\$70,976.23	\$149,555.04	\$44,129.33	\$150,000.00	\$150,000.00	\$150,000.00
60-450-2-5534	METERS/MAINTENANCE	\$16,125.33	\$50,000.00	\$4,995.37	\$50,000.00	\$50,000.00	\$50,000.00
60-450-2-5535	STORMWATER EXPENSES	\$99,985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60-450-2-5543	STONE/ASPHALT	\$7,815.00	\$15,000.00	\$11,369.89	\$15,000.00	\$15,000.00	\$15,000.00
60-450-2-5710	PROFESSIONAL DEVELOPMENT	\$2,595.00	\$6,000.00	\$1,743.25	\$6,500.00	\$6,500.00	\$6,500.00
60-450-2-5785	EXTRA/UNFORSEEN CHARGES	\$15,205.66	\$43,994.96	\$15,789.04	\$43,550.00	\$43,550.00	\$43,550.00
EXPENSES Total:		\$571,982.78	\$834,500.00	\$204,922.72	\$839,300.00	\$839,300.00	\$839,300.00
CAPITAL IMPROVEMENTS							
60-450-3-5533	HYDRANTS	\$49,434.09	\$50,000.00	\$39,101.54	\$50,000.00	\$50,000.00	\$50,000.00
60-450-3-5535	STORMWATER EXPENSES	\$0.00	\$105,000.00	\$3,141.75	\$105,000.00	\$105,000.00	\$105,000.00
CAPITAL IMPROVEMENTS Total:		\$49,434.09	\$155,000.00	\$42,243.29	\$155,000.00	\$155,000.00	\$155,000.00

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

450 - WATER		FY2018	FY2019	FY2019	FY2020	FY2020 Mayor	FY2020 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
450 WATER Total:		\$1,421,269.38	\$2,026,255.00	\$878,347.16	\$2,130,161.00	\$2,130,161.00	\$2,130,161.00

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

Continued...

60	WATER / SEWER ENTERPRISE FUND								
	PERSONNEL SERVICES								
					FY 20	FY 20			FY 20
				FY 19	DEPT	MAYOR		FY 20	MAYOR
DEPT	POSITION	CLASS/ STEP	HOURS	F T E STAFF	F T E REQ	F T E REC	FY 19 APPROPRIATION	DEPT REQUEST	& Council REC
						Salary (5111)	\$930,386	\$989,493	\$989,493
						Part Time (5113)	\$0	\$5,000	\$5,000
						On Call Union Stipend (5114)	\$5,200	\$5,200	\$5,200
						Police Details (5121)	\$30,000	\$50,000	\$50,000
						Overtime (5130)	\$61,200	\$75,000	\$75,000
						Longevity (5143)	\$2,250	\$3,250	\$3,250
						Acting Grade (5144)	\$719	\$918	\$918
						Clothing Allowance (5193)	\$7,000	\$7,000	\$7,000
						Personnel Total:	\$1,036,755	\$1,135,861	\$1,135,861
Notes to Budget									
¹ 2% COLA added to FY20 salaries.									
² Local 25 Clerical union increased 2% as well as step increase when appropriate.									
³ New hire in late FY19. Splitting salary between W/S & Treasurer/Collector.									
⁴ FY20 Local 25 DPW contract states a grade increase for all on 7.1.19.									
⁵ Upgrading position. All new hires must have CDL license.									

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Everett Community Television (ECTV)

Mission Statement

Everett Community Television (ECTV) is a municipal station established to operate Public, Educational, and Government based channels in conjunction with Everett, Massachusetts cable television systems. ECTV's mission is to foster the development of community access television in Everett in some of the following ways.

- ❖ Enhance public participation in the government process by broadcasting meetings of governmental bodies, public hearings, and other related community events.
- ❖ Presenting information that will expand citizen awareness of city government and non-for-profit organizations that provide necessary services to all citizens of the City of Everett.
- ❖ To expand citizen access to city programs and services by bringing comprehensive information on those services, programs and resources to citizens via cable television.
- ❖ To strengthen emergency communications in the City.
- ❖ Promote teaching and learning through our education institutions.

FY2019: Accomplishments

- ❖ Taped and broadcasted a significant amount of events, such as Village Fest, National Night Out, and Homecoming.
- ❖ Introduced a new Everett sports show called Talk of the Town.
- ❖ Added new programs from independent producers.
- ❖ Complete viewings of live City Council and various Committee meetings.
- ❖ Publication of many senior citizen events such as, Valentine's Day Dance Party, Health Fair, Summer BBQ and numerous concerts and socials.
- ❖ Priding our veterans by filming Square Dedications, and Veterans and Memorial Day ceremonies.
- ❖ Airing the holiday presentations of, Easter Spring Fling, Independence Day, Halloween Bash, and our Annual Tree Lighting ceremony.



- ❖ Multiple Ribbon Cuttings and Park Grand Openings harboring “Kids to Park Day”, Concerts at the park, and various sporting events.
- ❖ Monthly author events and poetry nights are filmed at the library.

FY2020: Goals & Objectives

- ❖ Cover all events to come.
- ❖ Production of new shows.
- ❖ Upgrade computers with newer version of video editing.
- ❖ Create the proper editing stations in ECTV vault.
- ❖ Upgrade hardware for streaming purposes related to those who do not transmit cable.
- ❖ Go Live with Hosts for future elections.
- ❖ To provide features related to HD, On- Demand, and closed caption broadcasting.
- ❖ License renewals.



How FY2020 Departmental Goals Relate to City’s Overall Long & Short term Goals

- ❖ Short term by upgrading some of our equipment and staying up to date with the times of technology in long we will be able to provide the continual, most efficient, community programing for the residents of Everett.

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

169 - ECTV		FY2018	FY2019	FY2019	FY2020	FY2020 Mayor	FY2020 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
59-169-5170-5111	SALARIES	\$0.00	\$0.00	\$0.00	\$386,734.00	\$386,734.00	\$386,734.00
59-169-5170-5120	OTHER PERSONAL SERVICES	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
59-169-5170-5122	BENEFITS	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00	\$70,000.00
59-169-5170-5130	OVERTIME	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00
59-169-5170-5143	LONGEVITY	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00
PERSONNEL Total:		\$0.00	\$0.00	\$0.00	\$476,984.00	\$476,984.00	\$476,984.00
EXPENSES							
59-169-5170-5200	SECURITY SYSTEM	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
59-169-5170-5271	RENT	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
59-169-5170-5302	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$8,000.00
59-169-5170-5340	TELECOMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00	\$5,500.00
59-169-5170-5420	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
59-169-5170-5700	OTHER CHARGES & EXPENSES	\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00	\$5,500.00
59-169-5170-5734	LICENSING FEES	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
59-169-5170-5853	OPERATING PRODUCTION	\$0.00	\$0.00	\$0.00	\$106,000.00	\$106,000.00	\$106,000.00
59-169-5170-5510	PROFESSIONAL DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00
EXPENSES Total:		\$0.00	\$0.00	\$0.00	\$151,700.00	\$151,700.00	\$151,700.00
169 ECTV Total:		\$0.00	\$0.00	\$0.00	\$628,684.00	\$628,684.00	\$628,684.00
ECTV Total:		\$0.00	\$0.00	\$0.00	\$628,684.00	\$628,684.00	\$628,684.00
Grand Total:		\$0.00	\$0.00	\$0.00	\$628,684.00	\$628,684.00	\$628,684.00

29	ECTV								
	PERSONNEL SERVICES								
					FY 20	FY 20			FY 20
				FY 19	DEPT	MAYOR		FY 20	MAYOR
		CLASS/		F T E	F T E	F T E	FY 19	DEPT	& Council
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
29-169-5169-5111	Director of ECTV & Community Relations ¹	UNCL	35	0	1	1	\$0	\$95,141	\$95,141
29-169-5169-5111	Administrative Assistant ²	A-6U/5	35	0	1	1	\$0	\$55,911	\$55,911
29-169-5169-5111	Assistant to Communications Director ¹	UNCL	35	0	1	1	\$0	\$78,030	\$78,030
29-169-5169-5111	Senior Video Producer ¹	UNCL	35	0	1	1	\$0	\$56,862	\$56,862
29-169-5169-5111	ECTV Coordinator ¹	UNCL	35	0	1	1	\$0	\$61,550	\$61,550
29-169-5169-5111	Video Producer ¹	UNCL	19.5	0	0.56	0.56	\$0	\$31,866	\$31,866
29-169-5169-5111	Engineer ¹	UNCL	4	0	0.11	0.11	\$0	\$7,375	\$7,375
60-450-1-5111	Union Contract Adjustment								
29	ECTV TOTAL			0	5.67	5.67			
						Salary (5111)	\$0	\$386,734	\$386,734
						Other Personnel (5120)	\$0	\$15,000	\$15,000
						Operating Benefits (5122)	\$0	\$70,000	\$70,000
						Operating Overtime (5130)	\$0	\$4,000	\$4,000
						Operating Longevity (5143)	\$0	\$1,250	\$1,250
						Personnel Total:	\$0	\$476,984	\$476,984
	Notes to Budget								
	¹ 2% COLA added to FY20 salary								
	² Local 25 Clerical union increased 2% as well as step increase when appropriate.								

(169) ECTV - Notes to Budget

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

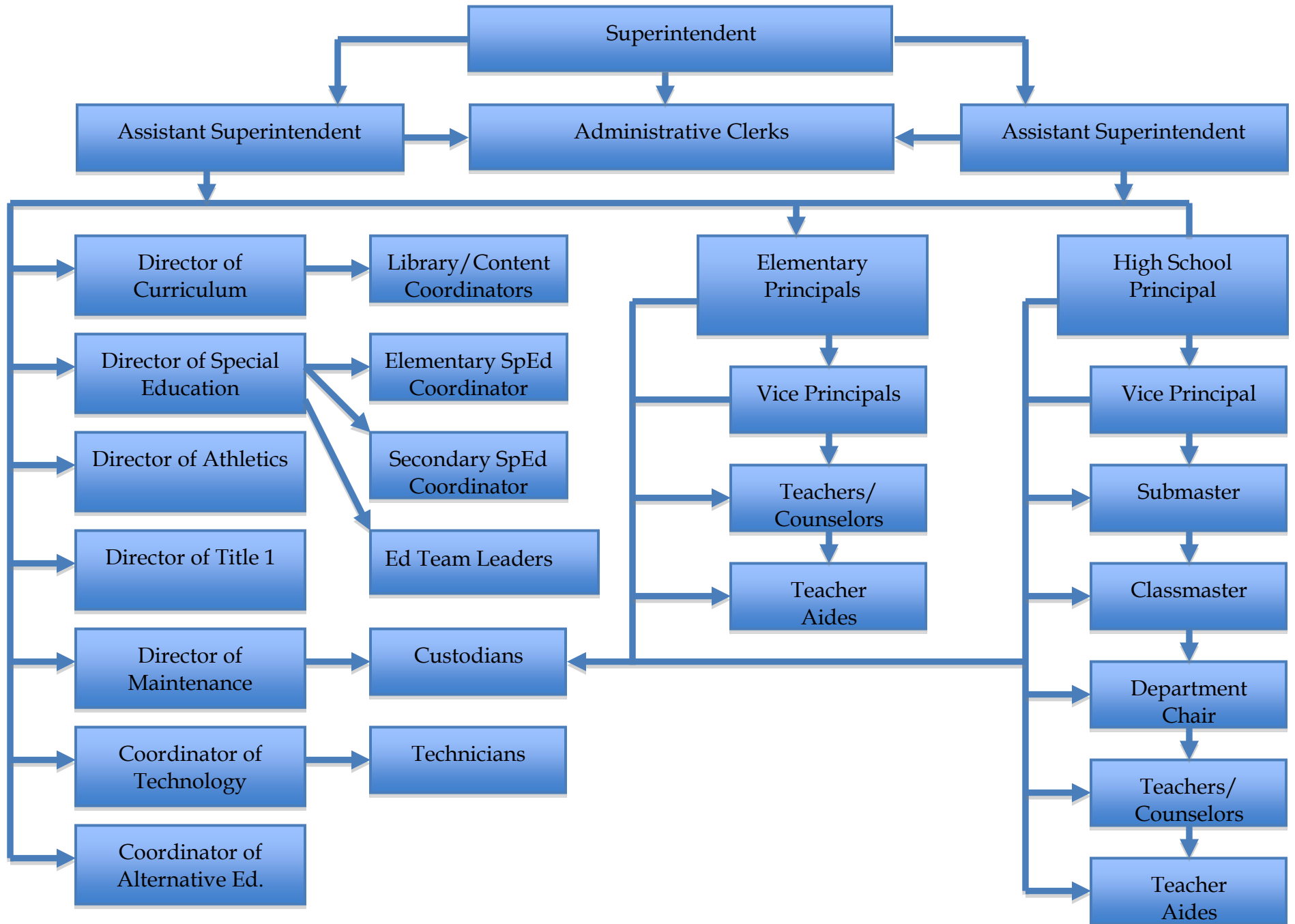
Budget Calendar - Fiscal Year 2020

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 FY20 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 2020

The FY 20 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 2020 Budget



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CITY of EVERETT
SCHOOL DEPARTMENT BUDGET SUMMARY
FISCAL YEAR 2020

	FY2019 BUDGET	FY2019 REVISED	FY2019 REVISED TOTAL	FY2020 PROPOSED BUDGET	% INCREASE DECREASE	INCREASE DECREASE
Central Administration Personnel Services	\$2,438,468	\$25,500	\$2,463,968	\$2,458,074	0.80%	\$19,606
Central Administration General Expenditures	\$1,075,500		\$1,075,500	\$1,082,000	0.60%	\$6,500
Instructional Personnel Services	\$42,011,891	\$1,934,109	\$43,946,000	\$49,198,064	17.11%	\$7,186,173
Instructional General Expenditures	\$1,416,500		\$1,416,500	\$1,411,000	-0.39%	(\$5,500)
Instructional Special Expenditures	\$1,024,525		\$1,024,525	\$825,000	-19.47%	(\$199,525)
Special Education Personnel Services	\$10,970,416	\$410,000	\$11,380,416	\$11,750,096	7.11%	\$779,680
Special Education General Expenditures	\$3,025,000		\$3,025,000	\$3,110,000	2.81%	\$85,000
Special Education Tuition	\$7,000,000		\$7,000,000	\$7,000,000	0.00%	\$0
Gateway to College Program	\$175,000		\$175,000	\$175,000	0.00%	\$0
Vision/Hearing Screening	\$4,000		\$4,000	\$0	-100.00%	(\$4,000)
Athletics General Expenditures	\$400,000		\$400,000	\$400,000	0.00%	\$0
Maintenance & Custodial Personnel Services	\$2,003,255	\$145,500	\$2,148,755	\$2,567,587	28.17%	\$564,332
Maintenance & Custodial General Expenditures	\$2,786,400		\$2,786,400	\$3,025,000	8.56%	\$238,600
Maintenance - Electricity	\$1,650,000		\$1,650,000	\$1,650,000	0.00%	\$0
Maintenance - Gas	\$650,000		\$650,000	\$650,000	0.00%	\$0
Student Handbooks	\$50,000		\$50,000	\$50,000	0.00%	\$0
TOTAL OPERATING BUDGET	\$76,680,955	\$2,515,109	\$79,196,064	\$85,351,821	11.31%	\$8,670,866
Special Education Transportation	\$4,700,000	\$0	\$4,700,000	\$4,500,000	-4.26%	(\$200,000)
TOTAL BUDGET	\$81,380,955	\$2,515,109	\$83,896,064	\$89,851,821	10.41%	\$8,470,866

Section 1

Central Administration

CENTRAL ADMINISTRATION PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED	FY2019 2/28/2019	FY2019 ESTIMATED TOTAL	FY2020 REQUEST
Central Administration Personnel	\$2,367,441	\$2,289,968		\$1,367,272	\$2,175,348	\$2,303,074
Administrative Overtime/Stipends	\$21,179	\$30,000		\$8,025	\$16,668	\$30,000
Misc. Pay/Perfect Attendance	\$3,641	\$5,000		\$3,938	\$3,938	\$5,000
Administrative Part-time Temporary Help	\$60,030	\$10,000		\$0	\$0	\$10,000
TOTAL CENTRAL ADMINISTRATION PERSONNEL	\$2,452,291	\$2,334,968	\$0	\$1,379,235	\$2,195,954	\$2,348,074
School Committee Members	\$103,704	\$103,500	\$0	\$62,090	\$107,000	\$110,000
TOTAL CENTRAL ADMINISTRATION & SCHOOL COMMITTEE	\$2,555,995	\$2,438,468	\$0	\$1,441,325	\$2,302,954	\$2,458,074

CENTRAL ADMINISTRATION GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED	FY2019 2/28/2019 ESTIMATED	FY2019 TOTAL	FY2020 REQUEST
Office Supplies & Postage	\$42,701	\$40,000		\$28,025	\$55,000	\$65,000
Dues, Expenses, Meetings	\$100,597	\$100,000		\$85,000	\$90,000	\$100,000
Police Details	\$54,538	\$55,000		\$37,000	\$55,000	\$55,000
Auto Mileage	\$8,760	\$10,000		\$6,033	\$11,200	\$12,000
Telephones	\$18,078	\$70,000		\$42,236	\$70,000	\$70,000
Labor Consultant	\$207,370	\$150,000		\$199,897	\$260,000	\$200,000
Developmental Education Workshops	\$242,055	\$275,000		\$156,427	\$235,000	\$250,000
Copier Lease/Maintenance/Support	\$218,022	\$275,500		\$152,097	\$245,000	\$250,000
Advertising	\$105,079	\$100,000		\$40,883	\$60,000	\$80,000
Homecoming	\$119,160	\$0		\$0	\$0	\$0
	=====	=====	=====	=====	=====	=====
TOTAL CENTRAL ADMINISTRATION PERSONNEL	\$1,116,360	\$1,075,500	\$0	\$747,598	\$1,081,200	\$1,082,000

CENTRAL ADMINISTRATION

SUMMARY BY POSITION

	#STAFF FY2019 REQUEST	#STAFF FY2020 REQUEST	FY2019 APPROPRIATED	FY2019 REVISED	FY2020 REQUEST
Superintendent	1	1	\$223,880	\$191,941	\$198,000
Asst. Superintendent	1	1	\$161,540	\$165,041	\$168,306
Asst. Superintendent for Business	1	1	\$162,038	\$165,243	\$168,512
Sr. Clerk-Typist	25	24	\$1,223,474	\$1,246,888	\$1,231,095
Principal Clerk	3	3	\$167,127	\$170,102	\$173,432
Head Clerk	1	1	\$66,084	\$67,308	\$68,556
Head of the Parent Information Center	1	1	\$84,435	\$86,124	\$87,846
Attendance Officer	2	2	\$107,753	\$107,753	\$109,908
Director of Human Resources	1	1	\$93,636	\$95,509	\$97,419
TOTAL CENTRAL ADMINISTRATION SUMMARY POSITIONS	36	35	\$2,289,967	\$2,295,909	\$2,303,074
School Committee Members	9	9	\$103,500	\$0	\$110,000
TOTAL CENTRAL ADMINISTRATION & SCHOOL COMMITTEE	45	44	\$2,393,468	\$2,295,909	\$2,413,074

Section 2

Instructional

INSTRUCTIONAL PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED TOTAL	FY2019 2/28/2019	FY2019 ESTIMATED TOTAL	FY2020 REQUEST
Teachers' Salaries	\$39,290,946	\$36,481,199		\$16,641,738	\$36,239,975	\$39,491,636
Administrators' Salaries	\$2,877,418	\$2,958,575		\$1,426,802	\$2,934,973	\$3,038,448
Extra-Curricular	\$527,315	\$530,634		\$30,769	\$530,634	\$434,688
Substitutes	\$1,224,311	\$1,031,818		\$208,195	\$620,000	\$1,326,292
Additional Teachers	\$0	\$0		\$0	\$0	\$4,147,000
Part-Time Temporary Help	\$130,393	\$75,000		\$46,702	\$96,457	\$50,000
Overtime/Stipends	\$47,000	\$50,000		\$14,558	\$36,393	\$50,000
Misc. Pay/Perfect Attendance	\$52,533	\$45,000		\$53,569	\$56,142	\$60,000
Severance Pay	\$329,838	\$244,665		\$243,684	\$243,684	\$100,000
Summer School Enrichment Program	\$149,593	\$140,000		\$158,551	\$158,551	\$160,000
Summer Program Deven/English Schools	\$37,243	\$75,000		\$30,556	\$30,556	\$30,000
Account Adjustment	\$329,838	\$300,000		\$222,497	\$222,497	\$240,000
Mentoring	\$80,000	\$80,000		\$31,000	\$62,000	\$70,000
	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL PERSONNEL SERVICES	\$45,076,428	\$42,011,891	\$0	\$19,108,621	\$41,231,862	\$49,198,064

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

INSTRUCTIONAL GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED TOTAL	FY2019 2/28/2019 ESTIMATED	FY2019 TOTAL	FY2020 REQUEST
Binding	\$627	\$5,000		\$532	\$500	\$2,000
Supplies	\$559,453	\$590,000		\$392,885	\$630,000	\$650,000
Textbooks	\$228,391	\$350,000		\$121,472	\$121,000	\$250,000
Industrial Arts Supplies	\$2,265	\$2,000		\$385	\$385	\$2,000
Band, Music, Instruments	\$174,674	\$85,000		\$54,570	\$85,500	\$75,000
E.H.S Mathematics/Technology Department	\$0	\$7,000		\$0	\$0	\$5,000
E.H.S. Social Studies Department	\$5,848	\$3,000		\$600	\$600	\$3,000
E.H.S. Science Department (All Schools)	\$10,628	\$15,000		\$12,684	\$17,500	\$20,000
E.H.S. English Department	\$0	\$3,000		\$0	\$0	\$3,000
E.H.S. Foreign Language Department	\$504	\$1,500		\$0	\$0	\$1,000
Principals' Request	\$41,323	\$35,000		\$22,574	\$65,000	\$75,000
Graduation	\$23,396	\$20,000		\$0	\$23,000	\$25,000
Occupational Education	\$247,160	\$300,000		\$448,840	\$280,000	\$300,000
	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL GENERAL EXPENDITURES	\$1,294,269	\$1,416,500	\$0	\$1,054,542	\$1,223,485	\$1,411,000

INSTRUCTIONAL SPECIAL EXPENDITURES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED TOTAL	FY2019 2/28/2019	FY2019 ESTIMATED TOTAL	FY2020 REQUEST
Audio - Visual Media	\$13,969	\$15,000		\$33,122	\$35,000	\$50,000
Television Program	\$15,229	\$20,000		\$659	\$10,000	\$15,000
Libraries	\$7,080	\$5,000		\$1,928	\$2,000	\$3,000
Digital Photography	\$0	\$1,000		\$449	\$449	\$1,000
Health Education	\$0	\$1,000		\$0	\$0	\$1,000
Guidance	\$0	\$7,000		\$322	\$322	\$5,000
Computer Purchase & Supplies	\$761,372	\$925,525		\$534,484	\$725,000	\$750,000
After School Program	\$50,000	\$50,000		\$82,589	\$85,000	\$0
	=====	=====	=====	=====	=====	=====
TOTAL INSTRUCTIONAL SPECIAL EXPENDITURES	\$847,650	\$1,024,525	\$0	\$653,553	\$857,771	\$825,000

**INSTRUCTIONAL
POSITION SUMMARY**

	#STAFF FY2019	#STAFF FY2020 REQUEST	FY2019 REQUEST	FY2019 REVISED	FY2020 REQUEST
Teacher - Adams School	7	10	\$615,941		\$854,691
Teacher- Devens School	3	2	\$266,961		\$150,094
Teacher - English School	39	35	\$3,284,119		\$3,101,392
Teacher - Keverian School	43	40	\$3,748,626		\$3,501,541
Teacher - Lafayette School	39	44	\$3,309,620		\$3,800,034
Teacher - Parlin School	37	54	\$3,064,957		\$4,421,827
Teacher- Webster School	28	29	\$2,291,895		\$2,515,895
Teacher - Whittier School	35	35	\$2,967,102		\$3,089,858
Teacher - Everett High School	118	115	\$9,399,112		\$9,633,586
Teacher - Alternative Education	8	1	\$630,200		\$84,937
Teacher-Career Technical Education	4	16	\$340,037		\$1,281,369
Teacher - Specialized	80	81	\$6,562,629		\$7,056,412
Subtotal Teachers	441	462	\$36,481,199		\$39,491,636
Principal - High School	1	1	\$154,301		\$159,748
Vice Principal - High School	1	1	\$133,204		\$138,057
Principal - Elementary	6	7	\$771,660		\$930,876
Principal -Devens School	1	1	\$131,445		\$136,008
Assistant Principal - Elementary	5	4	\$603,445		\$498,850
Director- A	9	8	\$1,164,520		\$1,062,941
Director-B	0	1	\$0		\$111,972
Subtotal Administrators	23	23	\$2,958,575		\$3,038,448
TOTAL INSTRUCTIONAL PERSONNEL	464	485	\$39,439,774	\$0	\$42,530,084

Section 3

Special Education

SPECIAL EDUCATION PERSONNEL SERVICES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED TOTAL	FY2019 2/28/2019	FY2019 ESTIMATED TOTAL	FY2020 REQUEST
Teachers' Salaries	\$8,047,270	\$7,551,254		\$3,431,052	\$7,677,293	\$8,208,981
Administrative Overtime/Stipends	\$0	\$3,000		\$0	\$0	\$3,000
Misc. Pay/Perfect Attendance	\$11,030	\$12,000		\$3,912	\$3,912	\$7,000
Administrators' Salaries	\$257,397	\$259,887		\$195,234	\$267,612	\$261,952
Other Personnel Services - Clerical	\$99,834	\$99,832		\$61,557	\$99,832	\$101,803
Teacher Aides	\$2,333,515	\$2,464,305		\$986,991	\$1,955,571	\$2,443,831
Substitutes	\$90,000	\$90,000		\$0	\$90,000	\$90,000
Applied Behavioral Analysis Salaries	\$0	\$152,871		\$99,943	\$216,779	\$223,193
Therapeutic Crisis Interventionists	\$0	\$337,267		\$153,827	\$363,190	\$410,336
	=====	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION PERSONNEL SERVICES	\$10,839,046	\$10,970,416	\$0	\$4,932,516	\$10,674,189	\$11,750,096

SPECIAL EDUCATION GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED TOTAL	FY2019 2/28/2019	FY2019 ESTIMATED TOTAL	FY2020 REQUEST
Clinical	\$2,701,445	\$3,000,000		\$1,287,826	\$3,000,000	\$3,100,000
Independent Evaluation	\$0	\$5,000		\$0	\$0	\$5,000
Consultants	\$0	\$20,000		\$0	\$0	\$5,000
	=====	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION GENERAL EXPENDITURES	\$2,701,445	\$3,025,000	\$0	\$1,287,826	\$3,000,000	\$3,110,000
Special Education Tuition	\$5,490,994	\$7,000,000	\$0	\$3,441,608	\$6,600,000	\$7,000,000
Gateway to College Program	\$0	\$175,000	\$0	\$7,495	\$20,000	\$175,000
Vision/Hearing Screening	\$0	\$4,000	\$0	\$0	\$0	\$0
Special Education Transportation	\$3,963,043	\$4,700,000	\$0	\$2,151,862	\$4,300,000	\$4,500,000

**SPECIAL EDUCATION
SUMMARY BY POSITION**

	#STAFF FY2019 APPROPRIATED	#STAFF FY2020 REQUEST	FY2019 APPROPRIATED	FY2019 REVISED TOTAL	FY2020 REQUEST
Teacher - Special Education	92	96	\$7,551,254		\$8,208,981
Director	2	2	\$259,887		\$261,952
Secretary	2	2	\$99,832		\$101,803
Teacher Aides	105	99	\$2,464,305		\$2,443,831
Applied Behavioral Analysis Specialist	3	4	\$152,871		\$223,193
Therapeutic Crisis Inteventionists	6	7	\$337,267		\$410,336
	=====	=====	=====	=====	=====
TOTAL SPECIAL EDUCATION	210	210	\$10,865,416	\$0	\$11,650,096

Section 4

Athletics

ATHLETICS GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2018 REVISED TOTAL	FY2019 2/28/2019	FY2019 ESTIMATED TOTAL	FY2020 REQUEST
Athletics General Expenditures	\$316,414	\$306,555		\$205,631	\$333,000	\$306,555
Athletic Equipment	\$95,001	\$93,445		\$88,126	\$103,455	\$93,445
	=====	=====	=====	=====	=====	=====
TOTAL ATHLETICS GENERAL EXPENDITURES	\$411,415	\$400,000	\$0	\$293,757	\$436,455	\$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 2019 APPROPRIATED	FY 2019 REVISED TOTAL	FY 2019 2/28/2019	FY 2019 ESTIMATED TOTAL	FY 2020 REQUEST
Maintenance Salaries	\$88,068 =====	\$89,545 =====	\$51,924 =====	\$90,386 =====	\$172,706 =====
TOTAL MAINTENANCE SALARIES SERVICES	\$88,068	\$89,545	\$51,924	\$90,386	\$172,706
Custodians Salaries	\$1,559,799	\$1,589,363	\$960,031	\$1,595,150	\$1,790,465
Substitute/Summer Help	\$147,000		\$226,769	\$298,867	\$225,380
Misc. Pay/Perfect Attendance	\$3,000		\$2,264	\$2,264	\$3,000
Overtime	\$140,000		\$87,923	\$129,440	\$140,000
5% Differential	\$15,000 =====		\$7,186 =====	\$11,692 =====	\$15,000 =====
TOTAL CUSTODIANS' SALARIES	\$1,864,799	\$1,589,363	\$1,284,173	\$2,037,413	\$2,173,845
Houseworkers' Salaries	\$50,388 =====	\$52,416 =====	\$129,063 =====	\$210,914 =====	\$221,036 =====
TOTAL HOUSEWORKERS' SALARIES	\$50,388	\$52,416	\$129,063	\$210,914	\$221,036
GRAND TOTAL MAIN/CUST/HOUSE PERS. SERVICES	\$2,003,255	\$1,678,908	\$1,465,160	\$2,338,713	\$2,567,587

MAINTENANCE GENERAL EXPENDITURES

LINE ITEM DETAIL

	FY2018 ACTUAL	FY2019 APPROPRIATED	FY2019 REVISED TOTAL	FY2019 2/28/2019	FY2019 ESTIMATED TOTAL	FY2020 REQUEST
Custodians' Supplies	\$79,048	\$75,000		\$55,846	\$85,000	\$85,000
Custodian & Maintenance Clothing	\$11,913	\$10,000		\$5,971	\$12,000	\$12,000
General Work	\$938,746	\$350,000		\$407,711	\$450,000	\$428,000
Motor Maintenance	\$3,706	\$15,000		\$6,645	\$12,500	\$15,000
Private Protection	\$18,856	\$30,000		\$26,573	\$31,100	\$35,000
Sprinkler Systems	\$105,142	\$75,000		\$36,434	\$62,000	\$65,000
Vandalism	\$39,158	\$35,000		\$6,365	\$7,000	\$15,000
Electrical Contract	\$154,153	\$80,000		\$83,693	\$127,000	\$130,000
Plumbing Contract	\$118,596	\$80,000		\$76,482	\$97,000	\$110,000
HVAC Contract	\$508,819	\$485,000		\$335,417	\$520,000	\$600,000
Elevator Contract	\$34,357	\$35,000		\$15,668	\$27,000	\$120,000
Cleaning Contract	\$282,120	\$285,000		\$194,515	\$294,000	\$300,000
Snow Plowing	\$90,495	\$150,000		\$37,605	\$68,143	\$150,000
Housing of School Vehicles	\$56,400	\$56,400		\$38,916	\$58,400	\$60,000
Landscaping All Schools	\$67,618	\$80,000		\$40,034	\$80,000	\$80,000
Devens School Lease	\$38,579	\$575,000		\$352,701	\$620,000	\$620,000
Upgrade Security System/Communication System	\$45,617	\$120,000		\$0	\$95,000	\$120,000
Painting of Building B at Everett High School	\$0	\$250,000		\$167,700	\$167,700	\$0
Recent Walkway/ Asphalt Parking Lot at Parlin School	\$0	\$0		\$0	\$0	\$80,000
	=====	=====	=====	=====	=====	=====
TOTAL MAINTENANCE GENERAL EXPENDITURES	\$2,593,323	\$2,786,400	\$0	\$1,888,276	\$2,646,143	\$3,025,000
Electricity	\$1,508,666	\$1,650,000	\$0	\$884,669	\$1,500,000	\$1,650,000
Gas	\$525,859	\$650,000	\$0	\$177,564	\$600,000	\$650,000

MAINTENANCE
SUMMARY BY POSITION

	#STAFF FY 2019	#STAFF FY 2020	FY 2019 APPROPRIATED	FY 2019 ACTUAL	FY 2019 REVISED # STAFF	FY 2019 REVISED BUDGET	FY 2020 REQUEST
MAINTENANCE							
Supervisors	1	2	\$83,868	\$100,000	1	\$85,545	\$172,706
Longevity			\$4,200	\$0		\$4,200	\$0
	=====	=====	=====	=====	=====	=====	=====
TOTAL MAINTENANCE	1	2	\$88,068	\$100,000	1	\$89,745	\$172,706
CUSTODIAN							
Junior Building Custodian	29	32	\$1,558,199	\$1,450,737	33	\$1,589,363	\$1,788,865
Longevity			\$1,600	\$1,600	0	\$1,600	\$1,600
	=====	=====	=====	=====	=====	=====	=====
TOTAL CUSTODIANS	29	32	\$1,559,799	\$1,452,337	33	\$1,590,963	\$1,790,465
HOUSEWORKERS							
TOTAL HOUSEWORKERS	2	8	\$50,388	\$218,348	8	\$52,416	\$221,036
Grand Total	32	42	\$1,698,255	\$1,770,685	42	\$1,733,124	\$2,184,207

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

300 - EVERETT PUBLIC SCHOOLS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-300-1110-05-3-000	SCHOOL COMM - COMPENSATION	\$103,704.18	\$103,500.00	\$44,515.40	\$110,000.00	\$110,000.00	\$110,000.00
01-300-1210-05-1-000	SUPERINTENDENT - PROF SALARIES	\$223,881.28	\$223,880.00	\$92,917.44	\$198,000.00	\$198,000.00	\$198,000.00
01-300-1210-05-2-000	SUPERINTENDENT - CLERICAL	\$116,868.59	\$116,650.00	\$49,417.17	\$121,312.00	\$121,312.00	\$121,312.00
01-300-1220-05-1-000	ASST SUPERINTENDENT - PROF	\$156,830.05	\$161,540.00	\$66,431.91	\$168,306.00	\$168,306.00	\$168,306.00
01-300-1230-05-2-000	OTHER DIST ADMIN - CLERICAL	\$44,424.10	\$46,036.00	\$18,591.09	\$49,579.00	\$49,579.00	\$49,579.00
01-300-1410-05-1-000	BUSINESS OFFICE - PROF SALARIES	\$162,038.04	\$162,038.00	\$66,511.50	\$168,512.00	\$168,512.00	\$168,512.00
01-300-1410-05-2-000	BUSINESS OFFICE - CLERICAL SALARIES	\$50,566.86	\$76,066.00	\$21,196.24	\$52,556.00	\$52,556.00	\$52,556.00
01-300-1410-05-3-000	BUSINESS OFFICE - OTHER SALARIES	\$288,927.03	\$293,667.00	\$97,752.62	\$257,580.00	\$257,580.00	\$257,580.00
01-300-1420-05-1-000	HUMAN RESOURCES - PROF SALARIES	\$93,636.90	\$93,636.00	\$37,814.91	\$97,419.00	\$97,419.00	\$97,419.00
01-300-1450-05-3-000	DIST TECHNOLOGY - OTHER SALARIES	\$204,253.09	\$0.00	\$1,566.80	\$0.00	\$0.00	\$0.00
01-311-2210-05-2-000	ADAMS PRINCIPAL - CLERICAL	\$50,598.30	\$49,266.00	\$19,026.28	\$49,579.00	\$49,579.00	\$49,579.00
01-311-2305-01-1-000	ADAMS CLASSROOM TEACHERS	\$649,834.13	\$615,941.00	\$218,168.90	\$854,691.00	\$854,691.00	\$854,691.00
01-311-2305-02-1-000	ADAMS SPED TEACHERS	\$69,079.12	\$146,639.00	\$21,979.72	\$84,937.00	\$84,937.00	\$84,937.00
01-311-2330-02-3-000	ADAMS SPED PARAPROFESSIONALS	\$198,690.84	\$188,031.00	\$50,301.83	\$155,788.00	\$155,788.00	\$155,788.00
01-312-2210-05-1-000	WEBSTER PRINCIPAL - PROF SALARIES	\$129,596.40	\$129,553.00	\$53,034.82	\$134,112.00	\$134,112.00	\$134,112.00
01-312-2210-05-2-000	WEBSTER PRINCIPAL - CLERICAL	\$85,116.14	\$93,689.00	\$39,140.57	\$102,512.00	\$102,512.00	\$102,512.00
01-312-2250-05-1-000	WEBSTER BLDG TECH - PROF SALARIES	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00
01-312-2305-01-1-000	WEBSTER CLASSROOM TEACHERS	\$2,202,568.86	\$2,421,895.00	\$648,673.35	\$2,665,895.00	\$2,665,895.00	\$2,665,895.00
01-312-2305-02-1-000	WEBSTER SPED TEACHERS	\$986,128.02	\$1,210,659.00	\$284,825.52	\$1,483,088.00	\$1,483,088.00	\$1,483,088.00
01-312-2310-01-1-000	WEBSTER SPECIALIST TEACHERS	\$185,194.48	\$224,259.00	\$58,814.84	\$235,041.00	\$235,041.00	\$235,041.00
01-312-2330-02-3-000	WEBSTER SPED PARAPROFESSIONALS	\$695,354.01	\$961,955.00	\$131,636.09	\$822,199.00	\$822,199.00	\$822,199.00
01-312-2710-01-1-000	WEBSTER GUIDANCE - PROF SALARIES	\$137,385.38	\$167,083.00	\$43,836.94	\$174,001.00	\$174,001.00	\$174,001.00
01-313-2210-05-1-000	ENGLISH PRINCIPAL - PROF SALARIES	\$253,145.59	\$253,062.00	\$107,982.50	\$270,924.00	\$270,924.00	\$270,924.00
01-313-2210-05-2-000	ENGLISH PRINCIPAL - CLERICAL	\$50,766.86	\$50,766.00	\$21,396.24	\$52,756.00	\$52,756.00	\$52,756.00
01-313-2250-05-1-000	ENGLISH BLDG TECH - PROF SALARIES	\$58,839.00	\$0.00	\$40,473.16	\$164,307.00	\$164,307.00	\$164,307.00
01-313-2305-01-1-000	ENGLISH CLASSROOM TEACHERS	\$3,135,913.13	\$3,349,119.00	\$798,765.49	\$3,551,392.00	\$3,551,392.00	\$3,551,392.00
01-313-2305-02-1-000	ENGLISH SPED TEACHERS	\$888,712.18	\$1,122,311.00	\$201,871.18	\$856,988.00	\$856,988.00	\$856,988.00
01-313-2310-01-1-000	ENGLISH SPECIALIST TEACHERS	\$409,506.52	\$368,078.00	\$117,009.59	\$543,005.00	\$543,005.00	\$543,005.00
01-313-2330-02-3-000	ENGLISH SPED PARAPROFESSIONALS	\$333,655.54	\$291,536.00	\$80,645.76	\$305,242.00	\$305,242.00	\$305,242.00
01-313-2340-05-1-000	ENGLISH LIBRARY - PROF SALARIES	\$64,689.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

300 - EVERETT PUBLIC SCHOOLS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
PERSONNEL							
01-313-2710-01-1-000	ENGLISH GUIDANCE - PROF SALARIES	\$127,831.65	\$160,715.00	\$45,997.28	\$180,454.00	\$180,454.00	\$180,454.00
01-314-2210-05-1-000	KEVERIAN PRINCIPAL - PROF SALARIES	\$237,013.59	\$242,004.00	\$99,642.00	\$250,781.00	\$250,781.00	\$250,781.00
01-314-2210-05-2-000	KEVERIAN PRINCIPAL - CLERICAL	\$50,566.86	\$49,266.00	\$21,196.24	\$52,556.00	\$52,556.00	\$52,556.00
01-314-2250-05-1-000	KEVERIAN BLDG TECH - PROF	\$0.00	\$53,772.00	\$0.00	\$0.00	\$0.00	\$0.00
01-314-2305-01-1-000	KEVERIAN CLASSROOM TEACHERS	\$3,266,094.28	\$4,008,626.00	\$868,245.80	\$4,101,541.00	\$4,101,541.00	\$4,101,541.00
01-314-2305-02-1-000	KEVERIAN SPED TEACHERS	\$654,549.40	\$796,123.00	\$203,725.38	\$854,080.00	\$854,080.00	\$854,080.00
01-314-2310-01-1-000	KEVERIAN SPECIALIST TEACHERS	\$383,374.75	\$418,407.00	\$144,458.23	\$576,373.00	\$576,373.00	\$576,373.00
01-314-2330-02-3-000	KEVERIAN SPED PARAPROFESSIONALS	\$42,581.63	\$153,996.00	\$16,779.91	\$108,779.00	\$108,779.00	\$108,779.00
01-314-2340-05-1-000	KEVERIAN LIBRARY - PROF SALARIES	\$45,499.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-314-2710-01-1-000	KEVERIAN GUIDANCE - PROF SALARIES	\$120,032.00	\$148,906.00	\$22,887.06	\$168,603.00	\$168,603.00	\$168,603.00
01-315-2210-05-1-000	LAFAYETTE PRINCIPAL - PROF	\$247,499.33	\$249,762.00	\$88,983.05	\$257,881.00	\$257,881.00	\$257,881.00
01-315-2210-05-2-000	LAFAYETTE PRINCIPAL - CLERICAL	\$49,205.95	\$49,266.00	\$18,592.42	\$47,896.00	\$47,896.00	\$47,896.00
01-315-2250-05-1-000	LAFAYETTE BLDG TECH - PROF	\$81,157.94	\$95,623.00	\$25,313.89	\$99,722.00	\$99,722.00	\$99,722.00
01-315-2305-01-1-000	LAFAYETTE CLASSROOM TEACHERS	\$2,969,427.70	\$3,569,620.00	\$940,695.69	\$4,025,034.00	\$4,025,034.00	\$4,025,034.00
01-315-2305-02-1-000	LAFAYETTE SPED TEACHERS	\$1,009,072.00	\$1,207,788.00	\$330,087.63	\$1,291,754.00	\$1,291,754.00	\$1,291,754.00
01-315-2310-01-1-000	LAFAYETTE SPECIALIST TEACHERS	\$333,261.33	\$480,072.00	\$115,519.13	\$609,182.00	\$609,182.00	\$609,182.00
01-315-2330-02-3-000	LAFAYETTE SPED	\$337,902.70	\$354,739.00	\$77,823.40	\$354,420.00	\$354,420.00	\$354,420.00
01-315-2340-05-1-000	LAFAYETTE LIBRARY - PROF SALARIES	\$72,893.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-315-2710-01-1-000	LAFAYETTE GUIDANCE - PROF	\$136,361.86	\$164,428.00	\$25,159.33	\$173,411.00	\$173,411.00	\$173,411.00
01-316-2210-05-1-000	PARLIN PRINCIPAL - PROF SALARIES	\$247,261.06	\$249,762.00	\$103,137.92	\$255,689.00	\$255,689.00	\$255,689.00
01-316-2210-05-2-000	PARLIN PRINCIPAL - CLERICAL SALARIE	\$47,253.47	\$46,036.00	\$19,891.09	\$49,579.00	\$49,579.00	\$49,579.00
01-316-2250-05-1-000	PARLIN BLDG TECH - PROF SALARIES	\$97,194.24	\$120,493.00	\$23,949.66	\$243,966.00	\$243,966.00	\$243,966.00
01-316-2305-01-1-000	PARLIN CLASSROOM TEACHERS	\$2,907,191.03	\$3,324,957.00	\$1,020,373.98	\$5,021,827.00	\$5,021,827.00	\$5,021,827.00
01-316-2305-02-1-000	PARLIN SPED TEACHERS	\$343,628.77	\$421,707.00	\$128,837.66	\$433,326.00	\$433,326.00	\$433,326.00
01-316-2310-01-1-000	PARLIN SPECIALIST TEACHERS	\$280,457.73	\$407,582.00	\$57,886.70	\$301,230.00	\$301,230.00	\$301,230.00
01-316-2330-02-3-000	PARLIN SPED PARAPROFESSIONALS	\$91,476.64	\$119,073.00	\$29,876.16	\$73,100.00	\$73,100.00	\$73,100.00
01-316-2340-05-1-000	PARLIN LIBRARY - PROF SALARIES	\$62,650.06	\$77,979.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2710-01-1-000	PARLIN GUIDANCE - PROF SALARIES	\$131,229.12	\$96,823.00	\$26,067.72	\$175,622.00	\$175,622.00	\$175,622.00
01-317-2210-05-1-000	WHITTIER PRINCIPAL - PROF SALARIES	\$251,045.60	\$250,962.00	\$103,559.57	\$260,339.00	\$260,339.00	\$260,339.00
01-317-2210-05-2-000	WHITTIER PRINCIPAL - CLERICAL	\$50,566.86	\$50,566.00	\$21,196.24	\$52,556.00	\$52,556.00	\$52,556.00

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PERSONNEL							
01-317-2250-05-1-000	WHITTIER BLDG TECH - PROF SALARIES	\$81,157.94	\$95,623.00	\$25,313.89	\$99,722.00	\$99,722.00	\$99,722.00
01-317-2305-01-1-000	WHITTIER CLASSROOM TEACHERS	\$2,716,775.57	\$3,097,102.00	\$744,162.27	\$3,464,858.00	\$3,464,858.00	\$3,464,858.00
01-317-2305-02-1-000	WHITTIER SPED TEACHERS	\$522,214.83	\$423,557.00	\$110,573.12	\$515,327.00	\$515,327.00	\$515,327.00
01-317-2310-01-1-000	WHITTIER SPECIALIST TEACHERS	\$288,678.58	\$343,765.00	\$86,745.40	\$339,443.00	\$339,443.00	\$339,443.00
01-317-2330-02-3-000	WHITTIER SPED PARAPROFESSIONALS	\$32,113.30	\$74,167.00	\$8,819.58	\$92,919.00	\$92,919.00	\$92,919.00
01-317-2340-05-1-000	WHITTIER LIBRARY - PROF SALARIES	\$68,305.41	\$84,723.00	\$-300.00	\$0.00	\$0.00	\$0.00
01-317-2710-01-1-000	WHITTIER GUIDANCE - PROF SALARIES	\$78,553.06	\$96,823.00	\$26,067.72	\$100,622.00	\$100,622.00	\$100,622.00
01-321-2210-05-1-000	DEVENS PRINCIPAL - PROF SALARIES	\$131,488.42	\$131,445.00	\$53,798.91	\$136,004.00	\$136,004.00	\$136,004.00
01-321-2210-05-2-000	DEVENS PRINCIPAL - CLERICAL	\$50,566.86	\$50,566.00	\$21,196.24	\$52,556.00	\$52,556.00	\$52,556.00
01-321-2305-01-1-000	DEVENS CLASSROOM TEACHERS	\$205,908.28	\$266,961.00	\$38,427.52	\$225,094.00	\$225,094.00	\$225,094.00
01-321-2305-02-1-000	DEVENS SPED TEACHERS	\$405,047.70	\$544,272.00	\$204,766.01	\$801,331.00	\$801,331.00	\$801,331.00
01-321-2305-02-1-460	SUMMER PROGRAM DEVENS SCHOOL	\$-37,243.20	\$75,000.00	\$30,556.34	\$30,000.00	\$30,000.00	\$30,000.00
01-321-2310-01-1-000	DEVENS SPECIALIST TEACHERS	\$71,462.82	\$84,456.00	\$23,193.43	\$89,627.00	\$89,627.00	\$89,627.00
01-321-2330-02-3-000	DEVENS SPED PARAPROFESSIONALS	\$258,794.31	\$201,263.00	\$53,206.25	\$198,472.00	\$198,472.00	\$198,472.00
01-321-2710-02-1-000	DEVENS ADJUSTMENT	\$83,710.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-331-2210-05-1-000	EHS PRINCIPAL - PROF SALARIES	\$961,156.27	\$1,042,774.00	\$324,577.09	\$1,099,200.00	\$1,099,200.00	\$1,099,200.00
01-331-2210-05-2-000	EHS PRINCIPAL - CLERICAL SALARIES	\$294,471.79	\$310,082.00	\$130,063.92	\$325,340.00	\$325,340.00	\$325,340.00
01-331-2220-01-1-000	EHS DEPT HEADS - PROF SALARIES	\$243,353.04	\$288,734.00	\$77,361.04	\$507,748.00	\$507,748.00	\$507,748.00
01-331-2220-02-1-000	EHS SPED DEPT HEADS - PROF	\$88,023.76	\$104,028.00	\$28,007.56	\$107,997.00	\$107,997.00	\$107,997.00
01-331-2305-01-1-000	EHS CLASSROOM TEACHERS	\$7,911,545.91	\$8,878,224.00	\$2,218,493.67	\$9,474,582.00	\$9,474,582.00	\$9,474,582.00
01-331-2305-02-1-000	EHS SPED TEACHERS	\$1,358,357.55	\$1,538,777.00	\$389,775.19	\$1,620,108.00	\$1,620,108.00	\$1,620,108.00
01-331-2305-03-1-000	VOCATIONAL SALARIES	\$0.00	\$340,037.00	\$183,369.71	\$1,366,306.00	\$1,366,306.00	\$1,366,306.00
01-331-2310-01-1-000	EHS SPECIALIST TEACHERS	\$1,398,251.76	\$1,445,653.00	\$412,185.96	\$1,952,754.00	\$1,952,754.00	\$1,952,754.00
01-331-2330-02-3-000	EHS SPED PARAPROFESSIONALS	\$195,836.96	\$310,293.00	\$40,981.30	\$190,312.00	\$190,312.00	\$190,312.00
01-331-2340-05-1-000	EHS LIBRARY - PROF SALARIES	\$73,591.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-331-2710-01-1-000	EHS GUIDANCE - PROF SALARIES	\$647,674.08	\$644,413.00	\$119,382.85	\$698,632.00	\$698,632.00	\$698,632.00
01-331-2710-01-2-000	EHS GUIDANCE - CLERICAL SALARIES	\$98,621.75	\$101,732.00	\$41,492.20	\$104,212.00	\$104,212.00	\$104,212.00
01-339-2110-01-1-000	DIST CURRICULUM - PROF SALARIES	\$185,894.49	\$145,408.00	\$61,226.34	\$150,386.00	\$150,386.00	\$150,386.00
01-339-2110-01-2-000	DIST CURRICULUM - CLERICAL	\$48,718.87	\$49,266.00	\$19,829.92	\$51,256.00	\$51,256.00	\$51,256.00
01-339-2110-02-1-000	SPED SUPERVISORY - PROF SALARIES	\$431,078.15	\$363,018.00	\$178,332.43	\$471,982.00	\$471,982.00	\$471,982.00

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PERSONNEL							
01-339-2110-02-2-000	SPED SUPERVISORY - CLERICAL	\$99,833.72	\$99,832.00	\$31,988.79	\$101,803.00	\$101,803.00	\$101,803.00
01-339-2110-01-1-455	INSTRUCTIONAL ACCOUNT	\$236,397.43	\$300,000.00	\$0.00	\$240,000.00	\$240,000.00	\$240,000.00
01-339-2120-01-1-000	DISTRICT DEPARTMENT HEADS	\$1,067,013.30	\$1,365,142.00	\$436,859.59	\$1,100,906.00	\$1,100,906.00	\$1,100,906.00
01-339-2305-01-1-000	DISTRICT CLASROOM TEACHERS	\$422,321.97	\$439,882.00	\$89,186.16	\$34,608.00	\$34,608.00	\$34,608.00
01-339-2320-02-1-000	MEDICAL THERAPEUTIC SALARIES	\$162,628.05	\$192,262.00	\$25,881.45	\$100,015.00	\$100,015.00	\$100,015.00
01-339-2320-02-3-000	THERAPEUTIC CRISIS	\$0.00	\$337,267.00	\$79,054.22	\$410,336.00	\$410,336.00	\$410,336.00
01-339-2330-02-1-000	APPLIED BEHAVIORAL ANALYSIS	\$0.00	\$152,871.00	\$58,363.55	\$223,193.00	\$223,193.00	\$223,193.00
01-339-2330-02-3-000	DIST SPED PARAPROFESSIONAL WAGES	\$163,713.15	\$49,252.00	\$56,625.26	\$232,600.00	\$232,600.00	\$232,600.00
01-339-2340-05-1-000	DIST LIBRARY/MEDIA CTR - PROF	\$161,070.55	\$122,194.00	\$47,071.08	\$125,948.00	\$125,948.00	\$125,948.00
01-339-3100-05-1-000	ATTENDANCE - PROF SALARIES	\$234,916.07	\$241,454.00	\$97,511.82	\$485,962.00	\$485,962.00	\$485,962.00
01-339-3510-05-1-000	ATHLETICS - PROF SALARIES	\$127,084.48	\$127,041.00	\$51,632.20	\$129,621.00	\$129,621.00	\$129,621.00
01-339-4110-05-3-000	CUST/MAINT-HOUSEWORKERS	\$153,458.41	\$50,388.00	\$77,792.23	\$221,036.00	\$221,036.00	\$221,036.00
01-339-4220-05-1-000	MAINT SUPERVISOR SALARY	\$63,231.03	\$88,068.00	\$30,769.60	\$172,706.00	\$172,706.00	\$172,706.00
01-339-4220-05-2-000	MAINTENANCE - CLERICAL SALARY	\$0.00	\$25,500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-4220-05-3-000	CUSTODIAL - OTHER SALARIES	\$1,266,613.70	\$1,679,799.00	\$612,358.68	\$1,790,465.00	\$1,790,465.00	\$1,790,465.00
01-300-2305-01-1-455	INSTRUCTIONAL SEVERANCE-PAY	\$329,838.17	\$244,665.00	\$219,683.79	\$100,000.00	\$100,000.00	\$100,000.00
01-311-2325-01-3-000	ADAMS SUBSTITUTE TEACHERS	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
01-312-2325-01-3-000	WEBSTER SUBSTITUTE TEACHERS	\$121,968.47	\$214,000.00	\$0.00	\$150,000.00	\$150,000.00	\$150,000.00
01-313-2325-01-3-000	ENGLISH SUBSTITUTE TEACHERS	\$59,850.28	\$136,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
01-314-2325-01-3-000	KEVERIAN SUBSTITUTE TEACHERS	\$48,617.04	\$176,000.00	\$0.00	\$175,000.00	\$175,000.00	\$175,000.00
01-315-2325-01-3-000	LAFAYETTE SUBSTITUTE TEACHERS	\$134,084.09	\$226,000.00	\$13,719.16	\$200,000.00	\$200,000.00	\$200,000.00
01-316-2325-01-3-000	PARLIN SUBSTITUTE TEACHERS	\$-100.00	\$126,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
01-317-2325-01-3-000	WHITTIER SUBSTITUTE TEACHERS	\$94,074.24	\$176,000.00	\$0.00	\$100,000.00	\$100,000.00	\$100,000.00
01-321-2325-01-3-000	DEVENS SUBSTITUTE TEACHERS	\$285,366.29	\$200,000.00	\$0.00	\$160,000.00	\$160,000.00	\$160,000.00
01-331-2325-01-3-000	EHS SUBSTITUTE TEACHERS	\$311,477.41	\$411,818.00	\$76,251.10	\$315,674.00	\$315,674.00	\$315,674.00
01-339-3510-05-3-000	ATHLETICS - OTHER SALARIES	\$527,314.85	\$530,634.00	\$146,910.71	\$434,688.00	\$434,688.00	\$434,688.00
01-339-1210-05-3-460	ADMIN P-T TEMPORARY HELP	\$60,029.98	\$10,000.00	\$0.00	\$46,168.00	\$46,168.00	\$46,168.00
01-339-2440-01-3-460	INSTRUCTIONAL P-T TEMP HELP	\$130,392.50	\$75,000.00	\$21,395.00	\$50,000.00	\$50,000.00	\$50,000.00
01-339-4110-05-3-460	CUST/MAINT P-T TEMP HELP	\$312,436.48	\$147,000.00	\$179,856.43	\$200,380.00	\$200,380.00	\$200,380.00
01-339-1210-05-3-450	ADMIN OT/STIPENDS	\$21,179.42	\$30,000.00	\$6,288.00	\$10,000.00	\$10,000.00	\$10,000.00

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PERSONNEL							
01-339-2310-02-1-450	SPED OVERTIME/STIPENDS	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-2440-01-3-450	INSTRUCTIONAL OT/STIPENDS	\$47,000.00	\$50,000.00	\$7,493.00	\$40,000.00	\$40,000.00	\$40,000.00
01-339-4110-05-3-450	CUST/MAINT OVERTIME/STIPENDS	\$141,744.72	\$140,000.00	\$52,110.10	\$140,000.00	\$140,000.00	\$140,000.00
01-339-1210-05-1-455	ADMIN - MISC OTHER PAY	\$3,640.50	\$5,000.00	\$3,937.92	\$5,000.00	\$5,000.00	\$5,000.00
01-339-1210-05-3-455	MAINT MISC PAY/PERFECT	\$2,826.70	\$3,000.00	\$2,264.04	\$3,000.00	\$3,000.00	\$3,000.00
01-339-2305-01-1-455	REG ED INSTR - MISC OTHER PAY	\$52,532.58	\$45,000.00	\$53,275.31	\$60,000.00	\$60,000.00	\$60,000.00
01-339-2305-01-1-460	SUMMER SCHOOL/ENRICHMENT	\$149,593.29	\$140,000.00	\$158,550.61	\$160,000.00	\$160,000.00	\$160,000.00
01-339-2305-02-1-455	SPED INSTR - MISC OTHER PAY	\$11,030.48	\$12,000.00	\$3,912.12	\$4,500.00	\$4,500.00	\$4,500.00
01-339-4110-05-3-455	CUST/MAINT - MISC OTHER PAY	\$9,587.12	\$15,000.00	\$3,558.87	\$15,000.00	\$15,000.00	\$15,000.00
01-339-2357-01-1-000	DISTRICT MENTORING	\$80,000.00	\$80,000.00	\$0.00	\$70,000.00	\$70,000.00	\$70,000.00
PERSONNEL Total:		\$52,691,061.56	\$59,939,139.00	\$16,310,087.65	\$66,149,821.00	\$66,149,821.00	\$66,149,821.00
EXPENSES							
01-339-3520-05-4-610	AFTER SCHOOL PROGRAM	\$50,000.00	\$50,000.00	\$18,368.50	\$135,000.00	\$135,000.00	\$135,000.00
01-339-0423-05-4-000	SNOW PLOWING	\$90,495.00	\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	\$150,000.00
01-339-4130-05-4-604	FACILITIES - ELECTRICITY	\$1,508,665.83	\$1,650,000.00	\$571,200.51	\$1,650,000.00	\$1,650,000.00	\$1,650,000.00
01-339-4130-05-4-615	FACILITIES - GAS HEAT	\$525,859.08	\$650,000.00	\$22,550.61	\$625,000.00	\$625,000.00	\$625,000.00
01-321-5350-05-6-000	DEVENS SCHOOL LEASE	\$-56,436.00	\$575,000.00	\$203,353.86	\$620,000.00	\$620,000.00	\$620,000.00
01-339-2415-01-5-517	STUDENT HANDBOOKS	\$9,181.50	\$50,000.00	\$15,305.42	\$50,000.00	\$50,000.00	\$50,000.00
01-339-3300-02-4-405	SPED TRANSPORTATION	\$3,963,043.39	\$4,700,000.00	\$1,047,351.43	\$4,500,000.00	\$4,500,000.00	\$4,500,000.00
01-339-2320-02-4-414	VISION/HEARING SCREENING	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-300-2410-01-5-504	ADMIN TEXTBOOKS	\$0.00	\$2,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-300-2430-01-5-500	ADMIN SUPPLIES & FREIGHT	\$80,744.44	\$100,000.00	\$39,823.64	\$120,000.00	\$120,000.00	\$120,000.00
01-311-2410-01-5-504	ADAMS TEXTBOOKS	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-311-2430-01-5-500	ADAMS SUPPLIES & FREIGHT	\$2,272.62	\$5,000.00	\$4,286.98	\$6,000.00	\$6,000.00	\$6,000.00
01-312-2410-01-5-504	WEBSTER TEXTBOOKS	\$16,747.32	\$18,000.00	\$1,240.20	\$2,000.00	\$2,000.00	\$2,000.00
01-312-2430-01-5-500	WEBSTER SUPPLIES & FREIGHT	\$64,017.67	\$30,000.00	\$13,320.62	\$50,000.00	\$50,000.00	\$50,000.00
01-313-2410-01-5-504	ENGLISH TEXTBOOKS	\$1,183.21	\$40,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-313-2430-01-5-500	ENGLISH SUPPLIES & FREIGHT	\$34,651.33	\$35,000.00	\$17,562.33	\$30,000.00	\$30,000.00	\$30,000.00
01-314-2410-01-5-504	KEVERIAN TEXTBOOKS	\$2,321.15	\$40,000.00	\$2,340.00	\$20,000.00	\$20,000.00	\$20,000.00

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EXPENSES							
01-314-2430-01-5-500	KEVERIAN SUPPLIES & FREIGHT	\$26,282.12	\$35,000.00	\$13,053.08	\$40,000.00	\$40,000.00	\$40,000.00
01-315-2410-01-5-504	LAFAYETTE TEXTBOOKS	\$0.00	\$40,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-315-2430-01-5-500	LAFAYETTE SUPPLIES & FREIGHT	\$22,877.98	\$35,000.00	\$17,061.09	\$40,000.00	\$40,000.00	\$40,000.00
01-316-2410-01-5-504	PARLIN TEXTBOOKS	\$0.00	\$35,000.00	\$144.69	\$2,000.00	\$2,000.00	\$2,000.00
01-316-2430-01-5-500	PARLIN SUPPLIES & FREIGHT	\$26,992.54	\$35,000.00	\$14,593.77	\$35,000.00	\$35,000.00	\$35,000.00
01-317-2410-01-5-504	WHITTIER TEXTBOOKS	\$0.00	\$40,000.00	\$2,480.40	\$20,000.00	\$20,000.00	\$20,000.00
01-317-2430-01-5-500	WHITTIER SUPPLIES & FREIGHT	\$14,501.29	\$35,000.00	\$10,963.11	\$30,000.00	\$30,000.00	\$30,000.00
01-321-2410-01-5-504	DEVENS TEXTBOOKS	\$415.00	\$5,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-321-2430-01-5-500	DEVENS SUPPLIES & FREIGHT	\$2,246.51	\$5,000.00	\$7,128.22	\$10,000.00	\$10,000.00	\$10,000.00
01-331-2410-01-5-504	HS TEXTBOOKS	\$43,940.61	\$100,000.00	\$41,118.10	\$100,000.00	\$100,000.00	\$100,000.00
01-331-2415-01-5-510	EHS TECH/MATH DEPT	\$0.00	\$7,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-331-2415-01-5-511	EHS SOCIAL STUDIES	\$5,848.24	\$3,000.00	\$0.00	\$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	\$504.00	\$1,500.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-331-2415-01-5-516	EHS PRINCIPALS REQUEST	\$41,323.09	\$35,000.00	\$2,202.50	\$75,000.00	\$75,000.00	\$75,000.00
01-331-2415-01-5-508	INDUSTRIAL SUPPLIES	\$2,265.40	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-331-2420-03-5-519	OCCUPATIONAL EDUCATION	\$247,159.80	\$300,000.00	\$144,970.49	\$280,000.00	\$280,000.00	\$280,000.00
01-331-2430-01-5-500	HS SUPPLIES & FREIGHT	\$91,590.48	\$115,000.00	\$85,135.43	\$160,000.00	\$160,000.00	\$160,000.00
01-331-3520-05-6-613	GRADUATION	\$23,395.80	\$20,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
01-339-2320-02-4-400	MED/THRPY CONSULTANTS	\$2,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-2320-02-4-407	CLINICAL SERVICES	\$2,701,445.50	\$3,000,000.00	\$733,548.62	\$3,100,000.00	\$3,100,000.00	\$3,100,000.00
01-339-2320-02-4-409	INDEPENDENT EVALUATION	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-2410-01-5-504	TEXTBOOKS	\$3,371.60	\$28,000.00	\$62,299.18	\$46,000.00	\$46,000.00	\$46,000.00
01-339-2410-01-5-505	SYSTEMWIDE BINDING	\$627.00	\$5,000.00	\$532.35	\$1,000.00	\$1,000.00	\$1,000.00
01-339-2420-01-5-513	SCIENCE (ALL SCHOOLS)	\$10,628.11	\$15,000.00	\$11,124.93	\$20,000.00	\$20,000.00	\$20,000.00
01-339-2430-01-5-500	SYSTEMWIDE SUPPLIES & FREIGHT	\$148,890.01	\$160,000.00	\$73,292.65	\$129,000.00	\$129,000.00	\$129,000.00
01-339-3520-01-6-509	BAND, MUSIC & INSTRUMENTS	\$174,673.92	\$85,000.00	\$38,156.81	\$75,000.00	\$75,000.00	\$75,000.00
01-331-9100-01-7-516	GATEWAY TO COLLEGE	\$168,452.05	\$175,000.00	\$3,115.19	\$175,000.00	\$175,000.00	\$175,000.00
01-339-2110-02-4-617	SPED MEDICAID COLLABORATIVE	\$54,585.40	\$50,000.00	\$18,724.50	\$60,000.00	\$60,000.00	\$60,000.00
01-339-9100-02-9-617	SPED TUITION PUBLIC SCHOOLS	\$531,834.19	\$550,000.00	\$5,663.50	\$350,000.00	\$350,000.00	\$350,000.00

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300 - EVERETT PUBLIC SCHOOLS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-339-9300-02-9-617	SPED TUITION PRIVATE SCHOOLS	\$2,133,481.24	\$3,200,000.00	\$552,844.87	\$3,295,000.00	\$3,295,000.00	\$3,295,000.00
01-339-9400-02-9-617	SPED TUITION COLLABORATIVES	\$2,771,093.40	\$3,200,000.00	\$869,981.51	\$3,295,000.00	\$3,295,000.00	\$3,295,000.00
01-300-1210-05-6-501	ADMIN DUES, EXPENSES & MEETINGS	\$88,221.79	\$87,500.00	\$71,184.60	\$88,250.00	\$88,250.00	\$88,250.00
01-300-1210-05-6-602	AUTO MILEAGE	\$8,760.46	\$10,000.00	\$3,846.75	\$12,000.00	\$12,000.00	\$12,000.00
01-300-2357-05-6-601	ADMIN DEVEL ED WORKSHOPS	\$1,048.67	\$5,000.00	\$405.00	\$5,000.00	\$5,000.00	\$5,000.00
01-300-2420-01-4-503	ADMIN COPIER MAINTENANCE	\$2,903.05	\$6,000.00	\$996.52	\$6,000.00	\$6,000.00	\$6,000.00
01-300-2451-01-5-526	ADMIN COMPUTER	\$15,444.88	\$30,000.00	\$12,864.42	\$30,000.00	\$30,000.00	\$30,000.00
01-311-2357-05-6-601	ADAMS DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-311-2420-01-4-503	ADAMS COPIER MAINTENANCE	\$4,982.05	\$2,000.00	\$2,073.84	\$5,000.00	\$5,000.00	\$5,000.00
01-311-2451-01-5-526	ADAMS COMP PURCHASE/SUPPLIES	\$541.52	\$5,000.00	\$197.13	\$1,000.00	\$1,000.00	\$1,000.00
01-311-2720-01-5-525	ADAMS GUIDANCE	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
01-312-2357-05-6-601	WEBSTER DEVEL ED WORKSHOPS	\$1,225.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-312-2420-01-4-503	WEBSTER COPIER MAINTENANCE	\$10,208.66	\$15,000.00	\$3,658.12	\$10,000.00	\$10,000.00	\$10,000.00
01-312-2451-01-5-526	WEBSTER COMP PURCHASE/SUPPLIES	\$110,090.25	\$15,000.00	\$2,793.60	\$12,000.00	\$12,000.00	\$12,000.00
01-312-2720-01-5-525	WEBSTER GUIDANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-313-2357-05-6-601	ENGLISH DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$950.00	\$500.00	\$500.00	\$500.00
01-313-2415-01-5-522	ENGLISH LIBRARY EXP	\$577.50	\$580.00	\$0.00	\$0.00	\$0.00	\$0.00
01-313-2420-01-4-503	ENGLISH COPIER MAINTENANCE	\$2,438.62	\$5,000.00	\$906.60	\$3,000.00	\$3,000.00	\$3,000.00
01-313-2451-01-5-526	ENGLISH COMP PURCHASE/SUPPLIES	\$4,390.60	\$10,000.00	\$2,673.50	\$5,000.00	\$5,000.00	\$5,000.00
01-313-2720-01-5-525	ENGLISH GUIDANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-314-2210-05-6-501	KEVERIAN DUES, EXPENSES & MTGS	\$750.00	\$750.00	\$0.00	\$750.00	\$750.00	\$750.00
01-314-2357-05-6-601	KEVERIAN DEVEL ED WORKSHOPS	\$1,596.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
01-314-2415-01-5-522	KEVERIAN LIBRARY EXP	\$577.50	\$580.00	\$0.00	\$0.00	\$0.00	\$0.00
01-314-2420-01-4-503	KEVERIAN COPIER MAINTENANCE	\$2,345.88	\$5,000.00	\$1,059.00	\$3,000.00	\$3,000.00	\$3,000.00
01-314-2451-01-5-526	KEVERIAN COMP PURCHASE/SUPPLIES	\$3,401.55	\$10,000.00	\$6,244.54	\$8,000.00	\$8,000.00	\$8,000.00
01-314-2720-01-5-525	KEVERIAN GUIDANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-315-2357-05-6-601	LAFAYETTE DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-315-2415-01-5-522	LAFAYETTE LIBRARY EXP	\$577.50	\$580.00	\$0.00	\$0.00	\$0.00	\$0.00
01-315-2420-01-4-503	LAFAYETTE COPIER MAINTENANCE	\$2,146.92	\$5,000.00	\$1,438.12	\$3,000.00	\$3,000.00	\$3,000.00
01-315-2451-01-5-526	LAFAYETTE COMP PURCHASE/SUPPLIES	\$6,337.12	\$15,000.00	\$2,772.79	\$10,000.00	\$10,000.00	\$10,000.00

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Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-315-2720-01-5-525	LAFAYETTE GUIDANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2210-05-6-501	PARLIN DUES, EXPENSES & MTGS	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2357-05-6-601	PARLIN DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2415-01-5-522	PARLIN LIBRARY EXP	\$577.50	\$580.00	\$0.00	\$0.00	\$0.00	\$0.00
01-316-2420-01-4-503	PARLIN COPIER MAINTENANCE	\$9,279.88	\$15,000.00	\$3,558.53	\$9,000.00	\$9,000.00	\$9,000.00
01-316-2451-01-5-526	PARLIN COMP PURCHASE/SUPPLIES	\$3,277.74	\$10,000.00	\$1,400.40	\$5,000.00	\$5,000.00	\$5,000.00
01-316-2720-01-5-525	PARLIN GUIDANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-317-2357-05-6-601	WHITTIER DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-317-2415-01-5-522	WHITTIER LIBRARY EXP	\$577.50	\$580.00	\$0.00	\$0.00	\$0.00	\$0.00
01-317-2420-01-4-503	WHITTIER COPIER MAINTENANCE	\$2,349.42	\$5,000.00	\$1,800.76	\$7,000.00	\$7,000.00	\$7,000.00
01-317-2451-01-5-526	WHITTIER COMP PURCHASE/SUPPLIES	\$4,116.08	\$10,000.00	\$2,898.07	\$6,000.00	\$6,000.00	\$6,000.00
01-317-2720-01-5-525	WHITTIER GUIDANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-321-2357-05-6-601	DEVENS DEVEL ED WORKSHOPS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-321-2420-01-4-503	DEVENS COPIER MAINTENANCE	\$11,743.32	\$15,000.00	\$4,999.14	\$13,000.00	\$13,000.00	\$13,000.00
01-321-2451-01-5-526	DEVENS COMP PURCHASE/SUPPLIES	\$1,157.10	\$5,000.00	\$750.00	\$3,000.00	\$3,000.00	\$3,000.00
01-321-2720-01-5-525	DEVENS GUIDANCE	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
01-331-2210-05-6-501	HS DUES, EXPENSES & MEETINGS	\$10,875.00	\$11,000.00	\$6,695.00	\$11,000.00	\$11,000.00	\$11,000.00
01-331-2357-05-6-601	HS DEVEL ED WORKSHOPS	\$2,255.00	\$6,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-331-2415-01-5-522	HS LIBRARY EXP	\$4,192.98	\$2,100.00	\$1,928.31	\$3,000.00	\$3,000.00	\$3,000.00
01-331-2415-01-5-523	EHS PHOTOGRAPHY	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-331-2420-01-4-503	HS COPIER MAINTENANCE	\$67,312.15	\$75,000.00	\$32,249.35	\$81,000.00	\$81,000.00	\$81,000.00
01-331-2451-01-5-526	HS COMP PURCHASE/SUPPLIES	\$48,093.02	\$100,000.00	\$111,059.71	\$150,000.00	\$150,000.00	\$150,000.00
01-331-2453-05-6-521	TV PROGRAM	\$15,229.10	\$20,000.00	\$658.68	\$15,000.00	\$15,000.00	\$15,000.00
01-331-2720-01-5-525	HS GUIDANCE	\$0.00	\$500.00	\$322.00	\$1,000.00	\$1,000.00	\$1,000.00
01-331-4220-05-4-400	Interior Painting of High School	\$0.00	\$250,000.00	\$167,700.00	\$0.00	\$0.00	\$0.00
01-339-1210-05-5-500	OFFICE SUPPLIES & POSTAGE	\$42,700.54	\$40,000.00	\$20,454.81	\$50,000.00	\$50,000.00	\$50,000.00
01-339-1430-05-4-403	LABOR/LEGAL FEES	\$207,370.06	\$150,000.00	\$91,998.45	\$200,000.00	\$200,000.00	\$200,000.00
01-339-2357-05-6-601	SYSTEMWIDE DEVEL ED WORKSHOPS	\$242,054.94	\$258,500.00	\$91,285.80	\$228,500.00	\$228,500.00	\$228,500.00
01-339-2415-01-5-524	SYSTEMWIDE HEALTH ED PROGRAM	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-339-2420-01-4-503	SYSTEMWIDE COPIER MAINTENANCE	\$102,312.50	\$127,500.00	\$45,141.16	\$110,000.00	\$110,000.00	\$110,000.00

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300 - EVERETT PUBLIC SCHOOLS							
Account Number	Account Description	FY2018 Expended	FY2019 Budget	FY2019 Expended	FY2020 Requested	FY2020 Mayor Recommended	FY2020 Council Approved
EXPENSES							
01-339-2420-01-4-600	ADVERTISING	\$105,078.50	\$100,000.00	\$24,895.00	\$40,000.00	\$40,000.00	\$40,000.00
01-339-2451-01-5-526	SYSTEMWIDE TECH	\$241,292.07	\$715,525.00	\$251,695.37	\$520,000.00	\$520,000.00	\$520,000.00
01-339-2453-05-6-520	SYSTEMWIDE A/V MEDIA	\$13,968.75	\$15,000.00	\$19,940.00	\$50,000.00	\$50,000.00	\$50,000.00
01-339-2720-01-5-525	SYSTEMWIDE GUIDANCE	\$0.00	\$3,000.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00
01-339-3510-05-5-607	ATHLETIC EXPENDITURES	\$405,414.89	\$400,000.00	\$179,293.41	\$400,000.00	\$400,000.00	\$400,000.00
01-339-3520-05-6-609	HOMECOMING	\$119,159.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-339-3600-05-4-603	SYSTEMWIDE POLICE DETAILS	\$54,538.02	\$55,000.00	\$8,080.00	\$55,000.00	\$55,000.00	\$55,000.00
01-339-4110-05-5-400	CLEANING CONTRACTS	\$282,120.00	\$285,000.00	\$124,015.00	\$300,000.00	\$300,000.00	\$300,000.00
01-339-4110-05-5-540	CUSTODIAN & MAINT CLOTHING	\$11,912.84	\$10,000.00	\$2,652.40	\$12,000.00	\$12,000.00	\$12,000.00
01-339-4110-05-5-545	CUSTODIAN SUPPLIES	\$79,048.42	\$75,000.00	\$26,722.31	\$85,000.00	\$85,000.00	\$85,000.00
01-339-4130-05-4-000	ELECTRICAL CONTRACT	\$154,152.66	\$80,000.00	\$68,993.57	\$130,000.00	\$130,000.00	\$130,000.00
01-339-4130-05-4-400	PLUMBING CONTRACT	\$118,595.91	\$80,000.00	\$35,808.19	\$110,000.00	\$110,000.00	\$110,000.00
01-339-4130-05-4-605	SYSTEMWIDE TELEPHONE	\$18,077.56	\$70,000.00	\$28,003.12	\$70,000.00	\$70,000.00	\$70,000.00
01-339-4210-05-4-400	LANDSCAPING ALL SCHOOLS	\$67,618.21	\$80,000.00	\$37,458.00	\$8,000.00	\$8,000.00	\$8,000.00
01-339-4220-05-4-400	GENERAL WORK	\$910,098.18	\$350,000.00	\$381,124.82	\$500,000.00	\$500,000.00	\$500,000.00
01-339-4220-05-4-401	ELEVATOR CONTRACT	\$34,357.40	\$35,000.00	\$11,238.90	\$120,000.00	\$120,000.00	\$120,000.00
01-339-4220-05-4-402	HVAC CONTRACT	\$508,819.17	\$485,000.00	\$200,573.30	\$600,000.00	\$600,000.00	\$600,000.00
01-339-4220-05-4-441	MOTOR MAINTENANCE	\$3,705.85	\$15,000.00	\$6,026.80	\$15,000.00	\$15,000.00	\$15,000.00
01-339-4220-05-4-444	SPRINKLER SYSTEM	\$105,142.81	\$75,000.00	\$25,861.90	\$65,000.00	\$65,000.00	\$65,000.00
01-339-4220-05-4-445	VANDALISM	\$39,158.08	\$35,000.00	\$6,365.00	\$15,000.00	\$15,000.00	\$15,000.00
01-339-4225-05-4-442	PRIVATE PROTECTION SYSTEM	\$18,346.93	\$30,000.00	\$15,147.20	\$35,000.00	\$35,000.00	\$35,000.00
01-339-4230-05-4-400	HOUSING OF VEHICLES	\$56,400.00	\$56,400.00	\$24,322.50	\$60,000.00	\$60,000.00	\$60,000.00
01-339-3600-05-4-000	UPGRADE SECURITY SYSTEM	\$45,617.14	\$120,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00
EXPENSES Total:		\$19,980,584.37	\$23,956,925.00	\$6,842,020.58	\$23,702,000.00	\$23,702,000.00	\$23,702,000.00
300 EVERETT PUBLIC SCHOOLS Total:		\$72,671,645.93	\$83,896,064.00	\$23,152,108.23	\$89,851,821.00	\$89,851,821.00	\$89,851,821.00
GENERAL FUND Total:		\$72,671,645.93	\$83,896,064.00	\$23,152,108.23	\$89,851,821.00	\$89,851,821.00	\$89,851,821.00
Grand Total:		\$72,671,645.93	\$83,896,064.00	\$23,152,108.23	\$89,851,821.00	\$89,851,821.00	\$89,851,821.00

Everett Public Schools District Improvement Plan

2018-2019

2019-2020

2020-2021

Vision

The Everett Public Schools collaborates with family and community to provide an environment that nurtures the unique capabilities of each student in order for them to become responsible learners and ethical global citizens.

Mission

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

Expectations for Student Learning District-Wide

All students in the Everett Public Schools will

- Read comprehensively and critically.
- Write coherently, creatively, logically, and critically
- Reason and problem solve effectively from both written and observed sources.
- Communicate coherently and logically.
- Apply, and integrate technology into their learning experience.
- Maintain positive relationships with peers, adults, and within the community.

<p style="text-align: center;">Academic</p> <p><i>Students will...</i></p> <ul style="list-style-type: none"> • Read comprehensively and critically • Write coherently, creatively, logically, and critically • Reason and problem_solve effectively from both written and observed sources • Communicate coherently and logically 	<p style="text-align: center;">Social</p> <p><i>Students will...</i></p> <ul style="list-style-type: none"> • Experience a welcoming and safe environment • Participate effectively and confidently in their learning • Establish positive working relationships with peers, teachers and administrators 	<p style="text-align: center;">Civic</p> <p><i>Students will...</i></p> <ul style="list-style-type: none"> • Develop awareness of local, regional and global events and resources • Apply, and integrate technology_into their learning experience.
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Strategic Objectives and Initiatives

<p style="text-align: center;"><u>Engaged Learning</u></p> <p>Content Directors and Coordinators</p> <p>Posted Learning Objective and Agenda</p> <p>Lesson design with clearly stated lesson objectives that scaffold instruction</p> <p>Use of formative assessments to create individual learning</p>	<p style="text-align: center;"><u>Building Relationships For students</u></p> <p>Lunches with building administrators / police</p> <p>Advisory Program</p> <ul style="list-style-type: none"> • Virtual Job Shadow • Restorative Justice <p>Guidance Counselors</p> <p>Global Scholars Program</p>	<p style="text-align: center;"><u>Effective Communication</u></p> <p>Translated documents for parents</p> <p>District wide School Council meetings</p> <p>Program newsletters</p> <p>Updated Everett Public Schools webpage</p> <p>Parent Advisory Meetings</p> <ul style="list-style-type: none"> • Special Education • Title I
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<p>objectives for all students</p> <p>Utilization of data analysis to create quarterly / yearly grade level learning objectives</p> <p>Targeted student support services via Title I , Special Education, English Language Learner students and General Education teachers</p> <p>Increased use of data collection programs for Math, ELA and Science</p> <p>Teacher professional development</p> <p>After school tutorial sessions</p> <p>Increased amount of technology equipment for schools and student programs</p> <p>Sheltered English Immersion Programs across the district</p> <p>Streamlining curriculum resources and coordination between and among Special Education, Title I and English Language</p>	<p>Parental Engagement</p> <p>Building smaller learning communities at EHS</p> <p>Student Ambassador Program</p> <p>Project HERE curriculum for Health and Physical Education Departments</p> <p>Scholarship opportunities from the Everett community and private institutions</p>	<ul style="list-style-type: none"> English Language Learners
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Learners		
<p style="text-align: center;"><u>Inclusion for All</u></p> <p>District philosophy, belief system and expectation from the Superintendent</p> <p>Developing Literacy Skills</p> <p>Increased use of formative assessments</p> <p>Increased use of formative assessments for literacy</p> <ul style="list-style-type: none"> • Dynamic Indicators of Basic Early Literacy Skills (DIBELS) Progress Monitoring • I Ready • Quarterly Exams <p>Increased use of formative assessments for mathematics</p> <ul style="list-style-type: none"> • I Ready • Toolbox • Quarterly Exams <p>Co-Teaching model for Special Education and English Language Learners</p> <p>Intervention support serv.</p>	<p style="text-align: center;"><u>Cultural Competence</u></p> <p>Digital Literacy</p> <p>World Languages Department interaction with after school clubs at EHS</p> <p>Anti Bullying Curriculum</p> <p>Social and Emotional Wellness</p> <p>Civic Engagement</p> <p>Scientific engagement with the world around us</p>	<p style="text-align: center;"><u>Collaboration, Communication, Partnerships, Planning for Success</u></p> <p>Availability of federal and state grants as funding partners</p> <p>Dual Enrollment programs</p> <p>Gateway to College program</p> <p>Advisory Council meetings with business community</p> <p>Grant partners</p> <p>Department of Elementary and Secondary Education</p> <p>Adequate funding resources VIA Chapter 70</p> <p>School Committee support</p>

Monitoring Progress – Progress Benchmarks

Monitoring should be quarterly. Status should be **Making gains (G) No change (N) Needs Improvement (NI)**

Monitoring Progress – Process Benchmarks <i>What will be done, when, and by whom</i>	Person(s) Responsible	Date			Status
		Fall	Mid-Year	End of Year	

Measuring Impact

Early Evidence of Change Benchmark <i>Changes in practice, attitude, or behavior observed if the initiative is having its desired impact.</i>	Person (s) Responsible	Date

Massachusetts Department of Elementary and Secondary Education
 FY20 Chapter 70 Summary



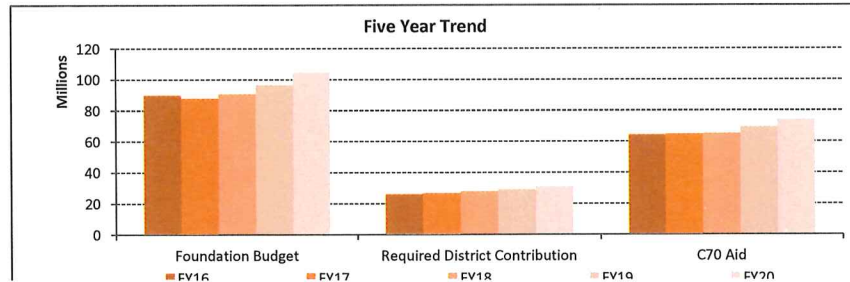
93 Everett

Aid Calculation FY20

Prior Year Aid	
1 Chapter 70 FY19	68,940,060
Foundation Aid	
2 Foundation budget FY20	104,339,433
3 Required district contribution FY20	30,615,794
4 Foundation aid (2 -3)	73,723,639
5 Increase over FY19 (4 - 1)	4,783,579
Minimum Aid	
6 Minimum \$20 per pupil increase	0
Non-Operating District Reduction to Foundation	
7 Reduction to foundation	0
FY20 Chapter 70 Aid	
10 Sum of line 1, 5, & 6 minus 7	73,723,639

Comparison to FY19

	FY19	FY20	Change	Pct Chg
Enrollment	7,729	7,710	-19	-0.25%
Foundation budget	96,231,898	104,339,433	8,107,535	8.42%
Required district contribution	28,814,865	30,615,794	1,800,929	6.25%
Chapter 70 aid	68,940,060	73,723,639	4,783,579	6.94%
Required net school spending (NSS)	97,754,925	104,339,433	6,584,508	6.74%
Target aid share	68.97%	67.71%		
C70 % of foundation	71.64%	70.66%		
Required NSS % of foundation	101.58%	100.00%		





FY20 Chapter 70 Foundation Budget

93 EVERETT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL*
	Base Foundation Components								Incremental Costs Above the Base							
	Pre-School	----- Kindergarten ----- Half-Day	Full-Day	Elementary	Jr High/ Middle	High School	Early College r Innovation Pathway	Vocational	Special Ed In District	Special Ed Out of Dist	EL PK-5	EL 6-8	EL High	EcoDis	High Needs Increment	
Foundation Enrollment	516	0	519	2,898	1,700	1,611	116	608	286	68	1,086	233	405	4,362	4,362	7,710
1 Administration	105,570	0	212,362	1,185,789	695,597	659,181	52,719	248,778	807,664	198,984	97,766	26,220	54,688	259,392	0	4,604,710
2 Instructional Leadership	190,664	0	383,544	2,141,639	1,256,310	1,190,538	95,216	449,316	0	0	171,088	45,882	95,705	1,229,060	0	7,248,961
3 Classroom and Specialist Teachers	874,252	0	1,758,670	9,819,965	5,069,273	7,064,485	570,281	4,532,523	2,665,086	0	1,197,548	321,166	669,899	11,998,189	0	46,541,335
4 Other Teaching Services	224,219	0	451,062	2,518,648	1,063,549	839,058	67,105	316,665	2,488,354	3,040	171,088	45,882	95,705	0	0	8,284,376
5 Professional Development	34,574	0	69,583	388,597	247,123	227,071	18,161	141,683	128,561	0	48,877	13,109	27,340	582,083	0	1,926,762
6 Instructional Equipment & Tech*	121,203	0	243,816	1,361,422	798,626	1,210,908	108,733	799,745	107,485	0	117,049	31,390	65,472	85,452	0	5,051,300
7 Guidance and Psychological	63,610	0	127,976	714,596	557,962	662,814	47,726	250,149	0	0	73,322	19,664	41,014	485,859	58,199	3,102,890
8 Pupil Services	25,298	0	50,916	426,385	408,577	892,828	71,405	336,958	0	0	24,444	6,556	13,674	2,524,561	59,930	4,841,532
9 Operations and Maintenance	242,772	0	488,357	2,726,894	1,734,210	1,593,467	127,441	1,125,511	902,198	0	293,276	78,653	164,058	0	0	9,476,838
10 Employee Benefits/Fixed Charges*	268,002	0	539,111	3,010,397	1,818,635	1,559,212	112,271	848,669	965,202	0	257,501	69,059	144,046	1,858,997	0	11,451,103
11 Special Ed Tuition*	0	0	0	0	0	0	0	0	0	1,809,624	0	0	0	0	0	1,809,624
12 Total	2,150,164	0	4,325,397	24,294,332	13,649,861	15,899,563	1,271,058	#####	8,064,550	2,011,648	2,451,960	657,581	1,371,601	19,023,591	118,129	104,339,433
13 Wage Adjustment Factor	104.4%															13,533
14 Economically Disadvantaged Decile	10															

Foundation Budget per Pupil 13,533

*The wage adjustment factor is applied to underlying rates in all functions except instructional equipment, benefits and special education tuition.

English learner foundation budget as % total foundation budget	4.3%
Economically disadvantaged foundation budget as % total foundation budget	18.2%

Total foundation enrollment does not include incremental costs above the base. The pupils are already counted in columns 1 to 8.

Total foundation enrollment assigns pupils in pre-kindergarten and half-time kindergarten an enrollment count of .5.

Special education in-district enrollment 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 enrollment is also an assumed percentage, representing 1 percent of non-vocational K-12 enrollment.

Economically disadvantaged enrollment is the total enrollment of students who are directly certified as eligible for the Supplemental Nutrition Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); and MassHealth (Medicaid).

English learner enrollment includes students with low English proficiency as measured by the statewide ACCESS for ELLs test.

Each component of the foundation budget represents the enrollment on line 10 multiplied by the appropriate state-wide foundation allotment.

The foundation budget shown on this page may differ from the final number used in the formula, due to rounding error.

[Return to Index](#)

Massachusetts Department of Elementary and Secondary Education

Office of School Finance



FY20 Chapter 70 Determination of City and Town Total Required Contribution

93 Everett

Effort Goal

FY20 Increments Toward Goal

1) 2018 equalized valuation	5,767,100,400
2) Uniform property percentage	0.3418%
3) Local effort from property wealth	19,711,047
4) 2016 income	943,864,000
5) Uniform income percentage	1.4816%
6) Local effort from income	13,984,467
7) Combined effort yield (3 + 6)	33,695,514
8) FY20 Foundation budget	104,339,433
9) Maximum local contribution (82.5% * 8)	86,080,032
10) Target local contribution (lesser of 7 or 9)	33,695,514
11) Target local share (10 as % of 8)	32.29%
12) Target aid share (100% minus 11)	67.71%

13) Required local contribution FY19	28,814,865
14) Municipal revenue growth factor (DOR)	5.25%
15) FY20 preliminary contribution (13 raised by 14)	30,327,645
16) Preliminary contribution pct of foundation (15 / 8)	29.07%

If preliminary contribution is above the target share:

17) Excess local effort (15 - 10)	
18) 100% reduction toward target (17 x 100%)	
19) FY20 required local contribution (15 - 18), capped at 90% of foundation	
20) Contribution as percentage of foundation (19 / 8)	

If preliminary contribution is below the target share:

21) Shortfall from target local share (11 - 16)	3.22%
22) Added increment toward target (13 x 1% or 2%)*	288,149
<i>*1% if shortfall is between 2.5% and 7.5%; 2% if shortfall > 7.5%</i>	
23) Special increment toward 82.5% target**	0
<i>**if combined effort yield > 175% foundation & target local share = 82.5%</i>	
Combined effort yield as % of foundation	
24) Shortfall from target after adding increments (10 - 15 - 22 - 23)	3,079,720
25) FY20 required local contribution (15 + 22 + 23)	30,615,794
26) Contribution as percentage of foundation (25 / 8)	29.34%

[See a listing of all 351 communities](#)

FY20 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 FY19 foundation enrollment	7,729	7,729
2 FY19 foundation budget	96,231,898	96,231,898
3 Each district's share of municipality's combined FY19 foundation	100.00%	100.00%
4 FY19 required contribution	28,814,865	28,814,865
<u>FY20 apportionment of contribution among community's districts</u>		
5 FY20 total unapportioned required contribution ('municipal contribution' sheet row 19 or 25)		0
6 FY20 foundation enrollment	7,710	7,710
7 FY20 foundation budget	104,339,433	104,339,433
8 Each district's share of municipality's total FY20 foundation	100.00%	100.00%
9 FY20 Required Contribution	30,615,794	30,615,794
10 Change FY20 to FY19 (9 - 4)	1,800,929	1,800,929

Everett Public Schools

Proposed Fiscal 2020 Budget



Everett Public Schools FY 2020 Budget

Proposed School Budget for FY 2020

School Dept. Operating Budget	\$85,351,821
Special Education Transportation Budget	\$4,500,000
	=====
FY 2020 Total Budget	\$89,851,821

Everett Public Schools FY 2020 Budget

Budget Source Funding

Net Minimum Contribution	+	\$30,615,794
State Aid (Chapter 70)	+	\$73,723,639
Required Net School Spending		\$104,339,433
City Hall Chargebacks (FY20) est.	-	\$25,487,612
		=====
School Dept. Operating Budget		\$78,851,821
Additional appropriation by City		\$6,500,000
Total Budget FY20		===== \$85,351,821

Everett Public Schools FY 2020 Budget

Charge Backs

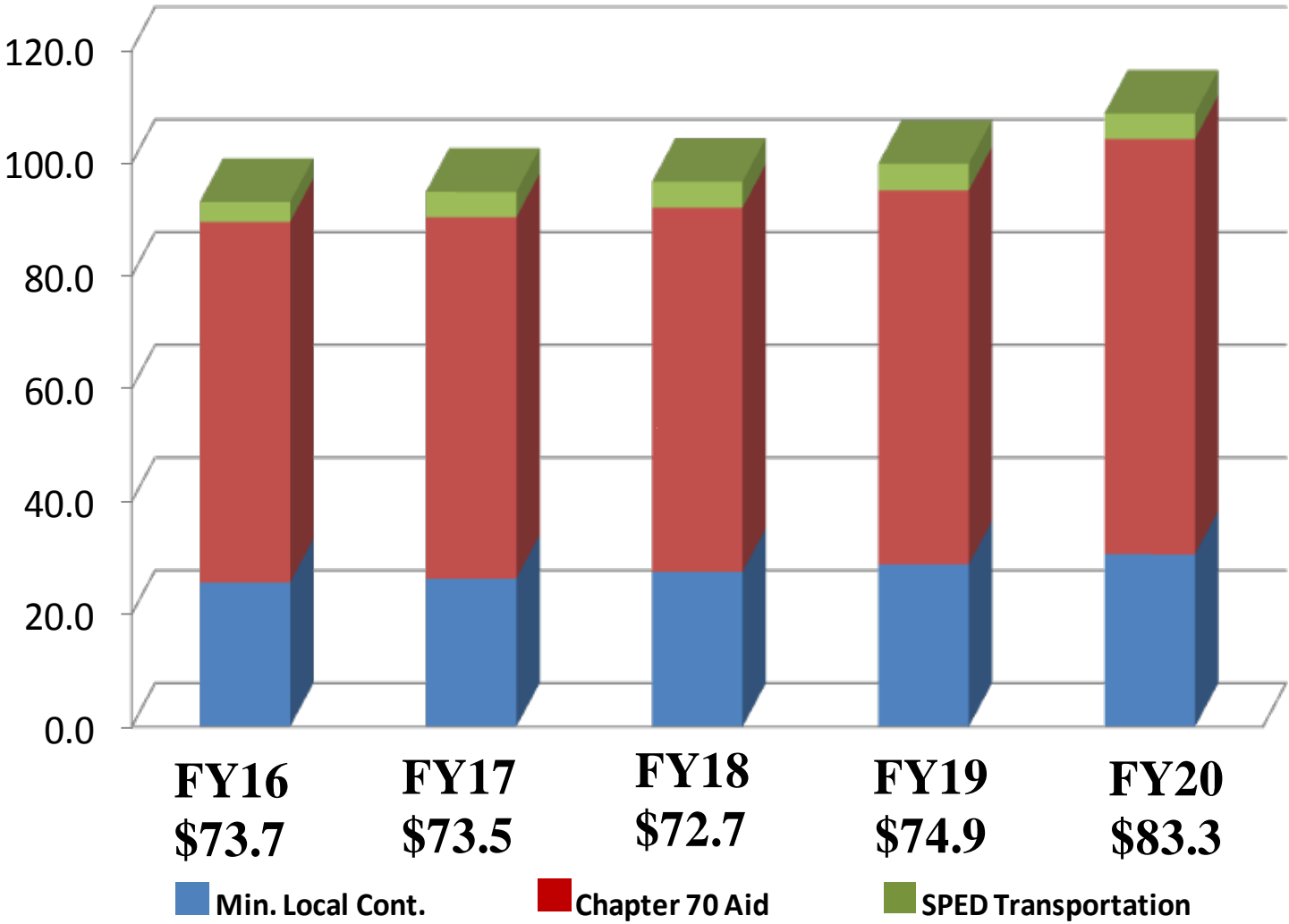
1. Board of Health **\$1,244,039**
Registered Nurses (16), 1 Licensed Practical Nurse (LPN), Per Diem Nurses, ¼ Board of Health Director, ¼ Clerk
2. Administration **\$652,498**
42.72% Of: Auditor, Budget, Treasurer, Purchasing, and Personnel Departments
3. Stadium (usage fees) **\$46,000**
4. Health Insurance; Present Employees **\$9,198,205**
5. Health Insurance; Retired Teachers **\$1,964,541**
6. City Retirement **\$1,566,433**

Everett Public Schools FY 2020 Budget

Charge Backs Continued

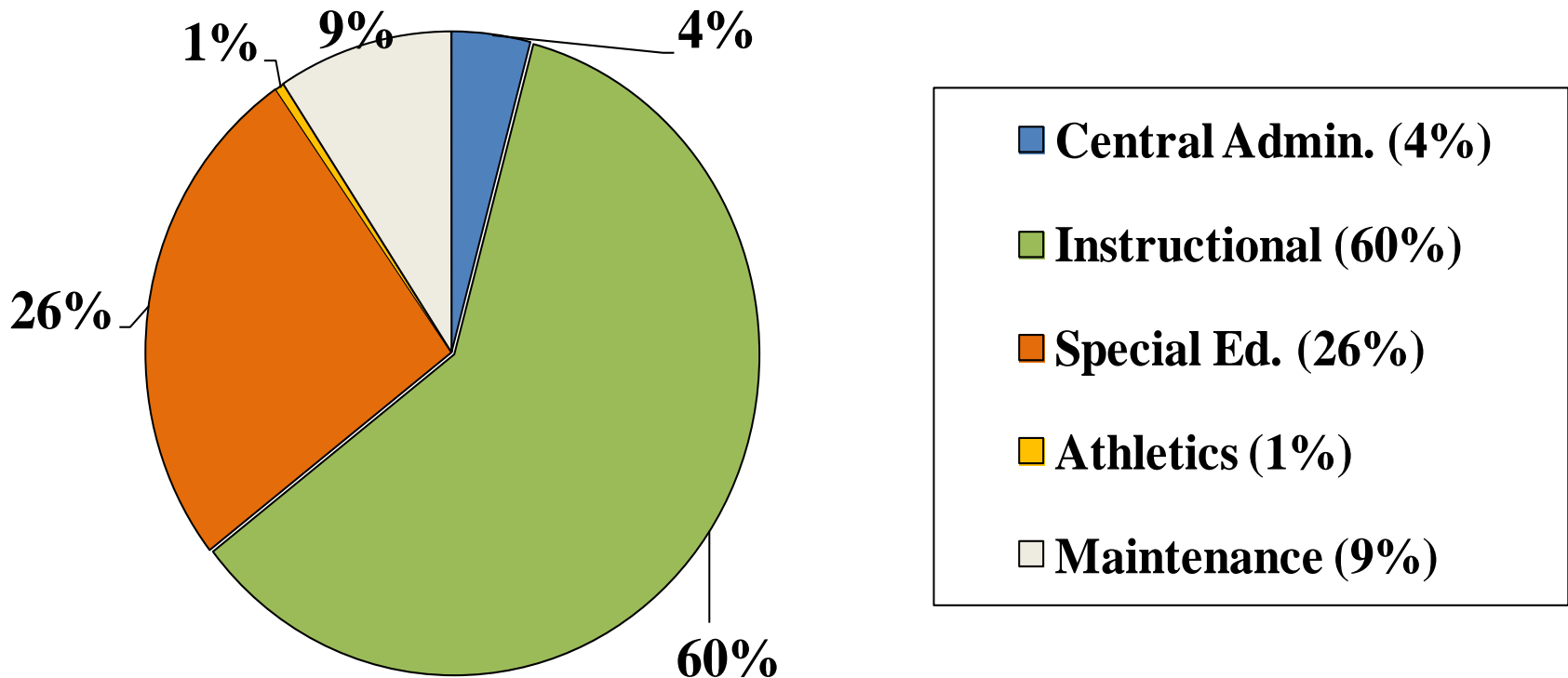
7. Charter School Tuition less reimbursement
\$9,122,919
8. Workmen's Compensation Trust and Claims
\$220,008
9. Life Insurance **\$35,112**
10. Medicare **\$695,292**
11. Unemployment **\$362,725**
12. Insurance for School Buildings **\$279,000**
13. School Resource Officers **\$95,840**

Everett Public Schools FY 2020 Budget



Everett Public Schools FY 2020 Budget

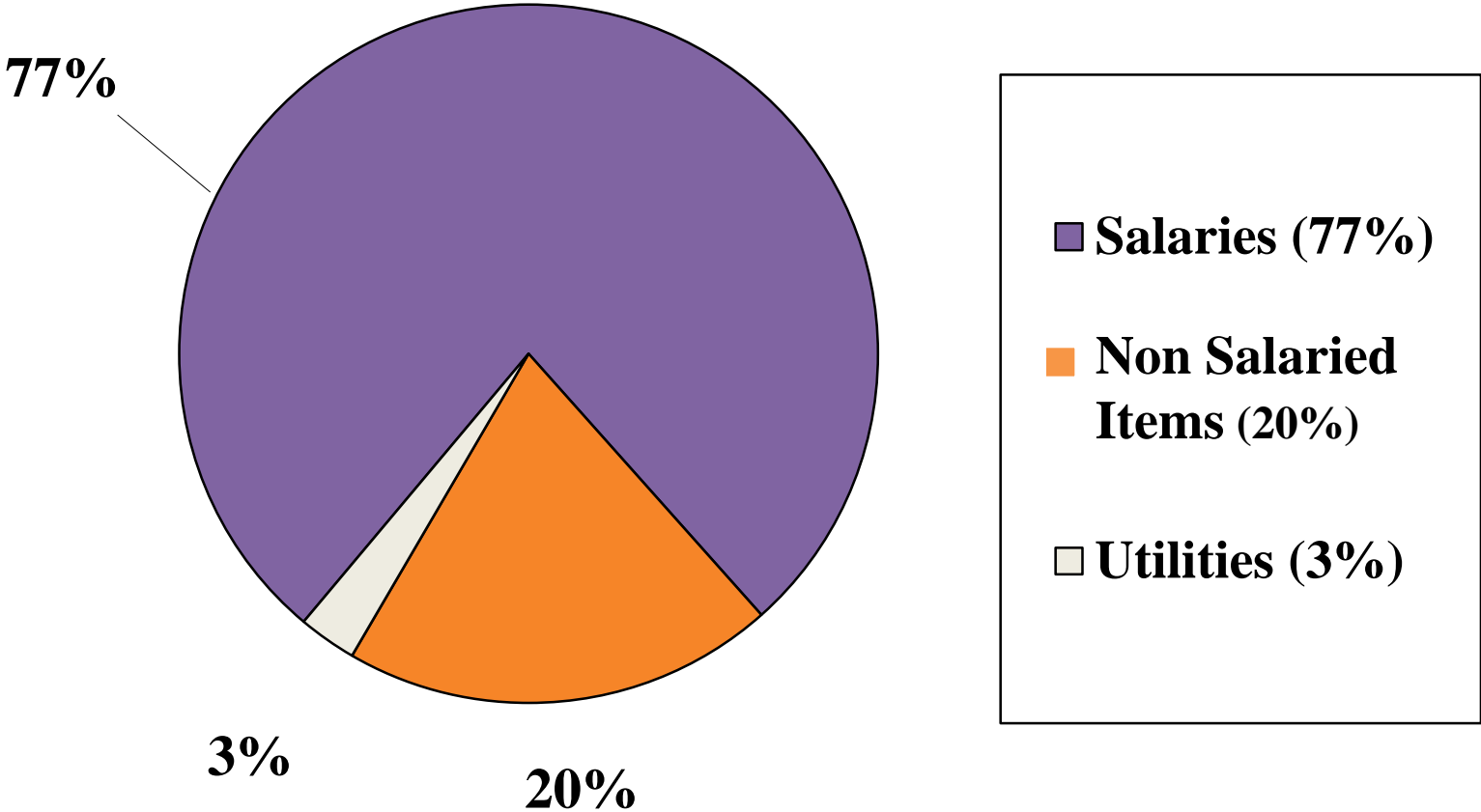
Percentage of Total Budget by Category



** 87% of Budget represents Direct Services to Students*

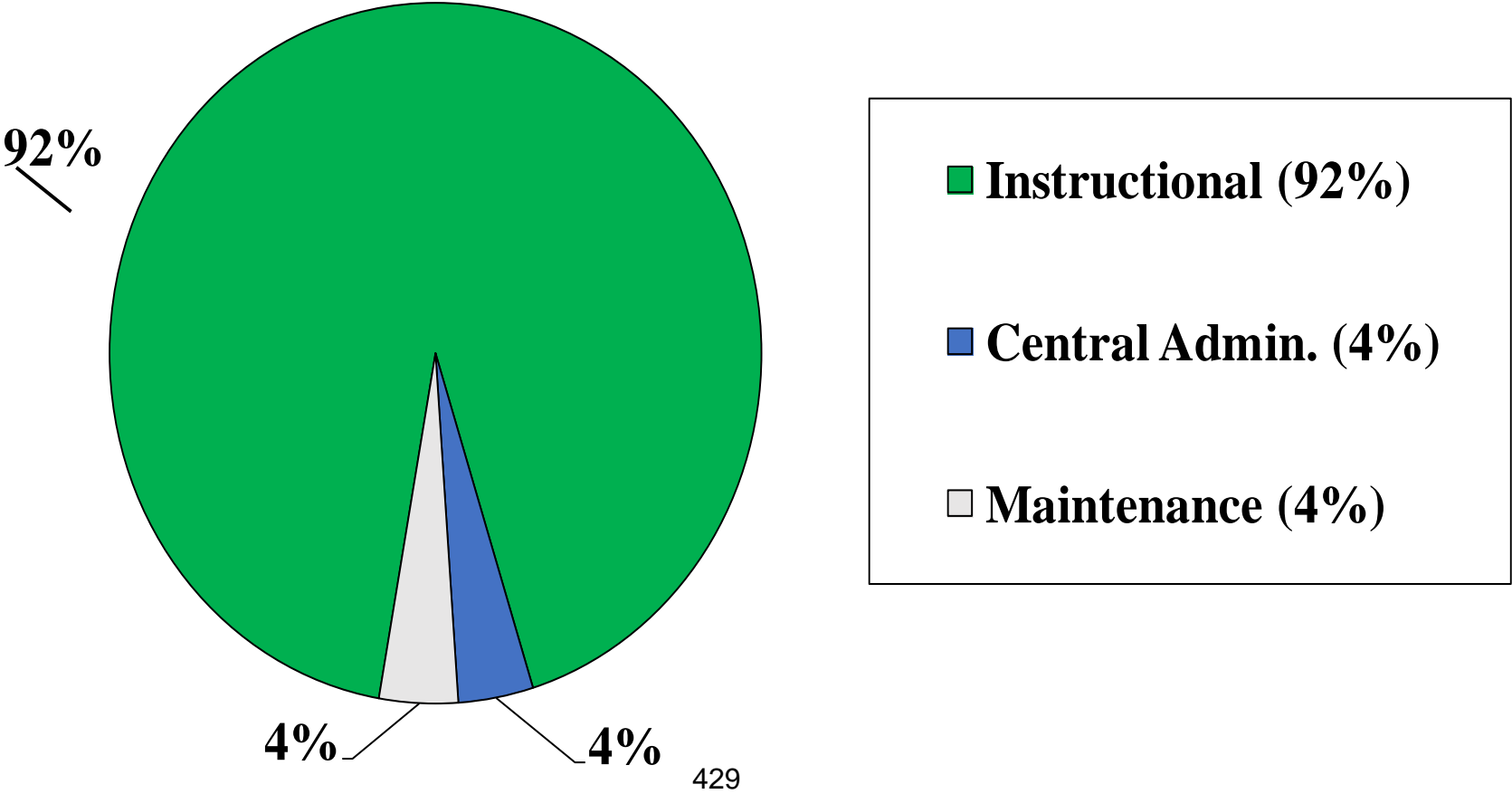
Everett Public Schools FY 2020 Budget

Salaries as Percentage of Total Budget



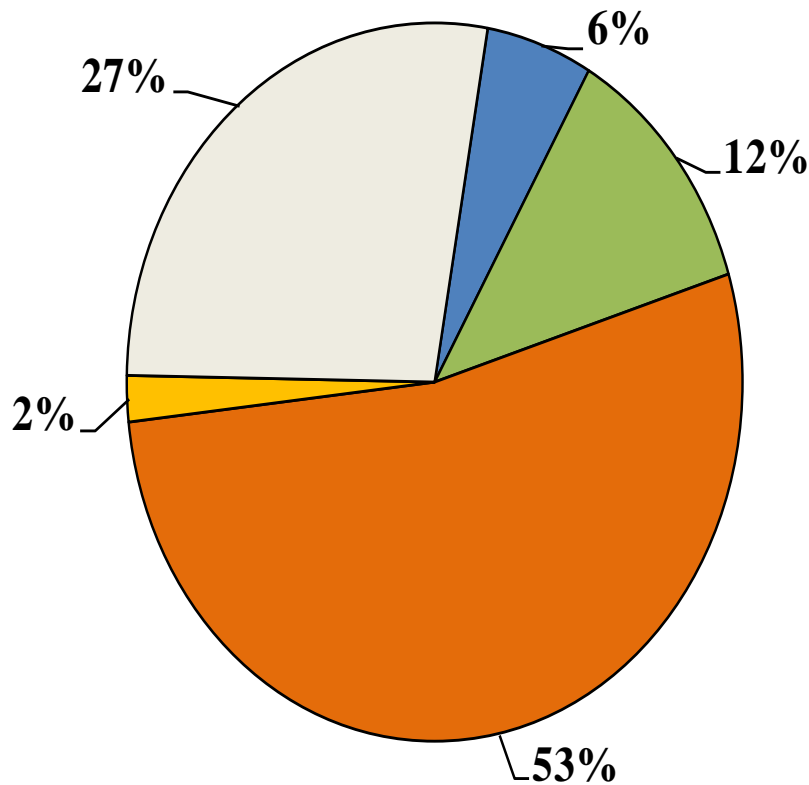
Everett Public Schools FY 2020 Budget

Salaries by Category



Everett Public Schools FY 2020 Budget

General Expenditures by Category



■ Central Admin. (6%)

■ Instructional (12%)

■ Special Ed. (53%)

■ Athletics (2%)

■ Maintenance (27%)

**67% of all General Expenditures are directed to students*

Everett Public Schools FY 2020 Budget

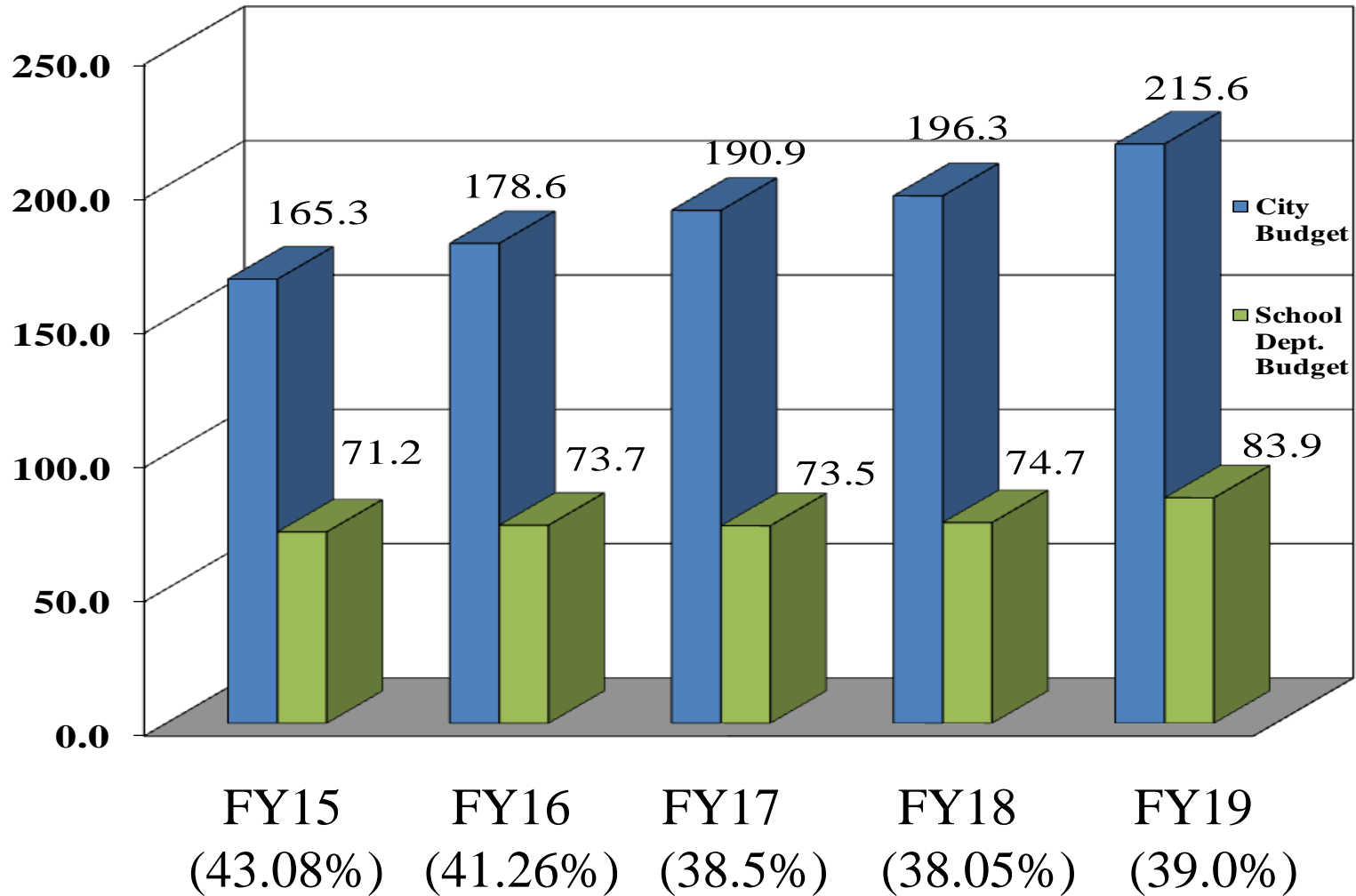
Per Pupil Expenditures FY 2018 (*Summary of All Day Programs Final Report*)

Cambridge	\$29,478
Waltham	\$21,649
Somerville	\$20,232
Medford	\$17,990
Peabody	\$14,913
Revere	\$14,778
Chelsea	\$14,668
Malden	\$14,614
<i>Everett</i>	<i>\$14,578</i>

State Average

\$16,465

School Dept. as Percentage of City Budget



Everett Public Schools FY 2020 Budget

ECONOMICALLY DISADVANTAGED

STUDENTS

FY16
5827

FY20
4362

DIFFERENCE
(1465)

We receive \$4,362 for each one of these students.

$$\$4,362 \times 1465 = \$6,390,330$$

If we received the funding for these economically disadvantaged students we would have \$6.4 million more dollars in FY20.

Full-Time Equivalent Headcount		FY17		FY18		FY19
		FY18		FY19		FY20
City Departments	FY 18	Delta	FY 19	Delta	FY 20	Delta
City Council	1	0	1	0	1	0
Mayor's Office	10	(2)	9	(1)	11	2
Auditor	6.80	0	6	(1)	6	0
Purchasing	3	0	3	0	2	(1)
Assessors	5	0	4	(1)	4	0
Treasurer/Collector	13.57	0	13.07	(1)	13.07	0
Solicitor	3.20	0	3.20	0	4	1
Human Resources	3	0	3	0	3	0
Organizational Assessment	0	0	2	2	0	(2)
Information Technologies	3	0	3	0	3	0
City Clerk	5	0	5	0	5	0
Voter Registration/Election Commission	2	0	2	0	2	0
Total General Government	55.57	(2)	54.27	(1)	54.07	(0)
Police (Officers)	115	6	116	1	116	0
Police (Civilians)	17.57	0	17.57	0	17.57	0
Fire (Firefighters)	112	1	113	1	103	(10)
Fire (Civilians)	4	1	4	0	4	0
Inspectional Services	28	0	26	(2)	27.57	2
E 9 1 1	16	1	15	(1)	14	(1)
Total Public Safety	292.57	9.00	291.57	(1.00)	282.14	(9.43)
City Services/DPW	60	1	65	5	59.00	(6)
Total City Services	60.00	1	65.00	5	59.00	(6)
Health Department	22.71	1.28	22.71	0	23.71	1
Planning & Development	6.25	1	9	3	9	0
Veteran's	1	0	1	0	1	0
Human Services	10.00	4.19	8.40	(1.60)	7.50	(0.90)
Total Human Services	39.96	6.47	41.11	1.15	41.21	0.10
Library	10	(1)	10	0	13	3
Recreation/Health & Wellness	10.49	1.07	12.96	2.47	11.70	(1.26)
Total Libraries & Recreation	20.49	0.07	22.96	2.47	24.70	1.74
Grand Total City Departments	468.59	14.74	474.91	6.32	461.12	(13.79)
School Department	FY 18	Delta	FY 19	Delta	FY 20	Delta
Central Administration	43	(2)	36	(7)	35	(1)
Instructional	443	(17)	464	21	485	21
Special Education	197	(21)	210	13	210	0
Maintenance	36	(1)	32	(4)	42	10
Grants	301	247	315	14	29	(286)
Total School Department	1020	206	1057	37	801	-256
Grand Total City & School Departments	1,488.59	220.74	1,531.91	43.32	1,262.12	(269.79)

FY 20 Grant FTE figures verified by School Department July 2019



6.1 Letter from CFO

City of Everett, Massachusetts Chief Financial Officer / City Auditor

484 Broadway, Everett, MA 02149

Tel: (617) 394-2210 Fax: (617) 394-2453

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

April 9, 2019

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

Mayor DeMaria,

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

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

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

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

Respectfully,
Eric J. Demas, CFO

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

6.2 Enterprise Fund Overview

What is an Enterprise Fund?

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

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

History

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

Basis of Accounting

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

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

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

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

6.3 Water/Sewer Enterprise Fund FY2020 Budget

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 9, 2019

Overview – Enterprise Fund

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

Water and Sewer Enterprise Fund Operational Budget

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

Water and Sewer Enterprise Fund Capital Budget

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

Water and Sewer Enterprise Fund Capital Budget

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

Water and Sewer Rates

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

Water and Sewer Rates

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

6.4 City of Everett Water and Sewer Rates

Water and Sewer Enterprise Fund

Actual - FY2019

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

Proposed - FY2020

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

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

**Advisory Board
Communities:**

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

6.5 Annual W/S Retail Rate Survey 2018

MWRA Advisory Board

2018

Annual Water and Sewer Retail Rate Survey

Joseph E. Favaloro
Executive Director



Introduction

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

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

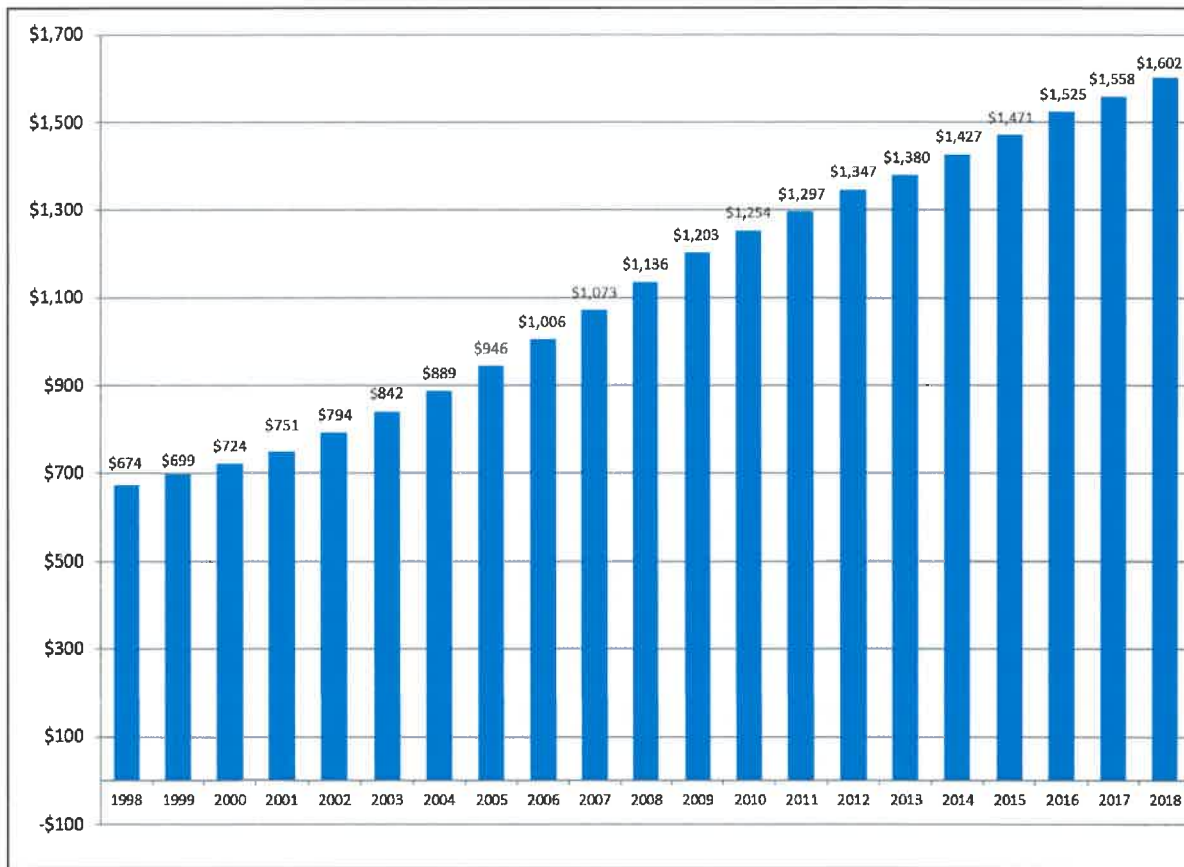
The MWRA Advisory Board

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.

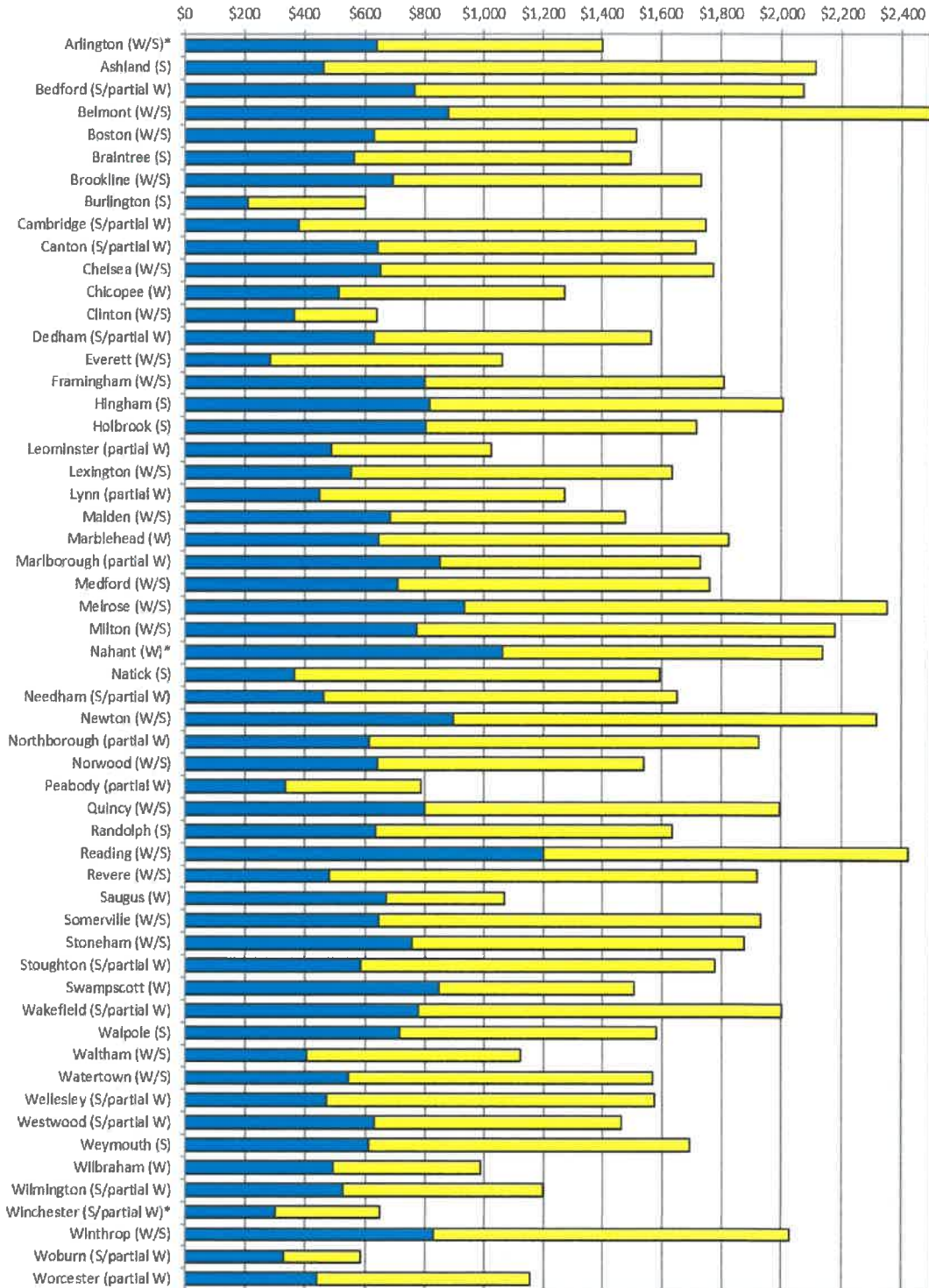
The Massachusetts Legislature has delegated specific responsibilities to the Advisory Board who, in turn, monitor the MWRA’s programs from a ratepayer perspective:

- 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.

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



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



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

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

ANNUAL WATER AND SEWER CHARGES IN COMMUNITIES RECEIVING SERVICES FROM THE MWRA 2018		
	Water	Sewer
Arlington (W/S)*	\$640.62	\$761.82
Ashland (S)	-	1,649.60
Bedford (S/partial W)	767.00	1,305.00
Belmont (W/S)	877.88	1,622.20
Boston (W/S)	631.32	885.53
Braintree (S)	-	933.00
Brookline (W/S)	694.40	1,040.80
Burlington (S)	-	391.50
Cambridge (S/partial W)	380.00	1,370.40
Canton (S/partial W)	643.40	1,073.00
Chelsea (W/S)	650.40	1,125.60
Chicopee (W)	514.00	-
Clinton (W/S)	364.70	273.53
Dedham (S/partial W)	629.28	937.28
Everett (W/S)	285.60	777.60
Framingham (W/S)	801.00	1,009.44
Hingham (S)	-	1,188.00
Holbrook (S)	-	915.60
Leominster (partial W)	488.24	-
Lexington (W/S)	554.00	1,083.60
Lynn (partial W)	449.04	-
Lynnfield (W)	436.30	-
Malden (W/S)	682.08	797.76
Marblehead (W)	647.00	-
Marlborough (partial W)	852.00	-
Medford (W/S)	707.52	1,055.28
Melrose (W/S)	931.60	1,419.32
Milton (W/S)	771.60	1,405.92
Nahant (W)*	1,063.20	-
Natick (S)	-	1,232.00
Needham (S/partial W)	461.40	1,191.96
Newton (W/S)	894.80	1,424.00
Northborough (partial W)	614.48	-
Norwood (W/S)	643.20	899.28
Peabody (partial W)	337.20	-
Quincy (W/S)	800.40	1,196.16
Randolph (S)	-	1,001.20
Reading (W/S)	1,200.00	1,220.40
Revere (W/S)	481.20	1,437.60
Saugus (W)	670.66	-
Somerville (W/S)	645.03	1,287.06
South Hadley (W)	530.40	-
Southborough (W)	437.08	-
Stoneham (W/S)	754.80	1,120.80
Stoughton (S/partial W)	585.24	1,192.80
Swampscott (W)	848.00	-
Wakefield (S/partial W)	777.60	1,225.80
Walpole (S)	-	867.74
Waltham (W/S)	407.28	715.32
Watertown (W/S)	546.00	1,023.60
Wellesley (S/partial W)	471.96	1,102.80
Weston (W)	316.60	-
Westwood (S/partial W)	629.28	832.00
Weymouth (S)	-	1,080.88
Wilbraham (W)	494.40	-
Wilmington (S/partial W)	525.20	672.00
Winchester (S/partial W)*	302.60	345.60
Winthrop (W/S)	829.20	1,198.80
Woburn (S/partial W)	329.78	256.52
Worcester (partial W)	440.40	-
AVERAGE	\$616.40	\$1,035.14
Percent change	3.3%	2.92%

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

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

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

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

	Water	Sewer	Combined	Change
Arlington (W/S)*	\$640.62	\$761.82	\$1,402.44	4.6%
Ashland (S)	\$462.00	\$1,649.60	\$2,111.60	4.1%
Bedford (S/partial W)	\$767.00	\$1,305.00	\$2,072.00	8.6%
Belmont (W/S)	\$877.88	\$1,622.20	\$2,500.08	0.5%
Boston (W/S)	\$631.32	\$885.53	\$1,516.85	4.7%
Braintree (S)	\$562.80	\$933.00	\$1,495.80	3.1%
Brookline (W/S)	\$694.40	\$1,040.80	\$1,735.20	1.9%
Burlington (S)	\$210.04	\$391.50	\$601.54	2.3%
Cambridge (S/partial W)	\$380.00	\$1,370.40	\$1,750.40	5.8%
Canton (S/partial W)	\$643.40	\$1,073.00	\$1,716.40	0.0%
Chelsea (W/S)	\$650.40	\$1,125.60	\$1,776.00	8.0%
Chicopee (W)	\$514.00	\$758.32	\$1,272.32	0.0%
Clinton (W/S)	\$364.70	\$273.53	\$638.23	3.0%
Dedham (S/partial W)	\$629.28	\$937.28	\$1,566.56	0.0%
Everett (W/S)	\$285.60	\$777.60	\$1,063.20	2.1%
Framingham (W/S)	\$801.00	\$1,009.44	\$1,810.44	2.3%
Hingham (S)	\$816.68	\$1,188.00	\$2,004.68	0.0%
Holbrook (S)	\$804.00	\$915.60	\$1,719.60	0.0%
Leominster (partial W)	\$488.24	\$534.68	\$1,022.92	2.5%
Lexington (W/S)	\$554.00	\$1,083.60	\$1,637.60	6.3%
Lynn (partial W)	\$449.04	\$824.76	\$1,273.80	3.9%
Malden (W/S)	\$682.08	\$797.76	\$1,479.84	3.0%
Marblehead (W)	\$647.00	\$1,179.00	\$1,826.00	3.0%
Marlborough (partial W)	\$852.00	\$878.40	\$1,730.40	0.0%
Medford (W/S)	\$707.52	\$1,055.28	\$1,762.80	4.0%
Melrose (W/S)	\$931.60	\$1,419.32	\$2,350.92	1.6%
Milton (W/S)	\$771.60	\$1,405.92	\$2,177.52	1.9%
Nahant (W)*	\$1,063.20	\$1,075.20	\$2,138.40	9.3%
Natick (S)	\$363.60	\$1,232.00	\$1,595.60	9.1%
Needham (S/partial W)	\$461.40	\$1,191.96	\$1,653.36	0.0%
Newton (W/S)	\$894.80	\$1,424.00	\$2,318.80	4.4%
Northborough (partial W)	\$614.48	\$1,312.64	\$1,927.12	0.0%
Norwood (W/S)	\$643.20	\$899.28	\$1,542.48	6.6%
Peabody (partial W)	\$337.20	\$451.80	\$789.00	0.0%
Quincy (W/S)	\$800.40	\$1,196.16	\$1,996.56	2.5%
Randolph (S)	\$635.60	\$1,001.20	\$1,636.80	5.0%
Reading (W/S)	\$1,200.00	\$1,220.40	\$2,420.40	0.0%
Revere (W/S)	\$481.20	\$1,437.60	\$1,918.80	-3.1%
Saugus (W)	\$670.66	\$396.80	\$1,067.46	2.5%
Somerville (W/S)	\$645.03	\$1,287.06	\$1,932.09	2.9%
Stoneham (W/S)	\$754.80	\$1,120.80	\$1,875.60	7.1%
Stoughton (S/partial W)	\$585.24	\$1,192.80	\$1,778.04	1.5%
Swampscott (W)	\$848.00	\$659.00	\$1,507.00	0.0%
Wakefield (S/partial W)	\$777.60	\$1,225.80	\$2,003.40	3.9%
Walpole (S)	\$715.34	\$867.74	\$1,583.09	2.6%
Waltham (W/S)	\$407.28	\$715.32	\$1,122.60	0.0%
Watertown (W/S)	\$546.00	\$1,023.60	\$1,569.60	2.5%
Wellesley (S/partial W)	\$471.96	\$1,102.80	\$1,574.76	3.4%
Westwood (S/partial W)	\$629.28	\$832.00	\$1,461.28	1.3%
Weymouth (S)	\$611.80	\$1,080.88	\$1,692.68	2.9%
Wilbraham (W)	\$494.40	\$492.00	\$986.40	0.0%
Wilmington (S/partial W)	\$525.20	\$672.00	\$1,197.20	2.1%
Winchester (S/partial W)*	\$302.60	\$345.60	\$648.20	0.0%
Winthrop (W/S)	\$829.20	\$1,198.80	\$2,028.00	3.0%
Woburn (S/partial W)	\$329.78	\$256.52	\$586.30	10.0%
Worcester (partial W)	\$440.40	\$713.28	\$1,153.68	3.0%
AVERAGE	\$623.18	\$978.96	\$1,602.14	2.80%

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

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

Everett (W/S)

Residential Water Rates:

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

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

Billing Frequency: Quarterly

Residential Sewer Rates:

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

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

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

Annual Cost AWWA Standard for Historical Comparison (120 HCF ≈ 90,000 gals.)			
Utility	Rate	Change from 2017	
Water	\$285.60	2.15%	
Sewer	\$777.60	2.05%	
Combined	\$1,063.20	2.07%	

Annual Cost Based on Local, State & Federal Data (61.4 HCF – See Appendix C for Data & Calc.)	
Water	\$146.31
Sewer	\$398.35
Combined	\$544.65

Commercial Water Rates:

Same as residential

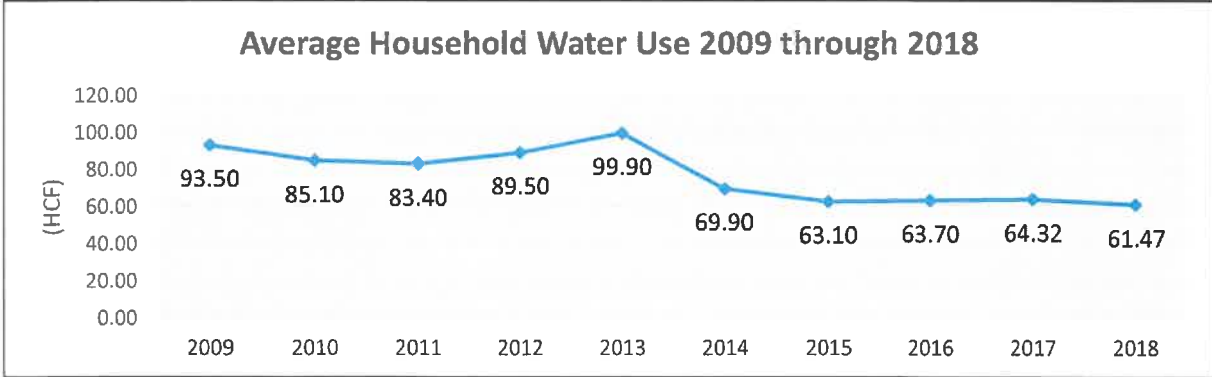
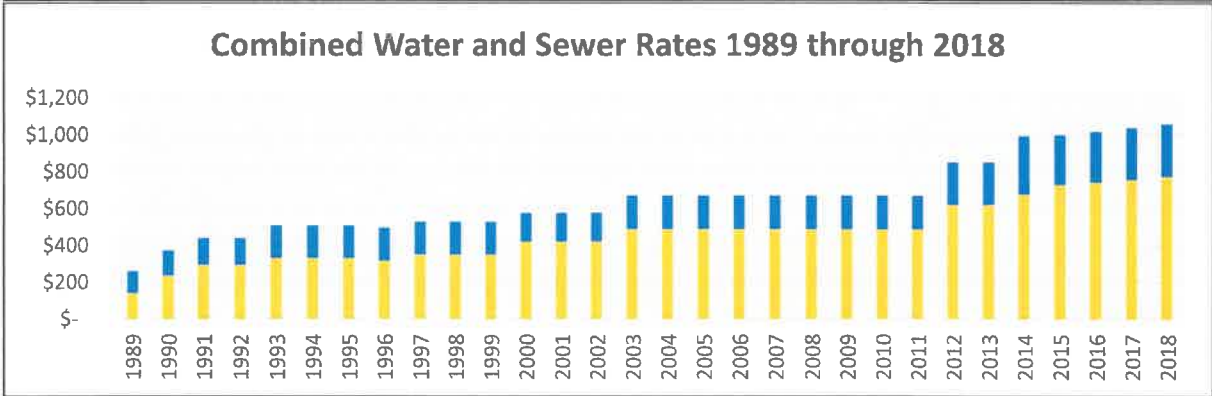
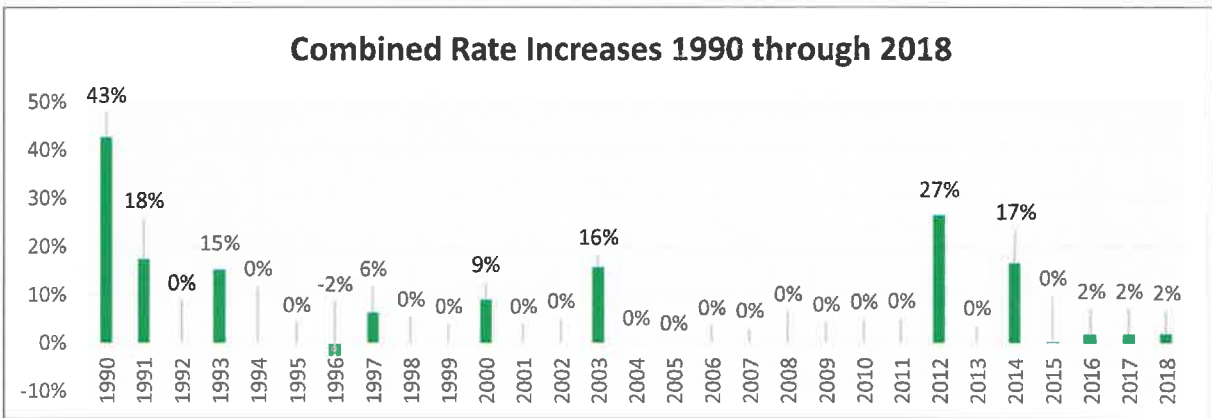
Commercial Sewer Rates:

Same as residential

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

Everett (W/S)

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



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

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

FY20 Enterprise Fund CIP – Funding Sources

FY20 Enterprise Fund CIP – funded from sale of bonds

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

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

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

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

TOTAL ~ OPERATING FUNDS: \$ 155,000

IMPACT OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING BUDGET

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

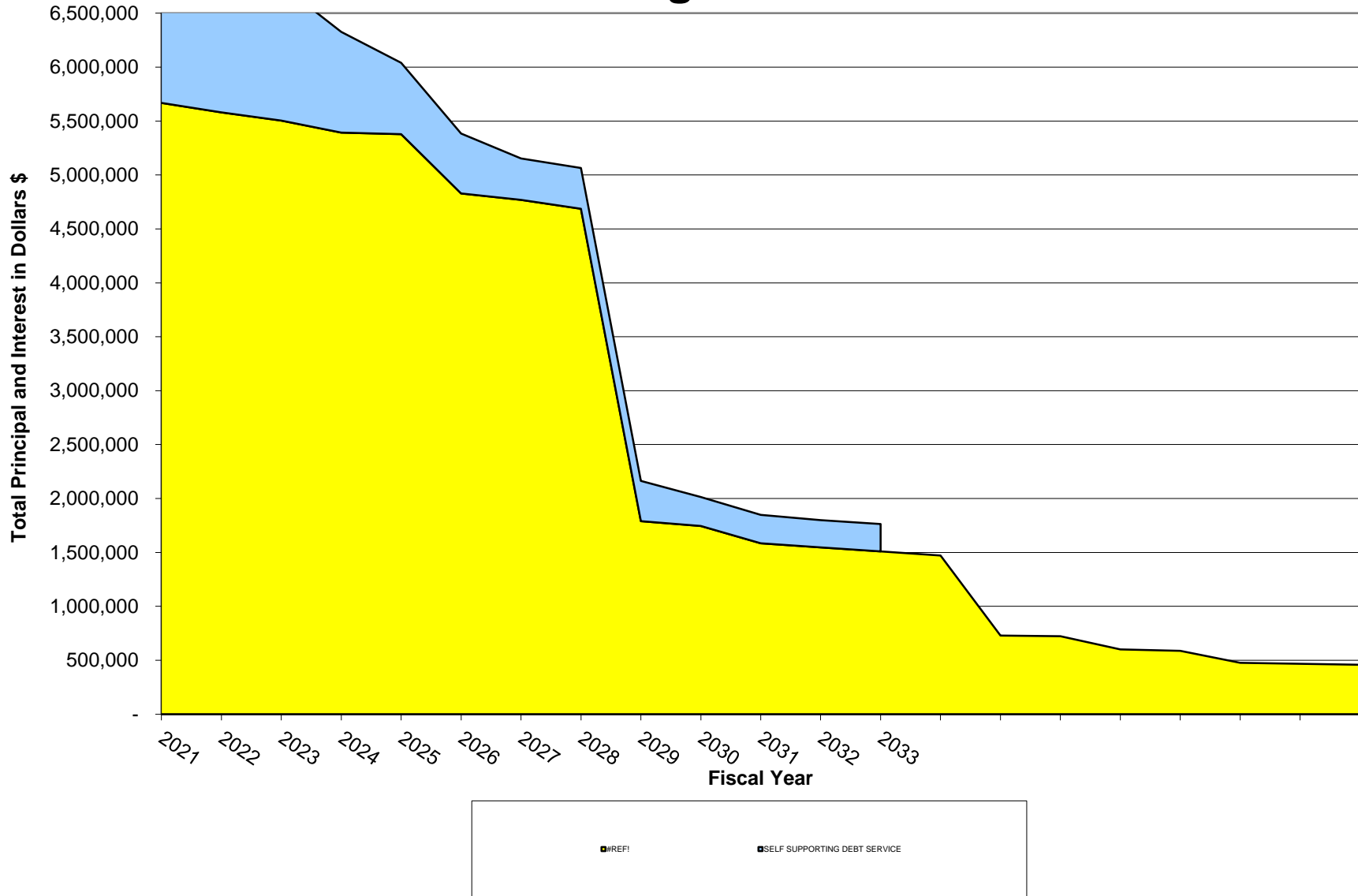
City of Everett
6.7 Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2019 - 2023

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

6.8 City of Everett ~ Actual Debt Service as of June 30, 2019

Date of Issue	Purpose	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035-2037	Total - all years (through
12/14/2006	MWPAT CW-02-31 (I)	Principal	25,000	30,000	30,000													110,000
		Interest	4,128	2,948	1,582													45,321
5/22/2008	MWRA Water (O)	Principal																91,200
		Interest																-
5/21/2009	MWRA Water (O)	Principal																619,222
		Interest																-
3/15/2011	MWRA Water (O)	Principal	50,000															300,000
	(\$500,000 LWSAP program)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8/22/2011	MWRA Water (O)	Principal	22,842	22,842														159,895
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6/6/2012	MWPAT CW-08-14	Principal	9,170	9,350	9,533	9,721	9,913	10,108	10,306	10,509	10,716	10,926	11,142					154,653
		Interest	2,136	1,951	1,762	1,570	1,373	1,173	969	761	549	332	111					26,024
7/8/2012	MWPAT CW-08-14 (A)	Principal	4,390	4,486	4,583	4,683	4,785	4,889	4,995	5,104	5,215	5,328						68,416
		Interest	1,041	947	851	752	652	549	444	336	227	114						11,954
8/22/2011	MWRA Water	Principal	165,344	165,344	165,344													1,322,752
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5/22/2013	MWPAT CW-10-20	Principal	133,448	136,348	139,311	142,339	145,432	148,593	151,823	155,122	158,494	161,938	165,458	169,054	172,728			2,605,936
	(\$2,838,033 - Beacham St.)	Interest	39,602	36,932	34,204	31,420	28,572	25,664	22,692	19,656	16,554	13,384	10,144	6,836	3,454			539,753
12/20/2013	Water Meters	Principal	80,000	85,000	85,000	90,000												725,000
		Interest	8,800	6,525	3,975	1,350												89,250
12/20/2013	Water Meters	Principal	115,000	120,000	120,000													900,000
		Interest	8,638	5,400	1,800													93,967
12/20/2013	Vehicle Replacement	Principal																95,000
		Interest																2,750
2/6/2014	Water Meters	Principal	125,000	130,000	130,000	135,000												1,095,000
		Interest	15,600	11,850	7,950	4,050												170,100
2/6/2014	Water Main Replacement (non-M)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000							1,400,000
		Interest	27,876	24,876	21,876	18,876	15,876	12,876	9,876	6,750	3,500							326,761
2/6/2014	Water System Repairs	Principal	35,000	35,000	35,000	35,000												315,000
		Interest	4,200	3,150	2,100	1,050												47,250
11/1/2014	MWRA Water Main	Principal	100,000	100,000	100,000	100,000	100,000											1,000,000
	(\$1,000,000 LWSAP program)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1/7/2015	MWPAT CW-10-20A	Principal	29,816	30,464	31,127	31,803	32,494	33,200	33,922	34,659	35,412	36,182	36,969	37,772	38,593	39,432	40,289	663,967
	(\$661,867 - Beacham St.)	Interest	11,268	10,668	10,068	9,468	8,868	8,268	7,668	7,068	6,468	5,868	5,268	4,668	4,068	3,468	2,868	173,272
2/18/2016	2016 MWRA Sewer bonds	Principal	77,000															385,000
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2/18/2016	2016 Departmental Equipment	Principal	35,000	30,000	30,000	30,000	30,000	30,000										325,000
		Interest	7,400	6,000	4,800	3,600	2,400	1,200										68,892
2/18/2016	2016 MWRA Sewer bonds	Principal	152,680															763,400
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
2/28/2017	Water Backhoe	Principal	20,000	20,000														101,000
		Interest	2,000	1,000														14,868
2/28/2017	Sewer Illicit Connections	Principal	4,000	4,000	4,000	4,000	4,000	4,000	4,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	9,000	69,500
		Interest	2,409	2,209	2,009	1,809	1,609	1,409	1,209	1,009	889	769	679	589	499	405	619	26,415
4/30/2017	CW-14-24	Principal	21,573	22,042	22,521	23,010	23,511	24,022	24,544	25,077	25,622	26,179	26,748	27,329	28,530	29,150	60,215	472,077
		Interest	8,760	8,328	7,888	7,438	6,978	6,506	6,026	5,534	5,034	4,522	3,998	3,462	2,916	2,358	1,812	107,894
9/12/2016	MWRA	Principal	135,525	135,525	135,525	135,525	135,525	135,525										1,219,725
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	Sewer I&I MWRA	Principal	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525							355,250
	(LWSAP \$1,421,000)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	Rehabilitation of Water Mains	Principal	149,060	149,060	149,060	149,060	149,060	149,060	149,060	149,060	149,060							1,490,600
	(LWSAP \$1,490,600)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	MWRA Lead Program	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000							1,000,000
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
4/4/2019	Vector Truck	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000							397,000
		Interest	17,600	15,600	13,600	11,600	9,600	7,600	5,600	3,600	1,600							105,688
SELF SUPPORTING DEBT SERVICE																		
	Total Principal		1,765,373	1,180,401	1,141,944	841,081	585,660	490,337	329,590	333,471	338,459	243,553	243,317	237,155	242,851	71,582	109,504	15,757,914
	Total Interest		161,458	138,384	114,465	92,983	75,928	65,245	54,484	44,714	34,821	24,989	20,200	15,555	10,937	6,231	5,299	1,850,159
	Total Payment		1,926,831	1,318,785	1,256,409	934,064	661,588	555,582	384,074	378,185	373,280	268,543	263,517	252,710	253,788	77,813	114,803	17,608,074
Projected Debt Service																		
	Purpose	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
	Water Main Replacement	Principal	62,980	62,980	62,980	62,980	62,980	62,980	62,980	62,980	62,980	62,980						
	(LWSAP \$629,800)	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	MWRA Lead Program	Principal	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000						
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Sewer I&I MWRA	Principal	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525						
		Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Projected Debt Svc		248,505	248,505	248,505	248,505	248,505	248,505	248,505	248,505	248,505	248,505	0	0	0	0	0	2,485,050
	Total Actual & Projected Net Debt		2,175,336	1,567,290	1,504,914	1,182,569	910,093	804,087	632,579	626,690	621,785	517,048	263,517	252,710	253,788	77,813	114,803	20,093,124

Existing Net Debt Service



7.1 ECTV Enterprise Fund

This is a new enterprise fund added to our FY2020 Budget as required by recent changes in state law. This fund will be used to account for all ECTV financial activities. Revenues received are derived from the franchise fee agreements with the city's two cable providers.

In the United States cable television industry, a cable television franchise fee is an annual fee charged by a local government to a private cable television company as compensation for using public property it owns as right-of-way for its cable. In the US, cable television services are provided by private for-profit companies, cable television providers, which sign a franchise agreement with cities and counties to provide cable television to its residents. The franchise fee is set during initial negotiation of the franchise agreement, usually by a process in which the government requests bids from cable providers to serve their community. It can be renegotiated when the franchise agreement comes up for renewal, usually at intervals of 10 to 12 years. Although it is paid to a government, it is not a tax.

Franchise fees are governed under Section 622 of the Cable Communications Act of 1984. Section 622, states that municipalities are entitled to a maximum of 5% of gross revenues derived from the operation of the cable system for the provision of cable services such as public, educational, and government access (PEG) TV channels.

On August 1, 2019 the Federal Communications Commission ruled, by a 3-2 vote, that cable-related, in-kind contributions required by local franchising authorities from cable operators are in fact franchise fees subject to the statutory 5% cap.

The FCC ruled that the definition of "in-kind, cable-related contributions" includes "any non-monetary contributions ... including but not limited to free or discounted cable service to public buildings, costs in support of PEG [Public, Educational and Governmental] access other than capital costs, and costs attributable to the construction of I-Nets. It does not include the costs of complying with build-out and customer service requirements."

The City is currently reviewing the impact of the ruling on ECTV operations, and will work with the two providers to formulate a clear direction moving forward.



7.2 Everett Community Television (ECTV)

Mission Statement

Everett Community Television (ECTV) is a municipal station established to operate Public, Educational, and Government based channels in conjunction with Everett, Massachusetts cable television systems. ECTV's mission is to foster the development of community access television in Everett in some of the following ways.

- ❖ Enhance public participation in the government process by broadcasting meetings of governmental bodies, public hearings, and other related community events.
- ❖ Presenting information that will expand citizen awareness of city government and non-for-profit organizations that provide necessary services to all citizens of the City of Everett.
- ❖ To expand citizen access to city programs and services by bringing comprehensive information on those services, programs and resources to citizens via cable television.
- ❖ To strengthen emergency communications in the City.
- ❖ Promote teaching and learning through our education institutions.

FY2019: Accomplishments

- ❖ Taped and broadcasted a significant amount of events, such as Village Fest, National Night Out, and Homecoming.
- ❖ Introduced a new Everett sports show called Talk of the Town.
- ❖ Added new programs from independent producers.
- ❖ Complete viewings of live City Council and various Committee meetings.
- ❖ Publication of many senior citizen events such as, Valentine's Day Dance Party, Health Fair, Summer BBQ and numerous concerts and socials.
- ❖ Priding our veterans by filming Square Dedications, and Veterans and Memorial Day ceremonies.
- ❖ Airing the holiday presentations of, Easter Spring Fling, Independence Day, Halloween Bash, and our Annual Tree Lighting ceremony.



- ❖ Multiple Ribbon Cuttings and Park Grand Openings harboring “Kids to Park Day”, Concerts at the park, and various sporting events.
- ❖ Monthly author events and poetry nights are filmed at the library.

FY2020: Goals & Objectives

- ❖ Cover all events to come.
- ❖ Production of new shows.
- ❖ Upgrade computers with newer version of video editing.
- ❖ Create the proper editing stations in ECTV vault.
- ❖ Upgrade hardware for streaming purposes related to those who do not transmit cable.
- ❖ Go Live with Hosts for future elections.
- ❖ To provide features related to HD, On- Demand, and closed caption broadcasting.
- ❖ License renewals.



How FY2020 Departmental Goals Relate to City’s Overall Long & Short term Goals

- ❖ Short term by upgrading some of our equipment and staying up to date with the times of technology in long we will be able to provide the continual, most efficient, community programing for the residents of Everett.

7.3 City Council Order for ECTV Enterprise Request



CITY COUNCILNo. C0221-19

IN THE YEAR TWO THOUSAND AND EIGHTEEN

AN ORDER ACCEPTING MASSACHUSETTS GENERAL LAW CHAPTER 44, SECTION 53F 1/2
/s/Richard J. Dellisola, as President

Be it

Ordered: By the City Council of the City of Everett, Massachusetts, as follows:

That the City of Everett accepts Chapter 44, Section 53F 1/2, of the Massachusetts General Laws and establish a Cable Television Public Access Fund effective 7/1/2019.

June 10, 2019

Passed by the City Council

10 yeas: 0 nays

July 18, 2019

Signed: Mayor Carlo DeMaria Jr.



A true copy attest

Sergio Cornelio

Sergio Cornelio, City Clerk

7.3 City Council Order for ECTV Enterprise Request

City of Everett Office of the Mayor

Carlo DeMaria, Jr.
MAYOR



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

June 10, 2019

The Honorable City Council
City Hall
484 Broadway
Everett, Massachusetts 02149

Dear Ladies and Gentlemen:

I hereby submit for your consideration an order that the City of Everett accept the provisions of Chapter 44, 53F½ of the Massachusetts General Laws and establish a Cable Television Public Access (ECTV) Fund effective 7/1/2019. Any ECTV receivables, deferred revenue, and fund balances prior to FY'20 will be transferred to the new ECTV Enterprise Fund, consistent with the franchise contracts.

I have attached with this order some information that will reinforce the information we have provided to date.

I recommend your favorable passage of this order.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carlo DeMaria, Jr.".

Carlo DeMaria, Jr.
Mayor

/lrh

7.3 City Council Order for ECTV Enterprise Request

June 10, 2019

ORDER

BE IT

ORDERED: That the City of Everett will accept the provisions of Chapter 44, 53F½ of the Massachusetts General Laws establishing ECTV as an Enterprise Fund effective the start of FY 2020, 07/01/2019. ECTV receivables, deferred revenue, and fund balances prior to FY'20 will be transferred to the new ECTV Enterprise Fund, consistent with the franchise contracts.

7.3 City Council Order for ECTV Enterprise Request

ECTV Enterprise Fund	
Direct Costs	
Personnel Services	
Salary	386,734
Other Personnel	15,000
Operating Benefits	70,000
Operating Overtime	4,000
Operating Longevity	1,250
General Expenditures	
Security	1,500
Rent	20,000
Professional Services	8,000
Telecommunications	5,500
Office Supplies	3,000
Professional Development	1,200
Other Charges	5,500
Licensing Fees	1,000
Production/Broadcast	106,000
Total Direct Costs	\$628,684

7.4 Section 53F 1/2 - Massachusetts General Law Enterprise Funds

Section 53F1/2. Notwithstanding the provisions of section fifty-three or any other provision of law to the contrary, a city or town which accepts the provisions of this section may establish a separate account classified as an "Enterprise Fund", for a utility, cable television public access, health care, recreational or transportation facility, and its operation, as the city or town may designate, hereinafter referred to as the enterprise. Such account shall be maintained by the treasurer, and all receipts, revenues and funds from any source derived from all activities of the enterprise shall be deposited in such separate account. The treasurer may invest the funds in such separate account in the manner authorized by sections fifty-five and fifty-five A of chapter forty-four. Any interest earned thereon shall be credited to and become part of such separate account. The books and records of the enterprise shall be maintained in accordance with generally accepted accounting principles and in accordance with the requirements of section thirty-eight.

No later than one hundred and twenty days prior to the beginning of each fiscal year, an estimate of the income for the ensuing fiscal year and a proposed line item budget of the enterprise shall be submitted to the mayor, board of selectmen or other executive authority of the city or town by the appropriate local entity responsible for operations of the enterprise. Said board, mayor or other executive authority shall submit its recommendation to the town meeting, town council or city council, as the case may be, which shall act upon the budget in the same manner as all other budgets.

The city or town shall include in its tax levy for the fiscal year the amount appropriated for the total expenses of the enterprise and an estimate of the income to be derived by the operations of the enterprise. If the estimated income is less than the total appropriation, the difference shall be added to the tax levy and raised by taxation. If the estimated income is more than the total appropriation, the excess shall be appropriated to a separate reserve fund and used for capital expenditures of the enterprise, subject to appropriation, or to reduce user charges if authorized by the appropriate entity responsible for operations of the enterprise. If during a fiscal year the enterprise incurs a loss, such loss shall be included in the succeeding fiscal year's budget.

If during a fiscal year the enterprise produces a surplus, such surplus shall be kept in such separate reserve fund and used for the purposes provided therefor in this section.

For the purposes of this section, acceptance in a city shall be by vote of the city council and approval of the mayor, in a town, by vote of a special or annual town meeting and in any other municipality by vote of the legislative body.

A city or town which has accepted the provisions of this section with respect to a designated enterprise may, in like manner, revoke its acceptance.

8.1 Capital Improvement Program: Mayor's Message

Goals of the Capital Improvement Program (CIP)

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

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

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

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

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

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

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

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

Proposed capital equipment purchases for FY2020 include the following:

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

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

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

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

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

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

8.2 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.

8.3 FY2020 CIP – General Fund: Executive Summary

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

FY20 CIP – Funding Sources

FY20 CIP – funded from grants and other available funds:

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

TOTAL ~ GRANTS and OTHER FINANCIAL SOURCES:	\$928,903
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FY20 CIP – funded from appropriation (built into operating budgets):

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

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

TOTAL ~ BUDGET APPROPRIATIONS: \$533,830

FY20 CIP – funded from anticipated Bond Authorization:

Vehicles and Equipment:

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

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

Parks and Open Space:

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

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

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

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

Public Buildings and Facilities:

- Armory Renovations \$ 1,900,000
- High School Vocational \$ 450,000

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

Roadway Infrastructure:

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

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

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

8.4 Capital Improvement Policies

Budget Policies

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

Debt Policies

- The City will confine long-term borrowing to capital improvements or projects/equipment that cannot be finance from current revenues.
- When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the expected useful life of the project.
- Total net debt service from general obligation debt will not exceed five (5) percent of total annual operating budget as listed on part 1a of the annual tax rate recapitulation as submitted to the Department of Revenue.
- Debt will only be issued for capital that is valued greater than \$35,000, and has a depreciable life of five (5) or more years.
- Total general obligation debt will not exceed that provided in the state 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

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

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

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

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

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

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

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

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



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

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

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

Memo

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

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

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

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

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

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

Examples of Capital Assets are as follow:

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

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

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

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

The deadline for submittal of your capital plan requests is Wednesday, February 13, 2019. Lauren 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.

8.8 Everett Debt Service Projection FY2020 Projects - General Fund

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

8.8 Everett Debt Service Projection

FY2020 Projects - General Fund

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

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

	Yrs.	4.00%	Projected Bond Interest Rate								
Public Buildings, Facilities and Infrastructure					FY21	FY22	FY23	FY24	FY25	FY26	TOTAL
Armory Renovations	20	\$ 1,900,000	Principal			380,000	380,000	380,000	380,000	380,000	1,900,000
			Interest	38,000	68,400	53,200	38,000	22,800	7,600		228,000
High School Vocational	20	\$ 450,000	Principal			90,000	90,000	90,000	90,000	90,000	450,000
			Interest	9,000	16,200	12,600	9,000	5,400	1,800		54,000
Street & Sidewalk Repair	10	\$ 3,000,000	Principal			300,000	300,000	300,000	300,000	300,000	3,000,000
			Interest	60,000	114,000	102,000	90,000	78,000	66,000		660,000
Beacham Street Design	10	\$ 300,000	Principal			15,000	15,000	15,000	15,000	15,000	300,000
			Interest	6,000	11,700	11,100	10,500	9,900	9,300		120,900
Elton & Tremont Street Drainage	10	\$ 650,000	Principal			65,000	65,000	65,000	65,000	65,000	650,000
			Interest	9,750	24,700	22,100	19,500	16,900	14,300		139,750
Commercial Triangle Improvements	10	\$ 200,000	Principal			20,000	20,000	20,000	20,000	20,000	200,000
			Interest	3,000	7,600	6,800	6,000	5,200	4,400		43,000
SUBTOTAL: Public Bldgs, Facilities, and Infrastructure		\$ 6,500,000	Principal	-	870,000	870,000	870,000	870,000	870,000	870,000	6,500,000
			Interest	125,750	242,600	207,800	173,000	138,200	103,400		1,245,650
GRAND TOTAL		\$ 20,212,000	Principal	-	2,295,700	2,295,700	2,295,700	2,295,700	2,295,700	2,295,700	20,212,000
			Interest	399,990	762,566	670,738	578,910	487,082	395,254		4,207,790

8.9 City of Everett - Impact Summary FY 2020

	<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
Vehicles and Equipment				
	I.T. - Replacement of City Technology Systems	\$ 100,000.00	Operating Budget	Improves city-wide software and hardware efficiency.
	Police - Non-Administrative Vehicles (Patrol Division)	\$ 197,246.00	Operating Budget	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Police - Administrative Vehicles	\$ 82,297.00	Operating Budget	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Police - Equipment ~ Portable Radios	\$ 54,287.00	Operating Budget	Decreased maintenance costs.
	Police - Equipment - Ballistic Vests	\$ 35,000.00	Operating Budget	No operation impact; increased employee safety.
	Police - Equipment - BMW Motorcycles	\$ 50,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	Fire Department - Equipment ~ Turnout Gear	\$ 65,000.00	Operating Budget	No operation impact; increased employee safety.
	Fire Department - SCBA Filing System	\$ 55,000.00	Bonding	Increased debt service costs.
	Fire Department - Ladder 2 Replacement	\$ 800,000.00	Bonding	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs. Increased public safety.
	Inspectional Services - Two (2) Cars	\$ 60,000.00	Bonding	Increased debt service cost. New vehicles; decreased maintenance and fuel costs, slight increase in insurance costs.
	Inspectional Services - Truck	\$ 40,000.00	Bonding	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Inspectional Services - Citywide Signs	\$ 300,000.00	Bonding	Increased debt service costs.
	Inspectional Services - Emergency Sign Notificaitons	\$ 230,000.00	Bonding	Increased debt service costs.
	City Services - 6 Wheel Dump truck with plow/sander	\$ 90,000.00	Bonding	Increased debt service costs, decreased operational costs (in house services vs. third party.) New vehicles; increased maintenance, fuel, and insurance costs.
	City Services - Two (2) F350 Pickup Trucks	\$ 120,000.00	Bonding	Increased debt service costs, decreased operational costs (in house services vs. third party.) New vehicles; increased maintenance, fuel, and insurance costs.
	City Services - Compressor	\$ 40,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	City Services - City Décor	\$ 160,000.00	Bonding	Increased debt service costs, decreased annual maintenance costs.
	Subtotal: Equipment Acquisition	\$ 2,478,830.00		
Parks and Open Space				
	Design and Refurbish City Parks and Tot Lots - Citywide	\$ 700,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Florence Park Phase II Construction	\$ 1,500,000.00	Bonding/CDBG	Increased debt service costs, decreased maintenance costs.
	Seven Acre Park - Design/Construction	\$ 1,000,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Swan Street Park Renovations	\$ 1,500,000.00	Bonding	Increased debt service costs.
	Baldwin Ave Park Construction	\$ 1,500,000.00	Bonding	Increased debt service costs.
	Edith Street Park Design	\$ 1,100,000.00	Bonding	Increased debt service costs.
	Property Acquisitions	\$ 500,000.00	Bonding	Increased debt service costs.
	North Strand Bike Path Extension	\$ 1,500,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Everett Square Improvements	\$ 1,000,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	Complete Streets Implementation	\$ 1,500,000.00	Bonding/Grant	
	Lower Broadway Bus Lane Design	\$ 250,000.00	Bonding	
	Subtotal: Parks and Open Space	\$ 12,050,000.00		
Public Safety				
	City Services - Enhanced Crosswalks	\$ 100,000.00	Operating/CH 90	No operational budget impact.
	City Services - Handicap Accessibility	\$ 50,000.00	Operating/CH 90	No operational budget impact.
	Subtotal: Public Safety	\$ 150,000.00		
Public Buildings and Facilities				
	Armory Renovations	\$ 1,900,000.00	Bonding	Increased debt service costs, decreased maintenance costs.
	High School - Vocational	\$ 450,000.00	Bonding	
	Subtotal: Public Buildings and Facilities	\$ 2,350,000.00		

8.9 City of Everett - Impact Summary FY 2020

	<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
Surface Enhancements				
	Street and Sidewalk Repairs	\$ 3,000,000.00	Bonding	
	Full Depth Repavement Program	\$ 570,903.00	CH 90 Grant	
	Beacham Street Design	\$ 300,000.00	Bonding	
	Elton & Treumont Street Drainage	\$ 650,000.00	Bonding	
	Commercial Triangle Improvements	\$ 200,000.00	Bonding	
	Subtotal: Surface Enhancements	\$ 4,720,903.00		
	Grand Total All CIP	\$ 21,749,733.00		

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

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 13, 2019

Overview: Capital Improvement Plan vs. Capital Improvement Budget

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

Capital Improvement Plan – Why?

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

Capital Improvement Plan: FY2019 – FY2023

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

Capital Improvement Plan: FY2019 – FY2023

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

Capital Improvement Budget: FY2020

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

Capital Improvement Budget:

“What is a capital asset?”

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

FY2020 Capital Improvement Budget Executive Summary – General Fund

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

Summary:

Capital Improvement Plan and its benefits

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

9.1 City of Everett Fixed Costs – Debt

Debt Administration:

Outstanding long-term debt of the City, as of June 30, 2019, totaled \$94,643,442. 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 FY2019, \$1,730,062 of such assistance was received and \$3,460,124 will be received in future years. The balance of outstanding debt will be supported by general fund and enterprise fund revenues of the city.

Bond Rating:

On April 4, 2019, Standard and Poor's rating services assigned its "AA+" rating to the city's 2019 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.

9.2 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.

9.3 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 \$5,767,100,400 its normal debt limit is \$288,355,020 (5%) and its double debt limit is \$576,710,040 (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.

9.4 Everett FY19 Debt Service

City of Everett, Massachusetts
*Fiscal Year 2019 Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

Part 1 of 7

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
07/15/2018	June 6 2012 MWPAT CW-08-14 (I) Revised	8,819.04	1,292.06	-	10,111.10
	May 22 2013 MWPAT CW-10-20 (I)	-	22,385.28	-	22,385.28
	January 7 2015 MCWT CW-10-20-A (I)	-	5,798.77	-	5,798.77
	April 13 2017 MCWT CW-14-24 (I)	-	4,797.75	-	4,797.75
	April 13 2017 MCWT CW-08-14-A (I)	-	569.61	-	569.61
Subtotal		\$8,819.04	\$34,843.47	-	\$43,662.51
08/01/2018	December 14 2006 MWPAT CW-02-31 (I)	25,000.00	3,336.41	(2,955.03)	25,381.38
	February 19 2008 Section 108 HUD Loan (O)	69,000.00	-	-	69,000.00
	August 1 2009 School Remodeling (I)	100,000.00	24,562.50	-	124,562.50
	February 6 2014 : Residential Water Meters (OSS)	-	11,400.00	-	11,400.00
	February 6 2014 : Water Main Replacement (OSS)	-	16,937.50	-	16,937.50
	February 6 2014 : Water System Repairs (OSS)	-	3,150.00	-	3,150.00
	February 6 2014 : Seven Acre Park Planning (I)	-	1,050.00	-	1,050.00
	February 6 2014 : Tot Lot (I)	-	2,615.63	-	2,615.63
	February 6 2014 : City Hall Roof Repair (I)	-	1,693.75	-	1,693.75
	February 6 2014 : Everett Sq/Norwood St Design & Renovation (I)	-	450.00	-	450.00
	February 6 2014 : School Equipment- Smart Boards (I)	-	2,400.00	-	2,400.00
	February 6 2014 : Fire Pumper Truck (I)	-	6,775.00	-	6,775.00
	February 6 2014 : Road & Sidewalk (I)	-	33,875.00	-	33,875.00
	April 23 2015 : Pumper Truck (I)	-	8,400.00	-	8,400.00
	April 23 2015 : Day Park Renovation (I)	-	9,562.50	-	9,562.50
	April 23 2015 : Street & Sidewalk Improvements (I)	-	42,500.00	-	42,500.00
	April 23 2015 : Shute Library Renovation (I)	-	9,350.00	-	9,350.00
	April 23 2015 : School Department Eno Boards (I)	-	2,800.00	-	2,800.00
	April 23 2015 : Whittier School Roof (I)	-	10,828.13	-	10,828.13
	April 23 2015 : Adv Ref of Feb 1 07- High School (I)	-	104,085.00	-	104,085.00
	April 23 2015 : Adv Ref of Feb 1 07- Prior Schools (I)	-	152.50	-	152.50
Subtotal		\$194,000.00	\$295,923.92	(2,955.03)	\$486,968.89
08/15/2018	February 18 2016 : Refurbish Park & Tot Lots (I)	-	11,000.00	-	11,000.00
	February 18 2016 : Land Acquisition (I)	-	8,575.00	-	8,575.00
	February 18 2016 : Sacramone Park (I)	-	41,300.00	-	41,300.00
	February 18 2016 : Meadow Playground Design (I)	-	2,200.00	-	2,200.00
	February 18 2016 : Park Renovation (I)	-	34,825.00	-	34,825.00
	February 18 2016 : Recreation Wellness Center Design/Planning (I)	-	4,200.00	-	4,200.00
	February 18 2016 : Webster School Air Conditioning (I)	-	12,425.00	-	12,425.00
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	-	11,775.00	-	11,775.00
	February 18 2016 : Parlin School Additional Classrooms I (I)	-	23,475.00	-	23,475.00
	February 18 2016 : Parlin School Additional Classrooms II (I)	-	13,325.00	-	13,325.00
	February 18 2016 : Keverian School Feasibility Study (O)	-	4,200.00	-	4,200.00
	February 18 2016 : Ladder One Replacement (I)	-	19,500.00	-	19,500.00
	February 18 2016 : 10 Wheel Dump Truck (I)	-	2,700.00	-	2,700.00
	February 18 2016 : 8 Wheel Dump Truck (I)	-	1,800.00	-	1,800.00
	February 18 2016 : F350 Pickups with Sander/Plow (I)	-	1,200.00	-	1,200.00
	February 18 2016 : Dump Trucks with Sander/Plow (I)	-	1,400.00	-	1,400.00
	February 18 2016 : Street Sweeper (I)	-	2,400.00	-	2,400.00
	February 18 2016 : Cemetery Backhoe (I)	-	1,200.00	-	1,200.00
	February 18 2016 : Street/Highway Backhoe (I)	-	1,400.00	-	1,400.00
	February 18 2016 : Sidewalk Plow (I)	-	1,800.00	-	1,800.00

9.4 Everett FY19 Debt Service

City of Everett, Massachusetts
*Fiscal Year 2019 Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

Part 2 of 7

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
February 18 2016	: Front End Loader (I)	-	2,400.00	-	2,400.00
February 18 2016	: Utility Poles (I)	-	5,300.00	-	5,300.00
February 18 2016	: Lower Florence Street Planning (I)	-	9,600.00	-	9,600.00
February 18 2016	: Upper Florence Street Planning (I)	-	1,700.00	-	1,700.00
February 18 2016	: Street & Sidewalk Repairs (I)	-	47,650.00	-	47,650.00
February 18 2016	: Enterprise Departmental Equipment (I)	-	5,100.00	-	5,100.00
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)	-	36,760.63	-	36,760.63
February 28 2017	: Parlin School Renovation (I)	-	60,605.00	-	60,605.00
February 28 2017	: High School Panel Improvements (I)	-	1,000.00	-	1,000.00
February 28 2017	: Library Parlin Renovations (I)	-	2,751.88	-	2,751.88
February 28 2017	: Police Station Renovations (I)	-	1,852.50	-	1,852.50
February 28 2017	: City Hall Renovations (I)	-	5,879.38	-	5,879.38
February 28 2017	: E-911 Building Renovations (I)	-	775.00	-	775.00
February 28 2017	: Amory Renovations (I)	-	13,759.38	-	13,759.38
February 28 2017	: City Services Building Renovations (I)	-	2,307.50	-	2,307.50
February 28 2017	: Everett Stadium Renovations (I)	-	1,852.50	-	1,852.50
February 28 2017	: Gym Renovations (I)	-	2,307.50	-	2,307.50
February 28 2017	: Connolly Center Renovation (I)	-	3,320.00	-	3,320.00
February 28 2017	: Refurbish Tot Lots (I)	-	13,145.00	-	13,145.00
February 28 2017	: Meadows/Kearins Park Design & Construction (I)	-	875.00	-	875.00
February 28 2017	: Swan Street Park Design & Construction (I)	-	17,830.00	-	17,830.00
February 28 2017	: Gramsford Park Design & Construction (I)	-	15,600.00	-	15,600.00
February 28 2017	: North Strand Bike Path Renovation (I)	-	9,375.00	-	9,375.00
February 28 2017	: Hugh Common Construction (I)	-	975.00	-	975.00
February 28 2017	: Recreation Master Plan (I)	-	900.00	-	900.00
February 28 2017	: 6 Wheel Dump Truck (I)	-	3,480.00	-	3,480.00
February 28 2017	: Lift Truck (I)	-	1,460.00	-	1,460.00
February 28 2017	: Forklift (I)	-	720.00	-	720.00
February 28 2017	: Sidewalk Plow (I)	-	1,505.00	-	1,505.00
February 28 2017	: Infield Machine Trailer (I)	-	630.00	-	630.00
February 28 2017	: Compressor Truck (I)	-	1,825.00	-	1,825.00
February 28 2017	: Forest Truck (I)	-	3,200.00	-	3,200.00
February 28 2017	: F350 Truck (I)	-	1,000.00	-	1,000.00
February 28 2017	: 2 Utility Vans (I)	-	1,825.00	-	1,825.00
February 28 2017	: 2 F250 Auto Lift (I)	-	2,000.00	-	2,000.00
February 28 2017	: DPW Utility Truck (I)	-	900.00	-	900.00
February 28 2017	: Ornamental Lights (I)	-	1,825.00	-	1,825.00
February 28 2017	: Traffic Signal Improvements (I)	-	4,950.00	-	4,950.00
February 28 2017	: LED Streetlights (I)	-	11,850.00	-	11,850.00
February 28 2017	: Traffic Lights (I)	-	2,275.00	-	2,275.00
February 28 2017	: Keverian Parking Lot Reconstruction (I)	-	14,075.00	-	14,075.00
February 28 2017	: Sewer illicit Connections Infrastructure (I)	-	1,404.38	-	1,404.38
February 28 2017	: Elton & Tremont Drainage Improvements (I)	-	3,863.75	-	3,863.75
February 28 2017	: Water- Backhoe with Accessories (O)	-	2,000.00	-	2,000.00
Subtotal		\$135,525.00	\$525,109.40	-	\$660,634.40

9.4 Everett FY19 Debt Service

City of Everett, Massachusetts
*Fiscal Year 2019 Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

Part 3 of 7

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
08/22/2018	August 22 2011 MWRA Water (O)	22,842.20	-	-	22,842.20
Subtotal		\$22,842.20	-	-	\$22,842.20
09/01/2018	October 15 2009 SQ Refundings breakout : SQ Adv Ref of 12 1 00 School (O)	1,180,000.00	60,500.00	-	1,240,500.00
	December 20 2012 : Adv Ref 3 1 04 - School Remodeling (I)	-	5,100.00	-	5,100.00
	December 20 2012 : Adv Ref 3 1 04 -Public Works Facility (I)	-	4,200.00	-	4,200.00
Subtotal		\$1,180,000.00	\$69,800.00	-	\$1,249,800.00
11/01/2018	October 25 2007 MSBA School (O)	449,415.32	134,824.60	-	584,239.92
	May 3 2018 : Hancock St Fire Station Renovation (I)	-	69,743.86	-	69,743.86
	May 3 2018 : Park Design (I)	-	26,331.64	-	26,331.64
	May 3 2018 : Departmental Equipment (I)	-	934.50	-	934.50
	May 3 2018 : Best Buy Purchase (I)	-	7,046.45	-	7,046.45
	May 3 2018 : Roadway Infrastructure (I)	-	31,146.29	-	31,146.29
	May 3 2018 : Elton & Tremont St Drainage (I)	-	27,845.26	-	27,845.26
	May 3 2018 : Cemetery Design/Construction (I)	-	29,933.67	-	29,933.67
	May 3 2018 : Design and Refurbish City Parks and Tot Lots (I)	-	16,116.42	-	16,116.42
	May 3 2018 : Meadows/Kearins Park Phase II- Design Field (I)	-	12,042.81	-	12,042.81
	May 3 2018 : Everett Square Improvements (I)	-	8,356.11	-	8,356.11
	May 3 2018 : Webster/Lincoln Intersection (I)	-	6,641.63	-	6,641.63
	May 3 2018 : Traffic Signal Upgrades (I)	-	5,534.07	-	5,534.07
	May 3 2018 : Wireless Fire Alarm Boxes (I)	-	5,765.22	-	5,765.22
	May 3 2018 : Freightliner Dump Truck (I)	-	4,218.85	-	4,218.85
	May 3 2018 : Edith Street Park Design (I)	-	3,462.35	-	3,462.35
	May 3 2018 : Hale Street Park Design (I)	-	3,462.35	-	3,462.35
	May 3 2018 : Central Ave Park Design (I)	-	3,462.35	-	3,462.35
	May 3 2018 : Bike Share Locations (I)	-	3,462.35	-	3,462.35
	May 3 2018 : Bike Path Extension Improvements (I)	-	3,462.35	-	3,462.35
	May 3 2018 : Wellness Building Boiler (I)	-	3,103.26	-	3,103.26
	May 3 2018 : Beacham Street Design (I)	-	3,462.35	-	3,462.35
	May 3 2018 : Second Street Corridor Engineering Design (I)	-	3,473.47	-	3,473.47
	May 3 2018 : Crane Truck (I)	-	3,229.96	-	3,229.96
	May 3 2018 : 2 F350 Pickup Trucks (I)	-	2,584.71	-	2,584.71
	May 3 2018 : Bus Lane Improvements (I)	-	2,316.47	-	2,316.47
	May 3 2018 : E-911 EFD Stations (I)	-	2,101.39	-	2,101.39
	May 3 2018 : F450 Dump Truck with Plow/Sander (I)	-	1,669.99	-	1,669.99
	May 3 2018 : Facilities- Skid Steer (S750 Bobcat) (I)	-	1,268.25	-	1,268.25
	May 3 2018 : Cemetery- Skid Steer (S750 Bobcat) (I)	-	1,268.25	-	1,268.25
	May 3 2018 : Bike Safety Upgrades (I)	-	1,159.47	-	1,159.47
	May 3 2018 : Facilities Maintenance Vehicle (I)	-	934.50	-	934.50
	May 3 2018 : F-150 Truck (I)	-	934.50	-	934.50
	May 3 2018 : Inspection Service File System (I)	-	865.28	-	865.28
	May 3 2018 : Heavy Duty Truck Lift (I)	-	815.83	-	815.83
	May 3 2018 : Parlin School Flooring (I)	-	8,062.53	-	8,062.53
	May 3 2018 : Parlin School Lockers (I)	-	4,615.64	-	4,615.64
	May 3 2018 : Water/Sewer Truck (I)	-	934.50	-	934.50
	May 3 2018 : Water/Sewer GIS Improvements (I)	-	4,615.64	-	4,615.64
	May 3 2018 : Water/Sewer Data Management System (I)	-	3,462.35	-	3,462.35
Subtotal		\$449,415.32	\$454,671.47	-	\$904,086.79

9.4 Everett FY19 Debt Service

City of Everett, Massachusetts
*Fiscal Year 2019 Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

Part 4 of 7

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
11/15/2018	November 17 2014 MWRA Water (O)	100,000.00	-	-	100,000.00
	December 7 2015 MWRA Sewer (I)	77,000.00	-	-	77,000.00
	November 13 2017 MWRA Water (O)	94,100.00	-	-	94,100.00
	Subtotal	\$271,100.00	-	-	\$271,100.00
12/15/2018	December 20 2013 : Water Meters 1 (O)	80,000.00	6,500.00	-	86,500.00
	December 20 2013 : Water Meters 2 (O)	110,000.00	7,287.50	-	117,287.50
	December 20 2013 : Glendale Park Improvements (I)	260,000.00	24,815.00	-	284,815.00
	December 20 2013 : Parlin School Masonry Repair (I)	40,000.00	6,497.50	-	46,497.50
	December 20 2013 : Shute Library Construction 1 (I)	85,000.00	17,327.50	-	102,327.50
	December 20 2013 : Shute Library Construction 2 (I)	35,000.00	6,687.50	-	41,687.50
	December 20 2013 : Fire Station Repairs & Design (I)	20,000.00	3,125.00	-	23,125.00
	December 20 2013 : Police Station Renovations (I)	15,000.00	587.50	-	15,587.50
	December 20 2013 : 911 Stairs (I)	5,000.00	387.50	-	5,387.50
	December 20 2013 : Roadway Reconstruction (I)	285,000.00	21,750.00	-	306,750.00
	December 20 2013 : Sidewalk Reconstruction (I)	5,000.00	387.50	-	5,387.50
	August 20 2015- Cur Ref of September 15 04 (O)	2,830,000.00	115,300.00	-	2,945,300.00
	Subtotal	\$3,770,000.00	\$210,652.50	-	\$3,980,652.50
01/15/2019	June 6 2012 MWPAT CW-08-14 (I) Revised	-	1,203.87	-	1,203.87
	May 22 2013 MWPAT CW-10-20 (I)	127,831.00	22,385.28	-	150,216.28
	January 7 2015 MCWT CW-10-20-A (I)	28,561.00	5,798.77	-	34,359.77
	April 13 2017 MCWT CW-14-24 (I)	20,665.00	4,797.75	-	25,462.75
	April 13 2017 MCWT CW-08-14-A (I)	4,206.00	569.61	-	4,775.61
	Subtotal	\$181,263.00	\$34,755.28	-	\$216,018.28
02/01/2019	December 14 2006 MWPAT CW-02-31 (I)	-	3,094.17	(1,435.91)	1,658.26
	August 1 2009 School Remodeling (I)	-	22,562.50	-	22,562.50
	February 6 2014 : Residential Water Meters (OSS)	120,000.00	11,400.00	-	131,400.00
	February 6 2014 : Water Main Replacement (OSS)	100,000.00	16,937.50	-	116,937.50
	February 6 2014 : Water System Repairs (OSS)	35,000.00	3,150.00	-	38,150.00
	February 6 2014 : Seven Acre Park Planning (I)	70,000.00	1,050.00	-	71,050.00
	February 6 2014 : Tot Lot (I)	20,000.00	2,615.63	-	22,615.63
	February 6 2014 : City Hall Roof Repair (I)	10,000.00	1,693.75	-	11,693.75
	February 6 2014 : Everett Sq/Norwood St Design & Renovation (I)	30,000.00	450.00	-	30,450.00
	February 6 2014 : School Equipment- Smart Boards (I)	160,000.00	2,400.00	-	162,400.00
	February 6 2014 : Fire Pumper Truck (I)	40,000.00	6,775.00	-	46,775.00
	February 6 2014 : Road & Sidewalk (I)	200,000.00	33,875.00	-	233,875.00
	April 23 2015 : Pumper Truck (I)	60,000.00	8,400.00	-	68,400.00
	April 23 2015 : Day Park Renovation (I)	45,000.00	9,562.50	-	54,562.50
	April 23 2015 : Street & Sidewalk Improvements (I)	200,000.00	42,500.00	-	242,500.00
	April 23 2015 : Shute Library Renovation (I)	35,000.00	9,350.00	-	44,350.00
	April 23 2015 : School Department Eno Boards (I)	70,000.00	2,800.00	-	72,800.00
	April 23 2015 : Whittier School Roof (I)	40,000.00	10,828.13	-	50,828.13
	April 23 2015 : Adv Ref of Feb 1 07- High School (I)	689,000.00	104,085.00	-	793,085.00
	April 23 2015 : Adv Ref of Feb 1 07- Prior Schools (I)	1,000.00	152.50	-	1,152.50
	Subtotal	\$1,925,000.00	\$293,681.68	(1,435.91)	\$2,217,245.77

9.4 Everett FY19 Debt Service

City of Everett, Massachusetts
*Fiscal Year 2019 Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

Part 5 of 7

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
02/15/2019	March 15 2011 MWRA Water (O)	50,000.00	-	-	50,000.00
	February 18 2016 : Refurbish Park & Tot Lots (I)	60,000.00	11,000.00	-	71,000.00
	February 18 2016 : Land Acquisition (I)	35,000.00	8,575.00	-	43,575.00
	February 18 2016 : Sacramone Park (I)	195,000.00	41,300.00	-	236,300.00
	February 18 2016 : Meadow Playground Design (I)	40,000.00	2,200.00	-	42,200.00
	February 18 2016 : Park Renovation (I)	170,000.00	34,825.00	-	204,825.00
	February 18 2016 : Recreation Wellness Center Design/Planning (I)	70,000.00	4,200.00	-	74,200.00
	February 18 2016 : Webster School Air Conditioning (I)	45,000.00	12,425.00	-	57,425.00
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	55,000.00	11,775.00	-	66,775.00
	February 18 2016 : Parlin School Additional Classrooms I (I)	90,000.00	23,475.00	-	113,475.00
	February 18 2016 : Parlin School Additional Classrooms II (I)	55,000.00	13,325.00	-	68,325.00
	February 18 2016 : Keverian School Feasibility Study (O)	75,000.00	4,200.00	-	79,200.00
	February 18 2016 : Ladder One Replacement (I)	125,000.00	19,500.00	-	144,500.00
	February 18 2016 : 10 Wheel Dump Truck (I)	45,000.00	2,700.00	-	47,700.00
	February 18 2016 : 8 Wheel Dump Truck (I)	30,000.00	1,800.00	-	31,800.00
	February 18 2016 : F350 Pickups with Sander/Plow (I)	20,000.00	1,200.00	-	21,200.00
	February 18 2016 : Dump Trucks with Sander/Plow (I)	25,000.00	1,400.00	-	26,400.00
	February 18 2016 : Street Sweeper (I)	40,000.00	2,400.00	-	42,400.00
	February 18 2016 : Cemetery Backhoe (I)	20,000.00	1,200.00	-	21,200.00
	February 18 2016 : Street/Highway Backhoe (I)	25,000.00	1,400.00	-	26,400.00
	February 18 2016 : Sidewalk Plow (I)	30,000.00	1,800.00	-	31,800.00
	February 18 2016 : Front End Loader (I)	40,000.00	2,400.00	-	42,400.00
	February 18 2016 : Utility Poles (I)	90,000.00	5,300.00	-	95,300.00
	February 18 2016 : Lower Florence Street Planning (I)	165,000.00	9,600.00	-	174,600.00
	February 18 2016 : Upper Florence Street Planning (I)	30,000.00	1,700.00	-	31,700.00
	February 18 2016 : Street & Sidewalk Repairs (I)	220,000.00	47,650.00	-	267,650.00
	February 18 2016 : Enterprise Departmental Equipment (I)	35,000.00	5,100.00	-	40,100.00
	February 22 2016 MWRA Sewer (I)	152,680.00	-	-	152,680.00
	February 28 2017 : Central Fire Station Renovation (I)	94,000.00	36,760.63	-	130,760.63
	February 28 2017 : Parlin School Renovation (I)	156,000.00	60,605.00	-	216,605.00
	February 28 2017 : High School Panel Improvements (I)	5,000.00	1,000.00	-	6,000.00
	February 28 2017 : Library Parlin Renovations (I)	7,000.00	2,751.88	-	9,751.88
	February 28 2017 : Police Station Renovations (I)	5,000.00	1,852.50	-	6,852.50
	February 28 2017 : City Hall Renovations (I)	15,000.00	5,879.38	-	20,879.38
	February 28 2017 : E-911 Building Renovations (I)	5,000.00	775.00	-	5,775.00
	February 28 2017 : Amory Renovations (I)	35,000.00	13,759.38	-	48,759.38
	February 28 2017 : City Services Building Renovations (I)	6,000.00	2,307.50	-	8,307.50
	February 28 2017 : Everett Stadium Renovations (I)	5,000.00	1,852.50	-	6,852.50
	February 28 2017 : Gym Renovations (I)	6,000.00	2,307.50	-	8,307.50
	February 28 2017 : Connolly Center Renovation (I)	9,000.00	3,320.00	-	12,320.00
	February 28 2017 : Refurbish Tot Lots (I)	43,000.00	13,145.00	-	56,145.00
	February 28 2017 : Meadows/Kearins Park Design & Construction (I)	5,000.00	875.00	-	5,875.00
	February 28 2017 : Swan Street Park Design & Construction (I)	58,000.00	17,830.00	-	75,830.00
	February 28 2017 : Gramsford Park Design & Construction (I)	51,000.00	15,600.00	-	66,600.00
	February 28 2017 : North Strand Bike Path Renovation (I)	31,000.00	9,375.00	-	40,375.00
	February 28 2017 : Hugh Common Construction (I)	5,000.00	975.00	-	5,975.00
	February 28 2017 : Recreation Master Plan (I)	9,000.00	900.00	-	9,900.00
	February 28 2017 : 6 Wheel Dump Truck (I)	35,000.00	3,480.00	-	38,480.00
	February 28 2017 : Lift Truck (I)	15,000.00	1,460.00	-	16,460.00
	February 28 2017 : Forklift (I)	8,000.00	720.00	-	8,720.00

9.4 Everett FY19 Debt Service

City of Everett, Massachusetts
*Fiscal Year 2019 Projected Principal and Interest Payments,
 Net of MCWT Subsidy*

Aggregate Net Debt Service

Part 6 of 7

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
February 28 2017	Sidewalk Plow (I)	16,000.00	1,505.00	-	17,505.00
February 28 2017	Infield Machine Trailer (I)	7,000.00	630.00	-	7,630.00
February 28 2017	Compressor Truck (I)	19,000.00	1,825.00	-	20,825.00
February 28 2017	Forest Truck (I)	32,000.00	3,200.00	-	35,200.00
February 28 2017	F350 Truck (I)	10,000.00	1,000.00	-	11,000.00
February 28 2017	2 Utility Vans (I)	19,000.00	1,825.00	-	20,825.00
February 28 2017	2 F250 Auto Lift (I)	20,000.00	2,000.00	-	22,000.00
February 28 2017	DPW Utility Truck (I)	9,000.00	900.00	-	9,900.00
February 28 2017	Ornamental Lights (I)	19,000.00	1,825.00	-	20,825.00
February 28 2017	Traffic Signal Improvements (I)	22,000.00	4,950.00	-	26,950.00
February 28 2017	LED Streetlights (I)	53,000.00	11,850.00	-	64,850.00
February 28 2017	Traffic Lights (I)	11,000.00	2,275.00	-	13,275.00
February 28 2017	Keverian Parking Lot Reconstruction (I)	46,000.00	14,075.00	-	60,075.00
February 28 2017	Sewer illicit Connections Infrastructure (I)	4,000.00	1,404.38	-	5,404.38
February 28 2017	Elton & Tremont Drainage Improvements (I)	10,000.00	3,863.75	-	13,863.75
February 28 2017	Water- Backhoe with Accessories (O)	20,000.00	2,000.00	-	22,000.00
Subtotal		\$2,957,680.00	\$525,109.40	-	\$3,482,789.40
03/01/2019	October 15 2009 SQ Refundings breakout : SQ Adv Ref of 12 1 00 School (O)	-	31,000.00	-	31,000.00
	December 20 2012 : Adv Ref 3 1 04 - School Remodeling (I)	140,000.00	5,100.00	-	145,100.00
	December 20 2012 : Adv Ref 3 1 04 -Public Works Facility (I)	215,000.00	4,200.00	-	219,200.00
Subtotal		\$355,000.00	\$40,300.00	-	\$395,300.00
05/01/2019	May 3 2018 : Hancock St Fire Station Renovation (I)	169,100.00	70,527.50	-	239,627.50
	May 3 2018 : Park Design (I)	80,100.00	26,627.50	-	106,727.50
	May 3 2018 : Departmental Equipment (I)	12,800.00	945.00	-	13,745.00
	May 3 2018 : Best Buy Purchase (I)	20,150.00	7,125.63	-	27,275.63
	May 3 2018 : Roadway Infrastructure (I)	93,850.00	31,496.25	-	125,346.25
	May 3 2018 : Elton & Tremont St Drainage (I)	65,200.00	28,158.13	-	93,358.13
	May 3 2018 : Cemetery Design/Construction (I)	245,800.00	30,270.00	-	276,070.00
	May 3 2018 : Design and Refurbish City Parks and Tot Lots (I)	131,900.00	16,297.50	-	148,197.50
	May 3 2018 : Meadows/Kearins Park Phase II- Design Field (I)	30,000.00	12,178.13	-	42,178.13
	May 3 2018 : Everett Square Improvements (I)	25,000.00	8,450.00	-	33,450.00
	May 3 2018 : Webster/Lincoln Intersection (I)	33,650.00	6,716.25	-	40,366.25
	May 3 2018 : Traffic Signal Upgrades (I)	28,850.00	5,596.25	-	34,446.25
	May 3 2018 : Wireless Fire Alarm Boxes (I)	53,200.00	5,830.00	-	59,030.00
	May 3 2018 : Freightliner Dump Truck (I)	35,650.00	4,266.25	-	39,916.25
	May 3 2018 : Edith Street Park Design (I)	30,050.00	3,501.25	-	33,551.25
	May 3 2018 : Hale Street Park Design (I)	30,050.00	3,501.25	-	33,551.25
	May 3 2018 : Central Ave Park Design (I)	30,050.00	3,501.25	-	33,551.25
	May 3 2018 : Bike Share Locations (I)	30,050.00	3,501.25	-	33,551.25
	May 3 2018 : Bike Path Extension Improvements (I)	30,050.00	3,501.25	-	33,551.25
	May 3 2018 : Wellness Building Boiler (I)	13,900.00	3,138.13	-	17,038.13
	May 3 2018 : Beacham Street Design (I)	30,050.00	3,501.25	-	33,551.25
	May 3 2018 : Second Street Corridor Engineering Design (I)	30,500.00	3,512.50	-	34,012.50
	May 3 2018 : Crane Truck (I)	30,650.00	3,266.25	-	33,916.25
	May 3 2018 : 2 F350 Pickup Trucks (I)	24,550.00	2,613.75	-	27,163.75
	May 3 2018 : Bus Lane Improvements (I)	23,700.00	2,342.50	-	26,042.50
	May 3 2018 : E-911 EFD Stations (I)	20,000.00	2,125.00	-	22,125.00

9.4 Everett FY19 Debt Service

City of Everett, Massachusetts

*Fiscal Year 2019 Projected Principal and Interest Payments,
Net of MCWT Subsidy*

Aggregate Net Debt Service

Part 7 of 7

Date	Issue : Purpose	Principal	Interest	MCWT Subsidy	Net New D/S
May 3 2018	F450 Dump Truck with Plow/Sander (I)	17,550.00	1,688.75	-	19,238.75
May 3 2018	Facilities- Skid Steer (S750 Bobcat) (I)	11,300.00	1,282.50	-	12,582.50
May 3 2018	Cemetery- Skid Steer (S750 Bobcat) (I)	11,300.00	1,282.50	-	12,582.50
May 3 2018	Bike Safety Upgrades (I)	11,900.00	1,172.50	-	13,072.50
May 3 2018	Facilities Maintenance Vehicle (I)	12,800.00	945.00	-	13,745.00
May 3 2018	F-150 Truck (I)	12,800.00	945.00	-	13,745.00
May 3 2018	Inspection Service File System (I)	10,000.00	875.00	-	10,875.00
May 3 2018	Heavy Duty Truck Lift (I)	13,000.00	825.00	-	13,825.00
May 3 2018	Parlin School Flooring (I)	24,250.00	8,153.13	-	32,403.13
May 3 2018	Parlin School Lockers (I)	41,700.00	4,667.50	-	46,367.50
May 3 2018	Water/Sewer Truck (I)	12,800.00	945.00	-	13,745.00
May 3 2018	Water/Sewer GIS Improvements (I)	41,700.00	4,667.50	-	46,367.50
May 3 2018	Water/Sewer Data Management System (I)	30,050.00	3,501.25	-	33,551.25
Subtotal		\$1,600,000.00	\$323,440.65	-	\$1,923,440.65
05/15/2019	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		\$320,149.70	-	-	\$320,149.70
06/15/2019	December 20 2013 : Water Meters 1 (O)	-	5,700.00	-	5,700.00
	December 20 2013 : Water Meters 2 (O)	-	6,187.50	-	6,187.50
	December 20 2013 : Glendale Park Improvements (I)	-	22,215.00	-	22,215.00
	December 20 2013 : Parlin School Masonry Repair (I)	-	6,097.50	-	6,097.50
	December 20 2013 : Shute Library Construction 1 (I)	-	16,477.50	-	16,477.50
	December 20 2013 : Shute Library Construction 2 (I)	-	6,337.50	-	6,337.50
	December 20 2013 : Fire Station Repairs & Design (I)	-	2,925.00	-	2,925.00
	December 20 2013 : Police Station Renovations (I)	-	437.50	-	437.50
	December 20 2013 : 911 Stairs (I)	-	337.50	-	337.50
	December 20 2013 : Roadway Reconstruction (I)	-	18,900.00	-	18,900.00
	December 20 2013 : Sidewalk Reconstruction (I)	-	337.50	-	337.50
	August 20 2015- Cur Ref of September 15 04 (O)	-	58,700.00	-	58,700.00
Subtotal		-	\$144,652.50	-	\$144,652.50
Total		\$13,370,794.26	\$2,952,940.27	(4,390.94)	\$16,319,343.59

Hilltop Securities Inc.

Public Finance

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9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
10/25/2007	MSBA School (O)	Principal	449,415	449,415	449,415	449,415	449,415	449,415	449,415	449,415	449,415	449,415
		Interest	125,836	116,848	107,860	98,871	89,883	80,895	71,906	62,918	53,930	44,942
2/19/2008	Section 108 HUD Loan (O)	Principal	73,000	76,000	80,000	84,000	88,000	93,000	97,000	102,000	109,000	-
		Interest	-	-	-	-	-	-	-	-	-	-
8/1/2009	School Remodeling (I)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
		Interest	43,125	39,125	35,125	31,125	27,125	23,063	18,938	14,813	10,625	6,375
10/15/2009	Adv Ref of Dec 1 2000 School (O)	Principal	1,240,000	-	-	-	-	-	-	-	-	-
		Interest	31,000	-	-	-	-	-	-	-	-	-
12/20/2012	Adv Ref of Mar 1 2004- School Remodeling (I)	Principal	125,000	125,000	120,000	-	-	-	-	-	-	-
		Interest	7,400	4,900	2,400	-	-	-	-	-	-	-
12/20/2012	Adv Ref of Mar 1 2004- Public Works Facility (I)	Principal	205,000	-	-	-	-	-	-	-	-	-
		Interest	4,100	-	-	-	-	-	-	-	-	-
12/20/2013	Glendale Park Improvements (I)	Principal	260,000	260,000	200,000	200,000	185,000	130,000	110,000	110,000	110,000	-
		Interest	41,830	35,980	29,730	23,730	17,955	13,035	9,075	5,445	1,815	-
12/20/2013	Parlin School Masonry Repair (I)	Principal	40,000	40,000	40,000	40,000	30,000	30,000	30,000	30,000	30,000	20,000
		Interest	11,795	10,895	9,795	8,595	7,545	6,600	5,610	4,620	3,630	2,805
12/20/2013	Shute Library Construction 1 (I)	Principal	85,000	85,000	85,000	85,000	75,000	75,000	75,000	75,000	75,000	60,000
		Interest	32,105	30,193	27,855	25,305	22,905	20,543	18,068	15,593	13,118	10,890
12/20/2013	Shute Library Construction 2 (I)	Principal	35,000	35,000	35,000	35,000	25,000	25,000	25,000	25,000	25,000	25,000
		Interest	12,325	11,538	10,575	9,525	8,625	7,838	7,013	6,188	5,363	4,538
12/20/2013	Fire Station Repairs & Design (I)	Principal	20,000	20,000	20,000	20,000	15,000	10,000	10,000	10,000	10,000	10,000
		Interest	5,650	5,200	4,650	4,050	3,525	3,135	2,805	2,475	2,145	1,815
12/20/2013	Police Station Renovations (I)	Principal	15,000	5,000	5,000	5,000	5,000	-	-	-	-	-
		Interest	725	513	375	225	75	-	-	-	-	-
12/20/2013	911 Stairs (I)	Principal	5,000	5,000	5,000	5,000	5,000	-	-	-	-	-
		Interest	625	513	375	225	75	-	-	-	-	-
12/20/2013	Roadway Reconstruction (I)	Principal	280,000	280,000	280,000	280,000	280,000	-	-	-	-	-
		Interest	35,000	28,700	21,000	12,600	4,200	-	-	-	-	-
12/20/2013	Sidewalk Reconstruction (I)	Principal	5,000	5,000	5,000	5,000	5,000	-	-	-	-	-
		Interest	625	513	375	225	75	-	-	-	-	-
2/6/2014	Seven Acre Park Planning (I)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
2/6/2014	Tot Lot (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	4,631	4,181	3,731	3,281	2,831	2,381	1,931	1,481	1,031	525
2/6/2014	City Hall Roof Repair (I)	Principal	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		Interest	3,088	2,788	2,488	2,188	1,888	1,588	1,288	988	675	350
2/6/2014	Everett Square/Norwood Street Design & Renovation (I)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
2/6/2014	School Equipment - Smart Boards (I)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
2/6/2014	Fire Pumper Truck (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	12,350	11,150	9,950	8,750	7,550	6,350	5,150	3,950	2,700	1,400
2/6/2014	Road & Sidewalk (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		Interest	61,750	55,750	49,750	43,750	37,750	31,750	25,750	19,750	13,500	7,000
4/23/2015	Pumper Truck (I)	Principal	60,000	60,000	60,000	60,000	60,000	60,000	-	-	-	-
		Interest	14,400	12,000	9,600	7,200	4,800	2,400	-	-	-	-
4/23/2015	Day Park Renovation (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
		Interest	17,325	15,525	13,725	11,925	10,125	8,325	6,525	4,725	2,925	1,125
4/23/2015	Street & Sidewalk Improvements (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		Interest	77,000	69,000	61,000	53,000	45,000	37,000	29,000	21,000	13,000	5,000
4/23/2015	Shute Library Renovation (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
		Interest	17,300	15,900	14,500	13,100	11,700	10,300	8,900	7,500	6,100	4,700
4/23/2015	School Department Eno Boards (I)	Principal	70,000	-	-	-	-	-	-	-	-	-
		Interest	2,800	-	-	-	-	-	-	-	-	-
4/23/2015	Whittier School Roof (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	35,000	35,000	35,000	35,000
		Interest	20,056	18,456	16,856	15,256	13,656	12,056	10,456	8,856	7,256	5,656
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	684,000	684,000	684,000	684,000	679,000	679,000	674,000	-	-	-
		Interest	180,610	153,250	125,890	98,530	71,170	44,010	16,850	-	-	-
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	-	-
		Interest	265	225	185	145	105	65	25	-	-	-
4/20/2015	Cur Ref of September 15 04 (O)	Principal	2,935,000	-	-	-	-	-	-	-	-	-
		Interest	58,700	-	-	-	-	-	-	-	-	-
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	50,000	50,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
		Interest	19,600	17,600	15,600	13,800	12,000	10,200	8,400	6,600	4,800	3,000
2/18/2016	Land Acquisition (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000	25,000	25,000	25,000
		Interest	15,750	14,550	13,350	12,150	10,950	9,750	8,550	7,350	6,150	4,950
2/18/2016	Sacramone Park (I)	Principal	190,000	175,000	175,000	175,000	175,000	175,000	175,000	170,000	170,000	170,000
		Interest	74,800	67,200	60,200	53,200	46,200	39,200	32,200	25,200	18,400	11,600
2/18/2016	Meadow Playground Design (I)	Principal	35,000	35,000	-	-	-	-	-	-	-	-
		Interest	2,800	1,400	-	-	-	-	-	-	-	-
2/18/2016	Park Renovation (I)	Principal	160,000	150,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000
		Interest	62,850	56,450	50,450	44,650	38,850	33,050	27,250	21,450	15,650	9,850
2/18/2016	Recreation Wellness Center Design/Planning (I)	Principal	70,000	70,000	-	-	-	-	-	-	-	-
		Interest	5,600	2,800	-	-	-	-	-	-	-	-
2/18/2016	Webster School Air Conditioning (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	23,050	21,450	19,850	18,250	16,650	15,050	13,450	11,850	10,250	8,650
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	21,350	19,350	17,350	15,350	13,350	11,350	9,350	7,350	5,350	3,350
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
		Interest	43,350	40,350	37,350	34,350	31,350	28,350	25,350	22,350	19,350	17,850
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	40,000	40,000
		Interest	24,450	22,650	20,850	19,050	17,250	15,450	13,650	11,850	10,250	8,650
2/18/2016	Keverian School Feasibility Study (O)	Principal	70,000	65,000	-	-	-	-	-	-	-	-
		Interest	5,400	2,600	-	-	-	-	-	-	-	-

9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	Total
10/25/2007	MSBA School (O)	Principal	449,415	449,415	449,415	449,415	-	-	-	-	-	-	6,291,814
		Interest	35,953	26,965	17,977	8,988	-	-	-	-	-	-	943,772
2/19/2008	Section 108 HUD Loan (O)	Principal	-	-	-	-	-	-	-	-	-	-	802,000
		Interest	-	-	-	-	-	-	-	-	-	-	-
8/1/2009	School Remodeling (I)	Principal	100,000	-	-	-	-	-	-	-	-	-	1,100,000
		Interest	2,125	-	-	-	-	-	-	-	-	-	251,563
10/15/2009	Adv Ref of Dec 1 2000 School (O)	Principal	-	-	-	-	-	-	-	-	-	-	1,240,000
		Interest	-	-	-	-	-	-	-	-	-	-	31,000
12/20/2012	Adv Ref of Mar 1 2004- School Remodeling (I)	Principal	-	-	-	-	-	-	-	-	-	-	370,000
		Interest	-	-	-	-	-	-	-	-	-	-	14,700
12/20/2012	Adv Ref of Mar 1 2004- Public Works Facility (I)	Principal	-	-	-	-	-	-	-	-	-	-	205,000
		Interest	-	-	-	-	-	-	-	-	-	-	4,100
12/20/2013	Glendale Park Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	-	1,565,000
		Interest	-	-	-	-	-	-	-	-	-	-	178,595
12/20/2013	Parlin School Masonry Repair (I)	Principal	15,000	15,000	15,000	15,000	15,000	-	-	-	-	-	405,000
		Interest	2,228	1,733	1,238	743	248	-	-	-	-	-	78,078
12/20/2013	Shute Library Construction 1 (I)	Principal	60,000	60,000	60,000	60,000	60,000	-	-	-	-	-	1,075,000
		Interest	8,910	6,930	4,950	2,970	990	-	-	-	-	-	241,323
12/20/2013	Shute Library Construction 2 (I)	Principal	25,000	25,000	25,000	25,000	25,000	-	-	-	-	-	415,000
		Interest	3,713	2,888	2,063	1,238	413	-	-	-	-	-	93,838
12/20/2013	Fire Station Repairs & Design (I)	Principal	10,000	10,000	10,000	10,000	10,000	-	-	-	-	-	195,000
		Interest	1,485	1,155	825	495	165	-	-	-	-	-	39,575
12/20/2013	Police Station Renovations (I)	Principal	-	-	-	-	-	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	-	-	-	-	-	1,913
12/20/2013	911 Stairs (I)	Principal	-	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	-	1,813
12/20/2013	Roadway Reconstruction (I)	Principal	-	-	-	-	-	-	-	-	-	-	1,400,000
		Interest	-	-	-	-	-	-	-	-	-	-	101,500
12/20/2013	Sidewalk Reconstruction (I)	Principal	-	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	-	1,813
2/6/2014	Seven Acre Park Planning (I)	Principal	-	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-	-
2/6/2014	Tot Lot (I)	Principal	-	-	-	-	-	-	-	-	-	-	150,000
		Interest	-	-	-	-	-	-	-	-	-	-	25,988
2/6/2014	City Hall Roof Repair (I)	Principal	-	-	-	-	-	-	-	-	-	-	100,000
		Interest	-	-	-	-	-	-	-	-	-	-	17,325
2/6/2014	Everett Square/Norwood Street Design & Renovation (I)	Principal	-	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-	-
2/6/2014	School Equipment - Smart Boards (I)	Principal	-	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-	-
2/6/2014	Fire Pumper Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	400,000
		Interest	-	-	-	-	-	-	-	-	-	-	69,300
2/6/2014	Road & Sidewalk (I)	Principal	-	-	-	-	-	-	-	-	-	-	2,000,000
		Interest	-	-	-	-	-	-	-	-	-	-	346,500
4/23/2015	Pumper Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	360,000
		Interest	-	-	-	-	-	-	-	-	-	-	50,400
4/23/2015	Day Park Renovation (I)	Principal	45,000	-	-	-	-	-	-	-	-	-	495,000
		Interest	1,350	-	-	-	-	-	-	-	-	-	96,975
4/23/2015	Street & Sidewalk Improvements (I)	Principal	200,000	-	-	-	-	-	-	-	-	-	2,200,000
		Interest	6,000	-	-	-	-	-	-	-	-	-	431,000
4/23/2015	Shute Library Renovation (I)	Principal	35,000	35,000	30,000	30,000	30,000	-	-	-	-	-	510,000
		Interest	4,875	3,825	2,775	1,875	938	-	-	-	-	-	126,913
4/23/2015	School Department Eno Boards (I)	Principal	-	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,800
4/23/2015	Whittier School Roof (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	-	-	-	-	590,000
		Interest	6,431	5,381	4,331	3,281	2,188	1,094	-	-	-	-	155,094
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	-	-	-	-	-	-	-	-	-	-	4,768,000
		Interest	-	-	-	-	-	-	-	-	-	-	690,310
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	-	-	-	-	-	-	-	-	-	-	7,000
		Interest	-	-	-	-	-	-	-	-	-	-	1,015
4/20/2015	Cur Ref of September 15 04 (O)	Principal	-	-	-	-	-	-	-	-	-	-	2,935,000
		Interest	-	-	-	-	-	-	-	-	-	-	58,700
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	45,000	40,000	-	-	-	-	-	-	-	-	545,000
		Interest	2,550	1,200	-	-	-	-	-	-	-	-	116,250
2/18/2016	Land Acquisition (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	20,000	-	-	-	455,000
		Interest	5,100	4,350	3,600	2,850	2,100	1,350	600	-	-	-	124,550
2/18/2016	Sacramone Park (I)	Principal	165,000	165,000	-	-	-	-	-	-	-	-	2,080,000
		Interest	9,900	4,950	-	-	-	-	-	-	-	-	446,450
2/18/2016	Meadow Playground Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	-	4,200
2/18/2016	Park Renovation (I)	Principal	140,000	140,000	-	-	-	-	-	-	-	-	1,750,000
		Interest	8,400	4,200	-	-	-	-	-	-	-	-	376,000
2/18/2016	Recreation Wellness Center Design/Planning (I)	Principal	-	-	-	-	-	-	-	-	-	-	140,000
		Interest	-	-	-	-	-	-	-	-	-	-	8,400
2/18/2016	Webster School Air Conditioning (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	35,000	-	-	-	675,000
		Interest	8,250	7,050	5,850	4,650	3,450	2,250	1,050	-	-	-	191,850
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	50,000	45,000	-	-	-	-	-	-	-	-	595,000
		Interest	2,850	1,350	-	-	-	-	-	-	-	-	128,700
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	70,000	-	-	-	1,270,000
		Interest	15,600	13,350	11,100	8,850	6,600	4,350	2,100	-	-	-	361,950
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	35,000	-	-	-	710,000
		Interest	8,250	7,050	5,850	4,650	3,450	2,250	1,050	-	-	-	197,450
2/18/2016	Keverian School Feasibility Study (O)	Principal	-	-	-	-	-	-	-	-	-	-	135,000
		Interest	-	-	-	-	-	-	-	-	-	-	8,000

9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
2/18/2016	Ladder One Replacement (I)	Principal	125,000	125,000	125,000	120,000	120,000	120,000	115,000	-	-	-
		Interest	34,000	29,000	24,000	19,000	14,200	9,400	4,600	-	-	-
2/18/2016	10 Wheel Dump Truck (I)	Principal	45,000	45,000	-	-	-	-	-	-	-	-
		Interest	3,600	1,800	-	-	-	-	-	-	-	-
2/18/2016	8 Wheel Dump Truck (I)	Principal	30,000	30,000	-	-	-	-	-	-	-	-
		Interest	2,400	1,200	-	-	-	-	-	-	-	-
2/18/2016	F350 Pickups with Sander/Plow (I)	Principal	20,000	20,000	-	-	-	-	-	-	-	-
		Interest	1,600	800	-	-	-	-	-	-	-	-
2/18/2016	Dump Trucks with Sander/Plow (I)	Principal	25,000	20,000	-	-	-	-	-	-	-	-
		Interest	1,800	800	-	-	-	-	-	-	-	-
2/18/2016	Street Sweeper (I)	Principal	40,000	40,000	-	-	-	-	-	-	-	-
		Interest	3,200	1,600	-	-	-	-	-	-	-	-
2/18/2016	Cemetery Backhoe (I)	Principal	20,000	20,000	-	-	-	-	-	-	-	-
		Interest	1,600	800	-	-	-	-	-	-	-	-
2/18/2016	Street/Highway Backhoe (I)	Principal	25,000	20,000	-	-	-	-	-	-	-	-
		Interest	1,800	800	-	-	-	-	-	-	-	-
2/18/2016	Sidewalk Plow (I)	Principal	30,000	30,000	-	-	-	-	-	-	-	-
		Interest	2,400	1,200	-	-	-	-	-	-	-	-
2/18/2016	Front End Loader (I)	Principal	40,000	40,000	-	-	-	-	-	-	-	-
		Interest	3,200	1,600	-	-	-	-	-	-	-	-
2/18/2016	Utility Poles (I)	Principal	90,000	85,000	-	-	-	-	-	-	-	-
		Interest	7,000	3,400	-	-	-	-	-	-	-	-
2/18/2016	Lower Florence Street Planning (I)	Principal	160,000	155,000	-	-	-	-	-	-	-	-
		Interest	12,600	6,200	-	-	-	-	-	-	-	-
2/18/2016	Upper Florence Street Planning (I)	Principal	30,000	25,000	-	-	-	-	-	-	-	-
		Interest	2,200	1,000	-	-	-	-	-	-	-	-
2/18/2016	Street & Sidewalk Repairs (I)	Principal	220,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		Interest	86,500	77,700	69,700	61,700	53,700	45,700	37,700	29,700	21,700	17,700
2/28/2017	Central Fire Station Renovation (I)	Principal	94,000	94,000	94,000	94,000	94,000	94,000	94,000	93,000	93,000	93,000
		Interest	68,821	64,121	59,421	54,721	50,021	45,321	40,621	35,921	31,221	27,521
2/28/2017	Parlin School Renovation (I)	Principal	157,000	154,000	154,000	156,000	153,000	155,000	155,000	156,000	153,000	153,000
		Interest	113,410	105,560	97,850	90,150	82,350	74,700	67,000	59,250	51,450	45,330
2/28/2017	High School Panel Improvements (I)	Principal	5,000	5,000	5,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
		Interest	1,750	1,500	1,250	1,000	800	600	400	200	-	-
2/28/2017	Library Parlin Renovations (I)	Principal	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
		Interest	5,154	4,804	4,454	4,104	3,754	3,404	3,054	2,704	2,354	2,074
2/28/2017	Police Station Renovations (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		Interest	3,455	3,205	2,955	2,705	2,455	2,205	1,955	1,705	1,455	1,255
2/28/2017	City Hall Renovations (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	11,009	10,259	9,509	8,759	8,009	7,259	6,509	5,759	5,009	4,409
2/28/2017	E-911 Building Renovations (I)	Principal	5,000	5,000	4,000	4,000	4,000	4,000	-	-	-	-
		Interest	1,300	1,050	800	600	400	200	-	-	-	-
2/28/2017	Amory Renovations (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
		Interest	25,769	24,019	22,269	20,519	18,769	17,019	15,269	13,519	11,769	10,369
2/28/2017	City Services Building Renovations (I)	Principal	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
		Interest	4,315	4,015	3,715	3,415	3,115	2,815	2,515	2,215	1,915	1,675
2/28/2017	Everett Stadium Renovations (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		Interest	3,455	3,205	2,955	2,705	2,455	2,205	1,955	1,705	1,455	1,255
2/28/2017	Gym Renovations (I)	Principal	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
		Interest	4,315	4,015	3,715	3,415	3,115	2,815	2,515	2,215	1,915	1,675
2/28/2017	Connolly Center Renovation (I)	Principal	9,000	9,000	9,000	9,000	9,000	9,000	8,000	8,000	8,000	8,000
		Interest	6,190	5,740	5,290	4,840	4,390	3,940	3,490	3,090	2,690	2,370
2/28/2017	Refurbish Tot Lots (I)	Principal	43,000	43,000	43,000	43,000	42,000	42,000	42,000	42,000	42,000	42,000
		Interest	24,140	21,990	19,840	17,690	15,540	13,440	11,340	9,240	7,140	5,460
2/28/2017	Meadows/Kearins Park Design & Construction (I)	Principal	5,000	5,000	4,000	4,000	4,000	4,000	4,000	-	-	-
		Interest	1,500	1,250	1,000	800	600	400	200	-	-	-
2/28/2017	Swan Street Park Design & Construction (I)	Principal	58,000	58,000	58,000	58,000	58,000	58,000	57,000	57,000	57,000	57,000
		Interest	32,760	29,860	26,960	24,060	21,160	18,260	15,360	12,510	9,660	7,380
2/28/2017	Gramsford Park Design & Construction (I)	Principal	51,000	51,000	51,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	28,650	26,100	23,550	21,000	18,500	16,000	13,500	11,000	8,500	6,500
2/28/2017	North Strand Bike Path Renovation (I)	Principal	31,000	31,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
		Interest	17,200	15,650	14,100	12,600	11,100	9,600	8,100	6,600	5,100	3,900
2/28/2017	Hugh Common Construction (I)	Principal	5,000	5,000	5,000	4,000	4,000	4,000	4,000	3,000	-	-
		Interest	1,700	1,450	1,200	950	750	550	350	150	-	-
2/28/2017	Recreation Master Plan (I)	Principal	9,000	9,000	9,000	-	-	-	-	-	-	-
		Interest	1,350	900	450	-	-	-	-	-	-	-
2/28/2017	6 Wheel Dump Truck (I)	Principal	35,000	35,000	34,200	-	-	-	-	-	-	-
		Interest	5,210	3,460	1,710	-	-	-	-	-	-	-
2/28/2017	Lift Truck (I)	Principal	15,000	14,400	14,000	-	-	-	-	-	-	-
		Interest	2,170	1,420	700	-	-	-	-	-	-	-
2/28/2017	Forklift (I)	Principal	7,000	7,000	6,800	-	-	-	-	-	-	-
		Interest	1,040	690	340	-	-	-	-	-	-	-
2/28/2017	Sidewalk Plow (I)	Principal	15,000	14,600	14,600	-	-	-	-	-	-	-
		Interest	2,210	1,460	730	-	-	-	-	-	-	-
2/28/2017	Infield Machine Trailer (I)	Principal	7,000	5,800	5,400	-	-	-	-	-	-	-
		Interest	910	560	270	-	-	-	-	-	-	-
2/28/2017	Compressor Truck (I)	Principal	18,000	18,000	18,000	-	-	-	-	-	-	-
		Interest	2,700	1,800	900	-	-	-	-	-	-	-
2/28/2017	Forest Truck (I)	Principal	32,000	32,000	32,000	-	-	-	-	-	-	-
		Interest	4,800	3,200	1,600	-	-	-	-	-	-	-
2/28/2017	F350 Truck (I)	Principal	10,000	10,000	10,000	-	-	-	-	-	-	-
		Interest	1,500	1,000	500	-	-	-	-	-	-	-
2/28/2017	2 Utility Trucks (I)	Principal	18,000	18,000	18,000	-	-	-	-	-	-	-
		Interest	2,700	1,800	900	-	-	-	-	-	-	-

9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	Total
2/18/2016	Ladder One Replacement (I)	Principal	-	-	-	-	-	-	-	-	-	-	850,000
		Interest	-	-	-	-	-	-	-	-	-	-	134,200
2/18/2016	10 Wheel Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	90,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,400
2/18/2016	8 Wheel Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	60,000
		Interest	-	-	-	-	-	-	-	-	-	-	3,600
2/18/2016	F350 Pickups with Sander/Plow (I)	Principal	-	-	-	-	-	-	-	-	-	-	40,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,400
2/18/2016	Dump Trucks with Sander/Plow (I)	Principal	-	-	-	-	-	-	-	-	-	-	45,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,600
2/18/2016	Street Sweeper (I)	Principal	-	-	-	-	-	-	-	-	-	-	80,000
		Interest	-	-	-	-	-	-	-	-	-	-	4,800
2/18/2016	Cemetery Backhoe (I)	Principal	-	-	-	-	-	-	-	-	-	-	40,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,400
2/18/2016	Street/Highway Backhoe (I)	Principal	-	-	-	-	-	-	-	-	-	-	45,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,600
2/18/2016	Sidewalk Plow (I)	Principal	-	-	-	-	-	-	-	-	-	-	60,000
		Interest	-	-	-	-	-	-	-	-	-	-	3,600
2/18/2016	Front End Loader (I)	Principal	-	-	-	-	-	-	-	-	-	-	80,000
		Interest	-	-	-	-	-	-	-	-	-	-	4,800
2/18/2016	Utility Poles (I)	Principal	-	-	-	-	-	-	-	-	-	-	175,000
		Interest	-	-	-	-	-	-	-	-	-	-	10,400
2/18/2016	Lower Florence Street Planning (I)	Principal	-	-	-	-	-	-	-	-	-	-	315,000
		Interest	-	-	-	-	-	-	-	-	-	-	18,800
2/18/2016	Upper Florence Street Planning (I)	Principal	-	-	-	-	-	-	-	-	-	-	55,000
		Interest	-	-	-	-	-	-	-	-	-	-	3,200
2/18/2016	Street & Sidewalk Repairs (I)	Principal	195,000	195,000	-	-	-	-	-	-	-	-	2,410,000
		Interest	11,700	5,850	-	-	-	-	-	-	-	-	519,350
2/28/2017	Central Fire Station Renovation (I)	Principal	93,000	93,000	93,000	93,000	93,000	93,000	93,000	93,000	-	-	1,681,000
		Interest	23,831	21,041	18,251	15,461	12,555	9,533	6,394	3,255	-	-	588,114
2/28/2017	Parlin School Renovation (I)	Principal	153,000	155,000	156,000	154,000	155,000	152,000	152,000	148,000	-	-	2,770,200
		Interest	39,210	34,620	29,970	25,290	20,478	15,440	10,310	5,180	-	-	967,548
2/28/2017	High School Panel Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	-	-	-	-	-	7,500
2/28/2017	Library Parlin Renovations (I)	Principal	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	-	-	126,000
		Interest	1,794	1,584	1,374	1,164	945	718	481	245	-	-	44,161
2/28/2017	Police Station Renovations (I)	Principal	5,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	-	83,000
		Interest	1,055	905	785	665	540	410	275	140	-	-	28,125
2/28/2017	City Hall Renovations (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	14,000	-	-	289,000
		Interest	3,809	3,359	2,909	2,459	1,990	1,503	996	490	-	-	94,001
2/28/2017	E-911 Building Renovations (I)	Principal	-	-	-	-	-	-	-	-	-	-	26,000
		Interest	-	-	-	-	-	-	-	-	-	-	4,350
2/28/2017	Amory Renovations (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-	-	630,000
		Interest	8,969	7,919	6,869	5,819	4,725	3,588	2,406	1,225	-	-	220,806
2/28/2017	City Services Building Renovations (I)	Principal	6,000	6,000	6,000	6,000	6,000	5,000	5,000	5,000	-	-	105,000
		Interest	1,435	1,255	1,075	895	708	513	344	175	-	-	36,109
2/28/2017	Everett Stadium Renovations (I)	Principal	5,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	-	83,000
		Interest	1,055	905	785	665	540	410	275	140	-	-	28,125
2/28/2017	Gym Renovations (I)	Principal	6,000	6,000	6,000	6,000	6,000	5,000	5,000	5,000	-	-	105,000
		Interest	1,435	1,255	1,075	895	708	513	344	175	-	-	36,109
2/28/2017	Connolly Center Renovation (I)	Principal	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	-	-	150,000
		Interest	2,050	1,810	1,570	1,330	1,080	820	550	280	-	-	51,520
2/28/2017	Refurbish Tot Lots (I)	Principal	42,000	42,000	42,000	-	-	-	-	-	-	-	550,000
		Interest	3,780	2,520	1,260	-	-	-	-	-	-	-	153,380
2/28/2017	Meadows/Kearns Park Design & Construction (I)	Principal	-	-	-	-	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,750
2/28/2017	Swan Street Park Design & Construction (I)	Principal	57,000	57,000	56,000	-	-	-	-	-	-	-	746,000
		Interest	5,100	3,390	1,680	-	-	-	-	-	-	-	208,140
2/28/2017	Gramsford Park Design & Construction (I)	Principal	50,000	50,000	50,000	-	-	-	-	-	-	-	653,000
		Interest	4,500	3,000	1,500	-	-	-	-	-	-	-	182,300
2/28/2017	North Strand Bike Path Renovation (I)	Principal	30,000	30,000	30,000	-	-	-	-	-	-	-	392,000
		Interest	2,700	1,800	900	-	-	-	-	-	-	-	109,350
2/28/2017	Hugh Common Construction (I)	Principal	-	-	-	-	-	-	-	-	-	-	34,000
		Interest	-	-	-	-	-	-	-	-	-	-	7,100
2/28/2017	Recreation Master Plan (I)	Principal	-	-	-	-	-	-	-	-	-	-	27,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,700
2/28/2017	6 Wheel Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	104,200
		Interest	-	-	-	-	-	-	-	-	-	-	10,380
2/28/2017	Lift Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	43,400
		Interest	-	-	-	-	-	-	-	-	-	-	4,290
2/28/2017	Forklift (I)	Principal	-	-	-	-	-	-	-	-	-	-	20,800
		Interest	-	-	-	-	-	-	-	-	-	-	2,070
2/28/2017	Sidewalk Plow (I)	Principal	-	-	-	-	-	-	-	-	-	-	44,200
		Interest	-	-	-	-	-	-	-	-	-	-	4,400
2/28/2017	Infield Machine Trailer (I)	Principal	-	-	-	-	-	-	-	-	-	-	18,200
		Interest	-	-	-	-	-	-	-	-	-	-	1,740
2/28/2017	Compressor Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	54,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,400
2/28/2017	Forest Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	96,000
		Interest	-	-	-	-	-	-	-	-	-	-	9,600
2/28/2017	F350 Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	-	-	-	-	3,000
2/28/2017	2 Utility Trucks (I)	Principal	-	-	-	-	-	-	-	-	-	-	54,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,400

9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
2/28/2017	2 F250 Auto Lift (I)	Principal	20,000	20,000	20,000	-	-	-	-	-	-	-
		Interest	3,000	2,000	1,000	-	-	-	-	-	-	-
2/28/2017	DPW Utility Truck (I)	Principal	9,000	9,000	9,000	-	-	-	-	-	-	-
		Interest	1,350	900	450	-	-	-	-	-	-	-
2/28/2017	Ornamental Lights (I)	Principal	18,000	18,000	18,000	-	-	-	-	-	-	-
		Interest	2,700	1,800	900	-	-	-	-	-	-	-
2/28/2017	Traffic Signal Improvements (I)	Principal	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	-	-
		Interest	8,800	7,700	6,600	5,500	4,400	3,300	2,200	1,100	-	-
2/28/2017	LED Streetlights (I)	Principal	53,000	53,000	53,000	53,000	53,000	52,000	52,000	52,000	-	-
		Interest	21,050	18,400	15,750	13,100	10,450	7,800	5,200	2,600	-	-
2/28/2017	Traffic Lights (I)	Principal	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	-
		Interest	4,000	3,500	3,000	2,500	2,000	1,500	1,000	500	-	-
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	46,000	46,000	46,000	46,000	45,000	45,000	45,000	45,000	45,000	45,000
		Interest	25,850	23,550	21,250	18,950	16,650	14,400	12,150	9,900	7,650	5,400
5/3/2018	Hancock St Fire Station Renovation (I)	Principal	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	160,000
		Interest	132,600	124,350	116,100	107,850	99,600	91,350	83,100	74,850	66,600	58,350
5/3/2018	Park Design (I)	Principal	80,000	80,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
		Interest	49,250	45,250	41,250	37,500	33,750	30,000	26,250	22,500	18,750	15,000
5/3/2018	Departmental Equipment (I)	Principal	10,000	5,000	5,000	5,000	-	-	-	-	-	-
		Interest	1,250	750	500	250	-	-	-	-	-	-
5/3/2018	Best Buy Purchase (I)	Principal	20,000	20,000	20,000	20,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	13,244	12,244	11,244	10,244	9,244	8,494	7,744	6,994	6,244	5,494
5/3/2018	Roadway Infrastructure (I)	Principal	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
		Interest	58,300	53,800	49,300	44,800	40,300	35,800	31,300	26,800	22,300	17,800
5/3/2018	Cemetery Design/Construction (I)	Principal	245,000	240,000	240,000	240,000	-	-	-	-	-	-
		Interest	48,250	36,000	24,000	12,000	-	-	-	-	-	-
5/3/2018	Design and Refurbish City Parks and Tot Lots (I)	Principal	130,000	130,000	130,000	130,000	-	-	-	-	-	-
		Interest	26,000	19,500	13,000	6,500	-	-	-	-	-	-
5/3/2018	Meadows/Kearins Park Phase II- Design Field (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
		Interest	22,856	21,356	19,856	18,356	16,856	15,356	13,856	12,356	10,856	9,356
5/3/2018	Everett Square Improvements (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		Interest	15,650	14,400	13,150	11,900	10,650	9,400	8,150	6,900	5,650	4,400
5/3/2018	Webster/Lincoln Intersection (I)	Principal	30,000	30,000	30,000	25,000	25,000	25,000	25,000	25,000	20,000	-
		Interest	11,750	10,250	8,750	7,250	6,000	4,750	3,500	2,250	1,000	-
5/3/2018	Traffic Signal Upgrades (I)	Principal	25,000	25,000	25,000	20,000	20,000	20,000	20,000	20,000	20,000	-
		Interest	9,750	8,500	7,250	6,000	5,000	4,000	3,000	2,000	1,000	-
5/3/2018	Wireless Fire Alarm Boxes (I)	Principal	45,000	45,000	45,000	45,000	-	-	-	-	-	-
		Interest	9,000	6,750	4,500	2,250	-	-	-	-	-	-
5/3/2018	Freightliner Dump Truck (I)	Principal	35,000	35,000	35,000	30,000	-	-	-	-	-	-
		Interest	6,750	5,000	3,250	1,500	-	-	-	-	-	-
5/3/2018	Edith Street Park Design (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
5/3/2018	Hale Street Park Design (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
5/3/2018	Central Ave Park Design (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
5/3/2018	Bike Share Locations (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
5/3/2018	Bike Path Extension Improvements (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
5/3/2018	Wellness Building Boiler (I)	Principal	10,000	10,000	10,000	10,000	10,000	10,000	5,000	5,000	5,000	5,000
		Interest	5,581	5,081	4,581	4,081	3,581	3,081	2,581	2,081	1,581	1,081
5/3/2018	Beacham Street Design (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
5/3/2018	Second Street Corridor Engineering Design (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
5/3/2018	Crane Truck (I)	Principal	25,000	25,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,000	3,750	2,500	1,250	-	-	-	-	-	-
5/3/2018	2 F350 Pickup Trucks (I)	Principal	20,000	20,000	20,000	20,000	-	-	-	-	-	-
		Interest	4,000	3,000	2,000	1,000	-	-	-	-	-	-
5/3/2018	Bus Lane Improvements (I)	Principal	20,000	20,000	15,000	15,000	-	-	-	-	-	-
		Interest	3,500	2,500	1,500	750	-	-	-	-	-	-
5/3/2018	E-911 EFD Stations (I)	Principal	20,000	15,000	15,000	15,000	-	-	-	-	-	-
		Interest	3,250	2,250	1,500	750	-	-	-	-	-	-
5/3/2018	F450 Dump Truck with Plow/Sander (I)	Principal	15,000	15,000	10,000	10,000	-	-	-	-	-	-
		Interest	2,500	1,750	1,000	500	-	-	-	-	-	-
5/3/2018	Facilities- Skid Steer (S750 Bobcat) (I)	Principal	10,000	10,000	10,000	10,000	-	-	-	-	-	-
		Interest	2,000	1,500	1,000	500	-	-	-	-	-	-
5/3/2018	Cemetery- Skid Steer (S750 Bobcat) (I)	Principal	10,000	10,000	10,000	10,000	-	-	-	-	-	-
		Interest	2,000	1,500	1,000	500	-	-	-	-	-	-
5/3/2018	Bike Safety Upgrades (I)	Principal	10,000	10,000	10,000	5,000	-	-	-	-	-	-
		Interest	1,750	1,250	750	250	-	-	-	-	-	-
5/3/2018	Facilities Maintenance Vehicle (I)	Principal	10,000	5,000	5,000	5,000	-	-	-	-	-	-
		Interest	1,250	750	500	250	-	-	-	-	-	-
5/3/2018	F-150 Truck (I)	Principal	10,000	5,000	5,000	5,000	-	-	-	-	-	-
		Interest	1,250	750	500	250	-	-	-	-	-	-
5/3/2018	Inspection Service File System (I)	Principal	10,000	5,000	5,000	5,000	-	-	-	-	-	-
		Interest	1,250	750	500	250	-	-	-	-	-	-
5/3/2018	Heavy Duty Truck Lift (I)	Principal	5,000	5,000	5,000	5,000	-	-	-	-	-	-
		Interest	1,000	750	500	250	-	-	-	-	-	-
5/3/2018	Parlin School Flooring (I)	Principal	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
		Interest	15,094	14,094	13,094	12,094	11,094	10,094	9,094	8,094	7,094	6,094
5/3/2018	Parlin School Lockers (I)	Principal	40,000	35,000	35,000	35,000	-	-	-	-	-	-
		Interest	7,250	5,250	3,500	1,750	-	-	-	-	-	-

9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	Total
2/28/2017	2 F250 Auto Lift (I)	Principal	-	-	-	-	-	-	-	-	-	-	60,000
		Interest	-	-	-	-	-	-	-	-	-	-	6,000
2/28/2017	DPW Utility Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	27,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,700
2/28/2017	Ornamental Lights (I)	Principal	-	-	-	-	-	-	-	-	-	-	54,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,400
2/28/2017	Traffic Signal Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	-	176,000
		Interest	-	-	-	-	-	-	-	-	-	-	39,600
2/28/2017	LED Streetlights (I)	Principal	-	-	-	-	-	-	-	-	-	-	421,000
		Interest	-	-	-	-	-	-	-	-	-	-	94,350
2/28/2017	Traffic Lights (I)	Principal	-	-	-	-	-	-	-	-	-	-	80,000
		Interest	-	-	-	-	-	-	-	-	-	-	18,000
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	45,000	45,000	45,000	-	-	-	-	-	-	-	589,000
		Interest	4,050	2,700	1,350	-	-	-	-	-	-	-	164,300
5/3/2018	Hancock St Fire Station Renovation (I)	Principal	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	160,000	-	3,080,000
		Interest	52,200	45,800	39,400	33,000	26,600	21,400	16,200	10,800	5,400	-	1,205,800
5/3/2018	Park Design (I)	Principal	75,000	75,000	75,000	75,000	-	-	-	-	-	-	1,060,000
		Interest	12,000	9,000	6,000	3,000	-	-	-	-	-	-	349,500
5/3/2018	Departmental Equipment (I)	Principal	-	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,750
5/3/2018	Best Buy Purchase (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	305,000
		Interest	4,894	4,294	3,694	3,094	2,494	2,006	1,519	1,013	506	-	114,700
5/3/2018	Roadway Infrastructure (I)	Principal	90,000	90,000	90,000	85,000	-	-	-	-	-	-	1,255,000
		Interest	14,200	10,600	7,000	3,400	-	-	-	-	-	-	415,700
5/3/2018	Cemetery Design/Construction (I)	Principal	-	-	-	-	-	-	-	-	-	-	965,000
		Interest	-	-	-	-	-	-	-	-	-	-	120,250
5/3/2018	Design and Refurbish City Parks and Tot Lots (I)	Principal	-	-	-	-	-	-	-	-	-	-	520,000
		Interest	-	-	-	-	-	-	-	-	-	-	65,000
5/3/2018	Meadows/Kearins Park Phase II- Design Field (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	-	525,000
		Interest	8,156	7,156	6,156	5,156	4,156	3,344	2,531	1,688	844	-	200,250
5/3/2018	Everett Square Improvements (I)	Principal	25,000	20,000	20,000	20,000	-	-	-	-	-	-	335,000
		Interest	3,400	2,400	1,600	800	-	-	-	-	-	-	108,450
5/3/2018	Webster/Lincoln Intersection (I)	Principal	-	-	-	-	-	-	-	-	-	-	235,000
		Interest	-	-	-	-	-	-	-	-	-	-	55,500
5/3/2018	Traffic Signal Upgrades (I)	Principal	-	-	-	-	-	-	-	-	-	-	195,000
		Interest	-	-	-	-	-	-	-	-	-	-	46,500
5/3/2018	Wireless Fire Alarm Boxes (I)	Principal	-	-	-	-	-	-	-	-	-	-	180,000
		Interest	-	-	-	-	-	-	-	-	-	-	22,500
5/3/2018	Freightliner Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	135,000
		Interest	-	-	-	-	-	-	-	-	-	-	16,500
5/3/2018	Edith Street Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	-	13,250
5/3/2018	Hale Street Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	-	13,250
5/3/2018	Central Ave Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	-	13,250
5/3/2018	Bike Share Locations (I)	Principal	-	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	-	13,250
5/3/2018	Bike Path Extension Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	-	13,250
5/3/2018	Wellness Building Boiler (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	125,000
		Interest	1,631	1,431	1,231	1,031	831	669	506	338	169	-	42,660
5/3/2018	Beacham Street Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	-	13,250
5/3/2018	Second Street Corridor Engineering Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	-	13,250
5/3/2018	Crane Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	100,000
		Interest	-	-	-	-	-	-	-	-	-	-	12,500
5/3/2018	2 F350 Pickup Trucks (I)	Principal	-	-	-	-	-	-	-	-	-	-	80,000
		Interest	-	-	-	-	-	-	-	-	-	-	10,000
5/3/2018	Bus Lane Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	-	8,250
5/3/2018	E-911 EFD Stations (I)	Principal	-	-	-	-	-	-	-	-	-	-	65,000
		Interest	-	-	-	-	-	-	-	-	-	-	7,750
5/3/2018	F450 Dump Truck with Plow/Sander (I)	Principal	-	-	-	-	-	-	-	-	-	-	50,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,750
5/3/2018	Facilities- Skid Steer (S750 Bobcat) (I)	Principal	-	-	-	-	-	-	-	-	-	-	40,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,000
5/3/2018	Cemetery- Skid Steer (S750 Bobcat) (I)	Principal	-	-	-	-	-	-	-	-	-	-	40,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,000
5/3/2018	Bike Safety Upgrades (I)	Principal	-	-	-	-	-	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	-	-	-	-	-	4,000
5/3/2018	Facilities Maintenance Vehicle (I)	Principal	-	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,750
5/3/2018	F-150 Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,750
5/3/2018	Inspection Service File System (I)	Principal	-	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,750
5/3/2018	Heavy Duty Truck Lift (I)	Principal	-	-	-	-	-	-	-	-	-	-	20,000
		Interest	-	-	-	-	-	-	-	-	-	-	2,500
5/3/2018	Parlin School Flooring (I)	Principal	20,000	20,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	345,000
		Interest	5,294	4,494	3,694	3,094	2,494	2,006	1,519	1,013	506	-	130,050
5/3/2018	Parlin School Lockers (I)	Principal	-	-	-	-	-	-	-	-	-	-	145,000
		Interest	-	-	-	-	-	-	-	-	-	-	17,750

9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
4/4/2019	City Services - Mini Packer (I)	Principal	34,300	35,000	35,000	35,000	35,000	-	-	-	-	-
		Interest	8,642	7,000	5,250	3,500	1,750	-	-	-	-	-
4/4/2019	City Services - Aerial Truck (I)	Principal	23,000	20,000	15,000	15,000	15,000	-	-	-	-	-
		Interest	4,363	3,250	2,250	1,500	750	-	-	-	-	-
4/4/2019	Voting Machines (I)	Principal	19,000	15,000	15,000	15,000	10,000	-	-	-	-	-
		Interest	3,669	2,750	2,000	1,250	500	-	-	-	-	-
4/4/2019	Public Safety Generator (I)	Principal	13,450	10,000	10,000	10,000	10,000	-	-	-	-	-
		Interest	2,650	2,000	1,500	1,000	500	-	-	-	-	-
4/4/2019	OSHA Compliance (I)	Principal	33,450	30,000	25,000	25,000	25,000	-	-	-	-	-
		Interest	6,865	5,250	3,750	2,500	1,250	-	-	-	-	-
4/4/2019	Street/Sidewalk Improvements (I)	Principal	178,050	180,000	180,000	180,000	180,000	180,000	180,000	180,000	180,000	175,000
		Interest	120,143	112,250	103,250	94,250	85,250	76,250	67,250	58,250	49,250	40,250
4/4/2019	Appleton St. Park Design (I)	Principal	14,050	15,000	15,000	15,000	10,000	-	-	-	-	-
		Interest	3,424	2,750	2,000	1,250	500	-	-	-	-	-
4/4/2019	Swan St. Park Phase II Design (I)	Principal	14,050	15,000	15,000	15,000	10,000	-	-	-	-	-
		Interest	3,424	2,750	2,000	1,250	500	-	-	-	-	-
4/4/2019	Wherner Park (I)	Principal	14,100	15,000	15,000	15,000	10,000	-	-	-	-	-
		Interest	3,426	2,750	2,000	1,250	500	-	-	-	-	-
4/4/2019	Morris Playground (I)	Principal	27,900	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
		Interest	19,977	18,750	17,250	15,750	14,250	12,750	11,250	9,750	8,250	6,750
4/4/2019	Bike Share Locations (I)	Principal	22,500	20,000	20,000	15,000	15,000	-	-	-	-	-
		Interest	4,586	3,500	2,500	1,500	750	-	-	-	-	-
4/4/2019	Glendal Square Redesign (I)	Principal	33,500	30,000	25,000	25,000	25,000	-	-	-	-	-
		Interest	6,867	5,250	3,750	2,500	1,250	-	-	-	-	-
4/4/2019	Prescott St. Bike Path Crossing (I)	Principal	11,250	10,000	10,000	10,000	5,000	-	-	-	-	-
		Interest	2,293	1,750	1,250	750	250	-	-	-	-	-
4/4/2019	Complete Streets Implementation (I)	Principal	30,150	30,000	30,000	30,000	30,000	25,000	25,000	25,000	25,000	25,000
		Interest	18,105	16,750	15,250	13,750	12,250	10,750	9,500	8,250	7,000	5,750
4/4/2019	Northern Strand Bike Path Extension (I)	Principal	16,400	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	10,036	9,300	8,550	7,800	7,050	6,300	5,550	4,800	4,050	3,300
4/4/2019	Lower Broadway Bus Lane Design (I)	Principal	27,950	30,000	30,000	25,000	25,000	-	-	-	-	-
		Interest	6,840	5,500	4,000	2,500	1,250	-	-	-	-	-
4/4/2019	North Strand Bike Path Amenities (I)	Principal	38,900	40,000	35,000	35,000	35,000	-	-	-	-	-
		Interest	9,118	7,250	5,250	3,500	1,750	-	-	-	-	-
4/4/2019	Hale St. Park Construction (I)	Principal	73,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
		Interest	57,275	54,106	50,606	47,106	43,606	40,106	36,606	33,106	29,606	26,106
4/4/2019	Appleton St. Park Construction (I)	Principal	54,100	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	41,915	39,563	36,813	34,313	31,813	29,313	26,813	24,313	21,813	19,313
4/4/2019	Central Ave. Park Construction (I)	Principal	54,100	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	41,915	39,563	36,813	34,313	31,813	29,313	26,813	24,313	21,813	19,313
4/4/2019	Meadows/Kearins Park Phase II Design (I)	Principal	204,700	205,000	200,000	200,000	200,000	-	-	-	-	-
		Interest	50,064	40,250	30,000	20,000	10,000	-	-	-	-	-
4/4/2019	Tennis Court Design/Construction (I)	Principal	54,100	55,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	41,915	39,563	36,813	34,313	31,813	29,313	26,813	24,313	21,813	19,313
4/4/2019	Everett Square Improvements II (I)	Principal	61,900	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
		Interest	40,009	37,250	34,250	31,250	28,250	25,250	22,250	19,250	16,250	13,250
4/4/2019	Werner & Fuller St. Park Design/Construction (I)	Principal	47,150	50,000	50,000	50,000	45,000	45,000	45,000	45,000	45,000	45,000
		Interest	38,168	36,131	33,631	31,131	28,631	26,381	24,131	21,881	19,631	17,381
4/4/2019	Tot Lot Design/Refurbish (I)	Principal	37,550	40,000	40,000	40,000	40,000	40,000	40,000	35,000	35,000	35,000
		Interest	30,639	29,019	27,019	25,019	23,019	21,019	19,019	17,019	15,269	13,519
4/4/2019	Beacham St. Design (I)	Principal	38,900	40,000	35,000	35,000	35,000	-	-	-	-	-
		Interest	9,118	7,250	5,250	3,500	1,750	-	-	-	-	-
4/4/2019	Sign/Awning Program & Wayfinding System (I)	Principal	24,550	25,000	25,000	25,000	20,000	-	-	-	-	-
		Interest	5,928	4,750	3,500	2,250	1,000	-	-	-	-	-
4/4/2019	Sweetser Circle Design (I)	Principal	16,850	20,000	20,000	20,000	15,000	-	-	-	-	-
		Interest	4,554	3,750	2,750	1,750	750	-	-	-	-	-
4/4/2019	Seven Acre Park Design/Construction (I)	Principal	3,550	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-
		Interest	2,159	2,000	1,750	1,500	1,250	1,000	750	500	250	-
4/4/2019	City Services - F450 Dump Truck (I)	Principal	11,400	15,000	15,000	15,000	15,000	-	-	-	-	-
		Interest	3,540	3,000	2,250	1,500	750	-	-	-	-	-
4/4/2019	City Services - F350 Truck (I)	Principal	15,400	10,000	10,000	10,000	10,000	-	-	-	-	-
		Interest	2,747	2,000	1,500	1,000	500	-	-	-	-	-
4/4/2019	City Services - Freightliner Dump Truck (I)	Principal	34,300	35,000	35,000	35,000	35,000	-	-	-	-	-
		Interest	8,642	7,000	5,250	3,500	1,750	-	-	-	-	-
4/4/2019	City Services - Admin Vehicle (I)	Principal	7,000	10,000	10,000	5,000	5,000	-	-	-	-	-
		Interest	1,835	1,500	1,000	500	250	-	-	-	-	-
4/4/2019	Facilities Mgmt - Admin Vehicle (I)	Principal	7,000	10,000	10,000	5,000	5,000	-	-	-	-	-
		Interest	1,835	1,500	1,000	500	250	-	-	-	-	-
4/4/2019	ISD Bucket/Crane Truck (I)	Principal	31,500	30,000	30,000	30,000	30,000	-	-	-	-	-
		Interest	7,512	6,000	4,500	3,000	1,500	-	-	-	-	-
4/4/2019	City Services - Street Sweeper (I)	Principal	42,000	40,000	40,000	40,000	40,000	-	-	-	-	-
		Interest	10,016	8,000	6,000	4,000	2,000	-	-	-	-	-
4/4/2019	Planning - Ornamental Lights (I)	Principal	386,850	385,000	385,000	385,000	385,000	-	-	-	-	-
		Interest	95,540	77,000	57,750	38,500	19,250	-	-	-	-	-
4/4/2019	City Services - Aerial Truck II (I)	Principal	17,450	20,000	20,000	15,000	15,000	-	-	-	-	-
		Interest	4,336	3,500	2,500	1,500	750	-	-	-	-	-
4/4/2019	Central Fire Station Renovations (I)	Principal	25,900	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		Interest	19,258	18,125	16,875	15,625	14,375	13,125	11,875	10,625	9,375	8,125
4/4/2019	Vocational Program at High School (I)	Principal	35,400	35,000	35,000	35,000	35,000	35,000	35,000	35,000	30,000	30,000
		Interest	26,882	25,338	23,588	21,838	20,088	18,338	16,588	14,838	13,088	11,588
4/4/2019	Addl Vocational Program at High School (I)	Principal	21,350	20,000	20,000	20,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	13,498	12,544	11,544	10,544	9,544	8,794	8,044	7,294	6,544	5,794

Tax Supported Debt Service

9.5 Long Term Debt Schedule Projected as of June 30, 2019

City of Everett, Massachusetts

Actual Debt Service - Tax Supported General Fund

Date of Issue	Purpose	Type of Payment	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	Total
4/4/2019	City Services - Mini Packer (I)	Principal	-	-	-	-	-	-	-	-	-	-	174,300
		Interest	-	-	-	-	-	-	-	-	-	-	26,142
4/4/2019	City Services - Aerial Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	88,000
		Interest	-	-	-	-	-	-	-	-	-	-	12,113
4/4/2019	Voting Machines (I)	Principal	-	-	-	-	-	-	-	-	-	-	74,000
		Interest	-	-	-	-	-	-	-	-	-	-	10,169
4/4/2019	Public Safety Generator (I)	Principal	-	-	-	-	-	-	-	-	-	-	53,450
		Interest	-	-	-	-	-	-	-	-	-	-	7,650
4/4/2019	OSHA Compliance (I)	Principal	-	-	-	-	-	-	-	-	-	-	138,450
		Interest	-	-	-	-	-	-	-	-	-	-	19,615
4/4/2019	Street/Sidewalk Improvements (I)	Principal	175,000	175,000	175,000	175,000	175,000	-	-	-	-	-	2,668,050
		Interest	33,250	26,250	19,250	12,250	5,250	-	-	-	-	-	902,643
4/4/2019	Appleton St. Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	69,050
		Interest	-	-	-	-	-	-	-	-	-	-	9,924
4/4/2019	Swan St. Park Phase II Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	69,050
		Interest	-	-	-	-	-	-	-	-	-	-	9,924
4/4/2019	Wherner Park (I)	Principal	-	-	-	-	-	-	-	-	-	-	69,100
		Interest	-	-	-	-	-	-	-	-	-	-	9,926
4/4/2019	Morris Playground (I)	Principal	30,000	30,000	30,000	30,000	25,000	-	-	-	-	-	442,900
		Interest	5,550	4,350	3,150	1,950	750	-	-	-	-	-	150,477
4/4/2019	Bike Share Locations (I)	Principal	-	-	-	-	-	-	-	-	-	-	92,500
		Interest	-	-	-	-	-	-	-	-	-	-	12,836
4/4/2019	Glendal Square Redesign (I)	Principal	-	-	-	-	-	-	-	-	-	-	138,500
		Interest	-	-	-	-	-	-	-	-	-	-	19,617
4/4/2019	Prescott St. Bike Path Crossing (I)	Principal	-	-	-	-	-	-	-	-	-	-	46,250
		Interest	-	-	-	-	-	-	-	-	-	-	6,293
4/4/2019	Complete Streets Implementation (I)	Principal	25,000	25,000	25,000	25,000	25,000	-	-	-	-	-	400,150
		Interest	4,750	3,750	2,750	1,750	750	-	-	-	-	-	131,105
4/4/2019	Northern Strand Bike Path Extension (I)	Principal	15,000	15,000	15,000	15,000	10,000	-	-	-	-	-	221,400
		Interest	2,700	2,100	1,500	900	300	-	-	-	-	-	74,236
4/4/2019	Lower Broadway Bus Lane Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	137,950
		Interest	-	-	-	-	-	-	-	-	-	-	20,090
4/4/2019	North Strand Bike Path Amenities (I)	Principal	-	-	-	-	-	-	-	-	-	-	183,900
		Interest	-	-	-	-	-	-	-	-	-	-	26,868
4/4/2019	Hale St. Park Construction (I)	Principal	70,000	70,000	70,000	70,000	65,000	65,000	65,000	65,000	65,000	65,000	1,373,000
		Interest	23,306	20,506	17,706	14,906	12,106	10,156	8,206	6,256	4,225	2,113	537,719
4/4/2019	Appleton St. Park Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	1,009,100
		Interest	17,313	15,313	13,313	11,313	9,313	7,813	6,313	4,813	3,250	1,625	396,353
4/4/2019	Central Ave. Park Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	1,009,100
		Interest	17,313	15,313	13,313	11,313	9,313	7,813	6,313	4,813	3,250	1,625	396,353
4/4/2019	Meadows/Kearins Park Phase II Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	1,009,700
		Interest	-	-	-	-	-	-	-	-	-	-	150,314
4/4/2019	Tennis Court Design/Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	1,009,100
		Interest	17,313	15,313	13,313	11,313	9,313	7,813	6,313	4,813	3,250	1,625	396,353
4/4/2019	Everett Square Improvements II (I)	Principal	60,000	60,000	55,000	55,000	55,000	-	-	-	-	-	886,900
		Interest	10,850	8,450	6,050	3,850	1,650	-	-	-	-	-	298,109
4/4/2019	Werner & Fuller St. Park Design/Construction (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	917,150
		Interest	15,581	13,781	11,981	10,181	8,381	7,031	5,681	4,331	2,925	1,463	358,437
4/4/2019	Tot Lot Design/Refurbish (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	732,550
		Interest	12,119	10,719	9,319	7,919	6,519	5,469	4,419	3,369	2,275	1,138	283,820
4/4/2019	Beacham St. Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	183,900
		Interest	-	-	-	-	-	-	-	-	-	-	26,868
4/4/2019	Sign/Awning Program & Wayfinding System (I)	Principal	-	-	-	-	-	-	-	-	-	-	119,550
		Interest	-	-	-	-	-	-	-	-	-	-	17,428
4/4/2019	Sweetser Circle Design (I)	Principal	-	-	-	-	-	-	-	-	-	-	91,850
		Interest	-	-	-	-	-	-	-	-	-	-	13,554
4/4/2019	Seven Acre Park Design/Construction (I)	Principal	-	-	-	-	-	-	-	-	-	-	43,550
		Interest	-	-	-	-	-	-	-	-	-	-	11,159
4/4/2019	City Services - F450 Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	71,400
		Interest	-	-	-	-	-	-	-	-	-	-	11,040
4/4/2019	City Services - F350 Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	55,400
		Interest	-	-	-	-	-	-	-	-	-	-	7,747
4/4/2019	City Services - Freightliner Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	174,300
		Interest	-	-	-	-	-	-	-	-	-	-	26,142
4/4/2019	City Services - Admin Vehicle (I)	Principal	-	-	-	-	-	-	-	-	-	-	37,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,085
4/4/2019	Facilities Mgmt - Admin Vehicle (I)	Principal	-	-	-	-	-	-	-	-	-	-	37,000
		Interest	-	-	-	-	-	-	-	-	-	-	5,085
4/4/2019	ISD Bucket/Crane Truck (I)	Principal	-	-	-	-	-	-	-	-	-	-	151,500
		Interest	-	-	-	-	-	-	-	-	-	-	22,512
4/4/2019	City Services - Street Sweeper (I)	Principal	-	-	-	-	-	-	-	-	-	-	202,000
		Interest	-	-	-	-	-	-	-	-	-	-	30,016
4/4/2019	Planning - Ornamental Lights (I)	Principal	-	-	-	-	-	-	-	-	-	-	1,926,850
		Interest	-	-	-	-	-	-	-	-	-	-	288,040
4/4/2019	City Services - Aerial Truck II (I)	Principal	-	-	-	-	-	-	-	-	-	-	87,450
		Interest	-	-	-	-	-	-	-	-	-	-	12,586
4/4/2019	Central Fire Station Renovations (I)	Principal	25,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	455,900
		Interest	7,125	6,125	5,325	4,525	3,725	3,125	2,525	1,925	1,300	650	173,733
4/4/2019	Vocational Program at High School (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	640,400
		Interest	10,388	9,188	7,988	6,788	5,588	4,688	3,788	2,888	1,950	975	246,394
4/4/2019	Addl Vocational Program at High School (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	321,350
		Interest	5,194	4,594	3,994	3,394	2,794	2,344	1,894	1,444	975	488	121,254

Tax Supported Debt Service

9.5 Long Term Debt Schedule Projected as of June 30, 2019												
City of Everett, Massachusetts												
Actual Debt Service - Tax Supported General Fund												
Date of Issue	Purpose	Type of Payment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Outstanding Principal		13,106,415	8,531,415	7,660,415	7,284,415	6,388,415	4,993,415	4,892,415	4,082,415	3,980,415	3,686,415
	Outstanding Interest		3,025,104	2,577,948	2,223,197	1,901,009	1,594,921	1,336,890	1,136,297	954,383	793,076	660,423
	Total Outstanding Long-Term Debt Service		16,131,519	11,109,363	9,883,613	9,185,424	7,983,336	6,330,305	6,028,712	5,036,799	4,773,492	4,346,838

9.5 Long Term Debt Schedule Projected as of June 30, 2019													
City of Everett, Massachusetts													
Actual Debt Service - Tax Supported General Fund													
Date of Issue	Purpose	Type of Payment	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	Total
	Outstanding Principal		3,396,415	3,031,415	2,431,415	2,201,415	1,558,000	1,123,000	1,068,000	903,000	580,000	360,000	81,258,814
	Outstanding Interest		534,967	427,214	329,635	250,157	177,133	130,414	94,900	60,805	30,825	11,700	18,250,998
	Total Outstanding Long-Term Debt Service		3,931,382	3,458,629	2,761,051	2,451,573	1,735,133	1,253,414	1,162,900	963,805	610,825	371,700	99,509,813

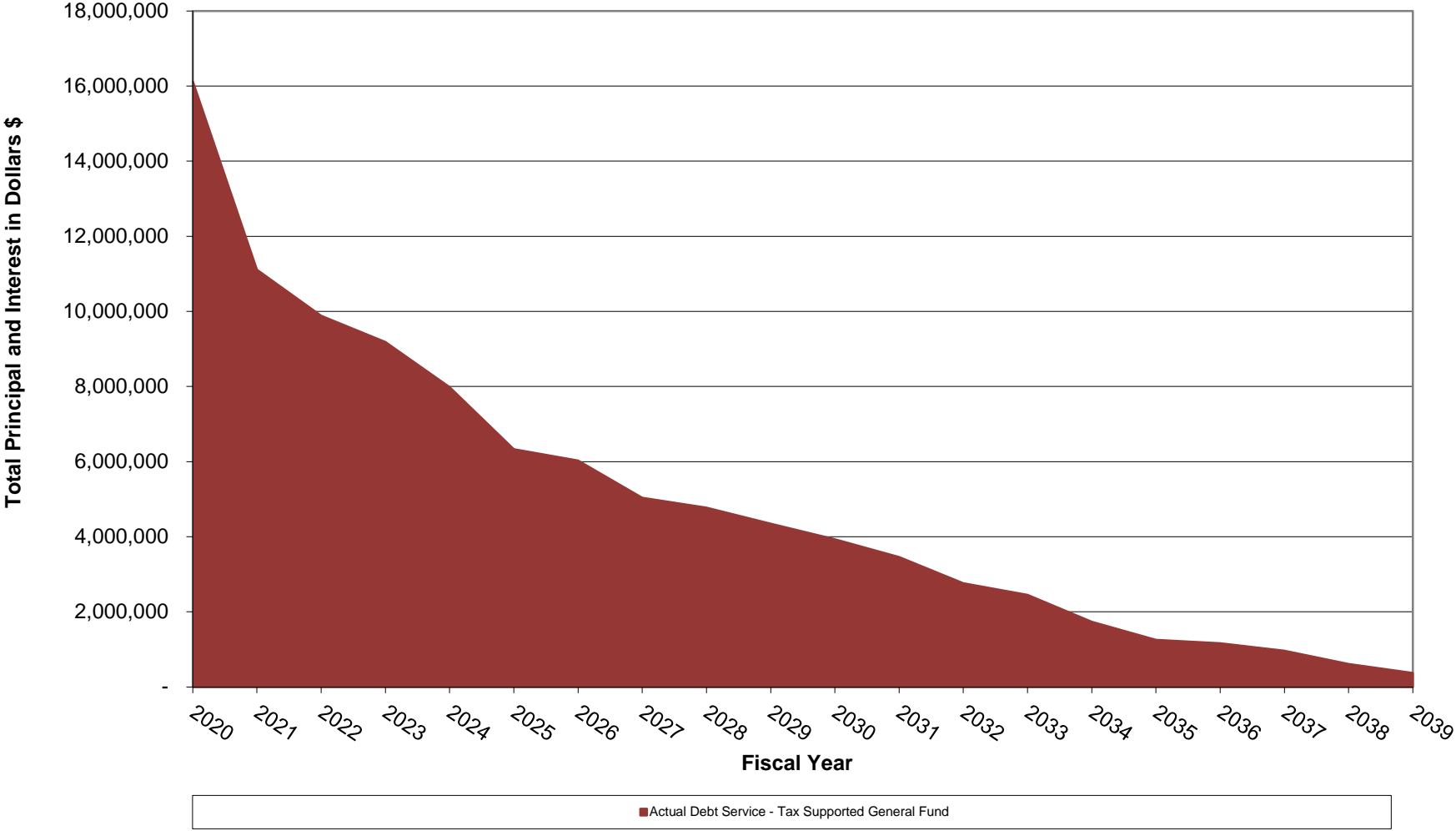
9.5 Long Term Debt Schedule Projected as of June 30, 2019
 City of Everett, Massachusetts
Actual Debt Service - Self Supporting Water & Sewer

Date of Issue	Purpose	Type of Payment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
12/14/2006	MWPAT CW-02-31 (I)	Principal	25,000	25,000	25,000	30,000	30,000	-	-	-	-	-
		Interest	5,432	4,128	2,948	1,582	-	-	-	-	-	-
5/22/2008	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
5/21/2009	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
3/15/2011	MWRA Water (O)	Principal	50,000	50,000	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
8/22/2011	MWRA Water (O)	Principal	22,842	22,842	22,842	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
6/6/2012	MWPAT CW-08-14 (I) Revised	Principal	8,992	9,170	9,350	9,533	9,721	9,913	10,108	10,306	10,509	10,716
		Interest	2,318	2,136	1,951	1,762	1,570	1,373	1,173	969	761	549
5/20/2013	MWRA Water (O)	Principal	165,344	165,344	165,344	165,344	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
5/22/2013	MWPAT CW-10-20 (I)	Principal	130,609	133,448	136,348	139,311	142,339	145,432	148,593	151,823	155,122	158,494
		Interest	42,214	39,602	36,933	34,206	31,420	28,573	25,664	22,692	19,656	16,553
12/20/2013	Water Meters 1 (O)	Principal	80,000	80,000	85,000	85,000	90,000	-	-	-	-	-
		Interest	10,600	8,800	6,525	3,975	1,350	-	-	-	-	-
12/20/2013	Water Meters 2 (O)	Principal	115,000	115,000	120,000	120,000	-	-	-	-	-	-
		Interest	11,225	8,638	5,400	1,800	-	-	-	-	-	-
12/20/2013	Water Dept. Vehicle Replacement (O)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
2/6/2014	Residential Water Meters (OSS)	Principal	120,000	125,000	130,000	130,000	135,000	-	-	-	-	-
		Interest	19,200	15,600	11,850	7,950	4,050	-	-	-	-	-
2/6/2014	Water Main Replacement (OSS)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
		Interest	30,875	27,875	24,875	21,875	18,875	15,875	12,875	9,875	6,750	3,500
2/6/2014	Water System Repairs (OSS)	Principal	35,000	35,000	35,000	35,000	35,000	-	-	-	-	-
		Interest	5,250	4,200	3,150	2,100	1,050	-	-	-	-	-
11/17/2014	MWRA Water (O)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
1/7/2015	MCWT CW-10-20-A	Principal	29,182	29,816	30,464	31,127	31,803	32,494	33,200	33,922	34,659	35,412
		Interest	11,026	10,443	9,846	9,237	8,615	7,978	7,329	6,665	5,986	5,293
12/7/2015	MWRA Sewer (I)	Principal	77,000	77,000	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
2/18/2016	Enterprise Departmental Equipment (I)	Principal	35,000	35,000	30,000	30,000	30,000	30,000	30,000	-	-	-
		Interest	8,800	7,400	6,000	4,800	3,600	2,400	1,200	-	-	-
2/22/2016	MWRA Sewer (I)	Principal	152,680	152,680	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
9/12/2016	MWRA Water (O)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
9/12/2016	MWRA Sewer (I)	Principal	35,525	35,525	35,525	35,525	35,525	35,525	35,525	35,525	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
2/28/2017	Sewer illicit Connections Infrastructure (I)	Principal	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	3,000	3,000
		Interest	2,609	2,409	2,209	2,009	1,809	1,609	1,409	1,209	1,009	889
2/28/2017	Elton & Tremont Drainage Improvements (I)	Principal	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		Interest	7,228	6,728	6,228	5,728	5,228	4,728	4,228	3,728	3,228	2,828
2/28/2017	Water- Backhoe with Accessories (O)	Principal	20,000	20,000	20,000	-	-	-	-	-	-	-
		Interest	3,000	2,000	1,000	-	-	-	-	-	-	-
4/13/2017	MCWT CW-14-24 (I)	Principal	21,114	21,573	22,042	22,521	23,010	23,511	24,022	24,544	25,077	25,622
		Interest	9,182	8,760	8,328	7,888	7,437	6,977	6,507	6,026	5,535	5,034
4/13/2017	MCWT CW-08-14-A (I)	Principal	4,297	4,390	4,486	4,583	4,683	4,785	4,889	4,995	5,104	5,215
		Interest	1,055	969	881	792	700	606	511	413	313	211
11/13/2017	MWRA Water (O)	Principal	94,100	94,100	94,100	94,100	94,100	94,100	94,100	94,100	94,100	-
		Interest	-	-	-	-	-	-	-	-	-	-
5/3/2018	Elton & Tremont St Drainage (I)	Principal	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
		Interest	53,056	49,806	46,556	43,306	40,056	36,806	33,556	30,306	27,056	23,806
5/3/2018	Water/Sewer Truck (I)	Principal	10,000	5,000	5,000	5,000	-	-	-	-	-	-
		Interest	1,250	750	500	250	-	-	-	-	-	-
5/3/2018	Water/Sewer GIS Improvements (I)	Principal	40,000	35,000	35,000	35,000	-	-	-	-	-	-
		Interest	7,250	5,250	3,500	1,750	-	-	-	-	-	-
5/3/2018	Water/Sewer Data Management System (I)	Principal	30,000	30,000	25,000	25,000	-	-	-	-	-	-
		Interest	5,500	4,000	2,500	1,250	-	-	-	-	-	-
12/3/2018	MWRA Water (O)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
		Interest	-	-	-	-	-	-	-	-	-	-
4/4/2019	Vactor Truck (O)	Principal	37,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	19,288	17,600	15,600	13,600	11,600	9,600	7,600	5,600	3,600	1,600
Self Supporting Debt Service												
	Outstanding Principal		1,817,685	1,819,888	1,549,501	1,516,044	1,180,181	894,760	799,437	774,215	642,571	553,459
	Outstanding Interest		256,358	227,093	196,780	165,859	137,358	116,525	102,051	87,483	73,894	60,262
	Total Outstanding Long-Term Debt Service		2,074,043	2,046,981	1,746,281	1,681,903	1,317,540	1,011,285	901,488	861,698	716,465	613,721

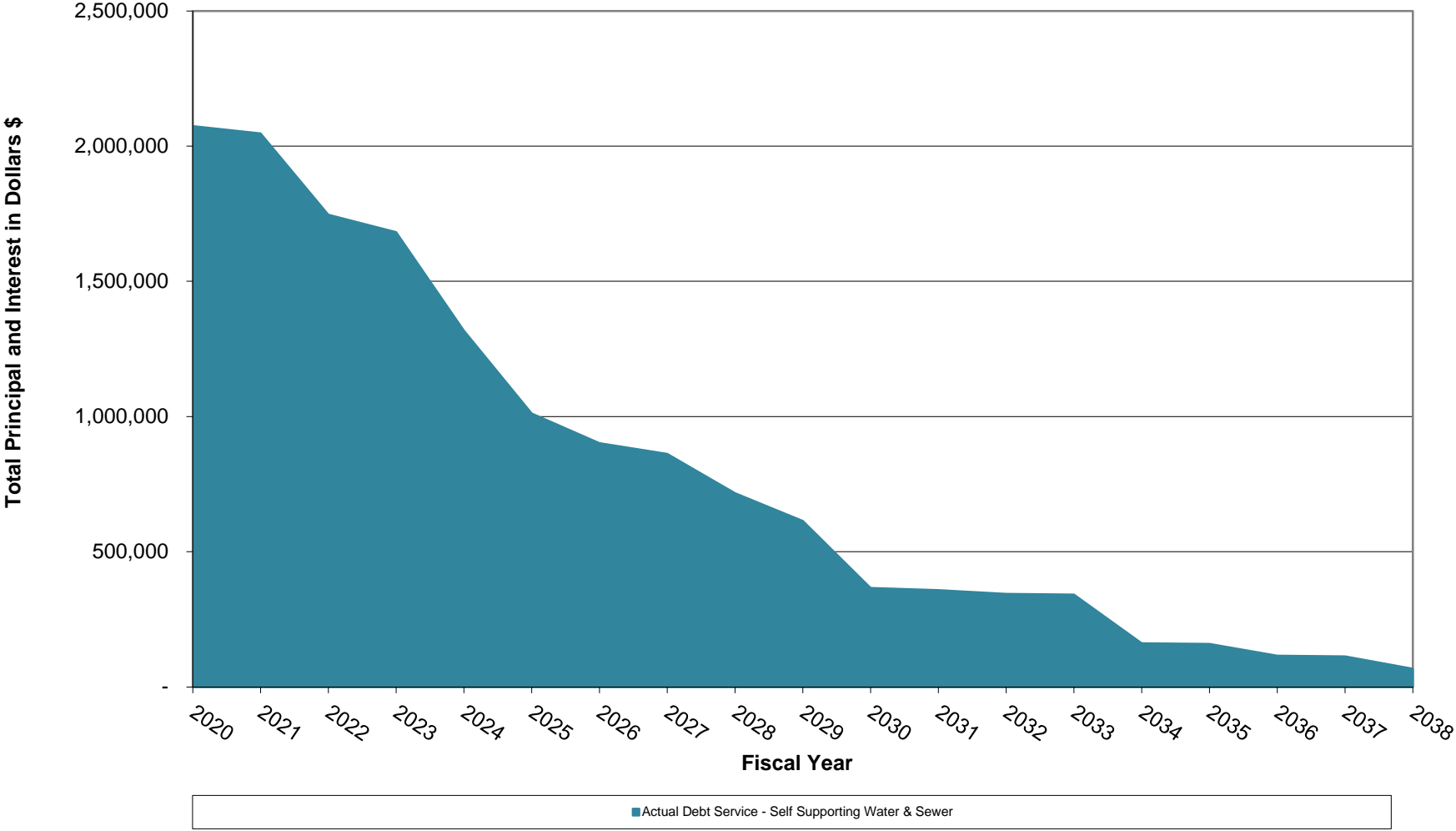
9.5 Long Term Debt Schedule Projected as of June 30, 2019
City of Everett, Massachusetts
Actual Debt Service - Self Supporting Water & Sewer

Date of Issue	Purpose	Type of Payment	2030	2031	2032	2033	2034	2035	2036	2037	2038	Total
12/14/2006	MWPAT CW-02-31 (I)	Principal	-	-	-	-	-	-	-	-	-	135,000
		Interest	-	-	-	-	-	-	-	-	-	14,090
5/22/2008	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
5/21/2009	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
3/15/2011	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	100,000
		Interest	-	-	-	-	-	-	-	-	-	-
8/22/2011	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	68,527
		Interest	-	-	-	-	-	-	-	-	-	-
6/6/2012	MWPAT CW-08-14 (I) Revised	Principal	10,926	11,142	-	-	-	-	-	-	-	120,387
		Interest	332	111	-	-	-	-	-	-	-	15,005
5/20/2013	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	661,376
		Interest	-	-	-	-	-	-	-	-	-	-
5/22/2013	MWPAT CW-10-20 (I)	Principal	161,938	165,458	169,054	172,728	-	-	-	-	-	2,110,697
		Interest	13,384	10,145	6,836	3,455	-	-	-	-	-	331,331
12/20/2013	Water Meters 1 (O)	Principal	-	-	-	-	-	-	-	-	-	420,000
		Interest	-	-	-	-	-	-	-	-	-	31,250
12/20/2013	Water Meters 2 (O)	Principal	-	-	-	-	-	-	-	-	-	470,000
		Interest	-	-	-	-	-	-	-	-	-	27,063
12/20/2013	Water Dept. Vehicle Replacement (O)	Principal	-	-	-	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-	-	-
2/6/2014	Residential Water Meters (OSS)	Principal	-	-	-	-	-	-	-	-	-	640,000
		Interest	-	-	-	-	-	-	-	-	-	58,650
2/6/2014	Water Main Replacement (OSS)	Principal	-	-	-	-	-	-	-	-	-	1,000,000
		Interest	-	-	-	-	-	-	-	-	-	173,250
2/6/2014	Water System Repairs (OSS)	Principal	-	-	-	-	-	-	-	-	-	175,000
		Interest	-	-	-	-	-	-	-	-	-	15,750
11/17/2014	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	600,000
		Interest	-	-	-	-	-	-	-	-	-	-
1/7/2015	MCWT CW-10-20-A	Principal	36,182	36,969	37,772	38,593	39,432	40,289	-	-	-	551,316
		Interest	4,585	3,861	3,122	2,366	1,594	806	-	-	-	98,752
12/7/2015	MWRA Sewer (I)	Principal	-	-	-	-	-	-	-	-	-	154,000
		Interest	-	-	-	-	-	-	-	-	-	-
2/18/2016	Enterprise Departmental Equipment (I)	Principal	-	-	-	-	-	-	-	-	-	220,000
		Interest	-	-	-	-	-	-	-	-	-	34,200
2/22/2016	MWRA Sewer (I)	Principal	-	-	-	-	-	-	-	-	-	305,360
		Interest	-	-	-	-	-	-	-	-	-	-
9/12/2016	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	800,000
		Interest	-	-	-	-	-	-	-	-	-	-
9/12/2016	MWRA Sewer (I)	Principal	-	-	-	-	-	-	-	-	-	284,200
		Interest	-	-	-	-	-	-	-	-	-	-
2/28/2017	Sewer illicit Connections Infrastructure (I)	Principal	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	62,000
		Interest	769	679	589	499	405	308	206	105	-	20,726
2/28/2017	Elton & Tremont Drainage Improvements (I)	Principal	10,000	10,000	10,000	10,000	9,000	9,000	9,000	9,000	-	176,000
		Interest	2,428	2,128	1,828	1,528	1,215	923	619	315	-	60,856
2/28/2017	Water- Backhoe with Accessories (O)	Principal	-	-	-	-	-	-	-	-	-	60,000
		Interest	-	-	-	-	-	-	-	-	-	6,000
4/13/2017	MCWT CW-14-24 (I)	Principal	26,179	26,748	27,329	27,923	28,530	29,150	29,784	30,431	-	459,110
		Interest	4,521	3,998	3,463	2,916	2,358	1,787	1,204	609	-	92,532
4/13/2017	MCWT CW-08-14-A (I)	Principal	5,328	-	-	-	-	-	-	-	-	52,755
		Interest	107	-	-	-	-	-	-	-	-	6,557
11/13/2017	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	846,900
		Interest	-	-	-	-	-	-	-	-	-	-
5/3/2018	Elton & Tremont St Drainage (I)	Principal	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	1,235,000
		Interest	21,206	18,606	16,006	13,406	10,806	8,694	6,581	4,388	2,194	486,200
5/3/2018	Water/Sewer Truck (I)	Principal	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	2,750
5/3/2018	Water/Sewer GIS Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	145,000
		Interest	-	-	-	-	-	-	-	-	-	17,750
5/3/2018	Water/Sewer Data Management System (I)	Principal	-	-	-	-	-	-	-	-	-	110,000
		Interest	-	-	-	-	-	-	-	-	-	13,250
12/3/2018	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	-	1,000,000
		Interest	-	-	-	-	-	-	-	-	-	-
4/4/2019	Vactor Truck (O)	Principal	-	-	-	-	-	-	-	-	-	397,000
		Interest	-	-	-	-	-	-	-	-	-	105,688
Self Supporting Debt Service												
	Outstanding Principal		318,553	318,317	312,155	317,244	144,962	146,439	106,784	107,431	65,000	13,384,628
	Outstanding Interest		47,331	39,528	31,843	24,170	16,379	12,517	8,611	5,416	2,194	1,611,650
	Total Outstanding Long-Term Debt Service		365,884	357,845	343,998	341,414	161,341	158,956	115,395	112,847	67,194	14,996,278

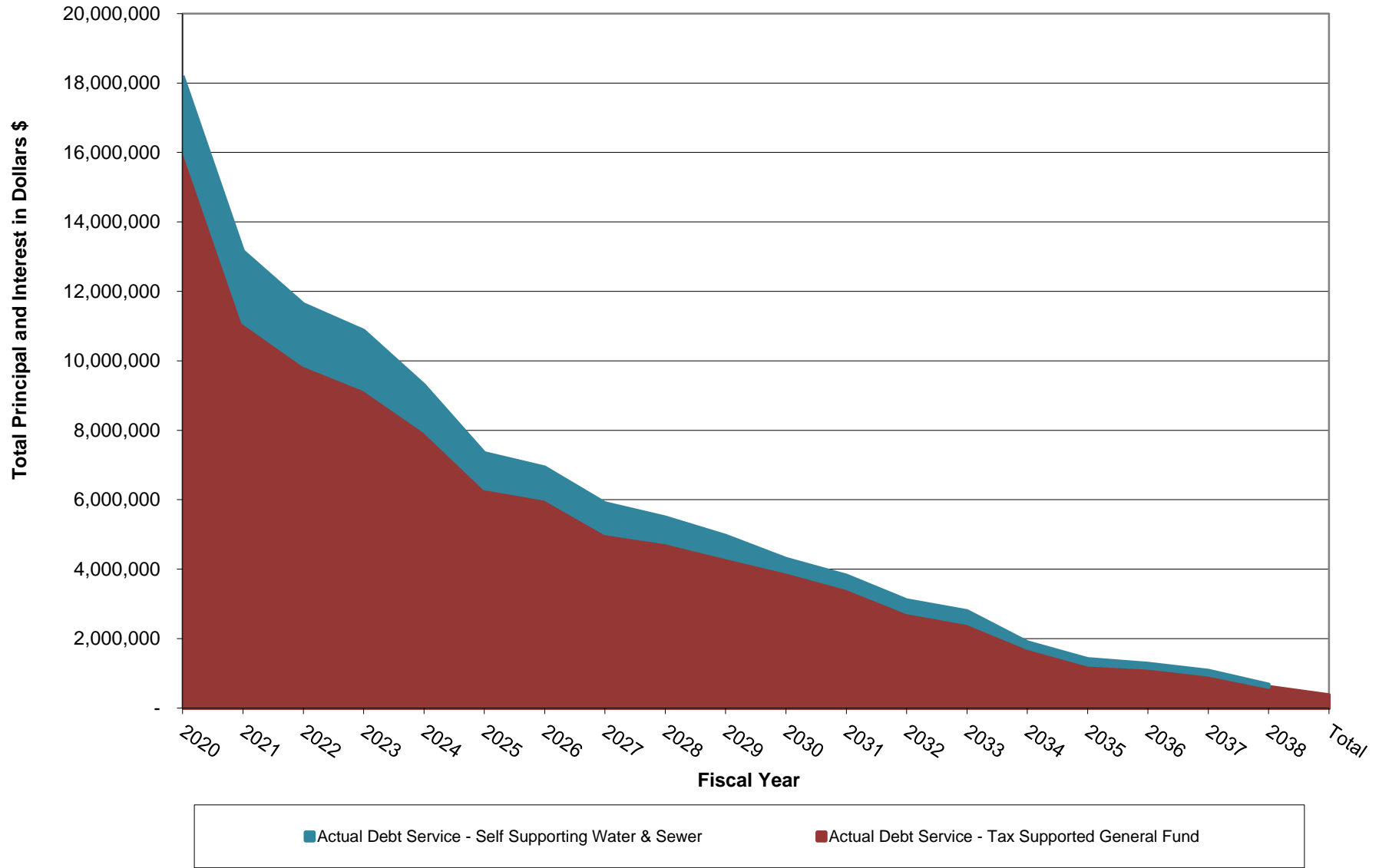
**City of Everett, Massachusetts
Existing Net Debt Service - General Fund Debt**



**City of Everett, Massachusetts
Existing Net Debt Service - Water & Sewer Debt**



City of Everett, Massachusetts
Existing Net Debt Service - All Debt
General Fund vs. Water & Sewer



9.6 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.

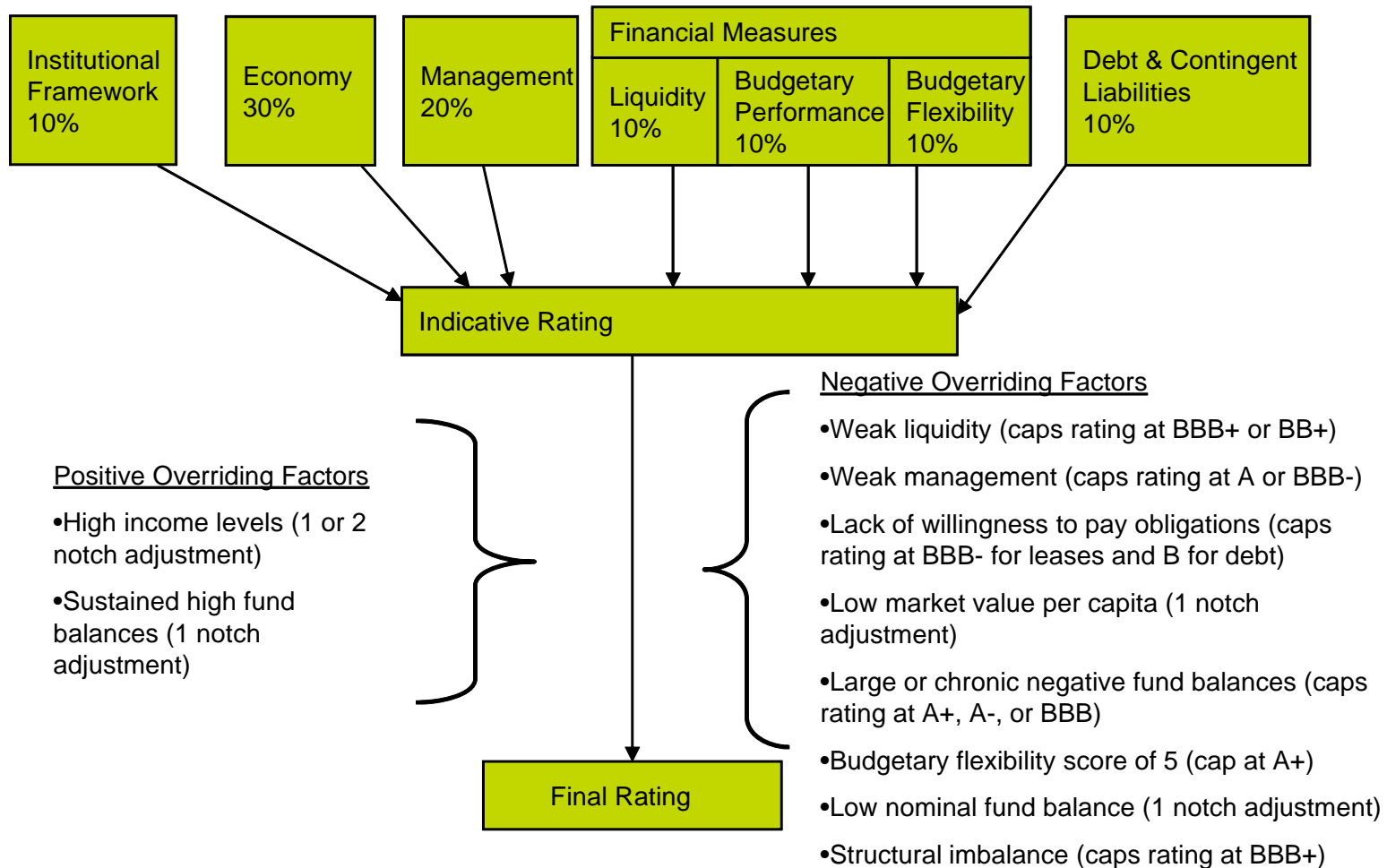
Are Credit Ratings absolute measures of default probability?

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.

9.8 Bond Rating Summary

S&P Global
Ratings

RatingsDirect[®]

Summary:

**Everett, Massachusetts; General
Obligation**

Primary Credit Analyst:

Anthony Polanco, Boston + 1 (617) 530 8234; anthony.polanco@spglobal.com

Secondary Contact:

Christian Richards, Boston (1) 617-530-8325; christian.richards@spglobal.com

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Rationale

Outlook

Related Research

Summary:

Everett, Massachusetts; General Obligation

Credit Profile

US\$19.82 mil GO mun purp ln bnds ser 2019 due 04/01/2039

<i>Long Term Rating</i>	AA+/Stable	New
Everett GO mun purp loan bnds		
<i>Long Term Rating</i>	AA+/Stable	Affirmed
Everett GO		
<i>Long Term Rating</i>	AA+/Stable	Affirmed

Rationale

S&P Global Ratings assigned its 'AA+' rating and stable outlook to Everett, Mass.' series 2019 general obligation (GO) municipal-purpose loan bonds and affirmed its 'AA+' rating, with a stable outlook, on the city's existing GO debt.

The city's full-faith-and-credit pledge secures the bonds, subject to Proposition 2 1/2 limitations. We rate the limited-tax GO debt on par with our view of Everett's general creditworthiness because the ad valorem tax is not derived from a measurably narrower tax base and there are no limitations on resource fungibility, which supports our view of the city's overall ability and willingness to pay debt service.

Officials plan to use series 2019 bond proceeds to fund various capital improvement projects.

The rating reflects our opinion of Everett's strong economy, supported by its access to the Boston metropolitan statistical area (MSA) and stable financial operations during the past few fiscal years that have led to continued available reserve growth. While we think the city's employment sector could become somewhat concentrated due to Wynn Resorts' casino opening, we do not expect the city's economy to weaken. In addition, we expect finances, aided by strong management and new casino-related revenue, will likely remain stable during the next few fiscal years.

The rating also reflects our opinion of the city's general creditworthiness, specifically its:

- Strong economy, with access to a broad and diverse MSA;
- Strong management, with good financial policies and practices under our Financial Management Assessment (FMA) methodology;
- Strong budgetary performance, with slight operating surpluses in the general fund and at the total governmental-fund level in fiscal 2018;
- Very strong budgetary flexibility, with available fund balance in fiscal 2018 of 20% of operating expenditures;
- Very strong liquidity, with total government available cash at 29.3% of total governmental-fund expenditures and 5.6x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt-and-contingent-liability position, with debt service carrying charges at 5.2% of expenditures and net direct debt that is 43.1% of total governmental-fund revenue, as well as low overall net debt at less than 3% of market value and rapid amortization, with 78.6% of debt scheduled to be retired within 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 44,140, is in Middlesex County in the Boston-Cambridge-Newton MSA, which we consider broad and diverse. The city has a projected per capita effective buying income of 83.4% of the national level and per capita market value of \$148,630. Overall, market value has grown by 23.3% during the past year to \$6.6 billion in fiscal 2019. County unemployment was 3% in 2017.

Everett has direct access to regional employment centers via Interstate 93 and U.S. Route 1, as well as eight Massachusetts Bay Transportation Authority (MBTA)-operated bus-transit service lines. The city benefits from easy and direct access to Boston, but assessed valuation (AV) grew by 12% in fiscal 2018 and 23% in fiscal 2019 due to recent development within city limits. Everett will notably host a new Wynn Resorts casino and hotel, which is currently under construction. City officials expect this project to add 4,000 temporary jobs and 5,100 permanent jobs. They also report the project is on schedule for a June 2019 opening.

However, developments in 2018 related to Wynn Resorts Ltd., the developer, led Massachusetts Gaming Commission to review the casino's license under the commonwealth's suitability requirement. City officials currently indicate the commission has not made a final judgement, but they do not expect any effect on the city's host-community agreement with Wynn Resorts. This agreement stipulates payments of \$12.5 million to the city from the developer in both 2017 and 2018, as well as \$20 million of payments in lieu of taxes (PILOTs) in 2019, increasing by 2.5% annually each year thereafter. In addition, Everett will receive an annual \$5 million community-impact fee that also increases by 2.5% annually; officials estimate this fee will raise an additional \$2.5 million in excise tax revenue annually.

While the commission completes its review, we think there is currently little threat to the host agreement; therefore, we expect payments to the city will continue unabated. We, however, will continue to monitor the casino's license status, construction, and opening closely; should any major change occur, we could revise our opinion of the city's economy.

Mystic Generating Station, Everett's power plant, is its leading taxpayer; in 2018, however, Exelon, the plant's operator, citing an uncertain operating environment, filed to close the plant in 2022. Officials indicate negotiations with Exelon did not result in a resolution, so the case has now moved to the Superior Court. However, officials expect operations will ultimately continue unabated due to the plant's significance to the region's power grid and energy infrastructure. The closure of the city's leading taxpayer would have a significant and immediate effect on the property tax base. In addition, city officials, citing ISO New England, the region's nonprofit transmission organization, believe this would pose an unacceptable risk to the region's power needs; they also think a solution will be found.

Should any change occur to the host agreement or if the power plant were to alter operations materially, these actions could substantially affect the city's economy and finances. We do not currently expect any changes that would weaken the tax base.

Leading city employers include:

- Everett (1,700 employees),
- Mellon Bank (1,200),
- Cambridge Health Alliance (800),
- MBTA (600), and
- Boston Coach (300).

The tax base is a mix of residential, industrial, and commercial properties with the 10 leading taxpayers representing 21.7% of AV. Besides the casino, additional recent residential and mixed-use development has aided further tax base expansion. These developments include:

- Pioneer, a mixed-used development that should contain 284 apartment units and 2,100 square feet of retail space and a parking garage; and
- WoodWaste, a residential project that will include 545 rental units.

We expect the city's economy will likely remain strong throughout the two-year outlook period.

Strong management

We view the city's management as strong, with good financial policies and practices under our FMA methodology, indicating that financial practices exist in most areas but that governance officials might not formalize or regularly monitor all of them.

Highlights include management's:

- Formal five-year, long-term capital and operating projections; and
- Three-year trend analysis during the budgeting process.

Budgetary assumptions are generally conservative. In our opinion, debt and reserve policies further support finances. The debt policy caps GO debt service at 5% of expenditures and limits the payment schedule to the project's useful life. The reserve policy targets a stabilization fund at 10% of the operating budget and dedicates surplus cash to fund balance if levels fall below that threshold. Furthermore, management reports regularly on city finances and makes monthly reports on budget-to-actual performance to the city council, as well as quarterly reports on investment holdings and performance.

Strong budgetary performance

Everett's budgetary performance is strong, in our opinion. The city had slight operating surpluses of 0.9% of expenditures in the general fund and 1.2% of expenditures across all governmental funds in fiscal 2018.

We adjusted budgetary performance to account for capital outlay paid for with bond proceeds and recurring transfers into and out of the general fund. We also accounted for the \$12.5 million payment to the city's general fund from Wynn Resorts, as required under the community-host agreement. While Everett has placed limitations on the use of these funds, we expect the city will likely maintain sufficient resource fungibility in the general fund to consider the funds generally available. In addition, according to the host agreement, funds paid from Wynn transition to PILOTs from a community-impact fee; we generally consider PILOTs a recurring revenue source.

Officials primarily attribute the fiscal 2018 general fund surplus to conservative budgeting that led to higher-than-budgeted revenue, such as licenses, permits, and other local receipts. Management also indicates expenditures generally come in on budget. The city also absorbed a \$5 million state-aid shortfall during fiscal 2018 by controlling costs and adjusting expenditures.

The city received an additional \$2.5 million in state aid above what it had originally budgeted for in fiscal 2019, and it does not currently expect any decrease in this revenue stream during the next few fiscal years. The fiscal 2019 budget totals \$196.4 million, a 7.2% increase over fiscal 2018, including a \$4 million fund-balance appropriation. Management indicates budge-to-actual results are currently tracking the budget favorably, and management estimates it will end fiscal 2019 with balanced operations.

Excluding host-agreement revenue, Everett maintains a stable and predictable revenue profile with property taxes generating roughly 48% of general fund revenue and state aid accounting for 44%. Including host-agreement revenue, property taxes and state aid both account for 45%. Current-year property tax collections have remained consistently high, typically exceeding 99%.

Very strong budgetary flexibility

Everett's budgetary flexibility is very strong, in our view, with available fund balance in fiscal 2018 of 20% of operating expenditures, or \$43.4 million.

During the past three fiscal years, the city has substantially increased available fund balance due to positive financial operations, aided by host-agreement payments. Officials currently expect to end fiscal 2019 with another reserve increase. Due to the city consistently increasing reserves and its historically conservative budgeting, coupled with casino-related PILOT revenue, we expect available fund balance will likely remain very strong during the outlook period.

Very strong liquidity

In our opinion, Everett's liquidity is very strong, with total government available cash at 29.3% of total governmental-fund expenditures and 5.6x governmental debt service in fiscal 2018. In our view, the city has strong access to external liquidity if necessary.

We think Everett's GO bond issuance during the past 20 years demonstrates its strong access to external liquidity. We understand Everett does not currently have any contingent-liquidity risks from financial instruments with payment provisions that change upon the occurrence of certain events. In addition, the city has maintained very strong cash during the past three fiscal years with no indication of a drawdown. Therefore, we expect liquidity will likely remain very strong during the next two fiscal years.

Very strong debt-and-contingent-liability profile

In our view, Everett's debt-and-contingent-liability profile is very strong. Total governmental-fund debt service is 5.2% of total governmental-fund expenditures, and net direct debt is 43.1% of total governmental-fund revenue. Overall net debt is low at 1.5% of market value and approximately 78.6% of direct debt is scheduled to be repaid within 10 years, which are, in our view, positive credit factors.

According to the capital improvement plan, officials could issue as much as \$30.2 million of additional debt during the next two fiscal years for various capital improvement projects. We do not expect this to have a material effect on the debt profile.

In our opinion, Everett's large pension and OPEB obligation is a credit weakness. Everett's combined required pension and actual OPEB contribution totaled 9.3% of total governmental-fund expenditures in fiscal 2018: 6% represented required contributions to pension obligations and 3.3% represented OPEB payments. The city made its full annual required pension contribution in fiscal 2018. The largest pension plan's funded ratio is 60.3%.

Everett is a member of Everett Contributory Retirement System (ECRS), a cost-sharing, multiemployer, defined-benefit pension plan. This plan covers the majority of eligible city employees. Everett has a history of paying 100% of its actuarially determined contribution, and Everett expects to fund its ECRS liability fully by fiscal 2030. ECRS' net pension liability, at June 30, 2018, was \$251 million. The city's proportionate share of ECRS' liability is \$99.6 million. ECRS is 51.4% funded, which we consider very low. It uses a 7.5% discount rate, which we consider about average, down from 7.625%.

Everett is also a member of Massachusetts Teachers' Retirement System (MTRS), a cost-sharing, multiemployer, defined-benefit pension plan. MTRS has a special-funding situation. The commonwealth is responsible for 100% of MTRS' contributions and future benefit requirements. The city does not currently have any MTRS liability.

Everett also provides OPEB in the form of a single-employer, defined-benefit, health-care plan; the plan provides eligible retirees and their spouses with health care and life insurance through the city's group health insurance plan. In fiscal 2018, Everett contributed \$7.4 million toward pay-as-you-go OPEB costs and an additional \$986,484 into the OPEB trust fund. The city's OPEB trust fund currently has a roughly \$4.7 million balance, according to management; this results in a funding ratio of 1.8% and a net OPEB liability of \$256 million. The city expects to appropriate 15% of certified free cash annually toward the OPEB trust, which it met in fiscal 2018.

While Everett is currently managing annual retirement expenditures, we expect these costs would increase if ECRS were to lower its discount rate further. This discount rate might also understate the size of the city's liability. We do not expect costs to increase greatly during the outlook period. Due to the city's stable debt profile, however, we do not expect to revise our view of its debt-and-liabilities profile from very strong during the next two fiscal years.

Strong institutional framework

The institutional framework score for Massachusetts municipalities is strong.

Outlook

The stable outlook reflects S&P Global Ratings' view of Everett's participation in the Boston-Cambridge-Newton MSA. The outlook also reflects our view of management's ability to maintain strong budgetary performance and very strong budgetary flexibility, as indicated by consistent operating surpluses and very strong general fund reserves. Therefore, we do not expect to change the rating during our outlook period.

Upside scenario

We could raise the rating if economic indicators were to improve markedly, pension and OPEB liabilities were to decrease, and the casino's opening does not result in major tax base or employment concentration.

Downside scenario

We could lower the rating if budgetary performance were to deteriorate, causing a reserve drawdown; if Everett were to budget funds without receiving corresponding host-agreement revenue; if the power plant were to alter operations materially, leading to budgetary imbalance; or if the tax base were to become overly concentrated due to the casino.

Related Research

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Incorporating GASB 67 And 68: Evaluating Pension/OPEB Obligations Under Standard & Poor's U.S. Local Government GO Criteria, Sept. 2, 2015
- Local Government Pension And Other Postemployment Benefits Analysis: A Closer Look, Nov. 8, 2017
- 2018 Update Of Institutional Framework For U.S. Local Governments

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10.1 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.

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.

10.2 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.

10.3 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 FY2020 submissions, we are working towards the goal of 100% participation by FY2021.

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/budgetpermanagement.pdf>

10.4 Departmental Fund Relationships

Department	Sub Department	Governmental Funds				Enterprise Funds	Enterprise Funds	Internal Service Fund	Trust & Agency Funds			
		Major	Non-Major	Non-Major	Non-Major	Major	Non-Major	Major	Non-Major	Non-Major	Non-Major	Non-Major
		General Fund Appropriated	Special Revenue Funds	Revolving Funds	Capital Projects	Water/Sewer Appropriated	ECTV Appropriated	Self Insurance Fund	Permanent Trust Funds - Cemetery & Other	Private Scholarships & Trust Commissioners	Agency Funds - WH, Escrow, Details, etc.	Stabilization Funds Appropriated
Legislative	City Council	Yes										Yes
Mayor	Executive	Yes					Yes					
Auditor (Finance)	Finance	Yes										
Auditor (Finance)	Contributory Retirement	Yes										
Auditor (Finance)	Non-contributory Pensions	Yes										
Purchasing (Finance)		Yes										
Assessors (Finance)	Board of Assessors	Yes							Yes			
Treasurer (Finance)		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
DPW	Facilities Maintenance	Yes	Yes	No	Yes							
DPW	Engineering	Yes			Yes	Yes						Yes
DPW	Stadium	Yes			Yes							

		Governmental Funds				Enterprise Funds	Enterprise Funds	Internal Service Fund	Trust & Agency Funds				
		Major	Non-Major	Non-Major	Non-Major	Major	Non-Major	Major	Non-Major	Non-Major	Non-Major	Non-Major	
		General Fund	Special Revenue Funds	Revolving Funds	Capital Projects	Water/Sewer Appropriated	ECTV 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	Appropriated											
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							
ECTV							Yes						

10.5 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
2011	-	6,397,551.07	6,397,551.07	
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%
2019	16,287,369.65	23,940,397.51	7,653,027.86	47%
2020	23,940,397.51	23,940,397.51	-	0%

Est.
Est.

The objective of the General Fund is to raise revenue to cover expenses for the fiscal year.

The increase in FY 2016 is due to higher revenue receipts than originally projected. FY 2020 is currently being updated.

Water/Sewer Enterprise Fund - 6000

MAJOR

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
2011	-	125,677.03		
2012	125,677.03	207,546.91	81,869.88	
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%
2019	3,231,435.99	3,954,447.00	723,011.01	22%
2020	3,954,447.00	3,954,447.00	-	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. FY 2020 is currently being updated.

Stabilization Fund - 8400

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
2011	-	9,224,016.22	9,224,016.22	
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%
2019	19,215,680.00	7,145,138.00	(12,070,542.00)	-63%
2020	7,145,138.00	7,359,492.14	214,354.14	3%

Est.

Increase due to Community Host Agreement payment and the Finance Policy of 20% of Free Cash to Stabilization and balance of Free Cash on 6/30. 3% increase estimated for FY 2020

Leave Buyback

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
2011				
2012				
2013				
2014	200,000.00	200,000.00		
2015	200,000.00	200,000.00	-	
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%
2019	7,874.00	7,874.00	-	0%
2020	7,874.00	7,874.00	-	0%

Est.

Changes due to retirements during fiscal year.

City policy is to build this fund balance to cover unanticipated retirement in current and future fiscal years. One Million Dollars budgeted in FY 2020. FY 2020 is currently being updated.

Capital Improvement Fund - 8400

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
2011				
2012			-	
2013			-	
2014		1,587,093.00	1,587,093.00	
2015	1,587,093.00	477,093.00	(1,110,000.00)	
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%
2019	2,597,520.95	3,406,925.00	809,404.05	31%
2020	3,406,925.00	3,509,132.75	102,207.75	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 2020*

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
2011	-			
2012	-			
2013	-		-	
2014	-	773,500.00	773,500.00	
2015	773,500.00	1,602,550.00	829,050.00	
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%
2019	3,682,325.19	6,025,372.00	2,343,046.81	64%
2020	6,025,372.00	6,206,133.16	180,761.16	3%

Est.

*Increases due to 10% free cash added to fund annually per financial policy and interest income.
3% increase estimated for FY 2020*

10.6 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.

10.7 Revolving Funds – Council Order

June 10, 2019

ORDER
BE IT ORDERED:

That the Everett City Council vote, pursuant to the provisions of MGL Chapter 44, Section 53E 1/2 to authorize the establishment of the revolving funds for FY 2020 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 & Purpose	Types of Receipts Credited	Authorization for Spending	FY 2020 Budget Request Maximum Annual Expenditures
Mayor/ConCom	Recycling	121	Recycling costs - purchase of bins and related materials	Fees charged to purchase 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 & 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 & Mayor	\$ 25,000.00
Fire	Wireless Fire Alarms	220	To fund maintenance of wireless fire alarms	Annual fees for commercial/residential buildings	Fire Chief & 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 3rd party caterings and functions	School Committee	\$ 50,000.00
School	E-Rate	300	Offset school utility costs	Rebates provided to help eligible schools and libraries obtain affordable telecommunications and internet access	School Committee	\$ 50,000.00
School	Building Rental	300	To cover costs of maintenance and labor during building rentals	Fees for rental of building by outside groups	School Committee	\$ 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 school	Rebate for electricity or gas	School Committee	\$ 15,000.00
Inspectional Services	Abandoned, Condemned and 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	Recreation Director and Mayor	\$ 15,000.00
Health & Wellness	Fresh Meals Program	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	Recreation Director and Mayor	\$ 75,000.00
Veterans	Veterans Reimbursement	543	Related veterans expenses	Reimbursement from State	Veterans Agent and Mayor	\$ 7,500.00
DPW - Facilities Maintenance	City Building Rentals	491	Funds to be used for general operations and capital improvements on city buildings.	Restricted to use the fees/donations collected for the rental of city buildings.	Facilities Maintenance Superintendent & Mayor	\$ 200,000.00
Library	Copiers	610	Replenish supplies: toner, paper, etc. for library copiers.	Restricted to replenish fees that the Board of Trustees is no longer supplying.	Librarian & Mayor	\$ 200,000.00
ECTV	ECTV Video Duplication & Class Fees	169	To provide duplication of ECTV programs and holding various ECTV classes.	Fees	ECTV Director & Mayor	\$ 50,000.00

10.8 Organizational Structure

Departments and Functions

The City's revised organizational structure for FY 2020 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)

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:

- 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)

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)

11.1 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.

Bicameral – A legislative body having two branches or chambers.

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.

Free Cash – Free cash in governmental accounting are the remaining funds available in the general fund at fiscal year-end after all liabilities from other funds have been accounted for. Free cash is certified by the Massachusetts Department of Revenue after the close of the fiscal year. Free cash, once certified, can be appropriated by the governing body during the fiscal year and any balance not used by the end of the fiscal year is closed out to the fund balance in the general fund.

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.

Permanent Fund – Permanent funds were established by generally accepted accounting principles as a vehicle to assist governments with management of certain funds. Permanent funds may serve to distribute money, such as dividends, or generate money from interest. The purpose and requirement of the fund is to preserve a sum of money as capital and use it to generate interest income to provide payments for a specific obligation or benefit. A fund can also be classified as permanent if used to cover payments for accounting services toward endowments of government-operated cemeteries or libraries.

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 unites 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.

TIF – Tax increment financing (TIF) is a public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement projects.

Unicameral – A legislative body having a single legislative chamber.

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.