

The Committee on Ways and Means met on Thursday, January 9, 2025 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 Anthony DiPierro, presiding; Councilors Stephanie Smith, Holly Garcia and Guerline Alcy Jabouin.

The Committee met on an Order offered by Councilor Robert Van Campen, as President: An Order requesting approval to appropriate \$94,508.59 from General Fund Budgetary Balance (Free Cash) to pay prior year departmental bills per the attached list.

Chief Financial Officer Eric Demas was also present.

Mr. Demas informed the Committee that three additional prior year bills totaling \$28,195.79 would be added to this Order. The Committee voted favorably to amend the Order to include the additional bills to the current Order which would now bring the total appropriation request for approval to \$122,704.38.

At the request of Councilor Smith, Mr. Demas explained that these are all prior year bills and that once the City closes the book at the end of the fiscal year then this would be the required mechanism in which to present to City Council for approval since the tax rate had already been set. He provided the Committee with an overview of the processing of bills as it relates to the purchase of items/services and the receipt of invoices for those purchases. He noted that in the case of these prior year bills none were encumbered so the reports wouldn't show that there were any open purchase orders that needed to be paid. He mentioned that to compound the matter some vendors didn't submit invoices in a timely manner. He assured the Committee that he has addressed these issues with the respective department and reminded them that there are procedures in place so that this shouldn't occur. He informed the Committee that the new Budget Director would be meeting with Department Heads monthly to insure any purchases are paid for in a timely manner. He referenced the Unemployment Assistance bill which was the largest of the prior year bills in the Order and acknowledged that he would be watching that closely to determine if a supplemental budget will be necessary at a future meeting to cover this line item through the remaining fiscal year. Councilor Alcy-Jabouin asked if the Department Heads have access to reports on outstanding purchase orders and Mr. Demas responded that they all have complete access to those reports. Mr. Demas noted that all departments are sent reminders in late May about open purchase orders. Councilor Garcia remarked that she was happy to hear that the Budget Director would be meeting with Department Heads monthly to help avoid this from occurring in the future. Councilor Alcy-Jabouin requested an overview of the three new items being added to the Order and Mr. Demas provided an overview of each.

The Committee voted: to report back to the City Council with a recommendation for Favorable action on the Order as amended to \$122,704.38 with the inclusion of the additional three prior year bills as attached.

Respectfully Submitted,

John W. Burley  
Clerk of Committees

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