

#1 - C0099-24

Ways and Means Committee
March 18, 2024

The Committee on Ways and Means met on Monday, March 18, 2024 at 6:00pm in the City Council Chambers at City Hall.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Stephanie Smith, presiding; Councilors Anthony DiPierro, Guerline Alcy Jabouin and Holly Garcia.

The Committee met on an Order from Councilor Robert J. Van Campen, as President: An Order requesting approval for the Everett Police Department to execute a contract with Equature for a period of five (5) years for the purpose of servicing and maintaining E-911 Dispatch Equipment.

Chief Financial Officer Eric Demas was also present.

Police Chief Steve Mazzie responded to questions Chairperson Smith posed to him in an email and explained that the Police Department has been doing business with Equature for about 15-20 years. He noted that the equipment they have is about 8-9 yrs old which is at the end of it's life with no more support for this model. In addition, he mentioned that it only records copper lines whereas the new equipment will cover Voice Over IP to meet today's tech needs. The Chief also confirmed that money is already in the current budget to execute the purchase. In closing, he stated that he hoped this answers your questions and he would appreciate your consideration of getting this approved so that we can move forward with the installation of the new equipment. The Chief suggested that Detective Al Peluso be contacted who is well versed in the tech side of this issue if there were any detail related questions.

The Committee voted: to report back to the City Council with a recommendation for Favorable action.

Respectfully Submitted,

John W. Burley
Clerk of Committees

#2 - C0105-24

Ways and Means Committee
March 18, 2024

The Committee on Ways and Means met on Monday, March 18, 2024 at 6:00pm in the City Council Chambers at City Hall.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Stephanie Smith, presiding; Councilors Anthony DiPierro, Guerline Alcy Jabouin and Holly Garcia.

The Committee met on a Resolution from Councilor Stephanie Smith as Chairperson: That the Administration provides the City Council with the FY24 Q2 financial results for review.

Chief Financial Officer Eric Demas was also present.

Chairperson Smith reviewed a host of questions she emailed Mr. Demas on the Q2 Financials and Mr. Demas's response to those questions are attached.

The Committee voted: to report back to the City Council with a recommendation to place on File.

Respectfully Submitted,

John W. Burley
Clerk of Committees

- Are the amounts in the 01-152-1-5151 account in the employee buyout for their unused sick time? If not, what are they?

Yes, this account is used for sick and vacation buyback when an individual retires and still has accruals on the books. Chairperson Smith mentioned during this discussion that there appeared to be a discrepancy of approximately \$71,000 to the City Clerks office which was for time taken in 2022 but paid out in 2023 at a higher rate – she indicated that she was looking into how additional vacation time was allowed other than what was stated in Legislative code without any documentation provided

- What was expended out of the 27-242-4242-5780 EXP - DEMOLITION OF BUILDINGS account for \$25,500?

These charges are for the City-wide rat program

- For the estimated revenues in the files – are those YTD or Total Year estimates? If YTD then why are estimates so far off from actuals? Why do we only have estimates for some accounts?

YTD – Mr. Demas agreed to provide a spreadsheet at the next quarterly review

- Sewer Utility Usage Charges – Estimated \$2MM, Actual \$7MM ... Why were we so off of the estimate? How can we get better at estimating this?

Mr. Demas agreed to provide documentation at next quarterly review on how estimating is done

- Water Use Charges – Estimated \$0, Actual \$2MM ... Why were we so off of the estimate? How can we get better at estimating this?

See answer to the questions directly above.

- Water & Sewer Professional Services – What is expected to be spent out of this account? To-date we only spent 5% and last year we only spent 43% of budget

The professional services account will be used to pay for the remainder of the City works integration (New asset management software) A PO will be pulled in April from this account for approximately 170,000 to pay for this. We also will need upgrades to the GIS and ESRI subscriptions for a seamless integration. This will also come out of that account. By the June 30th the majority of this account will be spent. Moving forward we will be using this account for GIS updates, City Works yearly subscription, Engineering consultants, and ESRI Subscriptions.

- **City Council**

- o 01-111-2-5204 PROFESSIONAL LEGAL SERVICES: Can you provide all invoices for this account?

These invoices were scanned and emailed to you for legal notices and should have been charged to advertising account.

- **Mayors Office**

- What positions are unfilled? Running \$66K under budget in salaries. Or is it timing?

Open list provided, but this is due to the communication position still vacant.

- Is there a way we can somehow track event expenses by event (some events get paid out of multiple accounts across multiple departments but would like to start looking holistically at events so we can understand the cost of the entire event)

No ability to track right now but agreed to obtain the data from the respective departments and assemble documentation as requested

- **Finance**

- 01-135-2-5785 FINANCIAL SOFTWARE & EQUIPMENT: How much is the contract with SpringBrook for the financial modules for?

\$95,535.32

- 01-135-1-5111 SALARIES: Open positions? On track to return over \$100K

We had an employee being charged to the ARPA grant for the first half of the fiscal year.

- **Procurement**

- 01-138-2-5248 SOFTWARE/OTHER: How much is the contract with DocuSign for?

\$18,836.60

- **Treasury/Collectors**

- 01-145-1-5111 SALARIES: Open positions? On track to return \$84K

The Tax Collector's Office had two open positions as two employees accepted internal positions in other departments. Another Tax Office employee has been reassigned temporarily to the Auditor's Office and I will need funds to continue to pay this employee upon their return. An estimate for funds to be returned would be between 60-70k.

- 01-145-1-5191 HEARING OFFICER STIPEND: In 1Q you said there was a payroll misallocation but it was fixed. Why are we still running over for this account? It is at 63% spent when we are only 50% through the year. On track for \$6333 vs \$5000.

This was previously paid out of the Treasurer's office and subsequently paid from the police department. In the MUNIS conversion this was somehow changed back to Treasurer's. This has been corrected.

- 01-145-2-5312 DATA PROCESSING (DP) PAYROLL/HMN RE: I believe the Munis contract is for \$114K/year. Why if we are 50% through the year was there

only \$23K (17%) spent/encumbered when it should have been at least \$57K not including additional expenses that were budgeted out of this account.

The School Dept. has paid a significant portion of the Munis contract. We are reviewing what other remaining costs will need to be paid out of this account for the remainder of the fiscal year.

- 01-145-2-5385 OTHER CHARGES: On track to overspend by almost 100%. Last year amended by 80K because of overspending, are we expecting that to happen to this account again? What is driving the increase? Is it the credit card fees or something else?

We expect we will need additional funds for this account as we estimate to spend \$115k for the remainder of this fiscal year and we have \$35k available. Credit card fees are driving this increase as more residents are making payments online.

- **City Solicitor**

- 01-151-1-5111 SALARIES: Open positions? On track to return \$100K

Yes – Assistant City Solicitor

- **HR**

- 01-152-1-5111 SALARIES: Is there an open position or did salary change? Running \$25K under budget

HR had positions vacant and new hires were brought on under the budgeted salary lines

- 01-152-2-5301 PROFESSIONAL SERVICES: On track to spend \$50K. Last year line item \$56K was spent. Are you expecting to transfer funds into this account for the remainder of the year? (It's fine if it is, just want to be aware for budgeting purposes for line item for FY25)

No additional funds are expected

- 01-152-1-5123 YEAR ROUND PROGRAM: On track to overspend by 90K

Councilor Jabouin took the opportunity to ask questions on the list of Open Positions that were provided

- 01-152-1-5143 LONGEVITY: Who is longevity for? Was not in budget

Not needed anymore - - will be zeroed out in upcoming budget

- 01-152-2-5161 LOCAL 25 HEALTH SERVICES: Did this get paid out 3 quarters already? Spent 75% of budget

Mr. Demas concurred that this line item would be tight to meet budgeted amount

- **IT**

- 01-155-1-5111 SALARIES: Open positions? On track to return \$46K

- Yes -- open position not on list -- Mr. Demas will check with HR to determine why
- Still don't understand why nothing gets encumbered or spent until the end of the year here

Per brief discussion with Kevin Dorgan, this is related to the timing of the contracts and the availability of the equipment. He said he is going to be putting together a response.

- **City Clerk**

- 01-161-1-5130 OVERTIME: In 1Q, you noted that the overtime was accidentally taken from the City Clerk's account instead of elections and has been subsequently corrected but in 2Q financials it is still showing as overspent. Who was the overtime in this account for? Why is a salaried employee getting overtime as you stated in Q1?

First, no salaried employees have received overtime in my office, only the 2 clerical employees receive overtime. If the account is still showing it is overspent then we are still having an issue with overtime being taken from my account instead of elections/clerk overtime. My office has probably only spent half or less of the allotted overtime and that is only to have someone fill in when one staffer is sick or on vacation so that we have coverage on both late nights. -- Mr. Demas noted that adjustments are being made

- **Elections**

- 01-162-1-5111 SALARIES: Open positions? On track to return \$48K

We did have an open A6 position until February when Kathy Bereznoski recently filled it but it did sit open until then.

- **Engineering**

- 01-492-1-5111 SALARIES: Open positions? On track to return \$76K

Yes there is an open position

- 01-492-2-5230 STORMWATER EXPENDITURES: We have already spent 71% of budget, in Q2 last year we had spent 47% in Q2. Are we expecting to keep additional run-rate and overspend or did we just spend the money earlier in year than last year?

Will not overspend this account

- 01-492-2-5541 CENETER LINE X-WALK MARK: When are we doing this? Spring?

Spring

- 01-492-2-5705 ANNUAL ENVIRONMENTAL REPORTING: Do we plan on doing this? Nothing was spent out of this account last year

Yes but not the full budgeted amount

- **Parks and Cemeteries**

- 01-493-1-5111 SALARIES: Open positions? On track to return \$380K

We are keeping open the Cemetery Director Position since the Arborist is being paid by a grant from the state and that will need to be transitioned. We have two employees on Workers Comp and one foreman position to fill.

- 01-493-1-5113 PART-TIME: No part-time hired to date? Last year returned full balance

We are in the process of hiring 4 90- Day Temps for DPW, we have interviews this week.

- 01-493-1-5130 OVERTIME: On track to overspend

overtime is seasonal and also dependent on snow or icing events. Should be close to budget

- 01-493-2-5255 LANDSCAPING: What is the contracted amount and who is the vendor?

The initial amount of \$200,000 for Gleason Johndrow maxed out hourly rate early. Will be rebid for spring and also includes flowers, sod, bushes and mulch and replacement of park landscape equipment (Mowers, etc.)

- 01-494-2-5255 MAINTAINENCE TO FIELD: Which fields is this for? Last year returned full amount

This is for Everett Stadium. The field needs to go out for CIP to be replaced. There is going to need to be have repairs done later in the spring

- 01-494-2-5435 REPAIR & MAINTENANCE SUPPLIES/MTL: Have we not had to buy any supplies/materials yet this year?

The field has not been in use since November and won't start up again until mid to late March and we can assess what materials might be needed

- **DPW SOLID WASTE DIVISION**

What are the contracted amounts for SOLID WASTE DISPOSAL, RECYCLABLES DISPOSAL, HAZARDOUS WASTE COLL/DISP, RUBBL/YARD WASTE DISPOSAL

Hazardous Waste Disposal is part of our annual Hazardous Waste and Clean up and Yard waste is based upon volumes and amounts and Capital gets rid of the yard waste. Casella is the recycler, contract ends 8/01/25 and the cost per ton is \$120, and that is variable depending on how clean or dirty the recycling materials are when they are processed. That cost could be higher or lower depending and again based upon volume. Solid Waste is Capital in they are in year one of a new 3 year contract. Their Contract is for \$2,273,400. Wheelabrator is at the end of their 3rd year and that is going into negotiations and that is

\$1,700,000 for this fiscal year. There is no other location to burn trash in New England

- **Highway**

- 01-495-2-5268 CONTRACTED SERVICES: Will we need to appropriate more funds into this account or will the department use funds in other accounts to cover for the unexpected rental of the backhoe?

That money has been accounted for since we now have a new one . We have money in other budget items within to cover any overage

- 01-495-1-5111 SALARIES: Open positions? On track to return \$230K

We are looking to fill those two open positions and Union positions cannot be eliminated.

- 01-495-2-5435 REPAIR & MAINTENANCE SUPPLIES/MTRL: We already spent 100% of account. Will we need to move money from another account here for remainder of year?

As of March 1 we have spent 86% of budgeted amount

- **DPW**

- Is this on a different pay schedule? (i.e. not paid out 26 weeks for YTD Q2) Why are we on track to overspend by \$47K?

We added an administrative position to handle the cemetery duties and that was done about 2-3 months into the year. Everyone on the same pay cycle.

- **Facilities Maintenance**

- Open positions? On track to return \$194K

Ok, yes, that must be the two employees, carpenter and custodian/craftsman on Comp/Disability.

- **Health Dept**

- 01-510-1-5111 SALARIES: Open positions? On track to return \$610K

We currently have 10 vacant school nurse positions, 1 parent information nurse position, and the mental health clinician open.

- 01-510-2-5303 DOMESTIC VIOLENCE PREVENTION SERVIC: Is this a contracted amount for \$14K? Who is the vendor?

This is paid to Portal to Hope. This line item is usually in the human services budget. When going over the budget with Vlad I made him aware of this and he was able to move it back to human services.

- 01-510-2-5797 MOSQUITO CONTROL: When is this usually done? Spring?

The mosquito control starts in the spring and goes throughout the summer, monitoring for West Nile Virus.

- 01-510-5-5725 ENCUMBERED SALARIES: When will we expend this?

NEW CBA to be settled?

- **311**

- Did someone's salary change? Why are we on track to overspend by \$43K?

Chad's parking stipend was coming from the salary line when it he is now supposed to be charged to EPD. This expenditure has been transferred to EPD.

- 01-129-1-5130: Overtime - On track to overspend by almost 40%

This is seasonal and we will make sure we don't go over.

- **Police**

- 01-210-1-5111 SALARIES: How many open positions? On track to return 800K. Are we planning on filling? Returned 700K FY23. Is the amount returned because of police officers out on workers comp? Or why?

So we had budgeted for raises for both Police unions last year and this year. Unfortunately, we have not come to agreement with either union yet. So the excess monies in there are really what we built in to pay the new rates that haven't happened yet. There is only one officer opening due to a retirement last week.

- 01-210-1-5130 OVERTIME: On track to return almost \$600K and last year returned over \$1MM While I am happy about the fiscal responsibility in this account want to make sure we budget appropriately and not over-budget for FY25

Same issue here with monies for contract increase for both unions that hasn't happened. We also build in extra monies for unforeseen issues and our business is not an exact science with critical incidents being unpredictable. Also I believe this may include some monies that we get reimbursed on from the Mass Gaming Commission.

- 01-210-1-5191 CROSSING GUARDS & MATRONS: Why is so much not spent? Last year returned \$158K. Is this a public safety issue?

We discovered there was an error with monies being taken from wrong line item to pay for our crossing guards. It is corrected now. Currently we do not have a Matron and have been doing ok without one. We are not sure if we are going to replace that position as it a per diem job and its hard to find the right people to fill the position. It was posted but haven't found the right fit.

- **911**

- 01-299-1-5111 SALARIES: Is this on a different pay schedule? (i.e. not paid out 26 weeks for YTD Q2) Why are we on track to overspend by \$25K?

We have been hiring a lot of new dispatchers and having to train them so we have had more money going out during the training phase but we have partial funding for salaries thru a state 911 grant. I believe the grant will cover us as we come down the home stretch to the end of fiscal year. That is a reimbursement grant so we have to spend the money first then we get reimbursed.

- Fire

All of the questions below these were all misallocations in MUNIS that were subsequently corrected and also corrected in SoftRight

- 01-220-1-5111 SALARIES: We are on track to overspend salaries by \$2.5MM .. Why?
- 01-220-1-5130 OVERTIME: On track to overspend by \$400K
- 01-220-1-5140 HOLIDAY: Why was nothing spent here? In Q2 last year we had already spent 100% of this account
- 01-220-1-5147 HAZARDOUS DUTY PAY: When does this get paid out? In Q2 last year we had already paid it out 100%
- 01-220-1-5151 EMT STIPEND: Why is this only at 25% expended/encumbered but we are 50% through the year?
- 01-220-1-5193 CLOTHING ALLOWANCE: When does this get paid out? In Q2 last year we had already paid it out 100%

01-220-1-5194 CERTIFICATIONS: Only spent 25% and are 50% through year. Returned \$180K last year (55% of budgeted amount) may need to come back to city council for additional funding

- ISD

- 01-242-1-5111 SALARIES: Open positions? on track to return \$200K

Right now, we will have an estimate of \$179,499.15. We have 2 vacant positions. One is for Code Enforcement and One is for an electrician. Billy Seward left us in September of 2023. This could be filled before FY25 which could make the amount less.

01-242-2-5710 PROFESSIONAL SERVICES: On track to only spend 30% of budgeted amount. Are we expecting costs to come in 2H of year?

Yes, we are expecting costs to come in for the 2nd half of the year.

- Planning

- No response on continuing appropriations accounts in this department – there has been no activity.

Open positions? On track to return \$250K

When will we expend these encumbered costs? MASTER PLAN, WEBSTER ST.TOT LOT DESIGN/CONSTRUCT - - will be zeroed out if there is no activity

- **Transportation**

Did not receive response regarding the overtime.

- Open positions? On track to return \$43K

Yes there is an open position

- 01-522-1-5130 OVERTIME: Who is this for?

- **Veterans**

It seems that Gerri is coming out of the wrong line item because she should be coming out of 01-543-1-5113. Based on my review of the last year's budget. Also, our Vet benefit allowance is based on the amount of chapter 115 clients we have. It's not statutory we just happen to have the same number of clients. If there are any more questions, I'd be happy to meet and answer them.

THIS HAS SUBSEQUENTLY BEEN CORRECTED

- o 01-543-1-5111 SALARIES Did we change the salary? Spent 75% of budget through 50% of year, on track to overspend. Is Gerri being accidentally booked here?
- o 01-543-1-5113 PART-TIME: Why is nothing booked here?
- o 01-543-2-5770 VET BEN-ALLOWANCE: Is this statutory? Last year we returned \$175K (44% of budgeted amount) and this year we are on track to return the same amount

- **Elder/Human Services**

- o 01-599-1-5111 SALARIES: Open positions? On track to return \$84K

Mr. Demas agreed to look into

- **Library**

- o 01-610-2-5793 LIBRARY NOBLE NETWORK SERVICE: What is the contracted amount for this?

\$44,001 for the Parlin

\$3,628 for the Shute

- **Health & Wellness**

- 01-630-1-5111 SALARIES: Open positions? On track to return over \$200K

We do have open positions, as well as positions that were budgeted for and not fully given the budgeted salary.

For example, the “Youth Program Coordinator” was given to an employee at an hourly rate for a few months during the summer, but budgeted as if they would be working all year. Not sure who made this decision or why, before I started. We also have an open custodian position that I am working on a new job description for to pitch to Eric and the union.

- 01-630-1-5130 OVERTIME: Who gets OT and why is it overspent? This is a MUNIS misallocation that has been subsequently corrected
- 01-630-2-5352 WELLNES EXPENSES: Why are we behind in encumbering/paying? Should be at 50%

Isn't half this account line meant to pay the vendor managing the wellness center? That is what was told to me. I have not touched this account or the wellness center since starting Jan 8th since I was told to hold off due to the decision being made on the old high school.

- 01-630-4-5840 REC RENOVATIONS: When will we expend this?

The 1500 in encumb. I will have to look into. Facilities took a lot of the recent renovations out of their budget, and we have taken some money from the 27-630-4631-5780 Armory/Rec Center Maint. Line to refurbish the new offices.

- **Debt**

- 01-710-9-5984 DEC 20,2013: How/Why did we overpay this?

Misallocated from the Treasurer's office when recording wires. Will correct going forward.

- 01-751-9-5981 OCT 25,2007 MSBA HIGH SCHOOL 2%: How/Why did we overpay this?

Misallocated from the Treasurer's office when recording wires. Will correct going forward.

The Committee on Ways and Means met on Monday, March 18, 2024 at 6:00pm in the City Council Chambers at City Hall.

The meeting was recorded by ECTV and can be viewed on the City of Everett website.

Members present were Councilor Stephanie Smith, presiding; Councilors Anthony DiPierro, Guerline Alcy Jabouin and Holly Garcia.

The Committee met on an Order from Councilor Robert J. Van Campen, as President: An Order requesting the approval to appropriate \$7,552,930.00 from Budgetary Fund Balance (Free Cash) into the following funds: General Stabilization Fund \$2,265,879.00; Other Post-Employment Benefits Liability Trust Fund \$2,265,879.00; and Capital Improvement Stabilization Fund \$3,021,172.00 for a total of \$7,552,930.00 .

Chief Financial Officer Eric Demas was also present.

Mr. Demas provided the Committee members with an overview of the three Trust Funds and noted that this was not an appropriation but an actually transfer that occurs every year once the Free Cash is certified by the State. He acknowledged the percentage allotted from Free Cash has remained consistent. Mr. Demas informed the Committee that the balances currently in these funds were as follows: General Stabilization - \$8+ million, Other Post-Employment Benefits Liability Trust Fund - \$11+ million and CIP Stabilization Fund - \$5+ million.

The Committee voted: to report back to the City Council with a recommendation for Favorable action.

Respectfully Submitted,

John W. Burley
Clerk of Committees