

City of Everett FY2023 Adopted Annual Budget Mayor Carlo DeMaria

July 1, 2022 – June 30, 2023





City of Everett, Massachusetts

Fiscal Year 2023

Adopted Annual General Fund and Enterprise Fund Operating Budgets

Capital Improvement Budget

July 1, 2022 – June 30, 2023

Presented By:

Mayor Carlo DeMaria

Everett City Council - 2023

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Reviewed By:

City Council – Committee on Budget*

* includes all members of the Everett City Council

On the cover: Picture of the Revere Beach Parkway Connector Bike Lane in Everett, Massachusetts.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Everett
Massachusetts**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morill

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, 2021. 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 Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2020

Christopher P. Morrell

Executive Director/CEO

**We are awaiting results for our FY2021 CAFR
submission.**

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, 2020. 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.

Table of Contents

FY 2023 Annual Budget

	Page
1. General Overview	
1.1 Mayor's Message.....	1-2
1.2 Financial Update: Annual Budget Policy & Five-Year Financial Forecast	3-22
1.3 City of Everett - Mission Statement.....	23
1.4 City of Everett - Mayor DeMaria's Long and Short Term Strategic Plan Summary - Fiscal Year 2023.....	24-27
2. City Overview	
2.1 City Overview.....	28-41
2.2 DLS At-A-Glance Report for Everett.....	42-43
2.3 City Council Organizational Chart.....	44
2.4 City of Everett Organizational Chart.....	45
2.5 City of Everett Organizational Summary - Department Heads.....	46
2.6 Everett Charter Commission Majority Report.....	47-50
3. Budget Process, Financial Plans & Policies	
3.1 Budget Calendar - Fiscal Year 2023.....	51
3.2 The Budget Process.....	52-55
3.3 Five Year Financial Forecast - Executive Summary.....	56-63
3.4 Fiscal Year 2023 Five Year Financial Forecast.....	64-67
3.5 Financial Reserve Policies.....	68-72
3.6 Capital Improvement and Debt Policies.....	73-74
4. Revenue & Expense Overview	
4.1 Tax Recapitulation (RECAP) Sheet.....	75-76
4.2 Executive Summary - Municipal Revenues.....	77-78
4.3 General Fund Revenue Detail.....	79-97
4.4 Annual Appropriation Order.....	98-104
4.5 Local Aid Assessments (Estimated Charges and Estimated Receipts).....	105-106

Table of Contents

FY 2023 Annual Budget

	Page
5. General Fund - City Budget	
Departmental Budgets:	
General Government	
City Council.....	107-110
Executive Office of Mayor.....	111-117
Department of Diversity, Equity & Inclusion (DEI).....	118-121
311 / Constituent Services.....	122-125
Office of the Chief Financial Officer / City Auditor.....	126-132
Office of Purchasing & Procurement.....	133-138
Office of Assessing.....	139-144
Office of Treasurer-Collector.....	145-153
Office of the City Solicitor.....	154-160
Department of Human Resources.....	161-167
Department of Information Technology (IT).....	168-173
Office of the City Clerk.....	174-180
Elections Commission Office.....	181-186
Licensing Commission.....	187-190
Conservation Commission.....	191-194
Planning Board.....	195-198
Zoning Board of Appeals.....	199-202
Public Safety	
Police Department.....	203-217
Fire Department.....	218-227
Inspectional Services Division (ISD).....	228-236
E-911 Department	237-244

Table of Contents

FY 2023 Annual Budget

	Page
Department of Public Works (DPW)	
Executive Division / Fleet Division.....	245-253
Facilities Maintenance Division.....	254-259
Engineering Division.....	260-267
Parks, Cemetery and Sanitation Division.....	268-274
Stadium Division.....	275-278
Highway Division.....	279-285
Snow and Ice Division.....	286-289
Solid Waste Division.....	290-293
Human Services	
Department of Health and Human Services.....	294-302
Department of Planning & Development.....	303-308
Department of Transportation and Mobility.....	309-313
Council on Aging.....	314-317
Office of Veterans Services.....	318-326
Disability Commission.....	327-330
Office of Human Services.....	331-336
Libraries and Recreation	
Department of Libraries.....	337-344
Office of Health and Wellness.....	345-350
Fixed Costs	
Retirement of Debt.....	351
Long Term Debt Interest.....	352
Short Term Debt Interest.....	353
Retirement Board - Pension Fund Contribution.....	354
Unemployment Compensation.....	355

Table of Contents

FY 2023 Annual Budget

	Page
Employee Benefits - Life Insurance, Health Insurance, A D & D Insurance.....	356
FICA (Medicare).....	357
Employee Injuries - Active Police & Fire, Retired Police & Fire, Workers Compensation Claims.....	358
Property/Liability Insurance - Comp General Liability, Insurance Deductibles.....	359
Transfers.....	360
Fixed Costs - Notes to Budget.....	361-363
Water and Sewer Enterprise Fund	
Water and Sewer Enterprise Fund.....	364-368
Retirement of Debt.....	369
Long Term Debt Interest.....	370
Short Term Debt Interest.....	371
Massachusetts Water Resources Authority (MWRA).....	372
Transfers.....	373
Personnel Services.....	374-375
Notes to Budget.....	376-378
ECTV	
Everett Community Television (ECTV).....	379-383
School Department	
Budget Calendar - Fiscal Year 2023.....	384
Everett Public Schools Organizational Chart.....	385
Everett Public Schools Mission Statement.....	386-387
Everett Public Schools Proposed Fiscal 2023 Budget.....	388-446
Everett Public Schools Strategy Plan.....	447-450
Massachusetts Department of Elementary and Secondary Education - FY2023 Chapter 70 Summary.....	451
Full-Time Equivalent Headcount.....	452

Table of Contents

FY 2023 Annual Budget

	Page
6. W/S Enterprise Fund - Budget and Capital Improvement Program	
6.1 Letter from CFO/Auditor.....	453
6.2 Enterprise Fund Overview.....	454
6.3 Water/Sewer Enterprise Fund FY2023 Budget - Presentation to City Council.....	455-461
6.4 City of Everett Water and Sewer Rates.....	462
6.5 MWRA Advisory Board 2021 Annual Water and Sewer Retail Rate Survey.....	463-474
6.6 FY2023 Water & Sewer Enterprise Fund Capital Budget - Executive Summary.....	475-476
6.7 City of Everett Capital Plan - Enterprise Fund (Water/Sewer) Fiscal Year 2022-2026.....	477
6.8 City of Everett Actual Debt Service as of 6.30.22.....	478-480
6.9 Everett Debt Service Projection - FY2023 Water/Sewer Projects.....	481
7. ECTV Enterprise Fund - Budget and Capital Improvement Program	
7.1 ECTV Enterprise Fund.....	482-483
7.2 Everett Community Television (ECTV).....	484-485
7.3 Section 53F 1/2 - Massachusetts General Law Enterprise Funds.....	486
7.4 ECTV Personnel.....	487
7.5 ECTV Notes to Budget.....	488
8. Capital Improvement Program	
8.1 Capital Improvement Program: Mayor's Message.....	489-491
8.2 Capital Improvement Program Overview.....	492
8.3 FY2023 CIP - General Fund: Executive Summary.....	493-496
8.4 Capital Improvement Policies - Budget Policies and Debt Policies.....	497-498
8.5 City of Everett Five Year Capital Improvement Plan - General Fund - Fiscal Years 2022-2026.....	499-503
8.6 City of Everett Capital Plan - Enterprise Fund (Water/Sewer) - Fiscal Years 2022-2026.....	504
8.7 Memo to Department Heads from CFO/Auditor.....	505-506
8.8 Everett Debt Service Projection - FY2023 Projects - General Fund.....	507-509

Table of Contents

FY 2023 Annual Budget

	Page
8.9 City of Everett - Impact Summary FY2023.....	510-511
8.10 Capital Improvement Plan FY2022 - FY2026 & FY2023 Capital Budget Overview - Presentation to City Council.....	512-520
9. Debt & Bond Rating	
9.1 City of Everett Fixed Costs - Debt.....	521
9.2 Understanding Municipal Debt.....	522-526
9.3 General Information on Debt Authorization and Legal Limit.....	527-529
9.4 Everett's FY2023 Aggregate Net Debt Service Payments	530-539
9.5 Long Term Debt Schedule Projected as of June 30, 2022.....	540-552
9.6 Credit Rating Definitions & Frequently Asked Questions (FAQ's).....	553-555
9.7 Analytical Framework - Standard & Poor's Rating Services.....	556
9.8 Bond Rating Summary: Everett, Massachusetts; General Obligation - Standard & Poor's Rating Services.....	557-569
10. Appendix	
10.1 Budgeting and Accounting Practices.....	570-574
10.2 Government-Wide and Fund Financial Statements.....	575-579
10.3 Performance Management and Measurers.....	580-581
10.4 Departmental Fund Relationships.....	582-583
10.5 Major and Non-Major Funds - Changes in Fund Balance.....	584-585
10.6 Departmental Revolving Funds - MGL Section 53E 1/2.....	586-588
10.7 Revolving Funds - Council Order.....	589-592
10.8 Organizational Structure.....	593-598
11. Glossary	
11.1 Glossary of Terms.....	599-609

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 Residents of Everett and Honorable Members of the Council,

I am pleased to present you with the proposed FY2023 operating budget for the City of Everett. The proposed FY2023 budget totals \$239,474,584 an 8% increase over the FY2023 adjusted budget, while our fixed costs which include debt service, pension costs, and health insurance have increased by 5%. We are committed to balancing the FY2023 budget and address rising costs in fiscally responsible ways. Setting aside schools and fixed costs, our departments average an increase over last year's budget of 12%.

As elected officials in Everett, we are entrusted by the families and businesses in our community with making the best decisions we can on how to spend City revenue. We have a fiduciary responsibility to decide how to invest the financial resources available to us in ways that will benefit our community. The needs of our residents are what inform all the budget decisions we make.

Our FY23 budget process continues to be complicated due to the challenges presented by the pandemic. The lingering pandemic has impacted the pace of our economic recovery and we need to be both optimistic and realistic about the rate of that recovery. This budget continues to invest in our physical infrastructure, our public safety resources, and the fixed costs that come with being an employer. The budget includes increases to the City's contribution level to financially support our schools, as well as our police and fire departments. The budget also

1.1 Mayor's Message

includes recommended investments to support our youth, including an expanded focus on increasing the support we provide them in the area of workforce development and readiness. We also are expanding the City's investment in our diversity, equity and inclusion efforts. We are presenting a budget that addresses the services that our residents rely on City government to provide while still focused on balancing government spending and serving as a fiscal fiduciary of our residents.

The decisions before us are important ones. I appreciate the City Council's shared recognition of the importance for us as elected officials to engage in a meaningful budget discussion in a positive and constructive manner.

Sincerely,

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

Carlo DeMaria, Mayor
City of Everett
May 2, 2022

City of Everett

1.2 Financial Update: Annual Budget Policy & Five-Year Financial Forecast Fiscal Years 2022-2026

Carlo DeMaria – Mayor

Eric Demas – CFO/City Auditor

May 10, 2022

FY 23 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
 - 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 2022 general obligation (GO) tax exempt municipal purpose loan bonds. (\$15.05mil)
 - Net Interest cost of 1.6%
- 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 rating and outlook on the City reflect our opinion of Everett’s currently strong financial position and past prudent budgeting that have allowed for stable operations”

- The AA+ rating reflect Standard and Poor’s opinion of the following factors:
 - Prudent management with well-embedded financial management policies despite recent turnover;
 - History of stable and strong financial profile;
 - Very strong debt metrics with rapid amortization.

Financial Condition of City

- The AA+ and SP-1+ ratings reflect Standard and Poor's opinion of the following factors (continued):
 - Strong management condition with good financial management policies and practices under Standard and Poor's Financial Management Assessment (FMA) methodology.
 - Very 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 = \$ 4,961,853
 - Free Cash = As certified by DOR
 - OPEB Liability Trust = \$ 8,147,911
 - Capital Improvement Stabilization Fund = \$4,982,243
-
- All of these funds have financial policies as to their funding source as part of the FY2023 budget.

FY2023 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.
- The City is preparing two budgets this year; the first is the traditional format as found in your budget books. The second is an online budget utilizing new software to improve transparency in future years. Both budgets will be posted to the City's website.

FY2022 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 seven 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.

FY2022 Budget Submittal

Government Finance Officers Association (GFOA)
Distinguished Budget Award Candidate

- The City received the GFOA distinguished budget award in FY16 through FY22.
- 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.

FY2022 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 it's FY2023 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.

FY2023 ~ Executive Summary

Revenues and Expenditures

● Financial Uncertainties and Challenges:

- Local Receipts

- FY22 revenues continue to recover from the FY20 and FY21 downturn related to the pandemic. The City will have to work with the Department of Revenue to Justify proposed revenue increases for FY23

- Cherry Sheet - State Aid

- Charter School Tuition Assessments likely to increase above the already proposed increase of \$1,037,348

- Use of ARPA (Federal Stimulus)

- FY19 used as base year to calculate revenue loss and replacement
- Treasury guidance has been finalized and the City is working with the Treasury to determine our final revenue loss as an eligible funding source

- Other Financial Sources

- Free Cash
- Stabilization
- Receipts reserved for appropriation

FY2023 ~ 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.) \$ 162,266,453
 - *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 FY2023 budget is \$113,875,942 which is approximately a 13.8% increase from fiscal year 2023.*
 - *This would leave excess levy capacity of \$48,390,510.*

Revenues – all other

- Local Receipts
 - \$11,599,112
- State Aid
 - \$104,742,472
- Enterprise Fund Revenue
 - Water/Sewer - \$21,000,767
 - ECTV - \$594,599
- Encore Resort Payments
 - Host Agreement Payments - \$26,922,266
- TOTAL = \$ 164,859,216

Expenses – City Departments

- ◎ General Government
 - \$10,488,041
- ◎ Public Safety
 - \$37,342,320
- ◎ City Services
 - \$15,569,785
- ◎ Human Services
 - \$4,235,595
- ◎ Libraries and Recreation
 - \$1,989,678
- ◎ TOTAL CITY DEPTS = \$69,625,419

Expenses – School Department

Everett Public Schools (EPS)

- FY2023 Foundation Budget (per DESE) =
 - \$131,079,662
- Less: Chargebacks to City for shared expenses
 - \$27,470,368
- Total recommended budget for EPS =
 - \$103,609,294
- Add: Special Ed transportation
 - \$4,500,000
- Add: Devens School Lease
 - \$600,000
- **TOTAL SCHOOL DEPT = \$108,709,294**
 - This represents an \$8,629,741 (9%) increase over FY22.

Expenses ~ Fixed Costs

City and School

- Retirement Assessment
 - \$ 19,051,038
- Employee Insurance
 - \$ 23,084,895
- FICA
 - \$ 2,323,214
- Employee Injuries
 - \$ 1,191,500
- Property and Liability Insurance
 - \$ 2,235,383
- Debt Service
 - \$ 13,253,841
- TOTAL FIXED COSTS = \$61,139,871
 - This represents a 5% increase over FY22.

Conclusion:

Annual Budget Policy & Five-Year Financial Forecast - Fiscal Years 2022-2026

- 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 FY2023 Mayor's recommended budget.
- The FY2023 budget is balanced, with over \$48 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 - FY2023

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
GENERAL GOVERNMENT						
General Government	Improve communication and transparency with citizens.	Mayor	1	Short & Long Term	Executive	Ongoing
General Government	To maintain a high level of responsiveness and accessibility to City departments and employees.	Mayor	1	Short & Long Term	All Departments	Ongoing
General Government	Look for ways to deliver City services more efficiently and effectively through the use of technology.	Mayor	2	Short & Long Term	Executive and All Departments	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
General Government	Diversify city employees to have them reflect the community as a whole	Mayor	3	Short & Long Term	Executive	Ongoing
FINANCE						
Finance	Continue to attain GFOA designation by maintaining the highest level of budgetary practices and policies.	Mayor	1	Short & Long Term	Executive & Finance	Ongoing
Finance	Continue five year forecasting of capital improvement projects and needs.	Mayor	1	Short & Long Term	Executive & Finance	Ongoing
Finance	Continue conservative budgeting policies to limit the impact of property tax levels.	Mayor	1	Short, Medium & Long Term	Executive & Finance	Ongoing

1.4 City of Everett - Mayor DeMaria's Long and Short Term Strategic Plan Summary - FY2023

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
Finance	Publish a "Financial Policy and Procedures" manual to formalize all internal policies and procedures for all Division of Finance departments	Mayor	2	Short & Long Term	Executive & Finance	Ongoing
Finance	Limit long-term liability through the City's continued commitment to build reserves in Stabilization and OPEB Trust Funds.	Mayor	1	Short, Medium & Long Term	Executive & Finance	Ongoing
PUBLIC SAFETY						
Public Safety	Maintain high level of all public safety services: Police, Fire and E-911.	Mayor	1	Short & Long Term	Executive, Police, Fire & E-911	Ongoing
Police	Improve traffic and parking enforcement.	Mayor	2	Short & Long Term	Executive & Police	Ongoing
Police	Continue Community Engagement Programs such as Cops Corner, Everett Police Community Partnership Council and social media out reach.	Mayor	1	Short & Long Term	Executive & Police	Ongoing
Police	Review and edit policies/procedures as necessary	Mayor	1	Short & Long Term	Executive & Diversity	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

1.4 City of Everett - Mayor DeMaria's Long and Short Term Strategic Plan Summary - FY2023

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

1.4 City of Everett - Mayor DeMaria's Long and Short Term Strategic Plan Summary - FY2023

Division	Goal & Objective	Source	Priority	Schedule	Division/Department	Status
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
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
Human Services	Create Office of Diversity, Equity, and Inclusion	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 form of government.



Principal City Officials

Title	Name	Manner of Selection	Length of Term	Expiration of Term
Mayor	Carlo DeMaria, Jr.	Elected	4 Years	2025
Chief Financial Officer	Eric Demas	Appointed	3 Years	2025
City Auditor	Eric Demas	Appointed	3 Years	2025
City Treasurer/Collector	Monica Ford	Appointed	3 Years	2024
City Clerk	Sergio Cornelio	Appointed	5 Years	2027
City Solicitor	Colleen Mejia	Appointed	3 Years	2022

Municipal Services

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

Education

The following table indicates public school matriculation (October) within the City for the years 2017 to 2021.

	Actual				
	2017	2018	2019	2020	2021
Grades Pre K-6	4,232	4,126	3,952	3,837	3,724
Grades 7-8	922	976	1,087	1,106	1,014
Grades 9-12	2,051	2,005	2,018	2,151	2,142
Totals	7,205	7,107	7,057	7,094	6,880

The City currently has 9 schools: one school covering pre-kindergarten, one school covering pre-kindergarten through grade 4, five schools covering kindergarten through grade 8, one high school covering grades 9 through 12, and one school dedicated for special education, covering grades kindergarten through 12.



Industry and Commerce

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

Industry	Calendar Year Average				
	2016	2017	2018	2019	2020
Construction	1,407	1,085	989	922	776
Manufacturing	968	820	793	837	725
Trade, Transportation & Utilities	3,405	3,367	3,168	3,077	2,824
Information	52	43	44	40	30
Financial Activities	1,534	1,394	1,432	1,289	1,121
Professional and Business Services	746	852	1,037	1,054	882
Education and Health Services	2,479	2,416	2,488	2,554	2,476
Leisure and Hospitality	1,290	1,304	1,343	4,366	4,718
Other Services	384	375	350	350	320
Total Employment	12,265	12,251	11,644	14,489	14,476
Number of Establishments	985	1,008	1,064	1,055	1,079
Average Weekly Wages	\$ 1,128	\$ 1,141	\$ 1,151	\$ 1,128	\$ 1,122
Total Wages	\$ 750,714,309	\$ 726,596,676	\$ 734,365,310	\$ 883,562,023	\$ 844,287,857

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

Largest Employers

<u>Name</u>	<u>Production</u>	<u>Approximate No. of Employees</u>
Wynn MA LLC	Resort Casino	4,000
Mellon Bank	Banking/Financial Institution	1,200
Cambridge Health Alliance	Hospital	800
MBTA	Transportation	600
Boston Coach	Transportation	300
Target	Retail	200
Alliance Detection	Security	200
Everett Nursing and Rehab Center	Health Care/Long Term & Rehabilitation	150
Home Depot	Retail	150
COSTCO	Wholesale	100
Best Buy	Retail	100
Schnitzer Northeaster	Metal Recycling	100
Texas Roadhouse	Restaurant	100
Dunkin Donuts	Coffee/Fast Food	100
Restaurant Depot	Wholesale	90
Honda Cars of Boston	Car Dealership	80
Dunkin Galvanizing	Metal Fabrication	80
Eagle Bank	Banking	80
TGIF Friday's	Restaurant	80

SOURCE: Everett Department of Planning and Development, December 2021.

Transportation and Utilities

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

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

PLANNING AND ECONOMIC DEVELOPMENT

The City is committed to completing long range planning designed to support a high quality, safe community that supports sustainable housing and economic development initiatives. Through community involvement and strategic neighborhood investments, the City strives to support



community improvement projects, and seeks to retain existing and support new, sustainable, safe businesses within the City.

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

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

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

Economic Development Programs and Designations



In 2019, the City received \$250,000 from the Massachusetts Department of Housing and Community Development for the purposes of creating more senior housing in the community. Working in partnership with a local affordable housing developer, the City will use the funds toward the construction of 77 units of senior housing. As of March 2020, the project is expected to start this summer.

In 2019, the City of Everett in partnership with the City of Chelsea, received \$50,000 to advance small business workforce training efforts through the Massachusetts Gaming Commission. Additional partners include Bunker Hill Community College and the regional planning council. The partnership expects to launch the new program in late 2021.

In 2018, the City received \$150,000 from the Massachusetts Gaming Commission toward the final design and construction of the extension of the Northern Strand Community Bike Path. The extension would connect the existing path to the City of Somerville along the Newburyport Commuter Rail Line. In addition, the City received funding to implement bike share locations throughout the community.

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 designed to assist communities with meeting 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 for revitalizing areas of slum or blight.

In fiscal year 2019, the City received \$825,000 in Mini-Entitlement funding, which is being used to support numerous initiatives, including a housing rehabilitation program for low to moderate income property owners; a Best Retail Practices seminar with individual consultations to support Everett’s small business and retail owners; a park renovation project for the Chelsea Street Playground; and to provide assistance to five public social service agencies that serve low-income residents.

In fiscal years 2015-2018, the City secured approximately \$825,000 yearly in Mini-Entitlement funding, which was used to support numerous initiatives, including a housing rehabilitation program for low to moderate income property owners; a Best Retail Practices seminar with individual consultations to support Everett's small business and retail owners; park renovations; and to assist dozens of public social service agencies.

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 included:

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

Both companies are now taxed at full and fair cash value.

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 Boston Harbor 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

Everett/Somerville Pedestrian Footbridge over the Mystic River: Both communities are in the process of advancing the design and permitting to expand the existing MBTA's Assembly Square Station in Somerville and become part of a larger project which will allow a pedestrian connection over Encore Boston Harbor in Everett to a new entrance to DCR's Draw Seven Park in Somerville. The expansion will provide direct access between Assembly Station and the Draw Seven Park, via a weather protected connecting structure outside the paid zone of the station and a new East Headhouse. The project will include two elevators, a stair and an escalator and will be thoughtfully designed to be aesthetically sympathetic to the surrounding context. This expansion would provide a direct link for pedestrians and bicycles from the Assembly Row and Assembly Square station to the proposed DCR riverfront trail to the south and the proposed Crossing Bridge between Somerville and Everett. The bridge would provide direct access from the DCR trail system, Encore Boston Harbor, Public Harborwalk, and Route 99 in Everett through the Draw Seven Park to the proposed head house at Assembly Station. Together these

projects improve regional multimodal transportation network and connectivity to the Mystic River Watershed area.

Malden River Visioning Project: In 2017, the Mystic River Watershed Association formed a partnership with the cities of Everett, Malden and Medford, along with the support of the Bike to the Sea, Friends of the Malden River, Lawrence and Lillian Solomon Foundations (A Greener and Greater Boston), Preotle, Lane and Associates, and Encore Boston Harbor. After an extensive public visioning process, the general consensus was to seek opportunities to maintain and create better access to the Malden River. The end result was an implementation plan to maintain and enhance public access to the Malden River.

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.

Commercial Projects



Encore Boston Harbor Casino: In 2014, the Massachusetts Gaming Commission selected Wynn MA, LLC for the sole Eastern Massachusetts gaming license, one of two resort casinos to be licensed by the Massachusetts Gaming Commission ("MGC"). The casino is located in the Lower Broadway District of Everett on a 35 acre former Brownfields site.

On June 23, 2019, Wynn MA, LLC d/b/a Encore Boston Harbor opened for business after license review and recommendation by the MGC. As part of the PILOT agreement between the City and Encore Boston Harbor, the City will receive \$20,000,000 per year that will increase 2.5% per year for the life of the agreement. Encore Boston Harbor shall also pay an annual community impact fee in the sum of \$5,000,000 that shall increase 2.5% per year for the life of the agreement. The City has received their annual fees in fiscal 2020 and expects to receive them in fiscal 2021.

Encore Boston Harbor makes excise tax payments as stipulated in the 121A Agreement.

The PILOT and community impact fee agreements are based on the project substantially as originally proposed, containing approximately 1.32 million square feet of building area. If total square footage of the building area should exceed 1.75 million square feet, then the parties shall renegotiate the PILOT and community impact agreements in good faith based on the full amount of additional space above the originally proposed 1.32 million square feet. If Encore Boston

Harbor undertakes any substantial new construction on property which is not part of the luxury hotel and destination resort casino site as of the date Encore Boston Harbor commences operations, then the parties shall renegotiate the PILOT and community impact agreements or negotiate a separate real estate tax arrangement in good faith based on such substantial new construction on such New Property.

Furthermore, Encore Boston Harbor will fund \$250,000 annually, and shall increase by 2.5% annually, to the Everett Citizen's Foundation, which will support local groups, associations, and programs with important City initiatives.

From June 23, 2019 through February 29, 2020, gross gaming revenue at Encore has exceeded \$415M. Estimated total annual taxes to be paid is \$242M.

Since the license was awarded in September 2014, the commercial tax base has increased 29%, the industrial tax base has increased 24% and the combined commercial and industrial base has increased 26%.

Over 5,200 construction jobs were created, totaling over 10 million labor hours. Nearly 5,000 permanent jobs at the casino with a total payroll of over \$170M per year. Both construction and permanent job hiring exceeded the goals for hiring women, veterans, and minorities established by the state.

Over \$100M in annual goods and services have been purchased with \$62.5M allocated for local businesses.

The City also saw a large increase in personal property taxes due in part to the infrastructure put in place necessary to service the casino.

On March 14, 2020, the Massachusetts Gaming Commission ordered all gaming licensees in the Commonwealth, including Encore Boston Harbor, to temporarily suspend operations as a result of the coronavirus pandemic. Encore Boston Harbor officially reopened their doors on July 12, 2020 after the resort closed its doors amid the worldwide coronavirus pandemic. As part of Massachusetts' Phase 3 reopening plan, casinos across the state are allowed to reopen, following specific guidelines detailed by the Massachusetts Gaming Commission. The 210,000 square-foot casino floor has been reconfigured to accommodate social distancing, with some machines being turned off. Plexiglas barriers have also been set up at gaming tables. Face coverings are mandatory for all employees and guests, and are provided complimentary, if needed, by the casino. Hundreds of hand sanitizer and disinfecting wipe stations have been placed throughout the resort. Thermal temperature scans are taken at all guest and employee entrances. Anyone showing symptoms of COVID-19 will not be allowed inside. Encore's president, Brian Gullbrants, has stated that the main entrance will be turned off and on based on occupancy to make sure that everybody is safe. Encore's table games, slot machines, electronic table games, video poker, high-limit table games and high-limit slot machines are available to guests. The Massachusetts Gaming Commission will be keeping the public advised of developments at www.massgaming.com/COVID19.

DPV Transportation: In 2019, DPV Transportation moved its headquarters from East Boston to Second Street in Everett. DPV provides transportation services all over the region. Locally, they are the sole luxury transportation provider for the Encore Boston Harbor Casino.

BearMoose: In 2018, BearMoose Brewing Company opened their doors on Revere Beach Parkway along the newly rezoned Commercial Triangle Economic Development District. BearMoose is the third brewery/distillery to open in the last five years. This added attraction will complement the existing and newer developments in that area such as the EnVision Hotel and Pioneer Apartments.

Freightliner: In 2017, Boston Freightliner relocated from Lower Broadway to the Riverfront District. The facility doubled in land area from 2.5 acres to 5 acres. The company, a brand of Daimler Group, is focused on heavy vehicle sales, repairs, retrofits, and interior/exterior customization. The Everett facility has over a dozen truck bays and a large supply and sales floor. Overall, this facility is one of the largest in the region.

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. The project was completed in 2016. AmazonFresh hired approximately 60 employees.

EnVision Hotel: In 2015, the Planning Board approved site development plans for the construction of a 101 room hotel (3 star) at the corner of Vine Street and Revere Beach Parkway. EnVision is part of the Choice Hotels brand. The EnVision is now open and has approximately 20 full-time and part-time employees.



Residential Projects:

Pioneer -1760 Revere Beach Pkwy: Opened in 2019, the Pioneer is a mixed-use multi-family residential and 2,100 square feet of retail at the 2.74-acre site in the Business Limited District of the Commercial Triangle Redevelopment Area. The project proposal includes the demolition of the existing one and two-story building to then construct a 6 story building for 284 market rate units with parking and over 2,000 square feet of ground level retail. Common Ground, a local coffee roaster, opened its second location at this new complex.



Saint Therese Church Redevelopment Project: This project has received all local permits and is in the process of starting construction this summer. The developer, Neighborhood Developer's seeks to create a mixed-use building with a wellness center at the ground level and apartments above. Approximately 77 rental units and 6 town-houses are being proposed for the site. These will be affordable units based on 0-80% AMI. The town-houses will be sold below market rate.

371 Main Street Redevelopment Project: This project was completed in 2018. The developer will create 18 market-rate rental units with all parking on-site. 371 Main Street is the location of the former "West Everett Garage," and Sonny's Pizza.

WoodWaste Redevelopment Project: This project was permitted for over 600 rental units with 5% of those units to meet 80% AMI. 13,000 square feet of space will be for commercial use. The site is currently owned by WoodWaste of Boston, a wood and construction debris recycling center. The property owner is actively marketing the site. The property is along the Chelsea line within short walking distance of the new MBTA Silver Line stop next to Market Basket.

Tremont Street Micro-Units: This project is expected to be completed in 2021. The developer will create 48 micro-units (400 sf/unit). All of the units will be at market-rate. The site was an old warehouse for many years in a densely residential neighborhood.

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

Parkside Lofts: In 2012, this former Tillotson Rubber Company site located on Waters Avenue, was granted local permits to construct 190 units of market rate housing. The project was completed in 2016.

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



Long-Range Planning and Targeted Redevelopment Sites:

Lower Broadway Master Plan and Development: The City, with assistance from Sasaki Associates and GLC Development Resources, developed a master plan for the Lower Broadway District, completed in 2012. This plan has been adopted by the City to guide the permitting and negotiation process undertaken with the Encore Boston Harbor group for the redevelopment of the Modern Continental Site. Since the creation of the Master Plan and the partnership with Encore Boston Harbor, 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 Encore project.

Lower Broadway Urban Renewal Plan: The Lower Broadway District URP proposes to remediate and revitalize a significant portion of the City's Lower Broadway District. The urban renewal area includes 208 parcels on 128 acres. This plan was approved by DHCD.

Everett Square Urban Renewal Plan: This project is currently underway and is expected to be completed this year. BSC Group is the lead consultant. The first public meeting was held last month. At this time, the city is exploring several private commercial parcels in the area for potential acquisition. The intent is to redevelop those parcels for public and private uses. The parcels were previously identified in the Everett Square Streetscape Plan which was completed earlier last year.

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 utilized Crosby Schlessinger and Smallridge, a planning and design firm from Boston. The Commercial Triangle Master Plan was completed in 2016.

Commercial Triangle Urban Renewal Plan: Following the neighborhood master plan, the city intends to work on an Urban Renewal Plan for this area. The plan will align recommendations in the previous plan. The intent of the Urban Renewal Plan is to target blighted properties for potential acquisition for public and or private redevelopment.

Everett Central Waterfront Municipal Harbor Plan: In order to provide guidance to the community, developers and property owners, the City in association with our consultants developed a regulatory framework that will guide the development of Everett's waterfront in a manner that reflects the City's and community vision for the area, and fulfills the objectives of the state's Waterways Regulations. Progress to date: In 2014, Mass Office of Coastal Zone Management approved the Everett Central Waterfront Municipal Harbor Plan.

MassDOT Transit Study: By itself, Everett's existing demand for public transportation services warranted a review of current MBTA bus services – a legacy route network that has remained largely unchanged for decades. Several recent planning initiatives in and around the community have made a comprehensive analysis of future needs and how best to serve them even more imperative. MassDOT worked with the City to identify, evaluate, and advance near and long-term solutions for improved transit service for the public. The study was completed in 2016. It contains a series of action items (planning, logistical, infrastructure) for the state and city to pursue in the coming years.

Brownfields Revitalization Plan: In 2017, the City of Everett hired Weston and Sampson to create a Brownfields Revitalization Plan consistent with EPA guidelines. The City intends to identify key public and private parcels for remediation assessments. The plan will be part of a long-term strategy to address and support revitalization of our brownfield sites – typically legacy industrial sites.

Housing Production Plan (HPP): The City developed the HPP to preserve existing affordability and increase the housing stock accessible to low- and moderate-income households. The HPP identifies goals and strategies to position Everett to achieve its housing production goals. To further the City's goals of creating affordable housing, the City continues to allocate CDBG and HOME funding to assist low income individuals with housing rehabilitation.



Municipally-Led Development: The City is in the planning or pre-design phase for multiple development projects including a new police headquarters, new community wellness center, and a high school stadium. City Hall renovations and 100% affordable senior and veteran housing complex which will be privately developed via a request for proposal.

Lower Broadway Entertainment District: Home to Encore Boston Harbor and The Batch Yard Apartments, this will be a premier entertainment area in greater Boston. Phase 2 and 3 of the Encore Boston Harbor developments will be concentrated in this area. With potential for additional ground-up developments, including hotels and entertainment/events venues. A footbridge or suspended gondola system will bridge the Mystic River and create district access to Somerville's Assembly Row.

Everett Square: The vibrant, heavily traveled pedestrian and vehicular intersection is the heart of Everett. The area is home to many commercial/retail buildings as well as restaurants, mostly 1 to 3 stories, but 4 stories by-right. The City has a request for proposal underway for the redevelopment of over one acre of land in the heart of downtown.

Commercial Triangle: Over 130 acres of light industrial parcels were up-zoned to encouraged high-density mixed-use development. Home to the enVision Hotel and the Pioneer, a recently opened 285 unit luxury apartment complex, the area has direct access to the Seaport via the Silver Line. There are approximately 1,200 additional units permitted or under review in the Commercial Triangle area.

Rivergreen: The Rivergreen area consists of large swaths of open space with direct access via a new boat launch. It is the future site of a multi-sports complex, community wellness center, and sports stadium. This area abuts 2 breweries, a distillery, The Village neighborhood, Main Street, and an industrial area that includes Sky Zone and Boston Coach. Finally, the 65 Norma Street development was recently permitted for 398 units, which will include small ground floor commercial space.

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.

Building Permits Issued

Calendar Year	New Construction				Additions/Alterations				Total		
	Residential		Non-Residential		Residential		Non-Residential				
	No.	Value	No.	Value	No.	Value	No.	Value	No.	Value	
2021	(1)	8	\$ 13,756,045	12	\$ 130,505,587	1,327	\$ 16,669,435	145	\$ 45,877,970	1,492	\$ 206,809,037
2020		9	9,936,548	7	12,256,437	1,146	19,392,563	131	10,198,451	1,293	51,783,999
2019		8	7,051,997	5	8,030,901	1,014	16,831,797	178	35,767,612	1,205	67,682,307
2018		15	2,372,800	33	1,382,473,205	1,330	18,693,572	208	13,447,096	1,586	1,416,986,673
2017		11	4,164,712	50	24,627,524	1,163	19,563,723	177	33,975,092	1,401	82,331,051

SOURCE: City Building Inspector.

(1) Issued through December 10, 2021.

(2) Reflects Encore Boston Harbor casino project to date.

Labor Force, Employment and Unemployment

According to the Massachusetts Division of Employment and Training preliminary data, in September 2021 the City had a total labor force of 26,622 of which 25,131 were employed and 1,491 or 5.6% were unemployed as compared with 5.3% for the Commonwealth. The following table sets forth the City's average labor force and unemployment rates for calendar years 2016 through 2020 and the unemployment rates for the Commonwealth and the United States as a whole for the same period.

<u>Year</u>	<u>City of Everett</u>		<u>Unemployment Rate</u>	<u>Unemployment Rates</u>	
	<u>Labor Force</u>	<u>Employment</u>		<u>Massachusetts</u> <u>Unemployment Rate</u>	<u>U.S.</u> <u>Unemployment Rate</u>
2020	26,745	23,860	10.8%	8.9%	8.1%
2019	27,378	26,703	2.5	2.9	3.9
2018	27,060	26,307	2.8	3.3	3.9
2017	26,151	25,313	3.2	3.7	4.4
2016	25,465	24,599	3.4	3.9	4.9

SOURCE: Massachusetts Department of Employment and Training.

Population

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

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

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

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

Per Capita Income

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

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

Median Family Income

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

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

COVID-2019

On March 10, 2020, Governor Charles Baker declared a state of emergency in the Commonwealth to provide the Commonwealth more flexibility to respond to the evolving outbreak in Massachusetts of COVID-19, a strain of coronavirus, which has spread globally, including in the United States of America. Days later, on March 13, 2020, President Donald J. Trump, declared a national state of emergency in the United States of America relative to COVID-19. The Governor has removed the remaining restrictions and the state of emergency in the Commonwealth expired on June 15, 2021.

The continued spread of COVID-19 may adversely impact the economy of the Commonwealth and the City, as well as the United States of America. The City cannot predict at this time the extent or duration of any such impact, however, the City reasonably expects breakeven results for fiscal 2020 based on budget versus actuals through the third quarter.

In response to the COVID-19 pandemic, federal and state legislation was recently signed into law that provides various forms of financial assistance and other relief to state and local governments. For example, the U.S. Congress enacted and the President signed the CARES Act on March 27, 2020 (Pub. Law 116-136) which includes various forms of financial relief. The City was eligible to receive up to \$7.3 million from the CARES Act and to date has incurred \$5.1 million in COVID expenses. The City has also received an additional \$33.3 million from the Coronavirus State and Local Fiscal Recovery Fund. On April 3, 2020, the Massachusetts Legislature enacted and Governor Baker signed into law legislation, becoming Chapter 53 of the Acts of 2020 ("Chapter 53"), which provides municipal governments new tools to combat the pandemic relative to municipal finance and other matters including but not limited to authorizing cities and towns the ability to extend property tax bill due dates and to waive penalty interest on certain late payments of excise, tax, betterment assessment or certain other municipal charges. On April 10, 2020, the Governor signed another piece of relief legislation that would address certain public school and housing related issues arising due to COVID-19 including the process relative to approving regional school district budgets, becoming Chapter 56 of the Acts of 2020. Most recently, U.S. Congress enacted the American Rescue Plan Act of 2021 ("ARPA"). Among other provisions, ARPA provides \$350 billion to state and local governments to mitigate the fiscal disruptions created by the pandemic. Such funds may be used to replace revenues lost or reduced as a result of the pandemic and fund COVID-related costs, among other purposes. Although the actual amount allocable to the City has not yet been determined, the City expects to receive approximately \$6.9 million in direct ARPA funds. Additional federal and state legislation responsive to the COVID-19 pandemic is currently under consideration and such legislation may include new forms of relief and additional tools responsive to COVID-19 to be made available to public governmental entities. All such legislative initiatives and future laws such should be reviewed and analyzed carefully.

On April 8, 2020, Mayor Carlo DeMaria Jr. exercised the following local options made available pursuant to Chapter 53 pursuant to his Executive Order 2020-05 (the "Order"), which included but was not limited to the following:

- 1.) Extended the due dates of real and personal property tax bills from May 1, 2020 until June 1, 2020;
- 2.) Extended the due dates for application for property tax exemptions from May 1, 2020 until June 1, 2020. This extension applied to applications for the exemptions listed in the third paragraph of G.L. c. 59, § 59, including exemptions under clauses 17, 17C, 17C1/2 and 17D (seniors, surviving spouses,

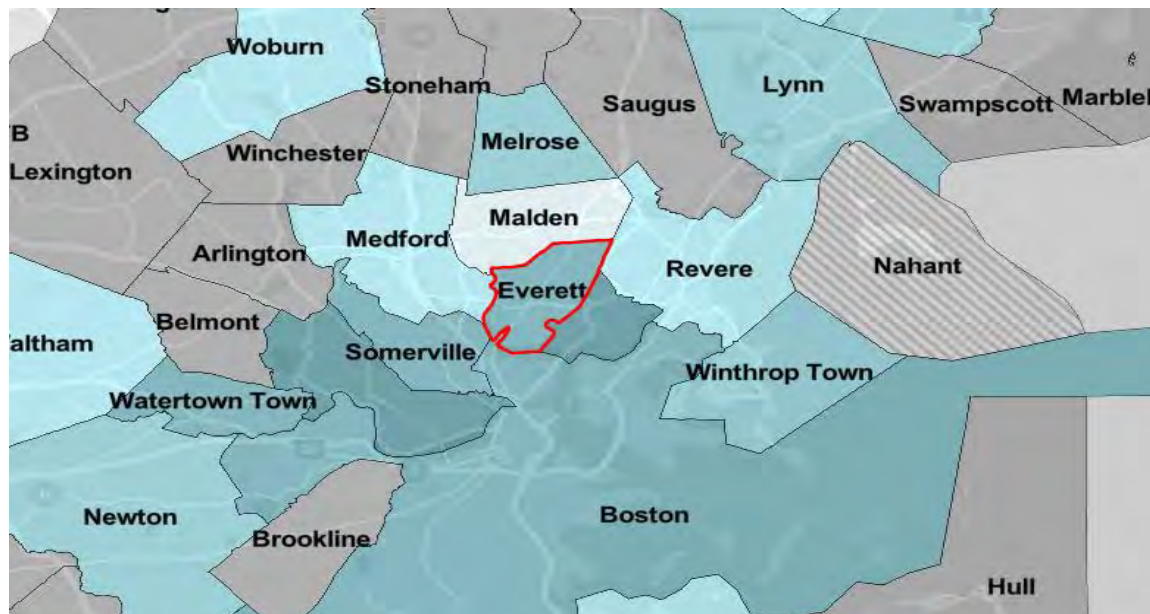
minor children of deceased parent); 18 (financial hardship – activated military, age and infirmity); 22, 22A, 22B, 22C, 22D, 22E, 22F and 22H (veterans, surviving spouses and surviving parents); 37 and 37A (blind persons); 41, 41B, 41C and 41C1/2 (seniors); 42 and 43 (surviving spouse and minor children of firefighter/police officer killed in line of duty); 52 (certain eligible seniors); 53 (certain eligible properties with septic systems); 56 (National Guard and reservists on active duty in foreign countries); and 57 (local option tax rebates). This extension also automatically applied to applications for residential exemptions under G.L. c. 59, § 5C, for small commercial exemptions under G.L. c. 59, § 5I and for deferrals under G.L. c. 59, § 5, clauses 41A (seniors) and 18A (poverty or financial hardship due to change to active military); and

- 3.) Waived interest and other penalties for the late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charges added to a tax for any payments with a due date on or after March 10, 2020 where payment is made late but before June 30, 2020.

The complete text of the Order, as well as an additional executive order effective August 10, 2020 requiring the wearing masks in all public spaces, can be accessed at www.cityofeverett.com/728/COVID-19-Emergency-Resource-Center. The Mayor has not exercised any additional executive orders to date; however the City did utilize the additional continuing appropriation mechanism provided by the Commonwealth allowing for 1/12 continuing appropriations for the maximum 3-month period from July through September, 2020. In September, the City Council voted to approve the traditional annual fiscal 2021 budget.

The pandemic and the resulting actions by national, state and local governments has altered and continues to alter the behavior of businesses and people in a manner that may have negative impacts on global and local economies. There can be no assurances regarding the extent to which COVID-19, or any other national crises or pandemic, will impact the national and state economies and, accordingly, how it will adversely impact municipalities, including the City. These negative impacts could include reduced collections of property taxes and other revenues, including room occupancy taxes and local meals tax revenue, motor vehicle excise taxes and other fees and charges collected by the City. The City may also be affected by any reductions in state aid resulting from reduced revenues at the State level. In addition, stock markets in the United States and globally could see significant instability attributable to the coronavirus pandemic or any other national health crisis or pandemic and such instability could adversely affect the funding status of the City's pension funds and resulting funding schedules. The City cannot quantify these effects at this time.

The City does not expect the COVID-19 outbreak to impact fiscal 2021 year-end operating results due to the receipt of federal and state grant assistance sufficient to cover all COVID-19 related expenditures incurred. The City also does not expect the COVID-19 outbreak to impact the fiscal 2022 budget or spending plans, as the City is able to carry sufficient federal and state grant assistance received in fiscal 2021 forward into fiscal 2022 to cover such expenditures.



Everett, Massachusetts Population 2021

46,087

Everett Demographics

According to the most recent ACS, the racial composition of Everett was:

- White: 57.81%
- Black or African American: 18.03%
- Other race: 10.13%
- Asian: 8.14%
- Two or more races: 4.70%
- Native American: 1.08%
- Native Hawaiian or Pacific Islander: 0.10%

State	Massachusetts
County	Middlesex County
Land Area (mi ²)	3.4 sq mi
Density (mi ²)	13,476.90/sq mi
2020 Growth Rate	-0.39%
Growth Since 2010	10.61%
Rank in State	25th
Rank in Country	857th

The current population of Everett, Massachusetts is **46,087** based on our projections of the latest US Census estimates. The US Census estimates the 2018 population at **46,633**. The last official US Census in 2010 recorded the population at **41,667**.

SOURCE: U.S. Census Bureau Quick Facts: Everett, MA

2.2 DLS At-A-Glance Report for Everett

City of Everett - At-A-Glance Report

Middlesex County

Socioeconomic							
Billing Cycle	Quarterly	Population	49,075	2020	DOR Income Per Capita	22,806	2019
Form of Government	Council And Alderman	Population Density	14,308	2020	State Average Income Per Capita	48,030	2019
School Structure	K-12	Land Area	3.43	2009	EQV Per Capita	143,246	2020
		Total Road Miles	65.37	2018	State Average EQV Per Capita	202,012	2020

Tax Rate Data									
	Residential 5,054,546,645	Open Space	Commercial	Industrial	Personal Property	Total Assessed Value	R/O as a % of Total	CIP as a % of Total	
		0	753,235,855	969,160,550	506,075,700	7,283,018,750	69.40%	30.60%	
Tax Rates by Class									
	Residential 10.36	Open Space	Commercial	Industrial	Personal Property				
		0.00	24.04	24.04	24.04				
Tax Levies by Class									
	Residential 46,468,354	Open Space	Commercial	Industrial	Personal Property	Total Tax Levy	R/O Levy as a % of Total	CIP Levy as a % of Total	
		0	18,107,790	23,298,620	12,166,060	100,040,824	46.45%	53.55%	
Average Single Family Tax Bill									
Total	Single Family Value 1,018,989,975	Single Family Parcel Count	Average Single Family Value	Residential Tax Rate	Average Single Family Tax Bill	Average State CFR			
		2,702	377,124	10.36	3,907	6,719			
Commercial, Industrial & Personal Property (CIP) Shift									
	CIP Value 2,228,472,105	Total Value	Lowest Residential Factor	Max CIP Shift	Residential Factor Selected	CIP Shift			
		7,283,018,750	0.66934	1.75	0.669	1.75			
Proposition 2½ Levy Capacity									
New	Growth Applied to Levy Limit	Override	Debt Excluded on the DE-1	Maximum Levy Limit	Excess Levy Capacity	Excess Levy Capacity as % of	Levy Ceiling	Override Capacity	Override Capacity as % of Levy
	2,421,138	0	0	156,357,515	56,316,691	36.02%	182,075,469	25,717,954	14.12%

Outstanding Receivables									
	Outstanding Receivables R/E 2021	Outstanding Receivables R/E	Outstanding Receivables R/E	Outstanding Receivables R/E	All Other Outstanding	Deferred Property Taxes	Taxes in Litigation	Tax Liens/ Tax Title	Tax Foreclosures/ Possessions
	1,026,572	274,912	126,987	1,207	0	0	0	2,392,625	0

City of Everett - At-A-Glance Report
Middlesex County

Revenues

Tax Levy	State Aid	Local Receipts	Enterprise Funds	CPA	All Other	Total Budget
100,040,824	94,729,206	37,064,737	21,621,147	0	9,018,513	262,474,427
Revenues as a Percent of Total Budget						
Tax Levy	State Aid	Local Receipts	Enterprise Funds	CPA	All Other	
38.11%	36.09%	14.12%	8.24%	0%	3.44%	
Revenues Per Capita						
Tax Levy	State Aid	Local Receipts	Enterprise Funds	CPA	All Other	
2,039	1,930	755	441	0	184	

Expenditures

General Fund Spending By Function

General	Police	Fire	Other Public	Education	Public Works	Human	Culture and	Fixed Costs	Inter- Government	Other Expenses	Debt Service	Total
7,344,209	14,873,464	11,406,509	3,505,075	84,431,457	13,283,419	2,694,430	894,447	41,646,807	14,117,639	1,593,654	11,451,630	207,242,740

General Fund Spending as % of Total

General	Police	Fire	Other Public	Education	Public Works	Human	Culture and	Fixed Costs	Inter- Government	Other Expenses	Debt Service	
3.54%	7.18%	5.50%	1.69%	40.74%	6.41%	1.30%	0.43%	20.10%	6.81%	0.77%	5.53%	

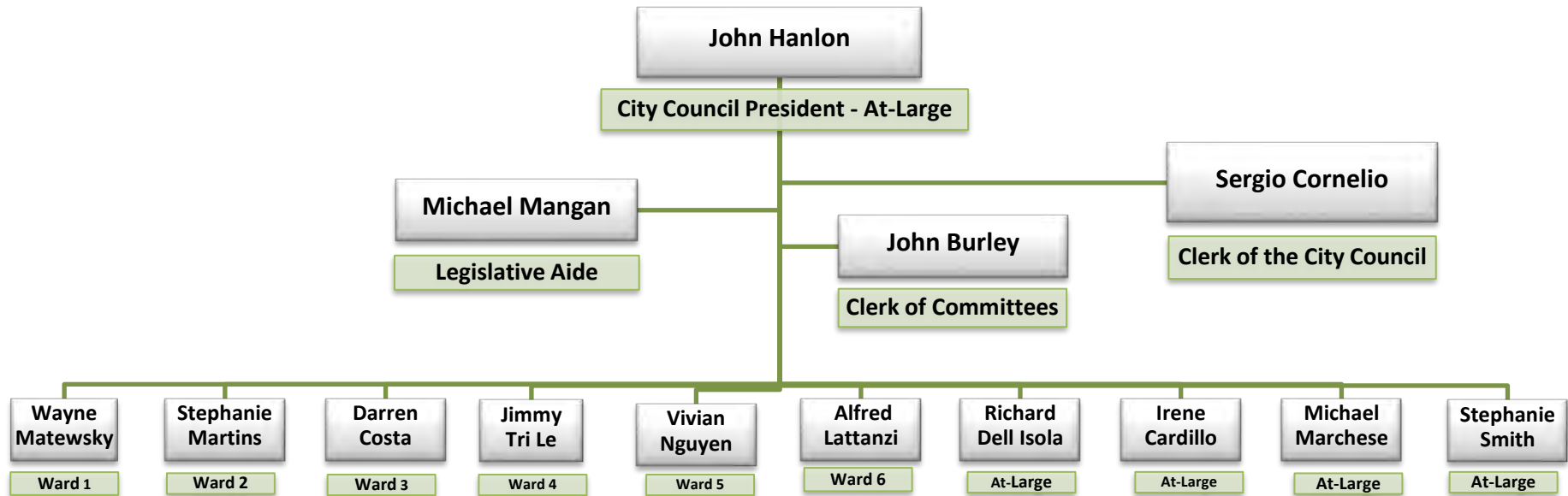
General Fund Spending Per Capita

General	Police	Fire	Other Public	Education	Public Works	Human	Culture and	Fixed Costs	Inter- Government	Other Expenses	Debt Service	
150	303	232	71	1,720	271	55	18	849	288	32	233	

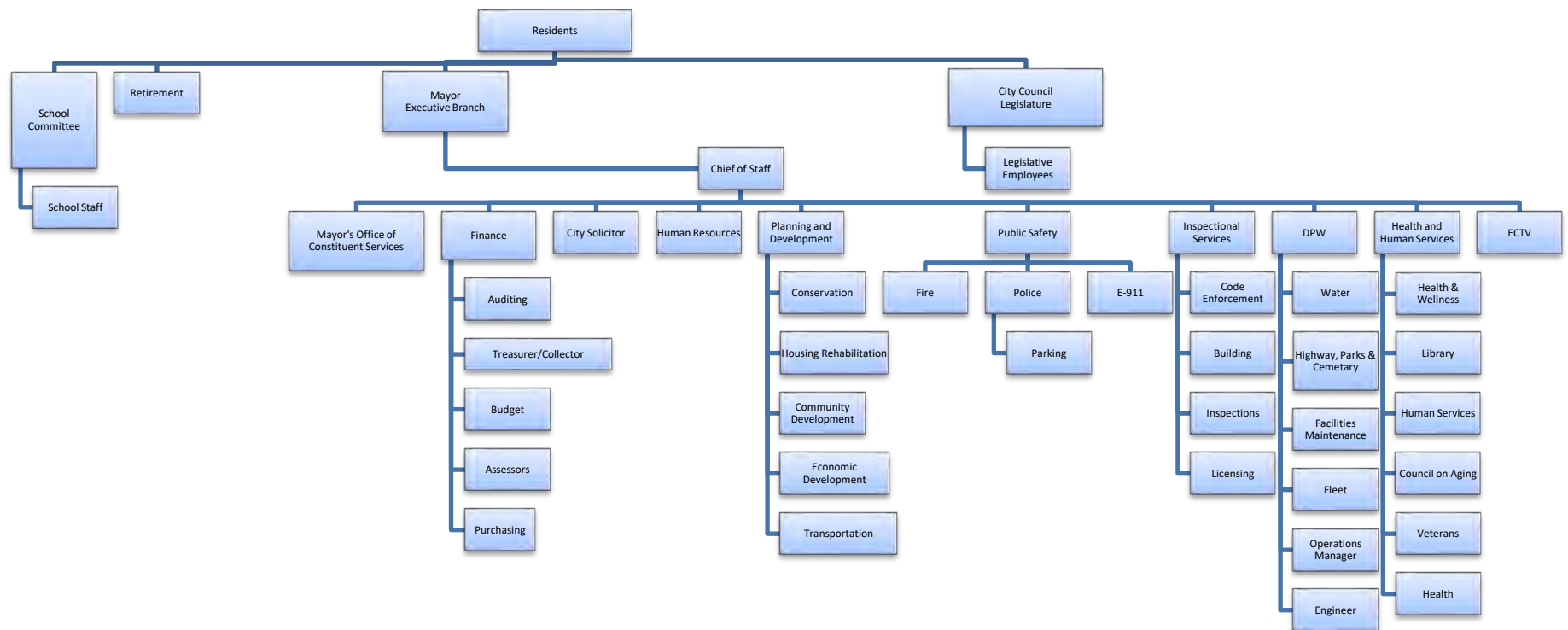
Other Financial Indicators

Reserve Funds			Debt		Bond Ratings		
Free Cash Amount as of 7/1/FY2021	FY2021 Stabilization Fund	FY2021 Special Purpose Stabilization Fund	FY2021 Total Debt Service	FY2021 Outsanding	FY2021 Debt as % of Budget	Moodys Bond Rating	Standard & Poors Bond
10,637,026	10,908,236	0	14,327,897	94,008,673	5.90%	Aa3	AA+

2.3 City Council Organizational Chart



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	David Palumbo	ISD Director & Inspector of Buildings	617-394-2224	david.palumbo@ci.everett.ma.us
Collector	Monica Ford	Treasurer/Collector	617-394-2315	monica.ford@ci.everett.ma.us
Diversity, Equity & Inclusion	Cathy Draine	Director, DEI	617-394-0259	cathy.draine@ci.everett.ma.us
DPW & Engineering	Jerry Navarra	Executive Director of Public Works & Engineering	617-944-0247	jerry.navara@ci.everett.ma.us
ECTV	Vacant	Director of ECTV & Community Relations	617-394-2270	
Engineering	Erik Swanson	Director of Engineering	617-394-2216	erik.swanson@ci.everett.ma.us
Engineering	Julius Ofurie	City Engineer	617-394-2251	julius.ofurie@ci.everett.ma.us
Fire	Scott Dalrymple	Fire Chief	617-394-2349	scott.dalrymple@ci.everett.ma.us
Health & Human Services	Deanna Colameta	Weekend 311 Coordinator	617-394-2270	deanna.colameta@ci.everett.ma.us
Health & Wellness	Vacant	Health & Wellness Director	617-394-2390	
Human Resources	Justin Shrader	Director, Human Resources	617-394-2280	justin.shrader@ci.everett.ma.us
Human Services	Sabrina Firicano	Director of Health & Human Services	617-394-5003	sabrina.firicano@ci.everett.ma.us
Information Technology	Kevin Dorgan	Director of Information Technology	617-394-2289	IT.Director@ci.everett.ma.us
Inspectional Services	David Palumbo	ISD Director & Inspector of Buildings	617-394-2224	david.palumbo@ci.everett.ma.us
Library	Kevin Sheehan	Director of Libraries	617-394-2303	kevin.sheehan@ci.everett.ma.us
Mayor	Carlo DeMaria	Mayor	617-394-2270	mayor@ci.everett.ma.us
Planning	Matt Lattanzi	Director of Planning & Development	617-394-5004	matt.lattanzi@noblenet.org
Police	Steven Mazzie	Police Chief	617-394-2365	Steven.Mazzie@ci.everett.ma.us
Purchasing	Robert Moreschi	Purchasing Agent	617-394-2288	robert.moreschi@ci.everett.ma.us
Retirement	Robert Shaw	Director/Retirement	617-394-2311	robert.shaw@ci.everett.ma.us
School	Priya Tahiliani	Superintendent of Schools	617-394-2400	priya.tahiliani@everett.k12.ma.us
Transportation	Jay Monty	Executive Transportation Planner	617-394-6033	jay.monty@ci.everett.ma.us
Veterans	Antoine Coleman	Veterans Commissioner	617-394-2321	antoine.coleman@ci.everett.ma.us
Water Department	Ernest Lariviere	Superintendent of Water	617-394-2270	ernest.lariviere@ci.everett.ma.us
311 / Constituent Services	Chad Luongo	Constituent Services / 311 Director	617-394-2270	chad.luongo@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 2023

Mayor & City Finance	Date
CFO/Auditor prepares initial Revenue/Expenditure (FY 22 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 - Departmental Budgets to Mayor	April
Mayor signs off on balanced budget. Sent to Finance for final budget review	April/May
Sent to City Council. Joint Convention called.	May
Budget Hearings with department heads and City Council	June
Update budget with any amendments made by City Council. Update all City Council budget books with amended changes	June
City Council vote on budget/amended budget	June

City Council	
City, CIP & W/S Enterprise budgets submitted to City Council	May
City Council begins budget hearings	May/June
City Council budget review process	June
City Council Vote on FY23 City, CIP, W/S Enterprise Budget & ECTV Budget	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: \$113,875,943

The tax levy is the City's primary revenue source, comprising approximately 36.8% of the City's total general fund revenues forecasted

for the FY2023 operating budget. Residential property values pay 46.4% of the total property taxes, while commercial, industrial, and personal property values pay 41.4%. The City has a split tax rate of 1.75, and a residential exemption of 20%, which translates to a residential rate of \$10.36/m. and commercial rate of \$24.04/m. for FY2022. FY2023 Tax Rates will be set in Nov/Dec 2022.

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 million per year in new growth; however, it is recommended by the City’s Assessor that the growth estimate to be used for FY2022 is approximately \$1 million.

In FY2022, the City’s levy limit was \$156,357,515. This levy limit is 2.5% of the full and fair cash value of taxable real and personal property in the City. The levy ceiling in FY2023 is \$180,347,663. The city’s overall levy limit, when including 2.5% increase per Proposition 2½ and \$2 million of new growth, is estimated to be \$162,266,453 for FY2023 which is an increase of 3.64% over the previous fiscal year.

Local Receipts: \$11,599,112

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 increased its estimate for local receipts by \$800,000 for FY2023. This is due to the easing of the COVID19 pandemic which we anticipate will generate increased spending which would increase City revenue. The increase in overall revenue is based on the Encore Hotel reopening after COVID19 and restaurants opening more which would increase meals and room excise taxes.

Most other local receipts are level funded as the FY2023 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 2.0% for FY2022 through FY2026.

Cherry Sheet Revenue (State Aid): \$104,742,472

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 Finance Director estimated level-funded state aid for the City of Everett due to the fact that the Governor had not released state aid numbers when the budget was prepared.

It is difficult to gauge the amount that the Commonwealth will allocate to the 351 municipalities due to the volatile economy and other economic factors. 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 FY2023 appropriation by 3% each year through FY2026.

School Building Assistance: \$0

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.

The City of Everett is no longer receiving this money on the older SBA projects. The SBA revenue ended in FY2020.

Enterprise Fund Revenue: \$22,420,122

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 a water and sewer enterprise fund, with estimated revenues of \$22.46 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 for FY2023.

We also have the enterprise fund for Everett Cable Television (ECTV). The estimated revenue for FY2023 is \$594K which is a 1.3% increase from FY2022. We anticipate a 0% increase for FY2023 through 2026.

Other Financial Resources – Recurring: \$30,422,266

The administration is proposing to use \$21.5 million dollars from the “casino mitigation funds” to reduce the tax rate in FY2023. As such, the City has budgeted \$30.4 million of “other financial sources” for the FY2023 budget in its financial forecast. This includes an estimate of \$3.5M annually of free cash to reduce the tax rate for FY2023 through FY2026.

Expenses

City Departments:

General Government: \$10,488,041

Departments under General Government include all of the financial offices and overhead support functions, including City Council, Mayor, Constituent Services, Auditor, Purchasing, Assessing, Treasurer/Collector, Solicitor, Human Resources, IT and City Clerk/Election Commission. In FY2023, the administration has increased most salaries with a 2% COLA. Four collective bargaining agreements were complete at the time of the budget submittal deadline (Fire union, Police Superior Officers union, Parking Enforcement union and the Librarians ELSA union). In FY2023, 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 2.5% for FY2023 through FY2026.

Public Safety: \$37,342,320

Departments under Public Safety include Police, Fire, Inspectional Services (ISD), and E-911. The Police Superior Officers, Parking Enforcement and Fire settled their contracts in late FY2021. We were able to incorporate their contractual increases in this budget.

Due to the uncertainty of finances thru the pandemic, we had reduced the number of police and firefighters in FY2021. The City has been able to fully staff patrol and fire shifts to meet the growing needs of the City for FY2022 and FY 2023.

It is estimated that public safety expenses will increase by 2.5% for FY2023 through FY2026.

Department of Public Works: **\$15,569,785**

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). 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 an Operations Manager overseeing the management and maintenance/repairs of the fleet. In addition, the Business Manager/Labor Counsel position has been moved to the Administration/Fleet Management department to provide a more efficient bridge between the two departments.

Expense increases for DPW are projected to increase by 2.5% per year due for FY2023 through FY2026.

Health and Human Services: **\$4,235,595**

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

In FY2023, 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 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 2.5% per year due for FY2023 through FY2026.

Libraries and Recreation: **\$1,989,678**

Departments under Libraries and Recreation include the City's two libraries (Parlin and Shute), as well as the Office of Health and Wellness. In FY2023 we budgeted a 11.34% increase in Library and Recreation and a 62.96% increase in Health & Wellness. These increases are to help offset large decreases in the FY 2021 & FY 2022 budgets.

Expenses in Libraries and Recreation are projected to increase by 2.5% per year for FY2023 through FY2026 due to normal increases in salaries and expenses.

School Department:

Everett Public Schools: **\$108,709,294**

The School Committee oversees the budget process for the schools, and meets 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 2.5% 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: **\$13,253,841**

Debt service is the repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on all outstanding bond issuances. The overall debt service for the City is shown in greater detail in Section 9.5. The amounts on this forecast for FY2023 through FY2026 reflect the debt service schedules provided in the appendix of the budget. These debt schedules are provided by the City's financial advisors at Hilltop Securities and reflect all debt that has been authorized and issued as of June of 2022.

Fixed Costs – all other fixed costs: **\$47,886,030**

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 27% of the total budget in FY2022. Each fixed cost has its own projected increase/or decrease over the five year forecast that reflects the average costs municipalities are seeing in each category. The projected increases for FY2023 through FY2026 for each fixed cost are as follows:

- Health Insurance: 2.5%
 - Historical health insurance trend.
- Contributory Pension: 4.5%
 - Per funding schedule to fully fund pension liability by 2030.

- Medicare: 2.5%
 - To keep up with collective bargaining increases and additional staffing.
- Municipal Insurance: 2.5%
 - Municipal insurance trend.
- Worker’s Compensation: 2.5%
 - Conservative estimate.
- Unemployment: 2.5%
 - Conservative estimate.

Water/Sewer Department – Enterprise Fund

Enterprise Fund Expenses: \$22,420,122

Expenses in the enterprise fund represent personnel, expenses, contracted services, assessments, and debt service costs. Expenses in the funds are projected to rise from FY2023 to FY2026 as follows:

- Personnel: 2.5%
- Expenses: 2.5%
- Assessments: 6%
- Debt Service: Per debt schedules (actual and projected)

Other Expenditures

Cherry Sheet Assessment: \$18,719,455

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 assessment, and tuition assessment. This year’s overall assessments have increased by 14.23% over the previous fiscal year.

It is projected that the Cherry Sheet assessment from the Commonwealth will increase 3% from FY2023 to FY2026.

Miscellaneous Other Expenditures: \$2,445,754

- 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 FY2023 through FY2026; 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: \$365,754
 - 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: \$80,000
 - 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 FY2022 to FY2024.
- Court Judgements: \$0
 - No money is being set aside for court judgements for FY 2023.

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 2½, 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 FY2023 budget will continue to be the basis for all future financial planning for the City of Everett.

3.4 Fiscal Year 2023 Five Year Financial Forecast

	% INC/DEC FY22 v FY23	% INC/DEC FY23-FY26	FY22 RECAP	FY23 PROJECTED	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED
REVENUES							
<u>TAX LEVY</u>							
PRIOR YEAR LEVY LIMIT			150,181,831	156,357,515	162,266,453	168,323,114	174,531,192
PROPOSITION 2.5 INCREASE TO LEVY		2.50%	3,754,546	3,908,938	4,056,661	4,208,078	4,363,280
NEW GROWTH	-17.39%	varies	2,421,138	2,000,000	2,000,000	2,000,000	2,000,000
AMENDED NEW GROWTH (prior year)							
TAX LEVY LIMIT			156,357,515	162,266,453	168,323,114	174,531,192	180,894,472
LEVY LIMIT	3.78%	varies	156,357,515	162,266,453	168,323,114	174,531,192	180,894,472
LEVY CEILING	4.00%	4.00%	182,075,469	189,358,488	196,932,827	204,810,140	213,002,546
<u>LOCAL RECEIPTS</u>							
MVX	0.00%	2.00%	4,200,000	4,200,000	4,284,000	4,369,680	4,457,074
OTHER EXCISE	66.67%	2.00%	1,200,000	2,000,000	2,040,000	2,080,800	2,122,416
INTEREST ON TAXES	0.00%	2.00%	500,000	500,000	510,000	520,200	530,604
IN LIEU OF TAXES	0.00%	2.00%	14,112	14,112	14,394	14,682	14,976
CHARGES FOR SVCS	0.00%	2.00%	50,000	50,000	51,000	52,020	53,060
FEES	0.00%	2.00%	575,000	575,000	586,500	598,230	610,195
RENTALS	0.00%	2.00%	20,000	20,000	20,400	20,808	21,224
OTHER DEPT REVENUE	0.00%	2.00%	150,000	150,000	153,000	156,060	159,181
LICENCES & PERMITS	0.00%	2.00%	2,000,000	2,000,000	2,040,000	2,080,800	2,122,416
FINES & FORFEITS	0.00%	2.00%	1,000,000	1,000,000	1,020,000	1,040,400	1,061,208
INVESTMENT INCOME	0.00%	2.00%	190,000	190,000	193,800	197,676	201,630
MISC. RECURRING (INCLUDES MEDICAID/MEDICARE D)	0.00%	2.00%	900,000	900,000	918,000	936,360	955,087
MISC. NON-RECURRING	#DIV/0!		-	-	-	-	-
TOTAL: LOCAL RECEIPTS	7.41%	2.00%	10,799,112	11,599,112	11,831,094	12,067,716	12,309,070
CHERRY SHEET REVENUE	10.57%	0.00%	94,729,206	104,742,472	104,742,472	104,742,472	104,742,472
<u>OTHER FINANCIAL SOURCES (OFS)</u>							
Free Cash Appropriations (page 4 column c)		varies	2,018,513	-			
Other Available Funds (page 4 column d)		varies	-				
Reimbursement - Encore			-	-			
Other Sources to reduce the Tax Rate			-				
Free Cash to Reduce the Tax Rate			7,000,000	3,500,000	3,500,000	3,500,000	3,500,000
Community Enhancement fee	100.00%		-		-	-	-
Pilot- 121A Agreement		2.50%	21,012,500	21,537,813	22,076,258	22,628,164	23,193,868
Community Impact fee		2.50%	5,253,125	5,384,453	5,519,064	5,657,041	5,798,467
OTHER FINANCIAL SOURCES total			35,284,138	30,422,266	31,095,322	31,785,205	32,492,335
<u>ENTERPRISE FUNDS</u>							
WATER/SEWER ENTERPRISE FUND	3.76%	2.00%	21,034,345	21,825,523	22,262,033	22,707,274	23,161,420
ECTV		0.00%	586,802	594,599	594,599	594,599	594,599
TOTAL ENTERPRISE FUND REVENUE	3.70%	2.00%	21,621,147	22,420,122	22,856,632	23,301,873	23,756,019
GRAND TOTAL: ALL REVENUES	62.61%	varies	318,791,118	331,450,425	338,848,635	346,428,459	354,194,368

3.4 Fiscal Year 2023 Five Year Financial Forecast

	% INC/DEC FY22 v FY23	% INC/DEC FY23-FY26	FY22 RECAP	FY23 PROJECTED	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED
EXPENDITURES							
GENERAL GOVERNMENT - 100's							
CITY COUNCIL	14.71%	2.50%	492,560	564,997	579,122	593,600	608,440
MAYOR	5.75%	2.50%	922,598	975,649	1,000,040	1,025,041	1,050,667
DEI		2.50%	-	536,374	549,783	563,528	577,616
CONSTITUENT SERVICES	3.15%	2.50%	420,231	433,468	444,305	455,412	466,798
AUDITOR/CFO	10.13%	2.50%	704,627	775,993	795,393	815,278	835,660
PURCHASING	4.22%	2.50%	119,038	124,058	127,159	130,338	133,597
ASSESSORS	16.34%	2.50%	678,963	789,903	809,651	829,892	850,639
TREASURER/COLLECTOR	5.78%	2.50%	1,400,046	1,480,933	1,517,956	1,555,905	1,594,803
SOLICITOR	19.85%	2.50%	546,519	654,994	671,369	688,153	705,357
HUMAN RESOURCES	13.24%	2.50%	1,649,629	1,867,971	1,914,670	1,962,537	2,011,600
INFORMATION TECHNOLOGY	-2.03%	2.50%	1,296,846	1,270,473	1,302,235	1,334,791	1,368,160
CITY CLERK	-47.45%	2.50%	815,997	428,803	439,523	450,511	461,774
ELECTIONS/REGISTRATION	#DIV/0!	2.50%	-	531,044	544,320	557,928	571,876
LICENSING BOARD	0.00%	2.50%	7,700	7,700	7,893	8,090	8,292
CONSERVATION	-1.23%	2.50%	16,285	16,085	16,487	16,899	17,322
PLANNING BOARD	0.00%	2.50%	14,400	14,400	14,760	15,129	15,507
APPEALS BOARD	0.00%	2.50%	15,196	15,196	15,576	15,965	16,364
TOTAL: GENERAL GOVERNMENT	15.25%	2.50%	9,100,635	10,488,041	10,750,242	11,018,998	11,294,473
PUBLIC SAFETY - 200's							
POLICE	11.46%	2.50%	16,335,853	18,208,417	18,663,627	19,130,218	19,608,474
FIRE	6.77%	2.50%	12,275,078	13,106,548	13,434,212	13,770,067	14,114,319
INSPECTIONAL SERVICES	9.57%	2.50%	4,271,705	4,680,499	4,797,511	4,917,449	5,040,385
EMERGENCY COMMUNICATIONS CENTER	6.49%	2.50%	1,264,747	1,346,856	1,380,527	1,415,041	1,450,417
TOTAL: PUBLIC SAFETY	9.36%	2.50%	34,147,383	37,342,320	38,275,878	39,232,775	40,213,594
CITY SERVICES FACILITY - 400's							
Executive (490)	21.64%	2.50%	2,141,991	2,605,592	2,670,732	2,737,500	2,805,938
Facilities Maintenance (491)	13.19%	2.50%	2,196,274	2,486,052	2,548,203	2,611,908	2,677,206
Engineering (492)	41.78%	2.50%	665,505	943,581	967,171	991,350	1,016,134
Parks and Cemetery (493)	15.99%	2.50%	2,161,685	2,507,265	2,569,947	2,634,195	2,700,050
Stadium (494)	25.86%	2.50%	29,000	36,500	37,413	38,348	39,307
Highway (495)	1.92%	2.50%	1,928,856	1,965,795	2,014,940	2,065,313	2,116,946
Snow and Ice (496)	0.00%	2.50%	395,000	395,000	404,875	414,997	425,372
Solid Waste (497)	4.99%	2.50%	4,410,000	4,630,000	4,745,750	4,864,394	4,986,004
TOTAL: CITY SERVICES	11.79%	2.50%	13,928,311	15,569,785	15,959,030	16,358,005	16,766,955

3.4 Fiscal Year 2023 Five Year Financial Forecast

	% INC/DEC FY22 v FY23	% INC/DEC FY23-FY26	FY22 RECAP	FY23 PROJECTED	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED
EXPENDITURES							
<u>HUMAN SERVICES - 500's</u>							
HEALTH SERVICES	21.67%	2.50%	1,491,142	1,814,242	1,859,598	1,906,088	1,953,740
PLANNING AND DEVELOPMENT	-0.83%	2.50%	673,634	668,062	684,764	701,883	719,430
TRANSPORTATION	0.67%	2.50%	490,100	493,403	505,738	518,382	531,341
COUNCIL ON AGING	9.47%	2.50%	47,500	52,000	53,300	54,633	55,998
VETERANS AGENT	1.80%	2.50%	577,485	587,886	602,583	617,648	633,089
COMMISSION ON DISABILITY	0.00%	2.50%	10,950	10,950	11,224	11,504	11,792
HUMAN SERVICES	11.49%	2.50%	546,263	609,052	624,278	639,885	655,882
TOTAL: HUMAN SERVICES	10.39%	3.00%	3,837,074	4,235,595	4,341,485	4,450,022	4,561,273
<u>LIBRARIES AND RECREATION</u>							
LIBRARY	11.34%	2.50%	1,229,655	1,369,050	1,403,276	1,438,358	1,474,317
HEALTH & WELLNESS	62.96%	2.50%	380,858	620,628	636,144	652,047	668,348
TOTAL: CULTURAL AND RECREATIONAL	23.54%	2.50%	1,610,513	1,989,678	2,039,420	2,090,405	2,142,666
SUBTOTAL - CITY DEPARTMENT COSTS	11.18%	varies	62,623,916	69,625,419	71,366,054	73,150,206	74,978,961
<u>FIXED COSTS</u>							
RETIREMENT OF LONG TERM CAPITAL DEBT PRINCIPAL	8.91%	debt sched	9,034,416	9,839,416	9,525,415	9,558,415	9,332,415
RETIREMENT OF LONG TERM CAPITAL DEBT INTEREST	7.12%	debt sched	3,187,557	3,414,425	3,585,146	3,764,404	3,952,624
SHORT TERM DEBT INTEREST	-100.00%	varies	210,000	-	-	-	-
EVERETT RETIREMENT ASSESSMENT	5.01%	4.50%	18,142,118	19,051,038	19,908,335	20,804,210	21,740,399
UNEMPLOYMENT COMPENSATION	0.00%	2.50%	330,000	330,000	338,250	346,706	355,374
EMPLOYEE INSURANCE - LIFE	0.00%	2.50%	88,000	88,000	90,200	92,455	94,766
EMPLOYEE INSURANCE - HEALTH	3.45%	2.50%	21,883,872	22,638,895	23,204,867	23,784,989	24,379,614
EMPLOYEE INSURANCE - AD + D	0.00%	2.50%	28,000	28,000	28,700	29,418	30,153
FICA	20.00%	2.50%	1,936,012	2,323,214	2,381,294	2,440,827	2,501,847
EMPLOYEE INJURIES	0.00%	2.50%	1,191,500	1,191,500	1,221,288	1,251,820	1,283,115
PROPERTY/LIABILITY INSURANCE	4.65%	2.50%	2,136,150	2,235,383	2,291,268	2,348,549	2,407,263
ADDITIONAL TRANSFERS TO STABILIZATION			-	-	-	-	-
SUBTOTAL - FIXED COSTS (CITY & SCHOOL)	5.11%	varies	58,167,625	61,139,871	62,574,763	64,421,792	66,077,571
<u>EDUCATION</u>							
(includes Special Ed Transportation)	8.62%	2.50%	100,079,553	108,709,294	111,427,026	114,212,702	117,068,020
SUBTOTAL - SCHOOL DEPARTMENT	8.62%	2.50%	100,079,553	108,709,294	111,427,026	114,212,702	117,068,020
SUBTOTAL: GENERAL FUND	8.42%	varies	220,871,094	239,474,584	245,367,844	251,784,700	258,124,551

3.4 Fiscal Year 2023 Five Year Financial Forecast

	% INC/DEC FY22 v FY23	% INC/DEC FY23-FY26	FY22 RECAP	FY23 PROJECTED	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED
EXPENDITURES							
<u>WATER/SEWER ENTERPRISE</u>							
SALARIES	4.51%	2.50%	1,159,645	1,211,987	1,242,287	1,273,344	1,305,177
EXPENSES	0.65%	2.50%	842,800	848,300	869,508	891,245	913,526
CAPITAL OUTLAY	0.00%	0.00%	155,000	155,000	155,000	155,000	155,000
SHORT TERM DEBT INTEREST ONLY	#DIV/0!	varies	-	-	-	-	-
LONG TERM DEBT - PRINCIPAL AND INTEREST	4.92%	debt sched	2,094,486	2,197,430	1,331,819	1,329,052	1,266,343
MWRA ASSESSMENT	3.61%	6.00%	16,010,787	16,589,361	17,584,723	18,639,806	19,758,194
Other	6.72%	5.00%	771,627	823,445	864,617	907,848	953,241
ECTV		0.00%	586,802	594,599	594,599	594,599	594,599
SUBTOTAL: ENTERPRISE	3.70%	varies	21,621,147	22,420,122	22,642,552	23,790,894	24,946,081
SUBTOTAL: CITY, SCHOOL, AND ENTERPRISE	8.00%	varies	242,492,241	261,894,706	268,010,396	275,575,594	283,070,632
<u>OTHER EXPENDITURES</u>							
CHERRY SHEET ASSESSMENT	14.23%	3.00%	16,386,815	18,719,455	19,281,039	19,859,470	20,455,254
CHERRY SHEET OFFSET	0.41%	3.00%	79,670	80,000	82,400	84,872	87,418
OVERLAY	-0.49%	2.50%	2,009,827	2,000,000	2,050,000	2,101,250	2,153,781
Court Judgements			125,000	-			
Other deficits							
SNOW AND ICE DEFICIT	172.98%	varies	133,988	365,754	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			2,018,513				
From Free Cash							
From Stabilization							
From Other Available Funds (pg. 4 of recap)							
TOTAL: OTHER EXPENDITURES	1.98%	varies	20,753,813	21,165,209	21,713,439	22,345,592	22,996,453
GRAND TOTAL: ALL EXPENDITURES	7.53%	varies	263,246,054	283,059,915	289,723,834	297,921,186	306,067,085
BUDGET GAP			55,545,064	48,390,510	49,124,801	48,507,273	48,127,283
			100,812,451 tax levy	113,875,943 tax levy	119,198,313 tax levy	126,023,919 tax levy	132,767,189 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 \$39.1M based on FY2023 budget of \$260,639,793. The target funding date is projected to occur by FY2030. 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 2022, the balance of the City's Stabilization Fund is \$11,549,989.

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

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

The purpose of the fund is to reduce the unfunded actuarial liability of health care and other post-employment benefits, similar to the way the City funds its unfunded actuarial liability for pension benefits. Each year 10% of the Free Cash certified is transferred to this fund. The current balance in the OPEB Trust Fund is \$9,092,315 as of June 30, 2022.

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, 2021 is \$355,113,853. We have not received the data yet for July 1, 2022.

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 \$5,934,434 as of 6/30/22. 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 general fund budget \$13.0M based on FY2023 budget of \$260,639,793.
2. All interest earned in the Employee Leave Buyback Stabilization Fund will stay with the Fund.

As part of the FY2023 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 general fund budget. 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 unfunded 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 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.

4.1 Tax Recapitulation (RECAP) Sheet										
FY 2023 Budget										
MAYOR'S RECOMMENDED BUDGET										
									FY22 - FY23	
					Actual	Actual	RECAP	Mayor's	INCREASE	% Incr
					2020 Budget	2021 Budget	2022 Budget	2023 Budget	(DECREASE)	Inc/Decr
REVENUES										
PROPERTY TAXES										
	PRIOR FISCAL YEAR LEVY LIMIT				136,743,488	144,152,596	150,181,831	156,357,515	6,175,684	4.1%
	2 1/2% Increase				3,418,587	3,603,815	3,754,546	3,908,938	154,392	4.1%
	Current New Growth (Value increases from new building)				3,990,521	2,425,420	2,421,138	2,000,000	(421,138)	-17.4%
	LEVY LIMIT Subtotal (from DOR levy limit sheet)				144,152,596	150,181,831	156,357,515	162,266,453	5,908,938	3.8%
	LEVY CEILING Subtotal (from DOR levy limit sheet)				164,807,003	173,411,214	182,075,469	189,358,488	7,283,019	4.0%
LOCAL RECEIPTS										
	MOTOR VEHICLE				4,248,630	4,693,385	4,200,000	4,200,000	0	0.0%
	MEALS TAX (local options)				1,090,679	669,333	600,000	1,000,000	400,000	66.7%
	ROOMS TAX (Local options)				3,295,972	24,363	600,000	1,000,000	400,000	66.7%
	INTEREST ON TAXES				367,259	637,494	500,000	500,000	0	0.0%
	IN LIEU OF TAXES				14,112	14,112	14,112	14,112	0	0.0%
	CHARGES FOR SERVICES				59,609	57,187	50,000	50,000	0	0.0%
	FEES				696,145	633,009	575,000	575,000	0	0.0%
	RENTALS				13,979	22,655	20,000	20,000	0	0.0%
	OTHER DEPARTMENTAL REVENUES				458,401	162,215	150,000	150,000	0	0.0%
	LICENSES AND PERMITS				1,866,483	3,009,842	2,000,000	2,000,000	0	0.0%
	FINES AND FORFEITS				1,214,091	1,353,615	1,000,000	1,000,000	0	0.0%
	INVESTMENT INCOME				608,021	193,242	190,000	190,000	0	0.0%
	MISCELLANEOUS RECURRING INCOME-Includes Medicaid and Community Impact Fee				6,511,732	6,383,361	6,153,125	6,284,453	131,328	2.1%
	MISCELLANEOUS NON-RECURRING INCOME				1,213,444	0	0	0	0	
	Local Receipt Subtotal (pg. 2 recap IIb. 1)				21,658,557	17,853,813	16,052,237	16,983,565	931,328	5.8%
	WATER & SEWER & ECTV ENTERPRISE FUND REVENUE				20,236,991	21,427,816	21,621,147	22,420,122	798,975	3.7%
	Enterprise Fund Subtotal (pg. 2 recap IIb. 3)				20,236,991	21,427,816	21,621,147	22,420,122	798,975	3.7%
OTHER REVENUES AND FINANCING SOURCES										
	CHERRY SHEET REVENUE (pg. 2 recap IIIa. 1)				83,411,682	83,492,616	94,729,206	104,742,472	10,013,266	10.6%
	MASSACHUSETTS SBA PAYMENTS (pg. 2 recap IIIa. 2)				1,730,062	0	0	0	0	
	FREE CASH FOR PARTICULAR PURPOSE (pg. 2 recap IIIc. 1)				4,214,450	3,866,346	2,018,513	0	(2,018,513)	-100.0%
	OTHER AVAILABLE FUNDS APPROPRIATED (pg. 2 recap IIIc. 2)				564,625	0	0	0	0	
	OFFSET RECEIPTS								0	
	FREE CASH USED FOR:				7,000,000	7,000,000	7,000,000	3,500,000	(3,500,000)	-50.0%
	Level the Tax Rate (pg. 2 recap IIId. 1b.)				0	0	0	0	0	
	OFS-To Reduce Tax Rate (pg. 2 recap IIId. 4)				0	0	0	0	0	
	Casino Revenue				20,000,000	20,500,000	21,012,500	21,537,813	525,313	2.5%
	Estimated State + Other Revenue Subtotal				116,920,819	114,858,962	124,760,219	129,780,285	5,020,066	4.0%
TOTAL REVENUES					302,968,963	304,322,422	318,791,118	331,450,425	12,659,307	4.0%

									FY22 - FY23	
						Actual	Actual	RECAP	Mayor's	% Incr
						2020 Budget	2021 Budget	2022 Budget	2023 Budget	Inc/Decr
EXPENDITURES										
	GENERAL GOVERNMENT					8,177,770	8,275,018	9,100,635	10,488,041	15.2%
	PUBLIC SAFETY					32,113,685	31,401,328	34,147,383	37,342,320	9.4%
	PUBLIC WORKS AND FACILITIES					13,906,423	14,478,783	13,928,311	15,569,785	11.8%
	HUMAN SERVICES					3,867,255	3,343,268	3,837,074	4,235,595	10.4%
	CULTURAL AND RECREATIONAL					1,808,322	1,295,854	1,610,513	1,989,678	23.5%
	City Subtotal					59,873,455	58,794,251	62,623,916	69,625,419	11.2%
	EDUCATION - PUBLIC SCHOOLS					87,851,821	88,299,966	100,079,553	108,709,294	8.6%
	Education Subtotal					87,851,821	88,299,966	100,079,553	108,709,294	8.6%
	DEBT SERVICE - GENERAL FUND PRINCIPAL					13,222,416	8,646,416	9,034,416	9,839,416	8.9%
	DEBT SERVICE - GENERAL FUND EXPENDITURES					3,107,287	2,652,086	3,187,557	3,414,425	7.1%
	SHORT TERM DEBT INTEREST					0	250,000	210,000	0	-100.0%
	EVERETT RETIREMENT ASSESSMENT					15,970,286	16,743,323	18,142,118	19,051,038	5.0%
	NON CONTRIBUTORY PENSIONS					0	0	0	0	#DIV/0!
	UNEMPLOYMENT COMPENSATION					330,000	330,000	330,000	330,000	0.0%
	EMPLOYEE INSURANCE					21,783,200	21,783,200	21,999,872	22,754,895	3.4%
	FICA					1,809,357	1,809,357	1,936,012	2,323,214	20.0%
	WORKERS COMP/111F					1,176,500	1,191,500	1,191,500	1,191,500	0.0%
	PROPERTY/LIABILITY INSURANCE					2,075,000	2,115,000	2,136,150	2,235,383	4.6%
	Fixed Cost Subtotal					59,474,046	55,520,882	58,167,625	61,139,871	5.1%
	Water/Sewer Enterprise Subtotal					19,521,011	20,662,313	21,621,147	22,420,122	3.7%
	OTHER EXPENDITURES AND OTHER FINANCIAL USES									
	CHERRY SHEET CHARGES (pg. 2 llc of recap)					14,926,599	14,280,296	16,386,815	18,719,455	14.2%
	Other Deficits (pg. 2 llb 10 of recap)					61,229	74,650	79,670	80,000	0.4%
	OVERLAY (Allowance for Abatements)					1,270,186	1,497,889	2,009,827	2,000,000	-0.5%
	Court judgements & Other					0	13,990	125,000	0	-100.0%
	SNOW AND ICE					160,011	26,850	133,988	365,754	173.0%
	OFFSET Receipts									
	From Cherry Sheet					0	0	0	0	
	SUPPLEMENTAL APPROPRIATIONS									
	From Raise and Appropriate (pg. 4 of recap - non school)						3,866,346	2,018,513		
	From Free Cash (pg. 4 of recap)					4,214,450				
	From Other Available Fund (pg. 4 of recap)					564625				
	SUBTOTAL - OTHER EXPENDITURES					21,197,100	19,760,021	20,753,813	21,165,209	2.0%
TOTAL EXPENDITURES						247,917,433	243,037,433	263,246,054	283,059,915	7.5%
TAX LEVY (Net Amount to be Raised via Property Tax)						89,101,066	88,896,842	100,812,451	113,875,943	13.0%
Excess Capacity (additional taxing capacity)						55,051,530	61,284,989	55,545,064	48,390,510	-12.9%

4.2 Executive Summary - Municipal Revenues

General Fund Revenues

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

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

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

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

Special Revenue Funds

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

Receipts Reserved for Appropriation (Actual Collections)

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

Revolving Funds (Actual Collections)

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

Enterprise Funds (Estimated Receipts)

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

Trust and Agency Funds

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

4.3 General Fund Revenue Detail

I. TAXES

Real and Personal Property Tax

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

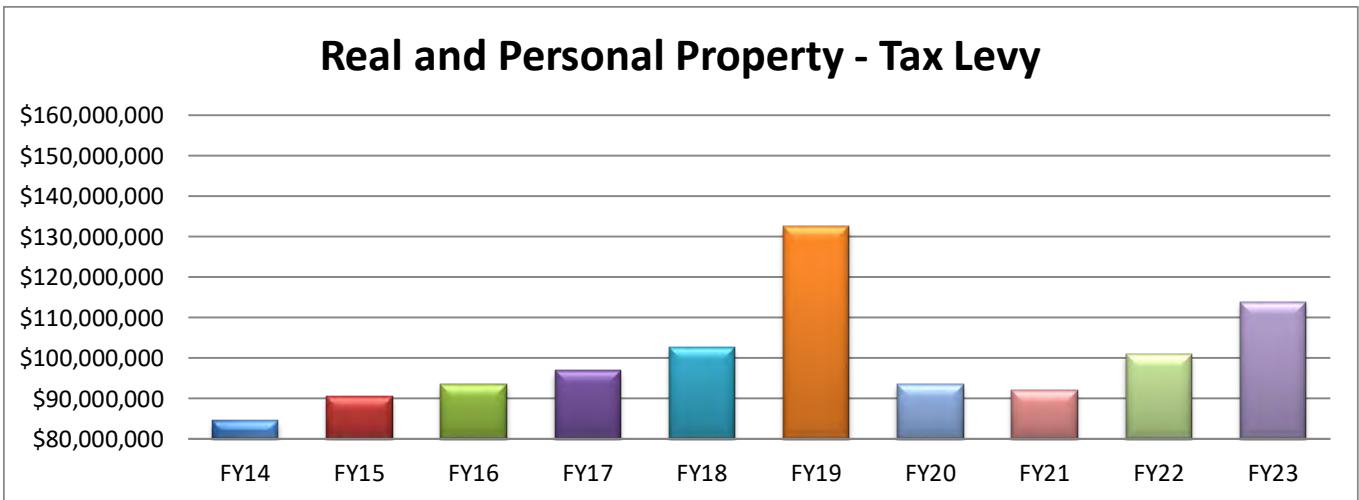
Factors influencing property taxes:

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

- 1. Automatic 2.5% Increase (Prop 2 ½)** – The levy limit is the maximum amount that can be collected through real and personal property taxes by the municipality. Each year, a community's levy limit automatically increases 2.5% and for FY 2022 that amount is \$3,754,546.
- 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 22 new growth is estimated to be \$1,000,000.
- 3. Overrides/Exclusions** – A community can permanently increase its levy limit by successfully voting an override. Debt and Capital exclusions, on the other hand, are temporary increases in a community's levy limit for the life of the project or debt service. Only a Debt or Capital exclusion can cause the tax levy to exceed the levy limit.

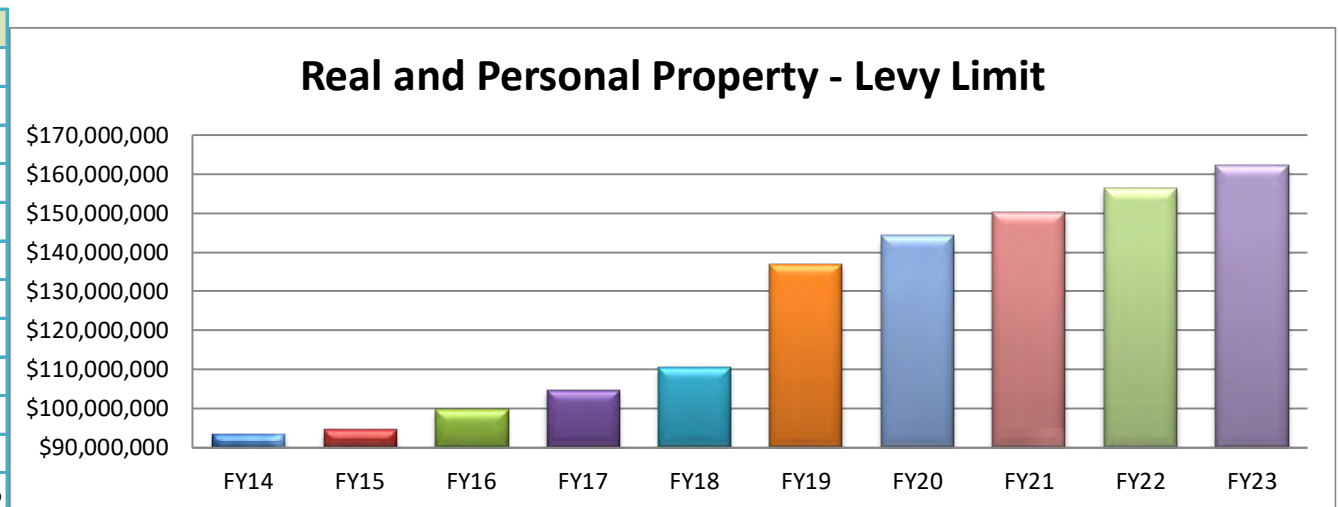
Real & Personal Property – Tax Levy – The amount of taxes, special assessments, or service charges imposed by a governmental unit.

Real and Personal Property – Tax Levy		
Fiscal Year	Revenue	
2014	84,594,327	
2015	90,369,953	
2016	93,653,216	
2017	96,907,071	
2018	102,566,340	
2019	132,567,524	
2020	93,550,623	
2021	91,966,655	
2022	100,812,451	Per Recap
2023	113,875,943	Estimated
% Change FY22 vs. FY23		13.0%



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

Real and Personal Property – Levy Limit		
Fiscal Year	Revenue	
2014	93,375,946	
2015	94,510,401	
2016	99,542,806	
2017	104,642,418	
2018	110,457,823	
2019	136,743,488	
2020	144,152,596	
2021	150,181,831	
2022	156,357,515	Per Recap
2023	162,266,453	Estimated
% Change FY22 vs. FY23		3.8%

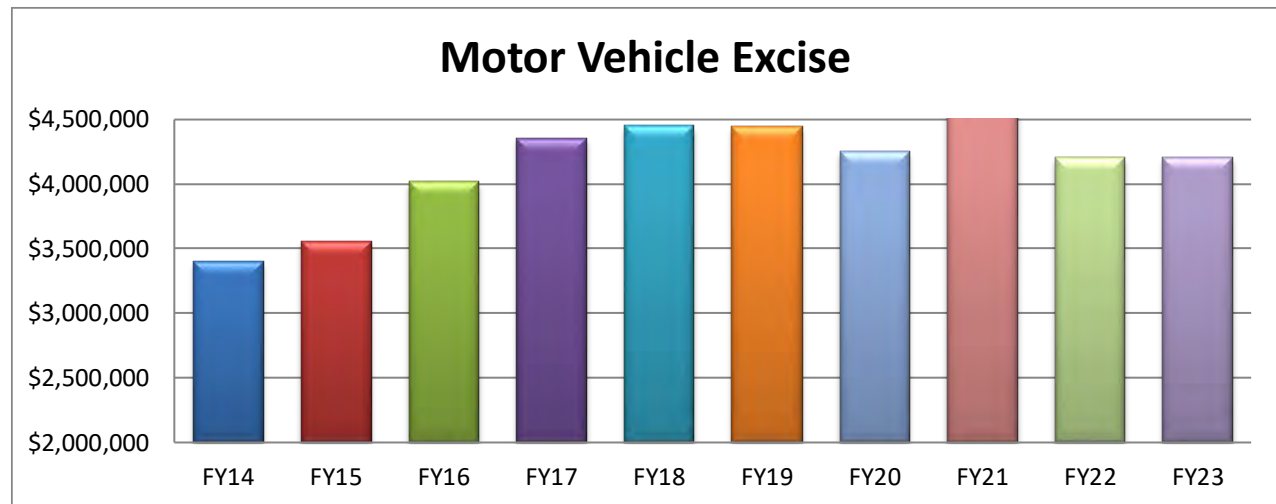


II. LOCAL RECEIPTS

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.

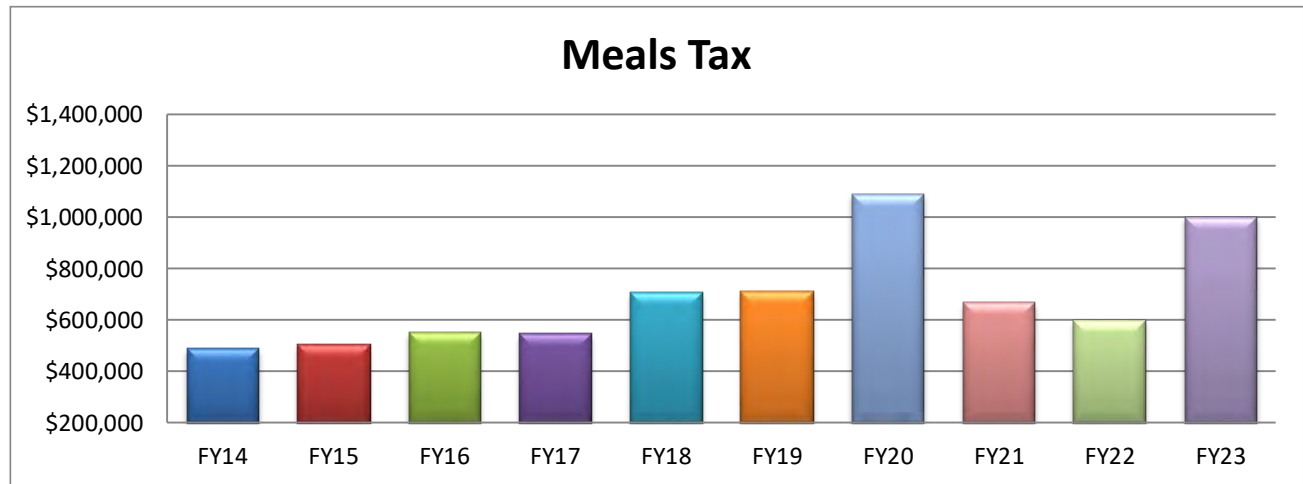
Those residents who do not pay their excise taxes in a timely manner are not allowed to renew registrations and licenses through a 'marking' process at the RMV. The City of Everett notifies the Registry of delinquent taxpayers, through its deputy collector, who prepares excise delinquent files for the Registry of Motor Vehicles. We anticipate no increase in FY22 due to COVID19 factors.

Motor Vehicle Excise		
Fiscal Year	Revenue	
2014	3,397,069	
2015	3,556,576	
2016	4,013,284	
2017	4,352,189	
2018	4,445,870	
2019	4,441,258	
2020	4,248,630	
2021	4,693,385	
2022	4,200,000	Per Recap
2023	4,200,000	Estimated
% Change FY22 vs. FY23		0.0%



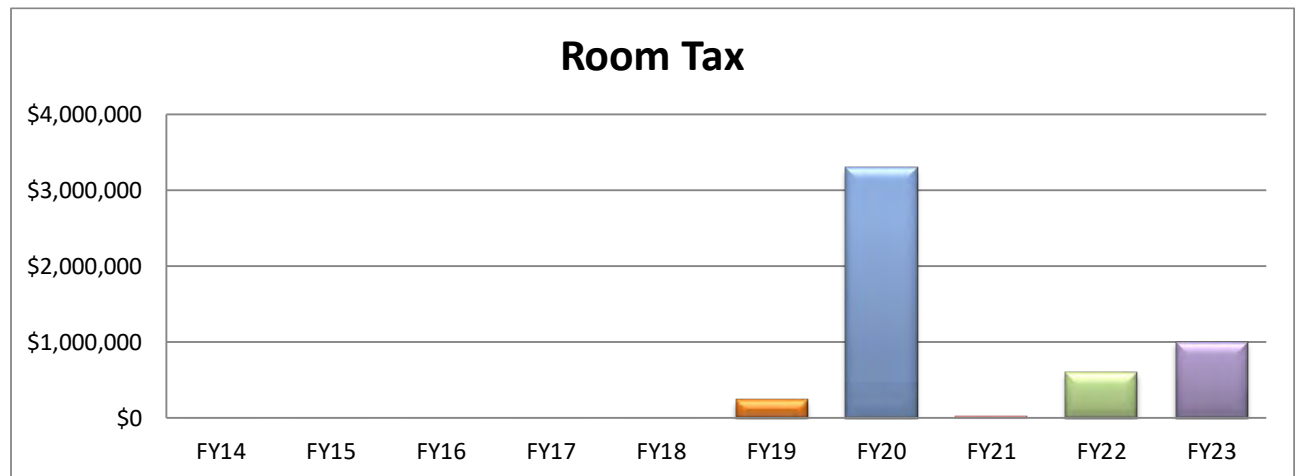
Meals Tax – (MGL CH27 §60 and 156 of the Acts of 2009). This category was new for FY 2011 as allowed by the Commonwealth of Massachusetts in FY 2010. As mentioned previously, the City Council approved a 0.75% increase in the meals tax that created additional revenue beginning in FY 2012. We anticipate a 0% increase in FY22 based on a conservative 3-year average.

Meals Tax		
Fiscal Year	Revenue	
2014	488,111	
2015	501,327	
2016	550,625	
2017	545,969	
2018	706,782	
2019	712,076	
2020	1,090,679	
2021	669,333	
2022	600,000	Per Recap
2023	1,000,000	Estimated
% Change FY22 vs. FY23		66.7%



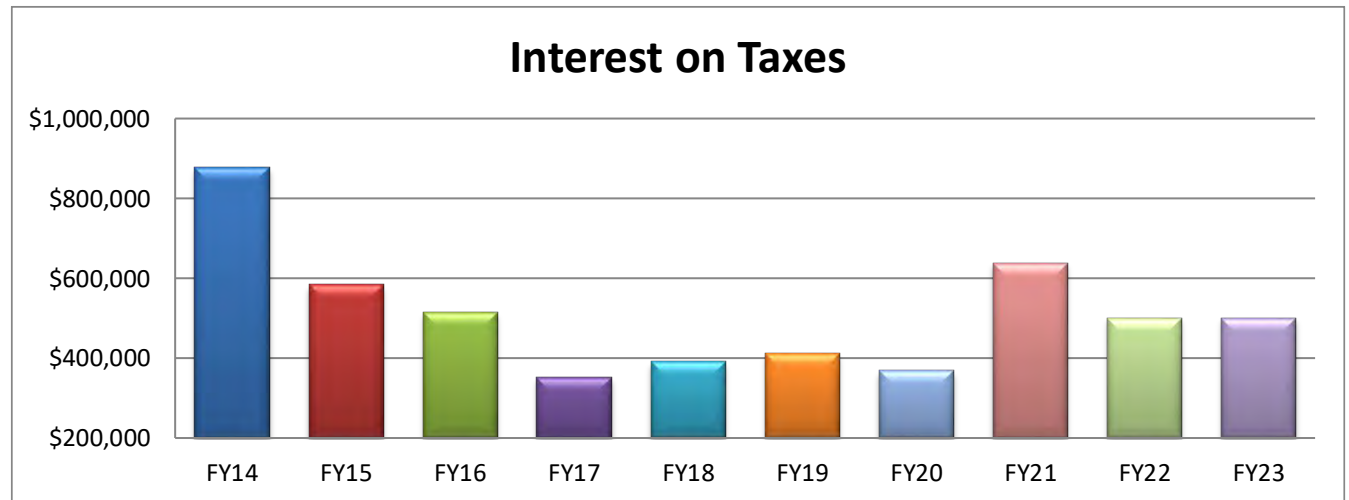
Rooms Tax – (Room Occupancy Excise - MGL Chapter 64G) This category includes taxes received through the state that are collected from all hotels, motels, and other lodging houses within the City at a rate up to, but not exceeding, 6% of the total amount of rent for each such occupancy. In FY 2022 we estimate an increase of 133.3% due to the Encore reopening after being shut down by COVID19.

Room Tax		
Fiscal Year	Revenue	
2014	-	
2015	-	
2016	-	
2017	-	
2018	-	
2019	237,109	
2020	3,295,972	
2021	24,363	
2022	600,000	Per Recap
2023	1,000,000	Estimated
% Change FY22 vs. FY23		66.7%



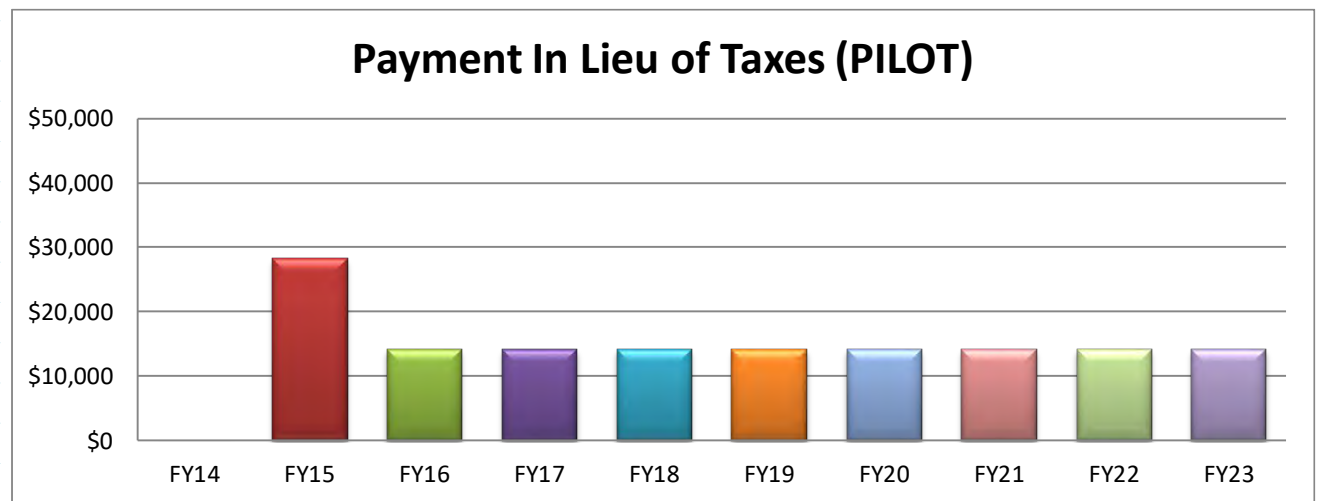
Interest on Taxes - This category includes delinquent interest and penalties on all taxes and tax title accounts. It also contains demand fees on real and personal property taxes as well as demands and warrants on late motor vehicle excise taxes and boat excise taxes. FY 2022 we estimate a 0% change based on a conservative 3-year average.

Interest on Taxes		
Fiscal Year	Revenue	
2014	878,084	
2015	582,609	
2016	513,731	
2017	351,992	
2018	389,436	
2019	410,658	
2020	367,259	
2021	637,494	
2022	500,000	Per Recap
2023	500,000	Estimated
% Change FY22 vs. FY23		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 FY22 based on actual pilot payments due.

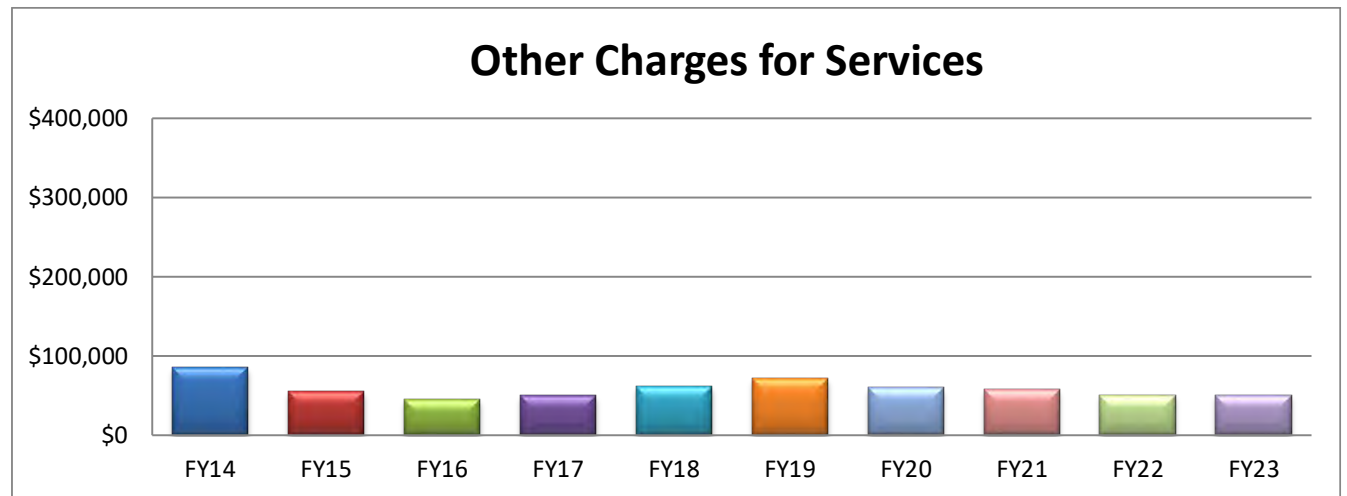
Payment in Lieu of Taxes (PILOT)		
Fiscal Year	Revenue	
2014	-	
2015	28,224	
2016	14,112	
2017	14,112	
2018	14,112	
2019	14,112	
2020	14,112	
2021	14,112	
2022	14,112	Per Recap
2023	14,112	Estimated
% Change FY22 vs. FY23		0.0%



OTHER CHARGES FOR SERVICES

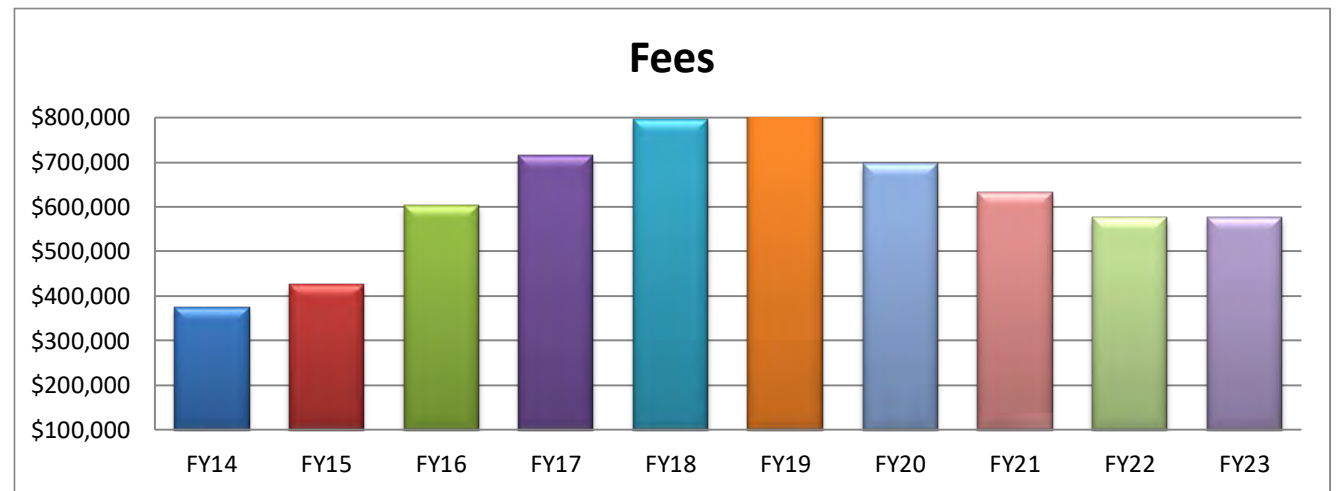
Services / Charges / User Fees – Charges for services are a revenue source to assist municipalities to offset the cost of certain services provided to the community. Some of the fees within this category are for City Clerk (birth, death and marriage certificates), public works revenue and other departmental revenue. We anticipate no increase in FY22 based on a conservative 3 year average.

Other Charges for Services		
Fiscal Year	Revenue	
2014	84,799	
2015	54,947	
2016	44,583	
2017	49,431	
2018	61,065	
2019	71,224	
2020	59,609	
2021	57,187	
2022	50,000	Per Recap
2023	50,000	Estimated
% Change FY22 vs. FY23		0.0%



Fees –This category include Police detail admin fees, City Services white good program, Inspectional Services foreclosure fees, Fire Department revenue, and other departmental revenue. We anticipate no increase in FY22 based on a conservative 3-year average.

Fees		
Fiscal Year	Revenue	
2014	373,689	
2015	425,739	
2016	602,234	
2017	715,791	
2018	795,616	
2019	861,292	
2020	696,145	
2021	633,009	
2022	575,000	Per Recap
2023	575,000	Estimated
% Change FY22 vs. FY23		0.0%



LICENSES AND PERMITS

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

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

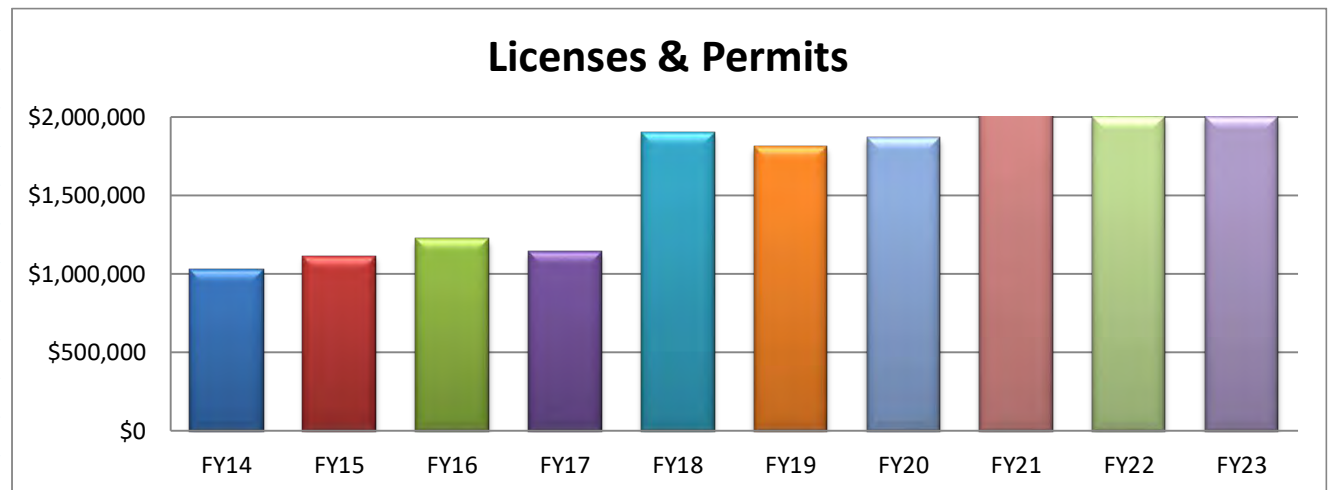
Liquor Licenses - Under Chapter 138 of the General Laws of Massachusetts, the City is empowered to grant licenses regulating the sale of alcoholic beverages. License fees vary depending upon the type of establishment, closing hours, number of days open, and whether the license is for all alcohol or beer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

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

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

We anticipate no increase in FY22 based on conservative 3-year average.

Licenses & Permits		
Fiscal Year	Revenue	
2014	1,031,143	
2015	1,113,478	
2016	1,220,338	
2017	1,138,131	
2018	1,899,829	
2019	1,810,445	
2020	1,866,483	
2021	3,009,842	
2022	2,000,000	Per Recap
2023	2,000,000	Estimated
% Change FY22 vs. FY23		0.0%



FINES AND FORFEITS

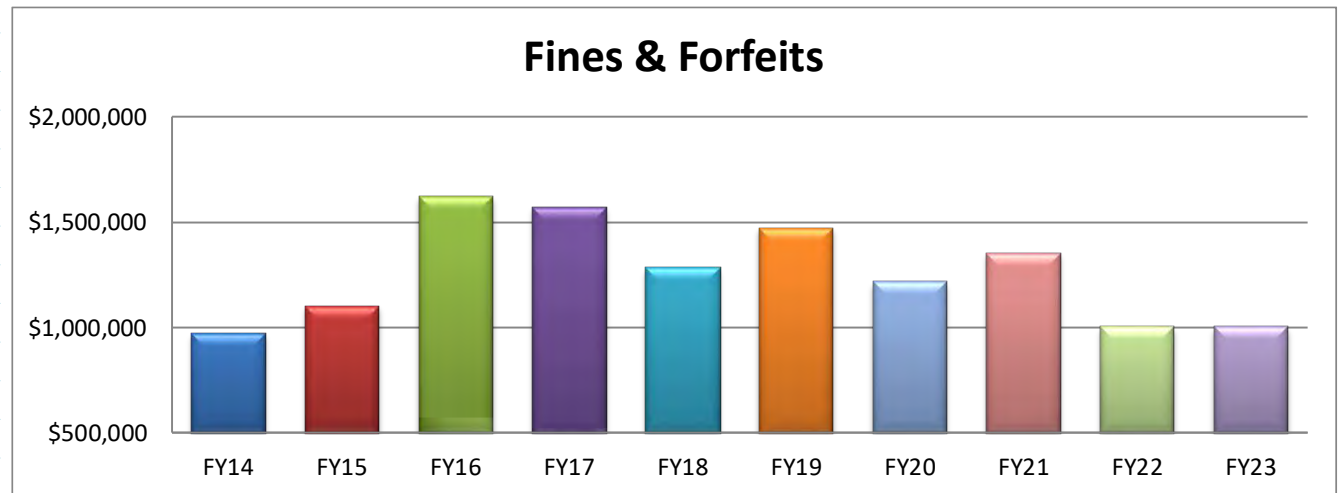
Court Fines – Non-parking offenses result in fines for moving violations. Responding to the community’s desires and public safety concerns, the police department has been focused on enforcing speed limits in local neighborhoods. Other moving violations that are included in this category are driving while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

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

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

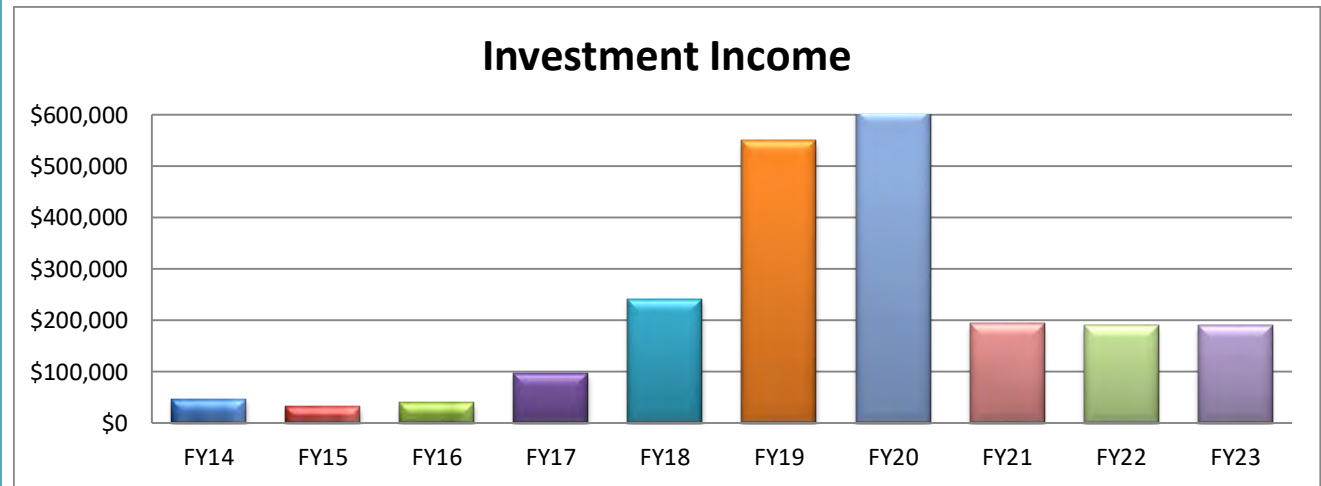
We anticipate no increase in FY22 based on conservative 3-year average.

Fines & Forfeits		
Fiscal Year	Revenue	
2014	969,862	
2015	1,100,829	
2016	1,621,790	
2017	1,571,155	
2018	1,280,202	
2019	1,472,228	
2020	1,214,091	
2021	1,353,615	
2022	1,000,000	Per Recap
2023	1,000,000	Estimated
% Change FY22 vs. FY23		0.0%



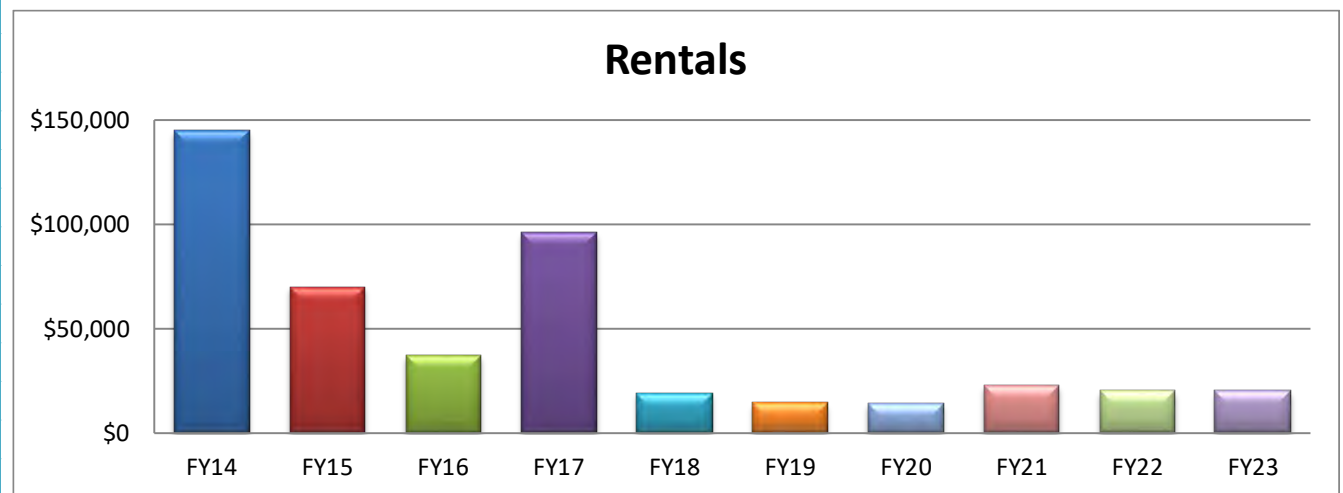
Investment Income - Under Chapter 44 Section 55B of the Mass. General Laws, all monies held in the name of the City which are not required to be kept liquid for purposes of distribution shall be invested in such manner as to require the payment of interest on the money at the highest possible rate reasonably 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 FY22 based on conservative 3-year average.

Investment Income		
Fiscal Year	Revenue	
2014	45,925	
2015	32,302	
2016	38,801	
2017	96,698	
2018	241,382	
2019	549,221	
2020	608,021	
2021	193,242	
2022	190,000	Per Recap
2023	190,000	Estimated
% Change FY22 vs. FY23		0.0%



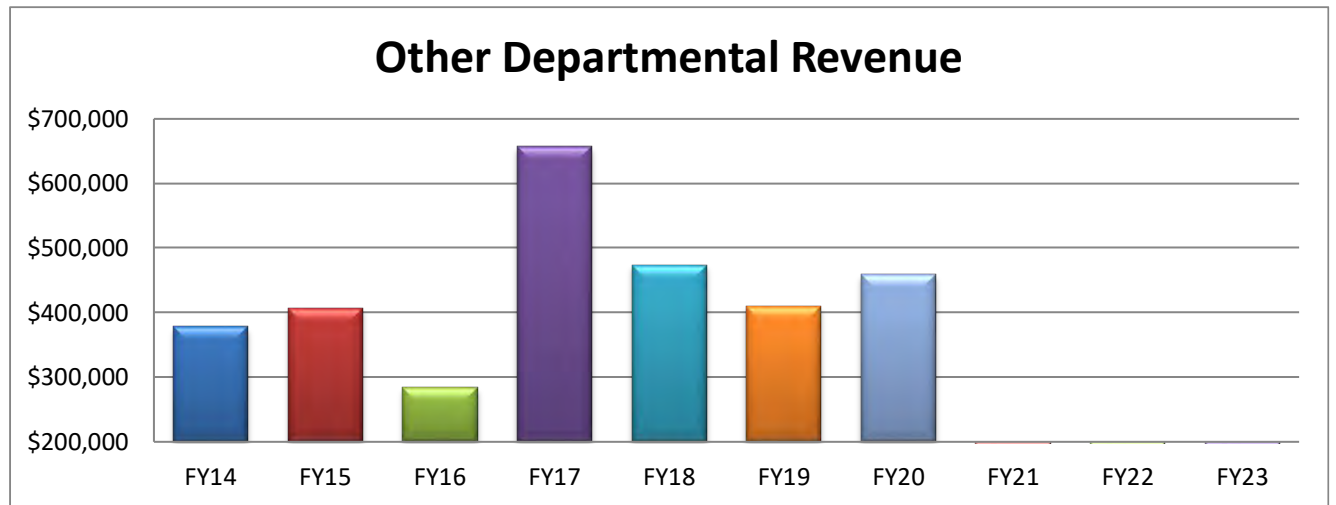
Rentals – Rental revenue comes from third party organizations using municipal buildings. We anticipate no increase in FY22 based on a conservative 3 year average.

Rentals		
Fiscal Year	Revenue	
2014	144,900	
2015	69,950	
2016	37,162	
2017	96,000	
2018	19,133	
2019	14,179	
2020	13,979	
2021	22,655	
2022	20,000	Per Recap
2023	20,000	Estimated
% Change FY22 vs. FY23		0.0%



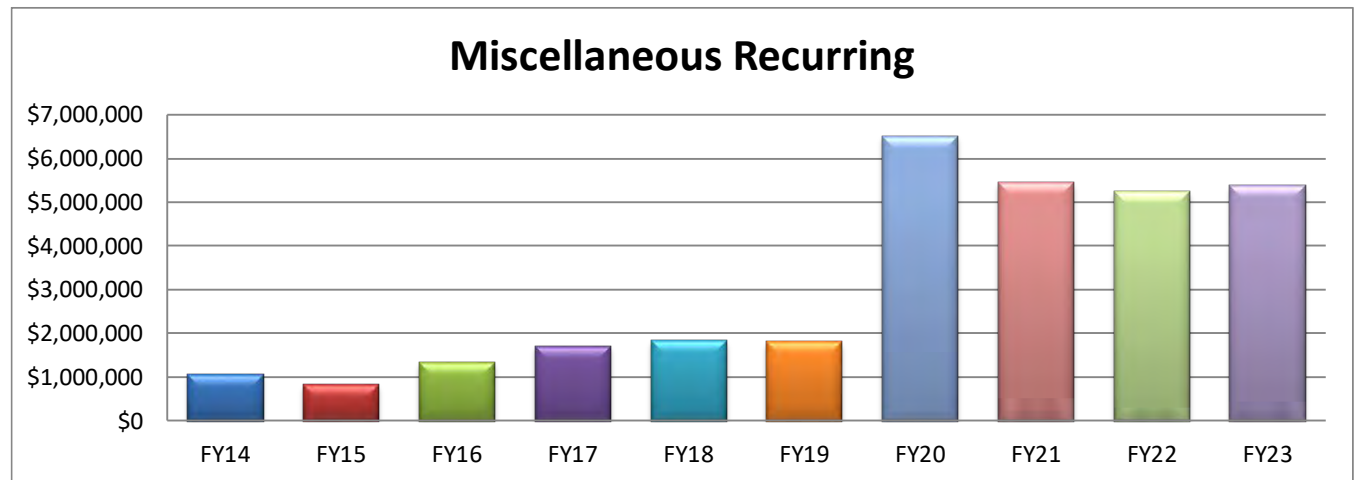
Other Departmental Revenue – Other revenue includes towing, resident parking placards & stickers, cemetery fees, park permits and rentals, etc. We anticipate no increase in FY22 based on a conservative 3 year average.

Other Departmental Revenue		
Fiscal Year	Revenue	
2014	377,585	
2015	407,039	
2016	282,969	
2017	656,645	
2018	472,535	
2019	408,958	
2020	458,401	
2021	162,215	
2022	150,000	Per Recap
2023	150,000	Estimated
% Change FY22 vs. FY23		0.0%



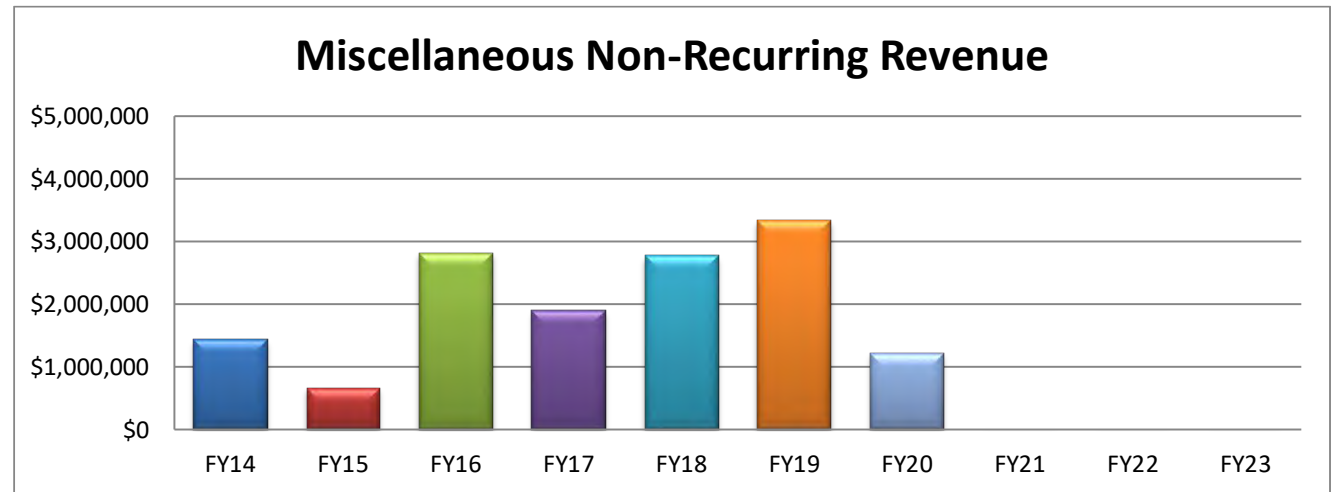
Miscellaneous Recurring – This category is used for all ‘other’ non-categorized income such as revenue from sale of copies of reports generated by a department, sale of data from tax files, collector’s fees, refunds, bad checks, Medicare D, school based Medicaid reimbursements, etc. This also includes the 5M Community Impact Fee from Encore. We anticipate a 2.2% Increase in FY22 based on a conservative 3 year average.

Miscellaneous Recurring		
Fiscal Year	Revenue	
2014	1,060,905	
2015	820,117	
2016	1,327,035	
2017	1,709,346	
2018	1,833,191	
2019	1,790,597	
2020	6,511,732	
2021	5,455,590	
2022	5,253,125	Per Recap
2023	5,384,453	Estimated
% Change FY22 vs. FY23		2.5%



Miscellaneous Non-Recurring Revenue – This category is used for all one time miscellaneous income sources. In FY 2020 we stopped 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	
2014	1,433,202	
2015	660,093	
2016	2,812,254	
2017	1,895,037	
2018	2,768,090	
2019	3,330,143	
2020	1,213,444	
2021	-	
2022	-	Per Recap
2023	-	Estimated
% Change FY22 vs. FY23		0.0%



III. INTERGOVERNMENTAL REVENUE – CHERRY SHEET

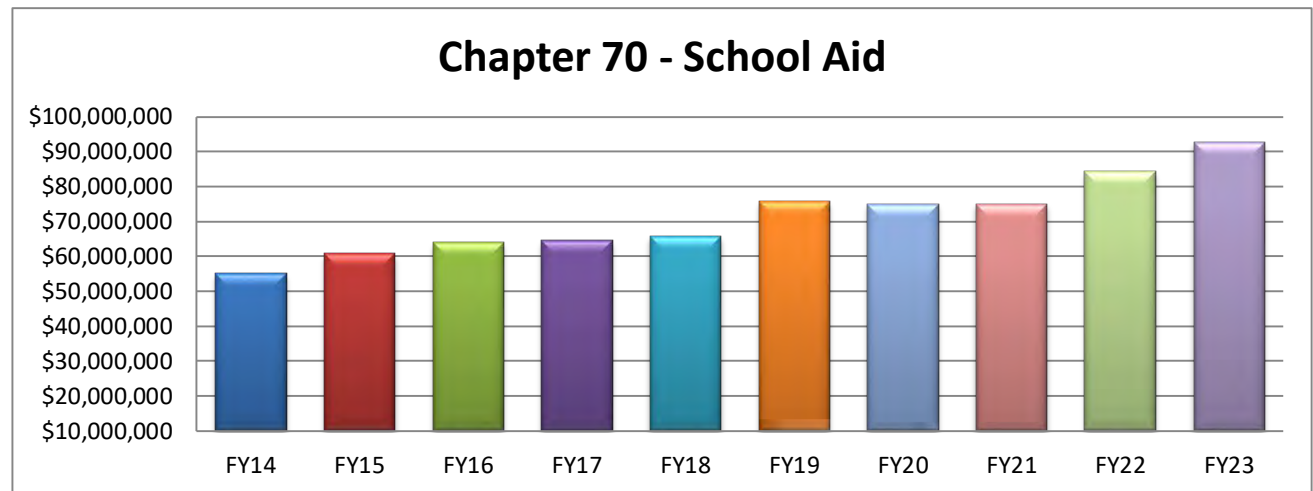
Cherry Sheet - Every year the Commonwealth sends out to each municipality a "Cherry Sheet", named for the pink-colored paper on which it was originally printed. The Cherry sheet comes in two parts, one listing the State assessments to municipalities for Massachusetts Bay Transportation Authority (MBTA),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

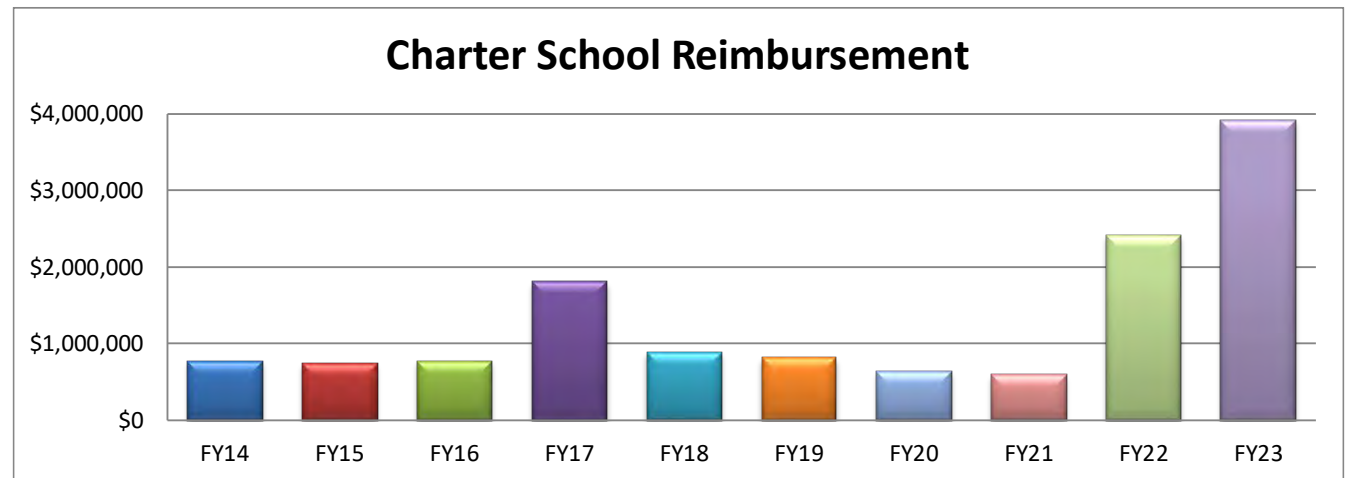
The Cherry Sheet estimates from the state show an increase of 12.4% in FY22.

Chapter 70- School Aid		
Fiscal Year	Revenue	
2014	55,042,003	
2015	60,635,188	
2016	64,001,903	
2017	64,492,532	
2018	65,650,979	
2019	75,783,741	
2020	75,001,709	
2021	75,001,709	
2022	84,335,921	Per Recap
2023	92,633,005	Estimated
% Change FY22 vs. FY23		9.8%



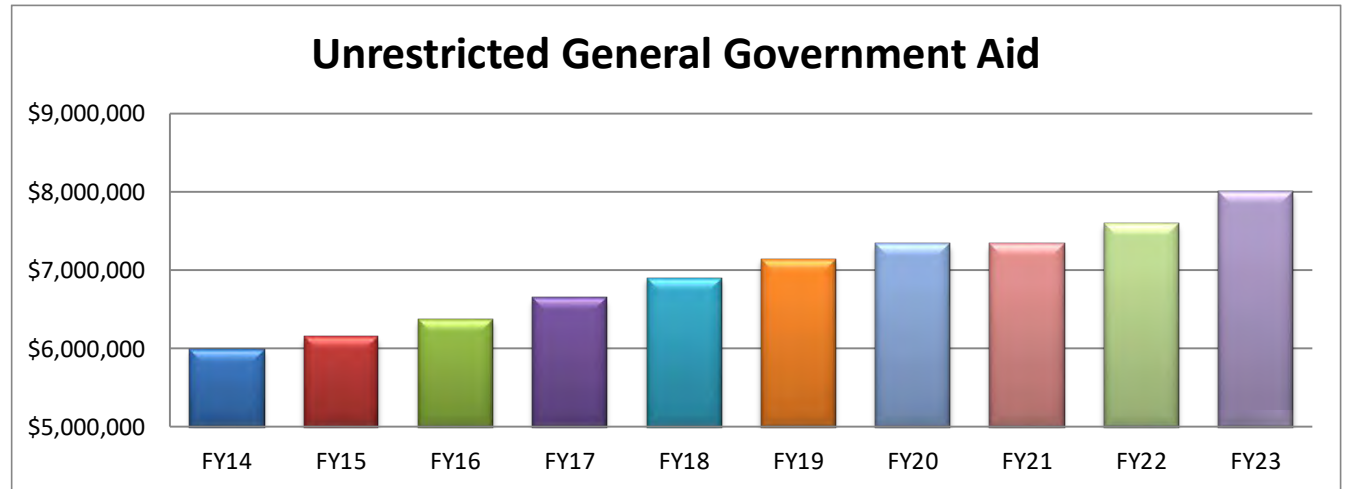
Charter Tuition Reimbursement - Under Chapter 71, Section 89, and Chapter 46 of the Acts of 1997 provides for the reimbursement sending districts for the tuition they pay to Commonwealth charter schools. It is a reimbursement for those students that elect to attend a charter school. Sending districts are reimbursed a portion of the costs associated with pupils attending charter 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 its 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. The Cherry Sheet estimates from the state show an increase of 308.8% in FY22.

Charter School Reimbursement		
Fiscal Year	Revenue	
2014	771,528	
2015	739,848	
2016	769,998	
2017	1,805,106	
2018	879,232	
2019	806,561	
2020	634,798	
2021	589,637	
2022	2,410,161	Per Recap
2023	3,920,465	Estimated
% Change FY22 vs. FY23		62.7%



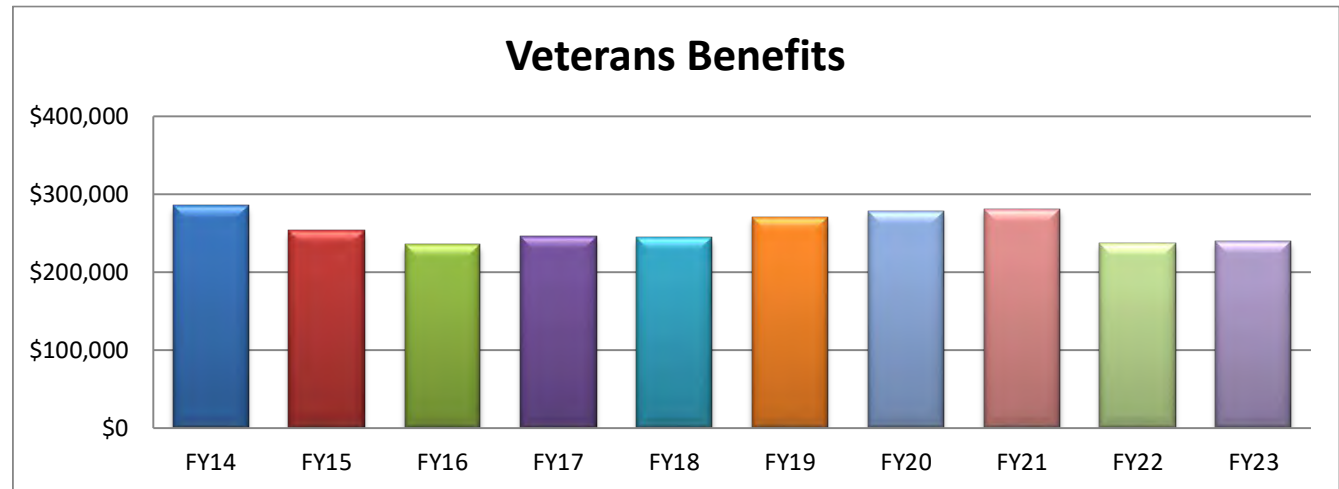
Unrestricted General Government Aid (UGGA). In FY 2010 the state has eliminated the Lottery Aid, General Fund Subsidy to Lottery, and Additional Assistance revenue and replaced it with this revenue called 'Unrestricted General Government Aid'. The FY 2008 to FY 2009 figure below is a total of the three revenue sources no longer used (lottery, subsidy to lottery, & additional assistance). The Cherry Sheet estimates from the state show an increase of 3.5% in FY22.

Unrestricted Gen. Govt. Aid		
Fiscal Year	Revenue	
2014	5,981,587	
2015	6,147,468	
2016	6,368,777	
2017	6,642,634	
2018	6,901,697	
2019	7,143,256	
2020	7,336,124	
2021	7,336,124	
2022	7,592,888	Per Recap
2023	8,002,904	Estimated
% Change FY22 vs. FY23		5.4%



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 2021. The Cherry Sheet estimates from the state show a decrease of -15.7% in FY22.

Veterans Benefits		
Fiscal Year	Revenue	
2014	284,279	
2015	251,952	
2016	234,096	
2017	244,677	
2018	243,457	
2019	270,041	
2020	278,254	
2021	280,256	
2022	236,273	Per Recap
2023	238,823	Estimated
% Change FY22 vs. FY23		1.1%

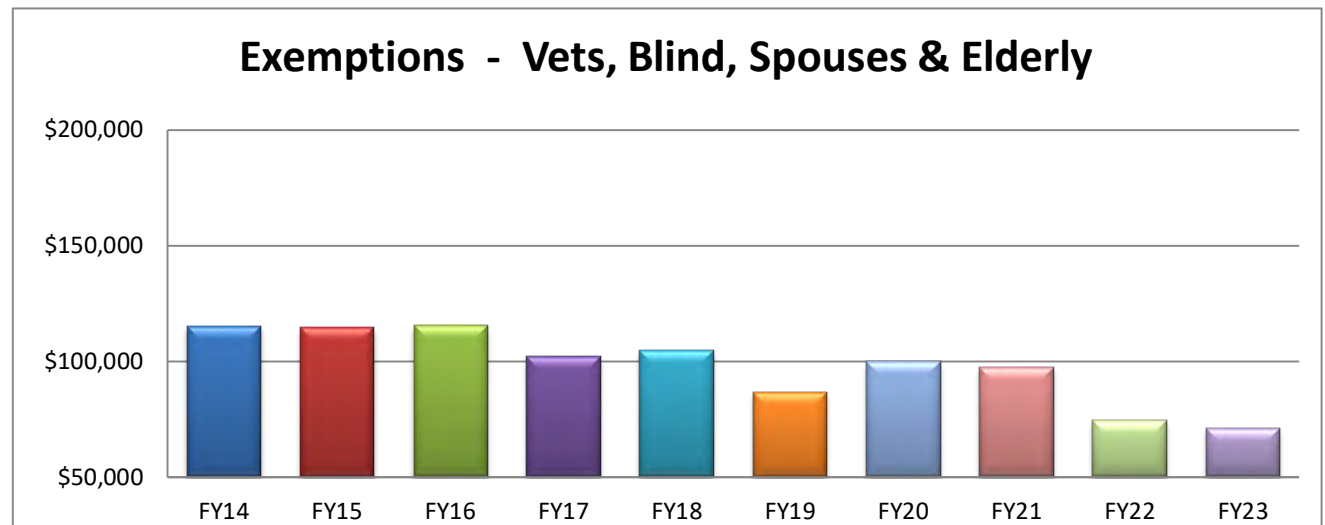


Exemptions: Vets, Blind, Surviving Spouses, and Elderly - The State Cherry Sheet reimburses the City for loss of taxes due to real estate abatements to veterans, surviving spouses and the legally blind. The abatement categories are authorized by the State. The City is not empowered to offer abatements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

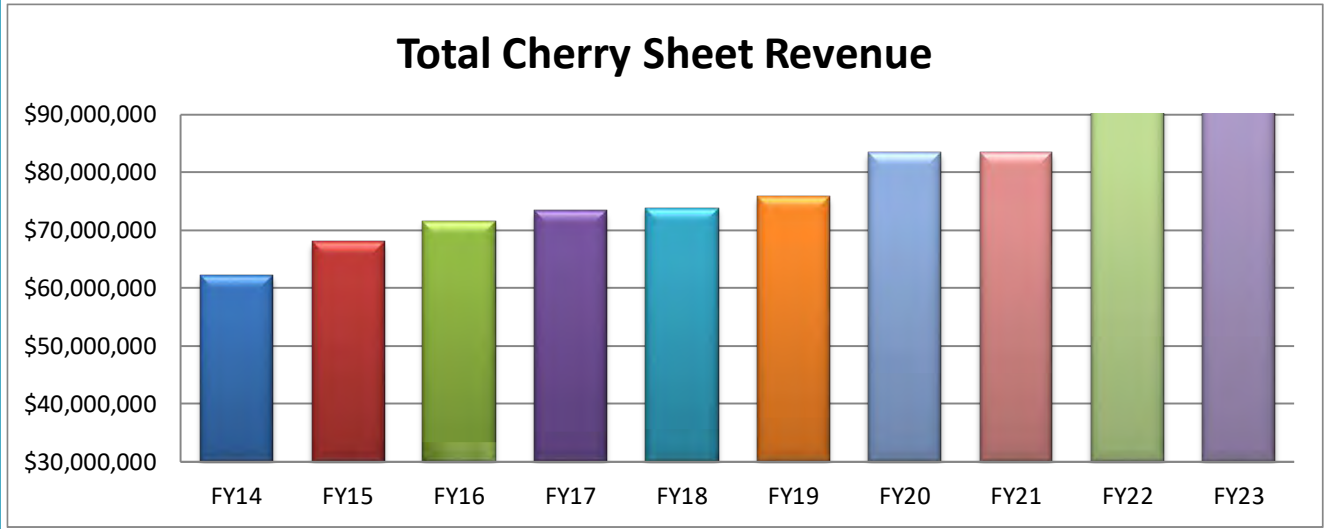
In FY 2010 the state combined the elderly exemption with the veterans, blind and surviving spouse's exemptions. In previous years, the elderly exemption was budgeted separately. The Cherry Sheet estimates from the state show a decrease of -23.6% in FY22.

Exemptions- Vets, Blind, Spouse & Elderly		
Fiscal Year	Revenue	
2014	115,093	
2015	114,611	
2016	115,321	
2017	101,853	
2018	104,710	
2019	86,528	
2020	99,568	
2021	97,220	
2022	74,293	Per Recap
2023	70,980	Estimated
% Change FY22 vs. FY23		-4.5%



The Cherry Sheet REVENUE estimates from the state show an increase of 13.6% in FY22.

Total Cherry Sheet Revenue		
Fiscal Year	Revenue	
2014	62,194,490	
2015	67,889,067	
2016	71,545,954	
2017	73,341,867	
2018	73,836,807	
2019	75,783,741	
2020	83,411,682	
2021	83,379,596	
2022	94,729,206	Per Recap
2023	104,742,472	Estimated
% Change FY22 vs. FY23		10.6%



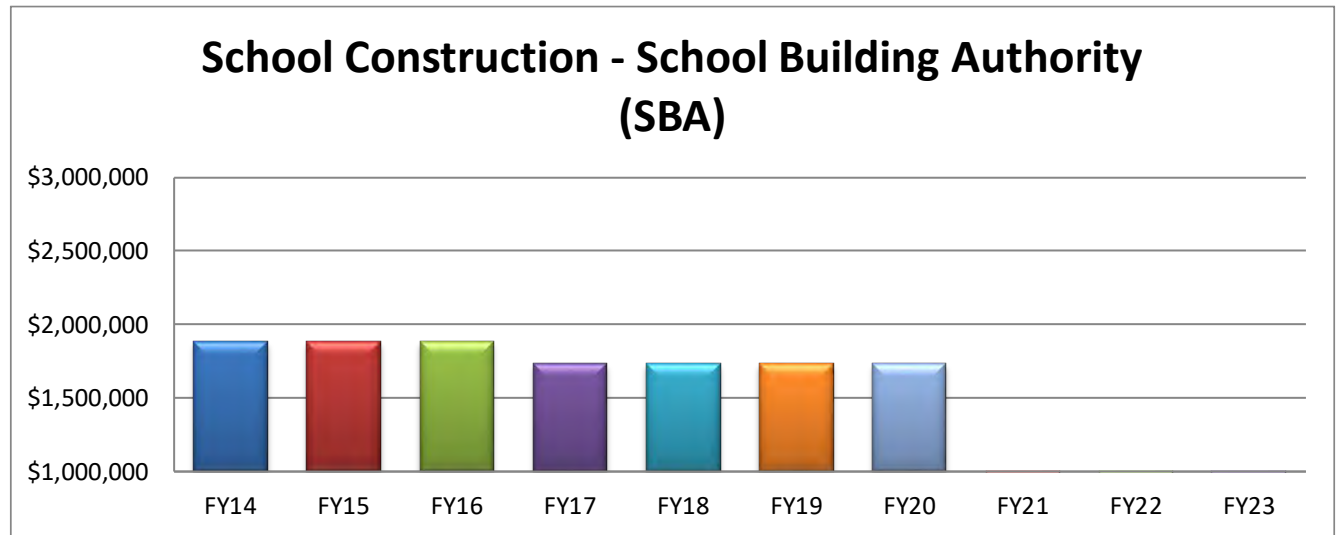
IV. MSBA REIMBURSEMENTS

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 received 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. These payments ended in FY 2020.

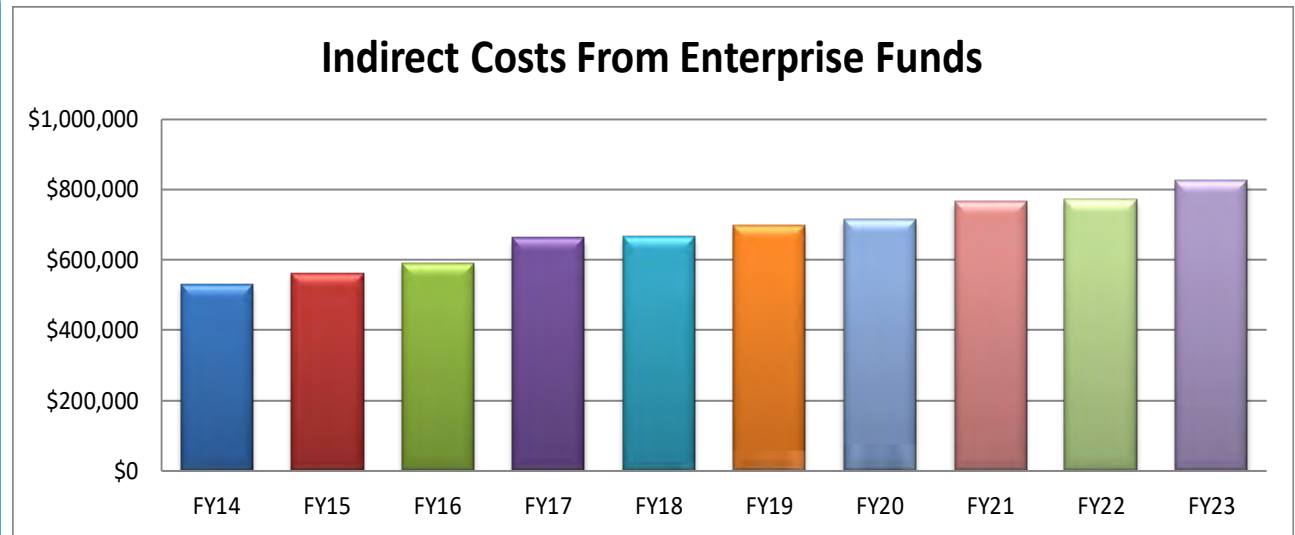
School Construction School Building Authority (SBA)		
Fiscal Year	Revenue	
2014	1,882,459	
2015	1,882,459	
2016	1,882,459	
2017	1,730,062	
2018	1,730,062	
2019	1,730,062	
2020	1,730,062	
2021	-	
2022	-	Per Recap
2023	-	Estimated
% Change FY22 vs. FY23		0.0%



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 2022 an increase in indirect costs of 0.8% is projected.

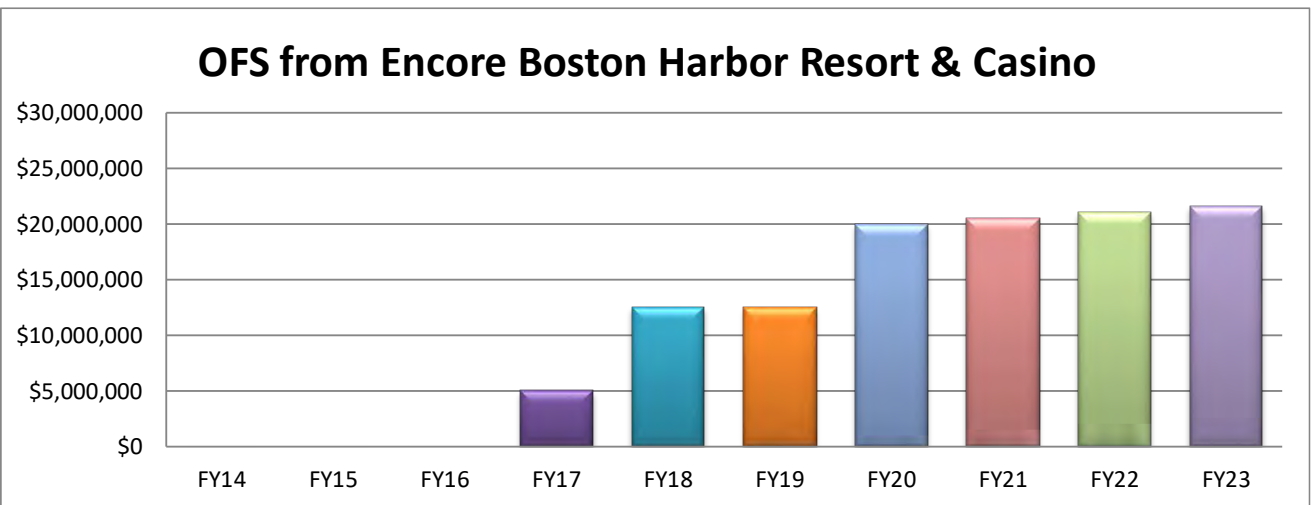
Inter-fund Operating Transfers In Indirect Costs from Enterprise Funds		
Fiscal Year	Revenue	
2014	528,544	
2015	561,191	
2016	589,251	
2017	661,279	
2018	665,206	
2019	697,507	
2020	715,980	
2021	765,503	
2022	771,627	Per Recap
2023	825,445	Estimated
% Change FY22 vs. FY23		7.0%



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.

The amount below reflects the 121A Agreement. The 2.5% increase for FY 2022 is based on the 121A agreement. Community impact fee is included in Miscellaneous Recurring Revenue and Rooms/Meals taxes are included in those specific revenue accounts.

Other Financial Sources		
Fiscal Year	Revenue	
2014	-	
2015	-	
2016	-	
2017	5,000,000	
2018	12,500,000	
2019	12,500,000	
2020	20,000,000	
2021	20,500,000	
2022	21,012,500	Per Recap
2023	21,537,813	Estimated
% Change FY22 vs. FY23		2.5%



4.4 Annual Appropriation Order

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2023
REVISED

GENERAL GOVERNMENT (100s)

111	CITY COUNCIL		Total
	Personnel Services	475,097	
	General Expenditures	78,000	553,097
121	EXECUTIVE OFFICE OF THE MAYOR		
	Personnel Services	586,805	
	General Expenditures	388,844	975,649
122	DIVERSITY, EQUITY & INCLUSION		
	Personnel Services	207,874	
	General Expenditures	328,500	536,374
129	311/CONSTITUENT SERVICES		
	Personnel Services	423,468	
	General Expenditures	10,000	433,468
135	DIVISION OF FINANCE / OFFICE OF THE CITY AUDITOR		
	Personnel Services	490,493	
	General Expenditures	285,500	775,993
138	DIVISION OF FINANCE / OFFICE OF PURCHASING & PROCUREMENT		
	Personnel Services	103,558	
	General Expenditures	20,500	124,058
141	DIVISION OF FINANCE / OFFICE OF ASSESSING		
	Personnel Services	329,028	
	General Expenditures	460,875	789,903

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2023
REVISED

GENERAL GOVERNMENT (100s) (Continued)

145	DIVISION OF FINANCE / OFFICE OF TREASURER - COLLECTOR		
	Personnel Services	1,006,183	
	General Expenditures	474,750	1,480,933
151	OFFICE OF THE CITY SOLICITOR		
	Personnel Services	482,794	
	General Expenditures	172,200	654,994
152	DEPARTMENT OF HUMAN RESOURCES		
	Personnel Services	1,600,055	
	General Expenditures	267,916	1,867,971
155	DEPARTMENT OF INFORMATION TECHNOLOGY		
	Personnel Services	244,473	
	General Expenditures	1,026,000	1,270,473
161	CITY CLERK		
	Personnel Services	352,653	
	General Expenditures	75,200	427,853
162	ELECTIONS		
	Personnel Services	389,044	
	General Expenditures	142,000	531,044
165	LICENSING		
	Personnel Services	7,200	
	General Expenditures	500	7,700
171	CONSERVATION COMMISSION		
	Personnel Services	15,400	
	General Expenditures	685	16,085

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2023
REVISED

GENERAL GOVERNMENT (100s) (Continued)

175	PLANNING BOARD		
	Personnel Services	14,300	
	General Expenditures	100	14,400
176	ZONING BOARD OF APPEALS		
	Personnel Services	14,696	
	General Expenditures	500	15,196

PUBLIC SAFETY (200s)

210	POLICE DEPARTMENT		
	Personnel Services	17,724,517	
	General Expenditures	483,900	18,208,417
220	FIRE DEPARTMENT		
	Personnel Services	12,682,048	
	General Expenditures	424,500	13,106,548
242	DEPARTMENT OF INSPECTIONAL SERVICES		
	Personnel Services	2,079,964	
	General Expenditures	2,600,535	4,680,499
299	EMERGENCY COMMUNICATIONS CENTER		
	Personnel Services	1,256,056	
	General Expenditures	90,800	1,346,856

D P W (400s)

	DEPARTMENT OF PUBLIC WORKS		
490	Personnel Services - Executive Division	1,064,142	
	General Expenditures	1,541,450	2,605,592

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2023
REVISED

D P W (400s) (Continued)

491	Personnel Services - Facilities Division	1,721,052	
	General Expenditures	765,000	2,486,052
492	Personnel Services - Engineering Division	434,581	
	General Expenditures	509,000	943,581
493	Personnel Services - Parks and Cemeteries Division	1,494,765	
	General Expenditures	1,012,500	2,507,265
494	General Expenditures -Stadium	36,500	36,500
495	Personnel Services - Highway Division	1,345,795	
	General Expenditures	555,000	1,900,795
496	Personnel Services - Snow and Ice	70,000	
	General Expenditures	325,000	395,000
497	General Expenditures - Solid Waste	4,630,000	4,630,000

HUMAN SERVICES (500s)

510	DEPARTMENT OF HEALTH AND HUMAN SERVICES		
	Personnel Services	1,720,392	
	General Expenditures	93,850	1,814,242
521	DEPARTMENT OF PLANNING & DEVELOPMENT		
	Personnel Services	350,062	
	General Expenditures	318,000	668,062
521	DEPARTMENT OF TRANSPORTATION		
	Personnel Services	188,403	
	General Expenditures	305,000	493,403

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2023
R E V I S E D

HUMAN SERVICES (500s) (Continued)

541	COUNCIL ON AGING		
	General Expenditures	52,000	52,000
543	OFFICE OF VETERANS SERVICES		
	Personnel Services	116,186	
	General Expenditures	471,700	587,886
544	COMMISSION ON DISABILITY		
	Personnel Services	10,700	
	General Expenditures	250	10,950
599	OFFICE OF HUMAN SERVICES		
	Personnel Services	468,552	
	General Expenditures	140,500	609,052

LIBRARIES AND RECREATION (600s)

610	DEPARTMENT OF LIBRARIES		
	Personnel Services	1,058,326	
	General Expenditures	310,724	1,369,050
630	OFFICE OF HEALTH AND WELLNESS		
	Personnel Services	351,128	
	General Expenditures	269,500	620,628

SUBTOTAL: CITY DEPARTMENT COSTS	\$	69,547,569	\$ 69,547,569
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RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2023
REVISED

FIXED COSTS

710	RETIREMENT OF LONG TERM CAPITAL DEBT	9,839,416	9,839,416
751	LONG TERM DEBT INTEREST	3,414,425	3,414,425
752	SHORT TERM DEBT INTEREST	0	0
911	RETIREMENT BOARD Pension Fund Contribution	19,051,038	19,051,038
913	UNEMPLOYMENT COMPENSATION	330,000	330,000
914	EMPLOYEE INSURANCE		
	Life Insurance	88,000	
	Health Insurance	22,638,895	
	A D & D Insurance	28,000	22,754,895
915	FICA (Medicare)	2,323,214	2,323,214
944	EMPLOYEE INJURIES		
	Active Police & Fire	400,000	
	Retired Police & Fire	19,500	
	Workers Comp	772,000	1,191,500
945	PROPERTY / LIABILITY INSURANCE		
	Comp General Liability	2,083,883	
	Insurance Deductibles	151,500	2,235,383
	SUBTOTAL: FIXED COSTS \$	61,139,871	\$ 61,139,871

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2023
R E V I S E D

SCHOOL DEPARTMENT

300	SCHOOL DEPARTMENT	108,709,294	
300	Special Ed Transportation	0	108,709,294

SUBTOTAL: SCHOOL DEPARTMENT \$ 108,709,294

City Department Costs	69,547,569	
Fixed Costs	61,139,871	130,687,440 ← Total w/o Schools
School Department	108,709,294	

RECOMMENDED APPROPRIATION GRAND TOTAL: \$ 239,396,734

4.5 Local Aid Assessments (Estimated Charges)

MA Department of Revenue, Division of Local Services

Final Municipal Cherry Sheet Estimates

Data current as of 09/12/2022

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue

NOTICE TO ASSESSORS OF ESTIMATED CHARGES

General Laws, Chapter 59, Section 21

	2019	2020	2021	2022	2023
State Assessments and Charges:					
Retired Employees Health Insurance	0	0	0	0	0
Retired Teachers Health Insurance	2,051,465	1,964,541	1,900,861	2,316,842	2,254,284
Mosquito Control Projects	0	0	0	0	0
Air Pollution	12,548	13,418	13,418	14,465	15,133
Metropolitan Area Planning Council	23,992	24,659	24,659	25,591	27,409
Old Colony Planning Council	0	0	0	0	0
RMV Non-Renewal Surcharge	203,140	262,200	262,200	226,980	231,820
Sub-Total, State Assessments:	2,291,145	2,264,818	2,201,138	2,583,878	2,528,646
Transportation Authorities:					
MBTA	3,044,450	3,129,147	3,129,147	3,156,100	3,399,754
Boston Metro. Transit District	384	395	395	409	409
Regional Transit	0	0	0	0	0
Sub-Total, Transportation Assessments:	3,044,834	3,129,542	3,129,542	3,156,509	3,400,163
Annual Charges Against Receipts:					
Special Education	3,628	28,432	28,432	16,840	2,426
STRAP Repayments	0	0	0	0	0
Multi-Year Repayment	0	0	0	0	0
Sub-Total, Charges Against Receipts:	3,628	28,432	28,432	16,840	2,426
Tuition Assessments:					
School Choice Sending Tuition	97,665	140,576	140,576	235,477	323,637
Charter School Sending Tuition	9,303,376	9,363,231	9,363,231	10,394,111	12,471,608
Sub-Total, Tuition Assessments:	9,401,041	9,503,807	9,503,807	10,629,588	12,795,245
Grand Total Assessments & Charges	14,740,648	14,926,599	14,862,919	16,386,815	18,726,480

4.5 Local Aid Assessments (Estimated Receipts)

MA Department of Revenue, Division of Local Services

Final Municipal Cherry Sheet Estimates

Data current as of 09/12/2022

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue					
NOTICE TO ASSESSORS OF ESTIMATED RECEIPTS					
General Laws, Chapter 58, Section 25A					
	2019	2020	2021	2022	2023
Education					
Chapter 70	67,417,033	75,001,709	75,001,709	84,335,921	92,633,005
School Transportation	0	0	0	0	0
Retired Teachers Pension	0	0	0	0	0
Charter Tuition Reimbursement	806,561	634,798	589,637	2,410,161	3,920,465
Smart Growth	0	0	0	0	0
Education Offset Items:					
School Lunch	0	0	0	0	0
School Choice Receiving Tuition	0	0	0	0	0
Sub-Total, All Education Programs	68,223,594	75,636,507	75,591,346	86,746,082	96,553,470
General Government					
Unrestricted General Government Aid	7,143,256	7,336,124	7,336,124	7,592,888	8,002,904
Local Share of Racing Taxes	0	0	0	0	0
Regional Public Libraries	0	0	0	0	0
Police Career Incentive	0	0	0	0	0
Urban Revitalization	0	0	0	0	0
Veterans Benefits	270,041	278,254	280,256	236,273	238,823
Exemp: VBS and Elderly	86,528	99,568	97,220	74,293	70,980
State Owned Land	0	0	0	0	0
General Government Offset Item:					
Public Libraries	60,322	61,229	74,650	79,670	104,422
Sub-Total, All General Government	7,560,147	7,775,175	7,788,250	7,983,124	8,417,129
Grand Total	75,783,741	83,411,682	83,379,596	94,729,206	104,970,599

City Council

Mission Statement

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

Significant Budget & Staffing Changes for FY2023

Effective July 1, 2022, the City Council approved a full-time Legislative Research Systems Specialist.

FY2022: Accomplishments

- Elected a new Legislative Research Systems Specialist.
- 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.

FY2023: 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
2023 City Budget

111 - CITY COUNCIL		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-111-1-5111	SALARIES	\$53,860.99	\$54,675.00	\$58,007.55	\$118,700.00	\$118,700.00	\$118,700.00
01-111-1-5143	LONGEVITY	\$400.00	\$400.00	\$1,700.00	\$1,300.00	\$1,300.00	\$400.00
01-111-1-5191	CITY COUNCIL STIPENDS	\$338,500.08	\$348,485.00	\$337,867.83	\$355,997.00	\$355,997.00	\$355,997.00
PERSONNEL Total:		\$392,761.07	\$403,560.00	\$397,575.38	\$475,997.00	\$475,997.00	\$475,097.00
EXPENSES							
01-111-2-5203	PERSONAL SERVICES	\$4,224.00	\$8,000.00	\$6,768.00	\$8,000.00	\$8,000.00	\$8,000.00
01-111-2-5204	PROFESSIONAL LEGAL SERVICES	\$0.00	\$5,000.00	\$4,692.00	\$5,000.00	\$5,000.00	\$5,000.00
01-111-2-5280	EQUIPMENT & OTHER	\$1,089.16	\$3,000.00	\$3,490.17	\$3,000.00	\$3,000.00	\$3,000.00
01-111-2-5346	ADVERTISING	\$9,209.00	\$10,000.00	\$7,597.00	\$10,000.00	\$10,000.00	\$10,000.00
01-111-2-5420	OFFICE SUPPLIES	\$6,195.27	\$9,000.00	\$6,341.06	\$9,000.00	\$9,000.00	\$9,000.00
01-111-2-5785	REIMBURSABLE EXPENSES	\$18,003.62	\$44,000.00	\$16,162.55	\$44,000.00	\$44,000.00	\$33,000.00
01-111-2-5792	FORMAL EVENTS	\$0.00	\$10,000.00	\$7,550.15	\$10,000.00	\$10,000.00	\$10,000.00
EXPENSES Total:		\$38,721.05	\$89,000.00	\$52,600.93	\$89,000.00	\$89,000.00	\$78,000.00
111 CITY COUNCIL Total:		\$431,482.12	\$492,560.00	\$450,176.31	\$564,997.00	\$564,997.00	\$553,097.00

111	CITY COUNCIL / LEGISLATIVE DEPARTMENT									
	PERSONNEL SERVICES									
										FY23
					FY22	FY23	FY23		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& COUNCIL
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-111-1-5111	Legislative Aide ¹	Michael Mangan	UNCL	35	1	1	1	\$54,675	\$60,200	\$60,200
01-111-1-5143	Legislative Aide	Michael Mangan	Longevity					\$400	\$1,300	\$400
01-111-1-5111	Legislative Research Systems Specialist ²	David Flood	UNCL		0	1	1	\$0	\$58,500	\$58,500
01-111-1-5191	Legislative Aide - Part Time	Nick Saia	UNCL		0	0	0	\$6,000	\$6,000	\$6,000
01-111-1-5191	Clerk of Committees - Part Time	John Burley	UNCL		0	0	0	\$42,025	\$42,025	\$42,025
01-111-1-5191	Clerk of the City Council ³	Sergio Cornelio	UNCL		0	0	0	\$14,350	\$14,709	\$14,709
01-111-1-5191	City Councilors ⁴	See Below	UNCL		0	0	0	\$286,110	\$293,263	\$293,263
					1	2	2			
111	City Council / Legislative Department TOTAL									
City Councilors:	Wards: Wayne Matewsky (1), Stephanie Martins (2),					Salary (5111)		\$54,675	\$118,700	\$118,700
	Anthony DiPierro (3), Jimmy Tri Le (4), Vivian Nguyen (5),					Longevity (5143)		\$400	\$1,300	\$400
	Alfred Lattanzi (6)				City Council Stipend (5191)			\$348,485	\$355,997	\$355,997
	At-Large: Stephanie Smith, John Hanlon, Irene Cardillo,					Personnel Total:		\$403,560	\$475,997	\$475,097
	Mike Marchese, Richard Dell Isola									
Notes to Budget:										
¹ This salary increasing by 10.7% in FY23.										
² New full-time position added in FY23.										
³ This salary increasing by 2.5% in FY23.										
⁴ Requesting an increase of 2.5% for all council members.										

(111) City Council - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	54,675	118,700	\$64,025	117%	Salary adjustment of 10.7% for Mr. Mangan. Requesting new FT employee in FY23. Salary increase of 2.5% for Mr. Cornelio. Requesting 2.5% increase for council members.
Longevity	400	400	\$0	0%	Mr. Mangan
City Council Stipends	348,485	355,997	\$7,512	2%	Salaries for Mr. Burley and Mr. Cornelio increased 2.5%. Council members salaries increase by 2% on January 1, 2022.
Total Personnel Services	\$403,560	\$475,097	\$71,537	18%	
<u>General Operating Expenses</u>					
Personal Services	8,000	8,000	\$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	10,000	10,000	\$0	0%	Newspaper ads for advertising passed ordinances.
Office Supplies	9,000	9,000	\$0	0%	All other office supplies. Update furniture as needed.
Reimbursement Expenses	44,000	33,000	(\$11,000)	-25%	\$4K available per member. Includes travel/conferences and other reimbursements.
Formal Events	10,000	10,000	\$0	0%	For formal events such as the mid-term address or annual address.
Total Expenditures	\$89,000	\$78,000	(\$11,000)	-12%	
Total City Council	\$492,560	\$553,097	\$60,537	12%	

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 FY2023

The Office of the Mayor has been restructured to be a more efficient and effective operation. The financial impact of the pandemic gave us the opportunity to cut unstaffed positions. We have added a Director of Diversity, Equity & Inclusion (DEI) to keep up with the residential growth of our population and to continue the Mayor's vision of keeping Everett a dynamic place to work for all. The Communications Director is now splitting time between the Mayor's Office and ECTV.

We continue our funding part-time aides at 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. Although City Hall is closed on Fridays, we continue to provide assistance to those who have concerns over the weekend.

FY2022: 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 311/Constituent Services department.
- 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.
- 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%



FY2023: Goals & Objectives

- To begin design, renovation and construction for the parks projects under our Capital Improvement Projects.
- To continue successful operation of 311/Constituent Services system for the City.
- Continue reorganization of departmental staff to more efficiently deliver services. Current projects are Finance and the newly created City Clerk/Elections.
- 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 FY2023 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.
- Get the newly created Department of Diversity, Equity & Inclusion up and running.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

121 - EXECUTIVE OFFICE OF MAYOR							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-121-1-5111	SALARIES	\$687,639.00	\$554,054.00	\$531,218.04	\$578,455.00	\$578,455.00	\$578,455.00
01-121-1-5113	PART TIME SALARIES	\$4,687.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-121-1-5143	LONGEVITY	\$400.00	\$400.00	\$650.00	\$2,350.00	\$2,350.00	\$2,350.00
01-121-1-5190	AUTO ALLOWANCE	\$10,531.98	\$6,000.00	\$5,797.82	\$6,000.00	\$6,000.00	\$6,000.00
PERSONNEL Total:		\$703,258.36	\$560,454.00	\$537,665.86	\$586,805.00	\$586,805.00	\$586,805.00
EXPENSES							
01-121-2-5300	PROFESSIONAL SERVICES	\$7,446.77	\$10,000.00	\$6,986.25	\$10,000.00	\$10,000.00	\$10,000.00
01-121-2-5340	TELECOMMUNICATIONS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-121-2-5346	ADVERTISING	\$112,472.49	\$121,300.00	\$116,588.08	\$93,000.00	\$93,000.00	\$93,000.00
01-121-2-5420	OFFICE SUPPLIES	\$2,170.40	\$6,885.00	\$4,926.75	\$6,885.00	\$6,885.00	\$6,885.00
01-121-2-5427	NATIONAL LEAGUE OF CITIES	\$0.00	\$5,929.00	\$0.00	\$5,929.00	\$5,929.00	\$5,929.00
01-121-2-5700	RECOGNITION AND AWARDS	\$92.00	\$2,500.00	\$1,658.97	\$2,500.00	\$2,500.00	\$2,500.00
01-121-2-5716	PROFESSIONAL DEVELOPMENT	\$596.25	\$13,000.00	\$11,549.00	\$13,000.00	\$13,000.00	\$13,000.00
01-121-2-5720	OUT-OF-STATE TRAVEL	\$0.00	\$4,000.00	\$2,067.62	\$4,000.00	\$4,000.00	\$4,000.00
01-121-2-5730	DUES-MASS MUNICIPAL ASSOC	\$11,322.00	\$11,730.00	\$0.00	\$11,730.00	\$11,730.00	\$11,730.00
01-121-2-5732	DUES-US CONFERENCE OF MAYORS	\$0.00	\$5,800.00	\$1,500.00	\$5,800.00	\$5,800.00	\$5,800.00
01-121-2-5734	DUES-METRO MAYOR	\$0.00	\$10,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00
01-121-2-5785	OTHER EXPENSES	\$28,659.39	\$70,000.00	\$11,768.61	\$100,000.00	\$100,000.00	\$100,000.00
01-121-2-5796	OFFICIAL CELEBRATIONS	\$43,293.41	\$100,000.00	\$95,929.10	\$125,000.00	\$125,000.00	\$125,000.00
EXPENSES Total:		\$206,052.71	\$362,144.00	\$267,974.38	\$388,844.00	\$388,844.00	\$388,844.00
121 EXECUTIVE OFFICE OF MAYOR Total:		\$909,311.07	\$922,598.00	\$805,640.24	\$975,649.00	\$975,649.00	\$975,649.00

121	EXECUTIVE OFFICE OF THE MAYOR									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-121-1-5111	Mayor ¹	Carlo DeMaria	UNCL	35	1	1	1	\$191,475	\$196,472	\$196,472
01-121-1-5143	Mayor	Carlo DeMaria	Longevity					\$0	\$1,700	\$1,700
01-121-1-5111	Chief of Staff ²	Erin Deveney	UNCL	35	1	1	1	\$145,000	\$149,355	\$149,355
01-121-1-5111	Executive Manager ⁶	Dolores Lattanzi	UNCL	35	1	1	1	\$82,079	\$91,000	\$91,000
01-121-1-5143	Executive Manager	Dolores Lattanzi	Longevity					\$400	\$650	\$650
01-121-1-5111	Communications Director ^{3 5}	Deanna Deveney	UNCL	35	0.50	0.50	0.50	\$50,500	\$59,225	\$59,225
01-121-1-5111	Director of Diversity, Equity & Inclusion (DEI) ⁴	Cathy Draine	UNCL	35	1	0	0	\$85,000	\$0	\$0
01-121-1-5111	Executive Manager - Customer Experience ²	Mirlande Felissant	UNCL	35	0	1	1	\$0	\$82,403	\$82,403
					4.50	4.50	4.50			
121	Mayor's Office TOTAL									
							Salary (5111)	\$554,054	\$578,455	\$578,455
							Longevity (5143)	\$400	\$2,350	\$2,350
							Auto Allowance (5190)	\$6,000	\$6,000	\$6,000
							Personnel Total:	\$560,454	\$586,805	\$586,805
Notes to Budget:										
¹ Increase for Mayor is effective 1.1.23 per City Charter.										
² 3% COLA on administrative salary.										
³ Position split between Mayor's Office and ECTV.										
⁴ Moving into new department Diversity, Equity & Inclusion (DEI) in FY23.										
⁵ Salary adjustment made during FY22.										
⁶ Salary adjustment requested in FY23.										

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

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	554,054	578,455	24,401	4%	Increase for Mayor effective 1/1/23. 3% COLA on most administrative salaries. Some salaries moved to new department Diversity, Equity & Inclusion. As with FY22, one position split between Mayor's Office and ECTV.
Longevity	400	2,350	1,950	488%	Mayor DeMaria (\$1,700), Ms. Lattanzi (\$650)
Auto Allowance	6,000	6,000	0	0%	Level funded at FY22 amount, which has been reduced from \$12K in prior fiscal years.
Total Personnel Services	\$560,454	\$586,805	26,351	5%	
<u>General Operating Expenses</u>					
Professional Services	10,000	10,000	0	0%	Boston Globe, Belmont Springs.
Telecommunications	1,000	1,000	0	0%	Telephones for Mayor/Staff.
Advertising	91,300	93,000	1,700	2%	This funds legal ads required for Planning and ZBA matters. Proposed increase reflects increased developments in the city.
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	2,500	2,500	0	0%	Velocity, State Line Graphics, Paragon Press, O'Connor Awards.
Professional Development	13,000	13,000	0	0%	Any training courses needed by the staff.
Out-of-State Travel	4,000	4,000	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	100,000	100,000	0	0%	Unexpected expenses / MGC gaming match.
Official Celebrations	\$100,000	\$125,000	25,000	25%	Proposed increase due to a return to community events post-pandemic. 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	\$362,144	\$388,844	26,700	7%	
Total Mayor's Office	\$922,598	\$975,649	53,051	6%	

More information from Diversity, Equity & Inclusion to be presented in our FY2024 budget



City of Everett
Everett Budget Council Summary Report
2023 City Budget

122 - DIVERSITY EQUITY & INCLUSION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-122-1-5111	SALARIES	\$0.00	\$0.00	\$0.00	\$207,874.00	\$207,874.00	\$207,874.00
PERSONNEL Total:		\$0.00	\$0.00	\$0.00	\$207,874.00	\$207,874.00	\$207,874.00
EXPENSES							
01-122-2-5302	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
01-122-2-5318	DATA MANAGEMENT SYSTEM	\$0.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00	\$65,000.00
01-122-2-5346	ADVERTISING	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-122-2-5420	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00	\$5,500.00
01-122-2-5716	PROFESSIONAL DEVELOPMENT	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	\$60,000.00
01-122-2-5719	OUTREACH & ENGAGEMENT	\$0.00	\$0.00	\$0.00	\$78,000.00	\$78,000.00	\$78,000.00
01-122-2-5792	EVENTS	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00
EXPENSES Total:		\$0.00	\$0.00	\$0.00	\$328,500.00	\$328,500.00	\$328,500.00
122 DIVERSITY EQUITY & INCLUSION Total:		\$0.00	\$0.00	\$0.00	\$536,374.00	\$536,374.00	\$536,374.00

[illegible]

(122) Department of Diversity, Equity and Inclusion - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	0	207,874	207,874	100%	3% COLA on administrative salary.
Total Personnel Services	\$0	\$207,874	207,874	100%	
<u>General Operating Expenses</u>					
Professional Services	\$0	\$25,000	25,000	100%	External consulting; external marketing and advertising; translation & accessibility services.
Data Management System	\$0	\$65,000	65,000	100%	Diversity Supplier Tracking; Online Microlearning.
Advertising	0	20,000	20,000	100%	Notification for events put in the local newspaper.
Office Supplies	0	5,500	5,500	100%	WB Mason.
Professional Development	0	60,000	60,000	100%	Any training courses needed by the staff (unconscious bias, anti-racism, inclusive leadership, Lunch and Learn); Employee Resource Groups; travel; membership dues and fees.
Outreach and Engagement	\$0	\$78,000	78,000	100%	Community Affinity Groups; Commissions; Culture, Arts & Tourism; Creative Placemaking Events; Recruiting and Branding; Partnerships or sponsorships (EPD, EFD, Youth Services); Diversity Supplier Chain Trainings; Re-Entry Initiatives; Job Fairs.
Events and Other	\$0	\$75,000	75,000	100%	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. Includes MLK Day, Black History Month, Women's History Month, Older Adult Month, Latino/Hispanic Heritage Month, Juneteenth, LGBTQ+ Pride Month, Diversity Day, Global Markets, Asian/Pacific Islander Heritage Month, Community Driven Occasions and Village Fest.
Total Expenditures	\$0	\$328,500	328,500	100%	
Total DEI Office	\$0	\$536,374	536,374	100%	

311 / Constituent Services

Mission Statement

The City of Everett's 311 call center's mission is to provide citizens with access to City services, City information, and non-emergency police services with the highest possible levels of customer service and satisfaction. Our 311-call center strives to help City agencies provide efficient service delivery by allowing them to focus on their core missions and manage workloads efficiently, while providing insight into the needs of residents and ensuring that accurate and consistent services are delivered citywide to improve the quality of life for the citizens of Everett.

Significant Budget & Staffing Changes for FY2023

We continue our funding with part-time aides at City Hall and the Connolly Center to help our residents with any issues they may have. When seniors are accessing meals and exercise programs at the Connolly Center, they are able to conduct their business there and they will not have to make an additional trip to City Hall. Although City Hall is closed on Fridays, we continue to provide assistance to those who have concerns over the weekend with our Weekend Coordinator.



FY2022: Accomplishments

- Implemented effective and cohesive 311/Constituent Services department during FY22.
- Implemented multi-lingual greeters at City Hall.
- Improved communications with the general public.

FY2023: Goals & Objectives

- Our core mission is customer service.
- To provide residents with fast, centralized access to city services.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

129 - 311/CONSTITUENTS SERVCIES		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-129-1-5111	SALARIES	\$0.00	\$353,089.00	\$232,298.88	\$365,282.00	\$365,282.00	\$365,282.00
01-129-1-5113	PART TIME SALARIES	\$0.00	\$52,142.00	\$0.00	\$53,186.00	\$53,186.00	\$53,186.00
01-129-1-5130	OVERTIME	\$0.00	\$5,000.00	\$958.47	\$5,000.00	\$5,000.00	\$5,000.00
PERSONNEL Total:		\$0.00	\$410,231.00	\$233,257.35	\$423,468.00	\$423,468.00	\$423,468.00
EXPENSES							
01-129-2-5340	TELECOMMUNICATIONS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-129-2-5346	ADVERTISING	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
01-129-2-5420	OFFICE SUPPLIES	\$0.00	\$3,000.00	\$365.70	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$0.00	\$10,000.00	\$365.70	\$10,000.00	\$10,000.00	\$10,000.00
129 311/CONSTITUENTS SERVCIES Total:		\$0.00	\$420,231.00	\$233,623.05	\$433,468.00	\$433,468.00	\$433,468.00

[illegible]

(129) 311 / Constituent Services - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	353,089	365,282	12,193	3%	3% COLA added to administrative salaries.
Part Time Salaries	52,142	53,186	1,044	2%	For 3 part-time positions.
Overtime	5,000	5,000	0	0%	In lieu of comp time.
Total Personnel Services	\$410,231	\$423,468	13,237	3%	
<u>General Operating Expenses</u>					
Telecommunications	1,000	1,000	0	0%	Telephones for staff.
Advertising	6,000	6,000	0	0%	Our local papers. Also Boston Globe when necessary.
Office Supplies	3,000	3,000	0	0%	WB Mason
Total Expenditures	\$10,000	\$10,000	0	0%	
Total 311/Constituent Services	\$420,231	\$433,468	13,237	3%	

Office of the Chief Financial Officer / City Auditor

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

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

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

Mission Statement

To provide independent, objective assurance, and consulting reviews to ensure complete and accurate reporting of the City's financial condition by maintaining all of the City's financial records in accordance with Massachusetts General Laws and the City Charter. We are committed to providing proactive, accurate, and fair services in a friendly, professional manner.

WHAT IS AUDITING?



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

Significant Budget & Staffing Changes for FY2022

5% overall increase reflects: Salary increases are due to new union and non-union contractual increases. Our professional services were increased due to new audit and valuation services contracts.

FY2022: Accomplishments

- The City's FY2022 residential tax rate increased from \$9.87 per thousand dollars of valuation to \$10.36 per thousand in the coming year. Additionally, FY2022 commercial and industrial property tax rates increased from \$23.20 per thousand to \$24.04 per thousand.
- In 2022, Standard and Poor's, the city's bond rating agency affirmed the City's bond rating "AA+" on the City's 2022 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).
 - Strong Management, with "good" financial policies and practices.
 - Very strong liquidity, with total government available cash at 23.9% of total government fund expenditures and 4.1% governmental debt service, and access to external liquidity.
 - Very strong budgetary flexibility, with an available fund balance in FY2019 audited available reserves at 15% of general fund expenditures.
 - Very strong debt and contingent liability position, with debt service carrying charges at 5.8% of expenditures and net direct debt that is 43.5% of total governmental revenue, as well as low overall net debt at less than 3.0% of market value and rapid amortization, with 75.6% of debt scheduled to be retired in 10 years but a large pension and other postemployment benefits (OPEB) obligation.
 - Strong institutional framework.
- Received the Government Finance Officers Association (GFOA) award of Excellence in Financial Reporting for the City's FY2021 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.

FY2023: 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 FY2019	Actual FY2020	Actual FY2021	Estimated FY2022
Stabilization Accounts	\$7,145,138	\$9,500,035	\$10,908,236	\$14,000,000
Free Cash Certified	\$9,995,301	\$14,312,691	\$11,760,957	\$10,500,000
OPEB Liability Trust Fund	\$6,025,372	\$7,394,557	\$8,097,708	\$9,100,000

*As certified by DOR

How FY2023 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
2023 City Budget

135 - OFFICE OF THE CITY AUDITOR		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-135-1-5111	SALARIES	\$442,715.93	\$461,177.00	\$468,162.50	\$477,543.00	\$477,543.00	\$477,543.00
01-135-1-5130	OVERTIME	\$748.47	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-135-1-5143	LONGEVITY	\$2,950.00	\$2,950.00	\$1,700.00	\$2,950.00	\$2,950.00	\$2,950.00
PERSONNEL Total:		\$446,414.40	\$474,127.00	\$469,862.50	\$490,493.00	\$490,493.00	\$490,493.00
EXPENSES							
01-135-2-5307	AUDIT/PROFESSIONAL SVCS	\$46,581.25	\$100,000.00	\$53,777.50	\$125,000.00	\$125,000.00	\$125,000.00
01-135-2-5420	OFFICE SUPPLIES	\$2,845.93	\$7,000.00	\$2,883.29	\$7,000.00	\$7,000.00	\$7,000.00
01-135-2-5700	PRINTING BUDGET DOCUMENTS	\$3,957.30	\$3,500.00	\$773.00	\$3,500.00	\$3,500.00	\$3,500.00
01-135-2-5710	PROFESSIONAL DEVELOPMENT	\$1,576.70	\$5,000.00	\$1,774.52	\$5,000.00	\$5,000.00	\$5,000.00
01-135-2-5785	FINANCIAL SOFTWARE & EQUIPMENT	\$82,526.85	\$115,000.00	\$94,153.35	\$145,000.00	\$145,000.00	\$145,000.00
EXPENSES Total:		\$137,488.03	\$230,500.00	\$153,361.66	\$285,500.00	\$285,500.00	\$285,500.00
135 OFFICE OF THE CITY AUDITOR Total:		\$583,902.43	\$704,627.00	\$623,224.16	\$775,993.00	\$775,993.00	\$775,993.00

135	DEPARTMENT OF FINANCIAL SERVICES /OFFICE OF THE CITY AUDITOR									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
		CLASS/			F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION	STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
01-135-1-5111	CFO / City Auditor ¹	Eric Demas	UNCL	35	1	1	1	\$168,100	\$173,143	\$173,143
01-135-1-5111	Assistant City Auditor ⁴	Ryan Smith	UNCL	35	1	1	1	\$87,000	\$91,350	\$91,350
01-137-1-5111	Budget Director ²	Laureen Hurley	UNCL	35	1	1	1	\$85,373	\$87,936	\$87,936
01-137-1-5143	Budget Director	Laureen Hurley	Longevity					\$1,700	\$1,700	\$1,700
01-135-1-5111	Administrative Assistant ³	Rita Crafts	A-6U/7	35	1	1	1	\$59,306	\$63,781	\$63,781
01-137-1-5143	Administrative Assistant	Rita Crafts	Longevity					\$1,250	\$1,250	\$1,250
01-135-1-5111	Administrative Assistant ³	Stacy Cook	A-6U/5	35	1	1	1	\$56,200	\$61,333	\$61,333
					5	5	5			
135	City Auditor TOTAL									
							Salary (5111)	\$461,177	\$477,543	\$477,543
							Overtime (5130)	\$10,000	\$10,000	\$10,000
							Longevity (5143)	\$2,950	\$2,950	\$2,950
							Personnel Total:	\$474,127	\$490,493	\$490,493
Notes to Budget:										
¹ Annual salary is contractual.										
² 3% COLA on administrative salary.										
³ Local 25 Clerical union increase 3% per contract settlement.										
⁴ 5% COLA on administrative salary.										

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

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	461,177	477,543	16,366	4%	Contractual salary increase for Mr. Demas. One salary adjustment of 5% and a 3% increase on administrative salary. Local 25 Clerical union 3% increase per contract settlement.
Overtime	10,000	10,000	0	0%	Contractual for union staff.
Longevity	2,950	2,950	0	0%	Ms. Hurley \$1,700, Ms. Crafts \$1,250.
Total Personnel Services	\$474,127	\$490,493	16,366	3%	
<u>General Operating Expenses</u>					
Audit/Professional Services	100,000	125,000	25,000	25%	Annual Audit, MCGOA, OPEB actuarial report.
Office Supplies	7,000	7,000	0	0%	WB Mason, Alden Hauk, Belmont Springs, SoftRight.
Printing Budget Documents	3,500	3,500	0	0%	WB Mason - All supplies to print CIP, City, ECTV 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	115,000	145,000	30,000	26%	ClearGov, SoftRight, etc.
Total Expenditures	\$230,500	\$285,500	55,000	24%	
Total City Auditor	\$704,627	\$775,993	\$71,366	10%	
Retirement Board (Found under Fixed Costs)					
Payment Pension Fund	18,142,118	19,051,038	908,920	5%	Reflects the updated biennial valuation completed by PERAC.
Total	\$18,142,118	\$19,051,038	\$908,920	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 FY2023

We are currently seeking to fill the open Chief Procurement Officer position.



FY2022: 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.

FY2023: 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 FY2023 Departmental Goals Relate to City's Overall Long & Short Term Goals

- All Department heads 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
Everett Budget Council Summary Report
2023 City Budget

138 - OFFICE OF PURCHASING & PROCURE		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-138-1-5111	SALARIES	\$49,284.00	\$100,538.00	\$98,511.67	\$115,001.00	\$103,558.00	\$103,558.00
PERSONNEL Total:		\$49,284.00	\$100,538.00	\$98,511.67	\$115,001.00	\$103,558.00	\$103,558.00
EXPENSES							
01-138-2-5248	SOFTWARE/OTHER	\$11,272.00	\$14,000.00	\$11,272.00	\$15,000.00	\$15,000.00	\$15,000.00
01-138-2-5420	OFFICE SUPPLIES	\$1,369.40	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-138-2-5710	PROFESSIONAL DEVELOPMENT	\$1,428.78	\$2,000.00	\$1,475.99	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$14,070.18	\$18,500.00	\$12,747.99	\$20,500.00	\$20,500.00	\$20,500.00
138 OFFICE OF PURCHASING & PROCURE		\$63,354.18	\$119,038.00	\$111,259.66	\$135,501.00	\$124,058.00	\$124,058.00

[illegible]

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

		FY22	FY23	\$	%	
		Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>						
Salaries		100,538	103,558	3,020	3%	3% COLA added to administrative salary.
Total Personnel Services		\$100,538	\$103,558	3,020	3%	
<u>General Operating Expenses</u>						
Software/Other		14,000	15,000	1,000	7%	We continue to utilize 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 is saving a tremendous amount of paper.
Office Supplies		2,500	2,500	0	0%	FedEx for mailings: bid packages and contracts, all supplies for the Purchasing Department and supplies for the contract binding and bid package creation.
Professional Development		2,000	3,000	1,000	50%	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		\$18,500	\$20,500	2,000	11%	
Total Purchasing Office		\$119,038	\$124,058	\$5,020	4%	

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 9400 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, 2022 for the FY2023 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 no cost to the public. Standard reports are available for viewing in the Assessing Department in City Hall, and requests 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.

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 FY2023

The position of Assistant City Assessor was filled in the third quarter of FY22 by Beninson Pena who came to Everett after previously working seven years in the City of Boston Assessors office. Ben's assessing knowledge, customer service skills and fluency in Spanish have made him a great addition to the team.

FY2022: Accomplishments

- Processed over 1100 motor vehicle excise tax abatements resulting in more than \$139,000 refunded to taxpayers
- Entered the final stage of our extensive mapping project to bring the paper assessors maps from the 1930s online

FY2023: Goals & Objectives

- Integrate the RMV Atlas system into the office by training the staff on its functionality in order to better assist taxpayers with issues involving motor vehicle excise tax
- Implement a cyclical inspection program to identify properties in need of physical inspection in order to be in compliance for our FY 2025 certification. This beginning stage of the project will be done by using aerial mapping in order to most efficiently use office resources



Outcomes & Performance Measurers	Actual FY2021	Actual FY2022	Estimated FY2023	Actual FY2023
Overlay Raised	\$1,497,889	\$2,009,827	\$2,000,000	TBD
Total Valuation of all Exempt Property	\$2,046,811,600	\$2,080,777,750	\$2,097,852,600	TBD
Total Valuation of all Taxable Property	\$6,936,448,552	\$7,283,018,750	\$7,602,575,700	TBD
Total Accounts Assessed	9,518 taxable 172 exempt	9,527 taxable 193 exempt	9,550 taxable 199 exempt	TBD
Levy Ceiling	\$173,411,214	\$182,075,469	\$183,00,000	TBD



How FY2023 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
Everett Budget Council Summary Report
2023 City Budget

141 - OFFICE OF ASSESSING		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-141-1-5111	SALARIES	\$173,636.43	\$296,088.00	\$256,316.21	\$307,028.00	\$307,028.00	\$307,028.00
01-141-1-5143	LONGEVITY	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-141-1-5191	BOARD OF ASSESSORS - STIPEND	\$15,750.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00
PERSONNEL Total:		\$189,386.43	\$318,088.00	\$277,316.21	\$329,028.00	\$329,028.00	\$329,028.00
EXPENSES							
01-141-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$1,375.00	\$827.34	\$1,375.00	\$1,375.00	\$1,375.00
01-141-2-5301	PROFESSIONAL SERVICES	\$321,039.91	\$350,000.00	\$336,438.90	\$450,000.00	\$450,000.00	\$450,000.00
01-141-2-5420	OFFICE SUPPLIES	\$1,494.45	\$4,500.00	\$1,518.52	\$4,500.00	\$4,500.00	\$4,500.00
01-141-2-5710	PROFESSIONAL DEVELOPMENT	\$778.48	\$5,000.00	\$983.01	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$323,312.84	\$360,875.00	\$339,767.77	\$460,875.00	\$460,875.00	\$460,875.00
141 OFFICE OF ASSESSING Total:		\$512,699.27	\$678,963.00	\$617,083.98	\$789,903.00	\$789,903.00	\$789,903.00

[illegible]

(141) Office of Assessing - Notes to Budget

		FY22	FY23	\$	%	
		Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>						
Salaries		296,088	307,028	\$10,940	4%	Contractual increase for DH. 3% COLA on administrative salary. Local 25 Clerical union 3% increase per contract settlement. Not requesting funding for 1 position in FY23.
Longevity		1,000	1,000	\$0	0%	Ms. Hegarty.
Stipends		21,000	21,000	\$0	0%	Mr. Hart, Chair (\$9K), Mr. Tozzi & Mr. Keohan (\$6K each).
Total Personnel Services		\$318,088	\$329,028	\$10,940	3%	
<u>General Operating Expenses</u>						
Equipment Maintenance		1,375	1,375	\$0	0%	Simplex Grinnell time stamp (\$198), HP printer (\$1K)
Professional Services		350,000	450,000	\$100,000	29%	Patriot Properties revaluation, personal property valuation, GIS fees for work previously completed in-house, attorney & appraisal/expert witness fees for ATB cases including but not limited to 504 accounts, Distrigas manufacturing status and Mystic Station.
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.
Total Expenditures		\$360,875	\$460,875	\$100,000	28%	
Total Assessing Office		\$678,963	\$789,903	\$110,940	16%	

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 FY2023

New clerk joins the Tax Collector's Office in July filling a vacancy. New Assistant Treasurer will join department in September to assist in the payroll software conversion slated to go live on January 1, 2023 and to have another staff person to assist with all the Internal Revenue Service reporting the department will be responsible for. Contractual 3% increases for Local 25 Clerical and Local 25 DPW as contract settled for FY23.

Postage has increased due to postage rates increasing in FY2023.

FY2022: Accomplishments

- Opened a lockbox mail box to reroute all tax payments by mail to go directly to lockbox service. This expedited processing and posting of all resident's tax payments.
- Set up a new vendor, City Hall Systems, for credit card payment processing at City Hall as well as the on-line payment site for tax bills. This streamlined reporting for audit purposes and the software system is more user-friendly for residents and city hall staff.
- Set up Motor Vehicle Excise online payment option on the same payment portal the city offers for all other tax payments. This allows for faster processing and reporting of payments.
- Successfully completed the Tax Title process and turned over fiscal years 2019, 2020 and 2021 delinquent real estate taxes to Tax Title. This helped increase cash balances and decrease receivables, helping boost free cash for FY2022.
- Successful transition of city bank accounts to new banks due to bank mergers.
- Completed cross-training of clerical staff in Tax Collector's Office in order for all clerks to be able to assist with revenue collection of all tax and revenue types at all windows.

FY2023: Goals & Objectives

- To transition and bring the payroll process from current outsourcing to in house with new software. The transition date is scheduled for January 1, 2023 in order to complete the calendar year and make end of year reporting flow easier.
- Turnover of all FY2022 delinquent taxes to Tax Title before December 31, 2022. This quick turnover will help increase cash balances and decrease receivables, helping boost free cash for FY2023.
- Close out and balance all bank accounts by August 2023 so the Annual Audit can be completed on schedule.
- Install kiosks at various city buildings to give residents the option to pay for taxes and other services off-site. This will provide them the convenience of not having to go into city hall to make their tax payments.
- Continue cross-training of clerical staff between Treasurer and Tax Collector to help keep up with the demands of the respective departments as needed due to yearly cycles.

Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Tax Title Collected	\$597,799	\$1,000,000	\$282,488	TBD*
Revenue Processed	\$261,817,940	\$271,128,981	\$253,302,199	TBD*
Payrolls Processed	\$125,233,538	\$130,000,000	\$130,000,000	TBD*
Bank Accounts Reconciled	73	73	66	70

How FY2023 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

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

City of Everett
Everett Budget Council Summary Report
2023 City Budget

145 - OFFICE OF TREASURER/COLLECTOR							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-145-1-5111	SALARIES	\$713,651.05	\$912,996.00	\$839,336.04	\$988,883.00	\$988,883.00	\$988,883.00
01-145-1-5130	OVERTIME	\$0.00	\$1,000.00	\$163.04	\$1,000.00	\$1,000.00	\$1,000.00
01-145-1-5143	LONGEVITY	\$8,400.00	\$7,600.00	\$6,600.00	\$7,600.00	\$7,600.00	\$7,600.00
01-145-1-5144	ABOVE GRADE DIFF	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-145-1-5191	HEARING OFFICER STIPEND	\$4,720.00	\$5,000.00	\$4,920.00	\$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:		\$730,471.05	\$930,296.00	\$851,719.08	\$1,006,183.00	\$1,006,183.00	\$1,006,183.00
EXPENSES							
01-145-2-5240	EQUIPMENT MAINTENANCE	\$990.00	\$1,500.00	\$512.11	\$1,500.00	\$1,500.00	\$1,500.00
01-145-2-5306	RECORDING FEES	\$140.00	\$30,000.00	\$3,790.00	\$30,000.00	\$30,000.00	\$30,000.00
01-145-2-5312	DATA PROCESSING (DP) PAYROLL/HMN	\$52,778.76	\$62,000.00	\$57,124.50	\$62,000.00	\$62,000.00	\$62,000.00
01-145-2-5314	DP TAX BILLING & COLLECTION	\$1,281.96	\$2,000.00	\$250.17	\$2,000.00	\$2,000.00	\$2,000.00
01-145-2-5344	POSTAGE	\$18,092.28	\$55,000.00	\$40,910.81	\$60,000.00	\$60,000.00	\$60,000.00
01-145-2-5385	OTHER CHARGES	\$238,159.15	\$249,000.00	\$239,030.75	\$250,000.00	\$250,000.00	\$250,000.00
01-145-2-5420	OFFICE SUPPLIES	\$1,108.24	\$6,000.00	\$5,582.87	\$5,000.00	\$5,000.00	\$5,000.00
01-145-2-5430	METER REPAIRS & MAINTENANCE	\$8,032.67	\$50,000.00	\$46,471.36	\$50,000.00	\$50,000.00	\$50,000.00
01-145-2-5580	PARKING METER MINOR EQUIPMENT	\$78.72	\$10,000.00	\$7,195.73	\$10,000.00	\$10,000.00	\$10,000.00
01-145-2-5745	INSURANCE	\$1,625.00	\$4,250.00	\$1,975.00	\$4,250.00	\$4,250.00	\$4,250.00
EXPENSES Total:		\$322,286.78	\$469,750.00	\$402,843.30	\$474,750.00	\$474,750.00	\$474,750.00
145 OFFICE OF TREASURER/COLLECTOR		\$1,052,757.83	\$1,400,046.00	\$1,254,562.38	\$1,480,933.00	\$1,480,933.00	\$1,480,933.00

145	DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF THE CITY TREASURER - COLLECTOR									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-145-1-5111	Treasurer/Collector ¹	Monica Ford	UNCL	35	1	1	1	\$120,000	\$123,603	\$123,603
01-145-1-5143	Treasurer/Collector	Monica Ford	Longevity					\$1,300	\$0	\$0
01-145-1-5111	Assistant Treasurer ³	Tammie Duong	UNCL	35	1	1	1	\$68,644	\$75,000	\$75,000
01-145-1-5111	Assistant Collector ³	Adriana Indrisano	UNCL	35	1	1	1	\$68,644	\$70,000	\$70,000
01-145-1-5111	Payroll Administrator ⁴	Vacant	UNCL	35	0	1	1	\$0	\$65,000	\$65,000
01-145-1-5111	Administrative Assistant ²	Sissy Liston	A-6U/8	35	1	1	1	\$63,509	\$66,960	\$66,960
01-145-1-5143	Administrative Assistant	Sissy Liston	Longevity					\$1,450	\$1,450	\$1,450
01-145-1-5111	Deputy Collector ²	Tracy O'Connor	A-6U/8	35	1	1	1	\$60,480	\$66,960	\$66,960
01-145-1-5143	Deputy Collector ²	Tracy O'Connor	Longevity					\$0	\$1,000	\$1,000
01-145-1-5111	Administrative Assistant ²	Laurie Warren	A-6U/6	35	1	1	1	\$54,288	\$62,538	\$62,538
01-145-1-5143	Administrative Assistant	Laurie Warren	Longevity					\$1,000	\$1,000	\$1,000
01-145-1-5111	Principal Clerk ²	Roxanna Mejia	C-6U/8	35	1	1	1	\$63,509	\$57,240	\$57,240
01-145-1-5111	Principal Clerk ²	Zerina Gace	C-6U/8	35	1	1	1	\$63,509	\$57,240	\$57,240
01-145-1-5143	Principal Clerk	Vacant	Longevity					\$1,000	\$0	\$0
01-145-1-5111	Principal Clerk ²	Kathy Bereznoski	C-6U/8	35	1	1	1	\$54,288	\$57,240	\$57,240
01-145-1-5143	Principal Clerk	Kathy Bereznoski	Longevity					\$1,450	\$1,450	\$1,450
01-145-1-5111	Principal Clerk ²	Tanya Benjamin	C-6U/7	35	1	1	1	\$54,288	\$54,500	\$54,500
01-145-1-5111	Principal Clerk ²	Anita LaFuentes	C-6U/7	35	1	1	1	\$54,288	\$54,500	\$54,500
01-145-1-5111	Principal Clerk ²	Vacant	C-6U/8	35	1	1	1	\$50,766	\$57,240	\$57,240
01-145-1-5111	Principal Clerk ²	Jeanne Broderick	C-6U/5	17.5	0.50	0.50	0.50	\$23,840	\$26,245	\$26,245
01-145-1-5111	Principal Clerk ²	Jane Peluso	C-6U/8	20	0.57	0.57	0.57	\$31,024	\$32,583	\$32,583
01-145-1-5143	Principal Clerk	Jane Peluso	Longevity					\$1,250	\$1,250	\$1,250
01-145-1-5111	Parking Meter Repairman ²	Bill MacKenzie	W7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-145-1-5143	Parking Meter Repairman	Bill MacKenzie	Longevity					\$1,450	\$1,450	\$1,450
01-145-1-5193	Parking Meter Repairman	Bill MacKenzie	Clothing					\$700	\$700	\$700
01-145-1-5191	Hearing Officer	Chad Luongo	UNCL	Varies	0	0	0	\$5,000	\$5,000	\$5,000
					14.07	15.07	15.07			
145	City Treasurer / Collector TOTAL									Continued...

[illegible]

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

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Salaries	912,996	988,883	75,887	8%	3% COLA added to administrative salary. Requesting salary adjustment for the Assistants Treasurer/Collector to put parity between their salary and the clerical salary. Local 25 Clerical/DPW increased 3% per contract.
Overtime	1,000	1,000	0	0%	If clerks request OT in lieu of comp time.
Longevity	7,600	7,600	0	0%	Ms. Liston (\$1,450), Ms. O'Connor (\$1,000), Ms. Bereznoski (\$1,450), Ms. Warren (\$1,000), Mrs. Peluso (\$1,250), Mr. Mackenzie (\$1,450).
Above Grade Differential	3,000	3,000	0	0%	Used when clerical staff fill in for someone at a higher job classification.
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	\$930,296	\$1,006,183	\$75,887	8%	
General Operating Expenses					
Equipment Maintenance	1,500	1,500	0	0%	Service contracts on 4 date stamps/\$200 ea. Includes ink ribbons.
Recording Fees	30,000	30,000	0	0%	\$75 per deed. Anticipated to have 300 to 400 deeds in FY23.
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	60,000	5,000	9%	Postage for all department in city. Also pays for supplies to maintain the mail machine. Postage rates scheduled to increase in January 2023.
Other Charges	250,000	250,000	0	0%	Eastern Bank lockbox fees about \$15K to \$20K per year. Also used to pay credit card fees and for parking sticker program.
Office Supplies	5,000	5,000	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	\$469,750	\$474,750	\$5,000	1%	
Total Treasurer/Collector	\$1,400,046	\$1,480,933	\$80,887	6%	
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Retirement of Debt (Found under Fixed Costs)					
April 23, 2015	1,065,000	1,065,000	0	0%	Payments per debt schedule.
Dec 12, 2012 School Remodeling	120,000	0	(120,000)	-100%	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	0	(100,000)	-100%	Payments per debt schedule.
Dec. 20, 2013	675,000	675,000	0	0%	Payments per debt schedule.
Feb 6, 2014	265,000	265,000	0	0%	Payments per debt schedule.
Feb 18, 2016	930,000	925,000	(5,000)	-1%	Payments per debt schedule.
Feb 19, 2008 Sec 108 HUD Loan	80,000	84,000	4,000	5%	Payments per debt schedule.
Feb 2017	890,000	666,000	(224,000)	-25%	Payments per debt schedule.
May 3, 2018	1,355,000	1,335,000	(20,000)	-1%	Payments per debt schedule.
April 4, 2019	1,810,000	1,785,000	(25,000)	-1%	Payments per debt schedule.
Feb 11, 2021 GOB	160,000	160,000	0	0%	Payments per debt schedule.
Nov 17, 2020 GOB	1,135,000	1,130,000	(5,000)	0%	Payments per debt schedule.
Jan 25, 2022 GOB	0	1,300,000	1,300,000	100%	Payments per debt schedule.
Total	\$9,034,416	\$9,839,416	\$805,000	9%	
Long Term Debt Interest (Found under Fixed Costs)					
April 23, 2015	241,758	199,156	(42,602)	-18%	Payments per debt schedule.
Dec 12, 2012 School Remodeling	2,400	0	(2,400)	-100%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	107,860	98,871	(8,989)	-8%	Payments per debt schedule.
Aug 1, 2009 School Remod-Parlin	35,126	0	(35,126)	-100%	Payments per debt schedule.
Dec 20, 2013	104,731	84,480	(20,251)	-19%	Payments per debt schedule.
Feb 6, 2014	65,920	57,969	(7,951)	-12%	Payments per debt schedule.
Feb 18, 2016	328,700	291,500	(37,200)	-11%	Payments per debt schedule.
Feb 2017	366,322	321,819	(44,503)	-12%	Payments per debt schedule.
May 3, 2018	410,631	342,881	(67,750)	-16%	Payments per debt schedule.
April 4, 2019	614,750	524,250	(90,500)	-15%	Payments per debt schedule.
Feb 11, 2021 GOB	76,319	70,500	(5,819)	-8%	Payments per debt schedule.
Nov 17, 2020 GOB	833,040	629,538	(203,502)	-24%	Payments per debt schedule.
Jan 25, 2022 GOB	0	793,461	793,461	100%	Payments per debt schedule.
Total	\$3,187,557	\$3,414,425	\$226,868	7%	
Continued...					

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Short Term Debt Interest (Found under Fixed Costs)					
Int on Temporary Loans	210,000	0	(210,000)	-100%	Not requesting funding in FY23.
Total	\$210,000	\$0	(\$210,000)	100%	
FICA (Found under Fixed Costs)					
Medicare (1.45%)	1,936,012	2,323,214	387,202	20%	Employer match of Medicare deduction. 1.45% of pay (health and life deductions not taxed).
Total	\$1,936,012	\$2,323,214	\$387,202	20%	

Office of the City Solicitor

Mission Statement

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

Significant Budget & Staffing Changes for FY 2023

There are no significant budget or staffing changes for FY2023.

FY 2022: Accomplishments

- 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.
- Advised HR on various personnel matters.
- Investigated and advised departments on personnel infractions and prepared disciplinary documents.
- Since Everett has a Housing Court in its jurisdiction, we have used the court to take several property owners to court to successfully obtain court orders forcing these owners to bring their properties up to code in order for residents to live safely.
- Worked with City Departments and the City of Chelsea on the Island End project.



- Continued working with the Administration, this office along with ISD instituted a policy in accordance with state law and code to inspect all multi-dwelling units over two (2) units for safety, including fire safety. Since implementation we have inspected and certified hundreds of buildings improving the safety and quality of life for residents.
- Successfully filed grant applications for reimbursement and potential future costs to the Gaming Commission for unanticipated impacts caused from the opening of the Encore casino resort.
- Continuing to assist the class action litigation against the opioid manufacturers and distributors.
- Continuing to work the Treasurer's Office to secure tax title to properties who have not paid taxes.
- Worked with collective bargaining units to ratify successor collective bargaining agreements.

FY 2023: Goals & Objectives

- Successfully ratify all union contracts through FY2026.
- 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 advice 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.
- Implement asset management software in order to properly assess the City's assets to ensure we are properly insured for all property (real and personal) owned by the City.



Outcomes & Performance Measurers	Actual FY 2020	Actual FY 2021	Actual FY 2022	Estimated FY 2023
Legal Cases Closed	12	11	6	10
Insurance Claims Processed	150	115	97	150
ISD Appeal Hearings	800	360	400	500

How FY 2023 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

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

City of Everett
Everett Budget Council Summary Report
2023 City Budget

151 - OFFICE OF THE CITY SOLICITOR		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-151-1-5111	SALARIES	\$212,540.01	\$437,769.00	\$428,802.07	\$474,718.00	\$470,244.00	\$470,244.00
01-151-1-5143	LONGEVITY	\$2,350.00	\$3,150.00	\$5,500.01	\$3,150.00	\$3,150.00	\$3,150.00
01-151-1-5191	HEARING OFFICER STIPEND	\$0.00	\$0.00	\$420.66	\$0.00	\$0.00	\$0.00
01-151-1-5198	RAO STIPEND	\$9,041.08	\$9,400.00	\$6,914.45	\$10,000.00	\$9,400.00	\$9,400.00
PERSONNEL Total:		\$223,931.09	\$450,319.00	\$441,637.19	\$487,868.00	\$482,794.00	\$482,794.00
EXPENSES							
01-151-2-5302	LITIGATION/PROFESSIONAL SERVICES	\$60,739.21	\$71,000.00	\$23,789.77	\$150,000.00	\$150,000.00	\$150,000.00
01-151-2-5319	ISD LITIGATION FEES	\$0.00	\$7,500.00	\$1,573.50	\$7,500.00	\$7,500.00	\$7,500.00
01-151-2-5420	OFFICE SUPPLIES	\$1,317.54	\$3,000.00	\$1,500.45	\$3,000.00	\$3,000.00	\$3,000.00
01-151-2-5586	WESTLAW COMPUTER RESEARCH	\$4,526.95	\$4,200.00	\$3,962.00	\$4,200.00	\$4,200.00	\$4,200.00
01-151-2-5710	PROFESSIONAL DEVELOPMENT	\$475.29	\$1,500.00	\$1,372.53	\$1,500.00	\$1,500.00	\$1,500.00
01-151-2-5760	CLAIMS	\$2,530.78	\$6,500.00	\$6,230.00	\$3,500.00	\$3,500.00	\$3,500.00
01-151-2-5850	EQUIPMENT & OTHER	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
EXPENSES Total:		\$69,589.77	\$96,200.00	\$38,428.25	\$172,200.00	\$172,200.00	\$172,200.00
151 OFFICE OF THE CITY SOLICITOR Total:		\$293,520.86	\$546,519.00	\$480,065.44	\$660,068.00	\$654,994.00	\$654,994.00

151	OFFICE OF THE CITY SOLICITOR									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-151-1-5111	City Solicitor ¹	Colleen Mejia	UNCL	35	1	1	1	\$123,652	\$140,000	\$140,000
01-151-1-5143	City Solicitor	Colleen Mejia	Longevity					\$1,300	\$1,300	\$1,300
01-151-1-5111	Assistant City Solicitor ¹	Keith Slattery	UNCL	35	1	1	1	\$110,000	\$120,000	\$120,000
01-151-1-5111	Assistant City Solicitor for Labor & Employment ²	Lara Ammouri	UNCL	30	1	1	1	\$90,000	\$92,703	\$92,703
01-151-1-5143	Assistant City Solicitor for Labor & Employment	Lara Ammouri	Longevity					\$800	\$800	\$800
01-151-1-5111	Paralegal ²	Jen Peters	UNCL	35	1	1	1	\$59,747	\$61,542	\$61,542
01-151-1-5143	Paralegal	Jen Peters	Longevity					\$400	\$400	\$400
01-151-1-5111	Secretary ²	Maryann Mayo	UNCL	35	1	1	1	\$54,370	\$60,473	\$55,999
01-151-1-5143	Secretary	Maryann Mayo	Longevity					\$650	\$650	\$650
					5	5	5			
151	City Solicitor TOTAL									
							Salary (5111)	\$437,769	\$474,718	\$470,244
							Longevity (5143)	\$3,150	\$3,150	\$3,150
							RAO Stipend (5198)	\$9,400	\$10,000	\$9,400
							Personnel Total:	\$450,319	\$487,868	\$482,794
Notes to Budget:										
¹	Seeking a salary adjustment for this position in FY23.									
²	3% COLA added to this salary in FY23.									

(151) Office of the City Solicitor - Notes to Budget	
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	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Salaries	437,769	470,244	32,475	7%	Based on the Collins study previously used by our city, the average salary for solicitors was \$139,394. Mr. Slattery's position is a hybrid between Code Enforcement Director and Assistant Solicitor. With his 20 years experience as an attorney and dual roles, he is requesting an adjustment. 3% COLA on most administrative salaries.
Longevity	3,150	3,150	0	0%	Ms. Mejia (\$1,700), Ms. Ammouri (\$800), Ms. Peters (\$400) and Ms. Mayo (\$650).
RAO Stipend	9,400	9,400	0	0%	In accordance with new public records law, a record access officer is appointed. Instead of hiring a part time employee, solicitor will take responsibility. In calendar year 2021 the city received 568 requests. The Solicitor managed the responses of each one. As of March 2, 2022 the city has already received 109 requests. The workload for this task requires more time than previous years.
Total Personnel Services	\$450,319	\$482,794	32,475	7%	
General Operating Expenses					
Litigation/Professional Services	75,000	150,000	75,000	100%	Used to pay any litigation related service, such as legal services, filing complaints, expert witnesses, recording fees, transcripts, etc.
ISD Litigation Fees	7,500	7,500	0	0%	For issues surrounding Code Enforcement/ISD.
Office Supplies	3,000	3,000	0	0%	General office supplies from WB Mason.
Westlaw Computer Research	4,200	4,200	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	2,500	3,500	1,000	40%	For small claims brought against the city.
Equipment & Other	2,500	2,500	0	0%	Equipment and large office supplies.
Total Expenditures	\$96,200	\$172,200	76,000	79%	
Total Solicitor's Office	\$546,519	\$654,994	\$108,475	20%	
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Property/Liability Insurance (Found under Fixed Costs)					
Comp General Liability	1,984,650	2,083,883	\$99,233	5%	All city insurance including schools. Anticipating increase in premiums because of new fleet vehicles and new park equipment.
Insurance Deductibles	151,500	151,500	\$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	\$2,136,150	\$2,235,383	\$99,233	5%	

Department of Human Resources



Human Resources strategically partners with departments to ensure the effective and efficient management of people to help gain a competitive advantage throughout the Commonwealth of Massachusetts. Human Resources oversees employee benefits, employee recruitment, training and development, workplace policies, employee retention, performance management, and the overall compliance with federal, state, and local employment laws.

Mission Statement

As a trusted business partner, Human Resources optimizes the employee experience by providing innovative and efficient solutions to drive positive organizational change. In addition, the Human Resources department establishes, administers, and effectively communicates sound policies, rules, and practices that treat employees with dignity and equality while maintaining compliance with municipal governance of employment and labor laws.

Significant Budget & Staffing Changes for FY2023

No significant changes.

FY2022: Accomplishments

- Partner with Commonwealth Corporation to administer the Summer Youth Program, where the goal is to hire as many youths during the summer months to receive practical work experience working in various departments throughout the City. In addition, participants receive training in softcore skills to practice professional behaviors, learn how to relate to supervisors and co-workers in the workplace, and move forward in their education career path.
- Successful recruitment and hiring of the new Director of Human Resources.
 - Secured staffing to make free or low-cost city-wide programs available and increased Everett youth employment opportunities, including Crimson Camp, Mayor's Free Lunch Program, senior meal delivery, etc.
- Diabetes Program – rebates/reduced copays on Diabetes medications and appointments at no cost to our employees and their families.
- Onboarded twenty (20) new Fire Fighters.

- Onboarded five (5) new Everett Police Officers.
- Ratification of union contracts.
- Purchased the Cities first Applicant Tracking System (ATS), with a targeted implementation for the end of FY2022.
- Digitized offer letters and other related Human Resources Forms by utilizing DocuSign.
- Purchased and implemented LinkedIn Learning for Department Heads.
- Established protocols and procedures to maintain a safe work environment before the availability of the vaccines during COVID-19 while buildings were open to the public.
- Separated payroll for Worker's Compensation and IOD to track claims and payroll more efficiently.
- Partnered with KGA, our Employee Assistance Program to offer training to City Employees.
- Transitioned from a paper-based benefits enrollment to an online electronic solution.
- Hired multilingual employees to support the diverse population of Everett's residents.

FY2023: Goals & Objectives

- Fill critical leadership positions.
- Review and update all city policies.
- Partner with departments to create job classifications
- Implement manager development training.
- Leadership and Development training for supervisors and managers within the City.
- Purchase a LinkedIn Recruiting seat to assist in finding a qualified and diverse applicant pool.
- Partner with Treasurer's office to implement Munis Payroll, Human Capital Management, and ATS Software.
- Use LEAN methodologies in current HR processes to identify inefficiencies and reduce waste.
- Partner with Commonwealth Corporation to administer the Summer Youth Program, where the goal is to hire as many youths during the summer months to receive practical work experience working in various departments throughout the City. In addition, participants receive training in softcore skills to practice professional behaviors, learn how to relate to supervisors and co-workers in the workplace, and move forward in their education career path.
- Partner with the Commonwealth Corporation offers a year-round program for youth to gain skills and experience to find jobs after high school. Participants receive training in softcore skills to practice professional behaviors, learn how to relate to supervisors and co-workers in the workplace, and move forward in their education career path.
- Partner with Commonwealth Corporation and MAPC to create a Digital Navigator Program. These Digital Navigators are envisioned as individuals that will support community members in signing up for market-rate or subsidized internet service, accessing and using digital devices, and understanding essential functions of the internet and online tools like e-mail, in addition to other activities that are still to be defined.

How FY2023 Departmental Goals Relate to City's Overall Long & Short Term Goals

- Continue communication transparency with residents and job applicants by utilizing the new Applicant Tracking System to allow candidates to apply to open positions online and see their current status in the review process.
- Will continue to foster relationships with residents and City employees.
- Digitize employee personnel files.
- Establish a learning and development program for City Employees.
- Develop organizational charts for all departments.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

152 - DEPARTMENT OF HUMAN RESOURCES							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-152-1-5111	SALARIES	\$243,342.43	\$227,818.00	\$228,432.53	\$429,634.00	\$429,634.00	\$429,634.00
01-152-1-5113	PART TIME SALARIES	\$31,690.78	\$34,195.00	\$31,227.60	\$35,221.00	\$35,221.00	\$35,221.00
01-152-1-5121	TEMP PERSONNEL - ALL DEPT	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
01-152-1-5123	YEAR-ROUND PROGRAM	\$126,042.90	\$125,000.00	\$137,947.25	\$125,000.00	\$125,000.00	\$125,000.00
01-152-1-5130	OVERTIME	\$1,360.90	\$4,200.00	\$-1,526.58	\$4,200.00	\$4,200.00	\$4,200.00
01-152-1-5151	EMPLOYEE BUY BACK & OTHER	\$961,570.37	\$1,000,000.00	\$1,008,157.01	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
01-152-1-5154	DIRECT DEPOSIT STIPEND	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$1,364,857.38	\$1,397,213.00	\$1,404,237.81	\$1,600,055.00	\$1,600,055.00	\$1,600,055.00
EXPENSES							
01-152-2-5152	MEDICAL EXAMS	\$3,652.50	\$25,000.00	\$9,504.00	\$30,000.00	\$30,000.00	\$30,000.00
01-152-2-5161	LOCAL 25 HEALTH SERVICES	\$0.00	\$172,916.00	\$68,732.93	\$172,916.00	\$172,916.00	\$172,916.00
01-152-2-5301	PROFESSIONAL SERVICES	\$21,987.38	\$30,000.00	\$46,341.50	\$40,000.00	\$40,000.00	\$40,000.00
01-152-2-5420	OFFICE SUPPLIES	\$3,032.26	\$4,500.00	\$4,095.81	\$5,000.00	\$5,000.00	\$5,000.00
01-152-2-5710	PROFESSIONAL DEVELOPMENT	\$3,915.00	\$20,000.00	\$-1,342.59	\$20,000.00	\$20,000.00	\$20,000.00
EXPENSES Total:		\$32,587.14	\$252,416.00	\$127,331.65	\$267,916.00	\$267,916.00	\$267,916.00
152 DEPARTMENT OF HUMAN RESOURCES		\$1,397,444.52	\$1,649,629.00	\$1,531,569.46	\$1,867,971.00	\$1,867,971.00	\$1,867,971.00

(152) Department of Human Resources - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	227,818	429,634	201,816	89%	3% COLA added to administrative salaries. Requesting 2 new positions in FY23. Requesting salary adjustments for both Youth Workforce Coordinators.
Part Time Salaries	34,195	35,221	1,026	3%	This is the Benefits Technician position.
Temp Personnel - All Dept.	6,000	6,000	0	0%	Human Resource audits and manpower to update software.
Year-Round Program	125,000	125,000	0	0%	For PT youth workers who are hired throughout the year.
Overtime	4,200	4,200	0	0%	Manpower hours to complete audits so we are in compliance with DOL regulations as well as state statute.
Employee Buyback & Other	1,000,000	1,000,000	0	0%	For employees who buyback sick, vacation, and other contractual benefits
Total Personnel Services	\$1,397,213	\$1,600,055	\$202,842	15%	
<u>General Operating Expenses</u>					
Medical Exams	25,000	30,000	5,000	20%	Drug testing for DOT drivers, random drug testing for DPW drivers, random drug testing for police officers and firefighters, and physicals for labor force.
Local 25 Health Service	172,916	172,916	0	0%	A union benefit for dental and vision offered to Local 25 employees.
Professional Services	30,000	40,000	10,000	33%	Mt. Auburn Hospital, Employee Assistance Program, MMA membership fee, various seminars presented by MMA, all job postings, pre-employment background checks.
Office Supplies	4,500	5,000	500	11%	Belmont Printing and WB Mason forms and paper employee documents. Advertising.
Professional Development	20,000	20,000	0	0%	Training/Informational classes needed by city employees.
Total Expenditures	\$252,416	\$267,916	15,500	6%	
Total Human Resources	\$1,649,629	\$1,867,971	\$218,342	13%	

Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Unemployment Compensation (Found under Fixed Costs)					
Unemployment Compensation	330,000	330,000	0	0%	Various claims throughout the city, including the schools, unemployment taxes. Also includes credits from ECTV for their unemployment benefits.
Total	\$330,000	\$330,000	\$0	0%	
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	21,883,872	22,638,895	755,023	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 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	\$21,999,872	\$22,754,895	\$755,023	3%	
Employee Injuries (Found under Fixed Costs)					
Active Police and Fire	400,000	400,000	0	0%	All reimbursements for injuries for the police/fire departments. Meditrol (monthly billing & helping with contract issues).
Retired Police & Fire	19,500	19,500	0	0%	All prescription reimbursements for retirees.
Workers Comp	772,000	772,000	0	0%	All workers comp injury claims for all employees including the schools. (Does not include police/fire). Curtin, Murphy & O'Reilly.
Total	\$1,191,500	\$1,191,500	\$0	0%	

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 FY2023

Contract Maintenance has increased due to contractual obligations. Copiers/Maintenance includes 3 new copiers for City Hall departments. Contractual Services is for increasing capacity of City Hall servers. Telephone increase due to additional PRI at Police Station. Wireless Communication is for more devices being used by city employees. Data Communications is for the upgrades at the newly renovated Hancock Fire Station and the Central Fire Station.

FY2022: 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.

FY2023: 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 FY2023 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.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

155 - DEPT OF INFORMATION TECHNOLOGY							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-155-1-5111	SALARIES	\$224,797.27	\$246,446.00	\$220,265.38	\$243,023.00	\$243,023.00	\$243,023.00
01-155-1-5143	LONGEVITY	\$400.00	\$400.00	\$400.00	\$1,450.00	\$1,450.00	\$1,450.00
PERSONNEL Total:		\$225,197.27	\$246,846.00	\$220,665.38	\$244,473.00	\$244,473.00	\$244,473.00
EXPENSES							
01-155-2-5244	CONTRACT MAINTENANCE	\$29,109.59	\$128,000.00	\$2,048.77	\$131,000.00	\$131,000.00	\$131,000.00
01-155-2-5245	COPIERS/MAINTENANCE	\$52,904.51	\$96,000.00	\$4,964.79	\$98,000.00	\$98,000.00	\$98,000.00
01-155-2-5268	CONTRACTUAL SERVICES	\$100,132.58	\$300,000.00	\$91,932.35	\$300,000.00	\$300,000.00	\$300,000.00
01-155-2-5312	SUPPLIES	\$0.00	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	\$8,000.00
01-155-2-5340	TELEPHONE COMMUNICATIONS	\$46,318.77	\$98,000.00	\$12,468.66	\$98,000.00	\$98,000.00	\$98,000.00
01-155-2-5341	WIRELESS COMMUNICATIONS	\$63,728.29	\$86,000.00	\$60,707.20	\$88,000.00	\$88,000.00	\$88,000.00
01-155-2-5710	PROFESSIONAL DEVELOPMENT	\$6,727.00	\$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	\$19,546.57	\$54,000.00	\$8,563.99	\$58,000.00	\$58,000.00	\$58,000.00
01-155-2-5866	DIRECT FIBER DATA	\$30,049.34	\$90,000.00	\$13,244.33	\$90,000.00	\$90,000.00	\$90,000.00
01-155-2-5880	HARDWARE/SOFTWARE EQUIPMENT	\$4,856.95	\$90,000.00	\$544.48	\$90,000.00	\$90,000.00	\$90,000.00
EXPENSES Total:		\$353,373.60	\$1,015,000.00	\$194,474.57	\$1,026,000.00	\$1,026,000.00	\$1,026,000.00
CAPITAL IMPROVEMENTS							
01-155-3-5867	TECHNOLOGY INFRASTRUCTURE	\$97,749.34	\$35,000.00	\$9,145.83	\$35,000.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$97,749.34	\$35,000.00	\$9,145.83	\$35,000.00	\$0.00	\$0.00
155 DEPT OF INFORMATION TECHNOLOGY		\$676,320.21	\$1,296,846.00	\$424,285.78	\$1,305,473.00	\$1,270,473.00	\$1,270,473.00

[illegible]

¹ 3% COLA added to administrative salary.

(155) Information Technology - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	246,446	243,023	(3,423)	-1%	3% COLA on administrative salaries.
Longevity	400	1,450	1,050	263%	Mr. Dorgan (\$800) and Mr. Masella (\$650).
Total Personnel Services	\$246,846	\$244,473	(\$2,373)	-1%	
<u>General Operating Expenses</u>					
Contract Maintenance	128,000	131,000	3,000	2%	Contracts for Vadar, GEO, NetAtlantic, Barracuda Maintenance, NGP Van, DigiCert, QScend and Vote Builder. Increase requested due to rate increase in Barracuda Maintenance.
Copiers / Maintenance	96,000	98,000	2,000	2%	Paid to CIT Financial (which is Conway Office Products) for 13 copiers: Auditor, Health, ISD (2), Library, Human Resources, Solicitor, Collector, Assessor, Veteran's, Purchasing and Treasurer. Mayor's copier is paid to Ricoh. The amount requested is based on the monthly payment and maintenance fee for each machine.
Contractual Services	300,000	300,000	0	0%	Larger information technology products to help distribute the workload.
Supplies	8,000	8,000	0	0%	Keyboards, wires, connectors, general office supplies.
Telephone Communications	98,000	98,000	0	0%	All city phones, Verizon phones and PRI circuits.
Wireless Communications	86,000	88,000	2,000	2%	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 - renewals and technology updates/equipment as needed.
Data Communications	54,000	58,000	4,000	7%	Sprint , Towerstream, Comcast for data links between all city buildings.
Direct Fiber Data	90,000	90,000	0	0%	Fiber data links for all city buildings.
Hardware/Software Equipment	90,000	90,000	0	0%	For printers, computers, monitors, servers and for all operating systems.
Total Expenditures	\$1,015,000	\$1,026,000	\$11,000	1%	
<u>Capital Improvements</u>					
Technology Infrastructure	35,000	0	(35,000)	-100%	To add/update city buildings technology. Not requesting funding in FY23.
Total IT	\$1,296,846	\$1,270,473	(\$26,373)	-2%	

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:

- 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 at over 200 locations city wide.
- All freedom of information requests (FOIA) 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.

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 Elections Commission, and Historical Commission.



Significant Budget & Staffing Changes for FY2023.

The Office of the City Clerk had a reduction in staffing, with only 2 Union support staff funded, down from 3 in previous years. Step increases and cola raises for union and non-union employees.

FY2022: Accomplishments

- Implemented new agenda preparation software.
- Arranged 3 special acts.
- Codified all new ordinances passed to date.
- Increased revenue allowing the department to become self-sufficient.
- Microfilmed all payroll documents from 1970 to date.
- Assisted over 6000 customers at the counter and thousands more online and by phone.



FY2023: Goals & Objectives

- Fully implement new agenda program.
- Continue to develop historical information for the City's walking Tour to open in the summer of 2023.
- Implement new licensing software to streamline City Council Licensees.
- Continue Micro filming of paper documents into a program, which will drastically reduce research time and most importantly protect the documentation for decades to come.
- City Clerk provides support for the School Finance Review Commission.
- Implement newly purchased programs that will allow residents to apply for services online.

Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Marriage Licenses Recorded	460	480	440	430
Dog Licenses	1,050	950	505	800
Business Certificates	460	400	310	400
Births	670	600	515	600
Deaths	445	450	453	450

How FY2023 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

Continue reorganization of departmental staff to more efficiently and effectively deliver service and respond to requests. Improve communication and increase online presence and implement new software technology to continue to address citizens requests without the need for residents to appear in City Hall for services.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

161 - CITY CLERK		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-161-1-5111	SALARIES	\$311,899.00	\$527,147.00	\$480,281.85	\$338,853.00	\$338,853.00	\$338,853.00
01-161-1-5126	ELECTION STIPEND (FT)	\$0.00	\$11,523.51	\$11,523.51	\$0.00	\$0.00	\$0.00
01-161-1-5128	ALL ELECTION WORKERS	\$0.00	\$71,476.49	\$68,537.70	\$0.00	\$0.00	\$0.00
01-161-1-5130	OVERTIME	\$255.69	\$6,000.00	\$5,610.77	\$3,000.00	\$3,000.00	\$3,000.00
01-161-1-5143	LONGEVITY	\$4,550.00	\$5,750.00	\$5,750.00	\$4,550.00	\$4,550.00	\$3,600.00
01-161-1-5191	ELECTION COMMISSION STIPEND	\$0.00	\$34,700.00	\$26,589.65	\$0.00	\$0.00	\$0.00
01-161-1-5198	RAO STIPEND	\$7,200.00	\$7,200.00	\$6,600.00	\$7,200.00	\$7,200.00	\$7,200.00
PERSONNEL Total:		\$323,904.69	\$663,797.00	\$604,893.48	\$353,603.00	\$353,603.00	\$352,653.00
EXPENSES							
01-161-2-5201	HISTORICAL PRESERVATION	\$1,536.55	\$2,940.00	\$960.70	\$2,000.00	\$2,000.00	\$2,000.00
01-161-2-5240	EQUIPMENT MAINTENANCE	\$15,371.55	\$26,866.10	\$25,730.67	\$15,000.00	\$15,000.00	\$15,000.00
01-161-2-5346	ADVERTISING-ELECTION	\$0.00	\$2,187.17	\$2,187.17	\$0.00	\$0.00	\$0.00
01-161-2-5380	PREP OF VOTING MACHINES-ELECTION	\$0.00	\$24,680.18	\$24,680.18	\$0.00	\$0.00	\$0.00
01-161-2-5384	TRAINING-ELECTION	\$0.00	\$3,225.00	\$3,125.00	\$0.00	\$0.00	\$0.00
01-161-2-5385	OTHER EXPENDITURES	\$1,742.31	\$2,000.00	\$1,872.28	\$2,000.00	\$2,000.00	\$2,000.00
01-161-2-5386	CITY CENSUS	\$0.00	\$19,000.00	\$15,686.94	\$0.00	\$0.00	\$0.00
01-161-2-5389	STREET LISTS	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
01-161-2-5420	OFFICE SUPPLIES	\$8,997.10	\$22,854.77	\$17,017.75	\$12,500.00	\$12,500.00	\$12,500.00
01-161-2-5422	ARCHIVES	\$3,174.68	\$2,560.00	\$2,555.95	\$3,500.00	\$3,500.00	\$3,500.00
01-161-2-5423	WEB BASED PROGRAMS	\$20,582.00	\$31,775.00	\$31,752.51	\$35,000.00	\$35,000.00	\$35,000.00
01-161-2-5580	SUPPLIES-ELECTION	\$0.00	\$5,000.00	\$4,565.35	\$0.00	\$0.00	\$0.00
01-161-2-5710	PROFESSIONAL DEVELOPMENT	\$5,893.64	\$5,777.88	\$4,961.88	\$5,000.00	\$5,000.00	\$5,000.00
01-161-2-5745	INSURANCE & BONDS	\$200.00	\$200.00	\$100.00	\$200.00	\$200.00	\$200.00
01-161-2-5785	MISC EXPENDITURES-ELECTION	\$0.00	\$633.90	\$605.74	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$57,497.83	\$152,200.00	\$135,802.12	\$75,200.00	\$75,200.00	\$75,200.00
161 CITY CLERK Total:		\$381,402.52	\$815,997.00	\$740,695.60	\$428,803.00	\$428,803.00	\$427,853.00

161	CITY CLERK									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-161-1-5111	City Clerk ¹	Sergio Cornelio	UNCL	35	1	1	1	\$124,285	\$127,392	\$127,392
01-161-1-5143	City Clerk	Sergio Cornelio	Longevity					\$1,500	\$1,300	\$1,300
01-161-1-5111	Assistant City Clerk/City Messenger ²	Peter Napolitano	UNCL	35	1	1	1	\$88,000	\$90,000	\$90,000
01-161-1-5143	Assistant City Clerk/City Messenger	Peter Napolitano	Longevity					\$1,300	\$1,800	\$850
01-161-1-5111	Director of Elections/Registrar ³	Danielle Pietrantonio	UNCL	35	1	0	0	\$85,000	\$0	\$0
01-161-1-5111	Elections Coordinator/Assistant Registrar	Vacant	UNCL	35	1	0	0	\$52,000	\$0	\$0
01-161-1-5111	Administrative Assistant ⁴	Sylvia Navarro-Oliverez	A-6U/8	35	1	1	1	\$60,480	\$66,960	\$66,960
01-161-1-5143	Administrative Assistant	Sylvia Navarro-Oliverez	Longevity					\$1,450	\$1,450	\$1,450
01-161-1-5111	Administrative Assistant/Elections ³	Bob Fitzpatrick	A-6U/8	35	1	0	0	\$60,480	\$0	\$0
01-161-1-5143	Administrative Assistant/Elections	Bob Fitzpatrick	Longevity					\$1,450	\$0	\$0
01-161-1-5111	Principal Clerk ⁴	Vacant	C-6U/7	35	1	1	1	\$50,766	\$54,500	\$54,500
01-161-1-5111	Principal Clerk ⁵	N/A	C-6U/8	35	0	0	0	\$1	\$1	\$1
01-161-1-5191	Election Commission Chair ³	Vacant	UNCL		0	0	0	\$10,500	\$0	\$0
01-161-1-5191	Election Commission Vice Chair ³	Vacant	UNCL		0	0	0	\$7,000	\$0	\$0
01-161-1-5191	Election Commission Member ³	Vacant	UNCL		0	0	0	\$5,750	\$0	\$0
01-161-1-5191	Election Commission Member ³	Brian McCarthy	UNCL		0	0	0	\$5,750	\$0	\$0
01-161-1-5191	Election Commission Member ³	Maria Peneda	UNCL		0	0	0	\$5,750	\$0	\$0
					7	4	4			
161	City Clerk TOTAL									
							Salary (5111)	\$527,147	\$338,853	\$338,853
							Election Stipend FT (5126)	\$6,000	\$0	\$0
							Election Workers (5129)	\$77,000	\$0	\$0
							Overtime (5130)	\$6,000	\$3,000	\$3,000
							Longevity (5143)	\$5,700	\$4,550	\$3,600
Notes to Budget:							Election Comm Stipend (5191)	\$34,750	\$0	\$0
¹ 2.5% COLA for this administrative salary.							RAO Stipend (5198)	\$7,200	\$7,200	\$7,200
² 2.3% COLA for this administrative salary.							Personnel Total:	\$663,797	\$353,603	\$352,653
³ This position moved back to Elections in FY23.										
⁴ Local 25 Clerical 3% increase per contract in FY23.										
⁵ Not seeking funding for this position in FY23.										

(161) City Clerk - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	527,147	338,853	(188,294)	-36%	2.5% increase for Mr. Cornelio, 2.3% increase for Mr. Napolitano. Local 25 Clerical increased 3% per contract for FY23. Not requesting funding for Principal Clerk position in FY23. Some positions moving back to Elections Commission.
Election Stipends (FT)	6,000	0	(6,000)	-100%	Moved to Elections
All Election Workers	77,000	0	(77,000)	-100%	Moved to Elections
Overtime	6,000	3,000	(3,000)	-50%	If clerks request OT in lieu of comp time. May happen less now that the Election Commission is located in the Clerk's office to help when a clerk is absent. \$3K request moved to Elections.
Longevity	5,700	3,600	(2,100)	-37%	Mr. Cornelio (\$1,300), Mr. Napolitano (\$850), Ms. Navarro (\$1,450).
Election Commission	34,750	0	(34,750)	-100%	Moving to Elections.
RAO Stipend	7,200	7,200	0	0%	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	\$663,797	\$352,653	(\$311,144)	-47%	
<u>General Operating Expenses</u>					
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	25,000	15,000	(10,000)	-40%	SimplexGrinnell, NE Copy, time clock and typewriters. Request of \$20K moved to Elections.
Advertising - Election	2,500	0	(2,500)	-100%	Moved to Elections.
Prep of Voting Machines	25,000	0	(25,000)	-100%	Moved to Elections.
Election Training	5,000	0	(5,000)	-100%	Moved to Elections.
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 inaugurals, the mid-term address and when other dignitaries come to Everett. Also for any unforeseen events or payments.
City Census	25,000	0	(25,000)	-100%	Moved to Elections.
Recounts	500	0	(500)	-100%	Moved to Elections.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Street Lists	3,000	0	(3,000)	-100%	Moved to Elections.
Office Supplies	15,000	12,500	(2,500)	-17%	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	30,000	35,000	5,000	17%	This account pays for 4 web based programs used by the City Clerk. Increase due to purchase of a new Agendas program and new programs coming in FY23..
Election Supplies	5,000	0	(5,000)	-100%	Moved to Elections.
Professional Development	6,000	5,000	(1,000)	-17%	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 and for other continuing education needs for staff.
Insurance & Bonds	200	200	0	0%	Bonding for Messrs. Cornelio and Napolitano thru Messinger Insurance.
Misc. Election Expenses	2,500	0	(2,500)	100%	Moved to Elections.
Total Expenditures	\$152,200	\$75,200	(77,000)	-51%	
Total City Clerk/Elections	\$815,997	\$427,853	(\$388,144)	-48%	

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 plan and execute all elections, including but not limited to, primaries, general elections and all state mandated early voting hours and to establish procedures to be followed by election officials at each precinct, oversee 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, hires and supervises polling location staff, issues nominations papers to local candidates, certifies signatures of voters signing nomination papers and initiative petitions for state ballot questions. Responsible for all public records requests that fall under the purview of our record keeping surrounding elections, voter information, resident information, candidate information and campaign finance information, among other things. We are also responsible for the mass mailing of the citywide census, maintaining, processing and entering the data and the creation of the annual Resident's Book.



Significant Budget & Staffing Changes for FY2023

New part time Assistant Registrar of Voters position and the refunding of a part time union position.

FY2022: Accomplishments

- Successfully and transparently conducted two State Elections in FY2022, 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 all state elections.



- Successfully sent out and processed all data from the annual city census and became a fully bilingual office due to a federal mandate based on census data.
- Created an Election Commission social media page to better reach voters and inform the community.
- Implemented a Multi Dwelling mailing to all households over 5 apartments to file with Elections the names and dates of birth of all residents in said dwelling.
- Successfully oversaw the expansion of the city from 12 to 20 precincts, created new polling locations, informed voters of the change to their ward/precinct and polling location, staffed the additional polling locations and trained all new poll workers.
- Successfully requested additional funding in order to purchase new voting machines, Poll Pads and all other equipment needed to run the additional polling locations.
- Created a Student Poll Worker program that allows students 16-18 years old the opportunity to serve as a poll worker for monetary compensation or community service hours.

FY2023: Goals & Objectives

- Work to implement a new medium that will allow the office to reach voters ourselves and have voters able to reach us 24/7 with any questions.
- Work with school department to ensure all residents with school age children are filling out the census.
- Work with the school department to educate students on the importance of voting and encourage our high school students to get involved by working with the Election Commission during election seasons.
- To ensure each city 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 mass produce the newly created Poll Worker Manual so our Wardens, Deputy Wardens and Clerks can have a copy to take home.
- 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 strengthen compliance with Massachusetts General Law's governing elections and candidate financial disclosures and campaign conduct.
- Continue to develop and improve poll worker, Commissioner and staff professional development practices.

Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Number of Registered Voters	20,280	20,609	22,446	23,000
Actual Voter Turnout	13,800	10,363	11,000	12,000
Census forms mailed out and processed	25,000	19,156	19,422	20,000

How FY2023 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- The Elections Commission Short Term goal is to successfully acclimate voters and poll workers to the new 18 precincts plus 2 sub precincts so they're well informed and comfortable with their new polling location.
- The Elections Commission Long Term goal is to continuously run transparent and accessible elections with the hope of increasing voter turnout annually.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

162 - ELECTION COMMISSION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-162-1-5111	SALARIES	\$161,675.45	\$0.00	\$0.00	\$230,711.00	\$207,844.00	\$207,844.00
01-162-1-5125	CUSTODIANS-ELECTION	\$7,786.90	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-162-1-5126	ELECTION STIPEND FT	\$3,136.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	\$8,000.00
01-162-1-5127	WARDEN-ELECTION	\$4,342.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-162-1-5128	CLERKS-ELECTIONS	\$14,025.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-162-1-5129	ALL ELECTION WORKERS	\$29,244.51	\$0.00	\$0.00	\$115,000.00	\$115,000.00	\$115,000.00
01-162-1-5130	OVERTIME	\$2,210.31	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-162-1-5143	LONGEVITY	\$2,000.00	\$0.00	\$0.00	\$1,450.00	\$1,450.00	\$1,450.00
01-162-1-5191	ELECTION COMMISSION STIPEND	\$28,653.42	\$0.00	\$0.00	\$38,750.00	\$38,750.00	\$38,750.00
PERSONNEL Total:		\$253,075.38	\$0.00	\$0.00	\$411,911.00	\$389,044.00	\$389,044.00
EXPENSES							
01-162-2-5240	EQUIPMENT MAINTENANCE	\$13,600.48	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
01-162-2-5346	ADVERTISING-ELECTION	\$2,389.92	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
01-162-2-5380	PREP OF VOTING MACHINES	\$12,772.52	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$45,000.00
01-162-2-5384	ELECTION TRAINING	\$3,468.70	\$0.00	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00
01-162-2-5386	CITY CENSUS	\$22,147.35	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
01-162-2-5387	RECOUNTS	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00
01-162-2-5389	STREET LISTS	\$2,400.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-162-2-5420	OFFICE SUPPLIES	\$3,007.20	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-162-2-5580	ELECTION SUPPLIES	\$4,788.16	\$0.00	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00
01-162-2-5710	PROFESSIONAL DEVELOPMENT	\$1,181.87	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-162-2-5780	POLL PADS	\$40,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-162-2-5785	MISC ELECTION EXPENSES	\$2,389.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
EXPENSES Total:		\$108,645.20	\$0.00	\$0.00	\$142,000.00	\$142,000.00	\$142,000.00
162 ELECTION COMMISSION Total:		\$361,720.58	\$0.00	\$0.00	\$553,911.00	\$531,044.00	\$531,044.00

162	ELECTION COMMISSION									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-162-1-5111	Director of Elections/Registrar ¹	Danielle Pietrantonio	UNCL	35	0	1	1	\$0	\$85,000	\$77,252
01-162-1-5111	Elections Coordinator/Assistant Registrar PT ¹	Caryn Antonelli	UNCL	20	0	0.57	0.57	\$0	\$52,000	\$36,881
01-162-1-5111	Administrative Assistant ³	Bob Fitzpatrick	A-6U/8	35	0	1	1	\$0	\$66,960	\$66,960
01-162-1-5143	Administrative Assistant	Bob Fitzpatrick	Longevity					\$0	\$1,450	\$1,450
01-162-1-5111	Principal Clerk ²	Janeen Gibbons	C-6U/3	19.5	0	0.56	0.56	\$0	\$26,751	\$26,751
01-162-1-5191	Election Commission Chair	Sergio Cornelio	UNCL		0	0	0	\$0	\$10,500	\$10,500
01-162-1-5191	Election Commission Vice-Chair	Vacant	UNCL		0	0	0	\$0	\$8,000	\$8,000
01-162-1-5191	Election Commission Board Member	McCarthy	UNCL		0	0	0	\$0	\$6,750	\$6,750
01-162-1-5191	Election Commission Board Member	Pineda	UNCL		0	0	0	\$0	\$6,750	\$6,750
01-162-1-5191	Election Commission Board Member	Vacant	UNCL		0	0	0	\$0	\$6,750	\$6,750
					0	3.13	3.13			
162	Election Commission TOTAL									
							Salary (5111)	\$0	\$230,711	\$207,844
							Custodians (5125)	\$0	\$15,000	\$15,000
							Election Stipend (FT) (5126)	\$0	\$8,000	\$8,000
							All Election Workers (5129)	\$0	\$115,000	\$115,000
							Overtime (5130)	\$0	\$3,000	\$3,000
							Longevity (5143)	\$0	\$1,450	\$1,450
							Election Commission Stipend (5191)	\$0	\$38,750	\$38,750
							Personnel Total:	\$0	\$411,911	\$389,044
Notes to Budget:										
¹ 3% COLA on administrative salary.										
² Requesting part time position in FY23.										
³ 3% increase on Local 25 Clerical salary per contract settlement.										

(162) Election Commission - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	0	207,844	207,844	100%	3% COLA on administrative salary. Local 25 Clerical increased 3% per contract for FY23. Requesting funding for Principal Clerk position in FY23.
Custodians	0	15,000		100%	Custodians who open and close buildings at voting precincts on election days.
Election Stipends (FT)	0	8,000	8,000	100%	For those FT/former employees who work on election related events/services.
All Election Workers	0	115,000	115,000	100%	For Tellers, Wardens, Clerks and Inspectors. We have increased from 12 voting precincts to 18 voting precincts.
Overtime	0	3,000	3,000	100%	If clerks request OT in lieu of comp time.
Longevity	0	1,450	1,450	100%	Mr. Fitzpatrick (\$1,450).
Election Commission	0	38,750	38,750	100%	Chair (\$10,500), Vice-Chair (\$8,000), members (\$6,750).
Total Personnel Services	\$0	\$389,044	\$389,044	100%	
<u>General Operating Expenses</u>					
Equipment Maintenance	0	20,000	20,000	100%	This will pay equipment maintenance for election related equipment and software for all 18 precincts.
Advertising - Election	0	25,000	25,000	100%	Election ads placed in 2 papers x 2 elections. Increased due to the change in number of precincts & voter notifications that will be required to inform the public of the changes in their voting precincts/locations.
Prep of Voting Machines	0	45,000	45,000	100%	Auto mark programming, LHS prep for Image Cast/Poll pads. Annual equipment costs have increased. We'll have an additional 20 pieces of equipment to update each election due to the number of polling locations.
Election Training	0	7,500	7,500	100%	150 poll workers at \$25 x 2 elections.
City Census	0	25,000	25,000	100%	For printing costs and postage.
Recounts	0	500	500	100%	Only if necessary.
Street Lists	0	3,000	3,000	100%	Printing of street list book.
Office Supplies	0	2,500	2,500	100%	This pays for all paper, printers and other major supplies.
Election Supplies	0	7,500	7,500	100%	Any supplies needed for elections. Increase due to additional polling locations.
Professional Development	0	1,000	1,000	100%	For continuing education needs for staff.
Misc. Election Expenses	0	5,000	5,000	100%	Election day meals for poll workers & other expenses as needed. Hiring an additional 50 poll workers per election.
Total Expenditures	\$0	\$142,000	142,000	100%	
Total City Clerk/Elections	\$0	\$531,044	\$531,044	100%	

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 FY2023

All Member Boards received level funding per the Mayor's recommendation in FY2023.

FY2023: 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 FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Liquor Licenses	130,770	130,770	130,770	130,770
Common Victuals' Licenses	8,025	8,050	8,050	8,050
Entertainment Permits	9,675	9,700	9,700	9,700

City of Everett
Everett Budget Council Summary Report
2023 City Budget

165 - LICENSING COMMISSION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-165-1-5191	LICENSING COMMISSION STIPEND	\$6,283.30	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00
PERSONNEL Total:		\$6,283.30	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00
EXPENSES							
01-165-2-5420	OFFICE SUPPLIES	\$497.56	\$500.00	\$177.53	\$500.00	\$500.00	\$500.00
EXPENSES Total:		\$497.56	\$500.00	\$177.53	\$500.00	\$500.00	\$500.00
165 LICENSING COMMISSION Total:		\$6,780.86	\$7,700.00	\$7,377.53	\$7,700.00	\$7,700.00	\$7,700.00

165	LICENSING COMMISSION									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-165-1-5191	Chairman	Phil Antonelli	LiCom		0	0	0	\$2,800	\$2,800	\$2,800
01-165-1-5191	Board Member	Phil Arloro Jr.	LiCom		0	0	0	\$2,200	\$2,200	\$2,200
01-165-1-5191	Board Member	M. Dantone	LiCom		0	0	0	\$2,200	\$2,200	\$2,200
					0	0	0			
165	Licensing Commission TOTAL									
							Stipends (5191)	\$7,200	\$7,200	\$7,200
							Personnel Total:	\$7,200	\$7,200	\$7,200
Notes to Budget:										
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Conservation Commission

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

Mission Statement

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

Significant Budget & Staffing Changes for FY2023

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

FY2023: 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 FY2021	Actual FY2022	Estimated FY2023
Notices of Intent considered	3	3	3
Orders of Conditions issued	3	3	3
Full Certificates of Compliance issued	3	3	3

City of Everett
Everett Budget Council Summary Report
2023 City Budget

171 - CONSERVATION COMMISSION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-171-1-5111	SALARIES	\$0.00	\$0.00	\$141.67	\$0.00	\$0.00	\$0.00
01-171-1-5191	CONSERVATION COMISSION STIPEND	\$14,974.50	\$15,400.00	\$13,557.91	\$15,400.00	\$15,400.00	\$15,400.00
01-171-1-5340	TELECOMMUNICATIONS	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00
PERSONNEL Total:		\$14,974.50	\$15,600.00	\$13,699.58	\$15,600.00	\$15,400.00	\$15,400.00
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	\$180.00	\$485.00	\$0.00	\$485.00	\$485.00	\$485.00
EXPENSES Total:		\$180.00	\$685.00	\$0.00	\$685.00	\$685.00	\$685.00
171 CONSERVATION COMMISSION Total:		\$15,154.50	\$16,285.00	\$13,699.58	\$16,285.00	\$16,085.00	\$16,085.00

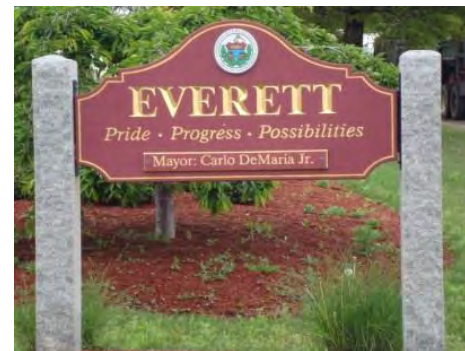
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(171) Conservation Commission - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Stipend	15,400	15,400	\$0	0%	Messrs. Norton (Chairman), D. Colson, C. Colson and E. Kernan. Ms. M. Kernan and Ms. R. Hashem.
Telecommunications	200	0	(\$200)	-100%	Not requesting funding in FY23.
Total Personnel Services	\$15,600	\$15,400	(\$200)	-1%	
<u>General Operating Expenses</u>					
Office Supplies	200	200	\$0	0%	Miscellaneous office supplies.
Dues and Memberships	485	485	\$0	0%	For conservation dues.
Total Expenditures	\$685	\$685	\$0	0%	
Total ConCom	\$16,285	\$16,085	(\$200)	-1%	

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.

Outcomes & Performance Measurers	Actual FY2021	Actual FY2022	Estimated FY2023
Special Permits	4	4	4
Site Plan Reviews	10	10	12

FY2023: 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.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

175 - PLANNING BOARD		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-175-1-5111	SALARIES	\$0.00	\$0.00	\$166.66	\$0.00	\$0.00	\$0.00
01-175-1-5191	PLANNING BOARD STIPEND	\$14,215.48	\$14,200.00	\$14,199.48	\$14,200.00	\$14,200.00	\$14,200.00
01-175-1-5340	TELECOMMUNICATIONS	\$80.00	\$100.00	\$96.00	\$100.00	\$100.00	\$100.00
01-175-1-5384	PLANNING BOARD TRAINING	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00
PERSONNEL Total:		\$14,295.48	\$14,300.00	\$14,462.14	\$14,500.00	\$14,300.00	\$14,300.00
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:		\$14,295.48	\$14,400.00	\$14,462.14	\$14,600.00	\$14,400.00	\$14,400.00

175	PLANNING BOARD									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-175-1-5191	Chairman	Fred Cafasso	PlanBd		0	0	0	\$2,200	\$2,200	\$2,200
01-175-1-5191	Board Member	Michael O'Connor	PlanBd		0	0	0	\$2,000	\$2,000	\$2,000
01-175-1-5191	Board Member	Michael Hart	PlanBd		0	0	0	\$2,000	\$2,000	\$2,000
01-175-1-5191	Board Member	Shayane Rangel	PlanBd		0	0	0	\$2,000	\$2,000	\$2,000
01-175-1-5191	Board Member	Leo Pizzano Jr.	PlanBd		0	0	0	\$2,000	\$2,000	\$2,000
01-175-1-5191	Alternate Board Member	James Tarr	PlanBd		0	0	0	\$2,000	\$2,000	\$2,000
01-175-1-5191	Alternate Board Member	Philip Mastrocola	PlanBd		0	0	0	\$2,000	\$2,000	\$2,000
					0	0	0			
175	Planning Board TOTAL									
							Stipends (5191)	\$14,200	\$14,200	\$14,200
							Telecommunications (5340)	\$100	\$100	\$100
							Planning Board Training (5384)	\$0	\$200	\$0
							Personnel Total:	\$14,300	\$14,500	\$14,300
Notes to Budget:										
.										

(175) Planning Board - Notes to Budget

		FY22	FY23	\$	%	
		Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>						
Stipend		14,200	14,200	\$0	0%	For Messrs. Cafasso (Chairman), O'Connor, Hart, Rangel, Pizzano, Tarr and Mastrocola.
Telecommunications		100	100	\$0	0%	Phone reimbursement for Mr. Cafasso.
Planning Board Training		0	0	\$0	100%	Not requesting funding in FY23. For new members.
Total Personnel Services		\$14,300	\$14,300	\$0	0%	
<u>General Operating Expenses</u>						
Office Supplies		100	100	\$0	0%	Miscellaneous office supplies.
Total Expenditures		\$100	\$100	\$0	0%	
Total Planning		\$14,400	\$14,400	\$0	0%	

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 FY2023

Budget is at level funding. No current changes.

FY2023: Goals & Objectives

Our goal is to continue to work with ISD and code enforcement officers on all projects in the city.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

176 - ZONING BOARD OF APPEALS		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-176-1-5111	SALARIES	\$1,320.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-176-1-5191	BOARD OF APPEALS STIPEND	\$11,382.62	\$14,600.00	\$12,124.91	\$14,600.00	\$14,600.00	\$14,600.00
01-176-1-5340	TELECOMMUNICATIONS	\$64.00	\$96.00	\$88.00	\$96.00	\$96.00	\$96.00
PERSONNEL Total:		\$12,767.11	\$14,696.00	\$12,212.91	\$14,696.00	\$14,696.00	\$14,696.00
EXPENSES							
01-176-2-5420	OFFICE SUPPLIES	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
EXPENSES Total:		\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
176 ZONING BOARD OF APPEALS Total:		\$12,767.11	\$15,196.00	\$12,212.91	\$15,196.00	\$15,196.00	\$15,196.00

[illegible]

(176) Zoning Board of Appeals - Notes to Budget

		FY22	FY23	\$	%	
		Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>						
Stipend		14,600	14,600	\$0	0%	Stipend paid to members.
Telecommunications		96	96	\$0	0%	Phone reimbursement to Ms. Gerace.
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.



FY2022 Accomplishments

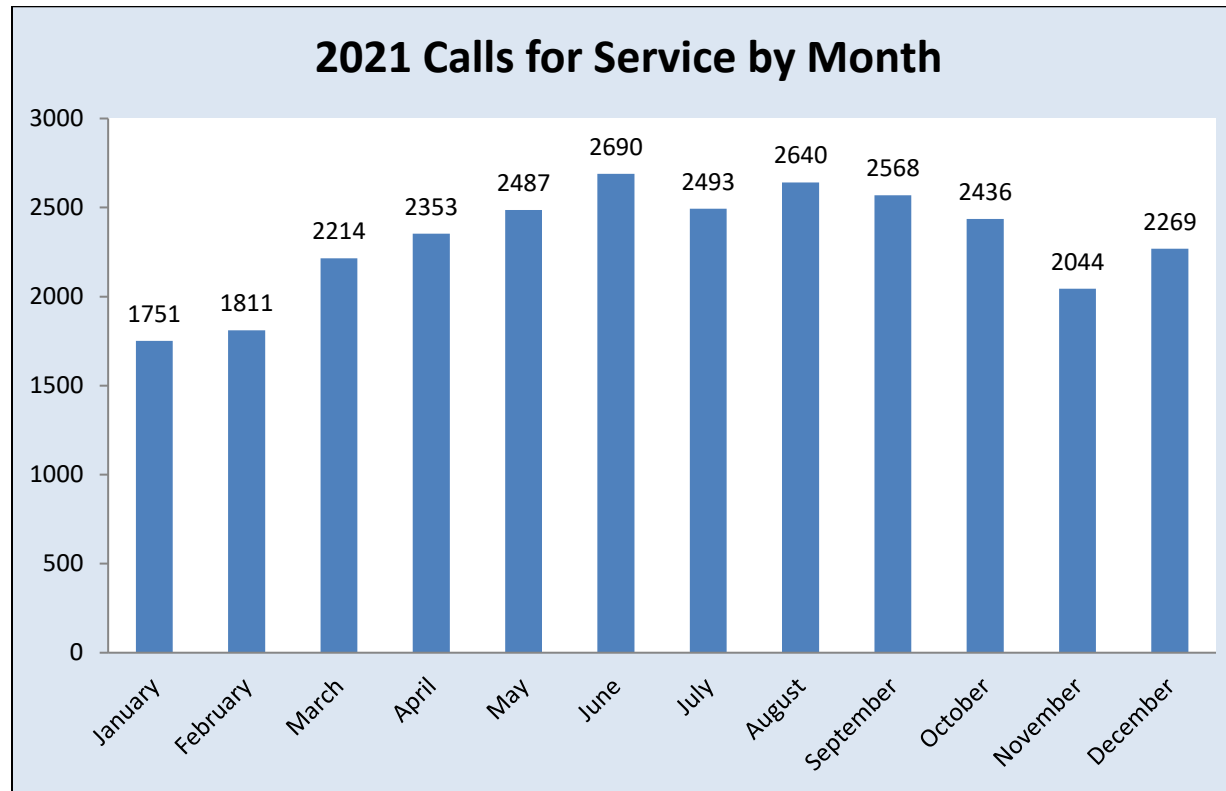
- Recruited, processed and graduated six new officers to continue replacement of personnel
- Successfully moved from part time to full time clinician to provide better services to community
- Expanded second year initiative with School Department student intern/ambassador program
- Created fulltime internal affairs assignment to address new POST Commission mandates
- Expanded training department wide to address contemporary and state training mandates
- Formed new headquarters building committee to begin planning & development process

FY2023 Goals & Objectives of the Everett Police Department

- Initiate series of adult Citizen Police Academy classes
- Continue recruitment of diverse range of police candidates
- Explore purchase of first electric vehicle to help reduce vehicle fuel & maintenance costs
- Expand community outreach to citywide Youth
- Reduce traffic crashes citywide



Chart 1: Calls For Service by Month – 2021



Offense Type	2016	2017	2018	2019	2020	2021	5 Yr. Avg 2016- 2020	5 Yr. % Change btw 5yr. Avg vs 2021	1 Yr. % Change 2020 vs 2021
Total	1714	1748	1670	1714	1716	1579	1712.4	-8%	-8%
Murder and Nonnegligent Manslaughter	2	2	1	3	0	1	1.6	-38%	100%
Negligent Manslaughter	0	0	0	1	0	0	0.2	-100%	NC
Kidnapping/Abduction	2	2	1	4	4	1	2.6	-62%	-75%
Rape	10	18	17	18	23	24	17.2	40%	4%
Sodomy	0	0	0	0	2	0	0.4	-100%	-100%
Sexual Assault With An Object	0	0	0	1	1	0	0.4	-100%	-100%
Fondling	10	10	9	12	5	15	9.2	63%	200%
Incest	0	0	1	0	1	0	0.4	-100%	-100%
Statutory Rape	1	6	0	1	0	0	1.6	-100%	NC
Aggravated Assault	106	111	122	201	141	105	136.2	-23%	-26%
Simple Assault	144	114	112	128	126	142	124.8	14%	13%
Intimidation	108	93	84	89	97	88	94.2	-7%	-9%
Arson	2	2	1	1	1	0	1.4	-100%	-100%
Burglary/Breaking & Entering	101	121	114	110	78	70	104.8	-33%	-10%
Counterfeiting/Forgery	17	12	10	8	6	2	10.6	-81%	-67%
Destruction/Damage/Vandalism of Property	262	300	242	212	243	249	251.8	-1%	2%
Embezzlement	0	0	2	1	1	1	0.8	25%	0%
Extortion/Blackmail	2	3	3	0	4	0	2.4	-100%	-100%
False Pretenses/Swindle/Confidence Game	31	17	25	38	51	46	32.4	42%	-10%
Credit Card/Automatic Teller Fraud	89	136	85	71	33	39	82.8	-53%	18%
Impersonation	25	2	5	2	2	8	7.2	11%	300%
Welfare Fraud	4	0	0	0	8	1	2.4	-58%	-88%
Wire Fraud	5	4	8	3	8	12	5.6	114%	50%
Identity Theft	34	56	22	41	82	45	47.0	-4%	-45%
Hacking/Computer Invasion	NA	NA	NA	3	1	0	2.0	-100%	-100%
Robbery	37	31	40	21	19	12	29.6	-59%	-37%
Pocket-picking	2	0	3	3	3	1	2.2	-55%	-67%
Purse-snatching	5	2	9	5	2	6	4.6	30%	200%
Shoplifting	110	99	130	153	131	117	124.6	-6%	-11%
Theft From Building	26	19	29	44	30	26	29.6	-12%	-13%
Theft From Coin Operated Machine or Device	0	0	2	0	0	0	0.4	-100%	NC
Theft From Motor Vehicle	122	151	118	85	171	151	129.4	17%	-12%
Theft of Motor Vehicle Parts/Accessories	7	4	1	5	8	21	5.0	320%	163%
All Other Larceny	241	214	271	253	227	207	241.2	-14%	-9%
Motor Vehicle Theft	76	72	76	76	81	88	76.2	15%	9%
Stolen Property Offenses	14	9	13	14	17	14	13.4	4%	-18%
Drug/Narcotic Violations	50	49	56	50	53	38	51.6	-26%	-28%
Drug Equipment Violations	21	25	22	16	18	12	20.4	-41%	-33%
Betting/Wagering	0	0	0	1	1	1	0.4	150%	0%
Gambling Equipment Violations	0	0	1	1	1	0	0.6	-100%	-100%
Pornography/Obscene Material	1	2	1	2	3	13	1.8	622%	333%
Prostitution	2	0	0	1	0	0	0.6	-100%	NC
Weapon Law Violations	37	51	20	21	17	14	29.2	-52%	-18%
Animal Cruelty	8	11	14	14	16	9	12.6	-29%	-44%

Significant Budget & Staffing Changes for FY2023

The Everett Police Departments plan of personnel growth to meet the changing needs of the community include the following: Currently the Everett Police Department is budgeted for 126 full-time officers. The department goal is to hire ten remaining new recruits off of the Civil Service list to meet our needs. We have begun the process of adding an additional 10 officers and have secured training academies for half, with the goal of getting the final five recruits into academies before the end of December 2022 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.

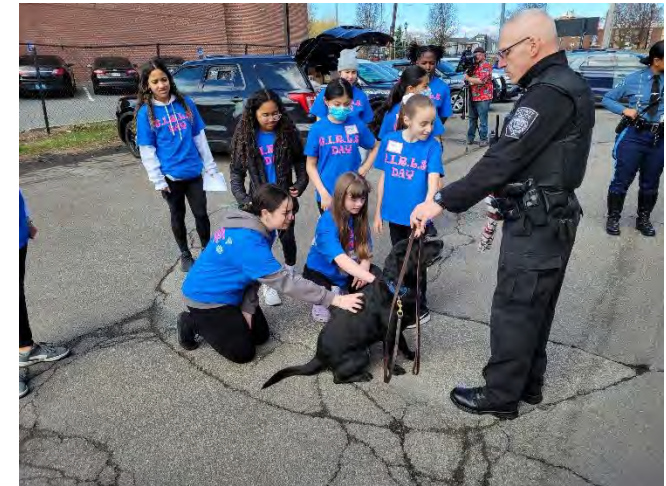
Both Superior Officer and Patrolman Union contracts expired on June 30, 2022. Negotiations have not begun for either union but anticipate three year contracts to be negotiated.

Use of technology continues to play a role in our budget expenditures to include replacing aging technologies as well as newer technological advances to support administrative as well as investigative work. 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, Narcan, lighting equipment and holsters.



Table 2: Outcomes and Performance Measures

Outcomes & Performance Measurers	Actual 2021
Calls for Service	25,880+
Arrests	649
Protective Custody	37
Robberies	12
Break and Entering	70
Sexual Assaults including fondling	39
MV Thefts	88
Thefts from a Motor Vehicle	151
Larceny – all others including shoplifting, theft from a building	350
All Assaults including domestics with arrest	364
MV Accidents all types	1,253
MV Citations all types	1,624



City of Everett
Everett Budget Council Summary Report
2023 City Budget

210 - POLICE DEPARTMENT							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-210-1-5111	SALARIES	\$10,850,732.90	\$12,212,368.00	\$12,075,676.09	\$13,413,552.00	\$13,413,552.00	\$13,413,552.00
01-210-1-5113	PART TIME	\$15,080.58	\$53,223.00	\$3,946.32	\$53,513.00	\$53,513.00	\$53,513.00
01-210-1-5130	OVERTIME	\$1,158,769.96	\$1,025,000.00	\$704,307.90	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00
01-210-1-5132	MEDICAL STIPEND	\$154,062.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-210-1-5140	HOLIDAY	\$806,069.22	\$917,853.00	\$891,964.35	\$975,040.00	\$975,040.00	\$975,040.00
01-210-1-5142	NIGHT DIFFERENTIALS	\$394,644.37	\$463,844.00	\$375,942.95	\$478,144.00	\$478,144.00	\$478,144.00
01-210-1-5143	LONGEVITY	\$10,493.68	\$10,300.00	\$11,150.00	\$16,750.00	\$16,750.00	\$16,750.00
01-210-1-5144	ABOVE GRADE DIFFERENTIALS	\$5,865.30	\$16,000.00	\$6,006.43	\$16,000.00	\$16,000.00	\$16,000.00
01-210-1-5145	EMT CERTIFICATION	\$3,889.95	\$5,000.00	\$5,086.23	\$4,000.00	\$4,000.00	\$4,000.00
01-210-1-5146	SENIOR PATROL STIPEND	\$86,446.27	\$71,728.00	\$80,959.62	\$68,436.00	\$68,436.00	\$68,436.00
01-210-1-5147	LICENSE TO CARRY STIPEND	\$121,907.79	\$138,610.00	\$229,569.89	\$264,160.00	\$264,160.00	\$264,160.00
01-210-1-5148	BREATHALYZER STIPEND	\$53,662.84	\$52,568.00	\$70,481.11	\$78,262.00	\$78,262.00	\$78,262.00
01-210-1-5149	SPECIAL DUTY	\$135,721.32	\$122,000.00	\$123,822.52	\$136,500.00	\$136,500.00	\$136,500.00
01-210-1-5156	COURT TIME	\$29,256.12	\$201,160.00	\$88,781.50	\$201,160.00	\$201,160.00	\$201,160.00
01-210-1-5157	PARKING ENFORCE SETTLEMENT	\$391.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-210-1-5190	FIRST RESPONDER STIPEND	\$62,954.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-210-1-5191	CROSSING GUARDS & MATRONS	\$166,429.81	\$245,952.00	\$188,204.29	\$284,500.00	\$284,500.00	\$284,500.00
01-210-1-5192	TASER STIPEND	\$21,185.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-210-1-5193	CLOTHING ALLOWANCE	\$182,415.65	\$233,700.00	\$205,065.24	\$205,500.00	\$205,500.00	\$205,500.00
01-210-1-5194	LANGUAGE STIPEND	\$9,291.55	\$20,500.00	\$10,389.60	\$18,500.00	\$18,500.00	\$18,500.00
01-210-1-5195	MPTC	\$11,658.07	\$10,500.00	\$22,502.78	\$10,500.00	\$10,500.00	\$10,500.00
PERSONNEL Total:		\$14,280,929.50	\$15,800,306.00	\$15,093,856.82	\$17,724,517.00	\$17,724,517.00	\$17,724,517.00
EXPENSES							
01-210-2-5245	RADIO MAINTENANCE	\$15,646.43	\$25,000.00	\$16,366.05	\$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	\$85,026.90	\$85,000.00	\$77,962.31	\$85,000.00	\$85,000.00	\$85,000.00
01-210-2-5320	PROFESSIONAL SERVICES /ROCA	\$840.00	\$50,000.00	\$37,500.02	\$50,000.00	\$50,000.00	\$50,000.00
01-210-2-5340	TELECOMMUNICATIONS	\$45,891.57	\$45,000.00	\$34,196.59	\$45,000.00	\$45,000.00	\$45,000.00
01-210-2-5343	TICKET PRINTING	\$16,564.49	\$17,000.00	\$20,671.75	\$23,000.00	\$23,000.00	\$23,000.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

210 - POLICE DEPARTMENT		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-210-2-5344	POSTAGE	\$2,995.91	\$3,800.00	\$2,467.26	\$3,800.00	\$3,800.00	\$3,800.00
01-210-2-5374	TICKET PROCESSING & TICKETS	\$93,795.80	\$75,000.00	\$104,686.05	\$90,000.00	\$90,000.00	\$90,000.00
01-210-2-5420	OFFICE SUPPLIES	\$14,757.28	\$20,000.00	\$13,695.25	\$20,000.00	\$20,000.00	\$20,000.00
01-210-2-5580	EQUIPMENT	\$26,426.53	\$48,000.00	\$24,628.14	\$48,000.00	\$48,000.00	\$48,000.00
01-210-2-5583	ANIMAL CONTROL EXPENSES	\$5,205.00	\$7,000.00	\$6,795.00	\$8,500.00	\$8,500.00	\$8,500.00
01-210-2-5588	AMMUNITION	\$25,159.47	\$26,000.00	\$728.00	\$26,000.00	\$26,000.00	\$26,000.00
01-210-2-5710	PROFESSIONAL DEVELOPMENT	\$3,049.00	\$4,000.00	\$2,889.00	\$4,000.00	\$4,000.00	\$4,000.00
01-210-2-5712	ACADEMY/TRAINING/TRAVEL	\$28,566.46	\$32,000.00	\$22,206.48	\$34,000.00	\$36,000.00	\$36,000.00
01-210-2-5717	CANINE EXPENSES	\$2,226.17	\$12,000.00	\$3,370.24	\$12,000.00	\$12,000.00	\$12,000.00
01-210-2-5785	MEALS FOR PRISONERS	\$2,477.26	\$4,200.00	\$2,782.02	\$4,200.00	\$4,200.00	\$4,200.00
EXPENSES Total:		\$371,161.62	\$457,400.00	\$373,477.51	\$481,900.00	\$483,900.00	\$483,900.00
CAPITAL IMPROVEMENTS							
01-210-3-5859	BALLISTIC VESTS	\$2,603.61	\$34,147.00	\$10,368.22	\$0.00	\$0.00	\$0.00
01-210-3-5864	PORTABLE RADIOS	\$309.25	\$336,000.00	\$35,044.78	\$0.00	\$0.00	\$0.00
01-210-3-5870	NEW PATROL VEHICLES	\$149,521.94	\$0.00	\$790.00	\$0.00	\$0.00	\$0.00
01-210-3-5871	DEPARTMENTAL VEHICLES	\$720.00	\$0.00	\$460.00	\$0.00	\$0.00	\$0.00
01-210-3-5875	PROTECTIVE HELMETS	\$0.00	\$8,000.00	\$6,849.50	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$153,154.80	\$378,147.00	\$53,512.50	\$0.00	\$0.00	\$0.00
210 POLICE DEPARTMENT Total:		\$14,805,245.92	\$16,635,853.00	\$15,520,846.83	\$18,206,417.00	\$18,208,417.00	\$18,208,417.00

210	POLICE DEPARTMENT								
	PERSONNEL SERVICES								
					FY23	FY23			FY23
			CLASS /	FY22	DEPT	MAYOR		FY23	MAYOR
			STEP /	F T E	F T E	F T E	FY22	DEPT	& COUNCIL
DEPT	POSITION		QUINN	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-210-1-5111	Chief of Police ¹	Steven Mazzie	25%	1	1	1	\$226,605	\$240,406	\$240,406
01-210-1-5111	Captain 25% Quinn	Hannon, Landry	25%	2	2	2	\$323,292	\$343,349	\$343,349
01-210-1-5111	Captain 20% Quinn	Stallbaum, Strong	20%	2	2	2	\$331,409	\$334,724	\$334,724
01-210-1-5111	Captain 10% Quinn	O'Malley	10%	1	1	1	\$150,655	\$152,162	\$152,162
01-210-1-5111	Lieutenant 25% Quinn	Burke, Gabriel, Gilmore, Leyne, Molea, Panzini, Rozza	25%	7	7	7	\$1,034,790	\$1,066,586	\$1,066,586
01-210-1-5111	Lieutenant 10% Quinn	Jedrey	10%	1	1	1	\$131,418	\$132,732	\$132,732
01-210-1-5111	Lieutenant 0% Quinn	DiTrapano	0%	1	1	1	\$118,806	\$132,732	\$132,732
01-210-1-5111	Sergeant 25% Quinn	Foley, DuPont, Zielinski	25%	2	3	3	\$365,607	\$397,353	\$397,353
01-210-1-5111	Sergeant 20% Quinn	Bagley, Butler, Durant, Dusablon, J. Gaff, Hall, McCabe	20%	6	7	7	\$851,078	\$884,416	\$884,416
01-210-1-5111	Sergeant 10% Quinn	Fox	10%	1	1	1	\$114,690	\$115,837	\$115,837
01-210-1-5111	Sergeants 0% Quinn	J. Cristiano, N. Cristiano, Kelley, O'Donnell	0%	4	4	4	\$301,665	\$408,517	\$408,517
01-210-1-5111	Patrol Officers 25% Quinn	Benedetto, Burton, Crowell, Hornsby, Hurley, Mandracchia, Mason, Stabile, Swinford, Woodford	25%	10	10	10	\$728,796	\$1,052,424	\$1,052,424
01-210-1-5111	Patrol Officer 20% Quinn	N. Butler, Cunningham, DiNuccio, Flammia, Giardina, Gryp, Herbert, Lavey, Leonard, McLaughlin, Russell	20%	13	11	11	\$1,281,574	\$1,114,061	\$1,114,061
01-210-1-5111	Patrol Officer 12.5% Quinn	Bellard, Donnelly, Gouveia, Hill, Ramunno, S. Sabella, Williamson	12.5%	7	7	7	\$628,226	\$646,949	\$646,949
01-210-1-5111	Patrol Officer 10% Quinn	Connor, Furtado, Gallego, Goncalves, MacGregor, N. O'Donnell, Peluso, Poirier, Rizza	10%	10	9	9	\$874,181	\$823,509	\$823,509
01-210-1-5111	Patrol Officer 5% Quinn	Cruciotti, Martignetti	5%	2	2	2	\$162,547	\$169,325	\$169,325
01-210-1-5111	Patrol Officer 0% Quinn		0%	53	57	57	\$3,894,448	\$4,419,809	\$4,419,809
				123	126	126			
210	Police Personnel TOTAL								
							Salary (Police Officers) (5111)	\$11,519,786	\$12,434,892
							Holiday (5140)	\$881,518	\$975,040
							Night Differentials (5142)	\$443,824	\$478,144
							EMT Stipend (5145)	\$4,000	\$4,000
							Senior Patrol (5146)	\$69,337	\$68,436
							License to Carry (5147)	\$133,685	\$264,160
							Breathalyzer (5148)	\$54,404	\$78,262
							Special Duty Stipend (5149)	\$113,000	\$136,500
									Continued...

					FY23	FY23			FY23
			CLASS /	FY22	DEPT	MAYOR		FY23	MAYOR
			STEP /	F T E	F T E	F T E	FY22	DEPT	& COUNCIL
DEPT	POSITION		QUINN	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
					Clothing Allowance (5193)		\$220,800	\$200,000	\$200,000
					Language Stipend (5194)		\$19,500	\$18,500	\$18,500
					MPTC Instructor (5197)		\$10,500	\$10,500	\$10,500
01-210-1-5111	Crime/Research Analyst ²	Melissa Trzepacz	UNCL	1	1	1	\$67,933	\$69,973	\$69,973
01-210-1-5143	Crime/Research Analyst	Melissa Trzepacz	Longevity				\$0	\$650	\$650
01-210-1-5111	Police Ops Support Admin ²	Joanne Parris	UNCL	1	1	1	\$54,429	\$56,064	\$56,064
01-210-1-5143	Police Ops Support Admin	Joanne Parris	Longevity				\$1,300	\$1,300	\$1,300
01-210-1-5111	Assistant Crime/Research Analyst ²	Sarah Herrmann	UNCL	1	1	1	\$53,346	\$51,798	\$51,798
01-210-1-5111	Domestic Violence Advocate Dir. ²	Deb Romvos	UNCL	1	1	1	\$45,837	\$47,213	\$47,213
01-210-1-5143	Domestic Violence Advocate Director	Deb Romvos	Longevity				\$850	\$850	\$850
01-210-1-5111	Animal Control Officer ³	Stacia Gorgone	W-7U/4	1	1	1	\$58,819	\$62,035	\$62,035
01-210-1-5193	Parking Control Officers / Days	Stacia Gorgone	Clothing				\$700	\$700	\$700
01-210-1-5111	Parking Control Officers / Days ⁴	Fritznel Narcisse	SEIU/6	1	1	1	\$44,158	\$45,228	\$45,228
01-210-1-5143	Parking Control Officers / Days	Fritznel Narcisse	Longevity				\$550	\$550	\$550
01-210-1-5193	Parking Control Officers / Days	Fritznel Narcisse	Clothing				\$0	\$600	\$600
01-210-1-5111	Parking Control Officers / Days ⁴	Frantzy Jabouin	SEIU/6	1	1	1	\$44,158	\$45,228	\$45,228
01-210-1-5193	Parking Control Officers / Days	Frantzy Jabouin	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Days ⁴	Kerri Hutchinson	SEIU/6	1	1	1	\$44,158	\$45,228	\$45,228
01-210-1-5193	Parking Control Officers / Days	Kerri Hutchinson	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Days ⁴	Talha Tillu	SEIU/4	1	1	1	\$44,158	\$40,700	\$40,700
01-210-1-5193	Parking Control Officers / Days	Talha Tillu	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Nights ⁴	Kelley Kenyan	SEIU/6	0.86	0.86	0.86	\$39,748	\$40,700	\$40,700
01-210-1-5143	Parking Control Officers / Nights	Kelley Kenyan	Longevity				\$550	\$550	\$550
01-210-1-5193	Parking Control Officers / Nights	Kelley Kenyan	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Nights ⁴	Angelo Iuliano	SEIU/6	0.86	0.86	0.86	\$34,068	\$40,700	\$40,700
01-210-1-5193	Parking Control Officers / Nights	Angelo Iuliano	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Nights ⁴	Brian Gianelli	SEIU/6	1	0.86	0.86	\$44,158	\$40,700	\$40,700
01-210-1-5193	Parking Control Officers / Days	Brian Gianelli	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Nights ⁴	Joseph Souza	SEIU/2	1	0.86	0.86	\$44,158	\$32,953	\$32,953
01-210-1-5193	Parking Control Officers / Days	Joseph Souza	Clothing				\$600	\$600	\$600
01-210-1-5111	Administrative Assistant ⁵	Dawn Colameta	A-6U/8	1	1	1	\$63,509	\$66,960	\$66,960
01-210-1-5143	Administrative Assistant	Dawn Colameta	Longevity				\$1,450	\$1,450	\$1,450
01-210-1-5111	Administrative Assistant ⁵	Lisa LaMonica	A-6U/8	1	1	1	\$63,509	\$66,960	\$66,960
01-210-1-5143	Administrative Assistant	Lisa LaMonica	Longevity				\$1,650	\$1,650	\$1,650
									Continued...

					FY23	FY23			FY23
			CLASS /	FY22	DEPT	MAYOR		FY23	MAYOR
			STEP /	F T E	F T E	F T E	FY22	DEPT	& COUNCIL
DEPT	POSITION		QUINN	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-210-1-5111	Principal Clerk ⁵	Rose Bamford	C-6U/8	1	1	1	\$54,288	\$57,240	\$57,240
01-210-1-5143	Clerk	Rose Bamford	Longevity				\$1,250	\$1,250	\$1,250
01-210-1-5111	Principal Clerk ⁵	Neila Buckley	C-6U/7	1	1	1	\$54,288	\$54,500	\$54,500
01-210-1-5143	Principal Clerk	Gail Russo	Longevity				\$1,450	\$1,450	\$1,450
01-210-1-5111	Principal Clerk ⁵	Bernice Coito	C-6U/8	1	1	1	\$54,288	\$57,240	\$57,240
01-210-1-5143	Principal Clerk	Bernice Coito	Longevity				\$1,250	\$1,250	\$1,250
01-210-1-5111	Principal Clerk ⁵	Lori Tammaro	C-6U/8	1	1	1	\$54,288	\$57,240	\$57,240
01-210-1-5113	Principal Clerk - PT (2) ⁵	Karen Greene, Vacant	C-6U/6	0	0	0	\$53,223	\$53,513	\$53,513
01-210-1-5191	Detention Supervisor - PT (1) ⁶	P. Couto,	Matrons	Varies	Varies	Varies	\$30,000	\$34,500	\$34,500
01-210-1-5191	School Crossing Guards - PT ⁷		Xing Guards	Varies	Varies	Varies	\$215,952	\$250,000	\$250,000
	Police Civilian TOTAL			18.71	18.43	18.43			
							Salary (Civilian) (5111)	\$963,298	\$978,660
							Part Time (5113)	\$53,223	\$53,513
							Longevity (5143)	\$10,300	\$13,850
							Crossing Guard & Matron Stipend (5191)	\$245,952	\$284,500
							Clothing Allowance (5193)	\$4,900	\$5,500
210	Police Department GRAND TOTAL			141.71	144.43	144.43			
							Salary (5111)	\$12,212,368	\$13,413,552
							Part Time (5113)	\$53,223	\$53,513
							Overtime (5130)	\$1,025,000	\$1,500,000
							Holiday (5140)	\$917,853	\$975,040
							Night Differentials (5142)	\$463,844	\$478,144
							Longevity (5143)	\$10,300	\$16,750
							Above Grade Differentials (5144)	\$16,000	\$16,000
							EMT Stipend (5145)	\$5,000	\$4,000
							Senior Patrol (5146)	\$71,728	\$68,436
							License to Carry (5147)	\$138,610	\$264,160
							Breathalyzer (5148)	\$52,568	\$78,262
							Special Duty Stipend (5149)	\$122,000	\$136,500
							Court Time (5156)	\$201,160	\$201,160
									Continued...

[illegible]

(210) Police Department - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	12,212,368	13,413,552	1,201,184	10%	Chief's salary is contractual. Patrol and Superior Officers union salaries have increased 1% in anticipation of contract settlement. Local 25 Clerical & DPW union increased 3% per contract. Parking Enforcement union increased 2% in anticipation of contract settlement. 6 Officers will be paid by Encore Casino. 3% COLA on administrative salary.
Part Time Salaries	53,223	53,513	290	1%	Ms. Greene
Overtime	1,025,000	1,500,000	475,000	46%	Ensure proper staffing during vacation, long term sick, injured in Patrol Ops, etc. For city events that request police presence, investigative man-hours on serious offenses i.e. murder, rape, robbery; Other police initiatives. Blended OT rate will include some stipends, increasing the cost of OT.
Holiday	917,853	975,040	57,187	6%	All sworn officers in department this money based on formula.
Night Differentials	463,844	478,144	14,300	3%	All officers working after 4 pm receive this. 2/3 patrol are on nights. If they bang out sick, you pay sick officer and their fill-in. It is paid to officers on OT who are filling in or on other nighttime assignment. Upgraded by 1.375 per MOA.
Longevity	10,300	16,750	6,450	63%	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	5,000	4,000	(1,000)	-20%	\$500 per officer with EMT Training.
Senior Patrol Stipend	71,728	68,436	(3,292)	-5%	An annual payment to Patrolmen only who have fifteen years or more on the job. It is 3% of base salary.
License to Carry Stipend	138,610	264,160	125,550	91%	2% on base salary. Paid to Superior & Patrol Officers who maintain LTC.
Breathalyzer Stipend	52,568	78,262	25,694	49%	2% on base salary. Paid to Superior Officers who maintain certification.
Special Duty	122,000	136,500	14,500	12%	\$3,500 to any who are assigned special duty, on call, higher levels of specialized training.
Court Time	201,160	201,160	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.
Crossing Guards/Matrons Stipend	245,952	284,500	38,548	16%	For Detention Supervisors (\$34,500) and the Crossing Guards (\$250,000).
Clothing Allowance	233,700	205,500	(28,200)	-12%	Paid to all sworn officers in 2 installments yearly for a total of \$1,600 each for clothing purchase & maintenance. \$15K for Honor Guard.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Language Stipend	20,500	18,500	(2,000)	-10%	\$500 per officer fluent in foreign language.
MPTC Instructor Stipend	10,500	10,500	0	0%	\$500 per officer who is MPTC Instructor certified.
Total Personnel Services	\$15,800,306	\$17,724,517	\$1,924,212	12%	
<u>General Operating Expenses</u>					
Radio Maintenance	25,000	25,000	0	0%	Contract to maintain all mobile and portable radio equipment. Approximately 120 portable and over 25 mobile radios.
Radio-Grtr Bos Police Counsel	3,400	3,400	0	0%	Contract to use BAPERN radio network and foreign language line for non-English speaking people.
Data Handling	85,000	85,000	0	0%	Contract to maintain the department's in house records management system as well as other software programs, DHQ, IA Pro, etc., IT Services contracts. Hard drives, SSD hard drives, Wi-Fi and UPS. Computers in cruisers, interview room system (audio & visual), digital evidence retrieval, cruiser key lock box and tracker. Multiple licenses for various police software programs. Web-site hosting, email exchange certificate, Cloud back-ups and anti-virus, miscellaneous IT parts.
Professional Services - ROCA	50,000	50,000	0	0%	Payment for ROCA participants.
Telecommunications	45,000	45,000	0	0%	Contract for department issued phones, mobile pads assigned to police vehicles and detectives. Police messaging app for phones.
Ticket Printing	17,000	23,000	6,000	35%	For the printing of all parking tickets.
Postage	3,800	3,800	0	0%	For all postage that is mailed from the department.
Ticket Processing & Tickets	75,000	90,000	15,000	20%	The company that processes all parking tickets.
Office Supplies	20,000	20,000	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	48,000	48,000	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. Antennas for 10 cruisers. Upgrade video/audio system in Interview Room. Digital cameras for crime scene investigations.
Animal Control Expenses	5,000	8,500	3,500	70%	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	26,000	26,000	0	0%	All ammunition for police firearms to include pistols, shotguns, rifles, submachine guns, sniper rifle, tear gas canisters, pepper spray. Ammo is used for training purposes so that officers are trained and proficient in use of weapons. Effective in FY 20, the state requires training 2x per year.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
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	36,000	2,000	6%	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	12,000	12,000	0	0%	All dog food, vet visits, leashes, collars, medicines, boarding costs, protective equipment, harnesses, training equipment.
Meals for Prisoners	4,200	4,200	0	0%	Meals to feed all arrestees that end up in custody overnight/weekends.
Total Expenditures	\$457,400	\$483,900	\$26,500	6%	
Capital Improvements					
Ballistic Vests	34,147	0	(34,147)	-100%	This request (\$33,847) will be funded through our CIP.
Portable Radios	36,000	0	(36,000)	-100%	This request was funded in FY22.
Protective Helmets	8,000	0	(8,000)	-100%	This request was funded in FY22.
Tasers	0	0	0	100%	This request (\$82,800) will be funded through our CIP.
Upgrade of Exchange Server	0	0	0	100%	This request (\$74,049) will be funded through our CIP.
Admin Support Vehicles (2)	0	0	0	100%	This request (\$77,960) will be funded through our CIP.
Marked Traffic Vehicle (1)	0	0	0	100%	This request (\$62,669) will be funded through our CIP.
Marked Patrol Operations (2)	0	0	0	100%	This request (\$123,547) will be funded through our CIP.
Marked Parking Enforcement (2)	0	0	0	100%	This request (\$70,262) will be funded through our CIP.
Total Capital Expenditures	\$78,147	\$0	\$0	-100%	
Total	\$16,335,853	\$18,208,417	\$1,872,564	11%	

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 FY2023

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.

FY2022: Accomplishments

- Established an Officer Development Program within the department.
- Completed the rehabilitation of Hancock St and Central Fire stations.
- Completed the transition from wired master boxes to wireless.

FY2023: Goals and Objectives

- Receive delivery of a new Pierce Ladder truck, to replace aging Ladder 1.
- Receive delivery of the 1st EFD BLS ambulance.
- Standing up a Marine division to provide emergency services along Everett's waterfront.
- Continue the build out 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.

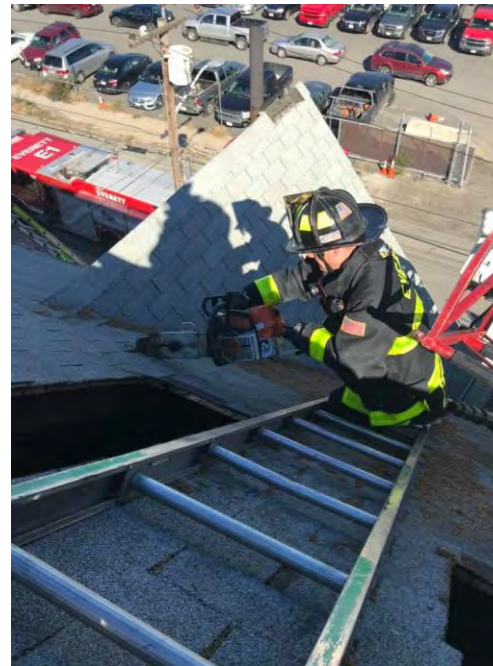
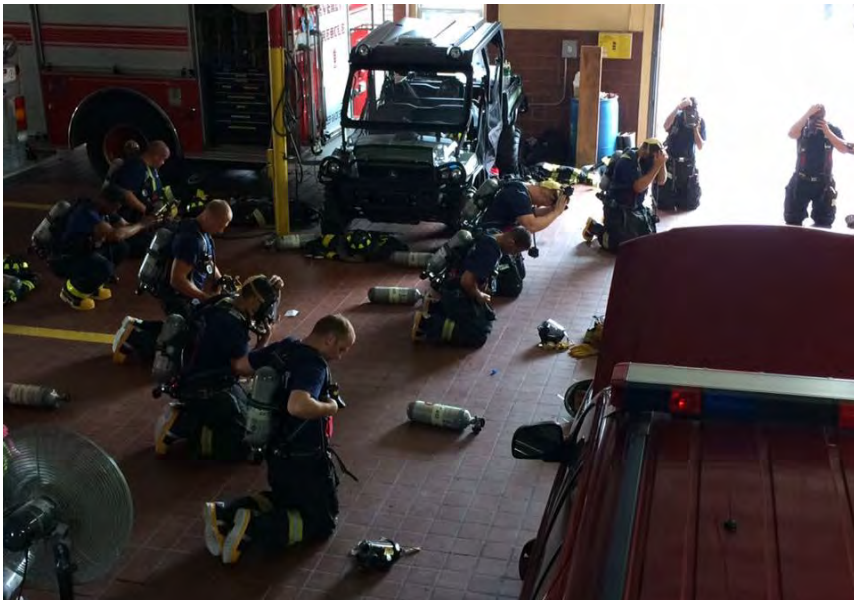


Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Fire Inspections	7,000	7,200	6800	6500
Emergency Responses	6,500	7,000	8775	9300
Average response time to emergencies	3.5 min	3.5 min	3.5 min	3.5 min
Mutual Aid Given	100	100	67	80
Mutual Aid Received	50	50	22	32
Training Classes (hours)	11,000	12,000	12,500	13500



How FY2023 Departmental Goals Relate to City's Overall Long & Short Term Goals

Our calls for services increase each year. This growth includes multiple permanent residents being developed throughout the city. Including 100 acres of land on the former Exxon/Mobil site. 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 and Central Fire stations 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. With an increase in development on the city's waterfront, we are preparing for new activities from a public and life safety standpoint. Standing up marine assets from an inflatable response boat to taking delivery in December 2022 of a 32-foot fire boat, the EFD is preparing to respond along our waterfront.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-220-1-5111	SALARIES	\$6,997,821.41	\$10,601,610.00	\$8,331,780.36	\$8,537,542.00	\$8,537,542.00	\$8,537,542.00
01-220-1-5114	CALL IN SHIFT	\$6,089.16	\$0.00	\$8,555.18	\$0.00	\$0.00	\$0.00
01-220-1-5130	OVERTIME	\$1,783,306.22	\$650,000.00	\$1,857,274.10	\$1,000,000.00	\$850,000.00	\$850,000.00
01-220-1-5140	HOLIDAY	\$584,654.45	\$667,504.00	\$674,350.29	\$722,143.00	\$722,143.00	\$722,143.00
01-220-1-5141	ADJUNCT EDUCATION	\$245,200.00	\$270,400.00	\$276,200.00	\$266,900.00	\$266,900.00	\$266,900.00
01-220-1-5142	SHIFT DIFFERENTIAL	\$175,725.06	\$215,000.00	\$180,273.09	\$215,000.00	\$215,000.00	\$215,000.00
01-220-1-5143	LONGEVITY	\$173,508.00	\$172,350.00	\$154,655.00	\$153,700.00	\$153,700.00	\$153,700.00
01-220-1-5144	ABOVE GRADE DIFFERENTIALS	\$50,686.11	\$85,000.00	\$24,495.80	\$85,000.00	\$85,000.00	\$85,000.00
01-220-1-5145	DEFIBRILATOR STIPENDS	\$89,268.54	\$104,000.00	\$101,745.20	\$105,000.00	\$105,000.00	\$105,000.00
01-220-1-5147	HAZARDOUS DUTY PAY	\$311,219.84	\$377,542.00	\$545,250.17	\$627,221.00	\$627,221.00	\$627,221.00
01-220-1-5151	EMT STIPEND	\$52,578.51	\$80,284.00	\$81,292.01	\$91,147.00	\$91,147.00	\$91,147.00
01-220-1-5158	MEDICAL EXPENSE STIPEND	\$293,423.53	\$347,988.00	\$363,339.88	\$374,995.00	\$374,995.00	\$374,995.00
01-220-1-5192	OVERTIME MEAL ALLOWANCE	\$29,449.98	\$30,000.00	\$35,586.38	\$75,000.00	\$75,000.00	\$75,000.00
01-220-1-5193	CLOTHING ALLOWANCE	\$150,315.00	\$166,400.00	\$164,839.59	\$166,400.00	\$166,400.00	\$166,400.00
01-220-1-5194	CERTIFICATIONS	\$157,679.19	\$171,500.00	\$186,974.82	\$412,000.00	\$412,000.00	\$412,000.00
01-220-1-5196	TOOL ALLOWANCE	\$114.29	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$11,101,039.29	\$13,939,578.00	\$12,986,811.87	\$12,832,048.00	\$12,682,048.00	\$12,682,048.00
EXPENSES							
01-220-2-5214	EYEGLASS REPLACEMENT	\$1,348.98	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
01-220-2-5240	EQUIPMENT MAINTENANCE	\$62,335.87	\$100,000.00	\$93,997.68	\$120,000.00	\$120,000.00	\$120,000.00
01-220-2-5245	RADIO MAINTENANCE	\$7,024.36	\$10,000.00	\$5,108.73	\$10,000.00	\$10,000.00	\$10,000.00
01-220-2-5261	APPARATUS TESTING	\$4,327.53	\$4,500.00	\$3,181.07	\$5,000.00	\$5,000.00	\$5,000.00
01-220-2-5340	TELECOMMUNICATIONS	\$15,193.09	\$20,000.00	\$17,573.07	\$20,000.00	\$20,000.00	\$20,000.00
01-220-2-5420	OFFICE SUPPLIES	\$3,236.76	\$5,000.00	\$4,202.65	\$8,000.00	\$8,000.00	\$8,000.00
01-220-2-5428	COMMUNITY NARCAN PROGRAM	\$1,058.39	\$4,000.00	\$3,021.20	\$4,000.00	\$4,000.00	\$4,000.00
01-220-2-5510	TRAINING	\$29,793.29	\$30,000.00	\$30,003.00	\$40,000.00	\$40,000.00	\$40,000.00
01-220-2-5580	REPLACEMENT FIRE FIGHTING SUPP &	\$20,000.00	\$30,000.00	\$29,136.55	\$40,000.00	\$40,000.00	\$40,000.00
01-220-2-5581	STATION SUPPLIES	\$15,907.64	\$38,000.00	\$37,430.93	\$30,000.00	\$30,000.00	\$30,000.00
01-220-2-5590	MEDICAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

220 - FIRE DEPARTMENT		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-220-2-5591	MED CONTROL/CHA PHYSICIAN	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
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	\$20,000.00	\$14,000.00	\$12,894.66	\$50,000.00	\$50,000.00	\$50,000.00
01-220-2-5710	PROFESSIONAL DEVELOPMENT	\$3,135.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00	\$5,000.00
01-220-2-5746	EMERGENCY MANAGEMENT PROGRAM	\$33,926.88	\$34,000.00	\$33,618.35	\$40,000.00	\$40,000.00	\$40,000.00
EXPENSES Total:		\$219,787.79	\$300,500.00	\$281,167.89	\$424,500.00	\$424,500.00	\$424,500.00
CAPITAL IMPROVEMENTS							
01-220-3-5580	TURN OUT GEAR	\$68,412.00	\$35,000.00	\$34,702.00	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$68,412.00	\$35,000.00	\$34,702.00	\$0.00	\$0.00	\$0.00
220 FIRE DEPARTMENT Total:		\$11,389,239.08	\$14,275,078.00	\$13,302,681.76	\$13,256,548.00	\$13,106,548.00	\$13,106,548.00

220	FIRE DEPARTMENT									
	PERSONNEL SERVICES									
				H		FY23	FY23			FY23
	POSITION			O	FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/	R	F T E	F T E	F T E	FY22	DEPT	& Council
DEPT			STEP	S	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-220-1-5111	Fire Chief	Scott Dalrymple (Acting)	Chief		1	1	1	\$161,799	\$165,313	\$165,313
01-220-1-5111	Deputy Chief	Cardinale, Vacant, Dattoli, Hickey, Imbornone, LoRusso	Dep Chief		6	6	6	\$674,519	\$668,160	\$668,160
01-220-1-5111	Captain	Baldwin, Baral, Brennan, Casella, Hurley, Leary, Lewis, Ostler, A. O'Brien, M. O'Brien, Schembri, Vacant, Simonelli, Williams	Captain		14	14	14	\$1,269,045	\$1,355,690	\$1,355,690
01-220-1-5111	Lieutenant	J.Collins, R.Collins, Gesualdo, Hardy, Jewell, Keller, Lloyd, P.McCarthy, Perretti, Sullivan, Wortman	Lieutenant		11	11	11	\$935,060	\$926,244	\$926,244
01-220-1-5111	Private		FF		72	72	72	\$5,395,979	\$5,237,457	\$5,237,457
					104	104	104			
01-220-1-5111	Administrative Assistant ¹	Maria Bussell	A-6U/8	35	1	1	1	\$63,509	\$66,960	\$66,960
01-220-1-5143	Administrative Assistant	Maria Bussell	Longevity					\$1,450	\$1,650	\$1,650
01-220-1-5111	Opiate Counselor ²	Paul Guarino	UNCL	35	1	1	1	\$58,704	\$60,479	\$60,479
01-220-1-5111	Clerk ¹	Melissa Neil	C-6U/8	35	1	1	1	\$51,694	\$57,240	\$57,240
					3	3	3			
220	Fire TOTAL									
						Salaries (5111)		\$8,601,610	\$8,537,542	\$8,537,542
						Overtime (5130)		\$650,000	\$1,000,000	\$850,000
						Holiday (5140)		\$667,504	\$722,143	\$722,143
						Adjunct Education (5141)		\$270,400	\$266,900	\$266,900
						Differential (5142)		\$215,000	\$215,000	\$215,000
						Longevity (5143)		\$172,350	\$153,700	\$153,700
						Above Grade Differential (5144)		\$85,000	\$85,000	\$85,000
						Defib Stipend (5145)		\$104,000	\$105,000	\$105,000
						Hazardous Duty Pay (5147)		\$377,542	\$627,221	\$627,221
						EMT Stipend (5151)		\$80,284	\$91,147	\$91,147
						Medical Expense Stipend (5158)		\$347,988	\$374,995	\$374,995
						Overtime Meal Allowance (5192)		\$30,000	\$75,000	\$75,000
						Clothing Allowance (5193)		\$166,400	\$166,400	\$166,400
						Certifications (5194)		\$171,500	\$412,000	\$412,000
Notes to Budget:						Personnel Total:		\$11,939,578	\$12,832,048	\$12,682,048
¹ Local 25 Clerical union 3% increase per contract.										
² 3% COLA on administrative salary.										

(220) Fire Department - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	8,601,610	8,537,542	(64,068)	-1%	Funding for salaries of department personnel as required by collective bargaining agreements. Contract not settled, but firefighters salaries increased by 2% in anticipation of contract settlement. 3% COLA on administrative salary. Local 25 Clerical increased 3% per contract settlement.
Overtime	650,000	850,000	200,000	31%	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 FY23.
Holiday	667,504	722,143	54,639	8%	Funding for uniformed personnel as required by collective bargaining agreement.
Adjunct Education	270,400	266,900	(3,500)	-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	215,000	215,000	0	0%	Funding for differential pay to uniformed personnel as required by collective bargaining agreement.
Longevity	172,350	153,700	(18,650)	-11%	Funding for longevity pay to all as required by collective bargaining agreements. Amount varies year to year due to CBA.
Above Grade Differentials	85,000	85,000	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	104,000	105,000	1,000	1%	Funding to uniformed personnel trained in cardiac defibrillation as required by collective bargaining agreement.
Hazardous Duty Pay	377,542	627,221	249,679	66%	Funding for hazardous duty pay to uniformed personnel as required by collective bargaining agreement.
EMT Stipend	80,284	91,147	10,863	14%	Funding for payment of stipend to Registered Emergency Medical Technicians as required by CBA.
Medical Expense Stipend	347,988	374,995	27,007	8%	Funding to carry Narcan on emergency vehicles.
Overtime Meal Allowance	30,000	75,000	45,000	150%	For payment of meals while working OT. Per CBA.
Clothing Allowance	166,400	166,400	0	0%	Funding for uniformed personnel per CBA.
Certifications	171,500	412,000	240,500	140%	Paid for educational stipends.
Total Personnel Services	\$11,939,578	\$12,682,048	\$742,471	6%	

Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
General Operating Expenses					
Eyeglass Replacement	5,000	5,000	0	0%	Per CBA the department replaces damaged eyeglasses.
Equipment Maintenance	100,000	120,000	20,000	20%	We have added 4 additional vehicles to our fleet, including the ambulance scheduled to be operational this summer. The increased use of electronics on the apparatus has required the equipment to be sent out for some maintenance and/or repairs which has increased the expense of some repairs.
Radio Maintenance	10,000	10,000	0	0%	For payment of maintenance related costs for mobile and portable radios. Increase is due to cover replacement/repair of department radios and equipment on the fire side of E911.
Apparatus Testing	4,500	5,000	500	11%	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. Additional testing needed for BLS ambulance.
Telecommunications	20,000	20,000	0	0%	For payment of all costs for telecommunications equipment including cell phones, tablets, satellite communications equipment, etc.
Office Supplies	5,000	8,000	3,000	60%	For office supplies for administrative offices as well as 3 fire stations. The overall cost of office supplies has increased from the suppliers. Additionally, we have created a new EMS Division which has increased our need for office supplies.
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.
Training	30,000	40,000	10,000	33%	For costs associated with training of uniformed staff to perform their duties. The cost of training has increased. The addition of the BLS ambulance has also presented us with the need for additional training at an expense unbudgeted for.
Replacement FF Supp & Equip	30,000	40,000	10,000	33%	Replacement and purchase of firefighting tools and equipment. Costs have increased.
Station Supplies	32,000	30,000	(2,000)	-6%	Trash bags, cleaning supplies, apparatus soaps, paper towels, etc. for 3 stations and the Training Division located at the old high school. We are requesting that this account be separated into one account for Station supplies and another account for medical supplies.
Medical Supplies	0	30,000	30,000	100%	The implementing of a BLS ambulance will increase our need for restocking medical supplies.
Med Control/CHA Physician Over.	0	15,000	15,000	100%	Annual expense for required Medical Control oversight by doctor of BLS ambulance. New line item requested for FY23.
Metro Fire	2,500	2,500	0	0%	Dues to Metro Fire Inc.
Personal Protection Equip	20,000	50,000	30,000	150%	For personal protective equipment for uniformed personnel such as turnout gear, helmets, boots, gloves, etc. We have added 24 new members who need to be supplied with 2 sets of PPE.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Professional Development	3,500	5,000	1,500	43%	Membership dues and attendance at various conferences of Fire Related Professional Associations. Fees have increased.
Emergency Management Pro	34,000	40,000	6,000	18%	Costs associated with emergency management activities in the City of Everett, including the Mass Notification System.
Total Expenditures	\$300,500	\$424,500	124,000	41%	
Capital Improvements					
EFD Command Vehicle Replacement	0	0	0	100%	This request will be funded by our CIP.
Turn Out Gear	35,000	0	(35,000)	-100%	This request will be funded by our CIP.
Total Capital Expenditures	\$35,000	\$0	\$35,000	-100%	
Grand Total	\$12,275,078	\$13,106,548	\$831,470	7%	
.					

Inspectional Services Division (ISD)

The Inspectional Services Department (ISD), staffed with 23 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.

FY2023: 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 OpenGov software, we have moved forward significantly. We are currently issuing 80% of our permits online.

- 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.
- Under the supervision of Inspector of Wires, the wire department will maintain newly acquired street light system, traffic signals, municipal fire alarm, and municipal buildings. The Wire department will focus on energy efficiency projects. We will be implementing a Smart City lighting control system at parks and streets, install EV charging stations, and continue to install LED lighting wherever possible.
- Ticketing was reduced because of shifts in residence needs due to COVID.

How FY2023 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.

FY2022: Accomplishments

- Partnering with Planning & Development Department, 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.

- 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 FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
# of inspections Building, Electrical, Gas & Plumbing	3004	3,154	3,009	2,931	3,231
Revenue from Permits	\$1,593,507	\$1,673,182	\$1,850,000	\$3,819,134	3,971,900
Total Fines Issued – All Violations	\$508,908	\$534,353	\$501,157	\$550,000	500,000
Habitability Inspections Performed	224	235	122	245	300
Habitability Fees	\$5,600	\$5,880	\$5,127	\$6,125	\$7,500

Significant Budget & Staffing Changes for FY2023

The City of Everett has hired a new Director of Inspectional Services. The Director of Code Enforcement duties remain with the Assistant Solicitor, who has moved back into the Solicitor’s Office until such time that the technical vacancy can be filled, at which time the salary will be reduced to reflect the holding of a singular position. The ward 4 Code Inspector remains vacant but in the ever-possible event of positions and individuals being transferred to meet the needs of the city, that position may be filled. During the pandemic, inspectors took on additional tasks related to necessary residents’ services such as food and grocery deliveries, as well as assisting with the distribution of personal protective equipment, which altered their duties to accommodate these vital tasks.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

242 - DEPT OF INSPECTIONAL SERVICES							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-242-1-5111	SALARIES	\$1,564,520.02	\$1,717,259.00	\$1,514,996.80	\$1,928,018.00	\$1,928,018.00	\$1,928,018.00
01-242-1-5113	PART TIME	\$6,177.38	\$41,446.00	\$15,796.92	\$41,446.00	\$41,446.00	\$41,446.00
01-242-1-5114	ON CALL STIPEND	\$4,950.00	\$10,400.00	\$9,462.88	\$10,400.00	\$10,400.00	\$10,400.00
01-242-1-5120	OTHER PERSONNEL SERVICES	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00
01-242-1-5130	OVERTIME	\$86,303.75	\$75,000.00	\$49,945.02	\$75,000.00	\$75,000.00	\$75,000.00
01-242-1-5143	LONGEVITY	\$5,325.05	\$2,500.00	\$4,450.00	\$2,500.00	\$2,500.00	\$2,500.00
01-242-1-5191	HEARING OFFICER	\$9,998.42	\$11,000.00	\$10,478.18	\$11,000.00	\$11,000.00	\$11,000.00
01-242-1-5193	CLOTHING ALLOWANCE	\$2,100.00	\$3,300.00	\$3,025.00	\$3,300.00	\$3,300.00	\$3,300.00
01-242-1-5194	CERTIFICATIONS	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-242-1-5196	TOOLS FOR MECHANICS	\$400.00	\$800.00	\$600.00	\$800.00	\$800.00	\$800.00
PERSONNEL Total:		\$1,679,774.62	\$1,869,205.00	\$1,608,754.80	\$2,079,964.00	\$2,079,964.00	\$2,079,964.00
EXPENSES							
01-242-2-5210	ELECTRICITY-STREET LIGHTS	\$52,143.25	\$2,015,000.00	\$1,468,969.16	\$2,221,235.00	\$2,221,235.00	\$2,221,235.00
01-242-2-5240	EQUIPMENT MAINTENANCE	\$13,835.85	\$35,000.00	\$24,867.26	\$35,000.00	\$35,000.00	\$35,000.00
01-242-2-5242	FIRE ALARM REPAIR & MAINT	\$6,040.97	\$7,000.00	\$6,219.94	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5243	STREET LIGHT MAINTENANCE	\$34,825.70	\$61,150.00	\$46,270.04	\$60,000.00	\$60,000.00	\$60,000.00
01-242-2-5249	SIGNAL & SHOP REPAIRS	\$58,620.62	\$60,000.00	\$59,442.76	\$60,000.00	\$60,000.00	\$60,000.00
01-242-2-5343	PRINTING	\$1,329.61	\$2,400.00	\$1,754.60	\$2,000.00	\$2,000.00	\$2,000.00
01-242-2-5420	OFFICE SUPPLIES	\$6,601.98	\$58,800.00	\$7,650.92	\$6,000.00	\$6,000.00	\$6,000.00
01-242-2-5434	EQUIPMENT	\$6,133.24	\$8,000.00	\$7,034.03	\$7,000.00	\$7,000.00	\$7,000.00
01-242-2-5580	SOFTWARE	\$55,422.57	\$55,000.00	\$50,387.60	\$75,000.00	\$75,000.00	\$75,000.00
01-242-2-5585	UNIFORMS	\$2,996.00	\$4,800.00	\$4,223.00	\$4,800.00	\$4,800.00	\$4,800.00
01-242-2-5586	PROFESSIONAL RESOURCE MATERIAL	\$550.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
01-242-2-5704	WIRE EXPENSES	\$70,725.50	\$81,000.00	\$67,578.15	\$81,000.00	\$81,000.00	\$81,000.00
01-242-2-5710	PROFESSIONAL SERVICES	\$12,749.89	\$0.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00
01-242-2-5780	PROFESSIONAL DEVELOPMENT	\$633.30	\$12,850.00	\$7,310.07	\$10,000.00	\$10,000.00	\$10,000.00
EXPENSES Total:		\$322,608.48	\$2,402,500.00	\$1,751,707.53	\$2,600,535.00	\$2,600,535.00	\$2,600,535.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

242 - DEPT OF INSPECTIONAL SERVICES		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
CAPITAL IMPROVEMENTS							
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
242 DEPT OF INSPECTIONAL SERVICES Total:		\$2,002,383.10	\$4,271,705.00	\$3,360,462.33	\$4,680,499.00	\$4,680,499.00	\$4,680,499.00

242	DEPARTMENT OF INSPECTIONAL SERVICES									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-242-1-5111	ISD Director & Inspector of Buildings ¹	Vacant	UNCL	35	1	1	1	\$117,976	\$120,336	\$120,336
01-242-1-5111	Code Enforcement Director ⁴	Vacant	UNCL	35	0	1	1	\$0	\$95,000	\$95,000
01-242-1-5111	Assistant Building Inspector ¹	Mike Desmond	UNCL	35	1	1	1	\$89,663	\$92,350	\$92,350
01-242-1-5143	Assistant Building Inspector	Mike Desmond	Longevity					\$850	\$850	\$850
01-242-1-5111	Assistant Building Inspector ¹	Jonathan Trull	UNCL	35	1	1	1	\$87,101	\$71,070	\$71,070
01-242-1-5111	Wire Inspector ¹	Richard Connors	UNCL	35	1	1	1	\$94,382	\$97,216	\$97,216
01-242-1-5111	Code Enforcement Supervisor ⁴	Vacant	UNCL	35	0	1	1	\$0	\$85,000	\$85,000
01-242-1-5111	Assistant Building Inspector ¹	John DeVito	UNCL	35	1	1	1	\$68,340	\$80,327	\$80,327
01-242-1-5111	Inspector of Gas & Plumbing ¹	John O'Keefe	UNCL	35	1	1	1	\$77,728	\$80,057	\$80,057
01-242-1-5111	ISD Supervisor ¹	Peter Sikora	UNCL	35	1	1	1	\$68,163	\$70,215	\$70,215
01-242-1-5111	Code Officer/W & M Insp ¹	Edmond Aliberti	UNCL	35	1	1	1	\$64,163	\$66,086	\$66,086
01-242-1-5193	Code Officer/W & M Insp	Edmond Aliberti	Clothing					\$500	\$500	\$500
01-242-1-5111	Code Officer/Food & Milk Insp ¹	Louis Staffieri	UNCL	35	1	1	1	\$64,163	\$66,086	\$66,086
01-242-1-5143	Code Off/Food & Milk Insp	Louis Staffieri	Longevity					\$400	\$400	\$400
01-242-1-5111	Code Officer - Weekends ¹	Mike Mastrocola	UNCL	35	1	1	1	\$64,163	\$66,086	\$66,086
01-242-1-5111	Code Officer - Ward 1 ¹	John Sullivan	UNCL	35	1	1	1	\$62,515	\$64,389	\$64,389
01-242-1-5111	Code Officer - Ward 2 ¹	Mark Mayo	UNCL	35	1	1	1	\$62,515	\$64,389	\$64,389
01-242-1-5111	Code Officer - Ward 3 ¹	Michael Karpenko	UNCL	35	1	1	1	\$62,515	\$64,389	\$64,389
01-242-1-5111	Code Officer - Ward 4 ¹	Vacant	UNCL	35	1	1	1	\$62,515	\$64,389	\$64,389
01-242-1-5111	Code Officer - Ward 6 ¹	Dennis Gooding	UNCL	35	1	1	1	\$62,515	\$64,389	\$64,389
01-242-1-5111	Superintendent of Signals ²	Billy Seward	W-14/4	40	1	1	1	\$91,236	\$96,194	\$96,194
01-242-1-5193	Superintendent of Signals	Billy Seward	Clothing					\$700	\$700	\$700
01-242-1-5196	Superintendent of Signals	Billy Seward	Tools					\$200	\$200	\$200
01-242-1-5111	Assistant Electrician ²	Stephen Moccia	W-13/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-242-1-5193	Assistant Electrician	Stephen Moccia	Clothing					\$700	\$700	\$700
01-242-1-5196	Assistant Electrician	Stephen Moccia	Tools					\$200	\$200	\$200
01-242-1-5111	Assistant Electrician ²	Brian Pereira	W-13/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-242-1-5193	Assistant Electrician	Brian Pereira	Clothing					\$700	\$700	\$700
01-242-1-5196	Assistant Electrician	Brian Pereira	Tools					\$200	\$200	\$200
										Continued...

						FY23	FY23			FY23
						FY22	DEPT	MAYOR		FY23
			CLASS/		F T E	F T E	F T E		FY22	DEPT
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council
										REC
01-242-1-5111	Assistant Electrician ²	Anthony Rosati Jr.	W-13/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-490-1-5193	Assistant Electrician	Anthony Rosati Jr.	Clothing					\$700	\$700	\$700
01-490-1-5196	Assistant Electrician	Anthony Rosati Jr.	Tools					\$200	\$200	\$200
01-242-1-5111	Administrative Assistant ²	Annette Debilio	A-6U/8	35	1	1	1	\$63,509	\$66,960	\$66,960
01-242-1-5143	Principal Clerk	Annette Debilio	Longevity					\$1,250	\$1,250	\$1,250
01-242-1-5111	Administrative Assistant ²	Linda Yebba	A-6U/8	35	1	1	1	\$60,480	\$66,960	\$66,960
01-242-1-5111	Principal Clerk ²	Karina DeSouza (T)	C-6U/6	35	1	1	1	\$50,766	\$53,513	\$53,513
01-242-1-5111	Principal Clerk ²	Donna Lento	C-6U/5	35	1	1	1	\$47,680	\$52,490	\$52,490
01-242-1-5111	Administrative Assistant ³	N/A	A-6U/8	35	0	0	0	\$1	\$1	\$1
01-242-1-5191	Hearing Officer	Jen Gonzalez	UNCL		0	0	0	\$11,000	\$11,000	\$11,000
					23	25	25			
242	Inspectional Services TOTAL									
							Salary (5111)	\$1,717,259	\$1,928,018	\$1,928,018
							Part Time (5113)	\$41,446	\$41,446	\$41,446
							On Call Stipend (5114)	\$10,400	\$10,400	\$10,400
							Other Personnel Services (5120)	\$2,500	\$2,500	\$2,500
							Overtime (5130)	\$75,000	\$75,000	\$75,000
							Longevity (5143)	\$2,500	\$2,500	\$2,500
							Hearing Officer (5191)	\$11,000	\$11,000	\$11,000
							Clothing Allowance (5193)	\$3,300	\$3,300	\$3,300
							Certifications (5194)	\$5,000	\$5,000	\$5,000
							Tools (5196)	\$800	\$800	\$800
							Personnel Total:	\$1,869,205	\$2,079,964	\$2,079,964
Notes to Budget:										
¹ 3% COLA added to administrative salary.										
² Local 25 Clerical & DPW salaries increased 3% per contract settlement.										
³ Not requesting funding for this position in FY23.										
⁴ Requesting a new position in FY23.										

(242) Inspectional Services - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	1,717,259	1,928,018	210,759	12%	3% COLA on administrative salary. Local 25 Clerical and DPW union increased 3% per contract settlement. Not requesting funding for 1 position in FY23. Requesting one new position in FY23.
Part Time Salaries	41,446	41,446	0	0%	Includes part-time clerks when needed.
On Call Stipend	10,400	10,400	0	0%	Stipend paid to the union person who is on call on weekends and holidays. We are also including the Code Officers who are on call as well.
Other Personnel Services	2,500	2,500	0	0%	For replacement plumber when Mr. O'Keefe is out.
Overtime	75,000	75,000	0	0%	All street lighting within the city will be repaired/maintained by Wire Department. Also building inspections, electrical inspections & code enforce officers. Also for Ms. DeBilio when she clerks her board.
Longevity	2,500	2,500	0	0%	Longevity for 10+ years.
Hearing Officer	11,000	11,000	0	0%	Ms. Peters, Hearing Officer.
Clothing Allowance	3,300	3,300	0	0%	\$700 for Messrs. Seward, Moccia, Pereira & Rosati. \$500 for Mr. Aliberti.
Certifications	5,000	5,000	0	0%	Paid to employees who pass certifications (\$500) .
Tools	800	800	0	0%	Contractual for Local 25 DPW personnel.
Total Personnel Services	\$1,869,205	\$2,079,964	\$210,759	11%	
<u>General Operating Expenses</u>					
Electricity - Street Lights	2,015,000	2,221,235	206,235	10%	All electricity expenditures are now paid from this account.
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	60,000	60,000	0	0%	Additional 2600 new lights to maintain, repair and replace.
Signal & Shop Repairs	60,000	60,000	0	0%	Traffic signals replacement project & maintenance and repairs. To repair traffic signals and control boxes which break with age or from knock-overs (car accidents).
Printing	2,400	2,000	(400)	-17%	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.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Office Supplies	8,800	6,000	(2,800)	-32%	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.
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	75,000	75,000	0	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
Wire Expenses	81,000	81,000	0	0%	Supplies.
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	10,000	(5,000)	-33%	For mandatory trainings throughout the year.
Total Expenditures	\$2,402,500	\$2,600,535	\$198,035	8%	
Total	\$4,271,705	\$4,680,499	\$408,794	10%	

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 and business 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 FY2023

Contracts for (Local 25 E911 and Local 25 Clerical) are settled through FY2024.

1 dispatcher retired and 1 new dispatcher was hired.

FY2022: Accomplishments

- Upgraded the four dispatcher positions with new computer aided dispatch (CAD) computers.
- New computer aided dispatch (CAD) server was installed .
- Interoperability with Mass State Police A Patrol via fiber connections completed.
- Updated ShotSpotter Software.
- Updated E-911 Communication Center with new camera access for city watch system.
- Letter of Recognition was given to multiple dispatchers for their role in solving a series of motor vehicle breaks and stolen motor vehicles.

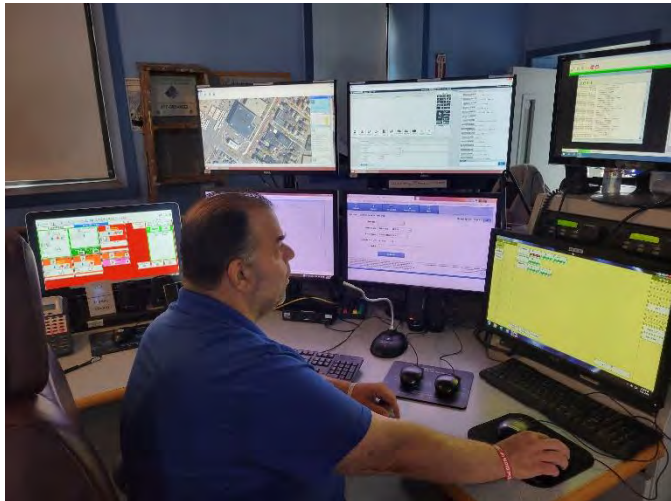


FY2023: Goals and Objectives

- Upgraded Records Management System (RMS)
- Replacement of Police and Fire radio infrastructure (repeaters, antennas, wire connections)
- Replacement of Police and Fire mutual aid radio infrastructure (Bapern and Metro Fire), obtained via UASI grant.
- Replacement of old copper wire connections to fiber optic transmission lines.
- 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 and accurate communications 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 and education program.
- Assist other public safety and service agencies whenever possible.



Outcomes & Performance Measurers	Actual FY2019 (Pre-Casino)	Actual FY2020	Actual FY2021	ACTUAL FY2022	Estimated FY2023
Total 911 Calls	21,967	28,070	30,025	31,539	32,070
Total 911 Text Messages	25	41	38	55	75
Training Classes Mass State 911 Mandated	16 hrs.	16 hrs.	16 hrs.	16 hrs.	16 hrs.



How FY2023 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.

Over the last 3 years the Everett Emergency Communication Center has experienced an increase of calls by 36%, over 9,000 additional 911 calls since the Encore Casino opened.

One of the City's short-term goals is to incorporate Text-to-911 awareness to the public, which is the ability to send a text message to reach 911 emergency call takers from your mobile phone or device. Today it is possible to use 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. The City of Everett is equipped and trained to handle Text-to-911.

One of the City's long-term goals is to incorporate Video Chat-to-911 calls as well as APP based Text-to-911 via the internet. Although the base technology is in place estimates indicate it could take several years to establish the required standards and protocols for securely transferring such rich digital data from the public over the network.

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

Incorporate the use of a newly installed Computer Aided Dispatch (CAD) server. The CAD is a computer system that assists 911 operators and dispatch personnel in handling and prioritizing calls and gathering of information for burglar and fire alarm activations. Everett's Emergency Communication Center is equipped with Enhanced 911 that will send the GPS location of the call to the CAD system that will automatically display the address of the 911 caller on a screen in front of the operator. The RMS is utilized in report writing and is then used for crime analysis, Uniform Crime Reporting (UCR) and National Incident-Based Reporting System (NIBRS) reporting as well as providing hundreds of statistical and analytical reports.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

299 - EMERGENCY COMMUNICATIONS OFFIC							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-299-1-5111	SALARIES	\$762,525.39	\$849,097.00	\$800,406.31	\$900,886.00	\$900,886.00	\$900,886.00
01-299-1-5113	PART TIME	\$22,404.04	\$60,000.00	\$12,739.08	\$60,000.00	\$60,000.00	\$60,000.00
01-299-1-5130	OVERTIME	\$138,714.49	\$100,000.00	\$206,930.38	\$125,000.00	\$125,000.00	\$125,000.00
01-299-1-5140	HOLIDAY	\$48,546.08	\$63,000.00	\$53,207.78	\$68,670.00	\$68,670.00	\$68,670.00
01-299-1-5142	NIGHT DIFFERENTIALS	\$40,677.55	\$55,000.00	\$44,452.44	\$55,000.00	\$55,000.00	\$55,000.00
01-299-1-5143	LONGEVITY	\$8,367.92	\$8,350.00	\$6,866.00	\$8,000.00	\$8,000.00	\$8,000.00
01-299-1-5144	ABOVE GRADE DIFFERENTIAL	\$38,629.27	\$38,500.00	\$29,141.74	\$38,500.00	\$38,500.00	\$38,500.00
PERSONNEL Total:		\$1,059,864.74	\$1,173,947.00	\$1,153,743.73	\$1,256,056.00	\$1,256,056.00	\$1,256,056.00
EXPENSES							
01-299-2-5245	RADIO MAINTENANCE	\$30,327.52	\$70,000.00	\$2,753.58	\$70,000.00	\$70,000.00	\$70,000.00
01-299-2-5340	TELECOMMUNICATIONS	\$3,995.92	\$5,800.00	\$3,814.87	\$5,800.00	\$5,800.00	\$5,800.00
01-299-2-5420	OFFICE SUPPLIES	\$1,173.21	\$3,000.00	\$1,871.30	\$3,000.00	\$3,000.00	\$3,000.00
01-299-2-5711	TRAINING EXPENSES	\$6,268.00	\$12,000.00	\$3,779.00	\$12,000.00	\$12,000.00	\$12,000.00
EXPENSES Total:		\$41,764.65	\$90,800.00	\$12,218.75	\$90,800.00	\$90,800.00	\$90,800.00
299 EMERGENCY COMMUNICATIONS OFFIC		\$1,101,629.39	\$1,264,747.00	\$1,165,962.48	\$1,346,856.00	\$1,346,856.00	\$1,346,856.00

299	OFFICE OF EMERGENCY COMMUNICATIONS									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-299-1-5111	Clerk ¹	Nancy Winsor	C-6U/8	35	1	1	1	\$50,766	\$57,240	\$57,240
01-299-1-5111	911 Lead Dispatcher ¹	Cheryl Bond	Local 25 /8	37.5	1	1	1	\$61,103	\$64,422	\$64,422
01-299-1-5143	911 Lead Dispatcher	Cheryl Bond	Longevity					\$1,150	\$1,150	\$1,150
01-299-1-5111	911 Lead Dispatcher ¹	Mary Tieri	Local 25 /8	37.5	1	1	1	\$61,103	\$64,422	\$64,422
01-299-1-5143	911 Lead Dispatcher	Mary Tieri	Longevity					\$950	\$1,150	\$1,150
01-299-1-5111	911 Lead Dispatcher ¹	Kara Cuthbert	Local 25 /8	37.5	1	1	1	\$61,103	\$64,422	\$64,422
01-299-1-5143	911 Lead Dispatcher	Kara Cuthbert	Longevity					\$950	\$950	\$950
01-299-1-5111	911 Dispatcher ¹	Deb Giannone	Local 25 /8	37.5	1	1	1	\$61,103	\$64,422	\$64,422
01-299-1-5143	911 Dispatcher	Deb Giannone	Longevity					\$950	\$1,150	\$1,150
01-299-1-5111	911 Dispatcher ¹	Charemon Hughes	Local 25/8	37.5	1	1	1	\$58,835	\$64,422	\$64,422
01-299-1-5143	911 Dispatcher	Charemon Hughes	Longevity					\$950	\$1,150	\$1,150
01-299-1-5111	* 911 Dispatcher ¹	Margarito Galvez	Local 25 /2	37.5	1	1	1	\$58,835	\$62,033	\$62,033
01-299-1-5143	911 Dispatcher	Margarito Galvez	Longevity					\$950	\$0	\$0
01-299-1-5111	911 Dispatcher ¹	Rebecca Buckley	Local 25/7	37.5	1	1	1	\$58,835	\$62,033	\$62,033
01-299-1-5143	911 Dispatcher	Rebecca Buckley	Longevity					\$950	\$950	\$950
01-299-1-5111	911 Dispatcher ¹	Mike landoli	Local 25/6	37.5	1	1	1	\$56,806	\$59,900	\$59,900
01-299-1-5143	911 Dispatcher	Mike landoli	Longevity					\$750	\$750	\$750
01-299-1-5111	911 Dispatcher ¹	Paul Dobbins	Local 25 /6	37.5	1	1	1	\$56,806	\$59,900	\$59,900
01-299-1-5143	911 Dispatcher	Paul Dobbins	Longevity					\$750	\$750	\$750
01-299-1-5111	911 Dispatcher ¹	Cody DaSilva	Local 25 /5	37.5	1	1	1	\$54,121	\$57,061	\$57,061
01-299-1-5111	911 Dispatcher ¹	Brianna Castranova	Local 25 /5	37.5	1	1	1	\$54,121	\$57,061	\$57,061
01-299-1-5111	911 Dispatcher ¹	Kristine Dow	Local 25 /5	37.5	1	1	1	\$54,121	\$57,061	\$57,061
01-299-1-5111	911 Dispatcher ¹	Brittany Bolduc	Local 25 /3	37.5	1	1	1	\$54,121	\$53,244	\$53,244
01-299-1-5111	911 Dispatcher ¹	Vacant	Local 25 /3	37.5	0	1	1	\$0	\$53,244	\$53,244
01-299-1-5113	Dispatchers - Part Time ²	TBD		Varies	Varies	Varies	Varies	\$60,000	\$60,000	\$60,000
					14	15	15			
299	Emergency Communication Center TOTAL									
						Salary (5111)		\$849,097	\$900,886	\$900,886
						Part Time (5113)		\$60,000	\$60,000	\$60,000
* Bi-lingual						Overtime (5130)		\$100,000	\$125,000	\$125,000
										Continued...

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(299) E 9 1 1 - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	849,097	900,886	51,789	6%	Local 25 Clerical and E911 members 3% increase per contract settlement.
Part Time Salaries	60,000	60,000	0	0%	For the "will call" employees.
Overtime	100,000	125,000	25,000	25%	Will supplement OT paid from grant funds in FY23.
Holiday	63,000	68,670	5,670	9%	Paid in December to all union employees.
Night Differentials	55,000	55,000	0	0%	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	8,350	8,000	(350)	-4%	Paid to all employees with 10+ years on the job.
Above Grade Differential	38,500	38,500	0	0%	For those covering shifts of the lead dispatchers
Total Personnel Services	\$1,173,947	\$1,256,056	\$82,109	7%	
<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	3,000	3,000	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	\$90,800	\$90,800	\$0	0%	
Total	\$1,264,747	\$1,346,856	\$82,109	6%	

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 future generations.

Executive / Fleet Division

Executive Division

The Executive Division oversees the fiscal control and day to day operations of Public Works. The Division manages and maintains the operating and capital budgets, working in partnership with the Purchasing Department, who oversees all of the City's bidding and contracting, to operate in a cost effective and efficient manner.

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

The Executive Division is responsible for policy development, labor relations working with our City Solicitor's Office, working closely with our Human Resources Department for training and career development, as well as payroll and benefits.

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 direct operational support to our other City Departments, including public building cleaning, maintenance, and construction and vehicle maintenance. This support enables these other Departments to work more effectively in serving the needs of our residents and their families.

The Administration Division is guided by Public Works' mission to provide dependable; 1st class service – and at the same time, maintaining, improving and expanding a safe, healthy, attractive and inviting place for our residents to call home.

Fleet Division

The Vehicle Maintenance Division maintains and repairs over 300 City-owned vehicles, which includes Police Department Vehicles as well as Inspectional Services Division, and pieces of equipment, such as front-end loaders, backhoes, Bobcats, Bearcats, salting spreaders, etc.

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 recycled antifreeze, and wipe rags; and by recycling as many unusable metal parts on vehicles and equipment as possible .



Executive and Fleet - Significant Budget & Staffing Changes for FY2023

3% increase on all salaries. In FY23, the Business Manager will be supported 100% from this division. We have reinstated one Motor Equipment Repairman position to this budget and have removed the funding for one part-time position.

Unfortunately, due to supply chain issues, increased costs for materials, and the increase in cost for gas/diesel/oil, our general expenditures have increased substantially.

Executive and Fleet - FY2022: Accomplishments

- Purchased new vehicles for Engineering and Water Departments.
- Decommissioned the vapor recovery systems in our fuel pumps.
- Maintain and repair the city's motor vehicle fleet and equipment - approximately 300 pieces.
- Continued OSHA compliance review and safety upgrade.



Executive and Fleet - FY2023: 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.
- Install Fuel Monitoring System and controls to better focus on each department usage, trends in fuel consumption and helping to maintain sufficient quantity of fuel and check on pricing to more proactive on lower pricing as market changes.
- Bring on more hybrid vehicles and also battery powered mowers to reduce fuel and maintenance costs.
- Continue OSHA Compliance review and safety upgrade.
- Install Canopy over fuel pumps to maintain safety and environmental concerns.
- Working in partnership with National Grid to identify charging station opportunities and fleet changeover to hybrid/electrical vehicles when appropriate.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

490 - DPW EXECUTIVE DIVISION							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-490-1-5111	SALARIES	\$518,856.85	\$701,075.00	\$669,161.45	\$802,184.00	\$802,184.00	\$802,184.00
01-490-1-5113	PART TIME	\$26,717.18	\$64,816.00	\$28,624.90	\$32,408.00	\$32,408.00	\$32,408.00
01-490-1-5114	ON CALL STIPENDS	\$0.00	\$5,200.00	\$7,300.00	\$10,400.00	\$10,400.00	\$10,400.00
01-490-1-5123	SEASONAL EMPLOYEES	\$21,223.01	\$135,000.00	\$95,114.11	\$135,000.00	\$135,000.00	\$135,000.00
01-490-1-5130	OVERTIME	\$20,541.35	\$50,000.00	\$13,049.33	\$50,000.00	\$50,000.00	\$50,000.00
01-490-1-5142	NIGHT DIFFERENTIALS	\$8.22	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5143	LONGEVITY	\$4,550.00	\$4,050.00	\$3,668.40	\$5,050.00	\$5,050.00	\$5,050.00
01-490-1-5144	ACTING GRADE	\$2,710.00	\$1,000.00	\$654.13	\$1,000.00	\$1,000.00	\$1,000.00
01-490-1-5191	CITY SERVICES COMMISSION STIPEND	\$21,349.96	\$22,600.00	\$18,099.96	\$22,600.00	\$22,600.00	\$22,600.00
01-490-1-5193	CLOTHING ALLOWANCE	\$5,040.00	\$1,400.00	\$700.00	\$2,100.00	\$2,100.00	\$2,100.00
01-490-1-5194	CERTIFICATIONS	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
01-490-1-5196	TOOLS FOR MECHANICS	\$720.00	\$400.00	\$200.00	\$400.00	\$400.00	\$400.00
PERSONNEL Total:		\$621,716.57	\$988,541.00	\$836,572.28	\$1,064,142.00	\$1,064,142.00	\$1,064,142.00
EXPENSES							
01-490-2-5400	REPAIRS AND PARTS	\$48,578.27	\$45,000.00	\$28,720.04	\$225,000.00	\$225,000.00	\$225,000.00
01-490-2-5404	CITY-WIDE SEASONAL EXPENDITURES	\$80,310.13	\$97,000.00	\$87,060.02	\$125,000.00	\$125,000.00	\$125,000.00
01-490-2-5420	OFFICE SUPPLIES	\$4,199.71	\$8,000.00	\$3,207.43	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5445	TOWING	\$2,767.50	\$4,000.00	\$2,750.00	\$5,000.00	\$5,000.00	\$5,000.00
01-490-2-5480	GASOLINE/DIESEL/OIL	\$336,576.87	\$460,000.00	\$437,814.04	\$590,000.00	\$590,000.00	\$590,000.00
01-490-2-5546	DPW - REPAIR MAINTENANCE	\$169,845.40	\$400,000.00	\$297,943.54	\$350,000.00	\$350,000.00	\$350,000.00
01-490-2-5548	POLICE-REPAIR MAINTENANCE	\$8,342.02	\$20,000.00	\$8,726.67	\$35,000.00	\$35,000.00	\$35,000.00
01-490-2-5570	VEHICLE REPAIRS AND SUPPLIES	\$5,932.20	\$25,000.00	\$2,318.88	\$25,000.00	\$25,000.00	\$25,000.00
01-490-2-5580	MV INSPECTIONS	\$135.00	\$5,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-490-2-5581	TIRES & TIRE SUPPLIES	\$7,643.08	\$50,000.00	\$45,955.25	\$65,000.00	\$65,000.00	\$65,000.00
01-490-2-5582	TRAINING & SOFTWARE	\$2,400.00	\$5,000.00	\$2,300.00	\$15,000.00	\$15,000.00	\$15,000.00
01-490-2-5583	BODY SHOP REPAIRS	\$6,088.70	\$20,000.00	\$8,371.61	\$50,000.00	\$50,000.00	\$50,000.00
01-490-2-5656	ISD - REPAIR MAINTENANCE	\$0.00	\$6,000.00	\$0.00	\$21,000.00	\$21,000.00	\$21,000.00
01-490-2-5710	PROFESSIONAL DEVELOPMENT	\$3,890.20	\$8,000.00	\$5,838.67	\$10,000.00	\$10,000.00	\$10,000.00
01-490-2-5746	EYEGLASS REPLACEMENT	\$0.00	\$450.00	\$0.00	\$450.00	\$450.00	\$450.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

490 - DPW EXECUTIVE DIVISION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES Total:		\$676,709.08	\$1,153,450.00	\$931,006.15	\$1,541,450.00	\$1,541,450.00	\$1,541,450.00
CAPITAL PROJECT							
01-490-3-5808	CITY DECOR	\$134,014.45	\$0.00	\$25,981.00	\$0.00	\$0.00	\$0.00
CAPITAL PROJECT Total:		\$134,014.45	\$0.00	\$25,981.00	\$0.00	\$0.00	\$0.00
490 DPW EXECUTIVE DIVISION Total:		\$1,432,440.10	\$2,141,991.00	\$1,793,559.43	\$2,605,592.00	\$2,605,592.00	\$2,605,592.00

490	DEPARTMENT OF PUBLIC WORKS - Executive Division									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-490-1-5111	DPW Director ¹	Jerry Navarra	UNCL	40	1	1	1	\$129,406	\$133,292	\$133,292
01-490-1-5143	DPW Director	Jerry Navarra	Longevity					\$800	\$800	\$800
01-490-1-5111	Operations Manager ¹	Kevin Noonan	UNCL	40	1	1	1	\$106,733	\$109,938	\$109,938
01-490-1-5111	Business Manager ^{1 5}	Brian McCarthy	UNCL	35	0.50	1	1	\$60,346	\$82,403	\$82,403
01-490-1-5111	General Superintendent ¹	Jim Frati	UNCL	40	1	1	1	\$78,855	\$81,222	\$81,222
01-490-1-5111	Administrative Assistant ³	Charlene Guzman	A-6U/8	35	1	1	1	\$63,509	\$66,960	\$66,960
01-490-1-5143	Administrative Assistant	Charlene Guzman	Longevity					\$1,000	\$1,000	\$1,000
01-490-1-5111	Principal Clerk ³	Debbie Petrone	C-6U/8	35	1	1	1	\$54,288	\$57,240	\$57,240
01-490-1-5143	Principal Clerk	Debbie Petrone	Longevity					\$1,250	\$1,250	\$1,250
01-490-1-5111	Fleet Foreman ³	Joe Carbo	W-14U/4	40	1	1	1	\$91,236	\$96,194	\$96,194
01-490-1-5143	Fleet Foreman	Joe Carbo	Longevity					\$0	\$1,000	\$1,000
01-490-1-5114	Fleet Foreman	Joe Carbo	On Call					\$0	\$5,200	\$5,200
01-490-1-5193	Fleet Foreman	Joe Carbo	Clothing					\$700	\$700	\$700
01-490-1-5196	Fleet Foreman	Joe Carbo	Tools					\$200	\$200	\$200
01-490-1-5111	Fire Apparatus Repair Tech ³	Steve Leonard	W-13/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-490-1-5143	Fire Apparatus Repair Tech	Steve Leonard	Longevity					\$1,000	\$1,000	\$1,000
01-490-1-5114	Fire Apparatus Repair Tech	Steve Leonard	On Call					\$5,200	\$5,200	\$5,200
01-490-1-5193	Fire Apparatus Repair Tech	Steve Leonard	Clothing					\$700	\$700	\$700
01-220-1-5194	Fire Apparatus Repair Tech	Steve Leonard	Certific					\$2,000	\$2,000	\$2,000
01-490-1-5196	Fire Apparatus Repair Tech	Steve Leonard	Tools					\$200	\$200	\$200
01-490-1-5111	Motor Equipment Repairman ⁴	Vacant	W-12U/1	40	0	1	1	\$1	\$81,557	\$81,557
01-490-1-5193	Motor Equipment Repairman	Vacant	Clothing					\$0	\$700	\$700
01-490-1-5111	Motor Equipment Repairman ²	N/A	W-12U/4	40	0	0	0	\$1	\$1	\$1
01-490-1-5111	Motor Equipment Repairman ²	N/A	W-12U/1	40	0	0	0	\$1	\$1	\$1
01-490-1-5111	Motor Equipment Repairman ²	N/A	W-12U/1	40	0	0	0	\$1	\$1	\$1
01-490-1-5113	Shop Mechanic - PT	Rich Pasquarella	UNCL	19.5	0	0	0	\$32,408	\$32,408	\$32,408
01-490-1-5113	Shop Mechanic - PT	Vacant	UNCL	19.5	1	1	1	\$32,408	\$0	\$0
01-490-1-5191	Public Works Commission	Carmine DeMaria	Chair		0	0	0	\$4,600	\$4,600	\$4,600
01-490-1-5191	Public Works Commission	Joe LaMonica Sr	Board		0	0	0	\$3,000	\$3,000	\$3,000
01-490-1-5191	Public Works Commission	Anthony Medeiros	Board		0	0	0	\$3,000	\$3,000	\$3,000
01-490-1-5191	Public Works Commission	Mark Puleo	Board		0	0	0	\$3,000	\$3,000	\$3,000
01-490-1-5191	Public Works Commission	Ian Laliberte	Board		0	0	0	\$3,000	\$3,000	\$3,000
										Continued...

						FY23	FY23			FY23
						FY22	DEPT	MAYOR		FY23
			CLASS/		F T E	F T E	F T E		FY22	DEPT
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council REC
01-490-1-5191	Public Works Commission	Vacant	Board		0	0	0	\$3,000	\$3,000	\$3,000
01-490-1-5191	Public Works Commission	Vacant	Board		0	0	0	\$3,000	\$3,000	\$3,000
					9	10	10			
490	DPW Executive TOTAL						Salary (5111)	\$701,075	\$802,184	\$802,184
							Part Time (5113)	\$64,816	\$32,408	\$32,408
							On call stipend (5114)	\$5,200	\$10,400	\$10,400
							Seasonal Workers (5123)	\$135,000	\$135,000	\$135,000
							Overtime (5130)	\$50,000	\$50,000	\$50,000
							Night Differential (5142)	\$1,000	\$1,000	\$1,000
							Longevity (5143)	\$4,050	\$5,050	\$5,050
							Above Grade Differential (5144)	\$1,000	\$1,000	\$1,000
							Public Works Commission Stipend (5191)	\$22,600	\$22,600	\$22,600
							Clothing Allowance (5193)	\$1,400	\$2,100	\$2,100
							Certifications (5194)	\$2,000	\$2,000	\$2,000
							Tools for Mechanics (5196)	\$400	\$400	\$400
							Personnel Total:	\$988,541	\$1,064,142	\$1,064,142
Notes to Budget:										
¹ 3% COLA added to administrative salary.										
² Not requesting funding for this position in FY23.										
³ Local 25 DPW & Clerical increased 3% per contract settlement.										
⁴ Requesting funding for one Local 25 DPW Repairman in FY23.										
⁵ 100% of salary funded here.										

(490) DPW Executive Division - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	701,075	802,184	101,109	14%	3% COLA on administrative salary. Local 25 DPW and Clerical increased 3% per contract settlement. Requesting funding for 1 vacant MVR. 3 vacant Local 25 DPW positions will not be requested in FY23.
Part Time	64,816	32,408	(32,408)	-50%	Reducing this line as we will not hire another part-time mechanic but are requesting funding for a full-time mechanic.
On Call Stipend	5,200	10,400	5,200	100%	For Fleet Foreman and Fire Apparatus Repair Tech. Both are on-call every week.
Seasonal Employees	135,000	135,000	0	0%	Temporary employees needed during fall/spring clean up and shoveling after snowstorms.
Overtime	50,000	50,000	0	0%	When necessary. Based on 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	4,050	5,050	1,000	25%	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
Clothing Allowance	1,400	2,100	700	50%	Contractual per Local 25 DPW. \$700 per year.
Certifications	2,000	2,000	0	0%	For Fire Apparatus Repair Technician.
Tools for Mechanics	400	400	0	0%	Contractual. \$200 per mechanic.
Total Personnel Services	\$988,541	\$1,064,142	\$75,601	8%	
<u>General Operating Expenses</u>					
Repairs and Parts	200,000	225,000	25,000	13%	Mass Operational Division program for purchasing parts, materials and supplies at a 25% cost savings minimum.
City Wide Seasonal Expenses	100,000	125,000	25,000	25%	Cost increase for the purchase of city-wide seasonal outdoor lights and displays. This is due to limited quantities and supply chain issues.
Office Supplies	8,000	10,000	2,000	25%	Supports Exec/Fleet, Parks and Highway.

Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Towing	4,000	5,000	1,000	25%	For the towing of commercial vehicles. Also for towing situations such as emergency branch removal. Cost increase estimated due to significantly higher fuel costs by our vendors.
Gasoline/Diesel/Oil	375,000	590,000	215,000	57%	Contingent on fuel increases. Current contract is \$2.99/gallon. Estimated to increase to \$4.50 or higher. An estimated 50% increase per gallon costs plus an additional 5%-7% increase in usage. 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	250,000	350,000	100,000	40%	Due to aging fleet and increased costs for materials, electronics, as a result of supply chain issues needed to do in-house repairs.
Police - Repair Maintenance	35,000	35,000	0	0%	Maintenance of police vehicles including additional vehicles purchased.
Vehicle Repairs & Supplies	25,000	25,000	0	0%	Tire machine lift,
MV Inspections	10,000	15,000	5,000	50%	Fleet inventory is 175 in need of yearly inspections.
Tires & Tire Supplies	50,000	65,000	15,000	30%	Fleet inventory is 200 vehicles. Also this includes vehicles and equipment such as trailers, hot box, etc.
Training & Software	15,000	15,000	0	0%	Upgrades for DPW systems.
Body Shop Repairs	50,000	50,000	0	0%	When vehicles are sent out for body work that cannot be done in-house.
ISD - Repair Maintenance	21,000	21,000	0	0%	Maintenance of all ISD vehicles.
Professional Development	10,000	10,000	0	0%	Conferences, trainings.
Eyeglass Replacement	450	450	0	0%	Contractual per Local25 DPW.
	\$1,153,450	\$1,541,450	\$388,000	34%	
Total Executive Budget	\$2,141,991	\$2,605,592	\$463,601	22%	

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 FY2023



Step increases only (Local 25 Clerical & Local 25 DPW).

General Operating expenses are level funded.

Facilities Maintenance - FY2022: Accomplishments

- We are currently working hand-in-hand with contractors, updating and renovating building control automation systems throughout all City Buildings in part of the Energy Reduction Plan. Such as the installment of a new chiller and cooling tower at City Hall for HVAC.
- Installed two new 4-ton A/C roof top units to cool the Emergency Communications 911 building.
- Repaired rooftops at the Parlin Library, DPW, City Hall, The Connolly Center and the Police Station.

- Renovated Planning Dept., Inspectional Services Dept., and Engineering Dept., along with painting, tile flooring, and replaced aging office cubicles and desks with new systems.
- Installed new water bottle systems at Fire Stations with better filtration and to conserve more water and energy.
- Installed new canopy and polished aging granite and brass seal at front entrance of City Hall.
- Installed at the main office and class rooms of the Eliot Center, two 2-ton ductless heat pump systems to get 4-tons of cooling into the spaces so they can properly conduct all assistance efforts with the kids and constituents that utilize the space.
- Installed decking and ramp platforms for all outdoor Covid vaccination satellites and built parklets for restaurants with outdoor dining to help boost business after the Covid crisis.
- Renovated the Stadium Field House with new flooring, plumbing, bathrooms, lockers and painting.
- Continuing assisting all Food Pantry efforts in conjunction with The Connolly Center, including pickup and delivery from the Greater Boston Foodbank, packing, storing, setup and breakdown, including assistance with delivery and dissemination of food to all constituents, every week.
- Installed energy efficient window tinting on the glass foyer at front entrance of DPW to reduce energy costs.

Facilities Maintenance - FY2023: Goals

- Continue working with contractors, updating building control automation systems throughout City Buildings in part of the Energy Reduction Plan.
- Replacing aging emergency generators at municipal buildings.
- Replacing the heating system with new boilers at the old high school which heats the Wellness Center and the Webster School Extension.
- Assist in the ongoing plans of remodeling The Connolly Center.
- Continue to update elevator equipment and controls to all municipal buildings.
- Working with vendors and securing new service contracts to continue implementing preventive maintenance, thus reducing the City's operating budget while addressing the ever-changing needs of all municipal buildings.
- Responding to all operational needs of city buildings, including building maintenance, renovations, repairs and custodial services. Ensuring all facilities are safe and well-functioning.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

491 - DPW FACILITIES MAINTENANCE DIV		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-491-1-5111	SALARIES	\$1,178,555.75	\$1,316,074.00	\$1,175,083.46	\$1,426,252.00	\$1,426,252.00	\$1,426,252.00
01-491-1-5113	PART TIME	\$599.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-491-1-5114	ON CALL STIPEND	\$5,060.00	\$5,200.00	\$5,300.00	\$5,200.00	\$5,200.00	\$5,200.00
01-491-1-5130	OVERTIME	\$219,156.08	\$250,000.00	\$259,707.58	\$250,000.00	\$250,000.00	\$250,000.00
01-491-1-5143	LONGEVITY	\$6,260.00	\$8,900.00	\$9,900.00	\$12,100.00	\$12,100.00	\$12,100.00
01-491-1-5144	ABOVE GRADE DIFFERENTIAL	\$6,844.85	\$15,000.00	\$12,919.72	\$15,000.00	\$15,000.00	\$15,000.00
01-491-1-5193	CLOTHING ALLOWANCE	\$2,100.00	\$10,500.00	\$10,500.00	\$11,900.00	\$11,900.00	\$11,900.00
01-491-1-5196	TOOLS FOR MECHANICS	\$240.00	\$600.00	\$1,000.00	\$600.00	\$600.00	\$600.00
PERSONNEL Total:		\$1,418,815.72	\$1,606,274.00	\$1,474,410.76	\$1,721,052.00	\$1,721,052.00	\$1,721,052.00
EXPENSES							
01-491-2-5202	OFFICE SUPPLIES	\$2,909.31	\$5,000.00	\$1,715.45	\$5,000.00	\$5,000.00	\$5,000.00
01-491-2-5210	CITY BLDGS ELECTRICITY & GAS	\$914,536.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-491-2-5213	CITY BLDGS SEASONAL EXP	\$9,273.10	\$2,000.00	\$1,562.97	\$25,000.00	\$25,000.00	\$25,000.00
01-491-2-5247	HVAC SERVICE CONTRACT/REPAIRS	\$26,859.45	\$76,000.00	\$34,364.60	\$120,000.00	\$120,000.00	\$120,000.00
01-491-2-5260	ELEVATOR SERVICE CONTRACT	\$36,511.43	\$83,000.00	\$64,380.36	\$90,000.00	\$90,000.00	\$90,000.00
01-491-2-5291	CLEANING SERVICE CONTRACT/CITY	\$9,064.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00
01-491-2-5430	BUILDING REPAIR & MAINTENANCE	\$316,557.73	\$352,000.00	\$328,597.76	\$400,000.00	\$400,000.00	\$400,000.00
01-491-2-5450	CUSTODIAL SUPPLIES	\$10,668.65	\$71,000.00	\$58,491.97	\$70,000.00	\$70,000.00	\$70,000.00
01-491-2-5704	WIRE EXPENSES	\$345.60	\$1,000.00	\$573.68	\$20,000.00	\$20,000.00	\$20,000.00
EXPENSES Total:		\$1,326,725.48	\$590,000.00	\$489,686.79	\$765,000.00	\$765,000.00	\$765,000.00
491 DPW FACILITIES MAINTENANCE DIV		\$2,745,541.20	\$2,196,274.00	\$1,964,097.55	\$2,486,052.00	\$2,486,052.00	\$2,486,052.00

491	DEPARTMENT OF PUBLIC WORKS - Facilities Maintenance									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-491-1-5111	Facilities Maintenance Superintendent ¹	Angelo Febbo	UNCL	40	1	1	1	\$97,981	\$100,923	\$100,923
01-491-1-5111	Assistant Facilities Maintenance Superintendent ³	Vacant	UNCL	40	1	0	0	\$89,991	\$0	\$0
01-491-1-5111	Administrative Assistant ²	Roberta Suppa	A-6U/8	35	1	1	1	\$63,509	\$66,960	\$66,960
01-491-1-5143	Administrative Assistant	Roberta Suppa	Longevity					\$0	\$1,000	\$1,000
01-491-1-5111	Facilities Maintenance Mechanic ²	Paul Bernier	W-14U/4	40	1	1	1	\$91,236	\$96,194	\$96,194
01-491-1-5193	Facilities Maintenance Mechanic	Paul Bernier	Clothing					\$700	\$700	\$700
01-491-1-5196	Facilities Maintenance Mechanic	Paul Bernier	Tools					\$200	\$200	\$200
01-491-1-5111	Facilities Maintenance Plumber ²	Derek Cipriano	W-14U/4	40	1	1	1	\$91,236	\$96,194	\$96,194
01-491-1-5193	Facilities Maintenance Plumber ²	Derek Cipriano	Clothing					\$700	\$700	\$700
01-491-1-5196	Facilities Maintenance Plumber ²	Derek Cipriano	Tools					\$200	\$200	\$200
01-491-1-5111	Facilities Maintenance Supervisor ²	Anthony Ferrante	W-13U/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-491-1-5193	Facilities Maintenance Supervisor	Anthony Ferrante	Clothing					\$700	\$700	\$700
01-491-1-5196	Facilities Maintenance Supervisor	Anthony Ferrante	Tools					\$200	\$200	\$200
01-491-1-5111	Facilities Maintenance Carpenter ²	Anthony Medeiros	W-13U/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-491-1-5143	Facilities Maintenance Carpenter	Anthony Medeiros	Longevity					\$1,450	\$1,650	\$1,650
01-491-1-5193	Facilities Maintenance Carpenter	Anthony Medeiros	Clothing					\$700	\$700	\$700
01-491-1-5111	Facilities Maintenance Carpenter ²	Tom Maloney	W-13U/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-491-1-5193	Facilities Maintenance Carpenter	Tom Maloney	Clothing					\$700	\$700	\$700
01-491-1-5111	Lead Custodian / General Maintenance (Eve) ²	Richard Cardosi	W-11U/4	40	1	1	1	\$71,782	\$75,690	\$75,690
01-491-1-5143	Lead Custodian / General Maintenance	Richard Cardosi	Longevity					\$1,450	\$1,650	\$1,650
01-491-1-5193	Lead Custodian / General Maintenance	Richard Cardosi	Clothing					\$700	\$700	\$700
01-491-1-5111	Lead Custodian / General Maintenance ²	Mark Sweazy (WC)	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-491-1-5143	Lead Custodian / General Maintenance	Mark Sweazy	Longevity					\$1,250	\$1,450	\$1,450
01-491-1-5193	Lead Custodian / General Maintenance	Mark Sweazy	Clothing					\$700	\$700	\$700
01-491-1-5111	Facilities Maintenance Craftsman/Tiler ²	Saban Skaljic	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
01-491-1-5193	Facilities Maintenance Craftsman/Tiler	Saban Skaljic	Clothing					\$700	\$700	\$700
01-491-1-5111	Craftsman ²	Matt Grassa	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
01-491-1-5193	Craftsman	Matt Grassa	Clothing					\$700	\$700	\$700
01-491-1-5111	Custodian / General Maintenance ²	Steve Baldi	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-491-1-5143	Custodian / General Maintenance	Steve Baldi	Longevity					\$1,250	\$1,450	\$1,450
01-491-1-5193	Custodian / General Maintenance	Steve Baldi	Clothing					\$700	\$700	\$700
										Continued...

						FY23	FY23			FY23
						FY22	DEPT	MAYOR		FY23
			CLASS/		F T E	F T E	F T E		FY22	DEPT
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	& Council
										REC
01-491-1-5111	Custodian / General Maintenance ²	Matteo DiNunzio	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-491-1-5143	Custodian / General Maintenance	Matteo DiNunzio	Longevity					\$1,250	\$1,450	\$1,450
01-491-1-5193	Custodian / General Maintenance	Matteo DiNunzio	Clothing					\$700	\$700	\$700
01-491-1-5111	Custodian / General Maintenance ²	Mike DiPietro	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-491-1-5143	Custodian / General Maintenance	Mike DiPietro	Longevity					\$1,250	\$1,450	\$1,450
01-491-1-5193	Custodian / General Maintenance	Mike DiPietro	Clothing					\$700	\$700	\$700
01-491-1-5111	Custodian / General Maintenance ²	Joe Keefe	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-491-1-5143	Custodian / General Maintenance	Joe Keefe	Longevity					\$1,000	\$1,000	\$1,000
01-491-1-5193	Custodian / General Maintenance	Joe Keefe	Clothing					\$700	\$700	\$700
01-491-1-5111	Custodian / General Maintenance ²	Frank Sanfilippo	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-491-1-5143	Custodian / General Maintenance	Frank Sanfilippo	Longevity					\$0	\$1,000	\$1,000
01-491-1-5193	Custodian / General Maintenance	Frank Sanfilippo	Clothing					\$700	\$700	\$700
01-491-1-5111	Custodian / General Maintenance ²	Jeffrey Bernard	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-491-1-5193	Custodian / General Maintenance (Evenings)	Jeffrey Bernard	Clothing					\$700	\$700	\$700
01-491-1-5111	Custodian / General Maintenance ⁴	Asima Memic	W-7U/4	40	0	1	1	\$0	\$62,034	\$62,034
01-491-1-5193	Custodian / General Maintenance (Evenings)	Asima Memic	Clothing					\$0	\$700	\$700
01-491-1-5111	Custodian / General Maintenance ⁴	Asmira Mekik	W-7U/4	40	0	1	1	\$0	\$62,034	\$62,034
01-491-1-5193	Custodian / General Maintenance (Evenings)	Asmira Mekik	Clothing					\$0	\$700	\$700
					18	19	19			
491	DPW Facilities Maintenance TOTAL									
							Salary (5111)	\$1,316,074	\$1,426,252	\$1,426,252
							On Call Stipend (5114)	\$5,200	\$5,200	\$5,200
							Overtime (5130)	\$250,000	\$250,000	\$250,000
							Night Differential (5142)	\$0	\$0	\$0
							Longevity (5143)	\$8,900	\$12,100	\$12,100
							Above Grade Differential (5144)	\$15,000	\$15,000	\$15,000
							Clothing Allowance (5193)	\$10,500	\$11,900	\$11,900
							Tool Allowance (5196)	\$600	\$600	\$600
							Personnel Total:	\$1,606,274	\$1,721,052	\$1,721,052
Notes to Budget:										
¹ 3% COLA on administrative salary.										
² Local 25 Clerical & DPW increased 3% per contract settlement.										
³ Not requesting funding for this position in FY23.										
⁴ New custodian hired in FY22.										

(491) DPW Facilities Maintenance Division - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	1,316,074	1,426,252	110,178	8%	3% COLA on administrative salary. Local 25 Clerical & DPW contract increased 3% per contract.
On Call Stipend	5,200	5,200	0	0%	Foreman and Plumber alternate weekends.
Overtime	250,000	250,000	0	0%	To cover the cost of overtime associated with the Wellness Center, Armory, City Hall, Rec. Center, etc. Also for all city events.
Night Differentials	0	0	0	#DIV/0!	Not requesting funding in FY23.
Longevity	8,900	12,100	3,200	36%	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 Local 25 contract any employee required to work above their pay grade is to receive an above grade differential.
Clothing Allowance	10,500	11,900	1,400	13%	Contractual, \$700 per Local 25 DPW worker per year.
Tools for Mechanics	600	600	0	0%	Contractual, \$200 per designated Local 25 DPW worker per year.
Total Personnel Services	\$1,606,274	\$1,721,052	\$114,778	7%	
<u>General Operating Expenses - Facilities</u>					
Office Supplies	5,000	5,000	0	0%	Office supplies as needed.
City Bldgs. Seasonal Exp	25,000	25,000	0	0%	For city buildings all seasonal lights/décor.
HVAC Service Contract/Repairs	70,000	120,000	50,000	71%	For materials and supplies. Buildings are older, doing all repairs in-house. Connolly Center and Elliot Center in need of new A/C units.
Elevator Service Contract	70,000	90,000	20,000	29%	Contract w/ Delta Beckwith - services City Hall/Parlin Library/Police Station/old HS and Shute Library. Rates contracted to FY23 have increased. Elevators in need of frequent servicing.
Cleaning Service Contract/City Hall	35,000	35,000	0	0%	Majority done in-house. Includes Wellness Center & seasonal cleaning of Memorial Stadium.
Building Repair & Maintenance	300,000	400,000	100,000	33%	For all city bldgs. Want to do more in house repairs. American Alarm, Beantown Pest, Chelsea Floor, Collins Overhead, Craftsman Class, FW Webb, Farazzoli Imports, Fire Equipment, Home Depot, Masslock, Weld Power, etc. Unexpected repairs needed at all city buildings and properties.
Custodial Supplies	65,000	70,000	5,000	8%	For all city buildings. Includes Wellness Center and Shute Library.
Wire Expenses	20,000	20,000	0	0%	For all city buildings.
	\$590,000	\$765,000	\$175,000	30%	
Total Facilities Budget	\$2,196,274	\$2,486,052	\$289,778	13%	

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 FY2023

Step increases only (Local 25 Clerical) as contract not settled for FY21. General Operating expenditures level funded for FY21.

Engineering - FY2022: 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 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 - FY2023: 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.
- 2020 Water Main contract bidding.

Outcomes & Performance Measurers	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Number of street permits issued	46	147	150	TBD	
Number of linear feet paved	N/A	9,960	TBD	TBD	
Drain layer licenses issued	7	10	10	TBD	



City of Everett
Everett Budget Council Summary Report
2023 City Budget

492 - DPW ENGINEERING DIVISION							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-492-1-5111	SALARIES	\$209,501.80	\$297,305.00	\$258,433.03	\$431,381.00	\$431,381.00	\$431,381.00
01-492-1-5130	OVERTIME	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-492-1-5143	LONGEVITY	\$1,700.00	\$1,700.00	\$1,723.00	\$1,700.00	\$1,700.00	\$1,700.00
01-492-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
PERSONNEL Total:		\$211,201.80	\$300,505.00	\$260,156.03	\$434,581.00	\$434,581.00	\$434,581.00
EXPENSES							
01-492-2-5230	STORMWATER EXPENDITURES	\$38,137.80	\$200,000.00	\$25,670.11	\$1,000,000.00	\$200,000.00	\$200,000.00
01-492-2-5240	EQUIPMENT MAINT./REPAIR	\$445.56	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
01-492-2-5300	PROFESSIONAL SERVICES	\$10,555.00	\$69,700.00	\$0.00	\$500,000.00	\$100,000.00	\$100,000.00
01-492-2-5420	OFFICE SUPPLIES	\$2,934.75	\$10,300.00	\$3,592.97	\$5,000.00	\$5,000.00	\$5,000.00
01-492-2-5421	OFFICE EQUIPMENT	\$0.00	\$1,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-492-2-5434	FIELD EQUIPMENT & SUPPLIES	\$2,019.76	\$7,500.00	\$4,953.74	\$10,000.00	\$10,000.00	\$10,000.00
01-492-2-5541	CENTER LINE X-WALK MARK	\$0.00	\$60,000.00	\$60,000.00	\$250,000.00	\$150,000.00	\$150,000.00
01-492-2-5705	ANNUAL ENVIRONMENTAL REPORTING	\$0.00	\$10,000.00	\$4,888.20	\$20,000.00	\$20,000.00	\$20,000.00
01-492-2-5710	PROFESSIONAL DEVELOPMENT	\$338.00	\$2,500.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
01-492-2-5734	LICENSES & MEMBERSHIP FEES	\$0.00	\$1,000.00	\$251.35	\$1,000.00	\$1,000.00	\$1,000.00
EXPENSES Total:		\$54,430.87	\$365,000.00	\$99,356.37	\$1,809,000.00	\$509,000.00	\$509,000.00
492 DPW ENGINEERING DIVISION Total:		\$265,632.67	\$665,505.00	\$359,512.40	\$2,243,581.00	\$943,581.00	\$943,581.00

492	DEPARTMENT OF PUBLIC WORKS - Engineering Division									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-492-1-5111	Director of Engineering ¹	Erik Swanson	UNCL	35	1	1	1	\$130,800	\$122,891	\$122,891
01-492-1-5111	City Engineer ¹	Julius Ofurie	UNCL	35	1	1	1	\$103,424	\$106,530	\$106,530
01-492-1-5143	City Engineer	Julius Ofurie	Longevity					\$1,700	\$1,700	\$1,700
01-492-1-5111	City Engineer ²	Vacant	UNCL	35	0	1	1	\$0	\$75,000	\$75,000
01-492-1-5111	City Engineer ²	Vacant	UNCL	25-30	0	1	1	\$0	\$60,000	\$60,000
01-492-1-5111	Administrative Assistant ³	Rich Eliseo	A-6U/8	35	1	1	1	\$60,480	\$66,960	\$66,960
					3	5	5			
492	DPW Engineering TOTAL									
						Salary (5111)		\$297,305	\$431,381	\$431,381
						Overtime (5130)		\$500	\$500	\$500
						Longevity (5143)		\$1,700	\$1,700	\$1,700
					Above Grade Differential (5144)			\$1,000	\$1,000	\$1,000
						Personnel Total:		\$300,505	\$434,581	\$434,581
Notes to Budget:										
¹ 3% COLA added to administrative salary.										
² Requesting new position in FY23.										
³ Local 25 Clerical union increased 3% per contract settlement.										

(492) DPW Engineering Division - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	297,305	431,381	134,076	45%	3% COLA added to administrative salary. Local 25 Clerical member 3% increase per contract settlement. Requesting two new engineer positions.
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	\$300,505	\$434,581	\$134,076	45%	
<u>General Operating Expenses -Engineering</u>					
Stormwater Expenditures	200,000	200,000	0	0%	This fund will provide for construction of smaller "trouble spot" drainage projects. Planned for this fiscal year are: The Grover/Estes Street area and Silver Road. This fund will also provide for ongoing stormwater maintenance (purchase/rental of equipment, materials, and contractors if needed) for open channels or basins throughout the city that have been long-neglected.
Equipment Maint/Repair	3,000	3,000	0	0%	Maintenance of survey equipment and printer/plotter repairs.
Professional Services	75,000	100,000	25,000	33%	Professional engineering services to support construction and permitting of infrastructure improvements. Majority of request is for local match for anticipated grants that will fund remainder of Island End design/permitting.
Office Supplies	5,000	5,000	0	0%	New printer, plotter and printer paper - general office supplies.
Office Equipment	1,000	10,000	9,000	900%	Software subscriptions and fees. Anticipating 2 more employees.
Field Equipment & Supplies	7,500	10,000	2,500	33%	Equipment and supplies to support GPS data collection and field work. Anticipating 2 more employees.
Center Line X-walk Mark	60,000	150,000	90,000	150%	Moved this account from Highway Division. Line markings for entire city. Using more durable product. City Council has requested additional line markings throughout the city. This work was significantly underfunded in previous budgets.
Annual Environment Reporting	10,000	20,000	10,000	100%	Annual Environmental Reporting are needed for stormwater discharge MS4 permit report made in compliance with EPA/DEP regulations. Hazardous Mitigation Plan (HMP) updates.

Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Professional Development	2,500	10,000	7,500	300%	Continuing education courses/engineering/construction. Anticipating 2 more employees.
Licenses & Membership Fees	1,000	1,000	0	0%	Licenses & Membership fees for Director and City Engineer.
Total Expenditures	\$365,000	\$509,000	\$144,000	39%	
Total	\$665,505	\$943,581	\$278,076	42%	

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 future 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 FY2023



3% increase on all salaries. Personnel will now oversee all the parks around the city, working with the DPW Highway on issues involving graffiti, littering and vandalism. Funding is under the Part Time account.

Added a new Cemetery Director and a 5-member Cemetery Commission to oversee Glenwood Cemetery. We are in the process of filling the commission seats.

We have a new contract with McHue's for purchasing all seasonal citywide flowers and hanging baskets. Newly reconstructed parks to be added to planting/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.

Trees, Seed and Sods supplies has increased due to the quotes for supplies coming in at inflated costs.

Parks, Cemetery & Sanitation - FY2022: Accomplishments

- Largest number of Park Event Permits issued for sports and events for schools, youth leagues and Everett residents, well over 100 were issued and permitted.
- Cleaning and sanitizing of splash pads through the parks for Everett residents to enjoy.
- Maintaining green spaces and maintaining all the parks.

Parks, Cemetery & Sanitation - FY2023: Goals

- Will increase the number of permits issued for parks even more than record setting 2022.
- Will sponsor a Hazardous Waste Disposal Day Sunday, October 2nd for residents to dispose of these materials.
- Sponsor a Document Shredding Day for the Community on Saturday September 24th.
- Upper Florence Street Park will go out for design bids.
- Within 3 years every park in the city will have been updated.
- Work to reduce pavement and create additional plots with planting.
- Work with existing landscape contractor to handle fall planting and look to perform all city landscaping inhouse for spring going forward to utilize savings.
- Purchase of battery powered mowers to reduce carbon emissions and with fuel savings and maintenance, have vehicles pay for themselves in less than 3 years.
- Glenwood Cemetery construction project completed.
- Brand new Center Island greeting visitors with landscape island and housing new cremation niche depository.
- Putting into place new state law, going into effect, November 1st, that requires municipalities to recycle all clean mattresses or face potential refusal of trash to be disposed of. Vendor has been selected from State Contract to handle recycling and pick up.
- Maintain planting 200 new trees and replacing older ones to help the environment.



Outcomes & Performance Measurers	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Trees Planted	200	200	200	200	200
Full Burials	31	43	47	41	41
Cremations	17	15	23	21	20



City of Everett
Everett Budget Council Summary Report
2023 City Budget

493 - DPW PARKS AND CEMETERIES DIV							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-493-1-5111	SALARIES	\$1,022,310.36	\$1,141,435.00	\$952,518.54	\$1,229,815.00	\$1,229,815.00	\$1,229,815.00
01-493-1-5113	PART TIME	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00
01-493-1-5130	OVERTIME	\$87,802.04	\$150,000.00	\$108,993.49	\$150,000.00	\$150,000.00	\$150,000.00
01-493-1-5142	NIGHT DIFFERENTIAL	\$0.00	\$1,000.00	\$23.00	\$0.00	\$0.00	\$0.00
01-493-1-5143	LONGEVITY	\$7,750.00	\$6,950.00	\$7,950.00	\$9,950.00	\$9,950.00	\$9,950.00
01-493-1-5144	ABOVE GRADE DIFFERENTIAL	\$505.30	\$5,000.00	\$7,096.57	\$5,000.00	\$5,000.00	\$5,000.00
01-493-1-5160	TREE STIPEND	\$2,735.82	\$10,000.00	\$6,181.08	\$10,000.00	\$10,000.00	\$10,000.00
01-493-1-5191	CEMETERY COMMISSION	\$0.00	\$0.00	\$0.00	\$5,200.00	\$5,200.00	\$5,200.00
01-493-1-5193	CLOTHING ALLOWANCE	\$7,281.89	\$9,800.00	\$8,400.00	\$9,800.00	\$9,800.00	\$9,800.00
PERSONNEL Total:		\$1,128,385.41	\$1,399,185.00	\$1,091,162.68	\$1,494,765.00	\$1,494,765.00	\$1,494,765.00
EXPENSES							
01-493-2-5255	LANDSCAPING	\$421,279.01	\$514,500.00	\$370,679.01	\$600,000.00	\$600,000.00	\$600,000.00
01-493-2-5256	GRAFFITI REMOVAL	\$0.00	\$2,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-493-2-5257	GLENWOOD CEMETERY EXPENSES	\$10,419.45	\$34,000.00	\$22,220.00	\$60,000.00	\$60,000.00	\$60,000.00
01-493-2-5259	OUTDOOR WINTERIZATION	\$16,532.92	\$500.00	\$298.00	\$15,000.00	\$15,000.00	\$15,000.00
01-493-2-5300	PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$75,000.00
01-493-2-5410	OUTDOOR FIELD LIGHTING	\$7,490.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-493-2-5435	REPAIR & MAINTENANCE	\$118,440.53	\$139,000.00	\$80,759.20	\$160,000.00	\$160,000.00	\$160,000.00
01-493-2-5439	TREES SEED & SOD SUPPLIES	\$59,350.99	\$70,000.00	\$53,953.33	\$90,000.00	\$90,000.00	\$90,000.00
01-493-2-5830	CONCRETE LINERS	\$2,450.00	\$2,500.00	\$2,475.00	\$7,500.00	\$7,500.00	\$7,500.00
EXPENSES Total:		\$635,963.60	\$762,500.00	\$530,384.54	\$1,012,500.00	\$1,012,500.00	\$1,012,500.00
493 DPW PARKS AND CEMETERIES DIV Total:		\$1,764,349.01	\$2,161,685.00	\$1,621,547.22	\$2,507,265.00	\$2,507,265.00	\$2,507,265.00

493	DEPARTMENT OF PUBLIC WORKS - Parks and Cemeteries Division									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-493-1-5111	Parks, Cemetery & Sanitation Director ¹	Scott Martinelli	UNCL	40	1	1	1	\$92,536	\$95,314	\$95,314
01-493-1-5111	Cemetery Director ³	Andrew Hunt	UNCL	40	0	1	1	\$0	\$77,250	\$77,250
01-493-1-5111	Administrative Assistant ²	Fran Moccia	A-6U/7	35	1	1	1	\$58,170	\$63,781	\$63,781
01-493-1-5111	General Foreman ²	Paul DeMato	W-13U/4	40	1	1	1	\$88,574	\$93,375	\$93,375
01-493-1-5143	General Foreman	Paul DeMato	Longevity					\$1,450	\$1,650	\$1,650
01-493-1-5193	General Foreman	Paul DeMato	Clothing					\$700	\$700	\$700
01-493-1-5111	Working Foreman ²	Robert DiBiaso	W-11U/4	40	1	1	1	\$71,782	\$75,690	\$75,690
01-493-1-5143	Working Foreman	Robert DiBiaso	Longevity					\$1,850	\$1,850	\$1,850
01-493-1-5193	Working Foreman	Robert DiBiaso	Clothing					\$700	\$700	\$700
01-493-1-5111	Working Foreman ²	Ray McCarthy (WC)	W-11U/4	40	1	1	1	\$71,782	\$75,690	\$75,690
01-493-1-5143	Working Foreman	Ray McCarthy	Longevity					\$1,000	\$1,000	\$1,000
01-493-1-5193	Working Foreman	Ray McCarthy	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman - SMEO w/CDL & Hoisting ²	Vacant	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-493-1-5193	Craftsman - SMEO w/CDL & Hoisting	Vacant	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman - SMEO w/CDL & Hoisting ²	Charles Montesano	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-493-1-5143	Craftsman - SMEO w/CDL & Hoisting	Charles Montesano	Longevity					\$0	\$1,000	\$1,000
01-493-1-5193	Craftsman - SMEO w/CDL & Hoisting	Charles Montesano	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman - SMEO w/CDL & Hoisting ²	Francis McGrath	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-493-1-5193	Craftsman - SMEO w/CDL & Hoisting	Francis McGrath	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman - SMEO w/CDL & Hoisting ²	Matt Ragucci	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-493-1-5193	Craftsman - SMEO w/CDL & Hoisting	Matt Ragucci	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman - HMEO w/CDL ²	Joe Baldachino	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
01-493-1-5143	Craftsman - HMEO w/CDL	Joe Baldachino	Longevity					\$1,000	\$1,000	\$1,000
01-493-1-5193	Craftsman - HMEO w/CDL	Joe Baldachino	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman - Tiler ²	Michele DiFlorio	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
01-493-1-5143	Craftsman - Tiler	Michele DiFlorio	Longevity					\$0	\$1,000	\$1,000
01-493-1-5193	Craftsman - Tiler	Michele DiFlorio	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman - HMEO (No CDL) ²	Vacant	W-8U/4	40	1	1	1	\$62,065	\$65,438	\$65,438
01-493-1-5193	Craftsman - HMEO (No CDL)	Vacant	Clothing					\$700	\$700	\$700
										Continued...

						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-493-1-5111	Craftsman ²	Donald Lariviere	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-493-1-5143	Craftsman	Donald Lariviere	Longevity					\$1,450	\$1,450	\$1,450
01-493-1-5193	Craftsman	Donald Lariviere	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman ²	Joe Ronan Jr.	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-493-1-5143	Craftsman	Joe Ronan Jr.	Longevity					\$0	\$1,000	\$1,000
01-493-1-5193	Craftsman	Joe Ronan Jr.	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman ²	Paul Blauveit	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-493-1-5193	Craftsman	Paul Blauveit	Clothing					\$700	\$700	\$700
01-493-1-5111	Craftsman ²	Sal DiPierro	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-493-1-5193	Craftsman	Sal DiPierro	Clothing					\$700	\$700	\$700
01-493-1-5191	Cemetery Commission ⁴	Vacant	Chair		0	0	0	\$0	\$1,200	\$1,200
01-493-1-5191	Cemetery Commission	Vacant	Board		0	0	0	\$0	\$1,000	\$1,000
01-493-1-5191	Cemetery Commission	Vacant	Board		0	0	0	\$0	\$1,000	\$1,000
01-493-1-5191	Cemetery Commission	Vacant	Board		0	0	0	\$0	\$1,000	\$1,000
01-493-1-5191	Cemetery Commission	Vacant	Board		0	0	0	\$0	\$1,000	\$1,000
					16	17	17			
493	DPW Parks & Cemeteries TOTAL									
						Salary (5111)		\$1,141,435	\$1,229,815	\$1,229,815
						Part Time (5113)		\$75,000	\$75,000	\$75,000
						Overtime (5130)		\$150,000	\$150,000	\$150,000
						Night Differential (5142)		\$1,000	\$0	\$0
						Longevity (5143)		\$6,950	\$9,950	\$9,950
						Above Grade Differential (5144)		\$5,000	\$5,000	\$5,000
						Tree Stipend (5160)		\$10,000	\$10,000	\$10,000
						Cemetery Commission Stipend (5191)		\$0	\$5,200	\$5,200
						Clothing Allowance (5193)		\$9,800	\$9,800	\$9,800
						Personnel Total:		\$1,399,185	\$1,494,765	\$1,494,765
Notes to Budget:										
¹ 3% COLA added to administrative salary.										
² Local 25 DPW & Clerical unions increased 3% per contract settlement.										
³ New position hired in FY22.										
⁴ New Cemetery Commission created in FY22.										

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

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Salaries	1,141,435	1,229,815	88,380	8%	3% COLA on administrative salary. New Cemetery Director hired in FY22. Local 25 DPW & Clerical increased 3% per contract settlement.
Part Time	75,000	75,000	0	0%	Temp workers as needed.
Overtime	150,000	150,000	0	0%	When needed for Local 25 DPW & Clerical employees.
Night Differentials	1,000	0	(1,000)	-100%	Not requesting funding in FY23.
Longevity	6,950	9,950	3,000	43%	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.
Tree Stipend	10,000	10,000	0	0%	Per Local 25 DPW contract for those on the tree crew.
Cemetery Commission Stipend	0	5,200	5,200	100%	Chair (\$1,200), 4 members (\$1,000)
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	\$1,399,185	\$1,494,765	\$95,580	7%	
General Operating Expenses - Parks & Cemeteries					
Landscaping	495,000	600,000	105,000	21%	To McCues for purchasing seasonal citywide flowers/hanging baskets of islands and municipal buildings. Carbone Landscaping for planting of purchased flowers. Increased per contract for FY23. More parks open and in use plus increase in materials used.
Graffiti Removal	5,000	5,000	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	15,000	15,000	0	0%	For the winterization of city-wide open space irrigation systems i.e., parks, splash pads, fountains.
Professional Services	0	75,000	75,000	100%	For services needed by Park division.
Repair & Maintenance	110,000	160,000	50,000	45%	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	90,000	20,000	29%	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	\$762,500	\$1,012,500	\$250,000	33%	
Total	\$2,161,685	\$2,507,265	\$345,580	16%	

Department of Public Works

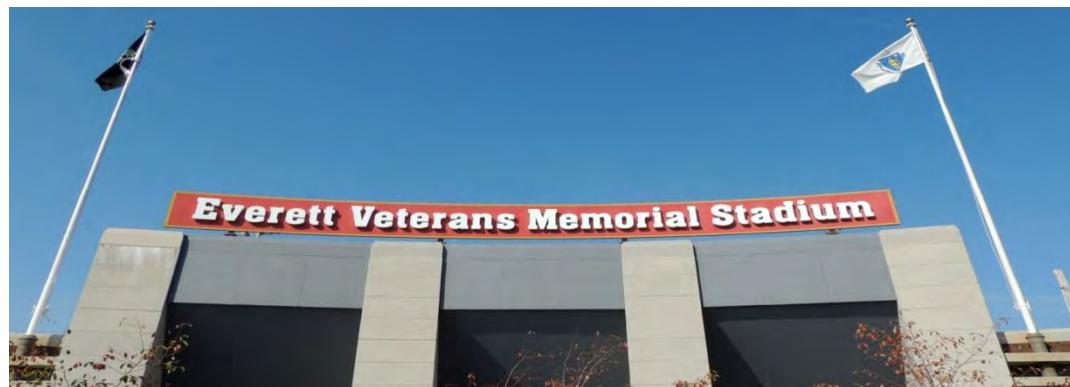
Mission Statement

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 future generations.

Stadium Division

Stadium - Significant Budget Changes for FY2023

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 as well as both Everett High School girls' and boys' soccer. Everett 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 - FY2022: Accomplishments

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

Stadium - FY2023: Goals

- Have a successful drum and bugle corps events 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.
- Replace the rear steps going into the locker rooms in the back and fix the rear structure of the clubhouse.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

494 - DPW STADIUM DIVISION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-494-2-5212	FUEL	\$1,127.47	\$7,000.00	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00
01-494-2-5213	ELECTRIC OUTDOOR FIELD	\$10,231.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-494-2-5240	EQUIPMENT/MOTOR MAINT	\$0.00	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00	\$4,500.00
01-494-2-5255	MAINTENANCE TO FIELD	\$0.00	\$9,500.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-494-2-5435	REPAIR & MAINTENANCE	\$0.00	\$8,000.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
EXPENSES Total:		\$11,358.64	\$29,000.00	\$0.00	\$36,500.00	\$36,500.00	\$36,500.00
494 DPW STADIUM DIVISION Total:		\$11,358.64	\$29,000.00	\$0.00	\$36,500.00	\$36,500.00	\$36,500.00

(494) DPW Stadium Division - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Stadium Division</u>					
Fuel	7,000	7,000	0	0%	Direct Energy. For heating the field house.
Equipment Motor Maint	4,500	4,500	0	0%	As needed.
Maintenance to Field	9,500	15,000	5,500	58%	Stadium will be used more and more for different high school and youth sports. Turf field well beyond its warranty and coming to end of useful life. Average life is 10-15 years.
Repair & Maint Supplies/Mtrl	8,000	10,000	2,000	25%	Quincy Small, AMSAN, Home Depot, Scoreboard, Masslock.
Total	\$29,000	\$36,500	\$7,500	26%	
.					

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.

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 FY2023

3% increase on all salaries. General Operating expenses are \$10K less than our FY22 request.

Highway - FY2022: 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.

- Purchased new Hot Box that doubles the capacity of inhouse use and allows savings in time and costs for not having materials brought in due to capacity issues.
- 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 - FY2023: 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 FY2019, 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 FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Pothole Fills (Repairs)	250 tons	400 tons	600 tons	700 tons	TBD
Sink Holes	15	30	30	30	TBD
Sidewalk Repairs	8,500 feet	9,500 feet	10,500 feet	11,500	TBD



City of Everett
Everett Budget Council Summary Report
2023 City Budget

495 - DPW HIGHWAY DIVISION							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-495-1-5111	SALARIES	\$995,904.23	\$1,157,406.00	\$847,575.77	\$1,135,945.00	\$1,135,945.00	\$1,135,945.00
01-495-1-5130	OVERTIME	\$185,842.89	\$170,000.00	\$180,085.55	\$170,000.00	\$170,000.00	\$170,000.00
01-495-1-5142	NIGHT DIFFERENTIAL	\$2,101.80	\$3,500.00	\$1,066.20	\$3,500.00	\$3,500.00	\$3,500.00
01-495-1-5143	LONGEVITY	\$9,600.00	\$7,250.00	\$5,843.00	\$10,650.00	\$10,650.00	\$10,650.00
01-495-1-5144	ABOVE GRADE DIFFERENTIAL	\$13,699.04	\$15,000.00	\$18,292.12	\$15,000.00	\$15,000.00	\$15,000.00
01-495-1-5193	CLOTHING ALLOWANCE	\$6,160.00	\$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:		\$1,213,307.96	\$1,363,856.00	\$1,061,962.64	\$1,345,795.00	\$1,345,795.00	\$1,345,795.00
EXPENSES							
01-495-2-5241	CONSTRUCTION/REPAIRS	\$15,768.45	\$89,000.00	\$22,150.36	\$100,000.00	\$100,000.00	\$75,000.00
01-495-2-5268	CONTRACTED SERVICES	\$171,827.90	\$180,000.00	\$115,950.00	\$180,000.00	\$180,000.00	\$140,000.00
01-495-2-5280	EQUIPMENT HIRE	\$18,088.89	\$35,000.00	\$27,848.09	\$35,000.00	\$35,000.00	\$35,000.00
01-495-2-5435	REPAIR & MAINTENANCE	\$20,068.12	\$75,000.00	\$27,607.49	\$75,000.00	\$75,000.00	\$75,000.00
01-495-2-5436	STREET CLEANING SUPPLIES &	\$0.00	\$16,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-495-2-5440	STREET & TRAFFIC SIGNS	\$47,137.38	\$50,000.00	\$35,494.83	\$70,000.00	\$70,000.00	\$70,000.00
01-495-2-5541	CENTER LINE X-WLK MARK	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-495-2-5543	CEMENT STONE & ASPHALT	\$72,730.73	\$100,000.00	\$87,593.18	\$125,000.00	\$125,000.00	\$125,000.00
01-495-2-5856	OTHER - POLICE DETAILS	\$0.00	\$20,000.00	\$1,980.00	\$20,000.00	\$20,000.00	\$20,000.00
EXPENSES Total:		\$405,621.47	\$565,000.00	\$318,623.95	\$620,000.00	\$620,000.00	\$555,000.00
495 DPW HIGHWAY DIVISION Total:		\$1,618,929.43	\$1,928,856.00	\$1,380,586.59	\$1,965,795.00	\$1,965,795.00	\$1,900,795.00

495	DEPARTMENT OF PUBLIC WORKS - Highway Division									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-495-1-5111	Highway Superintendent ¹	Rich O'Donnell	UNCL	40	1	1	1	\$92,168	\$93,073	\$93,073
01-495-1-5111	Principal Clerk ²	N/A	C-6U/5	20	0.57	0	0	\$28,300	\$1	\$1
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ³	Joe Nolette/WC	W-11U/4	40	1	1	1	\$71,782	\$75,690	\$75,690
01-495-1-5143	Work Foreman / Hwy-Bldg-Grounds	Joe Nolette/WC	Longevity					\$1,450	\$1,650	\$1,650
01-495-1-5193	Work Foreman / Hwy-Bldg-Grounds	Joe Nolette/WC	Clothing					\$700	\$700	\$700
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ³	Antonio Ventresca	W-11U/4	40	1	1	1	\$71,782	\$75,690	\$75,690
01-495-1-5143	Work Foreman / Hwy-Bldg-Grounds	Antonio Ventresca	Longevity					\$1,650	\$1,650	\$1,650
01-495-1-5193	Work Foreman / Hwy-Bldg-Grounds	Antonio Ventresca	Clothing					\$700	\$700	\$700
01-495-1-5111	Signal Maintainer ³	Kenny Dell Isola	W-11U/4	40	1	1	1	\$71,782	\$75,690	\$75,690
01-495-1-5143	Signal Maintainer	Kenny Dell Isola	Longevity					\$1,450	\$1,650	\$1,650
01-495-1-5193	Signal Maintainer	Kenny Dell Isola	Clothing					\$700	\$700	\$700
01-495-1-5196	Signal Maintainer	Kenny Dell Isola	Tools					\$200	\$200	\$200
01-495-1-5111	Craftsman - SMEO w/CDL & Hoisting ³	Thomas Golden	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-495-1-5143	Craftsman - SMEO w/CDL & Hoisting	Thomas Golden	Longevity					\$1,250	\$1,250	\$1,250
01-495-1-5193	Craftsman - SMEO w/CDL & Hoisting	Thomas Golden	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - SMEO w/ CDL & Hoisting ³	Joe Recupero	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-495-1-5143	Craftsman - SMEO w/CDL & Hoisting	Joe Recupero	Longevity					\$1,450	\$1,450	\$1,450
01-495-1-5193	Craftsman - SMEO w/CDL & Hoisting	Joe Recupero	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - SMEO w/ CDL & Hoisting ³	Jason Papa	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
01-495-1-5193	Craftsman - SMEO w/CDL & Hoisting	Jason Papa	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - SMEO w/ CDL & Hoisting ³	Jesse Winocour	W-10U/2	40	1	1	1	\$58,819	\$67,860	\$67,860
01-495-1-5143	Craftsman - SMEO w/CDL & Hoisting	Jesse Winocour	Longevity					\$0	\$1,000	\$1,000
01-495-1-5193	Craftsman - SMEO w/CDL & Hoisting	Jesse Winocour	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - HMEO w/CDL CLASS A ³	Reubens Fauche	W-9AU/4	40	1	1	1	\$69,791	\$73,581	\$73,581
01-495-1-5193	Craftsman - HMEO w/CDL CLASS A	Reubens Fauche	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - HMEO w/CDL ³	Greg Reed	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
01-495-1-5143	Craftsman -HMEO w/CDL	Greg Reed	Longevity					\$0	\$1,000	\$1,000
01-495-1-5193	Craftsman - HMEO w/CDL	Greg Reed	Clothing					\$700	\$700	\$700
01-495-1-5111	Watchman - HMEO w/CDL (40 Hours) ³	Khyle Hope	W-9U/3	40	1	1	1	\$58,819	\$67,046	\$67,046
01-495-1-5193	Watchman - HMEO w/CDL (40 Hours)	Khyle Hope	Clothing					\$700	\$700	\$700
										Continued...

						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-495-1-5111	Watchman - HME0 w/CDL ³	James Tiberii	W-9U/2	40	1	1	1	\$66,458	\$64,457	\$64,457
01-495-1-5193	Watchman - HME0 w/CDL	James Tiberii	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - HME0 no/CDL ³	Pedro Rivera	W-8U/4	40	1	1	1	\$66,458	\$65,438	\$65,438
01-495-1-5193	Craftsman - HME0 no/CDL	Pedro Rivera	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman ³	Tom Keefe/WC	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-495-1-5193	Craftsman	Tom Keefe/WC	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman ³	Michael Russo	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-495-1-5143	Craftsman	Michael Russo	Longevity					\$0	\$1,000	\$1,000
01-495-1-5193	Craftsman	Michael Russo	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman ³	Vacant	W-7U/4	40	1	1	1	\$58,819	\$62,034	\$62,034
01-495-1-5193	Craftsman	Vacant	Clothing					\$700	\$700	\$700
					17	16	16			
495	DPW Highway TOTAL									
							Salary (5111)	\$1,157,406	\$1,135,945	\$1,135,945
							Overtime (5130)	\$170,000	\$170,000	\$170,000
							Night Differential (5142)	\$3,500	\$3,500	\$3,500
							Longevity (5143)	\$7,250	\$10,650	\$10,650
							Above Grade Differential (5144)	\$15,000	\$15,000	\$15,000
							Clothing Allowance (5193)	\$10,500	\$10,500	\$10,500
							Tools (5196)	\$200	\$200	\$200
							Personnel Total:	\$1,363,856	\$1,345,795	\$1,345,795
Notes to Budget:										
¹ 3% COLA added to administrative salary.										
² Not requesting funding for this position in FY23.										
³ Local 25 DPW union increased 3% per contract settlement.										

(495) DPW Highway Division - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	1,157,406	1,135,945	(21,461)	-2%	3% COLA added to administrative salary. Local 25 DPW union 3% increase per contract settlement. Not requesting funding for 1 position in FY23.
Overtime	170,000	170,000	0	0%	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	7,250	10,650	3,400	47%	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 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 for specific employees.
Total Personnel Services	\$1,363,856	\$1,345,795	(\$18,061)	-1%	
<u>General Operating Expenses - Highway</u>					
Construction Repairs	100,000	75,000	(25,000)	-25%	Various work performed by consultants and specialized vendors.
Contracted Services	180,000	140,000	(40,000)	-22%	Various work performed by consultants and specialized vendors (sweeping contract).
Equipment Hire	25,000	35,000	10,000	40%	Equipment rentals such as compressors, hot box.
Repair & Maintenance	75,000	75,000	0	0%	For supplies & materials needed to do street repair & maintenance.
Street Cleaning Sup & Equip	15,000	15,000	0	0%	Supplies and equipment for city owned sweeper.
Street & Traffic Signs	50,000	70,000	20,000	40%	For all street and traffic signs. Also supplies, materials and message boards.
Cement Stone & Asphalt	100,000	125,000	25,000	25%	Increase in raw materials. For cement, stone and asphalt.
Other Police Details	20,000	20,000	0	0%	As needed.
Total Expenditures	\$565,000	\$555,000	(\$10,000)	-2%	
Total	\$1,928,856	\$1,900,795	(\$28,061)	-1%	

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 future generations.

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 FY2023

Due to a mild winter, we are able to level fund our FY2022 requests.

Snow & Ice - FY2022: Accomplishments

- We had a relatively mild winter, more icing events than actual snow events
- Able to retain top plow operators with minimal increases in costs as compared to other municipalities
- Repaired broken equipment and salt damaged vehicles.

Snow & Ice - FY2023: 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 in November.



Outcomes & Performance Measurers	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
# of salting events	22	20	20	20	20
# of plowing events	12	15	15	15	15
Tons of salt purchased	6,000	6,000	5,000	4,200	5,000



City of Everett
Everett Budget Council Summary Report
2023 City Budget

496 - DPW SNOW AND ICE DIVISION							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-496-1-5130	S & I OVERTIME	\$151,302.67	\$50,000.00	\$178,016.08	\$50,000.00	\$50,000.00	\$50,000.00
01-496-1-5159	SNOW STIPEND	\$27,000.00	\$20,000.00	\$27,000.00	\$20,000.00	\$20,000.00	\$20,000.00
PERSONNEL Total:		\$178,302.67	\$70,000.00	\$205,016.08	\$70,000.00	\$70,000.00	\$70,000.00
EXPENSES							
01-496-2-5280	CONTRACTED SERVICES	\$152,185.75	\$40,000.00	\$257,225.00	\$60,000.00	\$40,000.00	\$40,000.00
01-496-2-5434	S & I SUPPLIES & MATERIALS	\$32,831.81	\$50,000.00	\$42,598.42	\$55,000.00	\$50,000.00	\$50,000.00
01-496-2-5446	S & I REPAIR /MAINTENANCE	\$6,821.15	\$10,000.00	\$0.00	\$15,000.00	\$10,000.00	\$10,000.00
01-496-2-5480	S & I FUEL	\$0.00	\$25,000.00	\$0.00	\$35,000.00	\$25,000.00	\$25,000.00
01-496-2-5536	S & I SALT	\$214,717.22	\$200,000.00	\$250,846.17	\$300,000.00	\$200,000.00	\$200,000.00
EXPENSES Total:		\$406,555.93	\$325,000.00	\$550,669.59	\$465,000.00	\$325,000.00	\$325,000.00
496 DPW SNOW AND ICE DIVISION Total:		\$584,858.60	\$395,000.00	\$755,685.67	\$535,000.00	\$395,000.00	\$395,000.00

(496) DPW Snow & Ice - Notes to Budget

		FY22	FY23	\$	%	
		Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>						
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	0%	May be used for those employees who work several major storms over the course of winter.
Total Personnel Services		\$70,000	\$70,000	\$0	0%	
<u>General Operating Expenses</u>						
Contracted Services		40,000	40,000	0	0%	For outside contractors who assist with plowing and/or salting. Competitive pricing increase.
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. Increase in fuel costs.
S & I Salt		200,000	200,000	0	0%	Salt used over the entire City. Increase in cost per ton by 34% and number of snow/ice events.
Total Expenditures		\$325,000	\$325,000	\$0	0%	
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 future 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 FY2023

All the increases are due to the contracted increases for each vendor due to changes in disposal and recycling fees.

FY2022: Accomplishments

- New trash/recycling bins continue to be solid investment.
- Completed MassDEP Smart Recycle Program
- Increased recycling budget due to economy/market.

FY2023: Goals

- Continue to keep city proactive with recycling and institute Memorial Day Week and Labor Day Week as resident clean out weeks.
- Casella is the new contracted recycling vendor saving residents money. Contract expires 8-1-2025.
- Utilize new packer to save City funds where possible.
- New Mattress Recycling Program to start November 1, 2022.





Outcomes & Performance Measurers	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Consumer complaints regarding trash pick up	108	100	90	90	90
# of yard waste pick ups	21	21	18	18	18
Tons of trash picked up	13,689 ton	13,500 ton	13,000 ton	TBD	13,500 ton
Tons of recycling picked up	3,357 ton	3,500 ton	4,000 ton	4,000 ton	4,100 ton

City of Everett
Everett Budget Council Summary Report
2023 City Budget

497 - DPW SOLID WASTE DIVISION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-497-2-5290	REFUSE COLLECTION	\$1,874,694.92	\$2,040,000.00	\$1,747,466.26	\$2,105,000.00	\$2,105,000.00	\$2,105,000.00
01-497-2-5293	SOLID WASTE DISPOSAL	\$1,175,418.25	\$1,600,000.00	\$1,354,073.27	\$1,650,000.00	\$1,650,000.00	\$1,650,000.00
01-497-2-5297	RECYCLABLES DISPOSAL	\$439,798.82	\$500,000.00	\$230,067.11	\$525,000.00	\$525,000.00	\$525,000.00
01-497-2-5298	HAZARDOUS WASTE COLL/DISP	\$6,162.22	\$100,000.00	\$12,819.40	\$150,000.00	\$150,000.00	\$150,000.00
01-497-2-5299	RUBBL/YARD WASTE DISPOSAL	\$95,233.48	\$170,000.00	\$26,737.92	\$200,000.00	\$200,000.00	\$200,000.00
EXPENSES Total:		\$3,591,307.69	\$4,410,000.00	\$3,371,163.96	\$4,630,000.00	\$4,630,000.00	\$4,630,000.00
497 DPW SOLID WASTE DIVISION Total:		\$3,591,307.69	\$4,410,000.00	\$3,371,163.96	\$4,630,000.00	\$4,630,000.00	\$4,630,000.00

(497) DPW - Solid Waste - Notes to Budget

		FY22	FY23	\$	%	
		Budget	Request	+ / -	+ / -	
Solid Waste						
Refuse Collection		2,040,000	2,105,000	65,000	3%	Capitol Waste contract price.
Solid Waste Disposal		1,600,000	1,650,000	50,000	3%	Wheelabrator contract price.
Recyclables Disposal		500,000	525,000	25,000	5%	Green Works Recycling . Anticipating increase to \$95/ton.
Hazardous Waste Coll/Disp		100,000	150,000	50,000	50%	Triumvirate - Street sweeping disposal and supplies based on quotes received.
Rubl/Yard Waste Disposal		170,000	200,000	30,000	18%	Northgate Recycling, Rocky Hill - Includes tree stumps, street waste (old pavement), street sweeping waste. Also included citywide disposal and hazardous waste events.
Total Solid Waste		\$4,410,000	\$4,630,000	\$220,000	5%	
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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.

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



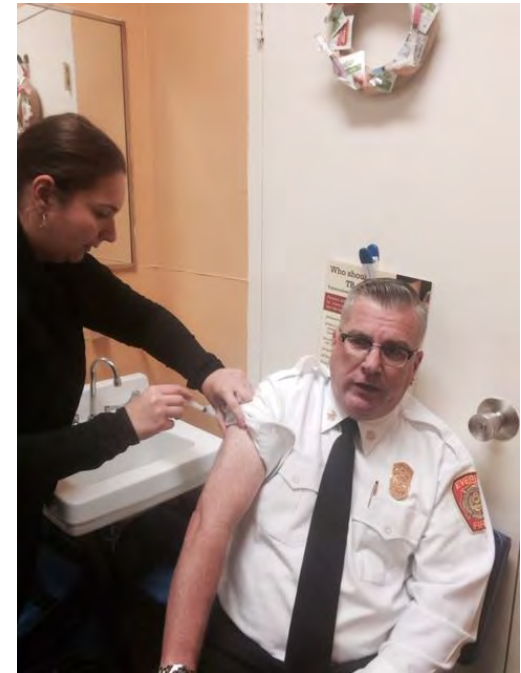
These obligations are met through the work of the health department; the Cambridge Health Alliance; various city departments including Inspectional Services; and community-based organizations.

Significant Budget & Staffing Changes for FY2023

Most administrative salaries level funded. The nurse's union has not yet settled their contract. We presently have 17 full-time school nurses. We have successfully filled each budgeted school nurse position.

FY2022: Accomplishments

- Increased the number of flu vaccines administered from 850 to 950.
- Held weekly COVID-19 vaccine clinics at Pope John for residents to gain access to the COVID-19 vaccine.
- COVID-19 testing site location six days a week located at Rivergreen Park.
- Distributed over 15,000 COVID-19 home test kits to residents.
- 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 21).
- Implemented Micropigmentation regulations.
- 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.



FY2023: 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.
- Continue to provide COVID-19 vaccine access to residents.
- Continue to provide COVID-19 testing locations for residents.
- Distribute COVID-19 home test kits to residents.
- Cultural Health Barriers and Obstacles and Awareness: Bringing awareness and resources to the community for healthy outcomes.
- Winter Coat Drive.
- To partner and collaborate with local agencies and medical organizations re: Seasonal Affective Disorder, Mental Health & Physical Health, Breast Cancer, Prostate Cancer, etc.
- Warming center for winter months.
- Meet with various folks from stakeholders to community advocates & workers to create and establish a system that works to address the community disparities.



Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Number of inspections	35	50	60	75
Number of permits issued from the Board of Health	650	900	925	950
Preventive vaccines administered – includes TB testing	750	900	950	1000
Direct Observation Therapy – daily home visits to Everett residents	240	300	400	500
Body art establishments	5	8	8	10
Flu shots administered	850	950	1000	1500

How FY2023 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.
- Work with our Substance Abuse Prevention Advocate to provide resources to families and residents re: the Opioid Crisis.
- Work with the Department of Public Health to continue to research and apply for grants to assist with reaching goals.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

510 - DEPT OF HEALTH & HUMAN SERVICE							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-510-1-5111	SALARIES	\$925,069.72	\$1,359,242.00	\$1,014,621.89	\$1,666,292.00	\$1,666,292.00	\$1,666,292.00
01-510-1-5113	PART TIME	\$2,373.95	\$24,000.00	\$36,181.94	\$30,000.00	\$30,000.00	\$30,000.00
01-510-1-5130	OVERTIME	\$340.94	\$6,500.00	\$0.00	\$6,500.00	\$6,500.00	\$6,500.00
01-510-1-5143	LONGEVITY	\$4,950.00	\$4,700.00	\$3,700.00	\$4,000.00	\$4,000.00	\$4,000.00
01-510-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$2,400.00	\$0.00	\$2,400.00	\$2,400.00	\$2,400.00
01-510-1-5191	BOARD OF HEALTH STIPEND	\$4,200.00	\$6,200.00	\$4,033.34	\$6,200.00	\$6,200.00	\$6,200.00
01-510-1-5193	CLOTHING ALLOWANCE	\$3,562.50	\$4,250.00	\$3,341.66	\$5,000.00	\$5,000.00	\$5,000.00
PERSONNEL Total:		\$940,497.11	\$1,407,292.00	\$1,061,878.83	\$1,720,392.00	\$1,720,392.00	\$1,720,392.00
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	\$390.00	\$2,000.00	\$80.00	\$2,000.00	\$2,000.00	\$2,000.00
01-510-2-5403	VACCINES	\$19,489.15	\$25,000.00	\$21,856.49	\$25,000.00	\$25,000.00	\$25,000.00
01-510-2-5420	OFFICE SUPPLIES	\$2,034.54	\$3,000.00	\$2,649.82	\$4,000.00	\$4,000.00	\$4,000.00
01-510-2-5710	PROFESSIONAL DEVELOPMENT	\$2,027.00	\$2,500.00	\$909.39	\$2,500.00	\$2,500.00	\$2,500.00
01-510-2-5780	MOSQUITO CONTROL	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
01-510-2-5797	COVID-19	\$0.00	\$0.00	\$320,877.76	\$0.00	\$0.00	\$0.00
01-511-2-5310	MEDICAL SUPPLIES	\$814.51	\$6,000.00	\$3,615.09	\$6,000.00	\$6,000.00	\$6,000.00
01-511-2-5383	MEDICAL WASTE	\$1,611.01	\$6,000.00	\$1,771.90	\$15,000.00	\$15,000.00	\$15,000.00
01-511-2-5710	PROFESSIONAL DEVELOPMENT	\$590.00	\$4,000.00	\$720.00	\$4,000.00	\$4,000.00	\$4,000.00
01-511-2-5718	EDUCATION INCENTIVE	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
EXPENSES Total:		\$46,956.21	\$83,850.00	\$372,480.45	\$93,850.00	\$93,850.00	\$93,850.00
510 DEPT OF HEALTH & HUMAN SERVICE		\$987,453.32	\$1,491,142.00	\$1,434,359.28	\$1,814,242.00	\$1,814,242.00	\$1,814,242.00

510	DEPARTMENT OF HEALTH & HUMAN SERVICES									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-510-1-5111	Public Health Director ¹	Sabrina Firicano	UNCL	35	1	1	1	\$102,000	\$105,063	\$105,063
01-510-1-5193	Public Health Director	Sabrina Torra	Clothing					\$250	\$250	\$250
01-510-1-5143	Public Health Director	Sabrina Torra	Longevity					\$0	\$800	\$800
01-510-1-5111	Public Health Nurse ¹	Krista Costello	UNCL	35	1	1	1	\$82,000	\$87,550	\$87,550
01-510-1-5193	Public Health Nurse	Krista Costello	Clothing					\$250	\$250	\$250
01-630-1-5111	Health & Wellness Coordinator ¹	Rhana Wehbe	UNCL	35	1	1	1	\$70,000	\$81,458	\$81,458
01-630-1-5111	Health & Human Services Equity Access Officer ^{1 4}	Antoinette Octave Blanchard	UNCL	35	0	1	1	\$0	\$84,975	\$84,975
01-510-1-5111	Mental Health Clinician	Vacant	UNCL	35	1	1	1	\$65,000	\$65,000	\$65,000
01-510-1-5111	Public Health Nurse PT ¹	Joanne Agnes	UNCL	25	0.71	0.71	0.71	\$35,635	\$36,488	\$36,488
01-510-1-5193	Public Health Nurse PT	Joanne Agnes	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6 7}	Linda Grenier	RN-U/6	35	1	1	1	\$67,416	\$68,761	\$68,761
01-510-1-5143	Nurse / RN	Linda Grenier	Longevity					\$0	\$800	\$800
01-510-1-5193	Nurse / RN	Linda Grenier	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Nancy Chaves	RN-U/6	35	1	1	1	\$62,713	\$63,963	\$63,963
01-510-1-5143	Nurse / RN	Nancy Chaves	Longevity					\$800	\$800	\$800
01-510-1-5193	Nurse / RN	Nancy Chaves	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Angela Ciaramaglia	RN-U/6	35	1	1	1	\$62,713	\$63,963	\$63,963
01-510-1-5143	Nurse / RN	Angela Ciaramaglia	Longevity					\$800	\$800	\$800
01-510-1-5193	Nurse / RN	Angela Ciaramaglia	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Christen Piscatelli	RN-U/6	35	1	1	1	\$62,713	\$63,963	\$63,963
01-510-1-5143	Nurse / RN	Christen Piscatelli	Longevity					\$800	\$800	\$800
01-510-1-5193	Nurse / RN	Christen Piscatelli	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Britni Pierce Chiarello	RN-U/6	35	1	1	1	\$62,713	\$63,963	\$63,963
01-510-1-5193	Nurse / RN	Britni Pierce Chiarello	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Dina McCarron	RN-U/6	35	1	1	1	\$62,713	\$63,963	\$63,963
01-510-1-5193	Nurse / RN	Dina McCarron	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Glen Nadeau	RN-U/6	35	1	1	1	\$59,121	\$63,963	\$63,963
01-510-1-5193	Nurse / RN	Glen Nadeau	Clothing					\$250	\$250	\$250
										Continued...

						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-510-1-5111	Nurse / RN ^{5 6}	Gueshnael Glory Menard	RN-U/6	35	1	1	1	\$62,713	\$63,963	\$63,963
01-510-1-5143	Nurse / RN	Gueshnael Glory Menard	Longevity					\$1,050	\$0	\$0
01-510-1-5193	Nurse / RN	Gueshnael Glory Menard	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Aicha Merouani	RN-U/6	35	1	1	1	\$51,375	\$63,963	\$63,963
01-510-1-5193	Nurse / RN	Aicha Merouani	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Najia Amara	RN-U/6	35	1	1	1	\$51,375	\$63,963	\$63,963
01-510-1-5193	Nurse / RN	Najia Amara	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Rebecca O'Keefe	RN-U/5	35	1	1	1	\$55,045	\$60,290	\$60,290
01-510-1-5193	Nurse / RN	Rebecca O'Keefe	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Kerry Castrucci	RN-U/5	35	1	1	1	\$55,045	\$60,290	\$60,290
01-510-1-5193	Nurse / RN	Kerry Castrucci	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Vacant	RN-U/6	35	0	1	1	\$0	\$59,335	\$59,335
01-510-1-5193	Nurse / RN	Vacant	Clothing					\$0	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Vacant	RN-U/6	35	1	1	1	\$62,713	\$59,335	\$59,335
01-510-1-5143	Nurse / RN	Vacant	Longevity					\$1,250	\$0	\$0
01-510-1-5193	Nurse / RN	Vacant	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Vacant	RN-U/6	35	0	1	1	\$0	\$59,335	\$59,335
01-510-1-5193	Nurse / RN	Vacant	Clothing					\$0	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Vacant	RN-U/2	35	1	1	1	\$51,375	\$59,335	\$59,335
01-510-1-5193	Nurse / RN	Vacant	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{5 6}	Vacant	LPN-U/6	35	0	1	1	\$1	\$59,335	\$59,335
01-510-1-5193	Nurse / RN	Vacant	Clothing					\$0	\$250	\$250
01-510-1-5111	Health Workers	TBD	UNCL	35	2	2	2	\$81,536	\$81,536	\$81,536
01-510-1-5111	Administrative Assistant ²	Caitlin Norden	A-6U/6	35	1	1	1	\$58,170	\$62,538	\$62,538
01-510-1-5111	Principal Clerk ⁸	N/A	C-6U/1	35	0	0	0	\$1	\$1	\$1
01-510-1-5113	Nurses - Per Diem ³	Varies	RN-U	Varies	0	0	0	\$24,000	\$30,000	\$30,000
01-510-1-5191	Board Chairman	Dr. Sean Connolly	BOH Chair	BOH	0	0	0	\$2,200	\$2,200	\$2,200
01-510-1-5191	Board Member	Melissa Massau	BOH	BOH	0	0	0	\$2,000	\$2,000	\$2,000
01-510-1-5191	Board Member	Joan Lavecchio	BOH	BOH	0	0	0	\$2,000	\$2,000	\$2,000
					21.71	25.71	25.71			
510	Department of Health & Human Services TOTAL									
										Continued...

[illegible]

¹ 3% COLA added to administrative salary.

² Local 25 Clerical union 3% increase per contract settlement.

³ Covers duties when permanent nurses take sick and personal time.

⁴ New employee hired in FY22.

⁵ School RNs are state mandated per capita.

⁶ SEIU Local 888 Nurses Union increased 2% in anticipation of contract settlement.

⁷ Nurse who covers the Devens School receives a 7% differential per their union contract.

⁸ Not requesting funding for this position in FY23.

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

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	1,359,242	1,666,292	307,050	23%	3% COLA added to administrative salaries. SEIU nurses salary increased by 2% in anticipation of contract settlement. Local 25 Clerical salary increased 3% per contract settlement. Requesting 3 additional school nurses. Seeking two medical assistants to assist with health screening and assist school nurses with health paperwork.
Part Time Salaries	24,000	30,000	6,000	25%	Per diem nurses who fill in when permanent nurses are out. Per diem rate increased from \$25/hr to \$30/hr.
Overtime	6,500	6,500	0	0%	In the event a clerk requests OT in lieu of comp time. Also for nurses.
Longevity	4,700	4,000	(700)	-15%	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), J. Lavecchio (\$2,000), M. Massau (\$2,000).
Clothing Allowance	4,250	5,000	750	18%	\$250 per nurse to pay for uniforms/lab coats to be worn in schools & Health Department. CDC guidelines state that uniforms/lab coats must be replaced yearly to prevent unnecessary health risks.
Total Personnel Services	\$1,407,292	\$1,720,392	\$313,100	22%	
<u>General Operating Expenses</u>					
Equipment Repairs	350	350	0	0%	Used for yearly calibration and repair of vaccine refrigerators and other repairs for BOH machinery.
Professional Services	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	25,000	25,000	0	0%	The cost of flu vaccine from the state.
Office Supplies	3,000	4,000	1,000	33%	General office supplies.
Prof Development	2,500	2,500	0	0%	Pays for training to perform basic health department functions at City Hall. CPR/First aid, shelter training and needle use certs. Also MHOA dues and EHA dues and travel expenses when training.
Mosquito Control	20,000	20,000	0	0%	For larvicides & aerial spraying to prevent EEE & West Nile outbreaks. \$10K in 6 month intervals.
Medical Supplies	6,000	6,000	0	0%	All supplies used during flu clinics, medical emergencies, etc.
Medical Waste	6,000	15,000	9,000	150%	Sharps disposal. Increasing pick ups to City Hall and police station where sharp bins are located.
Prof Development	4,000	4,000	0	0%	For trainings that are imperative for general nursing & school nursing. DOE certs, AED training, seizure certs, etc.
Education Incentive	15,000	15,000	0	0%	For those nurses who continue to take classes in the nursing field.
Total Expenditures	\$83,850	\$93,850	\$10,000	12%	
Total	\$1,491,142	\$1,814,242	\$323,100	22%	

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, recreate, 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, promotion of economic activities, community-building, and increasing affordable housing stock to meet the demands of a growing population.

Significant Budget & Staffing Changes for FY2023

An Affordable Housing Coordinator position and a Planning Specialist (Conservation & Sustainability) have both been added. The Deputy Director of Planning & Development position has been eliminated. The Transportation Director and Transportation Planner positions have been reclassified with the creation of a new department, the Transportation Department.

FY2022: Accomplishments

- Completion of numerous parks (both playgrounds and public open spaces) throughout the City.
- Updating and further-codifying the Everett Design Regulations, which are binding regulations for all developers in the City.
- Collection of the City's first ever Linkage Fee and creating policies for the expenditure of these funds.
- Creation of a Neighborhood Plan for the Commercial Triangle.
- Obtained and spent millions of dollars in State and Federal grants, including CDBG, HOME, MassWorks, DOT, and many other sources pertaining to work performed on the opening up of our waterfront, Bus Rapid Transit studies/implementation, complete streets implementation, daylighting of culverts, remediation of the Malden River, and many more.



- Creation of a Food Policy Council, tasked with carrying out the objectives identified in the City's Food Plan.
- Spurring redevelopment throughout both the Lower Broadway Economic Development District and the Commercial Triangle Economic Development District, transforming the areas from heavily-industrial uses to more vibrant, mixed-use parcels. This is being accomplished through creation and amendments to Urban Renewal Plans, zoning ordinances, Municipal Harbor Plans, and engaging with developers and State/Federal leaders to entice highest-and-best-use developments.
- Updated the Inclusionary Zoning Ordinance to increase the minimum amount of deed-restricted affordable housing units a development project must supply.
- Received a grant from the National Fitness Campaign and Blue Cross Blue Shield of Massachusetts for the purchase and installation of the City's first Outdoor Fitness Court.
- Updated City's Mass Energy Insight with all National Grid Account Numbers for Green Communities Funding opportunities.
- Completed Annual Report for Green Communities, thus enabling the City to pursue future grant funding.
- Finalized Community Solutions Partnership with National Grid to create a Climate Action Plan FY23.

FY2023: Goals & Objectives

- Continue the redevelopment of outdated, industrial parcels throughout the City to see land throughout the City performing its highest and best use.
- Redevelopment of the Station Parcel, owned and operated by Constellation.
- Redevelopment of the Exxon site, which sits atop nearly 100 acres of land, currently designated as a Brownfield site.
- Permitting the second phase of Wynn/Encore development on the eastern-side of Broadway, across from their hotel/casino site.
- Continuing our relationships with social organizations to ensure that they receive funding and resources from the City to help assist a wider array of our City's population.
- Implementing the City's First Time Homebuyer grants, funded through a \$400,000 Earmark from the American Rescue Plan Act.
- Installation of the City's boat-house at Rivergreen.
- Collaboration with public and private partners to further open up the City's expansive waterfront, both on the Malden River and Mystic River, connecting our residents to a recreational resource that was neglected for decades.

- Developing ordinances and policies to ensure that future development follows environmentally-sustainable practices, both during the construction of a project and once the project is occupied (LEED-Certification, Passive House Certification, etc.).
- Create a public-use composting system for all Everett residents.
- Re-establish a recurring Everett Farmer's Market through community feedback from Fall 2022 events.
- Enact policies and practices based on our Climate Action Plan to reduce City emissions by 20%.
- Work with Ameresco to expand solar panels on municipal buildings, including installation on City Hall roof and upgrades to panels on DPW's roof.
- Create an ordinance better codifying requirements for publicly accessible open space, green-roofs, living-walls, and tree plantings for all new developments.
- Install accessible EV charging stations throughout the center of Everett and outside municipally-owned buildings.
- Apply for Green Communities grant funding for heat-pump installations and weatherization for municipal buildings.

How FY2023 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- Work to increase public participation through extensive outreach efforts.
- Increase open space opportunities.
- Seek additional state and federal grants that support community goals.
- Conduct a study with state partners to revise the City's Designated Port Area to allow for more-robust development opportunities.
- Build capacity to increase the level of project oversight and management.
- Enhance community engagement efforts and advance affordable housing.
- Create opportunities for public/private partnerships.
- Support small businesses and healthy living.
- Explore opportunities to enhance and promote public transit.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

521 - DEPT OF PLANNING & DEVELOPMENT		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-521-1-5111	SALARIES	\$208,324.34	\$354,284.00	\$91,097.82	\$348,712.00	\$348,712.00	\$348,712.00
01-521-1-5130	OVERTIME	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
01-521-1-5143	LONGEVITY	\$1,450.00	\$1,250.00	\$1,450.00	\$1,250.00	\$1,250.00	\$1,250.00
PERSONNEL Total:		\$209,774.34	\$355,634.00	\$92,547.82	\$350,062.00	\$350,062.00	\$350,062.00
EXPENSES							
01-521-2-5300	PROFESSIONAL SERVICES	\$536,322.33	\$272,000.00	\$173,418.48	\$300,000.00	\$300,000.00	\$300,000.00
01-521-2-5313	GIS EXPENSES	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-521-2-5420	OFFICE SUPPLIES	\$889.61	\$33,000.00	\$831.71	\$5,000.00	\$5,000.00	\$5,000.00
01-521-2-5710	PROFESSIONAL DEVELOPMENT	\$824.08	\$8,000.00	\$573.00	\$8,000.00	\$8,000.00	\$8,000.00
01-521-2-5840	URBAN RENEWAL	\$0.00	\$0.00	\$-624.40	\$0.00	\$0.00	\$0.00
EXPENSES Total:		\$543,036.02	\$318,000.00	\$174,198.79	\$318,000.00	\$318,000.00	\$318,000.00
521 DEPT OF PLANNING & DEVELOPMENT		\$752,810.36	\$673,634.00	\$266,746.61	\$668,062.00	\$668,062.00	\$668,062.00

521	DEPARTMENT OF PLANNING & DEVELOPMENT									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-521-1-5111	Director of Planning & Development ¹	Matt Lattanzi	UNCL	35	1	0.50	0.50	\$115,000	\$59,225	\$59,225
01-521-1-5111	Deputy Director of Planning & Development ³	Vacant	UNCL	35	0.40	0	0	\$39,270	\$0	\$0
01-521-1-5111	Affordable Housing Coordinator	Vacant	UNCL	35	1	1	1	\$75,000	\$85,000	\$85,000
01-521-1-5111	Sustainability Coord/Environ Planner ²	Tom Philbin	UNCL	35	0.32	0.50	0.50	\$24,480	\$39,399	\$39,399
01-521-1-5111	Economic Development Planner	Vacant	UNCL	35	1	1	1	\$80,000	\$80,000	\$80,000
01-521-1-5111	Planning Specialist ⁴	Vacant	UNCL	35	0	1	1	\$0	\$65,000	\$65,000
01-521-1-5111	Administrative Assistant ⁵	Jeannie Vitukevich	A-6U/8	35	0.30	0.30	0.30	\$20,533	\$20,088	\$20,088
01-521-1-5143	Administrative Assistant	Jeannie Vitukevich	Longevity					\$1,250	\$1,250	\$1,250
					6	5	5			
521	Planning & Development TOTAL									
							Salary (5111)	\$354,284	\$348,712	\$348,712
Notes to Budget:							Overtime (5130)	\$100	\$100	\$100
							Longevity (5143)	\$1,250	\$1,250	\$1,250
¹ Partially funded by grant (see below). Annual salary is \$118,450.										
² Partially funded by grant (see below). Annual salary is \$78,798.										
³ Not requesting funding for this position in FY23.										
⁴ Requesting funding for this new position in FY23.										
⁵ Partially funded by grant (see below). Annual salary is \$66,703.										
CDBG	Director of Planning & Development ¹	Matt Lattanzi	UNCL		1	0.50	0.50	\$59,670	\$59,225	\$59,225
CDBG	Sustainability Coord/Environ Planner ²	Tom Philbin	UNCL		0.68	0.50	0.50	\$52,020	\$39,399	\$39,399
CDBG	Administrative Assistant ⁵	Jeannie Vitukevich	A-6U/8		0.70	0.70	0.70	\$42,976	\$46,872	\$46,872
521	Planning & Development TOTAL				0	0	0	\$154,666	\$145,496	\$145,496

(521) Planning & Development - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	354,284	348,712	(5,572)	-2%	3% COLA on administrative salary. We are not requesting funding for 1 position (Deputy Director of Planning & Development). We are requesting salary for two new positions (Affordable Housing Coord. & Planning Specialist).
Overtime	100	100	0	0%	As needed for A-6U Administrative Assistant.
Longevity	1,250	1,250	0	0%	Ms. Vitukevich (\$1,250).
Total Personnel Services	\$355,634	\$350,062	(\$5,572)	-2%	
<u>General Operating Expenses</u>					
Professional Services	300,000	300,000	0	0%	Includes: police details, appraisal work, printing services, consultant work related to drafting new policies/ordinances (includes: housing and economic development).
GIS Expenses	5,000	5,000	0	0%	GIS software, plotter and scanner supplies, technical support.
Office Supplies	5,000	5,000	0	0%	WB Mason
Professional Development	8,000	8,000	0	0%	To support staff with specialized workshops and trainings relative to needs.
Total Expenditures	\$318,000	\$318,000	\$0	0%	
Total	\$673,634	\$668,062	(\$5,572)	-1%	

Department of Transportation and Mobility

The Everett Department of Transportation and Mobility sets policy, makes plans for and manages capital infrastructure projects that enhance the mobility of Everett residents as they travel by foot, bike, bus and car. The department works closely with the Planning and Development Department to ensure that improved mobility for all roadway users is integrated into all new development projects.

Mission Statement

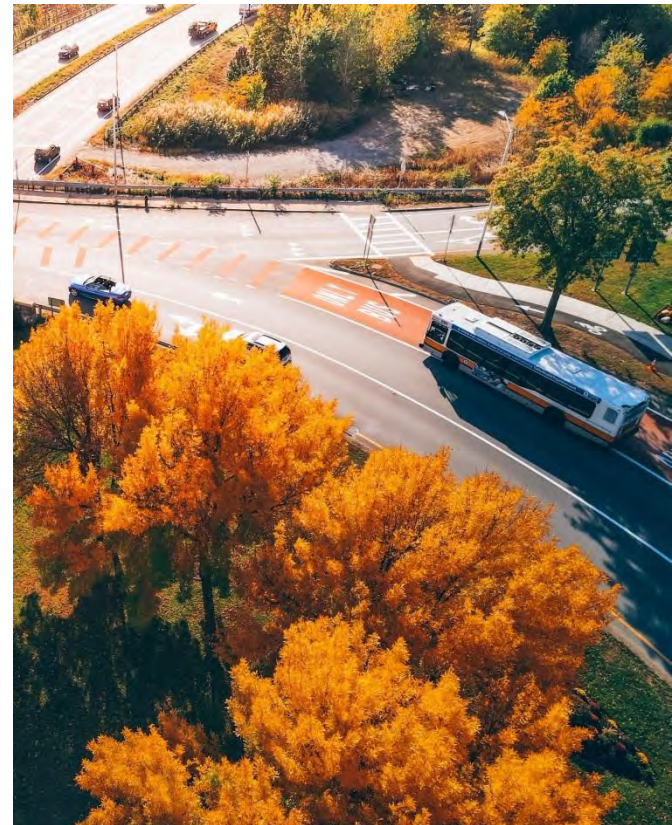
To enhance the mobility and safety of Everett residents through sound urban transportation policy and planning practices, that prioritizes all users of the cities roadways, but especially those most vulnerable users including our school children, elderly, pedestrians, cyclists and transit riders.

Significant Budget & Staffing Changes for FY2023

The Department was created in FY2022 and consists of a Director of Transportation and Mobility as well as a Transportation Planner position. No significant budget or staffing changes were made in FY2023.

FY2022: Accomplishments

- Substantial completion of the Northern Strand Community Path from West Street to the Mystic River, including new trail connections at 4 neighborhood streets.
- Construction of traffic calming measures in residential neighborhoods including raised intersections and curb extensions.
- Development and passage of comprehensive transportation zoning reform including a Transportation Demand Management policy for all new development and formation of a Transportation Management Association.



- Secured grant funding for expansion of the Blue Bikes bike share system.
- Secured grant funding for the re-design of Second Street into a multi-modal transit corridor.
- Secured grant funding for the construction of the Malden River boardwalk.

FY2023: Goals & Objectives

- Full completion of the Northern Strand Community Path.
- Additional traffic calming measures in residential neighborhoods.
- Develop a comprehensive circulation and mobility plan for the Exxon Mobile Site that is slated for re-development.
- Continue to coordinate Transportation Demand Management and infrastructure mitigation for new medium and large developments city-wide.
- Secure construction funding for the reconstruction of Second Street.
- Develop a Bicycle and Pedestrian Master Plan.
- Update the City's Complete Streets Prioritization Plan.

How FY2023 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

- Work to increase public participation through extensive outreach efforts.
- Increase safe access to the City's waterfront and green spaces.
- Seek additional state and federal grants that support community goals.
- Build capacity to increase the level of project oversight and management.
- Create opportunities for public/private partnerships as they relate to transportation infrastructure.
- Support convenient and safe access to job centers and educational opportunities for Everett residents.
- Explore opportunities to enhance and promote public transit.

City of Everett
Everett Budget Council Summary Report
2023 City Budget

522 - TRANSPORTATION							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-522-1-5111	SALARIES	\$0.00	\$180,000.00	\$115,823.37	\$183,303.00	\$183,303.00	\$183,303.00
01-522-1-5120	INTERNSHIPS	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
01-522-1-5130	OVERTIME	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
PERSONNEL Total:		\$0.00	\$185,100.00	\$115,823.37	\$188,403.00	\$188,403.00	\$188,403.00
EXPENSES							
01-522-2-5300	PROFESSIONAL SERVICES	\$0.00	\$297,200.00	\$50,873.23	\$300,000.00	\$300,000.00	\$300,000.00
01-522-2-5420	OFFICE SUPPLIES	\$0.00	\$4,800.00	\$756.13	\$2,000.00	\$2,000.00	\$2,000.00
01-522-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
EXPENSES Total:		\$0.00	\$305,000.00	\$51,629.36	\$305,000.00	\$305,000.00	\$305,000.00
522 TRANSPORTATION Total:		\$0.00	\$490,100.00	\$167,452.73	\$493,403.00	\$493,403.00	\$493,403.00

[illegible]

(522) Transportation - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Salaries	180,000	183,303	3,303	2%	3% COLA on administrative salary.
Internships	5,000	5,000	0	0%	These are paid internships with preference given to Everett students interested in the field of planning (or related field). We would like to reach out to the local colleges and universities about this opportunity. Our goal is to have 1-2 students throughout the calendar year. While some students may receive college credit, the stipend will help defray the cost of school related expenses. Typical hourly rate is \$16 to \$18/hour.
Overtime	100	100	0	0%	When overtime is requested in lieu of comp time for A-8U Administrative Assistant.
Total Personnel Services	\$185,100	\$188,403	\$3,303	2%	
General Operating Expenses					
Professional Services	300,000	300,000	0	100%	Includes: police details, appraisal work, printing services, consultant work related to drafting new policies/ordinances.
Office Supplies	2,000	2,000	0	100%	WB Mason
Professional Development	3,000	3,000	0	100%	To support all staff with specialized workshops and trainings relative to needs.
Total Expenditures	\$305,000	\$305,000	\$0	100%	
Total	\$490,100	\$493,403	\$3,303	100%	

Council on Aging

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

Mission Statement

To ensure Older Adults be treated fairly, to lend support to their lives, to empower them to live as independently and as actively with respect and dignity

Significant Budget & Staffing Changes for FY2023

3% increase requested for FY2022.

FY2022: Accomplishments

- We began to re-establish fitness classes for our seniors.
- In collaboration with CHA, we began a Portuguese speaker's group.
- Provided meal deliveries to all elderly residents who requested them.
- Provided food deliveries to all elderly residents who requested them.
- In collaboration with the Mayor's Office, our computer lab was re-established.

FY2023: Goals & Objectives

- The Formation of Haitian Creole Speaking, Spanish Speaking, and Italian Speaking Groups in collaboration with CHA.
- Tech Savvy Assistance for Older Adults.
- Expand senior activities and programming and increase socialization in collaboration with CHA and Neighborhood Health.
- Nutritional Information Packets in collaboration with MVES.



Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Total # Senior Citizens served through COA (fitness/dances/etc.)	N/A	2300	2970	3000
Volunteers	28	35	45	45
Tax Work Off Participants	8	0	0	20
Van Rides – Units of Service	6100	6250	6270	6280
Senior Lunch Program through COVID @ Connolly Center	N/A	9100	9800	9800
Meal delivery Home/ Number reflects daily delivery x 5 x 52	N/A	111,800	124,800	130,000
Community Meals/Events COVID Funded 4/year @ Connolly Ctr.	N/A	7320	8040	8200
Senior Socials/Parties/Dances partially subsidized by COA/Human Services/COVID and Mayor's Office	N/A	1980	1965	1990



City of Everett
Everett Budget Council Summary Report
2023 City Budget

541 - COUNCIL ON AGING		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-541-2-5420	OFFICE SUPPLIES	\$0.00	\$2,500.00	\$375.00	\$3,500.00	\$3,500.00	\$3,500.00
01-541-2-5780	SENIOR ACTIVITIES EXPENSES	\$30,129.73	\$45,000.00	\$25,132.75	\$48,500.00	\$48,500.00	\$48,500.00
EXPENSES Total:		\$30,129.73	\$47,500.00	\$25,507.75	\$52,000.00	\$52,000.00	\$52,000.00
541 COUNCIL ON AGING Total:		\$30,129.73	\$47,500.00	\$25,507.75	\$52,000.00	\$52,000.00	\$52,000.00

(541) Council on Aging - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Office Supplies	2,500	3,500	1,000	40%	Increase in toner cartridges - more fliers and info to seniors to promote upcoming events.
Senior Activities Expenses	45,000	48,500	3,500	8%	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	\$47,500	\$52,000	\$4,500	9%	

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 FY2023

The Office of Veterans Services FY2023 budget was developed and enacted with both a strong emphasis on providing more services effectively.

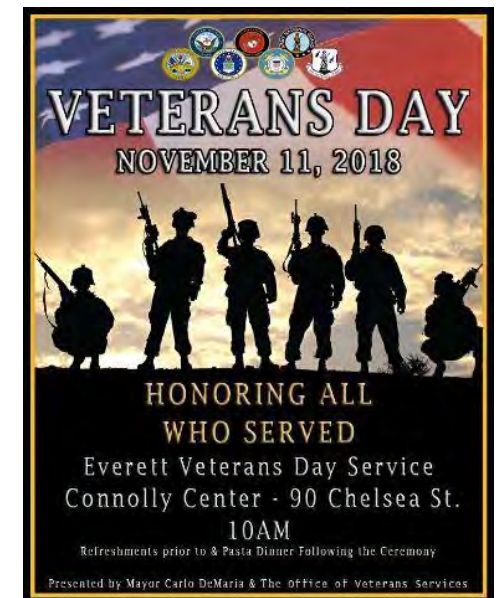
In order to more efficiently service the veteran community, the part-time clerical associate job description has been upgraded to include a more technical skill-set that enables more efficiencies in how we do business. This reclassification was necessary to accommodate the overall increase in the total services we now provide to the Veteran Community. Additionally, in FY2021, 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.

FY2022: Accomplishments

- Implementation of Phase 4 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.

FY2023: Goals & Objectives

- Implement final phase 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.
- Continue to work on programs to connect Everett’s Veterans and the youth of the city.
- 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 FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
# of Cases	68	72	65	60
Amount Reimbursed to City from State	281,250	320,000	272,000	300,000
\$\$ and Benefits Expended	380,000	406,000	410,000	415,000



How FY2023 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 FY2023 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
2023 City Budget

543 - OFFICE OF VETERANS SERVICES							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-543-1-5111	SALARIES	\$73,826.03	\$81,388.00	\$78,374.58	\$82,403.00	\$82,403.00	\$82,403.00
01-543-1-5113	PART TIME SALARY	\$27,550.33	\$30,847.00	\$31,817.68	\$32,983.00	\$32,983.00	\$32,983.00
01-543-1-5143	LONGEVITY	\$800.00	\$800.00	\$1,700.00	\$800.00	\$800.00	\$800.00
01-543-1-5144	ACTING GRADE	\$705.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$102,881.73	\$113,035.00	\$111,892.26	\$116,186.00	\$116,186.00	\$116,186.00
EXPENSES							
01-543-2-5252	VETERAN BURIALS	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
01-543-2-5351	WREATHS	\$780.00	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00	\$7,000.00
01-543-2-5420	OFFICE SUPPLIES	\$696.36	\$1,200.00	\$518.61	\$1,200.00	\$1,200.00	\$1,200.00
01-543-2-5700	CITY FLAGS	\$5,578.74	\$7,000.00	\$6,375.79	\$9,000.00	\$9,000.00	\$9,000.00
01-543-2-5701	VETERANS PLAQUES & SIGNS	\$2,265.00	\$4,000.00	\$3,305.00	\$6,000.00	\$6,000.00	\$6,000.00
01-543-2-5706	WELCOME HOME BANNERS	\$0.00	\$1,000.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
01-543-2-5708	GRADUATE TO GUARDIANS PROGRAM	\$0.00	\$500.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
01-543-2-5709	THANK A VET PROGRAM	\$0.00	\$500.00	\$0.00	\$750.00	\$750.00	\$750.00
01-543-2-5713	POST 9/11 MEMORIAL	\$0.00	\$3,500.00	\$1,709.00	\$3,500.00	\$3,500.00	\$3,500.00
01-543-2-5715	TRAVEL	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00
01-543-2-5716	PROFESSIONAL DEVELOPMENT	\$519.00	\$750.00	\$470.00	\$750.00	\$750.00	\$750.00
01-543-2-5770	VET BEN-ALLOWANCE	\$366,914.44	\$400,000.00	\$247,211.09	\$400,000.00	\$400,000.00	\$400,000.00
01-543-2-5775	VET BEN-DR / DENTIST / HOSPITAL	\$616.99	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00
01-543-2-5777	VET BEN-MED EX	\$8,297.09	\$15,000.00	\$6,748.15	\$15,000.00	\$15,000.00	\$15,000.00
01-543-2-5783	VETERANS DAY	\$852.00	\$1,000.00	\$384.53	\$1,000.00	\$1,000.00	\$1,000.00
01-543-2-5785	CITY MEMORIAL DAY EXPENSES	\$1,273.44	\$2,000.00	\$1,239.84	\$2,000.00	\$2,000.00	\$2,000.00
EXPENSES Total:		\$387,793.06	\$464,450.00	\$272,962.01	\$471,700.00	\$471,700.00	\$471,700.00
543 OFFICE OF VETERANS SERVICES Total:		\$490,674.79	\$577,485.00	\$384,854.27	\$587,886.00	\$587,886.00	\$587,886.00

[illegible]

¹ 3% COLA on administrative salary.

(543) Veterans' Services - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	81,388	82,403	1,015	1%	3% COLA on administrative salary.
Part Time Salary	30,847	32,983	2,136	7%	Local 25 Clerical union increased 3% per contract settlement.
Longevity	800	800	0	0%	Ms. Cristiano
Total Personnel Services	\$113,035	\$116,186	\$3,151	3%	
<u>General Operating Expenses</u>					
Veteran Burials	15,000	15,000	0	0%	This 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.
Wreaths	5,000	7,000	2,000	40%	For military markers and memorials in advance of Memorial Day.
Office Supplies	1,200	1,200	0	0%	W.B. Mason office supplies and other ancillary office supplies.
City Flags	7,000	9,000	2,000	29%	US Flags are placed at Glenwood & Woodlawn cemetery in advance of Memorial Day as well as ongoing replacement flags on all municipal buildings, playgrounds and parks throughout the year.
Veterans Plaques & Signs	4,000	6,000	2,000	50%	Many Memorial square signs are in need of replacement due to wear and tear. Additionally, this line item is also used to add Everett WWII Veterans to the WWII Memorial Wall located at the Veterans Memorial Stadium.
Welcome Home Banners	1,000	1,500	500	50%	Promotional materials to welcome home our heroes as well as promote upcoming Veteran events.
Graduate to Guardians	500	1,000	500	100%	This program's target audience is any senior in high school who has already signed up via the Armed Forces Delayed Entry Program.
Continued...					

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Thank-a-Vet Program	500	750	250	50%	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 cost savings 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	3,500	3,500	0	0%	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 etc.. This line item is for any/all reimbursements for travel to include tolls, gas mileage, etc.
Professional Development	750	750	0	0%	We 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	400,000	400,000	0	0%	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 some 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	\$464,450	\$471,700	\$7,250	2%	
Total	\$577,485	\$587,886	\$10,401	2%	

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 FY2023

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

FY2023: 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
Everett Budget Council Summary Report
2023 City Budget

544 - DISABILITY COMMISSION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-544-1-5191	STIPEND	\$8,575.04	\$10,700.00	\$9,200.04	\$10,700.00	\$10,700.00	\$10,700.00
PERSONNEL Total:		\$8,575.04	\$10,700.00	\$9,200.04	\$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:		\$8,575.04	\$10,950.00	\$9,200.04	\$10,950.00	\$10,950.00	\$10,950.00

[illegible]

(544) Disability Commission - Notes to Budget

		FY22	FY23	\$	%	
		Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>						
Stipends		10,700	10,700	\$0	0%	Stipend paid to Board members.
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 without bias. To provide general relief to maintain the welfare of the community facing hardships ranging from hunger, housing and healthcare.

Significant Budget & Staffing Changes for FY2023

Two vacant positions.

FY2022: Accomplishments

- Re-establishing our successful programs for all community outreach which were cancelled due to Covid pandemic.

FY2023: Goals & Objectives

- Increase collaboration with other local social service agencies to include:
Action of Boston Community Development (ABCD) and Residential Assistance for Families in Transition (RAFT).
- Increase in Mystic Valley Elder Service Programs.
- Continue basic classes offered through the Everett Adult Learning Center:
 - Add Level One class
 - Append EALC GED class
 - Introduce EALC Citizenship class
- Continue to expand nutrition programs of elderly and low income:
- Combat famine with the Everett Food Pantry.
- Continue with Thanksgiving and Christmas meals as well as our small food pantry and emergency vouchers.
- Kindness and a helping hand!



Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Emergency Shelter Assistance - Rent	44	26	8	45
Emergency Fuel Assistance – Utilities (Oil, Gas, Electricity)	19	60	8	65
Holiday Meals (Gift Card included) – Thanksgiving and Christmas	151	270	323	350
Food Pantry (COVID 19 March 2020)	0	1000 weekly	500 weekly	500 weekly
Food Pantry Gift Cards (line distribution)	0	750	750	1000

How FY2023 Departmental Goals Relate to City's Overall Long- & Short-Term Goals

Dedicated to keep families thriving in the locality when facing misfortune and financial distress.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

599 - OFFICE OF HUMAN SERVICES							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-599-1-5111	SALARIES	\$201,602.05	\$373,950.00	\$279,784.68	\$423,061.00	\$423,061.00	\$423,061.00
01-599-1-5113	PART TIME	\$1,470.00	\$36,263.00	\$3,645.00	\$44,691.00	\$44,691.00	\$44,691.00
01-599-1-5130	OVERTIME	\$-0.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-599-1-5143	LONGEVITY	\$2,500.00	\$2,050.00	\$2,975.00	\$800.00	\$800.00	\$800.00
01-599-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$3,500.00	\$2,068.20	\$0.00	\$0.00	\$0.00
PERSONNEL Total:		\$205,572.04	\$415,763.00	\$288,472.88	\$468,552.00	\$468,552.00	\$468,552.00
EXPENSES							
01-599-2-5302	DOMESTIC VIOLENCE PREVENTION	\$17,500.00	\$14,000.00	\$0.00	\$14,000.00	\$14,000.00	\$14,000.00
01-599-2-5420	OFFICE SUPPLIES	\$6,965.67	\$3,500.00	\$3,554.18	\$3,500.00	\$3,500.00	\$3,500.00
01-599-2-5431	EALC OFFICE SUPPLIES	\$1,499.99	\$2,000.00	\$1,146.02	\$2,000.00	\$2,000.00	\$2,000.00
01-599-2-5434	EALC BOOKS/CLASS SUPPLIES	\$9,382.20	\$11,000.00	\$10,790.51	\$11,000.00	\$11,000.00	\$11,000.00
01-599-2-5780	SOCIAL SERVICES	\$0.00	\$20,000.00	\$2,925.00	\$20,000.00	\$20,000.00	\$20,000.00
01-599-2-5781	ELDER SERVICES	\$50,112.93	\$80,000.00	\$171,036.63	\$90,000.00	\$90,000.00	\$90,000.00
EXPENSES Total:		\$85,460.79	\$130,500.00	\$189,452.34	\$140,500.00	\$140,500.00	\$140,500.00
599 OFFICE OF HUMAN SERVICES Total:		\$291,032.83	\$546,263.00	\$477,925.22	\$609,052.00	\$609,052.00	\$609,052.00

599	OFFICE OF HUMAN SERVICES									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-599-1-5111	Director of Elder Services ¹	Dale Palma	UNCL	35	1	1	1	\$80,000	\$82,403	\$82,403
01-599-1-5143	Director of Elder Services	Dale Palma	Longevity					\$800	\$800	\$800
01-599-1-5111	Human Services Coordinator ¹	Vacant	UNCL	35	1	1	1	\$74,564	\$76,055	\$76,055
01-599-1-5111	Office Manager ¹	Andrea Romboli	UNCL	30	0.86	0.86	0.86	\$36,362	\$70,705	\$70,705
01-599-1-5111	Constituent Services Aide ¹	Joanne LaMonica	UNCL	25	0.71	0.71	0.71	\$38,835	\$40,319	\$40,319
01-599-1-5111	Constituent Services Aide ¹	Vacant	UNCL	20	0.57	0.57	0.57	\$37,468	\$37,089	\$37,089
01-599-1-5111	Administrative Assistant ²	Catarina Patterson	A-6U/4	35	1	1	1	\$51,694	\$59,250	\$59,250
01-599-1-5111	Principal Clerk ²	Vacant	C-6U/8	35	1	1	1	\$54,288	\$57,240	\$57,240
01-599-1-5143	Principal Clerk	Vacant	Longevity					\$1,250	\$0	\$0
01-599-1-5113	Elderly Assistant ¹	John Darrigo	UNCL	24	0.69	0.69	0.69	\$20,736	\$21,358	\$21,358
01-599-1-5113	Elderly Assistant ¹	Catherine Connors	UNCL	14	0	0	0	\$7,283	\$7,501	\$7,501
01-599-1-5113	ELS Assistant ³	Janice Reppucci	UNCL	Varies	0	0	0	\$5,000	\$12,480	\$12,480
01-599-1-5113	Fitness Instructor ¹	Jill Martin	UNCL	Varies	0	0	0	\$3,244	\$3,352	\$3,352
					6.83	6.83	6.83			
599	Human Services TOTAL									
							Salary (5111)	\$373,950	\$423,061	\$423,061
							Part Time (5113)	\$36,263	\$44,691	\$44,691
Notes to Budget:							Longevity (5143)	\$2,050	\$800	\$800
Notes to Budget:							Above Grade Diff (5144)	\$3,500	\$0	\$0
¹ 3% COLA on administrative salary.							Personnel Total:	\$415,763	\$468,552	\$468,552
² Local 25 Clerical union salary increased 3% per contract settlement.										
³ Requesting a salary adjustment for this position.										
EOEA	Elderly Assistant	Vacant	UNCL	5	0.17	0.00	0.00	\$6,245	\$0	\$0
599	Human Services TOTAL				1			\$6,245	\$0	\$0

(599) Human Services - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Salaries	373,950	423,061	49,111	13%	Local 25 Clerical members 3% increase per contract settlement. 3% COLA on most administrative salaries.
Part Time Salaries	36,263	44,691	8,428	23%	3% COLA on most administrative salaries.
Longevity	2,050	800	800		
Above Grade Diff	3,500	0	(3,500)	-100%	Mr. Palma \$800.
Total Personnel Services	\$415,763	\$468,552	\$52,789	13%	
General Operating Expenses					
Domestic Violence	14,000	14,000	0	0%	Contracts with a domestic violence prevention agency, usually Portal to Hope, to provide services to Everett residents who are affected by the crimes of domestic violence, sexual assault and stalking. Some of the community based services are crisis intervention, counseling and support groups, emergency shelter and assistance with permanent housing, job placement assistance, legal advocacy and youth programs.
Office Supplies	3,500	3,500	0	0%	General supplies.
EALC Office Supplies	2,000	2,000	0	0%	Not covered by EALC tuition.
EALC Books/Class Supplies	11,000	11,000	0	0%	Not covered by EALC tuition.
Social Services	20,000	20,000	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	80,000	90,000	10,000	13%	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	\$130,500	\$140,500	\$10,000	8%	
Total	\$546,263	\$609,052	\$62,789	11%	

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 2022 there were several important hires, including a full-time Library Director, a Circulation Supervisor, an Information Services Librarian, and several capable part-time staff, some of whom are fluent in Portuguese and/or Spanish. These part-time staff have been invaluable not only in our day-to-day operations, but also in translating our flyers and helping non-native English Speakers. The Information Services Librarian, in conjunction with other staff on the Social Media Committee, greatly increased and improved social media outreach.

To help address the long-standing need for staffing, an additional full-time Library Aide position was requested. It is also a priority to hire a Children's

Librarian to work primarily at the Shute Memorial Library. There is a planned retirement in Fiscal 2023, so a second Technical Services Librarian position was requested to allow for training and to allow for preparations prior to the retirement.

These two increases in positions alone may not address the difficulties the Libraries have had with staffing. Historically, there has been an over-reliance on part-time staffing, which presents two problems. Some part-timers are retired and not interested in working many hours, or less appealing hours, such as evenings and weekends. Others have limited availability due school or the need to work another part-time job. Regardless of the reason for limited hours, it remains difficult to maintain training and standards of service for staff who do not do the job often. Finally, there is competition with other libraries for staff. Some nearby public libraries pay more than \$10.00 per hour more than the Everett Public Libraries pay for part-time librarian staff.



It is anticipated that the opening of the apartment building at the former site of St. Theresa Church will lead to an increase in the use of the adjacent Shute Memorial Library by senior citizens. The Libraries are adapting workflows to streamline processes and improve efficiency, so as to meet the evolving needs of Everett residents. This will include increasing telephone lines, a website redesign, improvements in wireless internet access, among other initiatives.

FY2022: Accomplishments

During the pandemic many staff were laid off, many of whom decided not to work or found other employment. The shortage of staff required a severe reduction in hours open, well below the Mass. Board of Library Commissioners normal standards. This was not



unique to Everett, and the Board waived its normal hours requirements for all libraries through to July of 2022. Until May, the Libraries were closed by 5:00 PM on weekdays, and closed on Saturdays. Since May, the Parlin Memorial Library has been open until 9:00 PM Mondays through Thursdays, and 9:00 AM to 5:00 PM on Fridays. The Shute Memorial Library adjusted hours to be open 9:00-5:00 Mondays, Wednesdays, and Fridays, and 11:00 AM - 7:00 PM on Tuesdays and Thursdays.

In-person programming has returned, including Children's crafts, story times, and sing-alongs, and adult crafts and book group meetings. Our Adult Services Librarian also began taking our services to the Connolly Center, while the Children's Librarian, Shute Branch Librarian, and Circulation Supervisor, reached out to schools and invited local class visits to the libraries.

A \$50,000 American Rescue Plan Act grant was secured by the Interim Director, and awarded to the Libraries. This was used to pay for ESL classes in the Spring of 2022, and a yearlong subscription to the online learning platform Udemy.

FY2023: Performance Measurers

	Actual FY2019	Actual FY2020	Actual FY2021	Actual FY2022	Projected FY2023
Volumes in Circulation	1324966	121390	108925	104677	115145
Volumes Borrowed	83278	50761	21604	32048 ⁴⁸	35253
Number of Children's and YA Programs	180	225	37	126	140
Number of Adult Programs	52	56	30	47	52
¹ The 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. ² The reduction of borrowed materials is a result of the pandemic. ³ The reduction in programs is a direct result of the pandemic.					

FY2023: Goals & Objectives

- Complete new Long-Range Plan.
- Promote library services within the community.
- Collaborate with community partners to provide opportunities to access library services throughout the City.
- Increase the knowledge of Everett history.
- 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,
- Provide opportunities for new English Language Learnings to access Library programs, services and Collections
- Launch a new website that will be a new user-friendly portal to library services and the Everett community.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

610 - DEPARTMENT OF LIBRARIES							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
01-610-1-5111	SALARIES	\$452,837.32	\$737,839.00	\$528,981.29	\$868,759.00	\$868,759.00	\$868,759.00
01-610-1-5113	PART TIME	\$10,944.32	\$158,917.00	\$114,314.00	\$158,917.00	\$158,917.00	\$158,917.00
01-610-1-5120	OTHER PERSONNEL SERVICES	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00
01-610-1-5130	OVERTIME	\$0.00	\$0.00	\$-637.20	\$0.00	\$0.00	\$0.00
01-610-1-5143	LONGEVITY	\$4,366.70	\$2,750.00	\$2,950.00	\$4,450.00	\$4,450.00	\$4,450.00
01-610-1-5146	LIBRARY TRUSTEE STIPEND	\$23,215.65	\$26,200.00	\$24,135.54	\$26,200.00	\$26,200.00	\$26,200.00
PERSONNEL Total:		\$491,363.99	\$925,706.00	\$670,013.63	\$1,058,326.00	\$1,058,326.00	\$1,058,326.00
EXPENSES							
01-610-2-5240	EQUIPMENT REPAIR & MAINTENANCE	\$8,093.32	\$17,632.00	\$13,494.42	\$9,000.00	\$9,000.00	\$9,000.00
01-610-2-5241	EQUIPMENT & OTHER	\$2,373.50	\$10,250.00	\$9,504.93	\$6,000.00	\$6,000.00	\$6,000.00
01-610-2-5420	OFFICE SUPPLIES	\$8,836.03	\$9,500.00	\$8,845.03	\$9,500.00	\$9,500.00	\$9,500.00
01-610-2-5423	NON PRINT MEDIA	\$25,459.77	\$55,000.00	\$29,588.69	\$56,100.00	\$56,100.00	\$56,100.00
01-610-2-5430	PROPERTY MAINTENANCE	\$5,995.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-610-2-5586	BOOKS MAGAZINES & PAPERS	\$53,568.04	\$65,000.00	\$53,159.39	\$69,300.00	\$69,300.00	\$69,300.00
01-610-2-5710	PROFESSIONAL DEVELOPMENT	\$304.44	\$1,700.00	\$0.00	\$1,700.00	\$1,700.00	\$1,700.00
01-610-2-5711	TUITION REIMBURSEMENT	\$4,000.00	\$16,000.00	\$0.00	\$16,000.00	\$16,000.00	\$16,000.00
01-610-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$43,222.98	\$63,422.00	\$58,342.35	\$76,009.00	\$76,009.00	\$76,009.00
PARLIN LIBRARY Total:		\$151,853.08	\$238,504.00	\$172,934.81	\$243,609.00	\$243,609.00	\$243,609.00
01-611-2-5240	EQUIPMENT REPAIRS & MAINTENANCE	\$3,212.21	\$4,000.00	\$3,654.52	\$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	\$2,781.82	\$4,300.00	\$3,742.36	\$5,000.00	\$5,000.00	\$5,000.00
01-611-2-5510	BOOKS MAGAZINES & NEWSPAPERS	\$26,013.44	\$28,500.00	\$21,108.77	\$29,070.00	\$29,070.00	\$29,070.00
01-611-2-5512	NON PRINT MEDIA	\$10,275.94	\$20,000.00	\$6,738.84	\$20,400.00	\$20,400.00	\$20,400.00
01-611-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00	\$700.00
01-611-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$3,564.00	\$7,740.00	\$7,195.21	\$7,740.00	\$7,740.00	\$7,740.00
SHUTE LIBRARY Total:		\$45,847.41	\$65,445.00	\$42,439.70	\$67,115.00	\$67,115.00	\$67,115.00
EXPENSES Total:		\$197,700.49	\$303,949.00	\$215,374.51	\$310,724.00	\$310,724.00	\$310,724.00
610 DEPARTMENT OF LIBRARIES Total:		\$689,064.48	\$1,229,655.00	\$885,388.14	\$1,369,050.00	\$1,369,050.00	\$1,369,050.00

610	DEPARTMENT OF LIBRARIES									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-610-1-5111	Director ¹	Kevin Sheehan	UNCL	35	1	1	1	\$92,000	\$94,763	\$94,763
01-610-1-5111	Branch Librarian (Shute Library) ²	Trisha To	ELSA 8/6	35	1	1	1	\$67,815	\$70,833	\$70,833
01-610-1-5111	Technical Services Librarian ²	Mark Parisi	ELSA 7/8	35	1	1	1	\$66,979	\$68,578	\$68,578
01-610-1-5143	Technical Services Librarian	Mark Parisi	Longevity					\$1,500	\$1,500	\$1,500
01-610-1-5111	Technical Services Librarian ^{2 4}	Vacant	ELSA 7/8	35	0	1	1	\$0	\$68,578	\$68,578
01-610-1-5111	Reference Librarian ²	Kathleen Slipp	ELSA 7/8	35	1	1	1	\$66,979	\$68,578	\$68,578
01-610-1-5111	Information Services Librarian ²	Vacant	ELSA 7/2	35	1	1	1	\$56,361	\$57,714	\$57,714
01-610-1-5111	Youth Services Librarian (Shute Library) ²	Vacant	ELSA 7/2	35	1	1	1	\$56,361	\$57,714	\$57,714
01-610-1-5111	Youth Services Librarian ²	Ashley Kempkes	ELSA 7/4	35	1	1	1	\$58,347	\$61,832	\$61,832
01-610-1-5111	Technical Services Assistant ²	Gayle Joseph	ELSA 5/5	35	1	1	1	\$49,548	\$54,359	\$54,359
01-610-1-5143	Technical Services Assistant	Gayle Joseph	Longevity					\$0	\$1,700	\$1,700
01-610-1-5111	Head of Circulation ²	Victoria Strand	ELSA 5/3	35	1	1	1	\$47,914	\$50,726	\$50,726
01-610-1-5111	Administrative Assistant ³	Margaret Mattuchio	A-6U/8	35	1	1	1	\$63,509	\$66,960	\$66,960
01-610-1-5143	Administrative Assistant	Margaret Mattuchio	Longevity					\$1,250	\$1,250	\$1,250
01-610-1-5111	Library Aide ¹	Arthi Bathey	UNCL	35	1	1	1	\$37,342	\$38,464	\$38,464
01-610-1-5111	Library Aide ¹	Joanne Crafts	UNCL	35	1	1	1	\$37,342	\$38,464	\$38,464
01-610-1-5111	Library Aide ¹	Stephen Short	UNCL	35	1	1	1	\$37,342	\$35,598	\$35,598
01-610-1-5111	Library Aide ^{1 4}	Vacant	UNCL	35	0	1	1	\$0	\$35,598	\$35,598
01-610-1-5113	Employees - Part Time		UNCL	Varies				\$158,917	\$158,917	\$158,917
01-610-1-5146	Library Trustees Stipend		Board	13	0	0	0	\$26,200	\$26,200	\$26,200
					13	15	15			
610	Library TOTAL									
							Salary (5111)	\$737,839	\$868,759	\$868,759
							Part Time (5113)	\$158,917	\$158,917	\$158,917
							Longevity (5143)	\$2,750	\$4,450	\$4,450
							Library Trustees Stipend (5146)	\$26,200	\$26,200	\$26,200
							Personnel Total:	\$925,706	\$1,058,326	\$1,058,326
Notes to Budget:										
¹ 3% increase for administrative personnel.										
² ELSA union personnel increased 2% in anticipation of contract settlement.										
³ Local 25 Clerical increased 3% per contract settlement.										
⁴ Requesting new position in FY23.										

(610) Library - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	737,839	868,759	130,920	18%	3% COLA on administrative salary. 2% increase for ELSA in anticipation of contract settlement. Local 25 Clerical increased 3% per contract. Added Technical Services Librarian to have overlap in anticipation of incumbent's retirement in April '23. Added a full time Library Aide to assist in return to pre-covid hours.
Part Time Salaries	158,917	158,917	0	0%	Level funded. If FT Library Aide is added less will be spent from this account.
Longevity	2,750	4,450	1,700	62%	10+ years of service. Mr. Parisi, Ms. Joseph and Ms. Mattuchio.
Library Trustees Stipend	26,200	26,200	0	0%	\$2,200 for Chair and \$2K for each member (12)
Total Personnel Services	\$925,706	\$1,058,326	\$132,620	14%	
<u>General Operating Expenses</u>					
Equipment Repair & Maint	17,632	9,000	(8,632)	-49%	Intending to revitalize the furniture in the Parlin Library, particularly the seating, to modernize the look of the interior of the library as well as provide more comfortable places for our patrons.
Equipment & Other	10,250	6,000	(4,250)	-41%	Software licenses for 37 computers (\$2,250). Cost of Comcast subscription. Software and equipment for new security cameras.
Office Supplies	9,500	9,500	0	0%	Covers 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	55,000	56,100	1,100	2%	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. Also includes the yearly microfilming of three local newspapers. Expand collection of NOBLE eBooks.
Books, Magazines, Papers	65,000	69,300	4,300	7%	Replacement cost of outdated materials after a large weeding-effort performed at the Parlin during the pandemic.
Professional Development	1,700	1,700	0	0%	Fees paid for MBLC, ALA, MLS, etc. conferences & workshops. Consistently encouraging all full-time staff to engage in skills development.
Tuition Reimbursement	16,000	16,000	0	0%	Per ELSA contract.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Library Noble Network Service	63,422	76,009	12,587	20%	Everett's share in the NOBLE consortium membership. Also includes subscriptions to Ancestry, ProQuest, and other online resources.
Equipment Repairs & Maint	4,000	4,000	0	0%	Purchasing display materials to promote collection and services. Replacement of printers, document scanners. Additional purchases as reasonably foreseeable.
Postage	205	205	0	0%	Stamps for overdue notices, bills for books never returned.
Office Supplies	4,300	5,000	700	16%	See Office Supplies above.
Books, Magazines, Papers	28,500	29,070	570	2%	For titles purchased to replace damage and titles and update antiquated titles in the Non-Fiction Collection, and to expand the overall print-collection in the Shute.
Non Print Media	20,000	20,400	400	2%	Will continue to fund for vendors fee and accounts for the beginning of an updating project for the music and video collections.
Professional Development	700	700	0	0%	See Professional Development above.
Library Noble Network Service	7,740	7,740	0	0%	Increase in computer maintenance due to increase in computers.
Total Expenditures	\$303,949	\$310,724	\$6,775	2%	
Total	\$1,229,655	\$1,369,050	\$139,395	11%	

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 FY2023

Due to the COVID-19 quarantine, the Health & Wellness Center has been closed. We hope to resume activities in the late spring.



FY2022: Accomplishments

- Due to Covid Pandemic, the Health & Wellness Center was closed for most of FY21/22.
- Provided a variety of new exercise classes thru ECTV to keep members motivated and moving during the pandemic.

FY2023: 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 Healthy” 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.
- Outdoor Health initiatives; this goal will be met by partnering with other agencies to encourage outdoor health spaces and produce growing.
- Partnering with local non-profit organizations to bring together the community and health awareness in the different activities and events.

Outcomes & Performance Measurers	Actual FY2020	Actual FY2021	Actual FY2022	Estimated FY2023
Overall Programs	90 - 100 per week	100 per week	100 per week	100 per week
Number of gym memberships	5200	5500	5500	6000

How FY2023 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.



City of Everett
Everett Budget Council Summary Report
2023 City Budget

630 - OFFICE OF HEALTH AND WELLNESS		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-630-1-5111	SALARIES	\$202,735.60	\$340,658.00	\$116,523.32	\$349,428.00	\$349,428.00	\$349,428.00
01-630-1-5113	PART TIME	\$0.00	\$0.00	\$2,303.50	\$0.00	\$0.00	\$0.00
01-630-1-5143	LONGEVITY	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
01-630-1-5193	CLOTHING ALLOWANCE	\$350.00	\$700.00	\$0.00	\$700.00	\$700.00	\$700.00
PERSONNEL Total:		\$204,085.60	\$341,358.00	\$119,826.82	\$351,128.00	\$351,128.00	\$351,128.00
EXPENSES							
01-630-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$5,000.00	\$1,349.29	\$22,000.00	\$22,000.00	\$22,000.00
01-630-2-5241	EQUIPMENT LEASE	\$0.00	\$17,000.00	\$10,138.99	\$0.00	\$0.00	\$0.00
01-630-2-5352	WELLNESS PROGRAM EXPENSES	\$0.00	\$10,000.00	\$2,856.00	\$230,000.00	\$230,000.00	\$230,000.00
01-630-2-5420	OFFICE SUPPLIES	\$0.00	\$2,500.00	\$2,479.70	\$2,500.00	\$2,500.00	\$2,500.00
01-630-2-5585	UNIFORMS	\$0.00	\$5,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
EXPENSES Total:		\$0.00	\$39,500.00	\$16,823.98	\$269,500.00	\$269,500.00	\$269,500.00
630 OFFICE OF HEALTH AND WELLNESS		\$204,085.60	\$380,858.00	\$136,650.80	\$620,628.00	\$620,628.00	\$620,628.00

[illegible]

(630) Health & Wellness - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	340,658	349,428	8,770	3%	The Health & Wellness Center is operational. Local 25 Clerical and DPW 3% increase per contract. There are 3 vacancies.
Longevity	0	1,000	1,000	100%	Ms. Martinelli
Clothing Allowance	700	700	0	0%	Contractual per Local 25 DPW - \$700.
Total Personnel Services	\$341,358	\$351,128	\$9,770	3%	
<u>General Operating Expenses</u>					
Equipment Maintenance	5,000	22,000	17,000	340%	For maintenance for all Wellness Center equipment.
Equipment Lease	17,000	0	(17,000)	-100%	Not requesting funding in FY23.
Wellness & Recreation Program Expenses	10,000	230,000	220,000	2200%	Adding new programs and kids programs to kidzone area. New recreational programs, 1/2 of contract for management services. Weights, mats, basketball nets, etc.
Office Supplies	2,500	2,500	0	0%	Paper, toner cartridges, all other general office supplies.
Uniforms / Other	5,000	15,000	10,000	200%	Other expenses not anticipated.
Total Expenditures	\$39,500	\$269,500	\$230,000	582%	
Total	\$380,858	\$620,628	\$239,770	63%	

City of Everett
Everett Budget Council Summary Report
2023 City Budget

710 - RETIREMENT OF DEBT		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-710-9-5905	APRIL 23,2015	\$1,065,000.00	\$1,065,000.00	\$1,065,000.00	\$1,065,000.00	\$1,065,000.00	\$1,065,000.00
01-710-9-5906	JAN 25, 2022 GOB	\$0.00	\$0.00	\$0.00	\$1,300,000.00	\$1,300,000.00	\$1,300,000.00
01-710-9-5977	DEC 12,2012 SCHOOL REMODELING	\$125,000.00	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
01-710-9-5984	DEC 20,2013	\$735,000.00	\$675,000.00	\$675,000.00	\$675,000.00	\$675,000.00	\$675,000.00
01-710-9-5985	FEB 6,2014	\$265,000.00	\$265,000.00	\$265,000.00	\$265,000.00	\$265,000.00	\$265,000.00
01-710-9-5986	Feb. 18, 2016	\$1,640,000.00	\$930,000.00	\$930,000.00	\$925,000.00	\$925,000.00	\$925,000.00
01-710-9-5987	Feb. 19, 2008 Sec 108 HUD Loan	\$0.00	\$80,000.00	\$80,000.00	\$84,000.00	\$84,000.00	\$84,000.00
01-710-9-5988	FEB 2017	\$891,000.00	\$890,000.00	\$890,000.00	\$666,000.00	\$666,000.00	\$666,000.00
01-710-9-5991	MAY 3, 2018	\$1,405,000.00	\$1,355,000.00	\$1,625,505.41	\$1,335,000.00	\$1,335,000.00	\$1,335,000.00
01-710-9-5992	APRIL 4, 2019	\$1,895,000.00	\$1,810,000.00	\$1,810,000.00	\$1,785,000.00	\$1,785,000.00	\$1,785,000.00
01-710-9-5995	FEB 11, 2021 GOB	\$0.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00
01-710-9-5998	NOV 17, 2020 GOB	\$0.00	\$1,135,000.00	\$1,135,000.00	\$1,130,000.00	\$1,130,000.00	\$1,130,000.00
DEBT SERVICE Total:		\$8,570,416.00	\$9,034,416.00	\$9,304,921.41	\$9,839,416.00	\$9,839,416.00	\$9,839,416.00
710 RETIREMENT OF DEBT Total:		\$8,570,416.00	\$9,034,416.00	\$9,304,921.41	\$9,839,416.00	\$9,839,416.00	\$9,839,416.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

751 - LONG TERM DEBT INTEREST		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-751-9-5905	APRIL 23,2015	\$284,357.00	\$241,758.00	\$241,756.26	\$199,156.00	\$199,156.00	\$199,156.00
01-751-9-5906	JAN 25, 2022 GOB	\$0.00	\$0.00	\$0.00	\$793,461.00	\$793,461.00	\$793,461.00
01-751-9-5977	DEC12,2012 SCHOOL REMODELING	\$4,900.00	\$2,400.00	\$1,200.00	\$0.00	\$0.00	\$0.00
01-751-9-5981	OCT 25,2007 MSBA HIGH SCHOOL 2%	\$116,848.00	\$107,860.00	\$107,860.00	\$98,871.00	\$98,871.00	\$98,871.00
01-751-9-5982	AUG 1,2009 SCHOOL REMODEL-PARLIN	\$39,125.00	\$35,126.00	\$35,126.00	\$0.00	\$0.00	\$0.00
01-751-9-5984	DEC 20,2013	\$124,043.00	\$104,731.00	\$68,337.89	\$84,480.00	\$84,480.00	\$84,480.00
01-751-9-5985	FEB 6,2014	\$73,869.00	\$65,920.00	\$52,896.88	\$57,969.00	\$57,969.00	\$57,969.00
01-751-9-5986	Feb. 18, 2016	\$394,300.00	\$328,700.00	\$328,700.00	\$291,500.00	\$291,500.00	\$291,500.00
01-751-9-5988	FEB 2017	\$408,661.00	\$366,322.00	\$183,659.38	\$321,819.00	\$321,819.00	\$321,819.00
01-751-9-5991	MAY 3, 2018	\$480,882.00	\$410,631.00	\$296,596.75	\$342,881.00	\$342,881.00	\$342,881.00
01-751-9-5992	APRIL 4, 2019	\$725,100.00	\$614,750.00	\$614,750.00	\$524,250.00	\$524,250.00	\$524,250.00
01-751-9-5997	FEB 11, 2021 GOB	\$0.00	\$76,319.00	\$76,319.00	\$70,500.00	\$70,500.00	\$70,500.00
01-751-9-5998	NOV 17, 2020 GOB	\$0.00	\$833,040.00	\$833,039.67	\$629,538.00	\$629,538.00	\$629,538.00
DEBT SERVICE Total:		\$2,652,085.00	\$3,187,557.00	\$2,840,241.83	\$3,414,425.00	\$3,414,425.00	\$3,414,425.00
751 LONG TERM DEBT INTEREST Total:		\$2,652,085.00	\$3,187,557.00	\$2,840,241.83	\$3,414,425.00	\$3,414,425.00	\$3,414,425.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

752 - SHORT TERM DEBT INTEREST		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-752-9-5925	INT ON TEMP LOANS	\$229,128.75	\$210,000.00	\$0.00	\$0.00	\$0.00	\$0.00
DEBT SERVICE Total:		\$229,128.75	\$210,000.00	\$0.00	\$0.00	\$0.00	\$0.00
752 SHORT TERM DEBT INTEREST Total:		\$229,128.75	\$210,000.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

911 - RETIREMENT BOARD		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-911-2-5177	PAYMENT PENSION FUND	\$16,743,323.00	\$18,142,118.00	\$17,599,547.00	\$19,051,038.00	\$19,051,038.00	\$19,051,038.00
EXPENSES Total:		\$16,743,323.00	\$18,142,118.00	\$17,599,547.00	\$19,051,038.00	\$19,051,038.00	\$19,051,038.00
911 RETIREMENT BOARD Total:		\$16,743,323.00	\$18,142,118.00	\$17,599,547.00	\$19,051,038.00	\$19,051,038.00	\$19,051,038.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

913 - UNEMPLOYMENT COMPENSATION		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-913-2-5170	UNEMPLOYMENT COMPENSATION	\$0.00	\$330,000.00	\$132,454.82	\$330,000.00	\$330,000.00	\$330,000.00
EXPENSES Total:		\$0.00	\$330,000.00	\$132,454.82	\$330,000.00	\$330,000.00	\$330,000.00
913 UNEMPLOYMENT COMPENSATION Total:		\$0.00	\$330,000.00	\$132,454.82	\$330,000.00	\$330,000.00	\$330,000.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

914 - EMPLOYEE BENEFITS		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-914-2-5171	LIFE & OTHER INSURANCE	\$73,186.70	\$88,000.00	\$84,169.60	\$88,000.00	\$88,000.00	\$88,000.00
01-914-2-5172	HEALTH INSURANCE	\$21,667,200.00	\$21,883,872.00	\$20,222,944.79	\$22,638,895.00	\$22,638,895.00	\$22,638,895.00
01-914-2-5175	AD & D INSURANCE	\$30,551.20	\$28,000.00	\$24,516.40	\$28,000.00	\$28,000.00	\$28,000.00
EXPENSES Total:		\$21,770,937.90	\$21,999,872.00	\$20,331,630.79	\$22,754,895.00	\$22,754,895.00	\$22,754,895.00
914 EMPLOYEE BENEFITS Total:		\$21,770,937.90	\$21,999,872.00	\$20,331,630.79	\$22,754,895.00	\$22,754,895.00	\$22,754,895.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

915 - FICA							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
EXPENSES							
01-915-2-5176	MEDICARE (1.45%)	\$1,593,653.72	\$1,936,012.00	\$1,768,856.21	\$2,323,214.00	\$2,323,214.00	\$2,323,214.00
EXPENSES Total:		\$1,593,653.72	\$1,936,012.00	\$1,768,856.21	\$2,323,214.00	\$2,323,214.00	\$2,323,214.00
915 FICA Total:		\$1,593,653.72	\$1,936,012.00	\$1,768,856.21	\$2,323,214.00	\$2,323,214.00	\$2,323,214.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

944 - EMPLOYEE INJURIES		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-944-2-5152	ACTIVE POLICE AND FIRE	\$182,009.35	\$400,000.00	\$230,557.93	\$400,000.00	\$400,000.00	\$400,000.00
01-944-2-5153	RETIRED POLICE & FIRE	\$15,489.20	\$19,500.00	\$17,030.11	\$19,500.00	\$19,500.00	\$19,500.00
01-944-2-5171	WORKER'S COMP	\$772,000.00	\$772,000.00	\$803,078.75	\$772,000.00	\$772,000.00	\$772,000.00
EXPENSES Total:		\$969,498.55	\$1,191,500.00	\$1,050,666.79	\$1,191,500.00	\$1,191,500.00	\$1,191,500.00
944 EMPLOYEE INJURIES Total:		\$969,498.55	\$1,191,500.00	\$1,050,666.79	\$1,191,500.00	\$1,191,500.00	\$1,191,500.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

945 - PROPERTY/ LIABILITY INSURANCE							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
EXPENSES							
01-945-2-5745	COMP GENERAL LIABILITY	\$1,887,470.50	\$1,984,650.00	\$1,912,234.83	\$2,083,883.00	\$2,083,883.00	\$2,083,883.00
01-945-2-5748	INSURANCE DEDUCTIBLES	\$147,576.61	\$151,500.00	\$138,001.09	\$151,500.00	\$151,500.00	\$151,500.00
EXPENSES Total:		\$2,035,047.11	\$2,136,150.00	\$2,050,235.92	\$2,235,383.00	\$2,235,383.00	\$2,235,383.00
945 PROPERTY/ LIABILITY INSURANCE		\$2,035,047.11	\$2,136,150.00	\$2,050,235.92	\$2,235,383.00	\$2,235,383.00	\$2,235,383.00

City of Everett
Everett Budget Council Summary Report
2023 City Budget

990 - TRANSFERS		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
TRANSFERS OUT							
01-990-9-5963	TRANSFER TO CAPITAL PROJECTS	\$0.00	\$637,345.00	\$637,345.00	\$0.00	\$0.00	\$0.00
01-990-9-5967	TRANSFER TO ENTERPRISE FUNDS	\$0.00	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00
01-990-9-5968	TRANSFER TO TRUST FUNDS	\$545,554.00	\$714,144.00	\$714,144.00	\$0.00	\$0.00	\$0.00
01-990-9-5969	TRANSFER TO STABILIZATION FUNDS	\$1,272,959.00	\$1,666,335.00	\$1,666,335.00	\$0.00	\$0.00	\$0.00
TRANSFERS OUT Total:		\$1,818,513.00	\$3,077,824.00	\$3,077,824.00	\$0.00	\$0.00	\$0.00
990 TRANSFERS Total:		\$1,818,513.00	\$3,077,824.00	\$3,077,824.00	\$0.00	\$0.00	\$0.00
GENERAL FUND Total:		107,862,257.55	126,169,365.00	113,860,508.05	132,428,074.00	130,765,290.00	130,687,440.00
Grand Total:		107,862,257.55	126,169,365.00	113,860,508.05	132,428,074.00	130,765,290.00	130,687,440.00

(135) City of Everett Fixed Costs - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	Detail
<u>Retirement of Debt</u>					
April 23, 2015	1,065,000	1,065,000	\$0	0%	Payments per debt schedule.
Dec 12, 2012 School Remodeling	120,000	0	(\$120,000)	-100%	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	0	(\$100,000)	-100%	Payments per debt schedule.
Dec. 20, 2013	675,000	675,000	\$0	0%	Payments per debt schedule.
Feb 6, 2014	265,000	265,000	\$0	0%	Payments per debt schedule.
Feb 18, 2016	930,000	925,000	(\$5,000)	-1%	Payments per debt schedule.
Feb 19, 2008 Sec 108 HUD Loan	80,000	84,000	\$4,000	5%	Payments per debt schedule.
Feb 2017	890,000	666,000	(\$224,000)	-25%	Payments per debt schedule.
May 3, 2018	1,355,000	1,335,000	(\$20,000)	-1%	Payments per debt schedule.
April 4, 2019	1,810,000	1,785,000	(25,000)	100%	Payments per debt schedule.
Feb 11, 2021 GOB	160,000	160,000	0	100%	Payments per debt schedule.
Nov 17, 2020 GOB	1,135,000	1,130,000	(5,000)	100%	Payments per debt schedule.
Jan 25, 2022 GOB	0	1,300,000	1,300,000	100%	Payments per debt schedule.
Total	\$9,034,416	\$9,839,416	\$805,000	9%	
<u>Long Term Debt Interest</u>					
April 23, 2015	241,758	199,156	(\$42,602)	-18%	Payments per debt schedule.
Dec 12, 2012 School Remodeling	2,400	0	(\$2,400)	-100%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	107,860	98,871	(\$8,989)	-8%	Payments per debt schedule.
Aug 1, 2009 School Remod-Parlin	35,126	0	(\$35,126)	-100%	Payments per debt schedule.
Dec 20, 2013	104,731	84,480	(\$20,251)	-19%	Payments per debt schedule.
Feb 6, 2014	65,920	57,969	(\$7,951)	-12%	Payments per debt schedule.
Feb 18, 2016	328,700	291,500	(\$37,200)	-11%	Payments per debt schedule.
Feb 2017	366,322	321,819	(\$44,503)	-12%	Payments per debt schedule.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	Detail
May 3, 2018	410,631	342,881	(\$67,750)	-16%	Payments per debt schedule.
April 4, 2019	614,750	524,250	(90,500)	-15%	Payments per debt schedule.
Feb 11, 2021 GOB	76,319	70,500	(5,819)	100%	Payments per debt schedule.
Nov 17, 2020 GOB	833,040	629,538	(203,502)	100%	Payments per debt schedule.
Jan 25, 2022 GOB	0	793,461	793,461	100%	Payments per debt schedule.
Total	\$3,187,557	\$3,414,425	\$226,868	7%	
Short Term Debt Interest					
Int on Temporary Loans	210,000	0	(\$210,000)	-100%	Not requesting funding in FY23.
Total	\$210,000	\$0	(\$210,000)	-100%	
Retirement Board					
Payment Pension Fund	18,142,118	19,051,038	\$908,920	5%	Reflects the updated biennial valuation completed by PERAC.
Total	\$18,142,118	\$19,051,038	\$908,920	5%	
Unemployment Compensation					
Unemployment Compensation	330,000	330,000	\$0	0%	Various claims throughout the city, including the schools, unemployment taxes. Also includes credits from ECTV for their unemployment benefits.
Total	\$330,000	\$330,000	\$0	0%	
Employee Benefits					
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	21,883,872	22,638,895	755,023	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.
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	Detail
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	\$21,999,872	\$22,754,895	\$755,023	3%	
FICA					
Medicare (1.45%)	1,936,012	2,323,214	\$387,202	20%	Employer match of Medicare deduction. 1.45% of pay (health and life deductions not taxed).
Total	\$1,936,012	\$2,323,214	\$387,202	20%	
Employee Injuries					
Active Police and Fire	400,000	400,000	0	0%	All reimbursements for injuries for the police/fire departments. Meditrol (monthly billing & helping with contract issues).
Retired Police & Fire	19,500	19,500	0	0%	All prescription reimbursements for retirees.
Workers Comp	772,000	772,000	0	0%	All workers comp injury claims for all employees including the schools. (Does not include police/fire). Curtin, Murphy & O'Reilly
Total	\$1,191,500	\$1,191,500	\$0	0%	
Property/Liability Insurance					
Comp General Liability	1,984,650	2,083,883	99,233	5%	All city insurance including schools. Anticipating increase in premiums because of new fleet vehicles and new park equipment.
Insurance Deductibles	151,500	151,500	\$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	\$2,136,150	\$2,235,383	\$99,233	5%	
	\$58,167,625	\$61,139,871	\$2,972,246	5%	

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.



FY2022: Accomplishments

- Replaced 11 inoperable fire hydrants
- Repaired 21 water leaks
- Replaced 5 inoperable gate valves
- Exercised 158 Gate Valves
- Replaced over 100 Lead water services
- Installed over 1,200 ft of 12" water main to create redundancy
- Completed the Fall & Spring Hydrant Flushing Program
- All Water Distribution system construction is now documented electronically with our asset management software

- Developed 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.
- A Leak Detection survey was completed in entire city. All leaks found (approximately 25)and were repaired.
- 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 continues, 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.



FY2023: Goals & Objectives

- 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 150 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.
- Updated water and sewer GIS
- Replace over 9,000 ft of water main



How FY2023 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 resident requests
- Continue to keep the Administrative Clerk at City Hall. This will continue to improve our communication with the general public.
- Replace approximately 150 lead Water Services

- Replace approximately 10,000 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.
- 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
2023 W/S Enterprise Budget

450 - WATER		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
60-450-1-5111	SALARIES	\$838,028.06	\$1,002,727.00	\$801,608.99	\$1,055,069.00	\$1,055,069.00	\$1,055,069.00
60-450-1-5114	ON-CALL UNION STIPEND	\$5,060.00	\$5,200.00	\$4,500.00	\$5,200.00	\$5,200.00	\$5,200.00
60-450-1-5121	POLICE DETAILS	\$51,261.29	\$65,000.00	\$10,069.80	\$65,000.00	\$65,000.00	\$65,000.00
60-450-1-5130	OVERTIME	\$56,724.05	\$75,000.00	\$36,057.09	\$75,000.00	\$75,000.00	\$75,000.00
60-450-1-5144	ABOVE GRADE	\$0.00	\$918.00	\$0.00	\$918.00	\$918.00	\$918.00
60-450-1-5143	LONGEVITY	\$5,700.00	\$4,500.00	\$4,900.00	\$4,500.00	\$4,500.00	\$4,500.00
60-450-1-5193	CLOTHING ALLOWANCE	\$5,600.00	\$6,300.00	\$5,600.00	\$6,300.00	\$6,300.00	\$6,300.00
PERSONNEL Total:		\$962,373.40	\$1,159,645.00	\$862,735.88	\$1,211,987.00	\$1,211,987.00	\$1,211,987.00
EXPENSES							
60-450-2-5280	EQUIPMENT/ HIRE	\$11,072.62	\$24,450.00	\$1,214.39	\$24,450.00	\$24,450.00	\$24,450.00
60-450-2-5341	TELECOMMUNICATIONS	\$1,769.72	\$7,800.00	\$599.21	\$7,800.00	\$7,800.00	\$7,800.00
60-450-2-5380	PROFESSIONAL SERVICES	\$28,052.30	\$237,000.00	\$23,313.76	\$237,000.00	\$237,000.00	\$237,000.00
60-450-2-5420	OFFICE SUPPLIES	\$1,023.92	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00
60-450-2-5430	EMERGENCY REPAIRS	\$53,980.00	\$99,000.00	\$18,400.00	\$99,000.00	\$99,000.00	\$99,000.00
60-450-2-5435	MAINTENANCE SUPPLIES	\$0.00	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00	\$4,500.00
60-450-2-5438	SEWER LINE CLEANING	\$200,000.00	\$200,000.00	\$5,460.00	\$200,000.00	\$200,000.00	\$200,000.00
60-450-2-5532	PIPES FITTINGS VALVES	\$78,250.59	\$150,000.00	\$20,778.43	\$150,000.00	\$150,000.00	\$150,000.00
60-450-2-5534	METERS/MAINTENANCE	\$24,043.38	\$50,000.00	\$26,762.13	\$50,000.00	\$50,000.00	\$50,000.00
60-450-2-5543	STONE/ASPHALT	\$18,937.69	\$25,000.00	\$13,226.45	\$20,000.00	\$20,000.00	\$20,000.00
60-450-2-5710	PROFESSIONAL DEVELOPMENT	\$2,121.00	\$10,000.00	\$239.00	\$10,000.00	\$10,000.00	\$10,000.00
60-450-2-5785	EXTRA/UNFORSEEN CHARGES	\$29,141.38	\$33,550.00	\$11,532.83	\$43,550.00	\$43,550.00	\$43,550.00
EXPENSES Total:		\$448,392.60	\$842,800.00	\$123,026.20	\$848,300.00	\$848,300.00	\$848,300.00
CAPITAL IMPROVEMENTS							
60-450-3-5533	HYDRANTS	\$17,280.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00
60-450-3-5535	STORMWATER EXPENSES	\$59,997.37	\$130,000.00	\$51,802.37	\$130,000.00	\$130,000.00	\$130,000.00
CAPITAL IMPROVEMENTS Total:		\$77,277.37	\$155,000.00	\$51,802.37	\$155,000.00	\$155,000.00	\$155,000.00
450 WATER Total:		\$1,488,043.37	\$2,157,445.00	\$1,037,564.45	\$2,215,287.00	\$2,215,287.00	\$2,215,287.00

City of Everett
Everett Budget Council Summary Report
2023 W/S Enterprise Budget

710 - RETIREMENT OF DEBT		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
60-710-9-5786	MAY 22,2013 MWPAT	\$133,448.00	\$301,692.00	\$94,100.00	\$139,311.00	\$139,311.00	\$139,311.00
60-710-9-5972	NOVEMBER 13, 2017 MWRA LOAN	\$0.00	\$0.00	\$0.00	\$94,100.00	\$94,100.00	\$94,100.00
60-710-9-5973	MWRA WATER SYSTEM	\$699,628.00	\$507,149.00	\$218,637.20	\$559,640.00	\$559,640.00	\$559,640.00
60-710-9-5975	JUNE 6,2012 MWPAT CW2-31,8-14	\$9,170.00	\$10,279.00	\$0.00	\$9,533.00	\$9,533.00	\$9,533.00
60-710-9-5984	DEC 20,2013	\$195,000.00	\$205,000.00	\$0.00	\$205,000.00	\$205,000.00	\$205,000.00
60-710-9-5985	FEB 06,2014	\$260,000.00	\$265,000.00	\$200,000.00	\$265,000.00	\$265,000.00	\$265,000.00
60-710-9-5986	Feb. 16, 2016	\$287,680.00	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00
60-710-9-5988	FEB 28, 2017	\$24,000.00	\$20,000.00	\$0.00	\$14,000.00	\$14,000.00	\$14,000.00
60-710-9-5989	APRIL 13, 2017 CW-08-14-A	\$4,390.00	\$0.00	\$0.00	\$22,521.00	\$22,521.00	\$22,521.00
60-710-9-5990	APRIL 13, 2017 CW-14-24	\$21,573.00	\$22,042.00	\$0.00	\$0.00	\$0.00	\$0.00
60-710-9-5991	MAY 3, 2018	\$70,000.00	\$65,000.00	\$0.00	\$65,000.00	\$65,000.00	\$65,000.00
60-710-9-5992	APRIL 4, 2019	\$0.00	\$40,000.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00
60-710-9-5993	DEC 2, 2019 MWRA	\$222,130.00	\$222,130.00	\$375,020.00	\$222,130.00	\$222,130.00	\$222,130.00
60-710-9-5995	JUNE 1,20 MWRA WATER BONDS	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00
60-710-9-5996	JUNE 15,20 MCWT SEWER BONDS	\$3,878.00	\$3,963.00	\$0.00	\$4,049.00	\$4,049.00	\$4,049.00
60-710-9-5999	FEB 8 , 2021 SEWER	\$0.00	\$60,270.00	\$0.00	\$60,270.00	\$60,270.00	\$60,270.00
60-710-9-6000	FEB 8, 2021 WATER	\$0.00	\$152,890.00	\$0.00	\$152,890.00	\$152,890.00	\$152,890.00
60-710-9-6001	MAY 10, 2021 MWRA LEAD PROGRAM	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$150,000.00
DEBT SERVICE Total:		\$1,980,897.00	\$1,955,415.00	\$887,757.20	\$2,083,444.00	\$2,083,444.00	\$2,083,444.00
710 RETIREMENT OF DEBT Total:		\$1,980,897.00	\$1,955,415.00	\$887,757.20	\$2,083,444.00	\$2,083,444.00	\$2,083,444.00

City of Everett
Everett Budget Council Summary Report
2023 W/S Enterprise Budget

751 - LONG TERM DEBT INTEREST		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
60-751-9-5786	MAY 22,2013 MWPAT	\$39,602.00	\$36,932.00	\$0.00	\$34,206.00	\$34,206.00	\$34,206.00
60-751-9-5975	LONG TERM INTEREST MWPAT	\$13,711.53	\$12,132.00	\$0.00	\$11,843.00	\$11,843.00	\$11,843.00
60-751-9-5984	DEC 20,2013	\$16,219.00	\$11,925.00	\$0.00	\$5,775.00	\$5,775.00	\$5,775.00
60-751-9-5985	FEB 6,2014	\$29,450.44	\$39,876.00	\$0.00	\$31,925.00	\$31,925.00	\$31,925.00
60-751-9-5986	Feb. 16, 2016	\$7,400.00	\$6,000.00	\$0.00	\$4,800.00	\$4,800.00	\$4,800.00
60-751-9-5988	FEB 28, 2017	\$4,409.00	\$1,000.00	\$183,659.38	\$0.00	\$0.00	\$0.00
60-751-9-5989	APRIL 13, 2017 CW-08-14-A	\$970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60-751-9-5990	APRIL 13, 2017 CW-14-24	\$8,308.85	\$8,328.00	\$0.00	\$7,888.00	\$7,888.00	\$7,888.00
60-751-9-5991	MAY 3, 2018	\$10,000.00	\$6,500.00	\$0.00	\$3,250.00	\$3,250.00	\$3,250.00
60-751-9-5992	APRIL 4, 2019	\$0.00	\$15,600.00	\$0.00	\$13,600.00	\$13,600.00	\$13,600.00
60-751-9-5996	JUNE 15,20 MCWT SEWER BONDS	\$903.00	\$778.00	\$0.00	\$699.00	\$699.00	\$699.00
DEBT SERVICE Total:		\$130,973.82	\$139,071.00	\$183,659.38	\$113,986.00	\$113,986.00	\$113,986.00
751 LONG TERM DEBT INTEREST Total:		\$130,973.82	\$139,071.00	\$183,659.38	\$113,986.00	\$113,986.00	\$113,986.00

City of Everett
Everett Budget Council Summary Report
2023 W/S Enterprise Budget

752 - SHORT TERM DEBT INTEREST		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
DEBT SERVICE Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
752 SHORT TERM DEBT INTEREST Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

City of Everett
Everett Budget Council Summary Report
2023 W/S Enterprise Budget

821 - MASS WATER RESOURCES AUTH		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
INTERGOVERNMENTAL							
60-821-6-5230	MWRA LEAK DETECTION	\$7,700.00	\$8,250.00	\$0.00	\$8,250.00	\$8,250.00	\$8,250.00
60-821-6-5231	MWRA SAFE DRINKING WATER	\$13,096.77	\$15,000.00	\$13,100.31	\$15,000.00	\$15,000.00	\$15,000.00
60-821-6-5694	MWRA WATER	\$5,958,067.00	\$6,300,086.00	\$4,390,848.70	\$6,422,774.00	\$6,422,774.00	\$6,422,774.00
60-821-6-5695	MWRA SEWER	\$9,529,946.00	\$9,687,451.00	\$6,732,854.80	\$10,143,337.00	\$10,143,337.00	\$10,143,337.00
INTERGOVERNMENTAL Total:		\$15,508,809.77	\$16,010,787.00	\$11,136,803.81	\$16,589,361.00	\$16,589,361.00	\$16,589,361.00
821 MASS WATER RESOURCES AUTH Total:		\$15,508,809.77	\$16,010,787.00	\$11,136,803.81	\$16,589,361.00	\$16,589,361.00	\$16,589,361.00

City of Everett
Everett Budget Council Summary Report
2023 W/S Enterprise Budget

990 - TRANSFERS		FY2021	FY2022	FY2022	FY2023	FY2023 Mayor	FY2023 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
TRANSFERS OUT							
60-990-9-5961	INDIRECT COST TRANSFERS OUT	\$765,503.00	\$771,627.00	\$771,627.00	\$823,445.00	\$823,445.00	\$823,445.00
TRANSFERS OUT Total:		\$765,503.00	\$771,627.00	\$771,627.00	\$823,445.00	\$823,445.00	\$823,445.00
990 TRANSFERS Total:		\$765,503.00	\$771,627.00	\$771,627.00	\$823,445.00	\$823,445.00	\$823,445.00
WATER & SEWER ENTERPRISE Total:		\$19,874,226.96	\$21,034,345.00	\$14,017,411.84	\$21,825,523.00	\$21,825,523.00	\$21,825,523.00
Grand Total:		\$19,874,226.96	\$21,034,345.00	\$14,017,411.84	\$21,825,523.00	\$21,825,523.00	\$21,825,523.00

60	WATER / SEWER ENTERPRISE FUND									
	PERSONNEL SERVICES									
						FY23	FY23			FY23
					FY22	DEPT	MAYOR		FY23	MAYOR
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
60-450-1-5111	Water Superintendent ¹	Ernie Lariviere	UNCL	40	1	1	1	\$111,655	\$115,008	\$115,008
60-450-1-5111	Assistant Water Superintendent ¹	Ralph Renzulli	UNCL	40	1	1	1	\$104,184	\$107,312	\$107,312
60-450-1-5111	Administrative Assistant ²	Kim Rauseo	A-6U/8	35	1	1	1	\$63,509	\$66,960	\$66,960
60-450-1-5143	Administrative Assistant	Kim Rauseo	Longevity					\$1,250	\$1,250	\$1,250
60-450-1-5111	Administrative Assistant ²	Tameka Walsh	A-6U/6	35	1	1	1	\$59,306	\$62,538	\$62,538
60-450-1-5111	Principal Clerk ^{2 4}	Jeanne Broderick	C-6U/5	17.5	0.50	0.50	0.50	\$23,840	\$26,245	\$26,245
60-450-1-5111	Working Foreman ³	Luigi Chiumiento	W-13U/4	40	1	1	1	\$88,574	\$93,375	\$93,375
60-450-1-5193	Working Foreman	Luigi Chiumiento	Clothing					\$700	\$700	\$700
60-450-1-5143	Working Foreman	Luigi Chiumiento	Longevity					\$1,000	\$1,000	\$1,000
60-450-1-5111	Working Foreman ³	Gustavo Sanchez	W-13U/4	40	1	1	1	\$88,574	\$95,375	\$95,375
60-450-1-5193	Working Foreman	Gustavo Sanchez	Clothing					\$700	\$700	\$700
60-450-1-5143	Working Foreman	Gustavo Sanchez	Longevity					\$1,000	\$1,000	\$1,000
60-450-1-5111	Craftsman - SMEO w/CDL & Hoisting ³	Gino Chiaravalloti	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
60-450-1-5193	Craftsman - SMEO w/CDL & Hoisting	Gino Chiaravalloti	Clothing					\$700	\$700	\$700
60-450-1-5111	Craftsman - SMEO w/CDL & Hoisting ³	Mike Ovalle/WC	W-10U/4	40	1	1	1	\$69,942	\$73,748	\$73,748
60-450-1-5193	Craftsman - SMEO w/CDL License	Mike Ovalle/WC	Clothing					\$700	\$700	\$700
60-450-1-5111	Craftsman - HMEO w/CDL License ³	Joseph Paoletta	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
60-450-1-5193	Craftsman - HMEO w/CDL License	Joseph Paoletta	Clothing					\$700	\$700	\$700
60-450-1-5111	Craftsman - HMEO w/CDL License ³	Tim Keogh	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
60-450-1-5193	Craftsman - HMEO w/CDL License	Tim Keogh	Clothing					\$700	\$700	\$700
60-450-1-5111	Craftsman - HMEO w/CDL License ³	Eddie Cuthbert	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
60-450-1-5143	Craftsman - HMEO w/CDL License	Eddie Cuthbert	Longevity					\$1,250	\$1,250	\$1,250
60-450-1-5193	Craftsman - HMEO w/CDL License	Eddie Cuthbert	Clothing					\$700	\$700	\$700
60-450-1-5111	Craftsman - HMEO w/CDL License ³	Richard Dell Isola	W-9U/4	40	1	1	1	\$66,458	\$70,073	\$70,073
60-450-1-5193	Craftsman - HMEO w/CDL License	Richard Dell Isola	Clothing					\$700	\$700	\$700
60-450-1-5111	Craftsman -Meter Service Craftsman ³	Anthony Escobar	W-7U/3	40	1	1	1	\$57,369	\$60,468	\$60,468
60-450-1-5193	Craftsman - Meter Service Craftsman	Anthony Escobar	Clothing					\$700	\$700	\$700
					14	14	14			
60	Water/Sewer Enterprise Fund TOTAL									
										Continued...

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

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	1,002,727	1,055,069	\$52,342	5%	3% COLA added to administrative salaries. Per contract settlement, 3% increase added to Local 25 Clerical and DPW union salaries.
On-Call Union Stipend	5,200	5,200	\$0	0%	Paid to the person who is on-call for the weekend.
Police Details	65,000	65,000	\$0	0%	Paid whenever a street is closed/emergency repairs. Also more sewer & drain cleaning.
Overtime	75,000	75,000	\$0	0%	Paid after normal business hours. Contract settlement factored in.
Longevity	4,500	4,500	\$0	0%	For employees who have worked 10+ years.
Above Grade	918	918	\$0	0%	For those employees filling in for a higher ranking employee.
Clothing Allowance	6,300	6,300	\$0	0%	\$700 per Local 25 DPW member.
Total Personnel Services	\$1,159,645	\$1,211,987	\$52,342	5%	
<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	7,800	7,800	\$0	0%	Asset Management/Mobile devices. Also for insurance & 2 cell phones.
Professional Services	237,000	237,000	\$0	0%	Consultant/Leak detecting/software licensing/attorney; DEP directive.
Office Supplies	1,500	2,000	\$500	33%	Cost of supplies has increased. Toner cartridges, paper, WB Mason.
Emergency Repairs	99,000	99,000	\$0	0%	Main and sewer breaks. Emergencies beyond city's capabilities to repair.
Maint Supplies	4,500	4,500	\$0	0%	Cleaning supplies for sewer and water.
Sewer Line Cleaning	200,000	200,000	\$0	0%	Outside contracts for sewer issues. DEP directive.
Pipes Fittings Valves	150,000	150,000	\$0	0%	Pipe supplies/couplings/fittings.
Meters Maintenance	50,000	50,000	\$0	0%	Meters and supplies/meter testing/replace large meter.
Stone/Asphalt	15,000	20,000	\$5,000	33%	Cost of supplies has increased. Used when repairing streets after a break occurs.
Professional Development	10,000	10,000	\$0	0%	Memberships/classes/OSHA license requirements, CDL's and training.
Extra/Unforeseen	43,550	43,550	\$0	0%	Emergency funding for issues that are not covered by any of the above.
Total Expenditures	\$842,800	\$848,300	\$5,500	1%	
					Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Capital Improvements					
Hydrants	25,000	25,000	\$0	0%	Replace old hydrants around the city.
Stormwater Expenses	130,000	130,000	\$0	0%	Any stormwater capital expense. Includes cleaning catch basins.
Total Capital	\$155,000	\$155,000	\$0	0%	
Total	\$2,157,445	\$2,215,287	\$57,842	3%	
Retirement of Debt					
May 22, 2013 MWPAT	301,692	139,311	(\$162,381)	-54%	Payments per debt schedule.
Nov 13, 2017 MWRA Water	0	94,100	\$94,100	100%	Payments per debt schedule.
MWRA Water System	507,149	559,640	\$52,491	10%	Payments per debt schedule.
June 6, 2012 MWPAT CW2-31,8-14	10,279	9,533	(\$746)	-7%	Payments per debt schedule.
Dec 20, 2013	205,000	205,000	\$0	0%	Payments per debt schedule.
Feb 06, 2014	265,000	265,000	\$0	0%	Payments per debt schedule.
Feb 16, 2016	30,000	30,000	\$0	0%	Payments per debt schedule.
Feb 2017	20,000	14,000	(\$6,000)	-30%	Payments per debt schedule.
April 13, 2017 CW-08-14-A	0	22,521	\$22,521	100%	Payments per debt schedule.
April 13, 2017 CW-14-24	22,042	0	(\$22,042)	-100%	Payments per debt schedule.
May 3, 2018	65,000	65,000	\$0	0%	Payments per debt schedule.
April 4, 2019	40,000	40,000	\$0	0%	Payments per debt schedule.
Dec 2, 2019 MWRA	222,130	222,130	\$0	0%	Payments per debt schedule.
June 1, 2020 MWRA Water Bonds	50,000	50,000	\$0	0%	Payments per debt schedule.
June 15, 2020 MCWT Sewer Bond	3,963	4,049	\$86	2%	Payments per debt schedule.
Feb 8, 2021 SEWER	60,270	60,270	\$0	0%	Payments per debt schedule.
Feb 8, 2021 WATER	152,890	152,890	\$0	0%	Payments per debt schedule.
May 10, 2021 MWRA Water	0	150,000	\$150,000	100%	Payments per debt schedule.
Total	\$1,955,415	\$2,083,444	\$128,029	7%	
Long Term Debt Interest					
June 6, 2012 MWPAT CW2-31,8-14	0	0	\$0	100%	Payments per debt schedule.
May 22, 2013 MWPAT	36,932	34,206	(\$2,726)	-7%	Payments per debt schedule.
Long Term Interest MWPAT	12,132	11,843	(\$289)	-2%	Payments per debt schedule.

Continued...

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
Dec 20, 2013	11,925	5,775	(\$6,150)	-52%	Payments per debt schedule.
Feb 6, 2014	39,876	31,925	(\$7,951)	-20%	Payments per debt schedule.
Feb 16, 2016	6,000	4,800	(\$1,200)	-20%	Payments per debt schedule.
Feb 2017	1,000	0	(\$1,000)	-100%	Payments per debt schedule.
April 13, 2017 CW-08-14-A	0	0	\$0	0%	Payments per debt schedule.
April 13, 2017 CW-14-24	8,328	7,888	(\$440)	-5%	Payments per debt schedule.
May 3, 2018	6,500	3,250	(\$3,250)	-50%	Payments per debt schedule.
April 4, 2019	15,600	13,600	(\$2,000)	-13%	Payments per debt schedule.
June 15, 2020 MCWT Sewer Bond	778	699	(\$79)	-10%	Payments per debt schedule.
Total	\$139,071	\$113,986	(\$25,085)	-18%	
Mass Water Resources Authority					
MWRA Leak Detection Assessment	8,250	8,250	\$0	0%	Contractor checks for leaks that do not surface.
MWRA Safe Drinking Water	15,000	15,000	\$0	0%	Fee paid to Mass Department of Environmental Protection (DEP).
MWRA Water	6,300,086	6,422,774	\$122,688	2%	Preliminary FY23 Water Assessment. Final assessment will be determined in June.
MWRA Sewer	9,687,451	10,143,337	\$455,886	5%	Preliminary FY23 Sewer Assessment. Final assessment will be determined in June.
Total	\$16,010,787	\$16,589,361	\$578,574	4%	
Grand Total Water/Sewer Budget	\$20,262,718	\$21,002,078	\$739,360	4%	
Indirect Costs Transfer Out	771,627	823,445	\$51,818	7%	Costs appropriated in the general fund (to be transferred to enterprise).
Grand Total	\$21,034,345	\$21,825,523	\$791,178	4%	

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.

FY2022: Accomplishments

- Taped and broadcasted a significant number of events, such as State of the City Address, Groundbreakings, Ribbon Cuttings, Press Conferences, Flag Raising Ceremonies, Concerts in the Park, Community Meetings, and various sporting events.
- Complete viewings of live City Council and various Committee meetings.
- Publication of many senior citizen events such as, the Summer BBQ, numerous concerts, and senior socials.
- Priding our veterans by filming Square Dedications, and Veterans and Memorial Day ceremonies.



- Airing the holiday presentations of the Easter EGG-STRAVAGANZA, Earth Day Celebration, Tree Lighting ceremony, the Menorah Lighting Ceremony, and the Winter Wonderland.
- Shared public service announcements, including announcements related to COVID-19, to keep residents updated on the happenings in the City of Everett.

FY2023: 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 FY2023 Departmental Goals Relate to City's Overall Long- & Short-term Goals

In the short term, we will be upgrading some of our equipment and staying up to date with the times of technology. In the long term, 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
2023 ECTV Budget

169 - ECTV							
Account Number	Account Description	FY2021 Expended	FY2022 Budget	FY2022 Expended	FY2023 Requested	FY2023 Mayor Recommended	FY2023 Council Approved
PERSONNEL							
59-169-5170-5111	SALARIES	\$310,103.78	\$316,700.00	\$294,263.81	\$340,002.00	\$334,150.00	\$334,150.00
59-169-5170-5120	OTHER PERSONAL SERVICES	\$3,190.76	\$14,852.00	\$26.40	\$0.00	\$0.00	\$0.00
59-169-5170-5122	BENEFITS	\$0.00	\$70,000.00	\$0.00	\$70,000.00	\$70,000.00	\$70,000.00
59-169-5170-5130	OVERTIME	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
59-169-5170-5143	LONGEVITY	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00
PERSONNEL Total:		\$315,544.54	\$409,802.00	\$296,540.21	\$418,252.00	\$412,400.00	\$412,400.00
EXPENSES							
59-169-5170-5302	PROFESSIONAL SERVICES	\$19,624.08	\$20,000.00	\$3,398.35	\$20,000.00	\$20,000.00	\$20,000.00
59-169-5170-5340	TELECOMMUNICATIONS	\$6,944.41	\$7,000.00	\$3,371.82	\$7,000.00	\$7,000.00	\$7,000.00
59-169-5170-5420	OFFICE SUPPLIES	\$1,925.97	\$3,000.00	\$1,752.61	\$3,000.00	\$3,000.00	\$3,000.00
59-169-5170-5510	PROFESSIONAL DEVELOPMENT	\$577.50	\$10,000.00	\$1,423.95	\$10,000.00	\$10,000.00	\$10,000.00
59-169-5170-5700	OTHER CHARGES & EXPENSES	\$1,825.27	\$6,000.00	\$2,694.91	\$6,000.00	\$6,000.00	\$6,000.00
59-169-5170-5734	LICENSING FEES	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
59-169-5170-5853	OPERATING PRODUCTION	\$72,611.32	\$130,000.00	\$31,260.07	\$130,000.00	\$130,000.00	\$130,000.00
EXPENSES Total:		\$103,508.55	\$177,000.00	\$43,901.71	\$177,000.00	\$177,000.00	\$177,000.00
CAPITAL IMPROVEMENTS							
59-169-3-5800	TECHNOLOGY UPGRADES	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL IMPROVEMENTS Total:		\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00
169 ECTV Total:		\$419,053.09	\$646,802.00	\$340,441.92	\$595,252.00	\$589,400.00	\$589,400.00
ECTV Total:		\$419,053.09	\$646,802.00	\$340,441.92	\$595,252.00	\$589,400.00	\$589,400.00
Grand Total:		\$419,053.09	\$646,802.00	\$340,441.92	\$595,252.00	\$589,400.00	\$589,400.00

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(169) ECTV - Notes to Budget

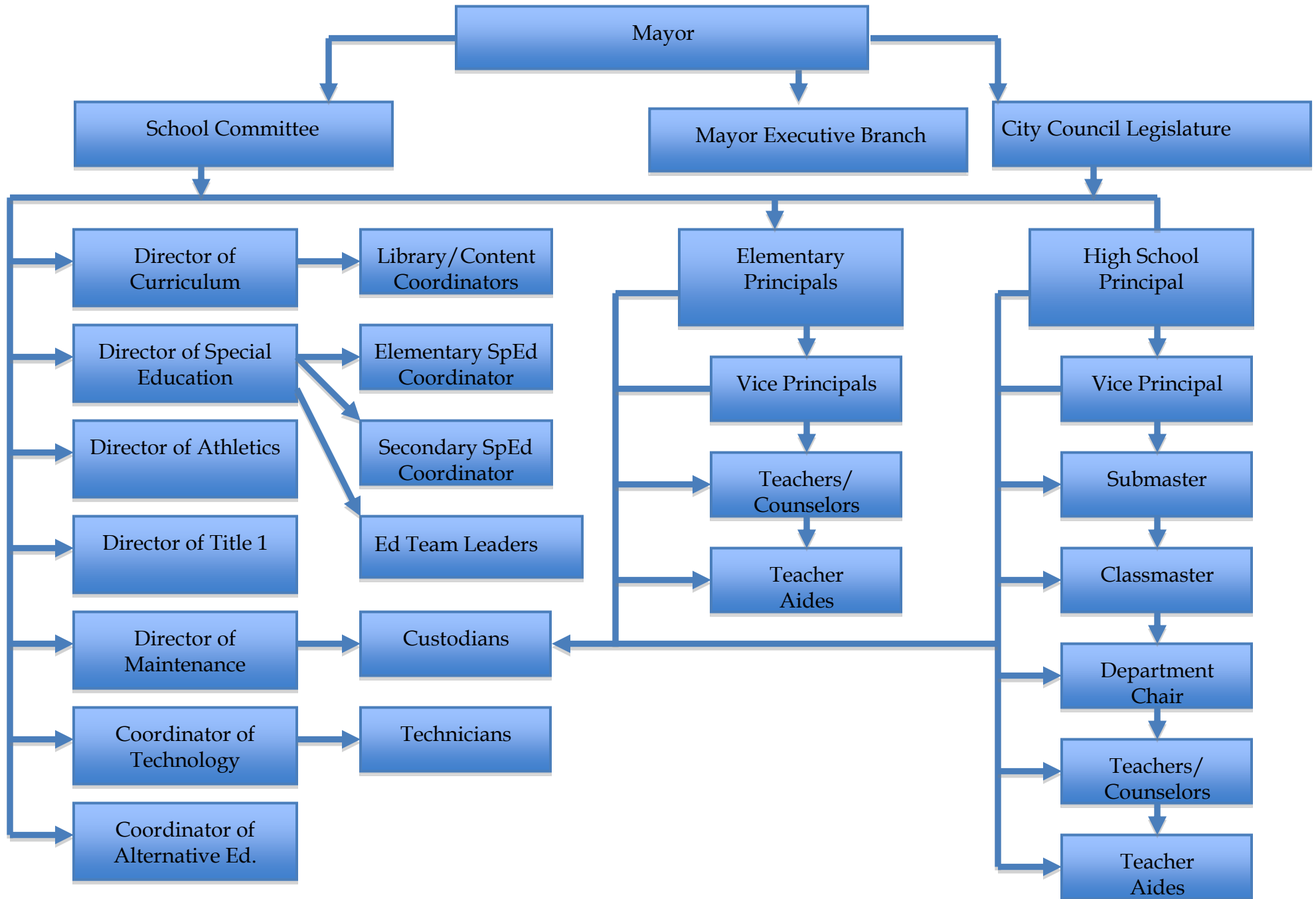
	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	316,700	334,150	17,450	6%	Communications Director salary adjusted in FY22. It will also be split between the Mayor's Office and ECTV. Local 25 Clerical union 3% increase per contract settlement. 3% COLA on administrative salary.
Other Personal Services	14,852	0	(14,852)	-100%	Not requesting funding in FY23.
Operating Benefits	70,000	70,000	0	0%	Employee benefits reimbursements to City
Overtime	6,000	6,000	0	0%	As needed.
Longevity	2,250	2,250	0	0%	Vacancy, Ms. Fragione
Total Personnel Services	\$409,802	\$412,400	\$2,598	1%	
<u>General Operating Expenses</u>					
Professional Services	20,000	20,000	0	0%	Contractual services as needed. Adequate software licenses, payment for programs needed to develop programming on ECTV.
Telecommunications	7,000	7,000	0	0%	Payments to Comcast.
Office Supplies	3,000	3,000	0	0%	For general office supplies, mostly from WB Mason.
Professional Development	10,000	10,000	0	0%	Training on new equipment and classes as needed.
Other Charges & Expenses	6,000	6,000	0	0%	As necessary to vendors based on copyrighted material/miscellaneous.
Licensing Fees	1,000	1,000	0	0%	Local access channels
Operating Production	130,000	130,000	0	0%	Supplies/vendors needed for various City events that are to be televised. Supplies for ECTV studio. New equipment and various miscellaneous costs depending on events.
Total Expenditures	\$177,000	\$177,000	\$0	0%	
<u>Capital Improvements</u>					
Technology Upgrades	\$60,000	\$0	(60,000)	-100%	Not requesting funding in FY23.
Total	\$646,802	\$589,400	(\$57,402)	-9%	

Budget Calendar - Fiscal Year 2023

Mayor & School Committee	Date
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.	February
The School Finance Committee recommends to the Full School Board that the budget be moved to the full board for approval.	March
Copies of proposed school budget are distributed for the public to review. Advertisements regarding the budget are put in the local papers.	March/April
School Committee holds a public hearing for comment by the public on the School budget.	April
School Department presents its budget to the City Council for review and approval.	May/June
City Council passes the budget and sends to Mayor for signature	May/June
State Legislature passes the state budget. This is important because the majority of funding of the School Department budget comes from the state.	June +

City Council	
School Department presents its budget for review and approval.	May/June
Budget hearing held to review and discuss School Department budget.	May/June
City Council votes on FY21 School Department budget	May/June

Everett Public Schools Organizational Chart



EVERETT PUBLIC SCHOOLS MISSION AND VISION STATEMENT

EPS Vision Statement

All students will be participants in their own development, globally connected, and fully prepared for the twenty-first century.

EPS Core Values

Our core values align with our mission statement on behalf of Everett's children. They are as follows:

EQUITY & ACCESS

The educational achievement of our students is our top priority. The Everett Public Schools is committed to promoting policies and curriculums that create learning opportunities that are accessible to all students. We are dedicated to ensure that every student regardless of background, culture and religion meets our high standards for achievement, engagement, and personal growth.

CELEBRATION OF UNIQUENESS

Our community's greatest resource is its diversity. Our instructional leaders are dedicated to preparing our students for a diverse society. We know the benefit that can come from having our teachers expose students to various languages, opinions, cultures and experiences. When we recognize and welcome our differences, we discover our common humanity.

COLLABORATION

The Everett Public Schools encourages and supports collaboration between all. Children learn from what they see adults see and do. Therefore, it is imperative that the children see teachers, parents, and leaders working well together. The Everett Public Schools actively seeks out partnerships with various community organizations.

CULTURE OF LEARNING AND INNOVATION

We as educators are life-long learners. This requires us to be current on trends, seek outside expertise when necessary and embrace new approaches that benefit all of us. We must learn to quickly adapt to change.]

EPS MISSION STATEMENT

The Everett Public Schools provides 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 necessary skills and awareness for living effectively and responsibly.

The Everett Public Schools' responsibility, in cooperation with the community, is 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 provides the necessary financial support and active participation in the educational process to ensure the desired results.

To support the Mission Statement, the Everett Public Schools will adhere to the following principles:

1. To accept all students for who they are.
2. To accommodate the varying learning styles and learning rates of all children.
3. To develop self-esteem in all students.
4. To respect cultural differences within the student population.
5. To educate all students to become lifelong learners.
6. To maintain high levels of expectations and to provide opportunities for all students to reach their maximum potential.

SAFETY FIRST



Presentation to the Budget Committee of the Whole

Priya Tahiliani, Superintendent

Anu Jayanth, Chief Financial Officer



OVERCROWDED CLASSROOMS

SAFETY IMPACT

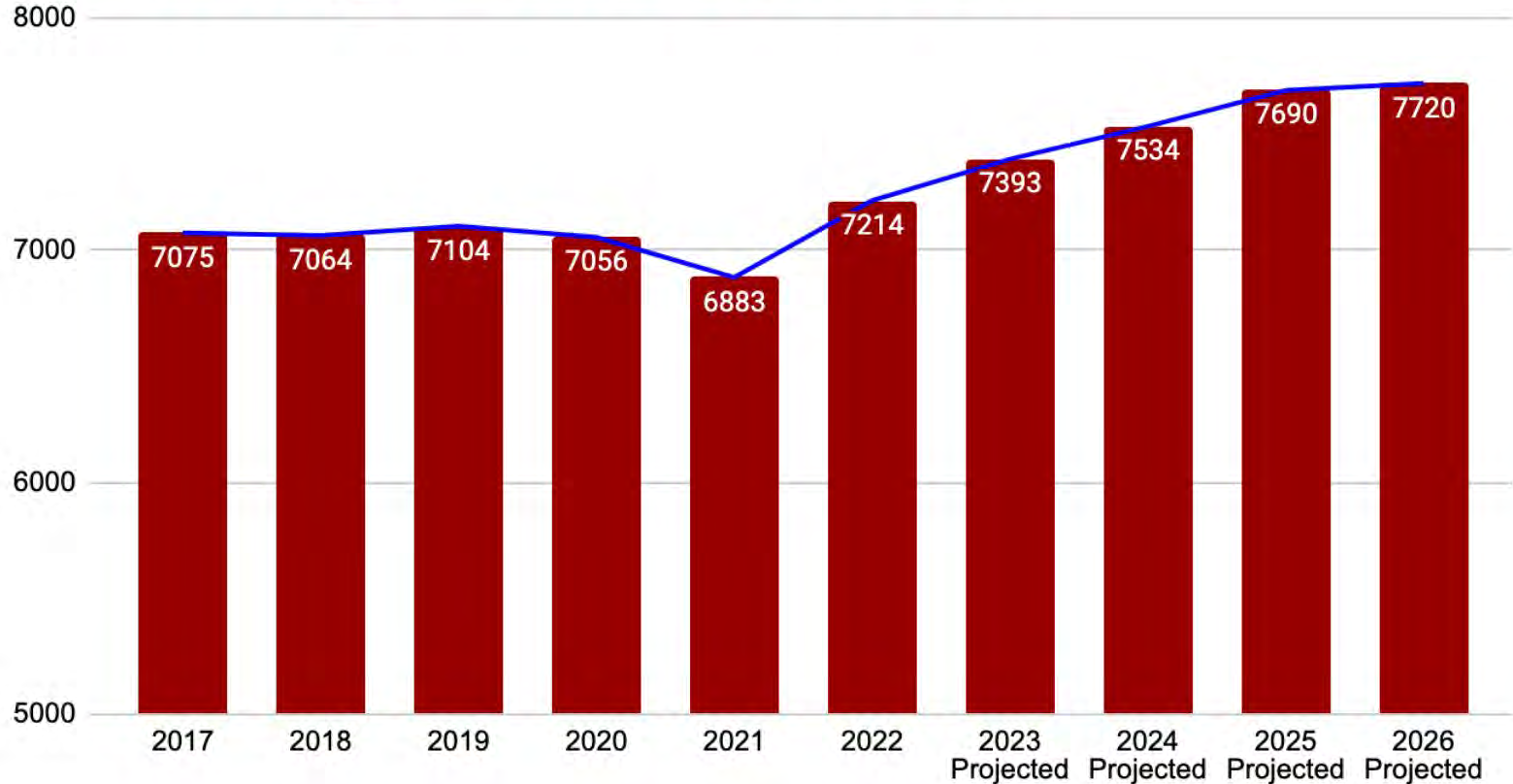
Researchers find that overcrowding can reduce students' ability to pay attention to teachers' instruction and even increase students' behavior issues. Traffic congestion and pedestrian safety becomes more of a problem during arrival and dismissal times.

INSTRUCTIONAL IMPACT

Overcrowding creates unsafe environments and makes teaching and learning more difficult. Nationwide, public school students who did not have overcrowded classroom issues had significantly higher scores in both reading and math than their peers who did.

Students whose teachers who do not have adequate workspace performed significantly lower academically than their peers whose teachers did not have those issues.

Growing Enrollment



ALIGNING TO SCHOOL COMMITTEE PRIORITIES



SAFETY

We have allocated significant funds to increase security that includes funding for additional cameras, ALICE training, security guards and a Director of Security to establish a long term security plan.



ACADEMICS & TESTING

Our budget includes funding for an additional 11 Interventionists, 6 new English Learner Coordinators, 7 additional guidance counselors, and dedicated professional development funds for each school.



CLEANLINESS

We will continue to fund our custodial staff and cleaning supplies. We also allocated funds to contract overnight cleaning services for Everett High.

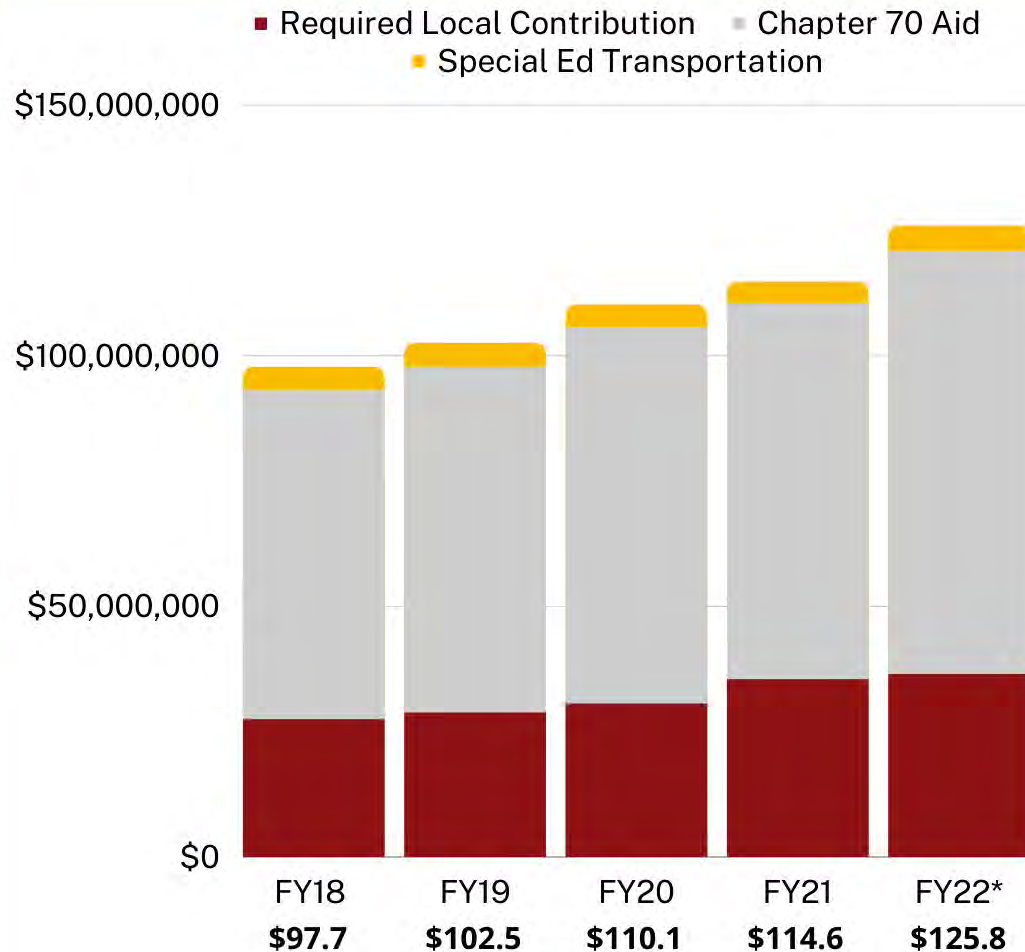


ORGANIZATIONAL EFFICIENCY

The budget prioritizes student facing staff that are school based. The increase in Central Administration funding supports the School Committee.

Proposed School Budget for FY 2023

School Department Operating Budget	\$103,609,294
Special Education Transportation Budget	\$4,500,000
	<hr/> <hr/>
FY 2023 Total Budget	\$108,109,294



EPS Budget Over the Last 5 years

Budget Source Funding

Net Minimum Contribution		\$38,446,657
State Aid (Ch. 70 Funds)	+	<u>\$92,633,005</u>
Required Net School Spending		\$131,079,662
City Hall Chargebacks (Estimated)	-	<u>\$27,470,368</u>
FY 2023 Total Budget		\$103,609,294

FY23 Proposed Budget Comparison

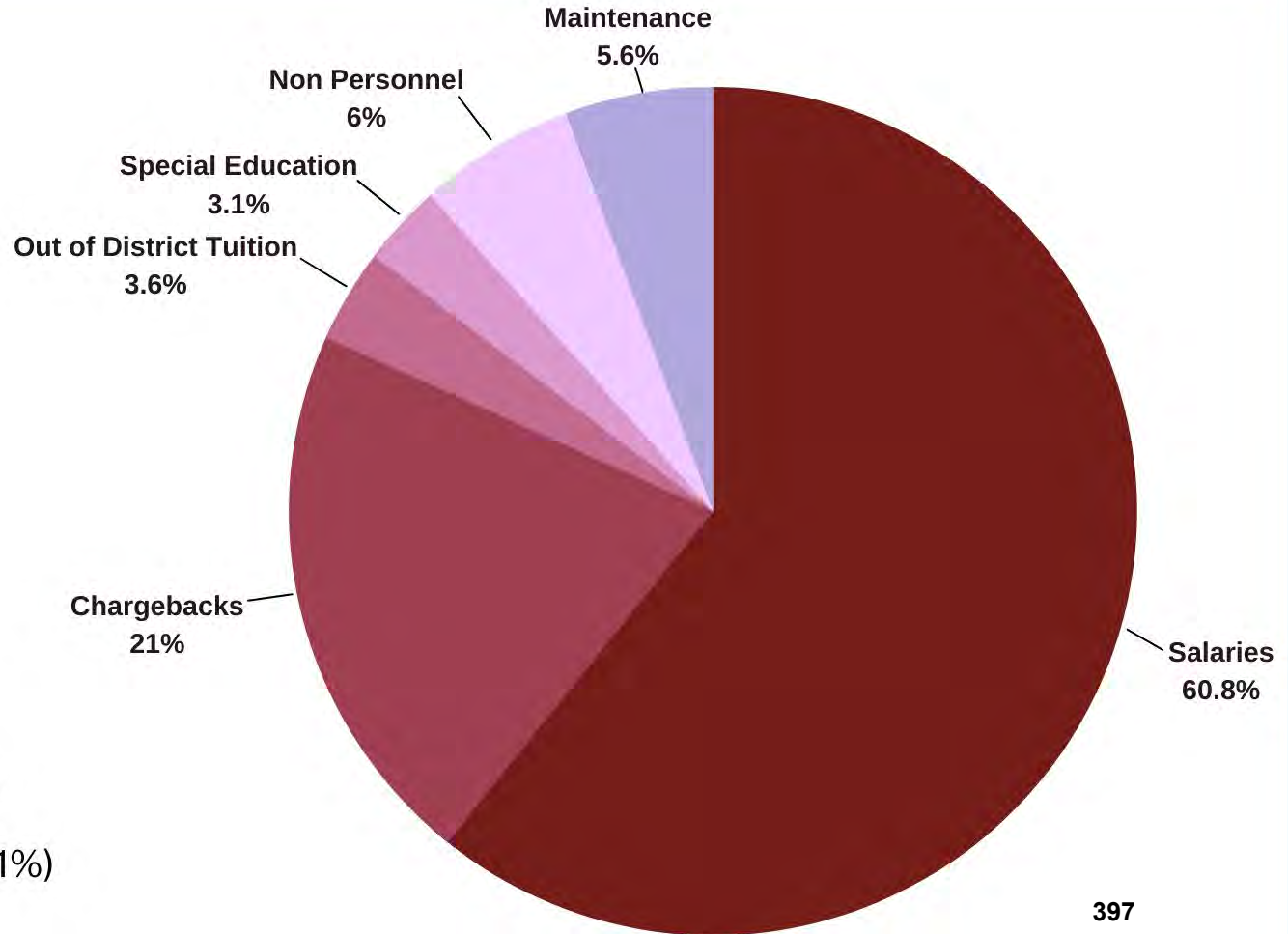
	FY22	FY23	Cost Difference	% Change
Chapter 70	\$84,335,921	\$92,633,005	\$8,297,084	↑ 10%
Required Local Contribution	\$36,483,827	\$38,446,657	\$1,962,830	↑ 5%
Net School Spending	\$120,819,748	\$131,079,662	\$10,259,914	↑ 8%
Chargebacks	\$26,341,938	\$27,470,368	\$1,128,430	↑ 4%
District Net School Spending after Chargebacks	\$94,477,810	\$103,609,294	\$9,131,484	↑ 10%

CHARGEBACKS

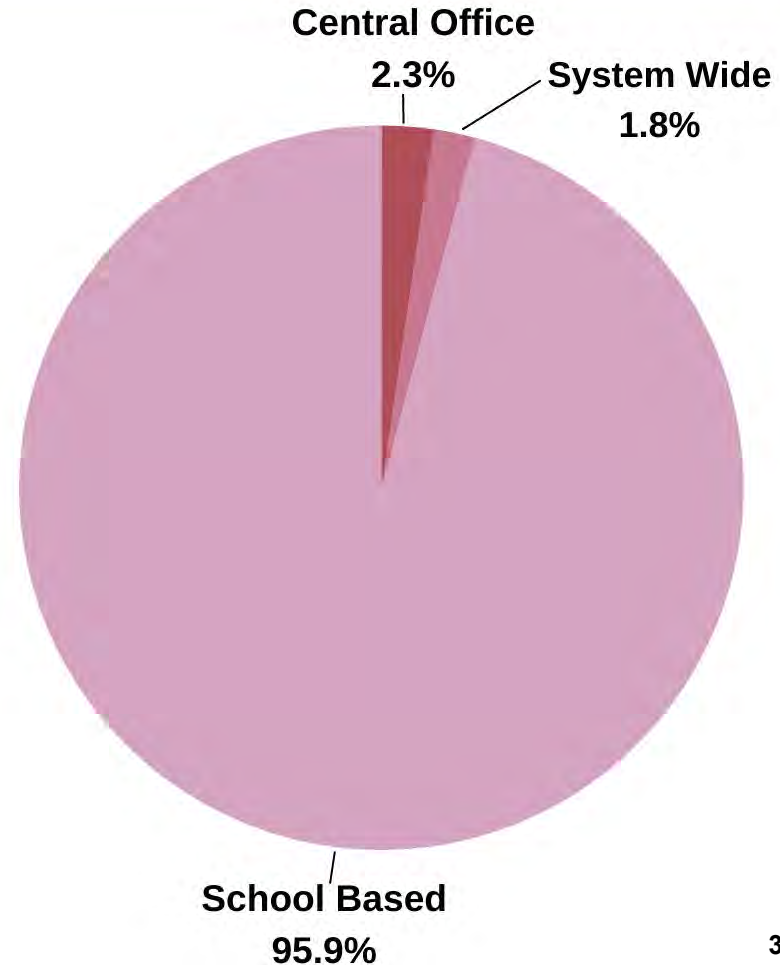
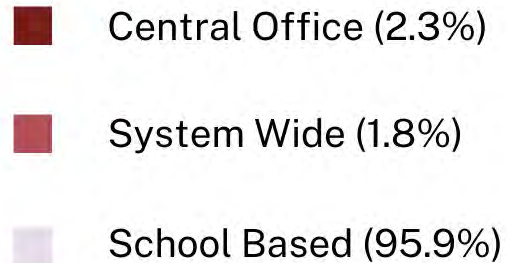
CATEGORY	ADDITIONAL INFORMATION	AMOUNT
Board of Health	<ul style="list-style-type: none"> Nurse Salaries (14) Partial salary of the Director of the Board of Health Partial salary of Clerk 	\$900,749
Administration	<ul style="list-style-type: none"> 45.31% of positions: City Auditor, Budget Director, Assistant City Auditor, Administrative Assistant (3), Treasurer/Collector, Assistant Treasurer, Receiver (2), Chief Procurement Officer, Benefit Specialist. 	\$588,701
City Retirement	<ul style="list-style-type: none"> School Share at 19.13% of total assessment. 	\$2,041,306
Health/Life Insurance	<ul style="list-style-type: none"> Includes Health Insurance for active, retired and new employees. 	\$12,958,669
Other Benefits	<ul style="list-style-type: none"> Includes Workers Compensation, Medicare and Unemployment. 	\$1,488,648
Other Items	<div> <ul style="list-style-type: none"> Charter School tuition School Choice Special Ed Assessment Less: Charter School Reimbursement <ul style="list-style-type: none"> Insurance on School Buildings Upkeep of Everett Stadium School Resource Officers </div>	\$9,492,296 396

What does our budget pay for?

- Salaries (60.8%)
- Chargebacks (21%)
- Non-Personnel (6%)
- Maintenance (5.6%)
- Out of District (3.6%)
- Special Education (3.1%)

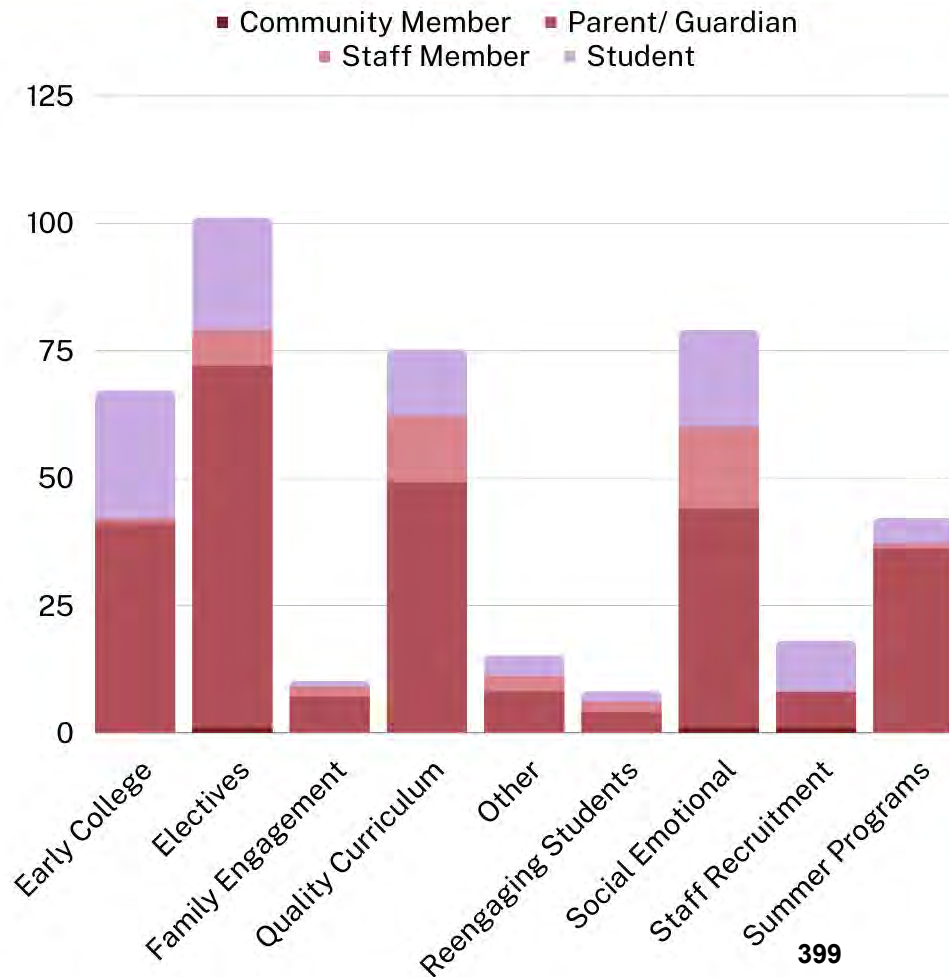


Salaries at a Glance



Student Opportunity Act Survey

- Over 24% of the respondents selected the desire to increase electives as their first priority.
- 19% of the respondents selected an increase for social emotional support as their first priority.
- 18% of the respondents chose the need for high quality curriculum as their first priority.



PRIORITIZING ACADEMICS & TESTING



Guidance Counselors

Counseling

Setting Goals

Monitor Attendance

Build School Culture



Ensures EL Services

SEI Coaching

Compliance

Program Evaluation

English Learner Coordinators



Interventionists

Literacy Assessments

Monitor Progress

Teacher Collaboration

Reviewing Data

SCHOOL ADMINISTRATION BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	Business Office-Clerical Salaries	\$219,052	\$58,591
	Superintendent-Clerical Salaries	\$80,580	\$0
Central Office Salaries	Asst Superintendent-Prof Salaries	\$532,689	\$548,801
	Business Office-Prof Salaries	\$314,160	\$400,544
	Communications - Prof Salaries	\$0	\$91,800
	Data - Prof Salaries	\$146,400	\$77,250
	Human Resources-Prof Salaries	\$112,200	\$201,540
	Intern Salaries	\$0	\$30,000
	Other Dist Admin-Clerical Salaries	\$0	\$174,874
	Superintendent-Prof Salaries	\$217,500	\$226,667
Copier Lease Payment	Admin Copier Maintenance	\$6,000	\$6,000
Instructional Technology	Admin Computer Purchase/Supplies	\$25,000	\$25,000
Mileage	Auto Mileage	\$12,000	\$12,000
Professional Development	Admin Devel Ed Workshops	\$5,000	\$10,000
School Committee Compensation	School Comm - Compensation	\$120,600	\$114,750
School Committee	School Comm - Contracts	\$0	\$200,000
	School Comm - Legal	\$0	\$200,000
	School Comm- Reimbursement	\$0	\$8,100
Severance Pay	Instructional Severance-Pay	\$100,000	\$60,000
Severance Pay	Central Admin - Severance Pay	\$0	\$30,000
Subscription and Memberships	Admin Dues, Expenses & Meetings	\$272,000	\$65,000
Supplies and Materials	Admin Supplies & Freight	\$80,000	\$19,259
Textbook/ Instructional Materials	Admin Textbooks	\$0	\$0
Grand Total		\$2,243,181	\$2,560,176

SCHOOL ADMINISTRATION PERSONNEL

POSITION DESC	# Staff FY		FY 22 Total Pay	FY23 Total Pay
	# Staff FY 22	23		
Academic Intern	1	1	\$30,000	\$30,000
Administrative Assistant	4	4	\$216,256	\$233,465
Assistant Superintendent	1	1	\$172,336	\$177,431
Assistant Superintendent of Operations	1	1	\$173,447	\$183,858
Budget and Grants Director	1	1	\$110,000	\$113,300
Chief Financial Officer	1	1	\$165,000	\$173,233
Data Manager	1	1	\$75,000	\$77,250
Deputy Superintendent	1	1	\$180,250	\$187,512
Director of Communications	1	1	\$90,000	\$92,700
Director of Human Resources	1	1	\$118,000	\$121,540
Financial Analyst	2	1.25	\$166,160	\$112,311
Payroll Specialist	1	1	\$75,000	\$75,000
Superintendent	1	1	\$215,000	\$226,667
Grand Total	17	16.25	\$1,710,289	\$1,784,656

SYSTEMWIDE BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Afterschool Program	After School Program	\$300,000	\$0
Art Department	Art - Supplies and Materials	\$0	\$108,416
Athletic Transportation	Athletic (Transportation)	\$132,000	\$150,000
Athletics	Athletic Expenditures	\$522,390	\$408,790
	Athletics-Other Salaries	\$297,381	\$350,000
Attendance Officer salaries	Attendance-Prof Salaries	\$120,992	\$199,649
Clinical Services	Clinical Services	\$2,684,468	\$2,800,000
Clubs	Clubs-Other Salaries	\$242,267	\$250,000
Copier Lease Payment	Systemwide Copier Maintenance	\$135,000	\$135,000
Custodian Salaries	Cust/Maint Overtime/Stipends	\$248,243	\$248,243
	Cust/Maint-Houseworkers	\$0	\$0
	Cust/Maint-Misc Other Pay	\$25,000	\$25,000
	Custodial-Other Salaries	\$2,133,922	\$2,321,614
	Maint Misc Pay/Perfect Attendance	\$3,000	\$0
	Maint Supervisor Salary	\$108,243	\$108,243
Data Department	Data - contractual services	\$0	\$181,476
Department Head Salaries	Athletics-Prof Salaries	\$137,569	\$147,803
	Dist Library/Media Ctr-Prof Salar	\$133,460	\$114,910
	District Department Heads	\$690,890	\$775,914
Facilities and Maintenance	Cleaning Contract	\$0	\$336,000
	Custodian & Maint Clothing	\$12,000	\$12,000
	Custodian Supplies	\$335,000	\$335,000
	Electrical Contract	\$75,000	\$75,000
	Elevator Contract	\$100,000	\$75,000
	General Work	\$338,853	\$338,853
	Housing of Vehicles	\$60,000	\$60,000
	HVAC Contract	\$534,204	\$579,204
	Landscaping All Schools	\$80,000	\$80,000
	Motor Maintenance	\$15,000	\$15,000

	Plumbing Contract	\$100,000	\$120,000
	Private Protection System	\$30,000	\$30,000
	Snow Plowing	\$150,000	\$150,000
	Sprinkler System	\$175,000	\$175,000
Facilities/Electricity	Facilities/Electricity	\$1,650,000	\$1,650,000
Family Liasion	Family Liasion- Supplies and Materials	\$0	\$7,600
Home Tutors	Home tutor	\$0	\$8,000
Intern Pay	Admin-Misc Other Pay	\$0	\$30,000
	Instructional P-T Temp Help	\$0	\$0
K-12 Instructional	Science (All Schools)	\$0	\$24,000
Legal Fees	Labor/Legal Fees	\$200,000	\$50,000
Music and Band	Band (Transportation)	\$53,000	\$50,000
	Band, Music & Instruments	\$35,802	\$79,800
Other Salaries	Athletic other salaries	\$0	\$0
	Attendance -other salaries	\$0	\$0
Out of district tuition	Sped Tuition Collaboratives	\$4,640,309	\$2,705,303
	Sped Tuition Out of State Schools	\$110,000	\$110,000
	Sped Tuition Private Schools	\$1,865,000	\$1,865,000
	Sped Tuition Public Schools	\$0	\$0
Perfect attendance	Reg Ed Inst-Misc Other Pay	\$60,000	\$0
Physical Education	Physical Education Expenditures	\$0	\$58,000
Police Detail	Systemwide Police Details	\$40,000	\$60,000
Postage	Office Supplies & Postage	\$50,000	\$70,000
Professional Development	Systemwide Devel Ed Workshops	\$298,000	\$0
Salary Reserve- Credit Increase	Instructional Account Adjustment	\$240,000	\$240,000
School Building Substitute Salaries	Dist Substitutes (Teachers)	\$1,730,432	\$0
School Psychologist Salaries	Medical Therapeutic Salaries	\$208,110	\$220,659
Severance Pay - Maintenance	Maintenance - Severance Pay	\$0	\$10,000
Special Ed Administrative Assistant Salaries	Sped Supervisory-Clerical Salaries	\$109,016	\$114,183
Special Ed Salaries	Reg Ed Inst-Misc Other Pay	\$4,500	\$0
	Sped Supervisory-Prof Salaries	\$504,211	\$520,859
SPED Ed Translation and Interpretation	Translation and Interpretation	\$330,000	\$315,000
Sped Medicaid Collaborative	Sped Medicaid Collaborative	\$60,000	\$60,000
Supplemental Services	Summer School/Enrichment	\$0	\$0

Supplies and Materials	Systemwide Guidance	\$39,000	\$134,500
	Systemwide Health Ed Program	\$8,270	\$10,000
	Systemwide Tech Purchase/Supplies	\$1,157,737	\$588,632
Supplies and Materials	Systemwide Supplies & Freight	\$289,250	\$0
Systemwide	Furniture	\$0	\$177,495
Teacher Salaries	District Classroom Teachers	\$1,076,123	\$542,095
Telephone System	Systemwide Telephone	\$80,000	\$90,000
Textbook/ Instructional Materials	Textbooks	\$775,000	\$0
Therapeutic Crisis Interventionists	Therapeutic Crisis Interventionists	\$0	\$0
Translation and Interpretation		\$20,000	\$20,000
Vision/ Hearing	Vision/ Hearing	\$85,532	\$10,000
Grand Total		\$25,639,174	\$20,527,239

SYSTEMWIDE PERSONNEL

POSITION DESC	# Staff FY 22	# Staff FY 23	FY 22 Total Pay	FY23 Total Pay
Administrative Assistant	2	2	\$105,578	\$114,183
Attendance Officer	3	3	\$197,620	\$199,649
Coordinator of Art	1	1	\$103,197	\$111,037
Coordinator of Health	1	1	\$108,078	\$116,210
Coordinator of Libraries	1	1	\$106,778	\$114,910
Coordinator of Music	1	1	\$98,225	\$105,530
Coordinator of SPED-Elem	1	1	\$109,015	\$117,329
Coordinator Out of District	1	1	\$99,420	\$106,870
Director of ABA	1	1	\$123,141	\$132,119
Director of Athletics and Physical Education	1	1	\$136,372	\$147,803
Director of English Language	1	1	\$125,503	\$137,778
Director of Guidance	1	1	\$132,915	\$145,303
Director of Maintenance	1	1	\$108,243	\$108,243
Director of Remote Learning	1	1	\$146,529	\$160,056
Director of Security	1	1	\$110,000	\$110,000
Director of Special Education	1	1	\$153,448	\$164,540
EL Coordinator	0	6	\$0	\$480,451
Family Liaison Intern	0	1	\$0	\$35,000
HS Family Liaison	2	2	\$100,784	\$103,808
Junior Custodian	6	6	\$315,366	\$341,068
Music Teacher	5	5	\$419,054	\$465,520
School Psychologist	2	2	\$204,030	\$220,659
Senior Custodian	32	32	\$1,830,246	\$1,980,546
Theater Specialist	0	1	\$0	\$76,575
Grand Total	66	74	\$4,833,542	\$5,795,186

New FY 23 Postions

<i>POSITION DESC</i>	# Staff FY 23	FY23 Total Pay
EL Coordinator	6	\$480,451
Family Liaison Intern	1	35000
Theater Specialist	1	\$76,575
Grand Total	8	\$592,026

ADAMS SCHOOL (PREK-3) PERSONNEL

<i>POSITION DESC</i>	<i># Staff FY 22</i>	<i># Staff FY 23</i>	<i>FY 22 Total Pay</i>	<i>FY 23 Total Pay</i>
3 yr. (prek) Teacher	4	4	\$384,655	\$415,662
4 yr. (prek) Teacher	3	3	\$247,180	\$276,263
Administrative Assistant	1	1	\$52,789	\$52,789
Guidance Counselor	0	1	\$0	\$76,575
Head Teacher	1	1	\$106,915	\$115,229
Inclusion Teacher	1	1	\$87,936	\$94,996
Inclusion Teacher (Batelle Evaluator)	0	1	\$0	\$93,363
Paraprofessional	6	6	\$158,677	\$171,780
School Building Sub	1	1	\$54,076	\$58,484
Grand Total	17	19	\$1,092,228	\$1,355,141

New FY 23 Postions

<i>POSITION DESC</i>	<i># Staff FY 23</i>	<i>FY 23 Total Pay</i>
Guidance Counselor	1	\$76,575
Inclusion Teacher (Batelle Evaluator)	1	\$93,363
Grand Total	2	\$169,938

ADAMS SCHOOL (PREK-3) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	FY 22 Appropriation	FY23 Projection
Administrative Assistant Salaries	Adams Principal-Clerical Salaries	\$55,579	\$52,789
Administrative Salaries	Adam Principal Salary	\$0	\$0
Copier Lease Payment	Adams Copier Maintenance	\$6,000	\$6,000
Field Trip	Adam (Field Trip)	\$1,500	\$4,000
Guidance Salaries	Adam Guidance Prof	\$0	\$80,375
Professional Development	Adam PD	\$0	\$20,000
School Building Substitute Salaries	Adams Substitutes Teachers	\$0	\$58,484
Special Ed Salaries	Adams Sped Teachers	\$89,668	\$188,359
SPED Paraprofessional Salaries	Adams Sped Paraprofessionals	\$170,111	\$228,458
Supplies and Materials	Adams Supplies & Freight	\$2,440	\$5,800
Teacher Salaries	Adams Classroom Teachers	\$981,880	\$917,483
Textbook/ Instructional Materials	Adams Textbooks	\$6,100	\$8,000
Grand Total		\$1,313,278	\$1,569,749

DEVENS SCHOOL (K-12) PERSONNEL

POSITION DESC	# Staff FY 22	# Staff FY 23	FY 22 Total Pay	FY23 Total Pay
Art Teacher	0.25	0.25	\$35,000	\$35,000
Assistant Principal	1	1	\$123,346	\$134,890
Crisis Interventionist Specialist	1	2	\$65,645	\$154,296
EL Teacher (Dual License)	0	1	\$0	\$76,575
Elementary Teacher	6	6	\$561,469	\$553,291
ETL Teacher	1	1	\$94,400	\$102,094
Guidance Counselor	1	1	\$77,593	\$87,480
Health teacher	0	1	\$0	\$76,575
High School Teacher	4	4	\$329,219	\$342,802
Middle Teacher	2	2	\$174,562	\$183,566
Paraprofessional	6	6	\$201,863	\$194,808
Physical Education Teacher	1	1	\$86,237	\$101,468
Principal	1	1	\$141,756	\$149,285
School Building Sub	1	1	\$54,076	\$58,484
TCI Interventionist	5	5	\$339,425	\$378,038
Grand Total	31	34	\$2,284,591	\$2,628,651

New FY 23 Postions

POSITION DESC	# Staff FY 23	FY23 Total Pay
Crisis Interventionist Specialist	1	\$80,375
EL Teacher (Dual License)	1	\$76,575
Health teacher	1	\$76,575
Grand Total	3	\$233,525

DEVENS SCHOOL BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	Devens Principal-Clerical Salaries	\$53,845	\$57,091
Administrative Salaries	Devens Principal-Prof Salaries	\$275,973	\$284,175
Contract service	Deven Contract line	\$0	\$8,360
Copier Lease Payment	Devens Copier Maintenance	\$11,000	\$11,000
Devens School Lease	Devens School Lease	\$0	\$0
Field Trip	Devens (Field Trip)	\$1,200	\$2,000
Guidance Salaries	Devens Guidance - Prof Salaries	\$0	\$87,480
Professional Development	Deven PD line	\$0	\$20,000
School Building Substitute Salaries	Devens Substitute Teachers	\$0	\$58,484
Special Ed Teachers	Devens Sped Teachers	\$1,432,621	\$1,258,327
Specialist Teacher Salaries	Devens Specialist Teachers	\$93,248	\$367,339
SPED Paraprofessional Salaries	Devens Sped Paraprofessionals	\$163,535	\$194,808
Supplies and materials	Devens Supplies & Freight	\$8,000	\$5,150
Teacher Salaries	Devens Classroom Teachers	\$0	\$0
	Summer Program Devens School	\$0	\$0
Textbook/ Instructional Materials	Devens Textbooks	\$2,950	\$3,500
Thereupatic Crisis Interventionists	Devens Therapeutic Crisis Intervent	\$333,404	\$378,038
Grand Total		\$2,375,776	\$2,735,752

ENGLISH SCHOOL (K-8) PERSONNEL

POSITION DESC	# Staff FY 22	# Staff FY 23	FY 22 Total Pay	FY23 Total Pay
Administrative Assistant	1	1	\$54,389	\$58,691
Art Teacher	2	2	\$164,113	\$180,616
Assistant Principal	1	2	\$128,454	\$255,455
EL Teacher	1	1	\$54,076	\$58,484
ETL Teacher	1	1	\$94,400	\$102,094
Gr 7 Inclusion Teacher	1	1	\$55,376	\$63,014
Gr 1 Teacher	4	4	\$353,635	\$391,239
gr 2 Teacher	5	5	\$334,040	\$374,170
Gr 3 Teacher	4	4	\$295,310	\$330,361
Gr 4 Teacher	3	3	\$300,227	\$324,696
Gr 5 Teacher	2	2	\$162,241	\$185,144
Gr 6 Inclusion Teacher	1	1	\$94,400	\$102,094
Gr 6 Teacher	4	4	\$350,042	\$387,062
Gr 7 English	1	1	\$91,420	\$98,870
Gr 7 Math Teacher	1	1	\$77,374	\$88,196
Gr 7 Science Teacher	1	1	\$97,497	\$105,337
Gr 7-8 LAB Teacher	1	1	\$91,420	\$98,870
Gr 8 English Teacher	1	1	\$70,805	\$79,807
Gr 8 Inclusion Teacher	1	1	\$103,615	\$111,929
Gr 8 Language Based	1	1	\$60,050	\$68,173
Gr 8 Science Teacher	1	1	\$92,720	\$100,170
Gr 8 Social Studies Teacher	1	1	\$54,076	\$61,714
Gr. 3/4 LAB Teacher	1	1	\$82,148	\$93,363
Gr. 3/4 Special Education Includ	1	1	\$94,400	\$102,094
Gr. 5 - Special Education Includ	1	1	\$99,778	\$107,910

Gr. 5 - Teacher	1	1	\$96,197	\$104,037
Gr. 5/6 LAB	1	1	\$58,861	\$66,885
Gr. 5/6 Language Based	1	1	\$92,620	\$100,168
Gr. 5/6 Language Based Teach	1	1	\$99,778	\$107,910
Gr. 7 Language Based	1	1	\$91,420	\$98,870
Grade 1 EL Teacher	0	1	\$0	\$76,575
Grade 1/2- Special Education	1	1	\$101,078	\$109,210
Grade 2 EL Teacher	0	1	\$0	\$76,575
Grade 3 EL Teacher	0	1	\$0	\$76,575
Grade 4 EL Teacher	0	1	\$0	\$76,575
Grade 5 EL Teacher	0	1	\$0	\$76,575
Grade 6 EL Teacher	0	1	\$0	\$76,575
Grade 7 EL Teacher	0	1	\$0	\$76,575
Guidance Counselor	2	3	\$181,168	\$278,921
K Inclusion Teacher	1	1	\$99,778	\$107,910
K Teacher	4	4	\$360,784	\$398,677
Language based grade 3-4	1	1	\$103,915	\$112,229
Literacy Interventionist	2	2	\$208,095	\$224,724
Literacy Interventionst	1	1	\$101,378	\$109,510
Math Interventionist	3	4	\$302,490	\$403,352
Music Teacher	1	1	\$103,315	\$111,629
Paraprofessional	11	11	\$271,052	\$300,620
Physical Education Teacher	2	2	\$150,564	\$167,689
PK-2 LAB Teacher	1	1	\$85,731	\$97,236
Principal	1	1	\$141,864	\$149,893
School Building Sub	4	4	\$197,228	\$210,451
Special Ed Inclusion teacher	0	2	\$0	\$153,150
Technology	1	1	\$94,400	\$102,094
Therapeutic Interventionist	1	1	\$70,805	\$58,484

Wellness Teacher	1	1	\$96,000	\$103,694
Wilson Instructor	1	1	\$103,615	\$111,929
World Language	1	1	\$61,845	\$70,121
Grand Total	87	99	\$6,729,985	\$8,324,974

New FY 23 Postions

<i>POSITION DESC</i>	<i># Staff FY 23</i>	<i>FY23 Total Pay</i>
Assistant Principal	1	\$121,336
Grade 1 EL Teacher	1	\$76,575
Grade 2 EL Teacher	1	\$76,575
Grade 3 EL Teacher	1	\$76,575
Grade 4 EL Teacher	1	\$76,575
Grade 5 EL Teacher	1	\$76,575
Grade 6 EL Teacher	1	\$76,575
Grade 7 EL Teacher	1	\$76,575
Guidance Counselor	1	\$80,375
Math Interventionist	1	\$76,575
Special Ed Inclusion teacher	2	\$153,150
Grand Total	12	\$967,461

ENGLISH SCHOOL (K-8) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	English Principal-Clerical Salaries	\$55,579	\$58,691
Administrative Salaries	English Principal-Prof Salaries	\$270,376	\$405,348
Copier Lease Payment	English Copier Maintenance	\$3,000	\$3,000
Field Trip	English (Field Trip)	\$8,700	\$13,500
Guidance Salaries	English Guidance-Prof Salaries	\$184,639	\$278,921
Professional Development	English PD line	\$0	\$20,000
School Building Substitute Salaries	English Substitute Teachers	\$0	\$210,451
Special Ed Salaries	English Sped Teachers	\$2,021,784	\$2,065,297
Specialist Teacher Salaries	English Bldg Tech-Prof Salaries	\$90,802	\$102,094
	English Specialist Teachers	\$602,818	\$633,749
SPED Paraprofesional Salaries	English Sped Paraprofessionals	\$251,828	\$332,216
Supplies and Materials	English Supplies & Freight	\$14,160	\$33,700
Teacher Salaries	English Classroom Teachers	\$3,788,349	\$4,767,533
Textbook/ Instructional Materials	English Textbooks	\$35,400	\$34,200
Grand Total		\$7,327,435	\$8,958,700

KEVERIAN SCHOOL (K-8) PERSONNEL

<i>POSITION DESC</i>	<i># Staff FY 22</i>	<i># Staff FY 23</i>	<i>FY 22 Total Pay</i>	<i>FY23 Total Pay</i>
Administrative Assistant	1	1	\$54,489	\$58,930
Art Teacher	2	2	\$169,522	\$172,862
Assistant Principal	2	2	\$242,996	\$263,788
ETL Teacher	1	1	\$84,398	\$95,141
Gr 1 Teacher	1	1	\$96,197	\$104,037
Gr 2 Inclusion Teacher	1	1	\$102,015	\$110,329
Gr 2 Teacher	2	2	\$202,756	\$219,020
Gr 3 EL Teacher	1	1	\$67,821	\$76,575
Gr 3 Inclusion Teacher	1	1	\$63,039	\$71,407
Gr 3 Teacher	3	3	\$270,467	\$295,607
Gr 4 EL Teacher	1	1	\$84,398	\$95,141
Gr 4 Inclusion Teacher	1	1	\$102,015	\$66,885
Gr 4 Teacher	4	4	\$350,032	\$386,413
Gr 5 EL Teacher	1	1	\$58,861	\$66,885
Gr 5 Inclusion Teacher	1	1	\$103,315	\$111,629
Gr 5 Teacher	3	3	\$258,863	\$289,007
Gr 6 Teacher	6	6	\$506,892	\$558,297
Gr 7 EL Teacher	1	1	\$93,920	\$101,468
Gr 7 English	1	1	\$92,720	\$100,170
Gr 7 Inclusion Teacher	1	1	\$60,050	\$68,173
Gr 7 Math Teacher	2	2	\$198,212	\$214,367
Gr 7 Science Teacher	1	1	\$90,817	\$104,037
Gr 7 Social Studies Teacher	1	1	\$58,861	\$66,885
Gr 8 EL Teacher	1	1	\$80,353	\$91,425
Gr 8 English Teacher	1	1	\$91,225	\$98,530

Gr 8 Inclusion Teacher	1	1	\$92,620	\$100,168
Gr 8 Math Teacher	2	2	\$182,840	\$197,741
Gr 8 Science Teacher	1	1	\$64,837	\$73,348
Gr 8 Social Studies Teacher	1	1	\$92,720	\$100,170
Grade 1 EL Teacher	1	1	\$35,000	\$76,575
Grade 2 EL Teacher	0	1	\$0	\$76,575
Grade 6 teacher	1	1	\$70,805	\$76,575
Grade 7 Writing teacher	0	1	\$0	\$76,575
Grade 8 Writing teacher	0	1	\$0	\$76,575
Guidance Counselor	2	2	\$168,634	\$184,985
Guidance Counselor - MS	0	1	\$0	\$80,375
Health Teacher	1	1	\$99,778	\$107,910
K Inclusion Teacher	1	1	\$102,015	\$76,575
K Teacher	4	4	\$321,410	\$359,772
Literacy Interventionist	2	4	\$195,035	\$363,950
Math Interventionist	2	4	\$204,393	\$373,989
Music Teacher	1	1	\$89,625	\$96,930
Paraprofessional	1	1	\$27,389	\$30,509
Physical Education Teacher	2	2	\$157,847	\$173,810
Principal	1	1	\$130,406	\$137,935
School Building Sub	2	4	\$108,152	\$233,934
STEM Specialist	1	1	\$61,845	\$70,121
Wilson Instructor	1	1	\$95,700	\$103,394
World Language	1	1	\$73,793	\$83,680
Grand Total	70	80	\$5,959,078	\$7,219,179

New FY 23 Postions

<i>POSITION DESC</i>	<i># Staff FY 23</i>	<i>FY23 Total Pay</i>
Grade 2 EL Teacher	1	\$76,575
Grade 7 Writing teacher	1	\$76,575
Grade 8 Writing teacher	1	\$76,575
Guidance Counselor - MS	1	\$80,375
Literacy Interventionist	2	\$153,150
Math Interventionist	2	\$153,150
School Building Sub	2	\$116,967
Grand Total	10	\$733,367

KEVERIAN SCHOOL (K-8) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	Keverian Principal-Clerical Salaries	\$53,845	\$58,930
Administrative Salaries	Keverian Principal-Prof Salaries	\$385,693	\$401,723
Copier Lease Payment	Keverian Copier Maintenance	\$3,000	\$3,000
Field Trip	Keverian (Field Trip)	\$10,500	\$19,200
Guidance Salaries	Keverian Guidance-Prof Salaries	\$165,153	\$265,360
Professional Salaries	Keverian PD	\$0	\$20,000
School Building Substitute Salaries	Keverian Substitute Teachers	\$0	\$233,934
Special Ed Salaries	Keverian Sped Teachers	\$1,035,352	\$906,436
Specialist Teacher Salaries	Keverian Bldg Tech-Prof Salaries	\$106,555	\$70,121
	Keverian Specialist Teachers	\$700,776	\$734,062
SPED Paraprofessional Salaries	Keverian Sped Paraprofessionals	\$22,511	\$30,509
Supplies and Materials	Keverian Supplies & Freight	\$17,360	\$45,225
Teacher Salaries	Keverian Classroom Teachers	\$4,597,611	\$5,776,516
Textbook/ Instructional Materials	Keverian Textbooks	\$43,400	\$52,050
Grand Total		\$7,141,756	\$8,617,066

LAFAYETTE SCHOOL (K-8) PERSONNEL

<i>POSITION DESC</i>	# Staff FY 22	# Staff FY 23	FY 22 Total Pay	FY23 Total Pay
7-8 ASD Teacher	1	1	\$101,078	\$109,210
ABA Therapist	1	1	\$64,730	\$66,672
Administrative Assistant	1	1	\$52,789	\$57,091
Art Teacher	2	2	\$174,768	\$193,531
Assistant Principal	2	2	\$246,788	\$264,876
Cooperative Games Specialist	1	1	\$54,076	\$61,714
EL Teacher	1	1	\$81,550	\$76,575
Elem Homeroom Teacher	0	1	\$0	\$76,575
ETL Teacher	2	2	\$181,328	\$184,485
Gr 1 CSD	1	1	\$73,790	\$83,036
Gr 1 EL Teacher	2	2	\$179,389	\$198,526
Gr 1 Teacher	5	5	\$481,087	\$524,249
Gr 2 CSD	1	1	\$103,615	\$111,929
Gr 2 EL Teacher	1	1	\$64,837	\$73,348
Gr 2 Inclusion Teacher	1	1	\$103,915	\$112,229
Gr 2 Teacher	5	5	\$435,332	\$477,036
Gr 3 CSD	1	1	\$81,550	\$76,575
Gr 3 EL Teacher	1	1	\$64,837	\$73,348
Gr 3 Inclusion Teacher	1	1	\$73,793	\$83,680
Gr 3 Teacher	5	5	\$450,899	\$501,053
Gr 4 CSD	1	1	\$91,420	\$98,870
Gr 4 EL Teacher	1	1	\$91,420	\$98,870
Gr 4 Inclusion Teacher	1	1	\$86,327	\$98,219
Gr 4 Teacher	5	5	\$483,416	\$527,050
Gr 5 CSD	1	1	\$54,076	\$61,714

Gr 5 EL Teacher	1	1	\$77,374	\$88,196
Gr 5 Inclusion Teacher	1	1	\$87,972	\$99,665
Gr 5 Teacher	4	4	\$376,969	\$418,230
Gr 6 CSD	1	1	\$94,400	\$102,094
Gr 6 EL Teacher	1	1	\$91,420	\$98,870
Gr 6 Inclusion Teacher	2	2	\$191,208	\$220,659
Gr 6 Teacher	5	5	\$452,430	\$492,033
Gr 6-7 ASD	1	1	\$82,148	\$93,363
Gr 7 CSD	1	1	\$86,327	\$98,219
Gr 7 English	2	2	\$162,959	\$184,322
Gr 7 Inclusion Teacher	1	1	\$70,801	\$79,804
Gr 7 Math Teacher	1	1	\$97,497	\$105,337
Gr 7 Science Teacher	2	2	\$193,045	\$208,517
Gr 7 Social Studies Teacher	1	1	\$58,861	\$66,885
Gr 7-8 EL Teacher	1	1	\$63,047	\$71,418
Gr 7/8 Inclusion Teacher	1	1	\$91,420	\$98,870
Gr 8 CSD	1	1	\$70,805	\$79,807
Gr 8 English Teacher	1	1	\$97,497	\$105,337
Gr 8 Inclusion Teacher	1	1	\$60,050	\$68,173
Gr 8 Math Teacher	2	2	\$164,417	\$180,917
Gr 8 Science Teacher	1	1	\$86,042	\$98,870
Gr 8 Social Studies Teacher	1	1	\$95,700	\$103,394
Grade 2 EL teacher	0	1	\$0	\$76,575
Grade 2 Inclusion teacher	0	1	\$0	\$76,575
Grade 7 EL teacher	0	1	\$0	\$76,575
Guidance Counselor	3	4	\$235,579	\$340,572
Health Teacher	1	1	\$92,620	\$100,168
K CSD	1	1	\$77,374	\$88,196
K Inclusion Teacher	1	1	\$70,805	\$79,807

K Teacher	4	4	\$336,804	\$383,010
Literacy Interventionist	4	4	\$401,265	\$433,756
Math Interventionist	1	2	\$101,378	\$186,085
Music Teacher	1	1	\$91,525	\$98,830
Paraprofessional	17	17	\$452,282	\$500,176
Principal	1	1	\$140,364	\$147,892.90
School Building Sub	5	5	\$270,380	\$292,418
Spanish Teacher	1	1	\$54,076	\$61,714
Technology Teacher	1	1	\$101,678	\$109,810
Wilson Instructor	1	1	\$103,315	\$111,629
Grand Total	119	125	\$9,258,644	\$10,617,232

New FY 23 Postions

<i>POSITION DESC</i>	# Staff FY 23	FY23 Total Pay
Elem Homeroom Teacher	1	\$76,575
Grade 2 EL teacher	1	\$76,575
Grade 2 Inclusion teacher	1	\$76,575
Grade 7 EL teacher	1	\$76,575
Guidance Counselor	1	\$80,375
Math Interventionist	1	\$76,575
Grand Total	6	\$463,250

LAFAYETTE SCHOOL (K-8) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
ABA Salaries	Lafayette Applied Behavioral Analys	\$124,885	\$0
Administrative Assistant Salaries	Lafayette Principal-Clerical Salaries	\$53,845	\$57,091
Administrative Salaries	Lafayette Principal-Prof Salaries	\$397,742	\$412,769
Copier Lease Payment	Lafayette Copier Maintenance	\$3,000	\$3,000
Field Trip	Lafayette (Field Trip)	\$12,300	\$13,500
Professional Development	Lafayette PD	\$0	\$20,000
School Building Substitute Salaries	Lafayette Substitute Teachers	\$0	\$350,901
Specialist Teacher Salaries	Lafayette Bldg Tech-Prof Salaries	\$103,674	\$109,810
	Lafayette Specialist Teachers	\$653,399	\$720,465
SPED Paraprofessional Salaries	Lafayette Sped Paraprofessionals	\$467,512	\$500,176
Sped Teacher Salaries	Lafayette Sped Teachers	\$2,234,908	\$2,417,251
Stipend Payment	Lafayette (Stipend)	\$0	\$0
Supplies and Materials	Lafayette Supplies & Freight	\$20,060	\$44,650
Teacher Salaries	Lafayette Classroom Teachers	\$5,346,772	\$6,335,795
Textbook/ Instructional Materials	Lafayette Textbooks	\$50,150	\$50,900
Grand Total		\$9,468,247	\$11,036,308

PARLIN SCHOOL (K-8) PERSONNEL

POSITION DESC	# Staff FY 22	Staff FY 23	FY 22 Total Pay	FY23 Total Pay
3rd Grade EL Teacher	1	1	\$77,374	\$88,196
Administrative Assistant	1	1	\$62,063	\$66,934
Art Teacher	2	2	\$153,970	\$169,641
Assistant Principal	2	2	\$246,708	\$270,000
ETL Teacher	1	1	\$104,251	\$112,747
Gr 1 EL Teacher	2	2	\$142,813	\$160,919
Gr 1 Teacher	4	4	\$365,230	\$397,881
Gr 2 EL Teacher	2	2	\$143,999	\$162,194
Gr 2 Inclusion Teacher	1	1	\$96,638	\$110,329
Gr 2 Teacher	5	5	\$373,875	\$413,919
Gr 3 EL Teacher	2	2	\$138,044	\$155,760
Gr 3 Inclusion Teacher	1	1	\$58,861	\$66,885
Gr 3 Teacher	3	3	\$253,336	\$282,077
Gr 4 EL Teacher	2	2	\$159,828	\$176,083
Gr 4 Inclusion Teacher	1	1	\$57,064	\$64,944
Gr 4 Teacher	4	4	\$309,305	\$345,721
Gr 5 EL Teacher	1	1	\$90,817	\$104,037
Gr 5 Inclusion Teacher	1	1	\$94,400	\$102,094
Gr 5 Teacher	3	3	\$263,611	\$288,195
Gr 6 EL Teacher	1	1	\$66,622	\$75,284
Gr 6 Inclusion Teacher	1	1	\$95,700	\$103,394
Gr 6 Teacher	4	4	\$393,688	\$431,487
Gr 7 EL Teacher	1	1	\$89,908	\$102,094
Gr 7 English	1	1	\$69,013	\$77,869
Gr 7 Inclusion Teacher	1	1	\$99,778	\$107,910

Gr 7 Math Teacher	2	2	\$180,442	\$200,964
Gr 7 Science Teacher	1	1	\$72,589	\$83,027
Gr 7 Social Studies Teacher	1	1	\$101,378	\$109,510
Gr 8 English Teacher	1	1	\$67,821	\$76,575
Gr 8 Inclusion Teacher	1	1	\$99,778	\$107,910
Gr 8 Math Teacher	2	2	\$169,388	\$188,048
Gr 8 Science Teacher	1	1	\$58,861	\$66,885
Gr 8 Social Studies Teacher	1	1	\$99,778	\$107,910
grade 5 EL teacher	1	1	\$81,550	\$83,680
Guidance Counselor	2	3	\$179,386	\$276,997
Health Teacher	1	1	\$92,720	\$100,170
K Inclusion Teacher	1	1	\$54,076	\$61,714
K Teacher	5	5	\$410,281	\$454,924
Literacy Interventionist	3	4	\$291,140	\$391,028
Math Interventionist	3	4	\$279,570	\$383,651
Music Teacher	1	1	\$75,577	\$86,259
Physical Education Teacher	2	2	\$159,346	\$175,409
Principal	1	1	\$135,313	\$142,690
School Building Sub	4	4	\$216,304	\$233,934
Technology Teacher	1	1	\$96,197	\$104,037
Wellness Teacher	1	1	\$54,076	\$76,575
Grand Total	84	87	\$6,982,467	\$7,948,493

New FY 23 Positions

POSITION DESC	# Staff FY 23	FY23 Total Pay
Guidance Counselor	1	\$80,375
Literacy Interventionist	1	\$76,575
Math Interventionist	1	\$76,575
Grand Total	3	\$233,525

PARLIN SCHOOL (K-8) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	Parlin Principal-Clerical Salaries	\$72,276	\$66,934
Administrative Salaries	Parlin Principal-Prof Salaries	\$378,090	\$412,690
Copier Lease Payment	Parlin Copier Maintenance	\$5,000	\$5,000
Field Trip	Parlin (Field Trip)	\$11,700	\$13,500
Guidance Salaries	Parlin Guidance-Prof Salaries	\$181,595	\$276,997
Professional Development	Parlin PD	\$0	\$20,000
School Building Substitute Salaries	Parlin Substitute Teachers	\$0	\$233,934
Special Ed Salaries	Parlin Sped Teachers	\$861,148	\$837,928
Specialist Teacher Salaries	Parlin Bldg Tech-Prof Salaries	\$98,121	\$104,037
	Parlin Specialist Teachers	\$571,728	\$608,054
SPED Paraprofessional Salaries	Parlin Sped Paraprofessionals	\$0	\$0
Stipend Payment	Parlin (Stipend)	\$0	\$0
Supplies and Materials	Parlin Supplies & Freight	\$19,140	\$45,875
Teacher Salaries	Parlin Classroom Teachers	\$5,451,830	\$5,978,507
Textbook/ Instructional Materials	Parlin Textbooks	\$95,700	\$53,750
Grand Total		\$7,746,328	\$8,657,206

WEBSTER SCHOOL (K-5) PERSONNEL

<i>POSITION DESC</i>	<i># Staff FY 22</i>	<i># Staff FY 23</i>	<i>FY 22 Total Pay</i>	<i>FY23 Total Pay</i>
ABA Paraprofessional	5	6	\$160,557	\$191,208
Administrative Assistant	1	1	\$61,463	\$66,334
Art Teacher	1	1	\$101,378	\$109,510
EL 4th Teacher	1	1	\$70,805	\$79,807
EL Teacher	1	1	\$94,400	\$107,910
ETL Teacher	1	1	\$92,720	\$100,170
Gr 1 Inclusion Teacher	1	1	\$103,315	\$111,629
Gr 1 Teacher	3	3	\$254,624	\$284,645
Gr 2 Inclusion Teacher	1	1	\$82,752	\$94,351
Gr 2 Teacher	3	3	\$244,201	\$267,223
Gr 3 Inclusion Teacher	1	1	\$86,327	\$98,219
Gr 3 Teacher	3	3	\$258,868	\$289,014
Gr 4 Inclusion Teacher	1	1	\$102,278	\$110,410
Gr 4 Teacher	3	3	\$291,495	\$315,015
Gr 5 Inclusion Teacher	1	1	\$73,793	\$83,680
Gr 5 Teacher	2	2	\$194,240	\$209,859
Grade 1 ILP Teacher	1	1	\$69,013	\$78,505
Grade 2 EL Teacher	0	1	\$0	\$76,575
Grade 2 ILP Teacher	2	2	\$161,623	\$178,031
Grade 2-3 ILP Teacher	1	1	\$61,845	\$70,121
Grade 3-5 ILP Teacher	1	1	\$70,805	\$79,807
Grade 4 EL Teacher	0	1	\$0	\$76,575
Grade 4 ILP Teacher	1	1	\$77,374	\$88,196
Grade 5 teacher	1	1	\$102,015	\$110,329
Grade K ILP Teacher	1	1	\$99,778	\$107,910

Guidance Counselor	1	1	\$93,708	\$105,894
ILP Teacher	0	1	\$0	\$76,575
K Inclusion Teacher	1	1	\$96,197	\$104,037
K Teacher	3	3	\$293,476	\$317,288
Literacy Interventionist	1	2	\$103,915	\$188,804
Math Interventionist	2	2	\$199,775	\$215,747
Music Teacher	1	1	\$63,035	\$71,406
Paraprofessional	4	5	\$105,569	\$140,570
Physical Education Teacher	1	1	\$101,378	\$109,510
Principal	1	1	\$131,901	\$139,278
School Building Sub	5	5	\$251,304	\$268,934
Technology	1	1	\$102,015	\$110,329
Wellness Teacher	1	1	\$86,636	\$93,696
Grand Total	59	65	\$4,544,578	\$5,327,105

New FY 23 Postions

<i>POSITION DESC</i>	<i># Staff FY 23</i>	<i>FY23 Total Pay</i>
ABA Paraprofessional	1	\$27,356
Grade 2 EL Teacher	1	\$76,575
Grade 4 EL Teacher	1	\$76,575
ILP Teacher	1	\$76,575
Literacy Interventionist	1	\$76,575
Paraprofessional	1	\$24,356
Grand Total	6	\$358,012

WEBSTER SCHOOL (K-5) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
ABA Salaries	Webster Applied Behavioral Analysis	\$54,076	\$0
Administrative Assistant Salaries	Webster Principal-Clerical Salaries	\$62,488	\$66,334
Administrative Salaries	Webster Principal-Prof Salaries	\$126,433	\$139,278
Copier Lease Payment	Webster Copier Maintenance	\$10,000	\$6,000
Field Trip	Webster (Field Trip)	\$4,500	\$10,500
Guidance Salaries	Webster Guidance-Prof Salaries	\$91,854	\$105,894
PROfessional Development	Webster PD line	\$0	\$20,000
School Building Substitute Salaries	Webster Substitute Teachers	\$0	\$268,935
Specialist Teacher Salaries	Webster Bldg Tech-Prof Salaries	\$104,055	\$110,329
	Webster Specialist Teachers	\$360,931	\$384,123
Sped Ed Salaries	Webster Sped Teachers	\$1,211,985	\$1,381,642
SPED Paraprofessional Salaries	Webster Sped Paraprofessionals	\$445,732	\$331,778
Supplies and Materials	Webster Supplies & Freight	\$7,500	\$16,975
Teacher Salaries	Webster Classroom Teachers	\$2,155,830	\$2,538,794
Textbook/ Instructional Materials	Webster Textbooks	\$18,750	\$18,750
Grand Total		\$4,654,134	\$5,399,332

WEBSTER EXT. (PREK-3) PERSONNEL

<i>POSITION DESC</i>	<i># Staff FY 22</i>	<i># Staff FY 23</i>	<i>FY 22 Total Pay</i>	<i>FY23 Total Pay</i>
3 yr. (prek) Teacher	1	1	\$64,837	\$73,348
4 yr. (prek) Teacher	5	5	\$427,128	\$472,993
ABA Paraprofessional	0	1	\$0	\$27,356
Administrative Assistant	1	1	\$52,789	\$57,091
ETL Teacher	1	1	\$103,315	\$111,629
Guidance Counselor (Adams &	1	1	\$107,715	\$116,029
Head Teacher	1	1	\$107,480	\$115,794
ILP Teacher	4	4	\$293,087	\$326,672
Inclusion Teacher	1	1	\$99,778	\$107,910
Paraprofessional	15	15	\$374,270	\$408,741
School building sub	0	1	\$0	\$58,484
Grand Total	30	32	\$1,630,399	\$1,876,048

New FY 23 Postions

<i>POSITION DESC</i>	<i># Staff FY 23</i>	<i>FY23 Total Pay</i>
ABA Paraprofessional	1	\$27,356
School building sub	1	\$58,484
Grand Total	2	\$85,840

WEBSTER EXTENSION SCHOOL (PREK-3) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	Webster Ext Principal-Clerical Sa	\$53,845	\$57,091
Copier Lease Payment	Webster Ext Copier Maintenance	\$4,000	\$4,000
Field Trip	Webster Extension (Field Trip)	\$2,700	\$4,000
Guidance Salaries	Webster Ext Guidance-Prof Salaries	\$109,755	\$116,029
Professional Development	Webster Extension PD	\$0	\$20,000
School Building Substitute Salaries	Webster Extension sub	\$0	\$58,484
Special Ed Salaries	Webster Ext Sped Teachers	\$475,517	\$700,009
Specialist Teacher Salaries	Webster Ext Specialist teacher	\$0	\$0
SPED Paraprofessional Salaries	Webster Ext Sped Paraprofessionals	\$376,475	\$525,049
Supplies and Materials	Webster Ext Supplies & Freights	\$4,060	\$7,425
Teacher Salaries	Webster Ext Classroom Teachers	\$685,840	\$761,006
Textbook/ Instructional Materials	Webster Ext Textbooks	\$10,150	\$8,850
Grand Total		\$1,722,342	\$2,261,943

WHITTER SCHOOL (K-8) PERSONNEL

<i>POSITION DESC</i>	<i># Staff FY 22</i>	<i># Staff FY 23</i>	<i>FY 22 Total Pay</i>	<i>FY23 Total Pay</i>
4th Grade Special Education teacher	0	1	\$0	\$76,575
8th grade EL teacher	0	1	\$0	\$76,575
Administrative Assistant	1	1	\$54,889	\$59,208
Art Teacher	2	2	\$147,096	\$162,185
Assistant Principal	1	1	\$125,954	\$137,702
ETL Teacher	1	1	\$77,374	\$88,196
Gr 1 EL Co-Teacher	1	1	\$92,720	\$100,170
Gr 1 Teacher	3	3	\$303,171	\$327,750
Gr 2 EL	1	1	\$54,076	\$61,714
Gr 2 Teacher	2	2	\$184,865	\$204,684
Gr 3 EL Teacher	1	1	\$78,573	\$89,496
Gr 3 Teacher	4	4	\$382,140	\$417,931
Gr 3/4 inclusion Teacher	1	1	\$70,805	\$79,807
Gr 4 Teacher	3	3	\$282,708	\$309,460
Gr 4EL Teacher	1	1	\$61,845	\$70,121
Gr 5 Inclusion Teacher	1	1	\$84,535	\$96,277
Gr 5 Teacher	3	3	\$237,159	\$262,844
Gr 6 EL Co-Teacher	1	1	\$85,731	\$97,236
Gr 6 Inclusion Teacher	1	1	\$82,148	\$93,363
Gr 6 Teacher	4	4	\$337,295	\$373,830
Gr 7 Inclusion Teacher	1	1	\$78,573	\$89,496
Gr 7/8 English Teacher	2	2	\$156,245	\$172,215
Gr 7/8 Math Teacher	2	2	\$157,457	\$173,516
Gr 7/8 Science Teacher	1	1	\$99,778	\$107,910
Gr 7/8 Social Studies Teacher	1	1	\$95,700	\$103,394

Gr 8 inclusion Teacher	1	1	\$82,148	\$93,363
Gr K-1 Inclusion Teacher	1	1	\$63,035	\$71,406
Guidance Counselor	1	2	\$104,878	\$193,385
Health Teacher	1	1	\$69,013	\$77,869
K Teacher	3	3	\$234,222	\$260,406
Literacy Interventionist	2	2	\$205,593	\$222,039
Literacy Interventionist 6-8	0	1	\$0	\$76,575
Math Interventionist	2	2	\$203,393	\$219,839
Math Interventionist 6-8	0	1	\$0	\$76,575
Music Teacher	1	1	\$54,076	\$61,714
Physical Education Teacher	1	1	\$103,315	\$111,629
Principal	1	1	\$139,864	\$147,893
School Building Sub	1	4	\$54,076	\$233,934
Technology Teacher	1	1	\$101,678	\$109,810
Wilson Instructor	1	1	\$89,625	\$96,930
Grand Total	56	64	\$4,835,753	\$5,885,023

New FY 23 Postions

<i>POSITION DESC</i>	<i># Staff FY 23</i>	<i>FY23 Total Pay</i>
4th Grade Special Education teacher	1	\$76,575
8th grade EL teacher	1	\$76,575
Guidance Counselor	1	\$80,375
Literacy Interventionist 6-8	1	\$76,575
Math Interventionist 6-8	1	\$76,575
School Building Sub	3	\$175,451
Grand Total	8	\$562,126

WHITTIER SCHOOL (K-8) BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	Whittier Principal-Clerical Salar	\$55,783	\$59,208
Administrative Salaries	Whitter Principal	\$268,336	\$285,595
Copier Lease Payment	Whittier Copier Maintenance	\$4,000	\$4,000
Field Trip	Whitter (Field Trip)	\$7,800	\$13,500
Guidance Salaries	Whittier Guidance-Prof Salaries	\$105,574	\$193,385
Professional Development	Whitter PD	\$0	\$20,000
School Building Substitute Salaries	Whittier Substitute Teachers	\$0	\$233,934
Special Ed Salaries	Whittier Sped Teachers	\$756,801	\$800,413
Specialist Teacher Salaries	Whittier Bldg Tech-Prof Salaries	\$103,674	\$109,810
	Whittier Specialist Teachers	\$447,068	\$413,398
SPED Paraprofessional Salaries	Whittier Sped Paraprofessionals	\$0	\$0
Stipend Payments	Whitter (Stipend)	\$0	\$0
Supplies and Materials	Whittier Supplies & Textbooks	\$12,760	\$27,775
Teacher Salaries	Whittier CClassroom Teachers	\$3,634,645	\$4,184,065
Textbook/ Instructional Materials	Whittier Textbooks	\$31,900	\$32,750
Grand Total		\$5,428,341	\$6,377,833

EVERETT HIGH SCHOOL BUDGET

<i>Line Item</i>	<i>Line Item Detail</i>	<i>FY 22 Appropriation</i>	<i>FY23 Projection</i>
Administrative Assistant Salaries	EHS Guidance-Clerical Salaries	\$111,566	\$118,183
	EHS Principal-Clerical Salaries	\$170,994	\$201,772
Administrative Salaries	EHS Principal-Prof Salaries	\$296,975	\$317,664
Contract service	Security Guard	\$0	\$100,000
Coordinator Salaries	EHS testing coordinator	\$0	\$80,075
Copier Lease Payment	HS Copier Maintenance	\$60,000	\$60,000
Data Processor Salaries	EHS Data Processor line	\$0	\$112,747
Department Head Salaries	EHS Dept Head-Prof Salaries	\$884,142	\$913,175
Field Trip	EHS field Trip	\$0	\$37,183
Gateway to College	Gateway to College	\$150,000	\$50,000
Graduation	Graduation	\$100,000	\$100,000
Guidance Salaries	EHS Guidance-Prof Salaries	\$1,391,413	\$1,547,635
Instructional Technology	HS Comp Purchase/Supplies	\$42,370	\$0
Professional Development	HS Devel Ed Workshops	\$0	\$20,000
School Building Substitute Salaries	EHS Substitute Teachers	\$0	\$760,286
Special Ed Salaries	EHS Sped Teachers	\$1,829,978	\$2,582,446
Specialist Teacher Salaries	EHS Specialist Teachers	\$1,926,078	\$2,997,306
SPED Paraprofessional Salaries	EHS Sped Paraprofessionals	\$144,380	\$193,753
Sped Salaries	EHS Sped Dept Heads-Prof Salaries	\$113,126	\$119,537
Stipend Payment	EHS (Stipend)	\$0	\$16,110
Subscription and Memberships	HS Dues, Expenses & Meetings	\$8,000	\$8,000
Supplies and Materials	EHS Science	\$0	\$223,850
	EHS Social Studies	\$0	\$1,500
	EHS Tech/Math Dept	\$5,525	\$420
	EHS- English	\$0	\$15,550
	HS Supplies & Freight	\$45,020	\$95,125

	Occupational Education	\$209,000	\$328,561
	Theater	\$0	\$54,600
	TV Program (Contract)	\$30,000	\$85,000
	TV Program (Supplies)	\$47,000	\$28,000
Supplies and Materials - Health	HS Health	\$0	\$84,389
Systemwide	EHS- world language	\$0	\$13,715
Teacher Salaries	EHS Classroom Teachers	\$9,296,540	\$9,300,632
Textbook/ Instructional Materials	HS Library Exp	\$50,000	\$10,000
	HS Textbooks	\$112,550	\$110,650
Therapeutic Crisis Interventionists	EHS Therapeutic Crisis Intervention	\$61,845	\$129,741
Vocational Salaries	Vocational Salaries	\$1,425,185	\$1,801,523
Grand Total		\$18,511,687	\$22,619,127

EVERETT HIGH SCHOOL (9-12) PERSONNEL

<i>POSITION DESC</i>	<i>LEARNING SETTING</i>	<i># Staff FY 22</i>	<i># Staff FY 23</i>	<i>FY 22 Total Pay</i>	<i>FY23 Total Pay</i>
Administrative Assistant	NA	5	5	\$296,589	\$319,954
Anatomy/Biology Teacher	GE	1	1	\$71,695	\$80,768
Anatomy/Intro to Pharmacy	GE	1	1	\$89,636	\$96,696
Anatomy/TECH/STEM	GE	1	1	\$98,097	\$105,937
Art Teacher	Specialist	6	6	\$500,794	\$557,336
Biology, Bioogy Honors	GE	1	1	\$92,720	\$100,170
Carpentry Co-Teacher	VO	2	2	\$173,272	\$187,393
Chemistry Teacher	GE	4	4	\$296,638	\$331,162
Civil Enginerinerrng and Earth Science	GE	1	1	\$72,589	\$83,027
Connection Biology	GE	1	1	\$54,076	\$76,575
Connections Administrator	SP	0	1	\$0	\$76,575
Connections Inclusion teacher	SP	0	1	\$0	\$76,575
CTE Director	Dept Head	1	1	\$130,503	\$140,481
Culinary Arts Department Head	Dept Head	1	1	\$97,715	\$105,020
Culinary Arts Teacher	VO	3	3	\$252,427	\$283,672
Data Processor	NA	1	1	\$104,251	\$112,747
Dean	Guidance/ Dean	5	5	\$544,812	\$592,066
EL Department Head	Dept Head	1	1	\$88,945	\$99,509
EL Teacher	GE	8	10	\$668,148	\$886,084
English Dept Chair	Dept Head	1	1	\$107,868	\$116,000
English Teacher	GE	17	17	\$1,541,944	\$1,695,586
Environmental Biology	GE	1	1	\$99,778	\$107,910
ETL Teacher	SP	3	3	\$301,527	\$325,996
Forensics/Sheltered Biology	GE	1	1	\$95,700	\$103,394
French Teacher	Specialist	2	2	\$146,696	\$161,882

Gr 10 Support/Inclusion Teacher	SP	3	3	\$255,533	\$276,253
Gr 11 Support/Inclusion Teacher	SP	2	2	\$167,720	\$185,147
Gr 12 Support/Inclusion Teacher	SP	2	2	\$171,175	\$189,984
Gr 9 Biology Teacher	GE	4	4	\$294,569	\$334,723
Gr 9 Support/Inclusion Teacher	SP	5	5	\$429,397	\$487,139
Gr 9-12 Small Group CSD English	SP	1	1	\$99,778	\$107,910
Grade Recovery	GE	1	1	\$86,042	\$98,870
Guidance / TCI	TCI	2	2	\$121,264	\$129,741
Guidance Counselor	Guidance/ Dean	9	10	\$791,497	\$955,569
Harvard FElow	Subs	3	3	\$162,228	\$175,451
Health Assisting Teacher	VO	2	2	\$120,101	\$151,213
Health Science Pathway instructor	VO	1	1	\$73,793	\$83,680
Health Teacher	GE	6	6	\$497,932	\$544,707
History small group teacher	SP	0	1	\$0	\$76,575
Hospitality Teacher	VO	2	2	\$182,833	\$197,734
Inclusion SPED Connections	SP	1	1	\$99,778	\$107,910
Industrial Arts Teacher	VO	1	1	\$86,636	\$93,696
Internship Coordinator	VO	0	1	\$0	\$80,075
Italian Teacher	Specialist	2	2	\$146,387	\$166,701
Latin Teacher	Specialist	1	1	\$91,420	\$98,870
Library/Audio/Visual Teacher	Specialist	1	1	\$76,770	\$87,881
Life Skills Teacher	SP	1	2	\$54,076	\$138,289
Machine Shop Teacher	VO	2	2	\$140,712	\$170,271
Marketing Teacher	VO	2	2	\$155,659	\$171,573
Math Dept. Chair	Dept Head	1	1	\$107,868	\$116,000
Math Small Group Teacher	SP	0	1	\$0	\$76,575

Math Teacher	GE	22	22	\$1,974,291	\$2,163,618
Medical Assisting Teacher	VO	2	2	\$162,213	\$179,956
Music Teacher	Specialist	2	2	\$156,947	\$172,863
Paraprofessional	Para	7	7	\$175,221	\$193,753
Physical Education Teacher	Specialist	6	6	\$565,525	\$616,470
Physics Teacher	GE	1	1	\$85,731	\$97,236
Physics/Presheltered Physics	GE	1	1	\$61,247	\$69,469
PLTW/ STEM/ MATH	GE	1	1	\$96,197	\$104,037
Portuguese Teacher	GE	0	1	\$0	\$76,575
Principal	NA	1	1	\$166,327	\$175,452
Robotics Teacher	GE	1	1	\$97,497	\$105,337
Robotics teacher	GE	1	1	\$73,190	\$82,386
School Building Sub	Subs	10	10	\$540,760	\$584,835
Science Dept. Chair	Dept Head	1	1	\$111,041	\$119,537
Small Group English	SP	1	1	\$86,042	\$98,870
Small Group Math	SP	1	1	\$70,805	\$79,807
Small Group Reading Teacher	GE	1	1	\$99,778	\$107,910
	SP	1	1	\$92,720	\$100,170
Small Group Science	SP	1	1	\$94,400	\$102,094
Social Studies Dept. Chair	Dept Head	1	1	\$108,805	\$117,119
Social Studies Teacher	GE	19	19	\$1,662,951	\$1,848,451
Spanish Teacher	Specialist	8	8	\$718,980	\$791,263
SPED Chairperson	SP/chair	1	1	\$111,041	\$119,537
Testing Coordinator	NA	0	1	\$0	\$80,075
Theater Specialist	Specialist	0	1	\$0	\$76,575
Trainer	Specialist	2	2	\$130,000	\$130,000
Transition Specialist	SP	1	1	\$54,076	\$76,575
TV Studio	Specialist	2	2	\$133,460	\$137,464
Vice Principal	NA	1	1	\$129,093	\$142,212

Web Design/Dev Teacher	VO	2	2	\$182,530	\$202,261
World Language Department Head	Dept Head	1	1	\$92,521	\$99,509
Grand Total		222	234	\$18,372,978	\$21,176,473

New FY 23 Postions

<i>POSITION DESC</i>	<i># Staff FY 23</i>	<i>FY23 Total Pay</i>
Connections Administrator	1	\$76,575
Connections Inclusion teacher	1	\$76,575
EL teacher	2	\$153,150
Guidance Counselor	1	\$80,375.00
History small group teacher	1	\$76,575
Internship Coordinator	1	\$80,075
Life Skills teacher	1	\$76,575
Math Small Group Teacher	1	\$76,575
Portuguese Teacher	1	\$76,575
Testing Coordinator	1	\$80,075
Theater Specialist	1	\$76,575
Grand Total	12	\$929,700

Special Education Non-Personnnel Budget

	FY 22 Appropriation	FY23 Proposed
Clinical Services	\$2,684,468	\$2,800,000
Translations/ Interpretation	\$330,000	\$315,000
Special Education - Out of District Tuition	\$6,615,309	\$4,680,303
Special Ed Medicaid Collaborative	\$60,000	\$60,000
Vision/Hearing Screening	\$85,532	\$10,000
TOTAL	\$9,775,309	\$7,865,303

Special Education Transportation Budget

	FY 22 Appropriation	FY23 Proposed
Special Education Transportation	\$5,021,743	\$4,500,000
TOTAL	\$5,021,743	\$4,500,000

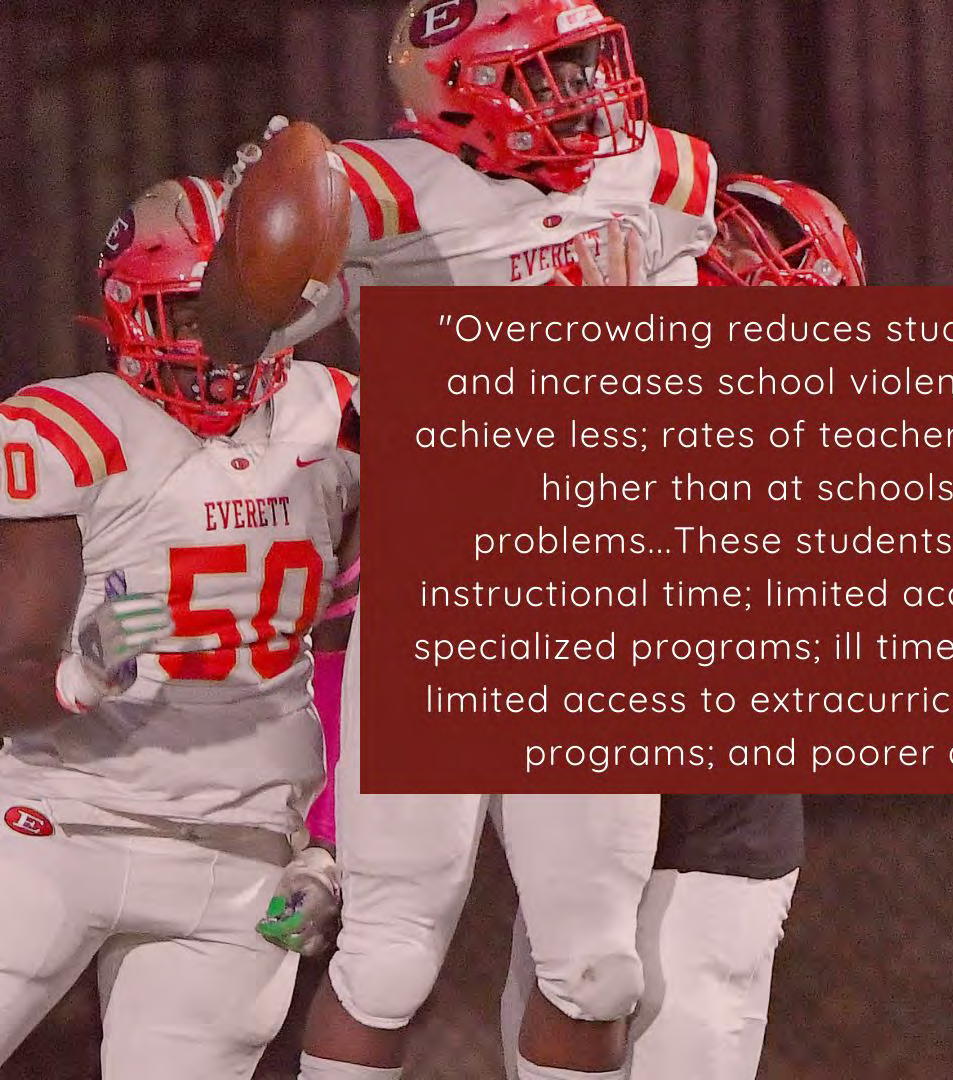
Special Education Personnel Budget

	FY 22 Appropriation	FY23 Proposed
Director of Special Education	\$155,497	\$164,540
Director of ABA	\$125,604	\$132,119
Out of District Coordinator	\$112,055	\$106,870
Coordinator of Sped -Elem	\$111,055	\$117,329
Paraprofessional Salaries	\$2,221,045	\$2,751,428
Special Ed Administrative Assistant salaries	\$109,016	\$114,183
Special Ed Teacher Salaries	\$12,062,888	\$13,459,562
Therapeutic Crisis Interventionist salaries	\$603,359	\$436,522
Perfect Attendance	\$4,500	\$0
TOTAL	\$15,505,019	\$17,282,553

Maintenance Non-Personnel Budget		
Maintenance General Expenditures	FY 22 Appropriation	FY23 Proposed
Snow Plowing	\$150,000	\$150,000
Security System	\$30,000	\$30,000
Custodian & Maint Clothing	\$12,000	\$12,000
Cleaning Contract	\$0	\$336,000
Custodian Supplies	\$335,000	\$335,000
Electrical Contract	\$75,000	\$75,000
Plumbing Contract	\$100,000	\$120,000
Facilities/Electricity	\$1,650,000	\$1,650,000
Facilities/Gas Heat	\$625,000	\$625,000
Landscaping All Schools	\$80,000	\$80,000
General Work	\$338,853	\$338,853
Elevator Contract	\$100,000	\$75,000
HVAC Contract	\$534,204	\$579,204
Motor Maintenance	\$15,000	\$15,000
Sprinkler System	\$175,000	\$175,000
Private Protection System	\$30,000	\$30,000
Housing of Vehicles	\$60,000	\$60,000
TOTAL	\$4,310,057	\$4,686,057

Maintenance Stipend Budget		
Maintenance General Expenditures	FY 22 Appropriation	FY23 Proposed
Cust/Maint Overtime/Stipends	\$248,243	\$248,243
Cust/Maint-Misc Other Pay	\$25,000	\$25,000
TOTAL	\$273,243	\$273,243

Maintenance Personnel Budget		
Maintenance General Expenditures	FY 22 Appropriation	FY23 Proposed
Director of Maintenance	\$108,243	\$108,243
Cust/Pay	\$2,133,922	\$2,321,614
Perfect Attendance	\$3,000	\$0
TOTAL	\$2,245,165	\$2,429,857



"Overcrowding reduces students' ability to pay attention and increases school violence. In such schools, students achieve less; rates of teacher and student absenteeism are higher than at schools that do not have these problems...These students suffer interrupted and lost instructional time; limited access to advanced courses and specialized programs; ill timed breaks and correspondingly limited access to extracurricular activities and enrichment programs; and poorer academic performance."



EVERETT PUBLIC SCHOOLS STRATEGY PLAN

PRIYA TAHILIANI SUPERINTENDENT



The Everett Public Schools (EPS) is building its District Strategy Plan around the four priorities identified in this document. These objectives have been developed through a collaborative effort among EPS leadership and the Everett School Committee. These priorities are aligned with our Core Values and the Whole Child Approach. Collectively, they will be key to our continued efforts to equitably meet the needs of our diverse and dynamic student population.

01

Develop more opportunities and structures to meet the needs of all learners to increase student achievement.

02

Maintain safe, clean and equitable facilities that promote and accelerate academic achievement.

03

Strengthen an environment and school culture that cultivates a sense of belonging among all students.

04

Build a school culture that responds to the social emotional experiences of every student — one that leads to personal, communal, and societal well-being.



Core Values

Our Core Values always serve as our launching point. Every initiative we undertake must include, to a meaningful degree, one or more of these ideals: integration, access, empowerment, and cultivation. In doing so, the district will continue to make significant strides in equitable student achievement.



Integrate

Engage students in authentic learning in and out of the classroom.



Access

Ensure all Everett students have access to high-quality programs.



Empower

Support meaningful and collaborative relationships between principals, teachers, students, and their parents to promote excellence for all.



Cultivate

Promote a welcoming environment where the entire school community can not only grow but thrive.

Whole Child Approach

The EPS embraces the Whole Child Approach to education in meeting the complete range of a student's educational and developmental needs. Further, the district sees it as a crucial way of ensuring that it practices its core values to the greatest and most consistent extent possible. Key components of the Whole Child Approach include:

- Rich instructional experiences
- Integrated supports
- Positive Developmental Relationships
- Intentional Development of Mindsets & Skills
- Environments filled with Safety & Belonging



Priority #1
Develop more opportunities and structures to meet the needs of all learners to increase student achievement.

Priority #2
Maintain safe, clean and equitable facilities that promote and accelerate academic achievement.

Priority #3
Strengthen an environment and school culture that cultivates a students' sense of belonging.

Priority #4
Build a school culture that responds to the social emotional experiences of every student that leads to personal, communal, and societal well-being.

1.1 Provide high quality and accessible instruction that builds knowledge through academic discourse using inclusionary instructional materials that meet the needs of our diverse learners.

2.1 Actively expand the EPS footprint by securing additional school space to alleviate the severe overcrowding as researchers find that such conditions adversely impact student performance and wellness.

3.1 Build a diverse and culturally responsive workforce by expanding initiatives to increase diversity among school leaders, district leaders, and classroom teachers.

4.1 Utilize multi-tiered systems of support (MTSS) to meet students' academic and behavioral needs.

1.2 Utilize student data to create and implement an ever-expanding menu of targeted interventions.

2.2 Focus on enhancing safety and security measures by continuing to seek a Director of Safety and expanding consultation with security experts.

3.2 Raise awareness and communicate in a visible way that embraces and celebrates differences, identities, and cultural backgrounds.

4.2 Use data to inform when additional efforts are needed, and provide supplemental supports based on individual students' social and emotional needs.

1.3 Implement a comprehensive district wide professional development plan for paraprofessionals, teachers, counselors, interventionists and school and central office leaders to develop capacity and expertise to increase student outcomes.

2.3 Enhance communications, continue implementation of safety measures and generate a long term safety and security plan, including emergency protocols for students, staff, families and the school community.

3.3 Engage families by increasing family enrichment programs that support student learning, such as English language classes, parent workshops, and technology classes for families.

4.3 Launch training on MTSS and progress monitoring tools to build understanding of how we are all accountable for the work.

Priority #1
Develop more opportunities and structures to meet the needs of all learners to increase student achievement.

Priority #2
Maintain safe, clean and equitable facilities that promote and accelerate academic achievement.

Priority #3
Strengthen an environment and school culture that cultivates a students' sense of belonging.

Priority #4
Build a school culture that responds to the social emotional experiences of every student that leads to personal, communal, and societal well-being.

1.4 Connect every student to high quality before and after school, summer, and transition programs, and high school work experiences and internships in order to activate learning, build skills, and develop social capital.

2.4 Develop a long term technology plan, including ongoing needs assessments of infrastructure, repair and upgrades.

3.4 Increase language access with external partners to provide translation and interpretation services.

4.4 Research and identify specific professional development for all staff for a phased roll out of SELWell approaches across the district.

1.5 Review and assess curricular materials to ensure they are high quality, relevant, and culturally responsive.

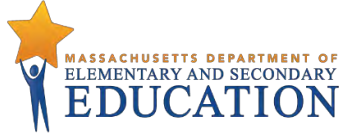
2.5 Remain prepared to implement COVID-19 related initiatives and preventative measures.

3.5 Build the capacity for administrators and staff regarding cultures and experiences of families so that all families are valued and included as partners in school improvement and student learning.

4.5 Begin the process to implement a SELWell learning curriculum that addresses LGBTQIA+, race/culture, and gender.

Massachusetts Department of Elementary and Secondary Education
FY23 Chapter 70 Summary

93 Everett



Aid Calculation FY23

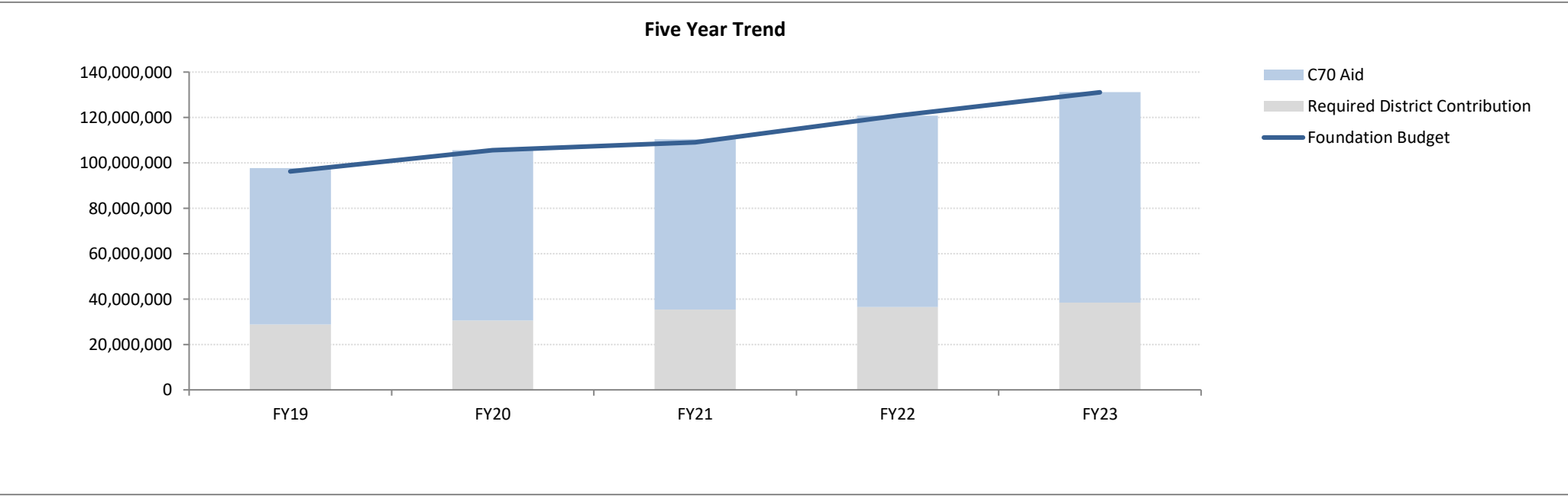
Prior Year Aid	
1 Chapter 70 FY22	84,335,921
Foundation Aid	
2 Foundation budget FY23	131,079,662
3 Required district contribution FY23	38,446,657
4 Foundation aid (2 -3)	92,633,005
5 Increase over FY22 (4 - 1)	8,297,084
Minimum Aid	
6 Minimum \$60 per pupil increase	446,220
7 Minimum aid amount (if line 6 - line 5 > 0, then line 6 - line 5, otherwise 0)	0
Subtotal	
8 Sum of 1,5,7	92,633,005
Minimum Aid Adjustment	
9 Minimum aid adjustment	84,559,031
10 Aid adjustment increment (if line 9 - line 8 > 0, then line 9 - line 8, otherwise 0)	0
Non-Operating District Reduction to Foundation	
11 Reduction to foundation	0
FY23 Chapter 70 Aid	
12 Sum of 1,5,7,10 minus 11	92,633,005

Note on Minimum Aid Adjustment on lines 9 and 10:

The minimum aid adjustment is the sum of (a) the greater of foundation aid or base aid determined based on the FY21 base and incremental rates, inflated to FY23, and (b) foundation enrollment multiplied by \$30. The aid adjustment increment (line 10) is the line 9 amount less the line 9 amount if the difference is positive. Otherwise, the increment is zero.

Comparison to FY22

	FY22	FY23	Change	Pct Chg
Enrollment	7,505	7,437	-68	-0.91%
Foundation budget	120,819,748	131,079,662	10,259,914	8.49%
Required district contribution	36,483,827	38,446,657	1,962,830	5.38%
Chapter 70 aid	84,335,921	92,633,005	8,297,084	9.84%
Required net school spending (NSS)	120,819,748	131,079,662	10,259,914	8.49%
Target aid share	68.33%	67.55%		
C70 % of foundation	69.80%	70.67%		
Required NSS % of foundation	100.00%	100.00%		



Full-Time Equivalent Headcount						
City Departments	FY21	Delta	FY22	Delta	FY23	Delta
City Council	1	0	1	0	2	1
Mayor's Office	8	(3)	4.50	(4)	4.50	0
Department of Diversity, Equity & Inclusion	0	0	0	0	2	2
311/Constituent Services	0	0	5	5	5	0
Auditor	5	(1)	5	0	5	0
Purchasing	0.50	(2)	1	1	1	0
Assessors	4	0	4	0	4	0
Treasurer/Collector	13.07	0	14.07	1	15.07	1
Solicitor	3	(1)	5	2	5	0
Human Resources	3.50	1	3	(1)	5	2
Information Technologies	3	0	3	0	3	0
City Clerk/Elections	4	(1)	7	7	7	0
Total General Government	48.07	(6)	52.57	9	58.70	6
Police (Officers)	114	(3)	123	9	126	3
Police (Civilians)	18.57	0	18.71	0	18.43	(0)
Fire (Firefighters)	102	0	104	2	104	0
Fire (Civilians)	4	0	3	(1)	3	0
Inspectional Services	23.56	(4)	23	(1)	25	2
E 9 1 1	14	0	14	0	15	1
Total Public Safety	276.13	(7.44)	285.71	9.58	291.43	5.72
City Services/DPW	61	2	63	2	67	4
Total City Services	61.00	2	63.00	2	67.00	4
Health Department	18.71	(4)	21.71	3	24.71	3
Planning & Development	7	(2)	6	(1)	5	(1)
Transportation	0	0	2	2	2	0
Veteran's	1.57	0	1.57	0	1.57	0
Human Services	5.80	(1.70)	6.83	1	6.83	0
Total Human Services	33.08	(7.70)	38.11	5.03	40.11	2.00
Library	13	0	13	0	15	2
Recreation/Health & Wellness	4.86	(6.84)	4.86	0.00	4.86	0.00
Total Libraries & Recreation	17.86	(6.84)	17.86	0.00	19.86	2.00
Grand Total City Departments	436.14	(25.98)	457.25	25.11	477.10	19.85
School Department	FY 21	Delta	FY 22	Delta	FY 22	Delta
Central Administration	41	6	37	(4)	38	1
Instructional	511	26	584	73	718	134
Special Education	211	1	213	2	164	(49)
Maintenance	45	3	38	(7)	38	0
Grants	35	6	17	(18)	73	56
Total School Department	843	42	889	46	1031	142
Grand Total City & School Departments	1,279.14	16.02	1,346.25	71.11	1,508.10	161.85



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 28, 2022

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, and the five-year capital improvement plan.

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 2021 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 \$1,759 per year, while Everett's average annual cost is \$1,085, an average savings of \$674 for the typical Everett ratepayer. This is approximately 38% less than the typical MWRA ratepayer.

For FY2023, a rate increase of 4.5% 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 \$1,700,000 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: Jerry Navarro (DPW Director), Ernie Lariviere (Water Superintendent), Erin Deveney (Chief of Staff), Laureen Hurley (Budget Director)

6.2 Enterprise Fund Overview

What is an Enterprise Fund?

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

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

History

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

Basis of Accounting

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

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

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

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

6.3 Water/Sewer Enterprise Fund FY2023 Budget

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 10, 2022

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 FY2023 is \$21,825,523.
 - * \$21,002,078 represents direct costs including:
 - * Salaries, Expenses, Debt Service, MWRA assessments, etc.
 - * \$823,445 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 FY2023 is \$12,429,800 including:
 - * \$2,629,800 for water main replacement
 - * \$1,500,000 for Lead replacement program
 - * Funded through MWRA
 - * 0% interest loan program (LWSAP)
 - * \$1,770,000 for sewer inflow and infiltration
 - * \$1,770,000 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
 - * \$3,000,000 for Ferry & Elm Streets funded through ARPA Funds
 - * \$3,400,000 for Paris Street Sewer/Drain separation funded through an MWRA grant

Water and Sewer Rates

- * The MWRA advisory board conducts an annual rate survey of all MWRA communities. (FY22 not yet available)
- * The average water and sewer charge for all MWRA communities in 2021 is \$1,759 annually.
- * Everett's 2021 average water and sewer charge is \$1,085 (\$674 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 of 4.5% for FY2023.
- * The City plans to review the indirect cost policy, future capital needs, and usage to determine a long-term rate structure during FY23.

6.4 City of Everett Water and Sewer Rates

Water and Sewer Enterprise Fund

Actual - FY2022

Monthly per 100 cubic feet	TIERS	USAGE	WATER	SEWER	TOTAL
	Tier 1	1 to 10	\$ 2.48	\$ 6.74	\$ 9.22
	Tier 2	11 to 20	\$ 3.14	\$ 8.83	\$ 11.97
	Tier 3	21 to 30	\$ 3.78	\$ 10.14	\$ 13.92
	Tier 4	31 to 100	\$ 4.31	\$ 11.37	\$ 15.68
	Tier 5	101 to 200	\$ 5.97	\$ 13.45	\$ 19.42
	Tier 6	Over 200	\$ 6.77	\$ 14.25	\$ 21.02

Proposed - FY2023

Monthly per 100 cubic feet	TIERS	USAGE	WATER	SEWER	TOTAL
	Tier 1	1 to 10	\$ 2.59	\$ 7.04	\$ 9.63
	Tier 2	11 to 20	\$ 3.28	\$ 9.23	\$ 12.51
	Tier 3	21 to 30	\$ 3.95	\$ 10.60	\$ 14.55
	Tier 4	31 to 100	\$ 4.50	\$ 11.88	\$ 16.39
	Tier 5	101 to 200	\$ 6.24	\$ 14.06	\$ 20.29
	Tier 6	Over 200	\$ 7.07	\$ 14.89	\$ 21.97

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



6.5 Annual Water and Sewer Retail Rate Survey

**The Community Advisory Board to the
Massachusetts Water Resources Authority**

2021



The MWRA Advisory Board...

was established by the state Legislature to represent the 60 communities in the MWRA service area. Through annual comments and recommendations on the Authority's proposed capital and current expense budgets and rates, the Advisory Board provides a ratepayer perspective on the MWRA's plans and policies to improve the region's water and sewer systems.

For more information call: **(617) 788-2055**, fax **(617) 788-2059**, write:

**MWRA Advisory Board
100 First Avenue
Building 39 | 4th Floor
Boston, MA 02129**

E-mail: james.guiod@mwraadvisoryboard.com

or visit the Advisory Board's website at:
<http://www.mwraadvisoryboard.com>

follow us on Twitter: <http://www.twitter.com/ABmwra>

**Advisory Board
Communities:**

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

MWRA Advisory Board

2021

Annual Water and Sewer Retail Rate Survey

Joseph E. Favaloro
Executive Director



Introduction

This is the thirty-second “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 and Matthew Romero of the Advisory Board staff.

The Rate Survey is typically the Advisory Board’s most requested document. We hope that municipal officials, water and sewer industry professionals, and concerned citizens continue to find the information presented in the survey useful and informative. As always, we welcome any questions or suggestions regarding this survey, which will allow us to improve the document for future years. Please do not hesitate to call our office at (617) 788-2055, or email us at james.guidod@mwraadvisoryboard.com with your feedback. Copies of this document are available at our website in PDF format at <http://www.mwraadvisoryboard.com>.

Average Water and Sewer Rates

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

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

The MWRA Advisory Board

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

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

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

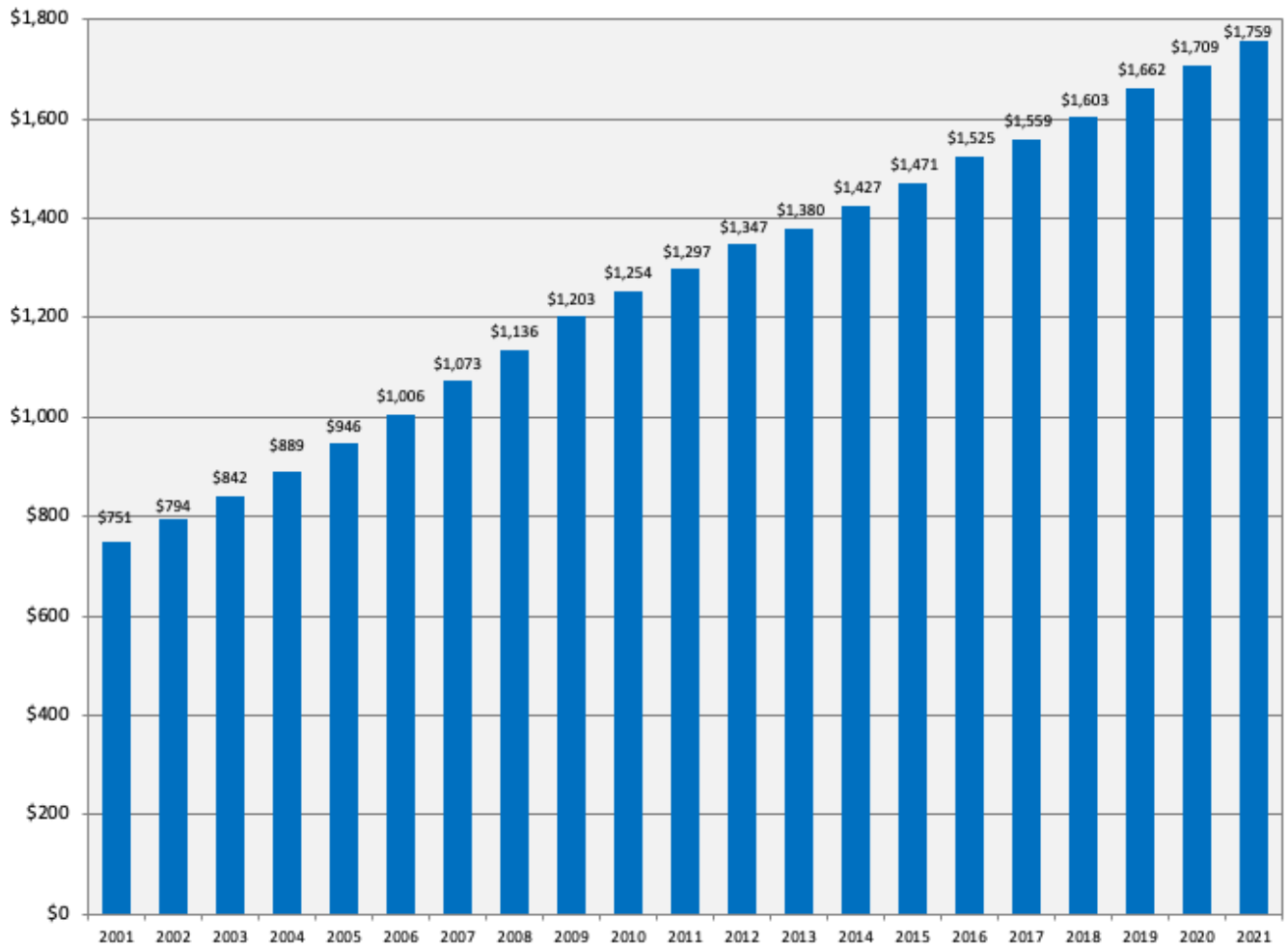
MWRA COMMUNITY 2021 WATER AND SEWER CHARGES



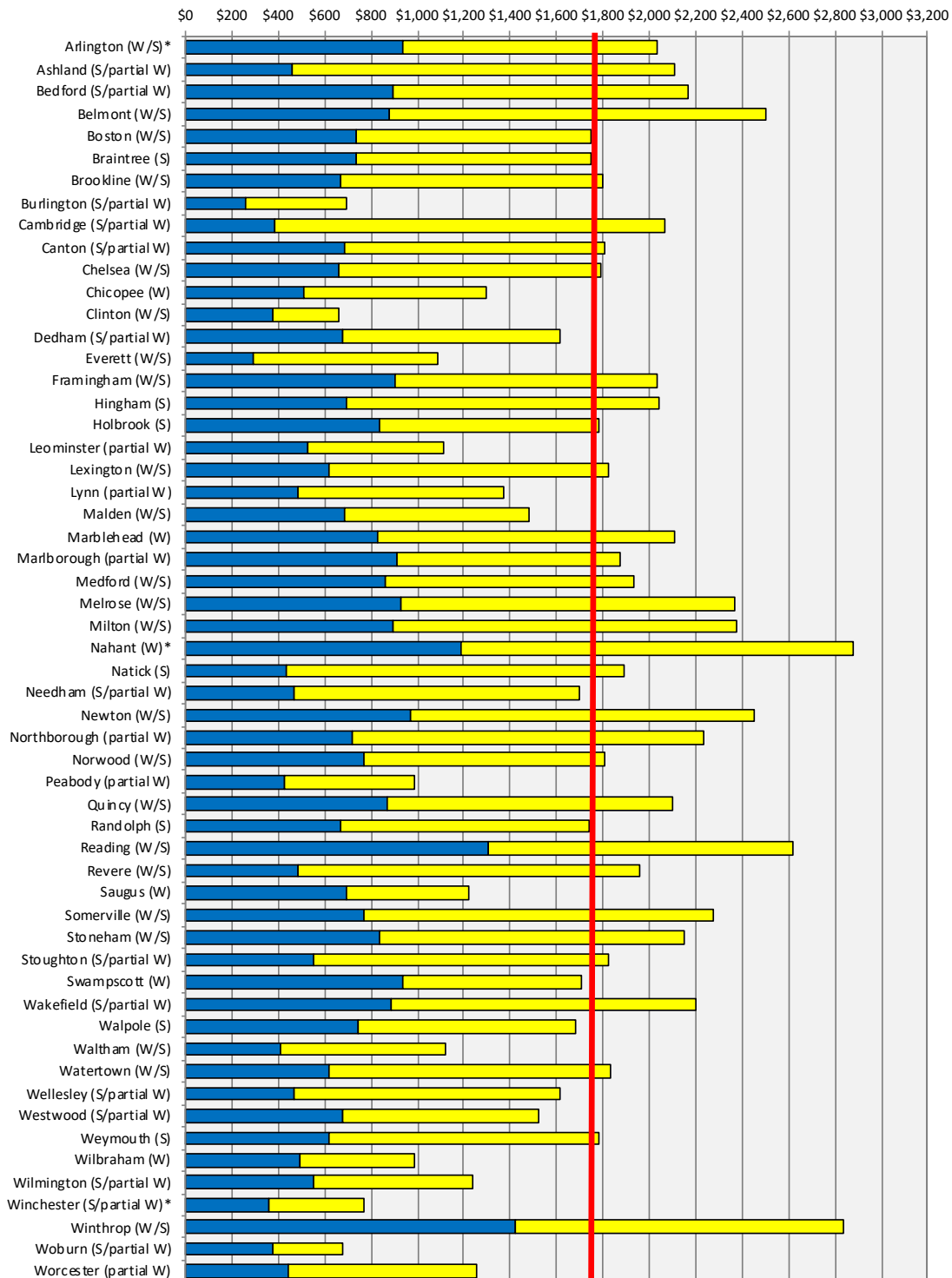
Combined Annual Water & Sewer Charges in MWRA Communities

2001 – 2021

(Consumption at 120 HCF ≈ 90 kgal)



2021 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 2021		
	2020	2021
Avg. combined water and sewer cost	\$1,709.00	\$1,760.00
Percent change from prior year	2.83%	2.92%
<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	35	35
Ascending Block only	12	13
Flat Rate with Base/Minimum Charge	7	7
Flat Rate only	5	4
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	0	1
No change	22	21
0% to 10% increase	31	29
10% to 20% increase	3	5
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
2021**

	Water	Sewer
Arlington (W/S)*	\$939.92	\$1,094.12
Ashland (S/partial W)	\$462.00	1,649.60
Bedford (S/partial W)	899.00	1,269.00
Belmont (W/S)	877.88	1,622.20
Boston (W/S)	735.58	1,010.01
Braintree (S)	-	1,009.60
Brookline (W/S)	667.04	1,135.76
Burlington (S/partial W)	255.86	440.40
Cambridge (S/partial W)	383.60	1,682.80
Canton (S/partial W)	688.32	1,115.80
Chelsea (W/S)	656.40	1,136.40
Chicopee (W)	514.00	-
Clinton (W/S)	375.52	281.64
Dedham (S/partial W)	673.32	937.28
Everett (W/S)	291.60	793.20
Framingham (W/S)	900.36	1,134.72
Hingham (S)	-	1,345.20
Holbrook (S)	-	943.20
Leominster (partial W)	528.20	-
Lexington (W/S)	615.60	1,211.60
Lynn (partial W)	484.80	-
Lynnfield (W)	428.00	-
Malden (W/S)	682.08	797.76
Marblehead (W)	832.00	-
Marlborough (partial W)	913.20	-
Medford (W/S)	860.40	1,073.28
Melrose (W/S)	931.60	1,439.12
Milton (W/S)	894.48	1,481.04
Nahant (W)*	1,190.40	-
Natick (S)	-	1,459.60
Needham (S/partial W)	472.20	1,225.32
Newton (W/S)	967.80	1,486.20
Northborough (partial W)	722.00	-
Norwood (W/S)	765.24	1,041.12
Peabody (partial W)	422.60	-
Quincy (W/S)	866.40	1,232.28
Randolph (S)	-	1,068.40
Reading (W/S)	1,308.00	1,308.00
Revere (W/S)	487.20	1,470.00
Saugus (W)	691.84	-
Somerville (W/S)	773.52	1,500.12
South Hadley (W)	530.40	-
Southborough (W)	529.84	-
Stoneham (W/S)	834.00	1,320.00
Stoughton (S/partial W)	555.84	1,269.60
Swampscott (W)	932.60	-
Wakefield (S/partial W)	888.48	1,315.52
Walpole (S)	-	932.74
Waltham (W/S)	407.28	715.32
Watertown (W/S)	618.00	1,213.20
Wellesley (S/partial W)	471.96	1,146.00
Weston (W)	384.00	-
Westwood (S/partial W)	673.32	851.00
Weymouth (S)	-	1,157.64
Wilbraham (W)	494.40	-
Wilmington (S/partial W)	549.60	685.20
Winchester (S/partial W)*	358.40	412.20
Winthrop (W/S)	1,419.00	1,419.00
Woburn (S/partial W)	379.24	295.00
Worcester (partial W)	440.40	-
AVERAGE	\$672.16	\$1,116.53
Percent change	1.5%	2.36%

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 2021

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)*	\$939.92	\$1,094.12	\$2,034.04	12.3%
Ashland (S/partial W)	\$462.00	\$1,649.60	\$2,111.60	0.0%
Bedford (S/partial W)	\$899.00	\$1,269.00	\$2,168.00	2.1%
Belmont (W/S)	\$877.88	\$1,622.20	\$2,500.08	0.0%
Boston (W/S)	\$735.58	\$1,010.01	\$1,745.59	8.9%
Braintree (S)	\$737.60	\$1,009.60	\$1,747.20	4.2%
Brookline (W/S)	\$667.04	\$1,135.76	\$1,802.80	5.4%
Burlington (S/partial W)	\$255.86	\$440.40	\$696.26	5.0%
Cambridge (S/partial W)	\$383.60	\$1,682.80	\$2,066.40	6.6%
Canton (S/partial W)	\$688.32	\$1,115.80	\$1,804.12	0.0%
Chelsea (W/S)	\$656.40	\$1,136.40	\$1,792.80	0.0%
Chicopee (W)	\$514.00	\$782.20	\$1,296.20	1.9%
Clinton (W/S)	\$375.52	\$281.64	\$657.16	0.0%
Dedham (S/partial W)	\$673.32	\$937.28	\$1,610.60	1.2%
Everett (W/S)	\$291.60	\$793.20	\$1,084.80	0.0%
Framingham (W/S)	\$900.36	\$1,134.72	\$2,035.08	9.7%
Hingham (S)	\$696.72	\$1,345.20	\$2,041.92	-6.3%
Holbrook (S)	\$836.40	\$943.20	\$1,779.60	0.0%
Leominster (partial W)	\$528.20	\$587.60	\$1,115.80	2.9%
Lexington (W/S)	\$615.60	\$1,211.60	\$1,827.20	0.0%
Lynn (partial W)	\$484.80	\$888.00	\$1,372.80	0.0%
Malden (W/S)	\$682.08	\$797.76	\$1,479.84	0.0%
Marblehead (W)	\$832.00	\$1,276.00	\$2,108.00	0.6%
Marlborough (partial W)	\$913.20	\$958.80	\$1,872.00	3.9%
Medford (W/S)	\$860.40	\$1,073.28	\$1,933.68	0.0%
Melrose (W/S)	\$931.60	\$1,439.12	\$2,370.72	0.0%
Milton (W/S)	\$894.48	\$1,481.04	\$2,375.52	0.9%
Nahant (W)*	\$1,190.40	\$1,689.60	\$2,880.00	12.9%
Natick (S)	\$431.60	\$1,459.60	\$1,891.20	5.5%
Needham (S/partial W)	\$472.20	\$1,225.32	\$1,697.52	0.0%
Newton (W/S)	\$967.80	\$1,486.20	\$2,454.00	0.0%
Northborough (partial W)	\$722.00	\$1,510.40	\$2,232.40	5.6%
Norwood (W/S)	\$765.24	\$1,041.12	\$1,806.36	6.7%
Peabody (partial W)	\$422.60	\$566.00	\$988.60	0.0%
Quincy (W/S)	\$866.40	\$1,232.28	\$2,098.68	3.9%
Randolph (S)	\$668.20	\$1,068.40	\$1,736.60	3.3%
Reading (W/S)	\$1,308.00	\$1,308.00	\$2,616.00	1.9%
Revere (W/S)	\$487.20	\$1,470.00	\$1,957.20	3.9%
Saugus (W)	\$691.84	\$532.38	\$1,224.22	3.1%
Somerville (W/S)	\$773.52	\$1,500.12	\$2,273.64	8.7%
Stoneham (W/S)	\$834.00	\$1,320.00	\$2,154.00	7.5%
Stoughton (S/partial W)	\$555.84	\$1,269.60	\$1,825.44	0.0%
Swampscott (W)	\$932.60	\$770.00	\$1,702.60	2.8%
Wakefield (S/partial W)	\$888.48	\$1,315.52	\$2,204.00	2.5%
Walpole (S)	\$747.28	\$932.74	\$1,680.02	4.3%
Waltham (W/S)	\$407.28	\$715.32	\$1,122.60	0.0%
Watertown (W/S)	\$618.00	\$1,213.20	\$1,831.20	3.2%
Wellesley (S/partial W)	\$471.96	\$1,146.00	\$1,617.96	0.0%
Westwood (S/partial W)	\$673.32	\$851.00	\$1,524.32	1.2%
Weymouth (S)	\$622.24	\$1,157.64	\$1,779.88	0.0%
Wilbraham (W)	\$494.40	\$492.00	\$986.40	0.0%
Wilmington (S/partial W)	\$549.60	\$685.20	\$1,234.80	0.0%
Winchester (S/partial W)*	\$358.40	\$412.20	\$770.60	14.9%
Winthrop (W/S)	\$1,419.00	\$1,419.00	\$2,838.00	3.3%
Woburn (S/partial W)	\$379.24	\$295.00	\$674.24	15.0%
Worcester (partial W)	\$440.40	\$814.08	\$1,254.48	2.6%
AVERAGE	\$687.37	\$1,071.33	\$1,758.69	2.92%

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 2019
 Next adjustment scheduled: Unknown
 Fund: Enterprise

0 – 10 HCF	\$2.43/HCF
>10 – 20 HCF	\$3.08 "
>20 – 30 HCF	\$3.70 "
>31 – 100 HCF	\$4.22 "
>101 – 200 HCF	\$5.85 "
>200 HCF	\$6.54 "

Billing Frequency: Monthly

Residential Sewer Rates:

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

0 – 10 HCF	\$6.61/HCF
>10 – 20 HCF	\$ 8.66 "
>20 – 30 HCF	\$ 9.95 "
>31 – 100 HCF	\$ 11.15 "
>101 – 200 HCF	\$ 13.19 "
>200 HCF	\$ 13.97 "

Based on 100% of water usage.

Billing Frequency: Monthly

Annual Cost AWWA Standard for Historical Comparison

(120 HCF ≈ 90,000 gals.)

Utility	Rate	Change from 2020
Water	\$291.60	0.00%
Sewer	\$793.20	0.00%
Combined	\$1,084.80	0.00%

Annual Cost Based on Local, State & Federal Data

(55.4 HCF – See Appendix C
for Data & Calc.)

Water	\$134.68
Sewer	\$366.35
Combined	\$501.04

Commercial Water Rates:

Same as residential

Commercial Sewer Rates:

Same as residential

Additional 2021 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 FY21	No response	Miles of sewer pipeline replaced/rehabilitated in FY21	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	

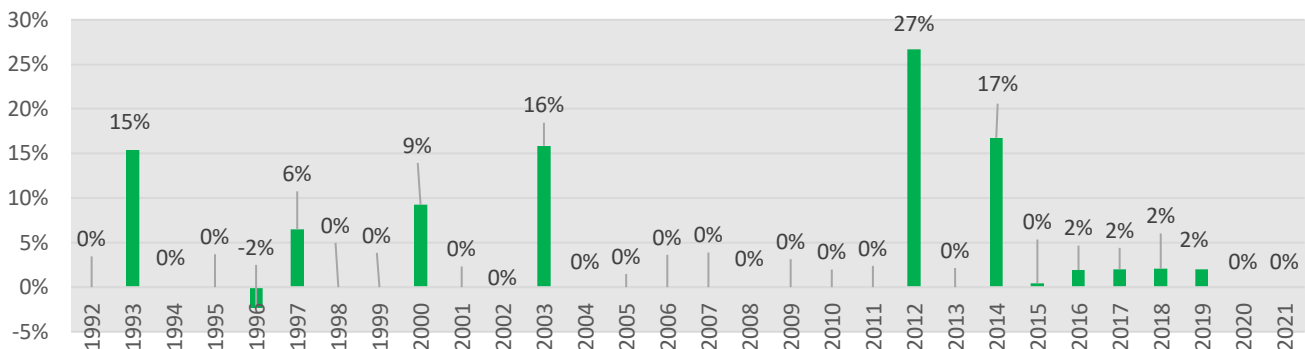
Everett (W/S)

FY 2022 MWRA Assessments

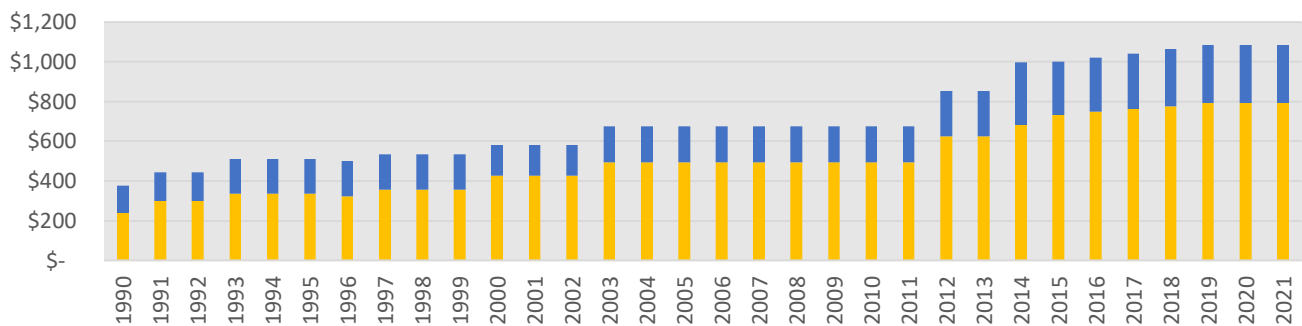
	FY20	FY21	% Change
Water	\$5,958,067	\$6,272,641	5.30%
Sewer	\$9,529,946	\$9,618,364	0.90%
Combined	\$15,488,013	\$15,891,005	2.60%



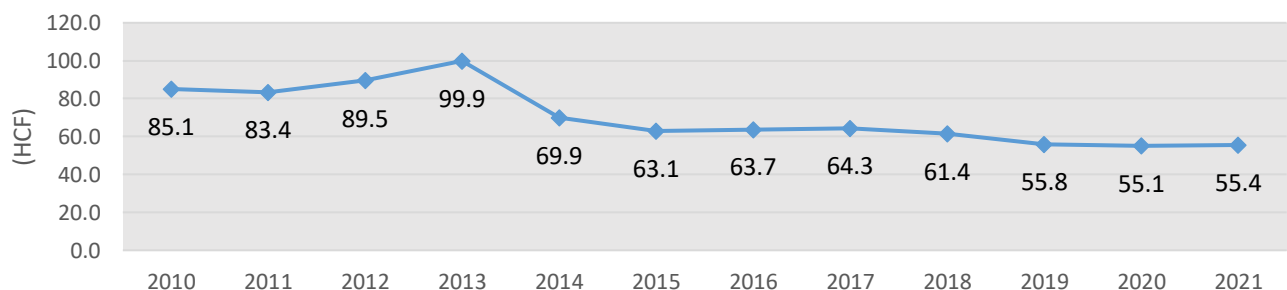
Combined Rate Increases 1992 through 2021



Combined Water and Sewer Rates 1990 through 2021



Average Household Water Use 2010 through 2021



6.6 FY2023 Water & Sewer Enterprise Fund Capital Budget – Executive Summary

- The total proposed Capital Plan for the City of Everett’s Enterprise Funds for FY23 is \$12,429,800. However, the total amount proposed for borrowing is \$3,899,800.
- The Enterprise Fund’s Capital Plan for FY23 has several funding sources, including budgetary appropriations, and bonding.
- The list proposed has been reviewed by the Mayor and has been submitted with favorable action recommended as such.

FY23 Enterprise Fund CIP – Funding Sources

FY23 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)	\$ 1,770,000
• MWRA Lead Program	\$ <u>1,500,000</u>

TOTAL ~ BONDING:	\$ 3,899,800
-------------------------	---------------------

FY23 Enterprise Fund CIP – funded from operating budget

• Replacement of Fire Hydrants (operating budget appropriation)	\$ 25,000
• Storm Water Improvements	\$ <u>105,000</u>

TOTAL ~ OPERATING FUNDS:	\$ 130,000
---------------------------------	-------------------

FY23 Enterprise Fund CIP – funded from Grants

• Paris Street Sewer/Drain separation (MWRA Grant)	\$ 3,400,000
• Water Main Improvements (ARPA Grant)	\$ 2,000,000
• Ferry & Elm Improvements (ARPA Grant)	<u>\$ 3,000,000</u>

TOTAL ~ GRANT FUNDS: \$ 8,400,000

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	\$1,770,000	Bonding through MWRA's Lead program (0% interest loan program)	No impact on FY23 budget. Estimated debt payments of \$177K per year starting in FY23 and ending in FY32
Paris Street Sewer/Drain separation	\$3,400,000	MWRA Grant	No impact on FY23 budget.
Ferry & Elm Improvements	\$3,000,000	ARPA grant	No impact on FY23 budget.
Water Main Improvements	\$2,000,000	ARPA grant	No impact on FY23 budget.
Rehabilitation of Water Mains	\$629,800	Bonding through MWRA's LWSAP program (0% interest loan program)	No impact on FY23 budget. Estimated debt payments of \$63k per year starting in FY23 and ending in FY32
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 FY23 budget. Estimated debt payment of \$150k per year starting in FY23 and ending in FY32

City of Everett
6.7 Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2022 - 2026

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Enterprise Fund (Water/Sewer Projects)							
Hydrant Replacement Program		Operating Budget	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Water Main Replacement (MWRA's LWSAP program*)		Bond - MWRA int. free loan	\$ -	\$ -	\$ -	\$ -	\$ -
Water Main Replacement (MWRA's LWSAP program (Phase 11*))		Bond - MWRA int. free loan	\$ 629,800	\$ 629,800	\$ 629,800	\$ 629,800	\$ 629,800
MWRA Lead program		Bond - MWRA int. free loan	\$ 1,500,000	\$ 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
Ferry & Elm Improvements		ARPA	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000		
Water Main improvements		ARPA	\$ 4,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
INFRASTRUCTURE - SEWER/STORMWATER							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 1-8**)		MWRA grant					
**City can authorize \$2,088,000 of available funds - 45% grant/55% int. free loan		MWRA bond /grant					
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant					
**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan		MWRA bond /grant					
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond /grant					
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-12**)		MWRA bond /grant	\$ 1,065,750	\$ -	\$ -	\$ -	\$ -
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-14**)		MWRA bond /grant	\$ 355,250	\$ 1,770,000	\$ 1,770,000	\$ 1,770,000	\$ 1,770,000
**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan							
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ -	\$ -	\$ -	\$ -	\$ -
GIS Improvements		Bonding					
Data management system		Bonding					
Paris Street Sewer/drain separation		MWRA Grant		\$ 3,400,000	\$ 2,250,000		
Subtotal: Water and Sewer Enterprise Fund			\$ 7,705,800	\$ 12,429,800	\$ 9,279,800	\$ 4,029,800	\$ 4,029,800
LESS ~ Non Grant Funds to offset costs							
Water/Sewer CIP: OFS							
Operating Fund appropriation - Fire Hydrant Replacement			\$ (50,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)
Grant - MWRA			\$ (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)	\$ -	\$ -	\$ -	\$ -
ARPA funds				\$ (5,000,000)	\$ (3,000,000)		
MWRA Grant				\$ (3,400,000)	\$ (2,250,000)		
Net ~ Enterprise Fund Expenses - to be bonded			\$ 6,485,050	\$ 3,899,800	\$ 3,899,800	\$ 3,899,800	\$ 3,899,800
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026

Long Term Debt Schedule as of June 30, 2022
City of Everett, Massachusetts

6.8 Actual Debt Service - Self Supporting Water & Sewer

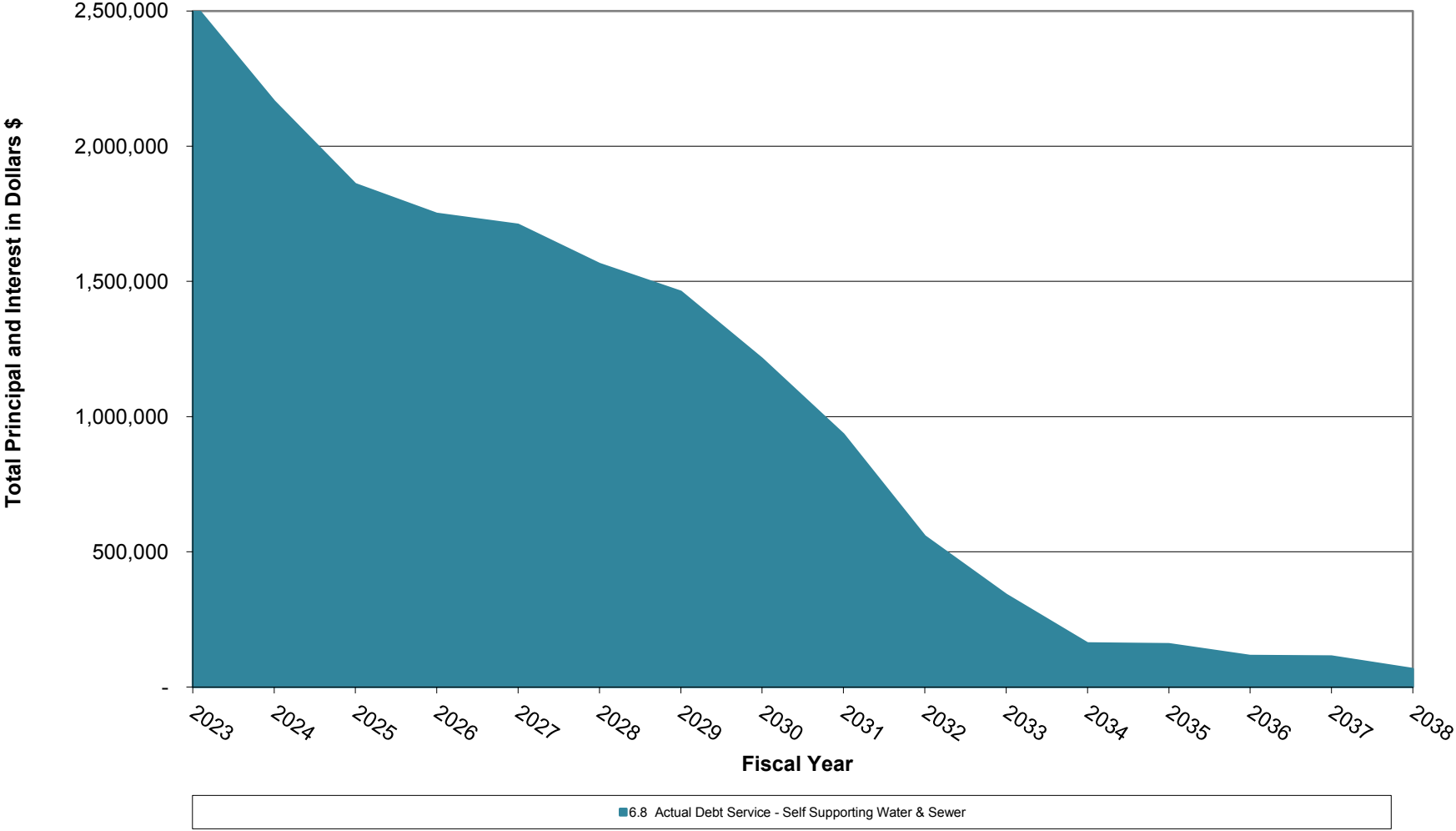
Date of Issue	Purpose	Type of Payment	2023	2024	2025	2026	2027	2028	2029	2030
12/14/2006	MWPAT CW-02-31 (I)	Principal	30,000	30,000	-	-	-	-	-	-
		Interest	1,482	-	-	-	-	-	-	-
6/6/2012	MWPAT CW-08-14 (I) Revised	Principal	9,533	9,721	9,913	10,108	10,306	10,509	10,716	10,926
		Interest	1,762	1,570	1,373	1,173	969	761	549	332
5/20/2013	MWRA Water (O)	Principal	165,344	-	-	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
5/22/2013	MWPAT CW-10-20 (I)	Principal	139,311	142,339	145,432	148,593	151,823	155,122	158,494	161,938
		Interest	34,206	31,420	28,573	25,664	22,692	19,656	16,553	13,384
12/20/2013	Water Meters 1 (O)	Principal	85,000	90,000	-	-	-	-	-	-
		Interest	3,975	1,350	-	-	-	-	-	-
12/20/2013	Water Meters 2 (O)	Principal	120,000	-	-	-	-	-	-	-
		Interest	1,800	-	-	-	-	-	-	-
2/6/2014	Residential Water Meters (OSS)	Principal	130,000	135,000	-	-	-	-	-	-
		Interest	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	-
		Interest	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	-	-	-	-	-	-
		Interest	2,100	1,050	-	-	-	-	-	-
11/17/2014	MWRA Water (O)	Principal	100,000	100,000	100,000	-	-	-	-	-
		Interest	-	-	-	-	-	-	-	-
1/7/2015	MCWT CW-10-20-A	Principal	31,127	31,803	32,494	33,200	33,922	34,659	35,412	36,182
		Interest	9,237	8,615	7,978	7,329	6,665	5,986	5,293	4,585
2/18/2016	Enterprise Departmental Equipment (I)	Principal	30,000	30,000	30,000	30,000	-	-	-	-
		Interest	4,800	3,600	2,400	1,200	-	-	-	-
9/12/2016	MWRA Water (O)	Principal	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	-	-	-
		Interest	-	-	-	-	-	-	-	-
2/28/2017	Sewer illicit Connections Infrastructure (I)	Principal	4,000	4,000	4,000	4,000	4,000	3,000	3,000	3,000
		Interest	2,009	1,809	1,609	1,409	1,209	1,009	889	769
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
		Interest	5,728	5,228	4,728	4,228	3,728	3,228	2,828	2,428
4/13/2017	MCWT CW-14-24 (I)	Principal	22,521	23,010	23,511	24,022	24,544	25,077	25,622	26,179
		Interest	7,888	7,437	6,977	6,507	6,026	5,535	5,034	4,521
11/13/2017	MWRA Water (O)	Principal	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
		Interest	43,306	40,056	36,806	33,556	30,306	27,056	23,806	21,206
5/3/2018	Water/Sewer Truck (I)	Principal	5,000	-	-	-	-	-	-	-
		Interest	250	-	-	-	-	-	-	-
5/3/2018	Water/Sewer GIS Improvements (I)	Principal	35,000	-	-	-	-	-	-	-
		Interest	1,750	-	-	-	-	-	-	-
5/3/2018	Water/Sewer Data Management System (I)	Principal	25,000	-	-	-	-	-	-	-
		Interest	1,250	-	-	-	-	-	-	-
12/3/2018	MWRA Water (O)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	-
		Interest	-	-	-	-	-	-	-	-
4/4/2019	Vactor Truck (O)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-
		Interest	13,600	11,600	9,600	7,600	5,600	3,600	1,600	-
12/2/2019	MWRA Water I (O)	Principal	122,130	122,130	122,130	122,130	122,130	122,130	122,130	122,130
		Interest	-	-	-	-	-	-	-	-
12/2/2019	MWRA Water II (O)	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
		Interest	-	-	-	-	-	-	-	-
6/1/2020	MWRA Water (O)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	-	-	-	-	-	-	-	-
6/15/2020	MCWT CW-18-14-A (I)	Principal	4,049	4,137	4,227	4,319	4,413	4,509	4,607	4,707
		Interest	699	618	536	451	365	276	186	94
2/8/2021	MWRA Water (O)	Principal	152,890	152,890	152,890	152,890	152,890	152,890	152,890	152,890
		Interest	-	-	-	-	-	-	-	-
2/8/2021	MWRA Sewer (I)	Principal	60,270	60,270	60,270	60,270	60,270	60,270	60,270	60,270
		Interest	-	-	-	-	-	-	-	-
5/10/2021	MWRA Water (O)	Principal	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
		Interest	-	-	-	-	-	-	-	-
6/20/2022	MWRA Sewer (O)	Principal	63,755	63,755	63,755	63,755	63,755	63,755	63,755	63,755
		Interest	-	-	-	-	-	-	-	-
6/20/2022	MWRA Water (O)	Principal	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
		Interest	-	-	-	-	-	-	-	-
Self Supporting Debt Service										
	Outstanding Principal		2,364,555	2,028,681	1,743,247	1,647,912	1,622,678	1,491,021	1,401,896	1,166,978
	Outstanding Interest		165,667	137,277	116,455	101,991	87,434	73,857	60,238	47,319
	Total Outstanding Long-Term Debt Service		2,530,222	2,165,957	1,859,702	1,749,903	1,710,113	1,564,879	1,462,134	1,214,296

Long Term Debt Schedule as of June 30, 2022
City of Everett, Massachusetts

6.8 Actual Debt:

Date of Issue	Purpose	Type of Payment	2031	2032	2033	2034	2035	2036	2037	2038	Total
12/14/2006	MWPAT CW-02-31 (I)	Principal	-	-	-	-	-	-	-	-	60,000
		Interest	-	-	-	-	-	-	-	-	1,482
6/6/2012	MWPAT CW-08-14 (I) Revised	Principal	11,142	-	-	-	-	-	-	-	92,875
		Interest	111	-	-	-	-	-	-	-	8,600
5/20/2013	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	165,344
		Interest	-	-	-	-	-	-	-	-	-
5/22/2013	MWPAT CW-10-20 (I)	Principal	165,458	169,054	172,728	-	-	-	-	-	1,710,292
		Interest	10,145	6,836	3,455	-	-	-	-	-	212,583
12/20/2013	Water Meters 1 (O)	Principal	-	-	-	-	-	-	-	-	175,000
		Interest	-	-	-	-	-	-	-	-	5,325
12/20/2013	Water Meters 2 (O)	Principal	-	-	-	-	-	-	-	-	120,000
		Interest	-	-	-	-	-	-	-	-	1,800
2/6/2014	Residential Water Meters (OSS)	Principal	-	-	-	-	-	-	-	-	265,000
		Interest	-	-	-	-	-	-	-	-	12,000
2/6/2014	Water Main Replacement (OSS)	Principal	-	-	-	-	923	-	-	-	700,000
		Interest	-	-	-	-	-	-	-	-	89,625
2/6/2014	Water System Repairs (OSS)	Principal	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	3,150
11/17/2014	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	300,000
		Interest	-	-	-	-	-	-	-	-	-
1/7/2015	MCWT CW-10-20-A	Principal	36,969	37,772	38,593	39,432	40,289	-	-	-	461,854
		Interest	3,861	3,122	2,366	1,594	806	-	-	-	67,436
2/18/2016	Enterprise Departmental Equipment (I)	Principal	-	-	-	-	-	-	-	-	120,000
		Interest	-	-	-	-	-	-	-	-	12,000
9/12/2016	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	500,000
		Interest	-	-	-	-	-	-	-	-	-
9/12/2016	MWRA Sewer (I)	Principal	-	-	-	-	-	-	-	-	177,625
		Interest	-	-	-	-	-	-	-	-	-
2/28/2017	Sewer illicit Connections Infrastructure (I)	Principal	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	50,000
		Interest	679	589	499	405	308	206	105	-	13,500
2/28/2017	Elton & Tremont Drainage Improvements (I)	Principal	10,000	10,000	10,000	9,000	9,000	9,000	9,000	-	146,000
		Interest	2,128	1,828	1,528	1,215	923	619	315	-	40,674
4/13/2017	MCWT CW-14-24 (I)	Principal	26,748	27,329	27,923	28,530	29,150	29,784	30,431	-	394,381
		Interest	3,998	3,463	2,916	2,358	1,787	1,204	609	-	66,261
11/13/2017	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	564,600
		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	1,040,000
		Interest	18,606	16,006	13,406	10,806	8,694	6,581	4,388	2,194	336,781
5/3/2018	Water/Sewer Truck (I)	Principal	-	-	-	-	-	-	-	-	5,000
		Interest	-	-	-	-	-	-	-	-	250
5/3/2018	Water/Sewer GIS Improvements (I)	Principal	-	-	-	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	-	-	-	1,750
5/3/2018	Water/Sewer Data Management System (I)	Principal	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	1,250
12/3/2018	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	700,000
		Interest	-	-	-	-	-	-	-	-	-
4/4/2019	Vactor Truck (O)	Principal	-	-	-	-	-	-	-	-	280,000
		Interest	-	-	-	-	-	-	-	-	53,200
12/2/2019	MWRA Water I (O)	Principal	-	-	-	-	-	-	-	-	977,040
		Interest	-	-	-	-	-	-	-	-	-
12/2/2019	MWRA Water II (O)	Principal	-	-	-	-	-	-	-	-	800,000
		Interest	-	-	-	-	-	-	-	-	-
6/1/2020	MWRA Water (O)	Principal	-	-	-	-	-	-	-	-	400,000
		Interest	-	-	-	-	-	-	-	-	-
6/15/2020	MCWT CW-18-14-A (I)	Principal	-	-	-	-	-	-	-	-	34,969
		Interest	-	-	-	-	-	-	-	-	3,226
2/8/2021	MWRA Water (O)	Principal	152,890	-	-	-	-	-	-	-	1,376,010
		Interest	-	-	-	-	-	-	-	-	-
2/8/2021	MWRA Sewer (I)	Principal	60,270	-	-	-	-	-	-	-	542,430
		Interest	-	-	-	-	-	-	-	-	-
5/10/2021	MWRA Water (O)	Principal	150,000	-	-	-	-	-	-	-	1,350,000
		Interest	-	-	-	-	-	-	-	-	-
6/20/2022	MWRA Sewer (O)	Principal	63,755	63,755	-	-	-	-	-	-	637,550
		Interest	-	-	-	-	-	-	-	-	-
6/20/2022	MWRA Water (O)	Principal	150,000	150,000	-	-	-	-	-	-	1,500,000
		Interest	-	-	-	-	-	-	-	-	-
Self Supporting Debt Service											
	Outstanding Principal		895,232	525,910	317,244	144,962	146,439	106,784	107,431	65,000	15,775,971
	Outstanding Interest		39,528	31,843	24,170	16,379	12,517	8,611	5,416	2,194	930,894
	Total Outstanding Long-Term Debt Service		934,760	557,753	341,414	161,341	158,956	115,395	112,847	67,194	16,706,864

City of Everett, Massachusetts
Existing Net Debt Service - Water & Sewer Debt



6.9 Everett Debt Service Projection

FY2023 Projects - Water/Sewer Enterprise Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
<u>Public Buildings, Facilities and Infrastructure</u>				FY24	FY25	FY26	FY27	FY28	FY29		TOTAL
Water Main Replacement (MWRA's LWSAP program)	20	\$ 629,800	Principal		125,960	125,960	125,960	125,960	125,960		629,800
			Interest	6,298	11,336	8,817	6,298	3,779	1,260		37,788
Sewer Inflow and Infiltration (MWRA's I/I program)	20	\$ 1,770,000	Principal		354,000	354,000	354,000	354,000	354,000		1,770,000
			Interest	17,700	31,860	24,780	17,700	10,620	3,540		106,200
MWRA Lead Program	10	\$ 1,500,000	Principal		300,000	300,000	300,000	300,000	300,000		1,500,000
			Interest	15,000	27,000	21,000	15,000	9,000	3,000		90,000
GRAND TOTAL		\$ 3,899,800	Principal	-	779,960	779,960	779,960	779,960	779,960		3,899,800
			Interest	38,998	70,196	54,597	38,998	23,399	7,800		233,988

7.1 ECTV Enterprise Fund

This was a new enterprise fund added in our FY2020 Budget as required by 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.

FY2022: Accomplishments

- Taped and broadcasted a significant number of events, such as State of the City Address, Groundbreakings, Ribbon Cuttings, Press Conferences, Flag Raising Ceremonies, Concerts in the Park, Community Meetings, and various sporting events.
- Complete viewings of live City Council and various Committee meetings.
- Publication of many senior citizen events such as, the Summer BBQ, numerous concerts, and senior socials.
- Priding our veterans by filming Square Dedications, and Veterans and Memorial Day ceremonies.



- Airing the holiday presentations of the Easter EGG-STRAVAGANZA, Earth Day Celebration, Tree Lighting ceremony, the Menorah Lighting Ceremony, and the Winter Wonderland.
- Shared public service announcements, including announcements related to COVID-19, to keep residents updated on the happenings in the City of Everett.

FY2023: 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 FY2023 Departmental Goals Relate to City's Overall Long- & Short-term Goals

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

7.3 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.

7.4 ECTV Personnel

169	ECTV										
	PERSONNEL SERVICES										
						FY23	FY23			FY23	
					FY22	DEPT	MAYOR		FY23	MAYOR	
			CLASS/		F T E	F T E	F T E	FY22	DEPT	& Council	
DEPT	POSITION		STEP	HOURS	STAFF	REQ	REC	APPROPRIATION	REQUEST	REC	
59-169-5170-5111	Communications Director ^{1 4}	Vacant	UNCL	35	0.50	0.50	0.50	\$50,500	\$59,225	\$59,225	
59-169-5170-5143	Communications Director	Vacant	Longevity					\$800	\$800	\$800	
59-169-5170-5111	Station Manager / Producer ⁵	Patrick Gordon	UNCL	35	1	1	1	\$85,000	\$90,387	\$87,551	
59-169-5170-5111	ECTV Coordinator ⁵	Robert Barrett	UNCL	35	1	1	1	\$66,905	\$71,930	\$68,914	
59-169-5170-5111	Administrative Assistant ³	Linda Fragione	A-6U/8	35	1	1	1	\$60,480	\$66,960	\$66,960	
59-169-5170-5143	Administrative Assistant	Linda Fragione	Longevity					\$1,450	\$1,450	\$1,450	
59-169-5170-5111	Communications Specialist ⁵	Ronald Coleman	UNCL	35	1	1	1	\$51,000	\$51,500	\$51,500	
59-169-5170-5120	Engineer ²	Vacant	UNCL	4	0	0	0	\$7,375	\$0	\$0	
					4.5	4.5	4.5				
169	ECTV TOTAL										
							Salary (5111)	\$316,700	\$340,002	\$334,150	
							Other Personnel Services (5120)	\$14,852	\$0	\$0	
							Benefits (5122)	\$70,000	\$70,000	\$70,000	
							Overtime (5130)	\$6,000	\$6,000	\$6,000	
							Longevity (5143)	\$2,250	\$2,250	\$2,250	
							Personnel Total:	\$409,802	\$418,252	\$412,400	
Notes to Budget											
¹ Salary split between ECTV and the Mayor's Office.											
² Not requesting funding for this position in FY23.											
³ Local 25 Clerical union 3% increase per contract settlement.											
⁴ Salary adjustment in FY22.											
⁵ 3% COLA added to administrative salary.											

7.5 (169) ECTV - Notes to Budget

	FY22	FY23	\$	%	
	Budget	Request	+ / -	+ / -	
<u>Personnel Services</u>					
Salaries	316,700	334,150	17,450	6%	Communications Director salary adjusted in FY22. It will also be split between the Mayor's Office and ECTV. Local 25 Clerical union 3% increase per contract settlement. 3% COLA on administrative salary.
Other Personal Services	14,852	0	(14,852)	-100%	Not requesting funding in FY23.
Operating Benefits	70,000	70,000	0	0%	Employee benefits reimbursements to City
Overtime	6,000	6,000	0	0%	As needed.
Longevity	2,250	2,250	0	0%	Vacancy, Ms. Fragione
Total Personnel Services	\$409,802	\$412,400	\$2,598	1%	
<u>General Operating Expenses</u>					
Professional Services	20,000	20,000	0	0%	Contractual services as needed. Adequate software licenses, payment for programs needed to develop programming on ECTV.
Telecommunications	7,000	7,000	0	0%	Payments to Comcast.
Office Supplies	3,000	3,000	0	0%	For general office supplies, mostly from WB Mason.
Professional Development	10,000	10,000	0	0%	Training on new equipment and classes as needed.
Other Charges & Expenses	6,000	6,000	0	0%	As necessary to vendors based on copyrighted material/miscellaneous.
Licensing Fees	1,000	1,000	0	0%	Local access channels
Operating Production	130,000	130,000	0	0%	Supplies/vendors needed for various City events that are to be televised. Supplies for ECTV studio. New equipment and various miscellaneous costs depending on events.
Total Expenditures	\$177,000	\$177,000	\$0	0%	
<u>Capital Improvements</u>					
Technology Upgrades	\$60,000	\$0	(60,000)	-100%	Not requesting funding in FY23.
Total	\$646,802	\$589,400	(\$57,402)	-9%	

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 – FY2023 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 FY2023 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.

FY2023 Capital Improvement Program (CIP) – Highlights of Proposed CIP and FY2023 Capital Budget

For FY2023, 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 FY2023 include the following:

- New vehicles and equipment for the Police Department
- New vehicle and equipment 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 FY2023 Capital Budget that will require an appropriation from the General fund operating budget.

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

- Design and Construction of a new police station
- Design and refurbishment of citywide tot Lots and parks
- Connolly Center renovations, including new roof
- City Hall improvements, including a new roof
- Replacement of the elevators at the High School
- Street and sidewalk repairs
- Continuation of the Complete Streets program
- Improvements to Commercial Triangle
- Ferry and Elm Street improvements (City portion)
- Hancock Street design
- Waterfront Improvements

Also, with regards to the City's infrastructure, the City is estimating \$650,000 from the State's Chapter 90 program for eligible road and sidewalk repairs in addition to the approved bonding.

Further details for all capital improvement items in the FY2023 Capital Improvement Budget will be 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 FY2023 CIP – General Fund: Executive Summary

- The total proposed Capital Plan for the City of Everett for FY23 is \$29,119,000.
- The total amount proposed for borrowing is \$27,495,000.
- 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.

FY23 CIP – Funding Sources

FY23 CIP – funded from grants and other available funds:

- | | |
|---|------------|
| • City Services – Full-depth re-pavement program (Ch. 90) | \$ 680,000 |
|---|------------|

TOTAL ~ GRANTS and OTHER FINANCIAL SOURCES:	\$ 680,000
--	-------------------

FY23 CIP – funded from Capital Improvement Stabilization fund:

- | | |
|---|------------|
| • Police – Non-Administrative Vehicles (Patrol Division) | \$ 125,000 |
| • Police – Non-Administrative Vehicles (Parking Division) | \$ 75,000 |
| • Police – Administrative Vehicles | \$ 145,000 |
| • ISD – Vehicles | \$ 70,000 |
| • Fire Department – Fire Command Vehicle | \$ 70,000 |
| • Fire Department – Turnout Gear | \$ 100,000 |
| • Police – Body Armor | \$ 34,000 |

- Police – Computer Upgrades \$ 75,000
- Police – Taser Upgrades \$ 82,000

TOTAL ~ CAPITAL IMPROVEMENT STABILIZATION FUND: \$ 776,000

FY23 CIP – funded from Cafeteria Revolving fund:

- Lafayette School – Kitchen Exhaust \$ 57,000
- Keverian School – Kitchen Exhaust \$ 54,000
- English School – Kitchen Exhaust \$ 57,000

TOTAL ~ CAFETERIA REVOLVING FUND: \$ 168,000

FY23 CIP – funded from anticipated Bond Authorization:

Vehicles and Equipment:

- Generators \$ 300,000

SUB-TOTAL ~ VEHICLES AND EQUIPMENT: \$ 300,000

Parks and Open Space:

- | | |
|--|---------------------|
| • Citywide – Design and Refurbish Tot Lots | \$ 200,000 |
| • Everett Waterfront Improvements | \$ <u>1,334,000</u> |

SUB-TOTAL ~ PARKS AND OPEN SPACE:	\$ 1,534,000
--	---------------------

FY23 CIP – funded from anticipated Bond Authorization (continued):

Public Buildings and Facilities:

- | | |
|--|--------------|
| • City Hall – Improvements | \$ 450,000 |
| • Armory Renovations | \$ 6,400,000 |
| • Stadium Design & Construction | \$ 500,000 |
| • Police Station Design & Construction | \$ 2,500,000 |
| • High School Gym Roof | \$ 120,000 |
| • Old High School – Roof, Boilers, Other | \$ 2,350,000 |
| • Replace School Alarm Panels | \$ 200,000 |
| • Replace EHS Boilers | \$ 185,000 |
| • Keverian School Heat Units | \$ 56,000 |
| • Keverian School Modular Unit | \$ 2,000,000 |

SUB-TOTAL ~ PUBLIC BUILDINGS AND FACILITIES:	\$ 14,761,000
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Roadway Infrastructure:

• Street and Sidewalk Repairs	\$ 3,000,000
• Complete Streets	\$ 1,000,000
• Ferry & Elm Street Improvements	\$ 1,000,000
• Elton & Tremont	\$ 2,100,000
• Commercial Triangle Improvements	\$ 1,800,000
• South Creek Improvements	\$ 2,000 000

SUB-TOTAL ~ Roadway Infrastructure:	\$10,900,000
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<u>BOND AUTHORIZATION ~ GRAND TOTAL:</u>	<u>\$27,495,000</u>
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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 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 \$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 2022 - 2026

CAPITAL REQUEST	FY23 - FUNDING SOURCE	Actual FY 2022	Mayor's Request FY 2023	FY 2024	FY 2025	FY 2026
Vehicle/Equipment Acquisition						
I.T. - Replacement of City Technology Systems	Operating Budget	35,000	-	35,000	35,000	35,000
Police - Non-Administrative Vehicles (Patrol Division)	Capital CIP	314,000	125,000	125,000	125,000	125,000
Police - Administrative Vehicles	Capital CIP	-	145,000	35,000	35,000	35,000
Police - Equipment ~ Portable Radios	Operating Budget	-	-	75,000	75,000	75,000
Police - Equipment ~ Ballistic vests	Operating Budget	35,000	-	-	-	-
Police Radio System	Capital CIP	375,000	-	-	-	-
Police Body Armor	Capital CIP	-	34,000	-	-	-
Police Computer upgrades	Capital CIP	-	75,000	-	-	-
Police Taser upgrades	Capital CIP	-	82,000	82,000	82,000	82,000
Police Parking Enforcement Vehicles	Capital CIP	60,000	75,000	70,000	70,000	70,000
Fire Department - Equipment ~ Turnout Gear	Operating Budget	35,000	-	-	-	-
Fire Department - Fire Prevention Vehicle	Capital CIP	40,000	-	-	-	-
Fire Department - Ambulance	Bonding	250,000	-	-	-	-
Fire Department - Command Vehicle	Capital CIP	-	70,000	-	-	-
Fire Department - Turnout gear	Capital CIP	-	100,000	65,000	65,000	65,000
Fire Department - Pumper ~ Engine 3 replacement	Bonding	-	-	-	750,000	-
Inspectional Services - 2 Cars	Capital CIP	-	70,000	35,000	35,000	35,000
School Rack Truck	Bonding	-	-	-	60,000	-
City Services - Loader	Bonding	-	-	250,000	-	-
City Services - Backhoe	Bonding	-	-	-	-	-
City Services - 10 Wheel Dump truck with plow/sander	Bonding	-	-	-	-	-
City Services - 6 Wheel Dump truck with plow/sander	Bonding	-	-	-	-	-
City Services - F450 Dump truck with plow/sander	Bonding	-	-	78,000	78,000	78,000
City Services - Two (2) F350 Pickup Trucks	Bonding	-	-	90,000	45,000	45,000
City Services - Freightliner dump truck	Bonding	-	-	215,000	-	-
City Services - Compressor	Bonding	-	-	-	-	-
ISD - Citywide signs	Bonding	-	-	100,000	100,000	100,000
Generators	Bonding	-	300,000	-	-	-
Facilities Truck	Bonding	40,000	-	-	-	-
ISD Truck	Bonding	40,000	-	-	-	-
DPW-Backhoe	Bonding	100,000	-	-	-	-
DPW-Packer	Bonding	200,000	-	-	-	-
Subtotal: Equipment Acquisition		\$ 1,324,000	\$ 1,076,000	\$ 1,255,000	\$ 1,555,000	\$ 745,000

8.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2022 - 2026

CAPITAL REQUEST	FY23 - FUNDING SOURCE	Actual FY 2022	Mayor's Request FY 2023	FY 2024	FY 2025	FY 2026
Parks and Open Space						
Design and Refurbish City Parks and Tot Lots - Citywide	Bonding	700,000	200,000	700,000	700,000	700,000
Coburn Terrace Design and Construction	Bonding	500,000	-	-	-	-
Beautification Way Design and Construction	Bonding	-	-	-	-	-
Summer Street Park Design and Construction	Bonding	425,000	-	-	-	-
Park Ave & Highland Park Design and Construction	Bonding	-	-	-	-	-
Fuller Street Park Design & Construction	Bonding	1,000,000	-	-	-	-
Quarleno Park Design & Construction	Bonding	-	-	-	-	-
Madeline English Tot Lot Design & Construction	Bonding	-	-	-	-	-
Everett Waterfront Improvements	Bonding	1,000,000	1,334,000	1,334,000	1,334,000	1,334,000
Gramstorff Park - Park Design	CDBG	-	-	-	-	-
North strand Bike Path Lighting/Cameras//Amenities	Bonding	-	-	-	-	-
Glendale Cemetery Improvements	Bonding	50,000	-	-	-	-
Property Acquisitions	Bonding	-	-	-	-	-
Everett Square improvements	Bonding	-	-	1,000,000	1,000,000	1,000,000
		-	-	-	-	-
Subtotal: Parks and Open Space		\$ 3,675,000	\$ 1,534,000	\$ 3,034,000	\$ 3,034,000	\$ 3,034,000

8.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2022 - 2026

CAPITAL REQUEST	FY23 - FUNDING SOURCE	Actual FY 2022	Mayor's Request FY 2023	FY 2024	FY 2025	FY 2026
Public Buildings and Facilities						
City Hall - Improvements	Bonding	-	450,000	-	-	-
Armory Renovations	Bonding	-	6,400,000	-	-	-
Stadium design & Construction	Bonding	-	500,000	2,500,000	5,000,000	5,000,000
Police Station design & Construction	Bonding	-	2,500,000	20,000,000	30,000,000	-
Adams School (Down spouts, bricks, other)	Bonding	-	-	500,000	-	-
High School Elevators	Bonding	-	-	500,000	-	-
Parlin School ADA Compliance	Bonding	-	-	3,500,000	-	-
High School Gym Roof	Bonding	-	120,000	-	-	-
Old High School - Roof, boilers, other	Bonding	-	2,350,000	-	-	-
Webster Schools Roof - MSBA	Bonding/MSBA Grant	850,000				
Replace school alarm panels	Bonding		200,000			
Replace HS boilers	Bonding		185,000			
Replace School telephone system	Bonding				350,000	
Kevarian School Heat units	Bonding		56,000			
Replace school clocks and paging system	Bonding				600,000	
Kevarian School modular units	Bonding		2,000,000			
Replace Whittier School Gym floor	Bonding					250,000
Replace Whittier School Ceiling	Bonding					500,000
English School Parking lot	Bonding					500,000
HS Roof underpass	Bonding				100,000	
HS Lighting and control system	Bonding					225,000
Lafayette School - Kitchen Exhaust	Cafeteria revolving fund		57,000			
Kevarian School - Kitchen Exhaust	Cafeteria revolving fund		54,000			
English School - Kitchen Exhaust	Cafeteria revolving fund		57,000			
High School Replacement of Equipment controls	Bonding			1,200,000		
Parlin School Exterior wall	Bonding			650,000		
Adams School Improvements	Bonding				500,000	
Parlin School Air Conditioners	Bonding				250,000	
School Admin building Parking lot	Bonding					150,000
Lafayette School Roof	Bonding				1,000,000	
Lafayette School ACCU-2	Bonding				285,000	
Kevarian School - ACCU-1	Bonding					335,000
Kevarian School - ACCU-2	Bonding					275,000
English School roof	Bonding					1,000,000
Kevarian School roof	Bonding					750,000
English School Chiller	Bonding					550,000
Subtotal: Public Buildings and Facilities		\$ 850,000	\$ 14,929,000	\$ 28,850,000	\$ 38,085,000	\$ 9,535,000

8.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2022 - 2026

CAPITAL REQUEST	FY23 - FUNDING SOURCE	Actual FY 2022	Mayor's Request FY 2023	FY 2024	FY 2025	FY 2026
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	650,000	680,000	680,000	680,000	680,000
Raised Crosswalks	Bonding	1,300,000	-	-	-	-
Speed Bumps	Bonding	100,000				
Speed read-back signs	Bonding	100,000				
Complete Streets	Bonding	1,250,000	1,000,000	1,000,000	1,000,000	1,000,000
Ferry & Elm Street Improvements	Bonding	1,000,000	1,000,000	2,000,000	1,000,000	-
Main Street Improvements	Bonding		-	850,000	-	-
Elton & Tremont Phase 2	Bonding		2,100,000	1,000,000		
Commercial Triangle improvements	Bonding	1,000,000	1,800,000	3,300,000	3,300,000	2,900,000
South Creek Improvements	Bonding		2,000,000			
Hancock Design & Construction	Bonding	100,000	-	-	-	2,000,000
Subtotal: Surface Enhancements		\$ 8,500,000	\$ 11,580,000	\$ 11,830,000	\$ 4,680,000	\$ 7,580,000

8.5 City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2022 - 2026

CAPITAL REQUEST	FY23 - FUNDING SOURCE	Actual FY 2022	Mayor's Request FY 2023	FY 2024	FY 2025	FY 2026
Total - General Fund		\$ 14,349,000	\$ 29,119,000	\$ 44,969,000	\$ 47,354,000	\$ 20,894,000
<u>LESS ~ Non Grant Funds to offset costs</u>						
CIP: from Capital Improvement Stabilization Fund:						
Police - Non-Administrative Vehicles (Patrol Division)		(314,000)	(125,000)	(125,000)	(125,000)	(125,000)
Police - Non-Administrative Vehicles (Parking Division)			(75,000)	(70,000)	(70,000)	(70,000)
Police - Administrative Vehicles		(70,000)	(145,000)	(35,000)	(35,000)	(35,000)
ISD - Vehicles		-	(70,000)	(35,000)	(35,000)	(35,000)
Fire Department - Fire Command Vehicle		-	(70,000)	-	-	-
Fire Department - Turnout gear		-	(100,000)	-	-	-
Police Body Armor			(34,000)			
Police Computer upgrades			(75,000)			
Police Taser upgrades			(82,000)			
<u>LESS ~ Grants and other sources/funds to offset costs</u>						
CIP: Grants and other sources/funds to offset costs						
<u>GRANTS AND OTHER AVAILABLE FUNDS</u>						
Engineering - Chapter 90		(650,000)	(680,000)	(680,000)	(680,000)	(680,000)
Webster School - MSBA		(720,000)		-	-	-
Lafayette School - Kitchen Exhaust	Cafeteria revolving fund		(57,000)			
Keverian School - Kitchen Exhaust	Cafeteria revolving fund		(54,000)			
English School - Kitchen Exhaust	Cafeteria revolving fund		(57,000)			
		-	-	-	-	-
		-	-	-	-	-
<u>APPROPRIATIONS - FY22 OPERATING BUDGET</u>						
IT - Replacement of City Technology Systems		(35,000)	-	(35,000)	(35,000)	(35,000)
Police - Equipment ~ Portable radios		-	-	(75,000)	(75,000)	(75,000)
Police - Equipment ~ Ballistic vests		(35,000)	-	-	-	-
Fire Department - Equipment ~ Turnout Gear		(35,000)		-	-	-
Net ~ General Fund Expenses - to be bonded		\$ 12,490,000	\$ 27,495,000	\$ 43,914,000	\$ 46,299,000	\$ 19,839,000
		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026

8.6 City of Everett
Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2022 - 2026

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Enterprise Fund (Water/Sewer Projects)							
Hydrant Replacement Program		Operating Budget	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Water Main Replacement (MWRA's LWSAP program*)		Bond - MWRA int. free loan	\$ -	\$ -	\$ -	\$ -	\$ -
Water Main Replacement (MWRA's LWSAP program (Phase 11*))		Bond - MWRA int. free loan	\$ 629,800	\$ 629,800	\$ 629,800	\$ 629,800	\$ 629,800
MWRA Lead program		Bond - MWRA int. free loan	\$ 1,500,000	\$ 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
Ferry & Elm Improvements		ARPA		\$ 3,000,000	\$ 3,000,000		
Water Main improvements		ARPA	\$ 4,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
INFRASTRUCTURE - SEWER/STORMWATER							
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 1-8**)		MWRA grant					
**City can authorize \$2,088,000 of available funds - 45% grant/55% int. free loan		MWRA bond /grant					
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond/grant					
**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan		MWRA bond /grant					
Sewer Infiltration (MWRA's Inflow/Infiltration program phases 9-10**)		MWRA bond /grant					
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-12**)		MWRA bond /grant	\$ 1,065,750	\$ -	\$ -	\$ -	\$ -
Sewer Infiltration (MWRA's Inflow/Infiltration program phase 11-14**)		MWRA bond /grant	\$ 355,250	\$ 1,770,000	\$ 1,770,000	\$ 1,770,000	\$ 1,770,000
**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan							
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ -	\$ -	\$ -	\$ -	\$ -
GIS Improvements		Bonding					
Data management system		Bonding					
Paris Street Sewer/drain separation		MWRA Grant		\$ 3,400,000	\$ 2,250,000		
Subtotal: Water and Sewer Enterprise Fund			\$ 7,705,800	\$ 12,429,800	\$ 9,279,800	\$ 4,029,800	\$ 4,029,800
LESS ~ Non Grant Funds to offset costs							
Water/Sewer CIP: OFS							
Operating Fund appropriation - Fire Hydrant Replacement			\$ (50,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)	\$ (25,000)
Grant - MWRA			\$ (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)	\$ -	\$ -	\$ -	\$ -
ARPA funds				\$ (5,000,000)	\$ (3,000,000)		
MWRA Grant				\$ (3,400,000)	\$ (2,250,000)		
Net ~ Enterprise Fund Expenses - to be bonded			\$ 6,485,050	\$ 3,899,800	\$ 3,899,800	\$ 3,899,800	\$ 3,899,800
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026



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, Mayor
Eric Demas, Chief Financial Officer

Memo

To: All Department Heads
From: Eric Demas
Re: FY2023 Capital Requests and Five-year Capital Plan
Date: February 24, 2022

The City has begun modifying the Capital Improvement Program (five year plan) and Capital Improvement Budget (one year plan) for FY2023 budgeting purposes. As such, I have included the documents necessary in order for you to complete your requests for FY2023. You will find the following documents attached:

- Capital Improvement Program Overview
- Capital Project/Equipment request form (required for each FY2023 request)
- Copy of most recent CIP (including FY2022 approved projects and FY2022-FY2026 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:

Capital Asset

- Fire truck, DPW equipment, etc.
- Buildings (purchase or major renovations)
- Infrastructure (roadways, pumping stations, etc.)
- Building plans, some studies.

Not a Capital Asset

- Services. Books.
- Painting rooms or a building.
- Medical treatment.
- Routine building maintenance.

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

1. CAPITAL PROJECTS
 - a. For FY23 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 FY23 and beyond, all Capital Equipment will be directed through the City Services Department where applicable, once received by the CFO.
 - b. Backup documentation (i.e., literature from manufacturer of equipment, detailed descriptions, price quotes obtained, state bid list identification, etc.) will help keep the process efficient.
 - c. Any equipment that may be traded in and/or surplusd should be identified.

You may have already queued up projects or equipment for FY2023 as part of FY2022 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, March 31, 2022. Laureen will be contacting you to set up a meeting to discuss your capital requests.

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

8.8 Everett Debt Service Projection

FY2023 Projects - General Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
<u>Departmental Equipment</u>				FY24	FY25	FY26	FY27	FY28	FY29		TOTAL
Generators	10	\$ 300,000	Principal		60,000	60,000	60,000	60,000	60,000		300,000
			Interest	3,000	5,400	4,200	3,000	1,800	600		18,000
SUBTOTAL: Departmental Equipment		\$ 300,000	Principal	-	60,000	60,000	60,000	60,000	60,000		300,000
			Interest	3,000	5,400	4,200	3,000	1,800	600		18,000

8.8 Everett Debt Service Projection

FY2023 Projects - General Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
<u>Parks and Open Space</u>				FY24	FY25	FY26	FY27	FY28	FY29		TOTAL
Design & Refurbish City Parks & Tot Lots - Citywide	10	\$ 200,000	Principal		20,000	20,000	20,000	20,000	20,000		200,000
			Interest	2,000	3,800	3,400	3,000	2,600	2,200		22,000
Everett Waterfront Improvements	10	\$ 1,334,000	Principal		133,400	133,400	133,400	133,400	133,400		1,334,000
			Interest	13,340	25,346	22,678	20,010	17,342	14,674		146,740
SUBTOTAL: Parks and Open Space		\$ 1,534,000	Principal	-	153,400	153,400	153,400	153,400	153,400		1,534,000
			Interest	15,340	29,146	26,078	23,010	19,942	16,874		168,740

8.8 Everett Debt Service Projection

FY2023 Projects - General Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
<u>Public Buildings, Facilities and Infrastructure</u>				FY24	FY25	FY26	FY27	FY28	FY29		TOTAL
City Hall - Improvements	20	\$ 450,000	Principal		90,000	90,000	90,000	90,000	90,000		450,000
			Interest	4,500	8,100	6,300	4,500	2,700	900		27,000
Armory Renovations	20	\$ 6,400,000	Principal		1,280,000	1,280,000	1,280,000	1,280,000	1,280,000		6,400,000
			Interest	64,000	115,200	89,600	64,000	38,400	12,800		384,000
Stadium Design & Construction	20	\$ 500,000	Principal		100,000	100,000	100,000	100,000	100,000		500,000
			Interest	5,000	9,000	7,000	5,000	3,000	1,000		30,000
Police Station Design & Construction	20	\$ 2,500,000	Principal		250,000	250,000	250,000	250,000	250,000		2,500,000
			Interest	25,000	47,500	42,500	37,500	32,500	27,500		275,000
High School Gym Roof	20	\$ 120,000	Principal		6,000	6,000	6,000	6,000	6,000		120,000
			Interest	1,200	2,340	2,220	2,100	1,980	1,860		24,180
Old High School Improvments (roof, boilers, etc.)	20	\$ 2,350,000	Principal		235,000	235,000	235,000	235,000	235,000		2,350,000
			Interest	23,500	44,650	39,950	35,250	30,550	25,850		258,500
Replace School Alarm Panels	10	\$ 200,000	Principal		20,000	20,000	20,000	20,000	20,000		200,000
			Interest	2,000	3,800	3,400	3,000	2,600	2,200		22,000
Replace High School Boilers	20	\$ 185,000	Principal		18,500	18,500	18,500	18,500	18,500		185,000
			Interest	2,775	3,515	3,145	2,775	2,405	2,035		21,275
Keverian School Heat Units	10	\$ 56,000	Principal		5,600	5,600	5,600	5,600	5,600		56,000
			Interest	840	1,064	952	840	728	616		6,440
Keverian School Modular Units	10	\$ 2,000,000	Principal		200,000	200,000	200,000	200,000	200,000		2,000,000
			Interest	30,000	38,000	34,000	30,000	26,000	22,000		230,000
Street & Sidewalk Repairs	10	\$ 3,000,000	Principal		300,000	300,000	300,000	300,000	300,000		3,000,000
			Interest	45,000	57,000	51,000	45,000	39,000	33,000		345,000
Complete Streets	10	\$ 1,000,000	Principal		100,000	100,000	100,000	100,000	100,000		1,000,000
			Interest	15,000	19,000	17,000	15,000	13,000	11,000		115,000
Ferry & Elm Improvements	10	\$ 1,000,000	Principal		100,000	100,000	100,000	100,000	100,000		1,000,000
			Interest	15,000	19,000	17,000	15,000	13,000	11,000		115,000
Elton & Tremont Phase 2	10	\$ 2,100,000	Principal		210,000	210,000	210,000	210,000	210,000		2,100,000
			Interest	31,500	39,900	35,700	31,500	27,300	23,100		241,500
Commercial Triangle Improvements	10	\$ 1,800,000	Principal		180,000	180,000	180,000	180,000	180,000		1,800,000
			Interest	27,000	34,200	30,600	27,000	23,400	19,800		207,000
South Creek Improvements	10	\$ 2,000,000	Principal		200,000	200,000	200,000	200,000	200,000		2,000,000
			Interest	30,000	38,000	34,000	30,000	26,000	22,000		230,000
SUBTOTAL: Public Bldgs, Facilities, and Infrastructure		\$ 25,661,000	Principal	-	3,295,100	3,295,100	3,295,100	3,295,100	3,295,100		25,661,000
			Interest	260,315	480,269	414,367	348,465	282,563	216,661		2,064,895
GRAND TOTAL		\$ 27,495,000	Principal	-	3,508,500	3,508,500	3,508,500	3,508,500	3,508,500		27,495,000
			Interest	278,655	514,815	444,645	374,475	304,305	234,135		2,251,635

8.9 City of Everett - General Fund - Impact Summary FY 2023

	<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
Vehicles and Equipment				
	Police - Non-Administrative Vehicles (Patrol Division)	125,000	Capital CIP	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Police - Administrative Vehicles	145,000	Capital CIP	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Police Body Armor	34,000	Capital CIP	Better public safety - less employee injuries because of poor equipment-Incr in operating budget.
	Police Computer upgrades	75,000	Capital CIP	Increased productivity, less maintenance
	Police Taser upgrades	82,000	Capital CIP	Better public safety - less employee injuries because of poor equipment-Incr in operating budget.
	Police Parking Enforcement Vehicles	75,000	Capital CIP	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Fire Department - Command Vehicle	70,000	Capital CIP	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Fire Department - Turnout gear	100,000	Capital CIP	Better public safety - less employee injuries because of poor equipment-Incr in operating budget.
	Inspectional Services - 2 Cars	70,000	Capital CIP	Decreased maintenance costs, decreased fuel costs, slight increase for insurance costs.
	Generators	300,000	Bonding	Decreased maint costs, decreased fuel costs, increase for insurance and debt service costs.
	Subtotal: Equipment Acquisition	\$ 1,076,000.00		
Parks and Open Space				
	Design and Refurbish City Parks and Tot Lots - Citywide	200,000	Bonding	Increased debt service costs, decreased maintenance costs.
	Everett Waterfront Improvements	1,334,000	Bonding	Increased debt service costs.
	Subtotal: Parks and Open Space	\$ 1,534,000.00		
Public Safety				
		\$ -		
		\$ -		
	Subtotal: Public Safety	\$ -		
Public Buildings and Facilities				
	City Hall - Improvements	450,000	Bonding	Increased debt service costs, decreased maintenance costs.
	Armory Renovations	6,400,000	Bonding	Increased debt service costs.
	Stadium design & Construction	500,000	Bonding	Increased debt service costs.
	Police Station design & Construction	2,500,000	Bonding	Increased debt service costs.
	High School Gym Roof	120,000	Bonding	Increased debt service costs, decreased maintenance costs.
	Old High School - Roof, boilers, other	2,350,000	Bonding	Increased debt service costs, decreased maintenance costs.
	Replace school alarm panels	200,000	Bonding	Increased debt service costs, decreased maintenance costs.
	Replace HS boilers	185,000	Bonding	Increased debt service costs, decreased maintenance costs.

8.9 City of Everett - General Fund - Impact Summary FY 2023

	<i>Description</i>	<i>Cost</i>	<i>Funding</i>	<i>Impact on Operating Budget</i>
	Kevarian School Heat units	56,000	Bonding	Increased debt service costs, decreased maintenance costs.
	Kevarian School modular units	2,000,000	Bonding	Increased debt service costs.
	Lafayette School - Kitchen Exhaust	57,000	Cafeteria revolving fund	No impact on General Fund operating budget.
	Kevarian School - Kitchen Exhaust	54,000	Cafeteria revolving fund	No impact on General Fund operating budget.
	English School - Kitchen Exhaust	57,000	Cafeteria revolving fund	No impact on General Fund operating budget.
	Subtotal: Public Buildings and Facilities	\$ 14,929,000.00		
	Surface Enhancements			
	Street and Sidewalk Repairs	3,000,000	Bonding	Increased debt service costs.
	Full Depth Repavement Program - Chapter 90	680,000	Grant	No impact on General Fund operating budget.
	Complete Streets	1,000,000	Bonding	Increased debt service costs.
	Ferry & Elm Street Improvements	1,000,000	Bonding	Increased debt service costs.
	Elton & Tremont Phase 2	2,100,000	Bonding	Increased debt service costs.
	Commercial Triangle improvements	1,800,000	Bonding	Increased debt service costs.
	South Creek Improvements	2,000,000	Bonding	Increased debt service costs.
	Subtotal: Surface Enhancements	\$ 11,580,000.00		
	Grand Total All CIP	\$ 29,119,000.00		

8.10 Capital Improvement Plan FY2022 - FY2026 & FY2023 Capital Budget Overview

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 10, 2022

Overview: Capital Improvement Plan vs. Capital Improvement Budget

- Capital Improvement Plan (CIP) is the long term plan for capital improvements throughout the City (FY2022-FY2026).
- Capital Improvement Budget is the spending plan for the upcoming fiscal year (FY2023) 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: FY2022 – FY2026

- 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 (FY2023) 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: FY2022 – FY2026

- 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 FY2023 Capital Budget requests
- These documents are part of your CIP binder.

Capital Improvement Budget: FY2022

- The FY2023 Capital Improvement Budget is the upcoming year's spending plan for capital items.
- The Capital Improvement Budget dovetails into the City's FY2023 operational budget.
- Therefore, It is the hope of the administration that the capital budget is approved as part of the submission of the FY2023 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.

FY2023 Capital Improvement Budget Executive Summary – General Fund

- This Capital Budget has multiple funding sources, including grant funds, revolving fund appropriations, and bonding.
- The total proposed Capital Plan for the City of Everett for FY2023 is \$29,119,000.
 - \$ 27,495,000 ~ Bonding (Long term debt issuance)
 - \$ 776,000 ~ Capital Improvement Stabilization
 - \$ 680,000 ~ Grants and Other Financial Sources (OFS)
 - \$ 168,000 ~ FY23 Revolving funds
- Details on the General Fund CIP can be found in FY2023 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, 2022, totaled \$109,011,539. 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. That assistance program ended in FY20. The balance of outstanding debt will be supported by general fund and enterprise fund revenues of the city.

Bond Rating:

On April 4, 2020, Standard and Poor's rating services assigned its "AA+" rating to the city's 2020 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 2022 equalized valuation (EQV) of \$7,029,819,300 its normal debt limit is \$351,490,965 (5%) and its double debt limit is \$702,981,930 (10%).

There are many categories of general obligation debt which are exempt from and do not count against the general debt limit. Among others, these exempt categories include revenues anticipation notes and grant anticipation notes; emergency loans exempted by special laws, bonds for water (limited to 10% of equalized valuation), housing, urban renewal and economic development (subject to various debt limits) and electric, gas, community antenna television systems, and telecommunication systems (subject to separate limits). Revenue bonds and water pollution abatement revenue bonds are not subject to these debt limits. The general debt limit and the special debt limit for water bonds apply at the time debt is authorized. The other special debt limits generally apply at the time the debt is incurred.

The amount borrowed in each fiscal year by the issue of revenue anticipation notes is limited to the tax levy of the prior fiscal year, together with the net receipts in the prior fiscal year from the motor vehicle excise and certain payments made by the Commonwealth in lieu of taxes. The fiscal year ends on June 30th. Notes may mature in the following fiscal year, and notes may be

refunded into the following fiscal year to the extent of the uncollected, unabated current tax levy and certain other items, including revenue deficits, overlay deficits, final judgments and lawful un-appropriated expenditures, which are to be added to the next tax levy, but excluding deficits arising from a failure to collect taxes of earlier years. In any event, the period from an original borrowing to its final maturity cannot exceed one year.

Types of Obligations

General Obligations – Massachusetts cities and towns are authorized to issue general obligation indebtedness of the following types:

Serial Bonds and Notes – These are generally required to be payable in equal or diminishing annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. Level debt service is permitted for bonds and notes issued for certain purposes including self-supporting enterprise purposes, certain state aided school projects and for projects for which debt service has been exempted from property tax limitations. The maximum terms vary from one year to 40 years, depending on the purpose of the issue. Most of the purposes are capital projects. Bonds or notes may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum term measured from the date of the original bonds or notes. Serial bonds may be issued as “qualified bonds” with the approval of the state Municipal Finance Oversight Board consisting of the Attorney General, the State Treasurer, the State Auditor and the Director of Accounts, subject to such conditions and limitations (including restrictions on future indebtedness) as may be required by the Board. Qualified bonds may mature in not less than 10 or more than 30 years from their dates and are not subject to the amortization requirements described above. The State Treasurer is required to pay the debt service on qualified bonds and thereafter to withhold the amount of the debt service from state aid or other state payments. Administrative costs and any loss of interest income to the State area are to be assessed upon the city or town.

Bond Anticipation Notes (BAN) – These generally must mature within two years of their original dates of issuance but may be refunded from time to time for a period not to exceed five years from their original dates of issuances, provided that (except for notes issued for certain school projects that have been approved for state school construction aid) for each year that the notes are refunded beyond the second year they must be paid in part from revenue funds in an amount at least equal to the minimum annual payment that would have been required if the bonds had been issued at the end of the second year. The maximum term of bonds issued to refund bond anticipation notes is measured from the date of the original issue of the notes (except for certain school projects).

Revenue Anticipation Notes (RAN) – These are issued to meet current expenses in anticipation of taxes and other revenues. They must mature within one year but, if payable in less than one year, may be refunded from time to time up to one year from the original date of issue. (Such notes may be extended beyond fiscal year end in an amount not exceeding current receivables.)

Grant Anticipation Notes (GAN) – These are issued for temporary financing in anticipation of federal grants and state and county reimbursements. Generally they must mature within two years but may be refunded from time to time as long as the municipality remains entitled to the grant or reimbursement.

Revenue Bonds – Cities and towns may issue revenue bonds for solid waste disposal facilities and for projects financed under the Commonwealth's Water Pollution Abatement or Drinking Water Revolving Loan Programs and for certain economic development projects supported by tax increment financing. In addition to general obligation bonds and notes, cities and towns having electric departments may issue electric revenue bonds and notes in anticipation of such bonds, subject to the approval of the State Department of Telecommunications and Energy.

City of Everett, Massachusetts
Fiscal Year 2023 Projected Principal and Interest Payments
*Net of MCWT Subsidy**

9.4 Aggregate Net Debt Service

						Part 1 of 5
DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	NET NEW D/S	
07/15/2022	June 6 2012 MWPAT CW-08-14 (I) Revised	9,533.25	928.75	-	10,462.00	
	May 22 2013 MWPAT CW-10-20 (I)	-	17,102.92	-	17,102.92	
	January 7 2015 MCWT CW-10-20-A (I)	-	4,618.54	-	4,618.54	
	April 13 2017 MCWT CW-14-24 (I)	-	3,943.81	-	3,943.81	
	June 15 2020 MCWT CW-08-14-A (I)	-	349.69	-	349.69	
	January 25 2022 Taxable (I)	-	133,942.88	-	133,942.88	
	January 25 2022 Tax-Exempt : Glenwood Cemetery (I)	-	13,293.06	-	13,293.06	
	January 25 2022 Tax-Exempt : Complete Streets (I)	-	19,006.94	-	19,006.94	
	January 25 2022 Tax-Exempt : City Park Tot Lots (I)	-	13,340.28	-	13,340.28	
	January 25 2022 Tax-Exempt : Street & Sidewalk Repairs (I)	-	56,666.67	-	56,666.67	
	January 25 2022 Tax-Exempt : Complete Streets II (I)	-	23,823.61	-	23,823.61	
	January 25 2022 Tax-Exempt : Ferry & Elm Improvements (I)	-	19,006.94	-	19,006.94	
	January 25 2022 Tax-Exempt : Commercial Triangle Improvements (I)	-	19,006.94	-	19,006.94	
	January 25 2022 Tax-Exempt : Coburn Terrace Improvements (I)	-	9,656.94	-	9,656.94	
	January 25 2022 Tax-Exempt : Summer Street Park Design/Construction (I)	-	8,027.78	-	8,027.78	
	January 25 2022 Tax-Exempt : Park Ave./Highland Park Design/Const (I)	-	9,326.39	-	9,326.39	
	January 25 2022 Tax-Exempt : Waterfront Improvements (I)	-	16,616.32	-	16,616.32	
	January 25 2022 Tax-Exempt : Fuller Street Park Design/Construction (I)	-	19,006.94	-	19,006.94	
	January 25 2022 Tax-Exempt : Raised Crosswalks (I)	-	24,673.61	-	24,673.61	
Subtotal		\$9,533.25	\$412,339.01	-	\$421,872.26	
08/01/2022	December 14 2006 MWPAT CW-02-31 (I)	30,000.00	843.51	(2,356.40)	28,487.11	
	February 19 2008 Section 108 HUD Loan (O)	84,000.00	-	-	84,000.00	
	February 6 2014 : Residential Water Meters (OSS)	-	3,975.00	-	3,975.00	
	February 6 2014 : Water Main Replacement (OSS)	-	10,937.50	-	10,937.50	
	February 6 2014 : Water System Repairs (OSS)	-	1,050.00	-	1,050.00	
	February 6 2014 : Tot Lot (I)	-	1,640.63	-	1,640.63	
	February 6 2014 : City Hall Roof Repair (I)	-	1,093.75	-	1,093.75	
	February 6 2014 : Fire Pumper Truck (I)	-	4,375.00	-	4,375.00	
	February 6 2014 : Road & Sidewalk (I)	-	21,875.00	-	21,875.00	
	April 23 2015 : Pumper Truck (I)	-	3,600.00	-	3,600.00	
	April 23 2015 : Day Park Renovation (I)	-	5,962.50	-	5,962.50	
	April 23 2015 : Street & Sidewalk Improvements (I)	-	26,500.00	-	26,500.00	
	April 23 2015 : Shute Library Renovation (I)	-	6,550.00	-	6,550.00	
	April 23 2015 : Whittier School Roof (I)	-	7,628.13	-	7,628.13	
	April 23 2015 : Adv Ref of Feb 1 07- High School (I)	-	49,265.00	-	49,265.00	
	April 23 2015 : Adv Ref of Feb 1 07- Prior Schools (I)	-	72.50	-	72.50	
	November 17 2020 : Cur Ref of 8 1 09 School Remodeling (I)	85,000.00	17,000.00	-	102,000.00	
	November 17 2020 : Citywide Tot Lots (I)	35,000.00	11,768.75	-	46,768.75	
	November 17 2020 : Florence Park Construction (I)	65,000.00	21,450.00	-	86,450.00	
	November 17 2020 : Seven Acre Park Construction (I)	50,000.00	16,812.50	-	66,812.50	
	November 17 2020 : Swan St. Park Construction (I)	75,000.00	25,218.75	-	100,218.75	
	November 17 2020 : Baldwin Ave. Park Construction (I)	75,000.00	25,218.75	-	100,218.75	

	November 17 2020 : Edith St. Park Construction (I)	55,000.00	18,493.75	-	73,493.75
	November 17 2020 : Property Acquisitions (I)	25,000.00	8,406.25	-	33,406.25
	November 17 2020 : Everett Square Improvements I (I)	20,000.00	5,000.00	-	25,000.00
	November 17 2020 : Everett Square Improvements II (I)	50,000.00	14,250.00	-	64,250.00
	November 17 2020 : Northern Strand Bike Path (I)	110,000.00	29,500.00	-	139,500.00
	November 17 2020 : High School Vocational (I)	25,000.00	7,850.00	-	32,850.00
	November 17 2020 : Street & Sidewalk Repair I (I)	200,000.00	54,375.00	-	254,375.00
	November 17 2020 : Elton & Tremont Surface Drainage (I)	45,000.00	12,525.00	-	57,525.00
	November 17 2020 : Commercial Triangle Improvements (I)	15,000.00	4,025.00	-	19,025.00
	November 17 2020 : Street & Sidewalk Repair II (I)	200,000.00	57,000.00	-	257,000.00
	February 11 2021 (I)	-	35,250.00	-	35,250.00
	Subtotal	\$1,244,000.00	\$509,512.27	(2,356.40)	\$1,751,155.87
08/15/2022	February 18 2016 : Refurbish Park & Tot Lots (I)	-	6,900.00	-	6,900.00
	February 18 2016 : Land Acquisition (I)	-	6,075.00	-	6,075.00
	February 18 2016 : Sacramone Park (I)	-	26,600.00	-	26,600.00
	February 18 2016 : Park Renovation (I)	-	22,325.00	-	22,325.00
	February 18 2016 : Webster School Air Conditioning (I)	-	9,125.00	-	9,125.00
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	-	7,675.00	-	7,675.00
	February 18 2016 : Parlin School Additional Classrooms I (I)	-	17,175.00	-	17,175.00
	February 18 2016 : Parlin School Additional Classrooms II (I)	-	9,525.00	-	9,525.00
	February 18 2016 : Ladder One Replacement (I)	-	9,500.00	-	9,500.00
	February 18 2016 : Street & Sidewalk Repairs (I)	-	30,850.00	-	30,850.00
	February 18 2016 : Enterprise Departmental Equipment (I)	-	2,400.00	-	2,400.00
	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)	-	27,360.63	-	27,360.63
	February 28 2017 : Parlin School Renovation (I)	-	45,075.00	-	45,075.00
	February 28 2017 : High School Panel Improvements (I)	-	500.00	-	500.00
	February 28 2017 : Library Parlin Renovations (I)	-	2,051.88	-	2,051.88
	February 28 2017 : Police Station Renovations (I)	-	1,352.50	-	1,352.50
	February 28 2017 : City Hall Renovations (I)	-	4,379.38	-	4,379.38
	February 28 2017 : E-911 Building Renovations (I)	-	300.00	-	300.00
	February 28 2017 : Amory Renovations (I)	-	10,259.38	-	10,259.38
	February 28 2017 : City Services Building Renovations (I)	-	1,707.50	-	1,707.50
	February 28 2017 : Everett Stadium Renovations (I)	-	1,352.50	-	1,352.50
	February 28 2017 : Gym Renovations (I)	-	1,707.50	-	1,707.50
	February 28 2017 : Connolly Center Renovation (I)	-	2,420.00	-	2,420.00
	February 28 2017 : Refurbish Tot Lots (I)	-	8,845.00	-	8,845.00
	February 28 2017 : Meadows/Kearins Park Design & Construction (I)	-	400.00	-	400.00
	February 28 2017 : Swan Street Park Design & Construction (I)	-	12,030.00	-	12,030.00
	February 28 2017 : Gramsford Park Design & Construction (I)	-	10,500.00	-	10,500.00
	February 28 2017 : North Strand Bike Path Renovation (I)	-	6,300.00	-	6,300.00
	February 28 2017 : Hugh Common Construction (I)	-	475.00	-	475.00
	February 28 2017 : Traffic Signal Improvements (I)	-	2,750.00	-	2,750.00
	February 28 2017 : LED Streetlights (I)	-	6,550.00	-	6,550.00
	February 28 2017 : Traffic Lights (I)	-	1,250.00	-	1,250.00
	February 28 2017 : Keverian Parking Lot Reconstruction (I)	-	9,475.00	-	9,475.00
	February 28 2017 : Sewer illicit Connections Infrastructure (I)	-	1,004.38	-	1,004.38
	February 28 2017 : Elton & Tremont Drainage Improvements (I)	-	2,863.75	-	2,863.75
	Subtotal	\$135,525.00	\$309,059.40	-	\$444,584.40

*Does not include MCWT administrative or loan origination fees.

City of Everett, Massachusetts
Fiscal Year 2023 Projected Principal and Interest Payments
*Net of MCWT Subsidy**

Aggregate Net Debt Service

					Part 2 of 5
DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	NET NEW D/S
10/01/2022	April 4 2019 : City Services - Mini Packer (I)	-	1,750.00	-	1,750.00
	April 4 2019 : City Services - Aerial Truck (I)	-	750.00	-	750.00
	April 4 2019 : Voting Machines (I)	-	625.00	-	625.00
	April 4 2019 : Public Safety Generator (I)	-	500.00	-	500.00
	April 4 2019 : OSHA Compliance (I)	-	1,250.00	-	1,250.00
	April 4 2019 : Street/Sidewalk Improvements (I)	-	47,125.00	-	47,125.00
	April 4 2019 : Appleton St. Park Design (I)	-	625.00	-	625.00
	April 4 2019 : Swan St. Park Phase II Design (I)	-	625.00	-	625.00
	April 4 2019 : Wherner Park (I)	-	625.00	-	625.00
	April 4 2019 : Morris Playground (I)	-	7,875.00	-	7,875.00
	April 4 2019 : Bike Share Locations (I)	-	750.00	-	750.00
	April 4 2019 : Glendal Square Redesign (I)	-	1,250.00	-	1,250.00
	April 4 2019 : Prescott St. Bike Path Crossing (I)	-	375.00	-	375.00
	April 4 2019 : Complete Streets Implementation (I)	-	6,875.00	-	6,875.00
	April 4 2019 : Northern Strand Bike Path Extension (I)	-	3,900.00	-	3,900.00
	April 4 2019 : Lower Broadway Bus Lane Design (I)	-	1,250.00	-	1,250.00
	April 4 2019 : North Strand Bike Path Amenities (I)	-	1,750.00	-	1,750.00
	April 4 2019 : Hale St. Park Construction (I)	-	23,553.13	-	23,553.13
	April 4 2019 : Appleton St. Park Construction (I)	-	17,156.25	-	17,156.25
	April 4 2019 : Central Ave. Park Construction (I)	-	17,156.25	-	17,156.25
	April 4 2019 : Meadows/Kearins Park Phase II Design (I)	-	10,000.00	-	10,000.00
	April 4 2019 : Tennis Court Design/Construction (I)	-	17,156.25	-	17,156.25
	April 4 2019 : Everett Square Improvements II (I)	-	15,625.00	-	15,625.00
	April 4 2019 : Werner & Fuller St. Park Design/Construction (I)	-	15,565.63	-	15,565.63
	April 4 2019 : Tot Lot Design/Refurbish (I)	-	12,509.38	-	12,509.38
	April 4 2019 : Beacham St. Design (I)	-	1,750.00	-	1,750.00
	April 4 2019 : Sign/Awning Program & Wayfinding System (I)	-	1,125.00	-	1,125.00
	April 4 2019 : Sweetser Circle Design (I)	-	875.00	-	875.00
	April 4 2019 : Seven Acre Park Design/Construction (I)	-	750.00	-	750.00
	April 4 2019 : City Services - F450 Dump Truck (I)	-	750.00	-	750.00
	April 4 2019 : City Services - F350 Truck (I)	-	500.00	-	500.00
	April 4 2019 : City Services - Freightliner Dump Truck (I)	-	1,750.00	-	1,750.00
	April 4 2019 : City Services - Admin Vehicle (I)	-	250.00	-	250.00
	April 4 2019 : Facilities Mgmt - Admin Vehicle (I)	-	250.00	-	250.00
	April 4 2019 : ISD Bucket/Crane Truck (I)	-	1,500.00	-	1,500.00
	April 4 2019 : City Services - Street Sweeper (I)	-	2,000.00	-	2,000.00
	April 4 2019 : Planning - Ornamental Lights (I)	-	19,250.00	-	19,250.00
	April 4 2019 : City Services - Aerial Truck II (I)	-	750.00	-	750.00
	April 4 2019 : Central Fire Station Renovations (I)	-	7,812.50	-	7,812.50
	April 4 2019 : Vocational Program at High School (I)	-	10,918.75	-	10,918.75
	April 4 2019 : Addl Vocational Program at High School (I)	-	5,271.88	-	5,271.88
	April 4 2019 : Vactor Truck (O)	-	6,800.00	-	6,800.00
Subtotal		-	\$268,925.02	-	\$268,925.02

11/01/2022	October 25 2007 MSBA School (O)	449,415.32	98,871.37	-	548,286.69
	May 3 2018 : Hancock St Fire Station Renovation (I)	-	53,925.00	-	53,925.00
	May 3 2018 : Park Design (I)	-	18,750.00	-	18,750.00
	May 3 2018 : Departmental Equipment (I)	-	125.00	-	125.00
	May 3 2018 : Best Buy Purchase (I)	-	5,121.88	-	5,121.88
	May 3 2018 : Roadway Infrastructure (I)	-	22,400.00	-	22,400.00
	May 3 2018 : Elton & Tremont St Drainage (I)	-	21,653.13	-	21,653.13
	May 3 2018 : Cemetery Design/Construction (I)	-	6,000.00	-	6,000.00
	May 3 2018 : Design and Refurbish City Parks and Tot Lots (I)	-	3,250.00	-	3,250.00
	May 3 2018 : Meadows/Kearins Park Phase II- Design Field (I)	-	9,178.13	-	9,178.13
	May 3 2018 : Everett Square Improvements (I)	-	5,950.00	-	5,950.00
	May 3 2018 : Webster/Lincoln Intersection (I)	-	3,625.00	-	3,625.00
	May 3 2018 : Traffic Signal Upgrades (I)	-	3,000.00	-	3,000.00
	May 3 2018 : Wireless Fire Alarm Boxes (I)	-	1,125.00	-	1,125.00
	May 3 2018 : Freightliner Dump Truck (I)	-	750.00	-	750.00
	May 3 2018 : Edith Street Park Design (I)	-	625.00	-	625.00
	May 3 2018 : Hale Street Park Design (I)	-	625.00	-	625.00
	May 3 2018 : Central Ave Park Design (I)	-	625.00	-	625.00
	May 3 2018 : Bike Share Locations (I)	-	625.00	-	625.00
	May 3 2018 : Bike Path Extension Improvements (I)	-	625.00	-	625.00
	May 3 2018 : Wellness Building Boiler (I)	-	2,040.63	-	2,040.63
	May 3 2018 : Beacham Street Design (I)	-	625.00	-	625.00
	May 3 2018 : Second Street Corridor Engineering Design (I)	-	625.00	-	625.00
	May 3 2018 : Crane Truck (I)	-	625.00	-	625.00
	May 3 2018 : 2 F350 Pickup Trucks (I)	-	500.00	-	500.00
	May 3 2018 : Bus Lane Improvements (I)	-	375.00	-	375.00
	May 3 2018 : E-911 EFD Stations (I)	-	375.00	-	375.00
	May 3 2018 : F450 Dump Truck with Plow/Sander (I)	-	250.00	-	250.00
	May 3 2018 : Facilities- Skid Steer (S750 Bobcat) (I)	-	250.00	-	250.00
	May 3 2018 : Cemetery- Skid Steer (S750 Bobcat) (I)	-	250.00	-	250.00
	May 3 2018 : Bike Safety Upgrades (I)	-	125.00	-	125.00
	May 3 2018 : Facilities Maintenance Vehicle (I)	-	125.00	-	125.00
	May 3 2018 : F-150 Truck (I)	-	125.00	-	125.00
	May 3 2018 : Inspection Service File System (I)	-	125.00	-	125.00
	May 3 2018 : Heavy Duty Truck Lift (I)	-	125.00	-	125.00
	May 3 2018 : Parlin School Flooring (I)	-	6,046.88	-	6,046.88
	May 3 2018 : Parlin School Lockers (I)	-	875.00	-	875.00
	May 3 2018 : Water/Sewer Truck (I)	-	125.00	-	125.00
	May 3 2018 : Water/Sewer GIS Improvements (I)	-	875.00	-	875.00
	May 3 2018 : Water/Sewer Data Management System (I)	-	625.00	-	625.00
	Subtotal	\$449,415.32	\$271,937.02	-	\$721,352.34

*Does not include MCWT administrative or loan origination fees.

Hilltop Securities Inc.
Public Finance

City of Everett, Massachusetts
Fiscal Year 2023 Projected Principal and Interest Payments
*Net of MCWT Subsidy**

Aggregate Net Debt Service

						Part 3 of 5
DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	NET NEW D/S	
11/15/2022	November 17 2014 MWRA Water (O)	100,000.00	-	-	100,000.00	
	November 13 2017 MWRA Water (O)	94,100.00	-	-	94,100.00	
	December 3 2018 MWRA Water (O)	100,000.00	-	-	100,000.00	
	December 2 2019 MWRA Water I (O)	122,130.00	-	-	122,130.00	
	December 2 2019 MWRA Water II (O)	100,000.00	-	-	100,000.00	
Subtotal		\$516,230.00	-	-	\$516,230.00	
12/15/2022	December 20 2013 : Water Meters 1 (O)	85,000.00	2,625.00	-	87,625.00	
	December 20 2013 : Water Meters 2 (O)	120,000.00	1,800.00	-	121,800.00	
	December 20 2013 : Glendale Park Improvements (I)	200,000.00	13,365.00	-	213,365.00	
	December 20 2013 : Parlin School Masonry Repair (I)	40,000.00	4,597.50	-	44,597.50	
	December 20 2013 : Shute Library Construction 1 (I)	85,000.00	13,290.00	-	98,290.00	
	December 20 2013 : Shute Library Construction 2 (I)	35,000.00	5,025.00	-	40,025.00	
	December 20 2013 : Fire Station Repairs & Design (I)	20,000.00	2,175.00	-	22,175.00	
	December 20 2013 : Police Station Renovations (I)	5,000.00	150.00	-	5,150.00	
	December 20 2013 : 911 Stairs (I)	5,000.00	150.00	-	5,150.00	
	December 20 2013 : Roadway Reconstruction (I)	280,000.00	8,400.00	-	288,400.00	
	December 20 2013 : Sidewalk Reconstruction (I)	5,000.00	150.00	-	5,150.00	
Subtotal		\$880,000.00	\$51,727.50	-	\$931,727.50	
01/15/2023	June 6 2012 MWPAT CW-08-14 (I) Revised	-	833.42	-	833.42	
	May 22 2013 MWPAT CW-10-20 (I)	139,311.00	17,102.92	-	156,413.92	
	January 7 2015 MCWT CW-10-20-A (I)	31,127.00	4,618.54	-	35,745.54	
	April 13 2017 MCWT CW-14-24 (I)	22,521.00	3,943.81	-	26,464.81	
	June 15 2020 MCWT CW-08-14-A (I)	4,048.82	349.69	-	4,398.51	
	January 25 2022 Taxable (I)	405,000.00	141,821.88	-	546,821.88	
	January 25 2022 Tax-Exempt : Glenwood Cemetery (I)	40,000.00	14,075.00	-	54,075.00	
	January 25 2022 Tax-Exempt : Complete Streets (I)	70,000.00	20,125.00	-	90,125.00	
	January 25 2022 Tax-Exempt : City Park Tot Lots (I)	50,000.00	14,125.00	-	64,125.00	
	January 25 2022 Tax-Exempt : Street & Sidewalk Repairs (I)	200,000.00	60,000.00	-	260,000.00	
	January 25 2022 Tax-Exempt : Complete Streets II (I)	85,000.00	25,225.00	-	110,225.00	
	January 25 2022 Tax-Exempt : Ferry & Elm Improvements (I)	70,000.00	20,125.00	-	90,125.00	
	January 25 2022 Tax-Exempt : Commercial Triangle Improvements (I)	70,000.00	20,125.00	-	90,125.00	
	January 25 2022 Tax-Exempt : Coburn Terrace Improvements (I)	35,000.00	10,225.00	-	45,225.00	
	January 25 2022 Tax-Exempt : Summer Street Park Design/Construction (I)	30,000.00	8,500.00	-	38,500.00	
	January 25 2022 Tax-Exempt : Park Ave./Highland Park Design/Const (I)	35,000.00	9,875.00	-	44,875.00	
	January 25 2022 Tax-Exempt : Waterfront Improvements (I)	50,000.00	17,593.75	-	67,593.75	
	January 25 2022 Tax-Exempt : Fuller Street Park Design/Construction (I)	70,000.00	20,125.00	-	90,125.00	
	January 25 2022 Tax-Exempt : Raised Crosswalks (I)	90,000.00	26,125.00	-	116,125.00	
Subtotal		\$1,497,007.82	\$434,914.01	-	\$1,931,921.83	
02/01/2023	December 14 2006 MWPAT CW-02-31 (I)	-	638.42	(638.42)	0.00	

	February 6 2014 : Residential Water Meters (OSS)	130,000.00	3,975.00	-	133,975.00
	February 6 2014 : Water Main Replacement (OSS)	100,000.00	10,937.50	-	110,937.50
	February 6 2014 : Water System Repairs (OSS)	35,000.00	1,050.00	-	36,050.00
	February 6 2014 : Tot Lot (I)	15,000.00	1,640.63	-	16,640.63
	February 6 2014 : City Hall Roof Repair (I)	10,000.00	1,093.75	-	11,093.75
	February 6 2014 : Fire Pumper Truck (I)	40,000.00	4,375.00	-	44,375.00
	February 6 2014 : Road & Sidewalk (I)	200,000.00	21,875.00	-	221,875.00
	April 23 2015 : Pumper Truck (I)	60,000.00	3,600.00	-	63,600.00
	April 23 2015 : Day Park Renovation (I)	45,000.00	5,962.50	-	50,962.50
	April 23 2015 : Street & Sidewalk Improvements (I)	200,000.00	26,500.00	-	226,500.00
	April 23 2015 : Shute Library Renovation (I)	35,000.00	6,550.00	-	41,550.00
	April 23 2015 : Whittier School Roof (I)	40,000.00	7,628.13	-	47,628.13
	April 23 2015 : Adv Ref of Feb 1 07- High School (I)	684,000.00	49,265.00	-	733,265.00
	April 23 2015 : Adv Ref of Feb 1 07- Prior Schools (I)	1,000.00	72.50	-	1,072.50
	November 17 2020 : Cur Ref of 8 1 09 School Remodeling (I)	-	14,875.00	-	14,875.00
	November 17 2020 : Citywide Tot Lots (I)	-	10,893.75	-	10,893.75
	November 17 2020 : Florence Park Construction (I)	-	19,825.00	-	19,825.00
	November 17 2020 : Seven Acre Park Construction (I)	-	15,562.50	-	15,562.50
	November 17 2020 : Swan St. Park Construction (I)	-	23,343.75	-	23,343.75
	November 17 2020 : Baldwin Ave. Park Construction (I)	-	23,343.75	-	23,343.75
	November 17 2020 : Edith St. Park Construction (I)	-	17,118.75	-	17,118.75
	November 17 2020 : Property Acquisitions (I)	-	7,781.25	-	7,781.25
	November 17 2020 : Everett Square Improvements I (I)	-	4,500.00	-	4,500.00
	November 17 2020 : Everett Square Improvements II (I)	-	13,000.00	-	13,000.00
	November 17 2020 : Northern Strand Bike Path (I)	-	26,750.00	-	26,750.00
	November 17 2020 : High School Vocational (I)	-	7,225.00	-	7,225.00
	November 17 2020 : Street & Sidewalk Repair I (I)	-	49,375.00	-	49,375.00
	November 17 2020 : Elton & Tremont Surface Drainage (I)	-	11,400.00	-	11,400.00
	November 17 2020 : Commercial Triangle Improvements (I)	-	3,650.00	-	3,650.00
	November 17 2020 : Street & Sidewalk Repair II (I)	-	52,000.00	-	52,000.00
	February 11 2021 (I)	160,000.00	35,250.00	-	195,250.00
	Subtotal	\$1,755,000.00	\$481,057.18	(638.42)	\$2,235,418.76
02/15/2023	February 18 2016 : Refurbish Park & Tot Lots (I)	45,000.00	6,900.00	-	51,900.00
	February 18 2016 : Land Acquisition (I)	30,000.00	6,075.00	-	36,075.00
	February 18 2016 : Sacramone Park (I)	175,000.00	26,600.00	-	201,600.00
	February 18 2016 : Park Renovation (I)	145,000.00	22,325.00	-	167,325.00
	February 18 2016 : Webster School Air Conditioning (I)	40,000.00	9,125.00	-	49,125.00
	February 18 2016 : Parlin School Yard/Walkway Repavement (I)	50,000.00	7,675.00	-	57,675.00
	February 18 2016 : Parlin School Additional Classrooms I (I)	75,000.00	17,175.00	-	92,175.00
	February 18 2016 : Parlin School Additional Classrooms II (I)	45,000.00	9,525.00	-	54,525.00
	February 18 2016 : Ladder One Replacement (I)	120,000.00	9,500.00	-	129,500.00

*Does not include MCWT administrative or loan origination fees.

Hilltop Securities Inc.
Public Finance

City of Everett, Massachusetts
Fiscal Year 2023 Projected Principal and Interest Payments
*Net of MCWT Subsidy**

Aggregate Net Debt Service

					Part 4 of 5
DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	NET NEW D/S
02/15/2023 continued	February 18 2016 : Street & Sidewalk Repairs (I)	200,000.00	30,850.00	-	230,850.00
	February 18 2016 : Enterprise Departmental Equipment (I)	30,000.00	2,400.00	-	32,400.00
	February 28 2017 : Central Fire Station Renovation (I)	94,000.00	27,360.63	-	121,360.63
	February 28 2017 : Parlin School Renovation (I)	156,000.00	45,075.00	-	201,075.00
	February 28 2017 : High School Panel Improvements (I)	4,000.00	500.00	-	4,500.00
	February 28 2017 : Library Parlin Renovations (I)	7,000.00	2,051.88	-	9,051.88
	February 28 2017 : Police Station Renovations (I)	5,000.00	1,352.50	-	6,352.50
	February 28 2017 : City Hall Renovations (I)	15,000.00	4,379.38	-	19,379.38
	February 28 2017 : E-911 Building Renovations (I)	4,000.00	300.00	-	4,300.00
	February 28 2017 : Amory Renovations (I)	35,000.00	10,259.38	-	45,259.38
	February 28 2017 : City Services Building Renovations (I)	6,000.00	1,707.50	-	7,707.50
	February 28 2017 : Everett Stadium Renovations (I)	5,000.00	1,352.50	-	6,352.50
	February 28 2017 : Gym Renovations (I)	6,000.00	1,707.50	-	7,707.50
	February 28 2017 : Connolly Center Renovation (I)	9,000.00	2,420.00	-	11,420.00
	February 28 2017 : Refurbish Tot Lots (I)	43,000.00	8,845.00	-	51,845.00
	February 28 2017 : Meadows/Kearins Park Design & Construction (I)	4,000.00	400.00	-	4,400.00
	February 28 2017 : Swan Street Park Design & Construction (I)	58,000.00	12,030.00	-	70,030.00
	February 28 2017 : Gramsford Park Design & Construction (I)	50,000.00	10,500.00	-	60,500.00
	February 28 2017 : North Strand Bike Path Renovation (I)	30,000.00	6,300.00	-	36,300.00
	February 28 2017 : Hugh Common Construction (I)	4,000.00	475.00	-	4,475.00
	February 28 2017 : Traffic Signal Improvements (I)	22,000.00	2,750.00	-	24,750.00
	February 28 2017 : LED Streetlights (I)	53,000.00	6,550.00	-	59,550.00
	February 28 2017 : Traffic Lights (I)	10,000.00	1,250.00	-	11,250.00
	February 28 2017 : Keverian Parking Lot Reconstruction (I)	46,000.00	9,475.00	-	55,475.00
	February 28 2017 : Sewer illicit Connections Infrastructure (I)	4,000.00	1,004.38	-	5,004.38
	February 28 2017 : Elton & Tremont Drainage Improvements (I)	10,000.00	2,863.75	-	12,863.75
	February 8 2021 MWRA Water (O)	152,890.00	-	-	152,890.00
	February 8 2021 MWRA Sewer (I)	60,270.00	-	-	60,270.00
Subtotal		\$1,848,160.00	\$309,059.40	-	\$2,157,219.40
04/01/2023	April 4 2019 : City Services - Mini Packer (I)	35,000.00	1,750.00	-	36,750.00
	April 4 2019 : City Services - Aerial Truck (I)	15,000.00	750.00	-	15,750.00
	April 4 2019 : Voting Machines (I)	15,000.00	625.00	-	15,625.00
	April 4 2019 : Public Safety Generator (I)	10,000.00	500.00	-	10,500.00
	April 4 2019 : OSHA Compliance (I)	25,000.00	1,250.00	-	26,250.00
	April 4 2019 : Street/Sidewalk Improvements (I)	180,000.00	47,125.00	-	227,125.00
	April 4 2019 : Appleton St. Park Design (I)	15,000.00	625.00	-	15,625.00
	April 4 2019 : Swan St. Park Phase II Design (I)	15,000.00	625.00	-	15,625.00
	April 4 2019 : Wherner Park (I)	15,000.00	625.00	-	15,625.00
	April 4 2019 : Morris Playground (I)	30,000.00	7,875.00	-	37,875.00
	April 4 2019 : Bike Share Locations (I)	15,000.00	750.00	-	15,750.00
	April 4 2019 : Glendal Square Redesign (I)	25,000.00	1,250.00	-	26,250.00

April 4 2019 : Prescott St. Bike Path Crossing (I)	10,000.00	375.00	-	10,375.00
April 4 2019 : Complete Streets Implementation (I)	30,000.00	6,875.00	-	36,875.00
April 4 2019 : Northern Strand Bike Path Extension (I)	15,000.00	3,900.00	-	18,900.00
April 4 2019 : Lower Broadway Bus Lane Design (I)	25,000.00	1,250.00	-	26,250.00
April 4 2019 : North Strand Bike Path Amenities (I)	35,000.00	1,750.00	-	36,750.00
April 4 2019 : Hale St. Park Construction (I)	70,000.00	23,553.13	-	93,553.13
April 4 2019 : Appleton St. Park Construction (I)	50,000.00	17,156.25	-	67,156.25
April 4 2019 : Central Ave. Park Construction (I)	50,000.00	17,156.25	-	67,156.25
April 4 2019 : Meadows/Kearins Park Phase II Design (I)	200,000.00	10,000.00	-	210,000.00
April 4 2019 : Tennis Court Design/Construction (I)	50,000.00	17,156.25	-	67,156.25
April 4 2019 : Everett Square Improvements II (I)	60,000.00	15,625.00	-	75,625.00
April 4 2019 : Werner & Fuller St. Park Design/Construction (I)	50,000.00	15,565.63	-	65,565.63
April 4 2019 : Tot Lot Design/Refurbish (I)	40,000.00	12,509.38	-	52,509.38
April 4 2019 : Beacham St. Design (I)	35,000.00	1,750.00	-	36,750.00
April 4 2019 : Sign/Awning Program & Wayfinding System (I)	25,000.00	1,125.00	-	26,125.00
April 4 2019 : Sweetser Circle Design (I)	20,000.00	875.00	-	20,875.00
April 4 2019 : Seven Acre Park Design/Construction (I)	5,000.00	750.00	-	5,750.00
April 4 2019 : City Services - F450 Dump Truck (I)	15,000.00	750.00	-	15,750.00
April 4 2019 : City Services - F350 Truck (I)	10,000.00	500.00	-	10,500.00
April 4 2019 : City Services - Freightliner Dump Truck (I)	35,000.00	1,750.00	-	36,750.00
April 4 2019 : City Services - Admin Vehicle (I)	5,000.00	250.00	-	5,250.00
April 4 2019 : Facilities Mgmt - Admin Vehicle (I)	5,000.00	250.00	-	5,250.00
April 4 2019 : ISD Bucket/Crane Truck (I)	30,000.00	1,500.00	-	31,500.00
April 4 2019 : City Services - Street Sweeper (I)	40,000.00	2,000.00	-	42,000.00
April 4 2019 : Planning - Ornamental Lights (I)	385,000.00	19,250.00	-	404,250.00
April 4 2019 : City Services - Aerial Truck II (I)	15,000.00	750.00	-	15,750.00
April 4 2019 : Central Fire Station Renovations (I)	25,000.00	7,812.50	-	32,812.50
April 4 2019 : Vocational Program at High School (I)	35,000.00	10,918.75	-	45,918.75
April 4 2019 : Addl Vocational Program at High School (I)	20,000.00	5,271.88	-	25,271.88
April 4 2019 : Vactor Truck (O)	40,000.00	6,800.00	-	46,800.00
Subtotal	\$1,825,000.00	\$268,925.02	-	\$2,093,925.02

*Does not include MCWT administrative or loan origination fees.

Hilltop Securities Inc.
Public Finance

City of Everett, Massachusetts
Fiscal Year 2023 Projected Principal and Interest Payments
*Net of MCWT Subsidy**

Aggregate Net Debt Service

					Part 5 of 5
DATE	Issue : Purpose	PRINCIPAL	INTEREST	MCWT Subsidy	NET NEW D/S
05/01/2023	May 3 2018 : Hancock St Fire Station Renovation (I)	165,000.00	53,925.00	-	218,925.00
	May 3 2018 : Park Design (I)	75,000.00	18,750.00	-	93,750.00
	May 3 2018 : Departmental Equipment (I)	5,000.00	125.00	-	5,125.00
	May 3 2018 : Best Buy Purchase (I)	20,000.00	5,121.88	-	25,121.88
	May 3 2018 : Roadway Infrastructure (I)	90,000.00	22,400.00	-	112,400.00
	May 3 2018 : Elton & Tremont St Drainage (I)	65,000.00	21,653.13	-	86,653.13
	May 3 2018 : Cemetery Design/Construction (I)	240,000.00	6,000.00	-	246,000.00
	May 3 2018 : Design and Refurbish City Parks and Tot Lots (I)	130,000.00	3,250.00	-	133,250.00
	May 3 2018 : Meadows/Kearins Park Phase II- Design Field (I)	30,000.00	9,178.13	-	39,178.13
	May 3 2018 : Everett Square Improvements (I)	25,000.00	5,950.00	-	30,950.00
	May 3 2018 : Webster/Lincoln Intersection (I)	25,000.00	3,625.00	-	28,625.00
	May 3 2018 : Traffic Signal Upgrades (I)	20,000.00	3,000.00	-	23,000.00
	May 3 2018 : Wireless Fire Alarm Boxes (I)	45,000.00	1,125.00	-	46,125.00
	May 3 2018 : Freightliner Dump Truck (I)	30,000.00	750.00	-	30,750.00
	May 3 2018 : Edith Street Park Design (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : Hale Street Park Design (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : Central Ave Park Design (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : Bike Share Locations (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : Bike Path Extension Improvements (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : Wellness Building Boiler (I)	10,000.00	2,040.63	-	12,040.63
	May 3 2018 : Beacham Street Design (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : Second Street Corridor Engineering Design (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : Crane Truck (I)	25,000.00	625.00	-	25,625.00
	May 3 2018 : 2 F350 Pickup Trucks (I)	20,000.00	500.00	-	20,500.00
	May 3 2018 : Bus Lane Improvements (I)	15,000.00	375.00	-	15,375.00
	May 3 2018 : E-911 EFD Stations (I)	15,000.00	375.00	-	15,375.00
	May 3 2018 : F450 Dump Truck with Plow/Sander (I)	10,000.00	250.00	-	10,250.00
	May 3 2018 : Facilities- Skid Steer (S750 Bobcat) (I)	10,000.00	250.00	-	10,250.00
	May 3 2018 : Cemetery- Skid Steer (S750 Bobcat) (I)	10,000.00	250.00	-	10,250.00
	May 3 2018 : Bike Safety Upgrades (I)	5,000.00	125.00	-	5,125.00
	May 3 2018 : Facilities Maintenance Vehicle (I)	5,000.00	125.00	-	5,125.00
	May 3 2018 : F-150 Truck (I)	5,000.00	125.00	-	5,125.00
	May 3 2018 : Inspection Service File System (I)	5,000.00	125.00	-	5,125.00
	May 3 2018 : Heavy Duty Truck Lift (I)	5,000.00	125.00	-	5,125.00
	May 3 2018 : Parlin School Flooring (I)	20,000.00	6,046.88	-	26,046.88
	May 3 2018 : Parlin School Lockers (I)	35,000.00	875.00	-	35,875.00
	May 3 2018 : Water/Sewer Truck (I)	5,000.00	125.00	-	5,125.00
	May 3 2018 : Water/Sewer GIS Improvements (I)	35,000.00	875.00	-	35,875.00
	May 3 2018 : Water/Sewer Data Management System (I)	25,000.00	625.00	-	25,625.00
Subtotal		\$1,400,000.00	\$173,065.65	-	\$1,573,065.65
05/15/2023	May 20 2013 MWRA Water (O)	165,344.10	-	-	165,344.10
	June 1 2020 MWRA Water (O)	50,000.00	-	-	50,000.00

	May 10 2021 MWRA Water (O)	150,000.00	-	-	150,000.00
	June 20 2022 MWRA Sewer (O)	63,755.00	-	-	63,755.00
	June 20 2022 MWRA Water (O)	150,000.00	-	-	150,000.00
	Subtotal	\$579,099.10	-	-	\$579,099.10
06/15/2023	December 20 2013 : Water Meters 1 (O)	-	1,350.00	-	1,350.00
	December 20 2013 : Glendale Park Improvements (I)	-	10,365.00	-	10,365.00
	December 20 2013 : Parlin School Masonry Repair (I)	-	3,997.50	-	3,997.50
	December 20 2013 : Shute Library Construction 1 (I)	-	12,015.00	-	12,015.00
	December 20 2013 : Shute Library Construction 2 (I)	-	4,500.00	-	4,500.00
	December 20 2013 : Fire Station Repairs & Design (I)	-	1,875.00	-	1,875.00
	December 20 2013 : Police Station Renovations (I)	-	75.00	-	75.00
	December 20 2013 : 911 Stairs (I)	-	75.00	-	75.00
	December 20 2013 : Roadway Reconstruction (I)	-	4,200.00	-	4,200.00
	December 20 2013 : Sidewalk Reconstruction (I)	-	75.00	-	75.00
	Subtotal	-	\$38,527.50	-	\$38,527.50
	Total	\$12,138,970.49	\$3,529,048.98	(2,994.82)	\$15,665,024.65

*Does not include MCWT administrative or loan origination fees.

Hilltop Securities Inc.
Public Finance

Long Term Debt Schedule as of June 30, 2022													
City of Everett, Massachusetts													
9.5 Actual Debt Service - Tax Supported General Fund													
Date of Issue	Purpose	Type of Payment	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
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	449,415
		Interest	98,871	89,883	80,895	71,906	62,918	53,930	44,942	35,953	26,965	17,977	
2/19/2008	Section 108 HUD Loan (O)	Principal	84,000	88,000	93,000	97,000	102,000	109,000	-	-	-	-	
		Interest	-	-	-	-	-	-	-	-	-	-	
12/20/2013	Glendale Park Improvements (I)	Principal	200,000	185,000	130,000	110,000	110,000	110,000	-	-	-	-	
		Interest	23,730	17,955	13,035	9,075	5,445	1,815	-	-	-	-	
12/20/2013	Parlin School Masonry Repair (I)	Principal	40,000	30,000	30,000	30,000	30,000	30,000	20,000	15,000	15,000	15,000	
		Interest	8,595	7,545	6,600	5,610	4,620	3,630	2,805	2,228	1,733	1,238	
12/20/2013	Shute Library Construction 1 (I)	Principal	85,000	75,000	75,000	75,000	75,000	75,000	60,000	60,000	60,000	60,000	
		Interest	25,305	22,905	20,543	18,068	15,593	13,118	10,890	8,910	6,930	4,950	
12/20/2013	Shute Library Construction 2 (I)	Principal	35,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
		Interest	9,525	8,625	7,838	7,013	6,188	5,363	4,538	3,713	2,888	2,063	
12/20/2013	Fire Station Repairs & Design (I)	Principal	20,000	15,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
		Interest	4,050	3,525	3,135	2,805	2,475	2,145	1,815	1,485	1,155	825	
12/20/2013	Police Station Renovations (I)	Principal	5,000	5,000	-	-	-	-	-	-	-	-	
		Interest	225	75	-	-	-	-	-	-	-	-	
12/20/2013	911 Stairs (I)	Principal	5,000	5,000	-	-	-	-	-	-	-	-	
		Interest	225	75	-	-	-	-	-	-	-	-	
12/20/2013	Roadway Reconstruction (I)	Principal	280,000	280,000	-	-	-	-	-	-	-	-	
		Interest	12,600	4,200	-	-	-	-	-	-	-	-	
12/20/2013	Sidewalk Reconstruction (I)	Principal	5,000	5,000	-	-	-	-	-	-	-	-	
		Interest	225	75	-	-	-	-	-	-	-	-	
2/6/2014	Tot Lot (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	-	-	
		Interest	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	-	-	-	
		Interest	2,188	1,888	1,588	1,288	988	675	350	-	-	-	
2/6/2014	Fire Pumper Truck (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	-	-	
		Interest	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	-	-	-	
		Interest	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	-	-	-	-	-	-	-	
		Interest	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	-	-	
		Interest	11,925	10,125	8,325	6,525	5,400	4,050	2,700	1,350	-	-	
4/23/2015	Street & Sidewalk Improvements (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	-	-	
		Interest	53,000	45,000	37,000	29,000	24,000	18,000	12,000	6,000	-	-	
4/23/2015	Shute Library Renovation (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	30,000	
		Interest	13,100	11,700	10,300	8,900	8,025	6,975	5,925	4,875	3,825	2,775	
4/23/2015	Whittier School Roof (I)	Principal	40,000	40,000	40,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	
		Interest	15,256	13,656	12,056	10,456	9,581	8,531	7,481	6,431	5,381	4,331	
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	684,000	679,000	679,000	674,000	-	-	-	-	-	-	
		Interest	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	-	-	-	-	-	-	
		Interest	145	105	65	25	-	-	-	-	-	-	
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	-	
		Interest	13,800	12,000	10,200	8,400	6,600	4,800	3,900	2,550	1,200	-	
2/18/2016	Land Acquisition (I)	Principal	30,000	30,000	30,000	30,000	25,000	25,000	25,000	25,000	25,000	25,000	
		Interest	12,150	10,950	9,750	8,550	7,350	6,350	5,850	5,100	4,350	3,600	
2/18/2016	Sacramone Park (I)	Principal	175,000	175,000	175,000	175,000	170,000	170,000	170,000	165,000	165,000	-	
		Interest	53,200	46,200	39,200	32,200	25,200	18,400	15,000	9,900	4,950	-	
2/18/2016	Park Renovation (I)	Principal	145,000	145,000	145,000	145,000	145,000	145,000	145,000	140,000	140,000	-	
		Interest	44,850	38,850	33,050	27,250	21,450	15,850	12,750	8,400	4,200	-	
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	18,250	16,650	15,050	13,450	11,850	10,250	9,450	8,250	7,050	5,850	
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	45,000	-	
		Interest	15,350	13,350	11,350	9,350	7,350	5,350	4,350	2,850	1,350	-	
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	
		Interest	34,350	31,350	28,350	25,350	22,350	19,350	17,850	15,600	13,350	11,100	
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	45,000	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	
		Interest	19,050	17,250	15,450	13,650	11,850	10,250	9,450	8,250	7,050	5,850	
2/18/2016	Ladder One Replacement (I)	Principal	120,000	120,000	120,000	115,000	-	-	-	-	-	-	
		Interest	19,000	14,200	9,400	4,600	-	-	-	-	-	-	
2/18/2016	Street & Sidewalk Repairs (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	195,000	195,000	-	
		Interest	61,700	53,700	45,700	37,700	29,700	21,700	17,700	11,700	5,850	-	
2/28/2017	Central Fire Station Renovation (I)	Principal	94,000	94,000	94,000	94,000	93,000	93,000	93,000	93,000	93,000	93,000	
		Interest	54,721	50,021	45,321	40,621	35,921	31,271	27,551	23,831	21,041	18,251	
2/28/2017	Parlin School Renovation (I)	Principal	156,000	153,000	154,000	155,000	156,000	153,000	153,000	153,000	155,000	156,000	
		Interest	90,150	82,350	74,700	67,000	59,250	51,450	45,330	39,210	34,620	29,970	
2/28/2017	High School Panel Improvements (I)	Principal	4,000	4,000	4,000	4,000	4,000	-	-	-	-	-	
		Interest	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	4,104	3,754	3,404	3,054	2,704	2,354	2,074	1,794	1,584	1,374	
2/28/2017	Police Station Renovations (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	4,000	4,000	
		Interest	2,705	2,455	2,205	1,955	1,705	1,455	1,255	1,055	905	785	
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	8,759	8,009	7,259	6,509	5,759	5,009	4,409	3,809	3,359	2,909	
2/28/2017	E-911 Building Renovations (I)	Principal	4,000	4,000	4,000	-	-	-	-	-	-	-	
		Interest	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	20,519	18,769	17,019	15,269	13,519	11,769	10,369	8,969	7,919	6,869	
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	3,415	3,115	2,815	2,515	2,215	1,915	1,675	1,435	1,255	1,075	

Long Term Debt Schedule as of June 30, 2022			
City of Everett, Massachusetts			
9.5 Actual Debt Service - Tax Supported General Fund			
Date of Issue	Purpose	Type of Payment	2033
10/25/2007	MSBA School (O)	Principal	449,415
		Interest	8,988
2/19/2008	Section 108 HUD Loan (O)	Principal	-
		Interest	-
12/20/2013	Glendale Park Improvements (I)	Principal	-
		Interest	-
12/20/2013	Parlin School Masonry Repair (I)	Principal	15,000
		Interest	743
12/20/2013	Shute Library Construction 1 (I)	Principal	60,000
		Interest	2,970
12/20/2013	Shute Library Construction 2 (I)	Principal	25,000
		Interest	1,238
12/20/2013	Fire Station Repairs & Design (I)	Principal	10,000
		Interest	495
12/20/2013	Police Station Renovations (I)	Principal	-
		Interest	-
12/20/2013	911 Stairs (I)	Principal	-
		Interest	-
12/20/2013	Roadway Reconstruction (I)	Principal	-
		Interest	-
12/20/2013	Sidewalk Reconstruction (I)	Principal	-
		Interest	-
2/6/2014	Tot Lot (I)	Principal	-
		Interest	-
2/6/2014	City Hall Roof Repair (I)	Principal	-
		Interest	-
2/6/2014	Fire Pumper Truck (I)	Principal	-
		Interest	-
2/6/2014	Road & Sidewalk (I)	Principal	-
		Interest	-
4/23/2015	Pumper Truck (I)	Principal	-
		Interest	-
4/23/2015	Day Park Renovation (I)	Principal	-
		Interest	-
4/23/2015	Street & Sidewalk Improvements (I)	Principal	-
		Interest	-
4/23/2015	Shute Library Renovation (I)	Principal	30,000
		Interest	1,875
4/23/2015	Whittier School Roof (I)	Principal	35,000
		Interest	3,281
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	-
		Interest	-
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	-
		Interest	-
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	-
		Interest	-
2/18/2016	Land Acquisition (I)	Principal	25,000
		Interest	2,850
2/18/2016	Sacramone Park (I)	Principal	-
		Interest	-
2/18/2016	Park Renovation (I)	Principal	-
		Interest	-
2/18/2016	Webster School Air Conditioning (I)	Principal	40,000
		Interest	4,650
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	-
		Interest	-
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000
		Interest	8,850
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	40,000
		Interest	4,650
2/18/2016	Ladder One Replacement (I)	Principal	-
		Interest	-
2/18/2016	Street & Sidewalk Repairs (I)	Principal	-
		Interest	-
2/28/2017	Central Fire Station Renovation (I)	Principal	93,000
		Interest	15,461
2/28/2017	Parlin School Renovation (I)	Principal	154,000
		Interest	25,290
2/28/2017	High School Panel Improvements (I)	Principal	-
		Interest	-
2/28/2017	Library Parlin Renovations (I)	Principal	7,000
		Interest	1,164
2/28/2017	Police Station Renovations (I)	Principal	4,000
		Interest	665
2/28/2017	City Hall Renovations (I)	Principal	15,000
		Interest	2,459
2/28/2017	E-911 Building Renovations (I)	Principal	-
		Interest	-
2/28/2017	Amory Renovations (I)	Principal	35,000
		Interest	5,819
2/28/2017	City Services Building Renovations (I)	Principal	6,000
		Interest	895

Long Term Debt Schedule as of June 30, 2022												
City of Everett, Massachusetts												
9.5 Actual Debt Service - Tax Supported General Fund												
Date of Issue	Purpose	Type of Payment	2034	2035	2036	2037	2038	2039	2040	2041	2042	Total
10/25/2007	MSBA School (O)	Principal	-	-	-	-	-	-	-	-	-	4,943,569
		Interest	-	-	-	-	-	-	-	-	-	593,228
2/19/2008	Section 108 HUD Loan (O)	Principal	-	-	-	-	-	-	-	-	-	573,000
		Interest	-	-	-	-	-	-	-	-	-	-
12/20/2013	Glendale Park Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	845,000
		Interest	-	-	-	-	-	-	-	-	-	71,055
12/20/2013	Parlin School Masonry Repair (I)	Principal	15,000	-	-	-	-	-	-	-	-	285,000
		Interest	248	-	-	-	-	-	-	-	-	45,593
12/20/2013	Shute Library Construction 1 (I)	Principal	60,000	-	-	-	-	-	-	-	-	820,000
		Interest	990	-	-	-	-	-	-	-	-	151,170
12/20/2013	Shute Library Construction 2 (I)	Principal	25,000	-	-	-	-	-	-	-	-	310,000
		Interest	413	-	-	-	-	-	-	-	-	59,400
12/20/2013	Fire Station Repairs & Design (I)	Principal	10,000	-	-	-	-	-	-	-	-	135,000
		Interest	165	-	-	-	-	-	-	-	-	24,075
12/20/2013	Police Station Renovations (I)	Principal	-	-	-	-	-	-	-	-	-	10,000
		Interest	-	-	-	-	-	-	-	-	-	300
12/20/2013	911 Stairs (I)	Principal	-	-	-	-	-	-	-	-	-	10,000
		Interest	-	-	-	-	-	-	-	-	-	300
12/20/2013	Roadway Reconstruction (I)	Principal	-	-	-	-	-	-	-	-	-	560,000
		Interest	-	-	-	-	-	-	-	-	-	16,800
12/20/2013	Sidewalk Reconstruction (I)	Principal	-	-	-	-	-	-	-	-	-	10,000
		Interest	-	-	-	-	-	-	-	-	-	300
2/6/2014	Tot Lot (I)	Principal	-	-	-	-	-	-	-	-	-	105,000
		Interest	-	-	-	-	-	-	-	-	-	13,444
2/6/2014	City Hall Roof Repair (I)	Principal	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	8,963
2/6/2014	Fire Pumper Truck (I)	Principal	-	-	-	-	-	-	-	-	-	280,000
		Interest	-	-	-	-	-	-	-	-	-	35,850
2/6/2014	Road & Sidewalk (I)	Principal	-	-	-	-	-	-	-	-	-	1,400,000
		Interest	-	-	-	-	-	-	-	-	-	179,250
4/23/2015	Pumper Truck (I)	Principal	-	-	-	-	-	-	-	-	-	180,000
		Interest	-	-	-	-	-	-	-	-	-	14,400
4/23/2015	Day Park Renovation (I)	Principal	-	-	-	-	-	-	-	-	-	360,000
		Interest	-	-	-	-	-	-	-	-	-	50,400
4/23/2015	Street & Sidewalk Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	1,600,000
		Interest	-	-	-	-	-	-	-	-	-	224,000
4/23/2015	Shute Library Renovation (I)	Principal	30,000	-	-	-	-	-	-	-	-	405,000
		Interest	938	-	-	-	-	-	-	-	-	79,213
4/23/2015	Whittier School Roof (I)	Principal	35,000	35,000	-	-	-	-	-	-	-	470,000
		Interest	2,188	1,094	-	-	-	-	-	-	-	99,725
4/23/2015	Adv Ref of Feb 1 07 - High School (I)	Principal	-	-	-	-	-	-	-	-	-	2,716,000
		Interest	-	-	-	-	-	-	-	-	-	230,560
4/23/2015	Adv Ref of Feb 1 07 - Prior Schools (I)	Principal	-	-	-	-	-	-	-	-	-	4,000
		Interest	-	-	-	-	-	-	-	-	-	340
2/18/2016	Refurbish Park & Tot Lots (I)	Principal	-	-	-	-	-	-	-	-	-	400,000
		Interest	-	-	-	-	-	-	-	-	-	63,450
2/18/2016	Land Acquisition (I)	Principal	25,000	25,000	20,000	-	-	-	-	-	-	365,000
		Interest	2,100	1,350	600	-	-	-	-	-	-	80,900
2/18/2016	Sacramone Park (I)	Principal	-	-	-	-	-	-	-	-	-	1,540,000
		Interest	-	-	-	-	-	-	-	-	-	244,250
2/18/2016	Park Renovation (I)	Principal	-	-	-	-	-	-	-	-	-	1,295,000
		Interest	-	-	-	-	-	-	-	-	-	206,250
2/18/2016	Webster School Air Conditioning (I)	Principal	40,000	40,000	35,000	-	-	-	-	-	-	555,000
		Interest	3,450	2,250	1,050	-	-	-	-	-	-	127,500
2/18/2016	Parlin School Yard/Walkway Repavement (I)	Principal	-	-	-	-	-	-	-	-	-	445,000
		Interest	-	-	-	-	-	-	-	-	-	70,650
2/18/2016	Parlin School Additional Classrooms I (I)	Principal	75,000	75,000	70,000	-	-	-	-	-	-	1,045,000
		Interest	6,600	4,350	2,100	-	-	-	-	-	-	240,900
2/18/2016	Parlin School Additional Classrooms II (I)	Principal	40,000	40,000	35,000	-	-	-	-	-	-	575,000
		Interest	3,450	2,250	1,050	-	-	-	-	-	-	129,500
2/18/2016	Ladder One Replacement (I)	Principal	-	-	-	-	-	-	-	-	-	475,000
		Interest	-	-	-	-	-	-	-	-	-	47,200
2/18/2016	Street & Sidewalk Repairs (I)	Principal	-	-	-	-	-	-	-	-	-	1,790,000
		Interest	-	-	-	-	-	-	-	-	-	285,450
2/28/2017	Central Fire Station Renovation (I)	Principal	93,000	93,000	93,000	93,000	-	-	-	-	-	1,399,000
		Interest	12,555	9,533	6,394	3,255	-	-	-	-	-	395,750
2/28/2017	Parlin School Renovation (I)	Principal	155,000	152,000	152,000	148,000	-	-	-	-	-	2,305,000
		Interest	20,478	15,440	10,310	5,180	-	-	-	-	-	650,728
2/28/2017	High School Panel Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	20,000
		Interest	-	-	-	-	-	-	-	-	-	3,000
2/28/2017	Library Parlin Renovations (I)	Principal	7,000	7,000	7,000	7,000	-	-	-	-	-	105,000
		Interest	945	718	481	245	-	-	-	-	-	29,750
2/28/2017	Police Station Renovations (I)	Principal	4,000	4,000	4,000	4,000	-	-	-	-	-	68,000
		Interest	540	410	275	140	-	-	-	-	-	18,510
2/28/2017	City Hall Renovations (I)	Principal	15,000	15,000	15,000	14,000	-	-	-	-	-	224,000
		Interest	1,990	1,503	996	490	-	-	-	-	-	63,225
2/28/2017	E-911 Building Renovations (I)	Principal	-	-	-	-	-	-	-	-	-	12,000
		Interest	-	-	-	-	-	-	-	-	-	1,200
2/28/2017	Amory Renovations (I)	Principal	35,000	35,000	35,000	35,000	-	-	-	-	-	525,000
		Interest	4,725	3,588	2,406	1,225	-	-	-	-	-	148,750
2/28/2017	City Services Building Renovations (I)	Principal	6,000	5,000	5,000	5,000	-	-	-	-	-	87,000
		Interest	708	513	344	175	-	-	-	-	-	24,064

Long Term Debt Schedule as of June 30, 2022 City of Everett, Massachusetts													
9.5 Actual Debt Service - Tax Supported General Fund													
Date of Issue	Purpose	Type of Payment	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
2/28/2017	Everett Stadium Renovations (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	4,000	4,000	
		Interest	2,705	2,455	2,205	1,955	1,705	1,455	1,255	1,055	905	785	
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	3,415	3,115	2,815	2,515	2,215	1,915	1,675	1,435	1,255	1,075	
2/28/2017	Connolly Center Renovation (I)	Principal	9,000	9,000	9,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
		Interest	4,840	4,390	3,940	3,490	3,090	2,690	2,370	2,050	1,810	1,570	
2/28/2017	Refurbish Tot Lots (I)	Principal	43,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	
		Interest	17,690	15,540	13,440	11,340	9,240	7,140	5,460	3,780	2,520	1,260	
2/28/2017	Meadows/Kearins Park Design & Construction (I)	Principal	4,000	4,000	4,000	4,000	-	-	-	-	-	-	
		Interest	800	600	400	200	-	-	-	-	-	-	
2/28/2017	Swan Street Park Design & Construction (I)	Principal	58,000	58,000	58,000	57,000	57,000	57,000	57,000	57,000	57,000	56,000	
		Interest	24,060	21,160	18,260	15,360	12,510	9,660	7,380	5,100	3,390	1,680	
2/28/2017	Gramsford Park Design & Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
		Interest	21,000	18,500	16,000	13,500	11,000	8,500	6,500	4,500	3,000	1,500	
2/28/2017	North Strand Bike Path Renovation (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	
		Interest	12,600	11,100	9,600	8,100	6,600	5,100	3,900	2,700	1,800	900	
2/28/2017	Hugh Common Construction (I)	Principal	4,000	4,000	4,000	4,000	3,000	-	-	-	-	-	
		Interest	950	750	550	350	150	-	-	-	-	-	
2/28/2017	Traffic Signal Improvements (I)]	Principal	22,000	22,000	22,000	22,000	22,000	-	-	-	-	-	
		Interest	5,500	4,400	3,300	2,200	1,100	-	-	-	-	-	
2/28/2017	LED Streetlights (I)	Principal	53,000	53,000	52,000	52,000	52,000	-	-	-	-	-	
		Interest	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	-	-	-	-	-	
		Interest	2,500	2,000	1,500	1,000	500	-	-	-	-	-	
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	46,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	
		Interest	18,950	16,650	14,400	12,150	9,900	7,650	5,850	4,050	2,700	1,350	
5/3/2018	Hancock St Fire Station Renovation (I)	Principal	165,000	165,000	165,000	165,000	165,000	160,000	160,000	160,000	160,000	160,000	
		Interest	107,850	99,600	91,350	83,100	74,850	66,600	58,600	52,200	45,800	39,400	
5/3/2018	Park Design (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	
		Interest	37,500	33,750	30,000	26,250	22,500	18,750	15,000	12,000	9,000	6,000	
5/3/2018	Departmental Equipment (I)	Principal	5,000	-	-	-	-	-	-	-	-	-	
		Interest	250	-	-	-	-	-	-	-	-	-	
5/3/2018	Best Buy Purchase (I)	Principal	20,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	
		Interest	10,244	9,244	8,494	7,744	6,994	6,244	5,494	4,894	4,294	3,694	
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	44,800	40,300	35,800	31,300	26,800	22,300	17,800	14,200	10,600	7,000	
5/3/2018	Cemetery Design/Construction (I)	Principal	240,000	-	-	-	-	-	-	-	-	-	
		Interest	12,000	-	-	-	-	-	-	-	-	-	
5/3/2018	Design and Refurbish City Parks and Tot Lots (I)	Principal	130,000	-	-	-	-	-	-	-	-	-	
		Interest	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	25,000	25,000	25,000	
		Interest	18,356	16,856	15,356	13,856	12,356	10,856	9,356	8,156	7,156	6,156	
5/3/2018	Everett Square Improvements (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	20,000	20,000	
		Interest	11,900	10,650	9,400	8,150	6,900	5,650	4,400	3,400	2,400	1,600	
5/3/2018	Webster/Lincoln Intersection (I)	Principal	25,000	25,000	25,000	25,000	25,000	20,000	-	-	-	-	
		Interest	7,250	6,000	4,750	3,500	2,250	1,000	-	-	-	-	
5/3/2018	Traffic Signal Upgrades (I)	Principal	20,000	20,000	20,000	20,000	20,000	20,000	-	-	-	-	
		Interest	6,000	5,000	4,000	3,000	2,000	1,000	-	-	-	-	
5/3/2018	Wireless Fire Alarm Boxes (I)	Principal	45,000	-	-	-	-	-	-	-	-	-	
		Interest	2,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Freightliner Dump Truck (I)	Principal	30,000	-	-	-	-	-	-	-	-	-	
		Interest	1,500	-	-	-	-	-	-	-	-	-	
5/3/2018	Edith Street Park Design (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Hale Street Park Design (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Central Ave Park Design (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Bike Share Locations (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Bike Path Extension Improvements (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Wellness Building Boiler (I)	Principal	10,000	10,000	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
		Interest	4,081	3,581	3,081	2,581	2,331	2,081	1,831	1,631	1,431	1,231	
5/3/2018	Beacham Street Design (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Second Street Corridor Engineering Design (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	Crane Truck (I)	Principal	25,000	-	-	-	-	-	-	-	-	-	
		Interest	1,250	-	-	-	-	-	-	-	-	-	
5/3/2018	2 F350 Pickup Trucks (I)	Principal	20,000	-	-	-	-	-	-	-	-	-	
		Interest	1,000	-	-	-	-	-	-	-	-	-	
5/3/2018	Bus Lane Improvements (I)	Principal	15,000	-	-	-	-	-	-	-	-	-	
		Interest	750	-	-	-	-	-	-	-	-	-	
5/3/2018	E-911 EFD Stations (I)	Principal	15,000	-	-	-	-	-	-	-	-	-	
		Interest	750	-	-	-	-	-	-	-	-	-	
5/3/2018	F450 Dump Truck with Plow/Sander (I)	Principal	10,000	-	-	-	-	-	-	-	-	-	
		Interest	500	-	-	-	-	-	-	-	-	-	
5/3/2018	Facilities- Skid Steer (S750 Bobcat) (I)	Principal	10,000	-	-	-	-	-	-	-	-	-	
		Interest	500	-	-	-	-	-	-	-	-	-	
5/3/2018	Cemetery- Skid Steer (S750 Bobcat) (I)	Principal	10,000	-	-	-	-	-	-	-	-	-	
		Interest	500	-	-	-	-	-	-	-	-	-	
5/3/2018	Bike Safety Upgrades (I)	Principal	5,000	-	-	-	-	-	-	-	-	-	

Long Term Debt Schedule as of June 30, 2022			
City of Everett, Massachusetts			
9.5 Actual Debt Service - Tax Supported General Fund			
Date of Issue	Purpose	Type of Payment	2033
2/28/2017	Everett Stadium Renovations (I)	Principal	4,000
		Interest	665
2/28/2017	Gym Renovations (I)	Principal	6,000
		Interest	895
2/28/2017	Connolly Center Renovation (I)	Principal	8,000
		Interest	1,330
2/28/2017	Refurbish Tot Lots (I)	Principal	-
		Interest	-
2/28/2017	Meadows/Kearins Park Design & Construction (I)	Principal	-
		Interest	-
2/28/2017	Swan Street Park Design & Construction (I)	Principal	-
		Interest	-
2/28/2017	Gramsford Park Design & Construction (I)	Principal	-
		Interest	-
2/28/2017	North Strand Bike Path Renovation (I)	Principal	-
		Interest	-
2/28/2017	Hugh Common Construction (I)	Principal	-
		Interest	-
2/28/2017	Traffic Signal Improvements (I)]	Principal	-
		Interest	-
2/28/2017	LED Streetlights (I)	Principal	-
		Interest	-
2/28/2017	Traffic Lights (I)	Principal	-
		Interest	-
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	-
		Interest	-
5/3/2018	Hancock St Fire Station Renovation (I)	Principal	160,000
		Interest	33,000
5/3/2018	Park Design (I)	Principal	75,000
		Interest	3,000
5/3/2018	Departmental Equipment (I)	Principal	-
		Interest	-
5/3/2018	Best Buy Purchase (I)	Principal	15,000
		Interest	3,094
5/3/2018	Roadway Infrastructure (I)	Principal	85,000
		Interest	3,400
5/3/2018	Cemetery Design/Construction (I)	Principal	-
		Interest	-
5/3/2018	Design and Refurbish City Parks and Tot Lots (I)	Principal	-
		Interest	-
5/3/2018	Meadows/Kearins Park Phase II- Design Field (I)	Principal	25,000
		Interest	5,156
5/3/2018	Everett Square Improvements (I)	Principal	20,000
		Interest	800
5/3/2018	Webster/Lincoln Intersection (I)	Principal	-
		Interest	-
5/3/2018	Traffic Signal Upgrades (I)	Principal	-
		Interest	-
5/3/2018	Wireless Fire Alarm Boxes (I)	Principal	-
		Interest	-
5/3/2018	Freightliner Dump Truck (I)	Principal	-
		Interest	-
5/3/2018	Edith Street Park Design (I)	Principal	-
		Interest	-
5/3/2018	Hale Street Park Design (I)	Principal	-
		Interest	-
5/3/2018	Central Ave Park Design (I)	Principal	-
		Interest	-
5/3/2018	Bike Share Locations (I)	Principal	-
		Interest	-
5/3/2018	Bike Path Extension Improvements (I)	Principal	-
		Interest	-
5/3/2018	Wellness Building Boiler (I)	Principal	5,000
		Interest	1,031
5/3/2018	Beacham Street Design (I)	Principal	-
		Interest	-
5/3/2018	Second Street Corridor Engineering Design (I)	Principal	-
		Interest	-
5/3/2018	Crane Truck (I)	Principal	-
		Interest	-
5/3/2018	2 F350 Pickup Trucks (I)	Principal	-
		Interest	-
5/3/2018	Bus Lane Improvements (I)	Principal	-
		Interest	-
5/3/2018	E-911 EFD Stations (I)	Principal	-
		Interest	-
5/3/2018	F450 Dump Truck with Plow/Sander (I)	Principal	-
		Interest	-
5/3/2018	Facilities- Skid Steer (S750 Bobcat) (I)	Principal	-
		Interest	-
5/3/2018	Cemetery- Skid Steer (S750 Bobcat) (I)	Principal	-
		Interest	-
5/3/2018	Bike Safety Upgrades (I)	Principal	-

Long Term Debt Schedule as of June 30, 2022													
City of Everett, Massachusetts													
9.5 Actual Debt Service - Tax Supported General Fund													
Date of Issue	Purpose	Type of Payment	2034	2035	2036	2037	2038	2039	2040	2041	2042	Total	
2/28/2017	Everett Stadium Renovations (I)	Principal	4,000	4,000	4,000	4,000	-	-	-	-	-	68,000	
		Interest	540	410	275	140	-	-	-	-	-	18,510	
2/28/2017	Gym Renovations (I)	Principal	6,000	5,000	5,000	5,000	-	-	-	-	-	87,000	
		Interest	708	513	344	175	-	-	-	-	-	24,064	
2/28/2017	Connolly Center Renovation (I)	Principal	8,000	8,000	8,000	8,000	-	-	-	-	-	123,000	
		Interest	1,080	820	550	280	-	-	-	-	-	34,300	
2/28/2017	Refurbish Tot Lots (I)	Principal	-	-	-	-	-	-	-	-	-	421,000	
		Interest	-	-	-	-	-	-	-	-	-	87,410	
2/28/2017	Meadows/Kearins Park Design & Construction (I)	Principal	-	-	-	-	-	-	-	-	-	16,000	
		Interest	-	-	-	-	-	-	-	-	-	2,000	
2/28/2017	Swan Street Park Design & Construction (I)	Principal	-	-	-	-	-	-	-	-	-	572,000	
		Interest	-	-	-	-	-	-	-	-	-	118,560	
2/28/2017	Gramsford Park Design & Construction (I)	Principal	-	-	-	-	-	-	-	-	-	500,000	
		Interest	-	-	-	-	-	-	-	-	-	104,000	
2/28/2017	North Strand Bike Path Renovation (I)	Principal	-	-	-	-	-	-	-	-	-	300,000	
		Interest	-	-	-	-	-	-	-	-	-	62,400	
2/28/2017	Hugh Common Construction (I)	Principal	-	-	-	-	-	-	-	-	-	19,000	
		Interest	-	-	-	-	-	-	-	-	-	2,750	
2/28/2017	Traffic Signal Improvements (I)]	Principal	-	-	-	-	-	-	-	-	-	110,000	
		Interest	-	-	-	-	-	-	-	-	-	16,500	
2/28/2017	LED Streetlights (I)	Principal	-	-	-	-	-	-	-	-	-	262,000	
		Interest	-	-	-	-	-	-	-	-	-	39,150	
2/28/2017	Traffic Lights (I)	Principal	-	-	-	-	-	-	-	-	-	50,000	
		Interest	-	-	-	-	-	-	-	-	-	7,500	
2/28/2017	Keverian Parking Lot Reconstruction (I)	Principal	-	-	-	-	-	-	-	-	-	451,000	
		Interest	-	-	-	-	-	-	-	-	-	93,650	
5/3/2018	Hancock St Fire Station Renovation (I)	Principal	160,000	160,000	160,000	160,000	160,000	-	-	-	-	2,585,000	
		Interest	26,600	21,400	16,200	10,800	5,400	-	-	-	-	832,750	
5/3/2018	Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	825,000	
		Interest	-	-	-	-	-	-	-	-	-	213,750	
5/3/2018	Departmental Equipment (I)	Principal	-	-	-	-	-	-	-	-	-	5,000	
		Interest	-	-	-	-	-	-	-	-	-	250	
5/3/2018	Best Buy Purchase (I)	Principal	15,000	15,000	15,000	15,000	15,000	-	-	-	-	245,000	
		Interest	2,494	2,006	1,519	1,013	506	-	-	-	-	77,969	
5/3/2018	Roadway Infrastructure (I)	Principal	-	-	-	-	-	-	-	-	-	985,000	
		Interest	-	-	-	-	-	-	-	-	-	254,300	
5/3/2018	Cemetery Design/Construction (I)	Principal	-	-	-	-	-	-	-	-	-	240,000	
		Interest	-	-	-	-	-	-	-	-	-	12,000	
5/3/2018	Design and Refurbish City Parks and Tot Lots (I)	Principal	-	-	-	-	-	-	-	-	-	130,000	
		Interest	-	-	-	-	-	-	-	-	-	6,500	
5/3/2018	Meadows/Kearins Park Phase II- Design Field (I)	Principal	25,000	25,000	25,000	25,000	25,000	-	-	-	-	435,000	
		Interest	4,156	3,344	2,531	1,688	844	-	-	-	-	136,181	
5/3/2018	Everett Square Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	260,000	
		Interest	-	-	-	-	-	-	-	-	-	65,250	
5/3/2018	Webster/Lincoln Intersection (I)	Principal	-	-	-	-	-	-	-	-	-	145,000	
		Interest	-	-	-	-	-	-	-	-	-	24,750	
5/3/2018	Traffic Signal Upgrades (I)	Principal	-	-	-	-	-	-	-	-	-	120,000	
		Interest	-	-	-	-	-	-	-	-	-	21,000	
5/3/2018	Wireless Fire Alarm Boxes (I)	Principal	-	-	-	-	-	-	-	-	-	45,000	
		Interest	-	-	-	-	-	-	-	-	-	2,250	
5/3/2018	Freightliner Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	30,000	
		Interest	-	-	-	-	-	-	-	-	-	1,500	
5/3/2018	Edith Street Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	Hale Street Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	Central Ave Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	Bike Share Locations (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	Bike Path Extension Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	Wellness Building Boiler (I)	Principal	5,000	5,000	5,000	5,000	5,000	-	-	-	-	95,000	
		Interest	831	669	506	338	169	-	-	-	-	27,406	
5/3/2018	Beacham Street Design (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	Second Street Corridor Engineering Design (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	Crane Truck (I)	Principal	-	-	-	-	-	-	-	-	-	25,000	
		Interest	-	-	-	-	-	-	-	-	-	1,250	
5/3/2018	2 F350 Pickup Trucks (I)	Principal	-	-	-	-	-	-	-	-	-	20,000	
		Interest	-	-	-	-	-	-	-	-	-	1,000	
5/3/2018	Bus Lane Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	15,000	
		Interest	-	-	-	-	-	-	-	-	-	750	
5/3/2018	E-911 EFD Stations (I)	Principal	-	-	-	-	-	-	-	-	-	15,000	
		Interest	-	-	-	-	-	-	-	-	-	750	
5/3/2018	F450 Dump Truck with Plow/Sander (I)	Principal	-	-	-	-	-	-	-	-	-	10,000	
		Interest	-	-	-	-	-	-	-	-	-	500	
5/3/2018	Facilities- Skid Steer (S750 Bobcat) (I)	Principal	-	-	-	-	-	-	-	-	-	10,000	
		Interest	-	-	-	-	-	-	-	-	-	500	
5/3/2018	Cemetery- Skid Steer (S750 Bobcat) (I)	Principal	-	-	-	-	-	-	-	-	-	10,000	
		Interest	-	-	-	-	-	-	-	-	-	500	
5/3/2018	Bike Safety Upgrades (I)	Principal	-	-	-	-	-	-	-	-	-	5,000	

Long Term Debt Schedule as of June 30, 2022												
City of Everett, Massachusetts												
9.5 Actual Debt Service - Tax Supported General Fund												
Date of Issue	Purpose	Type of Payment	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
		Interest	250	-	-	-	-	-	-	-	-	-
5/3/2018	Facilities Maintenance Vehicle (I)	Principal	5,000	-	-	-	-	-	-	-	-	-
		Interest	250	-	-	-	-	-	-	-	-	-
5/3/2018	F-150 Truck (I)	Principal	5,000	-	-	-	-	-	-	-	-	-
		Interest	250	-	-	-	-	-	-	-	-	-
5/3/2018	Inspection Service File System (I)	Principal	5,000	-	-	-	-	-	-	-	-	-
		Interest	250	-	-	-	-	-	-	-	-	-
5/3/2018	Heavy Duty Truck Lift (I)	Principal	5,000	-	-	-	-	-	-	-	-	-
		Interest	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	15,000
		Interest	12,094	11,094	10,094	9,094	8,094	7,094	6,094	5,294	4,494	3,694
5/3/2018	Parlin School Lockers (I)	Principal	35,000	-	-	-	-	-	-	-	-	-
		Interest	1,750	-	-	-	-	-	-	-	-	-
4/4/2019	City Services - Mini Packer (I)	Principal	35,000	35,000	-	-	-	-	-	-	-	-
		Interest	3,500	1,750	-	-	-	-	-	-	-	-
4/4/2019	City Services - Aerial Truck (I)	Principal	15,000	15,000	-	-	-	-	-	-	-	-
		Interest	1,500	750	-	-	-	-	-	-	-	-
4/4/2019	Voting Machines (I)	Principal	15,000	10,000	-	-	-	-	-	-	-	-
		Interest	1,250	500	-	-	-	-	-	-	-	-
4/4/2019	Public Safety Generator (I)	Principal	10,000	10,000	-	-	-	-	-	-	-	-
		Interest	1,000	500	-	-	-	-	-	-	-	-
4/4/2019	OSHA Compliance (I)	Principal	25,000	25,000	-	-	-	-	-	-	-	-
		Interest	2,500	1,250	-	-	-	-	-	-	-	-
4/4/2019	Street/Sidewalk Improvements (I)	Principal	180,000	180,000	180,000	180,000	180,000	180,000	175,000	175,000	175,000	175,000
		Interest	94,250	85,250	76,250	67,250	58,250	49,250	40,250	33,250	26,250	19,250
4/4/2019	Appleton St. Park Design (I)	Principal	15,000	10,000	-	-	-	-	-	-	-	-
		Interest	1,250	500	-	-	-	-	-	-	-	-
4/4/2019	Swan St. Park Phase II Design (I)	Principal	15,000	10,000	-	-	-	-	-	-	-	-
		Interest	1,250	500	-	-	-	-	-	-	-	-
4/4/2019	Whemer Park (I)	Principal	15,000	10,000	-	-	-	-	-	-	-	-
		Interest	1,250	500	-	-	-	-	-	-	-	-
4/4/2019	Morris Playground (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
		Interest	15,750	14,250	12,750	11,250	9,750	8,250	6,750	5,550	4,350	3,150
4/4/2019	Bike Share Locations (I)	Principal	15,000	15,000	-	-	-	-	-	-	-	-
		Interest	1,500	750	-	-	-	-	-	-	-	-
4/4/2019	Glendal Square Redesign (I)	Principal	25,000	25,000	-	-	-	-	-	-	-	-
		Interest	2,500	1,250	-	-	-	-	-	-	-	-
4/4/2019	Prescott St. Bike Path Crossing (I)	Principal	10,000	5,000	-	-	-	-	-	-	-	-
		Interest	750	250	-	-	-	-	-	-	-	-
4/4/2019	Complete Streets Implementation (I)	Principal	30,000	30,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		Interest	13,750	12,250	10,750	9,500	8,250	7,000	5,750	4,750	3,750	2,750
4/4/2019	Northern Strand Bike Path Extension (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	7,800	7,050	6,300	5,550	4,800	4,050	3,300	2,700	2,100	1,500
4/4/2019	Lower Broadway Bus Lane Design (I)	Principal	25,000	25,000	-	-	-	-	-	-	-	-
		Interest	2,500	1,250	-	-	-	-	-	-	-	-
4/4/2019	North Strand Bike Path Amenities (I)	Principal	35,000	35,000	-	-	-	-	-	-	-	-
		Interest	3,500	1,750	-	-	-	-	-	-	-	-
4/4/2019	Hale St. Park Construction (I)	Principal	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
		Interest	47,106	43,606	40,106	36,606	33,106	29,606	26,106	23,306	20,506	17,706
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
		Interest	34,313	31,813	29,313	26,813	24,313	21,813	19,313	17,313	15,313	13,313
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
		Interest	34,313	31,813	29,313	26,813	24,313	21,813	19,313	17,313	15,313	13,313
4/4/2019	Meadows/Kearins Park Phase II Design (I)	Principal	200,000	200,000	-	-	-	-	-	-	-	-
		Interest	20,000	10,000	-	-	-	-	-	-	-	-
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
		Interest	34,313	31,813	29,313	26,813	24,313	21,813	19,313	17,313	15,313	13,313
4/4/2019	Everett Square Improvements II (I)	Principal	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	55,000
		Interest	31,250	28,250	25,250	22,250	19,250	16,250	13,250	10,850	8,450	6,050
4/4/2019	Werner & Fuller St. Park Design/Construction (I)	Principal	50,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
		Interest	31,131	28,631	26,381	24,131	21,881	19,631	17,381	15,581	13,781	11,981
4/4/2019	Tot Lot Design/Refurbish (I)	Principal	40,000	40,000	40,000	40,000	35,000	35,000	35,000	35,000	35,000	35,000
		Interest	25,019	23,019	21,019	19,019	17,019	15,269	13,519	12,119	10,719	9,319
4/4/2019	Beacham St. Design (I)	Principal	35,000	35,000	-	-	-	-	-	-	-	-
		Interest	3,500	1,750	-	-	-	-	-	-	-	-
4/4/2019	Sign/Awning Program & Wayfinding System (I)	Principal	25,000	20,000	-	-	-	-	-	-	-	-
		Interest	2,250	1,000	-	-	-	-	-	-	-	-
4/4/2019	Sweetser Circle Design (I)	Principal	20,000	15,000	-	-	-	-	-	-	-	-
		Interest	1,750	750	-	-	-	-	-	-	-	-
4/4/2019	Seven Acre Park Design/Construction (I)	Principal	5,000	5,000	5,000	5,000	5,000	5,000	-	-	-	-
		Interest	1,500	1,250	1,000	750	500	250	-	-	-	-
4/4/2019	City Services - F450 Dump Truck (I)	Principal	15,000	15,000	-	-	-	-	-	-	-	-
		Interest	1,500	750	-	-	-	-	-	-	-	-
4/4/2019	City Services - F350 Truck (I)	Principal	10,000	10,000	-	-	-	-	-	-	-	-
		Interest	1,000	500	-	-	-	-	-	-	-	-
4/4/2019	City Services - Freightliner Dump Truck (I)	Principal	35,000	35,000	-	-	-	-	-	-	-	-
		Interest	3,500	1,750	-	-	-	-	-	-	-	-
4/4/2019	City Services - Admin Vehicle (I)	Principal	5,000	5,000	-	-	-	-	-	-	-	-
		Interest	500	250	-	-	-	-	-	-	-	-
4/4/2019	Facilities Mgmt - Admin Vehicle (I)	Principal	5,000	5,000	-	-	-	-	-	-	-	-
		Interest	500	250	-	-	-	-	-	-	-	-
4/4/2019	ISD Bucket/Crane Truck (I)	Principal	30,000	30,000	-	-	-	-	-	-	-	-
		Interest	3,000	1,500	-	-	-	-	-	-	-	-

Long Term Debt Schedule as of June 30, 2022			
City of Everett, Massachusetts			
9.5 Actual Debt Service - Tax Supported General Fund			
Date of Issue	Purpose	Type of Payment	2033
		Interest	-
5/3/2018	Facilities Maintenance Vehicle (I)	Principal	-
		Interest	-
5/3/2018	F-150 Truck (I)	Principal	-
		Interest	-
5/3/2018	Inspection Service File System (I)	Principal	-
		Interest	-
5/3/2018	Heavy Duty Truck Lift (I)	Principal	-
		Interest	-
5/3/2018	Parlin School Flooring (I)	Principal	15,000
		Interest	3,094
5/3/2018	Parlin School Lockers (I)	Principal	-
		Interest	-
4/4/2019	City Services - Mini Packer (I)	Principal	-
		Interest	-
4/4/2019	City Services - Aerial Truck (I)	Principal	-
		Interest	-
4/4/2019	Voting Machines (I)	Principal	-
		Interest	-
4/4/2019	Public Safety Generator (I)	Principal	-
		Interest	-
4/4/2019	OSHA Compliance (I)	Principal	-
		Interest	-
4/4/2019	Street/Sidewalk Improvements (I)	Principal	175,000
		Interest	12,250
4/4/2019	Appleton St. Park Design (I)	Principal	-
		Interest	-
4/4/2019	Swan St. Park Phase II Design (I)	Principal	-
		Interest	-
4/4/2019	Wherner Park (I)	Principal	-
		Interest	-
4/4/2019	Morris Playground (I)	Principal	30,000
		Interest	1,950
4/4/2019	Bike Share Locations (I)	Principal	-
		Interest	-
4/4/2019	Glendal Square Redesign (I)	Principal	-
		Interest	-
4/4/2019	Prescott St. Bike Path Crossing (I)	Principal	-
		Interest	-
4/4/2019	Complete Streets Implementation (I)	Principal	25,000
		Interest	1,750
4/4/2019	Northern Strand Bike Path Extension (I)	Principal	15,000
		Interest	900
4/4/2019	Lower Broadway Bus Lane Design (I)	Principal	-
		Interest	-
4/4/2019	North Strand Bike Path Amenities (I)	Principal	-
		Interest	-
4/4/2019	Hale St. Park Construction (I)	Principal	70,000
		Interest	14,906
4/4/2019	Appleton St. Park Construction (I)	Principal	50,000
		Interest	11,313
4/4/2019	Central Ave. Park Construction (I)	Principal	50,000
		Interest	11,313
4/4/2019	Meadows/Kearins Park Phase II Design (I)	Principal	-
		Interest	-
4/4/2019	Tennis Court Design/Construction (I)	Principal	50,000
		Interest	11,313
4/4/2019	Everett Square Improvements II (I)	Principal	55,000
		Interest	3,850
4/4/2019	Werner & Fuller St. Park Design/Construction (I)	Principal	45,000
		Interest	10,181
4/4/2019	Tot Lot Design/Refurbish (I)	Principal	35,000
		Interest	7,919
4/4/2019	Beacham St. Design (I)	Principal	-
		Interest	-
4/4/2019	Sign/Awning Program & Wayfinding System (I)	Principal	-
		Interest	-
4/4/2019	Sweetser Circle Design (I)	Principal	-
		Interest	-
4/4/2019	Seven Acre Park Design/Construction (I)	Principal	-
		Interest	-
4/4/2019	City Services - F450 Dump Truck (I)	Principal	-
		Interest	-
4/4/2019	City Services - F350 Truck (I)	Principal	-
		Interest	-
4/4/2019	City Services - Freightliner Dump Truck (I)	Principal	-
		Interest	-
4/4/2019	City Services - Admin Vehicle (I)	Principal	-
		Interest	-
4/4/2019	Facilities Mgmt - Admin Vehicle (I)	Principal	-
		Interest	-
4/4/2019	ISD Bucket/Crane Truck (I)	Principal	-
		Interest	-

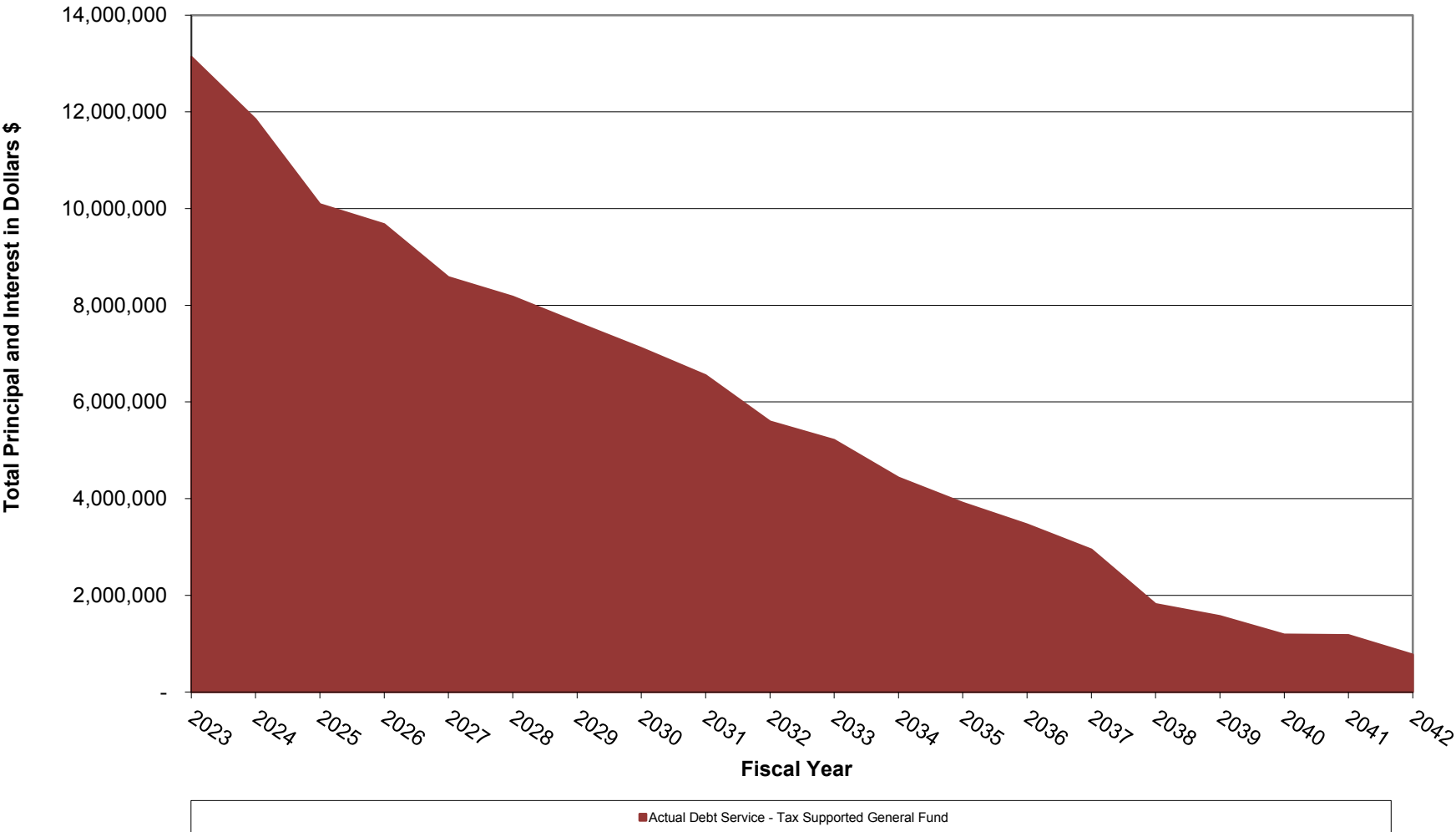
Long Term Debt Schedule as of June 30, 2022												
City of Everett, Massachusetts												
9.5 Actual Debt Service - Tax Supported General Fund												
Date of Issue	Purpose	Type of Payment	2034	2035	2036	2037	2038	2039	2040	2041	2042	Total
		Interest	-	-	-	-	-	-	-	-	-	250
5/3/2018	Facilities Maintenance Vehicle (I)	Principal	-	-	-	-	-	-	-	-	-	5,000
		Interest	-	-	-	-	-	-	-	-	-	250
5/3/2018	F-150 Truck (I)	Principal	-	-	-	-	-	-	-	-	-	5,000
		Interest	-	-	-	-	-	-	-	-	-	250
5/3/2018	Inspection Service File System (I)	Principal	-	-	-	-	-	-	-	-	-	5,000
		Interest	-	-	-	-	-	-	-	-	-	250
5/3/2018	Heavy Duty Truck Lift (I)	Principal	-	-	-	-	-	-	-	-	-	5,000
		Interest	-	-	-	-	-	-	-	-	-	250
5/3/2018	Parlin School Flooring (I)	Principal	15,000	15,000	15,000	15,000	15,000	-	-	-	-	285,000
		Interest	2,494	2,006	1,519	1,013	506	-	-	-	-	87,769
5/3/2018	Parlin School Lockers (I)	Principal	-	-	-	-	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	-	-	-	-	1,750
4/4/2019	City Services - Mini Packer (I)	Principal	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	5,250
4/4/2019	City Services - Aerial Truck (I)	Principal	-	-	-	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	-	-	-	2,250
4/4/2019	Voting Machines (I)	Principal	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	1,750
4/4/2019	Public Safety Generator (I)	Principal	-	-	-	-	-	-	-	-	-	20,000
		Interest	-	-	-	-	-	-	-	-	-	1,500
4/4/2019	OSHA Compliance (I)	Principal	-	-	-	-	-	-	-	-	-	50,000
		Interest	-	-	-	-	-	-	-	-	-	3,750
4/4/2019	Street/Sidewalk Improvements (I)	Principal	175,000	-	-	-	-	-	-	-	-	2,130,000
		Interest	5,250	-	-	-	-	-	-	-	-	567,000
4/4/2019	Appleton St. Park Design (I)	Principal	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	1,750
4/4/2019	Swan St. Park Phase II Design (I)	Principal	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	1,750
4/4/2019	Wherner Park (I)	Principal	-	-	-	-	-	-	-	-	-	25,000
		Interest	-	-	-	-	-	-	-	-	-	1,750
4/4/2019	Morris Playground (I)	Principal	25,000	-	-	-	-	-	-	-	-	355,000
		Interest	750	-	-	-	-	-	-	-	-	94,500
4/4/2019	Bike Share Locations (I)	Principal	-	-	-	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	-	-	-	2,250
4/4/2019	Glendal Square Redesign (I)	Principal	-	-	-	-	-	-	-	-	-	50,000
		Interest	-	-	-	-	-	-	-	-	-	3,750
4/4/2019	Prescott St. Bike Path Crossing (I)	Principal	-	-	-	-	-	-	-	-	-	15,000
		Interest	-	-	-	-	-	-	-	-	-	1,000
4/4/2019	Complete Streets Implementation (I)	Principal	25,000	-	-	-	-	-	-	-	-	310,000
		Interest	750	-	-	-	-	-	-	-	-	81,000
4/4/2019	Northern Strand Bike Path Extension (I)	Principal	10,000	-	-	-	-	-	-	-	-	175,000
		Interest	300	-	-	-	-	-	-	-	-	46,350
4/4/2019	Lower Broadway Bus Lane Design (I)	Principal	-	-	-	-	-	-	-	-	-	50,000
		Interest	-	-	-	-	-	-	-	-	-	3,750
4/4/2019	North Strand Bike Path Amenities (I)	Principal	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	5,250
4/4/2019	Hale St. Park Construction (I)	Principal	65,000	65,000	65,000	65,000	65,000	65,000	-	-	-	1,160,000
		Interest	12,106	10,156	8,206	6,256	4,225	2,113	-	-	-	375,731
4/4/2019	Appleton St. Park Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	-	-	-	850,000
		Interest	9,313	7,813	6,313	4,813	3,250	1,625	-	-	-	278,063
4/4/2019	Central Ave. Park Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	-	-	-	850,000
		Interest	9,313	7,813	6,313	4,813	3,250	1,625	-	-	-	278,063
4/4/2019	Meadows/Kearins Park Phase II Design (I)	Principal	-	-	-	-	-	-	-	-	-	400,000
		Interest	-	-	-	-	-	-	-	-	-	30,000
4/4/2019	Tennis Court Design/Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	-	-	-	850,000
		Interest	9,313	7,813	6,313	4,813	3,250	1,625	-	-	-	278,063
4/4/2019	Everett Square Improvements II (I)	Principal	55,000	-	-	-	-	-	-	-	-	705,000
		Interest	1,650	-	-	-	-	-	-	-	-	186,600
4/4/2019	Werner & Fuller St. Park Design/Construction (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	-	-	-	770,000
		Interest	8,381	7,031	5,681	4,331	2,925	1,463	-	-	-	250,506
4/4/2019	Tot Lot Design/Refurbish (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	-	-	-	615,000
		Interest	6,519	5,469	4,419	3,369	2,275	1,138	-	-	-	197,144
4/4/2019	Beacham St. Design (I)	Principal	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	5,250
4/4/2019	Sign/Awning Program & Wayfinding System (I)	Principal	-	-	-	-	-	-	-	-	-	45,000
		Interest	-	-	-	-	-	-	-	-	-	3,250
4/4/2019	Sweetser Circle Design (I)	Principal	-	-	-	-	-	-	-	-	-	35,000
		Interest	-	-	-	-	-	-	-	-	-	2,500
4/4/2019	Seven Acre Park Design/Construction (I)	Principal	-	-	-	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	-	-	-	5,250
4/4/2019	City Services - F450 Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	-	-	-	2,250
4/4/2019	City Services - F350 Truck (I)	Principal	-	-	-	-	-	-	-	-	-	20,000
		Interest	-	-	-	-	-	-	-	-	-	1,500
4/4/2019	City Services - Freightliner Dump Truck (I)	Principal	-	-	-	-	-	-	-	-	-	70,000
		Interest	-	-	-	-	-	-	-	-	-	5,250
4/4/2019	City Services - Admin Vehicle (I)	Principal	-	-	-	-	-	-	-	-	-	10,000
		Interest	-	-	-	-	-	-	-	-	-	750
4/4/2019	Facilities Mgmt - Admin Vehicle (I)	Principal	-	-	-	-	-	-	-	-	-	10,000
		Interest	-	-	-	-	-	-	-	-	-	750
4/4/2019	ISD Bucket/Crane Truck (I)	Principal	-	-	-	-	-	-	-	-	-	60,000
		Interest	-	-	-	-	-	-	-	-	-	4,500

Long Term Debt Schedule as of June 30, 2022												
City of Everett, Massachusetts												
9.5 Actual Debt Service - Tax Supported General Fund												
Date of Issue	Purpose	Type of Payment	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
4/4/2019	City Services - Street Sweeper (I)	Principal	40,000	40,000	-	-	-	-	-	-	-	-
		Interest	4,000	2,000	-	-	-	-	-	-	-	-
4/4/2019	Planning - Ornamental Lights (I)	Principal	385,000	385,000	-	-	-	-	-	-	-	-
		Interest	38,500	19,250	-	-	-	-	-	-	-	-
4/4/2019	City Services - Aerial Truck II (I)	Principal	15,000	15,000	-	-	-	-	-	-	-	-
		Interest	1,500	750	-	-	-	-	-	-	-	-
4/4/2019	Central Fire Station Renovations (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	20,000	20,000
		Interest	15,625	14,375	13,125	11,875	10,625	9,375	8,125	7,125	6,125	5,325
4/4/2019	Vocational Program at High School (I)	Principal	35,000	35,000	35,000	35,000	35,000	30,000	30,000	30,000	30,000	30,000
		Interest	21,838	20,088	18,338	16,588	14,838	13,088	11,588	10,388	9,188	7,988
4/4/2019	Addl Vocational Program at High School (I)	Principal	20,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	10,544	9,544	8,794	8,044	7,294	6,544	5,794	5,194	4,594	3,994
11/17/2020	Cur Ref of 8 1 09 School Remodeling (I)	Principal	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	-	-
		Interest	31,875	27,625	23,375	19,125	14,875	10,625	6,375	2,125	-	-
11/17/2020	Citywide Tot Lots (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
		Interest	22,663	20,913	19,163	17,413	15,663	13,913	12,163	10,413	8,663	7,263
11/17/2020	Florence Park Construction (I)	Principal	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
		Interest	41,275	38,025	34,775	31,525	28,275	25,025	21,775	18,525	15,275	12,675
11/17/2020	Seven Acre Park Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	32,375	29,875	27,375	24,875	22,375	19,875	17,375	14,875	12,375	10,375
11/17/2020	Swan St. Park Construction (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
		Interest	48,563	44,813	41,063	37,313	33,563	29,813	26,063	22,313	18,563	15,563
11/17/2020	Baldwin Ave. Park Construction (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
		Interest	48,563	44,813	41,063	37,313	33,563	29,813	26,063	22,313	18,563	15,563
11/17/2020	Edith St. Park Construction (I)	Principal	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
		Interest	35,613	32,863	30,113	27,363	24,613	21,863	19,113	16,363	13,613	11,413
11/17/2020	Property Acquisitions (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		Interest	16,188	14,938	13,688	12,438	11,188	9,938	8,688	7,438	6,188	5,188
11/17/2020	Everett Square Improvements I (I)	Principal	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	15,000	15,000
		Interest	9,500	8,500	7,500	6,500	5,500	4,500	3,500	2,625	1,875	1,275
11/17/2020	Everett Square Improvements II (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	27,250	24,750	22,250	19,750	17,250	14,750	12,250	9,750	7,250	5,250
11/17/2020	Northern Strand Bike Path (I)	Principal	110,000	110,000	110,000	110,000	110,000	105,000	105,000	105,000	105,000	105,000
		Interest	56,250	50,750	45,250	39,750	34,250	28,750	23,250	18,375	13,125	8,925
11/17/2020	High School Vocational (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	20,000
		Interest	15,075	13,825	12,575	11,325	10,075	8,825	7,575	6,325	5,075	4,150
11/17/2020	Street & Sidewalk Repair I (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	195,000	195,000	195,000	195,000
		Interest	103,750	93,750	83,750	73,750	63,750	53,750	43,875	34,125	24,375	16,575
11/17/2020	Commercial Triangle Improvements (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	7,675	6,925	6,175	5,425	4,675	3,925	3,175	2,425	1,675	1,075
11/17/2020	Street & Sidewalk Repair II (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		Interest	109,000	99,000	89,000	79,000	69,000	59,000	49,000	39,000	29,000	21,000
11/17/2020	Elton & Tremont Surface Drainage (I)	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000
		Interest	23,925	21,675	19,425	17,175	14,925	12,675	10,425	8,175	5,925	4,200
2/11/2021	Energy Improvements (I)	Principal	160,000	160,000	160,000	155,000	155,000	155,000	155,000	155,000	155,000	-
		Interest	70,500	62,500	54,500	46,500	38,750	31,000	23,250	15,500	7,750	-
1/25/2022	Pope John Property Land Acquisition (I)	Principal	405,000	410,000	425,000	435,000	450,000	460,000	475,000	490,000	505,000	515,000
		Interest	275,765	271,494	259,194	246,444	233,394	219,894	206,094	191,844	177,144	167,044
1/25/2022	Glenwood Cemetery (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
		Interest	27,368	26,150	24,150	22,150	20,150	18,150	16,150	14,150	12,150	10,150
1/25/2022	Complete Streets (I)	Principal	70,000	70,000	70,000	70,000	70,000	65,000	65,000	65,000	65,000	65,000
		Interest	39,132	36,750	33,250	29,750	26,250	22,750	19,500	16,250	13,000	9,750
1/25/2022	City Park Tot Lots (I)	Principal	50,000	50,000	50,000	50,000	50,000	45,000	45,000	45,000	45,000	45,000
		Interest	27,465	25,750	23,250	20,750	18,250	15,750	13,500	11,250	9,000	6,750
1/25/2022	Street & Sidewalk Repairs (I)	Principal	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
		Interest	116,667	110,000	100,000	90,000	80,000	70,000	60,000	50,000	40,000	30,000
1/25/2022	Complete Streets II (I)	Principal	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
		Interest	49,049	46,200	41,950	37,700	33,450	29,200	24,950	20,700	16,450	12,200
1/25/2022	Ferry & Elm Improvements (I)	Principal	70,000	70,000	70,000	70,000	70,000	65,000	65,000	65,000	65,000	65,000
		Interest	39,132	36,750	33,250	29,750	26,250	22,750	19,500	16,250	13,000	9,750
1/25/2022	Commercial Triangle Improvements (I)	Principal	70,000	70,000	70,000	70,000	70,000	65,000	65,000	65,000	65,000	65,000
		Interest	39,132	36,750	33,250	29,750	26,250	22,750	19,500	16,250	13,000	9,750
1/25/2022	Coburn Terrace Improvements (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
		Interest	19,882	18,700	16,950	15,200	13,450	11,700	9,950	8,200	6,450	4,700
1/25/2022	Summer Street Park Design/Construction (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	25,000	25,000
		Interest	16,528	15,500	14,000	12,500	11,000	9,500	8,000	6,500	5,000	3,750
1/25/2022	Park Ave./Highland Park Design/Const (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	30,000	30,000	30,000
		Interest	19,201	18,000	16,250	14,500	12,750	11,000	9,250	7,500	6,000	4,500
1/25/2022	Waterfront Improvements (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Interest	34,210	32,688	30,188	27,688	25,188	22,688	20,188	17,688	15,188	12,688
1/25/2022	Fuller Street Park Design/Construction (I)	Principal	70,000	70,000	70,000	70,000	70,000	65,000	65,000	65,000	65,000	65,000
		Interest	39,132	36,750	33,250	29,750	26,250	22,750	19,500	16,250	13,000	9,750
1/25/2022	Raised Crosswalks (I)	Principal	90,000	90,000	90,000	90,000	90,000	85,000	85,000	85,000	85,000	85,000
		Interest	50,799	47,750	43,250	38,750	34,250	29,750	25,500	21,250	17,000	12,750
Tax Supported Debt Service												
	Outstanding Principal		9,774,415	8,883,415	7,503,415	7,407,415	6,612,415	6,485,415	6,201,415	5,916,415	5,576,415	4,821,415
	Outstanding Interest		3,363,382	2,962,564	2,587,046	2,268,578	1,968,740	1,689,245	1,439,917	1,197,586	972,883	773,654
	Total Outstanding Long-Term Debt Service		13,137,798	11,845,980	10,090,461	9,675,993	8,581,155	8,174,660	7,641,332	7,114,001	6,549,298	5,595,070

Long Term Debt Schedule as of June 30, 2022			
City of Everett, Massachusetts			
9.5 Actual Debt Service - Tax Supported General Fund			
Date of Issue	Purpose	Type of Payment	2033
4/4/2019	City Services - Street Sweeper (I)	Principal	-
		Interest	-
4/4/2019	Planning - Ornamental Lights (I)	Principal	-
		Interest	-
4/4/2019	City Services - Aerial Truck II (I)	Principal	-
		Interest	-
4/4/2019	Central Fire Station Renovations (I)	Principal	20,000
		Interest	4,525
4/4/2019	Vocational Program at High School (I)	Principal	30,000
		Interest	6,788
4/4/2019	Addl Vocational Program at High School (I)	Principal	15,000
		Interest	3,394
11/17/2020	Cur Ref of 8 1 09 School Remodeling (I)	Principal	-
		Interest	-
11/17/2020	Citywide Tot Lots (I)	Principal	35,000
		Interest	6,213
11/17/2020	Florence Park Construction (I)	Principal	65,000
		Interest	10,725
11/17/2020	Seven Acre Park Construction (I)	Principal	50,000
		Interest	8,875
11/17/2020	Swan St. Park Construction (I)	Principal	75,000
		Interest	13,313
11/17/2020	Baldwin Ave. Park Construction (I)	Principal	75,000
		Interest	13,313
11/17/2020	Edith St. Park Construction (I)	Principal	55,000
		Interest	9,763
11/17/2020	Property Acquisitions (I)	Principal	25,000
		Interest	4,438
11/17/2020	Everett Square Improvements I (I)	Principal	15,000
		Interest	825
11/17/2020	Everett Square Improvements II (I)	Principal	50,000
		Interest	3,750
11/17/2020	Northern Strand Bike Path (I)	Principal	105,000
		Interest	5,775
11/17/2020	High School Vocational (I)	Principal	20,000
		Interest	3,550
11/17/2020	Street & Sidewalk Repair I (I)	Principal	195,000
		Interest	10,725
11/17/2020	Commercial Triangle Improvements (I)	Principal	15,000
		Interest	625
11/17/2020	Street & Sidewalk Repair II (I)	Principal	200,000
		Interest	15,000
11/17/2020	Elton & Tremont Surface Drainage (I)	Principal	40,000
		Interest	3,000
2/11/2021	Energy Improvements (I)	Principal	-
		Interest	-
1/25/2022	Pope John Property Land Acquisition (I)	Principal	525,000
		Interest	156,100
1/25/2022	Glenwood Cemetery (I)	Principal	40,000
		Interest	8,550
1/25/2022	Complete Streets (I)	Principal	65,000
		Interest	7,150
1/25/2022	City Park Tot Lots (I)	Principal	45,000
		Interest	4,950
1/25/2022	Street & Sidewalk Repairs (I)	Principal	200,000
		Interest	22,000
1/25/2022	Complete Streets II (I)	Principal	80,000
		Interest	8,800
1/25/2022	Ferry & Elm Improvements (I)	Principal	65,000
		Interest	7,150
1/25/2022	Commercial Triangle Improvements (I)	Principal	65,000
		Interest	7,150
1/25/2022	Coburn Terrace Improvements (I)	Principal	30,000
		Interest	3,300
1/25/2022	Summer Street Park Design/Construction (I)	Principal	25,000
		Interest	2,750
1/25/2022	Park Ave./Highland Park Design/Const (I)	Principal	30,000
		Interest	3,300
1/25/2022	Waterfront Improvements (I)	Principal	50,000
		Interest	10,688
1/25/2022	Fuller Street Park Design/Construction (I)	Principal	65,000
		Interest	7,150
1/25/2022	Raised Crosswalks (I)	Principal	85,000
		Interest	9,350
Tax Supported Debt Service			
	Outstanding Principal		4,591,415
	Outstanding Interest		618,432
	Total Outstanding Long-Term Debt Service		5,209,848

Long Term Debt Schedule as of June 30, 2022												
City of Everett, Massachusetts												
9.5 Actual Debt Service - Tax Supported General Fund												
Date of Issue	Purpose	Type of Payment	2034	2035	2036	2037	2038	2039	2040	2041	2042	Total
4/4/2019	City Services - Street Sweeper (I)	Principal	-	-	-	-	-	-	-	-	-	80,000
		Interest	-	-	-	-	-	-	-	-	-	6,000
4/4/2019	Planning - Ornamental Lights (I)	Principal	-	-	-	-	-	-	-	-	-	770,000
		Interest	-	-	-	-	-	-	-	-	-	57,750
4/4/2019	City Services - Aerial Truck II (I)	Principal	-	-	-	-	-	-	-	-	-	30,000
		Interest	-	-	-	-	-	-	-	-	-	2,250
4/4/2019	Central Fire Station Renovations (I)	Principal	20,000	20,000	20,000	20,000	20,000	20,000	-	-	-	380,000
		Interest	3,725	3,125	2,525	1,925	1,300	650	-	-	-	119,475
4/4/2019	Vocational Program at High School (I)	Principal	30,000	30,000	30,000	30,000	30,000	30,000	-	-	-	535,000
		Interest	5,588	4,688	3,788	2,888	1,950	975	-	-	-	170,588
4/4/2019	Addl Vocational Program at High School (I)	Principal	15,000	15,000	15,000	15,000	15,000	15,000	-	-	-	260,000
		Interest	2,794	2,344	1,894	1,444	975	488	-	-	-	83,669
11/17/2020	Cur Ref of 8 1 09 School Remodeling (I)	Principal	-	-	-	-	-	-	-	-	-	680,000
		Interest	-	-	-	-	-	-	-	-	-	136,000
11/17/2020	Citywide Tot Lots (I)	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-	665,000
		Interest	5,338	4,638	3,938	3,238	2,538	1,838	1,116	372	-	177,450
11/17/2020	Florence Park Construction (I)	Principal	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	-	1,195,000
		Interest	9,150	7,950	6,750	5,550	4,350	3,150	1,913	638	-	317,325
11/17/2020	Seven Acre Park Construction (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	-	950,000
		Interest	7,625	6,625	5,625	4,625	3,625	2,625	1,594	531	-	253,500
11/17/2020	Swan St. Park Construction (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	-	1,425,000
		Interest	11,438	9,938	8,438	6,938	5,438	3,938	2,391	797	-	380,250
11/17/2020	Baldwin Ave. Park Construction (I)	Principal	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	-	1,425,000
		Interest	11,438	9,938	8,438	6,938	5,438	3,938	2,391	797	-	380,250
11/17/2020	Edith St. Park Construction (I)	Principal	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	-	1,045,000
		Interest	8,388	7,288	6,188	5,088	3,988	2,888	1,753	584	-	278,850
11/17/2020	Property Acquisitions (I)	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	-	475,000
		Interest	3,813	3,313	2,813	2,313	1,813	1,313	797	266	-	126,750
11/17/2020	Everett Square Improvements I (I)	Principal	15,000	15,000	-	-	-	-	-	-	-	230,000
		Interest	450	150	-	-	-	-	-	-	-	52,700
11/17/2020	Everett Square Improvements II (I)	Principal	50,000	50,000	50,000	-	-	-	-	-	-	700,000
		Interest	2,500	1,500	500	-	-	-	-	-	-	168,750
11/17/2020	Northern Strand Bike Path (I)	Principal	105,000	105,000	-	-	-	-	-	-	-	1,390,000
		Interest	3,150	1,050	-	-	-	-	-	-	-	329,150
11/17/2020	High School Vocational (I)	Principal	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	425,000
		Interest	3,050	2,650	2,250	1,850	1,450	1,050	638	213	-	111,525
11/17/2020	Street & Sidewalk Repair I (I)	Principal	195,000	195,000	-	-	-	-	-	-	-	2,565,000
		Interest	5,850	1,950	-	-	-	-	-	-	-	609,975
11/17/2020	Commercial Triangle Improvements (I)	Principal	10,000	10,000	-	-	-	-	-	-	-	185,000
		Interest	300	100	-	-	-	-	-	-	-	44,175
11/17/2020	Street & Sidewalk Repair II (I)	Principal	200,000	200,000	200,000	-	-	-	-	-	-	2,800,000
		Interest	10,000	6,000	2,000	-	-	-	-	-	-	675,000
11/17/2020	Elton & Tremont Surface Drainage (I)	Principal	40,000	40,000	40,000	-	-	-	-	-	-	605,000
		Interest	2,000	1,200	400	-	-	-	-	-	-	145,125
2/11/2021	Energy Improvements (I)	Principal	-	-	-	-	-	-	-	-	-	1,410,000
		Interest	-	-	-	-	-	-	-	-	-	350,250
1/25/2022	Pope John Property Land Acquisition (I)	Principal	535,000	550,000	565,000	575,000	595,000	610,000	625,000	645,000	660,000	10,455,000
		Interest	144,550	132,245	119,045	104,920	89,108	72,745	55,970	37,845	19,140	3,179,976
1/25/2022	Glenwood Cemetery (I)	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	800,000
		Interest	7,350	6,550	5,750	4,950	4,150	3,350	2,550	1,700	850	236,468
1/25/2022	Complete Streets (I)	Principal	65,000	65,000	65,000	65,000	-	-	-	-	-	1,000,000
		Interest	5,200	3,900	2,600	1,300	-	-	-	-	-	266,532
1/25/2022	City Park Tot Lots (I)	Principal	45,000	45,000	45,000	45,000	-	-	-	-	-	700,000
		Interest	3,600	2,700	1,800	900	-	-	-	-	-	185,665
1/25/2022	Street & Sidewalk Repairs (I)	Principal	200,000	200,000	200,000	200,000	-	-	-	-	-	3,000,000
		Interest	16,000	12,000	8,000	4,000	-	-	-	-	-	808,667
1/25/2022	Complete Streets II (I)	Principal	80,000	80,000	80,000	80,000	-	-	-	-	-	1,250,000
		Interest	6,400	4,800	3,200	1,600	-	-	-	-	-	336,649
1/25/2022	Ferry & Elm Improvements (I)	Principal	65,000	65,000	65,000	65,000	-	-	-	-	-	1,000,000
		Interest	5,200	3,900	2,600	1,300	-	-	-	-	-	266,532
1/25/2022	Commercial Triangle Improvements (I)	Principal	65,000	65,000	65,000	65,000	-	-	-	-	-	1,000,000
		Interest	5,200	3,900	2,600	1,300	-	-	-	-	-	266,532
1/25/2022	Coburn Terrace Improvements (I)	Principal	30,000	30,000	30,000	30,000	-	-	-	-	-	500,000
		Interest	2,400	1,800	1,200	600	-	-	-	-	-	134,482
1/25/2022	Summer Street Park Design/Construction (I)	Principal	25,000	25,000	25,000	25,000	-	-	-	-	-	415,000
		Interest	2,000	1,500	1,000	500	-	-	-	-	-	110,028
1/25/2022	Park Ave./Highland Park Design/Const (I)	Principal	30,000	30,000	30,000	30,000	-	-	-	-	-	485,000
		Interest	2,400	1,800	1,200	600	-	-	-	-	-	128,251
1/25/2022	Waterfront Improvements (I)	Principal	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	1,000,000
		Interest	9,188	8,188	7,188	6,188	5,188	4,188	3,188	2,125	1,063	295,585
1/25/2022	Fuller Street Park Design/Construction (I)	Principal	65,000	65,000	65,000	65,000	-	-	-	-	-	1,000,000
		Interest	5,200	3,900	2,600	1,300	-	-	-	-	-	266,532
1/25/2022	Raised Crosswalks (I)	Principal	85,000	85,000	85,000	85,000	-	-	-	-	-	1,300,000
		Interest	6,800	5,100	3,400	1,700	-	-	-	-	-	347,399
Tax Supported Debt Service												
	Outstanding Principal		3,948,000	3,528,000	3,163,000	2,718,000	1,660,000	1,455,000	1,110,000	1,130,000	750,000	93,235,569
	Outstanding Interest		483,108	386,984	304,420	228,500	157,908	112,720	74,298	45,867	21,053	21,656,884
	Total Outstanding Long-Term Debt Service		4,431,108	3,914,984	3,467,420	2,946,500	1,817,908	1,567,720	1,184,298	1,175,867	771,053	114,892,452

City of Everett, Massachusetts
Existing Net Debt Service - **General Fund** Debt



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.

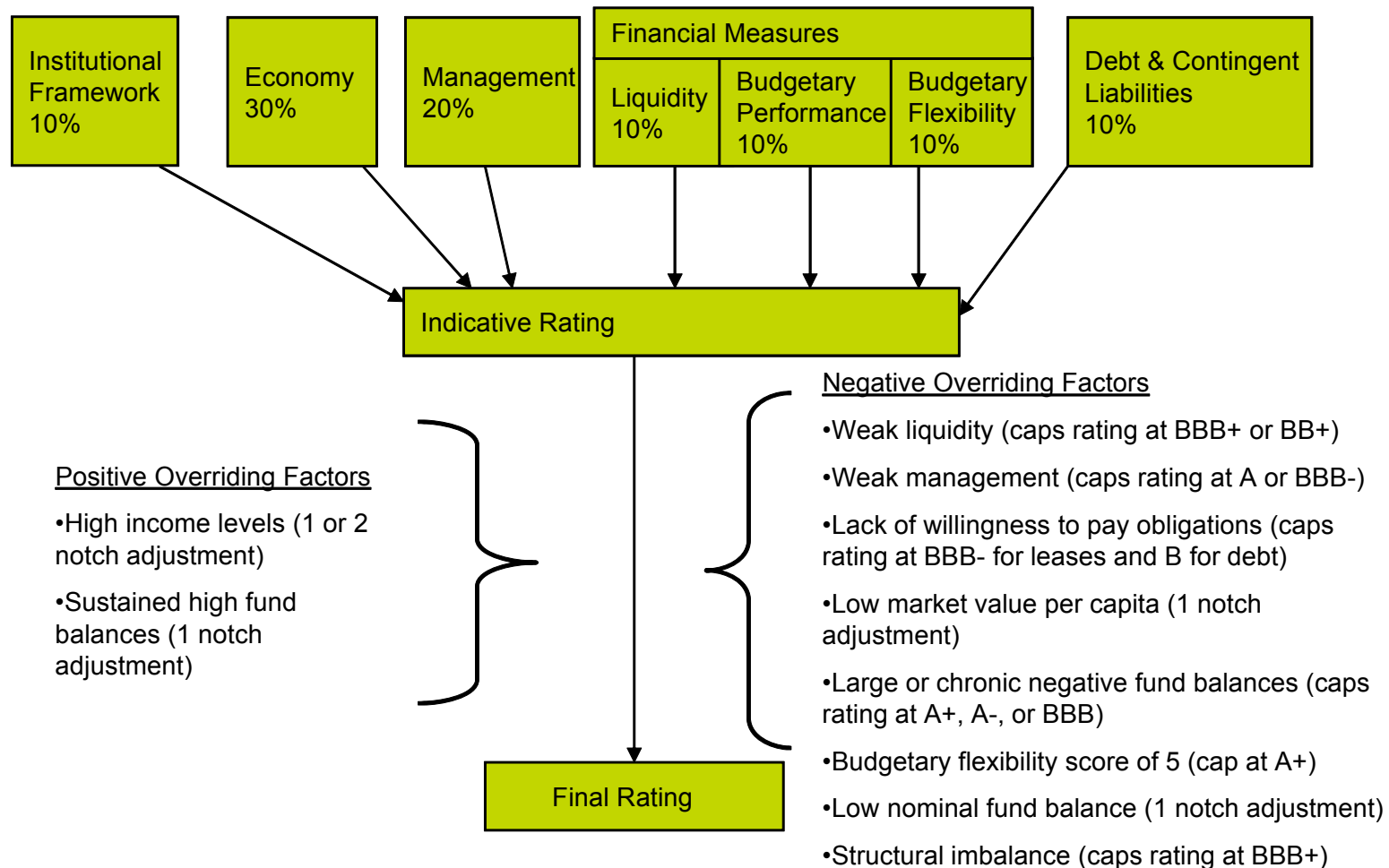
Are Credit Ratings absolute measures of default probability?

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:

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Table Of Contents

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

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.standardandpoors.com for further information. Complete ratings information is available to subscribers of RatingsDirect at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.standardandpoors.com. Use the Ratings search box located in the left column.

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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, proprietary 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.

What is Performance Management?

Performance management is a logical and integrated approach to all aspects of the cycle of planning, budgeting, operations and evaluations that is based on data and analysis, for the purpose of continuously improving results. Performance management is:

- Data driven - using reliable, verifiable and relevant data.
- Outcome oriented - focused primarily on results, less on inputs and outputs.
- Citizen focused-based on community needs.
- Logically aligned - mission, goals, objectives, measurers, responsibilities are integrated.
- Transparent-information is available and understandable by outsiders and insiders alike.
- Sustainable - survives leadership changes.
- Learning, improvement and accountability driven.

Performance measurement has become increasingly prevalent in local government, yet most government managers still struggle with the fundamental question of what to do with performance measurement data when they have it. Management teams want to know how they can incorporate performance measurement into their management and decision making processes. Rather than simply reporting performance results, performance based management focuses on linking performance measurement to strategic planning and using it as a lever for cultural change. By creating a learning environment in which performance measures are regularly reviewed and discussed, organization can improve the pace of learning and decision making, improve performance, and facilitate broader cultural change.

Where to get more information

The information above was obtained from the GFOA website (www.gfoa.org) and more information on performance management and measurers is available on that website.

GFOA Recommended Practices:

Budgeting for Results and Outcome (2007): <http://www.gfoa.org/downloads/budgetingforresults.pdf>

Performance Management: Using Performance Measurement for Decision Making (2002 and 2007):
<http://www.gfoa.org/downloads/budgetperfmanagement.pdf>

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	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						
Constituent Services		Yes											
Diversity, Equity & Incl.		Yes											
Auditor (Finance)	Finance	Yes											
Auditor (Finance)	Contributory Retirement	Yes											
Auditor (Finance)	Non-contributory Pensions	Yes											
Purchasing (Finance)		Yes									Yes		
Assessors (Finance)	Board of Assessors	Yes							Yes				
Treasurer (Finance)		Yes									Yes		
Treasurer (Finance)	Debt Retirement	Yes											
Treasurer (Finance)	Long Term Debt Interest	Yes											
Treasurer (Finance)	Short Term Debt Interest	Yes											
Treasurer (Finance)	FICA (Medicare)	Yes											
Solicitor		Yes											
Solicitor	Licensing Board	Yes											
Solicitor	General Liability Insurance	Yes											
Human Resources		Yes										Yes	
Human Resources	Unemployment	Yes											
Human Resources	Group Insurance	Yes						Yes					
Human Resources	Worker's Comp Insurance	Yes											
IT		Yes			Yes								
City Clerk		Yes											
Elections Commission		Yes											
Police		Yes	Yes	Yes	Yes				Yes		Yes		
Fire		Yes	Yes	Yes	Yes						Yes		
ISD		Yes	Yes		Yes								
ISD	Zoning Board of Appeals	Yes									Yes		
E911		Yes											
DPW	Executive/Fleet	Yes	Yes	No	Yes	Yes			Yes		Yes		

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	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										Appropriated	
DPW	Facilities Maintenance	Yes	Yes	No	Yes								
DPW	Engineering	Yes			Yes	Yes					Yes		
DPW	Stadium	Yes			Yes								
DPW	Parks & Cemeteries	Yes			Yes								
DPW	Highway	Yes			Yes								
DPW	Snow & Ice	Yes											
DPW	Solid Waste	Yes											
Health & Human Services	Board of Health	Yes	Yes										
Planning & Development		Yes	Yes	Yes	Yes								
Planning & Development	Conservation Commission	Yes											
Planning & Development	Planning Board	Yes											
Transportation		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
2014	-	12,416,778.00	12,416,778.00	
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	23,862,266.00	(78,131.51)	0%
2021	23,862,266.00	24,541,515.00	679,249.00	3%
2022	24,541,515.00	34,254,055.00	9,712,540.00	40%
2023	34,254,055.00	34,254,055.00	-	0%

Est

The objective of the General Fund is to raise revenue to cover expenses for the fiscal year.

Increases from prior FY are due to the end of COVID and the opening of business (including the casino) which generated additional revenues along with new construction revenue and other local revenue.

Water/Sewer Enterprise Fund - 6000

MAJOR

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
2014	-	279,416.98	279,416.98	
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	5,087,172.00	1,132,725.00	29%
2021	5,087,172.00	5,239,022.00	151,850.00	3%
2022	5,239,022.00	5,045,946.00	(193,076.00)	-4%
2023	5,045,946.00	5,045,946.00	-	0%

Est

The objective of the Water/Sewer Enterprise Fund is to raise revenue to cover expenses for the fiscal year

The increase are due to higher revenue receipts than originally projected.

Stabilization Fund - 8400

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
2014	-	10,654,748.44	10,654,748.44	
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	9,570,397.00	2,425,259.00	34%
2021	9,570,397.00	10,872,843.00	1,302,446.00	14%
2022	10,872,843.00	11,549,989.00	677,146.00	6%
2023	11,549,989.00	11,549,989.00	-	0%

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.

Increase in FY 2022 of 6% due to the free cash transfer per financial policies.

Leave Buyback - 8400

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
2014	200,000.00	200,000.00		
2015	200,000.00	200,000.00		
2016	200,000.00	7,874.00		
2017	7,874.00	7,874.00	-	
2018	7,874.00	7,874.00	-	
2019	7,874.00	7,874.00	-	0%
2020	7,874.00	7,874.00	-	0%
2021	7,874.00	7,874.00	-	0%
2022	7,874.00	7,874.00	-	0%
2023	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 retirements in current and future fiscal years.

Capital Improvement Fund - 8400
Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY End Fund	
			Bal	% Var in FB
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	
2017	1,516,081.00	2,521,865.00	1,005,784.00	
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	4,654,838.00	1,247,913.00	37%
2021	4,654,838.00	5,379,243.00	724,405.00	16%
2022	5,379,243.00	5,934,434.00	555,191.00	10%
2023	5,934,434.00	5,934,434.00	-	0%

Est.

This fund is used for unanticipated and smaller capital needs that cannot be bonded for during the fiscal year. 20% of free cash is appropriated annually to this fund (per finance policies) to cover those capital needs.

Increase in FY 2022 of 10% due to the free cash transfer per financial policies.

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
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	
2017	2,460,951.00	3,575,073.00	1,114,122.00	
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	7,382,520.00	1,357,148.00	23%
2021	7,382,520.00	8,035,734.00	653,214.00	9%
2022	8,035,734.00	9,092,315.00	1,056,581.00	13%
2023	9,092,315.00	9,092,315.00	-	0%

Est.

Increases due to 10% free cash added annually per financial policy plus interest income.

FY22 increase due to free cash transfer per financial policies.

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

ORDER
BE IT ORDERED:

That the Everett City Council vote, pursuant to the provisions of MGL Chapter 44, Section 53E ½ to authorize the establishment of the revolving funds for FY2023 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 2023 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 lien against said buildings	Inspectional Services Director and Mayor	\$ 100,000.00
Board of Health	Vaccine Reimbursement	510	To fund the costs of vaccines	Health insurance reimbursements for administering vaccines	Health Director and Mayor	\$ 10,000.00
Council on Aging	COA Programs	590	To pay for costs of various Council on Aging programs run throughout the year	Fees charged for COA programs	City Services Director and Mayor	\$ 70,000.00

Human Services	Literacy	599	To provide materials and trainers for Everett Literacy Program	Fees charged for literacy program	Human Service Director and Mayor	\$ 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 Veteran's 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
School	Devens Tuition	300	To provide for costs associated with the Devens School operations.	Fees	School Committee	\$ 700,000.00
School	Lost Books	300	To replace lost books.	Fees	School Committee	\$ 5,000.00

School	Pre-School Registration	300	To provide for operations associated with the pre-school program.	Fees	School Committee	\$ 100,000.00
School	School Gifts	300	For purposes associated specified by the donor.	Fees	School Committee	\$ 100,000.00

10.8 Organizational Structure

Departments and Functions

The City's revised organizational structure for FY 2023 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), Department of Diversity, Equity & Inclusion (122), Constituent Services (129)

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), Information Technology (155)

160 Licensing And Registration - Expenditures related to the licensing and registration operations of the community. Reporting units in this category include:

- City Clerk (161), Elections Commission (162), Licensing Commission (165)

170 Land Use - Expenditures related to the management and control of land use within the community. Reporting units in this category include:

- Conservation Commission (171), Planning Board/Department (175), Zoning/Board of Appeals (176)

PUBLIC SAFETY (200's)

Organization Responsibility codes 200-299 are reserved for public safety:

210 Police - Expenditures for law enforcement.

- Police (210)

220 Fire - Expenditures for preventing and fighting fires.

- Fire (220)

240 Protective Inspection - Expenditures related to the protective inspection operations of the community. Reporting units in this category include:

- Department of Inspectional Services (242)

290 Other - Expenditures related to public safety which doesn't fall readily into one of the previous categories. Reporting units in this category include:

- Parking (297) – Now rolled into the Police Department budget
- Emergency 911 (299)

D P W (400's)

Organizational Responsibility codes 400-499 are reserved for the DPW (public works):

490 Department of Public Works - Expenditures related to the construction, maintenance, and repair of highways and streets in the community. Reporting units in this category include:

- Executive/Fleet 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), Transportation Division (522)

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.

Blended Component Unit – A blended component unit's financial information is reported with the City's financial statements as if it were a part of the City.

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.

Component Unit – Component units are legally separate organizations for which the City is financially accountable.

Cost Center – The lowest hierarchical level of allocating monies. Often referred to as a program, project or operation.

COVID-19 – Coronavirus disease (COVID-19) is an infectious disease caused by the SARS-CoV-2 virus. Most people infected with the virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, some will become seriously ill and require medical attention.

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.

ESSER – Stands for Elementary and Secondary School Emergency Relief.

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.

Fiduciary Fund – Used in governmental accounting to report on assets held in trust for others. It used the accrual basis of accounting.

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.

GAAP – Stands for generally accepted accounting principles and is a collection of commonly followed accounting rules and standards for financial reporting.

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.

GFOA – The Government Finance Officers Association (GFOA) as identified in their mission statement is an organization that was established to assist in the professional management of governments by developing and identifying financial policies and best practices through education, training, and facilitation of member leadership.

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 units of measure.

Proposition 2 ½ - A law which became effective on December 4, 1980. The two main components of the tax law relating to property taxes are: 1) the tax levy cannot exceed 2 ½% of the full and fair cash value, and 2) for cities and towns at or below the above limit, the tax levy cannot exceed the maximum tax levy allowed for the prior by more than 2 ½% (except in cases of property added to the tax rolls and for valuation increases of at least 50% other than as part of a general revaluation).

Proprietary Funds - In governmental accounting, is a business-like *fund* of a state or local government. Examples of *proprietary funds* include enterprise *funds* and internal service *funds*. Enterprise *funds* provide goods or services to the general public for a fee.

Purchase Order – A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

Rating Agencies – This term usually refers to Moody's Investors Service and Standard and Poor's Corporation. These services are the two major agencies which issue credit ratings on municipal bonds.

Registered Bonds – Bonds that are registered on the books of the issuer as to ownership; the transfer of ownership must also be recorded on the books of the issuer. Recent changes in federal tax laws mandate that all municipal bonds be registered if their tax exempt status is to be retained.

Reserves – An account used to indicate that portion of fund equity which is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

Reserve for Contingencies – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

Retained Earnings – The accumulated earnings of an Enterprise or Internal Service Fund that have been retained in the fund and are not reserved for any specific purpose.

Revenue – Additions to the City’s financial assets (such as taxes and grants) other than from interfund transfers and debt issue proceeds.

Revolving Fund – A fund established to finance a continuing cycle of operations in which receipts are available for expenditure without further action by the City Council.

RMV-Registry of Motor Vehicles – The Registry of Motor Vehicles in Massachusetts is responsible for all aspects of motor vehicles including but not limited to registration, sales tax, and licensing.

Service Level – The extent or scope of the City’s service to be provided in a given budget year. Whenever possible, service levels should be stated in precise units of measure.

Special Revenue Fund (SRF) – A fund used to account for revenues from specific revenue sources that by law are designed to finance particular functions or activities of government.

Submitted Budget – The proposed budget that has been approved by the mayor and forwarded to the City Council for their approval. The City Council must act upon the submitted budget within prescribed guidelines and limitations according to statute and the City Charter.

Supplemental Appropriations – Appropriation’s requested by the Mayor and approved by the City Council after an initial appropriation to cover expenditures beyond original estimates.

Tax Anticipation Notes (TAN) – Notes issued in anticipation of collection of taxes, usually retired only from tax collections, and only from the proceeds of the tax levy whose collection they anticipate.

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

Tax Rate – The amount of tax stated in terms of a unit of the tax base. Prior to a 1978 amendment to the Massachusetts Constitution, a single tax rate applied to all of the taxable real and personal property in a city or town. The 1978 amendment allowed the legislature to create three classes of taxable property: 1) residential real property, 2) open space land and 3) all other (commercial, industrial and personal property). Within limits, cities and towns are given the option of determining the share of the levy to be borne by the different classes of property. The share borne by residential real property must be at least 65% of the full

rate. The share of commercial, industrial, and personal property must not exceed 150% of the full rate. Property may not be classified until the State Department of Revenue has certified that all property has been assessed at its full value.

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.