

The Committee on Ways and Means met on Thursday, March 20, 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 Stephanie Smith, presiding; Councilors John Hanlon and Pietrantonio. Member absent was Councilor Anthony DiPierro.

Communication received from Councilor DiPierro that he would be unable to attend due to a prior commitment.

The Committee met on an Order from Councilor Stephanie Martins, as President: An Order requesting the approval that the amount of \$1,500,000 be appropriated by borrowing for the Lead Service Replacement program.

Mayors Chief of Staff Erin Deveney was also present.

Councilor Hanlon noted that the lead water service line from the public way to the home was the responsibility of the homeowner and questioned if the homeowner would be required to pay to have the lead service removed. Ms. Deveney responded that the City did not want to put this burden on the homeowner and that is the reason for this appropriation. She explained that the City is currently in phase 3 of this project with this appropriation request for phase 4 with the expectations that approximately 240 houses could be done in each of these phases. She mentioned that there were 800 known lead services and another 1200 services that were not known if they were lead or not which she expected would take four to five years to replace all the lead service lines as obligated by the State to do as a health and safety issue. Ms. Deveney informed the Committee that this was a 0% loan provided to the City from the Massachusetts Water Resources Authority. Councilor Pietrantonio inquired to the status of phase 3 and Ms. Deveney explained that it was funded but that it was not done in 2024 due to the City addressing some issues with the vendor who was awarded the contract, but indicated that the work was expected to be done in 2025. Chairperson Smith noted that the appropriation for phase 3 was actually awarded in 2023 and expressed concern that the City appeared to have not replaced any lead service lines in 2023 and 2024. Chairperson Smith also questioned the projected 240 replacements mentioned for phase 3 and phase 4 when only 107 lead service lines were replaced in phase 2 in 2022. Councilor Pietrantonio asked who picks the homes to be done and Ms. Deveney responded that an inventory has been done. Chairperson Smith inquired if a homeowner had to replace their lead service line in 2023 and 2024 due to a leak were they forced to pay since it was not part of the replacement project. Ms. Deveney agreed to look into. Councilor Pietrantonio stated he was concerned that the City could lose the phase 3 funding from MWRA since it hasn't been utilized as of yet and Ms. Deveney assured the Committee that MWRA would honor the funding commitment.

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

Respectfully Submitted,

John W. Burley
Clerk of Committees

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Communication received from Councilor DiPierro that he would be unable to attend due to a prior commitment.

The Committee met on an Order from Councilor Stephanie Martins, as President: An Order requesting the approval to appropriate \$500,000 from the General Fund Budgetary Fund Balance to the Human Resources employee buyback and other account.

Acting Human Resource Director John Russolillo was also present.

Mr. Russolillo explained that the funding was for a contractual agreement with the Police and Fire personnel who are allowed to cash out some of their accumulated sick/vacation/Holiday and Comp time when they retire. He noted that this contractual agreement was completely different than other City Departments. He informed the Committee that there were three individuals waiting for this funding. Councilor Pietrantonio asked if there were any caps on time and Mr. Russolillo responded that it depends on rank. Councilor Pietrantonio questioned how Comp time was tracked and Mr. Russolillo mentioned that the clerks in those departments keep track but he agreed to look into further. Councilor Pietrantonio asked how much of the \$500,000 would be spent on the 3 Police/Fire personnel mentioned and Mr. Russolillo stated \$350,000. Councilor Hanlon asked if the employees can be made to take their annual vacation time instead of accruing it and Mr. Russolillo explained that they are not obligated to do so by contract.

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

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Communication received from Councilor DiPierro that he would be unable to attend due to a prior commitment.

The Committee met on an Order from Councilor Stephanie Martins, as President: An Order requesting the approval to appropriate \$500,000 from the Capital Improvement Stabilization fund for the costs of design services and related ancillary costs associated with the potential reuse of additional space at the former Everett High School.

Mayors Chief of Staff Erin Deveney was also present.

Councilor Hanlon remarked that it seemed that all the City Council was doing lately is putting money into the old Everett High School building. Ms. Deveney mentioned the recent Community meeting that was held on the old EHS building in which it was requested for the Administration to provide more definitive costs and as a result the City is taking the next step to obtain more substantive and solidified costs through an extensive design process if the City is to use that building. Councilor Pietrantonio asked who came up with the design cost of \$500,000 and Ms. Deveney explained that it was based on the projected overall construction cost of \$72 million which they feel is sufficient to cover the design cost. Councilor Pietrantonio inquired to how much was paid to the Mt Vernon Group to perform their feasibility study and Ms. Deveney noted that this cost was paid by the School Department. Councilor Pietrantonio asked if some of the surplus ARPA funds from the roof repair could be applied to the Design work and Ms. Deveney agreed to look into. Chairperson Smith asked what would happen if the City doesn't expend the full amount of the ARPA funds allotted for the project knowing that December 31, 2024 was the date all ARPA funds had to be assigned. Ms. Deveney stated that the City would do everything it can to assure the funding is not lost and she agreed to look into the matter further. Chairperson Smith asked if this appropriation was for one round of design or multiple designs and Ms. Deveney informed the Committee that there would be an opportunity to provide feedback once the preliminary design was available. Councilor Pietrantonio suggested holding off in passing the appropriation until it was determined if the ARPA funds could be used.

The Committee voted: to report back to the City Council with No recommendation pending a determination if surplus ARPA funds could be utilized for the design instead.

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Communication received from Councilor DiPierro that he would be unable to attend due to a prior commitment.

The Committee met on a Resolution offered by Councilor Stephanie Smith, as Chairperson.

Budget Director Margaret Micherda was also present.

Mr. Demas provided the Committee with a copy of the FY25 General Fund Revenue Report (attached). Councilor Smith provided a list written questions for the Quarter 2 review with Mr. Demas's response shown on the attachment in RED (attached). Chairperson Smith asked Ms. Micherda how she was working with Departments. Ms. Micherda introduced herself as the new Budget Director and informed the Committee that she was thrown into a lot of projects once she started which included reviewing all contracts, introducing herself to Department Heads, working on the FY26 budget and working on addressing miscoding. She noted that this was a very busy time preparing the FY26 budget with Departments, but mentioned that her goal it to do monthly reviews with Department Heads to be proactive once the budget process is complete as well as to include training as needed. Chairperson Smith remarked that she was glad to hear this and was looking forward to see how things improve so that Ms. Micherda can take over what she's been doing to insure things are being done financially correct. Councilor Pietrantonio asked if she had worked as a budget director in another community and Ms. Micherda explained that she worked in the private sector in manufacturing doing budgets her whole life also noting that she did work as a Financial Contractor for the Town of Reading. Chairperson Smith informed the Committee that she still had some outstanding questions that were awaiting a response from the appropriate Financial staff and Department Heads and she agreed to provide another document with her questions and responses once they were received.

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

Councilor Smith's Q2 2025 Budget Review questions

Expenses

111- City Council

- Have all City Councilors been adhering to the timeline for reimbursable expenses?

No. They are not all adhering to applying for reimbursement on a monthly basis.

121 – Mayor

- Running at 40% RR for salaries – doesn't look like any open positions. Is this just timing?

As of today this is at 68%. Should be just timing.

122 – DEI

- What was professional services supposed to be for? I thought it was for inclusion consultants and translation and accessibility services and we increased it for equipment but doesn't look to be used. We only spent 3K in 2024 so this seems to be an account that is over-budgeted.
- Outreach & Engagement – Another one where we spent \$15K in 24 and budgeted 60K seems to be another account that is over-budgeted because we are halfway through year and only \$2K has been spent.
- We built an entire department yet I do not see traction in DEI initiatives other than the multi-cultural events and the lunch-n-learns. How are we helping the community since that is what a big part of this department was supposed to do

135 – CFO

- OT has been rarely used over 3 years – opportunity for cut in FY26?

We are required to fund at some level, but we can look at reducing for FY26. We have been fortunate that the employees have elected to take comp time rather than receiving OT, but this may not always be the case.

155 – IT

- There needs to be something done about this department. It is impossible to review this as nothing even gets encumbered until YE. I hope the budget director is working with Mr. Dorgan to make this more transparent to the Council and the Administration and the public

1) I have spoken with the Treasurer (Margaret) . All encumbrances should be in place by the end of March / first week in April as purchasing approves documentation/contracts and state bid list details.

- Any update on the open position? It says interviewing but no response received from Dept Head

2) We are interviewing for the position. We have met with five candidates so far, with another coming in tomorrow (3/18) and more over the coming weeks.

161 – City Clerk

- When do we get charged for the Web Based program and what is it?

Some are paid in the beginning of the year, the majority are paid in May or June, one will be coming out for \$9,000 in the next few weeks and the rest is for codification which happens at different times.

162 – Elections

- Are we still waiting on expenses from the November election to be encumbered? Custodians, stipends, prep of machines, training? These all seem to be low seeing we had the 2 elections already. Does the census get debited in the 2H of the year?
- In regards to expenses not utilized, they were paid but some from different line items, i.e. the salaries line item, including the training line item which has now become a personnel expense, so we will be requesting a transfer to the personnel section from the expenses section as training has to be paid under personnel under updated IRS guidance. Next years budget will have custodians, election workers, training and any other stipend/election account placed into 1 line item called Election workers, as they have not always been charged to the correct line for some reason and since they are all payments for work before, during and after elections in the Elections department. We will make it 1 line item to try to prevent incorrect debiting from the salaries line item which has been happening with certain people's payments that work the elections. Prep of voting machines will be utilized going over the next few months as we enter the municipal election cycle this spring and will be used to pay for annual maintenance, an upgrade of a few tabulators before the next election and other preparatory expenses as required and needed.

Census is always an end of year expense which seems we have this question every year about the same item. Census begins in January with mailing them out, which is some of the expense, then we are billed over the next couple months for mailing services, postage, etc., we then send out a second mailing of confirmation cards at another cost and this is required to be done and lastly we put the street listing books together with our vendor and purchase dozens of paper copies public consumption along with 2 hard copy books to be placed in the archive and library to be kept in perpetuity. I am confident this answers all the questions.

210 – Police

- When does the Senior Patrol, Training and Supervisor stipends get paid out?

Senior Patrol is paid out at the end of the year. DEC Training stipend is paid weekly, and the supervisor stipend is paid out at the end of the year.

- Are we fully staffed with crossing guards and matrons? Only spent 20% of budget, halfway through year

As for the matron, we couldn't find anyone and the last one we had we had to let go so I think we are going to go without a matron at this time. As for the crossing guards we are five short.

220 – Fire

- Are we behind on our ambulance op expenses? BLS-1 OPERATING FUNDS only spent 1%

We have been drawing from the ambulance revolving account 26-220-4690-5780. . To date, we have expended \$146,217.78. not reflective of the outstanding PO's not accounted for (\$82,734.60).

- Are we waiting to purchase new PPE? Not aligned to run-rate YOY

To date, we have expended \$146,217.78. not reflective of the outstanding PO's not accounted for (\$82,734.60).

242 – ISD

- Who are our Part-time employees? Doesn't seem like we spend out of here often.

Currently we are looking to fill these positions with student workers through the year-round jobs program, however as of right now these individuals are being funded through ARPA.

- Why is the hearing officer spend so low?

Stipend is used as hearings are needed and we expect to use budget by year-end since this budget was increased \$10K from prior fiscal year.

- Equipment is running far behind run-rate. Moved equipment maintenance budget to here but still haven't seen spend.

This account is going to be used by year-end.

490 DPW

- Part-time employees – Is Rich P. no longer in this position? I don't see this role posted.

His role is posted under the executive division.

- Why are we already spending 76% of the stipend for City Services Commission? Was this incorrectly paid out early?

DPW does not pay the City Services Commission payroll, Rita Crafts does that payroll.

- Nothing spent out of repairs & parts? Did nothing breakdown this year yet?

Current have about \$88K in held invoices over in Freightliners waiting to be paid and additional repairs to be made to vehicles. It should be well over \$100K

491 Facilities

- Wire expenses – used 9K in 2023, nothing since

We recently spent \$6,757 of the Wire Expense account. \$5,978 on emergency lighting and LEDs for the Old EHS Bldg. And, \$779 for Generator repairs for the 911 Bldg.

We always keep \$20K in the Wire expense account for emergencies and expenses related to Facility Mnt. projects that the electrical dept. doesn't cover.

492 Engineering

- Do we not get charged quarterly for the seats for the software? When do we incur the charge?

We are invoiced annually, and renewals are due on the date of the contract (in this case February).

Think about changing account name because Office Equipment seems like furniture not software subscriptions.

I have spoken with Margaret about moving those expenses out of Office Equipment, and have created a new line-item in the FY '26 Engineering budget for Software.

493 DPW Parks

- GLENWOOD CEMETERY EXPENSES – are we planning to do more here? Don't spend much here over past few years

*Ordering roughly \$14,000.00-\$18,000.00 (including shipping) on cemetery specific supplies and equipment. We are waiting on RFQ's to come back from potential vendors. I am assuming that we would be ordering merchandise before the end of the FY; as the RFQ's are due back by 3/13. The cemetery has not purchased new burial equipment in many years and we are much overdue for new equipment.

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Examples of Items being ordered

- burial platforms
- lowering devices
- vault chains
- probing rams
- Burial grass sets
- Etc.

*Uniforms for the new full- time employees to wear during burials.

*Burial Boxes for full body burials.

*Foundations being installed in new grave sections.

*Corner Markers being installed in new grave sections (Engineering was quoted roughly \$9,000.00 last June-still waiting to hear back on a status update. Cost may have increased)

*Engraving costs associated with new niches. Per rates set by City Service Commission; the engraving is included in price of niche; so, city is responsible for these costs

we now have over 215 new double graves at the cemetery that are already being sold. If anything, we may need to increase the Glenwood cemetery expense budget since these new items are necessary for the new burials. Our equipment for burials is outdated and these items are needed asap.

- Did we not do any winterization? Nothing got spent here in 3 years

Winterization of the new fountain at the entrance of the cemetery. (I believe the winterization line item for FY 25 also includes Parks)

-Winterization of the irrigation located at the front island.

-Next FY there are plans to have a small snow operation located at the cemetery; to service the cemetery roads and areas within this section of the city (to alleviate having making trips back to the DPW during snow events.) Some of the funding may need to be used for this.

-We are also planning on purchasing a frost remover for the winter burials to accommodate the new graves.

522 Transportation

- When are we hiring interns?

The department has one intern employed since August 2023. We will check the labor allocation to make sure that line is being charged.

543 Veterans

- Why not Veterans Day expenses? Where was the cost paid out of?

The year before last the Mayor's office paid the bill to have the Veterans Day be a sit down meal. Last year I did not want to downgrade our Veterans Day Celebration so we took it out of the Veterans Gift fund. We plan on looking to increase the Veterans Day Celebration budget this year.

599 Human services

- Why minimal part-time? What happened to John & Cathy & the instructors? Would expect 40K to be spent out of here but only see 12K

AS for minimal Part time, John (Jack) and Cathy are on our regular payroll. Previously they were being paid out of ARPA funds. Our instructors, Miguel, Julie, Judith, Sue, Jackie have been paid right along. I would check that 12K figure

- When are we spending the DV Prevention line item? I thought it was supposed to be a collaboration with Portal to Hope.

As for DV prevention, we are waiting on Deb Fallon to invoice us to release the money

- EALC BOOKS/CLASS SUPPLIES – increased the budget but have not spent? Last year already had spent 81% of budget by 2H

For EALC, traditionally we order our books/ Supplies in May which will deplete the account

610 Libraries

- Are we struggling with PT help? Last year at 44%, this year only spent 8% to date.

This is due to a bad payroll allocation and is in the process of being fixed. Should be in line with prior years once this is complete.

630 Health & Wellness

- What is the structure of this department now? Looks like two new positions? What about the director position? Is one of the new ones replacing the assistant director of Rec?
- **We dissolved the Assistant Rec Director, Youth Development Assistant, and Youth Program Coordinator into to two (2) manager positions. The Workforce Manager and Rec Manager, with these two merged positions. We were able to raise the salaries to find quality employees that can help manager the programs. Moving forward the Department will have The Director of Youth Development & Enrichment, Assistant Director of Youth Development & Enrichment, Assistant Director of Youth Substance use and Prevention (half the salary comes from health dept). Two Managers a Rec and Workforce, administrative assistant (Karen Martinelli) and we budgeted out for two more part time employees (graduating from our year-round program) as Program Coordinators.**

- Are we not booking ½ of the contract here a quarter? Is it all coming out of revolving?

We left Wellness center expenditures the same, due to it closing in May due to renovations. The time line is it should be set to be open in November, if all goes well. Potentially we will either A. have the vendor from the bid take over once it's open, to finish fiscal year. Or B. if the vendor doesn't accept the terms of the contract, we put the bid out again. We did not book a lot of the contract due to upcoming renovations and not having a clear indication if the awarded bidder would be interested in not having the full contract timeline with renovation work being done.

Buyback

- I thought we had accounted for who was slated to retire in 2025 from Police & Fire. What were the surprises that is having us spend so much of the budget? Who else is expected to retire in the next 6 months?

Not every retiree had given the notice before the budget process last year. On top of what was expected. Which included the Chief's buyout in July, we have had a police officer let go which was a buyout of accrual time, as well as two recent officers retire with large buyouts of sick and vacation time. We also have a recent firefighter retirement coming up end of March with a buyout. We had another firefighter buyout at the beginning of January as well. The officers and the firefighter are the individuals we are asking for appropriations for. We also have ADR (Accidental Disability Retirement) cases pending which could hit this fiscal year, depending when they are approved and finalized.

These payments are on top of the Chief's buyout in July, and other contractual payments we are obligated to meet including attendance bonuses, accrual buyouts after retirements (civil, union and non-union) or after settling workers comp cases and insurance opt outs.

Revolving

- Can you show me which account is the Wellness Center revolving?

26-630-4630-5001 BALANCE FORWARD ACCOUNT

26-630-4630-5111 SALARY ACCOUNT

26-630-4630-5780 EXPENDITURE ACCOUNT

over year look. Can you provide me the FY22 and FY23 final ledgers for these for this department?

Provided files via email

- Elections: How did items get paid out of the wrong account? Was it because the PO was pulled for the wrong account? Who is in charge of submitting expenses and booking to the ledger?

It was payroll, so whoever creates the payroll accounts to use when a new employee is hired, they took that from salaries instead of a stipend account. I worked with Margaret in budget and believe we now corrected the issue, if there are any more found along the way I will request them to be corrected. Either way, they are all election employees and everyone paid was for work out of the Elections office. Reducing the accounts from 5 to 2 in the next budget will hopefully eliminate this issue going forward.

- Fire: Should we be pulling almost 100% from our revolving account for ambulance expenses? Or should we be utilizing the budgeted line item first or half of the budgeted line item? I ask because how do you look at year over year going forward? Or is the goal going forward to be fully dependent on the revolving account and we will cut this line item to a bare minimum? How much is in the ambulance revolving account? The outstanding invoices of \$82K, I don't see those encumbered ... where are those sitting?

Yes, according to Eric and in concurrence with the approval of the Council, we have a spending cap of \$775,000. In order to draw from this account, there needs to be a direct nexus to the operation of the ambulance. The account line (26-220-4690-5780) has been used to purchase such items, and continues to be used for billing expenses for ComStar and Cataldo.

Current balance as of 3/13/25 is \$ 1,101,472.42

We have spent \$146,953.59, as well encumbered monies for open PO's (Billing).

The BLS Operating Line (01-220-2-5253) of \$125,000. has a balance of \$124,149.03. This line was created and funded prior to receiving revenue from the ambulance operation. We have removed this line and the figure in the upcoming FY26 budget.

- DPW Exec: I didn't see it in the open positions under DPW that I was sent but maybe it was left off the list? Can we just ensure that list is accurate?

We just met with Margaret. Rich P is listed under 01-490-1-5113 Shop Mechanic Part Time

- DPW: Can you please confirm with Rita Crafts about the City Services Commission line-item question (Why are we spending 75% of the stipend for the City Services Commission? Was this incorrectly paid out early?)

Our understanding is that Water included Dom in there as well and paid his consulting fee. Jerry if you can confirm our conversation with Margaret

- DPW: If invoices are being held for Freightliners, why aren't those in the encumbered line item? 01-490-2-5400

Why would it be in encumbered if it is during the current year and when we get the Ok to pay them we will pay them?

- Parks & Cemetery: If we did winterization per the commentary, why was nothing spent out of the line item? Was it timing? Should I expect to see those charges in Q3?

Looking in Softrite (if I am reading this correctly); it looks like the winterization of the parks was paid out of 01-493-2-5435 repairs and maint. I will check with the DPW today and get back to you shortly as to why. I have also cc'd Brian on the email for clarification.

Brian I am showing that PO # 72993 was expended for COMAK back on Dec 16 2024 using account # 01-493-2-5435 Repairs and Maint. It shows a \$110.00 charge for each of the parks. I am assuming that was for winterization based on timing, description and amount. Do we know why repairs and maint account was used versus winterization? Or am I looking at the wrong expenditure? Please confirm. **In most instances repairs are being made to the existing lines so it hasn't been a clear simple winterization.*

On this end; I have a pending Req # (req # 80629) that includes a \$1879.00 line item for a frost remover; that utilizes the winterization account # 01-493-2-5259 for FY25.

Going forward in FY26; I will be responsible for paying for the winterization of the fountain here at the cemetery; and any sprinklers that may need winterization at this location. I will make sure to use the correct winterization account for this going forward.

Please let me know if you need any additional info.

- Human Services: Can this account please be looked into 01-599-1-5113? The response is that it should be looked into because the part-time employees are being paid out of somewhere? Is it the salary line item?

Our part time employees, John Dariggo and Catherine Connors were at one time being paid under ARPA, we changed it from ARPA to regular Human Services account. Should they have been paid from part time ?

When we made the switch, it went into our regular human services account.

- Wellness: Are the renovations being referenced the renovations due to the Middle School conversion? Those are starting already? Why do we have an RFP for vendor starting in May if we are closing it down in May? Also, I don't think the commentary answers my question. The total contract is for 395K, half of that is \$197K, half of that for Q1 and Q2 spend would be almost \$100K but only \$19K was spent/encumbered. Where is the wellness center being booked if not here?

The City does not have any planned renovations to create additional Middle School space because the City Council has not approved funding for such a project.

Roof replacement project.

The City has conducted a public procurement process for a contractor to replace the entire roof at the former high school with this work to be paid from ARPA funds. An apparent successful bidder has been selected. Once a project schedule has been finalized, notices will be provided to current occupants and users of the former EHS as well as the abutters to the property.

The City was conducting parallel procurements for the roof project and the Wellness Center management contract. The final schedule for the roof project was not available at the time of the Wellness Center contract procurement.

Maybe the council is unaware, regarding the last question, we take the wellness center vendor contract from the Rec Revolving account, which is the account that the revenue goes into from the wellness center. So, the wellness center revenue is paying for the vendor's contract.

We have the line item there to utilize when the revenue no longer is enough to pay the contract, which then we start to pull from the line item. We also know that the gym industry can be up and down and revenue can come and go, so we ensure there are sufficient funds to pay this in the line item in case revenue drops.

- I thought I was being provided all revolving fund accounts? I have the Water/Sewer and ECTV and the 53E 1/2 REVOLVING FUNDS but I don't seem to have the one for Wellness Center?

26-630-4630-5001

26-630-4630-5111

Warrant questions

- Check #623486, 620509 Archipelago Strategies Group: It says ARPA communication strategy – for what ARPA campaign?
- Check #623504 Changing Environments: It is a contract for Soofa. What are we contracting them for?
- Check #620498 – This was booked to Professional Development but it should have been Professional Services. Should be corrected so that it is accurate for budget timing
- Check #620539 – invoice #2456-134236-5610 was missing from the backup on the drive
- Check #620550 Clockshark, LLC. Do we pay for the Wellness Center check-in program and not the vendor? Is that a contract that is signed yearly? Is it 4K a month or is that for the total contract? With the new vendor coming in are we still using this program?
- Check 624929 Energy Conservation, Inc. – This looks like it was the cost of a heat pump replacement. Why was this charged to professional services?

Overall comments, I still think that there should be a monthly review with all the departments because I shouldn't be the one that is catching that line items are not being booked correctly or people are not getting paid out of the right line items. If there was a monthly review, these would be cleaned up before it got to me. And then most of these questions would be answered during the budget director and the departments monthly reviews. And you can even start putting Ops metrics together as part of those reviews so that this quarterly review actually is an full overview of what is happening in the department vs. me just asking FP&A questions.

Answers to open questions from initial list:

122 – DEI

- What was professional services supposed to be for? I thought it was for inclusion consultants and translation and accessibility services and we increased it for equipment but doesn't look to be used. We only spent 3K in 2024 so this seems to be an account that is over-budgeted.

The professional services line item of the DEI allocated budget covers expenses associated with meeting the City's equity and access needs. In prior years, the DEI

Department called upon professional colleagues and affiliations for subject matter expertise at low or no cost to the City of Everett. Access to these resources have decreased. This account is more active and will remain so as the City's language access efforts increase and there is more work to address matters concerning members of the neurodivergent population and other vulnerable populations within the city.

- Outreach & Engagement – Another one where we spent \$15K in 24 and budgeted 60K seems to be another account that is over-budgeted because we are halfway through year and only \$2K has been spent.

The DEI Department is pleased to note how departments are implementing strategies and utilizing their own budgets to be responsive to the needs of the City's diverse population for equity, access and inclusion. The purpose of this line item is to provide targeted outreach and engagement support to ensure community members have the necessary information and access to City initiatives and resources.

Moving forward this account will cover the production of the city-wide equity report that will collect and disseminate data related to how city policies and processes are helping to build and maintain an Everett for Everyone.

- We built an entire department yet I do not see traction in DEI initiatives other than the multi-cultural events and the lunch-n-learns. How are we helping the community since that is what a big part of this department was supposed to do

The Department of Diversity, Equity and Inclusion was established in 2021 and currently has a fulltime staff of two people with the responsibility for programming and initiatives for both the City's workforce and residents and visitors. The department has done well with this undertaking by employing a strategic responsive approach to meet the mission of an equitable, accessible and inclusive Everett. To meet goals, the department works collaboratively with other departments, key stakeholders and the community at large. The work is meant by design to be integrated into existing programs and initiatives or established as a part of the cultural offerings or traditions of the City in a seamless way. In addition to producing the public facing programs noted by the committee, the Lunch and Learns and the cultural enrichment events, helping the community by the Department of Diversity, Equity and Inclusion has included:

- Assisted with the crafting and revision of the EEOC policies and procedures that guide the City's policies on matters related to the protected classes.
- Implemented the staff trainings addressing bias
- Implemented the Ethics Point Whistle Blower hotline

- Was the lead on the restructuring of the Recreation Department to the Youth Development and Enrichment Department
- Recruitment Support for Youth Development and Enrichment Staff – led to the hiring of the Youth Development and Development Director and Youth Substance Use Director
- Recruitment support for the Communications Department – led to the hiring of the ECTV producer
- Assisted with the increase of diverse suppliers within the City
- Successfully advocated and assisted with the coordination of holiday help intake site being placed at the City Hall
- Successfully advocated for Shred Day and Hazardous Waste Day scheduled pickups to increase accessibility for individuals 62 + and persons with disabilities. Additionally, successfully advocated for the Shred Day move to the City Hall parking lot

More information about the Department's milestones is available upon your request or through public records request.

FY25 General Fund Revenue Report

Account #	Description	FY25 Budget	12/31/2024 Actual	12/31/2023 Actual
01-100-4110-xxx	Personal Property Tax	16,345,799	7,222,957.00	7,345,737.00
01-100-4120-xxx	Real Estate Tax	100,916,720	48,681,414.00	48,134,911.00
01-100-4140-4142	Tax Liens Redeemed	-	76,512.00	872,531.00
01-100-4150-xxx	Motor Vehicle Excise	4,400,000	920,738.00	895,811.00
01-100-4165-4165	Local Options Meals Tax	1,450,000	746,097.00	787,650.00
01-100-4165-4166	Local Room Tax	2,500,000	2,151,064.00	1,882,435.00
01-100-4165-4167	Other Excise Tax	22,628,164	11,314,082.00	7,485,439.00
01-100-4170-xxx	Penalties & Interest	400,000	190,172.00	1,294,567.00
01-100-4180-4182	PILOT	14,112	-	-
Subtotal Taxes		148,654,794	71,303,036.00	68,699,081.00
<u>Charges for services</u>				
01-141-4200-4250	Assessors	900	8.00	-
01-145-4200-4250	Treasurer	1,000	(6,272.00)	(8,521.00)
01-161-4200-4250	City Clerk Vital Records	31,000	20,258.00	22,260.00
01-411-4200-4250	Engineering	100	-	5,907.00
01-490-4200-4250	Public Works Miscellaneous	7,000	6,535.00	-
Subtotal Charges For Services		40,000	20,529.00	19,646.00
<u>Fees</u>				
01-146-4300-4320	Collector	30,000	7,705.00	6,990.00
01-151-4300-4320	Constable Reporting Fees	-	1,000.00	-
01-161-4300-4320	City Clerk Fees	30,000	9,691.00	17,347.00
01-171-4300-4320	Conservation Commission	500	1,275.00	-
01-210-4300-4320	Police Record Fees	500	1,745.00	925.00
01-210-4300-4321	Police Firearms Fees	3,000	4,100.00	1,750.00
01-210-4300-4325	Police Detail Admin Fee	271,500	104,105.00	114,371.00
01-220-4300-4320	Fire Dept Records Fees	500	15.00	10.00
01-220-4300-4321	Fire Dept Smoke/Co Detector Fees	20,000	11,245.00	9,145.00
01-220-4300-4325	Fire Dept Detail Admin Fee	10,000	64,678.00	32,548.00
01-242-4300-4321	Weights & Measures Fees	-	960.00	506.00
01-242-4300-4322	Habitability Fees	4,000	16,450.00	9,600.00
01-242-4300-4330	Foreclosure Fees	70,000	21,000.00	25,100.00
01-242-4300-4331	Master Box Fees	-	-	-
01-411-4300-4320	Engineering	20,000	14,515.00	20,675.00
01-490-4300-4320	Public Works	80,000	60,620.00	56,260.00
01-521-4300-4320	Site Plan Review Fees	10,000	12,500.00	2,950.00
Subtotal Fees		550,000	331,604.00	298,177.00
<u>Rentals</u>				
01-121-4360-4361	Rental of Old High School	-	-	2,700.00
01-490-4360-4361	Rental of City Hall Space	6,500	-	-
01-490-4360-4364	Other City Property	2,000	6,700.00	-
01-490-4360-4365	Trash Bin Rentals	6,500	3,253.00	871.00
Subtotal Rentals		15,000	9,953.00	3,571.00
<u>Other Departmental Revenue</u>				
01-210-4370-4371	Police Other Revenue	19,000	20,566.00	45,922.00
01-210-4370-4372	Towing	35,000	11,480.00	135,030.00
01-220-4370-4371	Fire Dept. Other Revenue	-	-	-
01-297-4370-4371	Resident Parking Placards & Sticker	100,000	34,710.00	24,305.00
01-300-4370-4371	School	6,000	-	-
01-491-4370-4371	Cemetery	15,000	14,755.00	9,350.00
01-541-4370-4371	Council on Aging	-	-	-
01-610-4370-4371	Library Other Dept Rev.	-	222.00	88.00
Subtotal Other Departmental Revenue		175,000	81,733.00	214,695.00
<u>Licenses & Permits</u>				
01-161-4400-4420	City Clerk Licenses	390,000	30,100.00	35,981.00
01-161-4450-4451	City Clerk Permits	5,000	2,050.00	2,265.00
01-165-4450-4451	Licensing Commission	85,000	82,050.00	89,475.00
01-220-4450-4451	Fire Dept. Permits	20,000	8,675.00	12,566.00
01-242-4450-4451	Food Permits	60,000	55,000.00	61,020.00
01-242-4450-4452	Wire Permits	165,000	97,889.00	39,588.00
01-242-4450-4453	Plumbing Permits	30,000	60,835.00	11,065.00
01-242-4450-4454	Gas Permits	23,000	17,370.00	6,745.00

01-242-4450-4460	Building Permits	2,500,000	2,151,838.00	1,815,194.00
01-510-4450-4451	BOH Permits	20,000	5,835.00	15,700.00
01-161-4450-4452	Other	2,000	9,903.00	57,268.00
Subtotal Licenses & Permits		3,300,000	2,521,545.00	2,146,867.00
<u>State Revenue</u>				
01-820-4600-4615	Abatements Vetsblindsurv SP	61,245	73,448.00	9,282.00
01-820-4600-4620	Chapter 70	118,072,876	59,036,436.00	55,841,106.00
01-820-4600-4624	Charter School Reimbursement	3,184,362	1,614,347.00	2,368,867.00
01-820-4600-4630	School Building Assistance	-	-	-
01-820-4600-4660	Unrestricted General Government Aid***	8,506,767	4,212,086.00	4,129,494.00
01-820-4600-4667	Veterans Benefits	70,102	69,610.00	72,984.00
01-820-4600-4668	Public Libraries	124,995	-	-
Subtotal State Revenue		130,020,347	65,005,927.00	62,421,733.00
<u>Fines & Forfeits</u>				
01-100-4770-4778	40u Violations	30,000	4,439.00	(9,535.00)
01-100-4770-4779	I & E Penalties	-	-	-
01-210-4770-4774	Court Fines	4,500	-	150.00
01-220-4770-4771	Fire Dept. Fines	500	-	-
01-242-4770-4771	Inspectional Services Fine	500	-	-
01-242-4770-4775	Trash Fines	70,000	48,768.00	52,089.00
01-297-4770-4772	Parking Clerk	1,594,000	1,156,207.00	792,453.00
01-610-4770-4771	Library Fines	500	-	234.00
Subtotal Fines & Forfeitures		1,700,000	1,209,414.00	835,391.00
<u>Investment Income</u>				
01-145-4820-4820	Earning on Investments	3,250,000	2,240,685.00	1,893,087.00
Subtotal Investment Income		3,250,000	2,240,685.00	1,893,087.00
<u>Misc Recurring</u>				
01-820-4840-4690	Misc State Revenue	141,426	90,330.00	78,052.00
01-980-4840-4840	Miscellaneous Recurring	-	500.00	500.00
01-980-4840-4841	Rev-Misc Holding	-	43,103.00	11,285.00
01-980-4840-4846	Encore Community Mitigation	5,657,041	2,828,520.00	7,691,986.00
01-980-4840-4847	Encore Refunds	-	2,691.00	2,615.00
Subtotal Misc Recurring		5,798,467	2,965,144.00	7,784,438.00
<u>Misc Non-Recurring</u>				
01-300-4850-4580	School Medicaid Reimbursement	950,000	83,615.00	963,933.00
01-980-4850-4840	Miscellaneous Non Recurring	-	512,852.00	455,131.00
Subtotal Misc Non-Recurring		950,000	596,467.00	1,419,064.00
<u>Interfund Transfers IN</u>				
01-990-4970-4976	Transfers from Enterprise Funds	-	955,419.00	911,865.00
Subtotal Interfund Transfer IN		-	955,419.00	911,865.00
Total Revenue		294,453,608	147,241,456.00	146,647,615.00

Additional warrant questions:

- Check #625156: What account name is this being paid out of? It seems as if the majority of the cost is payroll & benefits related vs. actual housing assistance monies (\$3K) provided so this does not seem like a great payback to pay almost \$10K in P&B but only \$3K for needs for residents

Housing Families' expenditures cover two things: (1) payroll for an attorney who assists Everett residents with various housing issues; and (2) One-time grants in the amount of \$500 (-typically) to help with rental assistance.

- Check #625156: What account name is this being paid out of? What are we paying FKO for? Are they scholarships for students to go to afterschool?

FKO was 20-522-1521-5780 which is CDBG Small Cities.

"I sent over a request to Diane Hansen, who oversees the CDBG program, to send over the FY 2022-2023 and FY2024 responses submitted by FKO through the corresponding RFPs. When I receive these, I'll be sure to forward them along your way.

Before receiving these, what I can say is that CDBG is a highly regulated program, with federal and state oversight. They provide specific parameters for eligible expenses, approve annual expenditure budgets, and perform routine monitoring of our annual grants. Any social service organization that utilizes CDBG funds must abide by the scope of services provided in their RFPs, which have already been vetted for compliance under the CDBG regulations and guidelines.

I'd also like to note, that, while there are two bullet points listed below, they seem to both reference the same Check # while, at the same time, speak to two separate services. Check #625156 is a \$9,695.00 payment covering three monthly invoices (October 2024, November 2024, and December 2024) submitted by For Kids Only Afterschool. This does not have to do with housing assistance as noted in the first bullet point which references the same check number."

In short, FKO's expenditures are for scholarships only.

- Check #625131: Why were the holiday wreaths paid out of the CIP?
The wreaths were paid from 01-121-4-5800 which is a continuing appropriation for City Décor. 29-121-5121-5780 which is a city private gifts account

Few follow-ups based off the responses and some additional one-off questions based off the warrant signoffs.

- IT budget ... I would like to sit down with Margaret to see how she is planning on tracking this going forward. Maybe in late April after all encumbrances are made? I would like to be prepared for budget sessions and right now I don't have a good year