



**AGENDA PACKET**

**CITY COUNCIL'S COMMITTEE ON THE BUDGET  
WEDNESDAY, JUNE 05, 2024 6:00 PM**

**EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR  
EVERETT, MA 02149**

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Attest:

City Clerk  
Assist.



## AGENDA

### CITY COUNCIL'S COMMITTEE ON THE BUDGET WEDNESDAY, JUNE 05, 2024 6:00 PM

EVERETT CITY HALL, 484 BROADWAY, CITY COUNCIL CHAMBERS, 3RD FLOOR  
EVERETT, MA 02149

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#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### UNFINISHED BUSINESS

##### 1. **C0171-24** Order/s/ Councilor Robert J. Van Campen, as President

In accordance with Sections 6-2 and 6-3 of the City Charter, His Honor Mayor Carlo DeMaria hereby calls for a joint meeting of the City Council and School Committee for the presentation of the city's proposed Fiscal Year 2025 operating budgets and to review the city's budget policy.

##### **Budget Hearing Schedule**

<b>1.Fire Department</b>	<b>6:00PM</b>
<b>2.Police Department</b>	<b>6:30PM</b>
<b>3.E911</b>	<b>7:00PM</b>
<b>4.Inspectional Services</b>	<b>7:15PM</b>
<b>5.DPW</b>	<b>7:35PM</b>
<b>6.Engineering</b>	<b>8:05PM</b>
<b>7.Water &amp; Sewer/Enterprise Fund</b>	<b>8:20PM</b>
<b>8. Facilities Maintenance</b>	<b>8:45PM</b>

#### ADJOURNMENT

[www.cityofeverett.com](http://www.cityofeverett.com)

(All agendas and reports can be obtained on City of Everett Website)

Respectfully submitted:

***Michael J. Mangan***

Legislative Aide  
Everett City Council Office



C0171-24

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**To:** Mayor and City Council  
**From:** Councilor Robert J. Van Campen  
**Date:** May 16, 2024

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**Agenda Item:**

In accordance with Sections 6-2 and 6-3 of the City Charter, His Honor Mayor Carlo DeMaria hereby calls for a joint meeting of the City Council and School Committee for the presentation of the city's proposed Fiscal Year 2025 operating budgets and to review the city's budget policy.

**Background and Explanation:**

**Attachments:**

***CITY OF EVERETT***  
***Office of the Mayor***

**Carlo DeMaria**  
Mayor



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

May 1, 2024

Honorable City Council and School Committee Members  
484 Broadway and 100 Elm Street, Respectively  
Everett, Massachusetts 02149

Dear Honorable Members,

In accordance with the provisions of Section 6-2 and 6-3 of the new Everett City Charter, I hereby call a Joint Convention of the City Council and School Committee to be held as follows:

Date: Thursday, May 16, 2024

Time: 6:00 PM

Location: Peter J. McCarren Memorial Chambers  
City Hall Everett, Massachusetts 02149

1. Annual Budget Policy Presentation
2. Presentation to the City Council of the Proposed FY25 Operating Budget

Adjourn

Respectfully submitted,

Carlo DeMaria, Mayor

cc: Mr. Sergio Cornelio, City Clerk  
Mr. Michael Mangan, Adm. City Council  
Mr. David O'Connor, Clerk School Committee

**FY2025 Budget Hearings Motions to be made at the Joint Convention**

- 1) Six members shall constitute a quorum at all hearings of the City Council's Committee on Budget unless otherwise specified.
- 2) The Mayor, the Mayor's Chief of Staff and the City's Chief Financial Officer are requested to appear at all such budget hearings to answer questions.
- 3) All department heads are requested to have the following information available when appearing before the City Council's Committee on Budget:
  - a) The total amount expended to date for all line items in their FY2024 budget.
  - b) The amount expected to be unexpended for all line items in their FY2024 budget at the end of the fiscal year.
  - c) Names of funded, unfilled positions in their department that were not filled during the current fiscal year and whether or not they are expected to be filled in the next fiscal year.
- 4) All budget hearings are requested to be televised live on ECTV. If any budget hearing cannot be televised live, it shall be recorded by ECTV and shall be made available for subsequent viewing by the general public.
- 5) A copy of the budget is requested to be posted on the city's web site no later than 5:00 PM on Friday, May 17, 2024.
- 6) It is requested that copies of the budget be available at the Parlin Memorial Library and the City Clerk's office beginning on Monday, May 20, 2024.
- 7) Refer to the City Council's Committee on Budget meeting on Tuesday, May 21, 2024 at 6:00 pm.

**Everett City Council Office**



484 Broadway, Room 38  
Everett, Massachusetts 02149  
617-394-2237

May 2<sup>nd</sup>, 2024

To Respective Departments and School Department:

You have been scheduled to appear before the City Council's Committee of the Whole on the 2025 Budget at the date and time set for your department. Said Budget hearings shall be held in the City Council Chambers, 3<sup>rd</sup> Floor, City Hall at the dates and times specified.

It is respectfully requested that you have the following information with you at that time:

1. Total amount expended to date in FY2024 Budget for all line items;
2. The amount(s) expected to be unexpended at year-end from your FY2024 Budget appropriation and from what account(s).
3. Total unfilled positions in your department

As always, thank you for your consideration and courtesy in this matter.

Very truly yours,

Michael J. Mangan

Legislative Aide

Everett City Council Office

[Michael.mangan@ci.everett.ma.us](mailto:Michael.mangan@ci.everett.ma.us)

Good morning all,

His Honor the Mayor will be presenting his FY25 Budget to a joint convention of the City Council and School Committee on Thursday, May 16<sup>th</sup> at 6PM in the city council chambers.

The Budget Committee will be meeting with the following departments on the following days.

Tuesday, May 21<sup>st</sup> at 6PM ----- School Department 6:00PM

Wednesday, May 29<sup>th</sup> at 6PM -----Council on Aging /Human Services 6:00PM  
 Veterans 6:15PM  
 Library 6:30PM  
 Human Resources 6:50PM  
 Diversity, Equity, & Inclusion 7:10PM  
 City Solicitor 7:30PM  
 Information Technology 7:45PM  
 City Clerk 7:55PM  
 Elections 8:10PM  
 City Council 8:25PM

Monday, June 3<sup>rd</sup> at 6PM -----Executive Office 6:00PM  
 311/Constituent Services 6:30PM  
 Planning & Development 6:45PM  
 Transportation 7:05PM  
 Treasurer/Collector 7:25PM  
 Assessor 7:40PM  
 Purchasing 7:50PM  
 Health/Wellness 8:05PM  
 ECVTV/Enterprise Fund 8:20PM  
 Auditor 8:35PM  
 Capital Improvement Plan 8:50PM

Wednesday, June 5<sup>th</sup> at 6PM \_\_\_\_\_ Fire Dept 6:00PM  
 Police Dept 6:30PM  
 E911 7:00PM  
 Inspectional Services 7:15PM  
 DPW 7:35PM  
 Engineering 8:05PM  
 Water & Sewer/Enterprise fund 8:20PM  
 Facilities Maintenance 8:45PM

Department Heads are expected to be in attendance at least fifteen minutes before their expected time in case the budget committee is running ahead of schedule.