

City of Everett
FY24 Annual Budget
Mayor Carlo DeMaria
July 1, 2023 – June 30, 2024

CITY OF EVERETT
Office of the Mayor

Carlo DeMaria
Mayor



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Dear Residents of Everett and Honorable Members of the Council,

I am pleased to present you with the proposed FY2024 operating budget for the City of Everett. The proposed FY2024 budget totals \$268,648,686 an 12% increase over the FY2024 adjusted budget, while our fixed costs which include debt service, pension costs, and health insurance have increased by 4%. We are committed to balancing the FY2024 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 10%.

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 FY24 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

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 written in a cursive style with a large initial "C".

Carlo DeMaria, Mayor
City of Everett
May 10, 2023

Table of Contents

FY 2024 Annual Budget

	Page
1. General Fund - City Budget	
General Government	
Appropriation Pages.....	1 - 7
City Council.....	8 - 10
Executive Office of the Mayor.....	11 - 13
Diversity, Equity & Inclusion.....	14 - 16
311 / Constituent Services.....	17 - 19
Office of the City Auditor.....	20 - 22
Office of Purchasing & Procurement.....	23 - 25
Office of Assessing.....	26 - 28
Office of Treasurer/Collector.....	29 - 34
Office of the City Solicitor.....	35 - 38
Department of Human Resources.....	39 - 42
Department of Information Technology.....	43 - 45
City Clerk.....	46 - 48
Elections Commission.....	49 - 52
Licensing.....	53 - 55
Conservation Commission.....	56 - 58
Planning Board.....	59 - 61
Zoning Board of Appeals.....	62 - 64
Public Safety	
Police Department.....	65 - 73
Fire Department.....	74 - 79
Inspectional Services Division (ISD).....	80 - 85
Emergency Communications Center.....	86 - 88
Department of Public Works (DPW)	
Executive Division.....	89 - 94
Facilities Maintenance Division.....	95 - 98

Table of Contents

FY 2024 Annual Budget

	Page
Department of Public Works (DPW) continued	
Engineering Division.....	99 - 101
Parks and Cemeteries Division.....	102 - 105
Stadium Division.....	106 - 107
Highway Division.....	108 - 111
Snow and Ice Division.....	112 - 113
Solid Waste Division.....	114 - 115
Human Services	
Department of Health and Human Services.....	116 - 120
Department of Planning & Development.....	121 - 123
Department of Transportation.....	124 - 126
Council on Aging.....	127 - 128
Office of Veterans Services.....	129 - 132
Commission on Disability.....	133 - 135
Office of Human Services.....	136 - 138
Libraries and Recreation	
Department of Libraries.....	139 - 142
Office of Health and Wellness.....	143 - 145
Fixed Costs	
Retirement of Long Term Capital Debt.....	146
Long Term Debt Interest.....	147
Short Term Debt Interest.....	148
Retirement Board - Non Contributory Pension and Pension Fund Contribution.....	149
Unemployment Compensation.....	150

Table of Contents

FY 2024 Annual Budget

	Page
Fixed Costs <i>continued</i>	
Employee Benefits - Life Insurance, Health Insurance, A D & D Insurance.....	151
FICA (Medicare).....	152
Employee Injuries - Active Police & Fire, Retired Police & Fire, Workers Compensation.....	153
Property/Liability Insurance - Comp General Liability, Insurance Deductibles.....	154
City of Everett Fixed Costs - Notes to Budget.....	155 - 157
2. W/S Enterprise Fund - Budget and Capital Improvement Program	
Letter from CFO/Auditor.....	158
Enterprise Fund Overview.....	159
FY2024 Operating Water/Sewer Enterprise Fund Budget	160 - 170
Proposed Water and Sewer Rates.....	171
MWRA Advisory Board 2022 Annual Water and Sewer Retail Rate Survey.....	172 - 184
FY2024 Water & Sewer Enterprise Fund Capital Budget - Executive Summary.....	185 - 187
City of Everett Capital Plan - Enterprise Fund (Water/Sewer) Fiscal Year 2023-2027.....	188
Water/Sewer Pro Forma Debt Schedule.....	189
3. ECTV	
ECTV Personnel & Notes to Budget.....	190 - 192
4. Capital Improvement Program	
Capital Improvement Program: Mayor's Message.....	193 - 195
Capital Improvement Program Overview.....	196
FY2024 CIP - General Fund: Executive Summary.....	197 - 199
Capital Improvement Policies and Debt Policies.....	200 - 201
City of Everett Five Year Capital Improvement Program - General Fund - Fiscal Years 2023-2027.....	202 - 206
City of Everett Capital Plan - Enterprise Fund (Water/Sewer) - Fiscal Years 2023-2027.....	207
Department Head Guidelines.....	208 - 209
Everett Debt Service Projection - FY2024 Projects - General Fund.....	210 - 213

City of Everett

1.2 Financial Update: Annual Budget Policy & Five-Year Financial Forecast Fiscal Years 2023-2027

Carlo DeMaria – Mayor

Eric Demas – CFO/City Auditor

May 10, 2023

FY 24 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 = \$ 7,700,361
 - Free Cash = As certified by DOR
 - OPEB Liability Trust = \$ 11,090,872
 - Capital Improvement Stabilization Fund = \$7,406,984
- All of these funds have financial policies as to their funding source as part of the FY2024 budget.

FY2024 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.

FY2024 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

- The City received the GFOA Certificate of Annual Comprehensive Financial Reports (ACFRS)
- The award is the highest form of recognition in governmental accounting and financial reporting.
- The City has received this award eight 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.

FY2024 Budget Submittal

Government Finance Officers Association (GFOA)

Distinguished Budget Award Candidate

The City received the GFOA distinguished budget award in FY16 through FY23.

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.

FY2024 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 FY2024 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.
- The City's Five Year Financial Forecast is included in the budget book.

FY2024 ~ Executive Summary

Revenues and Expenditures

● Financial Uncertainties and Challenges:

- Local Receipts

- FY23 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 again in FY24.

- Cherry Sheet - State Aid

- Charter School Tuition Assessments likely to increase above the already proposed increase of \$1,515,231

- Other Financial Sources

- Free Cash
- Stabilization
- Receipts reserved for appropriation

FY2024 ~ 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.) \$ 169,522,550

- *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 FY2024 budget is \$119,545,788 which is approximately a 9.7% increase from fiscal year 2024.*
- *This would leave excess levy capacity of \$49,976,762.*

Revenues – all other

Local Receipts

- \$15,721,112

State Aid

- \$124,934,271

Enterprise Fund Revenue

- Water/Sewer - \$21,610,128
- ECTV - \$549,756

Free Cash - \$4,000,000

Encore Resort Payments

- Host Agreement Payments - \$27,595,322

TOTAL = \$ 194,410,589

Expenses – City Departments

- General Government
 - \$11,417,555
- Public Safety
 - \$41,212,236
- City Services
 - \$16,212,646
- Human Services
 - \$5,118,717
- Libraries and Recreation
 - \$2,456,483
- TOTAL CITY DEPTS = \$76,417,637

Expenses – School Department Everett Public Schools (EPS)

FY2024 Foundation Budget (per DESE) =

- \$152,643,280

Less: Chargebacks to City for shared expenses

- \$28,635,378

Total recommended budget for EPS =

- \$124,007,902

Add: Special Ed transportation

- \$4,604,462

TOTAL SCHOOL DEPT = \$128,612,364

- This represents an \$19,903,070 (18%) increase over FY23.

Expenses ~ Fixed Costs

City and School

- Retirement Assessment
 - \$ 19,395,891
- Employee Insurance
 - \$ 26,207,748
- FICA
 - \$ 2,439,374
- Employee Injuries
 - \$ 1,219,500
- Property and Liability Insurance
 - \$ 2,332,500
- Debt Service
 - \$ 12,023,672

- TOTAL FIXED COSTS = \$63,618,685
 - This represents a 4% increase over FY23.

Conclusion:

Annual Budget Policy & Five-Year Financial Forecast - Fiscal Years 2023-2027

- 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 FY2024 Mayor's recommended budget.
- The FY2024 budget is balanced, with over \$49 million of excess capacity available.
- Financial forecasting and sound fiscal policies will help the City continue its financial success.

Fiscal Year 2024 Five Year Financial Forecast

	% INC/DEC FY23 v FY24	% INC/DEC FY24-FY27	FY23 RECAP	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED	FY27 PROJECTED
REVENUES							
TAX LEVY							
PRIOR YEAR LEVY LIMIT			156,364,175	162,461,024	169,522,550	175,760,613	182,154,629
PROPOSITION 2.5 INCREASE TO LEVY		2.50%	3,909,104	4,061,526	4,238,064	4,394,015	4,553,866
NEW GROWTH	37.13%	varies	2,187,745	3,000,000	2,000,000	2,000,000	2,000,000
AMENDED NEW GROWTH (prior year)							
TAX LEVY LIMIT			162,461,024	169,522,550	175,760,613	182,154,629	188,708,494
LEVY LIMIT	4.35%	varies	162,461,024	169,522,550	175,760,613	182,154,629	188,708,494
LEVY CEILING	4.00%	4.00%	187,993,073	195,512,796	203,333,308	211,466,640	219,925,306
LOCAL RECEIPTS							
MVX	0.00%	2.00%	4,300,000	4,300,000	4,386,000	4,473,720	4,563,194
OTHER EXCISE	91.92%	2.00%	1,980,000	3,800,000	3,876,000	3,953,520	4,032,590
INTEREST ON TAXES	-30.00%	2.00%	500,000	350,000	357,000	364,140	371,423
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%	47,000	47,000	47,940	48,899	49,877
FEES	0.00%	2.00%	515,000	515,000	525,300	535,806	546,522
RENTALS	0.00%	2.00%	20,000	20,000	20,400	20,808	21,224
OTHER DEPT REVENUE	0.00%	2.00%	175,000	175,000	178,500	182,070	185,711
LICENCES & PERMITS	50.00%	2.00%	2,000,000	3,000,000	3,060,000	3,121,200	3,183,624
FINES & FORFEITS	0.00%	2.00%	1,500,000	1,500,000	1,530,000	1,560,600	1,591,812
INVESTMENT INCOME	233.33%	2.00%	300,000	1,000,000	1,020,000	1,040,400	1,061,208
MISC. RECURRING (INCLUDES MEDICAID/MEDICARE D)	-23.08%	2.00%	1,300,000	1,000,000	1,020,000	1,040,400	1,061,208
MISC. NON-RECURRING	#DIV/0!		-	-	-	-	-
TOTAL: LOCAL RECEIPTS	24.27%	2.00%	12,651,112	15,721,112	16,035,534	16,356,245	16,683,370
CHERRY SHEET REVENUE	19.02%	0.00%	104,970,599	124,934,271	124,934,271	124,934,271	124,934,271
OTHER FINANCIAL SOURCES (OFS)							
Free Cash Appropriations (page 4 column c)		varies	4,880,479	-			
Other Available Funds (page 4 column d)		varies	1,586,815				
Reimbursement - Encore			-	-			
Other Sources to reduce the Tax Rate							
Free Cash to Reduce the Tax Rate			7,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Community Enhancement fee	100.00%		-	-	-	-	-
Pilot- 121A Agreement		2.50%	21,537,813	22,076,258	22,628,164	23,193,868	23,773,715
Community Impact fee		2.50%	5,384,453	5,519,064	5,657,041	5,798,467	5,943,429
OTHER FINANCIAL SOURCES total			40,389,560	31,595,322	32,285,205	32,992,335	33,717,144
ENTERPRISE FUNDS							
WATER/SEWER ENTERPRISE FUND	-0.99%	2.00%	21,825,523	21,610,128	22,042,331	22,483,177	22,932,841
ECTV		0.00%	649,400	549,756	549,756	549,756	549,756
TOTAL ENTERPRISE FUND REVENUE	-1.40%	2.00%	22,474,923	22,159,884	22,592,087	23,032,933	23,482,597
GRAND TOTAL: ALL REVENUES	74.94%	varies	342,947,218	363,933,139	371,607,710	379,470,413	387,525,876

Fiscal Year 2024 Five Year Financial Forecast

	% INC/DEC FY23 v FY24	% INC/DEC FY24-FY27	FY23 RECAP	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED	FY27 PROJECTED
EXPENDITURES							
GENERAL GOVERNMENT - 100's							
CITY COUNCIL	4.52%	2.50%	553,097	578,075	592,527	607,340	622,524
MAYOR	8.68%	2.50%	975,649	1,060,348	1,086,857	1,114,028	1,141,879
DEI		2.50%	536,374	560,860	574,882	589,254	603,985
CONSTITUENT SERVICES	4.44%	2.50%	433,468	452,733	464,051	475,653	487,544
AUDITOR/CFO	10.16%	2.50%	775,993	854,858	876,229	898,135	920,589
PURCHASING	11.08%	2.50%	124,058	137,801	141,246	144,777	148,397
ASSESSORS	1.74%	2.50%	789,903	803,684	823,776	844,371	865,480
TREASURER/COLLECTOR	10.28%	2.50%	1,480,933	1,633,186	1,674,016	1,715,866	1,758,763
SOLICITOR	56.87%	2.50%	654,994	1,027,473	1,053,160	1,079,489	1,106,476
HUMAN RESOURCES	-7.86%	2.50%	1,867,971	1,721,111	1,764,139	1,808,242	1,853,448
INFORMATION TECHNOLOGY	0.94%	2.50%	1,270,473	1,282,370	1,314,429	1,347,290	1,380,972
CITY CLERK	14.64%	2.50%	427,853	490,476	502,738	515,306	528,189
ELECTIONS/REGISTRATION	43.30%	2.50%	531,044	760,999	780,024	799,525	819,513
LICENSING BOARD	0.00%	2.50%	7,700	7,700	7,893	8,090	8,292
CONSERVATION	1.24%	2.50%	16,085	16,285	16,692	17,109	17,537
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	9.00%	2.50%	10,475,191	11,417,555	11,702,994	11,995,569	12,295,458
PUBLIC SAFETY - 200's							
POLICE	4.70%	2.50%	18,208,417	19,064,867	19,541,489	20,030,026	20,530,777
FIRE	20.89%	2.50%	13,106,548	15,843,998	16,240,098	16,646,100	17,062,253
INSPECTIONAL SERVICES	4.28%	2.50%	4,680,499	4,880,843	5,002,864	5,127,936	5,256,134
EMERGENCY COMMUNICATIONS CENTER	5.62%	2.50%	1,346,856	1,422,528	1,458,091	1,494,543	1,531,907
TOTAL: PUBLIC SAFETY	10.36%	2.50%	37,342,320	41,212,236	42,242,542	43,298,605	44,381,071
CITY SERVICES FACILITY - 400's							
Executive (490)	0.85%	2.50%	2,605,592	2,627,868	2,693,565	2,760,904	2,829,926
Facilities Maintenance (491)	3.17%	2.50%	2,486,052	2,564,823	2,628,944	2,694,667	2,762,034
Engineering (492)	23.31%	2.50%	943,581	1,163,524	1,192,612	1,222,427	1,252,988
Parks and Cemetery (493)	3.64%	2.50%	2,507,265	2,598,559	2,663,523	2,730,111	2,798,364
Stadium (494)	0.00%	2.50%	36,500	36,500	37,413	38,348	39,307
Highway (495)	1.98%	2.50%	1,900,795	1,938,472	1,986,934	2,036,607	2,087,522
Snow and Ice (496)	22.15%	2.50%	395,000	482,500	494,563	506,927	519,600
Solid Waste (497)	3.68%	2.50%	4,630,000	4,800,400	4,920,410	5,043,420	5,169,506
TOTAL: CITY SERVICES	4.57%	2.50%	15,504,785	16,212,646	16,617,962	17,033,411	17,459,246

Fiscal Year 2024 Five Year Financial Forecast

	% INC/DEC FY23 v FY24	% INC/DEC FY24-FY27	FY23 RECAP	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED	FY27 PROJECTED
EXPENDITURES							
HUMAN SERVICES - 500's							
HEALTH SERVICES	28.78%	2.50%	1,814,242	2,336,320	2,394,728	2,454,596	2,515,961
PLANNING AND DEVELOPMENT	40.97%	2.50%	668,062	941,746	965,290	989,422	1,014,157
TRANSPORTATION	16.90%	2.50%	493,403	576,802	591,222	606,003	621,153
COUNCIL ON AGING	33.65%	2.50%	52,000	69,500	71,238	73,018	74,844
VETERANS AGENT	2.90%	2.50%	587,886	604,964	620,088	635,590	651,480
COMMISSION ON DISABILITY	0.00%	2.50%	10,950	10,950	11,224	11,504	11,792
HUMAN SERVICES	-5.03%	2.50%	609,052	578,435	592,896	607,718	622,911
TOTAL: HUMAN SERVICES	20.85%	3.00%	4,235,595	5,118,717	5,246,685	5,377,852	5,512,298
LIBRARIES AND RECREATION							
LIBRARY	8.42%	2.50%	1,369,050	1,484,386	1,521,496	1,559,533	1,598,521
HEALTH & WELLNESS	56.63%	2.50%	620,628	972,097	996,399	1,021,309	1,046,842
TOTAL: CULTURAL AND RECREATIONAL	23.46%	2.50%	1,989,678	2,456,483	2,517,895	2,580,842	2,645,364
SUBTOTAL - CITY DEPARTMENT COSTS	9.88%	varies	69,547,569	76,417,637	78,328,078	80,286,280	82,293,437
FIXED COSTS							
RETIREMENT OF LONG TERM CAPITAL DEBT PRINCIPAL	-8.51%	debt sched	9,839,416	9,002,415	9,525,415	9,558,415	9,332,415
RETIREMENT OF LONG TERM CAPITAL DEBT INTEREST	-11.51%	debt sched	3,414,425	3,021,257	3,172,320	3,330,936	3,497,483
SHORT TERM DEBT INTEREST	#DIV/0!	varies	-	-	-	-	-
EVERETT RETIREMENT ASSESSMENT	1.81%	4.50%	19,051,038	19,395,891	20,268,706	21,180,798	22,133,934
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	13.79%	2.50%	22,638,895	25,761,748	26,405,792	27,065,936	27,742,585
EMPLOYEE INSURANCE - AD + D	0.00%	2.50%	28,000	28,000	28,700	29,418	30,153
FICA	5.00%	2.50%	2,323,214	2,439,374	2,500,358	2,562,867	2,626,939
EMPLOYEE INJURIES	2.35%	2.50%	1,191,500	1,219,500	1,249,988	1,281,237	1,313,268
PROPERTY/LIABILITY INSURANCE	4.34%	2.50%	2,235,383	2,332,500	2,390,813	2,450,583	2,511,847
ADDITIONAL TRANSFERS TO STABILIZATION			-	-	-	-	-
SUBTOTAL - FIXED COSTS (CITY & SCHOOL)	4.05%	varies	61,139,871	63,618,685	65,970,541	67,899,351	69,638,764
EDUCATION							
(Includes Special Ed Transportation)	18.31%	2.50%	108,709,294	128,612,364	131,827,673	135,123,365	138,501,449
SUBTOTAL - SCHOOL DEPARTMENT	18.31%	2.50%	108,709,294	128,612,364	131,827,673	135,123,365	138,501,449
SUBTOTAL: GENERAL FUND	12.22%	varies	239,396,734	268,648,686	276,126,292	283,308,996	290,433,650

Fiscal Year 2024 Five Year Financial Forecast

	% INC/DEC FY23 v FY24	% INC/DEC FY24-FY27	FY23 RECAP	FY24 PROJECTED	FY25 PROJECTED	FY26 PROJECTED	FY27 PROJECTED
EXPENDITURES							
WATER/SEWER ENTERPRISE							
SALARIES	2.68%	2.50%	1,211,987	1,244,447	1,275,558	1,307,447	1,340,133
EXPENSES	5.89%	2.50%	848,300	898,300	920,758	943,776	967,371
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	-9.61%	debt sched	2,197,430	1,986,177	1,331,819	1,329,052	1,266,343
MWRA ASSESSMENT	-1.06%	6.00%	16,589,361	16,414,339	17,399,199	18,443,151	19,549,740
Other	10.74%	5.00%	823,445	911,865	957,458	1,005,331	1,055,598
ECTV		0.00%	649,400	549,756	549,756	549,756	549,756
SUBTOTAL: ENTERPRISE	-1.40%	varies	22,474,923	22,159,884	22,589,548	23,733,514	24,883,941
SUBTOTAL: CITY, SCHOOL, AND ENTERPRISE	11.05%	varies	261,871,657	290,808,570	298,715,840	307,042,510	315,317,591
OTHER EXPENDITURES							
CHERRY SHEET ASSESSMENT	11.06%	3.00%	18,726,480	20,797,872	21,421,808	22,064,462	22,726,396
CHERRY SHEET OFFSET	-2.76%	3.00%	104,422	101,542	104,588	107,726	110,958
OVERLAY	-2.14%	2.50%	2,043,669	2,000,000	2,050,000	2,101,250	2,153,781
Court Judgements			-	-			
Other deficits							
SNOW AND ICE DEFICIT	-32.67%	varies	368,946	248,393	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			4,743,049				
From Free Cash							
From Stabilization							
From Other Available Funds (pg. 4 of recap)			1,586,815				
TOTAL: OTHER EXPENDITURES	-16.05%	varies	27,573,381	23,147,807	23,876,396	24,573,438	25,291,135
GRAND TOTAL: ALL EXPENDITURES	8.47%	varies	289,445,038	313,956,377	322,592,237	331,615,948	340,608,726
BUDGET GAP			53,502,180	49,976,762	49,015,474	47,854,465	46,917,149
			108,958,844	119,545,788	126,745,140	134,300,164	141,791,345
			tax levy	tax levy	tax levy	tax levy	tax levy

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2024

GENERAL GOVERNMENT (100s)

111 CITY COUNCIL		Total
Personnel Services	476,075	
General Expenditures	102,000	578,075
121 EXECUTIVE OFFICE OF THE MAYOR		
Personnel Services	663,968	
General Expenditures	396,380	1,060,348
122 DIVERSITY, EQUITY & INCLUSION		
Personnel Services	225,360	
General Expenditures	335,500	560,860
129 311/CONSTITUENT SERVICES		
Personnel Services	442,733	
General Expenditures	10,000	452,733
135 DIVISION OF FINANCE / OFFICE OF THE CITY AUDITOR		
Personnel Services	583,358	
General Expenditures	271,500	854,858
138 DIVISION OF FINANCE / OFFICE OF PURCHASING & PROCUREMENT		
Personnel Services	113,301	
General Expenditures	24,500	137,801
141 DIVISION OF FINANCE / OFFICE OF ASSESSING		
Personnel Services	342,809	
General Expenditures	460,875	803,684
145 DIVISION OF FINANCE / OFFICE OF TREASURER - COLLECTOR		
Personnel Services	1,052,436	
General Expenditures	580,750	1,633,186

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2024

GENERAL GOVERNMENT (100s) (Continued)

151	OFFICE OF THE CITY SOLICITOR		
	Personnel Services	505,148	
	General Expenditures	522,325	1,027,473
152	DEPARTMENT OF HUMAN RESOURCES		
	Personnel Services	1,478,195	
	General Expenditures	242,916	1,721,111
155	DEPARTMENT OF INFORMATION TECHNOLOGY		
	Personnel Services	251,770	
	General Expenditures	1,030,600	1,282,370
161	CITY CLERK		
	Personnel Services	360,276	
	General Expenditures	130,200	490,476
162	ELECTIONS		
	Personnel Services	506,499	
	General Expenditures	254,500	760,999
165	LICENSING		
	Personnel Services	7,200	
	General Expenditures	500	7,700
171	CONSERVATION COMMISSION		
	Personnel Services	15,600	
	General Expenditures	685	16,285
175	PLANNING BOARD		
	Personnel Services	14,300	
	General Expenditures	100	14,400

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2024

GENERAL GOVERNMENT (100s) (Continued)

176	ZONING BOARD OF APPEALS		
	Personnel Services	14,696	
	General Expenditures	500	15,196

PUBLIC SAFETY (200s)

210	POLICE DEPARTMENT		
	Personnel Services	18,585,967	
	General Expenditures	478,900	19,064,867
220	FIRE DEPARTMENT		
	Personnel Services	15,296,998	
	General Expenditures	547,000	15,843,998
242	DEPARTMENT OF INSPECTIONAL SERVICES		
	Personnel Services	2,122,608	
	General Expenditures	2,758,235	4,880,843
299	EMERGENCY COMMUNICATIONS CENTER		
	Personnel Services	1,336,728	
	General Expenditures	85,800	1,422,528

D P W (400s)

	DEPARTMENT OF PUBLIC WORKS		
490	Personnel Services - Executive Division	1,191,418	
	General Expenditures	1,436,450	2,627,868
491	Personnel Services - Facilities Division	1,754,823	
	General Expenditures	810,000	2,564,823

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2024

D P W (400s) (Continued)

492	Personnel Services - Engineering Division	491,524	
	General Expenditures	672,000	1,163,524
493	Personnel Services - Parks and Cemeteries Division	1,528,559	
	General Expenditures	1,070,000	2,598,559
494	General Expenditures -Stadium	36,500	36,500
495	Personnel Services - Highway Division	1,383,472	
	General Expenditures	555,000	1,938,472
496	Personnel Services - Snow and Ice	100,000	
	General Expenditures	382,500	482,500
497	General Expenditures - Solid Waste	4,800,400	4,800,400

HUMAN SERVICES (500s)

510	DEPARTMENT OF HEALTH AND HUMAN SERVICES		
	Personnel Services	2,242,470	
	General Expenditures	93,850	2,336,320
521	DEPARTMENT OF PLANNING & DEVELOPMENT		
	Personnel Services	623,746	
	General Expenditures	318,000	941,746
521	DEPARTMENT OF TRANSPORTATION		
	Personnel Services	271,802	
	General Expenditures	305,000	576,802
541	COUNCIL ON AGING		
	General Expenditures	69,500	69,500

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
 FISCAL YEAR 2024

HUMAN SERVICES (500s) (Continued)

543	OFFICE OF VETERANS SERVICES		
	Personnel Services	115,964	
	General Expenditures	478,200	594,164
544	COMMISSION ON DISABILITY		
	Personnel Services	10,700	
	General Expenditures	250	10,950
599	OFFICE OF HUMAN SERVICES		
	Personnel Services	437,935	
	General Expenditures	140,500	578,435

LIBRARIES AND RECREATION (600s)

610	DEPARTMENT OF LIBRARIES		
	Personnel Services	1,201,762	
	General Expenditures	282,624	1,484,386
630	OFFICE OF HEALTH AND WELLNESS		
	Personnel Services	552,597	
	General Expenditures	419,500	972,097
SUBTOTAL: CITY DEPARTMENT COSTS \$		76,406,837	\$76,406,837

FIXED COSTS

710	RETIREMENT OF LONG TERM CAPITAL DEBT	9,002,415	9,002,415
751	LONG TERM DEBT INTEREST	3,021,257	3,021,257
752	SHORT TERM DEBT INTEREST	0	0

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2024

FIXED COSTS (Continued)

911	RETIREMENT BOARD		
	Pension Fund Contribution	19,395,891	19,395,891
913	UNEMPLOYMENT COMPENSATION	330,000	330,000
914	EMPLOYEE INSURANCE		
	Life Insurance	88,000	
	Health Insurance	25,761,748	
	A D & D Insurance	28,000	25,877,748
915	FICA (Medicare)	2,439,374	2,439,374
944	EMPLOYEE INJURIES		
	Active Police & Fire	400,000	
	Retired Police & Fire	19,500	
	Workers Comp	800,000	1,219,500
945	PROPERTY / LIABILITY INSURANCE		
	Comp General Liability	2,181,000	
	Insurance Deductibles	151,500	2,332,500
	SUBTOTAL: FIXED COSTS \$	63,618,685	\$ 63,618,685

RECOMMENDATION OF HIS HONOR MAYOR CARLO DeMARIA
THE ANNUAL APPROPRIATION ORDER
FISCAL YEAR 2024

SCHOOL DEPARTMENT

300 SCHOOL DEPARTMENT	128,612,364	
300 Special Ed Transportation	0	128,612,364

SUBTOTAL: SCHOOL DEPARTMENT \$ 128,612,364

City Department Costs	76,406,837	
Fixed Costs	63,618,685	140,025,522 ← Total w/o Schools
School Department	128,612,364	

RECOMMENDED APPROPRIATION GRAND TOTAL: \$ 268,637,886

City of Everett
Everett Budget Council Worksheet
2024 City Budget

111 - CITY COUNCIL		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-111-1-5111	SALARIES	\$0.00	\$118,700.00	\$83,337.80	\$122,267.00	\$122,267.00	_____
01-111-1-5143	LONGEVITY	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00	_____
01-111-1-5191	CITY COUNCIL STIPENDS	\$0.00	\$355,997.00	\$267,153.54	\$353,408.00	\$353,408.00	_____
PERSONNEL Total:		\$0.00	\$475,097.00	\$350,491.34	\$476,075.00	\$476,075.00	
EXPENSES							
01-111-2-5203	PERSONAL SERVICES	\$0.00	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	_____
01-111-2-5204	PROFESSIONAL LEGAL SERVICES	\$0.00	\$5,000.00	\$806.88	\$25,000.00	\$25,000.00	_____
01-111-2-5280	EQUIPMENT & OTHER	\$0.00	\$3,000.00	\$2,810.61	\$3,000.00	\$3,000.00	_____
01-111-2-5346	ADVERTISING	\$0.00	\$10,000.00	\$3,872.00	\$15,000.00	\$15,000.00	_____
01-111-2-5420	OFFICE SUPPLIES	\$0.00	\$9,000.00	\$7,304.15	\$8,000.00	\$8,000.00	_____
01-111-2-5785	REIMBURSABLE EXPENSES	\$0.00	\$33,000.00	\$11,846.38	\$33,000.00	\$33,000.00	_____
01-111-2-5792	FORMAL EVENTS	\$0.00	\$10,000.00	\$1,244.40	\$10,000.00	\$10,000.00	_____
EXPENSES Total:		\$0.00	\$78,000.00	\$27,884.42	\$102,000.00	\$102,000.00	
111 CITY COUNCIL Total:		\$0.00	\$553,097.00	\$378,375.76	\$578,075.00	\$578,075.00	

111 CITY COUNCIL / LEGISLATIVE DEPARTMENT

PERSONNEL SERVICES

DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC
01-111-1-5111	Legislative Aide ¹	UNCL	35	1	1	1	\$60,200	\$62,012	\$62,012
01-111-1-5143	Legislative Aide	Longevity					\$400	\$400	\$400
01-111-1-5111	Legislative Research Systems Specialist ¹	UNCL		1	1	1	\$58,500	\$60,255	\$60,255
01-111-1-5191	Legislative Aide - Part Time	UNCL		0	0	0	\$6,000	\$6,000	\$6,000
01-111-1-5191	Clerk of Committees - Part Time ¹	UNCL		0	0	0	\$42,025	\$43,286	\$43,286
01-111-1-5191	Clerk of the City Council ¹	UNCL		0	0	0	\$14,709	\$15,150	\$15,150
01-111-1-5191	City Councilors ²	UNCL		0	0	0	\$293,263	\$288,972	\$288,972
				2	2	2			

111 City Council / Legislative Department TOTAL

City Councilors: Wards: Wayne Matewsky (1), Stephanie Martins (2),
Darren Costa (3), Jimmy Tri Le (4), Vivian Nguyen (5),
Alfred Lattanzi (6)
At-Large: Stephanie Smith, John Hanlon, Irene Cardillo,
Mike Marchese, Richard Dell Isola

Salary (5111)	\$118,700	\$122,267	\$122,267
Longevity (5143)	\$400	\$400	\$400
City Council Stipend (5191)	\$355,997	\$353,408	\$353,408
Personnel Total:	\$475,097	\$476,075	\$476,075

Notes to Budget:

¹ This salary increasing by 3% in FY24.

² Effective 1/1/24, all City Council members receive a 2% increase.

(111) City Council - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
Salaries	118,700	122,267	\$3,567	3%	3% increase on administrative salaries.
Longevity	400	400	\$0	0%	Mr. Mangan
City Council Stipends	355,997	353,408	(\$2,589)	-1%	3% increase on administrative salaries. Effective 1/1/24, 2% increase for City Council members.
Total Personnel Services	\$475,097	\$476,075	\$978	0%	
General Operating Expenses					
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	25,000	\$20,000	400%	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	15,000	\$5,000	50%	Newspaper ads for advertising passed ordinances.
Office Supplies	9,000	8,000	(\$1,000)	-11%	All other office supplies. Update furniture as needed.
Reimbursement Expenses	33,000	33,000	\$0	0%	\$3K 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	\$78,000	\$102,000	\$24,000	31%	
Total City Council	\$553,097	\$578,075	\$24,978	5%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

121 - EXECUTIVE OFFICE OF MAYOR							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-121-1-5111	SALARIES	\$0.00	\$578,455.00	\$383,557.54	\$655,618.00	\$655,618.00	_____
01-121-1-5143	LONGEVITY	\$0.00	\$2,350.00	\$650.00	\$2,350.00	\$2,350.00	_____
01-121-1-5190	AUTO ALLOWANCE	\$0.00	\$6,000.00	\$4,500.00	\$6,000.00	\$6,000.00	_____
PERSONNEL Total:		\$0.00	\$586,805.00	\$388,707.54	\$663,968.00	\$663,968.00	
EXPENSES							
01-121-2-5300	PROFESSIONAL SERVICES	\$0.00	\$10,000.00	\$7,724.54	\$8,000.00	\$8,000.00	_____
01-121-2-5340	TELECOMMUNICATIONS	\$0.00	\$1,000.00	\$518.99	\$800.00	\$800.00	_____
01-121-2-5346	ADVERTISING	\$0.00	\$123,000.00	\$94,507.00	\$120,000.00	\$120,000.00	_____
01-121-2-5420	OFFICE SUPPLIES	\$0.00	\$6,885.00	\$5,121.75	\$6,000.00	\$6,000.00	_____
01-121-2-5427	NATIONAL LEAGUE OF CITIES	\$0.00	\$5,929.00	\$4,229.00	\$4,500.00	\$4,500.00	_____
01-121-2-5700	RECOGNITION AND AWARDS	\$0.00	\$2,450.00	\$955.00	\$2,000.00	\$2,000.00	_____
01-121-2-5716	PROFESSIONAL DEVELOPMENT	\$0.00	\$8,000.00	\$3,601.45	\$10,000.00	\$10,000.00	_____
01-121-2-5720	OUT-OF-STATE TRAVEL	\$0.00	\$4,000.00	\$309.86	\$2,500.00	\$2,500.00	_____
01-121-2-5730	DUES-MASS MUNICIPAL ASSOC	\$0.00	\$11,780.00	\$11,780.00	\$11,780.00	\$11,780.00	_____
01-121-2-5732	DUES-US CONFERENCE OF MAYORS	\$0.00	\$5,800.00	\$3,489.00	\$5,800.00	\$5,800.00	_____
01-121-2-5734	DUES-METRO MAYOR	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	_____
01-121-2-5785	OTHER EXPENSES	\$0.00	\$70,000.00	\$0.00	\$95,000.00	\$95,000.00	_____
01-121-2-5796	OFFICIAL CELEBRATIONS	\$0.00	\$125,000.00	\$79,656.71	\$115,000.00	\$115,000.00	_____
EXPENSES Total:		\$0.00	\$388,844.00	\$226,893.30	\$396,380.00	\$396,380.00	
121 EXECUTIVE OFFICE OF MAYOR Total:		\$0.00	\$975,649.00	\$615,600.84	\$1,060,348.00	\$1,060,348.00	

121 EXECUTIVE OFFICE OF THE MAYOR

PERSONNEL SERVICES

DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24	
				FTE STAFF	DEPT FTE REQ	MAYOR FTE REC	APPROPRIATION	DEPT REQUEST	MAYOR & Council REC	
01-121-1-5111	Mayor ¹	UNCL	35	1	1	1	\$196,472	\$208,177	\$208,177	
01-121-1-5143	Mayor	Longevity					\$1,700	\$1,700	\$1,700	
01-121-1-5111	Chief of Staff ²	UNCL	35	1	1	1	\$149,355	\$153,836	\$153,836	
01-121-1-5111	Executive Manager ²	UNCL	35	1	1	1	\$91,000	\$93,730	\$93,730	
01-121-1-5143	Executive Manager	Longevity					\$650	\$650	\$650	
01-121-1-5111	Communications Director ³	UNCL	35	0.50	1	1	\$59,225	\$115,000	\$115,000	
01-121-1-5111	Executive Manager - Customer Experience ²	UNCL	35	1	1	1	\$82,403	\$84,875	\$84,875	
121 Mayor's Office TOTAL				4.50	5.00	5.00				
							Salary (5111)	\$578,455	\$655,618	\$655,618
							Longevity (5143)	\$2,350	\$2,350	\$2,350
							Auto Allowance (5190)	\$6,000	\$6,000	\$6,000
							Personnel Total:	\$586,805	\$663,968	\$663,968

Notes to Budget:

¹ Increase for Mayor is effective 1.1.24 per City Charter.

² 3% COLA on administrative salary.

³ Position funded 100% under Mayor's budget in FY24.

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

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
Salaries	578,455	655,618	77,163	13%	Increase for Mayor effective 1/1/24. 3% COLA on most administrative salaries. Communication Director salary charged 100% here.
Longevity	2,350	2,350	0	0%	Mayor DeMaria (\$1,700), Ms. Lattanzi (\$650)
Auto Allowance	6,000	6,000	0	0%	Level funded at FY23 amount, which has been reduced from \$12K in prior fiscal years.
Total Personnel Services	\$586,805	\$663,968	77,163	13%	
General Operating Expenses					
Professional Services	10,000	8,000	(2,000)	-20%	Boston Globe, Belmont Springs.
Telecommunications	1,000	800	(200)	-20%	Telephones for Mayor/Staff.
Advertising	93,000	120,000	27,000	29%	This funds legal ads required for Planning and ZBA matters and all City requirements. Proposed increase reflects increased developments in the City.
Office Supplies	6,885	6,000	(885)	-13%	WB Mason.
National League of Cities	5,929	4,500	(1,429)	-24%	Annual payment for membership.
Recognition & Awards	2,500	2,000	(500)	-20%	Velocity, State Line Graphics, Paragon Press, O'Connor Awards.
Professional Development	13,000	10,000	(3,000)	-23%	Any training courses needed by the staff.
Out-of-State Travel	4,000	2,500	(1,500)	-38%	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	11,780	50	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	15,000	5,000	50%	Annual payment for membership.
Other Expenses	100,000	95,000	(5,000)	-5%	Unexpected expenses / MGC gaming match.
Official Celebrations	\$125,000	\$115,000	(10,000)	-8%	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	\$388,844	\$396,380	7,536	2%	
Total Mayor's Office	\$975,649	\$1,060,348	84,699	9%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

122 - DIVERSITY EQUITY & INCLUSION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-122-1-5111	SALARIES	\$0.00	\$200,999.00	\$86,879.18	\$211,860.00	\$211,860.00	_____
01-122-1-5191	YOUTH COUNCIL STIPENDS	\$0.00	\$6,875.00	\$6,875.00	\$13,500.00	\$13,500.00	_____
PERSONNEL Total:		\$0.00	\$207,874.00	\$93,754.18	\$225,360.00	\$225,360.00	
EXPENSES							
01-122-2-5302	PROFESSIONAL SERVICES	\$0.00	\$25,000.00	\$10,560.00	\$45,000.00	\$45,000.00	_____
01-122-2-5318	DATA MANAGEMENT SYSTEM	\$0.00	\$65,000.00	\$26,407.69	\$65,000.00	\$65,000.00	_____
01-122-2-5346	ADVERTISING	\$0.00	\$20,000.00	\$10,226.00	\$10,000.00	\$10,000.00	_____
01-122-2-5420	OFFICE SUPPLIES	\$0.00	\$5,500.00	\$735.95	\$5,500.00	\$5,500.00	_____
01-122-2-5716	PROFESSIONAL DEVELOPMENT	\$0.00	\$60,000.00	\$44,750.00	\$75,000.00	\$75,000.00	_____
01-122-2-5719	OUTREACH & ENGAGEMENT	\$0.00	\$78,000.00	\$26,539.99	\$60,000.00	\$60,000.00	_____
01-122-2-5792	EVENTS	\$0.00	\$75,000.00	\$49,152.69	\$75,000.00	\$75,000.00	_____
EXPENSES Total:		\$0.00	\$328,500.00	\$168,372.32	\$335,500.00	\$335,500.00	
122 DIVERSITY EQUITY & INCLUSION Total:		\$0.00	\$536,374.00	\$262,126.50	\$560,860.00	\$560,860.00	

122 DEPARTMENT OF DIVERSITY, EQUITY and INCLUSION

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-122-1-5111	Director of Diversity, Equity & Inclusion (DEI) ¹	Cathy Draine	UNCL	35	1	1	1	\$132,874	\$136,860	\$136,860	
01-122-1-5111	DEI Officer	Vacant	UNCL	35	1	1	1	\$75,000	\$75,000	\$75,000	
01-122-1-5191	Youth Council Stipend ²	Varies	UNCL	Monthly	0	0	0	\$0	\$13,500	\$13,500	
					2	2	2				
122	Department of Diversity, Equity & Inclusion TOTAL										
								Salary (5111)	\$207,874	\$211,860	\$211,860
								Youth Council Stipend (5191)	\$0	\$13,500	\$13,500
								Personnel Total:	\$207,874	\$225,360	\$225,360

Notes to Budget:

¹ 3% COLA on administrative salary.

² Youth Council created in FY23.

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

	FY23 Budget	FY24 Request	\$ + / -	% + / -	
Personnel Services					
Salaries	207,874	211,860	3,986	2%	3% COLA on administrative salary.
Youth Council Stipend	0	13,500	13,500	100%	Youth Council consists of 9 members paid \$1,500/annually (\$125/month).
Total Personnel Services	\$207,874	\$225,360	17,486	8%	
General Operating Expenses					
Professional Services	\$25,000	\$45,000	20,000	80%	Language Access (translation & accessibility services), EEO/Inclusion consultants.
Data Management System	\$65,000	\$65,000	0	0%	EthicsPoint yearly subscription fee; Policy Management System; Civic Engagement platform.
Advertising	20,000	10,000	(10,000)	-50%	Notification for events put in the local newspaper.
Office Supplies	5,500	5,500	0	0%	WB Mason.
Professional Development	60,000	75,000	15,000	25%	Quarterly All Staff Trainings, Incident Specific Small Group Trainings, Department Leadership EEO Specific Training.
Outreach and Engagement	\$78,000	\$60,000	(18,000)	-23%	Partnerships or sponsorships (EPD, EFD, Youth Services); activities and services to increase resident access, Resource Fairs; Re-Entry Initiatives; Job Fairs.
Events and Other	\$75,000	\$75,000	0	0%	Events designed to increase cultural awareness and expand the inclusion of residents of Everett in happenings around the City. Events include: 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	\$328,500	\$335,500	7,000	2%	
Total DEI Office	\$536,374	\$560,860	24,486	5%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

129 - 311/CONSTITUENTS SERVCIES		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-129-1-5111	SALARIES	\$0.00	\$365,282.00	\$200,647.52	\$382,952.00	\$382,952.00	_____
01-129-1-5113	PART TIME SALARIES	\$0.00	\$53,186.00	\$0.00	\$54,781.00	\$54,781.00	_____
01-129-1-5130	OVERTIME	\$0.00	\$5,000.00	\$492.46	\$5,000.00	\$5,000.00	_____
PERSONNEL Total:		\$0.00	\$423,468.00	\$201,139.98	\$442,733.00	\$442,733.00	
EXPENSES							
01-129-2-5340	TELECOMMUNICATIONS	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	_____
01-129-2-5346	ADVERTISING	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	_____
01-129-2-5420	OFFICE SUPPLIES	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	_____
01-129-2-5585	UNIFORMS	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	_____
EXPENSES Total:		\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	
129 311/CONSTITUENTS SERVCIES Total:		\$0.00	\$433,468.00	\$201,139.98	\$452,733.00	\$452,733.00	

129 311 / CONSTITUENT SERVICES

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC
01-129-1-5111	Constituent Services / 311 Director ¹	Chad Luongo	UNCL	35	1	1	1	\$102,499	\$105,574	\$105,574
01-129-1-5111	*Assistant 311 Director ¹	Gaspare DeFilippis	UNCL	35	1	1	1	\$78,283	\$80,623	\$80,623
01-129-1-5111	Weekend Coordinator ¹	Deanna Diccio	UNCL	35	1	1	1	\$61,900	\$63,755	\$63,755
01-129-1-5111	*Secretary / Constituent Services ²	Cazandra Cherif de Urena	UNCL	35	1	1	1	\$61,300	\$66,500	\$66,500
01-129-1-5111	Constituent Services Aide ²	Ludovico Naimo	UNCL	35	1	1	1	\$61,300	\$66,500	\$66,500
01-129-1-5113	Constituent Services Aide - PT	Cheryl Cole	UNCL	19.5	0	0	0	\$24,545	\$25,281	\$25,281
01-129-1-5113	Constituent Services Aide - PT	Rose Gill	UNCL	Varies	0	0	0	\$22,358	\$23,029	\$23,029
01-129-1-5113	*Constituent Services Aide - PT	Sintia Silva	UNCL	Varies	0	0	0	\$6,282	\$6,470	\$6,470
					<u>5</u>	<u>5</u>	<u>5</u>			

129 311/Constituent Services Office TOTAL

* These positions are multi-lingual

Salary (5111)	\$365,282	\$382,952	\$382,952
Part Time (5113)	\$53,186	\$54,781	\$54,781
Overtime (5130)	\$5,000	\$5,000	\$5,000
Personnel Total:	\$423,468	\$442,733	\$442,733

Notes to Budget:

¹ 3% COLA on administrative salary.

² Salary adjustment made during FY23.

(129) 311 / Constituent Services - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Salaries	365,282	382,952	17,670	5%	3% COLA added to administrative salaries.
Part Time Salaries	53,186	54,781	1,595	3%	For part-time positions. Hours and personnel vary.
Overtime	5,000	5,000	0	0%	In lieu of comp time.
Total Personnel Services	\$423,468	\$442,733	19,265	5%	
General Operating Expenses					
Telecommunications	1,000	1,000	0	0%	Telephones for staff.
Advertising	6,000	0	(6,000)	-100%	Not requesting funding in FY24.
Uniforms	0	6,000			For shirts/vests for the 311 employees.
Office Supplies	3,000	3,000	0	0%	WB Mason
Total Expenditures	\$10,000	\$10,000	0	0%	
Total 311/Constituent Services	\$433,468	\$452,733	19,265	4%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

135 - OFFICE OF THE CITY AUDITOR							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-135-1-5111	SALARIES	\$471,929.23	\$481,940.00	\$346,974.34	\$570,408.00	\$570,408.00	_____
01-135-1-5130	OVERTIME	\$0.00	\$5,603.00	\$336.35	\$10,000.00	\$10,000.00	_____
01-135-1-5143	LONGEVITY	\$1,700.00	\$2,950.00	\$2,350.00	\$2,950.00	\$2,950.00	_____
PERSONNEL Total:		\$473,629.23	\$490,493.00	\$349,660.69	\$583,358.00	\$583,358.00	
EXPENSES							
01-135-2-5307	AUDIT/PROFESSIONAL SVCS	\$53,777.50	\$125,000.00	\$70,330.00	\$115,000.00	\$115,000.00	_____
01-135-2-5420	OFFICE SUPPLIES	\$3,750.69	\$7,000.00	\$1,263.98	\$5,000.00	\$5,000.00	_____
01-135-2-5700	PRINTING BUDGET DOCUMENTS	\$2,655.74	\$3,500.00	\$575.00	\$1,500.00	\$1,500.00	_____
01-135-2-5710	PROFESSIONAL DEVELOPMENT	\$1,774.52	\$5,000.00	\$901.88	\$5,000.00	\$5,000.00	_____
01-135-2-5785	FINANCIAL SOFTWARE & EQUIPMENT	\$94,153.35	\$145,000.00	\$126,136.02	\$145,000.00	\$145,000.00	_____
EXPENSES Total:		\$156,111.80	\$285,500.00	\$199,206.88	\$271,500.00	\$271,500.00	
135 OFFICE OF THE CITY AUDITOR Total:		\$629,741.03	\$775,993.00	\$548,867.57	\$854,858.00	\$854,858.00	

135 DEPARTMENT OF FINANCIAL SERVICES /OFFICE OF THE CITY AUDITOR										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	FY24 MAYOR REC
				FTE STAFF	FTE REQ	FTE REC				
01-135-1-5111	CFO / City Auditor ¹	Eric Demas	UNCL	35	1	1	\$173,143	\$178,337	\$178,337	
01-135-1-5111	Assistant City Auditor ²	Ryan Smith	UNCL	35	1	1	\$91,350	\$94,090	\$94,090	
01-137-1-5111	Budget Director ²	Laureen Hurley	UNCL	35	1	1	\$92,333	\$95,103	\$95,103	
01-137-1-5143	Budget Director	Laureen Hurley	Longevity				\$1,700	\$1,700	\$1,700	
01-137-1-5111	Financial Assistant ³	Vacant	UNCL	35	0	1	\$0	\$70,000	\$70,000	
01-135-1-5111	Administrative Assistant ⁴	Rita Crafts	A-6U/8	35	1	1	\$63,781	\$68,705	\$68,705	
01-137-1-5143	Administrative Assistant	Rita Crafts	Longevity				\$1,250	\$1,250	\$1,250	
01-135-1-5111	Administrative Assistant ⁴	Stacy Cook	A-6U/6	35	1	1	\$61,333	\$64,173	\$64,173	
					5	6				
135	City Auditor TOTAL									
							Salary (5111)	\$481,940	\$570,408	\$570,408
							Overtime (5130)	\$5,603	\$10,000	\$10,000
							Longevity (5143)	\$2,950	\$2,950	\$2,950
							Personnel Total:	\$490,493	\$583,358	\$583,358
Notes to Budget:										
¹ Annual salary is contractual.										
² 3% COLA on administrative salary.										
³ Requesting new position in FY24.										
⁴ Local 25 Clerical union increase 3% per contract.										

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

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	481,940	570,408	88,468	18%	Contractual salary increase for Mr. Demas. 3% increase on administrative salary. Requesting new position Financial Assistant. Local 25 Clerical union 3% increase per contract.
Overtime	5,603	10,000	4,397	78%	Contractual for union staff.
Longevity	2,950	2,950	0	0%	Ms. Hurley \$1,700, Ms. Crafts \$1,250.
Total Personnel Services	\$490,493	\$583,358	92,865	19%	
General Operating Expenses					
Audit/Professional Services	125,000	115,000	(10,000)	-8%	Annual Audit, MCGOA, OPEB actuarial report.
Office Supplies	7,000	5,000	(2,000)	-29%	WB Mason, Alden Hauk, Belmont Springs, SoftRight.
Printing Budget Documents	3,500	1,500	(2,000)	-57%	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	145,000	145,000	0	0%	All financial software annual fees
Total Expenditures	\$285,500	\$271,500	(14,000)	-5%	
Total City Auditor	\$775,993	\$854,858	\$78,865	10%	
Retirement Board (Found under Fixed Costs)					
Payment Pension Fund	19,051,038	19,395,891	344,853	2%	Reflects the updated biennial valuation completed by PERAC.
Total	\$19,051,038	\$19,395,891	\$344,853	2%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

138 - OFFICE OF PURCHASING & PROCURE		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-138-1-5111	SALARIES	\$0.00	\$103,558.00	\$20,510.90	\$113,301.00	\$113,301.00	_____
PERSONNEL Total:		\$0.00	\$103,558.00	\$20,510.90	\$113,301.00	\$113,301.00	
EXPENSES							
01-138-2-5248	SOFTWARE/OTHER	\$0.00	\$15,000.00	\$15,000.00	\$19,000.00	\$19,000.00	_____
01-138-2-5420	OFFICE SUPPLIES	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	_____
01-138-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	_____
EXPENSES Total:		\$0.00	\$20,500.00	\$15,000.00	\$24,500.00	\$24,500.00	
138 OFFICE OF PURCHASING & PROCURE		\$0.00	\$124,058.00	\$35,510.90	\$137,801.00	\$137,801.00	

138 DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF PURCHASING & PROCUREMENT

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-138-1-5111	Chief Procurement Officer ¹	Alison Jenkins	UNCL	35	1	1	1	\$103,557	\$113,300	\$113,300	
01-138-1-5111	Administrative Assistant ²	N/A	A-6U/8	35	0	0	0	\$1	\$1	\$1	
					<u>1</u>	<u>1</u>	<u>1</u>				
138	Purchasing TOTAL										
								Salary (5111)	\$103,558	\$113,301	\$113,301
								Personnel Total:	\$103,558	\$113,301	\$113,301

Notes to Budget:

¹ 3% COLA on administrative salary. 1.5% on 7/1/23 and 1.5% on 1/1/24.

² Not requesting funding for this vacant position in FY24.

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

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	103,558	113,301	9,743	9%	New Procurement Director hired in April. 3% increase broken down to 1.5% on 7/1/23 and 1.5% on 1/1/24. Not requesting funding for Admin Assistant in FY24.
Total Personnel Services	\$103,558	\$113,301	9,743	9%	
General Operating Expenses					
Software/Other	15,000	19,000	4,000	27%	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. Rates have increased.
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	3,000	3,000	0	0%	MCPPO courses to maintain certification as Purchasing Agent through the Commonwealth. Ongoing professional development courses as needed to retain certification and keep current on Massachusetts General Law requirements and exemptions as well as cost of memberships to different organizations.
Total Expenditures	\$20,500	\$24,500	4,000	20%	
Total Purchasing Office	\$124,058	\$137,801	\$13,743	11%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

141 - OFFICE OF ASSESSING		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-141-1-5111	SALARIES	\$0.00	\$307,028.00	\$221,128.44	\$320,559.00	\$320,559.00	_____
01-141-1-5143	LONGEVITY	\$0.00	\$1,000.00	\$0.00	\$1,250.00	\$1,250.00	_____
01-141-1-5191	BOARD OF ASSESSORS - STIPEND	\$0.00	\$21,000.00	\$11,750.00	\$21,000.00	\$21,000.00	_____
PERSONNEL Total:		\$0.00	\$329,028.00	\$232,878.44	\$342,809.00	\$342,809.00	
EXPENSES							
01-141-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$1,375.00	\$286.58	\$1,375.00	\$1,375.00	_____
01-141-2-5301	PROFESSIONAL SERVICES	\$0.00	\$450,000.00	\$216,866.25	\$450,000.00	\$450,000.00	_____
01-141-2-5420	OFFICE SUPPLIES	\$0.00	\$4,500.00	\$825.49	\$4,500.00	\$4,500.00	_____
01-141-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$5,000.00	\$2,714.50	\$5,000.00	\$5,000.00	_____
EXPENSES Total:		\$0.00	\$460,875.00	\$220,692.82	\$460,875.00	\$460,875.00	
141 OFFICE OF ASSESSING Total:		\$0.00	\$789,903.00	\$453,571.26	\$803,684.00	\$803,684.00	

DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF ASSESSING

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC
01-141-1-5111	Assessor ¹	B.J. Devereux	UNCL	35	1	1	1	\$110,317	\$115,832	\$115,832
01-141-1-5111	*Assistant Assessor ⁴	Beninson Pena	UNCL	35	1	1	1	\$77,250	\$81,112	\$81,112
01-141-1-5111	Administrative Assistant ²	Kate Hegarty	A-6U/8	35	1	1	1	\$66,960	\$68,705	\$68,705
01-141-1-5143	Administrative Assistant	Kate Hegarty	Longevity					\$1,000	\$1,250	\$1,250
01-141-1-5111	Principal Clerk ²	Marie Medeiros	C-6U/6	35	1	1	1	\$52,500	\$54,909	\$54,909
01-141-1-5111	Principal Clerk ³	N/A	C-6U/1	35	0	0	0	\$1	\$1	\$1
01-141-1-5191	Board of Assessors Chair	William Hart	Board		0	0	0	\$9,000	\$9,000	\$9,000
01-141-1-5191	Board Member	Ron Keohan	Board		0	0	0	\$6,000	\$6,000	\$6,000
01-141-1-5191	Board Member	Vacant	Board		0	0	0	\$6,000	\$6,000	\$6,000
141 Assessors TOTAL					4	4	4			

* This position is bi-lingual.

Salary (5111)	\$307,028	\$320,559	\$320,559
Longevity (5143)	\$1,000	\$1,250	\$1,250
Board of Assesors Stipends (5191)	\$21,000	\$21,000	\$21,000
Personnel Total:	\$329,028	\$342,809	\$342,809

Notes to Budget:

¹ Requesting 5% increase in FY24.

² Local 25 Clerical union 3% increase per contract.

³ Not requesting funding for this position in FY24.

⁴ 5% COLA added to salary in FY24 due to language and technical skills.

(141) Office of Assessing - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	307,028	320,559	\$13,531	4%	Contractual increase for DH. Assistant Assessor increase based on possessing a combination of technical and language skills (bi-lingual). Local 25 Clerical union 3% increase per contract. Not requesting funding for 1 position in FY24.
Longevity	1,000	1,250	\$250	25%	Ms. Hegarty.
Stipends	21,000	21,000	\$0	0%	Mr. Hart, Chair (\$9K), Mr. Keohan & Vacant position (\$6K each).
Total Personnel Services	\$329,028	\$342,809	\$13,781	4%	
General Operating Expenses					
Equipment Maintenance	1,375	1,375	\$0	0%	Simplex Grinnell time stamp and HP printer.
Professional Services	450,000	450,000	\$0	0%	Patriot Properties & RRC will be performing additional cyclical inspection work to prepare for FY 2025 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 and Mystic Station.
Office Supplies	4,500	4,500	\$0	0%	Includes paper and envelopes used in mailings as well as typical office supplies and replacement of office furnishings as needed.
Professional Development	5,000	5,000	\$0	0%	Continuing Education for staff to keep up with changes to the laws and methods to mass valuation.
Total Expenditures	\$460,875	\$460,875	\$0	0%	
Total Assessing Office	\$789,903	\$803,684	\$13,781	2%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

145 - OFFICE OF TREASURER/COLLECTOR							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-145-1-5111	SALARIES	\$0.00	\$988,883.00	\$690,806.60	\$1,034,936.00	\$1,034,936.00	_____
01-145-1-5130	OVERTIME	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	_____
01-145-1-5143	LONGEVITY	\$0.00	\$7,600.00	\$3,100.00	\$7,800.00	\$7,800.00	_____
01-145-1-5144	ABOVE GRADE DIFF	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	_____
01-145-1-5191	HEARING OFFICER STIPEND	\$0.00	\$5,000.00	\$3,333.28	\$5,000.00	\$5,000.00	_____
01-145-1-5193	CLOTHING ALLOWANCE	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00	_____
PERSONNEL Total:		\$0.00	\$1,006,183.00	\$697,239.88	\$1,052,436.00	\$1,052,436.00	
EXPENSES							
01-145-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$1,500.00	\$1,090.78	\$1,500.00	\$1,500.00	_____
01-145-2-5306	RECORDING FEES	\$0.00	\$30,000.00	\$11,988.25	\$30,000.00	\$30,000.00	_____
01-145-2-5312	DATA PROCESSING (DP) PAYROLL/HMN	\$0.00	\$62,000.00	\$58,330.90	\$140,000.00	\$140,000.00	_____
01-145-2-5314	DP TAX BILLING & COLLECTION	\$0.00	\$631.36	\$631.36	\$3,000.00	\$3,000.00	_____
01-145-2-5344	POSTAGE	\$0.00	\$60,000.00	\$39,633.45	\$65,000.00	\$65,000.00	_____
01-145-2-5385	OTHER CHARGES	\$0.00	\$250,000.00	\$225,971.61	\$262,000.00	\$262,000.00	_____
01-145-2-5420	OFFICE SUPPLIES	\$0.00	\$9,368.64	\$4,974.93	\$15,000.00	\$15,000.00	_____
01-145-2-5430	METER REPAIRS & MAINTENANCE	\$0.00	\$50,000.00	\$36,224.01	\$50,000.00	\$50,000.00	_____
01-145-2-5580	PARKING METER MINOR EQUIPMENT	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	_____
01-145-2-5745	INSURANCE	\$0.00	\$1,250.00	\$700.00	\$4,250.00	\$4,250.00	_____
EXPENSES Total:		\$0.00	\$474,750.00	\$379,545.29	\$580,750.00	\$580,750.00	
145 OFFICE OF TREASURER/COLLECTOR		\$0.00	\$1,480,933.00	\$1,076,785.17	\$1,633,186.00	\$1,633,186.00	

145 DEPARTMENT OF FINANCIAL SERVICES / OFFICE OF THE CITY TREASURER - COLLECTOR										
PERSONNEL SERVICES										
DEPT	POSITION	NAME	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24
					STAFF	DEPT	MAYOR		APPROPRIATION	DEPT
					REQ	REC	REC		REQUEST	REC
01-145-1-5111	Treasurer/Collector ¹	Monica Ford	UNCL	35	1	1	1	\$123,603	\$131,019	\$131,019
01-145-1-5111	Deputy Treasurer ¹	Tammie Duong	UNCL	35	1	1	1	\$75,000	\$80,000	\$80,000
01-145-1-5111	Assistant Collector ¹	Adriana Indrisano	UNCL	35	1	1	1	\$70,000	\$72,100	\$72,100
01-145-1-5111	Assistant Treasurer ³	Sharon Maronski	UNCL	35	0	1	1	\$0	\$70,000	\$70,000
01-145-1-5111	Payroll Administrator ⁴	Vacant	UNCL	35	1	0	0	\$65,000	\$0	\$0
01-145-1-5111	Administrative Assistant ²	Sissy Liston	A-6U/8	35	1	1	1	\$66,960	\$68,705	\$68,705
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	\$66,960	\$68,705	\$68,705
01-145-1-5143	Deputy Collector ²	Tracy O'Connor	Longevity					\$1,000	\$1,000	\$1,000
01-145-1-5111	Administrative Assistant ²	Laurie Warren	A-6U/7	35	1	1	1	\$62,538	\$65,447	\$65,447
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	\$57,240	\$58,731	\$58,731
01-145-1-5111	Principal Clerk ²	Diego Leiti	C-6U/8	35	1	1	1	\$57,240	\$58,731	\$58,731
01-145-1-5111	Principal Clerk ²	Kathy Bereznoski	C-6U/8	35	1	1	1	\$57,240	\$58,731	\$58,731
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/8	35	1	1	1	\$54,500	\$58,731	\$58,731
01-145-1-5111	Principal Clerk ²	Anita LaFuente	C-6U/8	35	1	1	1	\$54,500	\$58,731	\$58,731
01-145-1-5111	Principal Clerk ²	Wendy Bonilla	C-6U/8	35	1	1	1	\$57,240	\$58,731	\$58,731
01-145-1-5111	Principal Clerk ²	Jeanne Broderick	C-6U/8	17.5	0.50	0.50	0.50	\$26,245	\$29,366	\$29,366
01-145-1-5111	Principal Clerk ²	Jane Peluso	C-6U/8	20	0.57	0.57	0.57	\$32,583	\$33,561	\$33,561
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	\$62,034	\$63,648	\$63,648
01-145-1-5143	Parking Meter Repairman	Bill MacKenzie	Longevity					\$1,450	\$1,650	\$1,650
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
					15.07	15.07	15.07			
145	City Treasurer / Collector TOTAL									

Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24	
				FTE	DEPT	MAYOR	APPROPRIATION	DEPT	MAYOR & Council	
				STAFF	FTE	FTE		REQUEST	REC	
							Salary (5111)	\$988,883	\$1,034,936	\$1,034,936
							Overtime (5130)	\$1,000	\$1,000	\$1,000
							Longevity (5143)	\$7,600	\$7,800	\$7,800
							Above Grade Difference (5194)	\$3,000	\$3,000	\$3,000
							Hearing Officer Stipend (5191)	\$5,000	\$5,000	\$5,000
							Clothing Allowance (5193)	\$700	\$700	\$700
							Personnel Total:	\$1,006,183	\$1,052,436	\$1,052,436

Notes to Budget:

- ¹ 3% COLA added to administrative salary.
- ² Local 25 Clerical & DPW increased 3% per contract.
- ³ Hired new administrative position in FY23.
- ⁴ Not requesting funding for this position in FY24.

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

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
					Requesting salary increase for Treasurer/Collector for additional in-house payroll duties and to oversee the Procurement Department. Requesting salary increase for Deputy Treasurer for additional duties for in-house payroll. Requesting salary increase for Assistant Treasurer to bring parity between Local 25 salary and this position. 3% COLA added to some administrative salaries. Requesting Local 25 Clerical/DPW increased 3% per contract. Not requesting funding for Payroll Administrator in FY24.
Salaries	988,883	1,034,936	46,053	5%	
Overtime	1,000	1,000	0	0%	If clerks request OT in lieu of comp time.
Longevity	7,600	7,800	200	3%	Ms. Liston (\$1,450), Ms. O'Connor (\$1,000), Ms. Bereznoski (\$1,450), Ms. Warren (\$1,000), Mrs. Peluso (\$1,250), Mr. Mackenzie (\$1,650).
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	\$1,006,183	\$1,052,436	\$46,253	5%	
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%	TT increased fee from \$75 to \$105 per deed. Have 150 deeds in FY23. Land court cases process fee \$742.25/each. Have 21 cases in FY23. Newspaper TT ad \$3,400 in FY23.
Data Processing/Payroll/HR	62,000	140,000	78,000	126%	Munis-New vendor software - In-house payroll. Anticipated FY24 \$114k. Remainder of cost for Harpers Payroll will include costs for continued city access, W-2 processing, ACA reporting, and other costs for 2023 first quarter reporting.
DP Tax Billing & Collection	2,000	3,000	1,000	50%	Printer cartridges and paper. Additional cartridges needed for payroll printer. Also used for Treasurer/Collector association dues.
Postage	60,000	65,000	5,000	8%	Postage for all departments in city. Also pays for supplies to maintain the mail machine. Increased usage for elections (ballots by mail). Increased usage for in-house payroll. Postage rates increase in Jan 2024.
Other Charges	250,000	262,000	12,000	5%	Eastern Bank lockbox fees about \$15K to \$20K per year. Also used to pay credit card fees and for parking sticker program. New service required: Armored car service \$12K/year.

Continued...

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Office Supplies	5,000	15,000	10,000	200%	Envelopes for payroll advices, stock for paper advices and checks. Additional copier paper for in-house payroll. Special order paper stock and envelopes for W-2's, 1095C forms, 1099R forms
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	\$474,750	\$580,750	\$106,000	22%	
Total Treasurer/Collector	\$1,480,933	\$1,633,186	\$152,253	10%	
Retirement of Debt (Found under Fixed Costs)					
April 23, 2015	1,065,000	1,060,000	(5,000)	0%	Payments per debt schedule.
Jan 25, 2022 GOB	1,300,000	1,305,000	5,000	0%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	449,416	449,415	(1)	0%	Payments per debt schedule.
Dec. 20, 2013	675,000	625,000	(50,000)	-7%	Payments per debt schedule.
Feb 6, 2014	265,000	265,000	0	0%	Payments per debt schedule.
Feb 18, 2016	925,000	925,000	0	0%	Payments per debt schedule.
Feb 19, 2008 Sec 108 HUD Loan	84,000	88,000	4,000	5%	Payments per debt schedule.
Feb 2017	666,000	675,000	9,000	1%	Payments per debt schedule.
May 3, 2018	1,335,000	540,000	(795,000)	-60%	Payments per debt schedule.
April 4, 2019	1,785,000	1,780,000	(5,000)	0%	Payments per debt schedule.
Feb 11, 2021 GOB	160,000	160,000	0	0%	Payments per debt schedule.
Nov 17, 2020 GOB	1,130,000	1,130,000	0	0%	Payments per debt schedule.
Total	\$9,839,416	\$9,002,415	(\$837,001)	-9%	
Long Term Debt Interest (Found under Fixed Costs)					
April 23, 2015	199,156	156,556	(42,600)	-21%	Payments per debt schedule.
Jan 25, 2022 GOB	793,461	759,231	(34,230)	100%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	98,871	89,883	(8,988)	-9%	Payments per debt schedule.
Dec 20, 2013	84,480	64,980	(19,500)	-23%	Payments per debt schedule.
Feb 6, 2014	57,969	50,019	(7,950)	-14%	Payments per debt schedule.
Feb 18, 2016	291,500	254,500	(37,000)	-13%	Payments per debt schedule.

Continued...

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Feb 2017	321,819	287,819	(34,000)	-11%	Payments per debt schedule.
May 3, 2018	342,881	276,131	(66,750)	-19%	Payments per debt schedule.
April 4, 2019	524,250	446,600	(77,650)	-15%	Payments per debt schedule.
Feb 11, 2021 GOB	70,500	62,500	(8,000)	-11%	Payments per debt schedule.
Nov 17, 2020 GOB	629,538	573,038	(56,501)	-9%	Payments per debt schedule.
Total	\$3,414,425	\$3,021,257	(\$393,168)	-12%	
Short Term Debt Interest (Found under Fixed Costs)					
Int on Temporary Loans	0	0	0	-100%	Not requesting funding in FY24.
Total	\$0	\$0	\$0	100%	
FICA (Found under Fixed Costs)					
Medicare (1.45%)	2,323,214	2,439,374	116,160	5%	Employer match of Medicare deduction. 1.45% of pay (health and life deductions not taxed).
Total	\$2,323,214	\$2,439,374	\$116,160	5%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

151 - OFFICE OF THE CITY SOLICITOR							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-151-1-5111	SALARIES	\$0.00	\$470,244.00	\$279,266.50	\$489,598.00	\$489,598.00	_____
01-151-1-5143	LONGEVITY	\$0.00	\$3,150.00	\$2,750.00	\$3,550.00	\$3,550.00	_____
01-151-1-5198	RAO STIPEND	\$0.00	\$9,400.00	\$7,049.97	\$12,000.00	\$12,000.00	_____
PERSONNEL Total:		\$0.00	\$482,794.00	\$289,066.47	\$505,148.00	\$505,148.00	_____
EXPENSES							
01-151-2-5302	LITIGATION/PROFESSIONAL SERVICES	\$0.00	\$650,000.00	\$581,625.49	\$500,000.00	\$500,000.00	_____
01-151-2-5319	ISD LITIGATION FEES	\$0.00	\$7,500.00	\$3,463.85	\$7,500.00	\$7,500.00	_____
01-151-2-5420	OFFICE SUPPLIES	\$0.00	\$3,000.00	\$1,116.58	\$3,000.00	\$3,000.00	_____
01-151-2-5586	WESTLAW COMPUTER RESEARCH	\$0.00	\$4,200.00	\$3,276.96	\$4,325.00	\$4,325.00	_____
01-151-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$1,500.00	\$361.79	\$1,500.00	\$1,500.00	_____
01-151-2-5760	CLAIMS	\$0.00	\$3,500.00	\$1,324.05	\$3,500.00	\$3,500.00	_____
01-151-2-5850	EQUIPMENT & OTHER	\$0.00	\$2,500.00	\$992.46	\$2,500.00	\$2,500.00	_____
EXPENSES Total:		\$0.00	\$672,200.00	\$592,161.18	\$522,325.00	\$522,325.00	_____
151 OFFICE OF THE CITY SOLICITOR Total:		\$0.00	\$1,154,994.00	\$881,227.65	\$1,027,473.00	\$1,027,473.00	_____

151 OFFICE OF THE CITY SOLICITOR											
PERSONNEL SERVICES											
DEPT	POSITION		CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24	
					FTE STAFF	DEPT REQ	MAYOR REC	APPROPRIATION	DEPT REQUEST	MAYOR & Council REC	
01-151-1-5111	City Solicitor ¹	Colleen Mejia	UNCL	35	1	1	1	\$140,000	\$144,200	\$144,200	
01-151-1-5143	City Solicitor	Colleen Mejia	Longevity					\$1,300	\$1,700	\$1,700	
01-151-1-5111	Assistant City Solicitor ¹	Keith Slattery	UNCL	35	1	1	1	\$120,000	\$123,600	\$123,600	
01-151-1-5111	Assistant City Solicitor for Labor & Employment ¹	Lara Ammouri	UNCL	30	1	1	1	\$92,703	\$95,484	\$95,484	
01-151-1-5143	Assistant City Solicitor for Labor & Employment	Lara Ammouri	Longevity					\$800	\$800	\$800	
01-151-1-5111	Paralegal ¹	Jen Peters	UNCL	35	1	1	1	\$61,542	\$63,380	\$63,380	
01-151-1-5143	Paralegal	Jen Peters	Longevity					\$400	\$400	\$400	
01-151-1-5111	Executive Assistant ²	Maryann Mayo	UNCL	35	1	1	1	\$55,999	\$62,934	\$62,934	
01-151-1-5143	Executive Assistant	Maryann Mayo	Longevity					\$650	\$650	\$650	
					<u>5</u>	<u>5</u>	<u>5</u>				
151	City Solicitor TOTAL										
								Salary (5111)	\$470,244	\$489,598	\$489,598
								Longevity (5143)	\$3,150	\$3,550	\$3,550
								RAO Stipend (5198)	\$9,400	\$12,000	\$12,000
								Personnel Total:	\$482,794	\$505,148	\$505,148

Notes to Budget:

¹ 3% COLA added to this salary in FY24.

² Seeking a salary adjustment for this position in FY24.

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

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	470,244	489,598	19,354	4%	3% COLA on administrative salaries. I am requesting Ms. Mayo's title be adjusted to Executive Assistant. Her duties are more in line with the other assistants in the City. I am requesting an adjustment in her salary to reflect said duties.
Longevity	3,150	3,550	400	13%	Ms. Mejia (\$1,700), Ms. Ammouri (\$800), Ms. Peters (\$400) and Ms. Mayo (\$650).
RAO Stipend	9,400	12,000	2,600	28%	In accordance with public records law, a record access officer is appointed. Instead of hiring a part time employee, solicitor will take responsibility. In calendar year 2022 the city received just shy of 1000 requests. The Solicitor managed the responses of each one in addition to numerous appeals. As of February 22, 2023 the city has already received 148 requests, which seems to show the same trend from 2022. The workload for this task requires more time than previous years.
Total Personnel Services	\$482,794	\$505,148	22,354	5%	
General Operating Expenses					
Litigation/Professional Services	650,000	500,000	(150,000)	-23%	Used to pay any litigation related service, such as legal services, filing complaints, expert witnesses, recording fees, transcripts, etc.. In light of the recent USAO inquiry, the City has to rely on the representation and counsel of outside counsel. As of the date of this request, the inquiry has not been concluded.
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	4,325	125	3%	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	3,500	3,500	0	0%	For small claims brought against the city.
Equipment & Other	2,500	2,500	0	0%	Equipment and large office supplies.
Total Expenditures	\$672,200	\$522,325	(149,875)	-22%	
Total Solicitor's Office	\$1,154,994	\$1,027,473	(\$127,521)	-11%	

Continued...

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Property/Liability Insurance (Found under Fixed Costs)					
Comp General Liability	2,083,883	2,181,000	\$97,117	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	\$2,235,383	\$2,332,500	\$97,117	4%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

152 - DEPARTMENT OF HUMAN RESOURCES		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-152-1-5111	SALARIES	\$0.00	\$429,634.00	\$172,781.74	\$306,840.00	\$306,840.00	_____
01-152-1-5113	PART TIME SALARIES	\$0.00	\$35,221.00	\$21,959.09	\$36,355.00	\$36,355.00	_____
01-152-1-5121	TEMP PERSONNEL - ALL DEPT	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$6,000.00	_____
01-152-1-5123	YEAR-ROUND PROGRAM	\$0.00	\$125,000.00	\$124,052.00	\$125,000.00	\$125,000.00	_____
01-152-1-5130	OVERTIME	\$0.00	\$4,200.00	\$0.00	\$4,000.00	\$4,000.00	_____
01-152-1-5151	EMPLOYEE BUY BACK & OTHER	\$0.00	\$1,000,000.00	\$412,046.29	\$1,000,000.00	\$1,000,000.00	_____
PERSONNEL Total:		\$0.00	\$1,600,055.00	\$730,839.12	\$1,478,195.00	\$1,478,195.00	
EXPENSES							
01-152-2-5152	MEDICAL EXAMS	\$0.00	\$30,000.00	\$19,795.89	\$30,000.00	\$30,000.00	_____
01-152-2-5161	LOCAL 25 HEALTH SERVICES	\$0.00	\$172,916.00	\$89,705.53	\$147,916.00	\$147,916.00	_____
01-152-2-5217	RECRUITMENT	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	_____
01-152-2-5301	PROFESSIONAL SERVICES	\$0.00	\$40,000.00	\$19,256.64	\$30,000.00	\$30,000.00	_____
01-152-2-5420	OFFICE SUPPLIES	\$0.00	\$5,000.00	\$1,580.53	\$5,000.00	\$5,000.00	_____
01-152-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$20,000.00	\$599.00	\$20,000.00	\$20,000.00	_____
EXPENSES Total:		\$0.00	\$267,916.00	\$130,937.59	\$242,916.00	\$242,916.00	
152 DEPARTMENT OF HUMAN RESOURCES		\$0.00	\$1,867,971.00	\$861,776.71	\$1,721,111.00	\$1,721,111.00	

152 DEPARTMENT OF HUMAN RESOURCES

PERSONNEL SERVICES

DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-152-1-5111	Director of Human Resources ¹	UNCL	35	1	1	1	\$124,634	\$131,840	\$131,840	
01-152-1-5111	Deputy Director of Human Resources ²	UNCL	35	1	1	1	\$95,000	\$100,000	\$100,000	
01-152-1-5111	Human Resources Generalist ¹	UNCL	35	1	1	1	\$80,000	\$75,000	\$75,000	
01-152-1-5111	Assistant Director of Workforce Development ⁴	UNCL	35	1	1	0	\$70,000	\$0	\$0	
01-152-1-5111	Workforce Development Assistant ⁴	UNCL	35	1	1	0	\$60,000	\$0	\$0	
01-152-1-5113	Benefits Specialist PT ³	UNCL	18.5	0	0	0	\$35,221	\$36,355	\$36,355	
				5	5	3				
152	Human Resources TOTAL									
							Salary (5111)	\$429,634	\$306,840	\$306,840
							Part Time (5113)	\$35,221	\$36,355	\$36,355
							Temp Personnel (5121)	\$6,000	\$6,000	\$6,000
							Year Round Program (5123)	\$125,000	\$125,000	\$125,000
							Overtime (5130)	\$4,200	\$4,000	\$4,000
							Employee Buyback & Other (5151)	\$1,000,000	\$1,000,000	\$1,000,000
							Personnel Total:	\$1,600,055	\$1,478,195	\$1,478,195

Notes to Budget:

¹ New hire in FY23.

² Salary increased to attract more applicants.

³ 3% COLA on administrative salary.

⁴ This position moved to Health & Wellness department.

(152) Department of Human Resources - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	429,634	306,840	(122,794)	-29%	3% COLA added to administrative salaries. 2 positions moved to the Health & Wellness department.
Part Time Salaries	35,221	36,355	1,134	3%	This is the Benefits Technician position.
Temp Personnel - All Dept.	6,000	6,000	0	0%	As needed for short-term projects during the year.
Year-Round Program	125,000	125,000	0	0%	For PT youth workers who are hired throughout the year.
Overtime	4,200	4,000	(200)	-5%	When short-staffed, work as needed.
Employee Buyback & Other	1,000,000	1,000,000	0	0%	For employees who buyback sick, vacation, and other contractual benefits
Total Personnel Services	\$1,600,055	\$1,478,195	(\$121,860)	-8%	
General Operating Expenses					
Medical Exams	30,000	30,000	0	0%	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	147,916	(25,000)	-14%	A union benefit for dental and vision offered to Local 25 employees.
Recruitment	0	10,000	10,000	100%	All job postings, pre-employment background checks.
Professional Services	40,000	30,000	(10,000)	-25%	Mt. Auburn Hospital, Employee Assistance Program, MMA membership fee, various seminars presented by MMA.
Office Supplies	5,000	5,000	0	0%	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	\$267,916	\$242,916	(25,000)	-9%	
Total Human Resources	\$1,867,971	\$1,721,111	(\$146,860)	-8%	

Continued...

	FY23 Budget	FY24 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	22,638,895	25,761,748	3,122,853	14%	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	\$22,754,895	\$25,877,748	\$3,122,853	14%	
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	800,000	28,000	4%	All workers comp injury claims for all employees including the schools. (Does not include police/fire). Curtin, Murphy & O'Reilly.
Total	\$1,191,500	\$1,219,500	\$28,000	2%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

155 - DEPT OF INFORMATION TECHNOLOGY							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-155-1-5111	SALARIES	\$0.00	\$243,023.00	\$178,052.46	\$250,320.00	\$250,320.00	_____
01-155-1-5143	LONGEVITY	\$0.00	\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00	_____
PERSONNEL Total:		\$0.00	\$244,473.00	\$179,502.46	\$251,770.00	\$251,770.00	
EXPENSES							
01-155-2-5244	CONTRACT MAINTENANCE	\$0.00	\$109,000.00	\$10,539.57	\$131,000.00	\$131,000.00	_____
01-155-2-5245	COPIERS/MAINTENANCE	\$0.00	\$98,000.00	\$8,238.59	\$99,600.00	\$99,600.00	_____
01-155-2-5268	CONTRACTUAL SERVICES	\$0.00	\$300,000.00	\$22,182.10	\$300,000.00	\$300,000.00	_____
01-155-2-5312	SUPPLIES	\$0.00	\$8,000.00	\$1,197.50	\$8,000.00	\$8,000.00	_____
01-155-2-5340	TELEPHONE COMMUNICATIONS	\$0.00	\$98,000.00	\$0.00	\$98,000.00	\$98,000.00	_____
01-155-2-5341	WIRELESS COMMUNICATIONS	\$0.00	\$88,000.00	\$35,141.55	\$91,000.00	\$91,000.00	_____
01-155-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$15,000.00	\$0.00	\$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	_____
01-155-2-5865	DATA COMMUNICATIONS	\$0.00	\$58,000.00	\$6,916.40	\$58,000.00	\$58,000.00	_____
01-155-2-5866	DIRECT FIBER DATA	\$0.00	\$90,000.00	\$46.03	\$90,000.00	\$90,000.00	_____
01-155-2-5880	HARDWARE/SOFTWARE EQUIPMENT	\$0.00	\$112,000.00	\$8,470.37	\$90,000.00	\$90,000.00	_____
EXPENSES Total:		\$0.00	\$1,026,000.00	\$92,732.11	\$1,030,600.00	\$1,030,600.00	
CAPITAL IMPROVEMENTS							
01-155-3-5867	TECHNOLOGY INFRASTRUCTURE	\$0.00	\$0.00	\$20,477.17	\$0.00	\$0.00	_____
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$20,477.17	\$0.00	\$0.00	
155 DEPT OF INFORMATION TECHNOLOGY		\$0.00	\$1,270,473.00	\$292,711.74	\$1,282,370.00	\$1,282,370.00	

155

DIVISION OF INFORMATION TECHNOLOGY

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-155-1-5111	IT Director ¹	Kevin Dorgan	UNCL	35	1	1	1	\$105,014	\$108,164	\$108,164	
01-155-1-5143	IT Director	Kevin Dorgan	Longevity					\$800	\$800	\$800	
01-155-1-5111	Assistant IT Director ¹	Gene Masella	UNCL	35	1	1	1	\$85,789	\$88,369	\$88,369	
01-155-1-5143	Assistant IT Director	Gene Masella	Longevity					\$650	\$650	\$650	
01-155-1-5111	IT Communications Specialist ¹	Vacant	UNCL	35	1	1	1	\$52,220	\$53,787	\$53,787	
					<u>3</u>	<u>3</u>	<u>3</u>				
155	Information Technology TOTAL										
								Salary (5111)	\$243,023	\$250,320	\$250,320
								Longevity (5143)	\$1,450	\$1,450	\$1,450
								Personnel Total:	\$244,473	\$251,770	\$251,770

Notes to Budget:

¹ 3% COLA added to administrative salary.

(155) Information Technology - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
Salaries	243,023	250,320	7,297	3%	3% COLA on administrative salaries.
Longevity	1,450	1,450	0	0%	Mr. Dorgan (\$800) and Mr. Masella (\$650).
Total Personnel Services	\$244,473	\$251,770	\$7,297	3%	
General Operating Expenses					
Contract Maintenance	131,000	131,000	0	0%	Contracts for Vadar, GEO, NetAtlantic, Barracuda Maintenance, NGP Van, DigiCert, QScend and Vote Builder.
Copiers / Maintenance	98,000	99,600	1,600	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	88,000	91,000	3,000	3%	All wireless devices, Verizon iPads in use by various departments 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	58,000	58,000	0	0%	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	\$1,026,000	\$1,030,600	\$4,600	0%	
Capital Improvements					
Technology Infrastructure	0	0	0	0%	
Total IT	\$1,270,473	\$1,282,370	\$11,897	1%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

161 - CITY CLERK		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-161-1-5111	SALARIES	\$0.00	\$338,853.00	\$243,627.37	\$346,476.00	\$346,476.00	_____
01-161-1-5130	OVERTIME	\$0.00	\$3,000.00	\$1,256.74	\$3,000.00	\$3,000.00	_____
01-161-1-5143	LONGEVITY	\$0.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	_____
01-161-1-5198	RAO STIPEND	\$0.00	\$7,200.00	\$6,000.00	\$7,200.00	\$7,200.00	_____
PERSONNEL Total:		\$0.00	\$352,653.00	\$254,484.11	\$360,276.00	\$360,276.00	
EXPENSES							
01-161-2-5201	HISTORICAL PRESERVATION	\$0.00	\$1,500.00	\$170.00	\$2,000.00	\$2,000.00	_____
01-161-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$15,000.00	\$11,111.53	\$15,000.00	\$15,000.00	_____
01-161-2-5385	OTHER EXPENDITURES	\$0.00	\$2,000.00	\$1,662.69	\$2,000.00	\$2,000.00	_____
01-161-2-5420	OFFICE SUPPLIES	\$0.00	\$12,500.00	\$6,069.95	\$12,500.00	\$12,500.00	_____
01-161-2-5422	ARCHIVES	\$0.00	\$4,000.00	\$3,790.95	\$3,500.00	\$3,500.00	_____
01-161-2-5423	WEB BASED PROGRAMS	\$0.00	\$35,000.00	\$15,628.19	\$90,000.00	\$90,000.00	_____
01-161-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$5,000.00	\$3,577.99	\$5,000.00	\$5,000.00	_____
01-161-2-5745	INSURANCE & BONDS	\$0.00	\$200.00	\$100.00	\$200.00	\$200.00	_____
EXPENSES Total:		\$0.00	\$75,200.00	\$42,111.30	\$130,200.00	\$130,200.00	
161 CITY CLERK Total:		\$0.00	\$427,853.00	\$296,595.41	\$490,476.00	\$490,476.00	

161 CITY CLERK

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-161-1-5111	City Clerk ¹	Sergio Cornelio	UNCL	35	1	1	1	\$127,392	\$131,215	\$131,215	
01-161-1-5143	City Clerk	Sergio Cornelio	Longevity					\$1,300	\$1,300	\$1,300	
01-161-1-5111	Assistant City Clerk/City Messenger ¹	Peter Napolitano	UNCL	35	1	1	1	\$90,000	\$92,701	\$92,701	
01-161-1-5143	Assistant City Clerk/City Messenger	Peter Napolitano	Longevity					\$850	\$850	\$850	
01-161-1-5111	Administrative Assistant ²	Sylvia Navarro-Oliverez	A-6U/8	35	1	1	1	\$66,960	\$68,705	\$68,705	
01-161-1-5143	Administrative Assistant	Sylvia Navarro-Oliverez	Longevity					\$1,450	\$1,450	\$1,450	
01-161-1-5111	Principal Clerk ²	Vacant	C-6U/5	35	1	1	1	\$54,500	\$53,854	\$53,854	
01-161-1-5111	Principal Clerk ³	N/A	C-6U/8	35	0	0	0	\$1	\$1	\$1	
					<u>4</u>	<u>4</u>	<u>4</u>				
161	City Clerk TOTAL										
								Salary (5111)	\$338,853	\$346,476	\$346,476
								Overtime (5130)	\$3,000	\$3,000	\$3,000
								Longevity (5143)	\$3,600	\$3,600	\$3,600
								RAO Stipend (5198)	\$7,200	\$7,200	\$7,200
								Personnel Total:	\$352,653	\$360,276	\$360,276

Notes to Budget:

¹ 3% COLA on this administrative salary.

² Local 25 Clerical 3% increase per contract in FY24.

³ Not requesting funding for this position in FY24.

(161) City Clerk - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
Salaries	338,853	346,476	7,623	2%	3% increase for administrative staff. Local 25 Clerical increased 3% per contract for FY24. Not requesting funding for Principal Clerk position in FY24.
Overtime	3,000	3,000	0	0%	If clerks request OT in lieu of comp time.
Longevity	3,600	3,600	0	0%	Mr. Cornelio (\$1,300), Mr. Napolitano (\$850), Ms. Navarro (\$1,450).
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	\$352,653	\$360,276	\$7,623	2%	
General Operating Expenses					
Historical Preservation	2,000	2,000	0	0%	(Historical preservation is understanding our nation's heritage). Need to purchase historical items relevant to Everett.
Equipment Maintenance	15,000	15,000	0	0%	SimplexGrinnell, NE Copy, time clock and typewriters. Also for all other equipment needs.
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 inaugurations, the mid-term address and when other dignitaries come to Everett. Also for any unforeseen events or payments.
Office Supplies	12,500	12,500	0	0%	This pays for all paper, printers and other major supplies.
Archives	3,500	3,500	0	0%	This account pays for a yearly audit required by law. Also archive supplies.
Web-Based Programs	35,000	90,000	55,000	157%	The increase is due to a 3 year contract for Inception Technologies which is the Cloud based software which holds thousands of permanent documents that were once held in our archives. This will gradually replace the permanent paper archives over time. The annual cost is around \$20K and by paying it up front for 3 years we get a discount. The increase is also due to the Council passing more ordinances every year which will increase the cost in the online codification and annual increases of about 3% on the web based programs.
Professional Development	5,000	5,000	0	0%	Clerk's conventions in October, January and June and joining Clerk's Association and MMA Conference. The Clerk's office will attend classes for the state vitals records and Registrar systems 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.
Total Expenditures	\$75,200	\$130,200	55,000	73%	
Total City Clerk/Elections	\$427,853	\$490,476	\$62,623	15%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

162 - ELECTION COMMISSION		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-162-1-5111	SALARIES	\$0.00	\$207,844.00	\$151,048.57	\$212,749.00	\$212,749.00	_____
01-162-1-5125	CUSTODIANS-ELECTION	\$0.00	\$10,000.00	\$9,118.15	\$18,000.00	\$18,000.00	_____
01-162-1-5126	ELECTION STIPEND FT	\$0.00	\$15,000.00	\$13,464.29	\$16,000.00	\$16,000.00	_____
01-162-1-5129	ALL ELECTION WORKERS	\$0.00	\$108,000.00	\$83,232.72	\$210,000.00	\$210,000.00	_____
01-162-1-5130	OVERTIME	\$0.00	\$8,000.00	\$5,573.81	\$10,000.00	\$10,000.00	_____
01-162-1-5143	LONGEVITY	\$0.00	\$1,450.00	\$0.00	\$1,000.00	\$1,000.00	_____
01-162-1-5191	ELECTION COMMISSION STIPEND	\$0.00	\$38,750.00	\$22,754.18	\$38,750.00	\$38,750.00	_____
PERSONNEL Total:		\$0.00	\$389,044.00	\$285,191.72	\$506,499.00	\$506,499.00	
EXPENSES							
01-162-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$20,000.00	\$14,422.70	\$85,000.00	\$85,000.00	_____
01-162-2-5346	ADVERTISING-ELECTION	\$0.00	\$25,000.00	\$17,924.58	\$15,000.00	\$15,000.00	_____
01-162-2-5380	PREP OF VOTING MACHINES	\$0.00	\$45,000.00	\$39,330.82	\$65,000.00	\$65,000.00	_____
01-162-2-5384	ELECTION TRAINING	\$0.00	\$7,500.00	\$4,646.56	\$18,000.00	\$18,000.00	_____
01-162-2-5386	CITY CENSUS	\$0.00	\$25,000.00	\$19,776.67	\$30,000.00	\$30,000.00	_____
01-162-2-5387	RECOUNTS	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	_____
01-162-2-5389	STREET LISTS	\$0.00	\$3,000.00	\$2,325.00	\$3,000.00	\$3,000.00	_____
01-162-2-5420	OFFICE SUPPLIES	\$0.00	\$2,500.00	\$1,421.73	\$3,000.00	\$3,000.00	_____
01-162-2-5580	ELECTION SUPPLIES	\$0.00	\$7,500.00	\$4,729.49	\$22,000.00	\$22,000.00	_____
01-162-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$1,000.00	\$670.00	\$3,000.00	\$3,000.00	_____
01-162-2-5785	MISC ELECTION EXPENSES	\$0.00	\$5,000.00	\$931.56	\$10,000.00	\$10,000.00	_____
EXPENSES Total:		\$0.00	\$142,000.00	\$106,179.11	\$254,500.00	\$254,500.00	
162 ELECTION COMMISSION Total:		\$0.00	\$531,044.00	\$391,370.83	\$760,999.00	\$760,999.00	

162 ELECTION COMMISSION

PERSONNEL SERVICES

DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC
				FTE STAFF	DEPT FTE REQ	MAYOR FTE REC			
01-162-1-5111	Director of Elections/Registrar ¹	UNCL	35	1	1	1	\$77,252	\$79,570	\$79,570
01-162-1-5111	Elections Coordinator/Assistant Registrar PT ¹	UNCL	20	0.57	0.57	0.57	\$36,881	\$37,985	\$37,985
01-162-1-5111	Administrative Assistant ²	A-6U/8	35	1	1	1	\$66,960	\$68,705	\$68,705
01-162-1-5143	Administrative Assistant	Longevity					\$1,450	\$1,000	\$1,000
01-162-1-5111	Principal Clerk ²	C-6U/2	20	0.57	0.57	0.57	\$26,751	\$26,489	\$26,489
01-162-1-5191	Election Commission Chair	UNCL		0	0	0	\$10,500	\$10,500	\$10,500
01-162-1-5191	Election Commission Vice-Chair	UNCL		0	0	0	\$8,000	\$8,000	\$8,000
01-162-1-5191	Election Commission Board Member	UNCL		0	0	0	\$6,750	\$6,750	\$6,750
01-162-1-5191	Election Commission Board Member	UNCL		0	0	0	\$6,750	\$6,750	\$6,750
01-162-1-5191	Election Commission Board Member	UNCL		0	0	0	\$6,750	\$6,750	\$6,750
				<u>3.14</u>	<u>3.14</u>	<u>3.14</u>			

162 Election Commission TOTAL

Salary (5111)	\$207,844	\$212,749	\$212,749
Custodians (5125)	\$15,000	\$18,000	\$18,000
Election Stipend (FT) (5126)	\$8,000	\$16,000	\$16,000
All Election Workers (5129)	\$115,000	\$210,000	\$210,000
Overtime (5130)	\$3,000	\$10,000	\$10,000
Longevity (5143)	\$1,450	\$1,000	\$1,000
Election Commission Stipend (5191)	\$38,750	\$38,750	\$38,750
Personnel Total:	\$389,044	\$506,499	\$506,499

Notes to Budget:

¹ 3% COLA on administrative salary.

² 3% increase on Local 25 Clerical salary per contract.

(162) Election Commission - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
Salaries	207,844	212,749	4,905	2%	3% COLA on administrative salaries. Local 25 Clerical increased 3% per contract for FY24.
Custodians	15,000	18,000	3,000	20%	Custodians who open and close buildings at voting precincts on election days.
Election Stipends (FT)	8,000	16,000	8,000	100%	For those FT/former employees and other staff who work on election related events/services during the election months. Increase due to there now being 3 elections in FY24 - September 19, 2023, November 7, 2023 and March 5, 2024.
All Election Workers	115,000	210,000	95,000	83%	For all election workers who work early voting and election days. We have expanded from 12 to 21 precincts and now must adhere to increased state mandated early voting requirements.
Overtime	3,000	10,000	7,000	233%	If clerks request OT in lieu of comp time. A minimum of 4 OT weekend days are now mandated by the passage of the VOTES Act for every election (x3 in FY2024).
Longevity	1,450	1,000	(450)	-31%	Mr. Fitzpatrick (\$1,000).
Election Commission	38,750	38,750	0	0%	Chair (\$10,500), Vice-Chair (\$8,000), members (\$6,750).
Total Personnel Services	\$389,044	\$506,499	\$117,455	30%	
General Operating Expenses					
Equipment Maintenance	20,000	85,000	65,000	325%	This pays for election related equipment and software for all 21 precincts. Including the purchase of a translation program due to state mandated bilingual requirements. Amount includes the purchase of a High Speed Tabulator for the Central Tabulation Poll at a one time cost of \$25K and an additional \$2500 annual fee.
Advertising - Election	25,000	15,000	(10,000)	-40%	Election ads placed in 3 papers x 3 elections (September, November and March). Advertising also includes informing voters of state mandated early voting days/hours.
Prep of Voting Machines	45,000	65,000	20,000	44%	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	7,500	18,000	10,500	140%	200 poll workers at \$25 x 3 elections plus one warden/dep/clerk training at \$50 for 60 poll workers.
City Census	25,000	30,000	5,000	20%	For printing costs and postage as well as the addition of Vote by Mail Applications and Dog License Applications included in the census mailing.

Continued...

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Recounts	500	500	0	0%	Only if necessary.
Street Lists	3,000	3,000	0	0%	Printing of street list book.
Office Supplies	2,500	3,000	500	20%	This pays for all paper, printers and other major supplies.
Election Supplies	7,500	22,000	14,500	193%	Any supplies needed for elections, including handicap ramps at the Parlin School. Increase due to additional polling locations and 3 elections in FY2024.
Professional Development	1,000	3,000	2,000	200%	For continuing education needs for staff.
Misc. Election Expenses	5,000	10,000	5,000	100%	Election day meals for poll workers & other expenses as needed. Hiring an additional 50 poll workers per election (x3 elections).
Total Expenditures	\$142,000	\$254,500	112,500	79%	
Total City Clerk/Elections	\$531,044	\$760,999	\$229,955	43%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

165 - LICENSING COMMISSION		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-165-1-5191	LICENSING COMMISSION STIPEND	\$0.00	\$7,200.00	\$5,400.00	\$7,200.00	\$7,200.00	_____
PERSONNEL Total:		\$0.00	\$7,200.00	\$5,400.00	\$7,200.00	\$7,200.00	
EXPENSES							
01-165-2-5420	OFFICE SUPPLIES	\$0.00	\$500.00	\$222.06	\$500.00	\$500.00	_____
EXPENSES Total:		\$0.00	\$500.00	\$222.06	\$500.00	\$500.00	
165 LICENSING COMMISSION Total:		\$0.00	\$7,700.00	\$5,622.06	\$7,700.00	\$7,700.00	

165 LICENSING COMMISSION

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council 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	Michael Dantone	LiCom		0	0	0	\$2,200	\$2,200	\$2,200	
					<u>0</u>	<u>0</u>	<u>0</u>				
165	Licensing Commission TOTAL										
								Stipends (5191)	\$7,200	\$7,200	\$7,200
								Personnel Total:	\$7,200	\$7,200	\$7,200

Notes to Budget:

(165) Licensing - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
Stipend	7,200	7,200	\$0	0%	Monthly stipend for members.
Total Personnel Services	\$7,200	\$7,200	\$0	0%	
General Operating Expenses					
Office Supplies	500	500	\$0	0%	Postage and miscellaneous office supplies.
Total Expenditures	\$500	\$500	\$0	0%	
Total Licensing	\$7,700	\$7,700	\$0	0%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

171 - CONSERVATION COMMISSION		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-171-1-5191	CONSERVATION COMISSION STIPEND	\$0.00	\$15,400.00	\$10,274.68	\$15,400.00	\$15,400.00	_____
01-171-1-5340	TELECOMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	_____
PERSONNEL Total:		\$0.00	\$15,400.00	\$10,274.68	\$15,600.00	\$15,600.00	
EXPENSES							
01-171-2-5420	OFFICE SUPPLIES	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	_____
01-171-2-5730	DUES AND MEMBERSHIPS	\$0.00	\$485.00	\$485.00	\$485.00	\$485.00	_____
EXPENSES Total:		\$0.00	\$685.00	\$485.00	\$685.00	\$685.00	
171 CONSERVATION COMMISSION Total:		\$0.00	\$16,085.00	\$10,759.68	\$16,285.00	\$16,285.00	

171 CONSERVATION COMMISSION

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC
01-171-1-5191	Chairman	Jon Norton	ConCom		0	0	0	\$5,200	\$5,200	\$5,200
01-171-1-5191	Board Member	Eamon Kernan	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Board Member	Maeve Kernan	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Board Member	Rita Hashem	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Board Member	Daryl Colson	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Alternate Board Member	Carl Colson	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
01-171-1-5191	Alternate Board Member	Vacant	ConCom		0	0	0	\$1,700	\$1,700	\$1,700
					0	0	0			

171 Conservation Commission TOTAL

Stipends (5191)	\$15,400	\$15,400	\$15,400
Telecommunications (5340)	\$0	\$200	\$200
Personnel Total:	\$15,400	\$15,600	\$15,600

Notes to Budget:

(171) Conservation Commission - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
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	0	200	\$200	100%	Telephone
Total Personnel Services	\$15,400	\$15,600	\$200	1%	
General Operating Expenses					
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	\$16,085	\$16,285	\$200	1%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

175 - PLANNING BOARD		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-175-1-5191	PLANNING BOARD STIPEND	\$0.00	\$14,200.00	\$10,649.61	\$14,200.00	\$14,200.00	_____
01-175-1-5340	TELECOMMUNICATIONS	\$0.00	\$100.00	\$72.00	\$100.00	\$100.00	_____
PERSONNEL Total:		\$0.00	\$14,300.00	\$10,721.61	\$14,300.00	\$14,300.00	
EXPENSES							
01-175-2-5420	OFFICE SUPPLIES	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	_____
EXPENSES Total:		\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	
175 PLANNING BOARD Total:		\$0.00	\$14,400.00	\$10,721.61	\$14,400.00	\$14,400.00	

175 PLANNING BOARD

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 F T E STAFF	FY24 DEPT F T E REQ	FY24 MAYOR F T E REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council 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
					<u>0</u>	<u>0</u>	<u>0</u>			

175 Planning Board TOTAL

Stipends (5191)	\$14,200	\$14,200	\$14,200
Telecommunications (5340)	\$100	\$100	\$100
Personnel Total:	\$14,300	\$14,300	\$14,300

Notes to Budget:

(175) Planning Board - Notes to Budget

	FY23 Budget	FY24 Request	\$ + / -	% + / -	
Personnel Services					
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.
Total Personnel Services	\$14,300	\$14,300	\$0	0%	
General Operating Expenses					
Office Supplies	100	100	\$0	0%	Miscellaneous office supplies.
Total Expenditures	\$100	\$100	\$0	0%	
Total Planning	\$14,400	\$14,400	\$0	0%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

176 - ZONING BOARD OF APPEALS		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-176-1-5191	BOARD OF APPEALS STIPEND	\$0.00	\$14,600.00	\$10,299.91	\$14,600.00	\$14,600.00	_____
01-176-1-5340	TELECOMMUNICATIONS	\$0.00	\$96.00	\$72.00	\$96.00	\$96.00	_____
PERSONNEL Total:		\$0.00	\$14,696.00	\$10,371.91	\$14,696.00	\$14,696.00	
EXPENSES							
01-176-2-5420	OFFICE SUPPLIES	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	_____
EXPENSES Total:		\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	
176 ZONING BOARD OF APPEALS Total:		\$0.00	\$15,196.00	\$10,371.91	\$15,196.00	\$15,196.00	

176 ZONING BOARD OF APPEALS

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-176-1-5191	Chairman	Mary Gerace	BOA		0	0	0	\$2,800	\$2,800	\$2,800	
01-176-1-5191	Board Member	Paul Colameta	BOA		0	0	0	\$2,200	\$2,200	\$2,200	
01-176-1-5191	Board Member	John Fraser	BOA		0	0	0	\$2,200	\$2,200	\$2,200	
01-176-1-5191	Board Member	Roger Thistle	BOA		0	0	0	\$2,200	\$2,200	\$2,200	
01-176-1-5191	Board Member	Le Cao	BOA		0	0	0	\$2,200	\$2,200	\$2,200	
01-176-1-5191	Associate Member	Jean Theimitus	BOA		0	0	0	\$1,500	\$1,500	\$1,500	
01-176-1-5191	Associate Member	Vacant	BOA		0	0	0	\$1,500	\$1,500	\$1,500	
					<u>0</u>	<u>0</u>	<u>0</u>				
176	Board of Appeals TOTAL										
								Stipends (5191)	\$14,600	\$14,600	\$14,600
								Telecommunications (5340)	\$96	\$96	\$96
								Personnel Total:	\$14,696	\$14,696	\$14,696

Notes to Budget:

(176) Zoning Board of Appeals - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
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%	
General Operating Expenses					
Office Supplies	500	500	\$0	0%	Postage and miscellaneous office supplies.
Total Expenditures	\$500	\$500	\$0	0%	
Total Zoning BOA	\$15,196	\$15,196	\$0	0%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

210 - POLICE DEPARTMENT		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-210-1-5111	SALARIES	\$0.00	\$13,413,552.00	\$9,015,207.97	\$14,207,536.00	\$14,207,536.00	_____
01-210-1-5113	PART TIME	\$0.00	\$53,513.00	\$2,771.82	\$55,910.00	\$55,910.00	_____
01-210-1-5130	OVERTIME	\$0.00	\$1,500,000.00	\$968,178.94	\$1,500,000.00	\$1,500,000.00	_____
01-210-1-5140	HOLIDAY	\$0.00	\$963,219.00	\$920,595.59	\$1,101,832.00	\$1,101,832.00	_____
01-210-1-5142	NIGHT DIFFERENTIALS	\$0.00	\$478,144.00	\$291,093.63	\$410,476.00	\$410,476.00	_____
01-210-1-5143	LONGEVITY	\$0.00	\$16,750.00	\$5,750.00	\$15,850.00	\$15,850.00	_____
01-210-1-5144	ABOVE GRADE DIFFERENTIALS	\$0.00	\$15,670.00	\$5,767.72	\$16,000.00	\$16,000.00	_____
01-210-1-5145	EMT CERTIFICATION	\$0.00	\$4,000.00	\$2,944.96	\$4,000.00	\$4,000.00	_____
01-210-1-5146	SENIOR PATROL STIPEND	\$0.00	\$69,087.00	\$69,086.63	\$69,168.00	\$69,168.00	_____
01-210-1-5147	LICENSE TO CARRY STIPEND	\$0.00	\$264,160.00	\$178,772.26	\$263,989.00	\$263,989.00	_____
01-210-1-5148	BREATHALYZER STIPEND	\$0.00	\$78,262.00	\$54,267.08	\$72,611.00	\$72,611.00	_____
01-210-1-5149	SPECIAL DUTY	\$0.00	\$136,500.00	\$102,578.93	\$143,500.00	\$143,500.00	_____
01-210-1-5156	COURT TIME	\$0.00	\$201,160.00	\$76,349.47	\$207,195.00	\$207,195.00	_____
01-210-1-5191	CROSSING GUARDS & MATRONS	\$0.00	\$284,500.00	\$125,383.75	\$284,500.00	\$284,500.00	_____
01-210-1-5193	CLOTHING ALLOWANCE	\$0.00	\$205,500.00	\$129,000.00	\$211,900.00	\$211,900.00	_____
01-210-1-5194	LANGUAGE STIPEND	\$0.00	\$18,500.00	\$8,619.52	\$12,500.00	\$12,500.00	_____
01-210-1-5195	MPTC	\$0.00	\$22,000.00	\$18,265.14	\$9,000.00	\$9,000.00	_____
PERSONNEL Total:		\$0.00	\$17,724,517.00	\$11,974,633.41	\$18,585,967.00	\$18,585,967.00	
EXPENSES							
01-210-2-5245	RADIO MAINTENANCE	\$0.00	\$25,000.00	\$935.12	\$25,000.00	\$25,000.00	_____
01-210-2-5246	RADIO-GRTR BOS POLICE COUNCIL	\$0.00	\$3,400.00	\$2,533.35	\$3,400.00	\$3,400.00	_____
01-210-2-5318	DATA HANDLING	\$0.00	\$85,000.00	\$71,791.20	\$85,000.00	\$85,000.00	_____
01-210-2-5320	PROFESSIONAL SERVICES /ROCA	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	_____
01-210-2-5340	TELECOMMUNICATIONS	\$0.00	\$45,000.00	\$42,302.00	\$45,000.00	\$45,000.00	_____
01-210-2-5343	TICKET PRINTING	\$0.00	\$23,000.00	\$12,563.40	\$21,000.00	\$21,000.00	_____
01-210-2-5344	POSTAGE	\$0.00	\$3,800.00	\$900.02	\$3,200.00	\$3,200.00	_____
01-210-2-5374	TICKET PROCESSING & TICKETS	\$0.00	\$140,000.00	\$91,306.60	\$100,000.00	\$100,000.00	_____
01-210-2-5420	OFFICE SUPPLIES	\$0.00	\$20,000.00	\$17,132.03	\$20,000.00	\$20,000.00	_____

City of Everett
Everett Budget Council Worksheet
2024 City Budget

210 - POLICE DEPARTMENT							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
EXPENSES							
01-210-2-5580	EQUIPMENT	\$0.00	\$48,000.00	\$28,922.07	\$48,000.00	\$48,000.00	_____
01-210-2-5583	ANIMAL CONTROL EXPENSES	\$0.00	\$8,500.00	\$5,005.00	\$7,800.00	\$7,800.00	_____
01-210-2-5588	AMMUNITION	\$0.00	\$26,000.00	\$604.00	\$25,000.00	\$25,000.00	_____
01-210-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$4,000.00	\$2,904.00	\$4,000.00	\$4,000.00	_____
01-210-2-5712	ACADEMY/TRAINING/TRAVEL	\$0.00	\$36,000.00	\$14,979.58	\$32,000.00	\$32,000.00	_____
01-210-2-5717	CANINE EXPENSES	\$0.00	\$12,000.00	\$2,834.50	\$6,500.00	\$6,500.00	_____
01-210-2-5785	MEALS FOR PRISONERS	\$0.00	\$4,200.00	\$1,835.22	\$3,000.00	\$3,000.00	_____
EXPENSES Total:		\$0.00	\$483,900.00	\$296,548.09	\$478,900.00	\$478,900.00	
CAPITAL IMPROVEMENTS							
01-210-3-5859	BALLISTIC VESTS	\$0.00	\$0.00	\$21,454.33	\$0.00	\$0.00	_____
01-210-3-5864	PORTABLE RADIOS	\$0.00	\$0.00	\$160.00	\$0.00	\$0.00	_____
01-210-3-5871	DEPARTMENTAL VEHICLES	\$0.00	\$0.00	\$112.00	\$0.00	\$0.00	_____
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$21,726.33	\$0.00	\$0.00	
210 POLICE DEPARTMENT Total:		\$0.00	\$18,208,417.00	\$12,292,907.83	\$19,064,867.00	\$19,064,867.00	

210 POLICE DEPARTMENT										
PERSONNEL SERVICES										
				FY24	FY24				FY24	
			CLASS /	FY23	DEPT	MAYOR			FY24	
			STEP /	F T E	F T E	F T E		FY23	DEPT	
DEPT	POSITION		QUINN	STAFF	REQ	REC	APPROPRIATION	REQUEST	& COUNCIL	
									REC	
01-210-1-5111	Chief of Police ¹	Steven Mazzie	25%	1	1	1	\$240,406	\$255,047	\$255,047	
01-210-1-5111	Captain 25% Quinn	Hannon, Landry	25%	2	2	2	\$343,349	\$352,989	\$352,989	
01-210-1-5111	Captain 20% Quinn	Stallbaum, Strong	20%	2	2	2	\$334,724	\$340,136	\$340,136	
01-210-1-5111	Captain 10% Quinn	O'Malley	10%	1	1	1	\$152,162	\$154,640	\$154,640	
01-210-1-5111	Lieutenant 25% Quinn	Burke, Gabriel, Gilmore, Leyne, Molea, Panzini, Rozza	25%	7	7	7	\$1,066,586	\$1,077,397	\$1,077,397	
01-210-1-5111	Lieutenant 20% Quinn	Bagley	20%	1	1	1	\$132,732	\$146,694	\$146,694	
01-210-1-5111	Lieutenant 10% Quinn	Jedrey	10%	1	1	1	\$132,732	\$133,888	\$133,888	
01-210-1-5111	Sergeant 25% Quinn	Butler, DuPont, Hall, Zielinski	25%	5	4	4	\$649,965	\$535,190	\$535,190	
01-210-1-5111	Sergeant 20% Quinn	Durant, Dusablon, J. Gaff, Herbert, McCabe	20%	5	5	5	\$631,804	\$643,027	\$643,027	
01-210-1-5111	Sergeant 10% Quinn	Fox	10%	1	1	1	\$115,837	\$117,658	\$117,658	
01-210-1-5111	Sergeants 0% Quinn	J. Cristiano, N. Cristiano, Kelley	0%	4	3	3	\$408,516	\$313,172	\$313,172	
01-210-1-5111	Patrol Officers 25% Quinn	Bellard, Benedetto, Burton, Crowell, Giardina, Gouveia, Hornsby, Hurley, Mandracchia, Mason, Stabile, Swinford, Woodford	25%	13	13	13	\$1,340,220	\$1,487,919	\$1,487,919	
01-210-1-5111	Patrol Officer 20% Quinn	Cunningham, DiNuccio, Flammia, Gryp, Vacant, Lavey, Leonard, McLaughlin, Russell, M.Sabella	20%	12	10	10	\$1,177,761	\$1,094,509	\$1,094,509	
01-210-1-5111	Patrol Officer 12.5% Quinn	Donnelly, Hill, Nally, Ramunno, S. Sabella, Williamson	12.5%	6	6	6	\$533,267	\$600,732	\$600,732	
01-210-1-5111	Patrol Officer 10% Quinn	Alonso, Connor, Custodio, Fitzpatrick, Furtado, Gallego, Goncalves, MacGregor, N. O'Donnell, Pagliuca, Peluso, Poirier, Rizza, Vieira	10%	14	14	14	\$1,223,746	\$1,373,117	\$1,373,117	
01-210-1-5111	Patrol Officer 5% Quinn	Cruciotti, Martignetti	5%	2	2	2	\$169,325	\$185,830	\$185,830	
01-210-1-5111	Patrol Officer 0% Quinn		0%	49	50	50	\$3,781,755	\$4,365,153	\$4,365,153	
				126	123	123				
210	Police Personnel TOTAL									
							Salary (Police Officers) (5111)	\$12,434,892	\$13,177,100	\$13,177,100
							Holiday (5140)	\$975,040	\$1,101,832	\$1,101,832
							Night Differentials (5142)	\$478,144	\$410,476	\$410,476
							EMT Stipend (5145)	\$4,000	\$4,000	\$4,000
							Senior Patrol (5146)	\$68,436	\$69,168	\$69,168
							License to Carry (5147)	\$264,160	\$263,989	\$263,989
							Breathalyzer (5148)	\$78,262	\$72,611	\$72,611
							Special Duty Stipend (5149)	\$136,500	\$143,500	\$143,500
										Continued...

DEPT	POSITION	CLASS / STEP / QUINN	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & COUNCIL REC			
						Clothing Allowance (5193)	\$200,000	\$206,400	\$206,400		
						Language Stipend (5194)	\$18,500	\$12,500	\$12,500		
						MPTC Instructor (5197)	\$10,500	\$9,000	\$9,000		
01-210-1-5111	Crime/Research Analyst ²			Melissa Trzepacz	UNCL	1	1	1	\$69,973	\$77,000	\$77,000
01-210-1-5143	Crime/Research Analyst			Melissa Trzepacz	Longevity				\$650	\$650	\$650
01-210-1-5111	Police Ops Support Admin ²			Joanne Parris	UNCL	1	1	1	\$56,064	\$57,746	\$57,746
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	\$51,798	\$60,000	\$60,000
01-210-1-5111	Domestic Violence Advocate Dir. ²			Deb Romvos	UNCL	1	1	1	\$47,213	\$54,000	\$54,000
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	\$62,035	\$63,648	\$63,648
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	\$45,228	\$45,489	\$45,489
01-210-1-5143	Parking Control Officers / Days			Fritznel Narcisse	Longevity				\$550	\$850	\$850
01-210-1-5193	Parking Control Officers / Days			Fritznel Narcisse	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Days ⁴			Frantzy Jabouin	SEIU/6	1	1	1	\$45,228	\$45,489	\$45,489
01-210-1-5193	Parking Control Officers / Days			Frantzy Jabouin	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Days ⁴			Vacant (Hutchinson)	SEIU/6	1	1	1	\$45,228	\$45,489	\$45,489
01-210-1-5193	Parking Control Officers / Days			Vacant (Hutchinson)	Clothing				\$600	\$600	\$600
01-210-1-5111	Parking Control Officers / Days ⁴			Talha Tillu	SEIU/5	1	1	1	\$40,700	\$43,213	\$43,213
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	\$40,700	\$45,489	\$45,489
01-210-1-5143	Parking Control Officers / Nights			Kelley Kenyan	Longevity				\$550	\$850	\$850
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	\$40,700	\$40,941	\$40,941
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	\$40,700	\$40,941	\$40,941
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/3	1	0.86	0.86	\$32,953	\$35,090	\$35,090
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	\$66,960	\$68,705	\$68,705
01-210-1-5143	Administrative Assistant			Dawn Colameta	Longevity				\$1,450	\$1,450	\$1,450

Continued...

DEPT	POSITION	CLASS / STEP / QUINN	FY23	FY24	FY24	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & COUNCIL REC
			FTE STAFF	DEPT FTE REQ	MAYOR FTE REC			
					Court Time (5156)	\$201,160	\$207,195	\$207,195
					Crossing Guard & Matron Stipend (5191)	\$284,500	\$284,500	\$284,500
					Clothing Allowance (5193)	\$205,500	\$211,900	\$211,900
					Language Stipend (5194)	\$18,500	\$12,500	\$12,500
					MPTC Instructor (5197)	\$22,000	\$9,000	\$9,000
					Personnel Total:	\$17,724,517	\$18,585,967	\$18,585,967

Notes to Budget:

Superior & Patrol Officers salary increased 3% + 3% in anticipation of contract negotiations.

¹ Annual salary is contractual.

² 3% COLA on administrative salary.

³ Local 25 DPW union increase 3% per contract.

⁴ Parking Enforcement union 2% increase in anticipation of contract.

⁵ Local 25 Clerical union increase 3% per contract.

⁶ Salary adjustment for Matron position.

⁷ Rate increase for Crossing Guards.

(210) Police Department - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	13,413,552	14,207,536	793,984	6%	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	53,513	55,910	2,397	4%	Ms. Greene
Overtime	1,500,000	1,500,000	0	0%	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	975,040	1,101,832	126,792	13%	All sworn officers in department this money based on formula.
Night Differentials	478,144	410,476	(67,668)	-14%	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	16,750	15,850	(900)	-5%	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	4,000	4,000	0	0%	\$500 per officer with EMT Training.
Senior Patrol Stipend	68,436	69,168	732	1%	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	264,160	263,989	(171)	0%	2% on base salary. Paid to Superior & Patrol Officers who maintain LTC.
Breathalyzer Stipend	78,262	72,611	(5,651)	-7%	2% on base salary. Paid to Superior Officers who maintain certification.
Special Duty	136,500	143,500	7,000	5%	\$3,500 to any who are assigned special duty, on call, higher levels of specialized training.
Court Time	201,160	207,195	6,035	3%	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	284,500	284,500	0	0%	For Detention Supervisors (\$34,500) and the Crossing Guards (\$250,000).
Clothing Allowance	205,500	211,900	6,400	3%	Paid to all sworn officers in 2 installments yearly for a total of \$1,600 each for clothing purchase & maintenance. \$15K for Honor Guard.

Continued...

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Ammunition	26,000	25,000	(1,000)	-4%	All ammunition for police firearms to include pistols, shotguns, rifles, submachine guns, sniper rifles, tear gas canisters, pepper spray. Ammo is used for training purposes so that officers are trained and proficient in use of weapons. Effective in Fy20, the state requires training 2x per year.
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	36,000	32,000	(4,000)	-11%	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	6,500	(5,500)	-46%	All dog food, vet visits, leashes, collars, medicines, boarding costs, protective equipment, harnesses, training equipment.
Meals for Prisoners	4,200	3,000	(1,200)	-29%	Meals to feed all arrestees that end up in custody overnight/weekends.
Total Expenditures	\$483,900	\$478,900	(\$5,000)	-1%	
Capital Improvements					
Ballistic Vests	0	0	0	100%	This request (\$52K) will be funded through our CIP.
Portable Radios	0	0	0	100%	\$35K for 7 portable radios will be funded through our CIP.
Tasers	0	0	0	100%	This request (\$82,800) will be funded through our CIP.
Body Armor	0	0	0	100%	\$52K for personal protective equipment for 43 officers. To be funded through our CIP.
Admin Support Vehicles (1)	0	0	0	100%	This request (\$35,000) will be funded through our CIP.
Marked Patrol Operations (3)	0	0	0	100%	This request (\$210,000) will be funded through our CIP.
Total Capital Expenditures	\$0	\$0	\$0	100%	
Total	\$18,208,417	\$19,064,867	\$856,450	5%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

220 - FIRE DEPARTMENT		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-220-1-5111	SALARIES	\$0.00	\$8,537,192.00	\$5,948,017.90	\$9,641,712.00	\$9,641,712.00	_____
01-220-1-5130	OVERTIME	\$0.00	\$1,300,000.00	\$947,112.52	\$1,300,000.00	\$1,300,000.00	_____
01-220-1-5140	HOLIDAY	\$0.00	\$722,493.00	\$722,471.73	\$854,488.00	\$854,488.00	_____
01-220-1-5141	ADJUNCT EDUCATION	\$0.00	\$266,900.00	\$249,500.00	\$287,500.00	\$287,500.00	_____
01-220-1-5142	SHIFT DIFFERENTIAL	\$0.00	\$215,000.00	\$141,831.00	\$215,000.00	\$215,000.00	_____
01-220-1-5143	LONGEVITY	\$0.00	\$153,700.00	\$114,826.68	\$173,900.00	\$173,900.00	_____
01-220-1-5144	ABOVE GRADE DIFFERENTIALS	\$0.00	\$85,000.00	\$37,802.02	\$120,000.00	\$120,000.00	_____
01-220-1-5145	DEFIBRILATOR STIPENDS	\$0.00	\$105,000.00	\$0.00	\$112,000.00	\$112,000.00	_____
01-220-1-5147	HAZARDOUS DUTY PAY	\$0.00	\$627,221.00	\$582,580.49	\$690,953.00	\$690,953.00	_____
01-220-1-5151	EMT STIPEND	\$0.00	\$166,147.00	\$72,744.59	\$741,905.00	\$741,905.00	_____
01-220-1-5158	MEDICAL EXPENSE STIPEND	\$0.00	\$374,995.00	\$261,926.90	\$412,940.00	\$412,940.00	_____
01-220-1-5192	OVERTIME MEAL ALLOWANCE	\$0.00	\$75,000.00	\$23,115.03	\$125,000.00	\$125,000.00	_____
01-220-1-5193	CLOTHING ALLOWANCE	\$0.00	\$166,400.00	\$158,415.00	\$177,600.00	\$177,600.00	_____
01-220-1-5194	CERTIFICATIONS	\$0.00	\$412,000.00	\$170,765.10	\$444,000.00	\$444,000.00	_____
PERSONNEL Total:		\$0.00	\$13,207,048.00	\$9,431,108.96	\$15,296,998.00	\$15,296,998.00	
EXPENSES							
01-220-2-5214	EYEGLOSS REPLACEMENT	\$0.00	\$5,000.00	\$3,629.04	\$5,000.00	\$5,000.00	_____
01-220-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$120,000.00	\$80,907.62	\$120,000.00	\$120,000.00	_____
01-220-2-5245	RADIO MAINTENANCE	\$0.00	\$10,000.00	\$910.80	\$10,000.00	\$10,000.00	_____
01-220-2-5253	BLS-1 OPERATING FUNDS	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00	_____
01-220-2-5254	IT SUPPLIES	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00	_____
01-220-2-5261	APPARATUS TESTING	\$0.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	_____
01-220-2-5340	TELECOMMUNICATIONS	\$0.00	\$20,000.00	\$13,389.14	\$25,000.00	\$25,000.00	_____
01-220-2-5420	OFFICE SUPPLIES	\$0.00	\$8,000.00	\$4,999.66	\$8,000.00	\$8,000.00	_____
01-220-2-5428	COMMUNITY NARCAN PROGRAM	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	_____
01-220-2-5510	TRAINING	\$0.00	\$40,000.00	\$30,693.46	\$60,000.00	\$60,000.00	_____
01-220-2-5580	REPLACEMENT FIRE FIGHTING SUPP &	\$0.00	\$40,000.00	\$23,240.09	\$40,000.00	\$40,000.00	_____
01-220-2-5581	STATION SUPPLIES	\$0.00	\$30,000.00	\$10,661.29	\$35,000.00	\$35,000.00	_____

City of Everett
Everett Budget Council Worksheet
2024 City Budget

220 - FIRE DEPARTMENT							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
EXPENSES							
01-220-2-5590	MEDICAL SUPPLIES	\$0.00	\$30,000.00	\$26,215.48	\$25,000.00	\$25,000.00	_____
01-220-2-5591	MED CONTROL/CHA PHYSICIAN	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	_____
01-220-2-5656	METRO FIRE	\$0.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	_____
01-220-2-5703	PERSONAL PROTECTION EQUIPMENT	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	_____
01-220-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$5,000.00	\$2,379.92	\$10,000.00	\$10,000.00	_____
01-220-2-5746	EMERGENCY MANAGEMENT PROGRAM	\$0.00	\$40,000.00	\$22,734.64	\$40,000.00	\$40,000.00	_____
EXPENSES Total:		\$0.00	\$424,500.00	\$242,261.14	\$547,000.00	\$547,000.00	
CAPITAL IMPROVEMENTS							
01-220-3-5580	TURN OUT GEAR	\$0.00	\$0.00	\$487.00	\$0.00	\$0.00	_____
CAPITAL IMPROVEMENTS Total:		\$0.00	\$0.00	\$487.00	\$0.00	\$0.00	
220 FIRE DEPARTMENT Total:		\$0.00	\$13,631,548.00	\$9,673,857.10	\$15,843,998.00	\$15,843,998.00	

220 FIRE DEPARTMENT										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-220-1-5111	Fire Chief	Scott Dalrymple (Provisional)	Chief	1	1	1	\$165,313	\$175,381	\$175,381	
01-220-1-5111	Deputy Chief	Cardinale, Dattoli, Hickey, Hurley, Imbornone, LoRusso	Dep Chief	6	6	6	\$668,160	\$708,852	\$708,852	
01-220-1-5111	Captain	Baldwin, Brennan, Casella, J. Collins, Leary, Lewis, P. McCarthy, A. O'Brien, M. O'Brien, Ostler, Perretti, Schembri, Sikora, Simonelli, Williams	Captain	14	15	15	\$1,355,690	\$1,540,983	\$1,540,983	
01-220-1-5111	Lieutenant	R.Collins, K. Devanna, Dockery, Gardner, Gesualdo, Hardy, Jewell, Keller, Lloyd, Ross, Sullivan, Wortman	Lieutenant	11	12	12	\$926,244	\$1,071,983	\$1,071,983	
01-220-1-5111	Private		FF	72	77	77	\$5,237,457	\$5,955,155	\$5,955,155	
				104	111	111				
01-220-1-5111	Admin Assistant ¹	Maria Bussell	A-6U/8	35	1	1	\$66,960	\$68,705	\$68,705	
01-220-1-5143	Administrative Assistant	Maria Bussell	Longevity				\$1,650	\$1,650	\$1,650	
01-220-1-5111	Opiate Counselor ²	Paul Guarino	UNCL	35	1	1	\$60,479	\$61,922	\$61,922	
01-220-1-5111	Principal Clerk ¹	Melissa Neil	C-6U/8	35	1	1	\$57,240	\$58,731	\$58,731	
				3	3	3				
220	Fire TOTAL									
							Salaries (5111)	\$8,537,192	\$9,641,712	\$9,641,712
							Overtime (5130)	\$1,300,000	\$1,300,000	\$1,300,000
							Holiday (5140)	\$722,493	\$854,488	\$854,488
							Adjunct Education (5141)	\$266,900	\$287,500	\$287,500
							Differential (5142)	\$215,000	\$215,000	\$215,000
							Longevity (5143)	\$153,700	\$173,900	\$173,900
							Above Grade Differential (5144)	\$85,000	\$120,000	\$120,000
							Defib Stipend (5145)	\$105,000	\$112,000	\$112,000
							Hazardous Duty Pay (5147)	\$627,221	\$690,953	\$690,953
							EMT Stipend (5151)	\$166,147	\$741,905	\$741,905
							Medical Expense Stipend (5158)	\$374,995	\$412,940	\$412,940
							Overtime Meal Allowance (5192)	\$75,000	\$125,000	\$125,000
							Clothing Allowance (5193)	\$166,400	\$177,600	\$177,600
							Certifications (5194)	\$412,000	\$444,000	\$444,000
							Personnel Total:	\$13,207,048	\$15,296,998	\$15,296,998
Notes to Budget:										
All Firefighter salaries increased by 3% + 3% in anticipation of contract settlement.										
¹ Local 25 Clerical union 3% increase per contract.										
² 3% COLA added to administrative salary.										

(220) Fire Department - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	8,537,192	9,641,712	1,104,520	13%	Funding for salaries of department personnel as required by collective bargaining agreements. Contract not settled, but firefighters salaries increased by 3% in anticipation of contract settlement. 3% COLA on administrative salary. Local 25 Clerical increased 3% per contract.
Overtime	1,300,000	1,300,000	0	0%	Funding OT pay for a variety of reasons incl coverage for absences due to injuries, sick leave, vacations, training, etc. Also covers OT for emergency response to incidents, fire investigations, attendance at training, required meetings and other events scheduled during non-work hours. Amount fluctuates depending on circumstances throughout the year. Increase takes into account a possible union contract settlement in FY23.
Holiday	722,493	854,488	131,995	18%	Funding for uniformed personnel as required by collective bargaining agreement.
Adjunct Education	266,900	287,500	20,600	8%	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	153,700	173,900	20,200	13%	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	120,000	35,000	41%	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	105,000	112,000	7,000	7%	Funding to uniformed personnel trained in cardiac defibrillation as required by collective bargaining agreement.
Hazardous Duty Pay	627,221	690,953	63,732	10%	Funding for hazardous duty pay to uniformed personnel as required by collective bargaining agreement.
EMT Stipend	166,147	741,905	575,758	347%	Funding for payment of stipend to Registered Emergency Medical Technicians as required by CBA.
Medical Expense Stipend	374,995	412,940	37,945	10%	Funding to carry Narcan on emergency vehicles.
Overtime Meal Allowance	75,000	125,000	50,000	67%	For payment of meals while working OT. Per CBA.
Clothing Allowance	166,400	177,600	11,200	7%	Funding for uniformed personnel per CBA.
Certifications	412,000	444,000	32,000	8%	Paid for educational stipends.
Total Personnel Services	\$13,207,048	\$15,296,998	\$2,089,950	16%	

Continued...

	FY23 Budget	FY24 Request	\$ + / -	% + / -	
General Operating Expenses					
Eyeglass Replacement	5,000	5,000	0	0%	Per CBA the department replaces damaged eyeglasses.
Equipment Maintenance	120,000	120,000	0	0%	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. Also covers replacement/repair of department radios and equipment on the fire side of E911.
BLS-1 Operating Funds	0	100,000	100,000	100%	This will cover any operating costs of BLS-1 to include supplies, licensing and replacement medical and operating equipment.
IT Supplies	0	8,000	8,000	100%	Needed to purchase basic IT supplies that have been difficult to obtain from our IT department (monitors, keyboards, laptops, phones, etc.).
Apparatus Testing	5,000	6,000	1,000	20%	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. Increase of fees for testing of vehicles.
Telecommunications	20,000	25,000	5,000	25%	For payment of all costs for telecommunications equipment including cell phones, tablets, satellite communications equipment, etc. Increase in overall cost of telecommunications.
Office Supplies	8,000	8,000	0	0%	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	0	(4,000)	-100%	No longer needed.
Training	40,000	60,000	20,000	50%	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. Increased spectrum of training needed with recent construction in the city, addition of solar systems, electric cars, high-rise construction.
Replacement FF Supp & Equip	40,000	40,000	0	0%	Replacement and purchase of firefighting tools and equipment. Costs continue to increase.
Station Supplies	30,000	35,000	5,000	17%	Trash bags, cleaning supplies, apparatus soaps, paper towels, etc. for 3 stations and the Training Division located at the old high school. Increased costs of supplies. Paper towel and toilet paper no purchased by EFD instead of Facilities Maintenance department.
Medical Supplies	30,000	25,000	(5,000)	-17%	This account will supply all medical equipment annually for the apparatus, this account is separate from the BLS-1 supply account for the ambulance.

Continued...

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Med Control/CHA Physician Over.	15,000	0	(15,000)	-100%	Annual expense for required Medical Control oversight by doctor of BLS ambulance. This has been merged with the new BLS-1 Operating Funds account.
Metro Fire	2,500	5,000	2,500	100%	Dues to Metro Fire Inc. increased during FY23 after budget approval.
Personal Protection Equip	50,000	50,000	0	0%	For personal protective equipment for uniformed personnel such as turnout gear, helmets, boots, gloves, etc. We are adding 11 new members who need to be supplied with 2 sets of PPE.
Professional Development	5,000	10,000	5,000	100%	Membership dues and attendance at various conferences of Fire Related Professional Associations. Fees continue to increase.
Emergency Management Pro	40,000	40,000	0	0%	Costs associated with emergency management activities in the City of Everett, including the Mass Notification System, Emergency Management Association, NFPA Code Resources.
Total Expenditures	\$424,500	\$547,000	122,500	29%	
Grand Total	\$13,631,548	\$15,843,998	\$2,212,450	16%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

242 - DEPT OF INSPECTIONAL SERVICES							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-242-1-5111	SALARIES	\$0.00	\$1,928,018.00	\$1,199,605.16	\$1,888,012.00	\$1,888,012.00	_____
01-242-1-5113	PART TIME	\$0.00	\$41,446.00	\$9,141.76	\$41,446.00	\$41,446.00	_____
01-242-1-5114	ON CALL STIPEND	\$0.00	\$10,400.00	\$5,057.14	\$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	_____
01-242-1-5130	OVERTIME	\$0.00	\$73,800.00	\$59,471.65	\$150,000.00	\$150,000.00	_____
01-242-1-5143	LONGEVITY	\$0.00	\$3,700.00	\$3,700.00	\$6,150.00	\$6,150.00	_____
01-242-1-5191	HEARING OFFICER	\$0.00	\$11,000.00	\$8,310.03	\$15,000.00	\$15,000.00	_____
01-242-1-5193	CLOTHING ALLOWANCE	\$0.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	_____
01-242-1-5194	CERTIFICATIONS	\$0.00	\$5,000.00	\$3,310.00	\$5,000.00	\$5,000.00	_____
01-242-1-5196	TOOLS FOR MECHANICS	\$0.00	\$800.00	\$800.00	\$800.00	\$800.00	_____
PERSONNEL Total:		\$0.00	\$2,079,964.00	\$1,292,695.74	\$2,122,608.00	\$2,122,608.00	
EXPENSES							
01-242-2-5210	ELECTRICITY-STREET LIGHTS	\$0.00	\$2,221,235.00	\$1,676,970.98	\$2,221,235.00	\$2,221,235.00	_____
01-242-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$34,500.00	\$4,754.88	\$35,000.00	\$35,000.00	_____
01-242-2-5242	FIRE ALARM REPAIR & MAINT	\$0.00	\$7,000.00	\$5,132.30	\$15,000.00	\$15,000.00	_____
01-242-2-5243	STREET LIGHT MAINTENANCE	\$0.00	\$60,000.00	\$27,312.01	\$85,000.00	\$85,000.00	_____
01-242-2-5249	SIGNAL & SHOP REPAIRS	\$0.00	\$60,000.00	\$33,904.87	\$85,000.00	\$85,000.00	_____
01-242-2-5343	PRINTING	\$0.00	\$4,500.00	\$2,851.89	\$4,000.00	\$4,000.00	_____
01-242-2-5420	OFFICE SUPPLIES	\$0.00	\$6,000.00	\$4,457.16	\$7,000.00	\$7,000.00	_____
01-242-2-5434	EQUIPMENT	\$0.00	\$7,500.00	\$6,947.58	\$9,000.00	\$9,000.00	_____
01-242-2-5580	SOFTWARE	\$0.00	\$72,500.00	\$54,418.85	\$75,000.00	\$75,000.00	_____
01-242-2-5585	UNIFORMS	\$0.00	\$4,800.00	\$4,381.99	\$6,000.00	\$6,000.00	_____
01-242-2-5586	PROFESSIONAL RESOURCE MATERIAL	\$0.00	\$1,500.00	\$0.00	\$5,000.00	\$5,000.00	_____
01-242-2-5704	WIRE EXPENSES	\$0.00	\$81,000.00	\$63,776.96	\$101,000.00	\$101,000.00	_____
01-242-2-5710	PROFESSIONAL SERVICES	\$0.00	\$30,000.00	\$15,240.00	\$100,000.00	\$100,000.00	_____
01-242-2-5780	PROFESSIONAL DEVELOPMENT	\$0.00	\$10,000.00	\$7,814.90	\$10,000.00	\$10,000.00	_____
EXPENSES Total:		\$0.00	\$2,600,535.00	\$1,907,964.37	\$2,758,235.00	\$2,758,235.00	

City of Everett

Everett Budget Council Worksheet

2024 City Budget

242 - DEPT OF INSPECTIONAL SERVICES		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 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	
242 DEPT OF INSPECTIONAL SERVICES Total:		\$0.00	\$4,680,499.00	\$3,200,660.11	\$4,880,843.00	\$4,880,843.00	

PERSONNEL SERVICES

DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24
				F T E	DEPT	MAYOR	F T E	DEPT	& Council
				STAFF	REQ	REC	APPROPRIATION	REQUEST	REC
01-242-1-5111	ISD Director & Inspector of Buildings ¹	David Palumbo	UNCL	35	1	1	\$120,336	\$123,946	\$123,946
01-242-1-5111	Wire Inspector ¹	Richard Connors	UNCL	35	1	1	\$97,216	\$100,133	\$100,133
01-242-1-5143	Wire Inspector	Richard Connors	Longevity				\$0	\$400	\$400
01-242-1-5111	Assistant Building Inspector ¹	Mike Desmond	UNCL	35	1	1	\$92,350	\$95,117	\$95,117
01-242-1-5143	Assistant Building Inspector	Mike Desmond	Longevity				\$850	\$850	\$850
01-242-1-5111	Code Enforcement Manager ¹	Mark Mayo	UNCL	35	1	1	\$85,000	\$87,550	\$87,550
01-242-1-5143	Code Enforcement Manager	Mark Mayo	Longevity				\$0	\$400	\$400
01-242-1-5111	Assistant Building Inspector ¹	John DeVito	UNCL	35	1	1	\$80,327	\$82,745	\$82,745
01-242-1-5111	Inspector of Gas & Plumbing ¹	John O'Keefe	UNCL	35	1	1	\$80,057	\$82,464	\$82,464
01-242-1-5111	Assistant Building Inspector ¹	Jonathan Trull	UNCL	35	1	1	\$71,070	\$73,203	\$73,203
01-242-1-5111	Code Enforcement Supervisor ¹	Peter Sikora	UNCL	35	1	1	\$70,215	\$72,322	\$72,322
01-242-1-5111	ISD Supervisor ³	Vacant	UNCL	35	1	0	\$95,000	\$0	\$0
01-242-1-5111	Code Officer/W & M Inspector ¹	Edmond Aliberti	UNCL	35	1	1	\$66,086	\$68,067	\$68,067
01-242-1-5143	Code Off/W & M Insp	Edmond Aliberti	Longevity				\$0	\$400	\$400
01-242-1-5193	Code Officer/W & M Insp	Edmond Aliberti	Clothing				\$500	\$500	\$500
01-242-1-5111	Code Officer/Food & Milk Inspector ¹	Louis Staffieri	UNCL	35	1	1	\$66,086	\$68,067	\$68,067
01-242-1-5143	Code Off/Food & Milk Insp	Louis Staffieri	Longevity				\$400	\$650	\$650
01-242-1-5111	Code Officer - Ward 1 ¹	Vacant	UNCL	35	1	1	\$64,389	\$66,323	\$66,323
01-242-1-5111	Code Officer - Ward 2 ¹	Vacant	UNCL	35	1	1	\$64,389	\$66,323	\$66,323
01-242-1-5111	Code Officer - Ward 3 ¹	Vacant	UNCL	35	1	1	\$64,389	\$66,323	\$66,323
01-242-1-5111	Code Officer - Ward 4 ¹	Mike Mastrocola	UNCL	35	1	1	\$66,086	\$68,067	\$68,067
01-242-1-5111	Code Officer - Ward 5 ¹	Michael Karpenko	UNCL	35	1	1	\$64,389	\$66,323	\$66,323
01-242-1-5111	Code Officer - Ward 6 ¹	John Sullivan	UNCL	35	1	1	\$64,389	\$66,698	\$66,698
01-242-1-5111	Superintendent of Signals ²	Billy Seward	W-14/4	40	1	1	\$96,194	\$98,696	\$98,696
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	\$93,375	\$95,805	\$95,805
01-242-1-5193	Assistant Electrician	Stephen Moccia	Clothing				\$700	\$700	\$700
01-242-1-5196	Assistant Electrician	Stephen Moccia	Tools				\$200	\$200	\$200

Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC		
				FTE STAFF	FTE REQ	FTE REC					
01-242-1-5111	Assistant Electrician ²	Brian Pereira	W-13/4	40	1	1	1	\$93,375	\$95,805	\$95,805	
01-242-1-5193	Assistant Electrician	Brian Pereira	Clothing					\$700	\$700	\$700	
01-242-1-5196	Assistant Electrician	Brian Pereira	Tools					\$200	\$200	\$200	
01-242-1-5111	Assistant Electrician ²	Anthony Rosati Jr.	W-13/4	40	1	1	1	\$93,375	\$95,805	\$95,805	
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	\$66,960	\$68,705	\$68,705	
01-242-1-5143	Administrative Assistant	Annette Debilio	Longevity					\$1,250	\$1,450	\$1,450	
01-242-1-5111	Administrative Assistant ²	Linda Yebba	A-6U/8	35	1	1	1	\$66,960	\$68,705	\$68,705	
01-242-1-5143	Administrative Assistant	Linda Yebba	Longevity					\$0	\$1,000	\$1,000	
01-242-1-5111	Principal Clerk ²	Karina DeSouza	C-6U/7	35	1	1	1	\$53,513	\$55,910	\$55,910	
01-242-1-5111	Principal Clerk ²	Donna Lento	C-6U/6	35	1	1	1	\$52,490	\$54,909	\$54,909	
01-242-1-5143	Principal Clerk	Donna Lento	Longevity					\$0	\$1,000	\$1,000	
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 ⁴	Jen Gonzalez	UNCL		0	0	0	\$11,000	\$15,000	\$15,000	
					<u>25</u>	<u>24</u>	<u>24</u>				
242	Inspectional Services TOTAL										
								Salary (5111)	\$1,928,018	\$1,888,012	\$1,888,012
								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	\$150,000	\$150,000
								Longevity (5143)	\$2,500	\$6,150	\$6,150
								Hearing Officer (5191)	\$11,000	\$15,000	\$15,000
								Clothing Allowance (5193)	\$3,300	\$3,300	\$3,300
								Certifications (5194)	\$5,000	\$5,000	\$5,000
								Tools (5196)	\$800	\$800	\$800
								Personnel Total:	\$2,079,964	\$2,122,608	\$2,122,608
Notes to Budget:											
¹ 3% COLA added to administrative salary.											
² Local 25 Clerical & DPW salaries increased 3% per contract.											
³ Not requesting funding for this position in FY24.											
⁴ Requesting a salary adjustment in FY24.											

(242) Inspectional Services - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	1,928,018	1,888,012	(40,006)	-2%	3% COLA on administrative salary. Local 25 Clerical and DPW union increased 3% per contract. Not requesting funding for 1 position in FY24.
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	150,000	75,000	100%	All street lighting within the city will be repaired/maintained by Wire Department. Building inspections, electrical inspections & code enforce officers. Also for Ms. DeBilio when she clerks her board. Replacing vacant Health and Code Inspectors and for weekend coverage. Task Force started back up since COVID.
Longevity	2,500	6,150	3,650	146%	Longevity for 10+ years.
Hearing Officer	11,000	15,000	4,000	36%	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	\$2,079,964	\$2,122,608	\$42,644	2%	
General Operating Expenses					
Electricity - Street Lights	2,221,235	2,221,235	(0)	0%	Provides funding for all electricity usage for buildings, parks, traffic signals and street lights.
Equipment Maintenance	35,000	35,000	0	0%	For OpenGov fees, a permit tracking software which is utilized by ISD, Fire, City Clerk and Licensing Departments. Maintenance contracts for Docuware, GPS.
Fire Alarm Repair & Maint	7,000	15,000	8,000	114%	Provides funding for fire alarm radio box maintenance and additions to the city's radio locations. Increase due to material cost increase.
Street Light Maintenance	60,000	85,000	25,000	42%	Provides funding for upkeep of all street lights excluding Rivergreen Drive. This is inclusive of all outdoor lighting systems including decorative lights and parks. Increase due to material cost increase.

Continued...

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Signal & Shop Repairs	60,000	85,000	25,000	42%	Provides funding for repair and upkeep of traffic signals throughout the City. Increase due to material cost increase.
Printing	2,000	4,000	2,000	100%	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 for all new apartment buildings.
Office Supplies	6,000	7,000	1,000	17%	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	9,000	2,000	29%	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%	OpenGov software. Covers licenses, software upgrades and used city-wide.
Uniforms	4,800	6,000	1,200	25%	For 18 inspectors - outerwear, shirts, jackets. Needed so homeowners can recognize them when they inspect homes.
Prof Resource Material	1,500	5,000	3,500	233%	Specialized codebooks. NFPA, Commonwealth of MA, ICC. Every three to six year the state adopts new codes. We are currently going from 2015 building code to 2021 building code.
Wire Expenses	81,000	101,000	20,000	25%	Supplies.
Professional Services	30,000	100,000	70,000	233%	Specialized code training programs for mandated continuing education for all inspectors. Pays for seminars for MEHA, MHOA & Mass Building Commission & Inspectors. Legal council for ZBA, OpenGov consultant and BeanTown Pest Control for residential baiting around the City.
Professional Development	10,000	10,000	0	0%	For mandatory trainings throughout the year.
Total Expenditures	\$2,600,535	\$2,758,235	\$157,700	6%	
Total	\$4,680,499	\$4,880,843	\$200,344	4%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

299 - EMERGENCY COMMUNICATIONS OFFIC							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-299-1-5111	SALARIES	\$0.00	\$900,886.00	\$569,041.72	\$921,528.00	\$921,528.00	_____
01-299-1-5113	PART TIME	\$0.00	\$60,000.00	\$16,884.81	\$60,000.00	\$60,000.00	_____
01-299-1-5130	OVERTIME	\$0.00	\$125,000.00	\$125,000.00	\$180,000.00	\$180,000.00	_____
01-299-1-5140	HOLIDAY	\$0.00	\$68,670.00	\$54,528.21	\$62,000.00	\$62,000.00	_____
01-299-1-5142	NIGHT DIFFERENTIALS	\$0.00	\$55,000.00	\$33,085.58	\$55,000.00	\$55,000.00	_____
01-299-1-5143	LONGEVITY	\$0.00	\$8,000.00	\$5,150.00	\$8,200.00	\$8,200.00	_____
01-299-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$38,500.00	\$38,500.00	\$50,000.00	\$50,000.00	_____
PERSONNEL Total:		\$0.00	\$1,256,056.00	\$842,190.32	\$1,336,728.00	\$1,336,728.00	
EXPENSES							
01-299-2-5245	RADIO MAINTENANCE	\$0.00	\$69,900.00	\$39,704.91	\$68,000.00	\$68,000.00	_____
01-299-2-5340	TELECOMMUNICATIONS	\$0.00	\$5,800.00	\$2,772.44	\$5,800.00	\$5,800.00	_____
01-299-2-5420	OFFICE SUPPLIES	\$0.00	\$3,100.00	\$1,953.81	\$3,000.00	\$3,000.00	_____
01-299-2-5711	TRAINING EXPENSES	\$0.00	\$12,000.00	\$1,054.00	\$9,000.00	\$9,000.00	_____
EXPENSES Total:		\$0.00	\$90,800.00	\$45,485.16	\$85,800.00	\$85,800.00	
299 EMERGENCY COMMUNICATIONS OFFIC		\$0.00	\$1,346,856.00	\$887,675.48	\$1,422,528.00	\$1,422,528.00	

299

OFFICE OF EMERGENCY COMMUNICATIONS

PERSONNEL SERVICES

DEPT	POSITION	CLASS/ STEP	HOURS	FY24			FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC		
				FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC					
01-299-1-5111	Clerk ¹	Nancy Winsor	C-6U/8	35	1	1	1	\$57,240	\$58,731	\$58,731	
01-299-1-5111	911 Lead Dispatcher ¹	Cheryl Bond	Local 25/8	37.5	1	1	1	\$64,422	\$66,105	\$66,105	
01-299-1-5143	911 Lead Dispatcher	Cheryl Bond	Longevity					\$1,150	\$1,350	\$1,350	
01-299-1-5111	911 Lead Dispatcher ¹	Mary Tieri	Local 25/8	37.5	1	1	1	\$64,422	\$66,105	\$66,105	
01-299-1-5143	911 Lead Dispatcher	Mary Tieri	Longevity					\$1,150	\$1,150	\$1,150	
01-299-1-5111	911 Lead Dispatcher ¹	Kara Cuthbert	Local 25/8	37.5	1	1	1	\$64,422	\$66,105	\$66,105	
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	\$64,422	\$66,105	\$66,105	
01-299-1-5143	911 Dispatcher	Deb Giannone	Longevity					\$1,150	\$1,150	\$1,150	
01-299-1-5111	911 Dispatcher ¹	Charemon Hughes	Local 25/8	37.5	1	1	1	\$64,422	\$66,105	\$66,105	
01-299-1-5143	911 Dispatcher	Charemon Hughes	Longevity					\$1,150	\$1,150	\$1,150	
01-299-1-5111	911 Dispatcher ¹	Rebecca Buckley	Local 25/7	37.5	1	1	1	\$62,033	\$63,648	\$63,648	
01-299-1-5143	911 Dispatcher	Rebecca Buckley	Longevity					\$950	\$950	\$950	
01-299-1-5111	911 Dispatcher ¹	Mike Iandoli	Local 25/6	37.5	1	1	1	\$59,900	\$61,464	\$61,464	
01-299-1-5143	911 Dispatcher	Mike Iandoli	Longevity					\$750	\$750	\$750	
01-299-1-5111	911 Dispatcher ¹	Paul Dobbins	Local 25/6	37.5	1	1	1	\$59,900	\$61,464	\$61,464	
01-299-1-5143	911 Dispatcher	Paul Dobbins	Longevity					\$750	\$750	\$750	
01-299-1-5111	911 Dispatcher ¹	Brianna Castranova	Local 25/5	37.5	1	1	1	\$57,061	\$58,539	\$58,539	
01-299-1-5111	911 Dispatcher ¹	Cody DaSilva	Local 25/5	37.5	1	1	1	\$57,061	\$58,539	\$58,539	
01-299-1-5111	911 Dispatcher ¹	Kristine Dow	Local 25/5	37.5	1	1	1	\$57,061	\$58,539	\$58,539	
01-299-1-5111	911 Dispatcher ¹	Jeanine Meehan	Local 25/5	37.5	1	1	1	\$53,244	\$58,539	\$58,539	
01-299-1-5111	911 Dispatcher ¹	Tim Gorman	Local 25/4	37.5	1	1	1	\$53,244	\$55,770	\$55,770	
01-299-1-5111	911 Dispatcher ¹	Michael Penta	Local 25/4	37.5	1	1	1	\$62,033	\$55,770	\$55,770	
01-299-1-5113	Dispatchers - Part Time ²	Kathy Carroll		Varies	Varies	Varies	Varies	\$60,000	\$60,000	\$60,000	
					15	15	15				
299	Emergency Communication Center TOTAL										
								Salary (5111)	\$900,886	\$921,528	\$921,528
								Part Time (5113)	\$60,000	\$60,000	\$60,000
								Overtime (5130)	\$125,000	\$180,000	\$180,000
								Holiday (5140)	\$68,670	\$62,000	\$62,000
								Night Differentials (5142)	\$55,000	\$55,000	\$55,000
								Longevity (5143)	\$8,000	\$8,200	\$8,200
								Above Grade Differentials (5144)	\$38,500	\$50,000	\$50,000
								Personnel Total:	\$1,256,056	\$1,336,728	\$1,336,728

Notes to Budget:

¹ Local 25 Clerical & E911 members 3% increase per contract.

² For will-call employees.

(299) E 9 1 1 - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
Salaries	900,886	921,528	20,642	2%	Local 25 Clerical and E911 members 3% increase per contract.
Part Time Salaries	60,000	60,000	0	0%	For the "will call" employees.
Overtime	125,000	180,000	55,000	44%	Will supplement OT paid from grant funds in FY24.
Holiday	68,670	62,000	(6,670)	-10%	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	8,000	8,200	200	3%	Paid to all employees with 10+ years on the job.
Above Grade Differential	38,500	50,000	11,500	30%	For those covering shifts of the lead dispatchers
Total Personnel Services	\$1,256,056	\$1,336,728	\$80,672	6%	
General Operating Expenses					
Radio Maintenance	70,000	68,000	(2,000)	-3%	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	9,000	(3,000)	-25%	Mandatory continuing education: Police/Fire/EMS training. Includes 16 dispatchers at \$600 each per year. Supplemented with grant.
Total Expenditures	\$90,800	\$85,800	(\$5,000)	-6%	
Total	\$1,346,856	\$1,422,528	\$75,672	6%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

490 - DPW EXECUTIVE DIVISION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-490-1-5111	SALARIES	\$0.00	\$802,184.00	\$577,205.05	\$929,283.00	\$929,283.00	_____
01-490-1-5113	PART TIME	\$0.00	\$32,408.00	\$23,534.20	\$32,085.00	\$32,085.00	_____
01-490-1-5114	ON CALL STIPENDS	\$0.00	\$10,400.00	\$6,940.00	\$10,400.00	\$10,400.00	_____
01-490-1-5123	SEASONAL EMPLOYEES	\$0.00	\$133,275.00	\$83,531.78	\$135,000.00	\$135,000.00	_____
01-490-1-5130	OVERTIME	\$0.00	\$50,000.00	\$21,389.58	\$50,000.00	\$50,000.00	_____
01-490-1-5142	NIGHT DIFFERENTIALS	\$0.00	\$1,000.00	\$33.00	\$1,000.00	\$1,000.00	_____
01-490-1-5143	LONGEVITY	\$0.00	\$6,575.00	\$6,574.96	\$4,450.00	\$4,450.00	_____
01-490-1-5144	ACTING GRADE	\$0.00	\$1,000.00	\$300.00	\$1,000.00	\$1,000.00	_____
01-490-1-5191	CITY SERVICES COMMISSION STIPEND	\$0.00	\$22,600.00	\$12,449.97	\$22,600.00	\$22,600.00	_____
01-490-1-5193	CLOTHING ALLOWANCE	\$0.00	\$2,100.00	\$2,100.00	\$2,800.00	\$2,800.00	_____
01-490-1-5194	CERTIFICATIONS	\$0.00	\$2,000.00	\$1,700.00	\$2,000.00	\$2,000.00	_____
01-490-1-5196	TOOLS FOR MECHANICS	\$0.00	\$600.00	\$600.00	\$800.00	\$800.00	_____
PERSONNEL Total:		\$0.00	\$1,064,142.00	\$736,358.54	\$1,191,418.00	\$1,191,418.00	
EXPENSES							
01-490-2-5400	REPAIRS AND PARTS	\$0.00	\$215,000.00	\$0.00	\$200,000.00	\$200,000.00	_____
01-490-2-5404	CITY-WIDE SEASONAL EXPENDITURES	\$0.00	\$134,144.00	\$126,581.48	\$145,000.00	\$145,000.00	_____
01-490-2-5420	OFFICE SUPPLIES	\$0.00	\$10,000.00	\$4,023.13	\$10,000.00	\$10,000.00	_____
01-490-2-5445	TOWING	\$0.00	\$5,000.00	\$3,770.00	\$5,000.00	\$5,000.00	_____
01-490-2-5480	GASOLINE/DIESEL/OIL	\$0.00	\$590,000.00	\$374,031.22	\$500,000.00	\$500,000.00	_____
01-490-2-5546	DPW - REPAIR MAINTENANCE	\$0.00	\$350,000.00	\$178,282.32	\$350,000.00	\$350,000.00	_____
01-490-2-5548	POLICE-REPAIR MAINTENANCE	\$0.00	\$45,000.00	\$28,086.42	\$35,000.00	\$35,000.00	_____
01-490-2-5570	VEHICLE REPAIRS AND SUPPLIES	\$0.00	\$25,000.00	\$9,422.85	\$25,000.00	\$25,000.00	_____
01-490-2-5580	MV INSPECTIONS	\$0.00	\$15,000.00	\$1,555.00	\$15,000.00	\$15,000.00	_____
01-490-2-5581	TIRES & TIRE SUPPLIES	\$0.00	\$65,000.00	\$33,626.18	\$65,000.00	\$65,000.00	_____
01-490-2-5582	TRAINING & SOFTWARE	\$0.00	\$15,000.00	\$2,898.50	\$15,000.00	\$15,000.00	_____
01-490-2-5583	BODY SHOP REPAIRS	\$0.00	\$40,856.00	\$1,303.99	\$40,000.00	\$40,000.00	_____
01-490-2-5656	ISD - REPAIR MAINTENANCE	\$0.00	\$21,000.00	\$6,573.15	\$21,000.00	\$21,000.00	_____
01-490-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$10,000.00	\$4,863.31	\$10,000.00	\$10,000.00	_____

City of Everett
Everett Budget Council Worksheet
2024 City Budget

490 - DPW EXECUTIVE DIVISION		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-490-2-5746	EYEGLOSS REPLACEMENT	\$0.00	\$450.00	\$0.00	\$450.00	\$450.00	_____
EXPENSES Total:		\$0.00	\$1,541,450.00	\$775,017.55	\$1,436,450.00	\$1,436,450.00	
CAPITAL PROJECT							
01-490-3-5808	CITY DECOR	\$0.00	\$0.00	\$890.01	\$0.00	\$0.00	_____
CAPITAL PROJECT Total:		\$0.00	\$0.00	\$890.01	\$0.00	\$0.00	
490 DPW EXECUTIVE DIVISION Total:		\$0.00	\$2,605,592.00	\$1,512,266.10	\$2,627,868.00	\$2,627,868.00	

490		DEPARTMENT OF PUBLIC WORKS - Executive Division									
		PERSONNEL SERVICES									
				FY23		FY24		FY24		FY24	
		CLASS/		FTE		DEPT		MAYOR		MAYOR	
DEPT		POSITION		STEP		HOURS		FY23		FY24	
						STAFF		APPROPRIATION		& Council	
						REQ		DEPT		REC	
								REQUEST		REC	
01-490-1-5111	DPW Director ¹	Jerry Navarra	UNCL	40	1	1	1	\$133,292	\$137,290	\$137,290	
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	\$109,938	\$113,237	\$113,237	
01-490-1-5143	Operations Manager	Kevin Noonan	Longevity					\$0	\$400	\$400	
01-490-1-5111	Business Manager ¹	Brian McCarthy	UNCL	35	0.50	1	1	\$82,403	\$84,875	\$84,875	
01-490-1-5111	General Superintendent ¹	Jim Frati	UNCL	40	1	1	1	\$81,222	\$83,659	\$83,659	
01-490-1-5111	Administrative Assistant ²	Vacant	A-6U/8	35	1	0	0	\$66,960	\$68,705	\$68,705	
01-490-1-5143	Administrative Assistant	Vacant	Longevity					\$1,000	\$1,000	\$1,000	
01-490-1-5111	Principal Clerk ³	Debbie Petrone	C-6U/8	35	1	1	1	\$57,240	\$58,731	\$58,731	
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	\$96,194	\$98,696	\$98,696	
01-490-1-5143	Fleet Foreman	Joe Carbo	Longevity					\$1,000	\$1,000	\$1,000	
01-490-1-5114	Fleet Foreman	Joe Carbo	On Call					\$5,200	\$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	Vacant	W-13/4	40	1	1	1	\$93,375	\$95,805	\$95,805	
01-490-1-5143	Fire Apparatus Repair Tech	Vacant	Longevity					\$1,000	\$0	\$0	
01-490-1-5114	Fire Apparatus Repair Tech	Vacant	On Call					\$5,200	\$5,200	\$5,200	
01-490-1-5193	Fire Apparatus Repair Tech	Vacant	Clothing					\$700	\$700	\$700	
01-220-1-5194	Fire Apparatus Repair Tech	Vacant	Certific					\$2,000	\$2,000	\$2,000	
01-490-1-5196	Fire Apparatus Repair Tech	Vacant	Tools					\$200	\$200	\$200	
01-490-1-5111	Motor Equipment Repairman ³	Mark Sweazey	W-12U/4	40	0	1	1	\$0	\$94,141	\$94,141	
01-490-1-5193	Motor Equipment Repairman	Mark Sweazey	Clothing					\$0	\$700	\$700	
01-490-1-5196	Motor Equipment Repairman	Mark Sweazey	Tools					\$0	\$200	\$200	
01-490-1-5111	Motor Equipment Repairman ³	Mark Silvestro	W-12U/2	40	1	1	1	\$81,557	\$94,141	\$94,141	
01-490-1-5193	Motor Equipment Repairman	Mark Silvestro	Clothing					\$700	\$700	\$700	
01-490-1-5196	Motor Equipment Repairman	Mark Silvestro	Tools					\$0	\$200	\$200	
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	
01-490-1-5111	Motor Equipment Repairman ²	N/A	W-12U/1	40	0	0	0	\$1	\$1	\$1	
01-490-1-5113	Shop Mechanic - PT ¹	Rich Pasquariello	UNCL	19.5	0	0	0	\$32,408	\$32,085	\$32,085	

Continued...

DEPT	POSITION	NAME	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC
					FTE STAFF	DEPT FTE REQ	MAYOR FTE REC			
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	Vacant	Board		0	0	0	\$3,000	\$3,000	\$3,000
01-490-1-5191	Public Works Commission	Richard Zullo	Board		0	0	0	\$3,000	\$3,000	\$3,000
01-490-1-5191	Public Works Commission	Jay Holt	Board		0	0	0	\$3,000	\$3,000	\$3,000
					<u>8.5</u>	<u>9</u>	<u>9</u>			
490	DPW Executive TOTAL									
								Salary (5111)	\$802,184	\$929,283
								Part Time (5113)	\$32,408	\$32,085
								On call stipend (5114)	\$10,400	\$10,400
								Seasonal Workers (5123)	\$135,000	\$135,000
								Overtime (5130)	\$50,000	\$50,000
								Night Differential (5142)	\$1,000	\$1,000
								Longevity (5143)	\$5,050	\$4,450
								Above Grade Differential (5144)	\$1,000	\$1,000
								Public Works Commission Stipend (5191)	\$22,600	\$22,600
								Clothing Allowance (5193)	\$2,100	\$2,800
								Certifications (5194)	\$2,000	\$2,000
								Tools for Mechanics (5196)	\$400	\$800
								Personnel Total:	\$1,064,142	\$1,191,418

Notes to Budget:

¹ 3% COLA added to administrative salary.

² Requesting funding for this position in FY24.

³ Local 25 DPW & Clerical increased 3% per contract.

(490) DPW Executive / Fleet Division - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	802,184	929,283	127,099	16%	3% COLA on administrative salaries. Local 25 DPW and Clerical increased 3% per contract. 3 vacant Local 25 positions will not be requested in FY24.
Part Time	32,408	32,085	(323)	-1%	For part time Shop Mechanic.
On Call Stipend	10,400	10,400	0	0%	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	5,050	4,450	(600)	-12%	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	2,100	2,800	700	33%	Contractual per Local 25 DPW. \$700 per year.
Certifications	2,000	2,000	0	0%	For Fire Apparatus Repair Technician.
Tools for Mechanics	400	800	400	100%	Contractual. \$200 per mechanic.
Total Personnel Services	\$1,064,142	\$1,191,418	\$127,276	12%	
General Operating Expenses					
Repairs and Parts	225,000	200,000	(25,000)	-11%	Mass Operational Division program for purchasing parts, materials and supplies at a 25% cost savings minimum.
City Wide Seasonal Expenses	125,000	145,000	20,000	16%	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	10,000	10,000	0	0%	Supports Exec/Fleet, Parks and Highway.

Continued...

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Towing	5,000	5,000	0	0%	For the towing of commercial vehicles. Also for towing situations such as emergency branch removal.
Gasoline/Diesel/Oil	590,000	500,000	(90,000)	-15%	Gas prices have stabilized and a mild winter resulted in less usage. Fuel is still a commodity subject to huge price swings. We still want sufficient amounts available in case of increased storms. 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	350,000	350,000	0	0%	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	15,000	15,000	0	0%	Fleet inventory is 175 in need of yearly inspections.
Tires & Tire Supplies	65,000	65,000	0	0%	Fleet inventory is 200 vehicles. Also 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	40,000	(10,000)	-20%	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.
	\$1,541,450	\$1,436,450	(\$105,000)	-7%	
Total Executive Budget	\$2,605,592	\$2,627,868	\$22,276	1%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

491 - DPW FACILITIES MAINTENANCE DIV							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-491-1-5111	SALARIES	\$0.00	\$1,426,252.00	\$882,312.91	\$1,462,673.00	\$1,462,673.00	_____
01-491-1-5114	ON CALL STIPEND	\$0.00	\$5,200.00	\$3,820.00	\$5,200.00	\$5,200.00	_____
01-491-1-5130	OVERTIME	\$0.00	\$249,600.00	\$178,311.97	\$250,000.00	\$250,000.00	_____
01-491-1-5143	LONGEVITY	\$0.00	\$12,100.00	\$11,700.00	\$9,650.00	\$9,650.00	_____
01-491-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$15,000.00	\$11,095.95	\$15,000.00	\$15,000.00	_____
01-491-1-5193	CLOTHING ALLOWANCE	\$0.00	\$11,900.00	\$11,200.00	\$11,900.00	\$11,900.00	_____
01-491-1-5196	TOOLS FOR MECHANICS	\$0.00	\$1,000.00	\$1,000.00	\$400.00	\$400.00	_____
PERSONNEL Total:		\$0.00	\$1,721,052.00	\$1,099,440.83	\$1,754,823.00	\$1,754,823.00	
EXPENSES							
01-491-2-5202	OFFICE SUPPLIES	\$0.00	\$5,000.00	\$804.07	\$5,000.00	\$5,000.00	_____
01-491-2-5213	CITY BLDGS SEASONAL EXP	\$0.00	\$25,000.00	\$2,168.01	\$25,000.00	\$25,000.00	_____
01-491-2-5247	HVAC SERVICE CONTRACT/REPAIRS	\$0.00	\$110,000.00	\$38,667.74	\$120,000.00	\$120,000.00	_____
01-491-2-5260	ELEVATOR SERVICE CONTRACT	\$0.00	\$90,000.00	\$41,325.60	\$90,000.00	\$90,000.00	_____
01-491-2-5291	CLEANING SERVICE CONTRACT/CITY	\$0.00	\$35,000.00	\$13,211.32	\$35,000.00	\$35,000.00	_____
01-491-2-5430	BUILDING REPAIR & MAINTENANCE	\$0.00	\$400,000.00	\$293,084.10	\$425,000.00	\$425,000.00	_____
01-491-2-5450	CUSTODIAL SUPPLIES	\$0.00	\$80,000.00	\$49,813.57	\$90,000.00	\$90,000.00	_____
01-491-2-5704	WIRE EXPENSES	\$0.00	\$20,000.00	\$6,574.25	\$20,000.00	\$20,000.00	_____
EXPENSES Total:		\$0.00	\$765,000.00	\$445,648.66	\$810,000.00	\$810,000.00	
491 DPW FACILITIES MAINTENANCE DIV		\$0.00	\$2,486,052.00	\$1,545,089.49	\$2,564,823.00	\$2,564,823.00	

DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE	FY24 DEPT FTE	FY24 MAYOR FTE	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
										STAFF
01-491-1-5111	Custodian / General Maintenance ²	Matteo DiNunzio	W-7U/4	40	1	1	\$62,034	\$63,648	\$63,648	
01-491-1-5143	Custodian / General Maintenance	Matteo DiNunzio	Longevity				\$1,450	\$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	Vacant	W-7U/4	40	1	1	\$62,034	\$63,648	\$63,648	
01-491-1-5143	Custodian / General Maintenance	Vacant	Longevity				\$1,450	\$0	\$0	
01-491-1-5193	Custodian / General Maintenance	Vacant	Clothing				\$700	\$700	\$700	
01-491-1-5111	Custodian / General Maintenance ²	Vacant	W-7U/4	40	1	1	\$62,034	\$63,648	\$63,648	
01-491-1-5143	Custodian / General Maintenance	Vacant	Longevity				\$1,000	\$1,000	\$1,000	
01-491-1-5193	Custodian / General Maintenance	Vacant	Clothing				\$700	\$700	\$700	
01-491-1-5111	Custodian / General Maintenance ²	Jeffrey Bernard	W-7U/4	40	1	1	\$62,034	\$63,648	\$63,648	
01-491-1-5193	Custodian / General Maintenance	Jeffrey Bernard	Clothing				\$700	\$700	\$700	
01-491-1-5111	Custodian / General Maintenance ²	Asima Memic	W-7U/4	40	1	1	\$62,034	\$63,648	\$63,648	
01-491-1-5193	Custodian / General Maintenance	Asima Memic	Clothing				\$700	\$700	\$700	
01-491-1-5111	Custodian / General Maintenance ²	Asmira Mekik	W-7U/4	40	1	1	\$62,034	\$63,648	\$63,648	
01-491-1-5193	Custodian / General Maintenance	Asmira Mekik	Clothing				\$700	\$700	\$700	
01-491-1-5111	Custodian / General Maintenance ²	Kerry Hutchinson	W-7U/2	40	1	1	\$62,034	\$60,528	\$60,528	
01-491-1-5143	Custodian / General Maintenance	Kerry Hutchinson	Longevity				\$1,000	\$0	\$0	
01-491-1-5193	Custodian / General Maintenance	Kerry Hutchinson	Clothing				\$700	\$700	\$700	
					19	19	19			
491	DPW Facilities Maintenance TOTAL									
							Salary (5111)	\$1,426,252	\$1,462,673	\$1,462,673
							On Call Stipend (5114)	\$5,200	\$5,200	\$5,200
							Overtime (5130)	\$250,000	\$250,000	\$250,000
							Longevity (5143)	\$12,100	\$9,650	\$9,650
							Above Grade Differential (5144)	\$15,000	\$15,000	\$15,000
							Clothing Allowance (5193)	\$11,900	\$11,900	\$11,900
							Tool Allowance (5196)	\$600	\$400	\$400
							Personnel Total:	\$1,721,052	\$1,754,823	\$1,754,823
Notes to Budget:										
¹ 3% COLA on administrative salary.										
² Local 25 Clerical & DPW increased 3% per contract.										

(491) DPW Facilities Maintenance Division - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
Salaries	1,426,252	1,462,673	36,421	3%	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.
Longevity	12,100	9,650	(2,450)	-20%	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	11,900	11,900	0	0%	Contractual, \$700 per Local 25 DPW worker per year.
Tools for Mechanics	600	400	(200)	-33%	Contractual, \$200 per designated Local 25 DPW worker per year.
Total Personnel Services	\$1,721,052	\$1,754,823	\$33,771	2%	
General Operating Expenses - Facilities					
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	120,000	120,000	0	0%	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	90,000	90,000	0	0%	Contract w/ Delta Beckwith - services City Hall/Parlin Library/Police Station/old HS and Shute Library. Rates contracted to FY24. 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	400,000	425,000	25,000	6%	For all city bldgs. Doing 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	70,000	90,000	20,000	29%	Increase in cost of supplies. For all city buildings. Includes Wellness Center and Shute Library.
Wire Expenses	20,000	20,000	0	0%	For all city buildings.
	\$765,000	\$810,000	\$45,000	6%	
Total Facilities Budget	\$2,486,052	\$2,564,823	\$78,771	3%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

492 - DPW ENGINEERING DIVISION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-492-1-5111	SALARIES	\$0.00	\$431,381.00	\$263,688.30	\$488,324.00	\$488,324.00	_____
01-492-1-5130	OVERTIME	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	_____
01-492-1-5143	LONGEVITY	\$0.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	_____
01-492-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$1,000.00	\$-242.82	\$1,000.00	\$1,000.00	_____
PERSONNEL Total:		\$0.00	\$434,581.00	\$265,145.48	\$491,524.00	\$491,524.00	
EXPENSES							
01-492-2-5230	STORMWATER EXPENDITURES	\$0.00	\$200,000.00	\$53,241.30	\$250,000.00	\$250,000.00	_____
01-492-2-5240	EQUIPMENT MAINT./REPAIR	\$0.00	\$3,000.00	\$90.48	\$3,000.00	\$3,000.00	_____
01-492-2-5300	PROFESSIONAL SERVICES	\$0.00	\$100,000.00	\$5,354.71	\$200,000.00	\$200,000.00	_____
01-492-2-5420	OFFICE SUPPLIES	\$0.00	\$5,000.00	\$2,980.94	\$8,000.00	\$8,000.00	_____
01-492-2-5421	OFFICE EQUIPMENT	\$0.00	\$10,000.00	\$6,583.88	\$20,000.00	\$20,000.00	_____
01-492-2-5434	FIELD EQUIPMENT & SUPPLIES	\$0.00	\$10,000.00	\$6,868.00	\$10,000.00	\$10,000.00	_____
01-492-2-5541	CENETER LINE X-WALK MARK	\$0.00	\$150,000.00	\$14,612.00	\$150,000.00	\$150,000.00	_____
01-492-2-5705	ANNUAL ENVIRONMENTAL REPORTING	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	_____
01-492-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$10,000.00	\$1,057.00	\$10,000.00	\$10,000.00	_____
01-492-2-5734	LICENSES & MEMBERSHIP FEES	\$0.00	\$1,000.00	\$150.00	\$1,000.00	\$1,000.00	_____
EXPENSES Total:		\$0.00	\$509,000.00	\$90,938.31	\$672,000.00	\$672,000.00	
492 DPW ENGINEERING DIVISION Total:		\$0.00	\$943,581.00	\$356,083.79	\$1,163,524.00	\$1,163,524.00	

492 DEPARTMENT OF PUBLIC WORKS - Engineering Division

PERSONNEL SERVICES

DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-492-1-5111	Director of Engineering ¹	Erik Swanson	UNCL	35	1	1	1	\$122,891	\$126,578	\$126,578	
01-492-1-5111	City Engineer ¹	Julius Ofurie	UNCL	35	1	1	1	\$106,530	\$109,726	\$109,726	
01-492-1-5143	City Engineer	Julius Ofurie	Longevity					\$1,700	\$1,700	\$1,700	
01-492-1-5111	Junior Engineer ²	Vacant	UNCL	35	0	1	1	\$0	\$75,000	\$75,000	
01-492-1-5111	Civil Engineering Aide ¹	Dennis Gooding	UNCL	35	1	1	1	\$75,000	\$71,070	\$71,070	
01-492-1-5111	Sustainability Project Coordinator ¹	Patrick Johnston	UNCL	19.5	1	1	1	\$60,000	\$41,777	\$41,777	
01-492-1-5111	Administrative Assistant ³	Zerina Gace	A-6U/6	35	1	1	1	\$66,960	\$64,173	\$64,173	
					<u>5</u>	<u>6</u>	<u>6</u>				
492	DPW Engineering TOTAL										
								Salary (5111)	\$431,381	\$488,324	\$488,324
								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:	\$434,581	\$491,524	\$491,524

Notes to Budget:

¹ 3% COLA added to administrative salary.

² New position requested in FY24.

³ Local 25 Clerical union increased 3% per contract.

(492) DPW Engineering Division - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	431,381	488,324	56,943	13%	3% COLA added to administrative salaries. Local 25 Clerical member 3% increase per contract. Requesting 1 full time Junior Engineer.
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	\$434,581	\$491,524	\$56,943	13%	
General Operating Expenses -Engineering					
Stormwater Expenditures	200,000	250,000	50,000	25%	This fund will provide for construction of smaller "trouble spot" drainage projects. Planned for this fiscal year are: Kelvin Street Outfall. 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 field/office equipment and vehicles.
Professional Services	100,000	200,000	100,000	100%	Professional engineering services to support construction and permitting of infrastructure improvements throughout the City. Portion of request is for local match for anticipated grants that will fund remainder of Island End design/permitting.
Office Supplies	5,000	8,000	3,000	60%	New printer, plotter and printer paper - general office supplies.
Office Equipment	10,000	20,000	10,000	100%	Software subscriptions and fees (currently 4 seats). Anticipating 2 more employees. (Includes Grant Writers under P&D).
Field Equipment & Supplies	10,000	10,000	0	0%	Equipment and supplies to support GPS data collection and field work. Anticipating 2 more employees (includes Grant Writers under P&D).
Center Line X-walk Mark	150,000	150,000	0	0%	Line markings for entire city. Using more durable product. City Council has requested additional line markings throughout the city.
Annual Environment Reporting	20,000	20,000	0	0%	Annual Environmental Reporting are needed for stormwater discharge MS4 permit report made in compliance with EPA/DEP regulations. Hazardous Mitigation Plan (HMP) updates.
Professional Development	10,000	10,000	0	0%	Continuing education courses/engineering/construction. Anticipating 2 more employees (includes Grant Writers under P&D).
Licenses & Membership Fees	1,000	1,000	0	0%	Licenses & Membership fees for Director and City Engineer.
Total Expenditures	\$509,000	\$672,000	\$163,000	32%	
Total	\$943,581	\$1,163,524	\$219,943	23%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

493 - DPW PARKS AND CEMETERIES DIV							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-493-1-5111	SALARIES	\$0.00	\$1,227,815.00	\$685,770.04	\$1,267,809.00	\$1,267,809.00	_____
01-493-1-5113	PART TIME	\$0.00	\$75,000.00	\$599.04	\$75,000.00	\$75,000.00	_____
01-493-1-5130	OVERTIME	\$0.00	\$150,000.00	\$100,191.13	\$150,000.00	\$150,000.00	_____
01-493-1-5143	LONGEVITY	\$0.00	\$9,950.00	\$9,950.00	\$10,950.00	\$10,950.00	_____
01-493-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$7,000.00	\$5,815.12	\$5,000.00	\$5,000.00	_____
01-493-1-5160	TREE STIPEND	\$0.00	\$10,000.00	\$4,123.01	\$10,000.00	\$10,000.00	_____
01-493-1-5191	CEMETERY COMMISSION	\$0.00	\$5,200.00	\$0.00	\$0.00	\$0.00	_____
01-493-1-5193	CLOTHING ALLOWANCE	\$0.00	\$9,800.00	\$7,700.00	\$9,800.00	\$9,800.00	_____
PERSONNEL Total:		\$0.00	\$1,494,765.00	\$814,148.34	\$1,528,559.00	\$1,528,559.00	
EXPENSES							
01-493-2-5255	LANDSCAPING	\$0.00	\$600,000.00	\$181,525.67	\$650,000.00	\$650,000.00	_____
01-493-2-5256	GRAFFITI REMOVAL	\$0.00	\$5,000.00	\$4,220.00	\$5,000.00	\$5,000.00	_____
01-493-2-5257	GLENWOOD CEMETERY EXPENSES	\$0.00	\$60,000.00	\$15,440.83	\$60,000.00	\$60,000.00	_____
01-493-2-5259	OUTDOOR WINTERIZATION	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	_____
01-493-2-5300	PROFESSIONAL SERVICES	\$0.00	\$75,000.00	\$17,100.00	\$75,000.00	\$75,000.00	_____
01-493-2-5435	REPAIR & MAINTENANCE	\$0.00	\$160,000.00	\$76,730.69	\$175,000.00	\$175,000.00	_____
01-493-2-5439	TREES SEED & SOD SUPPLIES	\$0.00	\$90,000.00	\$57,540.00	\$80,000.00	\$80,000.00	_____
01-493-2-5830	CONCRETE LINERS	\$0.00	\$7,500.00	\$0.00	\$10,000.00	\$10,000.00	_____
EXPENSES Total:		\$0.00	\$1,012,500.00	\$352,557.19	\$1,070,000.00	\$1,070,000.00	
493 DPW PARKS AND CEMETERIES DIV Total:		\$0.00	\$2,507,265.00	\$1,166,705.53	\$2,598,559.00	\$2,598,559.00	

493 DEPARTMENT OF PUBLIC WORKS - Parks and Cemeteries Division										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY23 F T E STAFF	FY24 DEPT F T E REQ	FY24 MAYOR F T E REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-493-1-5111	Parks, Cemetery & Sanitation Director ¹	Scott Martinelli	UNCL	40	1	1	1	\$95,314	\$98,174	\$98,174
01-493-1-5111	Cemetery Director ¹	Andrew Hunt	UNCL	40	1	1	1	\$77,250	\$79,568	\$79,568
01-493-1-5111	Administrative Assistant ²	Fran Moccia	A-6U/8	35	1	1	1	\$63,781	\$68,705	\$68,705
01-493-1-5111	General Foreman ²	Paul DeMato	W-13U/4	40	1	1	1	\$93,375	\$95,805	\$95,805
01-493-1-5143	General Foreman	Paul DeMato	Longevity					\$1,650	\$1,650	\$1,650
01-493-1-5193	General Foreman	Paul DeMato	Clothing					\$700	\$700	\$700
01-493-1-5111	Working Foreman ²	Vacant (DiBiaso)	W-11U/4	40	1	1	1	\$75,690	\$77,667	\$77,667
01-493-1-5143	Working Foreman	Vacant	Longevity					\$1,850	\$1,850	\$1,850
01-493-1-5193	Working Foreman	Vacant	Clothing					\$700	\$700	\$700
01-493-1-5111	Working Foreman ²	Ray McCarthy (WC)	W-11U/4	40	1	1	1	\$75,690	\$77,667	\$77,667
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	Francis McGrath	W-11U/4	40	1	1	1	\$73,748	\$77,667	\$77,667
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	Vacant	W-10U/4	40	1	1	1	\$73,748	\$75,670	\$75,670
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	\$73,748	\$75,670	\$75,670
01-493-1-5143	Craftsman - SMEO w/CDL & Hoisting	Charles Montesano	Longevity					\$1,000	\$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	Matt Ragucci	W-10U/4	40	1	1	1	\$73,748	\$75,670	\$75,670
01-493-1-5143	Craftsman - SMEO w/CDL & Hoisting	Matt Ragucci	Longevity					\$0	\$1,000	\$1,000
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	\$70,073	\$71,906	\$71,906
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 (WC)	W-9U/4	40	1	1	1	\$70,073	\$71,906	\$71,906
01-493-1-5143	Craftsman - Tiler	Michele DiFlorio	Longevity					\$1,000	\$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	\$65,438	\$67,142	\$67,142
01-493-1-5193	Craftsman - HMEO (No CDL)	Vacant	Clothing					\$700	\$700	\$700

Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24	FY24	FY23 APPROPRIATION	FY24	FY24		
					DEPT FTE REQ	MAYOR FTE REC		DEPT REQUEST	& Council REC		
01-493-1-5111	Craftsman ²										
		Donald Lariviere	W-7U/4	40	1	1	1	\$62,034	\$63,648	\$63,648	
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	\$62,034	\$63,648	\$63,648	
01-493-1-5143	Craftsman	Joe Ronan Jr.	Longevity					\$1,000	\$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	\$62,034	\$63,648	\$63,648	
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	\$62,034	\$63,648	\$63,648	
01-493-1-5193	Craftsman	Sal DiPierro	Clothing					\$700	\$700	\$700	
01-493-1-5191	Cemetery Commission ³	N/A	Chair		0	0	0	\$1,200	\$0	\$0	
01-493-1-5191	Cemetery Commission ³	N/A	Board		0	0	0	\$1,000	\$0	\$0	
01-493-1-5191	Cemetery Commission ³	N/A	Board		0	0	0	\$1,000	\$0	\$0	
01-493-1-5191	Cemetery Commission ³	N/A	Board		0	0	0	\$1,000	\$0	\$0	
01-493-1-5191	Cemetery Commission ³	N/A	Board		0	0	0	\$1,000	\$0	\$0	
					<u>17</u>	<u>17</u>	<u>17</u>				
493	DPW Parks & Cemeteries TOTAL										
								Salary (5111)	\$1,229,815	\$1,267,809	\$1,267,809
								Part Time (5113)	\$75,000	\$75,000	\$75,000
								Overtime (5130)	\$150,000	\$150,000	\$150,000
								Longevity (5143)	\$9,950	\$10,950	\$10,950
								Above Grade Differential (5144)	\$5,000	\$5,000	\$5,000
								Tree Stipend (5160)	\$10,000	\$10,000	\$10,000
								Cemetery Commission Stipend (5191)	\$5,200	\$0	\$0
								Clothing Allowance (5193)	\$9,800	\$9,800	\$9,800
								Personnel Total:	\$1,494,765	\$1,528,559	\$1,528,559
Notes to Budget:											
¹ 3% COLA added to administrative salary.											
² Local 25 DPW & Clerical unions increased 3% per contract.											
³ Not requesting funding in FY24.											

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

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	1,229,815	1,267,809	37,994	3%	3% COLA on administrative salary. Local 25 DPW & Clerical increased 3% per contract.
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.
Longevity	9,950	10,950	1,000	10%	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	5,200	0	(5,200)	-100%	Not requesting funding in FY24.
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	\$1,494,765	\$1,528,559	\$33,794	2%	
General Operating Expenses - Parks & Cemeteries					
Landscaping	600,000	650,000	50,000	8%	The contract for Landscaping and Parks to go out to bid. Additional parks and locations will be included. More work to be transitioned in-house.
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	75,000	75,000	0	0%	For services needed by Park division.
Repair & Maintenance	160,000	175,000	15,000	9%	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	90,000	80,000	(10,000)	-11%	Based on quotes received for the cost of trees, loam and mulch.
Concrete Liners	7,500	10,000	2,500	33%	For pre-cast concrete burial boxes. Increased costs of material and burials.
Total Expenditures	\$1,012,500	\$1,070,000	\$57,500	6%	
Total	\$2,507,265	\$2,598,559	\$91,294	4%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

494 - DPW STADIUM DIVISION		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-494-2-5212	FUEL	\$0.00	\$3,000.00	\$0.00	\$2,000.00	\$2,000.00	_____
01-494-2-5240	EQUIPMENT/MOTOR MAINT	\$0.00	\$1,500.00	\$0.00	\$3,000.00	\$3,000.00	_____
01-494-2-5255	MAINTENANCE TO FIELD	\$0.00	\$13,000.00	\$0.00	\$18,000.00	\$18,000.00	_____
01-494-2-5435	REPAIR & MAINTENANCE	\$0.00	\$19,000.00	\$8,732.00	\$13,500.00	\$13,500.00	_____
EXPENSES Total:		\$0.00	\$36,500.00	\$8,732.00	\$36,500.00	\$36,500.00	
494 DPW STADIUM DIVISION Total:		\$0.00	\$36,500.00	\$8,732.00	\$36,500.00	\$36,500.00	

(494) DPW Stadium Division - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+ / -	+ / -	
Stadium Division					
Fuel	7,000	2,000	(5,000)	-71%	Direct Energy. For heating the field house.
Equipment Motor Maint	4,500	3,000	(1,500)	-33%	As needed.
Maintenance to Field	15,000	18,000	3,000	20%	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	10,000	13,500	3,500	35%	Quincy Small, AMSAN, Home Depot, Scoreboard, Masslock.
Total	\$36,500	\$36,500	\$0	0%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

495 - DPW HIGHWAY DIVISION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-495-1-5111	SALARIES	\$0.00	\$1,135,945.00	\$730,974.66	\$1,173,222.00	\$1,173,222.00	_____
01-495-1-5130	OVERTIME	\$0.00	\$170,000.00	\$115,577.81	\$170,000.00	\$170,000.00	_____
01-495-1-5142	NIGHT DIFFERENTIAL	\$0.00	\$3,500.00	\$3,228.80	\$3,500.00	\$3,500.00	_____
01-495-1-5143	LONGEVITY	\$0.00	\$10,650.00	\$9,000.00	\$11,050.00	\$11,050.00	_____
01-495-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$15,000.00	\$12,079.30	\$15,000.00	\$15,000.00	_____
01-495-1-5193	CLOTHING ALLOWANCE	\$0.00	\$10,500.00	\$9,100.00	\$10,500.00	\$10,500.00	_____
01-495-1-5196	TOOLS FOR MECHANICS	\$0.00	\$200.00	\$0.00	\$200.00	\$200.00	_____
PERSONNEL Total:		\$0.00	\$1,345,795.00	\$879,960.57	\$1,383,472.00	\$1,383,472.00	
EXPENSES							
01-495-2-5241	CONSTRUCTION/REPAIRS	\$0.00	\$55,000.00	\$325.00	\$75,000.00	\$75,000.00	_____
01-495-2-5268	CONTRACTED SERVICES	\$0.00	\$140,000.00	\$65,191.00	\$140,000.00	\$140,000.00	_____
01-495-2-5280	EQUIPMENT HIRE	\$0.00	\$55,000.00	\$43,803.02	\$40,000.00	\$40,000.00	_____
01-495-2-5435	REPAIR & MAINTENANCE	\$0.00	\$75,000.00	\$21,257.24	\$75,000.00	\$75,000.00	_____
01-495-2-5436	STREET CLEANING SUPPLIES &	\$0.00	\$15,000.00	\$888.31	\$15,000.00	\$15,000.00	_____
01-495-2-5440	STREET & TRAFFIC SIGNS	\$0.00	\$70,000.00	\$18,505.69	\$70,000.00	\$70,000.00	_____
01-495-2-5543	CEMENT STONE & ASPHALT	\$0.00	\$125,000.00	\$61,731.39	\$125,000.00	\$125,000.00	_____
01-495-2-5856	OTHER - POLICE DETAILS	\$0.00	\$20,000.00	\$2,640.00	\$15,000.00	\$15,000.00	_____
EXPENSES Total:		\$0.00	\$555,000.00	\$214,341.65	\$555,000.00	\$555,000.00	
495 DPW HIGHWAY DIVISION Total:		\$0.00	\$1,900,795.00	\$1,094,302.22	\$1,938,472.00	\$1,938,472.00	

495 DEPARTMENT OF PUBLIC WORKS - Highway Division										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-495-1-5111	Highway Superintendent ¹	Rich O'Donnell	UNCL	40	1	1	1	\$93,073	\$95,865	\$95,865
01-495-1-5143	Highway Superintendent	Rich O'Donnell	Longevity					\$0	\$400	\$400
01-495-1-5111	Principal Clerk ²	N/A	C-6U/5	20	0	0	0	\$1	\$1	\$1
01-495-1-5111	Work Foreman / Hwy-Bldg-Grounds ³	Joe Nolette/WC	W-11U/4	40	1	1	1	\$75,690	\$77,667	\$77,667
01-495-1-5143	Work Foreman / Hwy-Bldg-Grounds	Joe Nolette/WC	Longevity					\$1,650	\$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	\$75,690	\$77,667	\$77,667
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	\$75,690	\$77,667	\$77,667
01-495-1-5143	Signal Maintainer	Kenny Dell Isola	Longevity					\$1,650	\$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	\$73,748	\$75,670	\$75,670
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	\$73,748	\$75,670	\$75,670
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	\$73,748	\$75,670	\$75,670
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/3	40	1	1	1	\$67,860	\$72,384	\$72,384
01-495-1-5143	Craftsman - SMEO w/CDL & Hoisting	Jesse Winocour	Longevity					\$1,000	\$1,000	\$1,000
01-495-1-5193	Craftsman - SMEO w/CDL & Hoisting	Jesse Winocour	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - HME0 w/CDL CLASS A ³	Roubens Fauche	W-9AU/4	40	1	1	1	\$73,581	\$75,504	\$75,504
01-495-1-5193	Craftsman - HME0 w/CDL CLASS A	Roubens Fauche	Clothing					\$700	\$700	\$700
01-495-1-5111	Craftsman - HME0 w/CDL ³	Greg Reed	W-9U/4	40	1	1	1	\$70,073	\$71,906	\$71,906
01-495-1-5143	Craftsman -HME0 w/CDL	Greg Reed	Longevity					\$1,000	\$1,000	\$1,000
01-495-1-5193	Craftsman - HME0 w/CDL	Greg Reed	Clothing					\$700	\$700	\$700

Continued...

DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24	FY24	FY23 APPROPRIATION	FY24	FY24		
					DEPT FTE REQ	MAYOR FTE REC		DEPT REQUEST	& Council REC		
01-495-1-5111	Watchman - HMEO w/CDL (40 Hours) ³	Vacant (Khyle Hope W-7U)	W-9U/3	40	1	1	1	\$67,046	\$68,786	\$68,786	
01-495-1-5193	Watchman - HMEO w/CDL (40 Hours)	Vacant (Khyle Hope W-7U)	Clothing					\$700	\$700	\$700	
01-495-1-5111	Watchman - HMEO w/CDL ³	Eric Rumson	W-9U/3	40	1	1	1	\$64,457	\$68,786	\$68,786	
01-495-1-5193	Watchman - HMEO w/CDL	Eric Rumson	Clothing					\$700	\$700	\$700	
01-495-1-5111	Craftsman - HMEO no/CDL ³	Pedro Rivera	W-8U/4	40	1	1	1	\$65,438	\$67,142	\$67,142	
01-495-1-5193	Craftsman - HMEO no/CDL	Pedro Rivera	Clothing					\$700	\$700	\$700	
01-495-1-5111	Craftsman ³	Michael Russo	W-8U/4	40	1	1	1	\$62,034	\$67,143	\$67,143	
01-495-1-5143	Craftsman	Michael Russo	Longevity					\$1,000	\$1,000	\$1,000	
01-495-1-5193	Craftsman	Michael Russo	Clothing					\$700	\$700	\$700	
01-495-1-5111	Craftsman ³	James Tiberii	W-7U/4	40	1	1	1	\$62,034	\$63,648	\$63,648	
01-495-1-5193	Craftsman	James Tiberii	Clothing					\$700	\$700	\$700	
01-495-1-5111	Craftsman ³	Kevin Shapleigh	W-7U/3	40	1	1	1	\$62,034	\$62,046	\$62,046	
01-495-1-5193	Craftsman	Kevin Shapleigh	Clothing					\$700	\$700	\$700	
					16	16	16				
495	DPW Highway TOTAL										
								Salary (5111)	\$1,135,945	\$1,173,222	\$1,173,222
								Overtime (5130)	\$170,000	\$170,000	\$170,000
								Night Differential (5142)	\$3,500	\$3,500	\$3,500
								Longevity (5143)	\$10,650	\$11,050	\$11,050
								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:	\$1,345,795	\$1,383,472	\$1,383,472

Notes to Budget:

¹ 3% COLA added to administrative salary.

² Not requesting funding for this position in FY24.

³ Local 25 DPW union increased 3% per contract.

(495) DPW Highway Division - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	1,135,945	1,173,222	37,277	3%	3% COLA added to administrative salary. Local 25 DPW union 3% increase per contract. Not requesting funding for 1 position in FY24.
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	10,650	11,050	400	4%	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	\$1,345,795	\$1,383,472	\$37,677	3%	
General Operating Expenses - Highway					
Construction Repairs	75,000	75,000	0	0%	Various work performed by consultants and specialized vendors.
Contracted Services	140,000	140,000	0	0%	Various work performed by consultants and specialized vendors (sweeping contract).
Equipment Hire	35,000	40,000	5,000	14%	Rentive more equipment du to unavailability of equipment, such as compressors.
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	70,000	70,000	0	0%	For all street and traffic signs. Also supplies, materials and message boards.
Cement Stone & Asphalt	125,000	125,000	0	0%	Increase in raw materials. For cement, stone and asphalt.
Other Police Details	20,000	15,000	(5,000)	-25%	As needed.
Total Expenditures	\$555,000	\$555,000	\$0	0%	
Total	\$1,900,795	\$1,938,472	\$37,677	2%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

496 - DPW SNOW AND ICE DIVISION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-496-1-5130	S & I OVERTIME	\$0.00	\$50,000.00	\$109,652.97	\$75,000.00	\$75,000.00	_____
01-496-1-5159	SNOW STIPEND	\$0.00	\$20,000.00	\$37,000.00	\$25,000.00	\$25,000.00	_____
PERSONNEL Total:		\$0.00	\$70,000.00	\$146,652.97	\$100,000.00	\$100,000.00	
EXPENSES							
01-496-2-5280	CONTRACTED SERVICES	\$0.00	\$40,000.00	\$79,867.50	\$50,000.00	\$50,000.00	_____
01-496-2-5434	S & I SUPPLIES & MATERIALS	\$0.00	\$50,000.00	\$39,403.76	\$50,000.00	\$50,000.00	_____
01-496-2-5446	S & I REPAIR /MAINTENANCE	\$0.00	\$10,000.00	\$0.00	\$7,500.00	\$7,500.00	_____
01-496-2-5480	S & I FUEL	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	_____
01-496-2-5536	S & I SALT	\$0.00	\$200,000.00	\$355,682.02	\$250,000.00	\$250,000.00	_____
EXPENSES Total:		\$0.00	\$325,000.00	\$474,953.28	\$382,500.00	\$382,500.00	
496 DPW SNOW AND ICE DIVISION Total:		\$0.00	\$395,000.00	\$621,606.25	\$482,500.00	\$482,500.00	

(496) DPW Snow & Ice - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+ / -	+ / -	
Personnel Services					
S & I Overtime	50,000	75,000	25,000	50%	For City personnel working snow and/or ice shifts.
Snow Stipend	20,000	25,000	5,000	25%	May be used for those employees who work several major storms over the course of winter.
Total Personnel Services	\$70,000	\$100,000	\$30,000	43%	
General Operating Expenses					
Contracted Services	40,000	50,000	10,000	25%	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	7,500	(2,500)	-25%	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	250,000	50,000	25%	Salt used over the entire City. Increase in cost per ton by 34% and number of snow/ice events.
Total Expenditures	\$325,000	\$382,500	\$57,500	18%	
Total Snow & Ice	\$395,000	\$482,500	\$87,500	22%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

497 - DPW SOLID WASTE DIVISION		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-497-2-5290	REFUSE COLLECTION	\$0.00	\$2,105,000.00	\$1,491,911.73	\$2,273,400.00	\$2,273,400.00	_____
01-497-2-5293	SOLID WASTE DISPOSAL	\$0.00	\$1,650,000.00	\$1,132,232.55	\$1,815,000.00	\$1,815,000.00	_____
01-497-2-5297	RECYCLABLES DISPOSAL	\$0.00	\$525,000.00	\$337,283.73	\$562,000.00	\$562,000.00	_____
01-497-2-5298	HAZARDOUS WASTE COLL/DISP	\$0.00	\$150,000.00	\$19,527.48	\$70,000.00	\$70,000.00	_____
01-497-2-5299	RUBBL/YARD WASTE DISPOSAL	\$0.00	\$200,000.00	\$20,612.23	\$80,000.00	\$80,000.00	_____
EXPENSES Total:		\$0.00	\$4,630,000.00	\$3,001,567.72	\$4,800,400.00	\$4,800,400.00	
497 DPW SOLID WASTE DIVISION Total:		\$0.00	\$4,630,000.00	\$3,001,567.72	\$4,800,400.00	\$4,800,400.00	

(497) DPW - Solid Waste - Notes to Budget

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Solid Waste					
Refuse Collection	2,105,000	2,273,400	168,400	8%	Capitol Waste contract price.
Solid Waste Disposal	1,650,000	1,815,000	165,000	10%	Wheelabrator contract price.
Recyclables Disposal	525,000	562,000	37,000	7%	Green Works Recycling . Anticipating increase to \$95/ton.
Hazardous Waste Coll/Disp	150,000	70,000	(80,000)	-53%	Triumvirate - Street sweeping disposal and supplies based on quotes received.
Rubl/Yard Waste Disposal	200,000	80,000	(120,000)	-60%	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	\$4,630,000	\$4,800,400	\$170,400	4%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

510 - DEPT OF HEALTH & HUMAN SERVICE							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-510-1-5111	SALARIES	\$0.00	\$1,665,642.00	\$1,123,027.79	\$2,186,470.00	\$2,186,470.00	_____
01-510-1-5113	PART TIME	\$0.00	\$30,000.00	\$20,396.68	\$30,000.00	\$30,000.00	_____
01-510-1-5130	OVERTIME	\$0.00	\$6,500.00	\$0.00	\$6,500.00	\$6,500.00	_____
01-510-1-5143	LONGEVITY	\$0.00	\$4,650.00	\$4,650.00	\$4,400.00	\$4,400.00	_____
01-510-1-5144	ABOVE GRADE DIFFERENTIAL	\$0.00	\$2,400.00	\$0.00	\$2,400.00	\$2,400.00	_____
01-510-1-5191	BOARD OF HEALTH STIPEND	\$0.00	\$6,200.00	\$3,150.00	\$6,200.00	\$6,200.00	_____
01-510-1-5193	CLOTHING ALLOWANCE	\$0.00	\$5,000.00	\$4,750.00	\$6,500.00	\$6,500.00	_____
PERSONNEL Total:		\$0.00	\$1,720,392.00	\$1,155,974.47	\$2,242,470.00	\$2,242,470.00	
EXPENSES							
01-510-2-5249	EQUIPMENT REPAIRS	\$0.00	\$350.00	\$0.00	\$350.00	\$350.00	_____
01-510-2-5300	PROFESSIONAL SERVICES	\$0.00	\$17,000.00	\$247.05	\$2,000.00	\$2,000.00	_____
01-510-2-5403	VACCINES	\$0.00	\$25,000.00	\$22,118.86	\$25,000.00	\$25,000.00	_____
01-510-2-5420	OFFICE SUPPLIES	\$0.00	\$4,000.00	\$2,692.96	\$4,000.00	\$4,000.00	_____
01-510-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$2,500.00	\$2,140.00	\$2,500.00	\$2,500.00	_____
01-510-2-5780	MOSQUITO CONTROL	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	_____
01-511-2-5310	MEDICAL SUPPLIES	\$0.00	\$6,000.00	\$1,491.18	\$6,000.00	\$6,000.00	_____
01-511-2-5383	MEDICAL WASTE	\$0.00	\$15,000.00	\$2,785.70	\$15,000.00	\$15,000.00	_____
01-511-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$4,000.00	\$2,270.00	\$4,000.00	\$4,000.00	_____
01-511-2-5718	EDUCATION INCENTIVE	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	_____
EXPENSES Total:		\$0.00	\$93,850.00	\$53,745.75	\$93,850.00	\$93,850.00	
510 DEPT OF HEALTH & HUMAN SERVICE		\$0.00	\$1,814,242.00	\$1,209,720.22	\$2,336,320.00	\$2,336,320.00	

510 DEPARTMENT OF HEALTH & HUMAN SERVICES										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-510-1-5111	Public Health Director ¹	Sabrina Firicano-LoBono	UNCL	35	1	1	1	\$105,063	\$108,215	\$108,215
01-510-1-5193	Public Health Director	Sabrina Firicano-LoBono	Clothing					\$250	\$250	\$250
01-510-1-5143	Public Health Director	Sabrina Firicano-LoBono	Longevity					\$800	\$800	\$800
01-510-1-5111	Public Health Nurse ¹	Krista Costello	UNCL	35	1	1	1	\$87,550	\$90,177	\$90,177
01-510-1-5193	Public Health Nurse	Krista Costello	Clothing					\$250	\$250	\$250
01-630-1-5111	Health & Wellness Coordinator ²	Rhana Wehbe	UNCL	35	1	1	1	\$81,458	\$88,000	\$88,000
01-630-1-5111	Health & Human Services Equity Access Officer ¹	Antoinette Octave Blanchard	UNCL	35	1	1	1	\$84,975	\$87,524	\$87,524
01-630-1-5111	Substance Abuse Prevention Coordinator ³	Chris Simonelli	UNCL	23	0	1	1	\$0	\$60,255	\$60,255
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	\$36,488	\$37,586	\$37,586
01-510-1-5193	Public Health Nurse PT	Joanne Agnes	Clothing					\$250	\$250	\$250
01-510-1-5143	Public Health Nurse	Joanne Agnes	Longevity					\$0	\$400	\$400
01-510-1-5111	Nurse / RN ^{4 5 6}	Linda Grenier	RN-U/6	35	1	1	1	\$68,761	\$71,518	\$71,518
01-510-1-5143	Nurse / RN	Linda Grenier	Longevity					\$800	\$800	\$800
01-510-1-5193	Nurse / RN	Linda Grenier	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Nancy Chaves	RN-U/6	35	1	1	1	\$63,963	\$66,528	\$66,528
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 ^{4 5}	Angela Ciaramaglia	RN-U/6	35	1	1	1	\$63,963	\$66,528	\$66,528
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 ^{4 5}	Christen Piscatelli	RN-U/6	35	1	1	1	\$63,963	\$66,528	\$66,528
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 ^{4 5}	Britni Pierce Chiarello	RN-U/6	35	1	1	1	\$63,963	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Britni Pierce Chiarello	Clothing					\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Dina McCarron	RN-U/6	35	1	1	1	\$63,963	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Dina McCarron	Clothing					\$250	\$250	\$250

DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24
				FTE	DEPT	MAYOR		FTE	DEPT
				STAFF	FTE	FTE	APPROPRIATION	REQUEST	& Council
					REQ	REC			REC
01-510-1-5111	Nurse / RN ^{4 5}	Glen Nadeau	RN-U/6	35	1	1	\$63,963	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Glen Nadeau	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Gueshnael Glory Menard	RN-U/6	35	1	1	\$63,963	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Gueshnael Glory Menard	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Aicha Merouani	RN-U/6	35	1	1	\$63,963	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Aicha Merouani	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Najia Amara	RN-U/6	35	1	1	\$63,963	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Najia Amara	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Rebecca O'Keefe	RN-U/6	35	1	1	\$60,290	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Rebecca O'Keefe	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Larissa Strait	RN-U/6	35	1	1	\$60,290	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Larissa Strait	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Maria Woods	RN-U/6	35	1	1	\$59,335	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Maria Woods	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Lunemise Figaro	RN-U/6	35	1	1	\$59,335	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Lunemise Figaro	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Samantha Uga	RN-U/6	35	1	1	\$59,335	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Samantha Uga	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Sarah Palmer	RN-U/6	35	1	1	\$59,335	\$66,528	\$66,528
01-510-1-5193	Nurse / RN	Sarah Palmer	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ^{4 5}	Vacant	RN-U/5	35	1	1	\$59,335	\$62,707	\$62,707
01-510-1-5193	Nurse / RN	Vacant	Clothing				\$250	\$250	\$250
01-510-1-5111	Nurse / RN ⁷	Vacant	RN-U/5	35	0	1	\$0	\$62,707	\$62,707
01-510-1-5193	Nurse / RN	Vacant	Clothing				\$0	\$250	\$250
01-510-1-5111	Nurse / RN ⁷	Vacant	RN-U/5	35	0	1	\$0	\$62,707	\$62,707
01-510-1-5193	Nurse / RN	Vacant	Clothing				\$0	\$250	\$250
01-510-1-5111	Nurse / RN ⁷	Vacant	RN-U/5	35	0	1	\$0	\$62,707	\$62,707
01-510-1-5193	Nurse / RN	Vacant	Clothing				\$0	\$250	\$250
01-510-1-5111	Nurse / RN ⁷	Vacant	RN-U/5	35	0	1	\$0	\$62,707	\$62,707
01-510-1-5193	Nurse / RN	Vacant	Clothing				\$0	\$250	\$250

DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-510-1-5111	Parent Information Nurse / RN ⁷	Vacant	UNCL	35	0	1	1	\$0	\$54,600	\$54,600
01-510-1-5193	Nurse / RN	Vacant	Clothing					\$0	\$250	\$250
01-510-1-5111	Joint Committee	Elvira Pinjic, Vacant	UNCL	35	2	2	2	\$81,536	\$83,982	\$83,982
01-510-1-5111	Administrative Assistant ⁸	Caitlin Norden	A-6U/7	35	1	1	1	\$62,538	\$65,447	\$65,447
01-510-1-5111	Principal Clerk ⁹	N/A	C-6U/1	35	0	0	0	\$1	\$1	\$1
01-510-1-5113	Nurses - Per Diem ¹⁰	Varies	RN-U	Varies	0	0	0	\$30,000	\$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	Joan Lavecchio	BOH	BOH	0	0	0	\$2,000	\$2,000	\$2,000
01-510-1-5191	Board Member	Vacant	BOH	BOH	0	0	0	\$2,000	\$2,000	\$2,000
					25.71	32.71	32.71			
510	Department of Health & Human Services TOTAL									
							Salary (5111)	\$1,666,292	\$2,186,470	\$2,186,470
							Part Time (5113)	\$30,000	\$30,000	\$30,000
							Overtime (5130)	\$6,500	\$6,500	\$6,500
							Longevity (5143)	\$4,000	\$4,400	\$4,400
							Above Grade Differential (5144)	\$2,400	\$2,400	\$2,400
							Board of Health Stipend (5191)	\$6,200	\$6,200	\$6,200
							Clothing (5193)	\$5,000	\$6,500	\$6,500
							Personnel Total:	\$1,720,392	\$2,242,470	\$2,242,470
Notes to Budget:										
¹ 3% COLA added to administrative salary.										
² Requesting a salary adjustment for this position in FY24.										
³ Position added to Health Budget during FY23..										
⁴ School RNs are state mandated per capita.										
⁵ SEIU Local 888 Nurses Union increased 3% in anticipation of contract settlement.										
⁶ Nurse who covers the Devens School receives a 7% differential per their union contract.										
⁷ Requesting a new position in FY24.										
⁸ Local 25 Clerical union 3% increase per contract.										
⁹ Not requesting funding for this position in FY24.										
¹⁰ Covers duties when permanent nurses take sick and personal time.										

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

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Personnel Services					
					3% COLA added to administrative salaries. Nurses salary increased 3% in anticipation of contract settlement. Local 25 Clerical salary increased 3% per contract. Requesting 5 additional school nurses to assist growing student population. Would place 3 nurses at Everett High School and 2 nurses at each K-8 school. 1 FT nurse at the Parent Information Center to review records for incoming students. To also have additional nurses to use as "float" nurses and perform mandated screenings.
Salaries	1,666,292	2,186,470	520,178	31%	
Part Time Salaries	30,000	30,000	0	0%	Per diem nurses who fill in when permanent nurses are out. Per diem rate is \$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	4,000	4,400	400	10%	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	5,000	6,500	1,500	30%	\$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	\$1,720,392	\$2,242,470	\$522,078	30%	
General Operating Expenses					
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	4,000	4,000	0	0%	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	15,000	15,000	0	0%	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 & 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	\$93,850	\$93,850	\$0	0%	
Total	\$1,814,242	\$2,336,320	\$522,078	29%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

521 - DEPT OF PLANNING & DEVELOPMENT							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-521-1-5111	SALARIES	\$0.00	\$348,712.00	\$161,901.06	\$611,896.00	\$611,896.00	_____
01-521-1-5130	OVERTIME	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	_____
01-521-1-5143	LONGEVITY	\$0.00	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	_____
01-521-1-5191	EVERETT FOOD POLICY COUNCIL	\$0.00	\$0.00	\$0.00	\$10,500.00	\$10,500.00	_____
PERSONNEL Total:		\$0.00	\$350,062.00	\$161,901.06	\$623,746.00	\$623,746.00	
EXPENSES							
01-521-2-5300	PROFESSIONAL SERVICES	\$0.00	\$300,000.00	\$34,094.02	\$300,000.00	\$300,000.00	_____
01-521-2-5313	GIS EXPENSES	\$0.00	\$5,000.00	\$2,527.07	\$5,000.00	\$5,000.00	_____
01-521-2-5420	OFFICE SUPPLIES	\$0.00	\$5,000.00	\$3,292.32	\$5,000.00	\$5,000.00	_____
01-521-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$8,000.00	\$324.88	\$8,000.00	\$8,000.00	_____
EXPENSES Total:		\$0.00	\$318,000.00	\$40,238.29	\$318,000.00	\$318,000.00	
521 DEPT OF PLANNING & DEVELOPMENT		\$0.00	\$668,062.00	\$202,139.35	\$941,746.00	\$941,746.00	

521 DEPARTMENT OF PLANNING & DEVELOPMENT										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24	
				FTE	DEPT	MAYOR	APPROPRIATION	DEPT	MAYOR & Council	
				STAFF	REQ	REC		REQUEST	REC	
01-521-1-5111	Director of Planning & Development ¹		35	0.50	0.50	0.50	\$59,225	\$61,002	\$61,002	
01-521-1-5111	Affordable Housing Coordinator ⁸	See Note #8	19.5	1	1	1	\$85,000	\$77,250	\$77,250	
01-521-1-5111	Conservation Agent/Environmental Planner	Tom Philbin	35	0.50	1	1	\$39,399	\$81,162	\$81,162	
01-521-1-5111	Economic Development Planner	Vacant	35	1	1	1	\$80,000	\$80,000	\$80,000	
01-521-1-5111	Environmental/Conservation Policy Manager ³	Katherine Jenkins-Sullivan	35	1	1	1	\$65,000	\$75,000	\$75,000	
01-521-1-5111	Community Planner/Energy Advocate ⁴	Vacant	35	0	1	1	\$0	\$60,000	\$60,000	
01-521-1-5111	Grant Administrator/Writer ⁵	Vacant	35	0	1	1	\$0	\$90,000	\$90,000	
01-521-1-5111	Assistant Grant Administrator ⁵	Vacant	35	0	1	1	\$0	\$60,000	\$60,000	
01-521-1-5111	Administrative Assistant ⁶	Jeannie Vitukevich	35	0.30	0.40	0.40	\$20,088	\$27,482	\$27,482	
01-521-1-5143	Administrative Assistant	Jeannie Vitukevich					\$1,250	\$1,250	\$1,250	
01-521-1-5191	Everett Food Policy Council Stipends ⁷	Vacant					\$0	\$10,500	\$10,500	
				<u>6</u>	<u>7</u>	<u>7</u>				
521	Planning & Development TOTAL									
							Salary (5111)	\$348,712	\$611,896	\$611,896
							Overtime (5130)	\$100	\$100	\$100
							Longevity (5143)	\$1,250	\$1,250	\$1,250
							EFP Council Stipend (5191)	\$0	\$10,500	\$10,500
							General Fund Total	\$350,062	\$623,746	\$623,746
Notes to Budget:										
¹ Partially funded by grant (see below). Annual salary is \$122,004.										
² Position salary was \$75K in FY23.										
³ Position reclassified from "Planning Specialist". Was hired in FY23 at \$70K.										
⁴ Will be partially reimbursed by a grant from the Community First Partnership.										
⁵ New position.										
⁶ Partially funded by grant (see below). Annual salary is \$68,705.										
⁷ Funding 7 members at an annual stipend of \$1,500 each.										
⁸ Effective 7.1.23 this position will be FT at 35 hours. The position will be re-posted.										
CDBG	Director of Planning & Development ¹	Matt Lattanzi		0.50	0.50		\$59,225	\$61,002	\$61,002	
CDBG	Conservation Agent/Environmental Planner	Tom Philbin		0.50	0		\$39,399	\$0	\$0	
CDBG	Administrative Assistant ⁶	Jeannie Vitukevich		0.70	0.60		\$46,872	\$41,223	\$41,223	
521	Planning & Development Grant TOTAL			0	0	0	\$145,496	\$102,225	\$102,225	

(521) Planning & Development - Notes to Budget

	FY23 Budget	FY24 Request	\$ + / -	% + / -	
Personnel Services					
Salaries	348,712	611,896	263,184	75%	3% COLA on some administrative salaries. We are requesting funding for three new positions (Community Planner/Energy Advocate, Grant Administrator/Writer and Assistant Grant Administrator).
Overtime	100	100	0	0%	As needed for A-6U Administrative Assistant.
Longevity	1,250	1,250	0	0%	Ms. Vitukevich (\$1,250).
Everett Food Policy Council Stipend	0	10,500	10,500	100%	
Total Personnel Services	\$350,062	\$623,746	\$273,684	78%	
General Operating Expenses					
Professional Services	300,000	300,000	0	0%	Includes: police details, appraisal work, printing services, consultant work related to drafting new policies/ordinances (includes: Zoning re-codification, housing and economic development), and consultant work related to Area Planning.
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	\$668,062	\$941,746	\$273,684	41%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

522 - TRANSPORTATION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-522-1-5111	SALARIES	\$0.00	\$183,303.00	\$133,952.28	\$261,702.00	\$261,702.00	_____
01-522-1-5120	INTERNSHIPS	\$0.00	\$5,000.00	\$0.00	\$10,000.00	\$10,000.00	_____
01-522-1-5130	OVERTIME	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	_____
PERSONNEL Total:		\$0.00	\$188,403.00	\$133,952.28	\$271,802.00	\$271,802.00	
EXPENSES							
01-522-2-5300	PROFESSIONAL SERVICES	\$0.00	\$300,000.00	\$149,018.61	\$300,000.00	\$300,000.00	_____
01-522-2-5420	OFFICE SUPPLIES	\$0.00	\$2,000.00	\$0.00	\$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	_____
EXPENSES Total:		\$0.00	\$305,000.00	\$149,018.61	\$305,000.00	\$305,000.00	
522 TRANSPORTATION Total:		\$0.00	\$493,403.00	\$282,970.89	\$576,802.00	\$576,802.00	

522 DEPARTMENT OF TRANSPORTATION											
PERSONNEL SERVICES											
DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24		
				FTE	DEPT	MAYOR	APPROPRIATION	DEPT	MAYOR	Request	Request
				STAFF	REQ	REC				& Council	
										REC	
01-522-1-5111	Executive Transportation Planner ¹	UNCL	35	1	1	1	\$113,303	\$116,702	\$116,702		
01-522-1-5111	Junior Transportation Planner ²	UNCL	35	1	1	1	\$70,000	\$75,000	\$75,000		
01-522-1-5111	Junior Transportation Planner Data Analyst ³	UNCL	35	0	1	1	\$0	\$70,000	\$70,000		
				2	3	3					
522	Transportation TOTAL										
							Salary (5111)	\$183,303	\$261,702	\$261,702	
							Internships (5120)	\$5,000	\$10,000	\$10,000	
							Overtime (5130)	\$100	\$100	\$100	
							General Fund Total	\$188,403	\$271,802	\$271,802	

Notes to Budget:

- ¹ 3% COLA on administrative salary.
- ² Requesting a salary adjustment for this position in FY24.
- ³ Requesting a new position in FY24.

(522) Transportation - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	183,303	261,702	78,399	43%	3% COLA on Executive Planner's salary. Requesting a salary adjustment for the Junior Transportation Planner. Requesting a Junior Data Analyst in FY24.
Internships	5,000	10,000	5,000	100%	These are paid internships with preference given to Everett students interested in the field of planning (or related field). Every year we reach out to the local colleges and universities about this opportunity. We traditionally 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 \$20 to \$25/hour.
Overtime	100	100	0	0%	When overtime is requested in lieu of comp time for A-6U Administrative Assistant.
Total Personnel Services	\$188,403	\$271,802	\$83,399	44%	
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 staff with specialized workshops and trainings relative to needs.
Total Expenditures	\$305,000	\$305,000	\$0	100%	
Total	\$493,403	\$576,802	\$83,399	100%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

541 - COUNCIL ON AGING							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
EXPENSES							
01-541-2-5420	OFFICE SUPPLIES	\$0.00	\$3,500.00	\$0.00	\$4,500.00	\$4,500.00	_____
01-541-2-5780	SENIOR ACTIVITIES EXPENSES	\$0.00	\$48,500.00	\$27,191.21	\$65,000.00	\$65,000.00	_____
EXPENSES Total:		\$0.00	\$52,000.00	\$27,191.21	\$69,500.00	\$69,500.00	
541 COUNCIL ON AGING Total:		\$0.00	\$52,000.00	\$27,191.21	\$69,500.00	\$69,500.00	

(541) Council on Aging - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Office Supplies	3,500	4,500	1,000	29%	Increase in toner cartridges - more fliers and info to seniors to promote upcoming events.
Senior Activities Expenses	48,500	65,000	16,500	34%	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, paperware, etc. Costs for supplies has been increasing steadily for the past 2 years.
Total	\$52,000	\$69,500	\$17,500	34%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

543 - OFFICE OF VETERANS SERVICES							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-543-1-5111	SALARIES	\$0.00	\$82,403.00	\$52,307.64	\$82,403.00	\$82,403.00	_____
01-543-1-5113	PART TIME SALARY	\$0.00	\$32,983.00	\$23,810.80	\$33,561.00	\$33,561.00	_____
01-543-1-5143	LONGEVITY	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	_____
PERSONNEL Total:		\$0.00	\$116,186.00	\$76,118.44	\$115,964.00	\$115,964.00	
EXPENSES							
01-543-2-5252	VETERAN BURIALS	\$0.00	\$15,000.00	\$6,440.97	\$15,000.00	\$15,000.00	_____
01-543-2-5351	WREATHS	\$0.00	\$7,000.00	\$6,999.99	\$7,000.00	\$7,000.00	_____
01-543-2-5420	OFFICE SUPPLIES	\$0.00	\$1,200.00	\$574.73	\$1,200.00	\$1,200.00	_____
01-543-2-5700	CITY FLAGS	\$0.00	\$9,000.00	\$9,000.00	\$15,000.00	\$15,000.00	_____
01-543-2-5701	VETERANS PLAQUES & SIGNS	\$0.00	\$6,000.00	\$1,283.50	\$6,000.00	\$6,000.00	_____
01-543-2-5706	WELCOME HOME BANNERS	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	_____
01-543-2-5708	GRADUATE TO GUARDIANS PROGRAM	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	_____
01-543-2-5709	THANK A VET PROGRAM	\$0.00	\$750.00	\$453.80	\$750.00	\$750.00	_____
01-543-2-5713	POST 9/11 MEMORIAL	\$0.00	\$3,500.00	\$1,333.85	\$3,500.00	\$3,500.00	_____
01-543-2-5715	TRAVEL	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	_____
01-543-2-5716	PROFESSIONAL DEVELOPMENT	\$0.00	\$750.00	\$449.00	\$750.00	\$750.00	_____
01-543-2-5770	VET BEN-ALLOWANCE	\$0.00	\$400,000.00	\$188,256.12	\$400,000.00	\$400,000.00	_____
01-543-2-5775	VET BEN-DR / DENTIST / HOSPITAL	\$0.00	\$7,500.00	\$196.00	\$7,500.00	\$7,500.00	_____
01-543-2-5777	VET BEN-MEDEX	\$0.00	\$15,000.00	\$7,367.57	\$15,000.00	\$15,000.00	_____
01-543-2-5783	VETERANS DAY	\$0.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	_____
01-543-2-5785	CITY MEMORIAL DAY EXPENSES	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	_____
EXPENSES Total:		\$0.00	\$471,700.00	\$223,355.53	\$478,200.00	\$478,200.00	
543 OFFICE OF VETERANS SERVICES Total:		\$0.00	\$587,886.00	\$299,473.97	\$594,164.00	\$594,164.00	

543 OFFICE OF VETERAN'S SERVICES										
PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY23 F T E STAFF	FY24 DEPT F T E REQ	FY24 MAYOR F T E REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-543-1-5111	Veteran's Director ¹	Antoine Coleman	UNCL	35	1	1	1	\$82,403	\$82,403	\$82,403
01-543-1-5143	Veteran's Director	Antoine Coleman	Longevity					\$800	\$0	\$0
01-543-1-5113	Principal Clerk - Part Time ²	Gerri Miranda	C-6U/8	20	0.57	0.57	0.57	\$32,983	\$33,561	\$33,561
					<u>1.57</u>	<u>1.57</u>	<u>1.57</u>			
543	Veteran's Services TOTAL									
						Salary (5111)	\$82,403	\$82,403	\$82,403	
						Part Time (5113)	\$32,983	\$33,561	\$33,561	
						Longevity (5143)	\$800	\$0	\$0	
						Personnel Total:	\$116,186	\$115,964	\$115,964	

Notes to Budget:

¹ 3% COLA on administrative salary.

² Local 25 Clerical union increased 3% per contract.

(543) Veterans' Services - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	82,403	82,403	0	0%	3% COLA on administrative salary.
Part Time Salary	32,983	33,561	578	2%	Local 25 Clerical union increased 3% per contract.
Longevity	800	0	(800)	-100%	Paid to former Veterans Director.
Total Personnel Services	\$116,186	\$115,964	(\$222)	0%	
General Operating Expenses					
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	7,000	7,000	0	0%	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	9,000	15,000	6,000	67%	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. Due to an increase in price for materials we will be requesting additional funding for flags.
Veterans Plaques & Signs	6,000	6,000	0	0%	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	1,500	1,500	0	0%	Promotional materials to welcome home our heroes as well as promote upcoming Veteran events.
Graduate to Guardians	1,000	1,000	0	0%	This program's target audience is any senior in high school who has already signed up via the Armed Forces Delayed Entry Program.

Continued...

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Thank-a-Vet Program	750	750	0	0%	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. This line item also covers additional upcoming projects and plans to enhance memorials in the City.
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. This also includes the cost of the annual Vetrapsec software.
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	1,500	500	50%	Ancillary costs to host event.
City Memorial Day Expenses	2,000	2,000	0	0%	Ancillary costs to host event.
Total Expenditures	\$471,700	\$478,200	\$6,500	1%	
Total	\$587,886	\$594,164	\$6,278	1%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

544 - DISABILITY COMMISSION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-544-1-5191	STIPEND	\$0.00	\$10,700.00	\$6,525.03	\$10,700.00	\$10,700.00	_____
PERSONNEL Total:		\$0.00	\$10,700.00	\$6,525.03	\$10,700.00	\$10,700.00	
EXPENSES							
01-544-2-5420	OFFICE SUPPLIES	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	_____
EXPENSES Total:		\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	
544 DISABILITY COMMISSION Total:		\$0.00	\$10,950.00	\$6,525.03	\$10,950.00	\$10,950.00	

544 DISABILITY COMMISSION

PERSONNEL SERVICES

DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24	
				FTE STAFF	DEPT FTE REQ	MAYOR FTE REC	APPROPRIATION	DEPT REQUEST	MAYOR & Council REC	
01-544-1-5191	Commission Chair	DisCom		0	0	0	\$1,700	\$1,700	\$1,700	
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500	
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500	
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500	
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500	
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500	
01-544-1-5191	Commission Member	DisCom		0	0	0	\$1,500	\$1,500	\$1,500	
				0	0	0				
544	Commission on Disability TOTAL									
							Stipends (5191)	\$10,700	\$10,700	\$10,700
							Personnel Total:	\$10,700	\$10,700	\$10,700

Notes to Budget:

(544) Disability Commission - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Stipends	10,700	10,700	\$0	0%	Stipend paid to Board members.
Total Personnel Services	\$10,700	\$10,700	\$0	0%	
General Operating Expenses					
Office Supplies	250	250	\$0	0%	Miscellaneous office supplies.
Total Expenditures	\$250	\$250	\$0	0%	
Total Disability Comm	\$10,950	\$10,950	\$0	0%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

599 - OFFICE OF HUMAN SERVICES							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-599-1-5111	SALARIES	\$0.00	\$422,161.00	\$183,256.00	\$358,928.00	\$358,928.00	_____
01-599-1-5113	PART TIME	\$0.00	\$44,691.00	\$645.00	\$78,207.00	\$78,207.00	_____
01-599-1-5143	LONGEVITY	\$0.00	\$1,700.00	\$1,700.00	\$800.00	\$800.00	_____
PERSONNEL Total:		\$0.00	\$468,552.00	\$185,601.00	\$437,935.00	\$437,935.00	
EXPENSES							
01-599-2-5302	DOMESTIC VIOLENCE PREVENTION	\$0.00	\$14,000.00	\$0.00	\$14,000.00	\$14,000.00	_____
01-599-2-5420	OFFICE SUPPLIES	\$0.00	\$5,000.00	\$4,540.51	\$3,500.00	\$3,500.00	_____
01-599-2-5431	EALC OFFICE SUPPLIES	\$0.00	\$2,000.00	\$893.79	\$2,000.00	\$2,000.00	_____
01-599-2-5434	EALC BOOKS/CLASS SUPPLIES	\$0.00	\$11,000.00	\$0.00	\$11,000.00	\$11,000.00	_____
01-599-2-5780	SOCIAL SERVICES	\$0.00	\$18,500.00	\$14,159.77	\$20,000.00	\$20,000.00	_____
01-599-2-5781	ELDER SERVICES	\$0.00	\$90,000.00	\$79,942.23	\$90,000.00	\$90,000.00	_____
EXPENSES Total:		\$0.00	\$140,500.00	\$99,536.30	\$140,500.00	\$140,500.00	
599 OFFICE OF HUMAN SERVICES Total:		\$0.00	\$609,052.00	\$285,137.30	\$578,435.00	\$578,435.00	

599 OFFICE OF HUMAN SERVICES											
PERSONNEL SERVICES											
DEPT	POSITION		CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC	
01-599-1-5111	Director of Elder Services ¹	Dale Palma	UNCL	35	1	1	1	\$82,403	\$84,875	\$84,875	
01-599-1-5143	Director of Elder Services	Dale Palma	Longevity					\$800	\$800	\$800	
01-599-1-5111	Human Services Coordinator ³	N/A	UNCL	35	1	0	0	\$76,055	\$0	\$0	
01-599-1-5111	Office Manager ¹	Andrea Romboli	UNCL	30	0.86	0.86	0.86	\$70,705	\$72,407	\$72,407	
01-599-1-5111	Constituent Services Aide ¹	Joanne LaMonica	UNCL	25	0.71	0.71	0.71	\$40,319	\$41,777	\$41,777	
01-599-1-5111	Constituent Services Aide ¹	Vacant	UNCL	20	0.57	0.57	0.57	\$37,089	\$38,202	\$38,202	
01-599-1-5111	Administrative Assistant ²	Catarina Patterson	A-6U/5	35	1	1	1	\$59,250	\$62,936	\$62,936	
01-599-1-5111	Principal Clerk ²	Vacant	C-6U/8	35	1	1	1	\$57,240	\$58,731	\$58,731	
01-599-1-5113	Elderly Assistant ¹	John Darrigo	UNCL	30	0.69	0.86	0.86	\$21,358	\$30,950	\$30,950	
01-599-1-5113	Elderly Assistant ¹	Catherine Connors	UNCL	30	0.40	0.86	0.86	\$7,501	\$30,950	\$30,950	
01-599-1-5113	ELS Assistant	Janice Reppucci	UNCL	Varies	0	0	0	\$12,480	\$12,854	\$12,854	
01-599-1-5113	Fitness Instructor ¹	Jill Martin	UNCL	Varies	0	0	0	\$3,352	\$3,453	\$3,453	
					7.23	6.86	6.86				
599	Human Services TOTAL										
								Salary (5111)	\$423,061	\$358,928	\$358,928
								Part Time (5113)	\$44,691	\$78,207	\$78,207
								Longevity (5143)	\$800	\$800	\$800
								Personnel Total:	\$468,552	\$437,935	\$437,935
Notes to Budget:											
¹ 3% COLA on administrative salary.											
² Local 25 Clerical union salary increased 3% per contract.											
³ Not requesting funding for this position in FY24.											
EOEA	Elderly Assistant	Vacant	UNCL	5	0.17	0.00	0.00	\$6,245	\$6,245	\$6,245	
599	Human Services TOTAL										
					1			\$6,245	\$6,245	\$6,245	

(599) Human Services - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	423,061	358,928	(64,133)	-15%	3% COLA on most administrative salaries. Local 25 Clerical salary increased 3% per contract. Not requesting funding for 1 position in FY24.
Part Time Salaries	44,691	78,207	33,516	75%	3% COLA on most administrative salaries.
Longevity	800	800	800		Mr. Palma \$800.
Total Personnel Services	\$468,552	\$437,935	(\$30,617)	-7%	
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	90,000	90,000	0	0%	Medical and nutritional shopping transportation for the city's portion to offset the grant from the Executive Office of Elder Affairs. We pay \$16,916 as a cash match for Mystic Valley Elder Services.
Total Expenditures	\$140,500	\$140,500	\$0	0%	
Total	\$609,052	\$578,435	(\$30,617)	-5%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

610 - DEPARTMENT OF LIBRARIES							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
01-610-1-5111	SALARIES	\$0.00	\$868,759.00	\$551,367.37	\$989,294.00	\$989,294.00	_____
01-610-1-5113	PART TIME	\$0.00	\$158,917.00	\$98,965.94	\$183,118.00	\$183,118.00	_____
01-610-1-5143	LONGEVITY	\$0.00	\$4,450.00	\$2,950.00	\$3,150.00	\$3,150.00	_____
01-610-1-5146	LIBRARY TRUSTEE STIPEND	\$0.00	\$26,200.00	\$14,657.79	\$26,200.00	\$26,200.00	_____
PERSONNEL Total:		\$0.00	\$1,058,326.00	\$667,941.10	\$1,201,762.00	\$1,201,762.00	
EXPENSES							
01-610-2-5240	EQUIPMENT REPAIR & MAINTENANCE	\$0.00	\$9,000.00	\$5,259.50	\$3,000.00	\$3,000.00	_____
01-610-2-5241	EQUIPMENT & OTHER	\$0.00	\$6,000.00	\$5,724.85	\$3,000.00	\$3,000.00	_____
01-610-2-5420	OFFICE SUPPLIES	\$0.00	\$9,500.00	\$6,547.15	\$4,000.00	\$4,000.00	_____
01-610-2-5423	NON PRINT MEDIA	\$0.00	\$56,100.00	\$25,634.96	\$57,000.00	\$57,000.00	_____
01-610-2-5586	BOOKS MAGAZINES & PAPERS	\$0.00	\$69,300.00	\$39,074.54	\$69,300.00	\$69,300.00	_____
01-610-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$1,700.00	\$0.00	\$2,400.00	\$2,400.00	_____
01-610-2-5711	TUITION REIMBURSEMENT	\$0.00	\$16,000.00	\$0.00	\$16,000.00	\$16,000.00	_____
01-610-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$0.00	\$76,009.00	\$51,328.51	\$71,649.00	\$71,649.00	_____
PARLIN LIBRARY Total:		\$0.00	\$243,609.00	\$133,569.51	\$226,349.00	\$226,349.00	
01-611-2-5240	EQUIPMENT REPAIRS & MAINTENANCE	\$0.00	\$4,000.00	\$2,593.67	\$4,000.00	\$4,000.00	_____
01-611-2-5344	POSTAGE	\$0.00	\$205.00	\$0.00	\$205.00	\$205.00	_____
01-611-2-5420	OFFICE SUPPLIES	\$0.00	\$5,000.00	\$4,741.04	\$5,000.00	\$5,000.00	_____
01-611-2-5510	BOOKS MAGAZINES & NEWSPAPERS	\$0.00	\$29,070.00	\$16,260.25	\$29,070.00	\$29,070.00	_____
01-611-2-5512	NON PRINT MEDIA	\$0.00	\$20,400.00	\$13,769.21	\$18,000.00	\$18,000.00	_____
01-611-2-5710	PROFESSIONAL DEVELOPMENT	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	_____
01-611-2-5793	LIBRARY NOBLE NETWORK SERVICE	\$0.00	\$7,740.00	\$7,276.70	\$0.00	\$0.00	_____
SHUTE LIBRARY Total:		\$0.00	\$67,115.00	\$44,640.87	\$56,275.00	\$56,275.00	
EXPENSES Total:		\$0.00	\$310,724.00	\$178,210.38	\$282,624.00	\$282,624.00	
610 DEPARTMENT OF LIBRARIES Total:		\$0.00	\$1,369,050.00	\$846,151.48	\$1,484,386.00	\$1,484,386.00	

610 DEPARTMENT OF LIBRARIES											
PERSONNEL SERVICES											
DEPT	POSITION	CLASS/ STEP	HOURS	FY23	FY24	FY24	FY23	FY24	FY24		
				FTE STAFF	FTE REQ	FTE REC	APPROPRIATION	DEPT REQUEST	MAYOR & Council REC		
01-610-1-5111	Director ¹	Kevin Sheehan	UNCL	35	1	1	1	\$94,763	\$97,606	\$97,606	
01-610-1-5111	Branch Librarian (Shute Library) ²	Trisha Hernandez	ELSA 8/7	35	1	1	1	\$70,833	\$80,189	\$80,189	
01-610-1-5111	Technical Services Librarian ²	Vacant	ELSA 7/7	35	1	1	1	\$68,578	\$73,898	\$73,898	
01-610-1-5143	Technical Services Librarian	Vacant (Parisi)	Longevity					\$1,500	\$0	\$0	
01-610-1-5111	Technical Services Librarian ^{2 4}	N/A	ELSA 7/7	35	1	0	0	\$68,578	\$0	\$0	
01-610-1-5111	Reference Librarian ²	Kathleen Slipp	ELSA 7/7	35	1	1	1	\$68,578	\$73,898	\$73,898	
01-610-1-5111	Information Services Librarian ²	Sophia Safran	ELSA 7/3	35	1	1	1	\$57,714	\$66,286	\$66,286	
01-610-1-5111	Youth Services Librarian (Shute Library) ²	Vacant	ELSA 7/7	35	1	1	1	\$57,714	\$73,898	\$73,898	
01-610-1-5111	Youth Services Librarian ²	Vacant	ELSA 7/7	35	1	1	1	\$61,832	\$73,898	\$73,898	
01-610-1-5111	Technical Services Assistant ²	Gayle Joseph	ELSA 6/5	35	1	1	1	\$54,359	\$63,586	\$63,586	
01-610-1-5143	Technical Services Assistant	Gayle Joseph	Longevity					\$1,700	\$1,700	\$1,700	
01-610-1-5111	Head of Circulation ²	Victoria Strand	ELSA 6/3	35	1	1	1	\$50,726	\$61,112	\$61,112	
01-610-1-5111	Administrative Assistant ³	Vacant	A-6U/8	35	1	1	1	\$66,960	\$68,705	\$68,705	
01-610-1-5143	Administrative Assistant	Vacant (Mattuchio)	Longevity					\$1,250	\$1,450	\$1,450	
01-610-1-5111	Library Aide ¹	Arthi Bathey	ELSA 2/4	35	1	1	1	\$38,464	\$44,990	\$44,990	
01-610-1-5111	Library Aide ¹	Joanne Crafts	ELSA 2/4	35	1	1	1	\$38,464	\$44,990	\$44,990	
01-610-1-5111	Library Aide ¹	Stephen Short	ELSA 2/2	35	1	1	1	\$35,598	\$41,972	\$41,972	
01-610-1-5111	Library Aide ^{1 4}	Concetta Nathanson	ELSA 2/2	35	1	1	1	\$35,598	\$41,972	\$41,972	
01-610-1-5111	Library Aide ^{1 4}	Vacant	ELSA 2/1	35	0	1	1	\$0	\$41,147	\$41,147	
01-610-1-5111	Library Aide ^{1 4}	Vacant	ELSA 2/1	35	0	1	1	\$0	\$41,147	\$41,147	
01-610-1-5113	Employees - Part Time		UNCL	Varies	0	0	0	\$158,917	\$183,118	\$183,118	
01-610-1-5146	Library Trustees Stipend		Board	13	0	0	0	\$26,200	\$26,200	\$26,200	
					15	16	16				
610	Library TOTAL										
								Salary (5111)	\$868,759	\$989,294	\$989,294
								Part Time (5113)	\$158,917	\$183,118	\$183,118
								Longevity (5143)	\$4,450	\$3,150	\$3,150
								Library Trustees Stipend (5146)	\$26,200	\$26,200	\$26,200
								Personnel Total:	\$1,058,326	\$1,201,762	\$1,201,762

Notes to Budget:

- ¹ 3% increase for administrative personnel.
- ² ELSA union personnel increased 3% per contract.
- ³ Local 25 Clerical increased 3% per contract.
- ⁴ Requesting new position in FY24.

(610) Library - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	868,759	989,294	120,535	14%	3% COLA on administrative salary. 3% increase for ELSA per contract. Local 25 Clerical increased 3% per contract. Added 2 full-time Library Aides for more efficient staffing levels.
Part Time Salaries	158,917	183,118	24,201	15%	Increased part time pay to be more competitive with other libraries
Longevity	4,450	3,150	(1,300)	-29%	10+ years of service. 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	\$1,058,326	\$1,201,762	\$143,436	14%	
General Operating Expenses					
Equipment Repair & Maint	9,000	3,000	(6,000)	-67%	To revitalize the furniture/seating in the Parlin Library as needed.
Equipment & Other	6,000	3,000	(3,000)	-50%	Software licenses for 37 computers (\$2,250). Cost of Comcast subscription. Software and equipment for new security cameras. Intending to purchase scanning equipment for local history, update computers, install display screens.
Office Supplies	9,500	4,000	(5,500)	-58%	Covers cost for paper, toner & maintenance . 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.
Non-Print Media	56,100	57,000	900	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. Online resources such as Rosetta Stone, Udemy, Mango Languages, Consumer Reports,etc.
Books, Magazines, Papers	69,300	69,300	0	0%	Replacement cost of outdated materials after a large weeding-effort performed at the Parlin during the pandemic.
Professional Development	1,700	2,400	700	41%	Fees paid for MBLC, ALA, MLS, etc. conferences & workshops. Consistently encouraging all full-time staff to engage in skills development. As all staff work for the department as a whole, I am combining two lines into one.
Tuition Reimbursement	16,000	16,000	0	0%	Per ELSA contract.

Continued...

	FY23	FY24	\$	%	
	Budget	Request	+ / -	+ / -	
Library Noble Network Service	76,009	71,649	(4,360)	-6%	Everett's share in the NOBLE consortium membership. Also includes subscriptions to License for security software, Wowbrary, and other online resources.
Equipment Repairs & Maint	4,000	4,000	0	0%	Purchasing display materials to promote collection and services. Replacement of computer equipment, damaged furniture, etc.
Postage	205	205	0	0%	Stamps for overdue notices, bills for books never returned.
Office Supplies	5,000	5,000	0	0%	See Office Supplies above.
Books, Magazines, Papers	29,070	29,070	0	0%	Increased costs due to inflation, shipping, etc. and due to the MBLC materials expenditure requirements.
Non-Print Media	20,400	18,000	(2,400)	-12%	For DVDs, video games, learning toys, and online resources.
Professional Development	700	0	(700)	-100%	See Professional Development above.
Library Noble Network Service	7,740	0	(7,740)	-100%	This was apparently due to an error in double-counting.
Total Expenditures	\$310,724	\$282,624	(\$28,100)	-9%	
Total	\$1,369,050	\$1,484,386	\$115,336	8%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

630 - OFFICE OF HEALTH AND WELLNESS		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
PERSONNEL							
01-630-1-5111	SALARIES	\$0.00	\$349,428.00	\$127,750.43	\$550,047.00	\$550,047.00	_____
01-630-1-5143	LONGEVITY	\$0.00	\$1,000.00	\$1,000.00	\$1,850.00	\$1,850.00	_____
01-630-1-5193	CLOTHING ALLOWANCE	\$0.00	\$700.00	\$0.00	\$700.00	\$700.00	_____
PERSONNEL Total:		\$0.00	\$351,128.00	\$128,750.43	\$552,597.00	\$552,597.00	
EXPENSES							
01-630-2-5240	EQUIPMENT MAINTENANCE	\$0.00	\$22,000.00	\$697.50	\$22,000.00	\$22,000.00	_____
01-630-2-5352	WELLNESS PROGRAM EXPENSES	\$0.00	\$230,000.00	\$43,619.21	\$230,000.00	\$230,000.00	_____
01-630-2-5357	RECREATION PROGRAMMING	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	_____
01-630-2-5420	OFFICE SUPPLIES	\$0.00	\$2,500.00	\$1,919.00	\$2,500.00	\$2,500.00	_____
01-630-2-5585	UNIFORMS	\$0.00	\$15,000.00	\$1,317.00	\$15,000.00	\$15,000.00	_____
EXPENSES Total:		\$0.00	\$269,500.00	\$47,552.71	\$419,500.00	\$419,500.00	
630 OFFICE OF HEALTH AND WELLNESS		\$0.00	\$620,628.00	\$176,303.14	\$972,097.00	\$972,097.00	

630 OFFICE OF HEALTH & WELLNESS										
PERSONNEL SERVICES										
					FY23	FY24	FY24			FY24
					FTE	DEPT	MAYOR			MAYOR
DEPT	POSITION	CLASS/STEP	HOURS	STAFF	FTE REQ	FTE REC	APPROPRIATION	DEPT REQUEST	& Council REC	
01-630-1-5111	Youth Development Director ¹	Vacant	UNCL	35	1	1	\$90,000	\$115,000	\$115,000	
01-630-1-5111	Assistant Director of Recreation ^{1 2}	Mike DiPietro	UNCL	35	1	1	\$75,000	\$97,850	\$97,850	
01-630-1-5143	Assistant Director of Recreation	Mike DiPietro	Longevity	35			\$0	\$850	\$850	
01-630-1-5111	Assistant Director of Workforce Development ⁴	Roberto Velasquez	UNCL	35	0	1	\$0	\$78,000	\$78,000	
01-630-1-5111	Youth Program Coordinator ¹	Gerard Boyce	UNCL	35	1	1	\$65,000	\$77,234	\$77,234	
01-630-1-5111	Workforce Development Assistant ⁴	Briana Hyppolite	UNCL	35	0	1	\$0	\$59,425	\$59,425	
01-630-1-5111	Administrative Assistant ³	Karen Martinelli	A-6U/8	30	0.86	0.86	\$57,394	\$58,890	\$58,890	
01-630-1-5143	Administrative Assistant	Karen Martinelli	Longevity				\$1,000	\$1,000	\$1,000	
01-630-1-5111	Custodian General Maintenance ³	Vacant	W-7U/4	40	1	1	\$62,034	\$63,648	\$63,648	
01-630-1-5193	Custodian General Maintenance	Vacant	Clothing				\$700	\$700	\$700	
					4.86	6.86	6.86			
630	Health & Wellness TOTAL									
							Salary (5111)	\$349,428	\$550,047	\$550,047
							Longevity (5143)	\$1,000	\$1,850	\$1,850
							Clothing Allowance (5193)	\$700	\$700	\$700
							Personnel Total:	\$351,128	\$552,597	\$552,597

Notes to Budget:

¹ Salary increased to attract more applicants.

² Title change to Assistant Director of Recreation.

³ Local 25 DPW & Clerical unions 3% increase per contract.

⁴ Position transferred from Human Resources.

(630) Health & Wellness - Notes to Budget

	FY23 Budget	FY24 Request	\$ + / -	% + / -	
Personnel Services					
Salaries	349,428	550,047	200,619	57%	Some salaries increased to attract more applicants. Title change from Program Coordinator to Assistant Recreation Director in FY23. Local 25 DPW & Clerical unions increased 3% per contract.
Longevity	1,000	1,850	850	85%	Mr. DiPietro (\$850) and Ms. Martinelli (\$1,000).
Clothing Allowance	700	700	0	0%	Contractual per Local 25 DPW - \$700.
Total Personnel Services	\$351,128	\$552,597	\$201,469	57%	
General Operating Expenses					
Equipment Maintenance	22,000	22,000	0	0%	For maintenance for all Wellness Center equipment.
Wellness & Recreation Program Expenses	230,000	230,000	0	0%	Adding new programs and kids programs to kidzone area. New recreational programs, 1/2 of contract for management services. Weights, mats, basketball nets, etc.
Recreation Programming	0	150,000	150,000		For activities and programs at the Rec Center.
Office Supplies	2,500	2,500	0	0%	Paper, toner cartridges, all other general office supplies.
Uniforms / Other	15,000	15,000	0	0%	Other expenses not anticipated.
Total Expenditures	\$269,500	\$419,500	\$150,000	56%	
Total	\$620,628	\$972,097	\$351,469	57%	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

710 - RETIREMENT OF DEBT		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-710-9-5905	APRIL 23,2015	\$0.00	\$1,065,000.00	\$1,065,000.00	\$1,060,000.00	\$1,060,000.00	_____
01-710-9-5906	JAN 25, 2022 GOB	\$0.00	\$1,300,000.00	\$1,300,000.00	\$1,305,000.00	\$1,305,000.00	_____
01-710-9-5981	OCT 25,2007 MSBA HIGH SCHOOL 2%	\$0.00	\$449,416.00	\$449,416.00	\$449,415.00	\$449,415.00	_____
01-710-9-5984	DEC 20,2013	\$0.00	\$675,000.00	\$675,000.00	\$625,000.00	\$625,000.00	_____
01-710-9-5985	FEB 6,2014	\$0.00	\$265,000.00	\$265,000.00	\$265,000.00	\$265,000.00	_____
01-710-9-5986	Feb. 18, 2016	\$0.00	\$925,000.00	\$925,000.00	\$925,000.00	\$925,000.00	_____
01-710-9-5987	Feb. 19, 2008 Sec 108 HUD Loan	\$0.00	\$84,000.00	\$0.00	\$88,000.00	\$88,000.00	_____
01-710-9-5988	FEB 2017	\$0.00	\$666,000.00	\$666,000.00	\$675,000.00	\$675,000.00	_____
01-710-9-5991	MAY 3, 2018	\$0.00	\$1,335,000.00	\$0.00	\$540,000.00	\$540,000.00	_____
01-710-9-5992	APRIL 4, 2019	\$0.00	\$1,785,000.00	\$1,785,000.00	\$1,780,000.00	\$1,780,000.00	_____
01-710-9-5995	FEB 11, 2021 GOB	\$0.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	_____
01-710-9-5998	NOV 17, 2020 GOB	\$0.00	\$1,130,000.00	\$1,130,000.00	\$1,130,000.00	\$1,130,000.00	_____
DEBT SERVICE Total:		\$0.00	\$9,839,416.00	\$8,420,416.00	\$9,002,415.00	\$9,002,415.00	
710 RETIREMENT OF DEBT Total:		\$0.00	\$9,839,416.00	\$8,420,416.00	\$9,002,415.00	\$9,002,415.00	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

751 - LONG TERM DEBT INTEREST		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
DEBT SERVICE							
01-751-9-5905	APRIL 23,2015	\$0.00	\$199,156.00	\$199,156.26	\$156,556.00	\$156,556.00	_____
01-751-9-5906	JAN 25, 2022 GOB	\$0.00	\$793,461.00	\$793,460.94	\$759,231.00	\$759,231.00	_____
01-751-9-5981	OCT 25,2007 MSBA HIGH SCHOOL 2%	\$0.00	\$98,871.00	\$98,871.00	\$89,883.00	\$89,883.00	_____
01-751-9-5984	DEC 20,2013	\$0.00	\$84,480.00	\$47,302.50	\$64,980.00	\$64,980.00	_____
01-751-9-5985	FEB 6,2014	\$0.00	\$57,969.00	\$57,969.00	\$50,019.00	\$50,019.00	_____
01-751-9-5986	Feb. 18, 2016	\$0.00	\$291,500.00	\$291,500.00	\$254,500.00	\$254,500.00	_____
01-751-9-5988	FEB 2017	\$0.00	\$321,819.00	\$321,818.76	\$287,819.00	\$287,819.00	_____
01-751-9-5991	MAY 3, 2018	\$0.00	\$342,881.00	\$171,440.64	\$276,131.00	\$276,131.00	_____
01-751-9-5992	APRIL 4, 2019	\$0.00	\$524,250.00	\$524,250.00	\$446,600.00	\$446,600.00	_____
01-751-9-5997	FEB 11, 2021 GOB	\$0.00	\$70,500.00	\$70,500.00	\$62,500.00	\$62,500.00	_____
01-751-9-5998	NOV 17, 2020 GOB	\$0.00	\$629,538.00	\$629,537.52	\$573,038.00	\$573,038.00	_____
DEBT SERVICE Total:		\$0.00	\$3,414,425.00	\$3,205,806.62	\$3,021,257.00	\$3,021,257.00	
751 LONG TERM DEBT INTEREST Total:		\$0.00	\$3,414,425.00	\$3,205,806.62	\$3,021,257.00	\$3,021,257.00	

City of Everett

Everett Budget Council Worksheet

2024 City Budget

752 - SHORT TERM DEBT INTEREST		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 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	
752 SHORT TERM DEBT INTEREST Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

911 - RETIREMENT BOARD		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-911-2-5177	PAYMENT PENSION FUND	\$0.00	\$19,051,038.00	\$18,468,083.00	\$19,395,891.00	\$19,395,891.00	_____
EXPENSES Total:		\$0.00	\$19,051,038.00	\$18,468,083.00	\$19,395,891.00	\$19,395,891.00	_____
911 RETIREMENT BOARD Total:		\$0.00	\$19,051,038.00	\$18,468,083.00	\$19,395,891.00	\$19,395,891.00	

City of Everett
 Everett Budget Council Worksheet
 2024 City Budget

913 - UNEMPLOYMENT COMPENSATION							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
EXPENSES							
01-913-2-5170	UNEMPLOYMENT COMPENSATION	\$0.00	\$330,000.00	\$92,622.85	\$330,000.00	\$330,000.00	_____
EXPENSES Total:		\$0.00	\$330,000.00	\$92,622.85	\$330,000.00	\$330,000.00	_____
913 UNEMPLOYMENT COMPENSATION Total:		\$0.00	\$330,000.00	\$92,622.85	\$330,000.00	\$330,000.00	_____

City of Everett
Everett Budget Council Worksheet
2024 City Budget

914 - EMPLOYEE BENEFITS		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-914-2-5171	LIFE & OTHER INSURANCE	\$0.00	\$88,000.00	\$67,207.80	\$88,000.00	\$88,000.00	_____
01-914-2-5172	HEALTH INSURANCE	\$0.00	\$22,638,895.00	\$9,712,960.10	\$25,761,748.00	\$25,761,748.00	_____
01-914-2-5175	AD & D INSURANCE	\$0.00	\$28,000.00	\$21,695.80	\$28,000.00	\$28,000.00	_____
EXPENSES Total:		\$0.00	\$22,754,895.00	\$9,801,863.70	\$25,877,748.00	\$25,877,748.00	
914 EMPLOYEE BENEFITS Total:		\$0.00	\$22,754,895.00	\$9,801,863.70	\$25,877,748.00	\$25,877,748.00	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

915 - FICA		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-915-2-5176	MEDICARE (1.45%)	\$0.00	\$2,323,214.00	\$1,661,820.52	\$2,439,374.00	\$2,439,374.00	_____
EXPENSES Total:		\$0.00	\$2,323,214.00	\$1,661,820.52	\$2,439,374.00	\$2,439,374.00	_____
915 FICA Total:		\$0.00	\$2,323,214.00	\$1,661,820.52	\$2,439,374.00	\$2,439,374.00	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

944 - EMPLOYEE INJURIES		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-944-2-5152	ACTIVE POLICE AND FIRE	\$0.00	\$400,000.00	\$84,332.73	\$400,000.00	\$400,000.00	_____
01-944-2-5153	RETIRED POLICE & FIRE	\$0.00	\$19,500.00	\$4,303.37	\$19,500.00	\$19,500.00	_____
01-944-2-5171	WORKER'S COMP	\$0.00	\$772,000.00	\$654,432.96	\$800,000.00	\$800,000.00	_____
EXPENSES Total:		\$0.00	\$1,191,500.00	\$743,069.06	\$1,219,500.00	\$1,219,500.00	
944 EMPLOYEE INJURIES Total:		\$0.00	\$1,191,500.00	\$743,069.06	\$1,219,500.00	\$1,219,500.00	

City of Everett
Everett Budget Council Worksheet
2024 City Budget

945 - PROPERTY/ LIABILITY INSURANCE		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
EXPENSES							
01-945-2-5745	COMP GENERAL LIABILITY	\$0.00	\$2,083,883.00	\$1,971,837.47	\$2,181,000.00	\$2,181,000.00	_____
01-945-2-5748	INSURANCE DEDUCTIBLES	\$0.00	\$151,500.00	\$104,258.18	\$151,500.00	\$151,500.00	_____
EXPENSES Total:		\$0.00	\$2,235,383.00	\$2,076,095.65	\$2,332,500.00	\$2,332,500.00	_____
945 PROPERTY/ LIABILITY INSURANCE		\$0.00	\$2,235,383.00	\$2,076,095.65	\$2,332,500.00	\$2,332,500.00	

City of Everett Fixed Costs - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	Detail
Retirement of Debt					
April 23, 2015	1,065,000	1,060,000	(\$5,000)	0%	Payments per debt schedule.
Jan 25, 2022 GOB	1,300,000	1,305,000	5,000	100%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	449,416	449,415	(\$1)	0%	Payments per debt schedule.
Dec. 20, 2013	675,000	625,000	(\$50,000)	-7%	Payments per debt schedule.
Feb 6, 2014	265,000	265,000	\$0	0%	Payments per debt schedule.
Feb 18, 2016	925,000	925,000	\$0	0%	Payments per debt schedule.
Feb 19, 2008 Sec 108 HUD Loan	84,000	88,000	\$4,000	5%	Payments per debt schedule.
Feb 2017	666,000	675,000	\$9,000	1%	Payments per debt schedule.
May 3, 2018	1,335,000	540,000	(\$795,000)	-60%	Payments per debt schedule.
April 4, 2019	1,785,000	1,780,000	(5,000)	100%	Payments per debt schedule.
Feb 11, 2021 GOB	160,000	160,000	0	100%	Payments per debt schedule.
Nov 17, 2020 GOB	1,130,000	1,130,000	0	100%	Payments per debt schedule.
Total	\$9,839,416	\$9,002,415	(\$837,001)	-9%	
Long Term Debt Interest					
April 23, 2015	199,156	156,556	(\$42,600)	-21%	Payments per debt schedule.
Jan 25, 2022 GOB	793,461	759,231	(34,230)	100%	Payments per debt schedule.
Oct 25, 2007 MSBA High School 2%	98,871	89,883	(\$8,988)	-9%	Payments per debt schedule.
Dec 20, 2013	84,480	64,980	(\$19,500)	-23%	Payments per debt schedule.
Feb 6, 2014	57,969	50,019	(\$7,950)	-14%	Payments per debt schedule.
Feb 18, 2016	291,500	254,500	(\$37,000)	-13%	Payments per debt schedule.
Feb 2017	321,819	287,819	(\$34,000)	-11%	Payments per debt schedule.
May 3, 2018	342,881	276,131	(\$66,750)	-19%	Payments per debt schedule.

Continued...

	FY23	FY24	\$	%	
	Budget	Request	+ / -	+ / -	Detail
April 4, 2019	524,250	446,600	(77,650)	-15%	Payments per debt schedule.
Feb 11, 2021 GOB	70,500	62,500	(8,000)	100%	Payments per debt schedule.
Nov 17, 2020 GOB	629,538	573,038	(56,500)	100%	Payments per debt schedule.
Total	\$3,414,425	\$3,021,257	(\$393,168)	-12%	
Short Term Debt Interest					
Int on Temporary Loans	210,000	0	(\$210,000)	-100%	Not requesting funding in FY24.
Total	\$210,000	\$0	(\$210,000)	-100%	
Retirement Board					
Payment Pension Fund	19,051,038	19,395,891	\$344,853	5%	Reflects the updated biennial valuation completed by PERAC.
Total	\$19,051,038	\$19,395,891	\$344,853	2%	
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	22,638,895	25,761,748	3,122,853	14%	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...

	FY23	FY24	\$	%	
	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	\$22,754,895	\$25,877,748	\$3,122,853	14%	
FICA					
Medicare (1.45%)	2,323,214	2,439,374	\$116,160	5%	Employer match of Medicare deduction. 1.45% of pay (health and life deductions not taxed).
Total	\$2,323,214	\$2,439,374	\$116,160	5%	
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	800,000	28,000	4%	All workers comp injury claims for all employees including the schools. (Does not include police/fire). Curtin, Murphy & O'Reilly
Total	\$1,191,500	\$1,219,500	\$28,000	2%	
Property/Liability Insurance					
Comp General Liability	2,083,883	2,181,000	97,117	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	\$2,235,383	\$2,332,500	\$97,117	4%	
	\$61,349,871	\$63,618,685	\$2,268,814	4%	

Water/Sewer Enterprise Fund FY2024 Budget

Carlo DeMaria, Mayor

Eric Demas, CFO/City Auditor

May 10, 2023

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 FY2024 is \$21,610,128.
 - * \$21,698,263 represents direct costs including:
 - * Salaries, Expenses, Debt Service, MWRA assessments, etc.
 - * \$911,865 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 FY2024 is \$18,319,200 including:
 - * \$2,501,920 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
 - * \$130,000 for replacement of fire hydrants (\$25k) and Storm Water Improvements (\$105k) funded through available funds
 - * \$2,000,000 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.
- * The average water and sewer charge for all MWRA communities in 2022 is \$1,819 annually.
- * Everett's 2022 average water and sewer charge is \$1,156 (\$663 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 3% for FY2024.
- * The City plans to review the indirect cost policy, future capital needs, and usage to determine a long-term rate structure during FY24.



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 24, 2023

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 2022 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 \$1,819 per year, while Everett's average annual cost is \$1,157, an average savings of \$662 for the typical Everett ratepayer. This is approximately 37% less than the typical MWRA ratepayer.

For FY2024, a rate increase of 3.0% 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 \$200,000 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)

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>

City of Everett
Everett Budget Council Worksheet
2024 W/S Enterprise Budget

450 - WATER							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
60-450-1-5111	SALARIES	\$966,179.89	\$1,053,869.00	\$714,090.24	\$1,086,729.00	\$1,086,729.00	_____
60-450-1-5114	ON-CALL UNION STIPEND	\$5,380.00	\$5,200.00	\$3,820.00	\$5,200.00	\$5,200.00	_____
60-450-1-5121	POLICE DETAILS	\$31,011.05	\$65,000.00	\$24,581.64	\$65,000.00	\$65,000.00	_____
60-450-1-5130	OVERTIME	\$50,175.58	\$75,000.00	\$63,869.24	\$75,000.00	\$75,000.00	_____
60-450-1-5144	ABOVE GRADE	\$0.00	\$918.00	\$0.00	\$918.00	\$918.00	_____
60-450-1-5143	LONGEVITY	\$4,900.00	\$5,700.00	\$5,700.00	\$5,300.00	\$5,300.00	_____
60-450-1-5193	CLOTHING ALLOWANCE	\$5,600.00	\$6,300.00	\$5,600.00	\$6,300.00	\$6,300.00	_____
PERSONNEL Total:		\$1,063,246.52	\$1,211,987.00	\$817,661.12	\$1,244,447.00	\$1,244,447.00	
EXPENSES							
60-450-2-5280	EQUIPMENT/ HIRE	\$6,522.20	\$24,450.00	\$2,351.30	\$24,450.00	\$24,450.00	_____
60-450-2-5341	TELECOMMUNICATIONS	\$1,093.35	\$7,800.00	\$449.81	\$7,800.00	\$7,800.00	_____
60-450-2-5380	PROFESSIONAL SERVICES	\$62,836.55	\$237,000.00	\$63,998.30	\$237,000.00	\$237,000.00	_____
60-450-2-5420	OFFICE SUPPLIES	\$1,500.00	\$2,000.00	\$1,290.06	\$2,000.00	\$2,000.00	_____
60-450-2-5430	EMERGENCY REPAIRS	\$18,400.00	\$99,000.00	\$0.00	\$99,000.00	\$99,000.00	_____
60-450-2-5435	MAINTENANCE SUPPLIES	\$0.00	\$4,500.00	\$1,354.15	\$4,500.00	\$4,500.00	_____
60-450-2-5438	SEWER LINE CLEANING	\$114,312.25	\$200,000.00	\$96,828.75	\$200,000.00	\$200,000.00	_____
60-450-2-5532	PIPES FITTINGS VALVES	\$76,314.91	\$150,000.00	\$76,430.27	\$150,000.00	\$150,000.00	_____
60-450-2-5534	METERS/MAINTENANCE	\$33,373.06	\$50,000.00	\$47,588.92	\$100,000.00	\$100,000.00	_____
60-450-2-5543	STONE/ASPHALT	\$20,448.00	\$20,000.00	\$12,613.82	\$20,000.00	\$20,000.00	_____
60-450-2-5710	PROFESSIONAL DEVELOPMENT	\$239.00	\$10,000.00	\$3,386.00	\$10,000.00	\$10,000.00	_____
60-450-2-5785	EXTRA/UNFORSEEN CHARGES	\$72,198.40	\$43,550.00	\$25,768.66	\$43,550.00	\$43,550.00	_____
EXPENSES Total:		\$407,237.72	\$848,300.00	\$332,060.04	\$898,300.00	\$898,300.00	
CAPITAL IMPROVEMENTS							
60-450-3-5533	HYDRANTS	\$13,352.90	\$25,000.00	\$15,754.95	\$25,000.00	\$25,000.00	_____
60-450-3-5535	STORMWATER EXPENSES	\$144,377.37	\$130,000.00	\$0.00	\$130,000.00	\$130,000.00	_____
CAPITAL IMPROVEMENTS Total:		\$157,730.27	\$155,000.00	\$15,754.95	\$155,000.00	\$155,000.00	
450 WATER Total:		\$1,628,214.51	\$2,215,287.00	\$1,165,476.11	\$2,297,747.00	\$2,297,747.00	

60 WATER / SEWER ENTERPRISE FUND											
PERSONNEL SERVICES											
DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC		
						Salary (5111)	\$1,055,069	\$1,086,729	\$1,086,729		
						On Call Union Stipend (5114)	\$5,200	\$5,200	\$5,200		
						Police Details (5121)	\$65,000	\$65,000	\$65,000		
						Overtime (5130)	\$75,000	\$75,000	\$75,000		
						Longevity (5143)	\$4,500	\$5,300	\$5,300		
						Acting Grade (5144)	\$918	\$918	\$918		
						Clothing Allowance (5193)	\$6,300	\$6,300	\$6,300		
						Personnel Total:	\$1,211,987	\$1,244,447	\$1,244,447		

Notes to Budget

- ¹ 3% COLA added to administrative salary.
- ² Local 25 Clerical union increased 3% per contract. Also a step increase when appropriate.
- ³ Local 25 DPW union increased 3% per contract. Also a step increase when appropriate.
- ⁴ Splitting salary between Water/Sewer & Treasurer/Collector.

City of Everett
Everett Budget Council Worksheet
2024 W/S Enterprise Budget

710 - RETIREMENT OF DEBT							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
DEBT SERVICE							
60-710-9-5786	MAY 22,2013 MWPAT	\$301,692.00	\$139,311.00	\$139,311.00	\$142,339.00	\$142,339.00	_____
60-710-9-5972	NOVEMBER 13, 2017 MWRA LOAN	\$0.00	\$94,100.00	\$94,100.00	\$94,100.00	\$94,100.00	_____
60-710-9-5973	MWRA WATER SYSTEM	\$511,114.50	\$559,640.00	\$395,139.11	\$395,240.00	\$395,240.00	_____
60-710-9-5975	JUNE 6,2012 MWPAT CW2-31,8-14	\$9,349.63	\$9,533.00	\$9,533.25	\$9,721.00	\$9,721.00	_____
60-710-9-5984	DEC 20,2013	\$205,000.00	\$205,000.00	\$205,000.00	\$90,000.00	\$90,000.00	_____
60-710-9-5985	FEB 06,2014	\$265,000.00	\$265,000.00	\$265,000.00	\$270,000.00	\$270,000.00	_____
60-710-9-5986	Feb. 16, 2016	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	_____
60-710-9-5988	FEB 28, 2017	\$20,000.00	\$14,000.00	\$14,000.00	\$0.00	\$0.00	_____
60-710-9-5989	APRIL 13, 2017 CW-08-14-A	\$0.00	\$22,521.00	\$22,521.00	\$0.00	\$0.00	_____
60-710-9-5990	APRIL 13, 2017 CW-14-24	\$22,042.00	\$0.00	\$0.00	\$23,010.00	\$23,010.00	_____
60-710-9-5991	MAY 3, 2018	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	_____
60-710-9-5992	APRIL 4, 2019	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	_____
60-710-9-5993	DEC 2, 2019 MWRA	\$222,130.00	\$222,130.00	\$222,130.00	\$222,130.00	\$222,130.00	_____
60-710-9-5995	JUNE 1,20 MWRA WATER BONDS	\$0.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	_____
60-710-9-5996	JUNE 15,20 MCWT SEWER BONDS	\$3,963.00	\$4,049.00	\$4,048.82	\$4,137.00	\$4,137.00	_____
60-710-9-5999	FEB 8 , 2021 SEWER	\$60,270.00	\$60,270.00	\$60,270.00	\$60,270.00	\$60,270.00	_____
60-710-9-6000	FEB 8, 2021 WATER	\$152,890.00	\$152,890.00	\$152,890.00	\$152,890.00	\$152,890.00	_____
60-710-9-6001	MAY 10, 2021 MWRA LEAD PROGRAM	\$0.00	\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	_____
60-710-9-6002	JUNE 20, 2022 WATER	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	_____
60-710-9-6003	JUNE 20, 2022 SEWER	\$0.00	\$0.00	\$0.00	\$63,755.00	\$63,755.00	_____
DEBT SERVICE Total:		\$1,908,451.13	\$2,083,444.00	\$1,653,943.18	\$1,907,592.00	\$1,907,592.00	
710 RETIREMENT OF DEBT Total:		\$1,908,451.13	\$2,083,444.00	\$1,653,943.18	\$1,907,592.00	\$1,907,592.00	

City of Everett
Everett Budget Council Worksheet
2024 W/S Enterprise Budget

751 - LONG TERM DEBT INTEREST							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
DEBT SERVICE							
60-751-9-5786	MAY 22,2013 MWPAT	\$36,932.00	\$34,206.00	\$34,205.84	\$31,420.00	\$31,420.00	_____
60-751-9-5975	LONG TERM INTEREST MWPAT	\$12,132.00	\$11,843.00	\$11,843.00	\$8,615.00	\$8,615.00	_____
60-751-9-5984	DEC 20,2013	\$11,925.00	\$5,775.00	\$4,425.00	\$1,350.00	\$1,350.00	_____
60-751-9-5985	FEB 6,2014	\$39,876.00	\$31,925.00	\$31,924.76	\$23,975.00	\$23,975.00	_____
60-751-9-5986	Feb. 16, 2016	\$6,000.00	\$4,800.00	\$4,800.00	\$3,600.00	\$3,600.00	_____
60-751-9-5988	FEB 28, 2017	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	_____
60-751-9-5990	APRIL 13, 2017 CW-14-24	\$8,328.00	\$7,888.00	\$7,887.62	\$7,437.00	\$7,437.00	_____
60-751-9-5991	MAY 3, 2018	\$6,500.00	\$3,250.00	\$2,817.76	\$0.00	\$0.00	_____
60-751-9-5992	APRIL 4, 2019	\$15,600.00	\$13,600.00	\$13,600.00	\$0.00	\$0.00	_____
60-751-9-5996	JUNE 15,20 MCWT SEWER BONDS	\$778.00	\$699.00	\$699.00	\$618.00	\$618.00	_____
60-751-9-6004	JUNE 6, 2012 MWPAT CW2-31,8-14	\$0.00	\$0.00	\$0.00	\$1,570.00	\$1,570.00	_____
DEBT SERVICE Total:		\$139,071.00	\$113,986.00	\$112,202.98	\$78,585.00	\$78,585.00	
751 LONG TERM DEBT INTEREST Total:		\$139,071.00	\$113,986.00	\$112,202.98	\$78,585.00	\$78,585.00	

City of Everett
Everett Budget Council Worksheet
2024 W/S Enterprise Budget

752 - SHORT TERM DEBT INTEREST		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 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	
752 SHORT TERM DEBT INTEREST Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

City of Everett
Everett Budget Council Worksheet
2024 W/S Enterprise Budget

821 - MASS WATER RESOURCES AUTH							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
INTERGOVERNMENTAL							
60-821-6-5230	MWRA LEAK DETECTION	\$0.00	\$8,250.00	\$7,750.00	\$8,250.00	\$8,250.00	_____
60-821-6-5231	MWRA SAFE DRINKING WATER	\$13,100.31	\$15,000.00	\$13,582.46	\$15,000.00	\$15,000.00	_____
60-821-6-5694	MWRA WATER	\$6,272,641.00	\$6,422,774.00	\$5,138,219.20	\$6,175,804.00	\$6,175,804.00	_____
60-821-6-5695	MWRA SEWER	\$9,618,364.00	\$10,143,337.00	\$8,040,552.80	\$10,215,285.00	\$10,215,285.00	_____
INTERGOVERNMENTAL Total:		\$15,904,105.31	\$16,589,361.00	\$13,200,104.46	\$16,414,339.00	\$16,414,339.00	_____
821 MASS WATER RESOURCES AUTH Total:		\$15,904,105.31	\$16,589,361.00	\$13,200,104.46	\$16,414,339.00	\$16,414,339.00	_____

City of Everett
Everett Budget Council Worksheet
2024 W/S Enterprise Budget

990 - TRANSFERS		FY2022	FY2023	FY2023	FY2024	FY2024 Mayor	FY2024 Council
Account Number	Account Description	Expended	Budget	Expended	Requested	Recommended	Approved
TRANSFERS OUT							
60-990-9-5961	INDIRECT COST TRANSFERS OUT	\$771,627.00	\$823,445.00	\$823,445.00	\$911,865.00	\$911,865.00	_____
TRANSFERS OUT Total:		\$771,627.00	\$823,445.00	\$823,445.00	\$911,865.00	\$911,865.00	
990 TRANSFERS Total:		\$771,627.00	\$823,445.00	\$823,445.00	\$911,865.00	\$911,865.00	
WATER & SEWER ENTERPRISE Total:		\$20,351,468.95	\$21,825,523.00	\$16,955,171.73	\$21,610,128.00	\$21,610,128.00	
Grand Total:		\$20,351,468.95	\$21,825,523.00	\$16,955,171.73	\$21,610,128.00	\$21,610,128.00	

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

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	1,055,069	1,086,729	\$31,660	3%	3% COLA added to administrative salaries. Per contract, 3% increase added to Local 25 Clerical and DPW union salaries.
On-Call Union Stipend	5,200	5,200	\$0	0%	Paid to the union member 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	5,300	\$800	18%	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	\$1,211,987	\$1,244,447	\$32,460	3%	
General Operating Expenses					
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	2,000	2,000	\$0	0%	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	100,000	\$50,000	100%	Meters and supplies/meter testing/replace large meter.
Stone/Asphalt	20,000	20,000	\$0	0%	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	\$848,300	\$898,300	\$50,000	6%	

Continued...

	FY23 Budget	FY24 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	\$2,215,287	\$2,297,747	\$82,460	4%	
Retirement of Debt					
May 22, 2013 MWPAT	139,311	142,339	\$3,028	2%	Payments per debt schedule.
Nov 13, 2017 MWRA Water	94,100	94,100	\$0	0%	Payments per debt schedule.
MWRA Water System	559,640	395,240	(\$164,400)	-29%	Payments per debt schedule.
June 6, 2012 MWPAT CW2-31,8-14	9,533	9,721	\$188	2%	Payments per debt schedule.
Dec 20, 2013	205,000	90,000	(\$115,000)	-56%	Payments per debt schedule.
Feb 06, 2014	265,000	270,000	\$5,000	2%	Payments per debt schedule.
Feb 16, 2016	30,000	30,000	\$0	0%	Payments per debt schedule.
Feb 2017	14,000	0	(\$14,000)	-100%	Payments per debt schedule.
April 13, 2017 CW-08-14-A	22,521	0	(\$22,521)	-100%	Payments per debt schedule.
April 13, 2017 CW-14-24	0	23,010	\$23,010	100%	Payments per debt schedule.
May 3, 2018	65,000	0	(\$65,000)	-100%	Payments per debt schedule.
April 4, 2019	40,000	0	(\$40,000)	-100%	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	4,049	4,137	\$88	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	150,000	150,000	\$0	0%	Payments per debt schedule.
June 20, 2022 Sewer	0	63,755	\$63,755	100%	Payments per debt schedule.
June 20, 2022 Water	0	150,000	\$150,000	100%	Payments per debt schedule.
Total	\$2,083,444	\$1,907,592	(\$175,852)	-8%	

Continued...

	FY23	FY24	\$	%	
	Budget	Request	+/-	+/-	
Long Term Debt Interest					
June 6, 2012 MWPAT CW2-31,8-14	0	1,570	\$1,570	100%	Payments per debt schedule.
May 22, 2013 MWPAT	34,206	31,420	(\$2,786)	-8%	Payments per debt schedule.
Long Term Interest MWPAT	11,843	8,615	(\$3,228)	-27%	Payments per debt schedule.
Dec 20, 2013	5,775	1,350	(\$4,425)	-77%	Payments per debt schedule.
Feb 6, 2014	31,925	23,975	(\$7,950)	-25%	Payments per debt schedule.
Feb 16, 2016	4,800	3,600	(\$1,200)	-25%	Payments per debt schedule.
April 13, 2017 CW-14-24	7,888	7,437	(\$451)	-6%	Payments per debt schedule.
May 3, 2018	3,250	0	(\$3,250)	-100%	Payments per debt schedule.
April 4, 2019	13,600	0	(\$13,600)	-100%	Payments per debt schedule.
June 15, 2020 MCWT Sewer Bond	699	618	(\$81)	-12%	Payments per debt schedule.
Total	\$113,986	\$78,585	(\$35,401)	-31%	
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	6,422,774	6,175,804	(\$246,970)	-4%	Preliminary FY24 Water Assessment. Final assessment will be determined in June.
MWRA Sewer	10,143,337	10,215,285	\$71,948	1%	Preliminary FY24 Sewer Assessment. Final assessment will be determined in June.
Total	\$16,589,361	\$16,414,339	(\$175,022)	-1%	
Grand Total Water/Sewer Budget					
	\$21,002,078	\$20,698,263	(\$303,815)	-1%	
Indirect Costs Transfer Out	823,445	911,865	\$88,420	11%	Costs appropriated in the general fund (to be transferred to enterprise).
Grand Total	\$21,825,523	\$21,610,128	(\$215,395)	-1%	

Water and Sewer Enterprise Fund

Actual - 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

Proposed - FY2024

Monthly per 100 cubic feet

TIERS	USAGE	WATER	SEWER	TOTAL
Tier 1	1 to 10	\$ 2.70	\$ 7.33	\$ 10.02
Tier 2	11 to 20	\$ 3.41	\$ 9.60	\$ 13.01
Tier 3	21 to 30	\$ 4.11	\$ 11.02	\$ 15.13
Tier 4	31 to 100	\$ 4.68	\$ 12.36	\$ 17.04
Tier 5	101 to 200	\$ 6.49	\$ 14.62	\$ 21.11
Tier 6	Over 200	\$ 7.36	\$ 15.49	\$ 22.84

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



Annual Water and Sewer Retail Rate Survey

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

2022



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>

TABLE OF CONTENTS

SECTION	PAGE
Introduction	ii
MWRA Community 2022 Water and Sewer Charges	Section I
Select Non-MWRA Massachusetts Community 2022 Charges	Section II
Select U.S. Cities Residential 2022 Water and Sewer Charges	Section III
2021 Water & Sewer Retail Rate Information	Appendix A
Second Meter Information and Glossary	Appendix B
2021 Community Water Use Data	Appendix C
Final MWRA Fiscal Year 2023 Billable Water and Sewer Charges	Appendix D
2022 Stormwater Fees	Appendix E

Introduction

This is the thirty-third “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 Guiod, Cecelia Hampton, 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.guiod@mwraadvisoryboard.com with your feedback. Copies of this document are available at our website in PDF format at <http://www.mwraadvisoryboard.com>.

Average Water and Sewer Rates

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

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

The MWRA Advisory Board

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

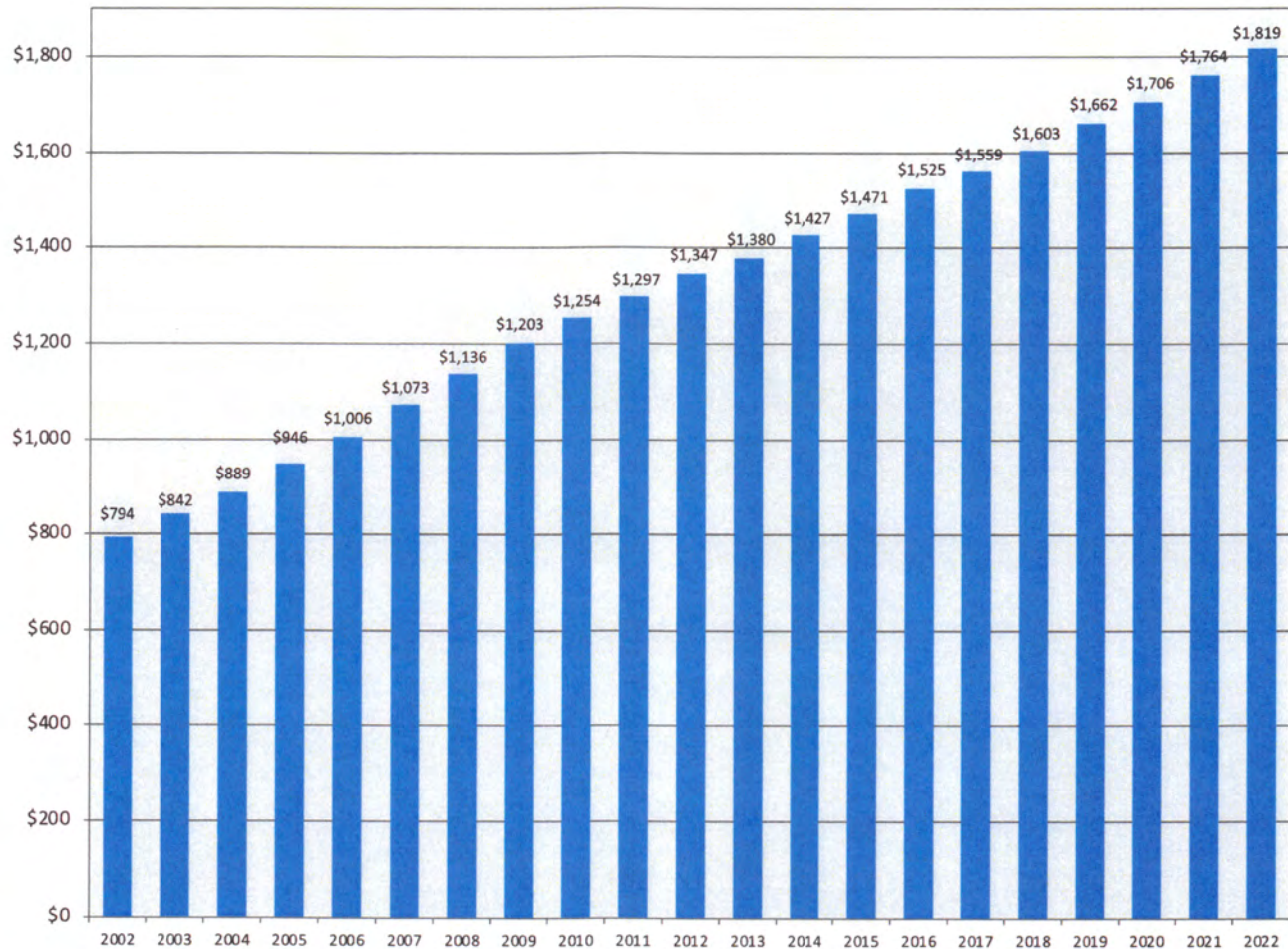
The Massachusetts Legislature has delegated specific responsibilities to the Advisory Board who, in turn, monitor the MWRA’s programs from a ratepayer perspective:

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

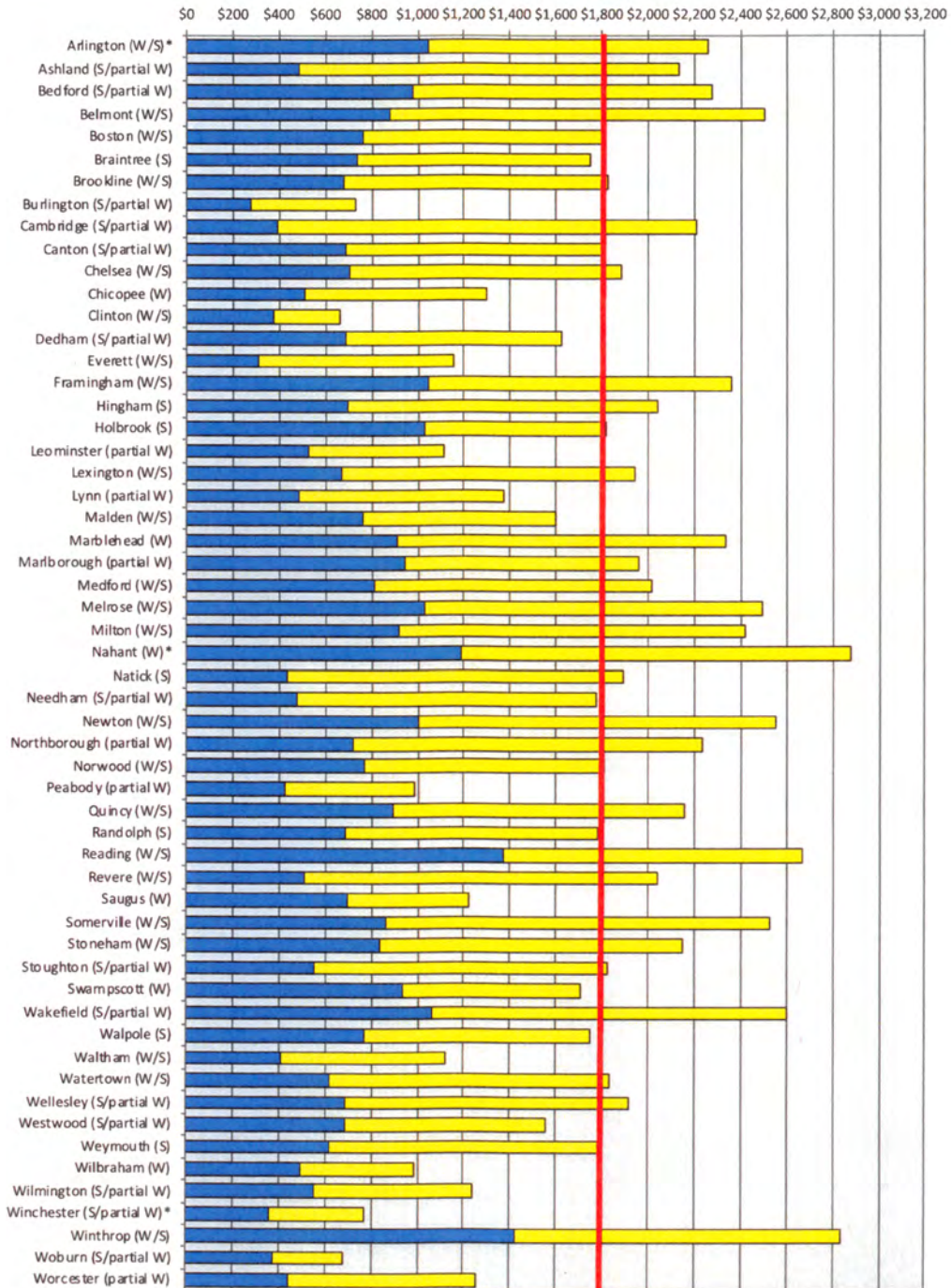
Combined Annual Water & Sewer Charges in MWRA Communities

2002 – 2022

(Consumption at 120 HCF ≈ 90 kgal)



2022 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		
2022		
	2021	2022
Avg. combined water and sewer cost	\$1,763.62	\$1,819.41
Percent change from prior year	3.36%	3.16%
<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
2022**

	Water	Sewer
Arlington (W/S)*	\$1,046.28	\$1,216.08
Ashland (S/partial W)	\$481.60	1,649.60
Bedford (S/partial W)	979.00	1,293.00
Belmont (W/S)	877.88	1,622.20
Boston (W/S)	759.15	1,039.30
Braintree (S)	-	1,011.60
Brookline (W/S)	676.04	1,144.76
Burlington (S/partial W)	273.02	457.98
Cambridge (S/partial W)	390.80	1,817.20
Canton (S/partial W)	688.32	1,115.80
Chelsea (W/S)	705.60	1,176.00
Chicopee (W)	514.00	-
Clinton (W/S)	375.52	281.64
Dedham (S/partial W)	686.28	937.28
Everett (W/S)	310.80	844.80
Framingham (W/S)	1,044.60	1,316.52
Hingham (S)	-	1,345.20
Holbrook (S)	-	792.00
Leominster (partial W)	528.20	-
Lexington (W/S)	664.80	1,274.40
Lynn (partial W)	484.80	-
Lynnfield (W)	502.80	-
Malden (W/S)	762.48	833.76
Marblehead (W)	914.00	-
Marlborough (partial W)	944.40	-
Medford (W/S)	809.76	1,207.44
Melrose (W/S)	1,032.60	1,459.48
Milton (W/S)	916.56	1,497.36
Nahant (W)*	1,190.40	-
Natick (S)	-	1,459.60
Needham (S/partial W)	480.60	1,296.60
Newton (W/S)	1,005.60	1,544.40
Northborough (partial W)	722.00	-
Norwood (W/S)	765.24	1,041.12
Peabody (partial W)	422.60	-
Quincy (W/S)	892.80	1,269.24
Randolph (S)	-	1,099.20
Reading (W/S)	1,369.20	1,303.20
Revere (W/S)	507.60	1,532.40
Saugus (W)	691.84	-
Somerville (W/S)	858.24	1,672.32
South Hadley (W)	530.40	-
Southborough (W)	569.30	-
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)	1,060.44	1,540.60
Walpole (S)	-	979.39
Waltham (W/S)	407.28	715.32
Watertown (W/S)	618.00	1,213.20
Wellesley (S/partial W)	685.32	1,232.40
Weston (W)	384.00	-
Westwood (S/partial W)	686.28	870.60
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	\$701.51	\$1,151.40
Percent change	4.3%	2.62%

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 2022

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)*	\$1,046.28	\$1,216.08	\$2,262.36	11.2%
Ashland (S/partial W)	\$481.60	\$1,649.60	\$2,131.20	0.9%
Bedford (S/partial W)	\$979.00	\$1,293.00	\$2,272.00	4.8%
Belmont (W/S)	\$877.88	\$1,622.20	\$2,500.08	0.0%
Boston (W/S)	\$759.15	\$1,039.30	\$1,798.45	3.0%
Braintree (S)	\$739.60	\$1,011.60	\$1,751.20	0.2%
Brookline (W/S)	\$676.04	\$1,144.76	\$1,820.80	1.0%
Burlington (S/partial W)	\$273.02	\$457.98	\$731.00	5.0%
Cambridge (S/partial W)	\$390.80	\$1,817.20	\$2,208.00	6.9%
Canton (S/partial W)	\$688.32	\$1,115.80	\$1,804.12	0.0%
Chelsea (W/S)	\$705.60	\$1,176.00	\$1,881.60	5.0%
Chicopee (W)	\$514.00	\$782.20	\$1,296.20	0.0%
Clinton (W/S)	\$375.52	\$281.64	\$657.16	0.0%
Dedham (S/partial W)	\$686.28	\$937.28	\$1,623.56	0.8%
Everett (W/S)	\$310.80	\$844.80	\$1,155.60	4.4%
Framingham (W/S)	\$1,044.60	\$1,316.52	\$2,361.12	16.0%
Hingham (S)	\$696.72	\$1,345.20	\$2,041.92	0.0%
Holbrook (S)	\$1,026.00	\$792.00	\$1,818.00	2.2%
Leominster (partial W)	\$528.20	\$587.60	\$1,115.80	0.0%
Lexington (W/S)	\$664.80	\$1,274.40	\$1,939.20	6.1%
Lynn (partial W)	\$484.80	\$888.00	\$1,372.80	0.0%
Malden (W/S)	\$762.48	\$833.76	\$1,596.24	7.9%
Marblehead (W)	\$914.00	\$1,418.00	\$2,332.00	10.6%
Marlborough (partial W)	\$944.40	\$1,009.20	\$1,953.60	4.4%
Medford (W/S)	\$809.76	\$1,207.44	\$2,017.20	12.6%
Melrose (W/S)	\$1,032.60	\$1,459.48	\$2,492.08	5.1%
Milton (W/S)	\$916.56	\$1,497.36	\$2,413.92	1.6%
Nahant (W)*	\$1,190.40	\$1,689.60	\$2,880.00	0.0%
Natick (S)	\$431.60	\$1,459.60	\$1,891.20	0.0%
Needham (S/partial W)	\$480.60	\$1,296.60	\$1,777.20	4.7%
Newton (W/S)	\$1,005.60	\$1,544.40	\$2,550.00	3.9%
Northborough (partial W)	\$722.00	\$1,510.40	\$2,232.40	0.0%
Norwood (W/S)	\$765.24	\$1,041.12	\$1,806.36	0.0%
Peabody (partial W)	\$422.60	\$566.00	\$988.60	0.0%
Quincy (W/S)	\$892.80	\$1,269.24	\$2,162.04	3.0%
Randolph (S)	\$685.60	\$1,099.20	\$1,784.80	2.8%
Reading (W/S)	\$1,369.20	\$1,303.20	\$2,672.40	2.2%
Revere (W/S)	\$507.60	\$1,532.40	\$2,040.00	4.2%
Saugus (W)	\$691.84	\$532.38	\$1,224.22	0.0%
Somerville (W/S)	\$858.24	\$1,672.32	\$2,530.56	11.3%
Stoneham (W/S)	\$834.00	\$1,320.00	\$2,154.00	0.0%
Stoughton (S/partial W)	\$555.84	\$1,269.60	\$1,825.44	0.0%
Swampscott (W)	\$932.60	\$770.00	\$1,702.60	0.0%
Wakefield (S/partial W)	\$1,060.44	\$1,540.60	\$2,601.04	0.0%
Walpole (S)	\$770.54	\$979.39	\$1,749.93	4.2%
Waltham (W/S)	\$407.28	\$715.32	\$1,122.60	0.0%
Watertown (W/S)	\$618.00	\$1,213.20	\$1,831.20	0.0%
Wellesley (S/partial W)	\$685.32	\$1,232.40	\$1,917.72	18.5%
Westwood (S/partial W)	\$686.28	\$870.60	\$1,556.88	2.1%
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	0.0%
Winthrop (W/S)	\$1,419.00	\$1,419.00	\$2,838.00	0.0%
Woburn (S/partial W)	\$379.24	\$295.00	\$674.24	0.0%
Worcester (partial W)	\$440.40	\$814.08	\$1,254.48	0.0%
AVERAGE	\$717.24	\$1,102.16	\$1,819.41	3.16%

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 2022
 Next adjustment scheduled: July 2023
 Fund: Enterprise

0 – 10 HCF	\$2.59/HCF
>10 – 20 HCF	\$3.28 "
>20 – 30 HCF	\$3.95 "
>31 – 100 HCF	\$4.50 "
>101 – 200 HCF	\$6.24 "
>200 HCF	\$7.07 "

Billing Frequency: Monthly

Residential Sewer Rates:

Last adjusted: July 2022
 Next adjustment scheduled: July 2023
 Fund: Enterprise

0 – 10 HCF	\$7.04/HCF
>10 – 20 HCF	\$ 9.23 "
>20 – 30 HCF	\$ 10.30 "
>31 – 100 HCF	\$ 11.88 "
>101 – 200 HCF	\$ 14.06 "
>200 HCF	\$ 14.89 "

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 2021
Water	\$310.80	4.44%
Sewer	\$844.80	4.45%
Combined	\$1,155.60	4.45%

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

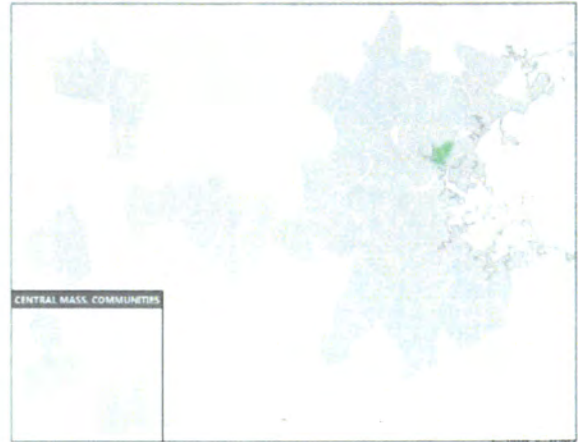
Water	\$146.09
Sewer	\$397.08
Combined	\$543.17

Commercial Water Rates: Same as residential	Commercial Sewer Rates: Same as residential
Additional 2022 Data by Community	
Does this Community Use Second Meters? No	Does this Community Offer Senior and/or Low Income Discounts? No
Water System	
MWRA Charges as % of Total Community Water Expenses	Over 75%
Miles of water pipeline replaced/rehabilitated in FY22	No response
Water Capital Needs over Next Five Years	\$10-20 million
Anticipated Water Capital Spending over Next Five Years	\$1-5 million
Sewer System	
MWRA Charges as % of Total Community Sewer Expenses	Over 75%
Miles of sewer pipeline replaced/rehabilitated in FY22	No response
Sewer Capital Needs over Next Five Years	\$10-20 million
Anticipated Sewer Capital Spending over Next Five Years	\$1-5 million
Stormwater	
Current Funding Source of Stormwater-Related Costs: Operating Budget / Tax Levy	

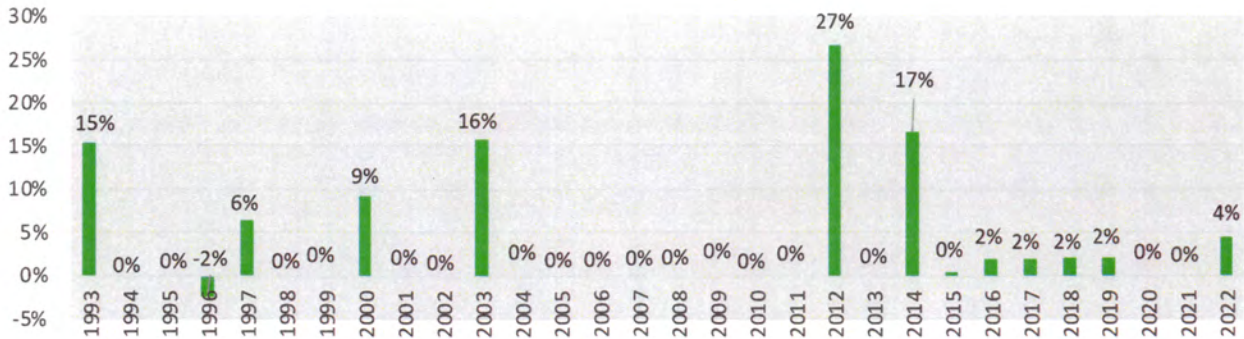
Everett (W/S)

FY 2023 MWRA Assessments

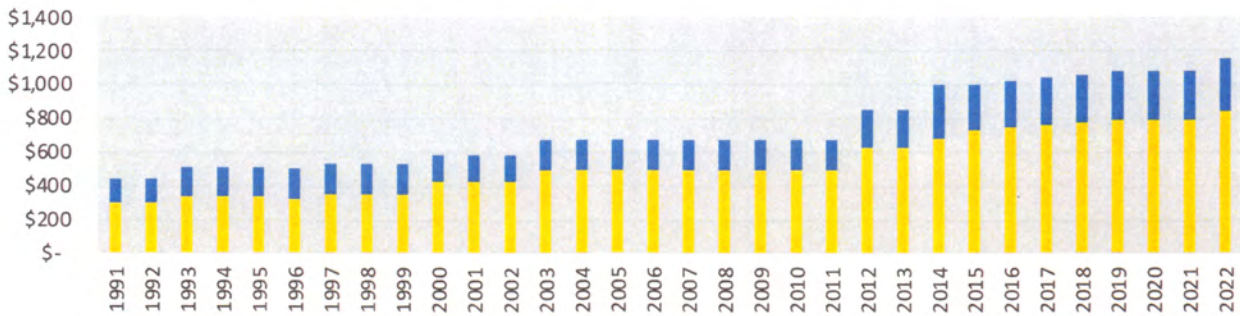
	FY22	FY23	% Change
Water	\$6,272,641	\$6,422,774	2.40%
Sewer	\$9,618,364	\$10,050,685	4.50%
Combined	\$15,891,005	\$15,891,005	3.70%



Combined Rate Increases 1993 through 2022



Combined Water and Sewer Rates 1990 through 2022



Average Household Water Use 2009 through 2022



FY2024 Water & Sewer Enterprise Fund Capital Budget – Executive Summary

- The total proposed Capital Plan for the City of Everett’s Enterprise Funds for FY24 is \$18,319,200. However, the total amount proposed for borrowing is 12,789,200.
- The Enterprise Fund’s Capital Plan for FY24 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.

FY24 Enterprise Fund CIP – Funding Sources

FY24 Enterprise Fund CIP – funded from sale of bonds

• Water Main replacement (MWRA’s LWSAP program)	\$ 629,800
• Water Main Improvements	\$ 1,889,400
• Spring Street Stormwater	\$ 2,500,000
• Second Street Infrastructure Improvements	\$ 3,000,000
• Boston Street Improvements	\$ 1,500,000
• 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:	\$ 12,789,200
-------------------------	----------------------

FY24 Enterprise Fund CIP – funded from operating budget

- Replacement of Fire Hydrants (operating budget appropriation) \$ 25,000
- Storm Water Improvements \$ 105,000

TOTAL ~ OPERATING FUNDS: \$ 130,000

FY24 Enterprise Fund CIP – funded from Grants

- Paris Street Sewer/Drain separation (MWRA Grant) \$ 3,400,000
- Ferry & Elm Improvements (ARPA Grant) \$ 2,000,000

TOTAL ~ GRANT FUNDS: \$ 5,400,000

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 FY24 budget. Estimated debt payments of \$177K per year starting in FY25 and ending in FY34
Paris Street Sewer/Drain separation	\$3,400,000	MWRA Grant	No impact on FY24 budget.
Ferry & Elm Improvements	\$2,000,000	ARPA grant	No impact on FY24 budget.
Water Main Improvements	\$1,889,400	ARPA grant	No impact on FY24 budget.
Spring Street Stormwater	\$2,500,000	Bonding	No impact on FY24 budget. Estimated debt payments of \$250k per year starting in FY25 and ending in FY34
Second Street Infrastructure	\$3,000,000	Bonding	No impact on FY24 budget.

			Estimated debt payments of \$300k per year starting in FY25 and ending in FY34
Boston Street Improvements	\$1,500,000	Bonding	No impact on FY24 budget. Estimate debt payments of \$150k per year starting in FY25 and ending in FY34
Rehabilitation of Water Mains	\$629,800	Bonding through MWRA's LWSAP program (0% interest loan program)	No impact on FY24 budget. Estimated debt payments of \$63k per year starting in FY25 and ending in FY34
Replacement of Fire Hydrants	\$25,000	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 FY24 budget. Estimated debt payment of \$150k per year starting in FY25 and ending in FY34

City of Everett
Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2023 - 2027

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
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	\$ 4,000,000	\$ 2,000,000	\$ -		
Water Main improvements		Bonding	\$ -	\$ 1,889,400	\$ -	\$ -	\$ -
Spring street stormwater		Bond/potential grants		\$ 2,500,000			
Second street infrastructure improvements		Bond/potential grants		\$ 3,000,000	\$ 3,000,000		
Boston street improvements		Bond/potential grants		\$ 1,500,000	\$ 1,500,000		
INFRASTRUCTURE - SEWER/STORMWATER							
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
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Storm Water improvements (non-inflow/Infiltration projects)		Operating Budget	\$ -	\$ -	\$ -	\$ -	\$ -
GIS Improvements		Bonding					
Data management system		Bonding					
Paris Street Sewer/drain separation		MWRA Grant		\$ 3,400,000	\$ 2,250,000		
Subtotal: Water and Sewer Enterprise Fund			\$ 7,705,800	\$ 18,319,200	\$ 10,779,800	\$ 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							
ARPA funds			\$ (4,000,000)	\$ (2,000,000)	\$ -		
MWRA Grant				\$ (3,400,000)	\$ (2,250,000)		
Net ~ Enterprise Fund Expenses - to be bonded			\$ 2,485,050	\$ 12,789,200	\$ 8,399,800	\$ 3,899,800	\$ 3,899,800
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027

Everett Debt Service Projection
FY2024 Projects - Water/Sewer Enterprise Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
Public Buildings, Facilities and Infrastructure					FY25	FY26	FY27	FY28	FY29	FY30	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
Water Main Improvements	20	\$ 1,889,400	Principal			377,880	377,880	377,880	377,880	377,880	1,889,400
			Interest	18,894	34,009	26,452	18,894	11,336	3,779		113,364
Spring Street Stormwater	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
Second Street Infrastructure Improvements	20	\$ 3,000,000	Principal			300,000	300,000	300,000	300,000	300,000	3,000,000
			Interest	30,000	57,000	51,000	45,000	39,000	33,000		330,000
Boston Street Improvements	20	\$ 1,500,000	Principal			150,000	150,000	150,000	150,000	150,000	1,500,000
			Interest	22,500	28,500	25,500	22,500	19,500	16,500		172,500
SUBTOTAL: Public Bldgs, Facilities, and Infrastructure		\$ 12,789,200	Principal	-	1,857,840	1,857,840	1,857,840	1,857,840	1,857,840	1,857,840	12,789,200
			Interest	135,392	237,206	200,049	162,892	125,735	88,578		1,124,852
GRAND TOTAL		\$ 12,789,200	Principal	-	1,857,840	1,857,840	1,857,840	1,857,840	1,857,840	1,857,840	12,789,200
			Interest	135,392	237,206	200,049	162,892	125,735	88,578		1,124,852

City of Everett
Everett Budget Council Worksheet
2024 ECTV Budget

169 - ECTV							
Account Number	Account Description	FY2022 Expended	FY2023 Budget	FY2023 Expended	FY2024 Requested	FY2024 Mayor Recommended	FY2024 Council Approved
PERSONNEL							
59-169-5170-5111	SALARIES	\$334,275.51	\$334,150.00	\$98,960.54	\$295,306.00	\$295,306.00	_____
59-169-5170-5120	OTHER PERSONAL SERVICES	\$4,593.68	\$0.00	\$0.00	\$0.00	\$0.00	_____
59-169-5170-5122	BENEFITS	\$0.00	\$70,000.00	\$0.00	\$70,000.00	\$70,000.00	_____
59-169-5170-5130	OVERTIME	\$0.00	\$6,000.00	\$493.44	\$6,000.00	\$6,000.00	_____
59-169-5170-5143	LONGEVITY	\$2,250.00	\$2,250.00	\$0.00	\$1,450.00	\$1,450.00	_____
PERSONNEL Total:		\$341,119.19	\$412,400.00	\$99,453.98	\$372,756.00	\$372,756.00	
EXPENSES							
59-169-5170-5302	PROFESSIONAL SERVICES	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	_____
59-169-5170-5340	TELECOMMUNICATIONS	\$4,843.89	\$7,000.00	\$6,929.70	\$7,000.00	\$7,000.00	_____
59-169-5170-5420	OFFICE SUPPLIES	\$1,946.88	\$3,000.00	\$625.11	\$3,000.00	\$3,000.00	_____
59-169-5170-5510	PROFESSIONAL DEVELOPMENT	\$1,737.95	\$10,000.00	\$25.98	\$10,000.00	\$10,000.00	_____
59-169-5170-5700	OTHER CHARGES & EXPENSES	\$6,000.00	\$6,000.00	\$550.83	\$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	_____
59-169-5170-5853	OPERATING PRODUCTION	\$40,554.70	\$130,000.00	\$29,916.83	\$130,000.00	\$130,000.00	_____
EXPENSES Total:		\$75,083.42	\$177,000.00	\$38,048.45	\$177,000.00	\$177,000.00	
CAPITAL IMPROVEMENTS							
59-169-3-5800	TECHNOLOGY UPGRADES	\$50,403.04	\$0.00	\$0.00	\$0.00	\$0.00	_____
CAPITAL IMPROVEMENTS Total:		\$50,403.04	\$0.00	\$0.00	\$0.00	\$0.00	
169 ECTV Total:		\$466,605.65	\$589,400.00	\$137,502.43	\$549,756.00	\$549,756.00	
ECTV Total:		\$466,605.65	\$589,400.00	\$137,502.43	\$549,756.00	\$549,756.00	
Grand Total:		\$466,605.65	\$589,400.00	\$137,502.43	\$549,756.00	\$549,756.00	

169 ECTV		PERSONNEL SERVICES										
DEPT	POSITION	CLASS/ STEP	HOURS	FY23 FTE STAFF	FY24 DEPT FTE REQ	FY24 MAYOR FTE REC	FY23 APPROPRIATION	FY24 DEPT REQUEST	FY24 MAYOR & Council REC			
59-169-5170-5111	Communications Director ^{1 2}	Vacant	35	0.50	0	0	\$59,225	\$0	\$0			
59-169-5170-5143	Communications Director	Vacant					\$800	\$0	\$0			
59-169-5170-5111	Station Manager / Producer ²	Akinyele Staples	35	1	1	1	\$87,551	\$87,551	\$87,551			
59-169-5170-5111	ECTV Coordinator ⁴	Robert Barrett	35	1	1	1	\$68,914	\$77,250	\$77,250			
59-169-5170-5111	Administrative Assistant ³	Linda Fragione	35	1	1	1	\$66,960	\$68,705	\$68,705			
59-169-5170-5143	Administrative Assistant	Linda Fragione					\$1,450	\$1,450	\$1,450			
59-169-5170-5111	Communications Specialist ⁴	Ron Colman	35	1	1	1	\$51,500	\$61,800	\$61,800			
				<u>4.5</u>	<u>4</u>	<u>4</u>						
169	ECTV TOTAL								Salary (5111)	\$334,150	\$295,306	\$295,306
							Benefits (5122)	\$70,000	\$70,000	\$70,000		
							Overtime (5130)	\$6,000	\$6,000	\$6,000		
							Longevity (5143)	\$2,250	\$1,450	\$1,450		
							Personnel Total:	\$412,400	\$372,756	\$372,756		

Notes to Budget

- ¹ Entire salary moved to the Mayor's Office.
- ² 3% COLA added to administrative salary.
- ³ Local 25 Clerical union 3% increase per contract.
- ⁴ Salary adjustment in FY23.

(169) ECTV - Notes to Budget

	FY23 Budget	FY24 Request	\$ +/-	% +/-	
Personnel Services					
Salaries	334,150	295,306	(38,844)	-12%	Communications Director salary charged 100% to the Mayor's Office. 3% COLA on administrative salary. Local 25 Clerical union 3% increase per contract.
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	1,450	(800)	-36%	Ms. Fragione
Total Personnel Services	\$412,400	\$372,756	(\$39,644)	-10%	
General Operating Expenses					
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%	
Capital Improvements					
Technology Upgrades	\$0	\$0	0	100%	Not requesting funding in FY24.
Total	\$589,400	\$549,756	(\$39,644)	-7%	

CAPITAL IMPROVEMENT PLAN FY2023 - FY2027 & FY2024 CAPITAL BUDGET OVERVIEW

CARLO DEMARIA, MAYOR

ERIC DEMAS, CFO/CITY AUDITOR

MAY 10, 2023

OVERVIEW: CAPITAL IMPROVEMENT PLAN VS. CAPITAL IMPROVEMENT BUDGET

- Capital Improvement Plan (CIP) is the long term plan for capital improvements throughout the City (FY2023-FY2027).
- Capital Improvement Budget is the spending plan for the upcoming fiscal year (FY2024) 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: FY2023 – FY2027

- 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 (FY2024) 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: FY2023 – FY2027

- 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 FY2024 Capital Budget requests

- These documents are part of your CIP binder.

CAPITAL IMPROVEMENT BUDGET: FY2024

- The FY2024 Capital Improvement Budget is the upcoming year's spending plan for capital items.
- The Capital Improvement Budget dovetails into the City's FY2024 operational budget.
- Therefore, It is the hope of the administration that the capital budget is approved as part of the submission of the FY2024 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 \$25,000 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.

FY2024 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 FY2024 is \$65,086,800.
 - \$ 49,807,000 ~ Bonding (Long term debt issuance)
 - \$ 509,800 ~ Capital Improvement Stabilization
 - \$ 14,700,000 ~ Grants and Other Financial Sources (OFS)
 - \$ 70,000 ~ FY24 Operating Budget
- Details on the General Fund CIP can be found in FY2024 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.

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 – FY2024 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 FY2024 capital budget is focused on overhauling and renovating neglected public buildings and facilities, 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.

FY2024 Capital Improvement Program (CIP) – Highlights of Proposed CIP and FY2024 Capital Budget

For FY2024, 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 FY2024 include, but are not limited to, 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

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

- School Modular Units
- Old High School – Roof, Boilers, Other
- Armory Renovations
- Ferry and Elm Street improvements (City portion)
- Commercial Triangle Improvements
- Elton & Tremont Street Improvements (phase 2)
- South Creek Improvements
- Waterfront Improvements
- Everett Square Improvements
- Revere Beach Parkway Restoration
- Stadium Turf
- Glendale Cemetery Improvements

Also, with regards to the City's infrastructure, the City is estimating \$700,000 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 FY2024 Capital Improvement Budget will be included in your binders.

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 \$25,000 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.

FY2024 CIP – General Fund: Executive Summary

- The total proposed Capital Plan for the City of Everett for FY24 is \$65,086,800.
- The total amount proposed for borrowing is \$49,807,000.
- 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.

FY24 CIP – Funding Sources

FY24 CIP – funded from grants and other available funds:

• City Services – Full-depth re-pavement program (Ch. 90)	\$ 700,000
• School Modular Units (ARPA)	<u>\$ 14,000,000</u>
TOTAL ~ GRANTS and OTHER FINANCIAL SOURCES:	\$ 14,700,000

FY24 CIP – funded from Capital Improvement Stabilization fund:

• Police – Non-Administrative Vehicles (Patrol Division)	\$ 210,000
• Police – Administrative Vehicles	\$ 35,000
• ISD – Vehicles	\$ 65,000
• Fire Department – Turnout Gear	\$ 65,000
• Police – Body Armor	\$ 52,000
• Police – Taser Upgrades	<u>\$ 82,800</u>
TOTAL ~ CAPITAL IMPROVEMENT STABILIZATION FUND:	\$ 509,800

FY24 CIP – funded from anticipated Bond Authorization:

Vehicles and Equipment:

• City Services - Loader	\$ 250,000
• City Services – F450 Dump Truck w/ Plow/Sander	\$ 78,000
• City Services – Freightliner Dump Truck	\$ 215,000
• ISD – Citywide Signs	\$ 100,000
• Generators	\$ 150,000
• School – Ford F250	\$ 50,000
• School – Rack Body Truck	\$ 60,000
SUB-TOTAL ~ VEHICLES AND EQUIPMENT:	\$ 1,572,800

Parks and Open Space:

• Citywide – Design and Refurbish Tot Lots	\$ 200,000
• Everett Waterfront Improvements	\$ 1,334,000
• Glendale Cemetery Improvements	\$ 1,000,000
• Stadium Turf	\$ 1,100,000
• Revere Beach Parkway Restoration	\$ 2,000,000
• Everett Square Improvements	\$ 3,000,000
• Whittier Tot Lot	\$ 300,000
SUB-TOTAL ~ PARKS AND OPEN SPACE:	\$ 8,934,000

FY24 CIP – funded from anticipated Bond Authorization (continued):

Public Buildings and Facilities:

• Armory Renovations	\$ 7,500,000
• High School Elevators	\$ 500,000
• Old High School – Roof, Boilers, Other	\$ 8,000,000
• School Modular Units	\$ 14,000,000
• Replace Whittier School Gym Roof	\$ 250,000
• High School Replacement of Equipment Controls	\$ 1,200,000
• Parlin School Exterior Wall	\$ 650,000
• Lafayette Locker Room Renovation	\$ 250,000
• EHS Auditorium Lighting & Control System	\$ 360,000
• School Building Painting	\$ 500,000
• Devens School Gym Floor Replacement	\$ 200,000
• High School Bleachers	\$ 220,000
SUB-TOTAL ~ PUBLIC BUILDINGS AND FACILITIES:	\$ 33,630,000

Roadway Infrastructure:

• Street and Sidewalk Repairs	\$ 1,000,000
• Complete Streets	\$ 1,000,000
• Main Street Improvements	\$10,000,000
• Elton & Tremont Phase 2	\$ 2,100,000
• Commercial Triangle Improvements	\$ 3,300,000
• South Creek Improvements	\$ 2,000,000
SUB-TOTAL ~ Roadway Infrastructure:	\$20,950,000

BOND AUTHORIZATION ~ GRAND TOTAL: \$65,086,800

Capital Improvement Policies

Budget Policies

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

Debt Policies

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

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

City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2023 - 2027

CAPITAL REQUEST	FY24 - FUNDING SOURCE	Actual FY 2023 To Date	Mayor's Request FY 2024	FY 2025	FY 2026	FY 2027
Public Buildings and Facilities						
City Hall - Improvements	Bonding	450,000	-	-	-	-
Armory Renovations	Bonding	-	7,500,000	-	-	-
Stadium design & Construction	Bonding	-	-	-	-	1,000,000
Police Station design & Construction	Bonding	-	-	-	-	50,000,000
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	560,000	8,000,000	-	-	-
Webster Schools Roof - MSBA	Bonding/MSBA Grant	1,741,943	-	-	-	-
Replace school alarm panels	Bonding	200,000	-	-	-	-
Replace HS boilers	Bonding	40,000	-	-	-	-
Replace School telephone system	Bonding	773,495	-	-	-	-
Keverian School Heat units	Bonding	12,000	-	-	-	-
Replace school clocks and paging system	Bonding	757,345	-	-	-	-
School modular units	ARPA	-	14,000,000	-	-	-
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	-	-	-	-
Keverian 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	-	-	-
Keverian Health Center	Bonding	300,000	-	-	-	-
EHS central storage	Bonding	400,000	-	-	-	-
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 Library	Bonding	65,000	-	-	-	-
Lafayette School ACCU-2	Bonding	-	-	285,000	-	-
Keverian School - ACCU-1	Bonding	-	-	-	335,000	335,000
Keverian School - ACCU-2	Bonding	-	-	-	275,000	275,000
English School roof	Bonding	-	-	-	1,000,000	1,000,000
Keverian School roof	Bonding	730,000	-	-	-	-
English School Chiller	Bonding	900,000	-	-	-	-
Lafayette Locker room renovation	Bonding	-	250,000	-	-	-
EHS Auditorium Lighting and Control System	Bonding	-	360,000	-	-	-
School Building Painting	Bonding	-	500,000	-	-	-
Devens School Gym floor replacement	Bonding	-	200,000	-	-	-
HS Bleachers	Bonding	-	220,000	-	-	-
Keverian Library Improvements	Bonding	-	-	-	500,000	-
Whittier School Gym Storage and Office Space	Bonding	-	-	-	80,000	-
Subtotal: Public Buildings and Facilities		\$ 7,217,783	\$ 33,630,000	\$ 7,135,000	\$ 2,565,000	\$ 52,610,000

City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2023 - 2027

CAPITAL REQUEST	FY24 - FUNDING SOURCE	Actual FY 2023 To Date	Mayor's Request FY 2024	FY 2025	FY 2026	FY 2027
Surface Enhancements						
Street and Sidewalk Repairs	Bonding	3,000,000	1,000,000	3,000,000	3,000,000	3,000,000
Full Depth Repavement Program - Chapter 90	Grant	680,000	700,000	700,000	700,000	700,000
Complete Streets	Bonding	-	1,000,000	1,000,000	1,000,000	1,000,000
Ferry & Elm Street Improvements	Bonding	-	10,000,000	-	-	-
Main Street Improvements	Bonding	-	850,000	-	-	-
Elton & Tremont Phase 2	Bonding	-	2,100,000	1,000,000	-	-
Commercial Triangle improvements	Bonding	-	3,300,000	3,300,000	2,900,000	2,900,000
South Creek Improvements	Bonding	-	2,000,000	-	-	-
Hancock Design & Construction	Bonding	-	-	-	2,000,000	2,000,000
Subtotal: Surface Enhancements		\$ 3,680,000	\$ 20,950,000	\$ 9,000,000	\$ 9,600,000	\$ 9,600,000

City of Everett
Five Year Capital Improvement Plan - General Fund
Fiscal Years 2023 - 2027

CAPITAL REQUEST	FY24 - FUNDING SOURCE	Actual FY 2023 To Date	Mayor's Request FY 2024	FY 2025	FY 2026	FY 2027
Total - General Fund		\$ 13,523,776	\$ 65,086,800	\$ 19,694,800	\$ 14,869,800	\$ 64,914,800
LESS ~ Non Grant Funds to offset costs						
CIP: from Capital Improvement Stabilization Fund:						
Police - Non-Administrative Vehicles (Patrol Division)		(125,000)	(210,000)	(140,000)	(125,000)	(125,000)
Police - Non-Administrative Vehicles (Parking Division)		(75,000)	-	(70,000)	(70,000)	(70,000)
Police - Administrative Vehicles		(145,000)	(35,000)	(35,000)	(35,000)	(35,000)
ISD - Vehicles		(70,000)	(65,000)	(65,000)	(35,000)	(35,000)
Fire Department - Fire Command Vehicle		(70,000)	-	-	-	-
Fire Department - Turnout gear		(100,000)	(65,000)	(65,000)	(65,000)	(65,000)
Police Body Armor		(34,000)	(52,000)	-	-	-
Police Computer upgrades		(75,000)	-	-	-	-
Police Taser upgrades		(82,000)	(82,800)	(82,800)	(82,800)	(82,800)
LESS ~ Grants and other sources/funds to offset costs						
CIP: Grants and other sources/funds to offset costs						
GRANTS AND OTHER AVAILABLE FUNDS						
Engineering - Chapter 90		(680,000)	(700,000)	(700,000)	(700,000)	(700,000)
Webster School - MSBA		(1,741,943)	-	-	-	-
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)	-	-	-	-
School modular units	Bonding/ARPA		(14,000,000)			
APPROPRIATIONS - FY22 OPERATING BUDGET						
IT - Replacement of City Technology Systems		(90,000)	(35,000)	(35,000)	(35,000)	(35,000)
Police - Equipment ~ Portable radios		-	(35,000)	-	-	-
Net ~ General Fund Expenses - to be bonded		\$ 10,067,833	\$ 49,807,000	\$ 18,502,000	\$ 13,722,000	\$ 63,767,000
		FY 2023 To Date	FY 2024	FY 2025	FY 2026	FY 2027

City of Everett
Capital Plan - Enterprise Fund (Water/Sewer)
Fiscal Year 2023 - 2027

CAPITAL REQUEST	STATUS	FUNDING SOURCE	Actual FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
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	\$ 4,000,000	\$ 2,000,000	\$ -	\$ -	\$ -
Water Main improvements		Bonding	\$ -	\$ 1,889,400	\$ -	\$ -	\$ -
Spring street stormwater		Bond/potential grants	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -
Second street infrastructure improvements		Bond/potential grants	\$ -	\$ 3,000,000	\$ 3,000,000	\$ -	\$ -
Boston street improvements		Bond/potential grants	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -
INFRASTRUCTURE - SEWER/STORMWATER							
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
<i>**City can authorize \$1,421,000 of available funds - 75% grant/25% int. free loan</i>							
Storm Water improvements (non-Inflow/Infiltration projects)		Operating Budget	\$ -	\$ -	\$ -	\$ -	\$ -
GIS Improvements		Bonding	\$ -	\$ -	\$ -	\$ -	\$ -
Data management system		Bonding	\$ -	\$ -	\$ -	\$ -	\$ -
Paris Street Sewer/drain separation		MWRA Grant	\$ -	\$ 3,400,000	\$ 2,250,000	\$ -	\$ -
Subtotal: Water and Sewer Enterprise Fund			\$ 7,705,800	\$ 18,319,200	\$ 10,779,800	\$ 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							
ARPA funds			\$ (4,000,000)	\$ (2,000,000)	\$ -	\$ -	\$ -
MWRA Grant			\$ -	\$ (3,400,000)	\$ (2,250,000)	\$ -	\$ -
Net ~ Enterprise Fund Expenses - to be bonded			\$ 2,485,050	\$ 12,789,200	\$ 8,399,800	\$ 3,899,800	\$ 3,899,800
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027



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: FY2024 Capital Requests and Five-year Capital Plan
Date: January 9, 2023

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 FY2024. You will find the following documents attached:

- Capital Improvement Program Overview
- Capital Project/Equipment request form (required for each FY2024 request)
- Copy of most recent CIP (including FY2023 approved projects and FY2023-FY2027 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 FY24 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 FY24 and beyond, all Capital Equipment will be directed through the City Services Department where applicable, once received by the CFO.
 - b. Backup documentation (i.e., literature from manufacturer of equipment, detailed descriptions, price quotes obtained, state bid list identification, etc.) will help keep the process efficient.
 - c. Any equipment that may be traded in and/or surplus should be identified.

You may have already queued up projects or equipment for FY2024 as part of FY2023 process. This does not bind you to that schedule. This is your opportunity to eliminate, add, or reprioritize your respective plans. Feel free to mark up the five (5) year Capital Improvement Program spreadsheet if need be. I will then make the adjustments for the final presentation to the Mayor.

The deadline for submittal of your capital plan requests is Wednesday, February 28, 2023. Lauren will be contacting you to set up a meeting to discuss your capital requests.

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

Everett Debt Service Projection FY2024 Projects - General Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
Departmental Equipment					FY24	FY25	FY26	FY27	FY28	FY29	TOTAL
City Services - Loader	10	\$ 250,000	Principal			25,000	25,000	25,000	25,000	25,000	250,000
			Interest		2,500	4,750	4,250	3,750	3,250	2,750	27,500
City Services - Dump Truck W/ Plow/Sander	10	\$ 78,000	Principal			7,800	7,800	7,800	7,800	7,800	78,000
			Interest		780	1,482	1,326	1,170	1,014	858	8,580
City Services - Two (2) F350 Picup Trucks	5	\$ 90,000	Principal			18,000	18,000	18,000	18,000	18,000	90,000
			Interest		900	1,620	1,260	900	540	180	5,400
City Services - Freightliner Dump Truck	10	\$ 215,000	Principal			21,500	21,500	21,500	21,500	21,500	215,000
			Interest		2,150	4,085	3,655	3,225	2,795	2,365	23,650
Inspectional Services - Citywide Signs	10	\$ 100,000	Principal			10,000	10,000	10,000	10,000	10,000	100,000
			Interest		1,000	1,900	1,700	1,500	1,300	1,100	11,000
Generators	5	\$ 150,000	Principal			30,000	30,000	30,000	30,000	30,000	150,000
			Interest		1,500	2,700	2,100	1,500	900	300	9,000
School - Ford F-250	5	\$ 50,000	Principal			10,000	10,000	10,000	10,000	10,000	50,000
			Interest		500	900	700	500	300	100	3,000
School - Rack Body Truck	5	\$ 60,000	Principal			12,000	12,000	12,000	12,000	12,000	60,000
			Interest		600	1,080	840	600	360	120	3,600
SUBTOTAL: Departmental Equipment		\$ 993,000	Principal		-	134,300	134,300	134,300	134,300	134,300	993,000
			Interest		9,930	18,517	15,831	13,145	10,459	7,773	91,730

Everett Debt Service Projection FY2024 Projects - General Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
Parks and Open Space					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
Glendale Cemetery Improvements	10	\$ 1,000,000	Principal			100,000	100,000	100,000	100,000	100,000	1,000,000
			Interest		10,000	19,000	17,000	15,000	13,000	11,000	110,000
Stadium Turf	10	\$ 1,100,000	Principal			110,000	110,000	110,000	110,000	110,000	1,100,000
			Interest		11,000	20,900	18,700	16,500	14,300	12,100	121,000
Revere Beack Parkway Restoration	10	\$ 2,000,000	Principal			200,000	200,000	200,000	200,000	200,000	2,000,000
			Interest		20,000	38,000	34,000	30,000	26,000	22,000	220,000
Everet Square Improvements	10	\$ 3,000,000	Principal			300,000	300,000	300,000	300,000	300,000	3,000,000
			Interest		30,000	57,000	51,000	45,000	39,000	33,000	330,000
Whittier Tot Lot	10	\$ 300,000	Principal			30,000	30,000	30,000	30,000	30,000	300,000
			Interest		3,000	5,700	5,100	4,500	3,900	3,300	33,000
SUBTOTAL: Parks and Open Space		\$ 8,934,000	Principal		-	893,400	893,400	893,400	893,400	893,400	8,934,000
			Interest		89,340	169,746	151,878	134,010	116,142	98,274	982,740

Everett Debt Service Projection FY2024 Projects - General Fund

	Yrs.	2.00%	Projected Bond Interest Rate								
Public Buildings, Facilities and Infrastructure					FY24	FY25	FY26	FY27	FY28	FY29	TOTAL
Armory Renovations	20	\$ 7,500,000	Principal			375,000	375,000	375,000	375,000	375,000	7,500,000
			Interest	75,000	146,250	138,750	131,250	123,750	116,250	116,250	1,575,000
High School Elevators	10	\$ 500,000	Principal			50,000	50,000	50,000	50,000	50,000	500,000
			Interest	5,000	9,500	8,500	7,500	6,500	5,500	5,500	55,000
Old High School Improvments (roof, boilers, etc.)	20	\$ 8,000,000	Principal			400,000	400,000	400,000	400,000	400,000	8,000,000
			Interest	80,000	156,000	148,000	140,000	132,000	124,000	124,000	1,612,000
Whittier School Gym Floor Replacement	20	\$ 250,000	Principal			12,500	12,500	12,500	12,500	12,500	250,000
			Interest	2,500	4,875	4,625	4,375	4,125	3,875	3,875	50,375
High School Equipment Controls Replacement	20	\$ 1,200,000	Principal			60,000	60,000	60,000	60,000	60,000	1,200,000
			Interest	12,000	23,400	22,200	21,000	19,800	18,600	18,600	241,800
Parlin School Exterior Wall	20	\$ 650,000	Principal			32,500	32,500	32,500	32,500	32,500	650,000
			Interest	6,500	12,675	12,025	11,375	10,725	10,075	10,075	130,975
Lafayette Locker Room Renovations	20	\$ 250,000	Principal			12,500	12,500	12,500	12,500	12,500	250,000
			Interest	2,500	4,875	4,625	4,375	4,125	3,875	3,875	50,375
EHS Auditorium Lighting & Control System	10	\$ 360,000	Principal			36,000	36,000	36,000	36,000	36,000	360,000
			Interest	5,400	6,840	6,120	5,400	4,680	3,960	3,960	41,400
School Building Paiting	10	\$ 500,000	Principal			50,000	50,000	50,000	50,000	50,000	500,000
			Interest	7,500	9,500	8,500	7,500	6,500	5,500	5,500	57,500
Devens School Gym Floor Relpacement	10	\$ 200,000	Principal			20,000	20,000	20,000	20,000	20,000	200,000
			Interest	3,000	3,800	3,400	3,000	2,600	2,200	2,200	23,000
High School Bleachers	10	\$ 220,000	Principal			22,000	22,000	22,000	22,000	22,000	220,000
			Interest	3,300	4,180	3,740	3,300	2,860	2,420	2,420	25,300
Street & Sidewalk Repairs	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	11,000	115,000
Complete Streets Program	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	11,000	115,000
Ferry & Elm Improvements	10	\$ 10,000,000	Principal			1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	10,000,000
			Interest	150,000	190,000	170,000	150,000	130,000	110,000	110,000	1,150,000
Main Street Improvements	10	\$ 850,000	Principal			85,000	85,000	85,000	85,000	85,000	850,000
			Interest	12,750	16,150	14,450	12,750	11,050	9,350	9,350	97,750
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	23,100	241,500
Commercial Triangle Improvments	10	\$ 3,300,000	Principal			330,000	330,000	330,000	330,000	330,000	3,300,000
			Interest	49,500	62,700	56,100	49,500	42,900	36,300	36,300	379,500
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	22,000	230,000
SUBTOTAL: Public Bldgs, Facilities, and Infrastructure		\$ 39,880,000	Principal		-	3,095,500	3,095,500	3,095,500	3,095,500	3,095,500	39,880,000
			Interest	426,450	610,645	556,735	502,825	448,915	395,005	395,005	4,579,475

Everett Debt Service Projection

FY2024 Projects - General Fund

	Yrs.	2.00%	Projected Bond Interest Rate							
GRAND TOTAL		\$ 49,807,000	Principal	-	4,123,200	4,123,200	4,123,200	4,123,200	4,123,200	49,807,000
			Interest	525,720	798,908	724,444	649,980	575,516	501,052	5,653,945